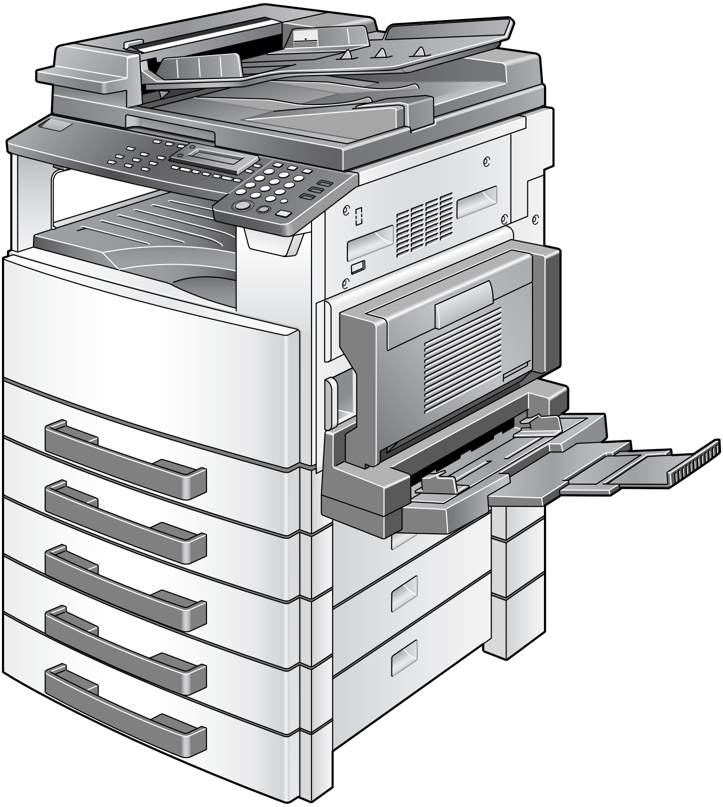
KONICA MINOLTA

The essentials of imaging

bizhub 180

User's Guide



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Introduction

1

1.1 We want you to be a satisfied customer

Thank you for choosing the bizhub 180.

This user manual describes the functions, operating procedures, precautions, and basic troubleshooting for the bizhub 180.

Before using this machine, be sure to read the user manual thoroughly in order to ensure that you use the machine efficiently. After you have gone through user's guide, store it in the holder and keep it handy at all times.

Note that some of the illustrations of the machine used in the user manual may be different from what you actually see on your machine.

1.2 Trademarks and Registered Trademarks

KONICA MINOLTA, KONICA MINOLTA Logo, and The essentials of imaging are registered trademarks or trademarks of KONICA MINOLTA HOLDINGS, INC.

PageScope and bizhub are registered trademarks or trademarks of KONICA MINOLTA BUSINESS TECHNOLOGIES, INC.

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This software is based in part on the work of the Independent JPEG Group.

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Copyright 1986-2003 VACS Corp.

1.3 Regulation Notice

USER INSTRUCTIONS
FCC PART 15 - RADIO FREQUENCY DEVICES (For U.S.A. Users)

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

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

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

INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 3) (For Canada Users)

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

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

For users in countries subject to Class B regulations

This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.

For users in countries not subject to Class B regulations

WARNING
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.

Laser Safety

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

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

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

Internal Laser Radiation

Maximum Average Radiation Power: 6.32 µW at the laser aperture of the print head unit.

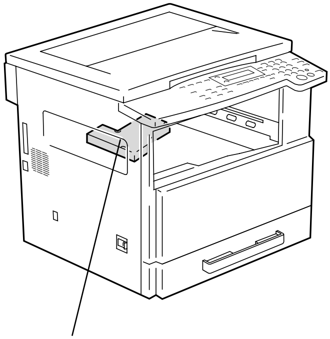
Wavelength: 770-795 nm

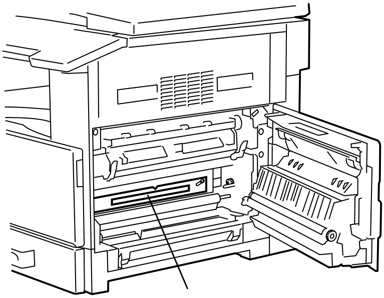
This product employs a Class 3b laser diode that emits an invisible laser beam.

The laser diode and the scanning polygon mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM:

> Therefore, the print head unit should not be opened under any circumstances.





CDRH Regulation

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

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

This is a semiconductor laser. The maximum power of the laser diode is 5 mW and the wavelength is 770-795 nm.

For European Users

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

This is a semiconductor laser. The maximum power of the laser diode is 5mW and the wavelength is 770-795 nm.

For Denmark Users

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

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 5mW og bølgelængden er 770-795 nm.

For Finland, Sweden Users

LOUKAN 1 LASERLAITE
KLASS 1 LASER APPARAT

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

Tämä on puolijohdelaser. Laserdiodin sunrin teho on 5mW ja aallonpituus on 770-795 nm.

VARNING!

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

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 5mW och våglängden är 770-795 nm.

VARO!

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

VARNING!

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

For Norway Users

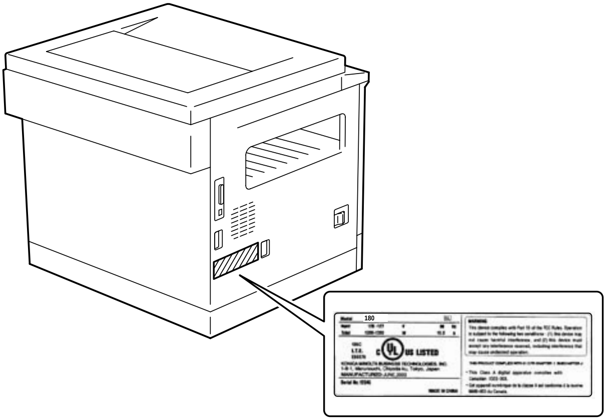
ADVERSEL

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

Dette en halvleder laser. Maksimal effekt till laserdiode er 5mW og bølgelengde er 770-795 nm.

Laser Safety Label

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



Ozone Release

CAUTION

Locate the Machine in a Well Ventilated Room

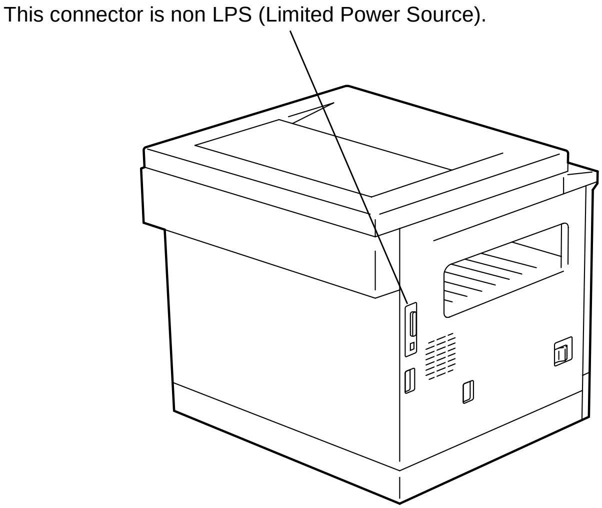
➜ A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room well ventilated.

REMARQUE

= Placer l’appareil dans une pièce largement ventilée =

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

Other Precautions



1.4 Safety Information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure you observe all of the precautions appear in each section of this manual.

KM_Ver.01E_C

✎...

Note
Some parts of the contents of this section may not correspond with the purchased product.

Warning and Precaution Symbols

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

⚠**WARNING**	Ignoring this warning could cause serious injury or even death.
⚠**CAUTION**	Ignoring this caution could cause injury or damage to property.

Meaning of Symbols

△	A triangle indicates a danger against which you should take precaution. ⚠ This symbol warns against cause burns.
⊘	A diagonal line indicates a prohibited course of action. ⊘ This symbol warns against dismantling the device.
●	A solid circle indicates an imperative course of action. ● This symbol indicates you must unplug the device.

Disassemble and modification

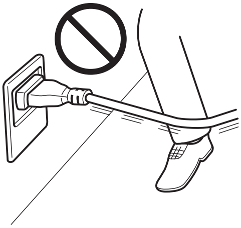
⚠ WARNING

- Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.
- Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.

Power cord

⚠ WARNING

- Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.
- Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock.
- Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



Power source

⚠ WARNING

- Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock. ❗
- Connect power plug directly into wall outlet having the same configuration as the plug. Use of an adapter leads to the product connecting to inadequate power supply (voltage, current capacity, grounding), and may result in fire or shock. If proper wall outlet is not available, the customer shall ask qualified electrician for the installation. ❗
- Do not use a multiple outlet adapter nor an extension cord in principle. Use of an adapter or an extension cord could cause a fire or electrical shock.
  Contact your authorized service representative if an extension cord is required. 🛇
- Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire. ❗

⚠ CAUTION

- The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs. ❗

Power plug

⚠ WARNING

- Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.
- Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.

⚠ CAUTION

- Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.
- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.

Grounding

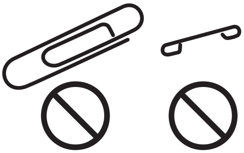
⚠ WARNING

- Connect the power cord to an electrical outlet that is equipped with a grounding terminal.

Installation

⚠ WARNING

- Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown.
  Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



⚠ CAUTION

- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.
- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.
- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.
- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.
- Do not use flammable sprays, liquids, or gases near this product, as a fire could result.

Ventilation

⚠ CAUTION

- Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals.

Actions in response to troubles

⚠ WARNING

- Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.
- Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.

⚠ CAUTION

- The inside of this product has areas subject to high temperature, which may cause burns.
  When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a “Caution HOT” caution label.

Consumables

⚠ WARNING

- Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.

⚠ CAUTION

- Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.
- Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.

When moving the machine

⚠CAUTION

- Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.
- When moving this product, always hold it by the locations specified in the User’s Guide or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.

When the optional Fax Kit FK-505 is not installed:

Before successive holidays

⚠CAUTION

- Unplug the product when you will not use the product for long periods of time.

1.5 Energy Star®

As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency.

What is an ENERGY STAR® Product?

An ENERGY STAR® product has a special feature that allows it to automatically switch to a “low-power mode” after a period of inactivity. An ENERGY STAR® product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

1.6 Recycled Paper (USA market only)

Your machine has been designed to use the following Recycled Paper.

Recycled Bond: Item No. 8925 701

20% Post Consumer Waste

1.7 Explanation of Manual Conventions

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

⚠

WARNING

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

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

⚠

CAUTION

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

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

✎...

Note*

*(*May also appear as “Important” or “Tip”)*

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

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

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

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

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

An illustration inserted here shows what operations must be performed.

[Copy] key

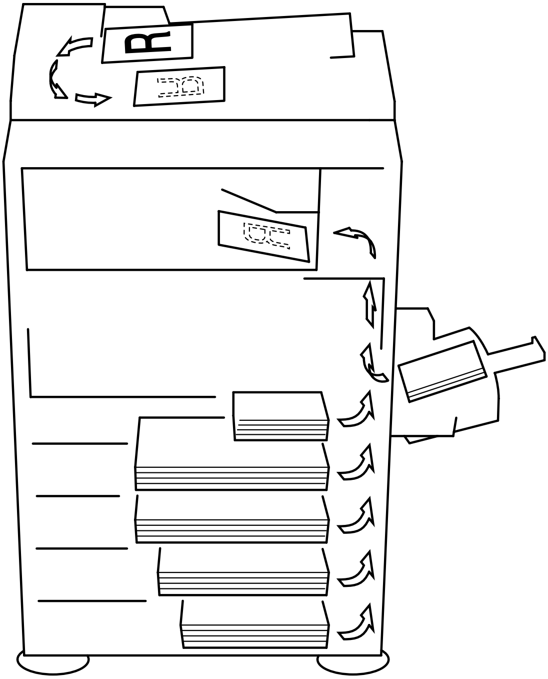
The names of keys on the Control panel are written as shown above.

1.8 Explanation of Basic Concepts and Symbols

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

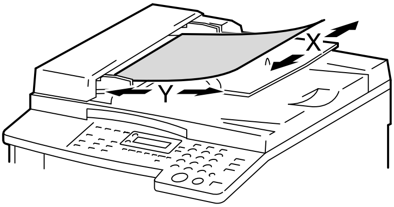
Paper Feeding

During printing, paper is supplied from the right side of the machine and fed into the output tray on top or the output option at the left with the printed surface of the page facing down. The paper feed direction is shown by the arrows in the diagram below.



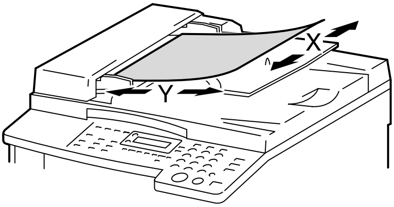
“Width” and “Length”

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

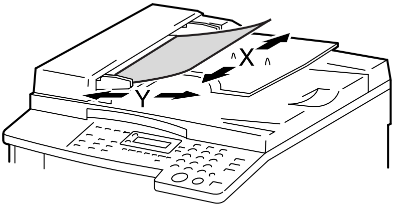


Paper Orientation

Lengthwise (▭)
If the width (X) of the paper is shorter than the length (Y), the paper has a vertical or portrait orientation, indicated by ▭.



Crosswise (▯)
If the width (X) of the paper is longer than the length (Y), the paper has a horizontal or landscape orientation, indicated by ▯.



Precautions

2

2.1 Installation Precautions

Installation Site

To ensure utmost safety and prevent possible malfunctions, install the machine in a location that meets the following requirements.

- A location away from curtains, etc. that may catch fire and burn easily
- A location that is not exposed to water or other liquids
- A location free from direct sunlight
- A location out of the direct airflow of an air conditioner or heater, and not exposed to extremely high or low temperatures
- A well-ventilated location
- A location that is not exposed to high humidity
- A location that is not extremely dusty
- A location not subjected to undue vibrations
- A stable and level location
- A location where ammonia or other organic gases are not generated
- A location that does not put the operator in the direct airflow of exhaust from the machine
- A location that is not near any kind of heating devices

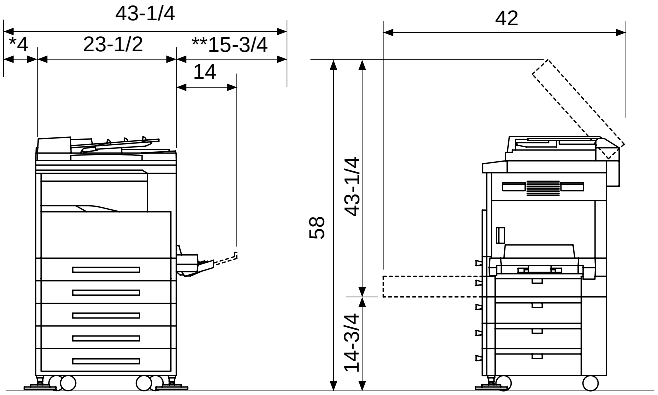
Power Source

The power source requirements are as follows.

- Voltage fluctuation: Maximum ±10% (127 V: +6%, –10%)
- Frequency fluctuation: Maximum ±3 Hz
  - Use a power source with as little voltage or frequency fluctuations as possible.

Space Requirements

To ensure easy machine operation, supply replacement, and maintenance, adhere to the recommended space requirements detailed below.



Unit: inch
Reverse automatic document feeder DF-605 is installed.

Note
*Since there is a ventilation duct on the left side of the machine, be sure to allow a clearance of *4 inch (100 mm) or more on the left side.*

*Allow a clearance of **15-3/4 inch (400 mm) or more on the right side of the machine so that the Side cover can be opened.*

2.2 Operation Precautions

Operating Environment

The environmental requirements for correct operation of the machine are as follows.

- Temperature: 50°F to 86°F with fluctuations of no more than 18°F within an hour
- Humidity: 15% to 85% with fluctuations of no more than 10% within an hour

Proper Use

To ensure the optimum performance of the machine, follow the precautions listed below.

- Never place heavy objects on the Original glass or subject it to shocks.
- Never open any machine doors or turn off the machine while it is making copies; otherwise, a paper jam will occur.
- Never bring any magnetized object or use flammable sprays or liquids near the machine.
- ✚ Always make sure that the power plug is completely plugged into the electrical outlet.
- Always make sure that the machine’s power plug is visible and not hidden by the machine.
- ✚ Always unplug the machine from the electrical outlet if the unit is not to be used for a long period of time.
- ✚ Always provide good ventilation when making a large number of continuous copies.

CAUTION

If the ventilation duct on the left side of the machine is blocked, the inside of the machine will accumulate heat, resulting in a malfunction or fire.

➜ Be sure to allow a clearance of 4 inch (100 mm) or more on the left side of the machine for the ventilation duct.

CAUTION

The area around the fusing unit is extremely hot.

➜ Be careful not to touch any parts around the fusing unit, other than those indicated in this manual, in order to reduce the risk of burns. Be especially careful not to touch parts marked with warning labels, and their surrounding areas.

➜ If you get burnt, immediately cool the skin under cold water, and then seek professional medical advice.

Transporting the Machine

If you need to transport the machine over a long distance, consult your technical representative.

Care of Machine Supplies

Use the following precautions when handling the machine supplies (toner cartridge, paper, etc.).

✚ Store the supplies in a location that meets the following requirements.
Free from direct sunlight
Away from any heating apparatus
Not subjected to high humidity
Not extremely dusty

✚ Store in a sealed plastic bag in a cool, dark place paper that has been removed from its wrapper but not loaded into the machine.

- Only use toner that has been manufactured specifically for this machine. Never use other types of toner.
- Keep all supplies out of the reach of children.

CAUTION

Precautions for handling toner:

- ➜ Be careful not to spill toner inside the copier or get toner on your clothes or hands.
- ➜ If your hands become soiled with toner, immediately wash them with soap and water.
- ➜ If toner gets in your eyes, immediately flush them with water, and then seek professional medical advice.

Storage of Copies

- ✚ Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- ‒ Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.

2.3 Legal Restrictions on Copying

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

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

<Financial Instruments>

- Personal checks
- Traveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Documents>

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

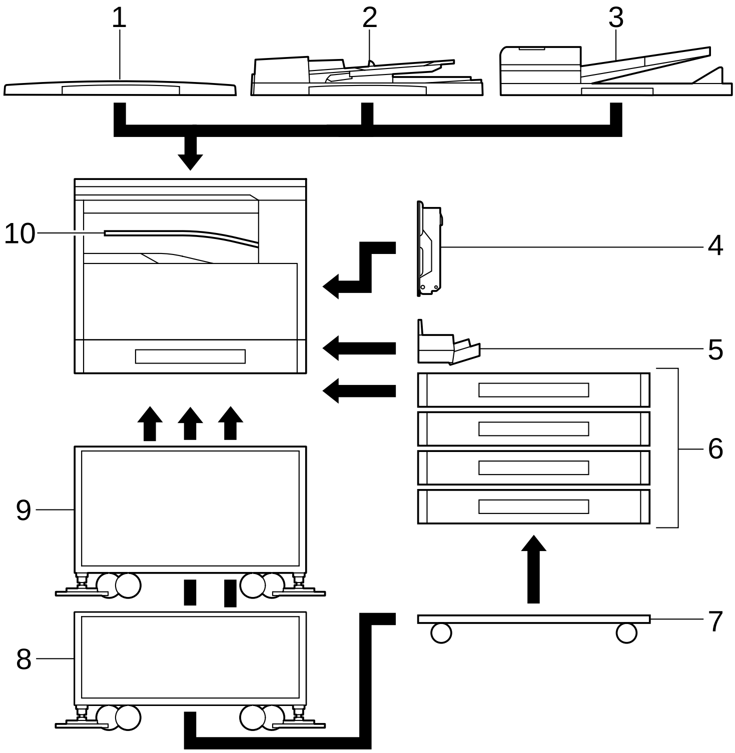
<General>

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

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art without permission of the copyright owner.

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

2.4 Components and Their Functions



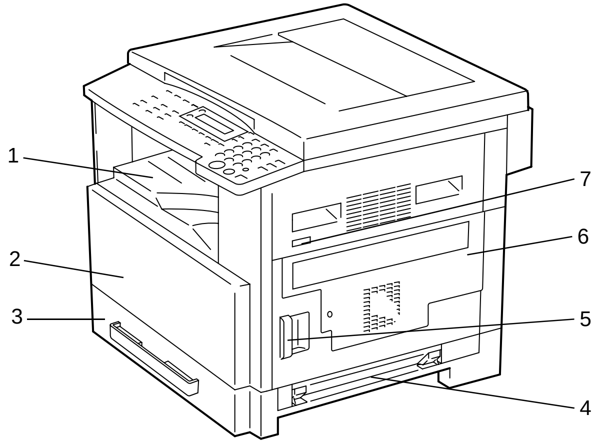
No.	Part Name	Description
1	Original cover OC-504 (optional)	Presses down on the loaded document to keep it in place. Referred to as the “Original cover” throughout the manual.
2	Automatic document feeder DF-502 (optional)	Automatically feeds one document sheet at a time for scanning. Referred to as the “Document feeder” throughout the manual.
3	Reverse automatic document feeder DF-605 (optional)	Automatically feeds one document sheet at a time for scanning, and automatically turns over double-sided documents for scanning. Referred to as the “Reverse automatic document feeder” throughout the manual.
4	Automatic duplex unit AD-504 (optional)	Automatically turns the pages over, and prints on both sides. Referred to as the “Duplex unit” throughout the manual.
5	Multi bypass tray MB-501 (optional)	Can be loaded with 100 sheets of paper. Referred to as the “Multi bypass tray” throughout the manual.

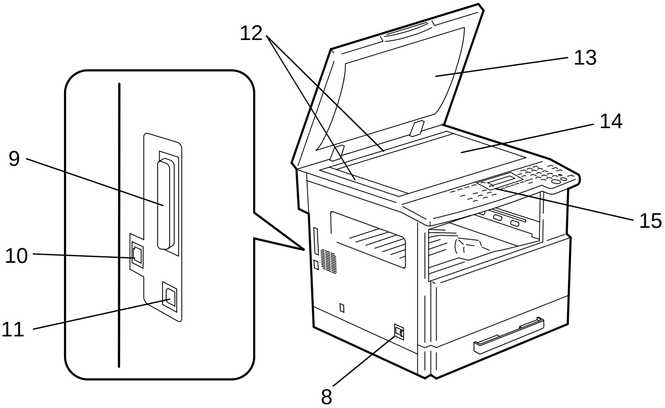
No.	Part Name	Description
6	Paper feed unit PF-502 (optional)	Equipped with a paper drawer that holds up to 250 sheets of paper. Up to four can be installed on the main unit. Referred to as the “2nd tray”, “3rd tray”, “4th tray”, and “5th tray” throughout the manual.
7	Desk DK-703 (optional)	The machine can be placed on the desk. Using the desk allows the machine to be set up on the floor.
8	Desk DK-702 (optional)	The machine can be placed on the desk. Using the desk allows the machine to be set up on the floor.
9	Desk DK-701 (optional)	The machine can be placed on the desk. Using the desk allows the machine to be set up on the floor.
10	Job separator JS-503 (optional)	Allows printed pages to be separated. Referred to as the “Job separator” throughout the manual.
11	Shift tray SF-501* (optional)	Shifts copies and printed pages that are fed out. If the Job separator is installed, the shifting unit cannot be attached.
12	Image controller IC-205* (optional)	Internal printer controller that allows this machine to be used as a computer printer (PCL) For details, refer to the Image Controller IC-205 User’s Guide.
13	Network interface card NC-502* (optional)	Internal network card that enables network printing from Windows or a NetWare network environment For details, refer to the Network Interface Card NC-502 User’s Guide.
14	Scanner unit SU-502* (optional)	Internal scanner unit that allows this machine to be used as a scanner configured into a computer network For details, refer to the Scanner Unit SU-502 User’s Guide. **Note** *The scanner unit does not function if optional Fax kit FK-505 is not installed.*
15	Fax kit FK-505* (optional)	Allows this machine to be used as a fax machine
16	Expanded memory unit EM-101* (optional)	32 MB expansion memory that increases the number of document pages that can be processed by the machine Referred to as the “Expanded memory unit” throughout the manual.
17	Expanded memory unit EM-102* (optional)	64 MB expansion memory that increases the number of document pages that can be processed by the machine Referred to as the “Expanded memory unit” throughout the manual.

* The internal options are not shown.

2.5 Part Names and Their Functions

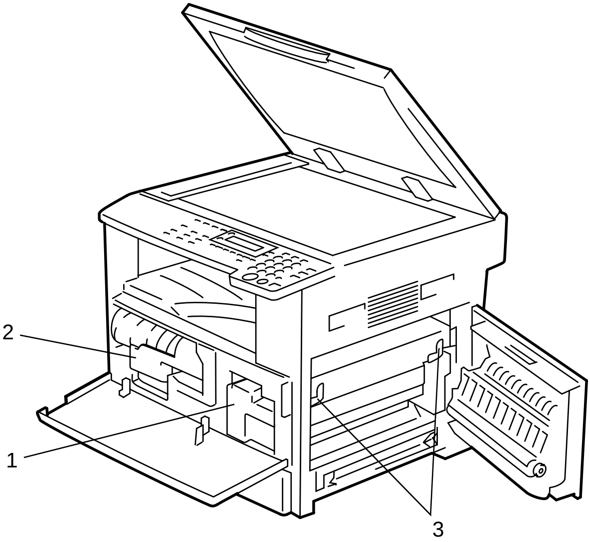
Main Unit




12
13
14
15
9
10
11
8

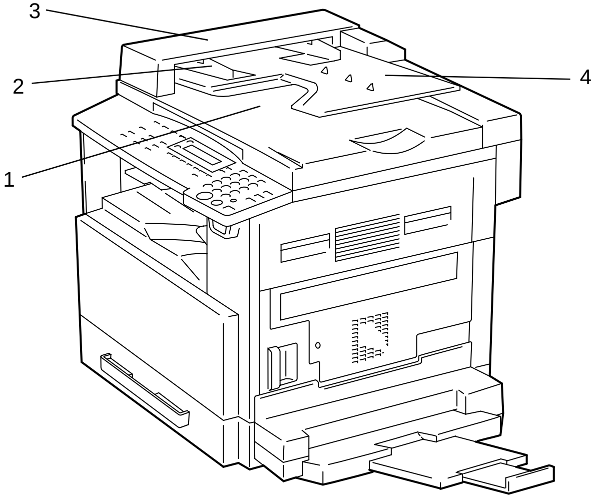
No.	Part Name	Description
1	Copy tray	Collects copies and printouts fed out facing down.
2	Front cover	Opened when replacing the toner bottle. (p. 8-2)
3	1st tray	• Holds up to 250 sheets of paper. • The paper size can be adjusted freely. • Can be loaded with special paper. (p. 7-17)
4	Manual bypass	• Used for manual feeding of paper. • The paper is fed one sheet at a time. • Can be loaded with special paper. (p. 5-8)
5	Lock release lever	Used to open and close the Side cover.
6	Side cover	Opened when clearing paper misfeeds.
7	Mechanical counter	Indicates the number of copy and printout pages that were printed.
8	Power switch	Used to turn the machine on and off. (p. 2-22)
9	Parallel interface connector	Used for connecting a parallel cable from the computer.
10	RJ45 Connector for networking	Used for connecting the network cable when this machine is used for Internet faxing, network printing and network scanning.
11	Printer USB connector	Used for connecting a USB cable from the computer.
12	Document scales	Used to align the document. (p. 3-11)
13	Original cover (optional)	Presses down on the document positioned on the Original glass.
14	Original glass	When manually feeding a document, position it on the Original glass so that it can be scanned. Position the document face down on the glass. (p. 3-11)
15	Control panel	Used to start copying or to make various settings. (p. 2-17)

Inside of Main Unit



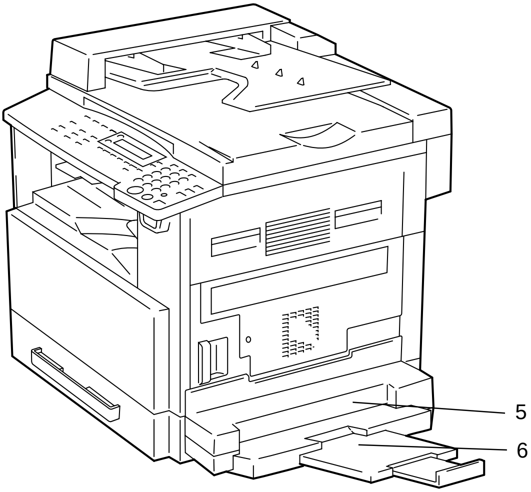
No.	Part Name	Description
1	Imaging unit	Creates the copy image. Replacement of the Imaging unit must be performed by a service representative.
2	Toner bottle holder	Opened when replacing the toner bottle.
3	Pressure lever	Used when clearing paper misfeeds in the fusing unit. (p. 8-5)

Document feeder (Optional)



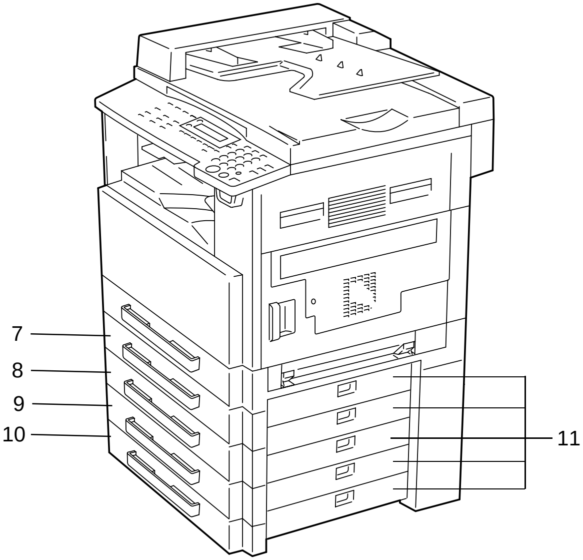
No.	Part Name	Description
1	Document exit tray	Collects documents that have been scanned.
2	Document guide plate	Adjusted to the width of the document. (p. 3-9)
3	Document feeder cover (Doc. Feed Cover)	Opened when clearing document misfeeds. (p. 8-13)
4	Document feeder tray	Holds the documents to be scanned; load documents face up. (p. 3-9)

Multi bypass tray (Optional)



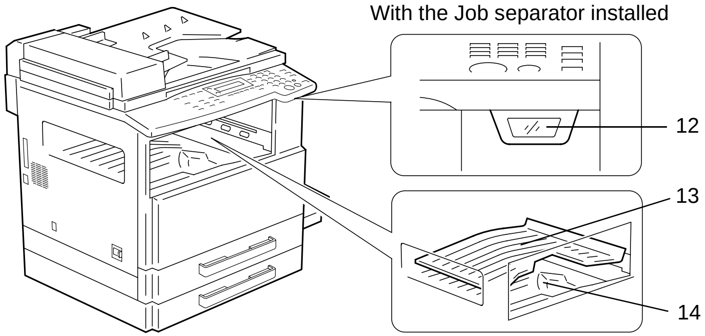
No.	Part Name	Description
5	Bypass tray	Holds up to 100 sheets of plain paper, 20 sheets of special paper, or 10 envelopes. (p. 5-10)
6	Bypass tray extender	Pulled out when large-sized paper is loaded.

Paper feed unit (Optional)



No.	Part Name	Description
7	2nd tray	Holds up to 250 sheets of plain paper. Up to four paper feed units can be installed.
8	3rd tray	
9	4th tray	
10	5th tray	
11	Side cover	Opened when clearing paper misfeeds. (p. 8-10)

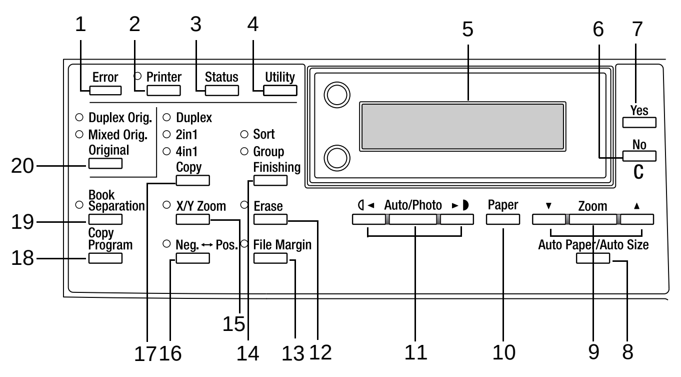
Job separator (Optional)


With the Job separator installed
12
13
14

No.	Part Name	Description
12	Copy tray lamp	Lights up when paper remains in the copy tray and the upper copy tray is being moved up.
13	Upper copy tray	Collects computer printouts.
14	Lower copy tray	Collects copies.

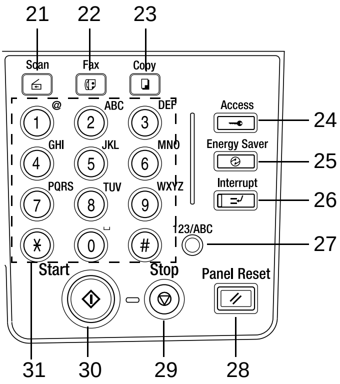
2.6 Names of Control Panel Parts and Their Functions

Control Panel Parts and Their Functions


1
2
3
4
5
6
7
Error
Printer
Status
Utility
Yes
No
C
Duplex Orig.
Mixed Orig.
Original
Duplex
2in1
4in1
Copy
Sort
Group
Finishing
Book Separation
X/Y Zoom
Erase
Auto/Photo
Paper
Zoom
Copy Program
Neg. ↔ Pos.
File Margin
Auto Paper/Auto Size
20
19
18
15
17
16
14
13
12
11
10
9
8

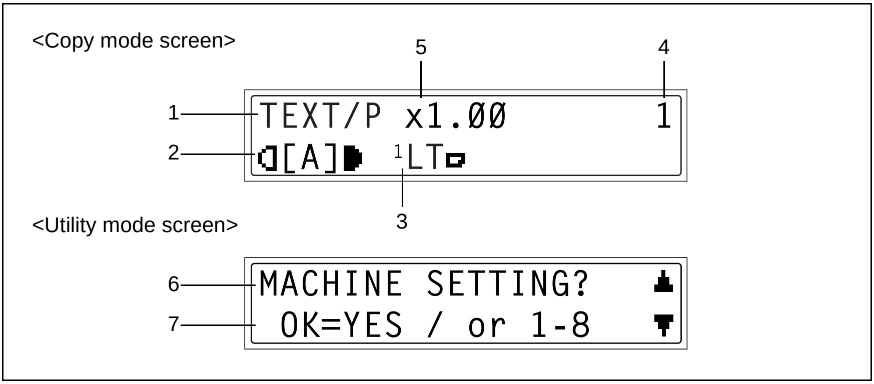
No.	Part Name	Function
1	“Error” indicator	Lights up or flashes if an error has occurred. Refer to *“Error Messages” on page 8-1*.
2	[Printer] key/indicator	Lights up while data is being printed from the computer and flashes while data is being sent. For details, refer to the Printer Controller User’s Guide.
3	[Status] key	Used to view the counters.
4	[Utility] key	Used to enter Utility mode and display the first Utility mode screen. • MACHINE SETTING, PAPER SOURCE SETUP, USER MANAGEMENT, ADMIN. MANAGEMENT, COPY SETTING 1 & 2
5	Display	Displays setting menus, error messages, and specified settings such as the number of copies and the zoom ratio.
6	[No/C] key	Erases the entered numbers and letters. Returns to the previous screen.
7	[Yes] key	Confirms the current setting.
8	[Auto Paper/Auto Size] key	Used to select between the Auto Paper or the Auto Size function.
9	[Zoom] key, ▼ and ▲ keys	• Used to select a preset enlargement or reduction ratio. • A zoom ratio between × 0.25 and × 4.00 can be selected when the paper size is selected manually. (Manual paper selection) • A zoom ratio between × 0.50 and × 2.00 can be selected when the paper size is selected automatically. (Auto paper) • Used to specify the selection above or below in setting screens and menus.
10	[Paper] key	Used to select the size of the paper to be printed on.

No.	Part Name	Function
11	[Auto/Photo] key, ◖◄ and ►◗ keys	• Used to specify the scanning density of copies. • Used to specify the selection at the left or right in setting screens.
12	[Erase] key	Used to select the area of the document that is erased.
13	[File Margin] key	Press to select the “File Margin” function.
14	[Finishing] key	Used to select a copy “Finishing” function.
15	[X/Y Zoom] key	Used to specify different scaling proportions for the vertical and horizontal directions.
16	[Neg.↔Pos.] key	Press to make copies with the dark- and light-colored areas of the document inverted.
17	Copy key	Used to select between the “2in1” and the “4in1” copy functions.
18	[Copy Program] key	• Copy programs can be stored. • Stored copy programs can be selected and recalled.
19	[Book Separation] key	Used to select the “Book Separation” function.
20	[Original] key	Used to select between the “Duplex Orig.” function and the “Mixed Orig.” function.



No.	Part Name	Function
21	[Scan] key	Press to enter Scan mode. The indicator lights up in green to indicate that the machine is in Scan mode. (Available only when the Network interface card NC-502, Fax kit FK-505 and the Scanner unit SU-502 are installed.)
22	[Fax] key	Does not function on this machine.
23	[Copy] key	Press to enter Copy mode. The indicator lights up in green to indicate that the machine is in Copy mode.
24	[Access] key	Used with user management. (p. 6-24)
25	[Energy Saver] key	Press to enter Energy Save mode. (p. 2-23)
26	[Interrupt] key	Press to enter Interrupt mode. The indicator lights up in green to indicate that the machine is in Interrupt mode. Press again to cancel Interrupt mode and return to the mode before Interrupt mode was entered. (p. 5-38)
27	[123/ABC] key	Does not function on this machine.
28	[Panel Reset] key	• Cancels all copy functions and returns them to their default settings. • Deletes all queued jobs.
29	[Stop] key	Stops the multi-page copy operation.
30	[Start] key	• Starts copying. • Queues a copy job if pressed while the machine is warming up. (p. 2-24) • The indicator lights up in green to indicate that the machine is ready to start copying, or it lights up in orange to indicate that the machine is not ready to start copying.
31	10-Key Pad	• Used to specify the number of copies. • Used to enter setting values. • The [*] and [#] keys do not function on this machine.

Display Indications



TEXT/P x1.00 1

[A] 1LT

MACHINE SETTING?

OK=YES / or 1-8

No.	Display Indication	Description
1	Copy density (document type)	Indicates the document type for the copy density setting. “PHOTO”, “TEXT”, or “TEXT/P”
2	Copy density (density level)	Indicates the density level for the copy density setting.
3	Paper source	Indicates the selected paper tray. If special paper is selected, the paper type is displayed. “AUTO”, or a paper tray, paper size, paper orientation, and paper type.
4	Number of copies	Indicates the specified number of copies.
5	Zoom ratio	Indicates the current zoom ratio setting. “AUTO” or the current zoom ratio setting is displayed. “× [X/Y]” indicates that the “X/Y Zoom” function is selected.
6	Menu or function name	• Displays the current menu, function or settings. • Error messages are displayed when errors occur.
7	Messages	Displays messages such as operating instructions.

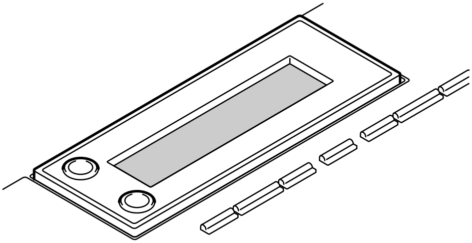
Adjusting the Angle of the Display

The display can be adjusted to any of three angles.

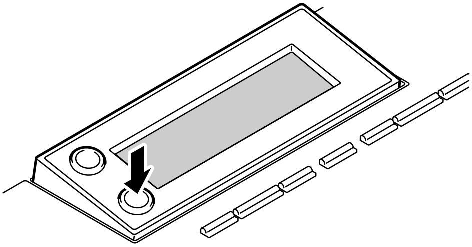
Adjust the display to the angle that allows for easy operation.

➜ Press an edge of the display to adjust it to the desired angle.

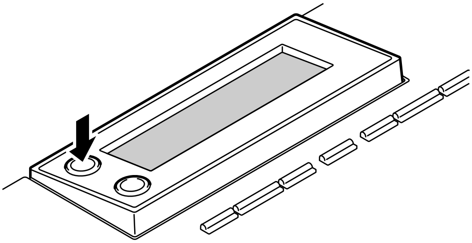
Middle position



Upper position



Lower position

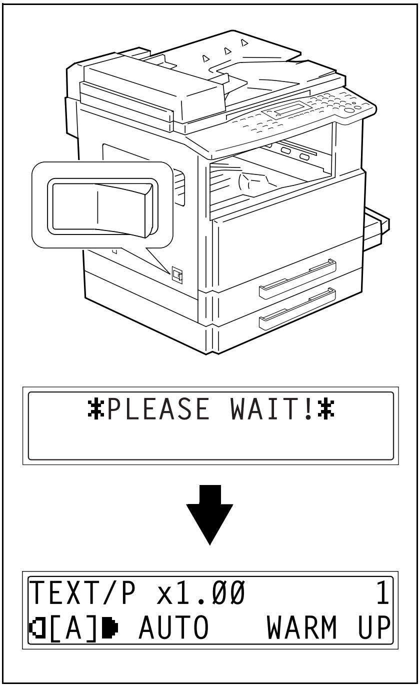


2.7 Power Supply

To turn on the machine

Set the Power switch to “I”.

