savin

SDC306

Full Color Digital Imaging System

Operating Instructions

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

S1089

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Introduction

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

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety:

This machine is considered a CDRH class 1 laser device, safe for office/EDP use. The machine contains a 15-milliwat, 760-800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or perfomance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Power Source

120V, 60Hz, 20A or more

Please be sure to connect the power cord to a power source as above. For details about power source, ☛ see page 138.

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Do not make copies of anything which is prohibited from copying by law. The following items are normally prohibited from copying by national law. Other items may be prohibited by local law.

- **Money**
- **Stamps**
- **Bonds**
- **Stocks**
- **Bank drafts**
- **Checks**
- **Passports**
- **Driver's licenses**

The copy samples in this Operating Instructions differ somewhat from actual copies due to printing effects.

The coloring of each Color key may differ somewhat from the actual copies.

This copier has a function that prevents making counterfeit bills. So, if you use an original image that is similar to a bill, you may not get proper copies.

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Safety Information

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

Safety during Operation

In this manual, the following important symbols are used:

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

Examples of Indications

	Symbols ⚠ mean a situation that requires you take care.
	Symbols ⚠ mean "Hot surface".
	Do NOT carry out the operation represented by this symbol ⃠. This example means "Do not take apart".
	Symbols ● mean you MUST perform this operation. This example means "You must remove the wall plug".

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⚠ *WARNING:*

- *Only connect the machine to the power source described on the inside front cover of this manual.*
- *Avoid multi-wiring.*
- *Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.*
- *Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.*

- *Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.*

- *Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage.When the machine needs to be checked, adjusted, or repaired, contact your service representative.*
- *Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser systems, there is a risk of serious eye damage.*

- *If the machine looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the operation and main power switches then unplug the power cord from the wall. Do not continue using the machine in this condition. Contact your service representative.*
- *If metal, liquid or foreigh matter falls into the machine, turn off the operation and main power switches, and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect.*

- *Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur.*

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

- *Do not insert your hands between sorter bins when your machine is equipped with the 20-bin sorter stapler. You may be injured.*

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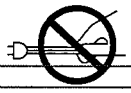
⚠ CAUTION:

- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*

- *After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury.*

- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*



- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*

- *When removing misfed paper, do not touch the fusing section because it could be very hot.*

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

- *This equipment is only to be installed by a qualified service personnel.*

- *Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection.*

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How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

*The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's panel display.

[ ]

Keys built into the machine's operation panel.

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What You Can do with this Machine

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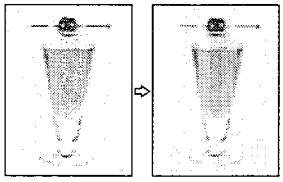

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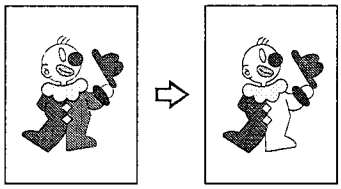

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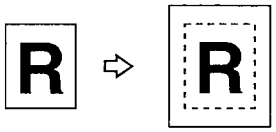
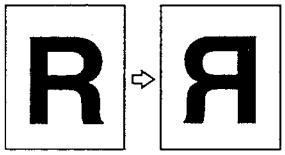
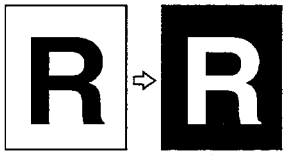


• Mirror ⇒ Page 77



• Positive/Negative ⇒ Page 79



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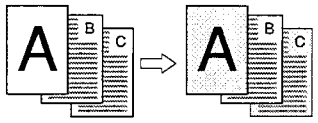
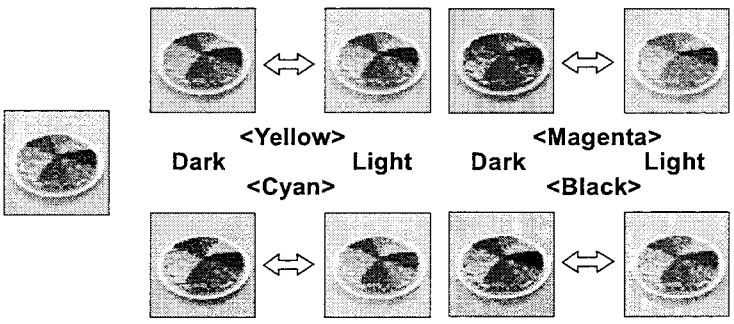


