

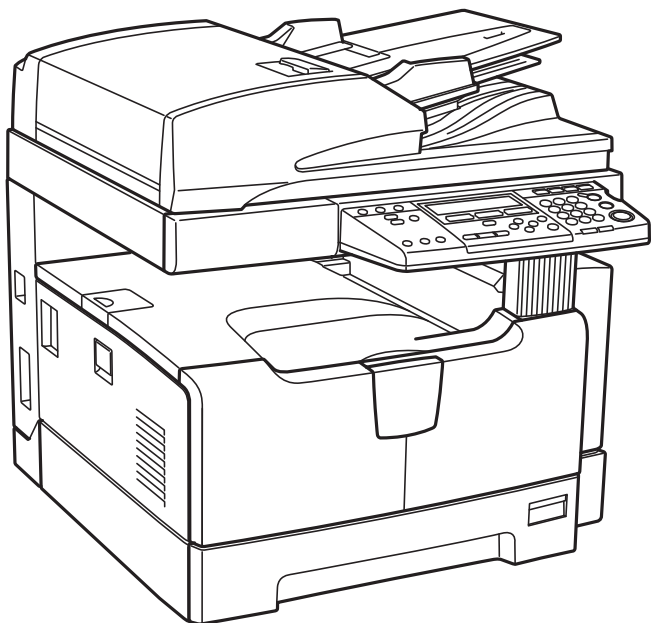
TOSHIBA

Leading Innovation >>>

MULTIFUNCTIONAL DIGITAL SYSTEMS

Operator's Manual for Copying Functions

e-STUDIO195/225/245



Preface

Thank you for purchasing the TOSHIBA multifunctional digital systems.
We have provided you with this manual for the operation of this equipment.

This operator's manual describes the following:

- How to use this equipment
- How to inspect and carry out maintenance on this equipment
- How to remedy mechanical and copying problems

Be sure to read this manual before using this equipment. Keep this manual handy and retain it for future reference.

Notice to Users

After a suitable place has been selected for the installation of the e-STUDIO195/225/245, please do not change it. Avoid excessive heat, dust, vibration and direct sunlight. Also, provide proper ventilation as the copier emits a small amount of ozone.

The unit is classified as Class 1 Laser Product according to IEC60825-1:1993, IEC60825-1:2007 including amendments.

The unit uses laser diode of output Max. 5 mW, wave length 785 nm, continuous pulse.

Caution:

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

Warning:

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

For EU only

Working environment

From EMC (Electromagnetic Compatibility) point of view, the operation of this product is being restricted in following environments:

- Medical Environments: This product is not certified as a medical product according to the Medical Product Directive 93/42/EEC.
- Domestic environments (e.g. a private living room with TV / Radio sets in the nearby surrounding area) because this is a so called EMC class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures!

Any consequences resulting from the use of this product in restricted working environments are not the responsibility of TOSHIBA TEC.

The consequences of the use of this product in restricted working environments may be an electromagnetic interference with other devices or machines in the nearby surrounding area. This can result into malfunction including data loss / data error pertaining to this product or the other devices / machines involved in the electromagnetic interference.

Furthermore, for general safety reasons, the use of this product in environments with explosive atmospheres is not permitted.

CE compliance

This product is labelled with the CE mark in accordance with the provisions of the applicable European Directives, notably the Low Voltage Directive 2006/95/EC, the Electromagnetic Compatibility Directive 2004/108/EC for this product and the electric accessories, the Radio Equipment and Telecommunications Terminal Equipment Directive 1999/5/EC for the telecommunication accessories.

CE marking is the responsibility of TOSHIBA TEC GERMANY IMAGING SYSTEMS GmbH, Carl-Schurz-Str. 7, 41460 Neuss, Germany, phone +49-(0)-2131-1245-0.

For a copy of the related CE Declaration of Conformity, please contact your dealer or TOSHIBA TEC.

For EU only

Following information is for EU-member states only:



This product is marked according to the requirement in EU-Directive 2002/96/EC.
(Directive on Waste electrical and electronic equipment - WEEE)

The use of the symbol indicates that this product may not be disposed as unsorted municipal waste and has to be collected separately. By ensuring this product is disposed of correctly, you will help prevent potential negative consequences for the environment and human health, which could otherwise be caused by inappropriate waste handling of this product.

For more detailed information about the take-back and recycling of this product please contact your supplier where you purchased the product.

Following information is for EU-member states only:



Disposal of batteries and/or accumulators
(based on EU-Directive 2006/66/EC,
Directive on batteries and accumulators and waste batteries and accumulators)

By ensuring that batteries and/or accumulators are disposed of correctly, you will help prevent potential negative consequences for the environmental and human health, which could otherwise be caused by inappropriate waste handling of this product.

For more detailed information about the take-back and recycling of batteries and/or accumulators, please contact your supplier where you purchased this product.

Before Reading This Manual

Lineup of our manuals

These manuals are provided for the operation of the e-STUDIO195/225/245. Select and read the manual best suited to your needs. This manual is the ***Operator's Manual for Copying Functions***.

Basic functions

Operator's Manual for Copying Functions (Booklet, This manual)

This manual describes the basic operations, mainly copying functions, of this equipment. It also describes safety precautions to ensure correct and safe use of this equipment. Be sure to read this before you use the equipment.

Facsimile functions

The Fax Kit GD-1221 (optional) is necessary for using the Fax functions.

Operator's Manual for Facsimile Function (Booklet)

This manual describes how to use the Fax functions. Various functions both basic and advanced regarding Fax transmission/reception are available.

Printing functions

The Network Printer Kit GA-1192 (optional) is necessary for using the printing functions.

Quick Start Guide for Printing Functions (Booklet)

This manual gives basic information regarding the printing functions, such as the GA-1192 accessories, necessary environmental conditions and outline of network connections as well as troubleshooting. Be sure to read this before using the printing functions.

Network Administration Guide for Printing Functions (PDF file)

This manual describes the operation necessary for configuring a network and using the printing functions, such as connecting to a network and setting components.

Setup Guide for Printing Functions (PDF file)

This manual consists of the following two parts.

Control panel: This part describes how to configure the printer-related settings using the control panel of the equipment.

TopAccess: This part describes how to use the co-packed utility "TopAccess". The settings and management of the equipment can be done using a Web browser.

Printing Guide (PDF file)

This manual describes the operation necessary for printing data from a computer, such as the installation of the client software and the use of the printer driver.

Network Fax Guide (PDF file)

This manual describes the operation necessary for sending a Fax from a computer via a network, such as the installation of the client software, use of the N/W-FAX driver and the co-packed application software "AddressBook Viewer".

Scanning functions

The Scanner Upgrade Kit GA-1202 (optional) is necessary for using the scanning functions.

Quick Start Guide for Scanning Functions (PDF file)

This manual gives the basic information regarding the scanning functions, such as the GA-1202 accessories, necessary environmental conditions and outline of network connections as well as troubleshooting. Be sure to read this before using the scanning functions.

Network Administration Guide for Scanning Functions (PDF file)

This manual describes the operation necessary for configuring a network and using the scanning functions, such as connecting to a network and setting components.

Setup Guide for Scanning Functions (PDF file)

This manual consists of the following two parts.

- Control panel: This part describes how to configure the scanner-related settings using the control panel of the equipment.
- TopAccess: This part describes how to use the co-packed utility "TopAccess". The settings and management of the equipment can be done using a Web browser.

Scanning Guide (PDF file)

This manual describes the operation necessary for using the scanning functions, such as the installation and the use of the TWAIN driver.

To read manuals in the PDF file format

The operator's manual in the PDF (Portable Document Format) can be displayed/printed using Adobe Reader or Adobe Acrobat Reader. If neither is installed in your computer, download one of them. This can be done via the website of Adobe Systems Incorporated.

How to read this manual

Symbols in this manual

To ensure correct and safe use of this equipment, this operator's manual describes safety precautions according to the three levels shown below.

You should fully understand the meaning and importance of these items before reading this manual.

Warning

Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.

Caution

Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.

Note

Indicates information to which you should pay attention when operating the equipment.

Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

Tip

Describes handy information that is useful to know when operating the equipment.

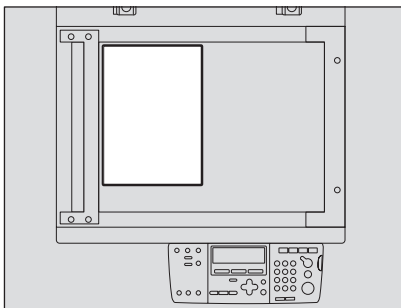


Pages describing items related to what you are currently doing. See these pages as required.

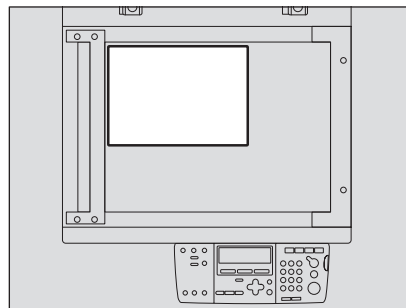
Description of original/paper direction

Paper or originals of A4 or B5 size can be placed either in a portrait direction or in a landscape direction. In this manual, "-R" is added to this paper size when this size of paper or original is placed in a landscape direction.

e.g.) A4 size original on the original glass



Placed in a portrait direction: A4



Placed in a landscape direction: A4-R

Paper or originals of A3 or B4 size can only be placed in a landscape direction, therefore "-R" is not added to these sizes.

Screens

Screens on this manual may differ from the actual ones depending on the use-environment of the equipment such as the installing status of options.

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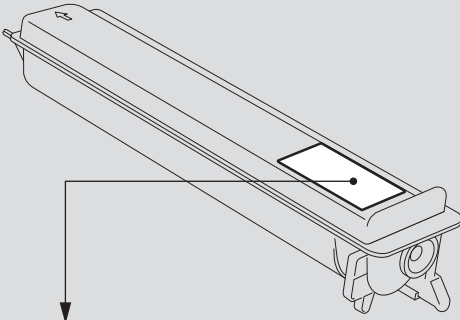
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TOSHIBA Quality Is Second to None

Recommended toner cartridges

To assure optimal printing performance, we recommend that you use only genuine TOSHIBA toner cartridges.



TOSHIBA ORIGINAL & GENUINE TOSHIBA TONER
NET 675 g

T-2450E

FOR/POUR/FÜR/DÀ/PARA
e-STUDIO223/243/195/195i
e-STUDIO225/225i/245/245i

COMPONENTS: Polyester resin, Wax,
Silica, Carbon black(1333-86-4)


TOSHIBA TEC EUROPE IMAGING SYSTEMS S.A.
MARTIN EGLISE 76370 NEUVILLE LES DIEPPE
TEL. (33)02.35.06.70.00

MADE IN FRANCE / FABRIQUE EN FRANCE
HERGESTELLT IN FRANKREICH
HERGESTELLT IN FRANCIJA / FATTO IN FRANCIA

■ DO NOT TOUCH THE METAL CONTACT ON THE CIRCUIT BOARD.
■ NE PAS TOUCHER LES CONTACTS METALLIQUES
DU CIRCUIT IMPRIME.

■ SHAKE WELL BEFORE USING.
■ AGITER AVANT EMPLOI.
■ VOR GEBRAUCH GUT SCHÜTTELN.
■ AGITARE BENE PRIMA DELL'USO.
■ SACUDIR BIEN ANTES DE USER.

■ NON TOCCARE IL PEZZO DI METALLO NELLA
SCHEDE DEI CIRCUITI.
■ DAS METALLSTÜCK AUF DER STROMKREISTAFEL
NICHT BERÜHREN.
■ NO TOCAR LA PIEZA METÁLICA EN EL TABLERO DE CIRCUITOS.



1 2 3 4 5 6

TOSHIBA ORIGINAL & GENUINE TOSHIBA TONER
NET 675 g

T-2450D

FOR
e-STUDIO195/223/225/243/245


COMPONENTS:
Polyester resin, Wax, Silica,
Carbon black(1333-86-4)

TOSHIBA TEC CORPORATION
201-02, Higashi-ogino 2-chome, Machi, Tokyo, 114-8684, Japan
PHONE: +81-3-6422-7763
MADE IN CHINA / FABRIQUE EN CHINE

■ MANIPULER AVEC PRECAUTION.
■ GARDER DANS UN ENDROIT SANS
HUMIDITE OÙ LA TEMPERATURE
AMBIANTE EST MOINS DE 35°C.

■ HANDLE WITH CARE.
■ STORE IN A DRY PLACE BELOW 35°C (95°F).
■ READ THE OPERATING INSTRUCTIONS OF
THE MACHINE BEFORE USING.
■ DO NOT TOUCH THE METAL
CONTACT ON THE CIRCUIT BOARD.

■ LIRE LE MANUEL D'EMPLOI DE
L'APPAREIL AVANT D'EN FAIRE USAGE.
■ NE PAS TOUCHER LA PIÈCE MÉTALLIQUE
SUR LE TABLEAU DE CIRCUITS.



1 2 3 4 5 6

If you use a TOSHIBA-recommended toner cartridge, you can utilize the following three functions of this equipment:

Cartridge detecting function:

This function checks if the toner cartridge is correctly installed and notifies you if it is not.

Toner remaining check function:

This function notifies you when there is little toner remaining in the cartridge, as well as notifying it to your authorized service representative automatically by the remote service.

Image quality optimization function:

This function controls image quality according to the characteristics of the toner to be used and enables you to print images of an optimal quality.

If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. Therefore, even if the toner cartridge is correctly installed, the error message "Toner not recognized" appears on the LCD screen and printing may not be performed. You may also not be able to utilize the image quality optimization function, the toner remaining check function and the remote service function notifying your authorized service representative automatically.

If you are using a toner cartridge other than the one we recommend, toner is not recognized. If this is a problem for you, please contact your service representative. Remember you will not be able to utilize the Toner remaining check function and Image quality optimization function as we mentioned.

Supplies / Parts

Dependability

Genuine TOSHIBA supplies are subjected to the strictest of inspections so that every supply you receive will perform at optimal levels.

High Productivity

Genuine TOSHIBA supplies are created to meet the demands of our competitive world and provide high-speed reliable copies when you need them.

Stable Image Quality

Genuine TOSHIBA supplies are designed to provide consistently stable image output.

Copier Friendly Supplies

Genuine TOSHIBA supplies are designed to help to keep the equipment and all its parts in trouble-free working order. Reduction of machine wear is due to TOSHIBA's intimate knowledge of the equipment's characteristics ensuring the highest standard of care.

Perfectly Suited Supplies

From the beginning TOSHIBA supplies and machines were made for each other. Whenever TOSHIBA designs a new machine, it also designs a new toner that is made just for that machine. By using genuine TOSHIBA supplies with TOSHIBA equipment, you are guaranteed optimum performance.

Toner

Optimum Image Quality

TOSHIBA toner is manufactured using ultra-fine quality materials under precisely controlled conditions to ensure that your TOSHIBA equipment will continually generate sharp high-quality images.

Cost Advantage

Genuine TOSHIBA toner provides value. Only the proper amount of toner is used during the reproduction process, thereby enabling the machine to continue to operate until all the toner has been used. In this way you get the full value from each cartridge used.

Environmental Harmony

Genuine TOSHIBA toner is manufactured with the environment in mind. We use embossed or plastic labels for our toner cartridges making them fully recyclable. In addition, dust and ozone levels have been reduced to improve the working environment.

User Friendly

Before approving our toners for sale, we test them to be sure that they pass the strictest of health standards. This takes all the worry out of handling the toner.

General

Service and Support Benefits

TOSHIBA's Service technicians are certified to keep your equipment performing at optimum levels. To ensure continuous image quality, utilize an authorized TOSHIBA Service provider to care for and perform periodical maintenance on your equipment.

General Precautions

When installing or moving

Warning

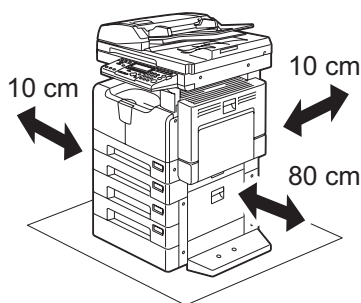
- This equipment requires 220 to 240 V AC, 8 A 50/60 Hz electric power. For Saudi Arabia 100 V version, it requires 127 V AC, 12 A 50/60 Hz electric power.
Do not use a power supply with a voltage other than that specified.
Avoid multiple connections in the same outlet. This could cause a fire or give you an electric shock. If you are considering increasing the number of outlets, contact an electrician.
- Always connect this equipment to an outlet with a ground connection to avoid the danger of fire or electric shock in case of short-circuiting. Contact your service representative for the details. Be sure to use a 3-conductor, grounded wall outlet.
In areas, where a 2-pin plug is used, the equipment must be grounded for safety. Never ground it to a gas pipe, a water pipe, or any other object not suitable for grounding.
- Plug the power cable securely into the outlet. If it is not plugged in properly, it could heat up and cause a fire or give you an electric shock.
- Do not damage, break or attempt to repair the power cable.
The following things should not be done to the power cable.
 - Twisting it
 - Bending it
 - Pulling it
 - Placing anything on it
 - Making it hot
 - Situating it near radiators or other heat sourcesThis could cause a fire or give you an electric shock. If the power cable is damaged, contact your service representative.
- Do not install the equipment by yourself or try to move it once it has been installed. This could result in an injury or damage to the device. Contact your service representative if the equipment needs to be installed or moved.
- Pull the plug out from the outlet more than once a year to clean around the prongs. Accumulating dust and dirt could cause a fire due to the heat released by electric leakage.

Caution

- Avoid placing the equipment in a place unsuitable for its weight and also make sure the surface is level.
Remember that if the equipment falls over, serious injuries could result.
Weight of the equipment: approx. 32.0 kg (for the EU), approx. 33.0 kg (except for the EU)
- Be sure to use the adjusters (safety stopper) to fix the equipment firmly to the floor after moving/installing it. Make certain that the equipment is steady. If it moves, it could fall over and injure someone.
- When removing the plug from the outlet, do not pull the power cable. Always hold the plug when removing it from the outlet. If the power cable is pulled, the wires may become broken and this could cause a fire or give you an electric shock.
- Make sure that the ventilation holes are not blocked up.
If the temperature within the equipment becomes too high, a fire could result.
- When connecting the interface cable to the equipment, be sure to turn the power OFF. If the power is not turned off, you could get an electric shock.

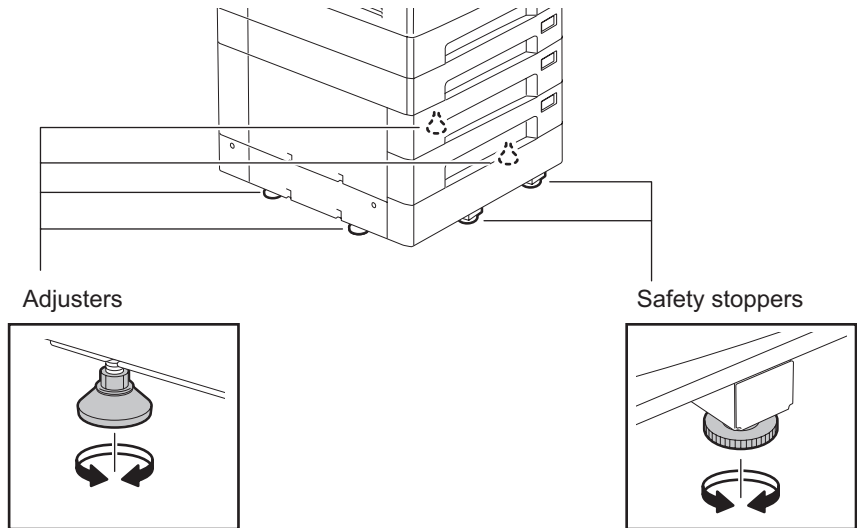
Other points

- The socket outlet shall be installed near the equipment and shall be easily accessible.
- Make sure that there is enough space around the system to facilitate changing of parts, maintenance and clearing paper jams.
If there is insufficient space, some operations, such as bypass feeding, will become difficult and the equipment could even break down.
To insure optimal operation, allow clearances of at least 80 cm on the right, and 10 cm on the left and behind.



- Be sure to fix the power cable securely so that no one trips over it.
- Adverse environmental conditions may affect the safe operation and performance of the equipment, and the equipment could break down.
 - Avoid locations near windows or with exposure to direct sunlight.
 - Avoid locations with drastic temperature fluctuations.
 - Avoid too much dust.
 - Avoid locations that suffer from vibration.
- Make sure that the air is able to flow freely and that there is sufficient ventilation.
With inadequate ventilation, the unpleasant odor released by the ozone will begin to dominate the atmosphere.

-
- Use the antiskid devices to fix the equipment when the Paper Feed Pedestal is installed. Under the Paper Feed Pedestal (optional), there are 4 antiskid devices and 2 stoppers to prevent its falling. When moving this equipment, turn them in the direction of the arrows (see the figures below) and raise them to release the equipment. After it has been moved, be sure to turn them in the opposite direction and lower them to fix it back in place.



- Lock the casters to fix the Desk.
The Desk (optional) has casters underneath. Before moving the Desk, raise the caster lock to release it. After moving the Desk, be sure to lower the lock to fix it in place.

Warning

Do not install the equipment by yourself or try to move it once it has been installed. This could result in an injury or damage to the device. Contact your service representative if the equipment needs to be installed or moved.

When using the equipment

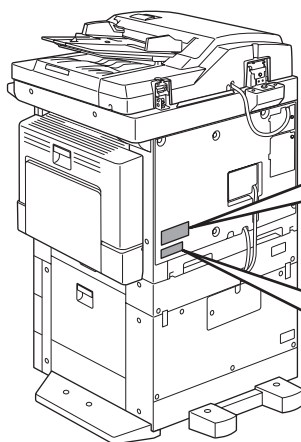
Warning

- Do not take off the cover of the equipment; otherwise you could be injured or get an electric shock.
- Do not remove or connect the plug with wet hands, as this could give you an electric shock.
- Do not place any container with liquid (flower vases, coffee cups, etc.) on or near the equipment. This could cause a fire or give you an electric shock.
- Keep paper clips and staples away from the air vent. If not, a fire could result or you could get an electric shock.
- If the equipment becomes excessively hot, smoke comes out of it or there is an odd smell or noise, proceed as follows.
Turn the power OFF and remove the plug from the outlet, then contact your service representative.
- If the equipment will not be used for more than one month, remove the plug from the outlet for safety purposes during that time.
If an insulation failure occurs, this could cause a fire or give you an electric shock.

Caution

- Do not place heavy objects (4 kg or more) on the original glass and do not press on it with force. Breaking the glass could cause personal injury.
- Do not place heavy objects (4 kg or more) on the equipment. If the objects fall off, this could cause injury.
- Be careful not to let your fingers be caught when closing the drawer. This could injure you.
- Do not touch the fuser unit or the metal area around it. Since they are very hot, you could be burned or the shock could cause you to get your hand injured in the machine.
- Be careful not to let your fingers be caught between the equipment and the side cover. This could injure you.
- Do not touch the hinge (= a connecting part) on the rear side of the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional). This could catch and injure your fingers when you open or close the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional).

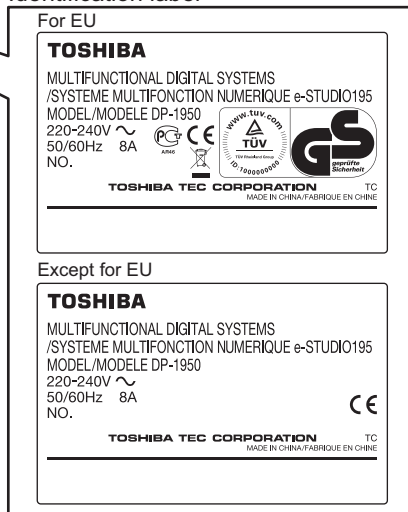
Position of Certification label, etc.



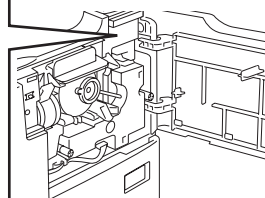
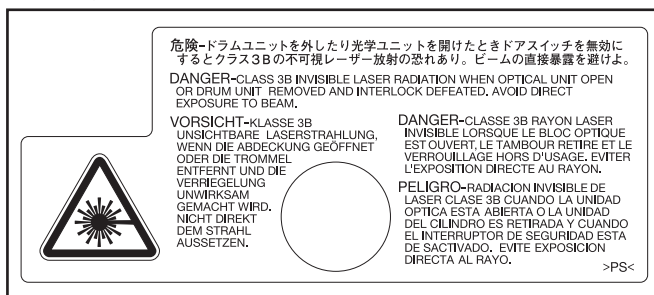
Explanatory label



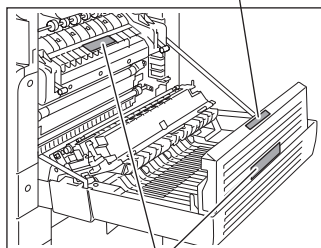
Identification label



Warning label



Warning for high-temperature areas (ventilation holes)



Warning for high-temperature areas (fuser unit)

Other points

- Do not turn the power OFF with jammed paper left inside the equipment. This could cause malfunctions when the main switch is turned ON next time.
- Be sure to turn the power OFF when leaving the office or if there is a power failure.
- Be careful because the paper exit area and paper just after exiting are hot.
- Do not place anything other than paper on the receiving tray. This could disturb a normal operation and cause malfunctions.
- Do not touch the photoconductive drum surface or the transfer charger. This could cause image problems.
- Do not open/close the covers and the bypass tray, or pull out the drawers during printing.

During maintenance or inspection

Warning

- Never attempt to repair, disassemble or modify the equipment by yourself. You could cause a fire or get an electric shock.
Always contact your service representative for maintenance or repair of the internal parts of the equipment.
- Do not let liquids such as water and oil get into the system when cleaning the floor. This could cause a fire and give you an electric shock.

Caution

- Always keep the plug and outlet clean. Prevent them from accumulating dust and dirt. This could cause a fire and give you an electric shock due to the heat released by electric leakage.

Other points

- Do not use such solvents as thinner or alcohol when cleaning the surface of the equipment.
 - This could warp the shape of the surface or leave it discolored.
 - When using a chemical cleaning pad to clean it, pay attention to any cautionary points.

When handling supplies

Warning

- Never attempt to incinerate toner cartridges. This could cause an explosion. Do not dispose of used toner cartridges. Contact your service representative.

Other points

- Read the operator's manual carefully to replace the toner cartridge using the correct procedure. An improper procedure could cause toner leakage or scattering.
- Do not open the toner cartridge forcibly. This could cause toner leakage or scattering.
- Keep the toner cartridge out of the reach of children.
- If toner is spilt on your clothes, wash it off with cold water. Your clothes will be stained with toner and it will not come out if you use warm water.
- If toner leaks from the toner cartridge, be careful not to inhale or touch it.

First-aid measures

If you inhale or touch toner, etc; carry out the following treatment.

- Inhalation: Remove from exposure area to fresh air immediately. Contact a physician if there is any difficulty in breathing or other signs of distress.
- Skin Contact: Wash with soap and water. Wash clothing before reuse. If irritation occurs or is persistent, seek medical attention.
- Eye Contact: Immediately flush eyes with plenty of water for at least 15 minutes. If irritation persists, call a physician.
- Ingestion: Dilute stomach contents with several glasses of water.

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ENERGY STAR® Program

Toshiba Tec Corporation, as a member of the ENERGY STAR Program, attaches the ENERGY STAR logo to all products which meet the ENERGY STAR Program requirements.



The ENERGY STAR Program aims at the promotion of the development and wider usage of office equipment including energy-efficient computers in order to address environmental issues such as global warming. Manufacturers that participate in this program can attach the ENERGY STAR logo to products after confirming that they meet the energy saving standards of this program. Also, these standards and logo are commonly used within the U.S. Environmental Protection Agency (EPA) and participating countries.

Specified products, sales countries or regions may not be included.

To distinguish whether or not the product meets the ENERGY STAR Program requirements, check if the corresponding logo is on the product.

If you have any questions, contact your service representative.

Turkey RoHS Compliance

EEE Yönetmeliğine Uygundur.

Energy saving features

Energy saving features are provided in this product in order to reduce power consumption when it is not being used.

Low power mode

The equipment automatically enters this mode when a specified period of time^{*1} has passed since the last use. "Saving energy" appears on the LCD screen.

Sleep mode / Super sleep mode

The equipment automatically enters this mode when a specified period of time^{*1} has passed since the last use.^{*2, *3} In the sleep mode, "Sleep mode" appears on the LCD screen. In the super sleep mode, the LCD screen is blank.

*1 The time until entering the low power mode and sleep mode / super sleep mode can be changed.
 P.129 "Timer Setting"

*2 For the conditions needed to cancel the sleep mode / super sleep mode, see the following page:
 P.37 "Canceling conditions for energy saving mode"

*3 When the Network Printer Kit GA-1192 (optional) is installed, the super sleep mode is disabled.

1

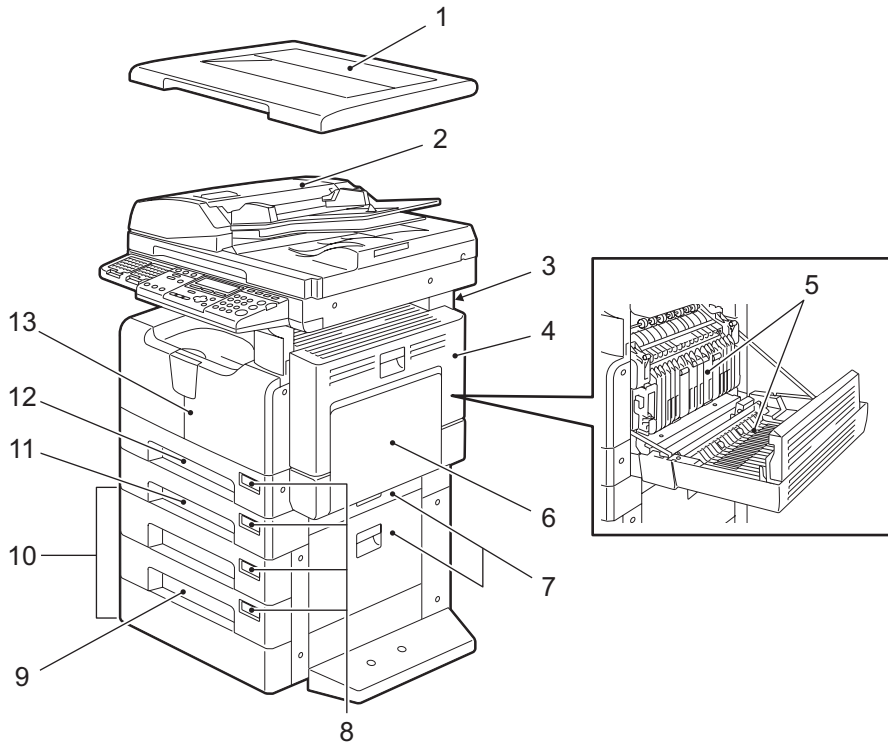
PREPARATION

This chapter describes what you need to know before using this equipment, such as how to turn the power ON or how to set copy paper.

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Description of Each Component

Front / Right side



1. Platen Cover (optional, KA-1640PC)

Place an original on the original glass and start copying with this cover closed.

2. Reversing Automatic Document Feeder (optional, MR-3023) / Automatic Document Feeder (optional, MR-2020)

A stack of originals placed on this are scanned one sheet after another. Maximum 100 sheets (or stack height 16 mm) of originals can be placed in one go. (The maximum number of sheets can be placed may vary depending on the media type of the originals.) 2-sided originals can be scanned with the Reversing Automatic Document Feeder (MR-3023).

📖 P.58 "Placing originals on Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)"

📖 P.176 "Paper Jams"

3. Operator's Manual Pocket (Back side) (optional, KK-1660)

Keep the Operator's Manual in this.

4. Side cover

5. Automatic Duplexing Unit (optional, MD-0103)

Install this to make it possible to print on both sides of paper.

6. Bypass tray

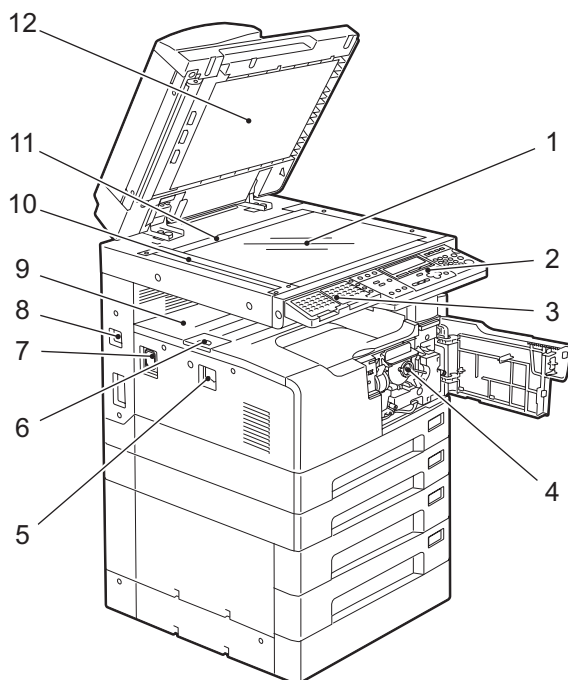
Use this to make copies on special media types such as thick paper, overhead transparencies or tracing paper.

📖 P.63 "Using Bypass Tray"

📖 P.176 "Paper Jams"

-
- 7. Paper feed cover (Upper: Paper Feed Unit / Lower: Paper Feed Pedestal)**
 - 8. Paper size indicator**
 - 9. Drawer Module (optional, MY-1028)**
Use this to add one more drawer to the Paper Feed Pedestal (optional, KD-1022). The maximum 550 sheets of plain paper (80 g/m²) can be placed at once.
 - 10. Paper Feed Pedestal (optional, KD-1022)**
Use this to add one more drawer to the equipment. Moreover, the Drawer Module (MY-1028) (9) can add another drawer to it. In one drawer, the maximum 550 sheets of plain paper (80 g/m²) can be placed at once.
 - 11. Paper Feed Unit (optional, MY-1038)**
Use this to add one more drawer to the equipment. A maximum of 250 sheets of plain paper can be placed in one go.
 - 12. Drawer**
Maximum 250 sheets of plain paper can be placed in one go.
 - 13. Front cover**
Open this cover when you replace the toner cartridge.
📖 P.190 "Replacing Toner Cartridge"

Left side / Inner side



1. Original glass

Use this to copy three-dimensional originals, book-type originals and special paper such as overhead transparencies or tracing paper, as well as plain paper.