The indicator on the [Start] key lights up in orange, and the message “∗PLEASE WAIT!∗” appears in the display.



```
*PLEASE WAIT!*
```

```
TEXT/P x1.00        1
◖[A]◗ AUTO    WARM UP
```

✎...

Note

The machine finishes warming up within 30 seconds (at normal room temperature (73.4 °F)).

A copy job can be queued while the machine is warming up.

To turn off the machine

1 Check that all jobs are finished.

2 Set the Power switch to “○”.

Default Settings

The settings that are automatically selected when the machine is turned off or the [Panel Reset] key is pressed are called the “default settings”. These settings serve as a reference for all functions.

Copy mode

- Number of copies: 1
- Copy density: AUTO
- Zoom ratio: Full size (× 1.00)
- Paper source: AUTO (with the Document feeder installed)
- Finishing function: Non-sort

✎...

Tip

The default settings can be customized using the functions in the Utility mode (“7 Utility Mode – Copy Functions”).

Auto Panel Reset

With the auto panel reset operation, the Copy mode screen appears after copying or after a specified length of time has passed after the last operation is finished. (Manufacturer’s default setting: 1 minute)

✎...

Tip

The length of time until the auto panel reset operation is performed can be set to 30 seconds or a setting between 1 and 5 minutes.
In addition, the Auto Panel Reset function can be disabled.
For details, refer to “To set the “AUTO PANEL RESET” function” on page 7-7.

Energy Save Mode

With the Energy Save mode, the machine automatically enters a standby mode (Energy Save mode), instead of turning off.

When the machine is in Energy Save mode, the indicator on the [Start] key remains lit in green, but the display goes off.

✎...

Note

If the Auto Shut Off function is activated during Energy Save mode, the machine turns off.

Conditions for entering Energy Save mode

- The [Energy Save] key is pressed.
- The specified length of time after the last operation has elapsed. (Manufacturer’s default setting: 15 minutes)

✎...

Tip

The length of time until the machine enters Energy Save mode can be set between 1 and 240 minutes. (Refer to “To set the “ENERGY SAVE MODE” (preheat mode) function” on page 7-8.)

Auto Shut Off

With the Auto Shut Off function, the machine automatically turns off if no operation is performed for a specified length of time, in order to conserve energy. (Manufacturer’s default setting: OFF)

Queued Copy Jobs

Copy jobs can be queued by loading the document and pressing the [Start] key while “WARM UP” appears in the lower-right corner of the display.

When the message “WARM UP” disappears, scanning of the loaded document begins, and copies are produced.

Basic Operations

3

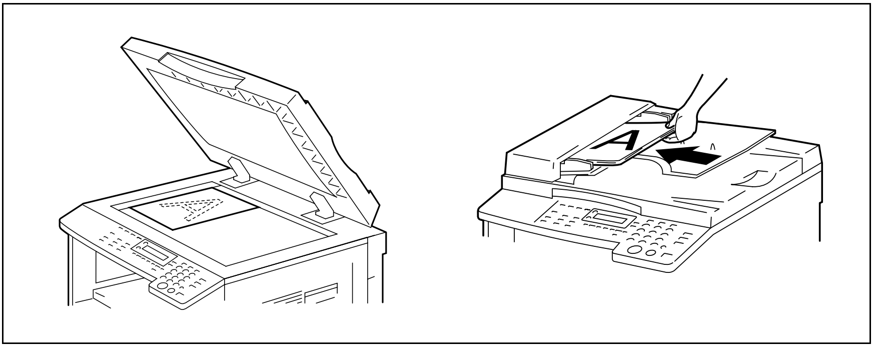
3.1 Making Copies

The following procedure describes how to load a document and make a simple copy of it.

To make a simple copy

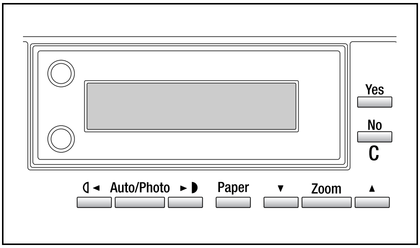
1 Load the document to be copied.

- ❍ Refer to *“Loading the Document” on page 3-9*.



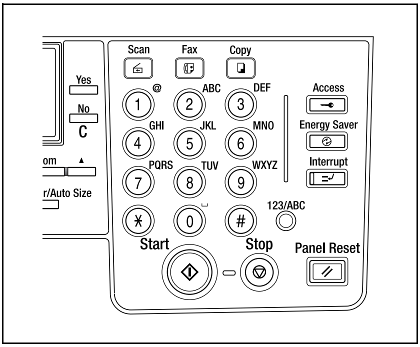
2 Select the desired copy settings.

- ❍ Paper (p. 5-22)
- ❍ Zoom (p. 5-30)
- ❍ Copy density (p. 5-36)
- ❍ Advanced Copy Operations (p. 6-1)


Yes
No
C
Auto/Photo
Paper
Zoom

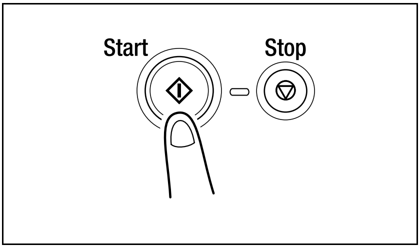
3 Using the 10-Key Pad, enter the desired number of copies.

- ❍ The number of copies can be set to any number between 1 and 99.
- ❍ To clear the entered value, press the [No/C] key.


Scan
Fax
Copy
Yes
No
C
@
ABC
DEF
1
2
3
Access
GHI
JKL
MNO
4
5
6
Energy Saver
om
PQRS
TUV
WXYZ
7
8
9
Interrupt
r/Auto Size
123/ABC
0
#
Start
Stop
Panel Reset

4 Press the [Start] key.
The set number of copies are made.

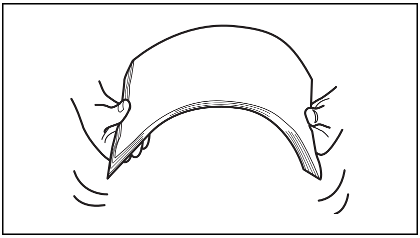
- ❍ To stop copying before the set number of copies have been made, press the [Stop] key.



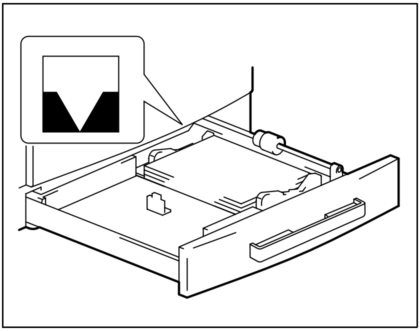
3.2 Loading Paper

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

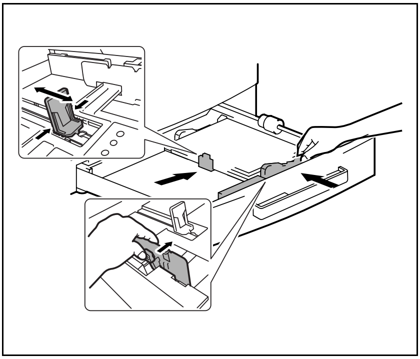
- If the paper is curled, flatten it before loading it.



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



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



✎...

Tip

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

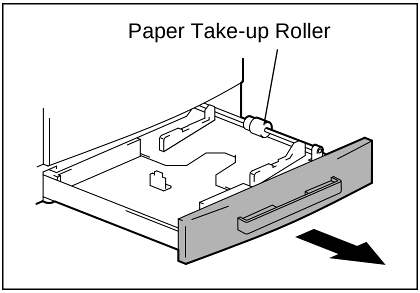
Loading Paper Into the Paper Tray

To load paper into the 1st tray

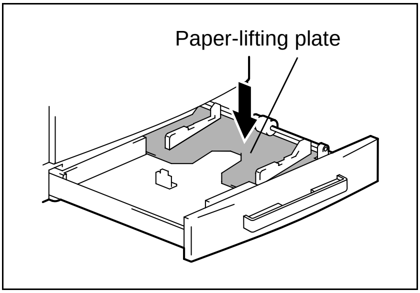
1 Pull out the 1st tray.

? *Have the necessary precautions been observed when pulling out the tray?*

➜ Be careful not to touch the surface of the Paper Take-up Roller with your hands.



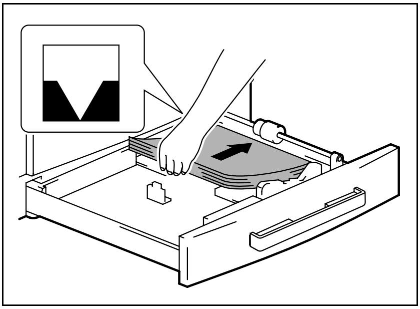
2 Press down on the Paper-lifting plate until it locks into place.



3 Load the paper into the tray.

? *Have the necessary precautions been observed when loading the paper?*

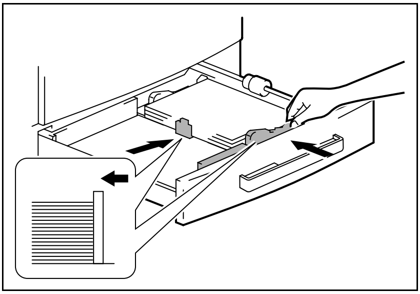
➜ Do not load so much paper that the top of the stack is higher than the ▼ mark.



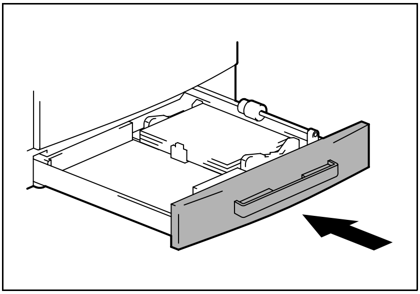
4 Slide the paper guides against the edges of the paper.

? *Is the paper guide positioned correctly?*

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



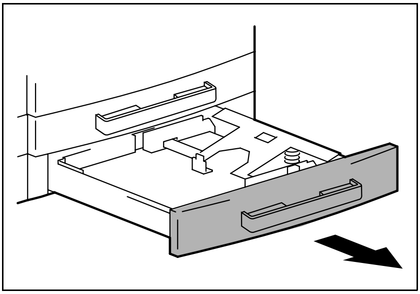
5 Close the 1st tray.



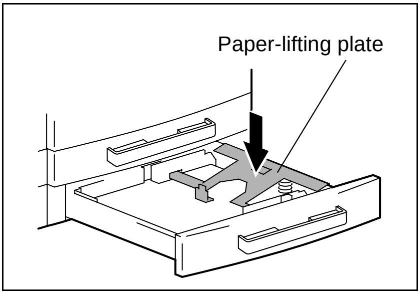
To load paper into the 2nd tray

Load paper into the 3rd, 4th and 5th paper trays using the same procedure described below.

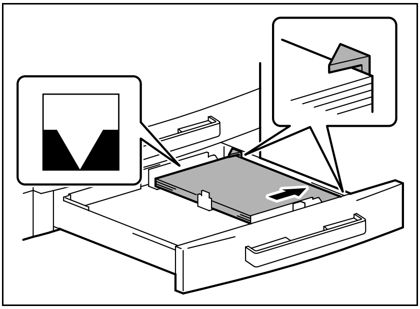
1 Pull out the 2nd tray.



2 Press down on the Paper-lifting plate until it locks into place.



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



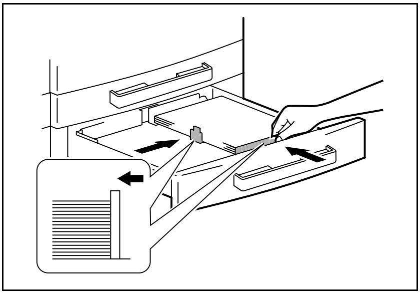
? *Have the necessary precautions been observed when loading the paper?*

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

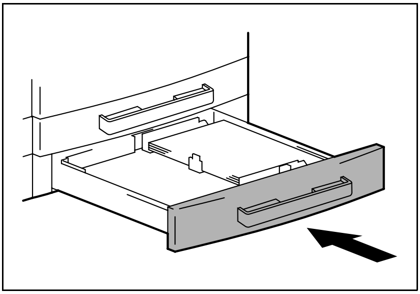
4 Slide the paper guides against the edges of the paper.

? *Is the paper guide positioned correctly?*

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



5 Close the 2nd tray.

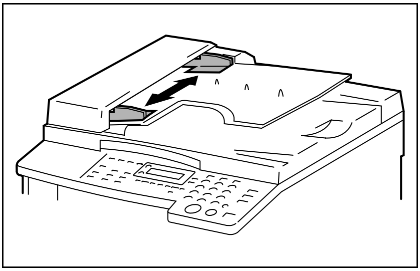


3.3 Loading the Document

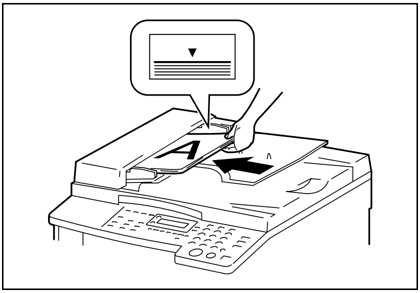
The document can be loaded into the Document feeder (optional) or positioned on the Original glass. Position the document correctly according to the type of document being copied.

With the Document feeder

1 Slide out the Document guide plates.



2 Load the document pages to be copied face up into the Document feeder.



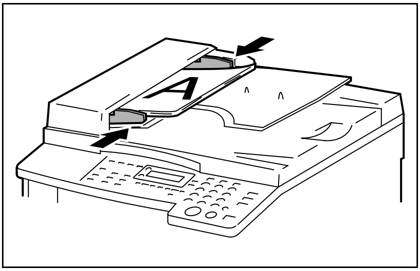
? *Have the necessary precautions been observed when loading the document?*

➜ A maximum of 50 document pages can be loaded. (With DF-502)

➜ A maximum of 80 document pages can be loaded. (With DF-605)

➜ Do not load so many pages that the top of the stack is higher than the ▼ mark.

3 Adjust the Document guide plates to fit the size of the document.



✎...

Note

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

4 If necessary, specify any other copy settings.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

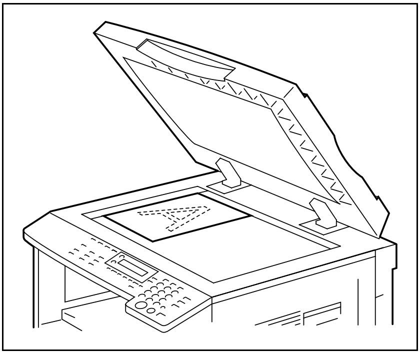
5 Press the [Start] key.

With the Original glass

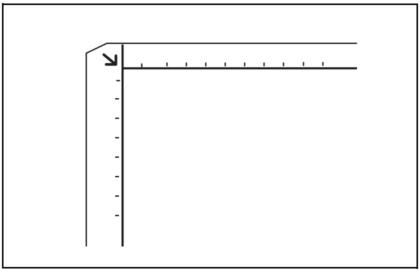
To position sheet documents

For plain documents or documents that cannot be loaded into the Document feeder, position them as described below.

1. Lift open the Original cover, or the Document feeder if it is installed.
2. Position the document to be copied face down on the Original glass.

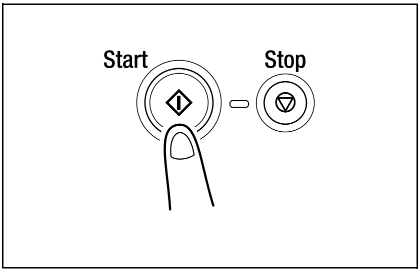


- ❍ Align the document on the scales above and to the left of the Original glass.



3. Carefully close the Original cover, or the Document feeder if it is installed.
4. If necessary, specify any other copy settings.
   - ❍ Before Making Copies (p. 5-1)
   - ❍ Advanced Copy Operations (p. 6-1)

5 Press the [Start] key.

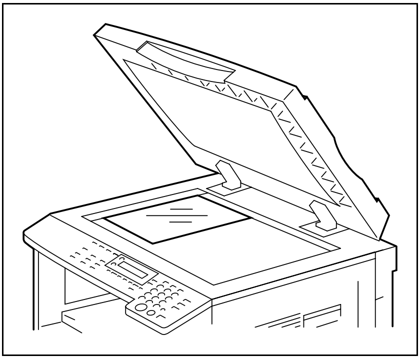


To position translucent or transparent documents

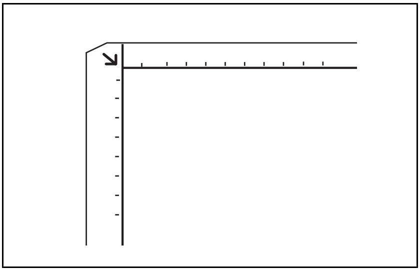
When copying a highly transparent or translucent document, such as OHP transparencies, tracing paper or diazo photosensitive paper, position it as described below.

1 Lift open the Original cover, or the Document feeder if it is installed.

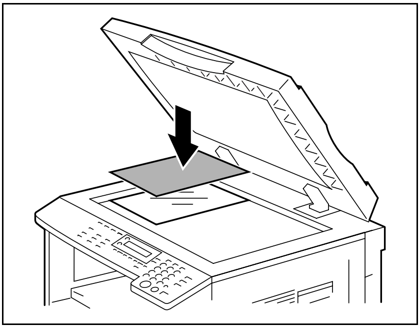
2 Position the document to be copied face down on the Original glass.



- Align the document on the scales above and to the left of the Original glass.



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



4 Carefully close the Original cover, or the Document feeder if it is installed.

5 If necessary, specify any other copy settings.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

6 Press the [Start] key.

To position a book

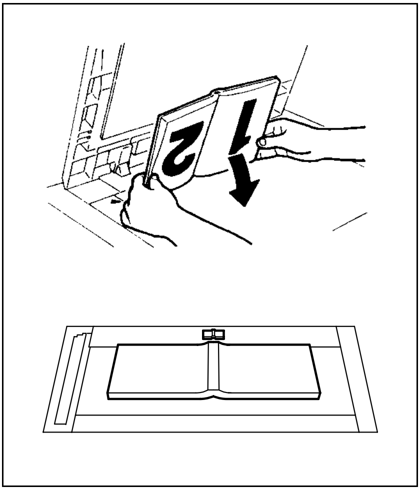
When copying two facing pages of a bound document, such as a book or magazine, position it as described below.

1 Lift open the Original cover, or the Document feeder if it is installed.

2 Position the book face down onto the Original glass, with the top of the book toward the rear of the machine and with the center of the book aligned with the 🕮 mark in the Document scale.

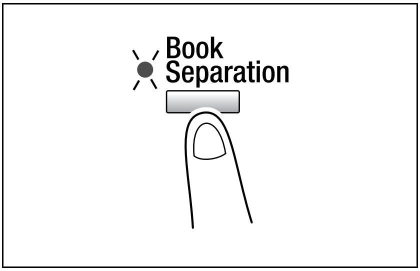
? *Have the necessary precautions been observed when positioning the book on the Original glass?*

➜ Do not place objects weighting more than 6-1/2 lb on the Original glass. In addition, do not press down extremely hard on the document, otherwise the machine may be damaged.



3 Carefully close the Original cover, or the Document feeder if it is installed.

4 Press the [Book Separation] key.
The “Book Separation” indicator lights up.



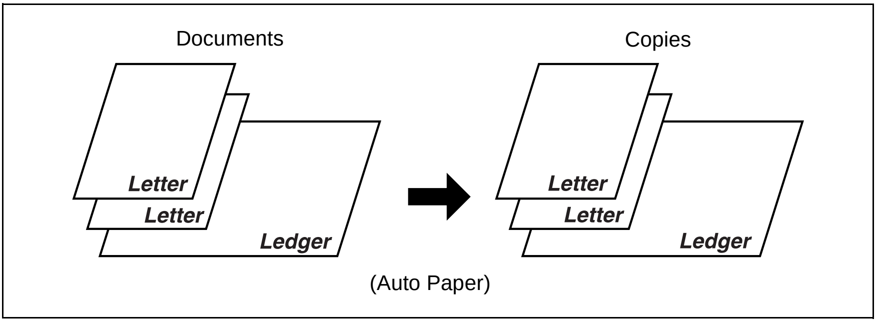
5 If necessary, specify any other copy settings.

❍ Before Making Copies (p. 5-1)
❍ Advanced Copy Operations (p. 6-1)

6 Press the [Start] key.

To load documents of mixed sizes

Documents containing pages of different sizes can be loaded as a set into the Document feeder.



Precautions for loading documents of mixed sizes:

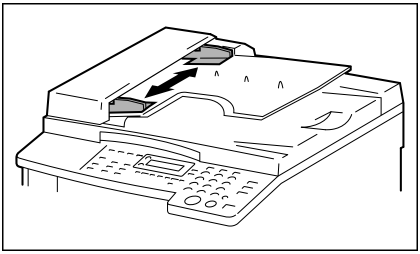
DF-502

Documents of different sizes can be copied only if all pages have the same width. For example: A document consisting of 11 × 17 ▭- and Letter ▯-size pages.

DF-605

Refer to *“Mixed Width Document Sizes (DF-605)” on page 5-28*.

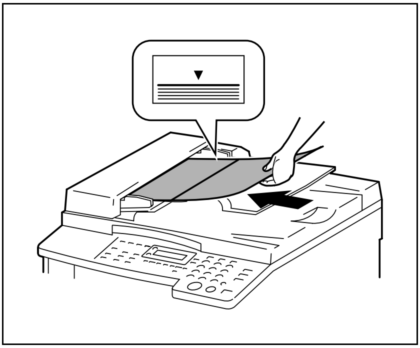
1 Slide out the Document guide plates.



2 Load the document pages to be copied face up.

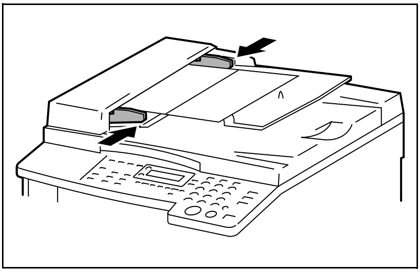
? *Have the necessary precautions been observed when loading the document?*

- ➜ A maximum of 50 document pages can be loaded. (With DF-502)
- ➜ A maximum of 80 document pages can be loaded. (With DF-605)



➜ Do not load so many pages that the top of the stack is higher than the ▼ mark.

3 Adjust the Document guide plates to fit the size of the document.

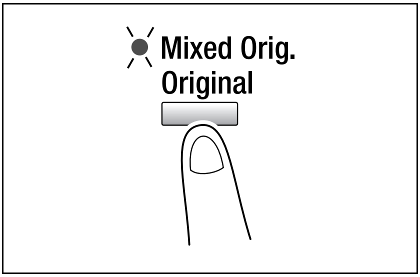


✎...

Note

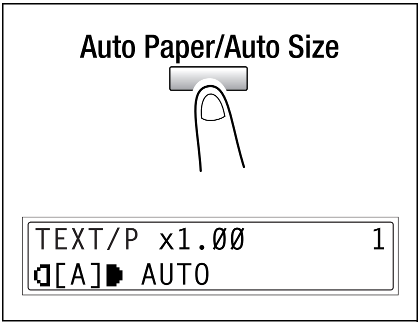
Be sure to load the document correctly, otherwise the pages may not be fed in straight.

4 Press the [Original] key twice. The “Mixed Orig.” indicator lights up.



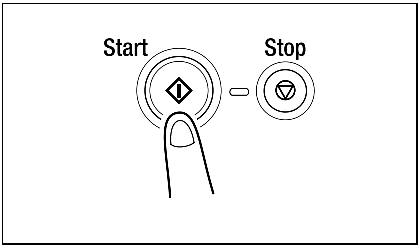
5 Press the [Auto Paper/Auto Size] key until the Auto Paper function is selected.

❍ Check that “AUTO” appears in the bottom line of the screen.



```
TEXT/P x1.00        1
◨[A]◧ AUTO
```

6 Press the [Start] key.



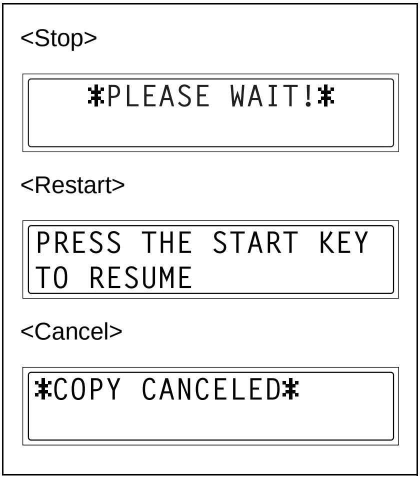
3.4 Stopping/Restarting/Canceling a Copy Job

Follow the procedure described below to stop a copy job.

1 Specify the copy settings, and then press the [Start] key.

Copying begins.

2 During printing, press the [Stop] key. The message “∗PLEASE WAIT!∗” appears, and printing is stopped.



<Stop>

∗PLEASE WAIT!∗

<Restart>

PRESS THE START KEY
TO RESUME

<Cancel>

∗COPY CANCELED∗

? *How can the stopped job be restarted?*

➜ When the message “PRESS THE START KEY TO RESUME” appears, press the [Start] key. Printing continues.

? *How can the stopped job be canceled?*

➜ When the message “PRESS THE START KEY TO RESUME” appears, press the [No/C] key. The message “∗COPY CANCELED∗” appears, and the job is canceled.

3.5 Confirmation Mode

The number of operations performed since this machine was installed can be checked using the functions available when the [Status] key is pressed.

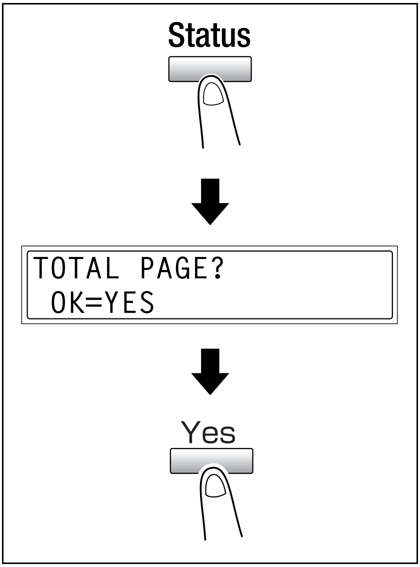
Items that can be checked from the machine counter menu:

machine counter	Description
TOTAL COUNT	This count shows the total number of prints made since this machine was installed.
SIZE COUNT	This count shows the total number of prints made for the specified paper size. (The paper size that is counted should be set by the service representative.)
TOTAL SCAN	This count shows the total number of scans made since this machine was installed. However, the number of pages scanned while making copies is not included.

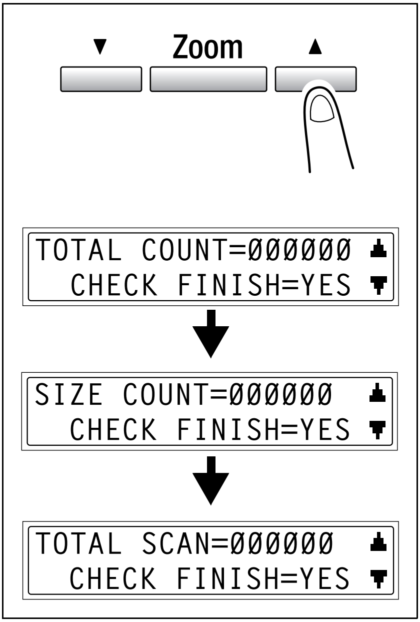
To check the counters

1 Press the [Status] key, and then press the [Yes] key.

The machine counter menu appears.

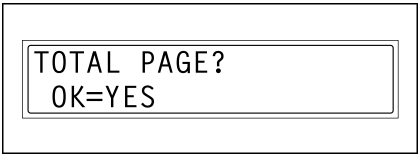

Status
TOTAL PAGE?
OK=YES
Yes

2 Using the ▼ and ▲ keys, select the counter that you wish to check.


▼
Zoom
▲
TOTAL COUNT=000000 ▲
CHECK FINISH=YES ▼
SIZE COUNT=000000 ▲
CHECK FINISH=YES ▼
TOTAL SCAN=000000 ▲
CHECK FINISH=YES ▼

3 Press the [Yes] key.

The “TOTAL PAGE?” appears.



```
TOTAL PAGE?
 OK=YES
```

4 Press the [No/C] key.

The main screen appears.

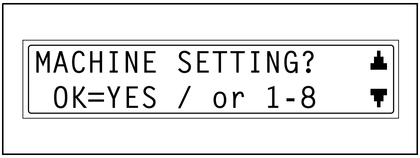
3.6 Reducing Electricity Usage

The Sleep and Auto Power-off modes are extremely useful for conserving energy.

The procedure for specifying the Energy Save mode and Auto Shut off is described below.

1 Press the [Utility] key.

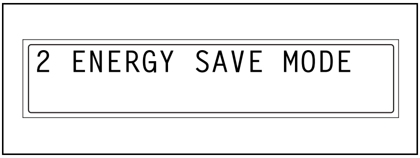
The “MACHINE SETTING” menu appears.



```
MACHINE SETTING?   ▲
 OK=YES / or 1-8   ▼
```

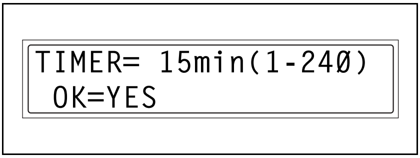
2 From the 10-Key Pad, press the [2] key.

The “ENERGY SAVE MODE” function appears.



```
2 ENERGY SAVE MODE
```

3 Using the 10-Key Pad, specify the length of time the machine is idle before it enters Energy Save mode, and then press the [Yes] key.

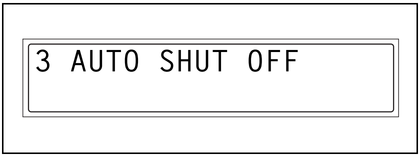


```
TIMER= 15min(1-240)
 OK=YES
```

- ❍ The timer can be set between 1 min and 240 min.
- ❍ If you wish to correct the setting, press the [No/C] key, and then enter the new number.

4 From the 10-Key Pad, press the [3] key.

The “AUTO SHUT OFF” function appears.

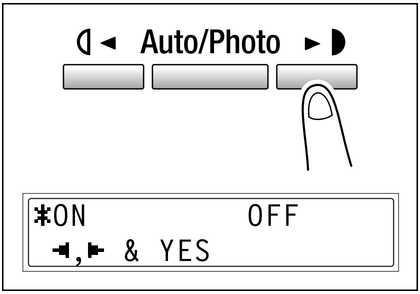


```
3 AUTO SHUT OFF
```

Note

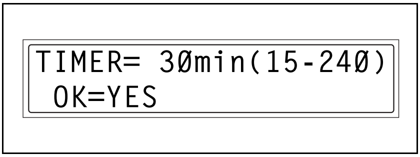
If the “AUTO SHUT OFF” function in the “ADMIN.MANAGEMENT” menu is set to “ENABLE”, the screen shown at the right appears.

Press the ◖◄ and ►◗ keys to select “ON”, and then press the [Yes] key.



```
✱ON          OFF
 ◄,► & YES
```

5 Using the 10-Key Pad, specify the length of time the machine is idle before it turns off, and then press the [Yes] key.



```
TIMER= 30min(15-240)
 OK=YES
```

- The timer can be set between 15 min and 240 min.
- If you wish to correct the setting, press the [No/C] key, and then enter the new number.

6 Press the [No/C] key.

The main screen appears.

Useful Operations

4

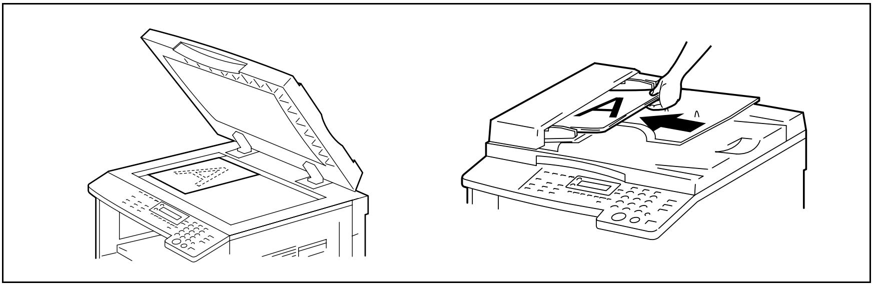
4.1 Specifying a Zoom setting

To enlarge/reduce a standard-sized document to a different standard size

As an example, the following procedure describes how to enlarge a Ledger-size document to a 11 × 17-size document.

1 Position the document(s) to be copied.

- ❍ Refer to *“Loading the Document” on page 3-9*.

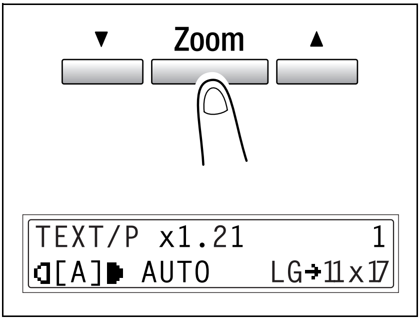


2 Press the [Zoom] key.
“LG → 11 × 17” appears in the display.

✎...

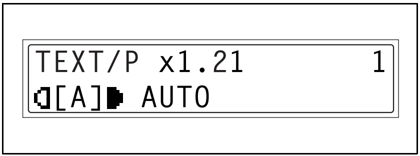
Note

With each press of the [Zoom] key, the preset zoom ratio that is displayed changes one setting at a time.



```
TEXT/P x1.21          1
◁[A]▶ AUTO    LG→11x17
```

3 Check the setting for the size of paper to be printed on.



```
TEXT/P x1.21          1
◁[A]▶ AUTO
```

- ❍ If “AUTO” is displayed, check that 11 × 17-sized paper is loaded into the paper tray.
- ❍ If “AUTO” is not displayed, press the [Paper] key until “AUTO” is displayed.
- ❍ For details on changing the paper size setting for the paper tray, refer to *“Setting Up the Paper Sources (“PAPER SOURCE SETUP” Menu)” on page 7-16*.

4 If necessary, specify any other copy settings.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

5 Press the [Start] key.

✎...

Note

When making copies using the Manual bypass, continue loading paper into the tray.

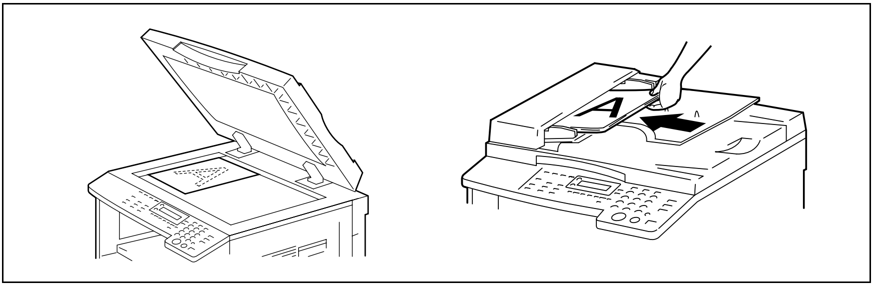
4.2 Using the “Auto/Photo” Function

To make sharp copies of illustrations or photos

Select the appropriate setting (“TEXT”, “PHOTO”, or “TEXT/P”) for the quality of the document to be copied in order to make sharp copies of the document.

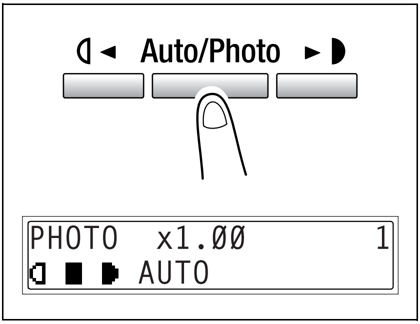
1 Position the document(s) to be copied.

- ❍ Refer to *“Loading the Document” on page 3-9*.



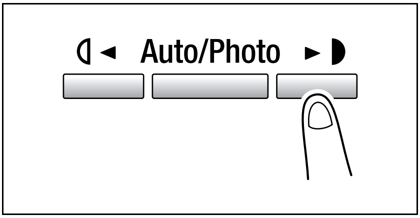
2 Press the [Auto/Photo] key.

- ❍ Select either “PHOTO” or “TEXT/P”.



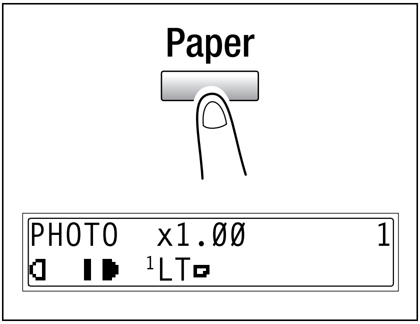
3 Press the ◖◄ or ►◗ key to adjust the density.

- ❍ Select the appropriate density for the color and density of the text and paper of the document.



4 Check the setting for the size of paper to be printed on.

- ❍ To select either “AUTO” or a specific paper source, continue pressing the [Paper] key until the desired paper size is displayed.



5 If necessary, specify any other copy settings.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

6 Press the [Start] key.

✎...

Note
When making copies using the Manual bypass, continue loading paper into the tray.

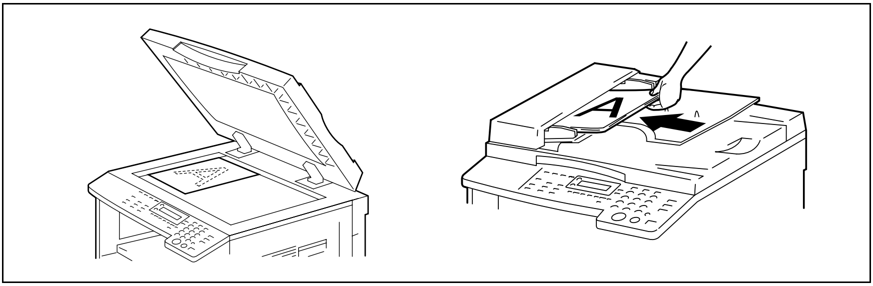
4.3 Copying Onto Various Types of Media

To copy onto OHP transparencies

As an example, the following procedure describes how to make copies onto OHP transparencies loaded into the 1st tray.

1 Position the Letter-sized document.

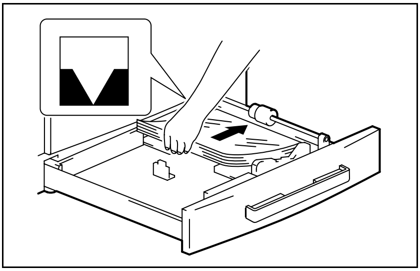
- ❍ Refer to *“Loading the Document” on page 3-9*.



2 Adjust the paper guides in the 1st tray, and load the OHP transparencies.

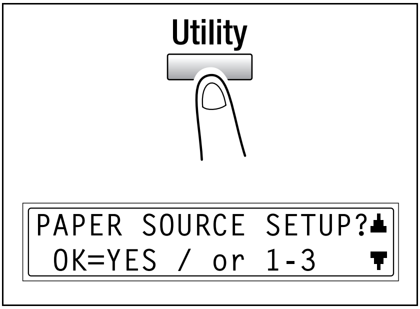
- ❍ Load OHP transparencies in the same orientation as the document.

Note
A maximum of 20 OHP transparencies can be loaded.



3 Press the [Utility] key twice.

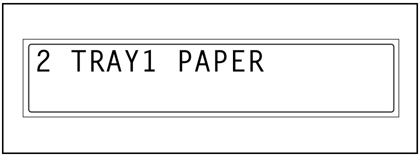
The “PAPER SOURCE SETUP” menu appears.



PAPER SOURCE SETUP?▲
OK=YES / or 1-3 ▼

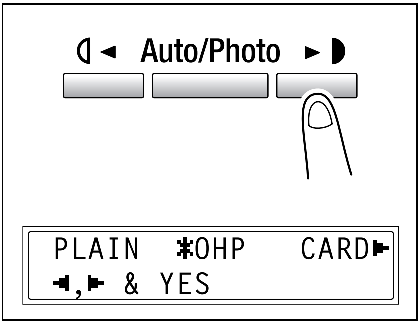
4 From the 10-Key Pad, press the [2] key.

"TRAY1 PAPER" appears.



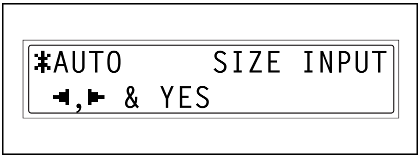
```
2 TRAY1 PAPER
```

5 Press the ◖◄ or ►◗ key to select "OHP", and then press the [Yes] key.



```
 PLAIN  ✱OHP   CARD►
 ◄,► & YES
```

6 Press the ◖◄ or ►◗ key to select "AUTO", and then press the [Yes] key.

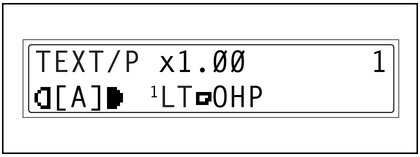


```
✱AUTO     SIZE INPUT
 ◄,► & YES
```

7 Press the [No/C] key.

The main screen appears.

8 Press the [Paper] key to select the paper loaded into the 1st tray.



```
TEXT/P x1.00       1
◖[A]◗ ¹LT▭OHP
```

9 If necessary, specify any other copy settings.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

10 Press the [Start] key.

To copy onto label sheets

As an example, the following procedure describes how to make copies onto 7-7/8 inch (200 mm) × 9-13/16 inch (250 mm) label sheets loaded into the 1st tray.

