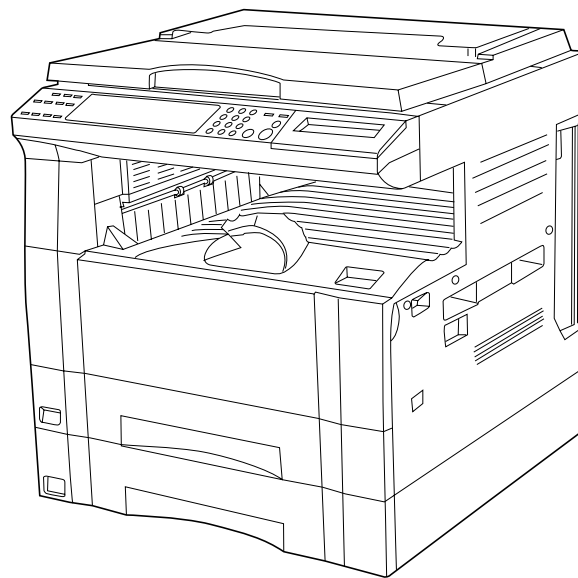


2030

INSTRUCTION HANDBOOK



* The above illustration includes the optional original cover.

Please read the instruction handbook before using the copier.
Keep it close to the copier for easy reference.

As an ENERGY STAR Partner, KYOCERA MITA AMERICA, INC. has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

* ENERGY STAR is a U.S. registered mark.

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- It is prohibited under any circumstances to copy domestic or foreign currencies.
- Copying other items may be prohibited.

Please read the instruction handbook before using the copier. Keep it close to the copier for easy reference.

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




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

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



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

Symbols




The \triangle symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

-  [General warning]
-  [Warning of danger of electrical shock]
-  [Warning of high temperature]

The \circ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

-  [Warning of prohibited action]
-  [Disassembly prohibited]

The \bullet symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

-  [Alert of required action]
-  [Remove the power plug from the outlet]
-  [Always connect the copier to an outlet with a ground connection]

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

CONTENTS

CHAPTER 1

IMPORTANT! PLEASE READ FIRST 1-1

- ⚠ CAUTION LABELS 1-1
- ⚠ INSTALLATION PRECAUTIONS 1-2
- ⚠ PRECAUTIONS FOR USE 1-3

CHAPTER 2 NAMES OF PARTS 2-1

- 1. Main body 2-1
- 2. Operation panel 2-3

CHAPTER 3 HOW TO LOAD PAPER 3-1

- 1. How to load paper 3-1
 - (1) Precautions for loading paper 3-1
 - (2) Loading paper into the drawer 3-1
 - (3) Loading paper into the multi-bypass 3-2
 - Setting the paper type and size for the multi-bypass 3-3
 - Setting envelopes 3-4
- 2. Replacing the toner cartridge and waste toner tank 3-5

CHAPTER 4 BASIC OPERATION 4-1

- 1. Basic copying procedure 4-1
- 2. Enlargement/reduction 4-4
 - (1) Auto magnification selection mode 4-4
 - (2) Zoom copy mode 4-4
 - (3) Standard zoom mode 4-5
 - (4) Size zoom mode 4-5
- 3. Interrupt copying 4-6
- 4. Energy saver (preheat) function 4-7
- 5. Auto shut-off function 4-7

CHAPTER 5 FUNCTIONS 5-1

- 1. Duplex copying from various originals [Duplex copy] 5-1
 - (1) Duplex copying from two-sided originals 5-1
 - (2) Duplex copying from a book original 5-1
 - (3) Duplex copying from one-sided originals 5-2
- 2. Copying two-page originals as separate pages [Page separation copy mode] 5-4
 - (1) Page separation copies from book originals 5-4
 - (2) Page separation copies from two-sided originals 5-4
- 3. Making a margin space for binding [Margin mode] ... 5-5
- 4. Making copies with clean edges [Border erase mode] 5-6
 - (1) Erasing blemishes from edges of copies (Sheet Erase) 5-6
 - (2) Erasing blemishes from the edges and middle of copies made from books (Book Erase) 5-6
- 5. One copy from two or four originals [Layout copy] ... 5-7
 - (1) 2 in 1 5-7
 - (2) 4 in 1 5-7
- 6. Sorting automatically [Sort copy] 5-9
- 7. Rotate copy 5-10
- 8. Auto selection mode 5-10

CHAPTER 6

COPIER MANAGEMENT 6-1

- 1. Copy management 6-1
 - (1) Copy management mode 6-1
 - (2) How to display the selection screen of the copy management mode 6-3
 - (3) How to make various settings 6-3
 - (4) Making copies when the copier is in the copy management mode 6-8
- 2. Default settings 6-9
 - (1) Copy default settings 6-9
 - (2) How to set the copy default setting mode 6-11
 - (3) Machine default settings 6-14
 - (4) How to set the machine default setting mode 6-16
- 3. Selection of language 6-19

CHAPTER 7 OPTIONAL EQUIPMENT .. 7-1

- (1) ADF (Automatic document feeder) 7-1
 - ① Originals that can be used with the DF 7-1
 - ② Precautions for the use of DF 7-1
 - ③ DF part names 7-1
 - ④ How to set originals in the DF 7-1
 - ⑤ How to set originals on the platen 7-2
- (2) RADF (Reversing Auto Document Feeder) 7-3
- (3) Drawer 7-3
- (4) Finisher 7-3
- (5) Duplex unit 7-3
- (6) Job separator 7-3
- (7) Key counter 7-3
- (8) Printer board 7-4
- (9) Printer network board 7-4
- (10) Network scanner 7-4

CHAPTER 8

WHEN A PROBLEM OCCURS 8-1

- 1. Error messages 8-1
- 2. When paper misfeeds 8-3
 - (1) Misfeed location indicators 8-3
 - (2) Cautions 8-3
 - (3) Removal procedures 8-3
- 3. Troubleshooting 8-7

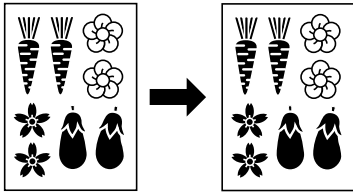
CHAPTER 9

CLEANING AND SPECIFICATIONS 9-1

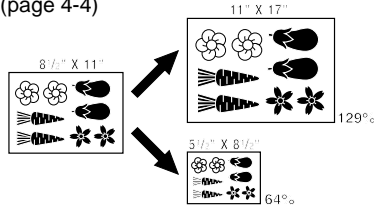
- 1. Cleaning the copier 9-1
- 2. Specifications 9-2
- SAFETY OF LASER BEAM 9-3

● MAKING FULL USE OF THE MACHINE'S ADVANCED FUNCTIONS

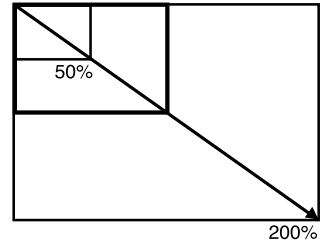
1 Having the machine automatically select paper of the same size as the original
<Auto paper selection mode>
 (page 4-2)



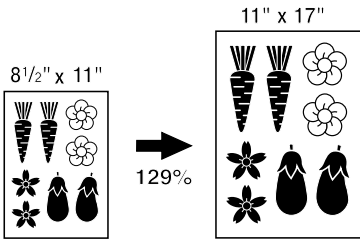
2 Various functions for making enlarged and reduced copies
 ■ Enlarging/reducing copies to fit the size of paper in a specified drawer
<Auto magnification selection mode>
 (page 4-4)



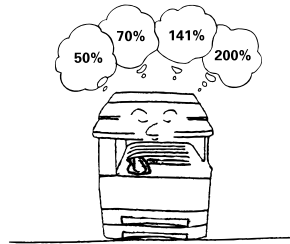
■ Enlarging/reducing copies to any desired size in the 50 - 200% range.
<Zoom copy mode> (page 4-4)



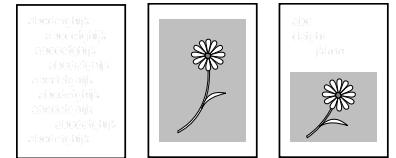
■ Specifying the magnification by selecting the paper size
<Size zoom mode> (page 4-5)



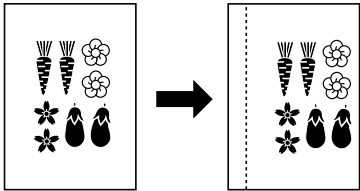
■ Selecting the zoom ratio with one touch
<Standard zoom mode> (page 4-5)



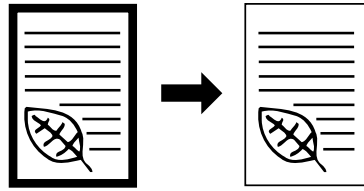
3 Making clear reproductions of photographs
<Copy quality selection> (page 4-2)



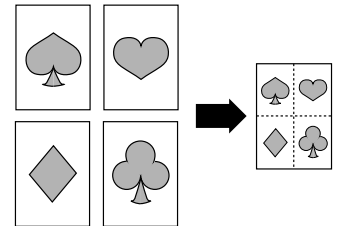
4 Making a margin on copies
<Margin mode> (page 5-5)



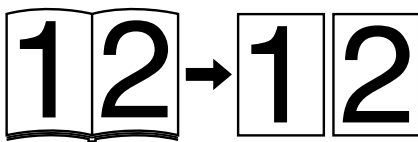
5 Making copies with clean edges
<Border erase mode> (page 5-6)



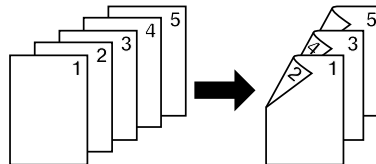
6 Making one copy from two or four originals
<Layout copy> (page 5-7)



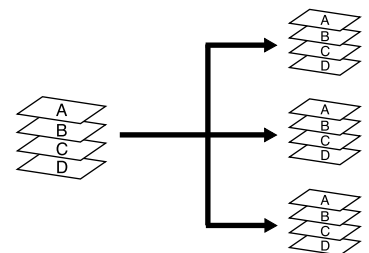
7 Copying two-page originals as separate pages
<Page separation copy mode>
 (page 5-4)



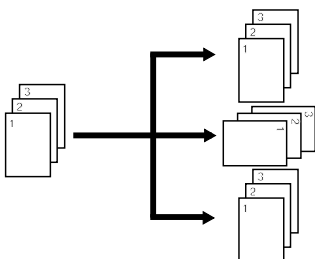
8 Duplex copying from various originals
<Duplex copy> (page 5-1)
 * When optional duplex unit is installed.



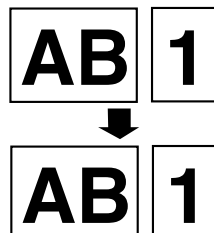
9 Sorting automatically
<Sort copy> (page 5-9)



10 Changing copy orientation for easy sorting
<Rotate sort copy mode> (page 5-9)



11 Making copies from originals of different sizes at a time
<Auto selection> (page 5-10)
 * When optional ADF or RADF is installed.

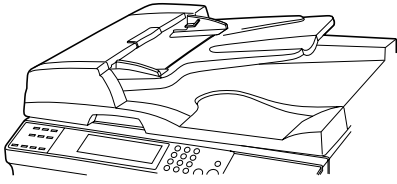


12 Managing the number of copies by ID-code
<Copy management> (page 6-1)

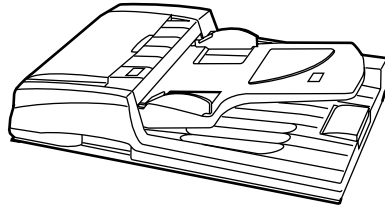


● MAKING FULL USE OF THE MACHINE'S ADVANCED FUNCTIONS

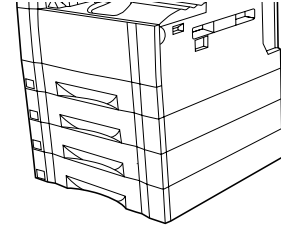
- 13** A full range of optional equipment is available
- **ADF (automatic document feeder)** (page 7-1)



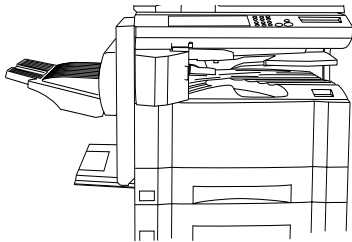
- **RADF (Reversing Auto Document Feeder)** (page 7-3)



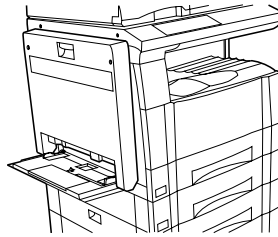
- **Drawer** (page 7-3)



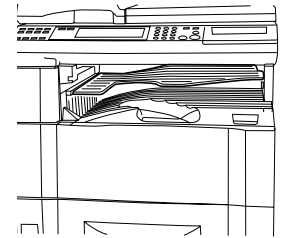
-
- **Finisher** (page 7-3)



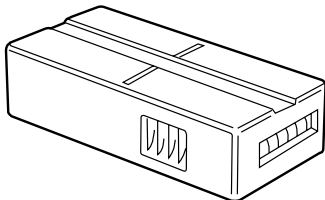
- **Duplex unit** (page 7-3)



- **Job separator** (page 7-3)



-
- **Key counter** (page 7-3)

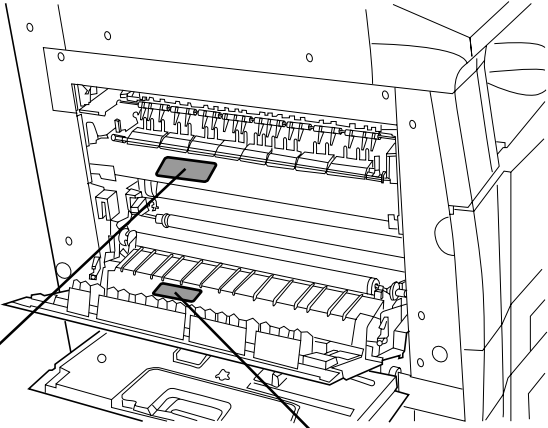


- **Printer board** (page 7-4)
- **Printer network board** (page 7-4)
- **Network scanner** (page 7-4)

CHAPTER 1 IMPORTANT! PLEASE READ FIRST.

CAUTION LABELS

Caution labels have been attached to the copier at the following locations for safety purposes.
BE SUFFICIENTLY CAREFUL to avoid fire or electric shock when removing a paper jam or when replacing toner.



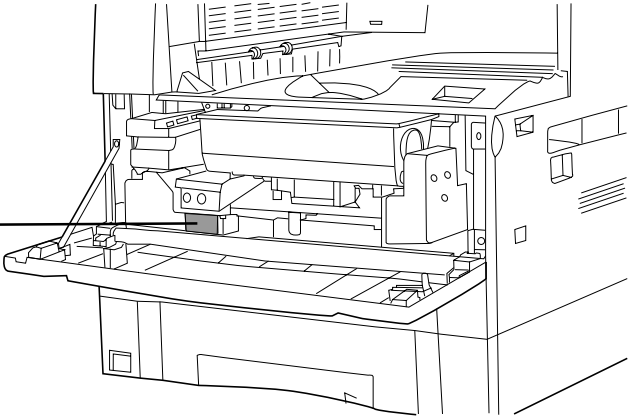
Label 2
High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.



Label 1
High voltage inside. NEVER touch parts in this area, because there is a danger of electric shock.



Label 3
Do not incinerate toner and toner containers. Dangerous sparks may cause burn.







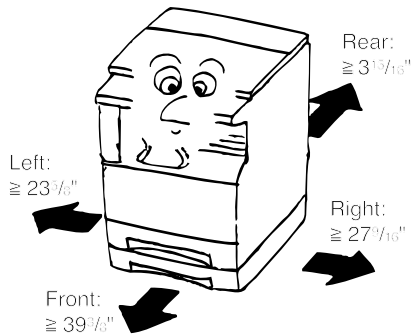
NOTE: DO NOT remove these labels.


INSTALLATION PRECAUTIONS

■ Environment

CAUTION

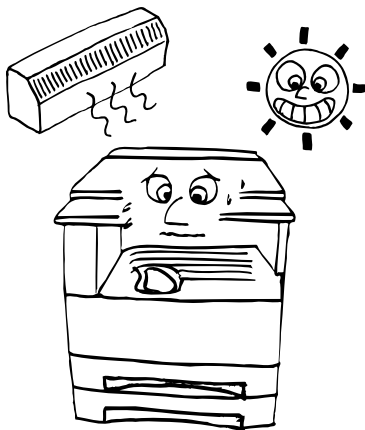
- Avoid placing the copier on or in locations which are unstable or not level. Such locations may cause the copier to fall down or fall over. This type of situation presents a danger of personal injury or damage to the copier. 
- Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock. 
- Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire. 
- To keep the copier cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the left cover, to allow air to be properly ventilated out of the copier. 



- Always use the caster stoppers to stabilize the copier once it is in place to keep it from moving and/or falling over and causing injury. 




Other precautions

- Adverse environmental conditions may affect the safe operation and performance of the copier. Install in an air-conditioned room (recommended room temperature: around 68°F, humidity: around 65%RH) and avoid the following locations when selecting a site for the copier.
 - . Avoid locations near a window or with exposure to direct sunlight.
 - . Avoid locations with vibrations.
 - . Avoid locations with drastic temperature fluctuations.
 - . Avoid locations with direct exposure to hot or cold air.
 - . Avoid poorly ventilated locations.



■ Power supply/Grounding the copier

WARNING


- DO NOT use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock. 
- Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock. 
- Always connect the copier to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative. 

Other precautions

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

■ Handling of plastic bags

WARNING









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









PRECAUTIONS FOR USE

■ Cautions when using the copier

⚠ WARNING

- DO NOT place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the copier. This type of situation presents a danger of fire or electrical shock should they fall inside. 
- DO NOT remove any of the covers from the copier as there is a danger of electrical shock from high voltage parts inside the copier. 
- DO NOT damage, break or attempt to repair the power cord. DO NOT place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage. These types of situations present a danger of fire or electrical shock. 
- NEVER attempt to repair or disassemble the copier or its parts as there is a danger of fire, electrical shock or damage to the laser. If the laser beam escapes, there is a danger of it causing blindness. 
- If the copier becomes excessively hot, smoke appears from the copier, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the main switch OFF (O) immediately, remove the power plug from the outlet and contact your service representative. 
- If anything harmful (paper clips, water, other fluids, etc.) falls into the copier, turn the main switch OFF (O) immediately. Next, remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative. 
- DO NOT remove or connect the power plug with wet hands, as there is a danger of electrical shock. 
- ALWAYS contact your service representative for maintenance or repair of internal parts. 

⚠ CAUTION





- DO NOT pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (ALWAYS grasp the power plug when removing the power cord from the outlet.) 
- ALWAYS remove the power plug from the outlet when moving the copier. If the power cord is damaged, there is a danger of fire or electrical shock. 
- If the copier will not be used for a short period of time (overnight, etc.), turn the main switch OFF (O). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the copier is not in use. 
- ALWAYS hold the designated parts only when lifting or moving the copier. 
- For safety purposes, ALWAYS remove the power plug from the outlet when performing cleaning operations. ... 
- If dust accumulates within the copier, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the copier. ... 

Other precautions

- DO NOT place heavy objects on the copier or cause other damage to the copier.
- DO NOT open the front cover, turn off the main switch, or pull out the power plug during copying.
- During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the copier is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.
- When lifting or moving the copier, contact your service representative.
- Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.
- DO NOT attempt to perform any operations not explained in this handbook.
- CAUTION : Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

■ Cautions when handling consumables

⚠ CAUTION

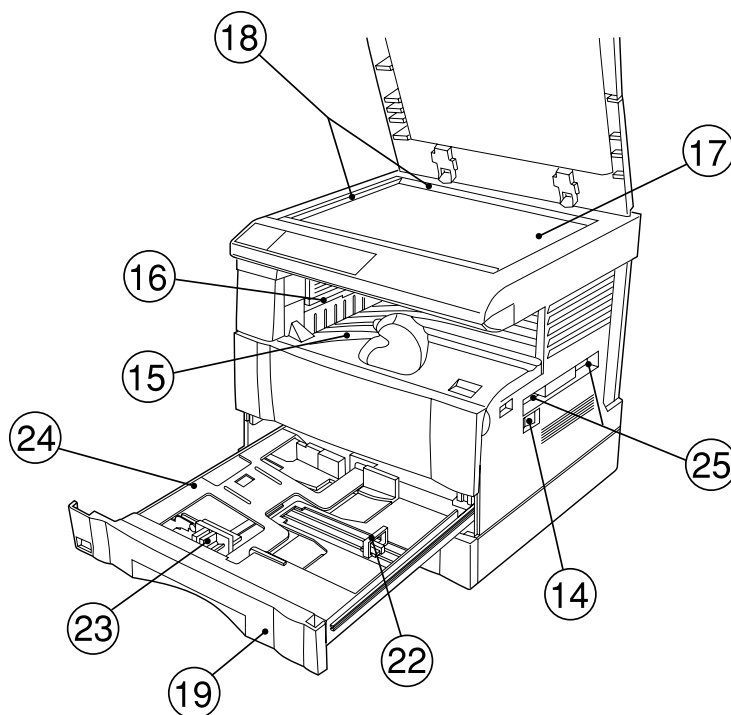
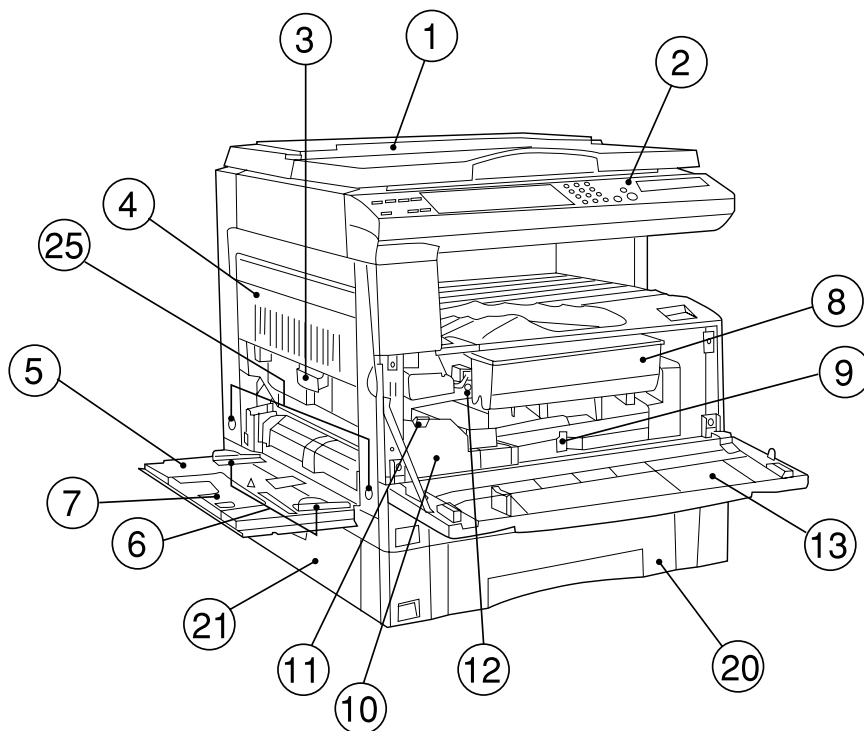
- Avoid inhalation, ingestion, skin or eye contact. If ingestion occurs, dilute stomach contents thoroughly with water and seek medical treatment. If skin contact occurs, wash with soap and water. If contact with eyes occurs, flush thoroughly with water and seek medical treatment. 
- Prolonged inhalation of excessive dusts may cause lung damage. Use of this product, as intended, does not result in inhalation of excessive dusts. 
- Keep away from children. 
- Do not incinerate toner and toner containers. Dangerous sparks may cause burn. 