📖 P.54 "Placing Originals"

2. Control panel

Use this to perform copying, key in the copy quantity, or set other functions.

📖 P.32 "Control panel"

3. External Keyboard (optional, GJ-1160)

Use this when using the optional scanning and Fax functions to select destinations.

4. Toner cartridge

📖 P.15 "Recommended toner cartridges"

📖 P.190 "Replacing Toner Cartridge"

5. Power switch

Turn the power of the equipment ON or OFF with this.

📖 P.36 "Preparation 1 - Turning Power ON"

6. Paper exit stopper

Use this to prevent the exiting paper from falling. Open this when you make a large amount of copies on a larger size of paper (e.g. A3, B4).

7. AC-IN terminal

Use this to connect the co-packed power cable and the equipment.

8. USB terminal (4-pin)

With this terminal, the equipment can be connected to your PC using a commercially available USB cable.

Notes

- Use a USB2.0 Hi-Speed certified cable: USB cable supporting the USB2.0 Hi-Speed mode (480 Mbps of transfer speed) certified by the USB Implementers Forum.
- Connect the equipment with a PC directly by the USB cable. When it is connected with a PC via a USB hub, the equipment may not be recognized.

9. Receiving tray**10. Scanning area**

The data of originals transported from the Reversing Automatic Document Feeder (optional, MR-3023)/Automatic Document Feeder (optional, MR-2020) are scanned here.

📖 P.204 "Daily Inspection"

11. Original scale

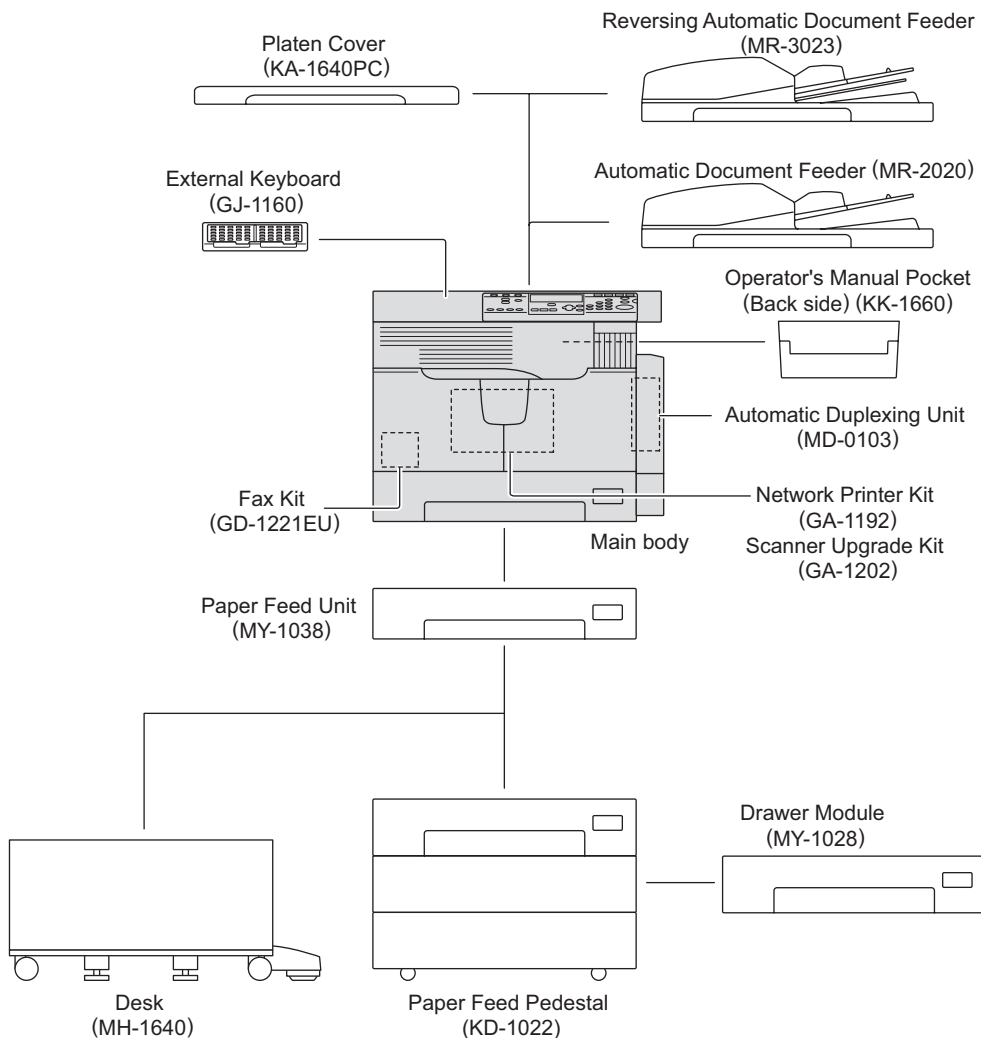
Use this to check the size of an original placed on the original glass.

12. Platen sheet

📖 P.204 "Daily Inspection"

Configuration of options

The options listed below are available. Contact your service technician or service representative for the details.



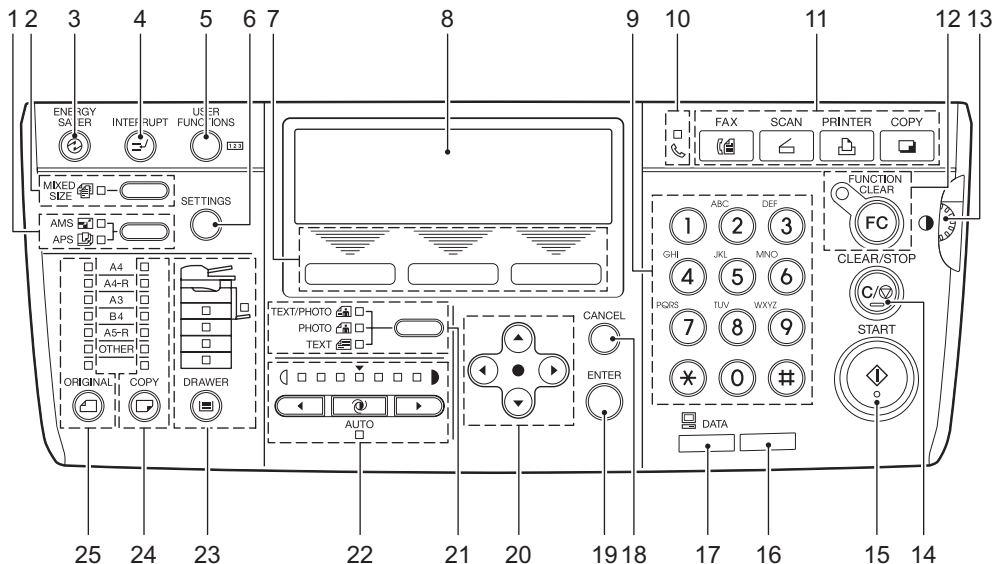
Other options

P3fax+ocr (GB-1292): Fax transmission/reception and OCR can be performed directly from a PC to which the equipment is connected with a USB cable.*1, *2

*1 The Fax Kit GD-1221 (optional) is necessary.

*2 This is not available in equipment in which the Network Printer Kit GA-1192 (optional) is installed.

Control panel



1. APS/AMS selecting button/lamps

Automatic paper selection (APS): The equipment detects the size of original and automatically selects the same size of copy paper.

📖 P.69 "Paper Selection"

Automatic magnification selection (AMS): Set the size of copy paper to be used in advance. The equipment then detects the size of original and automatically selects the most suitable reproduction ratio to the copy paper.

📖 P.74 "Automatic magnification selection (AMS):"

2. [MIXED SIZE] button/lamp

Use this to copy originals whose sizes are different.

For the details of the mixed-size copying, see the following page:

📖 P.72 "Copying Different Sizes in One Go - MIXED-SIZE COPYING -"

3. [ENERGY SAVER] button

Use this to let the equipment enter into the energy saving mode when the equipment is not used.

For the details of the energy saving mode, see the following page:

📖 P.37 "Saving energy when not in use - Energy saving mode -"

4. [INTERRUPT] button

Use this to interrupt the copy job in process and perform another one (= interrupt copying).

For the details of interrupt copying, see the following page:

📖 P.62 "Interrupting copying and making another copy - Interrupt copy -"

5. [USER FUNCTIONS] button

Use this to change the equipment's default settings.

For the details of default setting change, see the following page:

📖 P.117 "CHANGING EQUIPMENT'S SETTINGS"

6. [SETTINGS] button

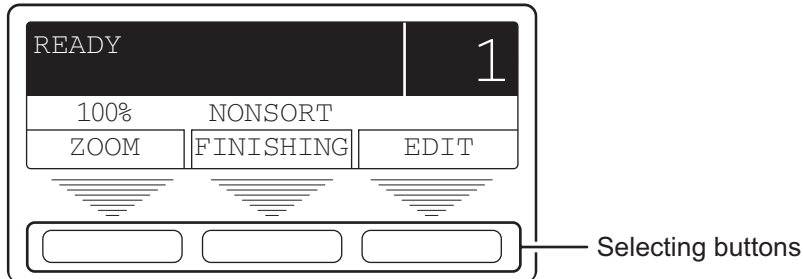
Use this to confirm the copying functions currently set.

📖 P.68 “Confirming set functions”

7. Selecting buttons (Left, Center, Right)

Use them to select items or operation in each menu. Items or operation corresponding to each button appears at the lower section of the LCD screen.

e.g.) “Copy mode” main screen



📖 P.35 ““Copy mode” main screen”

8. LCD screen

Use this to check each menu and error messages displayed on it.

📖 P.35 ““Copy mode” main screen”

9. Digital keys

Use them to key in any number such as copy quantity.

10. FAX TX/RX lamp

This lamp blinks at the transmission and reception of Fax data.

11. Function switching buttons

Use them to switch functions among copying, printing, scanning and Fax.

Note

To utilize the scanning functions, the Scanner Upgrade Kit (optional) is required.

To utilize the Fax functions, the Fax Kit (optional) is required.

12. [FUNCTION CLEAR] button/lamp

This lamp blinks when copying is finished. Use this button to clear the set copy functions.

13. Contrast adjustment volume

Use this to adjust the brightness level of the LCD screen (8).

14. [CLEAR/STOP] button

Use this to stop the copy job in process or return the copy quantity keyed in to “1”.


15. [START] button

Use this to start copying. Copies can be made when the lamp is lit. It blinks when the equipment is waiting for copying to be started.

For basic copy operations, see the following page:

📖 P.59 “Making Copies”

16. Alarm lamp

This lamp blinks when an error such as paper jams or running out of toner has occurred.
 P.174 “When This Message Appears”

17. [DATA] lamp

This lamp blinks while print data or Fax are being received.

18. [CANCEL] button

Use this to cancel the current setting and return to the previous menu.

19. [ENTER] button

Use this to determine items or operation selected in each menu.


20. /// (UP/DOWN/LEFT/RIGHT) buttons

Use them to select items you want to set in each menu. The selected item is highlighted.


21. Original mode button/lamps

Use this button to set the image quality of copy according to that of an original.

For the details of image quality, see the following page:

 P.78 “Selecting Image Mode”

22. Density adjustment buttons/lamps


Use this button to adjust the density of copy image. The [AUTO] lamp below the  (automatic copy density mode) button is lit when the density is being automatically adjusted. For the details of density adjustment, see the following page:

 P.79 “Adjusting Density Level”

23. [DRAWER] button/lamps

Use this button to select a drawer or the bypass tray to be used as a paper source. The lamp of the paper source currently selected is lit. The lamp blinks when the selected drawer or tray is running out of paper.


When paper in the drawer or on the bypass tray has run out, see the following page to add paper:

 P.39 “Preparation 2 - Placing Copy Paper”

24. [COPY] button/lamps


Use this button to select the size of paper to be used. The lamp of the paper size currently selected blinks when this size of paper is not placed in the drawer or on the bypass tray.

See the following page for details:

 P.70 “Manual paper selection”

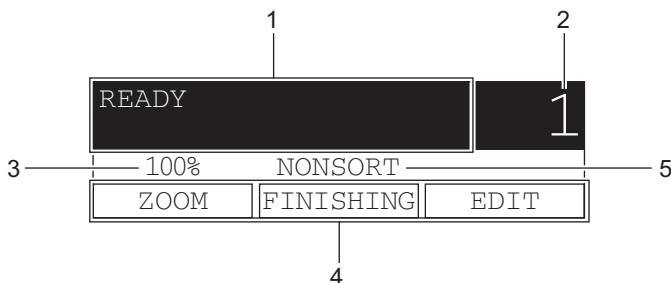
25. [ORIGINAL] button/lamps

Use this button to specify the size of an original.

 P.76 “Specifying both the sizes of the original and the copy paper”

“Copy mode” main screen

After the power of the equipment is turned ON and the warm-up is finished, the display below is shown on the LCD screen. This display is called the “copy mode” main screen.



Tip

This “copy mode” main screen appears by default after turning the power ON. You can display the main screen for the Fax function or the scanning function instead of the “copy mode” main screen by changing the default setting.

📖 P.127 “Walkup Screen Setting”

1. Message area

This area displays the current status of this equipment or error messages.

2. Copy quantity

3. Reproduction ratio

4. Selecting button display

This area displays operation corresponding to each selecting button.

ZOOM: Use this to specify the reproduction ratio manually.

📖 P.77 “Specifying reproduction ratio manually”

Custom mode: Use this to recall the copying function registered as a custom function. You can quickly recall functions frequently used by registering it on the custom mode.

📖 P.157 “Menu Customize”

EDIT: This area displays the copy menu. Use this to recall the desired copying function.

📖 P.82 “Copy Menu”

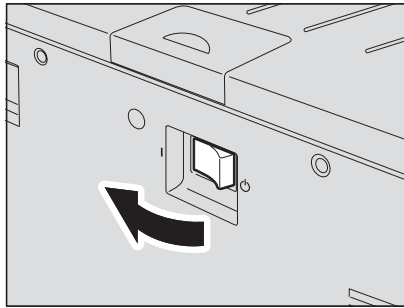
5. Custom mode setting

This area displays the current setting of the function which has been registered as custom function.

Preparation 1 - Turning Power ON

Turning power ON

- 1 Press the power switch to “ | ” (ON) side.



The equipment starts warming itself up. The warm-up time takes approx. 25 seconds. When the warm-up has finished, the equipment is ready for copying. “READY” appears on the LCD screen.

READY		1
100%	NONSORT	
ZOOM	FINISHING	EDIT

Tip

If you press the [START] button with an original placed while the warm-up is still continuing, copying automatically starts after it has finished. This is called auto job start. When the job is reserved, “Auto Start” appears on the LCD screen to show you the current status.

However, this function cannot be accessed while “Please wait” is being displayed (approx. 15 seconds).

- 2 The LCD screen below is shown if the equipment is managed under the department code function. Key in the department code.

Enter DEPARTMENT CODE		1
100%	NONSORT	
ZOOM	FINISHING	EDIT

Key in a 5-digit department code, and then press the [ENTER] button. Then the equipment is ready for copying.

Tip

If the department code function is enabled, press the [FUNCTION CLEAR] button after any operation has been finished to prevent unauthorized use of the equipment.

For the details of the department code, see the following page:

📖 P.143 “Department Code”

Turning power OFF

Press the power switch to “” (OFF) side.

Saving energy when not in use - Energy saving mode -

To reduce power consumption, the equipment automatically enters into the energy saving mode when a specified period of time has passed since its last use. You can also turn the equipment into this mode manually.



Types of energy saving mode

There are two types of the energy saving mode as follows.

Sleep mode: The power consumption is 18 W. “Sleep mode” appears on the LCD screen, and only the [ENERGY SAVER] lamp is lit.

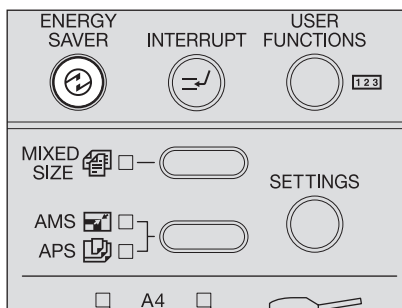
Super sleep mode: The power consumption is 4 W. The LCD screen is blank, and only the [ENERGY SAVER] lamp is lit.

Tips

- Either the sleep mode or the super sleep mode is enabled. The enabled mode and the time until the mode is entered (Auto sleep time) can be changed.
 P.134 “Energy Saving Mode Setting”
- When the Network Printer Kit GA-1192 (optional) is installed, the super sleep mode is disabled.
- There is another one called the low power mode. Since the time until the low power mode is entered (Auto low power time) and the time until the energy saving mode is entered (Auto sleep time) work simultaneously, if auto sleep time is set shorter than auto low power time, the equipment enters into the energy saving mode, but not into the low power mode.
 P.26 “Energy saving features”

To turn the equipment into the energy saving mode manually

Check that the equipment is in the ready status, and press the [ENERGY SAVER] button.



The equipment is now in the energy saving mode. The [ENERGY SAVER] lamp is lit.

Canceling conditions for energy saving mode

The energy saving mode is canceled under the following conditions. After the warm-up has been completed, the equipment goes into the ready status.

Sleep mode

- When any of the [ENERGY SAVER] button, the [START] button and the function switching buttons on the control panel is pressed
- When this equipment is connected to a PC with a USB cable
- When printing is performed from a PC connected with this equipment
- When the Weekly Timer reaches the time for the power to be turned ON
- When Fax data are received
- When the Platen Cover (optional) or the Automatic Document Feeder / Reversing Automatic Document Feeder (optional) is raised
- When originals are placed on the Automatic Document Feeder / Reversing Automatic Document Feeder (optional)

Super sleep mode

- When the [ENERGY SAVER] button on the control panel is pressed
- When this equipment is connected to a PC with a USB cable
- When printing is performed from a PC connected with this equipment
- When Fax data are received
- When the Platen Cover (optional) or the Automatic Document Feeder / Reversing Automatic Document Feeder (optional) is raised

Preparation 2 - Placing Copy Paper


Place copy paper in an appropriate paper source before you start copying.

Acceptable media types

Acceptable media types differ depending on its paper source. See the table below for the details.

Feeder	Media type	Paper size	Maximum sheet capacity ^{*1}
Drawers of the equipment and Paper Feed Unit (optional)	Plain paper (64 - 80 g/m ²)	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG ^{*5}	250 sheets (64 g/m ²) 250 sheets (80 g/m ²)
Drawers of the Paper Feed Pedestal (optional)	Plain paper (64 - 80 g/m ²)	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG ^{*5}	550 sheets (64 g/m ²) 550 sheets (80 g/m ²)
Bypass tray	Plain paper 64 - 80 g/m ² ^{*2}	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG ^{*5}	100 sheets (64 g/m ²) 100 sheets (80 g/m ²)
	THICK PAPER 1 (81 - 105 g/m ²) ^{*3}		1 sheet (81 - 105 g/m ²)
	THICK PAPER 2 (106 - 163 g/m ²) ^{*3}		1 sheet (106 - 163 g/m ²)
	Tracing paper (75 g/m ²) ^{*3}		1 sheet
	Sticker labels ^{*3}		1 sheet
	Transparencies ^{*3, *4}		A4 only

*1 "Maximum sheet capacity" refers to the maximum number of sheets when TOSHIBA-recommended paper is used. See the following page for the TOSHIBA-recommended paper:

 P.40 "Recommended paper"

*2 The paper of 50 to 63 g/m² can be used if it is set on the bypass tray one by one.

*3 Automatic duplex copying is not available.

*4 Be sure to use the overhead transparencies that TOSHIBA recommends. When transparencies other than the TOSHIBA-recommended ones are used, this could cause an equipment malfunction.

*5 13"LG size paper can be used only in equipment for the EU.

Notes

- You cannot mix various paper sizes in one drawer.
- "LT format" is the standard size for only use in North America.

Tip

Abbreviations for LT format sizes:

LT: Letter, LD: Ledger, LG: Legal, ST: Statement, COMP: Computer

Recommended paper

To ensure the best copy performance, TOSHIBA recommends the paper types listed below. If you want to use paper other than that we recommend, contact your service technician.

Media type	Product name	
Plain paper	TGIS Paper / Mondi	80 g/m ²
THICK PAPER 1	Color Copy / Mondi	90 g/m ²
	Color Copy / Mondi	100 g/m ²
THICK PAPER 2	Color Copy / Mondi	120 g/m ²
	Color Copy / Mondi	160 g/m ²
Tracing paper	Tracing paper / Ostrich International	75 g/m ² only
Sticker labels	3478 / Zweckform-Avery	
Transparencies *1	PP2500 / 3M	

*1 Be sure to use the overhead transparencies that TOSHIBA recommends. When transparencies other than the TOSHIBA-recommended ones are used, this could cause an equipment malfunction.

Paper types not acceptable

Do not use the types of paper listed below since they may cause paper jams.

- Damp paper
- Creased paper
- Wrinkled paper or paper prone to be curled
- Paper whose surface is extremely smooth or rough

Do not use the types of paper listed below since they may cause an equipment malfunction.

- Paper whose surface is specially treated
- Paper once printed with other copiers or printers

Storing paper


Observe the following cautions when storing copy paper:

- Wrap copy paper in its wrapping paper to prevent it from gathering dust.
- Do not expose copy paper to direct sunlight.
- Store copy paper in a damp-free place.
- Store copy paper on a flat surface to prevent it from being creased or bent.

Placing paper in drawers

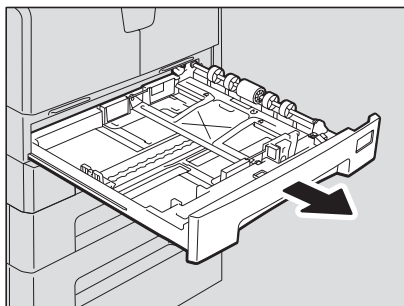
Follow the procedure below to place copy paper in the drawer.

For the acceptable paper, see the following page:

 P.39 "Acceptable media types"

1 Turn the power of the equipment ON.

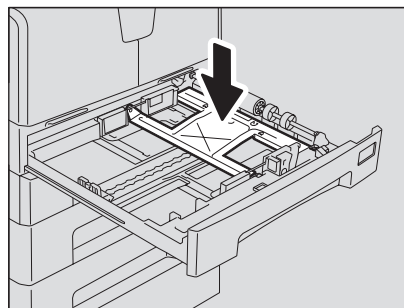
2 Pull out the drawer carefully.



Note

Pull out the drawer until it comes to a stop.

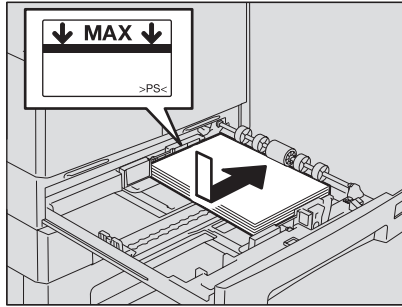
3 Press down the paper plate.



Note

Press it down until you hear a click sound and it is no longer lifted up.

4 Place paper in the drawer.

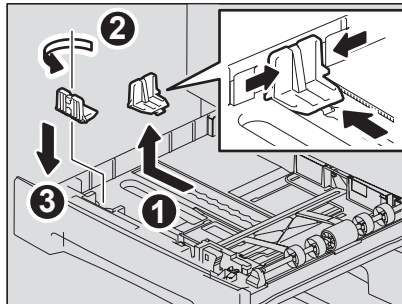


Notes

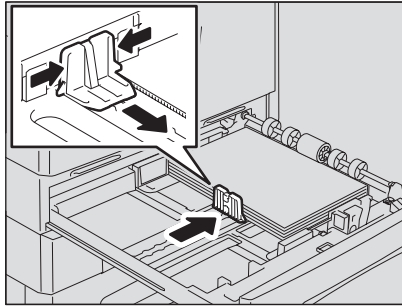
- The maximum number of sheets that can be placed at one time is 250 (64 to 80 g/m²). Be sure that the stack height of paper is not higher than the line indicated at the inner side of the side guide and trailing guide.
 📖 P.39 "Acceptable media types"
- Fan the paper well before placing it in the drawer, otherwise multiple feeding could occur. Be careful that the paper does not cut your fingers.
- Place the paper face up. You may tell its "face" by the note on its wrapping paper.
- Do not allow any gap between the paper and the right side wall in the drawer.

When placing LD size paper

To place LD size paper in the drawer, the end guide needs to be removed. Move it to the left end while pushing its lower part from both sides, and then pull it upward. Keep it in the pocket on the front side of the drawer.



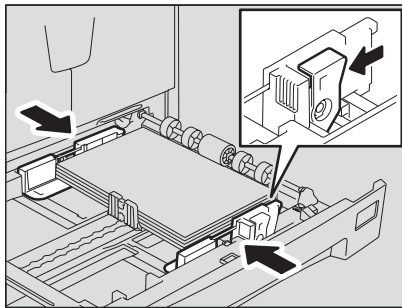
- 5** Move the end guide to the trailing edge of the paper while pushing its lower part in the direction of the arrows.



Note

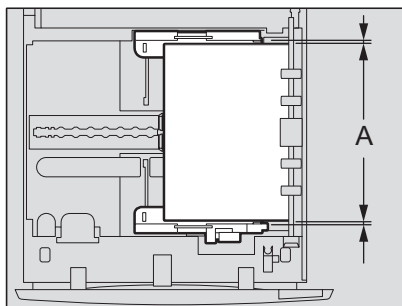
Do not allow any gap between the paper and the end guide in the drawer.

- 6** While holding the green lever of the front side guide, adjust the side guides to the paper size.

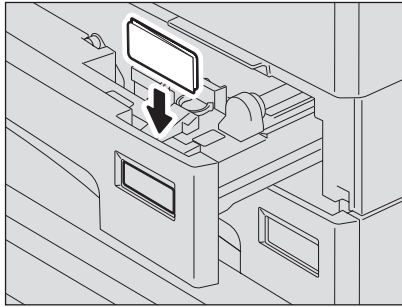


- 7** Adjust the side guides to the desired paper size.

Be sure that a gap of approx. 0.5 mm (less than 1.0 mm in total) is left between the paper and each side guide (shown as "A" in the picture). If the gap is inappropriate, this could cause a paper misfeed.



8 Change the paper size indicator to match the size of paper placed.



9 Push the drawer straight into the equipment slowly until it comes to a stop.

Caution

Do not let your fingers be caught when closing the drawer.

This could cause injury.

Register the paper size into the equipment.

When you place paper, register the size of the paper into the equipment. Be sure that the size is registered correctly, or it could cause a paper jam.

For the registration of paper size, see the following page:


 P.49 "Preparation 3 - Registering Size of Paper Placed"

Note

Be sure to register the paper size when you have changed the paper size in the drawer, as well as when you place paper in the corresponding drawer for the first time.

Tip

The registration menu for the paper size can be displayed automatically whenever the drawer is closed. This is useful when paper in the drawer is often replaced.

 P.167 "Pop-Up Display Setting"

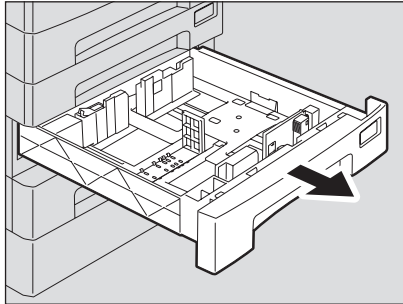
Placing paper in the drawers of Paper Feed Pedestal (optional)

Follow the procedure below to place copy paper in the drawers of the Paper Feed Pedestal (optional).

For the acceptable paper, see the following page:

📖 P.39 "Acceptable media types"

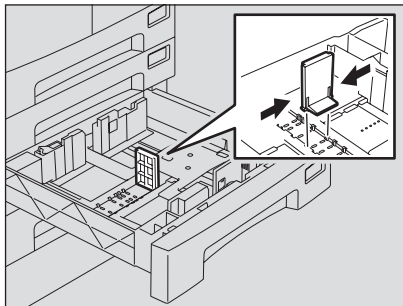
1 Pull out the drawer carefully.



Note

Pull out the drawer until it comes to a stop.

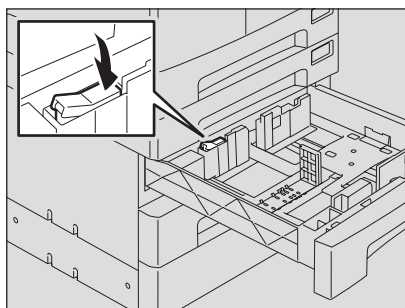
2 Pull out the trailing guide while pushing its lower part to the direction of the arrow. Then reinstall the guide at the position of the desired paper size.



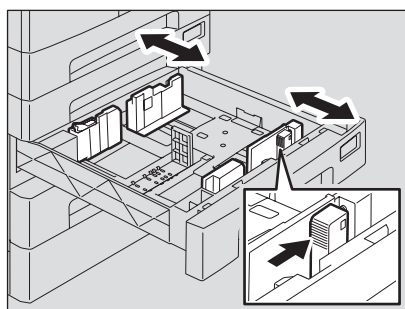
Tip

The paper size is indicated on the bottom inner surface of the drawer.

3 Push the right side of the side guide lock to unlock it.



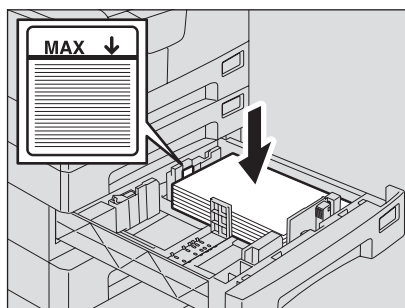
4 While pushing the green knob of the side guides, adjust the side guides at the position of the desired paper size.



Note

Adjust the side guides with both hands.

5 Place paper in the drawer.

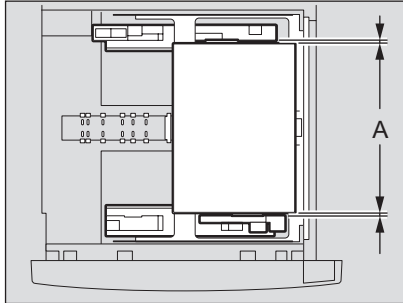


Notes

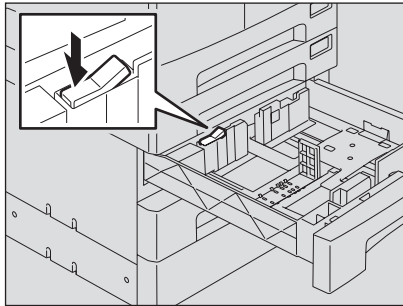
- The maximum number of sheets that can be placed at one time is 550 (80 g/m²). Be sure that the stack height of paper is not higher than the line indicated at the inner side of the guide.
 📖 P.39 "Acceptable media types"
- Fan the paper well before placing it in the drawer, otherwise multiple feeding could occur. Be careful that the paper does not cut your fingers.
- Place the paper face up. You may tell its "face" by the note on its wrapping paper.

6 Adjust the side guides.

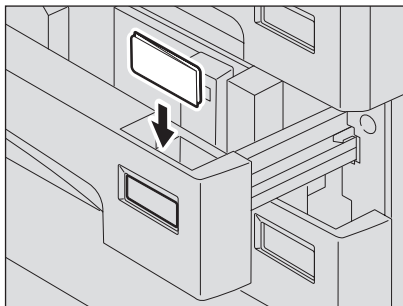
Be sure that a gap of approx. 0.5 mm (less than 1.0 mm in total) is left between the paper and each side guide (shown as "A" in the picture). If the gap is inappropriate, this could cause a paper misfeed.



7 Push the left side of the side guide lock to lock it.



8 Change the paper size indicator to match the size of paper placed.



9 Push the drawer straight until it comes to a stop.

Caution


Do not let your fingers be caught when closing the drawer.

This could cause injury.

Register the paper size into the equipment.

When you place paper, register the size of the paper into the equipment. Be sure that the size is registered correctly, or it could cause a paper jam.

For the registration of paper size, see the following page:


 P.49 "Preparation 3 - Registering Size of Paper Placed"

Note

Be sure to register the paper size when you have changed the paper size in the drawer, as well as when you place paper in the corresponding drawer for the first time.

Tip

The registration menu for the paper size can be displayed automatically whenever the drawer is closed. This is useful when paper in the drawer is often replaced.

 P.167 "Pop-Up Display Setting"

Preparation 3 - Registering Size of Paper Placed

When you place paper in a drawer for the first time or when you place paper whose size is different from that of the paper which has been placed in the drawer, the new paper size needs to be registered into the equipment.

Registration of standard sizes (A3, A4, A4-R, A5-R, B4) differs from that of standard sizes other than these.

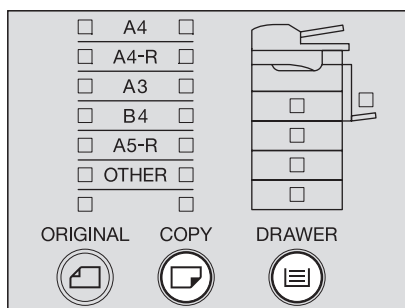
Tips

- The paper size can also be registered on the “user functions mode” main screen.
📖 P.125 “Paper Size Setting”
- The registration menu for the paper size can be displayed automatically whenever the drawer is closed. This is useful when paper in the drawer is often replaced.
📖 P.167 “Pop-Up Display Setting”

Registering standard size (A3, A4, A4-R, A5-R, B4)

In this section, A4 size is registered in the drawer of the equipment as an example.

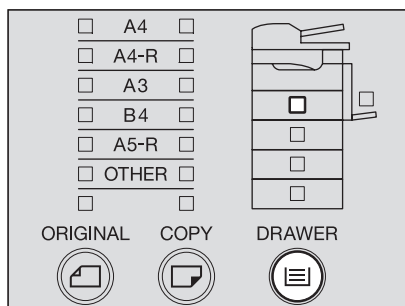
- 1 Press and hold the [COPY] and [DRAWER] buttons simultaneously for more than two seconds.**



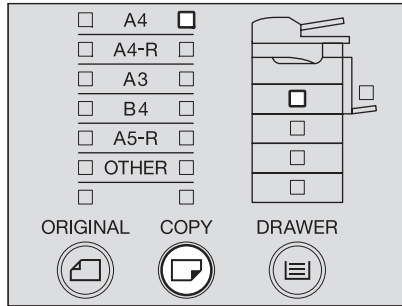
The LCD screen shows as follows:



- 2 Press the [DRAWER] button several times until the lamp of the drawer in which you placed paper is lit.**



- 3 Press the [COPY] button several times until the lamp of the paper size you placed in the drawer is lit.**



If the [CANCEL] button is pressed at this step, the size is not registered and the equipment will return to its normal status.

