1815

Basic Operation Guide

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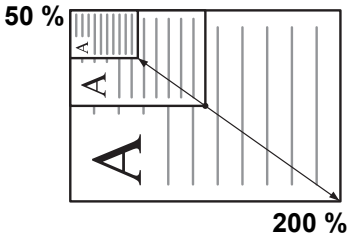
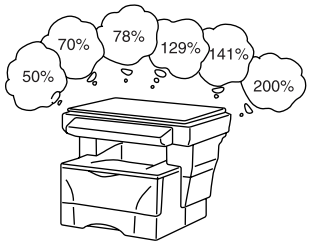
Making Full Use of This Machine's Advanced Functions

1 Enlarging/reducing copies to a desired size between 50 % and 200 % **Zoom mode** (See page ***4-7***)

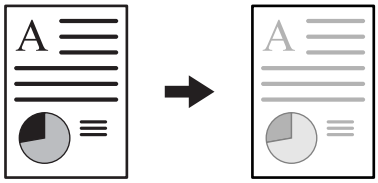


2 Copying at a previously registered zoom ratio **Standard zoom mode** (See page ***4-6***)

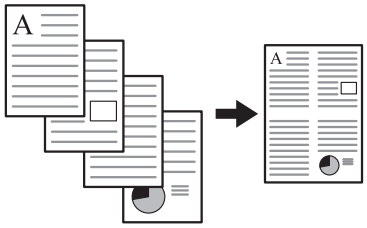


3 Making clear reproductions of photographs **Image quality selection** (See page ***4-2***)

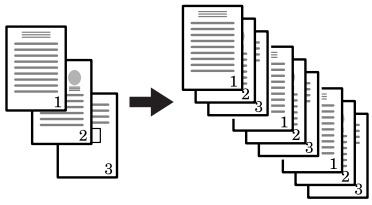
4 Saving on toner use **EcoPrint mode.** Refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***EcoPrint***.



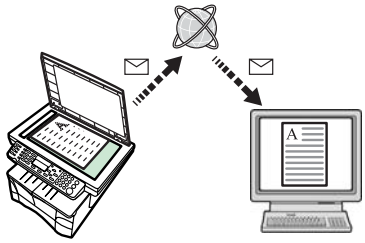
5 Making one copy from either two or four originals **Combine modes**. Refer to Chapter 1 in ***Advanced Operation Guide***, ***Using Combine Mode***.



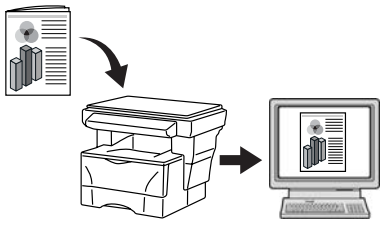
6 Collating automatically **Collate mode** (See page ***4-9***)



7 Sending scanned data by e-mail (See page ***4-13***)

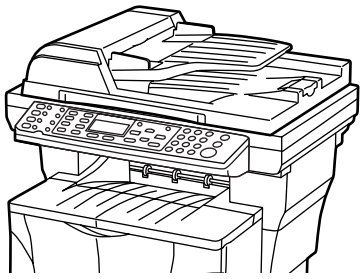


8 Making full-color scans (See page ***4-16***)

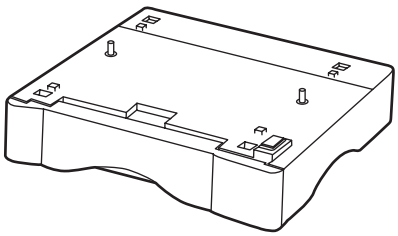


9 A full range of optional equipment is available

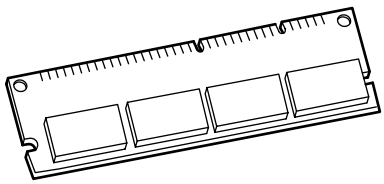
- Document processor (See page ***5-1***)



- Paper feeder (See page ***5-4***)



- Expansion memory (See page ***5-4***)



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Caution

No liability is assumed for any damage caused by improper installation.

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No responsibility is assumed if accidents occur while the user is following the instructions in this manual. No responsibility is assumed for defects in the printer's firmware (contents of its read-only memory).

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We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program.

About the International Energy Star Program

International Energy Star Program has as its basic goals the promotion of efficient energy use and the reduction of the environmental pollution that accompanies energy consumption by promoting the manufacture and sale of products that fulfill program standards.

International Energy Star Program standards require that multifunction machines come equipped with a low power Mode where printer and fax functions remain in a waiting state but energy consumption is still reduced after a certain amount of time elapses since the machine was last used, as well as a sleep mode where printer and fax functions remain in a waiting state but power consumption is still reduced to a minimum when there is no activity with the machine within a set amount of time. This product is equipped with the following features as a result of its compliance with International Energy Star Program standards.

Low Power Mode

The machine automatically enters low power mode when 5 minutes have passed since the machine was last used. The amount of time of no activity that must pass before low power Mode is activated may be lengthened. See ***Low Power Mode*** for more information.

Auto Sleep

The machine automatically enters sleep mode when 30 minutes have passed since the machine entered low power mode. The amount of time of no activity that must pass before sleep mode is activated may be lengthened. For more information see ***Auto Sleep***.

Paper Recycling

The Energy Star Program encourages the use of environmentally friendly recycled paper. Your sales or service representative can provide information about recommended media types.

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Please read this Operation Guide before using this machine. Keep it close to the machine for easy reference.

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.

DANGER: Indicates that serious injury or even death will very possibly result from insufficient attention to or incorrect compliance with the related points.

WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The following symbols indicate that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

.... [General warning]

.... [Warning of danger of electrical shock]

.... [Warning of high temperature]

The following symbols indicate that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

.... [Warning of prohibited action]

.... [Disassembly prohibited]

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The following symbols indicate that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

.... [Alert of required action]

.... [Remove the power plug from the outlet]

.... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing. (fee required)

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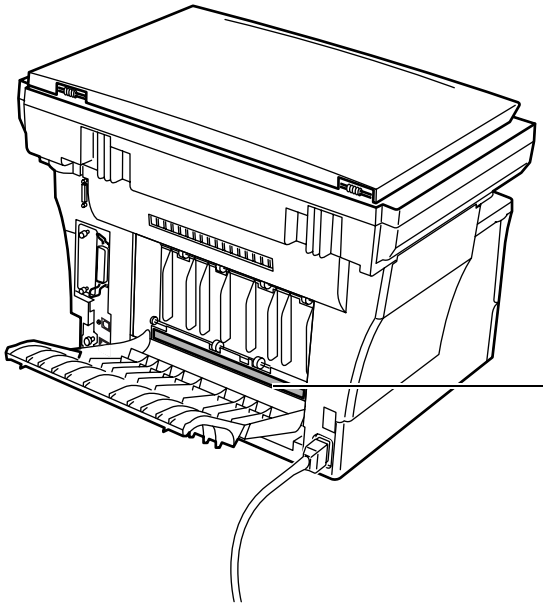
IMPORTANT! PLEASE READ FIRST.

⚠ CAUTION LABELS

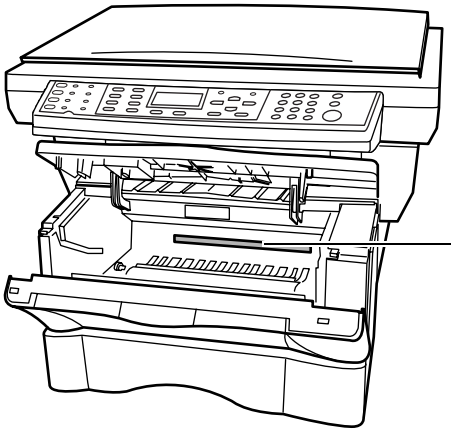
Caution labels have been attached to the machine at the following locations for safety purposes. Be sufficiently careful to avoid fire or electric shock when removing a paper jam or when replacing toner.

Note Do not remove these labels.



Label 1

High temperature inside.
Do not touch parts in this area, because there is a danger of getting burned. .....



Label 2

High temperature inside.
Do not touch parts in this area, because there is a danger of getting burned. .....

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INSTALLATION PRECAUTIONS

Environment

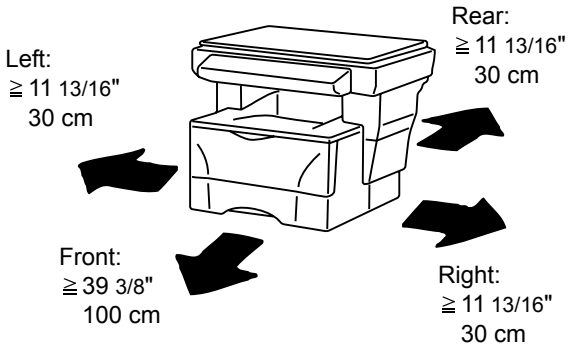
Caution

Avoid placing the machine on or in locations which are unstable or not level. Such locations may cause the machine to fall down or fall over. This type of situation presents a danger of personal injury or damage to the machine. .....

Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock. .....

Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire. .....

To keep the machine cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the vents, to allow air to be properly ventilated out of the machine. .....



Other precautions

Adverse environmental conditions may affect the safe operation and performance of the machine. Install in an air-conditioned room (recommended room temperature: around 68 °F (20 °C), humidity: around 65 %), and avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

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Power supply/Grounding the machine

Warning

Do not use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock. .....

Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock. .....

Always connect the machine to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative. .....

Other precautions

- Connect the power plug to the closest outlet possible to the machine.
- The power supply cord is used as the main disconnect device. Ensure that the socket/outlet is located/installed near the equipment and is easily accessible.

Handling of plastic bags

Warning

Keep the plastic bags that are used with the machine away from children. The plastic may cling to their nose and mouth causing suffocation. .....

PRECAUTIONS FOR USE

Cautions when using the machine

Warning

Do not place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the machine. This of situation presents a danger of fire or electrical shock should they fall inside. .....

Do not remove any of the covers from the machine as there is a danger of electrical shock from high voltage parts inside the machine. .....

Do not damage, break or attempt to repair the power cord. Do not place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage. These types of situations present a danger of fire or electrical shock. .....

Never attempt to repair or disassemble the machine or its parts as there is a danger of fire, electrical shock or damage to the laser. If the laser beam escapes, there is a danger of it causing blindness.....

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If the machine becomes excessively hot, smoke appears from the machine, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the power switch off (○) immediately, be absolutely certain to remove the power plug from the outlet and then contact your service representative.

If anything harmful (paper clips, water, other fluids, etc.) falls into the machine, turn the power switch off (○) immediately. Next, be absolutely certain to remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative. .....

Do not remove or connect the power plug with wet hands, as there is a danger of electrical shock. .....

Always contact your service representative for maintenance or repair of internal parts.

Caution

Do not pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (always grasp the power plug when removing the power cord from the outlet.) .....

Always remove the power plug from the outlet when moving the machine. If the power cord is damaged, there is a danger of fire or electrical shock. .....

If the machine will not be used for a short period of time (overnight, etc.), turn the power switch off (○). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the machine is not in use. .....

Always hold the designated parts only when lifting or moving the machine. .....

For safety purposes, always remove the power plug from the outlet when performing cleaning operations. .....

If dust accumulates within the machine, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the machine. .....

Other precautions

- Do not place heavy objects on the machine or cause other damage to the machine.
- Do not open the upper front cover, turn off the power switch, or pull out the power plug during copying.
- When lifting or moving the machine, contact your service representative.
- Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.
- Do not attempt to perform any operations not explained in this handbook.

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

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Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

Cautions when handling consumables

Caution

Do not attempt to incinerate the toner container. Dangerous sparks may cause burns.

Keep the toner container out of the reach of children. .....

If toner happens to spill from the toner container, avoid inhalation and ingestion, as well as contact with your eyes and skin. .....

If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.

If you do happen to ingest toner, rinse your mouth out with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.

If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.

If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy the toner container. .....

Other precautions

- After use, always dispose of the toner container in accordance with Federal, State and Local rules and regulations.
- Store all consumables in a cool, dark location.
- If the machine will not be used for an extended period of time, remove the paper from the cassette, return it to its original package and reseal it.

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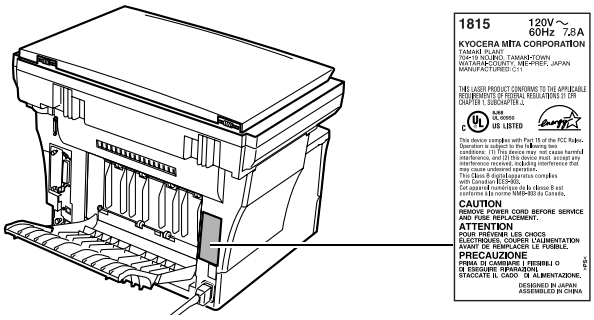
SAFETY OF LASER BEAM

1. Safety of Laser Beam

This copier has been certified by the manufacturer to Class 1 level under the radiation performance standards established by the U.S.DHHS (Department of Health and Human Services) in 1968. This indicates that the product is safe to use during normal operation and maintenance. The laser optical system, enclosed in a protective housing and sealed within the external covers, never permits the laser beam to escape.

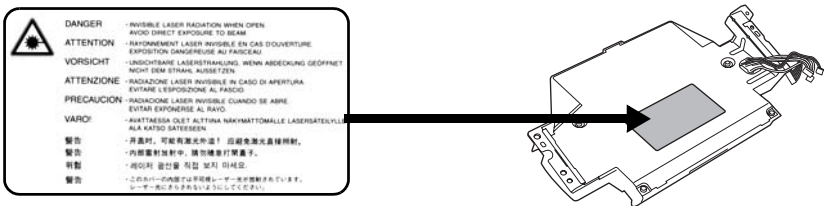
2. The CDRH Act

A laser-product-related act was implemented on Aug. 2, 1976, by the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration (FDA). This act prohibits the sale of laser products in the U.S. without certification, and applies to laser products manufactured after Aug. 1, 1976. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States. On this copier, the label is on the rear.



3. Optical unit

When checking the optical unit, avoid direct exposure to the laser beam, which is invisible. Shown at left is the label located on the cover of the optical unit.



4. Maintenance

For safety of the service personnel, follow the maintenance instructions in the other section of this manual.

5. Safety switch

The power to the laser unit is cut off when the upper front cover is opened.

Safety Instructions Regarding the Disconnection of Power

Caution The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

Attention Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement: ils ne mettent pas l'appareil hors tension.

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1815 COPIER LIMITED WARRANTY

1. Kyocera Mita America, Inc. and Kyocera Mita Canada, Ltd. (both referred to as "Kyocera Mita") warrants the Customer's new Multifunctional Product (refferred to as "MFP"), and the new accessories installed with the initial installation of the MFP, against any defects in material and workmanship for a period of one (1) year, or 100,000 copies/prints from date of installation by an Authorized Kyocera Mita Dealer for the 1815, whichever first occurs. In the event the MFP or an accessory is found to be defective within the warranty period, Kyocera Mita's only obligation and the Customer's exclusive remedy shall be replacement of any defective parts. It is understood that Kyocera Mita shall have no obligation to furnish labor.

2. This warranty is valid only as to the original retail purchaser (referred to as the "Customer") of a new Kyocera Mita MFP in the United States of America or Canada, based upon the country of purchase.

3. In order to obtain performance of this warranty, the Customer must immediately notify the Authorized Kyocera Mita Dealer from whom the product was purchased. If the Kyocera Mita Dealer is not able to provide service, write to Kyocera Mita at the address below for the name and address of the Authorized Kyocera Mita Dealer in your area.

4. This warranty does not cover MFP's or accessories: (a) which have become damaged due to operator negligence, misuse, accidents, improper storage or unusual physical or electrical stress, (b) which have used parts or supplies which are not genuine Kyocera Mita brand parts or supplies, (c) which have been serviced by a technician not employed by Kyocera Mita or an Authorized Kyocera Mita Dealer, or (d) which have had the serial number modified, altered, or removed.

5. This warranty does not cover Maintenance Kits or the components of Maintenance Kits, which consist of the drum unit, the fixing unit, and the developing unit. Kyocera Mita shall give the Customer a separate warranty for these items.

6. This warranty gives the Customer specific legal rights. The Customer may also have other rights, which vary from state to state, or province to province. Neither the seller, nor any other person is authorized to extend the time period, or expand this warranty on behalf of Kyocera Mita.

7. THIS WARRANTY IS MADE IN LIEU OF ALL OTHER WARRANTIES AND (CONDITIONS), EXPRESS OR IMPLIED, AND KYOCERA MITA SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY (OR CONDITION) OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THIS WARRANTY SHALL NOT EXTEND TO, AND KYOCERA MITA SHALL NOT BE LIABLE FOR, ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH MAY ARISE OUT OF THE USE, OR INABILITY TO USE, THE MFP.

KYOCERA MITA AMERICA, INC.

Headquarters:
225 Sand Road,
Fairfield, New Jersey 07004-0008
TEL : (973) 808-8444
FAX : (973) 882-6000

KYOCERA MITA CANADA, LTD.

6120 Kestrel Road, Mississauga,
Ontario L5T 1S8, Canada
TEL : (905) 670-4425
FAX : (905) 670-8116

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Introduction

This Basic Operation Guide has following chapters:

1 Installation

Contains initial installation and set-up procedures.

2 Names of Parts

Identifies the names and functions of the machine and operation panel.

3 Preparations

Contains explanations on loading paper and attaching the Face-up Tray.

4 Basic Operation

Explains how to make simple copies and prints and how to scan originals.

5 Optional Equipment

Describes the available optional equipment.

6 MaintenanceImportant

Describes the maintenance and toner replenishment procedures.

7 Troubleshooting

Explains how to handle problems such as error indications or paper jams.

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Guides included

The following guides are included with this machine. Refer to the guide that corresponds to your particular objective.

Basic Operation Guide (This guide)

This Basic Operation Guide contains explanations on the initial installation and set-up of this machine, the procedure to connect it to a computer, and the basic procedures for using this machine as a copier, printer, and scanner as well for resolving problems if trouble occurs.

Advanced Operation Guide

The Advanced Operation Guide contains explanations on copier, printer, and scanner functions as well as default settings that can be adjusted on this machine. This guide is stored in the CD-ROM as PDF document.

KX Printer Driver Operation Guide

Describes how to install and set the printer driver. This guide is stored in the CD-ROM as PDF document.

PRESCRIBE Technical Reference

PRESCRIBE is the native language of the Kyocera Mita printers. This Technical Reference contains the information about how the printing is performed using the PRESCRIBE commands as well as the font and emulation description. This guide is stored in the CD-ROM as PDF document.

PRESCRIBE Command Reference

Gives a detailed explanation of the PRESCRIBE command syntax and parameters with the aid of print examples. This guide is stored in the CD-ROM as PDF document.

KM-NET for Clients Operation Guide

KM-NET for Clients is a network printing utility intended to monitor and configure the printing system. This guide describes how to install and operate KM-NET for Clients. This guide is stored in the CD-ROM as PDF document (at [CD-ROM drive]:\Document\Utility\Clients\ClientsE.pdf).

KM-NET Direct Printing Operation Guide

KM-NET for Direct Printing is a utility that allows you to directly print PDF files without starting Adobe Acrobat by directly sending a PDF file through the Windows spooler. This guide describes how to install and operate KM-NET for Direct Printing. This guide is stored in the CD-ROM as PDF document (at [CD-ROM drive]:\Document\Utility\D_Printing\DirectPrintingE.pdf).

KM-NET for Accounting Operation Guide

KM-NET for Accounting is a utility that supports department management. This guide describes how to install and operate KM-NET for Accounting. This guide is stored in the CD-ROM as PDF document (at [CD-ROM drive]:\Document\Utility\Accounting\AccountingE.pdf).

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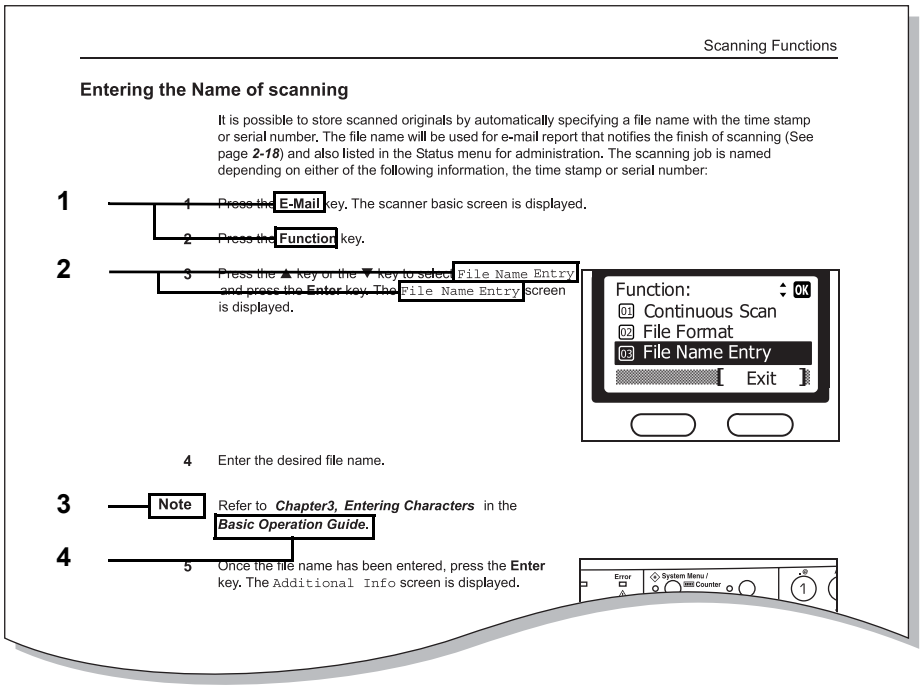
Conventions

This manual uses the following conventions:



1 **Bold** indicates key names.

2 `Courier` indicates content of the message display.

3 **Note**, **Important**, and **Caution** contain important information aside from the text.

4 *Italic* refers to another page or other guide.

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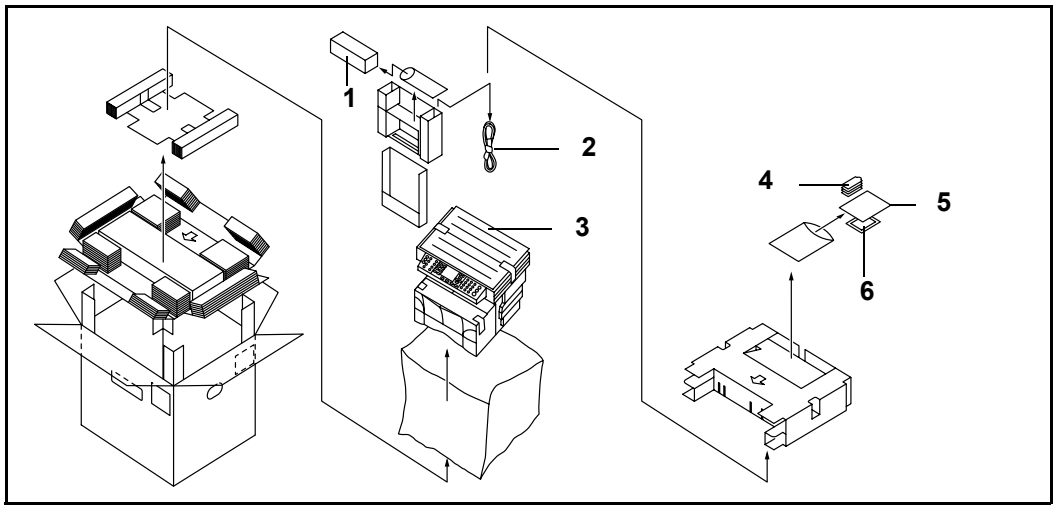
1 Installation

Be sure to perform the following installation procedure prior to using this machine.

Unpacking

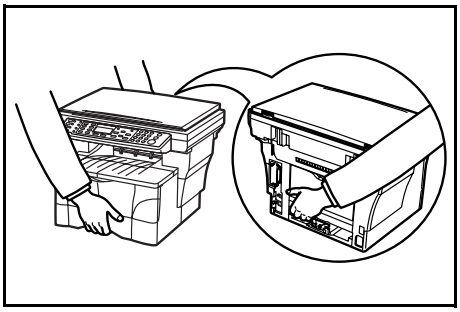
1 Remove all of the components to the machine from the box.



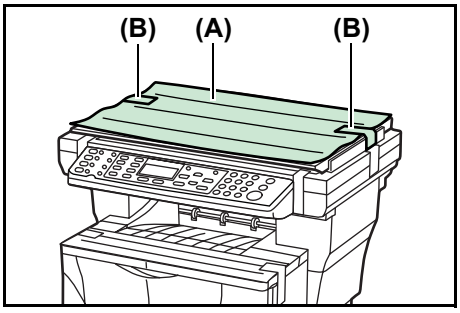
1 Toner Container	4 One-touch Key Sheet
2 Power Cord	5 Basic Operation Guide (this guide) and CD-ROMs
3 Main Body	6 Cleaning Cloth

Cautions

- Be sure to hold both the front and rear sides of the machine when carrying it, as shown in the illustration.
- Be sure not to pull the cassette out when holding the front of the machine.
- Be sure that the original cover is closed whenever transporting the machine.
- Do not attempt to carry the machine by holding only the top portion. Doing so may result in you dropping the machine and thereby damaging the machine and/or its covers.



2 Remove the protective sheet **(A)** and the 2 pieces of packing tape **(B)**.



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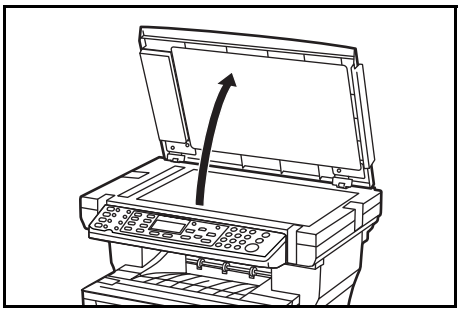
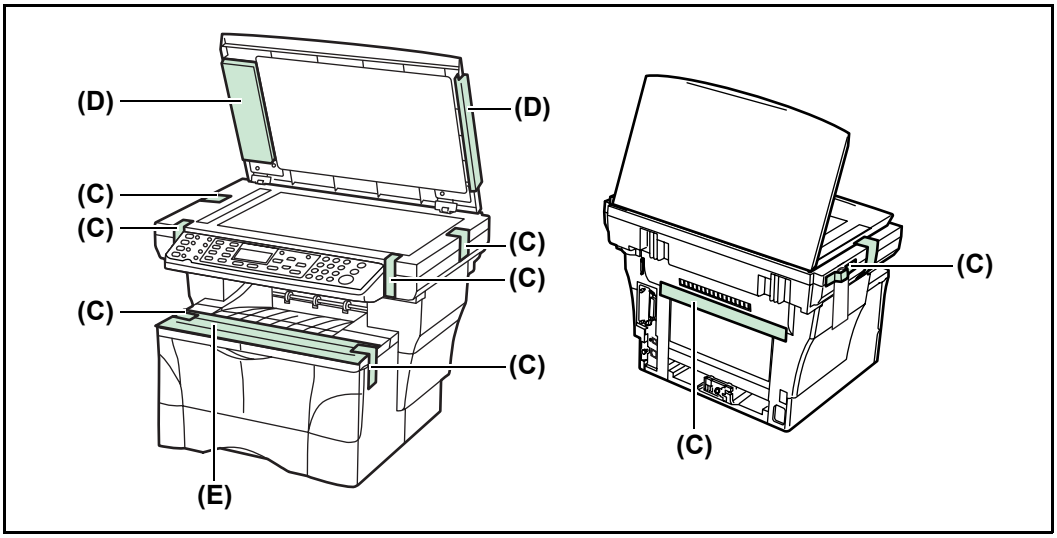
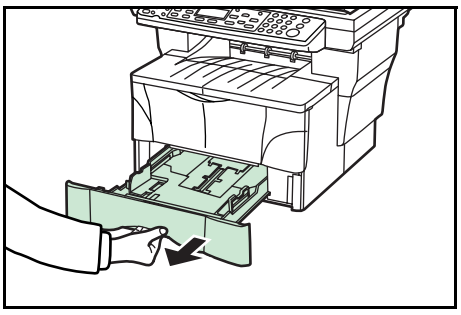
3 Open the original cover.



