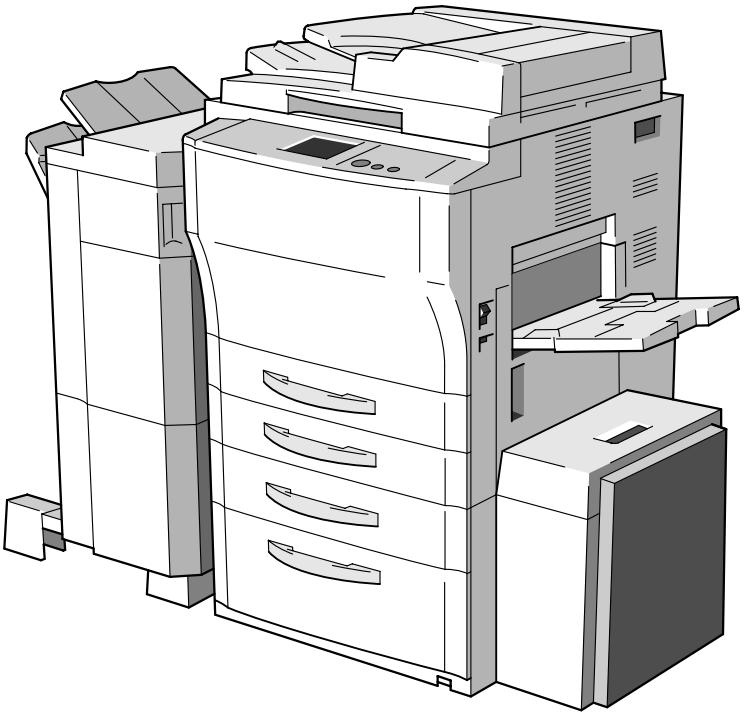
7664-4002-02

MINOLTA

Di450/Di550

Operator's Manual



energy

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

What is an ENERGY STAR® Products?

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

Recycled Paper (USA market only)

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

Minolta Recycled Bond Item No. 8925 701
20% Post Consumer Waste

SAFETY INFORMATION

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

Please read the next section before using this device. It contains important information related to user safety and preventing equipment problems.

Make sure you observe all of the precautions listed in this manual.

---

*Please note that some parts of the contents of this section may not correspond with the purchased product.

■ Warning and Precaution Symbols

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

■ Meaning of Symbols

A triangle indicates a danger against which you should take precaution.

This symbol warns against possible electrical shock.

A diagonal line indicates a prohibited course of action.

This symbol warns against dismantling the device.

A black circle indicates an imperative course of action.

This symbol indicates you must unplug the device.

⚠ WARNING

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

- Only use the power cord supplied in the package. Failure to use this cord could result in a fire or electrical shock.
- Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock.
- Do not use a multiple outlet adapter to connect any other appliances or machines. Use of a power outlet for more than the marked current value could result in a fire or electrical shock.

Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.

Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.

- Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown.
  Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.
- In principle, do not use an extension cord. Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.

⚠ WARNING

	Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.
	• If this product becomes inordinately hot or emits smoke, or unusual odor or noise, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result. • If this product has been dropped or its cover damaged, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.
	Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.
	Connect the power cord to an electrical outlet that is equipped with a grounding terminal.

⚠ CAUTION

- Do not use flammable sprays, liquids, or gases near this product, as a fire could result.
- Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.
- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.
- Do not install this product at a site that is exposed to direct sunlight, or near an air conditioner or heating apparatus. The resultant temperature changes inside the product could cause a malfunction, fire, or electrical shock.
- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.
- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.
- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.
- Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.

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

Do not place any objects around the power plug as the power plug may be difficult to pull out when an emergency occurs.

- Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals.
- Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.
- When moving this product, always hold it by the locations specified in the operator’s manual or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.
- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.
- When unplugging the power cord, be sure to hold onto the plug. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.

Precautions for Routine Use

- Do not store toner units, PC drum units, and other supplies and consumables in a place subject to direct sunlight and high temperature and humidity, as poor image quality and malfunction could result.
- Do not attempt to replace the toner unit and PC drum unit in a place exposed to direct sunlight. If the PC drum is exposed to intense light, poor image quality could result.
- Do not unpack a toner unit or PC drum unit until the very time of use. Do not leave an unpacked unit standing. Install it immediately or poor image quality could result.
- Do not keep toner units and PC drum units in an upright position or upside down, as poor image quality could result.
- Do not throw or drop a toner unit or PC drum unit as poor image quality could result.
- Do not use this product in an area where ammonia or other gases or chemicals are present. Failure to do so may shorten the service life of the product, cause damage or decrease performance.
- Do not use this product in an environment with a temperature outside the range specified in the operator's manual, as a breakdown or malfunction could result.
- Do not attempt to feed stapled paper, carbon paper or aluminum foil through this product, as a malfunction or fire could result.

Do not touch or scratch the surface of the toner unit, developing roller and the PC drum, as poor image quality could result.

Use the supplies and consumables recommended by the dealer. Use of any supply or consumable not recommended could result in poor image quality and breakdown.

For United States and Canada Users

Thank you for choosing Minolta quality. For over 30 years Minolta has been a leader on the forefront of office equipment technology and service. Our desire has always been to bring you highly reliable products. We pledge to continue to provide you, our customer, with our state of the art equipment, as well as full customer service for all our products. We look forward to a long healthy relationship with you and our company. If you have any questions or comments about Minolta, our product or service, please let us know. Our fax number is 800-237-8087 (for the U.S.A. and Canada). Thank you again.

This operator's manual explains how to operate the machine and replenish its supplies. It also gives some troubleshooting tips as well as general precautions to be observed when operating the machine.

To ensure the best performance and effective use of your machine, read this manual carefully until you familiarize yourself thoroughly with its operation and features. After you have read through the manual, keep it ready for reference.

Please use this manual as a quick and handy reference tool for immediately clarifying any questions which may arise.

MC-F02

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

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

FCC-F01

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

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

IC-F03

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

Except United States and Canada Users

Thank you for choosing Minolta.
This operator's manual explains how to operate the machine and replenish its supplies. It also gives some troubleshooting tips as well as general precautions to be observed when operating the machine.

To ensure the best performance and effective use of your machine, read this manual carefully until you familiarize yourself thoroughly with its operation and features. After you have read through the manual, keep it for ready reference.

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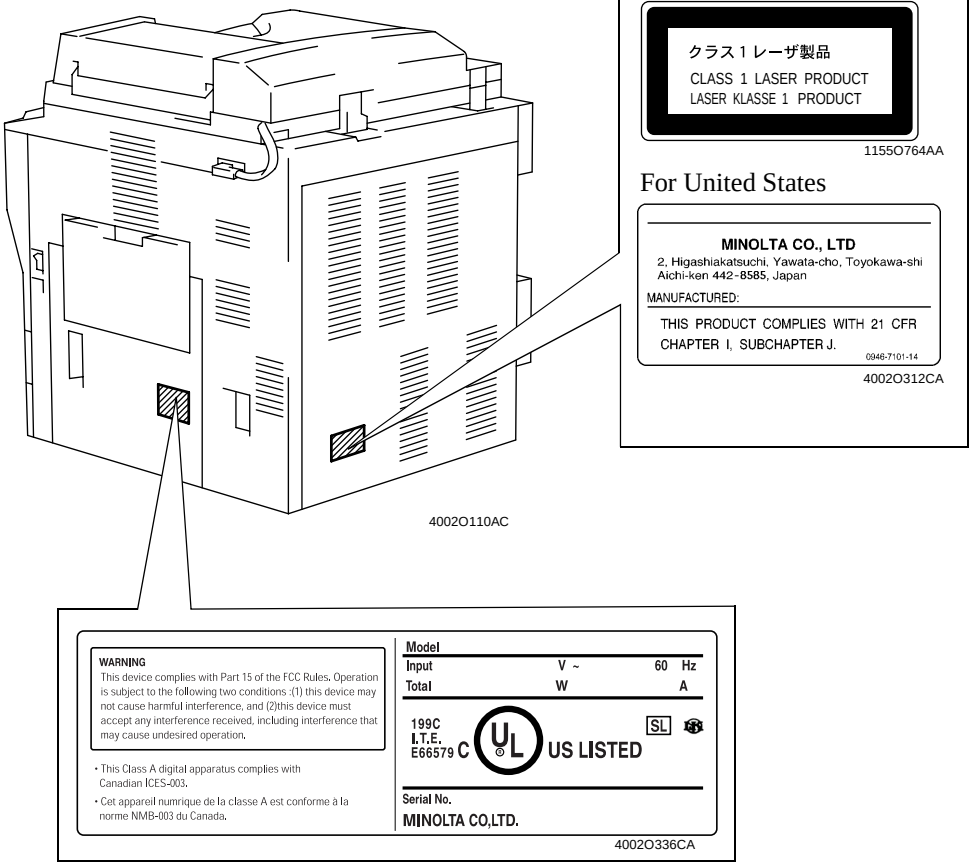
Safety Precautions

Laser Safety Label

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



The Manufacturer’s Name Plate is affixed at the position illustrated above.
Please write down the Model Name and Serial No. of your machine here.

Model:
Serial No.

Safety Information

Laser Safety

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

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

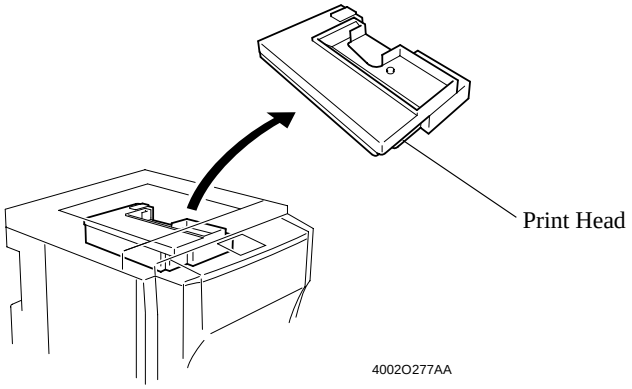
This machine is certified as a Class 1 laser product. This means the machine does not produce hazardous laser radiation.

Internal Laser Radiation

Maximum Average Radiation Power: 13.6µW at the laser aperture of the print head unit.

Wavelength: 785nm

This product employs a Class 3b laser diode that emits an invisible laser beam.
The laser diode and the scanning polygon mirror are incorporated in the print head unit.
The print head unit is NOT A FIELD SERVICE ITEM.
Therefore, the print head unit should not be opened under any circumstances.



CDRH Regulation

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

The label shown to page vii indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

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

This is a semiconductor laser. The maximum power of the laser diode is 0.68mW and the wavelength is 785nm.

For European Users

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

This is a semiconductor laser. The maximum power of the laser diode is 0.68mW and the wavelength is 785nm.

For Denmark Users

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

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 0.68mW og bølgelængden er 785nm.

For Finland, Sweden Users

LOUKAN 1 LASERLAITE
KLASS 1 LASER APPARAT

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

Tämä on puolijohdelaser. Laserdiodin suurin teho on 0.68mW ja aallonpituus on 785nm.

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

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 0.68mW och våglängden är 785nm.

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

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

For Norway Users

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

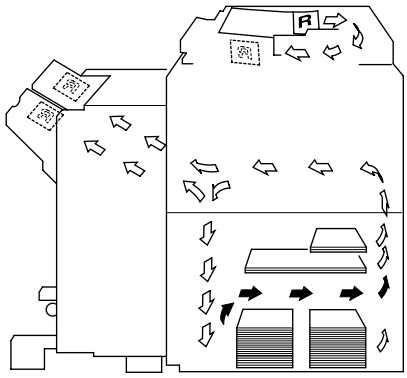
Dette en halvleder laser. Maksimal effekt till laserdiode er 0.68mW og bølgelengde er 785nm.

Terms and Symbols for the Type of Originals and Paper

A few special terms and symbols are used in this manual to designate types of originals and paper. This page explains about these terms and symbols.

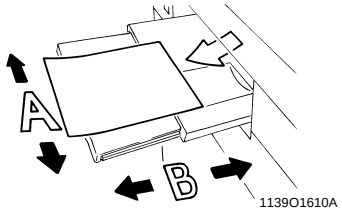
Feeding Direction (paper path)

In this machine system, paper is taken up from the right-hand side of the machine and fed through the machine toward the left-hand side onto the Copy Tray. In the figure below, the direction in which the paper is fed, as indicated by the arrow, is called the “feeding direction.”



4002O120AC

“Width” and “Length”



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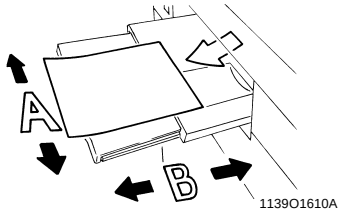
When we talk about the size of the original or copy, we call side A “width” and side B “length.”

A: Width
B: Length

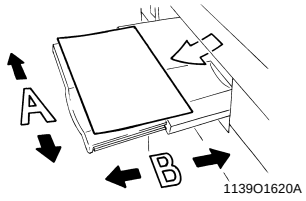
Terms and Symbols Used



1139O1610A

<Lengthwise >

When the original or copy has a “length” longer than its “width,” we call it “lengthwise” and use symbol “L” or “ .”



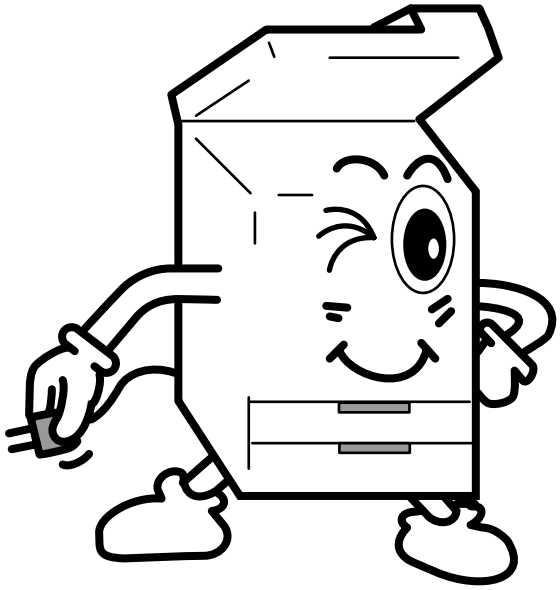
1139O1620A

<Crosswise >

When the original or copy has a “length” shorter than its “width,” we call it “crosswise” and use symbol “C” or “ .”

Chapter 1

Safety Notes



1. Installing the Machine

Installation Site

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

◆A place away from a curtain or the like that may catch fire and burn easily.
◆An area where there is no possibility of being splashed with water or other types of liquid.
◆An area free from direct sunlight.
◆A place out of the direct air stream of an air conditioner, heater, or ventilator.
◆A well-ventilated place.
◆A dry place.
◆A dust-free location.
◆An area not subject to undue vibration.
◆A stable and level location.
◆A place where ammonia or other organic gas is not generated.
◆A place which does not put the operator in the direct stream of exhaust from the machine.
◆A place which is not near any kind of heating device.

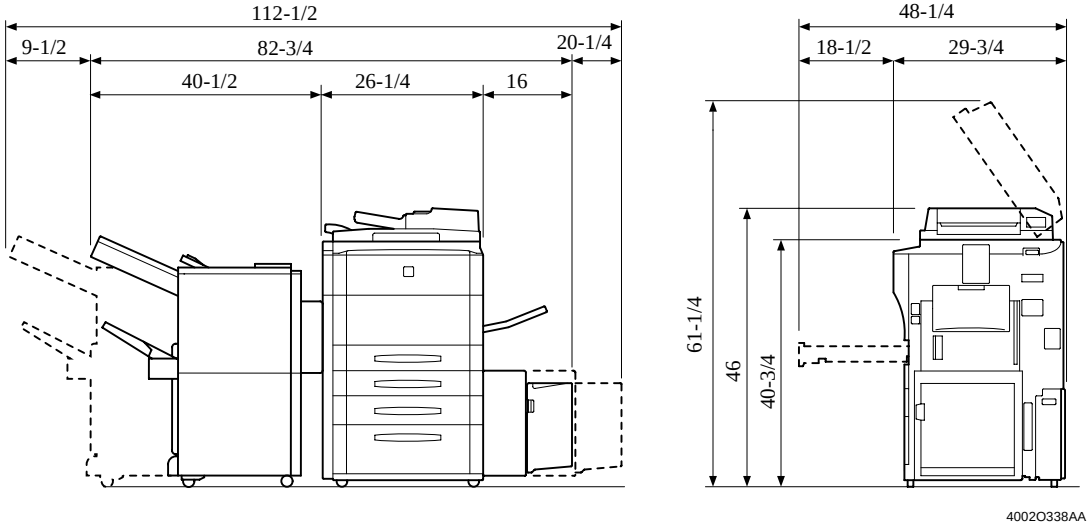
Power Source

The power source voltage requirements are as follows:

◆Use a power source with little voltage fluctuation.
Voltage Fluctuation : Within ± 10%
Frequency Fluctuation : Within ± 0.3%

Space Requirements

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



<With EDH-3, PF-115, FN-5 and C-306L mounted>

Unit: Inch

2. Precautions for Use

Operating Environment

The operating environmental requirements of the machine are as follows:

Temperature : 10°C to 32°C (50°F to 90°F) with a fluctuation of 10°C (18°F) per hour.
Humidity : 15% to 85% with a fluctuation of 10% per hour.

Acoustic noise

<For European Users Only>
Machine Noise Regulation 3 GSGV, 18.01.1991 : The sound pressure level at the operator position according to EN 27779 is equal to or less than 70dB(A).

Using the Machine Properly

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

◆NEVER place a heavy object on the machine or subject the machine to shocks.
◆NEVER open any doors, or turn OFF the machine while the machine is making copies.
◆NEVER bring any magnetized object or use flammable sprays near the machine.
◆NEVER remodel the machine, as a fire or electrical shock could result.
◆ALWAYS insert the power plug all the way into the outlet.
◆ALWAYS make sure that the outlet is visible, clear of the machine or machine cabinet.
◆ALWAYS provide good ventilation when making a large number of continuous copies.

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

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

Moving the Machine

If you need to transport the machine over a long distance, consult your Technical Representative.

Care of Machine Supplies

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

- ◆Store the paper, toner, and other supplies in a place free from direct sunlight and away from any heating apparatus. Keep them in a dry, cool, clean environment.
- ◆Store paper, which has been removed from its wrapper but not loaded into the drawer, in a sealed plastic bag in a cool, dark place.
- ◆Keep supplies out of the reach of children.
- ◆If your hands become soiled with toner, wash them with soap and water immediately.

Note on making multiple copies

If the fusing temperature drops excessively during a multi-copy cycle, there is a possibility that the copying speed will be reduced. The copying speed will automatically return to normal when the fusing temperature rises enough to ensure good fusing performance.

Legal Restrictions on Copying

Certain types of documents must never be copied by the machine for the purpose or with the intent to pass copies of such documents off as the original. The following is not a complete list but is meant to be used as a guide to responsible copying.

Financial Instruments
• Personal Checks
• Travelers Checks
• Money Orders
• Certificates of Deposit
• Bonds or other Certificates of Indebtedness
• Stock Certificates

Legal Documents
• Food Stamps
• Postage Stamps (canceled or uncanceled)
• Checks or Drafts drawn by Government Agencies
• Internal Revenue Stamps (canceled or uncanceled)
• Passports
• Immigration Papers
• Motor Vehicle Licenses and Titles
• House and Property Titles and Deeds

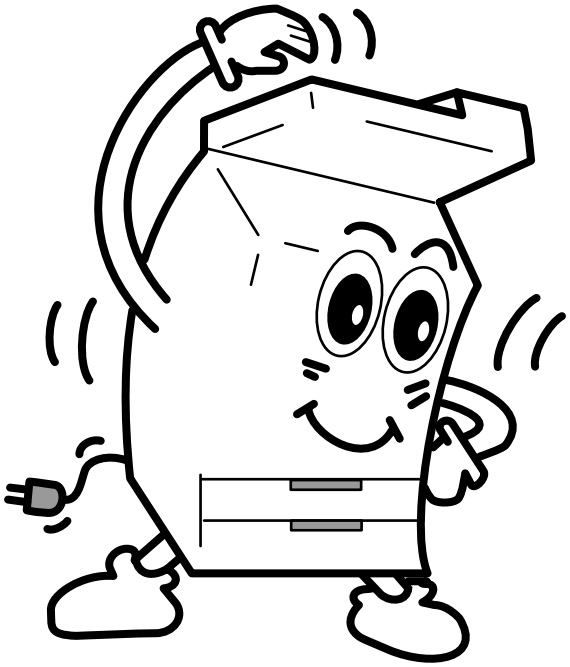
General
• Identification Cards, Badges, or Insignias
• Copyrighted Works without permission of the copyright owner

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

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

Chapter 2

Getting to Know Your Machine



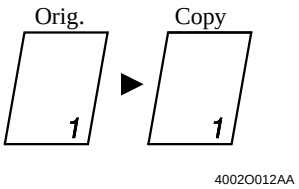
1. Typical Copies You Can Make with Your Machine

Typical copies you can make with your machine

Here's a sample of the features the machine is equipped with to turn out different types of copies. For the specific operations, see the relevant pages indicated by ☞ p.

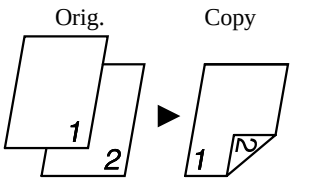
Original ▶ Copy ☞ p.3-36

Single-Sided ▶ Single-Sided



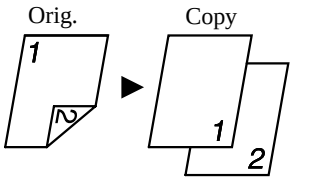
4002O012AA

Single-Sided ▶ Double-Sided



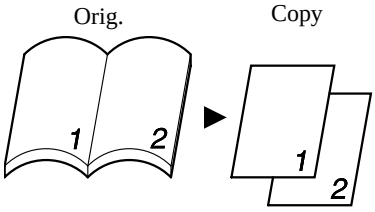
4002O013AB

Double-Sided ▶ Single-Sided



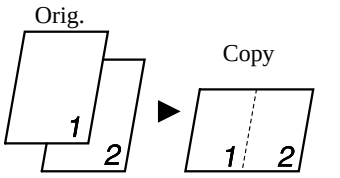
4002O014AA

Book ▶ Single-Sided



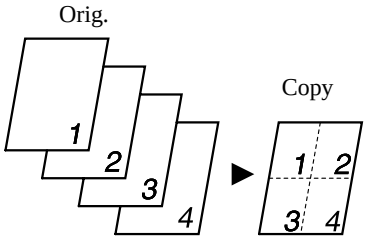
4002O015AA

2-in-1



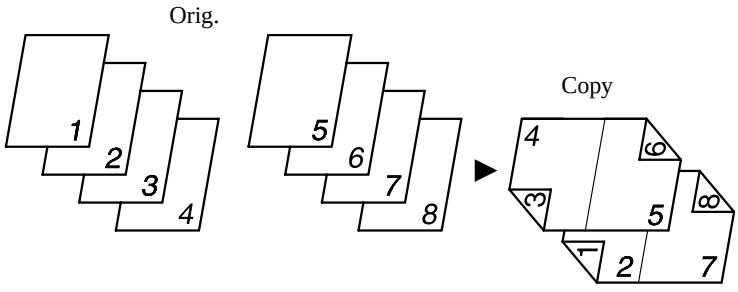
4002O016AA

4-in-1



4002O017AA

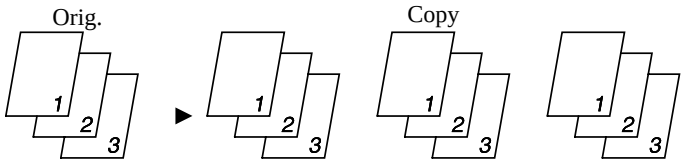
Booklet



4002O018AA

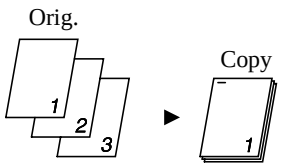
Finishing ☞ p. 3-20

Sort



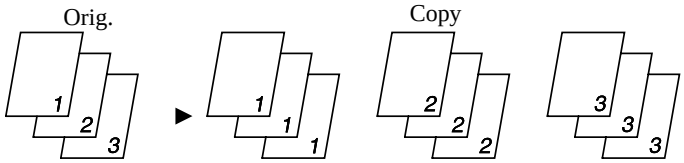
4002O052AA

Staple



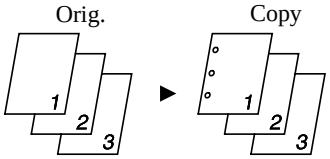
4002O019AA

Group



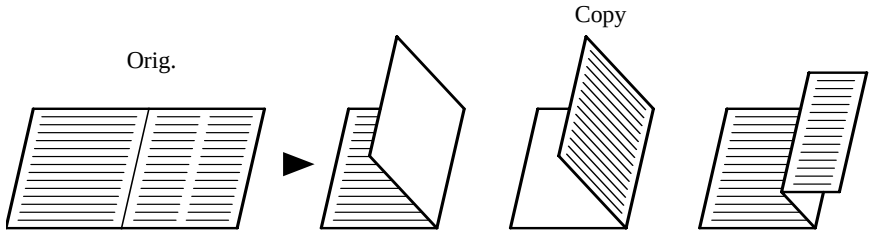
4002O053AA

Hole punch



4002O311EA

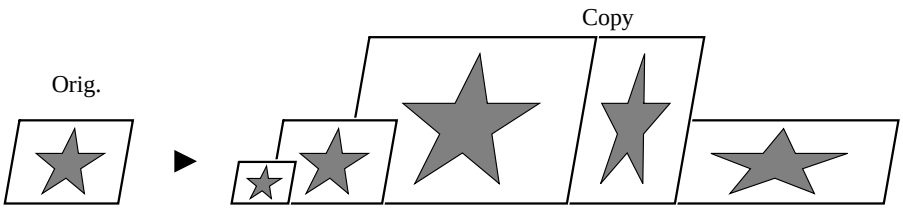
Folding



4002O021AA

Zoom Ratio ☞ p. 3-14

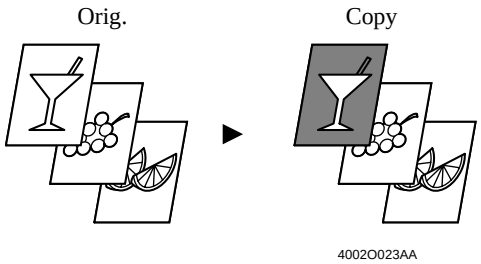
Reduce, Full size, Enlarge, X/Y Zoom



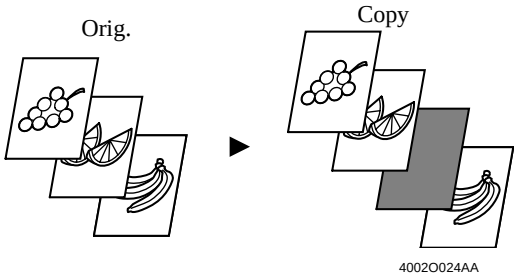
4002O022AA

Auxiliary Functions

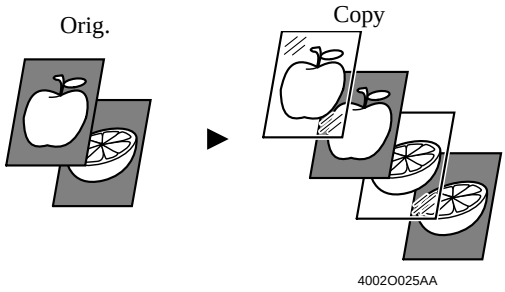
Cover ☞ p. 3-46



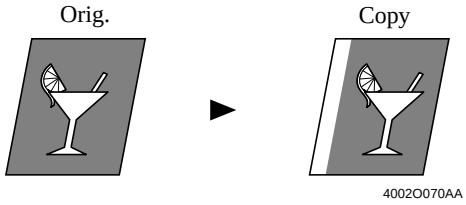
Page Insertion ☞ p. 3-49



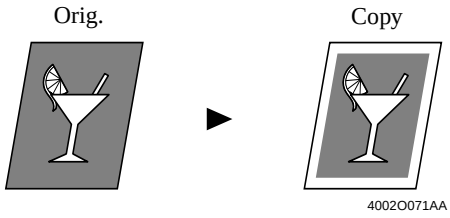
OHP Interleaving ☞ p. 3-52



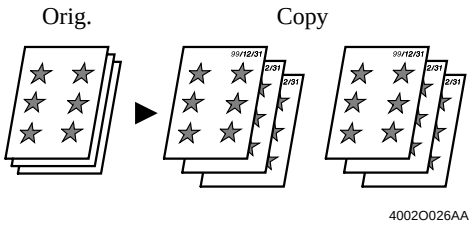
File Margin ☞ p. 3-54



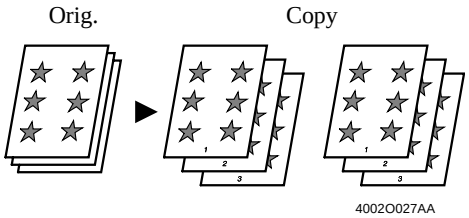
Erase ☞ p. 3-56



Number Stamping (Date) ☞ p. 3-60



Number Stamping (Page) ☞ p. 3-60



Number Stamping (Distribution) ☞ p. 3-60

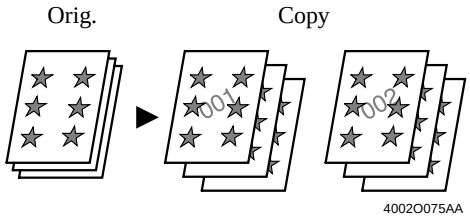
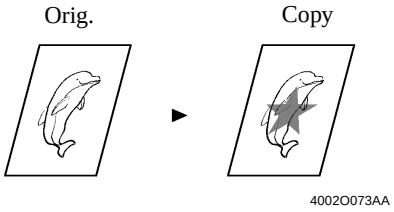


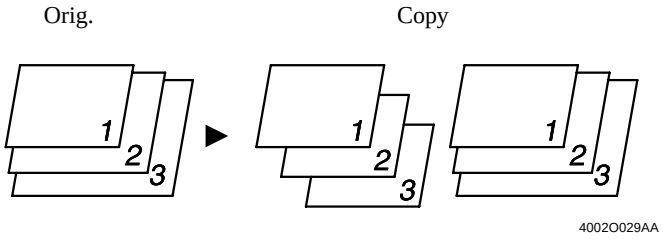
Image Repeat ☞ p. 3-58

Image Stamping ☞ p. 3-64



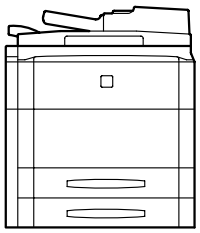
Mixed Original Detection ☞ p. 3-66

Mixed Orig. Detection



2. System Overview

System Overview

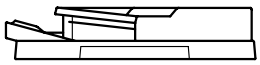


4002O309AA

Original Cover <Option>
Holds the original in position on the Original Glass.

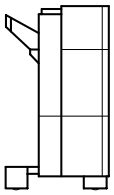
1166O007AA

Electronic Document Handler EDH-3 <Option except United States and Canada Users>
Automatically feeds originals one page after another for scanning. It is also capable of automatically turning over 2-sided originals for scanning data on both sides.



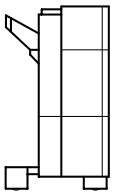
4002O098AA

Finisher FN-105 <Option>
Automatically sorts, groups, sort-staples, or punches copies.



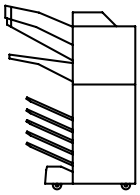
4002O099AA

Finisher FN-106 <Option>
Automatically sorts, groups, or sort-staples copies.



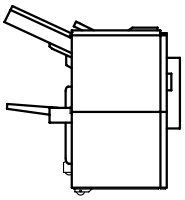
4002O099AA

Mailbin Finisher FN-503 <Option>
Automatically sorts, groups, sort-staples, or punches copies and feeds them into the five bins (Mailbins) as specified by the PC.



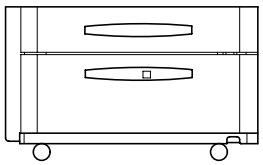
4002O102AA

Finisher FN-5 <Option>
Automatically sorts, groups, sort-staples, punches, or folds copies.

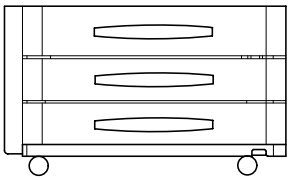


4002O101AA

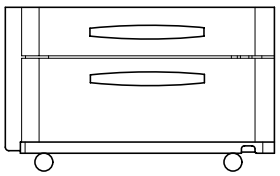
Large Capacity Cabinet PF-115 <Option>
Equipped with a Duplex Unit that automatically turns over paper to make 2-sided copies and a drawer that is capable of holding up to 2,600 sheets of paper (20 lb).


4002O105AA

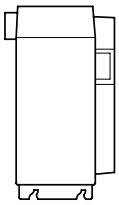
2Way Paper Feed Cabinet PF-208 <Option>
Equipped with a Duplex Unit that automatically turns over paper to make 2-sided copies and two drawers, each of which is capable of holding up to 550 sheets of paper (20 lb).


4002O104AA

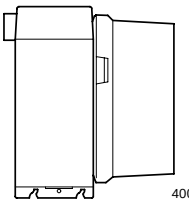
Duplexing Paper Feed Cabinet PF-7D <Option>
Equipped with a Duplex Unit that automatically turns over paper to make 2-sided copies and a storage drawer that serves as a handy storage for paper, machine supplies, or other things.


4002O103AA

Large Capacity Cassette C-306 <Option>
Holds up to 3,400 sheets of LetterC paper (20 lb).


4002O106AA

Large Capacity Cassette C-306L <Option>
Holds up to 3,400 sheets of LegalL, LetterL or LetterC paper (20 lb).


4002O107AA

Hard Disk Drive Kit HDD-1 <Option>
Expands the memory capacity of the machine.

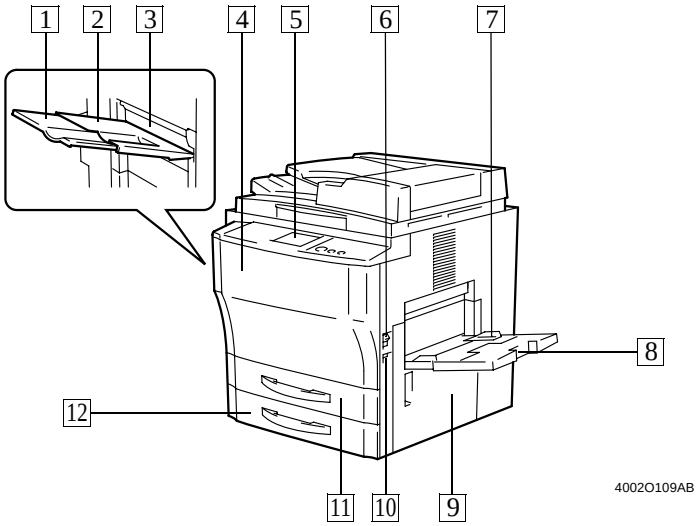
32MB Memory M32-2 <Option>
Expands the memory capacity of the machine.

Printer Controller Pi5500 <Option>
IF Kit K <Option>
When installed on the machine, the machine can perform as a printer.

3. Machine Parts and Accessories

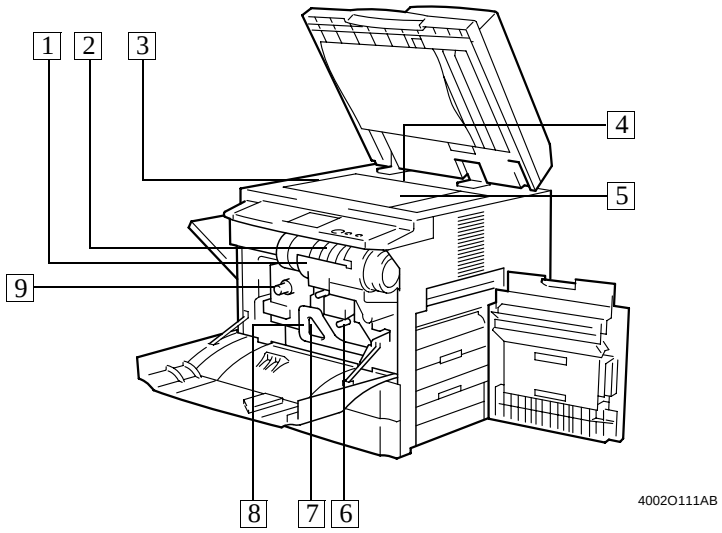
Machine Parts and Accessories

Machine



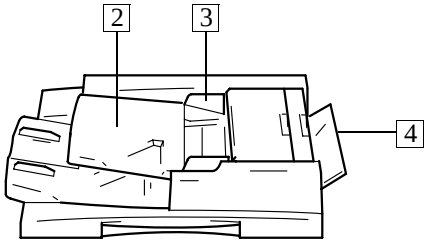
1	Exit Tray Extender	: Slide this extender out when producing printed pages on large-size paper.
2	Exit Tray	: Holds printed pages fed out of the machine.
3	Upper Left Door	: Open to perform the following job. When the Message “Misfeed detected.” Appears ☞ p.6-14
4	Front Door	: Open to perform the following jobs. Replacing the Toner Bottle ☞ p.6-6 When the Message “Misfeed detected.” Appears ☞ p.6-14
5	Control Panel	: Use to start a copy cycle or to make copy job settings. See :Control Panel Keys and Indicators ☞ p.2-14
6	Power Switch	: Use to turn the machine ON and OFF.
7	Intelligent Multi Bypass Tray	: Use for manual feeding of paper into the machine.☞ p.3-11
8	Extender	: Slide this extender out to make copies on large-size paper.
9	Upper Right Door	: Open to perform the following job. When the Message “Misfeed detected.” Appears ☞ p.6-14
10	Total Counter	: Shows the total number of prints made so far.
11	1st Drawer	: Holds up to 550 sheets of paper. ☞ p.6-2 It can accommodate paper of different sizes.
12	2nd Drawer	: Holds up to 550 sheets of paper. ☞ p.6-2 It can accommodate paper of different sizes.

Inside the Machine

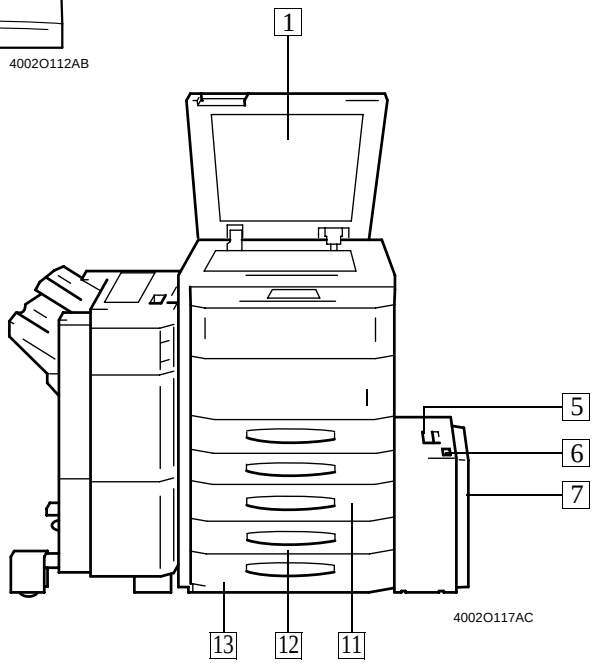


1	Toner Bottle Holder	: Swing open to replace the Toner Bottle. ☞ p.6-6
2	Toner Bottle	: Contains toner. Replace it with a new one when the warning message tells you to. ☞ p.6-6
3	Original Width Scale	: Press your original up against this scale for correct alignment.
4	Original Length Scale	: Press your original up against this scale for correct alignment.
5	Original Glass	: The image of the original is scanned through this glass. Place your original face down on this glass.
6	Corona Unit Cleaning Lever	: Operate this lever to clean corona units when lines occur on printed image. ☞ p.7-11
7	Dehumidifier Switch	: Do not touch this switch; it is only for the Tech. Rep.
8	Transport Section Release Lever [M3]	: Use to clear a misfed sheet of paper. ☞ p.6-17
9	Misfeed Removal Knob [M1]	: Use to clear a misfed sheet of paper. ☞ p.6-16

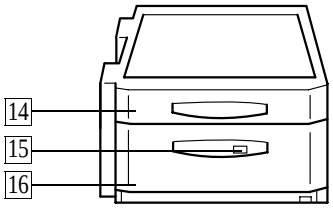
Options



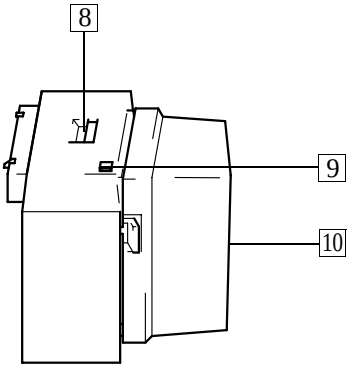
4002O112AB



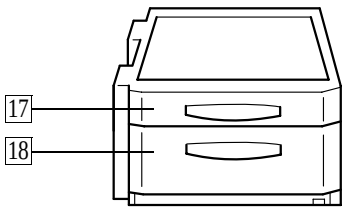
4002O117AC



4002O113AC



4002O115AA



4002O114AB

Original Cover

1 Original Pad : Holds the original placed on the Original Glass in position.

Electronic Document Handler EDH-3

2 Document Handling Tray : Load the originals face up on this tray. ☞ p.3-5

3 Document Guide Plate : Slide the plate as necessary to the size of the originals. ☞ p.3-5

4 Single Feed Tray : Insert a single sheet of original into the tray to make a copy or copies of it. ☞ p.3-8

Large Capacity Cassette C-306

5 Lock Release Lever : Use to unlock the cassette from the machine for clearing a misfed sheet of paper or performing other service job.

6 Paper Plate Descent Key : Press to lower the paper plate.

7 Cassette Door : Open to add paper or clear a misfed sheet of paper.

Large Capacity Cassette C-306L

8 Lock Release Lever : Use to unlock the cassette from the machine for clearing a misfed sheet of paper or performing other service job.

9 Paper Plate Descent Key : Press to lower the paper plate.

10 Cassette Door : Open to add paper or clear a misfed sheet of paper.

2Way Paper Feed Cabinet PF-208

11 Duplex Unit : Automatically turns over 1-sided copies to print data on both sides.

12 3rd Drawer : Holds up to 550 sheets of paper. ☞ p.6-4

13 4th Drawer : Holds up to 550 sheets of paper. ☞ p.6-4

Large Capacity Cabinet PF-115

14 Duplex Unit : Automatically turns over 1-sided copies to print data on both sides.

15 Paper Descent Key : Use when sliding the drawer out.

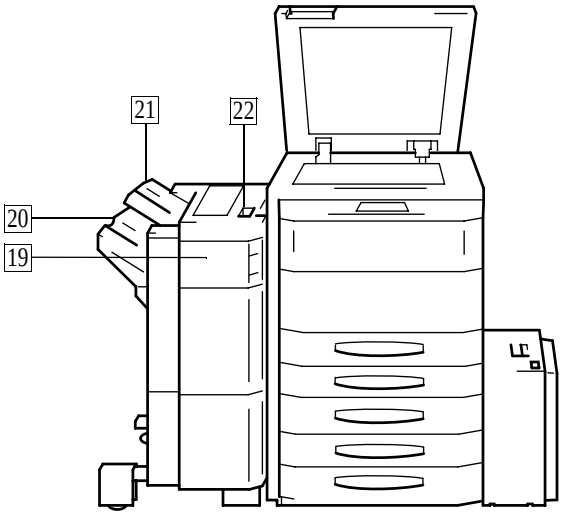
16 3rd Drawer : Holds up to 2600 sheets of paper. ☞ p.6-3

Duplexing Paper Feed Cabinet PF-7D

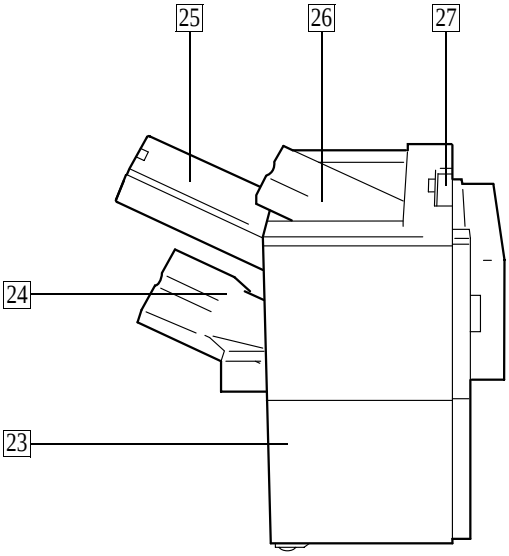
17 Duplex Unit : Automatically turns over 1-sided copies to print data on both sides.

18 Storage Drawer : Use to store paper, Toner Bottle, and other supplies.

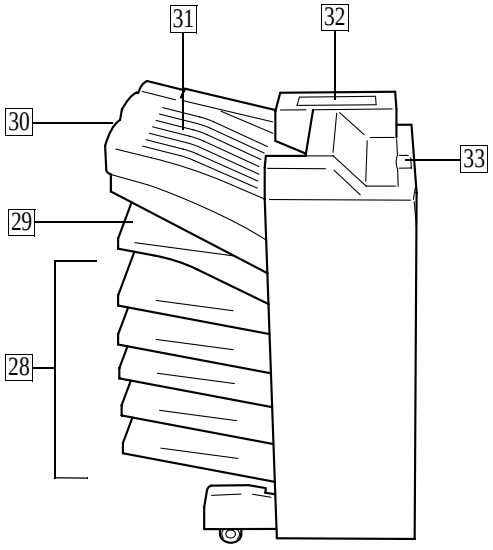
Options



4002O117AC



4002O119AB



4002O116AA

Finisher FN-105/Finisher FN-106

19 Front Door : Open to clear misfed paper.

20 Bottom Offset Tray : Receives sorted paper by shifting.

21 Top Offset Tray : Receives plain paper or thick paper.

22 Grip : Hold to slide the Finisher away from the machine to clear a misfeed or perform other service job.

Finisher FN-5

23 Front Door : Open to replace the Staple Cartridge or clear misfed paper.

24 Bottom Offset Tray : Receives sorted/stapled copy sets or grouped copy stacks.

25 Staple Tray Cover : Open to load documents for manual stapling or to clear a paper misfeed.

26 Top Offset Tray : Receives plain paper or thick paper.

27 Grip : Hold to slide the Finisher away from the machine to clear a misfeed or perform other service job.

Mailbin Finisher FN-503

28 Mailbins : Receive outputs fed out in the finishing mode.

29 Bottom Offset Tray : Receives sorted paper by shifting.

30 Top Offset Tray : Receives plain paper or thick paper.

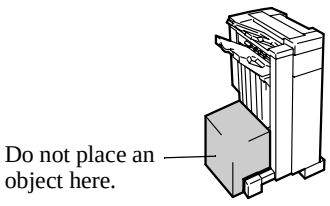
31 Top Offset Tray Cover : Open to clear misfed paper.

32 Stapler Cover : Open to replace the staple cartridge.

33 Grip : Hold to slide the Finisher away from the machine to clear a misfeed or perform other service job.

Precautions When Using a Finisher

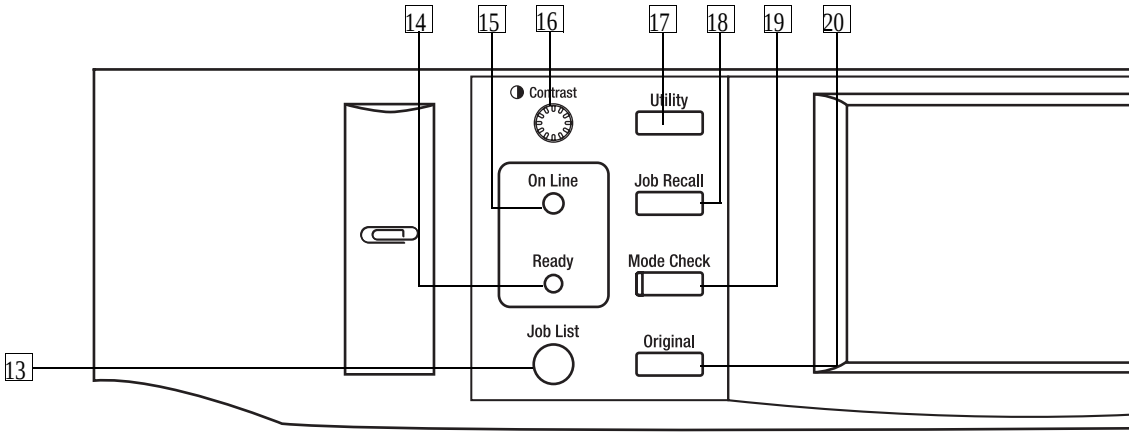
NEVER place an object under the Bottom Offset Tray. Anything that is placed under the Bottom Offset Tray can interfere with the tray when it lowers after a copy has been fed onto it, which results in a malfunction.



4002O276AA

4. Control Panel Keys and Indicators

Control Panel Keys and Indicators



1 Touch Panel
- Shows various screens and messages.
  See: Using the Touch Panel ☞ p.2-16

2 Start Key
- Press to start a scanning cycle.
- Press to start a print cycle.
- Lights up green to accept a print command; lights up orange to reject one.

3 10-Key Pad
- Use to set the number of copies to be made.
- Use to set the various numeric values.

4 Clear Key
- Press to reset the multi-copy entry to 1.
- Press to clear a zoom ratio entered when setting one from the 10-Key Pad.
- Press to clear the original count, image data scanned, and Access code.

5 Stop Key
- Press to stop a print cycle.
- Press to stop a scanning cycle.

6 Scan Key
- Press to select the Scanner mode.
  * See the operator's manual for the Scanner for details.

7 Copy Key
- Press to select the Copy mode.

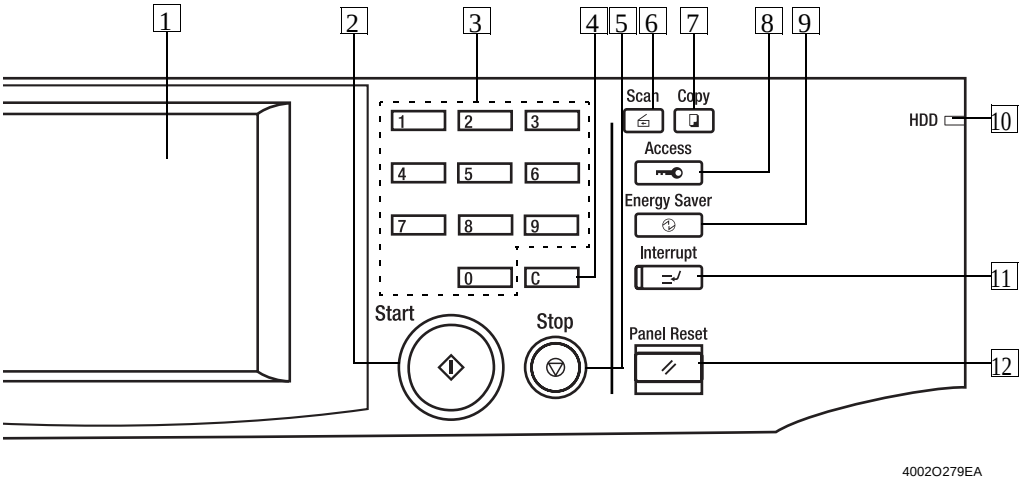
8 Access Key
- Press to enter the access number.
  ☞ p. 2-20
  * This key becomes valid only when Copy Track of the Administrator mode available from User's Choice is set.

9 Energy Saver Key
- Press to set the machine into the Energy Saver mode.☞ p. 2-19

10 HDD Lamp
- Lights up to indicate that the Hard Disk Drive Kit is being accessed.

11 Interrupt Key
- Press to select the Interrupt mode.
- Press it again to return to the previous job.
  ☞ p. 2-20
- Press to stop a multi copy cycle (except when the machine is in an interrupt mode).
- Lights up to indicate that the machine is in the Interrupt mode.

12 Panel Reset Key
- Press to set the machine into the initial mode, clearing all settings made on the control panel. (It also clears a job setup being currently made.)
  ☞ p. 2-19
  * It does not, however, clear the contents of the zoom and job program memory, Interrupt mode, and the job held in reserve.



13 Job List Key
- Press to check for the settings made for a job (Mode Check), modify the settings of a job (Change), delete a job (Delete), and unlock a job (Unlock). ☞ p. 3-70
- Press to check for the memory space still available for use.
- When the lamp is lit up, it indicates that a job has been reserved.

14 Ready Lamp
- Lights up to indicate that data can be transferred.
- Indicates whether the machine is connected to an external controller.
  Blinking: Data is being transferred.

15 On Line Key
- Press to select either Online or Offline mode.
- Lights up to indicate that the machine is in Online mode.

16 Display Contrast Knob
- Use to adjust the brightness of the Touch Panel.

17 Utility Key
- Press to show the Utility Mode menu.

Utility Mode
- Job/Image/Scan Input
- Meter Count
- User's Choice
- Administrator Mode
- Toner Replenisher

See : Using the Utility Mode ☞ p. 5-1

18 Job Recall Key
- Press to show the Job Recall screen on which you can check or recall a copy-job program previously stored in memory.
  * This key is not valid while the machine is in the Interrupt mode.
  See : Calling up a Job ☞ p. 5-5

19 Mode Check Key
- Press to show the Mode Check screen. From this screen you can access the setting screen of a particular function and change or cancel the setting as necessary.
- When the lamp is lit up, it indicates that the copying function currently valid is not the default setting.
  See : Mode Check ☞ p. 2-20

20 Original Key
- Press to select the Mixed Orig. Detection and other document-related functions setting screen.

Original
- Mixed Orig. Detection
- Separate Scan

5. Using the Touch Panel

What is a Touch Panel?

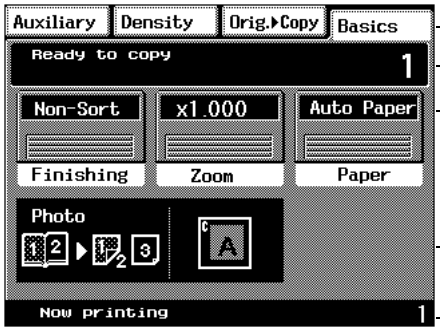
When you turn ON the Power Switch, the Basic screen as shown below appears on the Touch Panel.

It shows in messages and graphics the currently set functions, available functions to choose from, and the machine status.

* Some of the Touch Panel screens used in the Operator's Manual may be different from what you actually will see on your machine.

How the Screen is Organized

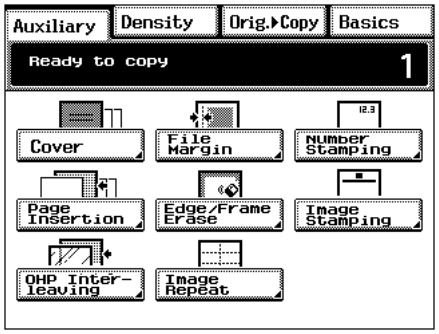
<Example: Basic Screen>



4003P137CA

1 Supplementary Function Keys
2 Message Display
3 Basic Function/key
4 Set Function
5 Sub-message Display

1 Supplementary Function Keys



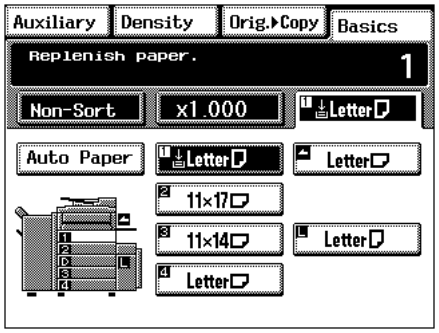
4003P004CA

ex.) Auxiliary Function

The Auxiliary, Density, Orig. ▶ Copy, and Basics keys are displayed.
When any of these keys is touched, the corresponding supplementary function screen appears.

* Touching [Basics] returns you to the Basic screen.

2 Message Display

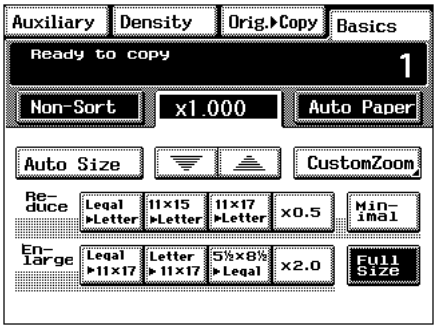


4003P438EA

ex.) Add paper

Shows the current machine status, operating instructions and precautions, and other data including the number of copies selected and the amount of paper still available for use.

3 Basic Function/key



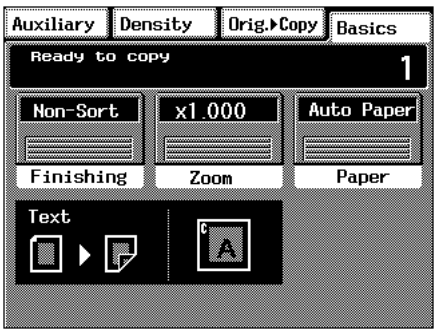
4003P315EA

ex.) Zoom

Shows the basic function keys and the corresponding functions currently selected for use.
Touching a basic function key shows the corresponding basic function screen.

* What is shown inside the key is the current setting

4 Set Function



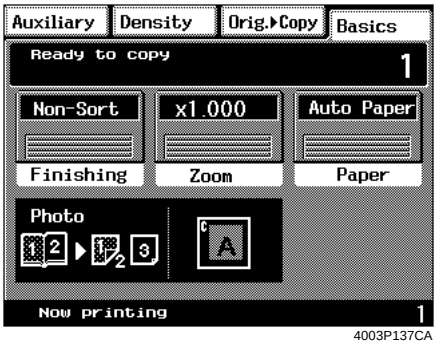
4003P139CA

ex.) Orig. ▶ Copy : Single-Sided ▶ Double-Sided
Finishing : Sort-and-Staple

Shows graphic representations of the settings currently made for Orig. ▶ Copy and Finishing.

* When you want to check for more details of the set functions, press the Mode Check key. ☞ p.2-20

5 Sub-message Display



4003P137CA

ex.) Now Printing

Shows what is being done with the currently reserved job.

* To check for the settings made for the currently reserved job, press the Job List key. ☞ p.3-70

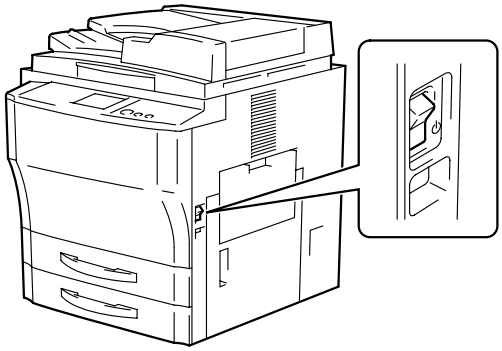
Operating the Touch Panel

You need only to lightly touch the key shown on the Touch Panel to select or activate the function represented by the key.

NOTE
NEVER press the Touch Panel hard or use a hard or pointed object to press it, as a damaged panel could result.

6. Turning ON and OFF and Initial Mode

Turning ON and OFF



4002O108AB

- Turning the Machine ON:
  Press the Power Switch to the | (ON) position.
- Turning the Machine OFF:
  Press the Power Switch to the ⏻ (OFF) position.

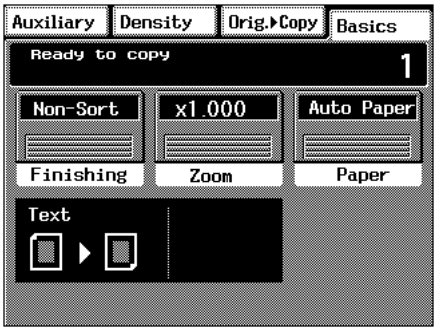
NOTE
The Auto Shut OFF function will automatically shut down the machine a given period of time after the last activity. ☞ *p. 2-19*

When Machine is Turned ON

When the Power Switch is turned ON, the Start key lights up orange.
In about a few seconds, the message "Now warming-up. Ready to scan." appears and the Start key lights up green. The machine thereafter enables its auto copy start function. ☞ p. 2-19
At this time, however, pressing the Start key does not start a copy cycle. The machine needs a warm-up period of about 4 minutes (at a room temperature of 23°C).

Initial Mode

When the Power Switch is turned ON, the Basic screen appears on the Touch Panel. The settings on this screen are called the initial mode, serving as the reference for all panel settings to be later made.



4003P001CA

No. of copies selected: 1
Finishing : Non-Sort
Zoom : ×1.000
Paper : Auto Paper
Density : Auto (Text)
Orig. ▶ Copy : Single-Sided ▶ Single-Sided

Useful Tip
User's Choice can be used to change the settings of initial mode. ☞ *p. 5-12*

7. Auxiliary Functions

Auxiliary Functions

Panel Resetting

The Panel Reset key resets all control panel settings to default settings including the number of copies and zoom ratio. The settings just made would also be cleared.

Useful Tips

- *The Panel Reset key enables you to cancel all previous settings at the touch of the key.*
- *To avoid miscopy, try to press this key before making any setting for your own copy job.*

Auto Panel Reset

If no key on the control panel is pressed within 1 min. after a copy cycle has been completed or copying settings made, the Auto Panel Reset function is activated to return the machine to the default settings.

Useful Tip

The time for the machine to enter the Auto Panel Reset Function can be selected from among "30 sec.", "1 min.", "2 min.", "3 min.", or "5 min." For details, see "User's Choice." ☞ p. 5-16

Auto Copy Start

If you load originals in the document handler or place an original on the glass and press the Start key while the machine is warming up after it has been turned ON, the Auto Copy Start function allows that copy process to be started as soon as the machine completes warming up.

Auto Shut Off

<Only when the Printer Controller is not mounted>

The Auto Shut OFF function shuts down the machine a given period of time after the machine has been used last. The initial setting is 90 min.

Useful Tip

The time for the machine to enter the Auto Shut OFF mode can be selected from 15 min. to 90 min. The Auto Shut OFF function can even be disabled.
For details, see "User's Choice." ☞ p.5-16

Sleep

<Only when the Printer Controller is mounted>

To save power, this machine is automatically set into the standby state (power save mode) after the lapse of a given period of time after it has been used last. Sleep saves more power than Energy Saver, but takes more time before the machine enters the mode. The initial setting is 90 min.
To let the machine exit from the mode, press any key on the control panel.

Useful Tip

The time for the machine to enter the Sleep mode can be selected from 15 min. to 90 min. The Sleep function can even be disabled.
For details, see "User's Choice." ☞ p.5-16

Energy Saver

Energy Saver keeps the machine in the standby state (power save mode) instead of shutting it down.
To set the machine into the Energy Saver mode, you need only to press the Energy Saver key. Or, a given period of time after the machine has been touched last, it automatically enters the Energy Saver mode. The initial setting is 15 min.
To cancel the Energy Saver mode, press any key on the control panel.

NOTE

The machine is automatically shut down if the Auto Shut OFF function is activated while it is in the Energy Saver mode.

Useful Tip

The time for the machine to enter the Energy Saver mode can be selected from 1 min. to 90 min.
For details, see "User's Choice." ☞ p. 5-16

Interrupt

The Interrupt function allows you to interrupt a current job and run a different one. Pressing the Interrupt key once sets the machine into the Interrupt mode.
Pressing the Interrupt key again lets the machine leave the Interrupt mode, returning to the previous settings.

NOTES

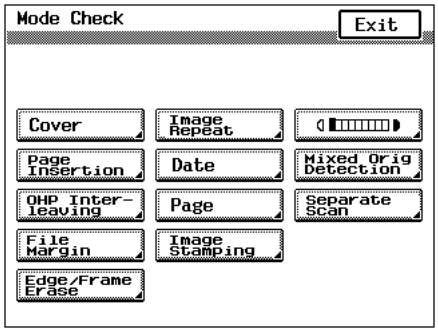
- *To cancel an Interrupt cycle, you need to press the Interrupt key.*
- *Neither the Panel Reset key nor Auto Panel Reset function is effective for canceling an Interrupt cycle. If the optional Printer Controller is mounted, however, Auto Panel Reset can cancel one.*

Useful Tips

- *Pressing the Interrupt key sets the machine into the initial mode, except for the finishing function which is Non-Sort.*
- *Programming functions, such as Job and Zoom Memory Input, are not enabled in the Interrupt mode. Cover, Page Insertion, OHP Interleaving, and Job Recall cannot be set in the Interrupt mode, either.*

Mode Check

By pressing the Mode Check key on the control panel, you can either check for or change the current settings.