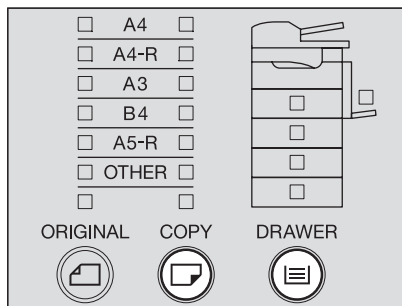
- 4 Press the [ENTER] button.**
The paper size has been registered.

Registering other standard sizes

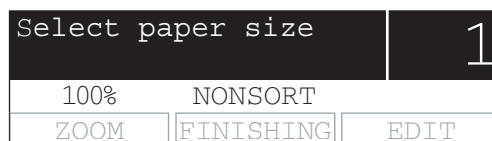
When standard size paper other than A3, A4, A4-R, A5-R or B4 is placed, register this size as "OTHER" size.

In this section, LT size is registered in the drawer of the equipment as an example.

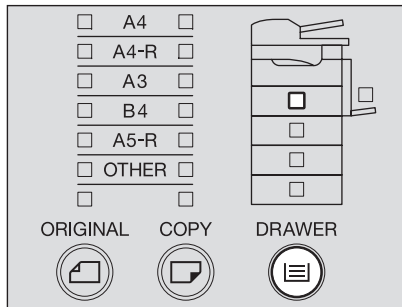
- 1 Press and hold the [COPY] and [DRAWER] buttons simultaneously for more than two seconds.**



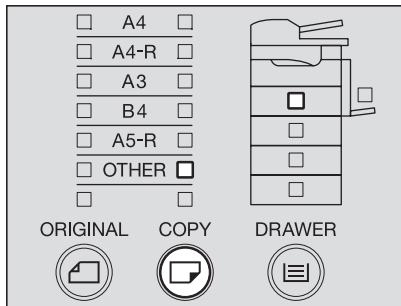
The LCD screen shows as follows:





- 2 Press the [DRAWER] button several times until the lamp of the drawer in which you placed paper is lit.**

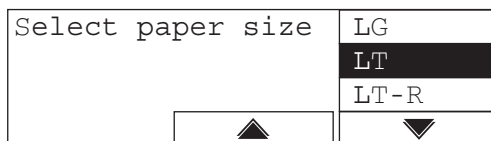


- 3 Press the [COPY] button several times until the [OTHER] lamp is lit.**



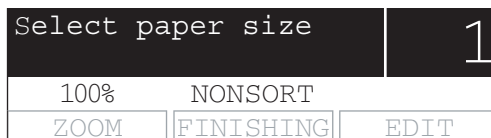
- 4 Press the selecting buttons (Center, Right) to select the size of the paper placed in the drawer. This can also be done with the  or  button.**

e.g.) Setting LT size



- 5 Press the [ENTER] button.**

The LCD screen shows as follows:



- 6 Press the [ENTER] button.**

The paper size has been registered as "OTHER" size and the equipment will return to its normal status.

2

HOW TO MAKE COPIES

This chapter describes basic copy operations.

Placing Originals.....	54
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Placing Originals

Acceptable originals

Booklets, three-dimensional objects and some types of special media can be placed on the original glass, as well as plain paper. When the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) is used, a stack of plain paper originals can be automatically scanned one by one.

Setting position	Type of originals	Maximum size	Acceptable sizes for automatic size detection* ¹	Remarks
Original glass	Plain paper Special media types* ² Booklets 3-dimensional objects	297 mm x 432 mm	A3, A4, A4-R, A5-R, B4, B5, B5-R	* ³
Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)	Plain paper		A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO	* ⁴ , * ⁵ , * ⁶ , * ⁷

*¹ The automatic size detection function is not enabled for LT format.

*² "Special media types" refers to special paper which is not acceptable for the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional), such as overhead transparencies or tracing paper.

*³ Do not place heavy objects (4 kg or more) and do not press on it with force.

*⁴ The size of FOLIO originals can be detected automatically only when they are placed on the Reversing Automatic Document Feeder (optional).

*⁵ Their paper weight should be between 50 g/m² and 127 g/m² (in both cases of 1-sided and 2-sided).

*⁶ Some media types may not be used.

*⁷ A5 size originals must be placed in a landscape direction.

Maximum number of originals scanned in one go

Up to 250 original sheets can be scanned at one time. When the number of sheets to be scanned exceeds 250 or the built-in memory in the equipment becomes full during the scanning of the copy job, scanning stops and "Count over" or "Memory is full" appears on the LCD screen. To copy the data scanned so far, select "Print". To delete them, select "Cancel job".

Note

In the following cases, only data deletion is possible. After doing this, perform copying again with the original divided.

- When sort copying for one set is performed
- When the magazine sort mode is selected
- When non-sort copying is performed (only when the number of sheets to be scanned exceeds 250)

Placing originals on the original glass

Plain paper or some special media types which are not acceptable for the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional), such as overhead transparencies or tracing paper, should be placed on the original glass.

Caution

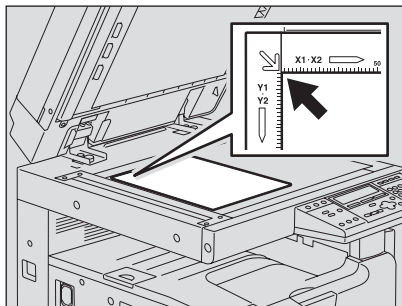
Do not place heavy objects (4 kg or more) and do not press on it with force. Breaking the glass could injure you.

1 Raise the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional).

Note

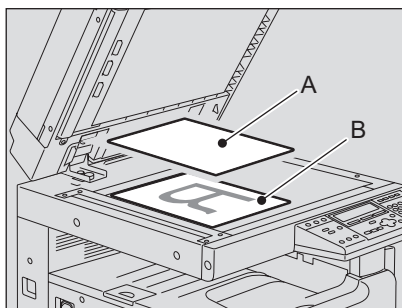
Raise the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) 60 degrees or more from the equipment to detect the original size.

2 Place the original face down on the original glass and align it against the left rear corner of the glass.



When copying highly transparent originals

When copying highly transparent originals such as overhead transparencies or tracing paper, place a blank sheet of paper (A), the same size as the original or larger, over the original (B).



- 3 Lower the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) carefully.**

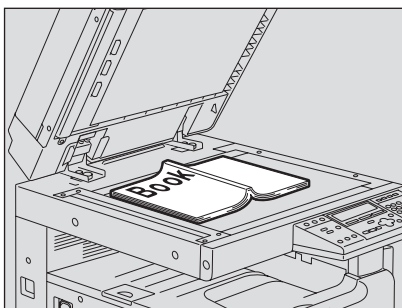
Placing booklet-type originals such as books or catalogues

Place a book-type original on the original glass.

Caution

Do not place heavy objects (4 kg or more) and do not press on it with force.
Breaking the glass could injure you.

- 1 Raise the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional).**
- 2 Open the desired page of the original and place it face down. Align it against the left rear corner of the glass.**



- 3 Lower the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) carefully.**

Notes

- Do not try to lower the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) forcibly when the original is very thick. There will be no problem in copying even if they are not fully lowered.
- Do not look fully at the original glass since intensive light may leak out during copying.

Using Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)

When a stack of originals are placed on the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional), the originals are automatically scanned one by one. The following types of originals are available *1:

Media types	Maximum size	Maximum number of sheets acceptable	Paper weight
Plain paper	297 mm x 432 mm	100 sheets (or stack height 16 mm)	50 - 127 g/m ²

*1 To scan 2-sided originals, the Reversing Automatic Document Feeder (optional) is required.

Notes

- Some media types may not be used.
- The maximum number of sheets acceptable varies depending on the media types of the originals.
- A5 size originals must be placed in a landscape direction.
- Sizes which the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) can detect automatically are A3, A4, A4-R, A5-R, B4, B5, B5-R and FOLIO. (The size of FOLIO originals can be detected automatically only when they are placed on the Reversing Automatic Document Feeder (optional).)

Precautions for Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)

Do not use the following types of original since such types may cause a paper jam or damage to the equipment:

- Extremely wrinkled, folded or curled ones
- Ones with carbon paper
- Taped, pasted or cut-out ones
- Clipped or stapled ones
- Ones with holes or tears
- Damp ones
- Overhead transparencies or tracing paper
- Coating paper (e.g. coated with wax)
- Ones with many holes punched (e.g. loose leaf paper)

The following types of originals are usable but need extra care:

- Ones which cannot be made to slide with the fingers or whose surface is specially treated (they may not be able to be separated from each other at feeding)
- Folded or curled ones (should be smoothed out before being used)

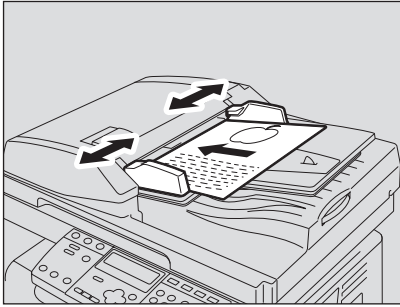
When black streaks appear on the copied image

If the scanning area or the guide area is dirty, image problems such as black streaks on the copied image may occur. Weekly cleaning of these areas is recommended.

 P.204 "Daily Inspection"

Placing originals on Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)

- 1 Align all the originals.
- 2 Place them face up and align the side guides to the original length.

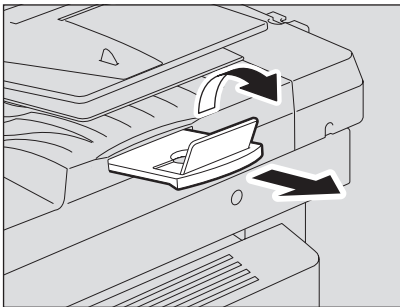


Notes

- The top sheet of the originals will be scanned first.
- The total sheets of originals placed must not exceed 100 (50 to 80 g/m²) or the stack height of the originals must not exceed 16 mm regardless of their sizes.

When placing a large amount of originals with a long width

Pull out the original stopper so that the exiting originals will not fall. When replacing this stopper, lift it slightly and push it in.



Making Copies

Follow the procedure below to make copies.

Tip

Various copying functions are available. See the following page for the details:

📖 P.67 "COPYING FUNCTIONS"

📖 P.81 "ADVANCED COPYING FUNCTIONS"

1 Check if paper is placed in the drawer.

For the acceptable types and sizes of paper, see the following pages:

📖 P.39 "Acceptable media types"

📖 P.41 "Placing paper in drawers"

📖 P.45 "Placing paper in the drawers of Paper Feed Pedestal (optional)"

2 Place the original.

For acceptable originals or how to place originals, see the following pages:

📖 P.54 "Acceptable originals"

📖 P.58 "Placing originals on Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)"

📖 P.55 "Placing originals on the original glass"

📖 P.56 "Placing booklet-type originals such as books or catalogues"

3 Key in the desired number of copies (= copy quantity) when you copy more than one set.

e.g.) 5 sets



READY		5
100%	NONSORT	
ZOOM	FINISHING	EDIT

Tip

If you want to correct the copy quantity keyed in, press the [CLEAR/STOP] button, and then key in the correct number.

4 Select the copy modes as required.

📖 P.67 "COPYING FUNCTIONS"

📖 P.81 "ADVANCED COPYING FUNCTIONS"

Note

Some functions may not be used together with other functions. For the details, see the following page.

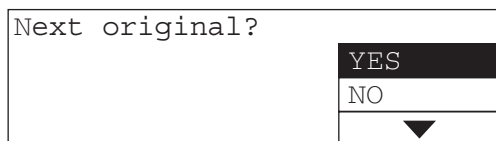
📖 P.215 "Copying Function Combination Matrix"

5 Press the [START] button.

Copying starts. The paper will exit with its copied side down.

Note

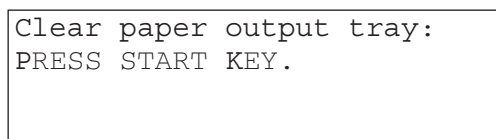
The paper exit area and exiting paper are hot immediately after the exit. Handle them with care.

When “Next original?” appears

This message appears when “SORT” is selected for the exiting method while an original is being placed on the original glass, or when 2-sided copying is being performed. Place the next original on the original glass, and then press the [START] or [ENTER] button. The data of the next original will be scanned. When all the originals have been scanned, select “NO”, and then press the [START] or [ENTER] button. Copying starts.

When the number of sheets exiting has exceeded 250

To prevent exiting paper from falling off the receiving tray, the equipment causes copying to pause when approx. 250 sheets of paper have been continuously exited. The LCD screen shows as follows:

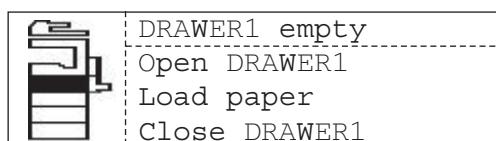


Remove the paper from the receiving tray, and then press the [START] button. Copying resumes.

Press the [CLEAR/STOP] button to end the copy job. “Memory clear?” appears on the LCD screen. Select “YES”, and then press the [START] or [ENTER] button.

When the paper has run out

When the paper in the drawer has run out during copying, if paper whose size and direction are the same is in another drawer, it is automatically fed and copying continues to be performed. If not, copying stops and the following message appears on the LCD screen. e.g.) Paper in the drawer of the equipment has run out



The [DRAWER] lamp corresponding to the one whose paper has run out blinks. Add paper to the drawer and press the [START] button. Copying then resumes.

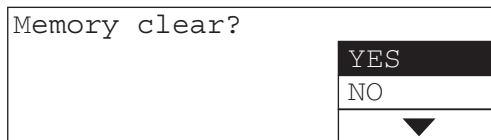
Stopping/Resuming copying

Press the [CLEAR/STOP] button to stop scanning or copying.

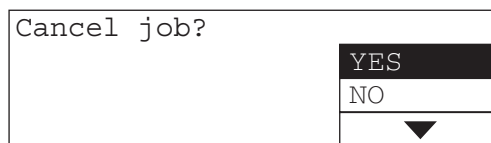
1 Press the [CLEAR/STOP] button during scanning or copying.



Scanning or copying stops, and the LCD screen shows as follows:



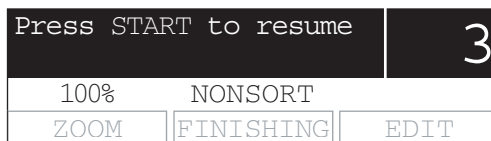
Or



Press the selecting button (Right) or and buttons and select "YES" to end the copy job. Then press the [START] or [ENTER] button.

2 Press the selecting button (Right) to select "NO" to resume the copy job. This can also be done with the or button. Then press the [START] or [ENTER] button.

The LCD screen shows as follows:



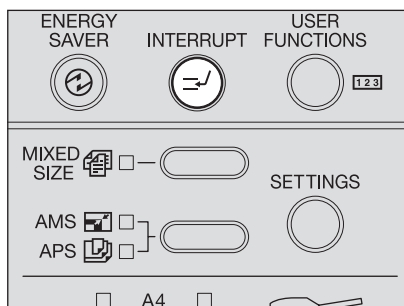
3 Press the [START] button.

Interrupting copying and making another copy - Interrupt copy -

You can interrupt copying of one job and make another copy job (= interrupt copying). The copy quantity or functions applied to the interrupted job are stored in the memory of this equipment, so that you will not need to set them again when the interrupted job resumes.

1 Press the [INTERRUPT] button.

The [INTERRUPT] lamp blinks, and the lamp will be fully lit after a while.



The LCD screen shows as follows:

Job interrupted		1
100%	NONSORT	
ZOOM	FINISHING	EDIT

Tip

When the [INTERRUPT] button is pressed during scanning, the [INTERRUPT] lamp blinks, and then the lamp will be fully lit after the scanning has finished.

2 Replace the original with a new one.

3 Select the copy modes as required, and then press the [START] button.

Interrupt copying starts.

4 After you have finished interrupt copying, press the [INTERRUPT] button.

“Ready to resume job” appears, and then the copying status returns to the one before the interruption.

Tip

Even if you do not press the [INTERRUPT] button, a certain time after the interrupt copying has finished, the auto clear function will work and the interrupt mode will automatically be cleared.

5 Press the [START] button.

The job interrupted will resume.

Using Bypass Tray


Place paper on the bypass tray when you use the following media types as copy paper:

- Thick paper (81 to 163 g/m²)
- Special media types such as tracing paper, sticker labels or overhead transparencies
- Standard size paper which cannot be placed in the drawers of the equipment and Paper Feed Unit (optional) (e.g. A5-R)

Using the bypass tray is recommended also for copying on standard-size paper other than those placed in the drawers. The following sizes are available for bypass copying:

Media type	Paper size	Maximum sheet capacity ^{*1}
Plain paper (64 - 80 g/m ²)* ²	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO	100 sheets (64 g/m ²) 100 sheets (80 g/m ²)
THICK PAPER 1 (81 - 105 g/m ²)* ³	LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG* ⁵	1 sheet (81 - 105 g/m ²)
THICK PAPER 2 (106 - 163 g/m ²)* ³		1 sheet (106 - 163 g/m ²)
Tracing paper (75 g/m ²)* ³		1 sheet
Sticker labels* ³		1 sheet
Transparencies* ³ ,* ⁴		A4 only

*1 "Maximum sheet capacity" refers to the maximum number of sheets when TOSHIBA-recommended paper is used. See the following page for the TOSHIBA-recommended paper:

 P.40 "Recommended paper"

*2 The paper of 50 to 63 g/m² can be used if it is set on the bypass tray one by one.

*3 Automatic duplex copying is not available.

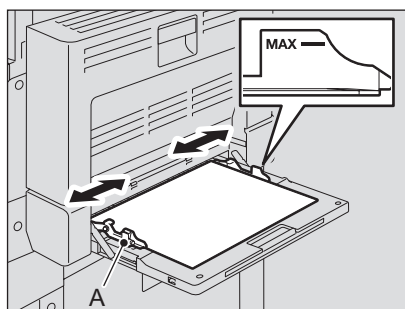
*4 Be sure to use the overhead transparencies that TOSHIBA recommends. When transparencies other than the TOSHIBA-recommended ones are used, this could cause an equipment malfunction.

*5 13"LG size paper can be used only in equipment for the EU.

Bypass copying

In this section, the procedure is described with A4 size paper placed on the bypass tray as an example.

- 1 Place paper straight on the bypass tray face down. Then align the side guides to the paper length while holding (A).

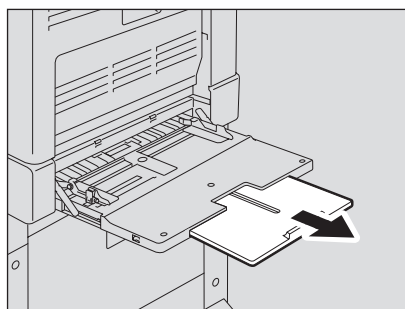


Notes

- Up to 100 sheets of plain paper (64 to 80 g/m²) can be set. In this case, make sure that the height of the paper stack does not exceed the indicators of the side guides. If paper other than plain is used, set it one sheet at a time.
- Fan the stack of paper well before placing it on the bypass tray.
- Do not push the paper forcibly into the entrance of the bypass feeder. This could cause a paper misfeed.

Tip

When you place paper of a larger size, pull out the paper holder before you start bypass copying.



2 Check the menu.

If the paper size has already been registered, the following menu is displayed. In this case, proceed to step 5.

Ready for bypass		1
100%	SORT	
ZOOM	FINISHING	EDIT

If the paper size has not been registered, the following menu is displayed. In this case, proceed to step 3.

Select paper size	COMP
	13LG
	NON_SIZE

3 Set the paper size.

Press the selecting buttons (Center, Right) to select the size of paper placed in the drawer. This can also be done with the \blacktriangle or \blacktriangledown button. Then press the [ENTER] button. e.g.) Setting A4 size

Select paper size	ST-R
	A3
	A4

When the paper is other than standard sizes, select "NON_SIZE".

4 Set the paper type.

Press the selecting button (Right) to select paper type. This can also be done with the \blacktriangle or \blacktriangledown button. Then press the [ENTER] button. e.g.) Thick paper (81 to 105 g/m²)

PAPER TYPE	THICK PAPER1
	THICK PAPER2
	TRANSPARENCY

You can select the media type from the following four:

THICK PAPER 1: Thick paper (81 to 105 g/m²)

THICK PAPER 2: Thick paper (106 to 163 g/m²), sticker labels

TRANSPARENCY: Overhead transparencies

PLAIN: Plain paper (64 to 80 g/m²), tracing paper

Note

If you select a different media type from the one you placed on the bypass tray, this could cause a paper jam or the quality of the copied image could be lowered.

5 Place the original.

6 Select the other copy modes as required, and then press the [START] button.

Copying starts.

Note

When you make copies on overhead transparencies using the bypass tray, pick up the transparencies which have exited onto the receiving tray one by one. If the transparencies pile up, they may become curled and not be good for projection.

Tip

When the paper on the bypass tray has run out during copying, copying continues with the paper of the same size in the drawer as the one on the bypass tray. (If the size of the paper on the bypass tray has not been registered in advance, however, copying stops. In this case, add paper to the bypass tray and press the [START] button to resume copying.)

When bypass copying has finished

If the paper on the bypass tray has been removed or used up, bypass feeding will be automatically switched to drawer feeding. The paper size setting for the bypass tray will also be cleared.

3

COPYING FUNCTIONS

This chapter describes various functions related to copy operations, such as how to make enlargement or reduction copies, or how to adjust the quality of copy images.

Before Making Copies	68
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Confirming set functions.....	68
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Before Making Copies

Default settings

Initial settings established when the equipment is powered on before any of the user functions are changed are called default settings. Each setting returns to its default when the power is turned ON, when the energy saving mode is canceled, and when the [FUNCTION CLEAR] button is pressed.

The default settings of the basic copying functions at the time of the installation are shown below.

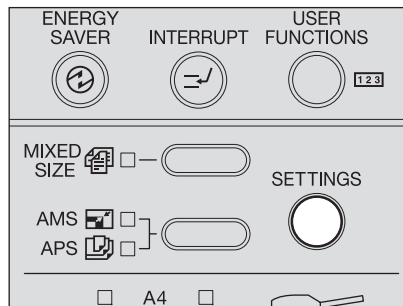
Item	Contents	Default setting at installation
Copy quantity	1 - 999	1
Paper selection	Automatic paper selection (APS), Manual paper selection	Automatic paper selection (APS)
Reproduction ratio	25 - 200%	100%
Image mode	TEXT/PHOTO, PHOTO, TEXT	TEXT/PHOTO
Density adjustment	Automatic copy density mode, Manual copy density mode	Automatic copy density mode

The default settings above can be changed. For the details, see the following page:

 P.117 "CHANGING EQUIPMENT'S SETTINGS"



Confirming set functions

Press the [SETTINGS] button to confirm the set functions.



The current settings and functions set appear on the LCD screen.



Press the selecting buttons (Center, Right) to display all the settings so that the display will be switched to the next one. This can also be done with the  or  button. After you finished the confirmation, press the [SETTINGS] button again.

Paper Selection

You can select the size of copy paper in two ways; one is automatic paper selection in which the equipment automatically selects copy paper of the same size as the original, and the other is manual paper selection in which you can select the desired paper size manually.

Automatic paper selection (APS):

The equipment detects the size of the original placed and automatically selects copy paper of the same size as the original.

The following sizes of originals are available:

A3, A4, A4-R, A5-R, B4, B5, B5-R and FOLIO (The size of FOLIO originals can be detected automatically only when they are placed on the Reversing Automatic Document Feeder (optional).)

Manual paper selection:

You can select the desired size of copy paper manually. This function can be used in a case the APS cannot be used, such as when originals are non-standard sizes or overhead transparencies.

Automatic paper selection (APS)

When you place a standard size original, the equipment detects its size and automatically selects copy paper of the same size as the original.

Tip

The following sizes of originals are available:

A3, A4, A4-R, A5-R, B4, B5, B5-R and FOLIO (The size of FOLIO originals can be detected automatically only when they are placed on the Reversing Automatic Document Feeder (optional).)

Note

The equipment may not be able to correctly detect the size of the originals listed below. Use manual paper selection for the following originals:

- Highly transparent ones (e.g. overhead transparencies, tracing paper)
- Wholly dark ones or ones with dark borders
- Non-standard size ones (e.g. newspapers, magazines)
📖 P.70 "Manual paper selection"

1 Place paper in the drawer.

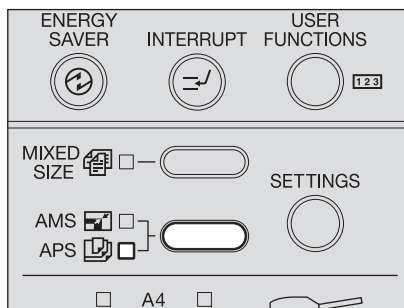
Note

Register the size of the paper into the equipment in advance.

📖 P.49 "Preparation 3 - Registering Size of Paper Placed"

2 Place the original.

3 Press the APS/AMS selecting button and select APS. (The APS lamp is lit.)



Tips

- The default setting at the installation is APS.
- If the direction of paper in the drawer differs from that of originals, the image of the original can be copied being rotated by 90 degrees, as long as their sizes are the same (B5 and A4 only).

4 Select the other copy modes as required, and then press the [START] button.

Manual paper selection

Select the paper size with this method when you use the following originals whose sizes may not be detected correctly with automatic paper selection:

- Highly transparent ones (e.g. overhead transparencies, tracing paper)
- Wholly dark ones or ones with dark borders
- Non-standard size (e.g. newspapers, magazines)

Tip

In this method, if the desired size of copy paper is not placed in the drawer, replace the paper already placed in the drawer with the desired one, or place the desired size of paper on the bypass tray.

📖 P.41 "Placing paper in drawers"

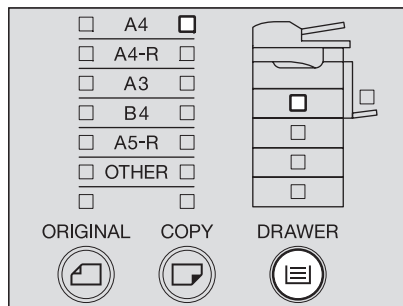
📖 P.63 "Using Bypass Tray"

1 Place paper in the drawer.

2 Place the original.

3 Press the [DRAWER] button several times until the lamp of the desired drawer is lit.

e.g.) Selecting the drawer of the equipment



4 Select the other copy modes as required, and then press the [START] button.

Copying Different Sizes in One Go - MIXED-SIZE COPYING -

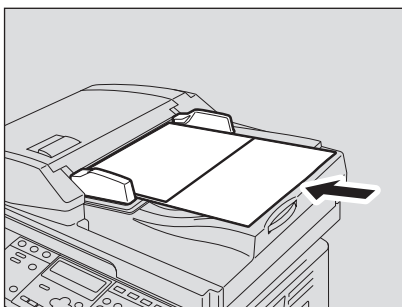
When different sizes of originals are mixed and placed on the Reversing Automatic Document Feeder (optional), some combinations of sizes can be copied in one go. The combination of A3 and A4, B4 and B5, or A4-R and FOLIO is available.

1 Place paper in the drawer.

Note

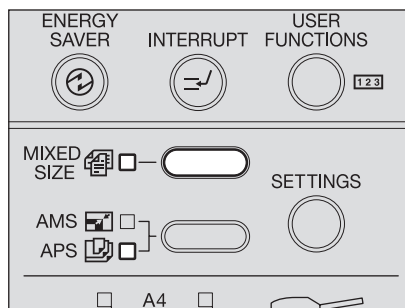
Bypass copying is disabled. Place paper in the drawer.

2 Place originals on the Reversing Automatic Document Feeder (optional).



3 Press the [MIXED SIZE] button.

The mixed-size copying mode is set and the [MIXED SIZE] lamp is lit. The equipment is switched to the automatic paper selection mode and the [APS] lamp is lit. When copying in the automatic paper selection mode, step 4 is not necessary. In this case, proceed to step 5.

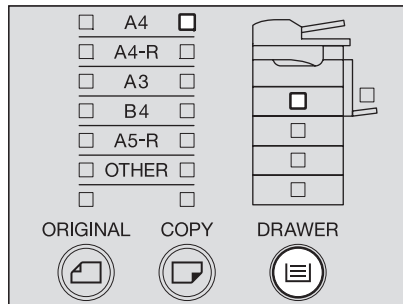


Note

In the automatic paper selection mode, a copy is made on copy paper of the same size as the original. Place paper whose sizes are the same as those of the originals in the corresponding drawers in advance.

4 If you want to copy all the originals on the same size paper, press the [DRAWER] button to select the drawer.

e.g.) Selecting the drawer of the equipment



5 Select the other copy modes as required, and then press the [START] button.

Copying starts.

When “Change direction ORG” appears

The originals are not placed in a correct direction. Press the [ENTER] button to exit the original. Then place it by rotating 90 degrees and resume copying.

When the copying has finished, press the [FUNCTION CLEAR] button.

Zooming In/Out Copy Image

You can set the reproduction ratio of the copy image in the following three ways:

Automatic magnification selection (AMS):

Specify the size of the copy paper in advance. As the original is placed, the equipment then detects the size of the original and sets the reproduction ratio most suited to the size of copy paper automatically.

The following sizes of originals are available:

A3, A4, A4-R, A5-R, B4, B5, B5-R and FOLIO (The size of FOLIO originals can be detected automatically only when they are placed on the Reversing Automatic Document Feeder (optional).)

Specifying both the sizes of the original and the copy paper:

When you specify the sizes of both the original and the copy paper, the equipment automatically sets the reproduction ratio most suited to both of these sizes. This function can be used in case the AMS cannot be used, such as when originals are overhead transparencies.

Specifying reproduction ratio manually:

Specify the reproduction ratio manually from 25% to 200%.

Tip

The reproduction ratio can be set in the horizontal and vertical direction separately. In this case, select XY zoom function in the copy menu.

 P.111 "Changing Sizes in Horizontal and Vertical Directions - XY ZOOM -"

Automatic magnification selection (AMS)

Specify the copy paper size to be used in advance. The equipment then detects the size of the original and automatically sets the most suitable reproduction ratio for the size of copy paper, as the original is placed.

Tip

The following sizes of originals are available:

A3, A4, A4-R, A5-R, B4, B5, B5-R and FOLIO (The size of FOLIO originals can be detected automatically only when they are placed on the Reversing Automatic Document Feeder (optional).)

Note

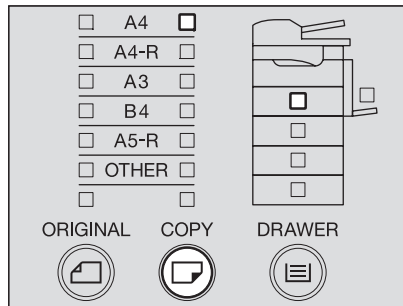
Automatic magnification selection (AMS) may not work correctly for the size of originals listed below. Use other methods to set the reproduction ratio for the following originals:

- Highly transparent ones (e.g. overhead transparencies, tracing paper)
- Wholly dark ones or ones with dark borders
- Non-standard size (e.g. newspapers, magazines)

1 Place paper in the drawer.

2 Press the [COPY] button several times until the lamp of the desired paper size is lit.

e.g.) Selecting A4 size

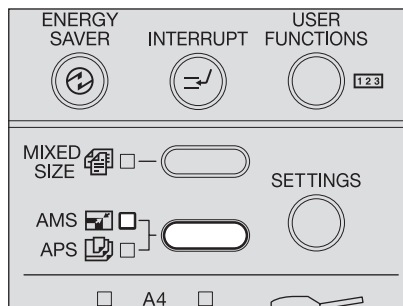


Tip

You can select the desired paper size with the [DRAWER] button in the same procedure.

3 Press the APS/AMS selecting button until the AMS lamp is lit.

The reproduction ratio on the “copy mode” main screen will be changed to “AMS”.



4 Place the original.

5 Select the other copy modes as required, and then press the [START] button.

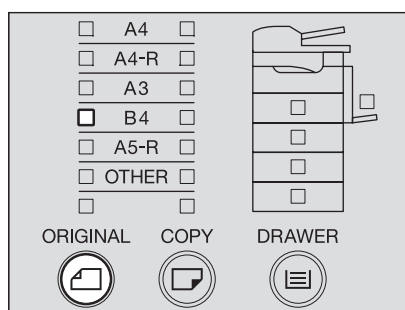
Copying is performed with the most suitable reproduction ratio for the specified paper size.

When “Change direction ORG” appears

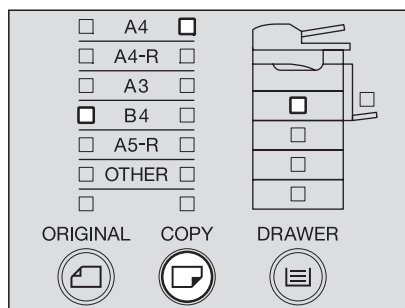
The direction of the original placed is not correct. Press the [ENTER] button to exit the original. Then place it by rotating 90 degrees and resume copying.

Specifying both the sizes of the original and the copy paper


- 1 Place paper in the drawer.
- 2 Place the original.
- 3 Press the [ORIGINAL] button several times until the lamp of the desired original size is lit.
e.g.) Selecting B4 for the original



- 4 Press the [COPY] button several times until the lamp of the desired paper size is lit.
e.g.) Selecting A4 for copy paper



Tips

- You can select the desired paper size with the [DRAWER] button in the same procedure.
- When standard size paper other than A3, A4, A4-R, A5-R or B4 is placed, register this size as "OTHER" size in advance.
 P.50 "Registering other standard sizes"

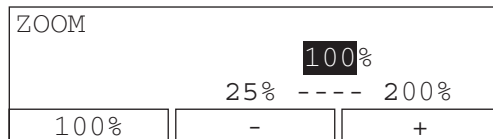
The most appropriate reproduction ratio for both the sizes of the original and the copy paper is set.

- 5 Select the other copy modes as required, and then press the [START] button.

Specifying reproduction ratio manually

- 1 Place paper in the drawer.
- 2 Place the original.
- 3 Press the selecting button (Left).

The LCD screen shows as follows:



- 4 Press the selecting button (Center: – or Right: +) to set the desired reproduction ratio.