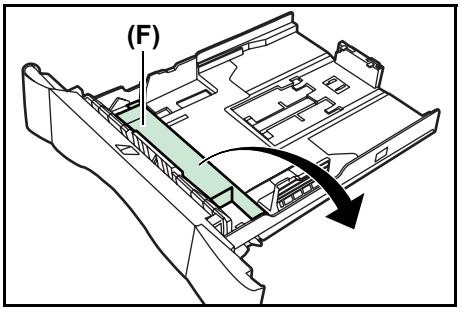
4 Remove the 8 pieces of packing tape **(C)**, the 2 pieces of protective packing **(D)** and the protective sheet **(E)**.



5 Pull the cassette out of the machine.



6 Remove the protective packing **(F)** from inside the cassette.



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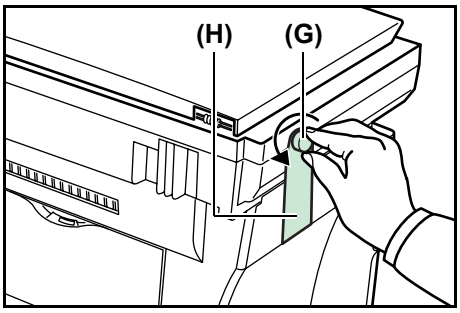
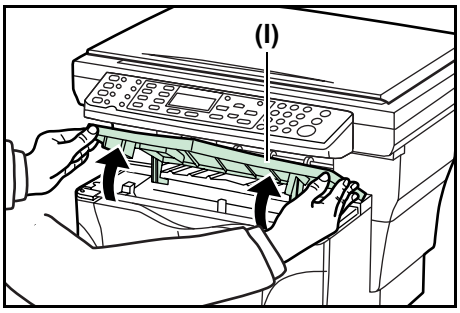
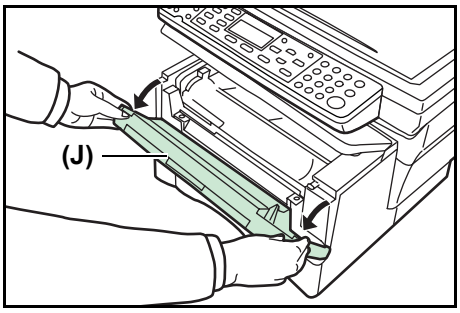
7 Turn the yellow transport pin **(G)** on the left side of the machine counter-clockwise to remove it and the paper tag **(H)**. (Refer to page ***1-3*** for information on where and how to store the pin.)



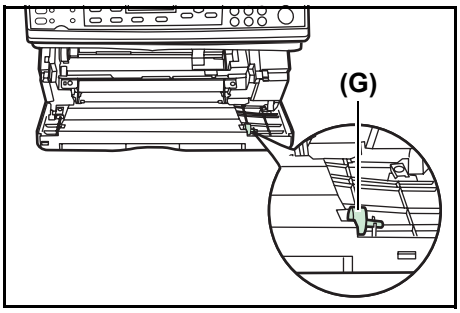
8 Open the top cover **(I)**.



9 Open the front cover **(J)**.



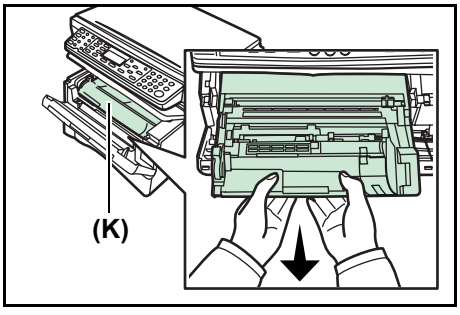
10 Store the yellow transport pin **(G)** [that you removed in step 7] on the inside of the front cover as shown in the illustration.



Note Save this pin in case you have to repack the machine for transportation at a later date.

Installing the Toner Container

1 Remove the process unit **(K)** from the machine.



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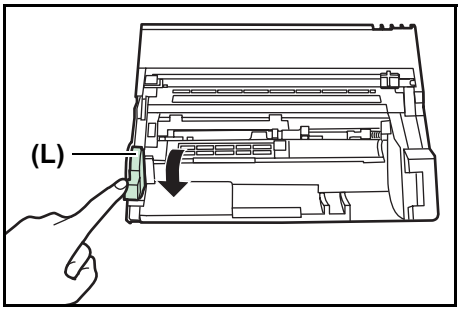
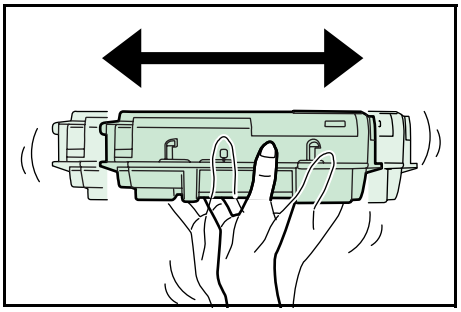
Important

- Place the process unit on a clean, level surface.
- Never expose the process unit to any sort of impact or shock.
- The drum in the process unit is sensitive to light. Never expose the drum even to normal office lighting (500 lux) for more than five minutes.

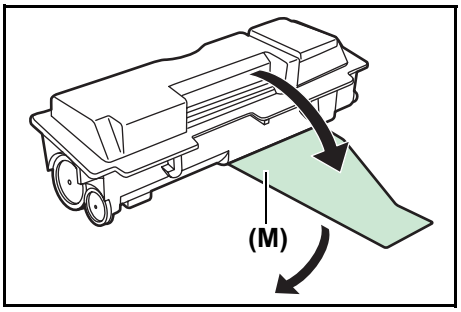
2 Move the lock lever **(L)** towards you until it is in its unlocked position (marked **UNLOCK**).



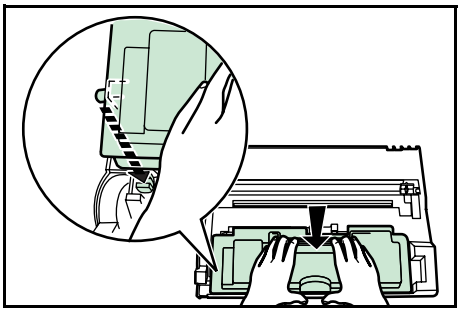
3 Shake the toner container horizontally back and forth 5 or 6 times so that the toner inside of it becomes evenly distributed.

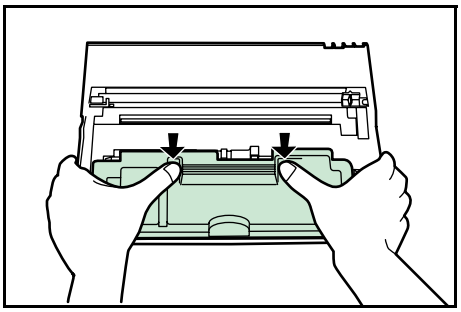


4 Remove the orange protective seal **(M)**.



5 Align the knob on the left side of the container with the groove in the process unit and set the toner container into the process unit. Push on the **PUSH HERE** marks on the toner container until the container clicks into place.





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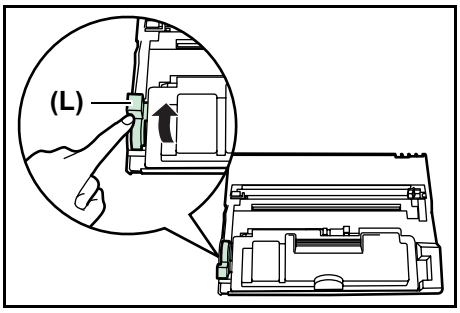
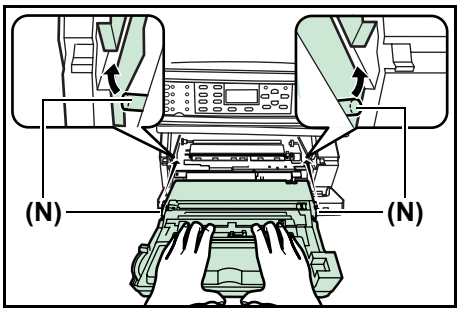
6 Push the lock lever **(L)** back into its locked position (away from you).



7 Set the process unit into the machine by aligning the pins **(N)** on both sides of the process unit with the guides inside the machine, and then slide the process unit into the machine until it stops.



8 Close the front cover and top cover.

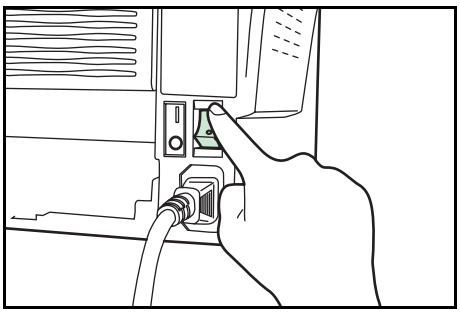
Turning the Machine on

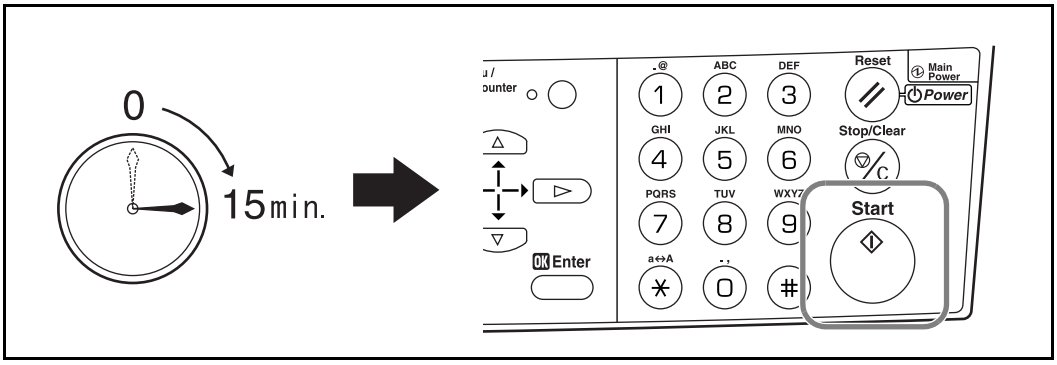
1 Connect the power cord.

2 Turn the power switch to the machine on (|).

The machine will begin replenishing the toner. Wait until it has completed that operation (approximately 15 minutes).

Once the toner has been replenished, `Ready to copy` or `Ready to send` will appear on the message display and the **Start** key will light.





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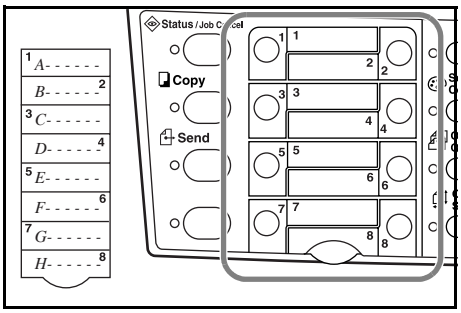
Using the One-Touch Key Sheet

The one-touch key sheet allows you to record destination information registered under the one-touch keys. Place the sheet next to the one-touch keys.

Enter the destinations onto the one-touch key sheet. (four spare one-touch key sheets are included with the machine.)



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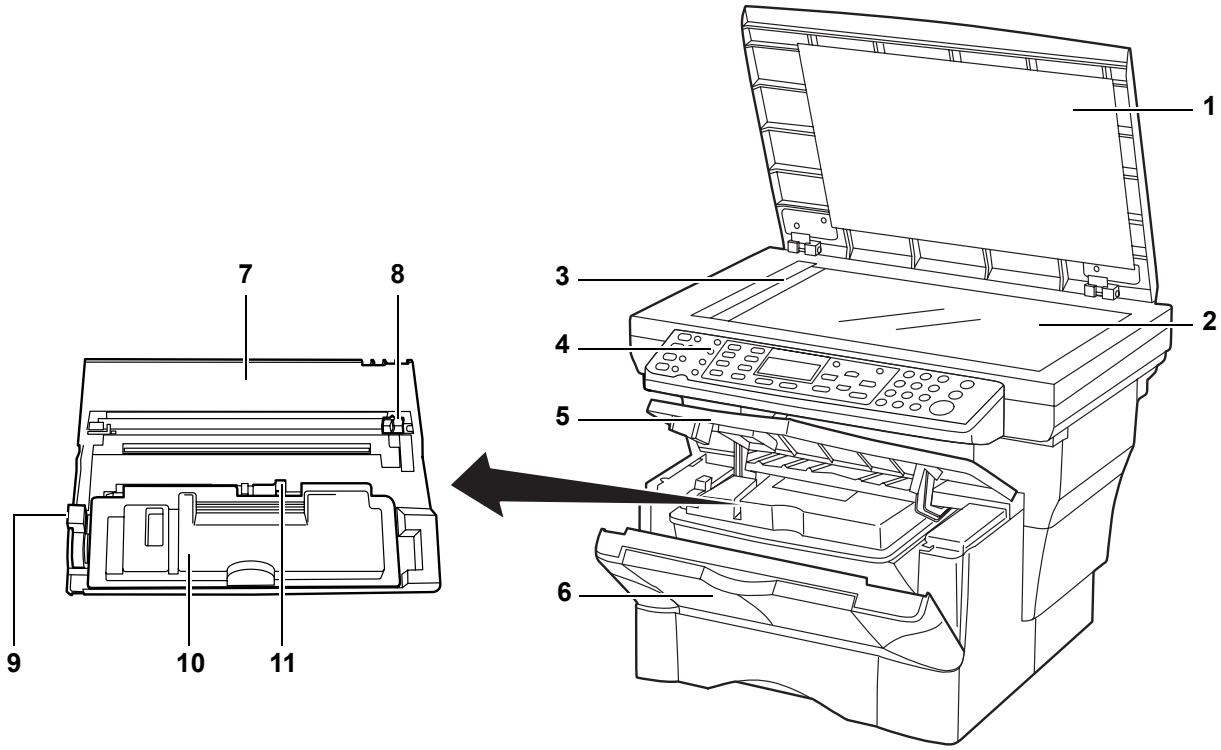
2 Names of Parts

Main Body



1 **Original Cover —** Open/close this cover when you are setting the original on the platen.

2 **Platen —** Set originals onto the platen. Be sure to lay originals face-down and align them flush up against the left rear corner of the platen.

3 **Original Size Indicator Plate —** Be sure to align originals flush up against this plate when setting them on the platen.

4 **Operation Panel —** Perform operations using the keys.

5 **Top Cover —** Open this cover to replace the toner container or if a paper jam occurs inside the machine.

6 **Front Cover —** Open this cover to replace the toner container or if a paper jam occurs inside the machine.

7 **Process Unit —** The module that contains photosensitive drum and developer unit.

8 **Charger Cleaner —** Cleans the charger wire.

9 **Lock Lever —** Locks toner container in place.

10 **Toner Container —** A plastic container that contains toner to develop image.

11 **Toner Container Release Lever —** Removes the toner container.

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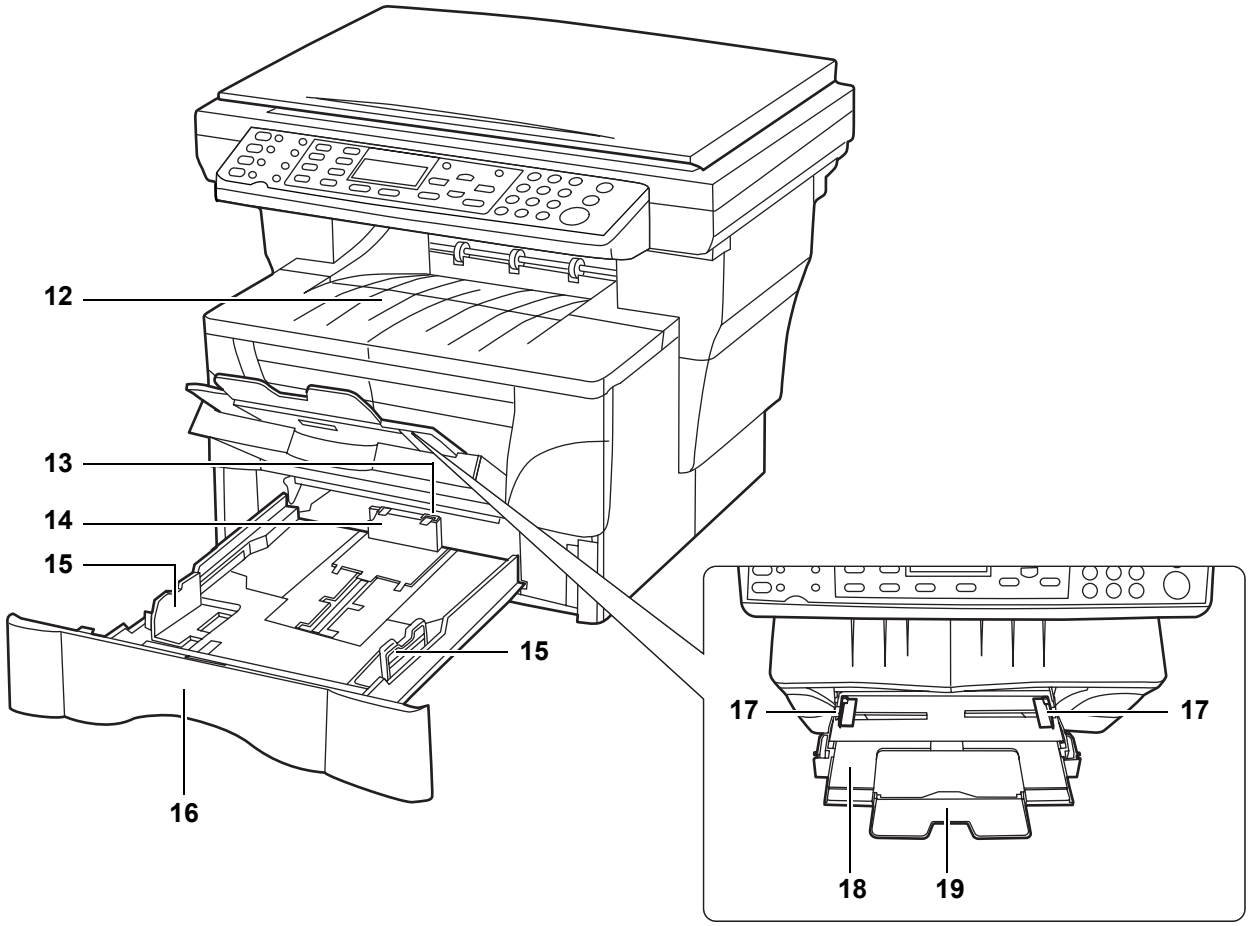

12 **Output Tray —** Finished copies or printouts can be ejected and stored on this tray.

13 **Stopper Extension Lock —** Use this lock when loading Folio or Oficio II size paper in the cassette.

14 **Paper Stopper —** Adjust this stopper to fit the length of the paper in the cassette.

15 **Paper Width Guides —** Adjust these guides to fit the width of the paper in the cassette.

16 **Cassette —** This cassette has a storage capacity of 250 sheets of standard paper (80 g/m²).

17 **Paper Width Guides (MP Tray) —** Align these guides to fit the width of the paper that is to be set on the MP tray.

18 **MP (Multi-Purpose) Tray —** Set paper on this tray when copying or printing onto small-size or special paper.

19 **MP Tray Extension —** Pull out this extension to keep originals from falling off the machine when using the MP tray.

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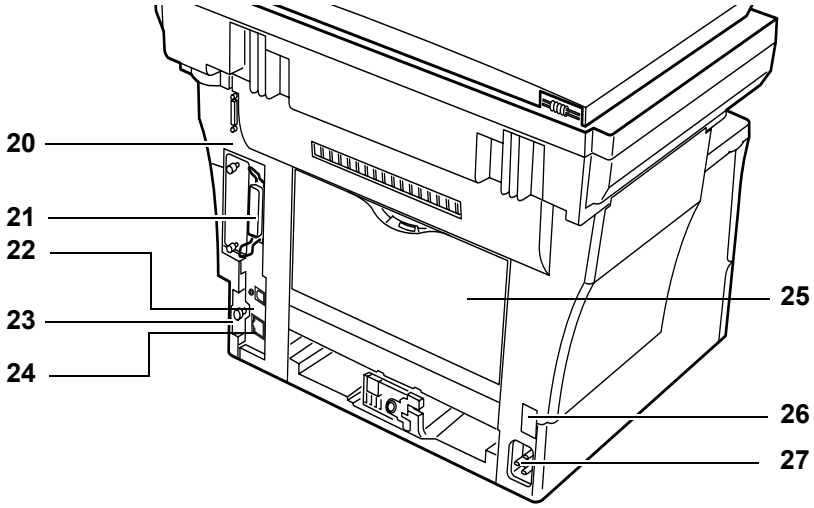

20 **Document Processor Connector —** Attach the connection cable here when installing the optional document processor.

21 **Parallel Interface Connector —** Use a parallel cable to connect the connector with a parallel port of your computer.

22 **USB Interface Connector —** This USB interface conforms to Hi-Speed USB2.0. Use a USB cable to connect this connector with a USB port of your computer.

23 **Right Cover Anchor Pin —** This pin must be removed and the right cover opened in order to access the slot for installing additional memory. If you need to add additional memory, contact your service representative or an authorized service center.

24 **Network Interface Connector —** Use a 10Base-T/100Base-TX network cable to connect the machine to a network.

25 **Rear Cover (Face-up Tray) —** When the rear cover is open, it is used as the face-up tray. Finished copies or printouts can be ejected and stored face-up on this tray.

26 **Power Switch —** Turn this switch on (|) before using this machine.

27 **Power Cord Receptacle —** Plug the AC Power Cord into this respectable.

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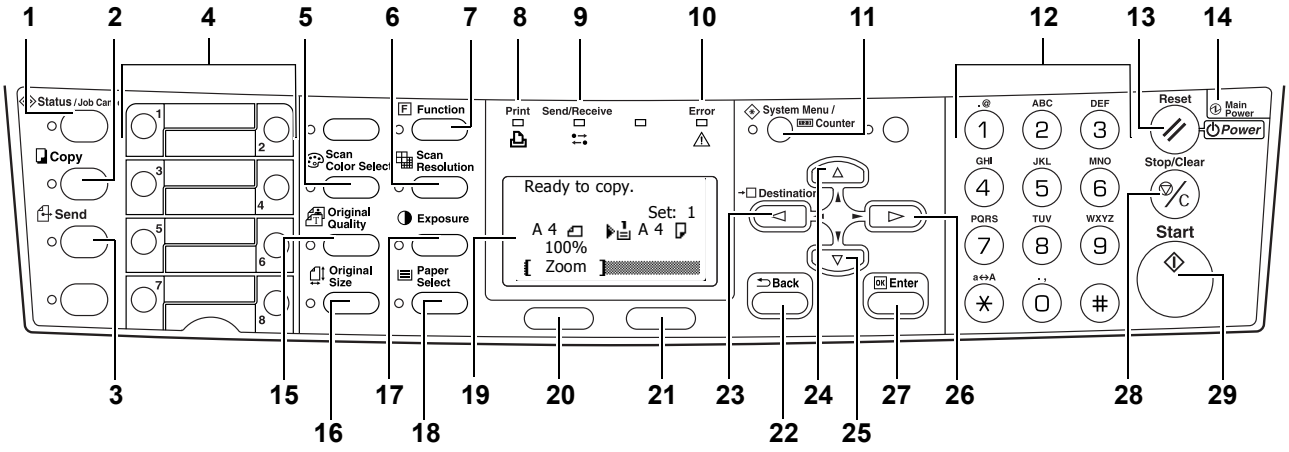
Operation Panel



1 **Status/Job Cancel Key and Indicator —** Press this key to light the indicator to access the `Status menu` screen. For details, refer to ***Chapter 4*** in ***Advanced Operation Guide***.

2 **Copy Key and Indicator —** Press this key to use the copier functions of this machine. The indicator will light when the machine is in the copier operation mode.

3 **E-Mail (Scan) Key and Indicator —** Press this key to use the scanner functions of this machine. The indicator will light when the machine is in the scanner operation mode.

4 **One-touch Keys (1 to 8) —** The one-touch keys can be used to register destination information. For details, refer to ***Chapter 5***, ***Advanced Operation Guide***, ***Registering Destination E-mail Address***. Enter the information for the registered destinations onto the supplied one-touch key sheet and insert the sheet between the one-touch keys from the bottom side of the operation panel.

5 **Scan Color Select Key and Indicator —** Press this key to light the indicator to change the Scan Color mode. For details, refer to ***Chapter 2*** in ***Advanced Operation Guide***, ***Selecting Scan Color Mode***.

6 **Scan Resolution Key and Indicator —** Press this key to light the indicator to change the scan resolution. For details, refer to ***Chapter 2*** in ***Advanced Operation Guide***, ***Selecting the Scanning Resolution***.

7 **Function Key and Indicator —** Press this key to light the indicator to access the `Function` screen.

8 **Print Indicator —** This indicator flashes green when the machine is processing a printing job.

9 **Send/Receive Indicator —** This indicator flashes green when the machine is sending or receiving data.

10 **Error Indicator —** This indicator flashes red when an error has occurred. In this case, check the message display and perform the appropriate procedure to correct the error. See page ***7-3***. This indicator lights red when the machine is experiencing a mechanical problem. Turn the power switch off (○) and then back on (|) again. If the Error indication does not go out, make a note of the message that appears in the message display.

11 **System Menu/Counter Key and Indicator —** Press this key to light the indicator to perform default settings, change the language on the display, etc. (For details, refer to ***Chapter 5*** in ***Advanced Operation Guide***.)

12 **Keypad —** Use these keys to set the number of copies to be made or enter other values. You can also use these keys to enter characters.

13 **Reset/Power Key —** Press this key to reset all temporary configurations previously made. The machine returns to the initial mode†. Press down on this key for at least two seconds to engage the sleep mode. To release the machine from the sleep mode, press the same key again. (See page ***4-12***.)

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14 **Main Power Indicator —** This indicator lights red when the power switch is turned on (|).

15 **Original Quality Key and Indicator —** Press this key to light the indicator to select the original quality. See page ***4-2***.

16 **Original Size Key and Indicator —** Press this key to light the indicator to select the size of the original. For details, refer to the ***Advanced Operation Guide***.

17 **Exposure Key and Indicator —** Press this key to light the indicator to change the exposure setting.

18 **Paper Select Key and Indicator —** Press this key to light the indicator to switch paper feed between the cassette(s) and the MP tray.

19 **Message Display —** Displays messages on how to operate the machine as well as when trouble occurs. For details, refer to the following page.

20 **Left Select Key —** Press this key when selectable items are displayed on the bottom line of the message display and to select the left item. If you press this key while [Cancel] appears on the message display, the display will return to the top screen for the menu that is currently being set.

21 **Right Select Key —** Press this key when selectable items are displayed on the bottom line of the message display and to select the right item.

22 **Back Key —** Press this key to go one level back (higher) in relation to the current menu.

23 **◀ Key -** Press this key to move the cursor in the message display to the left. Press this key as well to verify, enter or delete an e-mail destination.

24 **▲ Key —** Press this key to move the cursor upward in the message display. When setting the zoom ratio, registering a custom paper size, or making settings for one of the timers, use this key to change the currently selected value to that desired. Holding down this key will allow you to continuously change the selected value.

25 **▼ Key —** Press this key to move the cursor downward in the message display. When setting the zoom ratio, registering a custom paper size, or making settings for one of the timers, use this key to change the currently selected value to that desired. Holding down this key will allow you to continuously change the selected value.

26 **▶ Key —** Press this key to move the cursor in the message display to the right.

27 **Enter Key —** Press this key as well during default settings in order to select the current default item or register the currently displayed setting.

28 **Stop/Clear Key —** Press this key to stop scanning or copying.

29 **Start Key and Indicator —** Press this key to start copying or scanning. Copying or scanning, as appropriate, will begin immediately if you press this key when the indicator is lit green.

† Initial mode is the state in which the machine enters after warm-up. If no operation is made on this machine for a preset period of time, the machine will return to the initial mode. Be aware that any settings that are in progress will be cleared. For details, refer to ***Chapter 5*** in ***Advanced Operation Guide***, ***Auto Panel Reset***.