Other precautions

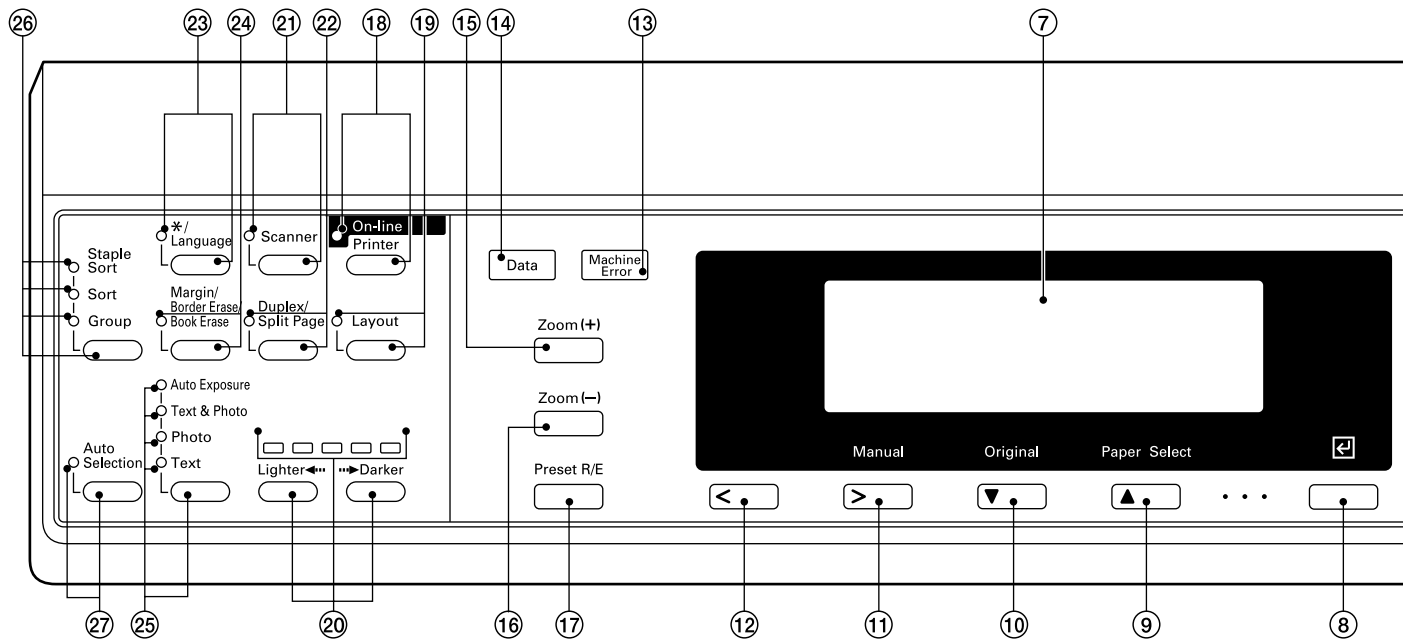
- Always read the safety instructions which are included in the box or printed on the container when handling consumables.
- Dispose of the toner or toner containers in accordance with Federal, State and Local rules and regulations.
- Store consumables in a cool, dark location.
- If the copier will not be used for an extended period of time, remove the paper from the cassette, return it to its original package and reseal it.

CHAPTER 2 NAMES OF PARTS

1. Main body

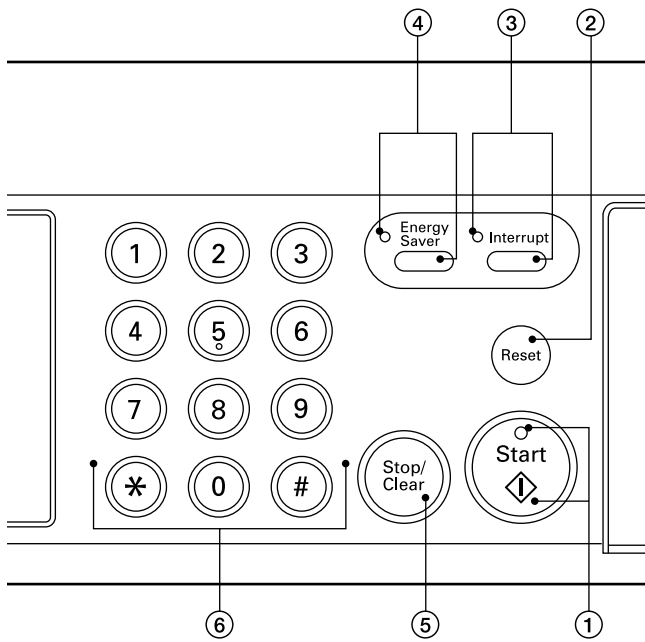


- ① **Original cover** <optional>
(Open/close to set the original on the platen.)
- ② **Operation panel**
(Contains the keys and indicators for operating the copier.)
- ③ **Left cover handle**
(Hold to open the left cover.)
- ④ **Left cover**
(Open when a paper misfeed occurs.)
- ⑤ **Multi-Bypass**
(Load paper here when copying onto small-size or special paper.)
- ⑥ **Insert guides**
(Be sure to set the paper width when loading paper on the multi-bypass.)
- ⑦ **Support tray**
(Operate to use large-size paper.)
- ⑧ **Toner cartridge**
- ⑨ **Toner cartridge release lever**
(Operate to replace the toner cartridge.)
- ⑩ **Waste toner tank**
- ⑪ **Waste toner tank release lever**
(Operate to replace the waste toner tank.)
- ⑫ **Cleaning shaft**
(Pull and push back in after toner cartridge replacement or when copy images become soiled with toner.)
- ⑬ **Front cover**
(Open to replace the toner cartridge or waste toner tank.)
- ⑭ **Main switch**
(Turn ON (I) before starting to make copies.)
- ⑮ **Copy store section**
(Copied paper is stored here.)
- ⑯ **Ejection section**
- ⑰ **Platen**
(Set originals here for copying. Place originals face-down with the edges aligned with the size scales on the left and rear sides of the platen.)
- ⑱ **Original size scales**
(Be sure to align the original with these when setting the original on the platen.)
- ⑲ **Drawer 1**
(Holds up to 250 sheets of standard paper [standard paper specified by our company].)
- ⑳ **Drawer 2**
(Holds up to 250 sheets of standard paper [standard paper specified by our company].)
- ㉑ **Drawer left cover**
(Open when a paper misfeed occurs inside the drawer left cover.)
- ㉒ **Length adjustment plate**
(Adjust to the length of the paper to be set in the drawer.)
- ㉓ **Width adjustment lever**
(Hold the lever and adjust the width guide to the width of the paper to be set in the drawer.)
- ㉔ **Drawer bottom plate**
(Push down when loading paper.)
- ㉕ **Handles for transport**
(The right two handles are indented handles. The left two become handles when pulled out.)



2. Operation panel

- ① Start key (Indicator)
(When the indicator is lit green, press to start copying.)
- ② Reset key (See the “● Initial mode” on page 2-4.)
- ③ Interrupt key (Indicator)
(Press to interrupt copying. The indicator will light green when the key is pressed. See page 4-6.)
- ④ Energy Saver (preheat) key (Indicator)
(Press to select the energy saver mode. The indicator is lit green while the energy saver mode is ON. See page 4-7.)
- ⑤ Stop/Clear key
(Press to stop copying or to change the number of copies to be made. Press to return to the previous setting screen, such as the copy function setting, too.)
- ⑥ Numeric keys
(Press to set the number of copies and enter other values.)
- ⑦ Message display
(Displays messages on how to operate the copier as well as trouble. Display contrast can be adjusted. See “⑪ Display contrast adjust” on page 6-18.)
- ⑧ Enter key
(Press to confirm selected functions and selected items on the message display.)
- ⑨ Paper Select/Cursor up key
(Paper size can be selected by simply changing the paper feed drawer. The paper size selected at present is indicated on the message display. Also used to move the cursor in the message display upward.)
- ⑩ Original/Cursor down key
(Press to select the original size. Also used to move the cursor in the message display downward.)
- ⑪ Manual/Cursor right key
(Press to make copies at the same ratio, regardless of the original size. Also used to move the cursor in the message display to the right.)
- ⑫ Cursor left key
(Press to move the cursor in the message display to the left.)
- ⑬ Machine Error indicator
(Lights red when a machine problem occurs, such as a paper misfeed.)
- ⑭ Data indicator
(Lights/flashes green when the optional printer function is used; lights/flashes red when a printer error occurs.)
- ⑮ Zoom (+) key
(Press to increase magnification ratio in zoom copying.)
- ⑯ Zoom (-) key
(Press to decrease magnification ratio in zoom copying.)
- ⑰ Preset R/E key
(Press to change the magnification ratio.)
- ⑱ On-line/Printer key (Indicator)
(Press to switch to the printer mode when the optional printer board has been installed. The indicator is lit green while the copier is in the online mode.)
- ⑲ Layout key (Indicator)
(Press to copy multiple images onto the same face of the copy. The indicator is lit green in the layout copy mode. See page 5-7.)
- ⑳ Copy exposure adjustment keys/Copy exposure indicators
(Press to adjust copy exposure. The indicator will show the present copy exposure.)
- ㉑ Scanner key (Indicator)
(Press to switch to the scanner mode when the optional network scanner has been installed. The indicator is lit green while the copier is in the scanner mode.)
- ㉒ Duplex/Split Page key (Indicator)
(Press to perform duplex or page separation copying. The indicator will light green. The optional duplex unit must be installed to use these functions. See pages 5-1 and 4.)
- ㉓ */Language key
(Press to set copy management, default settings and language selection.)



- ④ Margin/Border Erase/Book Erase key (Indicator)
(Press to create margins or erase borders in copies. The indicator will light green. See pages 5-5 and 6.)
- ⑤ Copy quality selection key/Auto Exposure/Text & Photo/Photo/Text indicators
(Press to select copy quality. See page 4-2.)
- ⑥ Sort mode key/Staple Sort/Sort/Group indicators
(Press to sort copies into separate sets, or for stapling, sorting or grouping copies with the optional finisher. The indicators will light green in the respective modes.)
- ⑦ Auto selection key (Indicator)
(Press to perform auto selection copying. The indicator will light green. The optional DF must be installed to use this function. See page 5-10.)

● **Initial mode** (at the end of warm-up or when the Reset key is pressed)
In the initial mode, paper of the same size as the original is selected automatically ("auto paper selection mode"), the number of copies is set to "1" and copy quality is set to "Text & Photo".

NOTE

- It is also possible to change the default setting for copy exposure adjustment to "auto exposure mode" in the initial mode. (See "① Exposure mode" on page 6-11.)

● **Auto clear function**

About 90 seconds after copying stops, the copier will automatically return to the same settings as those after warm up. (However, the exposure mode will not change.) Copying can be performed at the same settings (copy mode, number of copies and exposure mode) if copying is started before the auto clear function operates.

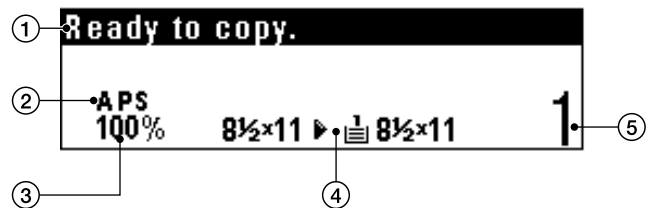
● **Automatic drawer switching function**

If two or more drawers contain paper of the same size in the same orientation and the paper in one drawer runs out during copying, this function switches paper feed from the empty drawer to a full drawer.

NOTE

- The automatic drawer switching function can be disabled. (See "⑭ Auto drawer switch" on page 6-19.)

Message display



- ① Displays messages regarding the machine status and required operations.
- ② Displays copy modes.
APS (auto paper selection mode)
AMS (auto magnification selection mode)
1:1 (manual copy mode)
- ③ Displays magnification ratio.
- ④ Displays the original size, paper size and the currently selected drawer.
- ⑤ Displays the number of copies to be made.

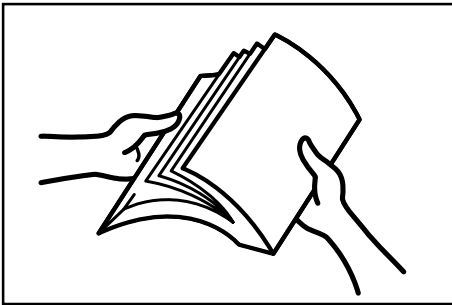
CHAPTER 3 HOW TO LOAD PAPER

1. How to load paper

This copier comes standard with two drawers and a multi-bypass.

(1) Precautions for loading paper

After unpacking the paper, fan it several times and then load into the tray.



IMPORTANT

- Loading paper into the standard drawer, optional drawer or multi-bypass when some paper is still remaining in each of them may cause paper misfeeds.

(2) Loading paper into the drawer

Up to 250 sheets of standard paper (75 or 80 g/m²/standard paper as specified by our company) or colored paper can be loaded into the each drawer.

(Inch specifications)

- * The each drawer can be set to hold paper of any desired size from 11" x 17" to 5 1/2" x 8 1/2".

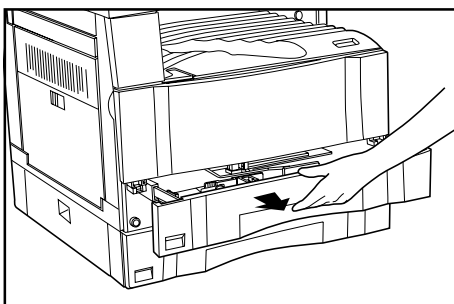
(Metric specifications)

- * The each drawer can be set to hold paper of any desired size from A3 to A5R.

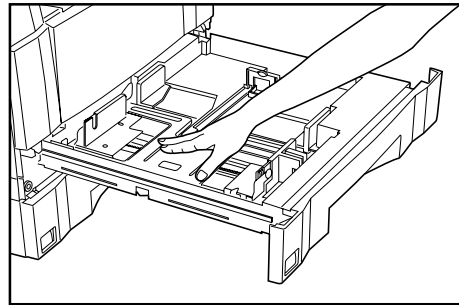
IMPORTANT

- Set the type of paper (standard paper, recycled paper, letterheads or colored paper) to be loaded in the drawer in "⑤ Paper type (1st to 4th)" on page 6-14.

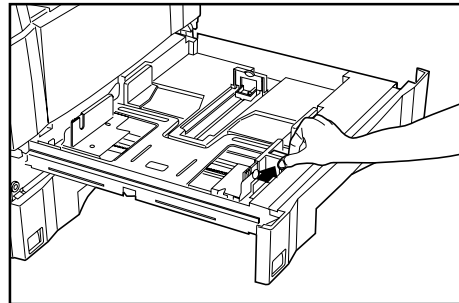
- 1** Pull the drawer out toward you as far as it will go.
* Do not pull more than one drawer out at a time.



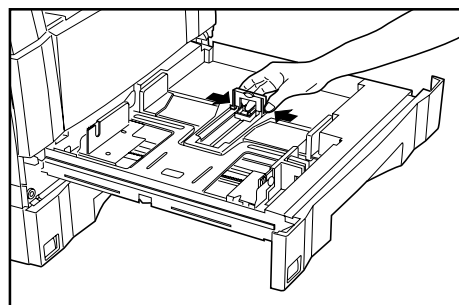
- 2** Press the drawer bottom plate down and fix it there.



- 3** Hold the width adjustment lever and move it to align the width guide with the required paper width. Paper sizes are marked inside the drawer.

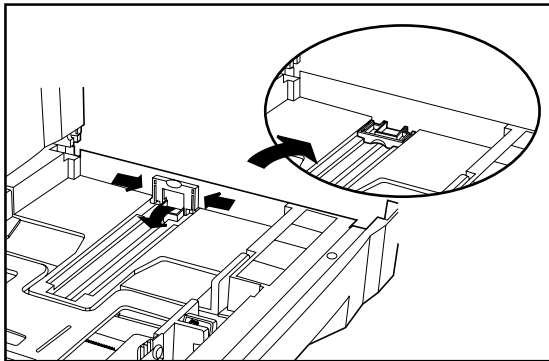


- 4** Hold both sides of the length adjustment plate and move it to align with the required paper length.

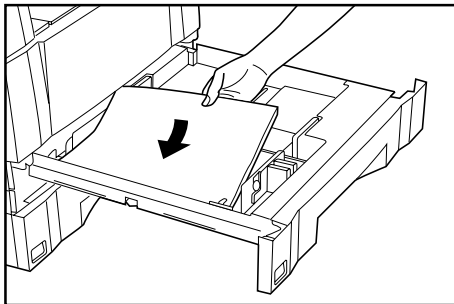


IMPORTANT

When loading 11" x 17" paper, push down the length adjustment plate completely as shown in the illustration.

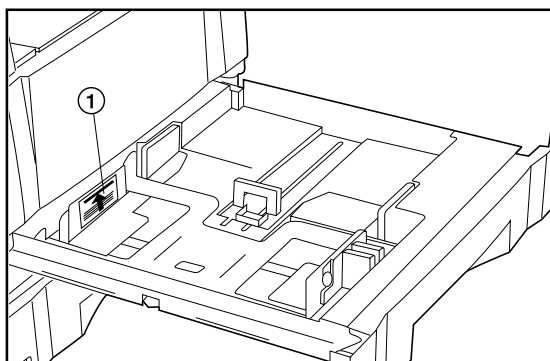


5 Set the paper flush against the left-hand wall of the drawer.

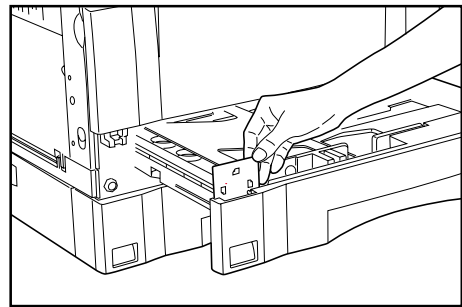


IMPORTANT

- There is a sticker (① in the illustration) indicating paper capacity attached to the inside of the drawer. Do not load paper above this limit.
- When loading paper into the drawer, make sure that the copy side is facing upward. (The copy side is the side facing upward when the package is opened.)
- Check that the length adjustment plate makes secure contact with the paper. If there is a gap, adjust the position of the length adjustment plate.
- If small-sized paper jams frequently under high temperature and high humidity conditions, reduce the number of sheets to the level of the black line indicated on the sticker (① in the illustration).



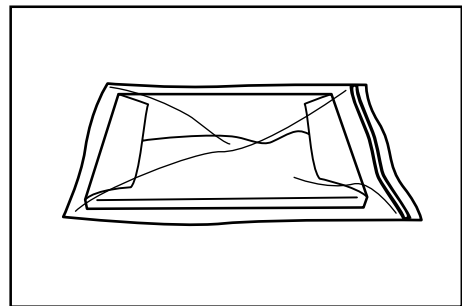
6 Set the supplied paper size sheet so that the size of the paper loaded can be checked by looking at the front of the drawer.



7 Gently push the drawer back in.
* If you force the drawer in, paper may come out from under the claws and paper misfeed may result.

NOTE

- Before leaving the copier in disuse for a prolonged period of time, remove the paper from the drawer(s) and seal it in its original packaging to protect from moisture. Also, when storing paper in a temperature and high humidity environment, seal it in a moisture-proof bag.



(3) Loading paper into the multi-bypass

Special paper as well as standard paper can be loaded into the multi-bypass. When copying onto transparencies or thick paper, be sure to use the multi-bypass.

NOTE

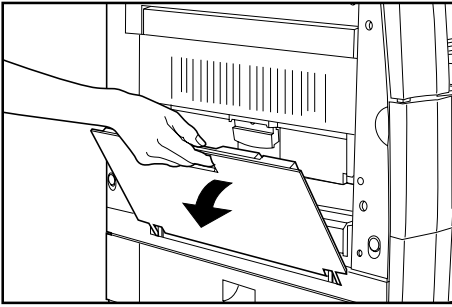
- Number of sheets of standard paper, colored paper and letterheads that can be loaded into the multi-bypass differ depending on the paper size.
 - 11" x 17" and 8 1/2" x 14" (A3, B4 and Folio): 25 sheet
 - 11" x 8 1/2" and 5 1/2" x 8 1/2" (A4 to A6R): 50 sheets
- The types of special paper and the number of sheets that can be loaded in the multi-bypass are:
 - Transparencies: 1 sheet
 - Standard paper (120g/m², 160g/m²): 1 sheet

IMPORTANT

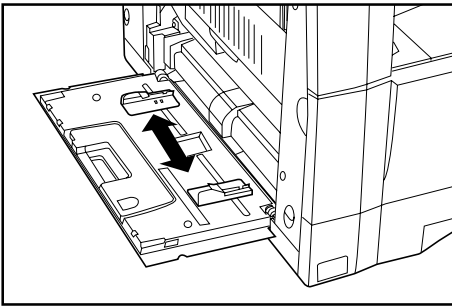
- When setting special paper, such as transparencies and thick paper, into the multi-bypass, select the type of paper by referring to "● Setting the paper type and size for the multi-bypass" on page 3-3.

CHAPTER 3 HOW TO LOAD PAPER

- 1 Open the multi-bypass.

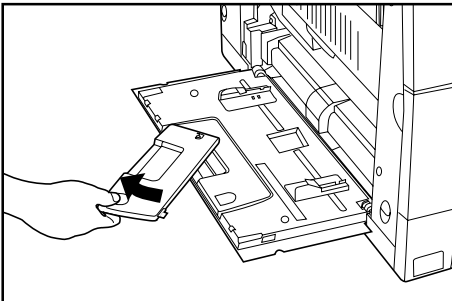


- 2 Adjust the insert guides to the size of the paper to be loaded.

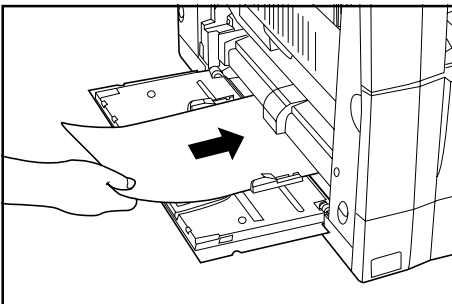


NOTE

- When loading paper that is longer than 8 1/2" x 11", pull out the support guide.



- 3 Insert the paper along the guides as far as it will go.



IMPORTANT

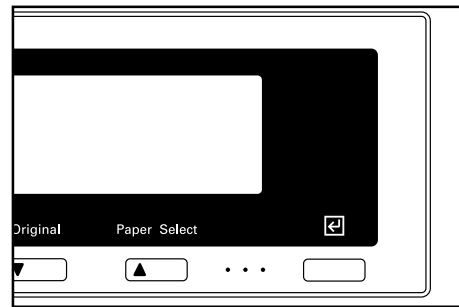
- When loading paper into the multi-bypass, make sure that the copy side is facing downward. (The copy side is the side facing upward when the package is opened.) If the leading edge of the paper is curled, straighten it out before loading the paper in the multi-bypass.

● Setting the paper type and size for the multi-bypass

When using transparencies or thick paper with the multi-bypass, select the type of paper by following the procedure given below. If the paper size for the multi-bypass is set, the multi-bypass may be automatically selected according to the original size at times such as when the auto paper selection mode is selected.

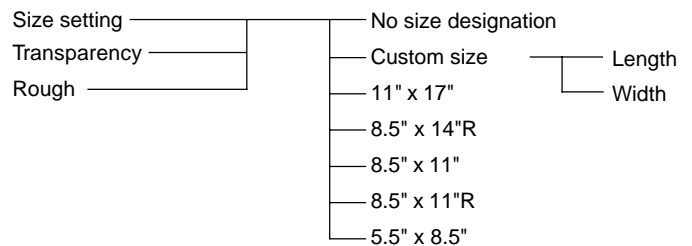
* If the auto clear function is triggered or the Reset key is pressed after the paper type is set to transparencies or thick paper and copies are made, the paper type setting will be canceled. The paper size setting, however, will be retained until it is changed.