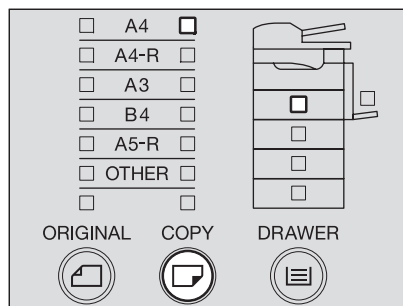
One press of each button increases or decreases the reproduction ratio by 1%. When you keep pressing either of them, the reproduction ratio also keeps changing. The reproduction ratio can be set from 25% to 200%.

Tip

Press the selecting button (Left) to return it to 100%.

- 5 Press the [ENTER] button.
The reproduction ratio is set.
- 6 Press the [COPY] button several times until the lamp of the desired paper size is lit.

e.g.) Selecting A4 for copy paper



Tips

- You can select the desired paper size with the [DRAWER] button in the same procedure.
- When standard size paper other than A3, A4, A4-R, A5-R or B4 is placed, register this size as "OTHER" size in advance.
 P.50 "Registering other standard sizes"

- 7 Select the other copy modes as required, and then press the [START] button.

Selecting Image Mode

You can select the most suitable quality of the copied image in the following three modes depending on the originals:

TEXT/PHOTO: Originals with text and photographs mixed

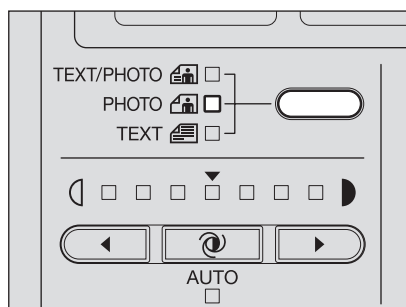
PHOTO: Originals with photographs

TEXT: Originals with text only or with text and fine illustrations only

Tip

“TEXT/PHOTO” is set by default at the installation of the equipment.

- 1 Place paper in the drawer.**
- 2 Place the original.**
- 3 Press the original mode button until the lamp of the desired mode is lit.**
e.g.) Original with photographs



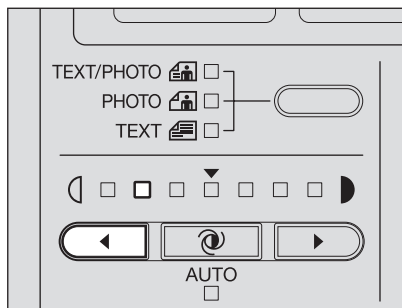
- 4 Select the other copy modes as required, and then press the [START] button.**

Adjusting Density Level

The automatic copy density mode, which automatically selects the most suitable density level for the copied image by detecting that of the original, is set by default at the installation of the equipment. You can also adjust the density level as desired manually (=manual copy density mode) in the following procedure:

- 1 Place paper in the drawer.**
- 2 Place the original.**
- 3 Press the density adjustment buttons (◀ (light) or ▶ (dark)) to adjust the density to the desired level.**

The density level can be set within 7 stages. One press of each button increases or decreases the density level by one stage. When you keep pressing either of them, the density level also keeps changing.



- 4 Select the other copy modes as required, and then press the [START] button.**

To return it to the automatic copy density mode

Press the  (AUTO) button.

4

ADVANCED COPYING FUNCTIONS

This chapter describes some useful copying functions, such as how to copy more than one page into a single sheet of paper or how to print date and time on copy paper.

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Sorting Alternately One Set by One - ALTERNATION -	85
Sorting in Magazine Type Arrangement - MAGAZINE SORT -.....	86
Shifting Paper to Make Margin - IMAGE SHIFT -	88
Erasing Shadow on Edge - EDGE ERASE -	90
Copying on Both Sides - DUPLEX -	92
Copying Right and Left Pages Separately - DUAL PAGE -	99
Printing Page Number, Date and Time - ANNOTATION -.....	101
Changing Copy Setting on Each Job - JOB BUILD -.....	103
Copying 2 or 4 Pages into 1 Page - 2IN1/4IN1 -.....	105
Copying Both Sides of Card into 1 Page - ID CARD -.....	108
Changing Sizes in Horizontal and Vertical Directions - XY ZOOM -.....	111
Registering Functions Frequently Used - JOB MEMORY -.....	113


Copy Menu

This equipment provides you of many convenient copying functions. When you press the selecting button (Right) on the "copy mode" main screen, the copy menu appears. Select the desired function in this menu.





FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

Note

More than one copying function can be used together. However, some combinations of functions are disabled. For the details of the disabled combinations, see the following page:

 P.215 "Copying Function Combination Matrix"

Operating in copy menu

When you select the desired function in the menu, press  ,  ,  and  buttons or the selecting buttons (Left, Center, Right). In this section, the procedure for selecting the XY zoom function using the selecting buttons (Left, Center, Right) is explained as an example.

1 Select the column, in which the desired function is located, with the selecting buttons (Left, Center, Right).

e.g.) Press the selecting button (Right) to select "XY ZOOM".

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY
Left	Center	Right

2 Press the same selecting button for several times until you select the desired function.















FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

3 Press the [ENTER] button.

The function setting screen appears. Perform the setting by following the instructions displayed on the screen.

Copy function list

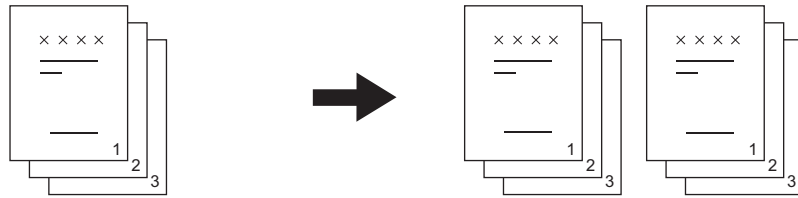
The copying functions displayed on the copy menu are shown below.

Function	Description
FINISHING ( P.84,  P.85,  P.86)	Selects finishing modes for paper copied and exited to the receiving tray. SORT: Exited in the same order as originals in each set. NONSORT: Exited without being sorted. ALTERNATION: Exited while they are being sorted and rotated alternately one set by one. MAGAZINE SORT: Exited in a booklet-type page arrangement.
IMAGE SHIFT ( P.88)	Makes a binding margin on copy paper. The margin width can be set between 4 mm and 15 mm. LEFT MARGIN: Makes a binding margin on the left side of paper. RIGHT MARGIN: Makes a binding margin on the right side of paper.
EDGE ERASE ( P.90)	Makes a margin along the edge of copy paper. The margin width can be set between 4 mm and 15 mm.
PAPER TYPE ( P.63)	Selects the media type of copy paper. This function is available only in the bypass copying. THICK PAPER1: Thick paper 1 (81 - 105 g/m ²) THICK PAPER2: Thick paper 2 (106 - 163 g/m ²), sticker labels TRANSPARENCY: Overhead transparencies PLAIN: Plain paper (64 - 80 g/m ²), tracing paper
DUPLEX ( P.92)	Selects whether originals and copy paper are 1-sided or 2-sided. 1>1 SIMPLEX: 1-sided original to 1-sided copy 1>2 DUPLEX: 1-sided original to 2-sided copy 2>2 DUPLEX: 2-sided original to 2-sided copy 2>1 SPLIT: 2-sided original to 1-sided copy BOOK > 2: Booklet-type original to 2-sided copy
DUAL PAGE ( P.99)	Makes copies of the double-page spread of a booklet. The right and left pages are copied separately. The book margin width can be set between 8 mm to 30 mm.
ANNOTATION ( P.101)	Prints page numbers, date and time. PAGE NUMBER: Prints page numbers. Page, Date&Time: Print page numbers, date and time.
JOB BUILD ( P.103)	Scans and copies originals made of several jobs (= stacks). Settings and scanning methods can be changed for each job. When all the originals have been scanned, they are copied in one go.
2IN1/4IN1 ( P.105)	Makes copies of 2 or 4 pages of originals into 1 page by reducing their reproduction ratio. 2IN1: Makes copies of 2 pages into 1 page. 4IN1: Makes copies of 4 pages into 1 page.
ID CARD ( P.108)	Makes copies of the both sides of a card into 1 page of A4 paper.
XY ZOOM ( P.111)	Selects the reproduction ratio in the horizontal and vertical directions separately.
JOB MEMORY ( P.113)	Registers the combination of functions used frequently and recall it as required. RECALL: Recalls the combination of functions registered. MEMORY: Registers the combination of functions.

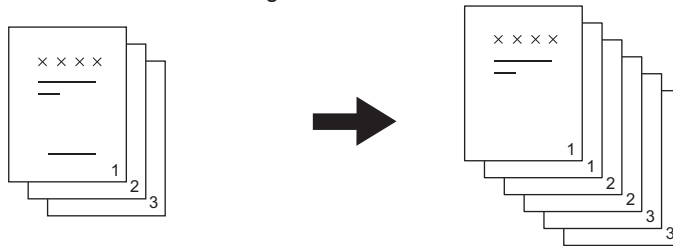
Copying in Same Page Order as Originals - Sort Copying -

When you make several sets of copies, the copies can be made to exit in the same order as the originals in each set. This is called sort copying.

Copied and sorted in 2 sets



Copied in 2 sets without being sorted



1 Place paper in the drawer.

2 Place the original.

Tip

When originals are placed on the Reversing Automatic Document Feeder (optional), this function is automatically set. In this case, proceed to step 5.

3 Select “FINISHING” in the copy menu, and then press the [ENTER] button.

FINISHING	DUPLEX	2 IN1 / 4 IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

4 Select “SORT”, and then press the [ENTER] button.

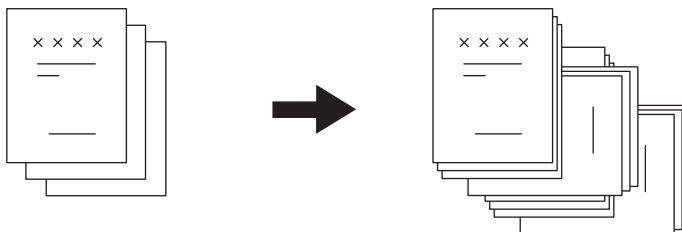
FINISHING	SORT
€	NONSORT
	ALTERNATION
	▼

The sort copying is set.

5 Select the other copy modes as required, and then press the [START] button.

Sorting Alternately One Set by One - ALTERNATION -

When you make several sets of copies, the copies can be sorted and made to exit alternately one set by one. This is called alternation. You need to place copy paper in one drawer in a landscape direction and place that of the same size in another drawer in a portrait direction in advance.



Note

A4 or B5 size is available for this function.

- 1 Place paper in the drawer.
- 2 Place the original.
- 3 Key in the desired number of copies.
- 4 Select “FINISHING” in the copy menu, and then press the [ENTER] button.

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

- 5 Select “ALTERNATION”, and then press the [ENTER] button.

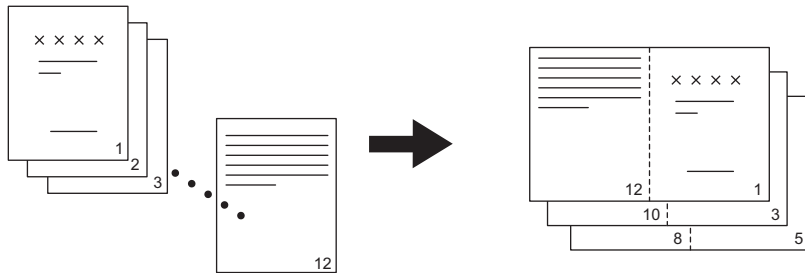
FINISHING	SORT
	NONSORT
	ALTERNATION
	▼

The alternation is set.

- 6 Select the other copy modes as required, and then press the [START] button.

Sorting in Magazine Type Arrangement - MAGAZINE SORT -

The copies can be made to exit in a booklet-type page arrangement. This is called magazine sort. You can make a booklet by folding and binding the stack of copied paper at its center.



Notes

- A3, A4-R, A5-R, B4 and B5-R sizes are available for this function.
- The Automatic Duplexing Unit (optional) is required.
- This function cannot be used together with the image shift.
 P.88 "Shifting Paper to Make Margin - IMAGE SHIFT -"

- 1 Place paper in the drawer.**
- 2 Place the original.**
- 3 Select "FINISHING" in the copy menu, and then press the [ENTER] button.**

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

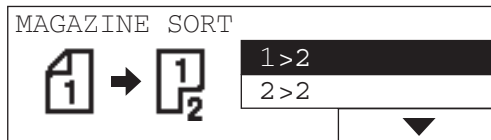
- 4 Select "MAGAZINE SORT", and then press the [ENTER] button or button.**

FINISHING	NONSORT
  → 	ALTERNATION
	MAGAZINE SORT 
	

5 Select the duplex copying mode most suited to the original, and then press the [ENTER] button.

1>2: When originals are 1-sided

2>2: When originals are 2-sided

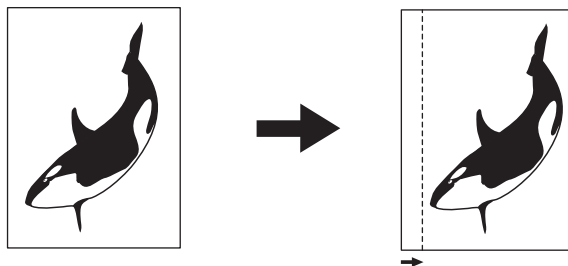


The magazine sort is set.

6 Select the other copy modes as required, and then press the [START] button.

Shifting Paper to Make Margin - IMAGE SHIFT -

You can make a margin on copy paper by shifting the whole paper to the right or left. The margin can be used for punching holes or stapling.



Notes

- When you place paper on the bypass tray, register the size of the paper into the equipment in advance.
- This function cannot be used together with the magazine sort.
 P.86 "Sorting in Magazine Type Arrangement - MAGAZINE SORT -"

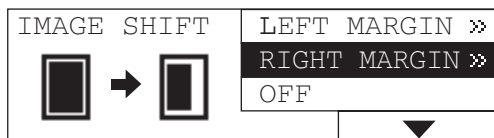
- 1 Place paper in the drawer.**
- 2 Place the original.**
- 3 Select "IMAGE SHIFT" in the copy menu, and then press the [ENTER] button.**

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

- 4 Select whether you make a margin on the right or left side of the paper, and then press the [ENTER] button or button.**

LEFT MARGIN: The margin will be made on the left.

RIGHT MARGIN: The margin will be made on the right.



5 Specify the margin width, and then press the [ENTER] button.

The margin width can be set between 4 mm and 15 mm.

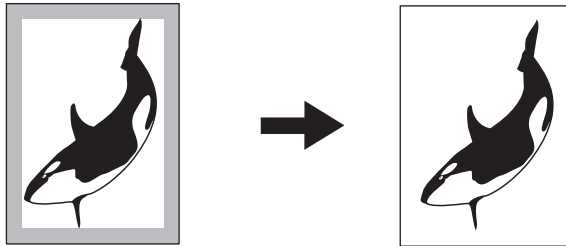


The image shift is set.

6 Select the other copy modes as required, and then press the [START] button.

Erasing Shadow on Edge - EDGE ERASE -

When you make copies of thick objects such as books, the edge of copied image may be darkened by shadow. When you use this copied image as an original, you can erase this shadow and make a margin only on the edge of paper with this function.



Notes

- Only standard size originals are available.
- When you place paper on the bypass tray, register the size of the paper into the equipment in advance.

- 1 Place paper in the drawer.**
- 2 Place the original.**
- 3 Select “EDGE ERASE” in the copy menu, and then press the [ENTER] button.**

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

- 4 Select “ON”, and then press the [ENTER] button or  button.**



-
- 5 Specify the margin width, and then press the [ENTER] button.**
The margin width can be set between 4 mm and 15 mm.



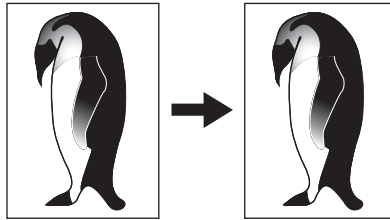
The edge erase is set.

- 6 Select the other copy modes as required, and then press the [START] button.**

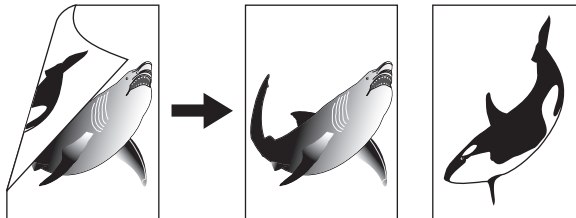
Copying on Both Sides - DUPLEX -

You can select whether originals and paper are 1-sided or 2-sided individually. You can make copies of 1-sided originals into the both sides of paper so that you can save paper. Also you can copy a book into the both sides of paper so that you can make another book.

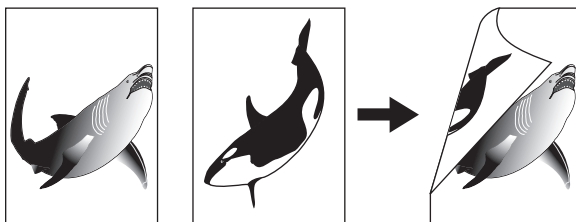
1>1 SIMPLEX (📖 P.93)



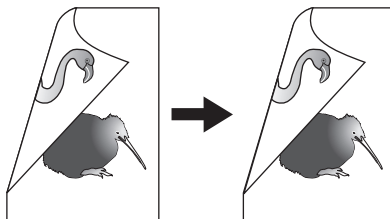
2>1 SPLIT (📖 P.93)



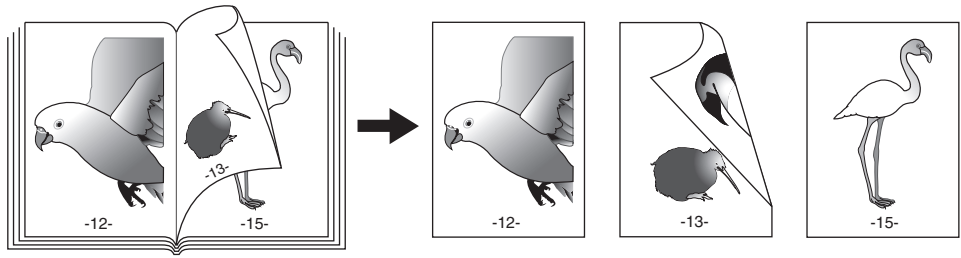
1>2 DUPLEX (📖 P.94)



2>2 DUPLEX (📖 P.94)



BOOK > 2 (📖 P.96)



Notes

- To scan 2-sided originals automatically, the Reversing Automatic Document Feeder (optional) is required.
- To copy on the both sides of paper, the Automatic Duplexing Unit (optional) is required.

Copying on one side

You can copy 1-sided or 2-sided originals on the one side of paper.

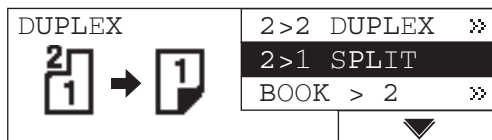
- 1 Place paper in the drawer.**
- 2 Place the original.**
- 3 Select “DUPLEX” in the copy menu, and then press the [ENTER] button.**

FINISHING	DUPLEX	2 IN1/4 IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

- 4 Select the duplex copying mode, and then press the [ENTER] button.**

1>1 SIMPLEX: 1-sided original to 1-sided copy

2>1 SPLIT: 2-sided original to 1-sided copy



The mode of duplex copying is set.

5 Select the other copy modes as required, and then press the [START] button.

Copying starts.

6 Place the next original if you are using the original glass, select “YES”, and then press the [ENTER] button. Repeat this procedure until all the originals are scanned.

You can press the [START] button instead of selecting “YES”.

Next original?	YES
	NO
	▼

When all the originals have been scanned

Select “NO” and then press the [ENTER] button.

Copying on both sides

You can copy 1-sided or 2-sided originals on the both side of paper.

1 Place paper in the drawer.


Note

Use plain paper (64 to 80 g/m²).

2 Place the original.

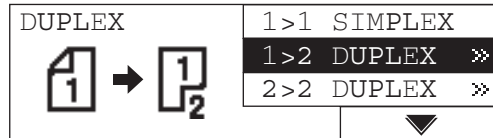
3 Select “DUPLEX” in the copy menu, and then press the [ENTER] button.

FINISHING	DUPLEX	2 IN1 / 4 IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

4 Select the duplex copying mode, and then press the [ENTER] button or  button.

1>2 DUPLEX: 1-sided original to 2-sided copy

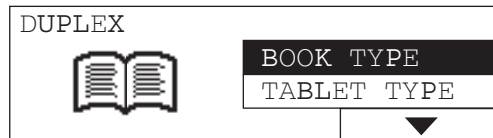
2>2 DUPLEX: 2-sided original to 2-sided copy



5 Select the finishing mode, and then press the [ENTER] button.

BOOK TYPE: Open to left

TABLET TYPE: Open to top



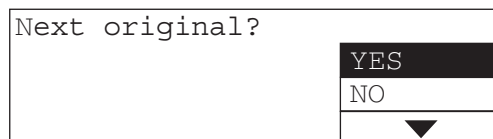
The mode of duplex copying is set.

6 Select the other copy modes as required, and then press the [START] button.

Copying starts.

7 Place the next original if you are using the original glass, select "YES", and then press the [ENTER] button. Repeat this procedure until all the originals are scanned.

You can press the [START] button instead of selecting "YES".



When all the originals have been scanned

Select "NO" and then press the [ENTER] button.

Copying booklet on both sides

You can copy booklet-type originals such as books or catalogues on the both sides of paper, as in the same manner as the original.

1 Place paper in the drawer.

Notes



- Use plain paper (64 to 80 g/m²).
- B5 and A4 sizes are available.


2 Press the [DRAWER] button to select the paper source to use.

3 Select “DUPLICATION” in the copy menu, and then press the [ENTER] button.

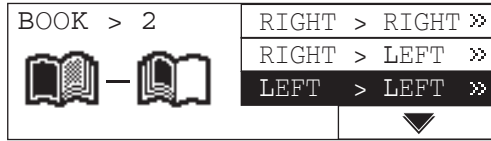
FINISHING	DUPLICATION	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

4 Select “BOOK > 2”, and then press the [ENTER] button or button.

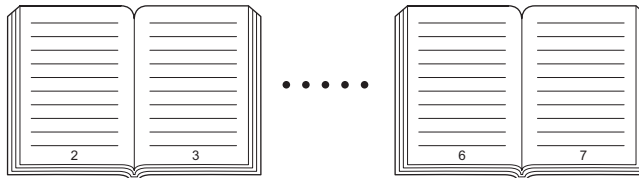
DUPLEX	2>2 DUPLEX ✖
 → 	2>1 SPLIT
	BOOK > 2 ✖
	▼

5 Select whether the beginning page of the copy is the right or left page, and also select whether the ending page is the right or left page. Then press the [ENTER] button or  button.

Select among "RIGHT > RIGHT", "RIGHT > LEFT", "LEFT > LEFT" and "LEFT > RIGHT".

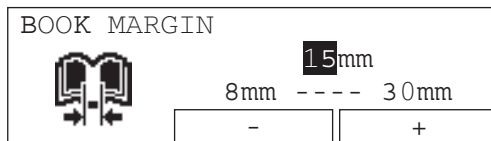


e.g.) Copy begins with page 2 and ends with page 6: "LEFT > LEFT"



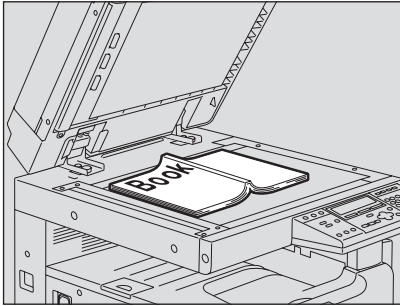
6 Specify the margin width, and then press the [ENTER] button.

The margin width can be set between 8 mm and 30 mm.



The mode of duplex copying is set.

- 7** Place the original, and then select other copy modes as required. Then press the [START] button.



Caution

Do not place heavy objects (4 kg or more) and do not press on it with force. Breaking the glass could injure you.

Scanning starts.

- 8** Open the next page and place the original, select “YES”, and then press the [ENTER] button. Repeat this procedure until the last page to be copied is left.

You can press the [START] button instead of selecting “YES”.

Next original?	
	YES
	YES (SINGLE)
	▼

When copying the last page

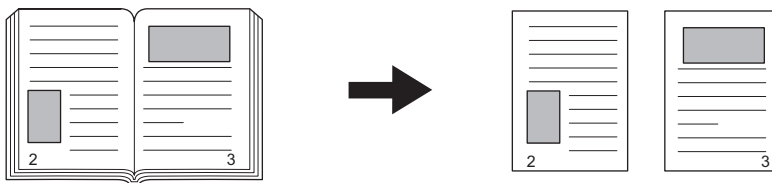
If the last page is 1-sided, select “YES (SINGLE)” and then press the [ENTER] button. If it is 2-sided, select “YES” and then press the [ENTER] button.

When all the originals have been scanned

Select “NO” and then press the [ENTER] button.

Copying Right and Left Pages Separately - DUAL PAGE -

When you place a booklet-type original on the original glass while it is being opened, the right and left pages of the opened section can be copied separately on different paper. Also, when the Automatic Duplexing Unit (optional) is installed, they can be copied on both sides of paper. You do not need to move the original on the original glass.

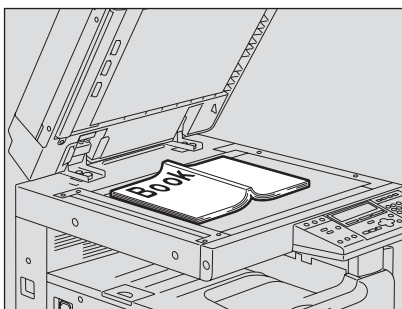


Notes

- B5 and A4 sizes are available for this function.
- When you place paper on the bypass tray, register the size of the paper into the equipment in advance.

1 Place paper in the drawer.

2 Place an original.



Caution

Do not place heavy objects (4 kg or more) and do not press on it with force.
Breaking the glass could injure you.

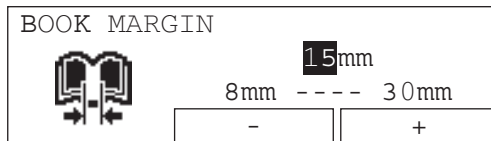
3 Select “DUAL PAGE” in the copy menu, and then press the [ENTER] button.

FINISHING	DUPLEX	2 IN1 / 4 IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

- 4** Select “ON”, and then press the [ENTER] button or  button.



- 5** Specify the margin width, and then press the [ENTER] button.
The margin width can be set between 8 mm and 30 mm.



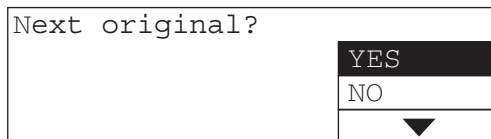
The dual page is set.

- 6** Select the other copy modes as required, and then press the [START] button.

Copying starts.

- 7** Place the original again after turning a page, select “YES”, and then press the [ENTER] button. Repeat this procedure until all the originals are scanned.

You can press the [START] button instead of selecting “YES”.



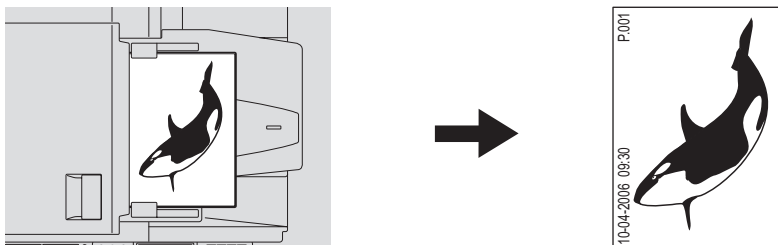
When all the pages are scanned

Select “NO” and then press the [ENTER] button.

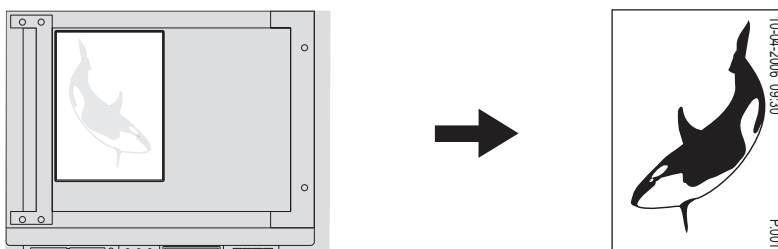
Printing Page Number, Date and Time - ANNOTATION -

You can print page numbers, date and time on copied paper. As shown below, the printing position of page number, time, date, etc. when an original is placed on the Automatic Document Feeder / Reversing Automatic Document Feeder (both optional) is different from that when the original glass is used.

When the original is placed on the Reversing Automatic Document Feeder / Automatic Document Feeder (both optional)




When the original is placed on the original glass



- 1 Place paper in the drawer.**
- 2 Place the original.**
- 3 Select "ANNOTATION" in the copy menu, and then press the [ENTER] button.**

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

4 Select the item to print, and then press the [ENTER] button.**PAGE NUMBER:** Page numbers**Page, Date&Time:** Page numbers, date and time

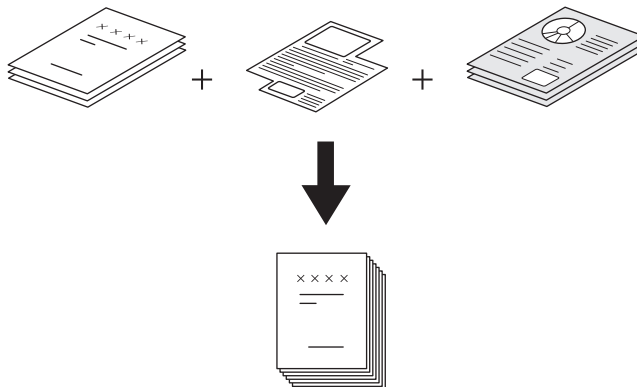
ANNOTATION	PAGE NUMBER
	Page, Date&Time
	OFF
	▼

The annotation is set.

5 Select the other copy modes as required, and then press the [START] button.

Changing Copy Setting on Each Job - JOB BUILD -

This function is useful for originals consisting of several jobs (= stacks). You can change settings and scanning methods for each job, and when all the originals have been scanned under the different settings, they are copied in one go. A maximum of 250 pages can be handled in one go, and a maximum of 5 jobs can be scanned.



Note

The setting of the density level, original mode and edge erase can be changed for each job. Some functions cannot be used together with this function or may have some restrictions.

When the following functions are set for the first job, they are also set for the rest:

Paper size selection, Finishing modes, Image shift

Functions not available:

Mixed-size copying, APS, Copying booklet on both sides ("BOOK>2"), Specifying reproduction ratio manually, XY zoom, Magazine sort, Dual page, 2IN1/4IN1, ID card, Annotation

- 1 Place paper in the drawer.**
- 2 Set copy quantities.**
- 3 Select "JOB BUILD" in the copy menu, and then press the [ENTER] button.**

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

- 4** Select “ON”, press the [ENTER] button, and then the [CANCEL] button.



The job build function is set and the LCD screen shows as follows:



- 5** Place the first job of the originals.

- 6** Select other copy modes as required, and then press the [START] button.

Scanning starts. When the scanning is finished, the LCD screen shows as follows:



- 7** Place the next job.

Repeat steps 6 and 7 until all the jobs are scanned.

- 8** When all the originals have been scanned, select “End job build”, and then press the [ENTER] button.

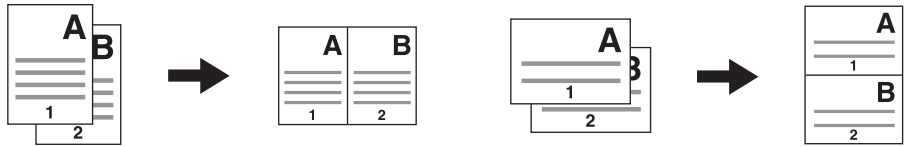


Copying starts.

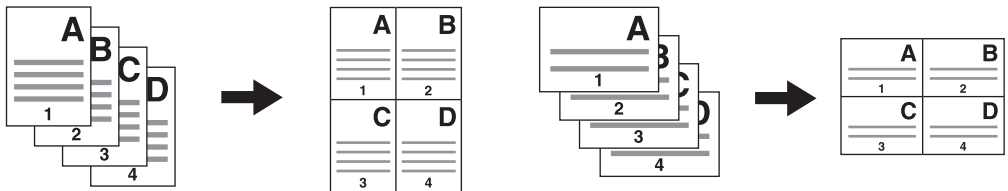
Copying 2 or 4 Pages into 1 Page - 2IN1/4IN1 -

2 or 4 pages of originals can be copied into 1 page by reducing their reproduction ratio. When the Automatic Duplexing Unit (optional) is used, maximum 8 pages can be copied in 1 sheet, using its both sides.

2IN1

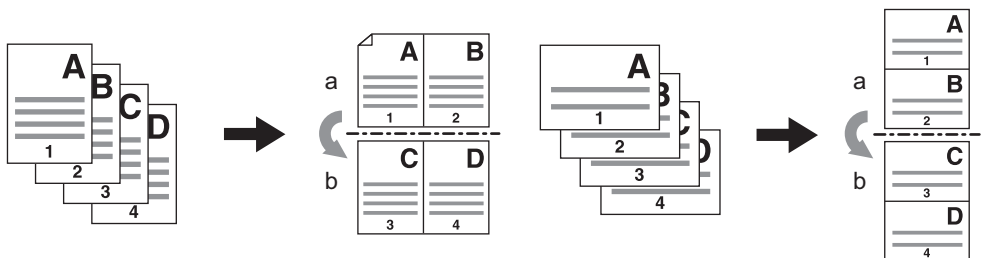


4IN1



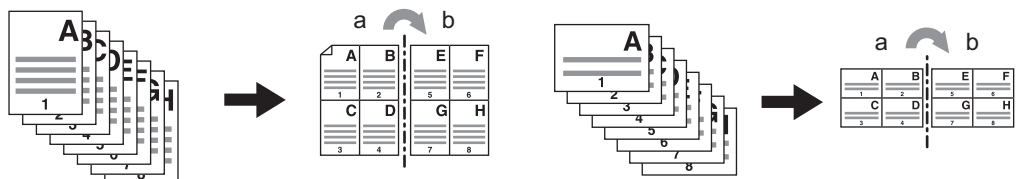
2IN1 DUPLEX (a: Side 1, b: Side 2)

- When a copy is turned with the line as a pivot, originals are printed on Side 2 (back face) as shown.



4IN1 DUPLEX (a: Side 1, b: Side 2)

- When a copy is turned with the line as a pivot, originals are printed on Side 2 (back face) as shown.



1 Place paper in the drawer.

Note

When you place paper on the bypass tray, register the size of the paper into the equipment in advance.

