# Copier Operation Guide

d-Copia 300
d-Copia 400
d-Copia 500

Please read the operation guide before using the copier.
Keep it close to the copier for easy reference.

olivetti

The manufacturer reserves the right to carry out modifications to the product described in this manual at any time and without any notice.

 ENERGY STAR is a U.S. registered mark.

The ENERGY STAR program is an energy reduction plan introduced by theUnited States Environmental Protection Agency in response to environmental issues and for the purpose of advancing the development and utilization of more energy efficient office equipment.

The C€ mark affixed to the product certifies that the product satisfies the basic quality requirements.   CE

The auto-shut-off time setting is between 15 and 120 minutes in the areas corresponding to the Swiss Energy 2000 Program area.

Your attention is drawn to the following actions which could compromise the conformity attested to above, as well as the characteristics of the product:

- incorrect electrical power supply;

- incorrect installation, incorrect or improper use or use not in compliance with the warnings provided in the User's Manual supplied with the product;

- replacement of original components or accessories with others of a type not approved by the manufacturer, or performed by unauthorised personnel.

In areas of the GEEA, the available settings for engaging the auto sleep function are 1 minute, 5 minutes, 15 minutes, 30 minutes, 45 minutes, 60 minutes, 90 minutes and 120 minutes, and the available settings for engaging the auto low power function are 1 minute, 5 minutes, 15 minutes, 30 minutes, 45 minutes, 60 minutes, 90 minutes and 120 minutes.

<IMPORTANT>
The instructions contained herein are based on the 30 cpm (copies-per-minute) d-Copia 300 copier, the 40 cpm d-Copia 400 copier and the 50 cpm d-Copia 500 copier.

NOTE:
This Operation Guide contains information that corresponds to using both the inch and metric versions of this copier. Within the text we have generally indicated messages by listing that for the inch version followed, in brackets, by the corresponding information for the metric version. However, when a message is essentially the same, or when the difference is only one of upper- and lower-case spelling, we have listed the information specifically as it is displayed in the inch version of this machine.

Introduction to this Operation Guide

The explanations contained in this Operation Guide have been separated into different sections in order to allow even those using a copier for the first time to use this machine efficiently, properly and with relative ease.
A basic introduction to each section can be found below for reference. Refer to the related section when using this copier.

Section 1 IMPORTANT! PLEASE READ FIRST.
This section contains explanations on information that is necessary for you to know prior to using this copier for the first time after purchase.
For example, it contains notes and cautions on installation and operation that should be strictly obeyed in order to ensure its safe and proper operation.

Section 2 NAMES OF PARTS
This section contains explanations on the names and functions of the parts of the copier and its operation panel.

Section 3 PREPARATIONS
This section contains explanations on procedures for loading copy paper.

Section 4 BASIC OPERATION
This section contains explanations on the basic procedures required to make simple copies.

Section 5 OTHER CONVENIENT FUNCTIONS
This section contains explanations on using the various convenient functions of this copier.

Section 6 DOCUMENT AND OUTPUT MANAGEMENT FUNCTIONS
This section contains explanations on the procedures for registering frequently used business forms and documents on the optional Hard Disk, printing them out when desired, and managing printing conditions.

Section 7 COPIER MANAGEMENT
This section contains explanations on the procedures for changing the various default settings available for adjusting the copier to fit your copy needs and on the procedures for managing copy us.

Section 8 OPTIONAL EQUIPMENT
This section contains explanations on the optional equipment that are available for use with this copier.

Section 9 TROUBLESHOOTING
This section contains explanations on handling problems that may occur during operation of this copier, such as when an error indication appears or if a paper jam occurs.

Section 10 MAINTENANCE AND OPERATION INFORMATION
This section contains explanations on maintaining the copier in proper condition and on replacing the toner container, as well as information on the specifications for this copier.

CONTENTS

● MAKING FULL USE OF THE COPIER'S ADVANCED FUNCTIONS

1 Having the copier automatically select copy paper of the same size as the original
<Auto paper selection mode>
(Page 4-2)
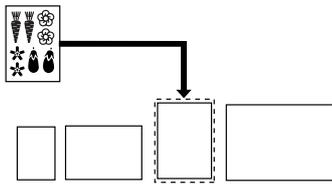
2 Making clear reproductions of photographs
<Image quality selection>
(Page 4-3)

abcdefghijk
abcdefghijk
abcdefghijk
abcdefghijk
abcdefghijk
abcdefghijk
abcdefghijk
abcdefghijk
abcdefghijk

abc
defghi
jkmn
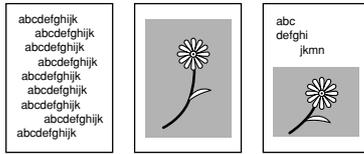
3 Various functions for making enlarged and reduced copies
■ Enlarging/reducing the copy image to fit the size of paper in a specified drawer[cassette]
<Auto magnification selection mode>
(Page 4-5)

11"×17" (A3)
8 1/2"×11" (A4)
129% (141%)
5 1/2"×8 1/2" (A5)
64% (70%)
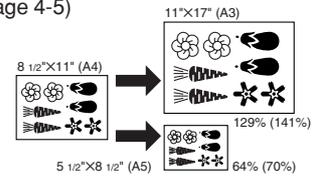
■ Enlarging/reducing the copy image to a desired size between 25% and 400%
<Zoom mode> (Page 4-6)

25%
400%
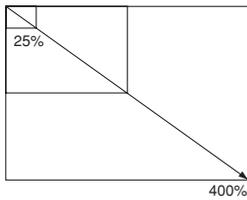
■ One-touch selection of the copy magnification ratio
<Preset zoom mode>
(Page 4-7)

70% 141%
50% 400%
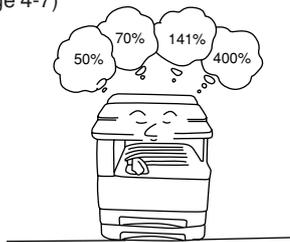
■ Enlarging/reducing the length and width of the image to separate magnification ratios
<XY zoom mode>
(Page 4-8)

M ➡ M
Y %
X %
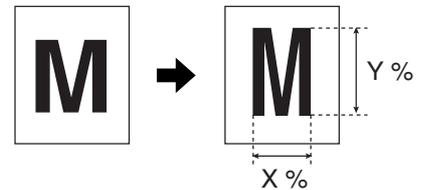
4 Making 2-sided copies from various types of originals
<2-sided copy modes>
(Page 5-1)
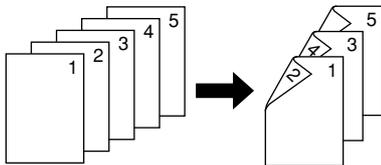
5 Copying each image of open-faced (books, etc.) or 2-sided originals onto separate sheets
<Page separation/Split copy modes>
(Page 5-4)

1 2 ➡ 1 2

1 ➡ 1 2
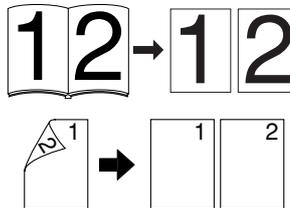
6 Creating a margin on the copies
<Margin mode>
(Page 5-6)
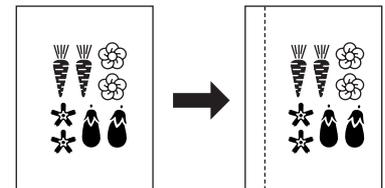
7 Centering the copy image
<Centering/Image shift mode>
(Page 5-8)
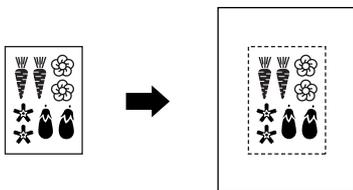
8 Adding a space next to the copy images for making notes
<Memo mode>
(Page 5-9)
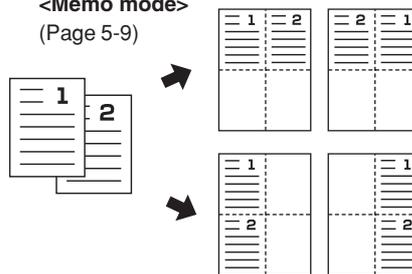
9 Making copies with clean edges
<Border erase modes>
(Page 5-11)
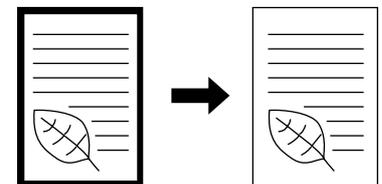
10 Fitting the image of either two or four originals onto a single copy page
<Combine/Merge Copy modes>
(Page 5-13)
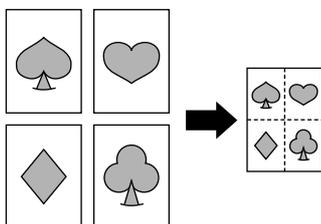
11 Printing page numbers on the copies
<Print page numbers mode>
(Page 5-16)

A
B
C
D
➡
A
B
C
D
-1-
-2-
-3-
-4-
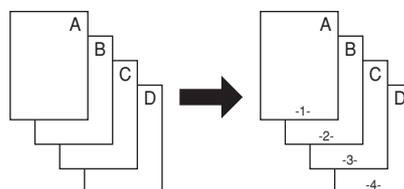
12 Overlaying one image over another
<Form overlay mode>
(Page 5-20)

A ➡ A
B ➡ B
C ➡ C
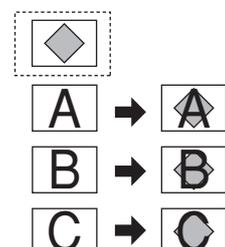
13 Making booklets from sheet originals
<Booklet/Stitching mode>
(Page 5-22)
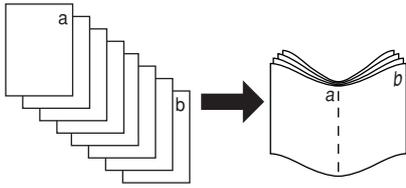
14 Making booklets from books
<Book to Booklet mode>
(Page 5-26)
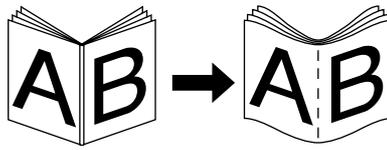
15 Automatic sorting of copy sets without the Document Finisher
<Sort/Finished mode>
(Page 5-29)
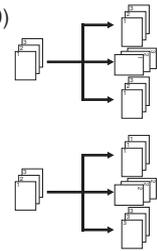
16 Automatic rotation of the copy image
<Auto rotation function>
(Page 5-30)
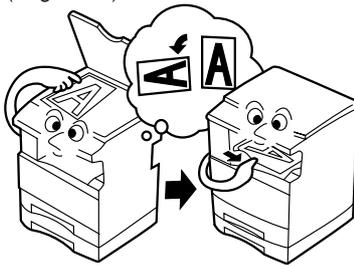
17 Adding a front and/or back cover to your copy sets
<Cover mode>
(Page 5-31)
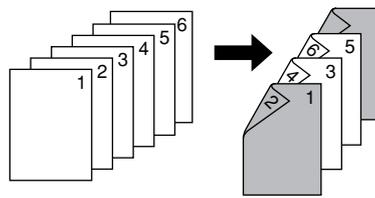
18 Feeding paper as a backing sheet for OHP transparencies
<Transparency + backing sheet mode>
(Page 5-36)
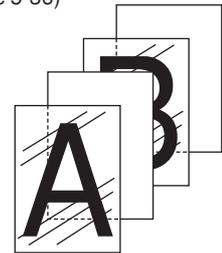
19 Inverting black and white
<Invert mode>
(Page 5-38)
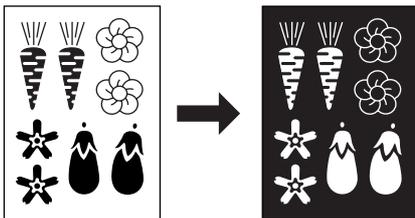
20 Making mirror image copies
<Mirror image mode>
(Page 5-39)
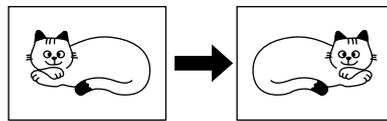
21 Making a test copy prior to large volume copying
<Proof mode>
(Page 5-40)
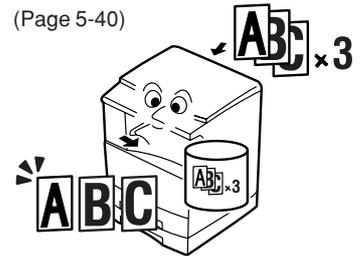
22 Making more of the same copies after a copy job is finished
<Repeat copy mode>
(Page 5-42)
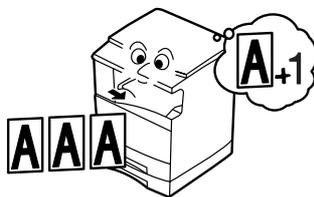
23 Copying a large volume of originals in one operation
<Batch scanning mode>
(Page 5-47)
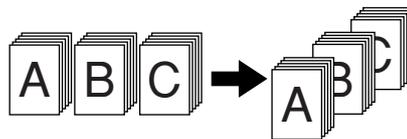
24 Saving on toner use
<Eco print mode>
(Page 5-48)
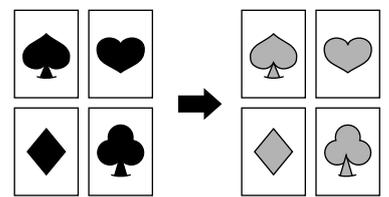
25 Memorizing frequently used settings
<Program function>
(Page 5-50)
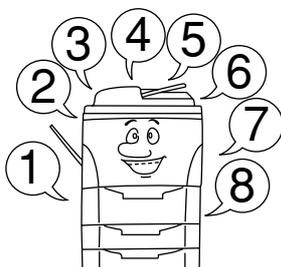
26 Easily add covers and insert sheets between various sets of originals in one operation
<Job build mode>
(Page 5-57)
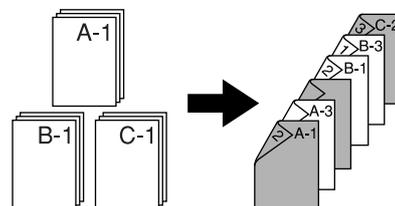
27 Registering images to be used for form overlay
<Form registration>
(Page 6-1)
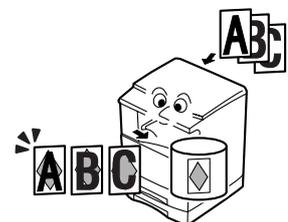
28 Managing shared forms
   <Shared data box>
   (Page 6-4)
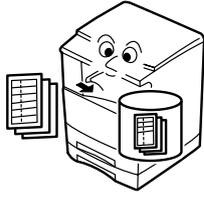
29 Printing out different stored originals in one operation
   <Synergy print boxes>
   (Page 6-9)
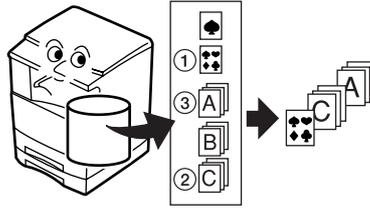
30 Using department ID-codes to manage the number of copies made by each department
   <Copy management mode>
   (Page 7-1)

31 Changing the language used in the touch panel
   <Language selection function>
   (Page 7-102)

English   Español
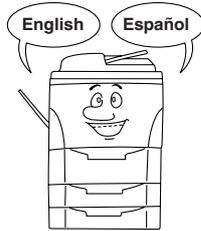
32 A full range of optional equipment is available

■ Document Processor (Page 8-1)
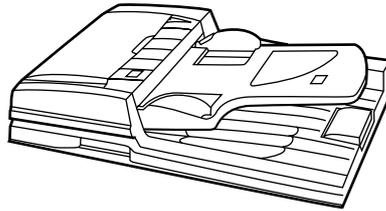
■ Paper Feeder (Page 8-5)
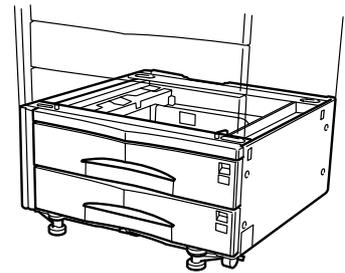
■ Paper Feeder (Page 8-5)
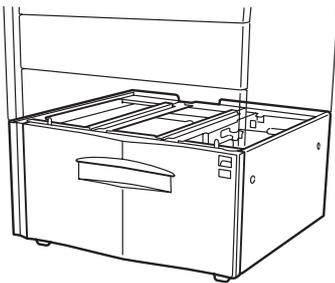
■ Document Finisher (Page 8-5)
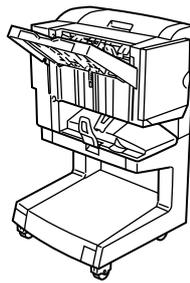
■ Document Finisher (Page 8-9)
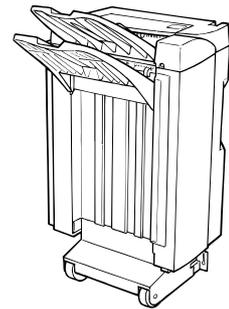
■ Document Finisher (Page 8-9)
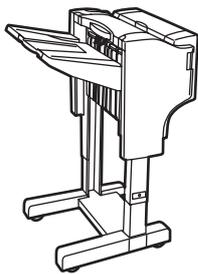
■ Built-in Finisher (Page 8-9)
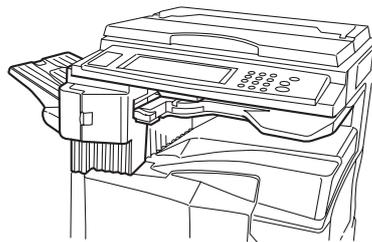
■ Job Separator (Page 8-11)
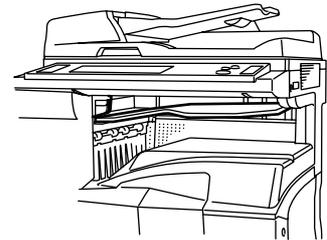
■ Hard Disk (Page 8-11)
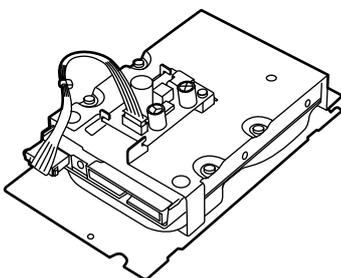
■ Key Counter (Page 8-12)
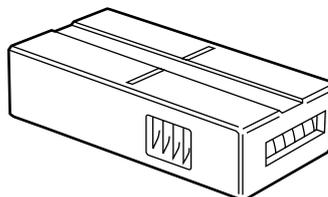
■ Document Tray (Page 8-12)
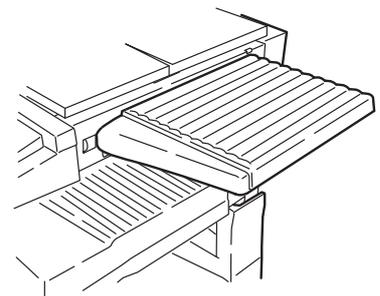
■ Printer Kit (Page 8-12)　　　　　■ Printer/scanner Kit (Page 8-12)　　　　　■ Fax Kit (Page 8-12)
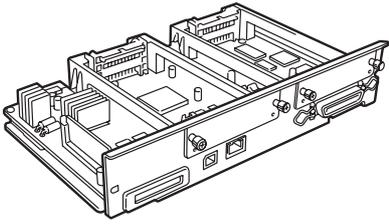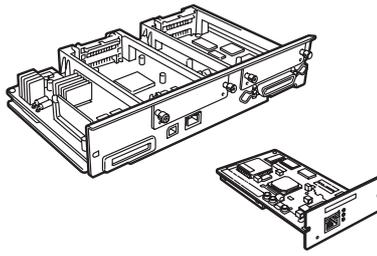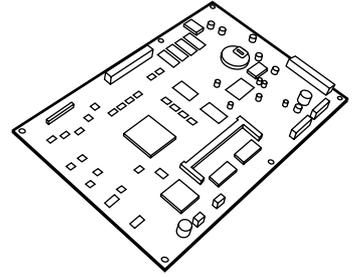
We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program.

About the International Energy Star Program

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

International Energy Star Program standards require that copies come equipped with a "Low Power Mode" where energy consumption is reduced after a certain amount of time elapses since the device was last used, as well as an "Off Mode" where the device automatically turns itself off after there is no activity within a set amount of time. When the copier includes printer and fax functions, the printer and fax must enter a "Low Power Mode" where power consumption is automatically reduced after a certain amount of time elapses since they were last used, and they must also support a "Sleep Mode" where power consumption is reduced to a minimum when there is no activity within a set amount of time.
This product is equipped with the following features as a result of its compliance with International Energy Star Program standards.

● **Low Power Mode**
The device automatically enters "Low Power Mode" when 15 minutes have passed since the device was last used. The amount of time of no activity that must pass before "Low Power Mode" is activated may be lengthened. See "5. Energy-saving modes" on page 4-11 and "Auto low power time" on page 7-47 for more information.

● **Off Mode** (Only when using the copier functions of this machine)
The device automatically enters "Off Mode" when 60 minutes have passed since the device was last used. The amount of time of no activity that must pass before "Off Mode" is activated may be lengthened. For more information see "5. Energy-saving modes" on page 4-11 and "Auto sleep time" on page 7-46.

● **Sleep Mode** (If the copier has printer and/or facsimile function)
The device automatically enters "Sleep Mode" when 60 minutes have passed since the device was last used. The amount of time of no activity that must pass before "Sleep Mode" is activated may be lengthened. For more information see "5. Energy-saving modes" on page 4-11 and "Auto sleep time" on page 7-46.

● **Automatic 2-Sided Copy Function**
The Energy Star Program encourages the use of 2-sided copying which reduces the load on the environment and this device includes 2-sided copying as a standard function. For example, by copying two 1-sided originals onto a single sheet of paper as a 2-sided copy, it is possible to lower the amount of paper used.
For more information see "1. Making 2-sided copies from various types of originals [2-sided copy modes]" on page 5-1.

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

* When you are using the copier functions of this machine, replace all references to the "Sleep Mode" with the "Off Mode".

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

The sections of this guide 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 △ 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 ⊘ 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 ● 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 this Operation Guide are illegible or if the guide itself is missing. (fee required)

Section 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 1
High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.
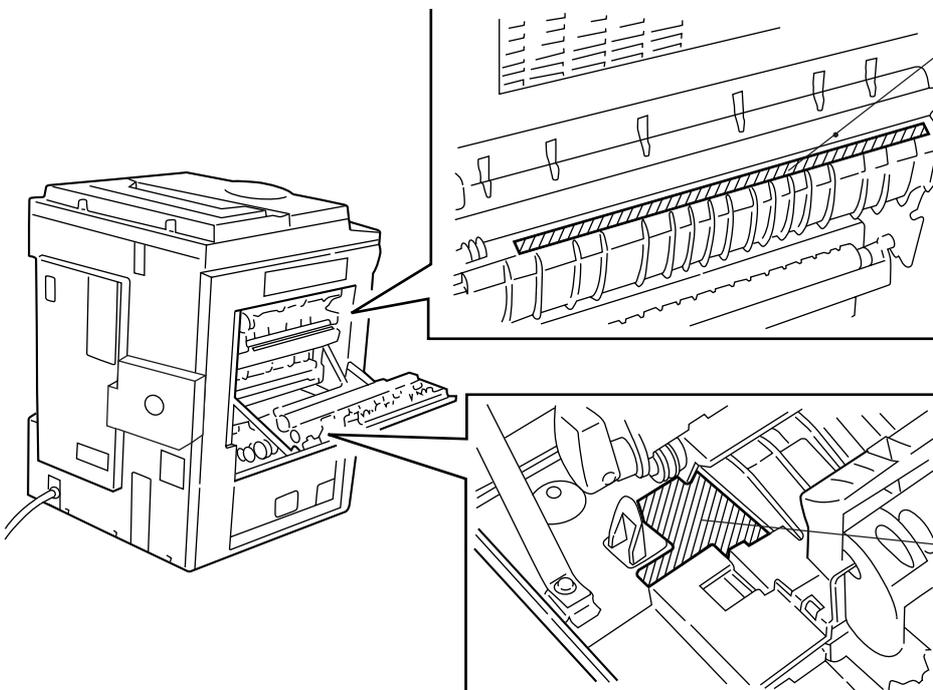
Label 4
High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.

Label 2
Do not incinerate toner and toner container. Dangerous sparks may cause burn. ......
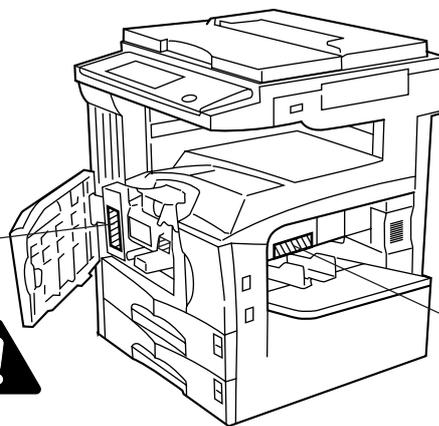
Label 3
Moving parts inside. May cause personal injury. Do not touch moving parts. ....

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 vents, to allow air to be properly ventilated out of the copier. .... ❗

Left: ≧ 11 13/16"/30cm
Rear: ≧ 11 13/16"/30cm
Right: ≧ 11 13/16"/30cm
Front: ≧ 39 3/8"/100cm
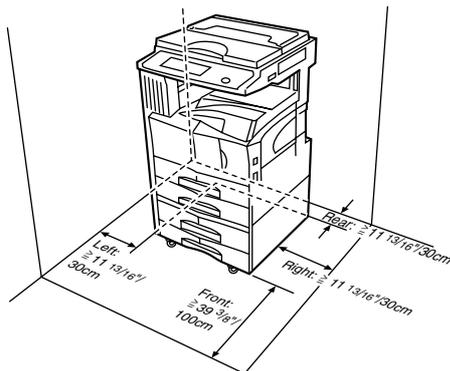
Other precautions

• Adverse environmental conditions may affect the safe operation and performance of the copier. Install in an air-conditioned room (recommended room temperature: around 73.4°F (23°C), humidity: around 50%) 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.

• Delicate floor material may be damaged if this product is moved after installation.

• 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.

■ 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 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 power switch OFF (O) immediately, BE ABSOLUTELY CERTAIN to remove the power plug from the outlet and then contact your service representative. ....

- If anything harmful (paper clips, water, other fluids, etc.) falls into the copier, turn the power switch OFF (O) immediately. Next, BE ABSOLUTELY CERTAIN to remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative. ....

- DO NOT remove or connect the power plug with wet hands, as there is a danger of electrical shock. ....

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

⚠ CAUTION

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

- ALWAYS remove the power plug from the outlet when moving the 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 power 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 power switch, or pull out the power plug during copying.

- 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.

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

■ Cautions when handling consumables

⚠ CAUTION

- DO NOT attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns. .... 🚫

- Keep the toner container and the waste toner box out of the reach of children. .... 🚫

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

  · If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
  · If you do happen to ingest toner, rinse your mouth out with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
  · If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
  · If toner does happen to get on your skin, wash with soap and water.

- DO NOT attempt to force open or destroy the toner container or the waste toner box. .... 🚫

Other precautions

- After use, ALWAYS dispose of the toner container and the waste toner box in accordance with Federal, State and Local rules and regulations.

- Store all consumables in a cool, dark location.

- If you will not be using the copier for a prolonged period of time, remove all paper from the drawer(s)[cassette(s)] and the multi-bypass tray and seal in its original packaging.

Laser Safety

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

This machine is classified as Class 1 laser product under IEC 825.

CAUTION
Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This label is attached to the laser scanner unit inside the machine and is not in a user access area.

DANGER INVISIBLE LASER RADIATION WHEN OPEN.
AVOIDO DIRECT EXPOSURE TO BEAM.
CAUTION NVISIBLE LASER RADIATION WHEN OPEN.
ACOID EXPOSURE TO BEAM.
ATTENTION RAYONNEMENT LASER INVISIBLE SI OUVERT.
DANGEREUX DE REGARDER A L'INTERIEUR.
VORSICHT UNSICHTBARE LASERSTRAHLEN WENN GEÖFFNET.
NICHT HINENSEHEN.
TYPE:2AV1301 MATSUSHITA
WAVE LENGHT:770-795nm
LASER SOURCE:5mW
INPUT:24VDC/MAX2.0A
5VDC/300mA
Laserstrahl

The labels shown below is attached on the right side of the machine.

CLASS 1 LASER PRODUCT

KLASSE 1 LASER PRODUKT
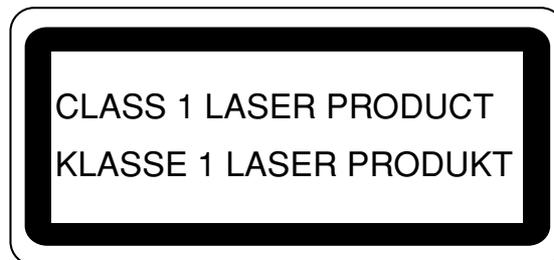
CAUTION!

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.

VORSICHT!

Der Netzstecker ist die Hauptisoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen.

C E

DECLARATION OF CONFORMITY
TO
89/336/EEC, 73/23/EEC and 93/68/EEC

We declare under our sole responsibility that the product to which
this declaration relates is in conformity with the following specifications.

Limits and methods of measurement for immunity characteristics of information technology equipment	**EN55024**
Limits and methods of measurement for radio interference characteristics of information technology equipment	**EN55022 Class B**
Limits for harmonic currents emissions for equipment input current $\leqq$ 16A per phase	**EN61000-3-2**
Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current $\leqq$ 16A	**EN61000-3-3**
Safety of information technology equipment, including electrical equipment	**EN60950**
Radiation Safety of laser products, equipment classification, requirements and user's guide	**EN60825-1**

Section 2　NAMES OF PARTS

1.　Main body
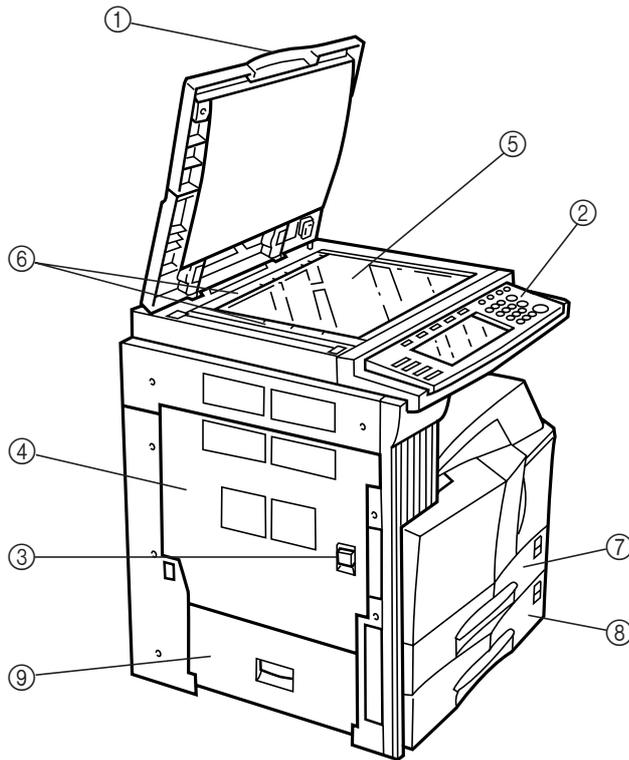
① **Original cover (Option)**
(Open/close to set the original on the platen.)

② **Operation panel**
(Contains the keys and indicators for operating the copier.)

③ **Left cover 1 handle**
(Pull up to open the left cover 1.)

④ **Left cover 1**
(Open when a paper misfeed occurs.)

⑤ **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.)

⑥ **Original size scales**
(Be sure to align the original with these when setting the original on the platen.)

⑦ **Drawer[Cassette] 1**
(Holds up to 500 sheets of standard paper [standard paper specified by our company].)

⑧ **Drawer[Cassette] 2**
(Holds up to 500 sheets of standard paper [standard paper specified by our company].)

⑨ **Left cover 2**
(Open when a paper misfeed occurs inside the left cover 2.)
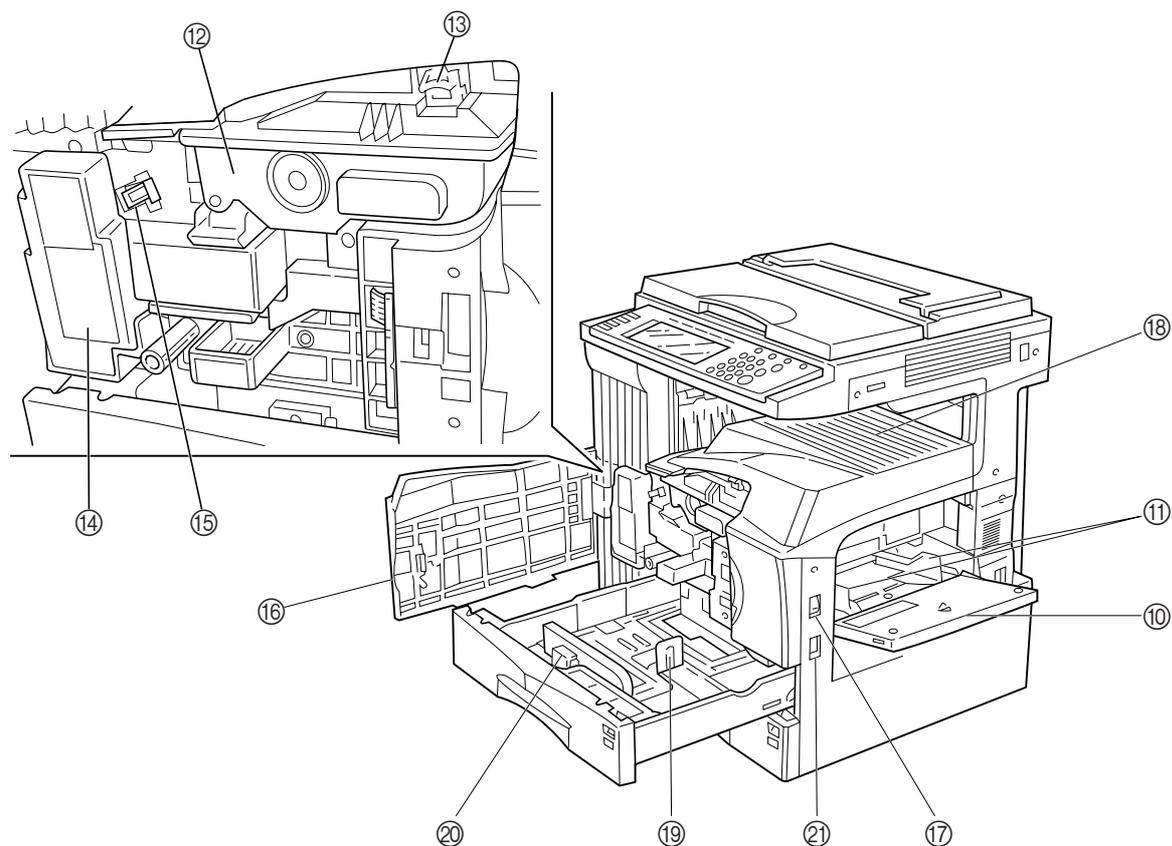
⑩ **Multi-bypass tray**

(Load paper here when copying onto small-size or special paper.)

⑪ **Insert guides**

(Be sure to set the paper width when loading paper on the multi-bypass tray.)

⑫ **Toner container**

⑬ **Toner container release lever**

(Operate to replace the toner container.)

⑭ **Waste toner box**

⑮ **Cleaning shaft**

(Pull and push back in after toner container replacement or when copy images become soiled with toner.)

⑯ **Front cover**

(Open to replace the toner container or waste toner box.)

⑰ **Power switch**

(Turn ON (I) before starting to make copies.)

⑱ **Copy store section**

(Copied paper is stored here.)

⑲ **Length adjustment plate**

(Adjust to the length of the paper to be set in the drawer[cassette].)

⑳ **Width adjustment lever**

(Hold the lever and adjust the width guide to the width of the paper to be set in the drawer[cassette].)

㉑ **Handles for transport**

(Become handles when pulled out.)

2. Operation panel
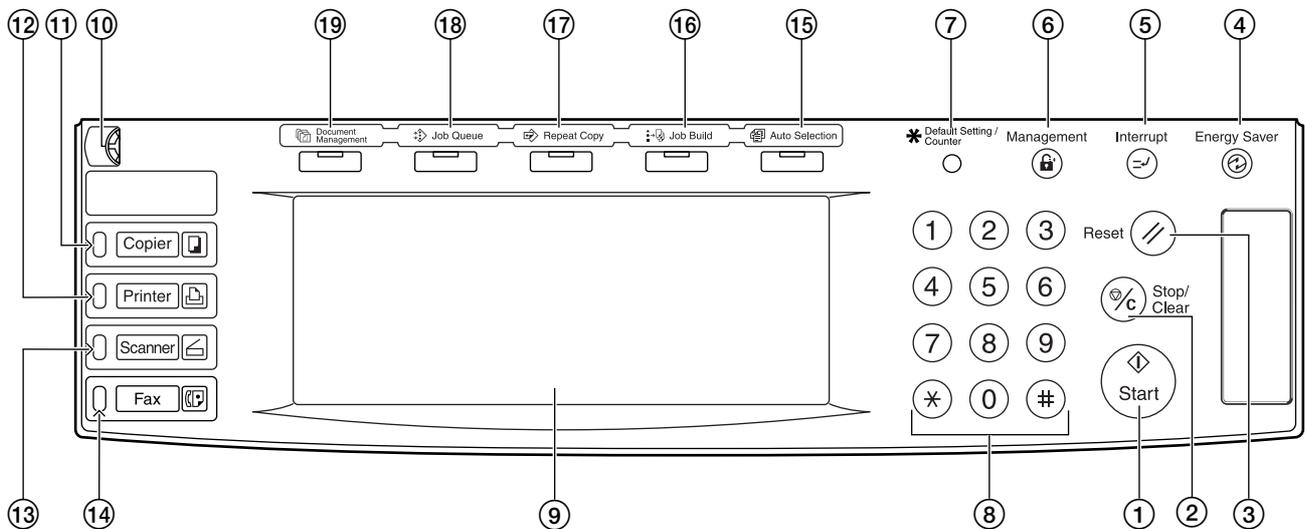
① **[Start] key & indicator lamp**
(Press this key when the lamp in that key is lit green and you want to start copying.)

② **[Stop/Clear] key**
(Press this key when you want to stop copying or change the number of copies to be made.)

③ **[Reset] key**
(Press this key to reset all functions to their initial mode settings. See "Initial mode" on page 2-4.)

④ **[Energy Saver] key & indicator lamp**
(Press this key when you want to turn the energy-saving mode ON. Press the same key again to turn the energy-saving mode OFF. See page 4-11.)

⑤ **[Interrupt] key & indicator lamp**
(Press this key to light the lamp in that key when you want to perform interrupt copying. See page 4-9.)

⑥ **[Management] key**
(When copy management is turned ON, press this key after copying in order to return to the department ID-code entry display. See page 7-1.)

⑦ **[Default Setting/Counter] key**
(Press this key when you want to perform default settings as well as those related to copy management, etc.)

⑧ **Keypad**
(Use these keys when you want to set the number of copies to be made or enter other values.)

⑨ **Touch panel**
(This panel displays such information as operation procedures, machine status, and the various function keys.)

⑩ **Brightness adjustment control dial**
(Turn this dial when you want to adjust the brightness of the touch panel.)

⑪ **[Copier] key, lamp & indicator**
(Press this key to light the indicator to the right of the key when you want to use the copier functions of this machine.)

⑫ **[Printer] key, lamp & indicator**
(Press this key when you want to use the optional printer functions of this machine. The indicator to the right of the key will light when the machine is in the printer operation mode. The lamp to the left of the key will either light green or orange, or will flash one of those colors, depending upon the status of the machine. See page 9-3.)

⑬ **[Scanner] key, lamp & indicator**
(Press this key when you want to use the optional scanner functions of this machine. The indicator to the right of the key will light when the machine is in the scanner operation mode. The lamp to the left of the key will either light green or orange, or will flash one of those colors, depending upon the status of the machine. See page 9-3.)

⑭ **[Fax] key, lamp & indicator**
(Press this key when you want to use the optional fax functions of this machine. The indicator to the right of the key will light when the machine is in the fax operation mode. The lamp to the left of the key will either light or flash green, depending upon the status of the machine.)

⑮ **[Auto Selection] key & indicator lamp**
(Press this key to light the lamp in that key when you want to use the auto selection mode. The optional Document Processor must be installed in your copier in order to use this mode. See page 8-3.)

⑯ **[Job Build] key & indicator lamp**
(Press this key to light the lamp in that key when you want to use the job build mode. See page 5-57.)

⑰ **[Repeat Copy] key & indicator lamp**
(Press this key to light the lamp in that key when you want to use the repeat copy mode. The optional Hard Disk must be installed on this copier in order to use this mode. See page 5-42.)

⑱ **[Job Queue] key & indicator lamp**
(Press this key to light the lamp in that key when you want to use the output management functions of the copier. See page 6-20.)

⑲ **[Document Management] key & indicator lamp**
(Press this key to light the lamp in that key when you want to use the document management functions of the copier. The optional Hard Disk must be installed on this copier in order to use this function.See page 6-1.)

● **Initial mode (at the end of warm-up or when the [Reset] key is pressed)**

In the default settings prepared at the factory, paper of the same size as the original is selected automatically and the copy magnification ratio is set to "100%" [1:1] (under the auto paper selection mode), the number of copies to be made is set to "1" and the image quality is set to the text+photo mode.

NOTES

• The default settings for the initial mode can be changed using the corresponding "copy default settings" procedure.
• It is possible for you to change the default setting for the copy exposure in the initial mode from the "manual exposure mode" to the "auto exposure mode". (See "Exposure mode" on page 7-62.)

● **Auto clear function**

Once a designated amount of time has passed after copying stops (between 10 and 270 seconds), the auto clear function will automatically engage and the copier will return to the same settings as those after warm up (initial mode settings). (However, the copy exposure mode and the image quality mode will not change.) Copies can continually be made using the same settings (copy mode, number of copies and exposure mode) if the next batch of copying is started before the auto clear function engages.

● **Automatic drawer[cassette] switching function**

If two drawers[cassettes] contain the same size of paper and the paper in one drawer[cassette] runs out during copying, the automatic drawer[cassette] switching function will switch to paper feed from the other drawer[cassette] that still contains paper.

NOTES

• The automatic drawer[cassette] switching function can be turned OFF. (See "Auto drawer[cassette] switching ON/OFF" on page 7-42.)
• Paper must be loaded in the same orientation in both drawers[cassettes].
• Only drawers[cassettes] that are loaded with the same type of paper can be used with the automatic drawer[cassette] switching function.

3. Touch panel

Inch specifications

Metric specifications

① This area displays messages on the machine's status and on operational procedures.

② This area displays information on the size of paper in the drawer[cassette] and the current copy magnification ratio.

③ This area displays the current number of copies to be made.

④ **Paper size keys (Remaining paper volume icons)**
(Touch these keys when you want to change the currently selected drawer[cassette] in order to change the size of paper that will be used. The drawer[cassette] that holds the currently selected paper size and type of paper will be highlighted. Drawer[Cassette] No.3 and drawer[cassette] No.4 will be displayed when the optional Paper Feeder is installed on your copier.)

⑤ **"APS" key**
(Touch this key until it is highlighted when you want to have the paper size selected automatically. See page 4-2.)

⑥ **"Bypass" key**
(Touch this key when you want to copy onto paper that is set on the multi-bypass tray. The type of paper registered for use on the multi-bypass tray will be indicated in the key.)

⑦ **Copy exposure adjustment keys / Copy exposure scale**
(Touch the appropriate key when you want to manually adjust the copy exposure. The copy exposure scale will indicate the currently selected setting. See page 4-2.)

⑧ **"Exposure mode" key**
(Touch this key when you want to access the "Exposure Mode" screen.)

⑨ **"Auto Exposure" key**
(Touch this key until it is highlighted when you want to select the auto exposure mode. In the auto exposure mode, the contrast of the original will be detected and the most suitable exposure level selected automatically. See page 4-2.)

⑩ **"AMS" key**
(Touch this key until it is highlighted when you want to have the copy magnification ratio selected automatically. See page 4-5.)

⑪ **"Reduce/Enlarge" key**
(Touch this key when you want to manually change the copy magnification ratio. See page 4-6.)

⑫ **"100%" (same size) key**
(Touch this key when you want to copy the original image at its actual size "100%".)

⑬ **"Sort:OFF" key**
(Touch this key when you want to make copies without sorting them.)

⑭ **"Sort:ON" key**
(Touch this key when you want to make copies in the sort mode.)

⑮ **"Sort/Finish" key**
(Touch this key when you want to access the "Sort/Finish" screen. See page 5-29.)

⑯ **Registration keys**
(Touch the appropriate key when you want to access the corresponding function or mode. Any function or mode in the "Function" tab can be registered to be displayed as one of the registration key. See page 5-53.)

⑰ **"Basic" tab**
(Touch this tab when you want to return the display to the contents of the "Basic" tab.)

⑱ **"User choice" tab**
(Touch this tab when you want to display the contents of the "User choice" tab.)

Inch specifications
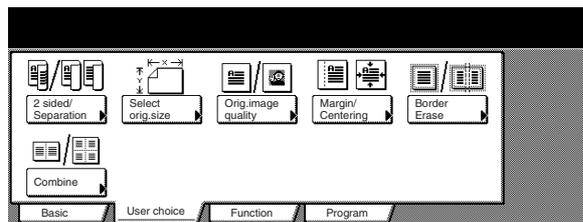
Metric specifications
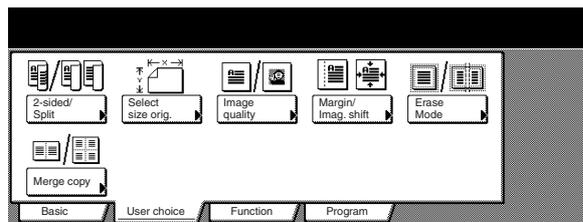
⑲ **"Function" tab**
(Touch this tab when you want to display the contents of the "Function" tab.)

Inch specifications
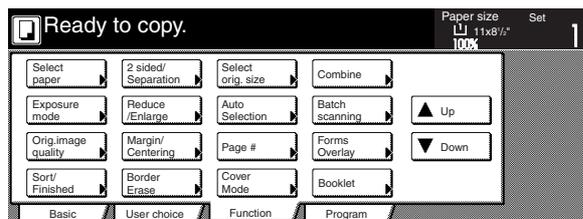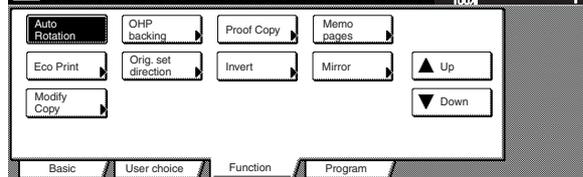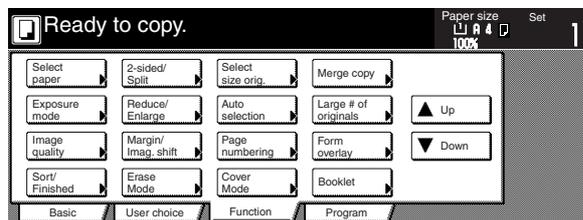
Metric specifications
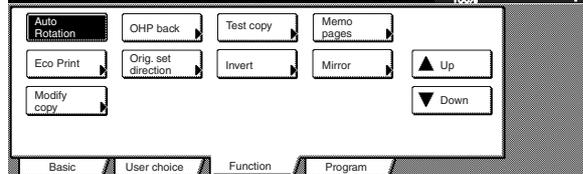
⑳ **"Program" tab**

(Touch this tab when you want to register the currently selected settings as a program, or to delete a previously registered program. See page 5-50.)

If you press any key that has an arrow (▶) in its bottom right corner, the corresponding setting screen will be displayed.

Inch specifications

Ready to copy.			Paper size 11x8¹/₂" 100%	Set	1
Select paper	2 sided/ Separation	Select orig. size	Combine		
Exposure mode	Reduce /Enlarge	Auto Selection	Batch scanning	▲ Up	
Orig.image quality	Margin/ Centering	Page #	Forms Overlay	▼ Down	
Sort/ Finished	Border Erase	Cover Mode	Booklet		
Basic	User choice	Function	Program		

Metric specifications

Ready to copy.			Paper size A 4 100%	Set	1
Select paper	2-sided/ Split	Select size orig.	Merge copy		
Exposure mode	Reduce/ Enlarge	Auto selection	Large # of originals	▲ Up	
Image quality	Margin/ Imag. shift	Page numbering	Form overlay	▼ Down	
Sort/ Finished	Erase Mode	Cover Mode	Booklet		
Basic	User choice	Function	Program		

"Register" key
(Touch this key when you want to register the currently selected function or mode under a registration key. See page 5-53.)

"Back" key
(Touch this key when you want to return the settings for the currently selected mode back to their previous values.)

"Close" key
(Touch this key when you want to return to the previous screen.)

Inch specifications

Ready to copy.		Paper size 11x8¹/₂" 100%		Set	1
Reduce/Enlarge		Register	Back	Close	
(25~400)	100 %	AMS	154% 5¹/₂x8¹/₂"→8¹/₂x14"	77% 11x17"→8¹/₂x14"	
Standard Zoom	+	100%	129% 8¹/₂x11"→11x17"	64% 11x17"→8¹/₂x11"	
XY Zoom	−	400%	121% 8¹/₂x14"→11x17"	50% 11x17"→5¹/₂x8¹/₂"	
	# keys	200% 5¹/₂x8¹/₂"→11x17"	78% 8¹/₂x14"→8¹/₂x11"	25%	

Metric specifications

Ready to copy.		Paper size A 4 100%		Set	1
Reduce/Enlarge		Register	Back	Close	
(25~400)	100 %	AMS	141% A 4→A 3 A 5→A 4	75% 11x15"→A 4	
Standard Zoom	+	100%	127% Folio→A 3	70% A 3→A 4 A 4→A 5	
XY Zoom	−	400%	106% 11x15"→A 3	50%	
	#-Keys	200% A 5→A 3	90% Folio→A 4	25%	

Metric specifications (Asia Pacific)

Ready to copy.		Paper size A 4 100%		Set	1
Reduce/Enlarge		Register	Back	Close	
(25~400)	100 %	AMS	141% A 4→A 3 B 5→B 4	81% B 4→A 4 B 5→A 5	
Standard Zoom	+	100%	122% A 4→B 4 A 5→B 5	70% A 3→A 4 B 4→B 5	
XY Zoom	−	400%	115% B 4→A 3 B 5→A 4	50%	
	#-Keys	200% A 5→A 3	86% A 3→B 4 A 4→B 5	25%	

You can change or add new keys to those displayed in the "Basic" and the "User choice" tabs by following the "Customize screen layout (Main functions)" procedure on page 7-84 or the "Customize screen layout (Add functions)" procedure on page 7-85, as appropriate.

Section 3 PREPARATIONS

1. Loading paper

Paper can be loaded into the two drawers[cassettes] and the multi-bypass tray.

(1) Note when adding paper

After taking new paper out of its packaging, be sure to fan through them a few times to separate the sheets and use a flat surface to align the leading edges of the paper before loading that paper into a drawer[cassette] or setting it on the multi-bypass tray.
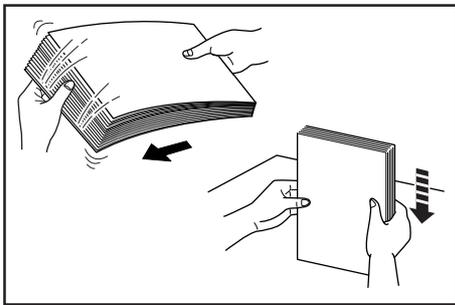
Set the paper in the drawer[cassette] with the side that was facing upward when you opened the package facing upward.
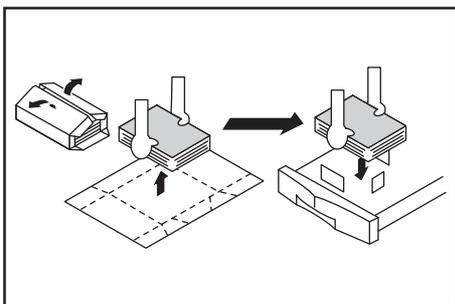
IMPORTANT!

• When copying onto used paper (paper which has already been copied onto at least one side), DO NOT use paper that is stapled or clipped together as this can be the cause of damage to the copier and/or create problems in the copy image.
• If you use paper that is curled at all, straighten the paper out before loading it into a drawer[cassette] or setting it on the multi-bypass tray, or it can cause a paper jam.

IMPORTANT!

Using special paper
In this copier, the type of paper loaded in each drawer[cassette] and on the multi-bypass tray can be specified under "Paper type (drawer[cassette] No.1 - No.4)" on page 7-44 and "(1) Paper size and type" on page 7-86, respectively.
Among the special paper that can be use with this copier, there is a wide range in paper quality and construction, especially in those types of paper noted below. For that reason, there is a greater possibility of problems occurring during copying with these type of paper. Whenever you do use such special paper as noted here, it is recommended that you first make a test copy and verify the results.

<Special paper for which extra caution is recommended>
• Preprinted
• Labels [1]
• Prepunched
• Envelopes [2]

[1] When using label sheets, be absolutely certain that there is no possibility that the backing glue will come into contact with any part of the copier, and that none of the labels will come off the sheet during copying.
If glue does happen to come into contact with the drum or rollers, or one of the labels comes off inside the copier, it can be the cause of major damage.
[2] The following types of envelopes should never be used:
  • Those on which the glue is exposed.
  • Those whereby glue will be exposed if the protective paper is removed. (If the paper protecting the glue comes off inside the copier it can be the cause of major damage.)
  • Those of special construction.
  • Those which have a round tab on the back and are closed with string.
  • Those which have an open window.
  • Those which have a transparent film window.

(2) Loading paper into the drawer[cassette]

Up to 500 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[cassette].

The each drawer[cassette] can be set to hold paper of any desired size from 5 1/2" x 8 1/2", 8 1/2" x 11", 11" x 8 1/2", 8 1/2" x 13", 8 1/2" x 14", 11" x 17", A5R, B5R, B5, A4R, A4, B4, A3 and Folio.

IMPORTANT!

Set the type of paper (standard paper, recycled paper, etc.) to be loaded in the drawer[cassette] in "Paper type (drawer[cassette] No.1 - No. 4)" on page 7-44.

1 Pull the drawer[cassette] out toward you as far as it will go.
  * Do not pull more than one drawer[cassette] out at a time.
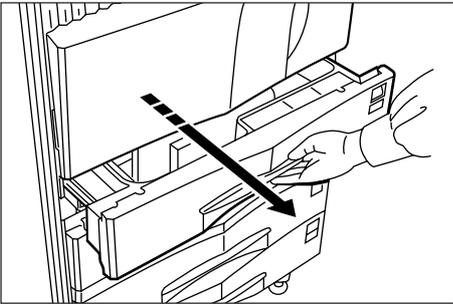
2 Hold the width adjustment lever and move it to align the width guide with the required paper width.
Paper sizes are marked inside the drawer[cassette].
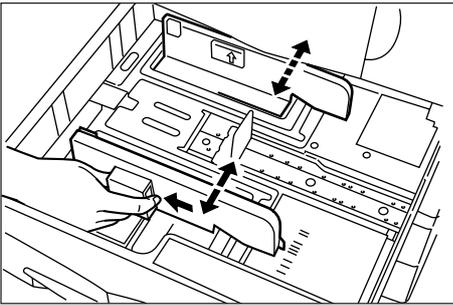
3 Hold the length adjustment plate and move it to align with the required paper length.
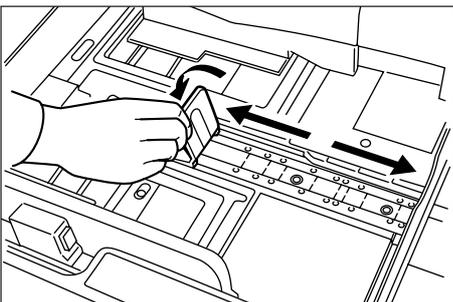
4 Set the paper flush against the left-hand wall of the drawer[cassette].
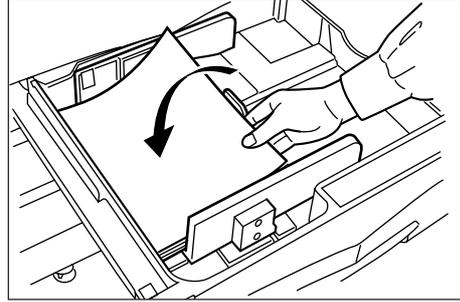
IMPORTANT!

• Make sure that there are no folds, etc., in the paper when it is set in a drawer[cassette]. Such paper may be the cause of paper jams.
• There is a sticker (① in the illustration) indicating paper capacity attached to the inside of the drawer[cassette]. Do not load paper above this limit.
• When you are loading paper into a drawer[cassette], make sure that the side facing upward when the package is opened is the side that is facing upward in the drawer[cassette].
• Adjust the length adjustment plate and the width guide BEFORE loading paper into a drawer[cassette]. Failure to do so may result in skewed paper feed or a paper jam.
• Make sure that the paper is set securely against the length adjustment plate and the width guide. If there is a gap between the paper and the adjustment plate or the width guide, readjust the plate and the guide to fit the paper snugly.
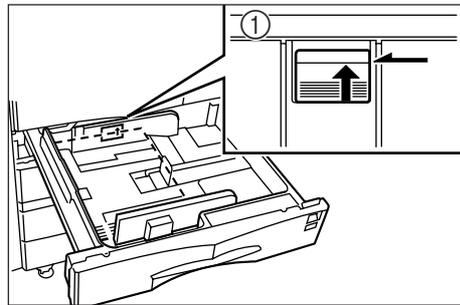
5 Set the supplied paper size sheet so that the size of the paper loaded can be checked by looking at the front of the drawer[cassette].
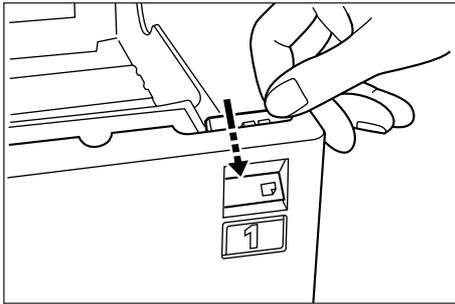
6 Gently push the drawer[cassette] back in.

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

(3) Loading paper into the multi-bypass tray

Up to 200 sheets of standard copy paper (75 g/m² – 80 g/m²), of a size between 11" x 17" [A3] and 5 1/2" x 8 1/2" [A6R] can be set on the multi-bypass tray at one time. When copying onto special paper, be sure to use the multi-bypass tray.

> **NOTE**
>
> The types of special paper and the number of sheets that can be loaded in the multi-bypass tray are:
> • Transparencies: 25 sheets
> • Standard paper (120 g/m²): 130 sheets
> • Standard paper (160 g/m²): 100 sheets

> **IMPORTANT!**
>
> • When copying onto OHP transparencies, be sure to fan through them a few times to separate the sheets before setting them on the multi-bypass tray.
> • When copying onto non-standard size paper, perform the procedure in "(1) Paper size and type" on page 7-86 and select the paper size.
> • When setting special paper such as OHP transparencies and thick paper on the multi-bypass tray, the type of paper must be specified under "(1) Paper size and type" on page 7-86.

1 Open the multi-bypass tray.
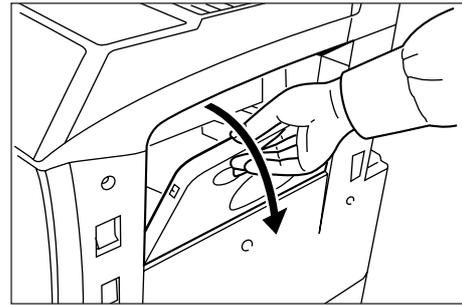
2 Adjust the insert guides to the size of the paper to be loaded.
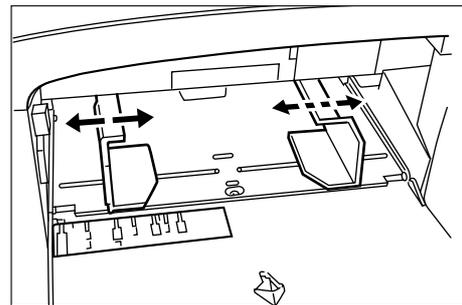
3 Insert the paper along the guides as far as it will go.
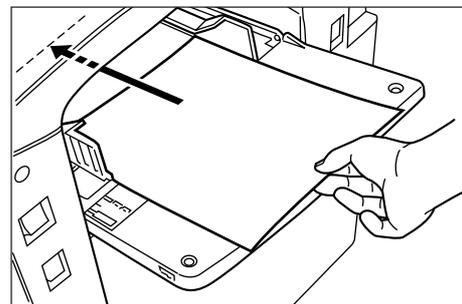
> **IMPORTANT!**
>
> • When you are setting paper onto the multi-bypass tray, make sure that the side facing upward when the package is opened is the side that is facing upward on the multi-bypass tray as well. In addition, if the leading edge of the paper is curled at all, straighten it out before setting it on the multi-bypass tray.
> • ALWAYS straighten out curled paper before setting it on the multi-bypass tray.

● **Setting envelopes**

Up to 20 envelopes can be set on the multi-bypass tray at a time.
For more details, refer to the Operation Guide for the Printer Kit or
Printer/Scanner Kit.
Refer to the following table for the types and sizes of envelopes that
can be used in this machine.

Acceptable envelope types	Size
Monarch	3 1/8" x 7 1/2"
Comm. #10	3 3/8" x 9 1/2"
Envelope DL	110 x 220 (mm)
Envelope C5	162 x 229 (mm)
Executive	7 1/4" x 10 1/2"
Comm. #9	3 7/8" x 8 7/8"
Comm. #6-3/4	3 5/8" x 6 1/2"
ISO B5	176 x 250 (mm)
Envelope C4	229 x 324 (mm)
Oufuku Hagaki	200 x 148 (mm)
YOUKEI 2	162 x 114 (mm)
YOUKEI 4	234 x 105 (mm)

1 Open the multi-bypass tray.
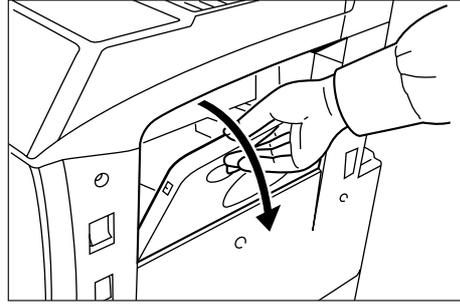
2 Align the insert guides with the envelope size.
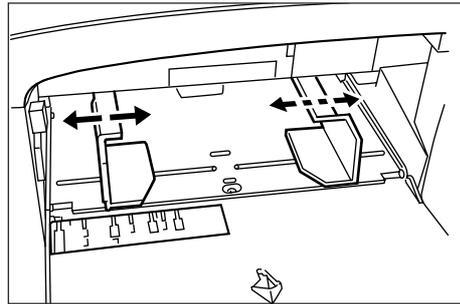
3 When using envelopes that are wider than they are tall, leave
the flap closed and set the envelopes with the copy side
facing upward and the flap facing towards the rear of the
copier. Then slide the envelopes into the slot along the insert
guides as far as they will go.
When using envelopes that are taller than they are wide,
open the flap and set the envelopes with the copy side facing
upward and the flap facing away from the direction of
insertion. Then slide the envelopes into the slot along the
insert guides as far as they will go.
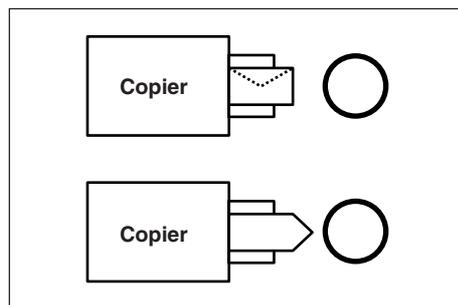
NOTES

• The proper orientation will actually depend upon the type of
envelope being used.
• Incorrectly loading envelopes can result in printing in the wrong
orientation or on the wrong side.
• When setting envelopes on the multi-bypass tray, BE SURE to
specify the type of envelopes that will be used under "3. Multi-
bypass tray paper settings" on page 7-86.

Section 4 BASIC OPERATION

1. Basic copying procedure
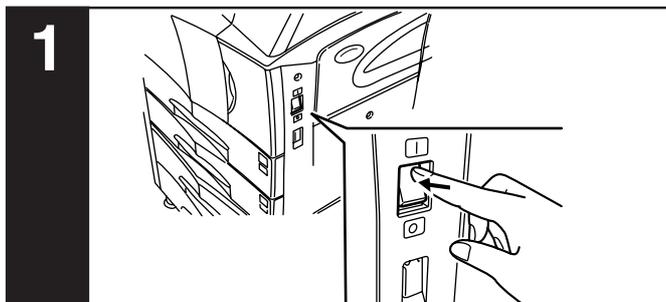
1. Warm-up

Turn the power switch ON (|). At the end of warm-up, "Ready to copy." will be displayed.

> **NOTE**
>
> If you set the originals that you want to copy and press the [Start] key while the copier is still warming up, copying will begin as soon as warm-up is finished.
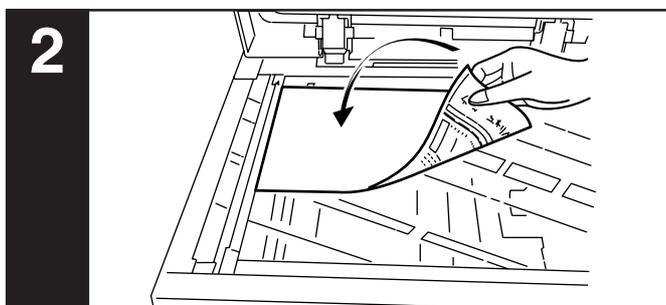
2. Setting the originals

Open the original cover and set the original that you want to copy face-down on the platen. Be sure to align originals with the upper left corner of the platen (towards the left-rear portion of the copier).

> **NOTE**
>
> See "④ How to set originals in the Document Processor" on page 8-2 for instructions on how to set originals in your Document Processor (option).
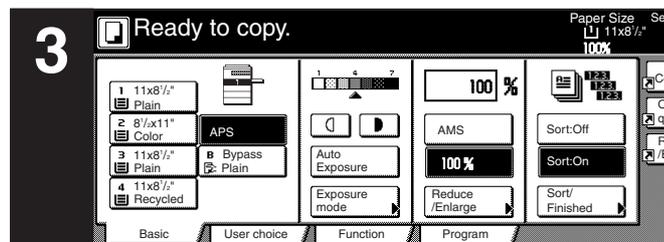
Inch specifications
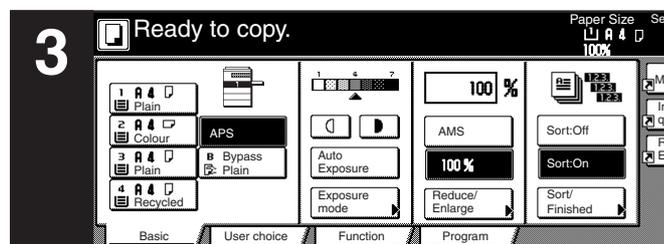
Metric specifications

3. Selecting the desired functions

Select from among the copier's various modes and functions.

- Enlarging/reducing the copy image (Page 4-5.)
- Interrupt copying (Page 4-9.)
- Making 2-sided copies from various types of originals (Page 5-1.)
- Copying each image of open-faced (books, magazines, etc.) or 2-sided originals onto separate sheets (Page 5-4.)
- Creating a margin on the copies (Page 5-6.)
- Centering the copy image (Page 5-8.)
- Adding a space next to the copy images for making notes (Page 5-9.)
- Making copies with clean edges (Page 5-11.)
- Fitting the image of either two or four originals onto a single copy page (Page 5-13.)
- Printing page numbers on the copies (Page 5-16.)
- Overlaying one image over another (Page 5-20.)
- Making booklets from sheet originals (Page 5-22.)
- Making booklets from book originals (Page 5-26.)
- Automatic sorting of copy sets without the Document Finisher (Page 5-29.)
- Automatic rotation of the copy image (Page 5-30.)
- Adding a front and/or back cover to your copy sets (Page 5-31.)
- Feeding paper as a backing sheet for OHP transparencies (Page 5-36.)
- Inverting black and white (Page 5-38.)
- Making mirror image copies (Page 5-39.)
- Making a test copy prior to large volume copying (Page 5-40.)
- Making more of the same copies after a copy job is finished (Page 5-42.)
- Copying a large volume of originals in one operation (Page 5-47.)
- Easily add covers and insert sheets between various sets of originals in one operation (Page 5-57.)

Inch specifications

Metric specifications
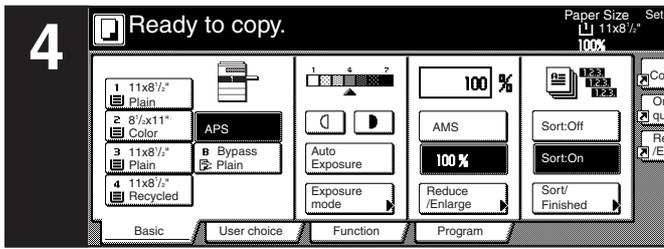
Inch specifications
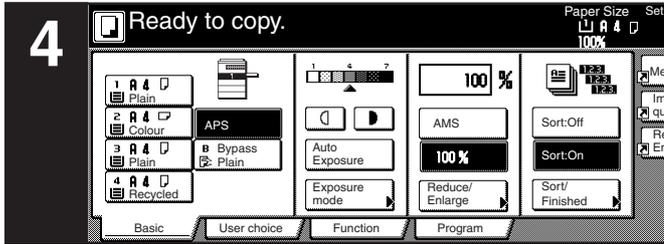
Metric specifications

4. Selecting the paper size

When the "APS" key is highlighted on the touch panel, copy paper of the same size as the original will be automatically selected. In order to copy the original onto a different size of paper without changing the size of the image, touch the paper size key that corresponds to the paper size that you want to use.

NOTES

- You can stop the copier from automatically selecting the paper size. (See "Paper selection" on page 7-67.)
- It is also possible for you to specify one drawer[cassette] that will be selected automatically regardless of the size of paper loaded in that drawer[cassette].
(See "Default drawer[cassette]" on page 7-69.)

---
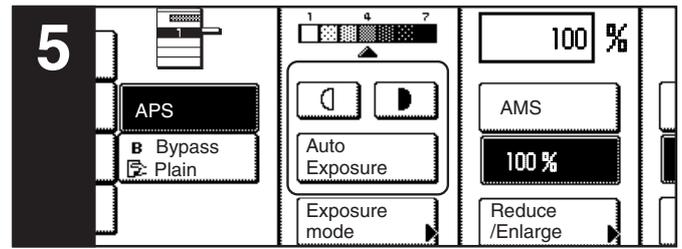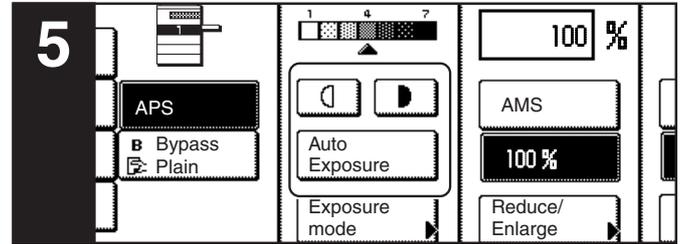
5. Adjusting the copy exposure

Adjustment of the copy exposure is generally accomplished manually. If you want to make the exposure darker, touch the right exposure adjustment key to move the arrow under the exposure scale to the right; If you want to make the exposure lighter, touch the left exposure adjustment key to move the arrow under the exposure scale to the left.

If you want the copy exposure to be adjusted automatically, touch the "Auto Exposure" key until it is highlighted. The contrast of the original will be detected and the most suitable exposure level selected automatically.

* It is also possible for you to adjust the copy exposure by touching the "Exposure Mode" key to access the "Exposure Mode" screen. Copy exposure adjustment can then be performed in this screen using the same methods as above.

Inch specifications
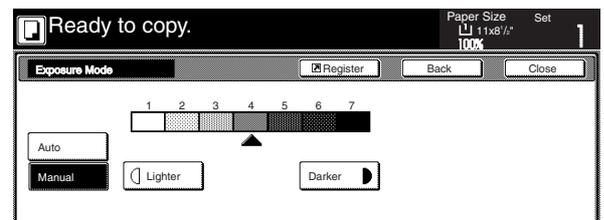
Metric specifications
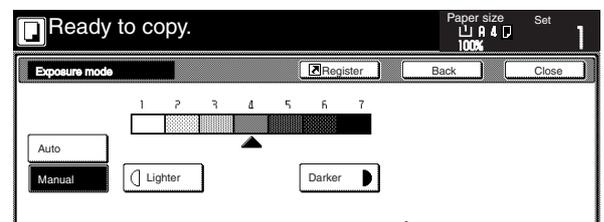
NOTES

- It is possible for you to make adjustments to the auto exposure mode if the overall copies come out too dark or too light. (See "Auto exposure adjustment" on page 7-72.)
- It is also possible for you to change the default setting for the copy exposure to the auto exposure mode. (See "Exposure mode" on page 7-62.)

6

Inch specifications

6
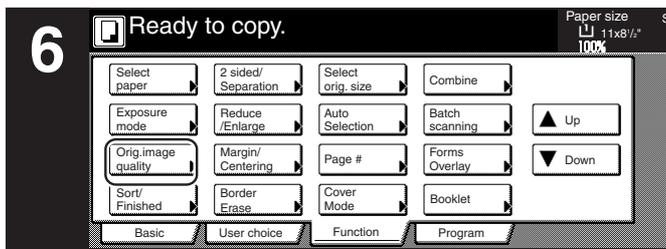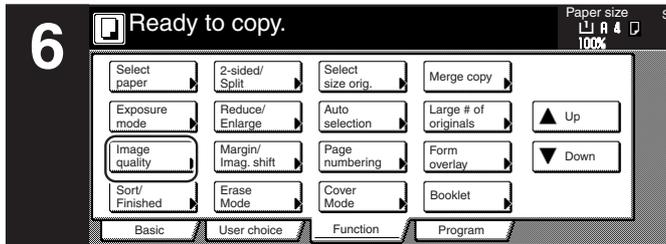
Metric specifications

6. Selecting the image quality

The image quality is selected according to the type of original. Touch the "Function" tab and then the resulting "Orig. image quality" ["Image quality"] key that is displayed within that tab in order to access the "Orig.image quality" ["Image quality orig."] screen.

Inch specifications

Metric specifications
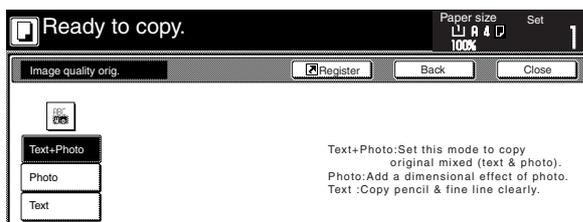
Text+photo mode: Touch the "Text+Photo" key until it is highlighted. Select this mode when the original contains a mixture of both text and photographs.

Photo mode: Touch the "Photo" key until it is highlighted. Select this mode to bring out the depth in photographs.

Text mode: Touch the "Text" key until it is highlighted. Select this mode especially to reproduce originals written in pencil of which contain thin lines.

NOTES

• It is possible for you to change the image quality mode that will be the default setting in the initial mode. (See "Original quality" on page 7-64.)

• It is also possible for you to adjust the copy exposure in each of the image quality modes. (See "Manual exposure adjustment (text+photo mode)" on page 7-74, "Manual exposure adjustment (text mode)" on page 7-75 and "Manual exposure adjustment (photo mode)" on page 7-76.)

7

Inch specifications

7
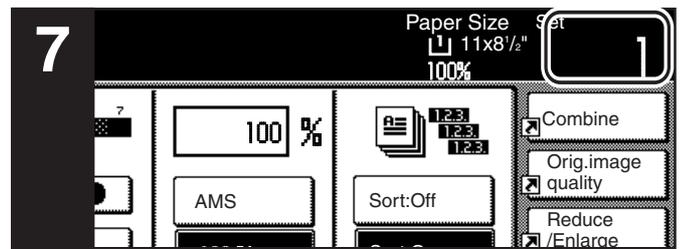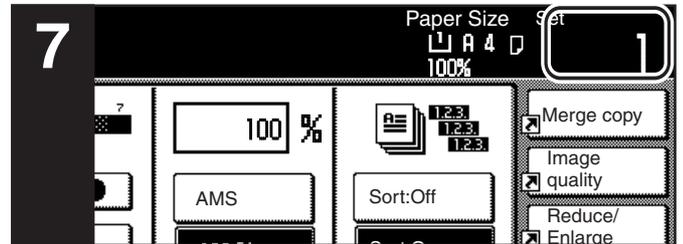
Metric specifications

7. Setting the number of copies to be made

Use the keypad to change the number of copies to be made that is displayed on the touch panel to the actual number that you want to make. Up to 999 copies can be made at one time.

NOTE

It is possible for you to limit the number of copies (or copy sets) that can be made at a time. (See "Copy limit" on page 7-81.)

8
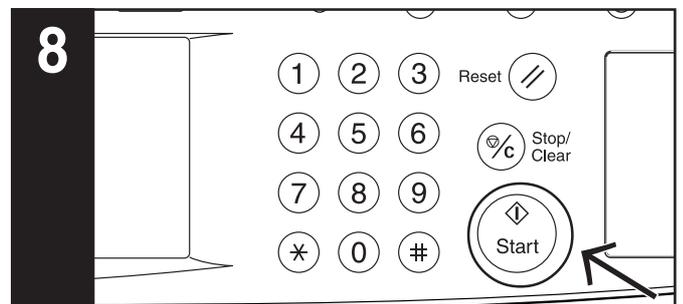
8. Start copying

Press the [Start] key. Once the lamp in the [Start] key is lit green and "Ready to copy." is displayed, copying is possible.

Inch specifications

Metric specifications

4-3
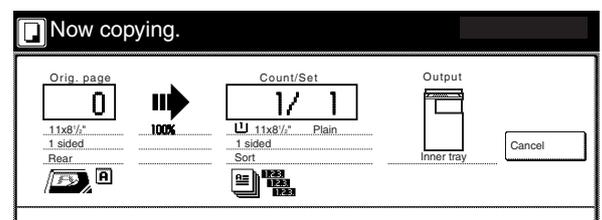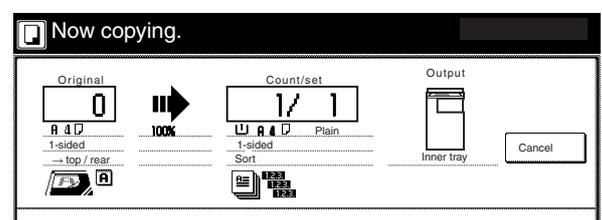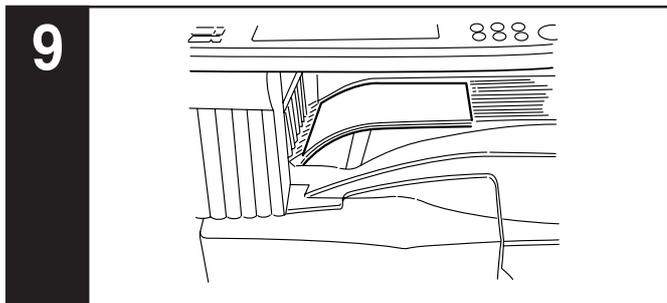
9. At the end of copying

Finished copies will be ejected onto the copy store section.

IMPORTANT!

• Up to 250 copies can be stored on the copy store section.
• If "The output tray exceeds capacity. Remove the paper." ["Too much paper in output tray. Remove paper."] is displayed, there are too many copies on the top tray. Remove the copies from the copy store section and then press the [Start] key to resume copying.
• If ejected copies come out curled, or are otherwise not stored cleanly, remove the paper from the drawer[cassette] or the multi-bypass tray (whichever is currently being used), turn the paper over, set it again in that location and try to copy again.
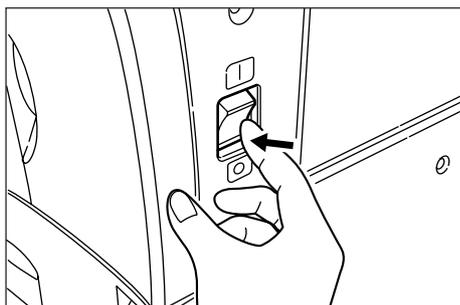
⚠ **CAUTION**

If the copier will not be used for a short period of time (overnight, etc.), turn the power 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. Enlarging/reducing the copy image

(1) Auto magnification selection mode

With this mode, the original image is enlarged/reduced automatically according to the selected paper size.
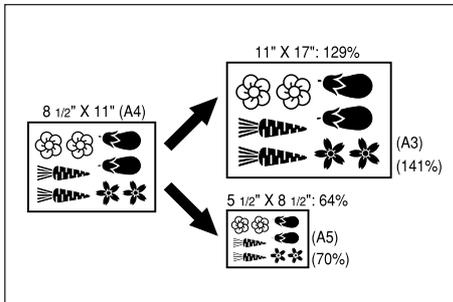
IMPORTANT!

If you use this mode most often, select "AMS" under "Default magnification ratio" on page 7-71.

1 Set the original to be copied.
The copier will automatically detect the size of the originals and select copy paper of that same size.

Inch specifications

Metric specifications

2 Select the size of paper that you want to copy onto by touching the appropriate paper size key.
Touch the "AMS" key. The corresponding magnification ratio will be displayed.

Inch specifications
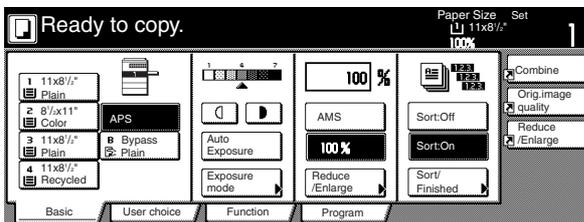
Metric specifications
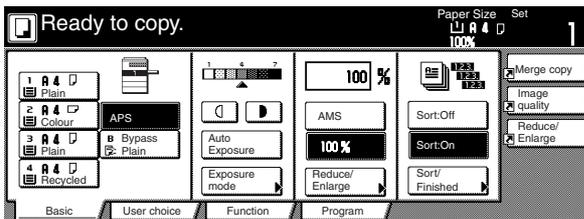
3 Press the [Start] key to begin the copying procedure.

4-5

(2) Zoom mode

With this mode, the magnification ratio can be set to any 1% increment between 25% and 400%.
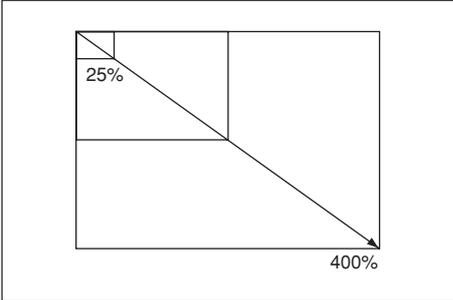
1 Set the original to be copied.

2 Touch the "Reduce/Enlarge" key. The "Reduce/Enlarge" screen will be displayed.

Inch specifications
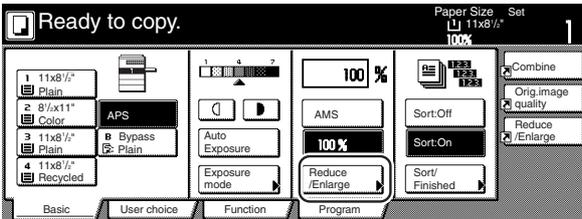
Metric specifications
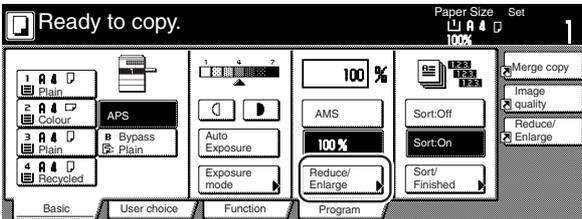
3 Touch the "+" key or the "-" key to change the displayed magnification ratio to the desired setting.
 * The desired magnification ratio can also be entered directly by touching the "# keys" ["#-Keys"] key and then using the keypad.

Inch specifications
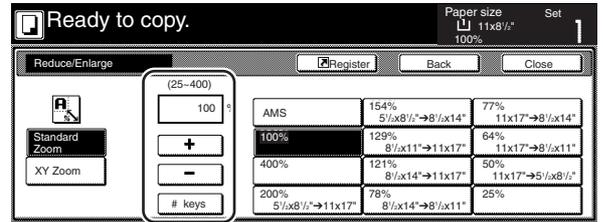
Metric specifications
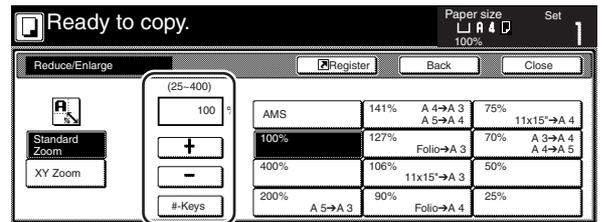
Metric specifications (Asia Pacific)
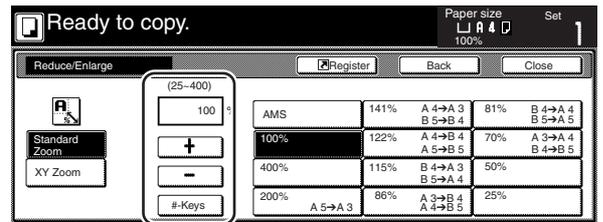
4 Press the [Start] key to begin the copying procedure.

(3) Preset zoom mode

With this mode, the magnification ratio can be set to one of the pre-set ratios:

[Available magnification ratios]

Inch specification
```
Reduction     25%
              50% (11" x 17" → 5 1/2" x 8 1/2")
              64% (11" x 17" → 8 1/2" x 11")
              77% (11" x 17" → 8 1/2" x 14")
              78% (8 1/2" x 14" → 8 1/2" x 11")
Enlargement  121% (8 1/2" x 14" → 11" x 17")
             129% (8 1/2" x 11" → 11" x 17")
             154% (5 1/2" x 8 1/2" → 8 1/2" x 14")
             200% (5 1/2" x 8 1/2" → 11" x 17")
             400%
```

Metric specification
```
Reduction     25%
              50%
              70% (A3 → A4, A4 → A5)
              75% (11" x 15" → A4)
              90% (Folio → A4)
Enlargement  106% (11" x 15" → A3)
             127% (Folio → A3)
             141% (A4 → A3, A5 → A4)
             200% (A5 → A3)
             400%
```

Metric specification (Asia Pacific)
```
Reduction     25%
              50%
              70% (A3 → A4, B4 → B5)
              81% (B4 → A4, B5 → A5)
              86% (A3 → B4, A4 → B5)
Enlargement  115% (B4 → A3, B5 → A4)
             122% (A4 → B4, A5 → B5)
             141% (A4 → A3, B5 → B4)
             200% (A5 → A3)
             400%
```

1 Set the original to be copied.

2 Touch the "Reduce/Enlarge" key.
The "Reduce/Enlarge" screen will be displayed.

Inch specifications

Metric specifications

3 Touch the preset zoom key that corresponds to the magnification ratio that you want to use.

Inch specifications
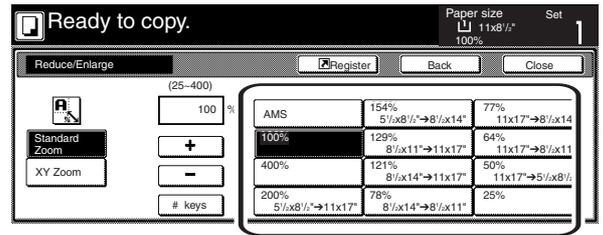
Metric specifications
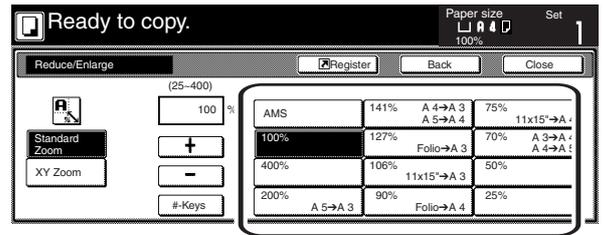
Metric specifications (Asia Pacific)
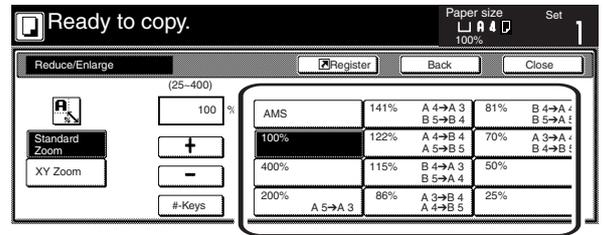
NOTE

You can also change the magnification ratio in 1% increments by touching the "+" key or the "-" key, as appropriate.

4 Press the [Start] key to begin the copying procedure.

4-7
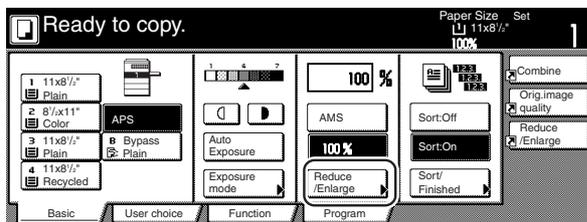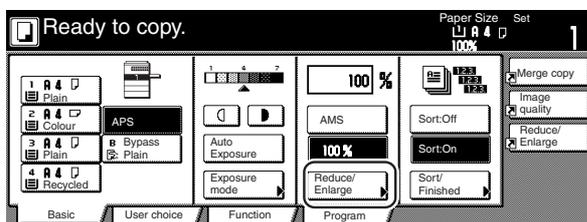
(4) XY zoom mode

With this mode, it is possible for you to select the length and width of the copy image separately. The magnification ratio can be set to any 1% increment between 25% and 400%.
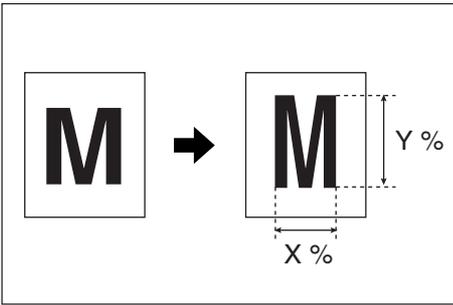
1 Set the originals to be copied.

2 Touch the "Reduce/Enlarge" key.
The "Reduce/Enlarge" screen will be displayed.

Inch specifications
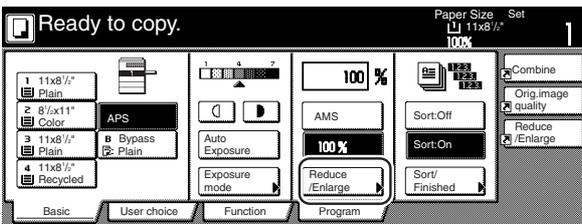
Metric specifications
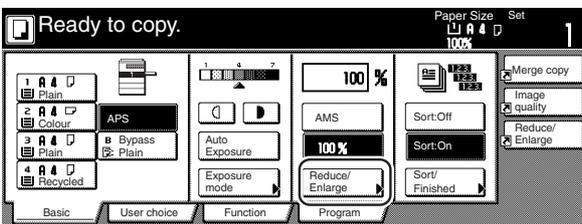
3 Touch the "XY Zoom" key.
The screen to select the magnification ratio will be displayed.

Inch specifications
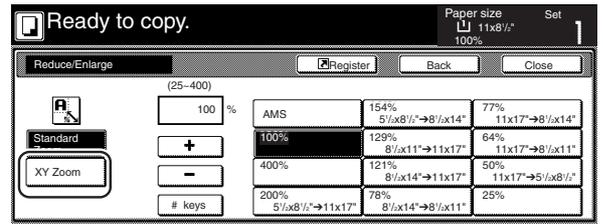
Metric specifications
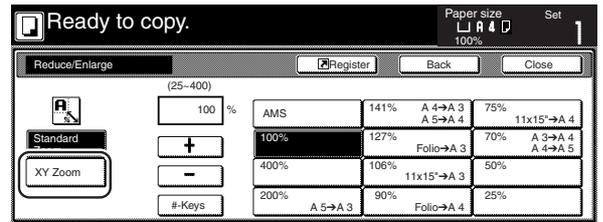
Metric specifications (Asia Pacific)
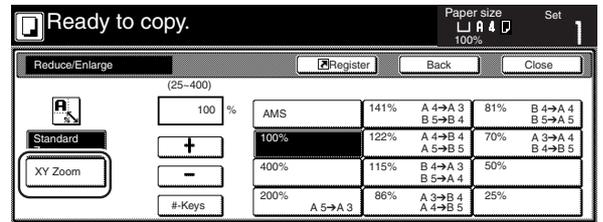
4 Touch the "+" key or the "-" key, as appropriate, specify the desired magnification ratio for the width and then the length of the image. It is also possible for you to enter the desired ratio directly by touching the corresponding "# keys" ["#-Keys"] key and then using the keypad.

Inch specifications
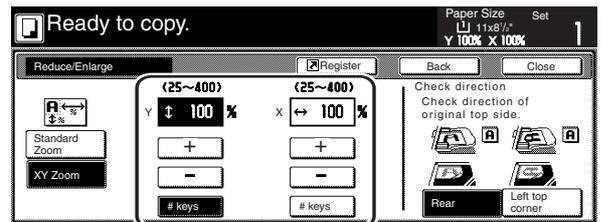
Metric specifications
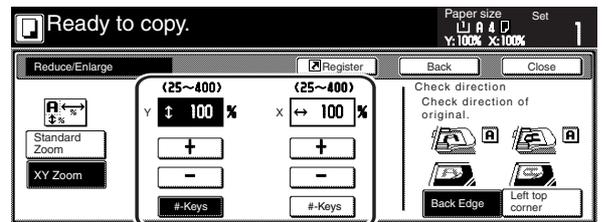
5 Touch the appropriate key on the right side of the touch panel to specify the direction in which the original was set.

6 Press the [Start] key to begin the copying procedure.

3. Interrupt copying

Interrupt copying is useful if, during one copy job, you want to copy other originals at different settings. Once the rush job is completed, the interrupted copy job can be resumed at the same settings as before.
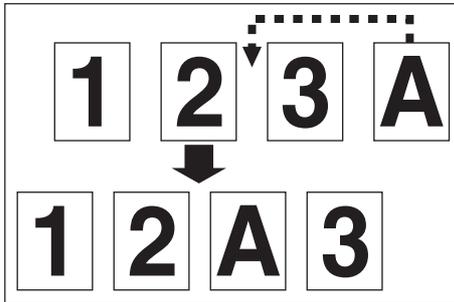
1 Press the [Interrupt] key to light the lamp in the [Interrupt] key. "Interrupt mode OK" will be displayed.
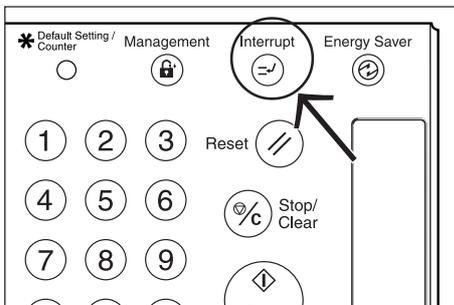
2 Remove the originals that were currently being copied and put them aside.

3 Set the new originals and perform the desired copy procedure.
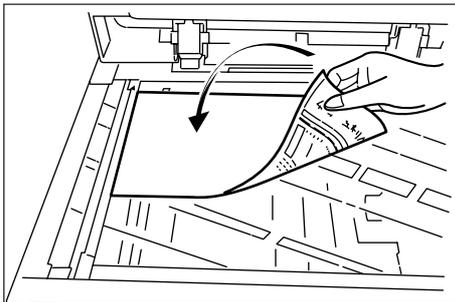
4 When copying is completed, press the [Interrupt] key once again. The lamp in the [Interrupt] key will go out. Replace the newly copied originals with the ones removed before. Then, press the [Start] key. The interrupted copy job will be resumed.

4-9
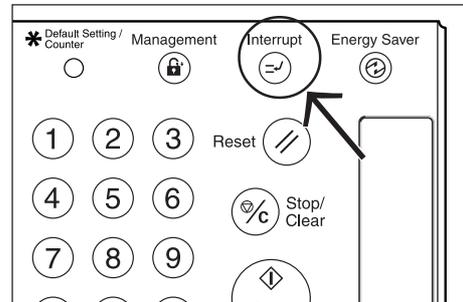
4. Job reservation

Copy jobs can be scheduled even while another copy job is in progress any time the "Reserve next copy" key is displayed.

Inch specifications
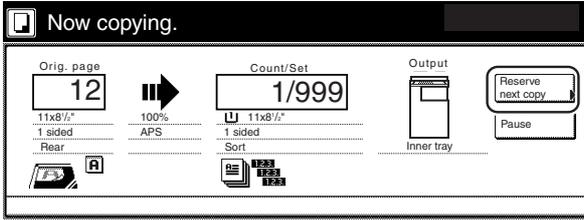
Metric specifications
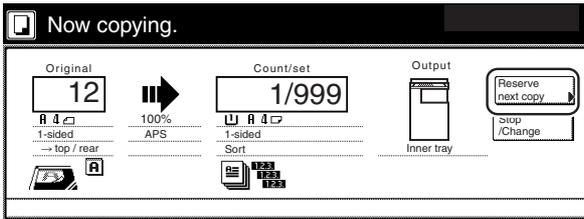
You can enter the corresponding copy settings and scan in the originals in preparation for your copy job even before the other job is completed.
Once that job is finished and print out is possible, the operation for the reserved job will begin automatically.

NOTES

• The optional Hard Disk must be installed on your copier in order to use this function.
• If the optional Fax Kit, Printer Kit or Printer/Scanner Kit are installed in your copier, job reservation will be possible during print out of both received fax jobs and print jobs.

1 Touch the "Reserve next copy" key.
The "Ready to copy. (Job reservation)" screen will be displayed.

Inch specifications
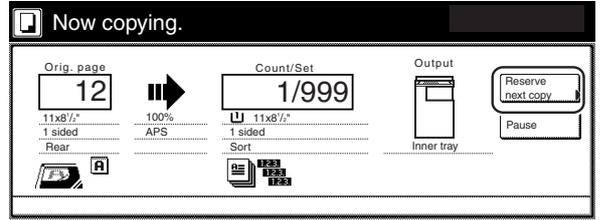
Metric specifications
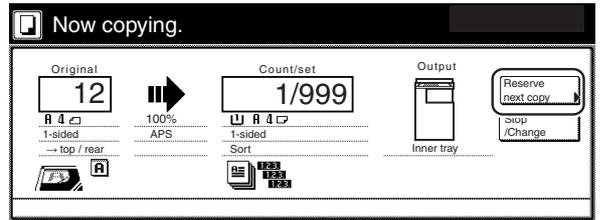
NOTE

Job reservation is not available if the "Reserve next copy" key isn't displayed.

2 Set the originals to be copied.

3 Select the settings and functions that you want to use for that copy job.

Inch specifications
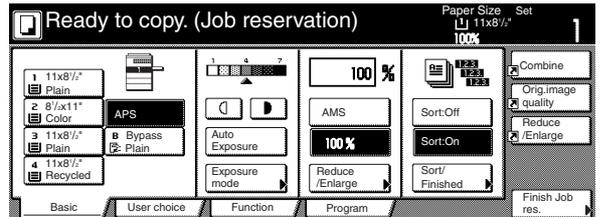
Metric specifications
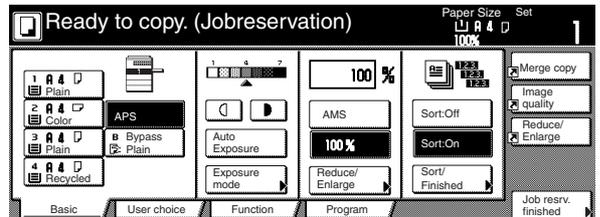
4 Press the [Start] key. Scanning of the originals will start. Once all of the originals have been completely scanned, the touch panel will return to the screen in step 1.

5. Energy-saving modes

If you press the [Energy Saver] key, even while the power switch is still turned ON, the copier will enter one of the following two energy-saving modes (a state of rest).

● **Low power mode**

The lamp in the [Energy Saver] key will be the only lit indication on the operation panel. To resume copying, press the [Energy Saver] key once again. It will take the copier less than 10 seconds to return to a copy-ready state.

● **Sleep mode**

Just like with the Low power mode, the lamp in the [Energy Saver] key will be the only lit indication on the operation panel, but even less power will be consumed in this mode. To resume copying, press the [Energy Saver] key once again. It will take the copier less than 25 seconds to return to a copy-ready state.

NOTES

• If the optional Printer Kit or Printer/Scanner Kit is installed in your copier, you can switch between the energy-saving modes (Low power mode and Sleep mode) that will be entered into when the [Energy Saver] key is pressed. To change the energy-saving mode, see "Changing the energy-saving mode" on page 7-57.
• If you are using a standard copier, or if the optional Fax Kit is installed in your copier, you can press the [Energy Saver] key to engage the Low power mode.
• If the optional Fax Kit, Printer Kit or Printer/Scanner Kit are installed in your copier and a received fax job or a print job is detected while the copier is in one of the energy-saving modes, it will automatically return to a copy-ready state and print out the corresponding job.

The following two functions will also automatically cause the copier to enter the corresponding energy-saving mode if no operation is performed for a designated period of time.

● **Auto low power function**

If no operation is performed on the copier for a designated period of time (adjustable between 1 and 240 minutes), the auto low power function will engage and cause the copier to automatically enter the Low power mode.
The factory default setting is for 15 minutes.

● **Auto sleep function**

If no operation is performed on the copier for a designated period of time (adjustable between 1 and 240 minutes), the auto sleep function will engage and automatically turn the power switch OFF (O). When you want to make copies again, simply turn the power switch back ON (|).
The factory default setting is for 60 minutes.

Copiers are generally in a standby mode more than they are in actual operation, so power consumption in the standby mode occupies a large part of overall consumption. Having the copier enter a rest state after a certain amount of time, or turning the power completely OFF (O), reduces unnecessary power consumption in the standby mode and as a result can save on electricity bills.

NOTES

• The auto low power function will not engage when the copier is in the sleep mode.
• In order to change the amount of time that will elapse before the auto low power function engages, see "Auto low power time" on page 7-47.
• In order to change the amount of time that will elapse before the auto sleep function engages, see "Auto sleep time" on page 7-46. In order to disable the auto sleep function, see "Auto sleep ON/OFF" on page 7-56.
• If the optional Printer Kit or Printer/Scanner Kit is installed in your copier, the copier will enter the Sleep mode whenever the auto sleep function engages. In this state, when the copier detects data for a print job, it will automatically recover to a print-ready state and print out of the corresponding information will begin.
• If the optional Fax Kit is installed in your copier, the copier will be automatically turned OFF (O) whenever the auto sleep function engages. In this state, when the copier receives an incoming fax, it will automatically recover to a print-ready state and print out of the corresponding information will begin.

Section 5 OTHER CONVENIENT FUNCTIONS

1. Making 2-sided copies from various types of originals [2-sided copy modes]

With these modes, 2-sided copies can be made from a variety of originals including open-faced (books, etc.) or 2-sided originals.

(1) Making 2-sided copies from a 2-sided original

With this mode, a 2-sided original is copied and the front and back sides of the copy paper are used so that the copy looks just like the original.

(2) Making 2-sided copies from an open-faced (books, etc.) original

With this mode, the two facing pages of a book or magazine are copied separately onto the front and back sides of the copy paper by simply pressing the [Start] key.
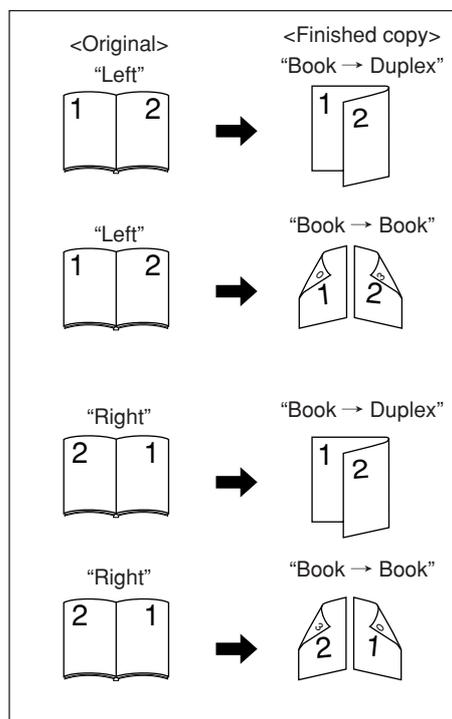
NOTE

Only 8 1/2" x 11", 11" x 17", A5R, B5R, A4R, B4 and A3 size originals can be used in this mode.

NOTES

• Only paper sizes between 5 1/2" x 8 1/2", 8 1/2" x 11", 11" x 8 1/2", 8 1/2" x 13", 8 1/2" x 14", 11" x 17", A5R, B5R, B5, A4R, A4, B4, A3 and Folio can be used in this mode.
• The Document Processor (option) must be installed on your copier in order to use this mode.

(3) Making 2-sided copies from one-sided originals

With this mode, multiple one-sided originals are copied onto the front and back sides of the copy paper. If you are copying an odd number of originals, the back side of the last copy page will be blank.
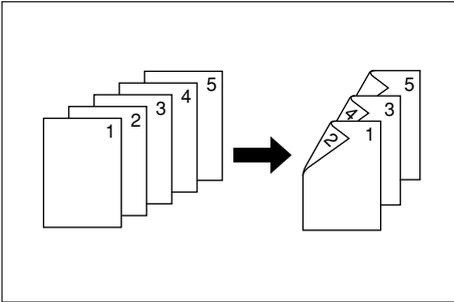
NOTE

The image that is copied onto the back side of the copies can also be rotated 180 degrees.

① If you chose the "Left/Right" ["Left/Right binding"] setting for finished copies:

The back side of the copies will be created with the same orientation as the originals.

② If you chose the "Top" ["Top binding"] setting for finished copies:

The image that is copied onto the back side of the copies will be rotated 180 degrees. If you then bind the copy set at the top, the images will be oriented in the same direction when flipped up like a calendar, etc.
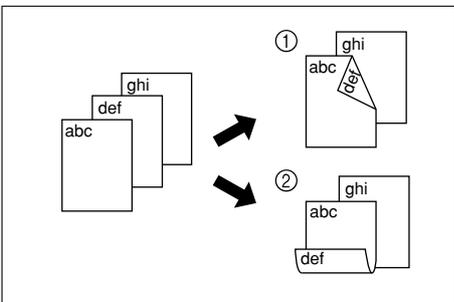
---

1 Set the originals to be copied.

2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

Touch the "2 sided/Separation" ["2-sided/Split"] key.

The "2 sided/Separation" ["2-sided/Split"] screen will be displayed.

