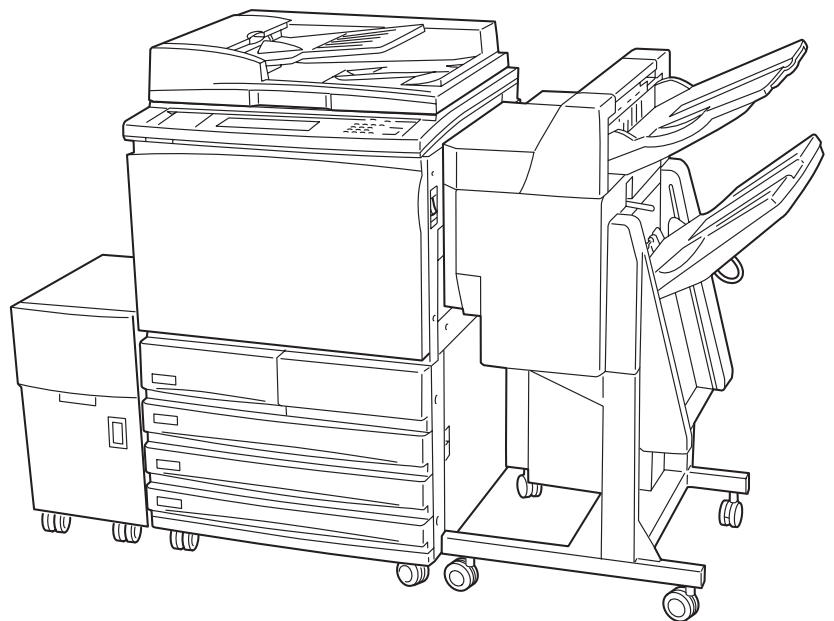# Panasonic®

Digital Imaging System

Operating Instructions (For Copier)

DP-6000/7000

Options
DA-FS700/MA700/XT700/TR700

Before operating this machine, please read
these instructions completely and keep these
operating instructions for future reference.

English

TRADEMARKS/COPYRIGHTS

The following trademarks and registered trademarks are used throughout this manual.

Microsoft, MS-DOS, Windows, and Windows NT are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

i386, i486, and Pentium are either registered trademarks or trademarks of Intel Corporation.

Adobe, the Adobe logo, Adobe PostScript, Acrobat, Acrobat Reader, and Acrobat logo are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Apple, the Apple logo, LaserWriter, Mac, Mac logo, Macintosh, Power Macintosh, and TrueType are either registered trademarks or trademarks of Apple Computer, Inc. in the United States and/or other countries.

Novell, Novell Client, Novell Directory Services, Novell Distributed Print Services, Netware, intraNetware, NDPS, NDS, , IPX, IPX/SPX, NDS Admin, NDS Administrator are either registered trademarks or trademarks of Novell, Inc., in the United States and/or other countries.

Panasonic Document Imaging Company has made every effort to supply trademark information about company names, products and services mentioned in this documentation. All third party and/or other trademarks identified herein are the property of their respective owners.

Copyright © 2001 by Matsushita Graphic Communication Systems, Inc.
All rights reserved.

Copyright protection claimed includes all forms and matters of copyrightable material and information now allowed by statutory or judicial law or hereinafter granted, including without limitation, material generated from the software programs that are displayed on the screen such as styles, templates, icons, screen displays, looks, etc.

Contents are subject to change without notice.

Printed in Japan.
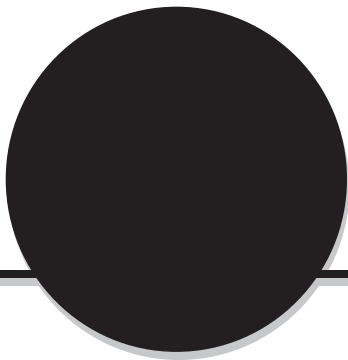
Preface

Thank you for choosing Panasonic DP-6000/7000 Series. This manual aims to provide all the information necessary for effectively operating the copier together with notes on safety precautions and maintenance tips. To get the most out of your copier, please read the manual carefully and completely before using the machine. Keep this manual handy as a quick reference should you encounter any difficulties when using the copier.

> In this manual, safety instructions are preceded by the symbol ⚠.
> Always read and follow the instructions before performing the required procedures.

Safety Notes, Compliances Certifications, and Other Notices

Safety Notes

Your DP-6000/7000 and its supplies have been designed and tested to meet strict safety requirements. These include safety agency examination and approval, and compliance with established environmental standards. Please read the following instructions carefully before operating the DP-6000/7000.
Failure to follow the recommendations in this section may result in personal injury or rescinding of the Dealer's Warranty/Maintenance Agreement.

Ozone Safety

Make sure that the machine is installed in a spacious or well-ventilated room so as not to increase the amount of ozone in the air. Since ozone is heavier than air, it is recommended that air at floor level be ventilated.

Laser Safety

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

This equipment complies with safety standards. With specific regard to laser safety, the equipment complies with performance standards for laser products set by government agencies as a Class I laser product and does not emit hazardous lights, the beam is totally enclosed during all modes of customer operation and maintenance.

FCC

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.

Responsible Party: Matsushita Electric Corporation of America
One Panasonic Way, Secaucus, NJ 07094

Technical Support: Panasonic Document Imaging Company/
Technical Support Department
Two Panasonic Way, Secaucus, NJ 07094
1-800-225-5329
Email: consumerproducts@panasonic.com

The user could lose the authority to operate this equipment if any unauthorized changes or modifications are made to this equipment.

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

European Union

This product complies with the requirements of EC Council Directives 73/23/EEC amended by 93/68/EEC, and 89/336/EEC amended by 92/31/EEC and 93/68/EEC.

WARNING

This product is certified, manufactured and tested in compliance with strict safety and radio frequency interference regulations. Any unauthorized alteration, which includes the addition of new functions or the connection of external devices, may impact this certification. Please contact your local authorized Panasonic representative for a list of approved accessories.

WARNING

This is a Class A product. In a domestic environment this product may cause radio frequency interference in which case the user may be required to take adequate measures.
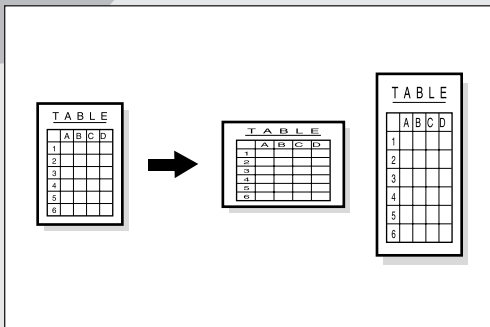
The user could lose the authority to operate this equipment if any unauthorized changes or modifications are made to this equipment.

ii

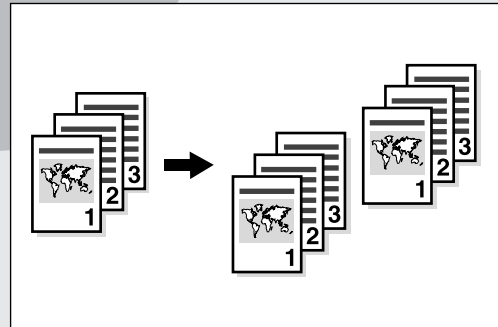# DP-6000/7000 Series
Useful Features

Making Copies of Odd Sizes

You can make copies by changing the length/width of your document.

See *4-4 Reducing/Enlarging the Length and Width (Independent X-Y%)*
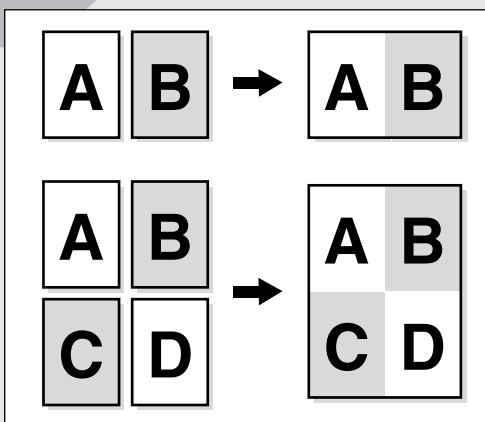
Making Sorted Sets

You can select to output the copies as collated sets.

See *4-7 Collating Copy Output (Output/Finishing)*
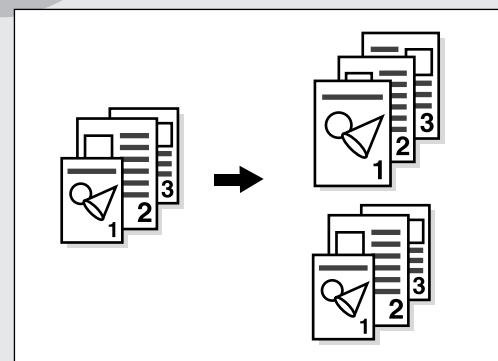
Copying Multiple Documents on one Page

You can copy multiple pages onto a single sheet of paper.

See *5-4 Copying Several Documents onto One Copy (Multi-Up (N Up))*

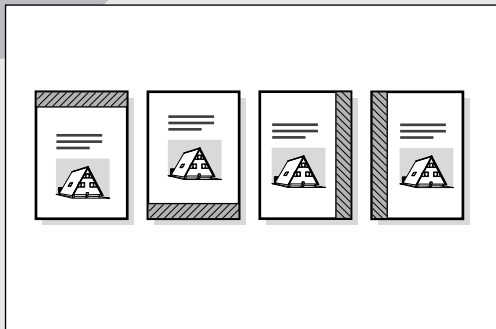## Copying Mixed Size Originals

Mixed size documents can be copied simultaneously without having to specify the size of each original.

See *5-5 Loading Mixed Size Originals (Mixed Size Originals)*
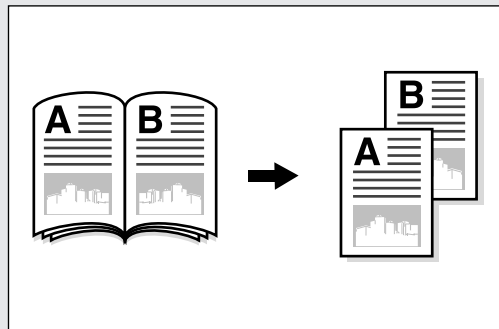
iii

Creating a Binding Margin

You can shift the copy image to create a binding margin at the edge.

Making Copies of a Bound Document onto Separate Sheets

You can make copies from a bound document onto separate sheets of paper.

Inserting Blank Sheets Between Copied Transparencies

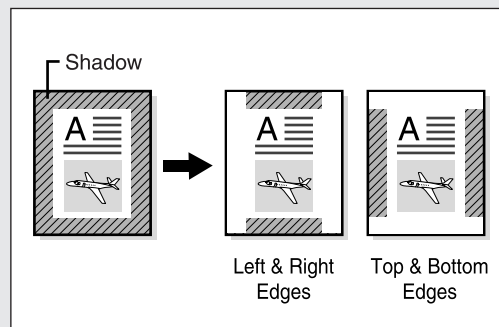You can insert blank sheets as separators between the copied transparencies. Copies for distribution can also be made simultaneously.
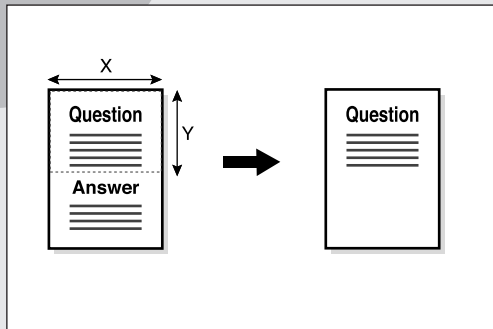
Erasing Shadows on Copies

You can erase dark lines usually found on copies made with the document cover open, or when the copies are made from bound documents.

Shadow

Left & Right Edges

Top & Bottom Edges
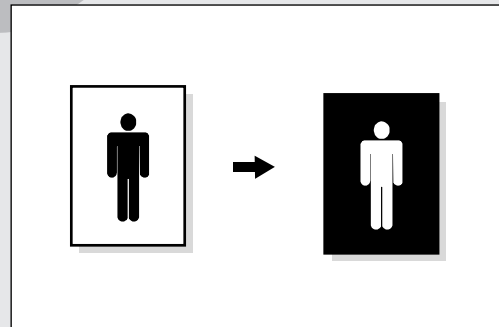
Specifying the Size of a Document

You can specify the area of the document you wish to copy.

5-12 Selecting the Original Size (Original Size)
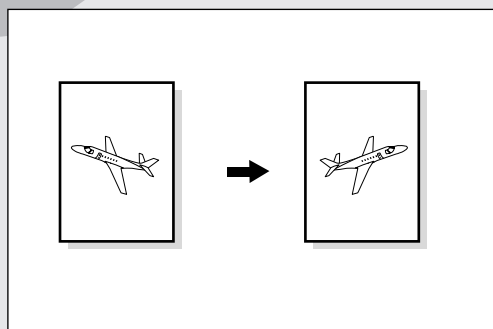
Creating a Negative-type Image

You can create a negative-type image on a copy by reversing the black and white areas of the

5-14 Creating Negative-like Images (Negative Image)
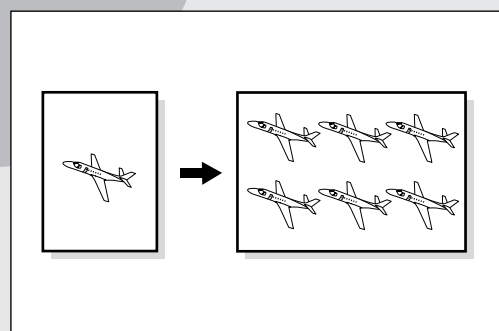
Creating Mirror Images

You can create a copy containing the mirror image of a document by reversing its orientation.

5-15 Creating Mirror Images (Mirror Image)
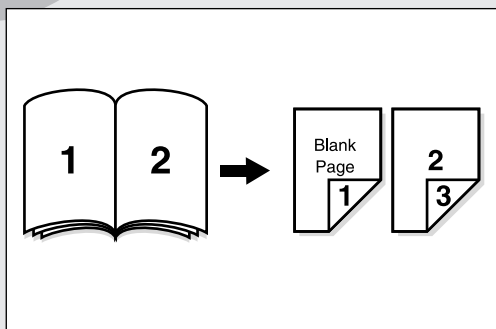
Repeating an Image

You can copy an image and repeat it on a paper.

5-16 Repeating an Image (Repeat Image)
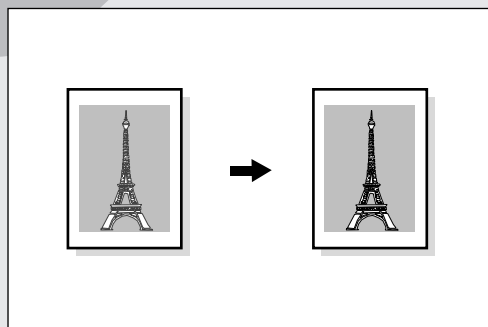
v

Making Duplex Copies of Facing Pages

You can make two sided copies of documents with facing pages.

See 5-17 Making Duplex Copies of Facing Pages (Book Duplex)

Stapling/Punching Holes in Copies (optional)

You can staple and output the copies. Alternatively, you can punch holes in the copies.
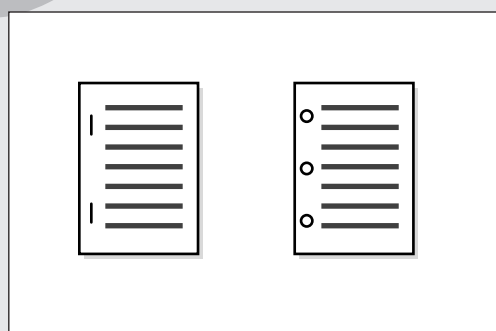
Note This feature is only available when the optional Finisher is installed.

See 4-8 Stapling (Stapling)

4-9 Punching Holes (Punching)

Enhancing the Sharpness of a Photo

You can enhance or reduce the sharpness of a photo.

See 5-13 Enhancing Sharpness (Sharpness)

Inserting Covers

You can insert a cover such as a colored sheet as the front copy.
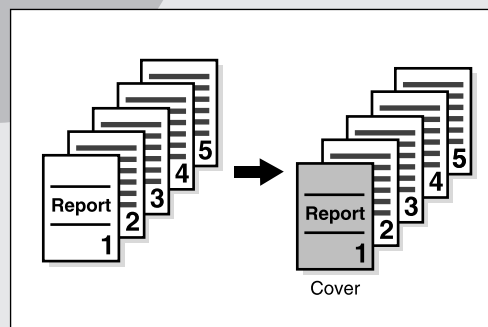
See 5-18 Inserting Covers (Covers)

Storing Jobs in Memory

You can store the jobs which you frequently perform into memory.

See 5-21 Job Memory Operations

Using These Operating Instructions

This manual consists of the following chapters.

Chapter 1   Getting to Know Your Copier

This chapter contains operating instructions about your copier like information on the major components, the methods of switching the power On and Off and how to use the touch panel display.
After the copier has been properly installed, be sure to read this chapter completely before operating the machine.

Chapter 2   Loading Paper

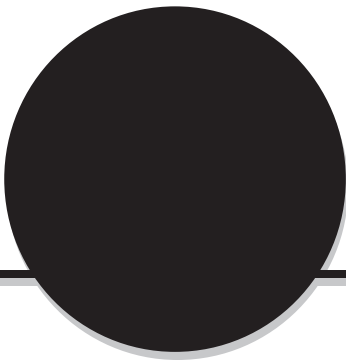This chapter covers the types of paper that can be used on this copier, the precautions on paper handling and the methods on how to load paper in the respective trays. Read this chapter before loading paper in the trays.

Chapter 3   Loading Documents

This chapter covers the types of original documents that can be used on this copier, the precautions on document handling and how to load the documents. Read this chapter before loading documents on the copier.

Chapter 4   Basic Features

This chapter describes the basic copying operations and nice-to-know applications so that users can perform normal copying jobs required in a typical office environment. Read this chapter before performing any copying operations.

Chapter 5   Added Features

This chapter describes how to use the special features and the many versatile ways of making copies. Read this chapter after you have understood and know how to use the features described in *Chapter 4 Basic Features*.

Chapter 6   Custom Presets

This chapter provides information required to preset the parameters of the copying features to facilitate daily operations of the copier. For instance, the default screen, the default values, the tone and the time can all be preset.
This chapter shows the contents of those parameters that can be selected and explains how to select them with the use of examples. Read this chapter before selecting the parameters.

Chapter 7   Troubleshooting

This chapter describes the actions to be taken in the event of errors or machine faults. Read this chapter for instructions on how to resolve these errors if they occurred.

Chapter 8   Daily Care

This chapter provides information on regular maintenance such as replacing drum/toner cartridges, checking the meters and cleaning the machine. Read this chapter when necessary.

Chapter 9   Using the Auditron Feature

This chapter explains the Auditron feature of this copier. Auditron is the feature that captures information on the number of copies made by each account user. Read this chapter when managing account data of the users.

Appendix

The appendix includes information on the specifications, the possible combinations of features, and the stapling function of the machine.
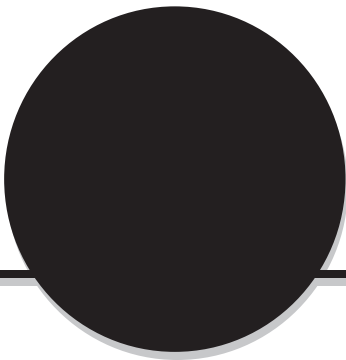
Conventions

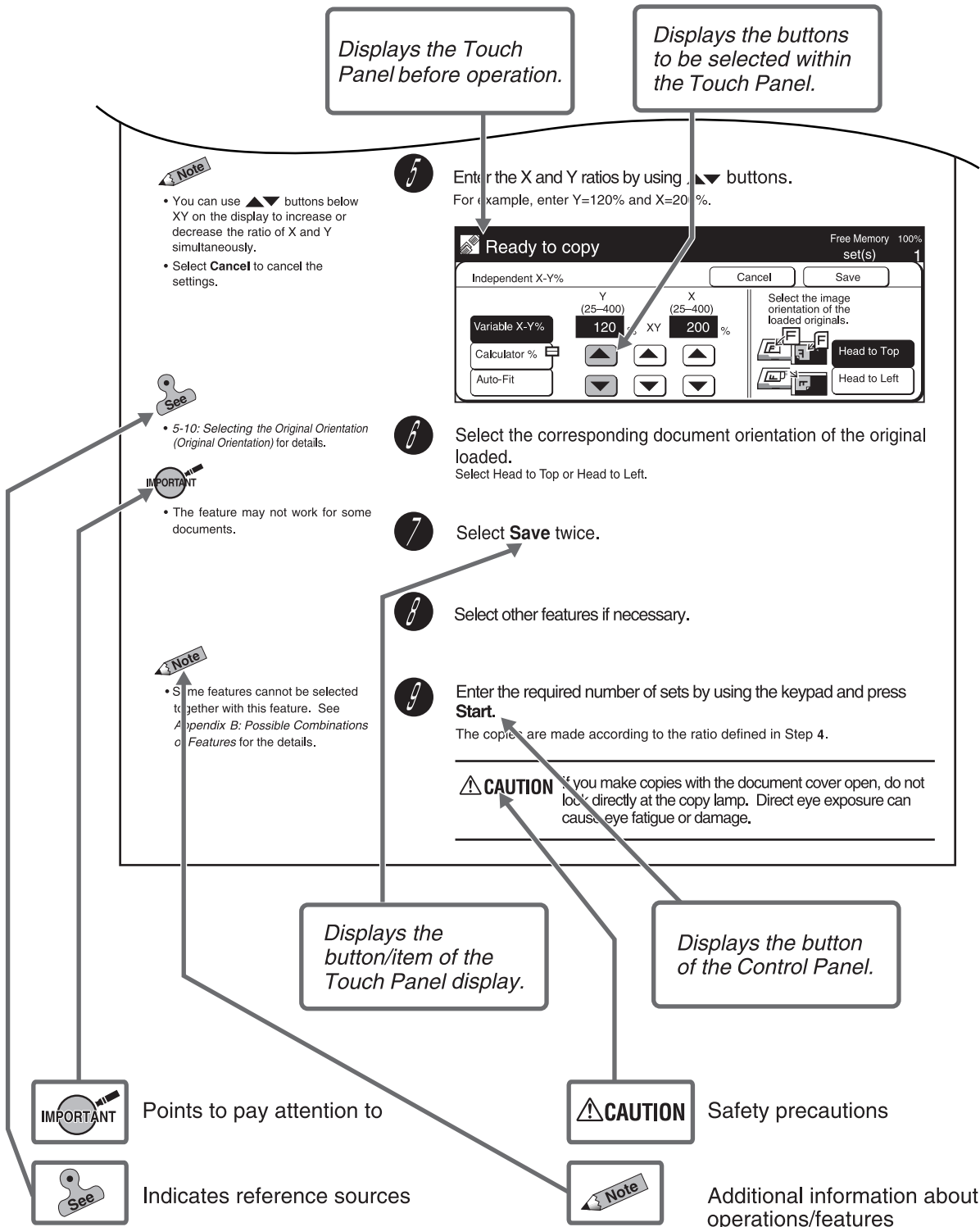The manual uses the following conventions.