4003P140CA

<"Access#" Prompt Screen>

- When you touch [Exit] after having checked the currently set functions, the Basic screen reappears.
- To change a certain function, touch the corresponding key and then make the necessary change.

Access Number

If an access number has been programmed, it allows only particular persons to use the machine or a supervisor to keep track of the number of copies made by a particular department.

NOTES

- *If an access number has been programmed, a copy cycle can be initiated only after the access number has been input to the machine.*

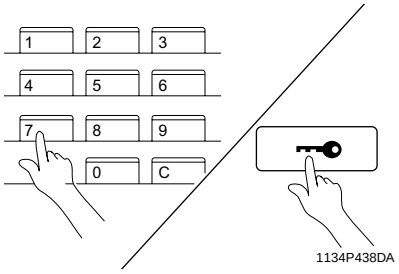
<"Access #" Prompt Screen>

4003P141CA

- *Before you can use this function, you must first turn "ON" the "Copy Track" function of the Administrator Mode available from Utility Mode.* ☞ *p. 5-19*

Entering the Access Number

1 From the 10-Key Pad, enter the 4-digit access number or 1-to-4-digit account number, and press the Access key.



1134P438DA

NOTE

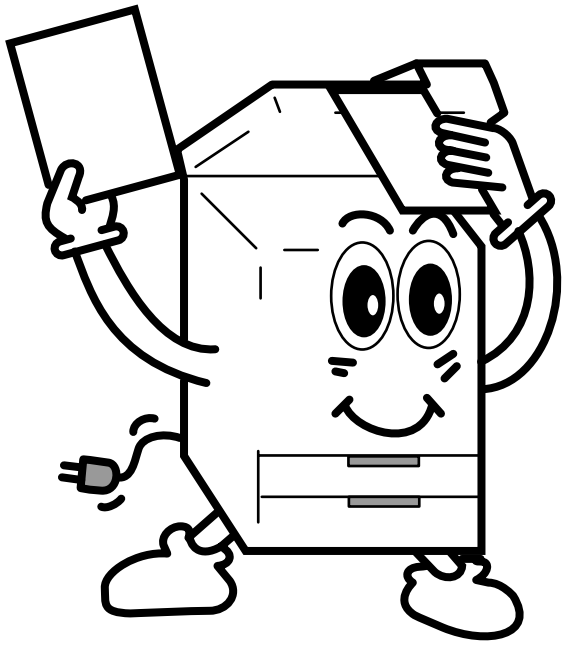
To correct the 4-digit access number entered, first press the Clear key, then enter the new number.

2 When the initial screen reappears, you can now start the copy cycle.

3 When the copy cycle is completed, press the Access key again.

Chapter 3

Making Copies



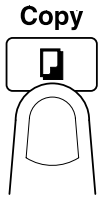
1. Using Basic Copying Functions

Basic Copying Procedures

One of the most basic copying jobs is to make full-size (×1.000) copies of the original.
Place the original in position (step 2), set the number of copies to be made (step 9), and press the start key (step 10). This will allow you to make full-size copies on paper of the same size as the original.
[*In the initial mode, Auto Paper, Full Size, and Auto Exposure are automatically selected.]

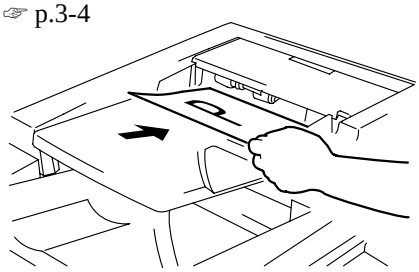
The selections ⟶ you make on the Touch Panel will change the exposure level, zoom ratio, the type of copy and so on.

1. Press the copy key.



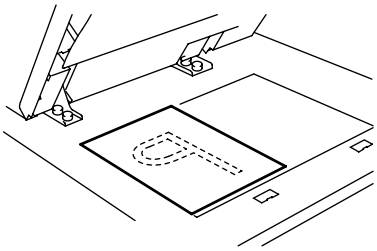
4002O281CA

2. Placing the Original
Load the originals face up in the Electronic Document Handler.
☞ p.3-4



4002O122AC

Raise the Original Cover and place the original face down on the Original Glass. ☞ p.3-6



4002O123AC

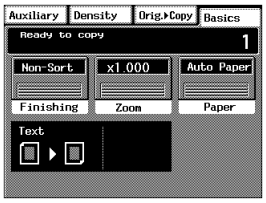
• Changing the paper size
• Changing the zoom ratio
• Sorting copies
• Stapling copies
• Punching holes in copies
• Making copies from a book
• Saving paper to make copies

Selecting the basic functions

3. Touch [Paper].
☞ p.3-9

4. Touch [Zoom].
☞ p.3-14

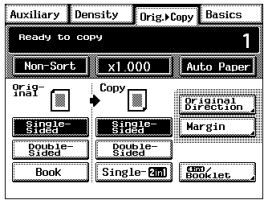
5. Touch [Finishing].
☞ p.3-20



4003P001CA

Selecting the Original ▶ Copy Type

6. Touch [Orig. ▶ Copy].
☞ p.3-36

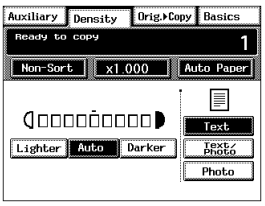


4003P002CA

• Changing the exposure level

Selecting the exposure level.

7. Touch [Density].☞ p.3-44

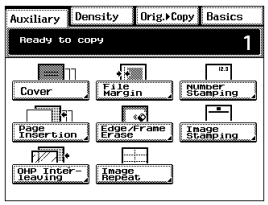


4003P003CA

• Making a file margin on the copy
• Using OHP Interleaving

Selecting the auxiliary functions

8. Touch [Auxiliary].
☞ p.3-46

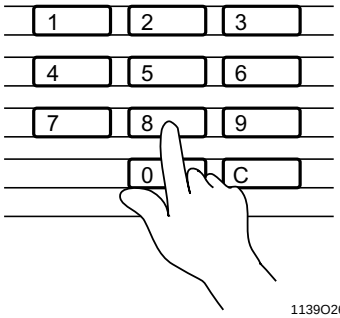


4003P004CA

9. Setting the number of copies.

From the 10-Key Pad, set the desired number of copies to be made.
*The maximum number that can be set is 999.

Useful Tip
There is no limit to the number of copies set to be made in the initial mode. Administrator Mode can, however, be used to limit the maximum number of copies to be set in the range from 1 to 99.☞ p.5-19



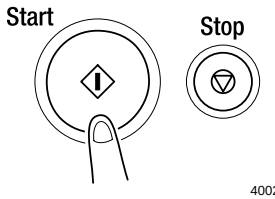
1139O2640A

* If you have entered an incorrect number, press the clear key, then enter the correct number.

10. Pressing the start key

When you press the start key, the machine starts the copy cycle.

*To stop the copy cycle, press the stop key.



4002O280CB

Useful Tip
Different functions can be combined in various ways to create different types of copy. See "Typical Function Combinations" that schematically shows different types of copy produced by combining different functions.☞ p.4-1

2. Placing the Original

Using the Electronic Document Handler

<Only when the Electronic Document Handler is mounted>
The Electronic Document Handler automatically feeds in sheet originals placed on the Document Handling Tray one by one. After the copy cycle has been completed, it automatically ejects the original onto the Document Exit Tray.

Paper Suitable for Use as Originals

Types of Originals: Sheets (Plain paper)
- 1-sided Original (weighing 13-1/4 to 29-1/4 lb)
- 2-sided Original (weighing 16 to 24 lb)
- Mixed Original Detection mode (weighing 16 to 24 lb)

Original size : 1-Sided Original, 2-Sided Original Mode
: 11×17 L to 5-1/2×8-1/2 L
Mixed Original Detection mode
: 11×17 L to Letter

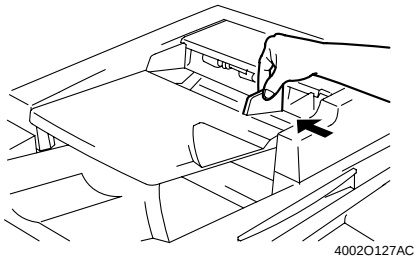
Paper Not Suitable for Use as Originals

- Typing paper, paraffin paper, heat-sensitive paper, and other thin paper
- Thick paper
- Originals greater than 11×17 L or smaller than 5-1/2×8-1/2 L
- Transparencies, translucent paper
- Wrinkled, dog-eared, curled, or torn originals
- Clipped or stapled originals
- Carbon-backed originals

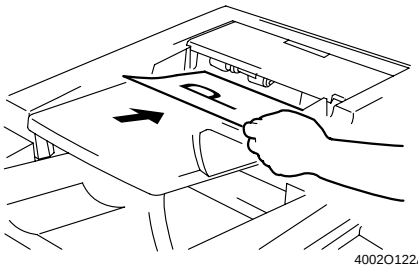
* For any of these types of originals, place the original manually on the Original Glass to make a copy.
☞ p.3-6

Loading the Originals

1 Slide the Document Guide Plate to the size of the originals.

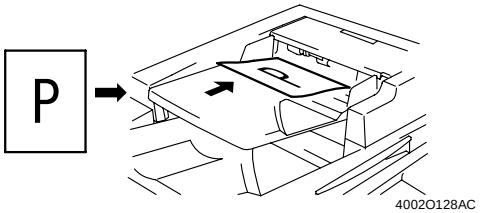


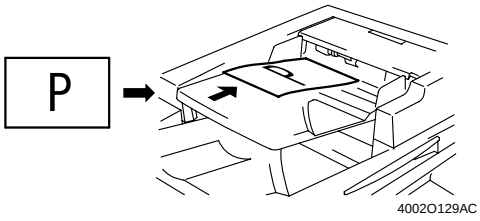
2 Load a neat stack of originals face up on the Document Handling Tray.



NOTES

- *The maximum number of originals that can be loaded: Up to 100.*
- *The machine is capable of scanning a document consisting of 100 or more pages at one time.* ☞ *p.3-67*
- *Make sure that the top level of the original stack does not exceed the ▼ marking.*
- *Make sure that the Document Guide Plate is in touch with the edges of the original stack. If it's not pressed snugly against the original stack, skewed feeding could result.*
- *You can make copies automatically from originals of assorted sizes loaded in the Electronic Document Handler. You can also make copies of the same size from originals of different sizes.* ☞ *p.3-66*
- *Load the original in the direction shown below when loading it in the Electronic Document Handler.*



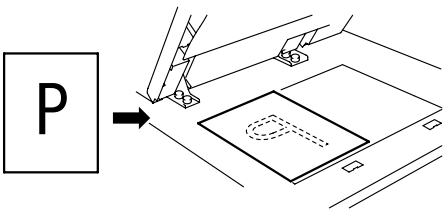


- *If you need to load your original in a direction different from these examples, set "Original Direction" (the direction of the original) on the Touch Panel.* ☞ *p.3-38*

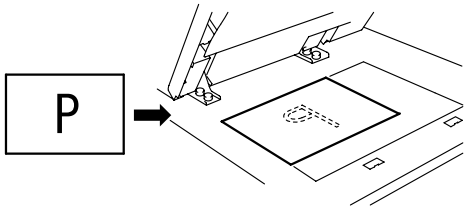
Using the Original Glass

Different methods are used to place the original depending on its type. Use the procedure appropriate for your original. If you are using an Electronic Document Handler, ☞ p. 3-4

• If you place your original directly on the Original Glass, make sure that it is placed in the direction illustrated below.



4002O124AC



4002O125AC

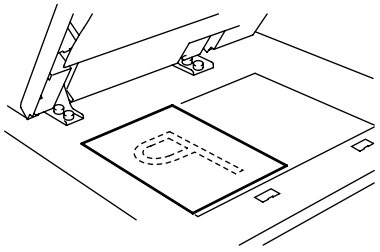
• If you need to place your original in a direction different from these examples, set “Original Direction” (the direction of the original) on the Touch Panel.☞ p.3-38

Sheet Originals

<Using plain paper or originals not suitable for the Electronic Document Handler>

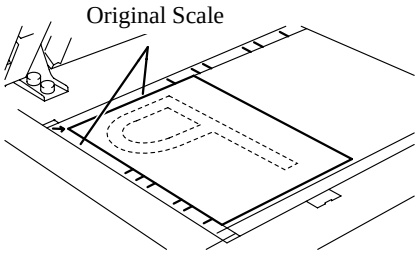
1 Raise the Original Cover.

2 Place the original face down on the Original Glass.



4002O123AC

3 Position the original in the left rear corner with the marker on the scale.



4002O133AB

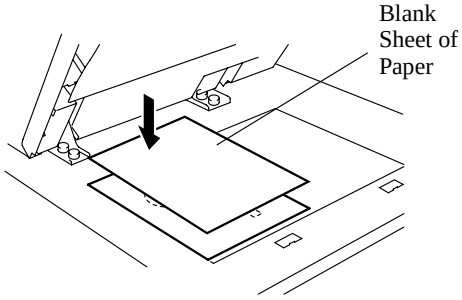
4 Gently lower the Original Cover.

Highly Transparent Originals

<Using transparencies and translucent paper for the original>

1 Place the original in the same way as the sheet originals.

2 Place a blank sheet of paper of the same size over the original.



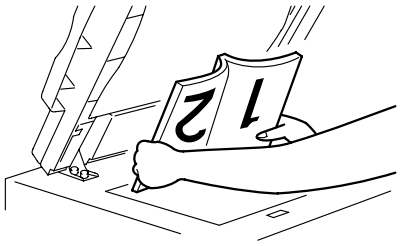
4002O126AC

3 Gently lower the Original Cover.

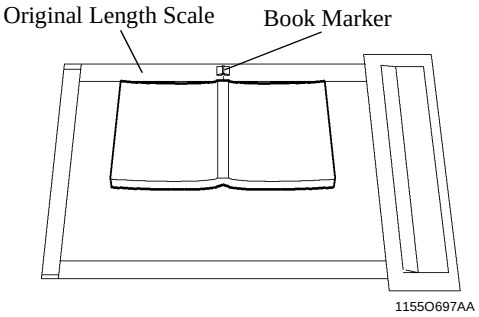
Making Copies from a Book Using Book Copy Mode

<When placing an open book or magazine>

1 Place the open book so that its top edge is at the rear of the machine and the center of the book is aligned with the Book Marker indicated on the Original Length Scale.



4002O130AC



1155O697AA

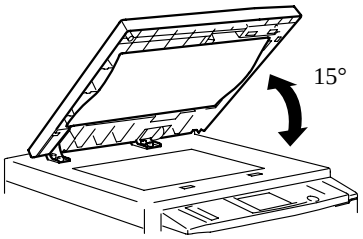
2 Gently lower the Original Cover.

NOTES

- *If the original is thick, make a copy with the Original Cover raised open.*
- *Not positioning the open book properly will result in copies with pages in incorrect order.*
- *Do not look directly at the Original Glass surface as a strong beam of light is emitted.*

NOTES

- *Be sure to raise the Original Cover 15° or more before placing the original. If the Original Cover is raised to an angle less than 15°, the machine may fail to select the correct paper size or zoom ratio.*



4002O190AC

- *Do not place an original weighing more than 6-1/2 lb on the Original Glass.*
- *When placing an open book, do not press the book hard on the Original Glass, as trouble could result.*

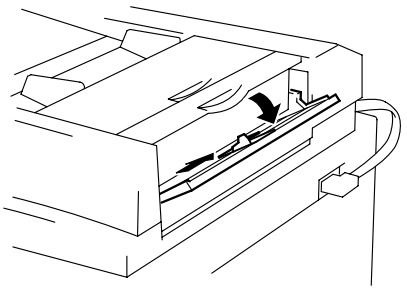
Using the SADF Mode

<Only when the Electronic Document Handler is mounted>
This is the mode in which you insert your originals one by one into the Electronic Document Handler to make a copy or copies from it. When you insert the original, the machine automatically starts the copy cycle.

NOTES

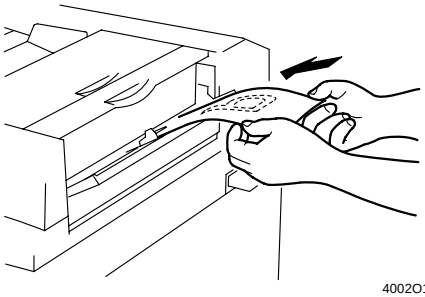
- *The following originals can be used for the SADF mode.*
  Types of Originals : Sheets (Plain paper)
  Weight : 9-1/4 to 41-3/4 lb
  Size : 11×17L to 5-1/2×8-1/2
- *The following features will be canceled when using the SADF Mode. :Auto Paper, Auto Zoom, Staple, Hole Punch, Folding, 2-sided Original, Book, 2-in-1, 4-in-1, Booklet Creation, Cover, Page Insertion, OHP Interleaving, File Margin, Image Repeat, and Mixed Orig. Detection.*

1 Open the Single Feed Tray and slide the Guide Plate to the size of the original.



4002O131AC

2 Insert the original face down into the tray.



4002O132AD

NOTES

- *Be sure to place one original at a time.*
- *Be sure to correct any fold or curl in the original beforehand.*

3 The original is automatically taken up and the copy cycle is started.

3. Selecting the Paper

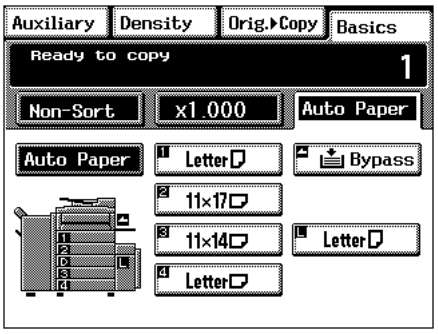
Paper Size

Touch [Basics] and [Paper] to show a screen that allows you to select the paper.

Auto Paper

In the Auto Paper mode, the machine automatically selects the paper of the optimum size according to the size of the original being used and zoom ratio selected for use.

1 Touch [Paper] on the Basic screen and then touch [Auto Paper].



4003P305EA

NOTES

- *The original sizes that can be detected in the Auto Paper mode are 11×17L, Legal L, Letter L, Letter C, 5-1/2×8-1/2 L, B4L, and B5C. If the Electronic Document Handler is used, A4L and A4C can also be detected. When making copies from originals other than these, select the paper size.*
- *When using wrinkled, dog-eared, or curled originals, select the paper size.*
- *When the Electronic Document Handler is used, the machine determines the paper size when the first original is taken up and fed in and uses that paper size for the subsequent originals (except in the Mixed Original Detection mode).*

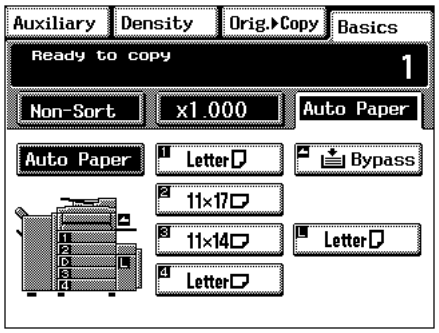
Useful Tips

- *This mode is efficient when you want to make copies on paper of the same size as your originals automatically.*
- *Priority settings for the initial mode can be made using User's Choice.☞ p.5-13*

Manual Selection

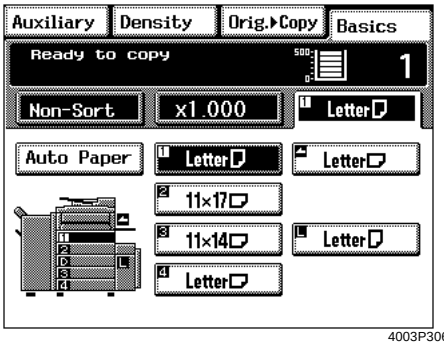
The paper size can be set manually according to your need.

1 Touch [Paper] on the Basic screen, and the Touch Panel shows which drawer holds which paper size.



4003P305EA

2 Touch the desired paper size key.



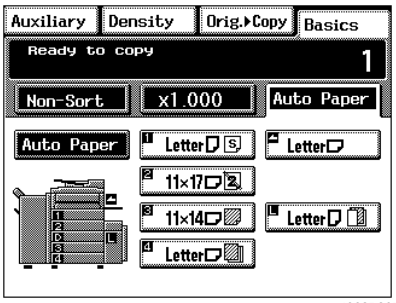
4003P306EA

1 1st Drawer **4** 4th Drawer
2 2nd Drawer ▲ Multi Bypass
3 3rd Drawer **L** Large Capacity Cassette

*Some keys are not available on the Touch Panel depending on the type of options mounted on the machine.

Special Paper Setting

If the symbol S, 2, , , or appears on the paper select key on the Touch Panel, it means that particular drawer has been designated for special paper.



4003P307EA

The machine provides five different types of special paper setting, each having a specific purpose as detailed below.
The setting can be made by using User's Choice.
☞ p.5-12

S : Recycled paper

This setting precludes the Auto Paper mode. You may be using both recycled as well as plain paper loaded in your machine. If, for example, you make this setting for the drawer loaded with recycled paper, the machine does not select that particular drawer in the Auto Paper mode. This allows you to make copies on plain paper first.

2 : Disabling 2-sided copying

This setting precludes 2-sided copying.

: Cover/Inserts

This setting precludes both Auto Paper mode and Automatic Drawer Switching. Make this setting for the paper for cover/inserts (e.g., colored paper), preventing that paper from being used for other purposes.

: Cover

This setting precludes both Auto Paper mode and Automatic Drawer Switching. Make this setting for the paper for covers (e.g., colored paper), preventing that paper from being used for other purposes.

: Inserts

This setting precludes both Auto Paper mode and Automatic Drawer Switching. Make this setting for the paper for inserts (e.g., colored paper), preventing that paper from being used for other purposes.

Auto Drawer Switching

If the drawer currently selected for use runs out of paper and there is another drawer loaded with paper of the same size and in the same direction, the machine automatically selects that second drawer to continue copying.

Useful Tip

This feature is a great advantage when you need to make a large number of copies on the same size paper.
For example, you can make up to 3,750 copies without interruption if all three drawers (two drawers, each capable of holding up to 550 sheets of paper, and a third one capable of holding up to 2,600 sheets of paper) and Multi Bypass Tray (capable of holding up to 50 sheets of paper) are used.
You can even make up to 7,150 copies if an optional Large Capacity Cassette is additionally fitted to the machine.
<For United States and Canada Users Only>
Note, however, that the operation is temporarily halted in the drawer capable of holding up to 2,600 sheets of paper, when one side of this drawer (holding up to 1,300 sheets of paper) runs out of paper. At this time, the paper stack on the other side must be moved to resume paper feeding. For more details, see "Moving the Paper Stack."☞ p.6-3

Manual Bypass Copying

- Use Manual Bypass to make copies on paper not loaded in any drawer, or to copy onto OHP transparencies, thick paper, or any other special paper.
- When using the Multi Bypass Tray, you can load multiple sheets of paper.
- The setting of the paper size is needed for manual bypass copying.
- Manual Bypass cannot be used for a reserved job.

Paper that Can be Used for Manual Bypass

◆Types of Paper
- Plain paper (weighing 16 lb to 24 lb)
- Recycled paper
- Exclusive paper: Thick paper (weighing 24-1/4 lb to 41-3/4 lb), OHP transparencies, translucent paper

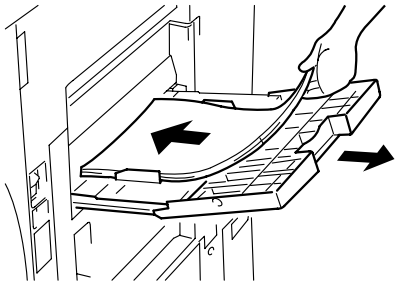
◆Paper Size
- Max. Size : 11-3/4×17
- Minimum Size : 4×5-3/4

◆Capacity of the Multi Bypass Tray
- Plain paper, recycled paper . . . . . Up to 50 sheets
- Plain paper (once-copied paper) . . . . . Up to 20 sheets
- Exclusive paper: Thick paper, OHP transparencies, translucent paper. Up to 20 sheets

Using the Intelligent Multi Bypass Tray

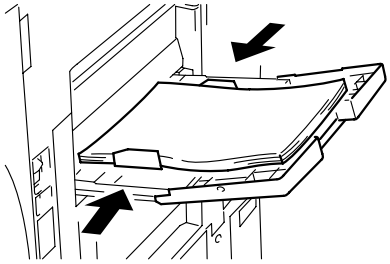
1 Place the original on the Original Glass and make the control panel settings.

2 Swing down the Bypass Tray and insert a neat stack of paper into the tray until it stops.
* Slide the Tray Extender out when using large-size paper.



4002O134AC

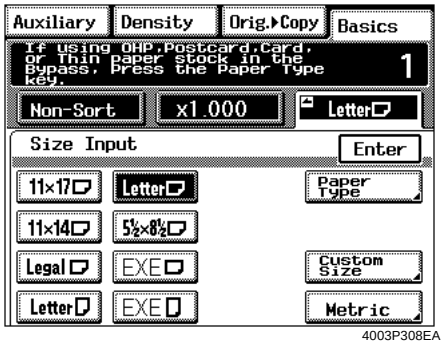
3 Slide the Paper Guide Plate to the size of the paper.



4002O135AC

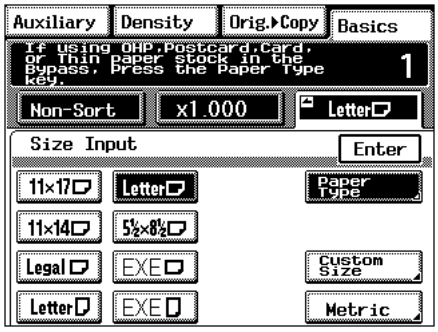
NOTES
- *The paper should be loaded no higher than the ▼ (Max. Level Indicator).*
- *When loading OHP transparencies or translucent paper, fan the paper stack well.*
- *When loading thick paper, be sure first to eliminate any curl in the paper.*
- *The paper will be copied on the side facing up.*

4 Select the desired paper size.



4003P308EA

5 Touch [Paper Type].

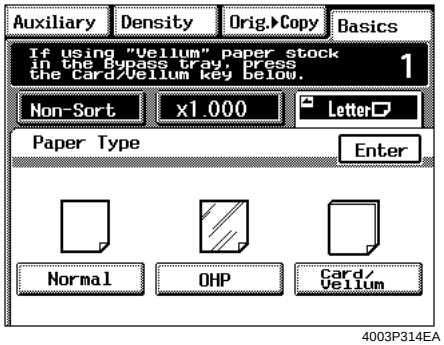


4003P313EA

6 Select the type of paper to be used and then touch [Enter].

Types of paper:

Plain paper (Normal), OHP transparencies (OHP), thick paper including translucent paper (Card/Vellum)



4003P314EA

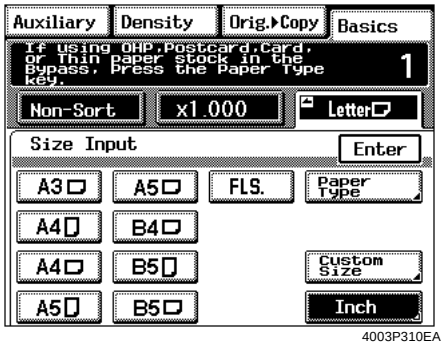
Useful Tips

- *Selecting OHP or Card/Vellum will cancel 2-Sided Copy, Booklet, Staple, Hole Punch, Folding, Cover, and Page Insertion. Only if Finisher FN-105 is mounted, however, Card/ Vellum can be combined with Hole Punch.*
- *If a document containing two or more pages is copied using the Electronic Document Handler with OHP or Card/Vellum selected, you will have a copy set in descending order of page.*
- *If a document containing two or more pages is to be copied through the Original Glass with OHP or Card/Vellum selected, make copies in descending order of page.*

7 Touch [Enter].

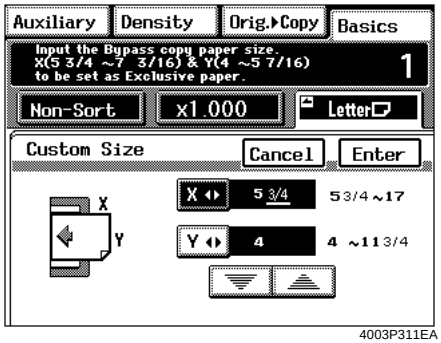
<Using Metric Size Paper>

Touching [Metric] on the screen given in step 4 opens a screen that allows you to select a metric paper size.



4003P310EA

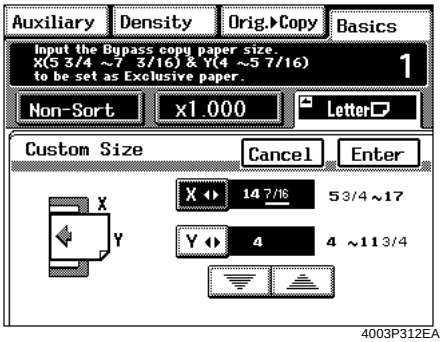
<Using Nonstandard Size Paper>
Touching [Custom Size] on the screen given in step 4 opens the following screen.



4003P311EA

NOTE
The Exclusive Paper mode is automatically selected when a length in the range of 5-3/4 to 7-3/16 is entered for X and a width in the range of 4 to 15-7/16 is entered for Y using Custom Size.

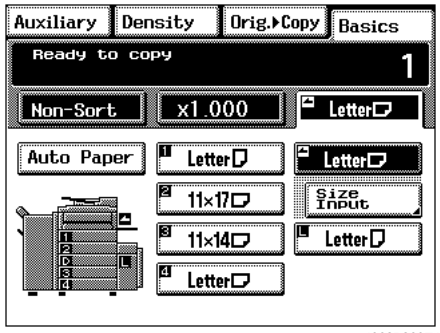
• Touch [▼] or [▲] to set the whole number for X and touch [X]. The underline moves to the fractional part. Set the fraction with [▼] or [▲]. Now the value for X has been fixed.



4003P312EA

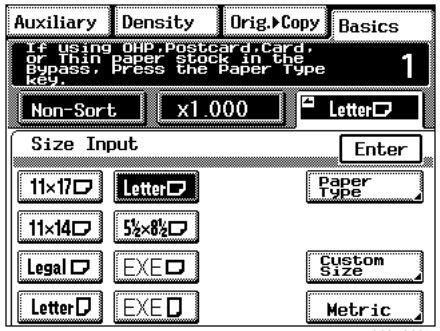
• Do the same for Y, then touch [Enter].

<Changing the Paper Size>
• Touch [Paper] and [Size Input] on the Touch Panel.



4003P309EA

• Select the desired paper size.



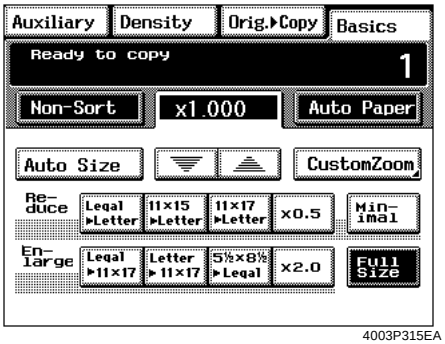
4003P308EA

• Touch [Enter].

4. Selecting the Zoom

Zoom Ratio

When you touch [Zoom] after touching [Basics] on the Touch Panel, a screen appears that allows you to set the zoom ratio. You have six different ways to choose from to set the zoom ratio. Select one according to your need.

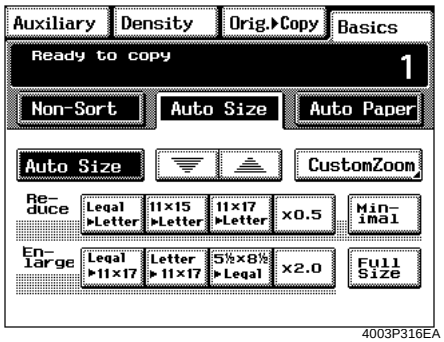


4003P315EA

Auto Size

In the Auto Size mode, the machine automatically selects the optimum zoom ratio according to the size of the original being used and the paper size selected for use.

1 Touch [Auto Size] to set the machine into the Auto Size mode.



4003P316EA

2 Select the paper size.
"Paper Size"☞ p.3-9

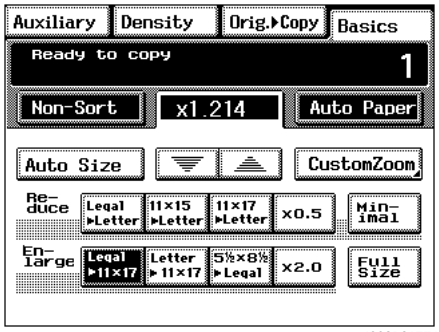
Useful Tips

- *This mode is very helpful for neat filing when you need to make copies from originals of assorted sizes.*
- *Priority settings for the initial mode can be made using User's Choice.☞ p.5-13*

Selecting the Fixed Zoom

The machine provides most frequently used zoom ratios ready for immediate use.

1 Touch the appropriate original-to-copy-size representation key. You have four reduction and four enlargement ratios



4003P317EA

When you touch [Full Size], full size (×1.000) is selected.

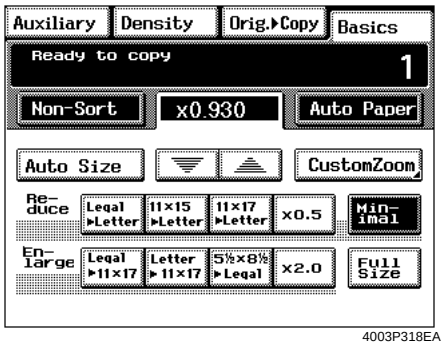
NOTE

When the Electronic Document Handler is used, the machine determines the zoom ratio when the first original is taken up and fed in and uses that zoom ratio for the subsequent originals (except in the Mixed Original Detection mode).

For a Minimal Image

This function lets you make a copy slightly reduced in image size from that of the original.

1 Touch [Minimal] and set the zoom ratio.



4003P318EA

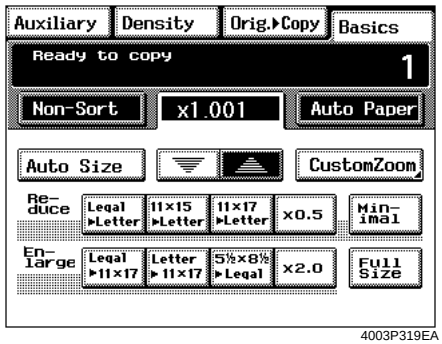
Useful Tips

- *A value of × 0.930 has been factory-programmed in [Minimal], but that ratio can be changed as necessary.☞ 3-18*
- *It comes in handy for making a copy, without losing any portion of the original image, from an original which has an image area covering its entire surface.*

Using Zoom Up/Down Keys

Touching [▼] or [▲] changes the zoom ratio in 0.001 increments. You can hold down the key to change the ratio quickly.

1 Hold down [▼] or [▲] until the desired zoom ratio is reached.



4003P319EA

Useful Tips

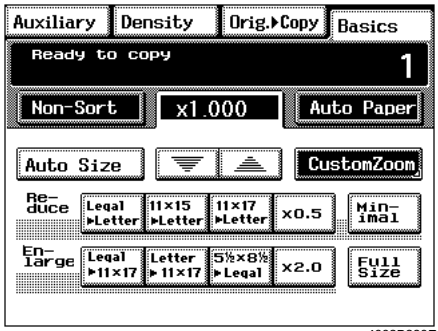
- *To save time, first select the fixed zoom ratio nearest to the target ratio before using [▼] or [▲].*
- *The zoom ratio can be set in the range× 0.250 to ×4.000 when the copy is made through the Original Glass and ×0.250 to ×2.000 when the Electronic Document Handler is used.*

Using the 10-Key Pad

You may use the 10-Key Pad to directly enter the zoom ratio.

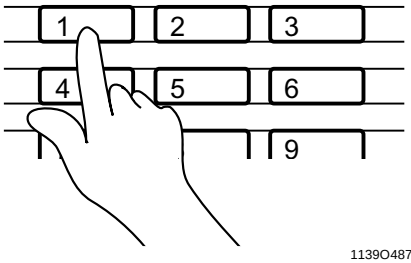
<Same ratio for X and Y>

1 Touch [Custom Zoom].



4003P320EA

2 Enter the zoom ratio from the 10-Key Pad.



1139O4870A

Useful Tips

Example: ×1.300

Press 1, 3, 0, and 0, in that order, from the 10-Key Pad.

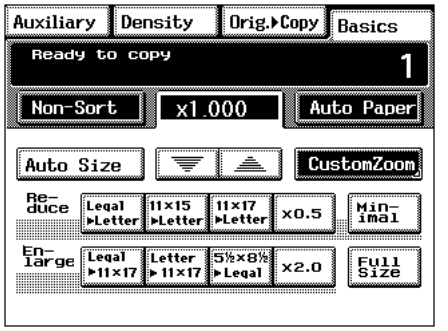
1149O160BA

- *To correct a ratio, press the Clear key and then enter the correct one again.*
- *The zoom ratio can be set in the range ×0.250 to ×4.000 when the copy is made through the Original Glass and ×0.250 to ×2.000 when the Electronic Document Handler is used.*

3 Touch [Enter].

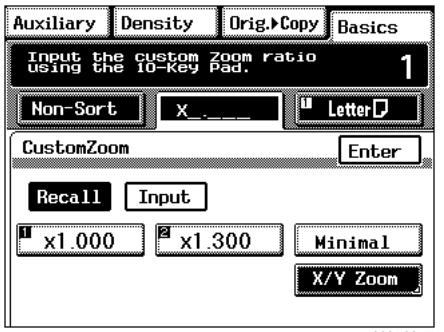
<Using the X / Y Zoom>

1 Touch [Custom Zoom].



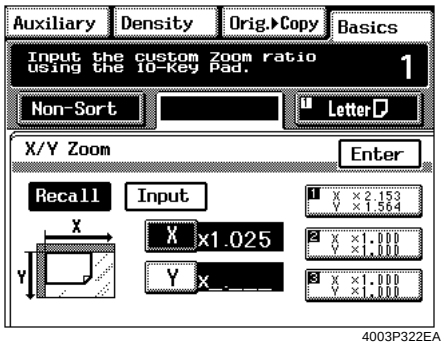
4003P320EA

2 Touch [X/Y Zoom].



4003P321EA

3 Touch [X] or [Y] to enter the desired zoom ratio from the 10-Key Pad.



4003P322EA

Useful Tips

- *To correct a ratio, press the Clear key and then enter the correct one again.*
- *The zoom ratio can be set in the range ×0.250 to ×4.000 when the copy is made through the Original Glass and ×0.250 to ×2.000 when the Electronic Document Handler is used.*

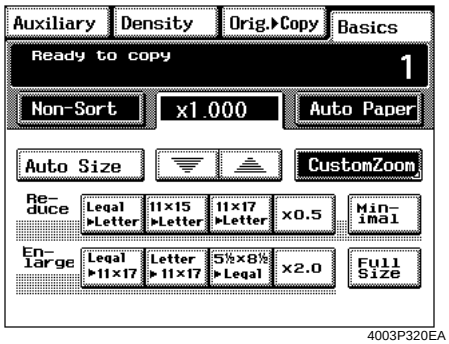
4 Touch [Enter].

Calling up a Ratio from Memory

You can store some of the most frequently used zoom ratios in memory and recall them later as necessary.

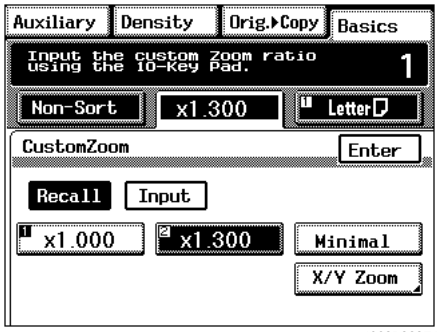
<Same ratio for X and Y>

1 Touch [Custom Zoom].



4003P320EA

2 From among the two ratios previously stored in memory and [Minimal], select the desired one.



4003P323EA

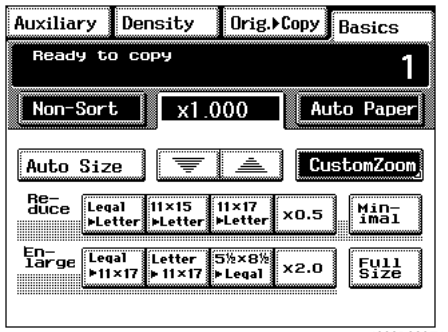
Useful Tip

It's a good idea for you to store frequently used zoom ratios in memory.☞ p.3-18

3 Touch [Enter].

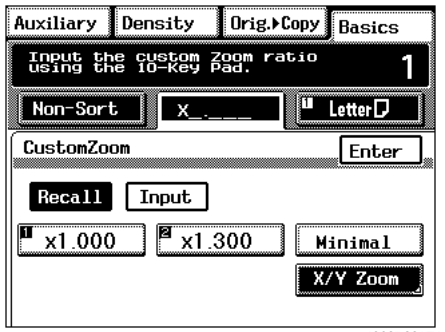
<Using the X / Y Zoom>

1 Touch [Custom Zoom].



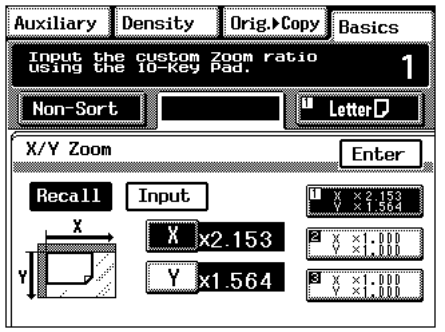
4003P320EA

2 Touch [X/Y Zoom].



4003P321EA

3 From among the three ratios previously stored in memory, select the desired one.



4003P324EA

Useful Tip

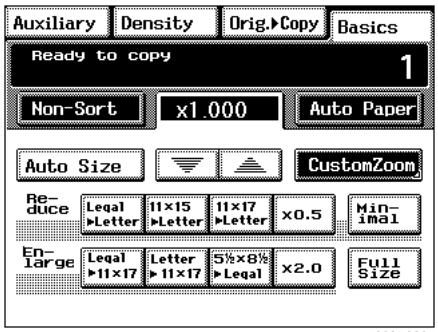
It's a good idea for you to store frequently used zoom ratios in memory.☞ p.3-18

4 Touch [Enter].

Storing a Ratio in Memory

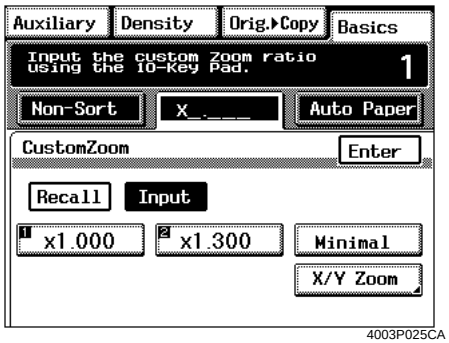
<Same ratio for X and Y>

1 Touch [Custom Zoom].



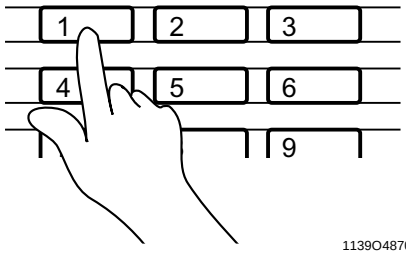
4003P320EA

2 Touch [Input].



4003P025CA

3 Enter the zoom ratio from the 10-Key Pad.



1139O4870A

Useful Tips

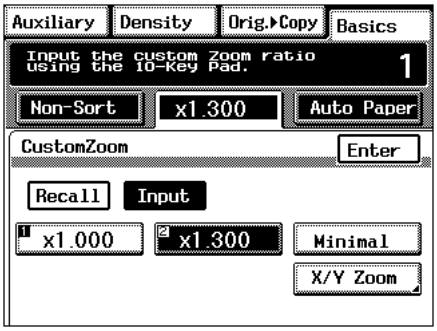
Example: ×1.300

Press 1, 3, 0, and 0, in that order, from the 10-Key Pad.

1149O160BA

- *To correct a ratio, press the Clear key and then enter the correct one again.*
- *The zoom ratio can be set in the range ×0.250 to ×4.000 when the copy is made through the Original Glass and ×0.250 to ×2.000 when the Electronic Document Handler is used.*

4 Touch memory location key [1] or [2], or [Minimal], whichever is desired.



4003P026CA

* When the key is touched, the ratio is shown on the key, indicating that it has been stored in memory, except for [Minimal].

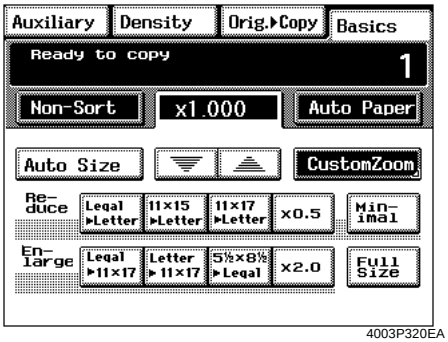
NOTES

- *When a new ratio is stored, the old one is erased.*
- *The [Minimal] ratio can range between ×0.900 and ×0.999.*
- *When the Hard Disk Drive Kit is mounted and "100 Accounts" is selected for "Copy Track" of "Administrator Mode" available from Utility Mode, zoom ratios can be stored in memory for each account.*

5 Touch [Enter].

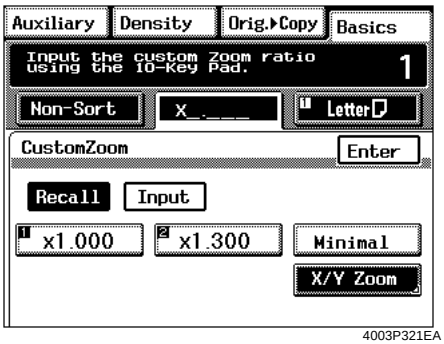
<Using the X / Y Zoom>

1 Touch [Custom Zoom].



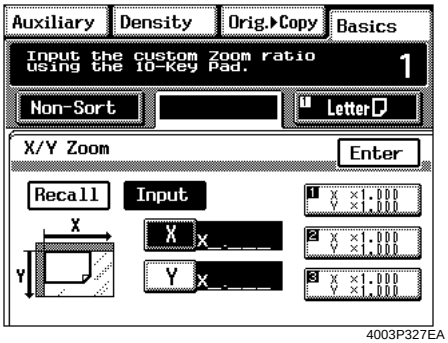
4003P320EA

2 Touch [X/Y Zoom].



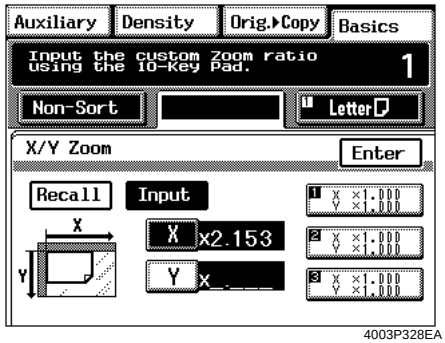
4003P321EA

3 Touch [Input].



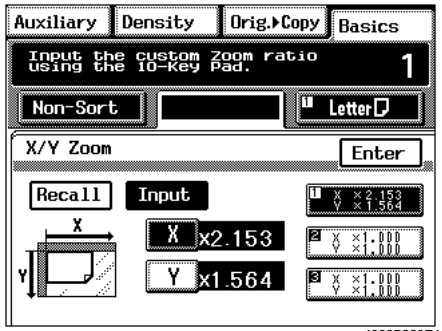
4003P327EA

4 Touch [X] or [Y] to enter the desired zoom ratio from the 10-Key Pad.



4003P328EA

5 Touch memory location key [1], [2] or [3] in which to store the set zoom ratio.



4003P329EA

* When the key is touched, the ratio is shown on the key, indicating that it has been stored in memory.

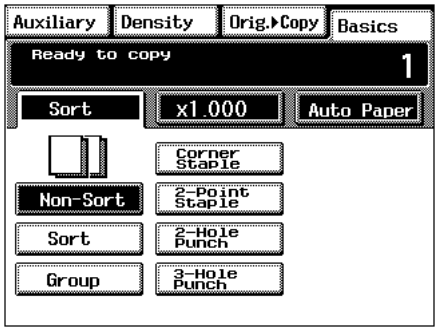
NOTES

- *When a new ratio is stored, the old one is erased.*
- *When the Hard Disk Drive Kit is mounted and "100 Accounts" is selected for "Copy Track" of "Administrator Mode" available from Utility Mode, zoom ratios can be stored in memory for each account.*

6 Touch [Enter].

5. Selecting the Finishing

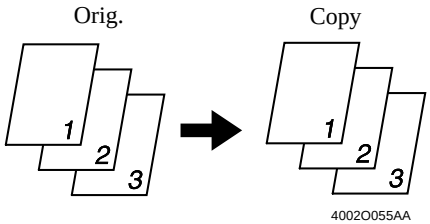
When you touch [Finishing] after touching [Basics] on the Touch Panel, a screen appears that allows you to set a particular finishing function.



4003P541EA

Finishing Functions

Non-Sort

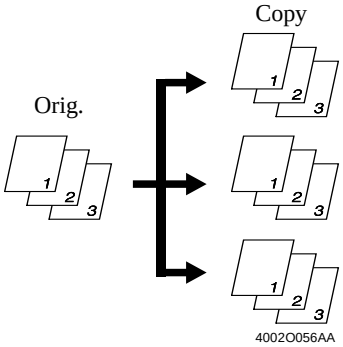


4002O055AA

- All copies are fed out without being sorted, grouped, stapled or punched.
- Touch [Non-Sort].

NOTE
Thick paper and OHP transparencies cannot be used for making copies in Staple, Punch and/or Folding.

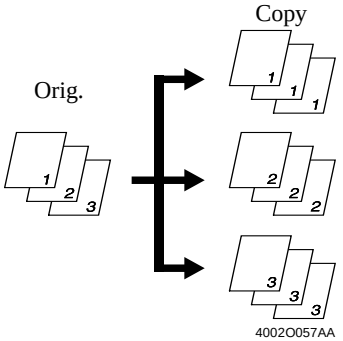
Sort



4002O056AA

- This function is effective when making multiple copies from multiple originals. Copies are sorted into complete sets of the originals.
- Touch [Sort].

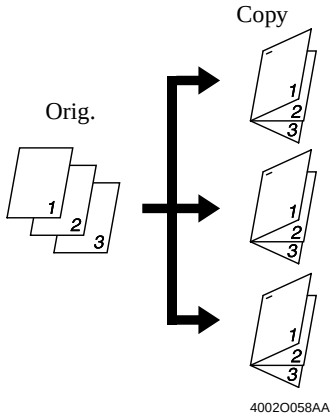
Group



4002O057AA

- The copies made from each original are separated into groups. Each group contains the same number of copies.
- Touch [Group].

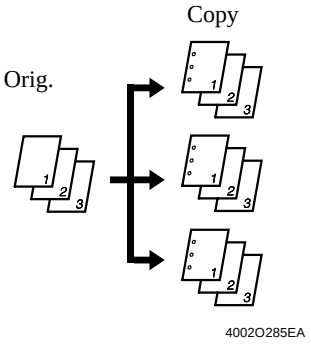
Staple



<Only when a Finisher or Mailbin Finisher is mounted>
- This function is effective when making multiple copies from multiple originals. Copies are sorted or grouped into complete sets of the originals and then stapled.
- A copy set which has been sorted can later be stapled together.☞ p.3-26
  (Only when the Finisher FN-5 is mounted)

- Touch [Staple].

Hole Punch



<Only when the Finisher FN-5/ Finisher FN-105/ Mailbin Finisher is mounted>
- Holes are punched in the copy sets or stacks for filing. It can be combined with Non-Sort, Sort, Group or Staple.

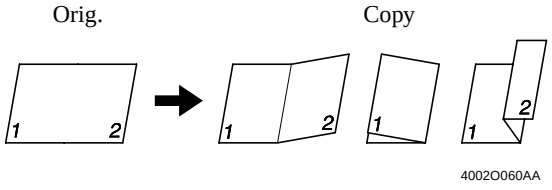
- Touch [Hole Punch].

NOTES

<For United States and Canada Users>
- *Finisher FN-5/Finisher FN-105*
  The number of holes to be punched can be selected from among two and three.
- *Mailbin Finisher*
  The number of holes to be punched is three, but "two" is optionally available.

<Except United States and Canada Users>
The number of holes to be punched is two.

Folding



<Only when the Finisher FN-5 is mounted>
- This function allows you to fold copies.

- Touch [Fold].

You have a choice of folding options, either Crease, Half-Fold, or Z-fold.☞ p.3-28

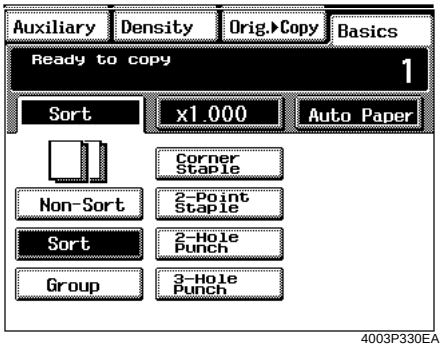
Useful Tip

The machine has been factory-set to automatically switch between Sort and Non-Sort depending on the number of originals and the number of copies to be made when the Electronic Document Handler is used. It has also been set to automatically select Non-Sort in the initial mode. These default settings can still be changed by using User's Choice.☞ p.5-14

Selecting the Finishing Function

Sort/Group

1 Touch the desired finishing function key.



4003P330EA

NOTES

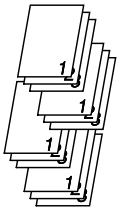
- *When either the Finisher FN-105, Finisher FN-106, or Mailbin Finisher is mounted, copies are fed out in a sawtooth manner in Sort or Group mode. When the Finisher FN-5 is mounted, or when neither a Finisher nor a Mailbin Finisher is mounted, copies are fed out in a crisscross manner in Sort or Group mode.*
- *Crisscross sorting is possible only when all of the following conditions are met:*
  - *Crisscross Mode of User's Choice is turned "ON."*
  - *The machine is loaded with paper of the same size, but in two different directions.*
  - *OHP, Card/Vellum, or a small size is not set if the Multi Bypass Tray is used.☞ p.3-11*
  - *Mixed Original Detection is turned OFF.*
  - *None of the Staple, Hole Punch, Folding, Page Insertion, and Cover functions are set.*

Useful Tips

- *If Crisscross is set to "ON" in User's Choice, sorted copy sets will be stacked in a crisscross manner, one set stacked lengthwise on top of another set stacked crosswise. Otherwise, if Crisscross is set to "OFF," the sorted copy sets will be stacked together in the same direction.*
- *The default setting for Crisscross is "ON." This can be changed to "OFF" in User's Choice. ☞ p.5-14*

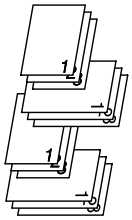
Useful Tips

- *Shift Sorting*
  The sorted copy sets are stacked in the same direction, but in a sawtooth manner by shifting the tray to the front or rear for each set.



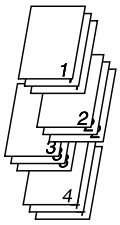
4002O061AB

- *Crisscross Sorting*
  The sorted copy sets are stacked in a crisscross manner, one set stacked lengthwise on top of another set stacked crosswise.



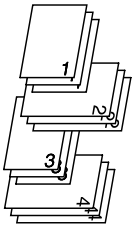
4002O062AB

- *Shift Grouping*
  The sorted copy stacks are stacked in the same direction, but in a sawtooth manner by shifting the tray to the front or rear for each stack.



4002O063AB

- *Crisscross Grouping*
  The sorted copy stacks are stacked in a crisscross manner, one stack stacked lengthwise on top of another stack stacked crosswise.



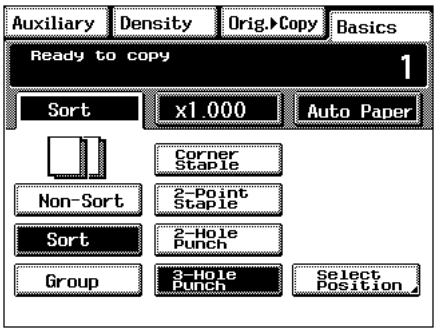
4002O064AB

Hole Punch

<Only when the Finisher FN-5/ Finisher FN-105/ Mailbin Finisher is mounted>

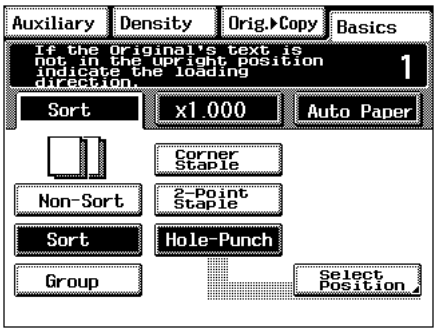
1 Touch the desired finishing function key and then touch [Hole Punch].

<For United States and Canada Users>



4003P331EA

<Except United States and Canada Users>



4003P031DA

NOTES

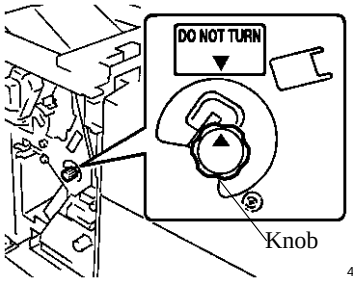
- *Paper size*
  Finisher FN-5 :11×17L to Letter
  Finisher FN-105 :11×17L to Letter
  Mailbin Finisher :11×17L to Letter
- *Hole Punch is not possible in the Interrupt mode.*
- *When making copies in the Hole Punch mode, make sure to load the originals into the Electronic Document Handler or place the Originals on the original Glass in the correct direction.* ☞ *p.3-33*

<For United States and Canada Users>

<Only when the Finisher FN-5 is mounted>

- *The number of punch holes can be changed between "2-Hole" and "3-Hole" by using the Knob located inside the Finisher.*

**When changing the setting for the number of holes to be made, be sure the ⧗ marks are aligned.*



4002O295EA

Pull out Knob: 2-Hole

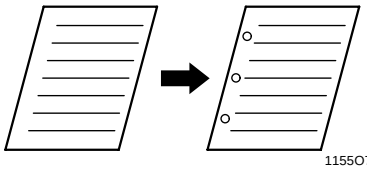
Push in Knob: 3-Hole

**The number of punch holes can be graphically identified on the Touch Panel.*

Useful Tips

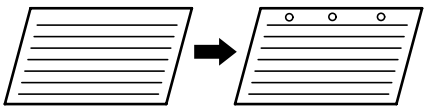
- *If you do not select a hole-punching position, the machine automatically sets the Hole Punch position according to the original feeding direction as illustrated below.*

Orig. Copy



1155O789EA

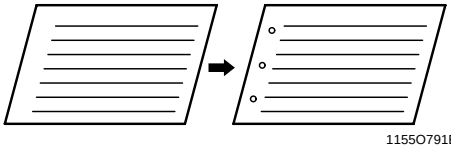
Orig. Copy



1155O790EA

- *When making copies from either the 11×17L or Legal L size, the machine automatically specifies the hole punching position as shown below.*

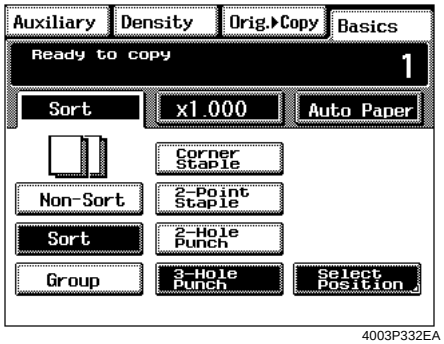
Orig. Copy



1155O791EA

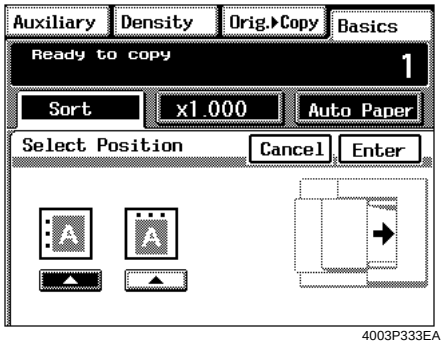
[Select Position] key:
Use this key when you want to place your original in a direction other than the standard or make punch holes in positions other than those made automatically.

1 Touch [Select Position].



4003P332EA

2 Touch the desired hole-punching position.



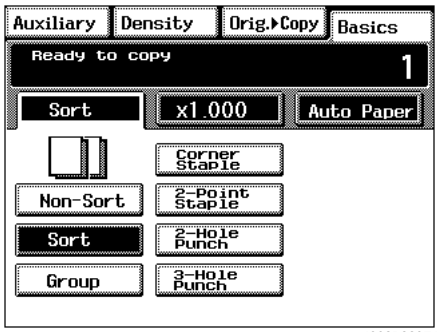
4003P333EA

3 Touch [Enter].

Staple

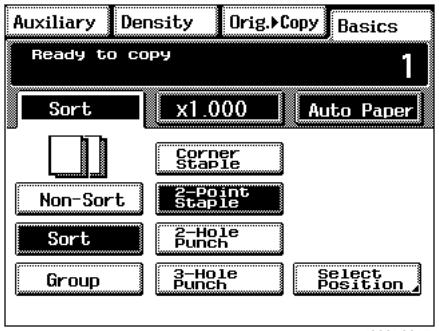
<Only when the Finisher FN-5/Finisher FN-105 is mounted>

1 Touch the desired finishing function key.



4003P330EA

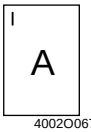
2 Touch the stapling key of your choice.



4003P334EA

You have a choice of the following two stapling types.

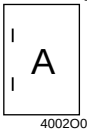
- Corner Staple



4002O067AA

Paper size : 11×17L to Letter
Number of sheets : 2 to 50

- 2-Point Staple
  <Side Staple>



4002O068AA

Paper size : 11×17L to Letter
Number of sheets : 2 to 50

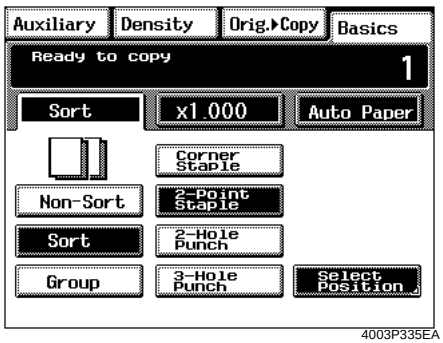
  <Center Staple>
  (Only when the Finisher FN-5 is mounted)

4002O069AA

Paper size : 11×17L, LetterL (For United States and Canada Users)
: 11×17L to LetterL (Except United States and Canada Users)
Number of sheets : 2 to 15

* When you touch a stapling key in the Non-Sort mode, the finisher is automatically set into the Sort mode.

3 Touch [Select Position].

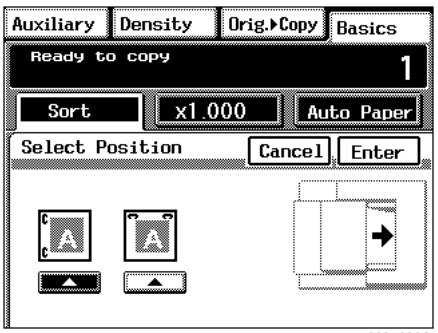


4003P335EA

NOTE

The stapling position cannot be specified if Corner Staple is selected. It can, however, be specified if Corner Staple is combined with Hole Punch.

4 Touch the desired stapling position on the Touch Panel.



4003P036CA

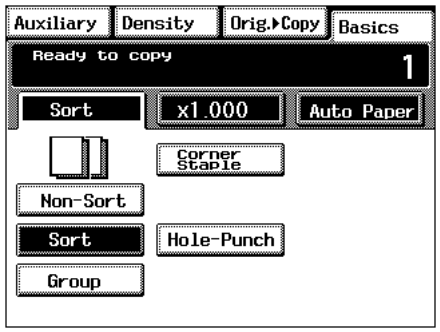
5 Touch [Enter].