2 Select “2IN1/4IN1” in the copy menu, and then press the [ENTER] button.

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY


3 Select either of 2IN1 or 4IN1, and then press the [ENTER] button or button.

2IN1: 2 pages of originals to 1 page of copy

4IN1: 4 pages of originals to 1 page of copy

2IN1/4IN1	2IN1 
	4IN1 
	OFF
	

4 Select the duplex copying mode, and then press the [ENTER] button.

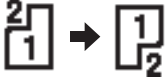



When you select a mode other than “1>1 SIMPLEX”, the  button can be used instead of the [ENTER] button.

1>1 SIMPLEX: 1-sided original to 1-sided copy

1>2 DUPLEX: 1-sided original to 2-sided copy

2>2 DUPLEX: 2-sided original to 2-sided copy

2>1 SPLIT: 2-sided original to 1-sided copy

2IN1	1>1 SIMPLEX
	1>2 DUPLEX 
	2>2 DUPLEX 
	

5 Select the finishing mode, and then press the [ENTER] button.

BOOK TYPE: Open to left

TABLET TYPE: Open to top



Note

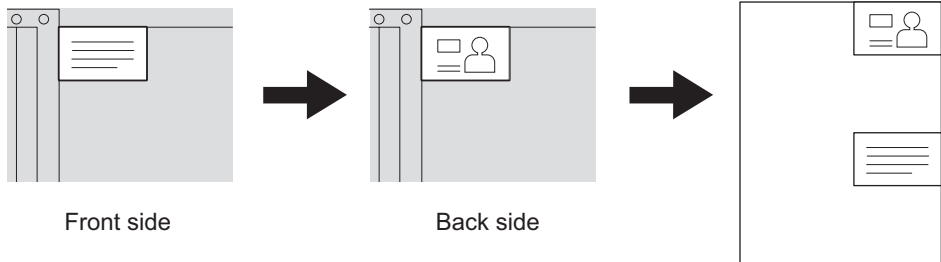
When "1>1 SIMPLEX" is selected in step 4, this procedure is not necessary.

The 2IN1 / 4IN1 is set.

6 Select the other copy modes as required, and then press the [START] button.

Copying Both Sides of Card into 1 Page - ID CARD -

The both sides of a card-sized original can be copied into one side of A4 paper. This function is useful when you need to copy massive amounts of 2-sided cards.



1 Place paper in the drawer.

Note

A4 and A4-R sizes are available.

2 Select "ID CARD" in the copy menu, and then press the [ENTER] button.

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

3 Select "ON", and then press the [ENTER] button.

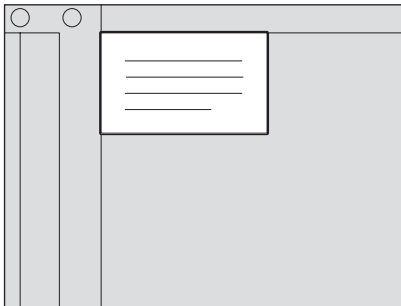


The ID card function is set.

4 Raise the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional).

5 Place a card original on the original glass.

Place the card face down, aligning and pushing it to the left rear corner of the original glass.



Note

The portion of an original which is on the upper and left edges (width of approx. 2 mm) of the original glass may not be copied. Place an original away from both edges, if you want to copy the whole of the original.

6 Lower the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) carefully.

7 Select the other copy modes as required, and then press the [START] button.

The scanning of its top side starts. The LCD screen shows as follows:



8 Raise the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional).

9 Turn over the card and place it on the original glass again.

Align and push it to the left rear corner of the original glass.

Note

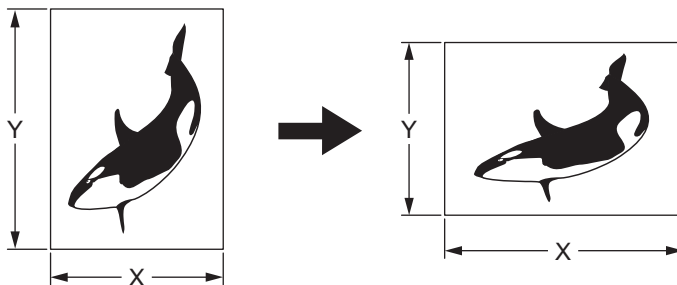
The portion of an original which is on the upper and left edges (width of approx. 2 mm) of the original glass may not be copied. Place an original away from both edges, if you want to copy the whole of the original.

10 Lower the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) carefully.

11 Press the [START] button.

Changing Sizes in Horizontal and Vertical Directions - XY ZOOM -

You can select each reproduction ratio of the horizontal (X) and vertical (Y) directions separately.



- 1** Place paper in the drawer.
- 2** Place the original.
- 3** Select “XY ZOOM” in the copy menu, and then press the [ENTER] button.

FINISHING	DUPLEX	2 IN1/4 IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

- 4** Press the selecting button (Center: – or Right: +) to set the desired reproduction ratio.

One press of each button increases or decreases the reproduction ratio by 1%. When you keep pressing either or them, the reproduction ratio also keeps changing. The reproduction ratio can be set from 25% to 200%.

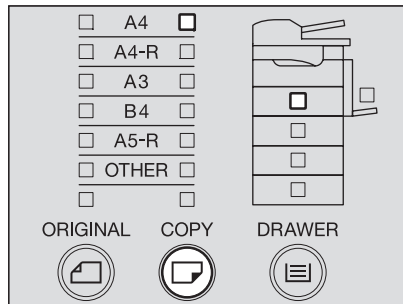
The direction can be switched with the selecting button (Left: X/Y).

XY ZOOM		
X: 120%	Y: 80%	
	25%	----- 200%
X/Y	-	+

- 5** Press the [ENTER] button.
The reproduction ratios are set.
- 6** Press the [CANCEL] button.
The screen returns to the “copy mode” main screen.

7 Press the [COPY] button several times until the lamp of the desired paper size is lit.

e.g.) Selecting A4 for copy paper



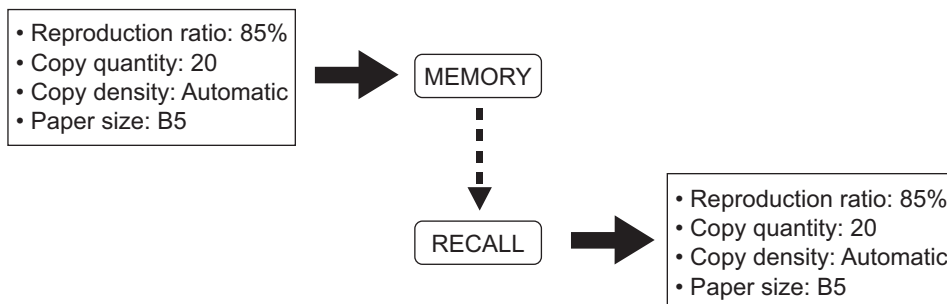
Tips

- You can select the desired paper size with the [DRAWER] button in the same procedure.
- When standard size paper other than A3, A4, A4-R, A5-R or B4 is placed, register this size as “OTHER” size in advance.
 📖 P.50 “Registering other standard sizes”

8 Select the other copy modes as required, and then press the [START] button.

Registering Functions Frequently Used - JOB MEMORY -

You can register the combination of functions frequently used, and recall it as required. The combinations once registered will not be deleted by turning the power of the equipment OFF. Up to 4 combinations of functions can be registered.



Note

The functions available are shown below.
Original size, APS/AMS, Mixed-size copying, Reproduction ratio, Image mode, Copy density, Finishing modes, Image shift, Edge erase, Paper type, Duplex, Dual page, Annotation, Job build, 2IN1/4IN1, XY zoom

Registering combination of functions

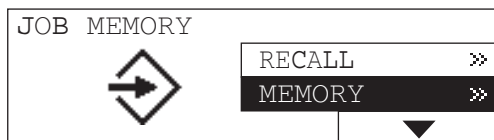
1 Set all functions you want to register.

e.g.) Reproduction ratio: 85%, copy qty.: 20, density: automatic density mode, paper size: B5

2 Select "JOB MEMORY" in the copy menu, and then press the [ENTER] button.

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

3 Select "MEMORY", and then press the [ENTER] button or button.



4 Select among “MEMORY1”, “MEMORY2”, “MEMORY3” and “MEMORY4”. Then press the [ENTER] button.

e.g.) Selecting “MEMORY4”

MEMORY	MEMORY2
	MEMORY3
	MEMORY4
	▼

Note

A mark on the left end of the memory name indicates that the combination of functions has already been registered to the memory. When you select a memory number already registered, the memory content will be overwritten.

The combination of the functions has been registered.

Recalling combination of functions

1 Select “JOB MEMORY” in the copy menu, and then press the [ENTER] button.

FINISHING	DUPLEX	2 IN1/4 IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

2 Select “RECALL”, and then press the [ENTER] button or button.

JOB MEMORY	RECALL	»
	MEMORY	»
	▼	

3 Select among “MEMORY1”, “MEMORY2”, “MEMORY3” and “MEMORY4”. Then press the [ENTER] button.

e.g.) Selecting “MEMORY4”

RECALL	MEMORY2
	MEMORY3
	MEMORY4
	▼

Note

A memory to which the combination of functions has already been registered has a mark on the left end of the memory name.

The combination of the functions is recalled.

4 Select the other copy modes as required, and then press the [START] button.

5

CHANGING EQUIPMENT'S SETTINGS

This chapter describes how to change each setting of this equipment.

Before Changing the Settings	119
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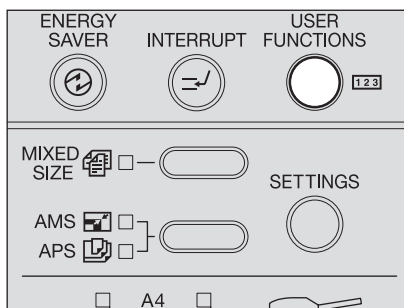
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Before Changing the Settings

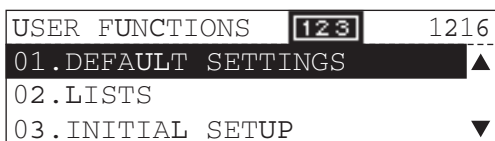
The settings of this equipment can be changed depending on your usage. The screen and the basic button operation are explained in this section.

Displaying the “user functions mode” main screen

To change the settings, operate the buttons on the control panel viewing the menu. Press the [USER FUNCTIONS] button on the control panel.



The “user functions mode” main screen is displayed. Select the item from this screen and change the setting.




Checking the total number of sheets ever copied or printed

You can check the total number of sheets ever copied or printed. The total number of sheets is displayed on the top right corner of the “user functions mode” main screen. (The total number of sheets cannot be reset.)

Checking the menu structure

The menu of this equipment can be printed as a list. See the page below for details.

 P.171 “Menu List Printing”

Menu items not described in this manual

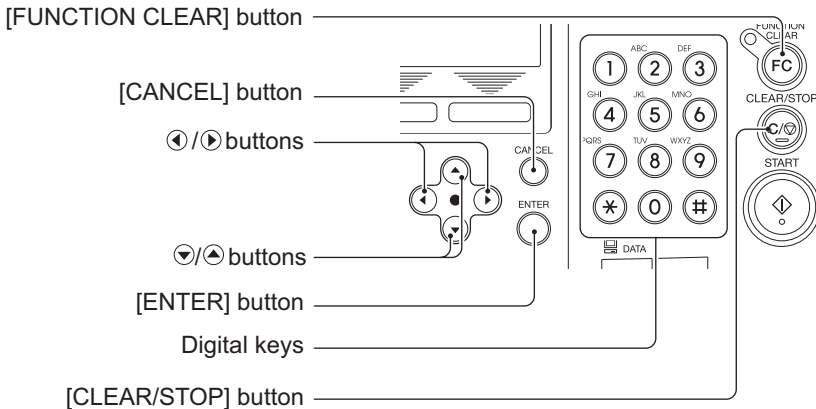
This operator’s manual explains the general settings and the setting of copying function in this equipment. The settings used when the options such as Fax or Scanner are installed are described in the manuals that come with the options.

About screens

Screens on this manual may differ from the actual ones depending on the use-environment of the equipment such as the installing status of options.

Operating buttons for changing the settings

Use the following buttons when changing the settings.



[FUNCTION CLEAR] button: Use this to return the display to the “user functions mode” main screen.

[CANCEL] button: Use this to cancel the selected operation. The screen returns to the previous menu. Press this button in the “user functions mode” main screen to return the screen to the “copy mode” main screen.

◀ / ▶ button: Use this to move the cursor to the right and left.

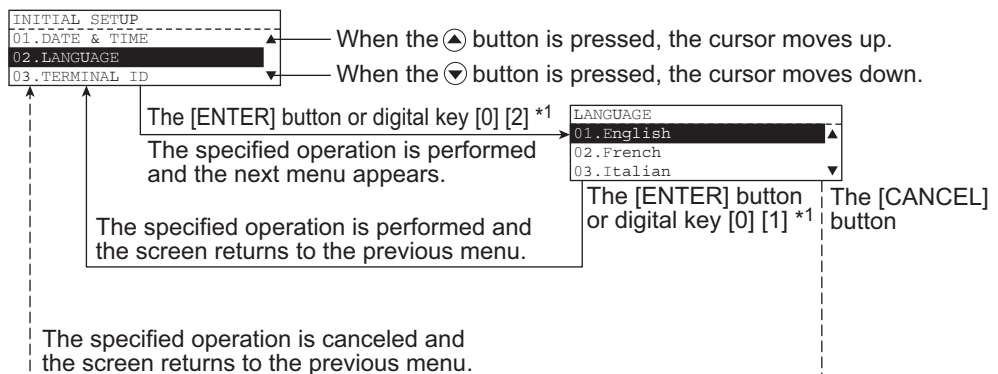
▲ / ▼ button: Use this to move the cursor up and down to select the menu and item.

[ENTER] button: Use this to perform the selection of the menu and item.

Digital keys: Use this to enter the values.

[CLEAR/STOP] button: Use this to clear the entered value in one go.

Examples of the menu operation are shown below.



*1 At the head of items, 1 or 2-digit numbers are attached. Instead of pressing the ▲, ▼ and [ENTER] button, keying in this number selects and performs the item directly.

Returning to the “copy mode” main screen

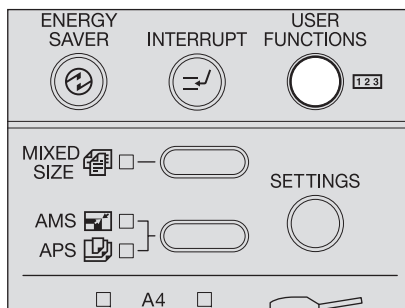
Press the [USER FUNCTIONS] button or  (copy mode) button. The screen returns to the “copy mode” main screen.

Date and Time

This section describes how to set a clock and the time stamp display.

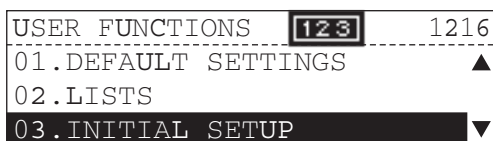
Clock setting

- 1 Press the [USER FUNCTIONS] button.

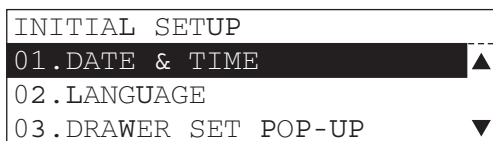


The “user functions mode” main screen is displayed.

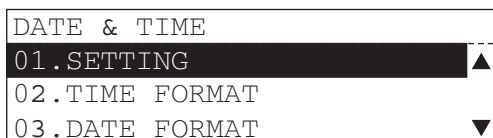
- 2 Select “INITIAL SETUP” with ▲ and ▼ buttons, and then press the [ENTER] button.



- 3 Select “DATE & TIME” with ▲ and ▼ buttons, and then press the [ENTER] button.



- 4 Select “SETTING” with ▲ and ▼ buttons, and then press the [ENTER] button.



5 Key in the date.


e.g.) April 10, 2009: [2] [0] [0] [9] [0] [4] [1] [0]

SETTING

YYYY-MM-DD DAY HH:MM
2009-04-10 0 SUN 09:45 AM

6 Select the date of the week with the  and  buttons, and then press the  button.

SETTING

YYYY-MM-DD DAY HH:MM
2009-04-10 MON  09:45 AM

7 Key in the time.

e.g.) 10:30 am: [1] [0] [3] [0]

SETTING


YYYY-MM-DD DAY HH:MM
2009-04-10 MON 10:3 0 AM

Tip

If 12-hour display is set, press the  or  button to switch the a.m./p.m.

8 After all the items have finished being entered, press the [ENTER] button.

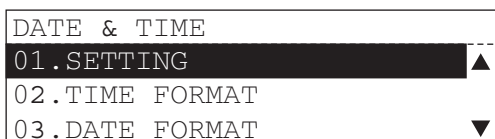
The time is set and the screen returns to the menu in step 4.

9 Press the [USER FUNCTIONS] button or  (copy mode) button.

The screen returns to the "copy mode" main screen.

Date and time display

You can set the display format of the date and time by selecting each item from the "DATE & TIME" menu.



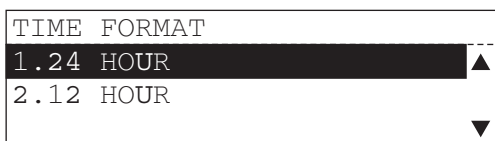
A screenshot of a menu titled "DATE & TIME". The menu has three items: "01.SETTING", "02.TIME FORMAT", and "03.DATE FORMAT". The first item, "01.SETTING", is highlighted with a black background and a white triangle pointing up on its right side. A white triangle pointing down is visible on the right side of the last item, "03.DATE FORMAT".

Time display format

Select the time display format.

24 HOUR: 24-hour display

12 HOUR: 12-hour display



A screenshot of a menu titled "TIME FORMAT". The menu has two items: "1.24 HOUR" and "2.12 HOUR". The first item, "1.24 HOUR", is highlighted with a black background and a white triangle pointing up on its right side. A white triangle pointing down is visible on the right side of the last item, "2.12 HOUR".

Date format

Select the date display format.

e.g.) April 10, 2009

YYYY-MM-DD 2009-04-10

MM-DD-YYYY 04-10-2009

DD-MM-YYYY 10-04-2009

YY-MM-DD 09-04-10

MM-DD-YY 04-10-09

DD-MM-YY 10-04-09



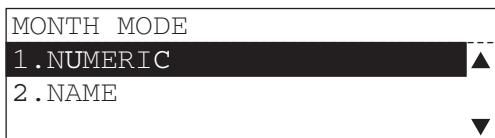
A screenshot of a menu titled "DATE FORMAT". The menu has three items: "1.YYYY-MM-DD", "2.MM-DD-YYYY", and "3.DD-MM-YYYY". The first item, "1.YYYY-MM-DD", is highlighted with a black background and a white triangle pointing up on its right side. A white triangle pointing down is visible on the right side of the last item, "3.DD-MM-YYYY".

Month format

Select the month display.

NUMERIC: Display the month using the numbers.

NAME: Display the month using letters of alphabet. (E.g.: Jan, Feb, etc.)

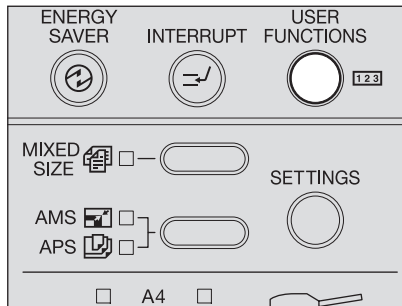


A screenshot of a menu titled "MONTH MODE". The menu has two items: "1.NUMERIC" and "2.NAME". The first item, "1.NUMERIC", is highlighted with a black background and a white triangle pointing up on its right side. A white triangle pointing down is visible on the right side of the last item, "2.NAME".

Display Language Setting

This section describes how to switch the display language on the screen.

1 Press the [USER FUNCTIONS] button.

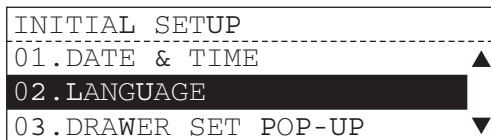


The “user functions mode” main screen is displayed.

2 Select “INITIAL SETUP” with ▲ and ▼ buttons, and then press the [ENTER] button.



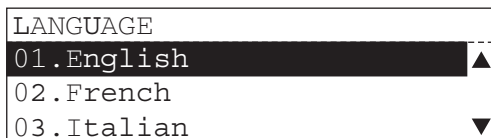
3 Select “LANGUAGE” with ▲ and ▼ buttons, and then press the [ENTER] button.



4 Select the display language with the ▲ and ▼ buttons, and then press the [ENTER] button.

The following languages can be selected:

English, French, Italian, German, Spanish, Russian, Polish, Dutch, Danish, Norwegian, Swedish, Finnish



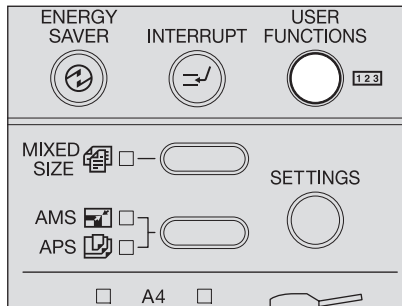
The display language is set and the screen returns to the menu in step 3.

5 Press the [USER FUNCTIONS] button or (copy mode) button. The screen returns to the “copy mode” main screen.

Paper Size Setting

This section describes how to set the paper size placed in the drawer or on the bypass tray.

1 Press the [USER FUNCTIONS] button.



The “user functions mode” main screen is displayed.

2 Select “DEFAULT SETTINGS” with ▲ and ▼ buttons, and then press the [ENTER] button.



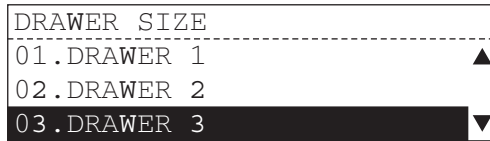
3 Select “GENERAL SETTING” with ▲ and ▼ buttons, and then press the [ENTER] button.



4 Select “DRAWER SIZE” with ▲ and ▼ buttons, and then press the [ENTER] button.



- 5** Select the desired drawer with ▲ and ▼ buttons, and then press the [ENTER] button.

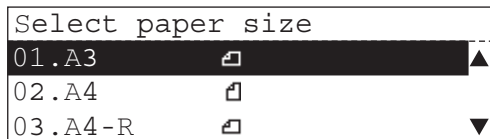


- 6** Select the desired paper size with ▲ and ▼ buttons, and then press the [ENTER] button.


Paper sizes that can be set are as follows:

A3, A4, A4-R, B4, A5-R, FOLIO, B5, B5-R, LD, LG, LT, LT-R, ST-R, COMP, 13"LG*1 (You can set only "DRAWER 3", "DRAWER 4" and "BYPASS" for the A5-R and ST-R size paper.)

*1 13"LG size paper can be used only in equipment for the EU.



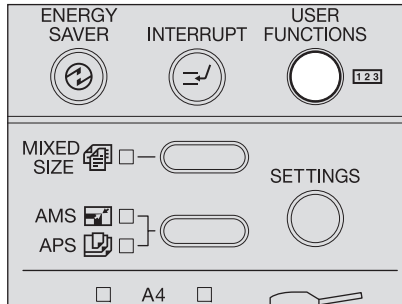
The paper size is set and the screen returns to the menu in step 5.

- 7** Press the [USER FUNCTIONS] button or  (copy mode) button. The screen returns to the "copy mode" main screen.

Walkup Screen Setting

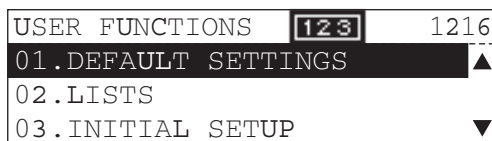
This section describes how to set the screen when the power of the equipment is turned ON. In the initial screen set at the time of shipping, the "copy mode" main screen is displayed.

1 Press the [USER FUNCTIONS] button.



The "user functions mode" main screen is displayed.

2 Select "DEFAULT SETTINGS" with ▲ and ▼ buttons, and then press the [ENTER] button.



3 Select "GENERAL SETTING" with ▲ and ▼ buttons, and then press the [ENTER] button.

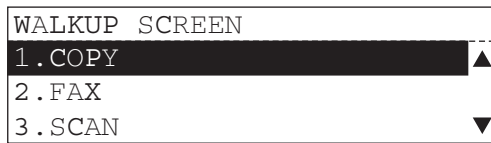


4 Select "WALKUP SCREEN" with ▲ and ▼ buttons, and then press the [ENTER] button.



5 Select the desired walkup screen with ▲ and ▼ buttons, and then press the [ENTER] button.

Choose one among COPY, FAX or SCAN.



Notes

- "FAX" is displayed only when the Fax Kit (optional) is installed.
- "SCAN" is displayed only when the Scanner Upgrade Kit (optional) is installed.

The walkup screen is set and the screen returns to the menu in step 4.

6 Press the [USER FUNCTIONS] button or (copy mode) button.

The screen returns to the "copy mode" main screen.

Tip

After the mode has been changed and the time of the automatic function clear has passed, the setting becomes enabled.

Timer Setting

This section describes how to set the following timers.

AUTO CLEAR: Time until the selected setting is cleared automatically

AUTO LOW POWER: Time until the low power mode is entered

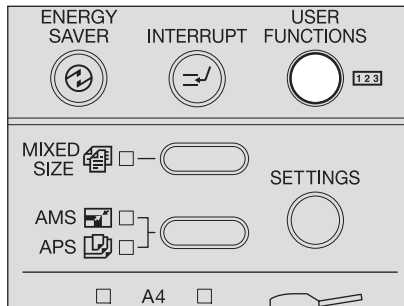
AUTO SLEEP: Time until the sleep mode / super sleep mode is entered

For the low power mode and sleep mode / super sleep mode, see the following page:

P.26 "Energy saving features"

Time of automatic function clear

- 1 Press the [USER FUNCTIONS] button.



The "user functions mode" main screen is displayed.

- 2 Select "DEFAULT SETTINGS" with and buttons, and then press the [ENTER] button.



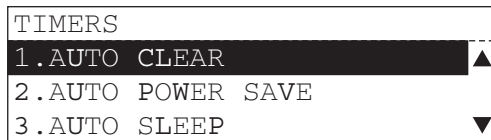
- 3 Select "GENERAL SETTING" with and buttons, and then press the [ENTER] button.



- 4** Select “TIMERS” with ▲ and ▼ buttons, and then press the [ENTER] button.



- 5** Select “AUTO CLEAR” with ▲ and ▼ buttons, and then press the [ENTER] button.




- 6** Select the time of “AUTO CLEAR” with ▲ and ▼ buttons, and then press the [ENTER] button.

Selectable times are as follows. (Unit: second)

15, 30, 45, 60, 75, 90, 105, 120, 135, 150, 180, 210, 240, 270, 300

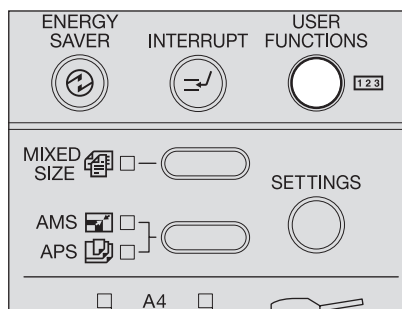


The time of the automatic function clear is set and the screen returns to the menu in step 5.

- 7** Press the [USER FUNCTIONS] button or  (copy mode) button. The screen returns to the “copy mode” main screen.

Time of automatic low power mode

- 1** Press the [USER FUNCTIONS] button.



The “user functions mode” main screen is displayed.

-
- 2** Select “DEFAULT SETTINGS” with ▲ and ▼ buttons, and then press the [ENTER] button.

```
USER FUNCTIONS 123 1216
01.DEFAULT SETTINGS ▲
02.LISTS
03.INITIAL SETUP ▼
```

- 3** Select “GENERAL SETTING” with ▲ and ▼ buttons, and then press the [ENTER] button.

```
DEFAULT SETTINGS
01.GENERAL SETTING ▲
02.COPY SETUP
03.FAX SETUP ▼
```

- 4** Select “TIMERS” with ▲ and ▼ buttons, and then press the [ENTER] button.

```
GENERAL SETTING
-----
01.DRAWER SIZE ▲
02.WALKUP SCREEN
03.TIMERS ▼
```

- 5** Select “AUTO POWER SAVE” with ▲ and ▼ buttons, and then press the [ENTER] button.

```
TIMERS
-----
1.AUTO CLEAR ▲
2.AUTO POWER SAVE
3.AUTO SLEEP ▼
```

6 Select the time of "AUTO LOW POWER" with ▲ and ▼ buttons, and then press the [ENTER] button.

Selectable times are as follows. (Unit: minute)

1, 2, 3, 4, 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 70, 80, 90, 100, 110, 120, 150, 180, 210, 240

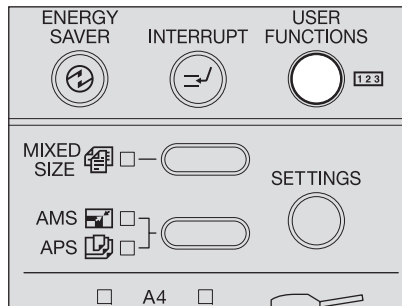


The time of the automatic low power mode is set and the screen returns to the menu in step 5.

7 Press the [USER FUNCTIONS] button or (copy mode) button. The screen returns to the "copy mode" main screen.

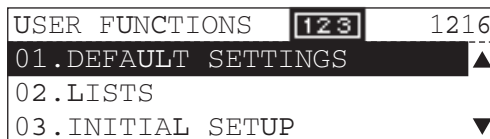
Time of automatic sleep mode / super sleep mode

1 Press the [USER FUNCTIONS] button.

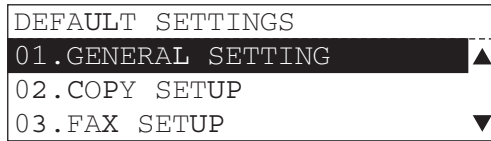


The "user functions mode" main screen is displayed.

2 Select "DEFAULT SETTINGS" with ▲ and ▼ buttons, and then press the [ENTER] button.



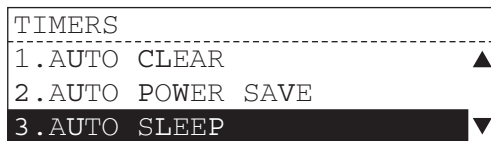
- 3** Select “GENERAL SETTING” with ▲ and ▼ buttons, and then press the [ENTER] button.



- 4** Select “TIMERS” with ▲ and ▼ buttons, and then press the [ENTER] button.



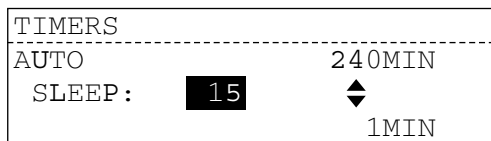
- 5** Select “AUTO SLEEP” with ▲ and ▼ buttons, and then press the [ENTER] button.




- 6** Select the time of “AUTO SLEEP” with ▲ and ▼ buttons, and then press the [ENTER] button.

Selectable times are as follows. (Unit: minute)

1, 3, 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 70, 80, 90, 100, 110, 120, 150, 180, 210, 240



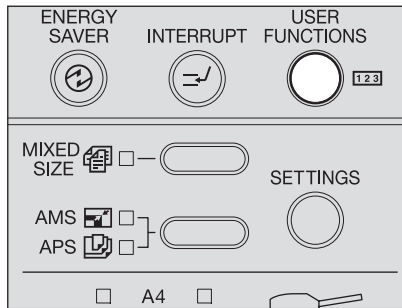
The time of the automatic sleep mode / super sleep mode is set and the screen returns to the menu in step 5.

- 7** Press the [USER FUNCTIONS] button or  (copy mode) button.
The screen returns to the “copy mode” main screen.

Energy Saving Mode Setting

You can select the sleep mode or super sleep mode to enable the energy saving mode.

1 Press the [USER FUNCTIONS] button.

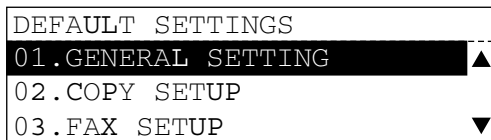


The “user functions mode” main screen is displayed.

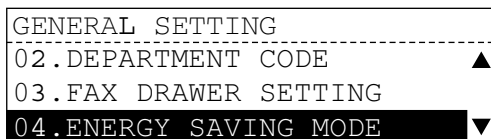
2 Select “DEFAULT SETTINGS” with ▲ and ▼ buttons, and then press the [ENTER] button.



3 Select “GENERAL SETTING” with ▲ and ▼ buttons, and then press the [ENTER] button.




4 Select “ENERGY SAVING MODE” with ▲ and ▼ buttons, and then press the [ENTER] button.



5 Select the energy saving mode to be enabled with ▲ and ▼ buttons, and then press the [ENTER] button.



The setting is completed and the screen returns to step 4.

6 Press the [USER FUNCTIONS] button or  (copy mode) button. The screen returns to the “copy mode” main screen.

Tips

- When the Network Printer Kit GA-1192 (optional) is installed, only the sleep mode is enabled. The menu of this setting is not displayed.
- If the Weekly Timer is set, the equipment enters into the sleep mode when the timer reaches the time for the power to be turned OFF, though the super sleep mode is enabled.
- When a Fax is received and transferred by the P3fax of Unimessage P3, enable the sleep mode, but not the super sleep mode.

Weekly Timer Setting

This section describes how to set the weekly timer. Use the weekly timer to set the equipment to enter the sleep mode automatically at the specified time. You can set the equipment to enter the stand-by status when the office hour starts, and to enter the sleep mode when the office hour ends. The time can be set for each day of the week.

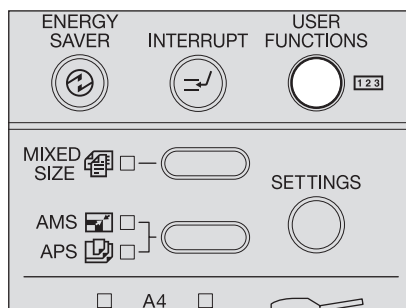
Notes

- If the equipment is in the energy saving mode at the time when the weekly timer is set to turn the power OFF, it does not become ready status at the time when the weekly timer is set to turn the power ON. In this case, make the equipment in the ready status by following the procedure below.
 - Press the [ENERGY SAVER] button.
 - Open the Platen Cover (optional) or Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional).
 - Connect the equipment to a PC with a USB cable.
- If the power of the equipment is turned OFF, the weekly timer function does not work.