Displays the Touch Panel before operation.

Displays the buttons to be selected within the Touch Panel.

Note
- You can use ▲▼ buttons below XY on the display to increase or decrease the ratio of X and Y simultaneously.
- Select **Cancel** to cancel the settings.

⑤ Enter the X and Y ratios by using ▲▼ buttons.
For example, enter Y=120% and X=200%.

✎ **Ready to copy**   Free Memory   100%
                                        set(s)   1

Independent X-Y%   Cancel   Save

                    Y   X
                 (25–400)   (25–400)   Select the image
                                           orientation of the
Variable X-Y%   120   XY   200 %   loaded originals.

Calculator %   ▲   ▲   ▲   Head to Top
Auto-Fit   ▼   ▼   ▼   Head to Left

See
- 5-10: Selecting the Original Orientation (Original Orientation) for details.

IMPORTANT
- The feature may not work for some documents.

⑥ Select the corresponding document orientation of the original loaded.
Select Head to Top or Head to Left.

⑦ Select **Save** twice.

⑧ Select other features if necessary.

Note
- Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for the details.

⑨ Enter the required number of sets by using the keypad and press **Start**.
The copies are made according to the ratio defined in Step **4**.

⚠ **CAUTION** If you make copies with the document cover open, do not look directly at the copy lamp. Direct eye exposure can cause eye fatigue or damage.

Displays the button/item of the Touch Panel display.

Displays the button of the Control Panel.

| **IMPORTANT** | Points to pay attention to | ⚠ **CAUTION** | Safety precautions |
| **See** | Indicates reference sources | **Note** | Additional information about operations/features |

ix

Safety Notes

Read these safety notes carefully before using this product to ensure that you operate the machine properly.

This section explains the graphic symbols used throughout this guide.

⚠ **WARNING**   Warnings alert you to potential hazard that could result in serious injury or death.

⚠ **CAUTION**   Cautions alert you to operations that may result in minor injury or damage to the machine.

⚠ This symbol is used to alert operators to a specific operating procedure that requires close attention. Read and follow instructions carefully to ensure the task is accomplished safely.

Heated surface	Flammable	Electric shock	Pinched fingers

🚫 This symbol is used to alert operators to a specific operating procedure that must not be performed. Read and follow instructions carefully.

Prohibited	No fire	Do not tear down	Do not touch

⬤ This symbol is used to alert operators to a specific operating procedure that should be emphasized for operating safety. Read instructions carefully before performing the required procedure.

Instructions	Unplug	Ground/ Earth
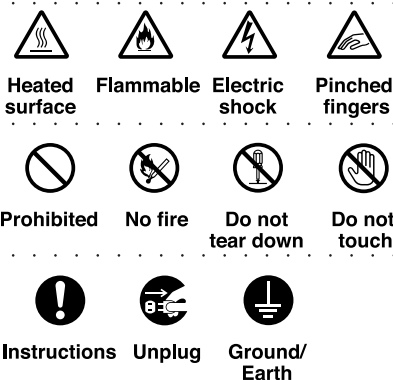
Precautions for Installation and Relocation

⚠ **CAUTION**

🚫 Do not place the machine in a hot, humid, dusty, or poorly ventilated environment. Prolonged exposure to these adverse conditions can cause fire or electric shocks.

🚫 Do not place the machine near heaters or volatile, flammable, or combustible materials such as curtains that may catch fire.

❗ Place the machine on a level and sturdy surface that can withstand the machine weight of 418 lbs or 190 kg If tilted, the machine may fall over and cause injuries.

❗ When relocating the machine, contact your local authorized Panasonic service representative.

❗ The machine has ventilation holes on its bottom. A poorly ventilated machine can cause excessive internal heat and fire.

The accompanying diagram shows the minimum clearances required for normal operation, consumable replacement, and maintenance to ensure your machine operates at peak performance. Your authorized Panasonic representative will provide necessary support for the proper installation of the machine.

When Tray 1, Tray 5 (Bypass), and the Bottom-right Cover are open.

4.3 in (110 mm)
0-2 in (0-50 mm)
2 in (50 mm)
65.4-67.3 in (1660-1710 mm)
25.4 in (434 mm)
18.9 in (480 mm)
15.7 in (400 mm)
58.8 in (1493 mm)

When Finisher (optional), and Tray 6 (High Capacity Feeder) (optional) are installed.

0-2 in (0-50 mm)
0-2 in (0-50 mm)
2 in (50 mm)
66.3-68.3 in (1685-1735 mm)
19.9 in (505 mm)
15.7 in (400 mm)
69.9 - 71.9 in (1776 - 1826 mm)
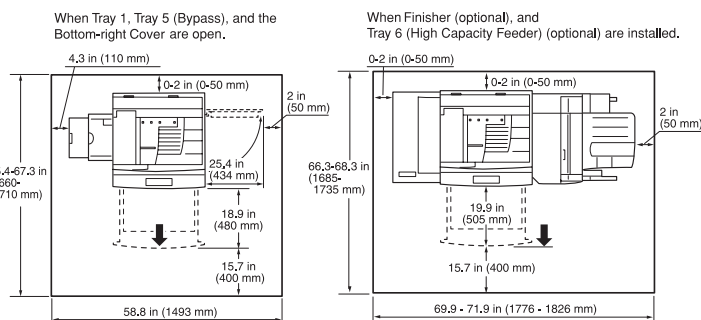
When moving the machine, be sure to unplug the Power Cord from the outlet. If the machine is moved with the Power Cord connected, it can cause damage to the cord which could result in fire or electric shocks.

When moving the machine, do not tilt it more than indicated below. If tilted excessively, the machine may fall over and cause injuries.
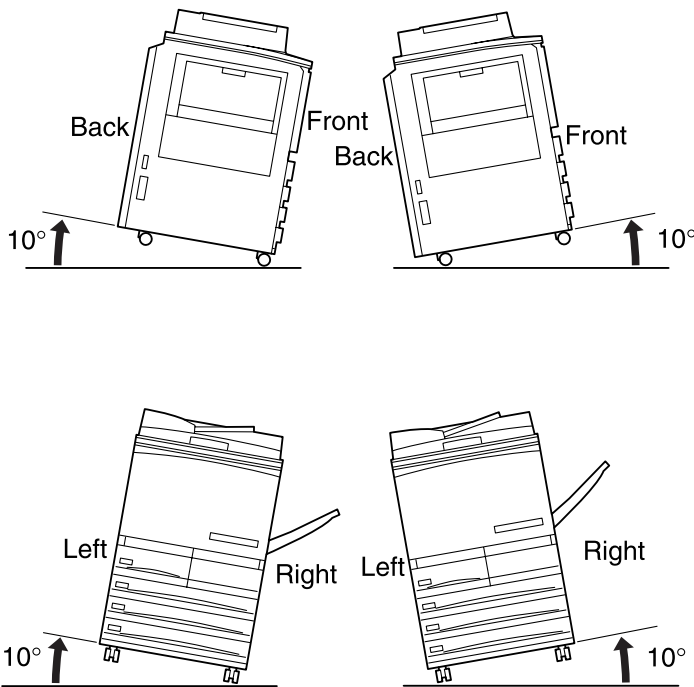
After the machine is installed, be sure to lock the caster stoppers. An unlocked machine may fall over or slide and cause injuries.
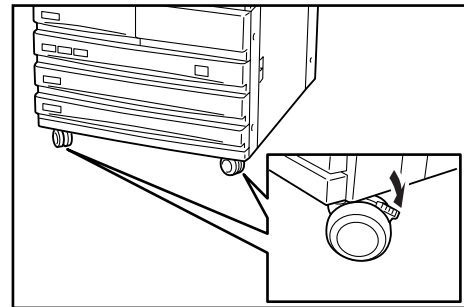
Other Precautions

● The machine is capable of operating normally within the following recommended environmental limits. The temperature range is 50°-95°F, humidity range is 15-85% (without condensation). The humidity should be 47.5% or below at 95°F, and 85% at 95°F or below.

Note . . . .

Sudden temperature fluctuations can affect copy quality. Rapid heating of a cold room can cause condensation inside the machine, directly interfering with image transfer.
. . . .

● Do not expose the machine to direct sunlight. Exposure to direct sunlight can adversely affect the machine's performance.

Power Requirements and Ground Connection

⚠ WARNING

Two power specifications are listed below. The specifications that apply to your machine depend on your machine configuration. Connect the power plug only to a properly rated power outlet. Otherwise, it can cause fire or electric shocks. If in doubt, contact your local authorized Panasonic service representative.
● Rated voltage: 120 VAC
   Rated frequency: 60 Hz
● Rated voltage: 220 - 240 VAC
   Rated frequency: 50/60 Hz

Never use multi-plug adaptors to plug multiple power plugs in the same outlet. Be sure to operate the machine on a single-use receptacle. Multiple connectors can cause the outlet to overheat and cause fire.

Ensure that the plug connection is free of dust. In a damp environment, a contaminated connector can draw a non-negligible amount of current that can generate heat and eventually cause a fire over an extended period of time.

Always use the Power Cord provided with your machine. When an extension Power Cord is required, always use a properly rated cord. In USA, it is 125 V/15 A. In other countries, contact your local authorized Panasonic service representative. If you use a cord with an unspecified current rating, the machine or plug may emit smoke or become hot to the touch externally.

xi

Do not attempt to rework, pull, bend, chafe, or otherwise damage the Power Cord. Do not place a heavy object on the cord. A damaged cord can cause fire or electric shocks.

Never touch a Power Cord with wet hands. Danger of electric shock exists.

Stop operation immediately if your machine produces smoke, smell, excessive heat, or unusual noise, or if water is spilt onto the machine. These conditions can cause fire. Immediately switch off and unplug the machine, and contact your local authorized Panasonic service representative.

If the Power Cord is broken or insulated wires are exposed, ask your local authorized Panasonic service representative for a replacement. Using a damaged cord can cause fire or electric shocks.

To prevent fire or electric shocks, your machine must be grounded. If in doubt, contact your local authorized Panasonic service representative. Never connect the ground wire to any of the following:
● Gas pipe, which can be ignited and explode
● Telephone line ground wire or lightning rod, which can draw an excessive electric current if hit by lightning
● Water faucet or pipe whose electrical conductivity is broken by a non-metal part

⚠ CAUTION

Do not unplug the machine while it is on. Unplugging a live connector can deform the plug and cause a fire.

When unplugging the machine, grasp the plug instead of the cord. Forcibly pulling on a cord can damage it and cause fire or electric shocks.

Be sure to switch Off and unplug the machine before accessing the interior of the machine for cleaning, maintenance, or fault clearance. Access to a live machine's interior can cause electric shocks.

When the machine is not used over an extended period of time, switch it Off and unplug it. If an unused machine is left connected to a power source for a long period, degraded insulation can cause electric shocks, current leakages, or fire.

Once a month, unplug the machine and check the Power Cord for the following:
● The Power Cord is plugged firmly into a receptacle.
● The plug is not excessively heated, rusted, or bent.
● The plug and receptacle are free of dust.
● The cord is not cracked or frayed.
If you notice any unusual conditions, contact your local authorized Panasonic service representative.

This machine has a ground fault interrupter. Once a month, check the protection circuit for correct operation using the following procedure. If the circuit does not operate, an electric shock can occur on a poorly grounded component. If you notice any unusual conditions, contact your local authorized Panasonic service representative.

① Press the power switch to the "⏻" position.

② Press the test button below the breaker switch with the tip of a ball pen. When the breaker switch is turned from "I" to "⏻", the circuit is OK.

③ Turn the breaker switch, then the power switch to the "I" position.

① Power switch
② Test button
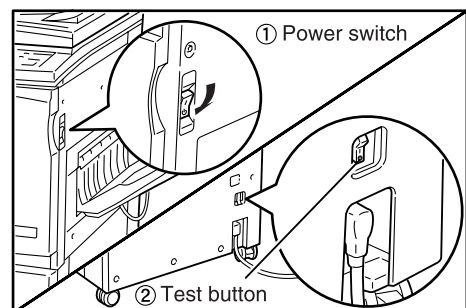
Other Precautions

● When installed at a certain location, the machine may cause interference with radio and television reception. If you notice flickering or distorted images or noises on your audio-visual units, your machine may be causing radio interference. Switch it Off, and if the interference disappears, the machine is the cause of radio interference. Perform the following procedures until the interference is corrected:

● Move the machine, and the TV and radio away from each other.

● Reposition or re-orientate the machine and/or the TV and radio.

● Unplug the machine, TV, and radio, and replug them into outlets that operate on different circuits.

● Re-orientate the TV and/or radio antennas and cables until the interference stops. For an outdoor antenna, you should ask your local electrician for support.

● Use coaxial cable antennas.

● The machine has a built-in circuit for protection against lightning-induced surge current. If lightning strikes in your neighborhood, switch Off the machine. Disconnect the Power Cord from the machine, and reconnect them only when lightning has stopped.

Operating Safeguards

⚠ WARNING

🚫 Do not place any liquid container such as a vase or coffee cup on the machine. Spilt water can cause fire or electric shocks.

🚫 Do not place any metal part such as staples or clips on the machine. If metal and flammable parts entered the machine, they can short internal components, and cause fire or electric shocks.

⏏ If debris (metal or liquid) entered the machine, switch Off and unplug the machine. Contact your local authorized Panasonic service representative. Operating a debris-contaminated machine can cause fire or electric shocks.

🔧 Never open or remove machine covers that are secured with screws unless specifically instructed in this manual. A high voltage component can cause electric shocks.

🔧 Do not try to alter the machine configuration, or modify any parts. An unauthorized modification can cause smoke or fire.

🔧 This equipment is certified as a Class 1 laser product under IEC60825 and FDA (Food and Drug Administration:USA). This means that the machine does not emit hazardous laser radiation.

Since radiation emitted inside the machine is completely confined within the protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not perform any operation apart from the instructions given in the manual. There may be a danger of laser beam leakage.

🚫 Do not place any heavy object on the machine. An off-balance machine can fall over or the heavy object can fall, causing injuries.

⚠ CAUTION

🚫 If you make copies with the document cover open, avoid looking directly at the copy lamp. Direct eye exposure can cause eye fatigue or damage.

🚫 Do not use a highly flammable spray near the machine. It can cause fire.

🚫 When copying a thick document, do not use excessive force to press it against the document glass. The glass may break and cause injuries.

✋ Do not touch areas on or near the Fuser Unit that are affixed with the label, "Hot Surface". You can get burnt as a result. Do not forcefully remove paper that are in the Fuser Unit or wrapped around the Heat Roller. You can get burnt as a result. Switch Off the machine, and contact your local authorized Panasonic service representative.

xiii

Do not place a heavy object or lean your elbow on the touch-sensitive panel or display. The panel or display can break and the broken glass can cause injuries.

Do not staple document with punched holes (e.g. perforated paper available in the market) as the resultant detached staples can injure your fingers.

When sliding out a Paper Tray, pull it out slowly. If pulled out with too much force, the tray can hit and injure your knees.

When pushing back the Tray, be careful so that your fingers are not hurt by the pincers.

When opening the Transfer Unit, be careful so that your fingers are not hurt by the pincers.

Do not reach your hand to the back of the Transfer Unit. You can injure your hand this way, or your fingers may be hurt by the pincers.

When removing jammed paper, make sure that no pieces of torn paper are left in the machine. A piece of paper remaining in the machine can cause a fire.

If a sheet of paper cannot be removed or is wrapped around the Heat Roller, do not try to remove it by yourself. Doing so can cause injuries. Switch Off the machine immediately, and contact your local authorized Panasonic service representative.

Do not use papers that conduct electricity (for example, origami paper, carbon paper and coated paper). If the paper is jammed in the machine, it can result in a short circuit or fire.

It is recommended to ventilate the room to keep the environment comfortable during continuous copying runs in a small room.

When removing jammed staples, take care not to injure your fingers.

Other Precautions

● When clearing a paper jam or other fault, follow the appropriate procedures given in this manual.

● As the cooling fan is always switched On to prevent the machine from overheating, it is not an error. Do not block the ventilation outlets of the machine.

● This DP-6000/7000 utilizes tin-lead solder, and has a fluorescent lamp containing a small amount of mercury. Disposal of these materials may be regulated in your community due to environmental considerations. For disposal or recycling information please contact your local authorities, or the Electronics Industries Alliance: "www.eiae.org".

Consumable Safeguards

⚠ WARNING

Never throw a Drum Cartridge into an open flame. Toner remaining in the cartridge can cause an explosion and you can get burnt.

Never throw a Toner Cartridge into an open flame. It can cause an explosion and you can get hurt.

Never throw developer or a developer container into an open flame. It can cause an explosion and you can get hurt.

Never heat the drum in a cartridge, or scratch its surface. A heated or scratched drum can be hazardous to your health.

Other Precautions

● Do not unpack consumables before use. Store consumables in a cool, dry, and clean environment, away from an open flame, and out of direct exposure to sunlight.

● When using consumables, read and observe operating instructions and safeguards written on the package and container.

- Handling Instructions -

● Used Drum Cartridges and Toner Cartridges should be properly disposed of. Contact your local authorized Panasonic service representative for disposal.

● Administer emergency treatment as follows:
  ● If toner gets into your eyes, rinse them well with plenty of clean water. Consult a doctor, if necessary.

● If toner adheres to your skin, wash it with soap and water, then rinse it well.
● If you inhale toner, exit the area immediately and gargle with plenty of water.
● If you swallow toner, induce vomiting and consult a doctor immediately.

■Locations of Warning and Caution Labels

To ensure your safety in operating the copier, please read the Warning and Caution Labels pasted on the internal parts of the machine carefully.

XV
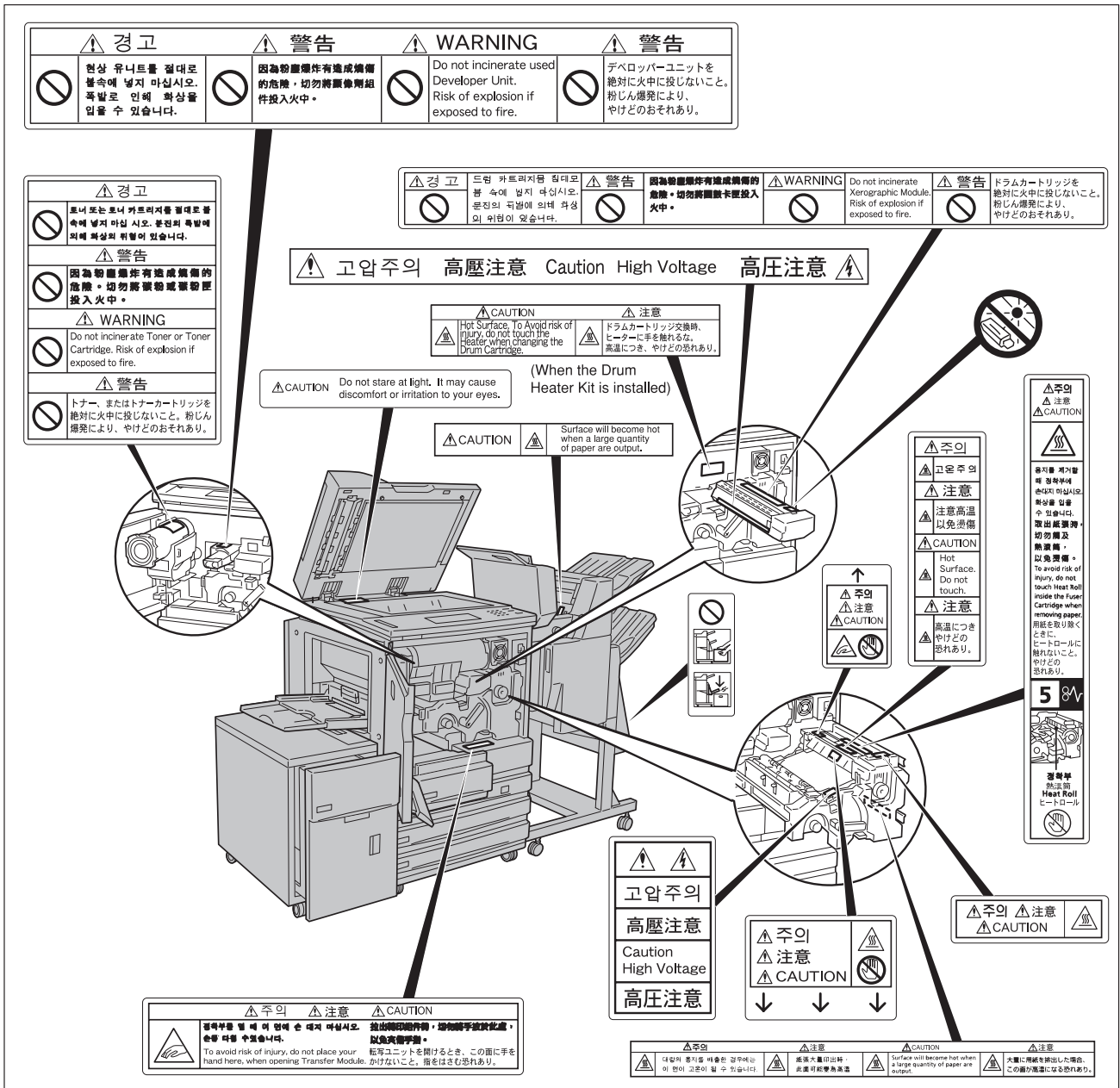
The Objective of the International Energy Star Program

As a member of the International ENERGY STAR® Program, Panasonic confirms that this product satisfies the requirements for International ENERGY STAR® Program standards.