NOTES

- *Stapling is not possible in the Interrupt mode.*
- *Note the correct direction of the originals when making copies in the Sort Staple mode.* ☞ *p.3-32*
- *Note the position at which the copy set or stack is stapled together in the Staple mode.* ☞ *p. 4-22*
- *If an original is placed directly on the Original Glass in a Staple mode, Separate Scan is automatically set.*☞ *p.3-67*

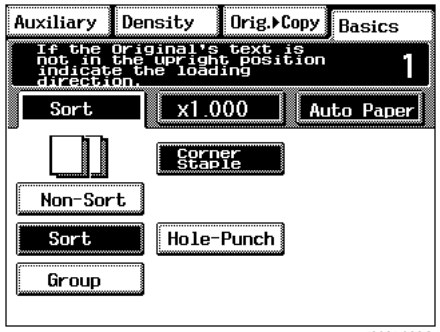
<Only when the Finisher FN-106/Mailbin Finisher is mounted>

1 Touch the desired finishing function key.



4003P037CA

2 Touch [Corner Staple].



4003P038CA

NOTES

- *When [Corner Staple] is touched with Non-Sort selected, the Finisher is automatically set into the Sort mode.*
- *Stapling is not possible in the Interrupt mode.*
- *Stapling position cannot be specified if the machine is equipped with a Finisher FN-106 or Mailbin Finisher. When the Mailbin Finisher is mounted, however, you can select the stapling position only if Hole Punch is combined with Staple.*
- *Note the correct direction of the originals when making copies in the Sort Staple mode.* ☞ *p.3-32*
- *If an original is placed directly on the Original Glass in a Staple mode, Separate Scan is automatically set.*☞ *p.3-67*

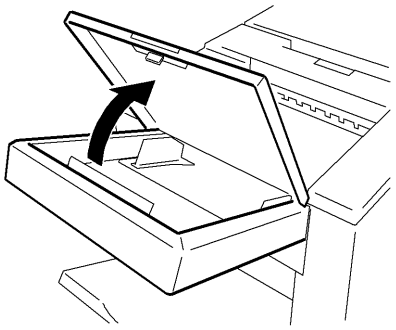
Useful Tip

Paper size : 11×17L to Letter
Number of sheets to be stapled :
Mailbin Finisher: 2 to 50
Finisher FN-106: 2 to 30

Manual Staple

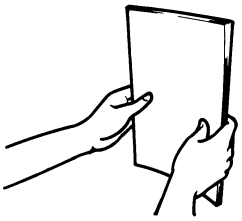
<Only when the Finisher FN-5 is mounted>

1 Open Staple Tray Cover [FN10].



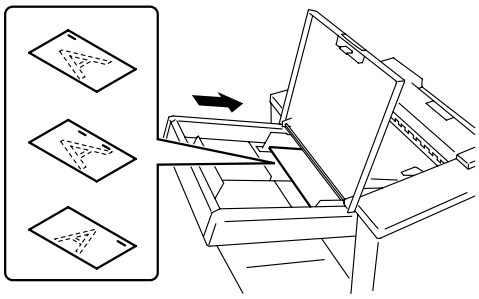
1155O033AA

2 Align the sheets of paper neatly.



1134O039AA

3 Insert a neat stack of paper face down into the Staple Tray.

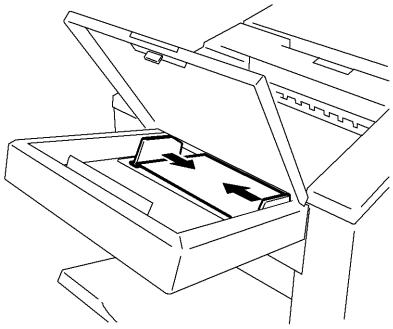


1155O036AB

NOTES

- *Make sure of the stapling position and press the paper stack against the end bracket.*
- *Up to 50 sheets of plain paper can be stapled.*

4 Slide the Paper Guide Plate to the size of the paper.

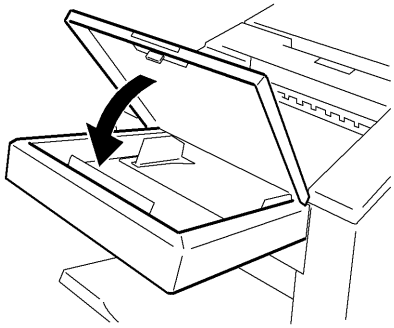


1155O034AA

NOTE

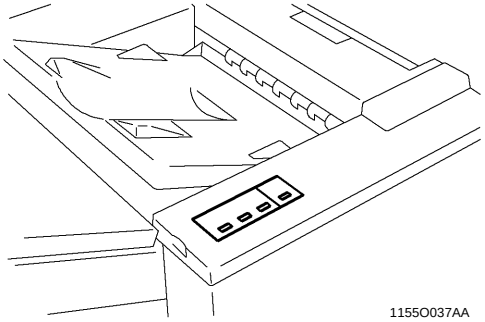
Make sure that the Paper Guide Plates are in touch with the edge of the paper stack.

5 Close Staple Tray Cover [FN10].



1155O035AA

6 After you hear the sound of mechanism stops, select the desired stapling type on the Finisher Panel.



1155O037AA

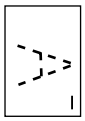
You have a choice of the following three stapling positions.

Paper size : 11×17L to Letter
Number of sheets : 2 to 50

4002O094AA

Paper size : 11×17L to Letter
Number of sheets : 2 to 50

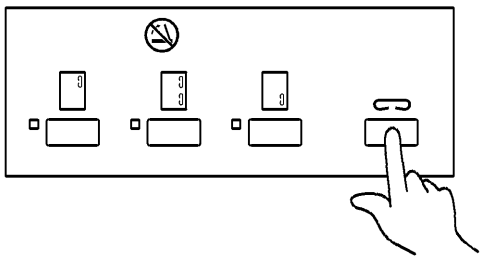
4002O095AA



Paper size : 11×17L to Letter
Number of sheets : 2 to 50

4002O096AA

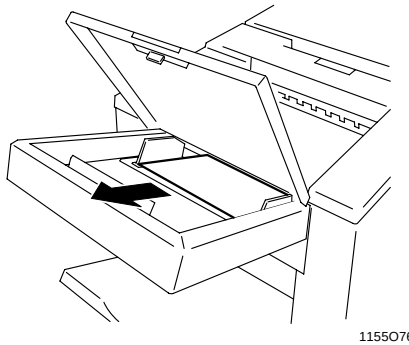
7 Press the [ ] key. This staples the copy stack or set.



1155O038AA

Useful Tip
This feature is useful for stapling originals after making copies.

8 Open Staple Tray Cover [FN10] and remove the stapled paper stack.

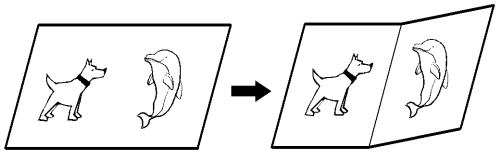


1155O760AA

9 Close Staple Tray Cover [FN10].

Folding

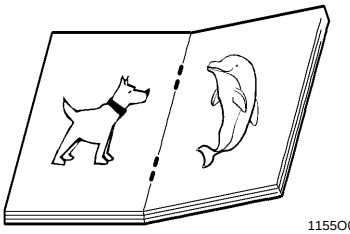
<Only when the Finisher FN-5 is mounted>
<Crease>
Crease makes a crease in the copy at its center before it is fed out.



1155O039AA

<For United States and Canada Users>
Sizes of paper that can be loaded:
11×17 L, Letter L
<Except United States and Canada Users>
Sizes of paper that can be loaded:
11×17 L, Legal L, Letter L
Width 8-1/4 to 11-3/4
Length 11 to 17

Make sure to select the correct stapling function when making copies with the Crease function if you want to make a stapled copy set.

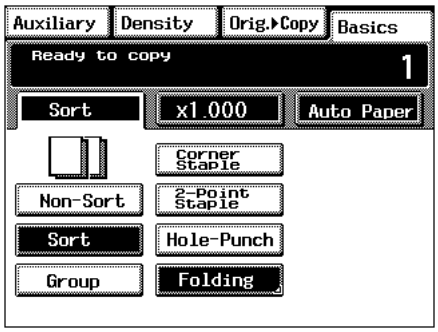


1155O040AA

Number of sheets : 2 to 15

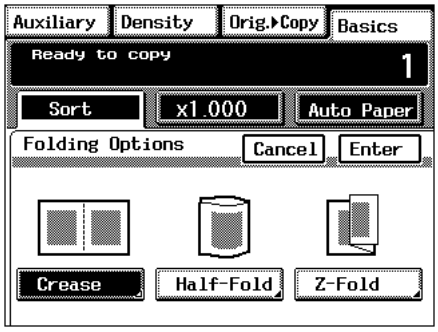
NOTE
Even if Staple is previously set to a corner or side position, the setting of Crease automatically cancels this setting and reselects a center stapling position.

1 Touch the desired finishing function key and then touch [Folding].



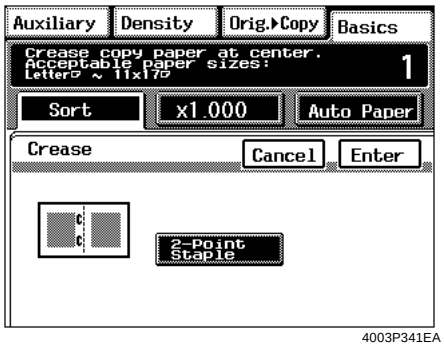
4003P039CA

2 Touch [Crease].



4003P040CA

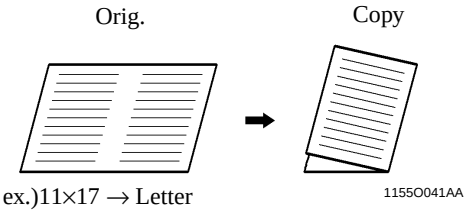
3 Touch [2-Point Staple].



4003P341EA

4 Touch [Enter].

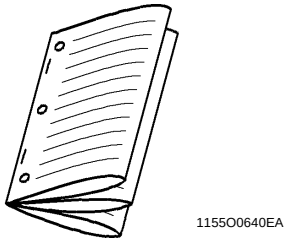
<Half-Fold>
Half-Fold folds the copy in two at its center with the copy surface on the outside.



ex.)11×17 → Letter

<For United States and Canada Users>
Sizes of paper that can be loaded: 11×17 L
<Except United States and Canada Users>
Sizes of paper that can be loaded: 11×17 L, Legal L
Width 10 to 11-3/4
Length 14-1/4 to 17
* The finished copy size has a length half that of the paper loaded in the machine.

You can produce a document that looks like below by combining this function with Staple and Hole Punch.

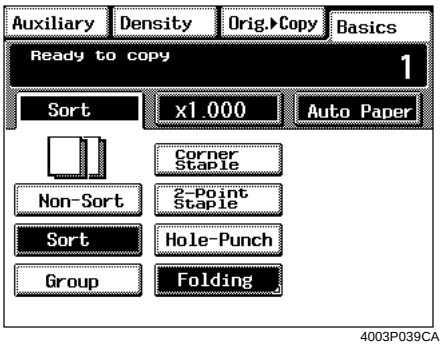


Number of sheets : 2 to 10

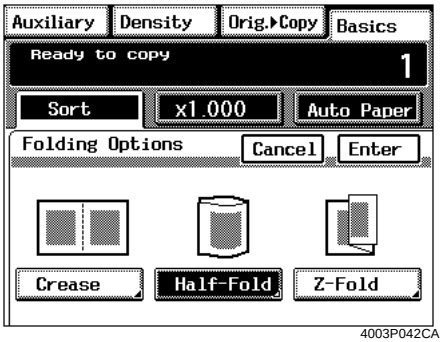
NOTES

- *Half-Fold cannot be used if you make a copy from an original placed directly on the Original Glass.*
- *Even if Staple is previously set to a corner or center position, the setting of Half-Fold automatically cancels this setting and reselects a side stapling position.*
- *If the machine is loaded with paper of a standard size, Auto Size is automatically selected. If it is loaded with paper of a non-standard size, full size (×1.000) is automatically selected.*

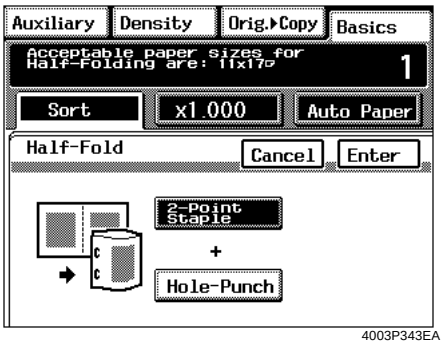
1 Touch the desired finishing function key and then touch [Folding].



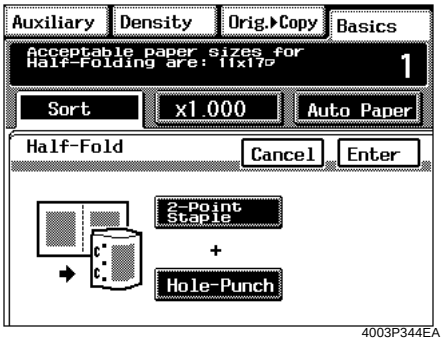
2 Touch [Half-Fold].



3 To set Staple, touch [2-Point Staple].



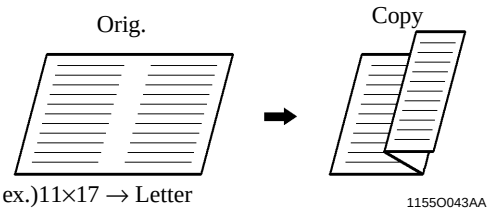
4 To set Hole Punch, touch [Hole-Punch].



5 Touch [Enter].

<Z-Fold>

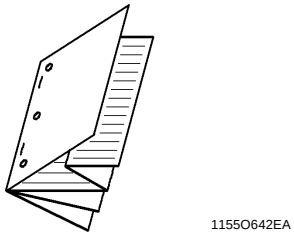
Z-Fold folds the copy into three parts with the copy surface inside as shown below.



Sizes of paper that can be loaded: 11×17L

* The finished copy size has a length half that of the paper loaded in the machine.

This feature comes in handy when you combine it with Staple and Hole Punch for filing.



Number of sheets:

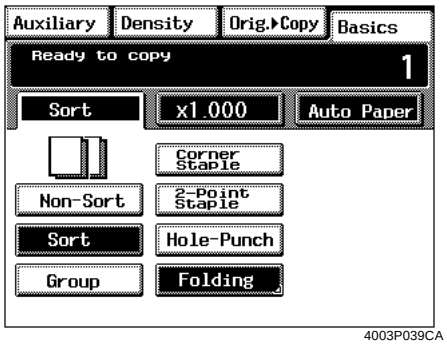
Z-Fold only: 2 to 10

Z-Folded 5 sheets + unfolded 25 sheets

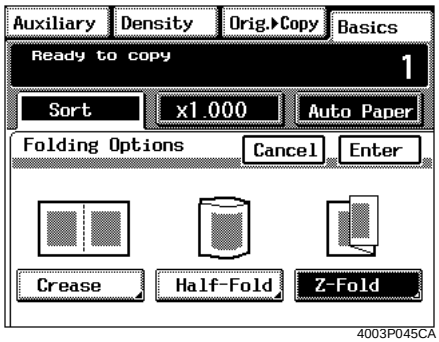
NOTES

- *When Z-Fold is selected, Auto Paper is automatically set.*
- *Z-Fold cannot be used if you make a copy from an original placed directly on the Original Glass.*
- *Even if control panel settings are made to make 2-sided copies from 1-sided originals, the copies to be Z-Folded will be 1-sided.*
- *If control panel settings are made to make 2-sided copies from 2-sided originals, the copies to be Z-Folded will be 2-sided.*
- *Whenever Z-Fold is set, the machine runs in the Mixed Original Detection mode.*
- *Even if Staple is previously set to a center position, the setting of Z-Fold automatically cancels this setting and reselects a side stapling position.*

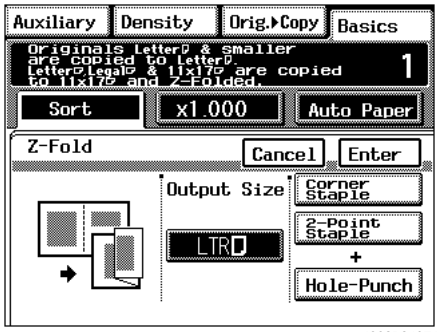
1 Touch the desired finishing function key and then touch [Folding].



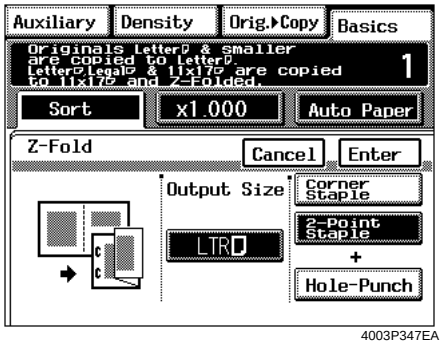
2 Touch [Z-Fold].



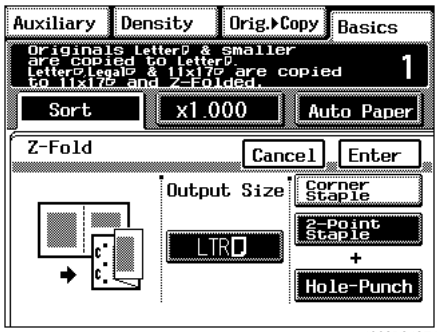
3 Touch [LTR] of Output Size.



4 To set Staple, touch [Corner Staple] or [2-Point Staple].



5 To set Hole Punch, touch [Hole-Punch].



4003P348EA

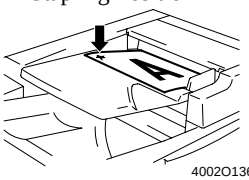
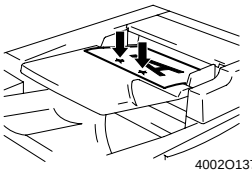
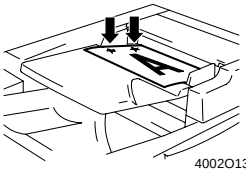
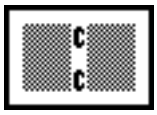
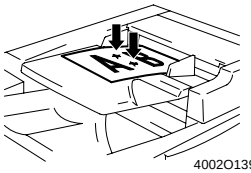
6 Touch [Enter].

Loading the Originals

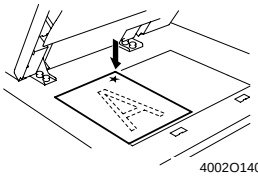
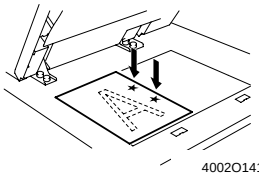
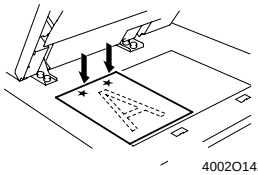
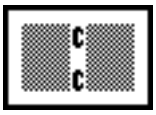
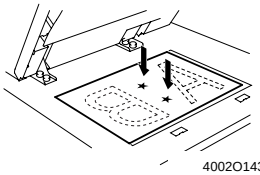
Staple

Note the correct direction of the originals if the copies are to be stapled in the Staple Mode.

<Using the Electronic Document Handler>

	Panel	Original Placement
Corner Staple	—	Stapling Position  4002O136AC
2-Point Staple	1155O430AA	Stapling Position  4002O137AC
	1155O431AA	Stapling Position  4002O138AC
	 1155O432AA	Stapling Position  4002O139AC

<Placing the Original on the Glass>

	Panel	Original Placement
Corner Staple	—	Stapling Position  4002O140AC
2-Point Staple	1155O430AA	Stapling Position  4002O141AC
	1155O431AA	Stapling Position  4002O142AC
	 1155O432AA	Stapling Position  4002O143AC

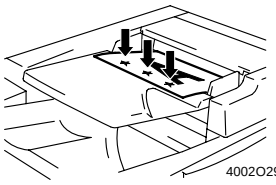
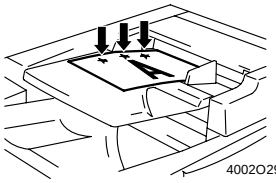
Useful Tip

Refer to the instruction labels on the machine or the Electronic Document Handler.

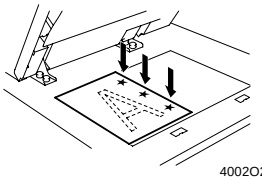
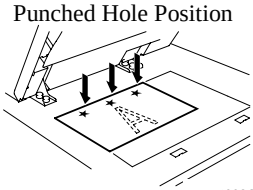
Hole Punch

Note the correct direction of the originals if the copies are to be punched using Hole Punch.

<Using the Electronic Document Handler>

Panel	Original Placement
1155O568EA	Punched Hole Position  4002O291EB
1155O570EA	Punched Hole Position  4002O292EB

<Placing the Original on the Glass>

Panel	Original Placement
1155O568EA	Punched Hole Position  4002O293EB
1155O570EA	Punched Hole Position  4002O290EB

Auto Dual Function

Auto Dual Function in Stapling

If a stapling sequence is attempted and the number of sheets is greater than the stapling capacity, Stapling is automatically canceled and the Finisher is set into the Sort or Group mode, sorting or grouping copies using the Auto Dual function (but no stapling action takes place).

Auto Dual Function in Finishing Mode

Though the Top Offset Tray can hold only up to 100 sheets, the Auto Dual function permits making copies of up to 2,600 sheets.

<Only when the Finisher FN-5 is mounted>
<For United States and Canada Users>

			Paper Size	Top Offset Tray	Bottom Offset Tray	
					Corner Staple	2-Point Staple
Non-Sort Sort Group			LetterC	100 sheets	2500 sheets (no staple)	
			LetterL	100 sheets	2000 sheets (no staple)	
			11×17L, LegalL	100 sheets	1500 sheets (no staple)	
			5-1/2×8-1/2	100 sheets	-	
Crisscross Sort			Letter	100 sheets	1000 sheets (no staple)	
Staple	Sort Group	Corner	11×17L to Letter	-	100 sets or 1000 sheets	-
		Side	LetterC	-	-	200 sets or 2000 Sheets
			11×17L, LegalL, LetterL	-	-	200 sets or 1000 Sheets
		Center	11×17L, LetterL	-	-	100 sets or 1000 sheets
Folding	Crease	Staple	11×17L, LetterL	-	-	100 sets or 1000 sheets
	Half-Fold	Non-Sort, Sort, Group	11×17L	10 sheets	50 sheets (no staple)	
		Staple	11×17L	-	-	100 sheets
	Z-Fold	Non-Sort, Sort, Group	11×17L	10 sheets	50 sheets (no staple)	
		Staple	11×17L	-	100 sheets	100 sheets
Mixed Orig. Detection	Z-Folded + Unfolded*		11×17L (Z-Folded) + LetterC *Z-Folded: 5 sheets/set Unfolded*: 25 sheets/set	30 sheets	Z-Folded: 100 sheets Z-Folded + Unfolded*: 1000 sheets (no staple)	
				-	Z-Folded: 100 sheets Z-Folded + Unfolded*: 1000 sheets	Z-Folded 100 sheets Z-Folded +Unfolded*: 2000 sheets

<Except United States and Canada Users>

			Paper Size	Top Offset Tray	Bottom Offset Tray	
					Corner Staple	2-Point Staple
Non-Sort Sort Group			LetterC	100 sheets	2500 sheets (no staple)	
			LetterL	100 sheets	2000 sheets (no staple)	
			11×17L, LegalL	100 sheets	1500 sheets (no staple)	
			5-1/2×8-1/2	100 sheets	-	
Crisscross Sort			Letter	100 sheets	1000 sheets (no staple)	
Staple	Sort Group	Corner	11×17L to Letter	-	100 sets or 1000 sheets	-
		Side	LetterC	-	-	200 sets or 2000 Sheets
			11×17L, LegalL, LetterL	-	-	200 sets or 1000 Sheets
		Center	11×17L to LetterL	-	-	100 sets or 1000 sheets
Folding	Crease	Staple	11×17L to LetterL	-	-	100 sets or 1000 sheets
	Half-Fold	Non-Sort, Sort, Group	11×17L to LegalL	10 sheets	50 sheets (no staple)	
		Staple	11×17L to LegalL	-	-	100 sheets
	Z-Fold	Non-Sort, Sort, Group	11×17L	10 sheets	50 sheets (no staple)	
		Staple	11×17L	-	100 sheets	100 sheets
Mixed Orig. Detection	Z-Folded + Unfolded*		11×17L (Z-Folded) + LetterC *Z-Folded: 5 sheets/set Unfolded*: 25 sheets/set	30 sheets	Z-Folded: 100 sheets Z-Folded + Unfolded*: 1000 sheets (no staple)	
				-	Z-Folded: 100 sheets Z-Folded + Unfolded*: 1000 sheets	Z-Folded 100 sheets Z-Folded +Unfolded*: 2000 sheets

* Only 11×17L size paper can be Z-folded. Therefore, if a stack of mixed-size originals (11×17L and other sizes) is copied in Mixed Original Detection mode, the copy set will contain a mix of Z-folded and unfolded copies.

NOTE

When a Finisher FN-105, Finisher FN-106, or Mailbin Finisher is mounted, the Auto Dual function will not function.

Note on Stapling

When copies are made using the stapling function, the stapled copy sets may not be neatly stacked on the tray or may even fall off the tray unless certain conditions are met regarding the number of copies to be stapled and the number of copy sets to be made. Use the following table as guidelines when making copies.

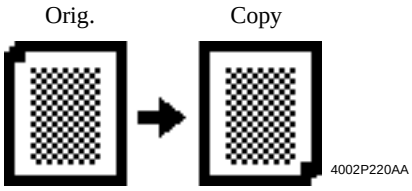
No. of Copies Stapled	Copy Set Capacity		
	When Finisher FN-105 is Mounted	When Finisher FN-106 is Mounted	When Mailbin Finisher is Mounted
	11×17 L to Letter	11×17 L to Letter	11×17 L to Letter
2 copies	100 sets	100 sets	200 sets
3 to 5 copies	80 sets	80 sets	150 sets
6 to 10 copies	60 sets	60 sets	100 sets
11 to 20 copies	40 sets	40 sets	50 sets
21 to 30 copies	60 sets	33 sets	33 sets
31 to 40 copies	60 sets	-	25 sets
41 to 50 copies	60 sets	-	20 sets

6. Selecting the Original ▶ Copy Type

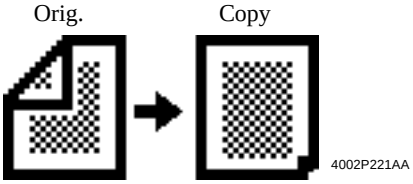
When you touch [Orig. ▶ Copy] on the Touch Panel, a screen appears that allows you to set the orig. ▶ copy type.

Original ▶ Copy Types

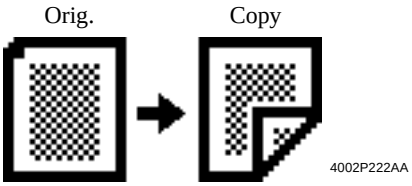
Single-Sided ▶ Single-Sided
This setting allows you to make 1-sided copies from originals.



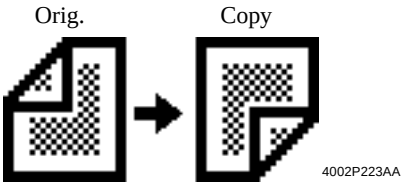
Double-Sided ▶ Single-Sided
<Only when the Electronic Document Handler is mounted>
This setting allows you to make 1-sided copies from originals.



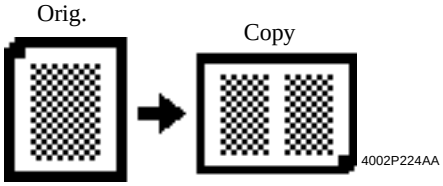
Single-Sided ▶ Double-Sided
This setting allows you to make 2-sided copies from originals.



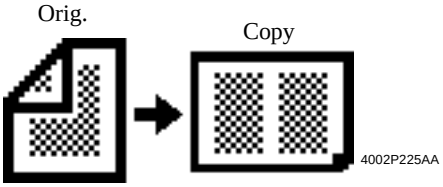
Double-Sided ▶ Double-Sided
<Only when the Electronic Document Handler is mounted>
This setting allows you to make 2-sided copies from originals.



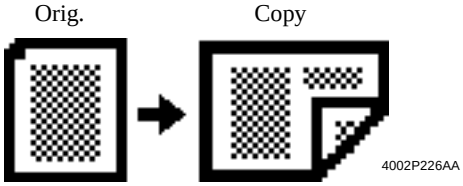
Single-Sided ▶ Single-[2in1]
Select Single-Sided ▶ Single-[2in1] to make a 1-sided copy, through reduction, from two originals side-by-side.



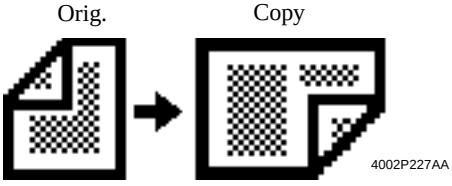
Double-Sided ▶ Single-[2in1]
<Only when the Electronic Document Handler is mounted>
Select Double-Sided ▶ Single-[2in1] to make a 1-sided copy, through reduction, from originals side-by-side.



Single-Sided ▶ Double-[2in1]
Select Single-Sided ▶ Double-[2in1] to make a 2-sided copy, through reduction, from four originals side-by-side.

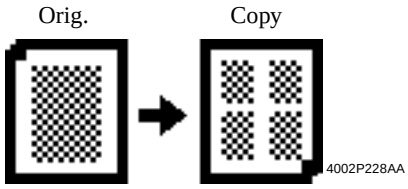


Double-Sided ▶ Double-[2in1]
<Only when the Electronic Document Handler is mounted>
Select Double-Sided ▶ Double-[2in1] to make a 2-sided copy, through reduction, from two originals side-by-side.



Single-Sided ▶ Single-[4in1]

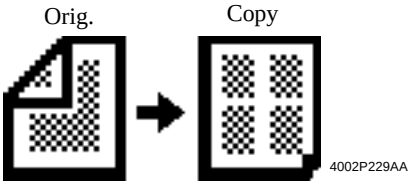
Select Single-Sided ▶ Single-[4in1] to make a 1-sided copy, through reduction, from four originals side-by-side.



Double-Sided ▶ Single-[4in1]

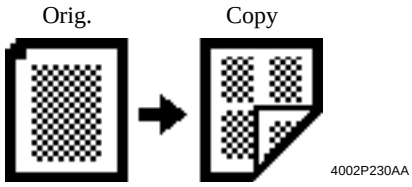
<Only when the Electronic Document Handler is mounted>

Select Double-Sided ▶ Single-[4in1] to make a 1-sided copy, through reduction, from two originals side-by-side.



Single-Sided ▶ Double-[4in1]

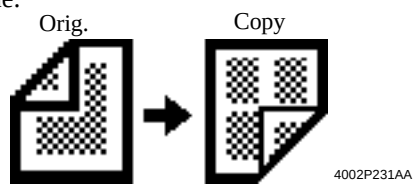
Select Single-Sided ▶ Double-[4in1] to make a 2-sided copy, through reduction, from eight originals side-by-side.



Double-Sided ▶ Double-[4in1]

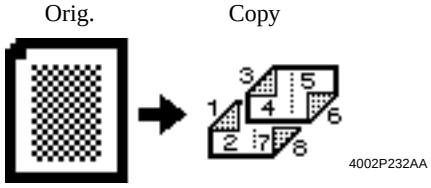
<Only when the Electronic Document Handler is mounted>

Select Double-Sided ▶ Double-[4in1] to make a 2-sided copy, through reduction, from four originals side-by-side.



Single-Sided ▶ Booklet Creation

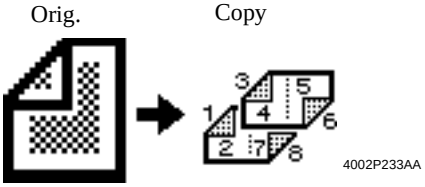
Select Single-Sided ▶ Booklet Creation to make a 2-sided copy, through reduction, from four originals side-by-side.



Double-Sided ▶ Booklet Creation

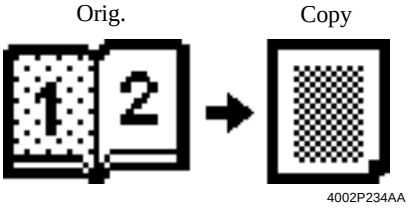
<Only when the Electronic Document Handler is mounted>

Select Double-Sided ▶ Booklet Creation to make a 2-sided copy, through reduction, from two originals side-by-side.



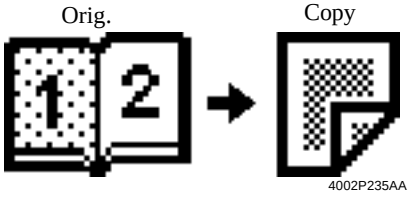
Book ▶ Single-Sided

Select Book ▶ Single-Sided to make 1-sided page-by-page copies of an open book.



Book ▶ Double-Sided

Select Book ▶ Double-Sided to make a 2-sided copy of an open book.

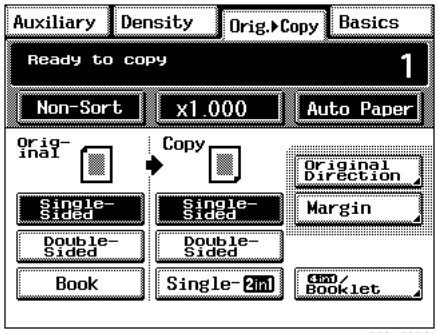


Selecting the Original ▶ Copy Type

Using Single-Sided or Double-Sided Originals

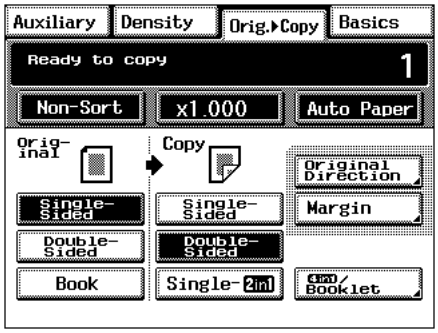
1 Load the originals.

2 Select the original type.



4003P002CA

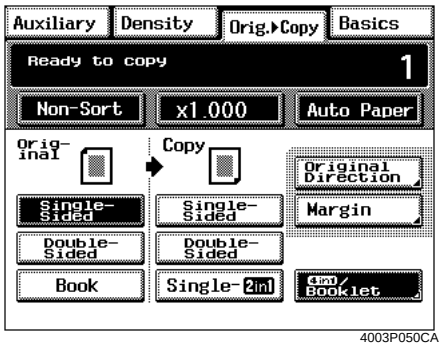
3 Select the desired copy type.



4003P049CA

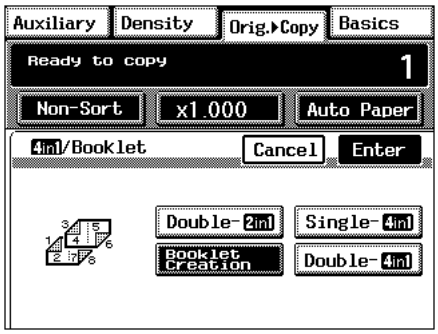
<To copy using Double-[2in1], Booklet, Single-[4in1], Double-[4in1]>

- Touch [4in1/Booklet].



4003P050CA

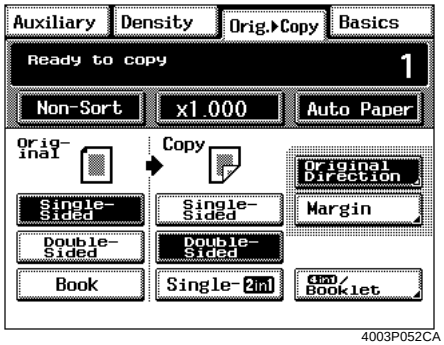
- Select the desired copy type and touch [Enter].



4003P051CA

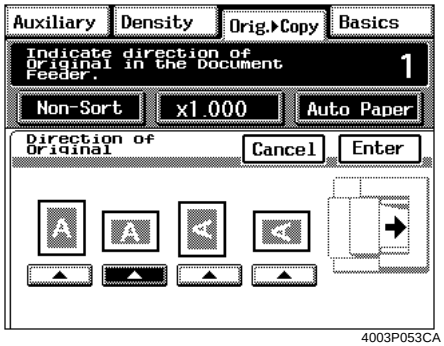
[Original Direction] key
Use this key when you want to place your original in a direction other than the standard.

1 Touch [Original Direction].



4003P052CA

2 Select the position of the original.

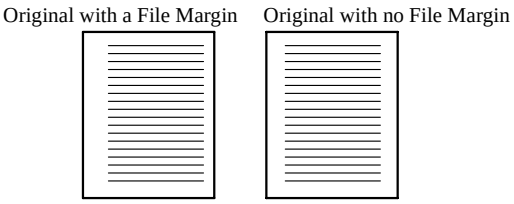


4003P053CA

3 Touch [Enter].

[Margin] key for the original:

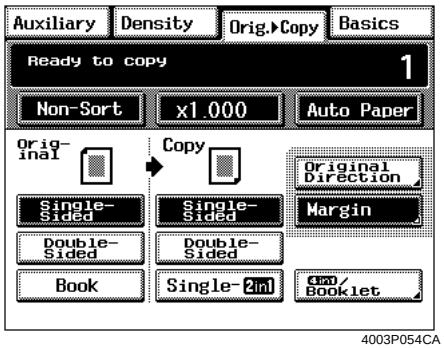
When you're going to make copies using Single-Sided ▶ Double-Sided or Double-Sided ▶ Single-Sided, first check to see if your original has a file margin in it. The machine can correct the margin position to make good copies as long as you instruct it properly.



1155O735AA

If your original has a file margin

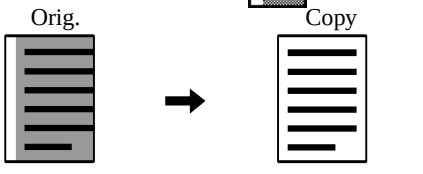
1 Touch [Margin].



4003P054CA

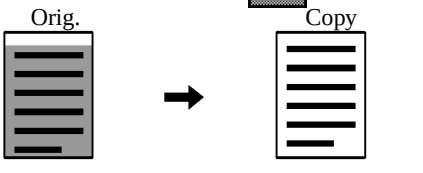
2 Select the desired margin position.
You have a choice of the following two Margin Positions.

• Margin Position (Left)



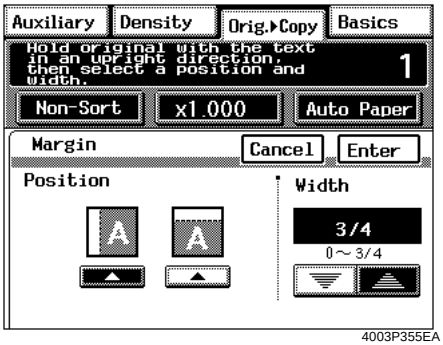
1155O635AA

• Margin Position (Top)



1155O636AA

3 Hold down [▼] or [▲] until the desired margin width is reached.



4003P355EA

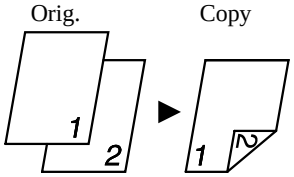
Useful Tip

You can change the margin width in 1/16 increments within the range 0 to 3/4.

4 Touch [Enter].

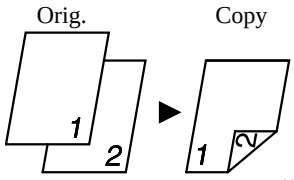
Useful Tips

- *If the margin position is set to Left and width to 0, the image on both the front and back sides of the copy has the same orientation as that on the original.*



4002O013AB

- *If the margin position is set to Top and width to 0, the image on the 2nd side of the copy is inverted to that on the 1st side.*



4002O048AB

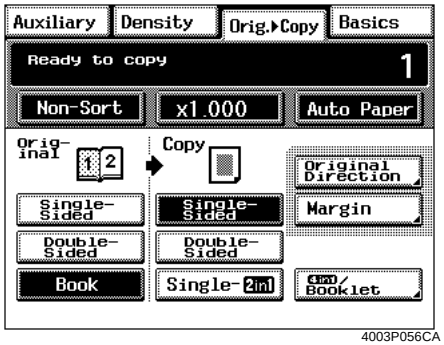
If your original has no file margin

It's not necessary to correct the margin position and width if your original has no file margin.

Using a Book as original

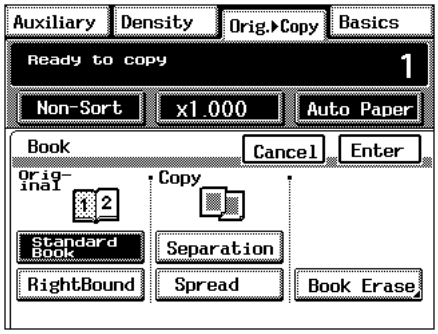
1 Place the original.

2 Touch [Book].



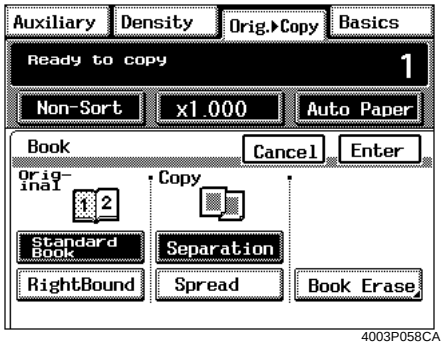
4003P056CA

3 Touch [Standard Book] or [Right Bound].



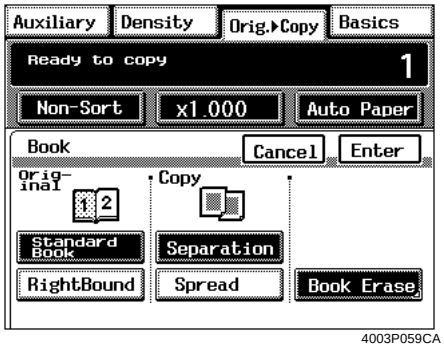
4003P057CA

4 Touch [Separation] or [Spread].



4003P058CA

5 If you want to erase the four edges or center, touch [Book Erase].



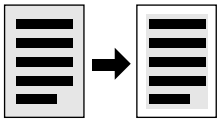
4003P059CA

Useful Tip

You have a choice of the following three types of erase:

- *Frame Erase*

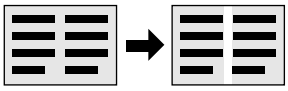
  Erase a given width along the four edges.



1149O055AA

- *Center Erase*

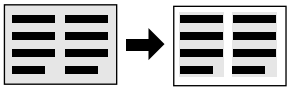
  Erase a given width down the center.



1149O057AA

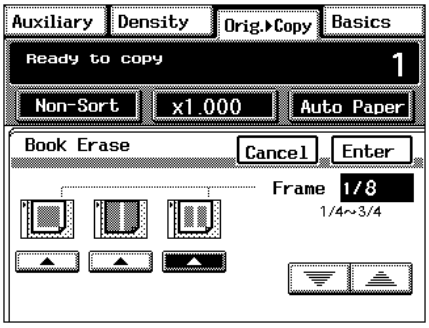
- *Frame + Center Erase*

  Erase a given width along the four edges and down the center.



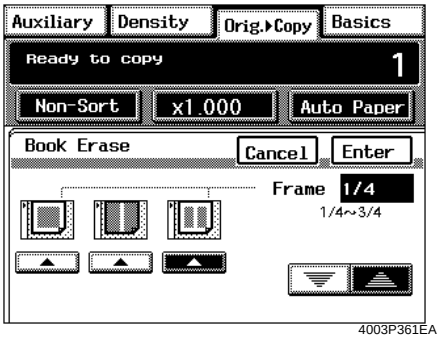
1149O058AA

6 Select the particular erase function from among the three options available.



4003P360EA

7 Hold down [▼] or [▲] until the desired erase width is reached. Then, touch [Enter].



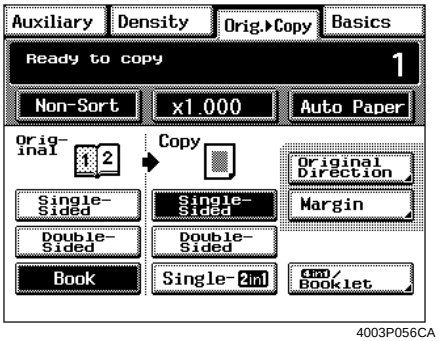
4003P361EA

NOTES

- *You can change the frame erase width in 1/16 increments within the range 1/4 to 3/4.*
- *The center erase width has been set to 1/2.*

8 Touch [Enter].

9 Touch [Single-Sided] or [Double-Sided] under Copy.



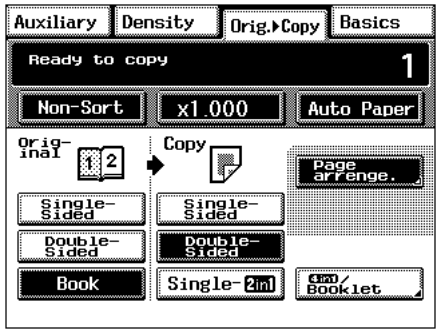
4003P056CA

NOTE

When Book is used to make copies from, none of 2in1, 4in1, and Booklet is valid.

<To copy using Separation and 2-sided>

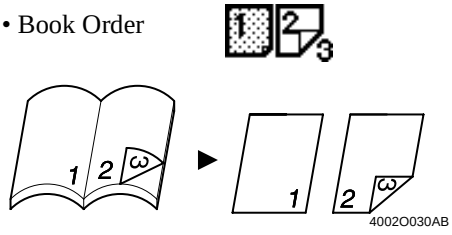
- Touch [Page arrange.].



4003P065CA

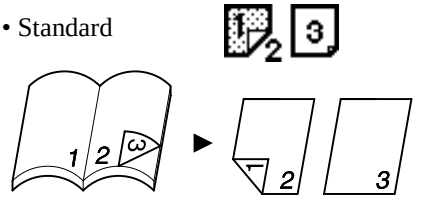
You have a choice of the following two arrangement types.

- Book Order



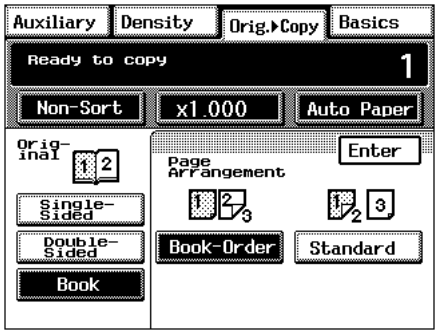
4002O030AB

- Standard



4002O031AC

- Select the desired page arrangement.



4003P066CB

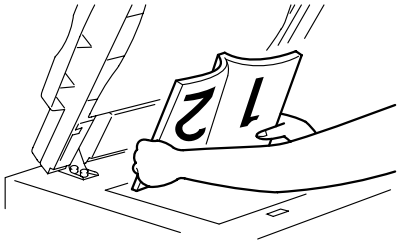
- Touch [Enter].

Some Precautions for Making Copies

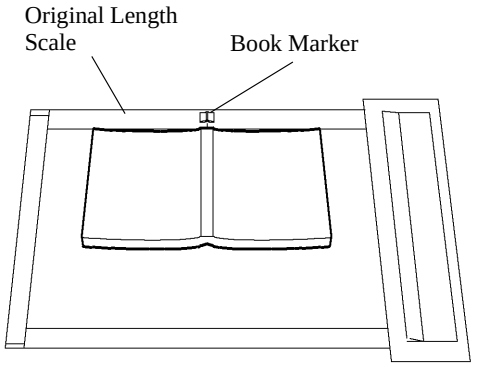
Precautions for Book Copying

- Place the open book so that its top edge is at the rear of the machine and the center of the book is aligned with the Book Marker indicated on the Original Length Scale.
- Make copies in descending order of page.
- Select the desired zoom ratio and paper size.

Placing the Book on the Glass Correctly



4002O130AC



1155O697AA

Precautions for 2in1, 4in1 and Booklet Copying

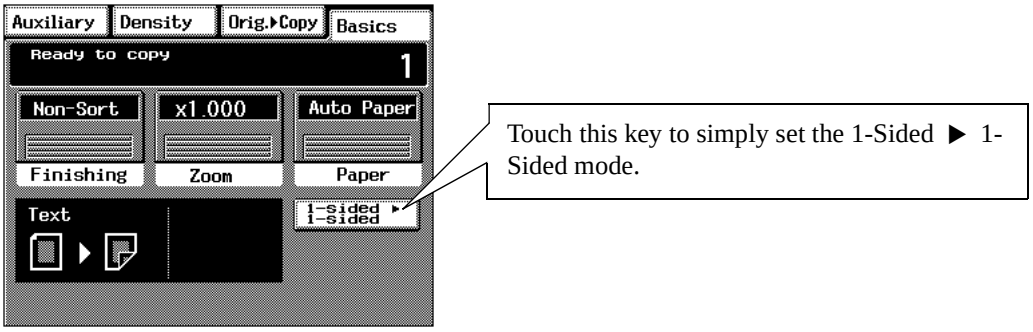
- When 2in1, 4in1, or Booklet function is selected, the machine automatically selects a default zoom ratio. You can, however, choose another zoom ratio by changing the User's Choice setting. ☞ p.5-14
- User's Choice also allows you to program a specific page order for 4in1. ☞ p.5-15

Precautions for Copying through Original Glass

- If an original is placed directly on the Original Glass in 2-Sided, 2in1, 4in1, or Booklet, Separate Scan is automatically set.☞ p.3-67
- Separate Scan is not set, however, if the following settings have been made: Book - Spread - 2-Sided Copy - Page Arrangement - Standard.

Handy Feature Available from Initial Mode Setting

The initial setting for the original ▶ copy type is 1-Sided ▶ 1-Sided. If this setting is changed to 1-Sided ▶ 2-Sided or 2-Sided ▶ 2-Sided, the Basic screen shows a [1-Sided ▶ 1-Sided] key.



4003P067CA

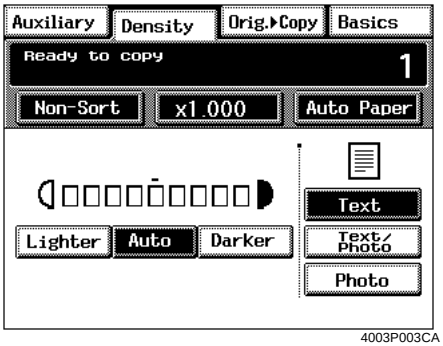
Useful Tip

User's Choice can be used to change the settings of initial mode. ☞ *p. 5-12*

7. Selecting the Density

Image Density

When you touch [Density] on the Touch Panel, a screen appears that allows you to set the exposure level for the image density.
Density offers a choice of [Text], [Text/Photo], or [Photo]. Select one according to your needs.



4003P003CA

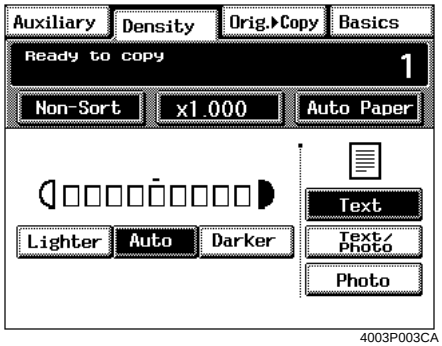
Useful Tips

- *Touching [Auto] automatically selects [Text].*
- *The machine has been factory-set to automatically select the Auto Exposure mode. User's Choice can be used to change this default setting to the Manual Exposure mode.☞ p.5-14*

Text

Text emphasizes outlines to produce clear-cut text as it appears on the copy.
<Auto Exposure>
When in the Auto Exposure mode, the machine automatically adjusts the exposure level for the optimum copy image density.

1. Touch [Text].
2. Touch [Auto].
   [Auto] is highlighted, indicating that the machine is set into the Auto Exposure mode.



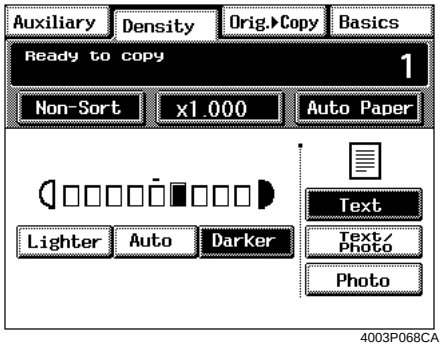
4003P003CA

Useful Tip

The exposure level in the Auto Exposure mode can be made either "Darker" or "Lighter" by using User's Choice.☞ p.5-14

<Manual Exposure>
In the Manual Exposure mode, you can vary the exposure level in nine steps.

1. Touch [Text].
2. Touch [Lighter] or [Darker] as necessary.



4003P068CA

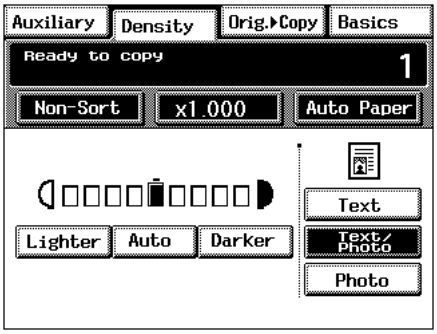
Useful Tips

- *To make the image darker, touch [Darker].*
- *To make the image lighter, touch [Lighter].*

Text/Photo

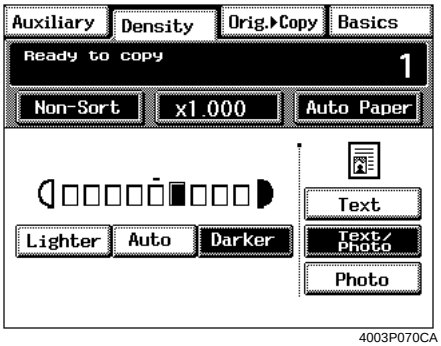
Select Text/Photo when you make copies from an original that contains both text and photos.

1 Touch [Text/Photo].
[Text/Photo] is highlighted, indicating that the machine is set into the Text/Photo mode.



4003P069CA

2 Touch [Lighter] or [Darker] as necessary.



4003P070CA

NOTE

In the Text/Photo mode, the machine defies automatic adjustments of the exposure level. Be sure to manually adjust the exposure level as necessary before making the copy.

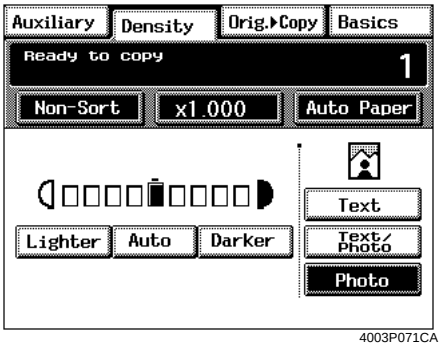
Useful Tips

- *To make the image darker, touch [Darker].*
- *To make the image lighter, touch [Lighter].*

Photo

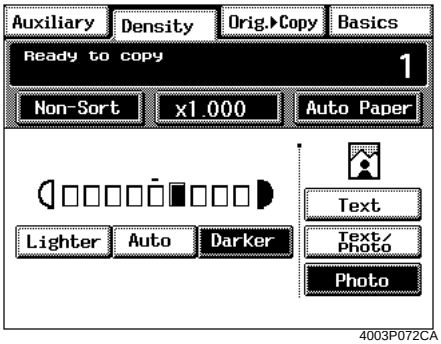
The machine can make a faithful reproduction of an original having a halftone image such as photos.

1 Touch [Photo].
[Photo] is highlighted, indicating that the machine is set into the Photo mode.



4003P071CA

2 Touch [Lighter] or [Darker] as necessary.



4003P072CA

NOTE

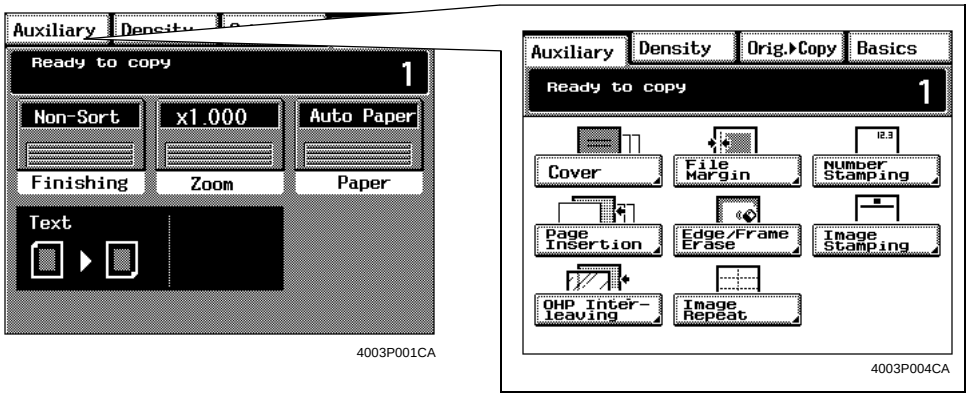
In the Photo mode, the machine defies automatic adjustments of the exposure level. Be sure to manually adjust the exposure level as necessary before making the copy.

Useful Tips

- *To make the image darker, touch [Darker].*
- *To make the image lighter, touch [Lighter].*

8. Auxiliary Functions

When [Auxiliary] on the Touch Panel is touched, the Auxiliary function menu screen appears allowing you to set the various auxiliary functions.

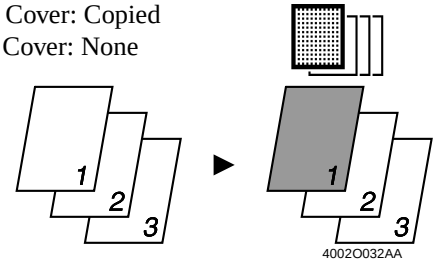


Cover

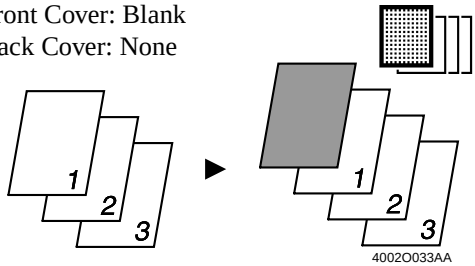
The Cover mode lets you make a front cover or a front and back cover for a copy set by copying the first page or the first and last page of an original set on different paper from the normal paper, such as color paper.
There are six different Cover functions available. Select the appropriate one according to your need.

Functions

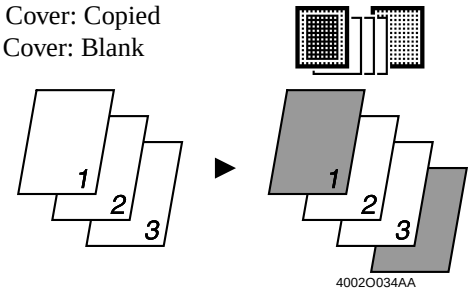
Front Cover: Copied
Back Cover: None



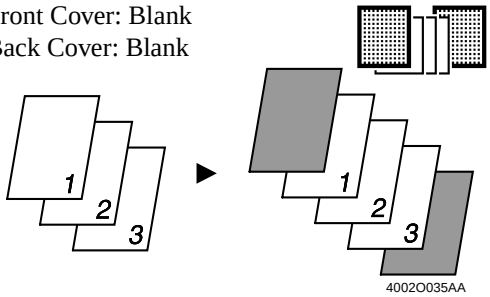
Front Cover: Blank
Back Cover: None



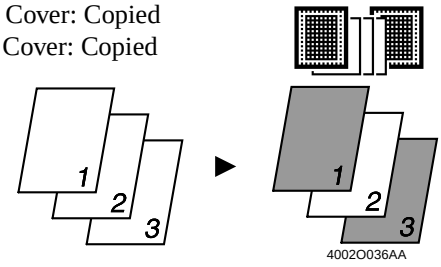
Front Cover: Copied
Back Cover: Blank



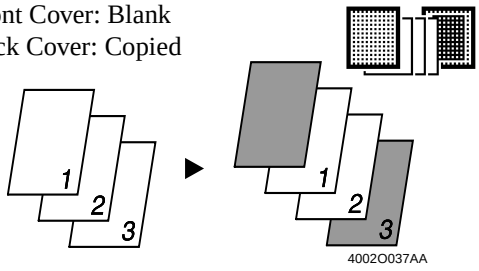
Front Cover: Blank
Back Cover: Blank



Front Cover: Copied
Back Cover: Copied

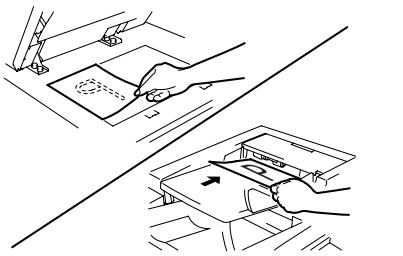


Front Cover: Blank
Back Cover: Copied



Using the Cover Mode

1 Load the originals.

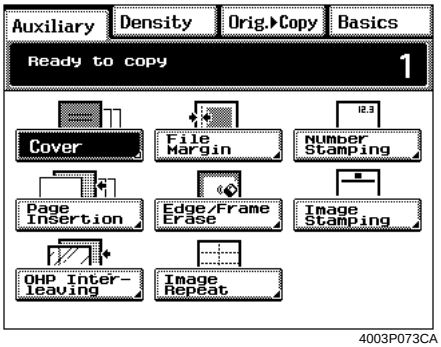


4002O149AC

NOTE

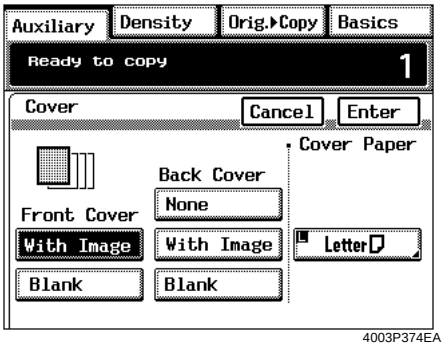
If you place your original directly on the Original Glass, you need to set Separate Scan.☞p.3-67

2 Touch [Cover].



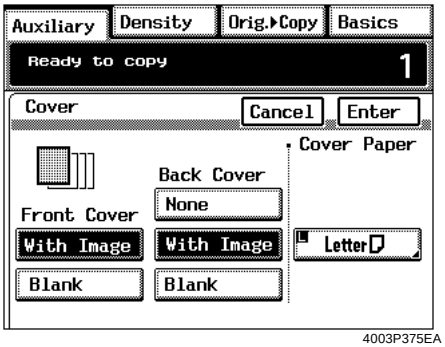
4003P073CA

3 Select the key for the front cover.



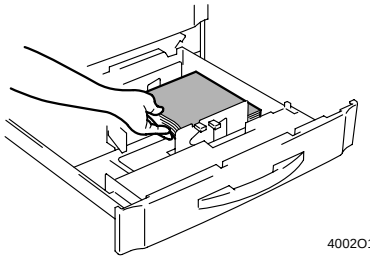
4003P374EA

4 Select the key for the back cover.



4003P375EA

5 Load the paper for the cover (e.g., color paper) into the drawer.

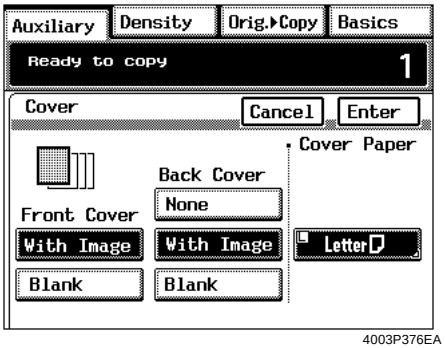


4002O146AB

Useful Tip

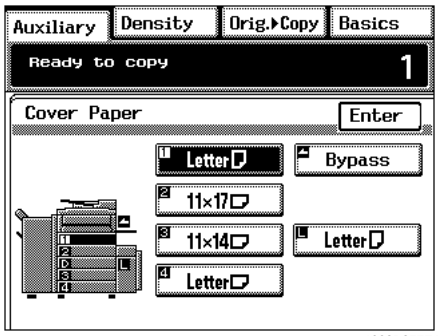
You can use the Multi Bypass Tray as the paper source of the cover paper. The tray, however, accepts the following paper size only: X, 7-1/4 to 17 and Y, 5-1/2 to 11-3/4.

6 Touch the key for Cover Paper.



4003P376EA

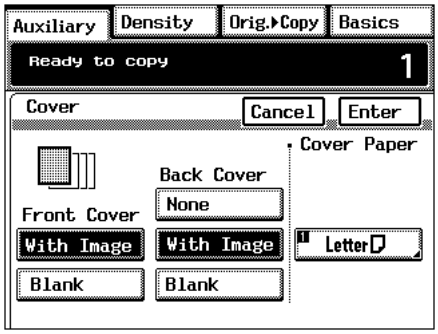
7 Select the paper source in which paper for cover has been loaded in step 5.



4003P377EA

8 Touch [Enter].

9 Touch [Enter].



4003P378EA

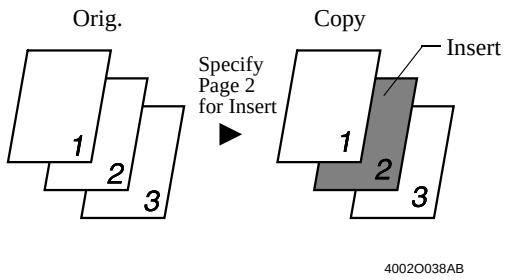
Page Insertion

<Only when the Electronic Document Handler is mounted>
Page Insertion allows you to insert a special sheet of paper (e.g., color paper) into the copy set. Two different functions are available. Select the appropriate one according to your need.