- 1 Press and hold the Paper Select key for 3 seconds. The screen for setting the paper size for the multi-bypass and selecting either the transparency or thick paper mode appears.

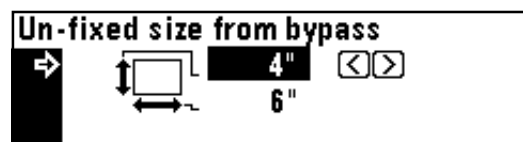


- 2 When using transparencies or thick paper, select "Transparency" or "Rough" respectively using the cursor up or down key. To set the paper size for the multi-bypass, select "Size setting".

- 3 Press the cursor up or down key and select the paper size. When setting a non-standard paper size, select "Custom size" and proceed to the next step. If "No size designation" is selected, the multi-bypass will not be selected automatically even if the auto paper selection mode is set.



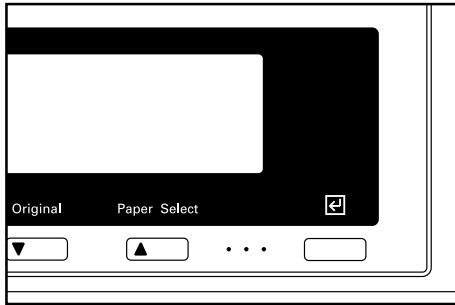
- 4 Press the cursor right or left key and select the paper dimension in the direction of the copier depth, which is shown highlighted. This value can be set from 4" to 11" in 1/8" increments.



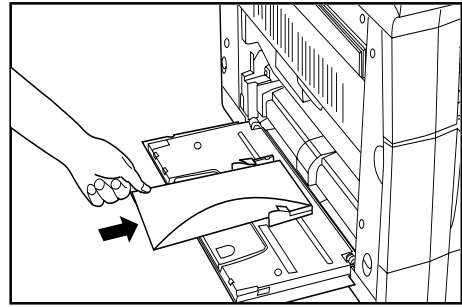
5 Press the cursor down key.

6 Press the cursor right or left key and select the paper dimension in the direction of the copier width, which is shown highlighted. This value can be set from 5 7/8" to 17" in 1/8" increments.

7 Press the enter key.



3 Close the flap of the envelope and set it with the flap toward the machine front. Then insert the envelope into the slot along the insert guides as far as it will go.



NOTE

- Incorrectly loading envelopes can result in printing in the wrong orientation or on the wrong side.

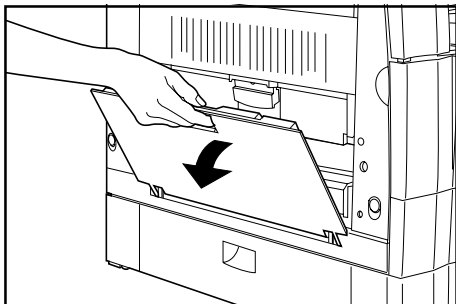
● **Setting envelopes**

When using the optional printer function, envelopes can be set in the multi-bypass.

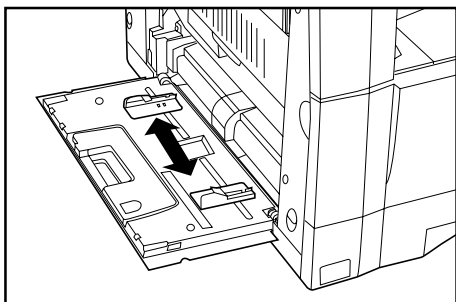
NOTE

- The types of envelopes that can be used are COM-10, Monarch, DL and C5. Up to 6 envelopes can be loaded in the multi-bypass at a time.

1 Open the multi-bypass.



2 Align the insert guides with the envelope size.



2. Replacing the toner cartridge and waste toner tank

If "Add toner to resume copying." appears on the message display, replenish the toner. Although several copies can be made after the message appears, it is recommended to replace the toner cartridge immediately. After replacing the toner cartridge, be sure to also replace the waste toner tank.

* Replenish toner only when the message is displayed.

Now copying.

Add toner to resume copying.

APS

100% 11×8½   11×8½  **11**

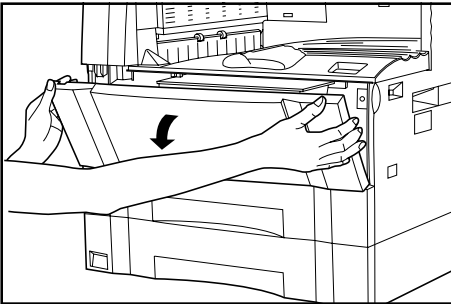
CAUTION

Do not incinerate toner and toner containers. Dangerous sparks may cause burns.

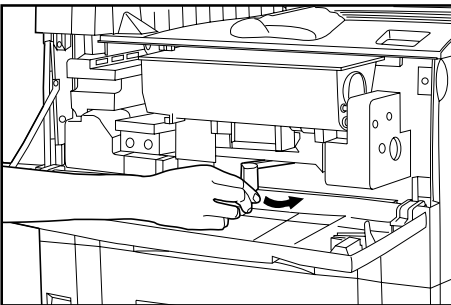
WARNING

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

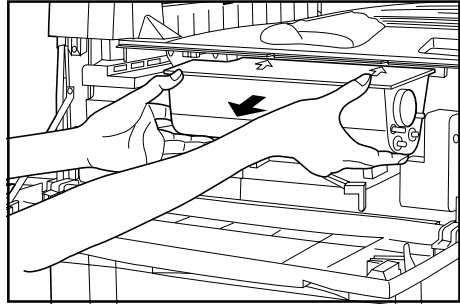
- 1** Open the front cover.



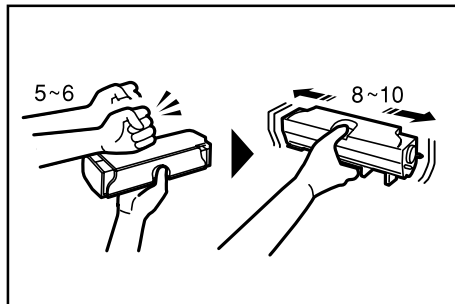
- 2** Turn the toner cartridge release lever to the right as far as it will go. The old cartridge will be unlocked.



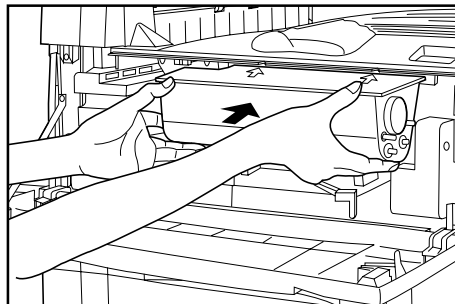
- 3** Pull the old toner cartridge out toward you.



- 4** Tap the new toner cartridge on the top 5 or 6 times and shake it from side to side 8 to 10 times.

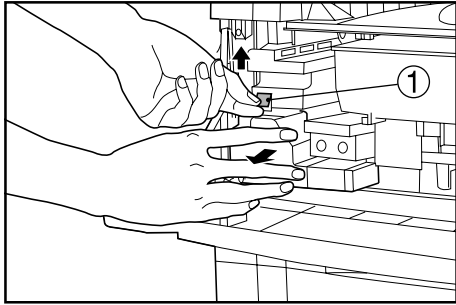


- 5** Fit the new toner cartridge into the copier.
* Align the arrow on the top of the toner cartridge with the cutout in the copier and then insert the cartridge into the copier.

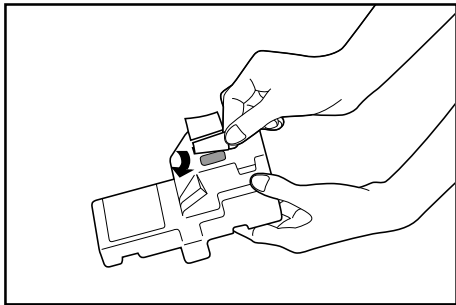


- 6** Turn the toner cartridge release lever to the left as far as it will go.
The new toner cartridge is now be locked.

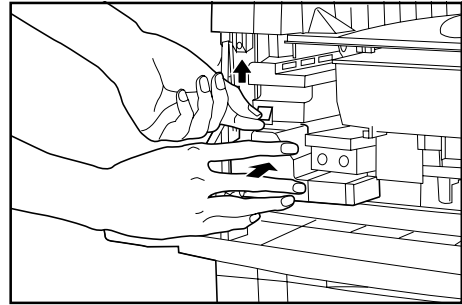
- 7** While holding up the waste toner tank release lever (① in the illustration), remove the waste toner tank.



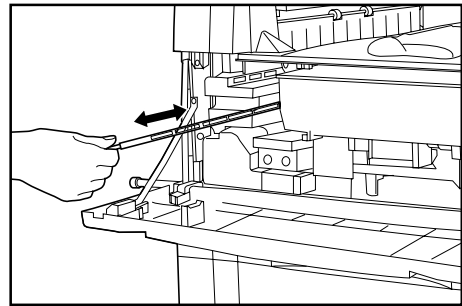
- 8** Close the opening of the waste toner tank with its seal.



- 9** While holding the waste toner tank release lever up, fit the new waste toner tank into the copier.



- 10** Gently pull the cleaning shaft as far as it will go and then push it back in.



IMPORTANT

- Do not pull the cleaning shaft with force or pull it out completely.

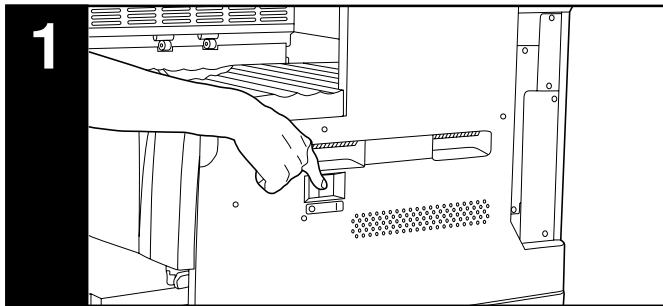
CAUTION

Do not incinerate toner and toner containers. Dangerous sparks may cause burn.

- 11** Close the front cover.

CHAPTER 4 BASIC OPERATION

1. Basic copying procedure

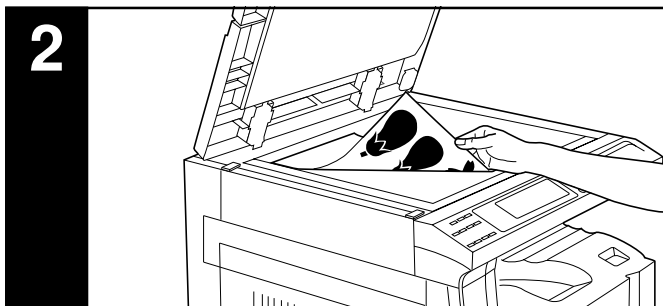


1. Warm-up

Turn the main switch ON (1). At the end of warm-up, "Ready to copy." will appear on the message display.

NOTE

- If originals are set and the Start key is pressed while the copier is still warming up, copying will begin as soon as warm-up ends.

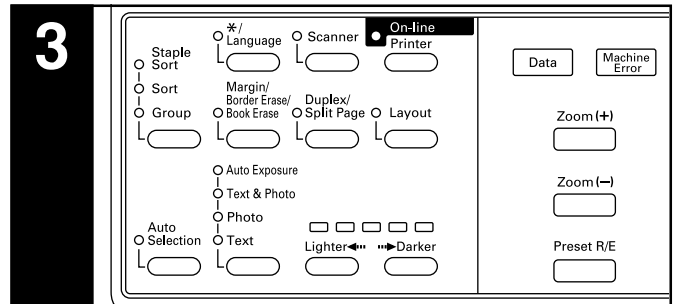


2. Setting originals

Set originals on the platen or in the DF (document feeder). When setting the original on the platen, adjust it with the original size scales based on the left rear position.

NOTE

- See the references given below for how to set originals in the DF.
If the ADF (automatic document feeder) is installed, see page 7-1.
If the RADF (reversing automatic document feeder) is installed, see the instruction handbook provided with the RADF.

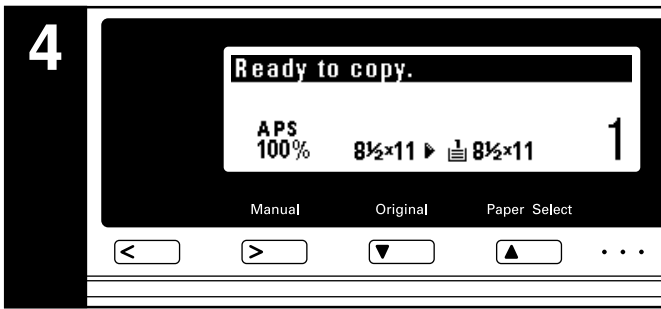


3. Function selection

Select from the copier's various functions.



- Enlargement/reduction (see page 4-4)
- Interrupt copying (see page 4-6)
- Duplex copying from various originals (see page 5-1)
- Copying two-page originals as separate pages (see page 5-4)
- Making a margin space for binding (see page 5-5)
- Making copies with clean edges (see page 5-6)
- One copy from two or four originals (see page 5-7)
- Sorting automatically (see page 5-9)
- Rotate copy (see page 5-10)
- Auto selection mode (see page 5-10)

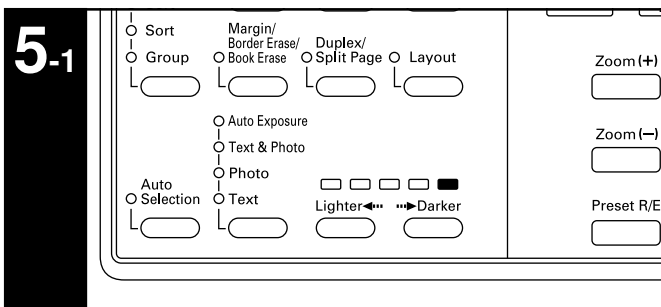


4. Paper size selection

When "APS" appears on the message display, paper of the same size as the original is automatically selected. To copy the original's image onto a different size paper without changing the size of the image, press the Paper Select key for the desired size of paper, and press the Manual key. To make copies of the same size as the originals with images of the same size, no special settings are required.

NOTE

- Automatic paper selection can also be turned off. (See "⑦ Paper selection" on page 6-12.)
- A drawer (paper feed drawer) to be selected automatically can be specified without setting any originals. (See "⑫ Default drawer" on page 6-13.)

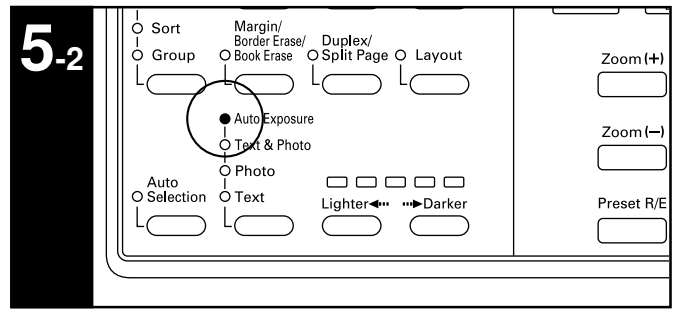


5. Copy exposure adjustment

In the initial mode, one of the Copy exposure indicators is lit and the copy exposure can be adjusted manually. By moving the cursor on the exposure scale to the right, copies become darker. By moving it to the left, copies become lighter.

NOTE

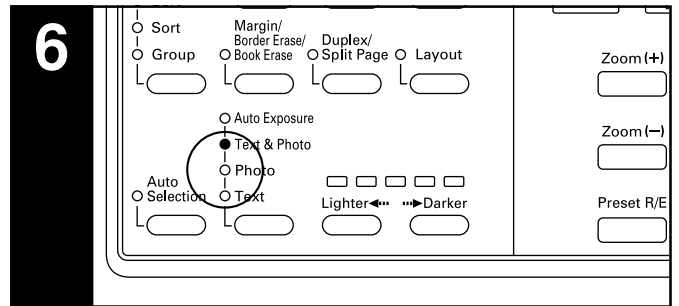
- Exposure adjustment is selected from 5 or 9 levels. (See "② Exposure steps" on page 6-11.)



To have the copy exposure adjusted automatically, press the copy quality selection key and set the auto exposure mode. The Auto Exp. indicator will light. In the auto exposure mode, the brightness of the original is detected and the most suitable exposure selected. It is also possible to make clean copies without the original background or color.

NOTE

- If the copies come out too light or too dark, the overall copy exposure can be adjusted. (See "③ A.E." on page 6-12.)
- The default setting of the copy exposure adjustment can be set to auto exposure. (See "① Exposure mode" on page 6-11.)

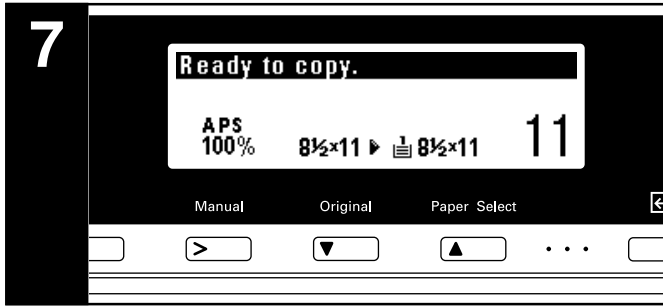


6. Copy quality selection

Copy quality is selected according to the original. Press the copy quality selection key to light the following indicators.
 Text mode: Text indicator
 Photo mode: Photo indicator
 Text & Photo mode: Text & Photo indicator
 Ecoprint mode: Turn all the copy quality indicators off by pressing the copy quality selection key. The density of copied images will be slightly lighter in ecoprint mode to reduce toner consumption.

NOTE

- The default copy quality mode used in the initial mode can be selected. (See "① Exposure mode" on page 6-11.)
- The overall copy exposure can be adjusted for all copy quality modes. (See "④ Mix ori. density", "⑤ Pho ori. density" and "⑥ Txt ori. density" on page 6-12.)

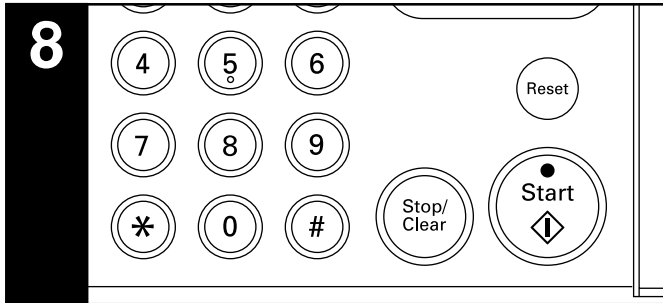


7. Setting the number of copies

Use the numeric keys to enter the desired number of copies on the message display. Up to 250 copies can be set.

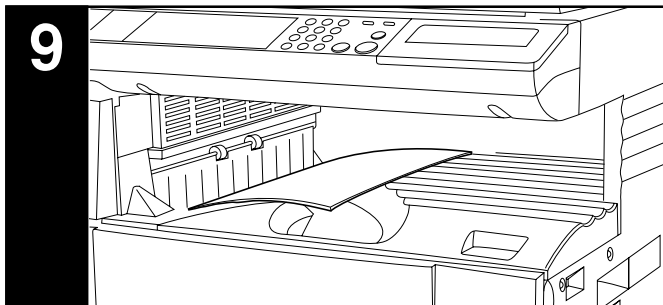
NOTE

- It is possible to lower the limit on the number of copies that can be set at a time. (See "ⓐ Copy limit" on page 6-13.)



8. Starting copying

Press the Start key. If the Start indicator is lit green and "Ready to copy." is displayed on the message display, copying is possible.

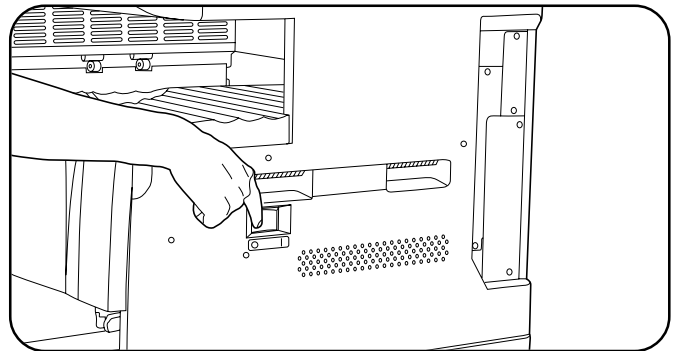


9. At the end of copying

Finished copies are ejected onto the copy store section.

IMPORTANT

- Up to 250 sheets of standard paper (64 g/m²) can be stored. Note that the number of sheets that can be stored varies depending on the condition of the paper used.
- When the job separator is installed, up to 150 sheets of standard paper (64 g/m²) can be stored.
- When the finisher is installed, up to 100 sheets of standard paper (64 g/m²) can be stored.
- If "Paper capacity exceeded. Remove paper from Inner." appears, the copy store section is full. Remove paper from the copy store section and press the Start key to resume copying.
- If "Paper capacity exceeded. Remove paper from Job sep." appears, the optional job separator is full. Copying will automatically resume when paper is removed from the job separator.
- If copied sheets are not stored tidily due to curls or other paper conditions, remove the paper from the drawer or multi-bypass used and turn the paper upside down.



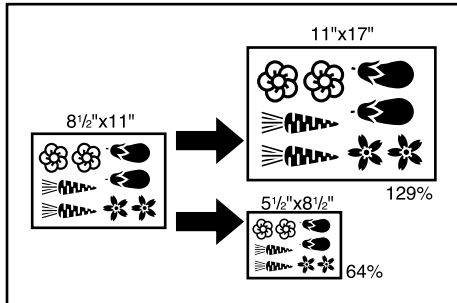
CAUTION

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

2. Enlargement/reduction

(1) Auto magnification selection mode

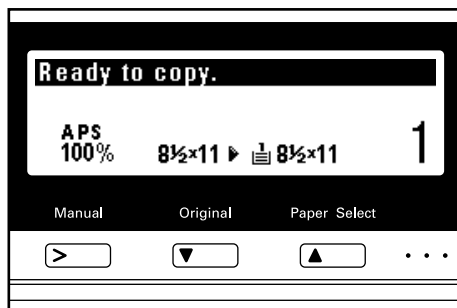
The original image is enlarged/reduced automatically according to the selected paper size.



IMPORTANT

- When using this mode regularly, make sure that “AMS” has been selected in “Ⓢ AMS mode” on page 6-12.

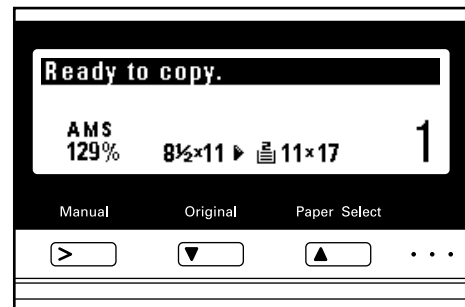
- Set the original(s).
The size of the original will be automatically detected and the same size paper as the original will be selected.



NOTE

- If “100%” has been selected in “Ⓢ AMS mode” on page 6-12, press the Manual key to display “AMS”.

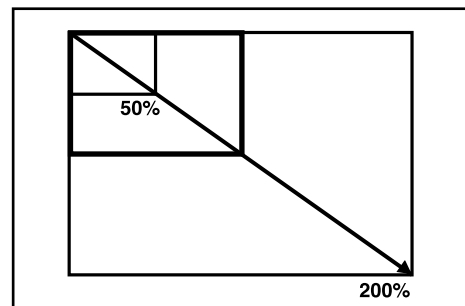
- Press the Paper Select key to specify the paper size. The magnification ratio will be displayed.