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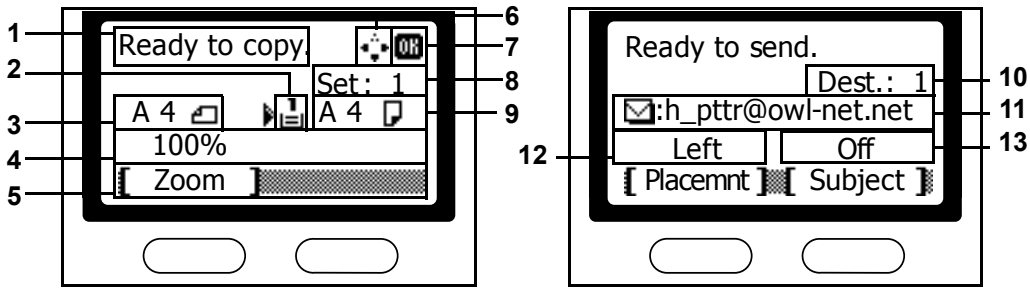
Message Display

The following examples explain the messages and icons used on the message display.



Copier Screen

Scanner Screen

Reference number	Meaning
1	Indicates the current status of the machine. Also displays the title of the current menu whenever the operation panel is being used.
2	Displays an icon that indicates the currently selected source of paper feed. The meaning of each icon is as indicated below.
	The standard paper cassette is currently selected. When this icon is displayed as , there is no paper is the cassette.
	The paper cassette for the optional paper feeder is currently selected. When this icon is displayed as , there is no paper is the cassette.
	The MP Tray is currently selected.
3	Displays the size of the original(s).
4	Displays the currently selected setting when there is a corresponding menu that can be set using the left **select** key and the right **select** key.
5	Displays the title of the corresponding menu that can be set using the left **select** key and the right **select** key.
6	Indicates which keys can be used, the ▲ key, the ▼ key, the ◀ key, or the ▶ key, when scrolling through the menus as well as when entering characters.
7	Indicates whether or not the current setting can be registered using the **Enter** key. When this icon is displayed, the **Enter** key can be used to register that setting.
8	Displays the number of copies.
9	Displays the paper size to be copied.
10	Displays the number of destinations. (Only one destination is possible with this machine.)
11	Displays the destination e-mail address.
12	Displays `Rear` when top edge to rear has been selected as the original placement setting, and `Left` when top edge to left has been selected.
13	Displays `On` when the subject or message of e-mail to send scanned images to a destination contains an entry or `Off` when subject or message contains no entry.

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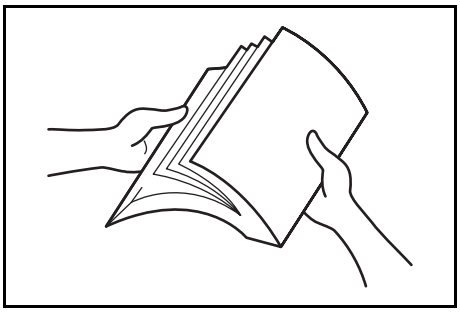
3 Preparations

Loading Paper

Paper can either be loaded into the cassette or set on the MP tray. For details on the media types that can be used, refer to the ***Advanced Operation Guide***.

Notes



- After taking new paper out of its packaging, be sure to fan through them a few times to separate the sheets before loading the paper into a cassette or setting it on the MP tray.
- If you are using paper that has been folded or is curled at all, straighten it out before loading the paper into a cassette or setting it on the MP tray. Failure to do so may result in a paper jam.
- If you will not be using the machine for a prolonged period of time, remove all paper from the cassette(s) and seal in its original packaging in order to protect it against moisture.

Important

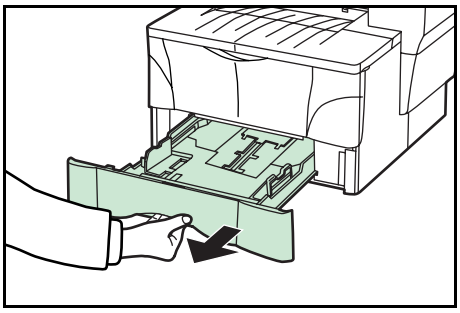
- If you ever use paper that has already been copied or printed onto, be sure not to use paper that still has staples or clips attached to it. Doing so may result in lowered copying or printing quality or even damage to the machine.

Loading Paper Into a Cassette

Standard paper (60 to 90 g/m²), thick paper (90 to 105 g/m²), recycled paper, or color paper can be loaded into each cassette. Up to 250 sheets of standard paper (80 g/m²) can be loaded into each cassette at one time.

The sizes of paper that can be loaded into the cassettes are: A4, A5R, ISO B5, JIS B5, Folio, 16K, 8 1/2 × 14" (Legal), 8 1/2 × 11" (Letter), Executive, and 8 1/2 × 13" (Oficio II).

1 Pull the cassette all the way out of the machine.



Important When pulling the cassette out of the machine, be sure to support it so that it doesn't fall out suddenly.

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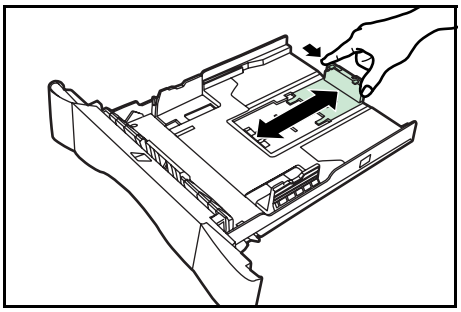
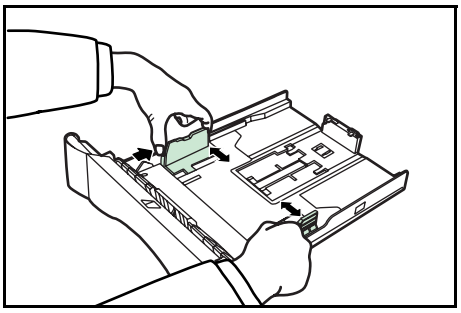
2 Adjust the paper stopper in the rear portion of the cassette by pressing in on the release buttons and sliding the paper stopper to the fit the size of the paper being loaded. The paper sizes are marked on the bottom of the cassette.

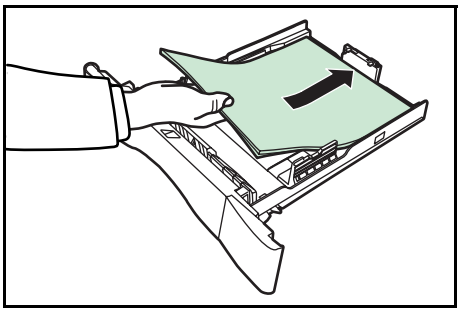
The factory default setting is A4/Letter size paper. For information on adjusting the paper stopper for Folio or Oficio II size paper, see ***Adjusting the Paper Stopper for Folio or Oficio II Size Page*** on page ***3-3***.



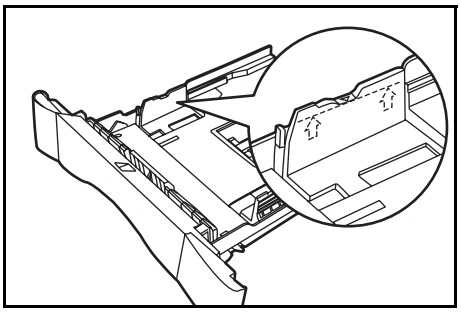
3 Adjust the paper width guides on both sides of the cassette by pressing in on the release buttons and sliding the guides to fit the width of the paper being loaded in the cassette.



4 Set the paper in the cassette so that the leading edge is aligned against the paper stopper, but making sure that none of the paper gets caught on the overhanging tabs.

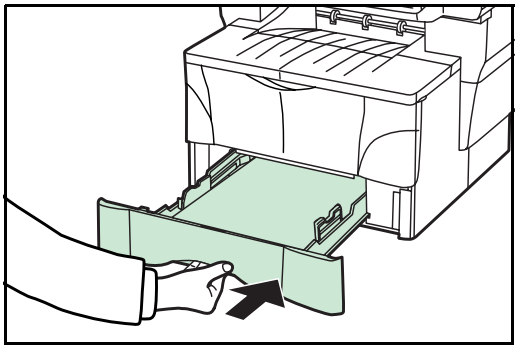


Notes



- Always adjust the paper stopper and paper width guides before loading paper into the cassette. Failure to do so may result in skewed paper feed and/or a paper jam.
- Make sure that the paper is set securely against the paper stopper and the paper width guides. If there is any gap between the paper and the stopper or guides, readjust the paper stopper and/or the paper width guides, as appropriate.
- Make sure to face the side to be printed downward.
- Be sure to load paper so that it is not folded or curled, etc.
- Do not load more paper than indicated by the lines located on the width guides.

5 Push the cassette securely all the way back into the machine until it stops.



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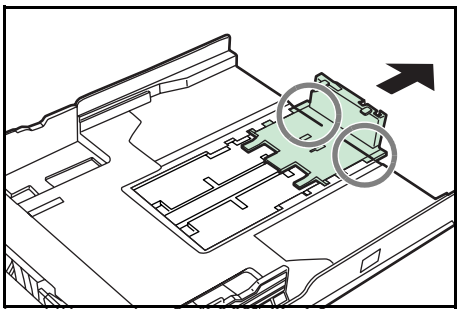
6 Register the paper size loaded in the corresponding cassette above by using the operation panel. For detail, refer to ***Chapter 5*** in ***Advanced Operation Guide***, ***Selecting Paper Size and Media Type***.

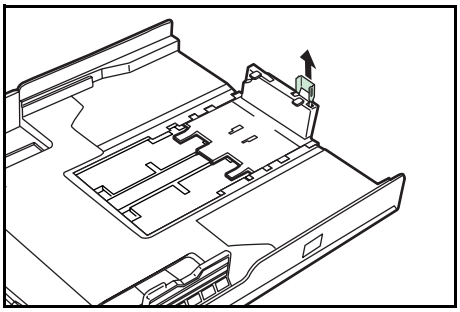
Adjusting the Paper Stopper for Folio or Oficio II Size Page

Perform the following procedure to adjust the paper stopper to load Folio or Oficio II size paper into the cassette.

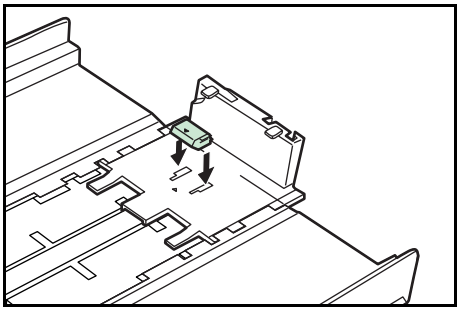
1 Slide the paper stopper towards the rear of the cassette until the grooves that are cut into the paper stopper are aligned with the rear edge of the cassette.



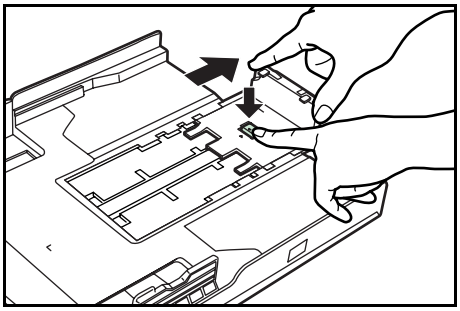
2 Remove the stopper extension lock from the paper stopper.



3 Insert the stopper extension lock into the holes in the paper stopper.



4 Press down on the stopper extension lock and slide the paper stopper towards the rear of the cassette to set the lock into place. The paper stopper is now in position for Folio and Oficio II size paper.



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Loading Paper on the MP Tray

Standard paper (60 to 90 g/m²), thick paper (90 to 163 g/m²), color paper, transparencies, and letterhead paper can be set on the MP tray. Always use the MP tray when copying and printing onto special paper.

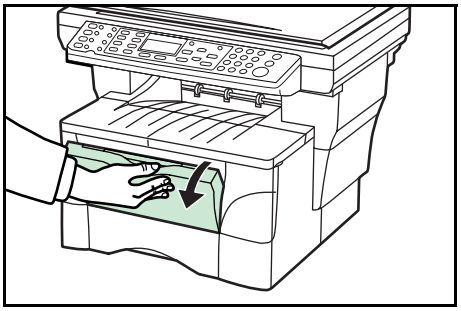
The types of paper and the number of sheets that can be set on the MP tray at one time are as follows:

- Standard paper (80 g/m²): 50 sheets
- Thick paper (120 g/m²): 25 sheets
- Thick paper (160 g/m²): 10 sheets
- Transparencies: 1 sheet

Important

- After setting paper on the MP tray, be sure to use the operation panel to select the paper size. For details, refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Select the Original Size for Copying***.
- To use non-standard size paper, be sure to register the custom paper size. For details, refer to ***Chapter 5*** in ***Advanced Operation Guide***, ***Registering Custom Paper Size***.
- When using transparencies, be sure to use a type of film that can withstand the heat of the fixing process. The following products are recommended: Arkwright (LTR) or 3M PP2500 (A4)

1 Open the MP tray towards you until it click into place.



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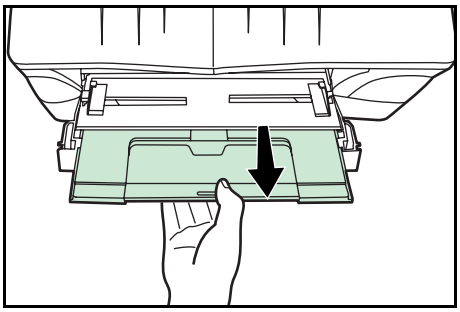
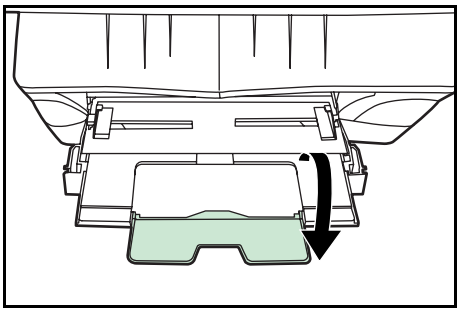
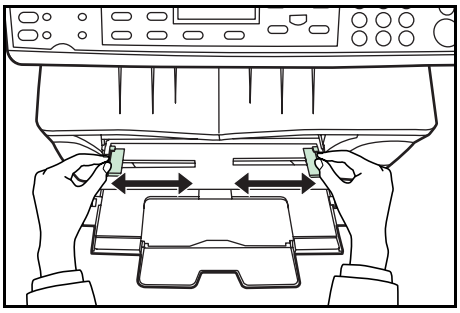
2 Pull out the MP tray extension and then flip it open.



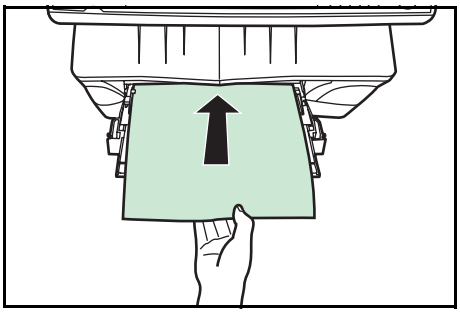


3 Adjust the paper width guides to fit the width of the paper.



4 Slide the paper all the way in, along the paper width guides, as far as it will go.

When you are setting paper on the MP tray, make sure that the side to be copied or printed onto is facing upward.



Notes

- Only load the MP Tray when you are planning to use it. Do not leave paper in the MP tray for long periods of time.
- When using 8 1/2 x 14" (Legal), 8 1/2 x 13" (Oficio II), or Folio size paper, it is recommended that you use the cassette(s). If you need to use the MP Tray and the paper does not feed smoothly, continue to support the paper by its trailing edge until all of the paper has been fed into the machine.

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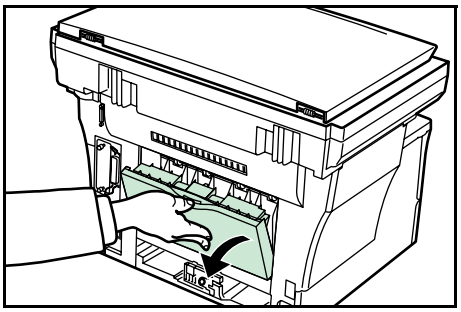
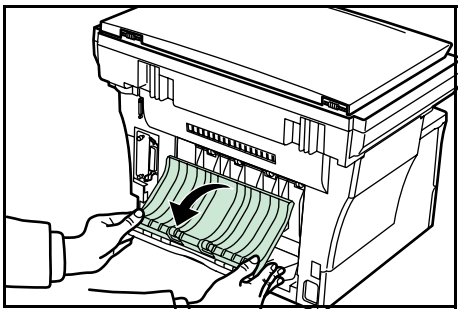
Using the Face-up Tray

When copying and printing onto special paper, such as thick paper (90 to 163 g/m²), and transparencies, always use the face-up tray. The face-up tray has a storage capacity of approximately 30 sheets of standard paper (80 g/m²) but only 1 sheet of special paper should be stored there at one time.

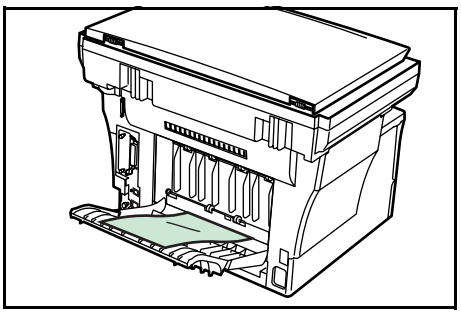
Note To avoid paper jam or damage to the machine, do not leave more than approximately 30 sheets of standard paper or one sheet of special paper in the face-up tray.

1 Open the face-up tray (located at the rear of the machine).





2 Perform the standard copying or printing procedure. Finished copies or printouts will be output onto the face-up tray.



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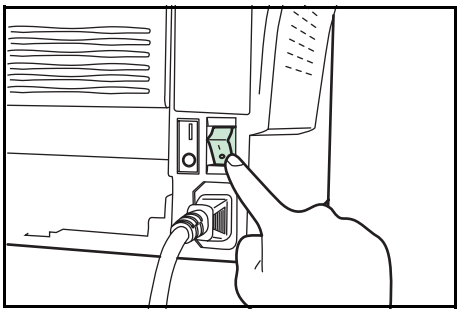
Connecting the Cables

The machine has the connectors for connection with either network or directly to a computer.

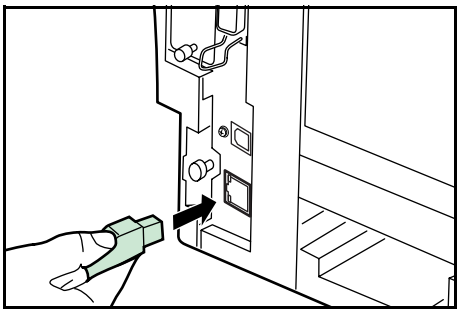
Connecting the Network Cable

To connect the machine to a network, use an network cable (10Base-T or 100Base-TX).

1 Turn the power switch located on the rear side of the machine off (○), and remove the power cord from the outlet.



2 Connect the network cable to the network interface connector at the rear side of the machine.



3 Connect the other end of the network cable to your network device (hub).

4 Make network settings on the operating panel. See page ***3-10.***

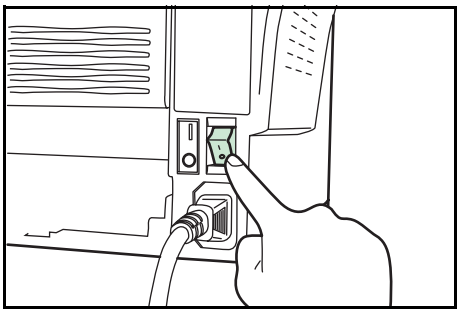
Connecting the Parallel or USB Cable

To connect the machine directly to your computer, use either a parallel cable or USB cable.

Notes

- Use the USB cable that complies with Revision 2.0 of USB standard with a rectangular Type A plug and a square Type B plug.
- The connecting the USB cable should be shielded and not be longer than 5 meters (16 feet).

1 Turn the power switch located on the rear side of the machine off (○), remove the power cord from the outlet and turn the power off to your computer.



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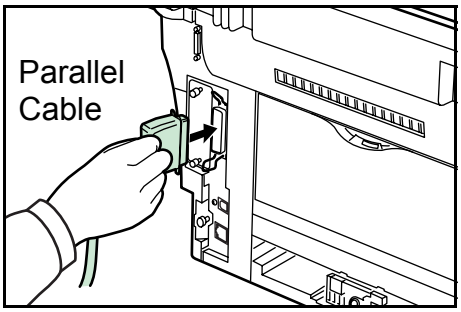
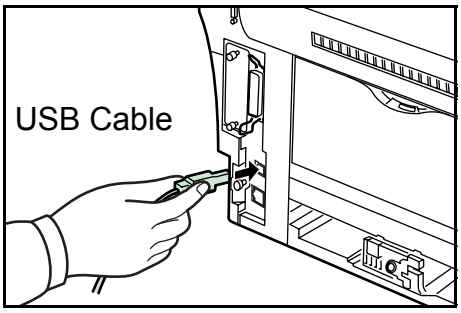
2 Connect the printer cable (not included) to connector located at the rear side of the machine.

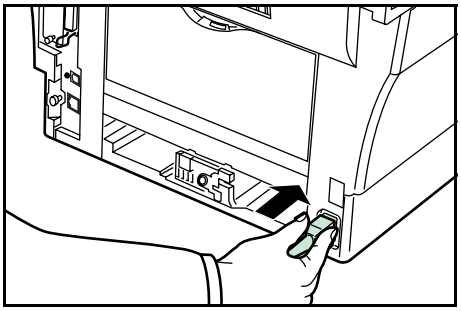




3 Connect the other end of the printer cable to the parallel interface connector or USB interface connector on your computer.

Connecting the Power Cord

Connect the power cord to the power cord receptacle at the rear side of the machine. Connect the other end of the power cord to a power outlet.



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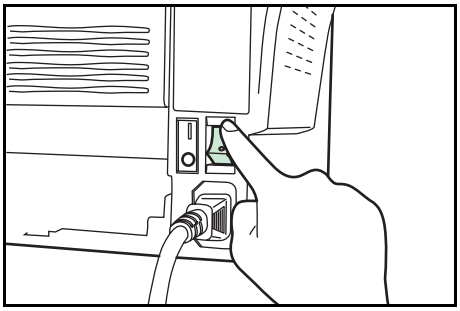
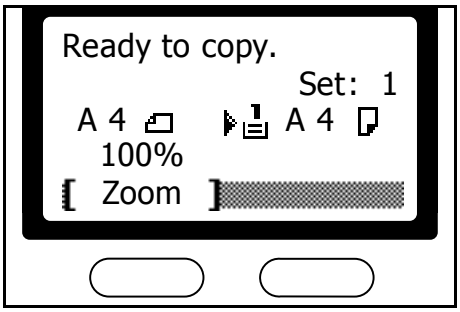
Turning the Power Switch On

Turn the power switch on (|). The machine will begin to warm up. Once warm-up is completed, the basic screen is displayed.





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Network Settings

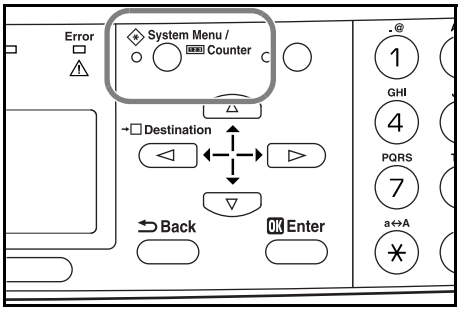
Registering the IP Address

Perform the following procedure to assign the IP address.

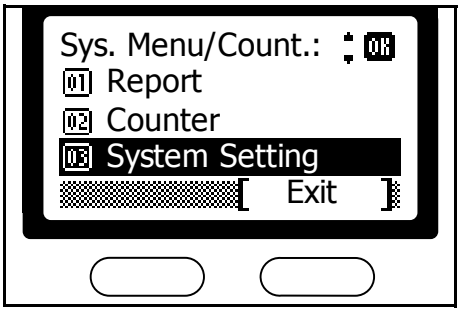
Notes

- To connect the machine to the network using TCP/IP protocol, you must set the IP address on the machine. The IP address must be unique to the machine and should be obtained from your network administrator.
- Any changes made to the network settings will become valid after you turn the power to the machine off and then back on again.
- If you use the following procedure to manually register the IP address, be sure to turn the DHCP setting Off and the TCP/IP setting On. For details, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Network Settings***.

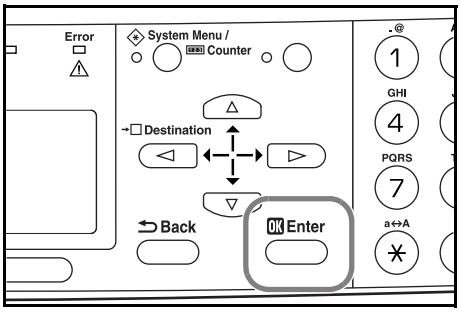
1 Press the **System Menu/Counter** key.



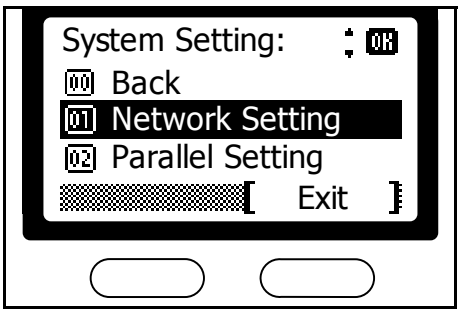
2 Press the ▲ key or the ▼ key to select `System Setting`.



3 Press the **Enter** key.



4 Press the ▲ key or the ▼ key to select `Network Setting`.



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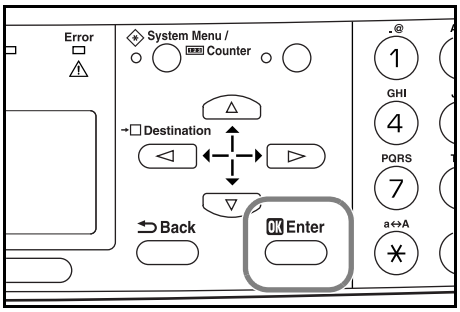
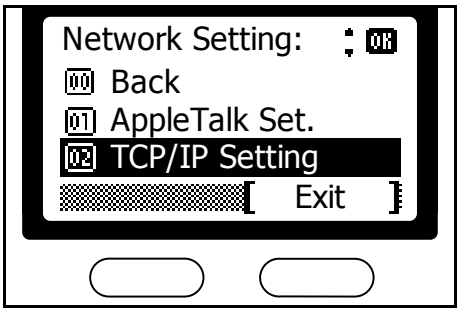
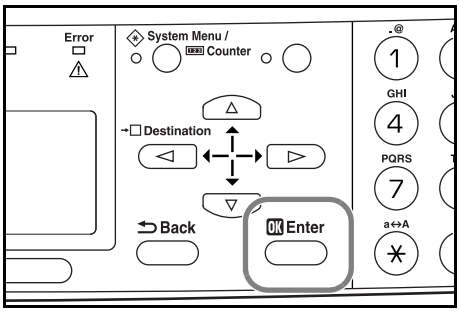
5 Press the **Enter** key.



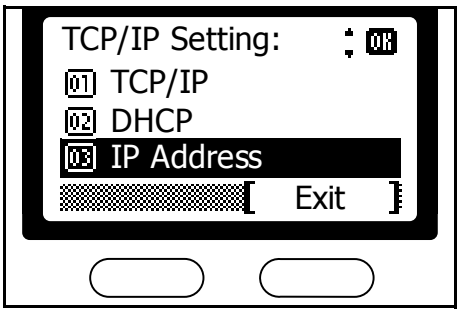
6 Press the ▲ key or the ▼ key to select `TCP/IP Setting`.



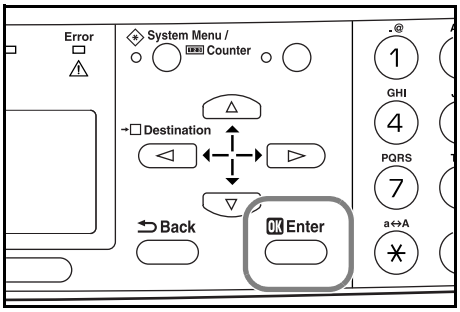
7 Press the **Enter** key.