NOTE
Automatic Detection cannot be performed when the Mixed Original Detection mode is set.

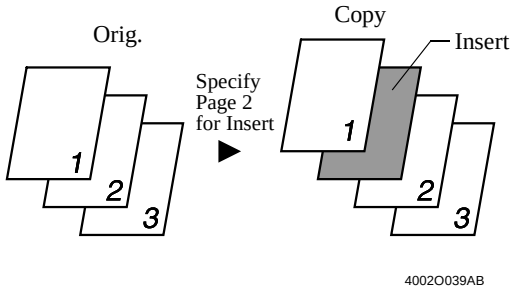
Functions

Page Insertion <Copied Inserts>



The machine copies the page, which is specified for an insert, on paper for inserts (e.g., color paper).

Page Insertion <Non-Copied Inserts>



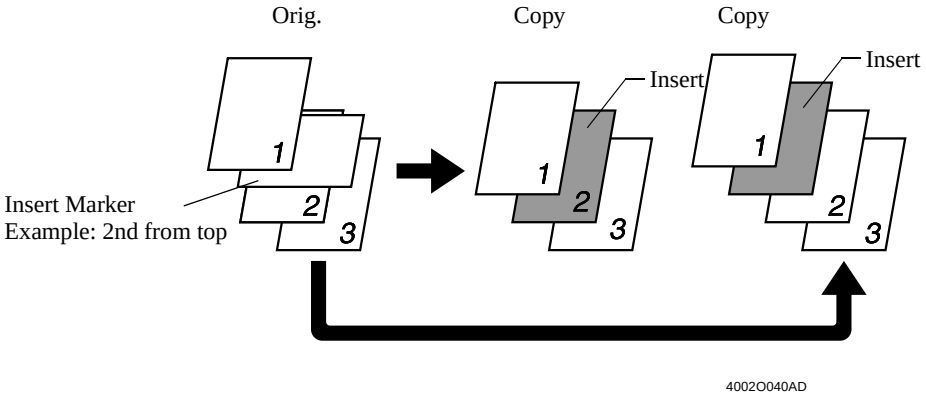
The machine inserts a blank sheet of paper for inserts (e.g., color paper) at any specified place between pages.

Specifying the Place for an Insert

In the Page Insertion mode, you must specify where to place an insert. Use Automatic Detection to do that.

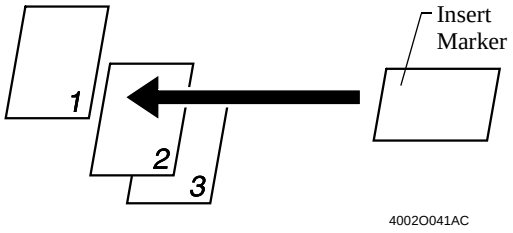
Automatic Detection

Put a sheet of paper of a different size from the originals at your desired places in the original set (for convenience, let us call this paper the insert marker) and load the original set onto the Electronic Document Handler. ☞ p.3-50
<The machine automatically detects and sets the places for inserts.>



Using Page Insertion

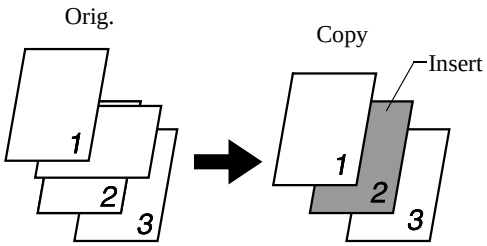
1 Put an insert marker into the desired place in the original set.



4002O041AC

Example 1:

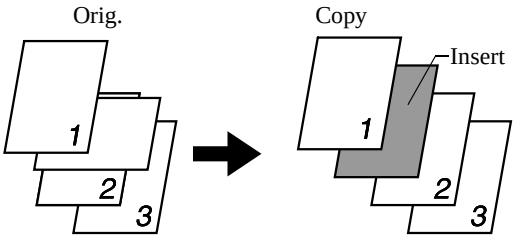
To place a copied insert at the 2nd position from top.



4002O042AC

Example 2:

To place a non-copied insert between pages 1 and 2.

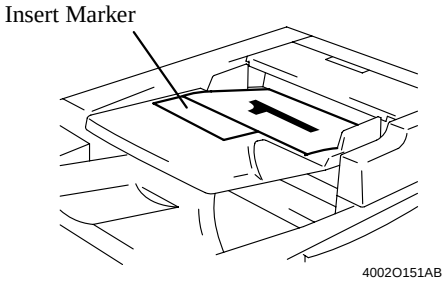


4002O043AC

NOTE

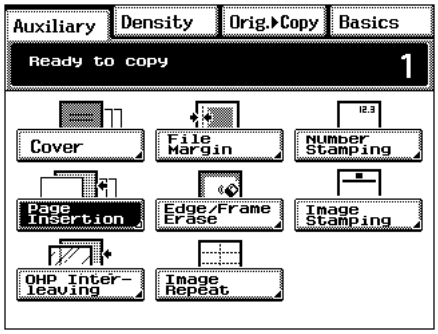
For the insert marker, use standard size paper that is a size, or loaded in a direction, different from the originals.

2 Load the original set containing insert markers into the Electronic Document Handler.



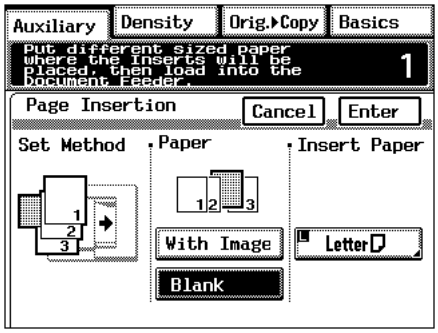
4002O151AB

3 Touch [Page Insertion].



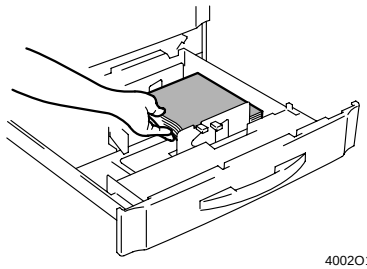
4003P079CA

4 Touch the appropriate key for Paper to select whether to copy onto inserts (With Image) or not (Blank).



4003P380EA

5 Load the paper for inserts into the drawer.

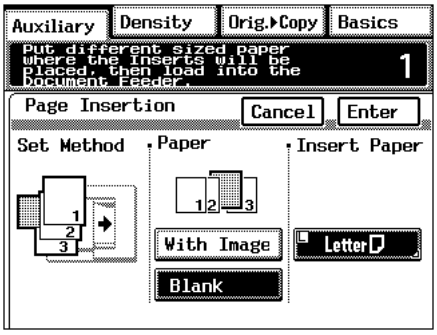


4002O146AB

Useful Tip

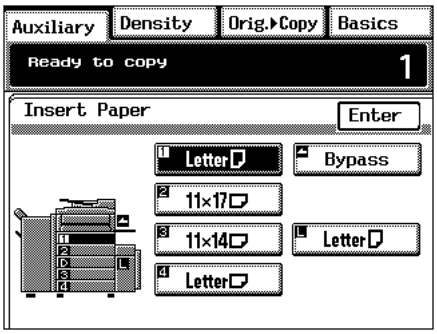
You can use the Multi Bypass Tray as the source of the paper for the inserts. The tray, however, accepts the following paper size only: X, 7-1/4 to 17 and Y, 5-1/2 to 11-3/4.

6 Touch the paper size key for Insert Paper.



4003P381EA

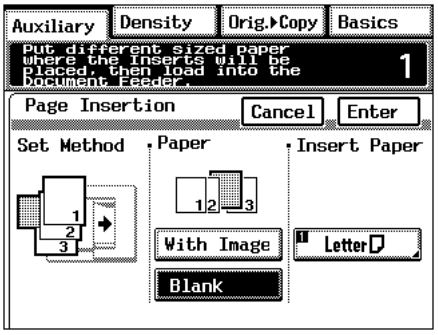
7 Select the paper source in which paper for inserts has been loaded in step 5.



4003P382EA

8 Touch [Enter].

9 Touch [Enter].



4003P383EA

10 Press the Start key to let the machine start the Auto Detection sequence.

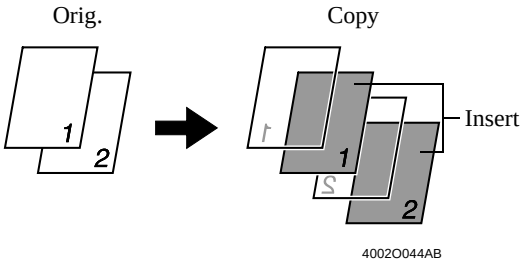
* The Electronic Document Handler starts feeding the originals loaded in it to automatically detect the insert markers. (At this time, it scans the originals.)

OHP Interleaving

When you make copies on transparencies, the OHP Interleaving function inserts copied or non-copied interleaves after each transparency.
Four different OHP Interleaving functions are available. Select the appropriate one according to your need.

Functions

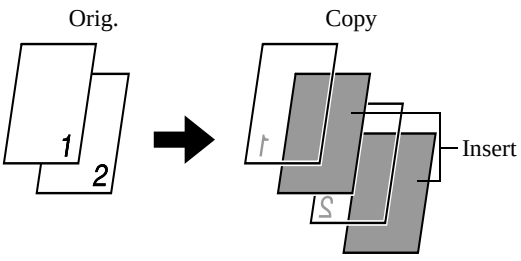
<Copied Interleaves>



4002O044AB

The machine copies onto OHP transparencies and, after each transparency, inserts a copied sheet of paper.

<Non-Copied Interleaves>

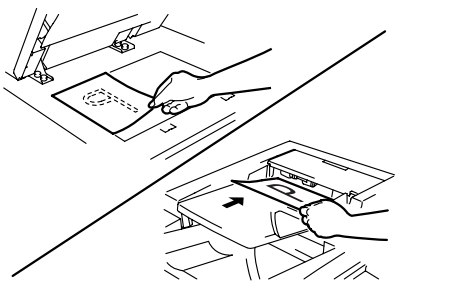


4002O045AA

The machine copies onto OHP transparencies and, after each transparency, inserts a non-copied sheet of paper.

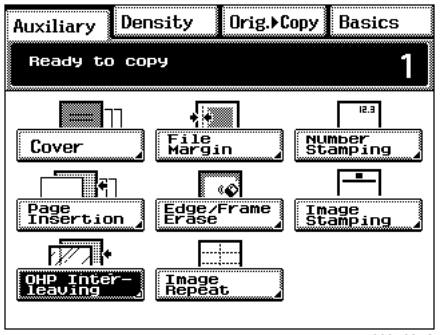
Using OHP Interleaving

1 Load the originals.



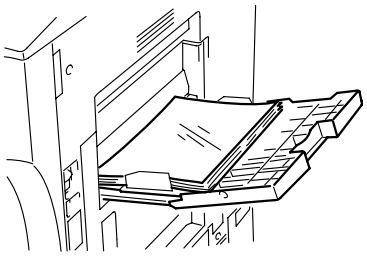
4002O149AC

2 Touch [OHP Interleaving].



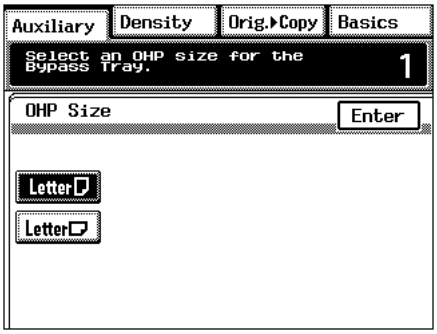
4003P084CA

3 Load OHP transparencies onto the Multi Bypass Tray. (Up to 20 sheets of OHP transparencies can be placed on the tray.)



4002O150AC

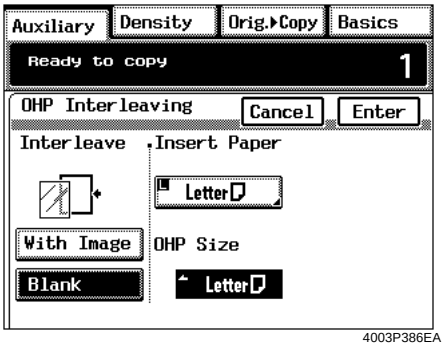
4 Select a transparency size.



4003P385EA

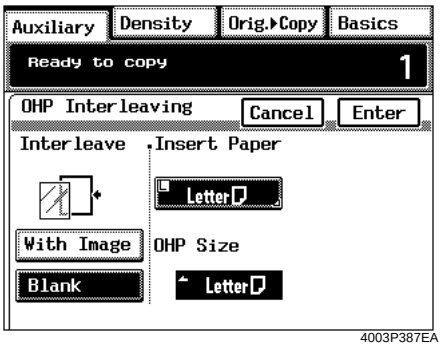
5 Touch [Enter].

6 Select whether to copy onto the interleaves (With Image) or not (Blank).



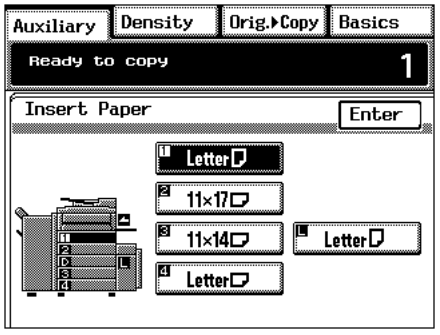
4003P386EA

7 Touch the key for Insert Paper.



4003P387EA

8 Select the Insert Paper and touch [Enter].



4003P388EB

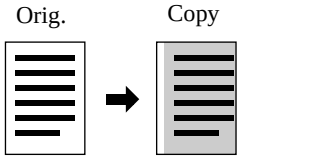
9 Touch [Enter].

File Margin

The machine provides a file margin along the leading edge for your ease in filing.
There are two different ways available for making a file margin. Use the one that is most suited to your need.

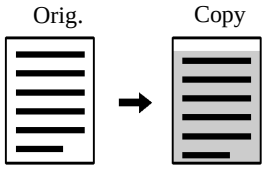
Functions

Shift-for-Margin



1161O002BA

The image of the original is shifted to the right to make a margin along the left edge of the copy.

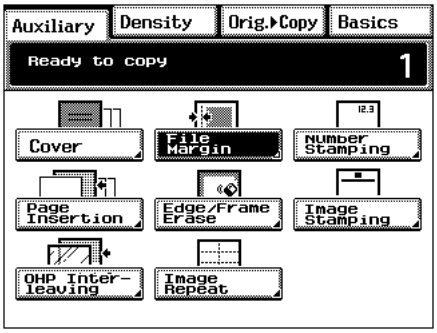


1155O053AA

The image of the original is shifted to the bottom to make a margin along the top edge of the copy.

Using File Margin

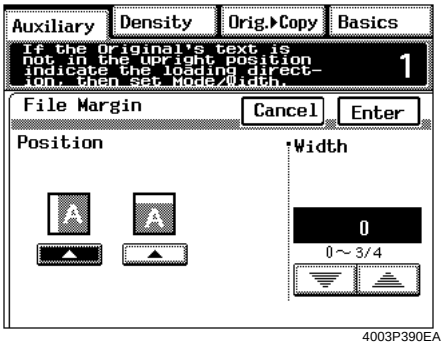
1 Touch [File Margin].



4003P089CA

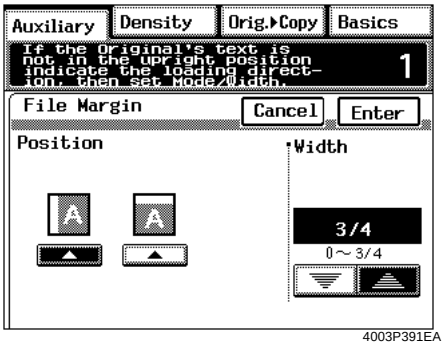
2 Load the originals.

3 Select the desired "Position" of the margin.



4003P390EA

4 Hold down [▼] or [▲]until the desired margin width is reached.



4003P391EA

NOTE

Having a margin width larger than necessary could result in part of the image missing on the copy. Try to keep a logical margin width.

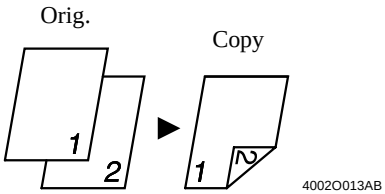
Useful Tip

You can change the margin width in 1/16 increments within the range 0 to 3/4.

5 Touch [Enter].

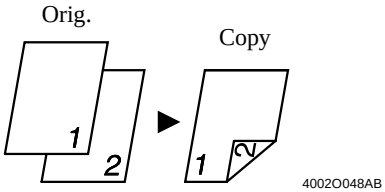
Useful Tips

- *If the margin position is set to Left and width to 0, the image on both the front and back sides of the copy has the same orientation as that on the original.*



4002O013AB

- *If the margin position is set to Top and width to 0, the image on the 2nd side of the copy is inverted to that on the 1st side.*



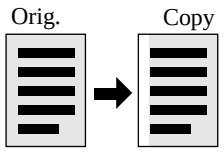
4002O048AB

Edge/Frame Erase

The machine erases a margin of a set width along the four edges, one edge, or at the center to erase shadows or other unwanted images. This feature is effective in erasing the communications record on a document received by fax.
One of three different erase functions can be selected. Use the one that is most suited to your need.

Functions

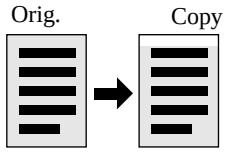
Left Edge Erase



1149O053AA

Erases a given width from the left edge of the copy.

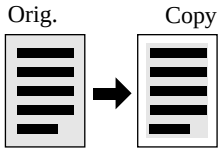
Top Edge Erase



1149O056AA

Erases a given width from the top edge of the copy.

Frame Erase

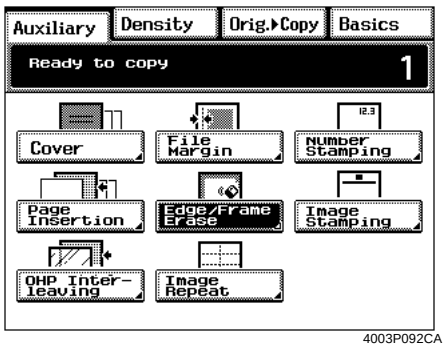


1149O055AA

Erases a given width along the four edges.

Using a Particular Edge/Frame Erase Function

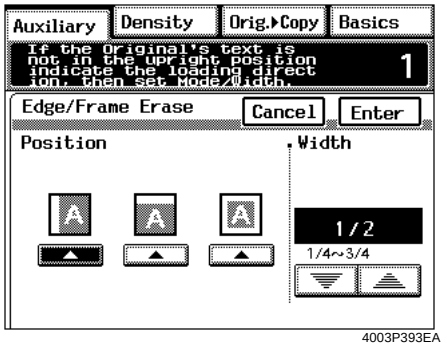
1 Touch [Erase/Frame Erase].



4003P092CA

2 Load the originals.

3 Select the desired erase function ("Position").

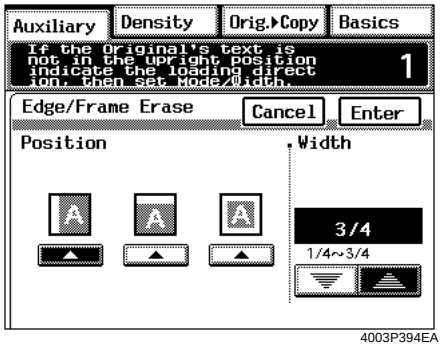


4003P393EA

Useful Tip

If you want to place the original in a direction other than the standard, see "[Original Direction] key."☞ p.3-38

4 Hold down [▼] or [▲] until the desired erase width is reached.



4003P394EA

Useful Tip

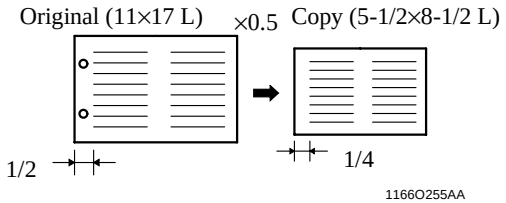
You can change the erase width in 1/16 increments within the range 1/4 to 3/4.

5 Touch [Enter].

NOTE

The erase width represents that on the original, not on the copy. So, use care when making a reduction or enlargement copy.

Example: Erasing the margin of a 11×17 size original on a copy reduced by ×0.5:

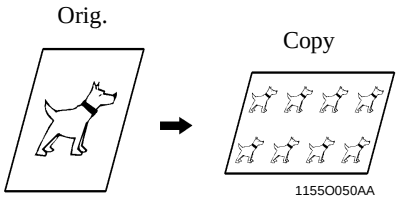


1166O255AA

If you want to erase the 1/2-wide margin on the original, select 1/2 for the erase width.

Image Repeat

The image of the original is repeatedly produced on the paper.
The machine automatically calculates the number of images that can be produced based on the paper size and zoom ratio.

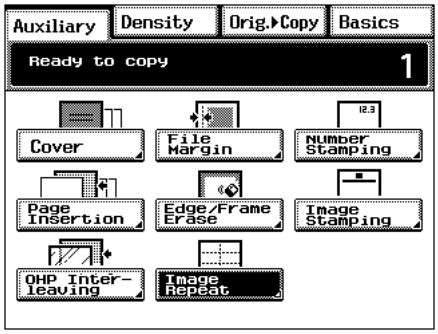


Selecting Image Repeat

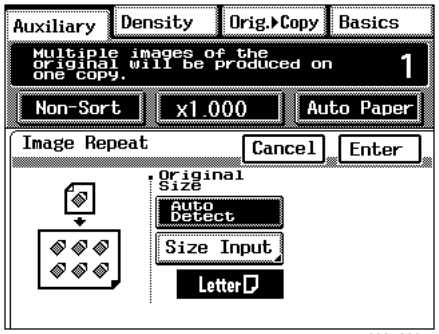
1 Load the originals.

2 Select the desired paper size and zoom ratio.
"Paper Size"☞ p.3-9
"Zoom Ratio" ☞ p.3-14

3 Touch [Image Repeat].



4 Touch [Auto Detect].

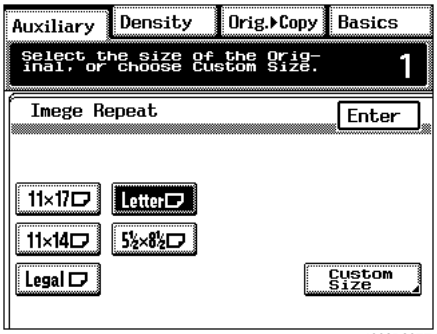


NOTE
If you make a copy from the original placed directly on the Original Glass, enter its size using Size Input.

5 Touch [Enter].

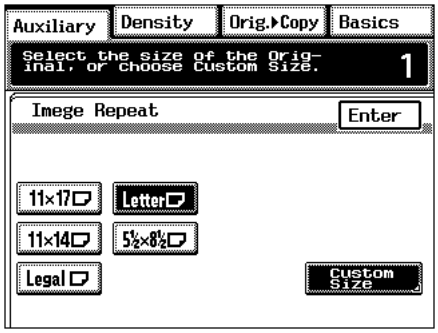
<Size input>

• When the original is a standard size
Touch [Size Input] on the screen given in step 4.
Select the size of the original and touch [Enter].



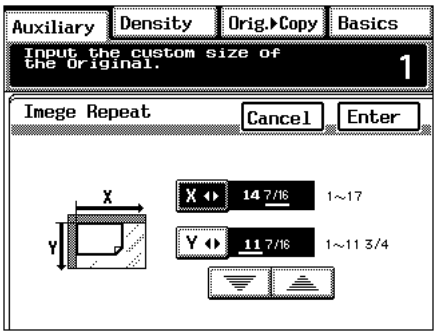
4003P397EA

• When the original is a nonstandard size
Touch [Size Input], then touch [Custom Size] in step 4.



4003P398EA

Touch [▼] or [▲] to set the whole number for X and touch [X]. The underline moves to the right to the fractional part. Then touch [▼] or [▲] to set the fractional number and touch [X]. Now the value for X has been fixed.



4003P399EA

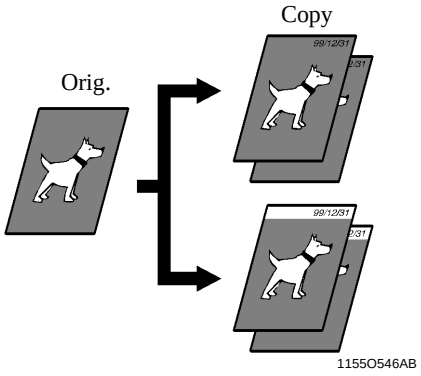
Do the same for Y, then touch [Enter].

Number Stamping

<Only when the Hard Disk Drive Kit is mounted>
The machine places on each copy the date of copying (Date), page number (Page), and a reference number for each copy set (Distribution).

Functions

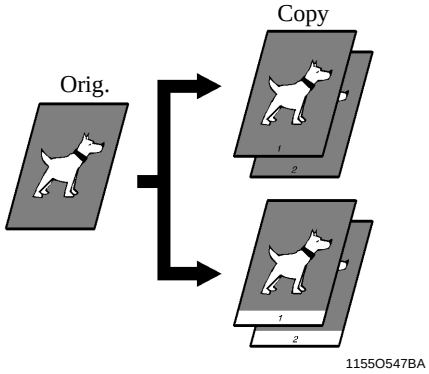
Date



Places the date of copying on each copy.

* The image area on which the date is printed may be erased.

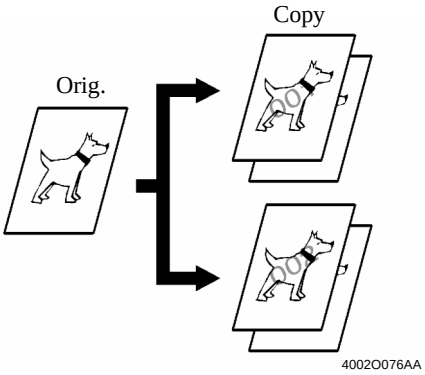
Page



Places a page number on each copy.

* The image area on which the page number is printed may be erased.

Distribution

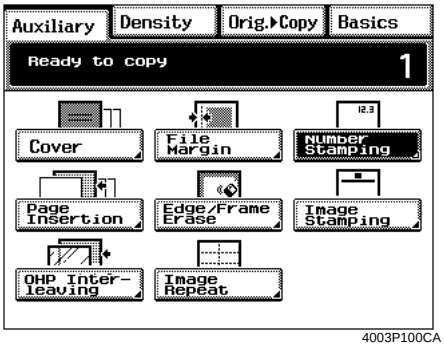


Places a reference (distribution) number on the background of the copy, as assigned to each copy set.

Using Date

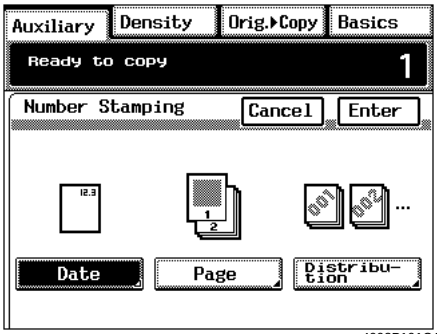
1 Load the originals.

2 Touch [Number Stamping].



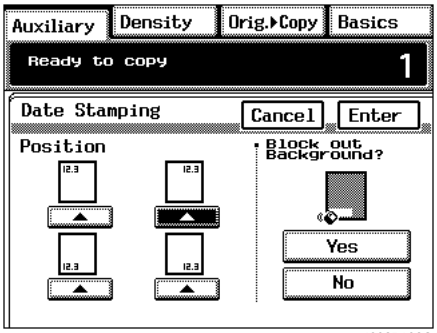
4003P100CA

3 Touch [Date].



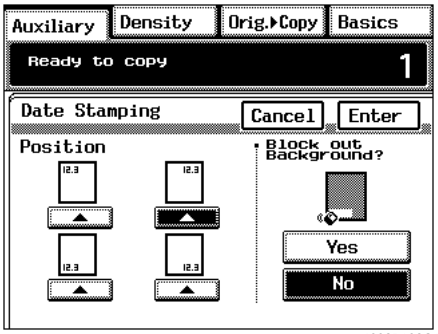
4003P101CA

4 Select the desired date stamping position.



4003P102CA

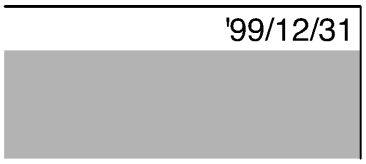
5 Select whether to block out the background [Yes] or not [No].



4003P103CA

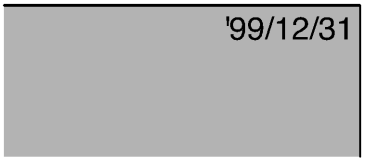
Useful Tips

- *Blocking out the background*
  The background image is erased and the date is printed on the erased area.



1155O550AB

- *Not blocking out*
  The date is printed over the image.



1155O549AB

6 Touch [Enter].

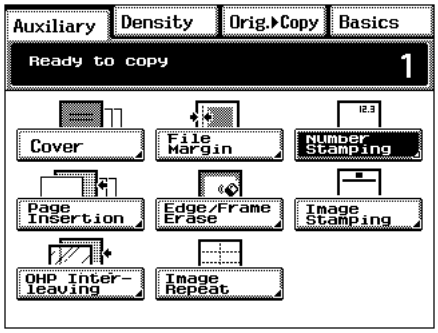
Useful Tip

User's Choice allows you to set the date and time, date printing format, and date printing position.☞ *p.5-15, 5-16*

Using Page

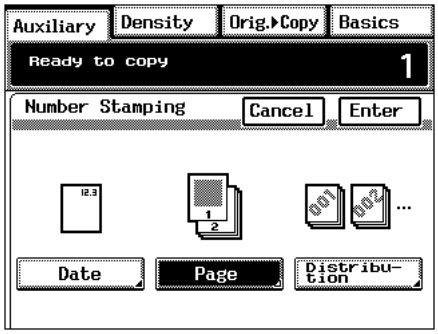
1 Load the originals.

2 Touch [Number Stamping].



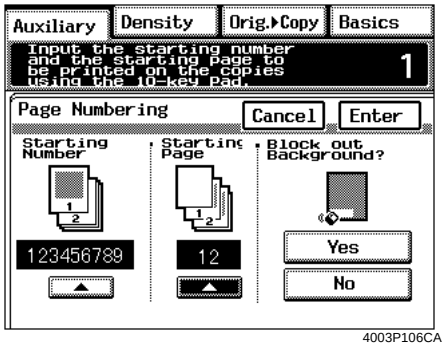
4003P100CA

3 Touch [Page].



4003P104CA

4 Enter the starting number and starting page from the 10-Key Pad.

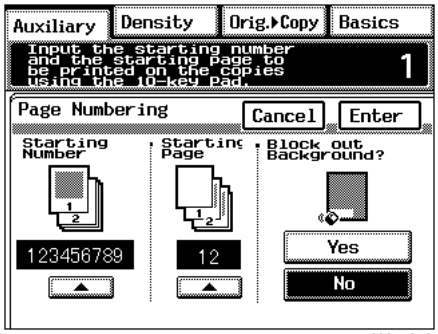


4003P106CA

Useful Tips

- *The starting number can range from 1 to 999999999.*
- *The starting page can range from 1 to 99.*

5 Select whether to block out the background [Yes] or not [No].



4003P107CA

Useful Tips

- *Blocking out the background*
  The background image is erased and the page number is printed on the erased area.

1155O551AB

- *Not blocking out*
  The page number is printed over the image.

1155O552AB

6 Touch [Enter].

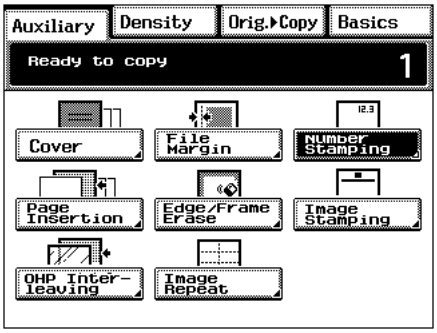
Useful Tips

- *User's Choice allows you to set the page number position.☞ p.5-15*
- *Page number is reset to 0 when reaching 999999999.*

Using Distribution

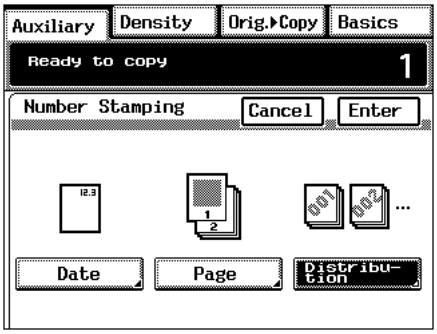
1 Load the originals.

2 Touch [Number Stamping].



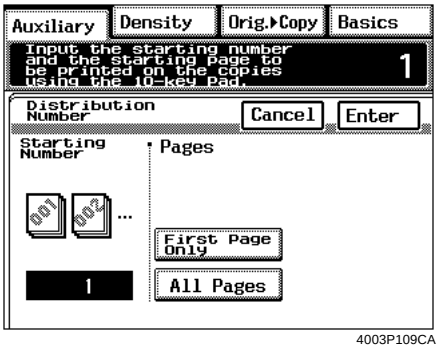
4003P100CA

3 Touch [Distribution].



4003P108CA

4 Enter the starting number from the 10-Key Pad.

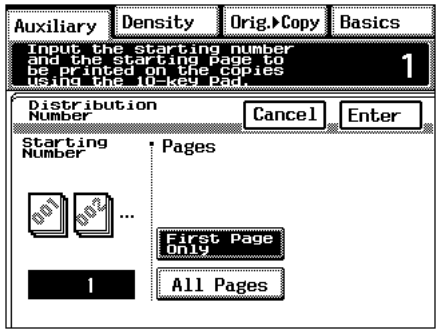


4003P109CA

Useful Tip

The starting number can range from 1 to 999.

5 Select the page on which to print the distribution number, either [First Page Only] or [All Pages].



4003P110CA

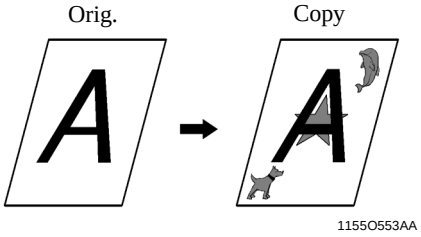
6 Touch [Enter].

Useful Tip

The Distribution number is reset to 0 when reaching 999.

Image Stamping

<Only when the Hard Disk Drive Kit is mounted>



1155O553AA

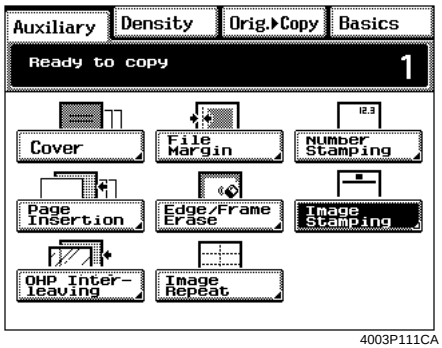
Image Stamping lets you place a preprogrammed image at a specified location on the copy.

* The image can be placed at up to three places.

Checking the Preprogrammed Image

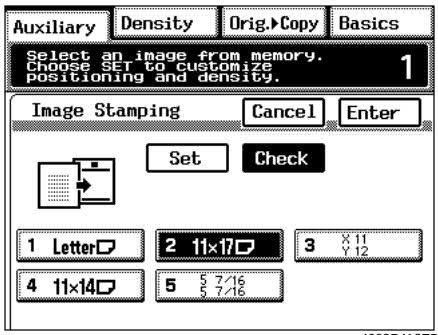
The preprogrammed image can be checked in advance.

1 Touch [Image Stamping].



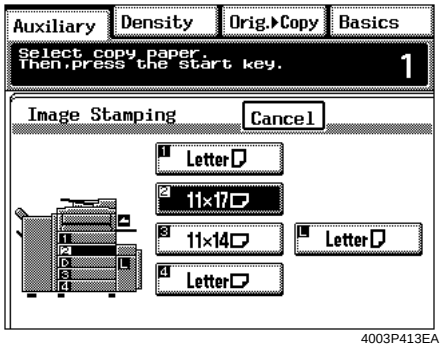
4003P111CA

2 Touch [Check] and select the image to be checked.



4003P412EB

3 Select the desired paper and press the Start key.



4003P413EA

NOTE

It is not possible to check the preprogrammed image if a job has been reserved.

Useful Tips

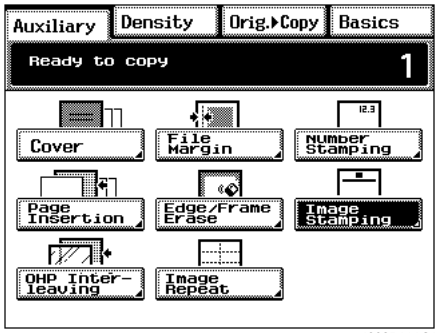
- *A preprogrammed image can be stored in memory using Utility.*
  "Image Memory Input." ☞p. 5-6
- *A preprogrammed image can also be checked using Utility.*
  "Checking the Programmed Image." ☞p. 5-9

Calling up a Preprogrammed Image

You may want to call up a preprogrammed image for use on the copy.

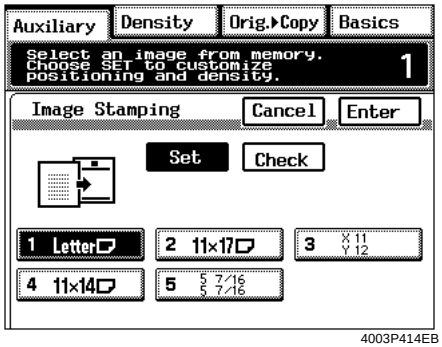
1 Load the originals.

2 Touch [Image Stamping].



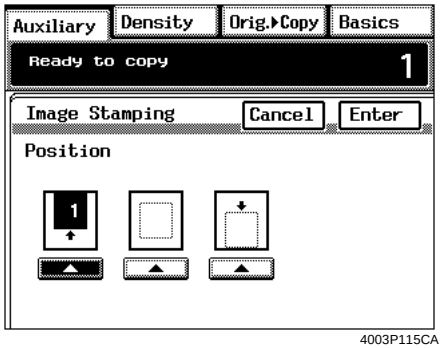
4003P111CA

3 Touch [Set] and select the desired image.



4003P414EB

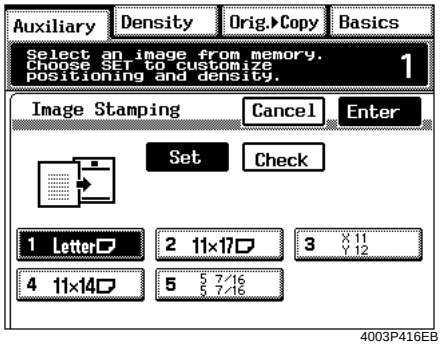
4 Select the image stamping position.



4003P115CA

5 Touch [Enter].

6 Touch [Enter].



4003P416EB

NOTES

- *If two or more images are used, each has to be different from the other and should be placed in a unique position.(No two images can be exactly the same.)*
- *When using Image Stamping, select the "Original Direction."☞ p.3-38*

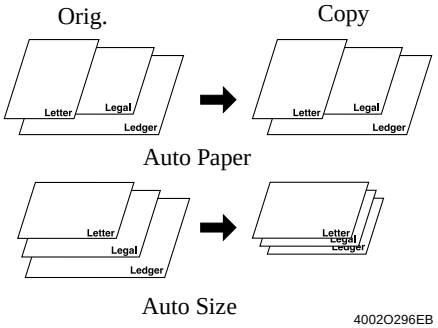
9. Selecting Mixed Orig. Detection and Other Functions

Mixed Orig. Detection and Other Functions

Pressing the Original key on the control panel shows a screen that allows you to set the Mixed Original Detection and other document-related functions the machine offers.
• Touching either one of the two function keys highlights that particular key, which sets that function.
• Touching it a second time cancels the setting of that function.

Selecting Mixed Original Detection

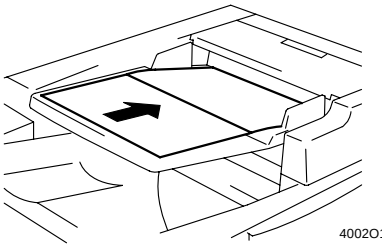
Use the Mixed Original Detection function to make copies automatically from originals of assorted sizes loaded in the Electronic Document Handler.



4002O296EB

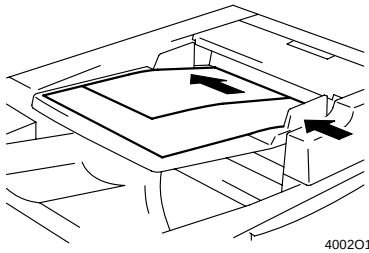
NOTES

- *<When the Finisher FN-105/Finisher FN-106/ Mailbin Finisher is mounted>*
  The width of the originals loaded must be the same if Mixed Orig. Detection, Auto Paper, and Staple are combined together to make copies.
  ex.: For originals consisting of 11×17L, Letter C, and Letter L, copies can be made if Letter L is aligned with Letter C.

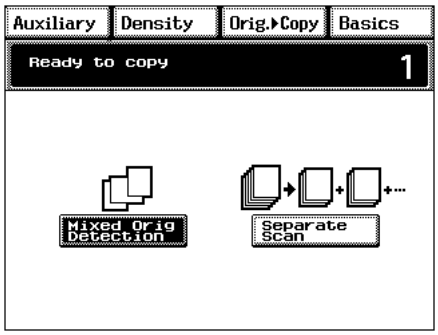

4002O147AD

- *<When the Finisher FN-5 is mounted>*
  Copies cannot be made if Mixed Orig. Detection, Auto Paper, and Staple are combined together. It becomes, however, possible to make copies when Z-Fold is further combined with these three functions and if originals are loaded so that all have the same width.

1 Load the stack of originals so that the rear edge of each original is pressed against the rear Document Guide Plate. Then, slide the front Document Guide Plate against the front edges of the originals with the greatest width.


4002O148AD

2 Touch [Mixed Orig. Detection].



4003P117CA

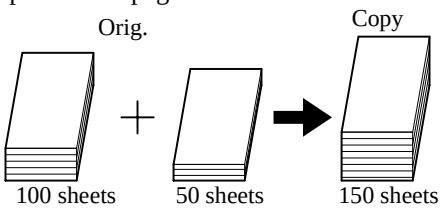
Useful Tip

User's Choice allows you to default to Mixed Original Detection. ☞ *p.5-13*

Selecting Separate Scan

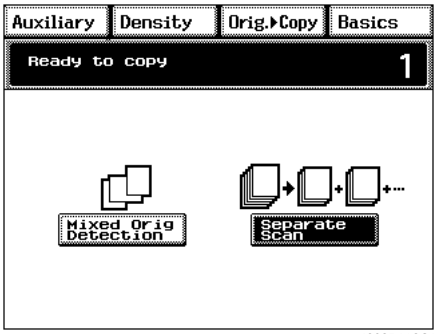
Separate Scan permits the machine to scan a large set of originals in several parts.
The Electronic Document Handler can be loaded with up to 100 pages of a document. If you, however, divide a document consisting of more than 100 pages so that each part contains less than 100 pages, it can still be scanned as one set by the machine.

Example: A 150-page document



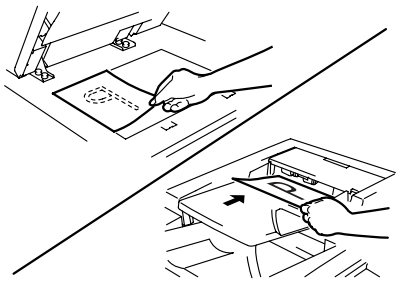
4002O049AB

1 Touch [Separate Scan].



4003P118CA

2 Load the first set of original(s) and press the Start key.



4002O149AC

NOTE
If the original is placed directly on the Original Glass to make a copy, do that in ascending order of page.

3 Load the next set of originals and press the Start key.

4 Repeat step 3 according to the number of pages of the document.

Useful Tip
The number of originals that can be scanned and stored in memory at one time is about 100 sheets of standard Letter paper. The addition of an optional 32MB Memory expands the maximum storage capacity to about 260 sheets and the addition of an optional Hard Disk Drive Kit expands it to about 2000 sheets.

5 When all pages of the document have been scanned, touch [Finish] and press the Start key.

4003P119CA

6 The machine starts a copy cycle.

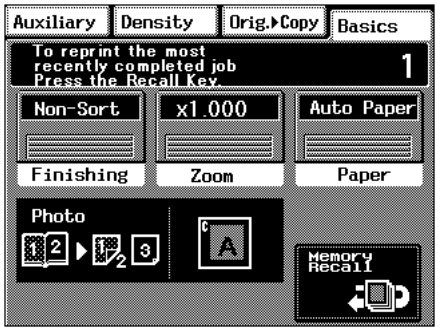
10. Selecting the Job Functions

Memory Recall

Touching [Memory Recall] on the Touch Panel after a copy cycle has been completed will allow you to make a copy using the previous image data and copying mode without having to reload the original.

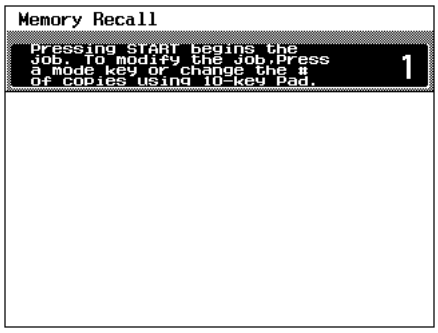
Setting Memory Recall

1 Touch [Memory Recall].



4003P120CA

2 Press the Start key, and the machine starts the print cycle.



4003P121CA

NOTES

- *Memory Recall available from User's Choice must be turned ON to use this function.* ☞ *p.5-13*
- *This function cannot be used in the Interrupt mode.*
- *The preceding image data and copy settings are cleared to disable Memory Recall when any of the following operations is performed.*
  - *The machine is turned OFF.*
  - *The machine scans a new original or the Start key is pressed.*
  - *The Access key or Interrupt key is pressed, or [Reserve] is touched.*
  - *The Clear key or Panel Reset key is pressed while the machine remains idle.*

Useful Tips

- *After you have made copies from a confidential document, it is recommended that you press the Panel Reset key to erase the data.*
- *To change the number of copies to be made, press the Clear key and set the new number.*
- *The paper size and paper direction cannot be changed.*

Reserve

<Only when the Hard Disk Drive Kit is mounted>
*As the machine completes scanning for a regular copy job, it is capable of scanning for another job which is held in reserve.
When the machine completes the copy cycle for the first job, it automatically starts the copy cycle for the reserved job.
By job, we mean a sequence of operation from original loading to the end of the copy cycle.

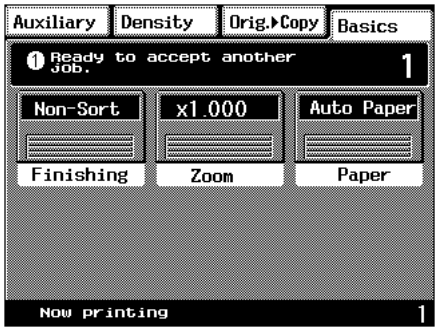
NOTE
Reserve is disabled if the machine is equipped with the optional Plug-In Counter.

Reserving a Job

1 Touch [Reserve] on the Touch Panel.

4003P122CA

2 Load the originals and make the necessary settings.



4003P123CA

3 Press the Start key, and the machine starts scanning the originals and the job is reserved.

NOTES
- *The number of copying jobs that can be stored is a maximum of 5 or about 2000 sheets of Letter standard original.*
- *Jobs are copied in order of reservation.*
- *For a job to be reserved, Manual Bypass cannot be selected.*

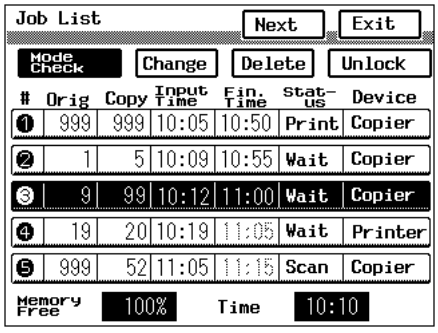
Job List

The Job List key on the control panel offers several convenient functions that are nice to use.

Mode Check

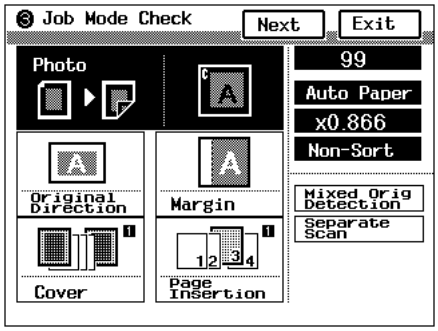
Mode Check allows you to check what settings have been made for a job.

1 Touch [Mode Check] and then touch the job no. key whose settings are to be checked.



4003P124CA

2 Check the specific details of the settings made and then touch [Exit].

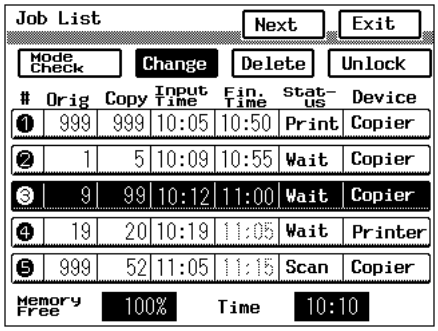


4003P125CA

Change

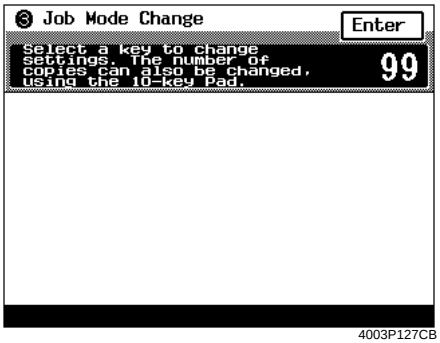
Change allows you to change the settings made for a job.

1 Touch [Change] and then touch the job no. key whose settings are to be changed.



4003P126CA

2 Change the number of copies to be made using the 10-Key Pad and then touch [Enter].



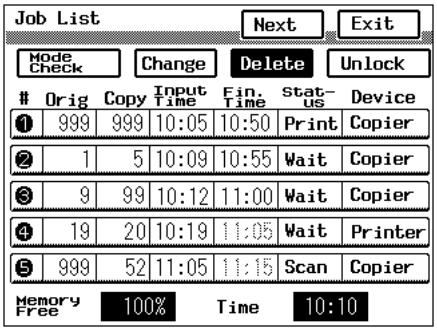
4003P127CB

Delete

Delete allows you to delete a job previously set.

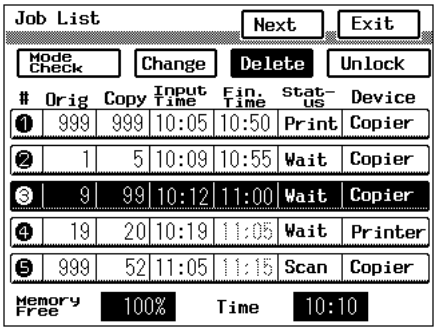
<To delete a job on the copy queue>

1 Touch [Delete].



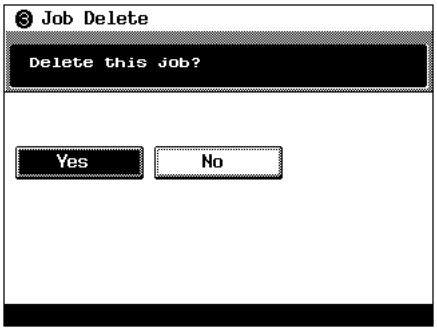
4003P128CA

2 Touch the job no. key to be deleted.



4003P129CA

3 Touch [Yes].

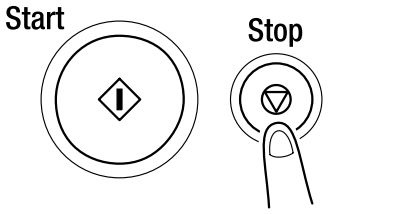


4003P130CA

4 Touch [Exit].

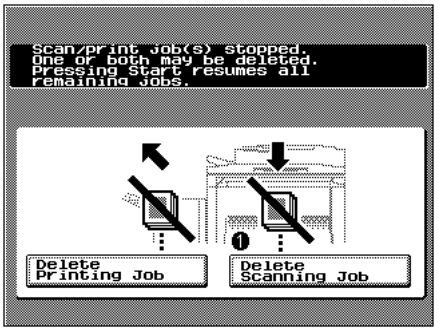
<To delete a job being scanned or printed>

1 Press the Stop key while the job in queue is being scanned or printed.



4002O314CA

2 Touch [Delete Printing Job] or [Delete Scanning Job].



4003P131CA

Useful Tip

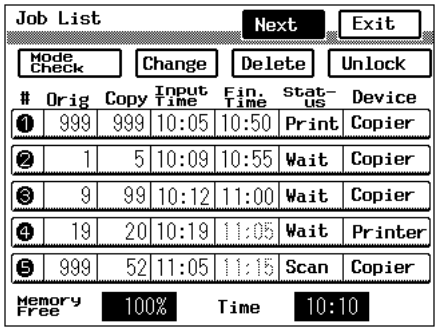
Pressing the Stop key stops the scanning or printing action being performed.

3 Press the Start key.

Unlock

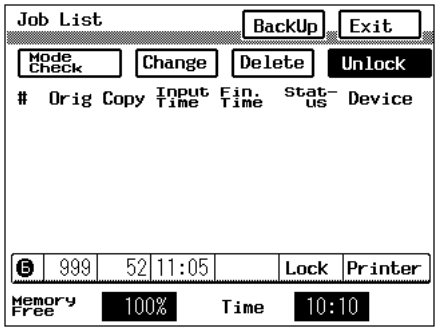
A confidential document transmitted by a personal computer is unlocked when a password is entered, putting it in the print queue.

1 Touch [Next].



4003P133CB

2 Touch [Unlock].



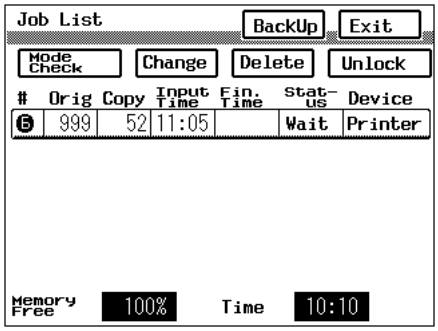
4003P134CB

3 Enter a 4-digit password from the 10-Key Pad.

4003P135CA

NOTE
All jobs are unlocked if the previously programmed password matches the password entered.

4 The status of that particular job changes to "Wait."



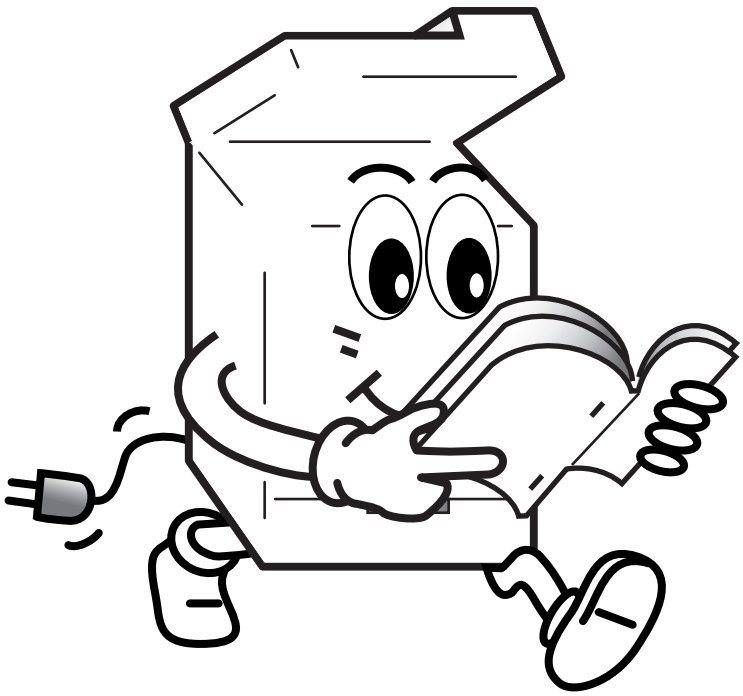
4003P136CB

Useful Tip
An unlocked job is placed at the end of the jobs on the print queue.

5 Touch [Exit].

Chapter 4

Typical Function Combinations

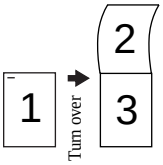
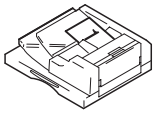
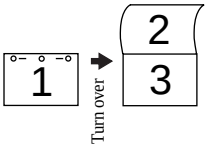
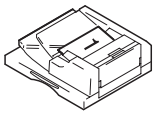


1. Making Different Types of Copy

These pages explain how to combine different functions to make various types of copy.

Reading the Table

1 2 3 4 5 6 7 8

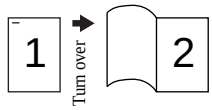
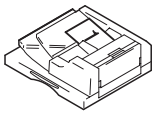
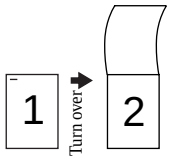
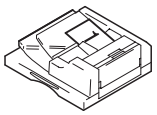
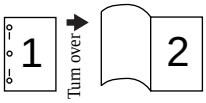
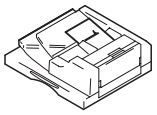
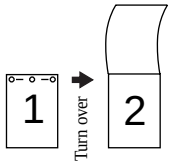
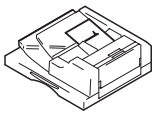
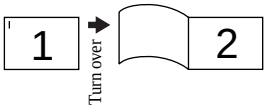
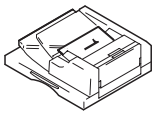
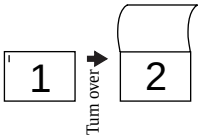
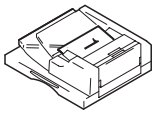
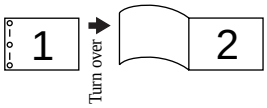
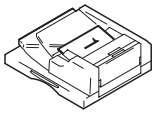
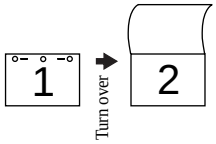
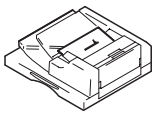
	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
2-Sided			Double-Sided	— Corner Staple	—		—
			Double-Sided	Hole Punch 2-Point Staple	—	—	

1. Shows whether the copy is 1-sided or 2-sided.
2. Shows what type of copy you want to make.
3. Shows how to load your original. ☞p. 3-4
4. Shows which to set, either Single-Sided, Double-Sided, 2in1, or 4in1 for Original ▶ Copy. ☞p. 3-36
5. Shows which to set, either Corner Staple, 2-Point Staple, or Hole-Punch for the finishing function. ☞p. 3-20
6. Shows the margin position to be set for your original. ☞p. 3-39
7. Shows the file margin function to be set as an auxiliary function. ☞p. 3-54
8. Shows that the stapling position or hole punch positions must be set using the Select Position key. ☞p. 3-24, 3-25

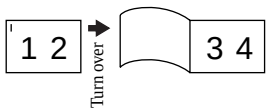
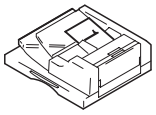
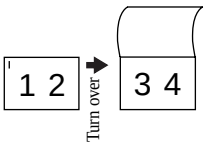
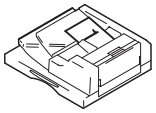
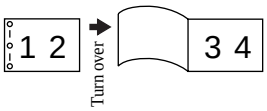
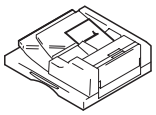
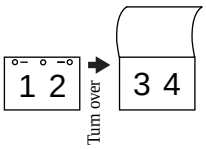
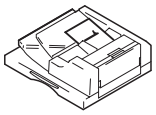
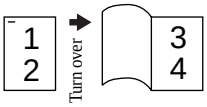
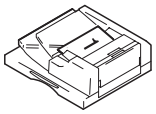
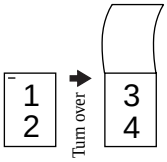
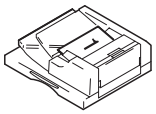
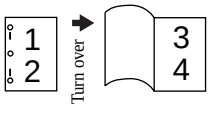
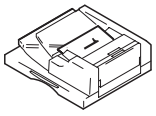
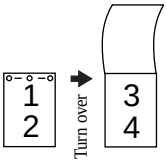
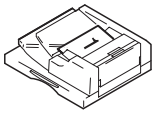
* The marker "-" in the table indicates that no key setting is necessary.