To protect the global environment and conserve energy sources, the International Energy Star Program encourages the following product features. Panasonic confirms the DP-6000/7000 Series satisfy the requirements for this program.

Two-sided Copying Feature

To reduce the volume of copy paper used, the two-sided copying feature is set as a default for this machine. You can copy two single-sided originals on both sides of a sheet of paper. You can also make single-sided copies.
See *4-6: Copying on Two Sides (2 Sided)* of these Operating Instructions for details.

Auto Power Off Feature

This product has a power-saving feature, which turns the machine Off automatically if it is On and not operated for a certain period of time. The default auto shut-off time is set at 60 minutes and above. See *Time-Outs* in *6.1: List of Custom Preset Functions* of these Operating Instructions for details.

Sleep Mode Feature

This product has a power-saving feature, which switches the machine to the sleep mode automatically if the machine is not operated for a certain period of time. In this mode, the machine consumes minimum power. The default sleep mode start time is set as 60 minutes. See the *Operating Instructions (Printer)*.

Low Power Mode Feature

This product has a power-saving feature, which switches the machine to the low power mode automatically if the machine is On and not operated for a certain period of time. In this mode the machine lowers the fuser temperature and saves power consumption. The default low power mode start time is set at 15 minutes. The recovery time for low power mode is 29 seconds for machines that prints 50, 60, or 70 copies per minute. See *Time-Outs* in *6.1: List of Custom Preset Functions* of these Operating Instructions for details.
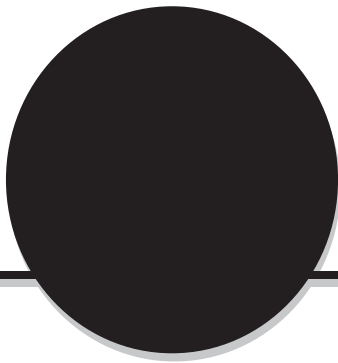
Table of Contents

Preface

Useful Features

Using These Operating Instructions

Conventions

Safety Notes

The Objective of the International Energy Star Program

Chapter 1   Getting to Know Your Copier

Chapter 2   Loading Paper

Chapter 3 Loading Documents

Chapter 4 Basic Features

Chapter 5 Added Features

Chapter 6   Custom Presets

Chapter 7   Troubleshooting

Chapter 8   Daily Care

Chapter 9   Using the Auditron Feature

Appendix

Index   246

1

Getting to Know Your Copier

1-1 Main Components and Their Functions

● **Main Components**

1	Duplex Automatic Document Feeder (DADF)	Automatically feeds a stack of documents, one sheet at a time, for scanning. For copying a two-sided document, side one is scanned first and the document is flipped in the DADF for side two to be scanned. The DADF serves as the document cover when the document to be copied is placed on the document glass.
2	Power Switch	Switches On/Off the power of the machine.
3	Output Tray (optional)	Receives copies made from the machine. If the optional offset catch tray is installed, each copy set is offset from the previous copy set. This means that the edge of each set is placed to the left or right of the previous copy set to allow easy separation.
4	Lower Right Cover	Open this cover to clear paper jams.
5	Paper Trays 1 to 4	Load paper stock in these trays.
6	Front Door	Open this door to clear paper jams or replace the Drum/Toner Cartridge.
7	Control Panel	Contains operating buttons, indicator lights and the touch panel display.
8	Document Glass	Set originals here.
9	Tray 6 (High Capacity Feeder) (optional)	Up to 3600 sheets of paper can be loaded.
10	Top Cover of Tray 6 (High Capacity Feeder)	Open this cover to clear paper jams.
11	Tray 5 (Bypass)	Load special media and non standard size paper here.

1
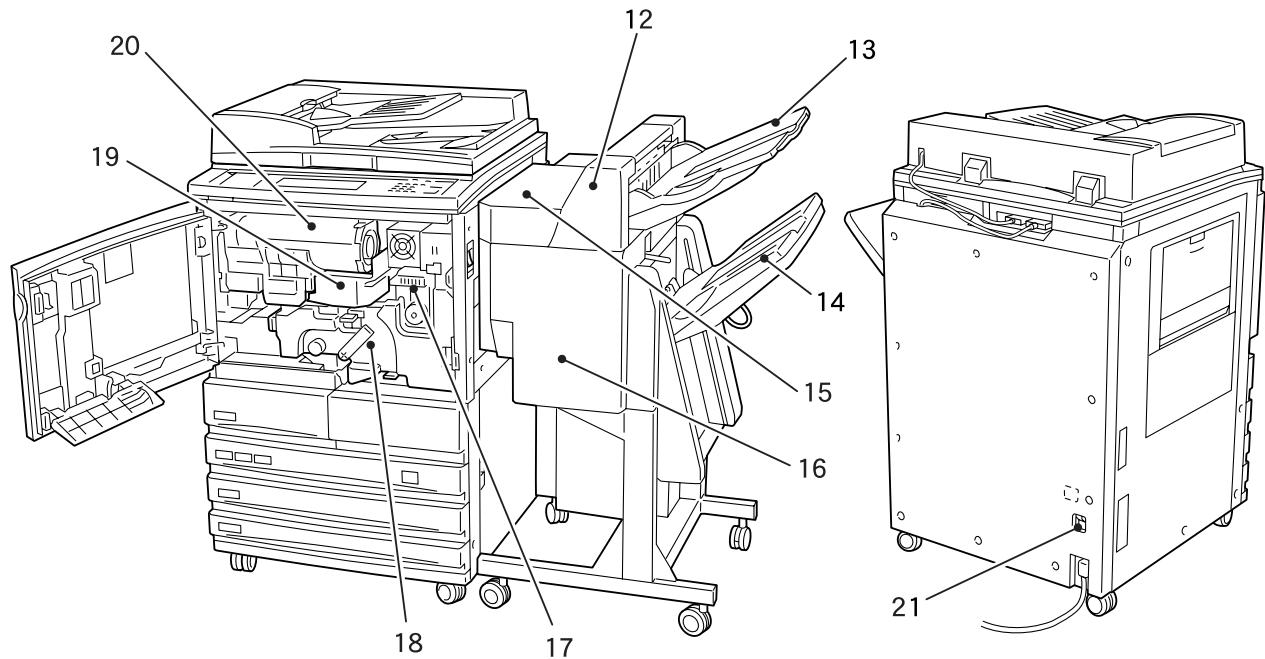
12	Finisher (optional)	Enables stapling and hole-punching.
13	Finisher Tray 1	Receives copy output other than stapled, punched, or high capacity.
14	Finisher Tray 2	Receives stapled, punched, or high capacity copy output.
15	Finisher Top Cover	Open this cover to remove jammed paper.
16	Finisher Front Door	Open this door to remove jammed paper, and replace or remove staples.
17	Fuser Unit	Fixes the printed image on the paper by fusing the toner. Do not touch this unit as it is extremely hot.
18	Transfer Unit	Transfers the toner image on the drum to the paper. Pull out this unit to clear paper jams.
19	Drum Cartridge	Comprises devices such as a photoreceptor drum and charge corona.
20	Toner Cartridge	Contains toner (image forming powder).
21	Breaker Switch	Controls the power supply to the machine. Once leakage is detected, this switch will automatically interrupt the power supply to the machine. It is usually left in the "I" position.

* Indicates that the feature may not be available on certain models.

1

● **Control Panel**
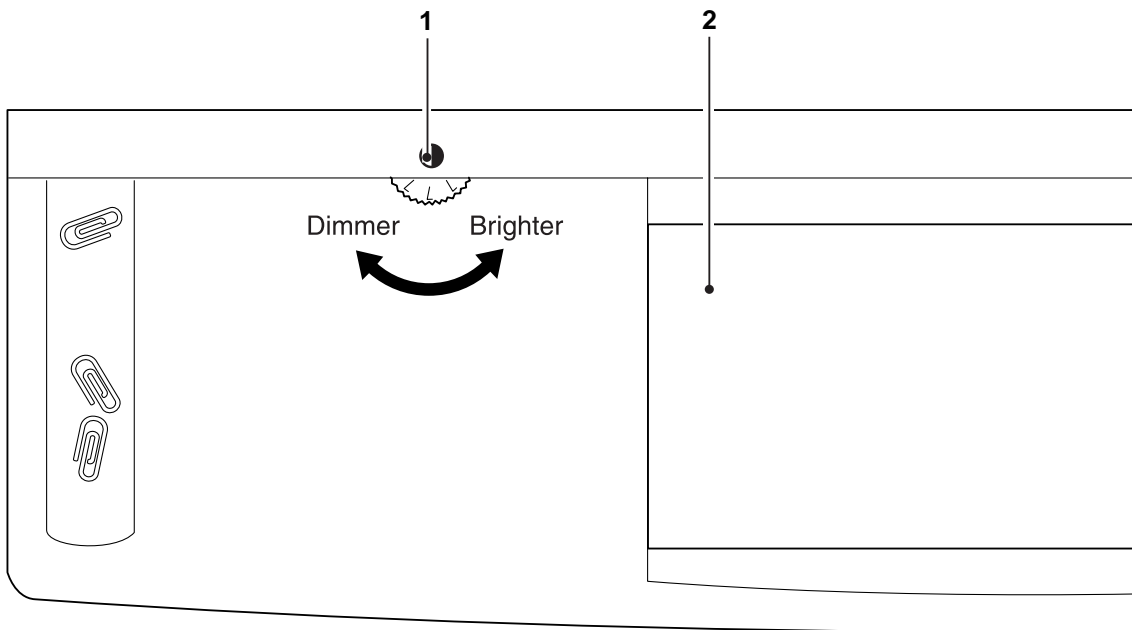
1	Brightness Adjustment Dial	Adjusts the brightness of the Touch Panel display.
2	Touch Panel Display	Touch the feature buttons on this panel to select the desired options for a copy, scan or print job.
3	Settings/Meter Check Button	Press this button to go to the Settings/Meter Check screen or screen for setting printer specifications if the printer function is installed. You can also check the meter reading.
4	Password Button	Press this button to enter the Password (by department/account user) when the Auditron feature is enabled.
5	Interrupt Button/Indicator	Press this button to interrupt the current copy or print job for an urgent job. The indicator light at the upper left lights up when this button is pressed.
6	Power Saver (On/Off) Button	Press this button to reduce the power consumption of the machine and put it in the Power Saver mode which is indicated by the illuminated button. To return to the Ready (Copy) mode, press the lit Power Saver button.

1
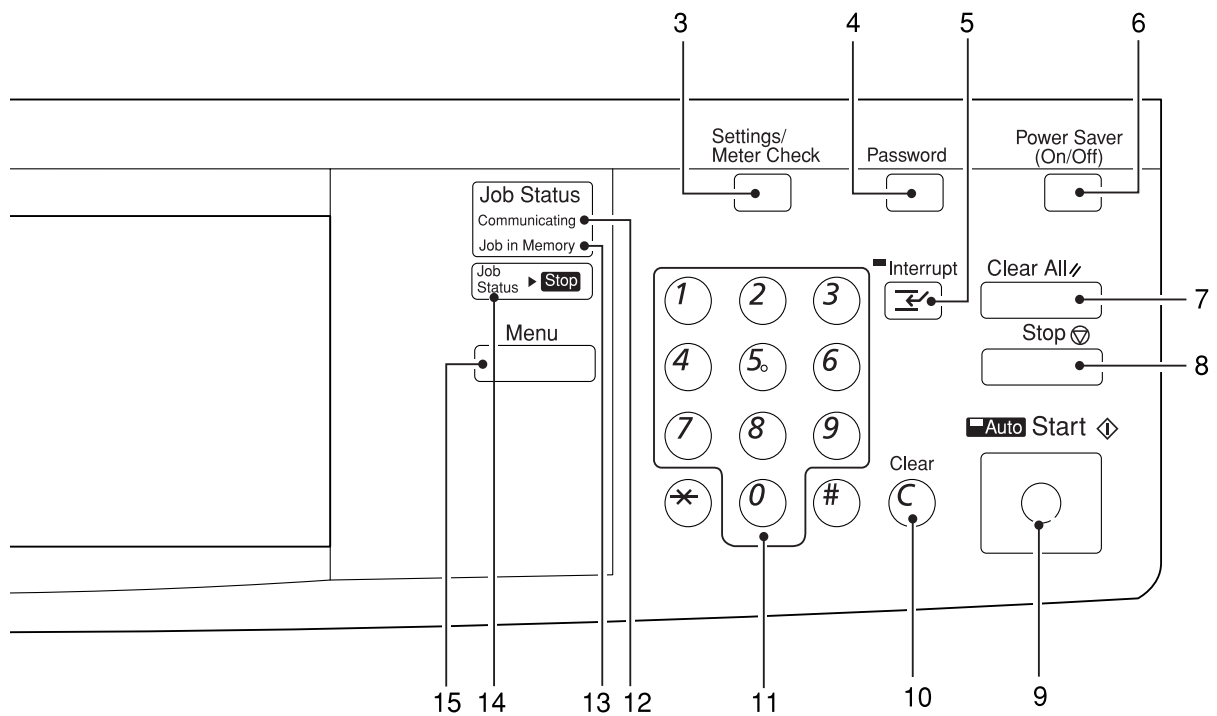
7	Clear All Button	Press this button to clear all settings and return to the default screen.
8	Stop Button	Press this button to stop the current copy or print job.
9	Start Button	Press this button to start copying or scanning. The Auto indicator light at the upper left lights up when Auto Start is activated.
10	Clear C Button	Press this button to delete a wrong character entry, and stop a copy or print job.
11	Numeric Keypad	Use the keys to enter the number of sets to be copied, or numeric values for feature settings.
12	Communicating Indicator*	The indicator lights up when print or scan data are being transmitted.
13	Job in Memory Indicator*	The indicator lights up when data are accumulated in the memory of the machine.
14	Job Status ▶ Stop Button*	Press this button when checking or cancelling the status of copy, print or scan jobs.
15	Menu Button*	Press this button to display the menu screen.

* For models with the printer feature

1-2 *Switching On and Off*

Switch On the power before operating the copier.
This section will show you how to switch the copier On/Off.

Breaker Switch

Note

● If the breaker trips repeatedly, contact your local authorized Panasonic service representative.
● Check the Ground Fault Interrupter once a month to ensure that it works correctly.

See

● *Power requirements and ground connection* of *Safety Notes* for an explanation on the Ground Fault Interrupter.

The Breaker Switch is normally set to the "I" position. However, when it is not used for an extended period of time or when it is to be relocated, switch it to the "O" position.

Breaker Switch
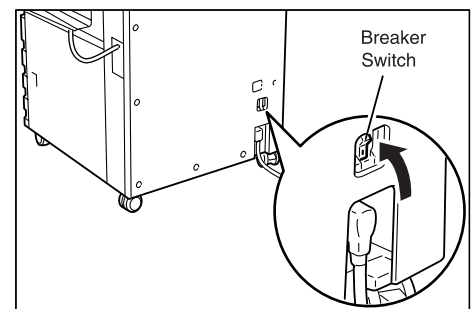
Switching On the Power

Note

● You can change the default screen from the Basic Features screen to any other screen and the new screen will be displayed.
● The machine will be in the Ready mode approximately three minutes after the power is switched On.
● When the Power Saver mode is On, the display will still be Off and the Power Saver indicator will be On.

Turn the power switch to the " I " position.
The power is switched On.

After a while, the default screen appears on the display.

Switching Off the Power

Turn the power switch to the "⏻" position.

The power is switched Off.
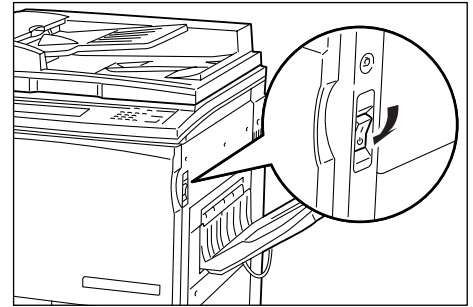
Switching Off the Power Automatically

Note

● This feature is available for models with only the copy function. See *Time-Outs in 6-1: List of Custom Preset Functions* on how to change the settings.

IMPORTANT

● The Auto Power Off feature is not available for models with the printer feature.

The Auto Power Off feature will be enabled if the machine has been left unused for a certain duration (factory default is 60 minutes) while the power is On.

Press the switch to the "I" position to switch On the power.

Auto Start

Note

● When the Auto Start feature is activated, "Please wait ... Job will start automatically." appears on the message area of the display. The indicator light at the top left corner of the Auto indicator is lit.

● You can cancel the Auto Start feature by pressing the **Stop** button and then the **Clear C** button.

Load the document while the message "Please wait.." is being displayed. Then press the **Start** button. The document will automatically be scanned once the machine is ready to copy. This is called the **Auto Start** feature.

1-3

Using the Touch Panel Display

You can select a feature shown on the Touch Panel display by touching its corresponding button on the display. Here, the Basic Features screen is used to explain the respective parts of a screen.
In this section, the Touch Panel display will be referred to as the "display".

Feature Status Mark
The status of a feature is indicated by a mark.

Message Area
The status of the machine and its operating instructions are displayed here. The number on the right indicates the number of sets to be copied.

Feature Icon
Explanation on a feature and its settings are represented pictorially.

Free Memory   100%
set(s)   1

Ready to copy

| Paper Supply | | Reduce/Enlarge | 1 -> 1 Sided | Basic Features |
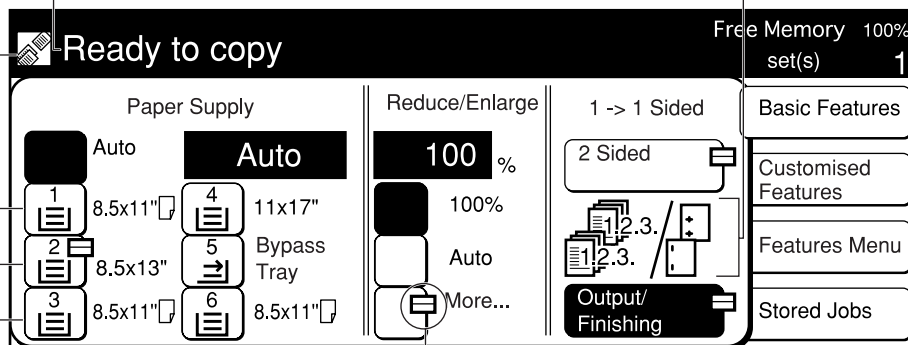
Select one of these buttons to change the display.

Paper Supply

Auto

Auto

1 8.5x11"
4 11x17"

2 8.5x13"
5 Bypass Tray

3 8.5x11"
6 8.5x11"

Reduce/Enlarge

100 %

100%

Auto

More...

1 -> 1 Sided

2 Sided

1.2.3.
1.2.3.

Output/ Finishing

Basic Features

Customised Features

Features Menu

Stored Jobs

The above Paper Supply display is a sample.
Each default setting is
Tray 1   : 8.5 x 11" (A4)
Tray 2 to 4 : 11 x 17" (A3)
Tray 6   : 8.5 x 11" (A4).
Above Trays can be changed.

Feature Button
Touch this button to select or program a feature. The currently selected button is highlighted.

Pop-up Mark
This mark indicates that the button has a pop-up screen for additional selections. Select this button to display the pop-up screen.

> ✎ **Note**
>
> ● The features shown on the display (includes message in the message area or the screen) will depend on the installed options and the model of the machine. In the above example, Tray 6 (High Capacity Feeder), and Finisher are installed.
> ● For models with the printer feature, see the *Operating Instructions (For Printer).*

Note

● The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.

Note

● The screen on the right has the Finisher installed.

Changing the Display Screen

Four screens are available for selection on the display. They are the Basic Features screen, Customized Features screen, Features Menu screen and Stored Jobs screen.

Select the Basic Features, Customized Features, Features Menu or Stored Jobs button located on the right-hand side of the display. The corresponding screen of the selected button will be displayed. The factory default screen when you switch On the power is the Basic Features screen.

The features on the Basic Features screen and the Customized Features screen are also shown on the Features Menu screen. Select the screen that best meets your operating requirements.