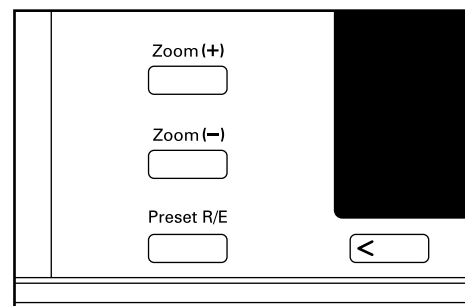
- Copying will start when the Start key is pressed.

(2) Zoom copy mode

The zoom ratio can be set to any value from 50 to 200% in 1% increments.



- Set the original(s).
- Press the Zoom (+) or Zoom (-) key to change the displayed zoom ratio.
Press the Paper Select key to change the paper size.



- Copying will start when the Start key is pressed.

CHAPTER 4 BASIC OPERATION

(3) Standard zoom mode

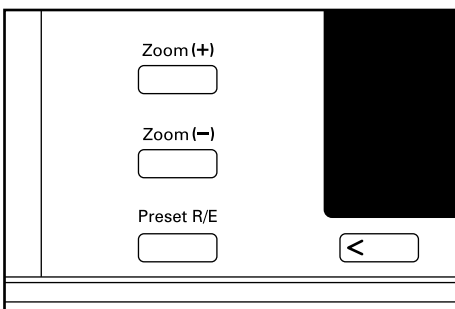
Enlargement/reduction copying is possible using the ratios preset in the copier.

Available ratios

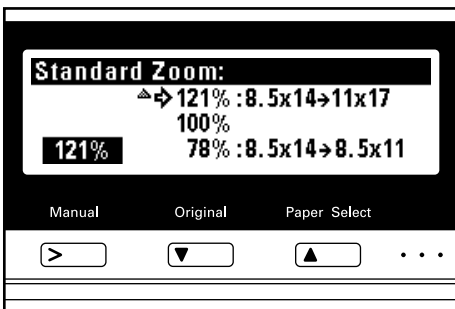
Enlargement	200% : 5 1/2" × 8 1/2" → 11" × 17"
	154% : 5 1/2" × 8 1/2" → 8 1/2" × 14"
	129% : 8 1/2" × 11" → 11" × 17"
	121% : 8 1/2" × 14" → 11" × 17"
Reduction	78% : 8 1/2" × 14" → 8 1/2" × 11"
	77% : 11" × 17" → 8 1/2" × 14"
	64% : 11" × 17" → 8 1/2" × 11"
	50% : 11" × 17" → 5 1/2" × 8 1/2"

1 Set the original(s).

2 Press the Preset R/E key.
The zoom mode setting screen will appear in the message display.



3 Press the cursor up or down key to select the desired magnification ratio and then press the enter key.
The message display will return to the "Ready to copy" screen, with the selected ratio displayed.



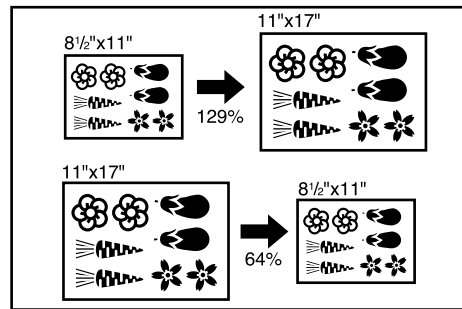
NOTE

- The zoom ratio can be changed in increments of 1% from the selected ratio by pressing the numeric keys or the Zoom (+) and Zoom (-) keys.

4 Copying will start when the Start key is pressed.

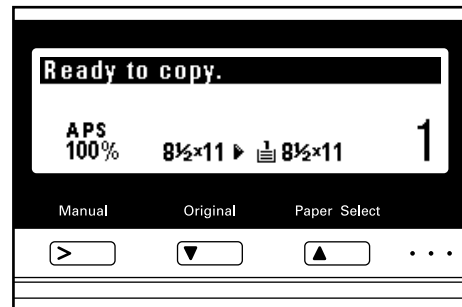
(4) Size zoom mode

When the sizes of the original and copy paper are selected, the zoom ratio is automatically set.

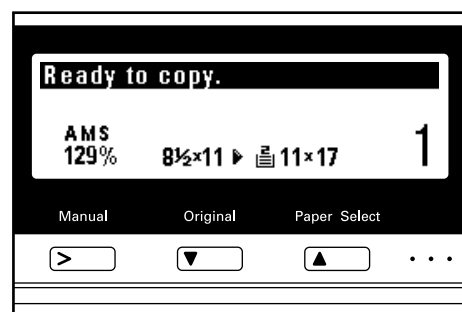


1 Set the original(s).

2 Press the Original key to select the original size.



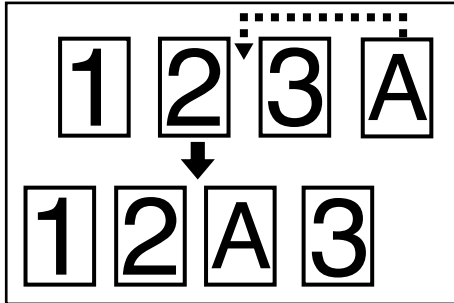
3 Press the Paper Select key to select the paper size.
When the paper size is selected, the zoom ratio will be displayed.



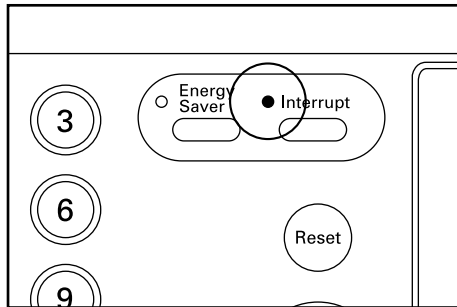
4 Copying will start when the Start key is pressed.

3. Interrupt copying

Interrupt copying is useful if, during one copy job, other originals need to be copied at different settings. The interrupted copy job can be resumed at the same settings as before after the rush job is finished.



- 1 Press the Interrupt key to light the indicator. The "Interrupt mode OK." screen will appear.

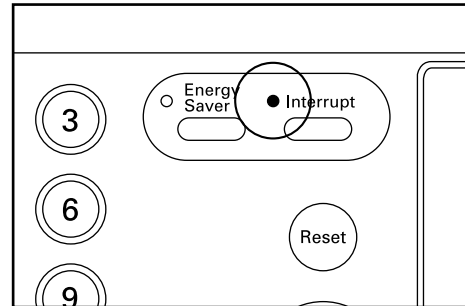


- 2 Remove the present original(s) and put it (them) aside.



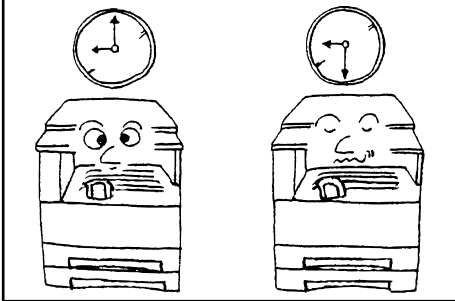
- 3 Set the new original(s) and execute copying.

- 4 When copying ends, press the Interrupt key again, and replace the newly copied original(s) with the one(s) removed before. Then, press the Start key. The interrupted copy job will be resumed. Approximately 120 seconds after the end of interrupt copying, the auto clear function will be triggered. The Interrupt indicator goes out and the copier will be ready to resume the interrupted copy job.

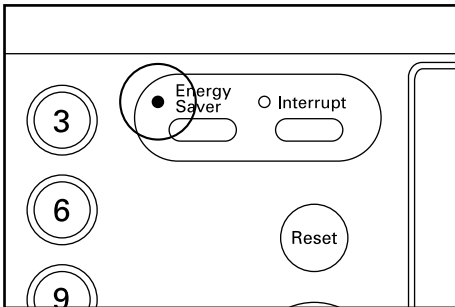


4. Energy saver (preheat) function

This function turns the machine off to save energy by pressing the Energy Saver (preheat) key, while leaving the main switch turned ON. When this function is activated, the Energy Saver (preheat) indicator is the only indicator lit on the operation panel.



To resume copying after the energy saver (preheat) function has been activated, press the Energy Saver key again. It takes a maximum of 30 seconds for the copier to recover from the energy saver (preheat) function.

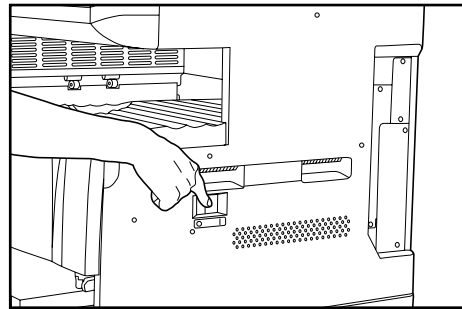
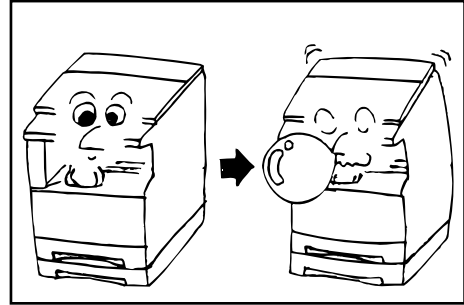


NOTE

- The auto energy saver function can be set to trigger after no copying has been done for a certain period of time. (See “⑨ Preheat time” on page 6-18.)

5. Auto shut-off function

This function automatically turns the main switch OFF (O) if no copying operation is performed for a certain period (15 to 240 minutes). To make copies again, set the main switch to the ON (I) position.



● Auto shut-off function

The auto shut-off function is a power saving feature which automatically turns the main switch OFF (O) when a certain time elapses without copying being performed.

Copiers are generally in the standby mode more than operation mode, and power consumption in the standby mode accounts for a large part of overall consumption. Having the copier turn OFF (O) automatically reduces unnecessary power consumption in the standby mode or at night if the copier is left on. The result is a lower electricity bill.

NOTE

- To change the time remaining until the auto shut off function operates, see “⑩ Shut-off time” on page 6-18. To cancel the auto shut-off function, see “② Auto shut-off” on page 6-16.

CHAPTER 5 FUNCTIONS

1. Duplex copying from various originals [Duplex copy]

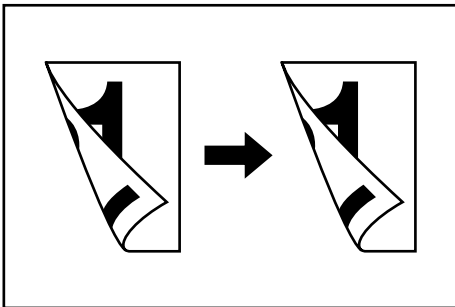
Duplex copies can be made from two-page originals or one-sided originals with the optional duplex unit.

IMPORTANT

- Duplex copies cannot be made with the multi-bypass.

(1) Duplex copying from two-sided originals

A two-sided original is copied onto both the front and back side of the paper. The copy looks just like the original.

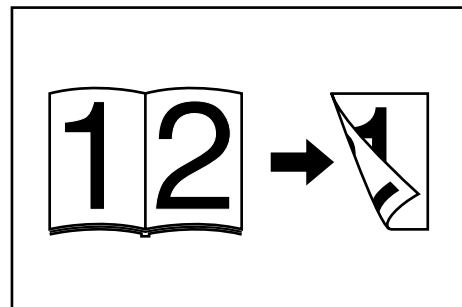


IMPORTANT

- The paper sizes that can be used are 11" × 17" to 5 1/2" × 8 1/2".

(2) Duplex copying from a book original

Facing pages of a magazine or book are copied on both sides of the paper by a single press of the Start key.

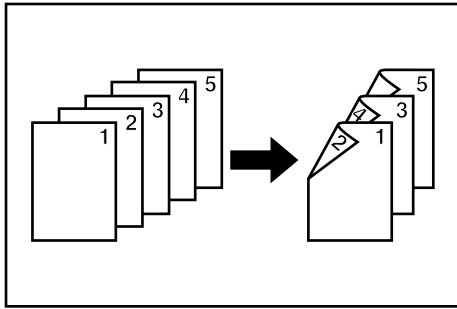


IMPORTANT

- The paper size used in this mode is limited to 11" × 8 1/2".

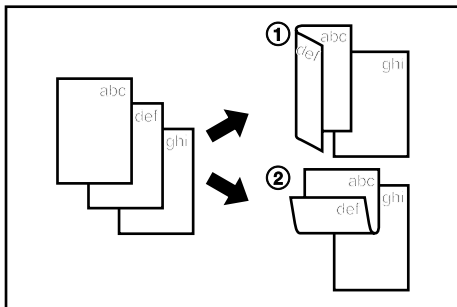
(3) Duplex copying from one-sided originals

The one-sided original is copied on both sides (back and front) of the paper. When an odd number of originals are copied, the back side of the last page is blank.

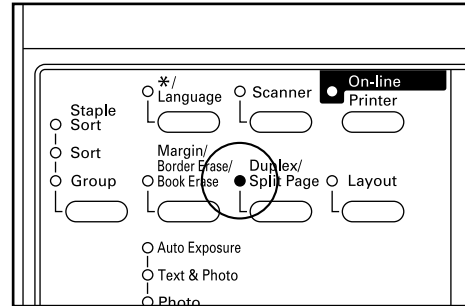


NOTE

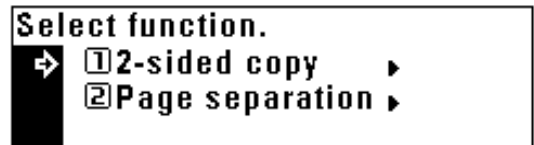
- The back side copy can also be rotated 180 degrees.
 - ① Normal: The back side comes out in the same direction as the original.
 - ② Rotate: The back side is rotated 180 degree with respect to the original. When bound at the top, the copies are oriented in the same direction.



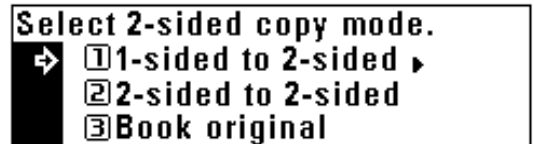
- 1** Set the original(s).
- 2** Press the Duplex/Split Page key to light the indicator. The function selection screen will appear.



- 3** Make sure that "2-sided copy" is selected and press the enter key. The duplex copy setting screen will appear.



- 4** Press the cursor down key to select the duplex copy mode.



- 5** Press the enter key. If "1-sided to 2-sided" was selected, go to the next step. If "2-sided to 2-sided" or "Book original" was selected, the message display will be changed to the "2-sided mode." screen.

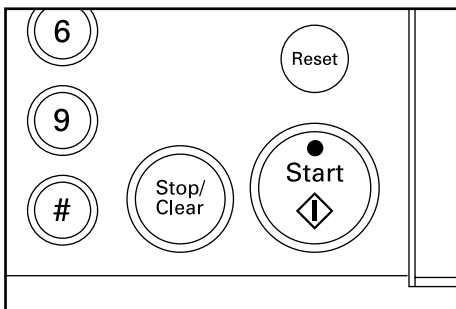
CHAPTER 5 FUNCTIONS

- 6** Select whether to rotate the back side of the copy 180 degree or not.

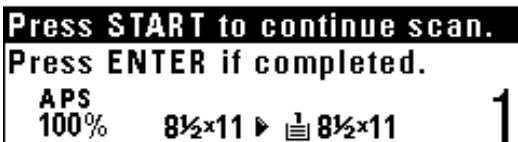


- 7** Press the enter key.
The message display will be changed to the "2-sided mode." screen.

- 8** Press the Start key. Scanning of the originals will start. When setting the original in the DF, copying will be performed. When setting the original on the platen, go to the next step.



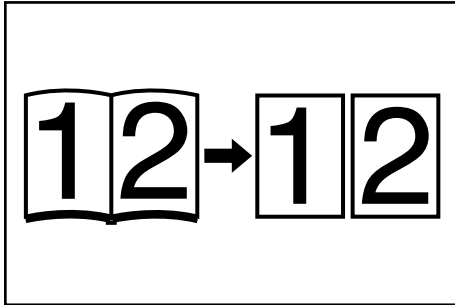
- 9** Replace the original and press the Start key. Scanning of the originals will start. Carry out the same procedures to the originals of which copying will be performed, and finally, press the enter key. Copying will start.



2. Copying two-page originals as separate pages [Page separation copy mode]

(1) Page separation copies from book originals

Facing two-page of a magazine, book or the like is divided down the middle and copied onto two separate sheets of paper.

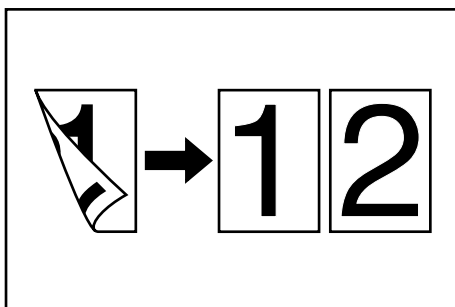


IMPORTANT

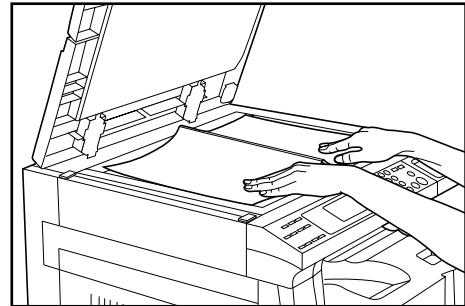
- The available sizes of double-page spread originals are limited to 11" x 17", 11" x 8 1/2" and 8 1/2" x 11", and paper sizes are limited to 11" x 8 1/2" and 8 1/2" x 11" (8 1/2"x 11" can only be used with the rotate copy function). If you change the paper size, the copy image can be enlarged or reduced to that size.

(2) Page separation copies from two-sided originals

Each face of a two-sided originals is copied onto a separate sheet of paper.



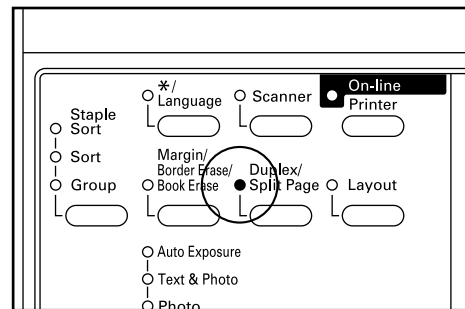
1 Set the original(s).



NOTE

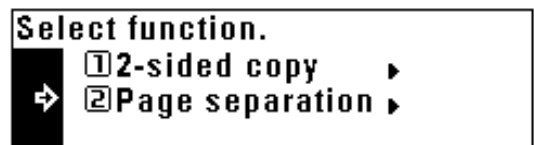
- When copying from a book, set the book as illustrated.

2 Press the Duplex/Split Page key to light the indicator. The function selection screen will appear.

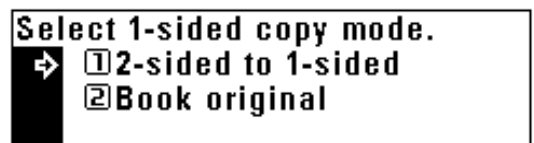


3 Press the cursor down key to select "Page separation".

4 Press the enter key. The page separation copy mode setting screen will appear.



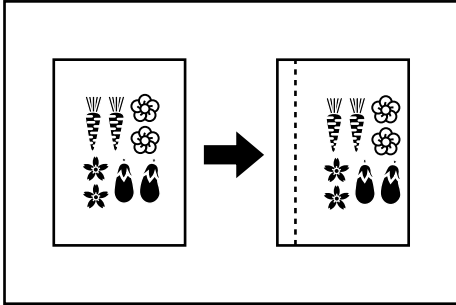
5 Press the cursor down key to select the page separation mode.



6 Press the enter key. The message display will return to the "Ready to copy." screen.

3. Making a margin space for binding [Margin mode]

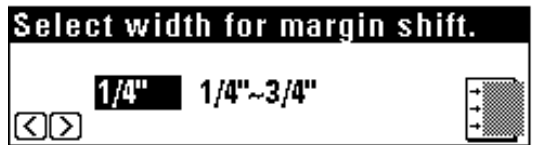
The image of the original is shifted rightward to make a margin for binding on the left side of the paper between 1/4" and 3/4" in increments of 1/8".



3 Make sure that "Margin" has been selected, and press the enter key. The margin copy setting screen will appear.



4 Press the cursor right or left key to select the margin width if the margin width setting is changed from the default value. The margin width can be set between 1/4" and 3/4" in increments of 1/8". When not changing margin width, go to the next step.



5 Press the enter key. The "Ready to copy." screen will appear.

NOTE

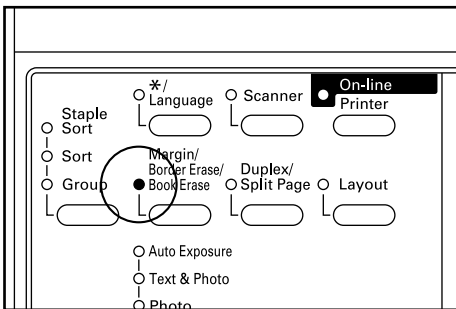
- The initial value of margin width can be set. (See "⑩ Margin width" on page 6-13.)
- If the left margin is specified while duplex copy setting has been set, the same right margin width as the front side is automatically set to the back side.

1 Set the original(s).

IMPORTANT

- Set the originals so that the top (left) side of the original is at the rear side. Setting them in the wrong direction may cause the failure of making margin in the correct position.

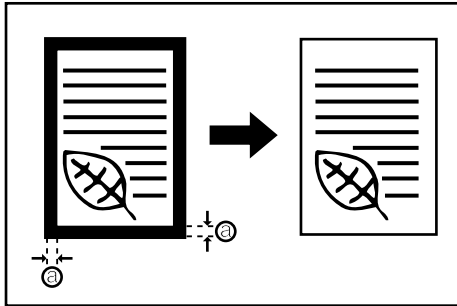
2 Press the Margin/Border Erase/Book Erase key to light the indicator. The function selection screen will appear.



4. Making copies with clean edges [Border erase mode]

(1) Erasing blemishes from edges of copies (Sheet Erase)

Use for erasing shadows, lines, etc., that occur around the edges of copies made from sheet originals. The border width can be selected from 1/4", 1/2" and 3/4". (ⓐ is the width of erasing border.)

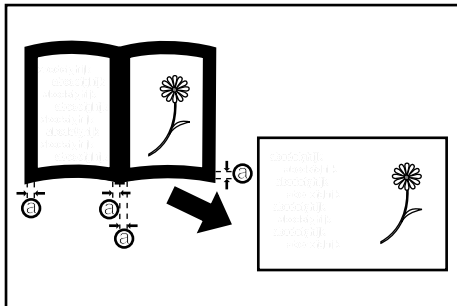


NOTE

- The initial value of the erasing border width can be set. (See "① Border width" on page 6-13.)

(2) Erasing blemishes from the edges and middle of copies made from books (Book Erase)

Use for making neat copies from thick books. The border width can be selected from 1/4", 1/2" and 3/4". (ⓐ is the width of erasing border.)



NOTE

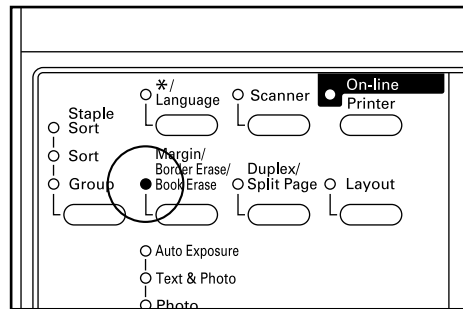
- The initial value of the erasing border width can be set. (See "① Border width" on page 6-13.)

1 Set the original(s).

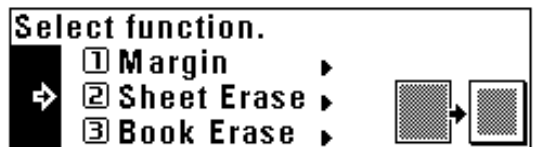
NOTE

- See step 1 on page 5-4 to set the book original.