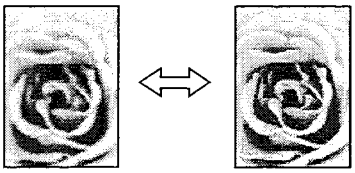
• Color Balance ⇒ Page 88



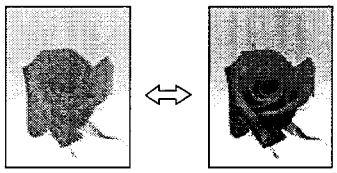
• Bypass feed Copying ⇒ Page 36

• Image Adjustment ⇒ Page 91

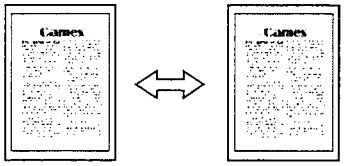
• Sharp/Soft



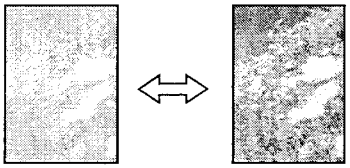
• Contrast



• Background Density



• Pastel



***1 The optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sorter is required.**

***2 The optional 20-bin sorter stapler or 10-bin sorter stapler is required.**

***3 The optional document feeder is required.**

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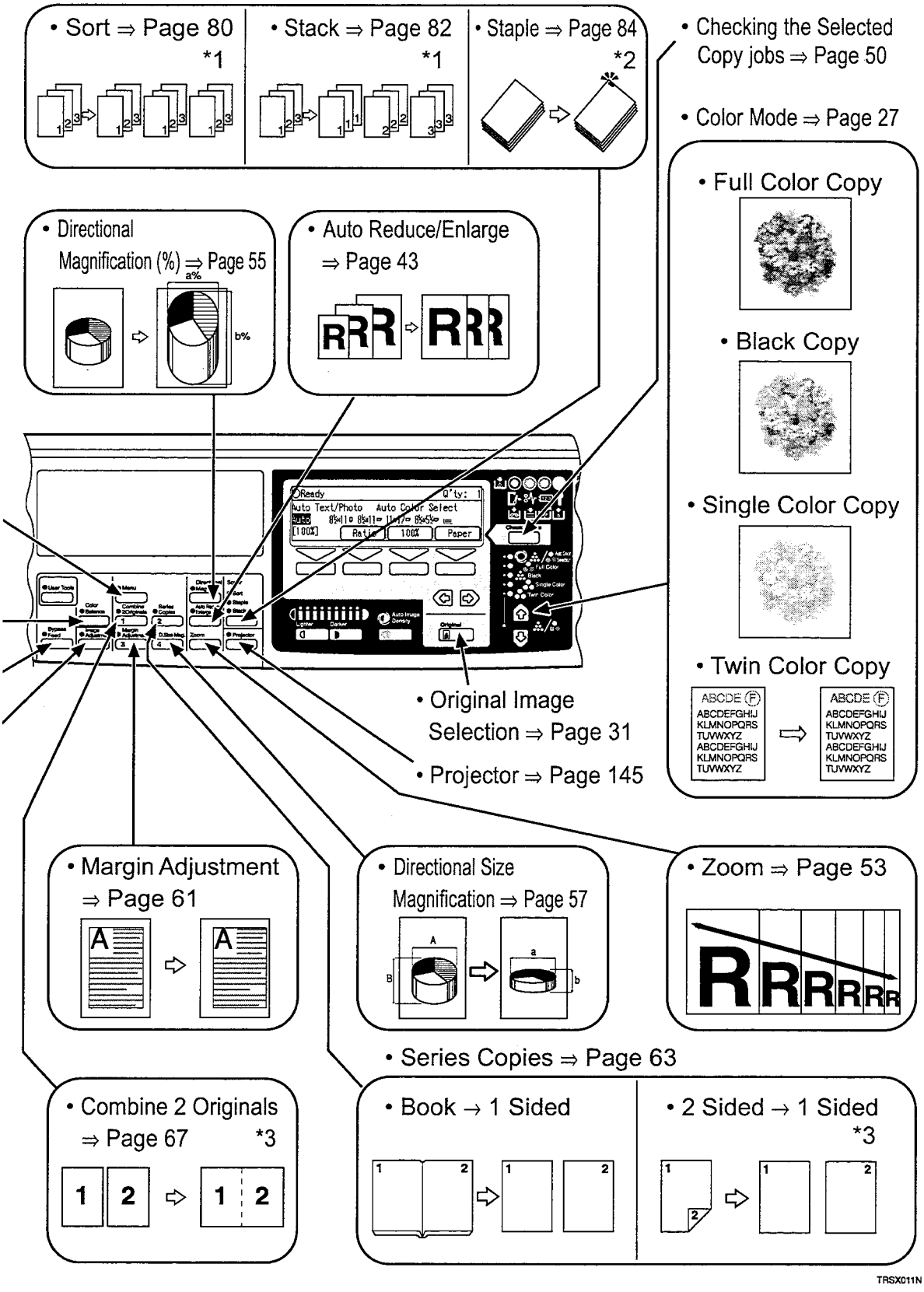