Basic Features (factory default)
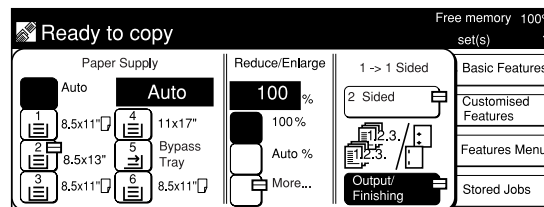
Customized Features (factory default)
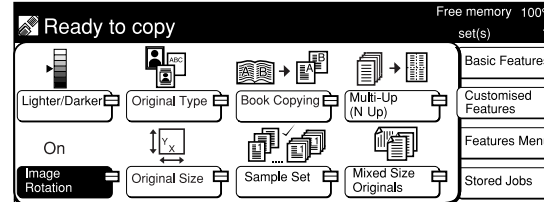
Features Menu
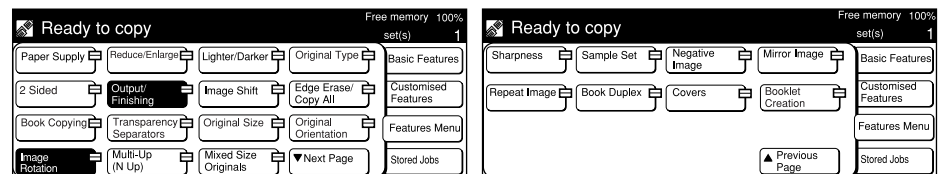
Stored Jobs (factory default)

1
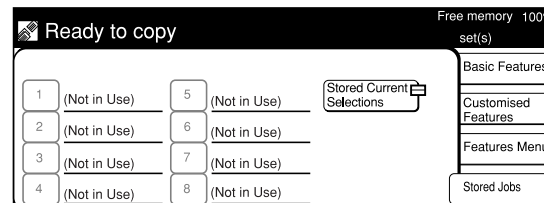
Selecting a Feature

Touch a displayed button to select a feature or value. See "Chapters 4 to 6" for details.
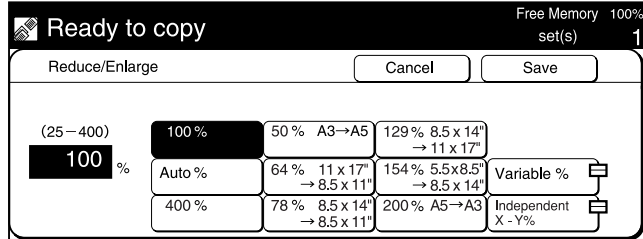
When the feature name is displayed on the button:
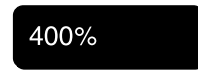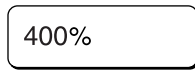
Select **400%**.

400% is highlighted indicating that it has been selected.

When there is a pop-up mark attached to the button:
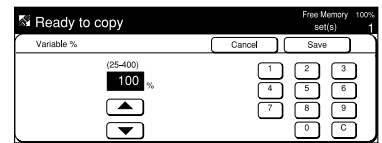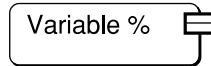
① Select **Variable %**.

② The screen for selecting the settings is displayed.
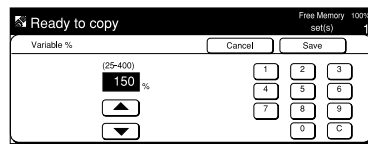
③ Select the options and values. To confirm, select **Save**. To cancel the settings, select **Cancel**.
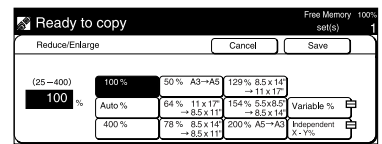
④ The original settings screen appears.

● When there are Scroll Buttons▲ ▼

(25-400)　　　　　　　　　　　　　　(25-400)

100	%

▲

▼

➡

150	%

▲

▼
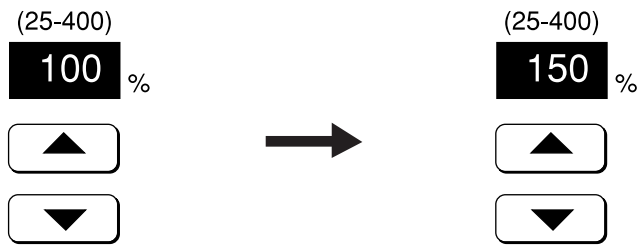
Press ▲▼ buttons.
Press the button continuously
to change the value rapidly.

The value displayed has changed.

● Functions of the Reset, Cancel and Close/Save Buttons

Reset

Returns all the selected features and values to their original settings when the screen was first displayed.

Cancel

Cancels all the selected features and values of the displayed screen and returns to the previous screen.

Close

Registers all the settings and returns to the previous screen.

Save

● When a Button Is Not Available

▲

An unavailable button is dim and grey in color.

1

Message Pop-up and Confirmation Pop-up Screens

A message pop-up screen will be displayed to show warning or caution notes. Select **Close** to exit from this screen.
A confirmation pop-up screen will be displayed when an action requires your confirmation. Select either **Yes** or **No** to exit from this screen.

Message Pop-up Screen

📠 Tools Mode.

Transmission of Service Request has failed.

Please call Panasonic Authorized Dealer.

Close

Confirmation Pop-up Screen

📠 Auditron Administration Mode.

The Passwords, Copy Limits and Copy Volumes will be deleted for all Accounts.

Are you sure?

Yes   No
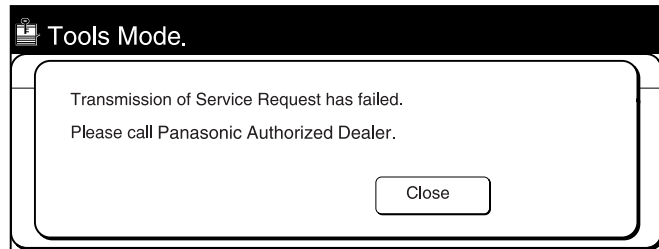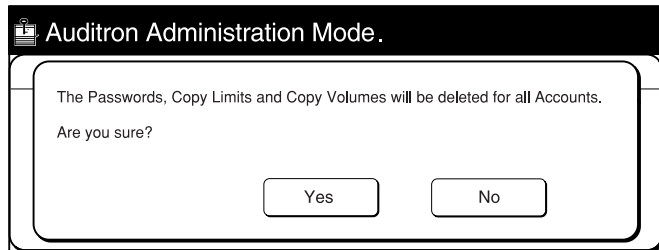
Error Message Screen

An error message screen will be displayed when it is time to replace one of the consumables or when an error will result if you continue to use the copier. This screen will also be displayed when there is paper jammed in the machine or when an internal system failure has occurred. Follow the instructions shown on the screen to resolve the problem.

📄 Paper Jam

Pull out Tray 1 and remove the jammed sheets.

If paper is at the rear of the tray, open the front door of the machine to access the sheet.
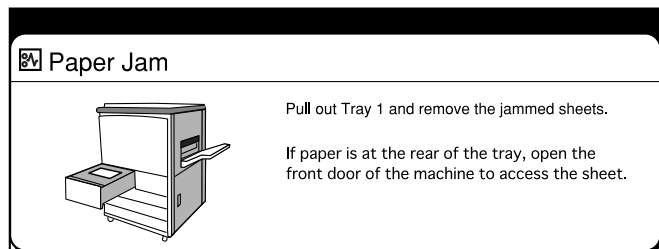
Power Saver Screen

The display on the screen disappears and the Power Saver indicator light is On when the Power Saver feature is activated. Press the **Power Saver (On/Off)** button again to display the default screen.

1-4 Entering Password

(When the Auditron Feature is Enabled)

The Auditron feature allows you to control the number of copies that a department (account user) can make by assigning a password to the user. The diagram shows the relationship between the Password Entry screen and the default screen. This section describes the procedures for entering the password when the Auditron mode is On.
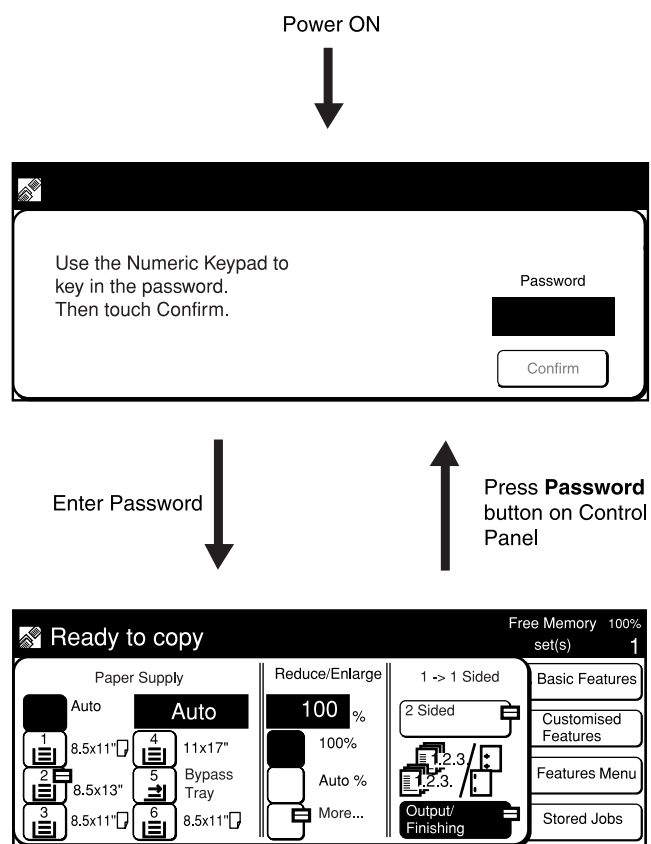
See

Note

● The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.

Power ON

Use the Numeric Keypad to key in the password. Then touch Confirm.

Password

Confirm

Enter Password

Press **Password** button on Control Panel

Ready to copy

Free Memory 100%
set(s) 1

Paper Supply

Auto

Auto

1 8.5x11"   4 11x17"
2 8.5x13"   5 Bypass Tray
3 8.5x11"   6 8.5x11"

Reduce/Enlarge

100 %
100%
Auto %
More...

1 -> 1 Sided

2 Sided

1.2.3. / 1.2.3.

Output/ Finishing

Basic Features

Customised Features

Features Menu

Stored Jobs

1

Procedure

■ ■

1 When the Password screen is being displayed, enter your Password by using the keypad.

Each input digit is represented by an asterisk.

```
Use the Numeric Keypad to
key in the password.
Then touch Confirm.

                                    *****

                                   Confirm
```

2 Select **Confirm**.

```
Use the Numeric Keypad to
key in the password.
Then touch Confirm.
                                 Password

                                  *****

                                  Confirm
```

3 The default screen appears.

```
                                        Free memory  100%
  Ready to copy                           set(s)      1

     Paper Supply      Reduce/Enlarge   1 -> 1 Sided    Basic Features
   Auto      Auto        100 %          2 Sided         Customised
   1                     100 %                          Features
     8.5x11"  4 11x17"
   2          5 Bypass   Auto %          12.3.          Features Menu
     8.5x13"    Tray                     12.3.
   3          6 8.5x11"  More...        Output/         Stored Jobs
     8.5x11"                            Finishing
```
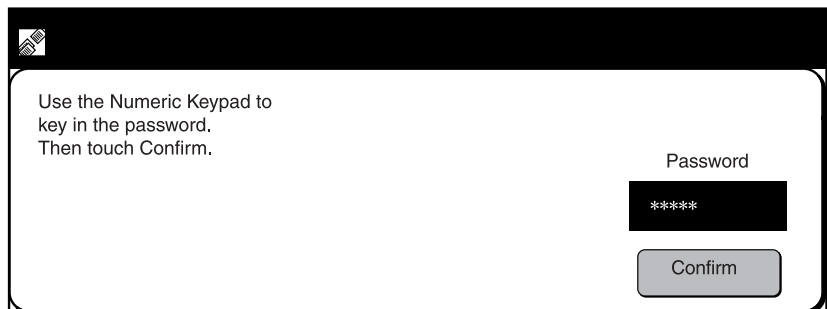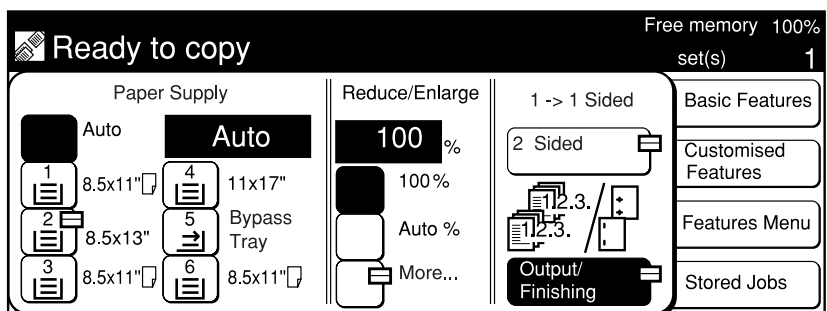
4 After you have finished with your copying, press **Password** to return to the Password Entry screen.

Password

1-5 Saving Power

The machine has a power-saving feature, which lowers the power consumption when copying is stopped for a period of time. This consists of two modes based on the level of power consumption.

Low Power Mode (Power Saver Mode)
Power consumption: 120 V model: 206 W, 220-240 V model:208 W
The power of the control panel and fuser unit lowers. The display is unlit.
The Power Saver light on the control panel is lit.

- To copy, press the **Power Saver (On/Off)** button.
  The Power Saver light is unlit and the Power Saver mode is cancelled.

Power Off Mode (Sleep Mode)
Power consumption: 120 V model: 6 W, 220-240 V model: 7 W
The power switch automatically changes to the " ⏻ " position and the power is switched Off.

- To copy, turn the power switch to the "I" position.
  The power is switched On and the display shows the default screen.

● For Models Which Come with the Printer Feature

Low Power Mode
The power of the control panel and fuser unit lowers. The display is unlit.
The Power Saver light on the control panel is lit.

- To copy, press the **Power Saver (On/Off)** button.
  Operating Instructions (For Printer)

Sleep Mode
The power of the fuser unit is cut. The display is unlit.
The Power Saver light on the control panel is lit.

- To copy, press the **Power Saver (On/Off)** button.
  The Power Saver light is unlit and Power Saver mode is cancelled.

Note

- Normal power consumption during machine standby is 270 W.
- When the machine is not used for a set period of time, it automatically goes into the low power mode (Power Saver mode) (factory default is 15 minutes). In addition, after a set period of time, it shifts to the power Off mode (Sleep Mode) (factory default is 60 minutes).
- These time-out periods can be changed. See *Time-Outs* in *6-1: List of Custom Preset Functions* for details.

Note

- When the machine is not used for a set period of time, it automatically goes into the low power mode (factory default is 15 minutes). In addition, after a set period of time, it shifts to the Sleep Mode (factory default is 60 minutes).
- For models which come with the printer feature, see the *Operating Instructions (For Printer)* regarding setting the power-saving feature.
- Sleep mode can be disabled. See the *Operating Instructions (For Printer).*

Entering Power Saver Mode Automatically

When the machine is not used for a set period of time, it automatically goes into the Low Power Mode (Power Saver Mode). In addition, after a set period of time, it shifts to the Power Off Mode (Auto Power Off Mode).

● For Models Which Come with the Printer Feature

When the machine is not used for a set period of time, it automatically goes into the Low Power Mode. In addition, after a set period of time, it shifts to the Sleep Mode.

Using the Power Saver Mode

You can enable the Low Power Mode manually when you are not making copies for a period of time.

Procedure

1 Press **Power Saver (On/Off)**.

Power Saver
(On/Off)

The power saver light is turned On and the machine is in the Power Saver Mode.

● Disabling the Power Saver Mode

Procedure

Note

● When the machine in low power mode is not used for a set period of time, it shifts to the Power Off mode (Auto Power Off mode), and power is cut. To copy, switch the power On again.

1 Press **Power Saver (On/Off)**.

Power Saver
(On/Off)

The power saver light is turned Off and the Power Saver Mode is disabled.

2

Loading Paper

2-1

What Paper to Use

This section describes the paper stock that can be used on this machine.

Weights of Paper

The weights of paper for the respective trays are as shown below.

Tray	Paper Weight
Tray 1	12 - 28 lbs
Trays 2 to 4	12 - 28 lbs
Tray 5 (Bypass)	12 - 48 lbs
Tray 6 (High Capacity Feeder)	12 - 28 lbs

Paper Size and Tray Loading Capacity

IMPORTANT

- Do not use paper with glue or tape on it.
- For curled paper, uncurl them before loading.
- You cannot make two-sided copies onto paper smaller than 5.5 x 8.5".

The applicable paper size and the loading capacity for the respective trays are shown below.

Tray	Valid Paper Sizes	Paper Tray Capacity
Tray 1	A5, A5 ▯, B5 ▯, A4 ▯, 5.5 x 8.5", 8.5 x 11" ▯	1000 sheets
Trays 2 to 4	A5, A5 ▯, 5.5 x 8.5", B5, B5 ▯, A4, A4 ▯, 8.5 x 11", 8.5 x 11" ▯, 8.5 x 13", 8.5 x 14", B4, Pa Kai, A3, 11 x 17"	550 sheets each
Tray 5 (Bypass)	A6, B6, A5, A5 ▯, B5, B5 ▯, A4, A4 ▯, B4, A3, Pa Kai, 5.5 x 8.5", 8.5 x 11", 8.5 x 11" ▯, 8.5 x 13", 8.5 x 14", 11 x 17"	50 sheets each
Tray 6 (High Capacity Feeder)	B5 ▯, A4 ▯, 8.5 x 11" ▯	3600 sheets

Types of Special Media

Note

● The special media mentioned on the right cannot be used for 2-Sided copying.

IMPORTANT

● Do not use paper with glue or tape on it.
● Special Media cannot be loaded in Trays 1 and 6 (High Capacity Feeder) (optional).
● Load perforated paper with the holes toward the back of the tray.

The types of media for the respective trays are as shown below.

Tray	Special Media
Trays 2 to 4	Transparencies, perforated paper (30-hole)
Tray 5 (Bypass)	Transparencies, perforated paper (30 hole), tracing paper, label stock

⚠ **CAUTION** Do not use conductive paper, e.g folding paper, carbonic paper and coated paper. When paper jam occurs, they can cause fire or electric shocks.

2-2 Storing and Handling Paper

Observe the following when storing paper:
- Always store paper in a cabinet or at a place with low humidity. Damp paper may cause jams or affect the image quality.
- Always re-pack unused paper, preferably with desiccant.
- Always store paper on a flat surface to prevent bending or curling.

Observe the following when handling paper:
- Do not combine and load paper left-over from different reams into a tray.
- Do not use folded or wrinkled paper.
- Do not load mixed size paper into a tray.
- Always fan transparencies or labels before loading to prevent jamming or multi-sheet feeding.

Handling Curled Paper

If the output paper curls badly and cannot be properly delivered to the output tray, remove the paper stock from the selected tray. Turn the stack of paper over in the tray so that the last sheet is now the first sheet. Then re-load the paper stock into the paper tray.
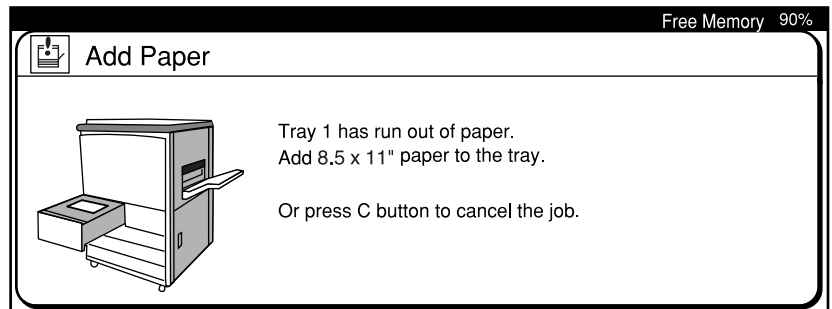
2-3 *Loading Paper*

The following screen will appear when paper runs out during a copy job. Add paper according to the displayed instructions. After adding the paper, you can resume the copy job by pressing the **Start** button.

Free Memory   90%

📋 Add Paper

Tray 1 has run out of paper.
Add 8.5 x 11" paper to the tray.

Or press C button to cancel the job.

This section will show you how to add paper to Trays 1 to 4, Tray 5 (Bypass), and Tray 6 (High Capacity Feeder).

Loading Paper in Trays 1 to 4

Note

● The capacity of Tray 1 is 1000 sheets while Trays 2 to 4 each has a capacity of 550 sheets.

IMPORTANT

● Do not load paper above the MAX fill line.

Add paper to Trays 1 to 4 according to the procedures shown below.

Procedure
■■■

1 Pull out the empty tray until it stops.

⚠ **CAUTION**   When pulling out a paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.
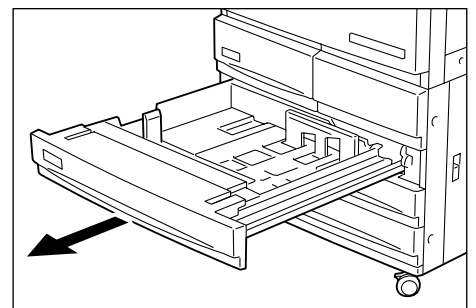
2 Align and load the paper stock against the right side of the tray with the side where the image is to be copied facing upwards.

↓ 용지 상한선 ↓ *Max* ↓ 用紙上限 ↓

Max
↓ 用紙上限 ↓
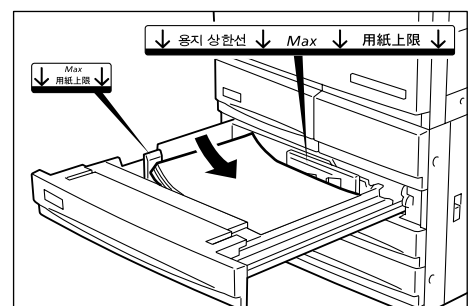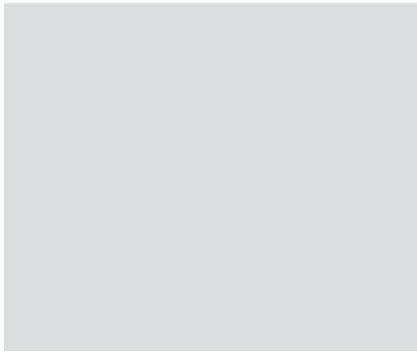
3 Push the tray in slowly until it stops.