Tip

When the Fax Kit (optional) is used, it is recommended to use this function for the energy saving.

1 Press the [USER FUNCTIONS] button.



The "user functions mode" main screen is displayed.

2 Select "DEFAULT SETTINGS" with ▲ and ▼ buttons, and then press the [ENTER] button.



- 3** Select “GENERAL SETTING” with ▲ and ▼ buttons, and then press the [ENTER] button.

DEFAULT SETTINGS
01.GENERAL SETTING ▲
02.COPY SETUP
03.FAX SETUP ▼

- 4** Select “WEEKLY TIMER” with ▲ and ▼ buttons, and then press the [ENTER] button.

GENERAL SETTING
02.WALKUP SCREEN ▲
03.TIMERS
04.WEEKLY TIMER ▼

- 5** Select “ON” with ▲ and ▼ buttons, and then press the [ENTER] button.

WEEKLY TIMER
1.OFF ▲
2.ON ▼

- 6** Select the desired day of the week with the ▲ and ▼ buttons, and then press the [ENTER] button.

WEEKLY TIMER
1.SUNDAY ▲
2.MONDAY
3.TUESDAY ▼

- 7** Key in the time to turn the power ON, and then press the [ENTER] button.

e.g.) 10:30: [1] [0] [3] [0]

SUNDAY
ON TIME: HH:MM
10:30 AM

Tip

If 12-hour display is set, press the ▲ or ▼ button to switch the a.m./p.m.

- 8** Key in the time to turn the power OFF, and then press the [ENTER] button.

SUNDAY	

OFF TIME:	HH:MM
	07:30 PM


The time to turn the power ON/OFF is set and the screen returns to the menu in step 6.

- 9** Set the time to turn the power ON/OFF for each day of the week by following steps 6 to 8.
- 10** When all the setting is completed, select “COMPLETE”, and then press the [ENTER] button.

WEEKLY TIMER	

6 . FRIDAY	▲
7 . SATURDAY	
8 . COMPLETE	▼

The weekly timer is set and the screen returns to the menu in step 4.

- 11** Press the [USER FUNCTIONS] button or  (copy mode) button.
The screen returns to the “copy mode” main screen.

Clearing the weekly timer

Select “OFF” in step 5.

Tip

The time settings remain even if the weekly timer is cleared. They become valid when the weekly timer is set to ON again.

Volume Adjustment

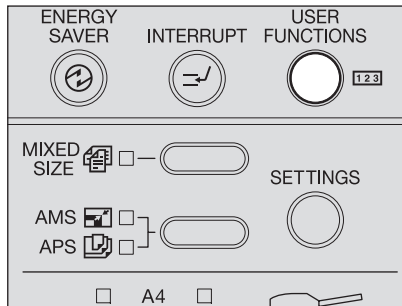
This section describes how to set the alarm volume, key touch volume, ringer volume and monitor volume.

Note

The menu of this setting is displayed only when the Fax Kit (optional) is installed. When it is not installed, the touch key tone can be switched ON/OFF.

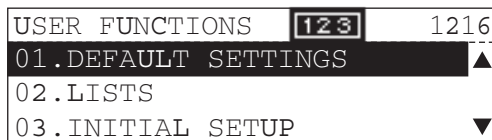
📖 P.141 "Touch Key Tone Setting"

1 Press the [USER FUNCTIONS] button.



The "user functions mode" main screen is displayed.

2 Select "DEFAULT SETTINGS" with ▲ and ▼ buttons, and then press the [ENTER] button.



3 Select "GENERAL SETTING" with ▲ and ▼ buttons, and then press the [ENTER] button.



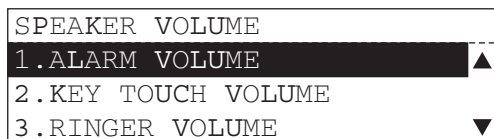
4 Select "SPEAKER VOLUME" with ▲ and ▼ buttons, and then press the [ENTER] button.



5 Select the desired volume with the ▲ and ▼ buttons, and then press the [ENTER] button.

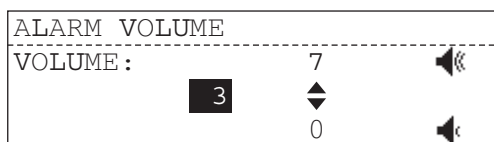
The volume of the following items can be set:

Alarm volume, Key touch volume, Ringer volume and Monitor volume
e.g.) When "ALARM VOLUME" is selected




6 Adjust the volume with the ▲ and ▼ buttons, and then press the [ENTER] button.

The volume can be adjusted in eight levels from 0 (no sound) to 7(max.).



The volume is set and the screen returns to the menu in step 5.

7 Adjust the other volumes as required by following steps 5 and 6.

8 Press the [USER FUNCTIONS] button or  (copy mode) button.


The screen returns to the "copy mode" main screen.

Touch Key Tone Setting

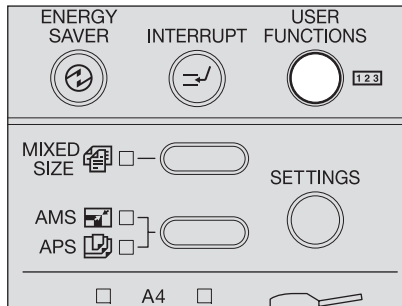
This section describes how to switch ON/OFF the touch tone when the buttons on the control panel are pressed.

Note

The menu of this setting is displayed only when the Fax Kit (optional) is not installed. When it is installed, all of the volume can be adjusted.

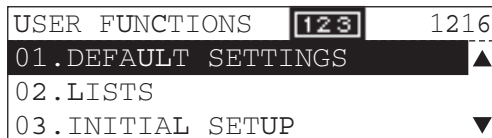
 P.139 "Volume Adjustment"

1 Press the [USER FUNCTIONS] button.



The "user functions mode" main screen is displayed.

2 Select "DEFAULT SETTINGS" with and buttons, and then press the [ENTER] button.



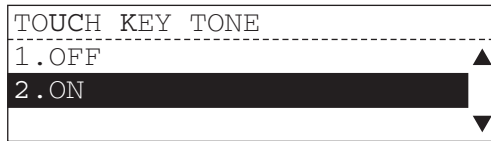
3 Select "GENERAL SETTING" with and buttons, and then press the [ENTER] button.




4 Select "TOUCH KEY TONE" with and buttons, and then press the [ENTER] button.



- 5** Select “ON” or “OFF” with ▲ and ▼ buttons, and then press the [ENTER] button.




The screen returns to the menu in step 4.

- 6** Press the [USER FUNCTIONS] button or  (copy mode) button.
The screen returns to the “copy mode” main screen.

Department Code

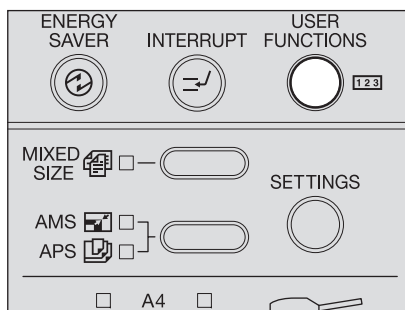
This section describes how to manage and understand the records of copying, Fax transmission/reception and printing of each group (department) in your office with the department code management.

When the department code management is enabled, a screen prompting you to enter your department code is displayed before you use this equipment. Thus the unauthorized use of this equipment is prevented.

 P.36 "Turning power ON"

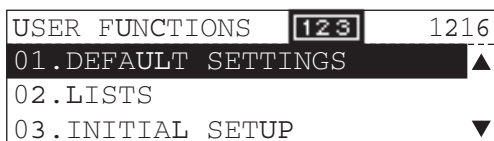
Setting department codes

- 1 Press the [USER FUNCTIONS] button.



The "user functions mode" main screen is displayed.

- 2 Select "DEFAULT SETTINGS" with  and  buttons, and then press the [ENTER] button.



- 3 Select "GENERAL SETTING" with  and  buttons, and then press the [ENTER] button.



- 4** Select “DEPARTMENT CODE” with ▲ and ▼ buttons, and then press the [ENTER] button.

GENERAL SETTING	
04.WEEKLY TIMER	▲
05.SPEAKER VOLUME	
06.DEPARTMENT CODE	▼

- 5** Select “YES” with ▲ and ▼ buttons, and then press the [ENTER] button.

DEPARTMENT CODE	
1.YES	▲
2.NO	▼

- 6** Select “NEW” with ▲ and ▼ buttons, and then press the [ENTER] button.

DEPARTMENT CODE	
1.RECOVER OLD DATA	▲
2.NEW	▼

Notes

- This screen is not displayed when you set the department management of this equipment for the first time or when the department management is already enabled (“YES” in step 5 is already selected).
- If “NEW” is selected, the master code and department code which have been set by that time will be deleted. (If you use the master code and department code already registered, select “RECOVER OLD DATA”.)

Then, set a master code (administrator’s code). If the External Keyboard (optional) is installed, proceed to step 7. If not, proceed to step 8.

7 Enter the master code name, and then press the [ENTER] button.

```
MASTER CODE
-----
MASTER CODE NUMBER:      01
ENTER MASTER CODE NAME (MAX20) :
█
```

Notes

- Enter the master code name only when the External Keyboard (optional) is installed.
- A maximum of 20 desired letters can be set for the master code name.
- The master code name entry can be omitted. In this case, do not enter the master code name and just press the [ENTER] button.

Tip

For how to enter letters, see the manual which comes with the Fax Kit or Scanner Upgrade Kit (both optional).

8 Key in the master code, and then press the [ENTER] button.

```
MASTER CODE
-----
MASTER CODE NUMBER:      01
ENTER MASTER CODE:
                               ****█
```

Notes

- Enter 5 digits for the master code. Entered digits are displayed as asterisks (*).
- Do not forget this master code because it is required for setting or deleting each department code.

The master code is now registered on the department number "01". Then, set a department code.

9 Register a department code. Key in the desired department number, and then press the [ENTER] button.

```
DEPARTMENT CODE
-----
ENTER DEPARTMENT NUMBER (1-99) :
                               2█
```

Note

Select the desired department number from "02" to "99". (The master code is already registered on "01".)

If the External Keyboard (optional) is installed, proceed to step 10. If not, proceed to step 11.

10 Enter the department name, and then press the [ENTER] button.

DEPARTMENT CODE
DEPARTMENT NUMBER : 02
ENTER DEPARTMENT NAME (MAX20) :
█

Notes

- Enter the department name only when the External Keyboard (optional) is installed.
- A maximum of 20 desired letters can be set for the department name.
- The department name entry can be omitted. In this case, do not enter the department name and just press the [ENTER] button.

Tip

For how to enter letters, see the manual which comes with the Fax Kit or Scanner Upgrade Kit (both optional).


11 Key in the department code, and then press the [ENTER] button.

DEPARTMENT CODE
DEPARTMENT NUMBER : 02
ENTER DEPARTMENT CODE :
*****█

Notes

- Enter 5 digits for the department code. Entered digits are displayed as asterisks (*).
- Department codes already registered cannot be keyed in.

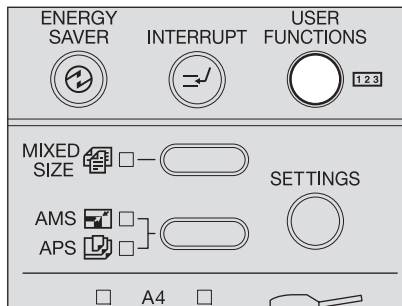
The screen returns to the one in step 9.

12 Register the other department codes as required, following steps from 9 to 11.**13 Press the [USER FUNCTIONS] button or  (copy mode) button.**
The screen returns to the “copy mode” main screen.

Changing department names or codes

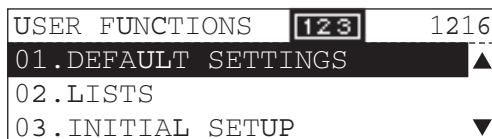
This section describes how to change the department names or codes already registered. Key in the master code in the department code entry screen, and then proceed to the following steps:

1 Press the [USER FUNCTIONS] button.



The “user functions mode” main screen is displayed.

2 Select “DEFAULT SETTINGS” with ▲ and ▼ buttons, and then press the [ENTER] button.



3 Select “GENERAL SETTING” with ▲ and ▼ buttons, and then press the [ENTER] button.



4 Select “DEPARTMENT CODE” with ▲ and ▼ buttons, and then press the [ENTER] button.



- 5** Select “YES” with ▲ and ▼ buttons, and then press the [ENTER] button.

DEPARTMENT CODE	
1 . YES	▲
2 . NO	▼

- 6** Key in the department number you want to change its setting, and then press the [ENTER] button.

DEPARTMENT CODE	

ENTER DEPARTMENT NUMBER (1-99) :	
	2 █

The screen below is displayed for approx. 2 seconds.

DEPARTMENT CODE	

DEPARTMENT NUMBER :	02
Already assigned	

- 7** Select “MODIFY” with ▲ and ▼ buttons, and then press the [ENTER] button.

DEPARTMENT CODE	

1 . DELETE	▲
2 . MODIFY	▼
3 . RETAIN	

If the External Keyboard (optional) is installed, proceed to step 8. If not, proceed to step 9.

8 Enter a new department name, and then press the [ENTER] button.

DEPARTMENT CODE	
DEPARTMENT NUMBER :	02
ENTER DEPARTMENT NAME (MAX20) :	
█	

Notes

- Enter the department name only when the External Keyboard (optional) is installed.
- A maximum of 20 desired letters can be set for the department name.
- The department name entry can be omitted. In this case, do not enter the department name and just press the [ENTER] button. (The previous department name will be deleted.)

Tip

For how to enter letters, see the manual which comes with the Fax Kit or Scanner Upgrade Kit (both optional).

9 Key in a new department code, and then press the [ENTER] button.

DEPARTMENT CODE	
DEPARTMENT NUMBER :	02
ENTER DEPARTMENT CODE :	
*****█	

Notes

- Enter 5 digits for the department code. Entered digits are displayed as asterisks (*).
- Department codes already registered cannot be entered.

The setting has been changed and the screen returns to the one in step 6.

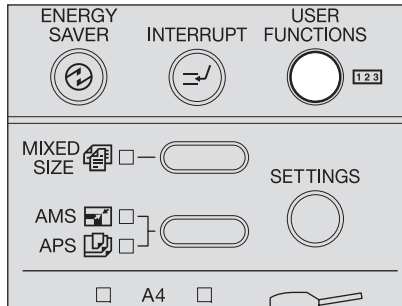
10 Change the other department codes as required, following steps from 6 to 9.

11 Press the [USER FUNCTIONS] button or (copy mode) button. The screen returns to the “copy mode” main screen.

Deleting department codes

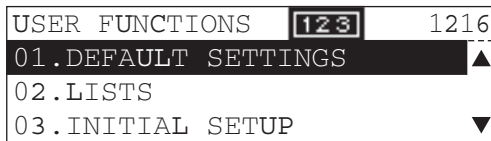
This section describes how to delete the department codes already registered. Key in the master code in the department code entry screen, and then proceed to the following steps:

- 1 Press the [USER FUNCTIONS] button.



The "user functions mode" main screen is displayed.

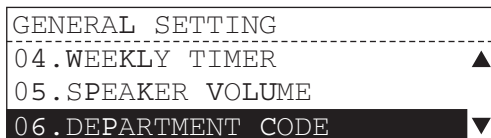
- 2 Select "DEFAULT SETTINGS" with ▲ and ▼ buttons, and then press the [ENTER] button.



- 3 Select "GENERAL SETTING" with ▲ and ▼ buttons, and then press the [ENTER] button.



- 4 Select "DEPARTMENT CODE" with ▲ and ▼ buttons, and then press the [ENTER] button.



- 5** Select “YES” with ▲ and ▼ buttons, and then press the [ENTER] button.

DEPARTMENT CODE
1 . YES ▲
2 . NO ▼

- 6** Key in the department number you want to delete, and then press the [ENTER] button.

DEPARTMENT CODE

ENTER DEPARTMENT NUMBER (1-99) :
2 █

The screen below is displayed for approx. 2 seconds.

DEPARTMENT CODE

DEPARTMENT NUMBER : 02
Already assigned

- 7** Select “DELETE” with ▲ and ▼ buttons, and then press the [ENTER] button.


DEPARTMENT CODE
1 . DELETE ▲
2 . MODIFY
3 . RETAIN ▼

Note

Master codes cannot be deleted but only department codes can be deleted.

The department code is now deleted and the screen returns to the one in step 6.

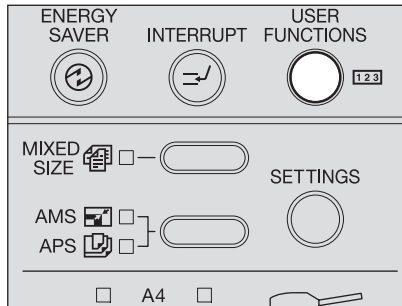
- 8** Delete the other department codes as required, following steps 6 and 7.

- 9** Press the [USER FUNCTIONS] button or  (copy mode) button. The screen returns to the “copy mode” main screen.

Clearing counter values

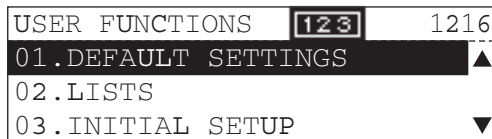
This section describes how to clear counter values indicating the total number of pages copied in each department. Key in the master code in the department code entry screen, and then proceed to the following steps:

1 Press the [USER FUNCTIONS] button.



The "user functions mode" main screen is displayed.

2 Select "DEFAULT SETTINGS" with ▲ and ▼ buttons, and then press the [ENTER] button.



3 Select "GENERAL SETTING" with ▲ and ▼ buttons, and then press the [ENTER] button.



4 Select "DEPARTMENT CODE" with ▲ and ▼ buttons, and then press the [ENTER] button.



- 5** Select “YES” with ▲ and ▼ buttons, and then press the [ENTER] button.

```
DEPARTMENT CODE
-----
1 . YES
2 . NO
```

- 6** Key in the department number you want to clear its counter, and then press the [ENTER] button.

Note

Keying in the department number of the master code (“01”) will clear all the department number counter values.

```
DEPARTMENT CODE
-----
ENTER DEPARTMENT NUMBER (1-99) :
                                2
```

The screen below is displayed for approx. 2 seconds.

```
DEPARTMENT CODE
-----
DEPARTMENT NUMBER :           02
Already assigned
```

- 7** Select “COUNT CLEAR” with ▲ and ▼ buttons, and then press the [ENTER] button.


```
DEPARTMENT CODE
-----
2 . MODIFY
3 . RETAIN
4 . COUNT CLEAR
```

The screen below is displayed for approx. 2 seconds.

```
DEPARTMENT CODE
-----
DEPARTMENT NUMBER :           02
Cleared
```

The counter value is now cleared and the screen returns to the one in step 6.

- 8** Clear the other counter values as required, following steps 6 and 7.

- 9 Press the [USER FUNCTIONS] button or  (copy mode) button.**
The screen returns to the “copy mode” main screen.

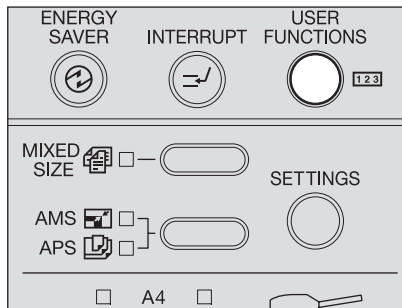
Printing out counter values

This section describes how to print out the value of the total number of pages copied in each department.

Notes

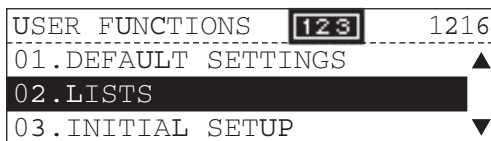
- Counter values to be printed belong to the department which you entered on the department code entry screen.
- If you want to print the counter values of all the departments registered, key in the master code in the department code entry screen, and then proceed to the following steps:



- 1 Press the [USER FUNCTIONS] button.**




The “user functions mode” main screen is displayed.


- 2 Select “LISTS” with  and  buttons, and then press the [ENTER] button.**



- 3 Select “DEPARTMENT CODE” with  and  buttons, and then press the [ENTER] button.**



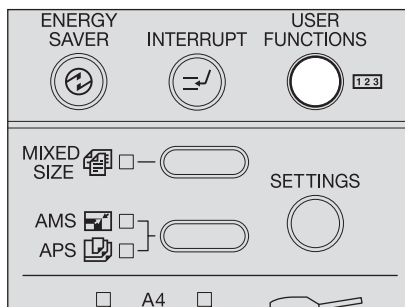
The department code list is printed out.
See the list example in the following page:
 P.217 “Department code list”

-
- 4 Press the [USER FUNCTIONS] button or  (copy mode) button.**
The screen returns to the “copy mode” main screen.


Canceling department management

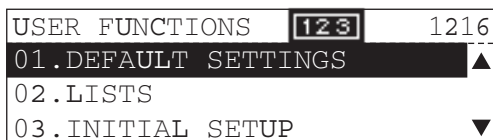
Key in the master code in the department code entry screen, and then proceed to the following steps:

- 1 Press the [USER FUNCTIONS] button.**



The “user functions mode” main screen is displayed.

- 2 Select “DEFAULT SETTINGS” with  and  buttons, and then press the [ENTER] button.**



- 3 Select “GENERAL SETTING” with  and  buttons, and then press the [ENTER] button.**




- 4 Select “DEPARTMENT CODE” with  and  buttons, and then press the [ENTER] button.**



- 5** Select “NO” with ▲ and ▼ buttons, and then press the [ENTER] button.

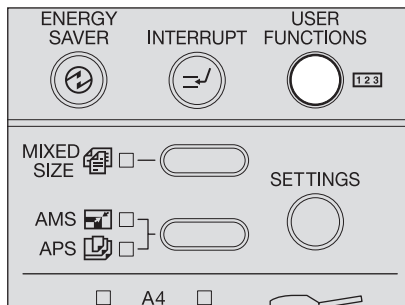
DEPARTMENT CODE	
1 . YES	▲
2 . NO	▼

- 6** Press the [USER FUNCTIONS] button or  (copy mode) button.
The screen returns to the “copy mode” main screen.

Menu Customize

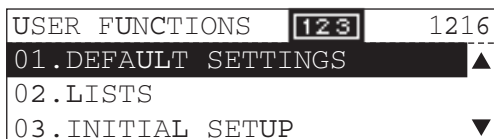
This section describes how to change the setting of the custom function. A copy function which has been registered as a custom function can be quickly recalled by pressing the selecting button (Center) on the "copy mode" main screen.

1 Press the [USER FUNCTIONS] button.



The "user functions mode" main screen is displayed.

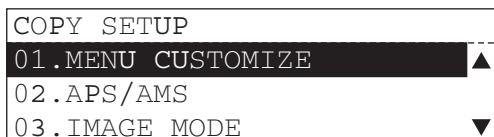
2 Select "DEFAULT SETTINGS" with ▲ and ▼ buttons, and then press the [ENTER] button.



3 Select "COPY SETUP" with ▲ and ▼ buttons, and then press the [ENTER] button.



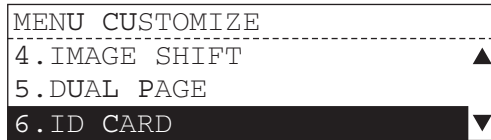
4 Select "MENU CUSTOMIZE" with ▲ and ▼ buttons, and then press the [ENTER] button.



5 Select the setting you want to register to the menu customize with the ▲ and ▼ buttons, and then press the [ENTER] button.

The following copy functions can be registered:

Finishing modes, Duplex, 2IN1/4IN1, Image shift, Dual-page and ID card



The item of the menu customize is set and the screen returns to the menu in step 4.

6 Press the [USER FUNCTIONS] button or  (copy mode) button.

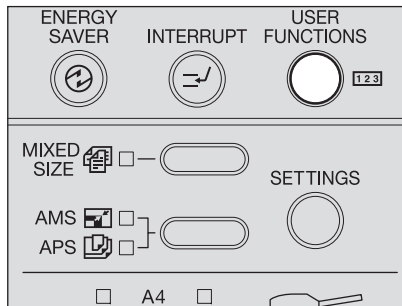
The screen returns to the “copy mode” main screen.

Tip

After the [FUNCTION CLEAR] button is pressed or the time of the automatic function clear has passed, the setting becomes enabled.

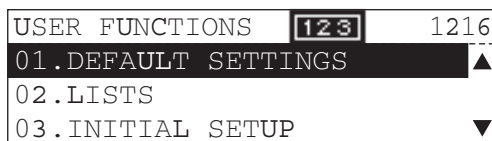
This section describes how to set the initial selection between “Automatic Paper Selection” and “Automatic Magnification Selection”.

1 Press the [USER FUNCTIONS] button.



The “user functions mode” main screen is displayed.

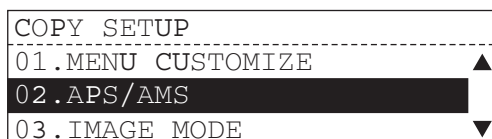
2 Select “DEFAULT SETTINGS” with ▲ and ▼ buttons, and then press the [ENTER] button.



3 Select “COPY SETUP” with ▲ and ▼ buttons, and then press the [ENTER] button.



4 Select “APS/AMS” with ▲ and ▼ buttons, and then press the [ENTER] button.



5 Select the initial selection with the ▲ and ▼ buttons, and then press the [ENTER] button.

APS: Automatic Paper Selection is initially selected.

AMS: Automatic Magnification Selection is initially selected.

NO: No initial selection



The initial selection is set and the screen returns to the menu in step 4.

6 Press the [USER FUNCTIONS] button or ^{COPY} (copy mode) button.
The screen returns to the “copy mode” main screen.

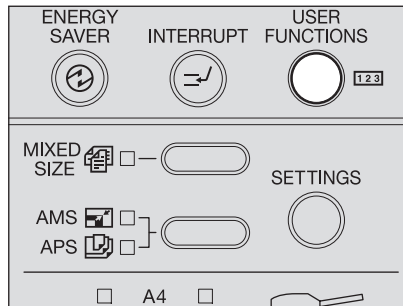
Tip

After the [FUNCTION CLEAR] button is pressed or the time of the automatic function clear has passed, the setting becomes enabled.

Image Mode

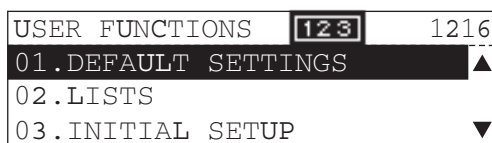
This section describes how to change the image mode.

1 Press the [USER FUNCTIONS] button.



The “user functions mode” main screen is displayed.

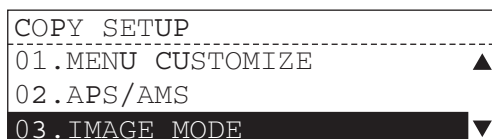
2 Select “DEFAULT SETTINGS” with ▲ and ▼ buttons, and then press the [ENTER] button.



3 Select “COPY SETUP” with ▲ and ▼ buttons, and then press the [ENTER] button.



4 Select “IMAGE MODE” with ▲ and ▼ buttons, and then press the [ENTER] button.




5 Select the image mode with the ▲ and ▼ buttons, and then press the [ENTER] button.

TEXT/PHOTO: Originals with text and photographs mixed
PHOTO: Originals with photogravure
TEXT: Originals with text (or text and line art) only



The image mode is set and the screen returns to the menu in step 4.

6 Press the [USER FUNCTIONS] button or ^{COPY}  (copy mode) button.
 The screen returns to the “copy mode” main screen.

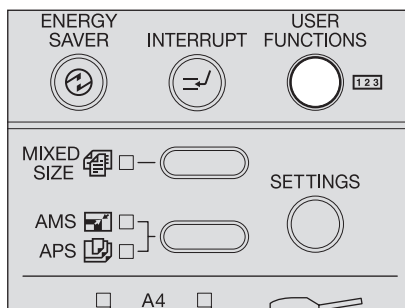
Tip

After the [FUNCTION CLEAR] button is pressed or the time of the automatic function clear has passed, the setting becomes enabled.

Density Adjustment

This section describes how to switch the mode of the density adjustment.

1 Press the [USER FUNCTIONS] button.



The “user functions mode” main screen is displayed.

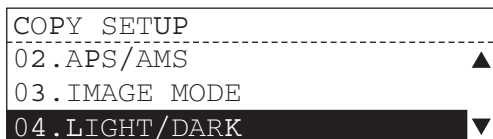
2 Select “DEFAULT SETTINGS” with ▲ and ▼ buttons, and then press the [ENTER] button.



3 Select “COPY SETUP” with ▲ and ▼ buttons, and then press the [ENTER] button.



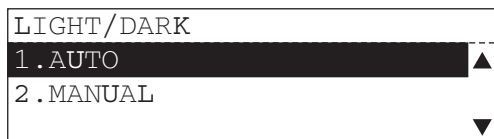
4 Select “LIGHT/DARK” with ▲ and ▼ buttons, and then press the [ENTER] button.



5 Select the mode of the density adjustment with the ▲ and ▼ buttons, and then press the [ENTER] button.

AUTO: The equipment detects the density of an original and sets the appropriate copy density automatically.

MANUAL: You can set the copy density manually.



If "AUTO" is selected, the automatic copy density mode is set and the screen returns to the menu in step 4. Proceed to step 7.

When you select "MANUAL", proceed to step 6.

6 Select the density with the ▲ and ▼ buttons, and then press the [ENTER] button.

The density can be set in seven levels from "LIGHT3" (Lighter) to "DARK3" (Darker).



7 Press the [USER FUNCTIONS] button or (copy mode) button.

The screen returns to the "copy mode" main screen.

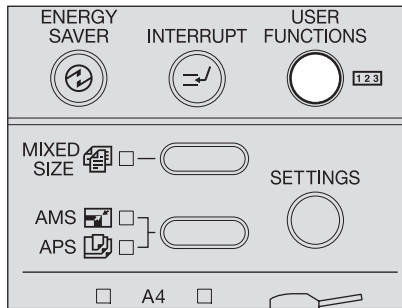
Tip

After the [FUNCTION CLEAR] button is pressed or the time of the automatic function clear has passed, the setting becomes enabled.

Finishing Mode

This section describes how to set the initial finishing mode.

1 Press the [USER FUNCTIONS] button.



The “user functions mode” main screen is displayed.

2 Select “DEFAULT SETTINGS” with ▲ and ▼ buttons, and then press the [ENTER] button.



3 Select “COPY SETUP” with ▲ and ▼ buttons, and then press the [ENTER] button.

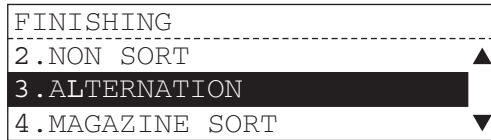


4 Select “FINISHING” with ▲ and ▼ buttons, and then press the [ENTER] button.



5 Select the initial finishing mode with the ▲ and ▼ buttons, and then press the [ENTER] button.

The following finishing modes can be selected:
SORT, NON SORT, ALTERNATION and MAGAZINE SORT



The initial finishing mode is set and the screen returns to the menu in step 4.

6 Press the [USER FUNCTIONS] button or  (copy mode) button.

The screen returns to the “copy mode” main screen.

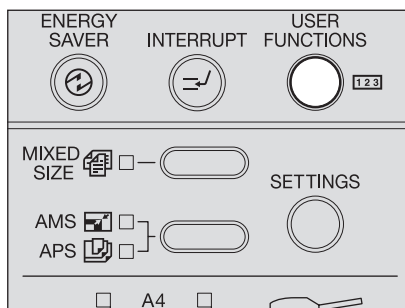
Tip

After the [FUNCTION CLEAR] button is pressed or the time of the automatic function clear has passed, the setting becomes enabled.

Pop-Up Display Setting

When you place paper whose size is different from that in the drawer, the new paper size needs to be registered. If the paper is often replaced, the registration menu can be displayed automatically whenever the drawer is closed.

1 Press the [USER FUNCTIONS] button.



The "user functions mode" main screen is displayed.

2 Select "INITIAL SETUP" with ▲ and ▼ buttons, and then press the [ENTER] button.



3 Select "DRAWER SET POP-UP" with ▲ and ▼ buttons, and then press the [ENTER] button.



4 Select "ON" or "OFF" with ▲ and ▼ buttons, and then press the [ENTER] button.



The screen returns to the menu in step 3.

5 Press the [USER FUNCTIONS] button or (copy mode) button. The screen returns to the "copy mode" main screen.

If “ON” is selected, a message appears when the drawer is closed.

If you set “ON” for “DRAWER SET POP-UP”, a message will appear when the drawer is closed. In this case, register the paper size according to the following procedure.




- 1 If you placed paper whose size is different from that of the paper previously set, select “YES”. If not, select “NO”.**

Did you change paper size?
1. YES
2. NO

If you select “NO”, the operation is completed.

If you select “YES”, proceed to step 2.


- 2 Select the size of the paper which has been placed with  and  buttons, and then press the [ENTER] button.**

Select paper size
01. A3 
02. A4 
03. A4-R 

The paper size is registered.

Note

If more than one drawer is closed at the same time, the size of the paper set in the drawer that was closed first is applicable to the registration. Set the paper size for the subsequent drawers separately.

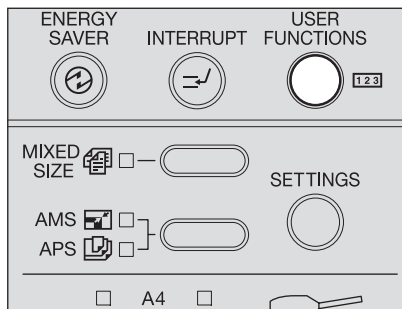
 P.125 “Paper Size Setting”

Various List Printing

This section describes how to print the list in order to check the following information.

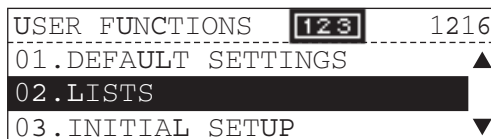
- DEPARTMENT CODE:** The department codes which have been registered and the counter values of each department code
- FUNCTION:** The contents of the settings in this equipment
- SUPPLY NOTICE:** Supply information of the equipment
- ITU MAILBOX:** The box numbers and attributes of the mail boxes which have been registered, and the registration date/time of the originals
- CONFIGURATION PAGE:** The setting status of the Network Printer Kit (optional)
- NIC STATUS PAGE:** The NIC (Network Interface Card) information of the Network Printer Kit (optional)

1 Press the [USER FUNCTIONS] button.



The “user functions mode” main screen is displayed.