Inch specifications
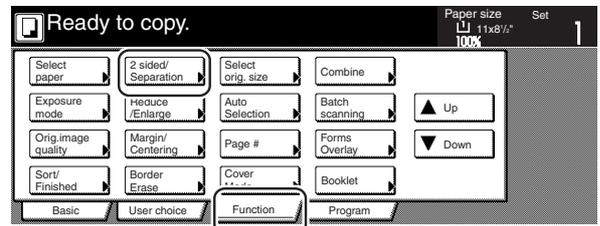
Metric specifications
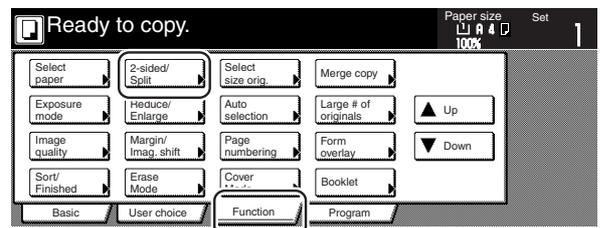
3 If you are copying from 2-sided originals, touch the "2 sided → 2 sided" ["2-sided → 2-sided"] key. If you are copying from open-faced originals, touch the "Book → 2 sided" ["Book → 2-sided"] key. If you are copying from 1-sided originals, touch the "1 sided → 2 sided" ["1-sided → 2-sided"] key.

If you selected "2 sided → 2 sided" ["2-sided → 2-sided"] or "Book → 2 sided" ["Book → 2-sided"], go to the next step.

If you selected "1 sided → 2 sided" ["1-sided → 2-sided"], go directly to step 5.

Inch specifications
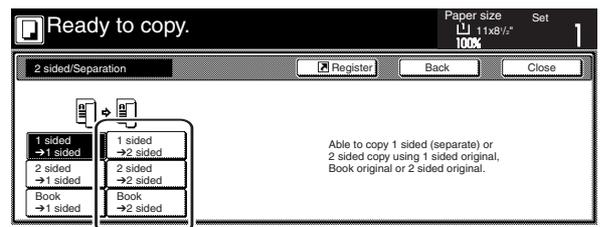
Metric specifications
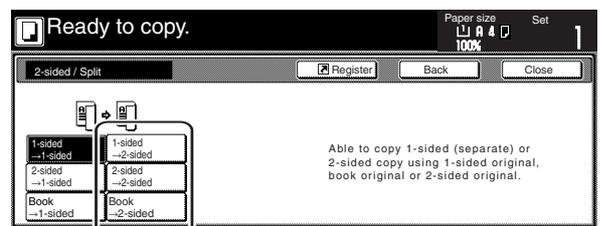
4 Specify the binding direction of the originals.

Inch specifications

<for 2-sided originals>   <for open-faced originals>
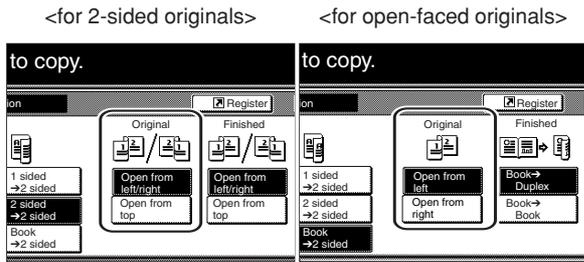
Metric specifications

<for 2-sided originals>   <for open-faced originals>
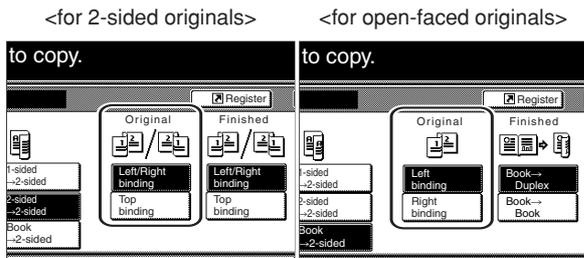
5 Select the binding direction you want for the finished copies.

Inch specifications

<for 1-sided or 2-sided originals>   <for open-faced originals>
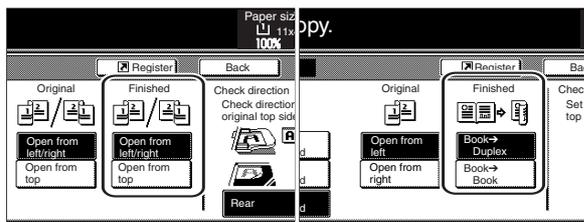
Metric specifications

<for 1-sided or 2-sided originals>   <for open-faced originals>

6 Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

IMPORTANT!

If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

Inch specifications

<for 1-sided or 2-sided originals>   <for open-faced originals>
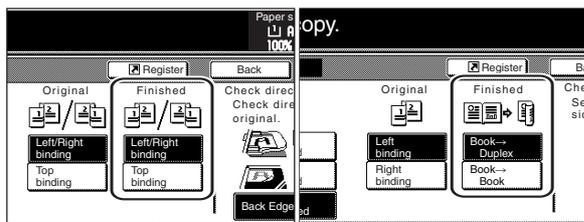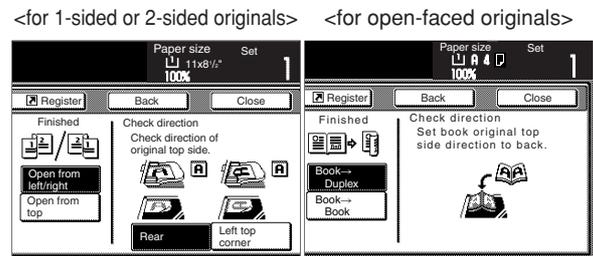
Metric specifications

<for 1-sided or 2-sided originals>   <for open-faced originals>

---

7 Press the [Start] key.
Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will appear telling you to set the next original. In this case, go to the next step.
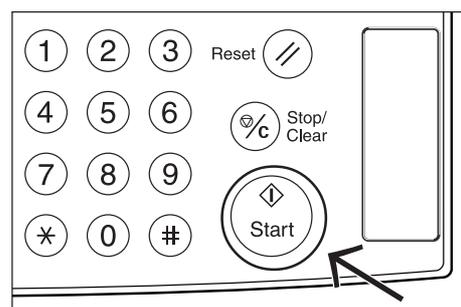
8 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

9 Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

2. Copying two-page originals onto separate sheets [Page separation/Split copy modes]

(1) Page separation/Split copy from book originals

With this mode, the two facing pages of an open-faced original such as a book, a magazine, and the like are each copied onto a separate sheet of paper.
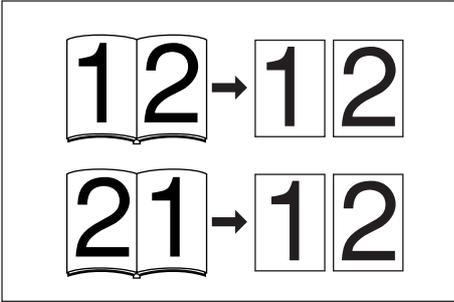
NOTES

Inch specifications
• Only 8 1/2" x 11", 11" x 17", A5R, B5R, A4R, B4 and A3 size originals and 11" x 8 1/2" size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

Metric specifications
• Only A5R, B5R, A4R, B4, A3, 8 1/2" x 11" and 11" x 17" size originals and A4 size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

Metric specifications (Asia Pacific)
• Only A5R, B5R, A4R, B4, A3, 8 1/2" x 11" and 11" x 17" size originals and B5 or A4 size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

(2) Page separation/Split copy from 2-sided originals

With this mode, the two sides of a 2-sided original are each copied onto a separate sheet of paper.
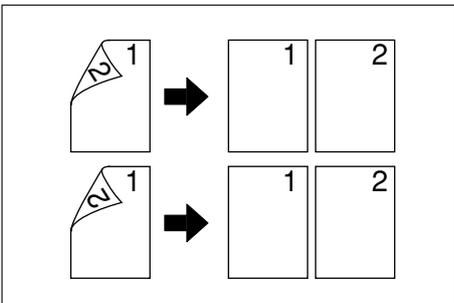
NOTE

The Document Processor (option) must be installed on your copier in order to use this mode.

1 Set the originals to be copied.
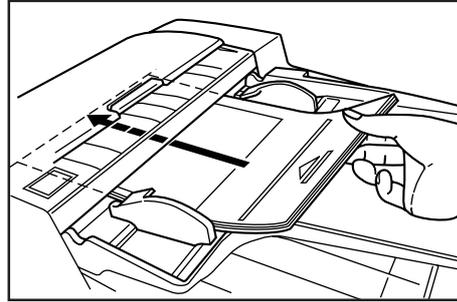
2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "2 sided/Separation" ["2-sided/Split"] key. The "2 sided/Separation" ["2-sided/Split"] screen will be displayed.

Inch specifications
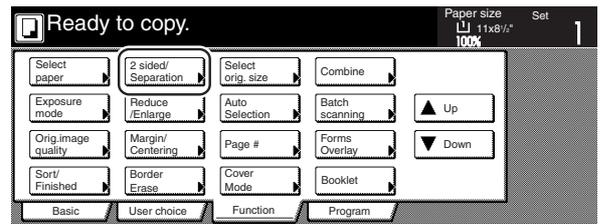
Metric specifications
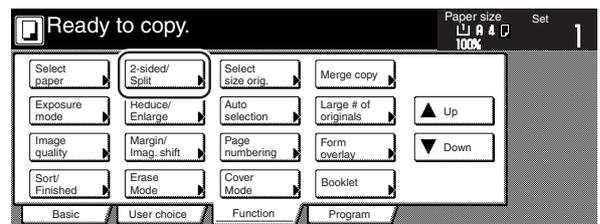
4 Touch the "2 sided → 1 sided" ["2-sided → 1-sided"] key or the "Book → 1 sided" ["Book → 1-sided"] key, as appropriate to the type of originals being copied and the type of finished copies to be made.

Inch specifications

Ready to copy.
Paper size 11x8½" 100% Set 1
2 sided/Separation   Register   Back   Close
1 sided | 1 sided →2 sided
2 sided →1 sided | 2 sided →2 sided
Book →1 sided | Book →2 sided
Able to copy 1 sided (separate) or 2 sided copy using 1 sided original, Book original or 2 sided original.

Metric specifications

Ready to copy.
Paper size A4 100% Set 1
2-sided / Split   Register   Back   Close
1-sided →1-sided | 1-sided →2-sided
2-sided →1-sided | 2-sided →2-sided
Book →1-sided | Book →2-sided
Able to copy 1-sided (separate) or 2-sided copy using 1-sided original, book original or 2-sided original.

5 Specify the binding direction of the originals.

Inch specifications

<for 2-sided originals>   <for open-faced originals>

ady to copy.   to copy.
Separation   Register   on   Register
Original
1 sided →2 sided | Open from left/right
2 sided →2 sided | Open from top
Book →2 sided

Original
1 sided →2 sided | Open from left
2 sided →2 sided | Open from right
Book →2 sided

Metric specifications

<for 2-sided originals>   <for open-faced originals>

Ready to copy.   to copy.
ided / Split   R   Register
Original
ed →1-sided | Left/Right binding
ed →2-sided | Top binding
k →2-sided

Original
ded →2-sided | Left binding
ded →2-sided | Right binding
ook →2-sided

6 Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

IMPORTANT!

If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

Inch specifications

<for 1-sided or 2-sided originals>   <for open-faced originals>

Paper size 11x8½" 100% Set 1
Register   Back   Close
Check direction
Check direction of original top side.
Rear | Left top corner

Paper size 11x8½" 100% Set 1
Register   Back   Close
Check direction
Set the book original top side direct to back.

Metric specifications

<for 1-sided or 2-sided originals>   <for open-faced originals>

Paper size A4 100% Set 1
Register   Back   Close
Check direction
Check direction of original.
Back Edge | Left top corner

Paper size A4 100% Set 1
Register   Back   Close
Check direction
Set book original top side direction to back.

7 Press the [Start] key. Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will appear telling you to set the next original. In this case, go to the next step.

8 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

9 Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

3. Making a margin space on the copies [Margin mode]

(1) Standard margin

Inch specifications
The image of the original can be shifted to the left or right and up or down to make a margin (blank) space on the copy. The width of each margin can be set to any 1/8" increment between 1/8" and 3/4".
A setting of "0" will leave no margin space.

Metric specifications
The image of the original can be shifted to the left or right and up or down to make a margin (blank) space on the copy. The width of each margin can be set to any 1 mm increment between 1 mm and 18 mm.
A setting of "0" will leave no margin space.

NOTES

• It is also possible for you to select the default setting for the location and width of the margins. (See "Margin width" on page 7-79.)
• If you select to have a left margin created during 2-sided copying and the location for the back side margin is set to "Auto", a right margin that is the same width as the margin on the front side will be automatically created on the back side of the copies.

(2) Separate front and back margin settings

Inch specifications
When you are making 2-sided copies, the margin positions and widths can be selected separately for the front and back sides. The width of each margin can be set to any 1/8" increment between 1/8" and 3/4".
A setting of "0" will leave no margin space.

Metric specifications
When you are making 2-sided copies, the margin positions and widths can be selected separately for the front and back sides. The width of each margin can be set to any 1 mm increment between 1 mm and 18 mm. A setting of "0" will leave no margin space.

1 Set the originals to be copied.

IMPORTANT!

Set originals so that the top edge is facing either the back or the left of the copier. Setting them in the wrong direction may cause the margin to be created in the incorrect position.

2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "Margin/Centering" ["Margin/Imag.shift"] key. The "Margin/Centering" ["Margin/Image shift"] screen will be displayed.

Inch specifications

Metric specifications

4 Touch the "Margin" key. The screen to set the front side margin will be displayed.

Inch specifications
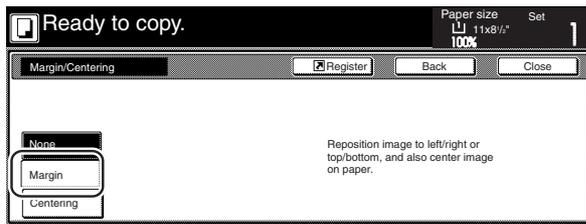
Metric specifications
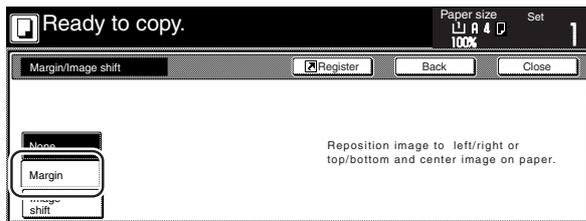
5 Use the up/down and left/right cursor keys to select the desired location and width of each margin.

Inch specifications
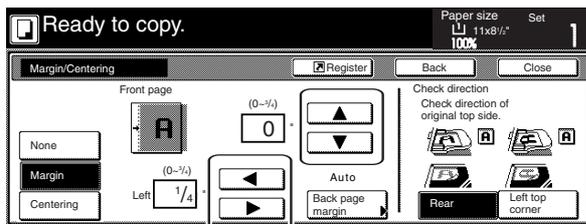
Metric specifications
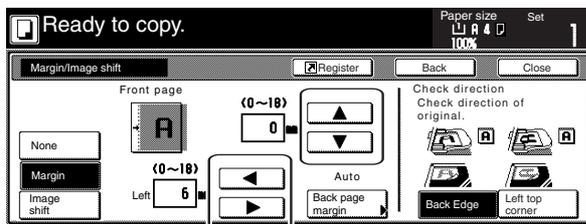
6 If you are making 2-sided copies, touch the "Back page margin" key. The "Back page margin" screen will be displayed.

Inch specifications
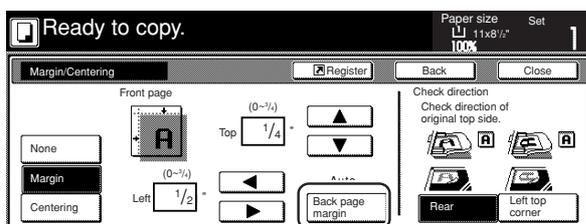
Metric specifications
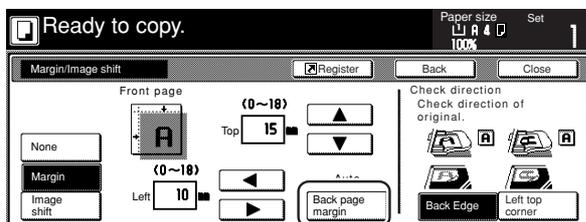
7 If you want to create a margin on the back side of the copies that lines up with that on the front side, touch the "Auto" key. If you want to set the margins for the front and back sides separately, touch the "Front/Back margin" key. The screen to set the back side margin will be displayed.

Inch specifications
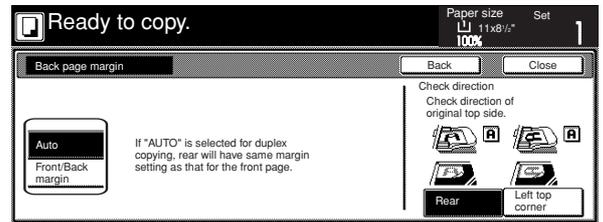
Metric specifications
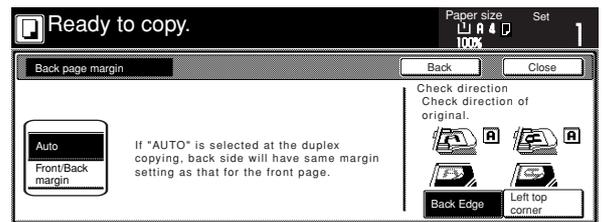
8 Use the up/down and left/right cursor keys to select the desired location and width of each margin.

Inch specifications
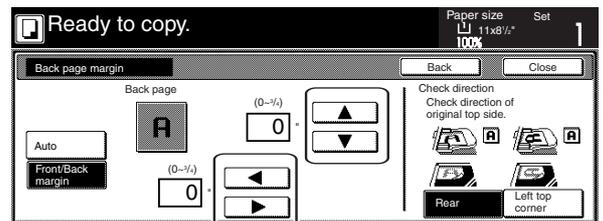
Metric specifications
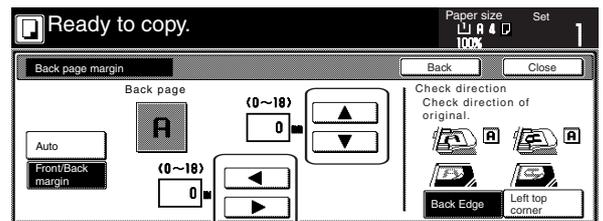
9 Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

IMPORTANT!

If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

10 Press the [Start] key.
Copying will start.

5-7

4. Centering the copy image [Centering/Image shift mode]

With this mode you can center the image on the copy paper when you copy onto a paper size that is larger than that of the original.
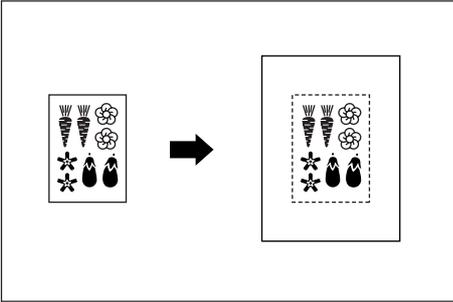
1 Set the originals to be copied.

IMPORTANT!

Set originals so that the top edge is facing either the back or the left of the copier. Setting them in the wrong direction may cause the image to be copied in the incorrect position.

2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "Margin/Centering" ["Margin/Imag.shift"] key. The "Margin/Centering" ["Margin/Image shift"] screen will be displayed.

Inch specifications
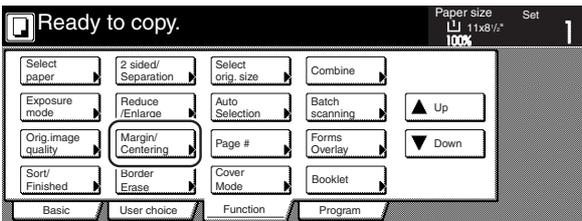
Metric specifications
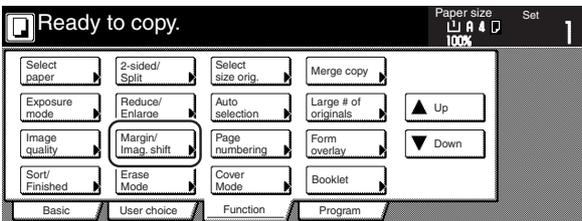
4 Touch the "Centering" ["Imag.shift"] key.

Inch specifications
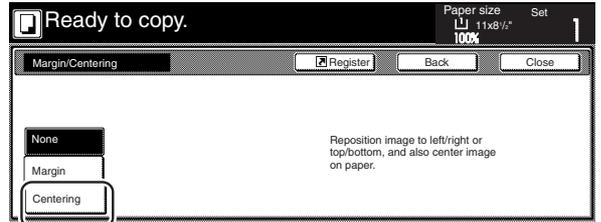
Metric specifications
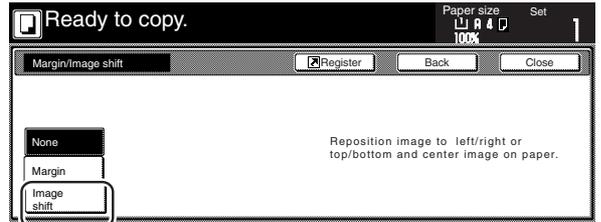
5 Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

Inch specifications
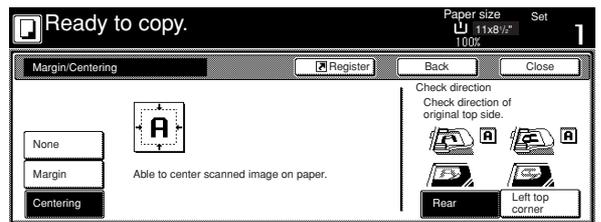
Metric specifications
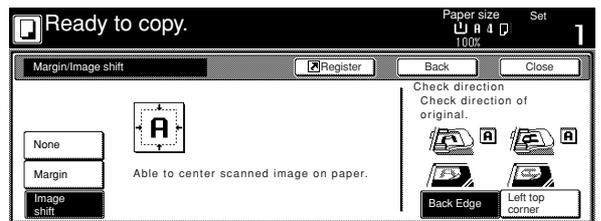
IMPORTANT!

If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

6 Press the [Start] key.
Copying will start.

5.   Adding a space next to the copy images for making notes [Memo mode]

With this mode you can leave a space for adding notes next to the copied image. It is also possible to fit the images of 2 originals onto the same copy page along with a blank space for each.

● Copying one original onto one copy page (layout A)
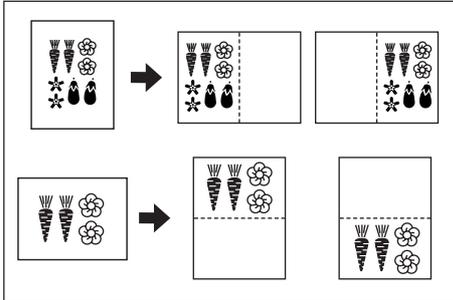
● Copying two originals onto one copy page (layout B)
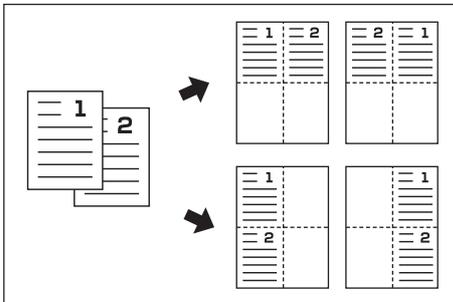
NOTE

Only 8 1/2" x 11", 11" x 8 1/2", 11" x 17", B5R, B5, A4R, A4, B4 and A3 size copy paper can be used in this mode.

1 Set the originals to be copied.

2 Touch the "Function" tab and then the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.

3 Touch the "Memo pages" key. The "Memo pages" screen will be displayed.

Inch specifications
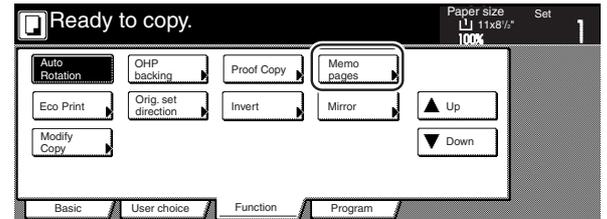
Metric specifications
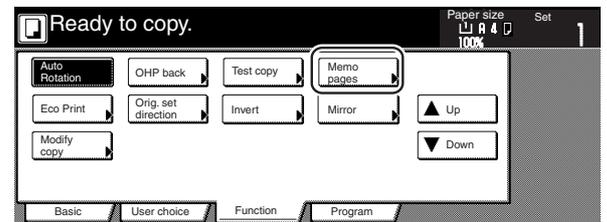
4 Touch the "Layout A" key or the "Layout B" key, as appropriate. The screen to make the layout settings will be displayed.
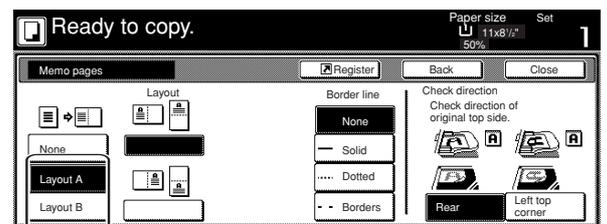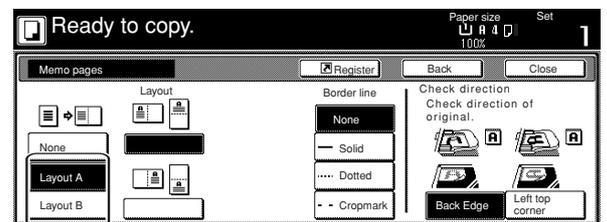
Inch specifications

Metric specifications

5 Select the desired direction of the layout.

Inch specifications
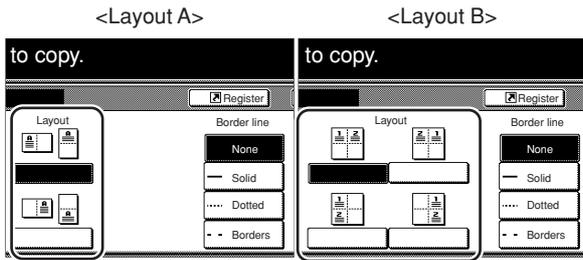
Metric specifications
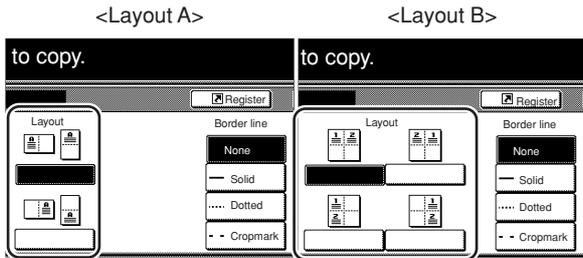
6 Select the type of the borderline that you want to use to separate the different areas.

7 Press the [Start] key.
Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will appear telling you to set the next original. In this case, go to the next step.
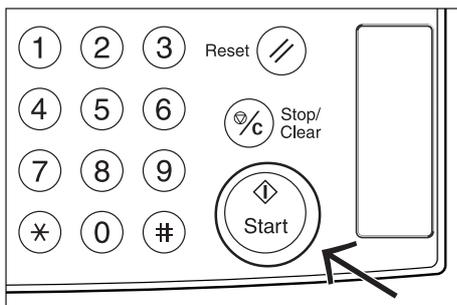
8 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

9 Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

6. Making copies with clean edges [Border erase modes]

(1) Erasing blemishes from edges of copies (Sheet erase mode)

Inch specifications
With this mode, shadows, lines, etc., that occur around the edges of copies made from sheet originals can be erased. The width of the border to be erased can be set to any 1/8" increment between 1/8" and 3/4". A setting of "0" will result in no border being erased. (The width of the border that will be erased is shown as ⓐ in the illustration.)

Metric specifications
With this mode, shadows, lines, etc., that occur around the edges of copies made from sheet originals can be erased. The width of the border to be erased can be set to any 1 mm increment between 1 mm and 18 mm. A setting of "0" will result in no border being erased. (The width of the border that will be erased is shown as ⓐ in the illustration.)

NOTE

It is possible for you to change the default setting for the width of the erased border. (See "Erased border width" on page 7-80.)

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

Inch specifications
With this mode, you can make clean copies, even from thick books. The width of the outside border to be erased can be set to any 1/8" increment between 1/8" and 3/4". The width of the center area to be erased can be set to any 1/8" increment between 1/8" and 1 1/2". A setting of "0" will result in no border being erased. (The width of the outside border that will be erased is shown as ⓐ in the illustration, while the width of the center area is shown as ⓑ.)

Metric specifications
With this mode, you can make clean copies, even from thick books. The width of the outside border to be erased can be set to any 1 mm increment between 1 mm and 18 mm. The width of the center area to be erased can be set to any 1 mm increment between 1 mm and 36 mm. A setting of "0" will result in no border being erased. (The width of the outside border that will be erased is shown as ⓐ in the illustration, while the width of the center area is shown as ⓑ.)
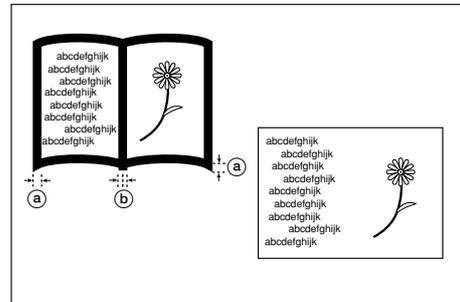
NOTE

It is possible for you to change the default setting for the width of the erased borders. (See "Erased border width" on page 7-80.)

1 Set the original to be copied.
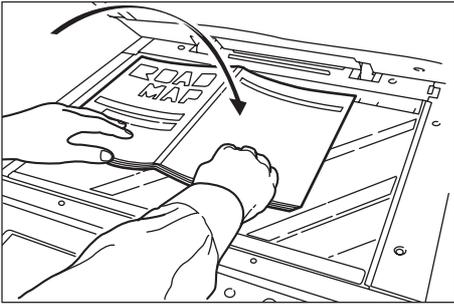
2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "Border Erase" ["Erase Mode"] key. The "Border Erase" ["Erase Mode"] screen will be displayed.

Inch specifications
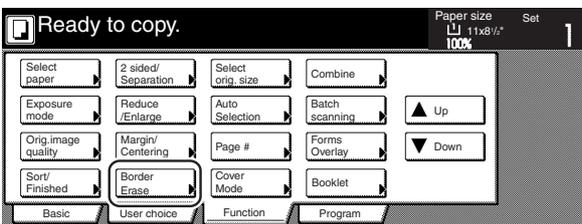
Metric specifications
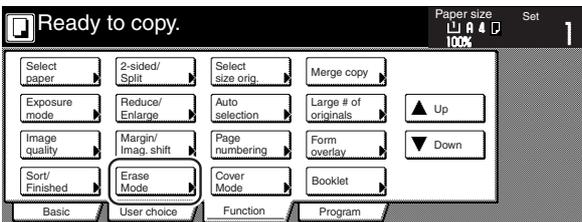
4 Touch the "Sheet Erase" ["Border erase"] key or the "Book Erase" key, as appropriate. The screen to set the outside border and the center area will be displayed.

Inch specifications
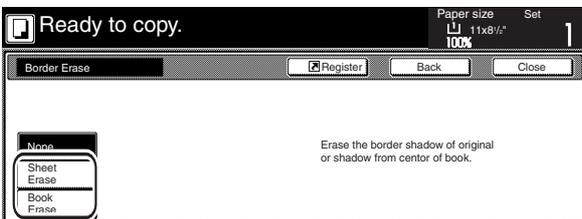
Metric specifications
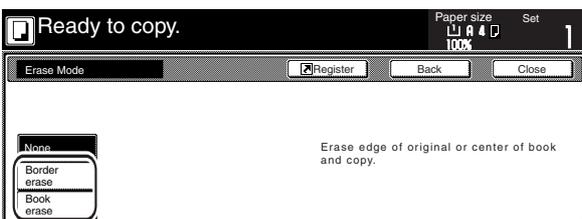
5 Touch the "+" key or the "-" key to change the displayed border width to that desired.
* In metric specification copiers, the desired border width can also be entered directly by touching the "#-Keys" key and then using the keypad.

Inch specifications
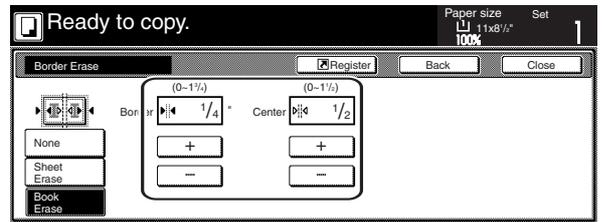
Metric specifications
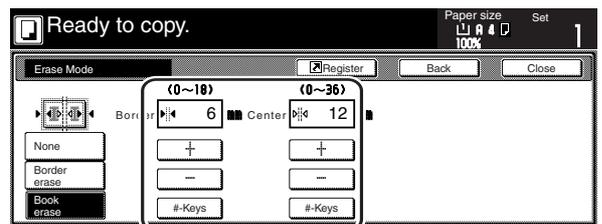
6 Press the [Start] key.
Copying will start.

7. Fitting the image of either two or four originals onto a single copy page [Combine/Merge Copy modes]

With this mode, the images from either 2 or 4 originals can be reduced and then combined onto a single copy. The borderline of each original can also be marked with either a solid line or a dotted line.
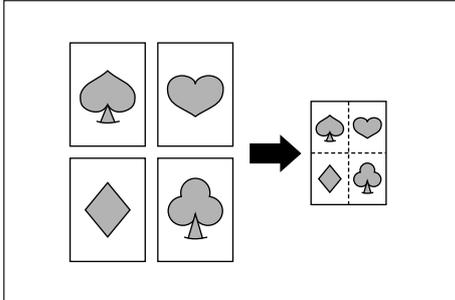
NOTE

Only 8 1/2" x 11", 11" x 8 1/2", 11" x 17", B5R, B5, A4R, A4, B4 and A3 size copy paper can be used in this mode.

(1) 2 in 1

Use this mode when you want to copy two originals onto one sheet. This mode can also be used in conjunction with the 2-sided copy modes in order to copy four originals onto one sheet. (When setting the originals on the platen, be sure to set the originals in the correct order: 1 and then 2.)
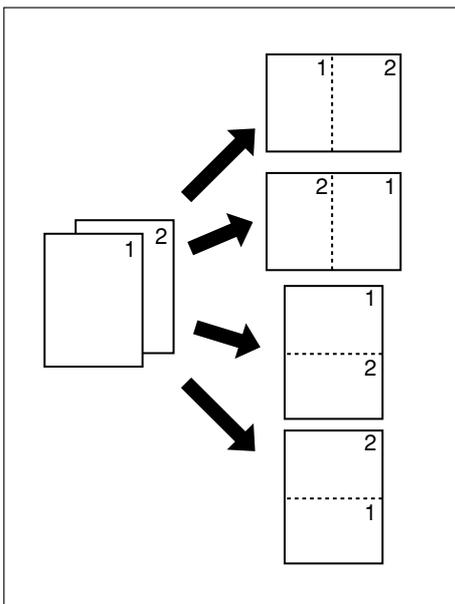
(2) 4 in 1

Use this mode when you want to copy four originals onto one sheet. This mode can also be used in conjunction with the 2-sided copy modes in order to copy eight originals onto one sheet. (When setting the originals on the platen, be sure to set the originals in the correct order: 1, 2, 3 and then 4.)
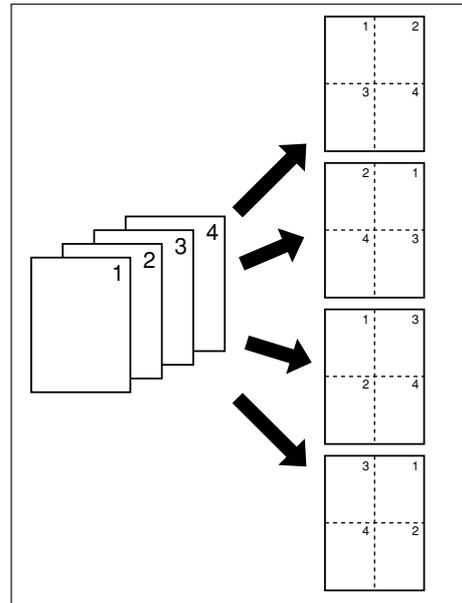
1 Set the originals to be copied.

2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

Inch specifications
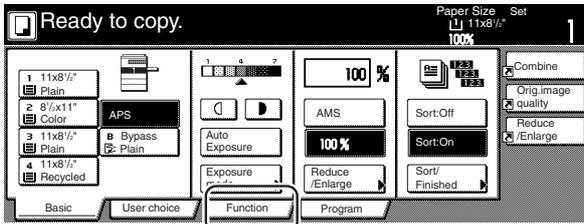
Metric specifications
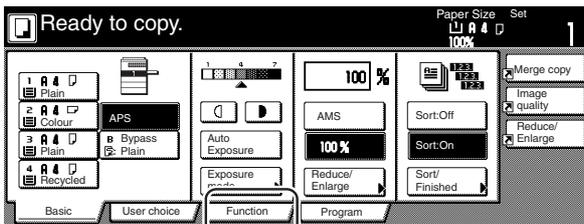
3 Touch the "Combine" ["Merge copy"] key. The "Combine" ["Merge copy"] screen will be displayed.

Inch specifications
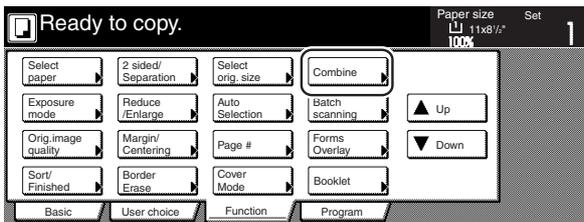
Metric specifications
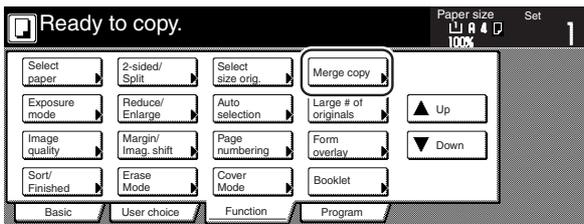
4 Touch the "2 in 1" ["2-in-1"] key or the "4 in 1" ["4-in-1"] key, as appropriate.
The screen to make the layout settings will be displayed.

Inch specifications
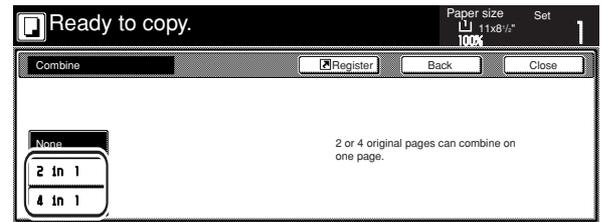
Metric specifications
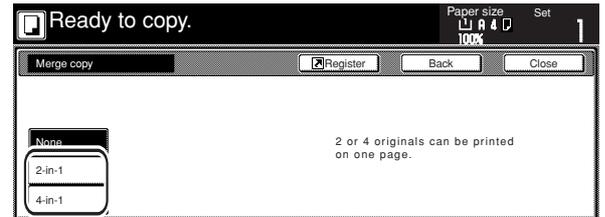
5 Select the desired direction of the layout.

Inch specifications
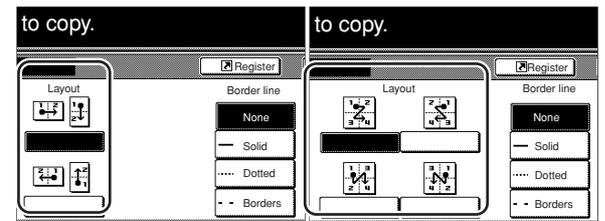
Metric specifications
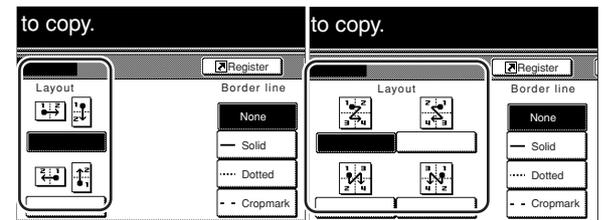
6 Select the type of the borderline that you want to use to separate the images.

7 Press the [Start] key.
Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will appear telling you to set the next original. In this case, go to the next step.
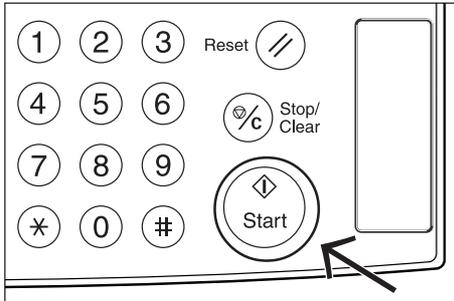
8 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

9 Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

8. Printing page numbers on copies [Print page numbers mode]

When you make copies from multiple originals, you can have page numbers printed on the corresponding copies in numerical order from the first original. There are three styles of page numbers to choose from: "-1-", "P.1" and "1/n".

* If you select "1/n" as the style of page numbers, the denominator will indicate the total number of pages.

NOTE

Page numbers will be printed relative to the middle of the bottom of the page. (The arrow in the illustration indicates the direction in which the originals are set.)
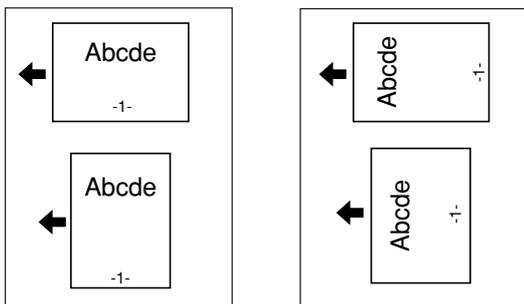
1 Set the originals to be copied.

2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "Page #" ["Page numbering"] key. The "Page #" ["Page numbering"] screen will be displayed.

Inch specifications

Metric specifications

4 Touch the key that corresponds to the style of page numbers that you want to use. The screen to make settings for that style will be displayed.

Inch specifications

Metric specifications

5 If you want printing of the page numbers to be started from a page other than the first page, touch the "Setting 1st page" key.
The "Setting 1st page" screen will be displayed.

Inch specifications
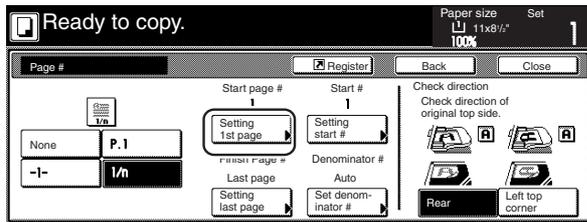
Metric specifications
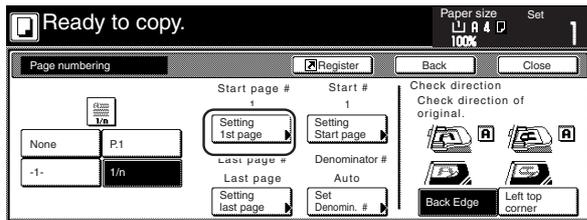
6 Touch the "+" key or the "-" key to select from which page printing of the page numbers will start.

Inch specifications
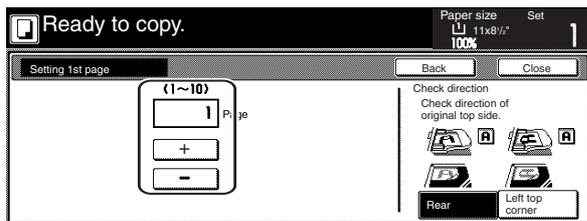
Metric specifications
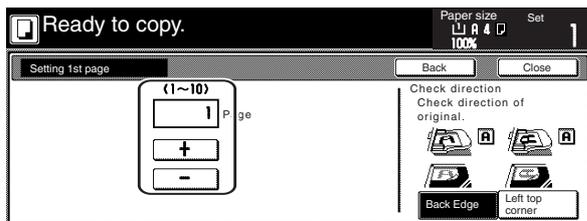
7 Touch the "Close" key. The touch panel will return to the screen in step 5.

8 If you want the first page number that is printed to be something other than "1", touch the "Setting start #" ["Setting Start page"] key. The "Setting start #" screen will be displayed.

Inch specifications
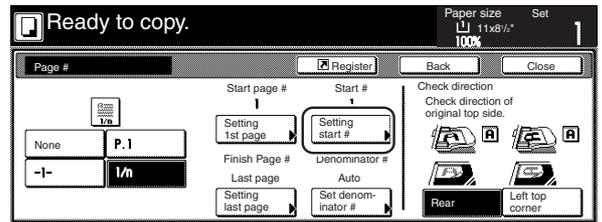
Metric specifications
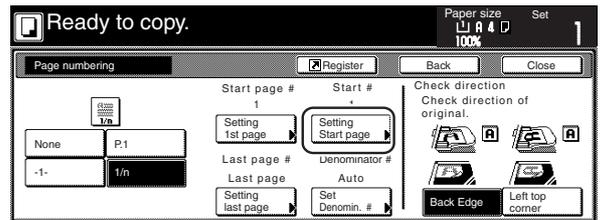
9 Touch the "+" key or the "-" key to select the first page number that will be printed.
* The desired page number can also be entered directly by touching the "# keys" ["#-Keys"] key and then using the keypad.

Inch specifications

Metric specifications

10 Touch the "Close" key. The touch panel will return to the screen in step 8.

5-17
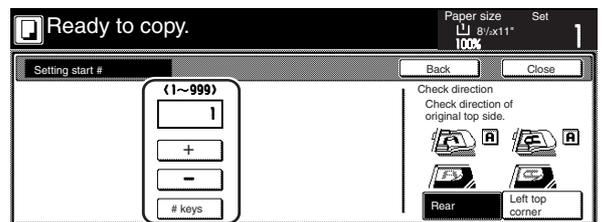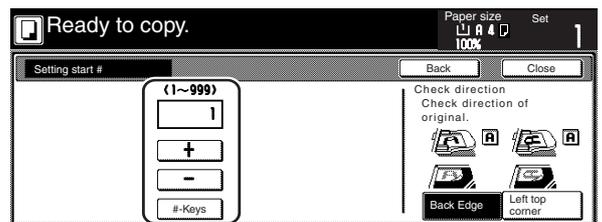
11 If you want the last page number that is printed to be on a copy other than that for the last original, touch the "Setting last page" key. The "Setting last page" screen will be displayed.

Inch specifications
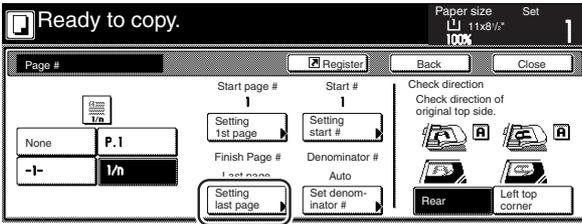
Metric specifications
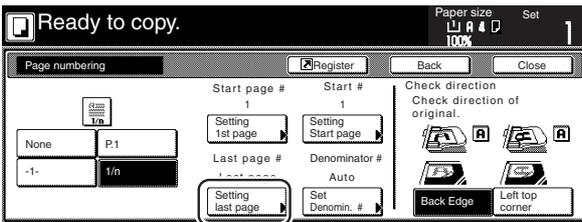
12 Touch the "Manual" key.
The screen to designate the last page will be displayed.

Inch specifications
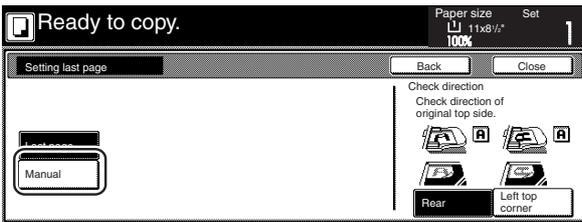
Metric specifications
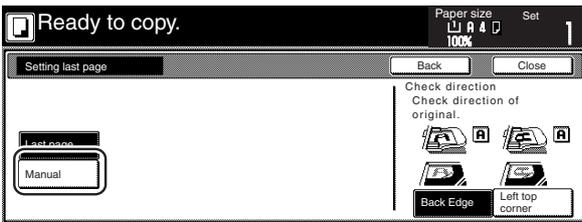
13 Touch the "+" key or the "-" key to select, counting from the final copy, how many pages you do NOT want to have page numbers printed on.

Inch specifications
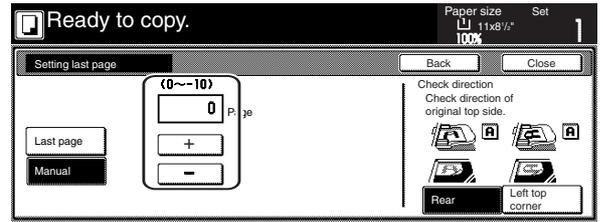
Metric specifications
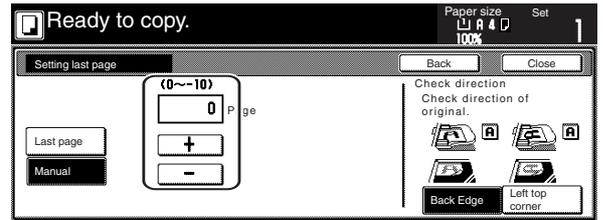
14 Touch the "Close" key. The touch panel will return to the screen in step 11.
If you selected the "1/n" style, the "Set denominator #" ["Set Denomin. #"] key will be displayed.

15 If you want to manually select the denominator for the page numbers, touch the "Set denominator #" ["Set Denomin. #"] key. The "Setting denominator #" screen will be displayed.

Inch specifications
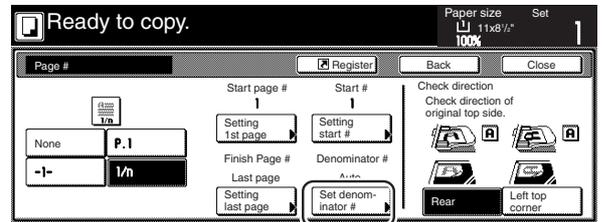
Metric specifications
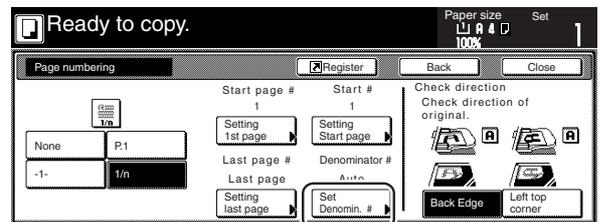
16 Touch the "Manual" key.
The screen to designate the denominator will be displayed.

Inch specifications

Ready to copy.

Metric specifications

Ready to copy.
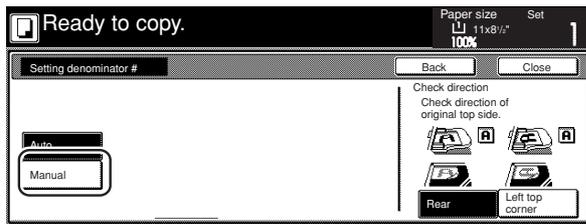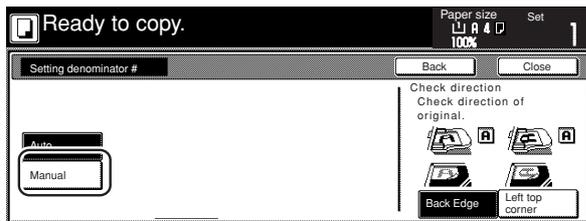
17 Touch the "+" key or the "-" key to select the desired
denominator for the page numbers.
* The desired denominator can also be entered directly by
touching the "# keys" ["#-Keys"] key and then using the
keypad.

Inch specifications

Ready to copy.

Metric specifications

Ready to copy.
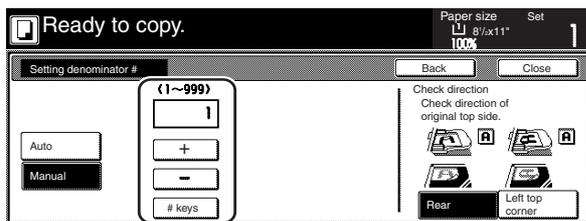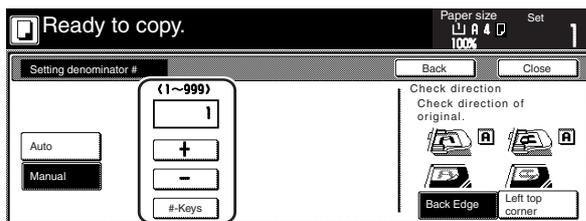
18 Follow the instructions on the right side of the touch panel
and verify the direction in which the originals were set.

Inch specifications
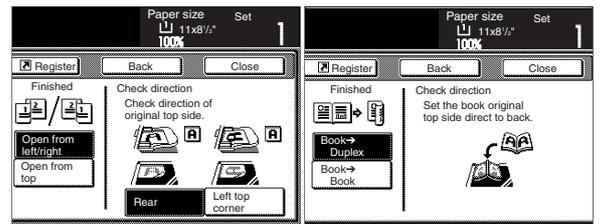
Metric specifications
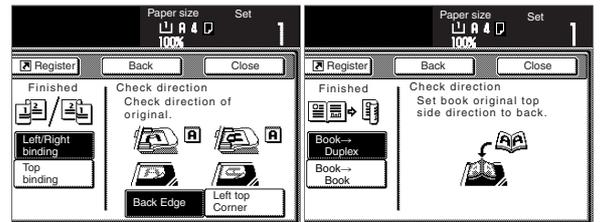
19 Press the [Start] key.
Copying will start.

9. Overlaying one image over another [Form overlay mode]

This mode can be used to scan the first original (the "form") into memory and have its image overlaid onto copies made from subsequent originals. If the optional Hard Disk is installed on your copier, it is also possible to register and store in memory, in advance, the images that you want to use as original forms.
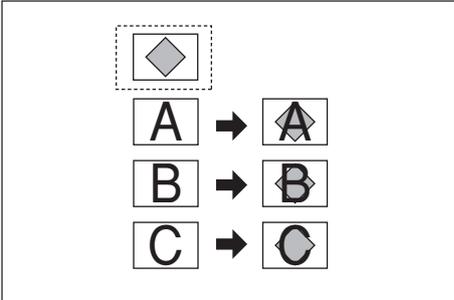
NOTE

Refer to "(2) Form registration" on page 6-1 for the procedure to register images as forms.

1 Touch the "Function" tab. The content of the "Function" tab will be displayed.

2 Touch the "Forms Overlay" ["Form overlay"] key. The "Forms Overlay" ["Form overlay"] screen will be displayed.

Inch specifications
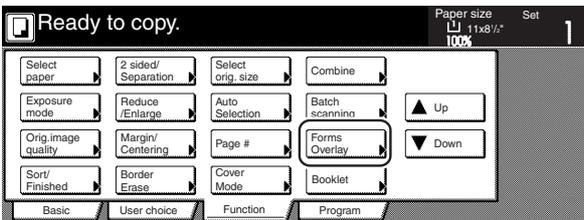
Metric specifications
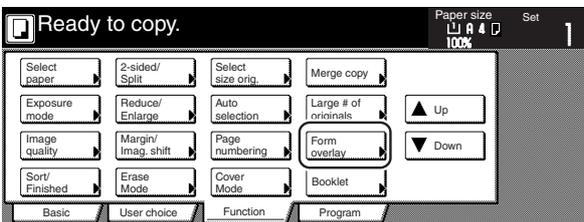
3 Touch the "On" key.
The screen to set the shading level of the form image will be displayed.

Inch specifications
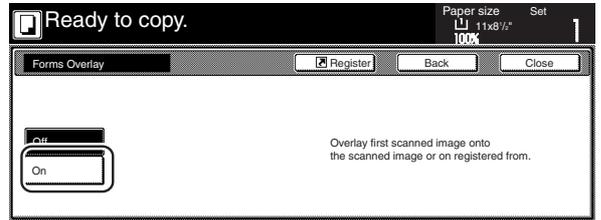
Metric specifications
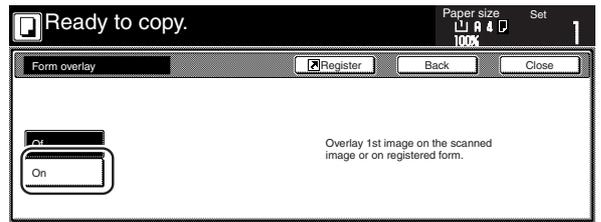
4 Touch the "+" key or the "-" key to select the level of shading that you want to use for the original form.
The desired shading level can be set to any 10% increment between 10% and 100%.
* A sample of the effect that the selected shading level will produce will be displayed to the right of the entry field.

Inch specifications
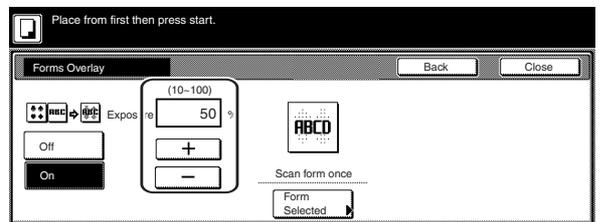
Metric specifications
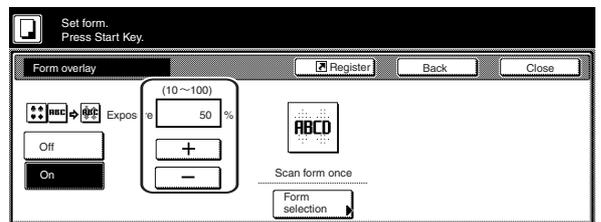
5 If the optional Hard Disk is installed on your copier, it is also possible to register and store in memory, in advance, the images that you want to use as original forms. If you want to use a previously registered image as the form, touch the "Form Selected" ["Form selection"] key and go to the next step.
If you want to scan in a new image, go directly to step 9.

6 Touch the "Loading Form" key.
A list of registered forms will be displayed.

Inch specifications

Select Form	Back	Close

Scan form
Loading Form

Overlay first scanned image onto
the scanned image or on registered from.

Metric specifications

Form selection	Back	Close

Scan form
Loading Form

Overlay 1st image on the scanned
image or on registered form.
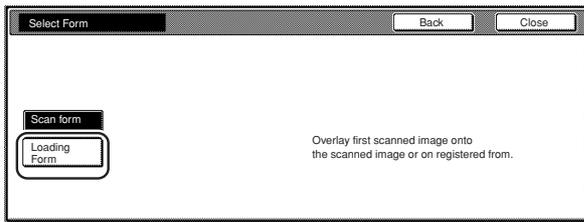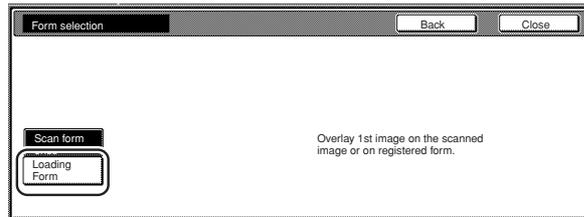
7 Select from that list the image that you want to use and then touch the "Close" key. The touch panel will return to the screen in step 4.

Inch specifications

Select Form			Back	Close

Form		600dpi
Form 005	11x8¹/₂"	⊡
Form 004	11x8¹/₂"	⊡
Form 003	8¹/₂x11"	⊡
Form 002	11x8¹/₂"	⊟
Form 001	11x8¹/₂"	⊟

Scan form once
Loading Form

▲ Up
▲
▼
▼ Down

⊡ ⊟ The arrow means direction of registered form.
Set original and form directions.

Metric specifications

Form selection			Back	Close

Form		600dpi
Form006	A4⬚	⊡
Form005	A4⬚	⊡
Form004	100×230%	⊡
Form003	A4⬚	⊟
Form002	A4⬚	⊟

Scan form once
Loading Form

▲ Up
▲
▼
▼ Down
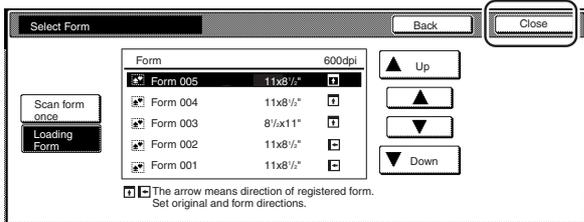
⊡ ⊟ The arrow means direction of registered form.
Set original and form directions.
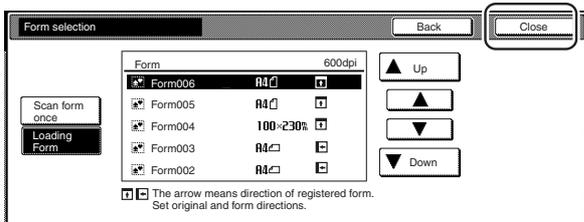
8 Set the originals that you want to copy and go directly to step 10.

9 If you are using the optional Document Processor, make sure that the original that you want to use as the form is on top of the originals that you want to copy.

If you are using the platen, set the original that you want to use as the form.

10 Press the [Start] key.
Copying will start.

If a message appears telling you to set the next original, go to the next step.

11 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

12 Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

5-21

10. Making booklets from sheet originals [Booklet/Stitching mode]

With this mode, you can use 1-sided or 2-sided originals to make open-faced, two-sided copies in such a way that the finished copies can be stacked and folded into a booklet format. You can also select to have color paper or relatively thick paper fed as front and/or back covers to the copy sets.

NOTES

• Only 8 1/2" x 11", 11" x 8 1/2", 11" x 17", B5R, B5, A4R, A4, B4 and A3 size copy paper can be used in this mode.
• It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See "Cover drawer[cassette]" on page 7-70.)
Inch specifications
• If the optional Document Finisher with Center Bind & Fold Unit is installed on your copier, you will be able to select center binding (stapling) and folding. Only 8 1/2" x 11" and 11" x 17" size copy paper can be center folded and stapled.
Metric specifications
• If the optional Document Finisher with Center Bind & Fold Unit is installed on your copier, you will be able to select center binding (stapling) and folding. Only A4R, B4 and A3 size copy paper can be center folded and stapled.

① **If "Left" is selected as the binding direction...**

Copying will be performed so that the stacked and folded pages of the finished copies read from left to right.

② **If "Right" is selected as the binding direction...**

Copying will be performed so that the stacked and folded pages of the finished copies read from right to left.
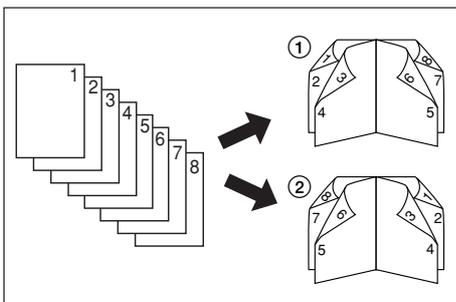
③ **If "Top" is selected as the binding direction...**

Copying will be performed so that the stacked and folded pages of the finished copies read from top to bottom.
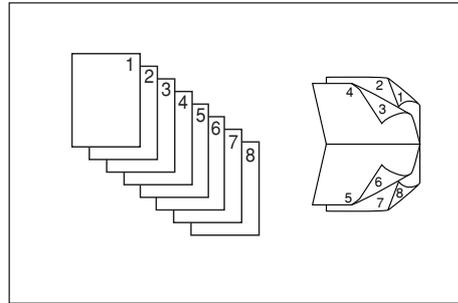
④ **It is possible for you to select whether or not to copy onto the front and/or back cover sheets.**

	Front cover	Back cover
Do NOT copy		
Copy on outside		
Copy on inside		
Copy on both sides		

NOTES

• The asterisk "☆" indicates the side of the cover on which copying will be accomplished.
• The illustrations above are an example of when "Left" is selected as the binding direction.

1 Set the first original to be copied.

2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "Booklet" key. The "Booklet" screen will be displayed.

Inch specifications
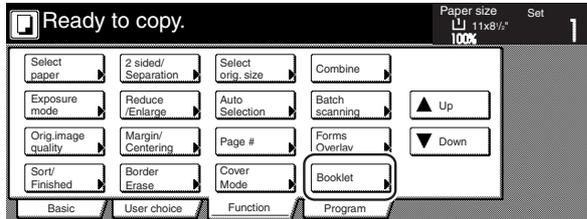
Metric specifications
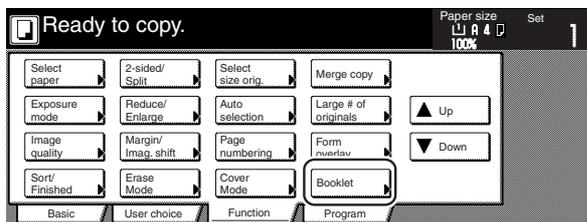
4 Touch the "Booklet" key. The screen to specify the binding direction of the originals and the finished copies will be displayed.

Inch specifications
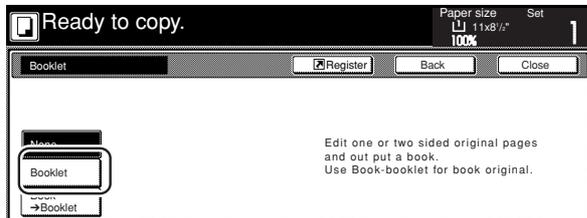
Metric specifications
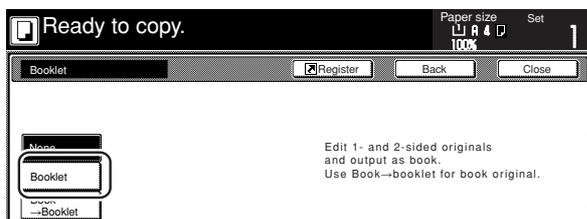
5 Specify the binding direction of both the originals and the finished copies.

Inch specifications
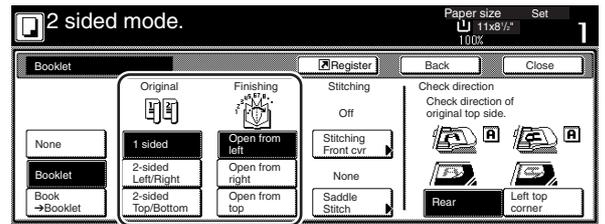
Metric specifications
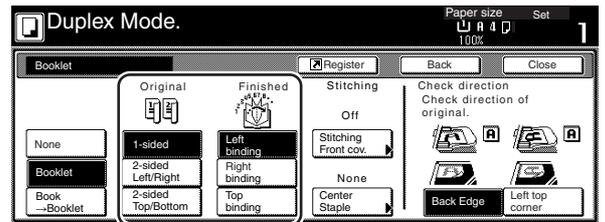
6 If "It is impossible to copy in present setting mode. Change setting of original and finishing mode." appears, check (on the right side of the touch panel) whether both the orientation of the originals and the finish mode setting are correct or not.

Inch specifications

Metric specifications

5-23
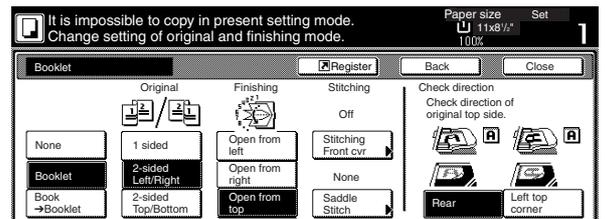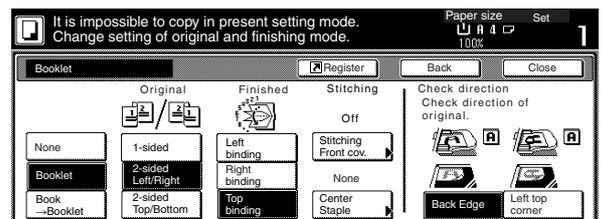
7 If the optional Document Finisher with Center Bind & Fold Unit is installed on your copier, the "Saddle Stitch" ["Center Staple"] key will be displayed and you will be able to select center binding (stapling) and folding of the copy sets. In this case, if you DO want the center stapling and folding operation to be performed, touch the "Saddle Stitch" ["Center Staple"] key and go to the next step.

If you do NOT want the stapling and folding operation to be performed, go directly to step 9.

Inch specifications
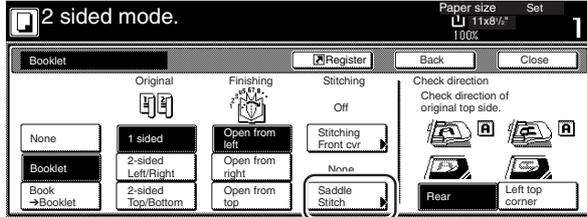
Metric specifications
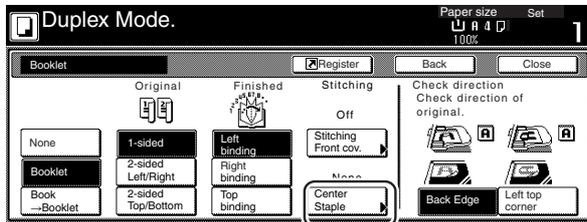
8 Touch the "Bind & Fold" key.
* It is possible for you to center staple and fold, up to 10 copy sheets (40 layout pages) at one time.

Inch specifications
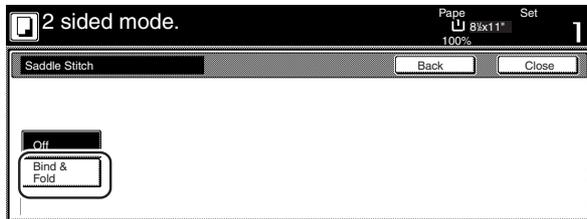
Metric specifications
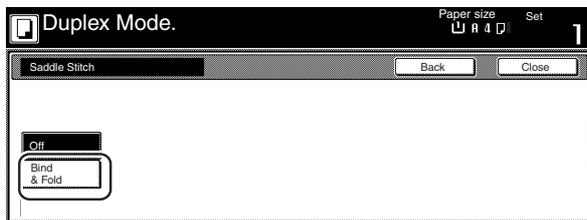
9 If you want to add covers, touch the "Stitching Front cvr" ["Stitching Front cov."] key and go to the next step.
If you do NOT want to add covers, go directly to step 11.

Inch specifications
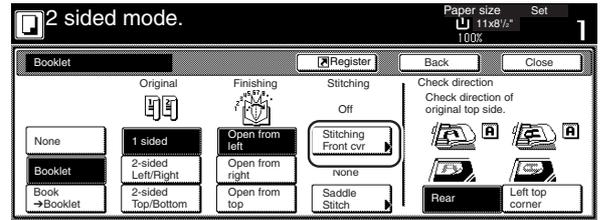
Metric specifications
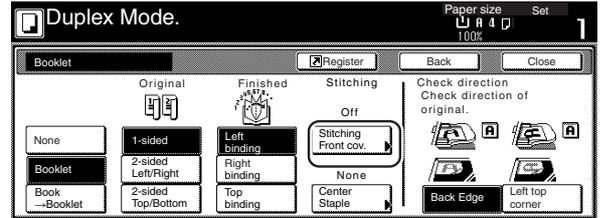
10 Touch the "Cover" key and select whether or not (and where) to copy on each of the front and back covers.

Inch specifications
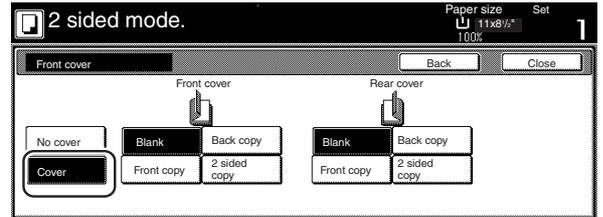
Metric specifications
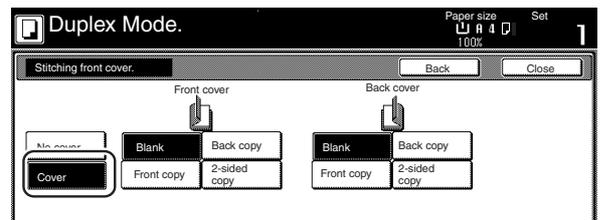
11 Press the [Start] key.
Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will appear telling you to set the next original. In this case, go to the next step.
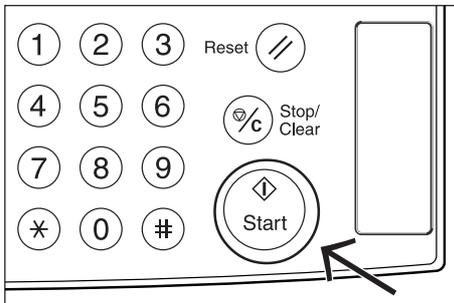
12 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

13 Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

11. Making booklets from book originals [Book to Booklet mode]

With this mode, you can add covers, and either copy onto them or not, so that the finished copy sets will appear like a magazine, etc.

• Only 8 1/2" x 11", 11" x 8 1/2", 11" x 17", A5R, B5R, A4R, B4 and A3 size originals and 8 1/2" x 11", 11" x 8 1/2", 11" x 17", B5R, B5, A4R, A4, B4 and A3 size copy paper can be used in this mode.

• It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See "Cover drawer[cassette]" on page 7-70.)

Inch specifications

• If the optional Document Finisher with Center Bind & Fold Unit is installed on your copier, you will be able to select center binding (stapling) and folding. Only 8 1/2" x 11" and 11" x 17" size copy paper can be center folded and stapled.

Metric specifications

• If the optional Document Finisher with Center Bind & Fold Unit is installed on your copier, you will be able to select center binding (stapling) and folding. Only A4R, B4 and A3 size copy paper can be center folded and stapled.

● **With a cover**

The original that will be used as the cover will be scanned first so that, when the finished copies are folded, that page will act as the front and back cover to the copy set.
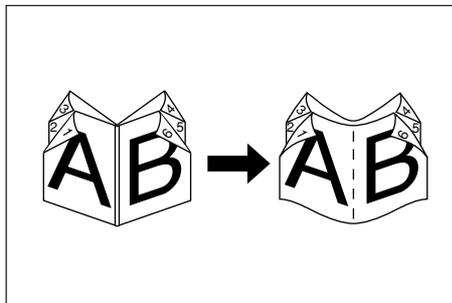
● **Without a cover**

When the finished copies are folded, the front and back of the copy set will be blank.
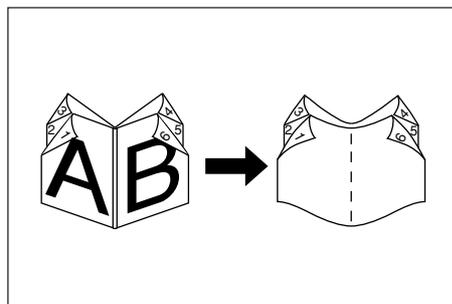
1 Set the open-faced (book, etc.) original to be copied.
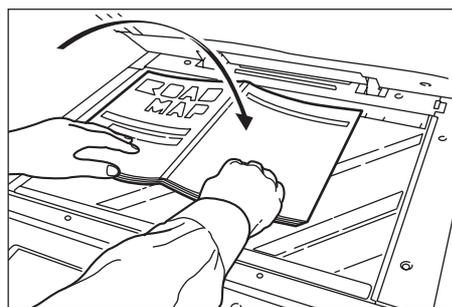
2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "Booklet" key. The "Booklet" screen will be displayed.

Inch specifications
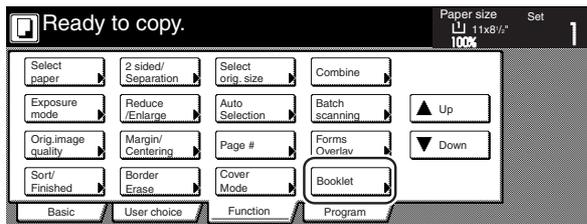
Metric specifications
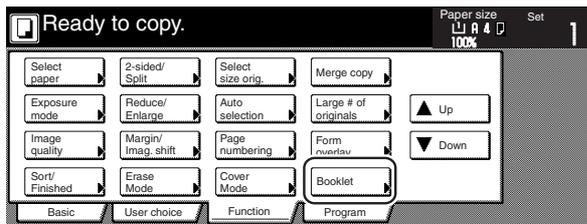
4 Touch the "Book → Booklet" key. The screen to specify the binding direction of the originals and the finished copies will be displayed.

Inch specifications
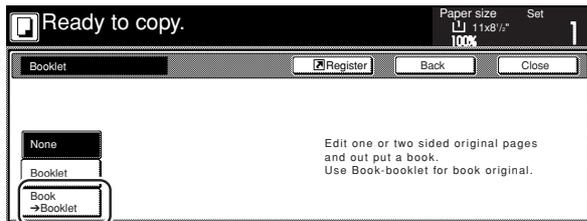
Metric specifications
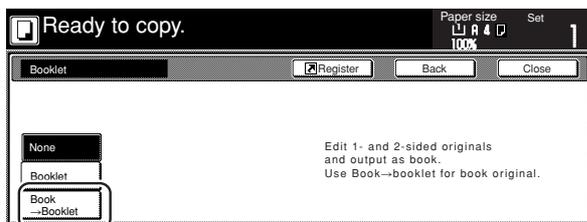
5 Specify the binding direction of both the originals and the finished copies.

Inch specifications
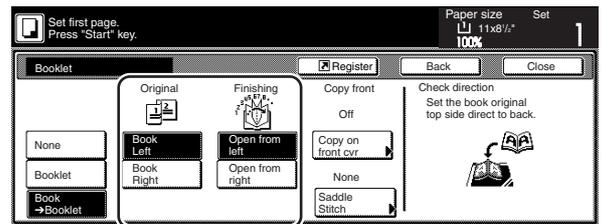
Metric specifications
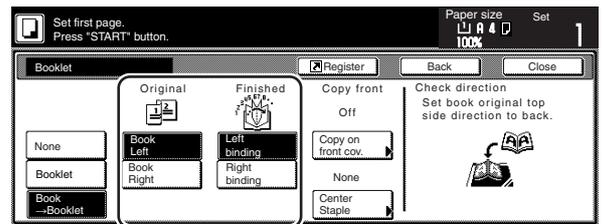
6 If the optional Document Finisher with Center Bind & Fold Unit is installed on your copier, the "Saddle Stitch" ["Center Staple"] key will be displayed and you will be able to select center binding (stapling) and folding of the copy sets. In this case, if you DO want the center stapling and folding operation to be performed, touch the "Saddle Stitch" ["Center Staple"] key and go to the next step.

If you do NOT want the stapling and folding operation to be performed, go directly to step 8.

Inch specifications
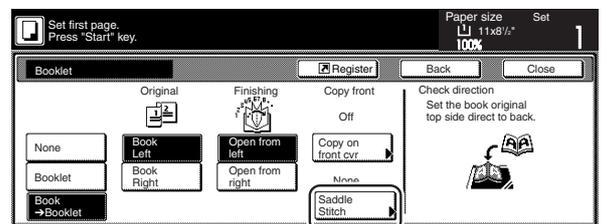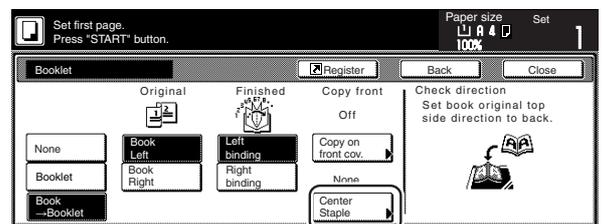
Metric specifications

7 Touch the "Bind & Fold" key.
* It is possible for you to center staple and fold, up to 10 copy sheets (40 layout pages) at one time.

Inch specifications
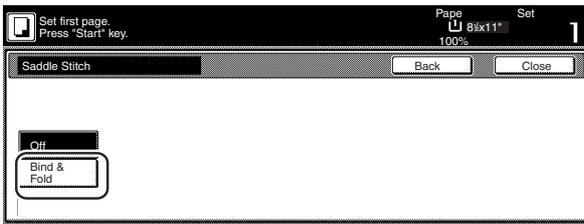
Metric specifications
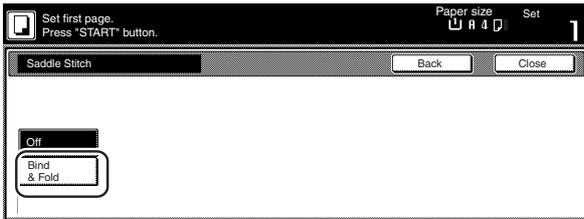
8 If you want to add covers, touch the "Copy on front cvr" ["Copy on front cov."] key. The "Copy on front cover" screen will be displayed.
At this point, if you do NOT want to copy onto the covers, go directly to step 10.

Inch specifications
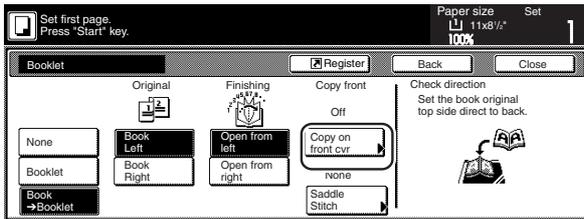
Metric specifications
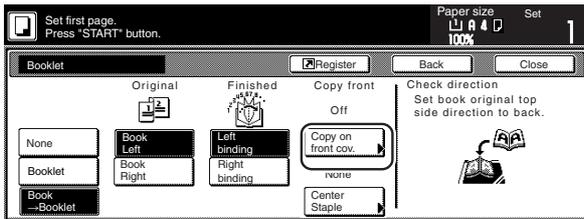
9 Touch the "On" key.

Inch specifications
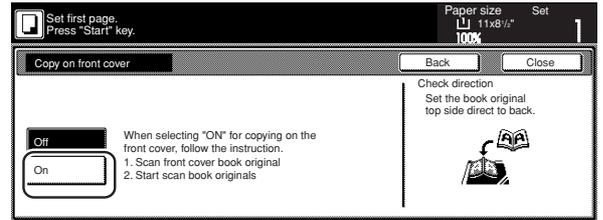
Metric specifications
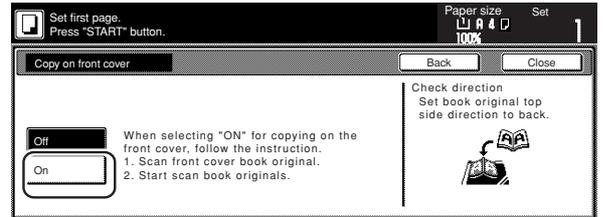
If you DO want to copy onto the covers, be absolutely certain to set the original that you want to have copied onto the cover first.

10 Press the [Start] key.
Scanning of the original will start.

When a message appears telling you to set the next original, go to the next step.
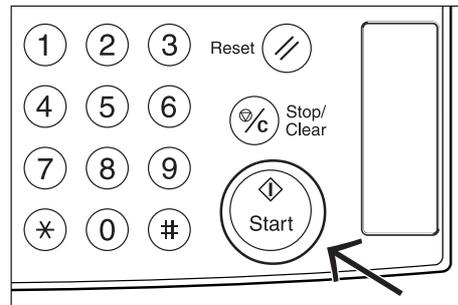
11 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

12 Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

12. Automatic sorting of copy sets without the Document Finisher [Sort/Finished mode]

Since copying in this mode is performed after multiple originals are scanned and memorized, copies can be sorted into the required number of sets even without the optional Document Finisher.

When "Sort:ON" and "On" ["1 set"] are selected

When "Sort:OFF" and "On" ["Output each page"] are selected

(when there is paper loaded of the same size but different orientation)
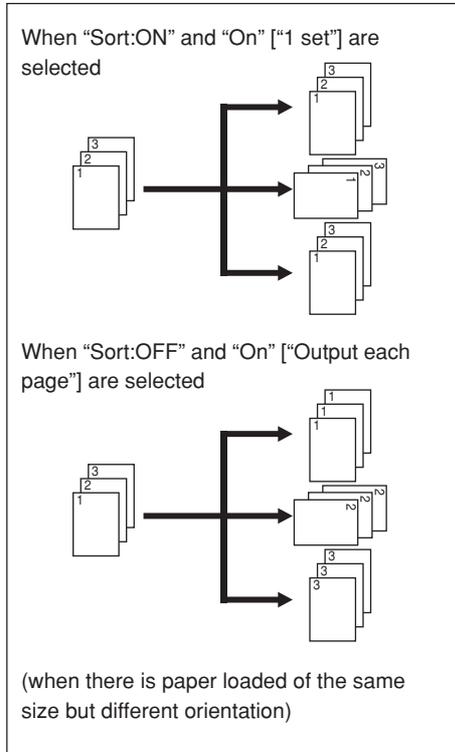
NOTES

• If you do not have paper of the same size but different orientations available for paper feed, copies will be ejected without being "sorted" in this way.
• You can also select whether or not the Sort mode will be the default setting in the initial mode. (See "Sort mode ON/OFF" on page 7-77.)

1 Set the originals to be copied.

2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "Sort/Finished" key. The "Sort/Finished" screen will be displayed.

Inch specifications
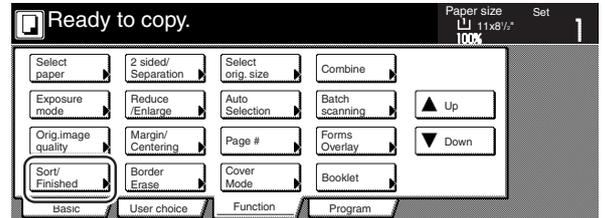
Metric specifications
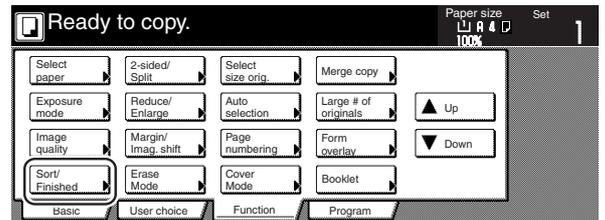
4 Touch the "Sort:ON" key.

Inch specifications
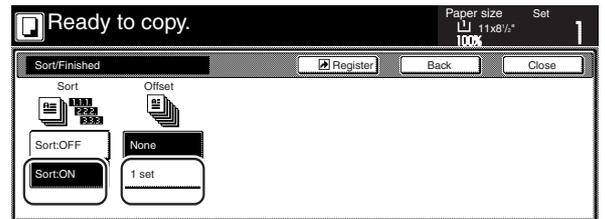
Metric specifications
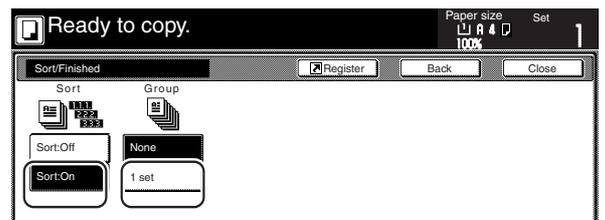
5 Touch the "1 set" key.

6 Use the keypad to set the number of copies to be made.

7 Press the [Start] key.
Copying will start.

5-29
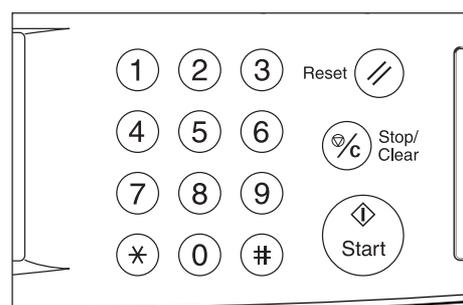
13. Auto rotation function

If the orientation of the original is different from that of the paper loaded in the drawers[cassettes], the image will be automatically turned 90 degrees counter-clockwise for copying. No special setting is required in order to use this function.
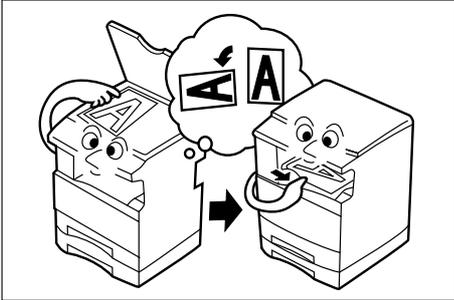
NOTES

• This function will only work with 5 1/2" x 8 1/2", 8 1/2" x 11", 11" x 8 1/2", A6R, B6R, A5R, B5R, B5, A4R and A4 size copy paper.
• You can also select whether or not the Auto Rotation mode will be the default setting in the initial mode. (See "Auto Rotation mode ON/OFF" on page 7-78.)

If you want to disengage the auto rotation function, perform the following procedure.

1 Touch the "Function" tab and then the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.

2 Touch the "Auto Rotation" key. The "Auto Rotation" screen will be displayed.

Inch specifications
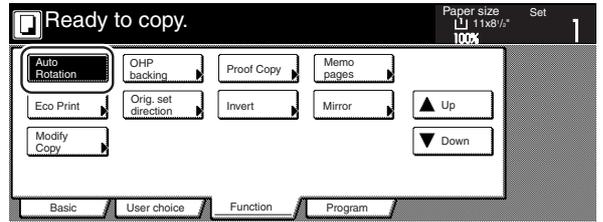
Metric specifications
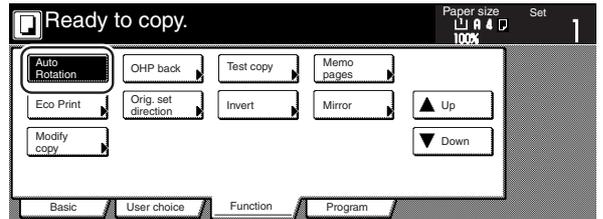
3 Touch the "No Rotate" key.

Inch specifications
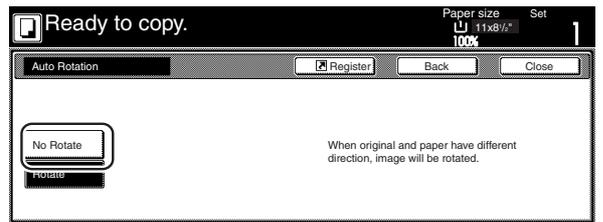
Metric specifications
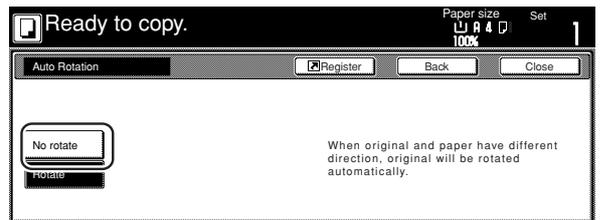
14. Adding a front and/or back cover to your copy sets [Cover mode]

With this mode, you can select to have color paper or relatively thick paper fed as front and/or back covers to your copy sets.

NOTE

It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See "Cover drawer[cassette]" on page 7-70.)

You can select separately whether you want both sides or only one side of both the front and back covers to be copied onto, or to have either or both of them left completely blank. Select also whether or not you even want to include a back cover at all.

	Front cover	Back cover
2 sided copy[Duplex Copy]*		
Front copy		
Back copy*		
Blank		
No back cover		

* The illustrations above show the result when sets of 2-sided copies are being made.
  If you are making sets of 1-sided copies, copying will not be performed on the rear side of the covers even if the 2-sided copy [Duplex Copy] or Back copy settings are selected.

1 Set the originals to be copied.

2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "Cover Mode" key. The "Cover Mode" screen will be displayed.

Inch specifications
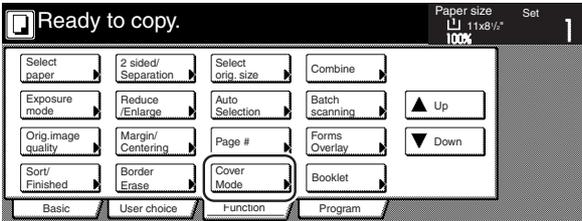
Metric specifications
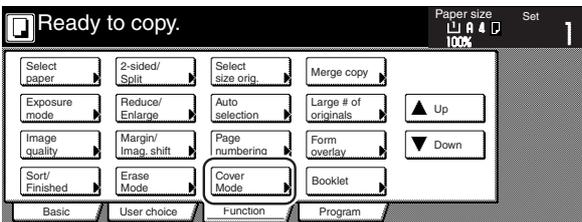
4 Touch the "Cover" key. The screen to make the front cover settings will be displayed.

Inch specifications
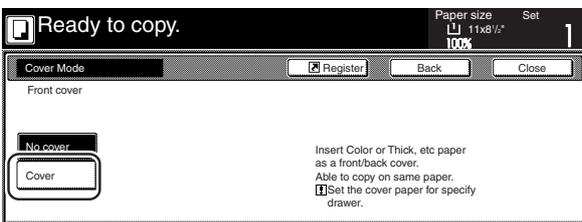
Metric specifications
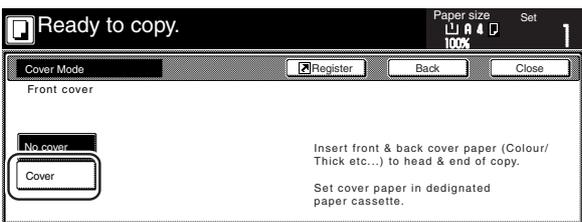
5 Select the desired settings for the front cover.

Inch specifications
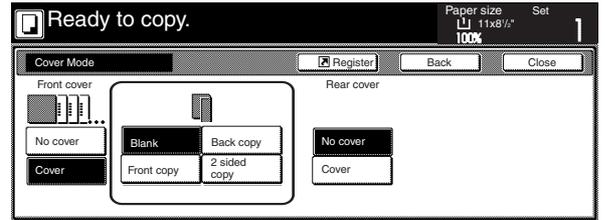
Metric specifications
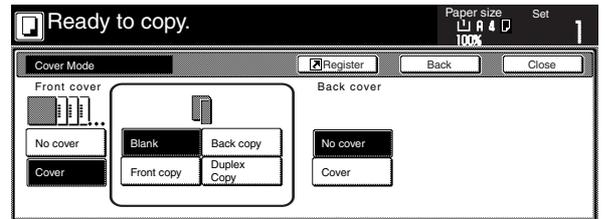
6 Touch the "Cover" key or the "No cover" key, as appropriate, to select whether or not you want to include a back cover. If you selected "Cover", the screen to make the back cover settings will be displayed.

Inch specifications
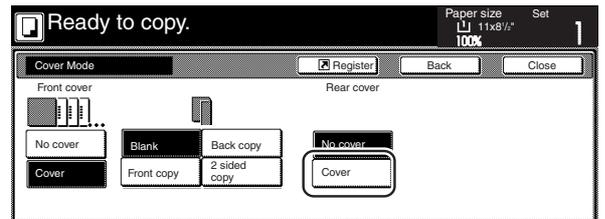
Metric specifications
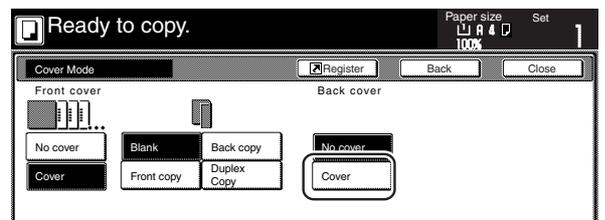
7 Select the desired settings for the back cover.

Inch specifications
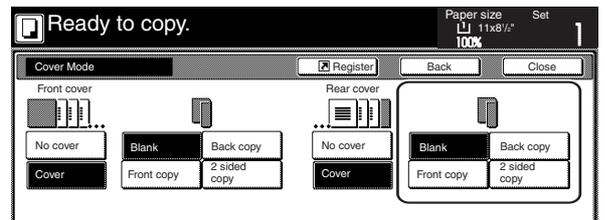
Metric specifications
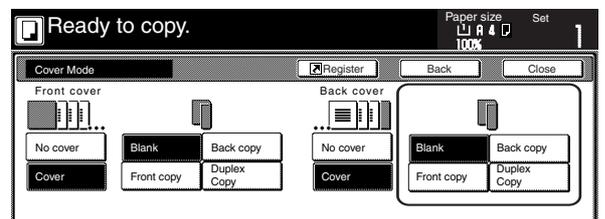
8 Press the [Start] key.
Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will appear telling you to set the next original. In this case, go to the next step.
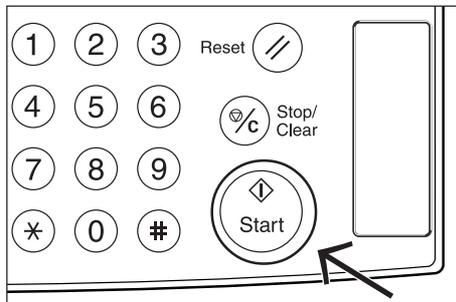
9 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

10 Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

15. Original size selection mode

With this mode, if you manually select a size for the original, only that size image will be scanned for copying. Use this mode as well when copying from originals of non-standard sizes.
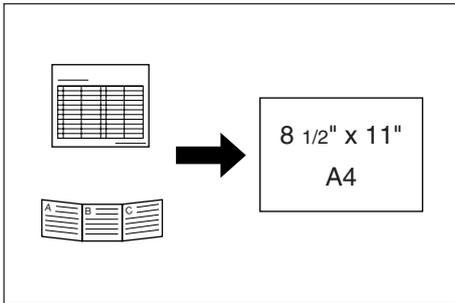
NOTES

• You can register the size of non-standard originals that you often use as a custom original size. (See "4. Original size registration" on page 7-89.)
• ALWAYS set non-standard sized originals on the platen.
• Once you select the original size under this mode, you can copy with originals set on the platen even with the optional Document Processor open.
• If this mode is used in combination with the Centering/Image shift mode, you can, for example, have the image of non-standard sized originals centered on standard sized copy paper. (See "4. Centering/ Image shift mode" on page 5-8.)

1 Set the originals to be copied.

2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "Select orig. size" ["Select size orig."] key. The "Select original size" ["Select size original"] screen will be displayed.

Inch specifications
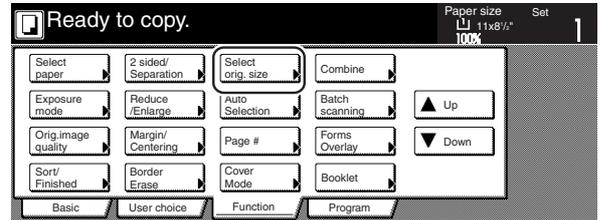
Metric specifications
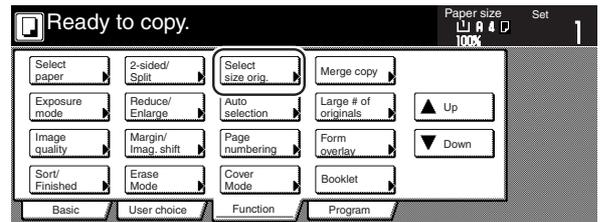
4 Select the size of the originals.
If you want to select a standard scanning size, touch the key that corresponds to the desired size and then go directly to step 9.
If you want to select a standard size other than those displayed, go to the next step.
If you want to select the dimensions of the scan area manually, go directly to step 7.

Inch specifications
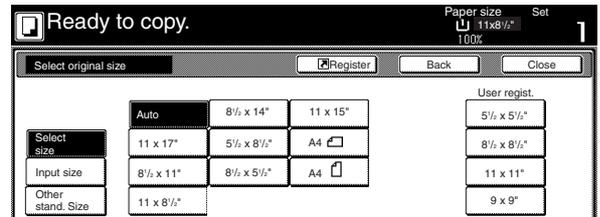
Metric specifications
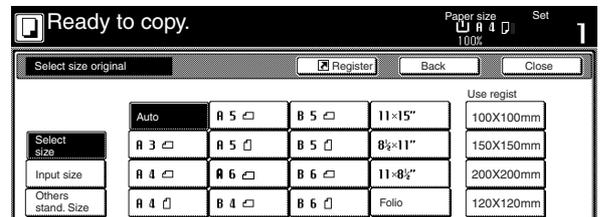
NOTE

If you have registered a custom original size, you will be able to select that size for use in this mode. (See "4. Original size registration" on page 7-89.)

5 Touch the "Other stand. Size" ["Others stand.Size"] key.

6 Select the size of the originals and then proceed to step 9.

Inch specifications
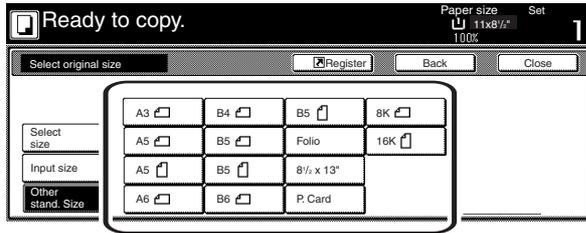
Metric specifications
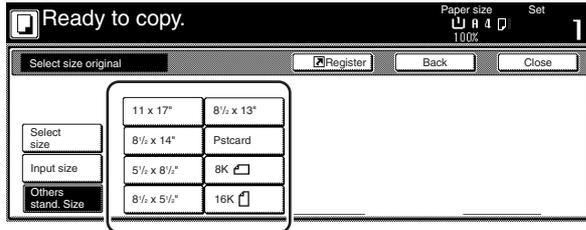
7 Touch the "Input size" key. The screen to set the dimensions of the scan area will be displayed.

8 Based on the left rear corner of the platen being a setting of "0", touch the "+" key or the "-" key to change the dimensions of the scan area to the desired setting.
* In metric specification copiers, the dimensions can also be entered directly by touching the "#-Keys" key and then using the keypad.

Inch specifications
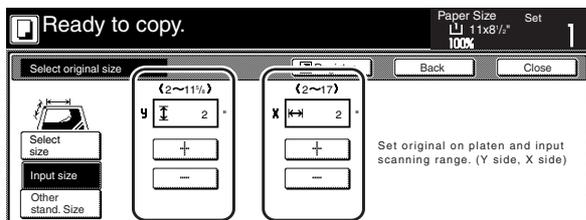
Metric specifications
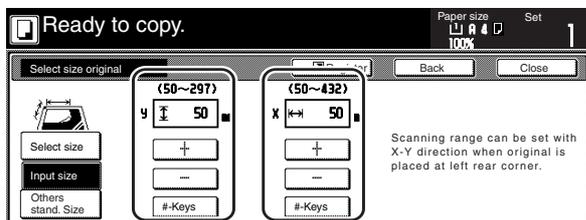
9 Press the [Start] key.
Copying will start.

16. Feeding paper as a backing sheet for OHP transparencies [Transparency + backing sheet mode]

When 2 or 3 transparencies are piled on top of one another, static electricity can cause problems. This mode automatically places a backing sheet between the transparencies during copying for easy handling. You can also select whether or not to have the image of the original copied onto the backing sheet, or even make multiple copies from the same original.

IMPORTANT!

When copying onto transparencies, ALWAYS use the multi-bypass tray.
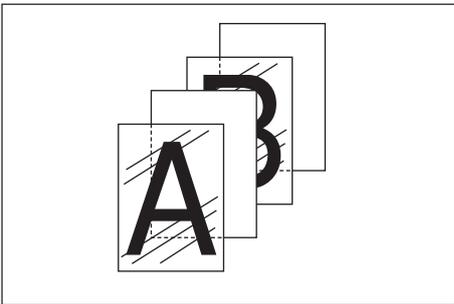
● **Copying onto the backing sheet**
With this setting, after the original is copied onto the transparency, the same image will be copied onto the backing sheet as well. (The asterisk "*" in the illustration indicates the transparencies.)
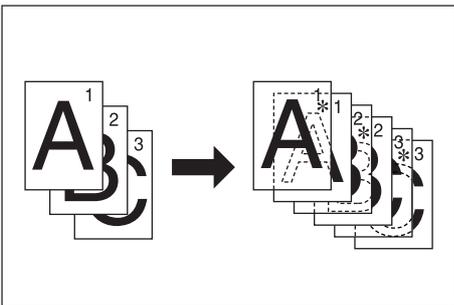
● **Leaving the backing sheet blank**
With this setting, the original will be copied onto the transparency but the backing sheet will be left blank. (The asterisk "*" in the illustration indicates the transparencies.)
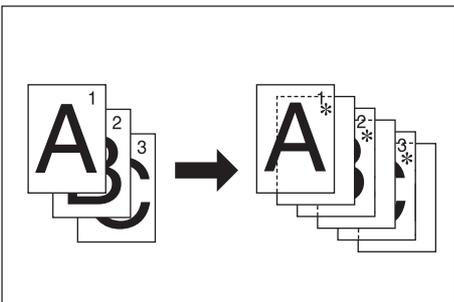
1 Set the originals to be copied.

2 Set the transparency film on the multi-bypass tray.
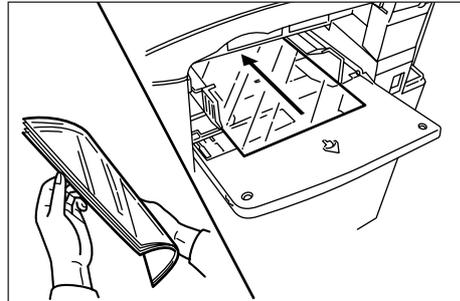
IMPORTANT!

• Fan through the transparencies before setting them.
• Up to 25 transparencies can be set on the multi-bypass tray at one time.
• Make sure that paper of the same size and orientation as the transparencies has been loaded into a drawer[cassette].

3 Touch the "Function" tab and then the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.

4 Touch the "OHP backing" ["OHP back"] key. The "OHP backing" ["OHP back"] screen will be displayed.

Inch specifications
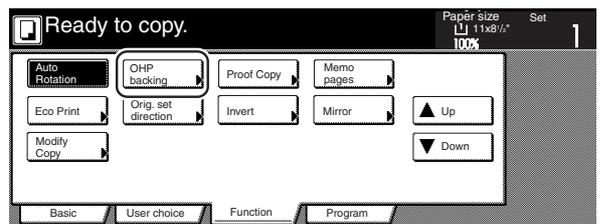
Metric specifications
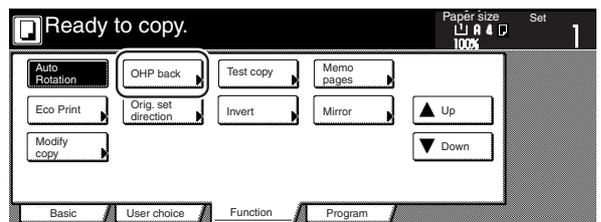
5 Touch the "Copy" key or the "Blank" key, as appropriate.