8 Press the ▲ key or the ▼ key to select `IP Address`.



9 Press the **Enter** key.



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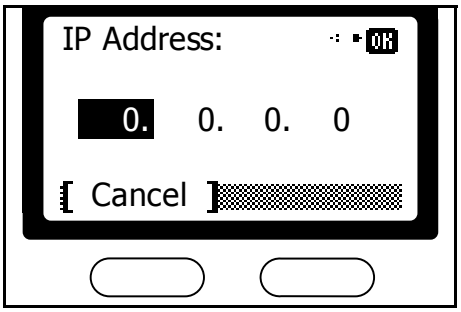
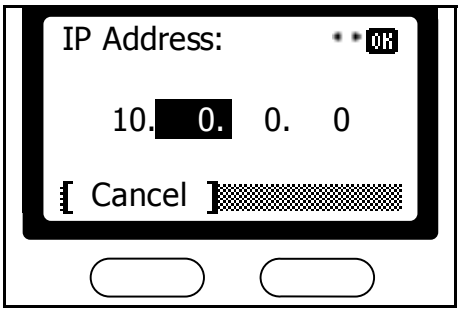
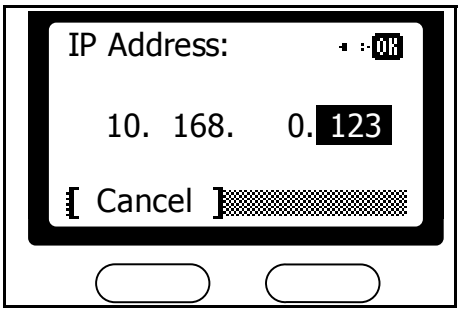
10 Use the keypad to enter the IP address. Enter the first segment of the IP address.



11 Press the ▶ key and enter the second segment of the IP address.

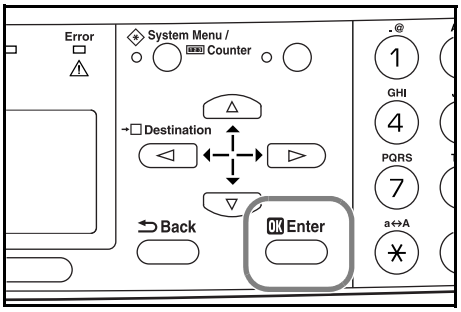


12 Press the ▶ key and enter the third segment, then press again and enter the last segment.



13 Press the **Enter** key. The message display shows `Completed` and returns to the `TCP/IP Setting` copy basic screen.

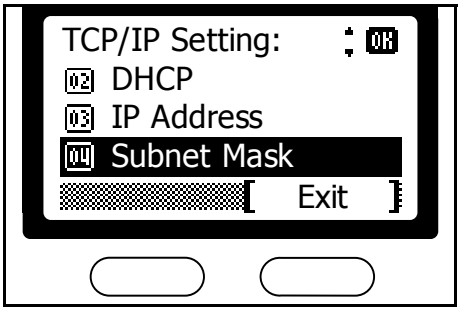
Next, perform the following procedure to assign the Subnet Mask.



Registering the Subnet Mask

To assign the Subnet Mask, repeat steps 1 to 7 in the above procedure.

1 Press the ▲ key or the ▼ key to select `Subnet Mask`.



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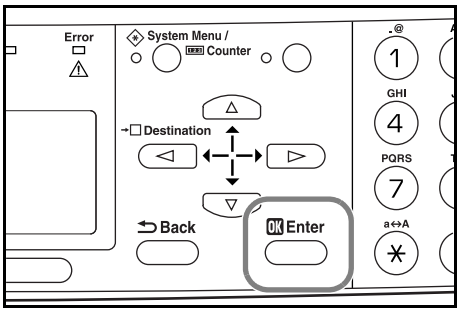
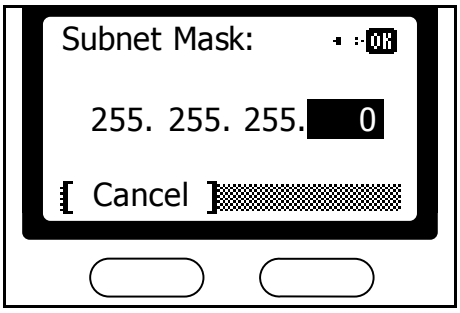
2 Press the **Enter** key.



3 Enter the Subnet Mask address, starting the first segment.

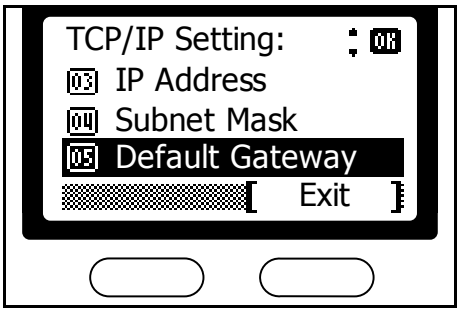
Next, perform the following procedure to assign the Default Gateway.



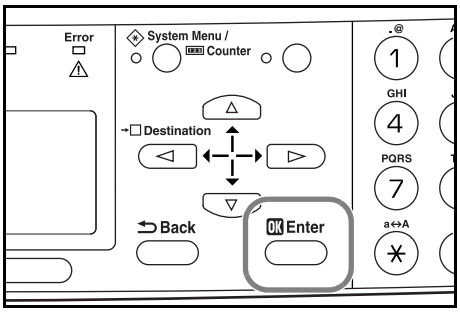
Registering the Default Gateway

To assign the Default Gateway, repeat steps 1 to 7 in the above procedure.

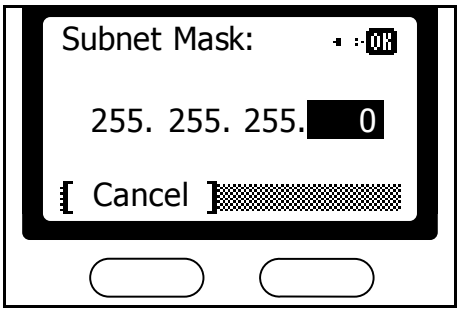
1 Press the ▲ key or the ▼ key to select `Default Gateway`.



2 Press the **Enter** key.



3 Enter the Default Gateway address, starting the first segment.



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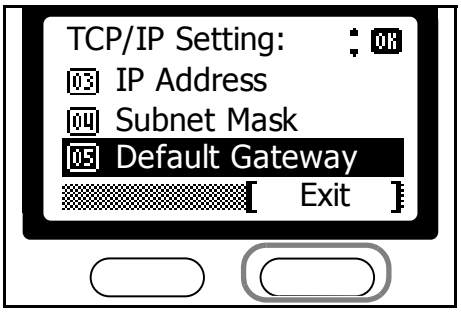
4 When you finish making all of the network setting, press the right **select** key. The message display returns to the basic screen.



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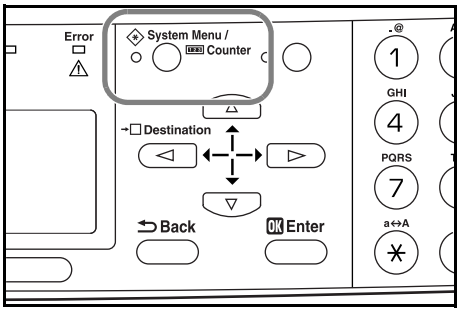
Setting the Time Zone

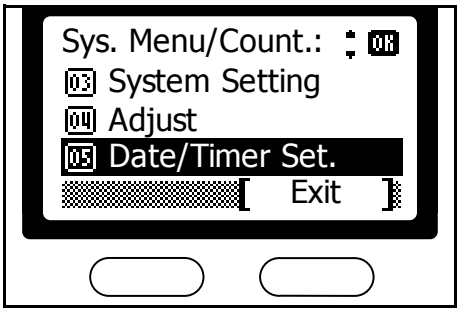
Perform the following procedure to select the time zone.

You can also make this setting using COMMAND CENTER. For details on COMMAND CENTER, refer to ***Chapter 5*** in ***Advanced Operation Guide***, ***Time Zone***.

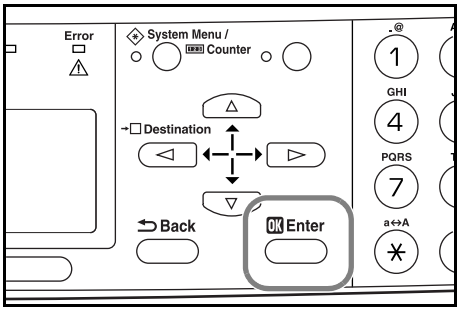
1 Press the **System Menu/Counter** key.



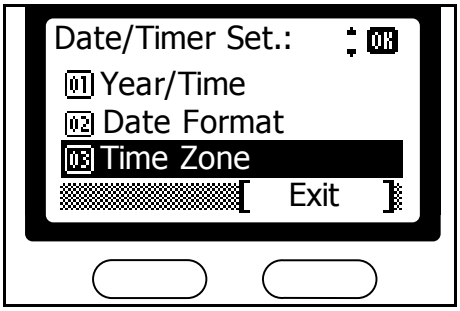
2 Press the ▲ key or the ▼ key to select `Date/Timer Set`.



3 Press the **Enter** key.



4 Press the ▲ key or the ▼ key to select `Time Zone`.



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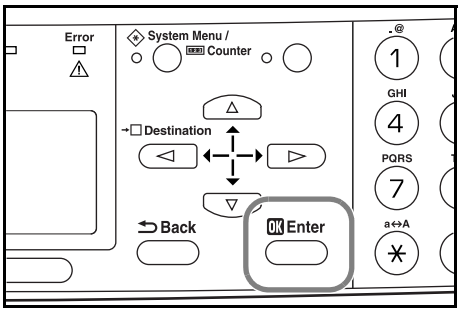
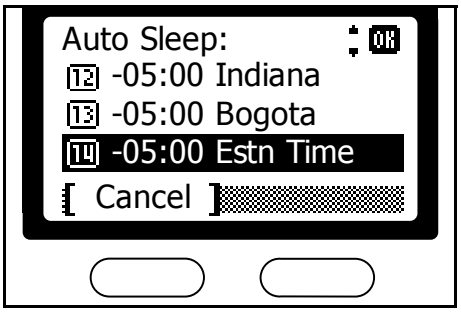
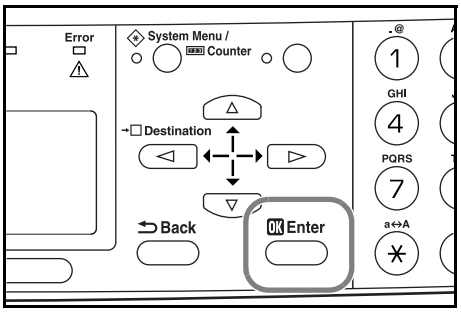
5 Press the **Enter** key.



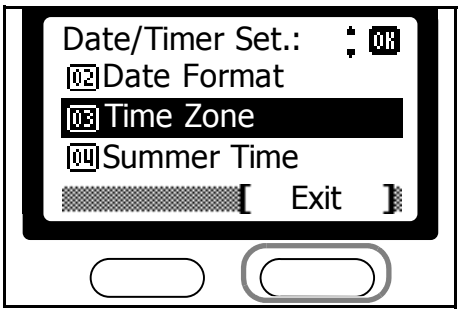
6 Press the ▲ key or the ▼ key to select the time zone that you are in.



7 Press the **Enter** key. The message display shows `Completed` and returns to the `Date/Timer Set.` screen.



8 Press the right **select** key. The message display returns to the basic screen.



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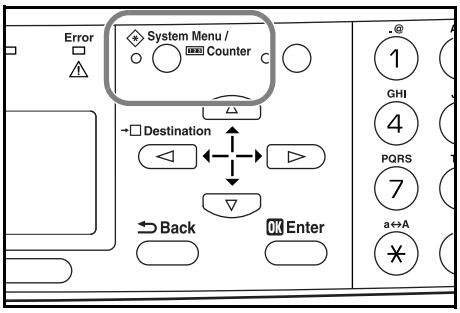
Setting the Date and Time

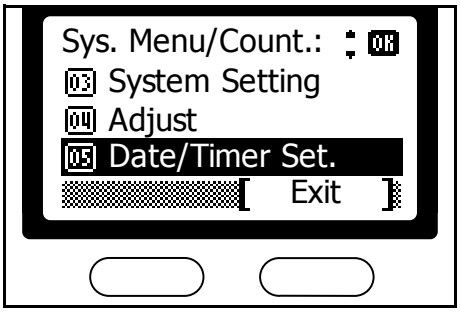
Perform the following procedure to set the current date and time.

You can also make this setting using COMMAND CENTER. For details on COMMAND CENTER, refer to ***Chapter 5*** in ***Advanced Operation Guide***, ***Date and Time***.

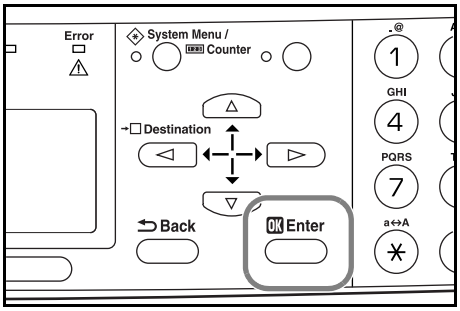
1 Press the **System Menu/Counter** key.



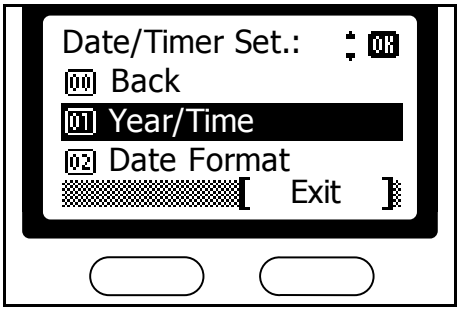
2 Press the ▲ key or the ▼ key to select `Date/Timer Set`.



3 Press the **Enter** key.



4 Press the ▲ key or the ▼ key to select `Year/Time`.



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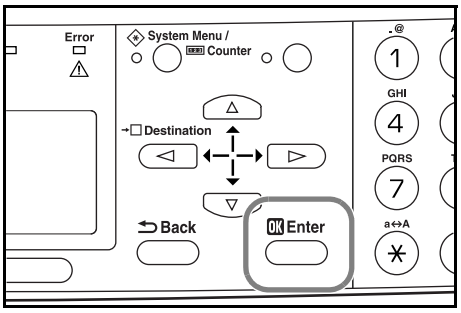
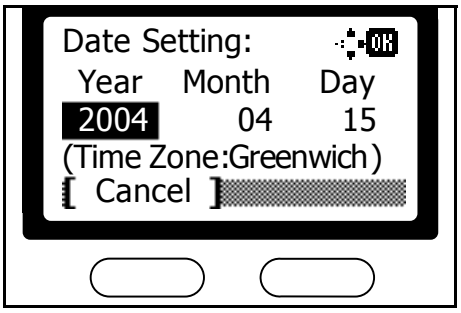
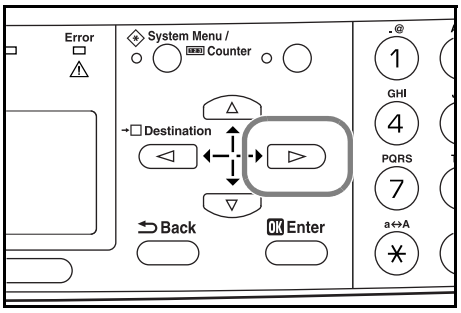
5 Press the **Enter** key. The `Date Setting` screen (year/month/date) is displayed.



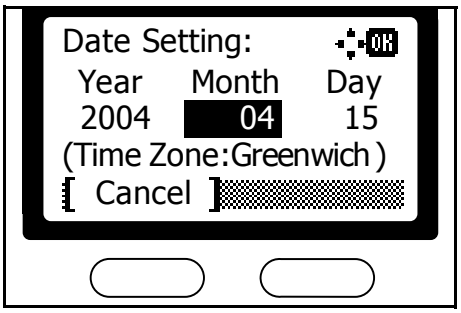
6 Press the ▲ key or the ▼ key to register the current year.



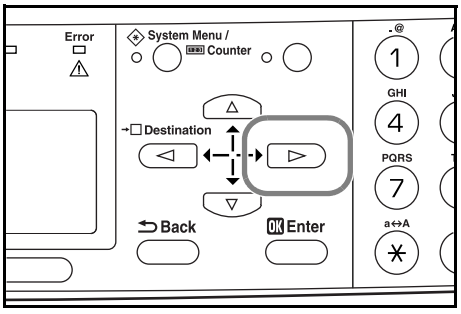
7 Press the ▶ key.



8 Press the ▲ key or the ▼ key to register the current month.



9 Press the ▶ key.



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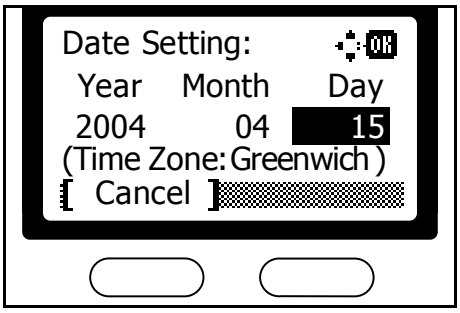
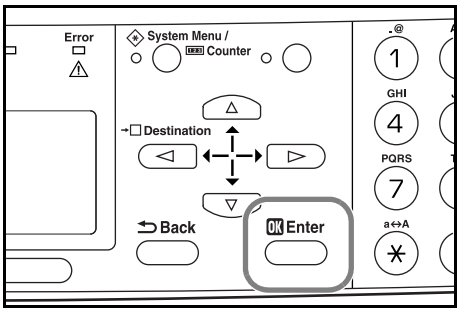
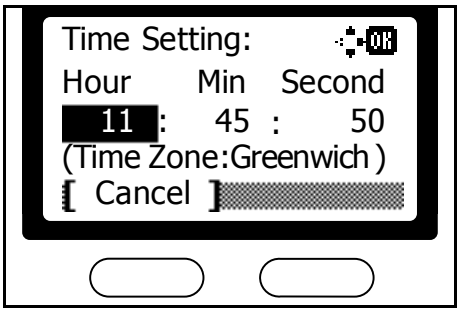
10 Press the ▲ key or the ▼ key to register the current date.



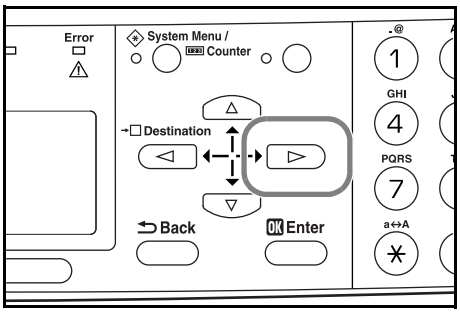
11 Press the **Enter** key. The time setting screen (hour:minute:second) is displayed.



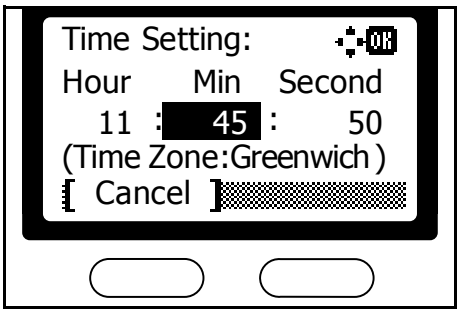
12 Press the ▲ key or the ▼ key to register the current hour.



13 Press the ▶ key.



14 Press the ▲ key or the ▼ key to register the current minute.



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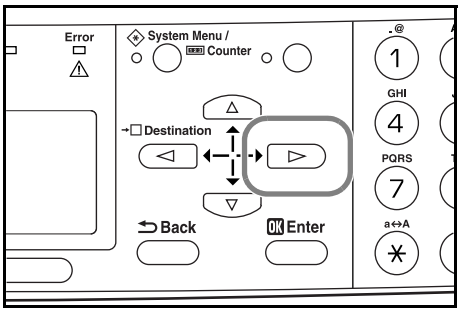
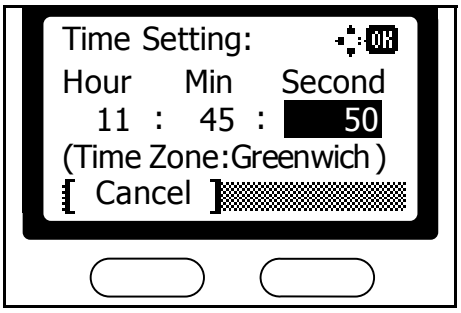
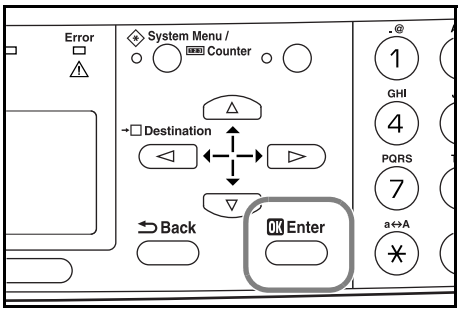
15 Press the ▶ key.



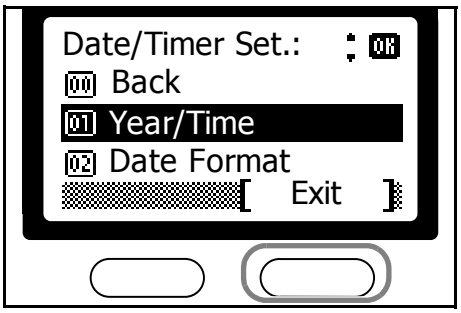
16 Press the ▲ key or the ▼ key to register the current second.



17 Press the **Enter** key. The message display shows `Completed` and returns to `Date/Timer Set.` screen.



18 Press the right **select** key. The message display returns to the basic screen.



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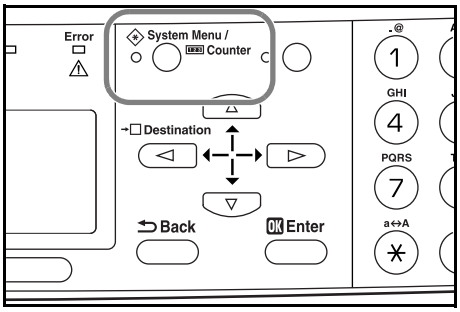
Summer Time Setting

Perform the following procedure to turn the summer (daylight saving) time setting on and off.

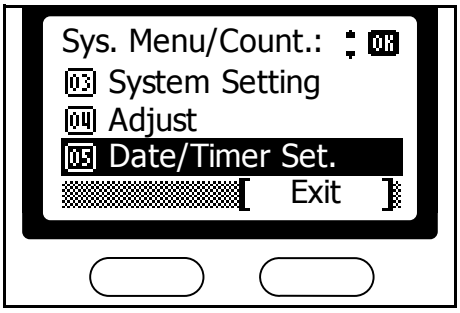
You can also make this setting using COMMAND CENTER. For details on COMMAND CENTER, refer to ***Chapter 5*** in ***Advanced Operation Guide***, ***Summer Time***.

Note This setting is valid only in the area where summer time is observed.

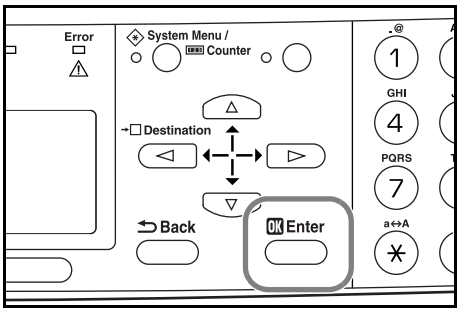
1 Press the **System Menu/Counter** key.



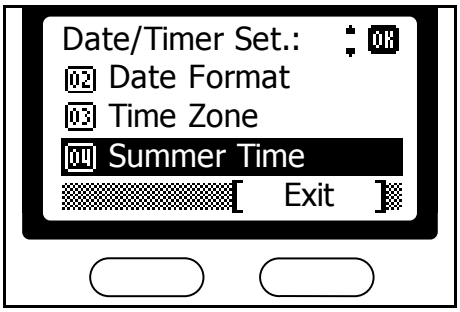
2 Press the ▲ key or the ▼ key to select `Date/Timer Set`.



3 Press the **Enter** key.



4 Press the ▲ key or the ▼ key to select `Summer Time`.



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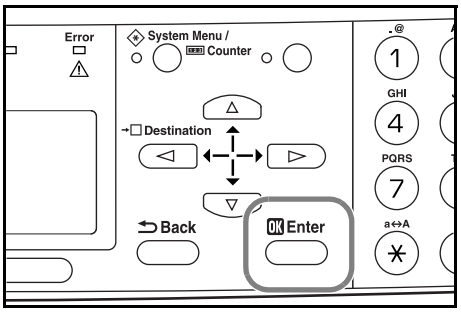
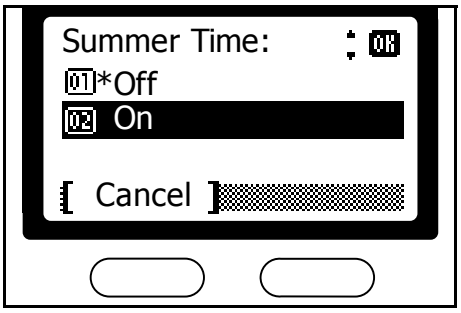
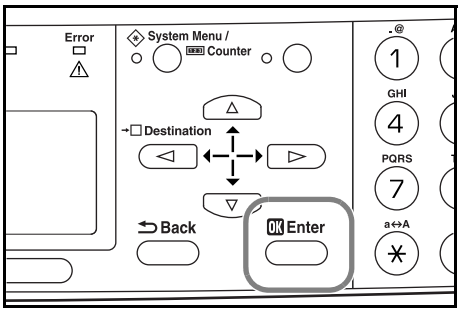
5 Press the **Enter** key.



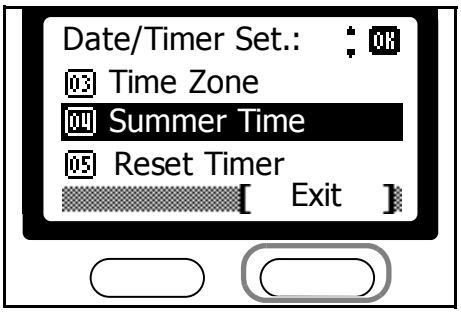
6 Press the ▲ key or the ▼ key to select either `On` or `Off`.



7 Press the **Enter** key. The message display shows `Completed` and returns to the `Date/Timer Set.` screen.



8 Press the right **select** key. The message display returns to the basic screen.



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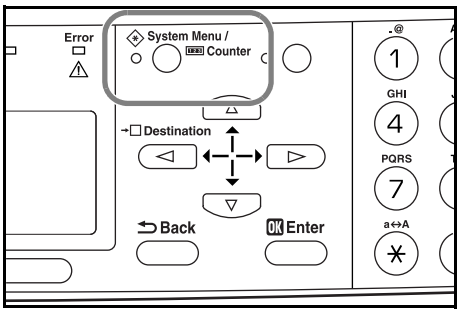
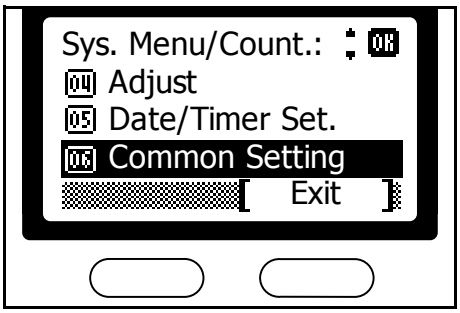
Default Operation Mode

Use the following procedure to set the operation mode selected when the machine is powered on. Modes available are Copy Operation, Scanner Operation or Status Operation. It is recommended you select the most commonly used mode as the default.

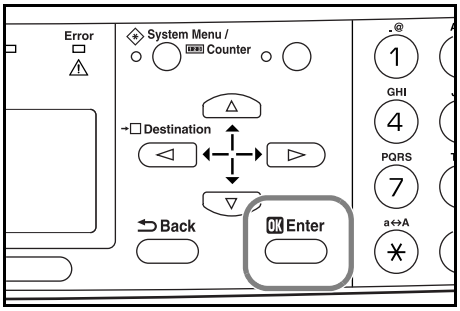
1 Press the **System Menu/Counter** key.