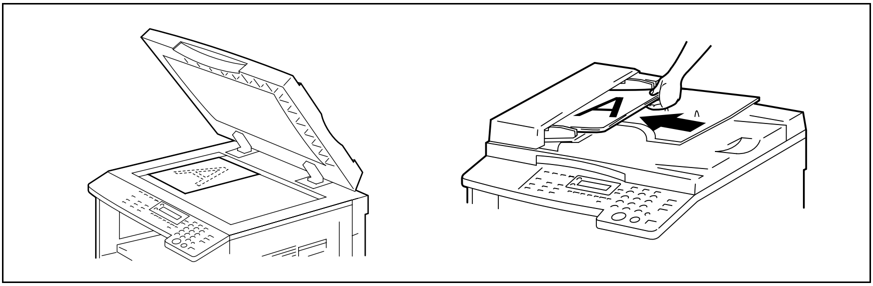
✎...

Tip

When using the 10-Key Pad to enter a custom paper size, the values are entered in millimeters. The conversion ratio is shown below.
1 inch = 25.4 mm

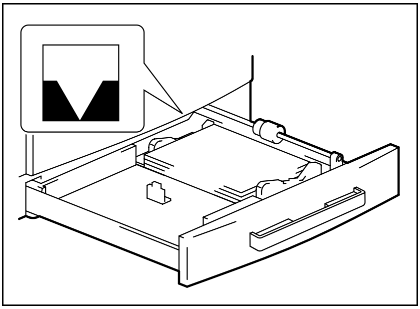
1 Position the document(s) to be copied.

- ❍ Refer to *“Loading the Document” on page 3-9*.



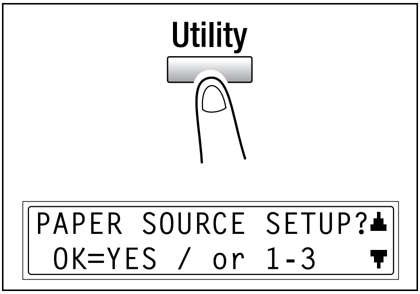
2 Adjust the paper guides in the 1st tray, and load the label sheets.

- ❍ Load label sheets so that the surface to be printed on faces upward, as shown in the illustration.



3 Press the [Utility] key twice.

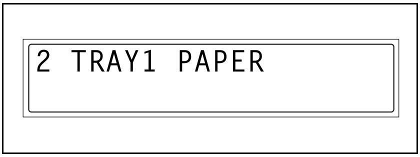
The “PAPER SOURCE SETUP” menu appears.



```
PAPER SOURCE SETUP?▲
 OK=YES / or 1-3   ▼
```

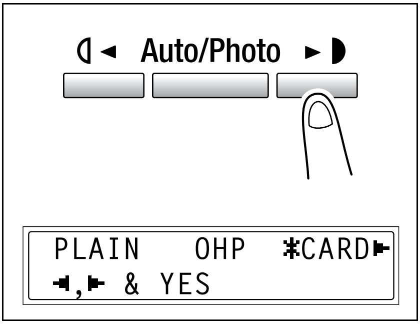
4 From the 10-Key Pad, press the [2] key.

"TRAY1 PAPER" appears.



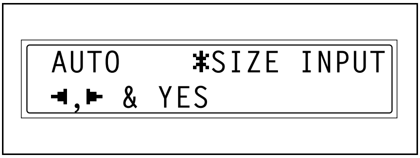
```
2 TRAY1 PAPER
```

5 Press the ◖◄ or ►◗ key to select "CARD", and then press the [Yes] key.



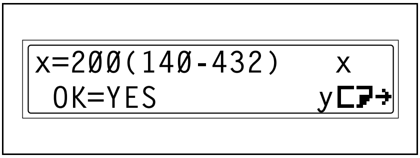
```
 PLAIN   OHP  ✱CARD►
 ◄,► & YES
```

6 Press the ◖◄ or ►◗ key to select "SIZE INPUT", and then press the [Yes] key.



```
 AUTO    ✱SIZE INPUT
 ◄,► & YES
```

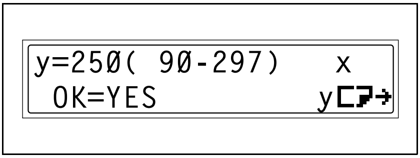
7 Using the 10-Key Pad, type in "200" for the length (x), and then press the [Yes] key.



```
x=200(140-432)   x
 OK=YES          y
```

- ❍ The length of the paper (x) can be set between 5-1/2 inch (140 mm) and 17 inch (432 mm).
- ❍ To correct the entered value, press the [No/C] key.

8 Using the 10-Key Pad, type in "250" for the width (y), and then press the [Yes] key.



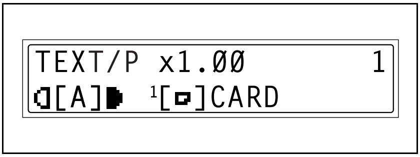
```
y=250( 90-297)   x
 OK=YES          y
```

- ❍ The width of the paper (y) can be set between 3-9/16 inch (90 mm) and 11-11/16 inch (297 mm).
- ❍ To correct the entered value, press the [No/C] key.

9 Press the [No/C] key.

The main screen appears.

10 Press the [Paper] key to select the paper loaded into the 1st tray.



TEXT/P x1.00 1

[A] 1[ ]CARD

11 If necessary, specify any other copy settings.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

12 Press the [Start] key.

To copy onto envelopes (non-standard size)

As an example, the following procedure describes how to make copies onto 7-7/8 inch (200 mm) × 5-7/8 inch (150 mm) envelopes loaded into the Manual bypass.

✎...

Tip

When using the 10-Key Pad to enter a custom paper size, the values are entered in millimeters. The conversion ratio is shown below.
1 inch = 25.4 mm

✎...

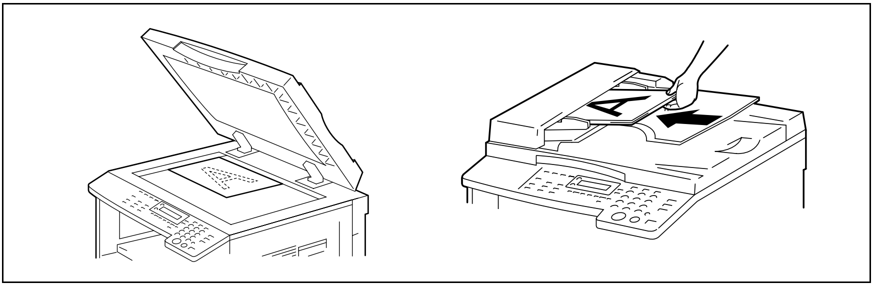
Note

When loading non-standard-sized documents and paper, be sure to first measure their size.

The Document scales at the edges of the Original glass are useful for measuring documents and paper.

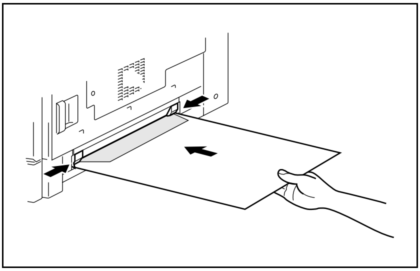
1 Position the document(s) to be copied.

- ❍ Refer to *"Loading the Document" on page 3-9*.



2 Adjust the paper guides for the Manual bypass, and load the envelopes.

- ❍ Load the envelopes with the flap facing up so that the surface to be printed on faces downward, as shown in the illustration.



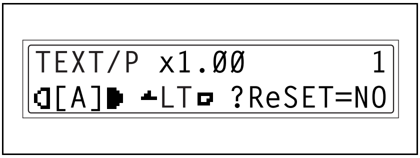
Note

Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed.

With the Manual bypass, only one envelope can be loaded at a time.

3 Press the [No/C] key.

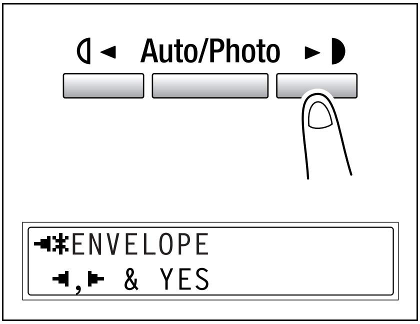
The “PAPER SOURCE SETUP” menu appears.



```
TEXT/P x1.00        1
◖[A]◗ ⫠LT▭ ?ReSET=NO
```

4 Press the ◖◄ or ►◗ key to select “ENVELOPE”, and then press the [Yes] key.

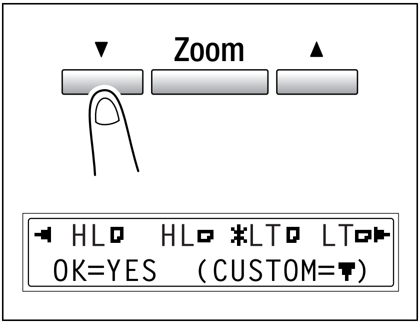
The “PAPER SIZE” menu appears.



```
◄✱ENVELOPE
 ◄,► & YES
```

5 Press the ▼ key.

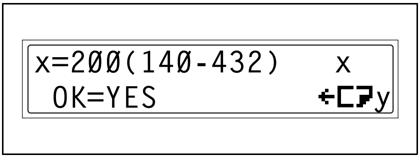
The length (x) setting appears.



```
◄ HL▯  HL▭ ✱LT▯ LT▭►
 OK=YES  (CUSTOM=▼)
```

6 Using the 10-Key Pad, type in “200” for the length (X), and then press the [Yes] key.

- ❍ The length of the paper (x) can be set between 5-1/2 inch (140 mm) and 17 inch (432 mm).



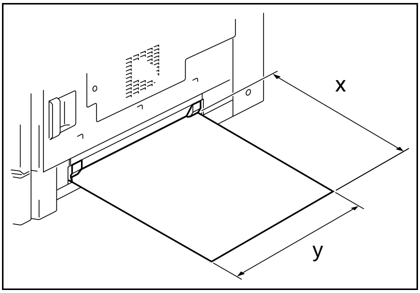
```
x=200(140-432)   x
 OK=YES        ⇐◻y
```

- ❍ To correct the entered value, press the [No/C] key.

✎...

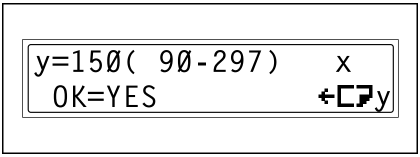
Tip

Refer to the diagram at the right and be sure to specify the paper width and length measurements correctly.



7 Using the 10-Key Pad, type in "150" for the width (y).

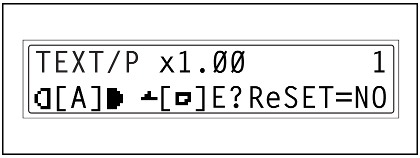
- ❍ The width of the paper (y) can be set between 3-9/16 inch (90 mm) and 11-11/16 inch (297 mm).
- ❍ To correct the entered value, press the [No/C] key.



```
y=150( 90-297)   x
 OK=YES        ←⊏▛y
```

8 Press the [Yes] key.

The main screen appears.



```
TEXT/P x1.00       1
◖[A]◗ ⊥[▫]E?ReSET=NO
```

9 If necessary, specify any other copy settings.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

10 Press the [Start] key.

✎...

Note

When making copies using the Manual bypass, continue loading paper into the tray.

To copy onto postcards

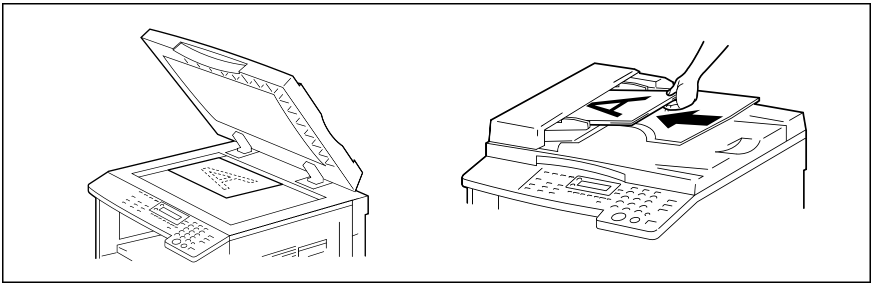
As an example, the following procedure describes how to make copies onto 5-13/16 inch (148 mm) × 3-15/16 inch (100 mm) postcards loaded into the Manual bypass.

✎...

Tip
When using the 10-Key Pad to enter a custom paper size, the values are entered in millimeters. The conversion ratio is shown below.
1 inch = 25.4 mm

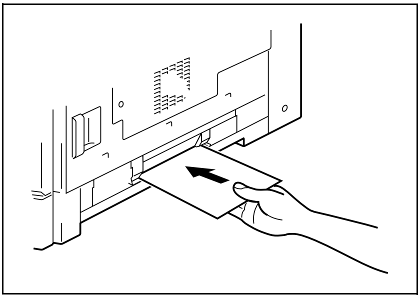
1 Position the document(s) to be copied.

❍ Refer to *“Loading the Document” on page 3-9*.



2 Adjust the paper guides for the Manual bypass, and load the postcards.

❍ Load postcards with the shorter side as the leading edge, as shown in the illustration.



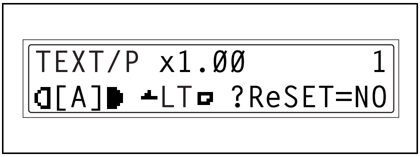
✎...

Note
Load postcards so that the surface to be printed on faces downward.

With the Manual bypass, only one postcards can be loaded at a time.

3 Press the [No/C] key.

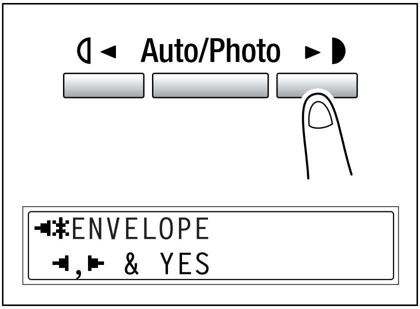
The “PAPER SOURCE SETUP” menu appears.



```
TEXT/P x1.00        1
◖[A]◗ ⊥LT▭ ?ReSET=NO
```

4 Press the ◖◄ or ►◗ key to select “ENVELOPE”, and then press the [Yes] key.

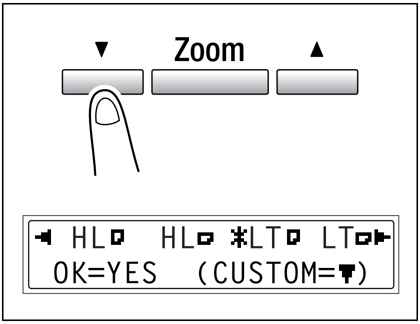
The “PAPER SIZE” menu appears.



```
◄✱ENVELOPE
 ◄,► & YES
```

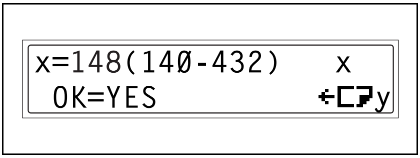
5 Press the ▼ key.

The length (x) setting appears.



```
◄ HL▭  HL▭ ✱LT▭ LT▭►
 OK=YES  (CUSTOM=▼)
```

6 Using the 10-Key Pad, type in “148” for the length (x), and then press the [Yes] key.

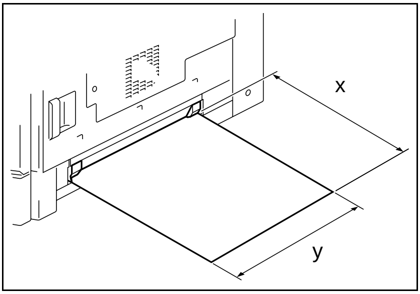


```
x=148(140-432)   x
 OK=YES         ←▭y
```

- ❍ The length of the paper (x) can be set between 5-1/2 inch (140 mm) and 17 inch (432 mm).
- ❍ To correct the entered value, press the [No/C] key.

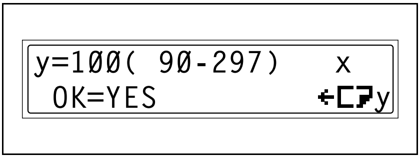
Tip

Refer to the diagram at the right and be sure to specify the paper width and length measurements correctly.



7 Using the 10-Key Pad, type in “100” for the width (y).

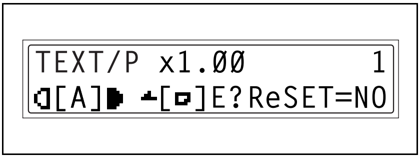
- ❍ The width of the paper (y) can be set between 3-9/16 inch (90 mm) and 11-11/16 inch (297 mm).
- ❍ To correct the entered value, press the [No/C] key.



```
y=100( 90-297)   x
 OK=YES        ←▭y
```

8 Press the [Yes] key.

The main screen appears.



```
TEXT/P x1.00        1
[A]  [▫]E?ReSET=NO
```

9 If necessary, specify any other copy settings.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

10 Press the [Start] key.

Note

When making copies using the Manual bypass, continue loading paper into the tray.

Before Making Copies

5

5.1 Paper

Use paper that meets the following specifications.

Paper Types

Paper Type Weight (lb) Paper Source, Etc.	Plain Paper	Special Media	Recycled Paper
	16 to 24 lb	24-1/4 to 41-3/4 lb	16 to 24 lb
Manual bypass	○	○	○
Multi bypass tray	○	○	○
1st paper drawer	○	○	○
2nd paper drawer	○	—	○
3rd paper drawer	○	—	○
4th paper drawer	○	—	○
5th paper drawer	○	—	○
Double-sided copies	○	—	○

Paper Type Paper Source, Etc.	Special Media			
	OHP transparencies	Postcards	Label Sheets	Envelopes
Manual bypass	○	○	○	○
Multi bypass tray	○	○	○	○
1st paper drawer	○	○	○	○
2nd paper drawer	—	—	—	—
3rd paper drawer	—	—	—	—
4th paper drawer	—	—	—	—
5th paper drawer	—	—	—	—
Double-sided copies	—	—	—	—

○: Available —: Not available

Note

The 2nd paper drawer, the 3rd paper drawer, the 4th paper drawer, the 5th paper drawer and the Multi bypass tray are optional.

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

Paper Sizes

Non-standard-sized paper

Paper Source	Paper Width	Paper Length
Manual bypass	3-9/16 inch to 11-11/16 inch	5-1/2 inch to 17 inch
Multi bypass tray	3-9/16 inch to 11-11/16 inch	5-1/2 inch to 17 inch
1st paper drawer	3-9/16 inch to 11-11/16 inch	5-1/2 inch to 17 inch
2nd paper drawer	7-3/16 inch to 11-11/16 inch	5-1/2 inch to 17 inch
3rd paper drawer	7-3/16 inch to 11-11/16 inch	5-1/2 inch to 17 inch
4th paper drawer	7-3/16 inch to 11-11/16 inch	5-1/2 inch to 17 inch
5th paper drawer	7-3/16 inch to 11-11/16 inch	5-1/2 inch to 17 inch

Standard-sized paper

Paper Size Paper Source, Etc.	Ledger ▭ (11 × 17 ▭)	11 × 14 ▭	Legal	Letter ▭	Letter ▯	Invoice ▭ (5-1/2 × 8-1/2 ▭)	Invoice ▯ (5-1/2 × 8-1/2 ▯)
Manual bypass	○	○	○	○	○	○	○
Multi bypass tray	○	○	○	○	○	○	○
1st paper drawer	○	○	○	○	○	○	○
2nd paper drawer	○	○	○	○	○	—	○
3rd paper drawer	○	○	○	○	○	—	○
4th paper drawer	○	○	○	○	○	—	○
5th paper drawer	○	○	○	○	○	—	○
Double-sided copies	○	○	○	○	○	—	○

○: Available —: Not available

Note

The 2nd paper drawer, the 3rd paper drawer, the 4th paper drawer, the 5th paper drawer and the Multi bypass tray are optional.

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

Paper Capacity

Paper Type Weight (lb) Paper Source, Etc.	Plain Paper	Special Media	Recycled Paper
	16 to 24 lb	21-1/4 to 41-3/4 lb	16 to 24 lb
Manual bypass	1 sheet	1 sheet	1 sheet
Multi bypass tray	100 sheets	20 sheets	100 sheets
1st paper drawer	250 sheets	20 sheets	250 sheets
2nd paper drawer	250 sheets	—	250 sheets
3rd paper drawer	250 sheets	—	250 sheets
4th paper drawer	250 sheets	—	250 sheets
5th paper drawer	250 sheets	—	250 sheets

Paper Type Paper Source, Etc.	Special Media			
	OHP transparencies	Postcards	Label Sheets	Envelopes
Manual bypass	1 sheet	1 postcard	1 sheet	1 envelope
Multi bypass tray	20 sheets	20 postcards	20 sheets	10 envelopes
1st paper drawer	20 sheets	20 postcards	20 sheets	10 envelopes
2nd paper drawer	—	—	—	—
3rd paper drawer	—	—	—	—
4th paper drawer	—	—	—	—
5th paper drawer	—	—	—	—

—: Not available

Note

The 2nd paper drawer, the 3rd paper drawer, the 4th paper drawer, the 5th paper drawer and the Multi bypass tray are optional.

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

Unsuitable Paper

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

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

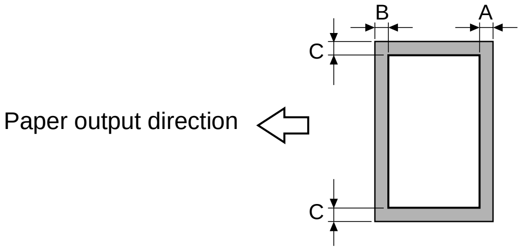
5.2 Print Area

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

- A margin 3/16 inch (at full size) from the trailing edge of the paper (A)
- A margin 3/16 inch (at full size) from the leading edge of the paper (B)
- A margin 3/16 inch (at full size) on both sides of the paper (C)

For details on printing from a computer, refer to the Printer Controller User’s Guide.

If optional Image controller IC-205 is installed, refer to the Image Controller IC-205 User’s Guide.



A: 3/16 inch (at full size)
B: 3/16 inch (at full size)
C: 3/16 inch (at full size)

5.3 Paper Storage

Observe the following precautions when storing the paper.

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

5.4 Making Copies on Manually Fed Paper

Manually feed the copy paper if you wish to make copies onto paper not loaded into any paper tray, or onto special paper, such as OHP transparencies, postcards or cards.

Paper That Can Be Fed Manually

Paper types:

- Plain or recycled paper (thickness: 16 lb to 24 lb)
- Special paper
  - Cards (thickness: 24-1/4 lb to 41-3/4 lb)
  - OHP transparencies
  - Postcards
  - Label sheets
  - Envelopes

Paper sizes:

- Maximum: 11-11/16 × 17 (297 mm × 432 mm)
- Minimum: 3-9/16 × 5-1/2 (90 mm × 140 mm)

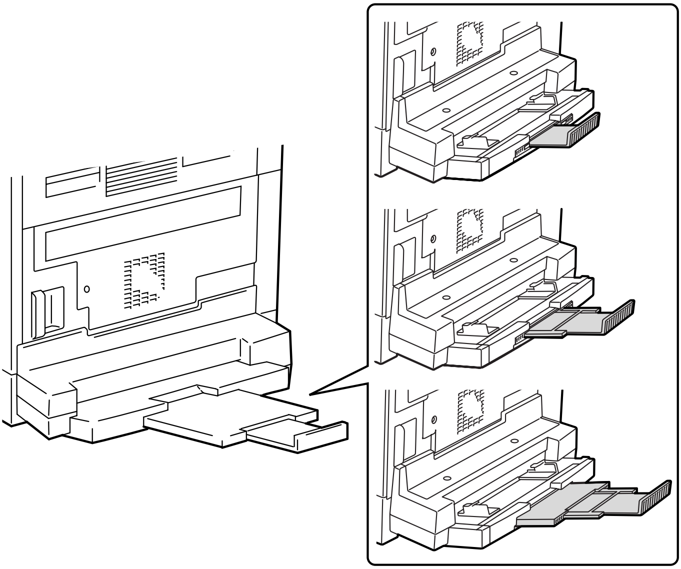
✎...

Note

When copying using the Manual bypass, only one page at a time can be loaded. For details on the number of pages that can be loaded into the Multi bypass tray (optional), refer to “Paper Capacity” on page 5-4.

Adjusting the Multi bypass tray

Adjust the Bypass tray extender to fit the size of the paper as shown below.



Loading Paper Into the Bypass Trays

To load plain paper

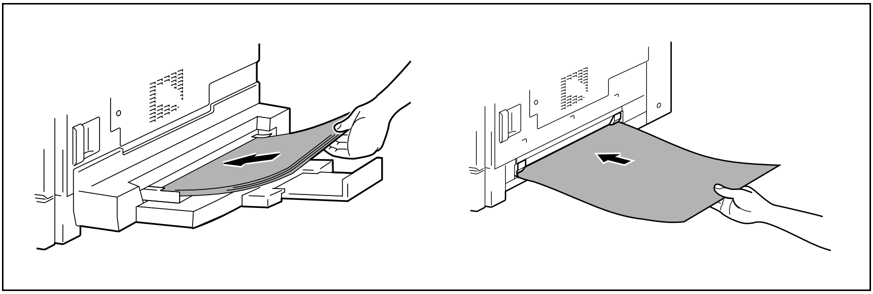
Load the paper into the Manual bypass one sheet at a time.

Up to 100 sheets of paper can be loaded into the Multi bypass tray. Do not load so much paper into the Multi bypass tray that the top of the stack is higher than the ▼ mark.

✎...

Note
When paper other than plain paper is loaded, the paper type must be specified.

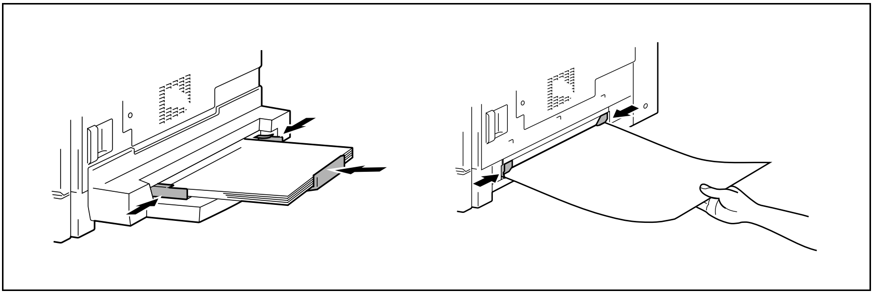
1 Load the paper into the Bypass tray.



? *Have the necessary precautions been observed when loading the paper?*

- ➜ Load the paper so that the front side of the paper faces down.
- ➜ Make sure that the paper is not curled (rolled).

2 Adjust the Bypass tray extender and the paper guides to fit the size of the paper.



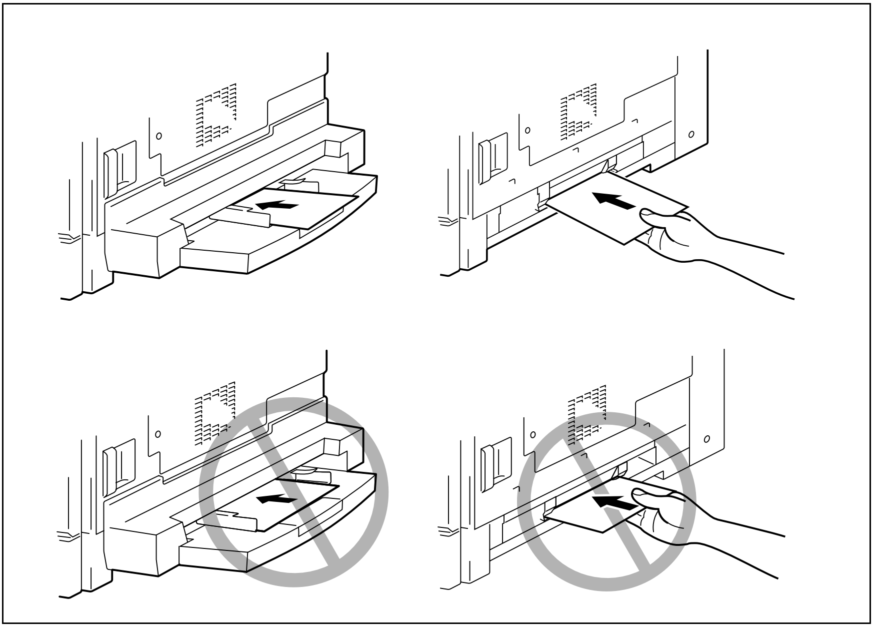
Loading Special Paper Into the Bypass Trays

To load postcards

Load the paper into the Manual bypass one sheet at a time.

Up to 20 sheets of paper can be loaded into the Multi bypass tray.

➜ When loading postcards, load them in the ▭ (lengthwise) orientation, as shown in the illustration, and with the side to be printed on facing down.



Note

Do not load postcards in the ▯ (crosswise).

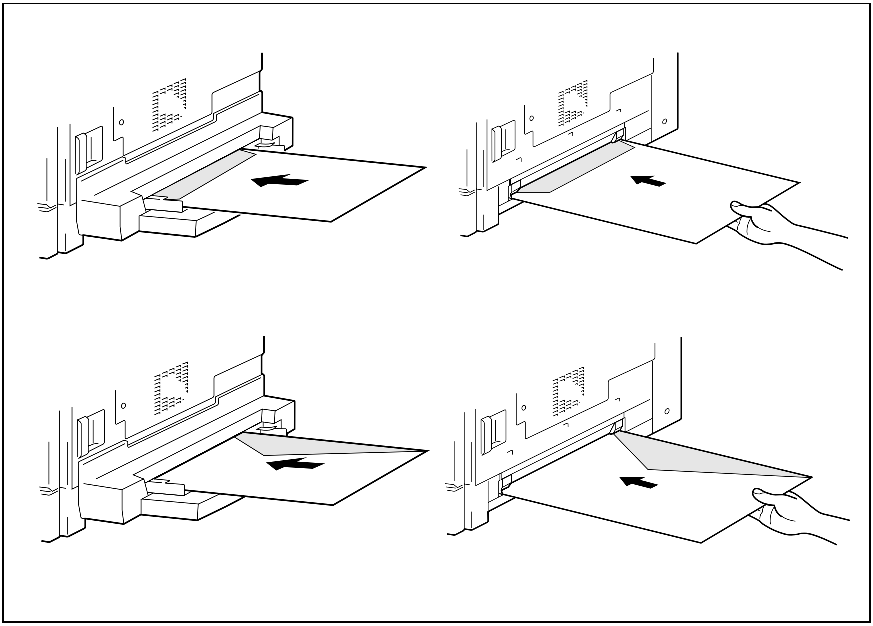
After you have loaded the postcards, use the Control panel to specify the paper size and paper type for the Bypass tray.

To load envelopes

Load the paper into the Manual bypass one sheet at a time.

Up to 10 sheets of paper can be loaded into the Multi bypass tray.

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

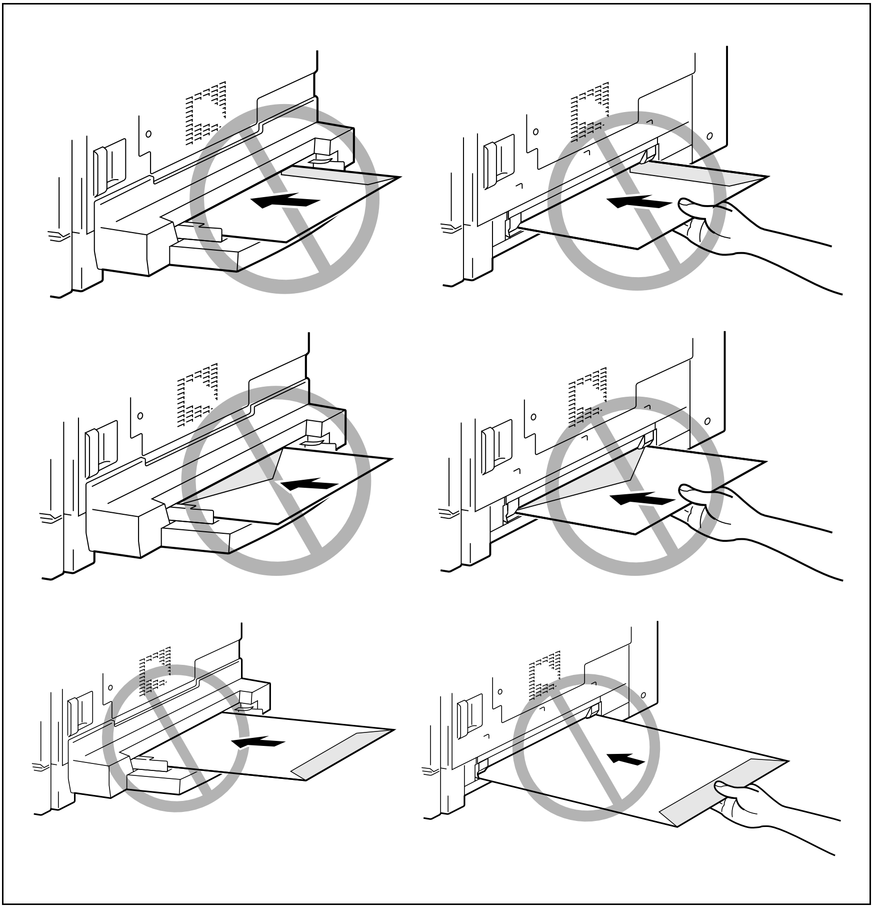


✎...

Note

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

After you have loaded the envelopes, use the Control panel to specify the paper size and paper type for the Bypass tray.



Note

Do not load envelopes in the ▯ (crosswise).

Do not load envelopes with the flap facing down.

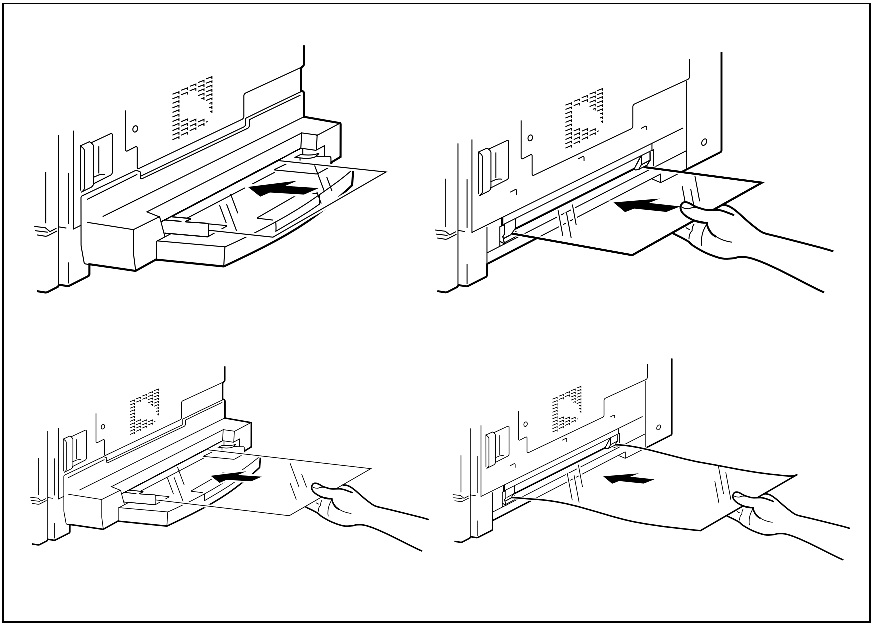
Do not load envelopes with the flap facing backwards.

To load OHP transparencies

Load the paper into the Manual bypass one sheet at a time.

Up to 20 sheets of paper can be loaded into the Multi bypass tray.

➜ When loading OHP transparencies, load them in the same orientation as the document.



✎...

Note

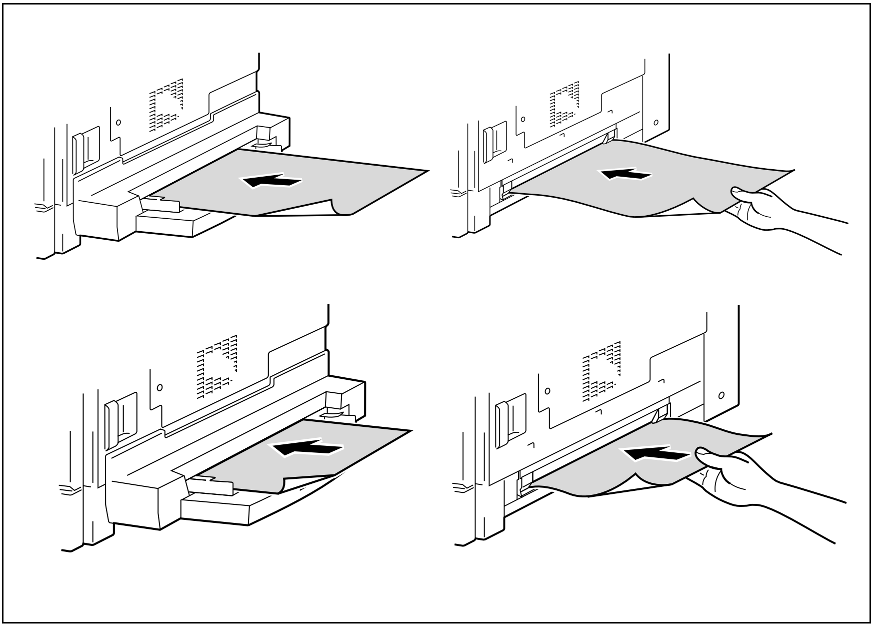
After you have loaded the transparencies, use the Control panel to specify the paper size and paper type for the Bypass tray.

To load label sheets

Load the paper into the Manual bypass one sheet at a time.

Up to 20 sheets of paper can be loaded into the Multi bypass tray.

➜ When loading label sheets, load them in the same orientation as the document. Place documents with the side to be printed facing down.



✎...

Note

After you have loaded the label sheets, use the Control panel to specify the paper size and paper type for the Bypass tray.

Copying Onto Manually Fed Paper

To copy using the Manual bypass

1 Load the document to be copied.

- ❍ Refer to *“Loading the Document” on page 3-9*.

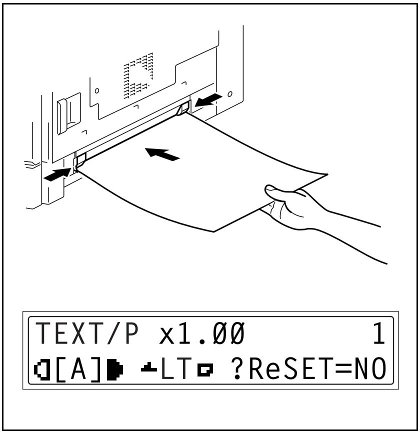
2 Adjust the paper guides to fit the size of the paper.

3 Insert one sheet of paper with the front side facing down, lightly sliding the paper as much as possible into the feed slot.

The manual bypass mark (⊥) appears in the bottom line of the screen.

? *Is a card or a postcard loaded?*

➜ Make sure that it is not curled (rolled).



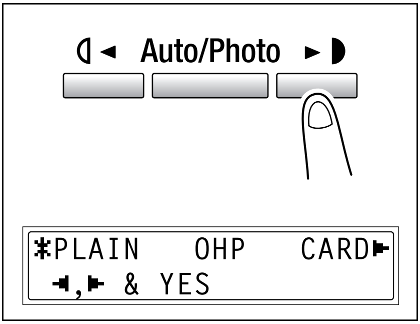
```
TEXT/P x1.00          1
◖[A]◗ ⊥LT▭ ?ReSET=NO
```

4 Press the [No/C] key.

The “PAPER SOURCE SETUP” menu appears.

5 Use the ◖◄ and ►◗ keys to select the type of paper loaded.

- ❍ Select from the following four paper type settings.
  “PLAIN”
  “OHP”
  “CARD”
  “ENVELOPE”

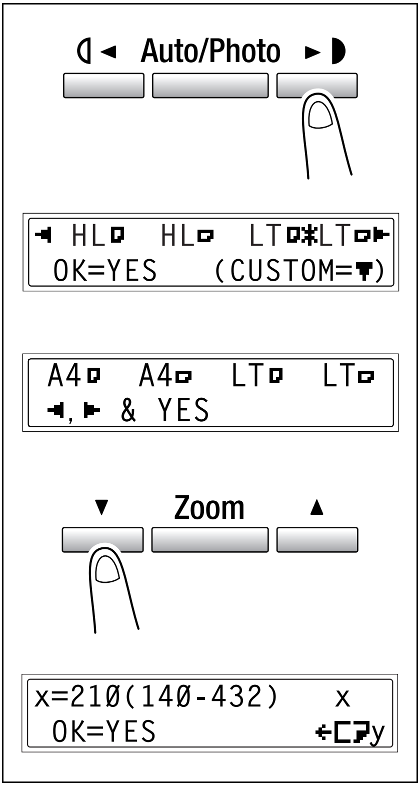


```
*PLAIN   OHP   CARD►
 ◄,► & YES
```

6 Press the [Yes] key.

The “PAPER SIZE” menu appears.

7 Using the ◖◄ and ►◗ keys, select the size of the paper loaded.



- ❍ If “OHP” was selected in step 5, select from the following four paper size settings.
  “A4 ▭”
  “A4 ▯”
  “Letter ▭”
  “Letter ▯”
- ❍ If paper with a non-standard size is loaded, press the ▼ key, and then use the 10-Key Pad to enter the paper size. (For details, refer to *“To copy onto label sheets” on page 4-8*.)