2 Select “LISTS” with ▲ and ▼ buttons, and then press the [ENTER] button.



- 3** Select the list you want to print with the ▲ and ▼ buttons, and then press the [ENTER] button.

LISTS	
1 . DEPARTMENT CODE	▲
2 . FUNCTION	
3 . SUPPLY NOTICE	▼


Notes

- “SUPPLY NOTICE” is displayed only when the Fax Kit or Scanner Upgrade Kit (both optional) is installed.
- “ITU MAILBOX” is displayed only when the Fax Kit (optional) is installed.
- “CONFIGURATION PAGE” and “NIC STATUS PAGE” are displayed only when the Network Printer Kit (optional) is installed.

The list is printed.

See the following page for the printing example of each list.

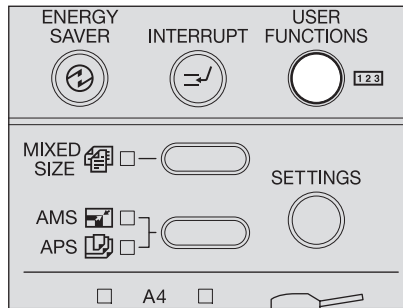
📖 P.217 “List Print Format”

- 4** Press the [USER FUNCTIONS] button or  (copy mode) button. The screen returns to the “copy mode” main screen.

Menu List Printing

This section describes how to print the menu list of the equipment.

1 Press the [USER FUNCTIONS] button.



The “user functions mode” main screen is displayed.

2 Select “MENU LIST” with ▲ and ▼ buttons, and then press the [ENTER] button.



The menu list is printed.

See the following page for the example of the menu list.

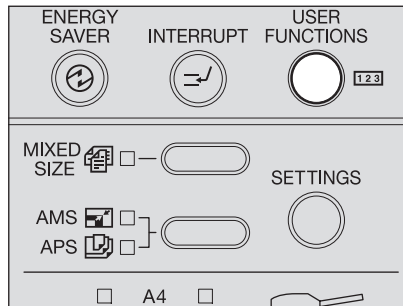
📖 P.217 “List Print Format”

3 Press the [USER FUNCTIONS] button or (copy mode) button. The screen returns to the “copy mode” main screen.

ROM Version Display

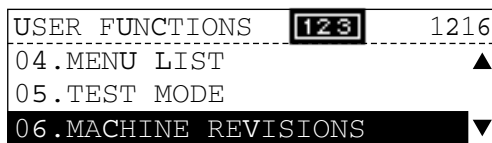
This section describes how to display the product version.

1 Press the [USER FUNCTIONS] button.



The “user functions mode” main screen is displayed.

2 Select “MACHINE REVISIONS” with ▲ and ▼ buttons, and then press the [ENTER] button.



The product version of the equipment is displayed.

3 Press the [USER FUNCTIONS] button or (copy mode) button. The screen returns to the “copy mode” main screen.

6

TROUBLESHOOTING

This chapter describes how to deal with error messages, how to release a paper jam, how to replace a toner cartridge and how to resolve other troubles.

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When This Message Appears

A message appears when a problem occurs on the equipment. Check the items on the list below and take a countermeasure accordingly.

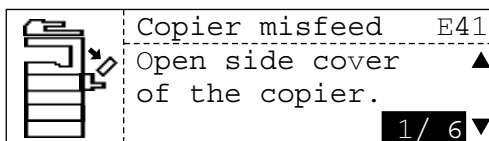
Message	Meaning	Countermeasure
*** misfeed	This appears when an original or a sheet of copy paper is jammed at the place indicated by "****".	Remove any jammed paper. 📖 P.176 "Paper Jams"
Close ***	This appears when any cover of the equipment indicated by "****" is not securely closed.	Close the cover securely.
DRAWER * empty	This appears when the paper in a drawer indicated by "*" has run out.	Set paper in the drawer. 📖 P.41 "Placing paper in drawers"
Count over	The number of pages scanned has exceeded the maximum value (250 sheets).	Select "Print" on the LCD screen to copy the data scanned so far. Select "Cancel job" to delete all the data scanned so far.
Call for service	This appears when the repair or adjustment by your service technician is needed.	Contact your service representative. Give the service technician the error code (consisting of letters and numbers) that appears in the upper right area of the display. Caution Never attempt to repair, disassemble or modify the equipment by yourself. This could cause an electric shock, a fire or serious injury. Contact your service representative when the equipment is in an abnormal condition or any malfunction is found.
Time for maintenance	This appears when the maintenance by your service technician is needed.	Contact your service representative.
BYPASS empty	Paper set on the bypass tray has run out.	Place paper on the bypass tray. 📖 P.63 "Using Bypass Tray"
Toner is low	There is only a little toner remaining in the toner cartridge.	There is still a little toner remaining in the toner cartridge. Do not replace the toner cartridge until "Toner empty" appears on the display. Notes <ul style="list-style-type: none"> The message may not appear because the toner remaining in the cartridge does not lie evenly. When the message appears, it is advisable to purchase a new TOSHIBA-recommended cartridge to prepare for its replacement.

Message	Meaning	Countermeasure
Toner not recognized	The toner cartridge is not installed correctly.	Install the toner cartridge correctly.
	A toner cartridge not recommended by TOSHIBA is being used.	If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. 📖 P.15 "Recommended toner cartridges"
Toner empty	The toner in the toner cartridge has run out.	Replace the toner cartridge with a new one. 📖 P.190 "Replacing Toner Cartridge"
Invalid Dept.Code	The department code entered in the department code entering screen is not correct.	Enter the correct department code. If you do not know the department code, contact your administrator.
Memory is full	The built-in memory of the equipment has become full.	Select "Print" on the LCD screen to copy the data scanned so far. Select "Cancel job" to delete all the data scanned so far.
Clear paper output tray: PRESS START KEY.	Approx. 250 sheets of paper have continuously exited and the equipment stops copying to prevent the copied paper from overflowing from the tray.	Remove the paper from the receiving tray, and then press the [START] button. Copying resumes. Press the [CLEAR/STOP] button to end the copy job. "Memory clear?" appears on the LCD screen. Select "YES", and then press the [START] or [ENTER] button.

Paper Jams



Checking position of paper jams









When a jam of copying paper or original occurs in the equipment, the copying operation stops and the following message appears on the display to indicate the positions where the paper is jammed.



Check the message, remove any paper jam, and then press the [START] button to resume copying.

Tip

When a jam of copying paper or original occurs in the equipment, the procedure to remove the jammed paper appears on the display. Press the  and  buttons to scroll up and down the procedure.

Message	Position of Paper Jam
Doc.feed misfeed	Inside of the optional Reversing Automatic Document Feeder / Automatic Document Feeder ( P.178,  P.180)
Bypass misfeed	Bypass tray ( P.182)
Duplexer misfeed	Inside of the optional Automatic Duplexing Unit ( P.182)
Copier misfeed	Inside of the transfer unit ( P.183)
	Inside of the fuser unit ( P.185)
	Drawer of the optional Paper Feed Unit ( P.187)
	Drawer of the optional Paper Feed Pedestal ( P.189)

When paper jams occur frequently

When paper jams occur frequently, they may be due to one of the causes listed below. Check the following items when they occur frequently:

- Originals which are not acceptable for the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) are placed.
 - 📖 P.57 “Precautions for Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)”
- Paper which is not acceptable for the equipment is used.
 - 📖 P.40 “Paper types not acceptable”
- The sizes of paper placed in the drawer or on the bypass tray are not registered into the equipment properly.
 - 📖 P.49 “Preparation 3 - Registering Size of Paper Placed”
 - 📖 P.64 “Bypass copying”
- More jammed paper is still remaining after the release of a paper jam.
- There is no gap between the side guides and the paper in the drawer, or the gap is too wide.
- The stack height of the paper is exceeding the indicators in the drawer.

When releasing jammed paper

Observe the following precautions when you release jammed paper:

Do not tear jammed paper.

Pull out jammed paper carefully with both hands, trying not to tear it. If you release it forcibly, the jammed paper will be torn and it will make the release difficult. If it is torn, be sure that the torn part is not left inside the equipment.

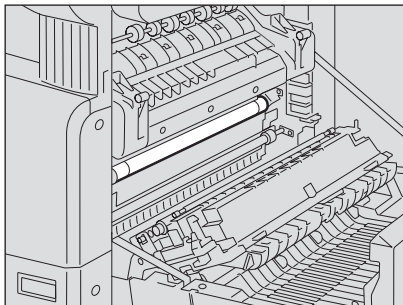
Caution

Do not touch the fuser unit or the metal part around the unit.

When you release paper jammed within the fuser unit, do not touch the fuser unit or the metal part around the unit. This could cause burns, or injury to your hands if you touch the inside of the equipment.

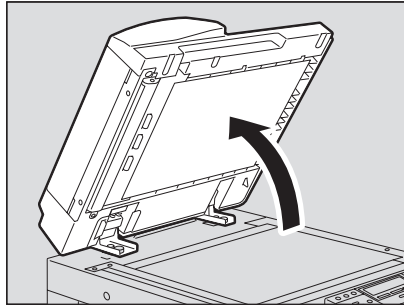
Do not touch the photoconductive drum.

When you release the paper jammed within the transfer unit or the fuser unit, be careful not to touch the photoconductive drum. This could stain the copy images.

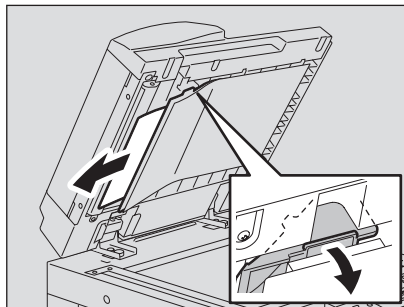


Paper jams within Reversing Automatic Document Feeder (optional) (Lower) / Automatic Document Feeder (optional) (Lower)

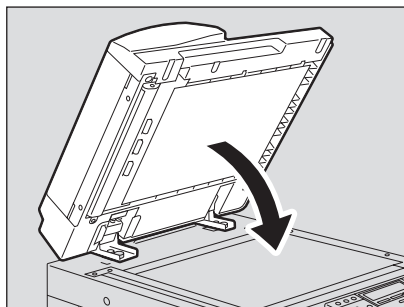
- 1 Open the Reversing Automatic Document Feeder / Automatic Document Feeder.



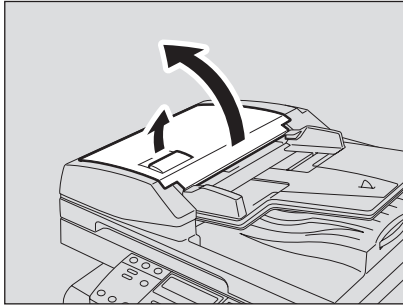
- 2 Open the reverse cover, and remove the original.



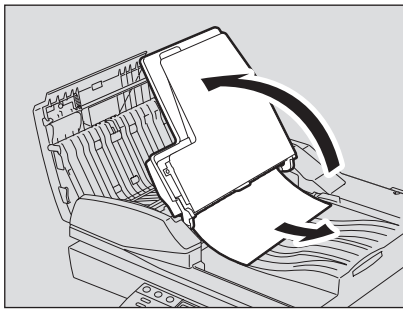
- 3 Close the Reversing Automatic Document Feeder / Automatic Document Feeder.



4 Raise the lever, and open the upper cover.

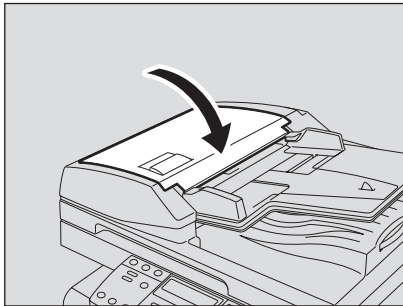


5 Raise the original feeder tray, and remove the original under the tray.



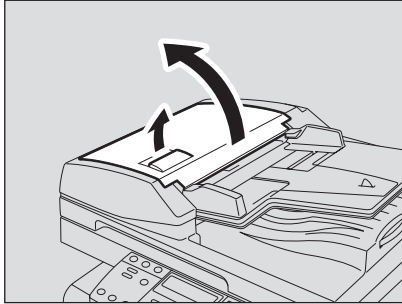
6 Lower the original feeder tray.

7 Close the upper cover.

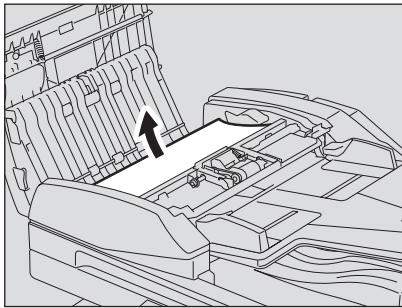


Paper jams within Reversing Automatic Document Feeder (optional) (Upper) / Automatic Document Feeder (optional) (Upper)

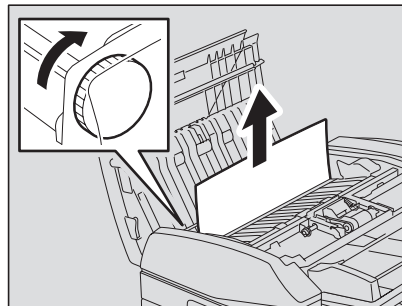
- 1 Raise the lever and open the upper cover.



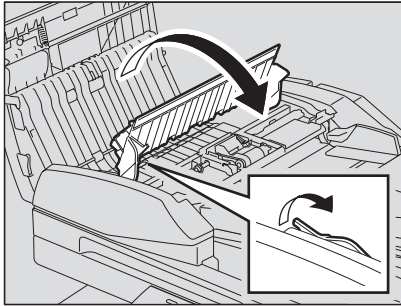
- 2 Remove the original.



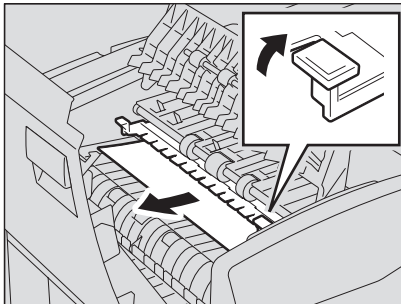
- 3 Turn the dial to remove the original.



4 Open the transport guide.

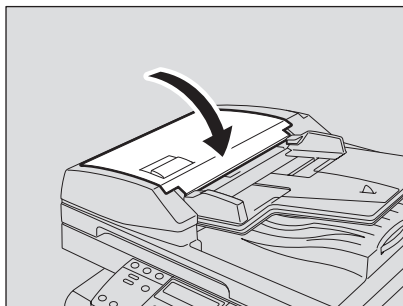


5 Raise the guide plate under the transport guide, and remove the original under the guide plate.



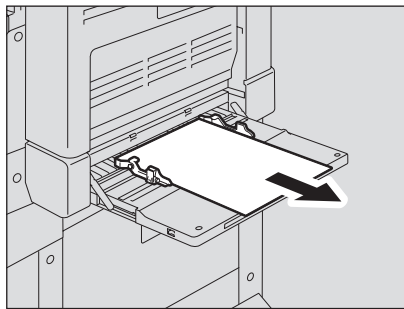
6 Close the transport guide.


7 Close the upper cover.



Paper jams on bypass tray

- 1 Pull out the paper jammed on the bypass tray.



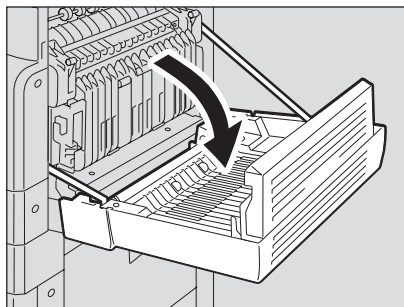
- 2 Check beneath the transport guide in the paper feeding area.
Check if any paper is jammed under the transport guide behind the transfer unit.
 P.183 "Paper jam behind transfer unit"

Paper jams within Automatic Duplexing Unit (optional)

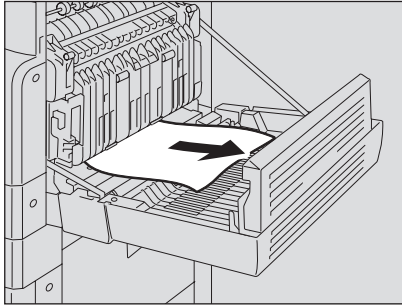
Caution

Be careful not to let your fingers be caught between the equipment and the side cover. This could injure you.

- 1 Open the side cover.



2 Release the jammed paper.



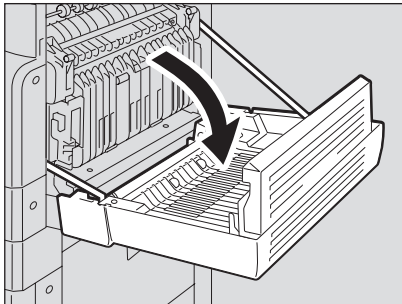
3 Close the side cover.

Paper jam behind transfer unit

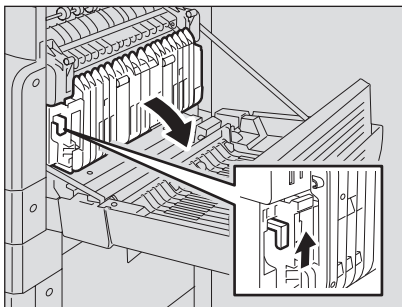
Caution

Be careful not to let your fingers be caught between the equipment and the side cover. This could injure you.

1 Open the side cover.



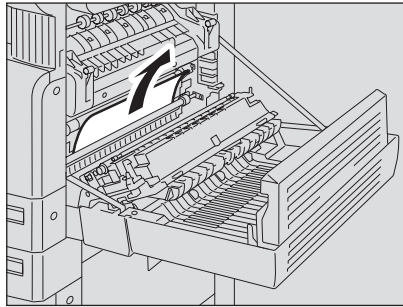
2 Pull the transfer unit toward you carefully to lay it down while holding up the green lever.



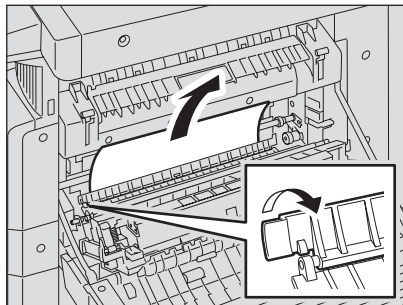
3 Release the jammed paper.

Caution

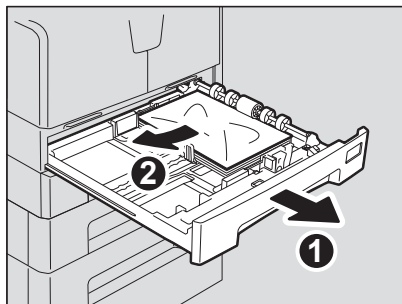
Be sure not to touch the photoconductive drum when releasing the jammed paper.



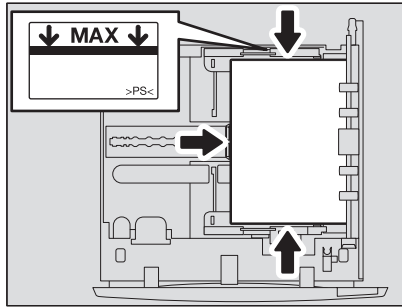
4 Open the transport guide of the paper feeding area and check if any paper is jammed under this guide. Clear the paper if there is any.



5 If it is difficult to find or remove the jammed paper, open the drawer of the equipment.



-
- 6** Check that the guide width is correct, there is no folded/curled paper or overloading, and then close the drawer.



Notes

- Be sure that the height of the stacked paper does not exceed the line indicated inside of the side guides.
- Do not allow any gap between the paper and the end guide in the drawer.

- 7** Close the transfer unit and the side cover.

Paper jams within fuser unit

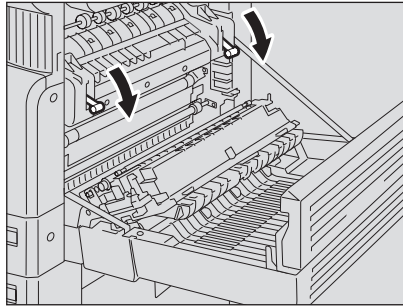
Caution

- **Be careful not to let your fingers be caught between the equipment and the side cover.** This could injure you.
- **Do not touch the fuser unit or the metal part around the unit.** This could cause burns, or injury to your hands if you touch the inside of the equipment.

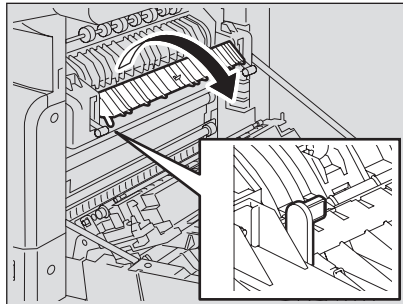
- 1** Open the side cover, and then lay down the transfer unit. Then press down the two fuser pressure release levers (green) until they come to a stop.

Note

Press down the levers fully until they stop.



- 2** Open the transport guide while holding the knob.



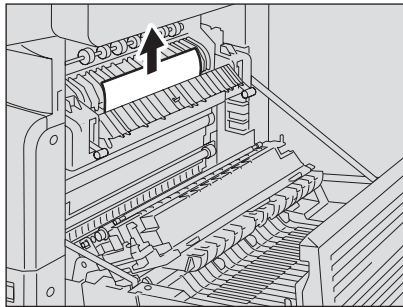
3 Release the jammed paper.

Pull the jammed paper up or down as shown below depending on the position of the paper.

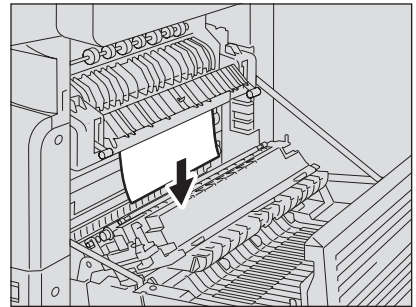
Caution

Be sure not to touch the photoconductive drum when releasing the jammed paper.

Pulling it up




Pulling it down



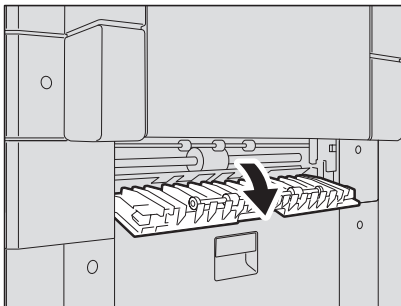
4 Return the transport guide to its original position, and then close the transfer unit and the side cover.

Paper jams within Paper Feed Unit (optional)

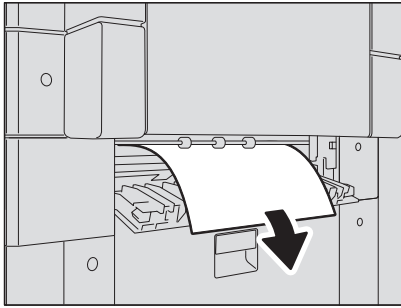
1 Open the side cover and check if any paper is jammed behind the transfer unit.

 P.183 "Paper jam behind transfer unit"

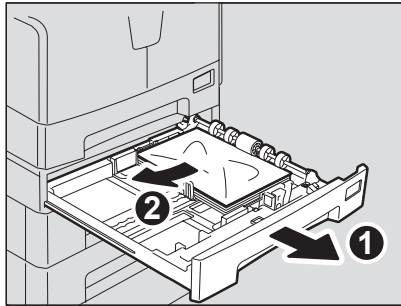
2 Open the paper feed cover of the unit.



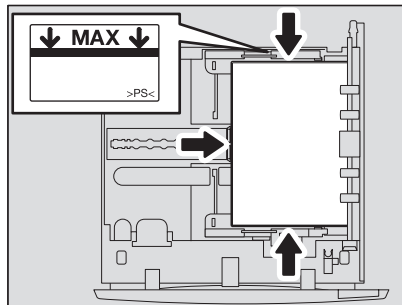
3 Release the jammed paper.



4 If it is difficult to find or remove the jammed paper, open the drawer of the Paper Feed Unit.



5 Check that the guide width is correct, there is no folded/curled paper or overloading, and then close the drawer.



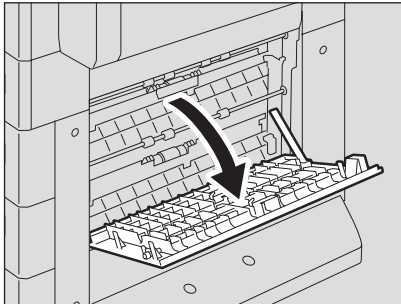
Notes

- Be sure that the height of the stacked paper does not exceed the line indicated inside of the side guides.
- Do not allow any gap between the paper and the end guide in the drawer.

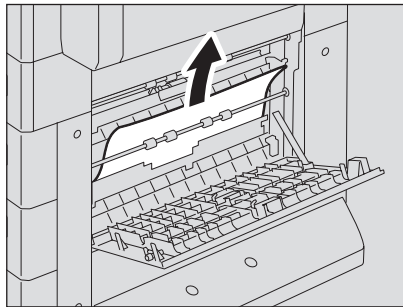
6 Close the paper feed cover of the unit and the side cover.

Paper jams within Paper Feed Pedestal (optional)

- 1 Open the paper feed cover of the Paper Feed Pedestal.



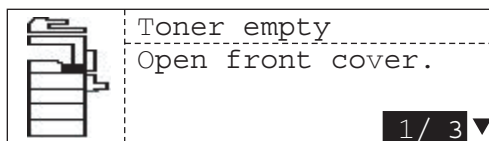
- 2 Remove the jammed paper.



- 3 Close the paper feed cover of the Paper Feed Pedestal.



Replacing Toner Cartridge

When the toner cartridge runs out of toner, the following message appears on the display.



Then, replace the cartridge with a new one.

Tip

When the toner cartridge runs out of toner, the procedure to replace the toner cartridge appears on the display. Press the  and  buttons to scroll up and down the procedure.

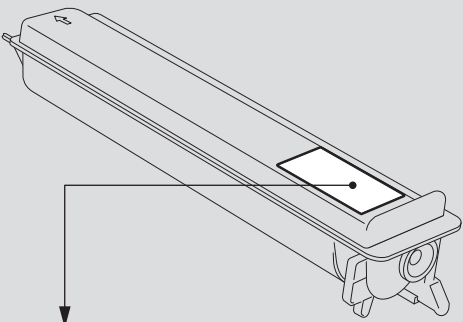
Warning

Never attempt to incinerate toner cartridges. This could cause an explosion.

Notes

- Before inserting a new toner cartridge, check the product name of the cartridge. If you can see "T-2450", this cartridge is usable.
- Do not dispose of used toner cartridges. Contact your service representative.
- Do not touch the parts on the circuit board mounted on the toner cartridge because they may be damaged.

To assure an optimal printing performance, we recommend that you use only TOSHIBA toner cartridges.



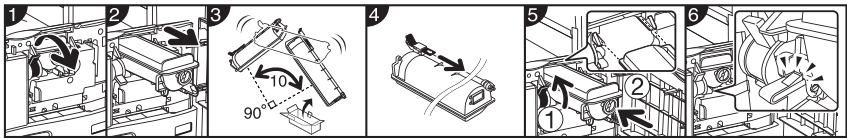
TOSHIBA ORIGINAL & GENUINE TOSHIBA TONER
T-2450E
 NET 675 g

FOR/POUR/FÜR/DA/PARA
 e-STUDIO223/243/195/195i
 e-STUDIO225/225i/245/245i
 COMPONENTS: Polyester resin, Wax, Silica, Carbon black(1333-86-4)

TOSHIBA TEC EUROPE (IMAGING SYSTEMS) S.A.
 MARTIN EGLISE 76370 NEUVILLE LES DIEPPE
 TEL:33(0)2.35.06.70.00

MADE IN FRANCE / FABRIQUEE EN FRANCE
 HERGESTELLT IN FRANKREICH
 HECHO EN FRANCIA / FATTO IN FRANCIA

PAT. P.

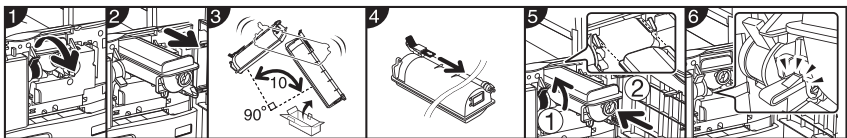


TOSHIBA ORIGINAL & GENUINE TOSHIBA TONER
T-2450D
 NET 675 g

FOR
 e-STUDIO195/223/225/243/245
 COMPONENTS: Polyester resin, Wax, Silica, Carbon black(1333-86-4)

TOSHIBA TEC CORPORATION
 2-17-2, Higashi-gotanda, Shinagawa-ku, Tokyo, 141-8664, Japan
 PHONE: 81-3-6462-7753
 MADE IN CHINA / FABRIQUEE EN CHINE

PAT. P.



Recommended toner cartridges

To assure optimal printing performance, we recommend that you use only genuine TOSHIBA toner cartridges. If you use a TOSHIBA-recommended toner cartridge, you can utilize the following three functions of this equipment:

Cartridge detecting function: This function checks if the toner cartridge is correctly installed and notifies you if it is not.

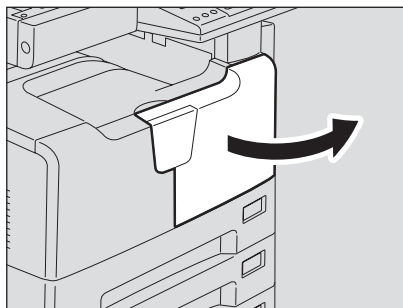
Toner-remaining check function: This function notifies you when there is little toner remaining in the cartridge, as well as notifying it to your authorized service representative automatically by the remote service.

Image quality optimization function: This function controls image quality according to the characteristics of the toner to be used and enables you to print images of an optimal quality.

If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. Therefore, even if the toner cartridge is correctly installed, the error message "Toner not recognized" appears on the LCD screen and printing may not be performed. You may also not be able to utilize the image quality optimization function, the toner remaining check function and the remote service function notifying your authorized service representative automatically.

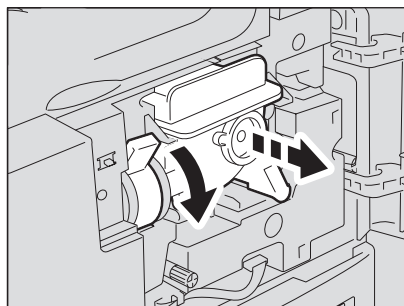
If you are using a toner cartridge other than the one we recommend, toner is not recognized. If this is a problem for you, please contact your service representative. Remember you will not be able to utilize the Toner remaining check function and Image quality optimization function as we mentioned.

1 Open the front cover.

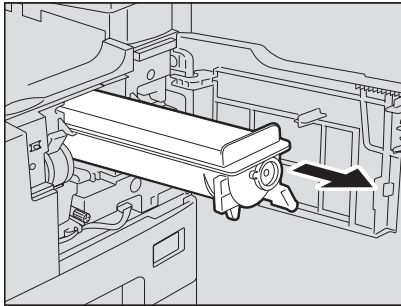


2 Hold down the green lever.

The toner cartridge is slightly pushed out.



3 Pull out the toner cartridge.



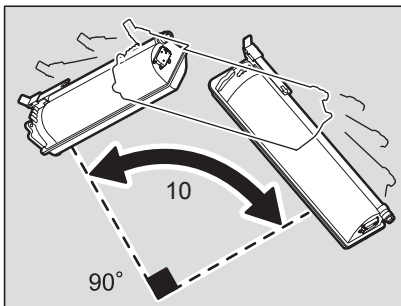
Warning

Never attempt to incinerate toner cartridges. This could cause an explosion.

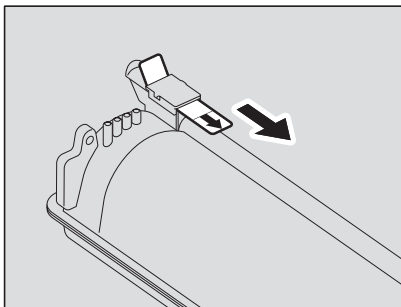
Note

Do not dispose of used toner cartridges. Contact your service representative.

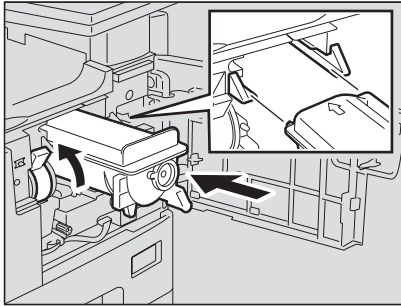
4 Shake the new toner cartridge strongly with the label surface down to loosen the toner inside.



5 Pull out the seal in the direction of the arrow.



6 Insert the toner cartridge along the rail.

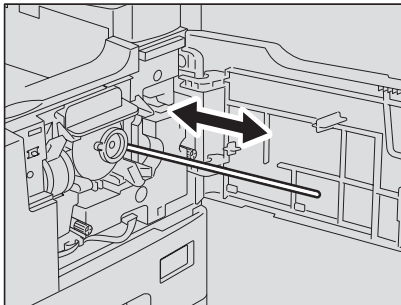


Notes

- Before inserting the toner cartridge, check if the green lever is raised and raise it if not.
- Insert the toner cartridge until you hear a click sound.

7 Clean the charger.

Hold the cleaning knob of the charger and pull it out toward you carefully until it comes to a stop. Then reinsert it in its original position carefully. Repeat this procedure two or three times.

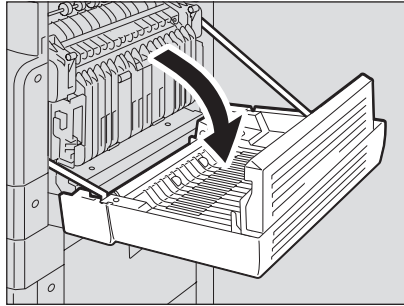


Note

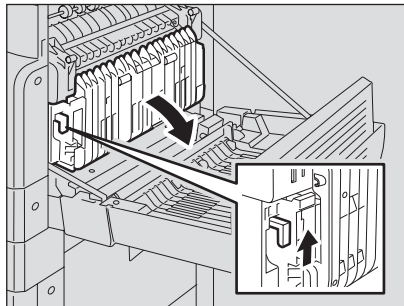
Check if the cleaning knob is fully inserted after cleaning.

After the toner cartridge has been replaced, be sure to clean the transfer charger wire following the procedure below in order to prevent uneven density of images.