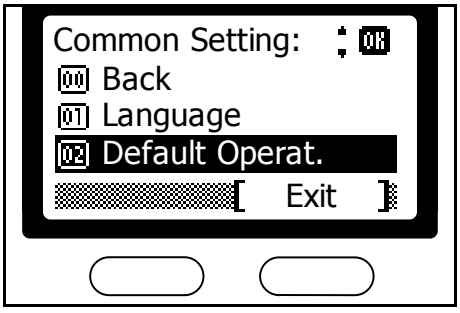
2 Press the ▲ key or the ▼ key to select `Common Setting`.



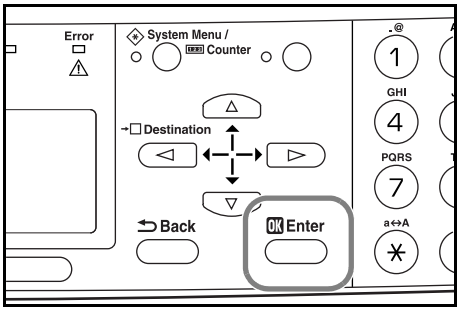
3 Press the **Enter** key.



4 Press the ▲ key or the ▼ key to select `Default Operat`.



5 Press the **Enter** key.



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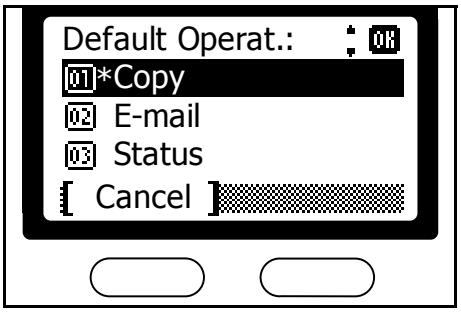
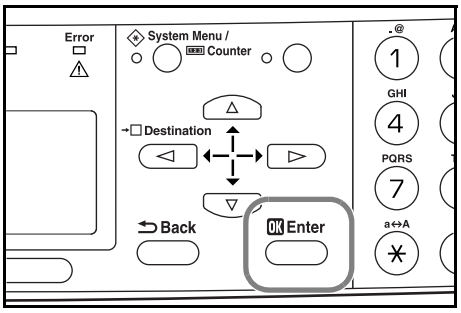
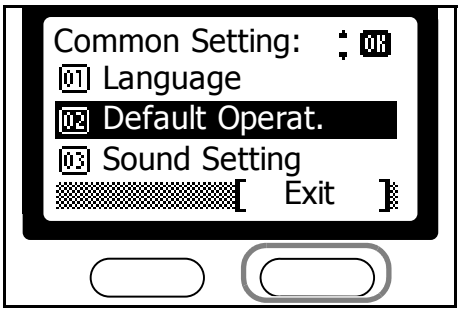
6 Press the ▲ key or the ▼ key to select the default operation mode from among `Copy`, `E-mail` or `Status`.



7 Press the **Enter** key. The message display shows `Completed` and returns to `Common Setting`.



8 Press the right **select** key. The message display returns to the basic screen.



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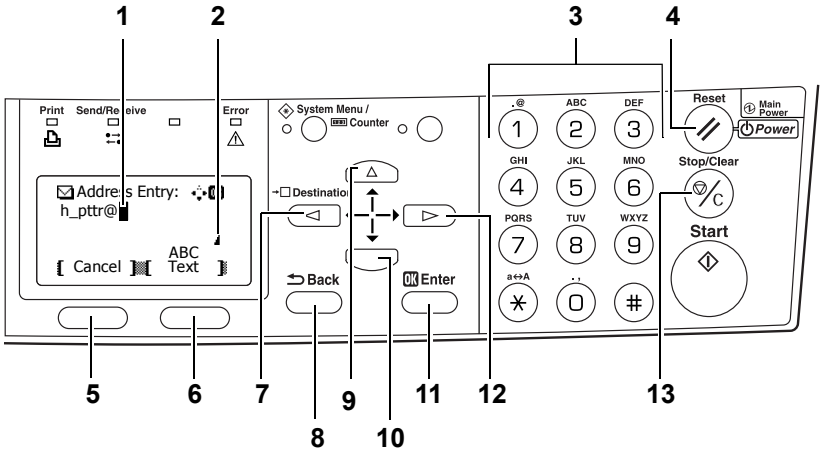
Character Entry

To enter e-mail address, etc., the characters are entered using Keypad. To move the cursor, use the ◀, ▲, ▼, and ▶ keys.

Keys Used for Entering Characters



1 **Cursor —** Characters are entered in the location of the cursor. To delete a character, move the cursor to the location of the corresponding character and then press the **Stop/Clear** key.

2 **Character Limit Icon —** Indicates when the maximum number of characters allowable has been entered. Character entry is possible until this icon appears.

3 **Keypad —** Use these keys to enter characters. Refer to ***Available Characters*** on page ***3-26*** for a list of the characters that can be entered using each key.

4 **Reset/Power Key —** Press this key to cancel the mchine's temporary conditions and character entry procedure.

5 **Select Key (left) —** Press this key when selectable items are displayed on the bottom line of the message display and to select the left item.

6 **Select Key (right) —** Press this key to switch between character entry modes.

7 **◀ Key —** Press this key to move the cursor in the message display to the left.

8 **Back key -** Press this key to go one level back (higher) in relation to the current menu.

9 **▲ Key —** Press this key to move the cursor upward in the message display.

10 **▼ Key —** Press this key to move the cursor downward in the message display.

11 **Enter Key —** Press this key to register the currently entered characters.

12 **▶ Key —** Press this key to move the cursor in the message display to the right.

13 **Stop/Clear Key —** Press this key to delete the character that is currently designated by the cursor. If the cursor is in an open position, the character to the left of the cursor will be deleted.

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Available Characters

The following characters are available for entering characters. Press the right **select** key to switch between types of characters.

Type	Available Characters
Alphabetic/Symbol `Text → ABC`	Refer to ***List of Character Assignments*** below.
Numeric `Text → 123`	
Symbol `Text → Symbols`	Special characters, etc., can be entered from the Symbol List. ␣ ! ” # $ % & ’ ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ ` { | } ~

List of Character Assignments

The following characters can be entered using the keypad.

Key	Entry mode	Available characters
.@ 1	Alphabetic/Symbol	. @ - _ / : ~ 1
	Numeric	1
ABC 2	Alphabetic/Symbol	a b c A B C 2
	Numeric	2
DEF 3	Alphabetic/Symbol	d e f D E F 3
	Numeric	3
GHI 4	Alphabetic/Symbol	g h i G H I 4
	Numeric	4
JKL 5	Alphabetic/Symbol	j k l J K L 5
	Numeric	5
MNO 6	Alphabetic/Symbol	m n o M N O 6
	Numeric	6
PQRS 7	Alphabetic/Symbol	p q r s P Q R S 7
	Numeric	7
TUV 8	Alphabetic/Symbol	t u v T U V 8
	Numeric	8
WXYZ 9	Alphabetic/Symbol	w x y z W X Y Z 9
	Numeric	9
., 0	Alphabetic/Symbol	. , - _ ’ ! ? (space) 0
	Numeric	0
a↔A *	Alphabetic/Symbol	Switch between upper-/lowercase
	Numeric	*
#	Alphabetic/Symbol/Numeric	#

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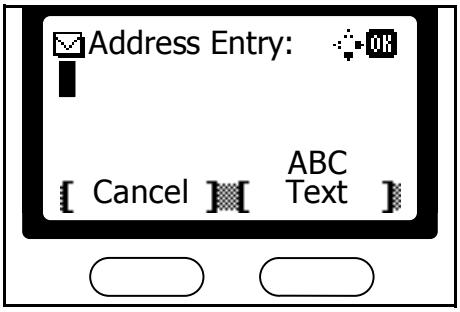
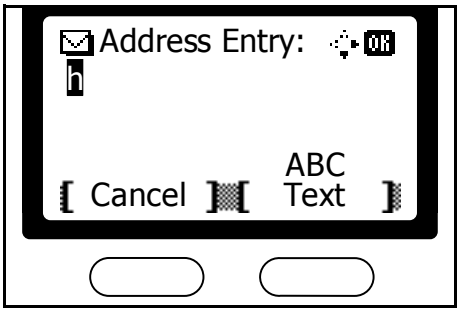
Entering Characters

This section explains the procedure to enter characters such as for e-mail address, etc. The example here uses the ***List of Character Assignments*** on page ***3-26*** to enter the e-mail address (h_pttr@owl-net.net). The displayed character will change each time a particular key is pressed, so you must press the ▶ key or another key on the keypad in order to register each individual character. This operation is then repeated until all of the desired characters are entered.

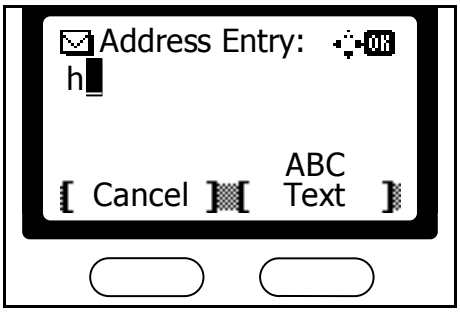
As the following procedure is an example for entering an e-mail address, you will need to access the Address Entry screen first. Refer to page ***4-13*** for the procedure to access the Address Entry screen.



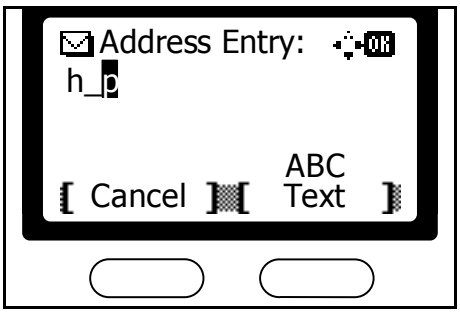
1 Press the ④ key 2 times. h is displayed.



2 Press the ① key 4 times. _ is displayed.



3 Press the ⑦ key. p is displayed.



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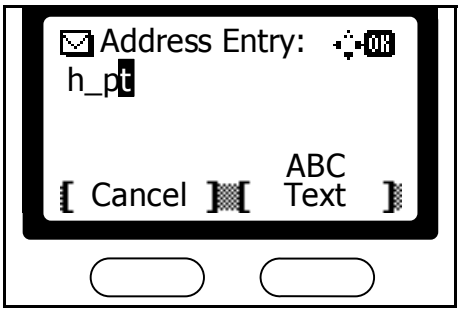
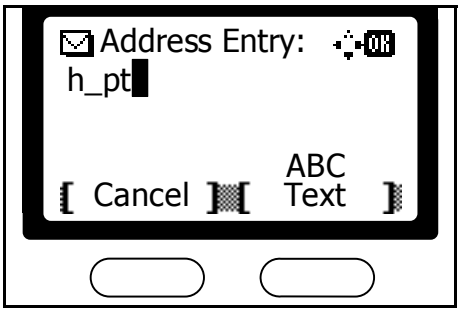
4 Press the ⑧ key. t is displayed.

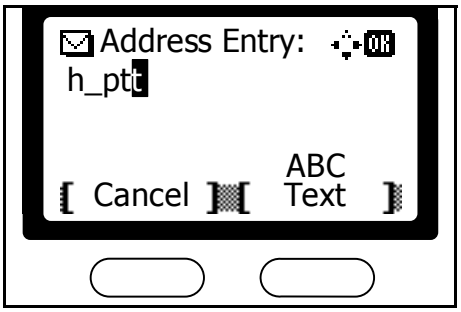


5 Press the ▶ key. The cursor will move one space to the right.

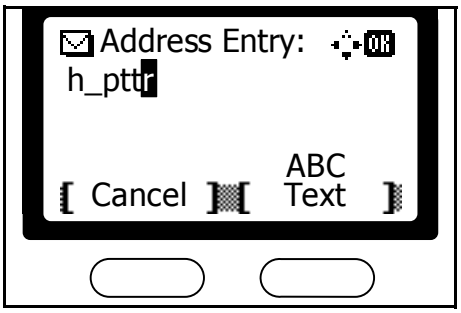
To repeatedly enter the same character, press the ▶ key to move the cursor and then enter that character again.



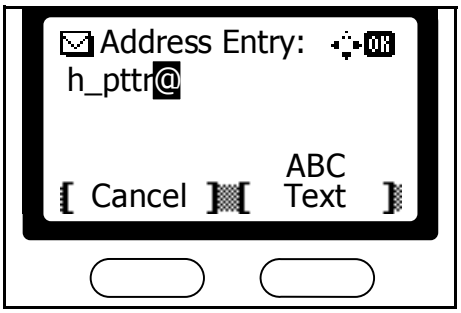
6 Press the ⑧ key. t is displayed.



7 Press the ⑦ key 3 times. r is displayed.



8 Press the ① key 2 times. @ is displayed.



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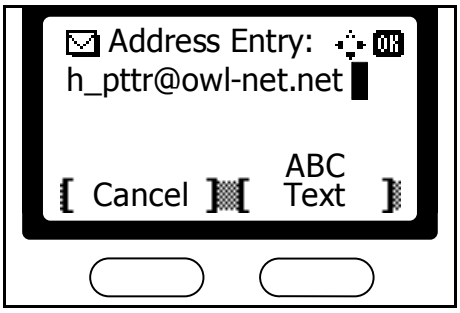
9 Enter the rest of the characters in the same way, and press the **Enter** key.

`Registered` will appear and the message display returns to the basic screen.



Selecting Message Language

You can select the language of the messages display by following the procedure given below. You can optionally download messages in other languages. Contact your dealer for information.

The following languages are available for selection:

`English`, `Français`, `Deutsch`, `Italiano`, `Nederlands`, `Español`, `Português`, and the downloaded languages.

Other Settings

Various default settings can be adjusted to your preference in this machine. For details on the adjustable default items and corresponding setting methods, refer to ***Chapter 5*** in ***Advanced Operation Guide***.

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4 Basic Operation

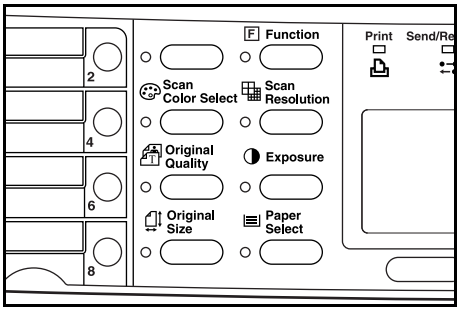
This chapter contains explanations on the following procedures and modes. Refer to the ***Advanced Operation Guide*** for details on other functions.

- Basic Copying Procedure
- Canceling Copy
- Zoom Copies
- Collate Mode
- Low Power Mode
- Auto Sleep
- Basic Scanning Procedure
- Selecting Color Scan Mode
- Basic Printing Procedure

Basic Copying Procedure

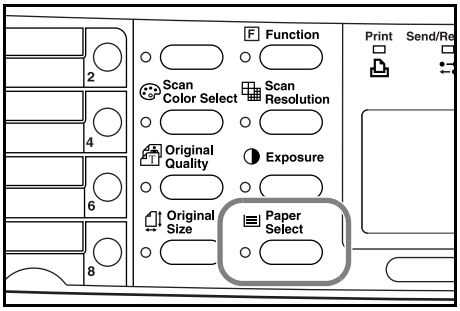
1 Turn the power switch on (|). At the end of warm-up, the **Start** indicator will light.

2 Select from the copier's various functions.



3 Press the **Paper Select** key to select paper feed location, and press the **Enter** key. The message display returns to the basic screen.

If you select the `MP Tray`, you need to select both the size and media type to be used.



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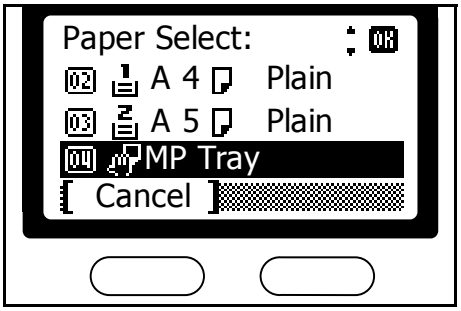
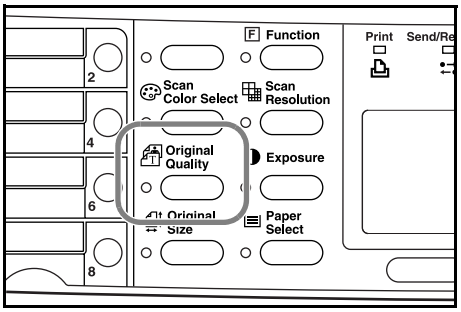
Notes

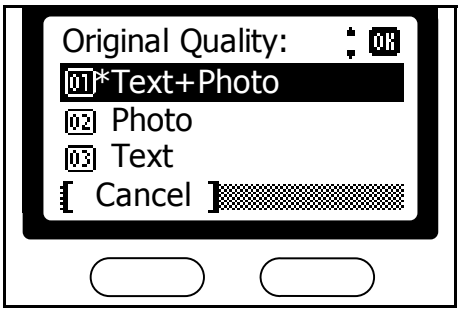
- For details on selecting the paper size and media type to be used in the cassette and MP tray, refer to ***Chapter 1 Advanced Operation Guide***, ***Copying Functions***.
- You can change the default setting for which cassette will be automatically selected. For details, refer to ***Chapter 5 Advanced Operation Guide***, ***System Settings***.



4 Press the **Original Quality** key. The `Original Quality` screen is displayed.



5 Press the ▲ key or the ▼ key to select the desired mode and press the **Enter** key. The message display returns to the basic screen.

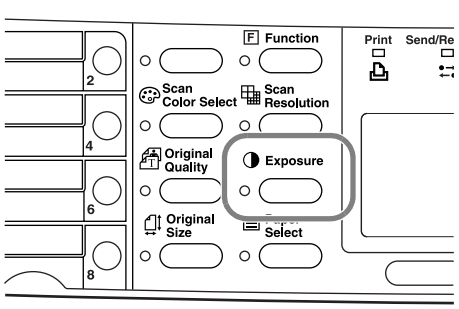


Mode	Description
`Text+Photo` (text and photo mode)	Select for originals containing a mixture of both text and photographs.
`Photo` (photo mode)	Select for originals containing mostly photographs.
`Text` (text mode)	Select for originals containing mostly text.

Note To adjust the default copy exposure in each of the image quality modes, refer to ***Chapter 1 Advanced Operation Guide***, ***Copying Functions***. You can also select which image quality mode will be the default setting in the initial mode, refer to ***Chapter 5 Advanced Operation Guide***, ***System Settings*** for details.

6 The copy exposure can be adjusted either automatically or manually.

This machine is initially set for manual exposure adjustment, Normally no need for you to adjust the copy exposure. If you need to adjust it manually, refer to ***Chapter 1 Advanced Operation Guide***, ***Copying Functions***.



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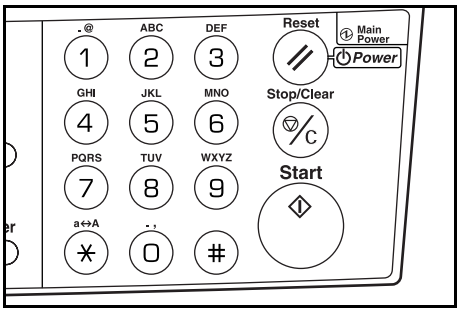
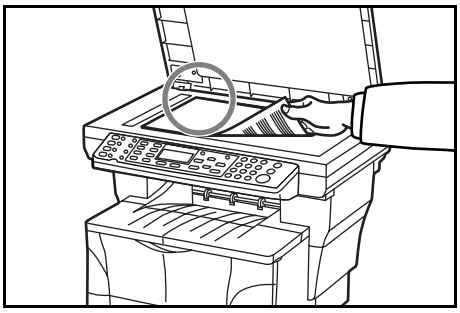
7 Enter the number of copies required. Up to 999 can be entered.

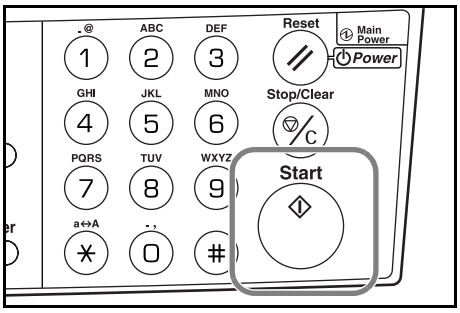


8 Open the original cover and set the original face-down onto the platen. Be sure to align the original flush up against the left rear corner of the platen.

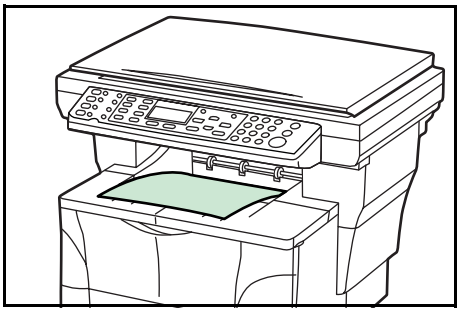


9 Press the **Start** key. Copying begins immediately once the **Start** key will light.

To cancel copying, press the **Stop/Clear** key. See ***Canceling Copy*** on page ***4-4***.



10 Finished copies are delivered to the output tray.

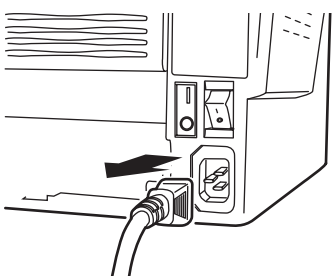


Notes

- To avoid paper jam or damage to the machine, do not leave more than approximately 150 sheets the output tray.
- To have the paper output face-up when copying onto label sheets, thick paper, and transparencies, open the face-up tray. See ***Using the Face-up Tray*** on page ***3-6***.

Caution

If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the machine is not in use.



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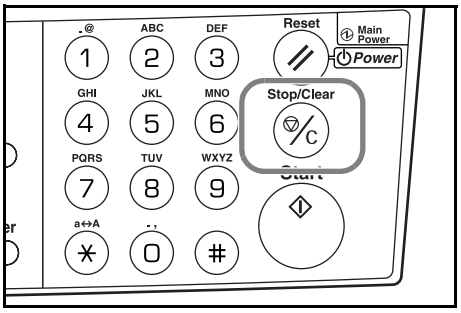
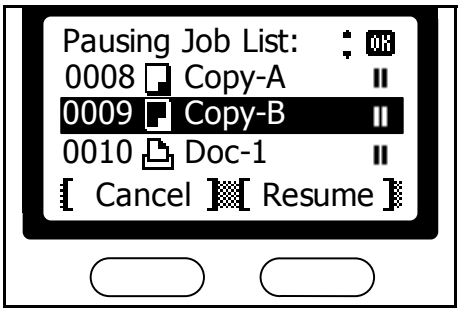
Canceling Copy

Perform the following procedure to cancel copying.

1 Press the **Stop/Clear** key. The `Pausing Job List` screen, which shows a list of copying jobs being processed, will be displayed.

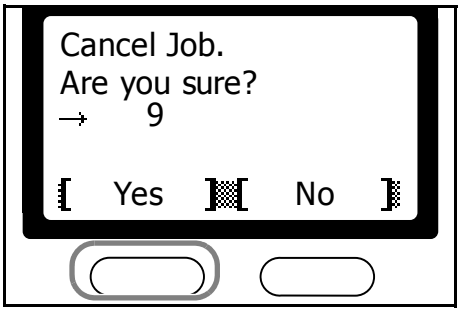


2 Press the ▲ key or the ▼ key to select the copying job to cancel.

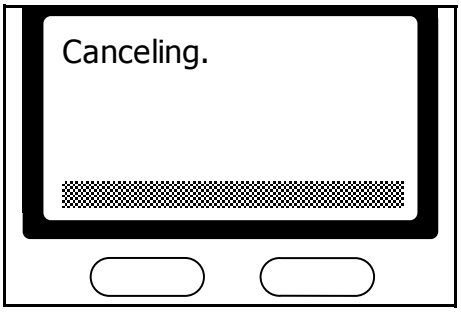


3 Press the left **select** key.

4 The message display indicates `Cancel Job. Are you sure?`. Press the left **select** key.

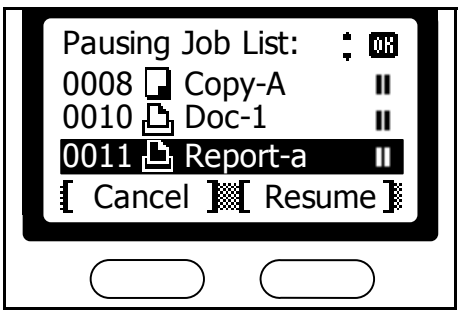


5 The message display indicates `Canceling` and the copying is canceled.



6 The message display returns to the `Pausing Job List` screen.

If you want to cancel another job, repeat steps 2 through 5.



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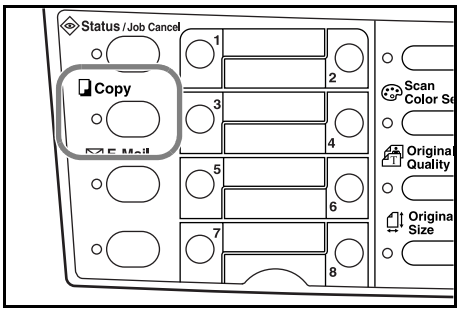
7 Press the right **select** key. The `Status Menu` screen is displayed and processing of jobs are resumed.

8 To enable copying again, press the **Copy** key. The message display returns to the basic screen.



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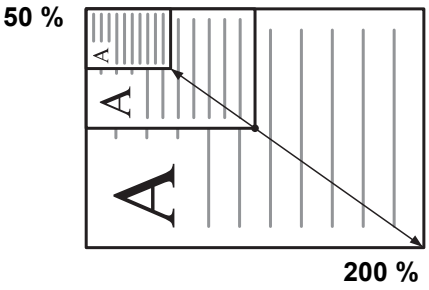
Zoom Copies

It is possible to change the zoom ratio in order to make copies of an enlarged or reduced size. The following modes are available for selecting the desired zoom ratio.

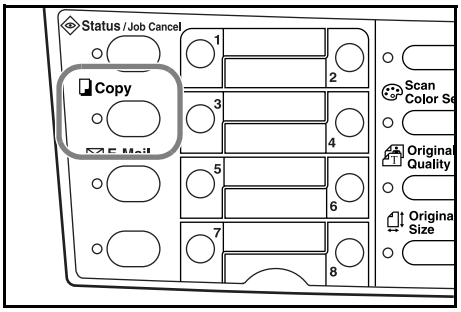
Mode	Description
Standard Zoom	Copies can be made at one of the fixed zoom ratios. The following ratios are registered in the machine: 200 %, 141 % (A5 → A4), 129 % (Statement → Letter), 115 % (B5 → A4), 100 % (default setting), 90 % (Folio → A4), 86 % (A4 → B5), 78 % (Legal → Letter), 70 % (A4 → A5), 64 % (Letter → Statement), and 50 %.
Variable Zoom	The zoom ratio can be set to any 1 % increment between 50 % and 200 %, as desired and shown below.



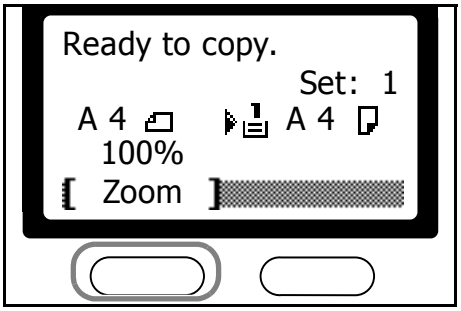
Standard Zoom

Perform the following procedure to make settings for the Standard Zoom mode.