? *Do you know the size of FLS paper?*

➜ The default FLS size is 8-1/4 (210 mm) × 13 (330 mm). To change the FLS size, contact your service representative.

8 Press the [Yes] key.

The main screen appears.

9 If necessary, specify any other copy settings.

- ❍ Zoom (p. 5-30)
- ❍ Copy density (p. 5-36)
- ❍ Advanced Copy Operations (p. 6-1)

10 Press the [Start] key.

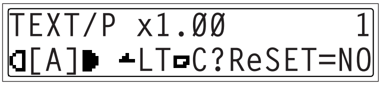
Tip

To copy onto more pages using the same settings, feed paper into the Manual bypass to begin making copies automatically.

To make continuous copies onto cards, postcards, OHP transparencies or envelopes, load them into the 1st tray.

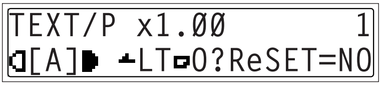
If paper other than plain paper is specified and the Manual bypass is used, the screen changes as shown below.

Cards



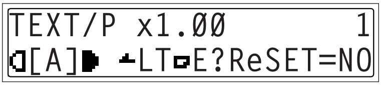
```
TEXT/P x1.00       1
◘[A]◗ ▲LT▭C?ReSET=NO
```

OHP transparencies



```
TEXT/P x1.00       1
◘[A]◗ ▲LT▭O?ReSET=NO
```

Postcards or envelopes



```
TEXT/P x1.00       1
◘[A]◗ ▲LT▭E?ReSET=NO
```

To copy using the Multi bypass tray

1 Load the document to be copied.

- Refer to *"Loading the Document" on page 3-9*.

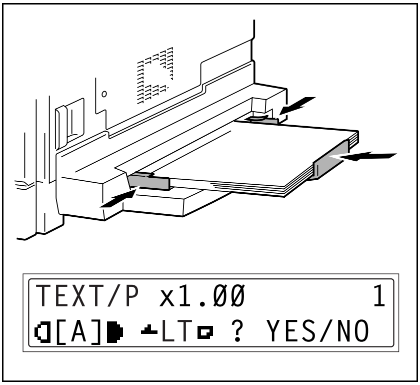
2 Adjust the Bypass tray extender and the paper guides to fit the size of the paper.

3 Load the paper with the front side facing down, lightly sliding the paper as much as possible into the feed slot.

The manual bypass mark (⫠) appears in the bottom line of the screen.

? *Are sheets of cards or postcards loaded?*

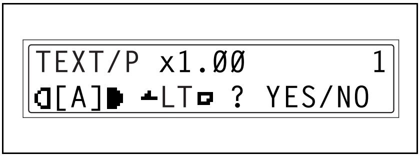
➜ Make sure that they are not curled (rolled).



```
TEXT/P x1.00        1
◖[A]◗ ⫠LT▭ ? YES/NO
```

4 Check that "YES/NO" appears in the bottom line of the screen, and then press the [No/C] key.

The "PAPER SOURCE SETUP" menu appears.



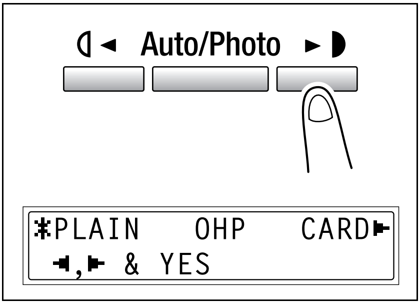
```
TEXT/P x1.00        1
◖[A]◗ ⫠LT▭ ? YES/NO
```

Note

"YES/NO" is displayed for approximately 5 seconds after paper is loaded into the Multi bypass tray.

5 Use the ◖◄ and ►◗ keys to select the type of paper loaded.

- Select from the following four paper type settings.
  "PLAIN"
  "OHP"
  "CARD"
  "ENVELOPE"

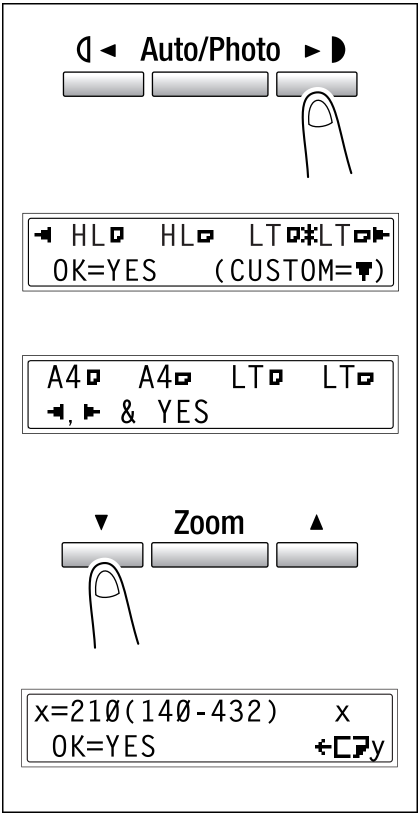


```
✱PLAIN   OHP   CARD►
 ◄,► & YES
```

6 Press the [Yes] key.

The PAPER SIZE menu appears.

7 Using the ◖◄ and ►◗ keys, select the size of the paper loaded.



- ❍ If “OHP” was selected in step 5, select from the following four paper size settings.
  “A4 ▭”
  “A4 ▯”
  “Letter ▭”
  “Letter ▯”
- ❍ If paper with a non-standard size is loaded, press the ▼ key (“CUSTOM”), and then use the 10-Key Pad to enter the paper size. (For details, refer to *“Copying Onto Various Types of Media” on page 4-6*.)

? *Do you know the size of FLS paper?*

→ The default FLS size is 8-1/4 (210 mm) × 13 (330 mm). To change the FLS size, contact your service representative.

8 Press the [Yes] key.

The main screen appears.

9 If necessary, specify any other copy settings.

- ❍ Zoom (p. 5-30)
- ❍ Copy density (p. 5-36)
- ❍ Advanced Copy Operations (p. 6-1)

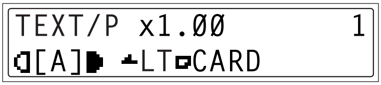
10 Press the [Start] key.

✎...

Tip

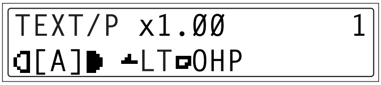
If paper other than plain paper is specified and the Multi bypass tray is used, the screen changes as shown below.

Cards



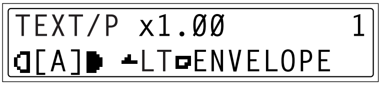
```
TEXT/P x1.00        1
[A]  LT CARD
```

OHP transparencies



```
TEXT/P x1.00        1
[A]  LT OHP
```

Postcards or envelopes



```
TEXT/P x1.00        1
[A]  LT ENVELOPE
```

5.5 Selecting the Paper Source

The paper used for making copies can be selected in two ways.

- Auto Paper:
  If the Auto Paper function is selected, the paper tray containing the most suitable size of paper is selected based on the size of the document and the specified zoom ratio.
- Manual paper selection:
  The paper that you wish to use for copying can be selected.

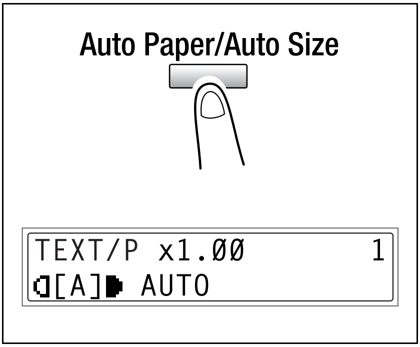
To make copies using the Auto Paper function

1 Load the document into the Document feeder.

- ❍ Refer to *“Loading the Document” on page 3-9*.

2 Press the [Auto Paper/Auto Size] key until the Auto Paper function is selected.

- ❍ Check that “AUTO” appears in the bottom line of the screen.



```
TEXT/P x1.00        1
[A] AUTO
```

3 If necessary, specify any other copy settings.

- ❍ Zoom (p. 5-30)
- ❍ Copy density (p. 5-36)
- ❍ Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

✎...

Note
If “APS SIZE ERROR” appears in the display immediately after the [Start] key is pressed, no tray is loaded with paper of the most suitable size. Either load paper with the appropriate size, or press the [Paper] key and select the desired paper size, and then press the [Start] key again.

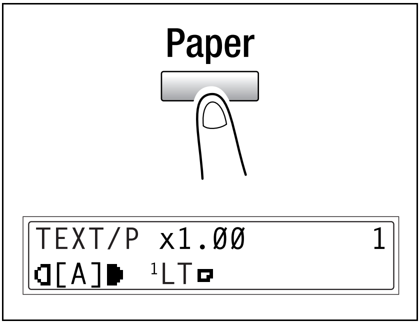
To copy with a manually selected paper size

1 Load the document to be copied.

- ❍ Refer to *“Loading the Document” on page 3-9*.

2 Press the [Paper] key, and then select the desired paper size.

- ❍ Check that the correct paper size appears in the bottom line of the screen.



TEXT/P x1.00 1

◖[A]◗ ^{1}LT▭

3 If necessary, specify any other copy settings.

- ❍ Zoom (p. 5-30)
- ❍ Copy density (p. 5-36)
- ❍ Advanced Copy Operations (p. 6-1)

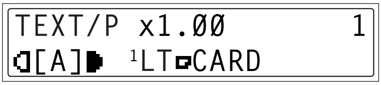
4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

To load special paper into the 1st tray

If special paper, such as OHP transparencies, postcards or cards are loaded into the 1st tray, first set the “TRAY1 PAPER” function in the “PAPER SOURCE SETUP” menu of the Utility mode (*“To specify the size of paper loaded into the 1st tray (“TRAY1 PAPER” function)” on page 7-19*).

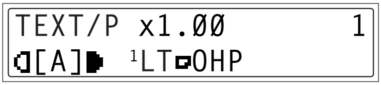
Depending on the paper type set for the “TRAY1 PAPER” function, the screen changes as shown below.

Cards



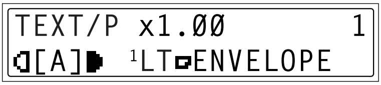
```
TEXT/P x1.00        1
◖[A]◗  ¹LT▫CARD
```

OHP transparencies



```
TEXT/P x1.00        1
◖[A]◗  ¹LT▫OHP
```

Postcards or envelopes



```
TEXT/P x1.00        1
◖[A]◗  ¹LT▫ENVELOPE
```

Automatically Selecting the Paper Source

With the auto tray switching feature, printing can continue with paper from a different paper drawer if the currently selected drawer runs out of paper during printing.

✎...

Note

If paper is loaded into the Manual bypass, the auto tray switching feature does not function.

The auto tray switching feature functions if the currently selected paper drawer and another paper drawer (except the Manual bypass) meet the following conditions.

- The paper is the same size.
- The paper is the same type.
- The paper is positioned in the same orientation.
- The “PAPER TYPE” function is set to “PLAIN”, “RECYCLE” or “1-SIDE” for both paper trays.

✎...

Tip

If the optional Multi bypass tray and the 5th paper drawer are installed, a maximum of 1,350 copies can be made continuously.

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

If there is no paper in any paper drawer, a message appears indicating that paper must be replenished. Copying may not continue if paper is loaded into other paper drawers than the one specified in the message.

Order for Automatically Switching Paper Drawers

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

1st paper drawer → 2nd paper drawer → 3rd paper drawer → 4th paper drawer → 5th paper drawer → Multi bypass tray

✎...

Note

If special media, such as OHP transparencies or label sheets, are loaded into the 1st paper drawer or the Multi bypass tray, the auto tray switching feature may cause the paper to be fed incorrectly.

In this case, we recommend that the settings be changed as follows. For the 1st paper drawer, change the paper type using the "TRAY1 PAPER" function on the "PAPER SOURCE SETUP" menu of the Utility mode (p. 7-19). For the Multi bypass tray, specify the paper type after loading the paper (p. 5-19).

5.6 Original Documents

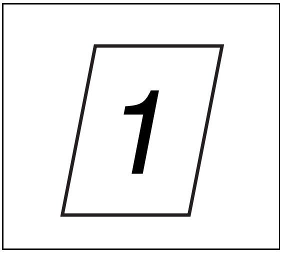
Using the Document Feeder

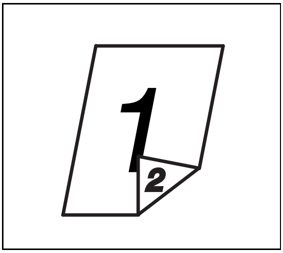
The Document feeder automatically feeds in, scans, then feeds out each page of a multi-page document, one page at a time. The correct type of document must be loaded in order for the Document feeder to function properly.

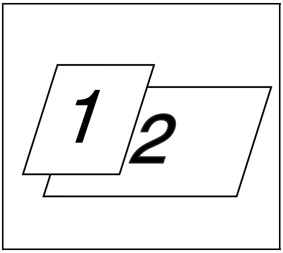
Using an incorrect type of document may cause a paper misfeed or damage to the document or machine.

Note
In order to copy double-sided documents, the Reverse automatic document feeder DF-605 must be installed.

Document Types


Single-sided documents


Double-sided documents


Documents of mixed sizes

Documents of Uniform Sizes

Document feed method	Document type	Document size
Document feeder	Sheet documents • Single-sided documents DF-502 Capacity: 13-1/4 lb to 29-1/4 lb DF-605 Capacity: 9-1/4 to 34 lb • Double-sided documents DF-605 Capacity: 13-1/4 to 34 lb • Documents of mixed sizes DF-502 Capacity: 16 lb to 24 lb DF-605 Capacity: 13-1/4 to 34 lb	DF-502 11 × 17 ▭, 11 × 14 ▭, Legal ▭, Letter ▭/▯, Invoice ▭/▯ (5-1/2 × 8-1/2 ▭/▯) DF-605 11 × 17 ▭, 11 × 14 ▭, Legal ▭, Letter ▭/▯, Invoice ▭/▯ (5-1/2 × 8-1/2 ▭/▯) Document width: 3-9/16 to 11-11/16 Document length: 8-1/4 to 17 • With mixed documents widths DF-502 11 × 17 ▭ and Letter ▯ Legal ▭ and Letter ▭ Legal ▭ and Invoice ▯ (5-1/2 × 8-1/2 ▯) Letter ▭ and Invoice ▯ (5-1/2 × 8-1/2 ▯) DF-605 Refer to the table below.
Original glass	Sheet documents, books, and large objects Maximum weight: 6-1/2 kg	11 × 17 ▭, 11 × 14 ▭, Legal ▭, Letter ▭/▯, 5-1/2 × 8-1/2 ▭/▯ Document width: Up to 11-11/16 Document length: Up to 17

Mixed Width Document Sizes (DF-605)

Maximum Document Width		11 inch		8-1/2 inch			5-1/2 inch
Mixed Width Document Detection		11 × 17 ▭	Letter ▯	Legal ▭	Letter ▭	Invoice ▯ (8-1/2 × 5-1/2 ▯)	Inovoice ▭ (8-1/2 × 5-1/2 ▭)
11 inch	11 × 17 ▭	○	○	—	—	—	—
	Letter ▯	○	○	—	—	—	—
8-1/2 inch	Legal ▭	○	○	○	○	○	—
	Letter ▭	○	○	○	○	○	—
	Invoice ▯ (8-1/2 × 5-1/2 ▯)	○	○	○	○	○	—
5-1/2 inch	Invoice ▭ (8-1/2 × 5-1/2 ▭)	—	—	—	—	—	○

○: Copying possible

—: Copying not possible

Precautions Concerning the Documents

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

Documents on special paper

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

Documents on paper that cannot be fed

- Curled documents
- Wrinkled or torn documents
- Overhead transparencies

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

✎...

Note
If a document of a non-standard size is positioned on the Original glass, the Auto Paper and the Auto Size functions are not available.

After loading a document of a non-standard size, press the [Paper] key to select a paper size or press the [Zoom] key to select a zoom ratio.

5.7 Specifying a Zoom Setting

By specifying a zoom ratio, the copy can be enlarged or reduced.

Zoom Settings

“Zoom” setting	Description
Full size	Copies are made at the same size as the document (× 1.00).
“AUTO” zoom ratio	The most appropriate zoom ratio is automatically selected based on the size of the document loaded and the specified paper size.
Preset zoom ratios	The following common zoom ratios for copying from various standard document sizes to standard paper sizes are available. × 0.25 × 0.50 × 0.64 (11 × 17 ▶ Letter) × 0.78 (Legal ▶ Letter) × 1.21 (Legal ▶ 11 × 17) × 1.29 (Letter ▶ 11 × 17) × 2.00 × 4.00 × 0.25 and × 4.00 can be set only when the paper size is selected manually. These settings are not available when the paper size is selected automatically.
Zoom ratios selected using the ▼ and ▲ Zoom keys	Using the ▼ and ▲ keys, the zoom ratio can be adjusted (increased or reduced) in 0.01 increments. When the paper size is selected manually: A zoom ratio between × 0.25 and × 4.00 can be set. (Manual paper selection) When the paper size is selected automatically: A zoom ratio between × 0.50 and × 2.00 can be set. (Auto paper)
“X/Y Zoom” function	Copies can be made using different scaling proportions for the vertical and horizontal directions. Using the ▼ and ▲ keys, the zoom ratio can be adjusted (increased or reduced) in 0.01 increments. Vertical direction: A zoom ratio between × 0.50 and × 2.00 can be set. Horizontal direction: A zoom ratio between × 0.50 and × 1.00 can be set.

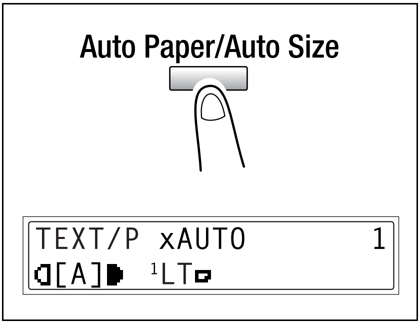
To make copies using the “AUTO” zoom setting

1 Load the document to be copied.

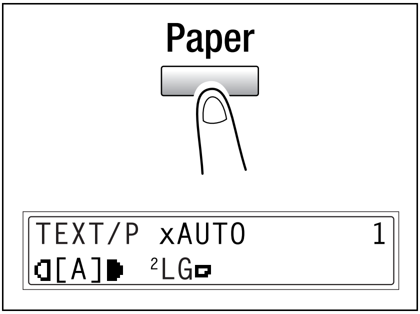
- ❍ Refer to *“Loading the Document” on page 3-9*.

2 Press the [Auto Paper/Auto Size] key until the Auto Size function is selected.

- ❍ Check that “AUTO” appears in the top line of the screen.


Auto Paper/Auto Size
TEXT/P xAUTO 1
[A] 1LT

3 Press the [Paper] key, and then select the desired paper size.


Paper
TEXT/P xAUTO 1
[A] 2LG

4 If necessary, specify any other copy settings.

- ❍ Copy density (p. 5-36)
- ❍ Advanced Copy Operations (p. 6-1)

5 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

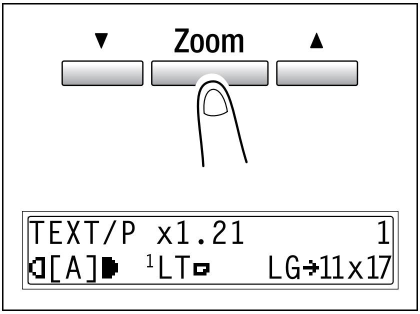
To make copies using a fixed zoom setting

1 Load the document to be copied.

- ❍ Refer to *“Loading the Document” on page 3-9*.

2 Press the [Zoom] key, and then select the desired zoom ratio.

- ❍ Each press of the [Zoom] key changes the zoom ratio as shown below.
  × 1.29 → × 2.00 → × 4.00 → × 0.25 → × 0.50 → × 0.64 → × 0.78 → × 1.00 → × 1.21. . .



✎...

Note

Zoom ratios × 0.25 and × 4.00 do not appear if the auto paper function is selected.

3 If necessary, specify any other copy settings.

- ❍ Paper (p. 5-22)
- ❍ Copy density (p. 5-36)
- ❍ Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

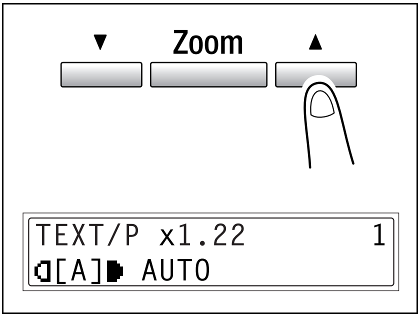
To make copies using a specific zoom setting

1 Load the document to be copied.

- ❍ Refer to *“Loading the Document” on page 3-9*.

2 Press the [Zoom] key, and then use the ▼ and ▲ keys to specify the desired zoom ratio.

- ❍ The zoom ratio is set in 0.01 increments.



3 If necessary, specify any other copy settings.

- ❍ Paper (p. 5-22)
- ❍ Copy density (p. 5-36)
- ❍ Advanced Copy Operations (p. 6-1)

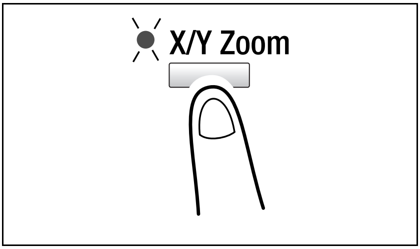
4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

To make copies using the “X/Y Zoom” function

1 Load the document to be copied.

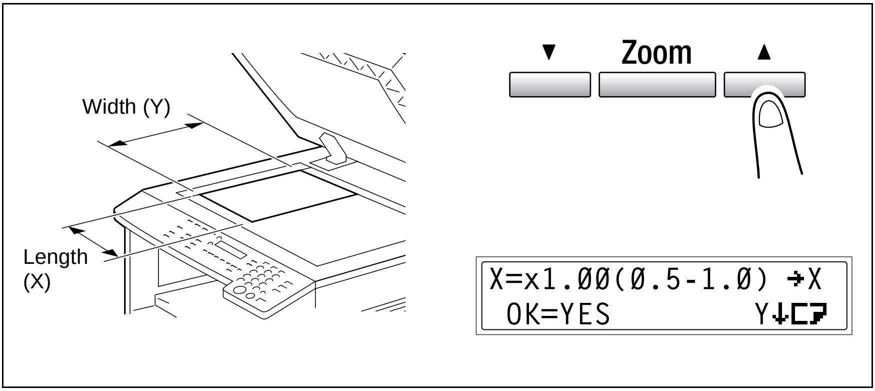
- ❍ Refer to *“Loading the Document” on page 3-9*.

2 Press the [X/Y Zoom] key until the “X/Y Zoom” indicator lights up.



3 Using the ▼ and ▲ keys, select the desired zoom ratio for the length (X), and then press the [Yes] key.

- ❍ The zoom ratio increases and decreases in 0.01 increments.
- ❍ Press the [Zoom] key, and then select the desired zoom ratio. Each press of the [Zoom] key changes the zoom ratio as shown below.
  × 0.50 → × 0.64 → × 0.78 → × 1.00 → × 0.50 . . .



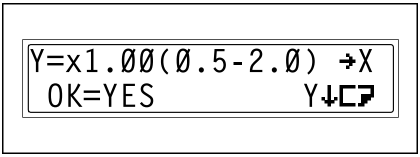
```
X=x1.00(0.5-1.0) →X
 OK=YES          Y↓
```

✎...

Tip

Press the [No/C] key to return to the main screen. To correct the specified zoom ratio, press the [No/C] key, and then perform the operation again from step 2.

4 Using the ▼ and ▲ keys, select the desired zoom ratio for the width (Y), and then press the [Yes] key.



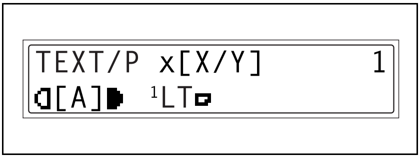
```
Y=x1.00(0.5-2.0) →X
 OK=YES        Y↓
```

- ❍ The zoom ratio increases and decreases in 0.01 increments.
- ❍ Press the [Zoom] key, and then select the desired zoom ratio. Each press of the [Zoom] key changes the zoom ratio as shown below.
  ×0.50 → ×0.64 → ×0.78 → ×1.00 → ×1.21 → ×1.29 → ×2.00 → ×0.50 . . .

Tip

Press the [No/C] key to return to the main screen. To correct the specified zoom ratio, press the [No/C] key, and then perform the operation again from step 2.

5 If necessary, specify any other copy settings.



```
TEXT/P x[X/Y]       1
[A]  1LT
```

- ❍ Paper (p. 5-22)
- ❍ Copy density (p. 5-36)
- ❍ Advanced Copy Operations (p. 6-1)

6 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

5.8 Specifying the Copy Density (“Auto/Photo” Function)

Document type and copy density settings

- “TEXT” setting:
  Select the “TEXT” setting when copying text documents. Select this setting to emphasize contours and reproduce text documents with sharpness.
  The automatic density level and 9 manual density levels are available.
  - “[A]” (automatic) density level:
    The density level is automatically adjusted according to the document being copied.
  - Manual density levels:
    Select a level between the lightest and darkest settings, depending on the document to be copied.
- “PHOTO” setting:
  Select this setting when copying documents containing many areas with halftones (intermediate colors), such as photographs.
  The “[A]” (automatic) density level cannot be selected if the “PHOTO” setting is selected.
- “TEXT/P” setting:
  Select the “TEXT/P” setting when copying documents containing both text and photos.
  The automatic density level and 9 manual density levels are available.
  - “[A]” (automatic) density level:
    The density level is automatically adjusted according to the document being copied.
  - Manual density levels:
    In order to prevent the image on the back of newspaper or magazine articles from appearing in the copy, press the ◖◄ key to select a lighter density level.
    In order to reproduce pale colors in bright areas of the image, press the ►◗ key to select a darker density level.

✎...

Note

Selecting a density level that is too dark may cause the media color of the document to be reproduced, and selecting a level that is too light may produce a very faint copy. Therefore, select the appropriate level depending on the document.

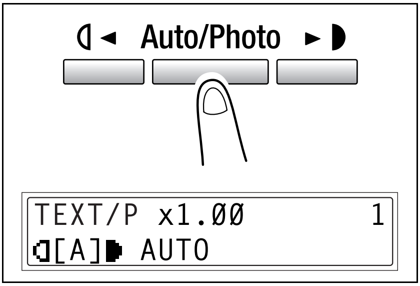
To make copies after specifying a copy density

1 Load the document to be copied.

- ❍ Refer to *"Loading the Document" on page 3-9*.

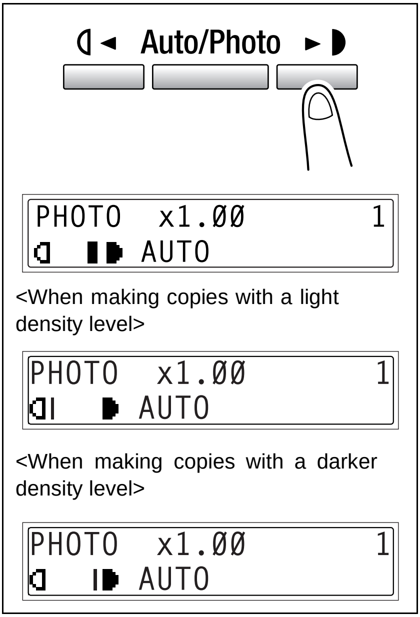
2 Press the [Auto/Photo] key to select between the "TEXT/P[A]" (AUTO), "TEXT[A]" (AUTO), "PHOTO", "TEXT/P", or "TEXT" settings.

- ❍ The current setting appears on the left side of the screen.



```
TEXT/P x1.00          1
◖[A]◗ AUTO
```

3 If the "PHOTO", "TEXT" or "TEXT/P" setting was selected, use the ◖◄ and ►◗ keys to adjust the density level.



```
PHOTO   x1.00         1
◖   ▮◗ AUTO
```

<When making copies with a light density level>

```
PHOTO   x1.00         1
◖|    ◗ AUTO
```

<When making copies with a darker density level>

```
PHOTO   x1.00         1
◖    |◗ AUTO
```

4 If necessary, specify any other copy settings.

- ❍ Paper (p. 5-22)
- ❍ Zoom (p. 5-30)
- ❍ Advanced Copy Operations (p. 6-1)

5 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

5.9 Interrupting Copy Jobs

Long continuous copy operations can quickly be paused by pressing the [Interrupt] key in order to copy a different document.

✎...

Note

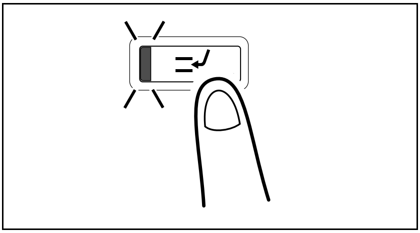
Some functions cannot be interrupted. In addition, some functions are not available while a copy job is interrupted. For details, refer to "Function Combination Table" on page 10-9.

If the document is placed on the Original glass and 2in1 or 4in1 copies are being produced, the copy job cannot be interrupted.

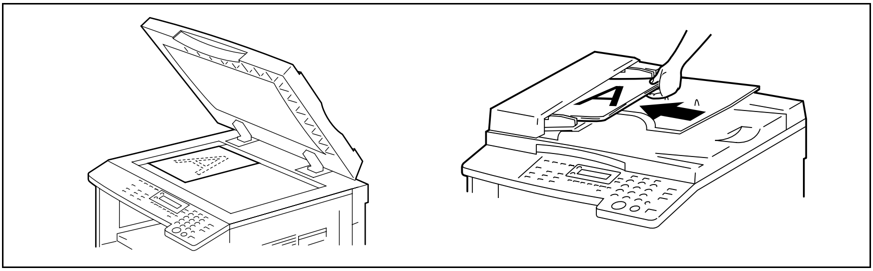
To interrupt a copy job

1 Press the [Interrupt] key. The Interrupt indicator lights up, and the current copy operation is paused.

- ❍ When the [Interrupt] key is pressed, all functions are reset to their defaults.



2 Remove the current document, and then load the other document that you wish to copy.



3 If necessary, specify any other copy settings.

- ❍ Paper (p. 5-22)
- ❍ Zoom (p. 5-30)
- ❍ Copy density (p. 5-36)
- ❍ Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key to copy the other document.

5 After the other document is copied, press the [Interrupt] key.

The Interrupt indicator goes off, and all copy functions return to their previous settings.

6 Reload the document that was removed in step 2.

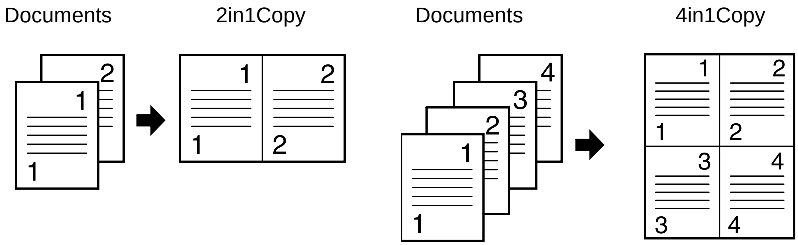
7 Press the [Start] key.
The interrupted copy job continues.

6

Advanced Copy Operations

6.1 Single-Sided Copies

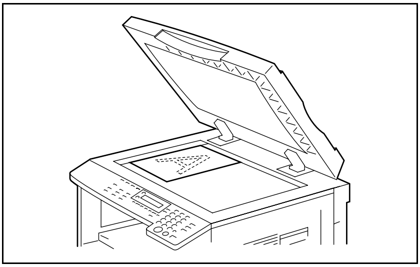
Specifying settings for 2in1 (or 4in1) copies


Documents
2in1Copy
Documents
4in1Copy
1
2
1
2
1
2
3
4

Using the Original glass

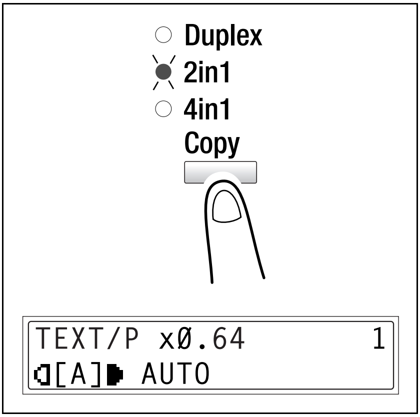
1 Open the Document feeder or Original cover.

2 Place the document on the Original glass.
For details refer to *“Loading the Document” on page 3-9*.



3 Press the [Copy] key.

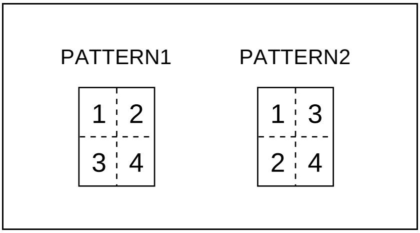
The 2in1 (or 4in1) indicator lights up.


○ Duplex
● 2in1
○ 4in1
Copy
TEXT/P x0.64 1
[A] AUTO

4 Specify the desired copy settings.
For details, refer to *"To make a simple copy" on page 3-2*.

? *Do you know the copy order for the 4in1 copy function?*

➜ The copy order can be set to one of the two shown at the right. For details, refer to *"To set the "4IN1 COPY ORDER" function" on page 7-52*.
The default setting is PATTERN1.

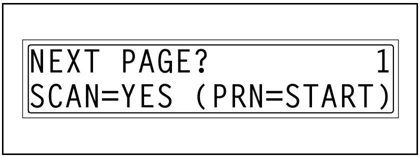


5 Using the 10-key pad, enter the number of copies to be made.

❍ If multiple copies are to be printed, press the [Finishing] key until "Sort" is selected.

6 Place the next document page on the Original glass, and then press the [Yes] key.

❍ Repeat this step for all pages of the document.
❍ The number of document pages that have been scanned is displayed.



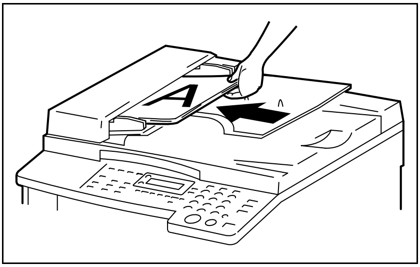
```
NEXT PAGE?              1
SCAN=YES (PRN=START)
```

7 After all document pages have been scanned, press the [Start] key.

Note
If the document is placed on the Original glass and 2in1 or 4in1 copies are being produced, the copy job cannot be interrupted.

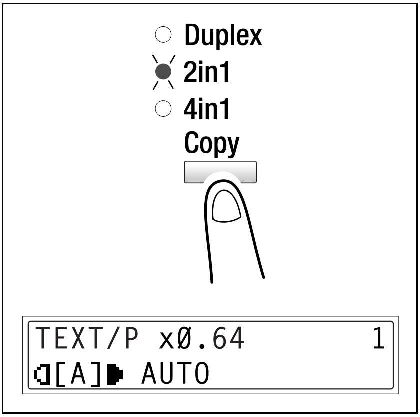
Using the Document feeder

1 Load the documents in the Document feeder.
For details refer to *"Loading the Document" on page 3-9*.



2 Press the [Copy] key.

The "2in1" (or "4in1") indicator lights up.

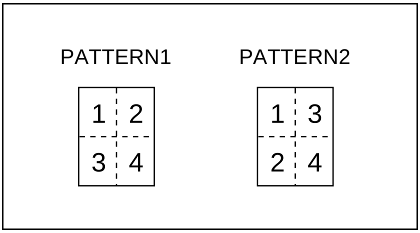


```
TEXT/P x0.64        1
[A] AUTO
```

3 Specify the desired copy settings.
For details, refer to *"To make a simple copy" on page 3-2*.

? *Do you know the copy order for the 4in1 copy function?*

➜ The copy order can be set to one of the two shown at the right. For details, refer to *"To set the "4IN1 COPY ORDER" function" on page 7-52*.
The default setting is PATTERN1.

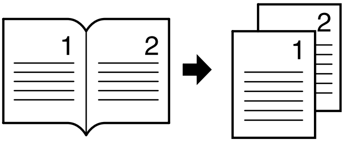


4 Using the 10-key pad, enter the number of copies to be made.

5 Press the [Start] key.

This will start the copy cycle.

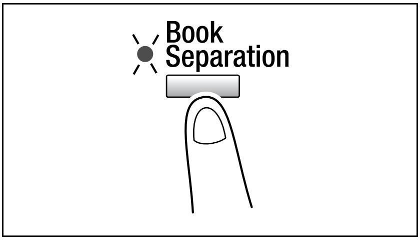
To make copies using the “Book Separation” function



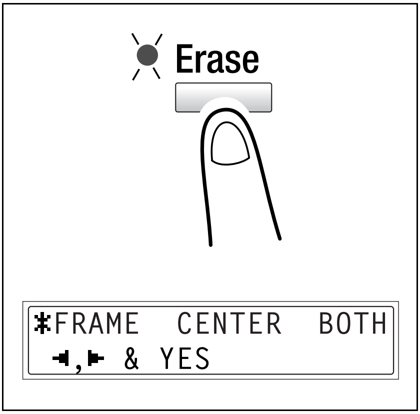
1 Load the document to be copied.

- ❍ Refer to *“Loading the Document” on page 3-9*.

2 Press the [Book Separation] key.
The “Book Separation” indicator lights up.



3 To erase around the text or along the binding, press the [Erase] key.



```
✱FRAME  CENTER  BOTH
 ◄,► & YES
```

- ❍ To begin copying, continue with step 5.
- ? *Do you know how large an area is erased?*
- ➜ The width of the erased area for the “FRAME” setting can be set between 3/16 inch (5 mm) and 13/16 inch (20 mm), in Approx.1/16 inch (1 mm) increments. The manufacturer’s default setting is 3/8 inch (10 mm).
- ➜ The width of the erased area for the “CENTER” setting is fixed at 3/8 inch (10 mm).
- ➜ The width of the erased area for the “FRAME” setting can be changed using the “ERASE SETTING” function in the Utility mode *(“To specify the erased width (“ERASE SETTING” function)” on page 7-46).*

4 Press the [Yes] key.

The main screen appears.

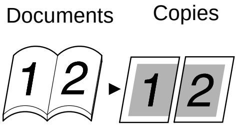
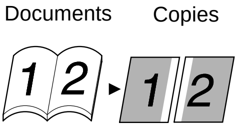
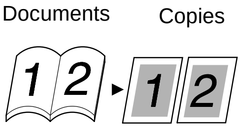
5 If necessary, specify any other copy settings.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

6 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

- ❍ The default binding setting is for left-bound books. To copy right-bound books, change the document type using the “BINDING POS.” function in the Utility mode (*“To set the “BINDING POS.” function” on page 7-44*).

There are three Erase settings available.

Erase setting	Explanation	Finishing
“FRAME” Erase setting	The pages are copied with a blank area framing the text.	
“CENTER” Erase setting	The pages are copied with a blank area along the binding.	
“BOTH” Erase setting	The pages are copied with blank areas framing the text and along the binding.	

6.2 Double-Sided Copies

Double-sided copies in addition to 2in1 and 4in1 double-sided copies can be made from single-sided or double-sided documents.

✎...

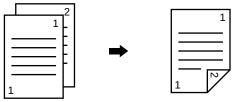
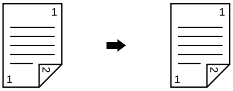
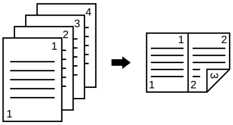
Note

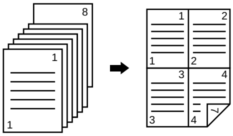
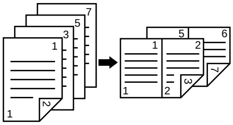
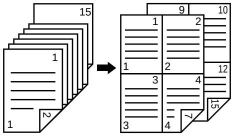
The optional Duplex unit must be installed.
The type of double-sided copy that can be made depends on the options that are installed.

When making 2in1 and 4in1 copies, use the Document feeder.

When copying double-sided documents, use the Reverse automatic document feeder DF-605.

Types of double-sided copying

Double-sided copy methods	Indicator	Original cover OC-504	Automatic document feeder DF-502	Reverse automatic document feeder DF-605
Single-sided documents → Double-sided copy 	● Duplex ○ 2in1 ○ 4in1	○	○	○
Double-sided document → Double-sided copy 	● Duplex ○ 2in1 ○ 4in1	○	×	○
Single-sided documents → 2in1 double-sided copy 	● Duplex ● 2in1 ○ 4in1	×	○	○

Double-sided copy methods	Indicator	Original cover OC-504	Automatic document feeder DF-502	Reverse automatic document feeder DF-605
Single-sided documents → 4in1 double-sided copy 	● Duplex ○ 2in1 ● 4in1	×	○	○
Double-sided documents → 2in1 double-sided copy 	● Duplex ● 2in1 ○ 4in1	×	×	○
Double-sided documents → 4in1 double-sided copy 	● Duplex ○ 2in1 ● 4in1	×	×	○

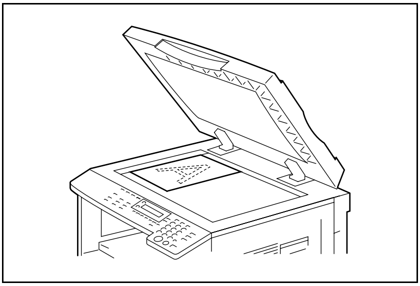
Double-sided copying is not possible under the following conditions:

- Double-sided documents are loaded into the Automatic document feeder DF-502.
- The Manual bypass is selected.
- Special paper (cards, OHP transparencies, envelopes, or label sheets) is loaded.
- The “PAPER TYPE” function is set to “1-SIDE”.
- Paper with a width less than 5-1/2 inch is selected.