The message, "Ready to copy. Press Start to continue or press C button to cancel the job." appears on the display once you have properly replenished the tray.
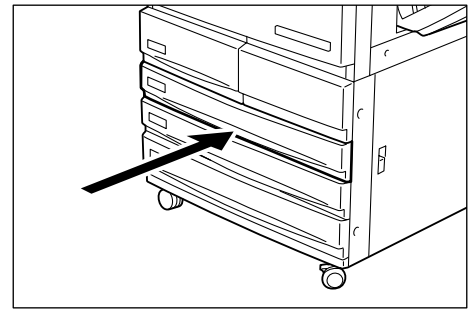
Loading Paper in Tray 5 (Bypass)

● The Tray 5 (Bypass) has a capacity of 50 sheets. The paper size is as follows.

17"(432 mm)
MAX
11.8"(300 mm)
5.8" (148 mm)
3.9" (100 mm)
MIN
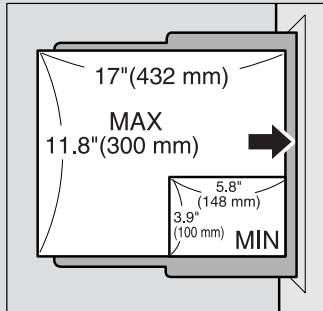
*However, image which can be copied on the Y axis is up to 11 inches.

● Load perforated paper with the holes toward the back of the tray.
● When copying on OHP film (8.5 x 11" or A4), please set the OHP film in Landscape orientation.

IMPORTANT

● Do not place things other than media on Tray 5 (Bypass). Also, do not make copies while holding the edge of the paper. The wrong paper size may be detected leading to paper jams.
● Make sure that the Paper Guide is set so that it touches the paper. Skewed paper will cause the copy image to be slanted.
● When copies are made by placing the original on the document glass, there may be a loss of image due to error in size detection. As such, enter the size of the original with the Original Size feature, or use the DADF.
● Do not move the Paper Guide after the **Start** button has been pressed and until copying has stopped.

Load special media, non-standard size paper, which cannot be loaded in Trays 1-4, Tray 6 (High Capacity Feeder) (optional), and Tray 5 (Bypass).

Procedure

1 Open Tray 5 (Bypass) by holding the grip on the left side of the machine.
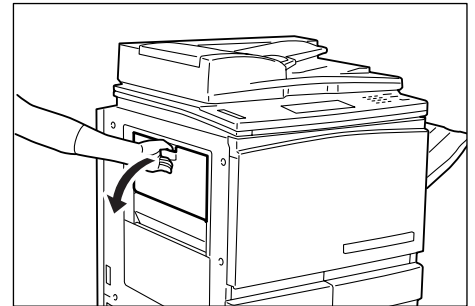
If necessary, pull out the Extension Tray.
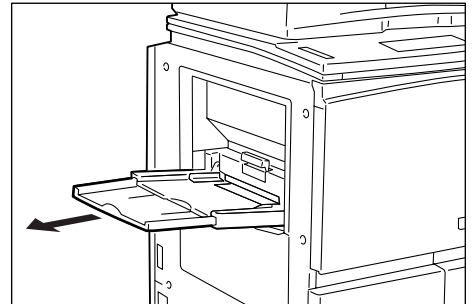
2 Load paper with the side to be copied facing up and inserting them till they touch the back of the tray.
Make sure the edges of paper towards you are aligned.
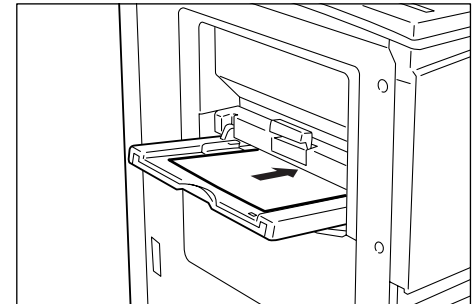
3 Move the Paper Guide to touch the paper.
Tray 5 (Bypass) under Paper Supply of the Basic Features screen becomes selectable.

2
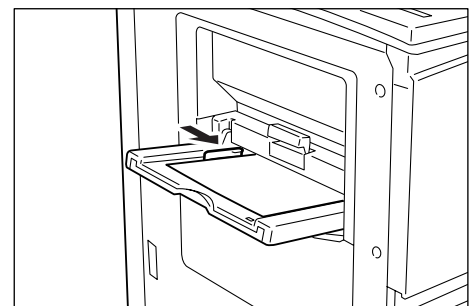
Loading Paper in Tray 6 (High Capacity Feeder) (optional)

Note

● Tray 6 (High Capacity Feeder) is optional.
● The capacity of Tray 6 (High Capacity Feeder) (optional) is 3600 sheets.

IMPORTANT

● Do not load paper above the MAX fill line.

Load paper in Tray 6 (High Capacity Feeder) (optional) by following the procedures below.

Procedure

1 Pull the tray out slowly until it stops.

⚠ **CAUTION**   When pulling out a paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.
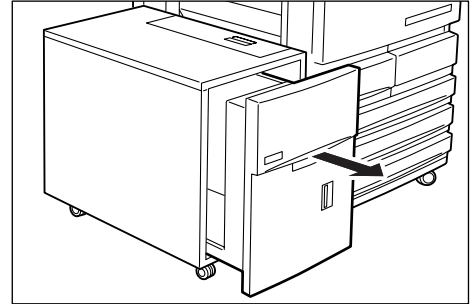
2 Align and load the paper against the right side of the tray with the side where the image is to be copied facing upwards.
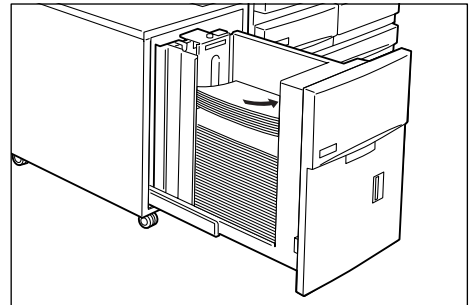
3 Push the tray in slowly until it stops.

2-4 *Changing the Paper Tray Size*

Changing the Size of Tray 1

IMPORTANT

● Paper jam may occur if the paper size has not been changed correctly.

Follow the procedures shown below to change the size of Tray 1 in order to load paper stock of the desired size.
For changing paper size A5↔5.5 x 8.5", you have to do it via the Tools Mode screen.

2

Procedure
■ ■

1 Pull Tray 1 out until it stops.
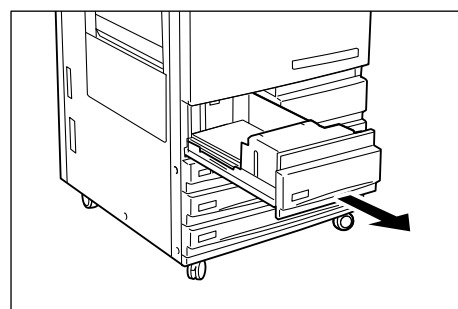
⚠ **CAUTION**　When pulling out a paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

2 Remove any paper still in the tray.
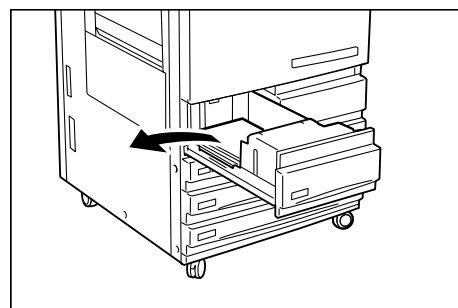
3 Pinch and hold the release on the Lever as shown in the diagram. Then push the Lever to the rear of the tray.

Lever

2
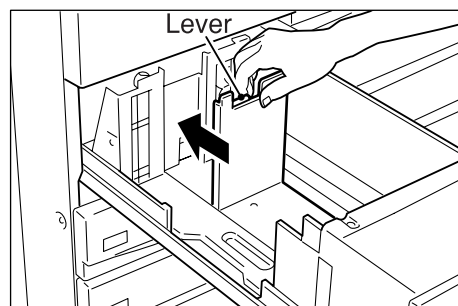
4 Place paper stock of the desired size against the bottom-right corner of the tray.
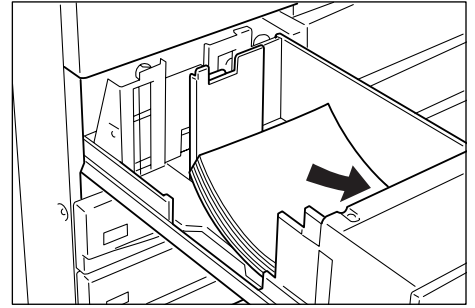
5 Pinch and hold the release on the Lever again and push the Lever forward until it touches the edge of the paper.

Lever

6 Paste the new Paper Size Label on the front of the tray.

5.5 x 8.5"

Note

● After changing from A5↔5.5 X 8.5", there is a need to adjust settings in Tools Mode screen. See *Original/Paper Size Sensing* of *6.1: List of Custom Preset Functions*.
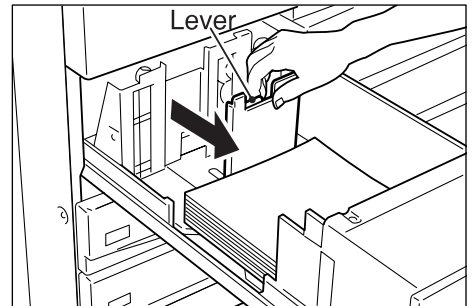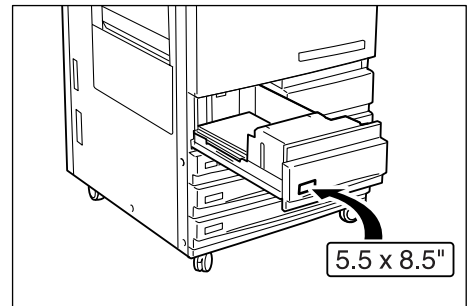
7 Push Tray 1 in slowly until it stops.

Changing the Size of Trays 2 to 4

Request assistance from your System Administrator if you need to change the size of Trays 2 to 4. Your System Administrator can follow the procedures shown below to make the changes.

Procedure
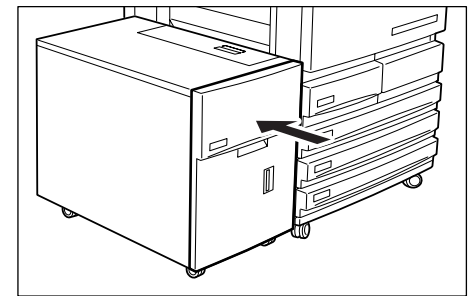
1 Pull out the tray that you want to change until it stops.

⚠ **CAUTION** When pulling out a paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.
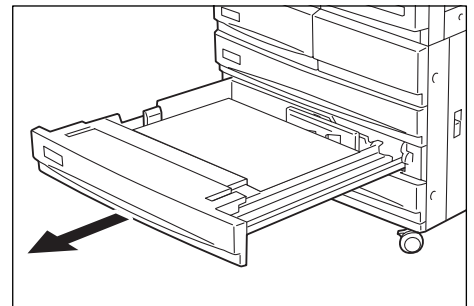
2 Remove any paper still in the tray.
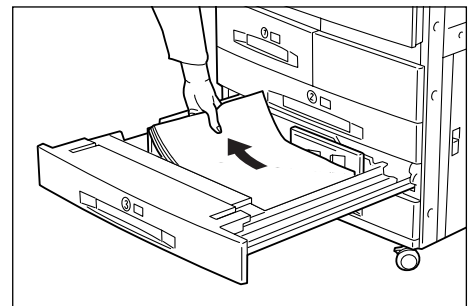
3 Use a screwdriver to remove the three screws as shown in the diagram.

2

4 Place paper stock of the desired size against the bottom-right corner of the tray.

**5** Adjust the Paper Guides according to the size of the paper.

● If the Paper Guides are not fastened properly, paper jam may occur.
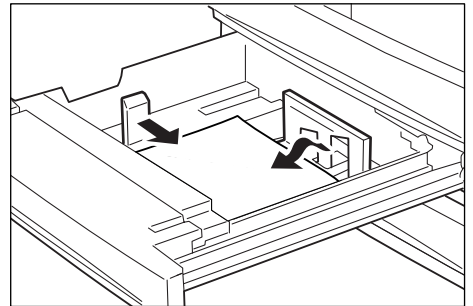
6 Remove the paper from the tray and use a screwdriver to fasten the screws as shown in the diagram.
Check that the Paper Guides are locked at the holes with the screws tightened. Then re-load the paper.
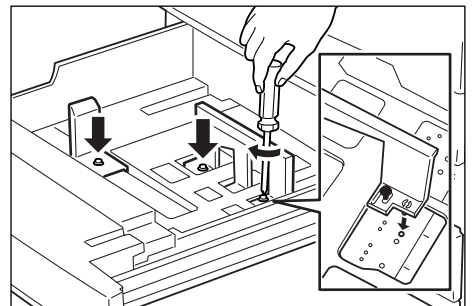
7 Paste the new Paper Size Label on the front of the tray.

8.5 x 11"
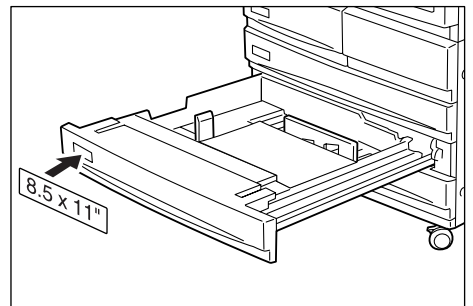
8 Push the tray in slowly until it stops.
Refer to the procedures described on the following page to change the paper size.

9 Press **Settings/Meter Check** on the control panel.

Settings/
Meter Check
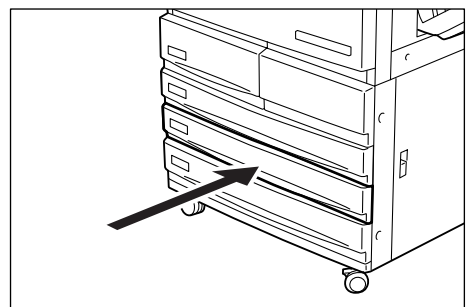
● The screen on the right has the Auditron mode enabled. For details, refer to *Chapter 9 Using the Auditron Feature*.

10 Select **Tools Mode**.

⊞ System Settings/Meter Check Screen.

Menu				Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
Document/ Copy Counter		Fuser Cleaning		
Accounts Meter Check				Auditron Admin. Mode

Note

● If you made a mistake while entering the Access Number, press the **Clear C** button to clear and re-enter.
● The factory default Access Number is "11111".

See

● Changing the Access Number of the administrator in *6-3: Configuring the Machine with Tools Mode* for information on how to change the Access Number.

11 Enter the Access Number of the System Administrator by using the keypad and select **Confirm**.
Each input digit is represented by an asterisk.

⬚ Tools Mode.

Tools Mode - Access Number Entry Screen   Close

Key in the Access Number with the Numeric Keypad. Then touch Confirm.

Access Number

*****

Confirm

Note

● For models with the printer feature, the screen displayed differs.
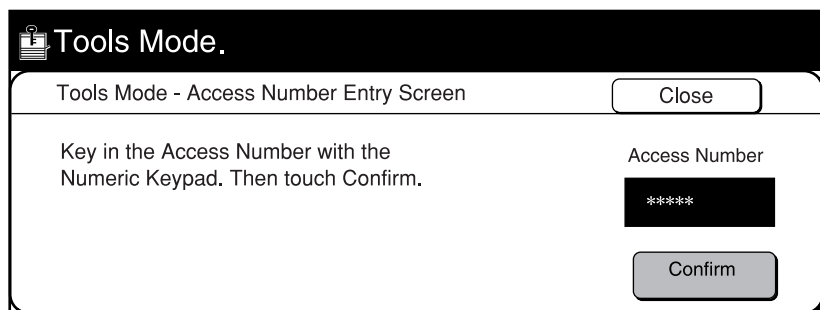
12 Select **Paper Tray Attributes**.

⬚ Tools Mode.

Tools Menu			Exit Tools
Paper Tray Attributes	Audio Tones	Original Size Defaults	Original/Paper Size Sensing
Feature Defaults	Time-Outs	R/E Presets	Change of Access Number
Screen Layout	System Setup	Image Quality	
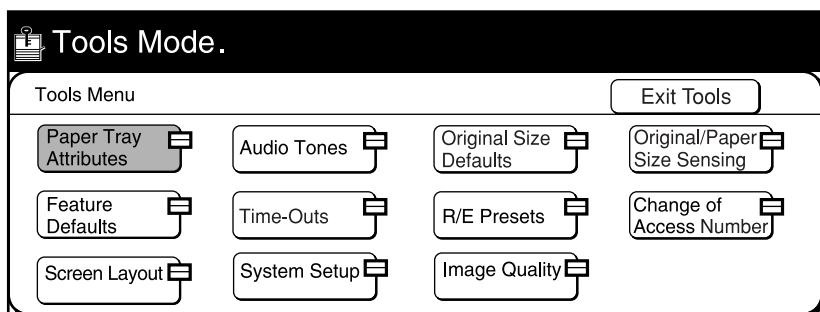
13 Select **Paper Sizes**.

● The tray can also be selected directly by touching its button on the display.
● As Tray 1 and Tray 6 (High Capacity Feeder) (optional) can automatically detect the loaded paper size, they are not shown on the screen on the right.

14 Select the tray that you have changed by using the ▲ ▼ buttons. Then select **Change Settings**.
For example, select **Tray 3**.

Tools Mode.

Paper Sizes		Close

Items	Current Settings
Tray 2	8.5x11" No Display
Tray 3	8.5x11"
Tray 4	11x17"

▲ ▼

Change Settings
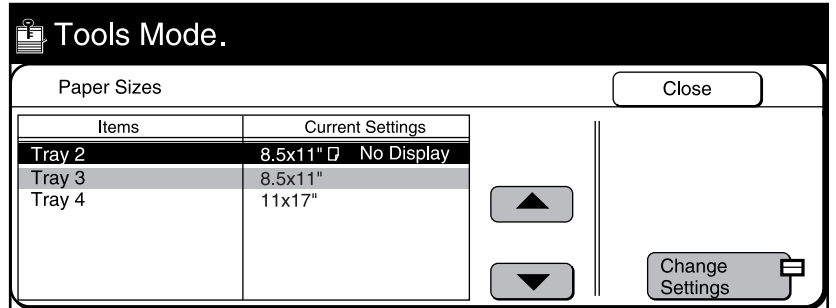
15 Select the desired preset paper size.
If the preset paper size is measured in inches, select **Inch Size**. Then select the desired paper size.

Tools Mode.

Tray 3 | Save

	8K (267x388mm)	11x17"
	8.5x14"	8.5x13"
A/B Series Size	8.5x11"	8.5x11"
Inch Size	5.5x8.5"	
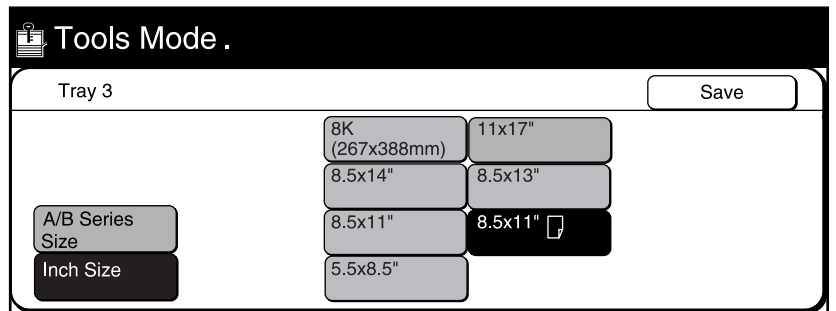
16 Select **Save** once and **Close** twice.

17 Select **Exit Tools**.
The paper size of the selected tray is changed.

Changing the Size of Tray 6 (High Capacity Feeder) (optional)

Note

● Tray 6 (High Capacity Feeder) is optional.

IMPORTANT

● Paper jam may occur if paper size has not been changed correctly.

This section explains the procedures for changing the paper sizes to be loaded in Tray 6 (High Capacity Feeder).
Paper sizes that can be loaded are B5▯, A4▯, and 8.5 x 11"▯.

Procedure

1 Pull Tray 6 (High Capacity Feeder) out slowly until it stops.
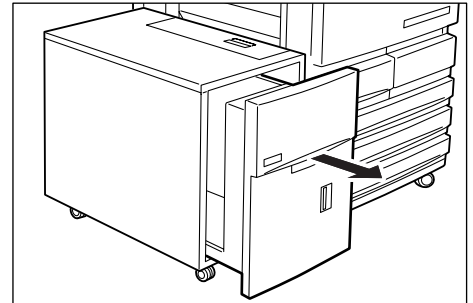
⚠ **CAUTION** When pulling out a paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

2 Remove any paper still in the tray.
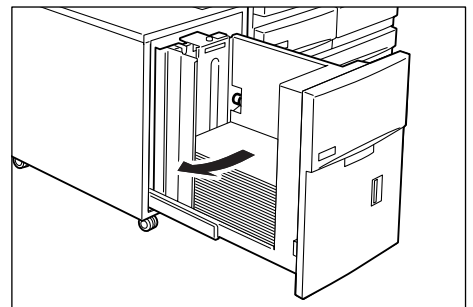
3 Turn the screw to remove the Inner Guide.
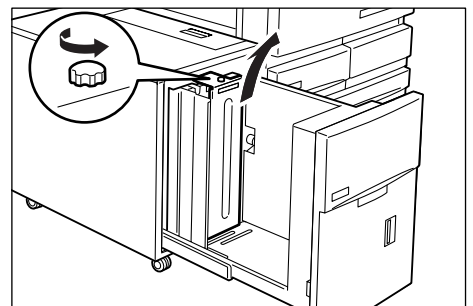
4 Adjust the Inner Guide to the hole and fasten the screw. When changing to A4▯ or 8.5 x 11"▯, proceed to Step 7.