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Where it is & What it is

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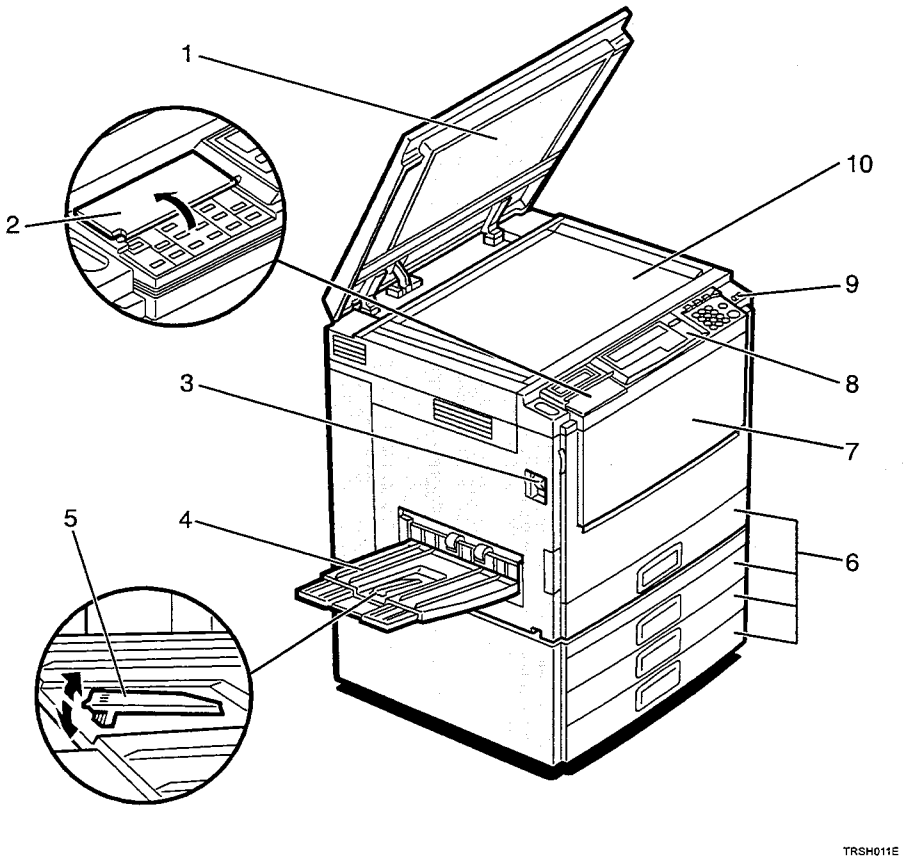
Machine Exterior



1. Platen cover (option) — Lower this cover over originals placed on the exposure glass (platen grass) for copying.

2. Behind cover — Flip up when you use the keys underneath.

3. Main power switch — To start the machine, turn on this switch.

Note

- If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

4. Copy tray — Copied paper is delivered here.

5. Stopper — When you copy onto thin paper, raise this to prevent curling.

6. Paper tray — Set paper here. ☛ See page 104.

7. Front cover — Open to access the inside of the machine.

8. Operation panel — ☛ See page 6.

9. Operation switch — Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

10. Exposure glass (platen glass) — Position originals here face down for copying.

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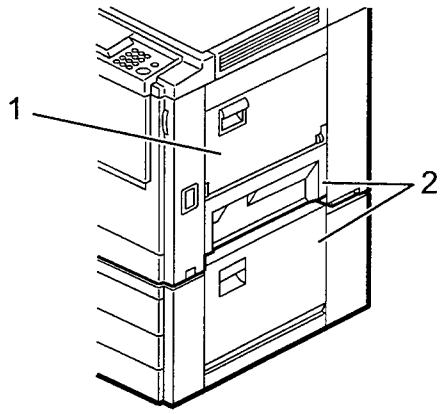
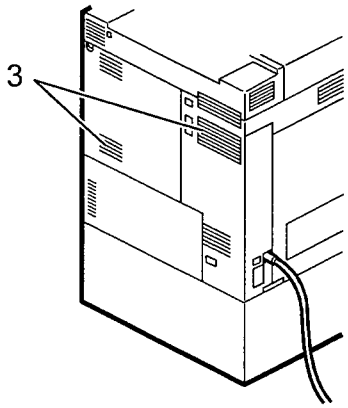


TRSH030E



TRSH020E

1. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper, ☛ See page 36.

2. Right covers

Open this cover to remove jammed paper.

3. Ventilation holes

Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

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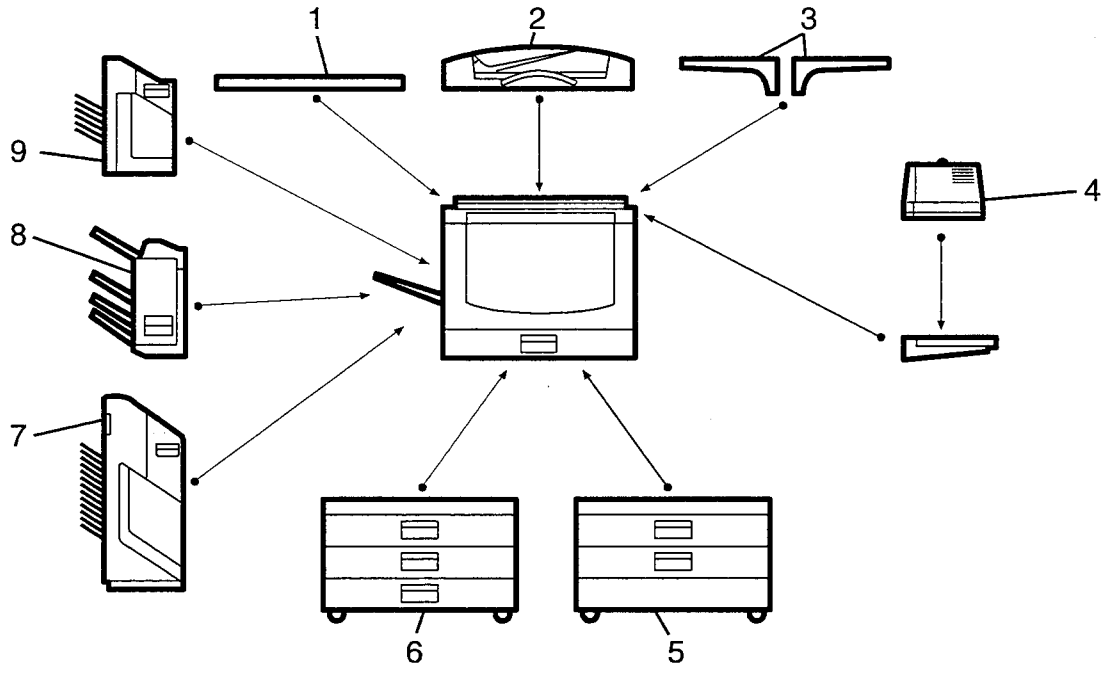
Options