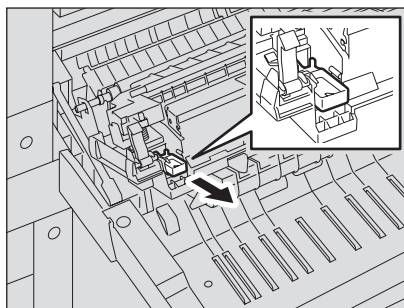
8 Open the side cover.



9 Pull the transfer unit toward you carefully to lay it down while holding up the green lever.

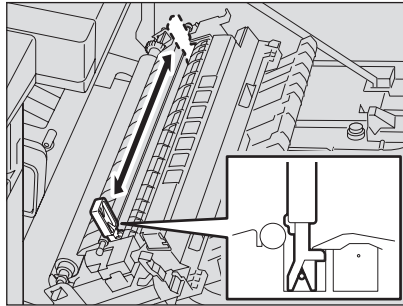
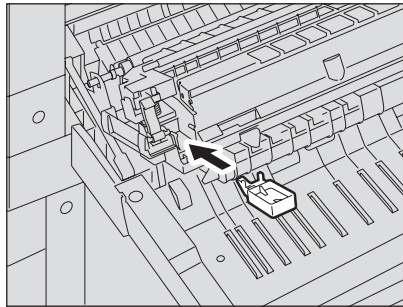


10 Remove the transfer charger cleaner from the front pocket of the transfer unit.



11 Wipe the transfer charger wire with the transfer charger cleaner.

- (1) Insert the transfer charger cleaner into the front end of the transfer charger.
- (2) Push the cleaner onto the front wall, and then check if the cleaner pad has contacted with the transfer charger wire.
- (3) Clean the wire from its front end to the other end in two reciprocating motions.
- (4) Remove the cleaner from the front end of the transfer charger after cleaning.

**12 Return the transfer charger cleaner into the cleaner pocket, and then close the transfer unit.****13 Close the side cover.****14 Close the front cover.**

The equipment starts supplying toner.

Before Calling Service Technician

When you encounter trouble using this equipment, check the items listed below.

General operation

Phenomenon	Usual cause	Countermeasure
The equipment does not operate at all.	The power of the equipment is not turned ON.	Turn ON the power of the equipment.
	The power cable is not plugged in securely.	Plug in the power cable securely.
	The weekly timer functions and the equipment is in the sleep mode.	Press any of the [ENERGY SAVER] button, the [START] button and the function switching buttons on the control panel.
The button does not respond to my operation.	It has been a short time since the power was turned ON.	Wait for the completion of warm-up and then try again.
The LCD screen is too light/dark.	The contrast of the LCD screen is not adjusted properly.	Adjust it with the contrast adjustment volume. ☞ P.32 "Control panel"
A message is displayed on the LCD screen.	The equipment has detected an error status.	See the meaning of the message referring to the listing below. ☞ P.174 "When This Message Appears"
"Enter DEPARTMENT CODE" appears on the LCD screen.	When the use of the equipment is managed under department management, and the department code has not been entered.	Enter your department code. ☞ P.36 "Preparation 1 - Turning Power ON" ☞ P.143 "Department Code"
"Saving energy" appears on the LCD screen.	The equipment is in the low power mode.	The equipment enters into the low power mode after a specified time has passed since its last use. Copying is enabled.
"Sleep mode" appears on the display.	The equipment is in the sleep mode.	The equipment enters into the sleep mode after a specified time has passed since its last use. For how to cancel this mode, see the following page. ☞ P.37 "Saving energy when not in use - Energy saving mode -"
The LCD screen is dim.	The equipment is in the super sleep mode.	The equipment enters into the super sleep mode after a specified time has passed since its last use. For how to cancel this mode, see the following page. ☞ P.37 "Saving energy when not in use - Energy saving mode -"
Scanning stops before it is finished. ("Count over" appears on the LCD screen.)	The number of pages scanned has exceeded the maximum value.	To copy the data scanned so far, select "Print". To delete them, select "Cancel job". (If "Print" is grayed out, only data deletion is possible.)
Scanning stops before it is finished. ("Memory is full" appears on the LCD screen.)	The built-in memory of the equipment has become full.	To copy the data scanned so far, select "Print". To delete them, select "Cancel job". (If "Print" is grayed out, only data deletion is possible.)
Copying stops before it is finished. ("Clear paper output tray: PRESS START KEY." appears on the display.)	Approx. 250 sheets of paper have continuously exited and the equipment stops copying to prevent the copied paper from overflowing from the tray.	Remove the paper from the receiving tray, and then press the [START] button. Copying resumes. Press the [CLEAR/STOP] button to end the copy job. "Memory clear?" appears on the LCD screen. Select "YES", and then press the [START] or [ENTER] button.

Phenomenon	Usual cause	Countermeasure
Copy functions cannot be set.	Other functions that cannot be set simultaneously with copy functions have been set.	Some functions cannot be combined set together. 📖 P.215 "Copying Function Combination Matrix"
The department management menu does not appear even though "DEPARTMENT CODE" is selected.	Any department code other than the master code has been entered in the department code entry screen.	If you want to make settings for the department management when it has been already enabled, enter the master code in the department code entry screen, otherwise the department management menu cannot be displayed. 📖 P.143 "Department Code"
In the department management menu, switching the department management to be "YES" (enabled) or "NO" (disabled) cannot be performed.	There are print data or Fax data in the print queue.	After the print data or Fax data have been finished being printed, perform switching again.
Even when the equipment is connected with a PC by a USB cable, the equipment is not recognized.	This cable is not certified according to the USB2.0 Hi-Speed.	Use a USB2.0 Hi-Speed certified cable.
	The equipment is connected with a PC via a USB hub.	When the equipment is connected with a PC via a USB hub, the equipment may not be recognized. Connect it with a PC directly by a USB cable.

Toner-related items



Phenomenon	Usual cause	Countermeasure
"Toner is low" appears on the display.	There is only a little toners remaining in the toner cartridge.	There is still some toner in the toner cartridge. Do not replace the toner cartridge until "Toner empty" appears.
"Toner empty" appears on the display.	The toner in the toner cartridge has run out.	Replace the toner cartridge with a new one.
"Toner not recognized" appears on the display.	The toner cartridge is not installed. Or it is not installed correctly.	Install the toner cartridge correctly.
	A toner cartridge not recommended by TOSHIBA is being used.	If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. 📖 P.15 "Recommended toner cartridges"
"Toner is low" does not appear on the display, although toner is nearly empty.	A toner cartridge not recommended by TOSHIBA is being used.	📖 P.15 "Recommended toner cartridges"
The equipment does not become ready for copying after the toner cartridge is inserted.	The toner cartridge inserted is not usable for this equipment.	Check the product name of the toner cartridge. If you can see "T-2450", this cartridge is usable.


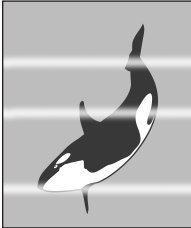
Original/Copy paper-related items

Phenomenon	Usual cause	Countermeasure
An original jams.	An original not acceptable for the equipment is being used.	Check if the original is acceptable for the equipment. 📖 P.57 "Precautions for Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)"
Copy paper jams.	Copy paper not acceptable for the equipment is being used.	Check if the copy paper is acceptable for the equipment. 📖 P.40 "Paper types not acceptable"
	The size of the copy paper in the drawer or on the bypass tray is not registered properly in the equipment.	Register the size of the placed copy paper properly. 📖 P.49 "Preparation 3 - Registering Size of Paper Placed" 📖 P.64 "Bypass copying"
	Jammed paper is located in a place you cannot see easily.	See the message on the display to recheck the position where the paper jam has occurred. 📖 P.176 "Paper Jams"
	There is no gap between the side guides and paper in the drawer. Or the gap is too wide.	Adjust the gap between the side guides and the paper properly. 📖 P.41 "Placing paper in drawers"
	There is a gap between the paper and the end guide in the drawer.	Do not allow any gap between the paper and the end guide in the drawer. 📖 P.41 "Placing paper in drawers"
Multiple feeding occurs.	Paper is clinging to each other.	Fan the paper well and place it again.

Image trouble

Phenomenon	Usual cause	Countermeasure
The density of the copy image is light.	Toner has run out.	"Toner empty" appears on the display when toner has run out. Replace the toner cartridge if the message appears. 📖 P.190 "Replacing Toner Cartridge"
	The copy density is set lighter.	Make the density darker if you use the manual copy density mode. Or use the automatic copy density mode.
	The transfer charger wire is dirty.	Clean the transfer charger wire. 📖 P.206 "Cleaning transfer charger"
The density of the copy image is dark.	The copy density is set darker.	Make the density lighter if you use the manual copy density mode. Or use the automatic copy density mode.

Phenomenon	Usual cause	Countermeasure
The copied image is stained.	The Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) or the Platen Cover (optional) is not lowered fully.	Lower them fully to block outside light.
	The original glass, platen sheet, scanning area or guides are dirty.	Clean them. 📖 P.204 "Daily Inspection"
	The copy density is set darker.	Make the density lighter if you use the manual copy density mode. Or use the automatic copy density mode.
	Highly transparent originals such as OHP films or tracing paper are used.	Place a blank sheet of paper, the same size as the original or larger, over the original.
The copy image is fogged. 	There is a slight gap between the original glass and the original.	Lower the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) fully so that the original will contact with the original glass.
	The copy paper is damp.	Replace with dry copy paper.
The density level of the copy image is uneven in a horizontal direction. 	The transfer charger wire is dirty.	Clean the transfer charger wire. 📖 P.206 "Cleaning transfer charger"
The copy image is partially missing.	The size or direction of the copy paper and the original, or the reproduction ratio is not set properly.	Use copy paper of the same size as the original or set the reproduction ratio suitable to the copy paper size.
	The margin for binding is too wide.	Adjust the image shift value again. 📖 P.88 "Shifting Paper to Make Margin - IMAGE SHIFT -"

Phenomenon	Usual cause	Countermeasure
<p>The copy image has black streaks in a horizontal direction.</p> 	<p>The scanning area or guides are stained.</p> <p>The charger is dirty.</p>	<p>Clean them.</p> <p>📖 P.204 "Daily Inspection"</p> <p>Clean the charger.</p> <p>📖 P.205 "Cleaning charger"</p>
<p>The copy image has white streaks in a horizontal direction.</p> 	<p>The transfer charger wire is dirty.</p>	<p>Clean the transfer charger wire.</p> <p>📖 P.206 "Cleaning transfer charger"</p>

7

MAINTENANCE AND INSPECTION

This chapter describes how to clean this equipment to ensure you get the best possible copy performance.

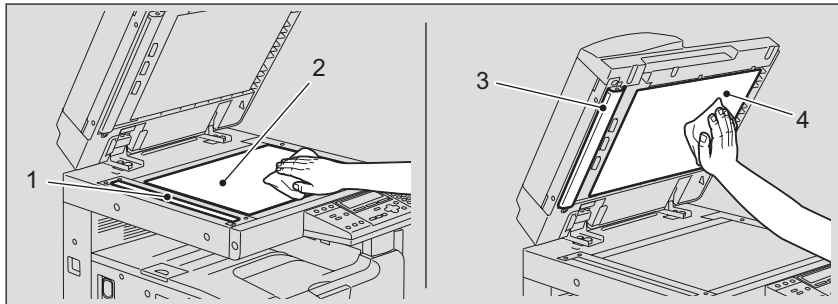
Daily Inspection	204
Cleaning charger	205
Cleaning transfer charger.....	206

Daily Inspection

We recommend a weekly cleaning of the following items to assure you the best scanning performance:

Notes

- Be sure not to scratch the parts to be cleaned.
- Do not use solvent such as thinner or benzene to clean machinery. This could cause deformation or tarnishing.
- When using chemical cleaning pads, observe the precautions pertaining to the product.



1. Scanning area (surface of the long rectangular glass) / 2. Original glass

Wipe with a sheet of soft dry cloth or soft cloth dampened in water and squeezed tightly. Do not use alcohol or solvent.

3. Guide / 4. Platen sheet

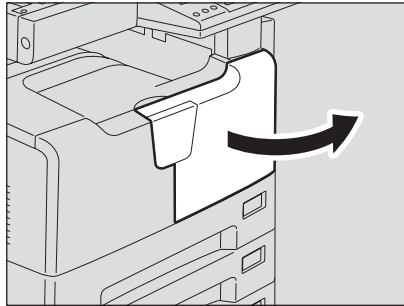
Clean the surface as follows depending on the staining.

- Clean it with a soft cloth.
- Clean it with a soft cloth lightly moistened with water.
- Clean it with a soft cloth lightly moistened with alcohol, and then wipe it with a dry cloth.
- Clean it with a soft cloth lightly moistened with watered-down neutral detergent, and then wipe it with a dry cloth.

Cleaning charger

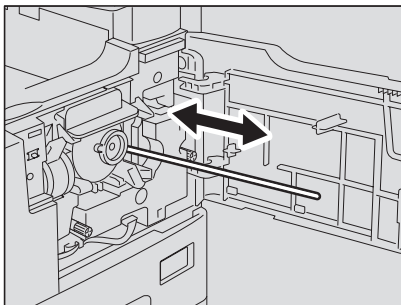
If the inside of the charger is dirty, staining may appear on the copied image. Clean the charger following the procedure below.

1 Open the front cover.



2 Clean the charger.

Hold the cleaning knob of the charger and pull it out toward you carefully until it comes to a stop. Then reinsert it in its original position carefully. Repeat this procedure two or three times.



Note

Check if the cleaning knob is fully inserted after cleaning.

3 Close the front cover.

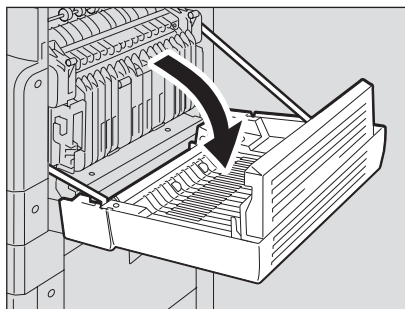
Cleaning transfer charger

When the transfer charger wire is dirty, white steaks or unevenness of the density may appear on copied images, or the density of the whole image may be lowered. Clean the transfer charger wire following the procedure below.

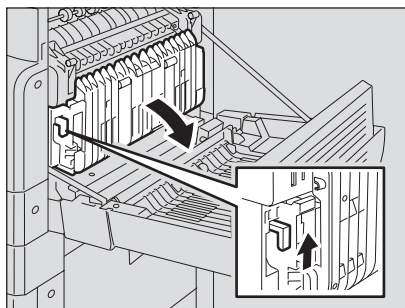
Caution

Be careful not to let your fingers be caught between the equipment and the side cover. This could injure you.

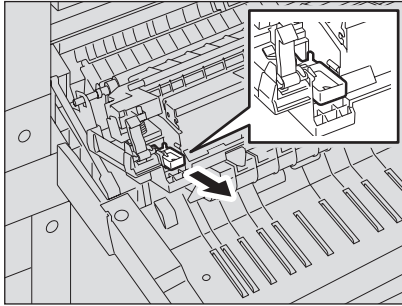
1 Open the side cover.



2 Pull the transfer unit toward you carefully to lay it down while holding up the green lever.

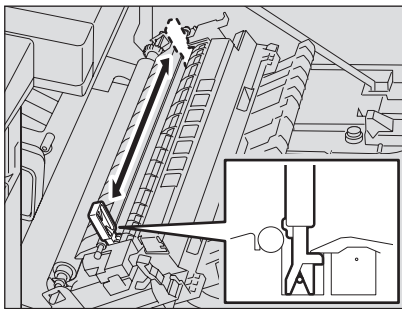


3 Remove the transfer charger cleaner from the front pocket of the transfer unit.

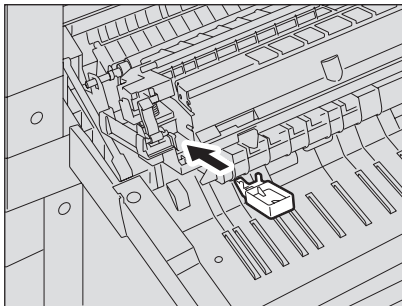


4 Wipe the transfer charger wire with the transfer charger cleaner.

- (1) Insert the transfer charger cleaner into the front end of the transfer charger.
- (2) Push the cleaner onto the front wall, and then check if the cleaner pad has contacted with the transfer charger wire.
- (3) Clean the wire from its front end to the other end in two reciprocating motions.
- (4) Remove the cleaner from the front end of the transfer charger after cleaning.



5 Return the transfer charger cleaner into the cleaner pocket, and then close the transfer unit.




6 Close the side cover.

8

SPECIFICATIONS AND OPTIONS

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e-STUDIO195/225/245 Specifications

Model name		DP-1950/DP-2250/DP-2450
Type		Desktop type
Original glass		Fixed
Printing (copying) system		Indirect electrophotographic method
Developing system		2-component magnetic brush developing
Fusing method		2 halogen lamps
Photosensor type		OPC
Original scanning system		Flat surface scanning system (When the Reversing Automatic Document Feeder / Automatic Document Feeder is installed: Fixed scanning system by feeding the original)
Original scanning sensor		CIS
Scanning light source		LED
Resolution	Scanning	600 dpi x 600 dpi
	Writing	2400 dpi x 600 dpi (Smoothing process)
Acceptable originals		Sheets, books and 3-dimensional objects
Acceptable original size		Max. A3
Acceptable copy paper size	Drawer	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13"LG*1
	Bypass	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13"LG*1
Acceptable copy paper weight	Drawer	64 - 80 g/m ²
	Bypass	64 - 80 g/m ² (for continuous feed) 50 - 163 g/m ² (for single feed) 64 - 80 g/m ² (When the Automatic Duplexing Unit is used.)
Warm-up time		Approx. 25 seconds
First copy time (A4 portrait)		Approx. 7.6 seconds (e-STUDIO195), Approx. 7.1 seconds (e-STUDIO225/245)
Continuous copy speed		See  P.211 "Continuous copying speed"
Multiple copying		Up to 999 copies (digital key entry)
Excluded image width	Copy	Leading edge: 3.0±2.0 mm, Trailing edge: 2.0±2.0 mm, Both edges: 2.0±2.0 mm
	Printer	Leading edge: 5.0±2.0 mm, Trailing edge: 5.0±2.0 mm, Both edges: 5.0±2.0 mm
Reproduction ratio	Actual size	100±0.5%
	Zoom	25 - 200% (in 1% increments)
Storage capacity		Max. 250 sheets or until the memory is full (TOSHIBA's own chart)
Paper supply	Drawer	250 sheets (80 g/m ²)
	Bypass	100 sheets (80 g/m ²)
Loading capacity for the receiving tray		Approx. 250 sheets (64 g/m ²)
Toner density adjustment		Magnetic auto-toner system
Exposure control		Automatic plus manual selection from 7 exposure steps
Memory		Page memory: 112 MB
USB interface		USB2.0 (Hi-Speed)
Environment (for normal use)		Temperature: 10 ° - 30 °C, Humidity: 20 - 85% (No condensation)
Power requirements		220 - 240 V±10%, 8 A (50/60 Hz), 127 V±10%, 12 A (50/60 Hz) (for Saudi Arabia 100 V version only)

Power consumption	1.5 kW or less (including options), Performance value: Approx. 1.2 kW 1.5 kW or less (including options), Performance value: Approx. 1.35 kW (for Saudi Arabia 100 V version only)
Dimensions (equipment only)	600 mm (W) x 658.6 mm (D) x 462.5 mm (H)
Weight (including equipment and drum)	Approx. 32.0 kg (for the EU), approx. 33.0 kg (except for the EU)
Space occupied (equipment only)	948 mm (W) x 658.6 mm (D)

*1 13"LG size paper can be used only in equipment for the EU.

- These specifications vary depending on the copying conditions and the environment.
- Specifications and appearance are subject to change without notice in the interest of product improvement.

Continuous copying speed

sheets/min.

Paper size	Feeder		e-STUDIO 195	e-STUDIO 225	e-STUDIO 245
A4, A5-R, B5, LT, ST-R	Drawer	Equipment	19	22	24
		Paper Feed Unit	16	22	23
		Paper Feed Pedestal	16 (16) *2	22 (22) *2	23 (23) *2
	Bypass tray		16	22	23
A4-R, B5-R, LT-R	Drawer		15.5 (14) *2	17.5 (16) *2	17.5 (16) *2
	Bypass tray		15.5	17.5	17.5
B4, FOLIO, LG, COMP, 13"LG*1	Drawer		13 (12) *2	15 (13.5) *2	15 (13.5) *2
	Bypass tray		13	15	15
A3, LD	Drawer		11 (10.5) *2	13 (12) *2	13 (12) *2
	Bypass tray		11	13	13

*1 13"LG size paper can be used only in equipment for the EU.

*2 Values of when paper is placed in the lower drawer of the Paper Feed Pedestal (optional) are shown in parentheses.

- The values above are measured when originals are set on the original glass, 100% and non-sort multiple copies are made.
- TOSHIBA-recommended paper is used for the values of the specifications above.
- The bypass copying speed is as listed above when specifying the paper size.
- This specification varies depending on the copying conditions and the environment.

Specifications of Options

Reversing Automatic Document Feeder

Model name	MR-3023
Copy sides	1-side, Duplex
Number of originals (A4)	100 originals (50 - 80 g/m ²) or 16 mm or less in height (more than 80 g/m ²)
Feeding speed	45.5 - 182 mm/s
Acceptable originals	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP (A5 and ST size are not acceptable.)
Paper weight	1-sided original: 50 - 127 g/m ² , 2-sided original: 50 - 127 g/m ²
Power source	Power supplied from the equipment
Dimensions	575 mm (W) x 528 mm (D) x 135 mm (H)
Weight	Approx. 11.5 kg
Power consumption	33 W max.

Automatic Document Feeder

Model name	MR-2020
Copy sides	1-side
Number of originals (A4)	100 originals (50 - 80 g/m ²) or 16 mm or less in height (more than 80 g/m ²)
Feeding speed	45.5 - 182 mm/s
Acceptable originals	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP (A5 and ST size are not acceptable.)
Paper weight	50 - 127 g/m ²
Power source	Power supplied from the equipment
Dimensions	575 mm (W) x 528 mm (D) x 135 mm (H)
Weight	Approx. 11.0 kg
Power consumption	30 W max.

Automatic Duplexing Unit

Model Name	MD-0103
Acceptable Paper	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13"LG ^{*1}
Power Source	64 - 80 g/m ²
Weight	Approx. 1.2 kg

*1 13"LG size paper can be used only in equipment for the EU.

Paper Feed Unit

Model name	MY-1038
Acceptable paper size	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13"LG ^{*1} (Non-standard sizes are not acceptable.)
Paper weight	64 - 80 g/m ²
Maximum capacity	250 sheets (80 g/m ²)
Dimensions	530 mm (W) x 577 mm (D) x 125 mm (H)
Weight	Approx. 5.2 kg

*1 13"LG size paper can be used only in equipment for the EU.

Paper Feed Pedestal

Model name	KD-1022
Acceptable paper size	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP (A5, ST and non-standard size are not acceptable.)
Paper weight	64 - 80 g/m ²
Maximum capacity	550 sheets (80 g/m ²)
Dimensions	623 mm (W) x 657 mm (D) x 367 mm (H)
Weight	Approx. 26.0 kg

Drawer Module

Model name	MY-1028
Acceptable paper size	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP (A5, ST and non-standard size are not acceptable.)
Paper weight	64 - 80 g/m ²
Maximum capacity	550 sheets (80 g/m ²)
Weight	Approx. 4.0 kg

TOSHIBA-recommended paper is used for the values above. Specifications and appearance are subject to change without notice in the interest of product improvement.

Packing List

Packing list	Operator's Manual
	Power cable
	Set-up report
	CD-ROM (2 pcs.) (TOSHIBA Viewer V2 / User Documentation)

Copying Function Combination Matrix

Combination Matrix 1/2

Already setting	Next setting	Mixed original sizes	Finishing			Image shift	Edge erase	Paper type	Duplex					
			Non-sort	Sort	Alternation				Magazine sort	1>1 Simplex	1>2 Duplex	2>2 Duplex	2>1 Split	Book > 2
Mixed original sizes		*1	No	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No
Finishing	Non-sort	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*1	Yes	*1	Yes	*1
	Sort	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Alternation	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
	Magazine sort	Yes	Yes	Yes	Yes	No	Yes	Yes	No	—	—	—	—	—
Image shift		Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Edge erase		No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Paper type		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Duplex	1>1 Simplex	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	1>2 Duplex	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	2>2 Duplex	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	2>1 Split	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Book > 2	No	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dual page		No	Yes	No	No	Yes	Yes	Yes	No	No	No	No	No	No
Annotation		No	Yes	No	No	Yes	Yes	Yes	No	—	—	—	—	—
Job build		No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
2in1/4in1		No	No	Yes	No	Yes	Yes	Yes	No	—	—	—	—	—
ID card		No	No	Yes	No	Yes	Yes	Yes	No	—	—	—	—	—
XY zoom		*2	Yes	Yes	*3	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Job memory		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

*1 Even when Non-sort has been set, Sort is automatically set.

*2 The function set later will be valid, and the reproduction ratio will be set to 100% automatically.

*3 The function set later will be valid, and the automatic magnification selection (AMS) will be enabled.

Combination Matrix 2/2

Next setting	Dual page	Annotation	Job build	2in1/4in1	ID card	XY zoom	Job memory
Already setting	No	No	No	No	No	No	Yes
Mixed original sizes	*1	*1	Yes	*1	*1	Yes	Yes
Non-sort	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sort	No	No	Yes	Yes	Yes	No	Yes
Alternation	No	No	No	No	No	No	Yes
Magazine sort	No	Yes	Yes	Yes	Yes	Yes	Yes
Image shift	Yes	Yes	Yes	Yes	Yes	No	Yes
Edge erase	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Paper type	Yes	Yes	Yes	Yes	Yes	Yes	Yes
1>1 Simplex	Yes	Yes	Yes	Yes	Yes	Yes	Yes
1>2 Duplex	No	No	Yes	No	No	Yes	Yes
2>2 Duplex	No	No	Yes	No	No	Yes	Yes
2>1 Split	No	No	Yes	No	No	Yes	Yes
Book > 2	No	No	No	No	No	Yes	Yes
Dual page		No	No	No	No	Yes	Yes
Annotation	No		No	No	No	Yes	Yes
Job build	No	No		No	No	No	Yes
2in1/4in1	No	No	No		No	No	Yes
ID card	No	No	No	No		No	Yes
XY zoom	Yes	Yes	*2	*2	*3	No	Yes
Job memory	Yes	Yes	Yes	Yes	Yes	Yes	Yes

*1 Even when Non-sort has been set, Sort is automatically set.

*2 The function set later will be valid, and the reproduction ratio will be set to 100% automatically.

*3 The function set later will be valid, and the automatic magnification selection (AMS) will be enabled.

List Print Format

Department code list

DEPARTMENT CODE LIST

PAGE : 001
TIME : 02-10-2011 09:30
TEL NUMBER : XXX-XXX-XXXX
NAME : XXXXXXXXXXXX

DEPT NBR	NAME	DEPT CODE	COPY PGS	TX PGS	RX PGS	Print PGS
D 01	XXXXXXXXXX	XXXXX	XX	XX	XX	XX
D 02	XXXXXXXXXX	XXXXX	XX	XX	XX	XX
D 03	XXXXXXXXXX	XXXXX	XX	XX	XX	XX
D 99	XXXXXXXXXX	XXXXX	XX	XX	XX	XX

Function list

FUNCTION LIST

XXXXX XXXXXX XXXXXXXXXXXX
XXXXX XXXXXX XXXXX

PAGE : 001
TIME : 02-10-2011 09:30
TEL NUMBER : XXX-XXX-XXXX
NAME : XXXXXXXXXXXX

AVAILABLE MEMORY	: 112MB	RECOVERY TX	: OFF
GENERAL SETTING		TTI	: ON
DRAWER SIZE		SEND AFTER SCAN	: OFF
DRAWER 1	: A4	ACCOUNT CODE	: OFF
BYPASS	:	SEPARATOR PAGE	: OFF
WALKUP SCREEN	: COPY	SECURE RX	: OFF
TIMERS		MEMORY RX	: ON
AUTO CLEAR	: 45SEC	REDUCTION	: ON
AUTO POWER SAVE	: 15MIN	DISCARD	: OFF
AUTO SLEEP	: 15MIN	PRIVILEGED RX	: OFF
WEEKLY TIMER	: OFF	RTI	: OFF
SPEAKER VOLUME		REPORTS & LIST	
ALARM VOLUME	: 0	JOURNAL	
KEY TOUCH VOLUME	: 1	MANUAL OUTPUT	: TX & RX
RINGER VOLUME	: 4	AUTO	: ON
MONITOR VOLUME	: 4	COMMUNICATION REPORT	
COPY SETUP		DOCUMENT TX	: ON ERROR
MENU CUSTOMIZE	: FINISHING	MEMORY TX	: ON ERROR (IMAGE)
APS/AMS	: APS	MULTI TX	: ON ERROR (IMAGE)
IMAGE MODE	: TEXT/PHOTO	MULTI POLL	: ON ERROR (IMAGE)
LIGHT/DARK	: AUTO	REF	
FINISHING	: NON SORT		
FLY SETUP			

Supply notice list

SUPPLY NOTICE FORM

SETUP INFORMATION

DESTINATION SETUP : XXXX-XXX-XXXX

DATE & TIME : 02-10-2011 09:30

CUSTOMER NUMBER : XXX-XXX-XXXX

SHIP TO NAME : XXXXXXXXXXXX

SHIP TO ADDRESS : XXXXXXXXXXXX

CONTACT NAME : XXXXXXXXXXXX

CONTACT TEL NUMBER : XXX-XXX-XXXX

e-STUDIO 195/225/245 Series

MACHINE NAME : XXXXXXXXXXXX

FAX NUMBER : XXXXXXXXXXXX

Mailbox list

MAILBOX/RELAY BOX REPORT

PAGE : 001
 TIME : 02-10-2011 09:30
 TEL NUMBER : XXX-XXX-XXXX
 NAME : XXXXXXXXXXXX

MAILBOX

BOX NBR	TYPE	PGS	FILE NBR	DATE	TIME	FROM
XXXXXXXXXXXXXXXXXXXX	CONFIDENTIAL BOX	X	XX	XX	XX:XX	XXXX
XXXXXXXXXXXXXXXXXXXX	CONFIDENTIAL BOX	X	XX	XX	XX:XX	XXXX
XXXXXXXXXXXXXXXXXXXX	BULLETIN BOARD	X	XX	XX	XX:XX	XXXX
XXXXXXXXXXXXXXXXXXXX	BULLETIN BOARD	X	XX	XX	XX:XX	XXXX

RELAY

RELAY BOX	END STATION	REPLY TO NUMBER
XXXXXXXXXXXXXXXXXXXX	ABB 001 002	ABB. 003
XXXXXXXXXXXXXXXXXXXX	GROUP 1111	XXXXXXXXXXXX

Configuration page list

```
CONFIGURATION PAGE
S/N          : XXXXXXXXXXXX          TIME          : '11-10-02 09:30
FW Ver.     : XXXXXXXXXXXX

GENERAL
MEMORY SIZE          : 256MB
OPTIONAL FUNCTIONAL KIT : NOT INSTALLED

NETWORK SETTING
GENERAL PRODUCT
GENERAL
ETHERNET SPEED/DUPLEX MODE : 10BASE FULL

NETWORK
TCP/IP
ADDRESS MODE          : DYNAMIC
IP ADDRESS           : XXX.XXX.XXX.XXX
SUBNET MASK          : XXX.XXX.XXX.XXX
DEFAULT GATEWAY      : 0. 0. 0. 0

IPX/SPX
ENABLE IPX/SPX       : ENABLE
FRAME TYPE           : AUTO SENSE

APPLE TALK
ENABLE APPLE TALK    : DISABLE
DEVICE NAME          : XXXXXXXXXXXX
DESIRED ZONE         : *

SESSION
DNS SESSION
ENABLE DNS
PRIMARY DNS SERVER ADDRESS
SECONDARY DNS SERVER ADDRESS
```

NIC status page list

```
=====
Unit Serial No : XXXXXXXXX

Network Address : XX;XX;XX;XX;XX;XX

Network Topology : Ethernet          Connector: RJ45

Network Speed   : auto (default)

Novell Network Information          enabled
Print Server Name : XXXXXXXXXXXXXXX
Password Defined  :
Search Root not defined
Directory Services Tree not defined
Directory Service Context not defined
Scan Rate         : 5
Frame Type        : Auto Sense

TCP/IP Network Information          enabled
IP Address        : XX.XXX.XXX.XX
Subnet Mask       : XXX.XXX.X.X
Default Gateway   : XX.XXX.XXX.X
Primary DNS Server : XXX.XX.XXX.XX
DNS Name          :
Host Name         : XXXXXXXXXXXX

IPP Network Information          enabled
Internet Printing Protocol : XXXXX

AppleTalk Network Information
```

Menu list

MENU LIST (PROGRAM)	
	PAGE : 001
	TIME : 02-10-2011 09:30
	TEL NUMBER : XXX-XXX-XXXX
	NAME : XXXXXXXXXXXX
01.DEFAULT SETTINGS	04.REPORT & LIST
01.GENERAL SETTING	01.JOURNAL
01.DRAWER SIZE	01.MANUAL OUTPUT
02.WALKUP SCREEN	02.AUTOMATIC JOURNAL
03.TIMERS	02.COMMUNICATION REPORT
04.WEEKLY TIMER	01.TX REPORT
05.SPEAKER VOLUME	02.MEMORY-TX REPORT
06.DEPARTMENT CODE	03.MULTI-ADD REPORT
02.COPY SETUP	04.MULTIPOLL REPORT
01.MENU CUSTOMIZE	05.RELAY ORIGINATOR REPORT
02.APS/AMS	06.RELAY STATION REPORT
03.IMAGE MODE	07.RELAY END REPORT
04.LIGHT/DARK	03.RECEPTION LIST
05.FINISHING	01.LOCAL MAILBOX LIST
03.FAX SETUP	02.REMOTE MAILBOX LIST
01.LINE MONITOR	03.RELAY RECEPTION LIST
02.RECEIVE INTERVAL	05.REMOTE SERVICE
03.ECM	01.REMOTE ACCESS
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MULTIFUNCTIONAL DIGITAL SYSTEMS
Operator's Manual for Copying Functions

e-STUDIO195/225/245

TOSHIBA TEC CORPORATION

2-17-2, HIGASHIGOTANDA, SHINAGAWA-KU, TOKYO, 141-8664, JAPAN



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