Inch specifications

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┌─────────────────────────────────────────────────────────────┐
│ ▣ Ready to copy.                    Paper Size      Set       │
│                                     ⊔ 11x8¹/₂"               │
│                                     100%              1       │
│ ┌──────────┐           ┌──────────┐┌────────┐┌──────────┐    │
│ │OHP backing│          │⊿ Register││  Back  ││  Close   │    │
│ └──────────┘           └──────────┘└────────┘└──────────┘    │
│                                                              │
│  ┌─────────┐                                                 │
│  │  None   │         Insert a blank paper between piece of   │
│  │  Copy   │         OHP film, or copy to a OHP back paper.  │
│  │  Blank  │         ⓘ Place the OHP film in the bypass.     │
│  └─────────┘                                                 │
└─────────────────────────────────────────────────────────────┘
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Metric specifications

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┌─────────────────────────────────────────────────────────────┐
│ ▣ Ready to copy.                    Paper size      Set       │
│                                     ⊔ A4 ▯                   │
│                                     100%              1       │
│ ┌──────────┐           ┌──────────┐┌────────┐┌──────────┐    │
│ │OHP back  │           │⊿Register ││  Back  ││  Close   │    │
│ └──────────┘           └──────────┘└────────┘└──────────┘    │
│                                                              │
│  ┌─────────┐                                                 │
│  │  None   │         Insert blank paper between OHP films or │
│  │  Copy   │         copy to OHP back paper.                 │
│  │  Blank  │         ⓘ Place OHP film on bypass.             │
│  └─────────┘                                                 │
└─────────────────────────────────────────────────────────────┘
```
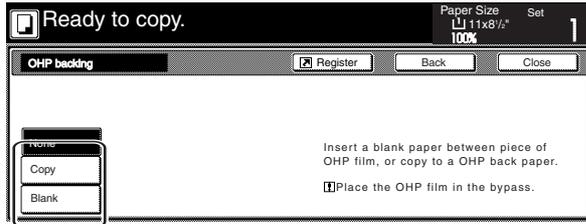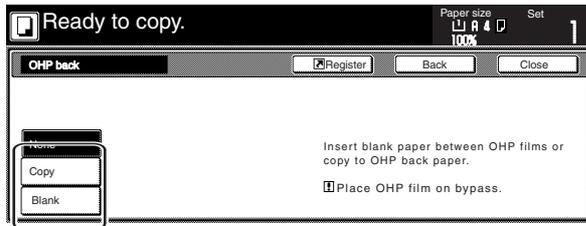
6 Press the [Start] key.
Copying will start.

17. Inverting black and white [Invert mode]

With this mode, you can make copies where the black and white areas of the image are inverted (or reversed).

* If multiple inverted copies are being made, "Please wait Now cleaning" may be displayed.
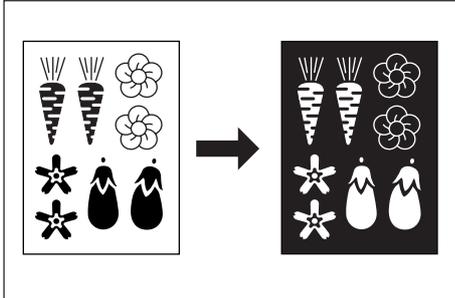
1 Set the originals to be copied.

2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.

4 Touch the "Invert" key. The "Invert" screen will be displayed.
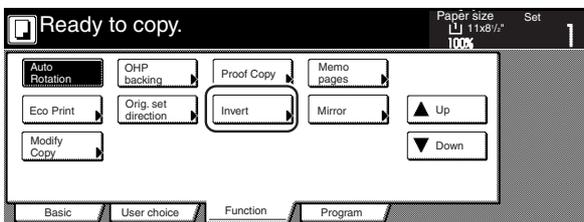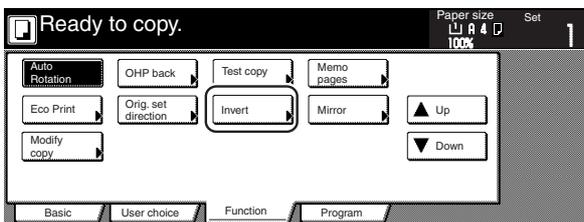
Inch specifications

Metric specifications

5 Touch the "On" key.

Inch specifications
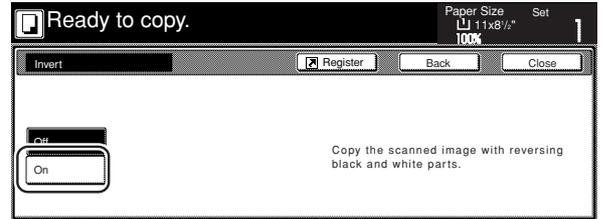
Metric specifications
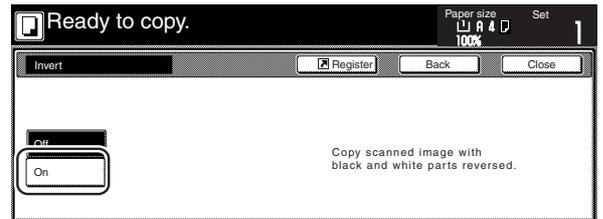
6 Press the [Start] key.
Copying will start.

18. Making mirror image copies [Mirror image mode]

With this mode, you can make mirror image copies.
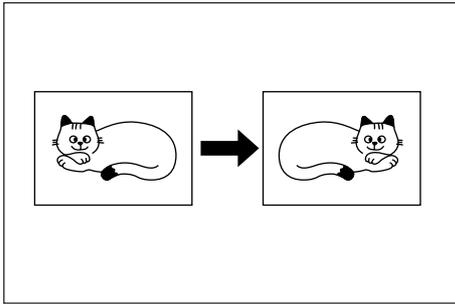
1 Set the originals to be copied.

2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.

4 Touch the "Mirror" key. The "Mirror" screen will be displayed.
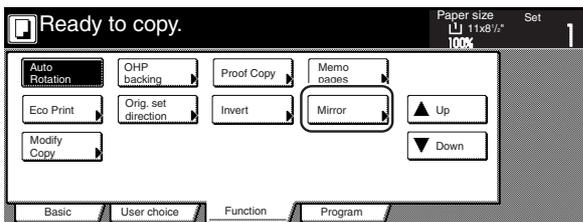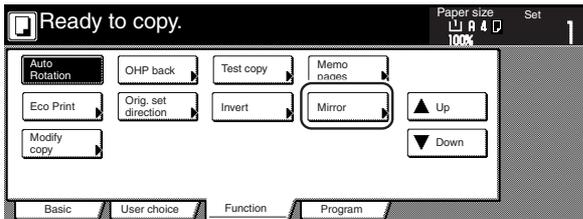
Inch specifications

Metric specifications

5 Touch the "On" key.

Inch specifications

Reverse scanned image left to right, mirror image.

Metric specifications

Reversed scanned image left to right as a reflection in the mirror.
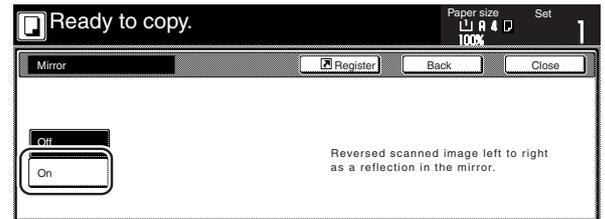
6 Press the [Start] key.
Copying will start.

19. Making a test copy prior to large volume copying [Proof mode]

With this mode, you can use the same settings to create a single set of test copies in order to verify the results prior to actually starting to make a large number of copies or copy sets. This way, if there is a problem with the copies, you can cancel print out in order to change the settings and eliminate a great majority of miss-copying.
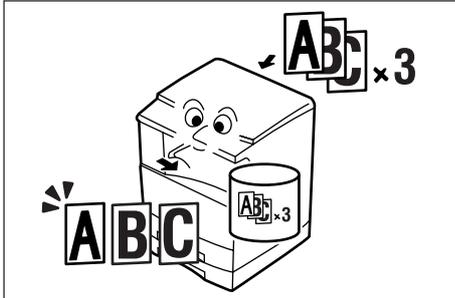
1 Set the originals to be copied.

2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.

4 Touch the "Proof Copy" ["Test copy"] key. The "Proof Copy" ["Test copy"] screen will be displayed.
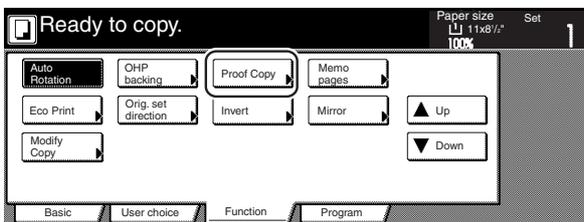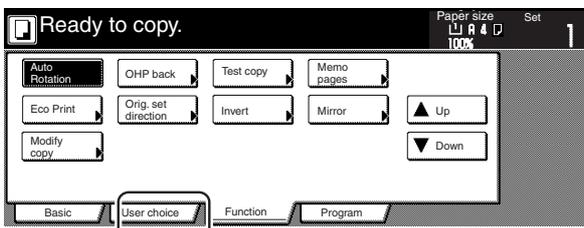
Inch specifications

Metric specifications

5 Touch the "On" key.

Inch specifications
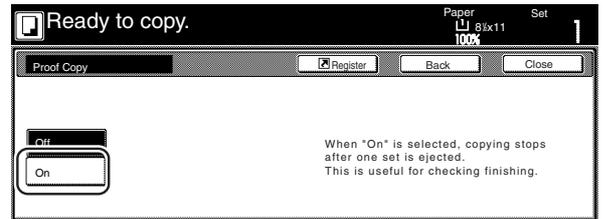
Metric specifications
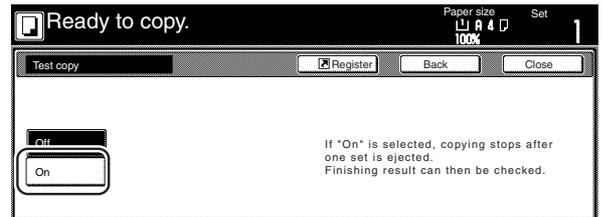
6 Press the [Start] key.
Copying will start.

If a message appears telling you to set the next original, go to the next step.

7 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

8 Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying of the test copy set will start.

9 Once the test copy set is complete, a screen will be displayed in order to verify whether or not you want to make the initially designated number of copy sets at the present settings, and the copier will enter a waiting-to-copy state. Check the test copies.

Inch specifications

```
┌─────────────────────────────────────────────────────────────┐
│ ▣ Check proof copy.                                           │
│   To stop and retry, press "Cancel" key.                      │
│   To continue to print, press "Start" key.                    │
│ ┌───────────────────────────────────────────────────────┐    │
│ │  Orig. page           Count/Set          Output        │    │
│ │   ┌──┐    ▉▉▶      ┌───────┐     ┌──┐                   │    │
│ │   │99│              │ 0/999 │     └──┘           ┌──────┐│   │
│ │   └──┘              └───────┘                    │Cancel││   │
│ │  11x8½"    100%    ⊔ 11x8½"                      └──────┘│   │
│ │  1 sided   APS     2 sided                              │    │
│ │  Rear              Sort              Inner tray ┌──────┐│    │
│ │                                                 │Change││    │
│ │                                                 │Preset││    │
│ │                                                 └──────┘│    │
│ │ Job130                                                  │    │
│ └───────────────────────────────────────────────────────┘    │
└─────────────────────────────────────────────────────────────┘
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Metric specifications

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┌─────────────────────────────────────────────────────────────┐
│ ▣ Check test copy.                                            │
│   To stop and retry , press "Cancel" key.                     │
│   To continue to print, press "Start" key.                    │
│ ┌───────────────────────────────────────────────────────┐    │
│ │  Original             Count / set        Output        │    │
│ │   ┌──┐    ▉▉▶      ┌───────┐     ┌──┐                   │    │
│ │   │99│              │ 0/999 │     └──┘           ┌──────┐│   │
│ │   └──┘              └───────┘                    │Cancel││   │
│ │  A4        100%    ⊔ A4                          └──────┘│   │
│ │  1-sided   APS     2-sided                              │    │
│ │  →top/Rear         Sort              Inner tray ┌──────┐│    │
│ │                                                 │Change││    │
│ │                                                 │Preset││    │
│ │                                                 └──────┘│    │
│ │ JOB130                                                  │    │
│ └───────────────────────────────────────────────────────┘    │
└─────────────────────────────────────────────────────────────┘
```

● If there is no problem with the copies…
Press the [Start] key and copying of the initially designated number of copy sets will start.
If you want to change the number of copies to be made, touch the "Change Preset" key and enter the actual number of copies you do want to make.

● If there is some problem with the copies…
Touch the "Cancel" key to cancel the copy job and start the procedure from the beginning.

20. Making more of the same copies after a copy job is finished [Repeat copy mode]

With this mode, if you think you might want to make another set of the same copies even after the initial copy job is finished, simply turn the repeat copy mode ON and you can make the necessary number of additional copies later. In order to maintain privacy, you can make it necessary to enter a security code in order to use the repeat copy mode so that, if the entered code doesn't match the registered security code, it will not be possible to use the repeat copy mode.
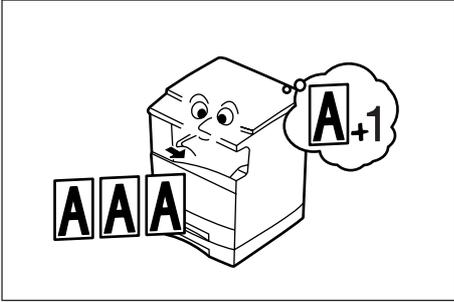
NOTES

- The optional Hard Disk must be installed on this copier in order to use this mode.
- All data for repeat copying will be deleted when the power switch is turned OFF.
- Repeat copying registration is not available for print out under document management or with the form overlay mode.
- You can prohibit repeat copying as well as make repeat copying the default setting in the initial mode. (See "Repeat copying ON/OFF" on page 7-82.)

(1) Registering a copy job for repeat copying

**1** Set the originals to be copied.

2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.

4 Touch the "Modify Copy" key. The "Modify Copy" screen will be displayed.
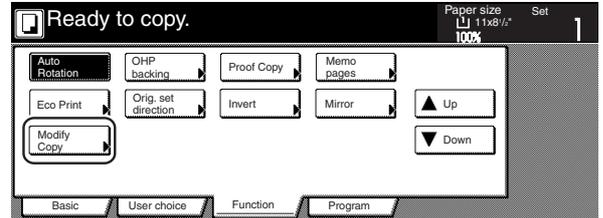
Inch specifications

Metric specifications
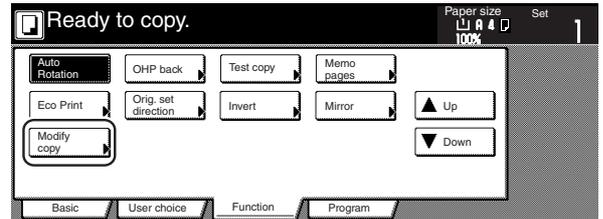
5 Touch the "On" key.

Inch specifications
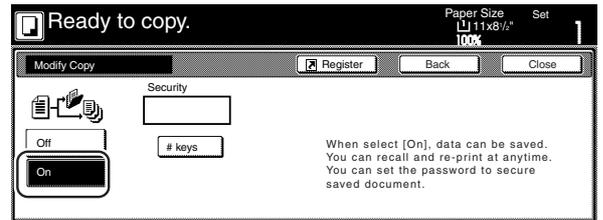
Metric specifications
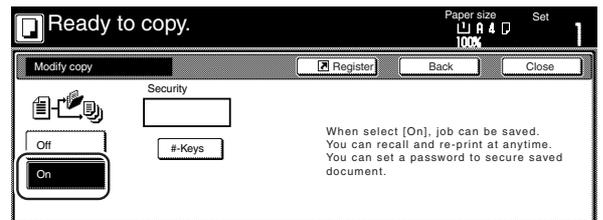
If you want to register a security code, go to the next step.

If you do NOT want to register a security code, go directly to step 7.

6 Touch the "# keys" ["#-Keys"] key to highlight that key and then enter the security code that will enable repeat copying for these originals.

Inch specifications
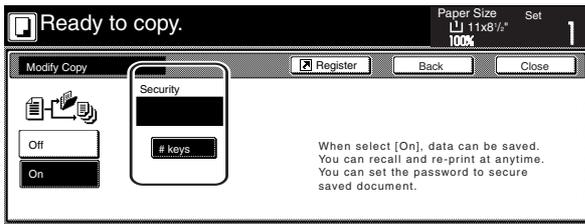
Metric specifications
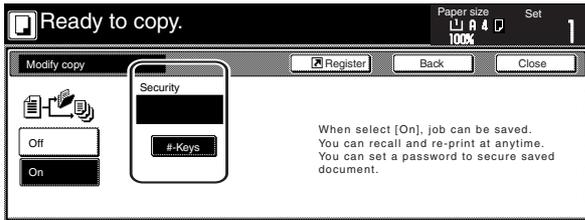
NOTES

- The security code can be between 1 and 8 digits long.
- If you forget the security code that you enter here, repeat copying will not be possible for these originals. Be sure to keep some sort of record of the security code.

7 Press the [Start] key.
Copying will start.

If a message appears telling you to set the next original, go to the next step.

8 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

9 Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

(2) Printing out with the repeat copy mode

Once you press the [Repeat Copy] key, the "Modify copy" list will be displayed so that you can verify the copy jobs that are registered for repeat copying. It is possible to reprint, check the contents of, and delete the copy jobs that are registered in this list.

①**Reprinting a registered copy job**

1 Press the [Repeat Copy] key. The "Modify copy" list will be displayed.
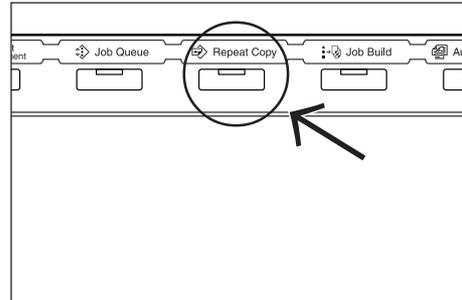
2 Select the copy job that you want to reprint and touch the "Reprint" key.

Inch specifications
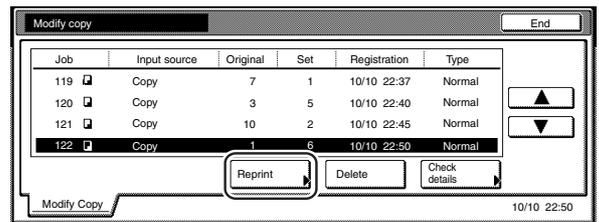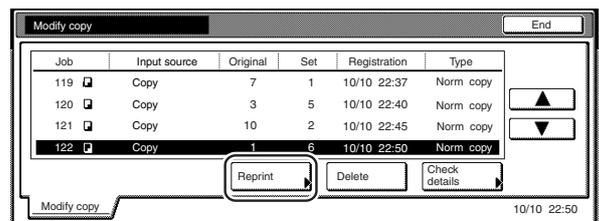
Metric specifications

If you designated a security code when you registered the copy job for repeat copying, the code input screen will be displayed. In this case, go to the next step.

If you did NOT designate a security code when you registered the copy job for repeat copying, the screen to select the number of copies or copy sets to be made will be displayed. In this case, go directly to step 4.

5-43

3 Use the keypad to enter the appropriate security code and the touch the "Enter" key. If the entered code matches the registered one, the screen to select the number of copies or copy sets to be made will be displayed.

Inch specifications

```
                                              Stop
 Enter the re-print code.

                              (Enter by #key)
                  Clear

                                             Enter
```

Metric specifications

```
                                              Stop
 Enter the re-print code.

                              (Enter #-key)
                  Clear

                                             Enter
```
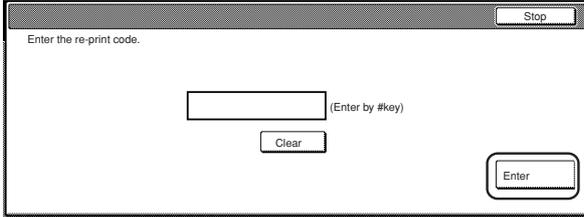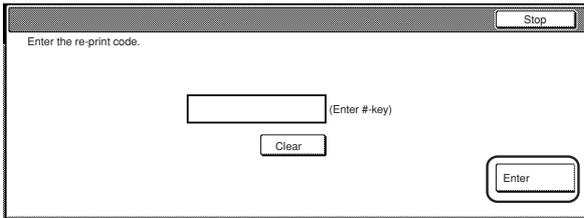
NOTES

• To reenter a mistaken security code, touch the "Clear" key.
• If you touch the "Stop" key, the touch panel will return to the screen in step 2.

4 Touch the "+" key or the "-" key to set the number of copies or copy sets to be made.

Inch specifications

```
 Reprint                                      Stop

                  ┌─────┐
                  │  3  │Set
                  └─────┘
                  │  +  │
                  │  −  │

                                           Printing
```

Metric specifications

```
 Reprint                                      Stop

                  ┌─────┐
                  │  3  │Set
                  └─────┘
                  │  +  │
                  │  −  │

                                           Printing
```
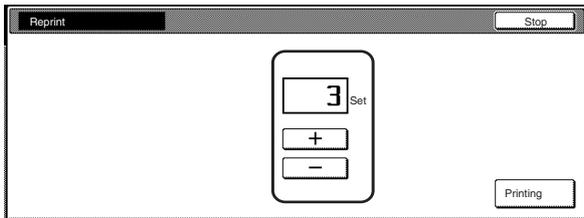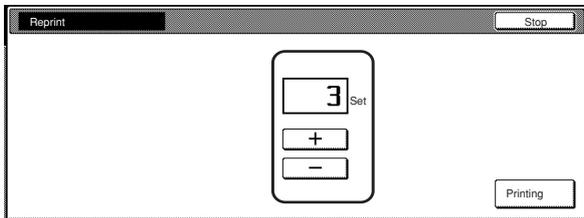
5 Touch the "Printing" key.
Print out will start.

② **Checking the contents of registered copy jobs**

1 Press the [Repeat Copy] key. The "Modify copy" list will be displayed.
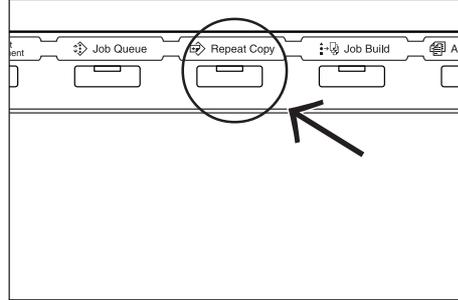
2 Select the copy job that you want to check the content of and touch the "Check detail" key.

Inch specifications
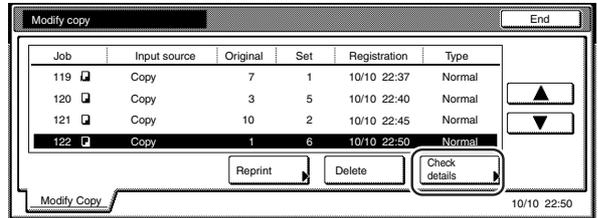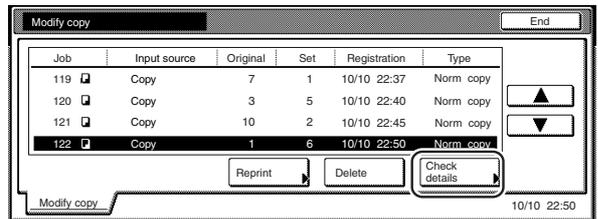
Modify copy					End
Job	Input source	Original	Set	Registration	Type
119	Copy	7	1	10/10 22:37	Normal
120	Copy	3	5	10/10 22:40	Normal
121	Copy	10	2	10/10 22:45	Normal
122	Copy	1	6	10/10 22:50	Normal

Reprint   Delete   Check details

Modify Copy   10/10 22:50

Metric specifications

Modify copy					End
Job	Input source	Original	Set	Registration	Type
119	Copy	7	1	10/10 22:37	Norm copy
120	Copy	3	5	10/10 22:40	Norm copy
121	Copy	10	2	10/10 22:45	Norm copy
122	Copy	1	6	10/10 22:50	Norm copy

Reprint   Delete   Check details

Modify copy   10/10 22:50

If you designated a security code when you registered the copy job for repeat copying, the code input screen will be displayed. In this case, go to the next step.

If you did NOT designate a security code when you registered the copy job for repeat copying, the "Check details / Reprint" screen will be displayed. In this case, go directly to step 4.

3 Use the keypad to enter the appropriate security code and the touch the "Enter" key. If the entered code matches the registered one, the "Check details / Reprint" screen will be displayed.

Inch specifications

```
                                                          Stop
Enter the re-print code.


                    [            ]   (Enter by #key)
                          Clear
                                                         Enter
```

Metric specifications

```
                                                          Stop
Enter the re-print code.


                    [            ]   (Enter #-key)
                          Clear
                                                         Enter
```

4 Check the contents of the selected job. You can also check the content of the first page of the copy job by touching the "Print from 1st" ["Head print"] key.

Inch specifications

```
Check details / Reprint                                  Close

       Item            Details
Orig. page            3
Set                   5                           Print
Print size            11 x 8 ¹/₂"                 from 1st
Input source          copy
Registration date     10/10  22:40

Job120
```

Metric specifications

```
Check details / Reprint                                  Close

       Item            Details
Original              3
Set                   5                           Head
Print size            A4                          print
Input source          Copy
Registration date     10/10  22:40

Job120
```

5 Once you have finished checking the content of the copy job, touch the "Close" key. The touch panel will return to the screen in step 2.

6 If you want to check the contents of another registered copy job, repeat steps 2 through 5.

7 Touch the "Close" key. The touch panel will return to the contents of the "Basic" tab.

③ **Deleting a registered copy jobs**

1 Press the [Repeat Copy] key. The "Modify copy" list will be displayed.

```
ent   Job Queue    Repeat Copy    Job Build    Au
     [        ]    [        ]    [        ]    [
```
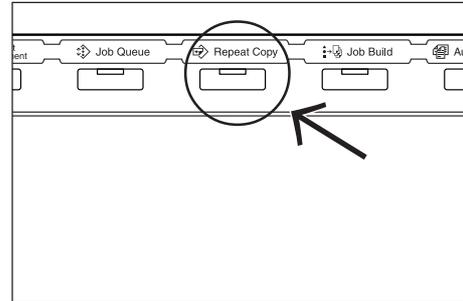
2 Select the copy job that you want to delete and touch the "Delete" key. A verification screen will be displayed.

Inch specifications

```
Modify copy                                              End

Job    Input source  Original  Set  Registration  Type
119 ▯  Copy          7         1    10/10  22:37   Normal    ▲
120 ▯  Copy          3         5    10/10  22:40   Normal
121 ▯  Copy          10        2    10/10  22:45   Normal    ▼
122 ▯  Copy          1         6    10/10  22:50   Normal

               Reprint       Delete      Check
                                         details
Modify Copy                                        10/10  22:50
```

Metric specifications

```
Modify copy                                              End

Job    Input source  Original  Set  Registration  Type
119 ▯  Copy          7         1    10/10  22:37   Norm  copy    ▲
120 ▯  Copy          3         5    10/10  22:40   Norm  copy
121 ▯  Copy          10        2    10/10  22:45   Norm  copy    ▼
122 ▯  Copy          1         6    10/10  22:50   Norm  copy

               Reprint       Delete      Check
                                         details
Modify copy                                        10/10  22:50
```

3 Touch the "Yes" key or the "No" key, as appropriate.

Inch specifications

```
                                              [  Stop  ]


            Job # :  117


            Delete this job. Do you really want to delete?

            [ Yes ]          [ No ]
```

Metric specifications

```
                                              [  Stop  ]


            Job # :  117


            Delete this job.  Do you really want to delete?

            [ Yes ]          [ No ]
```

If you selected "Yes", the selected copy job will be canceled and the touch panel will return to the screen in step 2.

If you selected "No", the touch panel will return to the screen in step 2 without canceling the selected job.

4 If you want to cancel another registered copy job, repeat steps 2 through 3.

5 Touch the "Close" key. The touch panel will return to the contents of the "Basic" tab.

21. Copying a large volume of originals in one operation [Batch scanning mode]

With this mode, you can scan multiple sets of originals and then have them all copied at the same time. Scan one set of originals of the same type and then register that as a single step in the copy job, and you can copy an extremely large volume of originals in one batch.
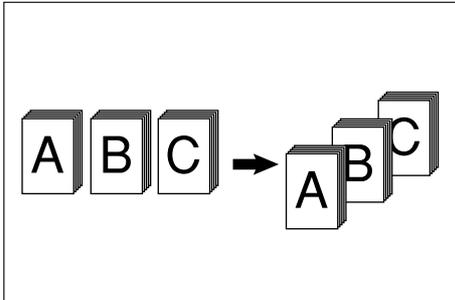
1 Set the originals to be copied.

2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "Batch scanning" ["Large # of originals"] key. The "Continuous scanning" ["Multiple scanning"] screen will be displayed.

Inch specifications
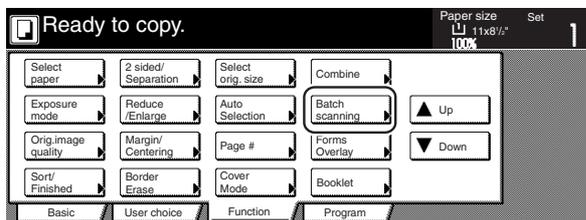
Metric specifications
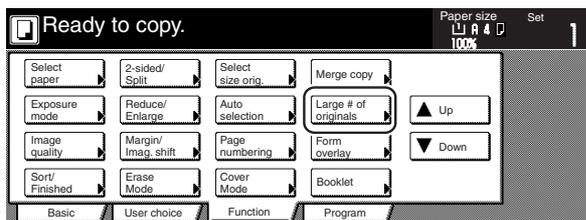
4 Touch the "On" key.

Inch specifications
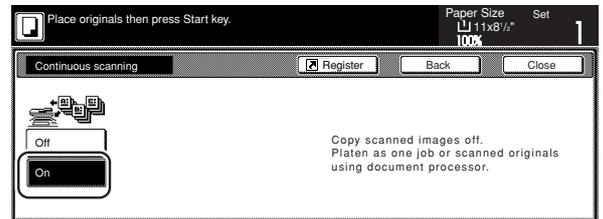
Metric specifications
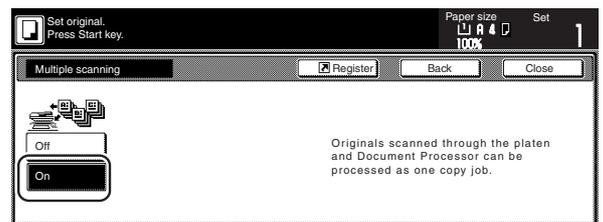
5 Press the [Start] key. Scanning of the originals will start.
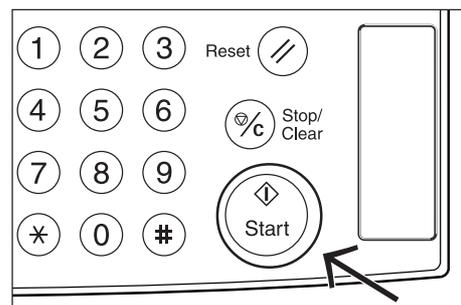
6 Replace the first originals with the next set and press the [Start] key. Scanning of those next originals (the next step in the copy job) will start.

**7** Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

22. Saving on toner use [Eco print mode]

With this mode, you can reduce the amount of toner that is used to make the copies.

Use this mode with, for example making test copies, when you do not especially need to print out high quality copies. You can also make the eco print mode the default setting in the initial mode. (See "Eco print mode ON/OFF" on page 7-65.)

* Images will be printed out relatively lighter than normal.
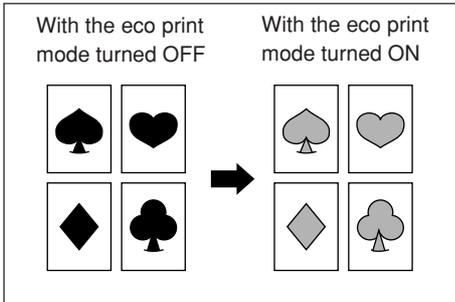
With the eco print mode turned OFF   With the eco print mode turned ON

1 Set the originals to be copied.

2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.

4 Touch the "Eco Print" key. The "Eco Print" screen will be displayed.

Inch specifications
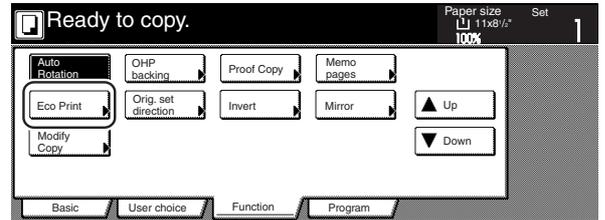
Metric specifications
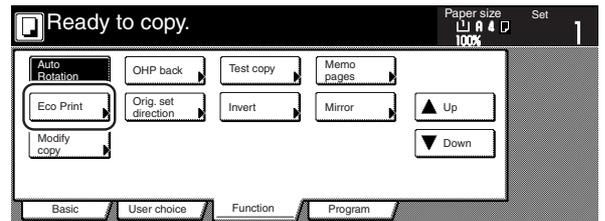
5 Touch the "Off" key or the "On" key, as appropriate.

Inch specifications
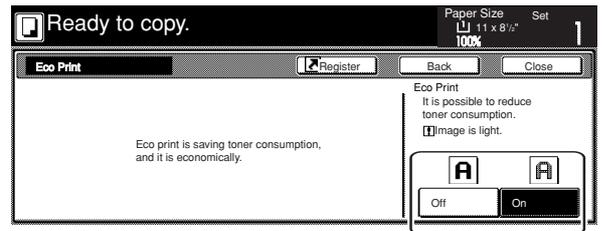
Metric specifications
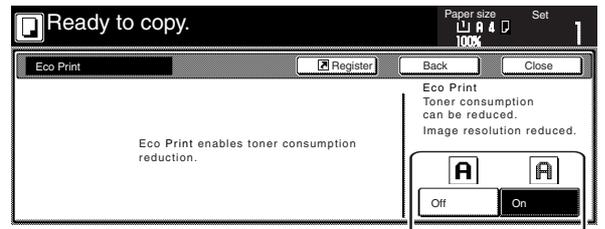
6 Press the [Start] key.
Copying will start.

23. Original set direction

It is necessary to specify the direction in which the originals were set whenever you use the 2-sided copy modes, the page separation/split copy modes, the margin mode, the centering/image shift mode, the memo mode, the border erase modes, the combine/merge copy modes, the print page numbers mode, the booklet/stitching mode, the auto selection/filing mode (optional), the staple mode (optional) and the punch mode (optional). You can also use the following procedure to perform the setting as well.

1 Touch the "Function" tab. The content of the "Function" tab will be displayed.

2 Touch the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.

3 Touch the "Orig.set direction" key. The "Orig.set direction" screen will be displayed.

Inch specifications
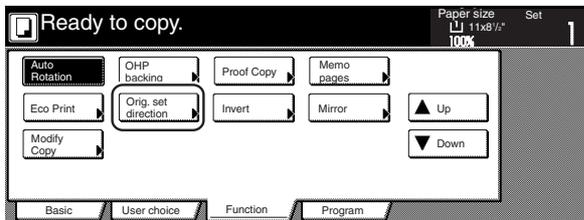
Metric specifications
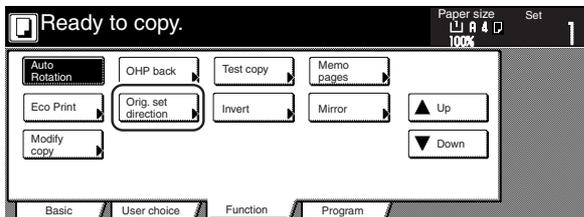
4 Touch the "Rear" ["Back Edge"] key or the "Left top corner" key, as appropriate.

Inch specifications

Metric specifications

5-49
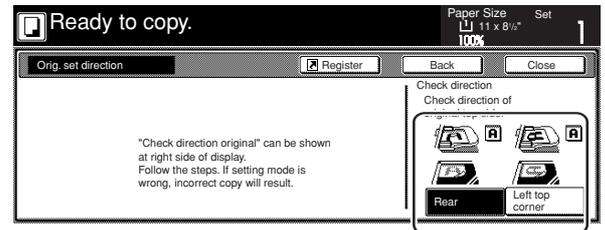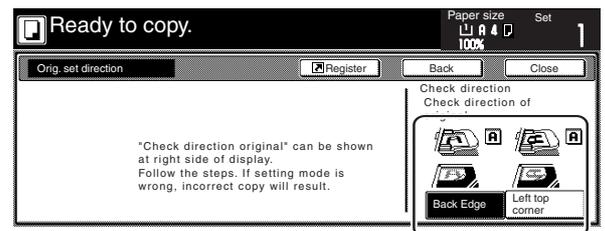
24. Memorizing frequently used settings [Program function]

Up to eight combinations of copy modes and other functions displayed on the operation panel can be registered as a single program using this function. You can also register a name for each registered program.

(1) Registering a program

1 Set the desired copy modes, etc., to be registered.

2 Touch the "Program" tab. The content of the "Program" tab will be displayed.

3 Touch the "Register" key.

Inch specifications
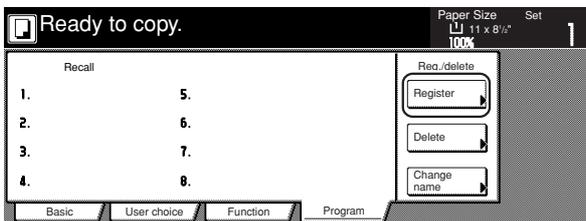
Metric specifications
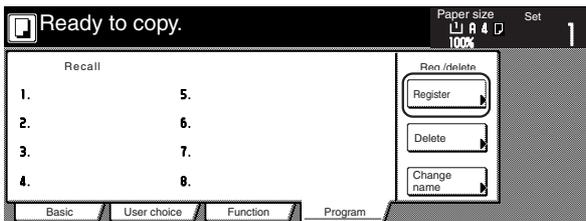
4 Touch any key that is marked "No registration" and that corresponds to the program key (1 – 8) under which you want to register the settings. The screen to register a name for that program will be displayed.

Inch specifications
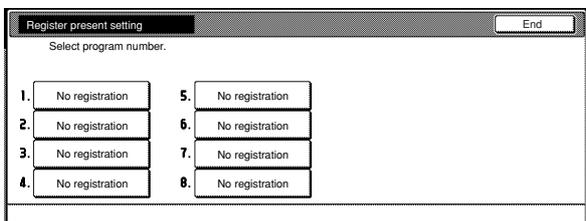
Metric specifications
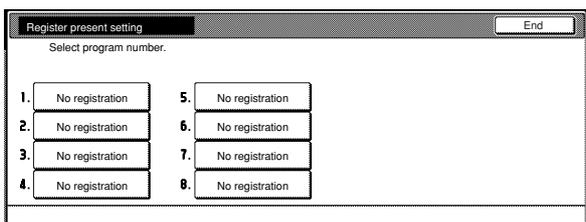
5 Use the displayed keyboard to enter the desired name and then touch the "End" key.
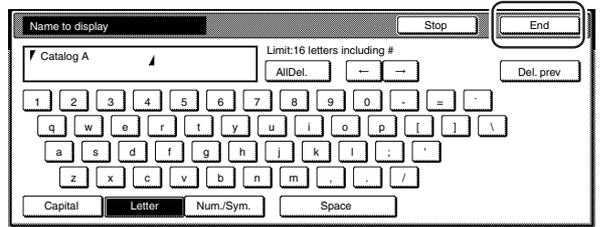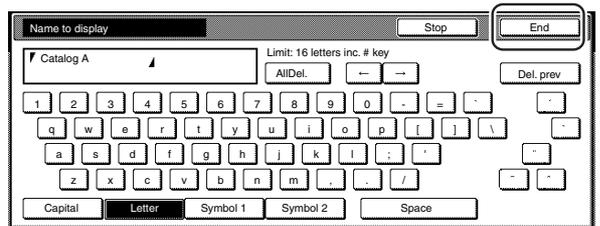
Inch specifications

Metric specifications

NOTE

Refer to "11. Entering characters" on page 7-103 for information on entering characters.

6 Touch the "Yes" key or the "No" key, as appropriate.
If you selected "Yes", the selected program will be registered and the touch panel will return to the screen in step 3. Copying is now possible using the settings that were registered under that program.

Inch specifications
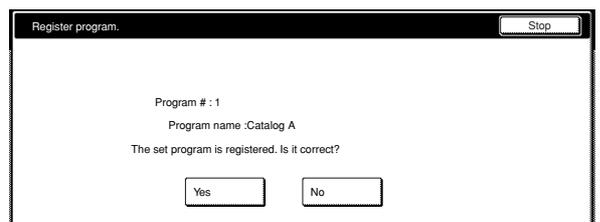
Metric specifications
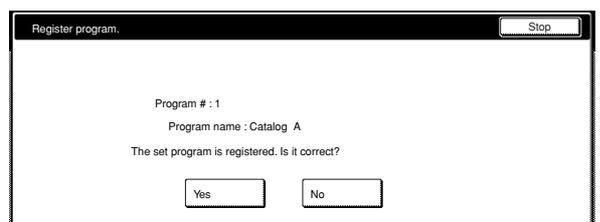
(2) Using programmed settings to make copies

1 Touch the "Program" tab. The content of the "Program" tab will be displayed.

2 Touch the program key under which the settings that you want to use are registered.

Inch specifications
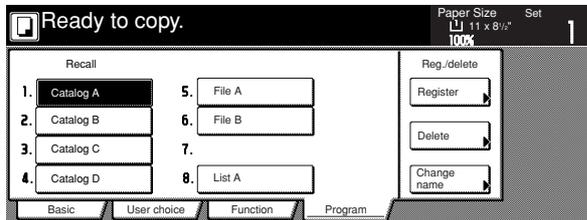
Metric specifications
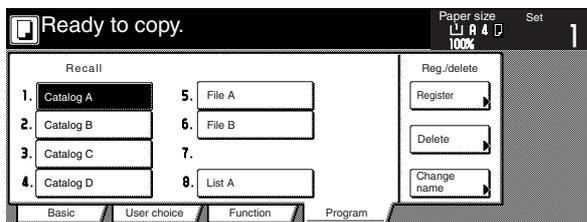
3 Set the originals to be copied and press the [Start] key. Copying will start using the settings that were registered under that program.

(3) Changing a registered program name

1 Touch the "Program" tab. The content of the "Program" tab will be displayed.

2 Touch the "Change name" key.

Inch specifications
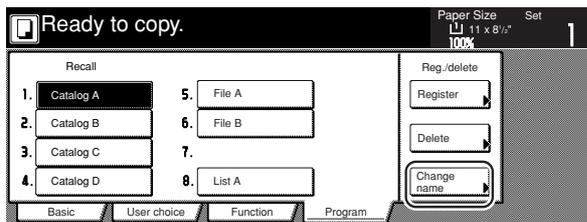
Metric specifications
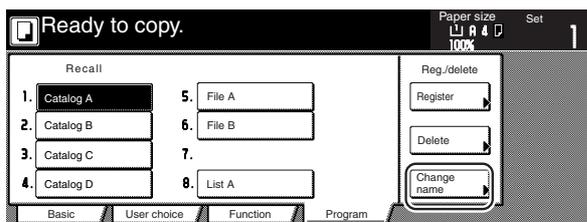
3 Touch the program key (1 – 8) for which you want to change the registered name.
The screen to register a name for that program will be displayed.

Inch specifications
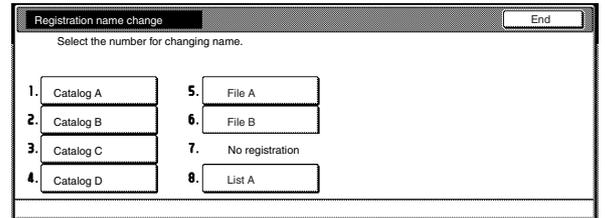
Metric specifications
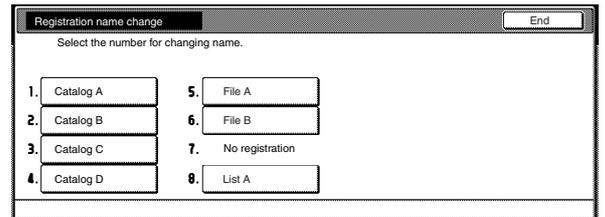
4 Once you have deleted the old name and entered the new one, press the "End" key.

Inch specifications
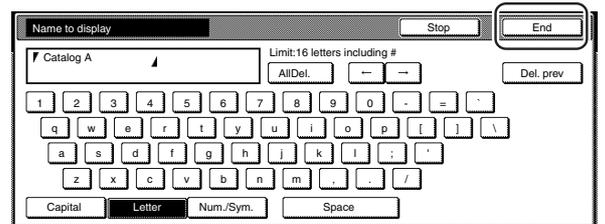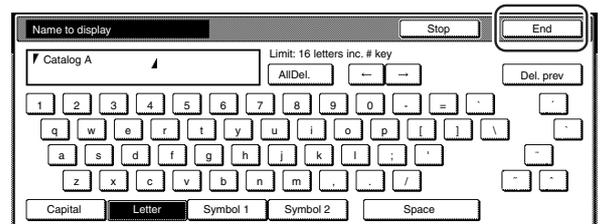
Metric specifications

NOTE

Refer to "11. Entering characters" on page 7-103 for information on entering characters.

---

5 Once "The set program is registered. Is it correct?" is displayed, check the entered name and, if it is correct, touch the "Yes" key.
The touch panel will return to the screen in step 2.

(4) Deleting a registered program

1 Touch the "Program" tab. The content of the "Program" tab will be displayed.

2 Touch the "Delete" key.

Inch specifications
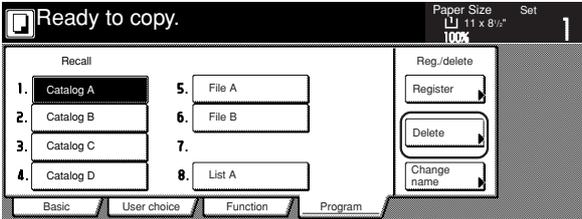
Metric specifications
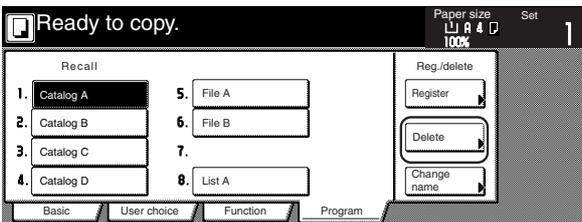
3 Touch the program key (1 – 8) that corresponds to the program that you want to delete.

Inch specifications
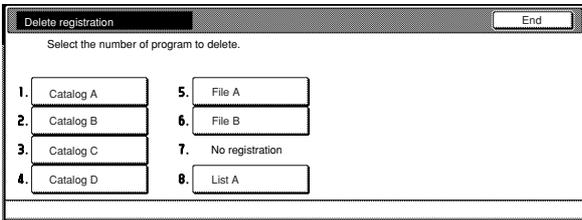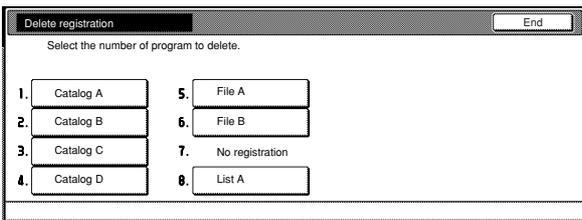
Metric specifications

4 Touch the "Yes" key or the "No" key, as appropriate.

Inch specifications
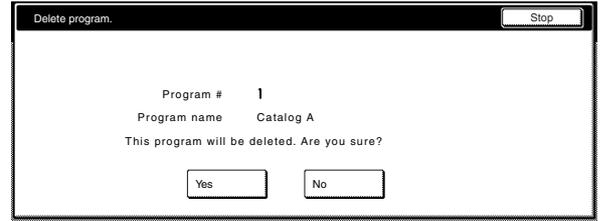
Metric specifications
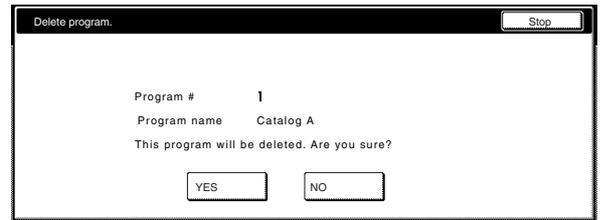
If you selected "Yes", the selected program will be deleted and the touch panel will return to the screen in step 2.
If you selected "No", the touch panel will return to the screen in step 3 without deleting the selected program.

25. Registration keys

You can register up to 3 functions and/or modes, from among those displayed in the "Function" tab, under the registration keys. The functions and modes in the "Basic" tab and the "User choice" tab can be registered under registration keys as well.

(1) Registering a function or mode under a function key

Perform the following procedure when you want to register a function or mode under a registration key.
To register a function or mode under a registration key, refer to the following sample procedure (which shows how to register the "4 in 1" combine/merge copy mode under a registration key).

IMPORTANT!

In order to register functions and/or modes under registration keys, you must first turn the setting ON under "Registration keys ON/OFF" on page 7-83.

1 Touch the "Function" tab. The content of the "Function" tab will be displayed.

2 Touch the "Combine" ["Merge copy"] key. The "Combine" ["Merge copy"] screen will be displayed.

Inch specifications
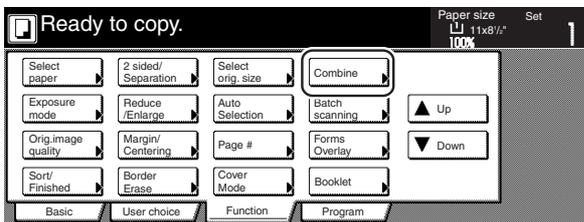
Metric specifications
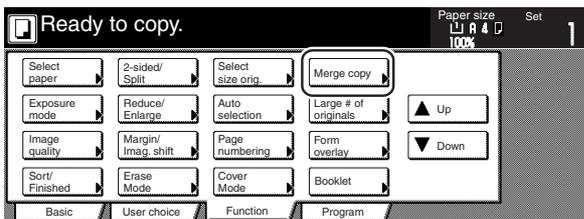
3 Touch the "4 in 1" key and then the "Register" key.

Inch specifications
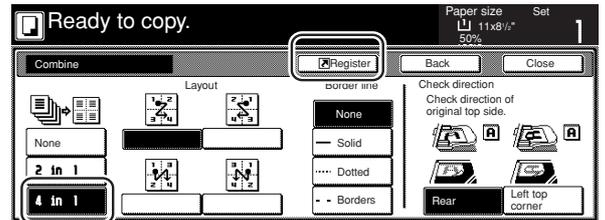
Metric specifications
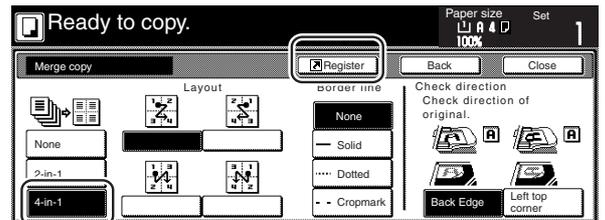
4 In the "Register" screen, touch the "Register" key once again. The screen to register functions and/or modes under registration keys will be displayed.
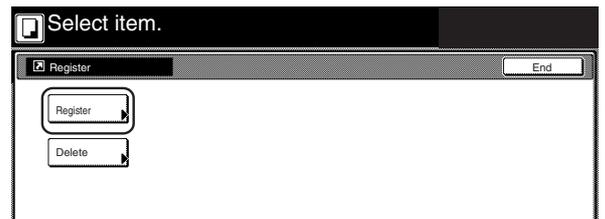
Inch specifications

Metric specifications

5 Touch the registration key under which you want to register the function. "Register this selecting mode. OK?" will be displayed.
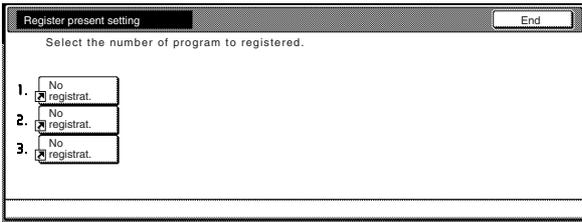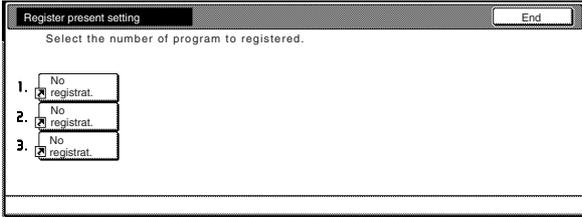
Inch specifications

```
Register present setting                              End
        Select the number of program to registered.

  1.  No
      registrat.
  2.  No
      registrat.
  3.  No
      registrat.
```

Metric specifications

```
Register present setting                              End
        Select the number of program to registered.

  1.  No
      registrat.
  2.  No
      registrat.
  3.  No
      registrat.
```

6 Touch the "Yes" key. The "Combine" ["Merge copy"] screen will be displayed again.

Inch specifications

```
Register this function.                               Stop



              Register No.   1
         Register this selecting mode. OK?

             Yes          No
```

Metric specifications

```
Register this function.                               Stop



              Register No.   1
         Register this selecting mode. OK?

             YES          NO
```
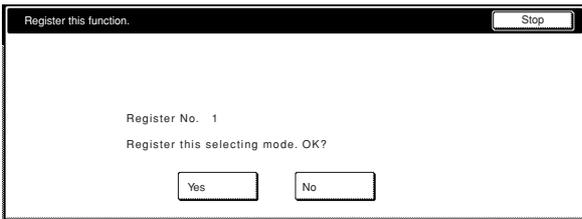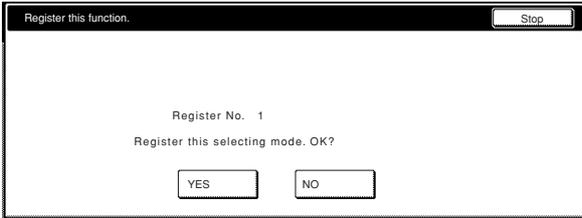
If, in the screen to register functions and/or modes under registration keys, you select a previously registered key, the following screen will be displayed.

Inch specifications

```
Register this function.                               Stop

     This number is already registered.


              Register No.   1

         Register this selecting mode. OK?

             Yes          No
```

Metric specifications

```
Register this function.                               Stop

     This number is already registered


              Register No.   1

         Register this selecting mode. OK?

             YES          NO
```
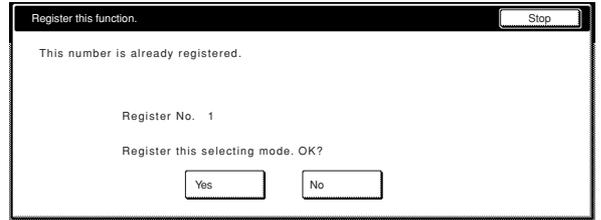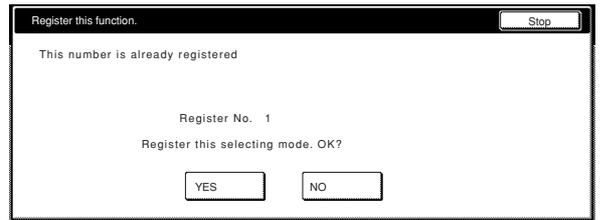
If you selected "Yes", the selected function will be registered under the registration key.
If you selected "No", the touch panel will return to the screen in step 5 without registering the selected function.

7 Touch the "Close" key. The "Combine" ["Merge copy"] key will now appear on the right side of the touch panel as a registration key.

Inch specifications

```
 Ready to copy.                    Paper size   Set
                                   8¹/₂x11"      1
                                   100%
 Select    2 sided/   Select
 paper     Separation orig. size   Combine               Combine
 Exposure  Reduce     Auto         Batch
 mode      /Enlarge   Selection    scanning      Up
 Orig.image Margin/   Page #       Forms
 quality   Centering               Overlay       Down
 Sort/     Border     Cover
 Finished  Erase      Mode         Booklet
    Basic     User choice   Function    Program
```

Metric specifications

```
 Ready to copy.                    Paper size   Set
                                   A4            1
                                   100%
 Select    2-sided/   Select
 paper     Split      size original  Merge copy          Merge copy
 Exposure  Reduce/    Auto         Large # of
 mode      Enlarge    selection    originals     Up
 Image     Margin/    Page         Form
 quality orig. Imag. shift numbering overlay     Down
 Sort/     Erase      Cover
 Finished  Mode       Mode         Booklet
    Basic     User choice   Function    Program
```

The functions and modes in the "Basic" tab and the "User choice" tab can be registered under registration keys as well. A "Register" key will be displayed in the screen for those function and modes which can be registered under the registration keys.

(2) Deleting a registration key

Perform the following procedure when you want to delete a registration key.

1 Touch the registration (to the right of the "Basic" tab) that you want to delete. (Example: "Combine" ["Merge copy"])

Inch specifications
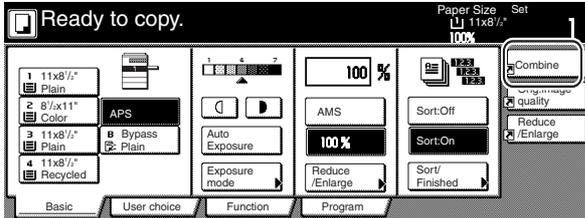
Metric specifications
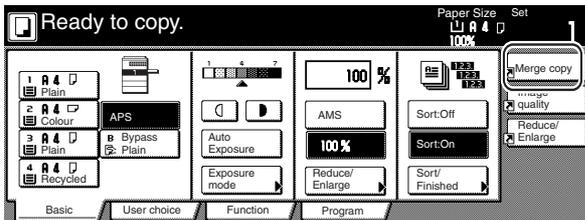
2 In the resulting screen for that function or mode (example: the "Combine" ["Merge copy"] screen), touch the "Register" key. The "Register" screen will be displayed.

Inch specifications
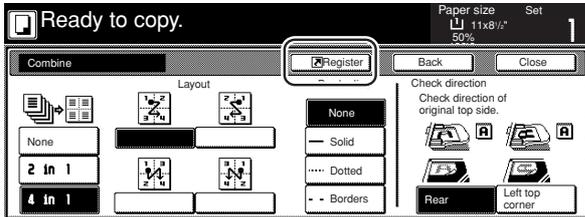
Metric specifications
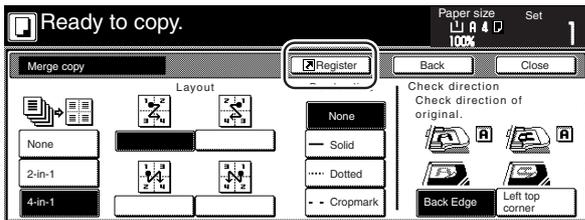
3 In the "Register" screen, touch the "Delete" key once again. The screen to delete registration keys will be displayed.

Inch specifications
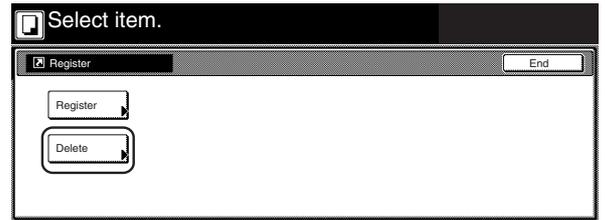
Metric specifications
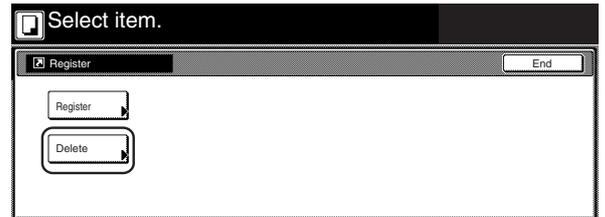
4 Touch the registration key (1 – 3) that corresponds to the program that you want to delete. "Are you sure you want to delete?" will be displayed.
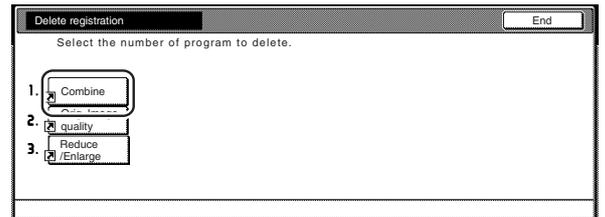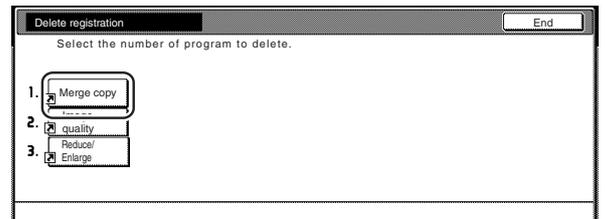
Inch specifications

Metric specifications

5-55

5 Touch the "Yes" key. The "Combine" ["Merge copy"] screen will be displayed again.

Inch specifications

```
Delete registration.                                    Stop

                    Register No.   1

        Are you sure you want to delete?

        Yes              No
```

Metric specifications

```
Delete registration.                                    Stop

                    Register No.   1

        Are you sure you want to delete?

        YES              NO
```
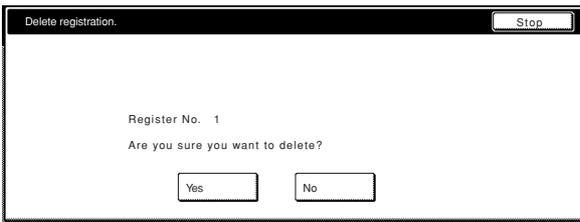
6 Touch the "Close" key. The "Combine" ["Merge copy"] key will be deleted from on the right side of the touch panel.

Inch specifications
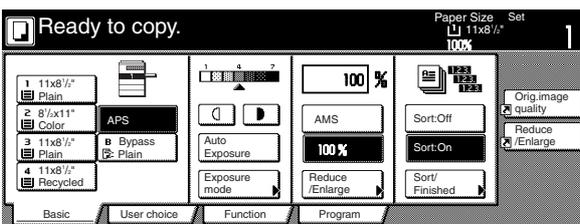
Metric specifications
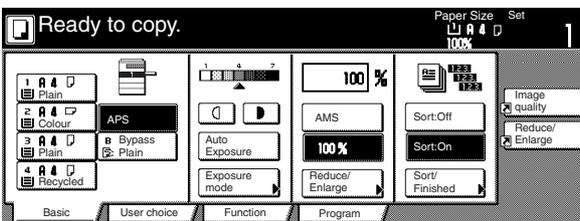
26. Easily add covers and insert sheets between various sets of originals in one operation [Job build mode]

The job build function enables you to scan different sets of originals into memory in separate steps and then copy them all at one time. Each set of scanned originals is then seen as one step in the copy process and you can select different copy modes for each step (enlarge/reduce, border erase, original type [2-sided originals, 1-sided originals or open-faced book originals]). You can choose to have a blank sheet of paper fed in between each set of originals, as well as have front and rear covers included for the full set, AND do this all during 2-sided copying!
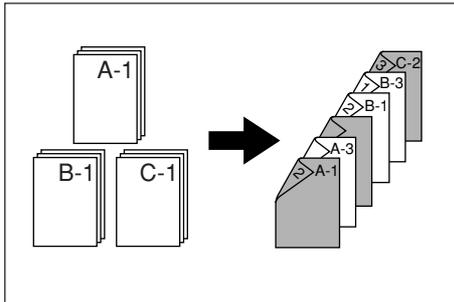
(1) Using the job build mode

The following procedure shows one way of using the job build mode and explains how to perform that operation under the situation indicated in the examples below.

[Example]
<Finished copies>
(The asterisk "*" in the illustration indicates the blank sheets.)

<Originals>
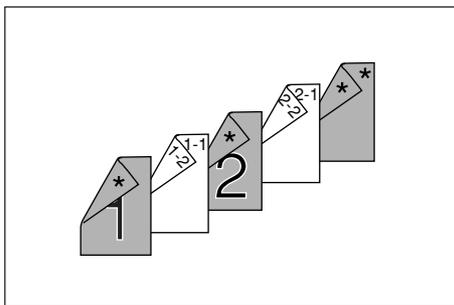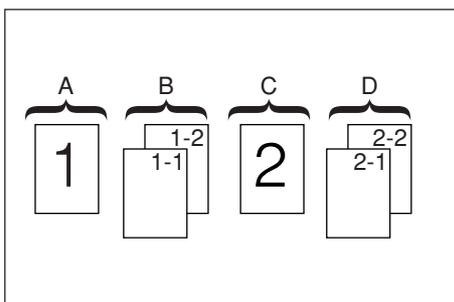
> **NOTE**
>
> This procedure will assume that the color paper to be used as the front cover and the middle insert (originals "A" and "C"), as well as for the back cover, will be set on the multi-bypass, and that there is plain copy paper loaded in drawer[cassette] No.1.

● Step 1: Accessing the "Job build" screen

1 Press the [Job build] key.
The "Job build" screen will be displayed.
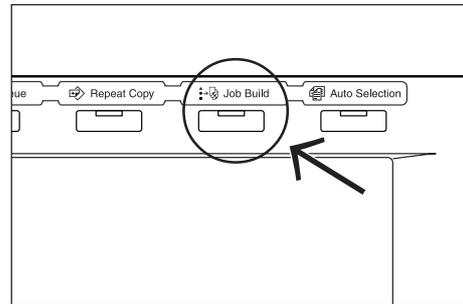
● Making the settings that apply to all steps
First, the settings for the 2-sided copy modes and the repeat copy mode must be made.

> **NOTES**
>
> • The repeat copy mode is used to enable you to make an additional number of copy sets later.
> • It is also possible to select other settings and functions, as desired, besides those given in the example procedure. (See "(2) Selecting the settings and functions" on page 5-62.)

2 Touch the "1 sided/2 sided" key.
The "1 sided/2 sided" screen will be displayed.

Inch specifications

Metric specifications

5-57
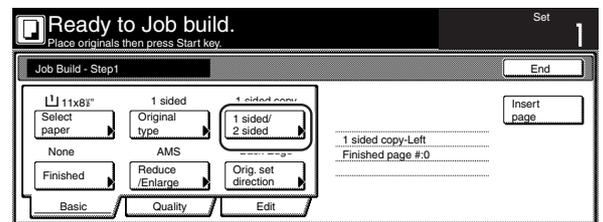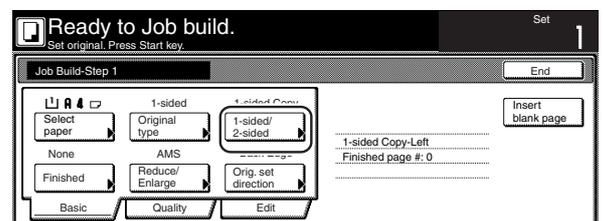
3 Touch the "2 sided copy" key and then touch the "Open from left" ["Left binding"] key. Finally, touch the "Close" key. The touch panel will return to the screen in step 2.

Inch specifications
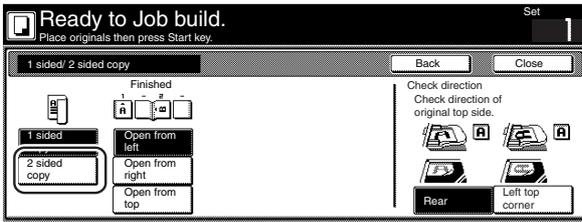
Metric specifications
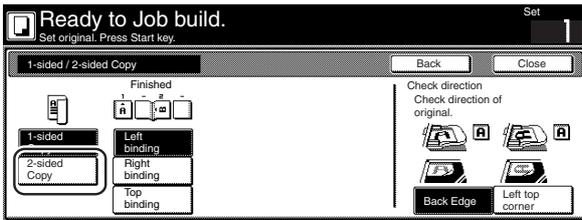
4 Touch the "Edit" key. Then, in the resulting screen, touch the "Modify Copy" key. The "Modify Copy" screen will be displayed.

Inch specifications
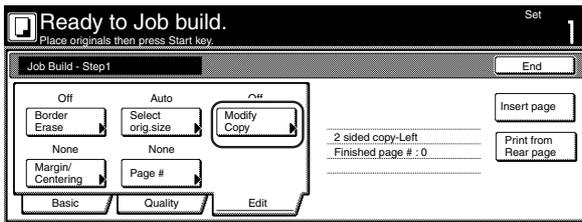
Metric specifications
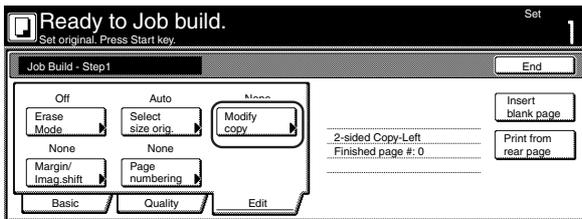
5 Touch the "On" key.
Touch the "Close" key. The touch panel will return to the screen in step 4.

Inch specifications
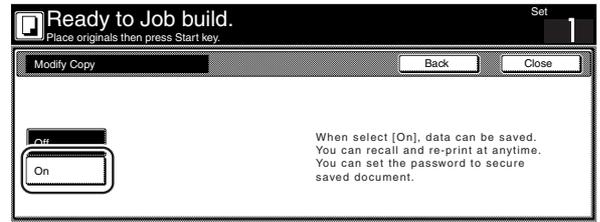
Metric specifications
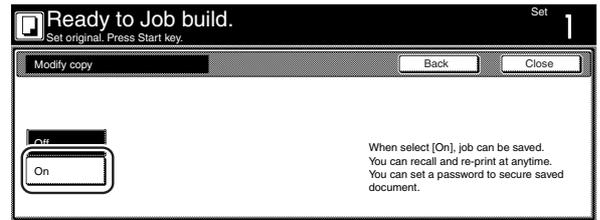
● Making the settings for the first original ("A" in the illustration on page 5-57.)
The multi-bypass is to be selected for color paper feed under the "Select paper" screen.

6 Touch the "Select paper" key. The "Select paper" screen will be displayed.

Inch specifications
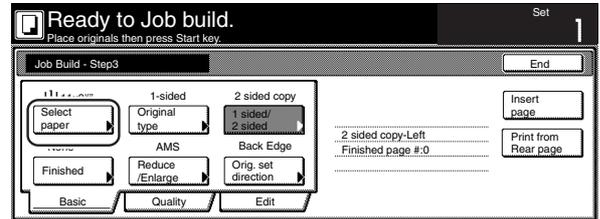
Metric specifications
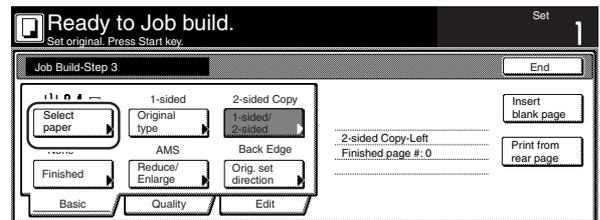
7 Touch the "Bypass" key.
Touch the "Close" key. The touch panel will return to the screen in step 6.

Inch specifications

Ready to Job build.
Place originals then press Start key.
Set
Select paper — Back — Close
1 11x8½" Plain
2 11x8½" Plain
3 11x8½" Color
B Bypass Plain
4 8½x14" Plain

Metric specifications

Ready to Job build.
Set original. Press Start key.
Set
Select paper — Back — Close
1 Plain
2 Plain
3 Colour
B Bypass Plain
4 Plain
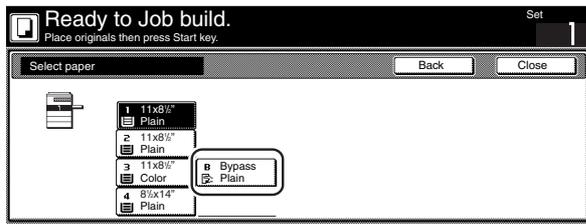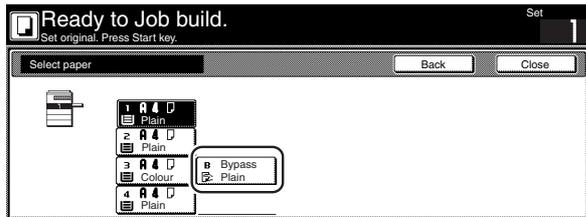
8 Set the first original ("A") to be copied. Press the [Start] key.
Scanning of the originals will start.

● Step 2: Leaving the back side of the first original ("A") blank

9 Touch the "Print from Front page" key.
Leaving the back side of the original blank will allow the next copy to start on the front side of the next page.

Inch specifications

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
Set
Job Build - Step2 — Cancel
11x8½"
Select paper | Original type | 1 sided | 2 sided copy: 1 sided/2 sided | Insert page
None | AMS | Back Edge
Finished | Reduce /Enlarge | Orig. set direction
2 sided copy-Left
Finished page #:1
Next copy page: Rear
Print from Front page
Basic | Quality | Edit | Scanning finished

Metric specifications

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
Set
Job Build- Step2 — Cancel
Select paper | Original type | 1-sided | 2-sided Copy: 1-sided/2-sided | Insert blank page
None | AMS | Back Edge
Finished | Reduce/Enlarge | Orig. set direction
2-sided Copy-Left
Finished page #: 1
Next copy page: Rear
Print from front page
Basic | Quality | Edit | Scanning finished

● Step 3: Making the settings for the second originals ("B" in the illustration on page 5-57.)
Drawer[Cassette] No.1 is to be selected for plain paper feed under the "Select paper" screen.

10 Touch the "Select paper" key. The "Select paper" screen will be displayed.

Inch specifications

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
Set
Job Build - Step3 — Cancel
Select paper | Original type | 1 sided | 2 sided copy: 1 sided/2 sided | Insert page
Finished | AMS Reduce /Enlarge | Back Edge Orig. set direction
2 sided copy-Left
Finished page #:2
Next copy page: Front
Print from Rear page
Basic | Quality | Edit | Scanning finished

Metric specifications

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
Set
Job Build - Step3 — Cancel
Select paper | Original type | 1-sided | 2-sided Copy: 1-sided/2-sided | Insert blank page
Finished | AMS Reduce/Enlarge | Back Edge Orig. set direction
2-sided Copy-Left
Finished page #: 2
Next copy page: Front
Print from rear page
Basic | Quality | Edit | Scanning finished

11 Touch the key that corresponds to drawer[cassette] No. 1.
Touch the "Close" key. The touch panel will return to the screen in step 10.

Inch specifications

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
Set
Select paper — Back — Close
1 11x8½" Plain
2 Plain
3 11x8½" Color
B Bypass Plain
4 8½x14" Plain

Metric specifications

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
Set
Select paper — Back — Close
1 Plain
2 Plain
3 Colour
B Bypass Plain
4 Plain
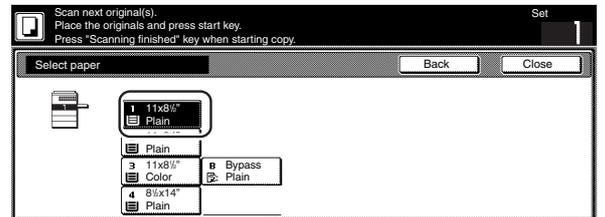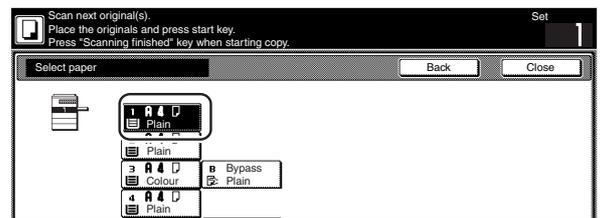
12 Set the second originals ("B") to be copied. Press the [Start] key.
Scanning of the originals will start.

● Step 4: Making the settings for the third original ("C" in the illustration on page 5-57.)

The multi-bypass is to be selected for color paper feed under the "Select paper" screen.

13 Touch the "Select paper" key. The "Select paper" screen will be displayed.

Inch specifications

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
Set

Job Build - Step4 | Cancel

11x8½" | 1 sided | 2 sided copy | Insert page
Select paper | Original type | 1 sided/ 2 sided
None | AMS | Back Edge | 2 sided copy-Left
Finished | Reduce /Enlarge | Orig. set direction | Finished page #:4 | Print from Rear page
Next copy page: Front
Basic | Quality | Edit | Scanning finished

Metric specifications

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
Set

Job Build- Step4 | Cancel

1-sided | 2-sided Copy | Insert blank page
Select paper | Original type | 1-sided/ 2-sided
None | AMS | Back Edge | 2-sided Copy-Left
Finished | Reduce/ Enlarge | Orig. set direction | Finished page #: 4 | Print from rear page
Next copy page: Front
Basic | Quality | Edit | Scanning finished

14 Touch the "Bypass" key.
Touch the "Close" key. The touch panel will return to the screen in step 13.

Inch specifications

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
Set

Select paper | Back | Close

1 | 11x8½" Plain
2 | 11x8½" Plain
3 | 11x8½" Color | B Bypass Plain
4 | 8½x14" Plain

Metric specifications

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
Set

Select paper | Back | Close

1 | Plain
2 | Plain
3 | Colour | B Bypass Plain
4 | Plain
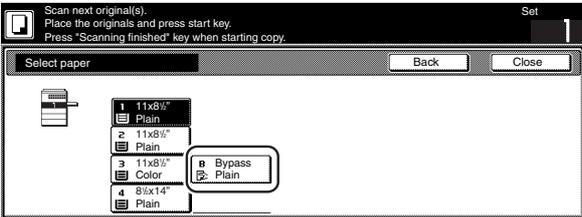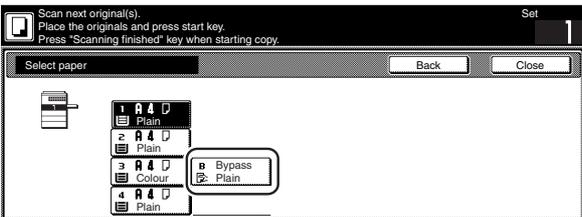
15 Set the third original ("C") to be copied. Press the [Start] key. Scanning of the original will start.

● Step 5: Leaving the back side of the third original ("C") blank

16 Touch the "Print from Front page" key.
Leaving the back side of the original blank will allow the next copy to start on the front side of the next page.

Inch specifications

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
Set

Job Build - Step5 | Cancel

11x8½" | 1 sided | 2 sided copy | Insert page
Select paper | Original type | 1 sided/ 2 sided
None | AMS | Back Edge | 2 sided copy-Left
Finished | Reduce /Enlarge | Orig. set direction | Finished page #:5 | Print from Front page
Next copy page: Rear
Basic | Quality | Edit | Scanning finished

Metric specifications

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
Set

Job Build - Step5 | Cancel

1-sided | 2-sided Copy | Insert blank page
Select paper | Original type | 1-sided/ 2-sided
None | AMS | Back Edge | 2-sided Copy-Left
Finished | Reduce/ Enlarge | Orig. set direction | Finished page #: 5 | Print from front page
Next copy page: Rear
Basic | Quality | Edit | Scanning finished

● Step 6: Making the settings for the fourth originals ("D" in the illustration on page 5-57.)

Drawer[Cassette] No.1 is to be selected for plain paper feed under the "Select paper" screen.

17 Touch the "Select paper" key. The "Select paper" screen will be displayed.

Inch specifications

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
Set

Job Build - Step6 | Cancel

11x8½" | 1 sided | 2 sided copy | Insert page
Select paper | Original type | 1 sided/ 2 sided
None | AMS | Back Edge | 2 sided copy-Left
Finished | Reduce /Enlarge | Orig. set direction | Finished page #:6 | Print from Rear page
Next copy page: Front
Basic | Quality | Edit | Scanning finished

Metric specifications

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
Set

Job Build - Step6 | Cancel

1-sided | 2-sided Copy | Insert blank page
Select paper | Original type | 1-sided/ 2-sided
None | AMS | Back Edge | 2-sided Copy-Left
Finished | Reduce/ Enlarge | Orig. set direction | Finished page #: 6 | Print from rear page
Next copy page: Front
Basic | Quality | Edit | Scanning finished

18 Touch the key that corresponds to drawer[cassette] No. 1.
Touch the "Close" key. The touch panel will return to the screen in step 17.

Inch specifications
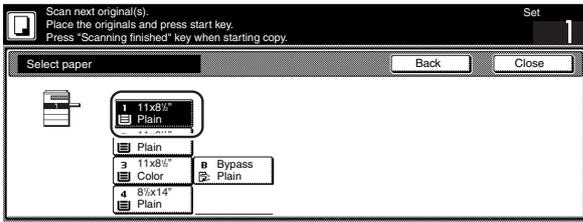
Metric specifications
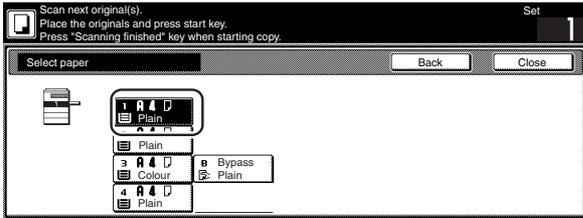
19 Set the fourth originals ("D") to be copied. Press the [Start] key.
Scanning of the originals will start.

● Step 7: Making the settings for a blank rear cover
The multi-bypass is to be selected for color paper feed under the "Select paper" screen.

20 Touch the "Select paper" key. The "Select paper" screen will be displayed.

Inch specifications
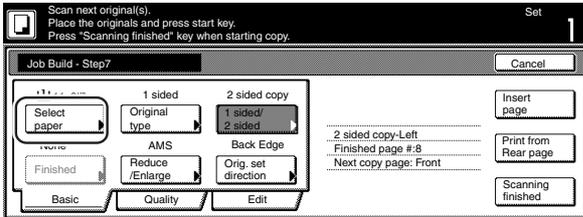
Metric specifications
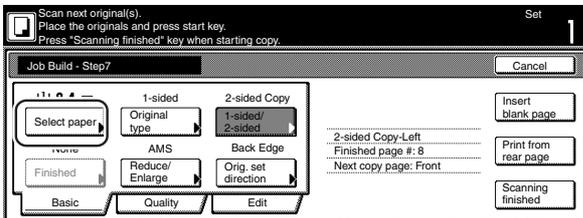
21 Touch the "Bypass" key.
Touch the "Close" key. The touch panel will return to the screen in step 20.

Inch specifications
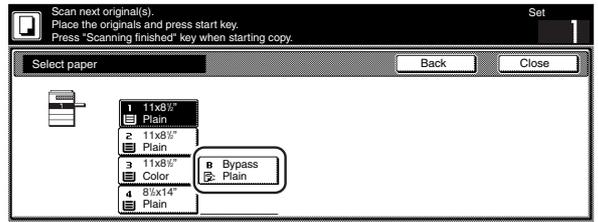
Metric specifications
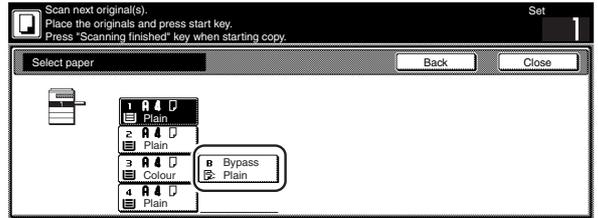
22 Touch the "Insert page" ["Insert blank page"] key.

Inch specifications
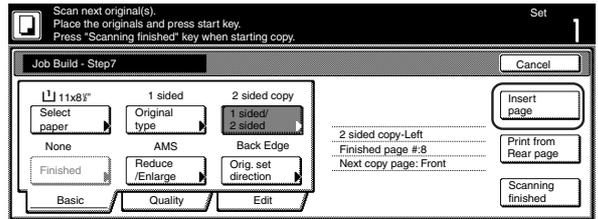
Metric specifications
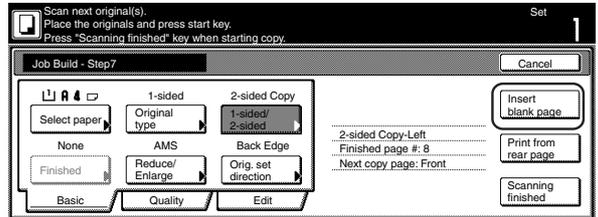
23 The job build set-up procedure is complete. Touch the "Scanning finished" key. Copying will start.

Inch specifications
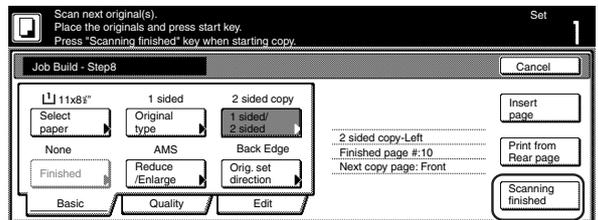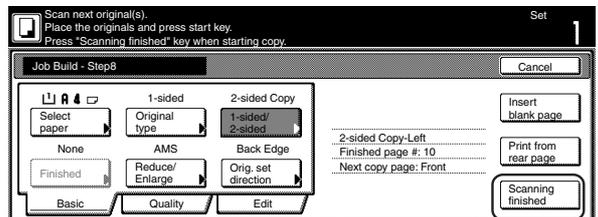
Metric specifications

24 If there are no problems with the copy set you made, then you can use the repeat copy mode to make any additional number of copy sets as desired (see "(2) Printing out with the repeat copy mode" on page 5-43).

(2) Selecting the settings and functions

① Selecting the paper
This procedure selects the size of the copy paper.

1 With the content of the "Basic" tab displayed, touch the "Select paper" key. The "Select paper" screen will be displayed.

Inch specifications
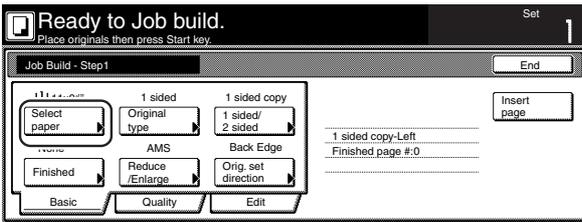
Metric specifications
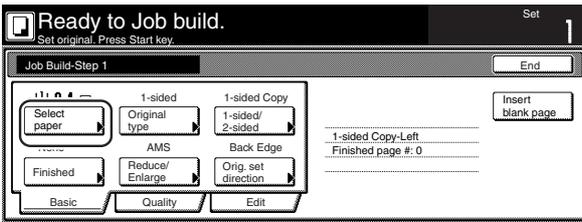
2 Touch the key that corresponds to the drawer[cassette] which contains the desired size of copy paper, and then touch the "Close" key. The touch panel will return to the screen in step 1.

Inch specifications
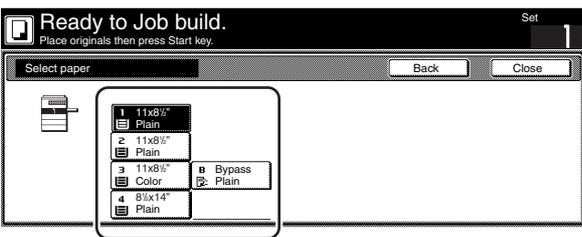
Metric specifications
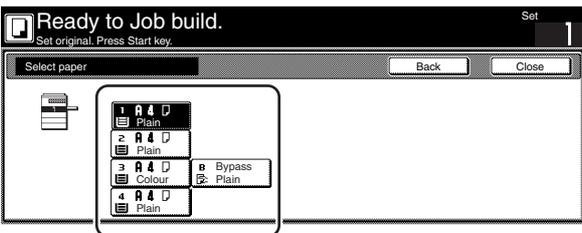
② Specifying the type of originals
This procedure specifies the type of originals being copied between 1-sided, 2-sided and open-faced.

1 With the content of the "Basic" tab displayed, touch the "Original type" key. The "Original type" screen will be displayed.

Inch specifications
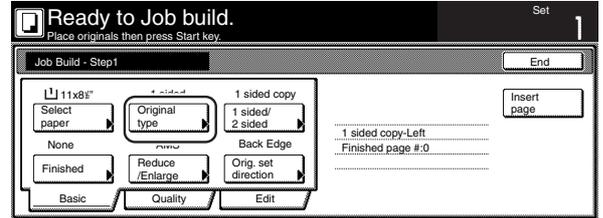
Metric specifications
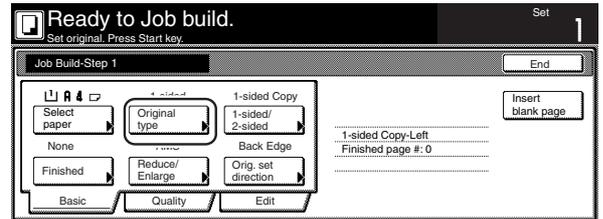
2 Select between "1 sided", "2 sided" and "Book", in accordance with the originals being copied.

Inch specifications
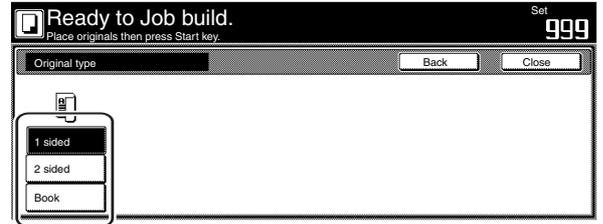
Metric specifications
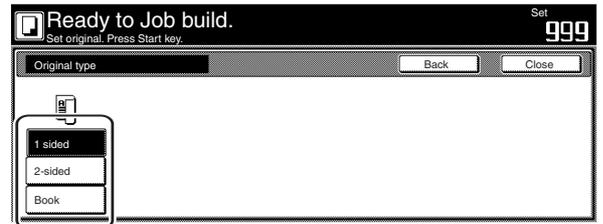
NOTES

• If you selected "1 sided", verify the direction in which the originals were set.
• If you selected "2 sided", specify the binding direction of the originals and then verify the direction in which the originals were set.
• If you selected "Book", specify the binding direction of the originals.

3 Touch the "Close" key. The touch panel will return to the screen in step 1.

③ Selecting between 1-sided or 2-sided copies
This procedure selects the type of finished copies to be made between 1-sided and 2-sided.

1 With the content of the "Basic" tab displayed, touch the "1 sided/2 sided" key. The "1 sided/2 sided" screen will be displayed.

Inch specifications
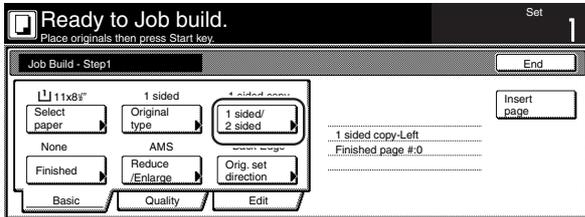
Metric specifications
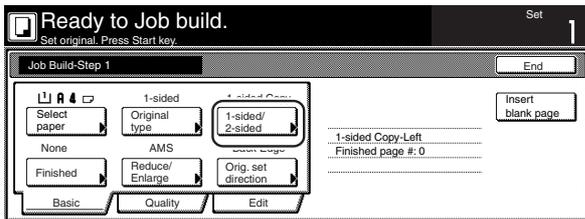
NOTE

The setting in regard to making either 1-sided or 2-sided copies can only be made in the first step of the job build mode and will apply to all steps in the copy job.

---

2 Touch the "1 sided" key or the "2 sided" key, as appropriate, and then select the binding direction you want for the finished copies.
Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

Inch specifications

Metric specifications

IMPORTANT!

If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

---
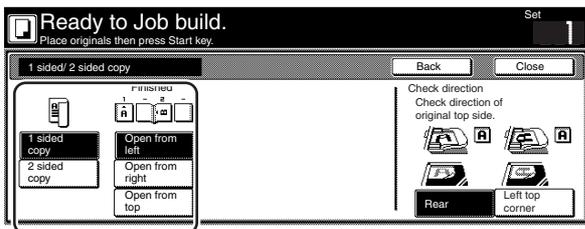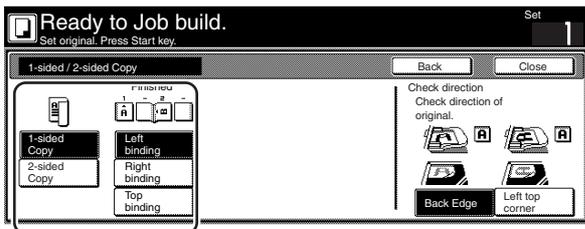
3 Touch the "Close" key. The touch panel will return to the screen in step 1.

---

④ Selecting how to finished up the copy sets
If the optional Document Finisher is installed on your copier, this procedure lets you select whether to staple or hole punch the finished copy sets.

1 With the content of the "Basic" tab displayed, touch the "Finished" key. The "Finished" screen will be displayed.

Inch specifications
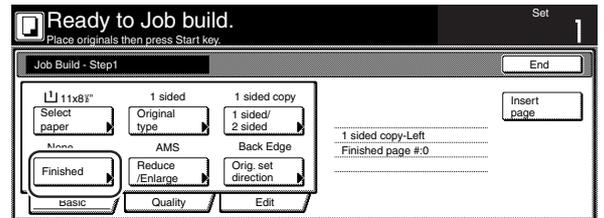
Metric specifications
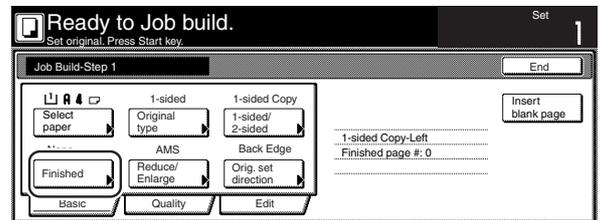
NOTE

The setting in regard to how the copy sets will be finished can only be made in the first step of the job build mode and will apply to all steps in the copy job.

---

2 Select how you want the copy sets to be finished by touching the "Staple mode" key, the "Saddle Stitch" ["Center Staple"] key or the "Punch mode" key, as appropriate.
Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

Inch specifications
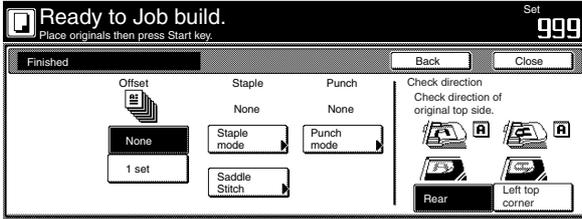
Metric specifications
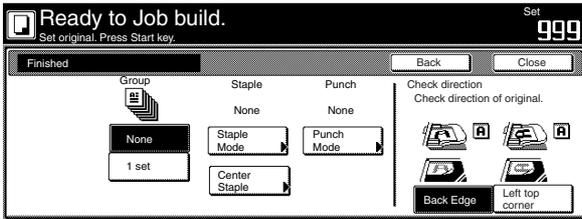
IMPORTANT!

If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

3 Touch the "Close" key. The touch panel will return to the screen in step 1.

⑤ Making copies at an enlarged or reduced magnification ratio
This procedure selects the magnification ratio of the finished copies.

1 With the content of the "Basic" tab displayed, touch the "Reduce/Enlarge" key. The "Reduce/Enlarge" screen will be displayed.

Inch specifications
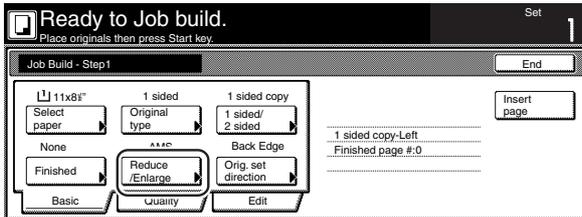
Metric specifications
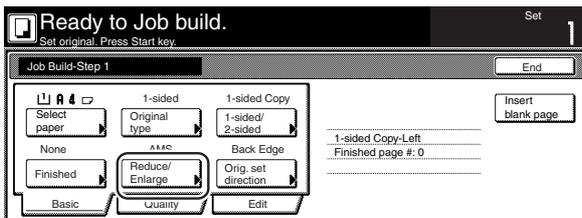
2 Select the desired magnification ratio.
If you want to have the copy magnification ratio selected automatically, touch the "AMS" key.
If you want to manually set the magnification ratio, touch the "# keys" ["#-Keys"] key and then enter the desired ratio with the keypad, or touch the "+" key or the "-" key to change the displayed magnification ratio to the desired setting in 1% increments.
You can also select the magnification ratio by touching the preset zoom ratio keys at the right that corresponds to the desired ratio.

Inch specifications
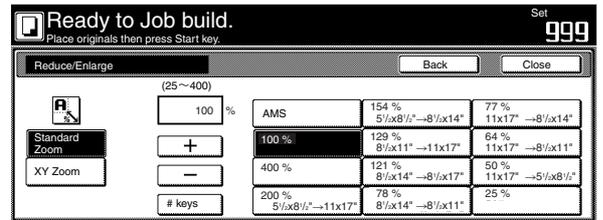
Metric specifications
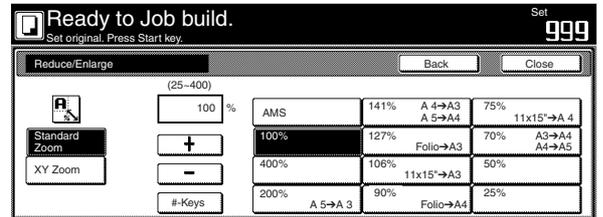
Metric specifications (Asia Pacific)
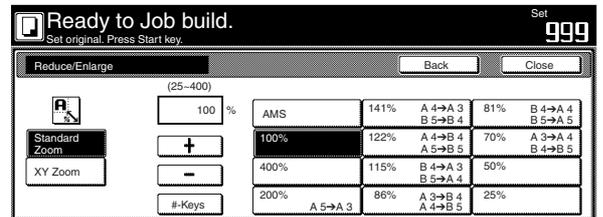
3 Touch the "Close" key. The touch panel will return to the screen in step 1.

⑥ Specifying the direction that the originals were set
This procedure specifies the direction of the set originals.

1 With the content of the "Basic" tab displayed, touch the "Orig.set direction" key. The "Orig.set direction" screen will be displayed.

Inch specifications
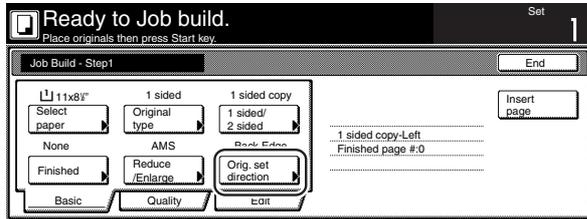
Metric specifications
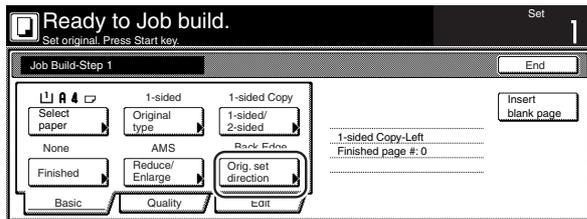
2 Touch the "Rear" ["Back Edge"] key or the "Left top corner" key, as appropriate, according to the direction of the originals.
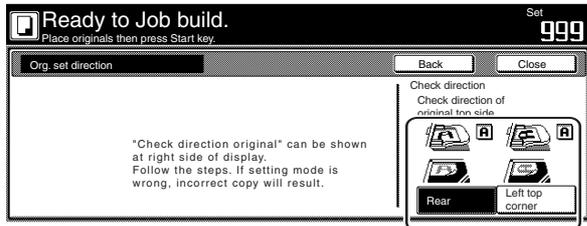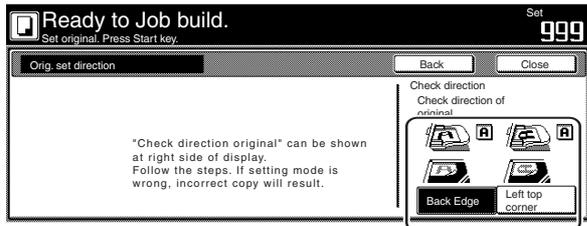
Inch specifications

Metric specifications

IMPORTANT!

If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

3 Touch the "Close" key. The touch panel will return to the screen in step 1.

---

⑦ Setting the scanning density
This procedure sets the copy exposure for the finished copies.

1 Touch the "Quality" key. Then, in the resulting screen, touch the "Exposure mode" key. The "Exposure mode" screen will be displayed.

Inch specifications
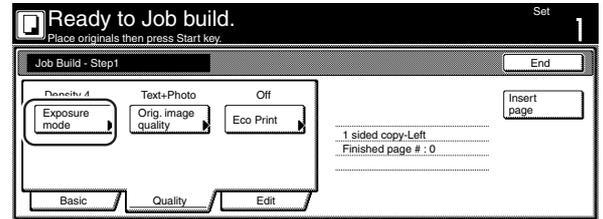
Metric specifications
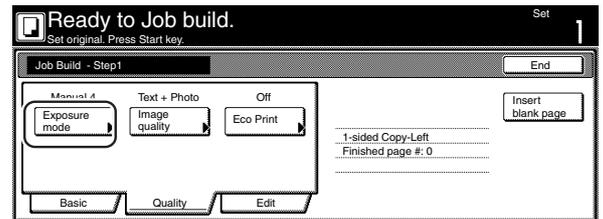
2 If you want to have the copy exposure selected automatically, touch the "Auto" key.
If you want to manually set the exposure, touch the "Manual" key and then touch the "Lighter" key or the "Darker" key to move the cursor on the exposure scale and adjust the exposure as desired.
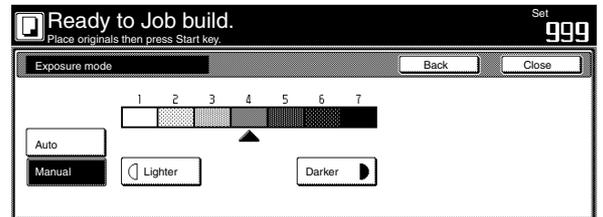
Inch specifications

Metric specifications
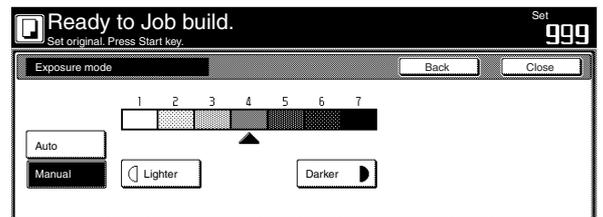
3 Touch the "Close" key. The touch panel will return to the screen in step 1.

⑧ Setting the image quality
This procedure sets the image quality according to the type of originals being copied.

1 Touch the "Quality" key. Then, in the resulting screen, touch the "Orig. image quality" key. The "Orig. image quality" screen will be displayed.

Inch specifications
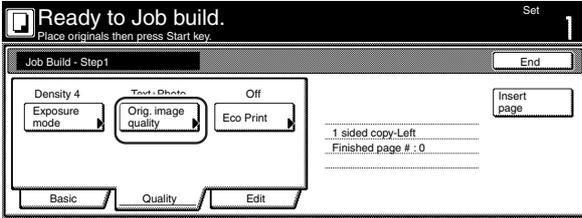
Metric specifications
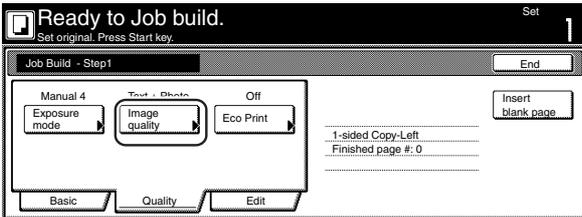
2 Select the image quality mode by touching the "Manual" key and then touching the "Text+Photo" key, the "Photo" key or the "Text" key, as appropriate.
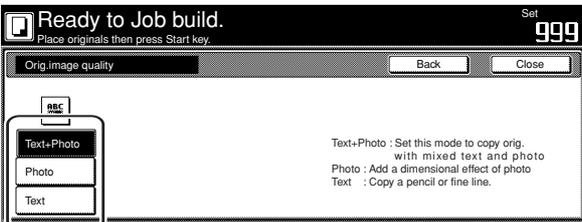
Inch specifications

Metric specifications
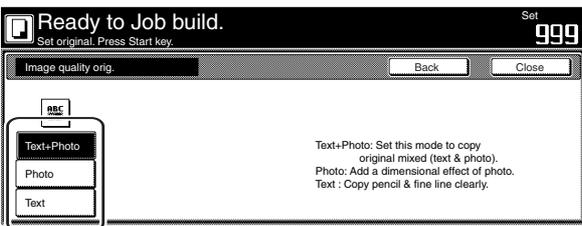
3 Touch the "Close" key. The touch panel will return to the screen in step 1.

⑨ Turning the eco print mode ON
This procedure allows you to turn the eco print mode ON in order to save on toner use.

1 Touch the "Quality" key. Then, in the resulting screen, touch the "Eco Print" key. The "Eco Print" screen will be displayed.

Inch specifications
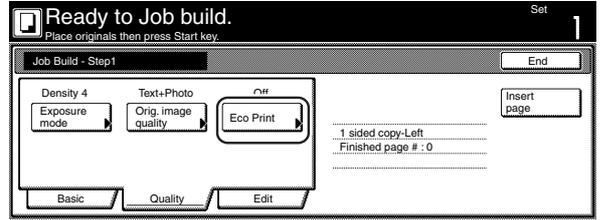
Metric specifications
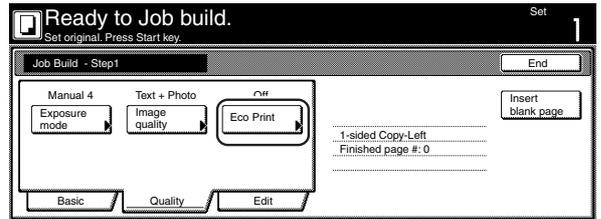
NOTE

The setting in regard to whether or not to use the eco print mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

2 Touch the "On" key to turn the eco print mode ON.

Inch specifications
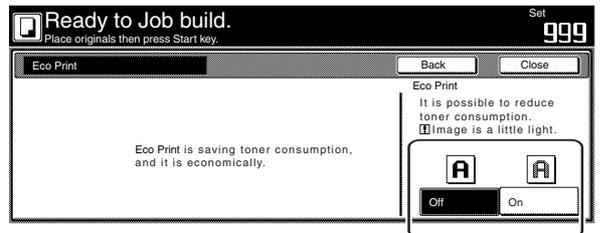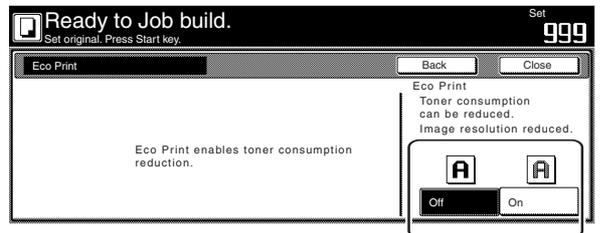
Metric specifications

3 Touch the "Close" key. The touch panel will return to the screen in step 1.

⑩ Selecting the sheet erase mode
This procedure selects the sheet erase mode in order to erase the shadows, lines, etc., that can occur around the edges of copies.

1 Touch the "Edit" key. Then, in the resulting screen, touch the "Border Erase" ["Erase Mode"] key. The "Border Erase" ["Erase Mode"] screen will be displayed.

Inch specifications

```
┌─────────────────────────────────────────────────────────┐
│ 📄 Ready to Job build.                          Set   1  │
│    Place originals then press Start key.                  │
│  ┌─────────────────────────────────────────┐  ┌───────┐  │
│  │ Job Build - Step1                        │  │  End  │  │
│  │  Off      Auto      Off                  │ ┌─────────┐│
│  │ ┌─────┐ ┌──────┐ ┌──────┐               │ │Insert   ││
│  │ │Border│ │Select│ │Modify│               │ │page     ││
│  │ │Erase │ │orig. │ │Copy  │   2 sided copy-Left │──────││
│  │ └─────┘ │size  │ └──────┘   Finished page # : 0│Print from││
│  │  None    None                            │ │Rear page││
│  │ ┌──────┐ ┌──────┐                        │ └─────────┘│
│  │ │Margin│ │Page #│                        │            │
│  │ │Cent. │ └──────┘                        │            │
│  │ └──────┘                                 │            │
│  │ ┌─────┐ ┌──────┐      ┌─────┐            │            │
│  │ │Basic│ │Quality│     │Edit │            │            │
│  └─────────────────────────────────────────┘            │
└─────────────────────────────────────────────────────────┘
```

Metric specifications

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┌─────────────────────────────────────────────────────────┐
│ 📄 Ready to Job build.                          Set   1  │
│    Set original. Press Start key.                         │
│  ┌─────────────────────────────────────────┐  ┌───────┐  │
│  │ Job Build - Step1                        │  │  End  │  │
│  │  Off      Auto      None                 │ ┌─────────┐│
│  │ ┌─────┐ ┌──────┐ ┌──────┐               │ │Insert   ││
│  │ │Erase│ │Select│ │Modify│               │ │blank page││
│  │ │Mode │ │size  │ │copy  │  2-sided Copy-Left│──────││
│  │ └─────┘ │orig. │ └──────┘  Finished page #: 0│Print from││
│  │  None    None                            │ │rear page││
│  │ ┌──────┐ ┌──────┐                        │ └─────────┘│
│  │ │Margin│ │Page  │                        │            │
│  │ │Imag. │ │number│                        │            │
│  │ │shift │ │ing   │                        │            │
│  │ └──────┘ └──────┘                        │            │
│  │ ┌─────┐ ┌──────┐      ┌─────┐            │            │
│  │ │Basic│ │Quality│     │Edit │            │            │
│  └─────────────────────────────────────────┘            │
└─────────────────────────────────────────────────────────┘
```

2 Touch the "Sheet Erase" ["Border erase"] key and then set the desired border width.

Inch specifications
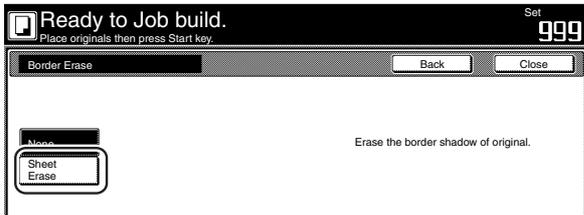
```
┌─────────────────────────────────────────────────────────┐
│ 📄 Ready to Job build.                        Set  999   │
│    Place originals then press Start key.                  │
│  ┌──────────────────────┐       ┌──────┐  ┌───────┐      │
│  │ Border Erase         │       │ Back │  │ Close │      │
│  └──────────────────────┘       └──────┘  └───────┘      │
│                                                           │
│  ┌──────┐                                                 │
│  │ None │        Erase the border shadow of original.    │
│  ┌──────┐                                                 │
│  │Sheet │                                                 │
│  │Erase │                                                 │
│  └──────┘                                                 │
└─────────────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────────────┐
│ 📄 Ready to Job build.                        Set  999   │
│    Set original. Press Start key.                         │
│  ┌──────────────────────┐       ┌──────┐  ┌───────┐      │
│  │ Erase Mode           │       │ Back │  │ Close │      │
│  └──────────────────────┘       └──────┘  └───────┘      │
│                                                           │
│  ┌──────┐                                                 │
│  │ None │        Erase edge of original copy.            │
│  ┌──────┐                                                 │
│  │Border│                                                 │
│  │erase │                                                 │
│  └──────┘                                                 │
└─────────────────────────────────────────────────────────┘
```
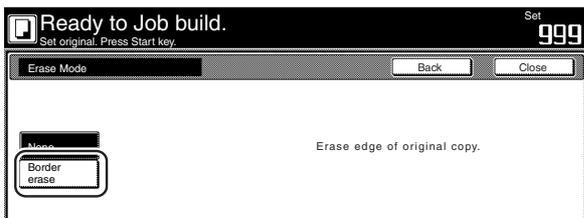
3 Touch the "Close" key. The touch panel will return to the screen in step 1.