1 Press the **Copy** key.



2 Press the left **select** key.



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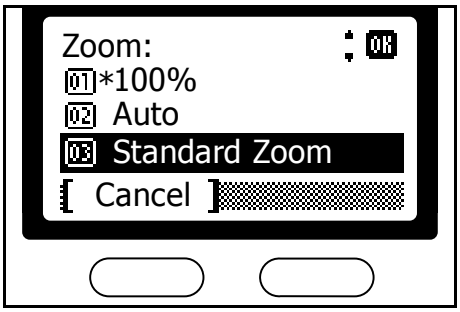
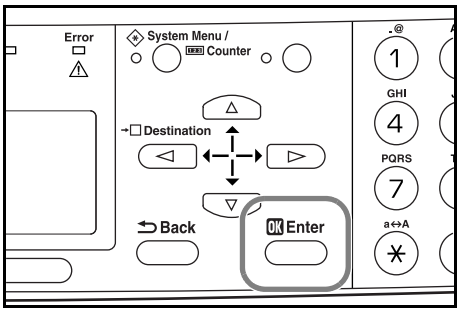
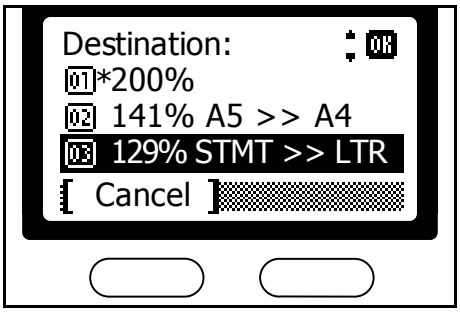
3 Press the ▲ key or the ▼ key to select `Standard Zoom`.



4 Press the **Enter** key.

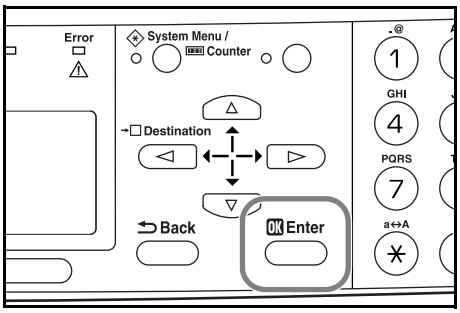


5 Press the ▲ key or the ▼ key to select the desired zoom ratio.



6 Press the **Enter** key. The message display shows `Completed` and returns to the basic screen. The new zoom ratio is registered.

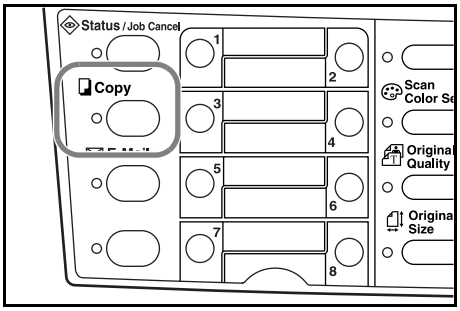
To start copying, place the original on the platen and press the **Start** key.



Variable Zoom

Perform the following procedure to make settings for the Variable Zoom mode.

1 Press the **Copy** key.



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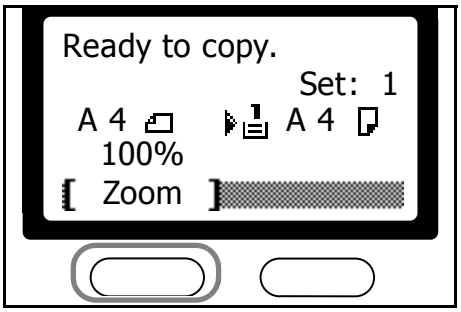
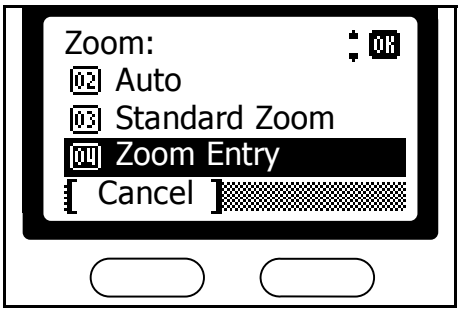
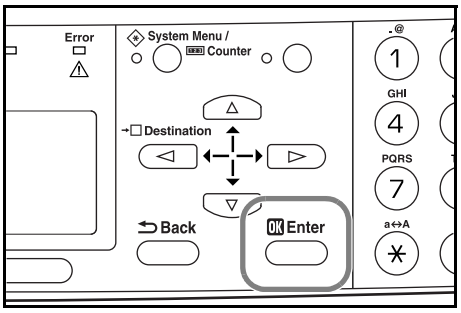
2 Press the left **select** key.



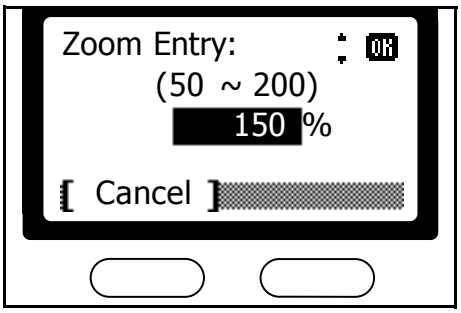
3 Press the ▲ key or the ▼ key to select `Zoom Entry`.



4 Press the **Enter** key.

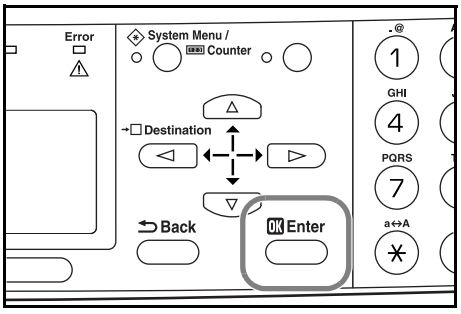


5 Press the ▲ key or the ▼ key, as appropriate, to change the displayed zoom ratio to the desired ratio.



6 Press the **Enter** key. The message display shows `Completed` and returns to the basic screen. The new zoom ratio is registered.

To start copying, place the original on the platen and press the **Start** key.



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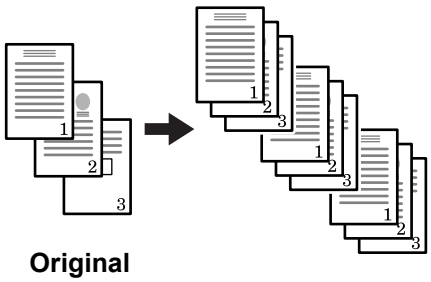
Collate Mode

Multiple originals can be collated in the desired number of copies.

To use the collate mode turn the continuous scan function on. For details, refer to ***Chapter 1 Advanced Operation Guide***, ***Continuous Copying***.

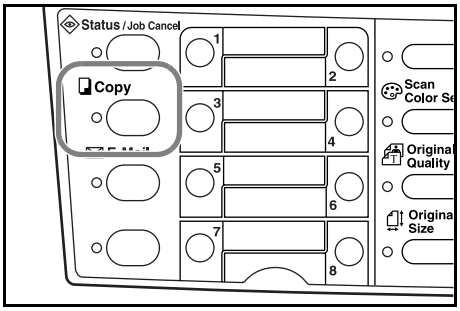


Original

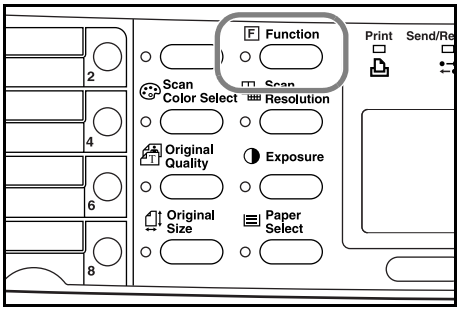
Notes

- The maximum number of originals to scan depends on the available memory in the machine.
- If the optional document processor is installed in your machine, the collate mode will be selected automatically once originals are loaded in the document processor.

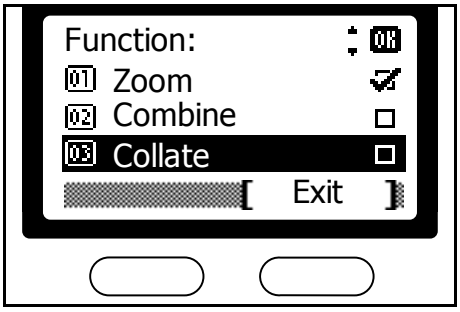
1 Press the **Copy** key.



2 Press the **Function** key.



3 Press the ▲ key or the ▼ key to select `Collate`.



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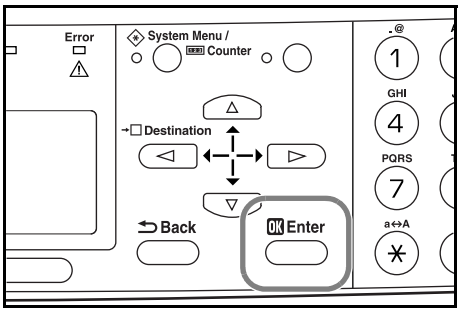
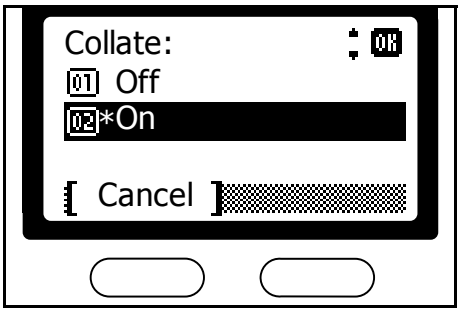
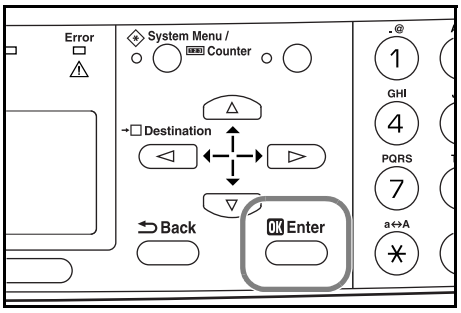
4 Press the **Enter** key.



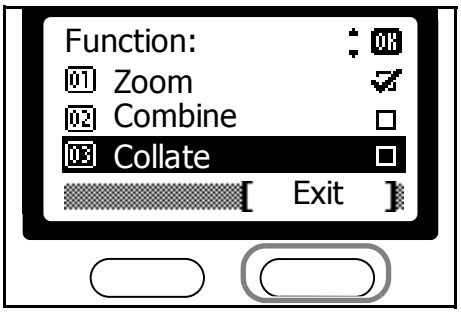
5 Press the ▲ key or the ▼ key to select `On`.



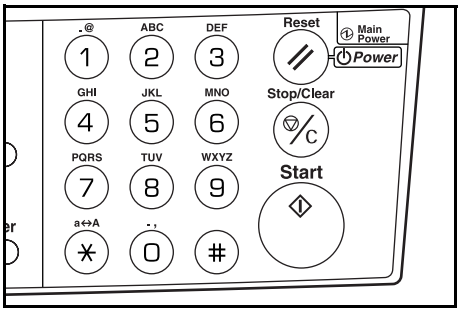
6 Press the **Enter** key. The message display shows `Completed` and returns to the `Function` screen.



7 Press the right **select** key.



8 Use the numeric keys to enter the desired number of copies.



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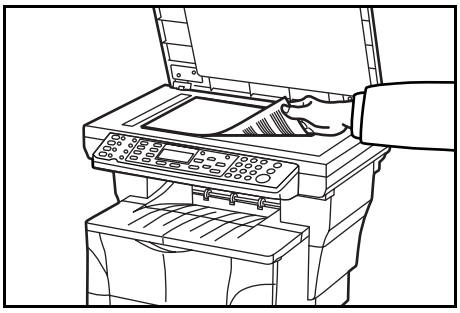
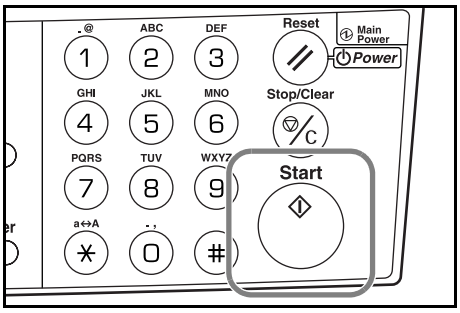
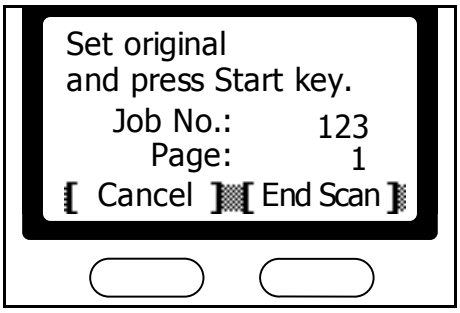
9 Set the original.



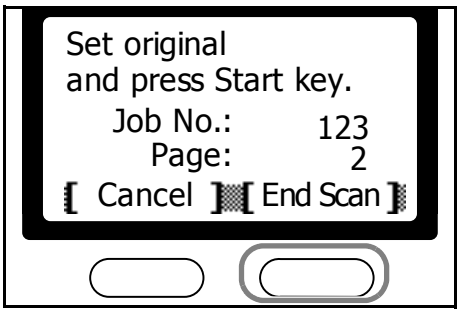
10 Press the **Start** key. Scanning of the first original will start. A message will be displayed telling you to set the next original.



11 Replace the first original with the next one and press the **Start** key. Scanning will start.



12 Once all of the originals have been scanned, press the right **select** [End Scan] key. Copying starts. Scanned pages are printed.



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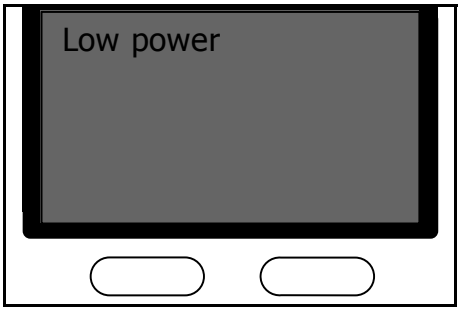
Low Power Mode

The machine has a Low Power Timer that is used to conserve power when the machine is not copying, scanning, printing, or receiving data. You can adjust the timer timeout time, the length of time (between 1 minute and 240 minutes) the machine waits before entering low power mode in the absence of data. The factory default time is 5 minutes.



The machine wakes from low power mode whenever any one of the keys on the operator panel is pressed, an original is set from document processor, the cassettes or MP tray are opened or closed, or a print job is received.

Notes

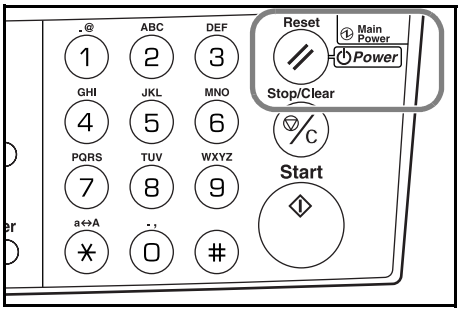
- To set Low Power mode engages. For details, refer to ***Chapter 5 Advanced Operation Guide***, ***Low Power Timer***.
- When Low Power mode is engaged, the optical lamp will be dimly lit.

Auto Sleep

The machine has an Auto Sleep Timer that is used to conserve power when the machine is not copying, scanning, printing, or receiving data. You can adjust the timer timeout time, the length of time (between 1 minute and 240 minutes) the machine waits before entering auto sleep mode in the absence of data. The factory default time is 30 minutes.

The machine starts counting auto sleep time after the lower time expires. For example, when the low power timer timeout is 5 minutes and auto sleep timeout is 10 minutes, the machine enters auto sleep mode after 15 minutes.

To engage the auto sleep manually, Press and hold the **Reset/Power** key for at least two seconds. The auto sleep mode will engage immediately. The machine wakes from auto sleep mode whenever press and hold the **Reset/Power** key for at least two seconds or a print job is received.



Note When the Auto Sleep is engaged, all power to the machine, except that to the operation panel, is turned off. When the power switch is turned off (○), all power to the machine, including to the operation panel, is turned off.

To enable copying or scanning again, press the **Power/Reset** key.

Note To set the amount of time before the Auto Sleep engages. For details, refer to ***Chapter 5 Advanced Operation Guide***, ***Auto Sleep Timer***.

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Basic Scanning Procedure

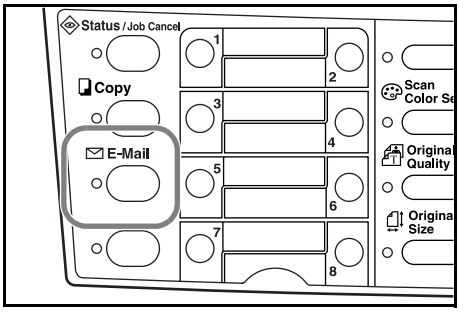
This section explains the basic procedures required when scanning documents.

The following procedure explains the method for attaching scan data to e-mail for transmission.

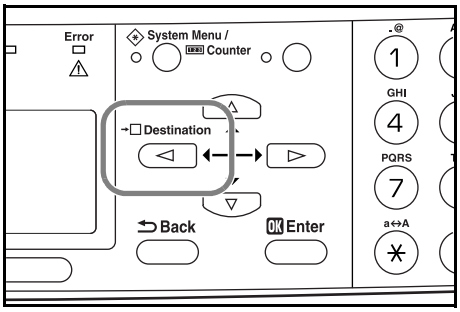
Notes

- A network environment in which this machine can connect to a mail server is required in order to use the e-mail function. It is recommended that the machine be used in an environment wherein it can connect to the mail server at any time over a LAN (Local Area Network).
- In order to attach scanned data file to an e-mail and send it, the SMTP settings must be completed. Use COMMAND CENTER, to register the IP address, the host name of the SMTP server, and the recipient. Refer to ***Chapter 6 Advanced Operation Guide***, ***Using COMMAND CENTER***.
- If there is a limit to the size of e-mail that can be sent, for example with mail servers for such entities as ISPs (Internet Service Providers) and hosting services, depending upon the size of each e-mail item, there may be cases where transmission of a particular e-mail will not be possible.
- The format for saving a scan data is selectable. The initial format is PDF.
- It is possible to change the file name for the scan data as well as enter a subject and body message for the corresponding e-mail.

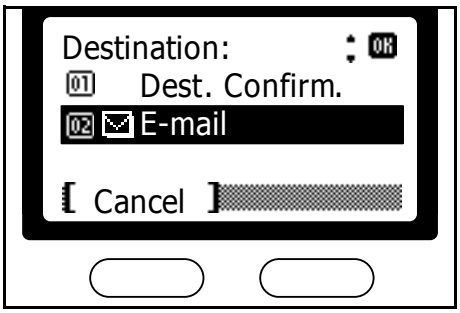
1 Press the **E-Mail** key.



2 Press the ◀ key.



3 Press the ▲ key or the ▼ key to select `E-mail`.



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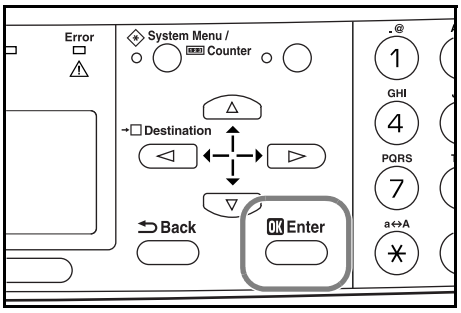
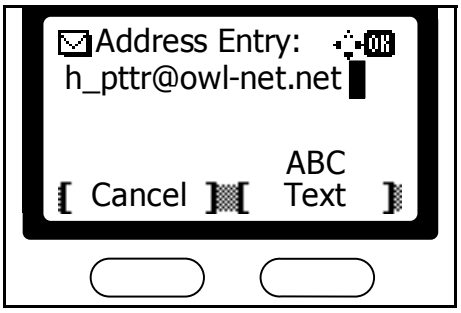
4 Press the **Enter** key.

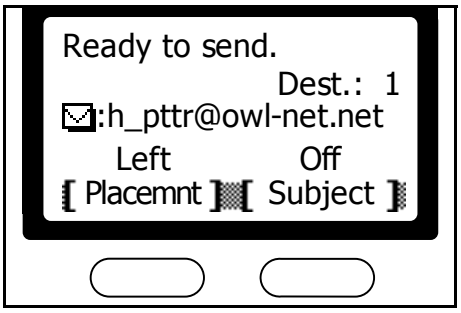


5 Enter the destination e-mail address.

Refer to ***Character Entry*** on page ***3-25*** for information on entering characters.



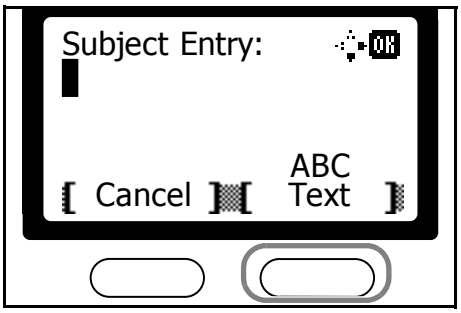
6 Once you have finished entering the information, press the **Enter** key.



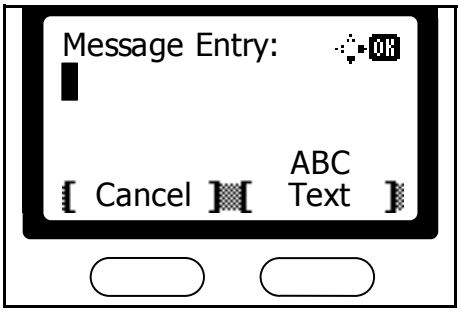
7 To enter a subject and/or message, press the right **select** key.

If you do not need subject and message, go directly to step 10 without pressing the right **select** key.

Enter the desired subject for the e-mail when the subject input screen is displayed (60 characters maximum).



8 Press the **Enter** key. Enter the desired message for the e-mail when the message input screen is displayed (60 characters maximum).



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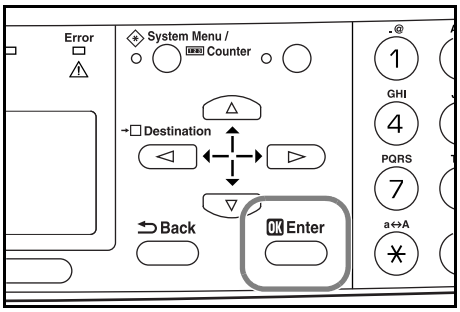
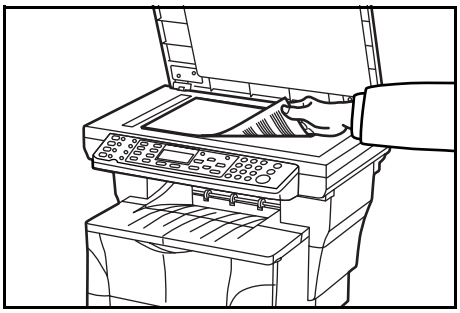
9 Press the **Enter** key. The `Registered` screen is displayed, and the message display returns to the scanner basic screen.

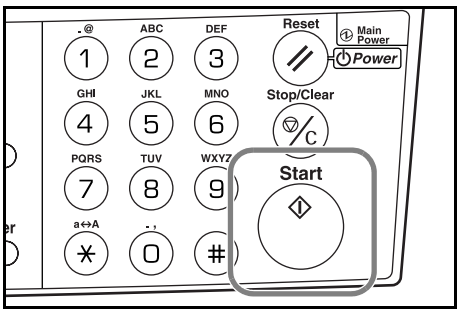


Note To use scanner advanced functions, such as original quality and scan resolution. Refer to ***Chapter 2 Advanced Operation Guide***, ***Scanning Functions***.

10 Set the original.



11 Press the **Start** key. Scanning will begin immediately once the **Start** key will light. The scanned image is sent to the entered destination e-mail address as an attachment. The image is named as `doc.pdf` (default).



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Selecting Color Scan Mode

The following color modes are available for scanning:

Mode	Description
`Full Color`	The original will be scanned in full color. The scanning exposure will be set to Manual.
`Grayscale`	The shading of the original will be reproduced. The scanning exposure will be set to Manual.
`Monochrome`	The original will be scanned in monochrome. The resulting file size for the scan data will be smaller in comparison with the other color modes.

Notes

- Refer to ***Chapter 2 Advanced Operation Guide***, ***Selecting Color Scan Mode***.
- The maximum resolution using full color or gray scale modes is 300 dpi. To scan in full color or gray scale with 400 dpi or 600 dpi resolution, expansion the amount of the internal memory is required. Refer to ***Expansion Memory*** on page ***5-4***.

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Basic Printing Procedure

Make sure that the machine's printer cable and network cable and the power cord are properly connected.

Installing the Printer Driver

To use the printer function, the printer driver must be installed. For information on how to install the printer driver software, refer to the ***KX Printer Drivers Operation Guide***.

Printing from Application Software

The following procedure explains how to print from Microsoft Word as an example. Steps may vary if using a different application.

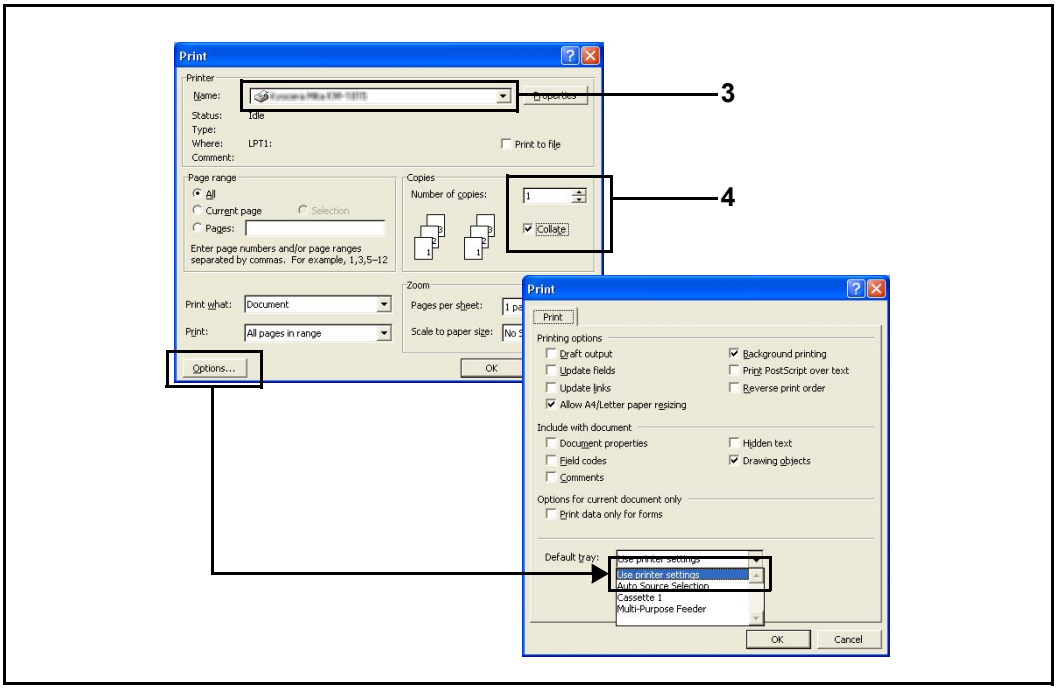
1 Load paper of the size specified for the document (such as A4) in the application into the paper cassette.

2 From the application **File** menu, select **Print**. The **Print** dialog box is displayed.

3 Click the drop down list of printer names. All the printers installed in Windows are listed. Click the name of the machine.

4 Specify the number of copies to print in **Number of copies**. You can print up to 999 copies. When printing 2 or more copies, click to add a check mark (✓) in the **Collate** check box for collation into sets.

For Microsoft Word, we recommend that you click the **Options** button and specify **Use printer settings** for the **Default tray**.