To make double-sided copies using the Original glass

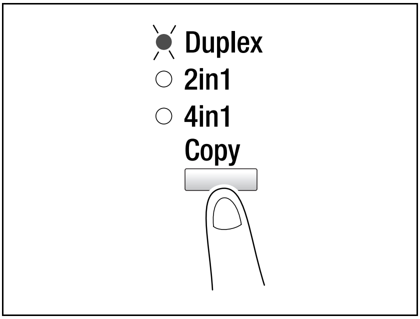
1 Position the document(s) to be copied.
Refer to *“Loading the Document” on page 3-9*.

- For details on loading the documents into the Document feeder, refer to *“To make double-sided copies using the Document feeder” on page 6-10*.



2 Press the [Copy] key.

The “Duplex” indicator lights up.



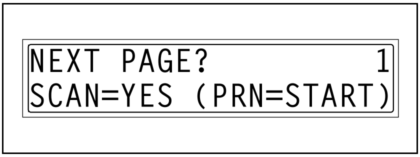
3 If necessary, specify any other copy setting.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies.

5 Position the first document page, and then press the [Yes] key.

After the document page is scanned, the message “NEXT PAGE SCAN=YES” appears.



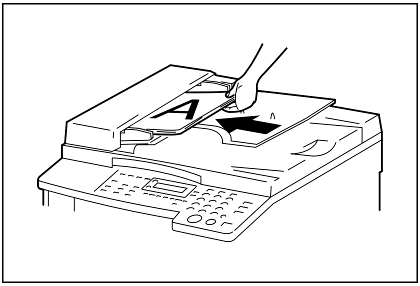
```
NEXT PAGE?         1
SCAN=YES (PRN=START)
```

6 Position the second document page, and then press the [Start] key.

After the document page is scanned, a double-sided copy is printed.

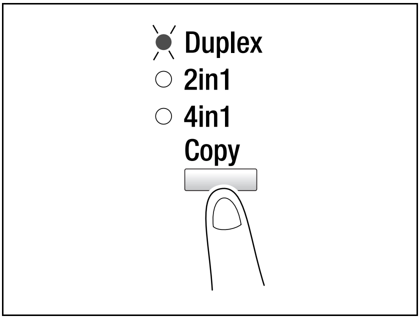
To make double-sided copies using the Document feeder

1 Position the document(s) to be copied.
Refer to *“Loading the Document” on page 3-9*.



2 Press the [Copy] key.

The desired double-sided copy function is selected.



3 If necessary, specify any other copy setting.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

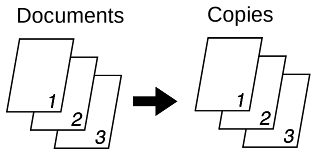
4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

6.3 Finishing Copies (“Sort” and “Group” functions)

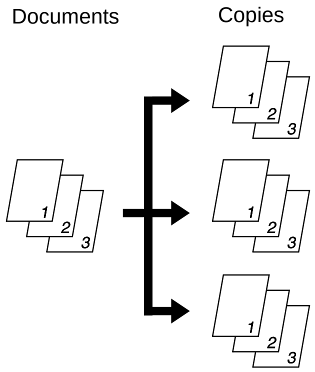
When copying or printing two or more sets of a document, the copies can be divided either by sets containing a copy of each page (sorted) or by pages (grouped).

Finishing functions

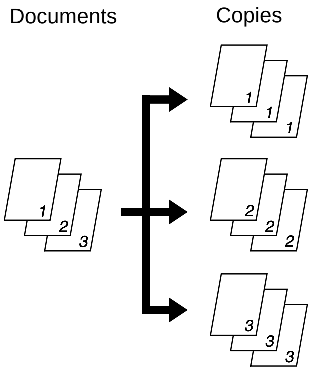
- Non-sort function:
  The copies are stacked on top of each other as they are fed out.


Documents
Copies
1
2
3
1
2
3

- “Sort” function:
  The copies are automatically divided into sets with each set containing a copy of each page.


Documents
Copies
1
2
3
1
2
3
1
2
3
1
2
3

- “Group” function:
  The copies are automatically divided into stacks containing all copies of the same page.


Documents
Copies
1
2
3
1
1
1
2
2
2
3
3
3

Notes on Using the “Sort” and “Group” Functions

Conditions for sorting

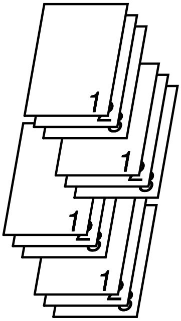
- The number of copies is set to 2 or more.

Conditions for crisscross sorting

- Letter or invoice paper is used.
- Paper of the same size and type is loaded horizontally in one paper drawer and vertically in another drawer.
- The Auto Paper function is selected.
- The “Mixed Orig.” function must not be selected.
- The “CRISSCROSS MODE” function in the Utility mode is set to “ON”. (p. 7-53)
- The optional Shift tray is not installed.

Shift Sorting

Each copy set is fed out shifted to alternating side.

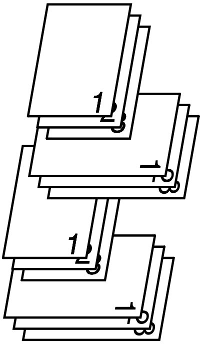


✎...

Note
The optional Shift tray must be installed.

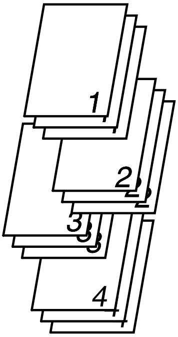
Crisscross Sorting

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



Shift Grouping

Each page set is fed out shifted to alternating sides.

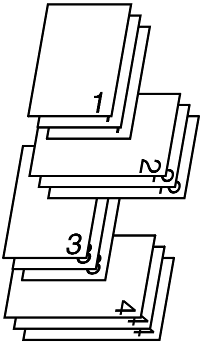


✎...

Note
The optional Shift tray must be installed.

Crisscross Grouping

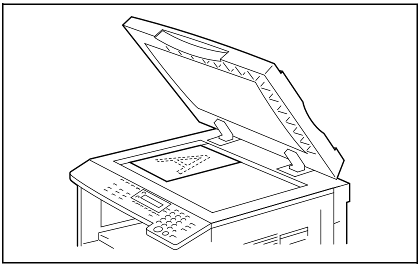
Each page set is fed out in an alternating crisscross pattern.



Specifying finishing settings (sorting using the Original glass)

1 Open the Document feeder or Original cover.

2 Place the document on the Original glass.
For details refer to *“Loading the Document” on page 3-9*.

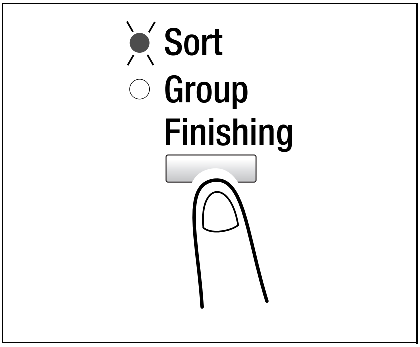


3 Press the [Finishing] key until “Sort” is selected.

The “Sort” indicator lights up.

? *Are neither the sort nor the group indicators lit?*

➜ The non-sort function is selected.



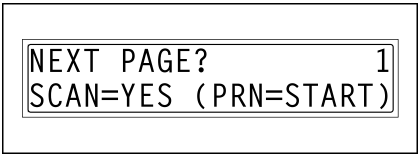
4 Using the 10-key pad, enter the number of copies to be made.

5 Press the [Start] key.

This will start the copy cycle.

6 Place the next document page on the Original glass, and then press the [Yes] key.

- Repeat this step for all pages of the document.
- The number of document pages that have been scanned is displayed.

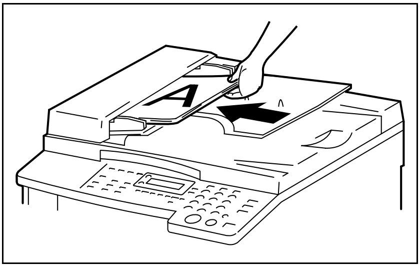


```
NEXT PAGE?          1
SCAN=YES (PRN=START)
```

7 After all document pages have been scanned, press the [Start] key.

Specifying finishing settings (using the Document feeder)

1 Load the documents in the Document feeder.
For details refer to *"Loading the Document" on page 3-9*.

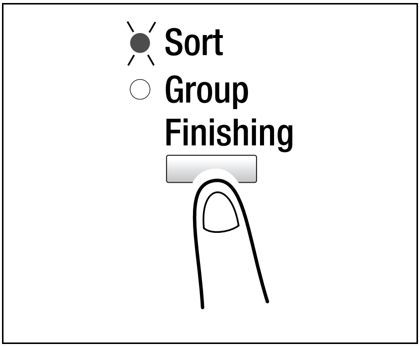


2 Press the [Finishing] key.

The indicator for the finishing function lights up.

? *Are neither the sort nor the group indicators lit?*

➜ The non-sort function is selected.



3 Using the 10-key pad, enter the number of copies to be made.

4 Press the [Start] key.

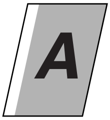
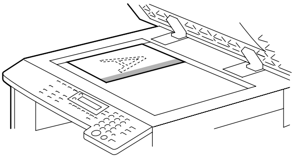
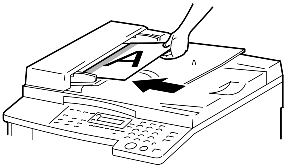
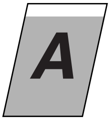
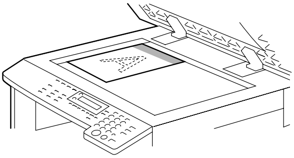
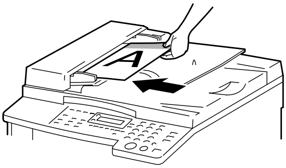
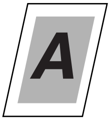
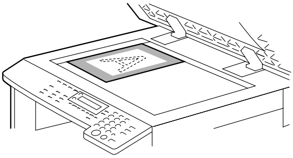
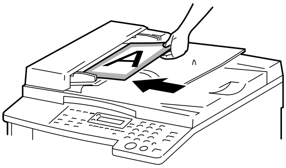
This will start the copy cycle.

6.4 Erasing Sections of Copies

Areas such as the unclean-looking frames around copies can be erased.

Precautions on the Erased Margin Location

The location of the erased area in the copy depends on how the document is positioned.

Erase setting	Original glass	Document feeder
LEFT 		
UPPER 		
FRAME 		

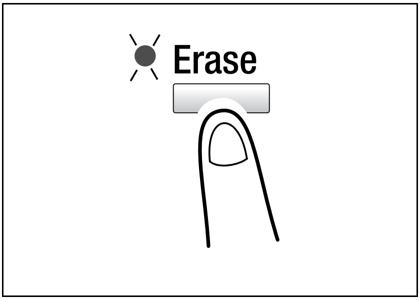
To make copies using an Erase setting

1 Load the document to be copied.

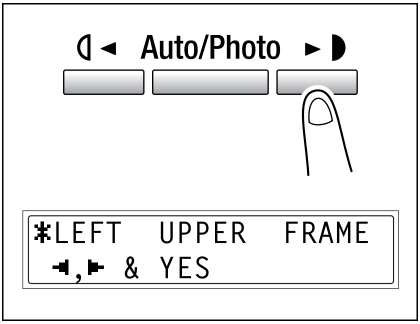
- ❍ Refer to *“Loading the Document” on page 3-9*.

2 Press the [Erase] key.

The “Erase” indicator lights up.



3 Using the ◖◄ and ►◗ keys, select “LEFT”, “UPPER” or “FRAME” to specify the area that will be erased.



```
✱LEFT  UPPER  FRAME
 ◄,► & YES
```

? *Do you know how large an area is erased?*

➜ The width of the erased area for the “LEFT”, “UPPER” and “FRAME” settings can be set between 3/16 inch (5 mm) and 13/16 inch (20 mm), in Approx.1/16 inch (1 mm) increments. The manufacturer’s default setting is 3/8 inch (10 mm).

➜ The width of the erased area for the “LEFT”, “UPPER” and “FRAME” settings can be changed using the “ERASE SETTING” function in the Utility mode (*“To specify the erased width (“ERASE SETTING” function)” on page 7-46*).

4 Press the [Yes] key.

The main screen appears.

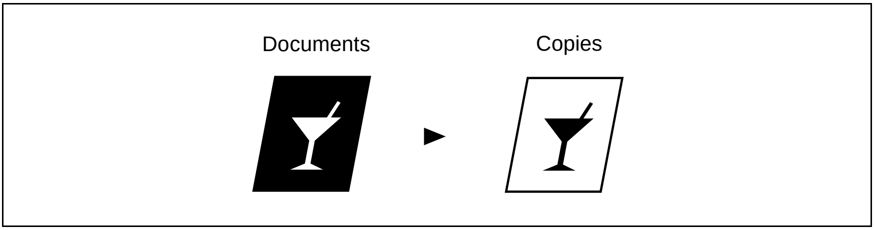
5 If necessary, specify any other copy settings.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

6 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

6.5 Negative/Positive Inverted Copying

Copies can be made with the light-colored areas of the document (media) and the dark-colored areas of the document (text) inverted.



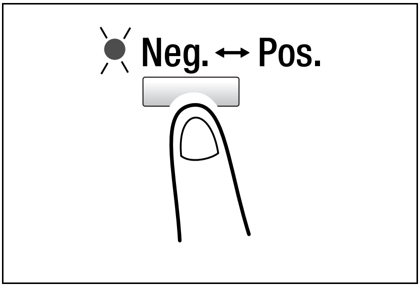
To make copies using the negative/positive inverted copy function

1 Load the document to be copied.

- ❍ Refer to *“Loading the Document” on page 3-9*.

2 Press the [Neg.↔Pos.] key.

The “Neg.↔Pos.” indicator lights up.



3 If necessary, specify any other copy settings.

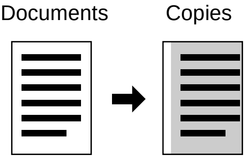
- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

6.6 Making Copies for Filing (“File Margin” function)

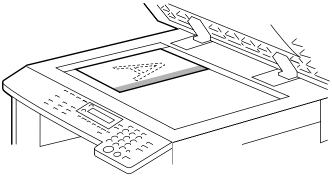
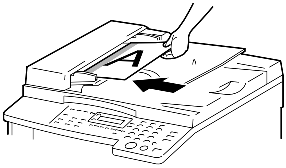
So that copies can easily be stored in filing binders, copies can be made with a file margin.

Left-side binding:
Copies are printed with the contents of the document slightly shifted to the right in order to create a binding margin at the left.



Precautions on the Binding Margin Location

The location of the binding margin area in the copy depends on how the document is positioned.

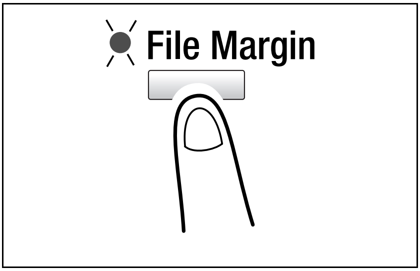
Original glass	Document feeder
	

To make copies using the “File Margin” function

1 Load the document to be copied.

- ❍ Refer to *“Loading the Document” on page 3-9*.

2 Press the [File Margin] key.



The “File Margin” indicator lights up.

? *Do you know how large a binding margin is created?*

➜ The width for the binding can be set between 0 inch (0 mm) and 13/16 inch (20 mm), in Approx.1/16 inch (1 mm) increments. The manufacturer’s default setting is 3/8 inch (10 mm).

➜ The width of the binding margin can be changed using the “MARGIN SETTING” function in the Utility mode (*“To set the “BINDING POS.” function” on page 7-44*).

3 If necessary, specify any other copy settings.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

6.7 Programmed Copy Jobs

Store up to two of the more frequently used copy setting programs for immediate recall when necessary.

Note

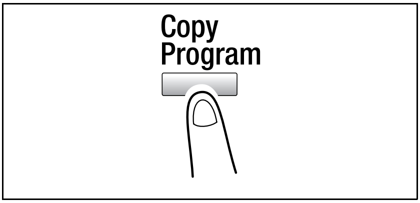
Copy programs cannot be stored while the machine is warming up or while a copy job is paused (Interrupt mode).

To store a copy program

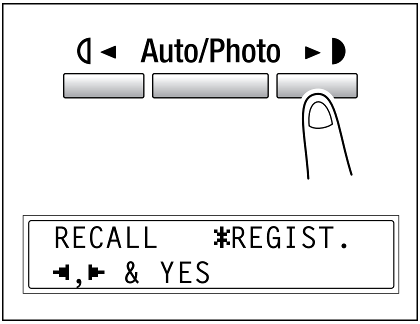
1 Select the copy settings to be stored as the copy program.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)
- ❍ The zoom ratio can be set between × 0.50 and × 2.00.

2 Press the [Copy Program] key.

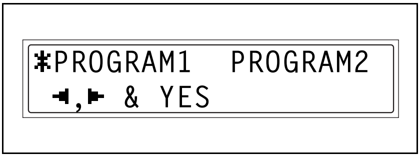


3 Using the ◖◄ and ►◗ keys, select "REGIST.", and then press the [Yes] key.



```
 RECALL   *REGIST.
 ◄,► & YES
```

4 Using the ◖◄ and ►◗ keys, select the program number where you wish to store the copy program, and then press the [Yes] key.



```
*PROGRAM1  PROGRAM2
 ◄,► & YES
```

✎...

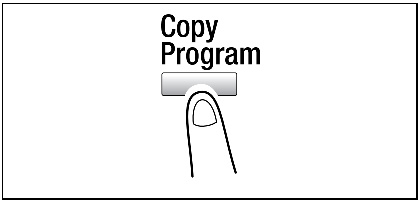
Note

If two copy programs have already been stored, the copy settings previously stored under the selected program number are deleted and replaced with the new ones.

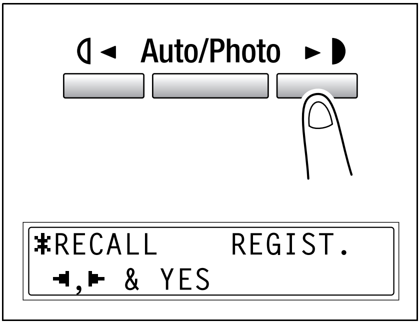
To recall a copy program

1. Load the document to be copied.
   - ❍ Refer to *“Loading the Document” on page 3-9*.

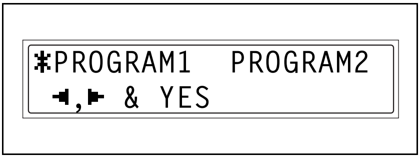
2. Press the [Copy Program] key.


Copy
Program

3. Using the ◖◄ and ►◗ keys, select “RECALL”, and then press the [Yes] key.


◖◄ Auto/Photo ►◗
*RECALL REGIST.
◄,► & YES

4. Using the ◖◄ and ►◗ keys, select the program number of the copy program that you wish to recall, and then press the [Yes] key.


*PROGRAM1 PROGRAM2
◄,► & YES

5. Press the [Start] key.

6.8 Access Numbers

If access number have been specified, use of the machine can be limited to a specific user and the number of copies for each user can be controlled. As an example, the following procedure describes how to enter the access number in order to make copies.

✎...

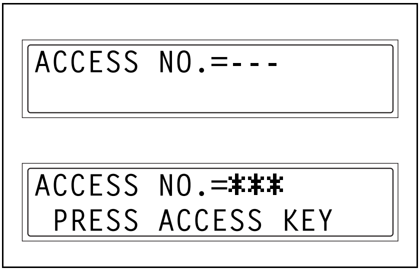
Note
If access numbers have been specified, the machine cannot be used unless the access number is entered first.

In order to use this function, the access numbers must be specified with the "COPY TRACK" function from the "ADMIN. MANAGEMENT" menu ("To turn on/ off user (section) management" on page 7-29).

To enter an access number

1 Using the 10-Key Pad, enter the 3-digit account (section) access number.

- ❍ If you wish to correct the entered access number, press the [No/C] key, and then enter the correct number.

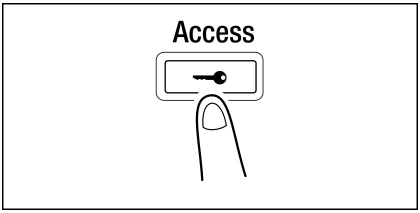


```
ACCESS NO.=---
```

```
ACCESS NO.=***
 PRESS ACCESS KEY
```

2 Press the [Access] key.

The Copy mode screen appears and copying can be started.



3 Position the document(s) to be copied, and then select the desired copy settings.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

4 Press the [Start] key.

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

Utility Mode – Copy Functions

7

This chapter describes the various Utility mode functions that can be used to set copy-related functions.

✎...

Note

Depending on the options installed, some functions may not be available. If an unavailable functions is selected, an error message appears.

7.1 Utility Menu Commands

Manufacturer's default settings appear in bold.

Menu	Function	Settings
1 MACHINE SETTING	AUTO PANEL RESET	**ON** (0.5/1/2/3/4/5, Default: **1**)/OFF
	ENERGY SAVE MODE	TIMER=1-240 min. (Default: **15**)
	AUTO SHUT OFF	ON (TIMER=15-240 min.)/**OFF**
	DENSITY (ADF)	**MODE1**/MODE2
	DENSITY (BOOK)	**MODE1**/MODE2
	PRINT DENSITY	LIGHT to DARK (5 levels) ◁□□■□□▶
	LCD CONTRAST	LIGHT to DARK (4 levels) ◁□■□□▶
	LANGUAGE	Default: **ENGLISH**
2 PAPER SOURCE SETUP	INCH/METRIC	(For each paper tray) **INCH**/METRIC
	TRAY1 PAPER	**PLAIN**/OHP/CARD/ENVELOPE **AUTO**/CUSTOM
	PAPER TYPE	**PLAIN**/RECYCLE/SPECIAL/1-SIDE*
3 USER MANAGEMENT	DRUM DEHUMIDIFY	—
	TONER REPLENISHER	—
4 ADMIN. MANAGEMENT	AUTO SHUT OFF	DISABLE/**ENABLE**
	COPY TRACK	COPY TRACK MODE (**ON**/OFF) ACCESS NO. REG. COPY TRACK DATA (**DISPLAY**/CLEAR)
5 COPY SETTING 1	PAPER PRIORITY	**1ST**/2ND/3RD/4TH/5TH/MULTI BYPASS
	DENSITY PRIORITY	TEXT/PHOTO/**TEXT/P**
	DENSITY LEVEL(A)	LIGHT to DARK (3 levels) ◁□■□▶
	DENSITY LEVEL(M)	LIGHT to DARK (9 levels) ◁□□□□■□□□□▶
	BINDING POS.	**LEFT**/RIGHT
	MARGIN SETTING	WIDTH=0-20 (mm)** (Default: 10)
	ERASE SETTING	**LEFT**/UPPER/FRAME (WIDTH=5 mm-20 mm)** (Default: 10)
	SMALL ORIGINAL	DISABLE/**ENABLE**

Menu	Function	Settings
6 COPY SETTING 2	MIXED ORIGINAL	ON/**OFF**
	COPY PRIORITY	**AP**/AS/MANUAL
	OUTPUT PRIORITY	**NON**/SORT/GROUP
	4IN1 COPY ORDER	**PATTERN1**/PATTERN2
	CRISSCROSS MODE	**ON**/OFF
	DUPLEX COPY	ON/**OFF**

* “1-SIDE” is displayed only when the machine is equipped with the Duplex unit.

** When using the 10-Key Pad to enter a measurement, the values are entered in millimeters. The conversion ratio is shown below.
1 inch = 25.4 mm

7.2 Specifying Machine Settings (“MACHINE SETTING” Menu)

From the “MACHINE SETTING” menu, the following machine settings can be changed.

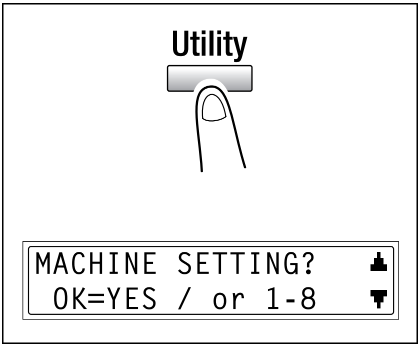
“MACHINE SETTING” menu:

No.	MACHINE SETTING	Description
1	AUTO PANEL RESET	This function can be used to set the length of time until the auto panel reset operation is performed after copying or the last operation is finished. When the auto panel reset operation is performed, the Copy mode screen is automatically displayed. • The manufacturer’s default setting is 1 min.
2	ENERGY SAVE MODE	This function can be used to set the length of time that the machine is idle before it enters Energy Saver mode. • The manufacturer’s default setting is 15 min.
3	AUTO SHUT OFF	This function can be used to set the length of time until the machine automatically turns off after the last operation is finished. • The manufacturer’s default setting is “OFF”.
4	DENSITY (ADF)	This function is used to specify the density level when the optional Document feeder is used. Mode 1: For printing lighter copies of dark documents to avoid darkening of copies. Mode 2: For printing copies with same density as documents. • The manufacturer’s default setting is “MODE1”.
5	DENSITY (BOOK)	This function is used to specify the density level when a document is placed on the Original glass and copied. Mode 1: For printing copies with same density as documents. Mode 2: For printing lighter copies of dark documents to avoid darkening of copies. • The manufacturer’s default setting is “MODE1”.
6	PRINT DENSITY	The print density can be set to one of five settings. • The manufacturer’s default setting is ◁□□■□□▶ .
7	LCD CONTRAST	This function can be used to adjust the contrast of the Control panel display. • The manufacturer’s default setting is ◁□■□□▶ .
8	LANGUAGE	This function can be used to set the language of the display and the printed reports.

To select the “MACHINE SETTING” menu

1 Press the [Utility] key.

“MACHINE SETTING?” appears.



```
MACHINE SETTING?   ▲
 OK=YES / or 1-8   ▼
```

2 From the 10-Key Pad, press the key for the “MACHINE SETTING” function that you wish to set.

- ❍ The “MACHINE SETTING” functions are as follows:
  1 AUTO PANEL RESET
  2 ENERGY SAVE MODE
  3 AUTO SHUT OFF
  4 DENSITY (ADF)
  5 DENSITY (BOOK)
  6 PRINT DENSITY
  7 LCD CONTRAST
  8 LANGUAGE

✎...

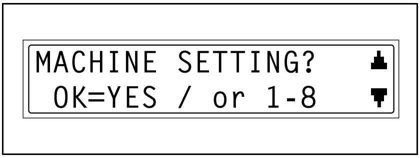
Tip

If, at any time, you wish to quit setting a “MACHINE SETTING” function, press the [No/C] key. When the message “STOP SETTING?” appears, press the [Yes] key to quit.

To set the “AUTO PANEL RESET” function

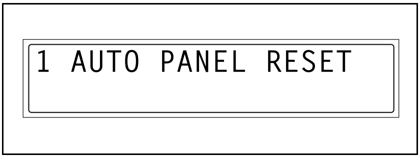
1 Select the “MACHINE SETTING” menu.

- ❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.



```
MACHINE SETTING?   ▲
 OK=YES / or 1-8   ▼
```

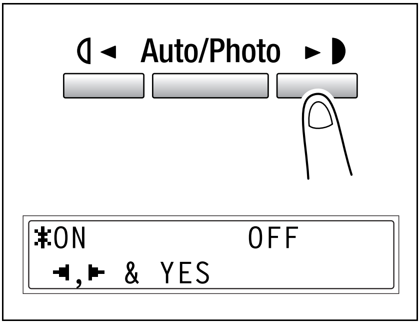
2 Press the [1] key from the 10-Key Pad to select “AUTO PANEL RESET”.



```
1 AUTO PANEL RESET
```

3 Using the ◖◄ and ►◗ keys, select either “ON” or “OFF”, and then press the [Yes] key.

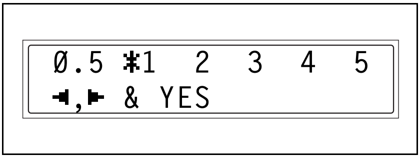
- ❍ If “OFF” was selected, the “MACHINE SETTING” menu appears again.



```
*ON          OFF
 ◄,► & YES
```

4 Using the ◖◄ and ►◗ keys, select “0.5”, “1”, “2”, “3”, “4” or “5”, and then press the [Yes] key.

The “MACHINE SETTING” menu appears again.

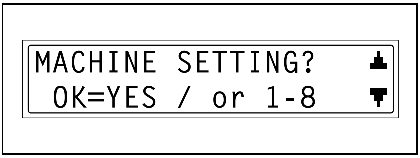


```
 0.5 *1  2  3  4  5
 ◄,► & YES
```

To set the “ENERGY SAVE MODE” (preheat mode) function

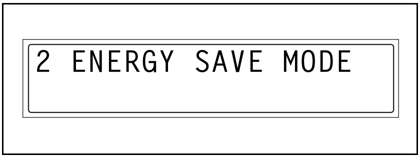
1 Select the “MACHINE SETTING” menu.

- ❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.



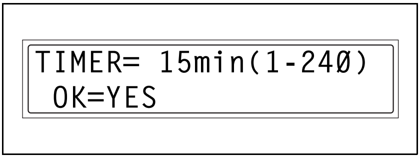
```
MACHINE SETTING?   ▲
 OK=YES / or 1-8   ▼
```

2 Press the [2] key from the 10-Key Pad to select “ENERGY SAVE MODE”.



```
2 ENERGY SAVE MODE
```

3 Using the 10-Key Pad, specify the length of time the machine is idle before it enters Energy Save mode, and then press the [Yes] key.



```
TIMER= 15min(1-240)
 OK=YES
```

- ❍ The timer can be set between 1 min and 240 min.
- ❍ If you wish to correct the setting, press the [No/C] key, and then enter the new number.

The “MACHINE SETTING” menu appears again.

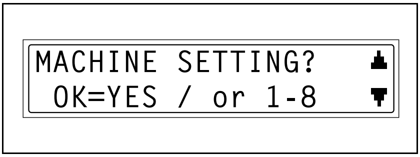
To set the “AUTO SHUT OFF” function

Precautions for setting the “AUTO SHUT OFF” function:

✔ Whether or not auto shut-off is possible depends on the “AUTO SHUT OFF” function in the “ADMIN. MANAGEMENT” menu.

1 Select the “MACHINE SETTING” menu.

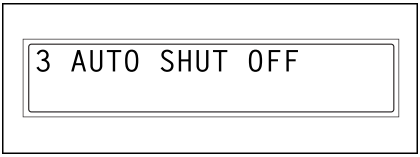
- ❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.



MACHINE SETTING? ▲
OK=YES / or 1-8 ▼

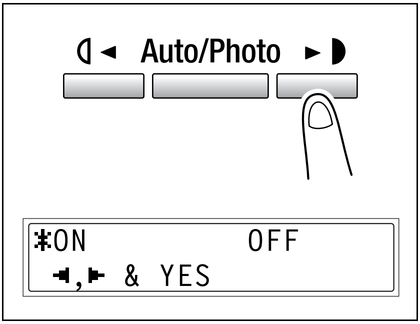
2 Press the [3] key from the 10-Key Pad to select “AUTO SHUT OFF”.

- ❍ If the “AUTO SHUT OFF” function in the “ADMIN. MANAGEMENT” menu is set to “DISABLE”, skip to step 4.



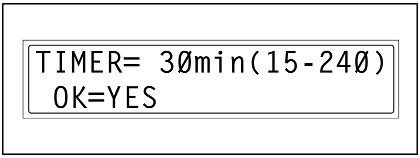
3 AUTO SHUT OFF

3 Using the ◖◄ and ►◗ keys, select “ON”, and then press the [Yes] key.



*ON OFF
◄,► & YES

4 Using the 10-Key Pad, specify the length of time until the machine automatically turns off, and then press the [Yes] key.



TIMER= 30min(15-240)
OK=YES

- ❍ The timer can be set between 15 min and 240 min.
- ❍ If you wish to correct the setting, press the [No/C] key, and then enter the new number.

The “MACHINE SETTING” menu appears again.

✎...

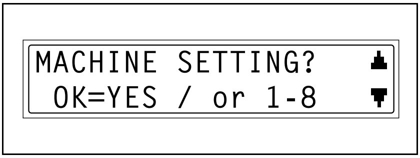
Note

If the Auto Shut Off function is performed and the machine is turned off, it will no longer be possible to make copies or print from a computer.
To make copies or print from a computer, turn on the machine.

To specify the scanning image quality (“DENSITY(ADF)” function)

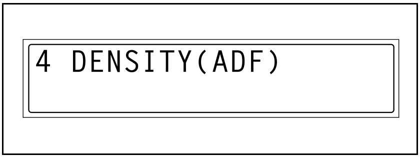
1 Select the “MACHINE SETTING” menu.

- ❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.



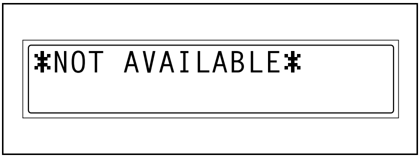
MACHINE SETTING? ▲
OK=YES / or 1-8 ▼

2 Press the [4] key from the 10-Key Pad to select “DENSITY(ADF)”.



4 DENSITY(ADF)

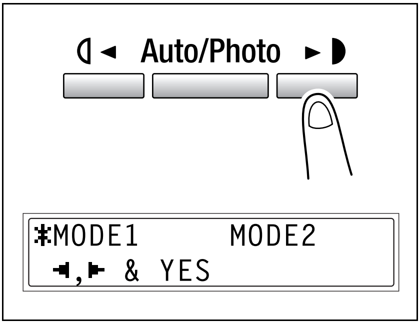
Note
If the Document feeder is not installed, “∗NOT AVAILABLE∗” appears.



∗NOT AVAILABLE∗

3 Using the ◖◄ and ►◗ keys, select either “MODE1” or “MODE2”, and then press the [Yes] key.

The “MACHINE SETTING” menu appears again.

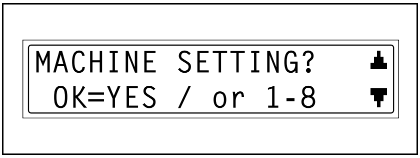


∗MODE1 MODE2
◄,► & YES

To specify the scanning image quality (“DENSITY(BOOK)” function)

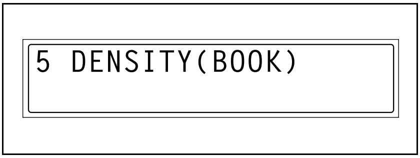
1 Select the “MACHINE SETTING” menu.

- ❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.



MACHINE SETTING? ▲
OK=YES / or 1-8 ▼

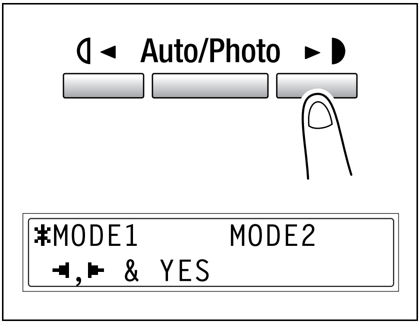
2 Press the [5] key from the 10-Key Pad to select “DENSITY(BOOK)”.



5 DENSITY(BOOK)

3 Using the ◖◄ and ►◗ keys, select either “MODE1” or “MODE2”, and then press the [Yes] key.

The “MACHINE SETTING” menu appears again.

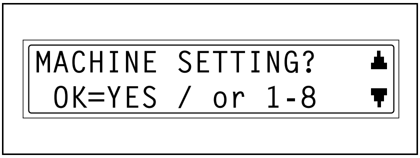


✱MODE1 MODE2
◄,► & YES

To specify the printing density (“PRINT DENSITY” function)

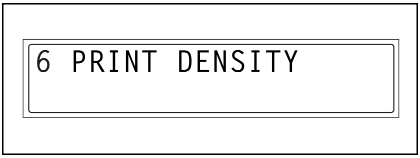
1 Select the “MACHINE SETTING” menu.

- ❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.



```
MACHINE SETTING?   ▲
 OK=YES / or 1-8   ▼
```

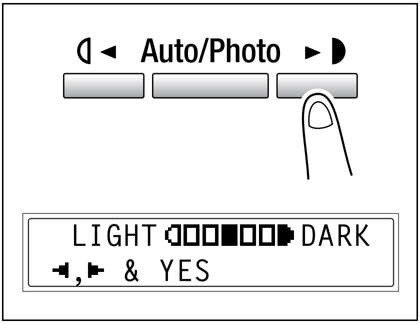
2 Press the [6] key from the 10-Key Pad to select “PRINT DENSITY”.



```
6 PRINT DENSITY
```

3 Using the ◖◄ and ►◗ keys, select one of the five settings between “LIGHT” and “DARK”, and then press the [Yes] key.

The “MACHINE SETTING” menu appears again.

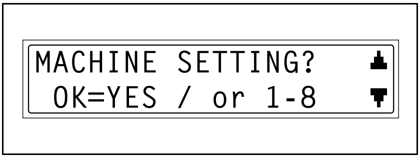


```
  LIGHT ◖□□■□□◗ DARK
 ◄,► & YES
```

To set the “LCD CONTRAST” function

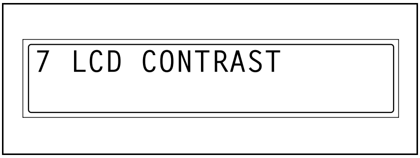
1 Select the “MACHINE SETTING” menu.

- ❍ Refer to*“To select the “MACHINE SETTING” menu” on page 7-6*.



MACHINE SETTING? ▲
OK=YES / or 1-8 ▼

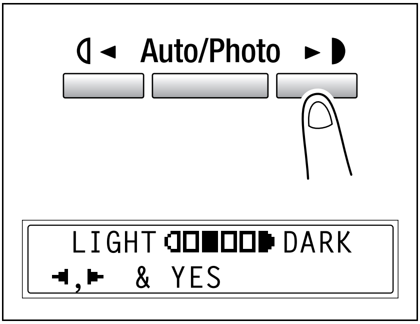
2 Press the [7] key from the 10-Key Pad to select “LCD CONTRAST”.



7 LCD CONTRAST

3 Using the ◖◄ and ►◗ keys, select one of the four settings between “LIGHT” and “DARK”, and then press the [Yes] key.

The “MACHINE SETTING” menu appears again.

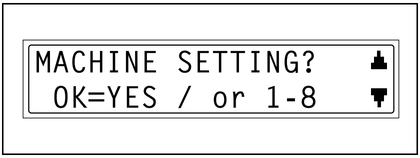


LIGHT ◖□■□□◗ DARK
◂,▸ & YES

To set the “LANGUAGE” function

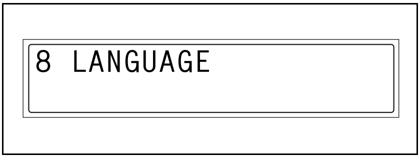
1 Select the “MACHINE SETTING” menu.

- ❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.



MACHINE SETTING? ▲
OK=YES / or 1-8 ▼

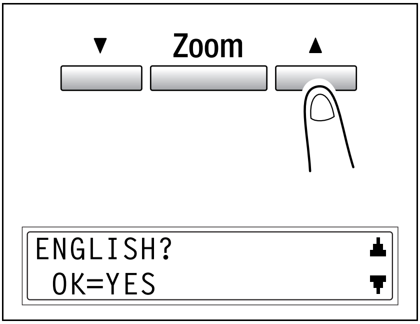
2 Press the [8] key from the 10-Key Pad to select “LANGUAGE”.



8 LANGUAGE

3 Using the ▼ and ▲ keys, select the desired language, and then press the [Yes] key.

The “MACHINE SETTING” menu appears again.



ENGLISH? ▲
OK=YES ▼

7.3 Setting Up the Paper Sources (“PAPER SOURCE SETUP” Menu)

From the “PAPER SOURCE SETUP” menu, various functions for the paper trays can be set.

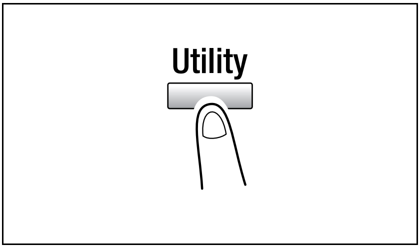
“PAPER SOURCE SETUP” menu:

No.	PAPER SOURCE SETUP	Description
1	INCH/METRIC	This function can be used to set the size measurement system for the paper loaded in each tray. It can be used to select whether paper measured in centimeters (“METRIC”), such as A4 and B5 sizes, or paper measured in inches (“INCH”), such as Letter size, is loaded. If no particular setting is selected, the paper size is detected automatically. • The manufacturer’s default setting is “INCH”.
2	TRAY1 PAPER	This function can be used to set the type of paper (“PLAIN”, “OHP”, “CARD” or “ENVELOPE”) loaded into the 1st tray, and the size of the paper (“AUTO” or “SIZE INPUT”). If the paper size is set to “SIZE INPUT”, type in the paper size. • The manufacturer’s default settings are “PLAIN” and “AUTO”.
3	PAPER TYPE	This function can be used to specify the type of paper loaded into a tray, which determines whether or not the paper is available with the Auto Paper function or the tray is available with the auto tray switching feature. Select the paper type (“PLAIN”, “RECYCLE” or “SPECIAL”) to specify whether the paper is available with the Auto Paper function or the tray is available with the auto tray switching feature. If special paper is loaded into the tray, “PLAIN”, “RECYCLE”, “SPECIAL” or “1-SIDE” must be selected. “PLAIN”: The Auto Paper function can be selected, the auto tray switching feature is available, and double-sided copies can be made. “RECYCLE”: The Auto Paper function cannot be selected; however, the auto tray switching feature is available, and double-sided copies can be made. “SPECIAL”: The Auto Paper function cannot be selected, and the auto tray switching feature is not available; however, double-sided copies can be made. “1-SIDE”: The Auto Paper function can be selected and the auto tray switching feature is available only when making single-sided copies. In addition, double-sided copies can be made. • The manufacturer’s default setting is “PLAIN”.