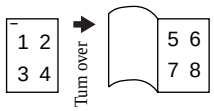
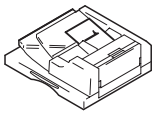
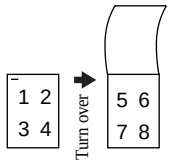
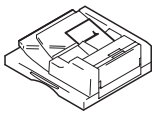
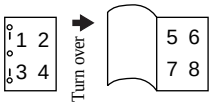
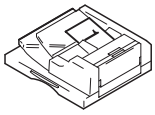
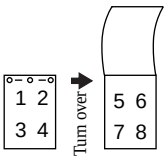
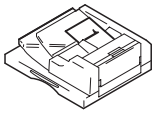
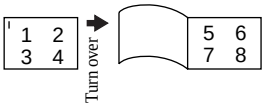
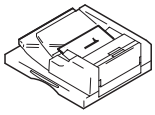
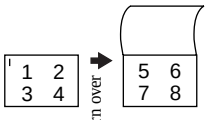
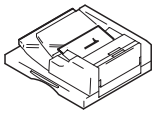
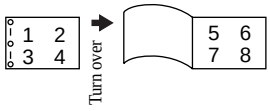
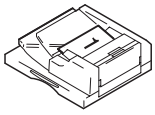
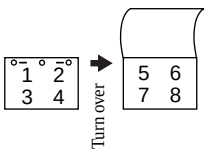
2. Using 1-Sided Originals

Making 1-Sided Copies from 1-Sided Originals

	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
1-Sided			Single-Sided	— Corner Staple	—	—	—
			Single-Sided	— Corner Staple	—	—	—
			Single-Sided	Hole Punch 2-Point Staple	—	—	—
			Single-Sided	Hole Punch 2-Point Staple	—	—	
			Single-Sided	— Corner Staple	—	—	—
			Single-Sided	— Corner Staple	—	—	—
			Single-Sided	Hole Punch 2-Point Staple	—	—	
			Single-Sided	Hole Punch 2-Point Staple	—	—	—

2. Using 1-Sided Originals

	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
1-Sided			Single-[2in1]	— Corner Staple	—	—	—
			Single-[2in1]	— Corner Staple	—	—	—
			Single-[2in1]	Hole Punch 2-Point Staple	—	—	
			Single-[2in1]	Hole Punch 2-Point Staple	—	—	—
			Single-[2in1]	— Corner Staple	—	—	—
			Single-[2in1]	— Corner Staple	—	—	—
			Single-[2in1]	Hole Punch 2-Point Staple	—	—	—
			Single-[2in1]	Hole Punch 2-Point Staple	—	—	

	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
1-Sided			Single-[4in1]	— Corner Staple	—	—	—
			Single-[4in1]	— Corner Staple	—	—	—
			Single-[4in1]	Hole Punch 2-Point Staple	—	—	—
			Single-[4in1]	Hole Punch 2-Point Staple	—	—	
			Single-[4in1]	— Corner Staple	—	—	—
			Single-[4in1]	— Corner Staple	—	—	—
			Single-[4in1]	Hole Punch 2-Point Staple	—	—	
			Single-[4in1]	Hole Punch 2-Point Staple	—	—	—

Making 2-Sided Copies from 1-Sided Originals

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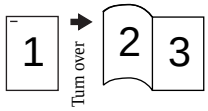
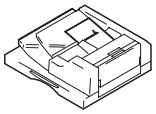
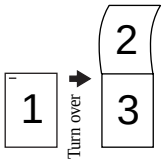
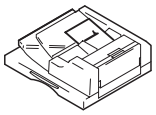
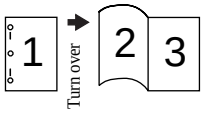
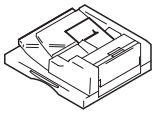
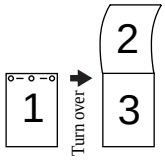
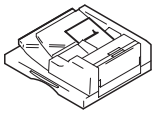
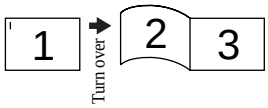
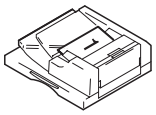
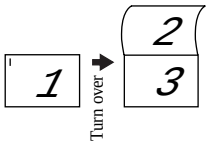
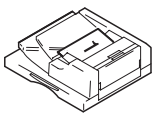
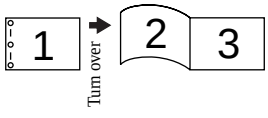
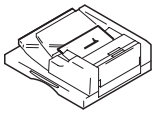
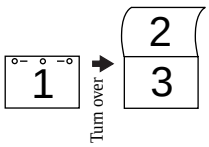
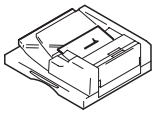
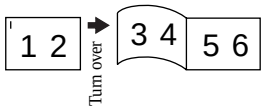
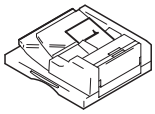
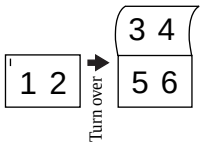
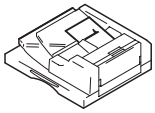
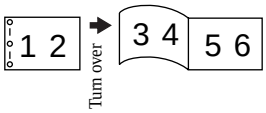
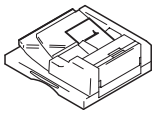
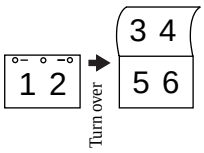
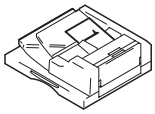
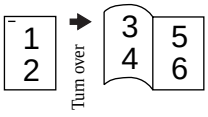
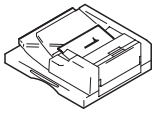
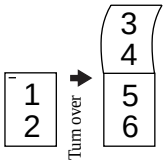
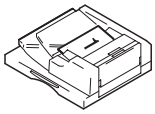
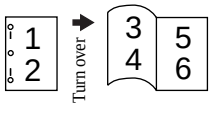
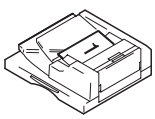
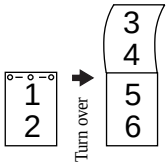
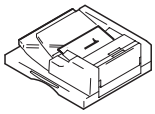
2-Sided			Double-Sided	— Corner Staple	—	—	—
			Double-Sided	— Corner Staple	—		—
			Double-Sided	Hole Punch 2-Point Staple	—	—	—
			Double-Sided	Hole Punch 2-Point Staple	—	—	
			Double-Sided	— Corner Staple	—		—
			Double-Sided	— Corner Staple	—	—	—
			Double-Sided	Hole Punch 2-Point Staple	—	—	
			Double-Sided	Hole Punch 2-Point Staple	—	—	—

	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
2-Sided			Double-[2in1]	— Corner Staple	—		—
			Double-[2in1]	— Corner Staple	—	—	—
			Double-[2in1]	Hole Punch 2-Point Staple	—	—	
			Double-[2in1]	Hole Punch 2-Point Staple	—	—	—
			Double-[2in1]	— Corner Staple	—	—	—
			Double-[2in1]	— Corner Staple	—		—
			Double-[2in1]	Hole Punch 2-Point Staple	—	—	—
			Double-[2in1]	Hole Punch 2-Point Staple	—	—	

2. Using 1-Sided Originals

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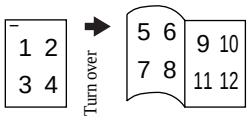
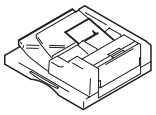
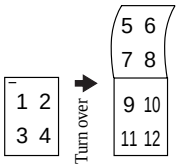
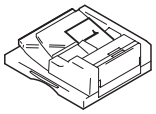
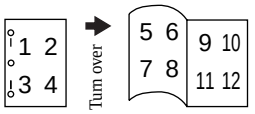
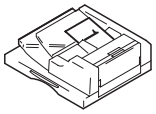
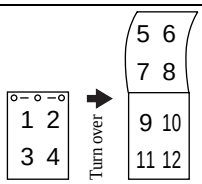
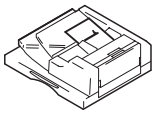
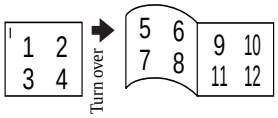
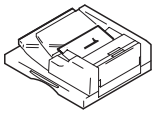
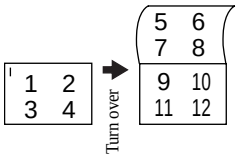
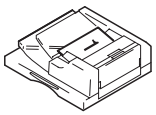
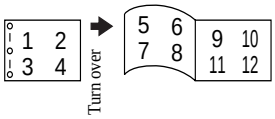
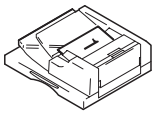
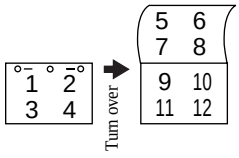
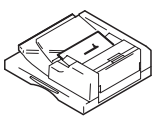
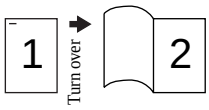
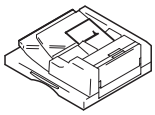
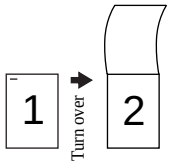
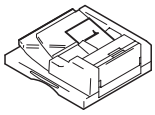
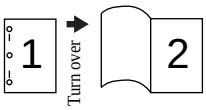
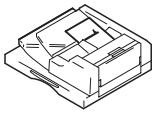
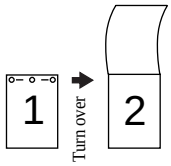
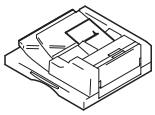
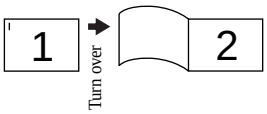
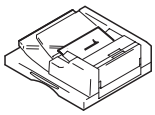
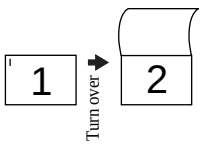
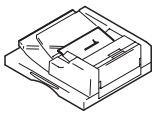
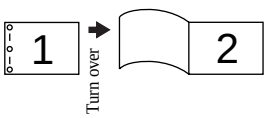
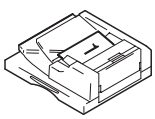
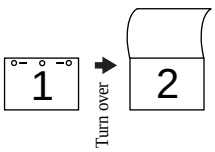
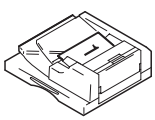
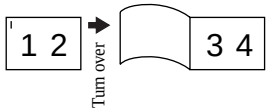
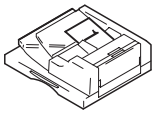
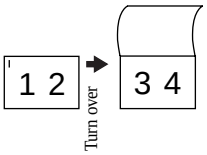
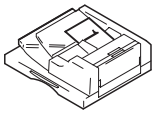
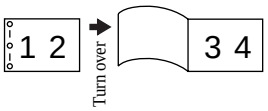
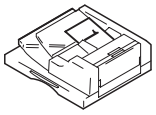
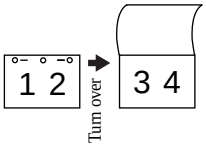
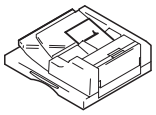
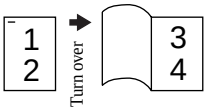
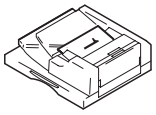
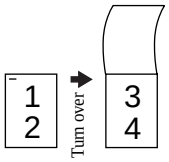
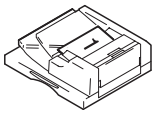
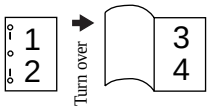
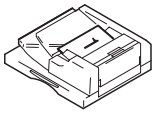
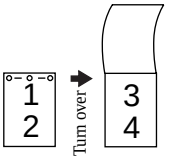
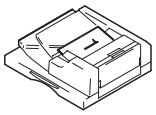
2-Sided			Double-[4in1]	— Corner Staple	—	—	—
			Double-[4in1]	— Corner Staple	—		—
			Double-[4in1]	Hole Punch 2-Point Staple	—	—	—
			Double-[4in1]	Hole Punch 2-Point Staple	—	—	
			Double-[4in1]	— Corner Staple	—		—
			Double-[4in1]	— Corner Staple	—	—	—
			Double-[4in1]	Hole Punch 2-Point Staple	—	—	
			Double-[4in1]	Hole Punch 2-Point Staple	—	—	—

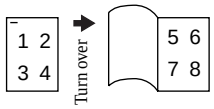
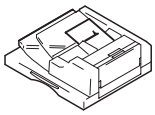
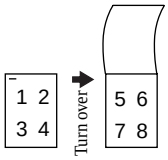
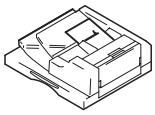
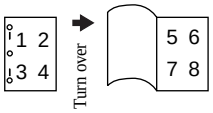
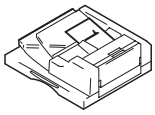
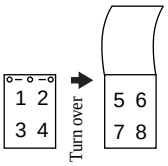
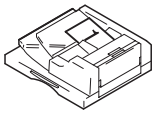
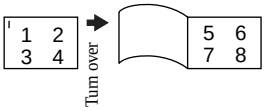
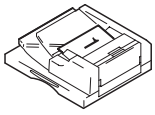
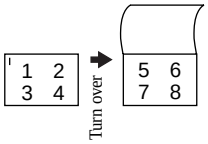
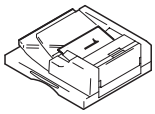
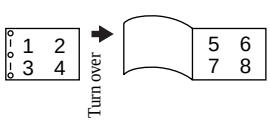
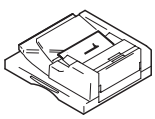
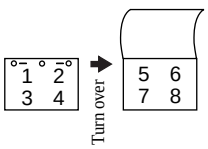
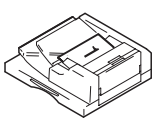
3. Using 2-Sided Originals with Filing Margin along Left Edges

Making 1-Sided Copies from 2-Sided Originals with Filing Margin along Left Edges

	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
1-Sided			Single-Sided	— Corner Staple	—	—	—
			Single-Sided	— Corner Staple	—	—	—
			Single-Sided	Hole Punch 2-Point Staple	—	—	—
			Single-Sided	Hole Punch 2-Point Staple	—	—	
			Single-Sided	— Corner Staple		—	—
			Single-Sided	— Corner Staple		—	—
			Single-Sided	Hole Punch 2-Point Staple		—	—
			Single-Sided	Hole Punch 2-Point Staple		—	

3. Using 2-Sided Originals with Filing Margin along Left Edges

	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
1-Sided			Single-[2in1]	— Corner Staple	—	—	—
			Single-[2in1]	— Corner Staple	—	—	—
			Single-[2in1]	Hole Punch 2-Point Staple	—	—	
			Single-[2in1]	Hole Punch 2-Point Staple	—	—	—
			Single-[2in1]	— Corner Staple		—	—
			Single-[2in1]	— Corner Staple		—	—
			Single-[2in1]	Hole Punch 2-Point Staple		—	—
			Single-[2in1]	Hole Punch 2-Point Staple		—	

	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
1-Sided			Single-[4in1]	— Corner Staple	—	—	—
			Single-[4in1]	— Corner Staple	—	—	—
			Single-[4in1]	Hole Punch 2-Point Staple	—	—	—
			Single-[4in1]	Hole Punch 2-Point Staple	—	—	
			Single-[4in1]	— Corner Staple		—	—
			Single-[4in1]	— Corner Staple		—	—
			Single-[4in1]	Hole Punch 2-Point Staple		—	
			Single-[4in1]	Hole Punch 2-Point Staple		—	—

Making 2-Sided Copies from 2-Sided Originals with Filing Margin along Left Edges

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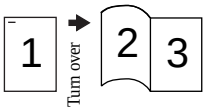
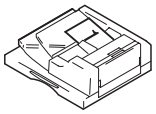
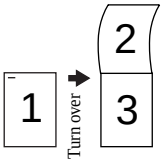
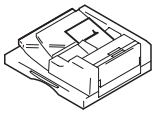
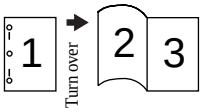
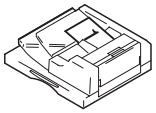
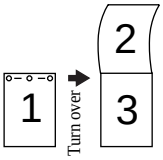
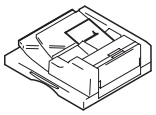
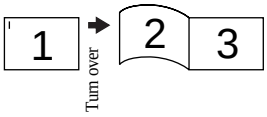
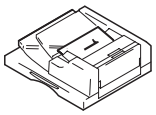
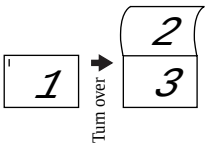
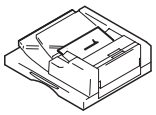
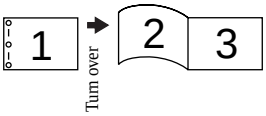
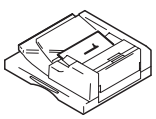
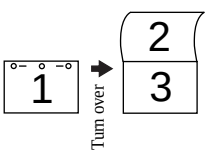
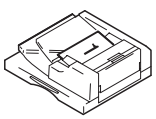
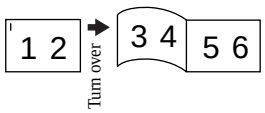
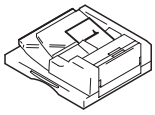
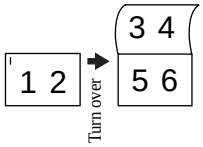
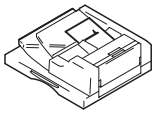
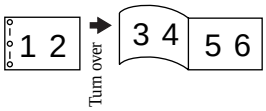
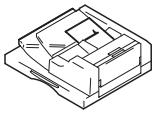
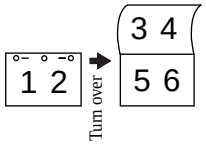
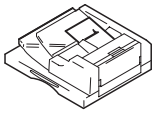
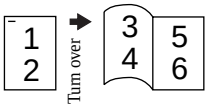
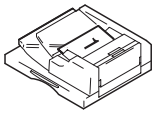
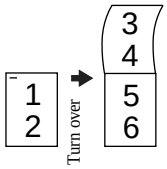
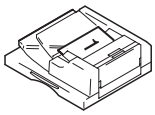
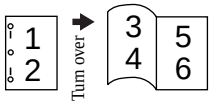
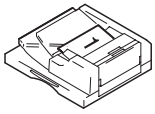
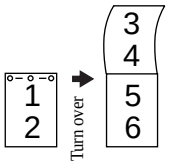
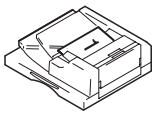
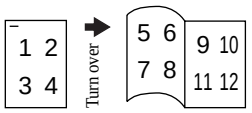
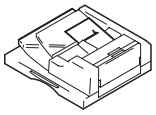
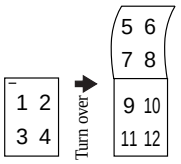
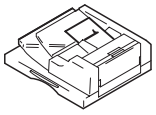
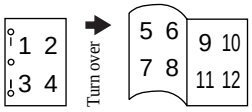
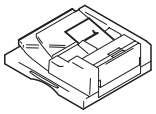
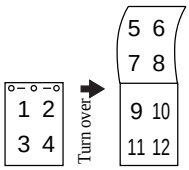
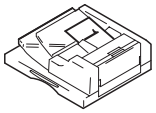
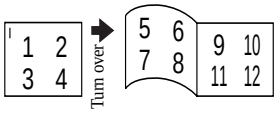
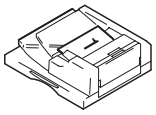
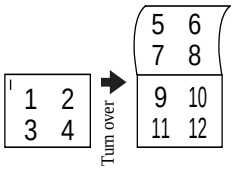
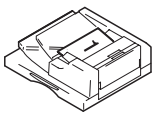
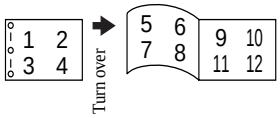
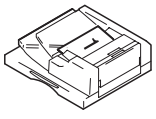
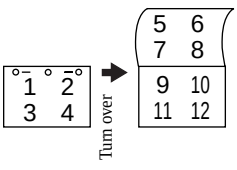
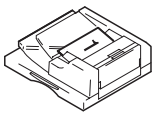
2-Sided			Double-Sided	— Corner Staple	—	—	—
			Double-Sided	— Corner Staple	—		—
			Double-Sided	Hole Punch 2-Point Staple	—	—	—
			Double-Sided	Hole Punch 2-Point Staple	—	—	
			Double-Sided	— Corner Staple			—
			Double-Sided	— Corner Staple			—
			Double-Sided	Hole Punch 2-Point Staple			—
			Double-Sided	Hole Punch 2-Point Staple		—	

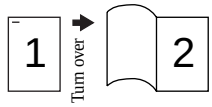
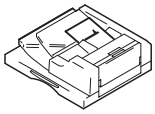
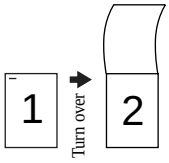
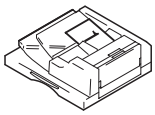
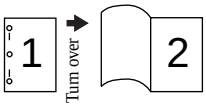
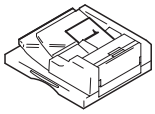
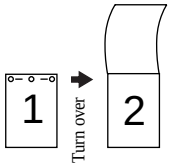
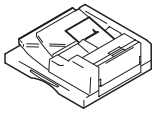
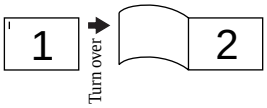
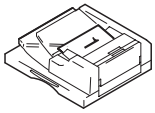
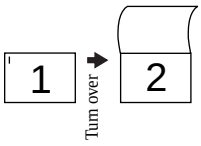
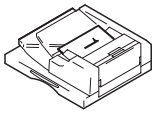
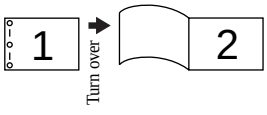
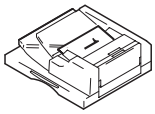
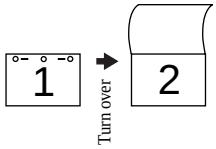
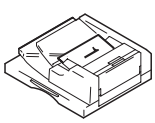
	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
2-Sided			Double-[2in1]	— Corner Staple	—		—
			Double-[2in1]	— Corner Staple	—	—	—
			Double-[2in1]	Hole Punch 2-Point Staple	—	—	
			Double-[2in1]	Hole Punch 2-Point Staple	—	—	—
			Double-[2in1]	— Corner Staple		—	—
			Double-[2in1]	— Corner Staple			—
			Double-[2in1]	Hole Punch 2-Point Staple		—	—
			Double-[2in1]	Hole Punch 2-Point Staple		—	

3. Using 2-Sided Originals with Filing Margin along Left Edges

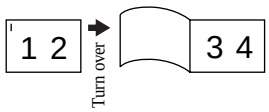
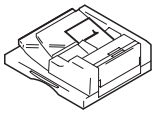
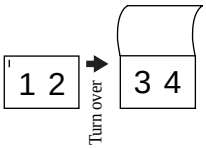
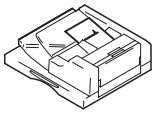
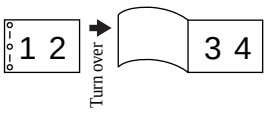
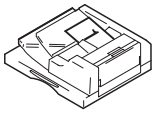
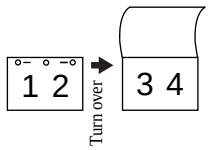
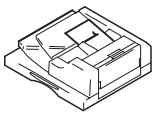
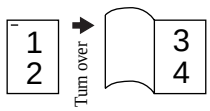
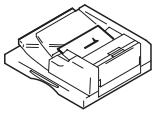
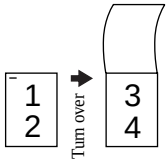
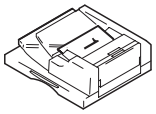
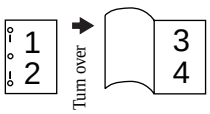
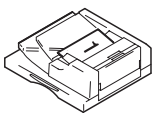
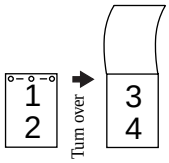
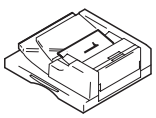
	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
2-Sided			Double-[4in1]	— Corner Staple	—	—	—
			Double-[4in1]	— Corner Staple	—		—
			Double-[4in1]	Hole Punch 2-Point Staple	—	—	—
			Double-[4in1]	Hole Punch 2-Point Staple	—	—	
			Double-[4in1]	— Corner Staple			—
			Double-[4in1]	— Corner Staple		—	—
			Double-[4in1]	Hole Punch 2-Point Staple		—	
			Double-[4in1]	Hole Punch 2-Point Staple		—	—

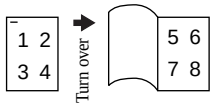
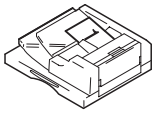
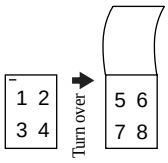
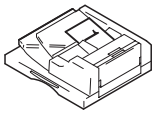
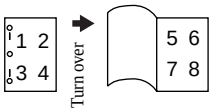
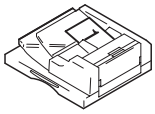
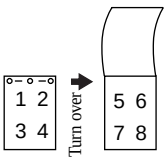
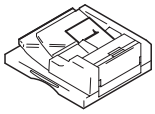
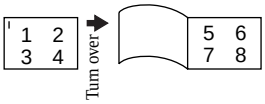
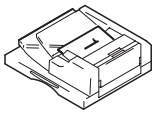
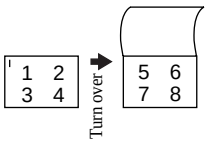
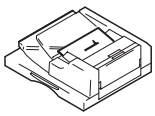
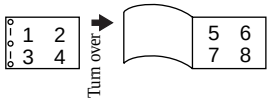
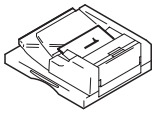
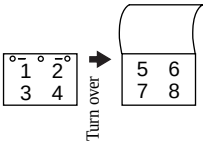
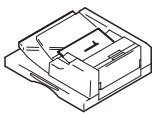
4. Using 2-Sided Originals with Filing Margin along Top Edges

Making 1-Sided Copies from 2-Sided Originals with Filing Margin along Top Edges

	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
1-Sided			Single-Sided	— Corner Staple		—	—
			Single-Sided	— Corner Staple		—	—
			Single-Sided	Hole Punch 2-Point Staple		—	
			Single-Sided	Hole Punch 2-Point Staple		—	—
			Single-Sided	— Corner Staple	—	—	—
			Single-Sided	— Corner Staple	—	—	—
			Single-Sided	Hole Punch 2-Point Staple	—	—	
			Single-Sided	Hole Punch 2-Point Staple	—	—	—

4. Using 2-Sided Originals with Filing Margin along Top Edges

	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
1-Sided			Single-[2in1]	— Corner Staple			—
			Single-[2in1]	— Corner Staple		—	—
			Single-[2in1]	Hole Punch 2-Point Staple		—	
			Single-[2in1]	Hole Punch 2-Point Staple		—	—
			Single-[2in1]	— Corner Staple	—	—	—
			Single-[2in1]	— Corner Staple	—		—
			Single-[2in1]	Hole Punch 2-Point Staple	—	—	
			Single-[2in1]	Hole Punch 2-Point Staple	—	—	—

	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
1-Sided			Single-[4in1]	— Corner Staple		—	—
			Single-[4in1]	— Corner Staple		—	—
			Single-[4in1]	Hole Punch 2-Point Staple		—	
			Single-[4in1]	Hole Punch 2-Point Staple		—	—
			Single-[4in1]	— Corner Staple	—	—	—
			Single-[4in1]	— Corner Staple	—	—	—
			Single-[4in1]	Hole Punch 2-Point Staple	—	—	
			Single-[4in1]	Hole Punch 2-Point Staple	—	—	—

Making 2-Sided Copies from 2-Sided Originals with Filing Margin along Top Edges

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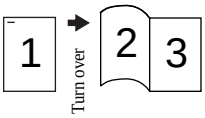
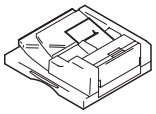
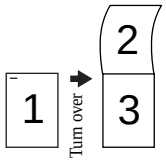
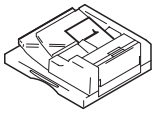
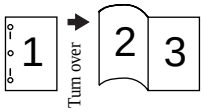
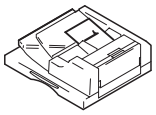
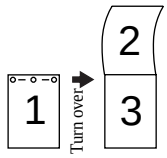
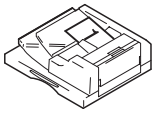
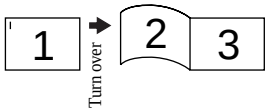
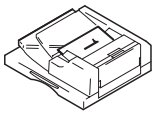
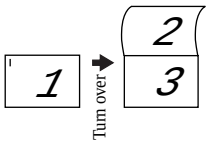
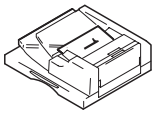
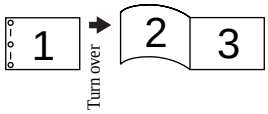
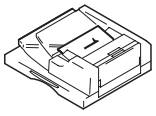
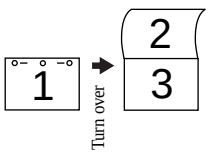
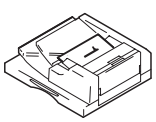
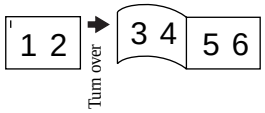
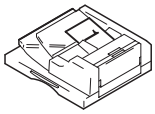
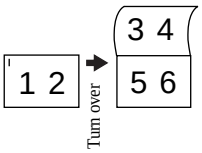
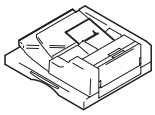
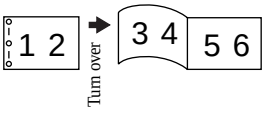
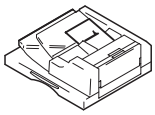
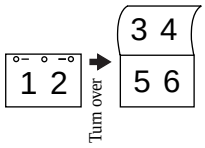
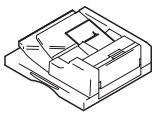
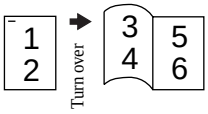
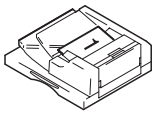
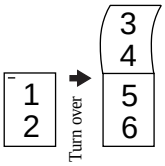
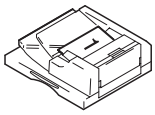
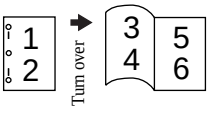
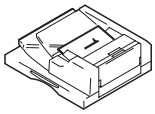
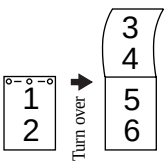
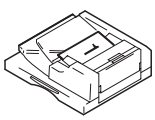
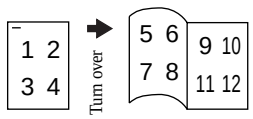
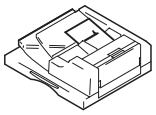
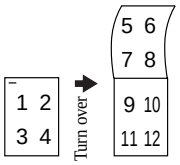
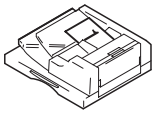
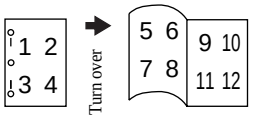
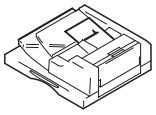
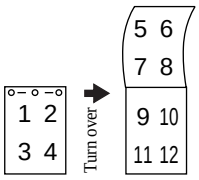
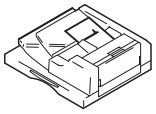
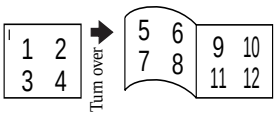
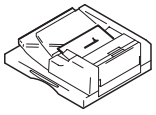
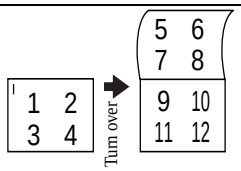
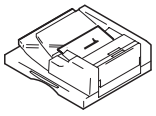
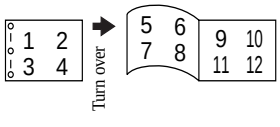
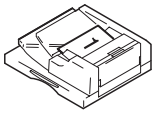
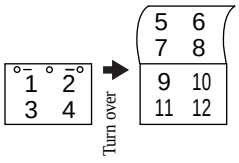
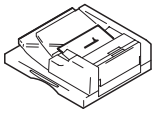
2-Sided			Double-Sided	— Corner Staple		—	—
			Double-Sided	— Corner Staple			—
			Double-Sided	Hole Punch 2-Point Staple		—	
			Double-Sided	Hole Punch 2-Point Staple		—	—
			Double-Sided	— Corner Staple	—		—
			Double-Sided	— Corner Staple	—	—	—
			Double-Sided	Hole Punch 2-Point Staple	—		
			Double-Sided	Hole Punch 2-Point Staple	—	—	—

	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
2-Sided			Double-[2in1]	— Corner Staple			—
			Double-[2in1]	— Corner Staple		—	—
			Double-[2in1]	Hole Punch 2-Point Staple		—	
			Double-[2in1]	Hole Punch 2-Point Staple		—	—
			Double-[2in1]	— Corner Staple	—	—	—
			Double-[2in1]	— Corner Staple	—		—
			Double-[2in1]	Hole Punch 2-Point Staple	—	—	—
			Double-[2in1]	Hole Punch 2-Point Staple	—	—	

4. Using 2-Sided Originals with Filing Margin along Top Edges

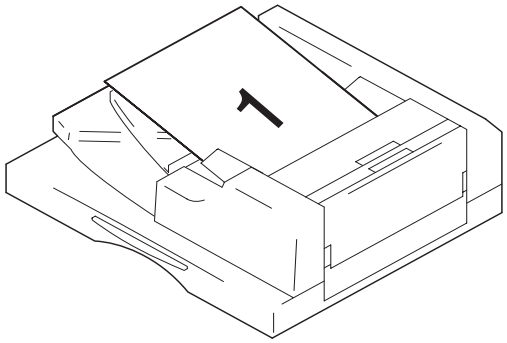
	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
2-Sided			Double-[4in1]	— Corner Staple		—	—
			Double-[4in1]	— Corner Staple			—
			Double-[4in1]	Hole Punch 2-Point Staple		—	
			Double-[4in1]	Hole Punch 2-Point Staple		—	—
			Double-[4in1]	— Corner Staple	—		—
			Double-[4in1]	— Corner Staple	—	—	—
			Double-[4in1]	Hole Punch 2-Point Staple	—	—	
			Double-[4in1]	Hole Punch 2-Point Staple	—	—	

5. Using Large-Size Originals

Precautions When Making Copies on 11×17L or LegalL

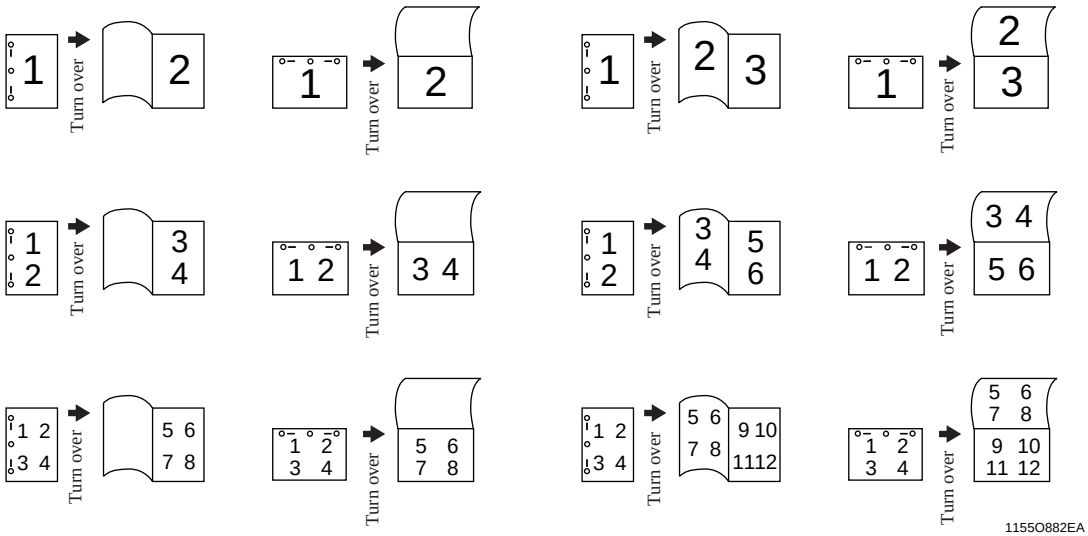
When making copies on 11×17L or LegalL, make sure of the correct direction of the original, position of 2-point staple, and position of hole-punch.

If you load your original as shown below, select [A] as part of your steps to specify the Direction of Original.☞ P.3-38



4002O269AA

When making copies on 11×17L or LegalL, 2-point staple or hole punch cannot be made in any of the following positions.

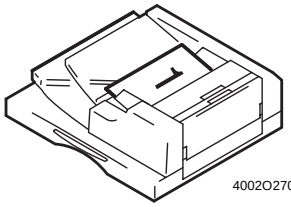


1155O882EA

6. Stapled Position

Precautions for Stapling

The position, at which the copy set or stack is stapled together, differs according to the size and direction of the paper.
Study the following illustrations to select the paper.
<When the Finisher FN-5 is mounted>


4002O270AA

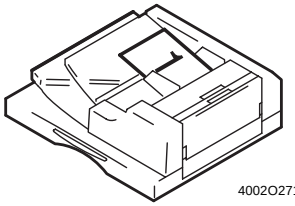
Original sizes: LetterC

4002O352AA

Paper sizes: LetterC

4002O353AA

Paper sizes: LetterL


4002O271AA

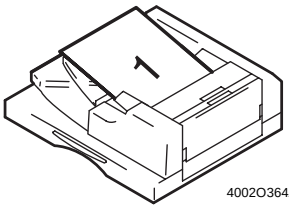
Original sizes: LetterL

4002O354AA

Paper sizes: LetterC

4002O355AA

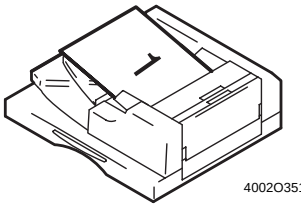
Paper sizes: LetterL


4002O364AA

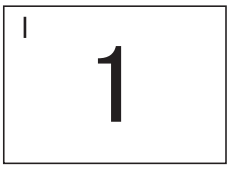
Original sizes: 11×17L, LegalL

4002O357AA

Paper sizes: 11×17L, LegalL


4002O351AB

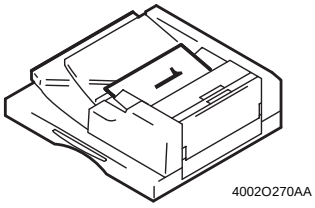
Original sizes: 11×17L, LegalL


4002O356AA

Paper sizes: 11×17L, LegalL

NOTE
Specify the direction of the original if the original is to be placed in any direction other than those shown above.☞p.3-38

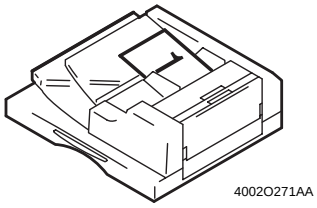
<When the Finisher FN-105 is mounted>



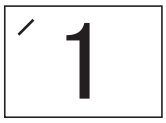
Original sizes: LetterC

Paper sizes: LetterC

Paper sizes: LetterL

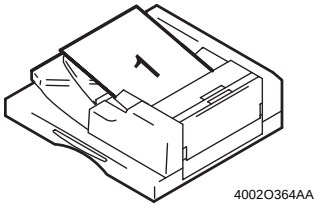


Original sizes: LetterL



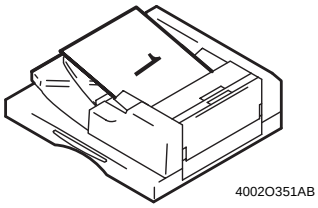
Paper sizes: LetterC

Paper sizes: LetterL



Original sizes: 11×17L, LegalL

Paper sizes: 11×17L, LegalL



Original sizes: 11×17L, LegalL

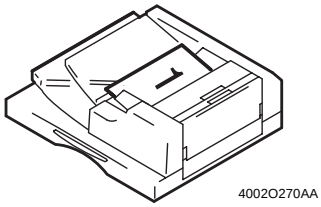
Paper sizes: 11×17L, LegalL

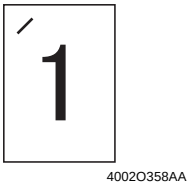
NOTE

Specify the direction of the original if the original is to be placed in any direction other than those shown above.☞p.3-38

6. Stapled Position

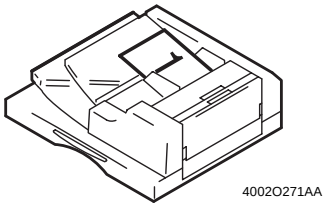
<When the Finisher FN-106 is mounted>





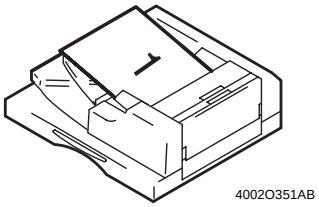
Paper sizes: LetterC

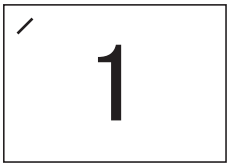
Original sizes: LetterC



Paper sizes: LetterL

Original sizes: LetterL





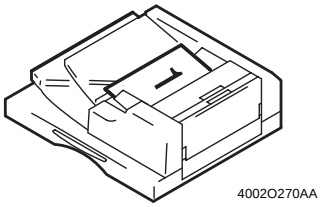
Paper sizes: 11×17L, LegalL

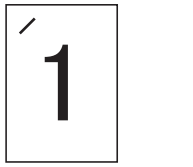
Original sizes: 11×17L, LegalL

NOTE

*Specify the direction of the original if the original is to be placed in any direction other than those shown above.**☞p.3-38*

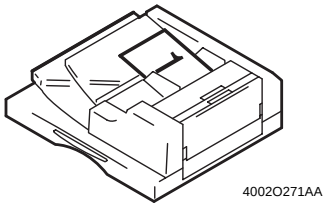
<When the Mailbin Finisher is mounted>





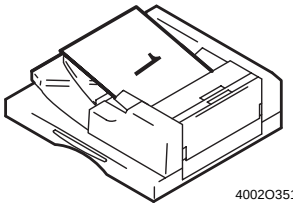
Paper sizes: LetterC

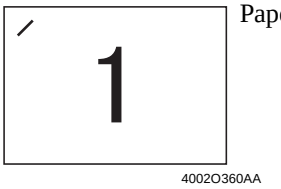
Original sizes: LetterC



Paper sizes: LetterL

Original sizes: LetterL





Paper sizes: 11×17L, LegalL

Original sizes: 11×17L, LegalL

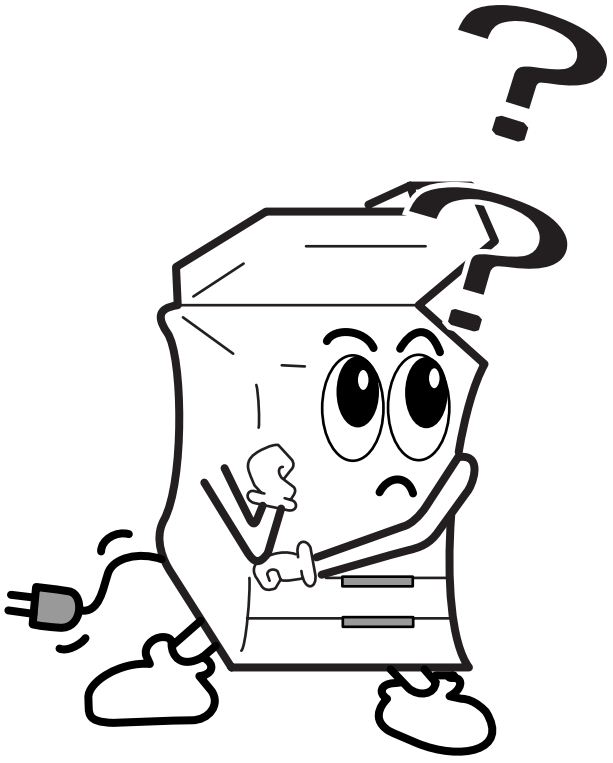
NOTE

Specify the direction of the original if the original is to be placed in any direction other than those shown above.☞p.3-38

6. Stapled Position

Chapter 5

Using the Utility Mode



1. Job Memory Input and Job Recall

Job Memory Input

Up to 10 different, frequently used copy job programs can be stored in memory and recalled later as necessary. When the machine is equipped with an optional Hard Disk Drive Kit and if “100 Accounts” is selected for “Copy Track” of “Administrator Mode” available from Utility Mode, up to 10 different jobs can be stored in memory for each account.

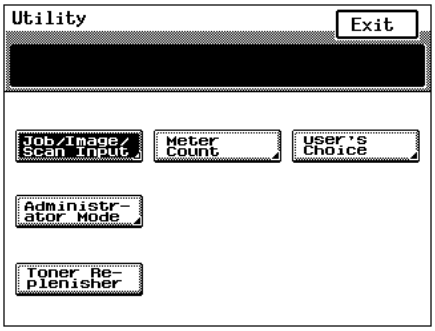
Storing a Job

1 Set up the job you want to store in memory.

2 Press the Utility key.

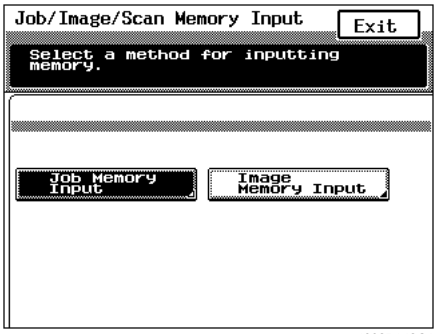
4002O282CA

3 Touch [Job/Image/Scan Input].



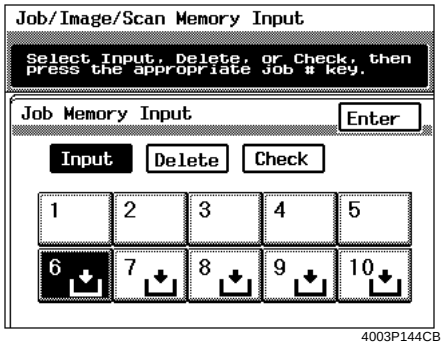
4003P142CA

4 Touch [Job Memory Input].



4003P143CA

5 Touch [Input] and then select any one of the 10 job number keys from [1] to [10] marked with [↓].

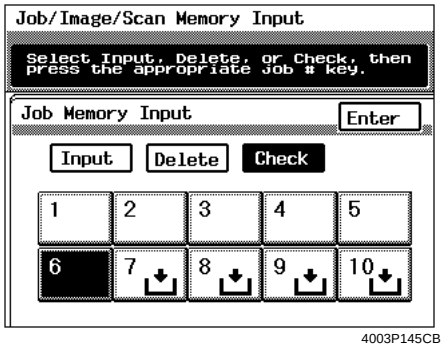


4003P144CB

NOTE

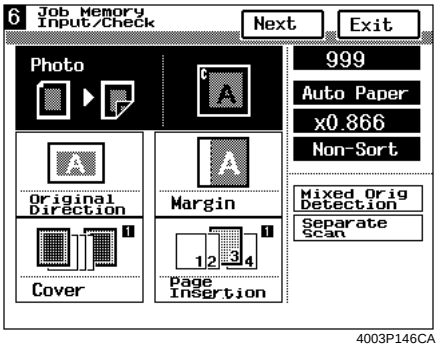
A job number key not marked with [↓] indicates that a job has already been stored under that number. If you store a new job in that number key, the old job is erased.

6 To check for the details of the job stored, touch [Check] and then touch the job number key.



4003P145CB

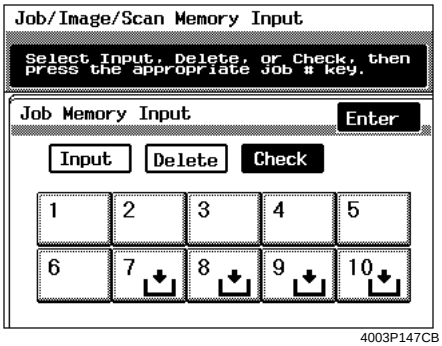
7 The job settings appear on the Touch Panel.



4003P146CA

8 After you have checked the settings, touch [Exit].

9 Touch [Enter].



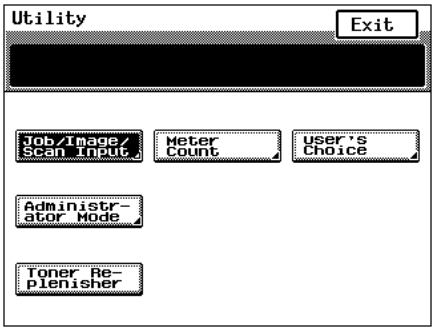
4003P147CB

Deleting a Job Program

1 Press the Utility key.

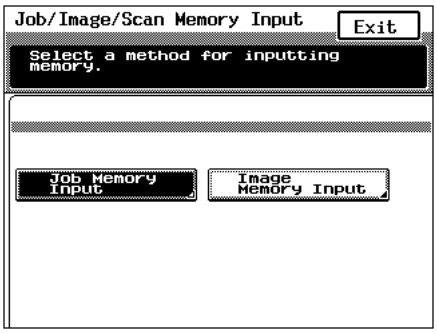
4002O282CA

2 Touch [Job/Image/Scan Input].



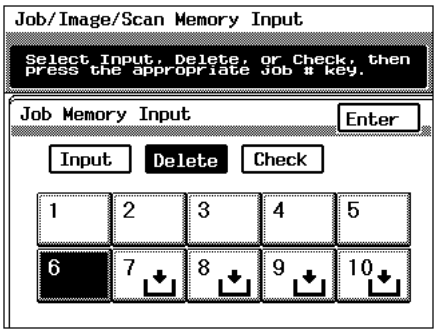
4003P142CA

3 Touch [Job Memory Input].



4003P143CA

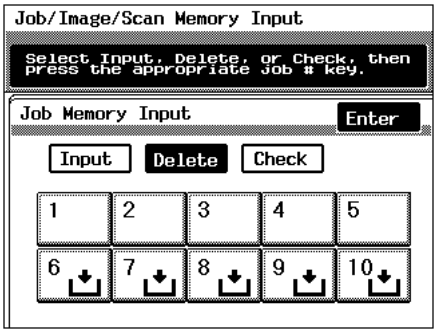
4 Touch [Delete], then touch the job number key from which you want to delete a job program.



4003P148CB

When [↓] appears in that key, it indicates that the job program has been deleted.

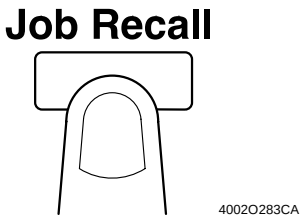
5 Touch [Enter].



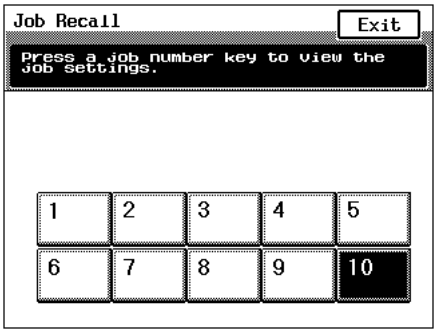
4003P149CB

Calling up a Job

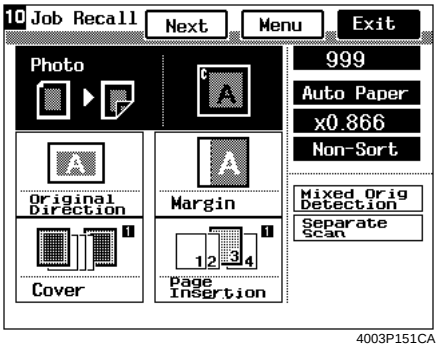
1 Press the Job Recall key.



2 Touch the job number key in which the desired job has been stored.



3 Check the settings made and then touch [Exit]. The machine is now set up for these settings and the Basic screen reappears.



If the job recalled is not what you want, touch [Menu]. Then, the Job Recall screen reappears.

2. Image Memory Input

Image Memory Input

<Only when the Hard Disk Drive Kit is mounted>
Up to five different, frequently used characters and marks can be stored in memory so you can use them later whenever necessary.

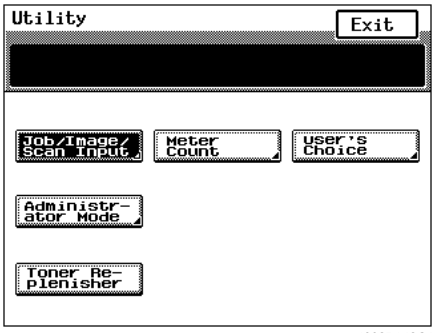
NOTE
Image Memory Input cannot be set for a job for which the Auto Copy Start setting has been made.

Storing an Image

1 Press the Utility key.

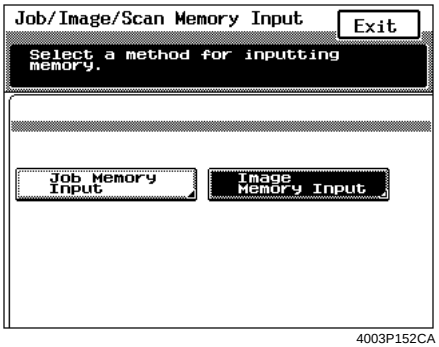
4002O282CA

2 Touch [Job/Image/Scan Input].



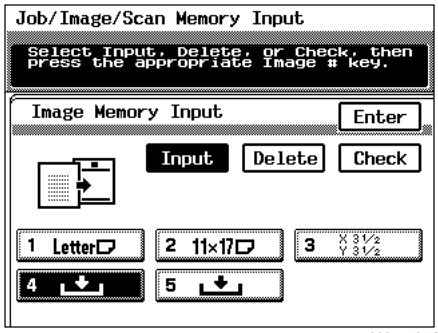
4003P142CA

3 Touch [Image Memory Input].



4003P152CA

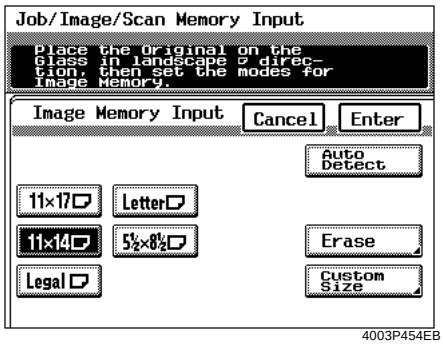
4 Touch [Input], then touch the desired image number key, in which you want to store the image.



4003P453EC

NOTE
An image number key not marked with *indicates that an image has already been stored under that number. If you store a new image in that number key, the old image is erased.*

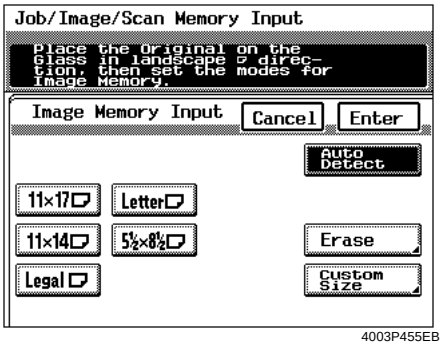
5 Select the size of the original, from which to store an image.



4003P454EB

<Auto size detection>

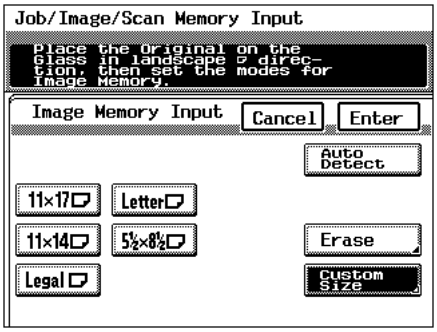
• Touch [AutoDetect] on the screen given in step 5.



4003P455EB

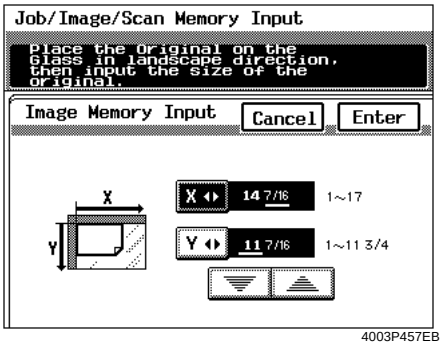
<Size input>

• Touch [Custom Size] on the screen given in step 5.



4003P456EB

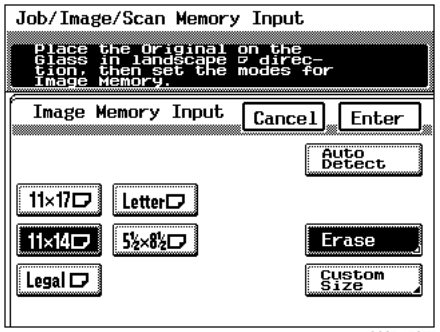
• Touch [▼] or [▲] to set the whole number for X and touch [X]. The underline moves to the right. Then touch [▼] or [▲] to set the fractional number and touch [X]. Now the value for X has been fixed.



4003P457EB

• Do the same for Y, then touch [Enter].

6 If you want to erase the image on the left, top, or along the frame of the original, touch [Erase].

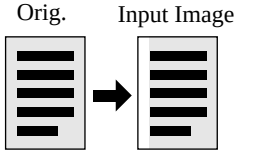


4003P458EB

You have a choice of the following three types of erase:

Left Edge Erase

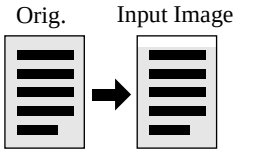
Stores the image after erasing the left edge of the original.



1149O053AA

Top Edge Erase

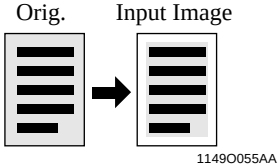
Stores the image after erasing the top edge of the original.



1149O056AA

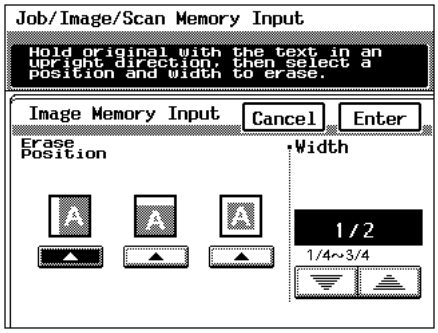
Frame Erase

Stores the image after erasing the four edges of the original.



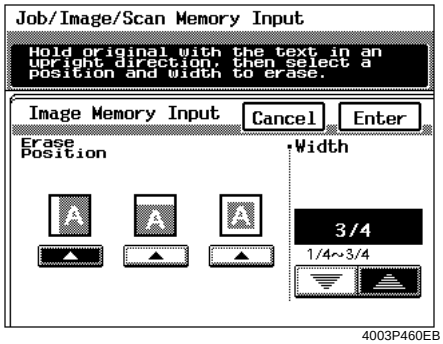
1149O055AA

7 Select the desired erase position.



4003P459EB

8 Using [▼] or [▲], set the desired erase width.



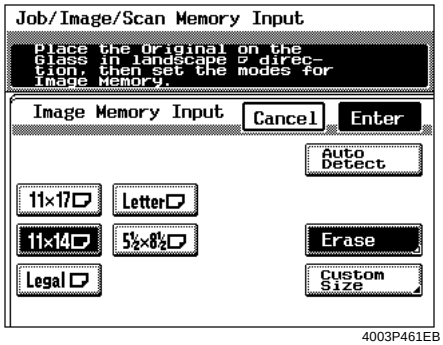
4003P460EB

Useful Tip

The erase width can range between 1/4 to 3/4 variable in 1/16 increments.

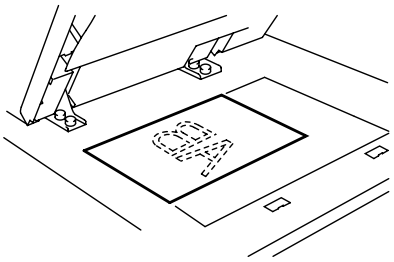
9 Touch [Enter].

10 Touch [Enter].



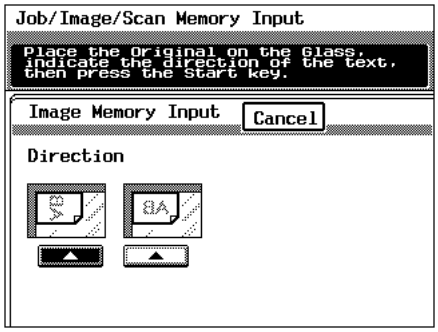
4003P461EB

11 As illustrated on the Touch Panel, place the original directly on the Original Glass.



4002O152AC

12 Select an image orientation the same as that of the original.

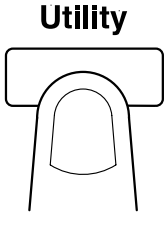


4003P162CB

13 Press the Start key.

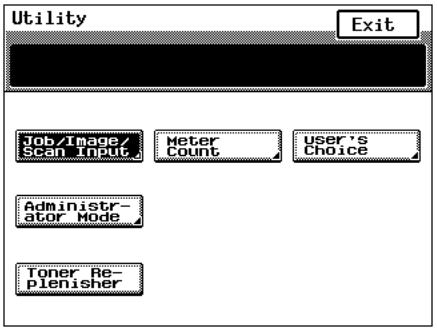
Checking the Programmed Image

1 Press the Utility key.



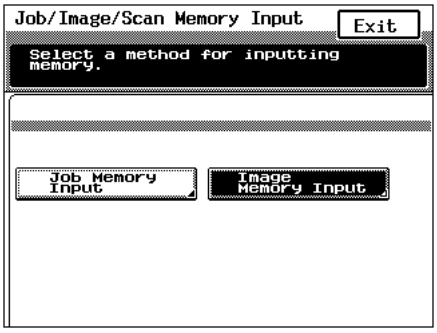
4002O282CA

2 Touch [Job/Image/Scan Input].



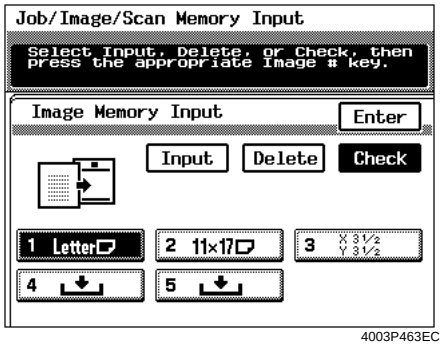
4003P142CA

3 Touch [Image Memory Input].



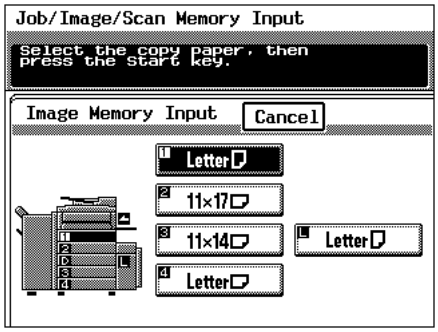
4003P152CA

4 Touch [Check], then touch the number key to be checked.



4003P463EC

5 Select the type of paper on which to print the programmed image.



4003P464EB

6 Press the Start key and the programmed image is printed on the copy.

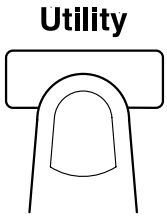
Useful Tip

Programmed images may be checked by using the screen for calling up a preprogrammed image.

"Checking the Preprogrammed Image"
☞ *p.3-64*

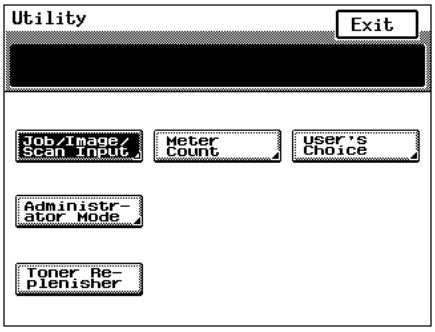
Deleting a Programmed Image

1 Press the Utility key.



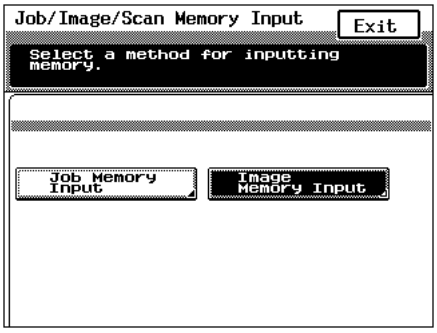
4002O282CA

2 Touch [Job/Image/Scan Input].



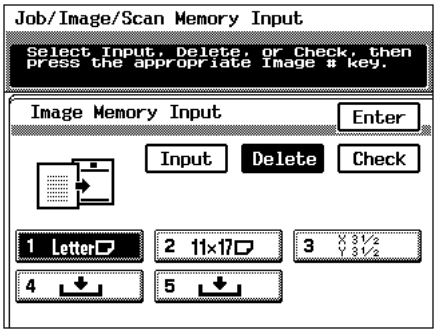
4003P142CA

3 Touch [Image Memory Input].



4003P152CA

4 Touch [Delete], then touch the number key to be deleted.



4003P465EC

5 Touch [Enter].

3. Meter Count and Toner Replenisher

Meter Count

Touching [Meter Count] allows you to check the total count of each of the following seven counters recorded since the installation of the machine.

Total Counter

Shows the total number of prints made since the installation of the machine.

Size Counter

Shows the number of prints made on paper of a preset size. (The size will be set by your Technical Representative.)

2-Sided Total Counter

Shows the number of 2-sided prints made.

2-Sided Size Counter

Shows the number of 2-sided prints made on paper of a preset size (the same size as that set for the Size Counter.)

Account Total Counter

Shows the total number of prints made by the active accounts.

Printer Total Counter

Shows the number of prints produced by the machine configured as a printer.

Printer Size Counter

Shows the number of prints produced by the machine configured as a printer on paper of a size preset for Size Counter.
(This counter counts the number of prints made on paper of the same size as that set for the Size Counter.)

Toner Replenisher

Touching [Toner Replenisher] sets the machine into the auxiliary toner replenishing mode.
The machine tends to exhaust the supply of toner rapidly when printing a large number of pages using an original with dark solid areas such as a photo. As a result, the printed image density will become lighter. In such a case, you can use Toner Replenisher to regain the normal image density quickly.

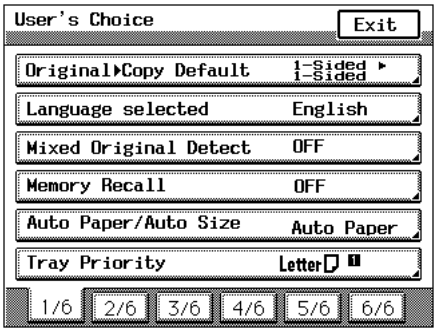
NOTES

- *Do not turn OFF the Power Switch or open the Front Door while the machine is replenishing toner.*
- *Toner is not replenished if the image density is sufficiently high.*
- *The toner replenishing sequence ends automatically.*

4. User's Choice

The machine has been set so that the most frequently used settings are automatically selected in the initial mode. User's Choice allows you to select the default settings which are automatically selected in the initial mode according to your own needs. This saves time and effort to make extra settings when the machine is turned ON or Auto Panel Reset is activated.
For more details, consult your Technical Representative.

User's Choice Functions



4003P466EA

A listing of User's Choice functions is given in six pages of menu, from[1/6] to [6/6]. To show the listing of each page, touch the desired page number key at the bottom of the Touch Panel.

[1/6] ☞ p.5-13

- Original ▶ Copy Default
- Language Selected
- Mixed Original Detect
- Memory Recall
- Auto Paper/Auto Size
- Tray Priority

[2/6] ☞ p.5-14

- 2in1, 4in1, Booklet Copy Zoom
- Density Priority
- Default Level
- Output Priority
- Intelligent Sorting
- Criss Cross Mode

[3/6] ☞ p.5-15

- "Small" Originals
- 4in1 Copy Order
- Date Printing Format
- Date Printing Position
- Page Number Position

[4/6] ☞ p.5-15

- Confirmation Beep

[5/6] ☞ p.5-16

- Universal Tray
- Special Paper
- Auto Panel Reset
- Energy Save Mode
- Plug-in Counter Reset
- Auto Shut OFF *1

*1: Sleep is shown when the Printer Controller is mounted.