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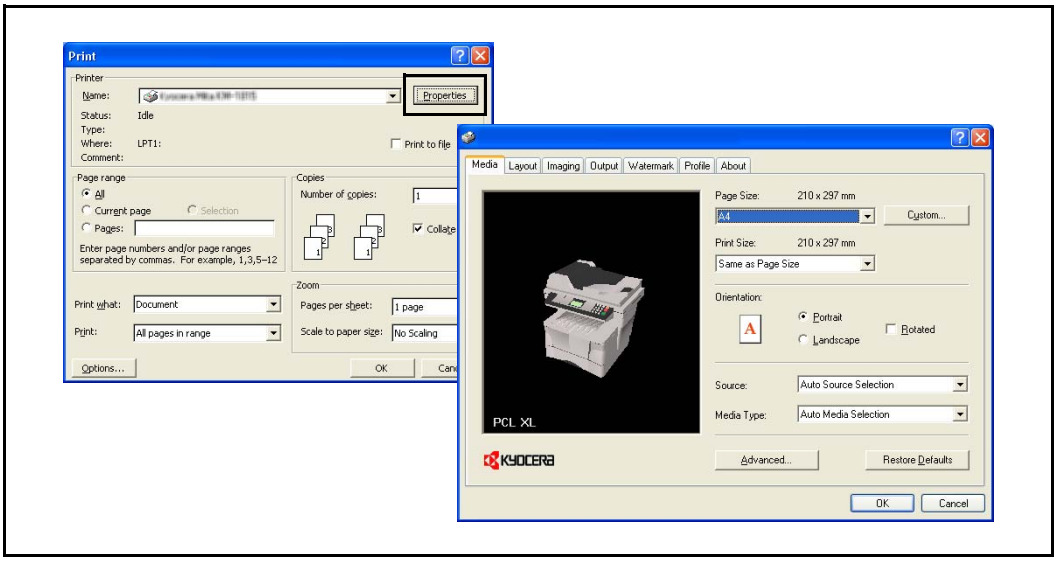
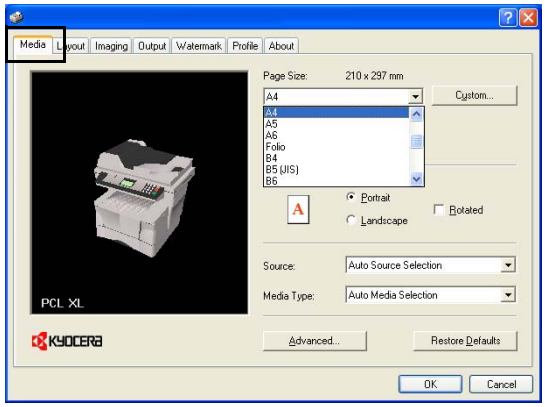
5 Click the **Properties** button to access the **Properties** dialog box.



6 From the **Media** tab, click the **Page Size** drop down list and select the page size that matches the document to print. The example below shows A4-size selected. For best results when printing on transparencies or recycled paper (the back side of paper which has already been printed on), click the **Media Type** drop down list and select the media type. For details, refer to the ***KX Printer Driver Operation Guide***.



The printer will automatically select paper that matches the size specified above for printing. (If no paper of the right size is available, a message is displayed requesting you to fill the MP tray.) To specify the cassette for printing, click the **Source** drop down list to select it.

7 Click the **Portrait** or **Landscape** check boxes to match the document page orientation. You can rotate the document 180 degrees by clicking the **Rotated** check box.

8 Click the **OK** button to return to the **Print** dialog box.

9 To start printing, in the **Print** dialog box, click the **OK** button.

Note For information on how to use the printer driver software, refer to the ***KX Printer Driver Operation Guide*** that is included on the CD-ROM.

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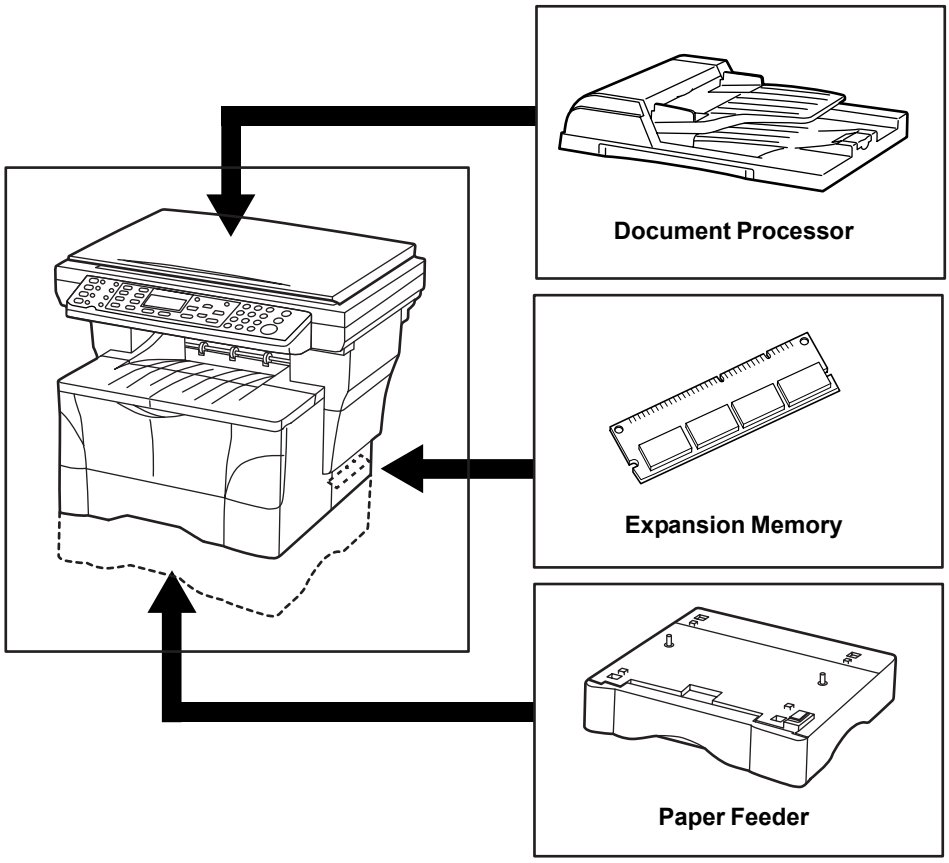
5 Optional Equipment

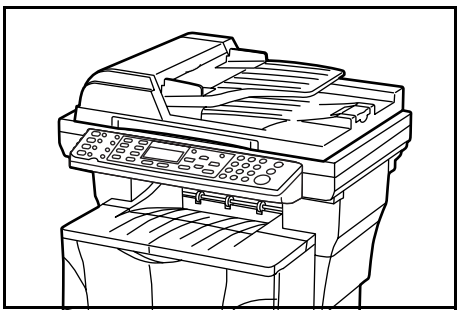
Available Options

The following optional equipment are available for use with your machine.



Document Processor

The document processor automatically feeds and scans multiple sheet originals one by one.



Important Be sure that the document processor is closed whenever transporting the machine.

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Acceptable Originals

- Use sheet originals only
- Paper weight: 50 to 120 g/m²
- Paper sizes: 8 1/2 × 14"/Legal and Folio (Maximum), 5 1/2 × 8 1/2"/Statement and A5R (Minimum)
- Maximum number which can be set at one time: 50 sheets (50 to 80 g/m²)

Originals to Avoid

Be sure not to use the following as originals in the document processor.

- Originals with punched holes or perforations.
- Transparencies.
- Soft originals such as carbon or vinyl paper, or other originals that are curled, wrinkled or creased.
- Irregularly shaped originals, wet originals, or originals that have adhesive tape or glue on them.
- Originals bound with clips or staples. (If you must use such originals, be sure to remove the clips or staples, and straighten any curls, wrinkles or creases, before setting them in the document processor. Failure to do so may result in the originals being jammed.)
- Originals with cut-out sections or that have a slippery surface on either side.
- Originals on which any correction fluid is still wet.
- Originals with strong folds. (If you must use such originals, be sure to smooth out the folds before setting them in the document processor. Failure to do so may result in the originals being jammed.)

Names of Parts

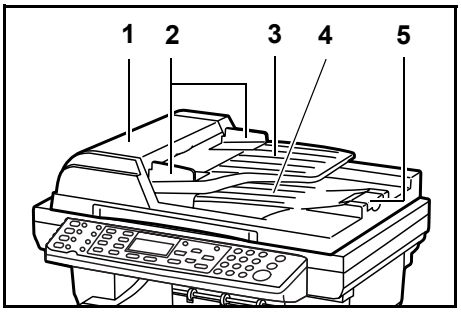
1 **Left Cover —** Open this cover if an original jam occurs.

2 **Original Insert Guides —** Align these guides to fit the width of the originals to be copied.

3 **Original Table —** Set originals to be copied on this table.

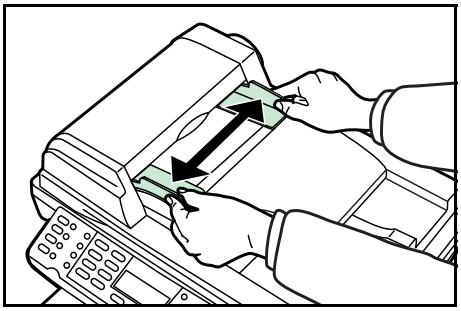
4 **Original Eject Table —** Originals that have been copied are ejected and stored here.

5 **Ejection Extension —** Open this extension when using larger sized originals such as 8 1/2 × 13"/Oficio II, 8 1/2 × 14"/Legal and Folio.



Setting Originals in the Document Processor

1 Adjust the original insert guides to fit the width of original to be copied.



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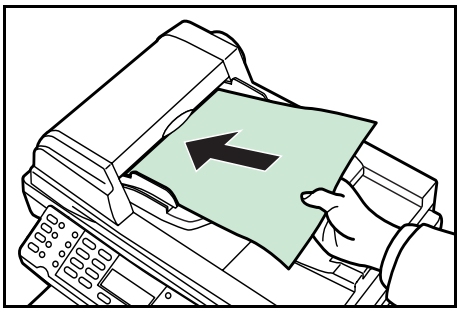
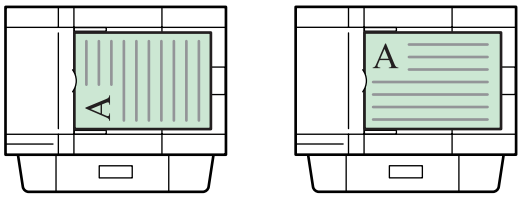
Important

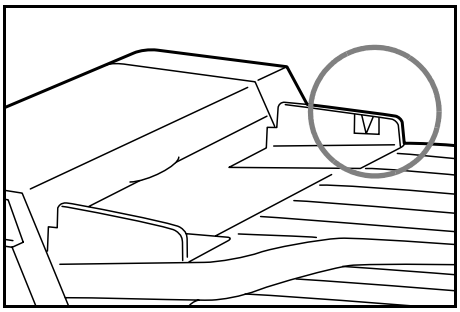
- Before setting new originals, make sure that there are no other originals remaining on the original eject table. Originals left on the eject table can cause other originals to jam.
- Be sure to fan through the originals a few times to separate the sheets before setting them in the document processor.

2 Arrange the originals in order and set them face up on the original table. Slide the leading edge of the originals securely into the document processor as far as they will go.

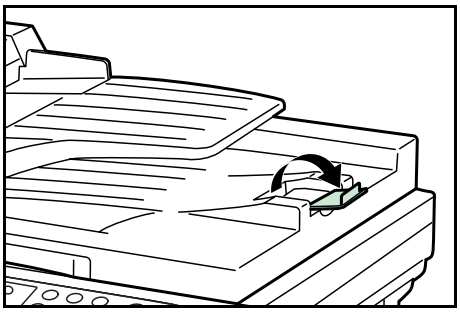




Important Be sure to set only a number of originals that is less than the level indicator on inside of the rear insert guide. Setting more than the acceptable number of originals can cause the originals to jam.



To keep ejected originals from falling off the machine, open the ejection extension when using larger sized originals such as 8 1/2 × 13"/Oficio II, 8 1/2 × 14"/Legal, and Folio.



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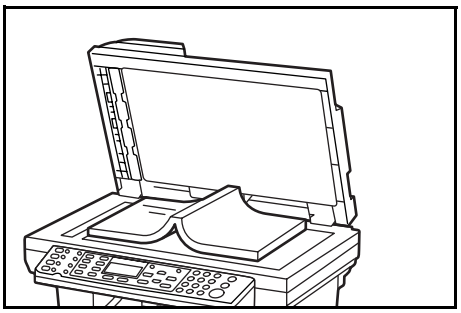
Placing a Book, etc. on the Platen

When copying from an original which cannot be set in the document processor (books, magazines, etc.), lift open the document processor and set the original directly on the platen.



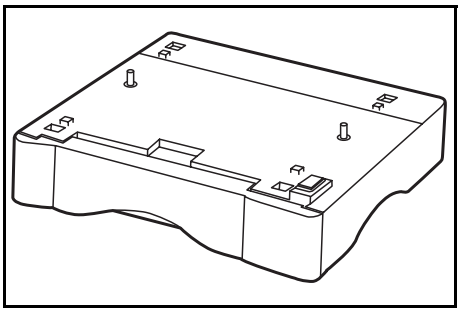
Note Shadows may appear around the edges and up the middle of copies made from open-faced originals (such as books, etc.).

Caution

Do not leave the document processor open as there is a danger of personal injury.

Paper Feeder

An extra cassette can be added below the cassette that is included with this machine. The paper size, media type, and paper capacity that can be loaded in the paper feeder is the same as that of the included cassette.

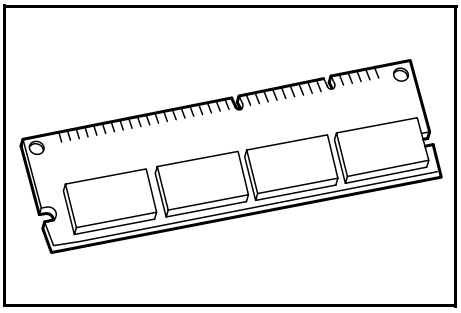


Important If the optional paper feeder is installed in your machine, always detach it before attempting to pick up or transport the machine.

Expansion Memory

It is possible to increase the memory in your machine. Adding memory will increase the number of originals that can be scanned at one time. An additional 64 MB, 128 MB, or 256 MB is effective when copying from originals with photos, due to their normally low compression ratio.

To expand memory up to 320 MB, remove the 32 MB DIMM that is installed at the factory and install a 256 MB DIMM.



Note The expansion memory should be installed only by your dealer. We shall not be liable for any damages caused by improper installation of expansion memory.

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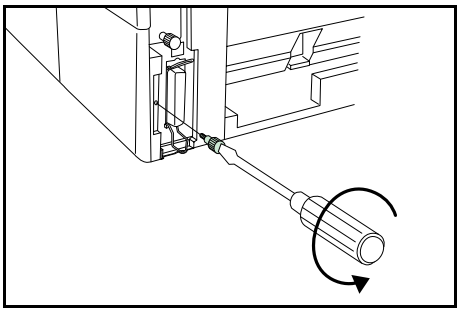
Installing DIMM

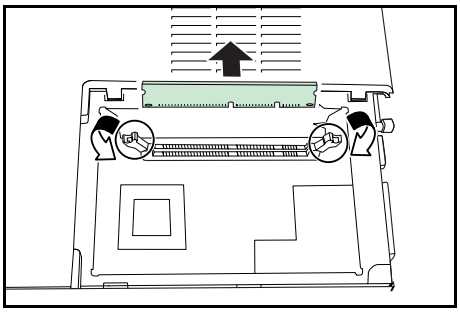
Contact your dealer for information on purchasing DIMM that is best suited for use with this machine. Insert DIMM into the socket as follows:

1 Turn off the machine, disconnect the power cord and disconnect the machine cable.

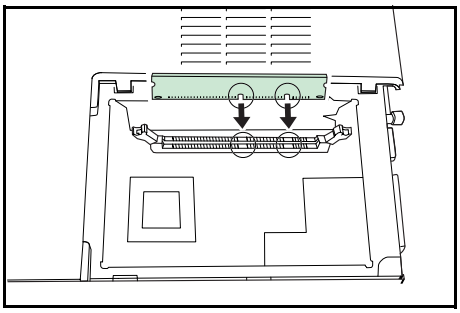
2 Remove the screw from the rear of the machine and remove the side cover.



3 Remove DIMM, carefully pull end stoppers outwards, then pull DIMM out of the socket.



4 Insert DIMM into the DIMM socket so that the notches on DIMM align with the corresponding protrusions in the socket.



5 When you have finished installing DIMM, replace the side cover and fasten it with the screw.

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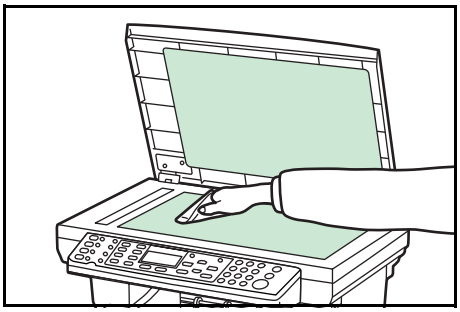
6 MaintenanceImportant

Cleaning the Machine

Caution

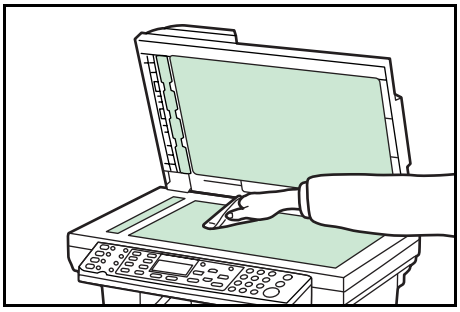
For safety purposes, always remove the power cord from the outlet when performing cleaning.

Lift open the original cover and wipe platen and original cover, as shown in the illustration, with a soft cloth dampened with alcohol or mild detergent.



Important Never use thinner or other organic solvents to clean the original cover.

If the optional document processor is installed in your machine, lift open the document processor and wipe the gray portion, as shown in the illustration, with a soft cloth dampened with alcohol or mild detergent.



Important

- Never use thinner or other organic solvents to clean the document processor.
- If copies appear soiled while using the optional document processor, such as black lines appearing on the copy image, the slit glass is dirty. Clean the slit glass with a dry soft cloth, or one dampened with alcohol.
- Never use water, thinner or other organic solvents to clean the slit glass.

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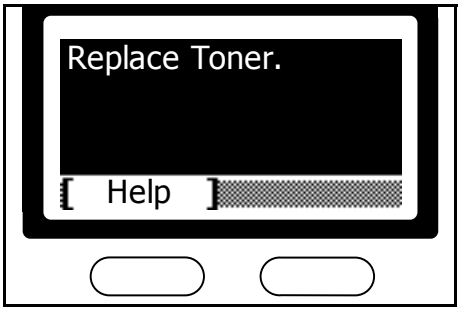
Toner Container Replacement



If `Replace Toner` appears on the message display, replace the toner container.

In addition, perform the appropriate cleaning operation whenever you replace the toner container, see ***Cleaning the Charger and the Registration Roller*** on page ***6-4***.

Online Help Messages

With the online help message function, this machine can display the procedure to replace the toner container on the message display. When `Replace Toner` message is displayed, press the left **select** (Help) key.

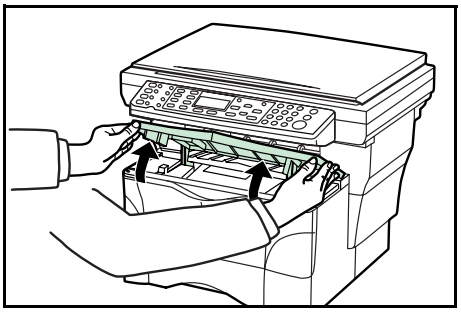
Pressing the ▲ key at the online help message display shows the next step; pressing the ▼ key shows the previous step.

To exit the online help message display, press the **Enter** key. The previously shown `Replace Toner` message appears.

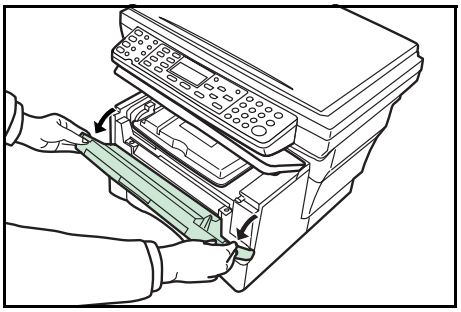
Replacing Toner Container

Replace the toner container using the following procedures.

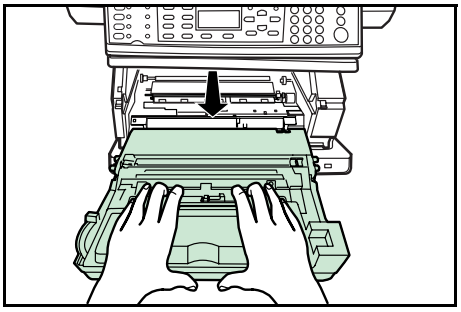
1 Open the top cover.



2 Open the front cover.



3 Lift the process unit, together with the toner container, out of the machine.



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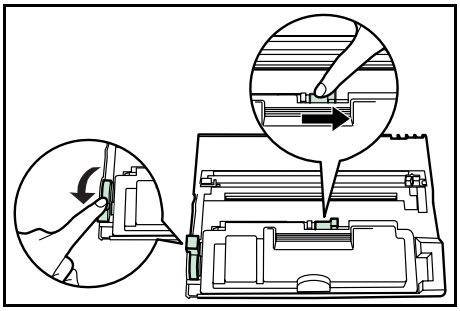
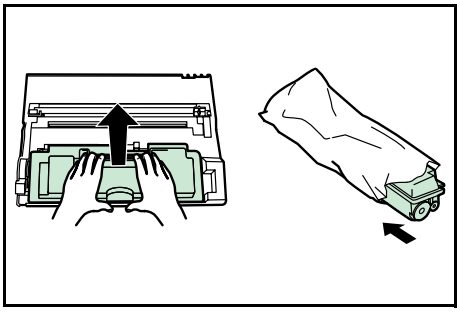
Important

- Place the process unit on a clean, level surface.
- The drum in the process unit is sensitive to light. Never expose the drum even to normal office lighting (500 lux) for more than five minutes.
- Never stand the process unit on end.

4 Pull the lock lever towards you into its release position (marked **UNLOCK**), then pull the toner container release lever to the right as indicated by the arrow (➔) in the illustration.



5 Gently remove the old toner container. Put it in the supplied plastic bag and dispose of it.



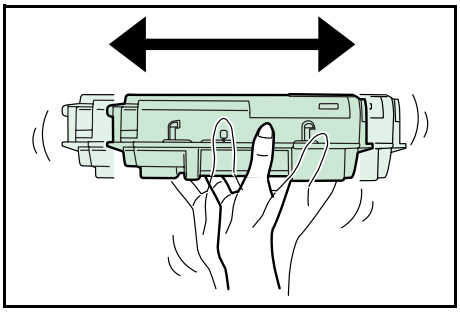
Caution

Do not attempt to incinerate the toner container. Dangerous sparks may cause burns.

Caution

Do not attempt to force open or destroy the toner container.

6 Shake the new toner container horizontally 5 or 6 times to ensure that the toner is evenly distributed inside.



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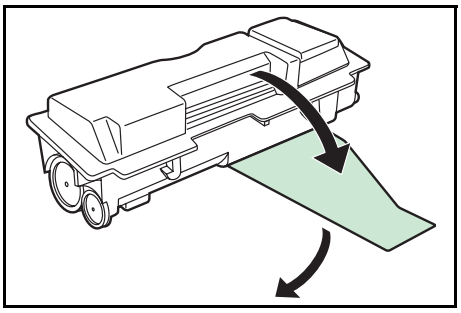
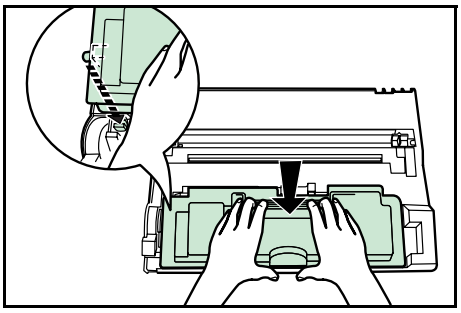
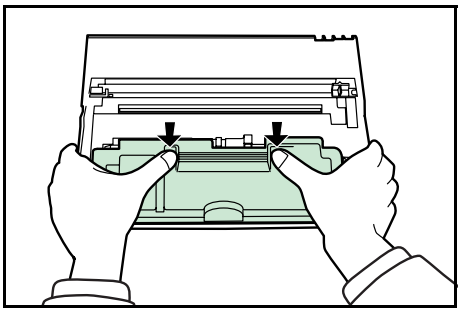
7 Remove the orange protective seal.

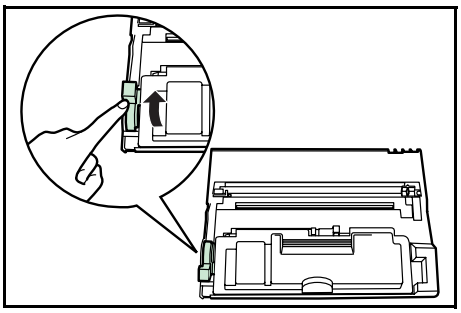


8 Align the knob on the left side of the container with the groove in the process unit and set the toner container into the process unit. Push on the **PUSH HERE** marks on the toner container until the container clicks into place.





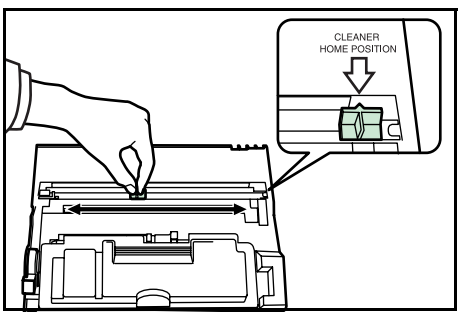
9 Push the lock lever back into its locked position (away from you).



Cleaning the Charger and the Registration Roller

Perform the following cleaning operation whenever you replace the toner container.

1 Slide the charger cleaner knob back and forth 2 to 3 times, then return it to its home position (marked **CLEANER HOME POSITION**).



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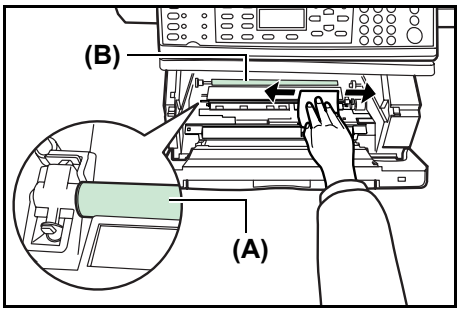
Important After cleaning, make sure you restore the charger cleaner to its home position.

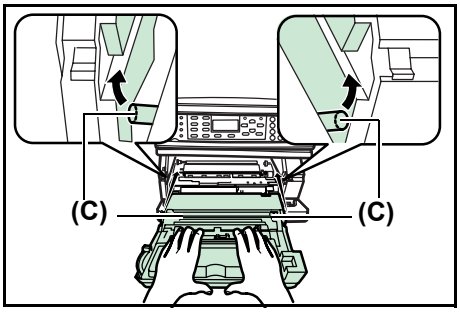
If the charger cleaner is not restored to the **CLEANER HOME POSITION**, a black band will appear on subsequent copies.

2 Use the cleaning cloth that is supplied with the new toner kit to wipe off any paper dust and dirt that has accumulated on the metal registration roller **(A)** inside the machine.

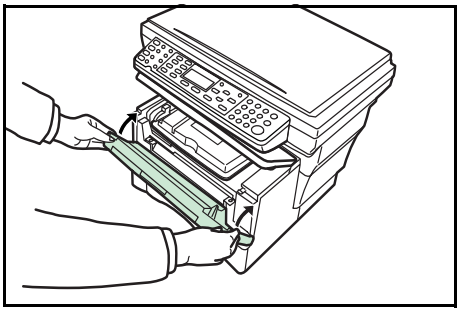


Important While cleaning, be careful to avoid touching the black transfer roller **(B)**.

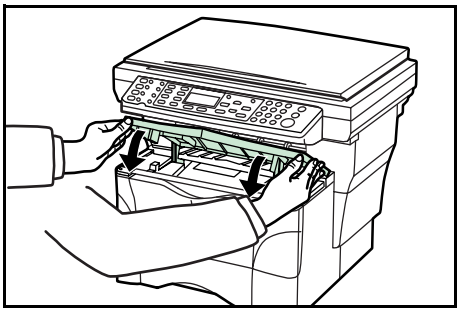
3 After cleaning is finished, align the pins **(C)** on both sides of the process unit with the guides inside the machine, and slide the process unit slowly back into its original position in the machine until in stops.



4 Close the front cover.



5 Close the top cover.



6 When the toner container is replaced, reset the toner gauge. For details, refer to ***Chapter 5*** in ***Advanced Operation Guide***, ***Resetting Toner Status***.

After use, always dispose of the toner container in accordance with local rules and regulations.

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7 Troubleshooting

General Guidelines

The table below provides basic solutions for problems you may encounter with the machine. We suggest you consult this table to troubleshoot the problems before calling for service.