⑪ Manually selecting the size of the originals
This procedure allow you to select the size of the originals manually using the touch panel.

1 Touch the "Edit" key. Then, in the resulting screen, touch the "Select orig. size" ["Select size orig."] key. The "Select original size" ["Select size original"] screen will be displayed.

Inch specifications

```
┌─────────────────────────────────────────────────────────┐
│ 📄 Ready to Job build.                          Set   1  │
│    Place originals then press Start key.                  │
│  ┌─────────────────────────────────────────┐  ┌───────┐  │
│  │ Job Build - Step1                        │  │  End  │  │
│  │  Off      Auto      Off                  │ ┌─────────┐│
│  │ ┌─────┐ ┌──────┐ ┌──────┐               │ │Insert   ││
│  │ │Border│ │Select│ │Modify│               │ │page     ││
│  │ │Erase │ │orig. │ │Copy  │  2 sided copy-Left│──────││
│  │ └─────┘ │size  │ └──────┘  Finished page # : 0│Print from││
│  │  None    None                            │ │Rear page││
│  │ ┌──────┐ ┌──────┐                        │ └─────────┘│
│  │ │Margin│ │Page #│                        │            │
│  │ │Cent. │ └──────┘                        │            │
│  │ └──────┘                                 │            │
│  │ ┌─────┐ ┌──────┐      ┌─────┐            │            │
│  │ │Basic│ │Quality│     │Edit │            │            │
│  └─────────────────────────────────────────┘            │
└─────────────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────────────┐
│ 📄 Ready to Job build.                          Set   1  │
│    Set original. Press Start key.                         │
│  ┌─────────────────────────────────────────┐  ┌───────┐  │
│  │ Job Build - Step1                        │  │  End  │  │
│  │  Off      Auto      None                 │ ┌─────────┐│
│  │ ┌─────┐ ┌──────┐ ┌──────┐               │ │Insert   ││
│  │ │Erase│ │Select│ │Modify│               │ │blank page││
│  │ │Mode │ │size  │ │copy  │  2-sided Copy-Left│──────││
│  │ └─────┘ │orig. │ └──────┘  Finished page #: 0│Print from││
│  │  None    None                            │ │rear page││
│  │ ┌──────┐ ┌──────┐                        │ └─────────┘│
│  │ │Margin│ │Page  │                        │            │
│  │ │Imag. │ │number│                        │            │
│  │ │shift │ │ing   │                        │            │
│  │ └──────┘ └──────┘                        │            │
│  │ ┌─────┐ ┌──────┐      ┌─────┐            │            │
│  │ │Basic│ │Quality│     │Edit │            │            │
│  └─────────────────────────────────────────┘            │
└─────────────────────────────────────────────────────────┘
```
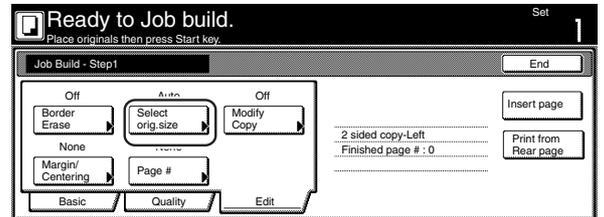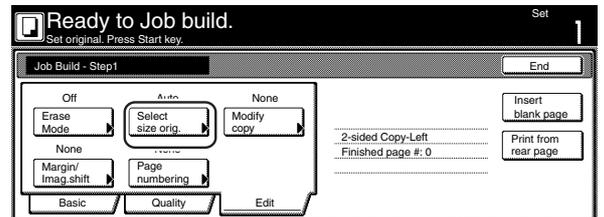
2 If you want the size of the originals to be detected automatically, touch the "Auto" key. If you want to select a standard original size, touch the key that corresponds to the desired size.
If you want to select another standard original size, touch the "Other stand. Size" ["Others stand. Size"] key and select the desired size.
If you want to select the dimensions of the originals manually, touch the "Input size" key and then set the corresponding dimensions.

Inch specifications
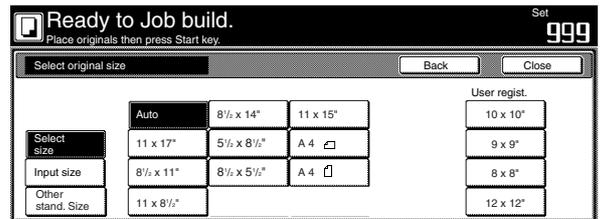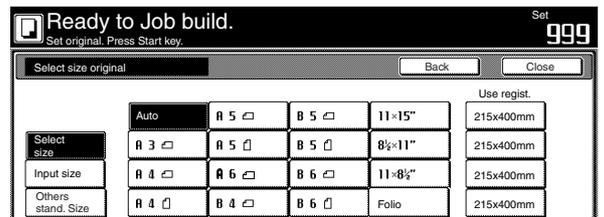
```
┌─────────────────────────────────────────────────────────┐
│ 📄 Ready to Job build.                        Set  999   │
│    Place originals then press Start key.                  │
│  ┌──────────────────────┐       ┌──────┐  ┌───────┐      │
│  │ Select original size │       │ Back │  │ Close │      │
│  └──────────────────────┘       └──────┘  └───────┘      │
│                                          User regist.     │
│ ┌──────┐ ┌──────┐ ┌────────┐ ┌───────┐ ┌────────┐        │
│ │Select│ │ Auto │ │8½ x 14"│ │11 x 15"│ │10 x 10"│       │
│ │size  │ └──────┘ └────────┘ └───────┘ └────────┘        │
│ ├──────┤ ┌───────┐ ┌─────────┐ ┌─────┐ ┌───────┐         │
│ │Input │ │11 x 17"│ │5½ x 8½"│ │ A 4 │ │9 x 9"│          │
│ │size  │ └───────┘ └─────────┘ └─────┘ └───────┘         │
│ ├──────┤ ┌────────┐ ┌────────┐ ┌─────┐ ┌───────┐         │
│ │Other │ │8½ x 11"│ │8½ x 5½"│ │ A 4 │ │8 x 8"│          │
│ │stand.│ └────────┘ └────────┘ └─────┘ └───────┘         │
│ │Size  │ ┌────────┐              ┌────────┐              │
│ └──────┘ │11 x 8½"│              │12 x 12"│              │
│          └────────┘              └────────┘              │
└─────────────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────────────┐
│ 📄 Ready to Job build.                        Set  999   │
│    Set original. Press Start key.                         │
│  ┌──────────────────────┐       ┌──────┐  ┌───────┐      │
│  │ Select size original │       │ Back │  │ Close │      │
│  └──────────────────────┘       └──────┘  └───────┘      │
│                                          Use regist.      │
│ ┌──────┐ ┌──────┐ ┌─────┐ ┌─────┐ ┌──────┐ ┌──────────┐  │
│ │Select│ │ Auto │ │ A 5 │ │ B 5 │ │11×15"│ │215x400mm│  │
│ │size  │ └──────┘ └─────┘ └─────┘ └──────┘ └──────────┘  │
│ ├──────┤ ┌─────┐ ┌─────┐ ┌─────┐ ┌──────┐ ┌──────────┐   │
│ │Input │ │ A 3 │ │ A 5 │ │ B 5 │ │8½×11"│ │215x400mm│   │
│ │size  │ └─────┘ └─────┘ └─────┘ └──────┘ └──────────┘   │
│ ├──────┤ ┌─────┐ ┌─────┐ ┌─────┐ ┌──────┐ ┌──────────┐   │
│ │Others│ │ A 4 │ │ A 6 │ │ B 6 │ │11×8½"│ │215x400mm│   │
│ │stand.│ └─────┘ └─────┘ └─────┘ └──────┘ └──────────┘   │
│ │Size  │ ┌─────┐ ┌─────┐ ┌─────┐ ┌──────┐ ┌──────────┐   │
│ └──────┘ │ A 4 │ │ B 4 │ │ B 6 │ │Folio │ │215x400mm│   │
│          └─────┘ └─────┘ └─────┘ └──────┘ └──────────┘   │
└─────────────────────────────────────────────────────────┘
```

3 Touch the "Close" key. The touch panel will return to the screen in step 1.

⑫ Selecting the repeat copy mode

This procedure allow you to select the repeat copy mode so that you can make any necessary number of additional copies later.

1 Touch the "Edit" key. Then, in the resulting screen, touch the "Modify Copy" key. The "Modify Copy" screen will be displayed.

Inch specifications

Metric specifications

NOTES

• To make additional copies with the repeat copy mode, refer to "(2) Printing out with the repeat copy mode" on page 5-43.
• The setting in regard to whether or not to use the repeat copy mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

---

2 Touch the "On" key to select the repeat copy mode.

Inch specifications

Metric specifications

3 Touch the "Close" key. The touch panel will return to the screen in step 1.

---
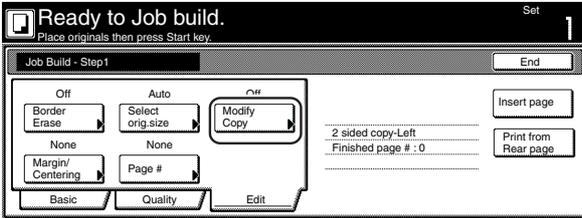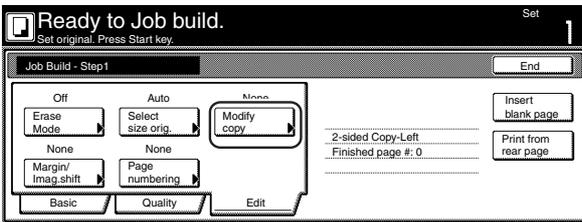
⑬ Selecting the margin mode or the centering/image shift mode

This procedure selects the margin mode or the centering/image shift mode in order to create a margin space or center the copy image.

1 Touch the "Edit" key. Then, in the resulting screen, touch the "Margin/Centering" ["Margin/Imag. shift"] key. The "Margin/ Centering" ["Margin/Imag. shift"] screen will be displayed.

Inch specifications

Metric specifications

NOTE

The setting in regard to the margin mode or the centering/image shift mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

---

2 Touch the "Margin" key or the "Centering" ["Imag.shift"] key, as appropriate.
For more detailed information on these two settings, refer to the explanation for the margin mode on page 5-6 or the centering/image shift mode on page 5-8, as appropriate.

Inch specifications
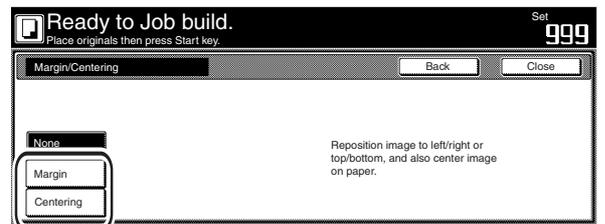
Metric specifications
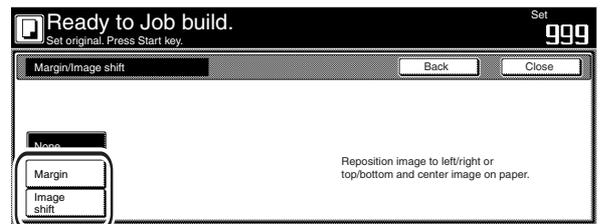
3 Touch the "Close" key. The touch panel will return to the screen in step 1.

⑭ Selecting the print page numbers mode
This procedure selects the print page numbers mode in order to have
page numbers printed on the corresponding copies.

1 Touch the "Edit" key. Then, in the resulting screen, touch the
"Page #" ["Page numbering"] key. The "Page #" ["Page
numbering"] screen will be displayed.

Inch specifications
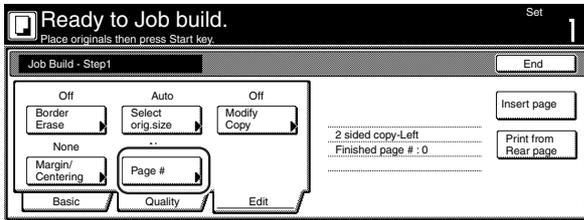
Metric specifications
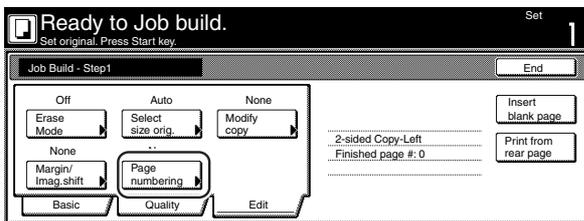
NOTE

The setting in regard to the print page numbers mode can only be
made in the first step of the job build mode and will apply to all steps
in the copy job.

2 For more detailed information on this setting, refer to the
explanation for the print page numbers mode on page 5-16.

Inch specifications
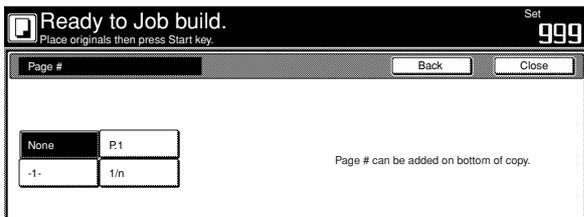
Metric specifications
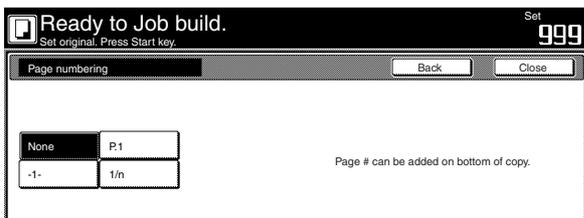
3 Touch the "Close" key. The touch panel will return to the
screen in step 1.

Section 6 DOCUMENT AND OUTPUT MANAGEMENT FUNCTIONS

1. Document management functions

NOTE

The optional Hard Disk must be installed on this copier in order to use this function.

(1) What are the "document management" functions?

"Document management" functions refer to those functions that enable you to scan and save documents onto the copier's hard disk, and then use that data for copying purposes.

Each function has it's own separate "box" (the area where document data is saved) on the hard disk and all data for that particular function is saved into that specific box.

The following "document management" functions are available with this copier:

● **Form registration (pages 6-1 through 6-4)**

You can store in a box on the copier's hard disk, and you can then manage the use of, those images that will be used as the "form" in the form overlay mode.

● **Shared data box (pages 6-4 through 6-8)**

If you register data that will be shared by all users in the shared data box, it will be possible for each user to print out that data at their own convenience. This is useful, for example, for registering business forms and the like that are frequently used my many people. The data that you register here will be stored permanently until the procedure to delete it is performed.

● **Synergy print boxes (pages 6-9 through 6-19)**

If you store multiple sets of documents in a synergy print box, you can print out up to 10 of these sets at one time.

(2) Form registration

①**Registering a form**

Perform the following procedure when you want to register an images as a "form" for use in the form overlay mode.

1 Set the document that you want to register as a form.

2 Press the [Document Management] key. The "Document Management" screen will be displayed.
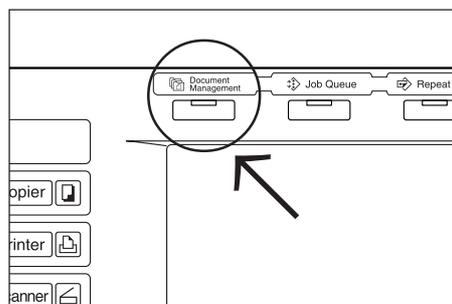
3 Touch the "Form reg." ["Form registr."] key. The "Form registration" screen will be displayed.
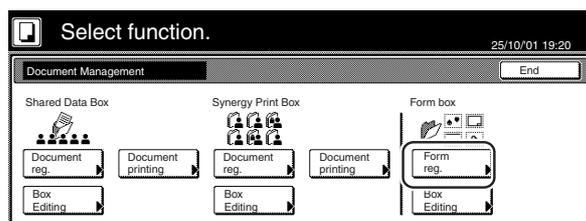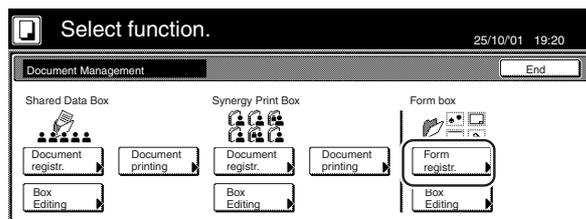
Inch specifications

Metric specifications

4 Touch the "Change name" key and then enter a name for the form data.
If you do not want to register a name for the form data, go directly to the next step.
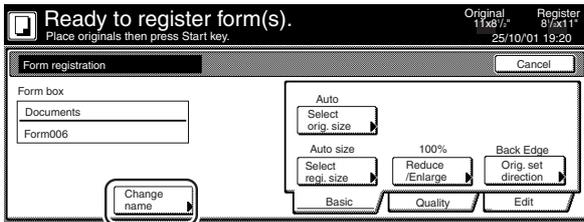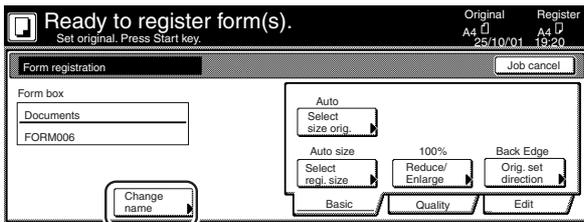
Inch specifications

Metric specifications

NOTE

Refer to "11. Entering characters" on page 7-103 for information on entering characters.

---

5 Touch the "Select orig. size" ["Select size orig."], "Select regi. size", "Reduce/Enlarge" and/or "Orig. set direction" keys if you want to perform the corresponding settings for the originals being used.
If you want to access the "Scanning density" key and/or the "Orig. image quality" ["Image quality"] key to make those settings, touch the "Quality" key.
If you want to set access the "Border Erase" ["Erase Mode"] key to make those settings, touch the "Edit" key.

6 Press the [Start] key. Scanning of the document will start.
Once the document has been completely scanned, the touch panel will return to the screen in step 3.
If you want to register another form, repeat steps 3 through 6.

7 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

---

②**Checking registered forms and changing form names**

Perform the following procedure when you want to verify the name of a registered form, the size of the original document or the date and time it was stored in memory, or when you want to print out the document in order to check it. You can also use this procedure to change the registered form name.

1 Press the [Document Management] key. The "Document Management" screen will be displayed.
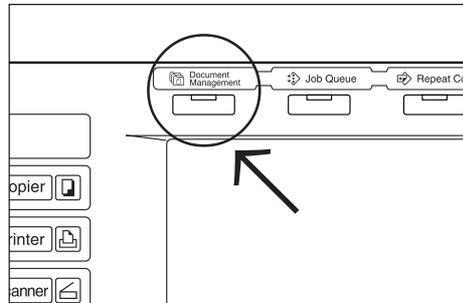
2 Touch the "Box Editing" key under "Form box".
The "Box editing" screen will be displayed.

Inch specifications
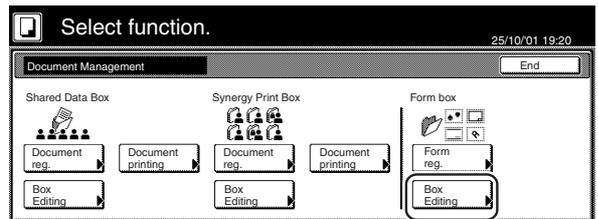
Metric specifications
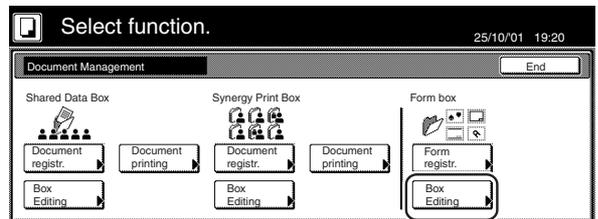
3 Select the form that you want to check and then touch the "Conf/Crrt. details" ["Check/Rev. details"] key. The "Check/Correct details" ["Check/revise details"] screen will be displayed.

Inch specifications
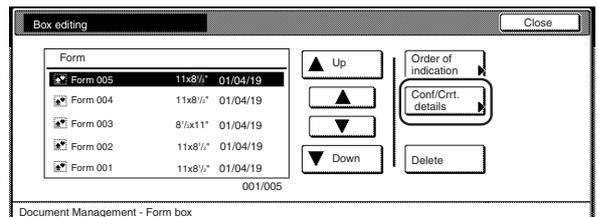
Metric specifications
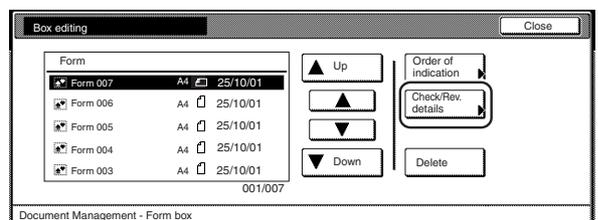
NOTE

It is possible to change the order of display for the registered forms. To do so, touch the "Order of indication" key, and then touch the "Sort by date" key (and select either "New → Old" or "Old → New") or the "Sort by name" key (and select either "A → Z" or "Z → A"), as appropriate.

4 Check the displayed information.
If you want to print out the selected form, touch the "Print Form" key.
If you want to change the name of the selected form, touch the "Change form name" key and then enter the new name.
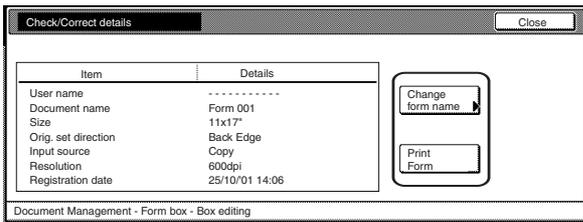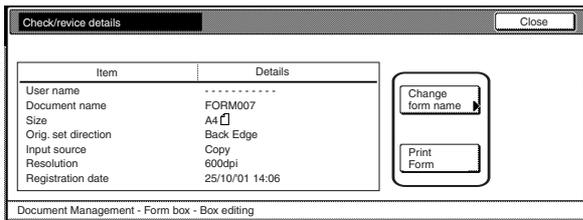
Inch specifications

Metric specifications

NOTE

Refer to "11. Entering characters" on page 7-103 for information on entering characters.

5 Once you have finished checking the information for that form, touch the "Close" key. The touch panel will return to the screen in step 3.
If you want to check the information for another registered form, repeat steps 3 through 5.

6 Touch the "Close" key once again. The touch panel will return to the screen in step 2.
Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

③**Deleting a registered form**

Perform the following procedure when you want to delete a registered form.

1 Press the [Document Management] key. The "Document Management" screen will be displayed.

2 Touch the "Box Editing" key under "Form Box".
The "Box editing" screen will be displayed.

Inch specifications

Metric specifications

3 Select the form that you want to delete and then touch the "Delete" key. A verification screen will be displayed.

Inch specifications

Metric specifications

NOTE

It is possible to change the order of display for the stored documents. To do so, touch the "Order of indication" key, and then touch the "Sort by date" key (and select either "New → Old" or "Old → New") or the "Sort by name" key (and select either "A → Z" or "Z → A"), as appropriate.

4 Touch the "Yes" key or the "No" key, as appropriate.

Inch specifications

Metric specifications

If you selected "Yes", the selected form will be deleted and the touch panel will return to the screen in step 3.
If you selected "No", the touch panel will return to the screen in step 3 without deleting the selected form.

5 If you want to delete another registered form, repeat steps 3 and 4.

6 Touch the "Close" key. The touch panel will return to the screen in step 2.
Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

(3) Shared data box

① **Storing documents in the box**

Perform the following procedure when you want to register a set of documents in the shared data box.
* Up to 100 sets of documents can be saved in the shared data box.

1 Set the documents to be stored.

2 Press the [Document Management] key. The "Document Management" screen will be displayed.
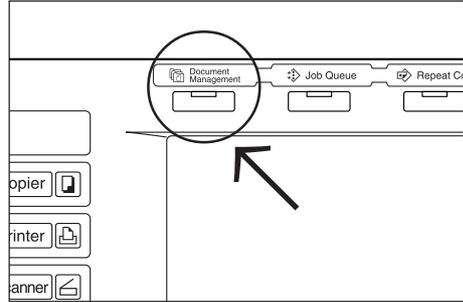
3 Touch the "Document reg." ["Document registr."] key under "Shared Data Box". The "Document registration" screen will be displayed.

Inch specifications

Metric specifications

4 Touch the "Change name" key and then enter a name for the documents.
If you do not want to register a name for the documents, go directly to the next step.

Inch specifications


```
Ready to register document(s).                    Original    Register
Place originals then press Start key.             11x8¹/₂"   8¹/₂x11"
                                                   25/10'01 19:20
Document registration                              Cancel

Shared Data Box
Documents              Auto        1 sided
Job006                 Select      Original
                       orig. size  type
                       Auto size   100%        Back Edge
             Change     Select     Reduce      Orig. set
             name       regi. size /Enlarge    direction
                             Basic      Quality      Edit
```

Metric specifications


```
Ready to register document(s).                    Original    Register
Set original. Press Start key.                     A4          A4
                                                   25/10'01  19:20
Form registration                                  Job cancel

Shared Data Box
Documents              Auto        1-sided
Job001                 Select      Original
                       size orig.  type
                       Auto size   100%        Back Edge
             Change     Select     Reduce/     Orig. set
             name       regi. size Enlarge     direction
                             Basic      Quality      Edit
```

NOTE

Refer to "11. Entering characters" on page 7-103 for information on entering characters.

5 Touch the "Select orig. size" ["Select size orig."] key, the "Select regi. size" key, the "Original type" key, the "Reduce/Enlarge" key and/or the "Orig.set direction" key, if you want to perform the corresponding settings.
If you want to access the "Scanning density" key and/or the "Orig.image quality" ["Image quality"] key to make those settings, touch the "Quality" key.
If you want to set access the "Border Erase" ["Erase Mode"] key and/or the "Continuous scanning" ["Multiple scanning"] key to make those settings, touch the "Edit" key.

6 Press the [Start] key. Scanning of the documents will start. Once all of the documents have been completely scanned, the touch panel will return to the screen in step 3.
If you want to register another document, repeat steps 3 through 6.

7 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

② **Printing out stored documents**

Perform the following procedure when you want to print out documents that are stored in a shared data box.

1 Press the [Document Management] key. The "Document Management" screen will be displayed.
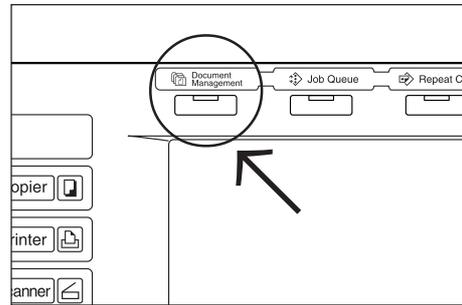

```
                  Document          Job Queue    Repeat Co
                  Management

opier

rinter

anner
```

2 Touch the "Document printing" key under "Shared Data Box". The "Document printing" screen will be displayed.

Inch specifications


```
Select function.                         25/10'01 19:20
Document Management                              End

Shared Data Box       Synergy Print Box      Form box

Document  Document    Document   Document     Form
reg.      printing    reg.       printing     reg.
Box                   Box                     Box
Editing               Editing                 Editing
```

Metric specifications


```
Select function.                         25/10'01  19:20
Document Management                              End

Shared Data Box       Synergy Print Box      Form box

Document  Document    Document   Document     Form
registr.  printing    registr.   printing     registr.
Box                   Box                     Box
Editing               Editing                 Editing
```
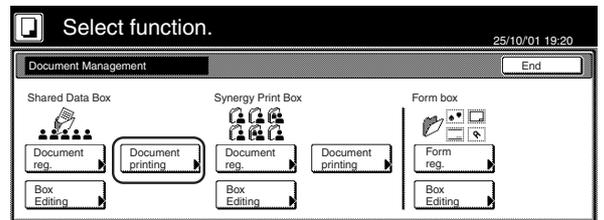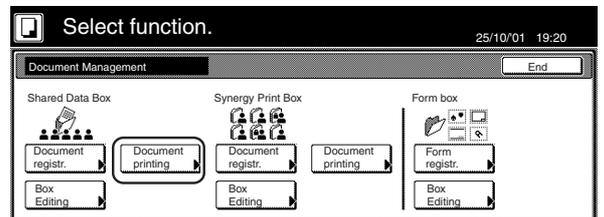
3 Select the documents to be printed out and then touch the "Finish selecting" key.

Inch specifications
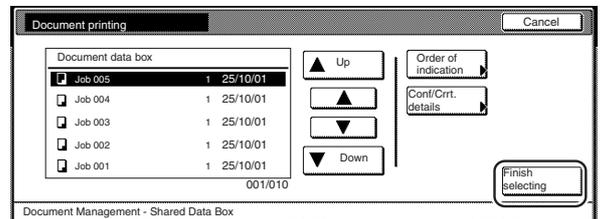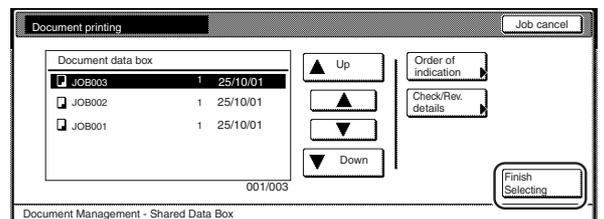

```
Document printing                             Cancel

Document data box
 Job 005         1  25/10/01     ▲ Up      Order of
 Job 004         1  25/10/01               indication
 Job 003         1  25/10/01     ▲         Conf/Crrt.
 Job 002         1  25/10/01     ▼         details
 Job 001         1  25/10/01
                      001/010    ▼ Down    Finish
                                           selecting
Document Management - Shared Data Box
```

Metric specifications


```
Document printing                             Job cancel

Document data box
 JOB003          1  25/10/01     ▲ Up      Order of
 JOB002          1  25/10/01               indication
 JOB001          1  25/10/01     ▲         Check/Rev.
                                 ▼         details

                      001/003    ▼ Down    Finish
                                           Selecting
Document Management - Shared Data Box
```

NOTE

It is possible to change the order of display for the stored documents. To do so, touch the "Order of indication" key, and then touch the "Sort by date" key (and select either "New → Old" or "Old → New") or the "Sort by name" key (and select either "A → Z" or "Z → A"), as appropriate.

4 Touch the "Select paper" key, the "Sort/Finished" key and/or the "1 sided/ 2 sided" key, to perform the corresponding settings.
If you want to access the "Form Overlay" key, the "Margin" key, the "Cover Mode" key, the "Page #" ["Page numbering"] key, the "Booklet" key and/or the "Select of Output" key to make those settings, touch the "Edit" key.

5 Press the [Start] key.
Print out will start.

③ **Checking stored documents and changing their names**

Perform the following procedure when you want to verify the name of stored documents, the size of the original documents or the date and time they were stored in the shared data box, or when you want to print out the first page of those document in order to check them. You can also use this procedure to change the registered name for the documents.

1 Press the [Document Management] key. The "Document Management" screen will be displayed.
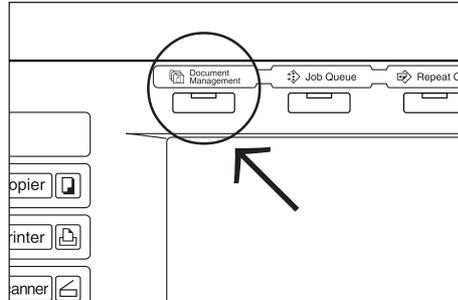
2 Touch the "Document printing" key or the "Box Editing" key under "Shared Data Box". The "Document printing" screen or the "Box editing" screen, as appropriate, will be displayed.

Inch specifications
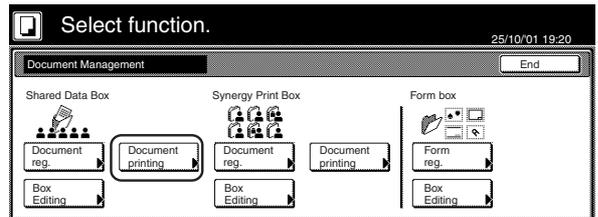
Metric specifications
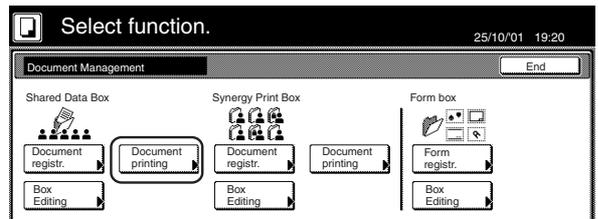
3 Select the documents that you want to check and then touch the "Cont/Crrt. details" ["Check/Rev. details"] key.
The "Check/Correct details" ["Check/revice details"] screen will be displayed.

Inch specifications

```
┌─────────────────────────────────────────────────────────┐
│ Box editing                                    Close      │
│  ┌──────────────────────┐   ┌────┐      ┌──────────┐     │
│  │ Document data box     │   │▲ Up│      │Order of  │     │
│  │ □ Job 005    1 25/10/01│  └────┘      │indication│     │
│  │ □ Job 004    1 25/10/01│  ┌────┐      ┌──────────┐     │
│  │ □ Job 003    1 25/10/01│  │ ▲  │      │Cont/Crrt.│     │
│  │ □ Job 002    1 25/10/01│  ┌────┐      │details   │     │
│  │ □ Job 001    1 25/10/01│  │ ▼  │      ┌──────────┐     │
│  │              001/010   │  ┌────┐      │Delete    │     │
│  └──────────────────────┘   │▼ Down│    └──────────┘     │
│  Document Management - Shared Data Box                    │
└─────────────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────────────┐
│ Box editing                                    Close      │
│  ┌──────────────────────┐   ┌────┐      ┌──────────┐     │
│  │ Document data box     │   │▲ Up│      │Order of  │     │
│  │ □ JOB003    1 25/10/01 │  └────┘      │indication│     │
│  │ □ JOB002    1 25/10/01 │  ┌────┐      ┌──────────┐     │
│  │ □ JOB001    1 25/10/01 │  │ ▲  │      │Check/Rev.│     │
│  │                        │  ┌────┐      │details   │     │
│  │                        │  │ ▼  │      ┌──────────┐     │
│  │              001/003   │  ┌────┐      │Delete    │     │
│  └──────────────────────┘   │▼ Down│    └──────────┘     │
│  Document Management - Shared Data Box                    │
└─────────────────────────────────────────────────────────┘
```

NOTE

It is possible to change the order of display for the stored documents. To do so, touch the "Order of indication" key, and then touch the "Sort by date" key (and select either "New → Old" or "Old → New") or the "Sort by name" key (and select either "A → Z" or "Z → A"), as appropriate.

4 Check the displayed information.
If you want to print out the first page of the selected documents, touch the "Print from 1st" ["Head Print"] key.
If you want to change the name of the selected documents, touch the "Change doc.name" key and then enter the new name.

Inch specifications

```
┌─────────────────────────────────────────────────────────┐
│ Check/Correct details                          Close      │
│  ┌──────────────────────────────┐   ┌──────────┐         │
│  │ Item          │ Details       │   │Change    │         │
│  │ User name     │ --------------│   │doc. name │         │
│  │ Document name │ Job005        │   ┌──────────┐         │
│  │ Registration size │ 11x15"    │   │Print     │         │
│  │ Orig. set direction │ Back Edge│  │from 1st  │         │
│  │ page #        │ 1             │   └──────────┘         │
│  │ Input source  │ Copy          │                        │
│  │ Resolution    │ 600dpi        │                        │
│  │ Registration date │ '25/10/01 14:39│                   │
│  └──────────────────────────────┘                        │
│  Document Management - Shared Data Box - Box editing      │
└─────────────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────────────┐
│ Check/revise details                           Close      │
│  ┌──────────────────────────────┐   ┌──────────┐         │
│  │ Item          │ Details       │   │Change    │         │
│  │ User name     │ --------------│   │doc. name │         │
│  │ Document name │ Job006        │   ┌──────────┐         │
│  │ Registration size │ A4        │   │Head      │         │
│  │ Orig. set direction │ Back Edge│  │print     │         │
│  │ page #        │ 1             │   └──────────┘         │
│  │ Input source  │ Copy          │                        │
│  │ Resolution    │ 600dpi        │                        │
│  │ Registration date │ '25/10/01 14:39│                   │
│  └──────────────────────────────┘                        │
│  Document Management - Shared Data Box - Box editing      │
└─────────────────────────────────────────────────────────┘
```

NOTE

Refer to "11. Entering characters" on page 7-103 for information on entering characters.

5 Once you have finished checking the information for those documents, touch the "Close" key. The touch panel will return to the screen in step 3.
If you want to check the information for other stored documents, repeat steps 3 through 5.

6 Touch the "Close" key once again. The touch panel will return to the screen in step 2.
Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

④**Deleting stored documents**

Perform the following procedure when you want to delete stored documents.

1 Press the [Document Management] key. The "Document Management" screen will be displayed.

2 Touch the "Box Editing" key under "Shared Data Box". The "Box editing" screen will be displayed.

Inch specifications

Metric specifications

3 Select the documents that you want to delete and then touch the "Delete" key. A verification screen will be displayed.

Inch specifications

Metric specifications

NOTE

It is possible to change the order of display for the stored documents. To do so, touch the "Order of indication" key, and then touch the "Sort by date" key (and select either "New → Old" or "Old → New") or the "Sort by name" key (and select either "A → Z" or "Z → A"), as appropriate.

4 Touch the "Yes" key or the "No" key, as appropriate.

Inch specifications

Metric specifications

If you selected "Yes", the selected documents will be deleted and the touch panel will return to the screen in step 3.
If you selected "No", the touch panel will return to the screen in step 3 without deleting the selected documents.

5 If you want to delete other stored documents, repeat steps 3 and 4.

6 Touch the "Close" key. The touch panel will return to the screen in step 2.
Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

(4) Synergy print boxes

① Storing documents in a box

Perform the following procedure when you want to register a set of documents in a synergy print box.

1 Set the documents to be stored.

2 Press the [Document Management] key. The "Document Management" screen will be displayed.
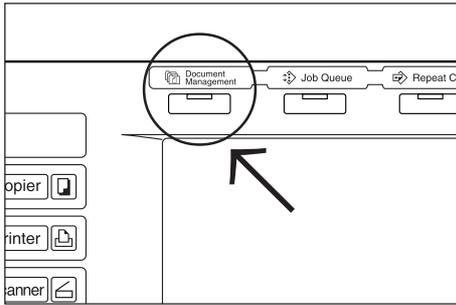
3 Touch the "Document reg." ["Document registr."] key under "Synergy Print Box". The screen to select the synergy print box will be displayed.

Inch specifications
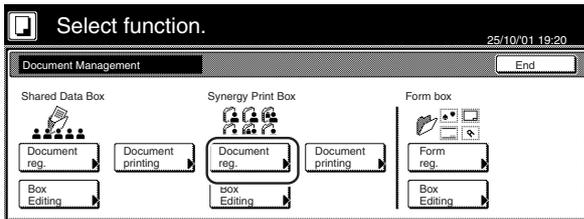
Metric specifications
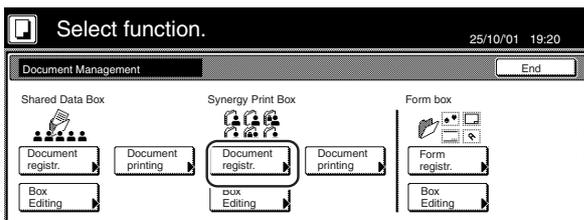
4 Either touch the synergy print box in which you want to register the documents, or enter its number using the keypad. Then touch the "Enter" key. The "Document registration" screen will be displayed.

Inch specifications
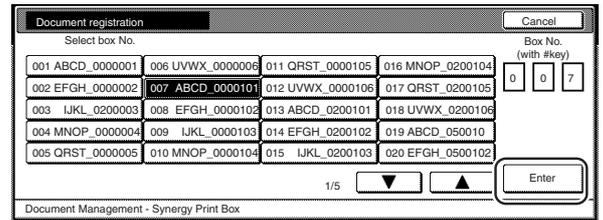
Metric specifications

5 Touch the "Change name" key and then enter a name for the documents.
If you do not want to register a name for the documents, go directly to the next step.

Inch specifications

Metric specifications

NOTE

Refer to "11. Entering characters" on page 7-103 for information on entering characters.

6-9

6 Touch the "Select orig. size" ["Select size orig."] key, the "Select regi. size" key, the "Original type" key, the "Reduce/Enlarge" key and/or the "Orig.set direction" key, if you want to perform the corresponding settings.
If you want to access the "Scanning density" key and/or the "Orig.image quality" ["Image quality"] key to make those settings, touch the "Quality" key.
If you want to set access the "Border Erase" ["Erase Mode"] key and/or the "Continuous scanning" ["Multiple scanning"] key to make those settings, touch the "Edit" key.

7 Press the [Start] key. Scanning of the documents will start. Once all of the documents have been completely scanned, the touch panel will return to the screen in step 3.
If you want to register another document, repeat steps 3 through 7.

8 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

② **Combining and printing out stored documents**

Perform the following procedure when you want to combine and print out documents that are stored in a synergy print box.

1 Press the [Document Management] key. The "Document Management" screen will be displayed.

2 Touch the "Document printing" key under "Synergy Print Box". The screen to select the synergy print box will be displayed.

Inch specifications

Metric specifications

3 Either touch the synergy print box that contains the documents to be printed out, or enter its number using the keypad. Then touch the "Enter" key. The "Document printing" screen will be displayed.

Inch specifications

```
Document printing                                          Cancel
   Select box No.                                    Box No.
                                                    (with #key)
001 ABCD_0000001 006 UVWX_0000006 011 QRST_0000105 016 MNOP_0200104
002 EFGH_0000002 007 ABCD_0000101 012 UVWX_0000106 017 QRST_0200105   0  0  7
003  IJKL_0200003 008 EFGH_0000102 013 ABCD_0200101 018 UVWX_0200106
004 MNOP_0000004 009  IJKL_0000103 014 EFGH_0200102 019 ABCD_0500101
005 QRST_0000005 010 MNOP_0000104 015  IJKL_0200103 020 EFGH_0500102
                                          1/ 5    ▼    ▲    Enter
Document Management - Synergy Print Box
```

Metric specifications

```
Document Printineg                                         Job cancel
   Select box No.                                    Box No.
                                                    (with # key)
001 ABCD_0000001 006 UVWX_0000006 011 QRST_0000105 016 MNOP_0200104
002 EFGH_0000002 007 ABCD_0000101 012 UVWX_0000106 017 QRST_0200105   0  0  7
003  IJKL_0200003 008 EFGH_0000102 013 ABCD_0200101 018 UVWX_0200106
004 MNOP_0000004 009  IJKL_0000103 014 EFGH_0200102 019 ABCD_0500101
005 QRST_0000005 010 MNOP_0000104 015  IJKL_0200103 020 EFGH_0500102
                                          1/ 5    ▼    ▲    Enter
Document Management - Synergy Print Box
```

NOTES

• If that box was registered with a password, the password entry screen will be displayed.
Enter the registered password with the keypad and then touch the "Enter" key.

Inch specifications

```
Enter password.                                            Stop

   Password   ********        (Enter by #key)
                        Clear
                                                    Enter
007
```

Metric specifications

```
Enter password.                                            Stop

   Password   ********        (Enter #-key)
                        Clear
                                                    Enter
007  Box Name ABCDEFG
```

• Refer to "⑦ Registering a password for a box" on page 6-18 for information on registering the password.

4 Select the document sets in order of how you want them printed. Up to 10 sets of documents can be selected. Up to 10 sets of documents can be selected.

Inch specifications

```
Document printing                                          Cancel
007            Select:    2    ▲ Up   Order of     Print once
 JOB005    1   WED 15:32 2             indication   all data
 JOB004    1   WED 15:33 1    ▲        Conf/Crrt.
 JOB003    1   WED 15:34               details
 JOB002    1   WED 15:35      ▼
 JOB001    1   WED 15:37      ▼ Down   Select/       Finish
                   001/005             Cancel        selecting
Document Management - Synergy Print Box
```

Metric specifications

```
Document printing                                          Job cancel
007 Box ABCDEFGHIJK   Select :  2    ▲ Up   Order of     Print once
 JOB005    1   WED 15:32 2             indication   all data
 JOB004    1   WED 15:33 1    ▲        Check/ Rev.
 JOB003    1   WED 15:34               details
 JOB002    1   WED 15:35      ▼
 JOB001    1   WED 15:37      ▼ Down   Select/       Finish
                   001/005             Cancel        selecting
Document Management - Synergy Print Box
```

NOTES

• It is possible to change the order of display for the stored documents. To do so, touch the "Order of indication" key, and then touch the "Sort by date" key (and select either "New → Old" or "Old → New") or the "Sort by name" key (and select either "A → Z" or "Z → A"), as appropriate.
• If you want to print out more than one set of documents, they must all be of the same size.

5 Touch the "Select paper" key, the "Sort/Finished" key and/or the "1 sided/ 2 sided" key, to perform the corresponding settings.
If you want to access the "Form Overlay" key, the "Margin" key, the "Cover Mode" key, the "Page #" key, the "Booklet" key and/or the "Select of Output" key to make those settings, touch the "Edit" key.

6 Press the [Start] key.
Print out will start.

③**Printing out the full contents of a box**

Perform the following procedure when you want to print out all of the documents that are stored in a synergy print box at one time.

1 Press the [Document Management] key. The "Document Management" screen will be displayed.

2 Touch the "Document printing" key under "Synergy Print Box". The screen to select the synergy print box will be displayed.

Inch specifications

Metric specifications

3 Either touch the synergy print box that contains the documents to be printed out, or enter its number using the keypad. Then touch the "Enter" key. The "Document printing" screen will be displayed.

Inch specifications

Metric specifications

NOTES

• If that box was registered with a password, the password entry screen will be displayed.
Enter the registered password with the keypad and then touch the "Enter" key.

Inch specifications

Metric specifications

• Refer to "⑦ Registering a password for a box" on page 6-18 for information on registering the password.

4 Touch the "Print once all data" key. Print out will start. Once printing is completed, the touch panel will return to the screen in step 2.
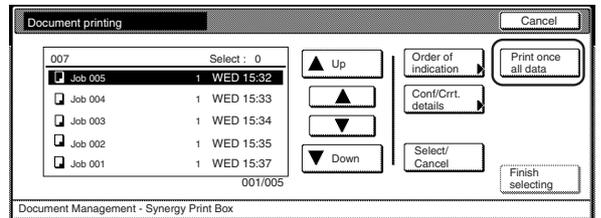
Inch specifications

Metric specifications
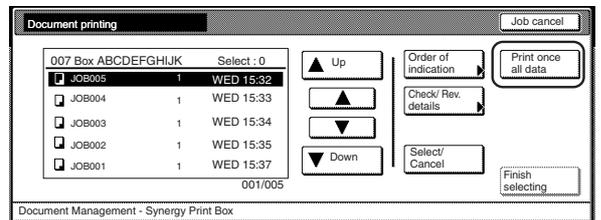
5 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

④ **Checking stored documents and changing their names**

Perform the following procedure when you want to verify the name of stored documents, the size of the original documents or the date and time they were stored in the synergy print box, or when you want to print out the first page of those document in order to check them. You can also use this procedure to change the registered name for the documents.

1 Press the [Document Management] key. The "Document Management" screen will be displayed.

2 Touch the "Document printing" key or the "Box Editing" key under "Synergy Print Box". The screen to select the synergy print box will be displayed.

Inch specifications

Metric specifications

3 Either touch the synergy print box that contains the documents to be printed out, or enter its number using the keypad. Then touch the "Enter" key. The "Document printing" screen or the "Box editing" screen, as appropriate, will be displayed.

Inch specifications

Metric specifications

NOTES

• If that box was registered with a password, the password entry screen will be displayed.
Enter the registered password with the keypad and then touch the "Enter" key.

Inch specifications

Metric specifications

• Refer to "⑦ Registering a password for a box" on page 6-18 for information on registering the password.

6-13

4 Select the documents that you want to check and then touch the "Conf/Correct details" ["Check/Rev. details"] key. The "Check/Correct details" ["Check/revise details"] screen will be displayed.

Inch specifications

```
Box editing                                            End

  007
  JOB005         1    WED 15:32      ▲ Up     Order of      Delete all
  JOB004         1    WED 15:33                indication   data / box
  JOB003         1    WED 15:34      ▲         Conf/Crrt    Box
  JOB002         1    WED 15:35      ▼         details      Password
  JOB001         1    WED 15:37      ▼ Down    Delete
                           001/005

Document Management - Synergy Print Box
```

Metric specifications

```
Box editing                                            End

  007 Box ABCDEFGHIJK
  JOB005         1    WED 15:32      ▲ Up     Order of      Delete all
  JOB004         1    WED 15:33                indication   box data
  JOB003         1    WED 15:34      ▲         Check/ Rev.  Box
  JOB002         1    WED 15:35      ▼         details      Password
  JOB001         1    WED 15:37      ▼ Down    Delete
                           001/005

Document Management - Synergy Print Box
```

5 Check the displayed information.
If you want to print out the first page of the selected documents, touch the "Print from 1st" ["Head print"] key.
If you want to change the name of the selected documents, touch the "Change doc.name" key and then enter the new name.

Inch specifications

```
Check/Correct details                                  Close

      Item                Details
  User name            ---------------------
  Document name        Job006                    Change
  Registration size    11x8¹/₂"                  doc. name
  Orig. set direction  Back Edge
  page #               1
  Input source         Copy                      Print
  Resolution           600dpi                    from 1st
  Registration date    '25/10/01 14:39

Document Management - Synergy Print Box - Box editing
```

Metric specifications

```
Check/revise details                                   Close

      Item                Details
  User name            ---------------------
  Document name        Job006                    Change
  Registration size    A4                        doc. name
  Orig. set direction  Back Edge
  page #               1
  Input source         Copy                      Head
  Resolution           600dpi                    print
  Registration date    '25/10/01 14:39

Document Management - Synergy Print Box - Box editing
```

NOTE

Refer to "11. Entering characters" on page 7-103 for information on entering characters.

6 Once you have finished checking the information for those documents, touch the "Close" key. The touch panel will return to the screen in step 4.
If you want to check the information for other stored documents, repeat steps 4 through 6.

7 Touch the "End" key. The touch panel will return to the screen in step 2.
Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

⑤ **Deleting stored documents from a box**

Perform the following procedure when you want to delete stored documents.

1 Press the [Document Management] key. The "Document Management" screen will be displayed.

2 Touch the "Box Editing" key under "Synergy Print Box". The screen to select the synergy print box will be displayed.

Inch specifications

Metric specifications

3 Either touch the synergy print box that contains the documents to be deleted, or enter its number using the keypad. Then touch the "Enter" key. The "Box editing" screen will be displayed.

Inch specifications

Metric specifications

NOTES

• If that box was registered with a password, the password entry screen will be displayed.
Enter the registered password with the keypad and then touch the "Enter" key.

Inch specifications

Metric specifications

• Refer to "⑦ Registering a password for a box" on page 6-18 for information on registering the password.

4 Select the documents that you want to delete and then touch the "Delete" key. A verification screen will be displayed.

Inch specifications

Metric specifications

NOTE

It is possible to change the order of display for the stored documents. To do so, touch the "Order of indication" key, and then touch the "Sort by date" key (and select either "New → Old" or "Old → New") or the "Sort by name" key (and select either "A → Z" or "Z → A"), as appropriate.

6-15

5 Touch the "Yes" key or the "No" key, as appropriate.

Inch specifications

Metric specifications

If you selected "Yes", the selected documents will be deleted and the touch panel will return to the screen in step 4.
If you selected "No", the touch panel will return to the screen in step 4 without deleting the selected documents.

6 If you want to delete other stored documents, repeat steps 4 and 5.

7 Touch the "End" key. The touch panel will return to the screen in step 2.
Touch the "End" key once again. The touch panel will return to the contents of the "Basic" tab.

⑥ **Deleting the full contents of a box**

Perform the following procedure when you want to delete the full contents of a synergy print box in one step.

1 Press the [Document Management] key. The "Document Management" screen will be displayed.

2 Touch the "Box editing" key under "Synergy Print Box". The screen to select the synergy print box will be displayed.

Inch specifications

Metric specifications

3 Either touch the synergy print box that contains the documents to be deleted, or enter its number using the keypad. Then touch the "Enter" key. The "Box editing" screen will be displayed.

Inch specifications

Metric specifications

NOTES

• If that box was registered with a password, the password entry screen will be displayed.
Enter the registered password with the keypad and then touch the "Enter" key.

Inch specifications

```
┌──────────────────────────────────────────────────┐
│ Enter password.                         Stop       │
│                                                    │
│                                                    │
│        Password  ********    (Enter by #key)       │
│                    Clear                           │
│                                                    │
│                                    Enter           │
│ 007                                                │
└──────────────────────────────────────────────────┘
```

Metric specifications

```
┌──────────────────────────────────────────────────┐
│ Enter password.                         Stop       │
│                                                    │
│                                                    │
│        Password  ********    (Enter #-key)         │
│                    Clear                           │
│                                                    │
│                                    Enter           │
│ 007   Box Name ABCDEFG                             │
└──────────────────────────────────────────────────┘
```

• Refer to "⑦ Registering a password for a box" on page 6-18 for information on registering the password.

4 Touch the "Delete all data / box" ["Delete all box data"] key. A verification screen will be displayed.

Inch specifications

```
┌──────────────────────────────────────────────────┐
│ Box editing                             End        │
│ ┌────────────────────┐                             │
│ │ 007                │  ▲ Up   Order of  Delete all│
│ │ JOB005  1 WED 15:32│         indication data / box│
│ │ JOB004  1 WED 15:33│  ▲      Conf/Crrt  Box       │
│ │ JOB003  1 WED 15:34│         details    Password  │
│ │ JOB002  1 WED 15:35│  ▼                           │
│ │ JOB001  1 WED 15:37│  ▼ Down  Delete             │
│ └────────────────────┘ 001/005                     │
│ Document Management - Synergy Print Box             │
└──────────────────────────────────────────────────┘
```

Metric specifications

```
┌──────────────────────────────────────────────────┐
│ Box editing                             End        │
│ ┌────────────────────┐                             │
│ │ 007 Box ABCDEFGHIJK│  ▲ Up   Order of  Delete all│
│ │ JOB005  1 WED 15:32│         indication box data │
│ │ JOB004  1 WED 15:33│  ▲      Check/Rev. Box       │
│ │ JOB003  1 WED 15:34│         details    Password  │
│ │ JOB002  1 WED 15:35│  ▼                           │
│ │ JOB001  1 WED 15:37│  ▼ Down  Delete             │
│ └────────────────────┘ 001/005                     │
│ Document Management - Synergy Print Box             │
└──────────────────────────────────────────────────┘
```

5 Touch the "Yes" key or the "No" key, as appropriate.

Inch specifications

```
┌──────────────────────────────────────────────────┐
│                                         Stop       │
│                                                    │
│       Document Number: 10                          │
│                                                    │
│       All data in box will be deleted. Do you want to delete? │
│                                                    │
│          Yes              No                       │
└──────────────────────────────────────────────────┘
```

Metric specifications

```
┌──────────────────────────────────────────────────┐
│                                         Stop       │
│                                                    │
│       Document Number :  5                         │
│                                                    │
│       All data in box will be deleted. Are you sure? │
│       Are you sure?                                │
│          Yes              No                       │
└──────────────────────────────────────────────────┘
```

If you selected "Yes", the entire contents of the selected box will be deleted and the touch panel will return to the screen in step 4.
If you selected "No", the touch panel will return to the screen in step 4 without deleting any documents.

6 Touch the "End" key. The touch panel will return to the screen in step 2.
Touch the "End" key once again. The touch panel will return to the contents of the "Basic" tab.

6-17

⑦ **Registering a password for a box**

For security and privacy purposes, you can register a password for each synergy print box. In this case, it will be necessary to enter the registered password in order to print out, check or delete any documents stored in that box. Perform the following procedure when you want to change the password settings for any box.

1 Press the [Document Management] key. The "Document Management" screen will be displayed.
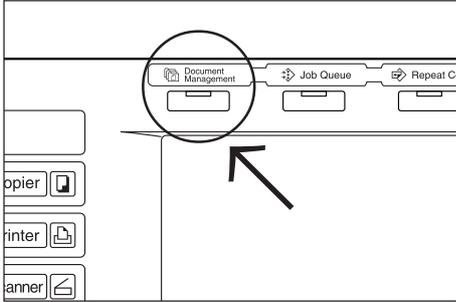
2 Touch the "Box Editing" key under "Synergy Print Box". The screen to select the synergy print box will be displayed.

Inch specifications
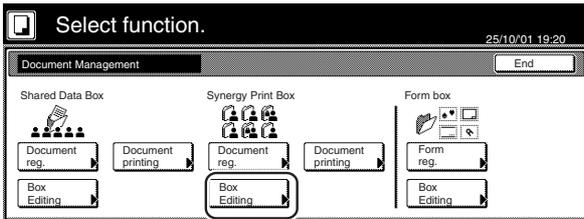
Metric specifications
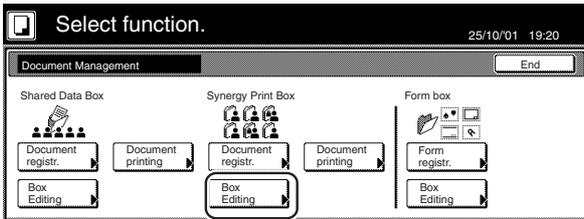
3 Either touch the synergy print box that you want to set the password for, or enter its number using the keypad. Then touch the "Enter" key. The "Box editing" screen will be displayed.

Inch specifications
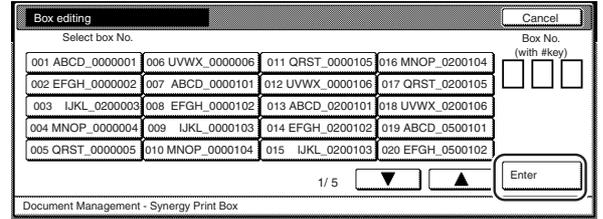
Metric specifications
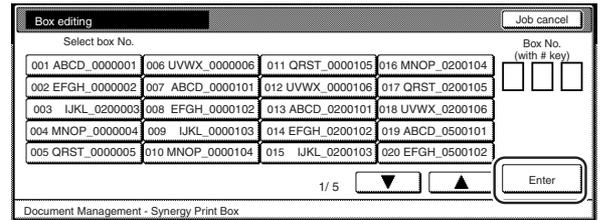
NOTE

If that box was registered with a password, the password entry screen will be displayed.
Enter the registered password with the keypad and then touch the "Enter" key.

Inch specifications
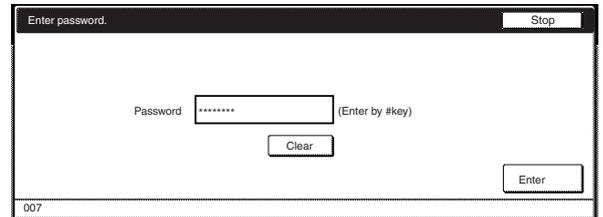
Metric specifications
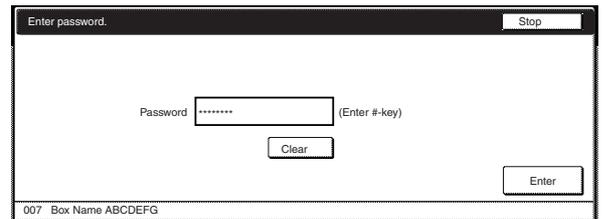
4 Touch the "Box Password" key. A verification screen will be displayed.
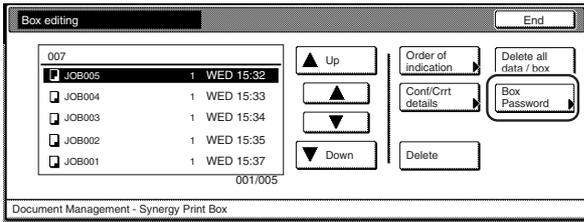
Inch specifications

Box editing			End

```
007
  JOB005    1   WED 15:32       ▲ Up       Order of        Delete all
  JOB004    1   WED 15:33                  indication      data / box
  JOB003    1   WED 15:34       ▲          Conf/Crrt       Box
  JOB002    1   WED 15:35       ▼          details         Password
  JOB001    1   WED 15:37       ▼ Down     Delete
                    001/005
Document Management - Synergy Print Box
```

Metric specifications

Box editing			End

```
007 Box ABCDEFGHIJK
  JOB005    1         WED 15:32   ▲ Up      Order of        Delete all
  JOB004    1         WED 15:33             indication      box data
  JOB003    1         WED 15:34   ▲         Check/ Rev.     Box
  JOB002    1         WED 15:35   ▼         details         Password
  JOB001    1         WED 15:37   ▼ Down    Delete
                    001/005
Document Management - Synergy Print Box
```
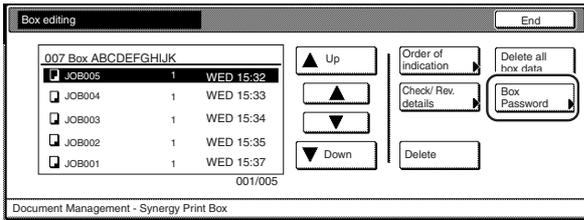
5 Use the keypad to enter the new password for that box and then touch the "Enter" key. The new password will be registered and the touch panel will return to the screen in step 4.

Inch specifications

Box Password	Stop

```
   Enter password.

   New password   [              ]   (Enter by #key)

                     [ Clear ]

                                              Enter
007
```

Metric specifications

Box Password	Stop

```
   Enter password

   New password   [ ●●●●●●●● ]   (Enter #-key)
                     [ Clear ]

                                              Enter
007   Box Name ABCDEFG
```
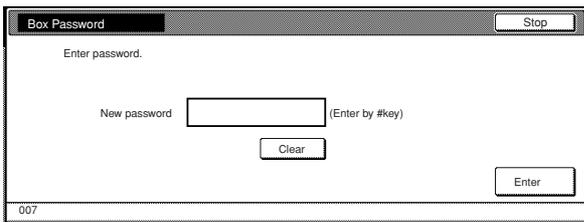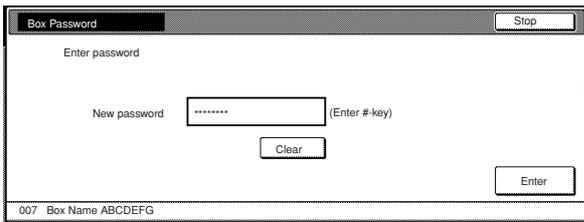
NOTES

- The password can be between 1 and 8 digits long.
- If you decide not to register a password for that box, touch the "Clear" key and then, with nothing entered in the password field, touch the "Enter" key.

---

6 Touch the "End" key. The touch panel will return to the screen in step 2.
Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

2. Output management functions

(1) What are the "output management" functions?

The "Output management" functions use the "Print status" screen to manage printing conditions.

Objective	Procedure
When you want to know how many jobs are scheduled to be printed before yours.	You can verify the documents that are waiting to be printed by checking the "Print status" screen. The jobs in the list are printed in order from the top down, so you can easily see in which order your documents will be printed. * The optional Hard Disk must be installed on this copier in order to perform this operation.
When you want to know whether or not your job (scheduled using the job reservation function) was printed.	Check the "Print status" screen. If your job IS in the "Print status" screen, that job has not yet been printed. * The optional Hard Disk must be installed on this copier in order to perform this operation.
When you are using the printer functions of this copier to print out data from a computer, or using the fax functions of this copier to receive fax data, and you want know the status of your print job.	With the "output management functions", jobs using the printer functions of this copier to print out data from a computer or using the fax functions of this copier to receive fax data are displayed just like any other copy job. These print jobs can be verified just like copy jobs by checking the "Print status" screen. (A "▢" icon under the "Job" heading indicates a copy job, a "◭" icon indicates a print job, and a "⟨▯⟩" icon indicates a fax job.)
When you want to check the contents of a copy job that is waiting to be printed.	The number of originals, number of copies to be made, the date the job was scheduled, and the status of printing can all be verified in the "Print status" screen. In addition, if you need even more detailed information on any particular job, just select that job and touch the "Conf/Crrt. details" ["Check/ Correct details"] key to display the e size of the paper the job will be output to and, if it has been designated, the location of ejection of the finished copies. * The optional Hard Disk must be installed on this copier in order to perform this operation.
When you want to force-print a copy job that is waiting to be printed immediately.	Select the job that you want to print immediately in the "Print status" screen and touch the "Move ahead" ["Move up"] key to move that job upwards to the top of the list. * It is only possible to change the printing order for copy jobs. It is not possible to move copy jobs ahead of print and fax jobs. * The optional Hard Disk must be installed on this copier in order to perform this operation.
	OR, select the job that you want to print immediately in the "Print status" screen and touch the "Interrupt print" key to stop the job that is currently being printed and start print out for the selected job. * The optional Hard Disk must be installed on this copier in order to force-print a copy job.
When you want to cancel a copy job that is waiting to be printed.	Select the job that you want to cancel in the "Print status" screen and touch the "Cancel/Delete" key. The selected job will be canceled. * The optional Hard Disk must be installed on this copier in order to perform this operation.

The following operations can be managed.

● When the optional Hard Disk is NOT installed

	Check print status	Change the print order	Interrupt printing (force-print)	Cancel / Delete	Check job contents
Copy job	✕	✕	✕	✕	✕
Print or Fax job	◯	✕	◯	✕	✕

● When the optional Hard Disk IS installed

	Check print status	Change the print order	Interrupt printing (force-print)	Cancel / Delete	Check job contents
Copy job	◯	◯ *1	◯	◯	◯
Print or Fax job	◯	✕	◯	✕	✕

*1 Print or fax jobs will automatically be moved to a position immediately after the job currently being printed. It is not possible to move copy jobs ahead of print and fax jobs.

(2) Display of the output management functions

Press the [Job Queue] key. The "Print status" screen will be displayed.

Inch specifications

Metric specifications

(3) The "Print status" screen

This screen displays the currently set printing conditions and the job queue of documents waiting to be printed.

Inch specifications

Metric specifications
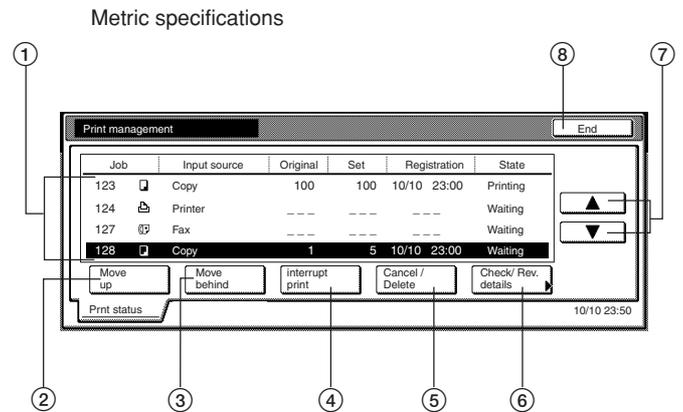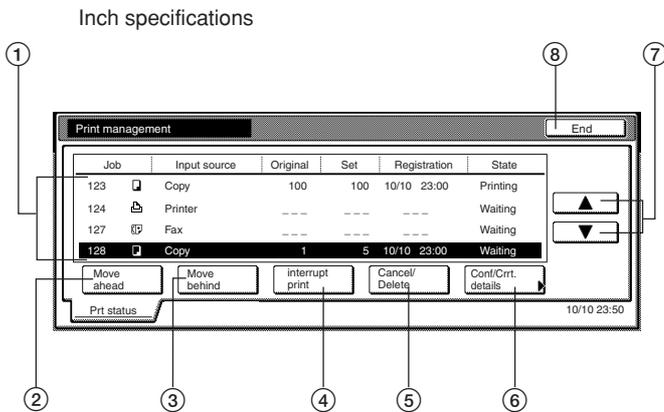
① **Job queue**

Displays information about each job in the queue.

The job at the top of the list is that job that is currently being printed. The rest of the jobs will be printed in order from the top down.

A " ▯ " icon under the "Job" heading indicates a copy job, a " ▱ " icon indicates a print job, and a " ▨ " icon indicates a fax job.

② **"Move ahead" key**

Touching this key moves the currently selected (highlighted) job upward in the job queue. A job can be moved as far as the second highest position in the list. In this case, print out for that job will begin as soon as the current job is completed. (This is only available when the optional Hard Disk is installed on this copier.)

③ **"Move behind" key**

Touching this key moves the currently selected (highlighted) job downward in the job queue. (This is only available when the optional Hard Disk is installed on this copier.)

④ **"Interrupt print" key**

Touching this key interrupts the job that is currently being printed and start print out for the currently selected (highlighted) job. (The selected job will be moved to the top of the list.)

⑤ **"Cancel/Delete" key**

Touching this key cancels the currently selected (highlighted) job and deletes it from the job queue. (This is only available when the optional Hard Disk is installed on this copier.)

⑥ **"Conf/Crrt.details" ["Check/Rev. details"] key**

Touching this key displays the "Check/Correct details" ["Check/revise details"] screen, enabling you, for example, to check the contents of, or change the number of copies to be made for, the currently selected (highlighted) job. (This is only available when the optional Hard Disk is installed on this copier.)

Inch specifications
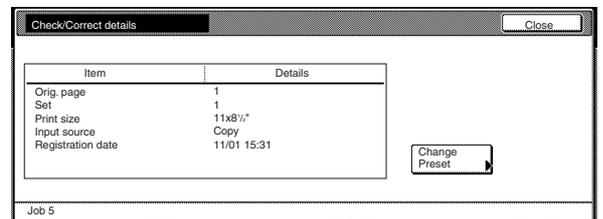
Metric specifications
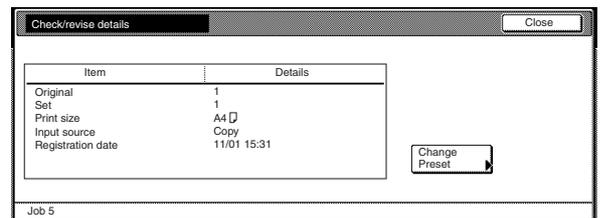
⑦ **"▲" and "▼" cursor keys**

Use these keys to select a job from the job queue.

⑧ **"End" key**

Touching this key quits the output management function. In this case, the touch panel will return to the contents of the "Basic" tab.

6-22

Section 7   COPIER MANAGEMENT FUNCTIONS

1. Copy management mode

By registering a different department ID-code for each individual department that uses the copier, the copy management function will help you manage the overall number of copies made by each department.

The copy management function in this copier offers the following features.

• Manage use of all optional functions (printer, scanner and fax) utilized by the same department ID-code.
• Manage up to 100 individual departments. (Up to 1000 when the optional Hard Disk is installed on this copier.)
• Register department ID-codes of up to 8 digits (between 0 and 99999999).
• Check the total number of copies made under all department ID-codes as a whole or by each individual department.
• Set copy limits to any 1-page increment up to 999,999.
• Clear the copy counts for all department ID-codes at one time or for each individual department.
• Check copy counts for your own department without the need to enter the management code. Just enter the corresponding department ID-code.

IMPORTANT!

In order to access the "Change restrictions for use" procedure under "Editing copy management information", it is necessary to select "On" under "Copier function management ON/OFF". When the optional Printer Kit, Printer/Scanner Kit or Fax Kit are installed in your copier, it is necessary to select "On" under the corresponding "Printer function management ON/OFF", "Scanner function management ON/OFF" or "Fax function management ON/OFF" procedure. (See "(6) Changing the copy management default settings" on page 7-25.)

(1) Copy management procedures

Procedure	Description	Reference page
Editing copy management information	• Register new department ID-codes Perform this procedure when you want to register a new department ID-code and set the restrictions for using the copier under that ID-code. Up to 100 department ID-codes can be registered. (When the optional Hard Disk is installed on this copier, up to 1000 department ID-codes can be registered.)	7-4
	• Delete department ID-codes Perform this procedure when you want to delete registered department ID-codes.	7-16
	• Change registered information Perform this procedure when you want to change a department name or the corresponding ID-code.	7-17
	• Change restrictions for use Perform this procedure when you want to change the restrictions for using the copier under each department ID-code.	7-20
Checking the copy management counts	• Check all departments Perform this procedure when you want to check the total number of copies made under all department ID-codes as a whole, print out a copy management report and clear the copy counts for all of the registered department ID-codes.	7-21
	• Check individual departments Perform this procedure when you want to check the total number of copies made under each individual department ID-code and/or clear the copy counts for individual departments as well.	7-23
Turning the copy management function ON/OFF	Perform this procedure and touch the "On" key when you want to turn the copy management function ON, or touch the "Off" key to turn the copy management function OFF.	7-25
Changing the copy management default settings	Perform this procedure when you want to change the default settings for the copy management function.	7-25

(2) Accessing the copy management menu screen

Perform the following procedure in order to access the copy management menu screen.

1 With the content of the "Basic" tab displayed, press the [Default Setting/Counter] key.
The "Default setting"screen will be displayed.
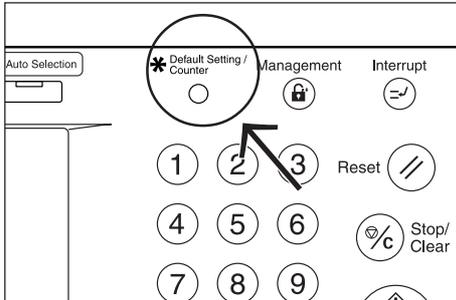
2 Touch the "Management" key on the right side of the touch panel.

Inch specifications

Default setting / Counter

Metric specifications

Default setting / Counter
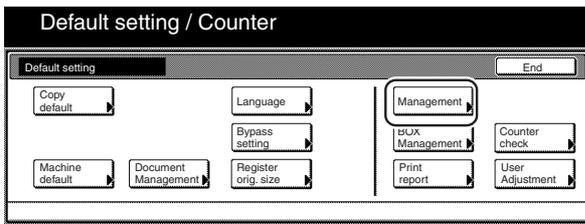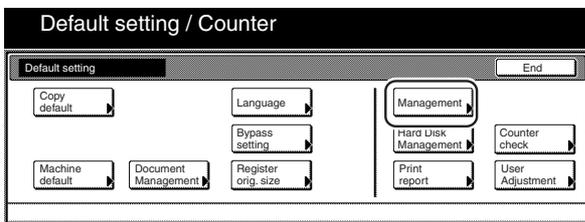
3 Use the numeric keys on the keypad to enter the 4-digit management code.
The factory default management code for 30 cpm copiers is "3000", for 40 cpm copiers is "4000" and for 50 cpm copiers is "5000".
If the entered management code matches the currently registered one, the copy management menu screen will be displayed.

Inch specifications

Enter the administrator number | Close

Metric specifications

Enter the administrator number | Close
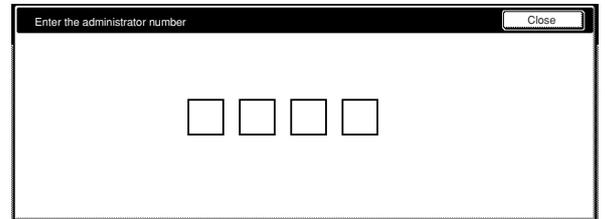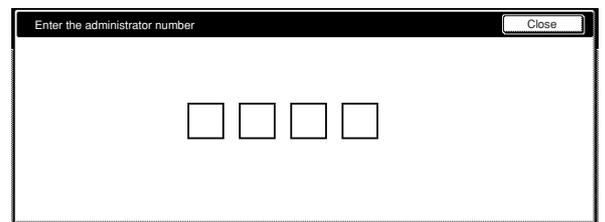
4 Touch the key that corresponds to the desired procedure.
The setting screen for that procedure will be displayed.
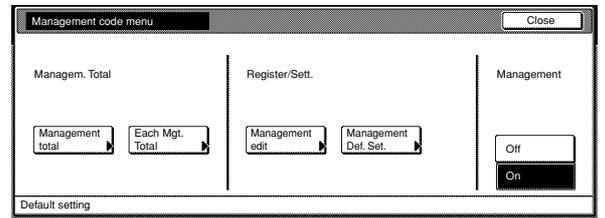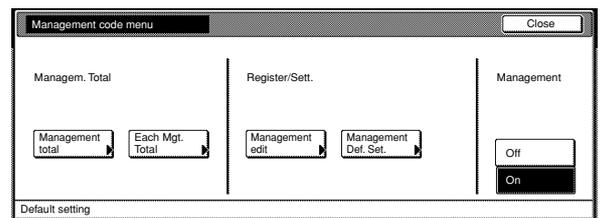
Inch specifications

Management code menu | Close

Metric specifications

Management code menu | Close

NOTES

• It is possible for you to change the 4-digit management code. (See "Changing the management code" on page 7-55.)
• Perform the following procedure that corresponds to the desired setting.

7-3

(3) Editing copy management information

● **Register new department ID-codes**

Perform the following procedure when you want to register
department ID-codes (up to 8-digits per ID-code) and the
corresponding department name, and set certain restrictions for using
the copier under that ID-code.

1 Access the copy management menu screen.
(See "Accessing the copy management menu screen".)

Inch specifications
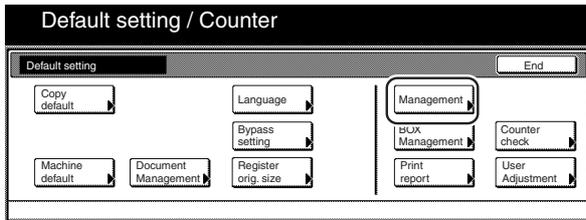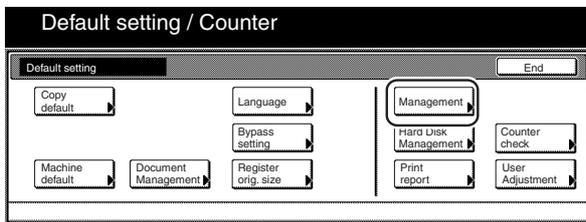
Metric specifications

2 Touch the "Management edit" key.
The "Management edit" screen will be displayed.

Inch specifications
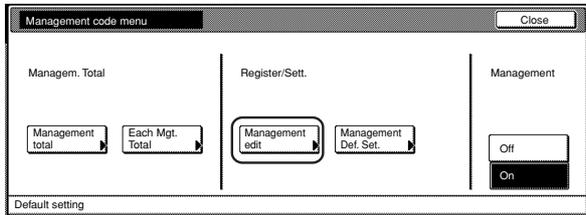
Metric specifications
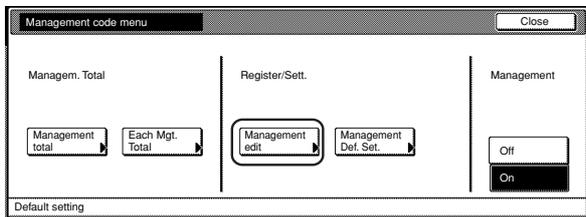
3 Touch the "Register" key.
The "New register" screen will be displayed.
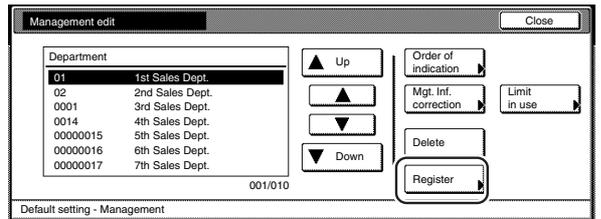
Inch specifications

Metric specifications

4 Select "ID-code" under the "Setting item" column on the left
side of the touch panel and then touch the "Change #" key.
The "ID-code" screen will be displayed.

Inch specifications
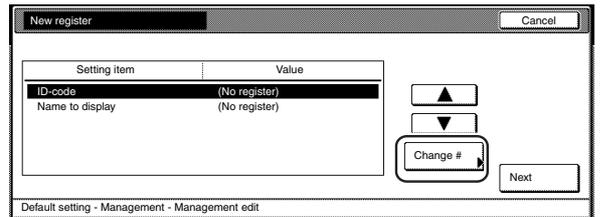
Metric specifications
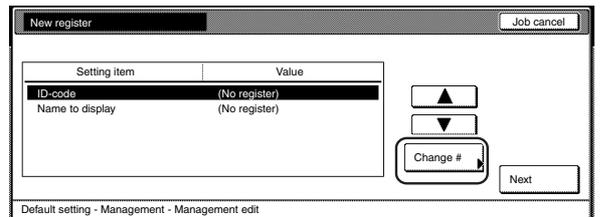
5 Use the numeric keys on the keypad to enter the department ID-code that you want to register (up to 8 digits).
You can enter any number between "0" and "99999999".

Inch specifications
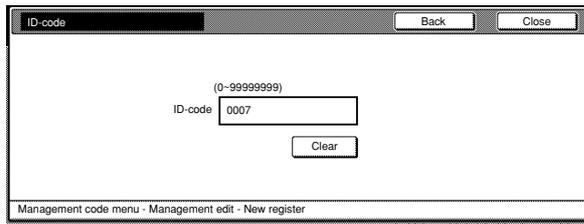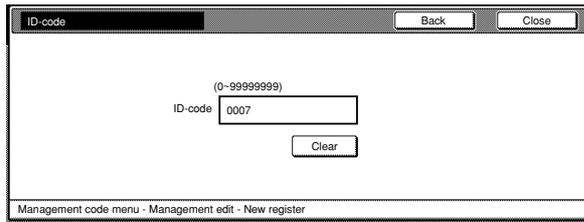
ID-code		Back	Close
	(0~99999999)		
	ID-code 0007		
		Clear	
Management code menu - Management edit - New register			

Metric specifications

ID-code		Back	Close
	(0~99999999)		
	ID-code 0007		
		Clear	
Management code menu - Management edit - New register			

6 Touch the "Close" key.
The touch panel will return to the screen in step 4.

7 Select "Name to display" under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Name to display" screen will be displayed.

Inch specifications

New register		Cancel
Setting item	Value	
ID-code	0007	
Name to display	(No register)	▲ ▼ Change #
		Next
Default setting - Management - Management edit		

Metric specifications

New register		Job cancel
Setting item	Value	
ID-code	0007	
Name to display	(No register)	▲ ▼ Change #
		Next
Default setting - Management - Management edit		
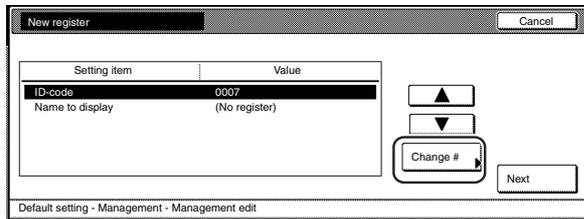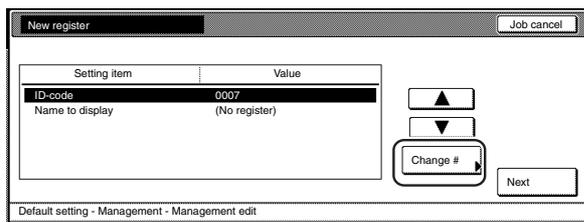
8 Enter the name for that department, and then touch the "End" key.
The touch panel will return to the screen in step 4.

Inch specifications

Name to display		Stop	End
1st Sales Dept.	Limit:32 letters including #		
	AllDel. ← →		Del. prev
1 2 3 4 5 6 7 8 9 0 - = `			
q w e r t y u i o p [ ] \			
a s d f g h j k l ; '			
z x c v b n m , . /			
Capital Letter Num./Sym. Space			

Metric specifications

Name to display		Stop	End
1st Sales Dept.	Limit: 32 letters inc. # key		
	AllDel. ← →		Del. prev
1 2 3 4 5 6 7 8 9 0 - = `			
q w e r t y u i o p [ ] \			
a s d f g h j k l ; '			
z x c v b n m , . /			
Capital Letter Symbol 1 Symbol 2 Space			
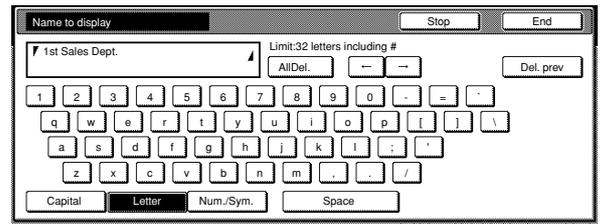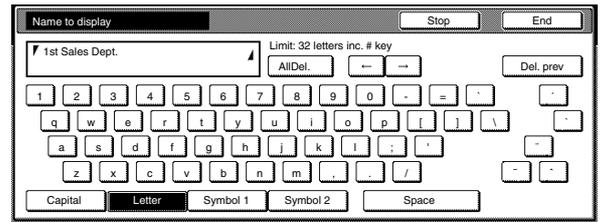
NOTE

For information on how to enter the department name, refer to "11. Entering characters" on page 7-103.

9 Once you are finished registering that department's ID-code and name, touch the "Next" key.

Inch specifications

New register		Cancel
Setting item	Value	
ID-code	0007	
Name to display	1st Sales Dept.	▲ ▼ Change #
		Next
Default setting - Management - Management edit		

Metric specifications

New register		Job cancel
Setting item	Value	
ID-code	0007	
Name to display	1st Sales Dept.	▲ ▼ Change #
		Next
Default setting - Management - Management edit		
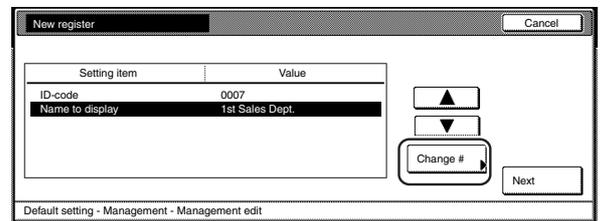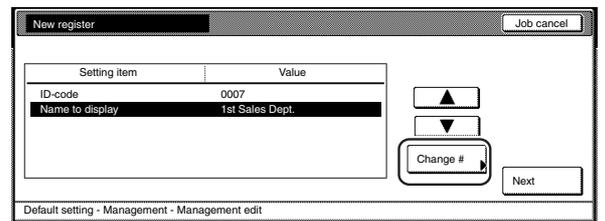
NOTES

• Be sure to register both of the setting items above, If you do not, an error will occur and you will be unable to continue to the next step.
• If you attempt to register a department ID-code or a department name that is already registered, an error will occur and you will be unable to continue to the next step. In this case, select a different ID-code and/or name, as appropriate.

10 Set the restrictions for using the copier under that
department ID-code.

Inch specifications

New register		Cancel
0007 1st Sales Dept.		

Setting item	Value
Copy limitation	On
Printer limitation	No limit
Output limitation	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

▲ ▼ Change # Registr.

Default setting - Management - Management edit

Metric specifications

New register		Job cancel
0007 1st Sales Dept.		

Setting item	Value
Copy limitation	On
Printer limitation	No limit
Output limitation	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

▲ ▼ Change # Registr.

Default setting - Management - Management edit

NOTE

For information on how to set restrictions, refer to "Setting the
restrictions for use" on page 7-7.

11 Once you are finished setting the restrictions for that
department ID-code, touch the "Registr." key.
The touch panel will return to the screen in step 3.

Inch specifications

New register		Cancel
0007 1st Sales Dept.		

Setting item	Value
Copy limitation	On
Printer limitation	No limit
Output limitation	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

▲ ▼ Change # Registr.

Default setting - Management - Management edit

Metric specifications

New register		Job cancel
0007 1st Sales Dept.		

Setting item	Value
Copy limitation	On
Printer limitation	No limit
Output limitation	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

▲ ▼ Change # Registr.

Default setting - Management - Management edit

12 Touch the "Close" key.
The touch panel will return to the screen in step 2.

Inch specifications

Management edit	Close
Department	

01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0007	1st Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.

▲ Up ▲ ▼ ▼ Down

Order of indication   Mgt. Inf. correction   Limit in use   Delete   Register

001/011

Default setting - Management

Metric specifications

Management edit	Close
Department	

01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0007	1st Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.

▲ Up ▲ ▼ ▼ Down

Order of indication   Mgt. Inf. correction   Limit in use   Delete   Register

001/011

Default setting - Management

NOTE

If you want to register an ID-code for a new department, touch the
"Register" key and repeat steps 4 through 12.

13 Touch the "Close" key.

● **Setting the restrictions for use**

Perform the following procedure when you want to set certain restrictions for using the copier under each department ID-code.
The setting items available for restriction will differ depending upon whether you have selected "All" or "Each" as the "Copy/Printer output management" setting. (See "Copy/Printer output management" on page 7-30.)
The following settings are available.

If "All" is selected as the "Copy/Printer output management" setting ("All" is the factory default setting)

	Copier	Printer	Scanning	Fax transmission	Reference page
Copying privileges ON/OFF	●				7-8
Printing privileges ON/OFF		●			7-9
Output limitation	△	△			7-10
Scanning restrictions			○		7-11
Fax transmission restrictions				○	7-12

○: The available settings are "No limit", "Counter limit" and "Is not permitted"
△: The available settings are "No limit" and "Counter limit"
●: The available settings are "Can use" and "Is not permitted"

If "Each" is selected as the "Copy/Printer output management" setting

	Copier	Printer	Scanning	Fax transmission	Reference page
Copying restrictions (All)	○				7-13
Printing restrictions (All)		○			7-14
Scanning restrictions			○		7-11
Fax transmission restrictions				○	7-12

○: The available settings are "No limit", "Counter limit" and "Is not permitted"

Copying privileges ON/OFF

Perform the following procedure when you want to turn copying privileges ON or OFF for the corresponding department ID-code.

NOTE

This setting will only be available when "On" is selected as the "Copier function management ON/OFF" setting.

---

1 Access the screen that contains the copy restriction setting items. (See "Register new department ID-codes" on page 7-4 or "Change restrictions for use" on page 7-20.)

Inch specifications
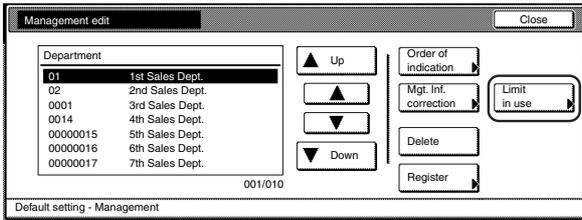
Metric specifications
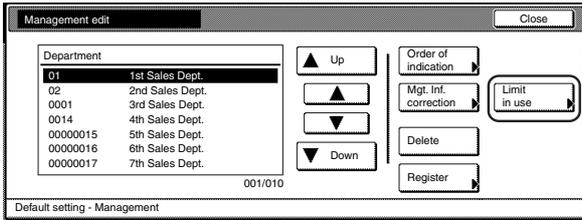
2 Select "Copy limitation" under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Copy limitation" screen will be displayed.

Inch specifications
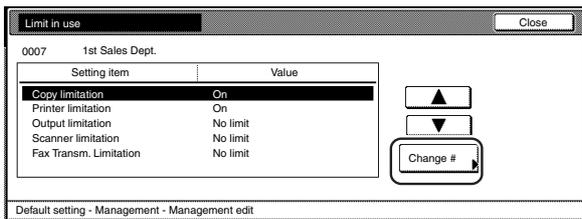
Metric specifications
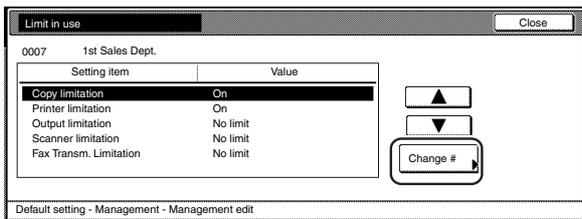
3 To allow copying privileges for this ID-code, touch the "Can use" key. To cancel copying privileges completely, touch the "Is not permitted" key.

Inch specifications

Metric specifications

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

---
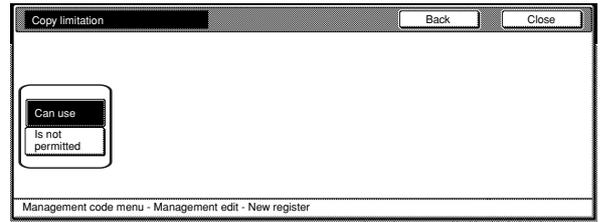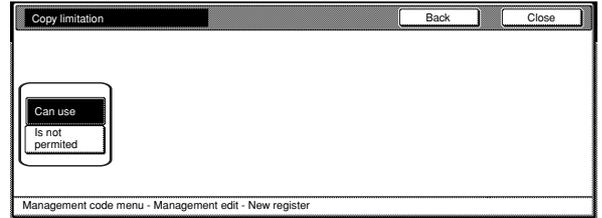
4 Touch the "Close" key.
The touch panel will return to the screen in step 2.

Printing privileges ON/OFF

Perform the following procedure when the optional Printer Kit or Printer/Scanner Kit is installed in your copier and you want to turn printing privileges ON or OFF for the corresponding department ID-code.

NOTE

This setting will only be available when "On" is selected as the "Printer function management ON/OFF" setting.

---

1 Access the screen that contains the copy restriction setting items.
(See "Register new department ID-codes" on page 7-4 or "Change restrictions for use" on page 7-20.)

Inch specifications
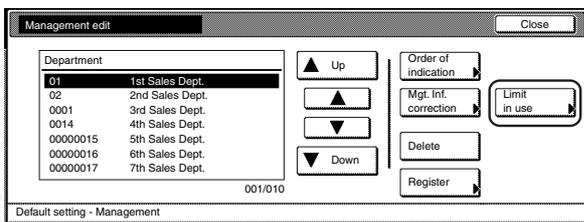
Metric specifications
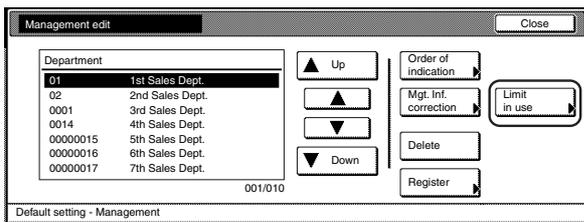
2 Select "Printer limitation" under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Printer limitation" screen will be displayed.

Inch specifications
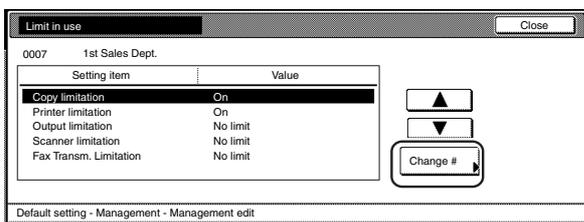
Metric specifications
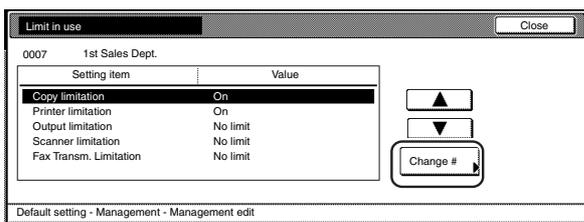
3 To allow printing privileges for this ID-code, touch the "Can use" key. To cancel printing privileges completely, touch the "Is not permitted" key.

Inch specifications

Metric specifications

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

---
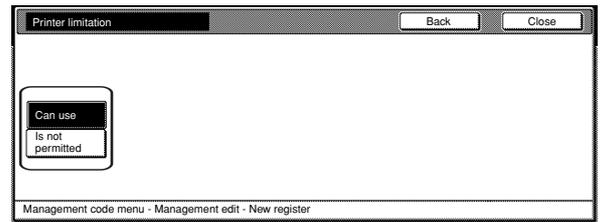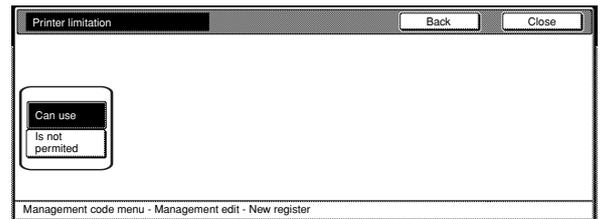
4 Touch the "Close" key.
The touch panel will return to the screen in step 2.

Output limitation

Perform the following procedure when you want to set the maximum number of copies and printouts that can be made under the corresponding department ID-code. If the optional Printer Kit or Printer/Scanner Kit is installed in your copier, this limit will apply to the number of copies AND printouts that can be made in total.

NOTE

This setting will not be available when "Is not permitted" is selected for both the "Copying privileges ON/OFF" and the "Printing privileges ON/OFF" settings, or when "Is not permitted" is selected as the "Copying privileges ON/OFF" setting and the optional Printer Kit or Printer/Scanner Kit is NOT installed in your copier.

---

1 Access the screen that contains the copy restriction setting items.
(See "Register new department ID-codes" on page 7-4 or "Change restrictions for use" on page 7-20.)

Inch specifications
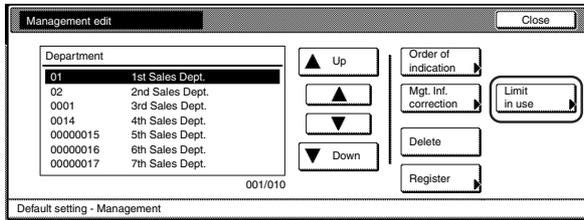
Metric specifications
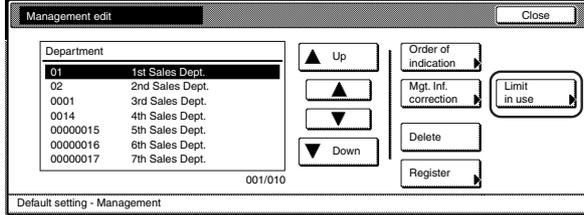
2 Select "Output limitation" under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Output limitation" screen will be displayed.

Inch specifications
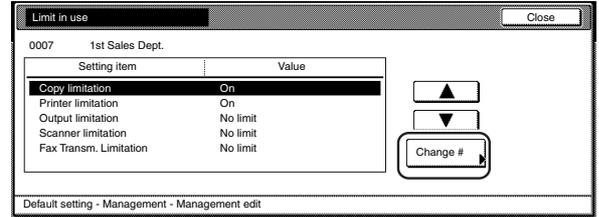
Metric specifications
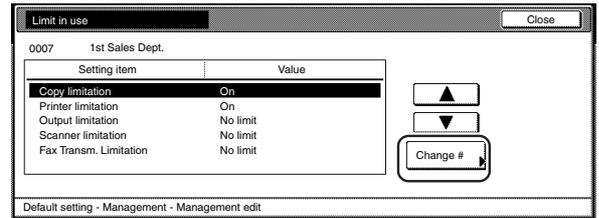
3 To set the maximum limit for copying and printing under this ID-code, touch the "Counter limit" key and proceed to the next step.
To allow unlimited copying and printing, touch the "No limit" key and then proceed to step 5.

Inch specifications
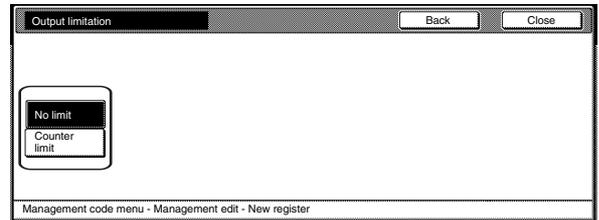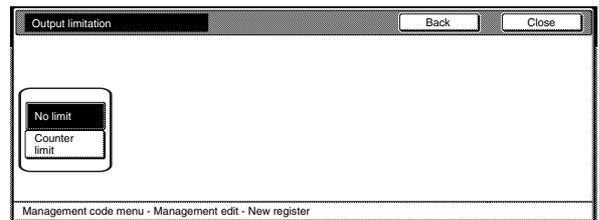
Metric specifications

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

---

4 Use the numeric keys on the keypad to enter the maximum number of copies and printouts that can be made in total under this ID-code. The limit can be set to any 1-page increment up to 999,999.
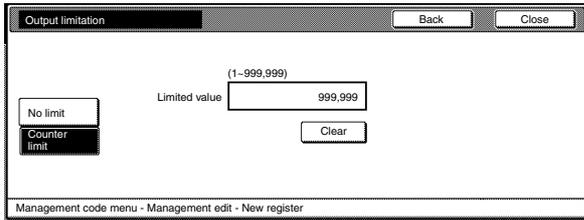
Inch specifications

```
Output limitation                          Back      Close

                         (1~999,999)
             Limited value       999,999

  No limit
                                        Clear
  Counter
  limit

Management code menu - Management edit - New register
```

Metric specifications

```
Output limitation                          Back      Close

                         (1~999,999)
             Limited value       999,999

  No limit
                                        Clear
  Counter
  limit

Management code menu - Management edit - New register
```
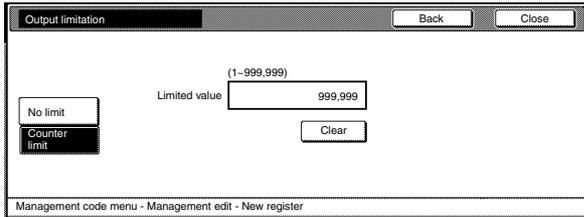
5 Touch the "Close" key.
The touch panel will return to the screen in step 2.

Scanning restrictions

Perform the following procedure when you want to set the maximum number of originals that can be scanned under the corresponding department ID-code when the optional Printer/Scanner Kit is installed in your copier.

NOTE

This setting will only be available when "On" is selected as the "Scanner function management ON/OFF" setting.

1 Access the screen that contains the copy restriction setting items.
(See "Register new department ID-codes" on page 7-4 or "Change restrictions for use" on page 7-20.)

Inch specifications

```
Management edit                                        Close

  Department              ▲ Up      Order of
  01      1st Sales Dept.           indication
  02      2nd Sales Dept.  ▲
  0001    3rd Sales Dept.           Mgt. Inf.    Limit
  0014    4th Sales Dept.  ▼        correction   in use
  00000015 5th Sales Dept.
  00000016 6th Sales Dept. ▼ Down   Delete
  00000017 7th Sales Dept.
                    001/010         Register

Default setting - Management
```

Metric specifications

```
Management edit                                        Close

  Department              ▲ Up      Order of
  01      1st Sales Dept.           indication
  02      2nd Sales Dept.  ▲
  0001    3rd Sales Dept.           Mgt. Inf.    Limit
  0014    4th Sales Dept.  ▼        correction   in use
  00000015 5th Sales Dept.
  00000016 6th Sales Dept. ▼ Down   Delete
  00000017 7th Sales Dept.
                    001/010         Register

Default setting - Management
```
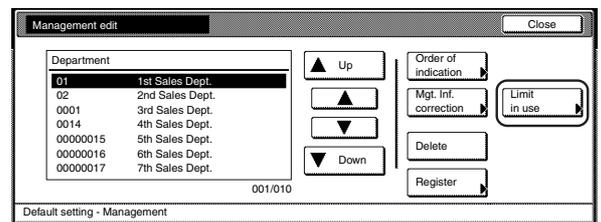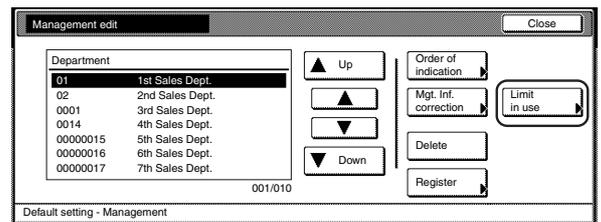
2 Select "Scanner limitation" under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Scanner limitation" screen will be displayed.
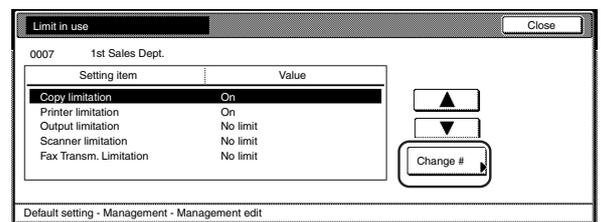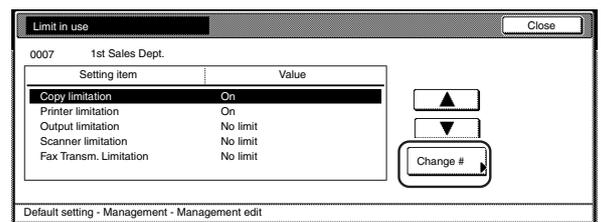
Inch specifications

```
Limit in use                                           Close

  0007      1st Sales Dept.

    Setting item              Value
  Copy limitation             On                 ▲
  Printer limitation          On
  Output limitation           No limit           ▼
  Scanner limitation          No limit
  Fax Transm. Limitation      No limit           Change #

Default setting - Management - Management edit
```

Metric specifications

```
Limit in use                                           Close

  0007      1st Sales Dept.

    Setting item              Value
  Copy limitation             On                 ▲
  Printer limitation          On
  Output limitation           No limit           ▼
  Scanner limitation          No limit
  Fax Transm. Limitation      No limit           Change #

Default setting - Management - Management edit
```

7-11

3 To set the maximum number of originals that can be scanned under this ID-code, touch the "Counter limit" key and proceed to the next step.
To allow unlimited scanning, touch the "No limit" key, and to cancel scanning privileges completely, touch the "Is not permitted" key and proceed to step 5.