[6/6] ☞ p.5-16

- Date/Time Set
- Print Exposure
- Priority Device
- Density (ADF)
- Priority Offset Tray

Useful Tip

When "100 Accounts" is selected, the User's Choice functions of [1/6] to [4/6] can be set for each account after the corresponding access code has been entered. (In this case, the listing of User's Choice displayed on the Touch Panel is from [1/4] to [4/4].)

The administrator can make the User's Choice settings in common with all 100 accounts after "100 Accounts" has been selected.

①With the Touch Panel prompting you to enter the access code, press the Utility key.

②Touch [User's Choice].

③Enter the administrator number from the 10-Key Pad.

**This allows the administrator to make the settings for [1/6] to [6/6].*

NOTE

The User's Choice settings in common with 100 accounts for [1/6] to [4/6] are not valid for the accounts for which the individual User's Choice settings have been made after "100 Accounts" was selected.

[1/6]

Original ▶ Copy Default

Specify the original ▶ copy type automatically selected when power is turned ON or panel reset.

The initial setting is "1-Sided ▶ 1-Sided."

Language Selected

Select the language of the Touch Panel messages.

The initial setting is "English."

Mixed Original Detect

Select whether to default to Mixed Original Detection ("ON") or not ("OFF") when power is turned ON or panel reset.

The initial setting is "OFF."

* If the following combination is set at a time in User's Choice, the Mixed Orig. Detect will be automatically canceled and the copies are made in Single-Sided ▶ Double-Sided copy mode.

- Original ▶ Copy Default: Single-Sided ▶ Double-Sided
- Mixed Orig. Detect: ON

Memory Recall

Select whether to enable ("ON") the function that allows you to use the same image data of the copy cycle that has just been completed or not ("OFF").

The initial setting is "OFF."

Auto Paper/Auto Size

Specify the default mode selected automatically when power is turned ON or panel reset, either "Auto Paper," "Auto Size," or "Manual."

The initial setting is "Auto Paper."

Tray Priority

Select the default paper source that is automatically selected.

The initial setting is "1" (1st Drawer).

[2/6]

2in1, 4in1, Booklet Copy Zoom

Select whether to enable ("ON") or disable ("OFF") recalling a default zoom ratio for 2in1, 4in1, or Booklet Creation. Setting is possible for "2in1/4in1" and "Booklet Creation."

- "2in1/4in1"
  Default zoom ratios:
  2in1: 0.647
  4in1: 0.500
  The initial setting is "ON."
- "Booklet Creation"
  Default zoom ratios:
  Booklet Creation: 0.647
  The initial setting is "ON."

Density Priority

Select the default density setting selected automatically in the initial mode. Select either "Auto" or "Manual" for the exposure mode and "Text," "Text/Photo," or "Photo" for the image quality setting.
The initial settings are "Auto" for the exposure mode and "Text" for the image quality setting.
* "Auto" cannot be combined with "Text/Photo" or "Photo."

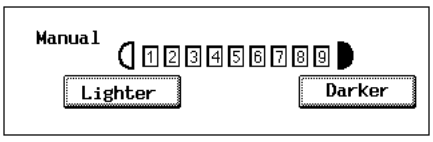
Default Level

Auto
Select the default exposure level in the Auto Exposure mode, either "Lighter," "Normal," or "Darker."

The initial setting is "Normal."

Manual
Set the default exposure level in the Manual Exposure mode.
The initial setting is "5."

* With EXP5 at the central level, the exposure level will become lower as the number becomes smaller, and it will become higher as the number becomes greater.



4003P167CA

Output Priority

Select the default combination of the finishing type when the machine is equipped with a Finisher from among the followings:
<For United States and Canada Users>
Non-Sort, Sort, or Group
Hole Punch (only when FN-503/FN-5 is mounted)
2-Hole Punch (only when FN-105 is mounted)
3-Hole Punch (only when FN-105 is mounted)
Corner Staple
2-Point Staple (only when FN-105/FN-5 is mounted)
<Except United States and Canada Users>
Non-Sort, Sort, or Group
Hole Punch (only when FN-105/FN-503/FN-5 is mounted)
Corner Staple
2-Point Staple (only when FN-105/FN-5 is mounted)
The initial setting is "Non-Sort."

Intelligent Sorting

Select whether to turn "ON" or "OFF" the function that automatically switches between Sort and Non-Sort. It selects Non-Sort if only a single original is loaded and Sort if two or more originals are loaded in the Electronic Document Handler.
The initial setting is "ON."

Criss Cross Mode

Select whether to enable ("ON") or disable ("OFF") crisscross sorting when the conditions for crisscross sorting are met and Sort or Group is selected.
The initial setting is "ON."

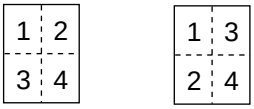
[3/6]

"Small" Originals

Select whether to enable ("ON") a copy cycle or not ("OFF") when it is initiated by pressing the Start key with no originals placed on the Original Glass or with an original smaller than the detectable size placed on the glass in the Auto Paper mode.
If this function is turned "ON," the copy cycle is run using the paper loaded in the default paper source. If turned "OFF," a warning message appears to instruct the user to select the paper.
<For United States and Canada Users>
The initial setting is "ON."
<Except United States and Canada Users>
The initial setting is "OFF."

4in1 Copy Order

Select the default copying order in the 4-in-1 mode from among the following two:



The initial setting is " "

Date Printing Format

Select the format for date printing, i.e., "punctuation," "year," and "date format."

- "Punctuation" can be either "XX/XX/XX" or "XX.XX.XX."
  The initial setting is "XX/XX/XX."
- "Year" can be either "'yy" or "yyyy."
  The initial setting is "'yy."
- "Date Format" can be either "'00/12/27," "12/27/'00," "DEC/27/'00," "27/12/'00," or "27/DEC/'00."
  The initial setting is "'00/12/27."

Date Printing Position

Enter the position at which to print the date by X and Y using [▼] or [▲]. The dimension can range from 3/16 to 1-9/16.
The initial setting is "X: 1/4, Y: 3/4."

Page Number Position

Enter the position at which to print the page number using [▼] or [▲]. It can range from 3/16 to 1-9/16 from the bottom of the page.
The initial setting is "1/4."

[4/6]

Confirmation Beep

Select whether to turn "ON" or "OFF" the beep that sounds each time a key on the Touch Panel is touched.
The initial setting is "ON."

[5/6]

Universal Tray

Select either "Auto Detect" or "Size Input" for the size of the paper loaded in the Universal Tray.
The initial settings are as follows:
1st Drawer: "Auto Detect"
2nd Drawer: "Auto Detect"

Special Paper

Designate a drawer for special paper.
The initial setting is "Normal" for all drawers.
See p. 3-10 for Special Paper Setting.

Auto Panel Reset

Select the time it takes the auto panel reset function to be activated from among "30 seconds," "1 min.," "2 min.," "3 min.," or "5 min.," or not activate the function at all ("No Reset").

The initial setting is "1 min."

Energy Save Mode

Set the time it takes the machine to enter the Energy Saver mode, from 1 min. to 90 min. (in 1 min. increments).
The initial setting is "15 min."

Plug-In Counter Reset

Select whether to reset the panel ("ON") or not ("OFF") when the Plug-In Counter is pulled out of the machine.

The initial setting is "ON."

Auto Shut Off

<Only when the Printer Controller is not mounted>
Auto Shut Off shuts down the machine a given period of time after the last operation.
Select the time it takes the Auto Shut Off function to be activated, from 15 min. to 90 min. in 1 min. increments.
The initial setting is "90 min."
* A setting is also possible to disable Auto Shut Off.

Sleep

<Only when the Printer Controller is mounted>
Select the time it takes the machine to automatically enter the Sleep mode from 15 to 90 min. in 1 min increments.
The initial setting is "90 min."
* The Sleep function can even be disabled.

[6/6]

Date/Time Set

Set the date and time-of-day.
The initial setting is "2000/10/01,00:00:00."

Print Exposure

Select the print exposure level from among "Lighter," "Normal," or "Darker."
The initial setting is "Normal."

Priority Device

Select the configuration of the machine, either as a "Copier" or "Printer."
The initial setting is "Copier."

Density (ADF)

Select the image density level when the Electronic Document Handler is used, either Mode 1 or Mode 2.

: Mode 1 : Mode 2

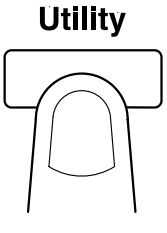
Select the density level according to the original, either "Mode 1" or "Mode 2."
The initial setting is "Mode 2."
Mode 1: Used for the standard original, such as a word-processor made document.
Mode 2: Effective in reproducing a pale original, such as a faint pencil-written document.

Priority Offset Tray

<Only when the Finisher FN-105, Finisher FN-106 or Finisher FN-5 is mounted>
Select the output tray into which copied paper is to be fed, either "Top Tray" or "Bottom Tray."
The initial setting is "Top Tray."

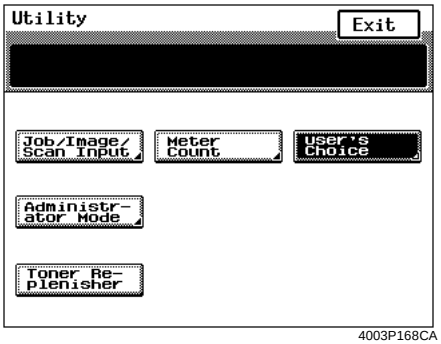
Making the User's Choice Settings

1 Press the Utility key.



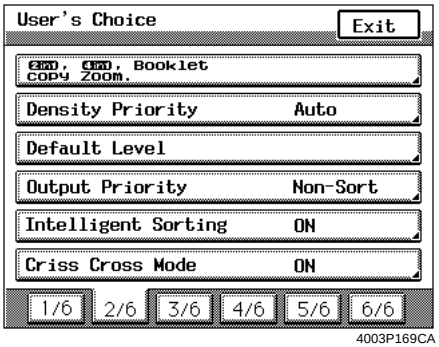
4002O282CA

2 Touch [User's Choice].



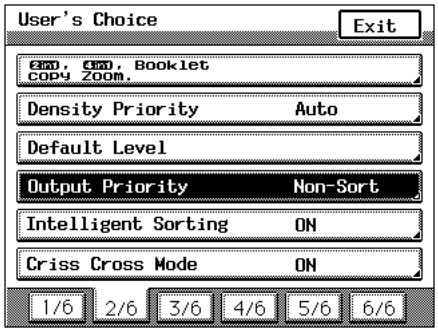
4003P168CA

3 Select the key of the page number on which the desired User's Choice function is listed. For example, to change Output Priority from Non-Sort to Sort, touch [2/6].



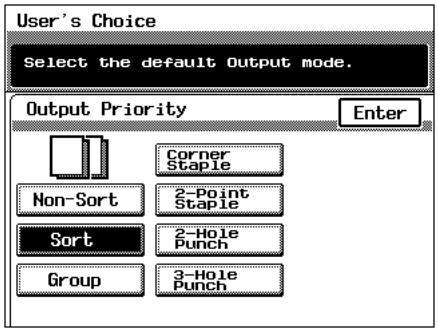
4003P169CA

4 Touch the key of the desired User's Choice function.
For example, touch [Output Priority].



4003P170CA

5 Touch [Sort].



4003P471EA

6 Touch [Enter].

*Repeat steps 3 to 6 to make new settings for other User's Choice functions.

7 Touch [Exit].

5. Administrator Mode

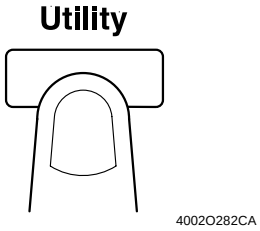
This mode is used only by the administrator of your machine. When Administrator Mode is selected, the machine prompts you to enter your "Administrator's #." The following functions can be set only when the correct administrator number is entered.

NOTES

- *The administrator number is to be programmed by your Tech. Rep. Ask him/her for more details.*
- *The administrator of this machine should remember the administrator number.*

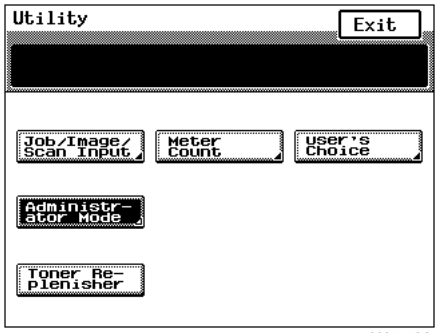
Selecting the Administrator Mode

1 Press the Utility key.



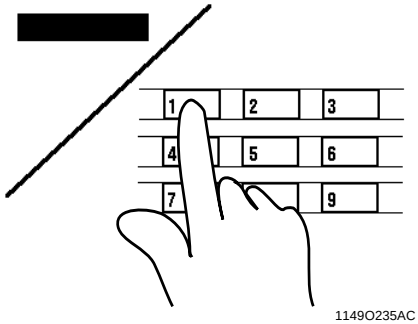
4002O282CA

2 Touch [Administrator Mode].



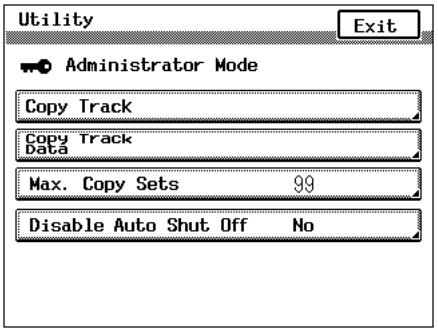
4003P172CA

3 Enter the administrator number from the 10-Key Pad and touch [Enter].



1149O235AC

4 The Touch Panel now shows the detailed functions that can be set under Administrator Mode.



4003P473EA

Administrator Mode Functions

Copy Track

This function is used to control the number of pages printed according to the account.
Select whether to turn “ON” or “OFF” the Copy Track function for “Copier” or “Printer” and select the Copy Track method, either “100 Accounts” or “1000 Accounts.”
The initial setting is “OFF.”

Copy Track Data

When“100 Accounts” is selected:

- Access Code:
  You can program or change your access code (for a max. of 100 accounts).
- Account No.:
  Program or change the account number.
- Copy Limit:
  You can limit the maximum number of prints that can be made.
- Total Count:
  Displays the count of the Total Counter. You can also clear the counter.
- Size Count:
  Displays the count of the Size Counter. You can also clear the counter.

When“1000 Accounts” is selected:

- Total Count:
  Displays the count of the Total Counter. You can also clear the counter.

Max. Copy Set

This function is used to limit the number of pages that can be printed at one time (number of sets of printed pages).
The initial setting is “OFF.”

Disable Auto Shut Off

<Only when the Printer Controller is not mounted>
This function can disable the Auto Shut Off function. Select whether to enable (“YES”) or disable (“NO”) the Non-Auto Shut Off function.
The initial setting is “No” (disable).

Disable Sleep

<Only when the Printer Controller is mounted>
Select whether to enable (“Yes”) or disable (“No”) the setting that disables Sleep.
The initial setting is “No” (disable).

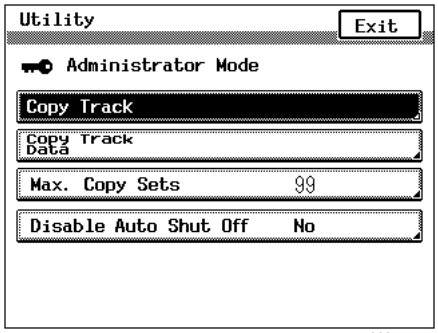
Setting Administrator Mode

Setting Copy Track

The administrator of the machine should make the setting, either “100 Accounts” or “1000 Accounts.”
*If the machine is equipped with a Hard Disk Drive Kit and “100 Accounts” is selected, it is possible to make the User’s Choice settings for each account.

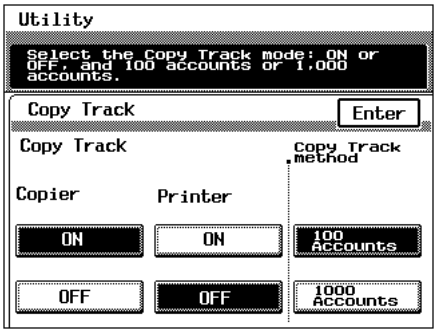
1 To show [Copy Track] on the Touch Panel, follow the steps given in “Selecting the Administrator Mode.”☞p.5-18

2 Touch [Copy Track].



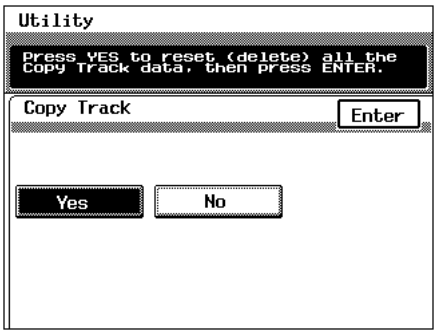
4003P474EB

3 Touch [ON] or [OFF] of the desired configuration (Copier or Printer), then select the appropriate Copy Track method.
For example, to keep track of 100 accounts, touch[100 Accounts], and then [Enter].



4003P175CA

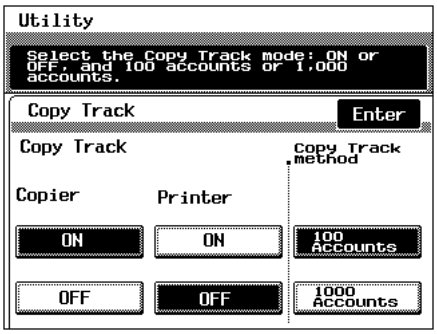
4 Initialize the Copy Track function data.
For example, touch [Yes] and then touch [Enter].



4003P176CA

NOTE
If you change the Copy Track method, be sure to initialize the Copy Track data.

5 Touch [Enter].



4003P177CA

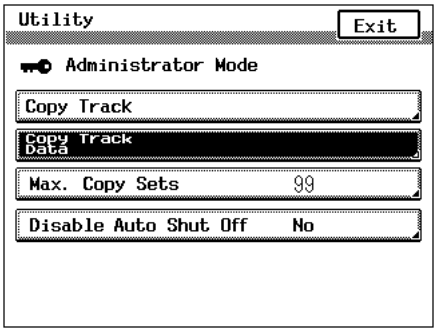
NOTE

When "100 Accounts" is set, program the access code for each account.
"Programming the Access Code" ☞ p.5-22

Useful Tips

You can have the copy track data printed on paper.

- *Touch [Copy Track Data].*



4003P478EB

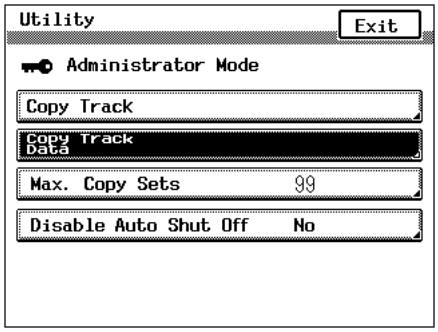
- *Place Letter L paper on the Intelligent Multi Bypass Tray lengthwise and press the Start key.*

Programming the Access Code

An access code can be programmed when “100 Accounts” is selected.

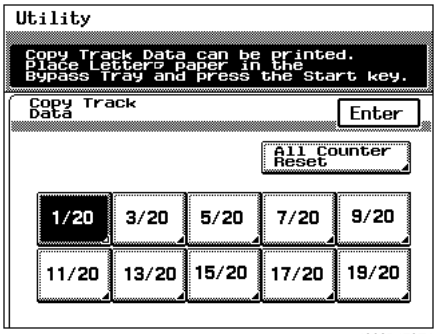
1 To show [Copy Track] on the Touch Panel, follow the steps given in “Selecting the Administrator Mode.”☞p.5-18

2 Touch [Copy Track Data].



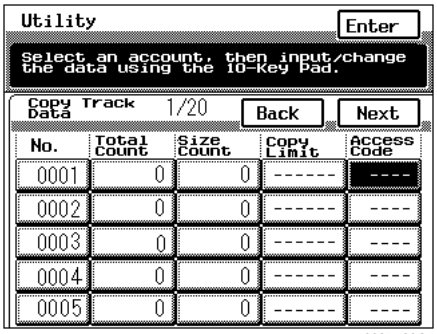
4003P478EB

3 Select the page number on which the target account is shown.



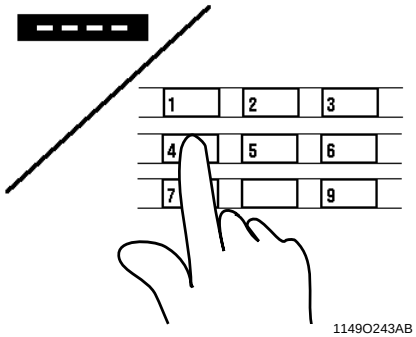
4003P479EA

4 Touch the Access Code key of the target account.



4003P180CA

5 Enter the administrator number from the 10-Key Pad and touch [Enter].

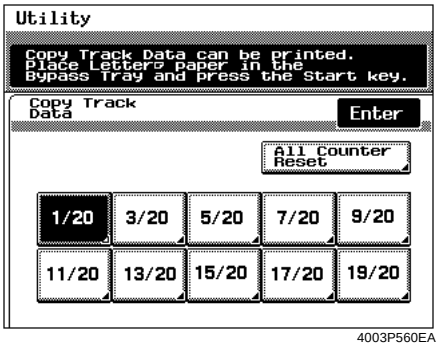


1149O243AB

NOTES

- *The access code should be a 4-digit number.*
- *To correct a number entry, press the Clear key and then enter the new number.*
- *If you want to program an access code for another account, repeat steps 3 through 5.*
- *If a new access code is programmed, the old one is erased.*
- *If a new access code entered already exists for another account, the entry is rejected. Enter a different access code.*

6 Touch [Enter].



4003P560EA

Useful Tip

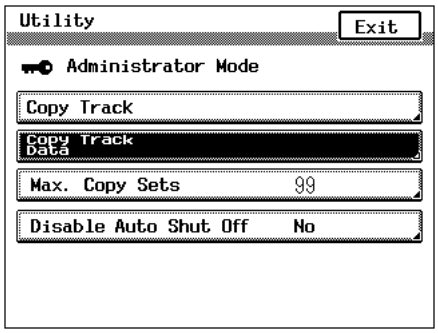
The account number may be changed by touching the corresponding No. key and using the 10-Key Pad. If the account number newly entered already exists, that entry is canceled.

Setting a Copy Limit for Each Account

The upper limit for the number of pages that can be printed can be set for each account only when "100 Accounts" is selected.

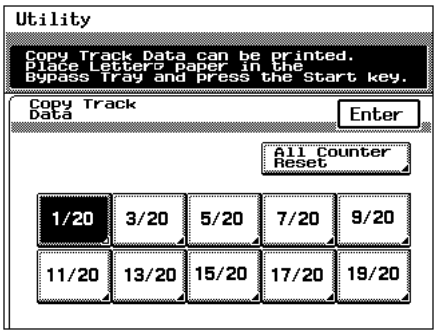
1 To show [Copy Track] on the Touch Panel, follow the steps given in "Selecting the Administrator Mode."☞p.5-18

2 Touch [Copy Track Data].



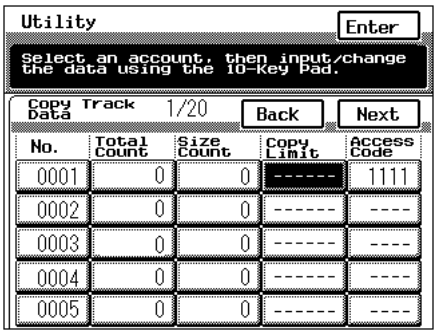
4003P478EB

3 Select the page number on which the target account is shown.



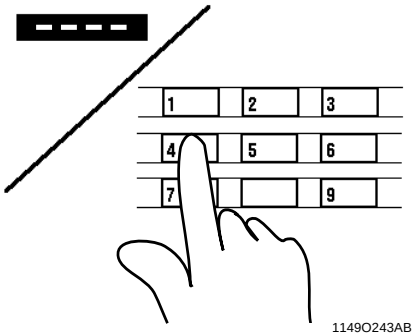
4003P479EA

4 Touch the Copy Limit key of the target account.



4003P182CA

5 Enter a number for the Copy Limit from the 10-Key Pad. Then, touch [Enter].

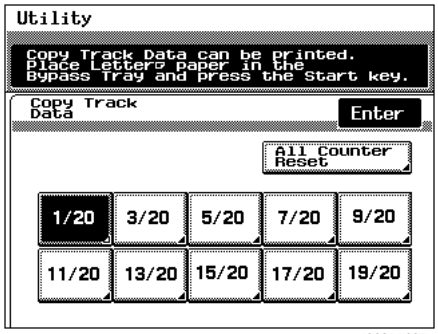


1149O243AB

NOTES

- *To correct a number entry, press the Clear key and then enter the new number.*
- *If you want to set a Copy Limit for another account, repeat steps 3 through 5.*

6 Touch [Enter].



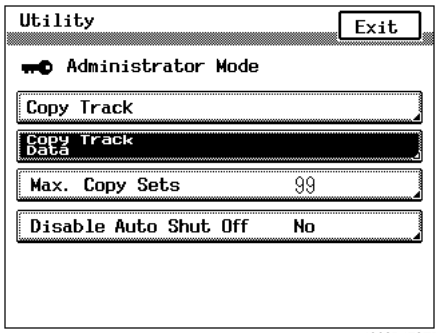
4003P560EA

Clearing Counters for Each Account

A counter can be cleared for each account when “100 Accounts” or “1000 Accounts” is selected. It is also possible to clear all counters of all accounts at once.

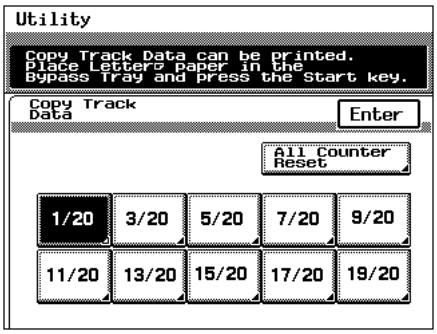
1 To show [Copy Track] on the Touch Panel, follow the steps given in “Selecting the Administrator Mode.”☞p.5-18

2 Touch [Copy Track Data].



4003P478EB

3 Select the page number on which the target account is shown.

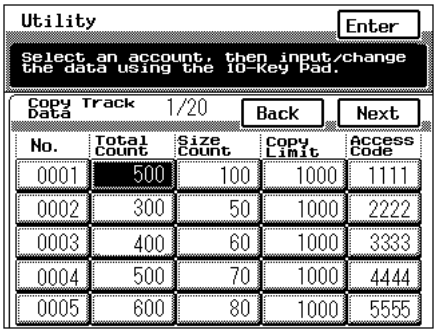


4003P479EA

Useful Tip

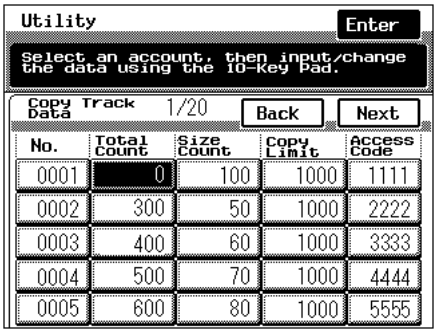
To clear the counters of all accounts at once, touch [All Counter Reset].

4 Touch the counter key of the target account.



4003P183CA

5 Press the Clear key and then touch [Enter].



4003P184CA

NOTE

If you want to clear the counter of another account, repeat steps 3 and 5.

Useful Tip

To undo a clear operation, press the Interrupt key.

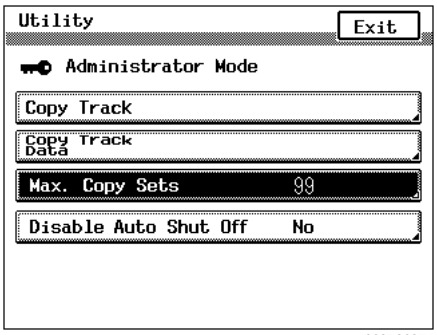
6 Touch [Enter].

Max. Copy Sets

This function is used to limit the number of pages that can be printed at one time for each job, in the range between 1 to 99.

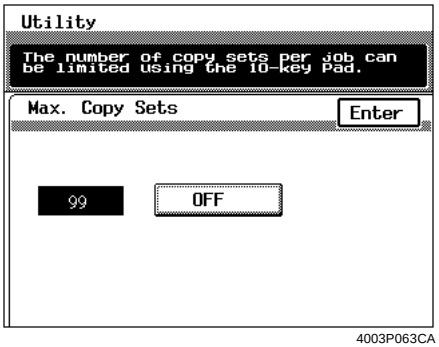
1 To show [Copy Track] on the Touch Panel, follow the steps given in "Selecting the Administrator Mode."☞p.5-18

2 Touch [Max. Copy Sets].



4003P362EA

3 Enter the Copy Limit value from the 10-Key Pad or touch [OFF].



4003P063CA

Useful Tip
To correct a number entry, press the Clear key and then enter the new number.

4 Touch [Enter].

Disable Auto Shut OFF (Disable Sleep)

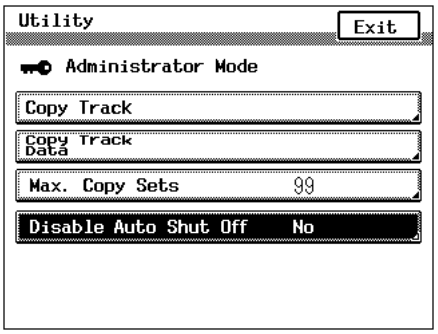
This function is used to select whether to allow the setting of disabling Auto Shut OFF (Sleep) available from User's Choice.

NOTE

"Disable Auto Shut OFF" is shown when the optional Printer Controller is not mounted, and "Disable Sleep" is shown when the Printer Controller is mounted.

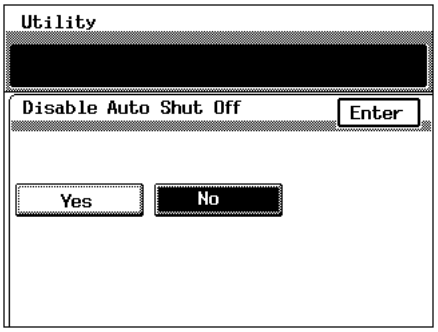
1 To show [Copy Track] on the Touch Panel, follow the steps given in "Selecting the Administrator Mode."☞p.5-18

2 Touch [Disable Auto Shut OFF] (or [Disable Sleep]).



4003P364EA

3 Touch [Yes] or [No].

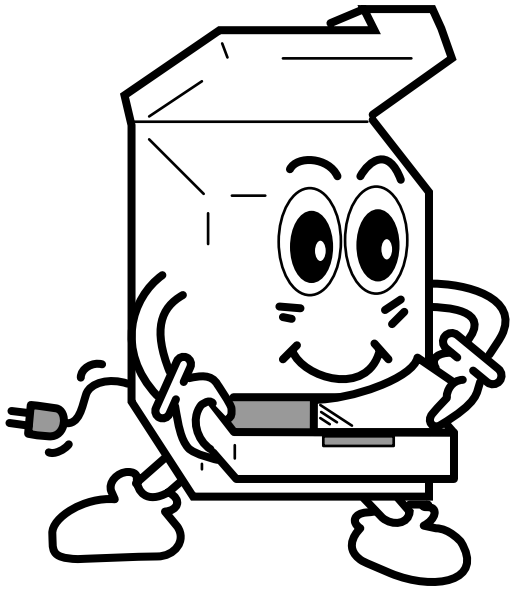


4003P181CA

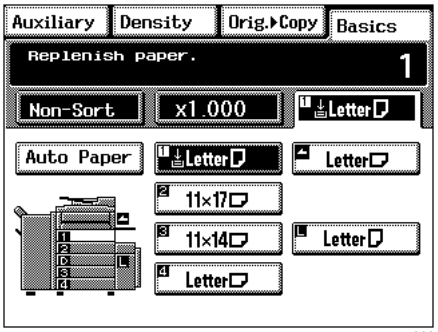
4 Touch [Enter].

Chapter 6

When a Message Appears



1. When the Message “Replenish paper.” Appears



4003P438EA

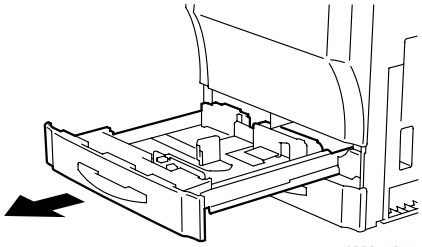
When the drawer currently selected for use runs out of paper, the message shown on the left appears and the machine interrupts the current print cycle. The drawer, whose indicator is lit up on the Touch Panel, has run out of paper.

Add paper by using the following procedure.

Adding paper

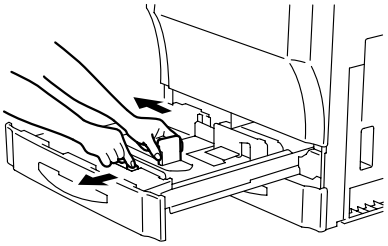
1st Drawer/2nd Drawer

1 Slide out the 1st (or 2nd) Drawer.



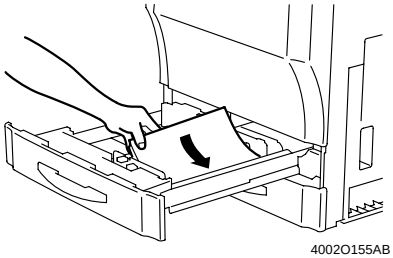
4002O153AB

2 Slide the Edge Guides in the direction of the arrow to suit the paper size.



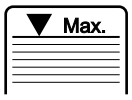
4002O154AB

3 Load the paper stack into the drawer so that its front side faces down.



4002O155AB

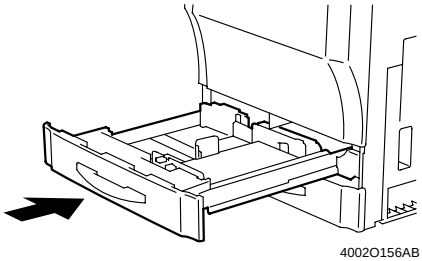
NOTE



1145O555KA

The paper should be loaded no higher than the ▼(Max. Level Indicator).

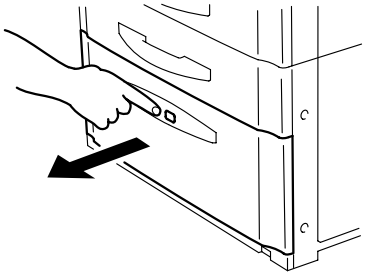
4 Slide the drawer back in.



4002O156AB

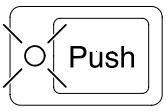
3rd Drawer (4-Way Type)

1 Press the Paper Descent key and then slide the drawer out.



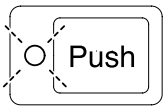
4002O157AB

Indication of the Paper Descent key



4002O158AB

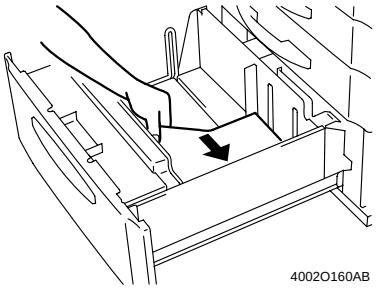
Steady Light:
The 3rd Drawer has run out of paper when a drawer other than the 3rd is currently selected for use.



4002O159AB

Blinking Light:
The 3rd Drawer has run out of paper when the 3rd Drawer is currently selected for use.

2 Load the paper stack into the right half of the drawer with its front side facing down. Press the leading edge of the paper stack tightly up against the right side of the drawer.



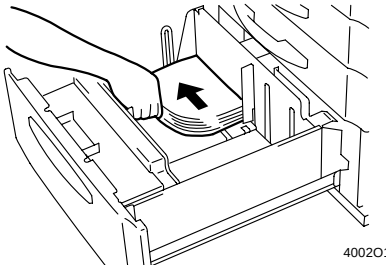
4002O160AB

NOTE

1145O555KA

The paper should be loaded no higher than the ▼(Max. Level Indicator).

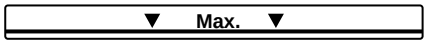
3 Load another paper stack into the left half of the drawer with its front side facing down. Press the leading edge of the paper stack tightly up against the left side of the drawer.



4002O161AC

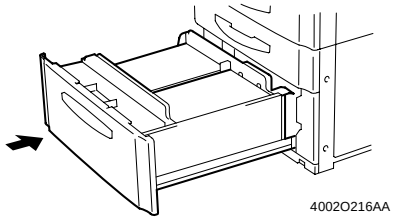
NOTE

The paper should be loaded no higher than the ▼(Max. Level Indicator).



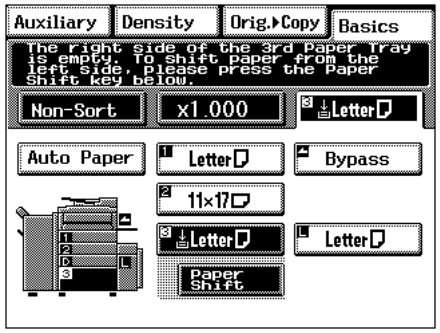
1161O150AA

4 Slide the drawer back in.



4002O216AA

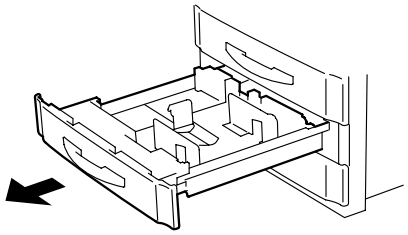
<For United States and Canada Users Only>
<Moving the Paper Stack>
If the paper stack on the right-hand side runs out when the 3rd Drawer is selected or while it is being used, the following screen appears. Touching [Paper Shift] will automatically move the paper stack on the left-hand side to the right.



4003P561EB

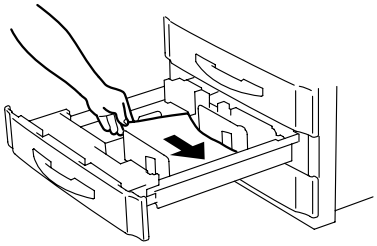
3rd Drawer/4th Drawer (5-Way Type)

1 Slide out the 3rd (or 4th) Drawer.



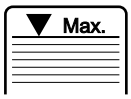
4002O163AB

2 Load the paper stack into the drawer so that its front side faces down.



4002O164AB

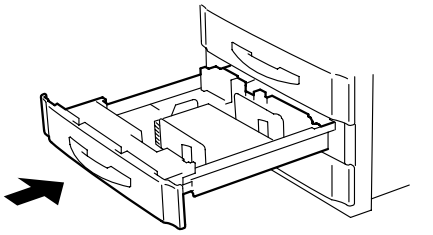
NOTE



1145O555KA

The paper should be loaded no higher than the ▼ (Max. Level Indicator).

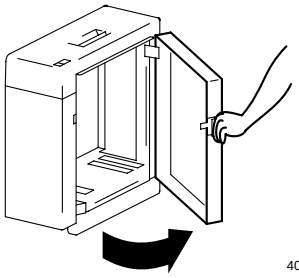
3 Slide the drawer back in.



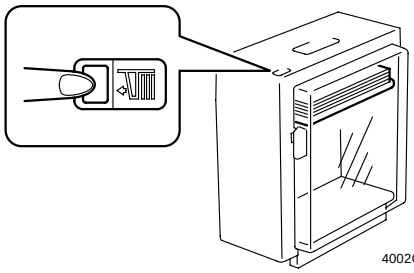
4002O165AC

Large Capacity Cassette

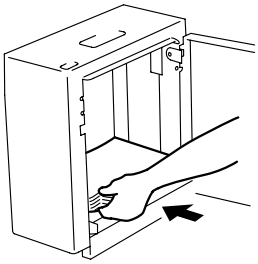
1 Holding the Lock Release Lever, open the Cassette Door.


4002O166AC

When adding paper to a partially loaded cassette, press the Paper Plate Descent key to lower the Paper Plate before opening the Cassette Door.

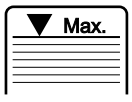

4002O167AC

2 Place the paper stack onto the Paper Plate so that its front side faces up.


4002O168AC

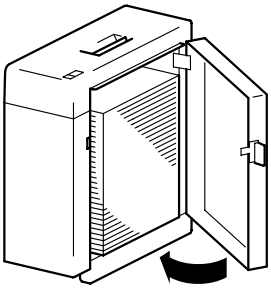
NOTES

- *Make sure that the leading edge of the paper stack is pressed tightly up against the Guide Plate on the take-up side of the cassette.*
- *The paper should be loaded no higher than the ▼(Max. Level Indicator).*



1145O555KA

3 Close the Cassette Door.


4002O169AC

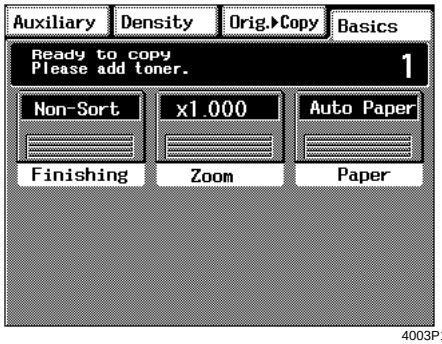
* This causes the Paper Plate to rise automatically.

> **⚠ CAUTION**
>
> If the Paper Plate Descent key is pressed while the Paper Plate is moving upward, the Paper Plate starts moving downward. When the key is pressed a second time thereafter, the Paper Plate stops moving down.

NOTE

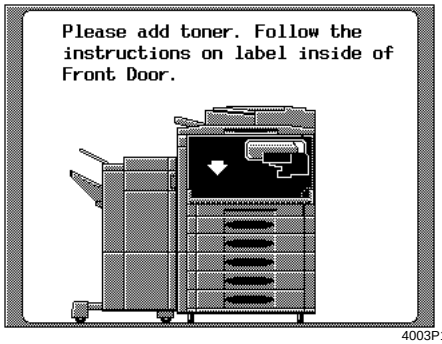
The Paper Plate may not ascend if the Cassette Door is not closed completely. Be sure to close the door completely.

2. When the Message “Please add Toner.” Appears



4003P185CA

The message shown on the left appears when toner is soon running out.
It is recommended therefore that you replace the Toner Bottle as soon as possible.
You can still make prints, but the image density will become lighter and lighter.



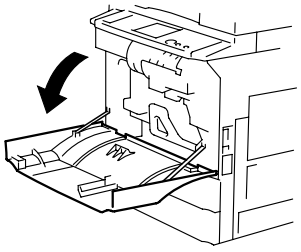
4003P186CA

When toner has run out, the message shown left appears and you can no longer start a new print cycle.

Replace the Toner Bottle with a new one by following the procedure given below.

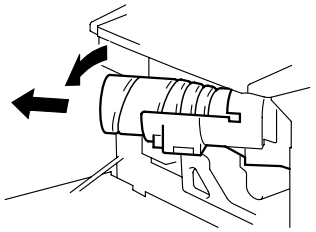
Replacing the Toner Bottle

1 Swing down the Front Door.



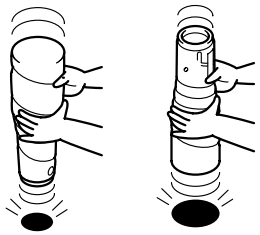
4002O170AB

2 Swing open the Toner Bottle Holder and pull out the used Toner Bottle.



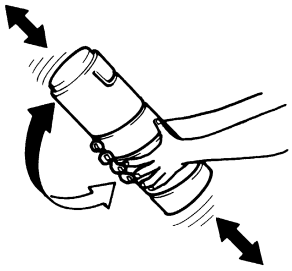
4002O171AB

3 Tap a new Toner Bottle against a desk or other hard surface four to five times. Then, turn the Toner Bottle upside down and tap it in the same way again.



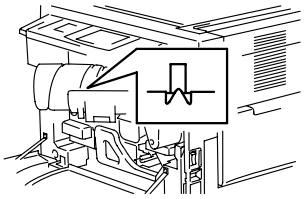
4002U099AA

4 Shake the new Toner Bottle well and turn it over lengthwise five times.



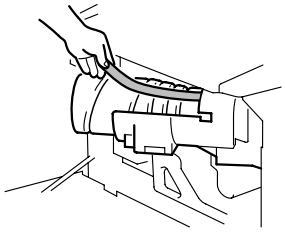
1075O266AA

5 With the “UP” marking on top, insert the bottle into position.
Check that the ▯ marking on the bottle is aligned with the △ marking on the Toner bottle Holder.



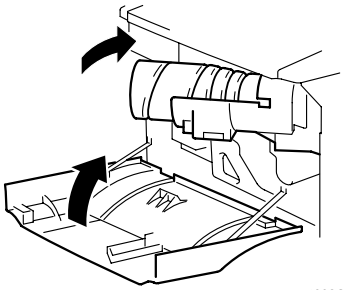
4002U062AA

6 Pull the seal off the Toner Bottle.



4002O173AB

7 Swing the Toner Bottle Holder closed and close the Front Door.



4002O174AC

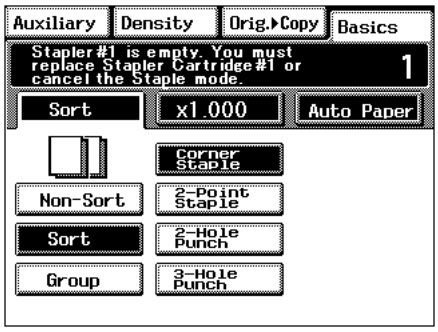
NOTES

- *Use ONLY the specified toner for this machine. Using any other toner could result in trouble.*
- *Do not throw away, but keep, the used Toner Bottle which will be collected by your Tech. Rep.*
- *Be careful not to drop the Toner Bottle from a 40 or more height. It may cause damage to the Toner Bottle.*
- *When the Front Door is closed, the machine automatically starts replenishing the supply of toner. During this period, do not attempt to turn OFF the Power Switch or open the Front Door.*

Toner Replenisher

Use the Toner Replenisher function available from the Utility Mode if the image is light immediately after the Toner Bottle has been replaced with a new one. ☞ *p. 5-11*

3. When the Message “Stapler is empty.” Appears



4003P487EA

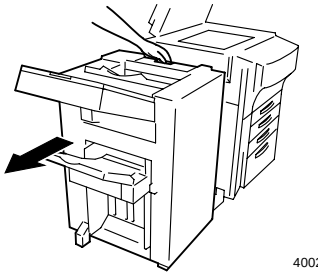
The message shown on the left appears when the staples are running out.

Replace the Staple Cartridge with a new one by following the procedure given below.

Replacing the Staple Cartridge

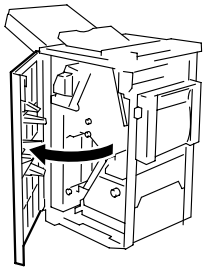
Finisher FN-5

1 Holding the Grip, slide the Finisher away from the machine.



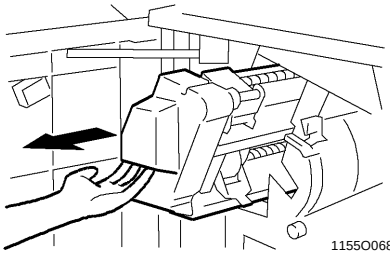
4002O187AA

2 Open the Front Door.



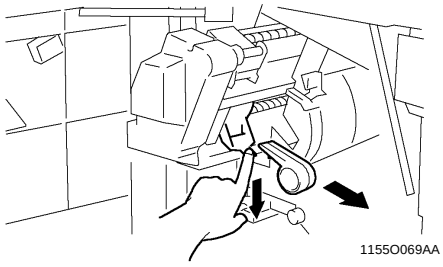
4002O339AA

3 Slide out the Staple Unit.



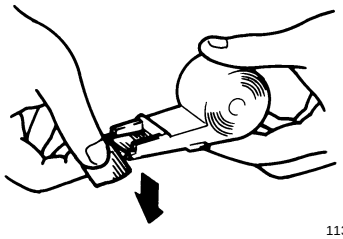
1155O068AA

4 While pressing down the Staple Cartridge Lever, pull the Staple Cartridge out its port.



1155O069AA

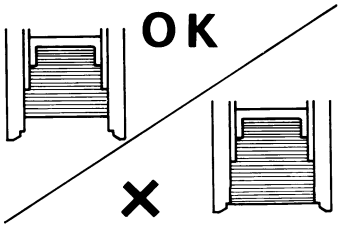
5 Pull the staple sheet about 1-1/4 inches out of the new Staple Cartridge and break off that portion.



1136O012AA

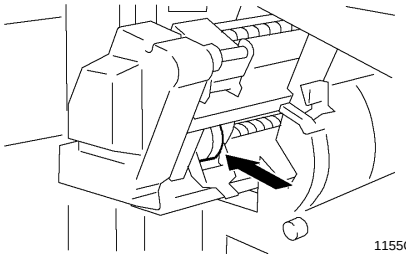
NOTE

Check that no portion of the staple sheet hangs out of the cartridge. Break off any portion of the sheet that hangs out of the cartridge.



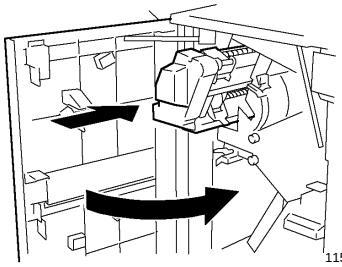
1134O076AA

6 Insert the new Staple Cartridge until a click is heard.



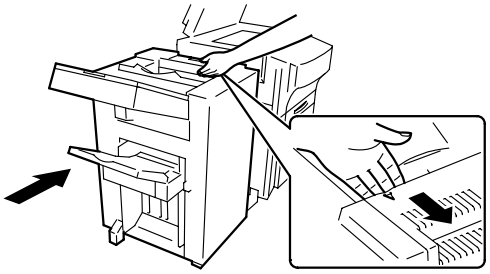
1155O070AA

7 Push the Staple Unit back in and close the Front Door.



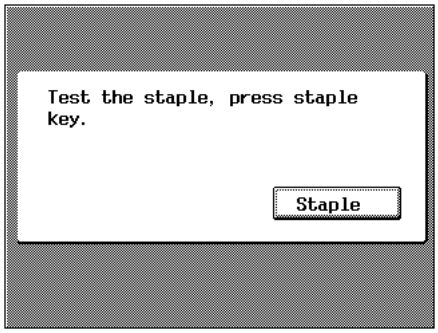
1155O071AA

8 Slide the Finisher back against the machine.



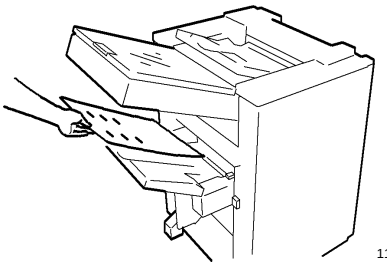
4002O188AC

9 Touch [Staple] shown on the Touch Panel and the machine automatically feeds a sheet of paper to test the stapling.



4003P188CA

10 Remove the sheet of paper to check that it has been properly stapled.



1155O644AC

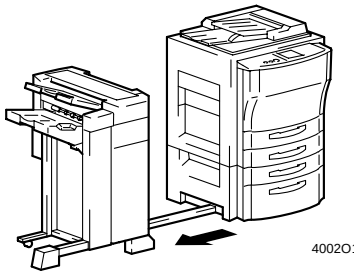
* If no staples are evident, clear the staple misfed.
"Clearing the Staple Misfeed." ☞ p. 6-38

NOTES

- *Reload the Staple Cartridge only after you are prompted to do so by the message. Removing the Staple Cartridge before then will result in stapling trouble.*
- *After a new Staple Cartridge has been installed, be sure to run a test-stapling sequence to ensure that staples are properly driven into the paper.*

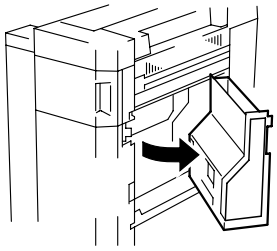
Finisher FN-105/Finisher FN-106

1 Holding the Grip, slide the Finisher away from the machine.



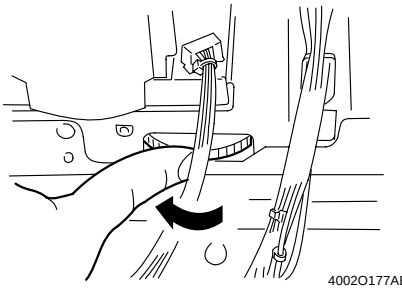
4002O175AC

2 <Only when the Finisher FN-105 is mounted>
Open Right Door [FN7].



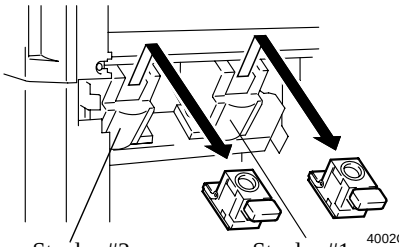
4002O176AB

3 Turn the dial to the left to move the Staple Unit (two Stapler Units in FN-105) toward the center.



4002O177AB

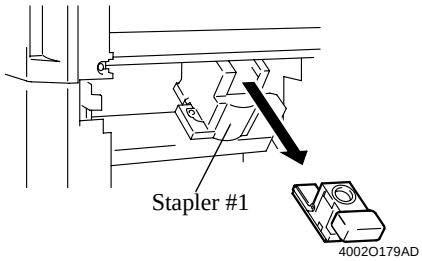
4 Pull the Staple Cartridge out to the front.
<Finisher FN-105>



4002O178AA

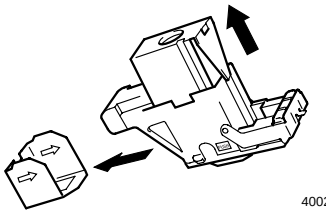
NOTE
Two Staple Cartridges are mounted in Finisher FN-105. Be sure to remove the specific Staple Cartridge that is indicated in the message on the Touch Panel.

<Finisher FN-106>



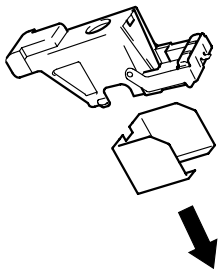
4002O179AD

5 <Finisher FN-105>
Pinch the portions of the Staple Cartridge marked with “Push” to pop up the upper part of the cartridge and remove the empty staple clip.



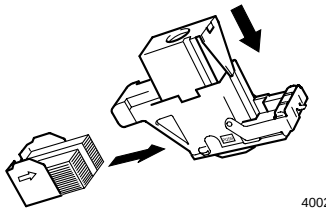
4002O362AA

<Finisher FN-106>
Remove the empty staple clip from the Staple Cartridge



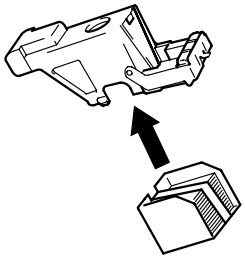
4002O180AB

6 <Finisher FN-105>
Load a new staple clip in the Staple Cartridge and return the upper part of the cartridge back again.
Gently peel off the stopper seal.



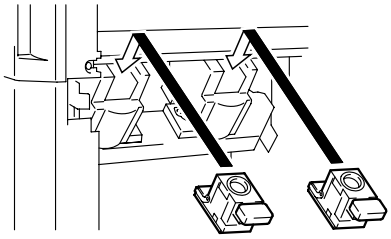
4002O363AA

<Finisher FN-106>
Load a new staple clip into the Staple Cartridge and carefully peel off the Seal.



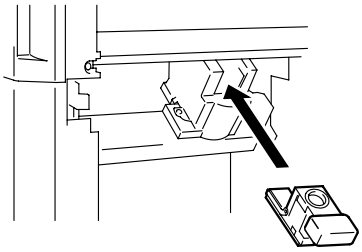
4002O181AC

7 Insert the new Staple Cartridge until a click is heard.
<Finisher FN-105>



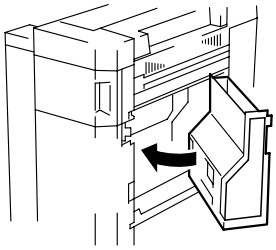
4002O182AA

<Finisher FN-106>



4002O183AD

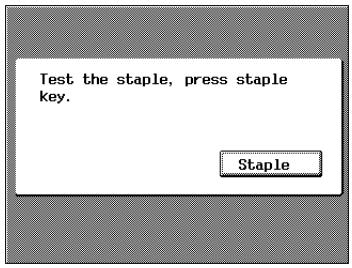
8 <Only when the Finisher FN-105 is mounted>
Close Right Door [FN7].



4002O184AB

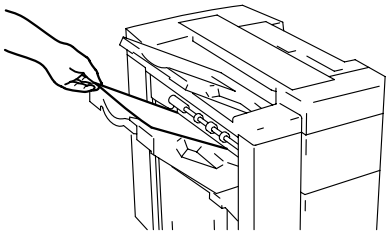
9 Slide the Finisher back against the machine.

10 Touch [Staple] shown on the Touch Panel and the machine automatically feeds a sheet of paper to test the stapling.



4003P188CA

11 Remove the sheet of paper to check that it has been properly stapled.



4002O186AC

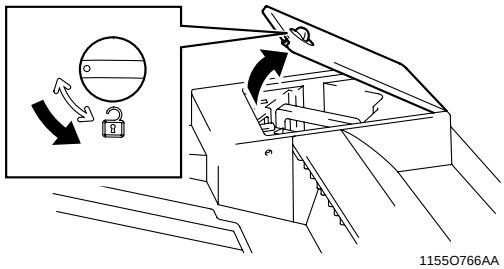
* If no staples are evident, clear the staple misfed.
"Clearing the Staple Misfeed." ☞ p. 6-40

NOTES

- *Reload the Staple Cartridge only after you are prompted to do so by the message. Removing the Staple Cartridge before then will result in stapling trouble.*
- *After a new Staple Cartridge has been installed, be sure to run a test-stapling sequence to ensure that staples are properly driven into the paper.*

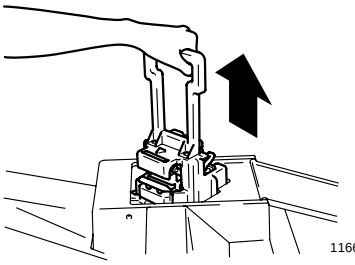
Mailbin Finisher

1 Press and turn the knob and open the cover at the rear of the Finisher.



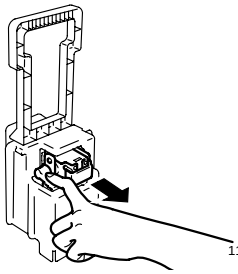
1155O766AA

2 Slide out the Staple Unit.



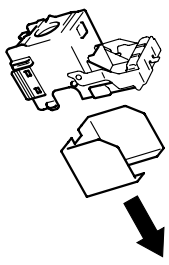
1166O127AA

3 While pressing down the green lever, pull out the Staple Cartridge.



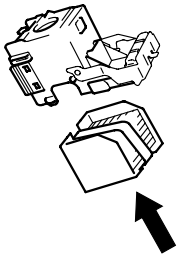
1166O128AA

4 Remove the empty staple clip from the Staple Cartridge.



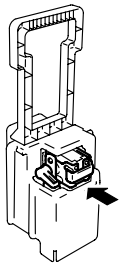
4002O340AA

5 Load a new staple clip into the Staple Cartridge and carefully peel off the Seal.



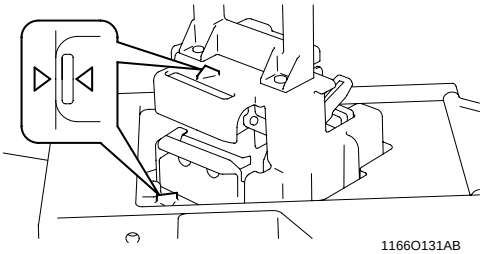
4002O341AA

6 Insert the Staple Cartridge into the Staple Unit until it clicks into place.



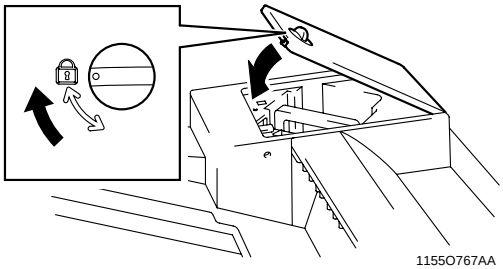
1166O130AB

7 Align the arrows and firmly push the Staple Unit down into the well.



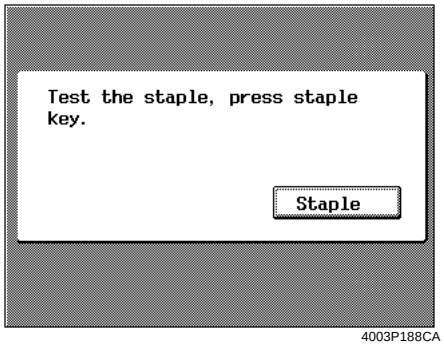
1166O131AB

8 Press and turn the knob to lock the cover.



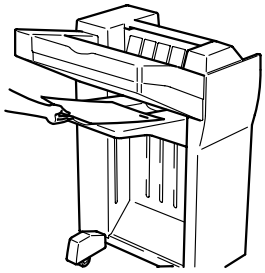
1155O767AA

9 Touch [Staple] shown on the Touch Panel and the machine automatically feeds a sheet of paper to test the stapling.



4003P188CA

10 Remove the sheet of paper to check that it has been properly stapled.



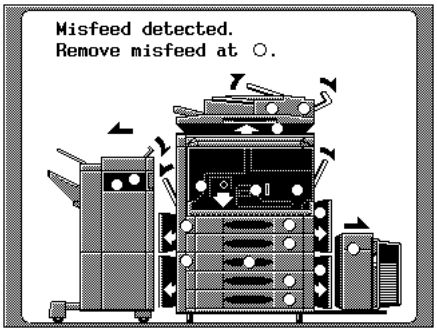
1155O736AB

* If no staples are evident, clear the staple misfed.
“Clearing the Staple Misfeed.” ☞ p. 6-42

NOTES

- *Reload the Staple Cartridge only after you are prompted to do so by the message. Removing the Staple Cartridge before then will result in stapling trouble.*
- *After a new Staple Cartridge has been installed, be sure to run a test-stapling sequence to ensure that staples are properly driven into the paper.*

4. When the Message “Misfeed detected.” Appears



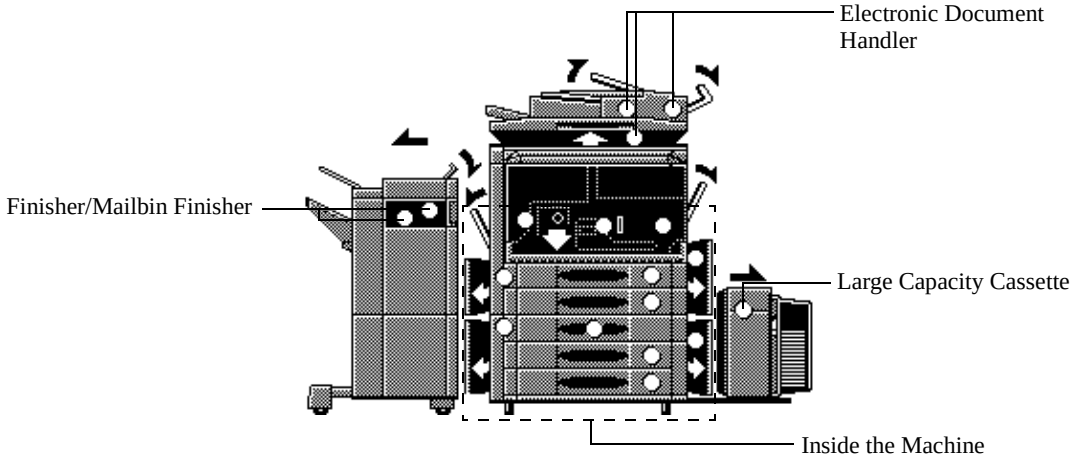
4003P189CA

If a paper misfeed occurs while the machine is running, the message shown on the left appears and the machine is brought to an immediate stop.

Clear the misfed sheet of paper according to the procedure given below.

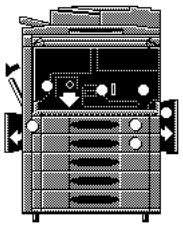
Misfeed Location Displays

Different procedures are used to clear a misfed sheet of paper depending on the location. First, isolate the location, then clear the misfeed according to the procedure applicable to the misfeed occurring at that particular location.
A blinking dot “ ○ ” indicates that there is a misfeed at that location. A lit dot “ ○ ” indicates that there might be a sheet of paper stopped at that location.