2-4 Changing the Paper Tray Size   31

2
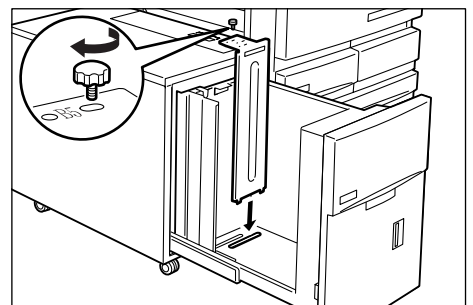
● When B5 ☐ is changed to A4 ☐ or 8.5x11" ☐, remove the Horizontal Guide from the (B5) slot and store it on the right side of the tray and tighten the screw.

5 When the paper size is changed to B5 ☐, remove the Horizontal Guide from the right side of the tray.
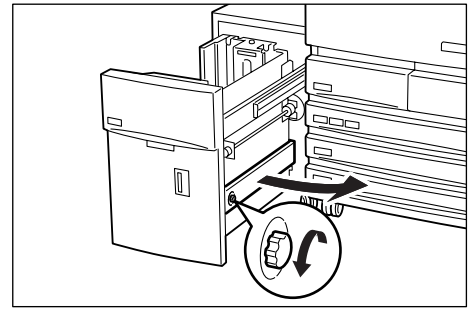
6 Insert the Horizontal Guide into the (B5) slot and fasten the screw.
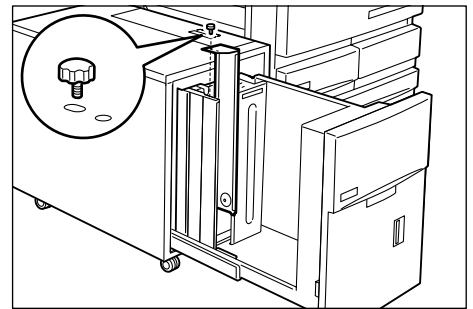
7 Place the paper against the bottom-right corner of the tray.
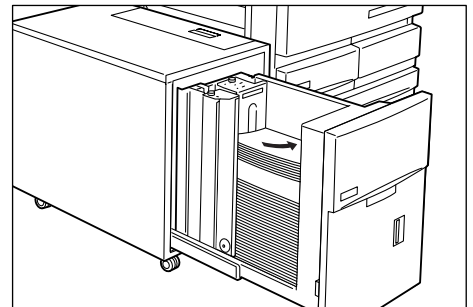
8 Paste the new Paper Size Label on the front of the tray.
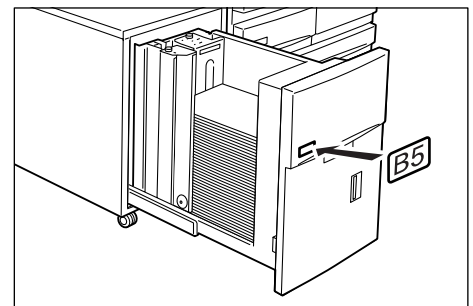
9 Push the tray in slowly until it stops. When pushing back Tray 6 (High Capacity Feeder), do not place your hand on the front of the tray. You may hurt your fingers if you do so.

3
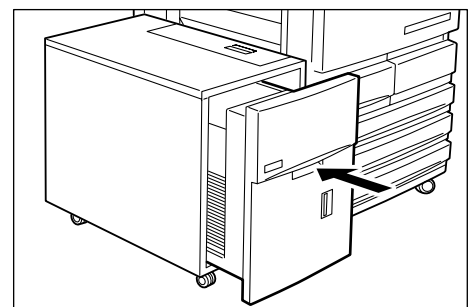
Loading Documents

3-1 Documents

IMPORTANT

● Edge Erase/Copy All is not available when copying some types of documents.

Place document on the Document Glass or load it in the Duplex Automatic Document Feeder (DADF).

Place the following types of documents on the Document Glass. They will cause jams when loaded in the DADF.

● Documents that are relatively heavy, for example, brochures and booklets
● Torn, wrinkled, paste-up, punched-hole, folded or curled documents
● Paper-clipped or stapled documents
● Documents with carbon on the reverse side
● Highly transparent documents such as transparencies and tracing paper that have been pencilled
● Heat-sensitive paper

Observe the precautions described in the following sections when loading documents in the DADF or when placing them on the Document Glass.

Loading Documents in the DADF

IMPORTANT

● Do not load any documents that have correction fluid or carbon on them.

● Do not hold on to a document while it is being fed into the scanner. This may cause a document misfeed.
● Do not allow excessive sheets of documents to accumulate in the Document Tray. Never place anything on the Document Tray as it may result in a document jam.
● When opening the DADF, gently lift it up until it stops. Never force it up.
● The DADF cannot detect the size of transparencies and tracing paper.
● The DADF accepts the following types of documents.
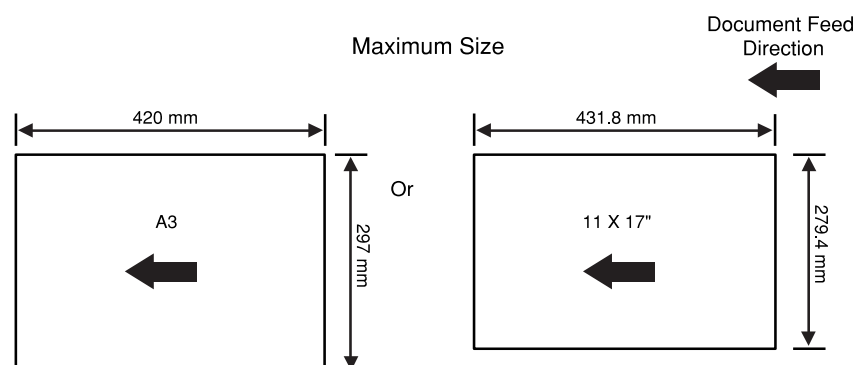
Maximum Size

Document Feed Direction

420 mm

A3

297 mm

Or

431.8 mm

11 X 17"

279.4 mm

Minimum Size
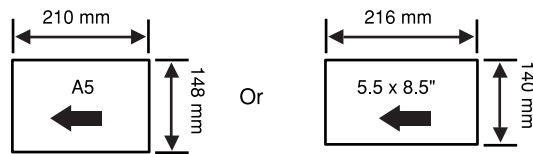
• Paper Weight : 1-Sided : 10 - 34 lbs or 38 - 128 g/m²
  2-Sided : 13 - 28 lbs or 50 - 105 g/m²
• Capacity : 50 sheets

● When using the DADF, the paper sizes, which can be automatically detected by the machine are A5, A5□, B5, B5□, A4, A4□, 8.5 x 11"*, 8.5 x 11"□, B4, A3, 11 x 17", and 8.5 x 13".
However, using Tools Mode, you can change A5 to 5.5 x 8.5", A4 to 8.5 x 11", A4□ to 5.5 x 11"□, B4 to 8K (267 x 388 mm), A3 to 11 x 17", and 8.5 x 13" to 8.5 x 14".

3

Placing Documents on the Document Glass

● The largest document size that can be placed on the Document Glass is shown below. There is no limit on the smallest size.
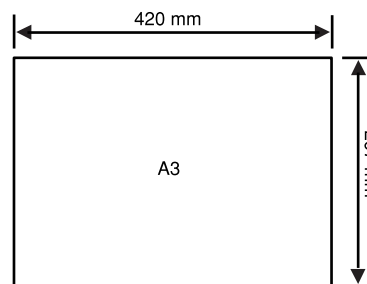
● When using the Document Glass, the paper sizes, which can be automatically detected by the machine are A6, B6, B6□, A5, A5□, 5.5 x 8.5", 5.5 x 8.5"□, B5, B5□, A4, A4□, 8.5 x 11"□, 8.5 x 11", 8.5 x 14" (or 8.5 x 13"), B4, 8K (267 x 388 mm), A3, and 11 x 17".

⚠ **CAUTION**
● If you make copies with the document cover open, avoid looking directly at the copy lamp. Direct eye exposure can cause eye fatigue or damage.
● When copying a thick document, do not use excessive force to press it against the Document Glass. The glass may break and cause injuries.

3-2 *Loading Documents*

Load the documents in the DADF or place it on the Document Glass.

Loading Documents in the DADF

The DADF lets you load a stack of documents for feeding to the scanner one sheet at a time, and output them after scanning. 50 sheets can be loaded each time, thus saving time of loading documents manually.

● **Procedure**

1 Align the lead edges of your documents.
Remove any paper clips, staples and Post-it® Notes before making copies.

2 Load documents face up (side one should face up in the case of two sided copying) against the rear guide.
The confirmation light becomes lit.
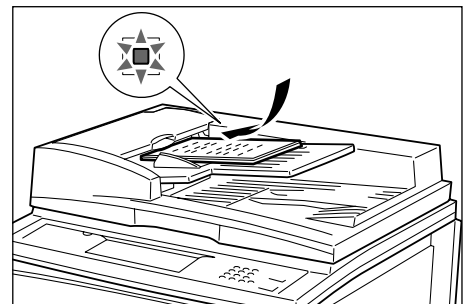
3 Move the Document Guide to gently touch the document.
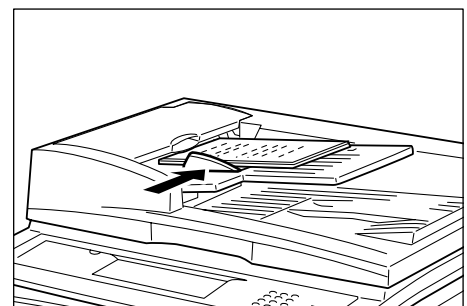
● **Note when copying 51 sheets of documents or more**
50 documents can be loaded each time, but documents can be added for continuous scanning up to a total of 700 sheets (350 sheets for two-sided copying). During the scanning of the first document loaded, select **Next Document** on the screen. After scanning has ended, add documents and press **Start** to continue scanning other documents.
Select **End Job** if there are no further documents for scanning.
However, when **Stapling**, **1 -> 2 Sided**, or **Multi-Up (N Up)** is selected, no documents can be added for scanning.

Placing Documents on the Document Glass

See

● Placing documents on the Document Glass in *3-1: Documents* for information on the types of documents that can be placed on the Document Glass.
● For documents of mixed sizes, see *5-5: Loading Mixed Size Originals (Mixed Size Originals)*.

IMPORTANT

● Open the document cover until the cover is completely released from the sensor rod (approximately 11.8 in (30 cm) and above). Otherwise, the machine may not be able to accurately detect the size of the document.

Note

● When copying highly transparent documents such as tracing paper or transparencies, stains on the document cover may also be copied. To prevent this, cover the document with a piece of white paper the same size as the document before closing the document cover.
● If a document is folded or curled, its size may not be correctly detected. Put a stack of white paper of the same size on the document, and make sure it comes into close contact with the Document Glass.
● You need to specify the document size if you have selected certain features. See *5-12: Selecting the Original Size (Original Size)* for details.
● For collated copying, up to 700 sheets can be continuously scanned. See *4-7: Collating Copy Output (Output/Finishing)* for collated-copying.

Note

● By factory default, document orientation is set to **Head to Top**.
● See *5-10: Selecting the Original Orientation (Original Orientation)* .
● Do not place the document like this if you have selected **Head to Left**.
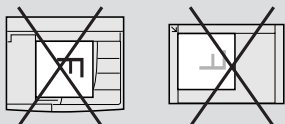
● Procedure

1 Open the document cover.

Approx. 11.8 in (30 cm) and above
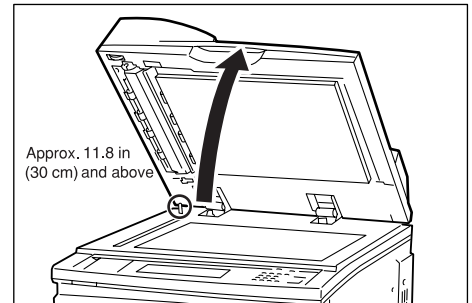
2 Place the document face down and align it with the upper-left corner of the Document Glass.
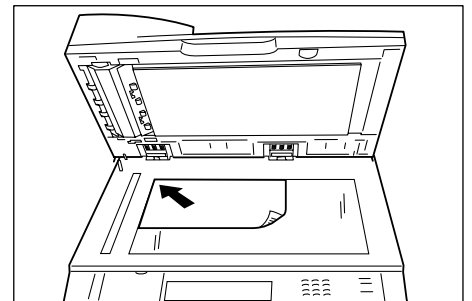
3 Close the document cover.
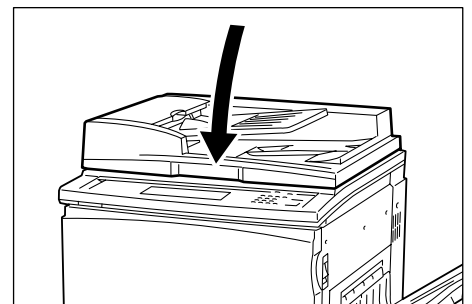
⚠ **CAUTION** When copying a thick document, do not use excessive force to press it against the Document Glass. The glass may break and cause injuries.

● Document Orientation

When a feature such as, **2 Sided, Multi-Up (N Up), Image Shift, Edge Erase/Copy All, Repeat Image,** or **Stapling/Punching (optional)** is selected, and if the document orientation is wrong, copies cannot be made correctly. Documents are loaded as **Head to Top** or **Head to Left** (see diagram below). After loading documents, be sure to set their orientation (Head to Top or Head to Left) under **Original Orientation** on the copy screen of each feature or on the Features Menu screen.

Loading in DADF | Loading on Document Glass

Head to Top | Head to Left | Head to Top | Head to Left
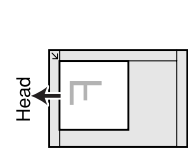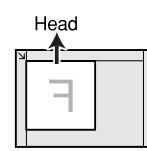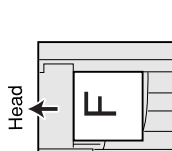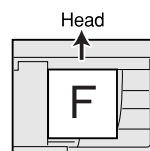
Screen Display When Using Document Glass

The message "Size Mismatch" may be displayed if you have pressed the **Start** button after placing your document on the Document Glass and selecting the copy function.

Size here refers to the image size that is calculated based on the document size detected by the machine and the specified ratio.

The Size Mismatch message screen will be displayed if the machine is unable to detect the document size and the image size does not fit the selected paper size. This may result in image loss when the document is copied.
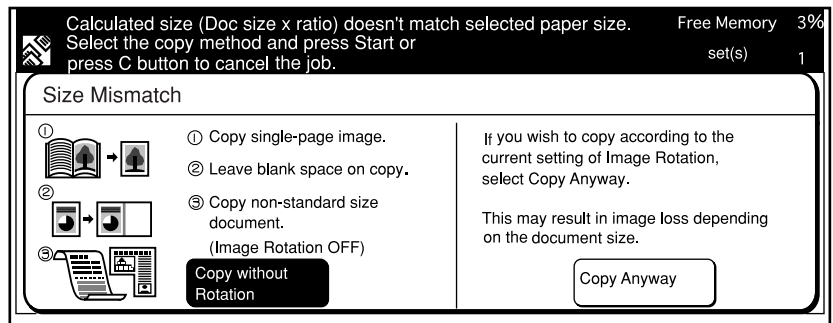
If the copy to be made is either option 1, 2 or 3 on the left side of the screen, check that **Copy without Rotation** is selected and press **Start**. The copy will be made without rotating the image regardless of the Image Rotation setting. (When this screen is displayed, **Copy without Rotation** is already selected.)

If **Copy Anyway** is selected, the copy will be made based on the document size detected by the machine and the selected features. Sometimes image loss may result after the image is rotated because of the loading method or the document size. In this case, first enter the area to be copied by using the Original Size feature.

"Size Mismatch" will not be displayed in the following instances.
- Paper Supply or Reduce/Enlarge is set to **Auto** and **Auto %** respectively.
- **Independent X-Y%** is selected.
- A non standard size paper is selected.
- The area to be copied is entered by using the Original Size feature.
- **Image Shift** (↖ ↗ ↙ ↘, **Auto Center** (Centre)), **Multi-Up (N Up)**, **Repeat Image**, **Book Copying**, or **Book Duplex** is selected.

4

Basic Features

4-1 Overview of Basic Features

The icons and buttons on the display that are used for carrying out a basic copy job are shown in the diagram below. This diagram shows their locations on the control panel as well as the features that they have.
You will find it useful to familiarize yourself with the respective locations of the icons and buttons before operating the machine.

Note

● The screen below has the Tray 6 (High Capacity Feeder), and Finisher installed.

Dimmer   Brighter

Ready to copy

Free Memory 100%
set(s) 1

Paper Supply

Auto		Auto	
1	8.5x11"	4	11x17"
2	8.5x13"	5	Bypass Tray
3	8.5x11"	6	8.5x11"

Reduce/Enlarge

100 %

100%

Auto %

More...

1 -> 1 Sided

2 Sided

1.2.3. 1.2.3.

Output/ Finishing

Basic Features

Customised Features

Features Menu

Stored Jobs

Paper Supply
For selecting the paper size

Reduce/Enlarge
For making reduced/ enlarged copies

2 Sided
For making 2-sided copies

Output/Finishing (Collate/Uncollate/ Stapling/Punching)
For selecting the type of output and finishing

Interrupt

For interrupting the current job
with an urgent job

Clear All

For clearing and returning the
selected settings to their
default values

Settings/
Meter Check   Password   Power Saver
(On/Off)

Interrupt   Clear All

Stop

Auto   Start

Stop

For stopping a copy job

Clear

Keypad

For entering numerical
values such as number
of sets

Start

For starting a copy job

Clear C

For clearing a mistake
made when entering a
value with the keypad

4

Selecting a Paper Tray

(Paper Supply)

- A message will appear on the display if the auto-selected tray has no paper or the machine is unable to detect the size of the document. Follow the displayed instructions.
- A message will appear on the display if the selected tray has no paper. Follow the displayed instructions.
- By factory default, Auto Paper Selection is applicable to Tray 1, Tray 2, and Trays 3, 4, 6 (High Capacity Feeder) (optional). Request the Tools Mode administrator to set the tray you wish to assign for Auto Paper Selection. See *Paper Tray Attributes* in *6-1: List of Custom Preset Functions*.

See

- *Chapter 3 Loading Documents* for information on how to load documents.

Note

- The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.
- The factory default for Paper Supply is **Auto**.
- Paper Supply can also be selected on the Features Menu screen.
- You cannot select **Auto** for Paper Supply and **Auto %** for Reduce/Enlarge at the same time. Once you have selected **Auto %** for Reduce/Enlarge, the **Auto** option in Paper Supply is automatically disabled.
- Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

Before starting a copy job, select a paper tray with the required paper size. There are two methods of selecting a paper tray:

- Auto Paper Selection (**Auto**)
  The machine will detect the document size, match it with the percentage selected in Reduce/Enlarge and determine which paper size to use.

- Operator's Selection
  You will select the desired paper tray.

Procedure

1 Load the document.

2 On the Basic Features screen, select **Auto** in Paper Supply. Alternatively, select the tray with the desired paper size.
  For example, select 1.
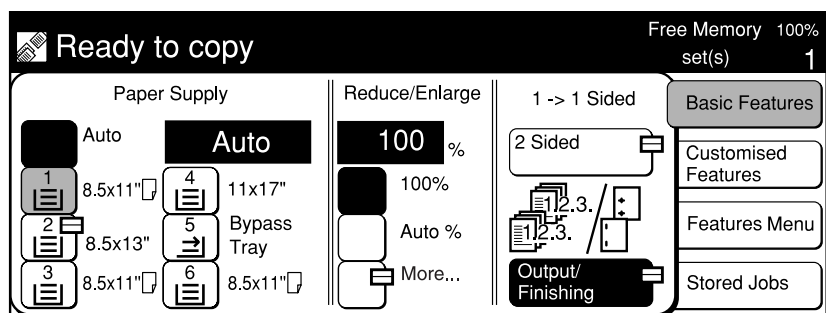
Ready to copy			Free Memory 100% set(s) 1
Paper Supply	Reduce/Enlarge	1 -> 1 Sided	Basic Features
Auto / **Auto**	**100** %	2 Sided	Customised Features
1 8.5x11" / 4 11x17"	100%	1.2.3. / 1.2.3.	Features Menu
2 8.5x13" / 5 Bypass Tray	Auto %		Stored Jobs
3 8.5x11" / 6 8.5x11"	More...	Output/ Finishing	

3 Select other features if necessary.

4 Enter the required number of sets by using the keypad and press **Start**.
  The copies are made on paper from the selected tray.
  If **Auto** is selected, the copies are made on paper from the tray designated for Auto Paper Selection.

4-3 Reducing/Enlarging

(Reduce/Enlarge)

The Reduce/Enlarge feature allows you to adjust the size of your copy image. There are two methods to choose from:

● Size-for-Size Copying (**100%**)
   The copied image is the same size as the original image.

● Reduction or Enlargement
   You can reduce/enlarge an image by using one of the following methods:

   ● Selecting **Auto%**
      The machine determines the appropriate ratio for Reduce/Enlarge so that the copy image fits onto the selected paper.

   ● Preset Percentage Change
      You can select one of the seven preset ratios.

   ● Variable Percentage Change (**Variable %**)
      You can specify a reduction or enlargement ratio between 25-400%.

Original \ Copy	Ledger	Legal	Letter	Invoice
Ledger	100%	77%	65%	50%
Legal	121%	100%	79%	61%
Letter	129%	100%	100%	65%
Invoice	200%	155%	129%	100%

Size-for-Size Copying

You can make an exact copy of the original by selecting **100%** in Reduce/
Enlarge on the Basic Features screen.

Procedure

See

● *Chapter 3 Loading Documents* for
information on how to load
documents.

Note

● The factory default for Reduce/
Enlarge is **100%**.
● **Reduce/Enlarge** can also be
selected on the Features Menu
screen.
● The screen on the right has the Tray
6 (High Capacity Feeder), and
Finisher installed.

Note

● Some features cannot be selected
together with this feature. See
*Appendix B: Possible Combinations
of Features* for details.