Inch specifications

```
┌──────────────────────────────────────────────────┐
│ Scanner limitation              Back      Close    │
│                                                    │
│  ┌────────────┐                                    │
│  │ No limit   │                                    │
│  ├────────────┤                                    │
│  │ Counter    │                                    │
│  │ limit      │                                    │
│  ├────────────┤                                    │
│  │ Is not     │                                    │
│  │ permitted  │                                    │
│  └────────────┘                                    │
│ Management code menu - Management edit - New register │
└──────────────────────────────────────────────────┘
```

Metric specifications

```
┌──────────────────────────────────────────────────┐
│ Scanner limitation              Back      Close    │
│                                                    │
│  ┌────────────┐                                    │
│  │ No limit   │                                    │
│  ├────────────┤                                    │
│  │ Counter    │                                    │
│  │ limit      │                                    │
│  ├────────────┤                                    │
│  │ Is not     │                                    │
│  │ permitted  │                                    │
│  └────────────┘                                    │
│ Management code menu - Management edit - New register │
└──────────────────────────────────────────────────┘
```
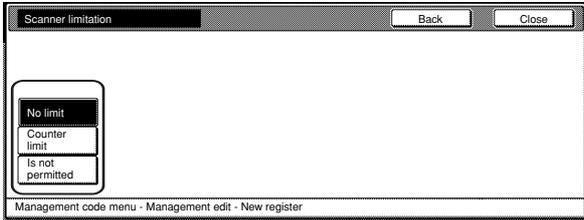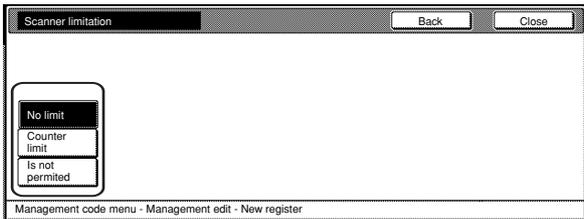
> **NOTE**
>
> If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Use the numeric keys on the keypad to enter the maximum number of originals that can be scanned under this ID-code. The scanning limit can be set to any 1-page increment up to 999,999.
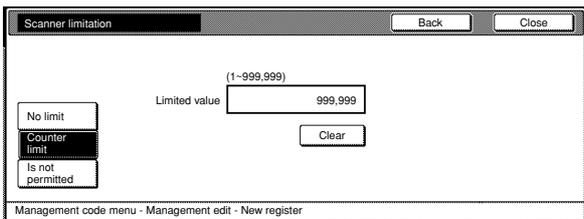
Inch specifications

```
┌──────────────────────────────────────────────────┐
│ Scanner limitation              Back      Close    │
│                         (1~999,999)                │
│  ┌──────────┐  Limited value  ┌──────────┐         │
│  │ No limit │                 │  999,999 │         │
│  ├──────────┤                 └──────────┘         │
│  │ Counter  │                  ┌────────┐          │
│  │ limit    │                  │ Clear  │          │
│  ├──────────┤                  └────────┘          │
│  │ Is not   │                                      │
│  │ permitted│                                      │
│  └──────────┘                                      │
│ Management code menu - Management edit - New register │
└──────────────────────────────────────────────────┘
```

Metric specifications

```
┌──────────────────────────────────────────────────┐
│ Scanner limitation              Back      Close    │
│                         (1~999,999)                │
│  ┌──────────┐  Limited value  ┌──────────┐         │
│  │ No limit │                 │  999,999 │         │
│  ├──────────┤                 └──────────┘         │
│  │ Counter  │                  ┌────────┐          │
│  │ limit    │                  │ Clear  │          │
│  ├──────────┤                  └────────┘          │
│  │ Is not   │                                      │
│  │ permitted│                                      │
│  └──────────┘                                      │
│ Management code menu - Management edit - New register │
└──────────────────────────────────────────────────┘
```
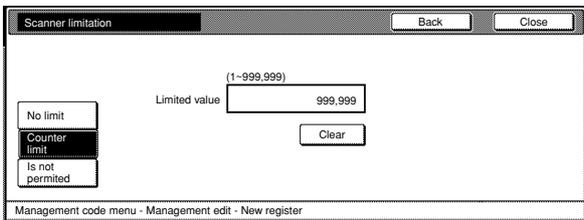
5 Touch the "Close" key.
The touch panel will return to the screen in step 2.

Fax transmission restrictions

Perform the following procedure when you want to set the maximum number of documents that can be transmitted under the corresponding department ID-code when the optional Fax Kit is installed in your copier.

> **NOTE**
>
> This setting will only be available when "On" is selected as the "Fax function management ON/OFF" setting.

1 Access the screen that contains the copy restriction setting items.
(See "Register new department ID-codes" on page 7-4 or "Change restrictions for use" on page 7-20.)

Inch specifications

```
┌──────────────────────────────────────────────────────┐
│ Management edit                              Close      │
│  ┌─────────────────────────┐ ┌──────┐ ┌────────────┐   │
│  │ Department              │ │▲ Up  │ │Order of    │   │
│  │ 01      1st Sales Dept. │ └──────┘ │indication  │   │
│  │ 02      2nd Sales Dept. │ ┌──────┐ ├────────────┤   │
│  │ 0001    3rd Sales Dept. │ │  ▲   │ │Mgt. Inf.   │ ┌──────┐│
│  │ 0014    4th Sales Dept. │ └──────┘ │correction  │ │Limit ││
│  │ 00000015 5th Sales Dept.│ ┌──────┐ ├────────────┤ │in use││
│  │ 00000016 6th Sales Dept.│ │  ▼   │ │Delete      │ └──────┘│
│  │ 00000017 7th Sales Dept.│ └──────┘ ├────────────┤   │
│  │              001/010    │ │▼ Down│ │Register    │   │
│  └─────────────────────────┘ └──────┘ └────────────┘   │
│ Default setting - Management                            │
└──────────────────────────────────────────────────────┘
```

Metric specifications

```
┌──────────────────────────────────────────────────────┐
│ Management edit                              Close      │
│  ┌─────────────────────────┐ ┌──────┐ ┌────────────┐   │
│  │ Department              │ │▲ Up  │ │Order of    │   │
│  │ 01      1st Sales Dept. │ └──────┘ │indication  │   │
│  │ 02      2nd Sales Dept. │ ┌──────┐ ├────────────┤   │
│  │ 0001    3rd Sales Dept. │ │  ▲   │ │Mgt. Inf.   │ ┌──────┐│
│  │ 0014    4th Sales Dept. │ └──────┘ │correction  │ │Limit ││
│  │ 00000015 5th Sales Dept.│ ┌──────┐ ├────────────┤ │in use││
│  │ 00000016 6th Sales Dept.│ │  ▼   │ │Delete      │ └──────┘│
│  │ 00000017 7th Sales Dept.│ └──────┘ ├────────────┤   │
│  │              001/010    │ │▼ Down│ │Register    │   │
│  └─────────────────────────┘ └──────┘ └────────────┘   │
│ Default setting - Management                            │
└──────────────────────────────────────────────────────┘
```
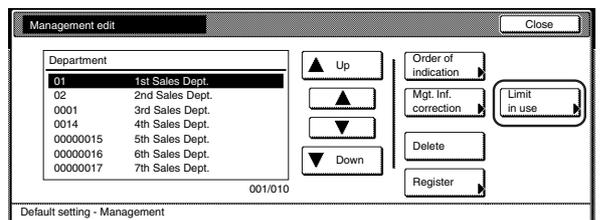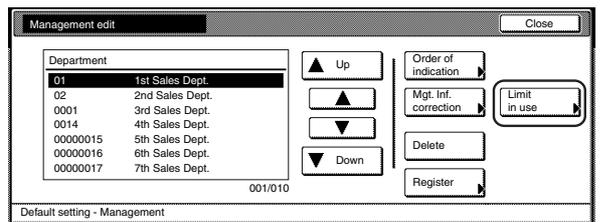
2 Select "Fax transm. Limitation" under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Fax transm. Limitation" screen will be displayed.
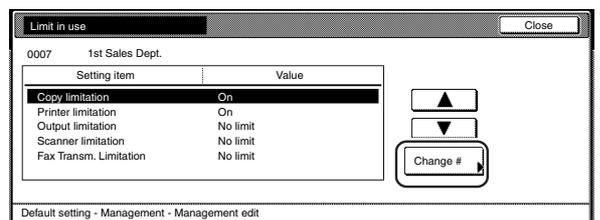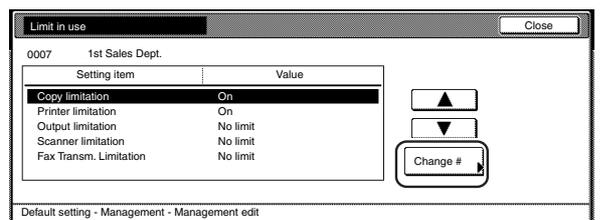
Inch specifications

```
┌──────────────────────────────────────────────────────┐
│ Limit in use                                 Close      │
│ 0007      1st Sales Dept.                               │
│  ┌──────────────────────┬───────────┐  ┌──────┐        │
│  │ Setting item         │ Value     │  │  ▲   │        │
│  ├──────────────────────┼───────────┤  └──────┘        │
│  │ Copy limitation      │ On        │  ┌──────┐        │
│  │ Printer limitation   │ On        │  │  ▼   │        │
│  │ Output limitation    │ No limit  │  └──────┘        │
│  │ Scanner limitation   │ No limit  │  ┌────────┐      │
│  │ Fax Transm. Limitation│ No limit │  │Change #│      │
│  └──────────────────────┴───────────┘  └────────┘      │
│ Default setting - Management - Management edit          │
└──────────────────────────────────────────────────────┘
```

Metric specifications

```
┌──────────────────────────────────────────────────────┐
│ Limit in use                                 Close      │
│ 0007      1st Sales Dept.                               │
│  ┌──────────────────────┬───────────┐  ┌──────┐        │
│  │ Setting item         │ Value     │  │  ▲   │        │
│  ├──────────────────────┼───────────┤  └──────┘        │
│  │ Copy limitation      │ On        │  ┌──────┐        │
│  │ Printer limitation   │ On        │  │  ▼   │        │
│  │ Output limitation    │ No limit  │  └──────┘        │
│  │ Scanner limitation   │ No limit  │  ┌────────┐      │
│  │ Fax Transm. Limitation│ No limit │  │Change #│      │
│  └──────────────────────┴───────────┘  └────────┘      │
│ Default setting - Management - Management edit          │
└──────────────────────────────────────────────────────┘
```

3 To set the maximum number of documents that can be transmitted under this ID-code, touch the "Counter limit" key and proceed to the next step.
To allow unlimited fax transmission, touch the "No limit" key, and to cancel fax transmission privileges completely, touch the "Is not permitted" key and proceed to step 5.

Inch specifications

```
┌──────────────────────────────────────────────────┐
│ Fax Transm. Limitation          Back      Close   │
│                                                    │
│  ┌────────┐                                        │
│  │No limit│                                        │
│  ├────────┤                                        │
│  │Counter │                                        │
│  │limit   │                                        │
│  ├────────┤                                        │
│  │Is not  │                                        │
│  │permitted│                                       │
│  └────────┘                                        │
│ Management code menu - Management edit - New register │
└──────────────────────────────────────────────────┘
```

Metric specifications

```
┌──────────────────────────────────────────────────┐
│ Fax Transm. Limitation          Back      Close   │
│                                                    │
│  ┌────────┐                                        │
│  │No limit│                                        │
│  ├────────┤                                        │
│  │Counter │                                        │
│  │limit   │                                        │
│  ├────────┤                                        │
│  │Is not  │                                        │
│  │permitted│                                       │
│  └────────┘                                        │
│ Management code menu - Management edit - New register │
└──────────────────────────────────────────────────┘
```
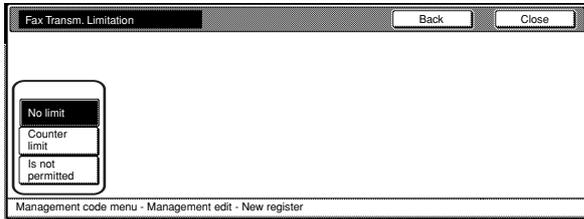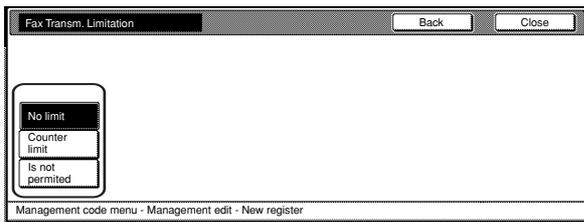
NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Use the numeric keys on the keypad to enter the maximum number of documents that can be transmitted under this ID-code. The document limit can be set to any 1-page increment up to 999,999.
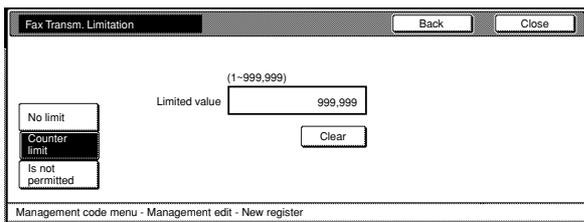
Inch specifications

```
┌──────────────────────────────────────────────────┐
│ Fax Transm. Limitation          Back      Close   │
│                       (1~999,999)                  │
│  ┌────────┐   Limited value  ┌─────────────┐       │
│  │No limit│                  │   999,999   │       │
│  ├────────┤                  └─────────────┘       │
│  │Counter │                  ┌──────┐              │
│  │limit   │                  │Clear │              │
│  ├────────┤                  └──────┘              │
│  │Is not  │                                        │
│  │permitted│                                       │
│  └────────┘                                        │
│ Management code menu - Management edit - New register │
└──────────────────────────────────────────────────┘
```

Metric specifications

```
┌──────────────────────────────────────────────────┐
│ Fax Transm. Limitation          Back      Close   │
│                       (1~999,999)                  │
│  ┌────────┐   Limited value  ┌─────────────┐       │
│  │No limit│                  │   999,999   │       │
│  ├────────┤                  └─────────────┘       │
│  │Counter │                  ┌──────┐              │
│  │limit   │                  │Clear │              │
│  ├────────┤                  └──────┘              │
│  │Is not  │                                        │
│  │permitted│                                       │
│  └────────┘                                        │
│ Management code menu - Management edit - New register │
└──────────────────────────────────────────────────┘
```
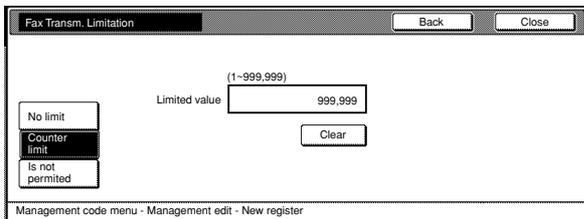
5 Touch the "Close" key.
The touch panel will return to the screen in step 2.

Copying restrictions (All)

Perform the following procedure when you want to set the maximum number of copies that can be made under the corresponding department ID-code.

NOTES

• This setting will only be available when "On" is selected as the "Copier function management ON/OFF" setting.

1 Access the screen that contains the copy restriction setting items.
(See "Register new department ID-codes" on page 7-4 or "Change restrictions for use" on page 7-20.)

Inch specifications

```
┌──────────────────────────────────────────────────┐
│ Management edit                          Close    │
│ Department          ┌──────┐   ┌──────────────┐   │
│ 01    1st Sales Dept.│ ▲ Up │   │Order of      │  │
│ 02    2nd Sales Dept.├──────┤   │indication    │  │
│ 0001  3rd Sales Dept.│  ▲   │   ├──────────────┤ ┌──────┐│
│ 0014  4th Sales Dept.├──────┤   │Mgt. Inf.     │ │Limit ││
│ 00000015 5th Sales Dept.│ ▼  │   │correction    │ │in use││
│ 00000016 6th Sales Dept.├──────┤   ├──────────────┤ └──────┘│
│ 00000017 7th Sales Dept.│ ▼ Down│   │Delete        │   │
│              001/010 └──────┘   ├──────────────┤   │
│                                 │Register      │   │
│ Default setting - Management                      │
└──────────────────────────────────────────────────┘
```

Metric specifications

```
┌──────────────────────────────────────────────────┐
│ Management edit                          Close    │
│ Department          ┌──────┐   ┌──────────────┐   │
│ 01    1st Sales Dept.│ ▲ Up │   │Order of      │  │
│ 02    2nd Sales Dept.├──────┤   │indication    │  │
│ 0001  3rd Sales Dept.│  ▲   │   ├──────────────┤ ┌──────┐│
│ 0014  4th Sales Dept.├──────┤   │Mgt. Inf.     │ │Limit ││
│ 00000015 5th Sales Dept.│ ▼  │   │correction    │ │in use││
│ 00000016 6th Sales Dept.├──────┤   ├──────────────┤ └──────┘│
│ 00000017 7th Sales Dept.│ ▼ Down│   │Delete        │   │
│              001/010 └──────┘   ├──────────────┤   │
│                                 │Register      │   │
│ Default setting - Management                      │
└──────────────────────────────────────────────────┘
```
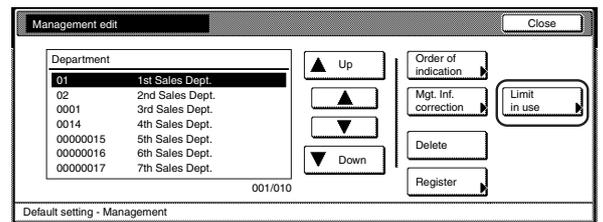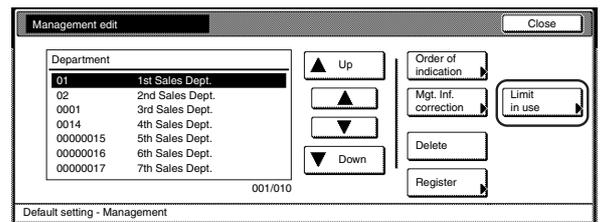
2 Select "Copy limitation (All)" under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Copy limitation (All)" screen will be displayed.
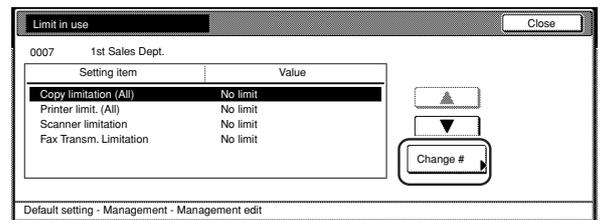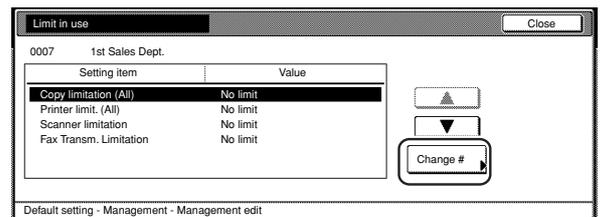
Inch specifications

```
┌──────────────────────────────────────────────────┐
│ Limit in use                             Close    │
│ 0007     1st Sales Dept.                          │
│ ┌──────────────────┬──────────────┐               │
│ │ Setting item     │    Value     │    ┌───┐      │
│ │Copy limitation (All)│ No limit   │    │ ▲ │      │
│ │Printer limit. (All) │ No limit   │    ├───┤      │
│ │Scanner limitation   │ No limit   │    │ ▼ │      │
│ │Fax Transm. Limitation│ No limit  │    └───┘      │
│ └──────────────────┴──────────────┘  ┌────────┐   │
│                                      │Change #│   │
│                                      └────────┘   │
│ Default setting - Management - Management edit     │
└──────────────────────────────────────────────────┘
```

Metric specifications

```
┌──────────────────────────────────────────────────┐
│ Limit in use                             Close    │
│ 0007     1st Sales Dept.                          │
│ ┌──────────────────┬──────────────┐               │
│ │ Setting item     │    Value     │    ┌───┐      │
│ │Copy limitation (All)│ No limit   │    │ ▲ │      │
│ │Printer limit. (All) │ No limit   │    ├───┤      │
│ │Scanner limitation   │ No limit   │    │ ▼ │      │
│ │Fax Transm. Limitation│ No limit  │    └───┘      │
│ └──────────────────┴──────────────┘  ┌────────┐   │
│                                      │Change #│   │
│                                      └────────┘   │
│ Default setting - Management - Management edit     │
└──────────────────────────────────────────────────┘
```

3 To set the maximum number of copies that can be made under this ID-code, touch the "Counter limit" key and proceed to the next step.
To allow unlimited copies, touch the "No limit" key, and to cancel copying privileges completely, touch the "Is not permitted" key and proceed to step 5.

Inch specifications

```
Copy limitation (All)                          Back      Close

      No limit
      Counter
      limit
      Is not
      permitted

  Management code menu - Management edit - New register
```

Metric specifications

```
Copy limitation (All)                          Back      Close

      No limit
      Counter
      limit
      Is not
      permited

  Management code menu - Management edit - New register
```
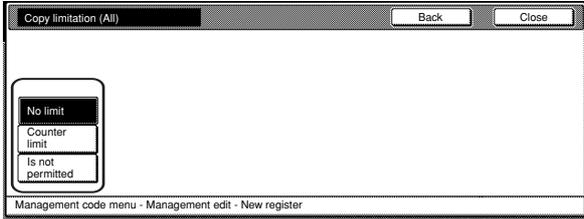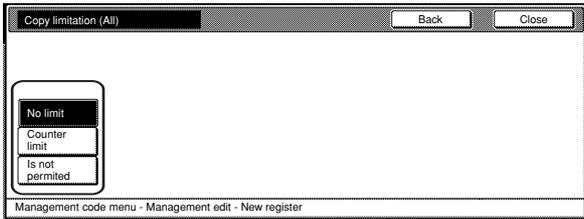
NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Use the numeric keys on the keypad to enter the maximum number of copies that can be made under this ID-code. The copy limit can be set to any 1-page increment up to 999,999.
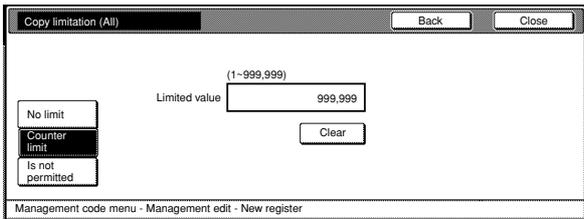
Inch specifications

```
Copy limitation (All)                          Back      Close

                          (1~999,999)
                Limited value         999,999
      No limit
      Counter                          Clear
      limit
      Is not
      permitted

  Management code menu - Management edit - New register
```

Metric specifications

```
Copy limitation (All)                          Back      Close

                          (1~999,999)
                Limited value         999,999
      No limit
      Counter                          Clear
      limit
      Is not
      permited

  Management code menu - Management edit - New register
```
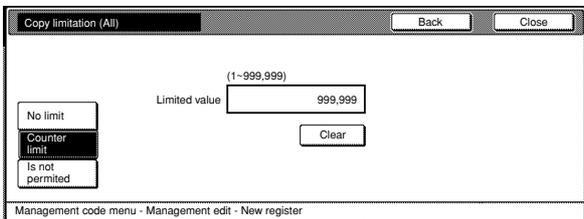
5 Touch the "Close" key.
The touch panel will return to the screen in step 2.

Printing restrictions (All)

Perform the following procedure when the optional Printer Kit or Printer/Scanner Kit is installed in your copier and you want to set the maximum number of printouts that can be made under the corresponding department ID-code.

NOTE

This setting will only be available when "On" is selected as the "Printer function management ON/OFF" setting.

1 Access the screen that contains the copy restriction setting items.
(See "Register new department ID-codes" on page 7-4 or "Change restrictions for use" on page 7-20.)

Inch specifications

```
Management edit                                        Close

  Department                    ▲ Up      Order of
  01        1st Sales Dept.                indication
  02        2nd Sales Dept.                            Limit
  0001      3rd Sales Dept.     ▲          Mgt. Inf.   in use
  0014      4th Sales Dept.                correction
  00000015  5th Sales Dept.     ▼
  00000016  6th Sales Dept.                Delete
  00000017  7th Sales Dept.     ▼ Down
                        001/010           Register

  Default setting - Management
```

Metric specifications

```
Management edit                                        Close

  Department                    ▲ Up      Order of
  01        1st Sales Dept.                indication
  02        2nd Sales Dept.                            Limit
  0001      3rd Sales Dept.     ▲          Mgt. Inf.   in use
  0014      4th Sales Dept.                correction
  00000015  5th Sales Dept.     ▼
  00000016  6th Sales Dept.                Delete
  00000017  7th Sales Dept.     ▼ Down
                        001/010           Register

  Default setting - Management
```
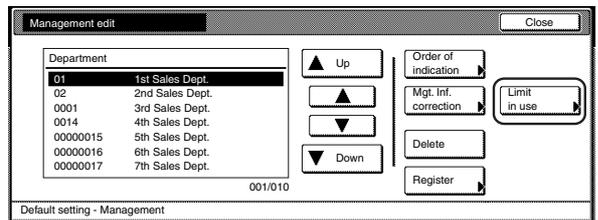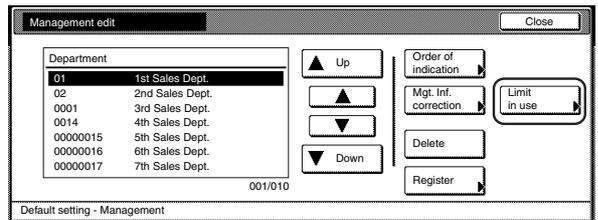
2 Select "Printer limit. (All)" under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Printer limit. (All)" screen will be displayed.
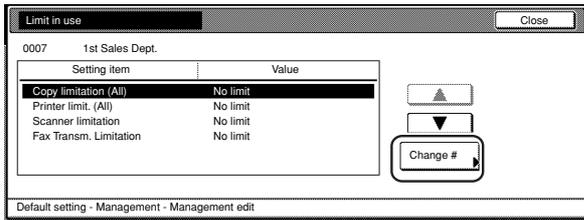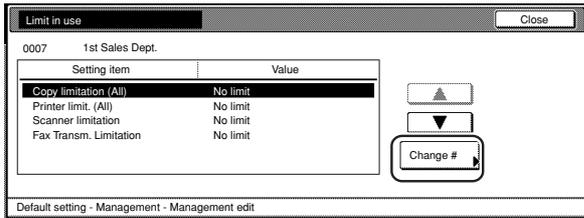
Inch specifications

```
┌─────────────────────────────────────────────────┐
│ Limit in use                            Close    │
│                                                  │
│ 0007      1st Sales Dept.                        │
│   Setting item          Value                    │
│ Copy limitation (All)    No limit         ▲      │
│ Printer limit. (All)     No limit                │
│ Scanner limitation       No limit         ▼      │
│ Fax Transm. Limitation   No limit                │
│                                         Change # │
│                                                  │
│ Default setting - Management - Management edit   │
└─────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────┐
│ Limit in use                            Close    │
│                                                  │
│ 0007      1st Sales Dept.                        │
│   Setting item          Value                    │
│ Copy limitation (All)    No limit         ▲      │
│ Printer limit. (All)     No limit                │
│ Scanner limitation       No limit         ▼      │
│ Fax Transm. Limitation   No limit                │
│                                         Change # │
│                                                  │
│ Default setting - Management - Management edit   │
└─────────────────────────────────────────────────┘
```

3 To set the maximum number of printouts that can be made under this ID-code, touch the "Counter limit" key and proceed to the next step.
To allow unlimited printing, touch the "No limit" key, and to cancel printing privileges completely, touch the "Is not permitted" key and proceed to step 5.

Inch specifications

```
┌─────────────────────────────────────────────────┐
│ Printer limit. (All)            Back    Close    │
│                                                  │
│   ┌──────────┐                                   │
│   │ No limit │                                   │
│   │ Counter  │                                   │
│   │ limit    │                                   │
│   │ Is not   │                                   │
│   │ permitted│                                   │
│   └──────────┘                                   │
│ Management code menu - Management edit - New register │
└─────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────┐
│ Printer limit. (All)            Back    Close    │
│                                                  │
│   ┌──────────┐                                   │
│   │ No limit │                                   │
│   │ Counter  │                                   │
│   │ limit    │                                   │
│   │ Is not   │                                   │
│   │ permitted│                                   │
│   └──────────┘                                   │
│ Management code menu - Management edit - New register │
└─────────────────────────────────────────────────┘
```

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.
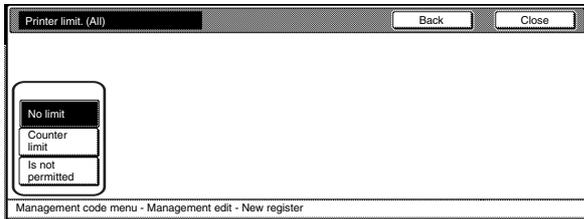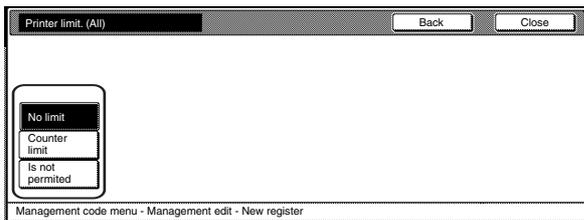
4 Use the numeric keys on the keypad to enter the maximum number of printouts that can be made under this ID-code. The printing limit can be set to any 1-page increment up to 999,999.

Inch specifications

```
┌─────────────────────────────────────────────────┐
│ Printer limit. (All)            Back    Close    │
│                        (1~999,999)               │
│   ┌──────────┐   Limited value    999,999        │
│   │ No limit │                                   │
│   │ Counter  │                    Clear          │
│   │ limit    │                                   │
│   │ Is not   │                                   │
│   │ permitted│                                   │
│   └──────────┘                                   │
│ Management code menu - Management edit - New register │
└─────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────┐
│ Printer limit. (All)            Back    Close    │
│                        (1~999,999)               │
│   ┌──────────┐   Limited value    999,999        │
│   │ No limit │                                   │
│   │ Counter  │                    Clear          │
│   │ limit    │                                   │
│   │ Is not   │                                   │
│   │ permited │                                   │
│   └──────────┘                                   │
│ Management code menu - Management edit - New register │
└─────────────────────────────────────────────────┘
```

5 Touch the "Close" key.
The touch panel will return to the screen in step 2.

● **Delete department ID-codes**

Perform the following procedure when you want to delete registered department ID-codes.

1 Access the copy management menu screen.
(See "(2) Accessing the copy management menu screen" on page 7-3.)

Inch specifications

```
Default setting / Counter

Default setting                                    End

  Copy
  default           Language         Management

                    Bypass           BOX              Counter
                    setting          Management       check

  Machine    Document    Register    Print        User
  default    Management  orig. size  report       Adjustment
```

Metric specifications

```
Default setting / Counter

Default setting                                    End

  Copy
  default           Language         Management

                    Bypass           Hard Disk        Counter
                    setting          Management       check

  Machine    Document    Register    Print        User
  default    Management  orig. size  report       Adjustment
```

2 Touch the "Management edit" key.
The "Management edit" screen will be displayed.

Inch specifications

```
Management code menu                              Close

  Managem. Total          Register/Sett.          Management

  Management   Each Mgt.    Management   Management
  total        Total        edit         Def. Set.    Off

                                                      On

Default setting
```

Metric specifications

```
Management code menu                              Close

  Managem. Total          Register/Sett.          Management

  Management   Each Mgt.    Management   Management
  total        Total        edit         Def. Set.    Off

                                                      On

Default setting
```

3 Select the department ID-code that you want to delete, and then touch the "Delete" key.

Inch specifications

```
Management edit                                   Close

  Department              ▲ Up        Order of
  01      1st Sales Dept.             indication
  02      2nd Sales Dept.  ▲          Mgt. Inf.      Limit
  0001    3rd Sales Dept.             correction     in use
  0014    4th Sales Dept.  ▼
  00000015 5th Sales Dept.
  00000016 6th Sales Dept. ▼ Down     Delete
  00000017 7th Sales Dept.
                           001/010    Register

Default setting - Management
```

Metric specifications

```
Management edit                                   Close

  Department              ▲ Up        Order of
  01      1st Sales Dept.             indication
  02      2nd Sales Dept.  ▲          Mgt. Inf.      Limit
  0001    3rd Sales Dept.             correction     in use
  0014    4th Sales Dept.  ▼
  00000015 5th Sales Dept.
  00000016 6th Sales Dept. ▼ Down     Delete
  00000017 7th Sales Dept.
                           001/010    Register

Default setting - Management
```

NOTE

It is possible for you to change the order of how the list of ID-codes is displayed.
To so, touch the "Order of indication" key and then touch the "Sort by code" key (and select either "1 → 9" or "9 → 1") or the "Sort by Name" key (and select either "A → Z" or "Z → A"), as appropriate.

---

4 Verify that this is the ID-code that you want to delete, and touch the "Yes" key.
The touch panel will return to the screen in step 3.

Inch specifications

ID-code: 0007
Name to display: 1st Sales Dept.
Are you sure you want to delete this ID-code?

Yes   No

Metric specifications

ID-code: 0007
Name to display: 1st Sales Dept.
Are you sure you want to delete this ID-code?

Yes   No
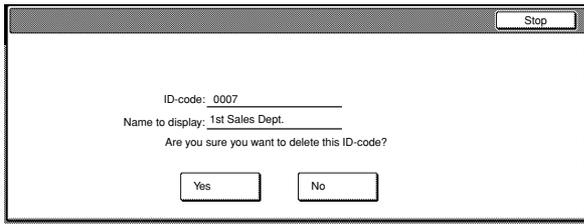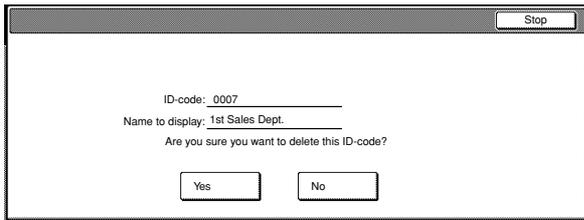
NOTE

If you want to delete another ID-code, repeat steps 3 and 4.

5 Touch the "Close" key.
The touch panel will return to the screen in step 2.

● **Change registered information**

Perform the following procedure when you want to change a previously registered department name or the corresponding ID-code.

1 Access the copy management menu screen.
(See "(2) Accessing the copy management menu screen" on page 7-3.)

Inch specifications

Default setting / Counter

Default setting   End
Copy default   Language   Management
Bypass setting   BOX Management   Counter check
Machine default   Document Management   Register orig. size   Print report   User Adjustment

Metric specifications

Default setting / Counter

Default setting   End
Copy default   Language   Management
Bypass setting   Hard Disk Management   Counter check
Machine default   Document Management   Register orig. size   Print report   User Adjustment

2 Touch the "Management edit" key.
The "Management edit" screen will be displayed.

Inch specifications

Management code menu   Close
Managem. Total   Register/Sett.   Management
Management total   Each Mgt. Total   Management edit   Management Def. Set.   Off
On
Default setting

Metric specifications

Management code menu   Close
Managem. Total   Register/Sett.   Management
Management total   Each Mgt. Total   Management edit   Management Def. Set.   Off
On
Default setting
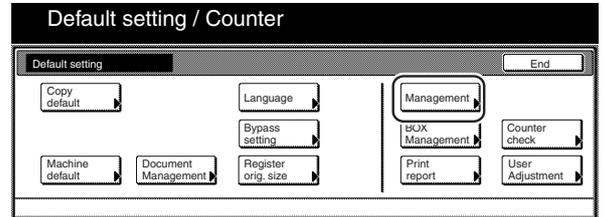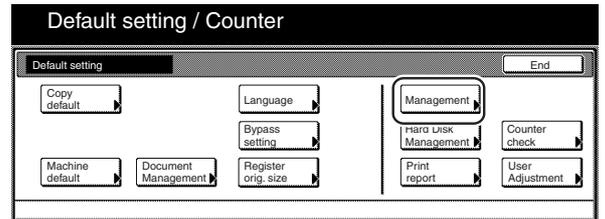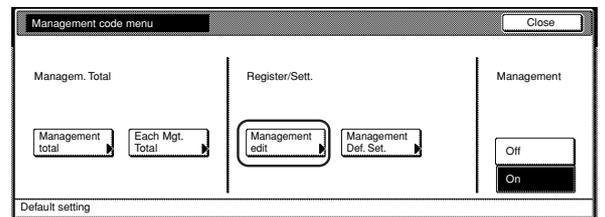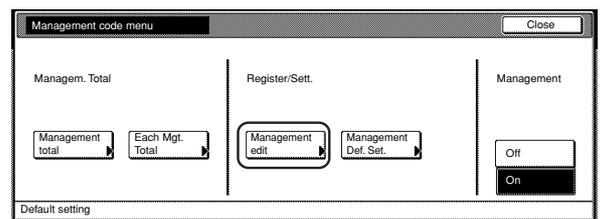
3 Select the department ID-code for which you want to change the registered information, and then touch the "Mgt. Inf. Correction" key.
The "Department inform. edit" ["Department info. Editing"] screen will be displayed.

Inch specifications

Management edit	Close

Department		
01	1st Sales Dept.	
02	2nd Sales Dept.	
0001	3rd Sales Dept.	
0014	4th Sales Dept.	
00000015	5th Sales Dept.	
00000016	6th Sales Dept.	
00000017	7th Sales Dept.	

▲ Up
▲
▼
▼ Down

Order of indication
Mgt. Inf. correction
Delete
Register
Limit in use

001/010

Default setting - Management

Metric specifications

Management edit	Close

Department		
01	1st Sales Dept.	
02	2nd Sales Dept.	
0001	3rd Sales Dept.	
0014	4th Sales Dept.	
00000015	5th Sales Dept.	
00000016	6th Sales Dept.	
00000017	7th Sales Dept.	

▲ Up
▲
▼
▼ Down

Order of indication
Mgt. Inf. correction
Delete
Register
Limit in use

001/010

Default setting - Management

To change the registered ID-code, proceed to the next step.
To change the registered department name, proceed to step 7.

NOTE

It is possible for you to change the order of how the list of ID-codes is displayed.
To so, touch the "Order of indication" key and then touch the "Sort by code" key (and select either "1 → 9" or "9 → 1") or the "Sort by Name" key (and select either "A → Z" or "Z → A"), as appropriate.

4 Select "ID-code" under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "ID-code" screen will be displayed.

Inch specifications

Department inform. edit	Back	Close

Setting item	Value
ID-code	0007
Name to display	1st Sales Dept.

▲
▼
Change #

Default setting - Management code menu - Management edit

Metric specifications

Department info. Editing	Back	Close

| Setting item	Value
ID-code	0007
Name to display	1st Sales Dept.

▲
▼
Change #

Default setting - Management code menu - Management edit

5 Touch the "Clear" key to delete the old ID-code. Use the numeric keys on the keypad to enter the new ID-code (up to 8 digits).

Inch specifications
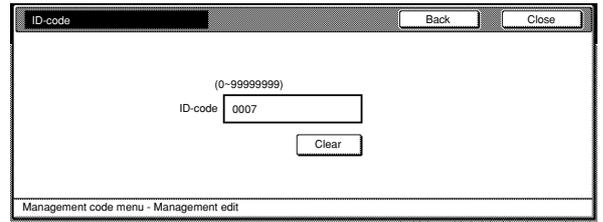
ID-code	Back	Close

(0~99999999)
ID-code 0007
Clear

Management code menu - Management edit

Metric specifications

ID-code	Back	Close

(0~99999999)
ID-code 0007
Clear

Management code menu - Management edit
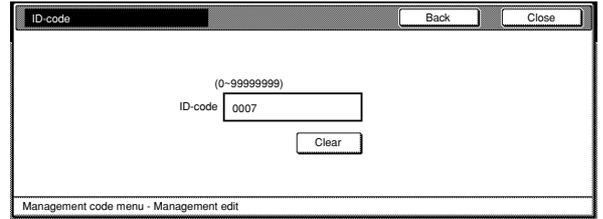
6 Touch the "Close" key.
The touch panel will return to the screen in step 4. Proceed to step 10.

Inch specifications

ID-code	Back	Close

(0~99999999)
ID-code 0007
Clear

Management code menu - Management edit

Metric specifications

ID-code	Back	Close

(0~99999999)
ID-code 0007
Clear

Management code menu - Management edit

7 Select "Name to display" under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Name to display" screen will be displayed.

Inch specifications

```
Department inform. edit                          Back      Close

        Setting item           Value
    ID-code               0007                         ▲
    Name to display       1st Sales Dept.
                                                       ▼

                                                    Change #

Default setting - Management code menu - Management edit
```

Metric specifications

```
Department info. Editing                         Back      Close

        Setting item           Value
    ID-code               0007                         ▲
    Name to display       1st Sales Dept.
                                                       ▼

                                                    Change #

Default setting - Management code menu - Management edit
```

8 Touch the "AllDel." key to delete the old department name, then enter the new name.
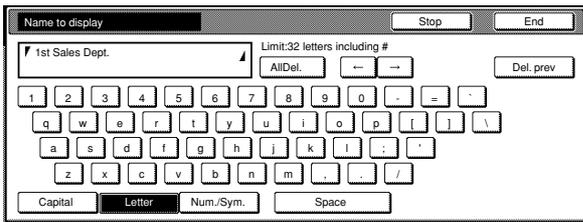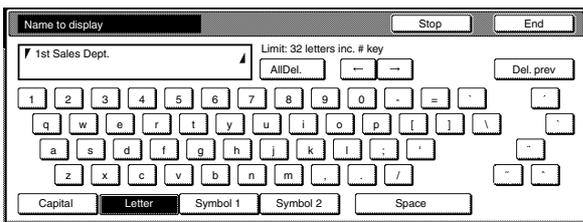
Inch specifications

```
Name to display                            Stop        End

 ▌1st Sales Dept.              Limit:32 letters including #
                              AllDel.   ←   →            Del. prev

  1   2   3   4   5   6   7   8   9   0   -   =   `
   q   w   e   r   t   y   u   i   o   p   [   ]   \
    a   s   d   f   g   h   j   k   l   ;   '
     z   x   c   v   b   n   m   ,   .   /
  Capital   Letter   Num./Sym.       Space
```

Metric specifications

```
Name to display                            Stop        End

 ▌1st Sales Dept.              Limit: 32 letters inc. # key
                              AllDel.   ←   →            Del. prev

  1   2   3   4   5   6   7   8   9   0   -   =   `          ´
   q   w   e   r   t   y   u   i   o   p   [   ]   \         ¨
    a   s   d   f   g   h   j   k   l   ;   '              ˉ
     z   x   c   v   b   n   m   ,   .   /             ¸   ˇ
  Capital   Letter   Symbol 1   Symbol 2       Space
```

> **NOTE**
>
> For information on how to enter the department name, refer to "11. Entering characters" on page 7-103.

9 Touch the "End" key.
The touch panel will return to the screen in step 7.

10 Touch the "Close" key.
The touch panel will return to the screen in step 3.

11 Touch the "Close" key.
The touch panel will return to the screen in step 2.

12 Touch the "Close" key.

● **Change restrictions for use**

Perform the following procedure when you want to change the restrictions for using the copier under each department ID-code.

IMPORTANT!

In order to access the "Change restrictions for use" procedure under "Editing copy management information", it is necessary to select "On" under "Copier function management ON/OFF". When the optional Printer Kit, Printer/Scanner Kit or Fax Kit are installed in your copier, it is necessary to select "On" under the corresponding "Printer function management ON/OFF", "Scanner function management ON/OFF" or "Fax function management ON/OFF" procedure. (See "(6) Changing the copy management default settings" on page 7-25.)

---

1 Access the copy management menu screen.
(See "(2) Accessing the copy management menu screen" on page 7-3.)

Inch specifications
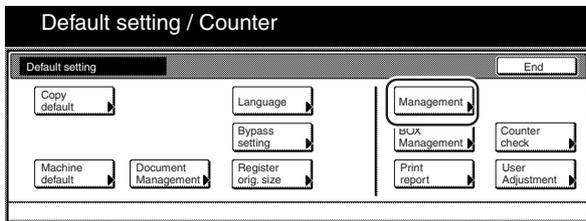
Metric specifications
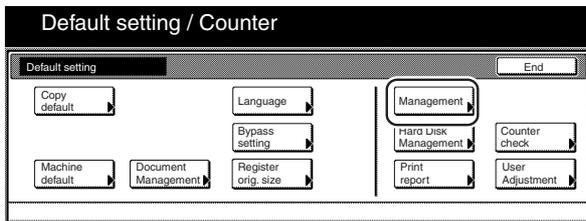
2 Touch the "Management edit" key.
The "Management edit" screen will be displayed.

Inch specifications
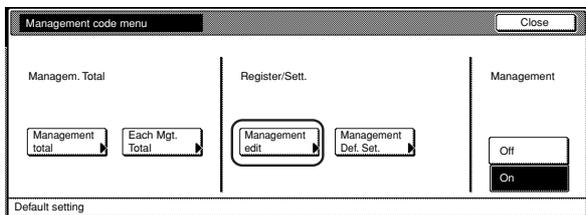
Metric specifications
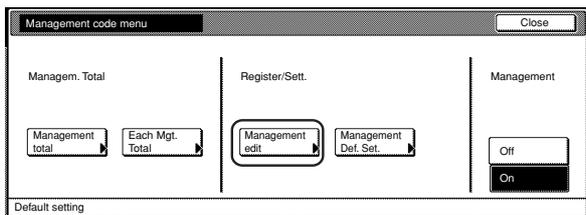
3 Select the department ID-code for which you want to change the restrictions, and then touch the "Limit in use" key.
The "Limit in use" screen will be displayed.
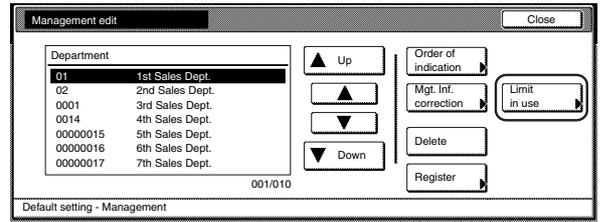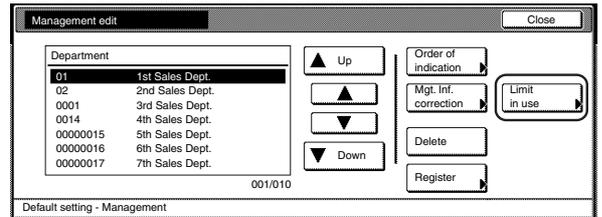
Inch specifications

Metric specifications

NOTE

It is possible for you to change the order of how the list of ID-codes is displayed.
To so, touch the "Order of indication" key and then touch the "Sort by code" key (and select either "1 → 9" or "9 → 1") or the "Sort by Name" key (and select either "A → Z" or "Z → A"), as appropriate.

---

4 Change the restrictions for using the copier under that department ID-code as desired.

Inch specifications
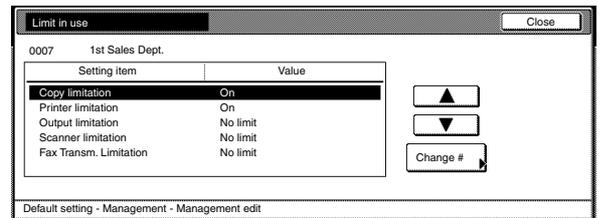
Metric specifications
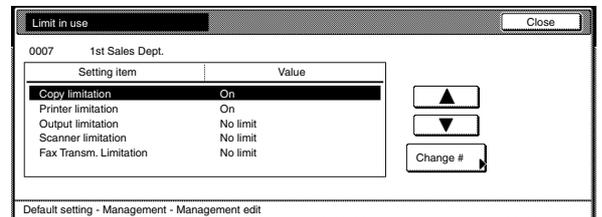
NOTE

For information on how to change restrictions, refer to "Setting the restrictions for use" on page 7-7.

5 Touch the "Close" key.
The touch panel will return to the screen in step 3.

Inch specifications

Limit in use		Close

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Output limitation	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Change #

Default setting - Management - Management edit

Metric specifications

Limit in use		Close

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Output limitation	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Change #

Default setting - Management - Management edit
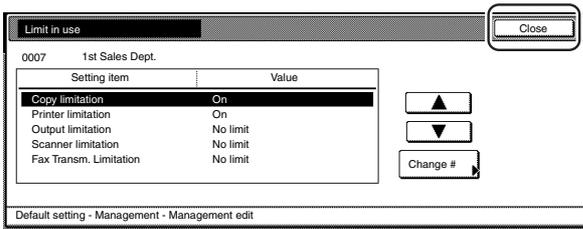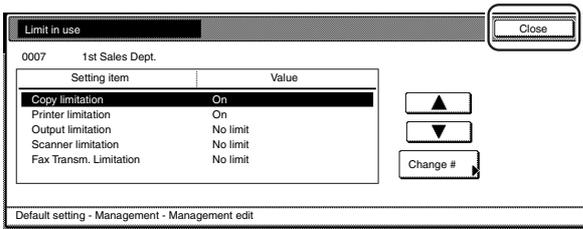
6 Touch the "Close" key.
The touch panel will return to the screen in step 2.

7 Touch the "Close" key.

(4) Checking the copy management counts

● **Check all departments**

Perform the following procedure when you want to check the total number of copies made under all department ID-codes as a whole, print out a copy management report and clear the copy counts for all of the registered department ID-codes.

1 Access the copy management menu screen.
(See "(2) Accessing the copy management menu screen" on page 7-3.)

Inch specifications

Default setting / Counter

Default setting | End
Copy default | Language | Management
Bypass setting | BOX Management | Counter check
Machine default | Document Management | Register orig. size | Print report | User Adjustment

Metric specifications

Default setting / Counter

Default setting | End
Copy default | Language | Management
Bypass setting | Hard Disk Management | Counter check
Machine default | Document Management | Register orig. size | Print report | User Adjustment
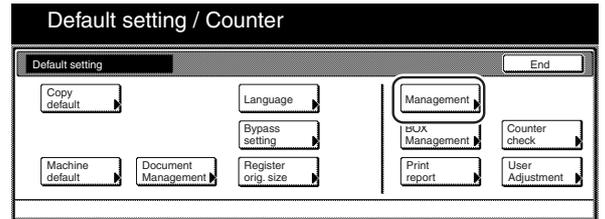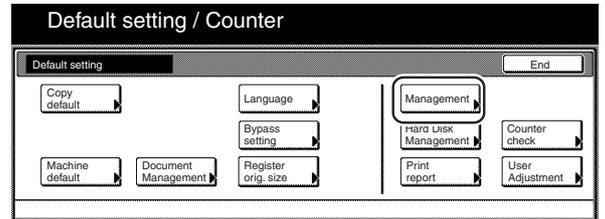
2 Touch the "Management total" key.
The "Management total" screen will be displayed.
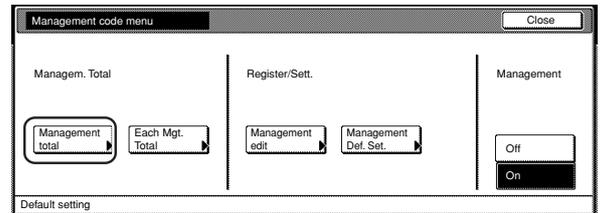
Inch specifications

Management code menu | Close
Managem. Total | Register/Sett. | Management
Management total | Each Mgt. Total | Management edit | Management Def. Set. | Off / On
Default setting

Metric specifications

Management code menu | Close
Managem. Total | Register/Sett. | Management
Management total | Each Mgt. Total | Management edit | Management Def. Set. | Off / On
Default setting

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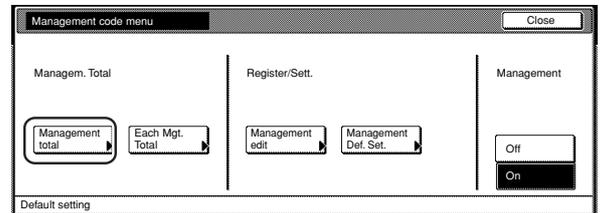
3 The total number of copies made under all department ID-codes as a whole will be displayed. If you want to print out a copy management report, touch the "Print report" key.

Inch specifications

Management Total				Close
Number print.	Copy	Printer	Fax	Total
Black & White:	300	100	50	450
Total:	300	100	50	450
Scan.Transm.		Fax Transm.		Counter clear
	Scanner		Fax	
Scan # pages:	100	Trsm. # pages:	100	Print report
		Commun.Time:	1Hrs.10Min.	
Default setting - Management code menu				

Metric specifications

Management Total				Close
Number print.	Copy	Printer	Fax	Total
Black & White:	300	100	50	450
Total:	300	100	50	450
Scan.Transm.		Fax transm.		Counter clear
	Scanner		Fax	
Scan # pages:	100	Trsm. # pages:	100	Print report
		Commun.Time:	1Hrs.10Min.	
Default setting - Management code menu				

NOTES

• The type of report printed out will vary according the setting selected for "Copy/Printer output management" under the copy management default settings.
• If any of the "Total size 1" through "Total size 5" settings is selected under the copy management default settings, the total size report will also be printed out.

4 To clear all of the copy counts, touch the "Counter clear" key.

Inch specifications

Management Total				Close
Number print.	Copy	Printer	Fax	Total
Black & White:	300	100	50	450
Total:	300	100	50	450
Scan.Transm.		Fax Transm.		Counter clear
	Scanner		Fax	
Scan # pages:	100	Trsm. # pages:	100	Print report
		Commun.Time:	1Hrs.10Min.	
Default setting - Management code menu				

Metric specifications

Management Total				Close
Number print.	Copy	Printer	Fax	Total
Black & White:	300	100	50	450
Total:	300	100	50	450
Scan.Transm.		Fax transm.		Counter clear
	Scanner		Fax	
Scan # pages:	100	Trsm. # pages:	100	Print report
		Commun.Time:	1Hrs.10Min.	
Default setting - Management code menu				

5 When the confirmation message appears, touch the "Yes" key.

Inch specifications

	Stop
The counted number for this ID-code will be deleted Are you sure?	
Yes No	

Metric specifications

	Stop
The counted number for this ID-code will be deleted Are you sure?	
Yes No	

6 Touch the "Close" key.
The touch panel will return to the screen in step 2.

7 Touch the "Close" key.

● **Check individual departments**

Perform the following procedure when you want to check the total number of copies made under each individual department ID-code and/or clear the copy counts for individual departments as well.

1 Access the copy management menu screen.
(See "(2) Accessing the copy management menu screen" on page 7-3.)

Inch specifications
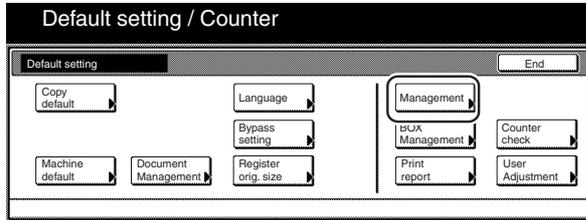
Metric specifications
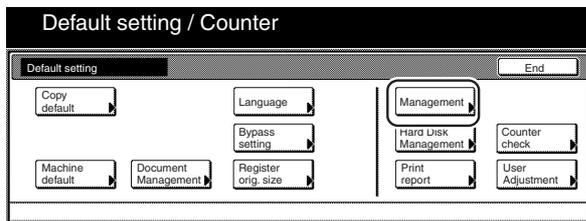
2 Touch the "Each Mgt. Total" key.
The "Each Management Total" screen will be displayed.

Inch specifications
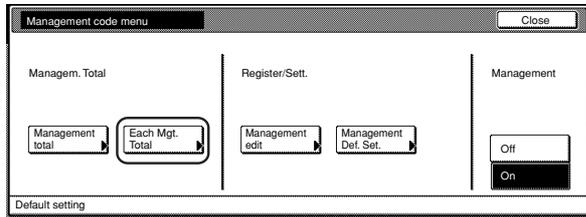
Metric specifications
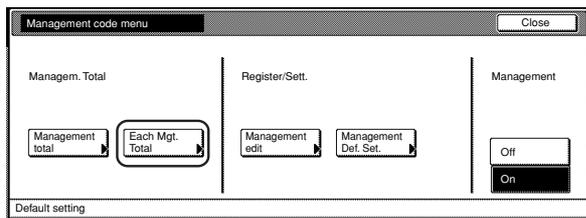
3 Select the department ID-code for which you want to check the copy counts, and then touch the "Total" key.

Inch specifications
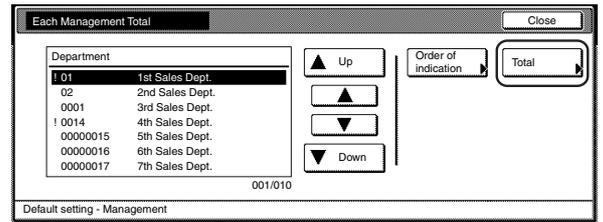
Metric specifications
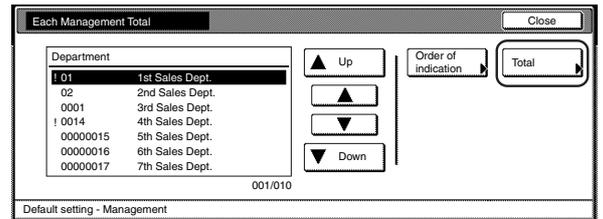
NOTES

• The "---ETC" displayed in the list indicates the number of printouts that were made without entering an ID-code.
  · The printouts included under "---ETC" are as follows:
  · Report print out
  · Printer error report print out
  · Print out from a computer for which an ID-code is not set (When the "Non-standard printer driver printout (Printer)" is set to "ON" under the copy management default settings.)
  · Fax reception print out
  · Fax report print out

• It is possible for you to change the order of how the list of ID-codes is displayed. To so, touch the "Order of indication" key and then touch the "Sort by code" key (and select either "1 → 9" or "9 → 1") or the "Sort by Name" key (and select either "A → Z" or "Z → A"), as appropriate.

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4 The total number of copies made under that department ID-code will be displayed.

Inch specifications

Each Management Total			Close
Number print.	Copy	Printer	Total	Number in ( )
Black & White:	50	30	80	is limit value
Total:	50	30	80	
Scan.Transm.	Scanner	Fax Transm.	Fax	Counter clear
Scan # pages:	100	Trsm. # pages:	100	
		Commun.Time:	1Hrs.10Min.	
Default setting - Management code menu		0007 1st Sales Dept.	

Metric specifications

Each Management Total			Close
Number print.	Copy	Printer	Total	Number in ( )
Black & White:	50	30	80	is limit value
Total:	50	30	80	
Scan.Transm.	Scanner	Fax transm.	Fax	Counter clear
Scan # pages:	100	Trsm. # pages:	100	
		Commun.Time:	1Hrs.10Min.	
Default setting - Management code menu		0007 1st Sales Dept.	

NOTE

On the "Each Management Total" screen, the number in the brackets following the number of copies made indicates the maximum number of copies that can be made.

5 To clear all of the copy counts for that ID-code, touch the "Counter clear" key.

Inch specifications

Each Management Total			Close
Number print.	Copy	Printer	Total	Number in ( )
Black & White:	50	30	80	is limit value
Total:	50	30	80	
Scan.Transm.	Scanner	Fax Transm.	Fax	Counter clear
Scan # pages:	100	Trsm. # pages:	100	
		Commun.Time:	1Hrs.10Min.	
Default setting - Management code menu		0007 1st Sales Dept.	

Metric specifications

Each Management Total			Close
Number print.	Copy	Printer	Total	Number in ( )
Black & White:	50	30	80	is limit value
Total:	50	30	80	
Scan.Transm.	Scanner	Fax transm.	Fax	Counter clear
Scan # pages:	100	Trsm. # pages:	100	
		Commun.Time:	1Hrs.10Min.	
Default setting - Management code menu		0007 1st Sales Dept.	

6 When the confirmation message appears, touch the "Yes" key.

Inch specifications

	Stop
The count value of this ID-code will be deleted Are you sure?	
Yes No	

Metric specifications

	Stop
The count value of this ID-code will be deleted Are you sure?	
Yes No	

7 Touch the "Close" key.
The touch panel will return to the screen in step 3.

8 Touch the "Close" key.
The touch panel will return to the screen in step 2.

9 Touch the "Close" key.

(5) Turning the copy management function ON/OFF

Perform the following procedure when you want to turn copy management ON or OFF.

1 Access the copy management menu screen.
(See "(2) Accessing the copy management menu screen" on page 7-3.)

Inch specifications

Default setting / Counter

Default setting		End
Copy default	Language	Management
	Bypass setting	BOX Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment

Metric specifications

Default setting / Counter

Default setting		End
Copy default	Language	Management
	Bypass setting	Hard Disk Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment
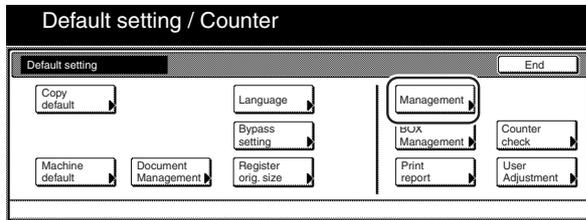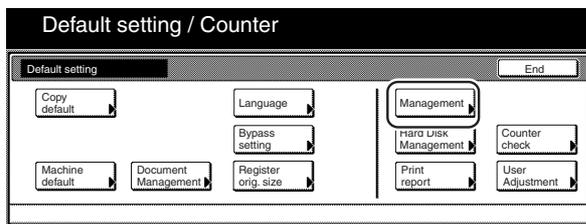
2 To turn copy management ON, touch the "On" key. To turn copy management OFF, touch the "Off" key.

Inch specifications

Management code menu — Close

Managem. Total — Register/Sett. — Management

| Management total | Each Mgt. Total | | Management edit | Management Def. Set. | | Off |
| | | | | | | On |

Default setting

Metric specifications

Management code menu — Close

Managem. Total — Register/Sett. — Management

| Management total | Each Mgt. Total | | Management edit | Management Def. Set. | | Off |
| | | | | | | On |
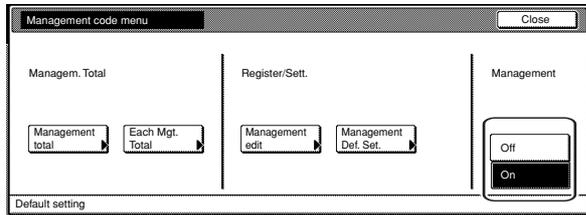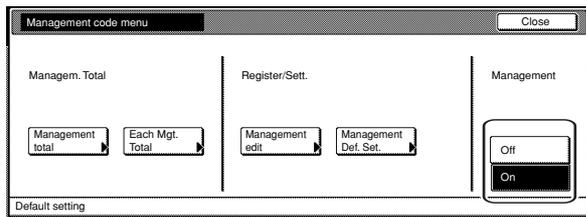
Default setting

3 Touch the "Close" key.

(6) Changing the copy management default settings

Perform the following procedure when you want to change the default settings for the copy management function.
The following default settings are available.
• Copier function management ON/OFF (Page 7-26.)
• Printer function management ON/OFF (Page 7-27.)
• Printer error report (Page 7-28.)
• Non-standard printer driver printout (Printer) (Page 7-29.)
• Copy/Printer output management (Page 7-30.)
• Scanner function management ON/OFF (Page 7-31.)
• Fax function management ON/OFF (Page 7-32.)
• Response to exceeded restriction (Page 7-33.)
• Default copy limit (Page 7-34.)
• Total count for specified paper size (1 to 5) (Page 7-35)

● **Accessing the copy management default settings**

1 Access the copy management menu screen.
(See "(2) Accessing the copy management menu screen" on page 7-3.)

Inch specifications

Default setting / Counter

Default setting		End
Copy default	Language	Management
	Bypass setting	BOX Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment

Metric specifications

Default setting / Counter

Default setting		End
Copy default	Language	Management
	Bypass setting	Hard Disk Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment

7-25
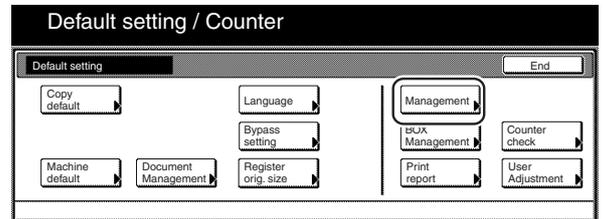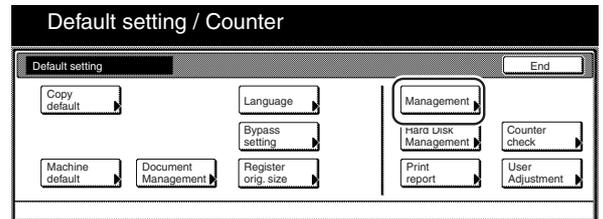
2 Touch the "Management Def. Set." key.
The "Managem. Def. Set." screen will be displayed.

Inch specifications

```
┌─────────────────────────────────────────────────────────────┐
│ Management code menu                              Close       │
│                                                               │
│  Managem. Total         Register/Sett.            Management  │
│                                                               │
│  ┌──────────┐┌─────────┐  ┌──────────┐┌──────────┐ ┌───────┐ │
│  │Management ││Each Mgt.│  │Management││Management│ │ Off   │ │
│  │total     ▶││Total   ▶│  │edit     ▶││Def. Set.▶│ ├───────┤ │
│  └──────────┘└─────────┘  └──────────┘└──────────┘ │ On    │ │
│                                                     └───────┘ │
│ Default setting                                               │
└─────────────────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────────────────┐
│ Management code menu                              Close       │
│                                                               │
│  Managem. Total         Register/Sett.            Management  │
│                                                               │
│  ┌──────────┐┌─────────┐  ┌──────────┐┌──────────┐ ┌───────┐ │
│  │Management ││Each Mgt.│  │Management││Management│ │ Off   │ │
│  │total     ▶││Total   ▶│  │edit     ▶││Def. Set.▶│ ├───────┤ │
│  └──────────┘└─────────┘  └──────────┘└──────────┘ │ On    │ │
│                                                     └───────┘ │
│ Default setting                                               │
└─────────────────────────────────────────────────────────────┘
```
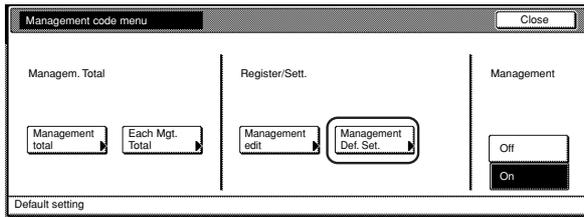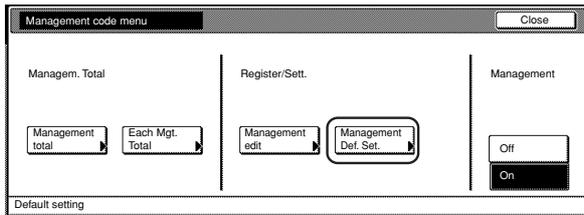
3 Select the default setting that you want to change and then touch the "Change #" key.

Inch specifications

```
┌─────────────────────────────────────────────────────────────┐
│ Managem. Def. Set.                                Close       │
│                                                               │
│    Setting item          Value                                │
│  ┌────────────────────────────────┐          ┌──────┐         │
│  │Copy management          On      │          │  ▲   │         │
│  │Print. Managem.          On      │          └──────┘         │
│  │Printer error report     On      │          ┌──────┐         │
│  │Others Mgt. Reg. (print) On      │          │  ▼   │         │
│  │Copy/Printer output mgt. All     │          └──────┘         │
│  │Scanner Managem.         On      │          ┌─────────┐      │
│  └────────────────────────────────┘          │Change # │      │
│                                               └─────────┘      │
│ Default setting - Management code menu - Managem. Def. Set.    │
└─────────────────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────────────────┐
│ Managem. Def. Set.                                Close       │
│                                                               │
│    Setting item          Value                                │
│  ┌────────────────────────────────┐          ┌──────┐         │
│  │Copy management          On      │          │  ▲   │         │
│  │Print. managem.          On      │          └──────┘         │
│  │Printer error report     On      │          ┌──────┐         │
│  │Others mgt. Reg. (print) On      │          │  ▼   │         │
│  │Copy/Printer output mgt. All     │          └──────┘         │
│  │Scanner Managem.         On      │          ┌─────────┐      │
│  └────────────────────────────────┘          │Change # │      │
│                                               └─────────┘      │
│ Default setting - Management code menu - Managem. Def. Set.    │
└─────────────────────────────────────────────────────────────┘
```

NOTE

Perform the following procedure that corresponds to the desired setting.

● **Copier function management ON/OFF**

Perform the following procedure when you want to turn copy management ON or OFF for the copier functions of this machine.

1 Select "Copy management" under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Copy management" screen will be displayed.

Inch specifications

```
┌─────────────────────────────────────────────────────────────┐
│ Managem. Def. Set.                                Close       │
│                                                               │
│    Setting item          Value                                │
│  ┌────────────────────────────────┐          ┌──────┐         │
│  │Copy management          On      │          │  ▲   │         │
│  │Print. Managem.          On      │          └──────┘         │
│  │Printer error report     On      │          ┌──────┐         │
│  │Others Mgt. Reg. (print) On      │          │  ▼   │         │
│  │Copy/Printer output mgt. All     │          └──────┘         │
│  │Scanner Managem.         On      │          ┌─────────┐      │
│  └────────────────────────────────┘          │Change # │      │
│                                               └─────────┘      │
│ Default setting - Management code menu - Managem. Def. Set.    │
└─────────────────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────────────────┐
│ Managem. Def. Set.                                Close       │
│                                                               │
│    Setting item          Value                                │
│  ┌────────────────────────────────┐          ┌──────┐         │
│  │Copy management          On      │          │  ▲   │         │
│  │Print. managem.          On      │          └──────┘         │
│  │Printer error report     On      │          ┌──────┐         │
│  │Others mgt. Reg. (print) On      │          │  ▼   │         │
│  │Copy/Printer output mgt. All     │          └──────┘         │
│  │Scanner Managem.         On      │          ┌─────────┐      │
│  └────────────────────────────────┘          │Change # │      │
│                                               └─────────┘      │
│ Default setting - Management code menu - Managem. Def. Set.    │
└─────────────────────────────────────────────────────────────┘
```

2 To turn copy management ON for the copier functions of this machine, touch the "On" key.
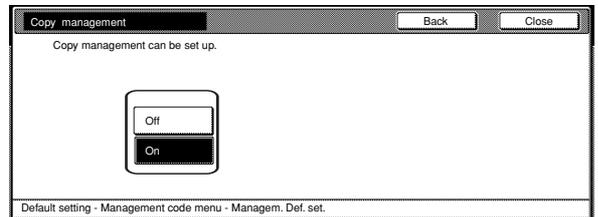
Inch specifications

```
┌─────────────────────────────────────────────────────────────┐
│ Copy  management                        Back      Close       │
│                                                               │
│     Copy management can be set up.                            │
│                                                               │
│              ┌──────────┐                                     │
│              │  Off     │                                     │
│              ├──────────┤                                     │
│              │  On      │                                     │
│              └──────────┘                                     │
│                                                               │
│ Default setting - Management code menu - Managem. Def. set.   │
└─────────────────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────────────────┐
│ Copy  management                        Back      Close       │
│                                                               │
│     Copy management can be set up.                            │
│                                                               │
│              ┌──────────┐                                     │
│              │  Off     │                                     │
│              ├──────────┤                                     │
│              │  On      │                                     │
│              └──────────┘                                     │
│                                                               │
│ Default setting - Management code menu - Managem. Def. set.   │
└─────────────────────────────────────────────────────────────┘
```
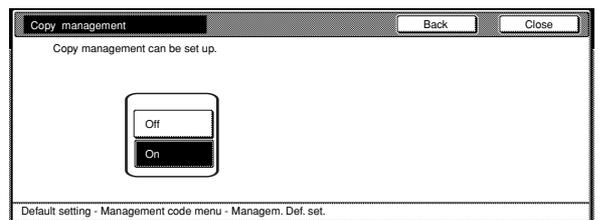
NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 1.

3 Touch the "Close" key.
The touch panel will return to the screen in step 1.

● **Printer function management ON/OFF**

Perform the following procedure when you want to turn copy management ON or OFF for the printer functions of this machine.

NOTE

This setting is only available when the optional Printer Kit or Printer/Scanner Kit is installed in your copier.

1 Select "Print. Managem." under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.

The "Print. Managem." screen will be displayed.

Inch specifications

Setting item	Value
Copy management	On
Print. Managem.	On
Printer error report	On
Others Mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On

Managem. Def. Set.　　Close
▲ ▼ Change #
Default setting - Management code menu - Managem. Def. Set.

Metric specifications

Setting item	Value
Copy management	On
Print. managem.	On
Printer error report	On
Others mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On

Managem. Def. Set.　　Close
▲ ▼ Change #
Default setting - Management code menu - Managem. Def. Set.

2 To turn copy management ON for the printer functions of this machine, touch the "On" key.
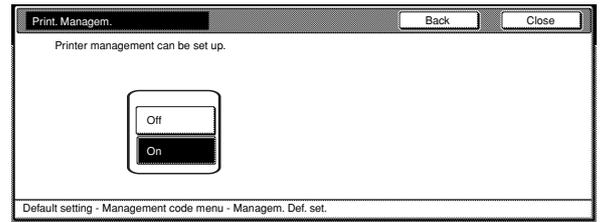
Inch specifications

Print. Managem.　　Back　Close
Printer management can be set up.
Off
On
Default setting - Management code menu - Managem. Def. set.

Metric specifications

Print. managem.　　Back　Close
Printer management can be set up.
Off
On
Default setting - Management code menu - Managem. Def. set.
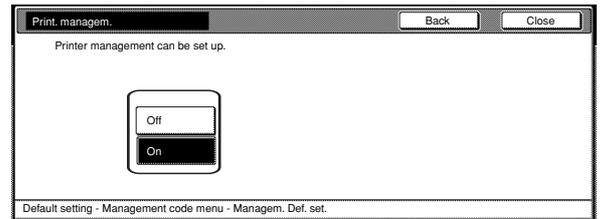
NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 1.

3 Touch the "Close" key.
The touch panel will return to the screen in step 1.

● **Printer error report**

Perform the following procedure if you want an error report printed anytime "On" is selected as the "Printer function management ON/OFF" setting and printing is attempted with an invalid department ID-code.

NOTE

This setting will only be available when "On" is selected as the "Printer function management ON/OFF" setting.

1 Select "Printer error report" under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Printer error report" screen will be displayed.

Inch specifications

```
Managem. Def. Set.                                          Close

    Setting item              Value
  Copy management            On
  Print. Managem.            On                      ▲
  Printer error report       On
  Others Mgt. Reg. (print)   On                      ▼
  Copy/Printer output mgt.   All
  Scanner Managem.           On                   Change #

Default setting - Management code menu - Managem. Def. Set.
```

Metric specifications

```
Managem. Def. Set.                                          Close

    Setting item              Value
  Copy management            On
  Print. managem.            On                      ▲
  Printer error report       On
  Others mgt. Reg. (print)   On                      ▼
  Copy/Printer output mgt.   All
  Scanner Managem.           On                   Change #

Default setting - Management code menu - Managem. Def. Set.
```

2 To have a printer error report printed out, touch the "On" key. If you do not want the printer error report printed out, touch the "Off" key.

Inch specifications
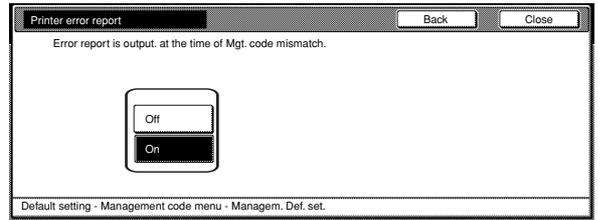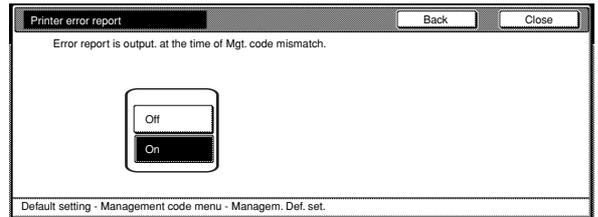
```
Printer error report                        Back        Close

    Error report is output. at the time of Mgt. code mismatch.


                    Off
                    On

Default setting - Management code menu - Managem. Def. set.
```

Metric specifications

```
Printer error report                        Back        Close

    Error report is output. at the time of Mgt. code mismatch.


                    Off
                    On

Default setting - Management code menu - Managem. Def. set.
```

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 1.

3 Touch the "Close" key.
The touch panel will return to the screen in step 1.

NOTE

If anyone attempts to print using an invalid department ID-code, an error will occur under the printing functions and printout will not be possible. When the [Printer] key is touched, "Department ID-code mismatch." will be displayed. Touch the "GO" key to print out an error report.

Inch specifications

```
  Department code mismatch.
  Off line




                              Cancel        GO
```

Metric specifications

```
  Department code mismatch.
  Off line




                              Cancel        GO
```
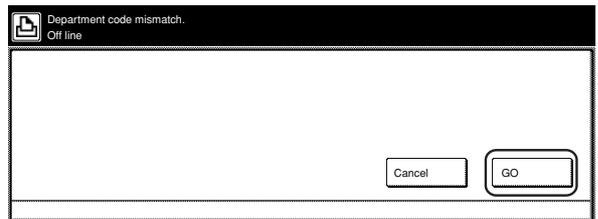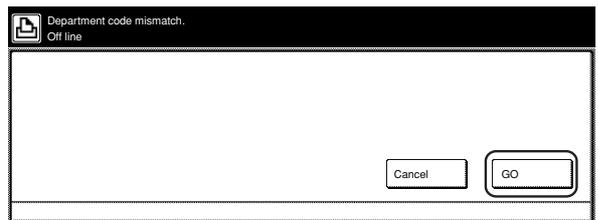
● **Non-standard printer driver printout (Printer)**

Perform the following procedure when "On" is selected as the "Printer function management ON/OFF" setting and you want to want to allow the use of printer drivers other than those available under copy management.

NOTE

This setting will only be available when "On" is selected as the "Printer function management ON/OFF" setting.

---

1 Select "Others Mgt. Reg. (print)" under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Others Mgt. Reg. (print)" screen will be displayed.

Inch specifications

Managem. Def. Set.		Close
Setting item	Value	
Copy management	On	
Print. Managem.	On	
Printer error report	On	▲
Others Mgt. Reg. (print)	On	▼
Copy/Printer output mgt.	All	
Scanner Managem.	On	Change #
Default setting - Management code menu - Managem. Def. Set.		

Metric specifications

Managem. Def. Set.		Close
Setting item	Value	
Copy management	On	
Print. managem.	On	
Printer error report	On	▲
Others mgt. Reg. (print)	On	▼
Copy/Printer output mgt.	All	
Scanner Managem.	On	Change #
Default setting - Management code menu - Managem. Def. Set.		

2 To allow the use of printer drivers other than those available under copy management, touch the "On" key.

Inch specifications
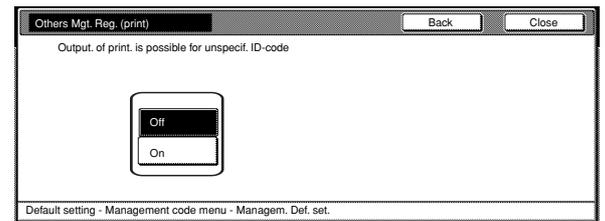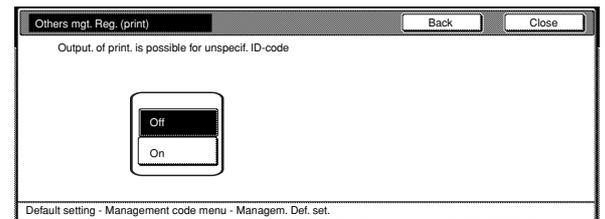
Others Mgt. Reg. (print)	Back	Close
Output. of print. is possible for unspecif. ID-code		
Off		
On		
Default setting - Management code menu - Managem. Def. set.		

Metric specifications

Others mgt. Reg. (print)	Back	Close
Output. of print. is possible for unspecif. ID-code		
Off		
On		
Default setting - Management code menu - Managem. Def. set.		

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 1.

---

3 Touch the "Close" key.
The touch panel will return to the screen in step 1.

● **Copy/Printer output management**

Perform the following procedure to determine whether management of copier and printer functions will be handled together or separately.

NOTE

If this setting is changed, it will affect which setting items are available for restriction under the copy management function. (See "Setting the restrictions for use" on page 7-7.)

1 Select "Copy/Printer output mgt." under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Copy/Printer output mgt." screen will be displayed.

Inch specifications

Managem. Def. Set.		Close
Setting item	Value	
Copy management	On	▲
Print. Managem.	On	▼
Printer error report	On	
Others Mgt. Reg. (print)	On	Change #
Copy/Printer output mgt.	All	
Scanner Managem.	On	

Default setting - Management code menu - Managem. Def. Set.

Metric specifications

Managem. Def. Set.		Close
Setting item	Value	
Copy management	On	▲
Print. managem.	On	▼
Printer error report	On	
Others mgt. Reg. (print)	On	Change #
Copy/Printer output mgt.	All	
Scanner Managem.	On	

Default setting - Management code menu - Managem. Def. Set.

2 To have copier and printer functions both handled together, touch the "All" key. To have copier and printer functions each handled separately, touch the "Each" key.

Inch specifications
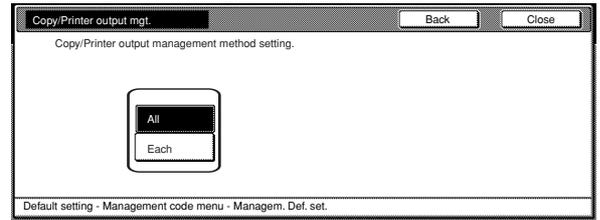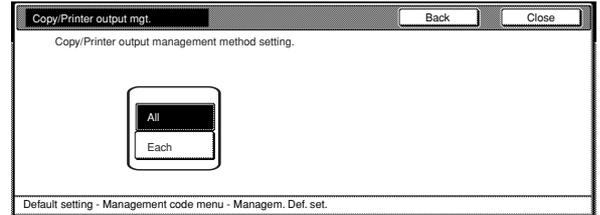
Copy/Printer output mgt.	Back	Close
Copy/Printer output management method setting.		
All		
Each		

Default setting - Management code menu - Managem. Def. set.

Metric specifications

Copy/Printer output mgt.	Back	Close
Copy/Printer output management method setting.		
All		
Each		

Default setting - Management code menu - Managem. Def. set.

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 1.

3 Touch the "Close" key.
The touch panel will return to the screen in step 1.

● **Scanner function management ON/OFF**

Perform the following procedure when you want to turn copy management ON or OFF for the scanner functions of this machine.

NOTE

This setting is only available when the optional Printer/Scanner Kit is installed in your copier.

---

1 Select "Scanner Managem." under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Scanner Managem." screen will be displayed.

Inch specifications

Managem. Def. Set.		Close
Setting item	Value	
Copy management	On	
Print. Managem.	On	
Printer error report	On	
Others Mgt. Reg. (print)	On	
Copy/Printer output mgt.	All	
Scanner Managem.	On	Change #

Default setting - Management code menu - Managem. Def. Set.

Metric specifications

Managem. Def. Set.		Close
Setting item	Value	
Copy management	On	
Print. managem.	On	
Printer error report	On	
Others mgt. Reg. (print)	On	
Copy/Printer output mgt.	All	
Scanner Managem.	On	Change #

Default setting - Management code menu - Managem. Def. Set.

2 To turn copy management ON for the scanner functions of this machine, touch the "On" key.
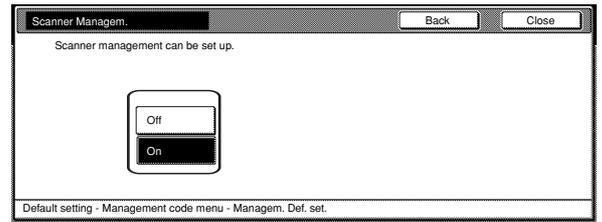
Inch specifications

Scanner Managem.	Back	Close
Scanner management can be set up.		
Off		
On		

Default setting - Management code menu - Managem. Def. set.

Metric specifications

Scanner Managem.	Back	Close
Scanner management can be set up.		
Off		
On		

Default setting - Management code menu - Managem. Def. set.

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 1.

---

3 Touch the "Close" key.
The touch panel will return to the screen in step 1.

● **Fax function management ON/OFF**
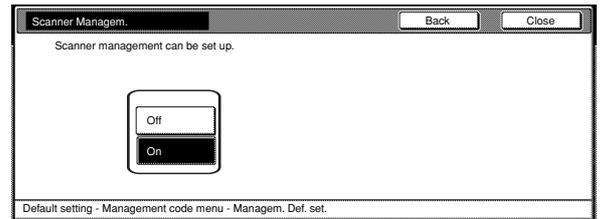
Perform the following procedure when you want to turn copy management ON or OFF for the fax functions of this machine.

NOTE

This setting is only available when the optional Fax Kit is installed in your copier.

---

1 Select "Fax Management" under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Fax Management" screen will be displayed.

Inch specifications

Managem. Def. Set.		Close

Setting item	Value
Scanner Managem.	On
Fax Management	On
Excess of limit Setting	Unable to use
Def. Val. of coun. limit	999999
Total size 1	8¹/₂x11" No specif.
Total size 2	8¹/₂x11" No specif.
Total size 3	8¹/₂x11" No specif.

▲ ▼ Change #

Default setting - Management code menu - Managem. Def. Set.

Metric specifications

Managem. Def. Set.		Close

Setting item	Value
Scanner Managem.	On
Fax Management	On
Excess of limit Setting	You cannot use
Def. Val. of coun. limit	999999
Total size 1	A3 No specif.
Total size 2	B4 No specif.
Total size 3	A4 No specif.

▲ ▼ Change #

Default setting - Management code menu - Managem. Def. Set.

2 To turn copy management ON for the fax functions of this machine, touch the "On" key.
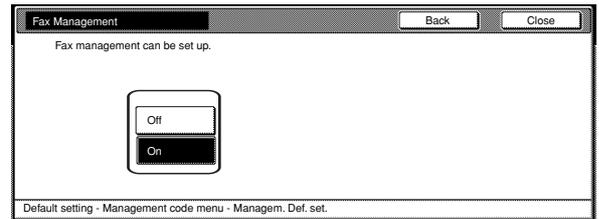
Inch specifications

Fax Management	Back	Close

Fax management can be set up.

Off
On

Default setting - Management code menu - Managem. Def. set.

Metric specifications

Fax Management	Back	Close

Fax management can be set up.

Off
On

Default setting - Management code menu - Managem. Def. set.

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 1.

---
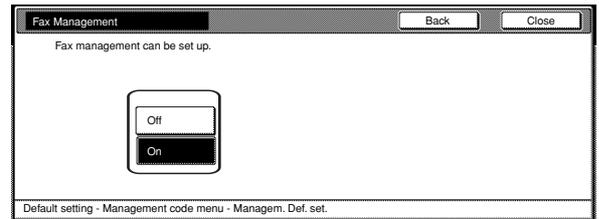
3 Touch the "Close" key.
The touch panel will return to the screen in step 1.

● **Response to exceeded restriction**

Perform the following procedure to determine whether further use of the machine will be canceled or an error message will be generated when a department ID-code has exceeded its set limit.

1 Select "Excess of limit Setting" under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Excess of limit Setting" screen will be displayed.

Inch specifications

Managem. Def. Set.		Close
Setting item	Value	
Scanner Managem.	On	
Fax Management	On	
Excess of limit Setting	Unable to use	
Def. Val. of coun. limit	999999	
Total size 1	8¹/₂x11" No specif.	
Total size 2	8¹/₂x11" No specif.	▲ ▼
Total size 3	8¹/₂x11" No specif.	Change # ▶

Default setting - Management code menu - Managem. Def. Set.

Metric specifications

Managem. Def. Set.		Close
Setting item	Value	
Scanner Managem.	On	
Fax Management	On	
Excess of limit Setting	You cannot use	
Def. Val. of coun. limit	999999	
Total size 1	A3 No specif.	
Total size 2	B4 No specif.	▲ ▼
Total size 3	A4 No specif.	Change # ▶

Default setting - Management code menu - Managem. Def. Set.

2 To cancel further use of the machine, touch the "Is not permitted" key. To have an error message generated, touch the "Only warning" key.

Inch specifications
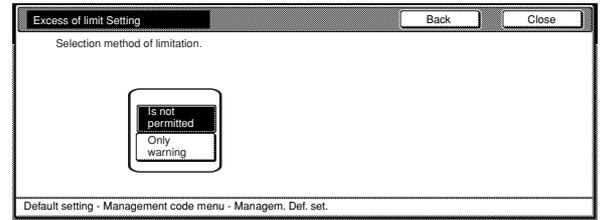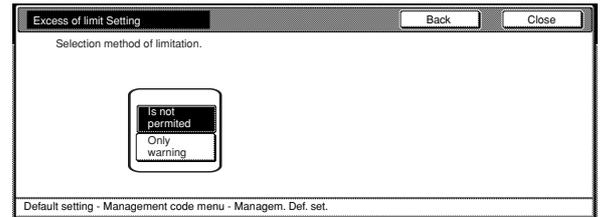
Excess of limit Setting		Back	Close
Selection method of limitation.			
	Is not permited		
	Only warning		

Default setting - Management code menu - Managem. Def. set.

Metric specifications

Excess of limit Setting		Back	Close
Selection method of limitation.			
	Is not permited		
	Only warning		

Default setting - Management code menu - Managem. Def. set.

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 1.

3 Touch the "Close" key.
The touch panel will return to the screen in step 1.

● **Default copy limit**

Perform the following procedure when you want to change the default copy limit for new department ID-codes.

1 Select "Def. Val. of coun. limit" under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The "Def. Val. of coun. limit" screen will be displayed.

Inch specifications

```
┌─────────────────────────────────────────────────────────┐
│ Managem. Def. Set.                              Close     │
│                                                           │
│   ┌──────────────────┬────────────────┐                   │
│   │ Setting item     │ Value          │      ┌────────┐   │
│   │ Scanner Managem. │ On             │      │   ▲    │   │
│   │ Fax Management   │ On             │      └────────┘   │
│   │ Excess of limit Setting │ Unable to use │  ┌────────┐ │
│   │ Def. Val. of coun. limit │ 999999  │     │   ▼    │   │
│   │ Total size 1     │ 8¹/₂x11" No specif. │ └────────┘   │
│   │ Total size 2     │ 8¹/₂x11" No specif. │ ┌────────┐   │
│   │ Total size 3     │ 8¹/₂x11" No specif. │ │Change #│   │
│   └──────────────────┴────────────────┘     └────────┘   │
│                                                           │
│ Default setting - Management code menu - Managem. Def. Set. │
└─────────────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────────────┐
│ Managem. Def. Set.                              Close     │
│                                                           │
│   ┌──────────────────┬────────────────┐                   │
│   │ Setting item     │ Value          │      ┌────────┐   │
│   │ Scanner Managem. │ On             │      │   ▲    │   │
│   │ Fax Management   │ On             │      └────────┘   │
│   │ Excess of limit Setting │ You cannot use │ ┌────────┐ │
│   │ Def. Val. of coun. limit │ 999999  │     │   ▼    │   │
│   │ Total size 1     │ A3  No specif. │      └────────┘   │
│   │ Total size 2     │ B4  No specif. │      ┌────────┐   │
│   │ Total size 3     │ A4  No specif. │      │Change #│   │
│   └──────────────────┴────────────────┘     └────────┘   │
│                                                           │
│ Default setting - Management code menu - Managem. Def. Set. │
└─────────────────────────────────────────────────────────┘
```

2 Use the numeric keys on the keypad to enter the default copy limit. The limit can be set to any 1-page increment up to 999,999.
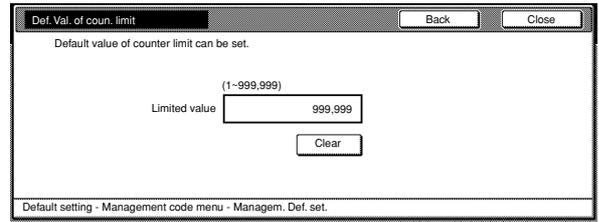
Inch specifications

```
┌─────────────────────────────────────────────────────────┐
│ Def. Val. of coun. limit              Back      Close     │
│                                                           │
│    Default value of counter limit can be set.             │
│                                                           │
│                        (1~999,999)                        │
│         Limited value  ┌──────────────┐                   │
│                        │   999,999     │                  │
│                        └──────────────┘                   │
│                        ┌──────────────┐                   │
│                        │   Clear      │                   │
│                        └──────────────┘                   │
│                                                           │
│ Default setting - Management code menu - Managem. Def. set. │
└─────────────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────────────┐
│ Def. Val. of coun. Limit              Back      Close     │
│                                                           │
│    Default value of counter limit can be set.             │
│                                                           │
│                        (1~999,999)                        │
│         Limited value  ┌──────────────┐                   │
│                        │   999,999     │                  │
│                        └──────────────┘                   │
│                        ┌──────────────┐                   │
│                        │   Clear      │                   │
│                        └──────────────┘                   │
│                                                           │
│ Default setting - Management code menu - Managem. Def. set. │
└─────────────────────────────────────────────────────────┘
```
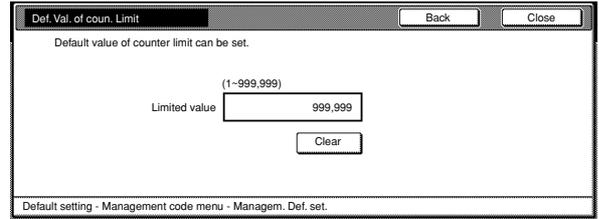
NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 1.

3 Touch the "Close" key.
The touch panel will return to the screen in step 1.

● **Total count for specified paper size (1 to 5)**

Perform the following procedure when you want to register a specific paper size in order to calculate and check the copy counts for that particular size of paper. It is also possible to register a paper size AND type.

NOTES

• You can register up to 5 different paper sizes for this function.
• If the type of paper is not registered in any of the settings, the corresponding copy counts for that size of paper will be calculated regardless of the type of paper that is used. However, if the same size of paper is registered in another setting along with a paper type, the counts for the first setting will NOT include copies made with the type of paper that is registered in the second setting.

1 Select one of the "Total size 1" through "Total size 5" settings under the "Setting item" column on the left side of the touch panel and then touch the "Change #" key.
The corresponding setting screen will be displayed.

Inch specifications

Managem. Def. Set.		Close
Setting item	Value	
Scanner Managem.	On	▲
Fax Management	On	
Excess of limit Setting	Unable to use	▼
Def. Val. of coun. limit	999999	
Total size 1	8¹/₂x11" No specif.	
Total size 2	8¹/₂x11" No specif.	Change #
Total size 3	8¹/₂x11" No specif.	
Default setting - Management code menu - Managem. Def. Set.		

Metric specifications

Managem. Def. Set.		Close
Setting item	Value	
Scanner Managem.	On	▲
Fax Management	On	
Excess of limit Setting	You cannot use	▼
Def. Val. of coun. limit	999999	
Total size 1	A3 No specif.	
Total size 2	B4 No specif.	Change #
Total size 3	A4 No specif.	
Default setting - Management code menu - Managem. Def. Set.		

2 Touch the "On" key.

Inch specifications

Total size 1		Back	Close
Can set totals of paper size and type.			
Off			
On			
Default setting - Management code menu - Managem. Def. set.			

Metric specifications

Total size 1		Back	Close
Can set totals of paper size and type.			
Off			
On			
Default setting - Management code menu - Managem. Def. set.			

3 Touch the "Select size" key.

Inch specifications
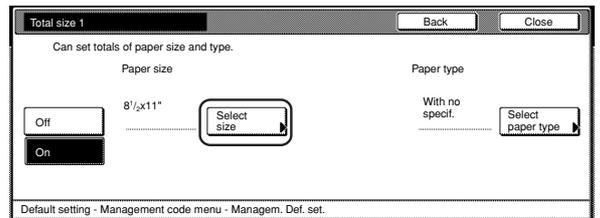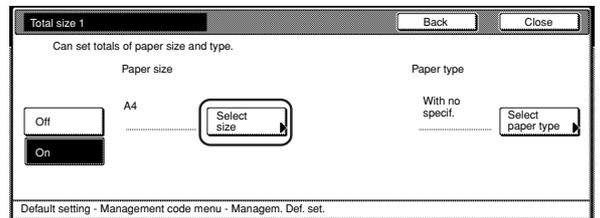
Total size 1		Back	Close
Can set totals of paper size and type.			
	Paper size		Paper type
Off	8¹/₂x11"	Select size	With no specif. — Select paper type
On			
Default setting - Management code menu - Managem. Def. set.			

Metric specifications

| Total size 1		Back	Close
Can set totals of paper size and type.			
	Paper size		Paper type
Off	A4	Select size	With no specif. — Select paper type
On			
Default setting - Management code menu - Managem. Def. set.			

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 1.

4 Touch the key that corresponds to the desired paper size, and then touch the "Close" key.

Inch specifications

Select size			Back	Close
A3	B4	11x17"		
A4	B5	$8^1/_2$x14"		
A5	Folio	$8^1/_2$x11"		
		$5^1/_2$x$8^1/_2$"		

Management code menu - Managem. Def. set. - Total size 1

Metric specifications

Select size			Back	Close
A3	B4	11x17"		
A4	B5	$8^1/_2$x14"		
A5	Folio	$8^1/_2$x11"		
		$5^1/_2$x$8^1/_2$"		

Management code menu - Managem. Def. set. - Total size 1

5 To specify a paper type as well, touch the "Select paper type" key and proceed to the next step. If you do not want to specify a paper type, proceed to step 7.

Inch specifications

Total size 1	Back	Close

Can set totals of paper size and type.

Paper size — $8^1/_2$x11" — Select size

Paper type — With no specif. — Select paper type

Off / On

Default setting - Management code menu - Managem. Def. set.

Metric specifications

Total size 1	Back	Close

Can set totals of paper size and type.

Paper size — A4 — Select size

Paper type — With no specif. — Select paper type

Off / On

Default setting - Management code menu - Managem. Def. set.

6 Touch the key that corresponds to the desired paper type, and then touch the "Close" key.

Inch specifications

Select paper type					Back	Close
With no specif.	Plain	Labels	Cardstock		Custom 1	Custom 5
	Transp-arency	Recycled	Color	Envelope	Custom 2	Custom 6
	Rough	Preprinted	Prepunched		Custom 3	Custom 7
	Vellum	Bond	Letterhead	High quality	Custom 4	Custom 8

Management code menu - Managem. Def. set. - Total size 1

Metric specifications

Select paper type					Back	Close
With no specif.	Plain	Labels	Cardstock		Custom 1	Custom 5
	Transp-arency	Recycled	Colour	Envelope	Custom 2	Custom 6
	Rough	Preprinted	Prepunched		Custom 3	Custom 7
	Vellum	Bond	Letterhead	High quality	Custom 4	Custom 8

Management code menu - Managem. Def. set. - Total size 1

7 Touch the "Close" key.
The touch panel will return to the screen in step 1.

NOTE

You can check the copy counts for the paper sizes registered under the "Total size 1" through "Total size 5" settings on the total size report that is printed together with the copy management report. For information on how to print out a copy management report, refer to "Check all departments" on page 7-21.

(7) Making copies when copy management is turned ON

When copy management is turned ON, copying will only be possible when a valid department ID-code is entered.

IMPORTANT!

Once you are finished copying, BE SURE to press the [Management] key so that the "Enter ID-code" screen is displayed again.
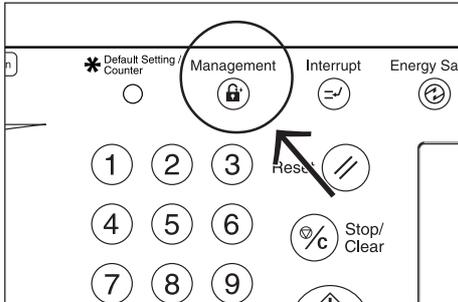
1 Use the numeric keys on the keypad to enter your department ID-code, and then touch the "Enter" key. The "Basic" screen will be displayed.

Inch specifications

```
Enter ID-code.

                                          Each Mgt.
                                          Total
        ••••

                Clear

                                          Enter
```

Metric specifications

```
Enter ID-code.

                                          Each Mgt.
                                          Total
        ••••

                Clear

                                          Enter
```
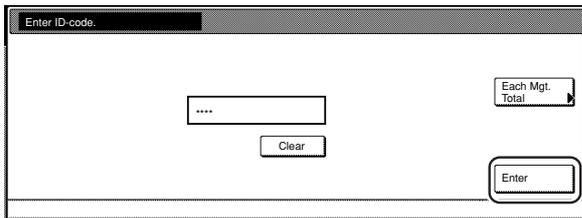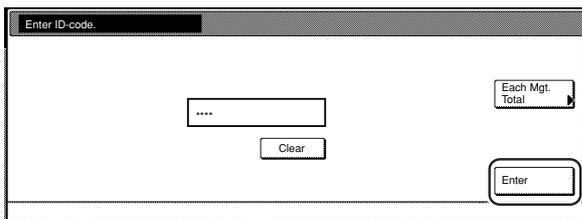
NOTES

- If you enter the wrong ID-code, touch the "clear" key and reenter the correct ID-code.
- If an invalid (unregistered) department ID-code is entered, an error alarm will sound. Enter the correct ID-code.
- If you enter your department ID-code and touch the "Each Mgt. Total" key, you can check the copy counts for your own department.

Inch specifications

```
Each Management Total                                      Close
  Number print.    Copy          Printer        Total     Number in( )
  Black & White:        50            30            80     is limit value


       Total:           50            30            80
  Scan.Transm.               Fax Transm.
                  Scanner                      Fax
  Scan # pages:         100   Trsm. # pages:        100
                             Commun.Time:      1Hrs.10Min.

  Default setting - Management code menu      0007    1st Sales Dept.
```

Metric specifications

```
Each Management Total                                      Close
  Number print.    Copy          Printer        Total     Number in( )
  Black & White:        50            30            80     is limit value


       Total:           50            30            80
  Scan.Transm.               Fax transm.
                  Scanner                      Fax
  Scan # pages:         100   Trsm. # pages:        100
                             Commun.Time:      1Hrs.10Min.

  Default setting - Management code menu      0007    1st Sales Dept.
```

2 Perform the desired copy operation as usual.

3 Once you are finished copying, press the [Management] key.
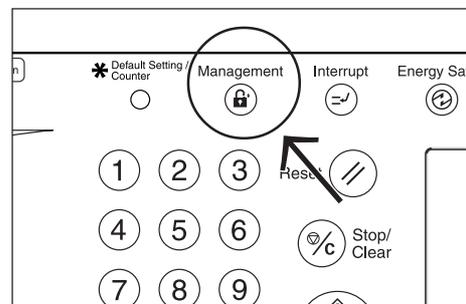
2. Default settings

The state that the copier enters at the end of warm-up or when the [Reset] key is pressed is called the "initial mode". The modes, functions and other settings that are automatically pre-set for the initial mode are called "default settings". These default settings are separated into two categories: "Copy defaults" and "Machine defaults" and can be changed as desired to suit your copying needs.

(1) Machine default settings

The following table indicates the machine default settings available in this copier. Change any or all of the settings as desired in order to make the most effective use of your copier.

Default setting	Description	Available settings	Factory setting	Reference page
Auto drawer[cassette] switching ON/OFF	If the paper in one drawer[cassette] runs out during copying, the automatic drawer[cassette] switching function will switch paper feed from the empty drawer[cassette] to another drawer[cassette] that contains the same size of paper in the same orientation for uninterrupted copying. To enable this function, it is necessary to turn the related setting "On".	On / Off	On	7-42
	In order to prevent a drawer[cassette] that holds a different type of paper from being switched to when the automatic drawer[cassette] switching function is turned ON, it is necessary to select "Feed same paper type" as well.	All types of paper / Feed same paper type	All types of paper	
Paper size (drawer[cassette] No.1 – No.4)	Sets the size of paper that is loaded in drawers[cassettes] No.1 through No.4. If you want the size to be detected automatically, select "Auto Detection" (Automatic size detection). If you want to manually set the size of paper, select "Standard sizes".	Auto Detection / Standard sizes	Auto Detection	7-43
	<If you select "Auto Detection"> You can also select the desired unit of measurement: "Inch" or "Centimeter".	Inch Centimeter	Inch specification: Inch Metric specification: Centimeter	
	<If you select "Standard sizes"> You can then select the paper size. * The setting for drawer[cassette] No.3 and No.4 will only be available when the optional Paper Feeder is installed on your copier.	A3 A4 A4R A5R B4 B5 B5R Folio 11 x 17 8 1/2 x 14 11 x 8 1/2 8 1/2 x 11 5 1/2 x 8 1/2 8 1/2 x 13	– – –	

Default setting	Description	Available settings	Factory setting	Reference page
Paper type (drawer[cassette] No.1 - No. 4)	Sets and then displays the type of paper that is loaded in drawers[cassettes] No.1 through No.4. * The setting for drawer[cassette] No.3 and No.4 will only be available when the optional Paper Feeder is installed on your copier.	Plain Preprinted Recycled Letterhead Color [Colour] Prepunched Rough Bond High quality Custom 1 – Custom 8	Plain	7-44
Custom paper type for 2-sided copying	Sets whether or not each custom paper type (custom 1 – custom 8) will be available for use in 2-sided copying.	On / Off	On	7-45
Auto sleep time	Sets the amount of time that will elapse before the auto sleep function engages and turns the copier OFF (O) if no operation is performed on the copier during that time. * It is recommended that you try to set a longer time interval before the auto sleep function engages if you use the copier frequently, and to a shorter time if there are long intervals between use. * For more detailed information on the auto sleep function, see page 4-11.	1, 5, 15, 30, 45, 60, 90, 120, 180, 240 (minutes)	60 (minutes)	7-46
Auto low power time	Sets the amount of time that will elapse before the Low Power mode is automatically activated if no operation is performed on the copier during that time. * For more detailed information on the Low power mode, see page 4-11.	1, 5, 15, 30, 45, 60, 90, 120, 180, 240 (minutes)	15 (minutes)	7-47
Copy eject location	Sets the location for the ejection of finished copies. * This setting will only be displayed when the optional Document Finisher, Built-in Finisher or Job Separator is installed on your copier. * The available location for ejection will differ depending upon the optional equipment that is installed on your copier.	Inner tray Job separator Finisher tray Finisher main tray Finisher sub tray	Inner tray	7-48
Fax eject location	Sets the location for the ejection of received faxes. * This setting will only be displayed when the optional Fax Kit and Document Finisher (or the Built-in Finisher or Job Separator) are installed on your copier. * The available location for ejection will differ depending upon the optional equipment that is installed on your copier.	Inner tray Job separator Finisher tray Finisher main tray Finisher sub tray Mailbox 1	Inner tray	7-49
Default operation mode	Sets which operation mode, the copy operation mode or the fax operation mode, will be selected when the power is turned on to the copier.	Copy mode FAX mode	Copy mode	7-50

Default setting	Description	Available settings	Factory setting	Reference page
Touch panel sound ON/ OFF	Sets whether or not the touch panel will emit a "beep" sound each time a key is touched.	On / Off	On	7-51
Silent mode ON/OFF	The copier can be switched to a silent mode, which shortens the length of time that the laser data writing motor continues to spin after each copy job is finished. Turn the silent mode ON if the noise of the motor bothers you in any way.	On / Off	Off	7-52
Day & time	Sets the current date and time.	Year: 2001-2049 Month: 1 – 12 Day: 1 – 31 Time: 00:00 – 23:59	Year: 2001 Month: 01 Day: 01 Time: 00:00	7-53
Time difference	Sets the time difference from the world standard time (GMT).	+12:00 – -12:00	00:00	7-54
Changing the management code	Changes the management code that is used by the copy manager. IMPORTANT: If you change the management code from its factory default, be sure to keep some sort of record of the new management code. If, for any reason, you forget the registered management code, you will need to contact your service representative.	0000 – 9999	30 cpm copiers: 3000 40 cpm copiers: 4000 50 cpm copiers: 5000	7-55
Auto sleep ON/OFF	Sets whether or not to have the auto sleep function automatically engage and turn the copier OFF (O) if no operation is performed on the copier for a designated amount of time. * If auto sleep interferes with your copying operations, turn this function OFF. However, it is recommended that you try to set a longer time interval until auto sleep engages before you actually turn it OFF. * For more detailed information on turn the auto sleep function, see page 4-11.	On / Off	On	7-56
Changing the energy-saving mode	Changes the energy-saving mode that will be entered into when the [Energy Saver] key is pressed. (See "5. Energy-saving modes" on page 4-11 for more information.) * This setting is displayed when the optional Printer Kit or Printer/Scanner Kit is installed. If you are using a standard copier, or if the optional Fax Kit is installed in your copier, you can press the [Energy Saver] key to engage the Low power mode.	Low power mode Sleep mode	Low power mode	7-57

(2) Accessing the machine default settings

Perform the following procedure when you want to access the screens for each of the various machine default settings.