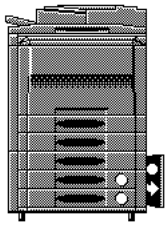
4002P190AC

Machine p. 6-16



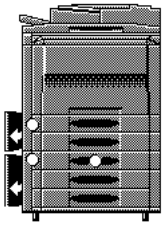
4002P191AC

Paper Feed Cabinet p. 6-18



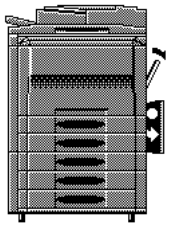
4002P258AA

Duplex Unit p. 6-20



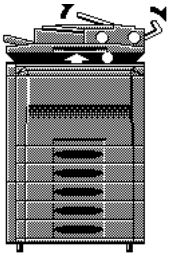
4002P192AB

Intelligent Multi Bypass Tray p. 6-21



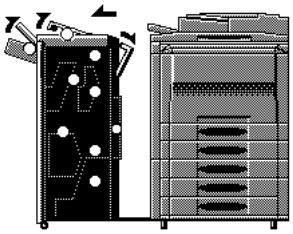
4002P193AB

Electronic Document Handler p. 6-22



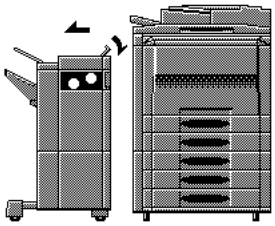
4002P194AB

Finisher FN-5 p. 6-24



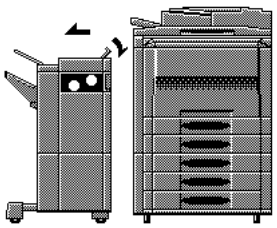
4002P195AB

Finisher FN-105 p. 6-32



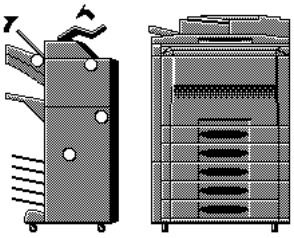
4002P196AC

Finisher FN-106 p. 6-32



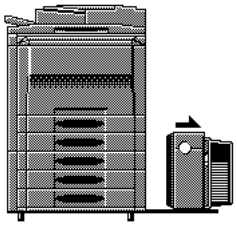
4002P196AC

Mailbin Finisher p. 6-34



4002P197AB

Large Capacity Cassette p. 6-36

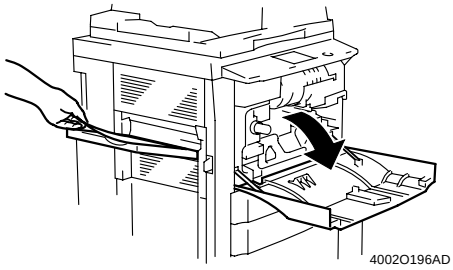


4002P198AB

Misfeed Clearing Procedures

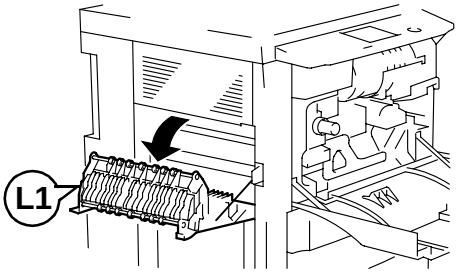
Machine

1 Remove the papers from the Exit Tray and open the Front Door.



4002O196AD

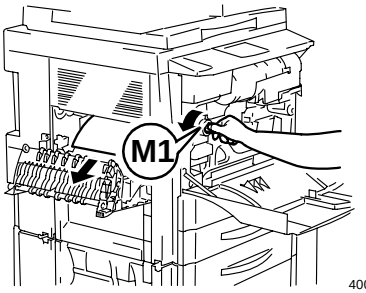
2 Open Upper Left Door [L1].



4002O197AC

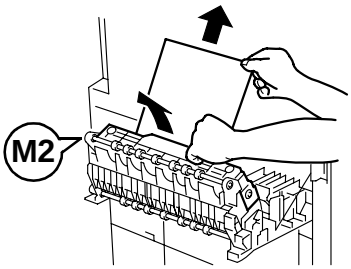
> ⚠ CAUTION
>
> The area around the Fusing Unit is very hot. Do not touch anything but the paper to prevent you from getting burned.

3 Turning Misfeed Removal Knob [M1], pull out the sheet of paper.



4002O273AB

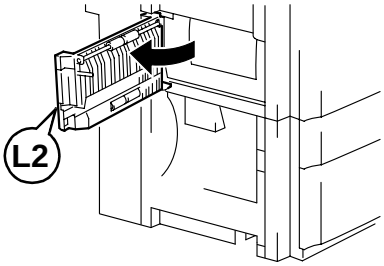
4 Opening Misfeed Clearing Guide [M2], remove the sheet of paper.



4002O198AB

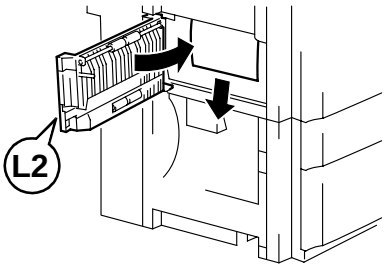
5 Close Upper Left Door [L1] and reinstall the Exit Tray.

6 Open Middle Left Door [L2].



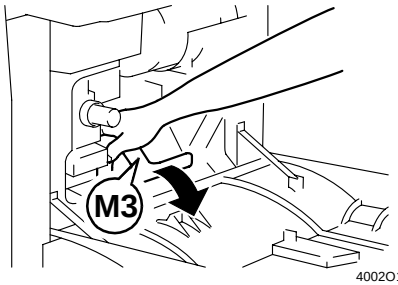
4002O318AA

7 Pull out the sheet of paper. Then, close Middle Left Door [L2].



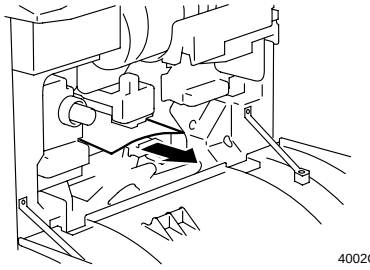
4002O319AA

8 Pull down Transport Section Release Lever [M3] to the front.



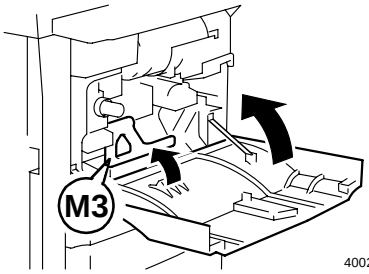
4002O199AC

9 Remove the sheet of paper.



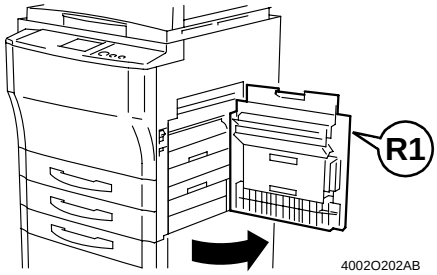
4002O200AC

10 Push Transport Section Release Lever [M3] back into the original position and close the Front Door.



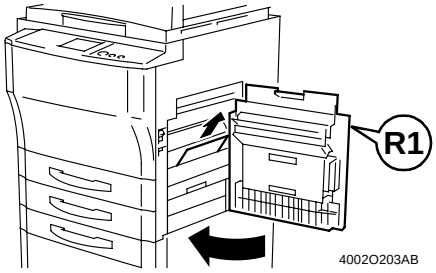
4002O201AB

11 Open Upper Right Door [R1].



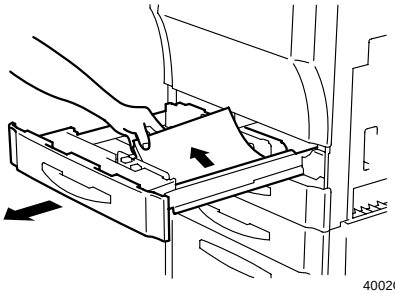
4002O202AB

12 Pull out the sheet of paper from the Paper Take-up Section. Then, close the Upper Right Door [R1].



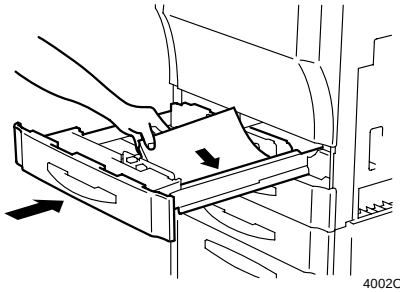
4002O203AB

13 Slide out the drawer being used and take out the paper stack left in it.



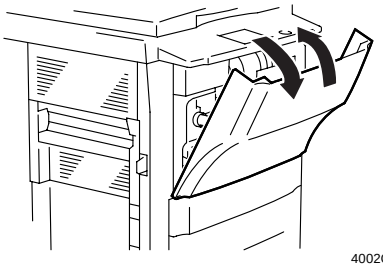
4002O204AC

14 Reload the paper stack in the drawer and slide the drawer back into the machine.



4002O205AC

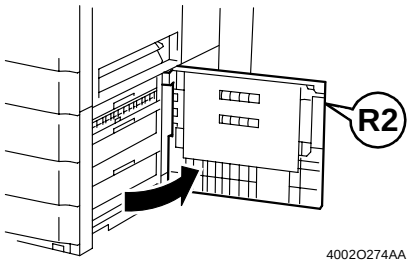
15 To reset the paper misfeed indication on the Touch Panel, open and close the Front Door.



4002O206AC

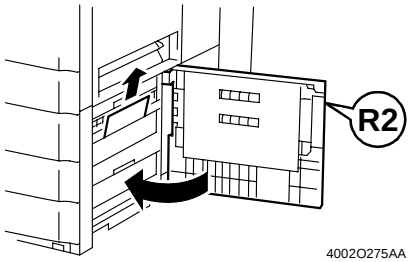
2Way Paper Feed Cabinet

1 Open Lower Right Door [R2].



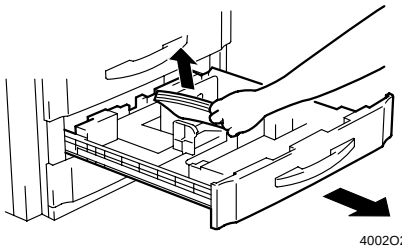
4002O274AA

2 Pull out the sheet of paper from the Paper Take-up Section. Then, close Lower Right Door [R2].



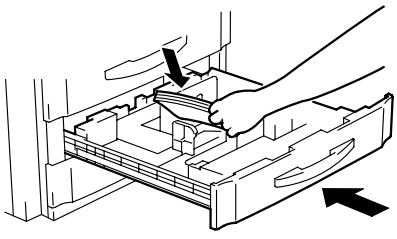
4002O275AA

3 Slide out the drawer being used and take out the paper stack left in it.



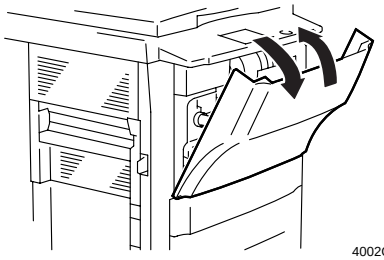
4002O217AC

4 Reload the paper stack in the drawer and slide the drawer back into the machine.



4002O218AD

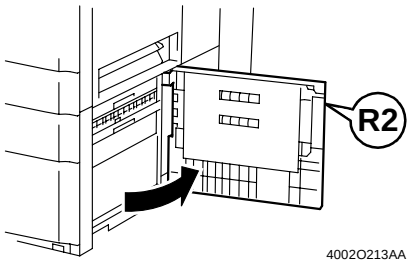
5 To reset the paper misfeed indication on the Touch Panel, open and close the Front Door.



4002O206AC

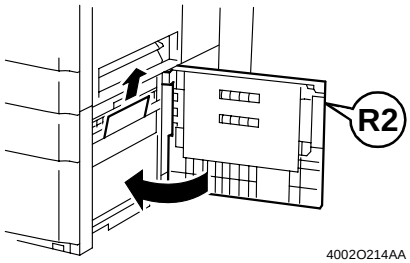
Large Capacity Cabinet

1 Open Lower Right Door [R2].



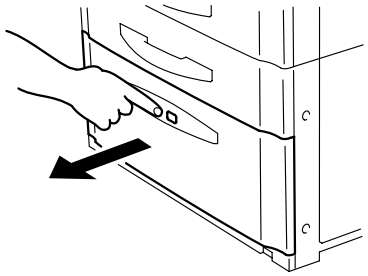
4002O213AA

2 Pull out the sheet of paper from the Paper Take-up Section. Then, close Lower Right Door [R2].



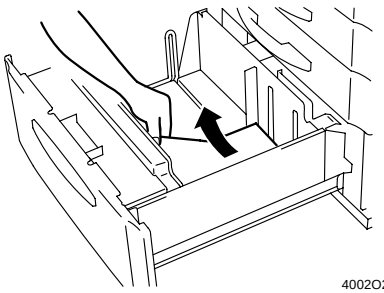
4002O214AA

3 Press the Paper Descent key and then slide the drawer out.



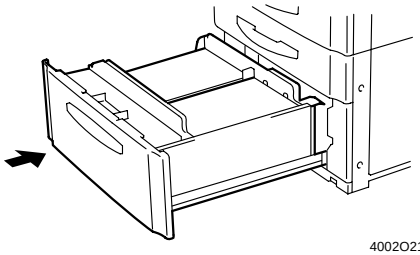
4002O157AB

4 Take out the paper stack left in the drawer.



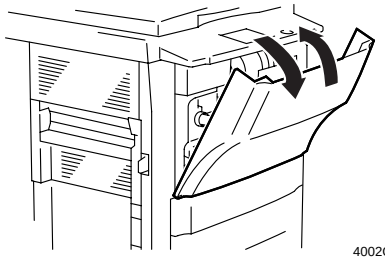
4002O215AC

5 Reload the paper stack in the drawer and slide the drawer back into the machine.



4002O216AA

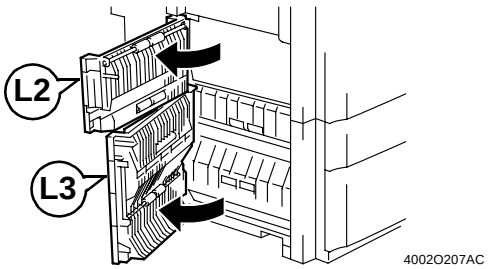
6 To reset the paper misfeed indication on the Touch Panel, open and close the Front Door.



4002O206AC

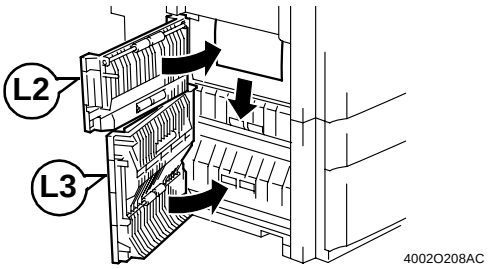
Duplex Unit

1 Open Middle Left Door [L2] and Lower Left Door [L3].



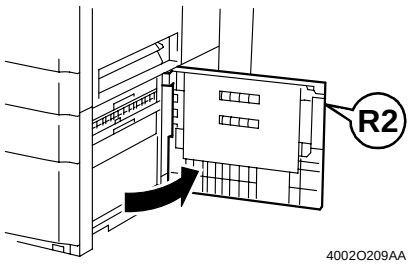
4002O207AC

2 Pull out the sheet of paper. Then, close Middle Left Door [L2] and Lower Left Door [L3].



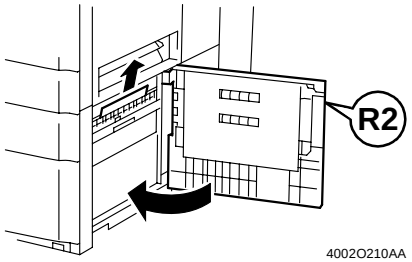
4002O208AC

3 Open Lower Right Door [R2].



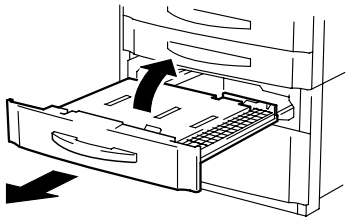
4002O209AA

4 Pull out the sheet of paper from the Paper Take-up Section. Then, close Lower Right Door [R2].



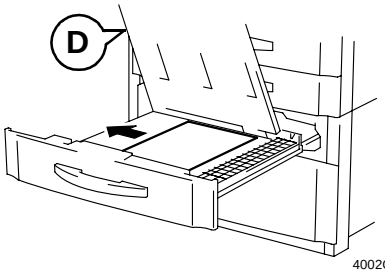
4002O210AA

5 Slide out Duplex Unit.



4002O211AA

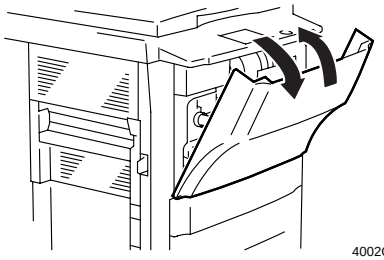
6 Open Misfeed Clearing Guide [D] and remove the sheet of paper.



4002O212AA

7 Close Misfeed Clearing Guide [D] and slide the Duplex Unit back into the cabinet.

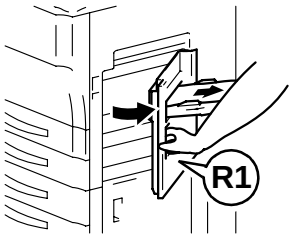
8 To reset the paper misfeed indication on the Touch Panel, open and close the Front Door.



4002O206AC

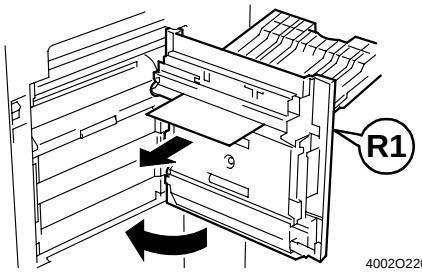
Intelligent Multi Bypass Tray

1 Remove the paper stack from the Intelligent Multi Bypass Tray and open Upper Right Door [R1].



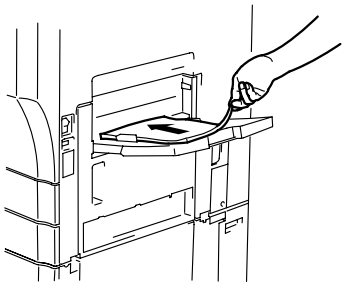
4002O219AB

2 Pull out the sheet of paper from the Paper Take-Up Section. Then, close Upper Right Door [R1].



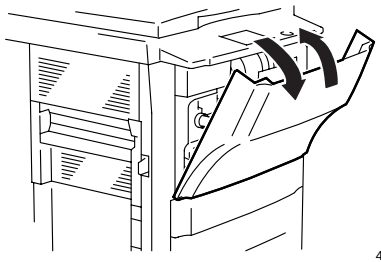
4002O220AA

3 Reload the paper stack back on the tray.



4002O221AB

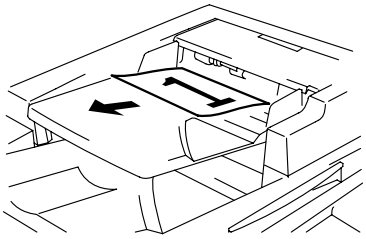
4 To reset the paper misfeed indication on the Touch Panel, open and close the Front Door.



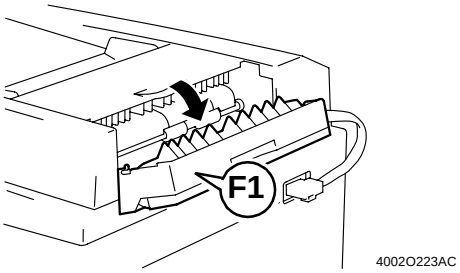
4002O206AC

Electronic Document Handler

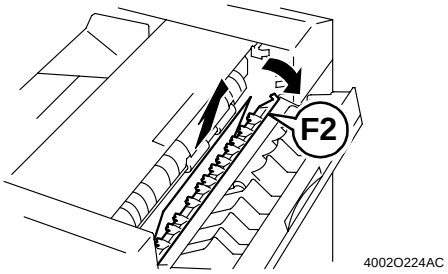
1 Remove the originals from the Document Handling Tray.



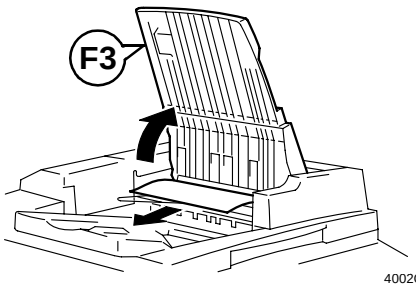
2 Open Misfeed Clearing Guide [F1].



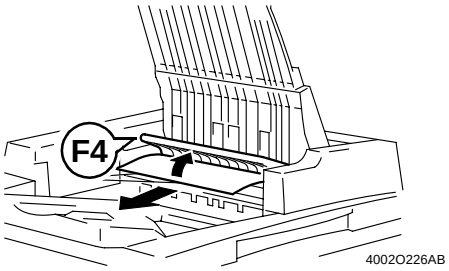
3 Open Misfeed Clearing Guide [F2] and gently pull out the original.



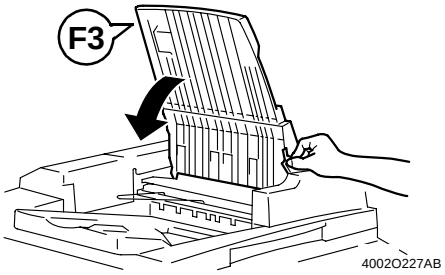
4 Pull up Document Handling Tray [F3] until a click is heard and then gently pull out the original.



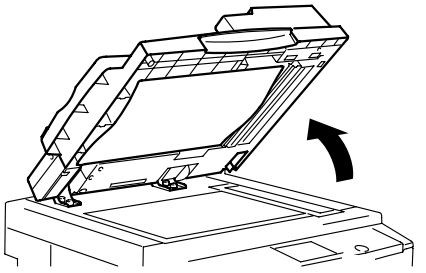
5 Open Misfeed Clearing Tray [F4] and then gently pull out the original.



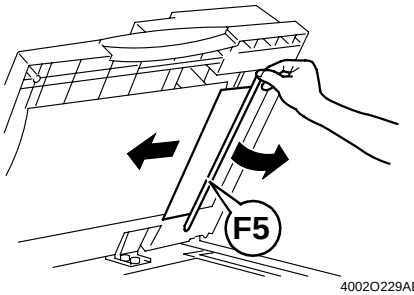
6 Pinching the lever on Document Handling Tray [F3], bring the tray back down.



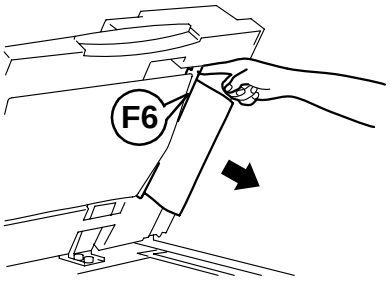
7 Raise the Electronic Document Handler.



8 Opening [F5] Lever, gently pull out the original.

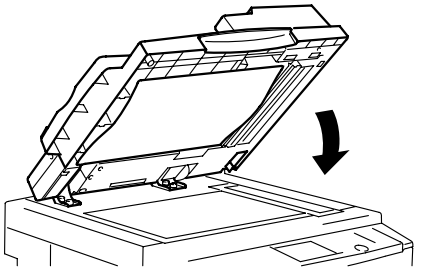


9 Opening [F6] Lever, gently pull out the original.

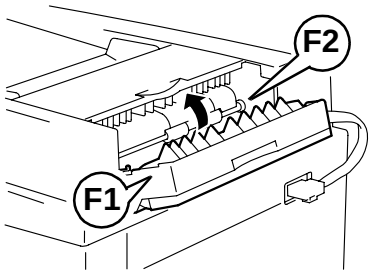


4002O230AB

10 Lower the Electronic Document Handler.

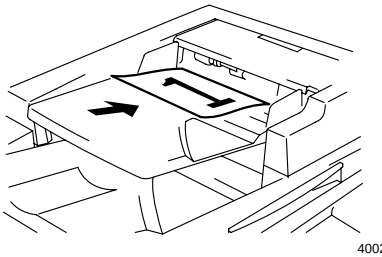

4002O231AC

11 Close Misfeed Clearing Guides [F1] and [F2].



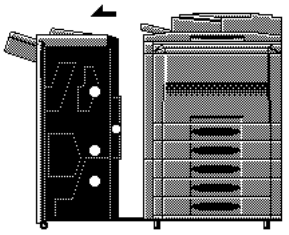
4002O232AC

12 Reload the originals as instructed on the Touch Panel.


4002O233AC

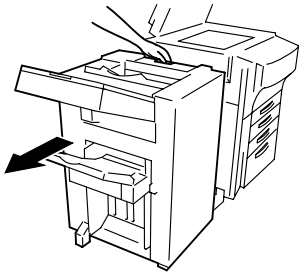
Finisher FN-5

<When the following dots are lit:>



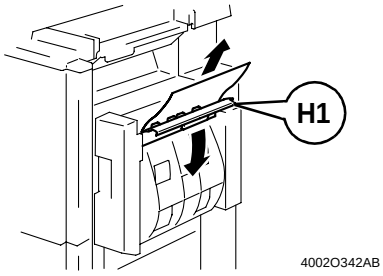
4002P237AB

1 Holding the Grip, slide the Finisher away from the machine.



4002O187AA

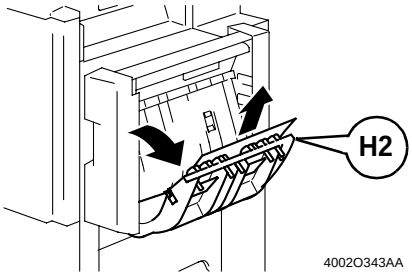
2 Opening Misfeed Clearing Guide [H1], pull out the sheet of paper.



4002O342AB

> **⚠ CAUTION**
>
> The area around the Transport Section is very hot. Do not touch anything but the paper to prevent you from getting burned.

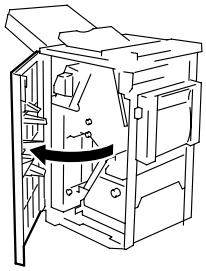
3 Open Misfeed Clearing Guide [H2] and pull out the sheet of paper.



4002O343AA

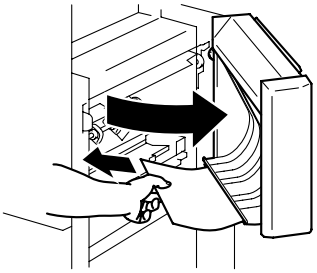
4 Close Misfeed Clearing Guide [H2].

5 Open the Front Door.



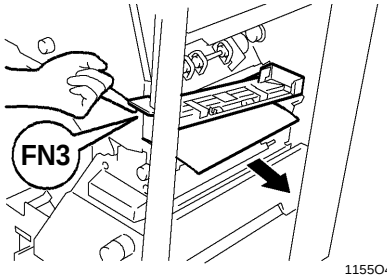
4002O339AA

6 Holding the Lever, open the Transport Unit and pull out the sheet of paper.



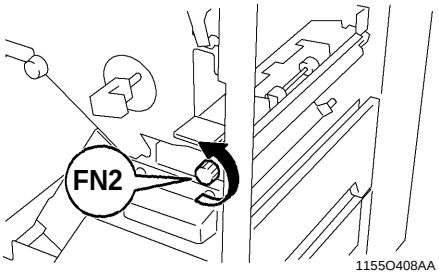
4002O344AA

7 Raising Misfeed Clearing Guide [FN3], pull out the sheet of paper.



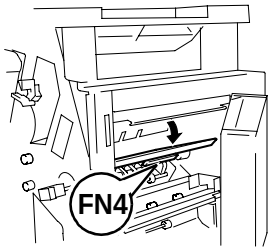
1155O407AA

8 Turn Knob [FN2] to feed the sheet of paper.



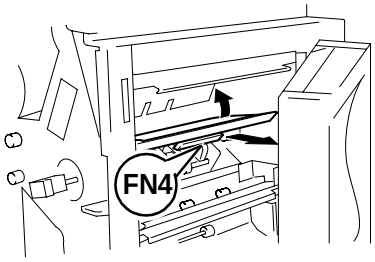
1155O408AA

9 Open Misfeed Clearing Guide [FN4].



4002O345AA

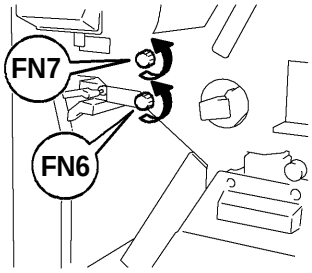
10 Pull out the sheet of paper and close Misfeed clearing Guide [FN4].



4002O346AA

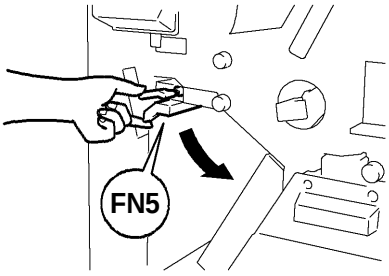
11 Close the Transport Unit.

12 Turn Knobs [FN7] and [FN6] to feed the sheet of paper.



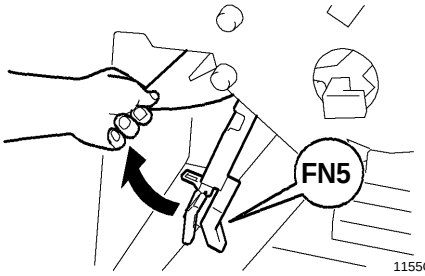
1155O411AA

13 Pinching the lever of Misfeed Clearing Guide [FN5], open [FN5].



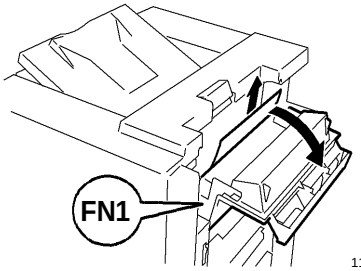
1155O412AA

14 Pull out the sheet of paper and close Misfeed Clearing Guide [FN5].



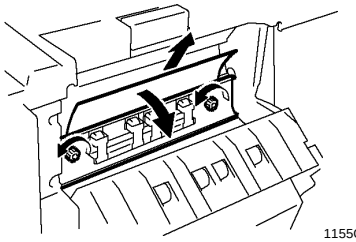
1155O413AA

15 Opening Misfeed Clearing Guide [FN1], pull out the sheet of paper.



1155O406AA

16 Loosen two screws, open the Misfeed Clearing Guide, and pull out the sheet of paper.

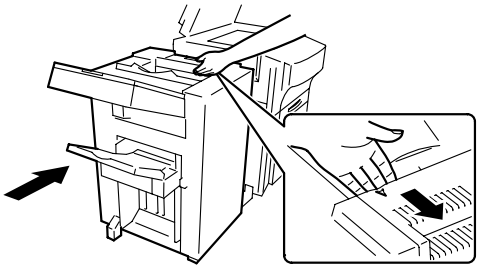


1155O700AA

17 Close the Misfeed Clearing Guide and tighten the screws.

18 Close the Front Door.

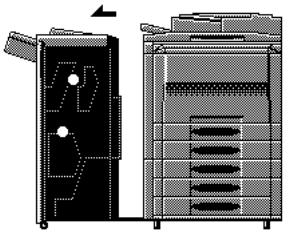
19 Slide the Finisher back against the machine.



4002O188AC

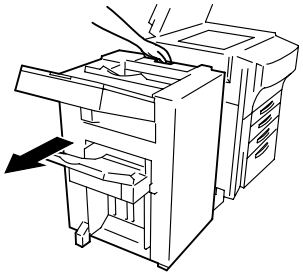
4. When the Message "Misfeed detected." Appears

<When the following dots are lit:>



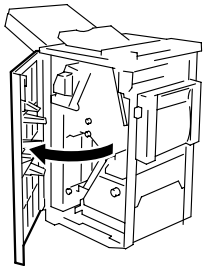
4002P238AB

1 Holding the Grip, slide the Finisher away from the machine.



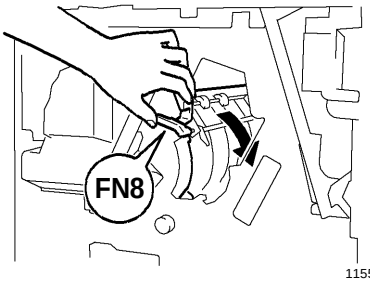
4002O187AA

2 Open the Front Door.



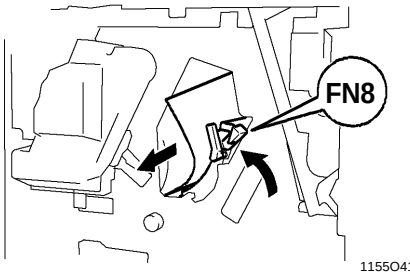
4002O339AA

3 Pinching the lever of Misfeed Clearing Guide [FN8], open [FN8].



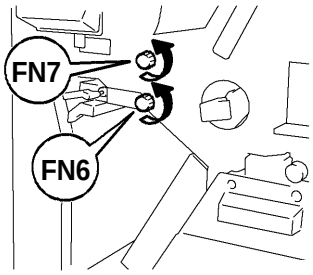
1155O414AA

4 Pull out the sheet of paper and close Misfeed Clearing Guide [FN8].



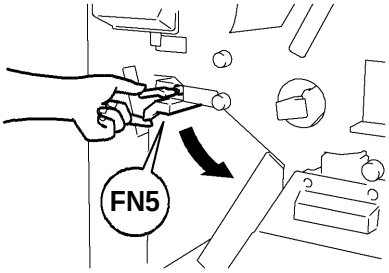
1155O415AA

5 Turn Knobs [FN7] and [FN6] to feed the sheet of paper.



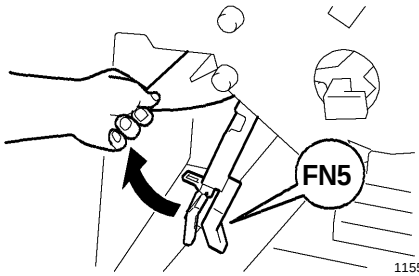
1155O411AA

6 Pinching the lever of Misfeed Clearing Guide [FN5], open [FN5].



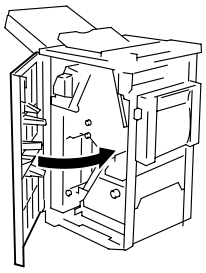
1155O412AA

7 Pull out the sheet of paper and close Misfeed Clearing Guide [FN5].



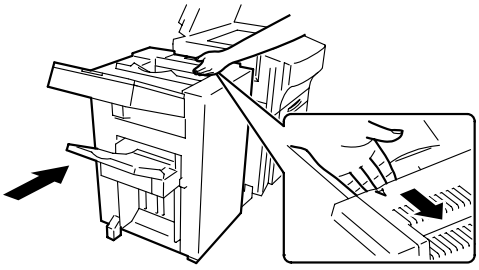
1155O413AA

8 Close the Front Door.



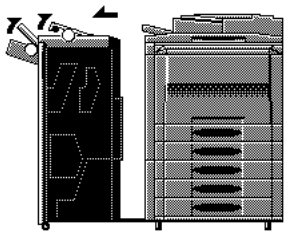
4002O347AA

9 Slide the Finisher back against the machine.



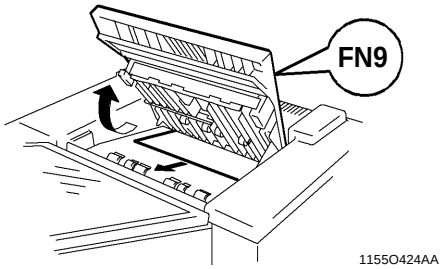
4002O188AC

<When the following dots are lit:>



4002P239AB

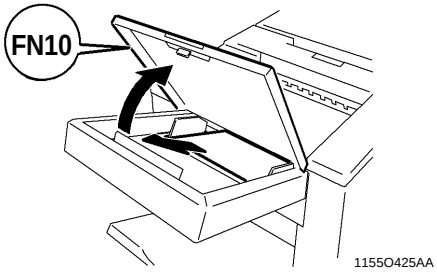
1 Open Top Offset Tray [FN9] and pull out the sheet of paper.



1155O424AA

2 Close Top Offset Tray [FN9].

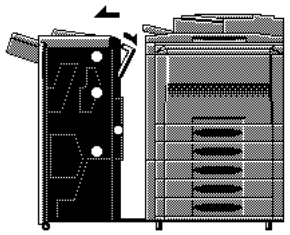
3 Open Staple Tray Cover [FN10] and pull out the sheet of paper.



1155O425AA

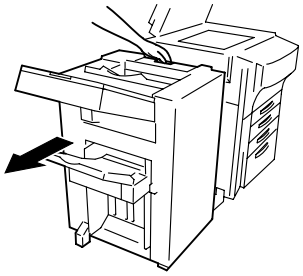
4 Close Staple Tray Cover [FN10].

<When the following dots are lit:>



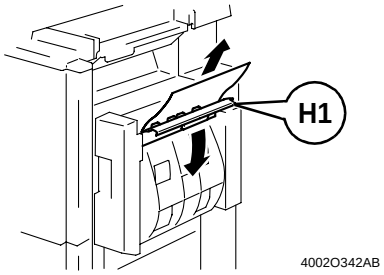
4002O240AB

1 Holding the Grip, slide the Finisher away from the machine.



4002O187AA

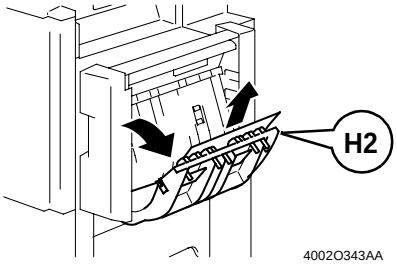
2 Opening Misfeed Clearing Guide [H1], pull out the sheet of paper.



4002O342AB

⚠ CAUTION
The area around the Transport Section is very hot. Do not touch anything but the paper to prevent you from getting burned.

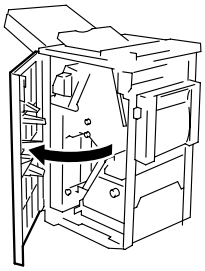
3 Open Misfeed Clearing Guide [H2] and pull out the sheet of paper.



4002O343AA

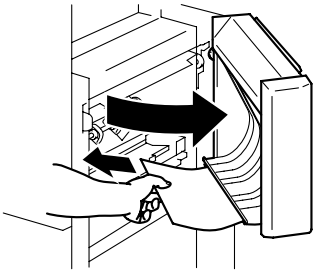
4 Close Misfeed Clearing Guide [H2].

5 Open the Front Door.



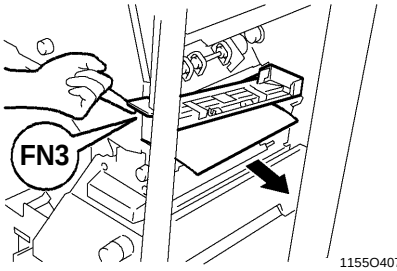
4002O339AA

6 Holding the Lever, open the Transport Unit and pull out the sheet of paper.



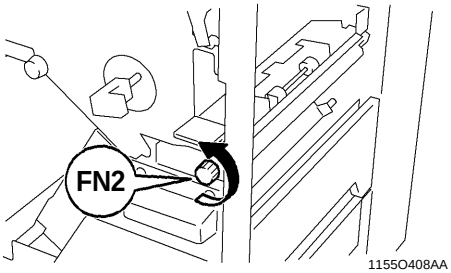
4002O344AA

7 Raising Misfeed Clearing Guide [FN3], pull out the sheet of paper.



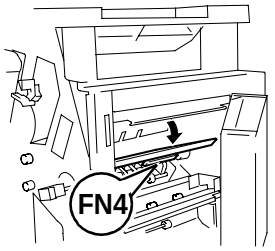
1155O407AA

8 Turn Knob [FN2] to feed the sheet of paper.



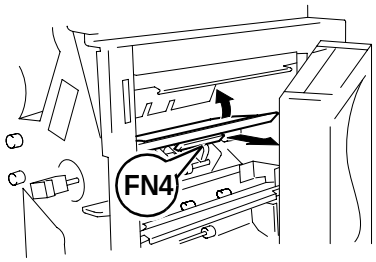
1155O408AA

9 Open Misfeed Clearing Guide [FN4].



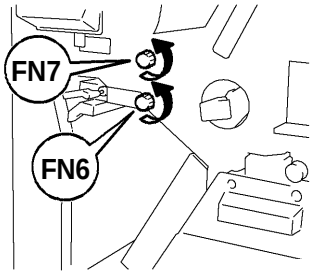
4002O345AA

10 Pull out the sheet of paper and close Misfeed Clearing Guide [FN4].



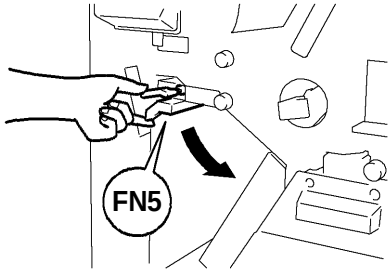
4002O346AA

11 Turn Knobs [FN7] and [FN6] to feed the sheet of paper.



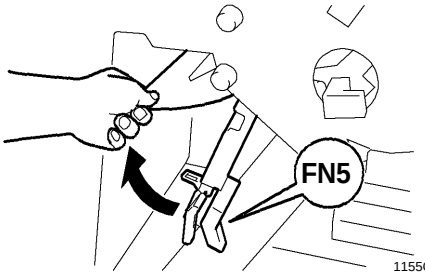
1155O411AA

12 Pinching the lever of Misfeed Clearing Guide [FN5], open [FN5].



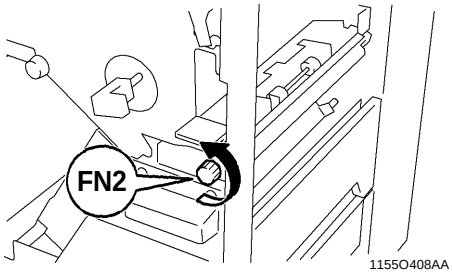
1155O412AA

13 Pull out the sheet of paper and close Misfeed Clearing Guide [FN5].

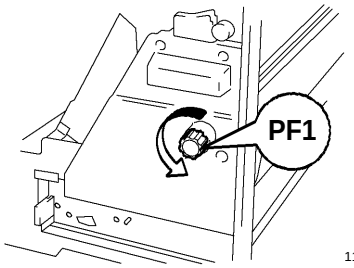


1155O413AA

14 Turn Knobs [FN2] and [PF1] together five turns to feed the sheet of paper.

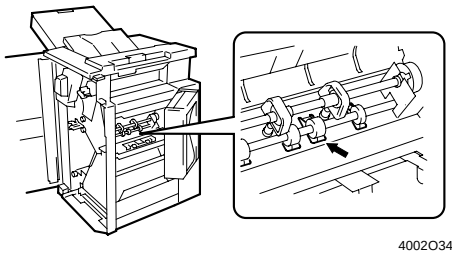


1155O408AA



1155O416AA

15 Check to see if a sheet of paper is left in the Finisher. If any is visible, perform step 14 once again.

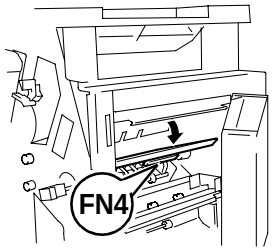


4002O349AA

NOTE

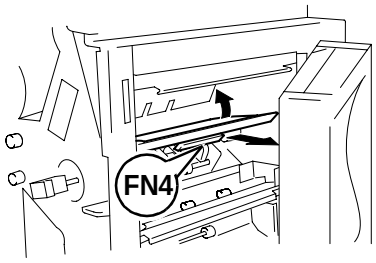
Sliding out Paper Folding Unit [PF2] with a sheet of paper left inside could result in a malfunction.

16 Open Misfeed Clearing Guide [FN4].



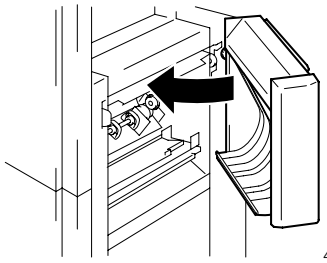
4002O345AA

17 Pull out the sheet of paper and close Misfeed Clearing Guide [FN4].



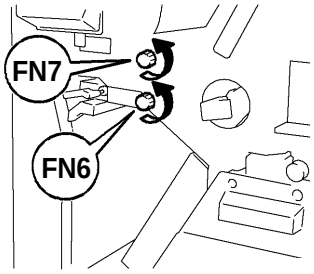
4002O346AA

18 Close the Transport Unit.



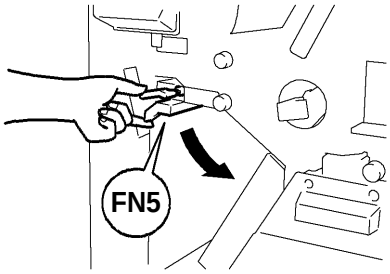
4002O350AA

19 Turn Knobs [FN7] and [FN6] to feed the sheet of paper.



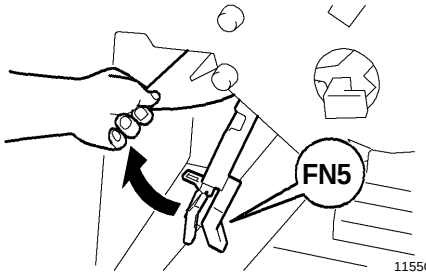
1155O411AA

20 Pinching the lever of Misfeed Clearing Guide [FN5], open [FN5].



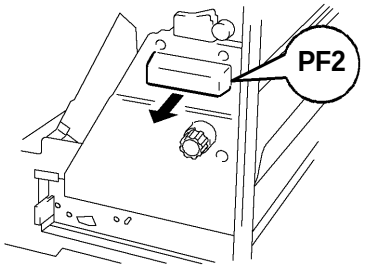
1155O412AA

21 Pull out the sheet of paper and close Misfeed Clearing Guide [FN5].



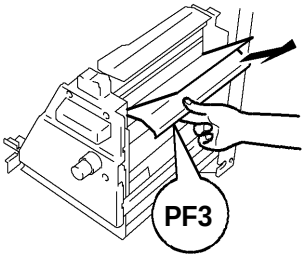
1155O413AA

22 Slide out Paper Folding Unit [PF2].



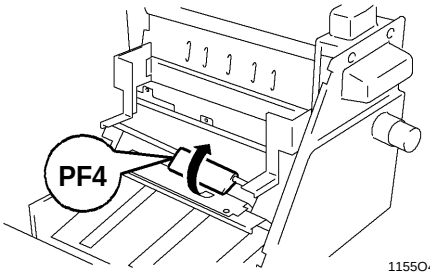
1155O417AA

23 Opening Misfeed Clearing Guide [PF3], pull out the sheet of paper.



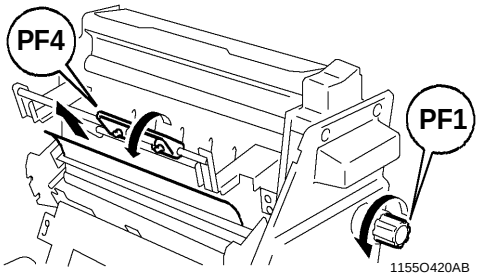
1155O418AA

24 Raise Misfeed Clearing Guide [PF4].



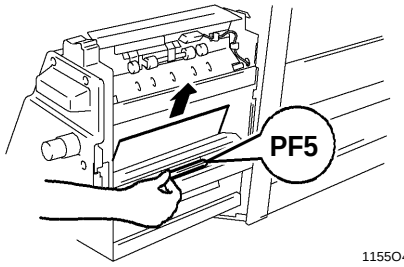
1155O419AA

25 Turning Knob [PF1], pull out the sheet of paper and then lower Misfeed Clearing Guide [PF4].



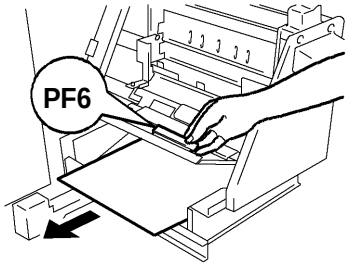
1155O420AB

26 Opening Misfeed Clearing Guide [PF5], pull out the sheet of paper.



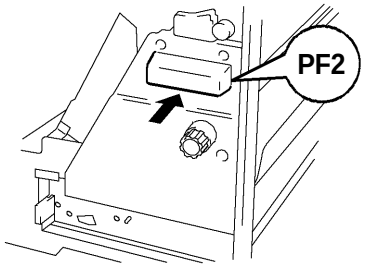
1155O421AA

27 Opening Misfeed Clearing Guide [PF6], pull out the sheet of paper.



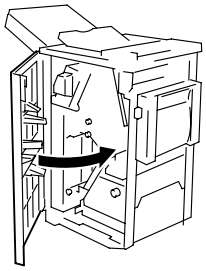
1155O423AA

28 Slide Paper Folding Unit [PF2] back into the machine.



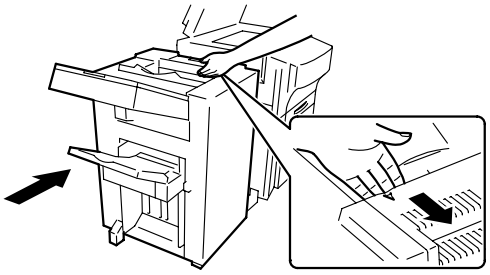
1155O422AA

29 Close the Front Door.



4002O347AA

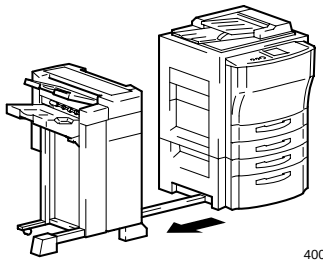
30 Slide the Finisher back against the machine.



4002O188AC

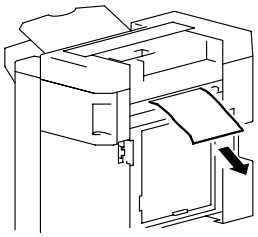
Finisher FN-105/Finisher FN-106

1 Holding the Grip, slide the Finisher away from the machine.



4002O175AC

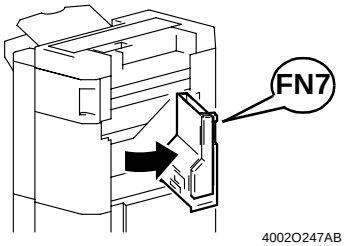
2 Pull out the sheet of paper.



4002O246AB

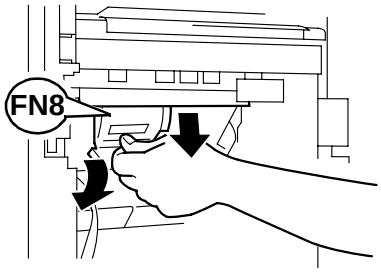
3 <When the Finisher FN-105 is mounted>

- Open Right Door [FN7].



4002O247AB

- Opening Misfeed Clearing Guide [FN8], pull out the sheet of paper.

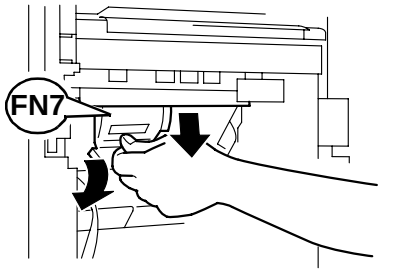


4002O248AB

- Close Right Door [FN7].

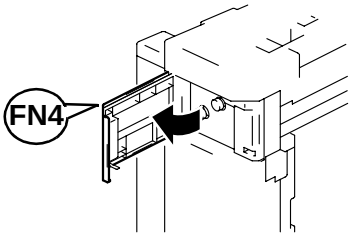
<When the Finisher FN-106 is mounted>

- Opening Misfeed Clearing Guide [FN7], pull out the sheet of paper.



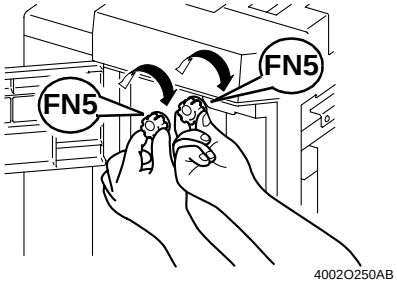
4002O248AB

4 Open Front Door [FN4].



4002O249AB

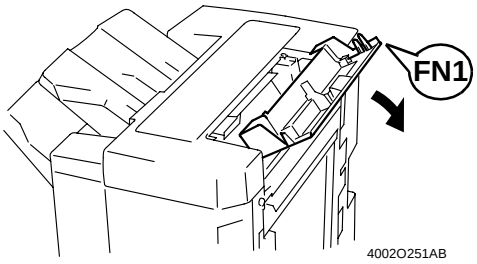
5 Turn the two Knobs [FN5] at the same time to feed the sheet of paper.



4002O250AB

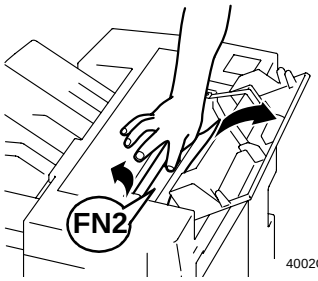
6 Close Front Door [FN4].

7 Open Misfeed Clearing Guide [FN1].

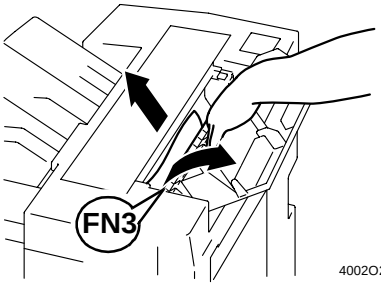


⚠ CAUTION
Metallic parts inside Misfeed Clearing Guide [FN1] are very hot. Do not touch anything but the paper to prevent you from getting burned.

8 Opening Misfeed Clearing Guide [FN2], pull out the sheet of paper.

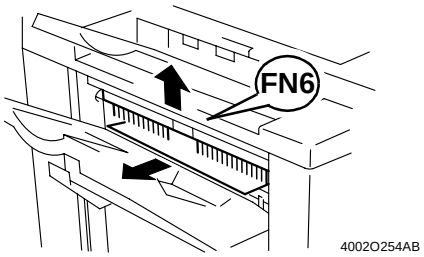


9 Opening Misfeed Clearing Guide [FN3], pull out the sheet of paper.

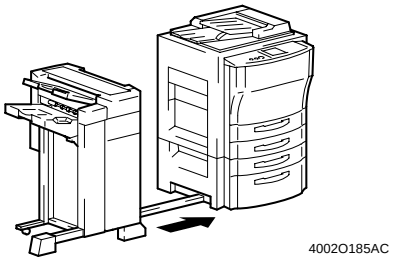


10 Close Misfeed Clearing Guide [FN1].

11 Opening Misfeed Clearing Guide [FN6], pull out the sheet of paper.

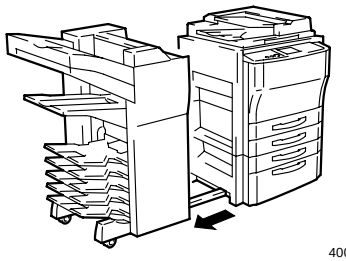


12 Slide the Finisher back against the machine.



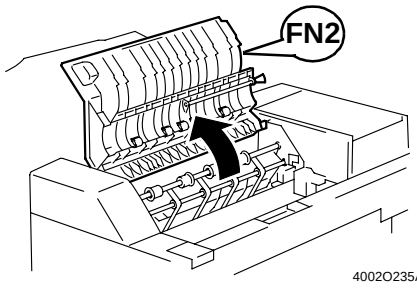
Mailbin Finisher

1 Holding the Grip, slide the Finisher away from the machine.



4002O234AC

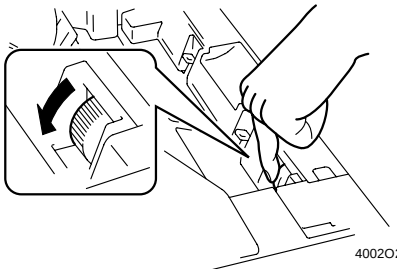
2 Open Misfeed Clearing Guide [FN2].



4002O235AA

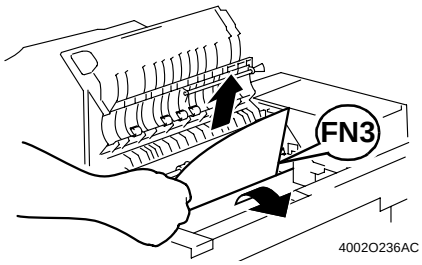
⚠ CAUTION
Metallic parts inside Misfeed Clearing Guide [FN2] are very hot. Do not touch anything but the paper to prevent you from getting burned.

3 If “Hole Punch” has been set, turn the Hole Punch Adjustment Dial four turns downward. Pull out the sheet of paper.



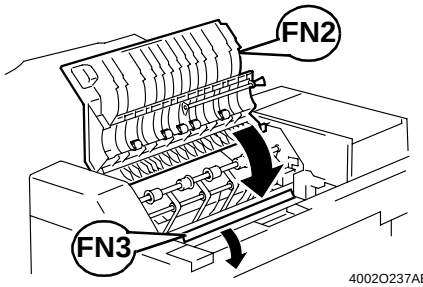
4002O272AB

4 Open Misfeed Clearing Guide [FN3] and pull out the sheet of paper.



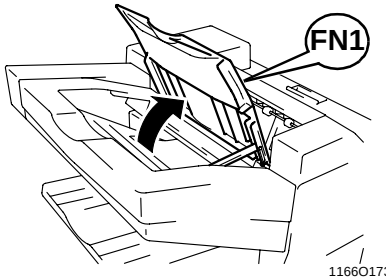
4002O236AC

5 Close Misfeed Clearing Guides [FN3] and [FN2].



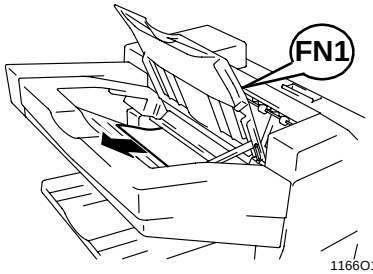
4002O237AB

6 Open Top Offset Tray Cover [FN1].



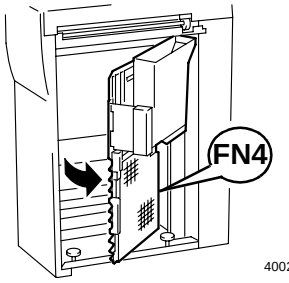
1166O173AA

7 Pull out the sheet of paper and close Top Offset Tray Cover [FN1].



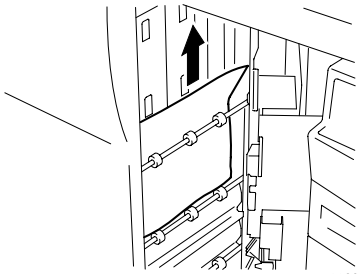
1166O174AA

8 Open Right Door [FN4].



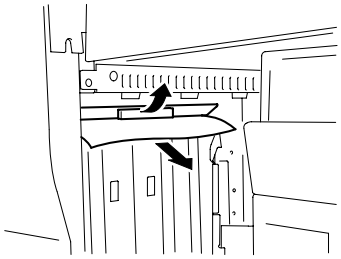
4002O238AB

9 Pull out the sheet of paper.



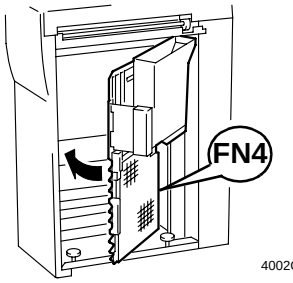
1166O184AA

10 Opening Misfeed Clearing Guide [FN5], pull out the sheet of paper.



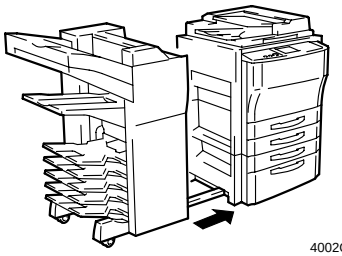
1166O185AA

11 Close Right Door [FN4].



4002O239AB

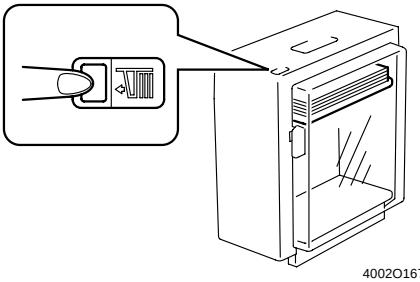
12 Slide the Finisher back against the machine.



4002O240AC

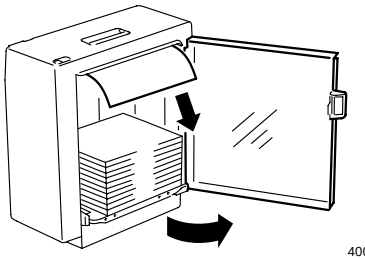
Large Capacity Cassette

1 Press the Paper Descent key.



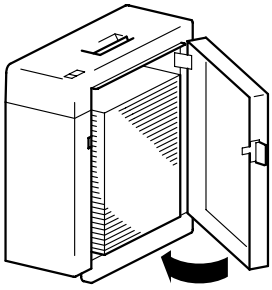
4002O167AC

2 Holding the Lock Release Lever, open the Cassette Door and pull out the sheet of paper.



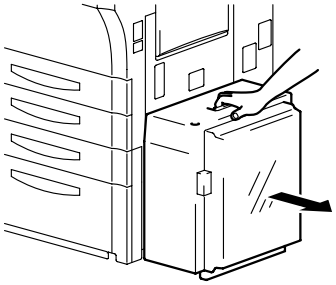
4002O241AC

3 Close the Cassette Door.



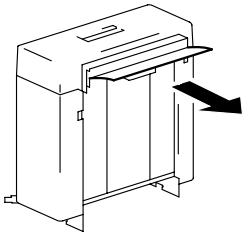
4002O169AC

4 Press the Lock Release Lever and slide the cassette away from the machine.



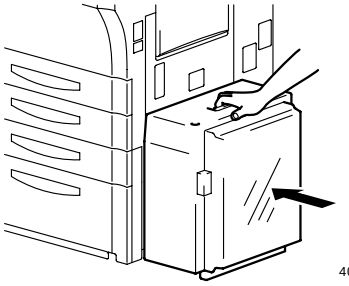
4002O242AC

5 Pull out the sheet of paper.



4002O243AC

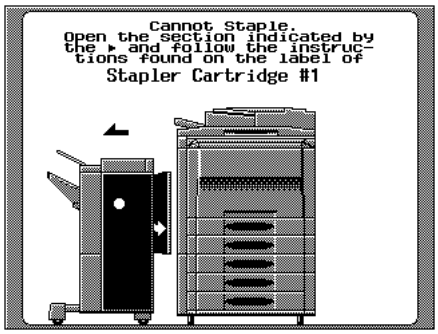
6 Slide the cassette back against the machine.



4002O244AD

5. When a Staple Misfeed Occurs

Clearing the Staple Misfeed



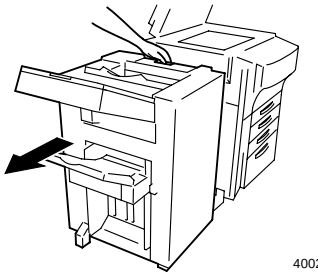
4003P199CA

If a staple misfeed occurs, the message shown on the left appears.

Clear the staple misfed according to the procedure given below.

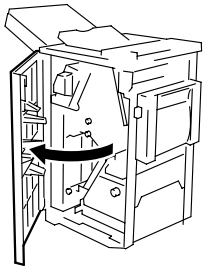
Finisher FN-5

1 Holding the Grip, slide the Finisher away from the machine.



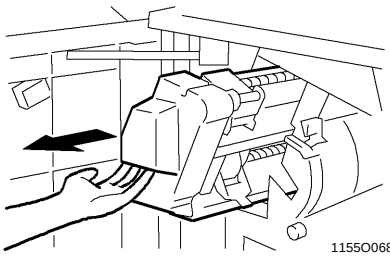
4002O187AA

2 Open the Front Door.



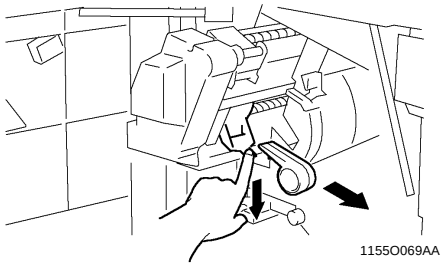
4002O339AA

3 Slide out the Staple Unit.



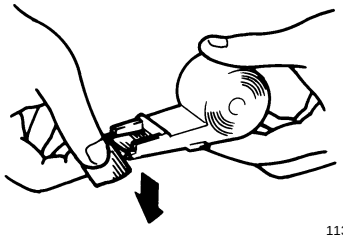
1155O068AA

4 While pressing down the Staple Cartridge Lever, pull the Staple Cartridge out its port.



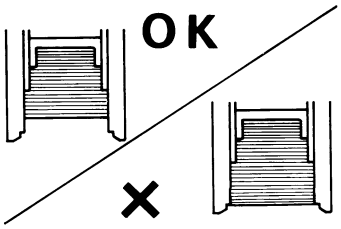
1155O069AA

5 Pull the staple sheet about 1-1/4 inches out of the Staple Cartridge and break off that portion.



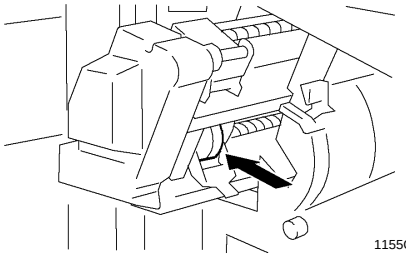
1136O012AA

NOTE
Check that no portion of the staple sheet hangs out of the cartridge. Break off any portion of the sheet that hangs out of the cartridge.