1 Load the document.

2 On the Basic Features screen, select **100%** in Reduce/Enlarge.
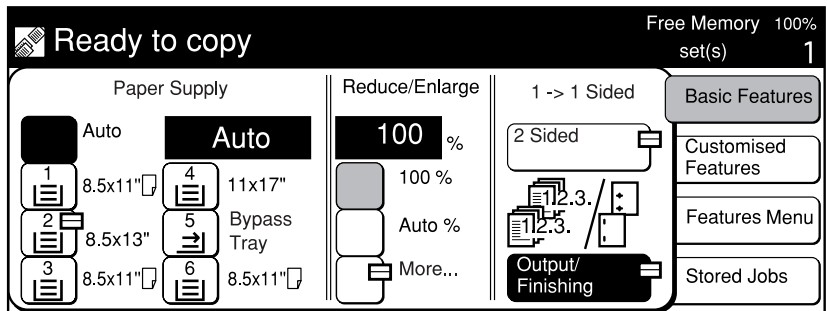
```
┌─────────────────────────────────────────────────────────────┐
│                                            Free Memory  100%  │
│  ✎ Ready to copy                             set(s)       1   │
│  ┌──────────────┬─────────────┬──────────────┬────────────┐  │
│   Paper Supply    Reduce/Enlarge   1 -> 1 Sided   Basic Features│
│                                                               │
│   Auto    Auto        100  %     2 Sided       Customised     │
│                                                 Features      │
│  1  8.5x11"  4  11x17"  100 %                                 │
│                                   12.3.         Features Menu │
│  2  8.5x13"  5  Bypass   Auto %   12.3.                       │
│              Tray                                Stored Jobs  │
│  3  8.5x11"  6  8.5x11"  More... Output/                      │
│                                  Finishing                    │
│  └──────────────┴─────────────┴──────────────┴────────────┘  │
└─────────────────────────────────────────────────────────────┘
```

3 Select other features if necessary.

4 Enter the required number of sets by using the keypad and
press **Start**.
The copies are made at 100%.

Reduction or Enlargement

Note

● **Paper Supply** can also be selected on the Features Menu screen.
● The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.

Note

● The factory default for Reduce/Enlarge is **100%**.
● **Reduce/Enlarge** can also be selected on the Features Menu screen.
● You cannot select **Auto** for Paper Supply and **Auto %** for Reduce/Enlarge at the same time. Once you have selected **Auto %** for Reduce/Enlarge, the **Auto** option in Paper Supply is automatically disabled.

Note

● Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

If you have selected **Auto %** in Reduce/Enlarge, the machine determines an appropriate reduction or enlargement ratio so that the copy image fits onto the paper from the tray which you have selected in Paper Supply.

Procedure

1 Load the document.

2 On the Basic Features screen, select the tray with the desired paper size in Paper Supply.
For example, select 4.

3 On the Basic Features screen, select **Auto %** in Reduce/Enlarge.
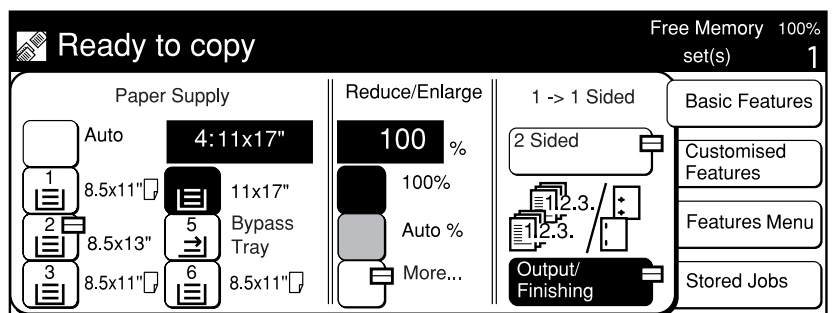
4 Select other features if necessary.

5 Enter the required number of sets by using the keypad and press **Start**.
The copies are made according to the ration that matches the paper size specified in Step 2.

Preset Percentage Change

Procedure

Notes (left column)

● The values of the preset ratios can be changed. If you use a ratio more frequently than those shown on the right, then you will find it convenient to change one of those preset ratios to the one that you frequently use. See *R/E Presets* of *6.1: List of Custom Preset Functions* for information on how to change the preset ratios.

See
● *Chapter 3 Loading Documents* for information on how to load documents.

Note
● The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.
● The factory default for Reduce/Enlarge is **100%**.
● **Reduce/Enlarge** can also be selected on the Features Menu screen.

Note
● Select **Cancel** to cancel the settings.

Note
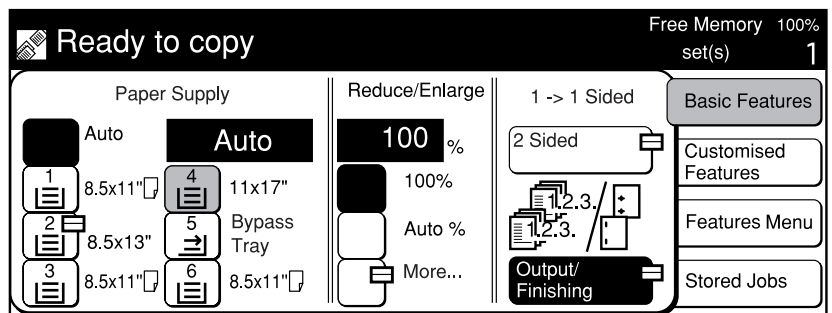● Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

Steps

1 Load the document.

2 On the Basic Features screen, select **Reduce/Enlarge**.

Ready to copy — Free Memory 100% set(s) 1

Paper Supply: Auto / Auto
1 8.5x11" 4 11x17"
2 8.5x13" 5 Bypass Tray
3 8.5x11" 6 8.5x11"

Reduce/Enlarge: 100 % / 100 % / Auto % / More...
1 -> 1 Sided / 2 Sided
Basic Features / Customised Features / Features Menu / Stored Jobs
Output/Finishing

3 Select the button with the desired preset ratio.
For example, select 64% 11 x 17" → 8.5 x 11".

Ready to copy — Free Memory 100% set(s) 1

Reduce/Enlarge — Cancel / Save

(25−400) 100 %
100 % / 50 % A3→A5 / 129 % 8.5 x 14" → 11 x 17"
Auto % / 64 % 11 x 17" → 8.5 x 11" / 154 % 5.5x8.5" → 8.5 x 14" / Variable %
400 % / 78 % 8.5 x 14" → 8.5 x 11" / 200 % A5→A3 / Independent X - Y%

4 Select **Save**.

5 Select other features if necessary.

6 Enter the required number of sets by using the keypad and press **Start**.
The copies are made according to the ratio specified in Step 3.

Variable Percentage Change (Variable %)

You can make copies by selecting a ratio between 25-400%.

Procedure

Note

● **Paper Supply** can also be selected on the Features Menu screen.
● The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.

Note

● The factory default for Reduce/Enlarge is **100%**.
● **Reduce/Enlarge** can also be selected on the Features Menu screen.

1 Load the document.

2 On the Basic Features screen, select **Reduce/Enlarge**.

Ready to copy	Free Memory 100% set(s) 1

Paper Supply — Auto — Auto
1 8.5x11" / 4 11x17"
2 8.5x13" / 5 Bypass Tray
3 8.5x11" / 6 8.5x11"

Reduce/Enlarge — 100 % — 100 % — Auto % — More...

1 -> 1 Sided / 2 Sided / 12.3. 12.3.

Basic Features / Customised Features / Features Menu / Output/Finishing / Stored Jobs

3 Select **Variable %**.

Ready to copy	Free Memory 100% set(s) 1

Reduce/Enlarge — Cancel — Save

(25 – 400) 100 %

100 %	50 % A3→A5	129 % 8.5 x 14" → 11 x 17"
Auto %	64 % 11 x 17" → 8.5 x 11"	154 % 5.5x8.5" → 8.5 x 14"	Variable %
400 %	78 % 8.5 x 14" → 8.5 x 11"	200 % A5→A3	Independent X - Y%

Note

● Touch **C** on the screen if you made a mistake while entering the ratio.
● Select **Cancel** to cancel the settings.

Note

● Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

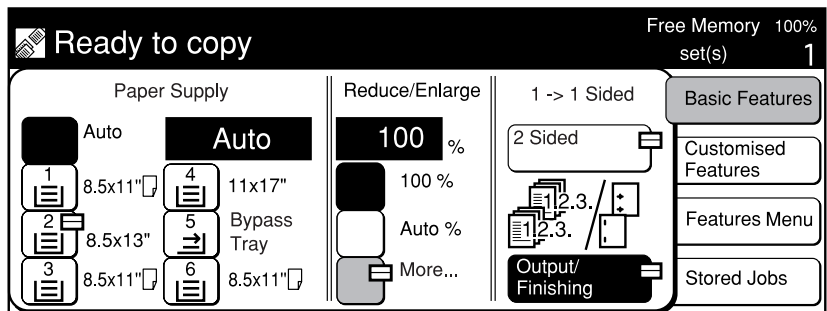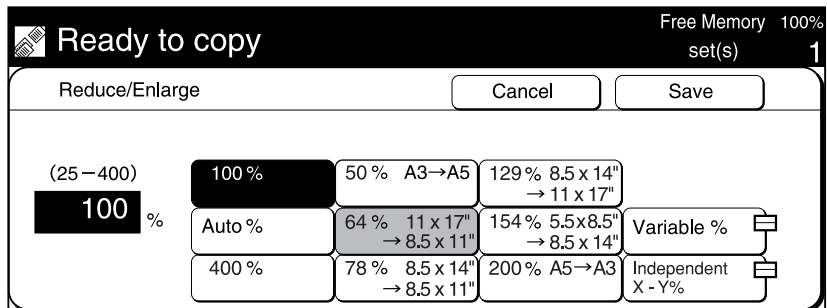**4** Use ▲ ▼ buttons, or the keypad displayed on the screen to enter the ratio.

For example, enter 120%.
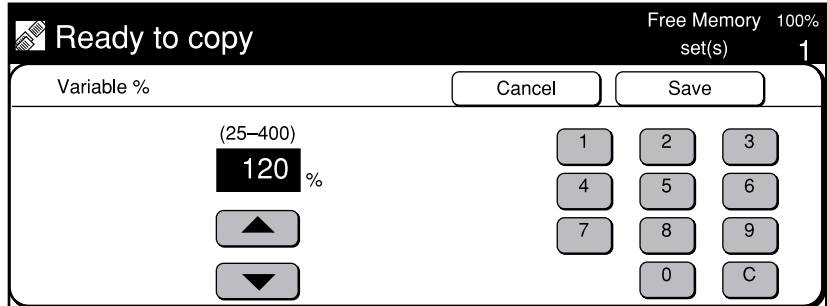
	Free Memory 100%
✎ Ready to copy	set(s) 1

Variable %   [Cancel]   [Save]

(25–400)

120 %

▲
▼

1	2	3
4	5	6
7	8	9
0	C

5 Select **Save** twice.

6 Select other features if necessary.

7 Enter the required number of sets by using the keypad and press **Start**.

The copies are made according to the ratio specified in Step 4.

4-4 Reducing/Enlarging the Length and Width

(Independent X-Y%)

The Independent X-Y% feature allows you to make copies with independent length or width of the original. There are three methods available.

● Specifying X/Y Percentage Change (Variable X-Y%)

Original		Copy

Define
Y% = 145%
X% = 105%

Y (%)

X (%)

T A B L E
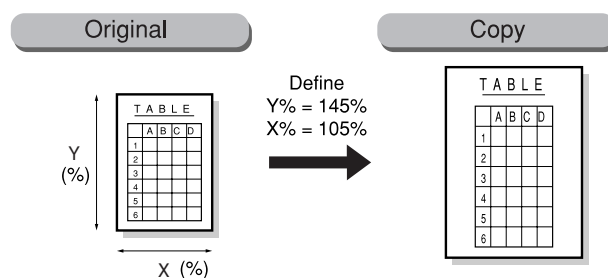
You can make copies of the originals by selecting different ratios for X and Y. The image will be copied according to your selected values.

● Specifying Original/Copy Size (Calculator %)

Original		Copy

Y (mm)

X (mm)

Y (mm)

X (mm)

T A B L E
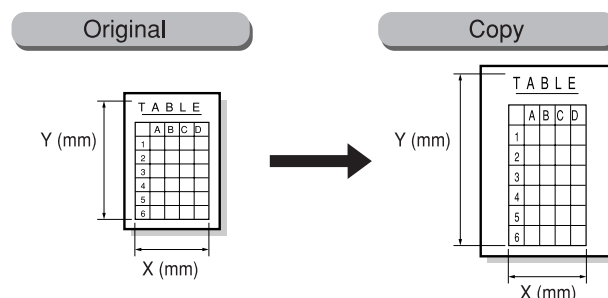
Copies will be made based on the ratios calculated by the machine from the input measurements of the document and the desired copy.

● Automatic X/Y Percentage Change (Auto-Fit)

Original		Copy

T A B L E
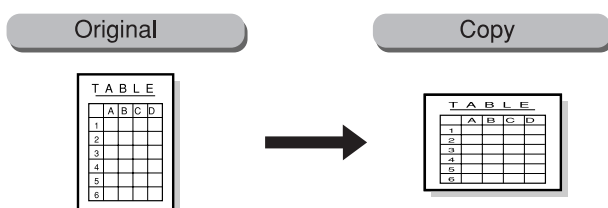
The machine will make copies of the originals by calculating the X and Y ratios so that the image can fit onto the selected paper size.

Note

● If you have also selected **Auto Center** (Centre) for Image Shift, then the image will be copied onto the center of the paper as shown in the diagram on the right.

● You can select a ratio between 25-400% in 1% increments.

Note

● You can enter a length (Y) between 1-999 mm in 1 mm increment.
● The machine will automatically adjust the ratio to 25% if the calculated ratio is below 25%, and 400% if the calculated ratio is above 400%.

Note

● When this is selected with **Image Rotation** Off, the resulting output will be as illustrated on the right.

Specifying X/Y Percentage Change (Variable X-Y%)

You can make copies of your original by specifying its X and Y ratios separately. The image will be copied according to the ratios that you have entered.

Procedure

- The factory default for Reduce/Enlarge is **100%**.
- **Reduce/Enlarge** can also be selected on the Features Menu screen.
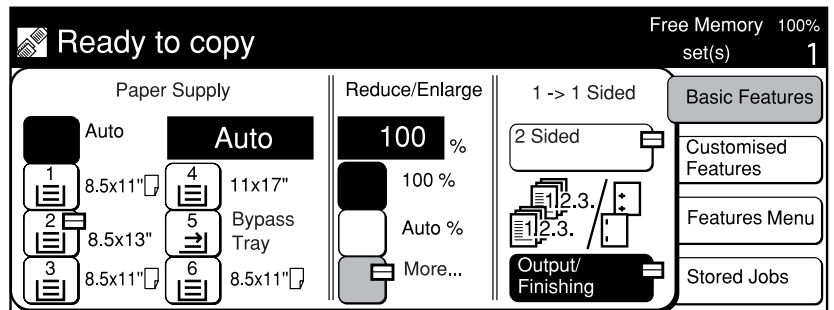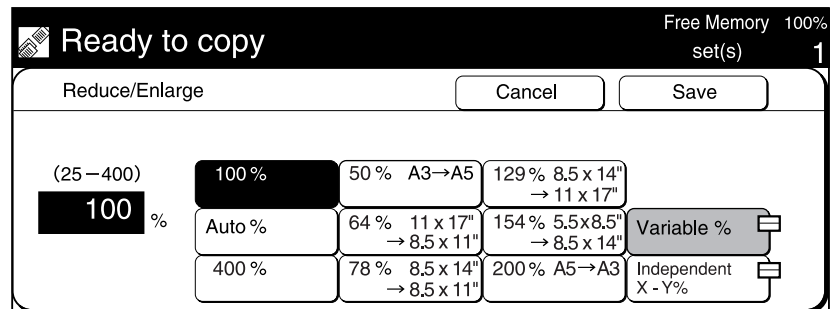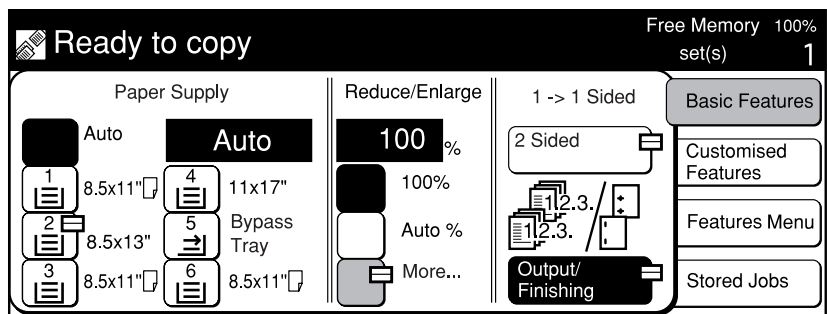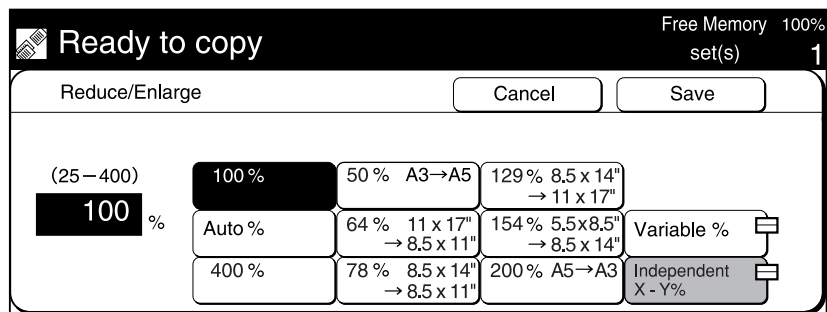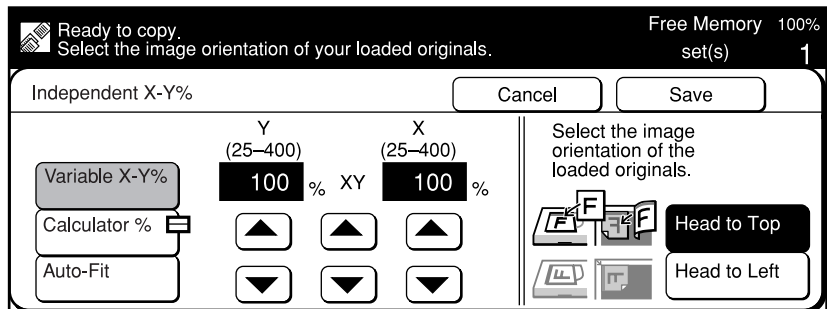- The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.

4

1️⃣ On the Basic Features screen, select **Reduce/Enlarge**.

```
Ready to copy                          Free Memory  100%
                                          set(s)      1
   Paper Supply        Reduce/Enlarge    1 -> 1 Sided    Basic Features
   Auto      Auto        100 %          2 Sided          Customised
                                                          Features
  1  8.5x11"  4  11x17"   100%
  2  8.5x13"  5  Bypass   Auto %        12.3.            Features Menu
              Tray                      12.3.
  3  8.5x11"  6  8.5x11"  More...       Output/           Stored Jobs
                                        Finishing
```

📝 **Note**

- Select **Cancel** to cancel the settings.

2️⃣ Select **Independent X-Y%**.

```
Ready to copy                          Free Memory  100%
                                          set(s)      1
   Reduce/Enlarge            Cancel        Save

   (25─400)     100 %    50 %  A3→A5    129 %  8.5 x 14"
                                               → 11 x 17"
    100 %      Auto %     64 %  11 x 17"  154 %  5.5x8.5"   Variable %
                                → 8.5 x 11"      → 8.5 x 14"
               400 %     78 %  8.5 x 14"  200 %  A5→A3    Independent
                               → 8.5 x 11"                  X - Y%
```

3️⃣ Select **Variable X-Y%**.

```
Ready to copy.                         Free Memory  100%
Select the image orientation of your loaded originals.   set(s)   1
   Independent X-Y%           Cancel        Save
                  Y           X         Select the image
               (25–400)    (25–400)     orientation of the
   Variable X-Y%  100 %  XY  100 %      loaded originals.
   Calculator %                                 F      Head to Top
   Auto-Fit                                            Head to Left
```

4 Enter the X and Y ratios by using ▲ ▼ buttons.

For example, enter Y = 120% and X = 200%.

5 Load the original in the orientation of Head to Top, or Head to Left.

Loading in DADF

Head to Top | Head to Left

Loading on Document Glass

Head to Top | Head to Left

6 Select the corresponding document orientation of the original loaded.

Select **Head to Top** or **Head to Left**.

7 Select **Save** twice.

8 Select other features if necessary.

9 Enter the required number of sets by using the keypad and press **Start**.

The copies are made according to the ratios specified in Step 4.

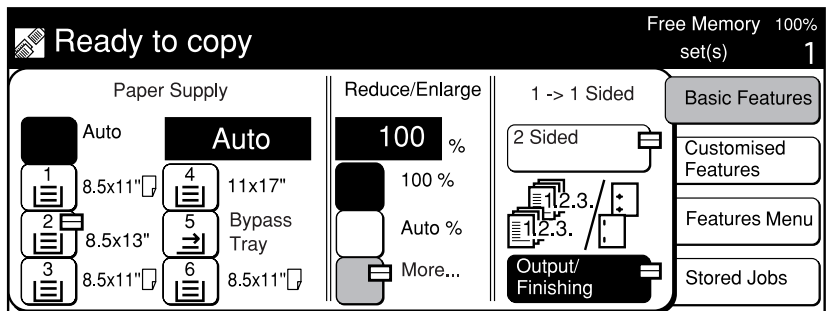# Specifying Original/Copy Size (Calculator %)

● The machine will automatically adjust the ratio to 25% if the calculated ratio is 25% or below, and 400% if the calculated ratio is 400% and above.
● The factory default for Reduce/Enlarge is **100%**.
● **Reduce/Enlarge** can also be selected on the Features Menu screen.
● The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.