1 With the content of the "Basic" tab displayed, press the [Default Setting/Counter] key.
The "Default setting"screen will be displayed.
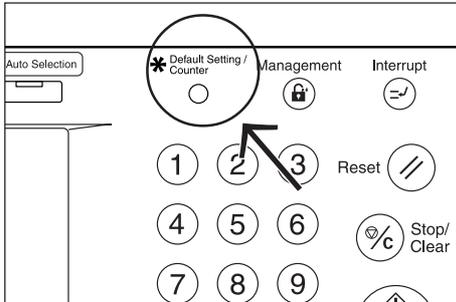
2 Touch the "Machine default" key on the left side of the touch panel.
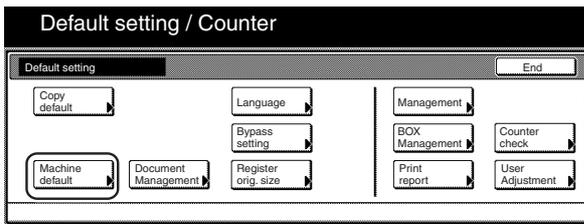
Inch specifications

Metric specifications
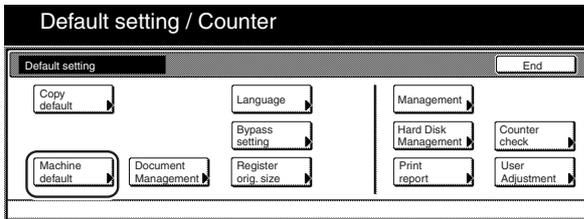
3 Use the keypad to enter the 4-digit management code.
The factory default setting for 30 cpm copiers is "3000", for 40 cpm copiers is "4000" and for 50 cpm copiers is "5000".

Inch specifications
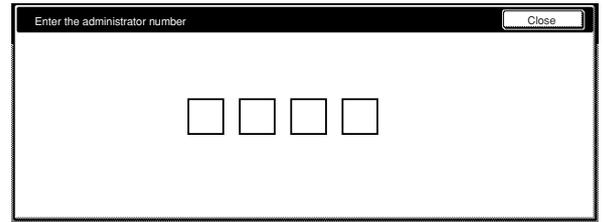
Metric specifications
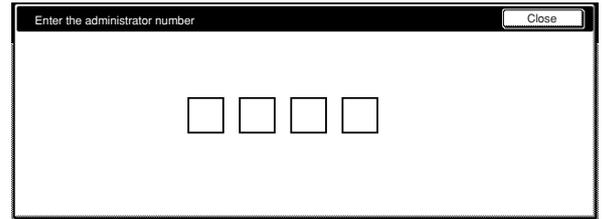
4 If the entered code matched the registered one, the "Machine default" screen will be displayed.
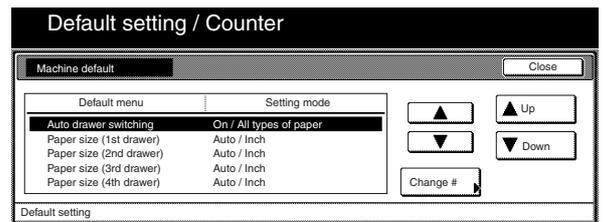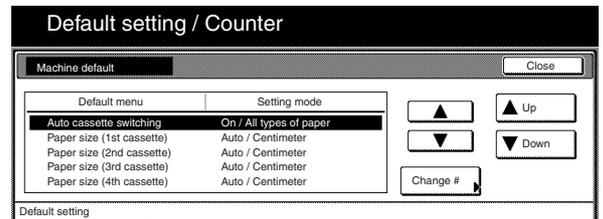
Inch specifications

Metric specifications

NOTES

- It is possible for you to change the 4-digit management code. (See "Changing the management code" on page 7-55.)
- Refer to the desired procedure(s) explained under "(3) Making machine default settings" and perform the corresponding setting(s).

(3) Making machine default settings

Perform the following procedure that corresponds to the desired setting.

● **Auto drawer[cassette] switching ON/OFF**

Perform the following procedure to turn automatic drawer[cassette] switching ON or OFF, as desired.

1 Display the "Machine default" screen.
(See "(2) Accessing the machine default settings" on page 7-41.)

Inch specifications

Default setting / Counter

Default setting		End
Copy default	Language	Management
	Bypass setting	BOX Management / Counter check
Machine default / Document Management	Register orig. size	Print report / User Adjustment

Metric specifications

Default setting / Counter

Default setting		End
Copy default	Language	Management
	Bypass setting	Hard Disk Management / Counter check
Machine default / Document Management	Register orig. size	Print report / User Adjustment
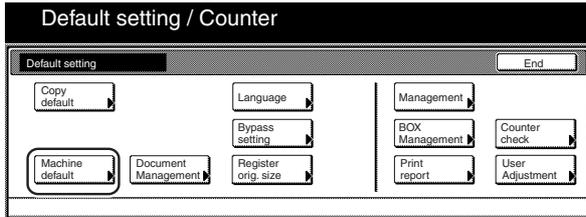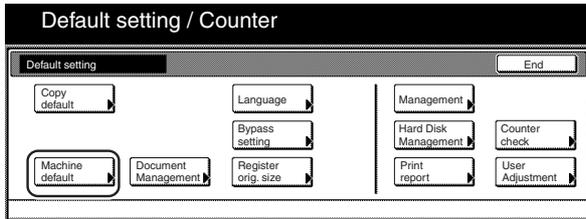
2 Select "Auto drawer switching" ["Auto cassette switching"] in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Auto drawer switching" ["Auto cassette switching"] screen will be displayed.

Inch specifications

Default setting / Counter

Machine default   Close

Default menu	Setting mode
Auto drawer switching	On / All types of paper
Paper size (1st drawer)	Auto / Inch
Paper size (2nd drawer)	Auto / Inch
Paper size (3rd drawer)	Auto / Inch
Paper size (4th drawer)	Auto / Inch

▲   ▲ Up
▼   ▼ Down
Change #

Default setting

Metric specifications

Default setting / Counter

Machine default   Close

Default menu	Setting mode
Auto cassette switching	On / All types of paper
Paper size (1st cassette)	Auto / Centimeter
Paper size (2nd cassette)	Auto / Centimeter
Paper size (3rd cassette)	Auto / Centimeter
Paper size (4th cassette)	Auto / Centimeter

▲   ▲ Up
▼   ▼ Down
Change #

Default setting

3 Touch the "On" key to automatic drawer[cassette] switching ON.

Inch specifications

Auto drawer switching   Back   Close

When paper drawer is empty, switch to another one, set same size/direction paper, and continue copying.

Function   Paper type
On   All types of paper
Off   Feed same paper type

Default setting - Machine default

Metric specifications

Auto cassette switching   Back   Close

When paper cassette is empty, switch to another one, set same size/direction paper, and continue copying.

Function   Paper type
On   All types of Paper
Off   Feed same paper type

Default setting - Machine default

4 In order to prevent a drawer[cassette] that holds a different type of paper from being switched to when the automatic drawer[cassette] switching function is turned ON, touch the "Feed same paper type" key under "Paper type".

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key. The touch panel will return to the screen in step 2.

6 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

7 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Paper size (drawer[cassette] No.1 – No.4)**

Perform the following procedure to set the size of paper that is loaded in drawer[cassette] No.1 through No.4.

1 Display the "Machine default" screen.
(See "(2) Accessing the machine default settings" on page 7-41.)

Inch specifications

```
Default setting / Counter

Default setting                                              End

Copy                    Language              Management
default
                        Bypass                BOX              Counter
                        setting               Management       check
Machine     Document    Register              Print            User
default     Management  orig. size            report           Adjustment
```

Metric specifications

```
Default setting / Counter

Default setting                                              End

Copy                    Language              Management
default
                        Bypass                Hard Disk        Counter
                        setting               Management       check
Machine     Document    Register              Print            User
default     Management  orig. size            report           Adjustment
```
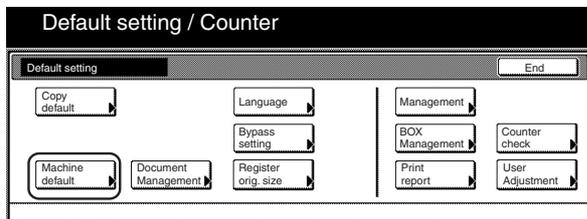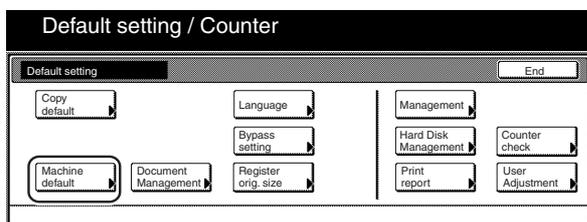
2 Select one of the "Paper size" settings
("1st drawer[cassette]" through "4th drawer[cassette]") in the settings list on the left side of the touch panel and then touch the "Change #" key.
The screen to set the paper size for that drawer[cassette] will be displayed.

Inch specifications

```
Default setting / Counter

Machine default                                             Close

Default menu            Setting mode
Auto drawer switching   On / All types of paper      ▲     ▲ Up
Paper size (1st drawer)  Auto / Inch
Paper size (2nd drawer)  Auto / Inch                  ▼     ▼ Down
Paper size (3rd drawer)  Auto / Inch
Paper size (4th drawer)  Auto / Inch               Change #

Default setting
```

Metric specifications

```
Default setting / Counter

Machine default                                             Close

Default menu            Setting mode
Auto cassette switching On / All types of paper      ▲     ▲ Up
Paper size (1st cassette)  Auto / Centimeter
Paper size (2nd cassette)  Auto / Centimeter          ▼     ▼ Down
Paper size (3rd cassette)  Auto / Centimeter
Paper size (4th cassette)  Auto / Centimeter       Change #

Default setting
```

3 Perform the step that corresponds to the specification of your copier:
If you select "Auto Detection" (automatic size detection) here, select the desired unit of measure ("Centimeter" or "Inch") as well.
If you select "Standard sizes" (standard paper size) here, simply touch the key that corresponds to the size of paper that is loaded in that drawer[cassette].

Inch specifications

```
Paper type(1st drawer)                    Back        Close

    Select paper size.

              A3       B4      11x17"     5¹/₂x8¹/₂"
Auto
Detection     A4       B5      8¹/₂x14"   8¹/₂x13"
Standard
sizes         A4       B5      11x8¹/₂"
              A5       Folio   8¹/₂x11"

Default setting - Machine default
```

Metric specifications

```
Paper size (1st cassette)                 Back        Close

    Select paper size.

              A3       B4      11x17"     5¹/₂x8¹/₂"
Auto
Detection     A4       B5      8¹/₂x14"   8¹/₂x13"
Standard
sizes         A4       B5      11x8¹/₂"
              A5       Folio   8¹/₂x11"

Default setting - Machine default
```

NOTES

- If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.
- The setting for drawer[cassette] No.3 and No.4 will only be available when the optional Paper Feeder is installed on your copier.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Paper type (drawer[cassette] No.1 - No. 4)**

Perform the following procedure to set the type of paper that is loaded in drawers[cassettes] No.1 through No.4.

1 Display the "Machine default" screen.
(See "(2) Accessing the machine default settings" on page 7-41.)

Inch specifications

Default setting / Counter

Default setting		End
Copy default	Language	Management
	Bypass setting	BOX Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment

Metric specifications

Default setting / Counter

Default setting		End
Copy default	Language	Management
	Bypass setting	Hard Disk Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment
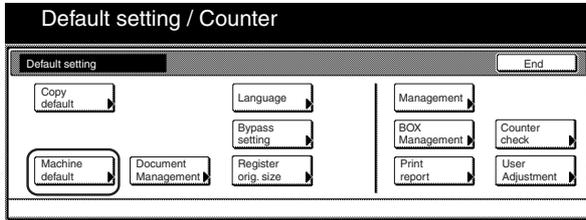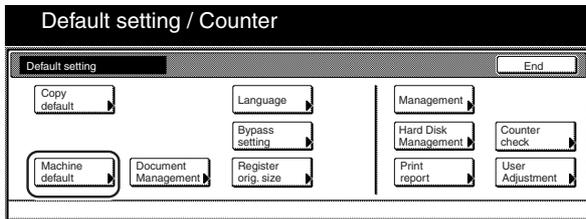
2 Select one of the "Paper type" settings
("1st drawer[cassette]" through "4th drawer[cassette]") in the settings list on the left side of the touch panel and then touch the "Change #" key.
The screen to set the paper type for that drawer[cassette] will be displayed.

Inch specifications

Default setting / Counter

| Machine default			Close
Default menu	Setting mode	▲	▲ Up
Paper type (1st drawer)	Plain		
Paper type (2nd drawer)	Plain	▼	▼ Down
Paper type (3rd drawer)	Plain		
Paper type (4th drawer)	Plain		
Select paper type(2sided)		Change #	

Default setting

Metric specifications

Default setting / Counter

Machine default			Close
Default menu	Setting mode	▲	▲ Up
Paper type (1st cassette)	Plain		
Paper type (2nd cassette)	Plain	▼	▼ Down
Paper type (3rd cassette)	Plain		
Paper type (4th cassette)	Plain		
Select paper type(2sided)		Change #	

Default setting

3 Touch the key that corresponds to the type of paper that is loaded in that drawer[cassette].

Inch specifications

Paper type(1st drawer)			Back	Close

Select and display paper type.

Plain	Color	High quality	Custom 1	Custom 5
Preprinted	Prepunched		Custom 2	Custom 6
Recycled	Rough		Custom 3	Custom 7
Letterhead	Bond		Custom 4	Custom 8

Default setting - Machine default

Metric specifications

Paper type (1st cassette)			Back	Close

Select and display paper type.

Plain	Colour	High quality	Custom 1	Custom 5
Preprinted	Prepunched		Custom 2	Custom 6
Recycled	Rough		Custom 3	Custom 7
Letterhead	Bond		Custom 4	Custom 8

Default setting - Machine default

NOTES

• If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.
• The setting for drawer[cassette] No.3 and No.4 will only be available when the optional Paper Feeder is installed on your copier.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Custom paper type for 2-sided copying**

Perform the following procedure to set whether or not each custom type of paper (custom 1 - custom 8) will be available for use in 2-sided copying.

1 Display the "Machine default" screen.
(See "(2) Accessing the machine default settings" on page 7-41.)

Inch specifications

Default setting / Counter

Default setting		End
Copy default	Language	Management
	Bypass setting	BOX Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment

Metric specifications

Default setting / Counter

Default setting		End
Copy default	Language	Management
	Bypass setting	Hard Disk Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment
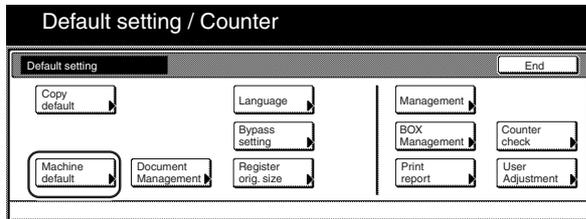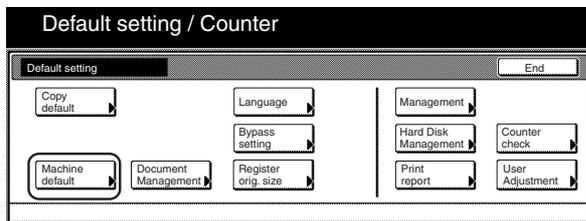
2 Select "Select paper type (2sided)" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Select paper type (2sided)" screen will be displayed.

Inch specifications

Default setting / Counter

Machine default		Close
Default menu	Setting mode	
Paper type (1st drawer)	Plain	▲ Up
Paper type (2nd drawer)	Plain	▼ Down
Paper type (3rd drawer)	Plain	
Paper type (4th drawer)	Plain	Change #
Select paper type(2sided)		

Default setting

Metric specifications

Default setting / Counter

Machine default		Close
Default menu	Setting mode	
Paper type (1st cassette)	Plain	▲ Up
Paper type (2nd cassette)	Plain	▼ Down
Paper type (3rd cassette)	Plain	
Paper type (4th cassette)	Plain	Change #
Select paper type(2sided)		

Default setting

3 Select one of the "custom" paper type settings ("Custom 1" through "Custom 8") under the "Default menu" column on the left side of the touch panel and then touch the "Change #" key.

Inch specifications

Select paper type(2sided)		Close
Select paper type(s) for duplex copy.		
Default menu	Setting mode	▲
Custom 1	On	▼
Custom 2	On	
Custom 3	On	
Custom 4	On	
Custom 5	On	Change #
Custom 6	On	
Custom 7	On	

Default setting - Machine default

Metric specifications

Select paper type(2sided)		Close
Select paper type(s) for duplex copy.		
Default menu	Setting mode	▲
Custom 1	On	▼
Custom 2	On	
Custom 3	On	
Custom 4	On	
Custom 5	On	Change #
Custom 6	On	
Custom 7	On	

Default setting - Machine default
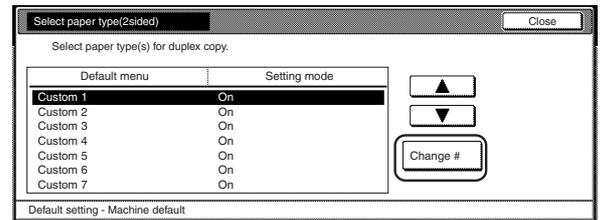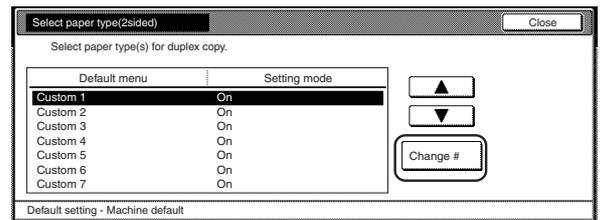
4 Touch the "Off" key if you do NOT want that custom paper type to be available for use in 2-sided copying.

Inch specifications
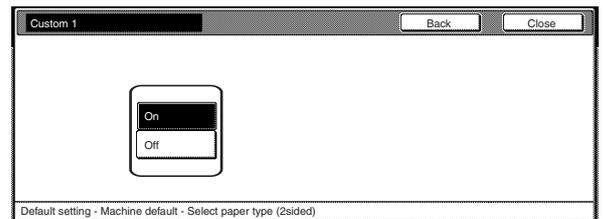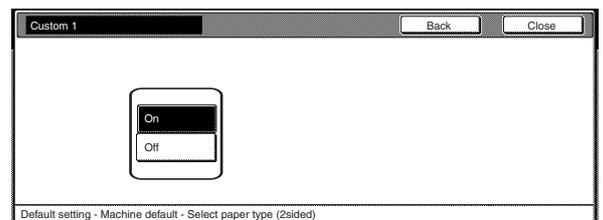
Custom 1	Back	Close
On		
Off		

Default setting - Machine default - Select paper type (2sided)

Metric specifications

Custom 1	Back	Close
On		
Off		

Default setting - Machine default - Select paper type (2sided)

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 3.

---

5 Touch the "Close" key. The touch panel will return to the screen in step 3.

6 Touch the "Close" key. The touch panel will return to the screen in step 2.

7 Touch the "Close" key. The touch panel will return to the "Default setting"screen.

8 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Auto sleep time**

Perform the following procedure to set the amount of time that will elapse before the auto sleep function engages and turns the copier OFF (O) if no operation has been performed on the copier during that time.

1 Display the "Machine default" screen.
(See "(2) Accessing the machine default settings" on page 7-41.)

Inch specifications

```
Default setting / Counter
  Default setting                                      End
   Copy              Language           Management
   default
                     Bypass            BOX            Counter
                     setting           Management     check
   Machine  Document Register   Print           User
   default  Management orig. size report          Adjustment
```

Metric specifications

```
Default setting / Counter
  Default setting                                      End
   Copy              Language           Management
   default
                     Bypass            Hard Disk      Counter
                     setting           Management     check
   Machine  Document Register   Print           User
   default  Management orig. size report          Adjustment
```
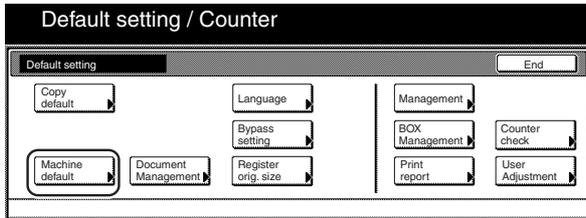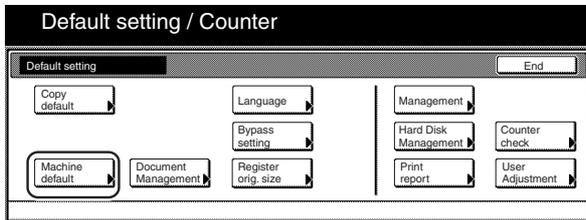
2 Select "Sleep mode changing time" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Sleep mode changing time" screen will be displayed.

Inch specifications

```
Default setting / Counter
  Machine default                                    Close
   Default menu         Setting mode
   Sleep mode changing time   60 Minute       ▲      ▲ Up
   Low power mode chng. time  15 Minute
   Select Copy output mode    Inner tray      ▼      ▼ Down
   Select FAX output mode     Inner tray
   Select the main mode       Copy mode         Change #
  Default setting
```

Metric specifications

```
Default setting / Counter
  Machine default                                    Close
   Default menu         Setting mode
   Sleep mode changing time   60 Minute       ▲      ▲ Up
   Low power mode chng. time  15 Minute
   Select COPY output mode    Inner tray      ▼      ▼ Down
   Select FAX output mode     Inner tray
   Select main mode           COPY Mode         Change #
  Default setting
```

3 Touch the "+" key or the "−" key to change the displayed time to the desired setting (between 1 minutes and 240 minutes).

Inch specifications
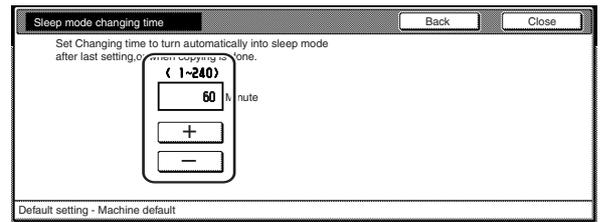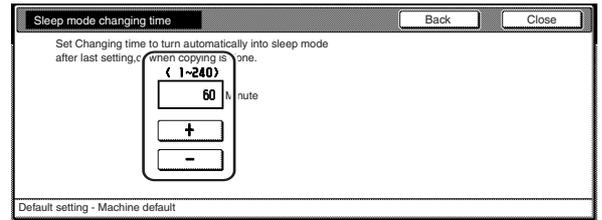
```
Sleep mode changing time              Back      Close
  Set Changing time to turn automatically into sleep mode
  after last setting,or when copying is done.
             ( 1~240 )
              60  Minute
              +
              −
  Default setting - Machine default
```

Metric specifications

```
Sleep mode changing time              Back      Close
  Set Changing time to turn automatically into sleep mode
  after last setting,or when copying is done.
             ( 1~240 )
              60  Minute
              +
              −
  Default setting - Machine default
```

NOTES

• The setting can be made to 1 minute, 5 minutes, 15 minutes, 30 minutes, 45 minutes, 60 minutes, 90 minutes, 120 minutes, 180 minutes or 240 minutes.
• It is recommended that you try to set a longer time interval before the auto sleep function engages if you use the copier frequently, and to a shorter time if there are long intervals between use.
• If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

**6** Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Auto low power time**

Perform the following procedure to set the amount of time that will elapse before the auto low power function automatically engages and puts the copier in the Low power mode if no operation has been performed on the copier during that time.

1 Display the "Machine default" screen.
(See "(2) Accessing the machine default settings" on page 7-41.)

Inch specifications

```
Default setting / Counter

Default setting                                          End

Copy                    Language              Management
default
                        Bypass                BOX
                        setting               Management      Counter
                                                              check
Machine    Document     Register              Print           User
default    Management   orig. size            report          Adjustment
```

Metric specifications

```
Default setting / Counter

Default setting                                          End

Copy                    Language              Management
default
                        Bypass                Hard Disk
                        setting               Management      Counter
                                                              check
Machine    Document     Register              Print           User
default    Management   orig. size            report          Adjustment
```
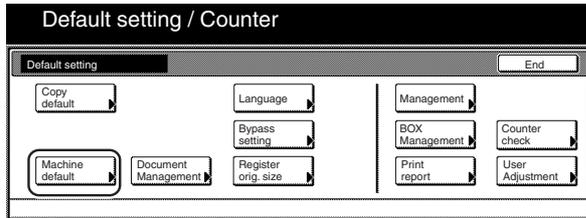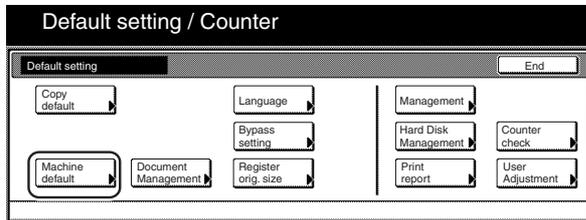
2 Select "Low power mode chng. time" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Auto preheat time" screen will be displayed.

Inch specifications

```
Default setting / Counter

Machine default                                          Close

Default menu           Setting mode
                                              ▲          ▲ Up
Sleep mode changing time    60 Minute
Low power mode chng. time   15 Minute
Select Copy output mode     Inner tray       ▼          ▼ Down
Select FAX output mode      Inner tray
Select the main mode        Copy mode                   Change #

Default setting
```

Metric specifications

```
Default setting / Counter

Machine default                                          Close

Default menu           Setting mode
                                              ▲          ▲ Up
Sleep mode changing time    60 Minute
Low power mode chng. time   15 Minute
Select COPY output mode     Inner tray       ▼          ▼ Down
Select FAX output mode      Inner tray
Select main mode            COPY Mode                   Change #

Default setting
```

3 Touch the "+" key or the "−" key to change the displayed time to that desired (any available setting between 1 minute and 240 minutes).

Inch specifications
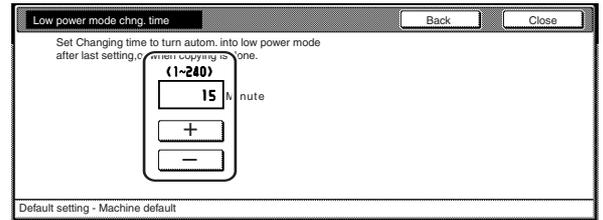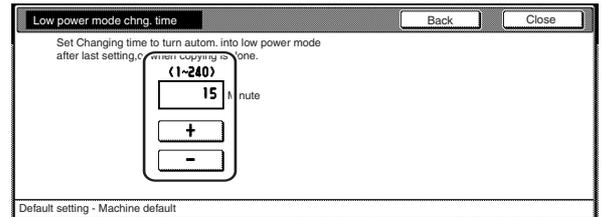
```
Low power mode chng. time                    Back      Close

Set Changing time to turn autom. into low power mode
after last setting,or when copying is done.
                    (1~240)

                     15  Minute

                     +

                     −

Default setting - Machine default
```

Metric specifications

```
Low power mode chng. time                    Back      Close

Set Changing time to turn autom. into low power mode
after last setting,or when copying is done.
                    (1~240)

                     15  Minute

                     +

                     −

Default setting - Machine default
```

NOTES

• The setting can be made to 1 minute, 5 minutes, 15 minutes, 30 minutes, 45 minutes, 60 minutes, 90 minutes, 120 minutes, 180 minutes or 240 minutes.
• If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

---

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

**7-47**

● **Copy eject location**

Perform the following procedure to set where finished copies will be ejected.

> **NOTE**
>
> This setting will only be displayed when the optional Document Finisher, Built-in Finisher or Job Separator is installed on your copier.

1 Display the "Machine default" screen.
(See "(2) Accessing the machine default settings" on page 7-41.)

Inch specifications

Default setting / Counter

| Default setting | | End |

Copy default
Language
Management
Bypass setting
BOX Management
Counter check
Machine default
Document Management
Register orig. size
Print report
User Adjustment

Metric specifications

Default setting / Counter

| Default setting | | End |

Copy default
Language
Management
Bypass setting
Hard Disk Management
Counter check
Machine default
Document Management
Register orig. size
Print report
User Adjustment
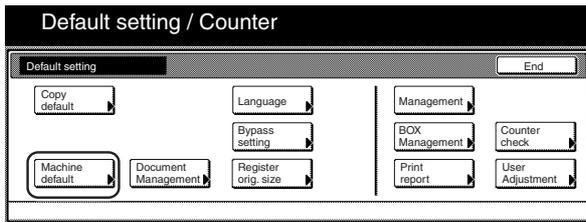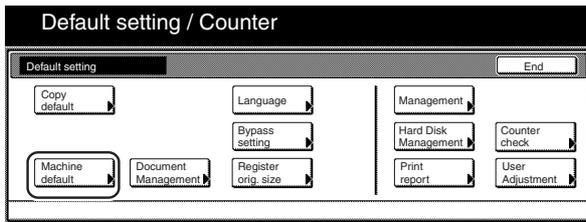
2 Select "Select Copy output mode" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Select Copy output mode" screen will be displayed.

Inch specifications

Default setting / Counter

Machine default | Close

Default menu	Setting mode
Sleep mode changing time	60 Minute
Low power mode chng. time	15 Minute
Select Copy output mode	Inner tray
Select FAX output mode	Inner tray
Select the main mode	Copy mode

▲ ▲ Up
▼ ▼ Down
Change #

Default setting

Metric specifications

Default setting / Counter

Machine default | Close

Default menu	Setting mode
Sleep mode changing time	60 Minute
Low power mode chng. time	15 Minute
Select COPY output mode	Inner tray
Select FAX output mode	Inner tray
Select main mode	COPY Mode

▲ ▲ Up
▼ ▼ Down
Change #

Default setting

3 Touch the key that corresponds to the desired location.

Inch specifications

Select Copy output mode | Back | Close

Set the default copy output destination

Job separator
Inner tray
Finisher main tray
Finisher sub tray

Default setting - Machine default

Metric specifications

Select COPY output mode | Back | Close

Set the default copy output destination.

Job separator
Inner tray
Finisher main tray
Finisher sub tray

Default setting - Machine default

> **NOTES**
>
> • The available location for ejection will differ depending upon the optional equipment that is installed on your copier.
> • If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Fax eject location**

Perform the following procedure to set where incoming faxes will be ejected.

NOTE

This setting will only be displayed when the optional Fax Kit and Document Finisher (or the Built-in Finisher or Job Separator) are installed on your copier.

1 Display the "Machine default" screen.
(See "(2) Accessing the machine default settings" on page 7-41.)

Inch specifications
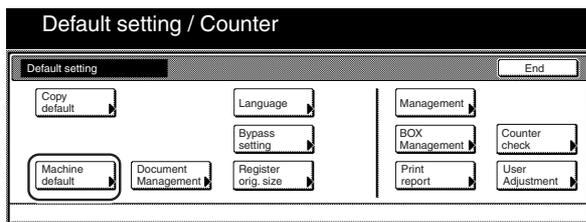
Metric specifications
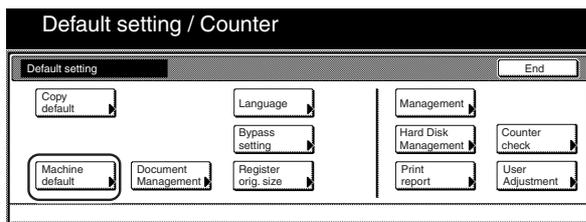
2 Select "Select FAX output mode" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Select FAX output mode" screen will be displayed.
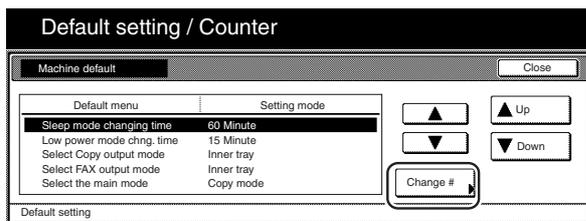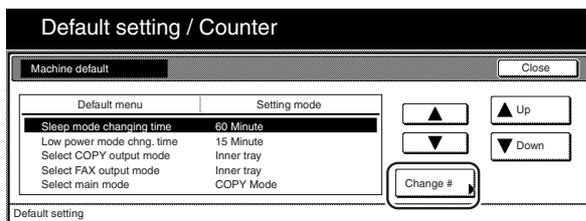
Inch specifications

Metric specifications

3 Touch the key that corresponds to the desired location.

Inch specifications
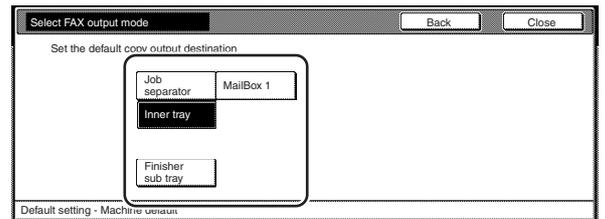
Metric specifications

NOTES

• The available location for ejection will differ depending upon the optional equipment that is installed on your copier.
• If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Default operation mode**

Perform the following procedure to set whether the display that appears after power is turned on to the copier will be the one for the copy operation mode or for the fax operation mode.


NOTE

This setting is only available when the optional Fax Kit is installed in your copier.

---

1 Display the "Machine default" screen.
(See "(2) Accessing the machine default settings" on page 7-41.)

Inch specifications
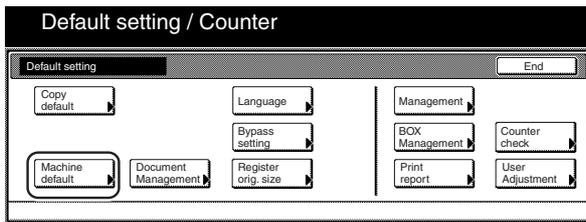
Metric specifications
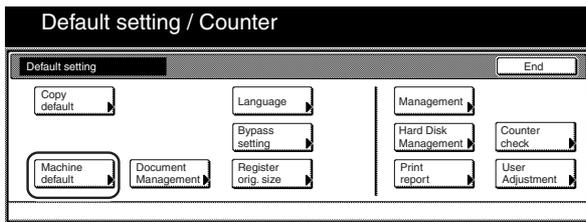
2 Select "Select the main mode" ["Select main mode"] in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Select the main mode" ["Select main mode"] screen will be displayed.

Inch specifications
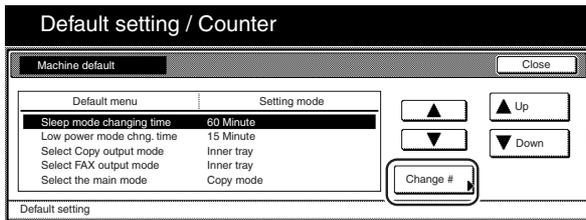
Metric specifications
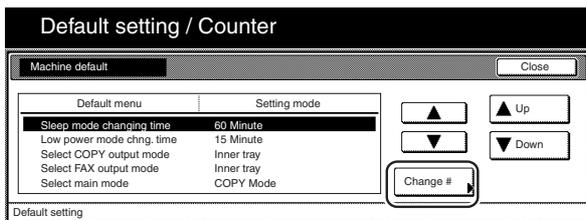
3 Select the "Copy mode" key or the "FAX mode" key, as appropriate.
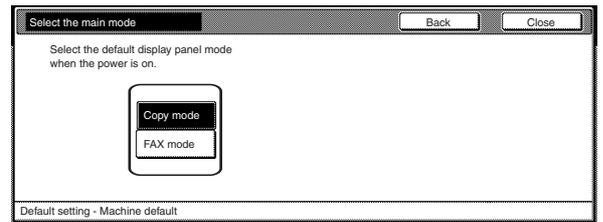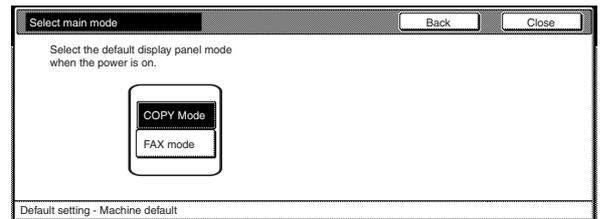
Inch specifications

Metric specifications

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

---

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Touch panel sound ON/OFF**

Perform the following procedure to set whether or not the touch panel will emit a "beep" sound each time a key is touched. Select "Off" if you want to turn the sound OFF.

1 Display the "Machine default" screen.
(See "(2) Accessing the machine default settings" on page 7-41.)

Inch specifications

Default setting / Counter

Default setting		End
Copy default	Language	Management
	Bypass setting	BOX Management
Machine default	Document Management	Register orig. size	Print report
			Counter check
			User Adjustment

Metric specifications

Default setting / Counter

Default setting		End
Copy default	Language	Management
	Bypass setting	Hard Disk Management
Machine default	Document Management	Register orig. size	Print report
			Counter check
			User Adjustment
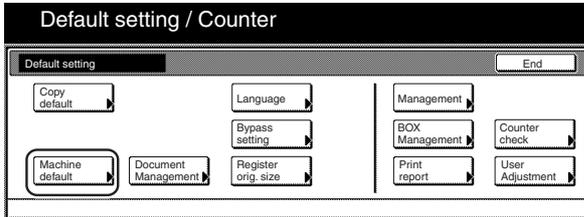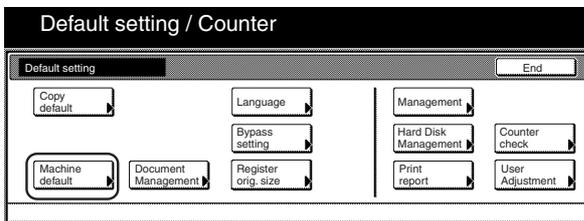
2 Select "Key sound ON/OFF" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Key sound ON/OFF" screen will be displayed.

Inch specifications

Default setting / Counter

Machine default   Close

Default menu	Setting mode
Key sound ON/OFF	On
Silent mode	On
Date/Time	2001/10/30 14:02
Time difference	GMT+08:00
Management code change	5000

▲   ▲ Up
▼   ▼ Down
Change #

Metric specifications

Default setting / Counter

Machine default   Close

Default menu	Setting mode
Key sound ON/OFF	On
Silent mode	Off
Date/Time	30/10/'01 14:02
Time difference	GMT+08:00
Change MGMT code with #	5000

▲   ▲ Up
▼   ▼ Down
Change #

Default setting
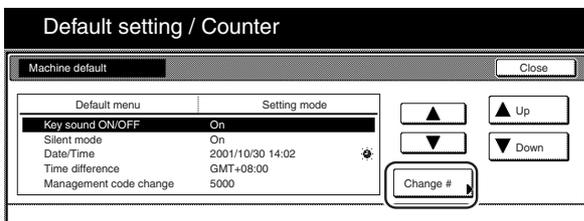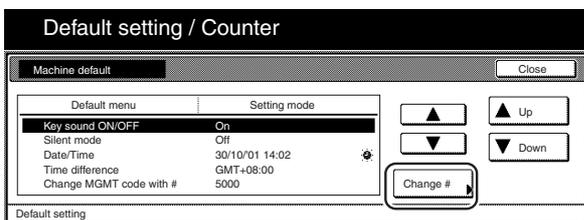
3 Touch the "On" key or the "Off" key to turn the sound on the touch panel ON or OFF, as desired.

Inch specifications
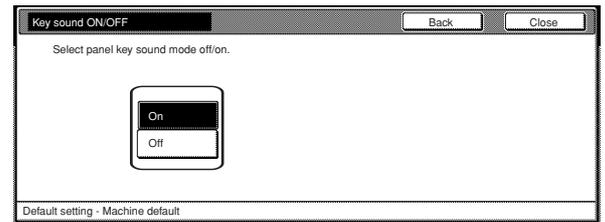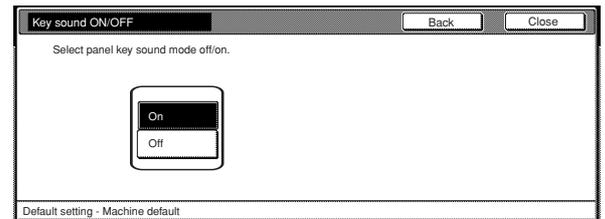
Key sound ON/OFF   Back   Close

Select panel key sound mode off/on.

On
Off

Default setting - Machine default

Metric specifications

Key sound ON/OFF   Back   Close

Select panel key sound mode off/on.

On
Off

Default setting - Machine default

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

**6** Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

**7-51**

● **Silent mode ON/OFF**

Perform the following procedure to set whether or not to use the silent mode which shortens the length of time that the laser data writing motor continues to spin after each copy job is finished. Turn the silent mode ON if the noise of the motor bothers you in any way.

1 Display the "Machine default" screen.
(See "(2) Accessing the machine default settings" on page 7-41.)

Inch specifications

Default setting / Counter

Default setting		End
Copy default	Language	Management
	Bypass setting	BOX Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment

Metric specifications

Default setting / Counter

| Default setting		End
Copy default	Language	Management
	Bypass setting	Hard Disk Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment
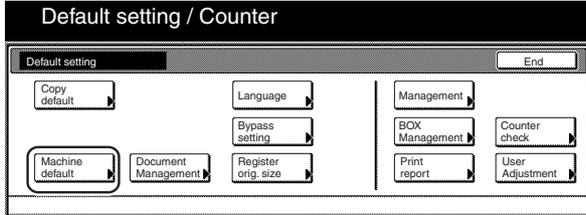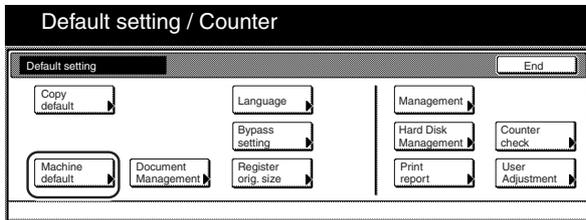
2 Select "Silent mode" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Silent mode" screen will be displayed.

Inch specifications

Default setting / Counter

Machine default		Close

Default menu	Setting mode
Key sound ON/OFF	On
Silent mode	On
Date/Time	2001/10/30 14:02
Time difference	GMT+08:00
Management code change	5000

▲ ▲ Up
▼ ▼ Down
Change #

Metric specifications

Default setting / Counter

Machine default		Close

Default menu	Setting mode
Key sound ON/OFF	On
Silent mode	Off
Date/Time	30/10/'01 14:02
Time difference	GMT+08:00
Change MGMT code with #	5000

▲ ▲ Up
▼ ▼ Down
Change #

Default setting
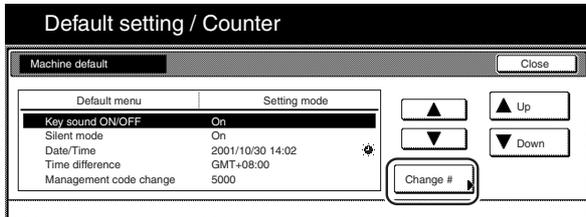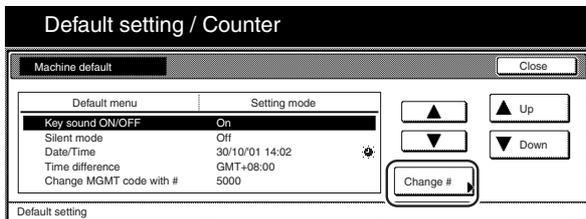
3 Touch the "On" key if you want to use the silent mode.

Inch specifications
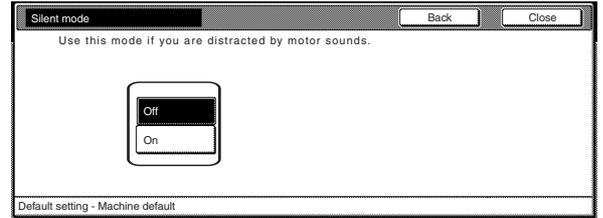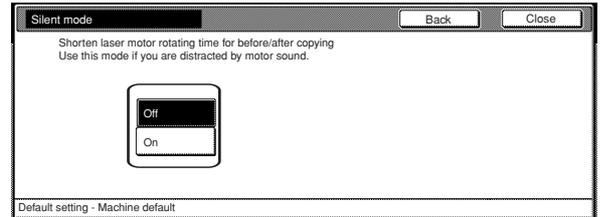
Silent mode	Back	Close

Use this mode if you are distracted by motor sounds.

Off
On

Default setting - Machine default

Metric specifications

Silent mode	Back	Close

Shorten laser motor rotating time for before/after copying
Use this mode if you are distracted by motor sound.

Off
On

Default setting - Machine default

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Day & time**

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

NOTE

BE SURE to perform the "Time difference" setting prior to setting the day and time.

---

1 Display the "Machine default" screen.
(See "(2) Accessing the machine default settings" on page 7-41.)

Inch specifications

Default setting / Counter

Default setting			End
Copy default	Language	Management	
	Bypass setting	BOX Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment

Metric specifications

Default setting / Counter

| Default setting			End
Copy default	Language	Management	
	Bypass setting	Hard Disk Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment
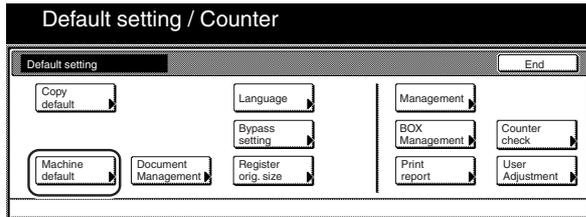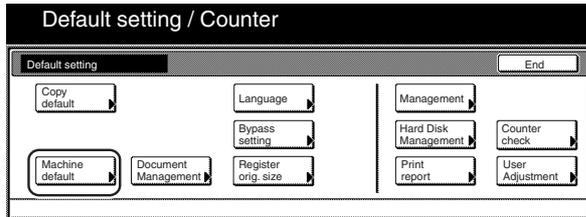
2 Select "Date/Time" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Date/Time" screen will be displayed.

Inch specifications

Default setting / Counter

Machine default		Close

Default menu	Setting mode
Key sound ON/OFF	On
Silent mode	On
Date/Time	2001/10/30 14:02
Time difference	GMT+08:00
Management code change	5000

▲   ▲ Up
▼   ▼ Down
Change #

Metric specifications

Default setting / Counter

Machine default		Close

| Default menu	Setting mode
Key sound ON/OFF	On
Silent mode	Off
Date/Time	30/10/'01 14:02
Time difference	GMT+08:00
Change MGMT code with #	5000

▲   ▲ Up
▼   ▼ Down
Change #

Default setting
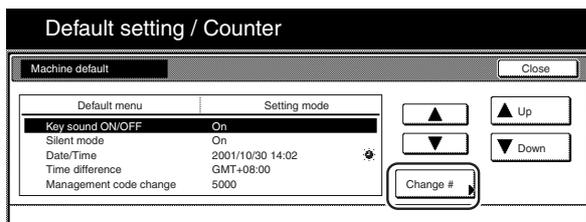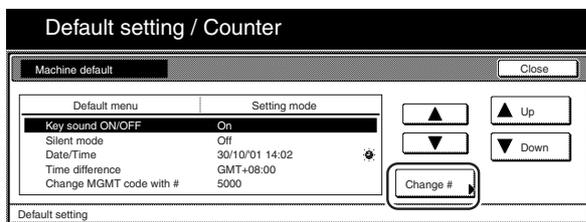
3 Touch the "+" key or the "–" key to change the displayed information for each field ("Year", "Month", "Day" and "Time") to the current time and date.
If you want the time to be automatically calculated for daylight savings time, touch the "On" key under "Summertime".

Inch specifications
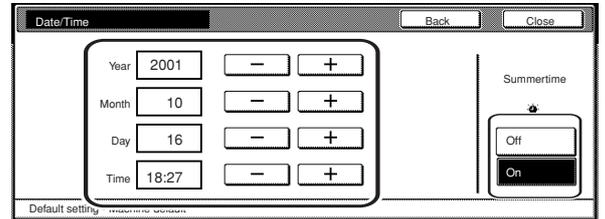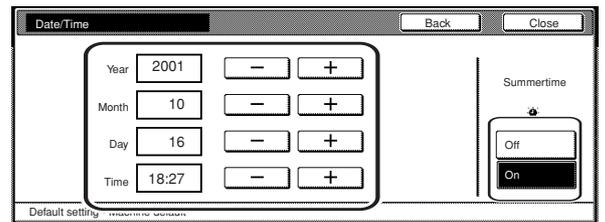
Date/Time		Back	Close

Year	2001	–	+
Month	10	–	+
Day	16	–	+
Time	18:27	–	+

Summertime
Off
On

Default setting

Metric specifications

Date/Time		Back	Close

Year	2001	–	+
Month	10	–	+
Day	16	–	+
Time	18:27	–	+

Summertime
Off
On

Default setting

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

---

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

**6** Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Time difference**

Perform the following procedure to set a designated time difference from the world standard time (GMT).

1 Display the "Machine default" screen.
(See "(2) Accessing the machine default settings" on page 7-41.)

Inch specifications

```
Default setting / Counter

Default setting                                          End

Copy
default

            Language              Management

            Bypass                BOX              Counter
            setting               Management       check

Machine    Document    Register         Print      User
default    Management  orig. size       report     Adjustment
```

Metric specifications

```
Default setting / Counter

Default setting                                          End

Copy
default

            Language              Management

            Bypass                Hard Disk        Counter
            setting               Management       check

Machine    Document    Register         Print      User
default    Management  orig. size       report     Adjustment
```
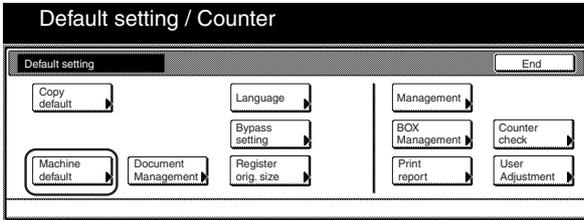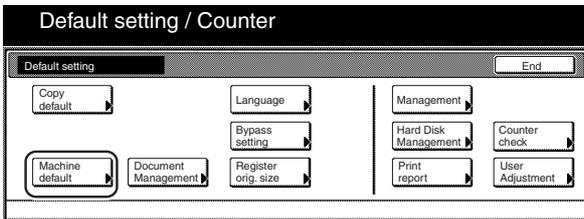
2 Select "Time difference" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Time difference" screen will be displayed.

Inch specifications

```
Default setting / Counter

Machine default                                Close

Default menu          Setting mode
Key sound ON/OFF      On                    ▲       ▲ Up
Silent mode           On
Date/Time             2001/10/30 14:02      ▼       ▼ Down
Time difference       GMT+08:00
Management code change 5000                Change #
```

Metric specifications

```
Default setting / Counter

Machine default                                Close

Default menu          Setting mode
Key sound ON/OFF      On                    ▲       ▲ Up
Silent mode           Off
Date/Time             30/10/'01 14:02       ▼       ▼ Down
Time difference       GMT+08:00
Change MGMT code with # 5000              Change #

Default setting
```
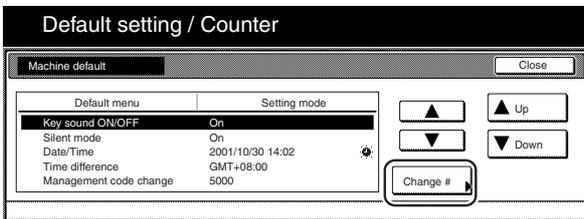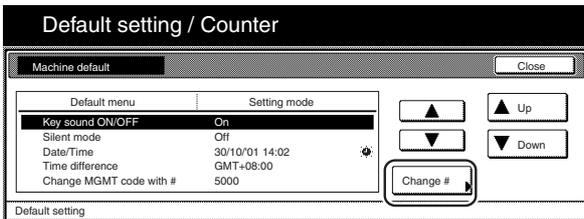
3 Touch the "+" key or the "−" key to change the displayed time difference to the desired setting.
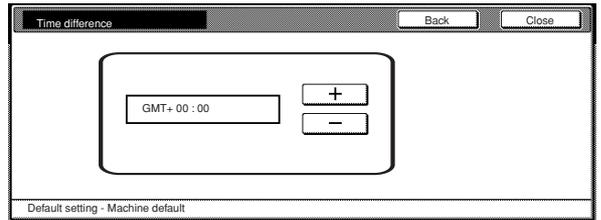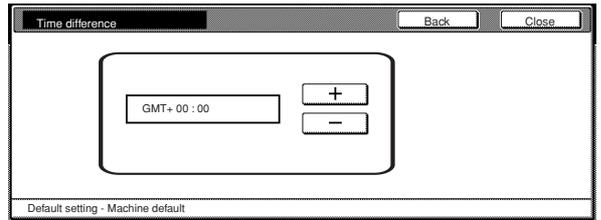
Inch specifications

```
Time difference                          Back    Close

                                    +
        GMT+ 00 : 00
                                    −

Default setting - Machine default
```

Metric specifications

```
Time difference                          Back    Close

                                    +
        GMT+ 00 : 00
                                    −

Default setting - Machine default
```

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Changing the management code**

Perform the following procedure to change the management code used by the copy manager.


IMPORTANT!

If you change the management code from its factory default, be sure to keep some sort of record of the new management code. If, for any reason, you forget the registered management code, you will need to contact your service representative.

---

1 Display the "Machine default" screen.
(See "(2) Accessing the machine default settings" on page 7-41.)

Inch specifications

Default setting / Counter
Default setting — End
Copy default	Language	Management
	Bypass setting	BOX Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment

Metric specifications

Default setting / Counter
Default setting — End
Copy default	Language	Management
	Bypass setting	Hard Disk Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment
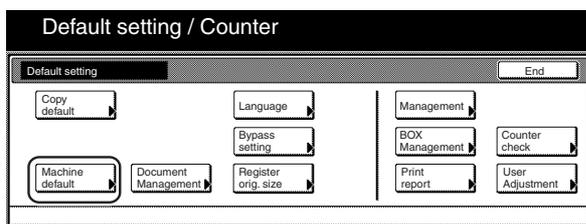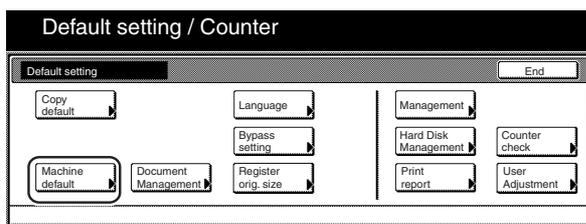
2 Select "Management code change" ["Change MGMT code with #"] in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Management code change" ["Change MGMT code with #"] screen will be displayed.

Inch specifications

Default setting / Counter
Machine default — Close

Default menu	Setting mode
Key sound ON/OFF	On
Silent mode	On
Date/Time	2001/10/30 14:02
Time difference	GMT+08:00
Management code change	5000

▲ ▲ Up
▼ ▼ Down
Change #

Metric specifications

Default setting / Counter
Machine default — Close

Default menu	Setting mode
Key sound ON/OFF	On
Silent mode	On
Date/Time	2001/10/30 14:02
Time difference	GMT+08:00
Management code change	5000

▲ ▲ Up
▼ ▼ Down
Change #
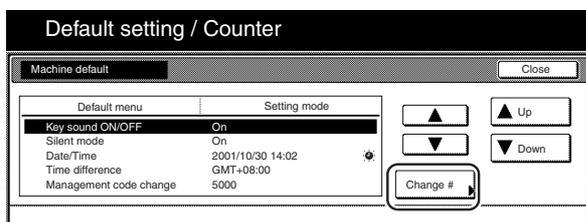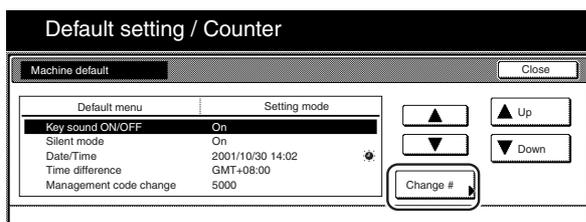
3 Use the keypad to enter a new 4-digit management code.

Inch specifications
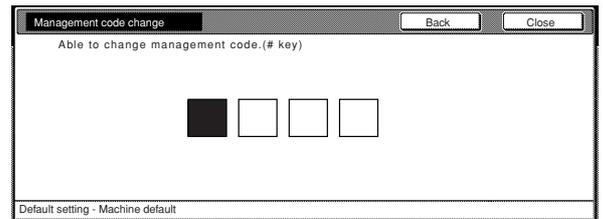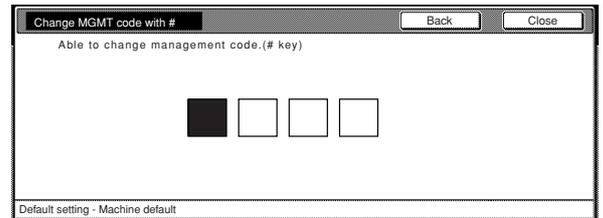
Management code change	Back	Close
Able to change management code.(# key)		

Default setting - Machine default

Metric specifications

Change MGMT code with #	Back	Close
Able to change management code.(# key)		

Default setting - Machine default

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

---

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Auto sleep ON/OFF**

Perform the following procedure to set whether or not to have the auto sleep function automatically engage and turn the copier OFF (O) if no operation is performed on the copier for a designated amount of time.

1 Display the "Machine default" screen.
(See "(2) Accessing the machine default settings" on page 7-41.)

Inch specifications

```
Default setting / Counter
  Default setting                                    End
   Copy              Language          Management
   default
                     Bypass            BOX               Counter
                     setting           Management        check
   Machine   Document   Register       Print             User
   default   Management  orig. size    report            Adjustment
```

Metric specifications

```
Default setting / Counter
  Default setting                                    End
   Copy              Language          Management
   default
                     Bypass            Hard Disk         Counter
                     setting           Management        check
   Machine   Document   Register       Print             User
   default   Management  orig. size    report            Adjustment
```
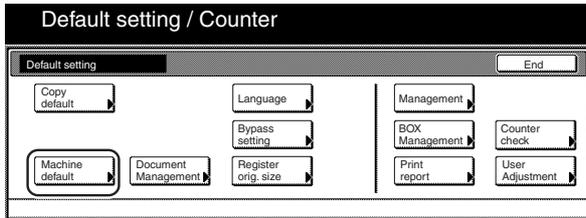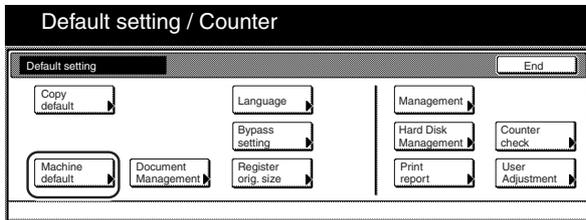
2 Select "Auto sleep" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Auto sleep" screen will be displayed.

Inch specifications

```
Default setting / Counter
  Machine default                                   Close
   Default menu        Setting mode
   Date/Time           2001/10/30 14:02      ▲        ▲ Up
   Time difference     GMT+08:00
   Management code change  5000               ▼        ▼ Down
   Auto sleep          On
   Energy Saver key setting  Low power mode   Change #
```

Metric specifications

```
Default setting / Counter
  Machine default                                   Close
   Default menu        Setting mode
   Date/Time           30/10/'01 14:02       ▲        ▲ Up
   Time difference     GMT+08:00
   Change MGMT code with #  5000              ▼        ▼ Down
   Auto sleep          On
   Energy Saver key setting  Low power mode   Change #
  Default setting
```

3 Touch the "On" key if you want to use the auto sleep function.

Inch specifications

```
Auto sleep                              Back        Close
   Autom. turns into sleep mode if no oper. within a set time
   after last setting,or when copying is done.

        On
        Off

  Default setting - Machine default
```

Metric specifications

```
Auto sleep                              Back        Close
   Autom. turns into sleep mode if no oper. within a set time
   after last setting,or when copying is done.

        On
        Off

  Default setting - Machine default
```
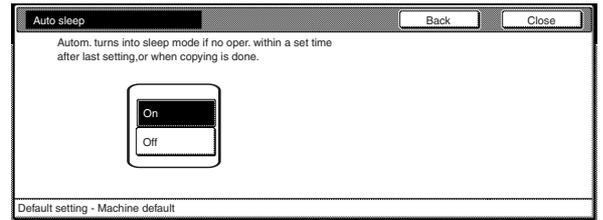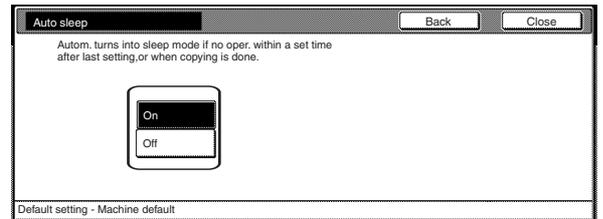
NOTES

• If auto sleep interferes with your copying operations, turn this function OFF. However, it is recommended that you try to set a longer time interval until auto sleep engages before you actually turn it OFF.
• If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Changing the energy-saving mode**

Perform the following procedure to change the energy-saving mode (the Low power mode or the Sleep mode) that will be entered into when the [Energy Saver] key is pressed.

1 Display the "Machine default" screen.
(See "(2) Accessing the machine default settings" on page 7-41.)

Inch specifications

Default setting / Counter

Default setting		End

Copy default

Language

Management

Bypass setting

BOX Management

Counter check

Machine default

Document Management

Register orig. size

Print report

User Adjustment

Metric specifications

Default setting / Counter

Default setting		End

Copy default

Language

Management

Bypass setting

Hard Disk Management

Counter check

Machine default

Document Management

Register orig. size

Print report

User Adjustment
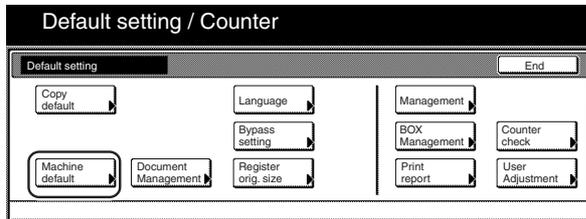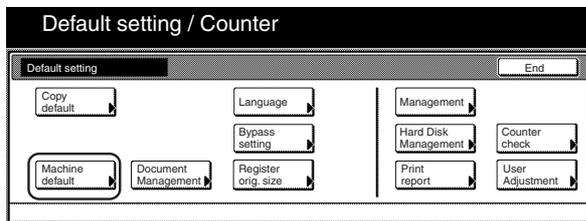
2 Select "Energy Saver key setting" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Energy Saver key setting" screen will be displayed.

Inch specifications

Default setting / Counter

Machine default		Close

Default menu	Setting mode	
Date/Time	2001/10/30 14:02	
Time difference	GMT+08:00	
Management code change	5000	
Auto sleep	On	
Energy Saver key setting	Low power mode	

▲ Up   ▼ Down   Change #

Metric specifications

Default setting / Counter

Machine default		Close

Default menu	Setting mode	
Date/Time	30/10/'01 14:02	
Time difference	GMT+08:00	
Change MGMT code with #	5000	
Auto sleep	On	
Energy Saver key setting	Low power mode	

▲ Up   ▼ Down   Change #

Default setting

3 Touch the "Low power mode" key or the "Sleep mode" key, as desired.

Inch specifications
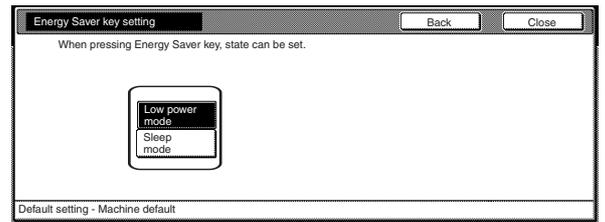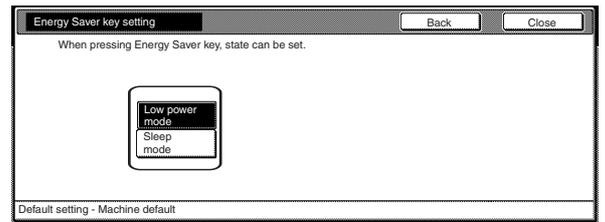
Energy Saver key setting	Back	Close

When pressing Energy Saver key, state can be set.

Low power mode
Sleep mode

Default setting - Machine default

Metric specifications

Energy Saver key setting	Back	Close

When pressing Energy Saver key, state can be set.

Low power mode
Sleep mode

Default setting - Machine default

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

(4) Copy default settings

The following table indicates the copy default settings available in this copier. Change any or all of the settings as desired in order to make the most effective use of your copier.

Default setting	Description	Available settings	Factory setting	Reference page
Exposure mode	Selects between auto exposure and manual exposure as the default copy exposure mode in the initial mode.	Manual / Auto	Manual	7-62
Exposure adjustment step	Changes the incremental step to be used during adjustment of the copy exposure.	1 step / 0.5 step	1 step	7-63
Original quality	Determines the default setting that will be used for the image quality in the initial mode.	Text+Photo / Text / Photo	Text+Photo	7-64
Eco print mode ON/OFF	Determines whether the Eco print mode will be the default setting in the initial mode. In this case, the amount of toner that is used to make the copies will be reduced, and images will be printed out relatively lighter than normal.	On / Off	Off	7-65
Background exposure adjustment	Adjusts the ground color of the copied paper.	-2 – +2	Standard setting (0)	7-66
Paper selection	Sets whether the copier will automatically select the same size of copy paper as the original once an original is set (APS: auto paper selection mode), or whether the drawer[cassette] selected "Default drawer" ["Default cassette"] setting will be automatically selected.	APS / Default drawer[cassette]	APS	7-67
Paper type (auto paper selection mode)	Sets which types of paper can be selected under the auto paper selection mode. * It is possible to select the type of paper that has been designated for the drawer[cassette] currently in use.	Off / On ————————— Plain Preprinted Recycled Letterhead Color [Colour] Prepunched Rough Bond High quality Custom 1 – Custom 8	Off ——— – – –	7-68

Default setting	Description	Available settings	Factory setting	Reference page
Default drawer[cassette]	Sets one drawer[cassette] that will be selected automatically regardless of the size of paper loaded in that drawer[cassette]. * It is NOT possible to select the multi-bypass tray as the default drawer[cassette]. * The setting for drawer[cassette] No.3 and No.4 will only be available when the optional Paper Feeder is installed on your copier.	1st paper 2nd paper 3rd paper 4th paper	1st paper	7-69
Cover drawer[cassette]	Sets which drawer[cassette] will be used to feed the cover sheets in the cover mode, the booklet/stitching mode and the book to booklet mode. * The setting for drawer[cassette] No.3 and No.4 will only be available when the optional Paper Feeder is installed on your copier.	1st paper 2nd paper 3rd paper 4th paper Bypass	Bypass	7-70
Default magnification ratio	Sets whether or not the auto magnification selection mode will be used to automatically calculate the appropriate magnification ratio when you select the size of copy paper.	Manual / AMS	Manual	7-71
Auto exposure adjustment	Adjusts the overall exposure level for the auto exposure mode.	-3 – +3	Standard setting (0)	7-72
Auto exposure adjustment (OCR)	Adjusts the overall exposure level for scanning with OCR (Optical Character Recognition) software when using the optional scanner functions of this copier.	-3 – +3	Standard setting (0)	7-73
Manual exposure adjustment (text+photo mode)	Adjusts the median exposure value when the text+photo mode is selected for the image quality.	-3 – +3	Standard setting (0)	7-74
Manual exposure adjustment (text mode)	Adjusts the median exposure value when the text mode is selected for the image quality.	-3 – +3	Standard setting (0)	7-75
Manual exposure adjustment (photo mode)	Adjusts the median exposure value when the photo mode is selected for the image quality.	-3 – +3	Standard setting (0)	7-76
Sort mode	Determines whether or not the Sort mode will be the default setting in the initial mode.	Sort:On / Sort:Off	Sort:On	7-77
Auto Rotation mode	Determines whether or not the Auto Rotation mode will be the default setting in the initial mode. If Auto Rotation is turned ON, the image will be automatically rotated even if the orientation of the original is different from that of the paper loaded in the drawers[cassettes].	Rotate / No Rotate	Rotate	7-78
Margin width	Determines the default value of the location and width of the margins in the margin mode.	Inch specification 0 – 3/4 (inches) Metric specification 0 – 18 (mm)	Inch specification Left: 1/4 (inches) Top: 0 (inches) Metric specification Left: 6 (mm) Top: 0 (mm)	7-79

Default setting	Description	Available settings	Factory setting	Reference page
Erased border width	Determines the default value for the width of the border to be erased in the two border erase modes.	Inch specification Outside border: 0 – 3/4 (inches) Center area: 0 – 1 1/2 (inches) Metric specification Outside border: 0 – 18 (mm) Center area: 0 – 36 (mm)	Inch specification Outside border: 1/4 (inches) Center area: 1/2 (inches) Metric specification Outside border: 6 (mm) Center area: 12 (mm)	7-80
Copy limit	Sets the limit for the number of copies (or copy sets) that can be made at a time.	1 – 999	999	7-81
Repeat copying ON/ OFF	Sets whether or not to prohibit repeat copying, as well as whether or not to make repeat copying the default setting in the initial mode. Sets whether to turn the repeat copy mode ON or OFF. Sets whether or not to make repeat copying the default setting in the initial mode. * This setting is displayed when the optional Hard Disk is installed.	Off / On Off / On	On Off	7-82
Registration keys ON/ OFF	Sets whether or not to allow a "Register" key to be displayed in the screen for those function and modes which can be registered under the registration keys. Functions and/or modes can only be registered under registration keys through the "Register" key.	Off / On	On	7-83
Customize screen layout (Main functions)	Changes the order of the main functions and modes that are displayed in the "Basic" and the "User choice" tabs in order to make the display more appropriate to the way you use the copier. * Up to 6 functions and modes can be listed and displayed.	Exposure Mode / Reduce/Enlarge / Sort/Finish / 1/2 sided / Quality orig. / Original size	1 Exposure Mode 2 Reduce/ Enlarge 3 Sort/Finish 4 1/2 sided 5 Quality orig. 6 Original size	7-84
Customize screen layout (Add functions)	Adds often-used functions and/or modes, and changes the order of their layout, in order to make the display more appropriate to the way you use the copier.	All functions and modes other than those in the "Basic" tab and the "main functions" in the "User choice" tab.	7 Margin 8 Border Erase [Erase Mode] 9 Combine [Merge] 10 (None) 11 (None) 12 (None) 13 (None)	7-85

(5) Accessing the copy default settings

Perform the following procedure when you want to access the screens for each of the various copy default settings.

1 With the content of the "Basic" tab displayed, press the [Default Setting/Counter] key.
The "Default setting" screen will be displayed.
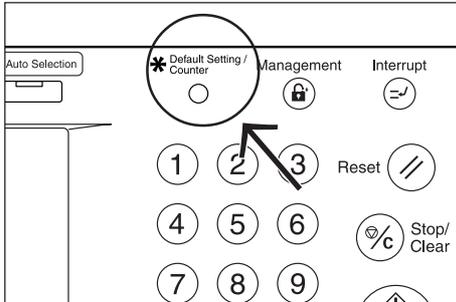
2 Touch the "Copy default" key on the left side of the touch panel.
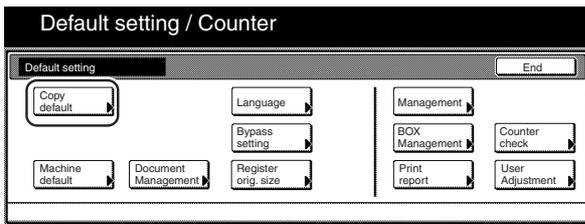
Inch specifications

Default setting / Counter

Default setting | End
Copy default | Language | Management
 | Bypass setting | BOX Management | Counter check
Machine default | Document Management | Register orig. size | Print report | User Adjustment

Metric specifications

Default setting / Counter

Default setting | End
Copy default | Language | Management
 | Bypass setting | Hard Disk Management | Counter check
Machine default | Document Management | Register orig. size | Print report | User Adjustment

3 Use the keypad to enter the 4-digit management code.
The factory default setting for 30 cpm copiers is "3000", for 40 cpm copiers is "4000" and for 50 cpm copiers is "5000".

Inch specifications

Enter the administrator number | Close

Metric specifications

Enter the administrator number | Close
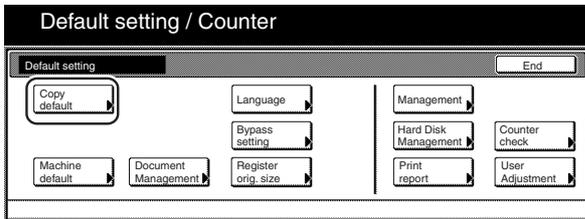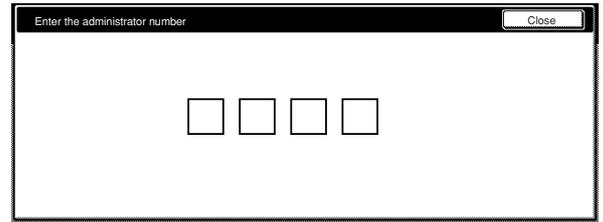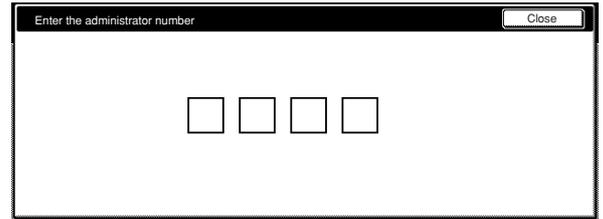
4 If the entered code matched the registered one, the "Copy default" screen will be displayed.
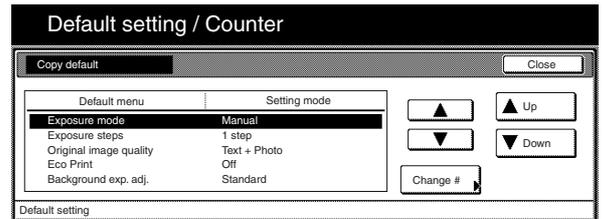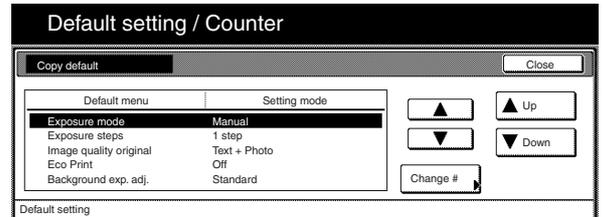
Inch specifications

Default setting / Counter

Copy default | Close
Default menu | Setting mode | ▲ Up
Exposure mode | Manual
Exposure steps | 1 step | ▼ Down
Original image quality | Text + Photo
Eco Print | Off
Background exp. adj. | Standard | Change #
Default setting

Metric specifications

Default setting / Counter

Copy default | Close
Default menu | Setting mode | ▲ Up
Exposure mode | Manual
Exposure steps | 1 step | ▼ Down
Image quality original | Text + Photo
Eco Print | Off
Background exp. adj. | Standard | Change #
Default setting

NOTES

• It is possible for you to change the 4-digit management code. (See "Changing the management code" on page 7-55.)
• Refer to the desired procedure(s) explained under "(6) Making copy default settings" and perform the corresponding setting(s).

7-61

(6) Making copy default settings

Perform the following procedure that corresponds to the desired setting.

● **Exposure mode**

Perform the following procedure to select between auto exposure and manual exposure as the default copy exposure mode in the initial mode.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

Default setting / Counter

Default setting		End
Copy default	Language	Management
	Bypass setting	BOX Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment

Metric specifications

Default setting / Counter

Default setting		End
Copy default	Language	Management
	Bypass setting	Hard Disk Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment
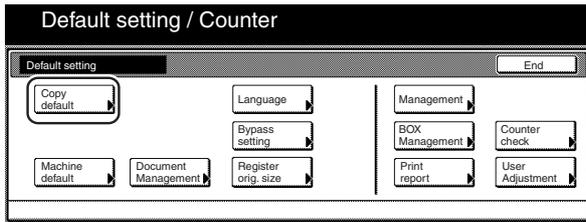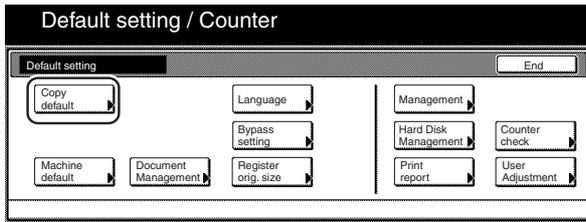
2 Select "Exposure mode" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Exposure mode" screen will be displayed.

Inch specifications

Default setting / Counter

Copy default			Close
Default menu	**Setting mode**	▲	▲ Up
Exposure mode	Manual	▼	▼ Down
Exposure steps	1 step		
Original image quality	Text + Photo		
Eco Print	Off	Change #	
Background exp. adj.	Standard		

Default setting

Metric specifications

Default setting / Counter

Copy default			Close
Default menu	**Setting mode**	▲	▲ Up
Exposure mode	Manual	▼	▼ Down
Exposure steps	1 step		
Image quality original	Text + Photo		
Eco Print	Off	Change #	
Background exp. adj.	Standard		

Default setting
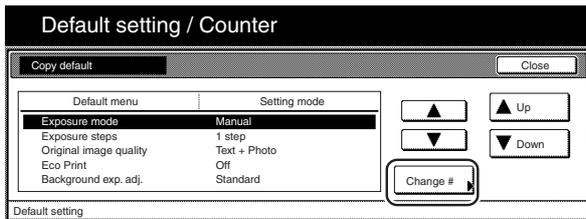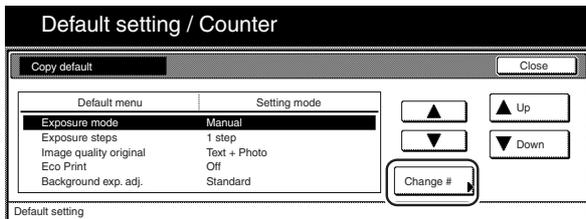
3 Touch the "Manual" key or the "Auto" key, as appropriate.
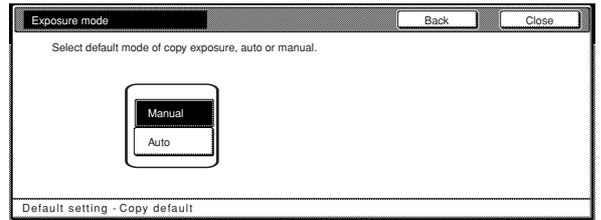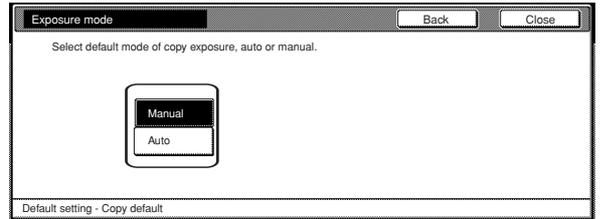
Inch specifications

Exposure mode		Back	Close

Select default mode of copy exposure, auto or manual.

Manual
Auto

Default setting - Copy default

Metric specifications

Exposure mode		Back	Close

Select default mode of copy exposure, auto or manual.

Manual
Auto

Default setting - Copy default

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Exposure adjustment step**

Perform the following procedure to change the incremental step to be used during adjustment of the copy exposure.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

```
Default setting / Counter

 Default setting                                    End

  Copy
  default        Language         Management

                 Bypass           BOX         Counter
                 setting          Management   check

  Machine   Document   Register   Print       User
  default   Management orig. size report      Adjustment
```

Metric specifications

```
Default setting / Counter

 Default setting                                    End

  Copy
  default        Language         Management

                 Bypass           Hard Disk   Counter
                 setting          Management   check

  Machine   Document   Register   Print       User
  default   Management orig. size report      Adjustment
```
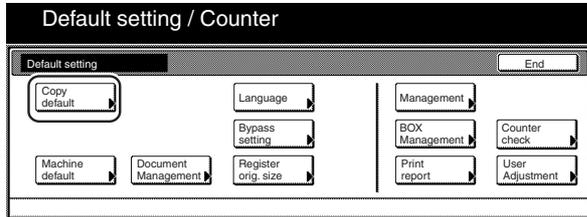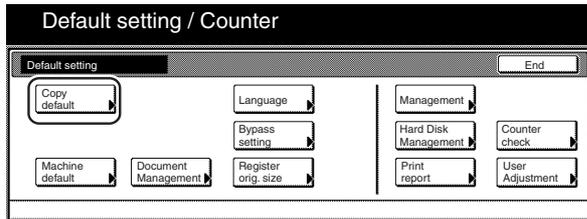
2 Select "Exposure steps" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Exposure steps" screen will be displayed.

Inch specifications

```
Default setting / Counter

 Copy default                                   Close

  Default menu          Setting mode
  Exposure mode         Manual              ▲      ▲ Up
  Exposure steps        1 step
  Original image quality Text + Photo       ▼      ▼ Down
  Eco Print             Off
  Background exp. adj.  Standard              Change #

 Default setting
```

Metric specifications

```
Default setting / Counter

 Copy default                                   Close

  Default menu          Setting mode
  Exposure mode         Manual              ▲      ▲ Up
  Exposure steps        1 step
  Image quality original Text + Photo       ▼      ▼ Down
  Eco Print             Off
  Background exp. adj.  Standard              Change #

 Default setting
```

3 Touch the "1 step" key or the "0.5 step" key, as appropriate.
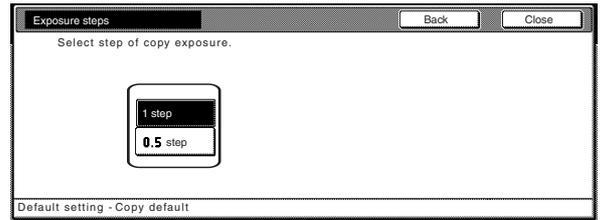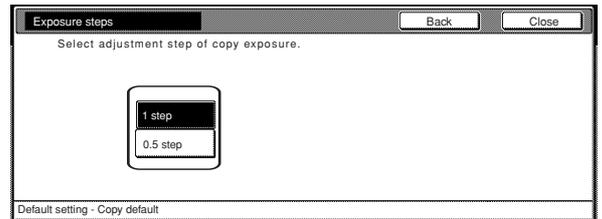
Inch specifications

```
 Exposure steps                      Back    Close

   Select step of copy exposure.


            1 step

            0.5 step

 Default setting - Copy default
```

Metric specifications

```
 Exposure steps                      Back    Close

   Select adjustment step of copy exposure.


            1 step

            0.5 step

 Default setting - Copy default
```

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Original quality**

Perform the following procedure to determine the default setting that will be used for the image quality in the initial mode.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications
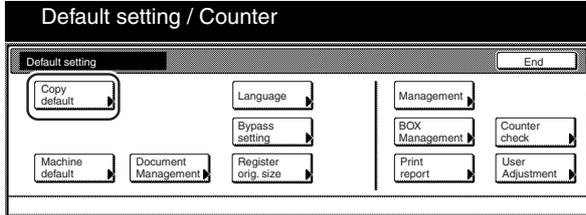
Metric specifications
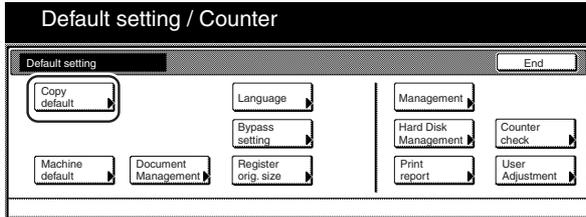
2 Select "Original image quality" ["Image quality Original"] in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Original image quality" ["Image quality Original"] screen will be displayed.

Inch specifications
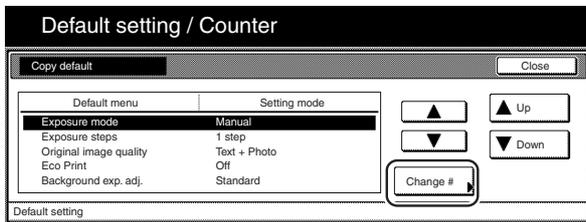
Metric specifications
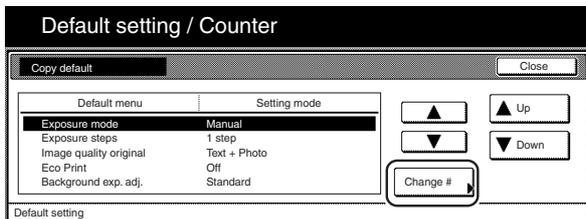
3 Touch the "Text+Photo" key, the "Photo" key or the "Text" key, as appropriate.
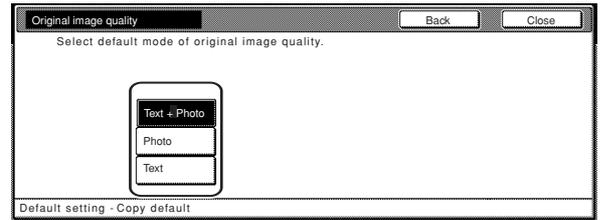
Inch specifications

Metric specifications
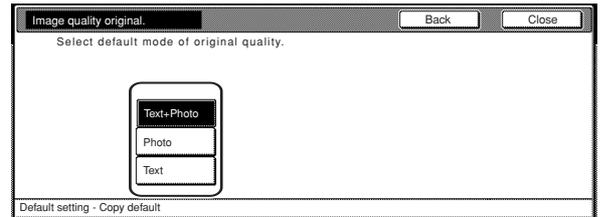
NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Eco print mode ON/OFF**

Perform the following procedure to determine whether or not the eco print mode will be the default setting in the initial mode.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications
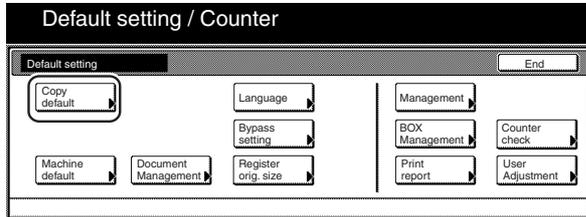
Metric specifications
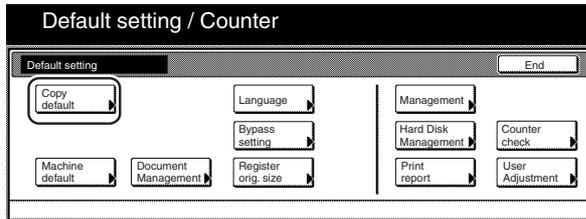
2 Select "Eco Print" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Eco Print" screen will be displayed.

Inch specifications
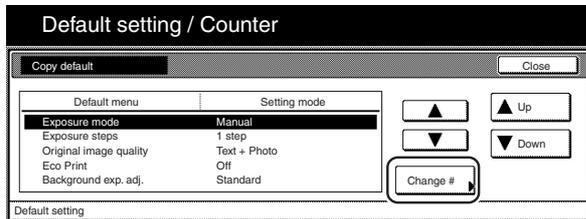
Metric specifications
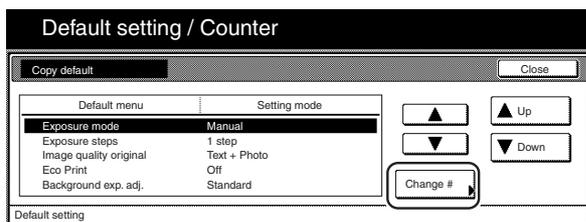
**3** Touch the "On" key if you want to make the eco print mode the default setting in the initial mode.
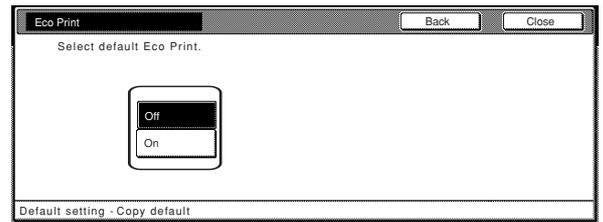
Inch specifications

Metric specifications

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Background exposure adjustment**

Perform the following procedure to adjust the ground color of the copied paper.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

```
Default setting / Counter

Default setting                                              End

 Copy
 default          Language          Management

                  Bypass            BOX               Counter
                  setting           Management        check

 Machine     Document     Register       Print         User
 default     Management   orig. size     report        Adjustment
```

Metric specifications

```
Default setting / Counter

Default setting                                              End

 Copy
 default          Language          Management

                  Bypass            Hard Disk         Counter
                  setting           Management        check

 Machine     Document     Register       Print         User
 default     Management   orig. size     report        Adjustment
```
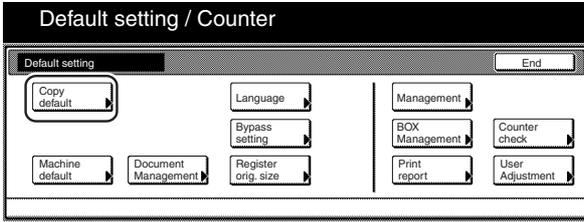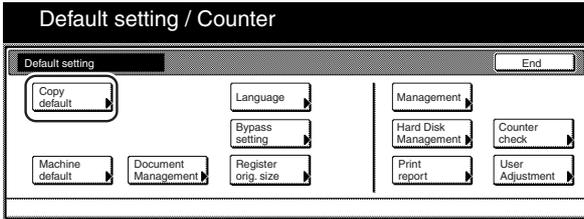
2 Select "Background exp. adj." in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Background exp. adj." screen will be displayed.

Inch specifications

```
Default setting / Counter

Copy default                                              Close

   Default menu       │   Setting mode
 Exposure mode        │  Manual                 ▲      ▲ Up
 Exposure steps       │  1 step
 Original image quality│ Text + Photo           ▼      ▼ Down
 Eco Print            │  Off
 Background exp. adj. │  Standard                    Change #

Default setting
```

Metric specifications

```
Default setting / Counter

Copy default                                              Close

   Default menu       │   Setting mode
 Exposure mode        │  Manual                 ▲      ▲ Up
 Exposure steps       │  1 step
 Image quality original│ Text + Photo           ▼      ▼ Down
 Eco Print            │  Off
 Background exp. adj. │  Standard                    Change #

Default setting
```

3 Touch the "Lighter" key or "Darker" key to adjust density.

Inch specifications
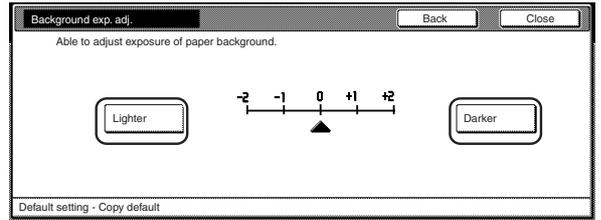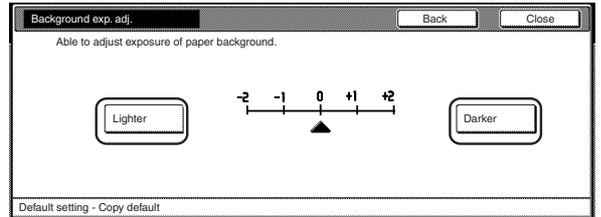
```
Background exp. adj.                         Back      Close

  Able to adjust exposure of paper background.

                        -2  -1   0  +1  +2
   Lighter             ├──┼──┼──┼──┼──┤        Darker
                                 ▲

Default setting - Copy default
```

Metric specifications

```
Background exp. adj.                         Back      Close

  Able to adjust exposure of paper background.

                        -2  -1   0  +1  +2
   Lighter             ├──┼──┼──┼──┼──┤        Darker
                                 ▲

Default setting - Copy default
```

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Paper selection**

Perform the following procedure to set whether the copier will automatically select the same size of copy paper as the original once an original is set, or whether the designated default drawer[cassette] will be automatically selected.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications
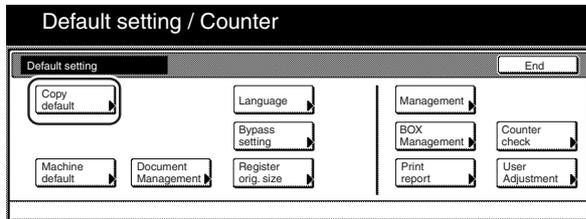
Metric specifications
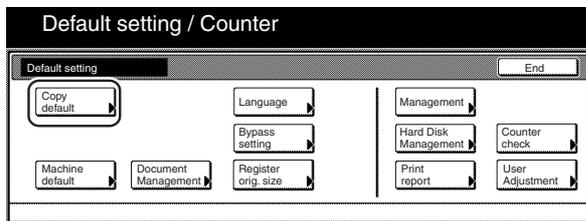
2 Select "Select paper" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Select paper" screen will be displayed.

Inch specifications
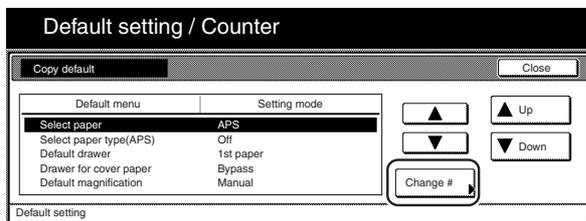
Metric specifications
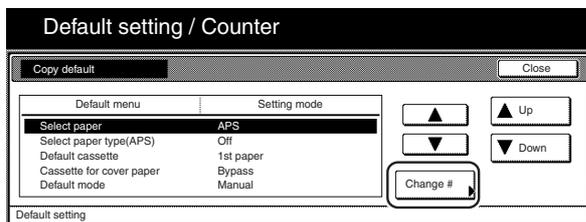
3 Touch the "APS" key to have the same size of copy paper as the original selected automatically, and the "Default drawer[cassette]" key to have paper fed from the designated default drawer[cassette].
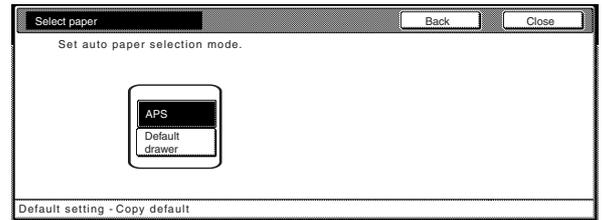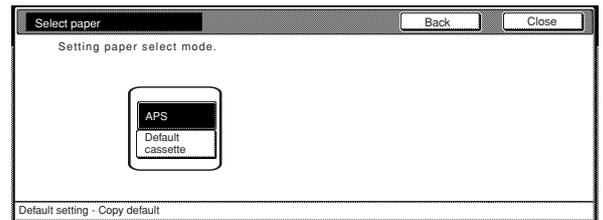
Inch specifications

Metric specifications

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

**6** Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Paper type (auto paper selection mode)**

Perform the following procedure to set which types of paper can be selected under the auto paper selection mode.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

```
Default setting / Counter

Default setting                                    End

  Copy
  default                Language           Management

                        Bypass             BOX            Counter
                        setting            Management     check

  Machine    Document   Register           Print          User
  default    Management orig. size         report         Adjustment

Default setting
```

Metric specifications

```
Default setting / Counter

Default setting                                    End

  Copy
  default                Language           Management

                        Bypass             Hard Disk      Counter
                        setting            Management     check

  Machine    Document   Register           Print          User
  default    Management orig. size         report         Adjustment
```
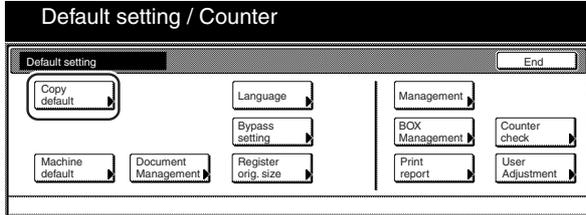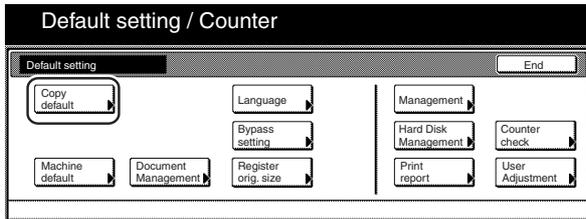
2 Select "Select paper type(APS)" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Select paper type(APS)" screen will be displayed.

Inch specifications

```
Default setting / Counter

Copy default                                        Close

  Default menu        Setting mode        ▲         ▲ Up
  Select paper        APS
  Select paper type(APS) Off             ▼          ▼ Down
  Default drawer      1st paper
  Drawer for cover paper Bypass
  Default magnification Manual           Change #

Default setting
```

Metric specifications

```
Default setting / Counter

Copy default                                        Close

  Default menu        Setting mode        ▲         ▲ Up
  Select paper        APS
  Select paper type(APS) Off             ▼          ▼ Down
  Default cassette    1st paper
  Cassette for cover paper Bypass
  Default mode        Manual             Change #

Default setting
```

3 Touch the "On" key and then touch the key that corresponds to the types of paper you want to allow to be used under the auto paper selection mode. If you do NOT want to limit the types of paper that will be available for use in that mode, touch the "Off" key.

Inch specifications

```
Select paper type(APS)                     Back      Close

   Select paper type(s) for Auto Paper Selection.

              Plain      Color      High      Custom 1   Custom 5
  Off                               quality
              Preprinted Prepunched           Custom 2   Custom 6
  On          Recycled   Rough                Custom 3   Custom 7
              Letterhead Bond                 Custom 4   Custom 8

Default setting - Copy default
```

Metric specifications

```
Select paper type(APS)                     Back      Close

   Select paper type(s) for Auto Paper Selection.

              Plain      Colour     High      Custom 1   Custom 5
  Off                               quality
              Preprinted Prepunched           Custom 2   Custom 6
  On          Recycled   Rough                Custom 3   Custom 7
              Letterhead Bond                 Custom 4   Custom 8

Default setting - Copy default
```

NOTES

• It is possible to select the type of paper that has been designated for the drawer[cassette] currently in use.
• If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Default drawer[cassette]**

Perform the following procedure to set one drawer[cassette] that will be selected automatically regardless of the size of paper loaded in that drawer[cassette].
* It is NOT possible to select the multi-bypass tray as the default drawer[cassette].

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications
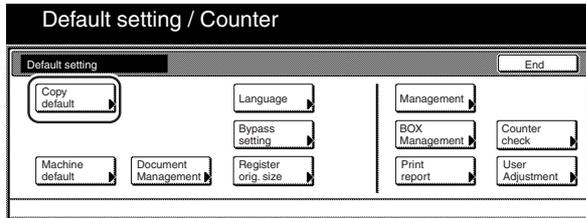
Metric specifications
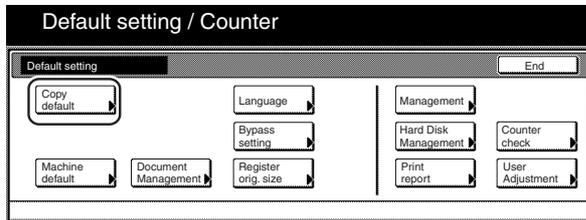
2 Select "Default drawer[cassette]" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Default drawer[cassette]" screen will be displayed.

Inch specifications

Metric specifications

3 Touch the key that corresponds to the desired drawer[cassette].

Inch specifications

Metric specifications

NOTES

• If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.
• The setting for drawer[cassette] No.3 and No.4 will only be available when the optional Paper Feeder is installed on your copier.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

**6** Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

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● **Cover drawer[cassette]**

Perform the following procedure to set which drawer[cassette] will be used to feed the cover sheets in the cover mode, the booklet/stitching mode and the book to booklet mode.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

```
Default setting / Counter

Default setting                                    End

Copy
default

            Language          Management

            Bypass            BOX              Counter
            setting           Management       check

Machine   Document   Register    Print       User
default   Management orig. size  report      Adjustment
```

Metric specifications

```
Default setting / Counter

Default setting                                    End

Copy
default

            Language          Management

            Bypass            Hard Disk        Counter
            setting           Management       check

Machine   Document   Register    Print       User
default   Management orig. size  report      Adjustment
```
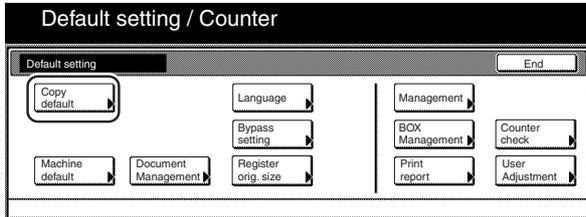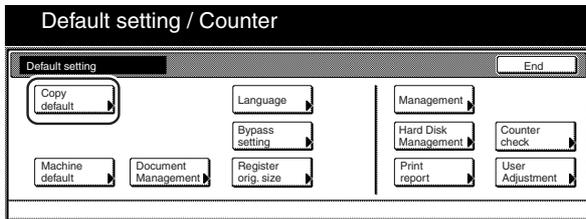
2 Select "Drawer for cover paper" ["Cassette for cover paper"] in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Drawer for cover paper" ["Cassette for cover paper"] screen will be displayed.
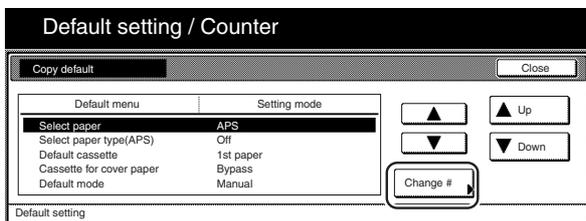
Inch specifications

```
Default setting / Counter

Copy default                                       Close

Default menu          Setting mode         ▲      ▲ Up
Select paper          APS
Select paper type(APS) Off                 ▼      ▼ Down
Default drawer        1st paper
Drawer for cover paper Bypass
Default magnification Manual                Change #

Default setting
```

Metric specifications

```
Default setting / Counter

Copy default                                       Close

Default menu          Setting mode         ▲      ▲ Up
Select paper          APS
Select paper type(APS) Off                 ▼      ▼ Down
Default cassette      1st paper
Cassette for cover paper Bypass
Default mode          Manual               Change #

Default setting
```

3 Touch the key that corresponds to the desired drawer[cassette].

Inch specifications

```
Drawer for cover paper              Back     Close

Select drawer for cover paper.

        1st paper
        2nd paper
        3rd paper    Bypass
        4th paper

Default setting - Copy default
```

Metric specifications

```
Cassette for cover paper            Back     Close

Select cassette for cover paper.

        1st paper
        2nd paper
        3rd paper    Bypass
        4th paper

Default setting - Copy default
```

NOTES

• If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.
• The setting for drawer[cassette] No.3 and No.4 will only be available when the optional Paper Feeder is installed on your copier.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Default magnification ratio**

Perform the following procedure to set whether or not the appropriate magnification ratio to be calculated automatically when you select the size of copy paper.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

```
Default setting / Counter

Default setting                                    End

Copy
default              Language           Management

                     Bypass             BOX              Counter
                     setting            Management       check

Machine    Document    Register         Print            User
default    Management  orig. size       report           Adjustment
```

Metric specifications

```
Default setting / Counter

Default setting                                    End

Copy
default              Language           Management

                     Bypass             Hard Disk        Counter
                     setting            Management       check

Machine    Document    Register         Print            User
default    Management  orig. size       report           Adjustment
```
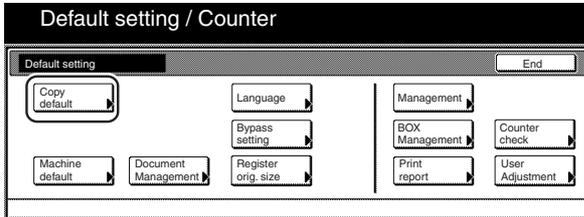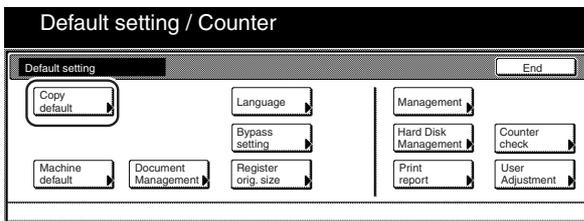
2 Select "Default magnification" ["Default mode"] in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Default magnification" ["Default mode"] screen will be displayed.

Inch specifications

```
Default setting / Counter

Copy default                                       Close

Default menu        Setting mode              ▲    ▲ Up
Select paper        APS
Select paper type(APS) Off                    ▼    ▼ Down
Default drawer      1st paper
Drawer for cover paper Bypass
Default magnification Manual               Change #
```

Metric specifications

```
Default setting / Counter

Copy default                                       Close

Default menu        Setting mode              ▲    ▲ Up
Select paper        APS
Select paper type(APS) Off                    ▼    ▼ Down
Default cassette    1st paper
Cassette for cover paper Bypass
Default mode        Manual                 Change #

Default setting
```

3 Touch the "Manual" key or the "AMS" key, as appropriate.
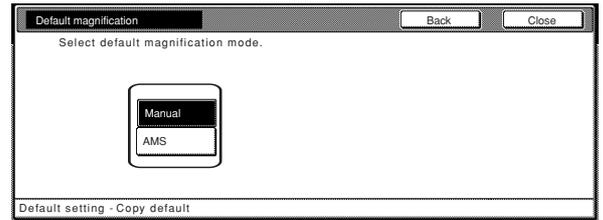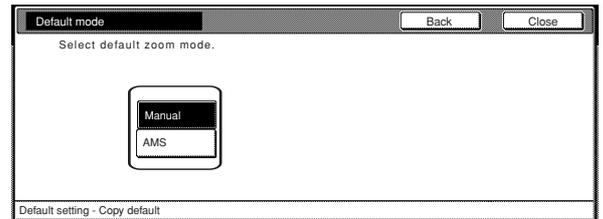
Inch specifications

```
Default magnification              Back      Close

   Select default magnification mode.


           Manual

           AMS


Default setting - Copy default
```

Metric specifications

```
Default mode                        Back      Close

   Select default zoom mode.


           Manual

           AMS


Default setting - Copy default
```

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Auto exposure adjustment**

Perform the following procedure to adjust the overall exposure level for the auto exposure mode.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications
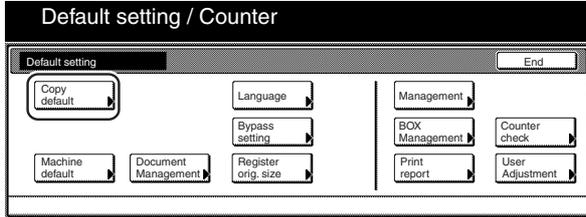
Metric specifications
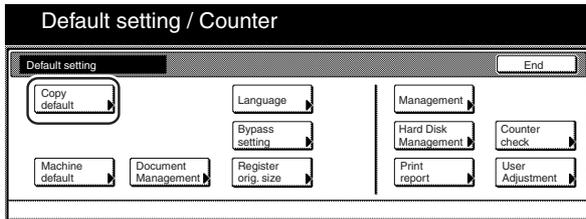
2 Select "Auto exposure adj. (Auto)" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Auto exposure adj. (Auto)" screen will be displayed.
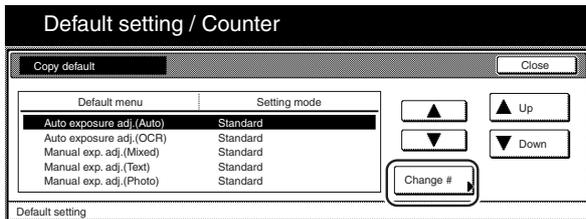
Inch specifications

Metric specifications

3 Touch the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications

Metric specifications

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Auto exposure adjustment (OCR)**

Perform the following procedure to adjust the overall exposure level for scanning with OCR (Optical Character Recognition) software when using the optional scanner functions of this copier.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

```
Default setting / Counter

Default setting                                    End

 Copy
 default
                Language           Management

                Bypass             BOX          Counter
                setting            Management   check

 Machine     Document    Register        Print       User
 default     Management  orig. size      report      Adjustment
```

Metric specifications

```
Default setting / Counter

Default setting                                    End

 Copy
 default
                Language           Management

                Bypass             Hard Disk     Counter
                setting            Management    check

 Machine     Document    Register        Print       User
 default     Management  orig. size      report      Adjustment
```
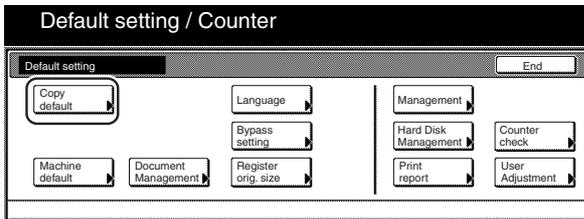
2 Select "Auto exposure adj. (OCR)" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Auto exposure adj. (OCR)" screen will be displayed.