This machine can be provided with the following options:



TRSP010E

1. **Platen cover** — Lower this cover over originals placed on the exposure glass (platen glass) for copying.
2. **Document feeder (ADF)** — Insert a stack of originals here. They will be fed automatically.
3. **Original tray**
4. **Film projector unit** — Use to copy films. ☛ See page 145.

   Note
   ❒ The holder is required for installation.
5. **1000-sheet tray unit (two 500-sheet trays)** — Consists of two paper trays.
6. **1500-sheet tray unit (three 500-sheet trays)** — Consists of three paper trays.
7. **20-bin sorter stapler** — Sorts, stacks, and staples copies.
8. **3-bin sorter** — Sorts and stacks copies.
9. **10-bin sorter stapler** — Sorts, stacks, and staples copies.

Other options:

- Printer interface kit

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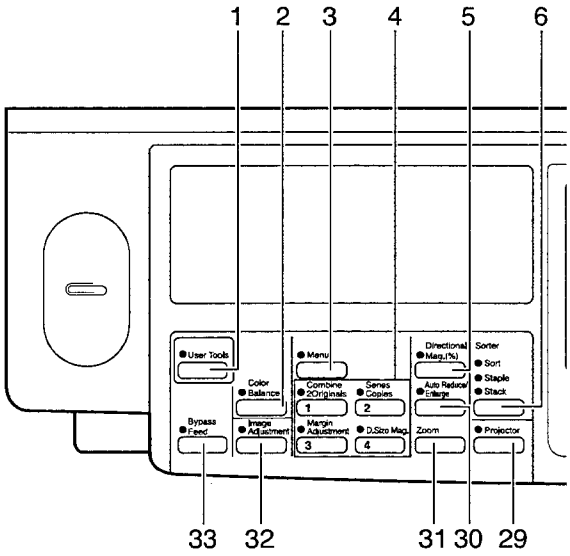
Operation Panel



1. [User Tools] key
Press to change the default settings and conditions to meet your requirements.

2. [Color Balance] key
Press to adjust and store the color balance. ☛ See page 88.

3. [Menu] key
Displays the names of available functions.

4. [Favorite] keys
Press to use the stored functions you frequently use. As default, the following functions are stored:

1: Combine 2 Originals
2: Series Copies
3: Margin Adjustment
4: Directional Size Magnification (inch)

5. [Directional Mag.(%)] key
Press to use Directional Magnification (%) mode. ☛ See page 55.

6. [Sorter] key
Press to select Sort, Stack or Staple mode. ☛ See page 80.

7. Panel Display
Shows operation status, error messages, and function menus. ☛ See page 8.

8. [Selection] keys
Press the key under the item you wish to select.

9. Indicators
These indicators show errors or the status of the machine. ☛ See page 100.

10. [Check Modes] key
Press to check all the settings you have set.

11. [Program] key
Press to select the program mode. ☛ See page 47.

12. [Clear Modes] key
Press to clear the previously entered settings.

13. [Energy Saver] key
Press to enter/exit Energy Saver mode. ☛ See page 44.

14. [Interrupt] key
Press to make interrupt copies. ☛ See page 45.

15. [Counter] key
Press to check the total number of copies made. ☛ See page 50.

16. Main Power indicator
This indicator lights up when the main power switch is turned on, and goes off when the switch is turned off.

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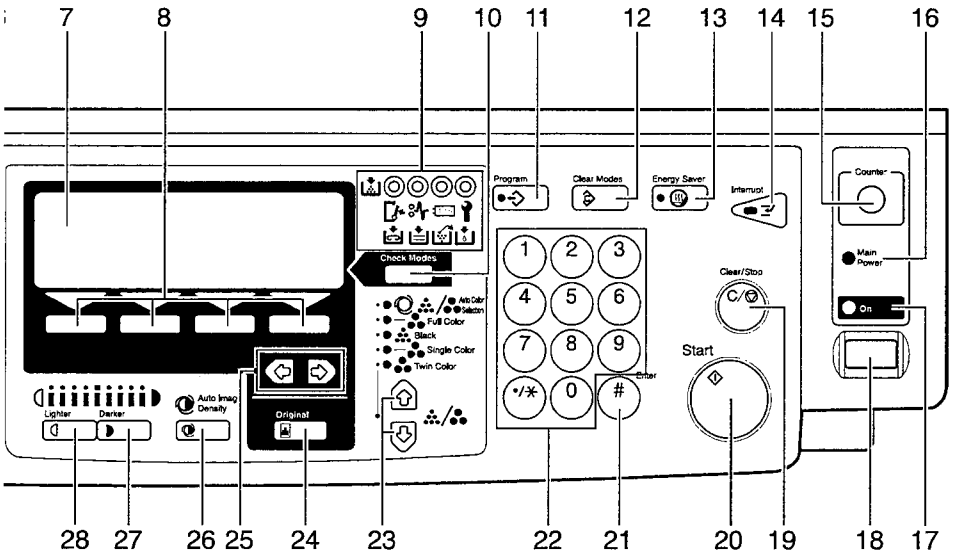

TRSS011N

17. On indicator
This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

18. Operation switch
Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

19. [Clear/Stop] key
Press to cancel the copy number entered. While copying, press to stop copying. This key is also used to clear data.