2 Press the Margin/Border Erase/Book Erase key to light the indicator. The function selection screen will appear.



3 Press the cursor down key to select the border erase mode.



4 Press the enter key.

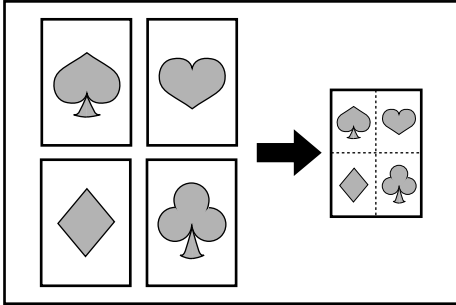
5 Press the cursor down or up key to select the erasing border width. The width can be selected from 1/4", 1/2" and 3/4".



6 Press the enter key. The message display will return to the "Ready to copy." screen.

5. One copy from two or four originals [Layout copy]

2 or 4 originals can be combined into a single copy. The borderline of each original can also be marked with a solid line or dotted line.

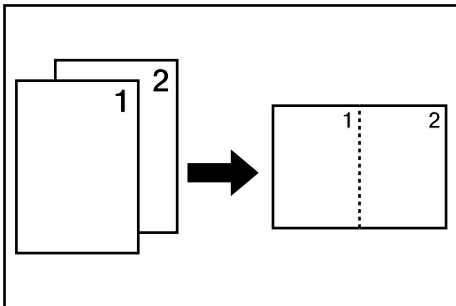


NOTE

- The original and copy paper must be the standard size.

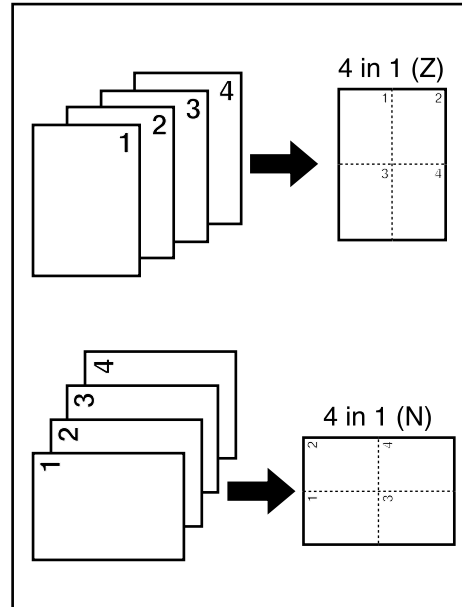
(1) 2 in 1

Use this mode to copy two originals onto one sheet. It can be used in conjunction with the duplex copy mode to copy four originals onto one sheet, though this will require the optional duplex unit. (When setting the originals on the platen, originals are arranged in the order from 1 to 2.)



(2) 4 in 1

Use this mode to copy four originals onto one sheet. It can be used in conjunction with the duplex copy mode to copy eight originals onto one sheet, though this will require the optional duplex unit. (When setting originals on the platen, originals are arranged in the order from 1, 2, 3 and 4.)

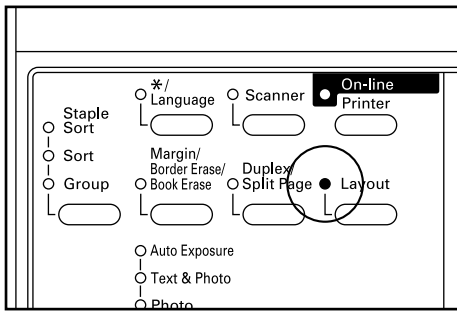


Original	Original setting location	
	DF	Platen

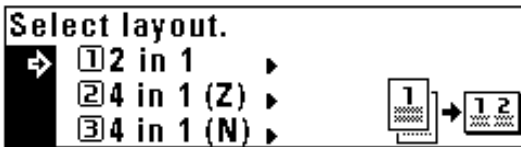
NOTE

- In the "4 in 1" mode, the available modes differ depending on the orientation of the originals.
- When performing duplex copy, the images on the back side can be rotated.

- 1 Press the Layout key to light the indicator. The layout copy setting screen will appear.

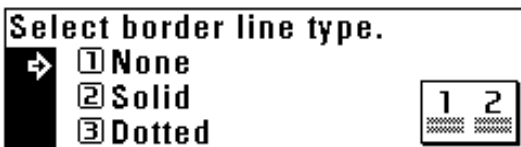


- 2 Press the cursor down or up key to select the layout copy mode. In the "4 in 1" mode, when setting originals horizontally, select "4 in 1 (Z)"; when setting originals vertically, select "4 in 1 (N)".



- 3 Press the enter key.

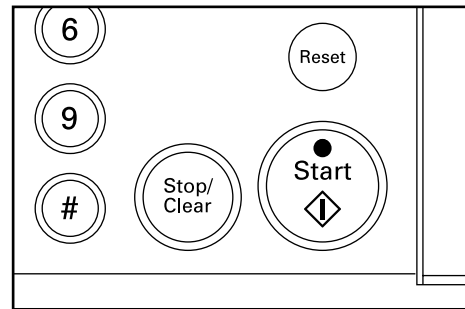
- 4 Press the cursor down or up key to select the type of the borderline. Select from "Dotted" or "Solid".



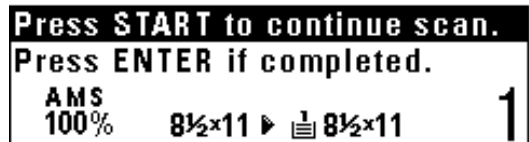
- 5 Press the enter key. The message display will return to the "Ready to copy." screen.

- 6 Set the original(s).

- 7 Press the Start key. If originals are set in the DF, all originals are scanned one by one and copying performed accordingly. If setting originals on the platen, go to the next step.



- 8 Replace the original and press the Start key. Scanning of the originals will start. Carry out the same procedures to the originals of which copying will be performed, and finally, press the enter key. Copying will start.

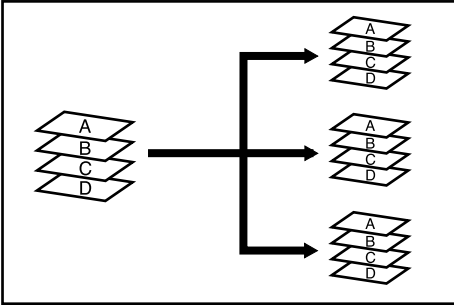


IMPORTANT

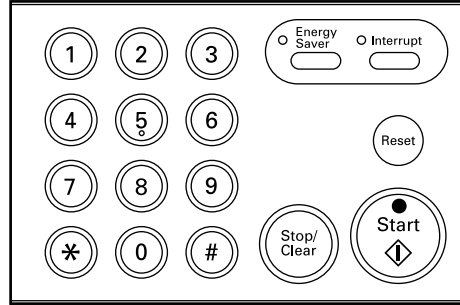
- Before setting original on the platen, make sure they are in a sequence that produces images in the numbered positions.
- Select the paper according to the situation.

6. Sorting automatically [Sort copy]

Since copying is performed after memorizing multiple originals, copies can be sorted into the required number of sets even without an optional finisher.

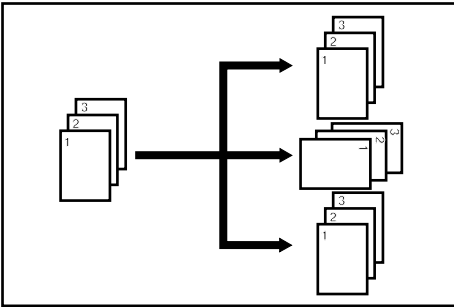


- Enter the number of copies and press the Start key. When using the DF, scans and copies originals one at a time. When setting the originals on the platen, go to the next step.



NOTE

- If "ON" is set in "⑭ Rotate sort" on page 6-13, and the paper size is 11" x 8 1/2", the orientation of each set of copies is changed, thus making copies easy to handle. To use this setting, 11" x 8 1/2" paper must be set lengthwise in one drawer and widthwise in the other.
- When using the multi-bypass for rotate sort copying, set the paper size for the multi-bypass (see page 3-3).



- Set the next original and press the Start key.



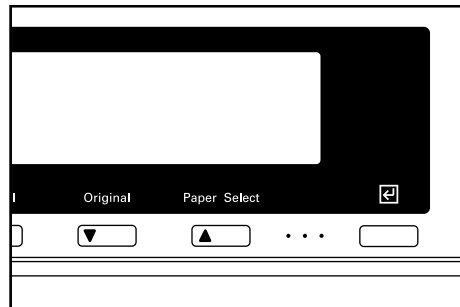
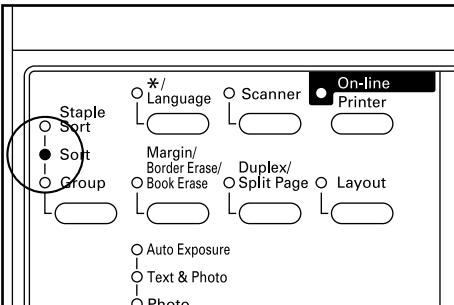
NOTE

- Repeat this operation for all originals.

- After all the originals have been scanned, press the enter key. Copying will start.

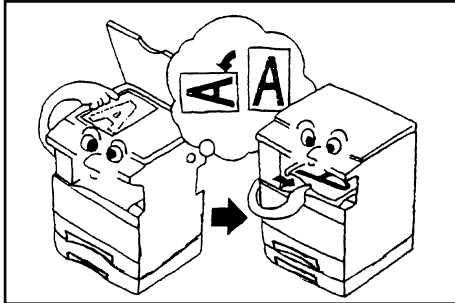
- Set the original(s).

- Press the sort mode key to light the indicator.



7. Rotate copy

Even when the orientation of original is different from that of paper in the drawer, the image will be turned 90 degrees counter-clockwise for copying. For this function, no setting is required.

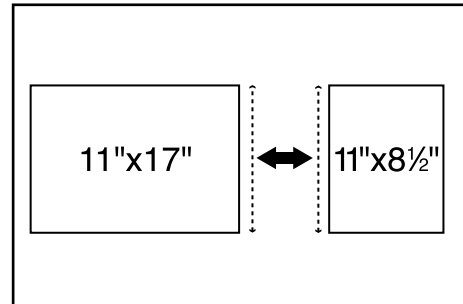


IMPORTANT

- The sizes of the original and copy paper available for rotate copying in the auto paper selection mode are limited to 8 1/2" × 11" and 11" × 8 1/2".
- The sizes of the copy paper available for rotate copying in the auto magnification selection mode are limited to 8 1/2" × 11", 11" × 8 1/2", and 8 1/2" × 5 1/2"

8. Auto selection mode

When the optional DF is used, the copier detects the size of each original and selects the same size paper automatically.

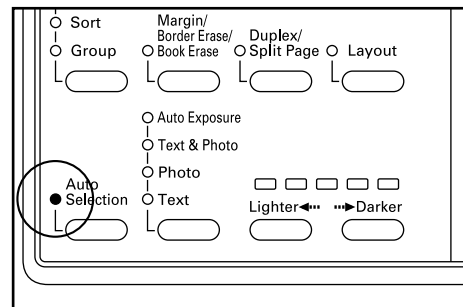


IMPORTANT

- Up to 50 sheets of paper can be set in the DF in this mode.
- Originals used in this mode are limited to 11" × 17" and 11" × 8 1/2" or 8 1/2" × 14" and 8 1/2" × 11", and the width of all original must be the same.

1 Set originals in the DF.

2 Press the Auto Selection key to light the indicator.



3 Press the Start key. Copying will start.

CHAPTER 6 COPIER MANAGEMENT

1. Copy management

The total number of copies made by each department can be managed using 7-digit codes for up to 100 departments. Limits for the number of copies can be set on a department-by-department basis.



(1) Copy management mode

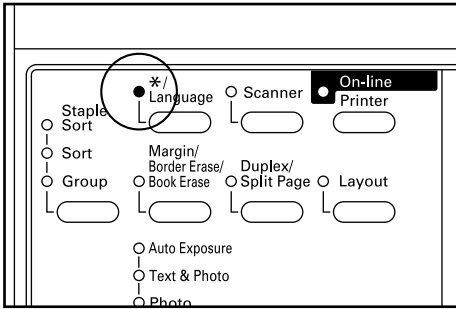
Copy management mode	Copy management mode content	Page
● Registering new ID-codes	Assigns a 7-digit ID-code and a maximum number of copies to the departments in your organization. Up to 100 departments can be assigned. Limits are set in units of 1,000 sheets, up to a maximum of 999,000. Entering "0" enables unlimited copying. When a department reaches its limit, the copier will not make any more copies.	6-3
● Deleting ID-codes	Deletes registered ID-codes.	6-4
● Altering limits	Alters limits for the copies of respective departments without deleting or re-registering the ID-codes.	6-5
● Clearing copy counts	Clears all the copy counts for the various departments after a suitable period of time. Copy counts cannot be cleared individually, however.	6-6
● Viewing copy counts	Displays the number of copies. The total number of copies can be displayed, as well as by paper size and ID-code.	6-6
● Printing a copy management list	Prints out the number of copies made by ID-code.	6-7

Copy management mode	Copy management mode content	Page
<ul style="list-style-type: none"> ● Turning copy management ON/OFF 	Turn copy management ON when required (to apply the settings made). Turn it OFF when not required.	6-8
<ul style="list-style-type: none"> ● Turning printer management ON/OFF 	Turn ON to use the printer management for printing when using the printer function of this copier. Turn OFF when not using printer management. <ul style="list-style-type: none"> • This mode is not displayed when the copier is not equipped with the optional printer board. • For details, see the printer board's instruction handbook. 	_____
<ul style="list-style-type: none"> ● Turning print error report function ON/OFF 	The print error report function prints the details of the error if an ID-code mismatch error occurs when the printer management is ON. Turn it ON to print the print error report; turn it OFF to not print the report. <ul style="list-style-type: none"> • This mode is not displayed when the copier is not equipped with the optional printer board. • For details, see the printer board's instruction handbook. 	_____

CHAPTER 6 COPIER MANAGEMENT

(2) How to display the selection screen of the copy management mode

- 1 Press the */Language key to light the indicator. The management mode selection screen will appear.

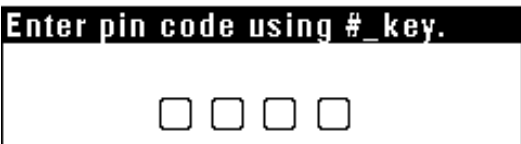


- 2 Press the cursor down key to select "Management".



- 3 Press the enter key.

- 4 Enter the 4-digit management code "2000" with the numeric keys.



NOTE

- The 4-digit management code can be changed. (See "12 Management code change" on page 6-18.)
- See the following "(3) How to make various settings" and make settings.
- (>) displayed in each setting screen indicates the present setting value.

(3) How to make various settings

● Registering new ID-codes

- 1 Display the copy management selection screen. (See (2) How to display the selection screen of the copy management mode.)

- 2 Press the cursor down key to select "Management Setting".



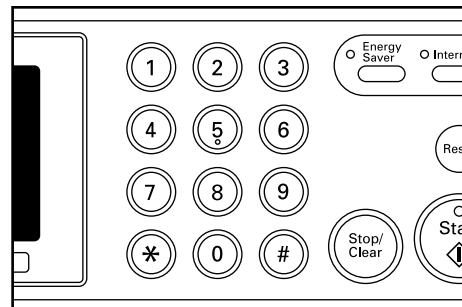
- 3 Press the enter key.

- 4 Press the cursor down key to select "Register".



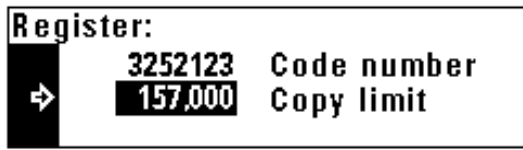
- 5 Press the enter key.

- 6 Enter the ID-code (7-digit) with the numeric keys.



- 7 Press the cursor down key to highlight the maximum number of copies.

- 8** Enter the maximum number of copies with the numeric keys. Limits are set in units of 1000's, up to a maximum of 999,000.



NOTE

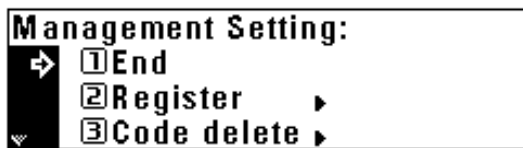
- Entering "0" enables unlimited copying.
- If the Stop/Clear key is pressed, the registered ID-code is cleared and a new ID-code can be entered.

- 9** Press the enter key. The display will return to the screen in step 4.

NOTE

- To register another ID-code, repeat steps 5 to 9.

- 10** Press the cursor up key to select "End", and press the enter key. The message display will return to the screen in step 2.



- 11** Press the cursor up key to select "End", and press the enter key. The message display will return to the "Ready to copy." screen.

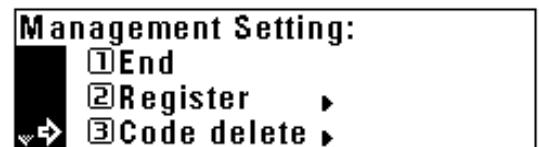
● **Deleting ID-codes**

- 1** Display the copy management selection screen. (See page 6-3.)
- 2** Press the cursor down key to select "Management Setting".



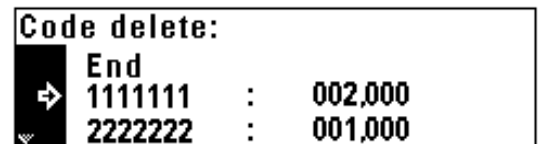
- 3** Press the enter key.

- 4** Press the cursor down key to select "Code delete".



- 5** Press the enter key.

- 6** Press the cursor down or up key to select the ID-code to be deleted.



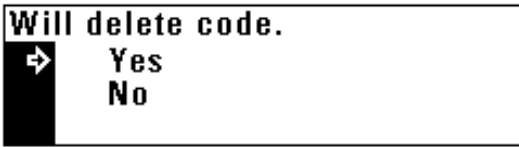
NOTE

- When no ID-code is registered, "-----" will appear and the cursor will not move.

- 7** Press the enter key.

CHAPTER 6 COPIER MANAGEMENT

- 8** A message asking you to confirm the deletion will appear. To delete the code, press the cursor up key to select "Yes" and press the enter key. To cancel the command, make sure that "No" has been selected and press the enter key. The message display will return to the screen in step 6.



NOTE

- To delete another Dept. code, repeat steps 6 to 8.

- 9** Make sure that "End" has been selected and press the enter key. The message display will return to the screen in step 4.

- 10** Press the cursor up key to select "End", and press the enter key. The message display will return to the screen in step 2.



- 11** Press the cursor up key to select "End", and press the enter key. The message display will return to the "Ready to copy" screen.

● Altering limits

- 1** Display the copy management selection screen. (See page 6-3.)

- 2** Press the cursor down key to select "Management Setting".



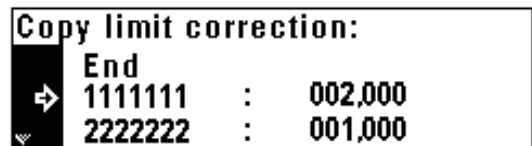
- 3** Press the enter key.

- 4** Press the cursor down key to select "Copy limit correction".



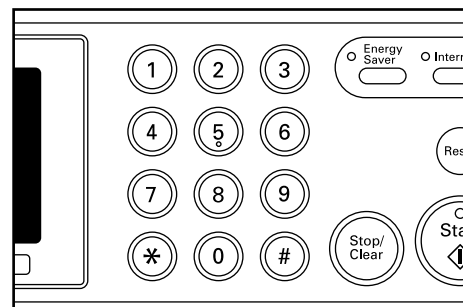
- 5** Press the enter key.

- 6** Press the cursor down or up key to select the ID-code whose limit is to be altered.



- 7** Press the enter key.

- 8** Enter the new limit with the numeric keys. Limits are set in units of 1,000's, up to a maximum of 999,000.



NOTE

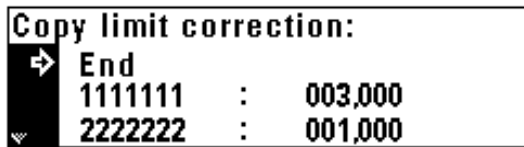
- Entering "0" enables unlimited copying.

- 9** Press the enter key. The display will return to the screen in step 6.

NOTE

- To alter the copy limit of an other departments, repeat steps 6 to 9.

- 10** Make sure that “End” has been selected and press the enter key.
The message display will return to the screen in step 4.



- 11** Press the cursor up key to select “End”, and press the enter key.
The message display will return to the screen in step 2.



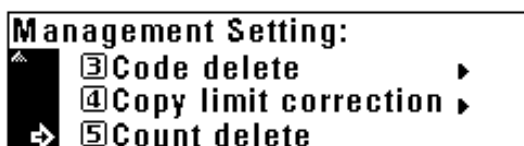
- 12** Press the cursor up key to select “End”, and press the enter key.
The message display will return to the “Ready to copy.” screen.

● **Clearing copy counts**

- 1** Display the copy management selection screen. (See page 6-3.)
- 2** Press the cursor down key to select “Management Setting”.

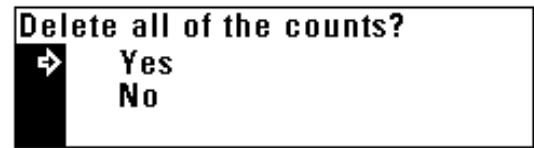


- 3** Press the enter key.
- 4** Press the cursor down key to select “Count delete”.

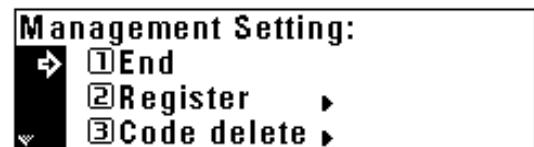


- 5** Press the enter key.

- 6** A message will appear asking you to confirm whether to clear all copy counts or not. To clear the copy counts, press the cursor up key to select “Yes” and press the enter key. To cancel the command, make sure that “No” has been selected and press the enter key. The message display will return to the screen in step 4.



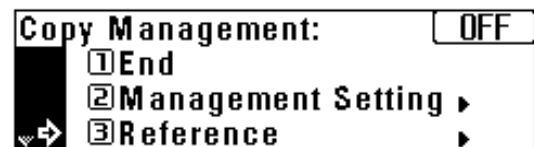
- 7** Press the cursor up key to select “End”, and press the enter key.
The message display will return to the screen in step 2.



- 8** Press the cursor up key to select “End”, and press the enter key.
The message display will return to the “Ready to copy.” screen.

● **Viewing copy counts**

- 1** Display the copy management selection screen. (See page 6-3.)
- 2** Press the cursor down key to select “Reference”.



- 3** Press the enter key.
- 4** Press the cursor down key to view the number of copies in all the departments and select “All Department total”. To view the number of copies by one department each, select “Department”.



CHAPTER 6 COPIER MANAGEMENT

- 5** Press the enter key.
If having selected "All Department total", go to the next step.
If having selected "Department", go to step 9.

- 6** The total number of copies will appear on the message display. The number of copies by size will appear at the bottom. Press the cursor down key to view the number of copies of the size other than those appearing on the message display.

- 7** When finished viewing, press the cursor up key to select "End".

All Dept. total:	0,027,054
→ End	
11x17	: 007,000
8.5x14	: 010,000

- 8** Press the enter key. The message display will return to the screen in step 4.
Go to step 12.

- 9** Press the cursor down or up key to select the ID-code to be displayed.

Department:	
→ End	
1111111	: 000,082
2222222	: 000,649

NOTE

- When no ID-code is registered, "-----" will appear and the cursor will not move.