Symptom	Check Item	Corrective Action	Reference Page
Nothing lights on the operation panel when the power switch is turned on.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	—
No copies come out when the **Start** key is pressed.	Is there some indication of the trouble on the operation panel?	Check the appropriate response to that indication and perform the corresponding procedure.	7-3
The copies come out blank.	Were the originals set correctly?	When setting originals on the platen, set them face-down.	4-3
		When setting originals in the optional document processor, set them face-up.	5-2
The copies come out too light.	Is the copier in the Auto Exposure Adjustment mode?	In order to adjust the overall exposure level, perform the Auto Exposure Adjustment procedure.	—
	Is the copier in either the Photo, Text+Photo, or Text mode?	Adjust the exposure to the correct level.	4-2
		To adjust the overall exposure, perform the corresponding exposure adjustment procedure.	—
	Is the copier in the EcoPrint mode?	Select an image quality mode other than the EcoPrint mode.	—
	Is the Add Toner indicator lit?	Replace the toner container.	6-2
	Is the copy paper wet?	Replace the copy paper with new paper.	3-1
The copies come out too dark.	Is the copier in the Auto Exposure Adjustment mode?	In order to adjust the overall exposure level, perform the ***Auto Exposure Adjustment*** procedure.	—
	Is the copier in either the Photo, Text +Photo, or Text mode?	Adjust the exposure to the correct level.	4-2
		To adjust the overall exposure, perform the corresponding exposure adjustment procedure.	—
The copies are dirty.	Is the platen or the optional document processor dirty?	Clean the platen and/or the optional document processor.	6-1
		Remove the process unit and perform the cleaning operation on the charger.	6-4

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Symptom	Check Item	Corrective Action	Reference Page
Black or white vertical bands appear on the copies.	Is the charger cleaner in its home position (marked **CLEANER HOME POSITION**)?	Remove the process unit and return the charger cleaner to its home position.	6-4
	If you are using the optional document processor, is the slit glass dirty?	Clean the slit glass. It is also possible to use the Scan Noise Reduction function to make black lines on the copies less apparent. For details, refer to ***Chapter 5*** in ***Advanced Operation Guide***, ***Turning Scan Noise Resolution On and Off***.	6-1
The copy image is sheared.	Were the originals set correctly?	When setting originals on the platen, align them flush up against its upper left corner.	4-3
		When setting originals in the optional document processor, align the original insert guides securely before setting the originals.	5-2
Paper jams occur often.	Is the paper loaded properly in the cassette?	Load the paper properly.	3-1
	Is the paper curled, folded or wrinkled?	Replace the paper with new paper.	—
	Is there any jammed paper or loose scraps of paper remaining inside the machine?	Carry out the appropriate procedure to remove the paper.	7-6
	Does the registered paper size match the size you are actually using?	Make sure the registered paper size matches the size you are actually using.	—
The Add Toner indicator doesn't go out even after replacing the toner container.	Did you shake the new toner container enough?	Shake the toner container a number of times.	—

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Maintenance and Error Messages

When any of the following messages appears on the message display, perform the procedure provided below.

Message	Procedure	Reference Page
`Add paper to` (paper source).	The paper has run out. Supply paper according to the paper source that is `Casset. 1` or `Casset. 2` (with option paper feeder) and `MP Tray`. The cassette is not properly closed. Make sure the cassette is closed securely.	3-1
`Close Document Processor`	The document processor is still open even though an original has been set. Close the document processor.	—
`Close Document Processor Cover.`	The left cover to the document processor is open. Close the cover securely.	—
`Close Top Cover.`	The top cover or the front cover is open. Close the covers securely.	—

`Error occurred`
`Call service person.`
`C####`
	Turn the power switch off (O) and then back on (|) again. If this message still remains, make a note of the number that is displayed together with the letter C. Then, turn the power switch off (O), and contact your service representative or authorized service center.	—

`Insert Cassette1.`	The paper feeder was selected, but the upper cassette is not installed or is not inserted properly. Push the upper cassette securely into the machine.	—

`KPDL error`
`Job is ended.`
`####`
	Current print processing cannot continue.
	If you want to cancel printing, press the right **select** key. If Auto Error Clear is set to On, printing will be automatically resumed after a preset period of time. Refer to ***Chapter 5*** in ***Advanced Operation Guide***, ***Auto Error Clear***.
		—

`Load paper in Cassette1.`
`Size # Type #`
`Load paper in Cassette2.`
`Size # Type #`
`Load paper in MP Tray.`
`Size # Type #`
	There is no paper in the indicated cassette. Press the right **select** key.
	If you have loaded paper in the cassette, select `Print (Continue)` and press the **Enter** key.
	To switch to another paper feed location, select `Paper select` and press the **Enter** key.
	The available paper feed locations will be displayed. Select the desired paper feed location and press the **Enter** key.
		3-1

`Memory overflow.` `Part of the job end is printed.`	The machine's memory is full. Press the left **select** key to cancel the copying procedure. Set a lesser number of originals and try to copy again. Try adding more memory. See ***Expansion Memory*** on page ***5-4***.	5-4

`Paper Jam at Cassette1.`
`Paper Jam at Cassette2.`
`Paper Jam at MP Tray.`
`Paper Jam at Document Processor.`
`Paper Jam in Printer.`
	A paper jam has occurred. Press the left **select** key to cancel the copying procedure.
	Refer to ***Paper Jam*** on page ***7-6*** and remove the jammed paper.
		7-6

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Message	Procedure	Reference Page
Place original and press Start key.	The machine will attempt to make copies from any originals that remain uncopied. Reset all of the originals on the original table and try to copy again.	—
Print overrun This page isn't complete.	The data transferred to the machine was too complex to print on a page. To continue printing, press the right **select** key. To cancel printing, press the left **select** key.	—
Remove originals in Document Processor.	This appears if there is a document in the document processor when the power is turned on. It also appears when the paper has jammed while being fed from the document processor because of the way it was placed. Remove all the document pages inside the document processor, and set them again correctly.	7-10
Replace Toner.	Toner has run out so further copying or printing is impossible. Replace the toner container using a new toner kit.	6-2
Scan memory overflow. Job is ended.	Scan memory overflow. Job is ended. Press the left **select** key to cancel the copying procedure. The total amount of data received by the machine exceeds the machine's internal memory. To verify the current amount of memory, print out a Status Page. To cancel printing, press the right **select** key. If Auto Error Clear is set to On, printing will be automatically resumed after a preset period of time. Refer to ***Chapter 5*** in ***Advanced Operation Guide***, ***Auto Error Clear***. Lower the image quality. Refer to ***Chapter 2*** in ***Advanced Operation Guide***, ***Selecting Image File Format***.	5-4

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Message	Procedure	Reference Page
Send error. ####	An error has occurred during e-mail transmission. The possible error codes and their descriptions are as follows.	
	1101: The server name of the SMTP server is not set correctly. Use COMMAND CENTER and register the SMTP server name correctly. Refer to ***Chapter 6*** in ***Advanced Operation Guide***, ***Advanced Page***.	—
	1105: The SMTP protocol setting is turned off. Use COMMAND CENTER and turn on the SMTP protocol setting. Refer to ***Chapter 6*** in ***Advanced Operation Guide***, ***Advanced Page***.	—
	1106: The Sender Address setting under E-mail: SMTP is not registered. Use COMMAND CENTER and register the Sender Address. Refer to ***Chapter 6*** in ***Advanced Operation Guide***, ***Advanced Page***.	—
	210#: The network cable is disconnected or the hub that it is connected to is not operating properly. Check to see whether the cable is not connected properly or the hub is not working properly.	3-7
	The server name of the SMTP server is not set correctly. Use COMMAND CENTER and register the SMTP Server Name correctly. Refer to ***Chapter 6*** in ***Advanced Operation Guide***, ***Advanced Page***.	—
	220#: The network cable has become disconnected during transmission or the hub that it is connected to has stopped operating. Check to see whether the cable is not connected properly or the hub is not working properly.	3-7
	3101: SMTP Authentication error. Consult with your network administrator to verify that the Login Account Name and Login Password required for SMTP Authentication are correct. Refer to ***Chapter 6*** in ***Advanced Operation Guide***, ***Advanced Page***.	—
	The SMTP server is not operating properly. Check with your network administrator to find out whether or not the SMTP server is working properly.	—
Toner low.	Toner is running low. Replace the toner container using a new toner kit as soon as possible.	6-2
Waste toner near full.	Remove the process unit from the machine. Gently shake the process unit horizontally a few times. Reinstall it into the machine. The machine will stop printing soon, contact your service representative or authorized service center.	—
Waiting to scan.	The memory to execute the job is insufficient. The job will be automatically resumed, after the memory capacity to execute is secured. If you want to cancel the job, press the left **select** key.	—

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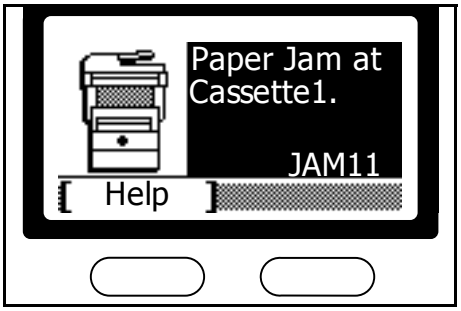
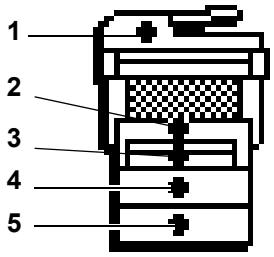
Paper Jam

If a paper jam occurs, a message will be displayed about the jam and copying or printing will stop.

Leave the power switch on (|) and refer to ***MP Tray and Inside Machine*** on page ***7-7*** to remove the jammed paper.



Jam Location Indicators



1	Original jam in the optional document processor.	See page ***7-10***
2	Paper jam inside the machine	See page ***7-7***
3	Paper jam in the MP tray.	See page ***7-7***
4	Paper jam in the upper cassette.	See page ***7-8***
5	Paper jam in the optional paper feeder.	See page ***7-8***

Warning

High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

Caution

The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

Cautions

- Do not reuse jammed paper.
- If paper is torn during removal, be sure to remove any loose scraps of paper from inside the machine. Failure to do so could cause another paper jam later.
- Once all jammed paper has been removed, warm-up will begin. The misfeed indications will disappear as well and the machine will return to the same settings as prior to the paper jam.

Online Help Messages

With the online help message function, this machine can display the procedure to replace the toner container on the message display. When `Paper Jam` message is displayed, press the left **select** (Help) key.

Pressing the ▲ key at the online help message display shows the next step; pressing the ▼ key shows the previous step.

To exit the online help message display, press the **Enter** key. The previously shown `Replace Toner` message appears.

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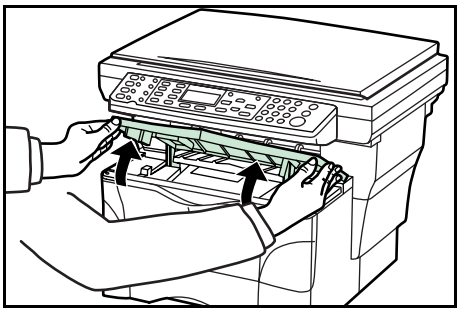
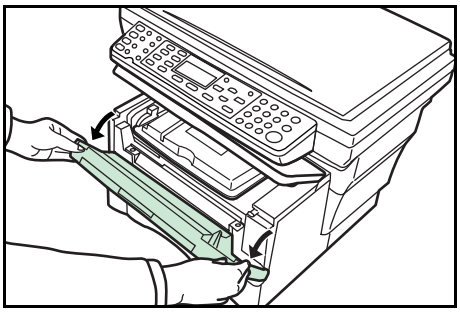
MP Tray and Inside Machine

Note If there are any printouts on the output tray, remove them first before performing this procedure.

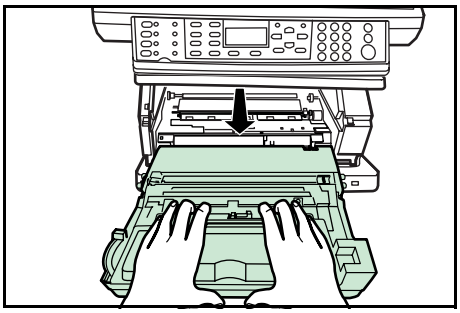
1 Open the top cover.



2 Open the front cover.



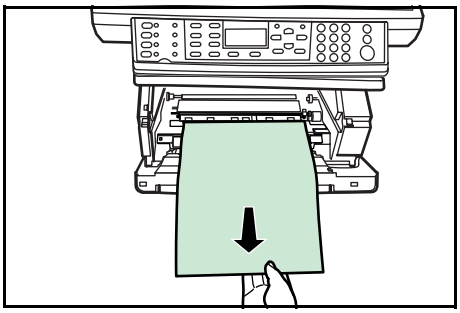
3 Take the process unit out of the machine.



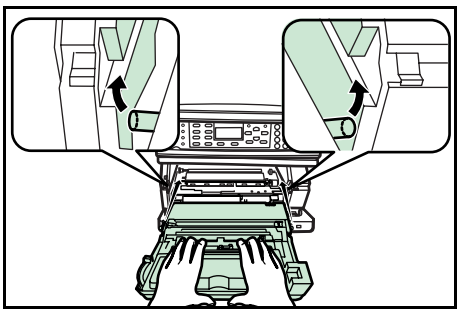
4 If the leading edge of the jammed paper is visible, pull it out towards you.

If the paper is not visible at all, perform the ***Cassette*** procedure.

If the paper has been fed to the rear of the machine but the leading edge is not visible, perform the ***Face-up Tray*** procedure.



5 Set the process unit into the machine by aligning the pins on both sides of the process unit with the guides inside the machine, and slide the process unit all the way back into the machine until it stops.



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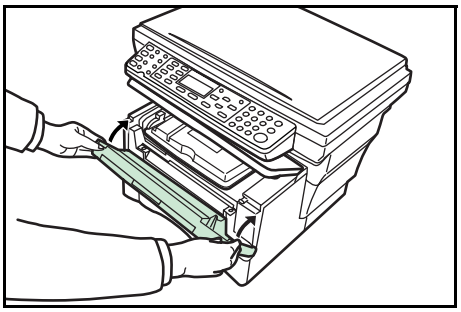
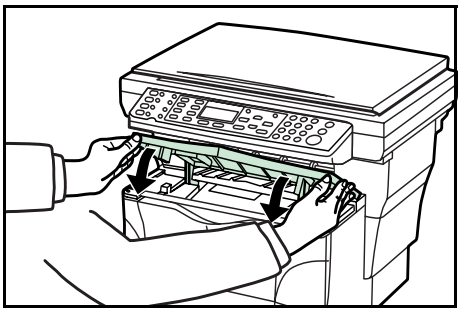
6 Close the front cover.

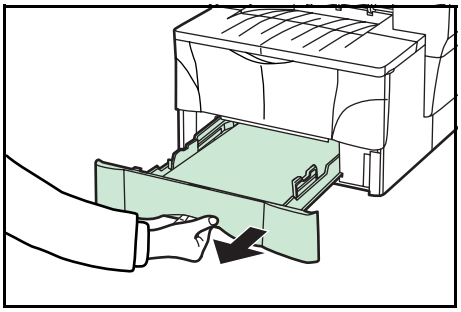


7 Close the top cover.

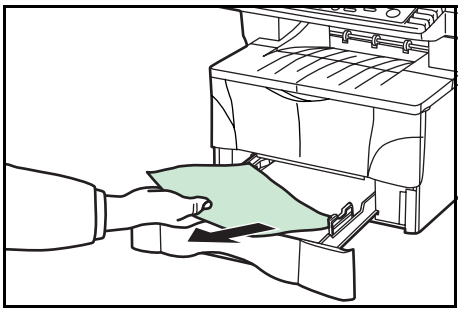


Cassette

1 Pull out the cassette that is currently being used.

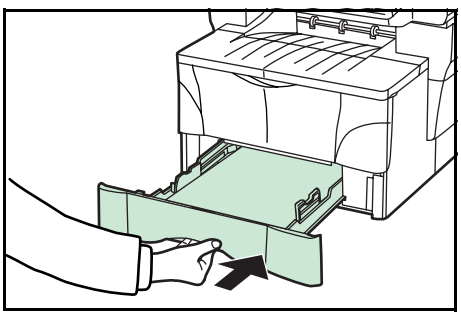


2 Remove the jammed paper.



Note If a paper jam occurs in the optional paper feeder, the procedure to remove jammed paper is the same as with the included cassette.

3 Push the cassette back in firmly.



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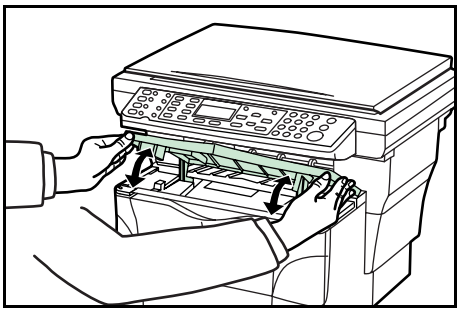
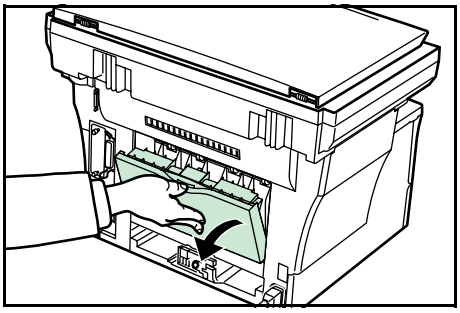
4 Open and then close the top cover. The misfeed indications will disappear.

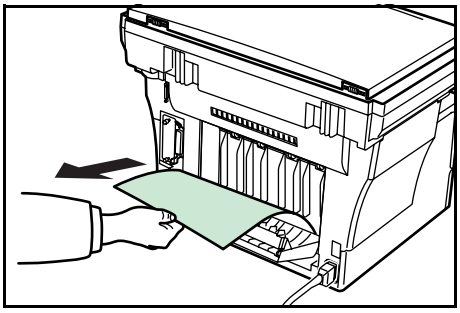


Face-up Tray

1 Open the rear cover.

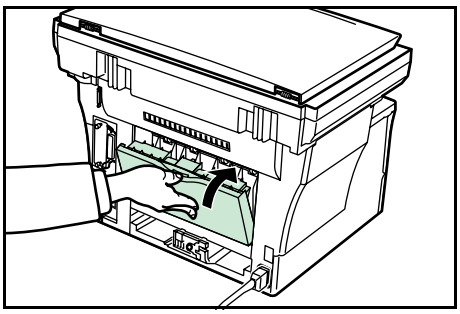


2 Remove the jammed paper.



> **Caution**
>
> The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

3 Close the rear cover.



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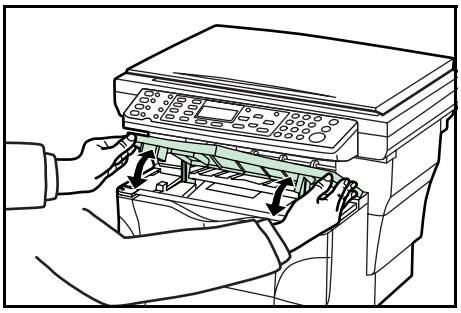
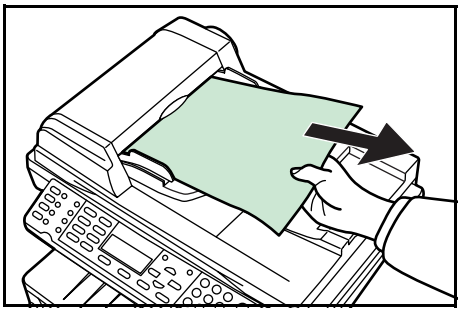
4 Open and then close the top cover. The jam indications will disappear.

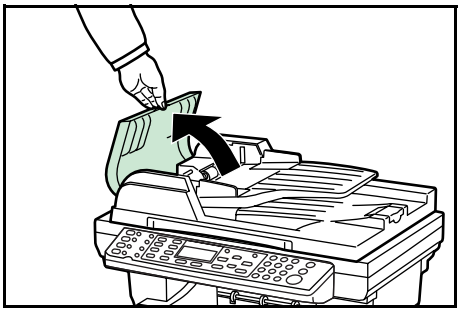


Optional Document Processor

1 Remove all of the originals remaining on the original table.

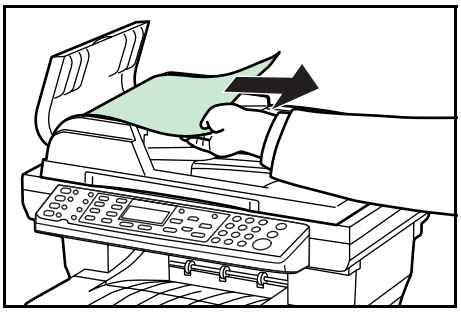


2 Open the left cover to the document processor.

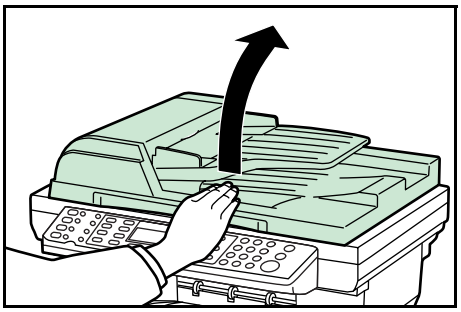


3 Remove the jammed original.

If the original is caught in the rollers or difficult to remove at all, proceed to the next step.



4 Open the document processor.



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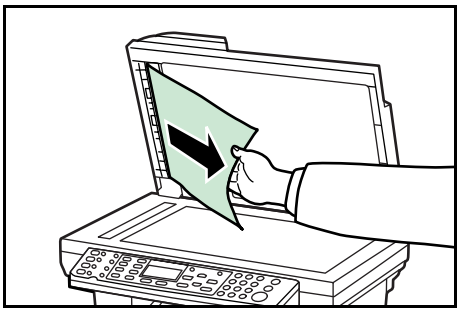
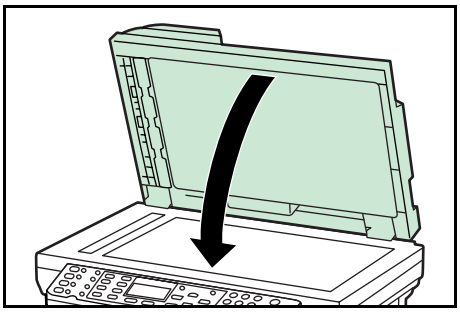
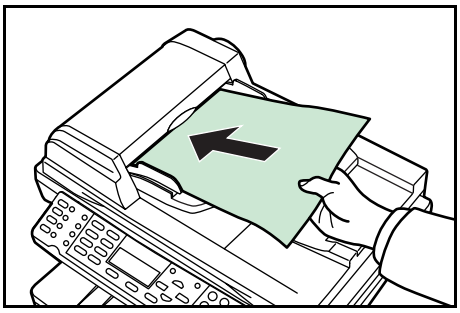
5 Remove the jammed original.



6 Close the document processor.



7 Reset the originals.



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Appendix

Specifications

Note Specifications are subject to change without notice.

Main Body

Item	Specification
Printing system	Electro-photographic
Originals	Sheets of paper, books and 3-dimensional objects
Copy sizes	
Cassette	A4, A5, ISO B5, JIS B5, Folio, 16K, 8 1/2 × 14"/Legal, 8 1/2 × 11"/Letter, 7 1/4 × 10 1/2"/Executive, and 8 1/2 × 13"/Oficio II
MP tray	3.15 to 8.50 inches × 5.83 to 14.02 inches 80 to 216 mm × 148 to 356 mm
Print margin loss	0.5 to 5.5 mm
Paper	Refer to ***Appendix*** in ***Advanced Operation Guide***.
Paper feed capacity	Paper cassettes: 250 sheets (80 g/m²) MP tray: 50 sheets (80 g/m²)
Stacking capacity	Output tray: Approx. 150 sheets (80 g/m²) Face-up tray: Approx. 30 sheets (80 g/m²)
Warm-up time	Normal: 30 sec. or less Recovery from low power mode: 10 sec. or less Recovery from sleep mode: 15 sec. or less (At room temperature of 73.4 °F/23 °C, humidity 60 %)
Memory	
Standard model	96 MB (64 MB fixed and 32 MB detachable)
Option memory	Up to 256 MB to replace 32 MB
Ambient conditions	
Temperature	10 to 32.5 °C
Humidity	20 to 80 %RH
Altitude	Maximum 2,000 m (6,500 feet)
Illumination	1,500 lux or less
Power source	120 V AC, 60 Hz, 7.8 A 220 to 240 V AC, 50/60 Hz, 4.0 A
Dimensions (W) × (D) × (H)	19 9/16 × 16 5/8 × 15 3/16" 496 × 421 × 385 mm
Weight	Approx. 32 lbs. Approx. 14.5 kg
Noise emission	≦ 70 dB(A)
Required space (W) × (D)	19 9/16 × 29 3/16" 496 × 740 mm

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Copying Functions

Item	Specification
Copying speed	
Platen (1:1)	8 1/2 × 11"/Letter/A4: 18 copies/min. A5: 10 copies/min. 8 1/2 × 14"/Legal: 10 copies/min.
Document Processor (1:1)	18 copies/min. (8 1/2 × 11"/Letter/A4)
First copy	Approx. 10 sec. (1:1, 8 1/2 × 11"/Letter/A4)
Resolution	Scanning: 600 × 600 dpi Printing: 600 × 600 dpi
Continuous copying	1 to 999 sheets
Zoom ratios	50, 64, 70, 78, 86, 90, 100, 115, 129, 141, and 200 % Any 1 % increment between 50 and 200 %

Printing Functions

Item	Specification
Printing speed	8 1/2 × 11"/Letter/A4: 18 copies/min. A5: 18 copies/min. 8 1/2 × 14"/Legal: 10 copies/min.
First print	Approx. 8 sec. (8 1/2 × 11"/Letter/A4)
Resolution	300, 600 dpi, and Fast 1200
Compatible operation system	Microsoft Windows 95/98/Me Microsoft Windows NT 4.x/2000/XP Apple Macintosh OS 9.x/OS X 10.x UNIX/Linux
Host Interface	Parallel: 1 port (IEEE1284) USB: 1 port (Hi-speed USB 2.0) Ethernet: 1 port (10BASE-T/100BASE-TX)
Emulations	Line printer, IBM proprinter, DIABLO 630, EPSON LQ-850, PCL6, and KPDL

Scanning Functions

Item	Specification
Resolution†	200, 300, 400, and 600 dpi
Color mode	Full Color: 8 bit/dot (each color) Grayscale: 8 bit/dot Monochrome: 1 bit/dot
File format	PDF, TIFF (Only monochrome mode), JPEG (Only full color and grayscale modes)
Zoom ratios	100 % and Auto
Host Interface	Ethernet: 1 port (10BASE-T/100BASE-TX)

† The maximum resolution using full color or gray scale modes is 300 dpi. To scan in full color or gray scale with 400 dpi or 600 dpi resolution, expansion the amount of the internal memory is required. Refer to ***Expansion Memory*** on page ***5-4***.

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Document Processor (Option)

Item	Specification
Original feed system	Automatic feeding
Originals	Sheets of paper
Original sizes	Maximum: 8 1/2 × 14"/Legal and Folio Minimum: 5 1/2 × 8 1/2"/Statement and A5R
Original paper weight	50 to 120 g/m²
Maximum number of originals	50 (50 to 80 g/m²)
Dimensions (W) × (D) × (H)	17 15/16 × 13 1/16 × 3 11/16" 455 × 331 × 93 mm
Weight	Approx. 5 lbs. Approx. 2.3 kg

Paper Feeder (Option)

Item	Specification
Paper feed capacity	250 sheets (80 g/m²)
Paper sizes	A4, A5, ISO B5, JIS B5, Folio, 16K, 8 1/2 × 14"/Legal, 8 1/2 × 11"/Letter, 7 1/4 × 10 1/2"/Executive, and 8 1/2 × 13"/Oficio II
Paper	Refer to ***Appendix*** in ***Advanced Operation Guide***.
Dimensions (W) × (D) × (H)	14 7/8 × 14 3/4 × 3 1/8" 378 × 375 × 79 mm
Weight	Approx. 4.5 lbs. Approx. 2.0 kg

Environmental Specifications

Item	Specification
Duplex copying	Not available
Paper feed	Recycled paper made from 100% recycled pulp may be used with this product.

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