20. [Start] key
Press to start copying. Use to set the Auto Start.

21. [#] key
Use to enter data in selected modes.

22. [Number] keys
Use to enter the desired number of copies. They are also used to enter data.

23. ⏫ ⏬ keys (Color Mode keys)
Press to select the color mode. ☛ See page 27.

24. [Original] key
Press to select original type you use. ☛ See page 31.

25. ⏪ ⏩ keys (Cursor keys)
Press to select an item on the panel display.

26. [Auto Image Density] key
Press to make copies in Auto Image Density mode. ☛ See page 25.

27. [Darker] key
Press to increase the image density. ☛ See page 25.

28. [Lighter] key
Press to lower the image density. ☛ See page 25.

29. [Projector] key
Press to make copies with the projector unit. ☛ See page 145.

30. [Auto Reduce/Enlarge] key
Enlarges or reduces the image automatically according to the specified paper size. ☛ See page 43.

31. [Zoom] key
Enlarges or reduces in 1 % steps. ☛ See page 53.

32. [Image Adjustment] key
Press to change the default settings for image adjustment. ☛ See page 91.

33. [Bypass Feed] key
Press to select the paper type when copying with the bypass tray. ☛ See page 36.

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Panel Display

The panel display shows the status of the machine, error messages, and function menus.

Important

❒ Do not apply a strong shock or force of about 30N (about 3kgf) or more to the panel display or you could damage it.

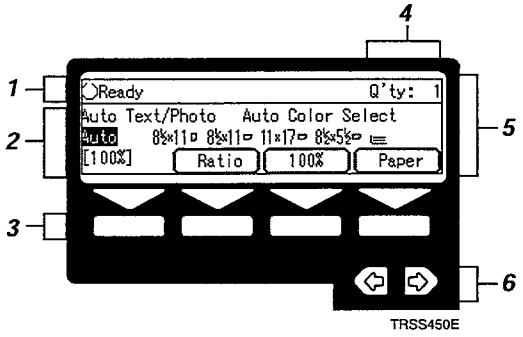
Note

❒ Currently selected items are shown highlighted on the panel display (e.g. Auto).

❒ Keys that are not available are shown grayed out (e.g. OK).

Layout and Keys

Initial display



1. The machine status and messages appear here.

2. Items which can be selected or specified.

3. These four keys correspond to the keys that are in the bottom line of the display (e.g. **[Ratio]**, **[100%]**, and **[Paper]** in the above display). Press the relevant key to select a key in the display.

4. Number of copies set.

5. Settings for this function.

6. Press these keys to select an item on the display.

❒ To move the selection to the left, press the ◀ key.

❒ To move the selection to the right, press the ▶ key.

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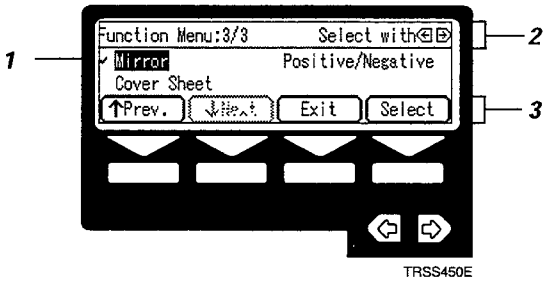
Function menu display



1. ✔ mark appears before the names of functions that are currently selected.

2. The machine status and messages appear here.

3. Items which can be selected or specified.

Common keys

[OK]	Confirm the selected function or value and return to the previous display.
[Cancel]	Cancel the selected function or value and return to the previous display.
[↑Prev.] **[↓Next]**	When there are too many items to fit on the display, use these keys to move between pages.
◀▶	Press to highlight the selection desire.
[Exit]	Confirm the selected function or value and return to the initial display.
[Select]	Confirm the selected function.

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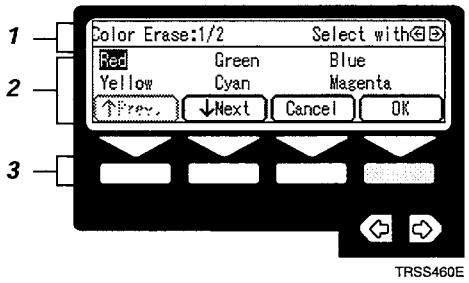
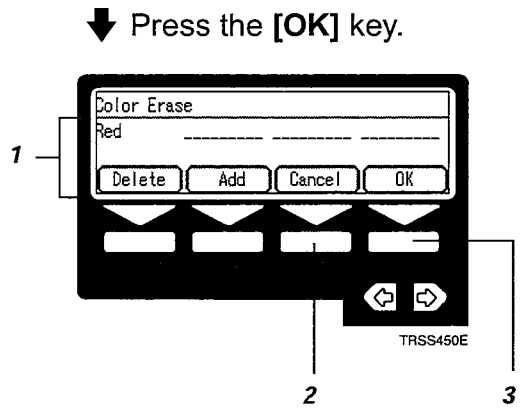
Example Displays

The basic elements used on the display are shown below. Understanding their meaning help you exploit this machine's features quickly and easily.