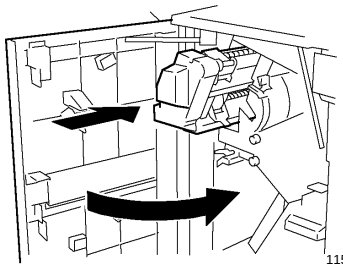
1134O076AA

6 Insert the Staple Cartridge until a click is heard.



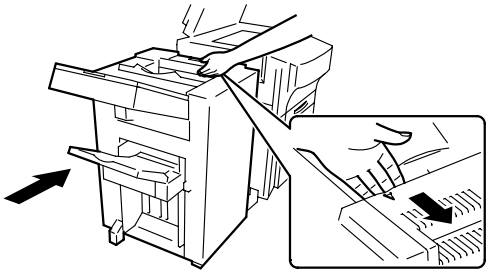
1155O070AA

7 Push the Staple Unit back in and close the Front Door.



1155O071AA

8 Slide the Finisher back against the machine.

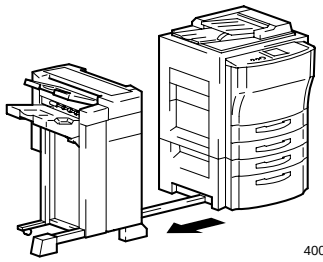


4002O188AC

NOTE
If the Finisher does not staple after clearing the staple misfeed, call your Tech. Rep.

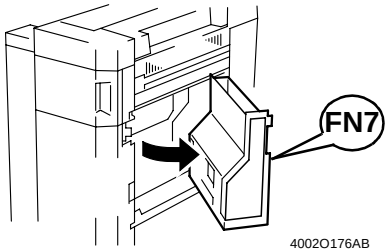
Finisher FN-105/Finisher FN-106

1 Holding the Grip, slide the Finisher away from the machine.



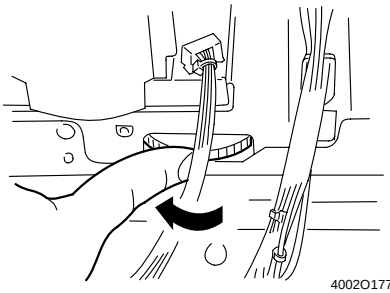
4002O175AC

2 <Only when the Finisher FN-105 is mounted> Open Right Door [FN7].



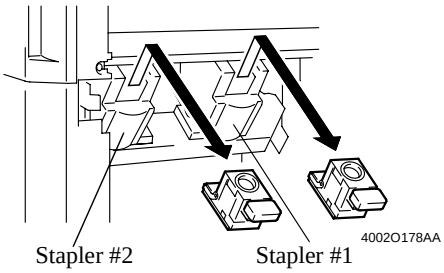
4002O176AB

3 Turn the dial to the left to move the Staple Unit (two Stapler Units in FN-105) toward the center.



4002O177AB

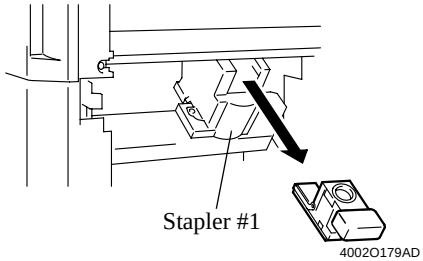
4 Pull the Staple Cartridge out to the front.
<Finisher FN-105>



4002O178AA

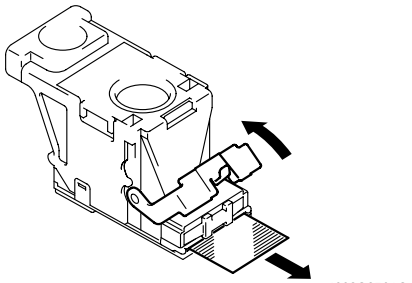
NOTE
Two Staple Cartridges are mounted in Finisher FN-105.

<Finisher FN-106>



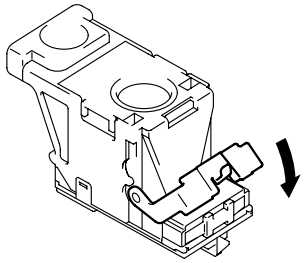
4002O179AD

5 Push up the guide of the Staple Cartridge and pull out one staple sheet.



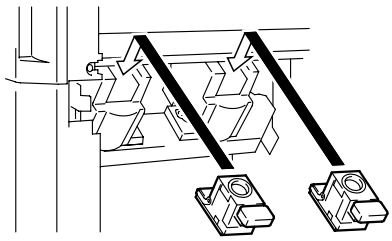
4002O256AC

6 Return the guide back to its original position.



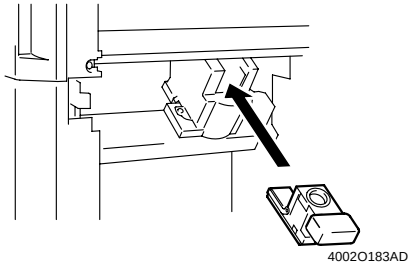
4002O257AB

7 Insert the Staple Cartridge until a click is heard.
<Finisher FN-105>

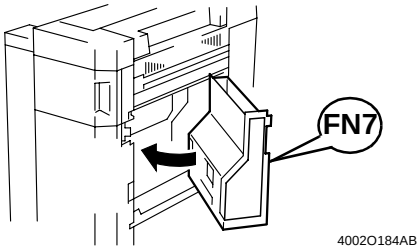


4002O182AA

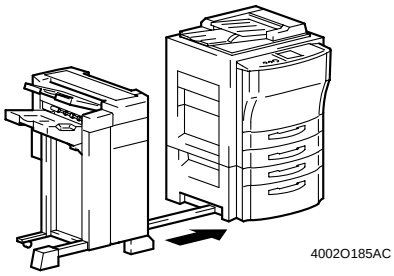
<Finisher FN-106>



8 <Only when the Finisher FN-105 is mounted>
Close Right Door [FN7].



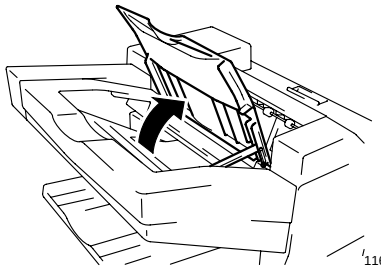
9 Slide the Finisher back against the machine.



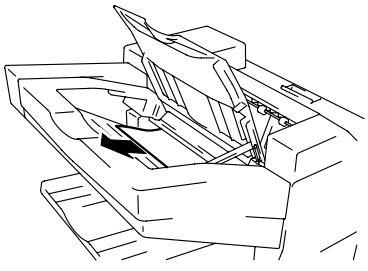
NOTE
If the Finisher does not staple after clearing the staple misfeed, call your Tech. Rep.

Mailbin Finisher

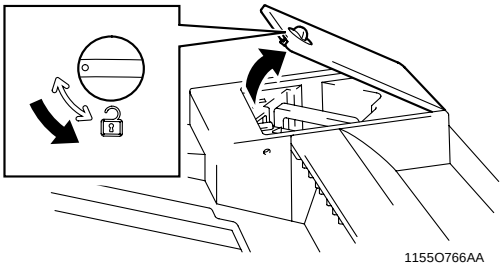
1 Open Top Offset Tray Cover [FN1].



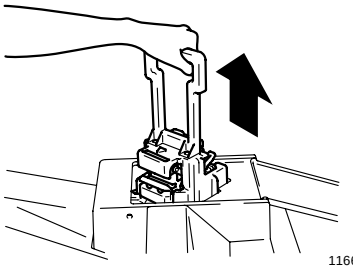
2 Pull out the sheet of paper and close Top Offset Tray Cover [FN1].



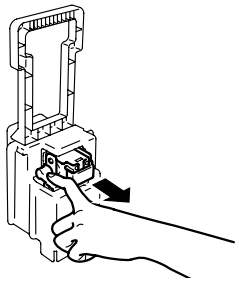
3 Press and turn the knob to open the cover at the rear of the Finisher.



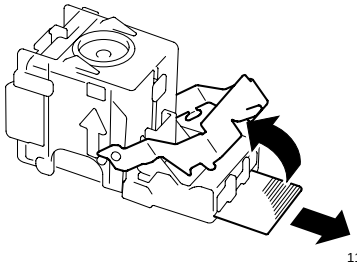
4 Slide out the Staple Unit.



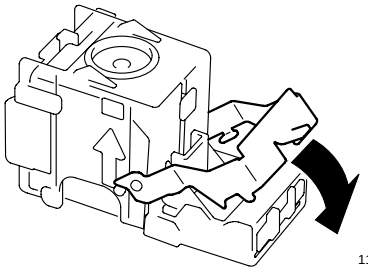
5 While pressing down the green lever, pull out the Staple Cartridge.



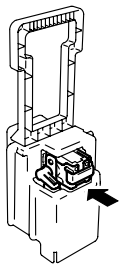
6 Push up the guide of the Staple Cartridge and pull out one staple sheet.



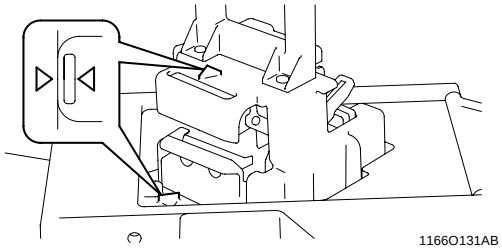
7 Return the guide back to its original position.



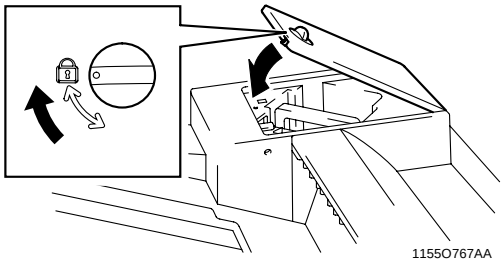
8 Insert the Staple Cartridge into the Staple Unit until it clicks into place.



9 Align the arrows and firmly push the Staple Unit down into the well.



10 Press and turn the knob to lock the cover.

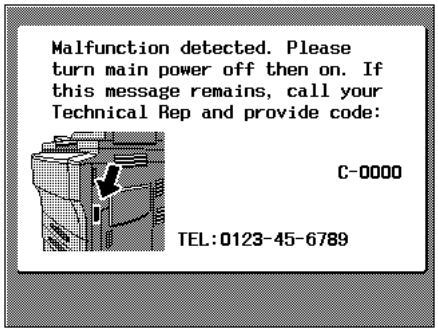


NOTES

- *A maximum of about ten stapling sequences may run idly without driving staples in paper immediately after clearing the staple misfeed. During this time, the Staple Unit advances the staple sheet to the required stapling position.*
- *If the Finisher does not staple after clearing the staple misfeed, call your Tech. Rep.*

6. When the Message “Malfunction Detected.” Appears

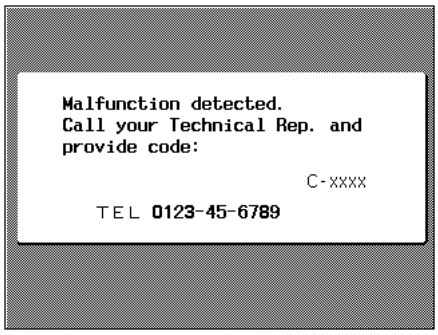
Malfunction Resetting Procedure



4003P200CA

When a screen as shown on the left appears on the Touch Panel, it indicates that the machine has developed a minor malfunction.
Turning OFF, then ON, the machine will reset the minor malfunction.

IMPORTANT
If this does not reset the minor malfunction, call your Technical Representative and give him or her the malfunction code being shown on the Touch Panel.



4003P201CA

When a screen as shown on the left appears on the Touch Panel, it indicates that the machine has developed a malfunction.
Call your Technical Representative.

IMPORTANT
When you call your Technical Representative, be sure to give him or her the malfunction code being shown on the Touch Panel.

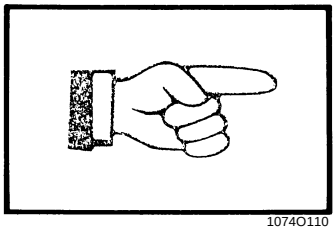
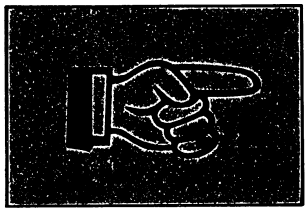
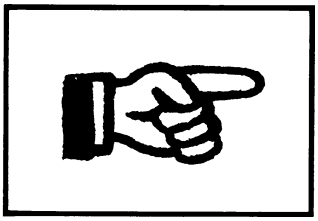
7. What Does Each Message Mean?

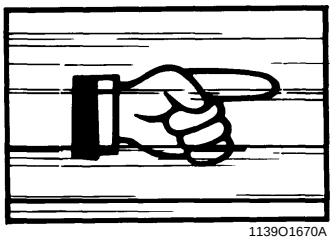
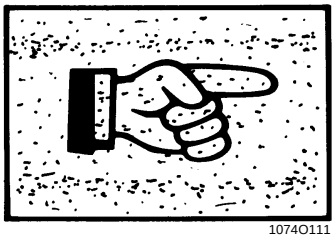
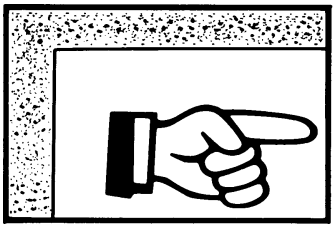
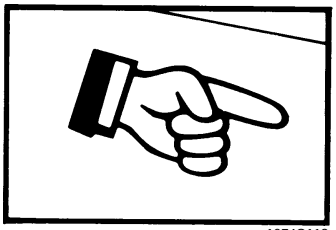
What does each message mean?

Message	Cause	Action
Malfunction detected. Call your Technical Rep. and provide code:	The machine malfunctioned and is unable to make copies.	Call and inform your Technical Representative of the code being shown on the Touch Panel.
Please add toner. Follow the instructions on label inside of Front Door.	Toner has run out and the machine is unable to make copies.	Replace the Toner Bottle with a new one. (“When the Message ‘Please add Toner.’ Appears” ☞ p. 6-6)
Please add toner.	Toner is soon running out.	Replace the Toner Bottle with a new one. (“When the Message ‘Please add Toner.’ Appears” ☞ p. 6-6)
Stapler empty. Replace Staple Cartridge or cancel Staple mode.	The staples have run out.	Replace the Staple Cartridge with a new one. (“When the Message ‘Stapler is empty.’ Appears” ☞ p. 6-8)
Preventative maintenance time.	The time has come when the machine needs service.	Call your Technical Representative.
Your account has reached its maximum copy allowance. Please call your administrator.	The max. number of copies that can be made for your account is determined in the Administrator Mode.	Contact the administrator of your machine. (Administrator Mode of Utility Mode ☞ p. 5-19)
Return the following # of originals to Document Feeder: # Sheet(s)	After a misfed sheet of paper has been cleared, you need to reload the originals fed out onto the Document Exit Tray onto the Document Handling Tray.	Add the number of originals indicated to the bottom of the remaining stack and reload.
Image data has caused memory overflow. Your copy job has been canceled.	The machine is unable to scan the data for lack of memory.	Wait until a print cycle is run or erase a reserved job to make room for new data.
Original left on the Glass.	You have left an original on the Original Glass.	Remove the original from the glass.
This mode cannot be selected with the ○○○ .	You have set two functions that conflict with each other.	Cancel either one of the two functions.

8. When This Type of Copy is Produced

When this type of copy is produced

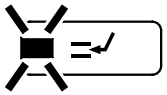
Symptom	Possible Cause	Action
The image is too light.  1074O110	The exposure level for the Auto Exposure mode is set at "Lighter."	Change the setting of "Auto Default Level" of User's Choice. ☞p. 5-14 Or, cancel the Auto Exposure mode and select Manual Exposure to adjust the exposure level to obtain a darker image. ☞p. 3-44
	The exposure level for the Manual Exposure mode is set at "Lighter."	Touch [Darker] as necessary to obtain a darker image. ☞p. 3-44
	You have been making copies from a photo or an original with a large dark area.	The machine needs more toner. Replenish toner by using Toner Replenisher of Utility Mode. ☞p. 5-11
	The Toner Bottle has just been replaced.	The machine needs more toner. Replenish toner by using Toner Replenisher of Utility Mode. ☞p. 5-11
	The message "Replenish Toner." is shown on the Touch Panel.	Replace the Toner Bottle. ☞p. 6-6
	The paper is damp.	Change the paper. ☞p. 6-2
The image is too dark.  1074O109	The exposure level for the Auto Exposure mode is set at "Darker."	Change the setting of "Auto Default Level" of User's Choice. ☞p. 5-14 Or, cancel the Auto Exposure mode and select Manual Exposure to adjust the exposure level to obtain a lighter image. ☞p. 3-44
	The exposure level for the Manual Exposure mode is set at "Darker."	Touch [Lighter] as necessary to obtain a lighter image. ☞p. 3-44
	The Original Glass surface is dirty.	Wipe the Original Glass clean with a soft dry cloth. ☞p. 7-10
	The original is not held tightly against the Original Glass.	Place the original in position so that it is held tightly against the Original Glass. ☞p. 3-6
The copy is blurry.  1074O110	The paper is damp.	Change the paper. ☞p. 6-2

Symptom	Possible Cause	Action
The copy has lines.  1139O1670A	The Original Glass is dirty.	Wipe the Original Glass clean with a soft dry cloth. ☞p. 7-10
	The Original Pad is dirty.	Wipe the Original Pad clean with a soft cloth dampened with alcohol. ☞p. 7-10
	The original is very thin or highly transparent.	Place a blank sheet of paper over the original. ☞p. 3-6
	The original is 2-sided.	The information on the back side of a 2-sided, thin original may be slightly reproduced on the copy. Set the machine into the Manual Exposure mode and, using [Lighter], make the exposure level lighter. ☞p. 3-44
The copy has dark specks or spots.  1074O111		
The edge of the copy is dirty.  1074O112	The Original Pad is dirty.	Wipe the Original Pad clean with a soft cloth dampened with alcohol. ☞p. 7-10
	You have selected a paper size larger than the original. (When the zoom ratio is set at full size ×1.000)	Select the same paper size as the original. ☞p. 3-9 Or, use Auto Size to enlarge the copy to the appropriate size. ☞p. 3-14
	The original is not placed in the correct position (when the zoom ratio is set at full size ×1.000).	Select the same paper size as the original. Or, reload the paper in the same direction as the original. ☞p. 3-9
	The reduction ratio selected is not in accord with the paper size. (When doing manual reduction copying.)	Select the zoom ratio according to the paper size. ☞p. 3-14 Or, use Auto Size to reduce the copy to the appropriate size. ☞p. 3-14
The image on the copy is not aligned properly.  1074O113	The original is not placed in the correct position.	Place the original correctly on the Original Glass against the Original Width Scale. ☞p. 3-6 Or, load it in the Electronic Document Handler correctly along the Document Guide Plates. ☞p. 3-5
	The originals may not be suitable for use in the Electronic Document Handler.	Raise the Electronic Document Handler and place the originals on the Original Glass one at a time, instead of using the Electronic Document Handler. ☞p. 3-5
	Something is sticking to the Original Glass.	Wipe the Original Glass clean with a soft dry cloth. ☞p. 7-10

* Call your Technical Representative if these procedures do not correct the problem.

9. The Machine is not Functioning as Designed

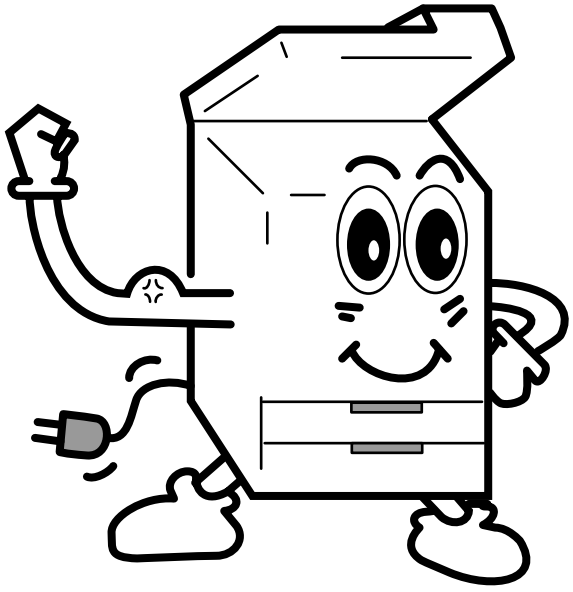
The machine is not functioning as designed

Symptom	Check for	Action
The Touch Panel shows nothing.	Is only the Start key lit up green?	The machine is in the Energy Saver mode. Press any key on the control panel to cancel Energy Saver mode.
	Auto Shut Off is activated.	Turn the Power Switch ON.
	The Display Contrast Knob is turned to the excessively light or dark position.	Viewing the Touch Panel, adjust the Display Contrast Knob as necessary.
The Start key does not light up green.	Is your Access Number or Account Number entered? 4003P141CA	Enter your Access Number or Account Number by following the procedure given in "Entering the Access Number." ☞p. 2-20
No copies are fed out when the Start key is pressed.	The machine has developed a malfunction.	Check the Touch Panel and take action according to the message on the panel.
	The machine was just turned ON and is warming up.	It takes the machine about 4 min. to be ready for making copies after it has been turned ON. Please wait.
Control panel keys do not respond.	The Interrupt key LED is lit up.  1166O260AA	The machine is in the interrupt mode. Press the Interrupt key to cancel the interrupt mode.
The machine is not activated when the Power Switch is turned ON.	The power cord is left unplugged from the power outlet.	Plug the power cord into the power outlet.
	The room circuit breaker is open.	Close the room circuit breaker.

*If these procedures do not correct the problem, turn OFF the Power Switch, unplug the power cord from the power outlet, and contact your Technical Representative.

Chapter 7

Miscellaneous



1. Specifications

Specifications

Di450/Di550

	Di450	Di550
Type	Console Copier/Printer	
Platen Type	Stationary	
Photoconductor	OPC	
Copying System	Electrostatic Dry Powdered Image Transfer to Plain Paper	
Developing System	Micro-Toning System	
Fusing System	Lamp-Heated Roller	
Resolution	600dpi	
Types of Original	Sheets, books and other three-dimensional objects Maximum original size : 11×17 Lengthwise Maximum original weight : 6-1/2 lb	
Kinds of Paper	Plain paper (16 lb to 24 lb), recycled paper Exclusive paper : Thick paper (24-1/4 lb to 41-3/4 lb), translucent paper, OHP transparencies *Exclusive paper can only be used for the Multi Bypass Tray.	
Copy Paper Size	1st Drawer/2nd Drawer : 11×17L to 5-1/2×8-1/2L Intelligent Multi Bypass Tray : Crosswise : 4 to 11-3/4 Lengthwise : 5-3/4 to 17	
Paper Feeding System	1st Drawer/2nd Drawer : 550 sheets (20 lb) Intelligent Multi Bypass Tray : 50 sheets (20 lb), 20 sheets (recycled paper or exclusive paper)	
Warm-up Time	240 seconds or less	
First Copy	LetterC = 4 seconds or less (in full size mode using 1st Drawer)	
Copy Speed (Approx. copies/min)	Full size (x1.000) 11×17L : 28 Legal L : 32 LetterL : 38 LetterC : 45	Full size (x1.000) 11×17L : 31 Legal L : 37 LetterL : 45 LetterC : 55
Zoom Ratios	Fixed ratios, Full size: 1:1±0.005 Reduction ratios : ×0.500, ×0.647, ×0.733, ×0.785, ×0.930 Enlargement ratios : ×1.214, ×1.294, ×1.545, ×2.000 Variable ratios : From ×0.250 to ×4.000 in ×0.001 increments	
Multiple Copies	Up to 999 copies (count-down system)	
Exposure Control	Auto Exposure Mode, Manual Exposure Mode, Text Exposure Mode, Text/Photo Exposure Mode and Photo Mode	
Lost Image	1-sided copy in the full size mode Leading Edge, 1/8 Trailing Edge, 1/8 Rear Edge, 1/8	
Power Requirements	AC120V, 220V-240V; 50/60Hz	
Power Consumption	1.43kW	
Dimensions	Width : 26-1/4 Depth : 29-1/4 Height : 40-3/4	
Weight	249 lb	

2 Way Paper Feed Cabinet PF-208

Kinds of Paper	Plain paper (16 lb to 24 lb), recycled paper
Paper Size	Duplex Unit : 11×17L to 5-1/2×8-1/2L 3rd Drawer : 11×17L to 5-1/2×8-1/2L 4th Drawer : 11×17L to LetterL
Capacity	3rd Drawer : 550 sheets (20 lb) 4th Drawer : 550 sheets (20 lb)
Power Source	Supplied from copier
Dimensions	Width : 26-1/4 Depth : 28-3/4 Height : 15-1/4
Weight	100-1/4 lb

Large Capacity Cabinet PF-115

Kinds of Paper	Plain paper (16 lb to 24 lb), recycled paper
Paper Size	Duplex Unit : 11×17L to 5-1/2×8-1/2L 3rd Drawer : LetterC
Capacity	3rd Drawer : 2,600 sheets (20 lb)
Power Source	Supplied from copier
Dimensions	Width : 26-1/4 Depth : 28-3/4 Height : 15-1/4
Weight	105 lb

Duplexing Paper Feed Cabinet PF-7D

Kinds of Paper	Plain paper (16 lb to 24 lb), recycled paper
Paper Size	Duplex Unit : 11×17L to 5-1/2×8-1/2L
Power Source	Supplied from copier
Dimensions	Width : 26-1/4 Depth : 28-3/4 Height : 15-1/4
Weight	82-3/4 lb

Electronic Document Handler EDH-3

Document Feeding System	Standard Mode : 1-sided original, 2-sided original Mixed Original Detection Mode : 1-sided Mixed Original Detection 2-sided Mixed Original Detection Single Feeding Mode : 1-sided original
Kinds of Original	Plain paper 1-sided original : 13-1/4 lb to 29-1/4 lb 2-sided original, Mixed Original Detection : 16 lb to 24 lb Single Feeding : 9-1/4 lb to 41-3/4 lb
Original Size	1-sided, 2-sided original, Single Feeding : 11×17L to 5-1/2×8-1/2L Mixed Original Detection : 11×17L to Letter
Capacity of Document Handling Tray	Up to 100 sheets (20 lb)
Power Source	Supplied from copier
Power Consumption	72W or less
Dimensions	Width : 26 Depth : 22-3/4 Height : 5-1/2
Weight	28-3/4 lb

Finisher FN-105

Types of Trays	Top Offset Tray, Bottom Offset Tray
Modes	Non-Sort Mode, Sort Mode, Group Mode, Staple Mode, Hole Punch Mode
Kinds of Paper	Top Offset Tray Non-Sort Mode • Plain paper (16 lb to 24 lb), recycled paper • Exclusive paper Thick paper (24-1/4 lb to 41-3/4 lb), translucent paper, OHP transparencies Hole Punch Mode • Plain paper (16 lb to 24 lb), recycled paper Bottom Offset Tray Sort Mode, Group Mode • Plain paper (16 lb to 41-3/4 lb), recycled paper Staple Mode, Punch Mode • Plain paper (16 lb to 24 lb), recycled paper
Paper Size	Top Offset Tray : 11×17L to 5-1/2×8-1/2 Bottom Offset Tray : 11×17L to Letter
Capacity	Top Offset Tray • Plain paper (20 lb), recycled paper : Max. paper size 11×17L to 5-1/2×8-1/2, 250 sheets • Exclusive paper : Thick paper, translucent paper, OHP transparencies = 20 sheets each Bottom Offset Tray • Plain paper (20 lb), recycled paper : LetterL or smaller, 3,000 sheets : Larger than LegalL, 1,500 sheets
Stapling	Acceptable paper size : 11×17L to Letter Acceptable number of copies : 2 to 50 sheets
Punching	Acceptable paper size : 11×17L to Letter <For United States and Canada Users> Punch Hole : 2-Hole or 3-Hole <Except United States and Canada Users> Punch Hole : 2-Hole
Power Source	Supplied from copier
Power Consumption	63W or less
Dimensions	Width : 21-1/4 Depth : 24-3/4 Height : 38-1/2
Weight	Finisher : 86-1/2 lb
Accessories	Staple Cartridge, 5,000 staples/cartridge × 2 pieces

Finisher FN-106

Types of Trays	Top Offset Tray, Bottom Offset Tray
Modes	Non-Sort Mode, Sort Mode, Group Mode, Staple Mode
Kinds of Paper	Top Offset Tray Non-Sort Mode • Plain paper (16 lb to 24 lb), recycled paper • Exclusive paper Thick paper (24-1/4 lb to 41-3/4 lb), translucent paper, OHP transparencies Bottom Offset Tray Sort Mode, Group Mode • Plain paper (16 lb to 41-3/4 lb), recycled paper Staple Mode • Plain paper (16 lb to 21-1/4 lb), recycled paper
Paper Size	Top Offset Tray : 11×17L to 5-1/2×8-1/2 Bottom Offset Tray : 11×17L to Letter
Capacity	Top Offset Tray • Plain paper (20 lb), recycled paper : Max. paper size 11×17L to 5-1/2×8-1/2, 250 sheets • Exclusive paper : Thick paper, translucent paper, OHP transparencies = 20 sheets each Bottom Offset Tray • Plain paper (20 lb), recycled paper : LetterL or smaller, 1,000 sheets : Larger than LegalL, 500 sheets
Stapling	Acceptable paper size : 11×17L to Letter Acceptable number of copies : 2 to 30 sheets
Power Source	Supplied from copier
Power Consumption	63W or less
Dimensions	Width : 21-1/4 Depth : 24-3/4 Height : 38-1/2
Weight	Finisher : 78-1/4 lb
Accessories	Staple Cartridge, 3,000 staples/cartridge × 1 piece

Finisher FN-5

Types of Trays	Top Offset Tray, Bottom Offset Tray
Modes	Non-Sort Mode, Sort Mode, Group Mode, Staple Mode, Hole Punch Mode and Folding Mode
Kinds of Paper	Non-Sort Mode, Sort Mode and Group Mode • Plain paper (16 lb to 24 lb), recycled paper • Exclusive paper : thick paper, translucent paper, OHP transparencies Staple Mode, Hole Punch Mode and Folding Mode • Plain paper (16 lb to 21-1/4 lb), recycled paper
Capacity of Bins	• Plain paper, recycled paper : Refer to the chart below • Exclusive paper : OHP transparencies (max. paper size: Letter), thick paper, translucent paper = 10 sheets each
Punching	Acceptable Paper size: 11×17L to Letter <For United States and Canada Users> Punch Hole : 2-Hole or 3-Hole <Except United States and Canada Users> Punch Hole : 2-Hole
Power Source	Supplied from copier
Power Consumption	96W or less
Dimensions	Width: 40-1/2 Depth: 26-1/4 Height: 43-3/4
Weight	207-3/4 lb
Accessories	Staple Cartridge, 5,000 staples/cartridge × 1 piece

<For United States and Canada Users>

			Paper Size	Top Offset Tray	Bottom Offset Tray		#Sheets/ Copy Set
					Corner Staple	2-Point Staple	
Non-Sort Sort Group			LetterC	100 sheets	2500 sheets (no staple)		-
			LetterL	100 sheets	2000 sheets (no staple)		-
			11×17L, LegalL	100 sheets	1500 sheets (no staple)		-
			5-1/2×8-1/2	100 sheets	-		-
Crisscross Sort			Letter	100 sheets	1000 sheets (no staple)		-
Staple	**Sort Group**	Corner	11×17L to Letter	-	100 sets or 1000 sheets	-	2 to 50 sheets
		Side	LetterC	-	-	200 sets or 2000 sheets	2 to 50 sheets
			11×17L, LegalL, LetterL	-	-	200 sets or 1000 sheets	2 to 50 sheets
		Center	11×17L, LetterL	-	-	100 sets or 1000 sheets	2 to 50 sheets
Folding	**Crease**	Staple	11×17L, LetterL	-	-	100 sets or 100 sheets	2 to 15 sheets
	Half-Fold	Non-Sort, Sort, Group	11×17L	10 sheets	50 sheets (no staple)		-
		Staple	11×17L	-	-	100 sheets	2 to 10 sheets
	Z-Fold	Non-Sort, Sort, Group	11×17L	10 sheets	50 sheets (no staple)		-
		Staple	11×17L	-	100 sheets	100 sheets	2 to 10 sheets
Mixed Orig. Detection	**Z-Folded + Unfolded***		11×17L (Z-Folded) + LetterC	30 sheets	Z-Folded: 100 sheets Z-Folded + Unfolded*: 1000 sheets (no staple)		-
			Z-Folded: 5 sheets/set Unfolded: 25 sheets/set	-	Z-Folded: 100 sheets Z-Folded + Unfolded*: 1000 sheets	Z-Folded: 100 sheets Z-Folded + Unfolded*: 2000 sheets	2 to 30 sheets

<Except United States and Canada Users>

			Paper Size	Top Offset Tray	Bottom Offset Tray		#Sheets/ Copy Set
					Corner Staple	2-Point Staple	
Non-Sort Sort Group			LetterC	100 sheets	2500 sheets (no staple)		-
			LetterL	100 sheets	2000 sheets (no staple)		-
			11×17L, LegalL	100 sheets	1500 sheets (no staple)		-
			5-1/2×8-1/2	100 sheets	-		-
Crisscross Sort			Letter	100 sheets	1000 sheets (no staple)		-
Staple	Sort Group	Corner	11×17L to Letter	-	100 sets or 1000 sheets	-	2 to 50 sheets
		Side	LetterC	-	-	200 sets or 2000 sheets	2 to 50 sheets
			11×17L, LegalL, LetterL	-	-	200 sets or 1000 sheets	2 to 50 sheets
		Center	11×17L to LetterL	-	-	100 sets or 1000 sheets	2 to 50 sheets
Folding	Crease	Staple	11×17L to LetterL	-	-	100 sets or 100 sheets	2 to 15 sheets
	Half-Fold	Non-Sort, Sort, Group	11×17L to LegalL	10 sheets	50 sheets (no staple)		-
		Staple	11×17L to LegalL	-	-	100 sheets	2 to 10 sheets
	Z-Fold	Non-Sort, Sort, Group	11×17L	10 sheets	50 sheets (no staple)		-
		Staple	11×17L	-	100 sheets	100 sheets	2 to 10 sheets
Mixed Orig. Detection	Z-Folded + Unfolded*		11×17L (Z-Folded) + LetterC *Z-Folded: 5 sheets/set Unfolded*: 25 sheets/set	30 sheets	Z-Folded: 100 sheets Z-Folded + Unfolded*: 1000 sheets (no staple)		-
				-	Z-Folded: 100 sheets Z-Folded + Unfolded*: 1000 sheets	Z-Folded: 100 sheets Z-Folded + Unfolded*: 2000 sheets	2 to 30 sheets

* Only 11×17L size paper can be Z-folded. Therefore, if a stack of mixed-size originals (11×17L and other sizes) is copied in Mixed Original Detection mode, the copy set will contain a mix of Z-folded and unfolded copies.

Mailbin Finisher FN-503

Types of Trays	Top Offset Tray, Bottom Offset Tray, Mailbins (5 bins)
Modes	Non-Sort Mode, Sort Mode, Group Mode, Staple Mode and Hole Punch Mode
Kinds of Paper	Top Offset Tray Non-Sort Mode • Plain paper (16 lb to 24 lb), recycled paper • Exclusive paper Thick paper (24-1/4 lb to 41-3/4 lb), translucent paper, OHP transparencies Hole Punch Mode • Plain paper (16 lb to 24 lb), recycled paper Bottom Offset Tray Staple Mode • Plain paper (16 lb to 21-1/4 lb), recycled paper Hole Punch Mode • Plain paper (16 lb to 24 lb), recycled paper Mailbin Sort Mode, Group Mode and Hole Punch Mode • Plain paper (16 lb to 24 lb), recycled paper
Paper Size	Top Offset Tray : 11×17L to 5-1/2×8-1/2 Bottom Offset Tray: 11×17L to Letter Mailbin : 11×17L to 5-1/2×8-1/2L
Capacity	Top Offset Tray • Plain paper (20 lb), recycled paper : Max. paper size 5-1/2×8-1/2, 250 sheets Max. paper size 11×17L to Letter, 500 sheets • Exclusive paper : Thick papers = 20 sheets; translucent paper, OHP transparencies = 10 sheets each Bottom Offset Tray • Plain paper (20 lb), recycled paper : LetterL or smaller, 1,000 sheets Larger than LegalL, 500 sheets Mailbin • Plain paper (20 lb), recycled paper : 200 sheets/bin
Stapling	Acceptable paper size : 11×17L to Letter Acceptable number of copies : 2 to 50 sheets
Punching	Acceptable paper size : 11×17L to Letter <For United States and Canada Users> Punch Hole : 3-Hole (2-Hole is an option) <Except United States and Canada Users> Punch Hole : 2-Hole
Power Source	Supplied from copier
Power Consumption	63W or less
Dimensions	Width : 26-3/4 Depth : 24-1/2 Height : 38-3/4
Weight	Mailbin Finisher : 107 lb
Accessories	Staple Cartridge, 5,000 staples/cartridge × 1 piece

Large Capacity Cassette C-306

Kinds of Paper	Plain paper (16 lb to 24 lb), recycled paper
Paper Size	Letter C, A4C
Capacity	3,400 sheets (20 lb)
Power Source	Supplied from copier
Power Consumption	30W or less
Dimensions	Width : 11-1/4 Depth : 17-1/2 Height : 19-1/4
Weight	31-1/4 lb

Large Capacity Cassette C-306L

Kinds of Paper	Plain paper (16 lb to 24 lb), recycled paper
Paper Size	LegalL, LetterL, Letter C, A4L, A4C
Capacity	3,400 sheets (20 lb)
Power Source	Supplied from copier
Power Consumption	40W or less
Dimensions	Width : 17-1/4 Depth : 17-1/2 Height : 19-1/4
Weight	36-1/4 lb

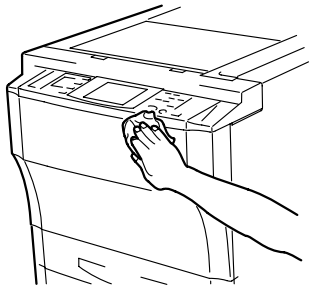
2. Care of the Machine

Cleaning

Turn OFF the Power Switch of the machine when cleaning.

Housing

1 Wipe the surface of the housing clean with a soft cloth dampened with alcohol.

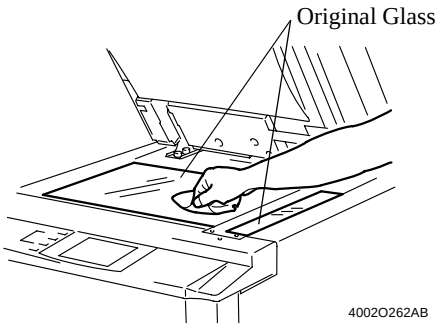


4002O260AB

Original Glass

1 Raise the Original Cover.

2 Wipe the surface of the Original Glass clean with a soft, dry cloth.

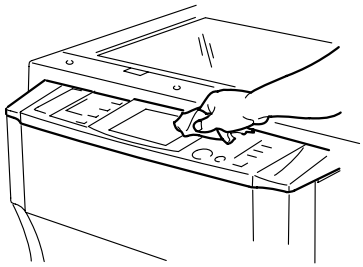


4002O262AB

Control Panel

1 Turn the Power Switch OFF.

2 Wipe the surface of the Control Panel clean with a soft, dry cloth.



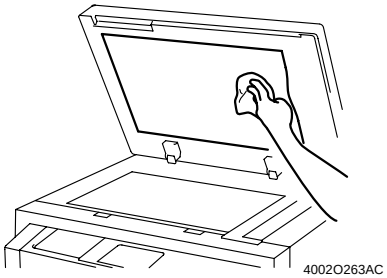
4002O261AB

NOTE
NEVER use a glass cleaner or any detergent to avoid damage to the control panel keys and Touch Panel.

Original Pad

1 Raise the Original Cover.

2 Wipe the surface of the Original Pad clean with a soft cloth dampened with alcohol.



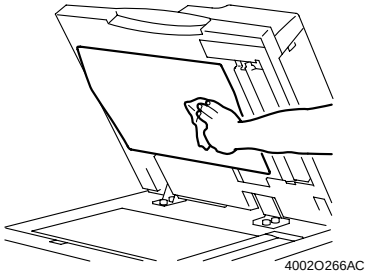
4002O263AC

Electronic Document Handler

<Only when the Electronic Document Handler is mounted>

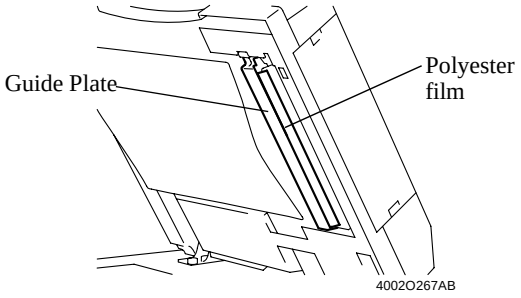
1 Raise the Electronic Document Handler.

2 Wipe the surface of the Original Pad clean with a soft cloth dampened with alcohol.



4002O266AC

3 Wipe the surface of the guide plate and polyester film (shown below) of the Document Handler clean with a soft, dry cloth.



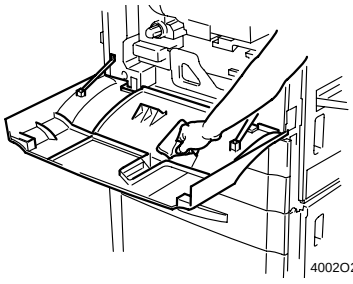
4002O267AB

NOTE
Wipe the film gently as it is fragile.

Front Door

1 Swing down the Front Door.

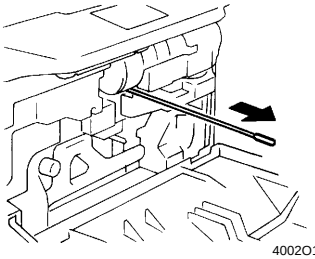
2 Wipe the surface of the Front Door clean with a soft, dry cloth.



4002O268AC

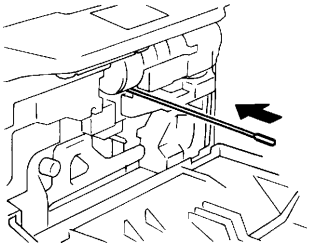
Corona Units

1 Gently slide out the Upper Corona Unit Cleaning Lever as far as it goes.



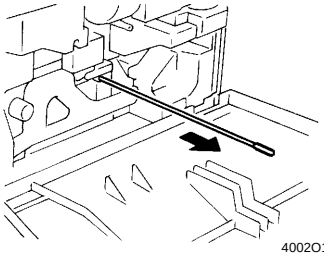
4002O192AB

2 Gently slide the Cleaning Lever back into the original position.



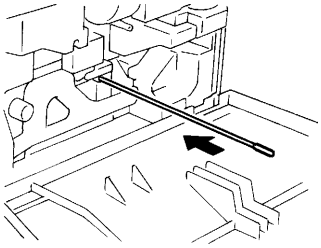
4002O193AB

3 Gently slide out the Lower Corona Unit Cleaning Lever as far as it goes.



4002O194AB

4 Gently slide the Cleaning Lever back into the original position.
Repeat steps 1 to 4 two to three times.



4002O195AB

3. Function Combination Matrix

Function Combination Matrix

Function Set Last / Function Set First			Basic																										Orig. ▶ Copy					
			Paper						Zoom							Finishing													Orig.			Copy		
					Bypass																													
			Auto Paper	Manual Paper	Normal	OHP	Card/Vellum	Small Size	Auto Size	Full Size	Change Fixed Zoom	Zoom Ratio in Memory	10-Key Input	X/Y Zoom	Non-Sort	Sort	Group	Corner Staple	Side Staple	Center Staple	Hole Punch	Crease	Half-Fold	Z-Fold	Single-Sided	Double-Sided	Book	Single-Sided	Double-Sided	Single-[2in1]/Single-[4in1]
Basic	Paper	Auto Paper		×	×	×	×	×	×	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	B	❍	❍	❍	×	❍	❍	❍
		Manual Paper	×		×	×	×	×	A	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	H	❍	❍	❍	❍	❍	❍
		Bypass Normal	×	×		×	×	❍	A	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	H	❍	❍	❍	❍	❍	❍
		Bypass OHP	×	×	×		×	❍	A	❍	❍	❍	❍	❍	❍	❍	❍	●	●	●	●	●	●	H	❍	❍	❍	❍	●	❍
		Bypass Card/Vellum	×	×	×	×		❍	A	❍	❍	❍	❍	❍	❍	❍	❍	●	●	●	R	●	●	H	❍	❍	❍	❍	●	❍
		Bypass Small Size	×	×	❍	❍	❍		❍	❍	❍	❍	❍	❍	❍	❍	❍	●	●	●	●	●	●	H	❍	❍	❍	❍	●	❍
	Zoom	Auto Size	×	A	A	A	A	A		×	×	×	×	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	H	❍	❍	×	❍	❍	❍
		Full Size	❍	❍	❍	❍	❍	❍	×		×	×	×	×	❍	❍	❍	❍	❍	❍	❍	❍	B	❍	❍	❍	❍	❍	❍	❍
		Change Fixed Zoom	❍	❍	❍	❍	❍	❍	×	×		×	×	×	❍	❍	❍	❍	❍	❍	❍	❍	B	❍	❍	❍	❍	❍	❍	❍
		Zoom Ratio in Memory	❍	❍	❍	❍	❍	❍	×	×	×		×	×	❍	❍	❍	❍	❍	❍	❍	❍	B	❍	❍	❍	❍	❍	❍	❍
		10-Key Input	❍	❍	❍	❍	❍	❍	×	×	×	×		×	❍	❍	❍	❍	❍	❍	❍	❍	B	❍	❍	❍	❍	❍	❍	❍
		X/Y Zoom	×	❍	❍	❍	❍	❍	×	×	×	×	×		❍	❍	❍	❍	❍	❍	❍	❍	B	×	❍	❍	❍	❍	❍	B
	Finishing	Non-Sort	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍		×	×	J	J	J	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
		Sort	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×		×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
		Group	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	×		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
		Corner Staple	❍	❍	❍	×	×	●	❍	❍	❍	❍	❍	❍	×	❍	❍		×	×	❍	S	T	❍	❍	❍	❍	❍	❍	❍	❍
		Side Staple	❍	❍	❍	×	×	●	❍	❍	❍	❍	❍	❍	×	❍	❍	×		×	❍	S	❍	❍	❍	❍	❍	❍	❍	❍	❍
		Center Staple	❍	❍	❍	×	×	●	❍	❍	❍	❍	❍	❍	×	❍	❍	×	×		×	❍	T	T	❍	❍	❍	❍	❍	❍	❍
		Hole Punch	❍	❍	❍	×	R	●	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	●		×	❍	❍	❍	❍	❍	❍	❍	❍	❍
		Crease	❍	❍	❍	×	×	●	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	●	❍	●		×	×	❍	❍	❍	❍	❍	❍	❍
		Half-Fold	❍	❍	❍	×	×	●	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	❍	●	❍	×		×	❍	❍	L	❍	●	❍
		Z-Fold	❍	●	●	●	●	●	●	❍	❍	❍	❍	●	❍	❍	❍	❍	❍	●	❍	×	×		❍	❍	●	❍	❍	❍	●
Orig. ▶ Copy	Orig.	Single-Sided	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍		×	×	❍	❍	❍
		Double-Sided	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×		×	❍	❍	❍
		Book	●	❍	❍	❍	❍	❍	●	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	L	●	×	×		❍	❍	×
	Copy	Single-Sided	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍		×	×
		Double-Sided	❍	❍	❍	×	×	●	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	❍	❍	❍	❍	×		×
		Single-[2in1]/Single-[4in1]	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	❍	❍	❍	❍	❍	❍	❍	❍	●	❍	❍	❍	×	×	×	
		Double-[2in1]/Double-[4in1]	❍	❍	❍	×	×	●	❍	❍	❍	❍	❍	●	❍	❍	❍	❍	❍	❍	❍	❍	●	●	❍	❍	×	×	×	×
		Booklet Creation	❍	❍	❍	×	×	●	❍	❍	❍	❍	❍	●	❍	❍	❍	●	●	❍	●	❍	●	●	❍	❍	●	×	×	×
		Original Direction	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍
		Margin	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍
		Book Erase	●	❍	❍	❍	❍	❍	●	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	L	●	×	×	❍	❍	❍	×
		Page Arrange	●	❍	❍	×	×	●	●	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	●	×	×	❍	×	❍	×
Auxiliary		Cover	❍	❍	❍	●	●	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	Q	❍	❍	❍	❍	❍	❍
		Page Insertion	❍	❍	❍	●	●	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	Q	❍	❍	●	❍	❍	❍
		OHP Interleaving	❍	❍	●	❍	●	●	❍	❍	❍	❍	❍	❍	❍	●	●	●	●	●	●	●	●	●	❍	❍	❍	❍	●	❍
		File Margin	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	❍	❍	❍	❍	❍	❍	❍
		Edge/Frame Erase	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍
		Image Repeat	●	❍	❍	❍	❍	❍	●	❍	❍	❍	❍	❍	❍	❍	❍	●	●	●	●	●	●	●	❍	❍	●	❍	●	●
		Date Stamping	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
		Page Numbering	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
		Distribution Numbering	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	❍	●	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
		Image Stamping	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Mixed Orig. Detection		Mixed Orig. Detection	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	N	M	M	❍	●	●	C	▲	❍	❍	❍	▲	●
		Separate Scan	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Others		ADF/SADF Mode	●	❍	❍	❍	❍	❍	●	❍	❍	❍	❍	❍	❍	❍	❍	●	●	●	●	●	●	●	❍	●	●	❍	❍	●
		Interrupt	❍	❍	❍	❍	❍	❍	❍	❍	❍	G	G	G	❍	●	●	●	●	●	●	●	●	●	❍	❍	❍	❍	❍	❍
		Reserve	❍	❍	●	●	●	●	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
		Orig. on the Glass	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
		Image Memory Input	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Function Set Last / Function Set First			Orig. ▶ Copy: Copy: Double-[2in1]/Double-[4in1]	Booklet Creation	Original Direction	Margin	Book Erase	Page Arrange	Auxiliary: Cover	Page Insertion	OHP Interleaving	File Margin	Edge/Frame Erase	Image Repeat	Date Stamping	Page Numbering	Distribution Numbering	Image Stamping	Mixed Orig. Detection: Mixed Orig. Detection	Separate Scan	Others: ADF/SADF Mode	Interrupt	Reserve	Orig. on the Class	Image Memory Input
Basic	Paper	Auto Paper	❍	❍	❍	❍	-	-	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	×	❍	-	❍	❍
		Manual Paper	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	-	❍	❍
		Bypass: Normal	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	-	❍	×
		Bypass: OHP	●	●	❍	❍	❍	-	●	●	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	-	❍	×
		Bypass: Card/Vellum	●	●	❍	❍	❍	-	●	●	×	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	-	❍	×
		Bypass: Small Size	●	●	❍	❍	❍	-	●	●	×	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	-	❍	×
	Zoom	Auto Size	❍	❍	❍	❍	-	-	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	×	❍	-	❍	F
		Full Size	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	-	❍	❍
		Change Fixed Zoom	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	-	❍	F
		Zoom Ratio in Memory	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	-	❍	F
		10-Key Input	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	-	❍	F
		X/Y Zoom	B	B	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	-	❍	F
	Finishing	Non-Sort	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	J	❍	❍	❍	❍	❍	-	❍	❍
		Sort	❍	❍	❍	❍	❍	❍	❍	❍	I	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	-	❍	❍
		Group	❍	❍	❍	❍	❍	❍	❍	❍	I	❍	❍	❍	❍	❍	J	❍	❍	❍	❍	❍	-	❍	❍
		Corner Staple	❍	P	❍	❍	❍	❍	❍	❍	●	❍	❍	×	❍	❍	❍	❍	N	❍	×	❍	-	❍	❍
		Side Staple	❍	P	❍	❍	❍	❍	❍	❍	●	❍	❍	×	❍	❍	❍	❍	M	❍	×	❍	-	❍	❍
		Center Staple	❍	❍	❍	❍	❍	❍	❍	❍	●	❍	❍	×	❍	❍	❍	❍	M	❍	×	❍	-	❍	❍
		Hole Punch	❍	●	❍	❍	❍	❍	❍	❍	●	❍	❍	×	❍	❍	❍	❍	❍	❍	×	❍	-	❍	❍
		Crease	❍	❍	❍	❍	❍	❍	❍	❍	●	❍	❍	×	❍	❍	❍	❍	●	❍	×	❍	-	❍	❍
		Half-Fold	●	●	❍	❍	❍	-	●	●	●	●	❍	×	❍	❍	❍	❍	●	❍	×	❍	-	△	❍
		Z-Fold	●	●	❍	❍	-	-	Q	Q	●	❍	❍	×	❍	❍	❍	❍	C	❍	×	❍	-	△	❍
Orig. ▲Copy	Orig.	Single-Sided	❍	❍	❍	❍	-	-	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	▲	❍	❍	❍	-	❍	❍
		Double-Sided	❍	❍	❍	❍	-	-	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	-	❍	❍
		Book	×	●	●	●	❍	K	❍	●	❍	❍	●	×	❍	❍	❍	❍	❍	❍	×	❍	-	❍	×
	Copy	Single-Sided	×	×	❍	❍	❍	-	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	-	❍	❍
		Double-Sided	×	×	❍	❍	❍	K	❍	❍	●	❍	❍	×	❍	❍	❍	❍	▲	❍	❍	❍	-	❍	❍
		Single-[2in1]/Single-[4in1]	×	×	❍	❍	-	-	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	●	❍	×	❍	-	❍	❍
		Double-[2in1]/Double-[4in1]		×	❍	❍	-	-	❍	❍	●	❍	❍	×	❍	❍	❍	❍	●	❍	×	❍	-	❍	❍
		Booklet Creation	×		❍	❍	-	-	E	●	●	❍	❍	×	❍	❍	❍	❍	●	❍	×	❍	-	❍	❍
		Original Direction	❍	❍		❍	-	-	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	-	❍	❍
		Margin	❍	❍	❍		-	-	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	-	❍	❍
		Book Erase	×	●	●	●		❍	❍	●	❍	❍	●	×	❍	❍	❍	❍	❍	❍	×	❍	-	❍	×
		Page Arrange	×	●	-	-	❍		❍	●	-	❍	●	×	❍	❍	❍	❍	❍	❍	×	❍	-	❍	×
Auxiliary	Cover		❍	E	❍	❍	❍	❍		❍	●	❍	❍	×	❍	❍	❍	❍	❍	❍	×	❍	-	❍	❍
	Page Insertion		❍	●	❍	❍	-	-	❍		●	❍	❍	×	❍	❍	❍	❍	●	❍	×	❍	-	△	❍
	OHP Interleaving		●	●	❍	❍	❍	-	●	●		❍	❍	×	❍	❍	●	❍	❍	❍	×	❍	-	❍	❍
	File Margin		❍	❍	❍	❍	❍	❍	❍	❍	❍		❍	×	❍	❍	❍	❍	❍	❍	×	❍	-	❍	❍
	Edge/Frame Erase		❍	❍	❍	❍	-	-	❍	❍	❍	❍		❍	❍	❍	❍	❍	❍	❍	❍	❍	-	❍	❍
	Image Repeat		●	●	●	●	-	-	●	●	●	●	❍		●	●	●	●	D	❍	×	❍	-	❍	❍
	Date Stamping		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×		❍	❍	❍	❍	❍	❍	❍	-	❍	❍
	Page Numbering		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍		❍	❍	❍	❍	❍	❍	-	❍	❍
	Distribution Numbering		❍	❍	❍	❍	❍	❍	❍	❍	●	❍	❍	×	❍	❍		❍	❍	❍	❍	❍	-	❍	❍
	Image Stamping		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍		❍	❍	❍	❍	-	❍	❍
Mixed Orig. Detection	Mixed Orig. Detection		●	●	❍	❍	❍	❍	❍	●	❍	❍	❍	D	❍	❍	❍	❍		❍	×	❍	-	❍	❍
	Separate Scan		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍		❍	❍	-	❍	❍
Others	ADF/SADF Mode		●	●	●	❍	-	-	●	●	●	●	❍	●	❍	❍	❍	❍	●	❍		❍	-	●	●
	Interrupt		❍	❍	❍	❍	❍	❍	●	●	●	❍	❍	❍	❍	❍	●	❍	❍	❍	❍		-	❍	●
	Reserve		❍	❍	❍	❍	❍	❍	❍	❍	●	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍		❍	●
	Orig. on the Glass		❍	❍	❍	❍	❍	❍	❍	△	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	-		❍
	Image Memory Input		-	-	-	-	-	-	-	-	-	-	❍	-	-	-	-	-	❍	❍	×	❍	-	❍	

Conditions for Combined Functions

❍ : The combination is possible.
● : Either of the functions which is set first takes precedence.
✕ : Either of the functions which is set last takes precedence.
△ : One of the functions must be canceled before a copy cycle can be initiated.
▲ : The combination is disabled in Single-Sided ▶ Double-Sided Mode and the function set first takes precedence.
A : The combination is impossible if the Paper Size is input by custom size and the function set first takes precedence.
B : Auto Size is automatically selected.
C : The Mixed Original Detection mode is valid regardless of whether Mixed Orig. Detect is turned ON or OFF.
D : The Mixed Original Detection mode is valid for Auto Detect and not valid for Size Input regardless of whether Mixed Orig. Detect is turned ON or OFF.
E : Booklet Creation and Back Cover cannot be combined. (Booklet Creation takes precedence.)
F : The zoom ratio is automatically changed to Full Size.
G : No zoom ratios can be stored in memory in the Interrupt mode.
H : The function set last takes precedence. (Auto Paper is automatically selected.)
I : The function set last takes precedence. (Non-Sort is automatically selected.)
J : The function set last takes precedence. (Sort is automatically selected.)
K : Functions only when Separation and Double-Sided Copy are set with a Book original being used.
L : The functions cannot be combined only for Separation. (The function set first takes precedence.)
M : The combination is not possible only if Auto Paper is used, and Staple is automatically canceled. (The combination becomes possible when it is further combined with Z-Fold.)
N : The combination is not possible only if Auto Paper is used with an FN-5 installed, and Staple is automatically canceled. (The combination becomes possible when it is further combined with Z-Fold.) When an FN-105/FN-106/FN-503 is installed, the combination is not possible only if the document loaded contains pages of different widths with Auto Paper used. (Staple is automatically canceled.)
P : When the machine is equipped with an FN-5, the function set last takes precedence (and Center Staple is automatically selected). When the machine is equipped with an FN-105/FN-106/FN-503, the function set first takes precedence.
Q : The combination is not possible only if the finished size of Z-Fold differs from the size of the cover or interleaf. The function set first takes precedence. (Neither the cover nor interleaf can be folded in Z-fold.)
R : The combination is possible only when the FN-105 is mounted. When the machine is equipped with an FN-5/FN-106/FN-503, the function set first takes precedence.
S : The function set last takes precedence. (Center Staple is automatically selected.)
T : 2-Point Side Staple is automatically selected.
- : Has no bearing

4. List of Paper Sizes and Zoom Ratios

List of Paper Sizes and Zoom Ratios

Paper Sizes

Name	Size (Metric)	Size (Inch)
A3	297mm×420mm	11-3/4 × 16-1/2
B4	257mm×364mm	10 × 14-1/4
A4	210mm×297mm	8-1/4 × 11-3/4
B5	182mm×257mm	7-1/4 × 10
A5	148mm×210mm	5-3/4 × 8-1/4
B6	128mm×182mm	5 × 7-1/4
A6	105mm×148mm	4-1/4 × 5-3/4
POST CARD	100mm×148mm	4 × 5-3/4

Name		Size (Inch)	Size (Metric)
LEDGER		11 × 17	279mm×432mm
11×14		11 × 14	279mm×356mm
COMPUTER		10-1/8 × 14	257mm×356mm
10×14		10 × 14	254mm×356mm
9-1/4×14		9-1/4 × 14	236mm×356mm
LEGAL		8-1/2 × 14	216mm×356mm
FOOLSCAP	GOVERNMENT LEGAL	8-1/2 × 13	216mm×330mm
FOOLSCAP		8 × 13	203mm×330mm
FOOLSCAP		8-2/3 × 13	220mm×330mm
FOOLSCAP	FOLIO	8-1/4 × 13	210mm×330mm
8-1/4×11-3/4		8-1/4 × 11-3/4	210mm×301mm
LETTER		8-1/2 × 11	210mm×279mm
GOVERNMENT LETTER		8 × 10-1/2	203mm×267mm
QUARTO		8 × 10	203mm×254mm
STATEMENT	INVOICE	5-1/2 × 8-1/2	140mm×216mm

Zoom Ratios (Original Size to Paper Size)

Metric Areas		
Original Size	Paper Size	Zoom Ratio
A3 297×420mm 11-3/4×16-1/2	A4	×0.707
	A5	×0.500
	B4	×0.866
	B5	×0.610
A4 210×297mm 8-1/4×11-3/4	A5	×0.707
	A6	×0.500
	B5	×0.866
	B6	×0.610
	A3	×1.414
	B4	×1.224
A5 148×210mm 5-3/4×8-1/4	A6	×0.707
	B6	×0.866
	A4	×0.414
	A3	×2.000
	B4	×1.733
	B5	×1.224
A6 105×148mm 4-1/4×5-3/4	A4	×2.000
	A5	×1.414
	B5	×1.733
	B6	×1.224
B4 257×364mm 10×14-1/4	A4	×0.816
	A5	×0.577
	B5	×0.707
	B6	×0.500
	A3	×1.154
B5 182×257mm 7-1/4×10	A5	×0.816
	A6	×0.577
	B6	×0.707
	A3	×1.640
	A4	×1.154
	B4	×1.414
B6 128×182mm 5×7-1/4	A6	×0.816
	A4	×1.640
	A5	×1.154
	B4	×2.000
	B5	×1.414

Inch Areas		
Original Size	Paper Size	Zoom Ratio
11×17 279.4×431.8mm	11×14	×0.823
	Legal	×0.772
	Foolscap	×0.764
	Letter	×0.647
	Invoice	×0.500
11×15 279.4×381mm	11×14	×0.933
	Legal	×0.772
	Foolscap	×0.772
	Letter	×0.733
	Invoice	×0.500
11×14 279.4×355.6mm	Legal	×0.772
	Foolscap	×0.772
	Letter	×0.772
	Invoice	×0.500
Legal 8-1/2×14 215.9×355.6mm	Foolscap	×0.928
	Letter	×0.785
	Invoice	×0.607
	11×17	×1.214
Foolscap 8-1/2×13 215.9×330.2mm	Letter	×0.846
	Invoice	×0.647
	11×17	×1.294
	11×14	×1.076
Letter 8-1/2×11 215.9×279.4mm	Invoice	×0.647
	11×17	×1.294
	11×14	×1.272
Invoice 5-1/2×8-1/2 139.7×215.9mm	11×17	×2.000
	11×14	×1.647
	Legal	×1.545
	Foolscap	×1.529
	Letter	×1.294

Zoom Ratio = Paper Size ÷ Original Size

1 Inch = 25.4 mm
1 mm = 0.0394 Inch

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Minolta Co., Ltd.
Image Information Products Marketing Headquarters
3-13, 2-Chome, Azuchi-Machi, Chuo-ku, Osaka 541-8556, Japan

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