4

Note

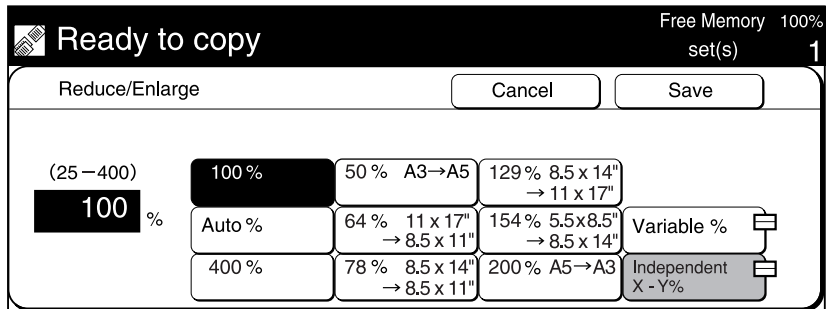● Select **Cancel** to cancel the settings.

The machine will make copies of your original based on the ratios calculated from the measurements of the original and the copy that you have entered.
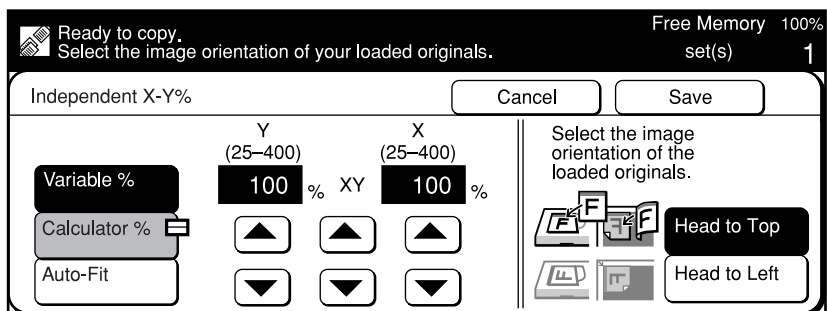
Procedure

1 On the Basic Features screen, select **Reduce/Enlarge**.

2 Select **Independent X-Y%**.

3 Select **Calculator %**.

④ Check that there is a ▶ button on the left of **Original Size** under Y. Enter the length of the document by using the keypad.
For example, enter "210 mm".

Please enter the measurement using the Numeric Keypad. Then touch Enter/Next.
Free Memory 100%
set(s) 1

Calculator % Cancel Save

Y (25–400) X (25–400)

Select the image orientation of the loaded originals.

% %
Original Size Original Size
▶ 210 mm mm
Copy Size Copy Size
mm mm

Enter/Next

Head to Top
Head to Left
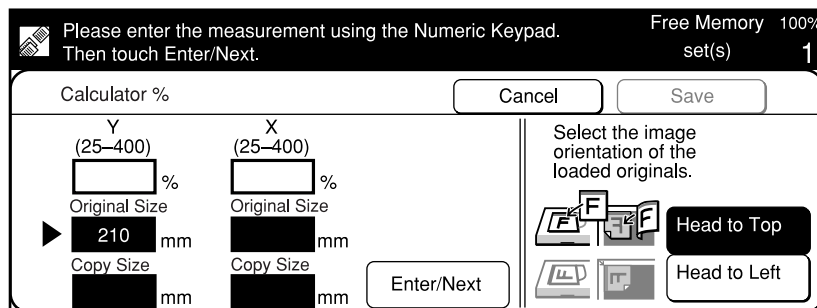
⑤ Select **Enter/Next**.
The ▶ button moves to the left of **Copy Size** under **Y**.

⑥ Select the value of X in the same way as explained from Steps 5 to 6.
The machine calculates the XY ratio and it is displayed.

⑦ Load the original in the orientation of Head to Top, or Head to Left.

Loading in DADF Loading on Document Glass

Head to Top Head to Left Head to Top Head to Left

Head Head

Head Head

F Ⅎ ⅂ ⌐
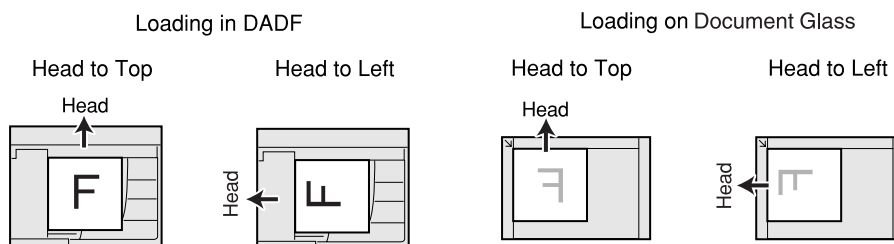
⑧ Select the corresponding document orientation of the original loaded.
Select **Head to Top** or **Head to Left**.

⑨ Select **Save** thrice.

⑩ Select other features if necessary.

⑪ Enter the required number of sets by using the keypad and press **Start**.
The copies are made according to the specified copy sizes.

Automatic X/Y Percentage Change (Auto-Fit)

The machine will make copies of your original by calculating the X and Y ratios so that the image can fit onto the selected paper size.

Procedure

1 On the Basic Features screen, select the tray with the desired paper size in Paper Supply.

For example, select **4**.

2 On the Basic Features screen, select **Reduce/Enlarge**.

3 Select **Independent X-Y%**.

4 Select **Auto-Fit**.

Ready to copy
Select the image orientation of your loaded originals.
Free Memory 100%
set(s) 1

Independent X-Y% Cancel Save

Y (25–400) X (25–400)

Variable % 100 % XY 100 %

Calculator %

Auto-Fit

Select the image orientation of the loaded originals.

Head to Top
Head to Left

5 Load the original in the orientation of Head to Top, or Head to Left.

Loading in DADF

Head to Top Head to Left
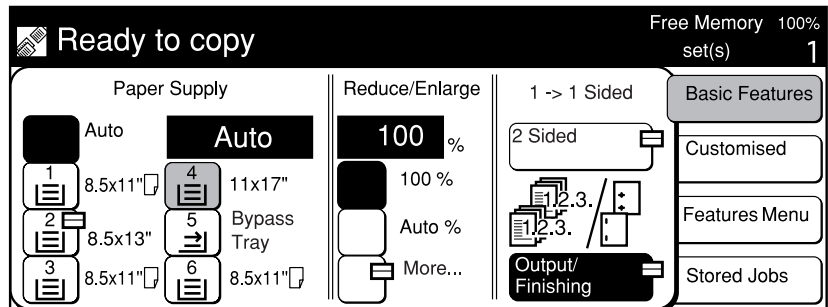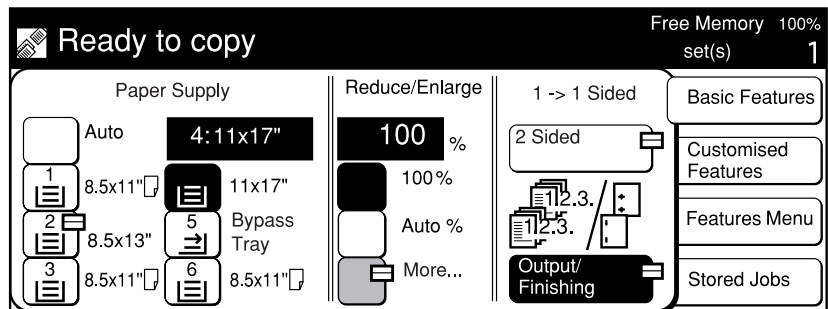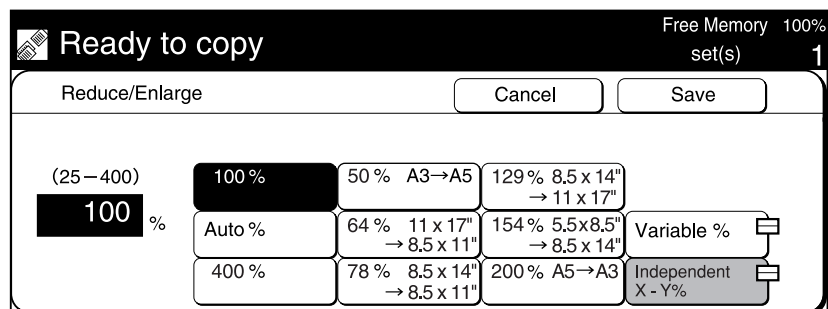
Loading on Document Glass

Head to Top Head to Left

6 Select the corresponding document orientation of the original loaded.
Select **Head to Top** or **Head to Left**.

7 Select **Save** twice.

8 Select other features if necessary.

9 Enter the required number of sets by using the keypad and press **Start**.
The copies are made by enlarging or reducing the original image size so that it fits onto the selected paper size.

● Automatic Image Rotation
When the document orientation of the original and paper loaded differs, the image will be copied by rotating it so that they are the same.
(Factory default: Image Rotation is On.) To copy a portrait original in landscape orientation, select rotation to be off so that the desired alteration to XY ratio is achieved.

Original Copy

Image Rotation On Image Rotation Off

Note
● Select **Cancel** to cancel the settings.

See
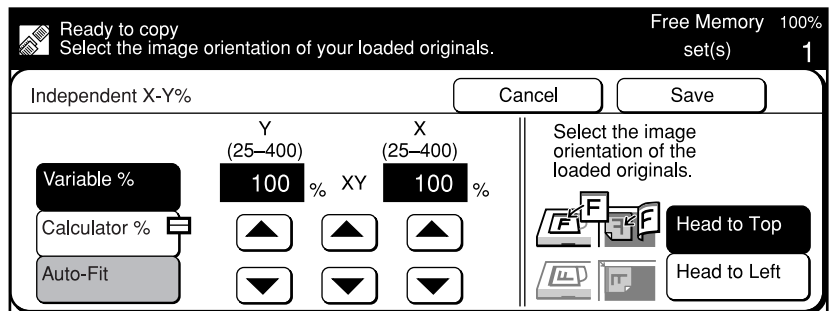● *Chapter 3 Loading Documents* for information on how to load documents.

Note
● To disable Image Rotation, set it to **Off** on the Customized Features screen or Features Menu screen.
● Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.
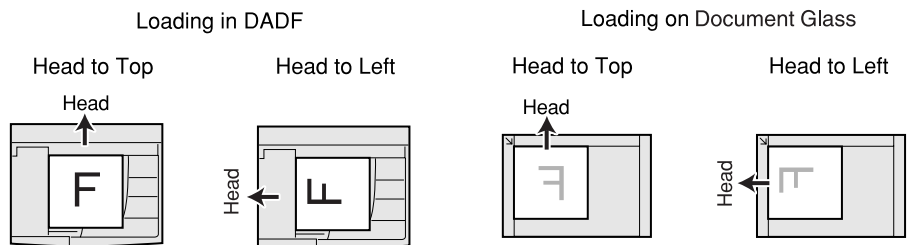
See
● *5-11: Rotating and Copying in Different Directions (Image Rotation)*

Copying on One Side

(2 Sided)

The 2 Sided feature allows you to make one sided copies from one sided documents or two sided documents,
To make one sided copies from a two sided document, use the DADF.

1 Sided Original

Page 1   Page 2

1 Sided Copy

Page 1   Page 2

2 Sided Original

1 Sided Copy

Page 1   Page 2
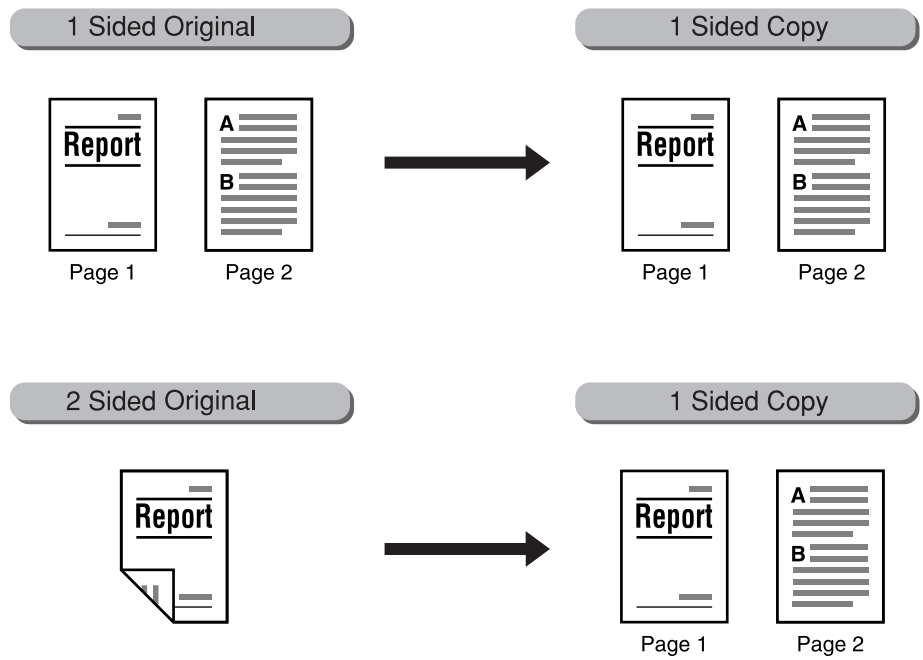
Procedure

● The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.
● **2 Sided** can also be selected on the Features Menu screen.

1 On the Basic Features screen, select **2 Sided**.
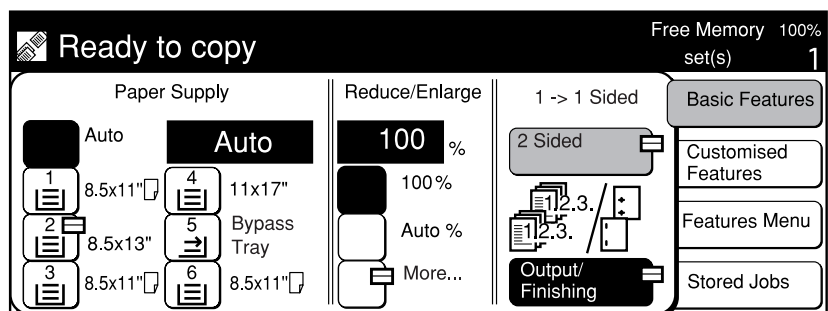
Ready to copy   Free Memory 100%
set(s)   **1**

Paper Supply   Reduce/Enlarge   1 -> 1 Sided   Basic Features

Auto   Auto   100 %   2 Sided   Customised Features

1 8.5x11"   4 11x17"   100 %   Features Menu

2 8.5x13"   5 Bypass Tray   Auto %   Output/ Finishing   Stored Jobs

3 8.5x11"   6 8.5x11"   More...

2 Select either **1 → 1 Sided** or **2 → 1 Sided**.

For example, select 2 → 1 Sided.

> Ready to copy.
> Select the image orientation of your loaded originals.
> Free Memory 100%
> set(s) 1
>
> 2 Sided | Cancel | Save
>
> 1 -> 1 Sided
> 1 -> 2 Sided
> 2 -> 2 Sided
> 2 -> 1 Sided
>
> Select the image orientation of the loaded originals.
>
> Head to Top
> Head to Left
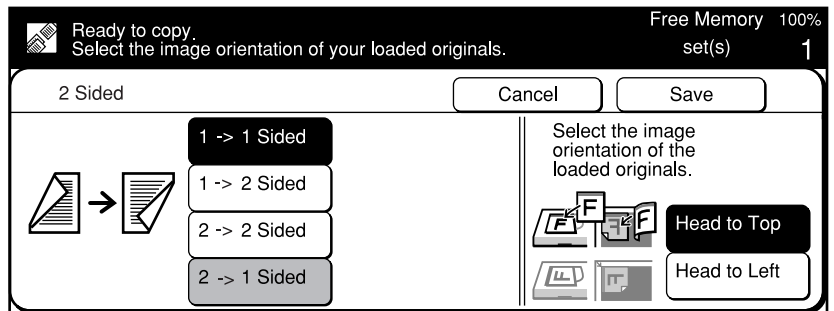
3 Select **Head to Head** or **Head to Toe** as the image orientation of the document if you have selected **2 → 1 Sided**.

> 2 -> 1 Sided selected - - Ready to copy
> Free Memory 100%
> set(s) 1
>
> 2 Sided | Cancel | Save
>
> 1 -> 1 Sided
> 1 -> 2 Sided
> 2 -> 2 Sided
> 2 -> 1 Sided
>
> Originals
>
> Head to Head
> Head to Toe
>
> Select the image orientation of the loaded originals.
>
> Head to Top
> Head to Left
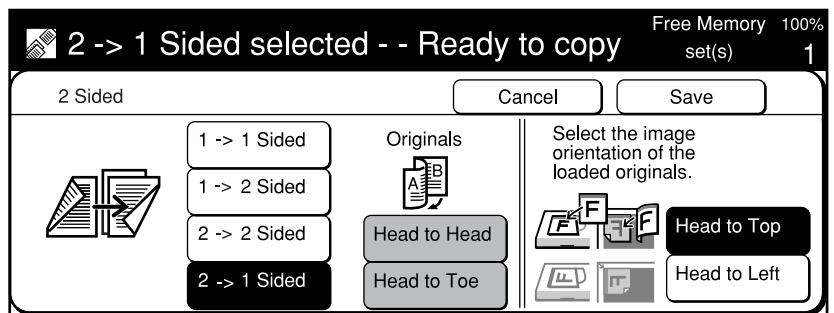
Head to Head — When all sides of a document have the same orientation.

Original | Copy
Side 1 | Side 2 | Page 1 | Page 2
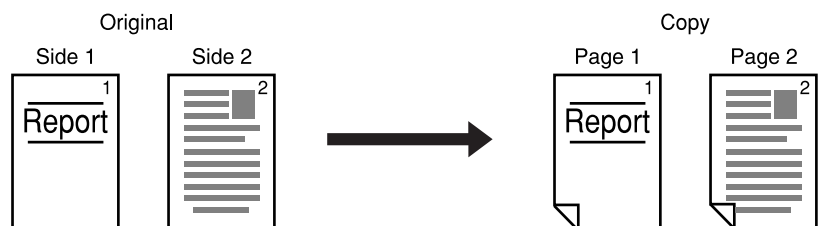
Head to Toe — When the orientation of side two is the reverse of side one.

Original | Copy
Side 1 | Side 2 | Page 1 | Page 2

Note
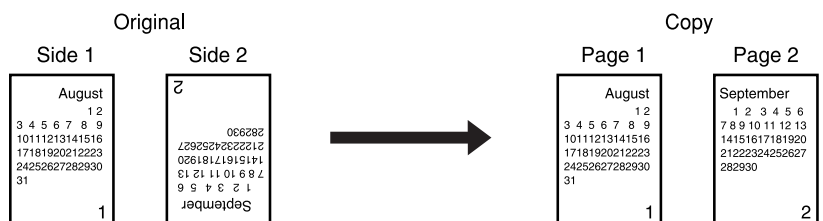
● For 2→1 Sided copying, use the DADF.

Note

● Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

4 Load the original in the orientation of Head to Top, or Head to Left.
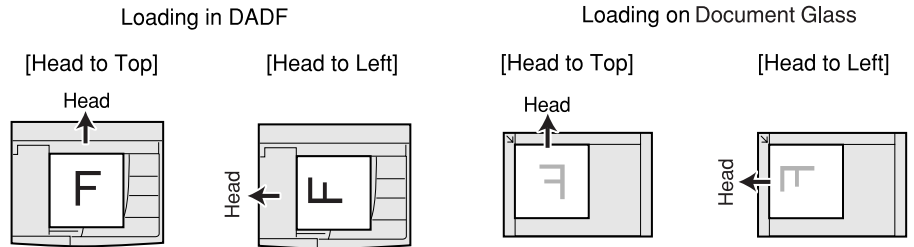
Loading in DADF   Loading on Document Glass

[Head to Top]   [Head to Left]   [Head to Top]   [Head to Left]

5 Select the corresponding document orientation of the original loaded.

Select **Head to Top** or **Head to Left**.


```
                                                    Free Memory   100%
🖎 2 -> 1 Sided selected - - Ready to copy            set(s)        1
  2 Sided                                    Cancel          Save
                                                    Select the image
        1 -> 1 Sided         Originals           orientation of the
                                                    loaded originals.
        1 -> 2 Sided
                                                              Head to Top
        2 -> 2 Sided       Head to Head
                                                              Head to Left
        2 -> 1 Sided       Head to Toe
```
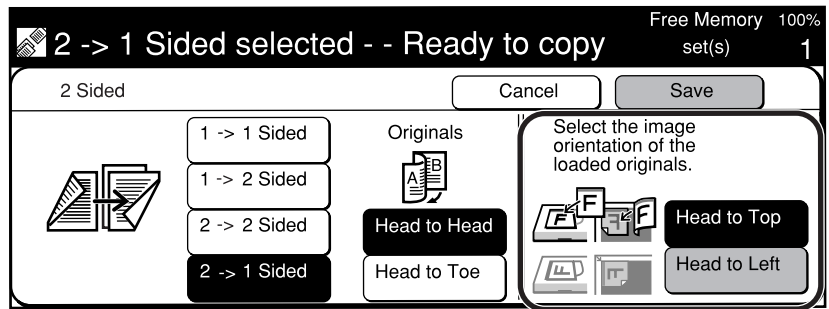
6 Select **Save.**

7 Select other features if necessary.

8 Enter the required number of sets by using the keypad and press **Start**.

The copies are made on one side of the paper.

Free Manuals Download Website

http://myh66.com

http://usermanuals.us

http://www.somanuals.com

http://www.4manuals.cc

http://www.manual-lib.com

http://www.404manual.com

http://www.luxmanual.com

http://aubethermostatmanual.com

Golf course search by state

http://golfingnear.com

Email search by domain

http://emailbydomain.com

Auto manuals search

http://auto.somanuals.com

TV manuals search

http://tv.somanuals.com