- 10** After finished viewing, press the cursor up to select "End".

- 11** Press the enter key. The message display will return to the screen in step 4.

- 12** Press the cursor up key to select "End", and press the enter key.
The message display will return to the screen in step 2.

Reference:	
→ 1 End	
2 All Department total	▶
3 Department	▶

- 13** Press the cursor up key to select "End", and press the enter key.

The message display will return to the "Ready to copy." screen.

● Printing copy management list

- 1** Display the copy management selection screen. (See page 6-3.)

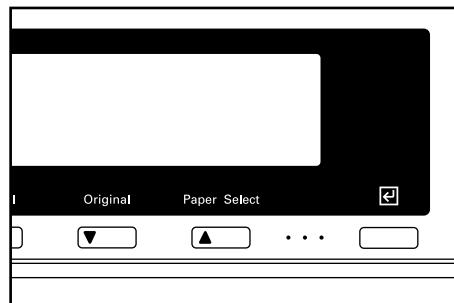
IMPORTANT

- Make sure that 11" × 8 1/2" or 8 1/2" × 11" size paper is set in the drawer.

- 2** Press the cursor down key to select "Printer management list".

Copy Management:	OFF
↕ 2 Management Setting	▶
↕ 3 Reference	▶
↕ 4 Printer management list	

- 3** Press the enter key. Printing will start. After the list has been printed, the display will return to the screen in step 2.



NOTE

- Select the paper to be used and press the Start key if 11" × 8 1/2" or 8 1/2" × 11" size paper is not loaded.

- 4** Press the cursor up key to select "End", and press the enter key.

The message display will return to the "Ready to copy." screen.

● Turning copy management ON/OFF

- 1 Display the copy management selection screen. (See page 6-3.)



NOTE

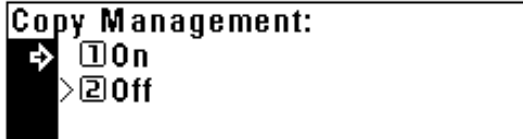
- Copy management ON or OFF appears in the upper right-hand of the screen. See the following procedures to turn copy management ON/OFF.

- 2 Press the cursor down key to select "Management on/off".



- 3 Press the enter key.

- 4 Press the cursor down or up key to select "On" or "Off".

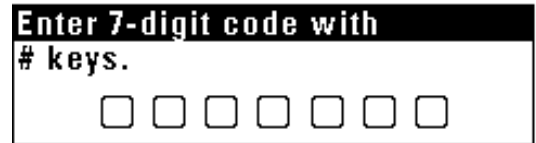


- 5 Press the enter key. The display will return to the screen in step 2.

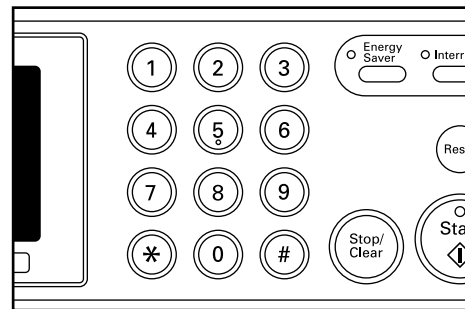
- 6 Make sure that "End" has been selected and press the enter key. When "Off" is selected, the message display will return to the "Ready to copy." screen.

(4) Making copies when the copier is in the copy management mode

When the copier is in the copy management mode, "Enter 7-digit code with # keys." will appear on the message display.



- 1 Enter the ID-code for your department with the numeric keys.



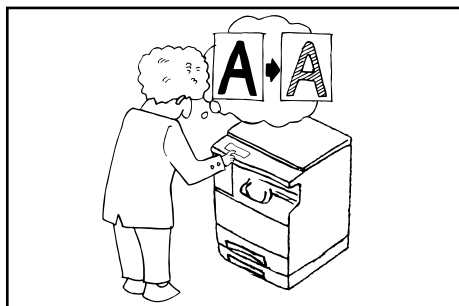
- 2 If "Ready to copy." appears, carry out copying in the usual manner.



NOTE

- When copying is finished, press the Energy Saver (preheat) key. If the auto clear function works, the copier will return to the previous state.

2. Default settings



The state the copier is in at the end of warm-up or after the Reset key has been pressed is called "initial mode". The functions and values that are automatically preset for the initial mode are called "default settings". "Copy default" and "Machine default" are set in the default settings. They can be changed as desired to suit the copying needs.

(1) Copy default settings

The following 14 types of settings can be changed in the copy default setting mode.

Set them as desired, in order to gain full use of your copier.

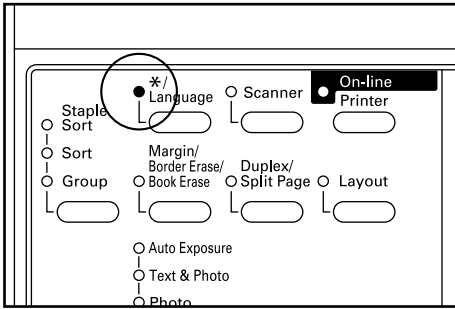
Copy default setting	Content of copy default setting	Setting range	Default setting	Page
① Exposure mode	Selects the copy exposure mode at power-on from auto exposure mode (page 4-2), mixed (text and photo) mode (page 4-2), photo mode (page 4-2) and text mode (page 4-2).	Auto mode/Mixed mode/Photo mode/Text mode	Mixed mode	6-11
② Exposure steps	Changes the number of exposure steps in the manual exposure mode.	5 steps/9 steps	5 steps	6-11
③ A.E.	Changes the overall exposure when using the auto exposure mode.	1 to 7	4 (center)	6-12
④ Mix ori. density	Adjusts the copy exposure when selecting the photo & text mode in the copy quality selection (page 4-2).	1 to 7	4 (center)	6-12
⑤ Pho ori. density	Adjusts the copy exposure when the photo mode is selected in the copy quality selection (page 4-2).	1 to 7	4 (center)	6-12
⑥ Txt ori. density	Adjusts the copy exposure when the text mode is selected in the copy quality selection (page 4-2).	1 to 7	4 (center)	6-12
⑦ Paper selection	Specifies whether the drawer with paper of the same size as the original is automatically selected or whether paper size is selected manually.	Auto/Manual	Auto	6-12
⑧ AMS mode	Sets whether to enlarge/reduce the image of the original (see "(1) Auto magnification selection mode" on page 4-4.) or copy it at the same size when an original has been set and the Paper Select key is pressed.	AMS/100%	AMS	6-12
⑨ Copy limit	Limits the number of copies that can be made at a time.	1 to 250 Sets	250 Sets	6-13
⑩ Margin width	Sets the initial value of the margin width for the left margin in the margin copy mode (page 5-5).	1/4" to 3/4" (1/8" increments)	1/4"	6-13

Copy default setting	Content of copy default setting	Setting range	Default setting	Page
⑪ Border width	Sets the initial value of the border erase width for the sheet erase or book erase in the border erase mode (page 5-6).	1/4", 1/2", 3/4"	1/4"	6-13
⑫ Default drawer	Specifies the paper feed drawer to be selected automatically when warm-up ends or when the Reset key is pressed (note that there may be times when the default drawer may not be selected, such as when the drawer is empty). Paper feed drawer 3 and 4 can be selected only when the optional drawer is installed.	1st pap. to 4th pap.	1st pap.	6-13
⑬ Output form	Sets whether or not to perform sort copying (page 5-9) when the optional DF is used (when originals are set in the DF).	Sort: ON/ Sort: OFF	Sort: OFF	6-13
⑭ Rotate sort	Sets whether the normal sort copy (page 5-9) or rotate sort copy (page 5-9) is used when the sort mode is selected. • This setting is not displayed when the copier is equipped with the optional finisher.	On/Off	Off	6-13

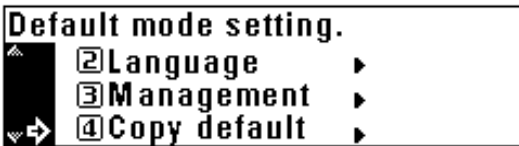
CHAPTER 6 COPIER MANAGEMENT

(2) How to set the copy default setting mode

- 1 Press the */Language key to light the indicator. The management mode selection screen will appear.

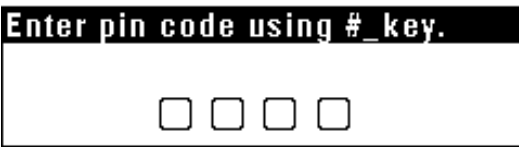


- 2 Press the cursor down key to select "Copy default".



- 3 Press the enter key.

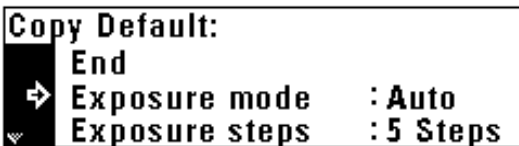
- 4 Enter the management code "2000" with the numeric keys.



NOTE

- The 4-digit management code can be changed. (See "12 Management code change" on page 6-18.)

- 5 Press the cursor down or up key to select the copy default setting to be changed. See "(1) Copy default settings" on page 6-9 for settings that can be changed.



- 6 Press the enter key.

- 7 Make settings as explained below.

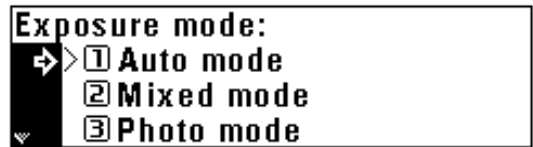
NOTE

- (>) displayed in each setting screen indicates the present setting value.
- After finishing each setting, the display will return to the screen in step 5. If changing other settings, repeat step 5 to 7.

- 8 Press the cursor up key to select "End" and press the enter key to finish settings. The message display will return to the "Ready to copy" screen.

1 Exposure mode

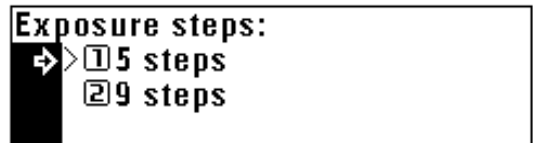
- 1 Press the cursor down or up key to select "Auto mode", "Mixed mode", "Photo mode" or "Text mode".



- 2 Press the enter key.

2 Exposure steps

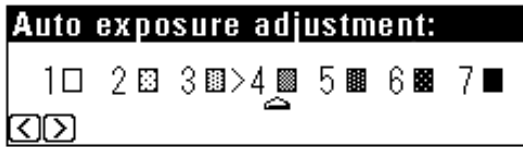
- 1 Press the cursor down or up key to select "5 steps" or "9 steps".



- 2 Press the enter key.

③ **A.E.**

- 1** Press the cursor right or left key to move the cursor on the exposure scale.
Move the cursor to the right to make copies darker, and to the left to make copies lighter.



- 2** Press the enter key.

④ **Mix ori. density**

- 1** Press the cursor right or left key to move the cursor on the exposure scale.
Move the cursor to the right to make copies darker, and to the left to make copies lighter.



- 2** Press the enter key.

⑤ **Pho ori. density**

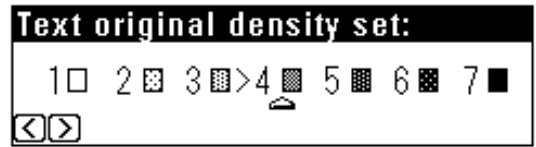
- 1** Press the cursor right or left key to move the cursor on the exposure scale.
Move the cursor to the right to make copies darker, and to the left to make copies lighter.



- 2** Press the enter key.

⑥ **Txt ori. density**

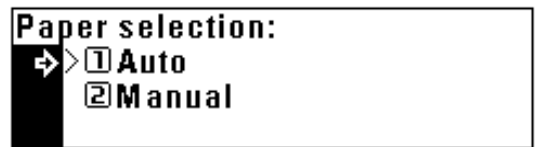
- 1** Press the cursor right or left key to move the cursor on the exposure scale.
Move the cursor to the right to make copies darker, and to the left to make copies lighter.



- 2** Press the enter key.

⑦ **Paper selection**

- 1** Press the cursor down or up key to select "Auto" or "Manual".



- 2** Press the enter key.

⑧ **AMS mode**

- 1** Press the cursor down or up key to select "AMS" or "100%".



- 2** Press the enter key.

CHAPTER 6 COPIER MANAGEMENT

⑨ Copy limit

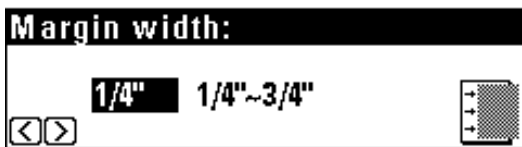
- 1 Enter the maximum number of copies that can be made with the numeric keys.



- 2 Press the enter key.

⑩ Margin width

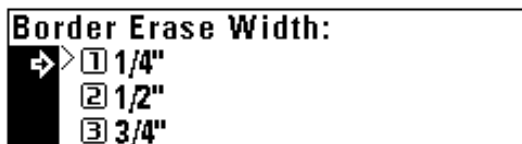
- 1 Press the cursor right or left key to select the margin width. The width can be set between 1/4" and 3/4" in increments of 1/8".



- 2 Press the enter key.

⑪ Border width

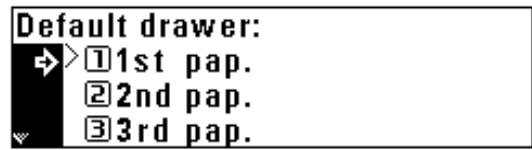
- 1 Press the cursor down or up key to select the border erase width. The width can be selected from 1/4", 1/2" and 3/4".



- 2 Press the enter key.

⑫ Default drawer

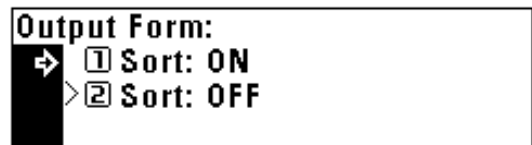
- 1 Press the cursor down or up key to select the default drawer (paper feed drawer).



- 2 Press the enter key.

⑬ Output form

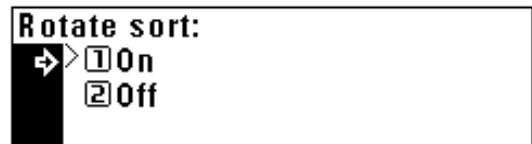
- 1 Press the cursor down or up key to select "Sort: ON" or "Sort: OFF".



- 2 Press the enter key.

⑭ Rotate sort

- 1 Press the cursor down or up key to select "On" or "Off".



- 2 Press the enter key.

(3) Machine default settings

The following 15 types of settings can be changed in the machine default setting mode.

Set them as desired, in order to gain full use of your copier.

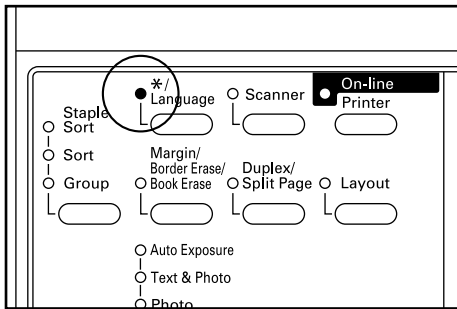
Machine default setting	Content of machine default setting	Setting range	Default setting	Page
① Status report	Prints contents of machine default settings as a status report.	—————	—————	6-16
② Auto shut-off	Turns the auto shut-off function (page 4-7) On or Off. The auto shut-off function automatically turns off the main switch if copying is not performed for a certain period of time. <ul style="list-style-type: none"> • If auto shut-off interferes with your copying operations, turn this function off. It is recommended to prolong the time interval that triggers auto shut-off before actually turning it off. • If the optional fax board or printer board is installed, the copier enters the energy saver mode when the auto shut-off function is triggered. For details, see the instruction handbook for the fax board or printer board. 	On/Off	On	6-16
③ Special paper	In case of selecting the paper size on the message display, displays (*) next to the paper size of the drawer if it contains special paper such as colored paper or recycled paper. Drawer 3 or 4 can be selected only when the optional drawer has been installed. <ul style="list-style-type: none"> • If special paper is loaded in the drawer, select the paper type in “⑤ Paper type (1st to 4th)”. 	* (Set)/– (Not set)	– (Not set)	6-17
④ APS	Selects whether paper in the drawer set in “③ Special paper” is used or not in the auto paper selection mode or automatic drawer switching (page 2-4).	On/Off	Off	6-17
⑤ Paper type (1st to 4th)	Selects the type (standard or special) of paper to be loaded in the drawer. <ul style="list-style-type: none"> • The settings for Drawers 3 and 4 are not displayed when the copier is not equipped with the optional drawers for Drawers 3 and 4. 	Plain, Recycled, Letterhead, Color	Plain	6-17
⑥ Paper type (bypass)	Selects the type (standard or special) of paper to be loaded in the multi-bypass.	Plain, Transparency, Labels, Recycled, Rough, Letterhead, Color, Envelope, Cardstock	Plain	6-17
⑦ Select ejector of FAX	Selects whether to eject fax outputs to the copier or either the finisher or job separator. <ul style="list-style-type: none"> • This setting is not displayed when the copier is not equipped with the optional fax board and finisher or job separator. 	Inner output, Finisher (Job separator)	Finisher (Job separator)	—
⑧ Select ejector of copy	Selects whether to eject copied paper to the copier or either the finisher or the job separator (or the duplex unit). <ul style="list-style-type: none"> • This setting is not displayed when the copier is not equipped with the optional finisher or the optional job separator (or the duplex unit). 	Inner output, Finisher (Job separator)	Inner output	6-18
⑨ Preheat time	Selects a certain length of time from when copying ends to when the energy saver function (page 4-7) is actuated.	5 to 45 min. (5-minute increments)	15 min.	6-18

CHAPTER 6 COPIER MANAGEMENT

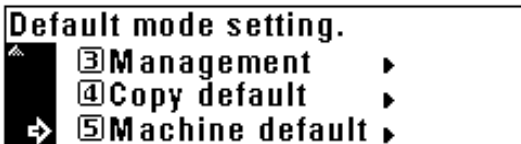
Machine default setting	Content of machine default setting	Setting range	Default setting	Page
⑩ Shut-off time	<p>Selects a certain length of time from when the copier is not used to when the auto shut-off function (page 4-7) switches off the power automatically. The auto shut off function can be turned off as well. This setting cannot be used in that case (“② Auto shut-off”). The initial setting is 30 minutes.</p> <ul style="list-style-type: none"> • It is recommended to prolong time interval that triggers the auto shut-off if the copier is used frequently, whereas shorten it if it is not used frequently. • See “② Auto shut-off” to release the auto shut-off function. • If the optional fax board or printer board is installed, the copier enters the energy saver mode when the auto shut-off function is triggered. For details, see the instruction handbook for the fax board or printer board. 	15 to 240 min. (5-minute increments)	30 min.	6-18
⑪ Display contrast adjust.	Changes the display contrast when the message display is not seen clearly.	1 to 7	4 (center)	6-18
⑫ Management code change	<p>Changes the management code that accesses the management mode (page 6-1) and management mode in this default setting (page 6-9).</p> <ul style="list-style-type: none"> • If management code is changed, keep a note of the new one. 	-----	2000	6-18
⑬ Silent mode	The copier can be switched to the silent mode, which stops the motor inside the copy machine immediately after copying has been finished. When “ON” is selected, the motor stops immediately after copying has been finished.	On/Off	Off	6-18
⑭ Auto drawer switch	Selects whether the automatic drawer switching function (page 2-4) is used or not.	On/Off	On	6-19
⑮ Counter report	Prints the toner counter report.	_____	_____	6-19

(4) How to set the machine default setting mode

- 1 Press the */Language key to light the indicator. The management mode selection screen will appear.

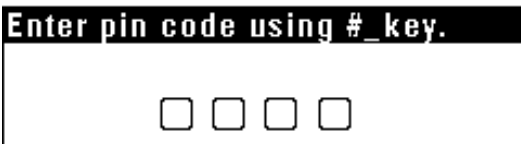


- 2 Press the cursor down key to select "Machine default".



- 3 Press the enter key.

- 4 Enter the management code "2000" with the numeric keys.



NOTE

- The 4-digit management code can be changed. (See "12 Management code change" on page 6-18.)

- 5 Press the cursor down or up key to select the machine default setting to be changed. See "(3) Machine default settings" on page 6-14 for the settings that can be changed.



- 6 Press the enter key.

- 7 Make settings as explained below.

NOTE

- (>) displayed in each setting screen indicates the present setting value.
- After finishing each setting, the display will return to the screen in step 5. If changing other settings, repeat step 5 to 7.

- 8 Press the cursor up key to select "End" and press the enter key to finish settings. The message display will return to the "Ready to copy." screen.

1 Status report

- 1 Press the cursor down key to select "Status report".



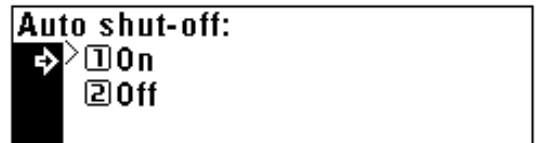
- 2 Press the enter key. The status report is printed. After finishing printing, the display will return to the screen in step 1.

NOTE

- If no 11" x 8 1/2" or 8 1/2" x 11" paper is set, a confirmation display will appear. Select the paper size to be used and press the Start key.

2 Auto shut-off

- 1 Press the cursor down or up key to select "On" or "Off".



- 2 Press the enter key.

CHAPTER 6 COPIER MANAGEMENT

③ Special paper

- 1 Press the cursor down or up key to select the paper feed drawer to be marked with (*).

```
Special paper:
  End
  → 1st pap: - < >
     2nd pap: -
```

- 2 Press the cursor right or left key. The mark (*) will appear aside the paper feed drawer. Press the cursor right or left key again to cancel it.

```
Special paper:
  End
  → 1st pap: * < >
     2nd pap: *
```

NOTE

- More than two marks can be put.

- 3 Press the cursor up key to select "End" and press the enter key.

④ APS

- 1 Press the cursor down or up key to select "On" or "Off".

```
APS for special paper:
  → 1 On
     2 Off
```

- 2 Press the enter key.

⑤ Paper type (1st to 4th)

- 1 Press the cursor down or up key to select the paper type.

```
Paper type (1st):
  → 1 Plain
     2 Recycled
     3 Letterhead
```

- 2 Press the enter key.

NOTE

- The setting procedure for the paper type is the same for Drawers 1, 2, 3 and 4.

⑥ Paper type (bypass)

- 1 Press the cursor down or up key to select the paper type.

```
Paper type (bypass):
  → 1 Plain
     2 Transparency
     3 Labels
```

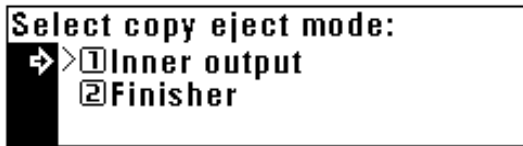
- 2 Press the enter key.

⑦ Select ejector of FAX

The optional fax board and job separator must be installed to perform this setting. If not, this setting will not be displayed.

⑧ Select ejector of copy

1 Press the cursor down or up key to select the eject point.



2 Press the enter key.

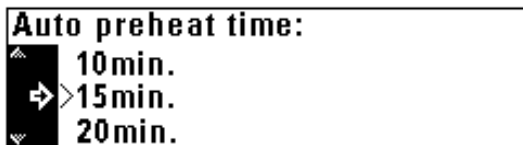
NOTE

- The display shown in step 1 appears when the finisher is installed. If the job separator (or the duplex unit) is installed, "2 Job separator" appears instead of "2 Finisher".

⑨ Preheat time

1 Press the cursor down or up key to select the time interval from when copying ends to when the energy saver function is actuated.