Inch specifications

```
Default setting / Counter

Copy default                                    Close

 Default menu          Setting mode
 Auto exposure adj.(Auto)   Standard          ▲         ▲ Up
 Auto exposure adj.(OCR)    Standard
 Manual exp. adj.(Mixed)    Standard          ▼         ▼ Down
 Manual exp. adj.(Text)     Standard
 Manual exp. adj.(Photo)    Standard              Change #

Default setting
```

Metric specifications

```
Default setting / Counter

Copy default                                    Close

 Default menu          Setting mode
 Auto exposure adj.(Auto)   Standard          ▲         ▲ Up
 Auto exposure adj.(OCR)    Standard
 Manual exp. adj.(Mixed)    Standard          ▼         ▼ Down
 Manual exp. adj.(Text)     Standard
 Manual exp. adj.(Photo)    Standard              Change #

Default setting
```

3 Touch the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications

```
Auto exposure adj.(OCR)                 Back      Close

                  -3  -2  -1   0  +1  +2  +3
 Lighter         |——|——|——|——|——|——|——|         Darker
                          ▲

Default setting - Copy default
```

Metric specifications

```
Auto exposure adj.(OCR)                 Back      Close

                  -3  -2  -1   0  +1  +2  +3
 Lighter         |——|——|——|——|——|——|——|         Darker
                          ▲

Default setting - Copy default
```

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

**6** Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Manual exposure adjustment (text+photo mode)**

Perform the following procedure to adjust the median exposure value when the text+photo mode is selected for the image quality.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

Default setting / Counter

Default setting		End
Copy default		
	Language	Management
	Bypass setting	BOX Management
Machine default	Document Management	Register orig. size	Print report	Counter check
				User Adjustment

Metric specifications

Default setting / Counter

Default setting		End
Copy default		
	Language	Management
	Bypass setting	Hard Disk Management
Machine default	Document Management	Register orig. size	Print report	Counter check
				User Adjustment

2 Select "Manual exp.adj. (Mixed)" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Manual exp.adj. (Mixed)" screen will be displayed.
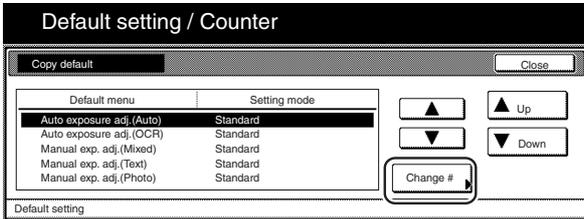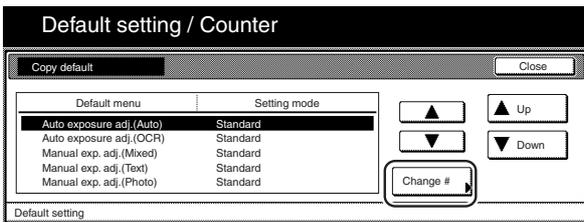
Inch specifications

Default setting / Counter

Copy default		Close

Default menu	Setting mode
Auto exposure adj.(Auto)	Standard
Auto exposure adj.(OCR)	Standard
Manual exp. adj.(Mixed)	Standard
Manual exp. adj.(Text)	Standard
Manual exp. adj.(Photo)	Standard

▲   ▲ Up
▼   ▼ Down
Change #

Default setting

Metric specifications

Default setting / Counter

Copy default		Close

Default menu	Setting mode
Auto exposure adj.(Auto)	Standard
Auto exposure adj.(OCR)	Standard
Manual exp. adj.(Mixed)	Standard
Manual exp. adj.(Text)	Standard
Manual exp. adj.(Photo)	Standard

▲   ▲ Up
▼   ▼ Down
Change #

Default setting

3 Touch the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications

Manual exp. adj.(Mixed)	Back	Close

Adjust copy exposure default setting.(Manual, Text+Photo)

Lighter   -3 -2 -1 0 +1 +2 +3   Darker

Default setting - Copy default

Metric specifications

Manual exp. adj. (Mixed)	Back	Close

Adjust default setting of copy exposure.(Manual,Text+Photo)

Lighter   -3 -2 -1 0 +1 +2 +3   Darker

Default setting - Copy default

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

**6** Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Manual exposure adjustment (text mode)**

Perform the following procedure to adjust the median exposure value when the text mode is selected for the image quality.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

Default setting / Counter

Default setting			End
Copy default		Management	
	Bypass setting	BOX Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment

Metric specifications

Default setting / Counter

Default setting			End
Copy default	Language	Management	
	Bypass setting	Hard Disk Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment
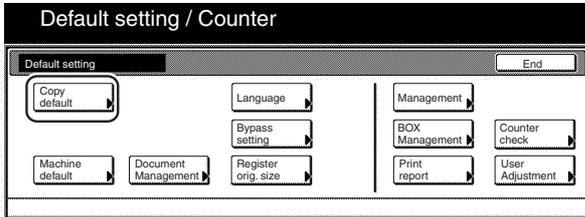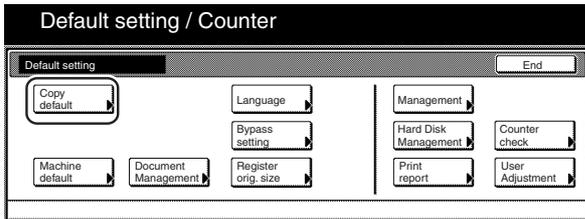
2 Select "Manual exp.adj. (Text)" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Manual exp.adj. (Text)" screen will be displayed.

Inch specifications

Default setting / Counter

Copy default   Close

Default menu	Setting mode
Auto exposure adj.(Auto)	Standard
Auto exposure adj.(OCR)	Standard
Manual exp. adj.(Mixed)	Standard
Manual exp. adj.(Text)	Standard
Manual exp. adj.(Photo)	Standard

▲ ▲ Up
▼ ▼ Down
Change #

Default setting

Metric specifications

Default setting / Counter

Copy default   Close

Default menu	Setting mode
Auto exposure adj.(Auto)	Standard
Auto exposure adj.(OCR)	Standard
Manual exp. adj.(Mixed)	Standard
Manual exp. adj.(Text)	Standard
Manual exp. adj.(Photo)	Standard

▲ ▲ Up
▼ ▼ Down
Change #

Default setting

3 Touch the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications

Manual exp. adj.(Text)   Back   Close

Adjust copy exposure default setting. (Manual, Text)

Lighter   -3 -2 -1 0 +1 +2 +3   Darker

Default setting - Copy default

Metric specifications

Manual exp. adj. (Text)   Back   Close

Adjust default setting of copy exposure. (Manual, Text)

Lighter   -3 -2 -1 0 +1 +2 +3   Darker

Default setting - Copy default

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.


4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Manual exposure adjustment (photo mode)**

Perform the following procedure to adjust the median exposure value when the photo mode is selected for the image quality.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

Default setting / Counter

Default setting | End

Copy default

Language | Management
Bypass setting | BOX Management | Counter check
Machine default | Document Management | Register orig. size | Print report | User Adjustment

Metric specifications

Default setting / Counter

Default setting | End

Copy default

Language | Management
Bypass setting | Hard Disk Management | Counter check
Machine default | Document Management | Register orig. size | Print report | User Adjustment

2 Select "Manual exp.adj. (Photo)" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Manual exp.adj. (Photo)" screen will be displayed.
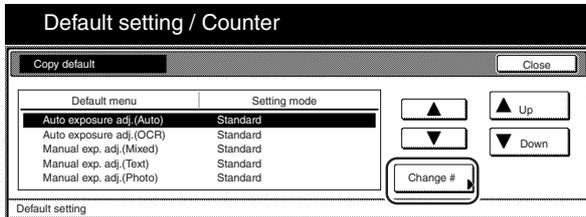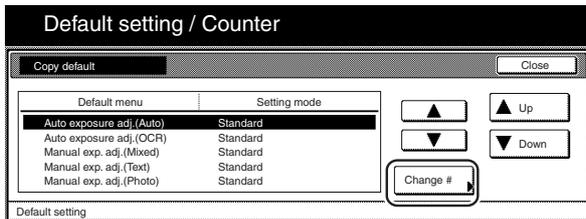
Inch specifications

Default setting / Counter

Copy default | Close

Default menu	Setting mode
Auto exposure adj.(Auto)	Standard
Auto exposure adj.(OCR)	Standard
Manual exp. adj.(Mixed)	Standard
Manual exp. adj.(Text)	Standard
Manual exp. adj.(Photo)	Standard

▲ | ▲ Up
▼ | ▼ Down
Change #

Default setting

Metric specifications

Default setting / Counter

Copy default | Close

Default menu	Setting mode
Auto exposure adj.(Auto)	Standard
Auto exposure adj.(OCR)	Standard
Manual exp. adj.(Mixed)	Standard
Manual exp. adj.(Text)	Standard
Manual exp. adj.(Photo)	Standard

▲ | ▲ Up
▼ | ▼ Down
Change #

Default setting

3 Touch the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications

Manual exp. adj.(Photo) | Back | Close

Adjust copy exposure default setting. (Manual, Photo)

Lighter | -3 -2 -1 0 +1 +2 +3 | Darker

Default setting - Copy default

Metric specifications

Manual exp. adj. (Photo) | Back | Close

Adjust default setting of copy exposure. (Manual, Photo)

Lighter | -3 -2 -1 0 +1 +2 +3 | Darker

Default setting - Copy default
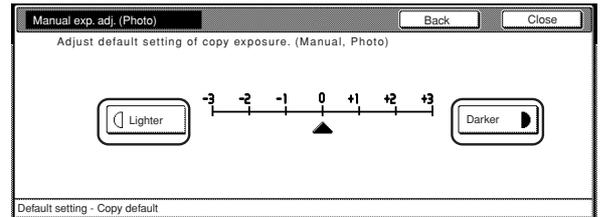
NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Sort mode ON/OFF**

Perform the following procedure to determine whether or not the Sort mode will be the default setting in the initial mode.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

Default setting / Counter

| Default setting | | | End |

Copy default

Language	Management	
Bypass setting	BOX Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment

Metric specifications

Default setting / Counter

| Default setting | | | End |

Copy default

Language	Management	
Bypass setting	Hard Disk Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment
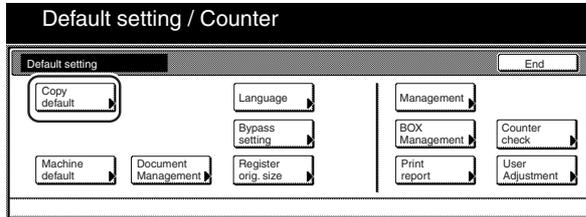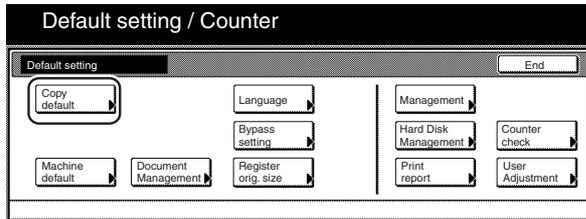
2 Select "Sort" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Sort" screen will be displayed.

Inch specifications

Default setting / Counter

Copy default | Close

Default menu	Setting mode
Sort	Sort : On
Auto Rotation	Rotate
Default margin width	Left ¹/₄" 0"
Default erase width	Border ¹/₄" Center ¹/₄"
Preset limit	999 Set

▲ ▼ ▲ Up ▼ Down Change #

Default setting

Metric specifications

Default setting / Counter

Copy default | Close

Default menu	Setting mode
Sort	Sort : On
Auto Rotation	Rotate
Default margin width	Left 6mm 0mm
Default erase width	Border 6mm Center 6mm
Preset limit	999 Set

▲ ▼ ▲ Up ▼ Down Change #

Default setting

3 Touch the "Sort:On" key if you want to make the Sort mode the default setting in the initial mode.
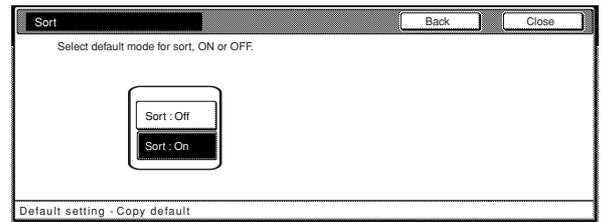
Inch specifications

Sort | Back | Close

Select default mode for sort, ON or OFF.

Sort : Off
Sort : On

Default setting - Copy default

Metric specifications

Sort | Back | Close

Select default mode of sort, ON or OFF.

Sort : Off
Sort : On

Default setting - Copy default

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

7-77

● **Auto Rotation mode ON/OFF**

Perform the following procedure to determine whether or not the Auto Rotation mode will be the default setting in the initial mode.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

```
Default setting / Counter

Default setting                                    End

Copy
default

            Language                Management

            Bypass                  BOX            Counter
            setting                 Management     check

Machine     Document     Register   Print          User
default     Management   orig. size report         Adjustment
```

Metric specifications

```
Default setting / Counter

Default setting                                    End

Copy
default

            Language                Management

            Bypass                  Hard Disk      Counter
            setting                 Management     check

Machine     Document     Register   Print          User
default     Management   orig. size report         Adjustment
```
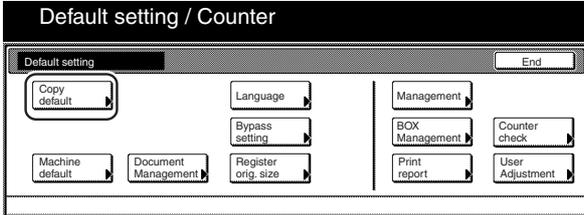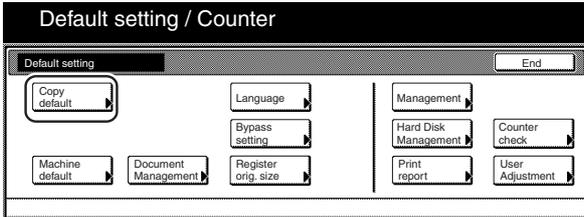
2 Select "Auto Rotation" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Auto Rotation" screen will be displayed.

Inch specifications

```
Default setting / Counter

Copy default                                       Close

    Default menu          Setting mode
Sort                      Sort : On             ▲     ▲ Up
Auto Rotation             Rotate
Default margin width      Left 1/4"  0"         ▼     ▼ Down
Default erase width       Border 1/4"  Center 1/4"
Preset limit              999 Set                     Change #

Default setting
```

Metric specifications

```
Default setting / Counter

Copy default                                       Close

    Default menu          Setting mode
Sort                      Sort : On             ▲     ▲ Up
Auto Rotation             Rotate
Default margin width      Left 6mm   0mm        ▼     ▼ Down
Default erase width       Border 6mm  Center 6mm
Preset limit              999 Set                     Change #

Default setting
```

3 Touch the "Rotate" key if you want to make the Auto Rotation mode the default setting in the initial mode.
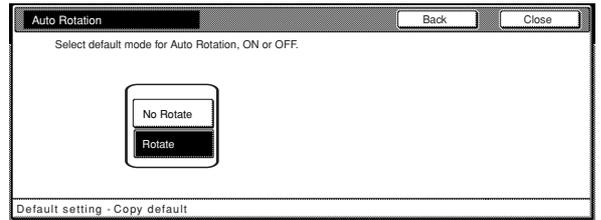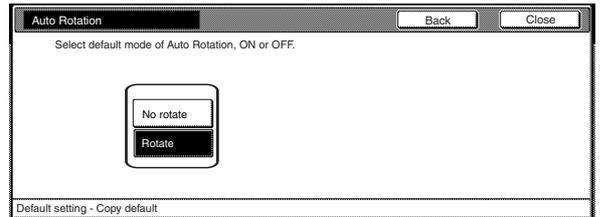
Inch specifications

```
Auto Rotation                           Back    Close

    Select default mode for Auto Rotation, ON or OFF.


        No Rotate

        Rotate


Default setting - Copy default
```

Metric specifications

```
Auto Rotation                           Back    Close

    Select default mode of Auto Rotation, ON or OFF.


        No rotate

        Rotate


Default setting - Copy default
```

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

---

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Margin width**

Perform the following procedure to determine the default value of the location and width of the margins in the margin mode.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

```
Default setting / Counter

Default setting                                    End

Copy
default            Language          Management

                  Bypass            BOX               Counter
                  setting           Management        check

Machine    Document    Register     Print         User
default    Management  orig. size   report        Adjustment
```

Metric specifications

```
Default setting / Counter

Default setting                                    End

Copy
default            Language          Management

                  Bypass            Hard Disk         Counter
                  setting           Management        check

Machine    Document    Register     Print         User
default    Management  orig. size   report        Adjustment
```
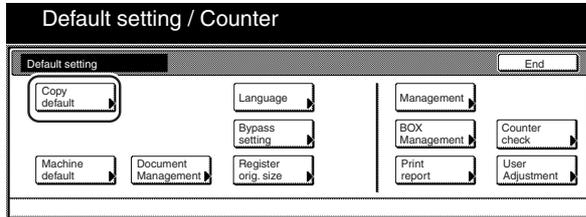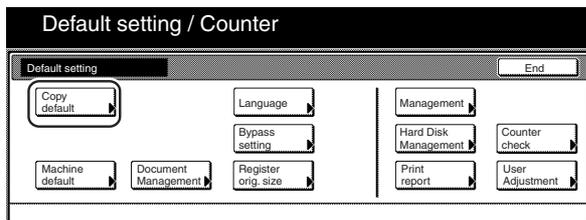
2 Select "Default margin width" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Default margin width" screen will be displayed.

Inch specifications

```
Default setting / Counter

Copy default                                    Close

Default menu          Setting mode
Sort                  Sort : On                 ▲     ▲ Up
Auto Rotation         Rotate
Default margin width  Left 1/4"  0"             ▼     ▼ Down
Default erase width   Border 1/4" Center 1/4"
Preset limit          999 Set                   Change #

Default setting
```

Metric specifications

```
Default setting / Counter

Copy default                                    Close

Default menu          Setting mode
Sort                  Sort : On                 ▲     ▲ Up
Auto Rotation         Rotate
Default margin width  Left 6mm   0mm            ▼     ▼ Down
Default erase width   Border 6mm  Center 6mm
Preset limit          999 Set                   Change #

Default setting
```

3 Touch the "◄" key or the "►" key, and the "▲" key or the "▼" key, as desired, to change the default margins and margin widths to the desired setting.
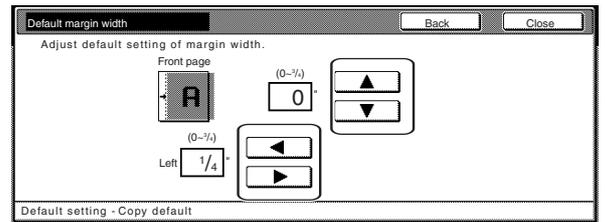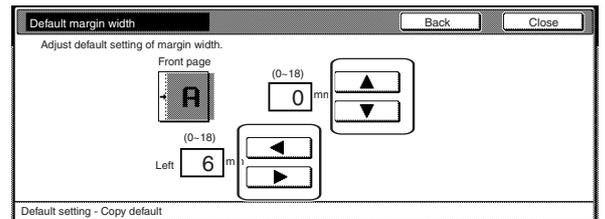
Inch specifications

```
Default margin width                    Back    Close

Adjust default setting of margin width.
Front page
                         (0~3/4)
    A              0 "        ▲
                             ▼
         (0~3/4)
  Left  1/4 "                ◄
                             ►

Default setting - Copy default
```

Metric specifications

```
Default margin width                    Back    Close

Adjust default setting of margin width.
Front page
                         (0~18)
    A              0 mn       ▲
                             ▼
         (0~18)
  Left   6 m                 ◄
                             ►

Default setting - Copy default
```

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Erased border width**

Perform the following procedure to determine the default value for the width of the border to be erased in the two border erase modes.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

Default setting / Counter

| Default setting | | End |

Copy default			Language		Management	
		Bypass setting		BOX Management	Counter check
Machine default	Document Management	Register orig. size		Print report	User Adjustment

Metric specifications

Default setting / Counter

| Default setting | | End |

Copy default			Language		Management	
		Bypass setting		Hard Disk Management	Counter check
Machine default	Document Management	Register orig. size		Print report	User Adjustment
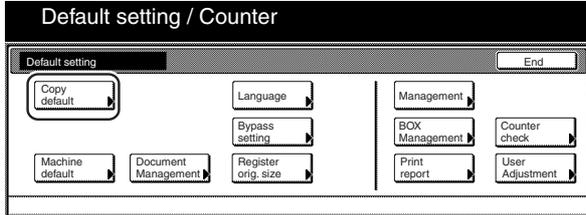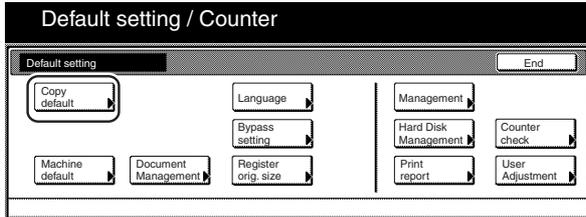
2 Select "Default erase width" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Default erase width" screen will be displayed.

Inch specifications

Default setting / Counter

| Copy default | | Close |

Default menu	Setting mode		▲ Up
Sort	Sort : On	▲	▼ Down
Auto Rotation	Rotate	▼	
Default margin width	Left $^1/_4$" 0"		
Default erase width	Border $^1/_4$" Center $^1/_4$"		Change #
Preset limit	999 Set		

Default setting

Metric specifications

Default setting / Counter

| Copy default | | Close |

Default menu	Setting mode		▲ Up
Sort	Sort : On	▲	▼ Down
Auto Rotation	Rotate	▼	
Default margin width	Left 6mm 0mm		
Default erase width	Border 6mm Center 6mm		Change #
Preset limit	999 Set		

Default setting

3 Touch the "+" key or the "-" key under the "Border" and "Center" fields to change the displayed widths to those desired.

Inch specifications

| Default erase width | Back | Close |

Adjust default setting of erase width.

Border $(0~^3/_4)$ $^1/_4$ "   Center $(0~1^1/_2)$ $^1/_4$ "
+   +
−   −

Default setting - Copy default

Metric specifications

| Default erase width | Back | Close |

Adjust default setting of erase width.

Border $(0~18)$ 6 mm   Center $(0~36)$ 12 mm
+   +
−   −

Default setting - Copy default

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

**4** Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Repeat copying ON/OFF**

Perform the following procedure to set whether or not to prohibit repeat copying, as well as whether or not to make repeat copying the default setting in the initial mode.

NOTE

This setting is displayed when the optional Hard Disk is installed.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

Default setting / Counter

| Default setting | | End |

Copy default
Language
Management
Bypass setting
BOX Management
Counter check
Machine default
Document Management
Register orig. size
Print report
User Adjustment

Metric specifications

Default setting / Counter

| Default setting | | End |

Copy default
Language
Management
Bypass setting
Hard Disk Management
Counter check
Machine default
Document Management
Register orig. size
Print report
User Adjustment
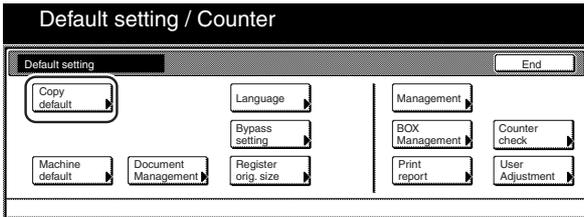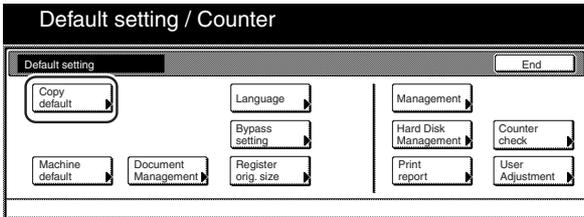
2 Select "Modify Copy" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Modify Copy" screen will be displayed.

Inch specifications

Default setting / Counter

Copy default   Close

Default menu	Setting mode
Preset limit	999 Set
Modify Copy	On / Off
Display register key	On
Customize(Main function)	
Customize(Add function)	

▲ ▲ Up
▼ ▼ Down
Change #

Default setting

Metric specifications

Default setting / Counter

Copy default   Close

Default menu	Setting mode
Preset limit	999 Set
Modify copy	On / Off
Display"Register"key	On
Customize(Main function)	
Customize(Add function)	

▲ ▲ Up
▼ ▼ Down
Change #
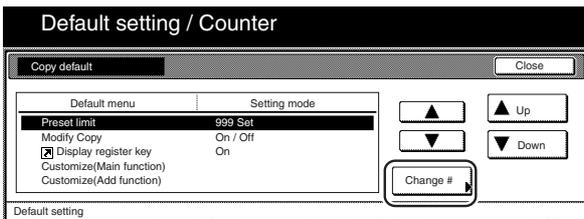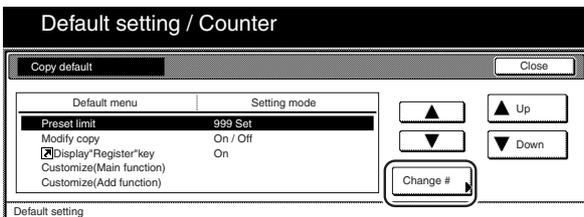
Default setting

3 If you want to prohibit repeat copying, touch the "Off" key. If you want to make repeat copying the default setting in the initial mode, touch the "On" key.

Inch specifications
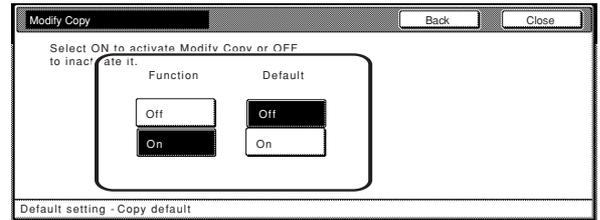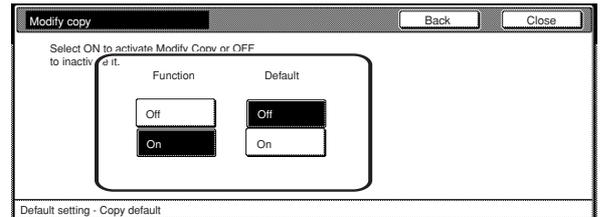
Modify Copy   Back   Close

Select ON to activate Modify Copy or OFF to inactivate it.

Function   Default

Off   Off
On   On

Default setting - Copy default

Metric specifications

Modify copy   Back   Close

Select ON to activate Modify Copy or OFF to inactivate it.

Function   Default

Off   Off
On   On

Default setting - Copy default

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Registration keys ON/OFF**

Perform the following procedure to set whether or not to allow a
"Register" key to be displayed in the screen for those function and
modes which can be registered under the registration keys. Functions
and/or modes can only be registered under registration keys through
the "Register" key.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

Default setting / Counter

Default setting			End
Copy default	Language	Management	
	Bypass setting	BOX Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment

Metric specifications

Default setting / Counter

Default setting			End
Copy default	Language	Management	
	Bypass setting	Hard Disk Management	Counter check
Machine default	Document Management	Register orig. size	Print report	User Adjustment
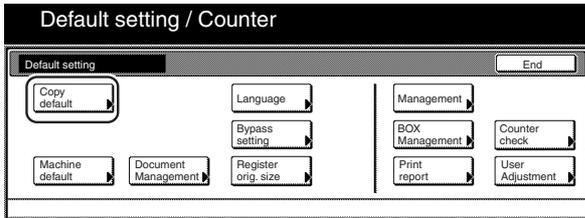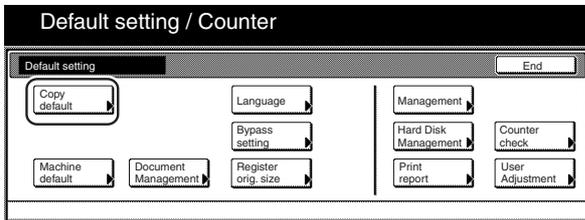
2 Select "Display register key" ["Display "Register" key"] in the
settings list on the left side of the touch panel and then touch
the "Change #" key.
The "Display register key" ["Display "Register" key"] screen
will be displayed.

Inch specifications

Default setting / Counter

Copy default			Close
Default menu	Setting mode		
Preset limit	999 Set	▲	▲ Up
Modify Copy	On / Off	▼	▼ Down
Display register key	On		
Customize(Main function)		Change #	
Customize(Add function)			

Default setting

Metric specifications

Default setting / Counter

Copy default			Close
Default menu	Setting mode		
Preset limit	999 Set	▲	▲ Up
Modify copy	On / Off	▼	▼ Down
Display"Register"key	On		
Customize(Main function)		Change #	
Customize(Add function)			

Default setting

3 If you want the "Register" key to be displayed, touch the "On"
key. If you do NOT want it to be displayed, touch the "Off"
key.

Inch specifications
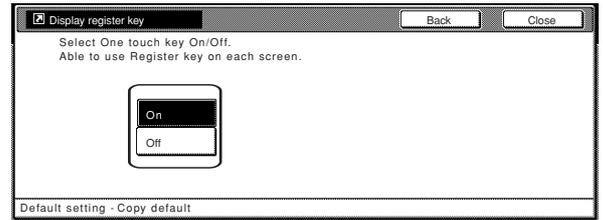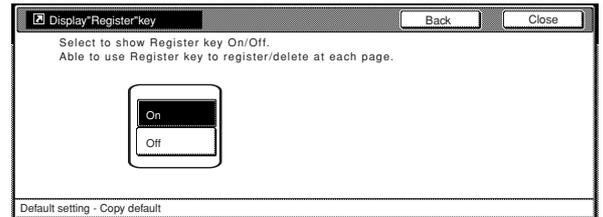
Display register key	Back	Close
Select One touch key On/Off. Able to use Register key on each screen.		
On		
Off		

Default setting - Copy default

Metric specifications

Display"Register"key	Back	Close
Select to show Register key On/Off. Able to use Register key to register/delete at each page.		
On		
Off		

Default setting - Copy default

NOTE

If you want to quit the displayed setting without changing it, touch the
"Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the
screen in step 2.

5 Touch the "Close" key once again. The touch panel will return
to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the
contents of the "Basic" tab.

● **Customize screen layout (Main functions)**

Perform the following procedure to change the order of the main functions and modes that are displayed in the "Basic" and the "User choice" tabs in order to make the display more appropriate to the way you use the copier.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications

Default setting / Counter

Default setting
Copy default
Language
Management
End
Bypass setting
BOX Management
Counter check
Machine default
Document Management
Register orig. size
Print report
User Adjustment

Metric specifications

Default setting / Counter

Default setting
Copy default
Language
Management
End
Bypass setting
Hard Disk Management
Counter check
Machine default
Document Management
Register orig. size
Print report
User Adjustment
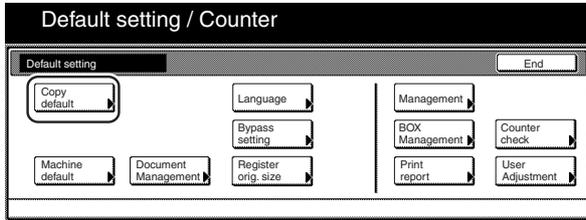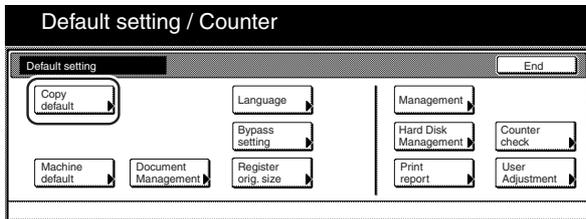
2 Select "Customize(Main function)" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Customize(Main function)" screen will be displayed.

Inch specifications

Default setting / Counter

Copy default
Close

Default menu	Setting mode
Preset limit	999 Set
Modify Copy	On / Off
Display register key	On
Customize(Main function)	
Customize(Add function)	

▲ ▼ ▲ Up ▼ Down Change #

Default setting

Metric specifications

Default setting / Counter

Copy default
Close

Default menu	Setting mode
Preset limit	999 Set
Modify copy	On / Off
Display"Register"key	On
Customize(Main function)	
Customize(Add function)	

▲ ▼ ▲ Up ▼ Down Change #

Default setting
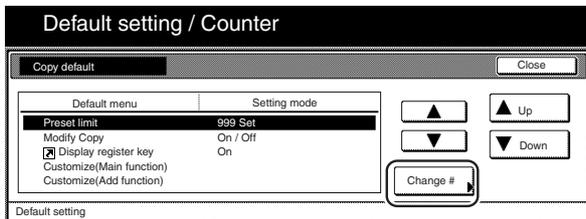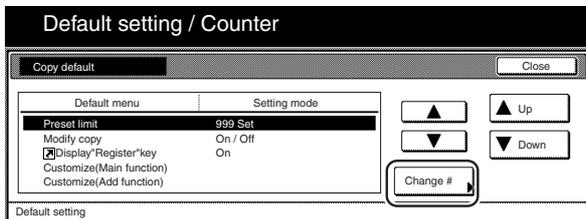
3 If you want to change the order of the basic functions and modes, touch the "▲" or the "▼" cursor key to select the item you want to move. Then touch the "Move ahead" key or the "Move behind" ["Move backward"] key to move that item and change the order of display. The final display of the basic functions and modes will be in accordance with the numbers in the list and those shown in the tabs to the left of that list.

Inch specifications
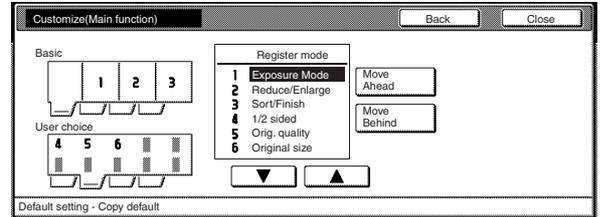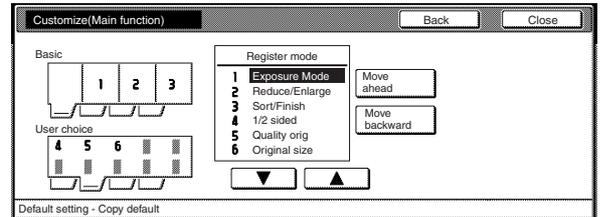
Customize(Main function)
Back Close

Basic
1 2 3

User choice
4 5 6

Register mode
1 Exposure Mode
2 Reduce/Enlarge
3 Sort/Finish
4 1/2 sided
5 Orig. quality
6 Original size

Move Ahead
Move Behind

▼ ▲

Default setting - Copy default

Metric specifications

Customize(Main function)
Back Close

Basic
1 2 3

User choice
4 5 6

Register mode
1 Exposure Mode
2 Reduce/Enlarge
3 Sort/Finish
4 1/2 sided
5 Quality orig
6 Original size

Move ahead
Move backward

▼ ▲

Default setting - Copy default

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Customize screen layout (Add functions)**

Perform the following procedure to add often-used functions and/or modes, or to change the order of their layout, in order to make the display more appropriate to the way you use the copier.

1 Display the "Copy default" screen.
(See "(5) Accessing the copy default settings" on page 7-61.)

Inch specifications
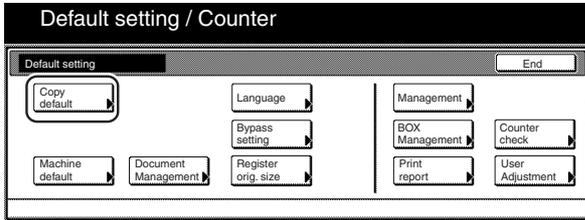
Metric specifications
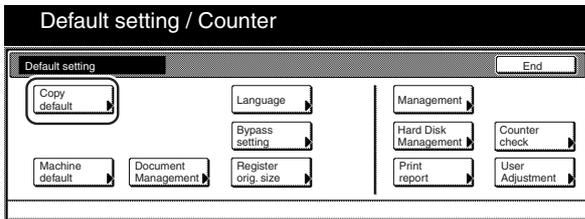
2 Select "Customize(Add function)" in the settings list on the left side of the touch panel and then touch the "Change #" key.
The "Customize(Add function)" screen will be displayed.

Inch specifications
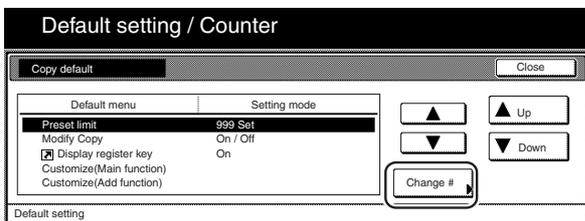
Metric specifications
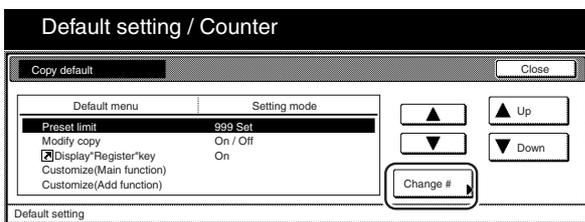
3 If you want to add functions and/or modes to the "User choice" tab, touch the "▲" or the "▼" cursor key under the list on the right to select the item you want to add. Then touch the "▲" or the "▼" cursor key under the list on the left to select in what order you want it to be added in that tab. Finally, touch the "←" key to add the selected item to the "User choice" tab.
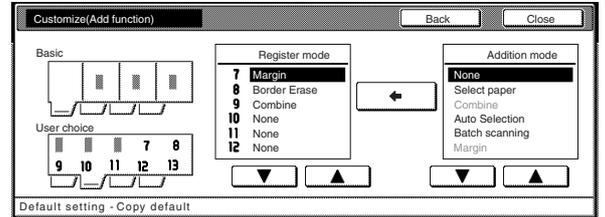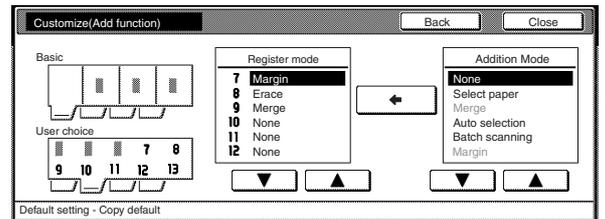
Inch specifications

Metric specifications

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4 Touch the "Close" key. The touch panel will return to the screen in step 2.

5 Touch the "Close" key once again. The touch panel will return to the "Default setting"screen.

6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

7-85

3. Multi-bypass tray paper settings

(1) Paper size and type

Perform the following procedure in order to use the multi-bypass tray to feed copy paper.

1 With the content of the "Basic" tab displayed, press the [Default Setting/Counter] key.
The "Default setting" screen will be displayed.
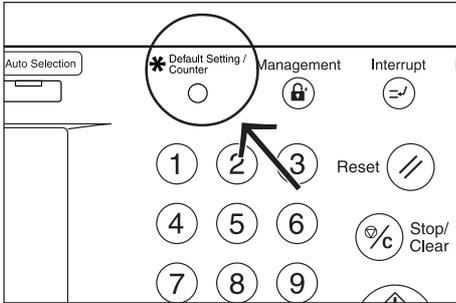
2 Touch the "Bypass setting" key.
The "Bypass setting" screen will be displayed.

Inch specifications
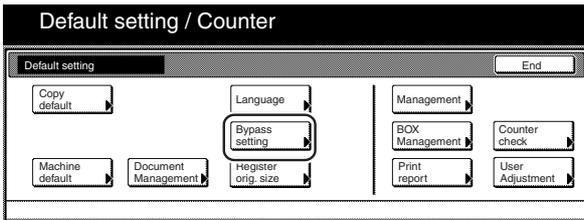
Metric specifications
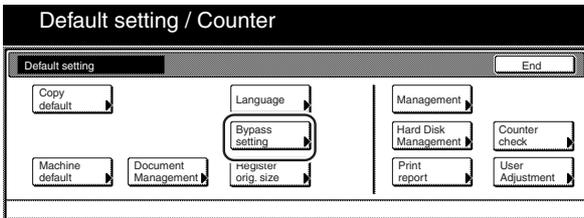
3 Specify the desired method of selecting the paper size.
If you select "Auto Detection" here, select the desired unit of measure ("Centimeter" or "Inch") as well, and then go directly to step 5. If you want to select a custom paper size, touch the "Input size" and then go to the next step.

Inch specifications
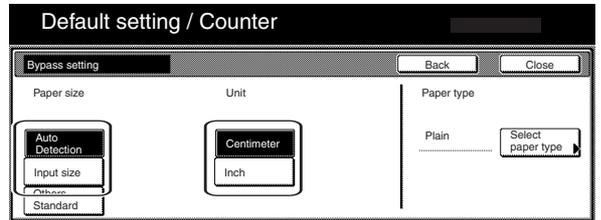
Metric specifications
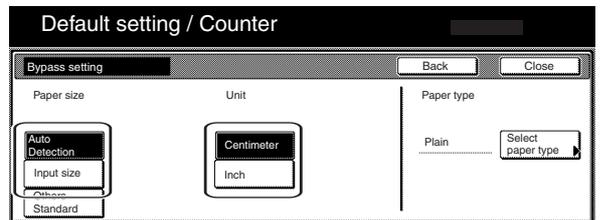
4 Touch the "+" key or the "-" key to change each of the displayed sizes (length and width) to the desired settings.
* In metric specification copiers, the desired sizes can also be entered directly by touching the corresponding "#-Keys" key and then using the keypad.

Inch specifications
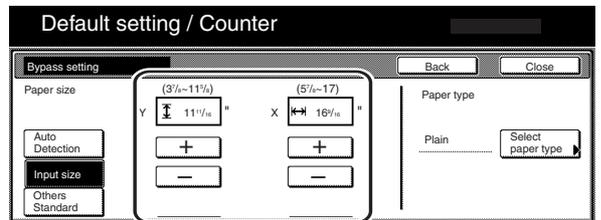
Metric specifications
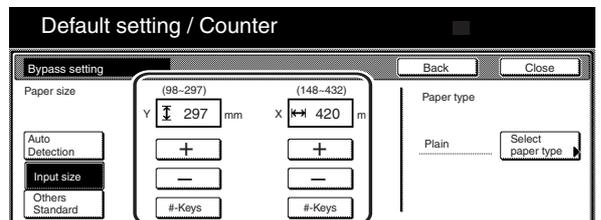
5 Touch the "Select paper type" key.
The "Select paper type" screen will be displayed.

6 Touch the key that corresponds to the type of paper to be used, and then touch the "Close" key. The touch panel will return to the screen in step 4.

Inch specifications

Default setting / Counter

Select paper type				Back	Close
Plain	Labels	Cardstock		Custom 1	Custom 5
Transparency	Recycled	Color	Envelope	Custom 2	Custom 6
Rough	Preprinted	Prepunched		Custom 3	Custom 7
Vellum	Bond	Letterhead	High quality	Custom 4	Custom 8

Metric specifications

Default setting / Counter

Select paper type				Back	Close
Plain	Labels	Cardstock		Custom 1	Custom 5
Transparency	Recycled	Colour	Envelope	Custom 2	Custom 6
Rough	Preprinted	Prepunched		Custom 3	Custom 7
Vellum	Bond	Letterhead	High quality	Custom 4	Custom 8
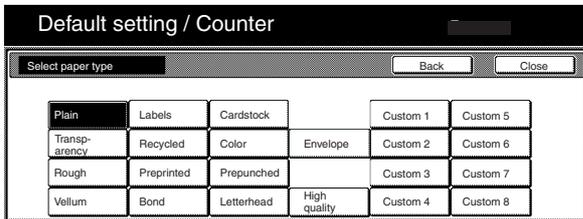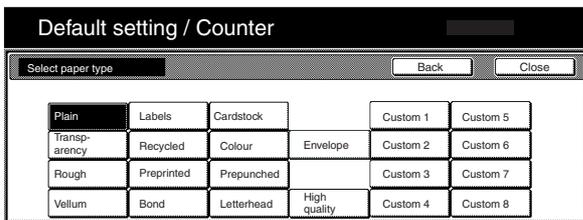
7 Touch the "Close" key once again. The touch panel will return to the screen in step 2. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

## (2) Selecting other standard sizes

Perform the following procedure when you want to print out onto other standard sizes of special paper.

1 With the content of the "Basic" tab displayed, press the [Default setting/Counter] key.
The "Default setting" screen will be displayed.

2 Touch the "Bypass setting" key.
The "Bypass setting" screen will be displayed.

Inch specifications

Default setting / Counter

| Default setting			End
Copy default	Language	Management	
	Bypass setting	BOX Management	Counter check
Machine default	Document Management	Print report	User Adjustment
	Register orig. size		

Metric specifications

Default setting / Counter

Default setting			End
Copy default	Language	Management	
	Bypass setting	Hard Disk Management	Counter check
Machine default	Document Management	Print report	User Adjustment
	Register orig. size		
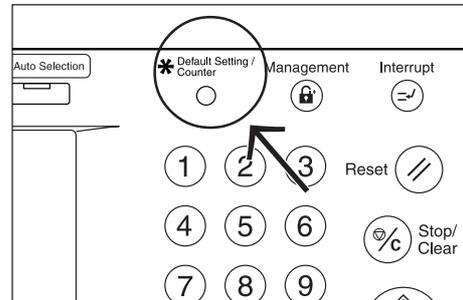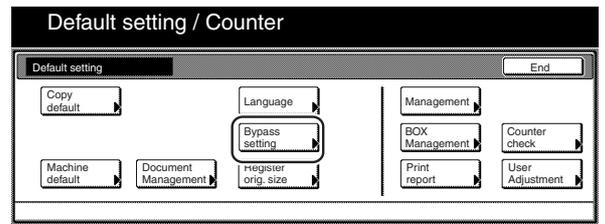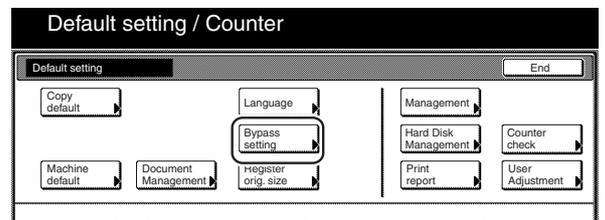
3 Touch the "Others Standard" key.

Inch specifications

Default setting / Counter

Bypass setting		Back	Close
Paper size	Unit	Paper type	
Auto Detection	Centimeter	Plain	Select paper type
Input size	Inch		
Others Standard			

Metric specifications

Default setting / Counter

Bypass setting		Back	Close
Paper size	Unit	Paper type	
Auto Detection	Centimeter	Plain	Select paper type
Input size	Inch		
Others Standard			
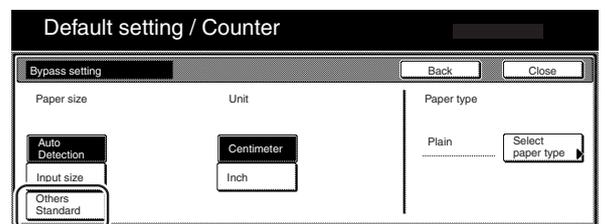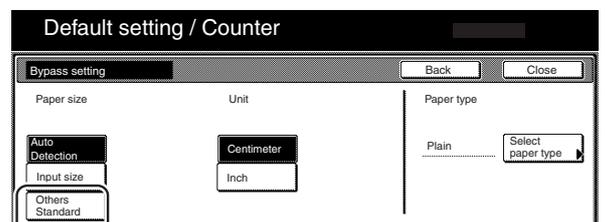
4 Touch the "Select size" key. The "Select size" screen will be displayed.

Inch specifications

Default setting / Counter — Paper Size

Bypass setting				Back	Close
Paper size				Paper type	
Auto Detection	EX	Select size ▶		Plain	Select paper type ▶
Input size					
Others Standard					

Metric specifications

Default setting / Counter

Bypass setting				Back	Close
Paper size				Paper type	
Auto Detection	EX	Select size ▶		Plain	Select paper type ▶
Input size					
Others Standard					
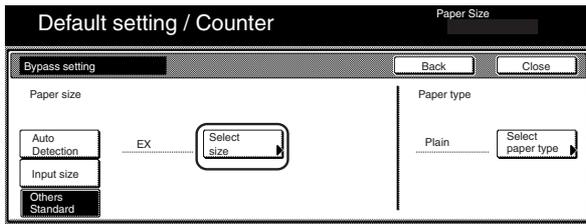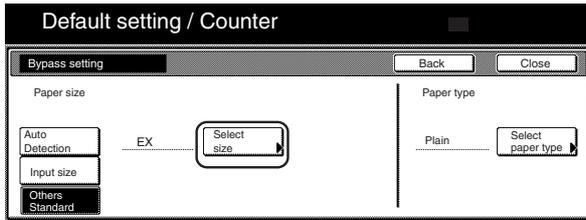
5 Touch the key that corresponds to the size of paper you want to use, and then touch the "Close" key. The touch panel will return to the screen in step 4.

Inch specifications

Default setting / Counter

Select size				Back	Close
ISO B5	Comm.#10	EX	8¹/₂x13"		
Envelope DL	Comm.#9	OUFUKU HAGAKI	8 K ▱		
Envelope C5	Comm. #6-3/4	YOUKEI 2	16 K ▯		
Envelope C4	MO	YOUKEI 4			

Metric specifications

Default setting / Counter

Select size				Back	Close
ISO B5	Comm.#10	EX	8¹/₂x13"		
Envelope DL	Comm.#9	OUFUKU HAGAKI	8 K ▱		
Envelope C5	Comm. #6-3/4	YOUKEI 2	16 K ▯		
Envelope C4	MO	YOUKEI 4			
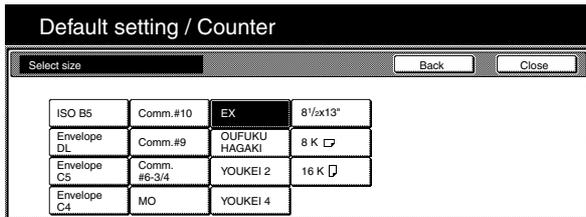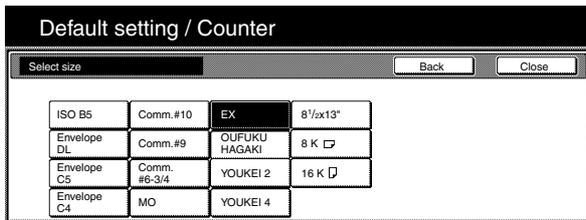
6 Touch the "Select paper type" key. The "Select paper type" screen will be displayed. Touch the key that corresponds to the type of paper you want to use, and then touch the "Close" key. The touch panel will return to the screen in step 4.

Inch specifications

Default setting / Counter

Select paper type					Back	Close
Plain	Labels	Cardstock			Custom 1	Custom 5
Transparency	Recycled	Color	Envelope		Custom 2	Custom 6
Rough	Preprinted	Prepunched			Custom 3	Custom 7
Vellum	Bond	Letterhead	High quality		Custom 4	Custom 8

Metric specifications

Default setting / Counter

Select paper type					Back	Close
Plain	Labels	Cardstock			Custom 1	Custom 5
Transparency	Recycled	Colour	Envelope		Custom 2	Custom 6
Rough	Preprinted	Prepunched			Custom 3	Custom 7
Vellum	Bond	Letterhead	High quality		Custom 4	Custom 8
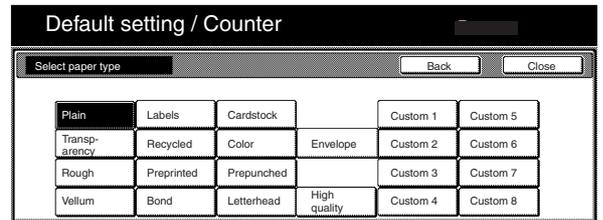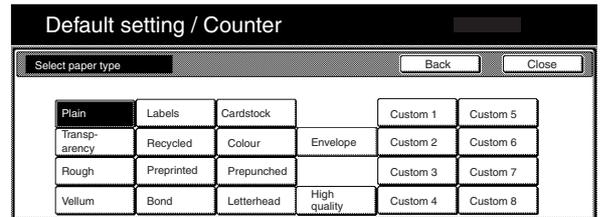
7 Touch the "Close" key. The touch panel will return to the screen in step 2. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

4. Original size registration

Perform the following procedure in order to register a custom original size that can be used under the "Original size selection" procedure.

1 With the content of the "Basic" tab displayed, press the [Default Setting/Counter] key.
The "Default setting" screen will be displayed.
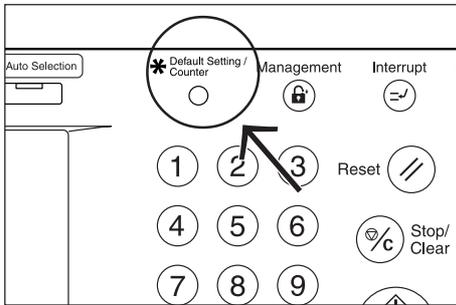
2 Touch the "Register orig. size" key.
The "Register orig. size" screen will be displayed.

Inch specifications
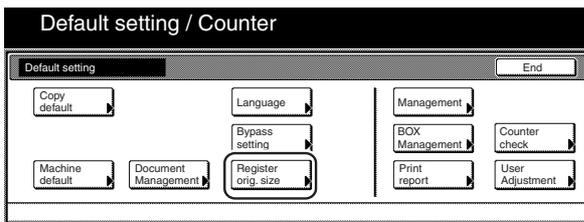
Metric specifications
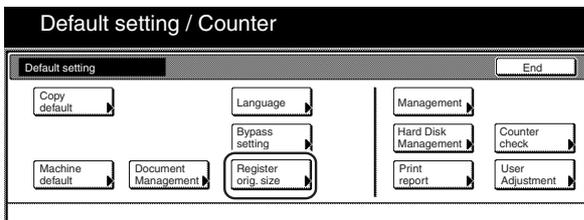
3 Select of the "Original size (custom 1)" to "Original size (custom 4)" settings under the "Default menu" column on the left side of the touch panel and then touch the "Change #" key.
The corresponding setting screen will be displayed.

Inch specifications
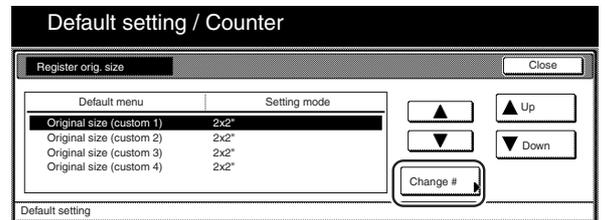
Metric specifications
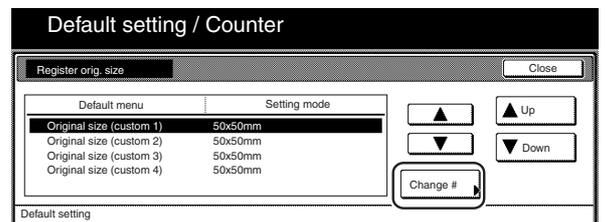
4 Touch the "+" key or the "-" key to change each of the displayed sizes (Y = width and X = length) to the desired settings.
If you do not want to register a custom original size, touch the "Off" key.
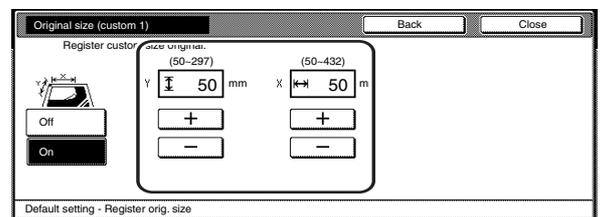
Inch specifications

Metric specifications

5 Touch the "Close" key. The touch panel will return to the screen in step 3.

6 Touch the "Close" key. The touch panel will return to the screen in step 2. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

5. Drum refresh

Perform the following procedure if the copy image becomes blurred or if white spots which are not on the originals appear on the copies. The drum refreshing operation will take approximately 5 minutes.

1 Set 11" x 8 1/2", 11" x 17", A4 or A3 size paper on the multi-bypass tray.

2 With the content of the "Basic" tab displayed, press the [Default Setting/Counter] key.
The "Default setting" screen will be displayed.
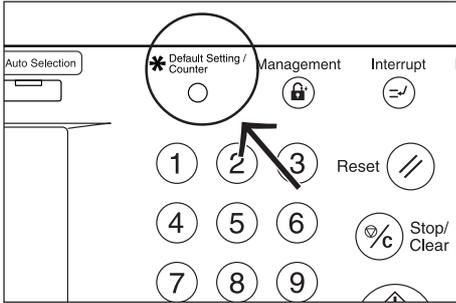
3 Touch the "User adjustment" key.

Inch specifications
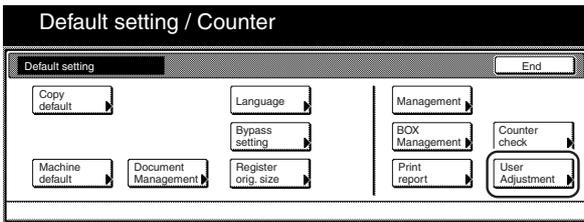
Metric specifications
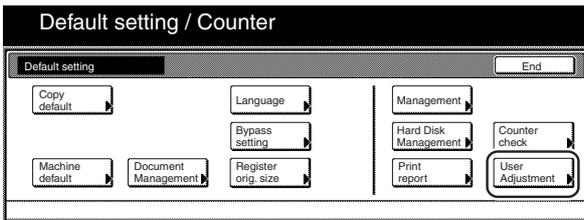
4 Use the keypad to enter the 4-digit management code.
The factory default setting for 30 cpm copiers is "3000", for 40 cpm copiers is "4000" and for 50 cpm copiers is "5000". If the entered code matches the registered one, the "User adjustment" screen will be displayed.

Inch specifications
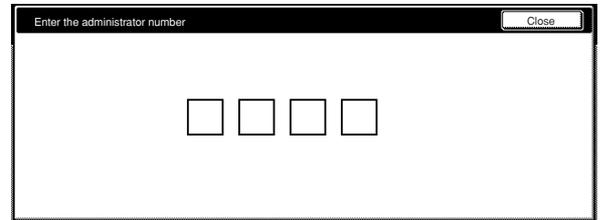
Metric specifications
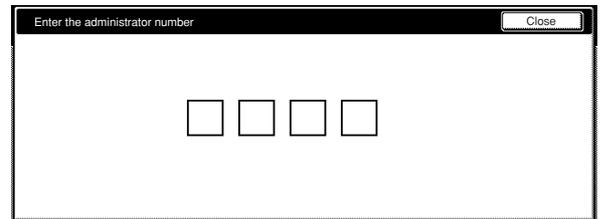
5 Touch the "Drum refresh" key. The "Drum refresh" screen will be displayed.

Inch specifications
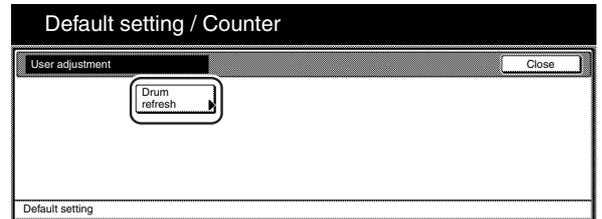
Metric specifications
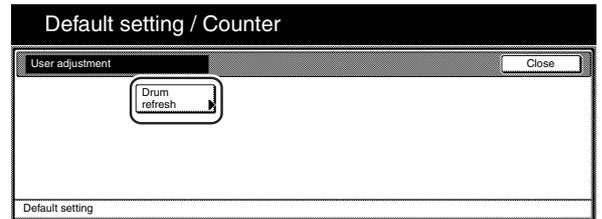
6 Touch the "On" key. The drum refreshing process will begin.

Inch specifications

Drum refresh	Close
Act drum refresh when the copy image beginning solid.	
	On
Default setting - User adjustment	

Metric specifications

Drum refresh	Close
Please 'refresh the drum' if copy image turns unstable.	
	On
Default setting - User adjustment	
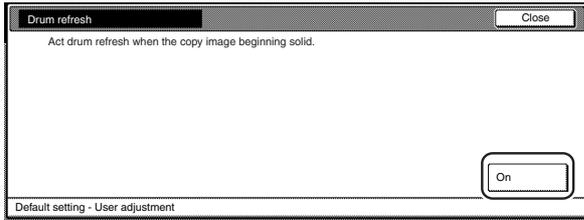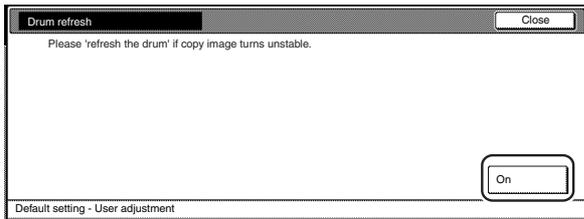
The "Now drum refreshing." message will appear and the paper is fed from the multi-bypass tray to execute drum refreshing.

Inch specifications

Now drum refreshing.

Orig. page	Count/Set	Output	
0	1/ 1	Inner tray	Cancel
100 % AMS	11x8¹/₂" 1 sided		

Metric specifications

Now drum refreshing.

Original	Count/Set	Output	
0	1/ 1	Inner tray	Cancel
100 % AMS	A4 1-sided		
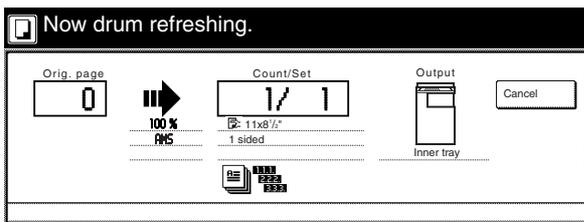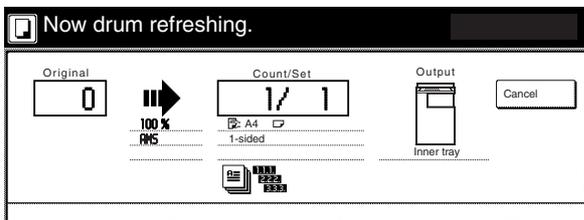
NOTE

To cancel drum refreshing, touch the "Cancel" key.

When drum refreshing completes after ejecting the paper, the touch panel will return to the screen in step 6.

7 Touch the "Close" key.
The touch panel will return to the screen in step 5.

8 Touch the "Close" key.
The touch panel will return to the screen in step 3.

9 Touch the "End" key.
The touch panel will return to the contents of the "Basic" tab.

6. Checking the total counter and printing out the counter report

Perform this procedure when you want to check, on the touch panel, the total count of copies, etc., made on this machine as a whole. You can also print out the information as a counter report.

NOTES

• You can also check the total number of printouts made under each of the optional printer, scanner a fax functions.
• You can additionally check the number of originals scanned on this machine.

1 With the content of the "Basic" tab displayed, press the [Default Setting/Counter] key.
The "Default setting"screen will be displayed.
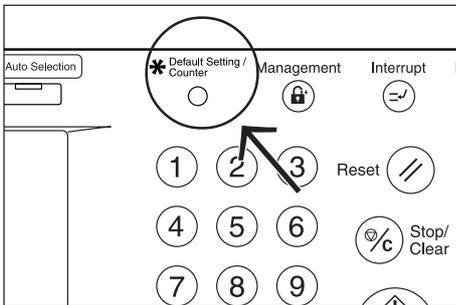
2 Touch the "Counter check" key.
The "Counter check" screen will be displayed.

Inch specifications
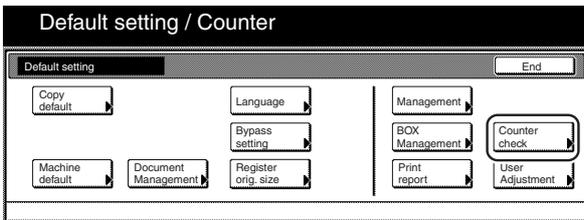
Metric specifications
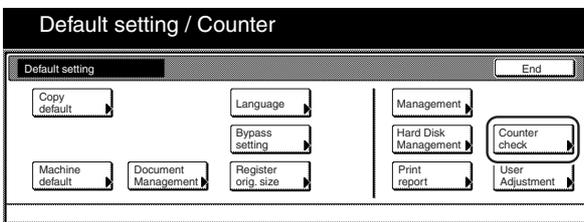
3 The total number of copies and printouts made will be displayed.
If you want to print out a counter report, touch the "Print report" key.

Inch specifications
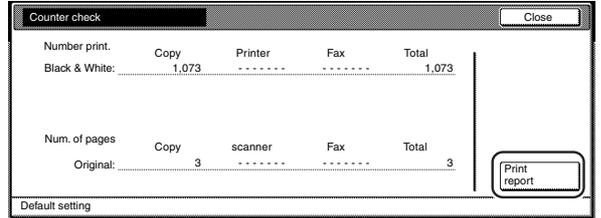
Metric specifications
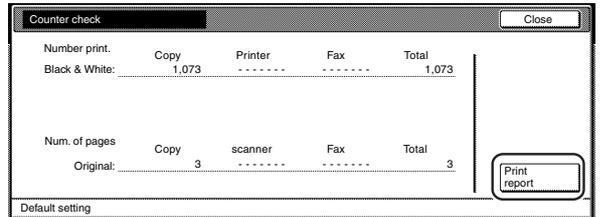
NOTE

Make sure there is 11" x 8 1/2" [A4] size paper loaded in one of the drawers[cassettes] when you print out the counter report.

4 Once you are finished checking the counts, touch the "Close" key.
The touch panel will return to the screen in step 2.

Inch specifications
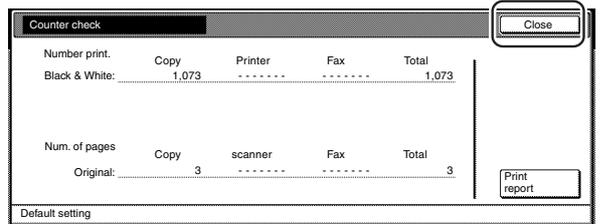
Metric specifications
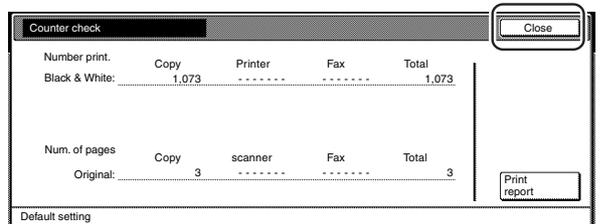
5 Touch the "End" key.
The touch panel will return to the contents of the "Basic" tab.

7. Box management default settings

Perform the following settings in order to manage the "boxes" that are used under the document management functions.

NOTE

This setting is displayed when the optional Hard Disk is installed.

---

(1) Box settings

Setting	Description	Reference page
● **Document list print out**	This procedure will allow you to print out a list of all of the images stored in the box for the form overlay mode, of the documents stored in the shared data box or of the documents stored in the synergy print boxes.	7-94
● **Reset box**	This procedure will delete all of the image data that is stored in the "Form" box, as well as the documents stored in the shared data box and the synergy print boxes. Make absolutely certain that you do not need the corresponding data before you attempt to delete it.	7-95
● **Box name & password / Clear data in box**	This procedure will allow you to change the name and password for any one of the synergy print boxes as well as delete at one time all of the data registered in any one box. If you register a password for any of these boxes, you will need to enter the registered password in order to print out or delete any documents that are stored win that box.	7-95
● **Document save time**	This procedure will allow you to select the length of time that will elapse before each job in a synergy print box is automatically deleted. Set this time to any number of days between 1 and 7. * This setting cannot be made independently for each box.	7-97

(2) Accessing the box management default settings

Perform the following procedure when you want to access the "Document Management" screen for each of the various box management default settings.

**1** With the content of the "Basic" tab displayed, press the [Default Setting/Counter] key.
The "Default setting/Counter" screen will be displayed.
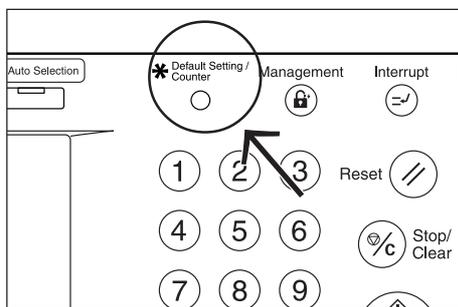
**2** Touch the "Document Management" key.
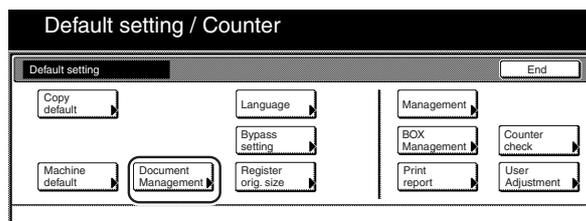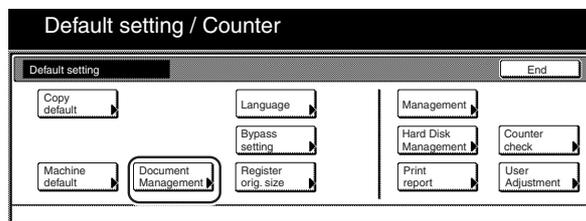
Inch specifications

Metric specifications

3 Use the keypad to enter the 4-digit management code. The factory default setting for 30 cpm copiers is "3000", for 40 cpm copiers is "4000" and for 50 cpm copiers is "5000". If the entered code matched the registered one, the "Document Management" screen will be displayed.

Inch specifications

```
┌─────────────────────────────────────────────────────┐
│ Enter the administrator number            [ Close ]  │
│                                                       │
│                                                       │
│                                                       │
│              □  □  □  □                               │
│                                                       │
│                                                       │
│                                                       │
└─────────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────────┐
│ Enter the administrator number            [ Close ]  │
│                                                       │
│                                                       │
│                                                       │
│              □  □  □  □                               │
│                                                       │
│                                                       │
│                                                       │
└─────────────────────────────────────────────────────┘
```
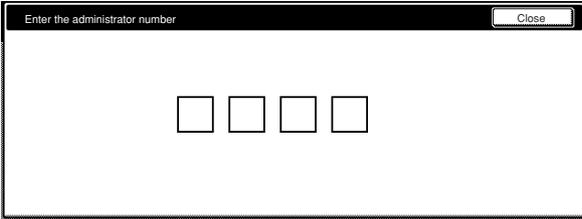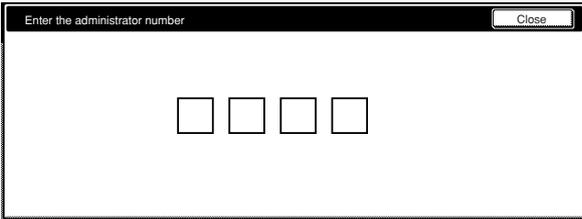
4 Touch the key that corresponds to the desired box management default setting.

Inch specifications

```
┌─────────────────────────────────────────────────────┐
│  Document Management                                  │
│ ┌───────────────────────────────────────────────────┐│
│ │ Document Management                      [ Close ] ││
│ │                                                    ││
│ │ Shared Data Box    Synergy Print Box     Form box  ││
│ │ [Print         ]  [Print        ][Box     ] [Print]││
│ │ [the list      ]  [the list     ][editing ▶] [the list]│
│ │ [Reset         ]  [Reset        ][Document ] [Reset]││
│ │ [Box           ]  [Box          ][save term▶][Box ]││
│ │ Default setting                                    ││
│ └───────────────────────────────────────────────────┘│
└─────────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────────┐
│  Document management                                  │
│ ┌───────────────────────────────────────────────────┐│
│ │ Document management                      [ Close ] ││
│ │                                                    ││
│ │ Shared Data Box    Synergy Print Box     Form box  ││
│ │ [Print         ]  [Print        ][Box     ] [Print]││
│ │ [the list      ]  [the list     ][editing ▶] [the list]│
│ │ [Reset         ]  [Reset        ][Document ] [Reset]││
│ │ [Box           ]  [Box          ][saving  ▶][Box ]││
│ │ Default setting                                    ││
│ └───────────────────────────────────────────────────┘│
└─────────────────────────────────────────────────────┘
```

NOTES

• It is possible for you to change the 4-digit management code. (See "Changing the management code" on page 7-55.)
• Refer to the desired procedure(s) explained under "(3) Making box management default settings" and perform the corresponding setting(s).

---

(3) Making box management default settings

Perform the following procedure that corresponds to the desired setting.

● **Document list print out**

1 Touch the "Print the list" key under the box ("Form Box", "Shared Data Box" or "Synergy Print Box") for which you want to print out the document list.

Inch specifications

```
┌─────────────────────────────────────────────────────┐
│  Document Management                                  │
│ ┌───────────────────────────────────────────────────┐│
│ │ Document Management                      [ Close ] ││
│ │                                                    ││
│ │ Shared Data Box    Synergy Print Box     Form box  ││
│ │ [Print         ]  [Print        ][Box     ] [Print]││
│ │ [the list      ]  [the list     ][editing ▶] [the list]│
│ │ [Reset         ]  [Reset        ][Document ] [Reset]││
│ │ [Box           ]  [Box          ][save term][Box ]││
│ │ Default setting                                    ││
│ └───────────────────────────────────────────────────┘│
└─────────────────────────────────────────────────────┘
```

Metric specifications

```
┌─────────────────────────────────────────────────────┐
│  Document management                                  │
│ ┌───────────────────────────────────────────────────┐│
│ │ Document management                      [ Close ] ││
│ │                                                    ││
│ │ Shared Data Box    Synergy Print Box     Form box  ││
│ │ [Print         ]  [Print        ][Box     ] [Print]││
│ │ [the list      ]  [the list     ][editing ▶] [the list]│
│ │ [Reset         ]  [Reset        ][Document ] [Reset]││
│ │ [Box           ]  [Box          ][saving  ][Box ] ││
│ │ Default setting                                    ││
│ └───────────────────────────────────────────────────┘│
└─────────────────────────────────────────────────────┘
```

2 A document list will be printed out for that box. once print out is completed, the touch panel will return to the screen in step 1.

3 Touch the "Close" key. The touch panel will return to the "Default setting"screen. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Reset box**

1 Touch the "Reset Box" key under the box ("Form Box", "Shared Data Box" or "Synergy Print Box") that you want to delete all data for.
A verification screen will be displayed.
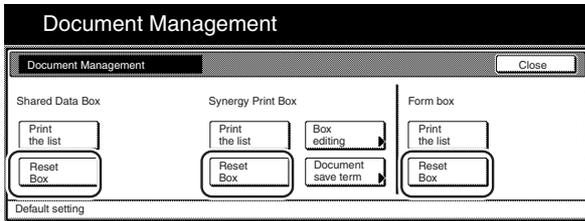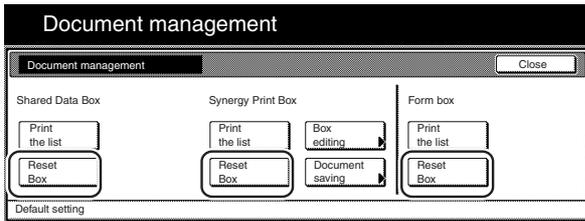
Inch specifications

Document Management

Document Management		Close

Shared Data Box   Synergy Print Box   Form box

| Print the list | | Print the list | Box editing ▶ | | Print the list |
| Reset Box | | Reset Box | Document save term | | Reset Box |

Default setting

Metric specifications

Document management

Document management		Close

Shared Data Box   Synergy Print Box   Form box

| Print the list | | Print the list | Box editing ▶ | | Print the list |
| Reset Box | | Reset Box | Document saving | | Reset Box |

Default setting

2 Touch the "Yes" key or the "No" key, as appropriate.
Inch specifications

	Stop

Shared Data Box

Reset this Box. Do you really want to reset?

Yes   No

Metric specifications

	Stop

Shared Data Box

Reset this box. Do you really want to reset?

Yes   No
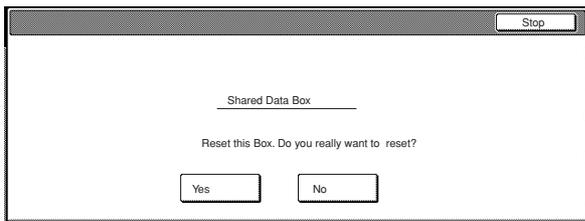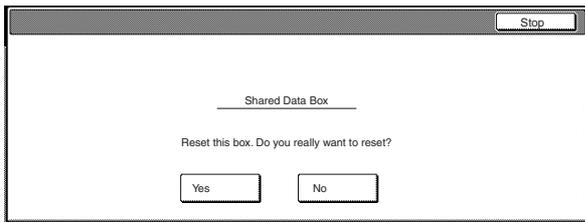
If you selected "Yes", all the data in the selected box will be deleted and the touch panel will return to the screen in step 1. If you selected "No", the touch panel will return to the screen in step 1 without deleting any data.

3 Touch the "Close" key. The touch panel will return to the "Default setting" screen. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Box name & password / Clear data in box**

1 Touch the "Box editing" key under "Synergy Print Box". The "Box editing" screen will be displayed.

Inch specifications

Document Management

Document Management		Close

Shared Data Box   Synergy Print Box   Form box

| Print the list | | Print the list | Box editing ▶ | | Print the list |
| Reset Box | | Reset Box | Document save term | | Reset Box |

Default setting

Metric specifications

Document management

Document management		Close

Shared Data Box   Synergy Print Box   Form box

| Print the list | | Print the list | Box editing ▶ | | Print the list |
| Reset Box | | Reset Box | Document saving | | Reset Box |

Default setting
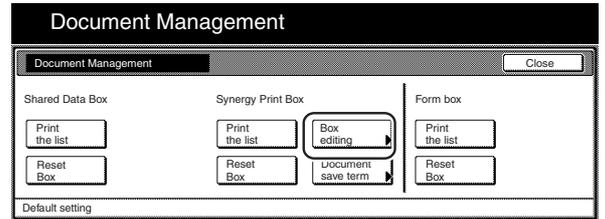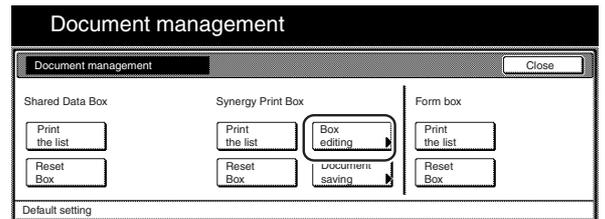
2 Either touch the synergy print box that contains the information to be modified, or enter its number using the keypad. Then touch the "Enter" key.

Inch specifications

Box editing				Cancel

Select box No.   Box No. (with #key)

001 ABCD_0000001	006 UVWX_0000006	011 QRST_0000105	016 MNOP_0200104
002 EFGH_0000002	007 ABCD_0000101	012	017 QRST_0200105
003	008 EFGH_0000102	013 ABCD_0200101	018 UVWX_0200106
004 MNOP_0000004	009 IJKL_0000103	014 EFGH_0200102	019 ABCD_0500101
005 QRST_0000005	010 MNOP_0000104	015 IJKL_0200103	020 EFGH_0500102

1/ 5   ▼   ▲   Enter

Default setting - Document management

Metric specifications

Box editing				Job cancel

Select box No.   Box No. (With # key)

001 ABCD_0000001	006 UVWX_0000006	011 QRST_0000105	016 MNOP_0200104
002 EFGH_0000002	007 ABCD_0000101	012	017 QRST_0200105
003	008 EFGH_0000102	013 ABCD_0200101	018 UVWX_0200106
004 MNOP_0000004	009 IJKL_0000103	014 EFGH_0200102	019 ABCD_0500101
005 QRST_0000005	010 MNOP_0000104	015 IJKL_0200103	020 EFGH_0500102

1/5   ▼   ▲   ENTER

Default setting - Document management

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3 If you want to change the name of that box, first select "Box name" and then touch the "Change #" key. Enter the new name as desired.

Inch specifications

Box007		Close
Default menu	Setting mode	Reset Box
Box name	ABCD_0000101	
password	(No register)	
		Change #

Default setting - Document Management - Box editing

Metric specifications

Box 007		Close
Default menu	Setting mode	Reset Box
Box name	ABCD_0000101	
Password	(No register)	
		Change #

Default setting - Document management - Box editing

NOTE

Refer to "11. Entering characters" on page 7-103 for information on entering characters.

4 If you want to change the name of that box, first select "Password" and then touch the "Change #" key. The "Password" screen will be displayed.

5 Use the keypad to enter the new password for that box and then touch the "Close" key. The new password will be registered and the touch panel will return to the screen in step 3.

Inch specifications

Password	Back	Close

Enter new password.

Password [ ] (Enter by #key)

[Clear]

Default setting - Document Management - Box editings - 007

Metric specifications

Password	Back	Close

Enter new password.

Password [ ] (Enter #-key)

[Clear]

Default settund - Document Management - Box editing - 007

NOTES

• The password can be between 1 and 8 digits long.
• If you decide not to register a password for that box, touch the "Clear" key and then, with nothing entered in the password field, touch the "Close" key.

6 If you want to delete all of the data in that box, select "Reset Box". A verification screen will be displayed.

7 Touch the "Yes" key or the "No" key, as appropriate.

Inch specifications

	Stop

Box No. : 007

Box name : ABCD_0000101

Reset this Box. Do you really want to reset?

[Yes]   [No]

Metric specifications

	Stop

BOX No. : 007

Box name : ABCD_0000101

Reset this Box. Do you really want to reset?

[Yes]   [No]

If you selected "Yes", all the data in the selected box will be deleted and the touch panel will return to the screen in step 3.
If you selected "No", the touch panel will return to the screen in step 3 without deleting any data.

8 Touch the "Close" key. The touch panel will return to the screen in step 2.

9 Touch the "Close" key. The touch panel will return to the screen in step 1. Touch the "Close" key. The touch panel will return to the "Default setting" screen. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● **Document save time**

1 Touch the "Document save term" ["Document saving"] key under "Synergy Print Box". The "Document data saving term" ["Document data save period"] screen will be displayed.

Inch specifications

Document Management

| Document Management | | | Close |

Shared Data Box   Synergy Print Box   Form box

Print the list | Print the list   Box editing | Print the list

Reset Box | Reset Box   Document save term | Reset Box

Default setting

Metric specifications

Document management

| Document management | | | Close |

Shared Data Box   Synergy Print Box   Form box

Print the list | Print the list   Box editing | Print the list

Reset Box | Reset Box   Document saving | Reset Box

Default setting

2 Touch the "Set save term" ["Set save period"] key and then touch "+" key or the "-" key to change the displayed save time to the desired setting.

Inch specifications

Document data saving term   Back   Close

Set saving term for documents in Synergy Print Box.

Set save term
No time limit

(1~7)
6 Days
+
−

Default setting - Document Management

Metric specifications

Document data save period   Back   Close

Set save period for documents in Synergy Print Box.

Set save period
No time limit

(1~7)
6 Days
+
−

Default Setting - Document management
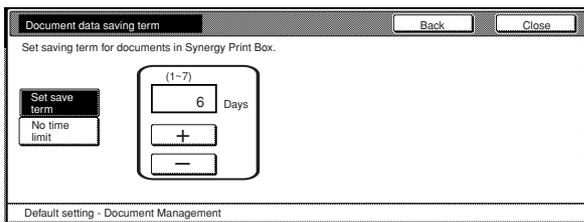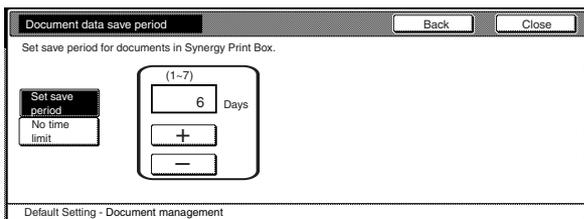
NOTES

• The save time can be set to any number of days between 1 and 7. The factory default setting is for "7 Days".
• If you want the data to be saved indefinitely, touch the "No time limit" key to highlight it.

3 Touch the "Close" key. The touch panel will return to the screen in step 1.

4 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

8. Hard disk management

Perform the following procedure to access the "HDD management mode" screen and check available space and/or delete any invalid data on the optional Hard Disk.

1 With the content of the "Basic" tab displayed, press the [Default setting/Counter] key.
The "Default setting" screen will be displayed.
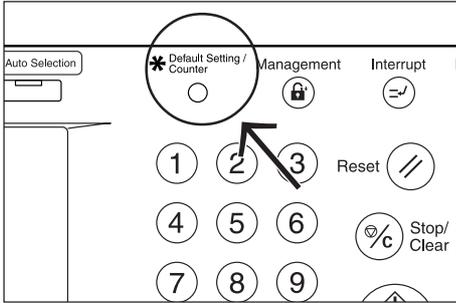
2 Touch the "BOX Management" ["Hard Disk Management"] key.

Inch specifications
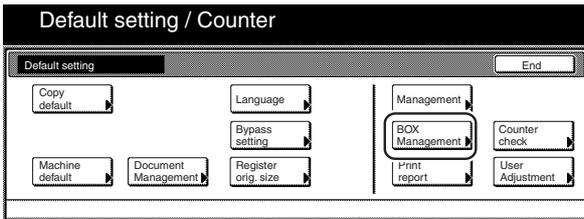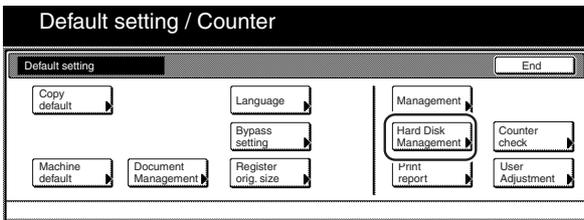
Metric specifications

3 Use the keypad to enter the 4-digit management code. The factory default setting for 30 cpm copiers is "3000", for 40 cpm copiers is "4000" and for 50 cpm copiers is "5000". If the entered code matched the registered one, the "HDD Management mode" ["HDD Management"] screen will be displayed.

Inch specifications
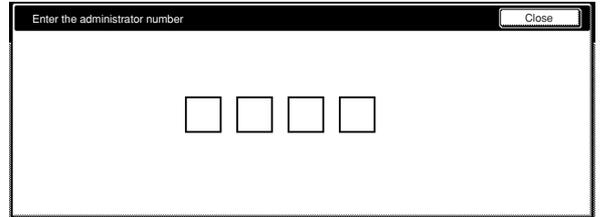
Metric specifications
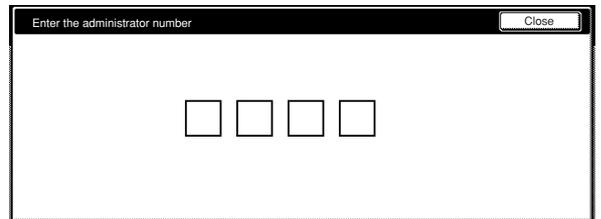
4 Touch the "On" key under "Check HDD capacity" (left side of the touch panel). The overall size of the hard disk, as well as the currently available space, will be displayed. If you want to delete any invalid data, go to the next step. If you are finished with this procedure, go directly to step 6.

Inch specifications
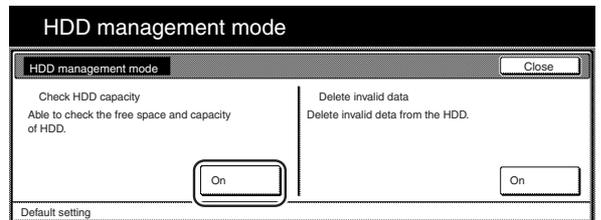
Metric specifications
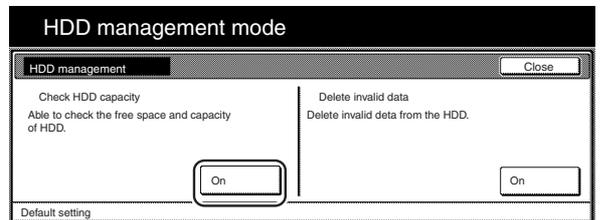
5 Touch the "On" key under "Delete invalid data" (right side of the touch panel). The operation to delete invalid data will start.

Inch specifications
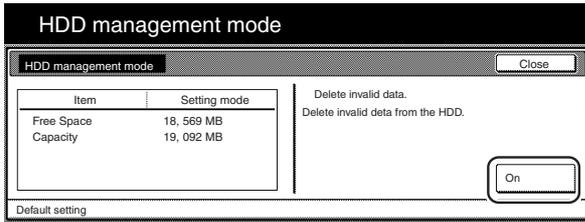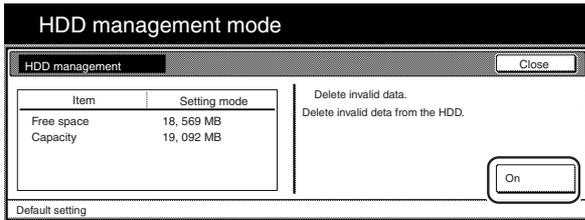
```
HDD management mode

 HDD management mode                        Close

    Item        Setting mode    Delete invalid data.
 Free Space     18, 569 MB      Delete invalid deta from the HDD.
 Capacity       19, 092 MB
                                              On

 Default setting
```

Metric specifications

```
HDD management mode

 HDD management                             Close

    Item        Setting mode    Delete invalid data.
 Free space     18, 569 MB      Delete invalid deta from the HDD.
 Capacity       19, 092 MB
                                              On

 Default setting
```

6 Touch the "Close" key. The touch panel will return to the screen in step 2.Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

9.   Report print out

Perform the following procedure to print out one of the following reports.
< Copy report >
Lists all of the values for the copy default settings.
< Machine report >
Lists all of the values for the machine default settings.
< Toner coverage report>
Lists the average toner density (black ratio) for each size of copy paper used under each of the copy, printer and fax functions of this machine.

NOTE

Make sure that 11" x 8 1/2" [A4] size paper is loaded in one of the drawers[cassettes].

1 With the content of the "Basic" tab displayed, press the [Default Setting/Counter] key.
The "Default setting" screen will be displayed.

2 Touch the "Print report" key.

Inch specifications

Metric specifications
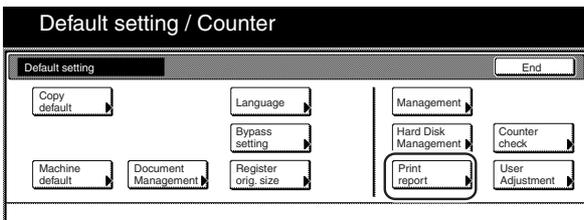
3 Use the keypad to enter the 4-digit management code.
The factory default setting for 30 cpm copiers is "3000", for 40 cpm copiers is "4000" and for 50 cpm copiers is "5000".

Inch specifications

Metric specifications

NOTE

It is possible for you to change the 4-digit management code.
(See "Changing the management code" on page 7-55.)

4 Once the "Print report menu" screen is displayed, touch the "Copy report" key, the "Machine report" key or the "Toner coverage" key, as appropriate.

Inch specifications

Metric specifications

5 The "Printing report" screen will be displayed and printing of the corresponding report will start.

Inch specifications

```
Printing report.

Orig. page          Count/Set              Output
    1      ▥▶      1/ 1
---------   100%    11x8½"
1 sided     AMS     1-sided                         Cancel
Rear                Sort                   Inner tray
   [A]              
```

Metric specifications

```
Printing report.

Original            Count/set              Output
    1      ▥▶      1/ 1
---------   100%    A 4   Plain
1-sided     AMS     1-sided                         Cancel
top/rear            Sort                   Inner tray
   [A]              
```

NOTE

If you want to cancel print out of the corresponding report, touch the "Cancel" key.

When the report is complete, the touch panel will return to the screen in step 4.

6 Touch the "Close" key. The touch panel will return to the screen in step 2.

7 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

10. Changing the language used for messages

You can select the language that will be used on the touch panel.

The available languages are as follows:
Inch specification copiers:
English, French ("Français"), Spanish ("Español") and Japanese ("日本語")
Metric specification copiers:
English, German ("DEUTSCH"), French ("FRANÇAIS"), Italian ("ITALIANO") and Spanish ("ESPAÑOL")

1 With the content of the "Basic" tab displayed, press the [Default Setting/Counter] key.
The "Default setting/Counter" screen will be displayed.
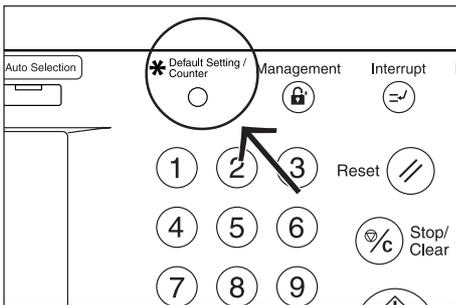
2 Touch the "Language" key. The "Language" screen will be displayed.

Inch specifications
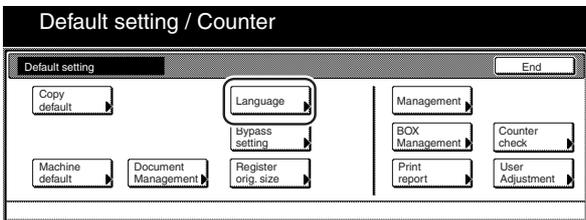
Metric specifications
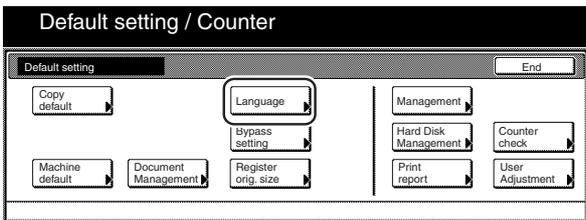
3 Touch the key that corresponds to the language that you want to use.
The language used on the touch panel will change to that selected.

Inch specifications
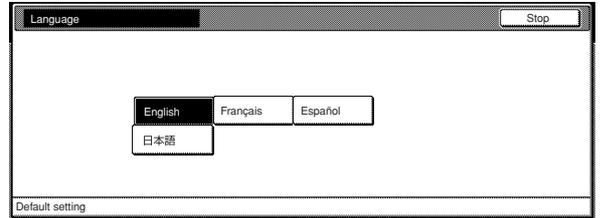
Metric specifications
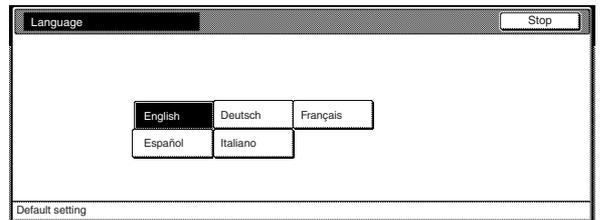
11. Entering characters

Use the following screens to enter characters when registering names for programs and for departments, etc.

(1) Character input screens

Inch specifications
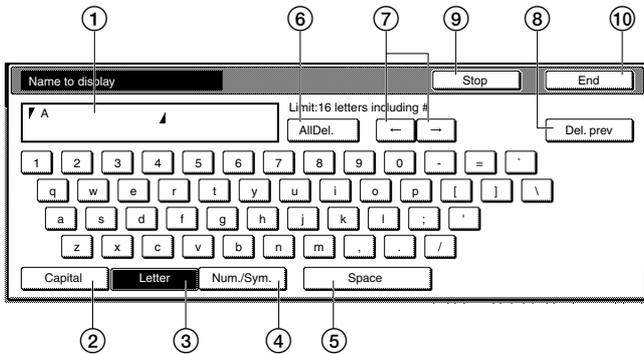
Letter keyboard

Capital keyboard

Numeral/Symbol keyboard

① Entry field

Displays entered information.

② "Capital" key

Touch this key when you want to enter uppercase letters.

③ "Letter" key

Touch this key when you want to enter lowercase letters.

④ "Num. /Sym." key

Touch this key when you want to enter numerals and symbols.

⑤ "Space" key

Touch this key when you want to enter a space.

⑥ "AllDel." key

Touch this key when you want to delete all characters that have been entered to this point.

⑦ "←" and "→" keys

Touch these keys when you want to move the cursor.

⑧ "Del. prev" key

Touch this key when you want to delete the character to the left of the cursor.

⑨ "Stop" key

Touch this key when you want to cancel character input and return to the previous screen.

⑩ "End" key

Touch this key when you want to register the entered information.

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Metric specifications

Letter keyboard

Capital keyboard

Symbol 1 keyboard

Symbol 2 keyboard

① Entry field

Displays entered information.

② "Capital" key

Touch this key when you want to enter uppercase letters.

③ "Letter" key

Touch this key when you want to enter lowercase letters.

④ "Symbol 1" key

Touch this key when you want to enter certain symbols.

⑤ "Symbol 2" key

Touch this key when you want to enter certain symbols.

⑥ "Space" key

Touch this key when you want to enter a space.

⑦ "AllDel." key

Touch this key when you want to delete all characters that have been entered to this point.

⑧ "←" and "→" keys

Touch these keys when you want to move the cursor.

⑨ "Del. prev" key

Touch this key when you want to delete the character to the left of the cursor.

⑩ "Stop" key

Touch this key when you want to cancel character input and return to the previous screen.

⑪ "End" key

Touch this key when you want to register the entered information.

(2) Character input procedure

[Example] "Abcde"

1 Touch the "Capital" key. The "Capital" will be displayed. Touch the "A" key on the keyboard.

Inch specifications
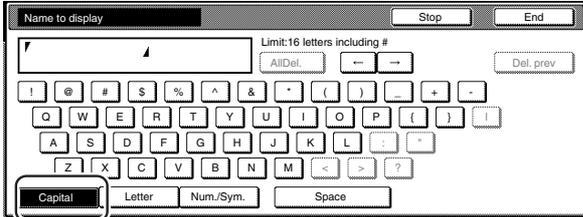
Metric specifications
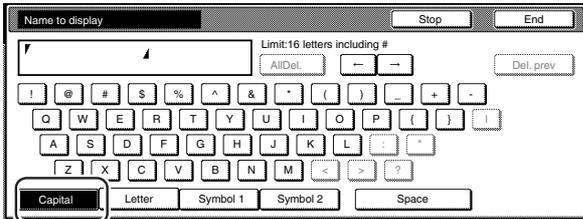
2 Touch the "Letter" key.

Inch specifications
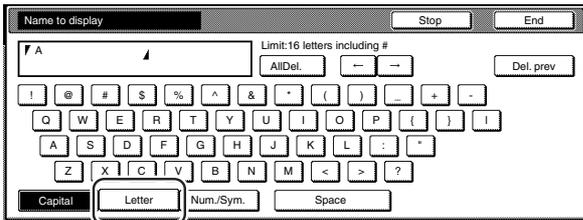
Metric specifications
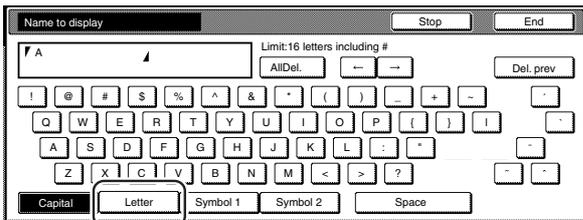
3 Touch the "b", "c", "d" and "e" keys, in that order, on the keyboard.

Inch specifications
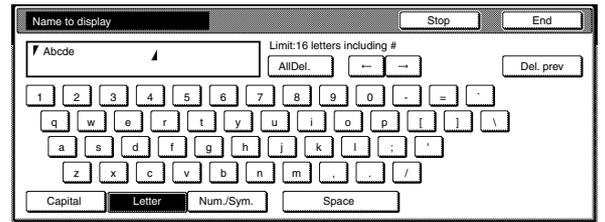
Metric specifications
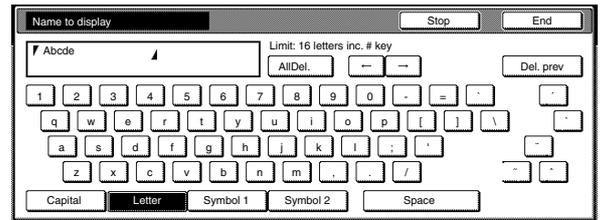
4 Once you have finished entering the information, touch the "End" key.

Inch specifications

Metric specifications

7-105
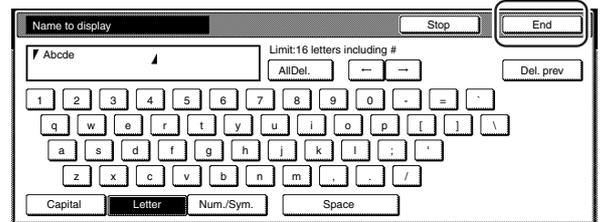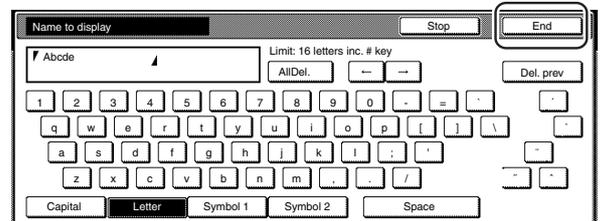
Section 8 OPTIONAL EQUIPMENT

(1) Document Processor

The Document Processor automatically feeds one-sided originals one by one for scanning. It also reverses two-sided originals automatically for duplex copying and page separation copying.
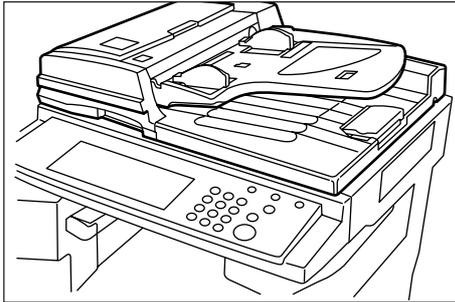
① Originals that can be used with the Document Processor

- Sheet originals only
- Original weights: Single-sided original of 35 g/m² to 160 g/m² two-sided original of 50 g/m² to 120g g/m²
- Original sizes: 11" x 17"/A3 (maximum) to 5 1/2" x 8 1/2"/A5R (minimum)
- Capacity:
  100 sheets (8 1/2" x 11"/A4 and smaller, 75 g/m² or 80 g/m²)
  70 sheets (8 1/2" x 14"/Folio and larger, 75 g/m² or 80 g/m²)
  30 sheets in auto selection mode

② Precautions for the use of Document Processor

Do not use any of the originals given below with the Document Processor. 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 sort 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 Document Processor part names
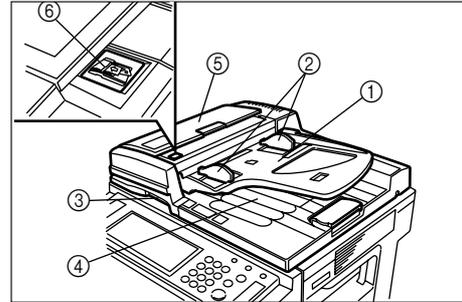
① Original table
  (Place the originals here.)
② Original insertion guides
  (Adjust the guides to the width of the originals.)
③ Document Processor open/close handle
  (Hold this handle when opening and closing the Document Processor.)
④ Original eject cover
  (Copied originals are stored here.)
⑤ Document Processor original cover
  (Open this cover to remove an original misfed in the Document Processor.)
⑥ Original set indicator
  (Lights green when the originals are set.)

④ **How to set originals in the Document Processor**

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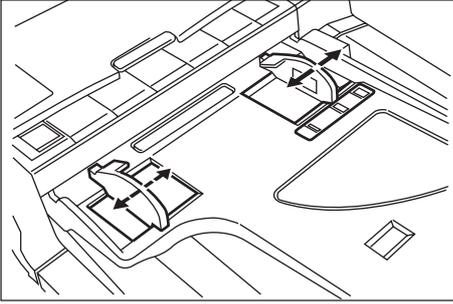
NOTE

Before setting the originals in the Document Processor, 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 Document Processor as far as they will go.
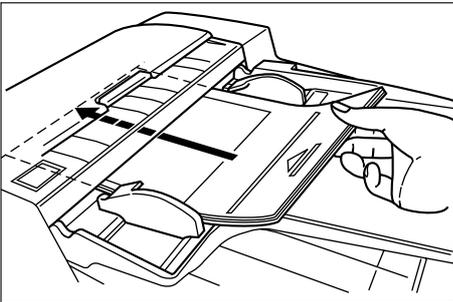
* When setting large size paper such as 8 1/2" x 11", A4R or larger, pull out the support extension.
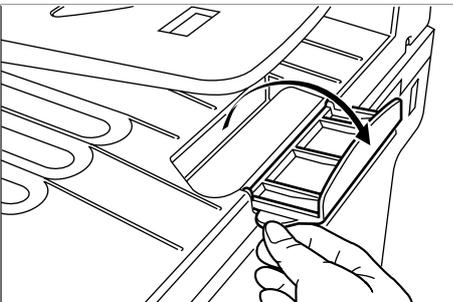
IMPORTANT!

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.

⑤ **How to set originals on the platen**

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

1 Hold the Document Processor open/close handle and open the Document Processor.
   * Before opening the Document Processor, check that no original is present on the original table or original eject cover. If present, the original may fall off when the Document Processor is opened.
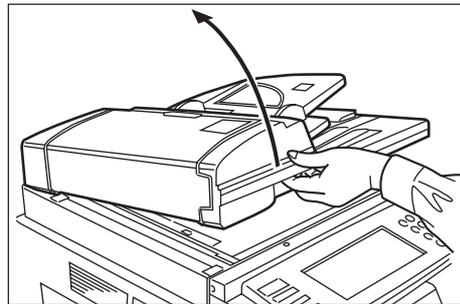
2 Set the original with the side to be copied facing downward. Be sure to align the original with the original size scales.
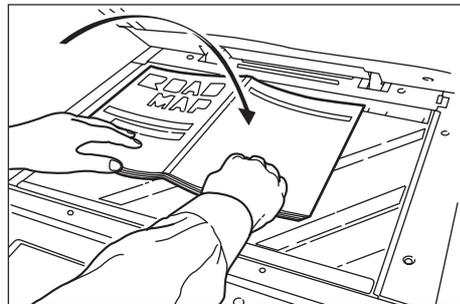
3 Hold the Document Processor open/close handle and close the Document Processor.
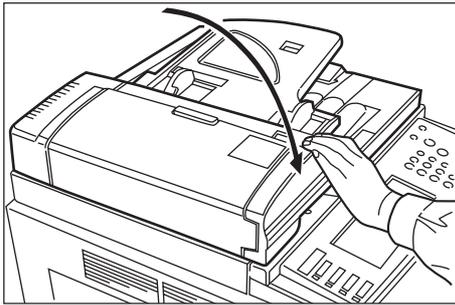
IMPORTANT!

Do not press the Document Processor against the platen with force. Doing so many cause damage to the glass material.

⚠ CAUTION

DO NOT leave the Document Processor open as there is a danger of personal injury.

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⑥ Auto selection/Filing mode

With this mode, when you are using the Document Processor without pressing one of the paper size keys, and thereby, specifying a desired paper size, originals will be checked one by one for their size, and you can select to either have paper of the same size as each original selected automatically (auto selection) or to have the originals all copied onto one single size of copy paper (filing).
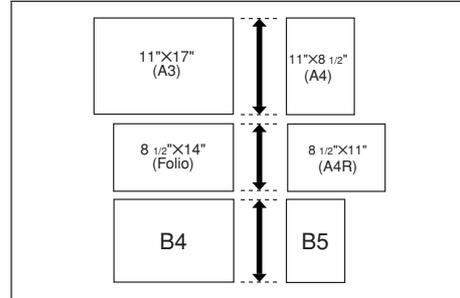
IMPORTANT!