Sample display for Color Erase



1. The machine status and messages appear here.
2. Available settings.
3. Screened key means to press it.



1. Selected item.
2. Cancel the settings and returns to the previous display.
3. Confirm the settings and returns to the previous display.

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Basics

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Starting the Machine

To start the machine, press the operation switch to turn the power on.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. About Energy Saver mode, ☛ see page 44. About Auto Off Timer, ☛ see page 125.

Power Switches

This machine has the operation switch and main power switch.

❒ **Operation switch (right side of the operation panel)**

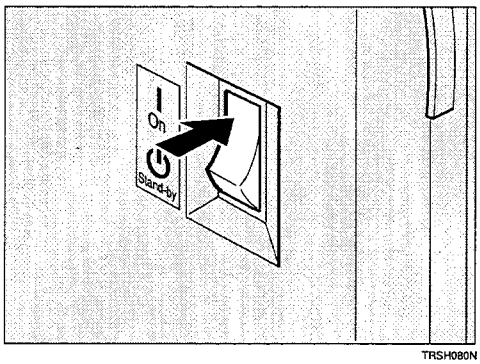
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❒ **Main power switch (left side of the machine)**

When the machine is not to be used for an extended period of time, turn off the main power switch.

Starting the Machine

1. Make sure that the power cord is plugged into the wall outlet firmly.
2. Turn on the main power switch.



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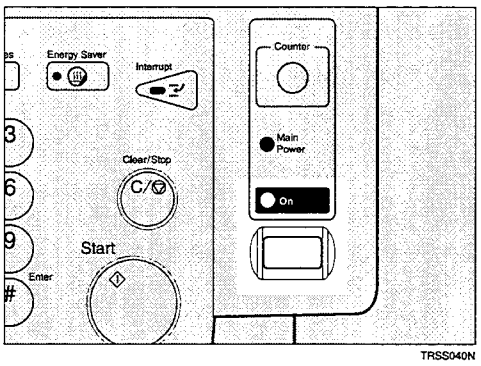
Turning on the Power

1 Press the operation switch to make the **On** indicator light up.



Note

- If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- During the warm-up period (about 7 minutes), you can use the Auto Start function. ☛ See page 46.

When the machine is set for user codes

1 Enter your user code using the **[Number]** keys. Then press the **[#]** key.

Note

- To prevent others from making copies with your user code, press the **[Clear Modes]** key and the **[Clear /Stop]** key simultaneously after copying.

Reference

- For setting user codes, ☛ see page 131.

When the Energy Saver indicator is lit

The machine is in Energy Saver mode.

1 Press any key.

The machine will return to the ready condition.

Note

- The machine will also return to the ready condition when an original is set in the document feeder, or when the platen cover or the document feeder is opened.

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Originals

Standard Size Originals

The machine will detect original of the following sizes and directions as standard size originals:

❒ When you set originals on the exposure glass (platen glass)

Metric version	A3□, B4□, A4□▯, B5□▯, 8 1/2" x 13"□
Inch version	11" x 17"□, 10" x 14"□, 8 1/2" x 14"□, 8 1/2" x 13"□, 8 1/2" x 11"□▯

❒ When you set originals in the document feeder

Metric version	A3□, B4□, A4□▯, B5□▯, A5□▯, B6□▯, 267 x 390mm□, 195 x 267mm□▯, 11" x 17"□, 8 1/2" x 13"□, 8 1/2" x 11"□▯
Inch version	A4□▯,11" x 17"□, 11" x 15"□, 10" x 14"□, 8 1/2" x 14"□, 8" x 13"□, 8 1/2" x 11"□▯, 8" x 10"□, 5 1/2" x 8 1/2"□▯

Recommended Originals

❒ Regarding originals that the document feeder can handle, ☛ see page 188.

Non-recommended Originals for the Document Feeder

Note

❒ The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass (platen glass).

- ❒ Originals thicker than 128g/m², 34 lb
- ❒ Originals thinner than 40g/m², 11 lb
- ❒ For originals between 40 and 52g/m², 11 and 14 lb, the document feeder must be set to Thin Paper mode with the user tools. ☛ See page 133.
- ❒ Originals larger than A3, 11" x 17"
- ❒ Originals smaller than B6□□, 5 1/2" x 8 1/2"□▯
- ❒ Folded, curled, creased, or damaged originals
- ❒ Mailing labels, or perforated originals
- ❒ Bound, stapled, or clipped originals
- ❒ OHP transparencies
- ❒ Translucent paper
- ❒ Pasted originals
- ❒ Damp originals
- ❒ Sticky originals
- ❒ Wavy originals
- ❒ Originals that are not made from paper
- ❒ Originals written in pencil on both sides, or two-sided carbon originals
- ❒ Thermal fax paper, CRO (camera ready originals) or aluminum foil
- ❒ Books, pamphlets, and booklets