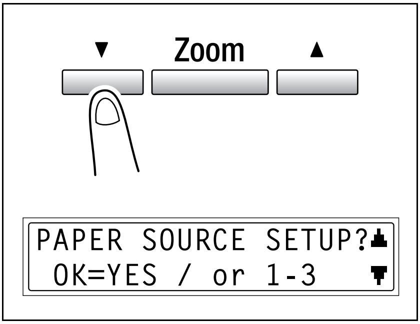
To select the "PAPER SOURCE SETUP" menu

1 Press the [Utility] key.

"MACHINE SETTING?" appears.



2 Press the ▼ key once to select "PAPER SOURCE SETUP?".



```
PAPER SOURCE SETUP?▲
 OK=YES / or 1-3   ▼
```

3 From the 10-Key Pad, press the key for the "PAPER SOURCE SETUP" function that you wish to set.

- ❍ The "PAPER SOURCE SETUP" functions are as follows:
  1 INCH/METRIC
  2 TRAY1 PAPER
  3 PAPER TYPE

✎...

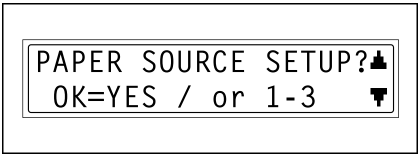
Tip

If, at any time, you wish to quit setting a "PAPER SOURCE SETUP" function, press the [No/C] key. When the message "STOP SETTING?" appears, press the [Yes] key to quit.

To specify the automatic paper size detection units ("INCH/METRIC" function)

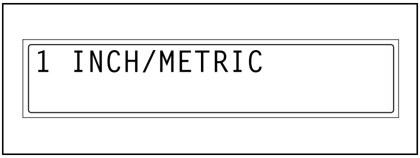
1 Select the "PAPER SOURCE SETUP" menu.

- ❍ Refer to *"To select the "PAPER SOURCE SETUP" menu" on page 7-17*.



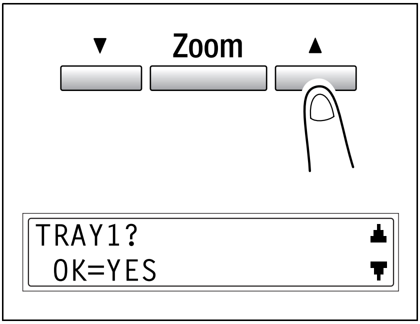
PAPER SOURCE SETUP?▲
OK=YES / or 1-3 ▼

2 Press the [1] key from the 10-Key Pad to select "INCH/METRIC".



1 INCH/METRIC

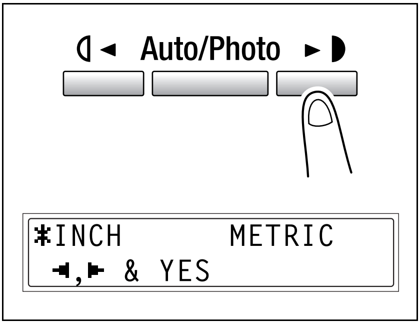
3 Using the ▼ and ▲ keys, select a paper tray, and then press the [Yes] key.



TRAY1? ▲
OK=YES ▼

4 Using the ◖◄ and ►◗ keys, select either "METRIC" or "INCH", and then press the [Yes] key.

The "PAPER SOURCE SETUP" menu appears again.

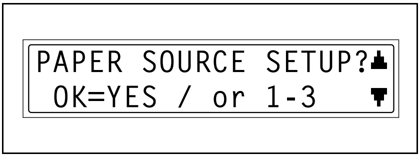


*INCH METRIC
◄,► & YES

To specify the size of paper loaded into the 1st tray (“TRAY1 PAPER” function)

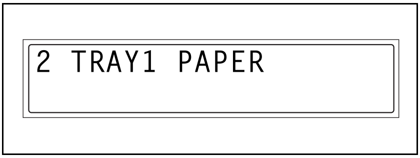
1 Select the “PAPER SOURCE SETUP” menu.

- ❍ Refer to *“To select the “PAPER SOURCE SETUP” menu” on page 7-17*.



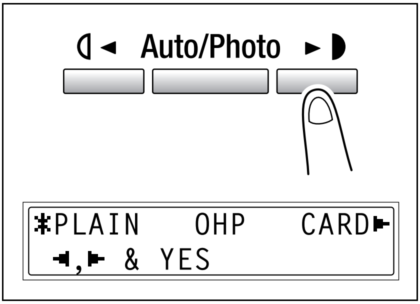
```
PAPER SOURCE SETUP?▲
 OK=YES / or 1-3   ▼
```

2 Press the [2] key from the 10-Key Pad to select “TRAY1 PAPER”.



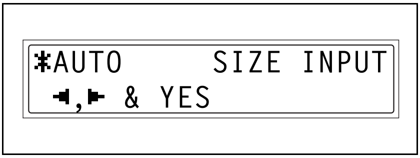
```
2 TRAY1 PAPER
```

3 Using the ◖◄ and ►◗ keys, select “PLAIN”, “OHP”, “CARD” or “ENVELOPE”, and then press the [Yes] key.



```
✱PLAIN   OHP   CARD►
 ◄,► & YES
```

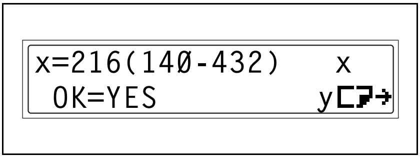
4 Using the ◖◄ and ►◗ keys, select either “AUTO” or “SIZE INPUT”, and then press the [Yes] key.



```
✱AUTO     SIZE INPUT
 ◄,► & YES
```

- ❍ If “AUTO” was selected, the “PAPER SOURCE SETUP” menu appears again.
- ❍ If “SIZE INPUT” was selected, a screen appears, allowing you to specify the paper size.

5 Using the 10-Key Pad, enter the paper length (mm), and then press the [Yes] key.



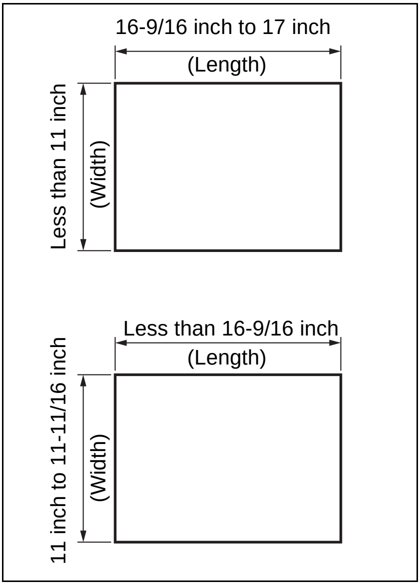
```
x=216(140-432)   x
 OK=YES          y
```

- ❍ The paper length can be set between 5-1/2 inch (140 mm) and 17 inch (432 mm).
- ❍ If you wish to correct the setting, press the [No/C] key, and then enter the new number.

Note

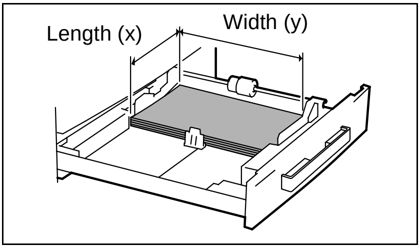
The paper length is set between 16-9/16 inch (421 mm) and 17 inch (432 mm), the maximum width that can be set is 11 inch (279 mm).

The paper width is set between 11 inch (280 mm) and 11-11/16 inch (297 mm), the maximum length that can be set is 16-9/16 inch (420 mm).


16-9/16 inch to 17 inch
(Length)
Less than 11 inch
(Width)
Less than 16-9/16 inch
(Length)
11 inch to 11-11/16 inch
(Width)

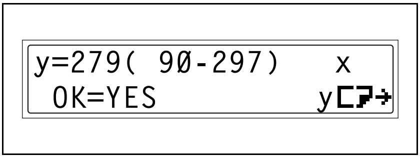
? *Have the necessary precautions been observed when entering the paper size?*

➜ Refer to the diagram at the right and be sure to specify the paper width and length measurements correctly.


Length (x)
Width (y)

6 Using the 10-Key Pad, enter the paper width (mm).

- ❍ The paper width can be set between 3-9/16 inch (90 mm) and 11-11/16 inch (297 mm).
- ❍ If you wish to correct the setting, press the [No/C] key, and then enter the new number.



```
y=279( 90-297)   x
 OK=YES          y
```

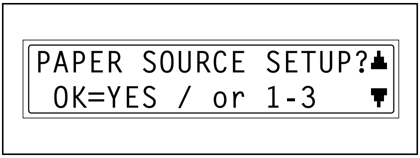
7 Press the [Yes] key.

The “PAPER SOURCE SETUP” menu appears again.

To set the “PAPER TYPE” function

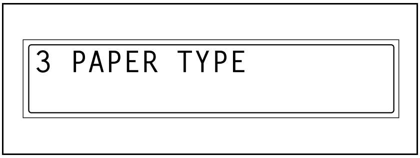
1 Select the “PAPER SOURCE SETUP” menu.

- ❍ Refer to *“To select the “PAPER SOURCE SETUP” menu” on page 7-17*.



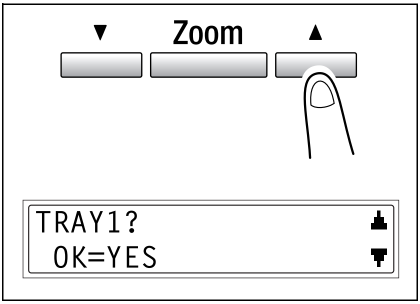
```
PAPER SOURCE SETUP?▲
 OK=YES / or 1-3   ▼
```

2 Press the [3] key from the 10-Key Pad to select “PAPER TYPE”.



```
3 PAPER TYPE
```

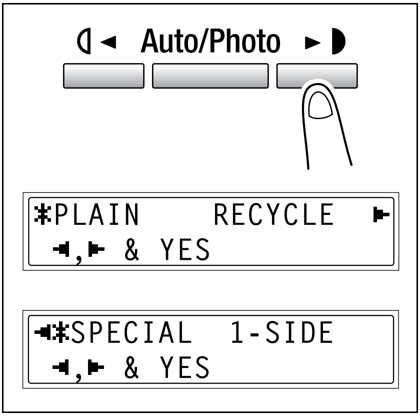
3 Using the ▼ and ▲ keys, select a paper tray, and then press the [Yes] key.



```
TRAY1?             ▲
 OK=YES            ▼
```

4 Using the ◖◄ and ►◗ keys, select either “PLAIN”, “RECYCLE” or “SPECIAL”, “1-SIDE” and then press the [Yes] key.

The “PAPER SOURCE SETUP” menu appears again.



```
*PLAIN    RECYCLE  ►
 ◄,► & YES
```

```
◄*SPECIAL  1-SIDE
 ◄,► & YES
```

✎...

Note
“1-SIDE” is displayed only when the machine is equipped with the Duplex unit.

7.4 Specifying User-Managed Service Tasks (“USER MANAGEMENT” Menu)

From the “USER MANAGEMENT” menu, certain service operations can be performed in order to maintain the machine’s efficiency.

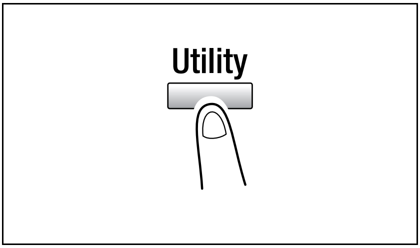
“USER MANAGEMENT” menu:

No.	USER MANAGEMENT	Description
1	DRUM DEHUMIDIFY	When the room temperature changes drastically (such as when a heater is used in the winter) or when the machine is used in an extremely humid location, condensation may form on the surface of the PC drum inside the machine, resulting in decreased print quality. If this occurs, use this function to dry the drum and eliminate the condensation. The drum dehumidifying operation lasts three minutes.
2	TONER REPLENISHER	After many documents containing large printed areas (such as photos) or many negative/positive-inverted copies are printed, the print density may temporarily become too light if toner is not automatically replenished. If this occurs, use this function to force replenishing of the toner and immediately return the density to its normal level.

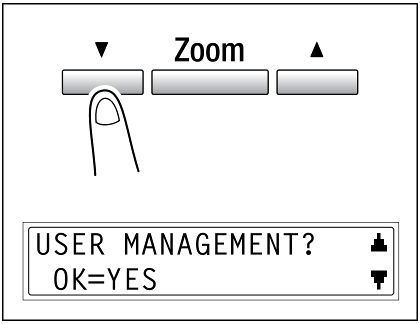
To perform the “DRUM DEHUMIDIFY” function

1 Press the [Utility] key.

“MACHINE SETTING?” appears.



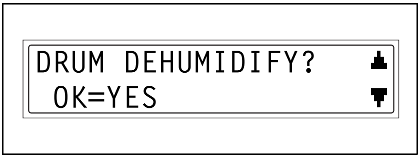
2 Press the ▼ key twice to select “USER MANAGEMENT?”, and then press the [Yes] key.



```
USER MANAGEMENT?
 OK=YES
```

3 Using the ▼ and ▲ keys, select “DRUM DEHUMIDIFY?”, and then press the [Yes] key.

Drum drying begins, and the main screen appears.

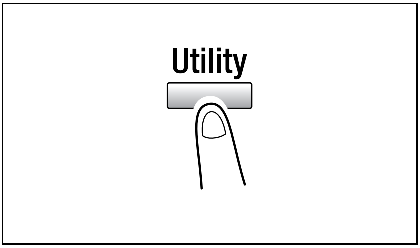


```
DRUM DEHUMIDIFY?
 OK=YES
```

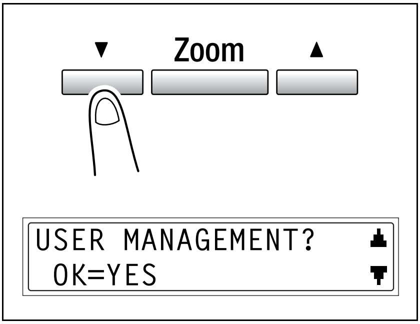
To perform the “TONER REPLENISHER” function

1 Press the [Utility] key.

“MACHINE SETTING?” appears.

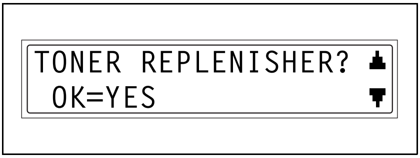


2 Press the ▼ key twice to select “USER MANAGEMENT?”, and then press the [Yes] key.



3 Using the ▼ and ▲ keys, select “TONER REPLENISHER?”, and then press the [Yes] key.

Toner replenishing begins, and the main screen appears.



✎...

Note

While the toner is being replenished, do not turn off the machine or open the Front cover.
If the density of the toner is suitable, do not perform the toner replenishing operation.

7.5 Specifying Administrative Settings (“ADMIN. MANAGEMENT” Menu)

From the “ADMIN. MANAGEMENT” menu, various functions for controlling the use of the machine can be set. In order to set an “ADMIN. MANAGEMENT” function, the administrator access number must be entered.

“ADMIN. MANAGEMENT” menu:

No.	ADMIN. MANAGEMENT	Description
1	AUTO SHUT OFF	This function can be used to set whether or not the auto power-off function is performed. • The manufacturer’s default setting is “ENABLE”.
2	COPY TRACK	A maximum of 20 accounts can be specified in order to control the use of the machine. • Turn on/off user management. • Register account access numbers. • Change/delete account access numbers. • Display/clear the total count for a specific account. • Clear the total counts for all accounts.

Note

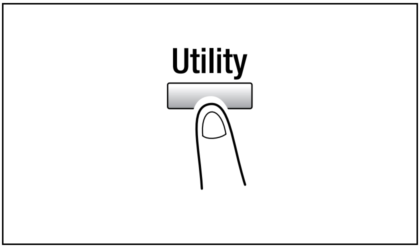
The registering and setup of the administrator access number should be performed by the service representative. For details, contact the service representative.

The administrator of this machine should be sure not to lose the administrator access number.

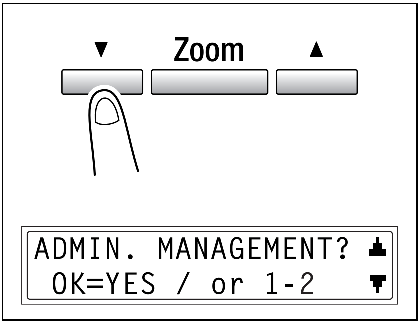
To select the “ADMIN. MANAGEMENT” menu

1 Press the [Utility] key.

“MACHINE SETTING?” appears.



2 Press the ▼ key 3 times to select “ADMIN. MANAGEMENT?”.



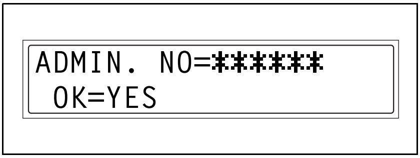
ADMIN. MANAGEMENT? ▲
OK=YES / or 1-2 ▼

3 From the 10-Key Pad, press the key ([1] through [2]) for the “ADMIN. MANAGEMENT” function that you wish to set.

- ❍ The “ADMIN. MANAGEMENT” functions are as follows:
  1 AUTO SHUT OFF
  2 COPY TRACK

4 Using the 10-Key Pad, enter the 6-digit administrator access number, and then press the [Yes] key.

- ❍ To correct the administrator access number, press the [No/C] key, and then enter the new number.



ADMIN. NO=******
OK=YES

✎...

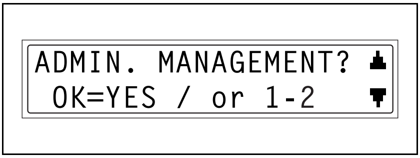
Tip

If, at any time, you wish to quit setting an “ADMIN. MANAGEMENT” function, press the [No/C] key. When the message “STOP SETTING?” appears, press the [Yes] key to quit.

To set the “AUTO SHUT OFF” function

1 Select the “ADMIN. MANAGEMENT” menu.

- ❍ Refer to *“To select the “ADMIN. MANAGEMENT” menu” on page 7-26*.

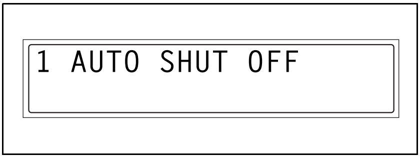


```
ADMIN. MANAGEMENT? ▲
 OK=YES / or 1-2   ▼
```

2 Press the [1] key from the 10-Key Pad to select “AUTO SHUT OFF”.

3 Using the 10-Key Pad, enter the 6-digit administrator access number, and then press the [Yes] key.

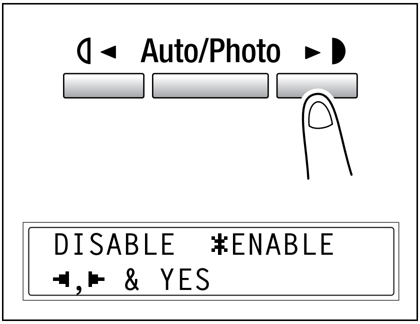
The “AUTO SHUT OFF” appears.



```
1 AUTO SHUT OFF
```

4 Using the ◖◄ and ►◗ keys, select “ENABLE”, and then press the [Yes] key.

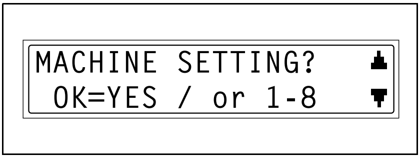
The “ADMIN. MANAGEMENT” menu appears again.



```
 DISABLE  ✱ENABLE
 ◄,► & YES
```

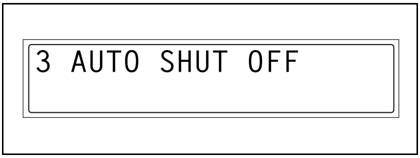
5 Select the “MACHINE SETTING” menu.

- ❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.



```
MACHINE SETTING?   ▲
 OK=YES / or 1-8   ▼
```

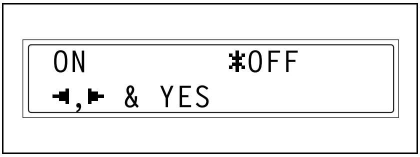
6 Press the [3] key from the 10-Key Pad to select “AUTO SHUT OFF”.



```
3 AUTO SHUT OFF
```

7 Using the ◖◄ and ►◗ keys, select “OFF”, and then press the [Yes] key.

The “MACHINE SETTING” menu appears again.



```
ON          *OFF
◄,► & YES
```

Note

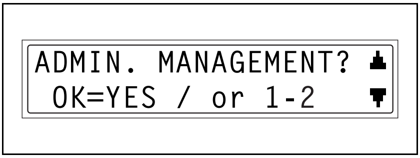
If the “AUTO SHUT OFF” function on the “ADMIN. MANAGEMENT” menu is set to “DISABLE”, it will no longer be possible to make copies or print from a computer after the Auto Shut Off function is performed and the machine is turned off.

To make copies or print from a computer, turn on the machine.

To turn on/off user (section) management

1 Select the “ADMIN. MANAGEMENT” menu.

- ❍ Refer to *“To select the “ADMIN. MANAGEMENT” menu” on page 7-26*.

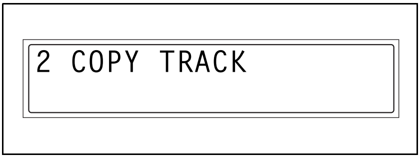


```
ADMIN. MANAGEMENT? ▲
 OK=YES / or 1-2   ▼
```

2 Press the [2] key from the 10-Key Pad to select “COPY TRACK”.

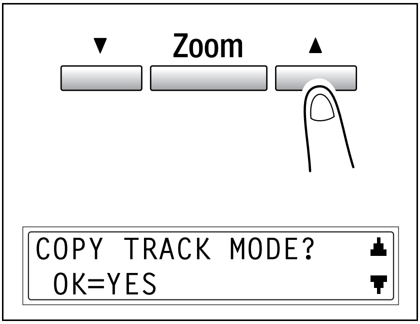
3 Using the 10-Key Pad, enter the 6-digit administrator access number, and then press the [Yes] key.

The “COPY TRACK” appears.



```
2 COPY TRACK
```

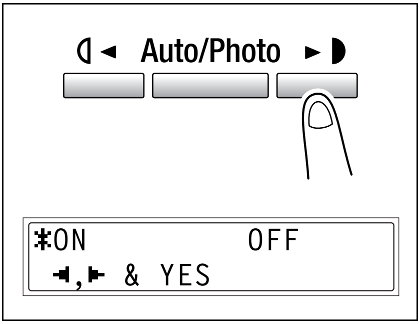
4 Using the ▼ and ▲ keys, select “COPY TRACK MODE?”, and then press the [Yes] key.



```
COPY TRACK MODE?  ▲
 OK=YES           ▼
```

5 Using the ◖◄ and ►◗ keys, select either “ON” or “OFF”, and then press the [Yes] key.

The “COPY TRACK MODE” function appears again.

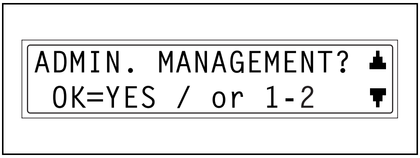


```
✱ON          OFF
 ◄,► & YES
```

To register user (section) access numbers

1 Select the “ADMIN. MANAGEMENT” menu.

- ❍ Refer to *“To select the “ADMIN. MANAGEMENT” menu” on page 7-26*.

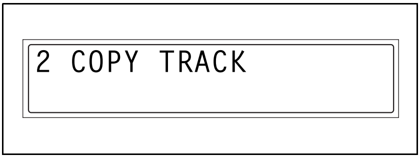


ADMIN. MANAGEMENT? ▲
OK=YES / or 1-2 ▼

2 Press the [2] key from the 10-Key Pad to select “COPY TRACK”.

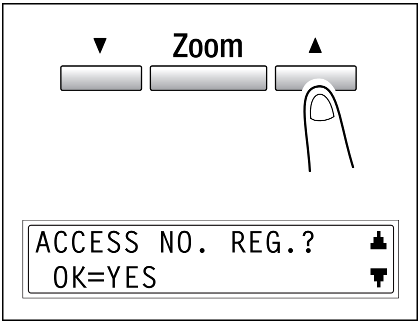
3 Using the 10-Key Pad, enter the 6-digit administrator access number, and then press the [Yes] key.

The “COPY TRACK” appears.



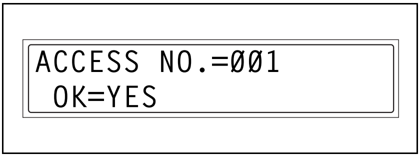
2 COPY TRACK

4 Using the ▼ and ▲ keys, select “ACCESS NO. REG.?”, and then press the [Yes] key.



ACCESS NO. REG.? ▲
OK=YES ▼

5 Using the 10-Key Pad, enter the desired access number for the account (section), and then press the [Yes] key.



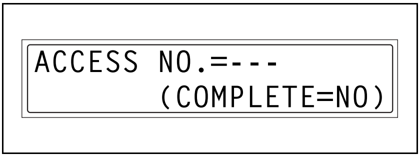
ACCESS NO.=001
OK=YES

- ❍ Enter a 3-digit access number.
- ❍ If you wish to correct the access number, press the [No/C] key, and then use the 10-Key Pad to enter the new number.

Once the access number is registered, a screen appears, allowing you to enter the next access number to be registered.

6 When you are finished registering access numbers, press the [No/C] key.

The “ACCSS NO. REG.” function appears again.



```
ACCESS NO.=---
        (COMPLETE=NO)
```

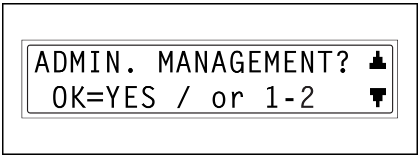
Note

If you try to register more than 20 access numbers, the message “UP TO 20 SECTIONS” appears.

To change/delete user (section) access numbers

1 Select the “ADMIN. MANAGEMENT” menu.

- ❍ Refer to *“To select the “ADMIN. MANAGEMENT” menu” on page 7-26*.

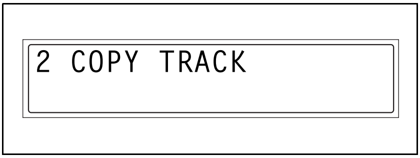


```
ADMIN. MANAGEMENT? ▲
 OK=YES / or 1-2   ▼
```

2 Press the [2] key from the 10-Key Pad to select “COPY TRACK”.

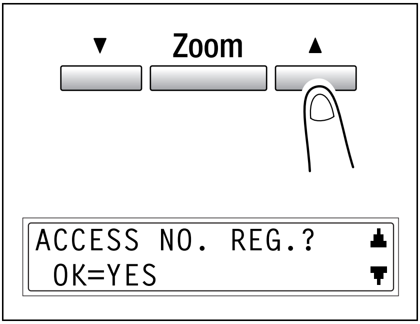
3 Using the 10-Key Pad, enter the 6-digit administrator access number, and then press the [Yes] key.

The “COPY TRACK” appears.



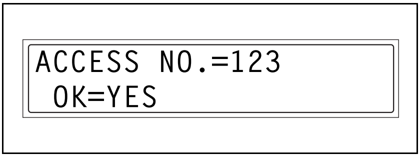
```
2 COPY TRACK
```

4 Using the ▼ and ▲ keys, select “ACCESS NO. REG.?”, and then press the [Yes] key.



```
ACCESS NO. REG.?   ▲
 OK=YES            ▼
```

5 Using the 10-Key Pad, enter the access number that you wish to change/delete, and then press the [Yes] key.



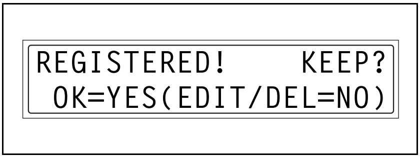
```
ACCESS NO.=123
 OK=YES
```

- ❍ Enter a 3-digit access number.
- ❍ If you wish to correct the access number, press the [No/C] key, and then enter the new number.

A confirmation message appears, asking whether or not to keep the registered access number.

6 To change/delete the access number, press the [No/C] key.

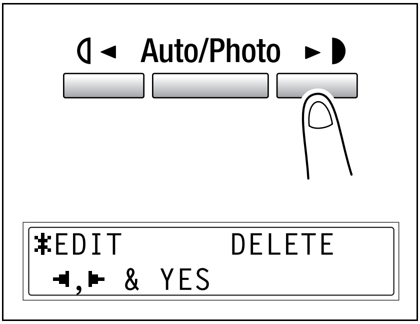
- ❍ To keep the currently registered access number, press the [Yes] key.



```
REGISTERED!    KEEP?
 OK=YES(EDIT/DEL=NO)
```

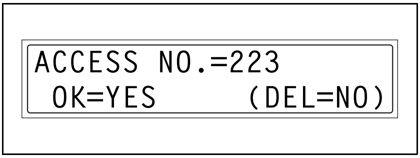
7 Using the ◖◄ and ►◗ keys, select either “EDIT” or “DELETE”, and then press the [Yes] key.

- ❍ If “EDIT” was selected, a screen appears, allowing you to change the access number.
- ❍ If “DELETE” was selected, the current access number is deleted. (The message “ACCESS NO. XXX DELETED” appears.) To change or delete other access numbers, return to step 5.



```
✱EDIT      DELETE
 ◄,► & YES
```

8 Use the 10-Key Pad to enter the new number.



```
ACCESS NO.=223
 OK=YES     (DEL=NO)
```

9 Press the [Yes] key.

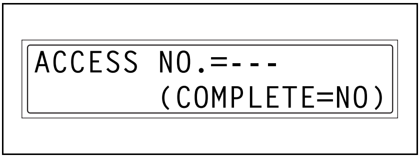
After the message “ACCESS NO. XXX EDITED” appears, a screen appears, allowing you to enter the next access number to be changed/deleted.

✎...

Tip
If the new access number has already been registered, the message “ACCESS NO. IS USE” appears. Press the [No/C] key, and then enter a different access number.

10 When you are finished changing/deleting access numbers, press the [No/C] key.

The “ACCESS NO. REG.” function appears again.

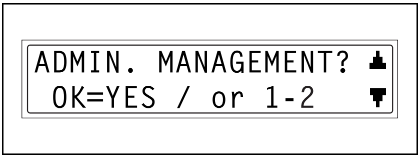


```
ACCESS NO.=---
       (COMPLETE=NO)
```

To display/clear the total count for a specific account

1 Select the “ADMIN. MANAGEMENT” menu.

- ❍ Refer to*“To select the “ADMIN. MANAGEMENT” menu” on page 7-26*.

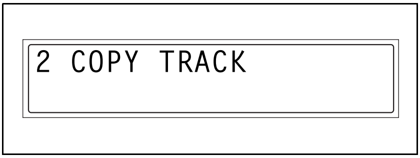


ADMIN. MANAGEMENT? ▲
OK=YES / or 1-2 ▼

2 Press the [2] key from the 10-Key Pad to select “COPY TRACK”.

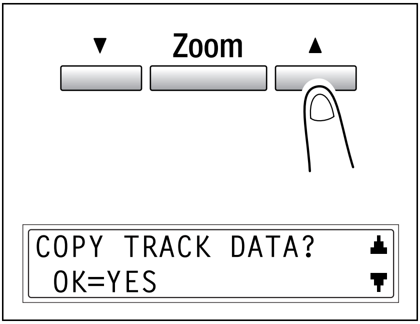
3 Using the 10-Key Pad, enter the 6-digit administrator access number, and then press the [Yes] key.

The “COPY TRACK” appears.



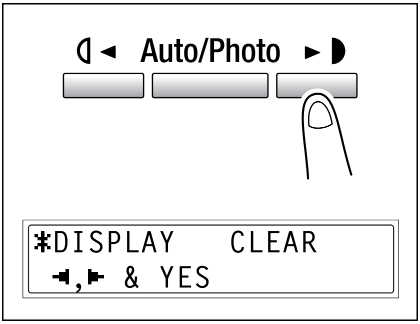
2 COPY TRACK

4 Using the ▼ and ▲ keys, select “COPY TRACK DATA?”, and then press the [Yes] key.



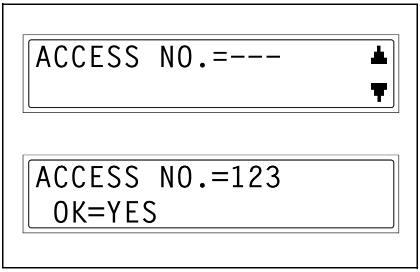
COPY TRACK DATA? ▲
OK=YES ▼

5 Using the ◖◄ and ►◗ keys, select “DISPLAY”, and then press the [Yes] key.



*DISPLAY CLEAR
◄,► & YES

6 Using the ▼ and ▲ keys, select the access number for the counter that you wish to check, and then press the [Yes] key.



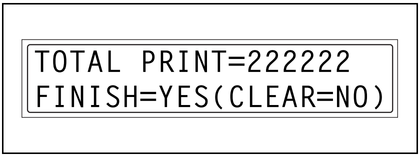
```
ACCESS NO.=---        ▲
                      ▼
```

```
ACCESS NO.=123
 OK=YES
```

- ❍ The desired access (section) number can also be entered using the 10-Key Pad.
- ❍ When clearing the counter for a specific account (section), the access (section) number for that account should be selected.

The total count for the selected account (section) is displayed.

7 To clear the counter, press the [No/C] key.

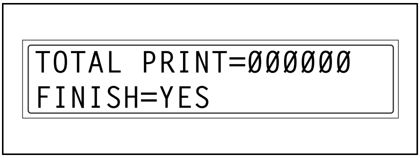


```
TOTAL PRINT=222222
FINISH=YES(CLEAR=NO)
```

- ❍ To finish without clearing the counter, press the [Yes] key.

The “COPY TRACK DATA” function appears again.

8 After the counter is cleared, press the [Yes] key.



```
TOTAL PRINT=000000
FINISH=YES
```

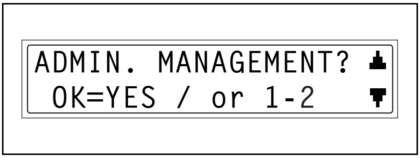
- ❍ After clearing the counter, if you wish to reset the counter to the previous count, press the [Interrupt] key.

The “COPY TRACK DATA” function appears again.

To clear the total counts for all accounts

1 Select the “ADMIN. MANAGEMENT” menu.

- ❍ Refer to *“To select the “ADMIN. MANAGEMENT” menu” on page 7-26*.

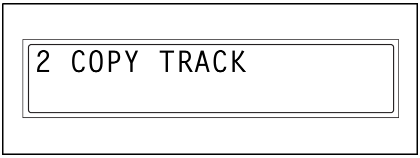


```
ADMIN. MANAGEMENT? ▲
 OK=YES / or 1-2  ▼
```

2 Press the [2] key from the 10-Key Pad to select “COPY TRACK”.

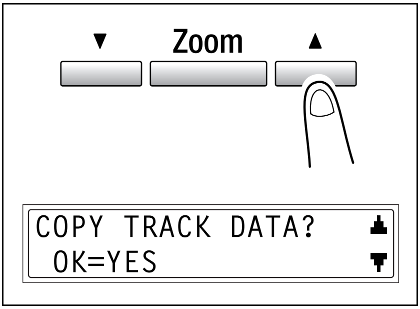
3 Using the 10-Key Pad, enter the 6-digit administrator access number, and then press the [Yes] key.

The “COPY TRACK” appears.



```
2 COPY TRACK
```

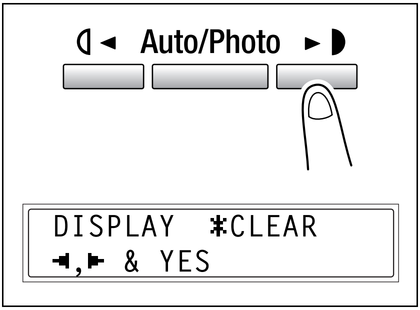
4 Using the ▼ and ▲ keys, select “COPY TRACK DATA?”, and then press the [Yes] key.



```
COPY TRACK DATA?   ▲
 OK=YES            ▼
```

5 Using the ◖◄ and ►◗ keys, select “CLEAR”, and then press the [Yes] key.

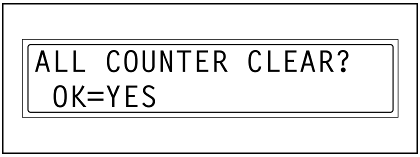
A confirmation message appears, asking whether or not to clear all counters.



```
 DISPLAY  ✱CLEAR
 ◄,► & YES
```

6 Press the [Yes] key.

After the message “SECTION COUNTER CLEARED” appears, the “COPY TRACK DATA” function appears again.



```
ALL COUNTER CLEAR?
 OK=YES
```

7.6 Specifying Copy Settings

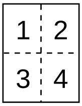
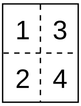
“COPY SETTING 1” & “COPY SETTING 2” menus

The settings that are automatically selected when the machine is turned off or the [Panel Reset] key is pressed are called the “default settings”. From the “COPY SETTING 1” menu, the default settings for various functions can be specified.

“COPY SETTING 1” menu:

No.	COPY SETTING 1	Description
1	PAPER PRIORITY	This function can be used to specify the tray that should be given priority when the “AUTO” Zoom setting is selected. • The manufacturer’s default setting is “1ST”.
2	DENSITY PRIORITY	This function can be used to set the density to “TEXT”, “PHOTO” or “TEXT/P” when the machine is turned off or the [Panel Reset] key is pressed. • The manufacturer’s default setting is “TEXT/P”.
3	DENSITY LEVEL(A)	This function can be used to set the density level of the “AUTO” Density setting to one of the three settings between “LIGHT” and “DARK”. • The manufacturer’s default setting is the middle level (◁□■□▶).
4	DENSITY LEVEL(M)	This function can be used to set the density level of the manual density setting to one of the nine settings between “LIGHT” and “DARK”. • The manufacturer’s default setting is the middle level (◁□□□□■□□□□▶).
5	BINDING POS.	This function can be used to set whether the first page of a book to be scanned is on the left (left-bound) or on the right (right-bound). • The manufacturer’s default setting is “LEFT”.
6	MARGIN SETTING	This function can be used to specify the width of the binding area (margin) between 0 inch (0 mm) and 13/16 inch (20 mm) (in units of Approx. 1/16 inch (1 mm)) when copying documents to be bound. • The manufacturer’s default setting is 3/8 inch (10 mm).
7	ERASE SETTING	This function can be used to specify between 3/16 inch (5 mm) and 13/16 inch (20 mm) (in units of Approx. 1/16 inch (1 mm)) the width that is erased when making copies with the “Erase” function set to “LEFT”, “UPPER” or “FRAME”. • The manufacturer’s default setting for the “LEFT”, “UPPER” and “FRAME” Erase settings is 3/8 inch (10 mm).
8	SMALL ORIGINAL	This function is used to specify whether or not copying is possible after loading a small document whose size cannot be automatically detected. • The manufacturer’s default setting is “ENABLE”.

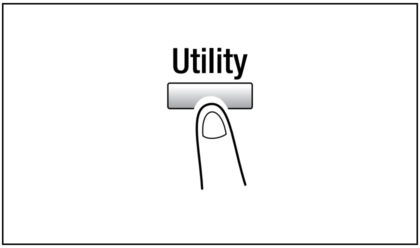
"COPY SETTING 2" menu:

No.	COPY SETTING 2	Description
1	MIXED ORIGINAL	This function can be used to set whether or not the "Mixed Orig." function is selected when the machine starts up or after the Control panel is reset. This function can be set if an optional Document feeder is installed. • The manufacturer's default setting is "OFF".
2	COPY PRIORITY	This function can be used to set whether the automatic paper or automatic zoom ratio setting is selected when the machine starts up or after the Control panel is reset. • The manufacturer's default setting is "AP" (auto paper selection).
3	OUTPUT PRIORITY	This function can be used to specify if the selected Finishing mode is "NON", "SORT" or "GROUP" when the machine is turned off or the [Panel Reset] key is pressed. This function can be set if an optional Document feeder is installed. • The manufacturer's default setting is "NON".
4	4IN1 COPY ORDER	This function can be used to select from the following for the page order when the 4in1 Copy mode is selected. "PATTERN1"  "PATTERN2"  • The manufacturer's default setting is "PATTERN1".
5	CRISSCROSS MODE	This function can be used to set whether or not copies are fed out in a crisscross pattern when the crisscross output conditions are met. This function can be set if an optional Shift tray is installed. • The manufacturer's default setting is "ON".
6	DUPLEX COPY	This function is used to select whether or not double-sided printing is used. The optional Duplex unit must be installed. • The manufacturer's default setting is "OFF".