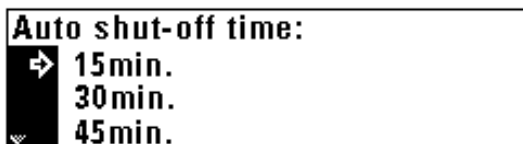
Time can be set from 5 to 45 minutes in increments of 5 minutes.



2 Press the enter key.

⑩ Shut-off time

1 Press the cursor down or up key to select the time interval from when copying ends to when the auto shut-off function is actuated. Time can be set from 15 to 240 minutes in increments of 15 minutes.



2 Press the enter key.

⑪ Display contrast adjust.

1 Press the cursor right or left key to move the cursor on the exposure scale. Move the cursor to the right to make display darker, and to the left to make display lighter.



2 Press the enter key.

⑫ Management code change

1 Enter a new 4-digit management code with the numeric keys.



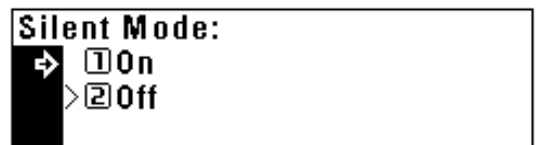
NOTE

- If you enter a wrong number, press the Stop/Clear key. The management code before change will appear.

2 Press the enter key.

⑬ Silent mode

1 Press the cursor down or up key to select "On" or "Off".

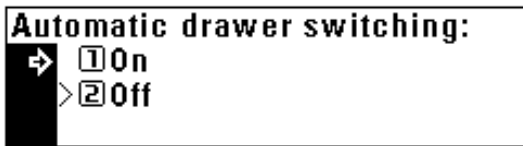


2 Press the enter key.

CHAPTER 6 COPIER MANAGEMENT

⑭ Auto drawer switch

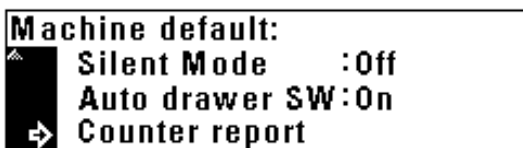
- 1 Press the cursor down or up key to select "On" or "Off".



- 2 Press the enter key.

⑮ Counter report

- 1 Press the cursor down key to select "Counter report".



- 2 Press the enter key. The toner counter report is printed. After finishing printing, the display will return to the screen in step 1.

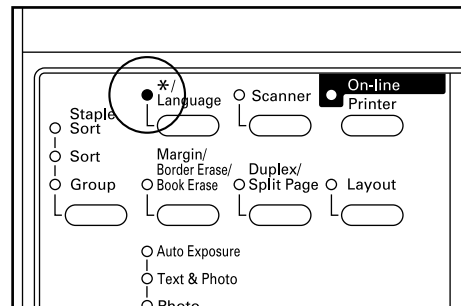
NOTE

- If no 11" × 8 1/2" or 8 1/2" × 11" paper is set, a confirmation message will appear. Select the paper size to be used and press the Start key.

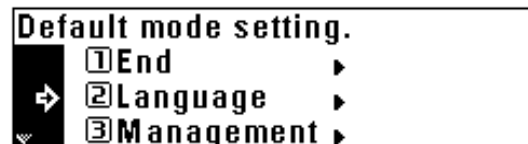
3. Selection of language

Selects the language to be used in the message display, from English, French, Spanish and Japanese.

- 1 Press the */Language key to light the indicator. The management mode selection screen will appear.

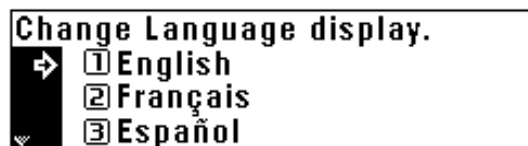


- 2 Press the cursor down key to select "Language".



- 3 Press the enter key. Selectable languages will be displayed.

- 4 Press the cursor down or up key to select the language.

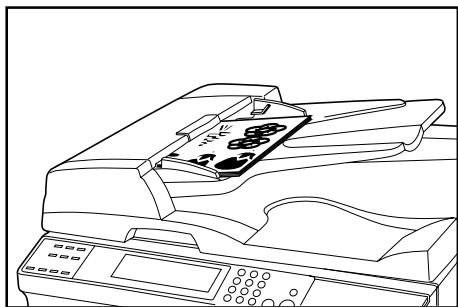


- 5 Press the enter key. The language will be changed, and the message display will return to the "Ready to copy." screen.

CHAPTER 7 OPTIONAL EQUIPMENT

(1) ADF (Automatic document feeder)

Automatically feeds multiple sheet originals one by one for scanning.



① Originals that can be used with the DF

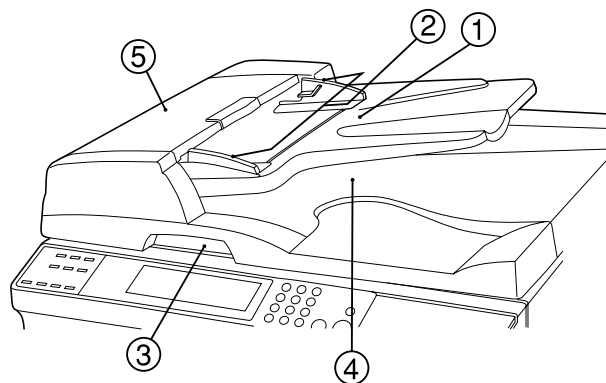
- Sheet originals only
- Original weights: Single-sided original of 35 g/m² to 160 g/m²
- Original sizes: 11" x 17"/A3 (maximum) to 5 1/2" x 8 1/2" (vertical)/A5R (minimum)
- Capacity: 70 sheets (11" x 8 1/2"/A4 and smaller, 75 g/m² or 80 g/m²)
50 sheets (8 1/2" x 14"/B4 and larger, 75 g/m² or 80 g/m²)
50 sheets in auto selection mode

② Precautions for the use of DF

Do not use any of the originals given below with the DF. Also do not set originals with punch holes or tear-off strips positioned at the leading edge.

- Transparency films
- Carbon paper and extremely creased or folded originals, originals of soft material such as vinyl
- Non-square originals, wet originals, originals with adhesive tape or glue
- Originals bundled with a paper clip or staple (if inevitable, remove the paper clip or staple and straighten out the creases and folds before setting the originals)
- Clipped out originals, originals with slippery surface
- Originals with still-wet whiteout
- Originals with creases (if inevitable, straighten out the creases before setting the originals)

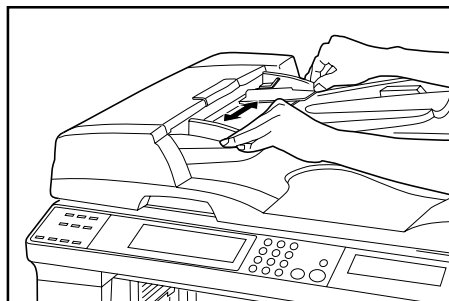
③ DF part names



- ① Original table
(Place the originals here.)
- ② Original insertion guides
(Adjust the guides to the width of the originals.)
- ③ DF open/close handle
(Hold this handle when opening and closing the DF.)
- ④ Original eject cover
(Copied originals are stored here.)
- ⑤ DF original cover
(Open this cover to remove an original misfed in the DF.)

④ How to set originals in the DF

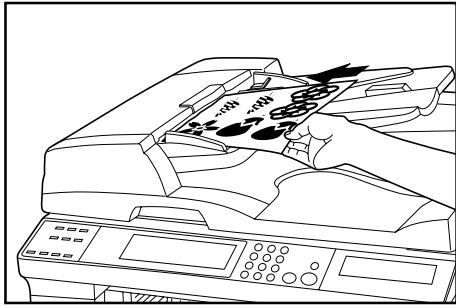
- 1 Adjust the original insertion guides to the original size.



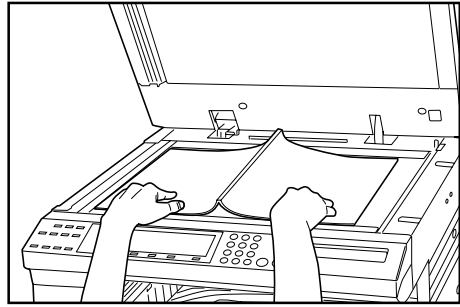
NOTE

- Before setting the originals in the DF, check that no original from the previous operation is remaining on the original eject cover. Originals remaining on the original eject cover may cause original misfeed.

- 2** Set the originals on the original table in correct sequence with the side to be copied facing upward. Securely insert the leading edge of the originals into the DF as far as they will go.



- 2** Set the original with the side to be copied facing downward. Be sure to align the original with the original size scales.



IMPORTANT

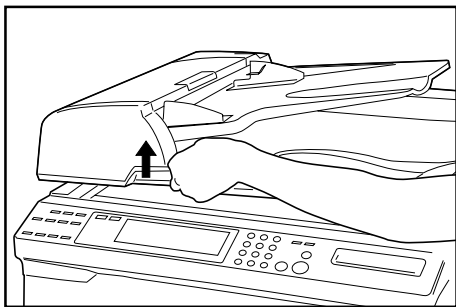
- Do not set originals exceeding the limit indicated on the sticker attached on the rear original insertion guide. Setting more originals than specified may cause original misfeed.

⑥ How to set originals on the platen

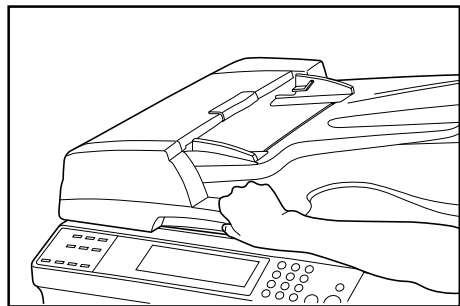
When using an original that cannot be set in the DF, such as a book or magazine, open the DF and place it on the platen.

- 1** Hold the DF open/close handle and open the DF.

- * Before opening the DF, check that no original is present on the original table or original eject cover. If present, the original may fall off when the DF is opened.



- 3** Hold the DF open/close handle and close the DF.



IMPORTANT

- Do not press the DF against the platen with force. Doing so may cause damage to the glass material.

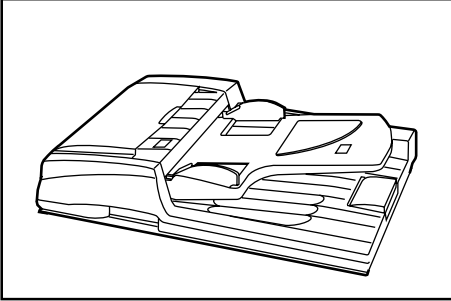
⚠ CAUTION

DO NOT leave the document feeder open as there is a danger of personal injury.

CHAPTER 7 OPTIONAL EQUIPMENT

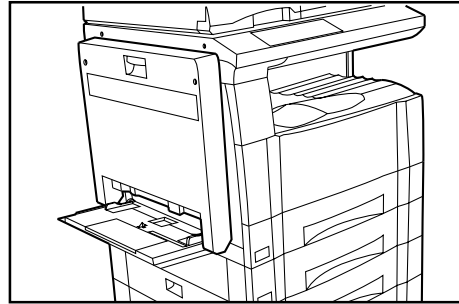
(2) RADF (Reversing Auto Document Feeder)

The RADF automatically feeds one-sided originals one by one for scanning. It also reverses two-sided originals automatically for duplex copying and page separation copying. For details, see the RADF's instruction handbook.



(5) Duplex unit

If the Duplex unit is installed, duplex copies can be made. Duplex copies can be made with A3 to A5 (vertical) [17" x 11" to 5 1/2" x 8 1/2"] (75 to 80 g/m²) paper.

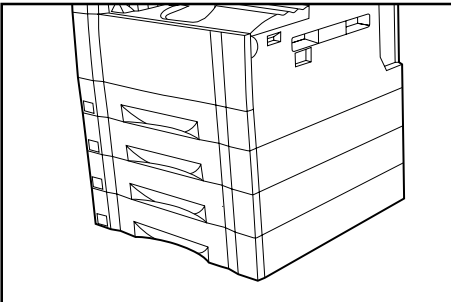


(3) Drawer

Up to two drawers of the same type as that in the main body can be added.

Capacity and the paper loading method is the same as those for the standard drawer in the main unit.

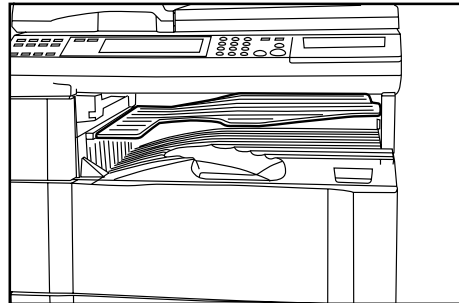
* Paper misfed in the optional cassette can be removed by opening its left cover.



(6) Job separator

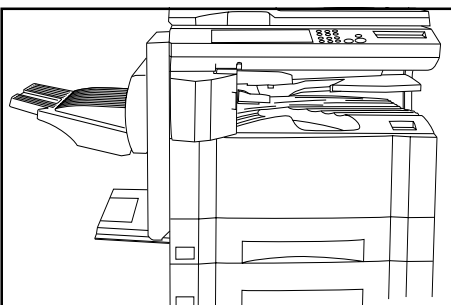
When using the interrupt copying function or the optional printer function, the paper eject point can be changed to make sorting easier. Copied paper can be ejected to the job separator (upper section). See "⑧ Select ejector of copy" in Machine default setting on page 6-14.

* The job separator can store up to 100 copies. When making 101 or more copies, copying will stop when 100 copies are made. Copying will resume automatically when the copied sheets are removed.



(4) Finisher

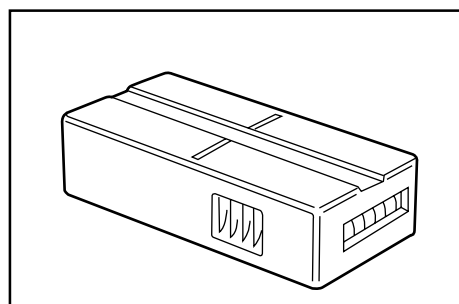
The finisher stores a large quantity of copies. It can also sorts multiple copies into sets by shifting the eject position. Paginated copies can be stapled, too.



(7) Key counter

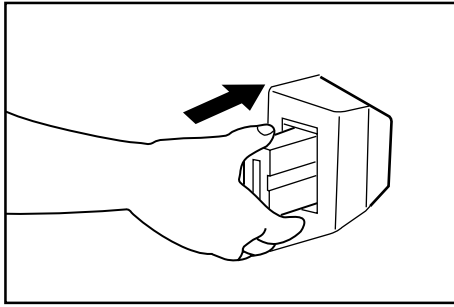
The key counter determines the number of copies that have been made. It is useful for copier centralized management on a department or even company level.

* The key counter may count up when either data from a computer is printed out or fax pages are printed out.



● **Setting the key counter**

Insert the key counter securely into the key counter opening.

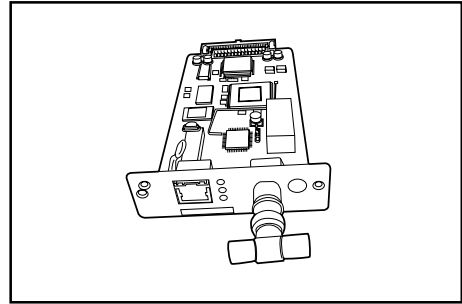


NOTE

- When the key counter function is used, copies cannot be made unless the key counter is inserted into the copier. If the key counter is not inserted securely, "Insert key counter." appears on the message display.

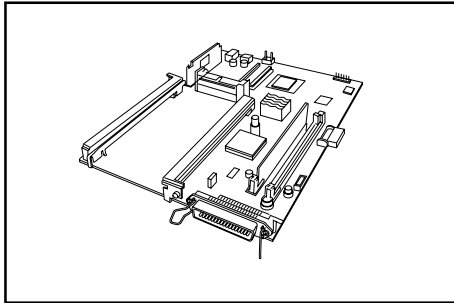
(10) Network scanner

This copier can be used as a network scanner that allows access from multiple computers.



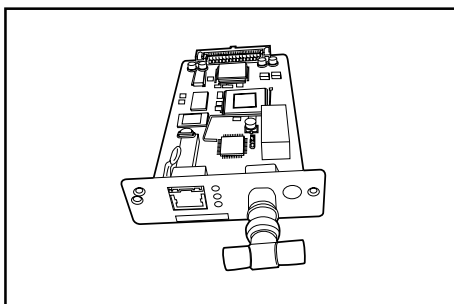
(8) Printer board

If the printer board is installed, this copier can be used as a printer. For details, see the printer board's instruction handbook.



(9) Printer network board

If the network board is installed along with the optional printer board, this copier can be used as a network printer, allowing access from multiple computers. For details, see the printer network board's instruction handbook.



CHAPTER 8 WHEN A PROBLEM OCCURS

1. Error messages

When any of the messages listed in the table below appear on the message display, take the corrective action as instructed.

Message	Action	Page
"Close xxx cover."	The cover indicated is open. Close the cover securely.	_____
"Add paper in drawer."	There is no paper in the drawer indicated. Load paper.	3-1
"Set drawer."	One of the drawers is not closed properly. Pull it out and push it back in all the way.	_____
"Drawer inoperable. Call for service."	The drawer currently in use is out of order and cannot be used. Contact your service representative immediately. Continue copying using another drawer.	_____
"Check paper size."	No paper that can be used in the selected mode is loaded. Check the paper.	_____
"Reposi ori. or change drawer."	The orientation of the original and the selected paper are different. Change the orientation of the original. If the Start key is pressed, same-size copying will be performed.	_____
"Exceeded copy quantity limit."	The number of copies reached the limit set in the copy management mode and no more copies can be made. Clear the copy count from the management mode.	6-1
"Ready to copy. Add toner to resume copying."	There is not enough toner in the copier. Replace the toner cartridge immediately as only one copy can be made at a time.	3-5
"Add toner to resume copying."	There is not enough toner in the copier to make copies. Replace the toner cartridge immediately.	3-5
"Call for service."	Open and close the front cover. If the same message appears again, make a note of the "C" and the number appearing with it, turn the main switch OFF (O), and contact your service representative.	_____

Message	Action	Page
"Time for maintenance"	Periodic maintenance is necessary to keep your copier in good condition. Contact your service representative as soon as possible.	_____
"Memory is full."	The copier memory is full. Select whether to print scanned pages (Print) or delete scanned data (Memory is full). You cannot copy or scan other originals until you make a selection.	_____
"Paper misfeed."	If paper is misfed, the copier will stop and the location of the misfeed will appear on the message display. Remove the misfed paper with the main switch turned ON (I) by following the appropriate procedure.	8-3
"Reset all originals in feeder." "Misfeed in feeder. Remove original(s)."	Originals have not been fed correctly from the DF (optional). Remove the originals with the main switch turned ON (I) by following the appropriate procedure.	8-6
"Duplex tray inoperable, call for service."	The duplex unit (optional) is out of order and duplex copying is not possible. Contact your service representative immediately.	_____
"Paper capacity exceeded." "Remove paper from Inner."	<ul style="list-style-type: none"> • There are 250 sheets of paper stored in the copy store section. Remove the paper and resume copying. • If the optional job separator is installed, there are 150 sheets of paper stored in the copy store section. Remove the paper and resume copying. • If the optional finisher is installed, there are 100 sheets of paper stored in the copy store section. Remove the paper and resume copying. 	4-3 7-3
"Paper capacity exceeded." "Remove paper from Finisher."	There are 250 sheets of paper stored in the optional finisher. Remove the paper and resume copying.	7-3
"Paper capacity exceeded. Remove paper from Job sep."	There are 100 sheets of paper stored on the optional job separator. Remove the paper and resume copying.	7-3
"Check paper in Finisher. Incomplete copies inside."	Unfinished copies were ejected onto the finisher (optional) due to a problem occurred during copying. Check and remove those copies.	_____
"Remove paper from Finisher inner tray."	Paper has been misfed inside the finisher (optional). See the finisher's instruction handbook and remove the paper.	_____
"Out of staples. Add staples."	There are no staples in the finisher (optional). See the finisher's instruction handbook and replace the staple cartridge.	_____
"Cannot staple this size."	Stapling is not possible with small size paper. For details, see the finisher's instruction handbook.	_____

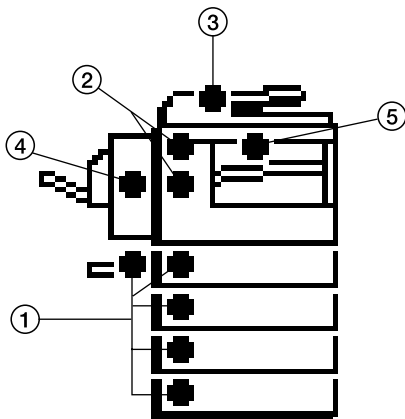
2. When paper misfeeds

If a paper misfeed occurs, copying will stop. A misfeed message will appear and the misfeed location will be indicated on the message display. "JAM" and a 2-digit number appear on the message display. The number indicates the paper misfeed location. Remove the misfed paper by referring to "(3) Removal procedures" with the main switch turned ON (I).



(1) Misfeed location indicators

- ① Misfeed in paper feed section
- ② Misfeed in left cover (page 8-5)
- ③ Misfeed in DF <optional> (page 8-6)
- ④ Misfeed in duplex unit <optional> (page 8-6)
- ⑤ Misfeed in finisher <optional> (page 8-6)

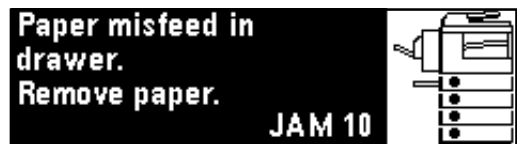


(3) Removal procedures

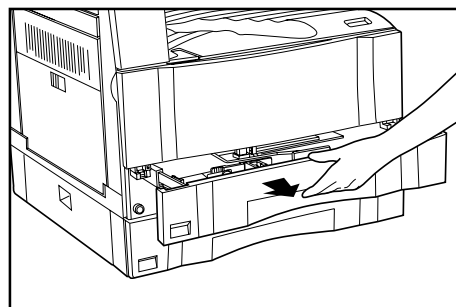
① Misfeed in paper feed section

● Misfeed in drawer (JAM 10, 11, 12, 13, 20, 21)

If the message "Paper misfeed in drawer. Remove paper." appears with the misfeed location indicator shown in the illustration, a misfeed has occurred in the drawer (or optional drawer). Remove the misfed paper using the procedure given below.



- 1 Open the drawer.



(2) Cautions

⚠ WARNING

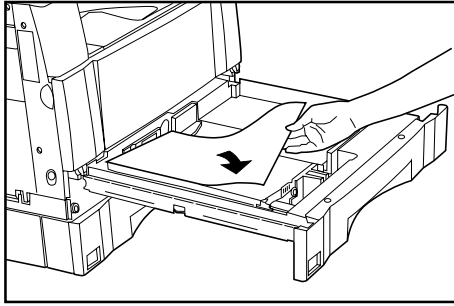
High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

⚠ CAUTION

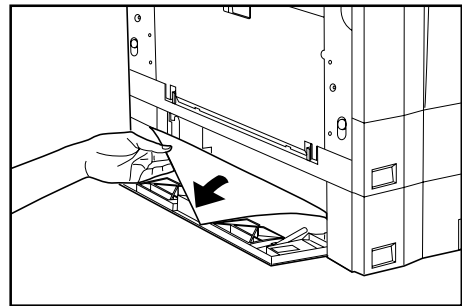
The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

- * Do not reuse misfed paper.
- * If paper is torn during removal, be sure to remove all loose scraps from inside the copier, or they could cause misfeed later.
- * After misfed paper has been removed, warm-up will begin. The Misfeed indicator will turn off and the copier will return to the same settings prior to the misfeed.