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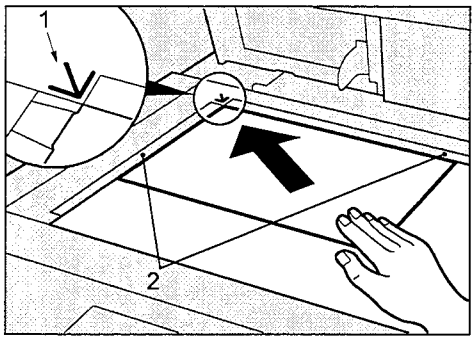
Setting Originals on the Exposure Glass (Platen Glass)

1. Lift the platen cover or the document feeder.

2. Set the original face down on the exposure glass (platen glass). The original must be aligned with the rear left corner.



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1. Reference mark
2. Scale

3. Lower the platen cover or the document feeder.

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Setting a Stack of Originals in the Document Feeder

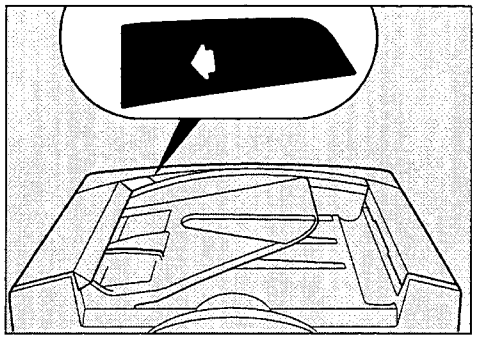
You can insert a stack of originals into the document feeder. These originals are individually fed onto and removed from the exposure glass (platen glass).

Note

- ❒ Some originals are unsuitable for the document feeder. ☛ See page 14.
- ❒ Do not press down or hold originals after inserting them.
- ❒ While originals are fed from the original table to the exposure glass (platen glass), do not pull them out.
- ❒ Do not lift the document feeder until the original has been completely fed out.

1 Correct any curl, fold, or crease in the originals before setting the originals.

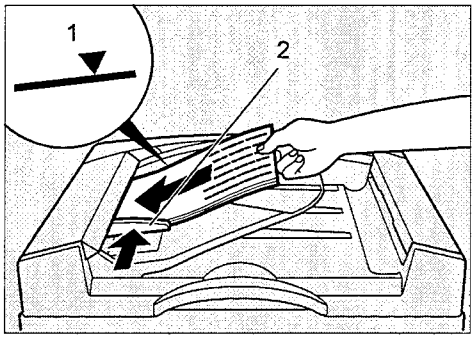
2 Make sure the **Insert Original** indicator is lit and the exposure glass (platen glass) is clear of originals.



TRSR050E

3 Adjust the guide to the original size.

4 Set the originals *face up* into the document feeder until the **Insert Original** indicator goes off.



TRSR020E

1: Limit mark
2: Original guide

Note

- ❒ The last page should be on the bottom.
- ❒ The original guide must touch the front side of the originals.
- ❒ Do not stack originals above the limit mark.

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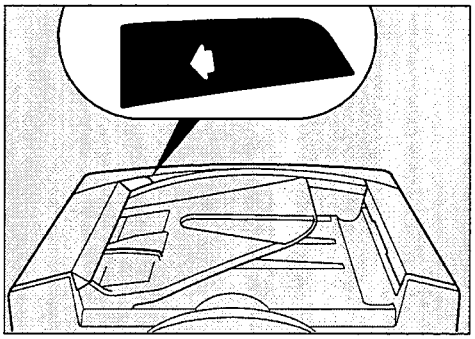
Setting one Original at a Time in the Document Feeder

If you set one original at a time in the document feeder, the second and subsequent originals can be fed and copied automatically without pressing the **[Start]** key.

Note

- ❒ Do not press down or hold originals after inserting them.
- ❒ While originals are fed from the original table to the exposure glass (platen glass), do not pull them out.
- ❒ Do not lift the document feeder until the original has been completely fed out.

1. Correct any curl, fold, or crease in the originals before setting.
2. Make sure the **Insert Original** indicator is lit and the exposure glass (platen glass) is clear of originals.



TRSR050E

3. Adjust the guide to the original size.
4. Set the original *face up* into the document feeder until the **Insert Original** indicator goes off.

Note

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

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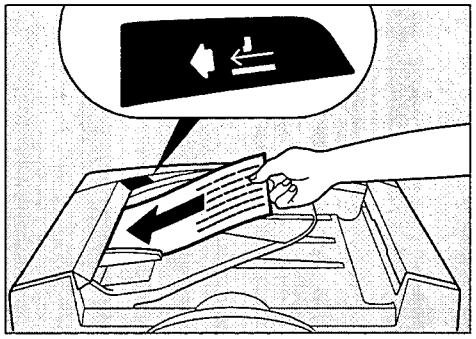
5 Press the **[Start]** key.

6 While the **Auto Feed** indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.



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Note

❒ You can adjust the time the machine waits before being ready for the next original with the user tools. ☛ See page 133.