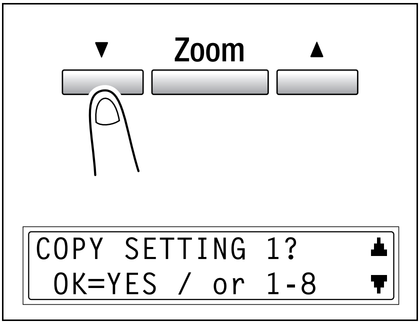
To select the "COPY SETTING 1" menu

1 Press the [Utility] key.

"MACHINE SETTING?" appears.



2 Press the ▼ key 4 times to select "COPY SETTING 1?".



```
COPY SETTING 1?    ▲
 OK=YES / or 1-8   ▼
```

3 From the 10-Key Pad, press the key for the "COPY SETTING 1" function that you wish to set.

- ❍ The "COPY SETTING 1" functions are as follows:
  1 PAPER PRIORITY
  2 DENSITY PRIORITY
  3 DENSITY LEVEL(A)
  4 DENSITY LEVEL(M)
  5 BINDING POS.
  6 MARGIN SETTING
  7 ERASE SETTING
  8 SMALL ORIGINAL

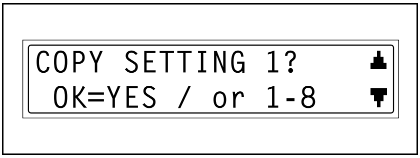
Tip

If, at any time, you wish to quit setting a "COPY SETTING 1" function, press the [No/C] key. When the message "STOP SETTING?" appears, press the [Yes] key to quit.

To set the “PAPER PRIORITY” function

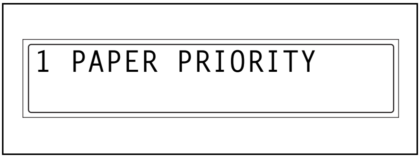
1 Select the “COPY SETTING 1” menu.

- Refer to *“To select the “COPY SETTING 1” menu” on page 7-39*.



```
COPY SETTING 1?   ▲
 OK=YES / or 1-8  ▼
```

2 Press the [1] key from the 10-Key Pad to select “PAPER PRIORITY”.

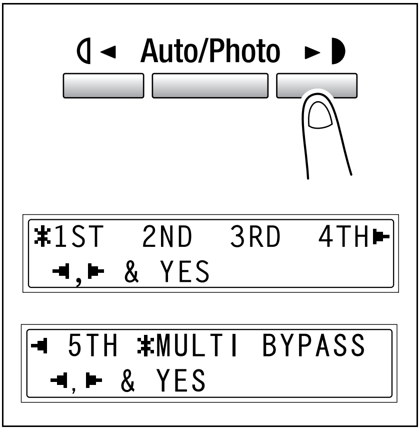


```
1 PAPER PRIORITY
```

3 Using the ◖◄ and ►◗ keys, select a paper size or paper tray, and then press the [Yes] key.

- Select from the following paper trays.
  1st tray, 2nd tray, 3rd tray, 4th tray, 5th tray, Multi bypass tray

The “COPY SETTING 1” menu appears again.



```
✱1ST  2ND  3RD  4TH►
 ◄,► & YES
```

```
◄ 5TH ✱MULTI BYPASS
 ◄,► & YES
```

Tip

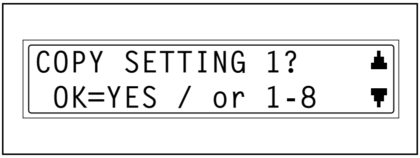
If there are multiple paper drawers loaded with paper of the same size and type as that loaded into the paper drawer given priority with the “PAPER PRIORITY” function, and if the paper in all of these paper drawers are used, a message may appear indicating that paper be loaded into a paper drawer that was not given priority.

In this case, load paper according to the message that appears.

To set the “DENSITY PRIORITY” function

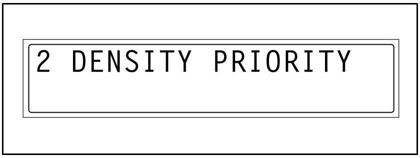
1 Select the “COPY SETTING 1” menu.

- ❍ Refer to *“To select the “COPY SETTING 1” menu” on page 7-39*.



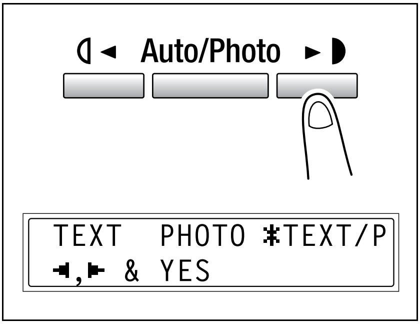
```
COPY SETTING 1?    ▲
 OK=YES / or 1-8   ▼
```

2 Press the [2] key from the 10-Key Pad to select “DENSITY PRIORITY”.



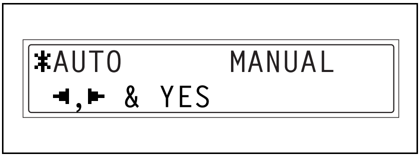
```
2 DENSITY PRIORITY
```

3 Using the ◖◄ and ►◗ keys, select “TEXT”, “PHOTO” or “TEXT/P”, and then press the [Yes] key.



```
 TEXT   PHOTO ✱TEXT/P
 ◄,► & YES
```

- ❍ If “TEXT” or “TEXT/P” is selected, a screen appears, allowing you to select either “AUTO” or “MANUAL”.
  Using the ◖◄ and ►◗ keys, select either “AUTO” or “MANUAL”, and then press the [Yes] key.



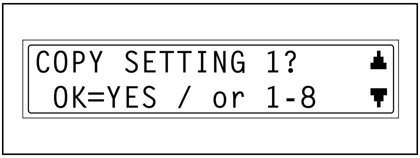
```
✱AUTO      MANUAL
 ◄,► & YES
```

The “COPY SETTING 1” menu appears again.

To set the “AUTO” density level (“DENSITY LEVEL(A)” function)

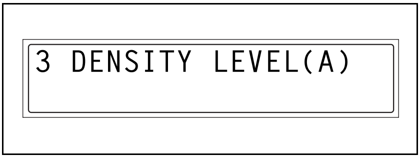
1 Select the “COPY SETTING 1” menu.

- ❍ Refer to *“To select the “COPY SETTING 1” menu” on page 7-39*.



```
COPY SETTING 1?    ▲
 OK=YES / or 1-8   ▼
```

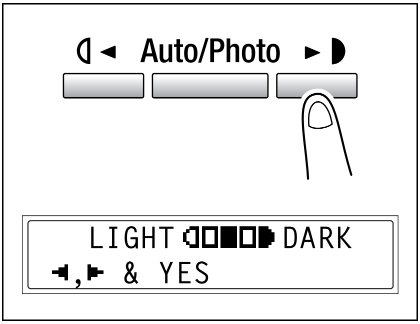
2 Press the [3] key from the 10-Key Pad to select “DENSITY LEVEL(A)”.



```
3 DENSITY LEVEL(A)
```

3 Using the ◖◄ and ►◗ keys, select one of the three settings between “LIGHT” and “DARK”, and then press the [Yes] key.

The “COPY SETTING 1” menu appears again.

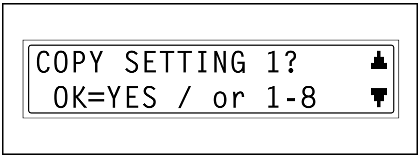


```
   LIGHT ◖□■□◗ DARK
 ◄,► & YES
```

To set the manual density level (“DENSITY LEVEL(M)” function)

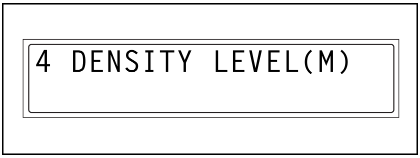
1 Select the “COPY SETTING 1” menu.

- ❍ Refer to *“To select the “COPY SETTING 1” menu” on page 7-39*.



```
COPY SETTING 1?    ▲
 OK=YES / or 1-8   ▼
```

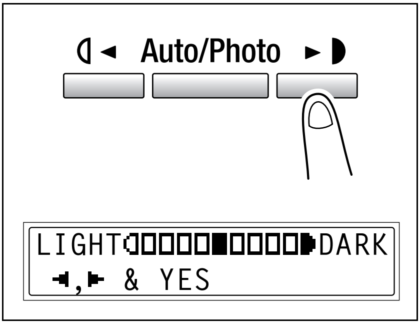
2 Press the [4] key from the 10-Key Pad to select “DENSITY LEVEL(M)”.



```
4 DENSITY LEVEL(M)
```

3 Using the ◖◄ and ►◗ keys, select one of the nine settings between “LIGHT” and “DARK”, and then press the [Yes] key.

The “COPY SETTING 1” menu appears again.

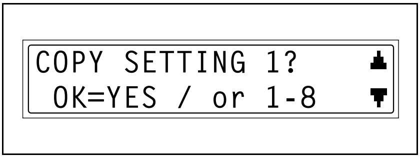


```
LIGHT◖□□□□■□□□□◗DARK
 ◄,► & YES
```

To set the “BINDING POS.” function

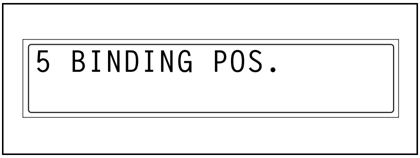
1 Select the “COPY SETTING 1” menu.

- ❍ Refer to *“To select the “COPY SETTING 1” menu” on page 7-39*.



```
COPY SETTING 1?    ▲
 OK=YES / or 1-8   ▼
```

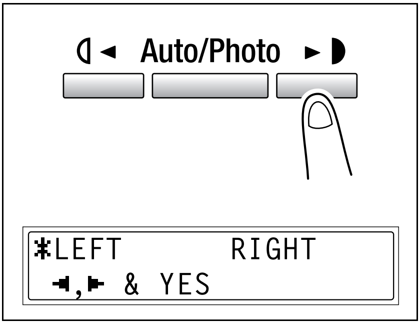
2 Press the [5] key from the 10-Key Pad to select “BINDING POS.”.



```
5 BINDING POS.
```

3 Using the ◖◄ and ►◗ keys, select either “LEFT” or “RIGHT”, and then press the [Yes] key.

The “COPY SETTING 1” menu appears again.

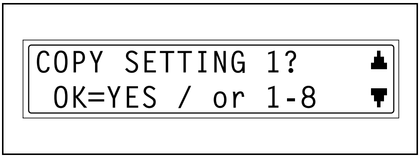


```
*LEFT      RIGHT
 ◄,► & YES
```

To specify the binding width (“MARGIN SETTING” function)

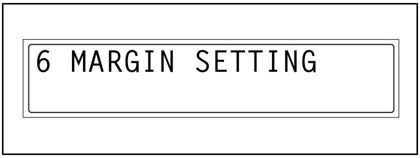
1 Select the “COPY SETTING 1” menu.

- ❍ Refer to *“To select the “COPY SETTING 1” menu” on page 7-39*.



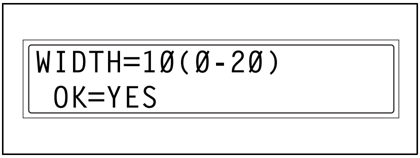
```
COPY SETTING 1?    ▲
 OK=YES / or 1-8   ▼
```

2 Press the [6] key from the 10-Key Pad to select “MARGIN SETTING”.



```
6 MARGIN SETTING
```

3 Using the 10-Key Pad, enter the binding width (margin), and then press the [Yes] key.



```
WIDTH=10(0-20)
 OK=YES
```

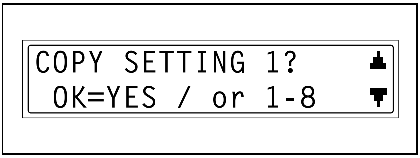
- ❍ The binding width can be set between 0 inch (0 mm) and 13/16 inch (20 mm).
- ❍ If you wish to correct the setting, press the [No/C] key, and then enter the new number.

The “COPY SETTING 1” menu appears again.

To specify the erased width (“ERASE SETTING” function)

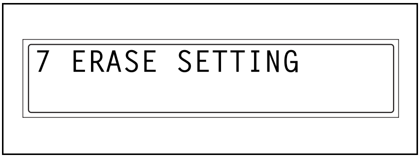
1 Select the “COPY SETTING 1” menu.

- ❍ Refer to *“To select the “COPY SETTING 1” menu” on page 7-39*.



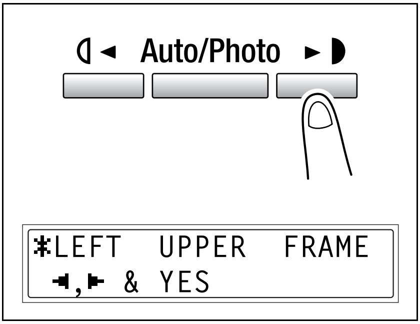
```
COPY SETTING 1?    ▲
 OK=YES / or 1-8   ▼
```

2 Press the [7] key from the 10-Key Pad to select “ERASE SETTING”.



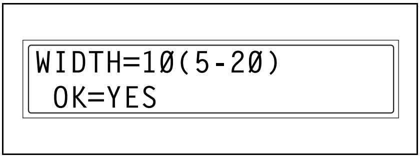
```
7 ERASE SETTING
```

3 Using the ◖◄ and ►◗ keys, select “LEFT”, “UPPER” or “FRAME”, and then press the [Yes] key.



```
*LEFT   UPPER   FRAME
 ◄,► & YES
```

4 Using the 10-Key Pad, enter the width of the area to be erased, and then press the [Yes] key.



```
WIDTH=10(5-20)
 OK=YES
```

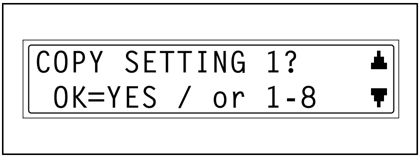
- ❍ The width of the area to be erased can be set between 3/16 inch (5 mm) and 13/16 inch (20 mm).
- ❍ If you wish to correct the setting, press the [No/C] key, and then enter the new number.

The “COPY SETTING 1” menu appears again.

To set the “SMALL ORIGINAL” function

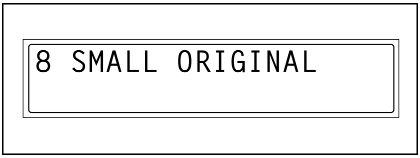
1 Select the “COPY SETTING 1” menu.

   ❍ Refer to *“To select the “COPY SETTING 1” menu” on page 7-39*.



COPY SETTING 1? ▲
OK=YES / or 1-8 ▼

2 Press the [8] key from the 10-Key Pad to select “SMALL ORIGINAL”.

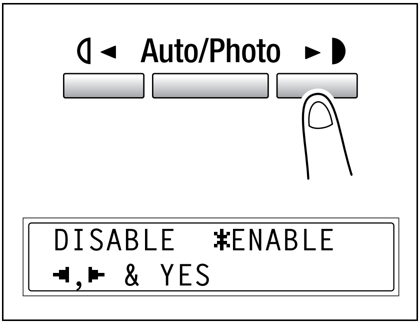


8 SMALL ORIGINAL

3 Using the ◖◄ and ►◗ keys, select “DISABLE” or “ENABLE”, and then press the [Yes] key.

   ❍ If a document that cannot be detected is loaded and “ENABLE” is selected, the paper given priority is used for copying.

   The “COPY SETTING 1” menu appears again.

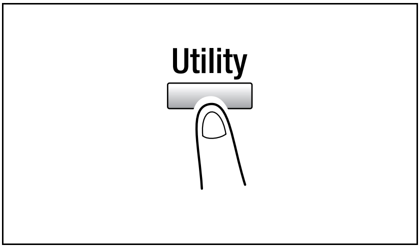


DISABLE ✱ENABLE
◄,► & YES

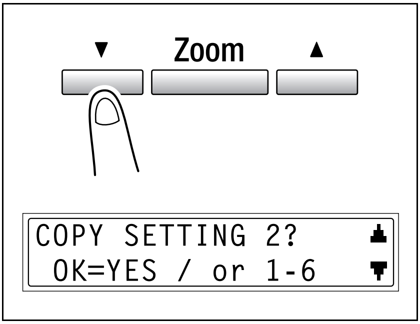
To select the “COPY SETTING 2” menu

1 Press the [Utility] key.

“MACHINE SETTING?” appears.



2 Press the ▼ key 5 times to select “COPY SETTING 2”.



```
COPY SETTING 2?
 OK=YES / or 1-6
```

3 From the 10-Key Pad, press the key for the “COPY SETTING 2” function that you wish to set.

- ❍ The “COPY SETTING 2” functions are as follows:
  1 MIXED ORIGINAL
  2 COPY PRIORITY
  3 OUTPUT PRIORITY
  4 4IN1 COPY ORDER
  5 CRISSCROSS MODE
  6 DUPLEX COPY

✎...

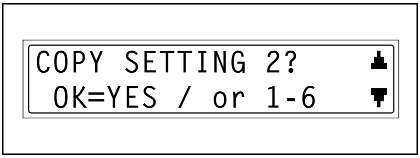
Tip

If, at any time, you wish to quit setting a “COPY SETTING 2” function, press the [No/C] key. When the message “STOP SETTING?” appears, press the [Yes] key to quit.

To set the “MIXED ORIGINAL” function

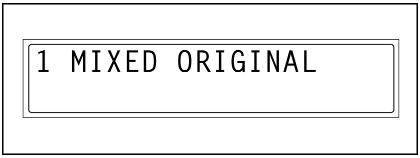
1 Select the “COPY SETTING 2” menu.

- ❍ Refer to *“To select the “COPY SETTING 2” menu” on page 7-48*.



```
COPY SETTING 2?    ▲
 OK=YES / or 1-6   ▼
```

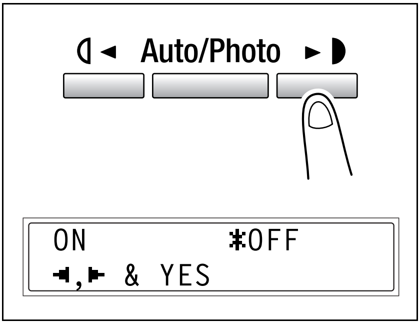
2 Press the [1] key from the 10-Key Pad to select “MIXED ORIGINAL”.



```
1 MIXED ORIGINAL
```

3 Using the ◖◄ and ►◗ keys, select either “ON” or “OFF”, and then press the [Yes] key.

The “COPY SETTING 2” menu appears again.

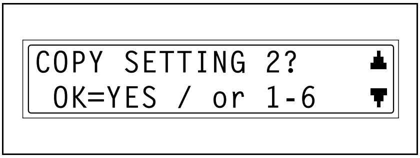


```
 ON          *OFF
 ◄,► & YES
```

To set the “COPY PRIORITY” function

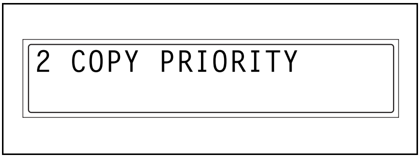
1 Select the “COPY SETTING 2” menu.

- Refer to *“To select the “COPY SETTING 2” menu” on page 7-48*.



```
COPY SETTING 2?    ▲
 OK=YES / or 1-6   ▼
```

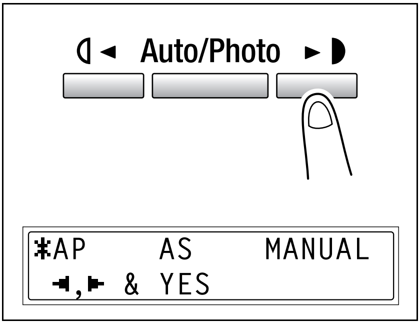
2 Press the [2] key from the 10-Key Pad to select “COPY PRIORITY”.



```
2 COPY PRIORITY
```

3 Using the ◖◀ and ▶◗ keys, select “AP” (auto paper selection), “AS” (auto zoom ratio) or “MANUAL”, and then press the [Yes] key.

The “COPY SETTING 2” menu appears again.

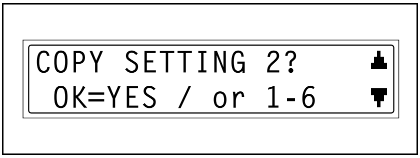


```
✱AP     AS     MANUAL
 ◀,▶ & YES
```

To specify the default finishing mode (“OUTPUT PRIORITY” function)

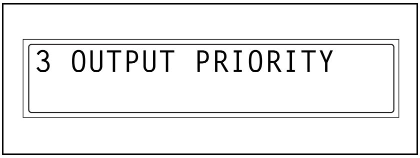
1 Select the “COPY SETTING 2” menu.

- ❍ Refer to *“To select the “COPY SETTING 2” menu” on page 7-48*.



```
COPY SETTING 2?      ▲
 OK=YES / or 1-6     ▼
```

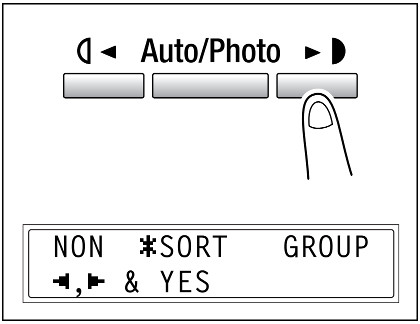
2 Press the [3] key from the 10-Key Pad to select “OUTPUT PRIORITY”.



```
3 OUTPUT PRIORITY
```

3 Using the ◖◄ and ►◗ keys, select “NON”, “SORT” or “GROUP”, and then press the [Yes] key.

The “COPY SETTING 2” menu appears again.

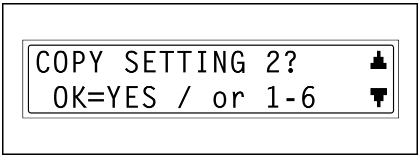


```
 NON  ✱SORT   GROUP
 ◄,► & YES
```

To set the “4IN1 COPY ORDER” function

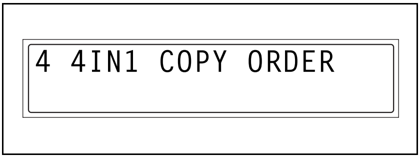
1 Select the “COPY SETTING 2” menu.

- ❍ Refer to *“To select the “COPY SETTING 2” menu” on page 7-48*.



COPY SETTING 2? ▲
OK=YES / or 1-6 ▼

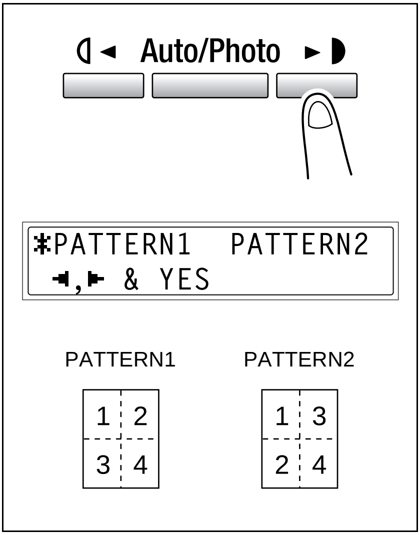
2 Press the [4] key from the 10-Key Pad to select “4IN1 COPY ORDER”.



4 4IN1 COPY ORDER

3 Using the ◖◄ and ►◗ keys, select either “PATTERN1” or “PATTERN2”, and then press the [Yes] key.

The “COPY SETTING 2” menu appears again.

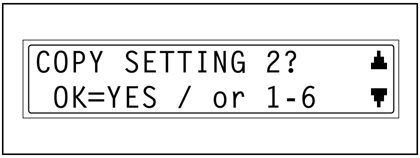


✱PATTERN1 PATTERN2
◄,► & YES

To set the “CRISSCROSS MODE” function

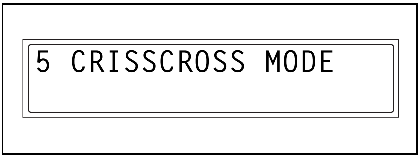
1 Select the “COPY SETTING 2” menu.

- ❍ Refer to *“To select the “COPY SETTING 2” menu” on page 7-48*.



```
COPY SETTING 2?    ▲
 OK=YES / or 1-6   ▼
```

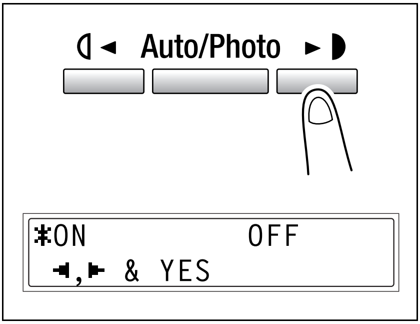
2 Press the [5] key from the 10-Key Pad to select “CRISSCROSS MODE”.



```
5 CRISSCROSS MODE
```

3 Using the ◖◄ and ►◗ keys, select either “ON” or “OFF”, and then press the [Yes] key.

The “COPY SETTING 2” menu appears again.

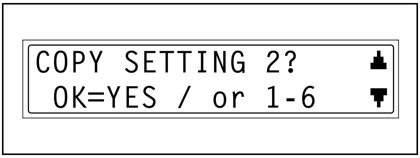


```
*ON          OFF
 ◄,► & YES
```

To set the "DUPLEX COPY" function

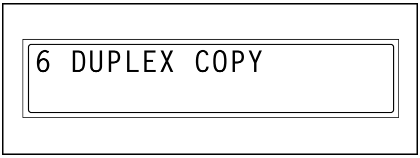
1 Select the "COPY SETTING 2" menu.

- ❍ Refer to *"To select the "COPY SETTING 2" menu" on page 7-48*.



COPY SETTING 2? ▲
OK=YES / or 1-6 ▼

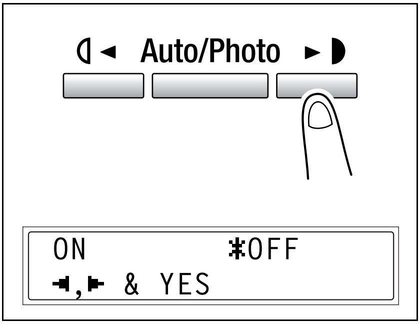
2 Press the [6] key from the 10-Key Pad to select "DUPLEX COPY".



6 DUPLEX COPY

3 Using the ◖◄ and ►◗ keys, select either "ON" or "OFF", and then press the [Yes] key.

The "COPY SETTING 2" menu appears again.



ON ✱OFF
◄,► & YES

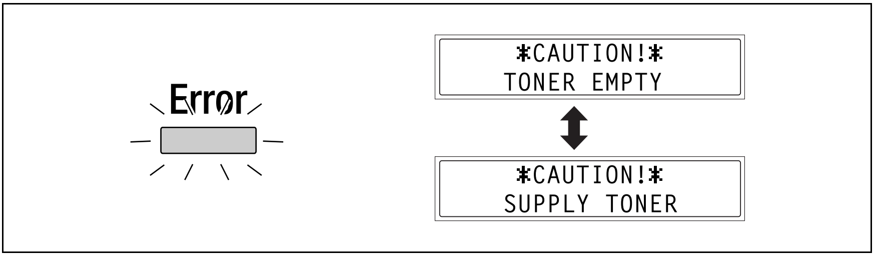
Error Messages

8

8.1 When the Message “TONER EMPTY” Appears

When toner is about to run out, the message shown below appears.

When this message appears, replace the toner bottle with a new one.



```
*CAUTION!*
TONER EMPTY
```

```
*CAUTION!*
SUPPLY TONER
```

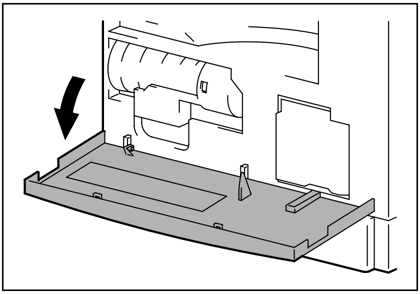
Note

Use only toner developed specifically for this machine. Use of any other type of toner may cause damage to the machine. For details, contact your service representative.
In order to prevent the used toner bottle from dirtying anything, keep it in the box.

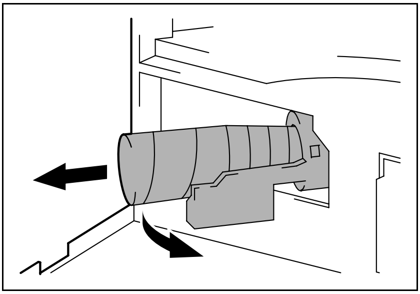
Dispose of the used toner bottle according to your local regulations.

To replace the toner bottle

1 Open the Front cover.



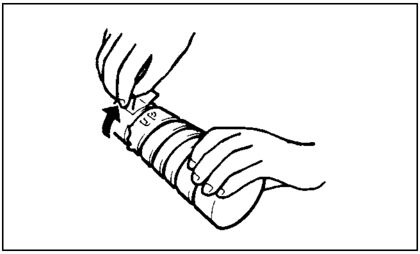
2 Swing out the Toner bottle holder, and then remove the toner bottle.



3 Holding the sealed end of the new toner bottle up, slowly peel off the seal toward you.

? *Have the necessary precautions been observed when peeling off the seal?*

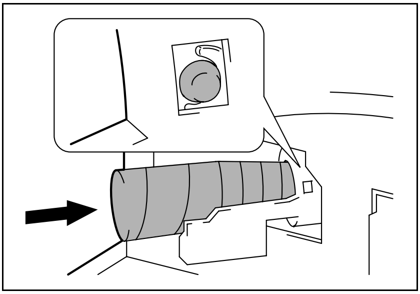
➜ Since some toner may spurt out while the seal is being peeled off, be sure to peel off the seal slowly.



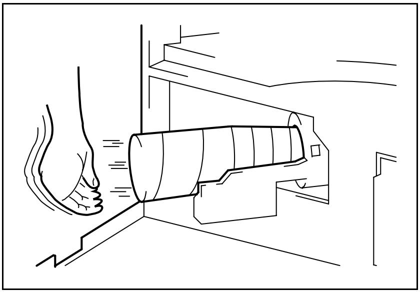
4 With the side of the toner bottle marked “UP” facing up, insert the toner bottle into the Toner bottle holder.

? *Have the necessary precautions been observed while inserting the toner bottle?*

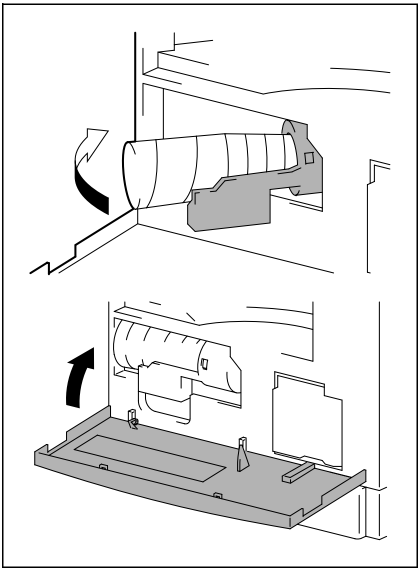
➜ As shown at the right, the tab on the toner bottle should securely fit into the notch in the Toner bottle holder.



5 Lightly tap the bottom of the toner bottle three or four times.



6 Close the Toner bottle holder, and then close the Front cover.



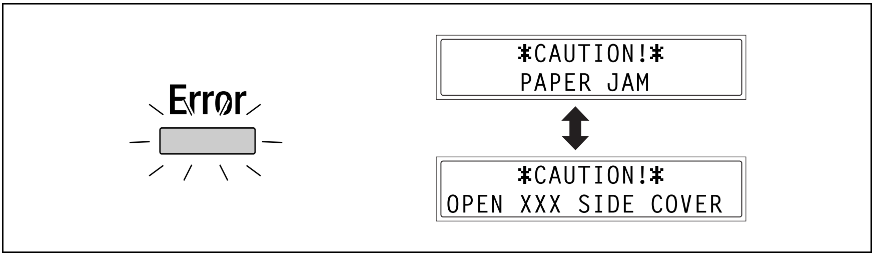
When the Front cover is closed, the toner automatically begins refilling.

? *Are copies faint immediately after the toner bottle is replaced?*

➜ Perform the “TONER REPLENISHER” function in the Utility mode (*“To perform the “TONER REPLENISHER” function” on page 7-24*).

8.2 When the Message “PAPER JAM” Appears

If a paper misfeed occurs while copying or printing, the message shown below appears, and copying or printing stops.



⁎CAUTION!⁎
PAPER JAM

⁎CAUTION!⁎
OPEN XXX SIDE COVER

A message indicating the location of the paper misfeed appears in the bottom line of the screen.

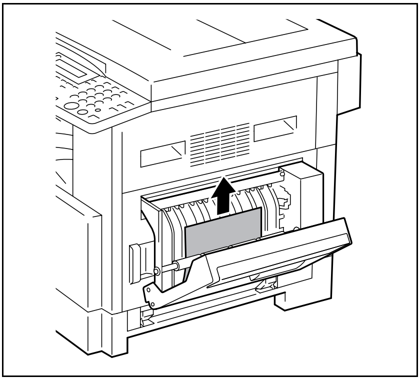
Message	Location of the paper misfeed
OPEN 1st SIDE COVER	Multi bypass tray (p. 8-11) Inside the main unit or 1st tray (p. 8-6)
OPEN 2nd (3rd/4th/5th) SIDE COVER	2nd tray (3rd/4th/5th tray) (p. 8-10)

Follow the appropriate procedure described below to clear the misfed paper.

To clear a paper misfeed in the Duplex unit

1 Open the Duplex unit door.

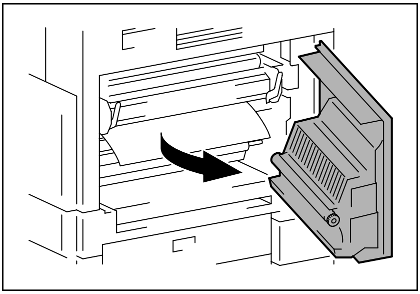
2 Carefully pull out any misfeed paper.



3 Close the Duplex unit door.

To clear a paper misfeed in the main unit or 1st tray

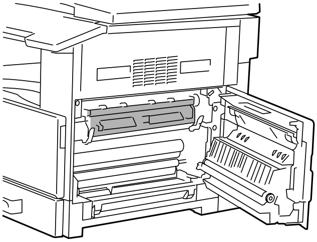
1 Open the Side cover of the main unit.



CAUTION

The area around the fusing unit is extremely hot.

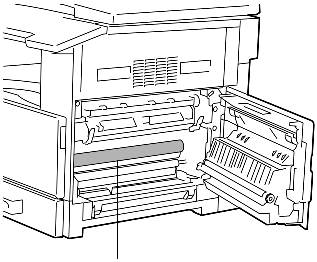
→Touching any part other than those indicated may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.



CAUTION

Decreased copy quality may result if the surface of the PC drum is touched.

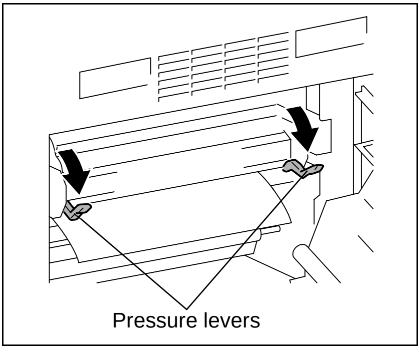
→Be careful not to touch the surface of the PC drum.



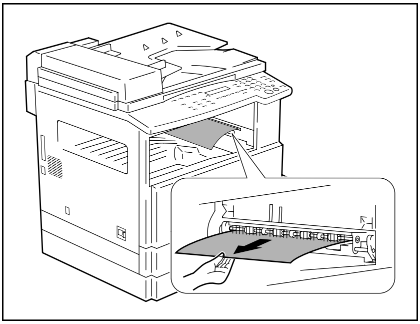
2 Pull down the Pressure levers.

? *Have the necessary precautions been observed when pulling down the Pressure levers?*

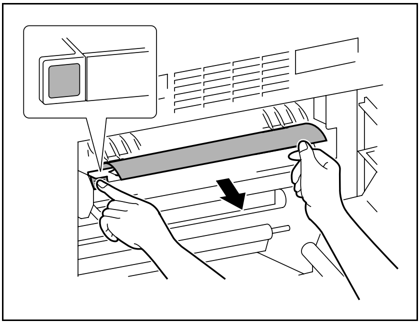
➜ Only hold the green part of the Pressure levers when pulling them down.



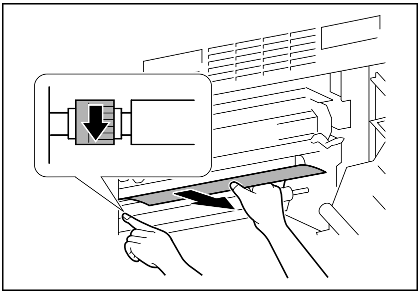
3 Slowly pull out the paper.



4 While holding the Guide plate pressed down, slowly pull out the paper.



5 While turning the knob on the roller, slowly pull out the paper.

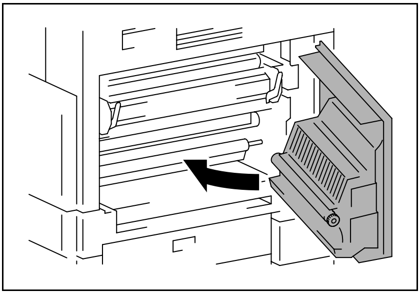


? *Have the necessary precautions been observed when turning the roller?*

→ Only turn the green knob when turning the roller.

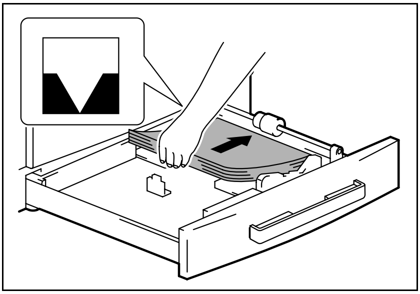
→ Be careful not to touch the surface of the PC drum.

6 Close the Side cover of the main unit.

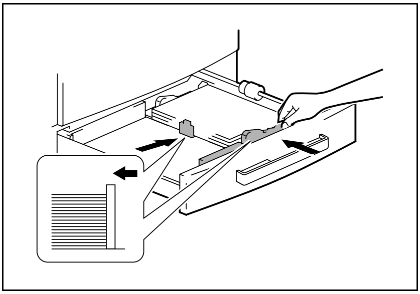


7 Pull out the 1st tray.

8 Remove all paper from the tray, and then place the paper into the tray again.



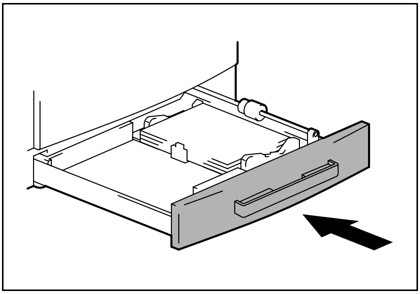
9 Slide the paper guides against the edges of the paper.



? *Is the paper guide positioned correctly?*

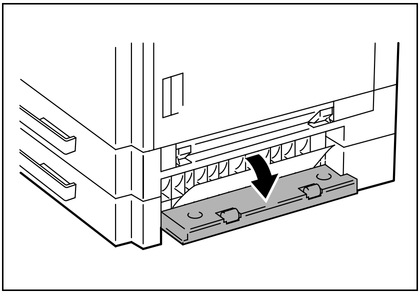
→ Make sure that the paper guides are pushed up against the edges of the paper.

10 Close the 1st tray.

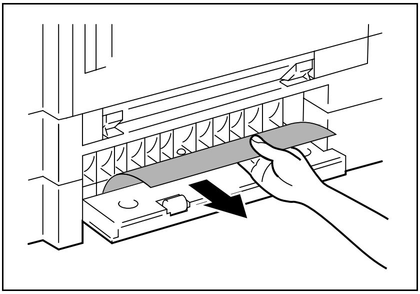


To clear a paper misfeed in the 2nd/3rd/4th/5th tray

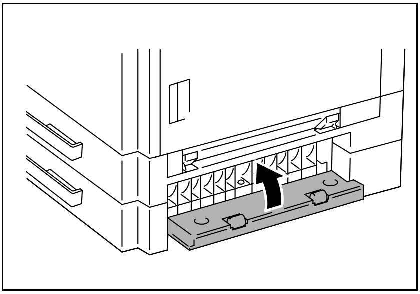
1 Open the Side cover of the 2nd/3rd/4th/5th tray.



2 Slowly pull out the paper.



3 Close the Side cover of the 2nd/3rd/4th/5th tray.



To clear a paper misfeed in the Multi bypass tray

CAUTION

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

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

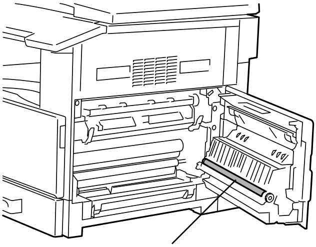
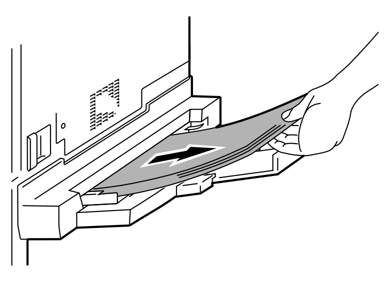
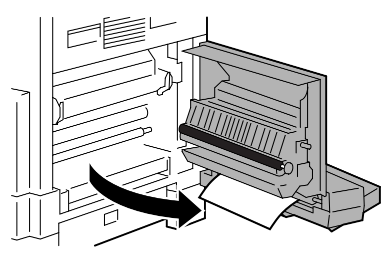


Image transfer roller

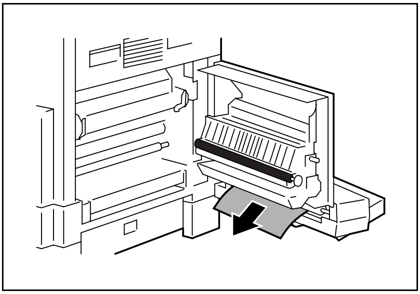
1 Remove all paper from the Multi bypass tray.