• You can set up to 30 originals in the Document Processor in this mode.

Inch specifications

• Only 11" x 8 1/2" and 11" x 17", or 8 1/2" x 14" and 8 1/2" x 11", size originals can be used together in this mode, and the originals must be arranged together so that their widths coincide.

Metric specifications

• Only A4 and A3, B5 and B4, or A4R and Folio, size originals can be used together in this mode, and the originals must be arranged together so that their widths coincide.

Metric specifications (Asia Pacific)

• Only A4 and A3, B5 and B4, size originals can be used together in this mode, and the originals must be arranged together so that their widths coincide.

● **Differing finished sizes (Auto selection)**

Each original will copied onto the same size copy paper as that original.
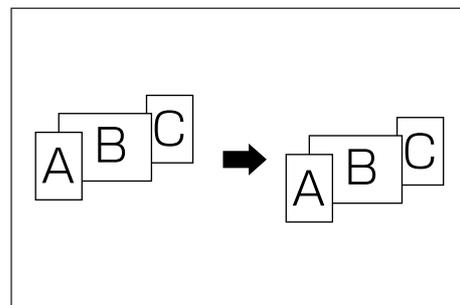
● **Matching finished sizes (Filing)**

All originals will copied onto the same size copy paper.
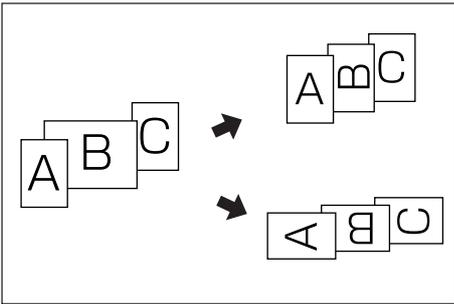
1 Set the originals to be copied in the Document Processor.

2 Press the [Auto Selection] key.
The lamp in the [Auto Selection] key will light and the auto selection/filing mode screen will be displayed.
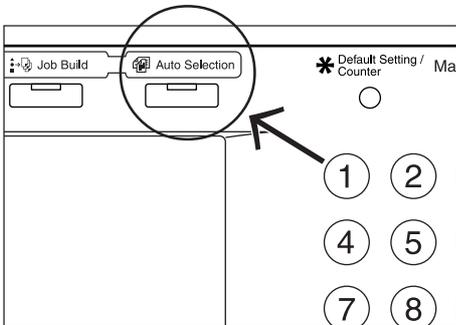
3 Touch the "Auto selection" key or the "Electronic Filing" key, as appropriate.

If you selected "Auto selection", go directly to step 6.

If you selected "Electronic Filing", go to the next step.

Inch specifications
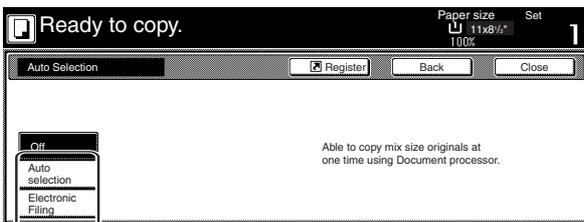
Metric specifications
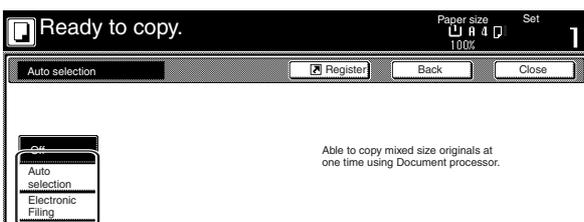
4 Specify the size of the very first original to be copied and then touch the "Close" key.
The touch panel will return to the contents of the "Basic" tab.

Inch specifications
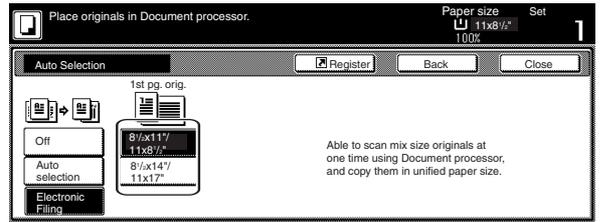
Metric specifications
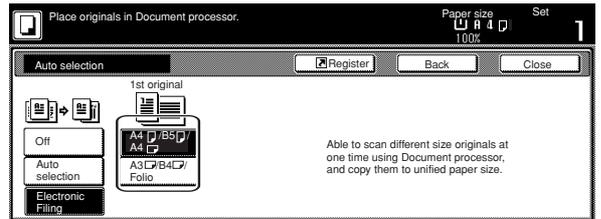
NOTE

In order to have the binding direction set properly for stapling or hole punching, etc., finished copies, be sure to specify the size of the very first original being copied.

5 Select the desired drawer[cassette].

Inch specifications
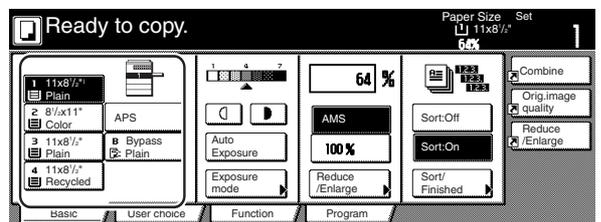
Metric specifications
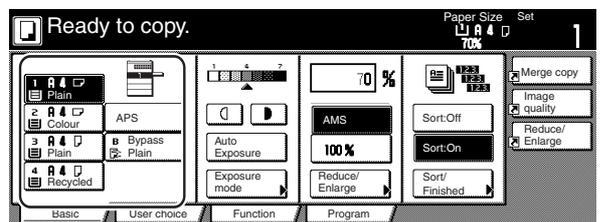
6 Press the [Start] key.
Copying will start.

(2) Paper Feeder

Two Paper Feeders of the same type as drawer[cassette] in the main body can be added.
Capacity and the paper loading method is the same as those for the standard drawer[cassette] in the main unit.

* Paper misfed in the optional Paper Feeder can be removed by opening its left cover.
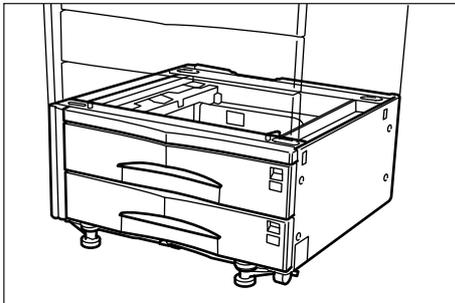
(3) Paper Feeder

The Paper Feeder holds up to 3,000 sheets of 11" x 8 1/2" [A4 or B5 (B5 is for Asia-Pacific specification copiers only)] size standard paper. Pull the Paper Feeder out towards you as far as it will go, and then load up to 1,500 sheets of paper in each rows.

* The cover on the left side of the Paper Feeder is prepared to remove misfed paper.
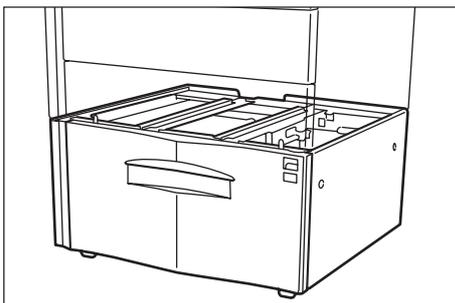
(4) Document Finisher

This unit lets you store a large volume of copies and shifts the position of each copy set for ease of sorting. It can staple finished copy sets and bind them. It is also possible to use the Document Finisher to punch holes in them for filling purposes (optional). For more detailed information, refer to the Operation Guide for the Document Finisher.
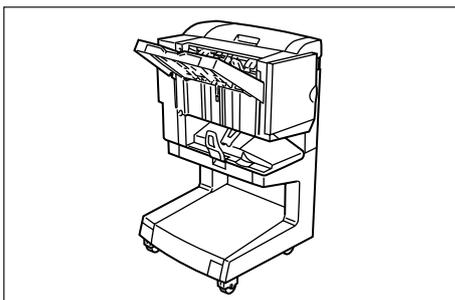
IMPORTANT!

* If copies come out curled or are tacked unevenly, turn the paper in the drawer[cassette] over.
* When copying onto special paper such as OHP film and other transparencies, use Non-sort mode.
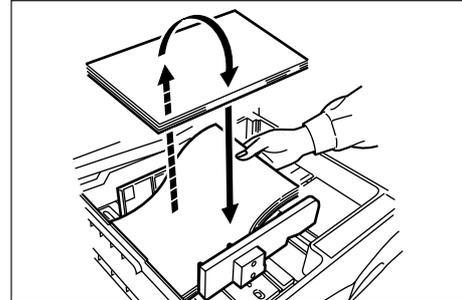
① **Copying in the Sort:ON mode**

This mode automatically sorts copies made from multiple originals into sets identical to the originals.

1 Touch the "Sort/Finish" key.
The "Sort/Finished" screen will appear.
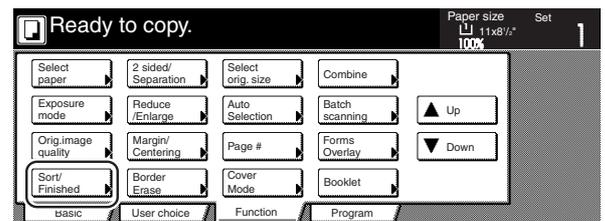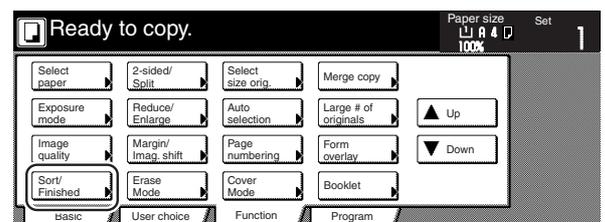
Inch specifications

Metric specifications

2 Touch the "Sort:ON" key. The "One page per file" ["Output each page"] key will be changed to the "1 set" key.

Inch specifications
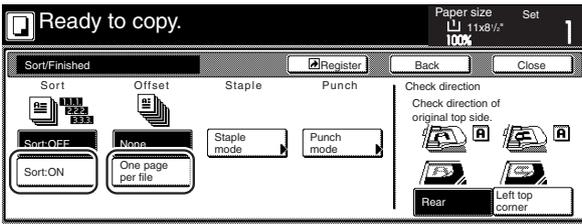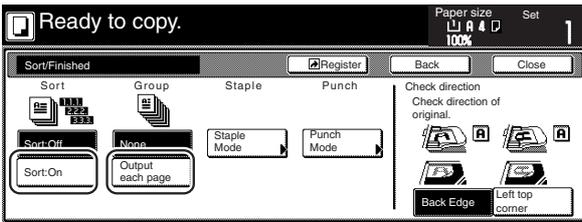
Ready to copy.
Paper size
11x8½"
Set
1

Sort/Finished | Register | Back | Close

Sort Offset Staple Punch Check direction
Check direction of original top side.

Sort:OFF None Staple mode Punch mode
Sort:ON One page per file
Rear Left top corner

Metric specifications

Ready to copy.
Paper size
A4
Set
1

Sort/Finished | Register | Back | Close

Sort Group Staple Punch Check direction
Check direction of original.

Sort:Off None Staple Mode Punch Mode
Sort:On Output each page
Back Edge Left top corner

3 Touch the "1 set" key.

4 Touch the "Close" key. The message display returns to the Function screen.

5 Set the originals to be copied.

6 Press the [Start] key. Scanning of the originals will start. The number of scanned originals will be displayed.

NOTE

Repeat this operation for all originals when using the platen. After all the originals have been scanned, touch the "Scanning finished" key.

---

7 Copying will begin and finished copies will be ejected face down onto the tray with each full set shifted slightly from the previous one.

8 Remove all of the finished copies from the tray.

---

② **Copying in the Sort:OFF mode**

This mode automatically groups copies made from multiple originals, with all the copies produced from an individual original stacked together in one set.

1 Touch the "Sort/Finish" key.
The "Sort/Finished" screen will appear.

Inch specifications

Ready to copy.
Paper size
11x8½"
Set
1

Select paper | 2 sided/Separation | Select orig. size | Combine
Exposure mode | Reduce/Enlarge | Auto Selection | Batch scanning | ▲ Up
Orig.image quality | Margin/Centering | Page # | Forms Overlay | ▼ Down
Sort/Finished | Border Erase | Cover Mode | Booklet
Basic | User choice | Function | Program

Metric specifications

Ready to copy.
Paper size
A4
Set
1

Select paper | 2-sided/Split | Select size orig. | Merge copy
Exposure mode | Reduce/Enlarge | Auto selection | Large # of originals | ▲ Up
Image quality | Margin/Imag. shift | Page numbering | Form overlay | ▼ Down
Sort/Finished | Erase Mode | Cover Mode | Booklet
Basic | User choice | Function | Program

2 Touch the "Sort:OFF" key.

Inch specifications
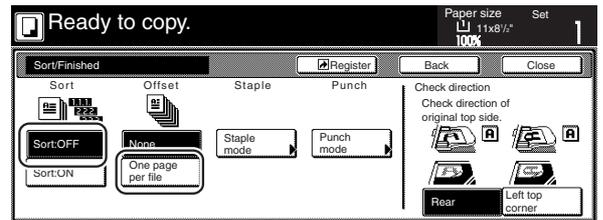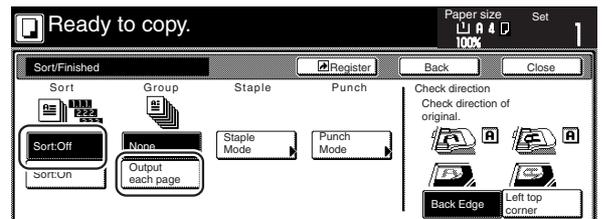
Ready to copy.
Paper size
11x8½"
Set
1

Sort/Finished | Register | Back | Close

Sort Offset Staple Punch Check direction
Check direction of original top side.

Sort:OFF None Staple mode Punch mode
Sort:ON One page per file
Rear Left top corner

Metric specifications

Ready to copy.
Paper size
A4
Set
1

Sort/Finished | Register | Back | Close

Sort Group Staple Punch Check direction
Check direction of original.

Sort:Off None Staple Mode Punch Mode
Sort:On Output each page
Back Edge Left top corner

3 Touch the "One page per file" ["Output each page"] key.

4 Touch the "Close" key. The message display returns to the Function screen.

5 Set the originals to be copied.

6 Press the [Start] key. Scanning of the originals will start. The number of scanned originals will be displayed.

7 Copying will begin and finished copies will be ejected face down onto the tray with each full set shifted slightly from the previous one.

8 Remove all of the finished copies from the tray.

③ **Copying in the Staple mode**

This mode automatically staples each copy set.

1 Touch the "Sort/Finish" key.
The "Sort/Finished" screen will appear.

Inch specifications

Ready to copy.			Paper size 11x8½" 100%	Set 1

Select paper / 2 sided/Separation / Select orig. size / Combine

Exposure mode / Reduce /Enlarge / Auto Selection / Batch scanning / ▲ Up

Orig.image quality / Margin/Centering / Page # / Forms Overlay / ▼ Down

Sort/Finished / Border Erase / Cover Mode / Booklet

Basic / User choice / Function / Program

Metric specifications

Ready to copy.			Paper size A4 100%	Set 1

Select paper / 2-sided/Split / Select size orig. / Merge copy

Exposure mode / Reduce/Enlarge / Auto selection / Large # of originals / ▲ Up

Image quality / Margin/Imag. shift / Page numbering / Form overlay / ▼ Down

Sort/Finished / Erase Mode / Cover Mode / Booklet

Basic / User choice / Function / Program

2 Touch the "Staple mode" key.
The staple mode set-up screen will appear.

Inch specifications

Ready to copy.			Paper size 11x8½" 100%	Set 1

Sort/Finished / Register / Back / Close

Sort / Offset / Staple / Punch / Check direction
Check direction of original top side.

Sort:OFF / None / Staple mode / Punch mode

Sort:ON / One page per file

Rear / Left top corner

Metric specifications

Ready to copy.			Paper size A4 100%	Set 1

Sort/Finished / Register / Back / Close

Sort / Group / Staple / Punch / Check direction
Check direction of original.

Sort:Off / None / Staple Mode / Punch Mode

Sort:On / Output each page

Back Edge / Left top corner

3 Touch the key that corresponds to the desired stapling style.

Inch specifications

Ready to copy.			Paper size 11x8½" 100%	Set 1

Staple mode / Back / Close

Staple / Check direction
Check direction of original top side.

None / Limited number of staple pages. The limit is set in setting mode.

1 staple / When selecting staple function the offset can not be combined.

2 staples

Rear / Left top corner

Metric specifications

Ready to copy.			Paper size A4 100%	Set 1

Staple Mode / Back / Close

Staple / Check direction
Check direction of original.

None / Limited number of pages to be stapled. The limitation depends on setting mode.

1 staple / Cannot combine sort function and staple.

2 staples

Back Edge / Left top corner

* Stapling will be accomplished as shown in the illustration (as viewed from the front of the copies).

4 Set the originals to be copied. Check the direction of the original top side.

5 Press the [Start] key. Scanning of the originals will start. The number of scanned originals will be displayed.

6 Copying will begin and the copies will be automatically stapled and ejected face down onto the tray.

7 Remove all of the finished copies from the tray.

④**Copying in the Hole Punch mode (optional)**

Copies can be automatically hole punched.

1 Touch the "Sort/Finished" key.
The "Sort/Finished" screen will appear.

Inch specifications
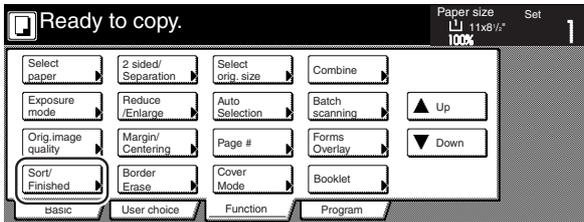
Metric specifications
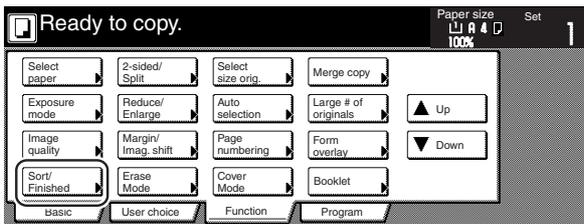
2 Touch the "Punch mode" key.
The hole "Punch" screen will appear.

Inch specifications

Metric specifications

IMPORTANT!

When the optional punch unit is not installed, the "Punch mode" key will not appear.
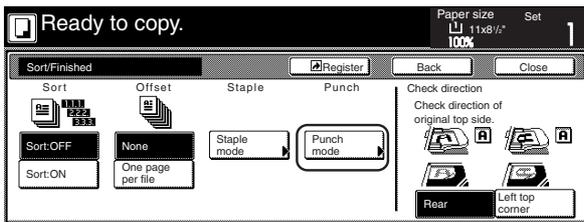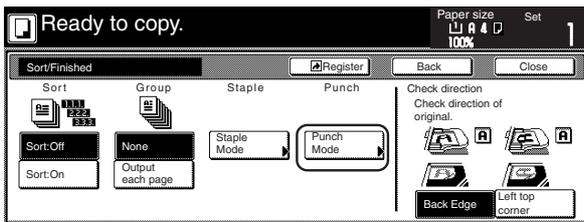
3 Touch the "2 holes" key. The staple position set screen will appear.

Inch specifications
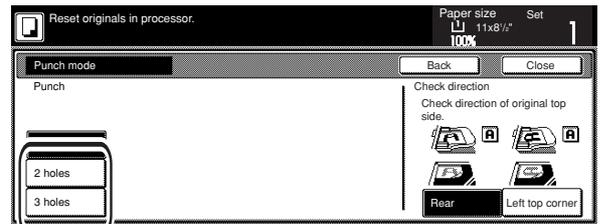
Metric specifications
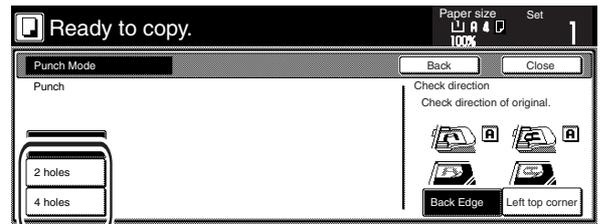
4 Touch the key that corresponds to the desired position of holes.

Inch specifications
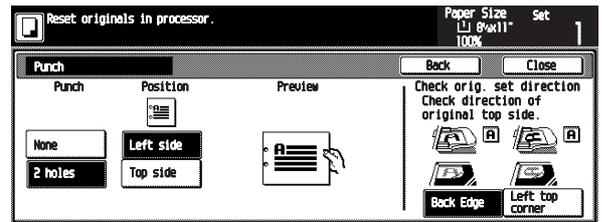
Metric specifications
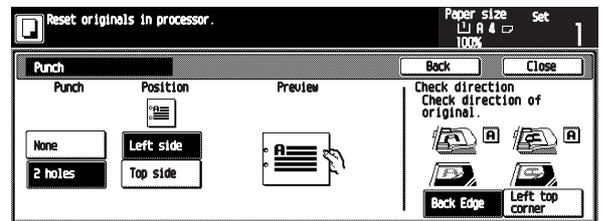
* Hole punching will be accomplished as shown in the illustration (as viewed from the front of the copies).

IMPORTANT!

The position of the holes on each page may differ very slightly due to the fact that holes are punched in one sheet at a time.

5 Set the originals to be copied.

6 Press the [Start] key. Scanning of the originals will start. The number of scanned originals will be displayed.

NOTE

Repeat this operation for all originals when using the platen. After all the originals have been scanned, touch the "Scanning finished" key.

7 Copying will begin and the copies will be automatically punched and ejected face down onto the tray.

8 Remove all of the finished copies from the tray.

(5) Document Finisher

The Document Finisher stores a large quantity copies, and sorts multiple sets by shifting the position that each one is ejected. It is also possible to use the Document Finisher to staple the copy sets or punch holes in them for filling purposes.
For detailed information on the sort mode, refer to the Operation Guide for the Document Finisher. For more information on the corresponding procedures, refer to "(4) Document Finisher" on page 8-5 of this guide.
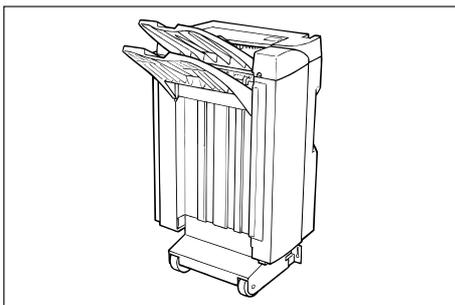
* Stacking mode

If the number of copies to be made in the Non-sort mode is set to a number greater than the acceptable limit (250 sheets), the finished copies will be ejected onto the Sort tray.

(6) Document Finisher

The Document Finisher stores a large quantity copies, and sorts multiple sets (Sort: ON) or groups copies made from multiple originals, with all the copies produced from an individual original grouped together in one set (Sort: OFF). It is also possible to use the Document Finisher to staple sorted copy sets.
For detailed information on the sort mode, refer to the Operation Guide for the Document Finisher. For more information on the corresponding procedures, refer to "(4) Document Finisher" on page 8-5 of this guide.
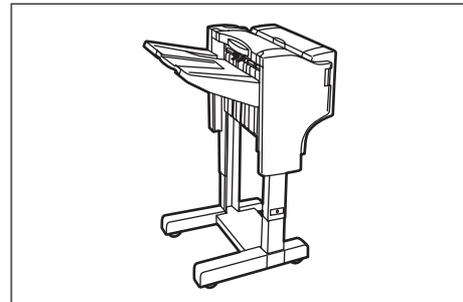
* Stapling will be accomplished as shown in the illustration (at the top and from the front of the copies).
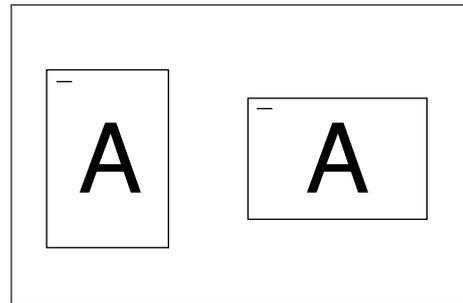
(7) Built-in Finisher

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.
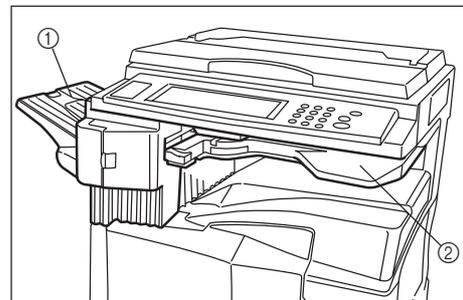
① Sort tray
② Finisher tray

* Sorted copies are ejected to the Sort tray.
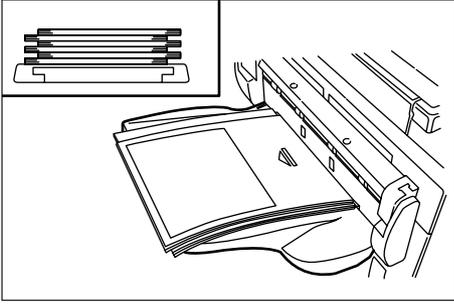
* When setting large size paper such as 8 1/2" x 11", A4R or larger, pull out the support extension.
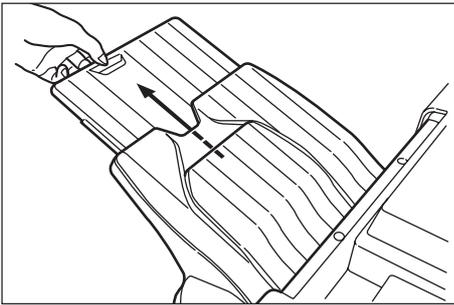
①**Refilling the Stapling Unit**

1 Open the stapler front cover towards you.
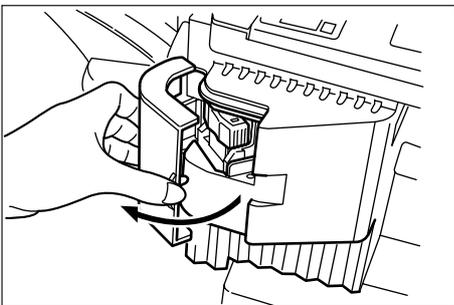
2 Pull out the staple holder.
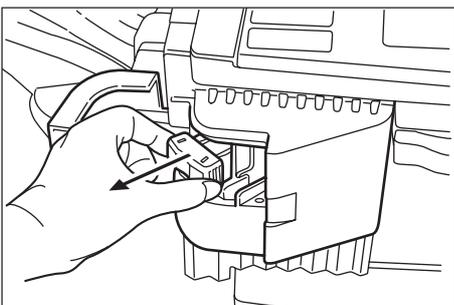
3 Remove the empty staple cartridge from the staple holder.
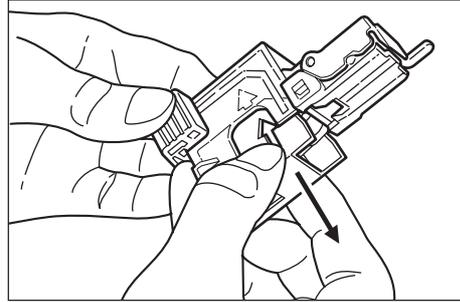
4 Hold the staple holder in one hand and the new staple cartridge in the other and insert the new staple cartridge making sure the direction of insertion is correct.
  * The arrow on the staple cartridge indicates the correct direction of insertion.
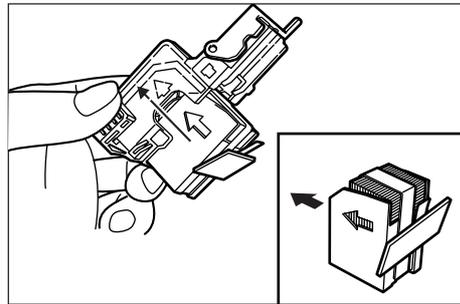
5 Make sure the new staple cartridge is completely inserted all the way into the staple holder and then remove the paper tape covering the staple cartridge.
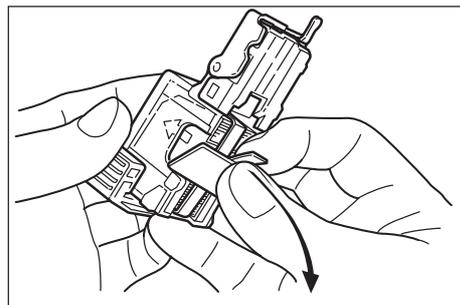
6 Replace the staple holder back in its original position in the Stapling Unit. Once it has been fully inserted, it will click into place.
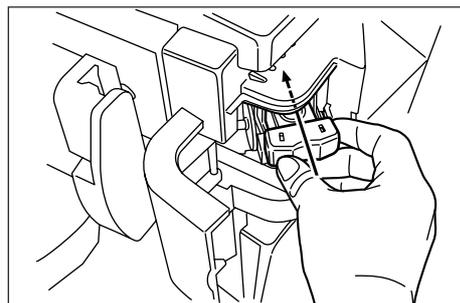
② **Clearing a staple jam**

1 Remove the staple cartridge referring to the "① Refilling the Stapling Unit".
Push up on the tab "A" on the protective faceplate in order to raise the faceplate.

A
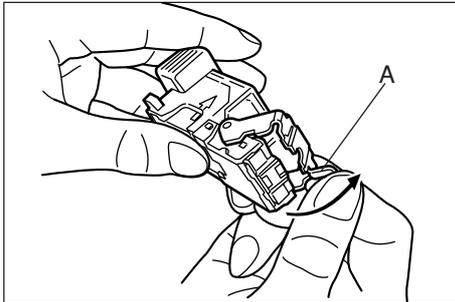
2 Remove the jammed staple from the tip of the staple cartridge (the end where staples are set).
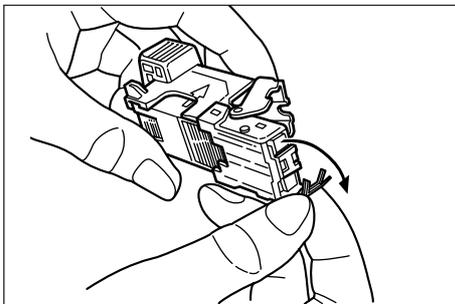
3 Lower the protective faceplate back into its original position.
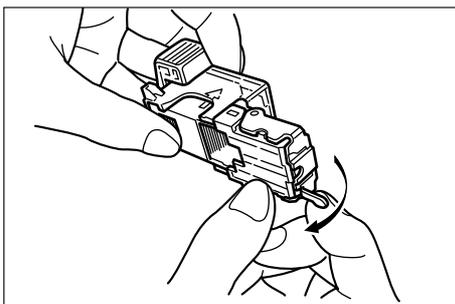
4 Replace the staple holder back in its original position in the Stapling Unit. Once it has been fully inserted, it will click into place.

5 Lift up the Stapling Unit slightly and than lower it into its original position.

6 Close the stapler front cover securely.

(8) Job Separator

When using the optional printer function, the paper eject point can be changed according to the used function, making it easier to sort paper.
Copied paper can be ejected to the Job Separator (upper section). See "Copy eject location" in Machine default setting on page 7-48.
* 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.
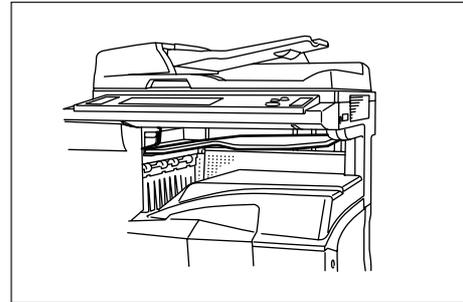
(9) Hard Disk

The Hard Disk is required in order to use the following modes and functions of your copier.
• Job reservation during copying
• Form overlay of registered forms
• Repeat copying
• Document management functions
• Using the output management functions to change the job printing order, cancel and delete print jobs, and verify content
It is also possible to register up to 1000 department ID-codes under document management.
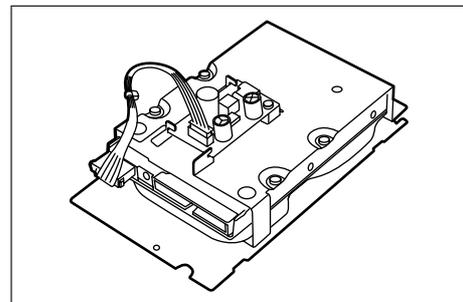
(10) Key Counter

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.
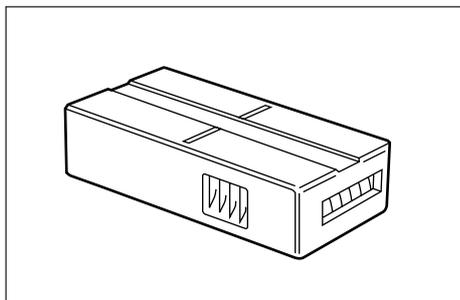
• **Setting the Key Counter**

Insert the Key Counter securely into the Key Counter opening.
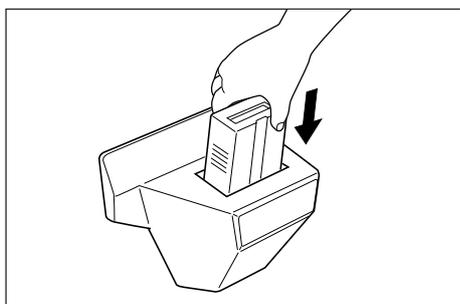
NOTE

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.

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(11) Document Tray

The Document Tray lets you place originals and other documents next to the machine before using them, etc. It also contains space for storing paper clips, etc.
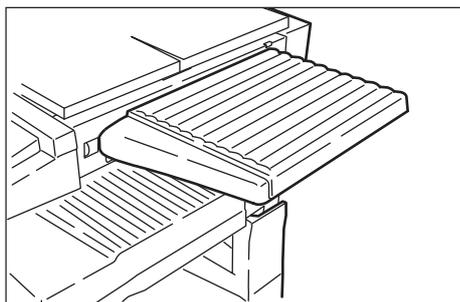
(12) Printer Kit

If the Printer Kit is installed, this copier can be used as a printer. For more detailed information, see the printer's Operation Guide. Since the network board is equipped, this copier can also be used as a network printer, allowing access from multiple computers. The optional printer network kit and hard disk are also available.
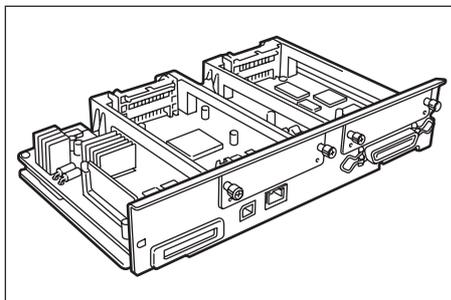
(13) Printer/Scanner Kit

If the Printer/Scanner Kit is installed, this copier can be used as a printer or a network scanner. For more detailed information, see the Operation Guide for the Printer/Scanner Kit. Since the network board is equipped, this copier can also be used as a network printer, allowing access from multiple computers. The optional printer network kit and hard disk are also available.
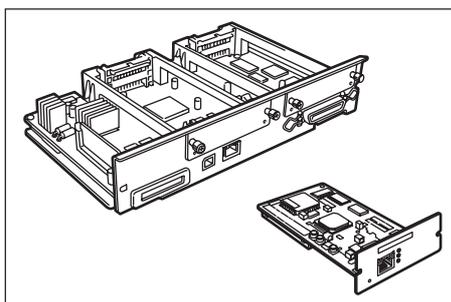
(14) Fax Kit

If the Fax Kit is installed, this copier can be used as a fax. Also if the Fax Kit is used together with the optional Printer/Scanner Kit, this copier can be used as a network fax, allowing transmission and reception by a computer. For details, see the Operation Guide for the fax.

* In some cases, this function may not be used.
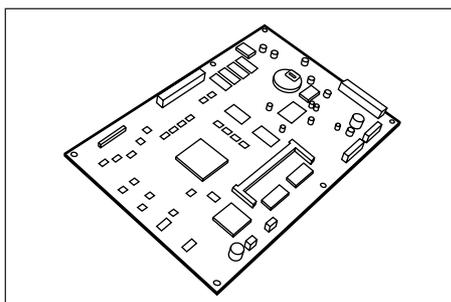
Section 9   TROUBLESHOOTING

1. If one of the following messages is displayed

When any of the following messages appears on the message display, take the indicated action.

Message	Procedure	Reference page
"Close xxx cover x."	The cover indicated is open. Close the cover securely.	——
"Add paper in drawer." ["Add paper in cassette."]	There is no paper in the drawer[cassette] indicated. Load paper.	3-1
"Set drawer. " ["Close paper cassette."]	One of the drawers[cassettes] is not closed properly. Pull it out and push it back in all the way.	——
"Paper drawer is out of order. Select another paper drawer." ["Paper cassette is out of order. Select other paper cassette. "]	The drawer[cassette] currently in use is out of order and cannot be used. Contact your service representative immediately. Continue copying using another drawer[cassette].	——
"Check paper size."	No paper that can be used in the selected mode is loaded. Check the paper.	——
"Reposition original."	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.	——
"Exceeds pre registered copying quantity." ["Copy limit for this ID-code has been reached. No copying possible."]	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.	7-1
"Ready to copy. Add toner."	There is not enough toner in the copier. Replace the toner container immediately as only one copy can be made at a time.	10-3
"Add toner to resume copying."	There is not enough toner in the copier to make copies. Replace the toner container immediately.	10-3
"System error. Main switch off/on."	A system error has occurred. Turn the power switch OFF and then ON.	——
"System error. Disconnect power plug from the socket."	A system error has occurred. Disconnect the power plug from the outlet and connect it again.	——

* If the optional Fax Kit is installed in your copier, when the power cord is unplugged from the outlet, original data or reserved communication information stored in the memory may be lost.

Message	Procedure	Reference page
"Call 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 power switch OFF (O), unplug the power cord from the outlet, and contact your service representative or authorized service center.	——
"Time for maintenance."	Periodic maintenance is necessary to keep your copier in good condition. Contact your service representative or an authorized service center as soon as possible.	——
"Close Document processor cover."	The Document Processor original cover of the optional document processor is open. Close the cover securely.	——
"Memory full."	The copier memory is full. Either print out or clear all scanned data. It is not possible to copy or scan another original until one of these two operations is performed. The copier memory size and the capacity for scanning originals are shown below. Number of originals that can be scanned* Standard memory (64MB): approximately 322 pages When the optional Hard Disk is installed (20GB): approximately 70,000 pages** * When using our standard original (A4 original, 6% text) ** The maximum number of originals that can be scanned at one time is 999 (11" x 8 1/2" [A4]).	——
"Paper misfeed." "Paper misfeed. Careful for Drum."	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 power switch turned ON (	) by following the appropriate procedure. If "Careful for Drum." is displayed, be sure not to touch the drum area that is located inside the machine when removing the jammed paper.	9-4
"Duplex tray inoperable, call service." ["Duplex unit is out of order. Call service."]	The duplex unit is out of order and duplex copying is not possible. Contact your service representative immediately.	——
"Attach Finisher."	Connect the optional Document Finisher securely to the copier.	——
"Finisher is out of order. Detach Finisher."	The optional Document Finisher is out of order and cannot be used for the moment. Contact your service representative or an authorized service center as soon as possible.	——
"Paper capacity exceeded. Remove paper from Finisher."	The maximum number of sheets that can be stored on the optional Document Finisher has been exceeded. Remove the copies from the Document Finisher.	——
"Remove paper form inner tray of Finisher."	Paper has been misfed inside the optional Document Finisher. See the Document Finisher's Operation Guide and remove the paper.	——

Message	Procedure	Reference page
"Out of staples. Add staples." ["Stapler empty. Add staples."]	There are no staples in the optional Document Finisher. See the Document Finisher's Operation Guide and replace the staple cartridge.	――
"Cannot staple this size." ["Cannot staple this paper size."]	Stapling is not possible with small size paper. For details, see the optional Document Finisher's Operation Guide.	――
"Empty waste punch box."	The hole punch chad container in the optional Document Finisher is full. Refer to the Operation Guide for your Document Finisher and dispose of the waste hole punch chads.	――
"Check the waste punch box." ["Check Punch Hole box."]	The hole punch chad container in the optional Document Finisher is not set properly. Refer to the Operation Guide for your Document Finisher and set the hole punch chad container properly.	――
"Replace the waste toner box."	The waste toner box is filled with waste toner. Replace the waste toner box with a new one.	10-3

2.   If one of these indicators lights or flashes

If one of the indicators to the left of the [Copier] key, the [Printer] key, or the [Scanner] key either lights orange or flashes orange, carry out the appropriate procedure indicated below.
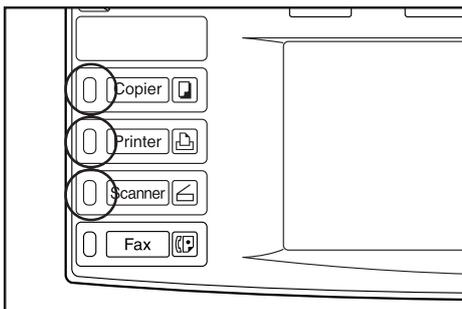
Indication	Procedure	Reference page
Lights orange or flashes orange	Check the appropriate response to the message, and perform the corresponding procedure.	–

3. When paper misfeeds

If a paper misfeed occurs, a message will be displayed in the touch panel about the misfeed and copying will stop. Leave the power switch ON (|) and refer to "(2) Removal procedures" to remove the jammed paper.

Inch specification
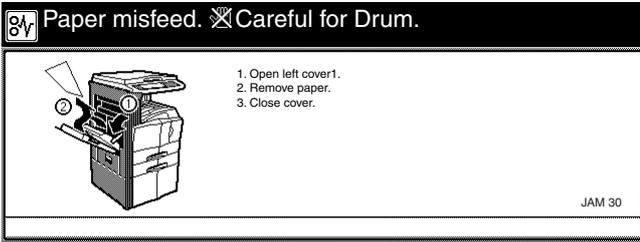
Metric specification
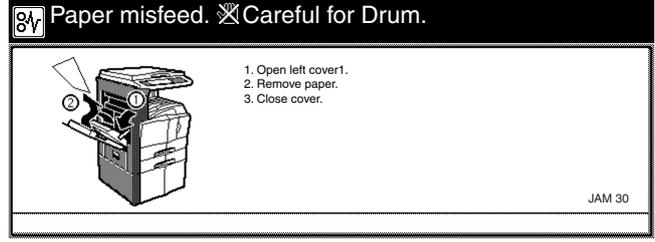
(1) Cautions

⚠ 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) Removal procedures

① **Misfeed in paper feed section**

• **Misfeed in drawer[cassette] (JAM 10 to 13, 15 to 17)**

If the message below appears, a misfeed has occurred in the drawer[cassette] (or optional Paper Feeder). Remove the misfed paper using the procedure given below.

Inch specifications
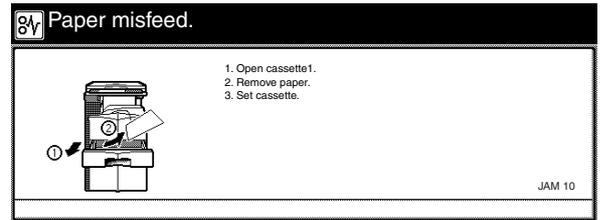
Metric specifications
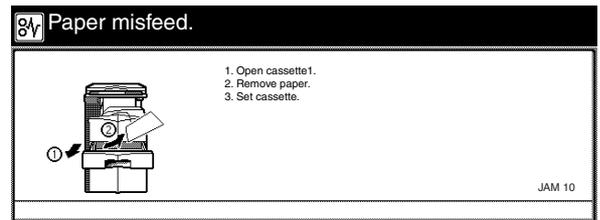
1 Open the drawer[cassette].
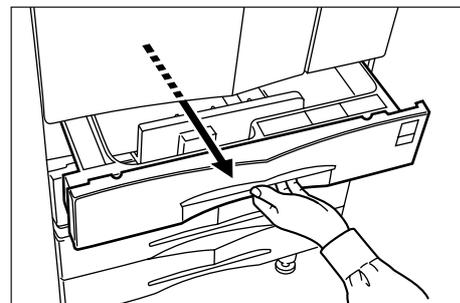
2 Remove the misfed paper while taking care not to tear it.
* If the paper should be torn, remove all the scraps from the inside the copier.
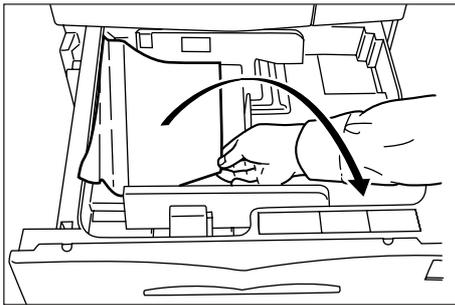
3 Close the drawer[cassette] slowly.

* **Misfeed in left cover 1 (JAM 30, 40 to 44, 46, 47, 50 to 53, 60, 61)**

If the message below appears, a misfeed has occurred in the left cover 1. Remove the misfed paper using the procedure given below.

Inch specifications

Metric specifications

> **NOTE**
>
> The drum area inside the copier is extremely sensitive to dirt and damage. When removing the jammed paper, be sure not to touch the drum area that is located inside the machine with your hands, or with jewelry such as watches and rings, etc.

1 Pull up the left cover 1 handle to open the left cover 1.

2 Remove the misfed paper.

3 Raise the duplex unit to remove the misfed paper.

4 Remove the misfed paper in the output section.

> ⚠ **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 1.

• **Misfeed in left cover 1 (JAM 05)**

If the message below appears, a misfeed has occurred in the left cover 1. Remove the misfed paper using the procedure given below.

Inch specifications

Metric specifications

NOTE

The drum area inside the copier is extremely sensitive to dirt and damage. When removing the jammed paper, be sure not to touch the drum area that is located inside the machine with your hands, or with jewelry such as watches and rings, etc.

1 Pull up the left cover 1 handle to open the left cover 1.

2 Remove the misfed paper.

3 Raise the duplex unit to remove the misfed paper.

4 Remove the misfed paper in the output section.

⚠ 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 1.

6 Press the [Start] key after the "Press Start Key. Re-starting." message appears.
If the message below appears, proceed to the next step.

Inch specifications
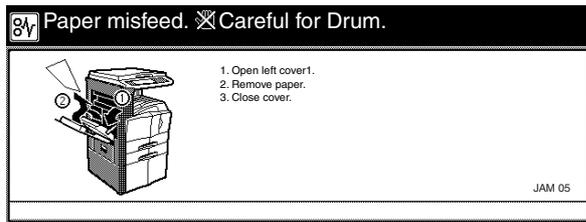
Metric specifications
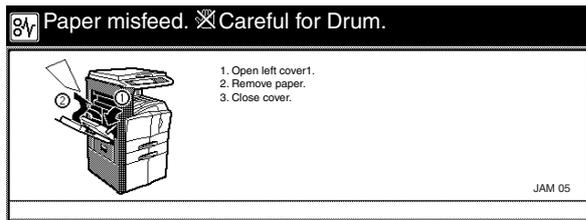
7 Repeat the steps 1 to 5.

8 The message below appears. Perform the appropriate action by following the message.

Inch specifications
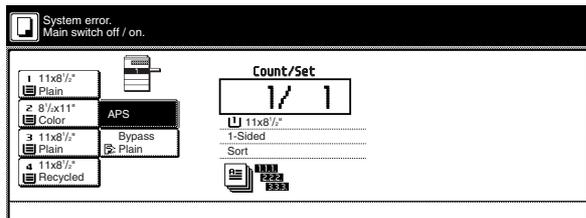
Metric specifications
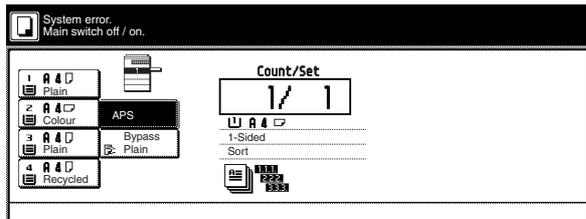
9 When the optional Fax Kit is installed, the message below appears. Perform the appropriate action by following the message.

Inch specifications
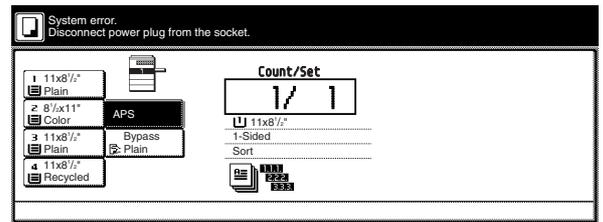
Metric specifications
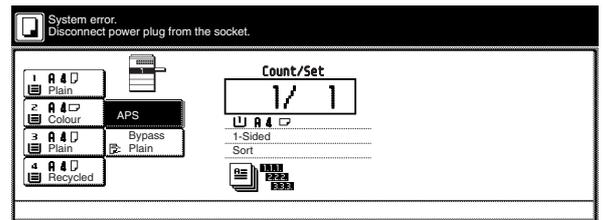
• **Misfeed in left cover 2 (JAM 18, 22)**

If the message below appears, a misfeed has occurred in the left cover 1. Remove the misfed paper using the procedure given below.

Inch specifications
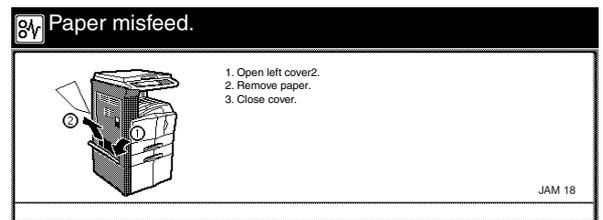
Metric specifications
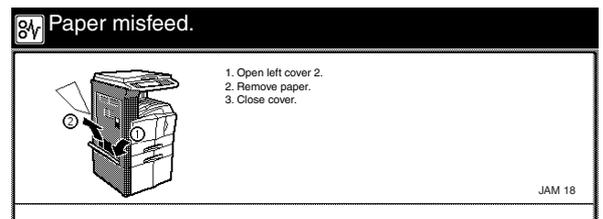
1 Open the left cover 2.
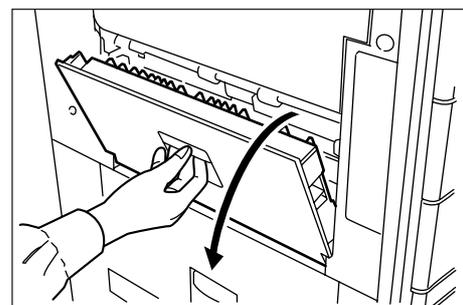
2 Remove the misfed paper.
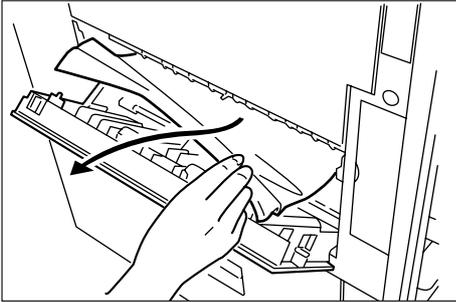
3 Close the left cover 2.

• **Misfeed in multi-bypass tray (JAM14, 20, 21, 23)**

If the message below appears, a misfeed has occurred in the multi-bypass tray.
Remove the misfed paper using the procedure given below.

Inch specifications
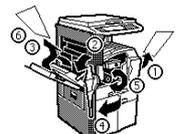
Paper misfeed.

1. Remove paper in bypass.
2. Open left cover1.
3. Remove paper.
4. Open front cover if you can not remove paper.
5. Turn right the green knob.
6. Remove paper.
7. Close the cover.

Metric specifications

Paper misfeed.

1. Remove paper in bypass.
2. Open left cover 1.
3. Remove paper.
4. Open front cover if you can not remove paper.
5. Turn green knob clockwise.
6. Remove paper.
7. Close cover.

1 Remove all the paper remaining in the multi-bypass tray.
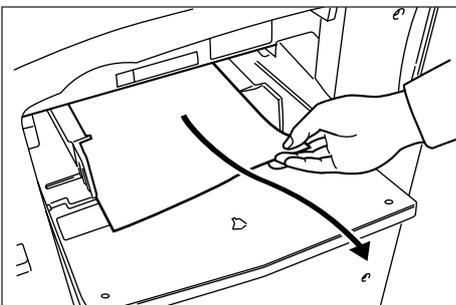
2 Pull up the lever to remove the misfed paper.
If the misfed paper cannot be removed, go to the next step.
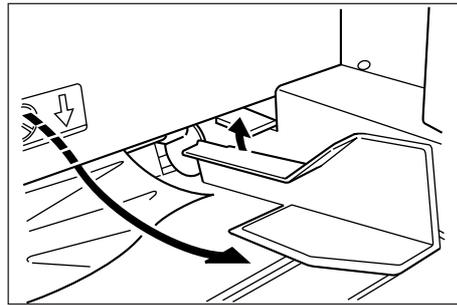
3 Pull up the left cover 1 handle to open the left cover 1.
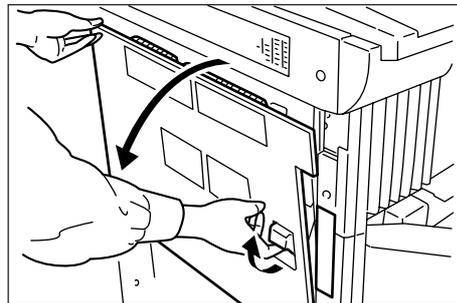
4 Remove the misfed paper.
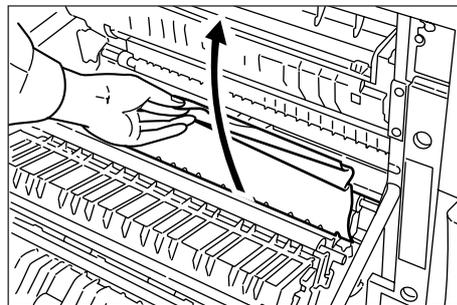
5 Raise the duplex unit to remove the misfed paper.
If the misfed paper cannot be removed, go to the next step.
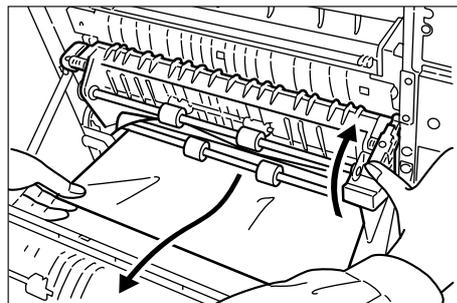
6 Open the front cover.

7 Turn the knob clockwise to release the misfed paper from the internal tray section.

8 Remove the misfed paper.
If the misfed paper cannot be removed, go to the next step.

9 Pull out the internal tray.

10 Open the internal tray cover to remove the misfed paper.

11 If the paper has been torn, remove the internal tray.

12 Remove the misfed paper.
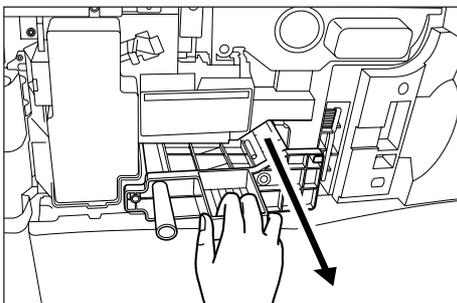
13 Replace the internal tray in its original position.
Close the front cover.

② **Misfeed in Document Processor (optional) (JAM 70 to 76)**

If the message below appears, a misfeed has occurred in the Document Processor. Remove the misfed original using the procedure given below.

Inch specifications

Paper misfeed.

1. Open the document processor.
2. Raise the reverse unit up.
3. Turn the left dial.
4. Remove original(s).
5. Close Document processor.

JAM 73

Metric specifications

Paper misfeed.

1. Open document processor.
2. Raise reverse unit up.
3. Turn dial left.
4. Remove original (s).
5. Close Document processor.

JAM 73
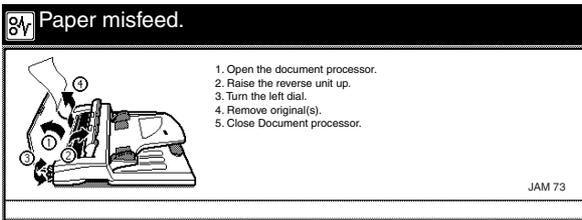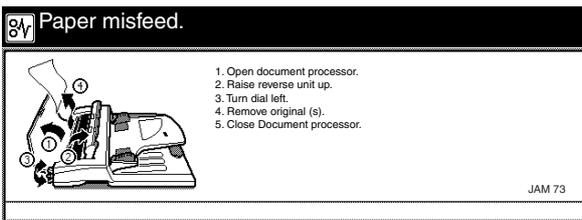
1 If the original is on the original table, remove it.
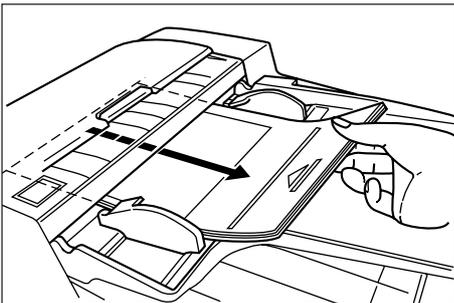
2 Open the Document Processor original cover.
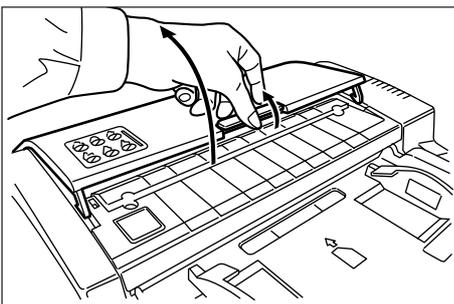
3 If the misfed original is found, remove it.
* If paper is torn during removal, be sure to remove all loose scraps from inside the copier, or they could cause misfeed later.
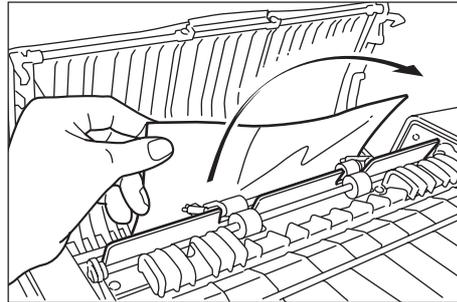
4 Raise the reversing unit.

5 If the misfed original is found, remove it.
* If paper is torn during removal, be sure to remove all loose scraps from inside the copier, or they could cause misfeed later.
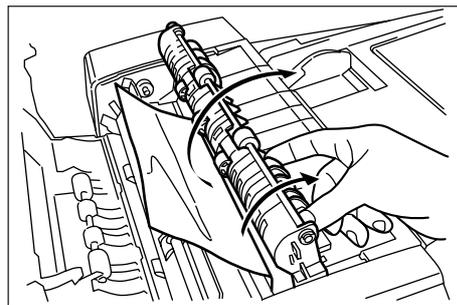
6 Turn the left knob to eject and remove the misfed original.
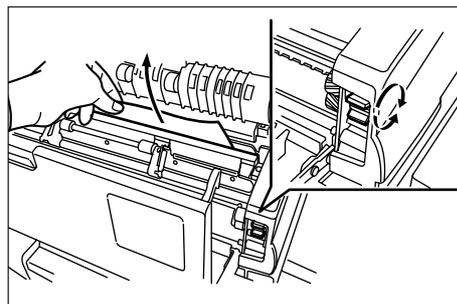
7 Close the Document Processor original cover.

③ **Misfeed in Built-in Finisher (optional) (JAM 80 to 84)**

If the message below appears, a misfeed has occurred in the Built-in Finisher. Remove the misfed paper using the procedure below.

Inch specifications

Metric specifications

NOTE

The drum area inside the copier is extremely sensitive to dirt and damage. When removing the jammed paper, be sure not to touch the drum area that is located inside the machine with your hands, or with jewelry such as watches and rings, etc.

---

1 Remove the misfed paper in the Built-in Finisher output section.

2 Lower the Built-in Finisher tray.
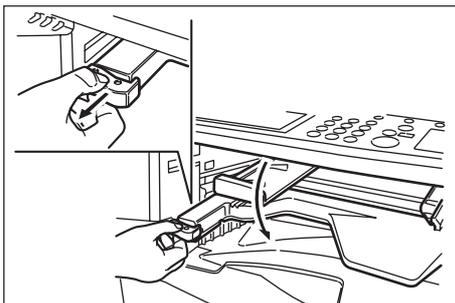
3 Remove the misfed paper.
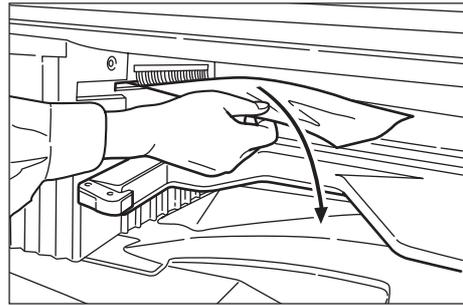
4 Raise the Built-in Finisher tray back into its original position.
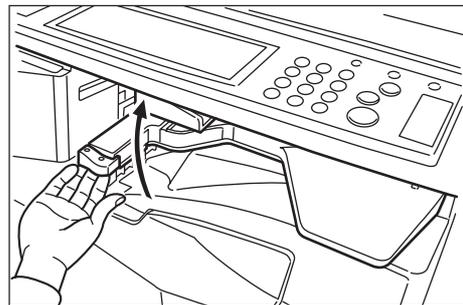
5 Remove the tray.
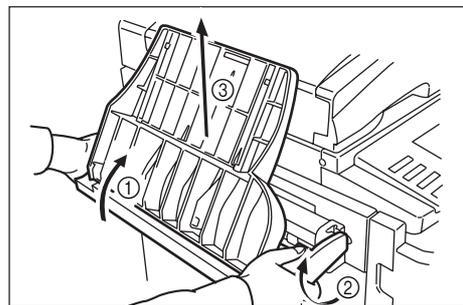
6 Pull up the left cover 1 handle to open the left cover 1.
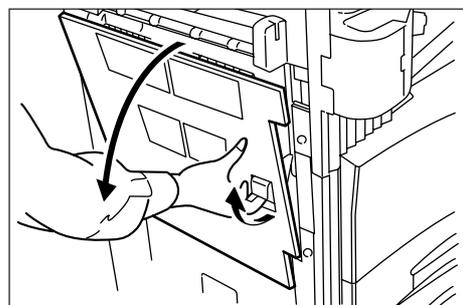
7 Remove the misfed paper.
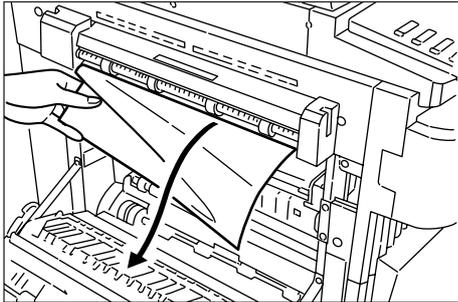
8 Install the tray.
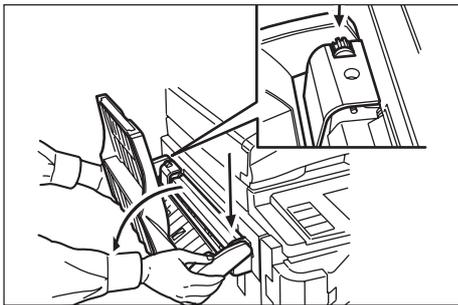
9 Close the left cover 1.

④**Misfed in Document Finisher (optional) (JAM 80 to 89)**

If a misfeed has occurred in the Document Finisher, remove the misfed paper referring to the Operation Guide for the Document Finisher.

4.   If other trouble occurs

If trouble occurs with your copier, carry out the applicable checkpoints and procedures indicated on the following pages.
If the trouble persists, contact your service representative or authorized service center.

Trouble	Checkpoint	Procedure	Reference page
Nothing lights on the operation panel when the power switch is turned ON.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	——
No copies come out when the [Start] key is pressed.	Is there any message appearing on the message display?	Perform the corrective action corresponding to the message.	9-1
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 Document Processor, place them face-up.	8-2
Copies come out too light.	Is the copier in the auto exposure mode?	To change the overall exposure, perform the auto exposure adjustment.	7-72
	Is the copier in the manual exposure mode?	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.	7-74 7-75 7-76
	Is the add toner message displayed?	Replace the toner container.	10-3
	Is paper wet?	Replace the paper with new paper.	3-1

Trouble	Checkpoint	Procedure	Reference page
Copies come out too dark.	Is the copier in the auto exposure mode?	To change the overall exposure, perform the auto exposure adjustment.	7-72
	Is the copier in the manual exposure mode?	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.	7-74 7-75 7-76
Copies are dirty.	Is the platen or the original cover dirty?	Clean the platen and/or the original cover.	10-1
		Open the front cover and pull and push back in the cleaning shaft.	10-5
	Is the transfer roller contaminated?	Clean the transfer roller with the cleaning brush.	10-2
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 Document Processor, adjust the original insertion guides to the size of the originals correctly.	8-2
Misfeed occurs frequently.	Is the paper set correctly in the drawer[cassette]?	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.	9-4
Copies are wrinkled.	Is the separation in the paper feed section dirty?	Clean the separator.	10-1
Black or white lines appear on the copy.	Is the electrostatic section dirty?	Open the front cover and pull and push back in the cleaning shaft.	10-5

Section 10 MAINTENANCE AND OPERATION INFORMATION

1. Cleaning the copier

⚠ CAUTION

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

● **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.
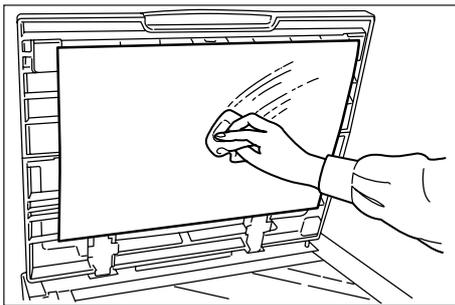
● **Cleaning the platen**

Lift open the original cover. Wipe the platen with a soft cloth dampened with alcohol or a mild detergent.
* Never use thinner or other organic solvents for this purpose.
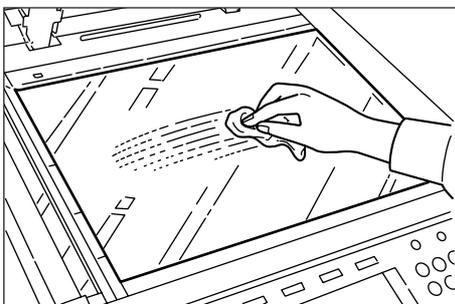
* If soiling, such as black lines appear on the copy while using the optional Document Processor, the slit glass ⓐ is soiled. Wipe the slit glass with a soft dry cloth.
* Never use water, thinner, organic solvents or alcohol.
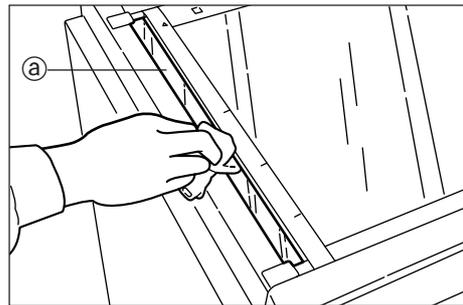
● **Cleaning the separator**

NOTE

To keep the best copying quality, perform cleaning periodically (approximately once a month) using the following procedure.

1 Open the front cover.

2 Remove the cleaning brush.
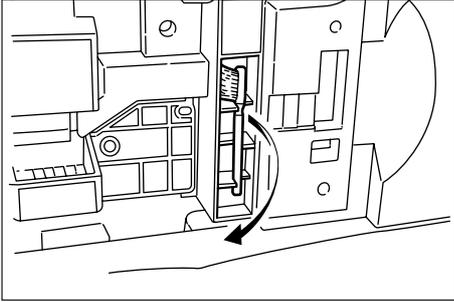
3 Pull up the left cover 1 handle to open the left cover 1.
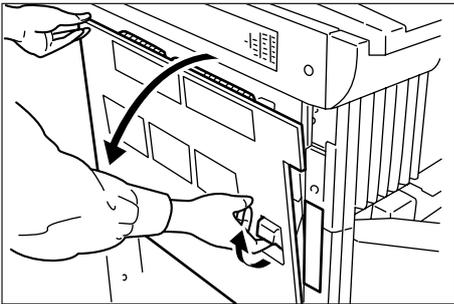
4 Clean the separator by moving the cleaning brush from left to right several times along with the separator.
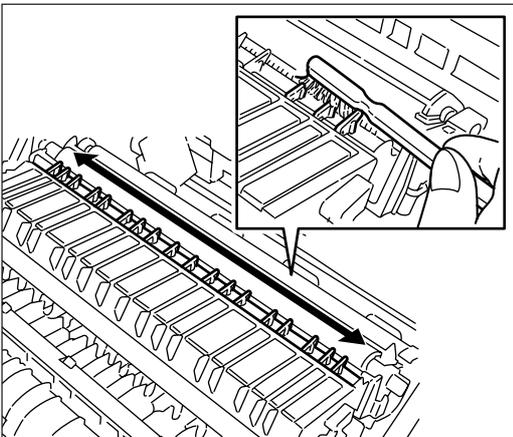

**5** Close the left cover 1.

● **Cleaning the transfer roller**

1 Open the front cover.

2 Remove the cleaning brush.
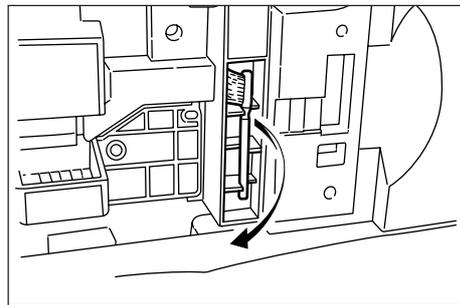
3 Pull up the left cover 1 handle to open the left cover 1.
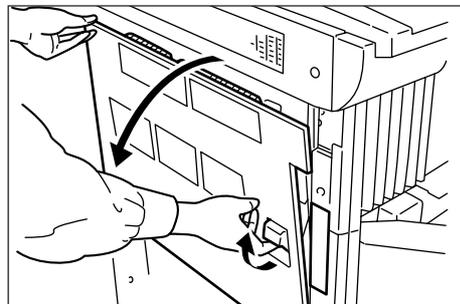
4 While rotating the gear as shown, clean the transfer roller by moving the cleaning brush from left to right along with the transfer roller.
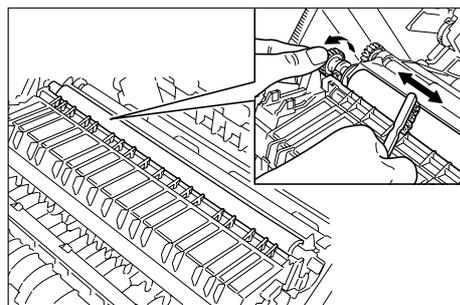
5 Close the left cover 1.

2. Replacing the toner container and waste toner box

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 that you replace the toner container immediately. After replacing the toner container, be sure to also replace the waste toner box.

Also be sure to clean the related parts when you replace a toner container. Dirty parts can cause lower performance by your copier.

IMPORTANT!

• Replenish toner only when the message is displayed.
• When replacing a toner container, do not leave any items such as floppy disks, etc., nearby.

Inch specifications

Metric specifications

⚠ CAUTION

DO NOT attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

⚠ CAUTION

DO NOT attempt to force open or destroy the toner container or the waste toner box.

1 Open the front cover.

2 Push up the toner container release lever and slowly pull the old toner container out until the handle can be seen.
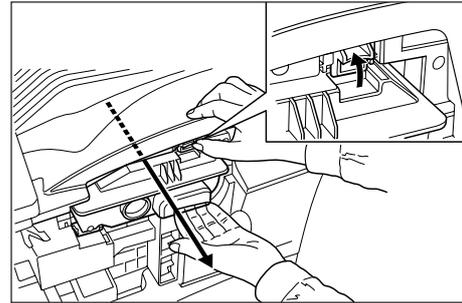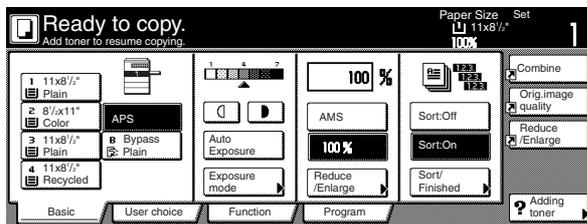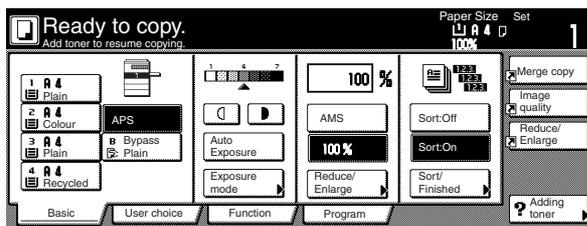

⚠ WARNING

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

Do not pull the toner container all the way as it can fall off.

3 Grasp the handle on the toner container, push the left cover 1 handle up again and gently lift the toner container.


10-3
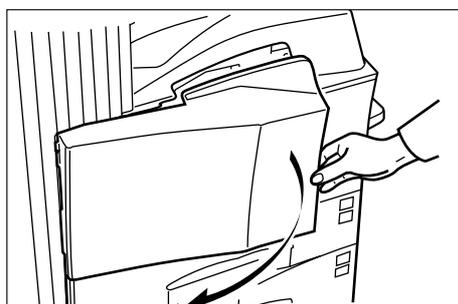
**4**   Take out the new toner container from the bag, and then tap it on the top 5 to 6 times.
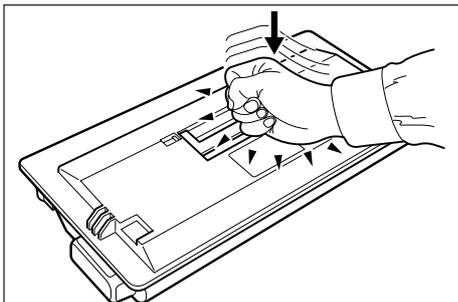
5   Thoroughly shake the toner container (in the direction of the arrow) ten times or more to loosen and mix the toner inside.
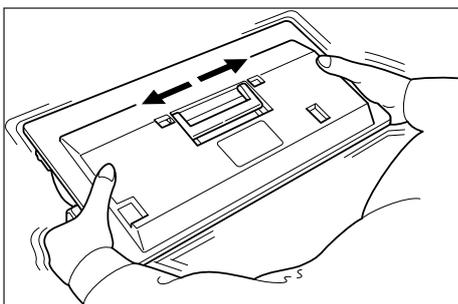

6   Grasp the handle on the toner container and insert the toner container along the rail of the copier.
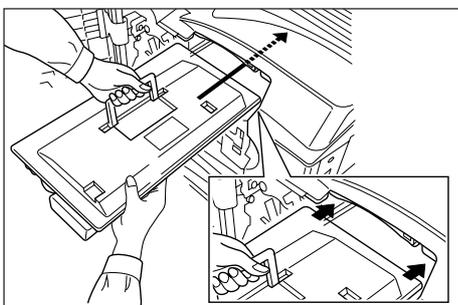
7   Hold the toner container by hands and fully insert it into the copier.
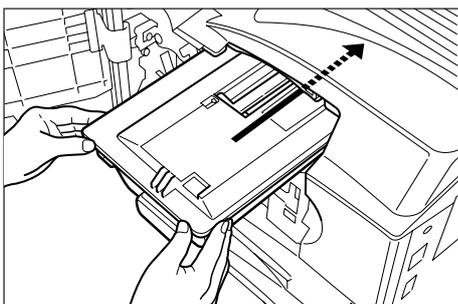
8   Remove the waste toner box.
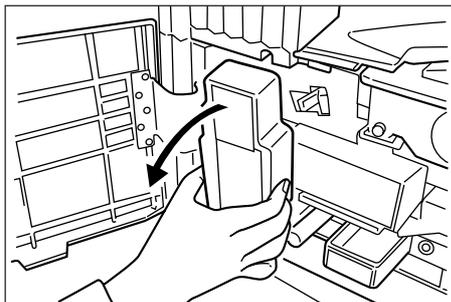
9   Close the opening of the waste toner box with its seal.
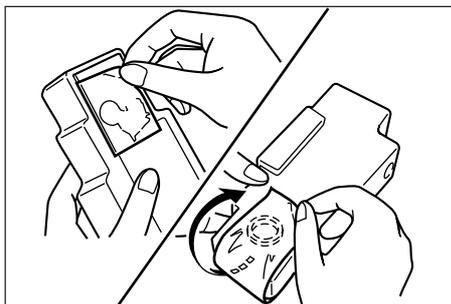
⚠ **CAUTION**

DO NOT attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

⚠ **CAUTION**

DO NOT attempt to force open or destroy the toner container or the waste toner box.

<Cleaning the related parts>

10   Remove the cap from the grid cleaner.
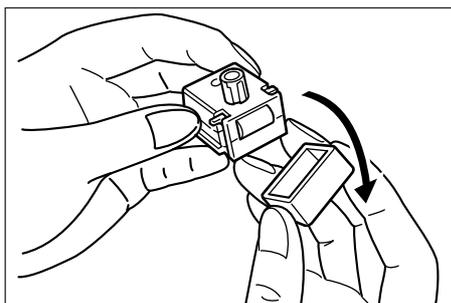
**11** Attach the grid cleaner to the machine body aligning with the notches.
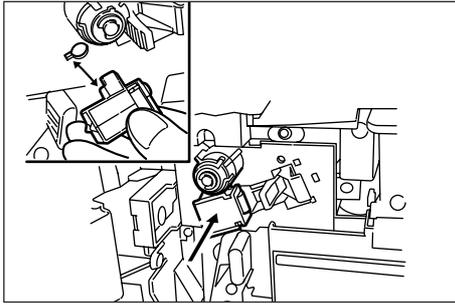
12 Gently pull the electrostatic section as far as it will go, push and pull it several times, and then push it back in.
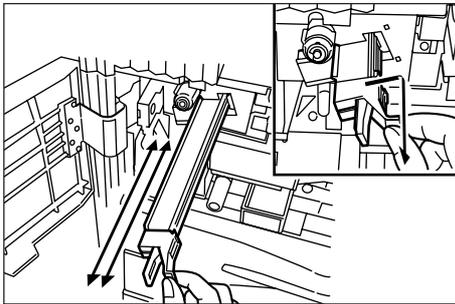
13 Remove the grid cleaner and replace the cap.

14 Fit the new waste toner box into the copier.
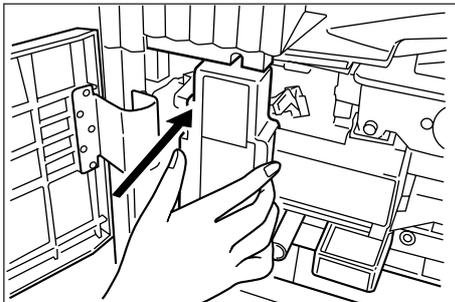
15 Gently pull the cleaning shaft as far as it will go, push and pull it several times, and then push it back in.
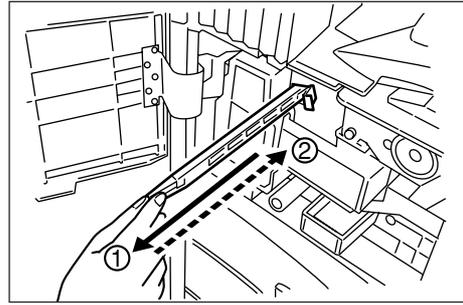
IMPORTANT!

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

16 Remove the cleaning brush.
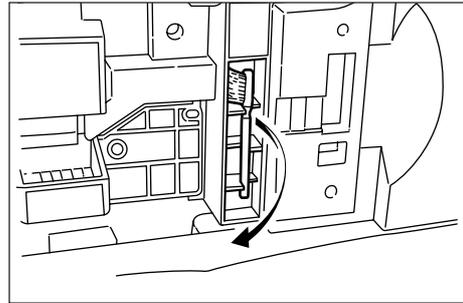
17 Pull up the left cover 1 handle to open the left cover 1.
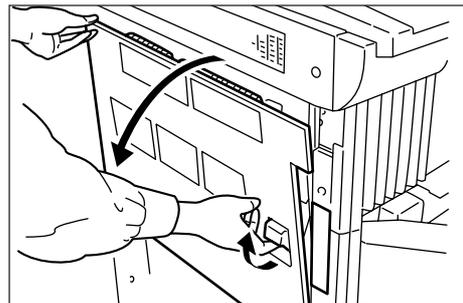
18 Clean the separator by moving the cleaning brush from left to right several times along with the separator.
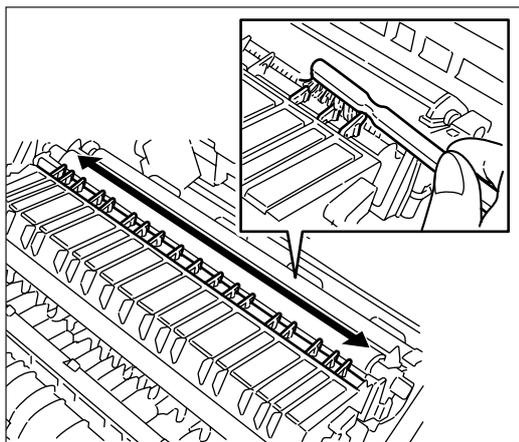
19 Close the front cover and left cover 1.

NOTE

To keep the best copying quality, perform cleaning of steps 15 and 18 described above periodically (approximately once a month) in addition to the time of toner container replacement.

● After use, ALWAYS dispose of the toner container and the waste toner box in accordance with Federal, State and Local rules and regulations.

3.   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"/A3)
Copy sizes	Drawers[Cassettes]: 11" x 17" / A3, 8 1/2" x 14" / B4 (257 mm x 364 mm), 11" x 8 1/2" / A4, 8 1/2" x 11" / A4R, 5 1/2" x 8 1/2" / A5R, 8 1/2" x 13" and Folio, B5, and B5R (Asia Pacific specification copiers)

Copy sizes (continued):
Multi-bypass tray: 11" x 17" / A3, 8 1/2" x 14" / B4 (257 mm x 364 mm), 11" x 8 1/2" / A4, 8 1/2" x 11" / A4R, 5 1/2" x 8 1/2" / A5R, A6R, 8 1/2" x 13" and Folio, B5, and B5R (Asia Pacific specification copiers)
For 2-sided copying: 11" x 17" / A3 – 5 1/2" x 8 1/2" / A5R
Print margin loss: 0.5 mm – 5.5 mm

Copying speed
30 cpm copiers: Same-size copying/memory copying;
11" x 17"/A3: 20 copies/min., 8 1/2" x 14"/B4: 20 copies/min., 11" x 8 1/2"/A4: 30 copies/min., 8 1/2" x 11"/A4R: 22 copies/min., B5: 30 copies/min., B5R: 18 copies/min.
40 cpm copiers: Same-size copying/memory copying;
11" x 17"/A3: 23 copies/min., 8 1/2" x 14"/B4: 23 copies/min., 11" x 8 1/2"/A4: 40 copies/min., 8 1/2" x 11"/A4R: 27 copies/min., B5: 40 copies/min., B5R: 27 copies/min.
50 cpm copiers: Same-size copying/memory copying;
11" x 17"/A3: 26 copies/min., 8 1/2" x 14"/B4: 26 copies/min., 11" x 8 1/2"/A4: 50 copies/min., 8 1/2" x 11"/A4R: 31 copies/min., B5: 50 copies/min., B5R: 24 copies/min.

Warm-up time: Within 25 seconds (at room temperature of 73.4°F (23°C), humidity 50%RH)
From Low power mode: Within 10 seconds

First copy time: 30 cpm copiers: From 3.9 seconds (11" x 8 1/2"/A4)
40 cpm copiers, 50 cpm copiers: From 3.5 seconds (11" x 8 1/2"/A4)

Zoom ratio: Any ratio between 25 and 400% (in increments of 1%). Alternatively, standard ratios.

Standard amount of memory: 64 MB

Resolution: Reading: 600 x 600 dpi
Writing: 600 x 600 dpi

Paper feed system: Automatic feeding from drawers[cassettes] (2 drawers[cassettes], capacity 500 sheets each [80 g/m²/standard paper specified by our company]), automatic feeding from multi-bypass (capacity 200 sheets [80g/m²])

Copy paper: <Paper weights>
Drawers[Cassettes]: 60 g/m² – 105 g/m²
Duplex Unit: 64 g/m² – 80 g/m²
Multi-bypass tray: 45 g/m² – 200 g/m²; 110 lbs.
<Paper types>
Drawers[Cassettes]: Standard copy paper and color paper
Duplex Unit: Standard copy paper and color paper
Multi-bypass tray: Standard copy paper, letterhead, color paper, tracing paper, OHP transparencies, envelopes, etc.

Continuous copying: 1 – 999 sheets
Light source: Rare gas lamp
Developing system: Dry process
Fixing system: Heat roller
Cleaning system: Blade and cleaning roller
Photoconductor: a-Si

Standard functions and modes: Auto paper selection mode, Image quality selection, Auto magnification selection mode, Zoom mode, Preset zoom mode, XY zoom mode, 2-sided copy modes, Page separation/Split copy modes, Margin mode, Centering/Image shift mode, Memo mode, Border erase modes, Combine/Merge Copy modes, Print page numbers mode, Form overlay mode, Booklet/Stitching mode, Book to Booklet mode, Sort/Finished mode, Auto rotation function, Cover mode, Transparency + backing sheet mode, Invert mode, Mirror image mode, Proof mode, Repeat copy mode*, Batch scanning mode, Eco print mode, Program function, Job build mode, Form registration*, Shared data box*, Synergy print boxes*, Copy management mode, Language selection function
* Requires the optional Hard Disk

Power source	Inch specifications: 120 V AC, 60 Hz, 12 A Max.
	Metric specifications: 220-240 V AC, 50 or 60 Hz, 6.5 A Max.
Dimensions	23"(W) x 25 2/5"(D) x 29 1/3"(H)
	585 mm (W) x 646 mm (D) x 745 mm (H)
Weight	Approx. 165 lbs.
	Approx. 82 kg
Noise emission	≦ 70dB (A)
Required space	23"(W) x 25 2/5"(D)
	585 mm (W) x 646 mm (D)
Optional equipment	Document Processor, Paper Feeder, Document Finisher, Bult-in Finisher, Job Separator,
	Key Counter, Document Tray, Printer Kit, Printer/Scanner Kit, Fax Kit

(Specifications are subject to change without notice.)

4.   Environmental Specifications

• Recovery time from the Low Power mode .... 10 seconds
• Transition time to the Low Power mode
  (at time of purchase) .... 15 minutes
• Transition time to the Off and Sleep modes
  (at time of purchase) .... 60 minutes

● **Duplex (2-sided) copying**

• Comes as standard equipment

● **Paper feed**

• Recycled paper made from 100% recycled pulp may be used with this product.
* Contact your sales or service representative for information on recommended paper types, etc.

5.   Installing the optional equipment

This section shows where to install the optional units for this copier. For more details, refer to the Operation Guide for the corresponding optional unit.

● **Available optional units**
The following optional units can be installed on your copier.

Document Processor

Original Cover

Key Counter

Document Tray

Printer/Scanner Kit

Printer Kit

Hard Disk

Fax Kit

Document Finisher

Paper Feeder

Document Finisher

Document Finisher

Paper Feeder

Built-in Finisher

Job Separator
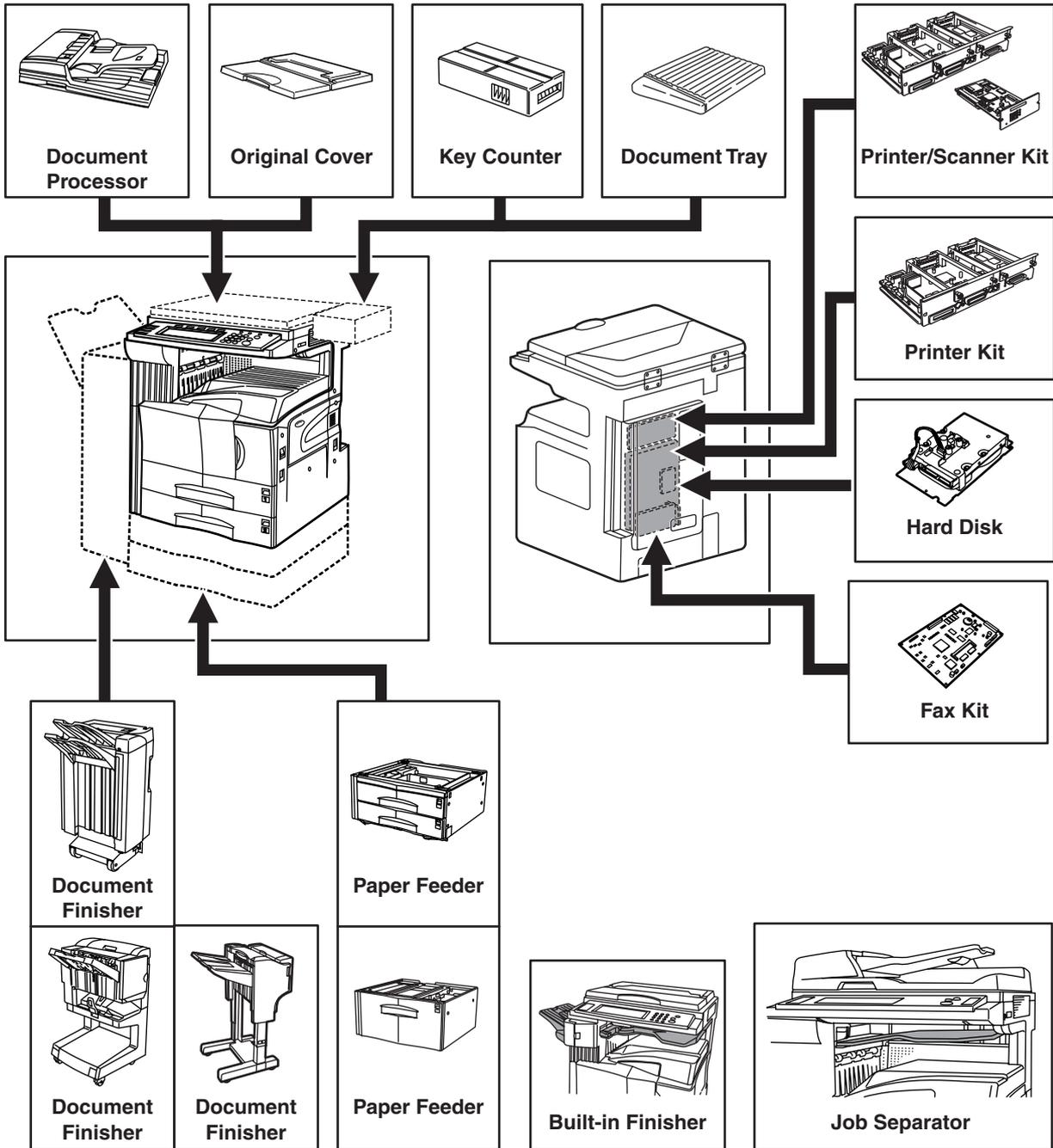
Document Processor

The Duplex Document Processor automatically feeds one-sided originals one by one for scanning. It also reverses two-sided originals automatically for duplex copying and page separation copying.

Paper Feeder

Two Paper Feeders of the same type as drawer[cassette] in the main body can be added.
Capacity and the paper loading method is the same as those for the standard drawer[cassette] in the main unit.

Paper Feeder

The Paper Feeder holds up to 3,000 sheets of 11" x 8 1/2" [A4 or B5 (B5 is for Asia-Pacific specification copiers only)] size standard paper.
Pull the Paper Feeder out towards you as far as it will go, and then load up to 1,500 sheets of paper in each rows.

Document Finisher

This unit lets you store a large volume of copies and shifts the position of each copy set for ease of sorting. It can staple finished copy sets and bind them. It is also possible to use the Document Finisher to punch holes in them for filling purposes (optional).

Document Finisher

The Document Finisher stores a large quantity copies, and sorts multiple sets by shifting the position that each one is ejected. It is also possible to use the Document Finisher to staple the copy sets or punch holes in them for filling purposes.

Document Finisher

The Document Finisher stores a large quantity copies, and sorts multiple sets (Sort: ON) or groups copies made from multiple originals, with all the copies produced from an individual original grouped together in one set (Sort: OFF). It is also possible to use the Document Finisher to staple sorted copy sets.

Built-in 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.

Job Separator

When using the optional printer function, the paper eject point can be changed according to the used function, making it easier to sort paper. Copied -paper can be ejected to the Job Separator (upper section). See "Copy eject location" in Machine default setting on page 7-48.

Hard Disk

The Hard Disk is required in order to use the following modes and functions of your copier.
• Job reservation
• Form overlay of registered forms
• Repeat copying
• Document management functions
• Using the output management functions to change the job printing order, cancel and delete print jobs, and verify content
It is also possible to register up to 1000 department ID-codes under document management.

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.

Document Tray

The Document Tray lets you place originals and other documents next to the machine before using them, etc. It also contains space for storing paper clips, etc.

Printer Kit

If the Printer Kit is installed, this copier can be used as a printer.
Since the network board is equipped, this copier can also be used as a network printer, allowing access from multiple computers.

Printer/Scanner Kit

If the Printer/Scanner Kit is installed, this copier can be used as a printer or a network scanner.
Since the network board is equipped, this copier can also be used as a network printer, allowing access from multiple computers.

Fax Kit

If the Fax Kit is installed, this copier can be used as a fax. Also if the Fax Kit is used together with the optional Printer/Scanner Kit, this copier can be used as a network fax, allowing transmission and reception by a computer.

Appendix: Functions and settings combination chart

This copier contains many different functions and settings, and many of them can be used in combination for more efficient copying.
Refer to the following chart for details on combining specific functions and settings.

○ :Combination is possible
---: Combination is NOT possible

01: Auto exposure adjustment is not available for the photo mode. The text&photo mode, the text mode, or manual exposure adjustment will be selected.
02: Only the auto magnification selection mode is available. That mode will be selected.
03: Only same size (100% [1:1]) copying in the auto paper selection mode is available. That mode will be selected.
04: The margin mode cannot be used in combination with the booklet/stitching mode or the book to booklet mode.
05: The margin mode cannot be used in combination with the combine/merge copy modes or the memo mode.
06: The border erase modes cannot be used in combination with original size selection (input size).
07: The border erase modes and the auto selection/filing mode cannot be used in combination with each other.
08: The book erase mode and the booklet/stitching mode cannot be used in combination with each other.
09: Not available because open-faced originals must be set with the top edge towards the rear of the platen.
10: The booklet/stitching mode and book to booklet mode will be given second priority when the 2-sided copy modes or the page separation/split copy modes are selected.
11: The transparency + backing sheet mode and the 2-sided copy modes cannot be used in combination with each other.
12: Cannot be used in combination with the auto selection/filing mode.
13: The 2-sided copy modes and the invert mode cannot be used in combination with each other.
14: Open-faced originals cannot be used in combination with original size selection.
15: The book g page separation/split copy mode cannot be used in combination with the combine/merge copy modes or the memo mode.

Function selected first (rows) × Function selected second (columns ①–㉔)

Function selected first	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭	⑮	⑯	⑰	⑱	⑲	⑳	㉑	㉒	㉓	㉔
① Image quality mode (text&photo)		---	---	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
② Image quality mode (photo)	---		---	01	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
③ Image quality mode (text)	---	---		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
④ Copy exposure mode (auto exposure)	○	01	○		---	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
⑤ Copy exposure mode (manual exposure)	○	○	○	---		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
⑥ Eco print mode	○	○	○	○	○		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
⑦ Original size selection (standard size)	○	○	○	○	○	○		---	---	---	○	○	○	○	○	○	○	○	12	12	○	○	○	○
⑧ Original size selection (input size)	○	○	○	○	○	○	---		---	---	○	○	○	○	○	○	○	○	12	12	○	○	○	○
⑨ Original size selection (auto selection)	○	○	○	○	○	○	---	---		---	○	○	○	○	○	○	○	○	○	○	○	○	○	○
⑩ Original size selection (custom original size)	○	○	○	○	○	○	---	---	---		○	○	○	○	○	○	○	○	12	12	○	○	○	○
⑪ Same size (100% [1:1]) copying	○	○	○	○	○	○	○	○	○	○		---	---	---	○	○	○	○	03	02	○	○	○	○
⑫ XY zoom mode	○	○	○	○	○	○	○	○	○	○	---		---	---	○	○	○	○	03	02	○	○	○	○
⑬ Auto magnification selection mode	○	○	○	○	○	○	○	○	○	○	---	---		---	○	○	○	○	03	○	○	○	○	○
⑭ Zoom mode	○	○	○	○	○	○	○	○	○	○	---	---	---		○	○	○	○	03	02	○	○	○	○
⑮ Paper selection	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○	31	○	○	○	○	○
⑯ Original set direction	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○
⑰ Batch scanning mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	27	○	○	○	○
⑱ Auto rotation function	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○
⑲ Auto selection/filing mode (auto selection)	○	○	○	○	○	○	12	12	○	12	03	03	03	03	○	○	○	○		---	○	○	○	○
⑳ Auto selection/filing mode (filing)	○	○	○	○	○	○	12	12	○	12	02	02	○	02	○	○	33	○	---		○	○	○	○
㉑ Proof mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○
㉒ Repeat copy mode (settings)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○
㉓ Sort mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○
㉔ Finished mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
㉕ Staple mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	12	○	○	○	○	---
㉖ Punch mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㉗ 2-sided copy modes (1 sided→1 sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㉘ 2-sided copy modes (1 sided→2 sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	12	○	○	○	○
㉙ 2-sided copy modes (2 sided→2 sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㉚ 2-sided copy modes (Book→2 sided)	○	○	○	○	○	○	14	14	○	14	○	○	○	○	○	○	09	○	12	12	○	○	○	○
㉛ Page separation/Split copy modes (2 sided→1 sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㉜ Page separation/Split copy modes (Book→1 sided)	○	○	○	○	○	○	14	14	○	14	○	○	○	○	○	○	09	○	12	12	○	○	○	○
㉝ Booklet/Stitching mode	○	○	○	○	○	○	○	20	○	20	○	02	○	○	○	○	○	○	12	12	○	○	○	○
㉞ Book to Booklet mode	○	○	○	○	○	○	○	20	○	20	02	02	○	02	○	○	09	○	12	12	○	○	○	○
㉟ Margin mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㊱ Centering/Image shift mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㊲ Border erase modes (Sheet erase)	○	○	○	○	○	○	○	06	○	06	○	○	○	○	○	○	○	○	07	07	○	○	○	○
㊳ Border erase modes (Book erase)	○	○	○	○	○	○	○	06	○	06	○	○	○	○	○	○	09	○	07	07	○	○	○	○
㊴ Combine/Merge Copy modes	○	○	○	○	○	○	○	32	○	32	○	02	○	○	○	○	○	○	12	12	○	○	○	○
㊵ Memo mode	○	○	○	○	○	○	○	32	○	32	○	02	○	○	○	○	○	○	12	12	○	○	○	○
㊶ Form overlay mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	12	12	○	35	○	○
㊷ Cover mode	○	○	○	○	○	○	○	24	○	24	○	○	○	○	○	○	○	○	12	12	○	○	○	○
㊸ Transparency + backing sheet mode	○	○	○	○	○	○	○	29	○	29	○	○	○	○	○	○	○	○	12	12	○	○	○	30
㊹ Print page numbers mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	12	12	○	○	○	○
㊺ Invert mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㊻ Mirror image mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㊼ Interrupt copying	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㊽ Document management functions (form registration)	○	○	○	○	○	○	---	○	○	○	---	---	---	---	---	---	---	---	---	---	---	---	---	---
㊾ Document management functions (shared data box [storing documents])	○	○	○	○	○	○	---	○	○	○	---	---	---	---	---	---	---	---	---	---	---	---	---	---
㊿ Document management functions (synergy print boxes [storing documents])	○	○	○	○	○	○	---	○	○	○	---	---	---	---	---	---	---	---	---	---	---	---	---	---
51 Document management functions (shared data box [printing out documents])	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	○	---	---	---	---	---	---	○	○
52 Document management functions (synergy print boxes [printing out documents])	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	○	---	---	---	---	---	---	○	○
53 Output management functions (interrupt print)	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
54 Repeat copy mode (print out)	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
55 Job build mode (Step 1)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	---	○	○	---
56 Job build mode (from step 2)	○	○	○	○	○	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	○	○	---
57 Scanner functions (Scan to PC)	○	---	○	○	○	---	○	○	○	○	---	---	○	---	○	---	---	○	---	---	---	---	---	---
58 Scanner functions (Send E-mail)	○	---	○	○	○	---	○	○	○	○	---	---	○	---	○	---	---	○	---	---	---	---	---	---
59 Scanner functions (TWAIN)	○	---	○	○	○	---	○	○	○	○	---	---	○	---	○	---	---	○	---	---	---	---	---	---
60 Scanner functions (Database connection)	○	---	○	○	○	○	○	○	○	○	---	---	○	---	○	---	---	○	---	---	---	---	---	---

16: The book g page separation/split copy mode and the transparency + backing sheet mode cannot be used in combination with each other.

17: The print page numbers mode is only available in the auto magnification selection mode.

18: Because a cover can be selected within the booklet/stitching and book to booklet modes, they cannot be used in combination with the cover mode.

19: The transparency + backing sheet mode and the cover mode cannot be used in combination with each other.

20: The booklet/stitching and book to booklet modes cannot be used in combination with original size selection (input size).

21: The function selected second will be given priority and original size selection (auto selection) will engage.

22: Cannot be used in combination with the punch mode.

23: The booklet/stitching and book to booklet modes cannot be used in combination with the combine/merge copy modes or the memo mode.

24: The cover mode cannot be used in combination with original size selection (input size).

25: The cover mode cannot be used in combination with the combine/merge copy modes or the memo mode.

26: The cover mode and the invert mode cannot be used in combination with each other.

27: The function selected second will be given priority and the function selected first will be canceled.

28: The transparency + backing sheet mode and the invert mode cannot be used in combination with each other.

29: The transparency + backing sheet mode cannot be used in combination with original size selection (input size).

30: The transparency + backing sheet mode cannot be used in combination with the sort/finished mode, the staple mode or the punch mode.

31: The selected paper setting will be canceled in order to switch to the auto paper selection mode.

32: The combine/merge copy modes and the memo mode cannot be used in combination with original size selection (input size).

33: Cannot be used in combination with the batch scanning mode.

34: Cannot be used in combination with interrupt copying.

35: Not available in combination with the form overlay mode.

�важ: Image quality (OCR)

㉕	㉖	㉗	㉘	㉙	㉚	㉛	㉜	㉝	㉞	㉟	㊱	㊲	㊳	㊴	㊵	㊶	㊷	㊸	㊹	㊺	㊻	㊼	㋚	Function selected second / Function selected first
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	① Image quality mode (text&photo)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	② Image quality mode (photo)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	③ Image quality mode (text)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	④ Copy exposure mode (auto exposure)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	⑤ Copy exposure mode (manual exposure)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	⑥ Eco print mode
○	○	○	○	○	14	○	14	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	⑦ Original size selection (standard size)
○	○	○	○	○	14	○	14	21	21	○	○	06	06	32	32	○	24	29	○	○	○	○	---	⑧ Original size selection (input size)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	⑨ Original size selection (auto selection)
○	○	○	○	○	14	○	14	21	21	○	○	06	06	32	32	○	24	29	○	○	○	○	---	⑩ Original size selection (custom original size)
○	○	○	○	○	○	○	○	○	02	○	○	○	○	○	○	○	○	○	○	○	○	○	---	⑪ Same size (100% [1:1]) copying
○	○	○	○	○	○	○	○	02	02	○	○	○	○	02	02	○	○	○	○	○	○	○	---	⑫ XY zoom mode
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	⑬ Auto magnification selection mode
○	○	○	○	○	○	○	○	○	02	○	○	○	○	○	○	○	○	○	○	○	○	○	---	⑭ Zoom mode
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	⑮ Paper selection
○	○	○	○	○	09	○	09	○	09	○	○	○	○	09	○	○	○	○	○	○	○	○	---	⑯ Original set direction
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	⑰ Batch scanning mode
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	⑱ Auto rotation function
12	○	○	12	○	12	○	12	12	12	○	○	07	07	12	12	12	12	12	12	○	○	○	---	⑲ Auto selection/filing mode (auto selection)
○	○	○	○	○	12	○	12	12	12	○	○	07	07	12	12	12	12	12	○	○	○	○	---	⑳ Auto selection/filing mode (filing)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	34	---	㉑ Proof mode
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	35	○	○	○	○	○	○	○	---	㉒ Repeat copy mode (settings)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	㉓ Sort mode
---	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	27	○	○	○	○	---	㉔ Finished mode
	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	27	○	○	○	○	---	㉕ Staple mode
○		○	○	○	○	○	○	22	22	○	○	○	○	○	○	○	○	27	○	○	○	○	---	㉖ Punch mode
○	○		---	---	---	---	---	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	㉗ 2-sided copy modes (1 sided→1 sided)
○	○	---		---	---	---	---	10	10	○	○	○	○	○	○	○	○	11	○	13	○	○	---	㉘ 2-sided copy modes (1 sided→2 sided)
○	○	---	---		---	---	---	10	10	○	○	○	○	○	○	○	○	11	○	13	○	○	---	㉙ 2-sided copy modes (2 sided→2 sided)
○	○	---	---	---		---	---	10	10	○	○	○	○	15	15	35	○	11	○	13	○	○	---	㉚ 2-sided copy modes (Book→2 sided)
○	○	---	---	---	---		---	10	10	○	○	○	○	○	○	○	○	○	○	○	○	○	---	㉛ Page separation/Split copy modes (2 sided→1 sided)
○	○	---	---	---	---	---		10	10	○	○	○	○	15	15	35	○	16	○	○	○	○	---	㉜ Page separation/Split copy modes (Book→1 sided)
○	22	○	10	10	10	10	10		---	04	○	○	08	23	23	35	18	11	○	13	○	○	---	㉝ Booklet/Stitching mode
○	22	○	10	10	10	10	10	---		04	○	○	○	23	23	35	18	11	○	13	○	○	---	㉞ Book to Booklet mode
○	○	○	○	○	○	○	○	04	04		○	○	○	05	05	○	○	○	○	○	○	○	---	㉟ Margin mode
○	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○	○	○	○	---	㊱ Centering/Image shift mode
○	○	○	○	○	○	○	○	○	○	○	○		---	○	○	○	○	○	○	○	○	○	---	㊲ Border erase modes (Sheet erase)
○	○	○	○	○	○	○	○	08	○	○	○	---		○	○	○	○	○	○	○	○	○	---	㊳ Border erase modes (Book erase)
○	○	○	○	○	15	○	15	23	23	05	○	○	○		---	35	25	○	○	○	○	○	---	㊴ Combine/Merge Copy modes
○	○	○	○	○	15	○	15	23	23	05	○	○	○	---		35	25	○	○	○	○	○	---	㊵ Memo mode
○	○	○	○	○	35	○	35	35	35	○	○	○	○	35	35		○	○	○	○	○	○	---	㊶ Form overlay mode
○	○	○	○	○	○	○	○	18	18	○	○	○	○	25	25	○		19	○	26	○	○	---	㊷ Cover mode
30	30	○	11	11	11	○	16	11	11	○	○	○	○	○	○	○	19		○	28	○	34	---	㊸ Transparency + backing sheet mode
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○	---	㊹ Print page numbers mode
○	○	○	13	13	13	○	○	13	13	○	○	○	○	○	○	○	27	27	○		○	○	---	㊺ Invert mode
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