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Setting Originals of Different Sizes in the Document Feeder

You can insert a stack of originals of different standard sizes (e.g. A4, B5 etc.) into the document feeder. These originals are individually fed onto and removed from the exposure glass (platen glass).

Preparation

❒ To use this function, you have to select ADF Mixed Sizes mode with the user tools. See page 133.

Limitation

❒ The weight of originals that can be set with this function is 52 - 81g/m², 14 - 20 lb.

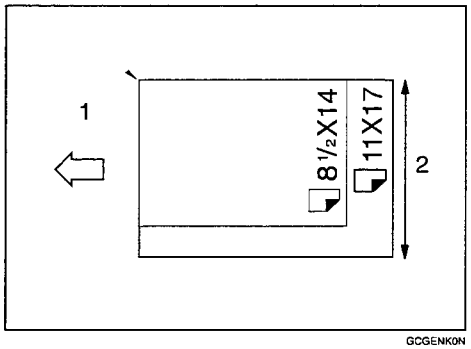
❒ Smaller size originals might be skewed a little.

Note

❒ If your stack of originals contains pages of different sizes, make sure that:

- Longer originals are at the bottom of the stack, and shorter originals are at the top.
- All originals are flush with the back fence of the document feeder.

1 Align the rear and left edges of the originals as shown in the illustration.



1: Set into the document feeder
2: Vertical size

2 Adjust the guide to the widest original size.

3 Set the aligned originals face up into the document feeder.

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Setting Non-standard Sized Originals

When copying from non-standard sized originals, enter the original size so that copy is well aligned.

Limitation

❒ You must set your non-standard size originals on the exposure glass (platen glass).

Reference

❒ For the standard sizes the machine can detect, ☛ see page 14.

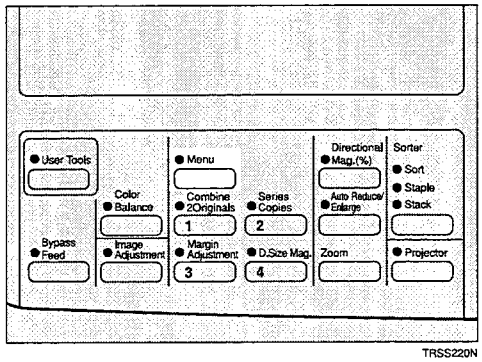
Note

❒ The dimensions you can enter must be within the following ranges:

Vertical size	50 - 297mm (in 1mm steps), 2.0" - 11.7" (in 0.1" steps)
Horizontal size	50 - 432mm (in 1mm steps), 2.0" - 17" (in 0.1" steps)

1 Select the copy paper size.

2 Press the **[Menu]** key.



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3 Make sure that the **[Custom Size Orig.]** is selected, then press the **[Select]** key.

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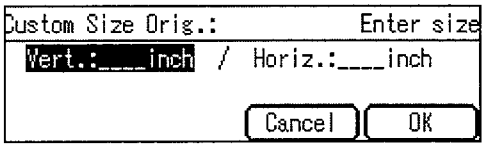
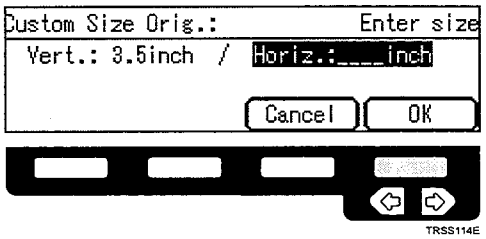
4 Enter the vertical original size with the **[Number]** keys, then press the ⊕ or **[#]** key.



Note

❒ To change the value entered, press the **[Clear/Stop]** key and enter the new value.

5 Enter the horizontal original size with the **[Number]** keys, then press the **[OK]** key.



6 Set your original on the exposure glass (platen glass), then press the **[Start]** key.

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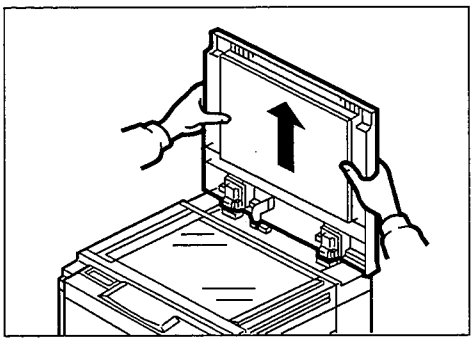
Removing the Platen Cover to Copy a Large Original

You can remove the platen cover to copy a large (more than A3, 11" × 17") original.

Note

❒ You cannnot remove the document feeder.

To remove the platen cover, lift it out.



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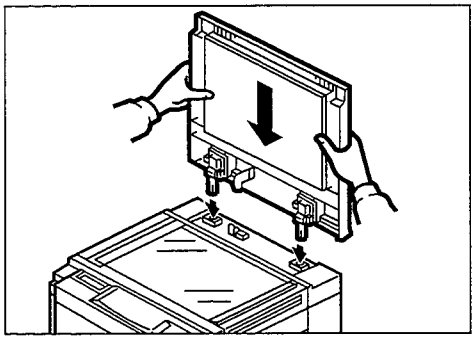
Note

❒ Lift the platen cover with both hands. Place the removed cover on a flat surface such as a desk and where it will not be damaged.

To reset the platen cover, align the pins of the platen cover and the holes of the copier. Then push the platen cover into the copier.



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