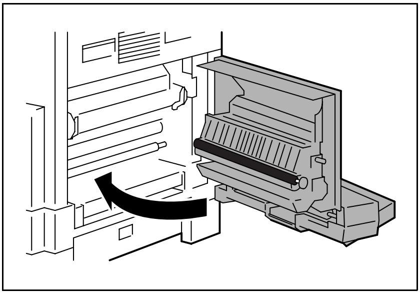
2 Open the Side cover of the main unit.



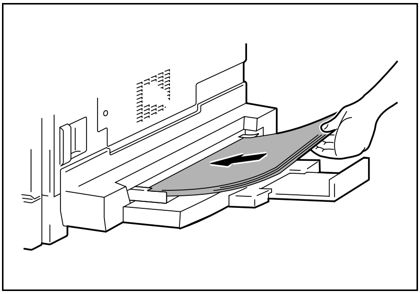
3 Slowly pull out the paper.



4 Close the Side cover of the main unit.



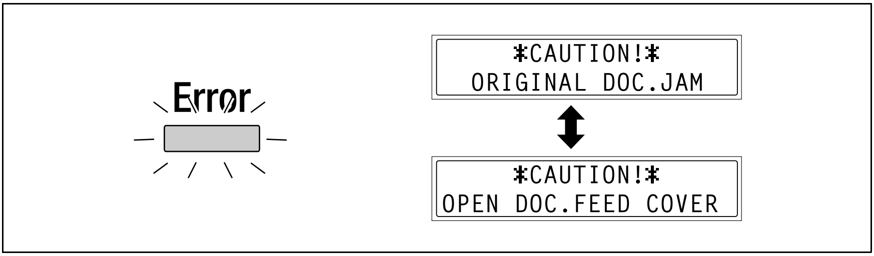
5 Load the paper into the Multi bypass tray again.



8.3 When the Message “ORIGINAL DOC.JAM” Appears

If a document misfeed occurs while the document is being fed, the message shown below appears, and copying or printing stops.

Remove the misfed document according to the following procedure.

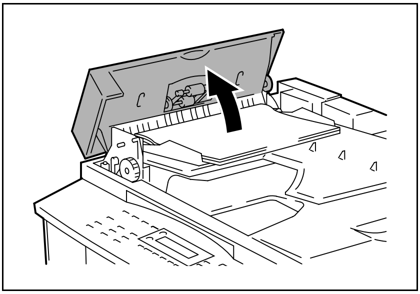


```
*CAUTION!*
ORIGINAL DOC.JAM
```

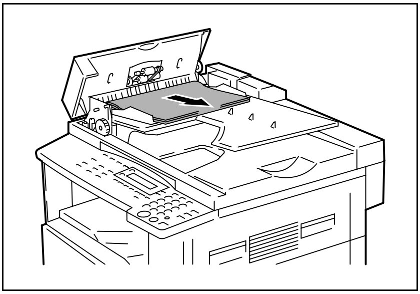
```
*CAUTION!*
OPEN DOC.FEED COVER
```

To clear a misfeed in the Automatic document feeder (DF-502)

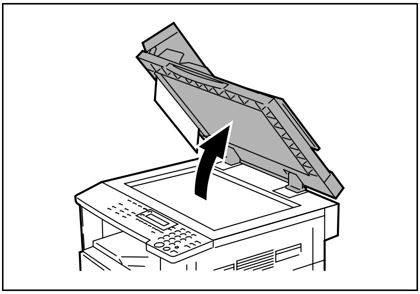
1 Open the Document feeder cover.



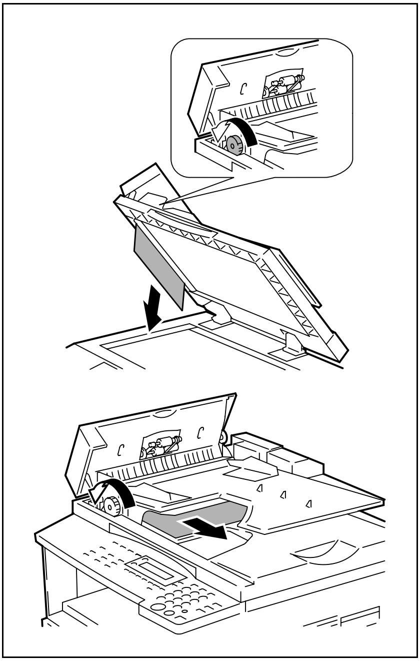
2 Remove all document pages from the Document feeder tray.



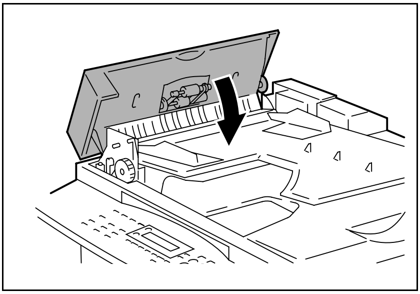
3 Lift open the Document feeder.



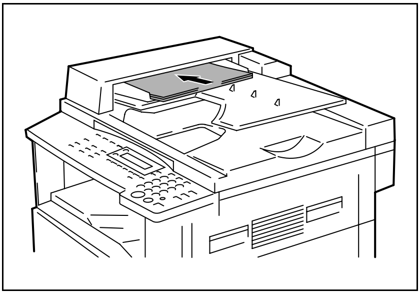
4 While turning the Document feed knob in the direction of the arrow, slowly pull out the document.



5 Close the Document feeder and the Document feeder cover.



6 Load the documents removed in step 2 back into the tray.



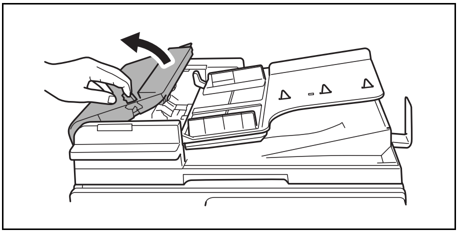
✎...

Note

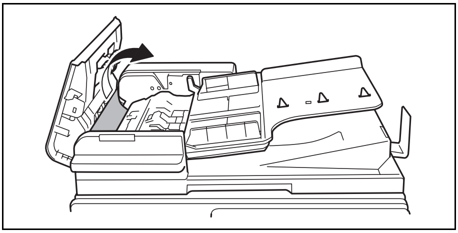
If “RETURN 1 (2) ORIG. to ADF and PRESS START KEY” appears on the display, also load the one or two document pages that caused the paper misfeed.

To clear a misfeed in the Reverse automatic document feeder (DF-605)

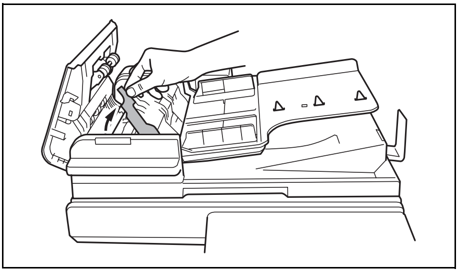
1 Pull up the lever for the Document feeder cover to open the cover.



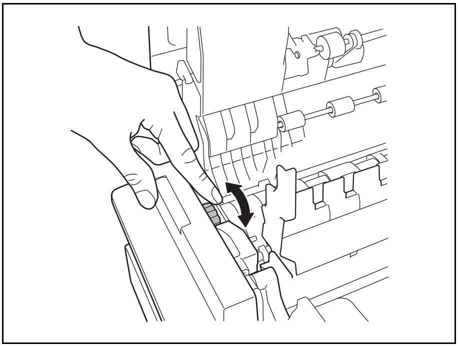
2 Carefully pull out any misfed documents.



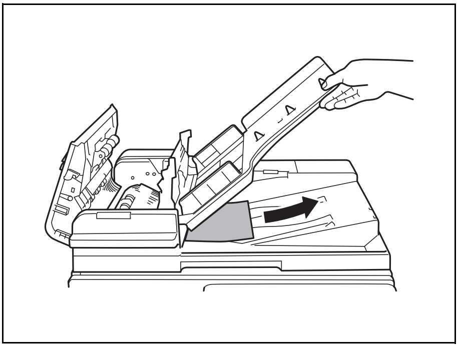
3 Swing up the Document guide lever.



4 Turn the Document feed knob to feed out any misfed documents.



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



6 Return the Document guide lever to its original position, and then close the Document feeder cover.

8.4 Main Error Messages and Their Remedies

Message	Cause	Remedy
PAPER JAM ⬍ (Flashing alternately) OPEN XXX SIDE COVER	A paper misfeed occurred in the main unit.	Open the cover at the indicated location, and then remove the misfed paper. (*“When the Message “PAPER JAM” Appears” on page 8-5*)
	All misfed paper was not removed from the main unit.	Check the message in the display for the location of the paper misfeed, and then remove the misfed paper. (*“When the Message “PAPER JAM” Appears” on page 8-5*)
ORIGINAL DOC.JAM ⬍ (Flashing alternately) OPEN DOC.FEED COVER	A paper misfeed occurred in the Document feeder. All misfed paper was not removed from the Document feeder.	Open the Document feeder cover and the Document feeder, and then remove the misfed paper. (*“When the Message “ORIGINAL DOC.JAM” Appears” on page 8-13*)
∗REMOVE PAPER IN BYPASS TRAY∗	Paper is loaded in the Manual bypass.	Remove the paper from the Manual bypass.
FRONT COVER OPEN ⬍ (Flashing alternately) CLOSE FRONT COVER	The Front cover of the main unit is open or not securely closed.	Securely close the Front cover.
DUPLEX COVER OPEN ⬍ (Flashing alternately) CLOSE DUPLEX COVER	The Duplex unit cover is open or not securely closed.	Securely close the Duplex unit cover.
DOCUMENT COVER OPEN ⬍ (Flashing alternately) CLOSE DOCUMENT COVER	The Document feeder is lifted up (while a document is loaded into it).	Securely close the Document feeder.
DOC.FEED COVER OPEN ⬍ (Flashing alternately) CLOSE DOC.FEED COVER	The Document feeder cover is open.	Securely close the Document feeder cover.
TONER EMPTY ⬍ (Flashing alternately) SUPPLY TONER	The toner is empty. Copying and printing cannot be performed.	Replace the toner bottle with a new one. (*“To replace the toner bottle” on page 8-2*)
PAPER EMPTY ⬍ (Flashing alternately) LOAD PAPER (#XXX)	The selected paper tray has run out of paper. “#” indicates the paper tray, and “XXX” indicates the paper size.	Load paper of the specified size into the specified paper tray.

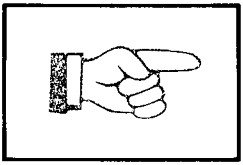
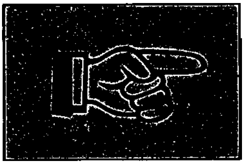
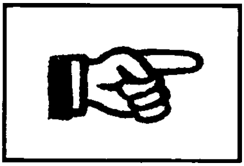
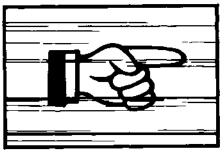
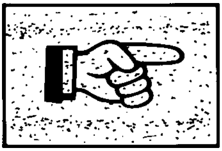
Message	Cause	Remedy
SET ORIGINAL TO ADF	A document was not loaded into the Document feeder before beginning a copy function (such as, “2in1” copying or “Mixed Orig.” copying) that uses the Document feeder. Otherwise, the Document feeder is lifted up.	Load a document into the Document feeder. Securely close the Document feeder.
REMOVE PAPER	When interrupting a copy job to perform a different copy operation other than the “Book Separation” function, the document for the interrupted copy job was left in the Document feeder.	Remove the document from the Document feeder.
TEXT/P ×1.00 ◖[A]◗#XXX:EMPTY	(While specifying Copy settings) The selected paper tray has run out of paper. “#” indicates the paper tray, and “XXX” indicates the paper size.	Either load paper of the specified size into the specified paper tray, or press the [Paper] key and select a different paper size.
NO SUITABLE PAPER ⬍ (Flashing alternately) LOAD PAPER (#XXX)	• While copying, the size of the paper in the selected paper tray has changed. • While copying documents with mixed sizes using the Auto Paper function, paper of a suitable size could not be found. “#” indicates the paper tray, and “XXX” indicates the paper size.	Either load paper of the specified size, or press the [Paper] key and select a different paper size.
APS SIZE ERROR	While copying using the Auto Paper function, paper of a suitable size could not be found.	Either load paper of a suitable size, or press the [Paper] key and select a different paper size.
AMS SIZE ERROR	While copying using the Auto Size function, the combination of the document and paper sizes caused the zoom ratio to exceed the range between ×0.5 and ×2.0.	Either load paper of a suitable size, or use the ▼ and ▲ keys to specify the zoom ratio.
PAPER SIZE ERROR ⬍ (Flashing alternately) RESET PAPER (#XXX)	The paper loaded in the paper tray caused a size error. “#” indicates the paper tray, and “XXX” indicates the paper size.	• For a Paper feed unit, remove the loaded paper, and then reload the paper according to the procedure described in *“Loading Paper” on page 3-4*. • For a custom paper size, refer to *“To copy onto label sheets” on page 4-8*. • For the Manual bypass, remove the loaded paper, and then refer to *“To copy onto label sheets” on page 4-8*. For the Manual bypass, remove the loaded paper, and then reload the paper according to the procedure described in *“Copying Onto Manually Fed Paper” on page 5-16*. • For a custom paper size, refer to *“To copy onto postcards” on page 4-14*.

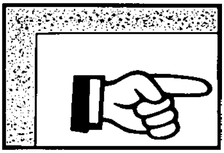
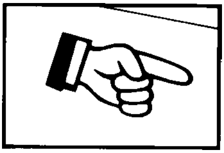
Message	Cause	Remedy
MEMORY FULL ↕ (Flashing alternately) PRESS ANY KEY	The size of the data for the scanned image has exceeded the capacity of the memory.	Press any key, or turn the machine off, then on again. (The scanned data should be cleared from the memory.)
PC PRINT MEMORY FULL	The image data received from the computer has exceeded the capacity of the memory.	Press any key, or turn the machine off, then on again. (The received image data should be cleared from the memory.)
SET PLUG-IN COUNTER	A counter key is not inserted.	Insert the counter key.
UPPER TRAY FULL ↕ (Flashing alternately) REMOVE PAPER	If the optional Job separator is installed and the paper in the Upper copy tray has reached the maximum capacity, printing cannot continue.	Remove all paper from the Upper copy tray of the Job separator.
TRAY MOVEMENT ERROR ↕ (Flashing alternately) PRESS ANY KEY	The optional Job separator is installed and the paper in either the Upper copy tray or the Lower copy tray has reached the maximum capacity when the machine is turned on, when copying begins, or when starting to print.	Remove the paper from the Upper copy tray or the Lower copy tray of the Job separator, and then press any key.
CALL SERVICE(M1)	A maintenance is due.	Contact your service representative.
CALL SERVICE(M2)	The Imaging unit should be replaced.	Contact your service representative.
MACHINE TROUBLE ↕ (Flashing alternately) (C####)	Some problem occurred in the machine.	Turn the machine off, then on again. If the error is still displayed, contact your service representative.

Troubleshooting

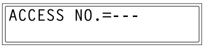
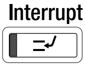
9

9.1 When Incorrect Copies Are Produced

Symptom	Possible Cause	Remedy
The copy is too light. 	The copy density is set too light.	Use the Auto/Photo key ► ◗ to select a darker copy density (p. 5-36).
	The copy paper is damp.	Replace the paper. (p. 3-5)
The copy is too dark. 	The copy density is set too dark.	Use the Auto/Photo key ◖ ◄ to select a lighter copy density (p. 5-36).
	The document was not pressed close enough against the Original glass.	Position the document so that it is pressed closely against the Original glass. (p. 3-11)
The copy is blurry. 	The copy paper is damp.	Replace the paper. (p. 3-5)
	The document was not pressed close enough against the Original glass.	Position the document so that it is pressed closely against the Original glass. (p. 3-11)
There are streaks through the copy.  There are specks throughout the entire copy. 	The Original glass is dirty.	Wipe the glass with a soft dry cloth. (p. 10-7)
	The Document pad is dirty.	Clean the Document pad with a soft cloth dampened with a mild detergent. (p. 10-7)
	The original is highly translucent, such as diazo photosensitive paper or OHP transparencies.	Place a blank sheet of paper over the document. (p. 3-13)
	A double-sided document is being copied.	If a thin double-sided document is being copied, the information on the back side may be reproduced in the copy. Use the Auto/Photo key ◖ ◄ to select a lighter density for the background. (p. 5-36)
	The Imaging unit has reached the end of its service life.	Contact your service representative.

Symptom	Possible Cause	Remedy
The edge of the copy is dirty. 	The Document pad is dirty.	Clean the Document pad with a soft cloth dampened with a mild detergent. (p. 10-7)
	The selected paper size is larger than the document (with a Zoom setting of ×1.00).	Select a copy paper size that is the same as the size of the document. (p. 5-30) Otherwise, select the Auto Size function to enlarge the copy to the selected paper size. (p. 5-31)
	The orientation of the document is different from the orientation of the copy (with a Zoom setting of ×1.00).	Select a copy paper size that is the same as the size of the document. Otherwise, select a copy orientation that is the same as the orientation of the document.
	The copy was reduced to a size smaller than the paper (with a reduced zoom ratio).	Select a zoom ratio that adjusts the copy size to the size of the selected paper. (p. 5-30) Otherwise, select the Auto Size function to reduce the copy to the selected paper size. (p. 5-31)
The image is not aligned properly on the paper. 	The document is not positioned correctly.	Correctly position the document against the Document scales. (p. 3-11) If the Document feeder is installed, correctly adjust the Document guide plates for the size of the document. (p. 3-9)
	The document is not positioned correctly in the Document feeder.	Lift open the Document feeder, and correctly position the document against the Document scales. (p. 3-11)
	The Document guide plates are not slid up against the edges of the document.	Slide the Document guide plates against the edges of the document.
	Curled paper was loaded into the paper tray.	Flatten the paper before loading it.

9.2 When Copying Is Not Performed Correctly

Symptom	Possible Cause	Remedy
Nothing appears on the display.	Only the [Start] key indicator is lit up in green.	The machine is in Energy Saver mode (preheat mode). Press any key to cancel Energy Save mode. (p. 2-23)
	The “AUTO SHUT OFF” function was activated.	Set the Power switch to “O” (p. 2-22).
The [Start] key indicator is not lit up in green.	A user (section) access number has not been entered.  ACCESS NO.=---	Enter the user (section) access number according to the instructions in Access Numbers (p. 6-24).
Even though the [Start] key is pressed, no copies are made.	If the “Error” indicator on the Control panel is lit, an error has occurred.	Follow the instructions in any messages that appear on the display.
	If the machine was just turned on, it is still warming up.	The machine takes about 30 seconds to warm up after it is turned on.
The machine cannot be set to Copy mode.	The machine is in Interrupt mode (the Interrupt indicator is lit). 	Press the [Interrupt] key to cancel Interrupt mode. (p. 5-38)
The machine cannot be turned on.	The power supply cord has been unplugged from the electrical outlet.	Plug the power supply cord into the electrical outlet.
	The breaker for the electrical circuit has been tripped.	Close the breaker for the electrical circuit.

Appendix

10

10.1 Specifications

Main Unit bizhub 180

Specification	bizhub 180
Type	Desktop/Console*
Platen	Stationary
Photo conductor	OPC
Copying system	Electro photographic printing system
Developing system	HMT system
Fusing system	Heat-roller-fixing system
Resolution	600 dpi × 600 dpi
Document	Types: Sheets, books, and other three-dimensional objects Size: Maximum Ledger ▭ (11 × 17 ▭), A3 ▭ Weight: 6-1/2 lb
Paper types	Plain paper (16 lb to 24 lb), recycled paper (16 lb to 24 lb) Special paper: Thick paper (24-1/4 lb to 41-3/4 lb), OHP transparencies, postcards, envelopes and label sheets * Special paper can only be fed through the 1st tray and the Manual bypass.
Paper sizes	1st tray: In metric: A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▭/▯, FLS (8-1/4 × 13 (210 mm × 330 mm)) In inches: Ledger ▭, 11 × 14 ▭, Legal ▭, Letter ▭/▯, Invoice ▭/▯ (5-1/2 × 8-1/2 ▭/▯) Manual bypass: Width: 3-1/2 inch to 11-3/4 inch, length: 5-1/2 inch to 17 inch
Paper capacity	1st tray: Plain or recycled paper: 250 sheets Special paper (cards, OHP transparencies, postcards, label sheets): 20 sheets Envelopes: 10 envelopes Manual bypass: Plain, recycled or special paper: 1 sheet
Warm-up time	Less than 15 seconds (at room temperature (73.4°F))
First-page print time	Less than 7 seconds (using the Original glass and 1st tray) Less than 11 seconds (using the Document feeder and 1st tray)
Copy speed	11 sheets/minute (11 × 17 ▭) 14 sheets/minute (Legal ▭) 17 sheets/minute (Letter ▭) 20 sheets/minute (Letter ▯)
Magnification ratios	Full size: × 1.00 Enlargement ratios: × 1.21, × 1.29, × 2.00, and × 4.00 Reduction ratios: × 0.78, × 0.64, × 0.50, and × 0.25 Zoom ratios: × 0.25 to × 4.00 (in 0.01 increments)
Multiple copies	1 to 99 sheets

Specification	bizhub 180
Density control	Automatic, manual
Image loss	Leading edge: 1/4 inch (4 mm), Trailing edge: 1/4 inch (4 mm), Rear edge: 1/4 inch (4 mm), Front edge: 1/4 inch (4 mm)
Power requirements	AC 110, 120, 127 V, 10.5 A, 60 Hz
Power consumption	120 V: Less than 1200 W
Size	23-1/2 inch (width) × 24-1/2 inch (depth) × 20-1/2 inch (height) (including Original cover)
Weight	83-3/4 lb
Standard memory	Copier: 32 MB (Can be increased to a maximum of 96 MB.)

* Depend on number of Paper feed unit option.

Automatic duplex unit AD-504

Specification	
Paper types	Plain paper (16 lb to 24 lb) Recycled paper (16 lb to 24 lb)
Paper sizes	A3 ▭, A4 ▭/▯, A5 ▭/▯, B4 ▭, B5 ▭/▯, FLS ▭, Ledger ▭, Legal ▭, Letter ▭/▯, Invoice ▭/▯
Power requirements	Supplied from main unit
Power consumption	Less than 9 W
Dimensions	16-1/4 inch (width) × 3-1/2 inch (depth) × 8-1/2 inch (height)
Weight	31 lb

Reverse automatic document feeder DF-605

Specification	
Document feed method	Standard method: Single-sided documents and double-sided documents Mixed document sizes: Single-sided documents and double-sided documents
Document type	Standard method: Plain paper • Single-sided: 9-1/4 to 34 lb • Double-sided: 13-1/4 to 34 lb “Mixed Orig.” function: Plain paper (13-1/4 to 34 lb)
Document size	Standard method: 11 × 17 ▭, 11 × 14 ▭, Legal ▭, Letter ▭/▯, Invoice ▭/▯ (5-1/2 × 8-1/2 ▭/▯) Mixed document sizes: Refer to the table below.
Document loading capacity	Maximum 80 sheets (21-1/4 lb)
Power consumption	Less than 48 W
Size	23 inch (width) × 22 inch (depth) × 5-3/4 inch (height)
Weight	Less than 20-3/4 lb

Mixed Width Document Sizes (DF-605)

Maximum Document Width		**11 inch**		**8-1/2 inch**			**5-1/2 inch**
Mixed Width Document Detection		11 × 17 ▭	Letter ▯	Legal ▭	Letter ▭	Invoice ▯ (8-1/2 × 5-1/2 ▯)	Inovoice ▭ (8-1/2 × 5-1/2 ▭)
11 inch	11 × 17 ▭	○	○	—	—	—	—
	Letter ▯	○	○	—	—	—	—
8-1/2 inch	Legal ▭	○	○	○	○	○	—
	Letter ▭	○	○	○	○	○	—
	Invoice ▯ (8-1/2 × 5-1/2 ▯)	○	○	○	○	○	—
5-1/2 inch	Invoice ▭ (8-1/2 × 5-1/2 ▭)	—	—	—	—	—	○

○: Copying possible

—: Copying not possible

Automatic document feeder DF-502

Specification	
Document feed method	Standard method: Single-sided documents Mixed document sizes: Single-sided documents
Document type	Standard method: Plain paper (13-1/4 lb to 29-1/4 lb) “Mixed Orig.” function: Plain paper (16 lb to 24 lb)
Document size	Standard method: 11 × 17 ▭, 11 × 14 ▭, Legal ▭, Letter ▭/▯, Invoice ▭/▯ (5-1/2 × 8-1/2 ▭/▯) Mixed document sizes: Combination of 11 × 17 ▭ and Letter ▯, Legal ▭ and Letter ▭
Document loading capacity	Maximum 50 sheets (21-1/4 lb)
Power consumption	Less than 36 W
Size	23-1/2 inch (width) × 19 inch (depth) × 4 inch (height)
Weight	Less than 14 lb

Paper feed unit PF-502

Specification	
Paper types	Plain paper (16 lb to 24 lb), recycled paper (16 lb to 24 lb)
Paper sizes	In metric: A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▯, FLS (8-1/4 × 13 (210 mm × 330 mm)) In inches: Ledger ▭, 11 × 14 ▭, Legal ▭, Letter ▭/▯, Invoice ▯ (5-1/2 × 8-1/2 ▯)
Paper capacity	250 sheets
Power consumption	Less than 9 W
Size	23-1/4 inch (width) × 22 inch (depth) × 4-1/4 inch (height)
Weight	12 lb

Shift tray SF-501

Specification	
Shifting amount	3/4 inch
Paper capacity	250 sheets
Power consumption	Less than 63 W

Job separator JS-503

Specification	
Paper types	Plain paper (16 lb to 24 lb), recycled paper (16 lb to 24 lb) Special paper: Cards (24-1/4 lb to 41-3/4 lb), OHP transparencies, postcards, envelopes, and label sheets
Paper capacity	Upper copy tray: Plain or recycled paper: 100 Letter-size sheets, 50 sheets of other than Letter size (stacked up to 3/4 inch high) Special paper: 10 sheets Lower copy tray: Plain or recycled paper: 150 Letter-size sheets, 75 sheets of other than Letter size Special paper: 20 sheets
Power consumption	Less than 24 W

Multi bypass tray MB-501

Specification	
Paper types	Plain paper (16 lb to 24 lb), recycled paper (16 lb to 24 lb) Special paper: Cards (24-1/4 lb to 41-3/4 lb), OHP transparencies, postcards, envelopes, and label sheets
Paper sizes	11 × 17 ▭, 11 × 14 ▭, Legal ▭, Letter ▭/▯, Invoice ▭/▯ (5-1/2 × 8-1/2 ▭/▯) (Width: 3-9/16 inch to 11-11/16 inch ; Length: 5-1/2 inch to 17 inch)
Paper capacity	Plain or recycled paper: 100 sheets Special paper (cards, OHP transparencies, postcards, label sheets): 20 sheets Envelopes: 10 envelopes
Power consumption	Less than 9 W
Size	(Maximum) 17-1/4 inch (width) × 17-1/4 inch (depth) × 5-1/2 inch (height)
Weight	6-3/4 lb

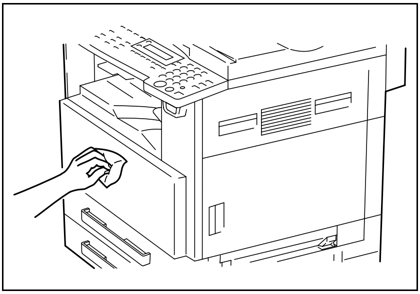
10.2 Care of the Machine

Cleaning

Turn off the machine before cleaning it.

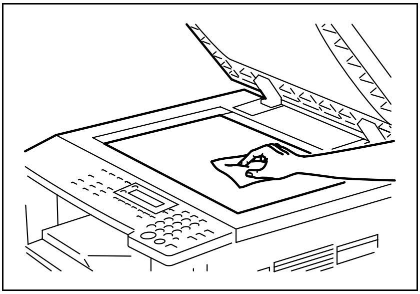
Housing

➜ Clean the surface of the housing by wiping it with a soft cloth dampened with a mild household detergent.



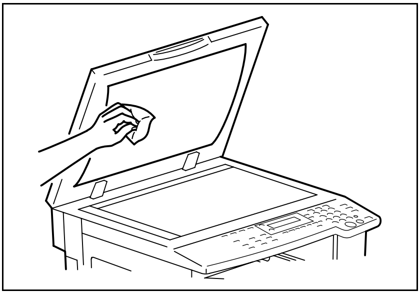
Original glass

➜ Clean the Original glass by wiping it with a soft, dry cloth.



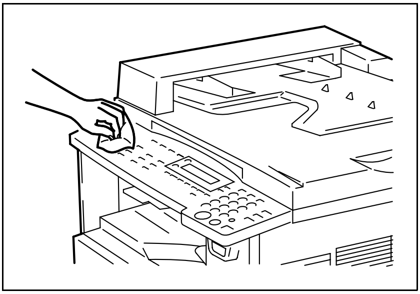
Document pad

➜ Clean the surface of the Document pad by wiping it with a soft cloth dampened with alcohol.



Control panel

➜ Clean the Control panel by wiping it with a soft, dry cloth.



✎...

CAUTION

Incorrectly cleaning the Control panel keys may damage them. Never use mild household detergent or glass cleaner to clean the Control panel.

10.3 Function Combination Table

Function Combination Table

	Mode B: Set second	Paper source				Copy Quantity	Zoom ratio				Mode					Document				Book Separation	Copy						Margin Copy	Erase					Finishing			White/Black Reversal
	Mode A: Set first	APS	Manual Paper Selection (1st-5th cassette)	Manual Paper Selection (Manual Bypass Tray) Paper set	Manual Paper Selection (Multiple Bypass Tray) Paper set		AMS	Fixed Zoom Ratio	Zoom Up/Down Ratio	Anamorphous Zoom Ratio	Text/Photo Auto Density	Text Auto Density	Photograph Manual Density	Text/Photo Manual Density	Text Manual Density	Sheet Document (One-sided)	Duplex Document	Mixed Document	Duplex + Mixed Document		One-sided Copy	Duplex Copy	2in1 Copy	4in1 Copy	Duplex 2in1 Copy	Duplex 4in1 Copy		Left	Upper	Frame	Center	Frame + Center	Non-sort Copy	Sort Copy	Group Copy	
Paper source	APS	\	×	×	×	○	×	○	○	×	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	\	\	○	○	○	○
	Manual Paper Selection (1st-5th cassette)	×	\	×	×	○	\	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	\	\	\	○	○	○	○	○	○	○	○	○	○
	Manual Paper Selection (Manual Bypass Tray) Paper set	–	–	\	\	–	○ (1)	○	○	○	○	○	○	○	○	○	–	–	–	–	○	–	–	–	–	–	○	○	○	○	–	–	○	–	–	○
	Manual Paper Selection (Manual Bypass Tray) Paper empty	×	×	\	\	–	\	○	○	○	○	○	○	○	○	○	–	–	–	–	○	–	–	–	–	–	○	○	○	○	–	–	○	–	–	○
	Manual Paper Selection (Multiple Bypass Tray) Paper set	×	×	\	\	○	\	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Manual Paper Selection (Multiple Bypass Tray) Paper empty	×	×	\	\	○	\	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Copy quantity setting		○	○	×	○	\	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Zoom ratio	AMS	\	○	○	○	○	\	×	×	×	○	○	○	○	○	○	○	×	\	×	○	○	×	\	\	\	○	○	○	○	\	\	○	○	○	○
	Fixed Zoom Ratio	○	○	○	○	○	×	\	×	×	○	○	○	○	○	○	○	○	○	○	○	○	×	\	\	○	○	○	○	○	○	○	○	○	○	○
	Zoom Up/Down Ratio	○	○	○	○	○	×	×	\	×	○	○	○	○	○	○	○	○	○	○	○	○	×	\	\	○	○	○	○	○	○	○	○	○	○	○
	Anamorphous Zoom Ratio	×	○	○	○	○	\	×	×	\	○	○	○	○	○	○	○	×	\	○	○	○	×	\	\	\	○	○	○	○	○	○	○	○	○	○
Mode	Text/Photo Auto Density	○	○	○	○	○	○	○	○	○	\	×	\	\	\	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Text Auto Density	○	○	○	○	○	○	○	○	○	\	\	×	\	\	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Photograph Manual Density	○	○	○	○	○	○	○	○	○	\	\	\	×	\	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Text/Photo Manual Density	○	○	○	○	○	○	○	○	○	\	\	\	\	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Text Manual Density	○	○	○	○	○	○	○	○	○	×	\	\	\	\	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Document	Sheet Document (One-sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	\	○	\	\	○	○	○	○	○	○	○	○	○	○	○	\	\	○	○	○	○
	Duplex Document	○	○	×	○	○	○	○	○	○	○	○	○	○	○	\	\	×	\	×	○	○	○	○	○	○	○	○	○	○	\	\	○	○	○	○
	Mixed Document	○	○	×	○	○	×	○	○	×	○	○	○	○	○	\	\	\	×	×	○	×	×	\	\	\	○	○	○	○	\	\	○	○	○	○
	Duplex + Mixed Document	○	○	×	○	○	×	○	○	\	○	○	○	○	○	×	\	\	\	\	○	○	×	\	\	\	○	○	○	○	\	\	○	○	○	○
Book Separation		×	○	×	○	○	\	○	○	○	○	○	○	○	○	×	×	×	×	\	○	○	×	\	\	\	○	\	\	○	○	○	○ (3)	○ (3)	○ (3)	○
Copy	One-sided Copy	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	\	×	\	\	\	\	○	○	○	○	\	\	○	○	○	○
	Duplex Copy	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○	\	\	×	\	\	\	○	○	○	○	\	\	○	○	○	○
	2in1 Copy	○	○	×	○	○	○	○	○	×	○	○	○	○	○	○	○	×	\	\	\	\	\	×	\	\	×	×	×	×	\	\	○	○	○	○
	4in1 Copy	○	○	×	○	○	○	○	○	×	○	○	○	○	○	○	○	×	\	\	\	\	\	\	×	\	×	×	×	×	\	\	○	○	○	○
	Duplex 2in1 Copy	○	○	×	○	○	○	○	○	×	○	○	○	○	○	○	○	×	\	\	\	\	\	\	\	×	×	×	×	×	\	\	○	○	○	○
	Duplex 4in1 Copy	○	○	×	○	○	○	○	○	×	○	○	○	○	○	○	○	×	\	\	×	\	\	\	\	\	×	×	×	×	\	\	○	○	○	○
Margin Copy		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	\	\	\	\	○	○	○	○	○	○	○	○	○
Erase	Left	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○	×	\	\	\	○	\	×	\	\	\	○	○	○	○
	Upper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○	×	\	\	\	○	\	\	×	\	\	○	○	○	○
	Frame	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	\	\	\	○	\	\	\	×	\	○	○	○	○
	Center	×	○	×	○	○	\	○	○	○	○	○	○	○	○	×	\	\	\	\	○	×	\	\	\	\	○	\	\	\	\	×	○	○	○	○
	Frame + Center	×	○	×	○	○	\	○	○	○	○	○	○	○	○	×	\	\	\	\	○	×	\	\	\	\	○	\	\	\	\	\	○	○	○	○
Finishing	Non-sort Copy	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○ (3)	○	○	○	○	○	○	○	○	○	○	○	○	\	×	\	○
	Sort Copy	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○ (3)	○	○	○	○	○	○	○	○	○	○	○	○	\	\	×	○
	Group Copy	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○ (3)	○	○	○	○	○	○	○	○	○	○	○	○	×	\	\	○
White/Black Reversal		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	\
Interrupt		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	–	○

Function Combination Codes

Code	Description
○	The functions can be combined.
×	When mode B is set, mode A is canceled automatically.
–	The functions cannot be combined. Mode B cannot be set.
\	This combination possibility does not exist during operation.
(1)	APS is skipped.
(2)	Book Separation can be combined with Sort/Group. However, regardless of the selected Finishing setting, the final output is the same.

Code	Description
(3)	Book Separation + Duplex can be combined with Sort/Group. However, regardless of the selected Finishing setting, the final output is the same.

10.4 Paper Size and Zoom Ratio Tables

Copy Paper Sizes

Paper format	Size (millimeters)	Size (inches)
A3	297 mm × 420 mm	11-3/4 × 16-1/2
A4	210 mm × 297 mm	8-1/4 × 11-3/4
A5	148 mm × 210 mm	5-3/4 × 8-1/4
A6	105 mm × 148 mm	4-1/4 × 5-3/4
B4	257 mm × 364 mm	10 × 14-1/4
B5	182 mm × 257 mm	7-1/4 × 10
B6	128 mm × 182 mm	5 × 7-1/4
Postcard	100 mm × 148 mm	4 × 5-3/4

Paper format		Size (inches)	Size (millimeters)
Ledger		11 × 17	279 mm × 432 mm
11 × 14		11 × 14	279 mm × 356 mm
Computer		10-1/8 × 14	257 mm × 356 mm
10 × 14		10 × 14	254 mm × 356 mm
9-1/4 × 14		9-1/4 × 14	236 mm × 356 mm
Legal		8-1/2 × 14	216 mm × 356 mm
Foolscap	Government Legal	8-1/2 × 13	216 mm × 330 mm
Foolscap		8 × 13	203 mm × 330 mm
Foolscap		8-2/3 × 13	220 mm × 330 mm
Foolscap	Folio	8-1/4 × 13	210 mm × 330 mm
8-1/4 × 11-3/4		8-1/4 × 11-3/4	210 mm × 301 mm
Letter		8-1/2 × 11	216 mm × 279 mm
Government Letter		8 × 10-1/2	203 mm × 267 mm
Quarto		8 × 10	203 mm × 254 mm
Statement	Invoice	5-1/2 × 8-1/2	140 mm × 216 mm

Zoom Ratios

Metric sizes		
Document size	Paper size	Zoom ratio
A3 297 mm × 420 mm 11-3/4 × 16-1/2	A4	× 0.70
	A5	× 0.50
	B4	× 0.86
	B5	× 0.61
A4 210 mm × 297 mm 8-1/4 × 11-3/4	A5	× 0.70
	A6	× 0.50
	B5	× 0.86
	B6	× 0.61
	A3	× 1.41
	B4	× 1.22
A5 148 mm × 210 mm 5-3/4 × 8-1/4	A6	× 0.70
	B6	× 0.86
	A4	× 1.41
	A3	× 2.00
	B4	× 1.73
	B5	× 1.22
A6 105 mm × 148 mm 4-1/4 × 5-3/4	A4	× 2.00
	A5	× 1.41
	B5	× 1.73
	B6	× 1.22
B4 257 mm × 364 mm 10 × 14-1/4	A4	× 0.81
	A5	× 0.57
	B5	× 0.70
	B6	× 0.50
	A3	× 1.15
B5 182 mm × 257 mm 7-1/4 × 10	A5	× 0.81
	A6	× 0.57
	B6	× 0.70
	A3	× 1.63
	A4	× 1.15
	B4	× 1.41

B6 128 mm × 182 mm 5 × 7-1/4	A6	× 0.81
	A4	× 1.64
	A5	× 1.15
	B4	× 2.00
	B5	× 1.41

English sizes		
Document size	Paper size	Zoom ratio
11 × 17 279.4 mm × 431.8 mm	11×14	× 0.82
	Legal	× 0.77
	Foolscap	× 0.75
	Letter	× 0.64
	Invoice	× 0.50
11 × 15 279.4 mm × 381 mm	11 × 14	× 0.93
	Legal	× 0.75
	Foolscap	× 0.77
	Letter	× 0.73
	Invoice	× 0.50
11 × 14 279.4 mm × 355.6 mm	Legal	× 0.77
	Foolscap	× 0.77
	Letter	× 0.77
	Invoice	× 0.50
Legal 8-1/2 × 14 215.9 mm × 355.6 mm	Foolscap	× 0.92
	Letter	× 0.78
	Invoice	× 0.60
	11 × 17	× 1.21
Foolscap 8-1/2 × 13 215.9 mm × 330.2 mm	Letter	× 0.84
	Invoice	× 0.65
	11 × 17	× 1.30
	11 × 14	× 1.07
Letter 8-1/2 × 11 215.9 mm × 279.4 mm	Invoice	× 0.64
	11 × 17	× 1.29
	11 × 14	× 1.27

Invoice 5-1/2 × 8-1/2 139.7 mm × 215.9 mm	11 × 17	× 2.00
	11 × 14	× 1.64
	Legal	× 1.54
	Foolscap	× 1.50
	Letter	× 1.29

Zoom ratio=Paper size/Document size

1 inch = 25.4 mm

1 mm = 0.0394 inch

Index

11

11.1 Index

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