- 2** Remove the misfed paper while taking care not to tear it.
* If the paper should be torn, remove all the scraps from the inside the copier.



- 2** Remove the misfed paper while taking care not to tear it.
* If the paper should be torn, remove all the scraps from the inside the copier.



- 3** Close the drawer slowly.
* Check that the paper is kept under the claws of the drawer. If not, reload the paper.
* If "JAM 20" or "JAM 21" appears, remove the misfed paper by referring to "Misfeed in drawer left cover" on page 8-4.

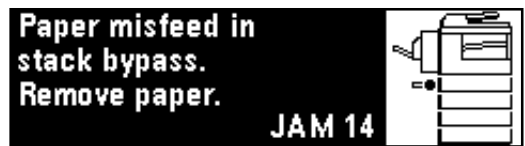
- 3** Close the drawer left cover.

● **Misfeed in drawer left cover (JAM 15, 16)**

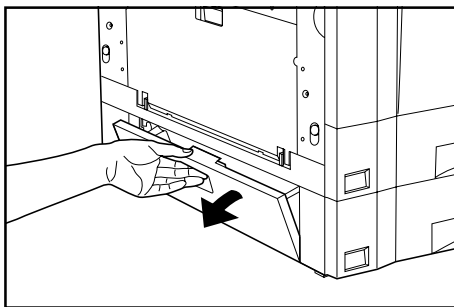
If the message "Paper misfeed. Open second left cover." appears with the misfeed location indicator shown in the illustration, a misfeed has occurred in the drawer left cover. Remove the misfed paper using the procedure given below.

● **Misfeed in multi-bypass (JAM 14, 22)**

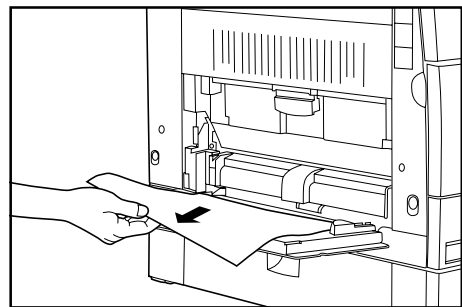
If the message "Paper misfeed in stack bypass. Remove paper." appears with the misfeed location indicator shown in the illustration, a misfeed has occurred in the multi-bypass. Remove the misfed paper using the procedure given below.



- 1** Open the drawer left cover.



- 1** Remove all the paper remaining in the multi-bypass.

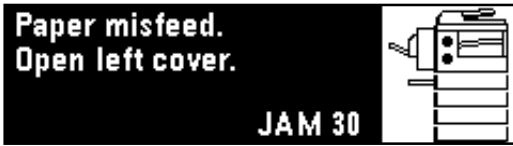


- 2** Check that the misfeed location indicator disappears and reload paper into the multi-bypass.
* If "JAM 22" appears, remove the misfed paper by referring to "Misfeed in the left cover" on page 8-5.

CHAPTER 8 WHEN A PROBLEM OCCURS

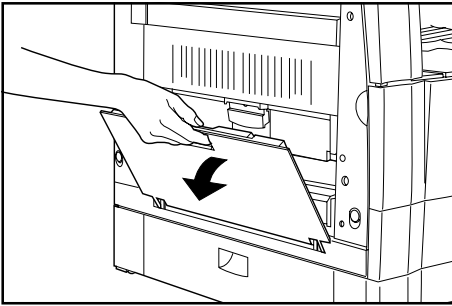
② Misfeed in the left cover (JAM 30, 40, 50, 51)

If the message "Paper misfeed. Open left cover." appears with the misfeed location indicator shown in the illustration, a misfeed has occurred in the left cover. Remove the misfed paper using procedure given below.

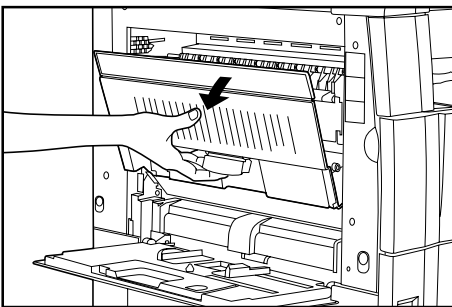


* When the optional duplex unit is installed, "PAPER MISFEED." appears. Open the duplex unit and proceed to step 2.

1 Open the multi-bypass.



2 Open the left cover.



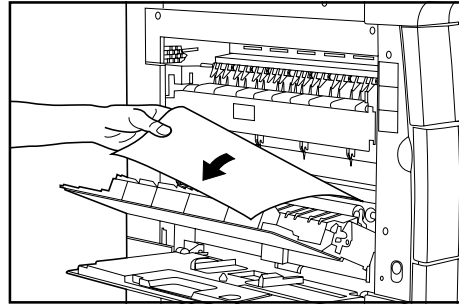
⚠ WARNING

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

⚠ CAUTION

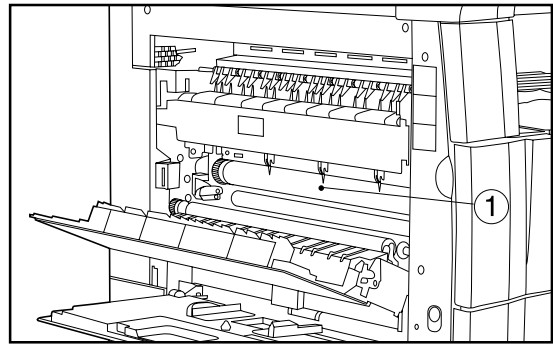
The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

- #### 3
- Remove the misfed paper while taking care not to tear it. If the paper is not easy to remove, proceed to the next step. If the paper is removed successfully, proceed to step 5.
- * If the paper should be torn, remove all the scraps from the inside the copier.



IMPORTANT

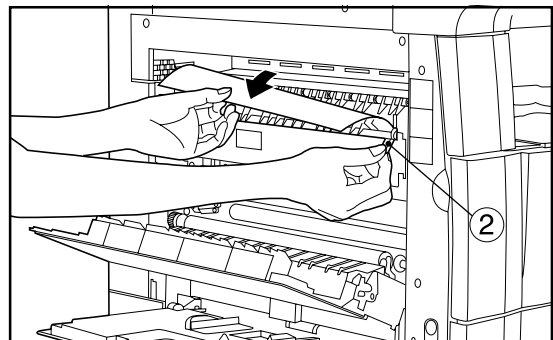
The drum (① in the illustration) is highly sensitive to light and dirt. Be careful not to expose it to strong light such as room lighting or to touch the drum with the hands.



- #### 4
- Hold the green handle (② in the illustration) and open the ejection guide, and then remove the misfed paper.

⚠ CAUTION

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



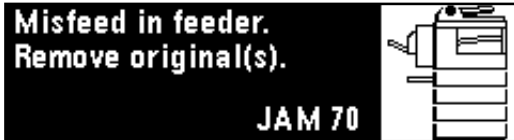
5 Close the left cover and multi-bypass.

IMPORTANT

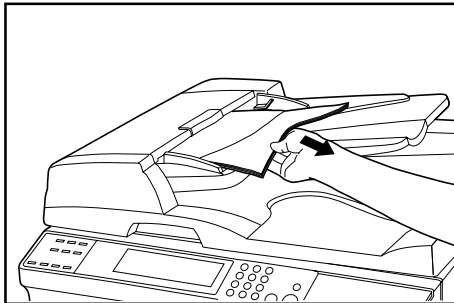
- If the optional duplex unit is installed, be sure to close the left cover before closing the duplex unit.

③ Misfeed in DF <optional> (JAM 70 ~ 76)

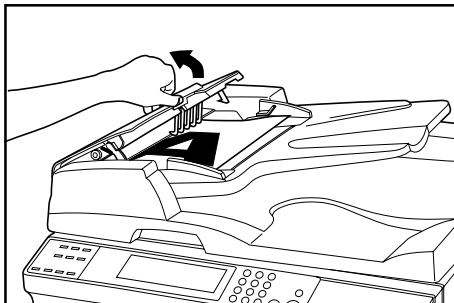
If the message "Misfeed in feeder. Remove original(s)." appears with the misfeed location indicator shown in the illustration, a misfeed has occurred in the DF. Remove the misfed original using the procedure given below.



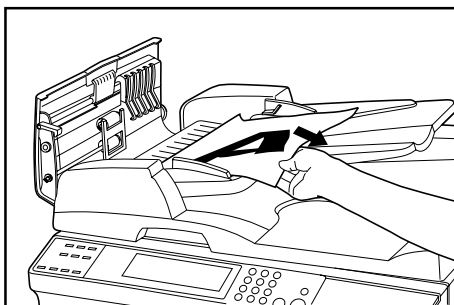
1 Remove all the originals from the original table.



2 Open the DF original cover.



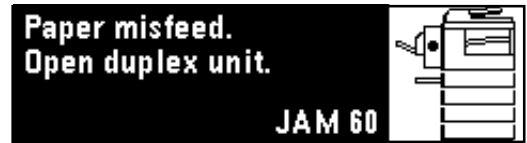
3 Remove the misfed original.



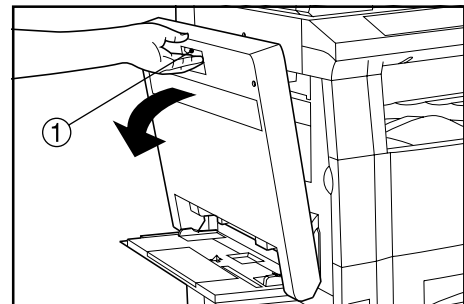
4 Close the DF original cover.
Set the misfed original together with those removed back onto the original table and resume the copying operation.

④ Misfeed in duplex unit <optional> (JAM 60, 61)

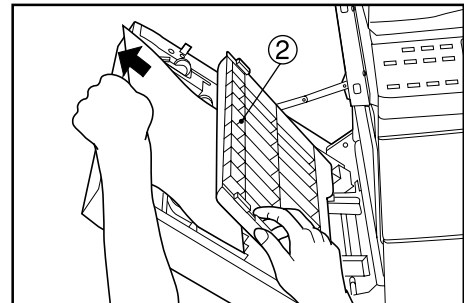
If the message "Paper misfeed. Open duplex unit." appears with the misfeed location indicator shown in the illustration, a misfeed has occurred in the duplex unit. Remove the misfed paper using the procedure given below.



1 Hold the duplex unit open/close lever (① in the illustration) and open the duplex unit.



2 Hold the switchback guide handle (② in the illustration) and open the switchback guide, and then remove the misfed paper.



3 Close the switchback guide first and then close the duplex unit.

⑤ Misfeed in finisher <option> (JAM 80 ~ 83)

If the message "Remove paper from finisher." appears with the misfeed location indicator shown in the illustration, a misfeed has occurred in the finisher.

For details, see the finisher's instruction handbook.



3. Troubleshooting

If trouble occurs, carry out the applicable checks and actions given below. If the trouble persists, contact your service representative.

Trouble	Checks	Action	Page
Nothing lights on the operation panel when the main switch is turned ON.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	_____
No copies come out when the Start key is pressed.	Is there any message appearing on the message display?	Perform the corrective action corresponding to the message.	8-1
Copies come out blank.	Are the originals set correctly?	When setting originals on the platen, place them face-down.	4-1
		When setting originals in the optional DF, place them face-up.	7-1
Copies come out too light.	Is the copier in the auto exposure mode?	To change the overall exposure, perform the auto exposure adjustment.	6-9
	Is "Photo", "Text & Photo" or "Text" selected?	Adjust the exposure to the correct degree using the copy exposure adjustment keys.	4-2
		To change the overall exposure, perform the exposure adjustment for the each copy quality mode.	6-9
	Is the add toner message displayed?	Replace the toner cartridge.	3-5
Is paper wet?	Replace the paper with new paper.	3-1	

Trouble	Checks	Action	Page
Copies come out too dark.	Is the copier in the auto exposure mode?	To change the overall exposure, perform the auto exposure adjustment.	6-9
	Is "Photo", "Text & Photo" or "Text" selected?	Adjust the exposure to the correct degree using the copy exposure adjustment keys.	4-2
		To change the overall exposure, perform the exposure adjustment for the each copy quality mode.	6-9
Copies are dirty.	Is the platen or the original cover dirty?	Clean the platen and/or the original cover.	9-1
		Open the front cover and pull and push back in the cleaning shaft.	3-6
Copy image is askew.	Are the originals set correctly?	When setting originals on the platen, align their edges with the correct original size scale for their size.	4-1
		When setting originals in the optional DF, adjust the original insertion guides to the size of the originals correctly.	7-1
Misfeed occurs frequently.	Is the paper set correctly in the drawer?	Set paper properly.	3-1
	Is paper curled, folded or wrinkled?	Replace the paper with new paper.	3-1
	Is there any misfed paper or loose scraps of paper remaining inside the copier?	Carry out the appropriate procedure to remove the paper.	8-3
Copied sheets are not stored tidily in the copy store section.	Are the copied sheets curled?		4-3

CHAPTER 9 CLEANING AND SPECIFICATIONS

1. Cleaning the copier

⚠ WARNING

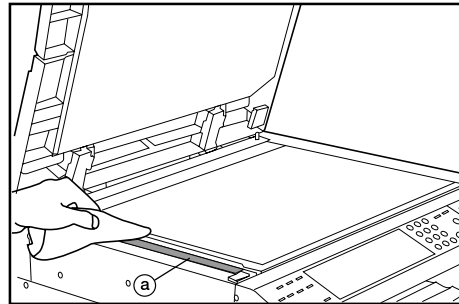
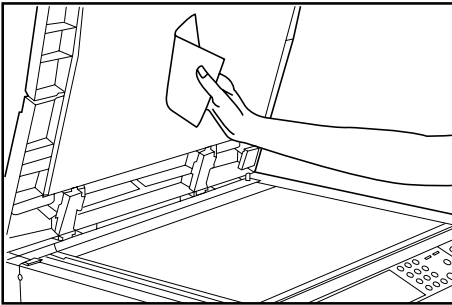
For safety purposes, ALWAYS remove the power plug from the outlet when performing cleaning operations.

* If soiling, such as black lines, appear on the copy while using the optional DF, the slit glass (a) in the illustration) is soiled. Wipe the slit glass with a soft cloth dampened with alcohol or a mild detergent.

● Cleaning the original cover

Lift open the original cover. Wipe the back side of the original cover with a soft cloth dampened with alcohol or a mild detergent.

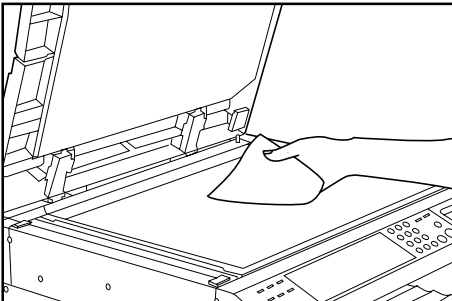
* Never use thinner or other organic solvents for this purpose.



● Cleaning the platen

Lift open the original cover. Wipe the platen with a soft cloth dampened with alcohol or a mild detergent.

* Never use the thinner or other organic solvents for this purpose.



2. Specifications

Type	Desk-top
Original table	Fixed type
Copying system	Indirect electrostatic
Originals	Sheets, books and 3-dimensional objects (Maximum original size: 11" x 17")
Copy sizes	11" x 17", 8 1/2" x 14", 11" x 8 1/2", 5 1/2" x 8 1/2", envelopes (when used as printer) Duplex copying: 11" x 17" to 5 1/2" x 8 1/2"
Copying speed	Same-size copying/memory copying; 11" x 17": 10 copies/min., 8 1/2" x 14": 11 copies/min., 11" x 8 1/2": 20 copies/min., 8 1/2" x 11": 13 copies/min.
Warm-up time	Within 30 seconds (at room temperature of 68°F, humidity 65%RH) From energy saver mode: Within 30 seconds [priority to power save], within 15 seconds [priority to recovery] (at room temperature of 68°F, humidity 65%RH)
First copy time	Within 5.5 seconds (11" x 8 1/2", paper feed from paper feed drawer 1)
Zoom ratio	Any ratio between 50 to 200% (in increments of 1%). Alternatively, standard ratios.
Image storage memory	47 MB
Resolution	Reading: 600 x 600 dpi Writing: 600 x 600 dpi
Paper feed system	Automatic feeding from drawers (2 drawers, capacity 250 sheets each [75 g/m ² /standard paper specified by our company]), automatic feeding from multi-bypass (capacity 25 sheets of 11" x 17", 8 1/2" x 14" paper, or 50 sheets of 11" x 8 1/2" or smaller paper [75 g/m ²])
Copy paper	Drawer and duplex unit: Standard paper (64 - 80 g/m ²) Multi-bypass: Standard paper (60 - 160 g/m ²), special paper (letterheads, colored paper and transparencies), envelopes (DL, C5, COM-#10, Monarch) [when using the printer function only]
Continuous copying	1 - 250 sheets
Light source	Rare gas lamp
Developing system	Dry process
Fixing system	Heat roller
Cleaning system	Blade
Photoconductor	OPC
Functions and modes	Self-diagnosis function, energy save mode, auto exposure adjustment function, original size detection function, auto paper size selection function, auto magnification selection mode, zoom copy mode, standard zoom mode, size zoom mode, photo mode, margin mode, border erase mode, layout copy, sort mode, copy management function, language selection function
Power source	120 V AC, 60 Hz, 9 A Max.
Power consumption	Rated power consumption 1080 W Max.
Dimensions	21 5/8"(W) x 23 3/4"(D) x 21 13/16"(H) 550 mm (W) x 603 mm (D) x 554 mm (H)
Weight	Approx. 102 lbs. Approx. 46.4 kg
Required space	35 1/6"(W) x 23 3/4"(D) 891 mm (W) x 603 mm (D)
Optional equipment	ADF (automatic document feeder), RADF (reversing auto document feeder), drawer, finisher, duplex unit, job separator, key counter, printer board, network board, network scanner, original holder

(Specifications are subject to change without notice.)

SAFETY OF LASER BEAM

1. Safety of laser beam

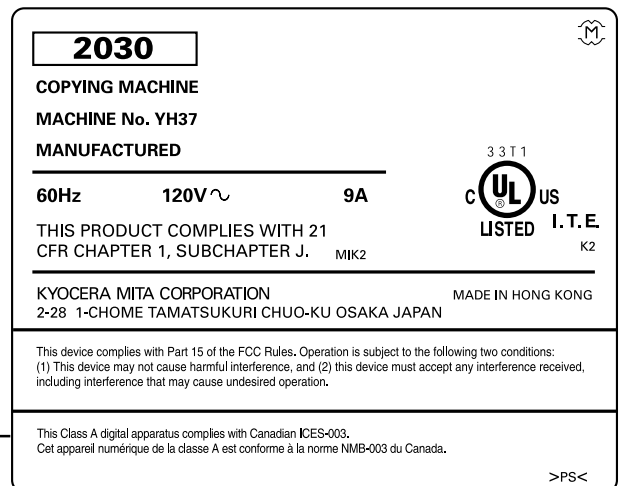
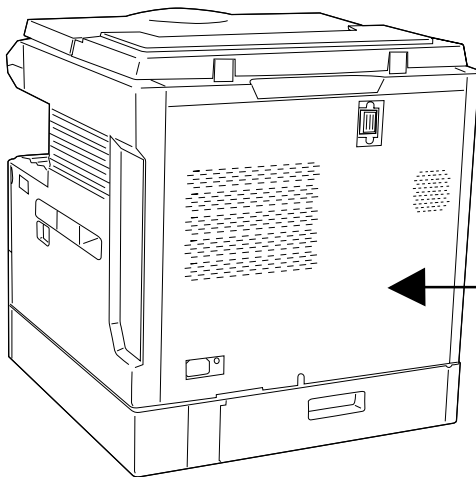
This copier has been certified by the manufacturer to Class 1 level under the radiation performance standards established by the U.S. DHHS (Department of Health and Human Services) in 1968. This indicates that the product is safe to use during normal operation and maintenance. The laser optical system,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

2. The CDRH Act

A laser-product-related act was implemented on Aug. 2, 1976, by the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration (FDA). This act prohibits the sale of laser products in the U.S. without certification, and applies to laser products manufactured after Aug. 1, 1976.

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

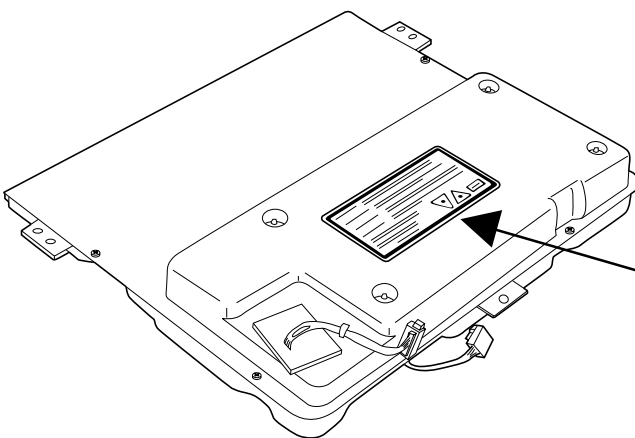
On this copier, the label is on the rear.



3. Optical unit

When checking the optical unit, avoid direct exposure to the laser beam, which is invisible.

Shown at left is the label located on the cover of the optical unit.



4. Maintenance

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

5. Safety switch

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

CAUTION!

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

ATTENTION !

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

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.

CAUTION – The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

* The above warning is valid only in the United States of America.

NEW COPIER LIMITED WARRANTY

KYOCERA MITA warrants your plain paper copier against any defects in material and workmanship for a period of 90 days from the date of installation by an Authorized KYOCERA MITA Dealer. In the event your copier is found to be defective within the warranty period, KYOCERA MITA's only obligation and your exclusive remedy shall be replacement of any defective parts. It is understood that KYOCERA MITA shall have no obligation to furnish labor. Photo conductors, lamps and other consumable products are specifically excluded from this warranty. The warranty on the photo conductor is limited to proper performance at the time of installation.

This warranty is valid only as to the original retail purchaser.

In order to obtain performance of this warranty, the original retail purchaser must immediately notify the Authorized KYOCERA MITA Dealer from whom the copier was purchased of the defects. If the KYOCERA MITA dealer is not able to provide warranty service, write to KYOCERA MITA at the below address, for the name and address of an Authorized KYOCERA MITA Dealer in your area.

KYOCERA MITA AMERICA, INC.

225. Sand Road, P. O. Box 40008, Fairfield,
New Jersey 07004-0008. U. S. A.

This warranty does not cover copiers ; a) which have become damaged due to operator negligence, misuse or accidents ; b) which do not work properly because of the use of supplies not meeting KYOCERA MITA's specifications ; c) which have been serviced by a technician not employed by KYOCERA MITA, or an Authorized KYOCERA MITA Dealer ; or d) which have had the serial number modified, altered or removed.

This warranty gives you specific legal rights. You may also have other rights which vary from state to state, or province to province.

THIS WARRANTY IS MADE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, AND KYOCERA MITA SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THIS WARRANTY SHALL NOT EXTEND TO ANY INCIDENTAL OR CONSEQUENTIAL DAMAGE WHICH MAY ARISE OUT OF THE USE OR INABILITY TO USE THE COPIER.

KYOCERA MITA CANADA, LTD.

6120 Kestrel Road,
Mississauga, Ontario L5T 1S8

*** For best copy results and machine performance, we recommend that you use only KYOCERA MITA original supplies for your KYOCERA MITA copier.**



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FAX : (949) 457-9119

Southeastern Region:

1500 Oakbrook Drive,
Norcross, Georgia 30093
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FAX : (770) 729-9873

Southwestern Region:

2825 West Story Road,
Irving, Texas 75038-5299
TEL : (972) 550-8987
FAX : (972) 570-4704

Dallas Parts Distribution Center & National Training Center:

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Irving, Texas 75038-5299
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