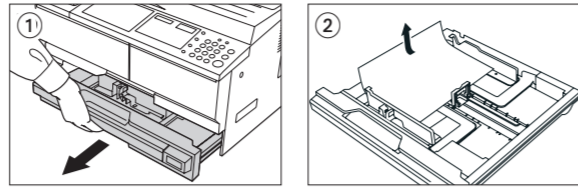


Clearing paper jams

Cassette 1 (J11, J21)



- 1 Pull out the cassette.
 - 2 Remove any jammed paper without tearing it.
 - 3 Push the cassette back in firmly.
- NOTE** If the paper does happen to tear, remove any loose scraps from inside the machine.
- NOTE** Check to see if paper is out of position in the cassette. If the paper is out of position, set the paper properly.
- NOTE** If JAM21 is displayed, remove the jammed paper referring to Paper Jam in the Left Cover

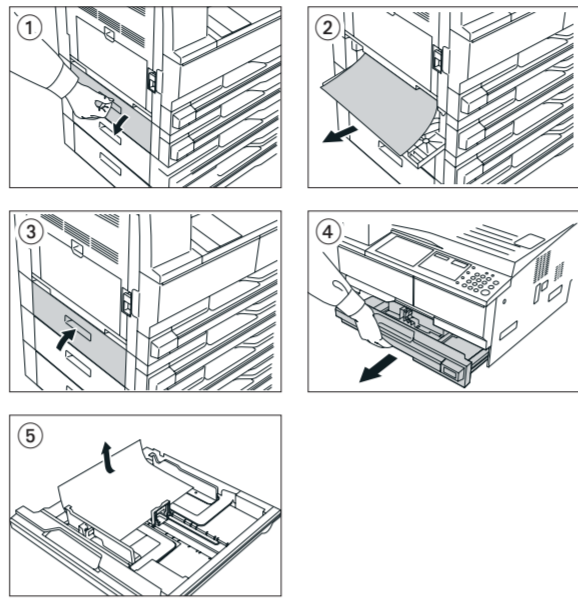


Inside Cassette

2 to 4 (J12 to 16, J22 to 24)

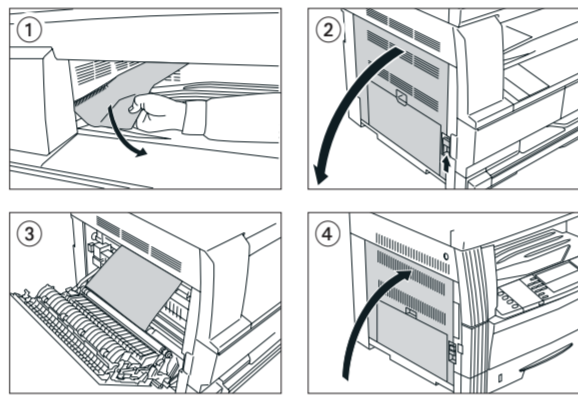


- 1 Open the left cover of the cassette being used.
 - 2 Remove any jammed paper without tearing it.
 - 3 Close the left cover of the cassette.
 - 4 Pull out the cassette.
 - 5 Remove any jammed paper without tearing it.
 - 6 Push the cassette back in firmly.
- NOTE** If the paper does happen to tear, remove any loose scraps from inside the machine.



Paper Output Slot (J50)

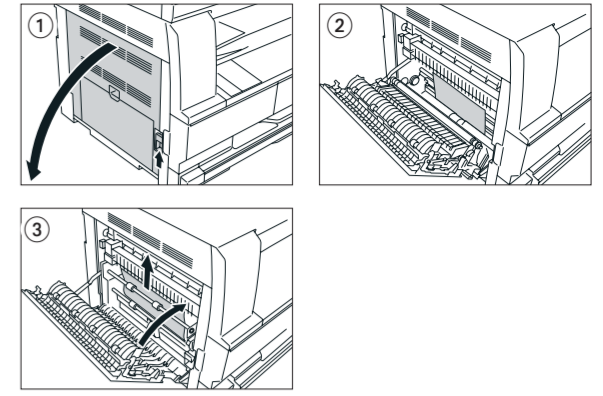
- 1 If jammed paper is seen through the paper output slot, pull it out to remove it.
 - 2 Pull the left cover handle up to open the left cover.
 - 3 Remove any jammed paper without tearing it.
 - 4 Close the left cover.
- NOTE** If the paper does happen to tear, remove any loose scraps from inside the machine.



Inside the left Cover (J20 to 50, J52 to 57, J60, J61)

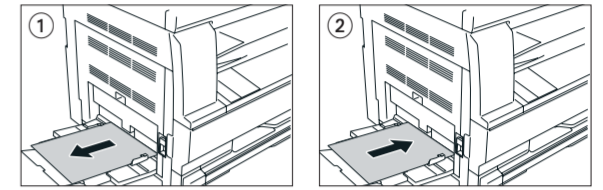


- 1 Pull the left cover handle up to open the left cover.
 - 2 Remove any jammed paper without tearing it.
 - 3 If the optional duplex unit is installed, raise the duplex unit and remove any paper.
 - 4 Close the left cover.
- CAUTION** The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.
- NOTE** If the paper does happen to tear, remove any loose scraps from inside the machine.



Multi-Purpose Tray (J10)

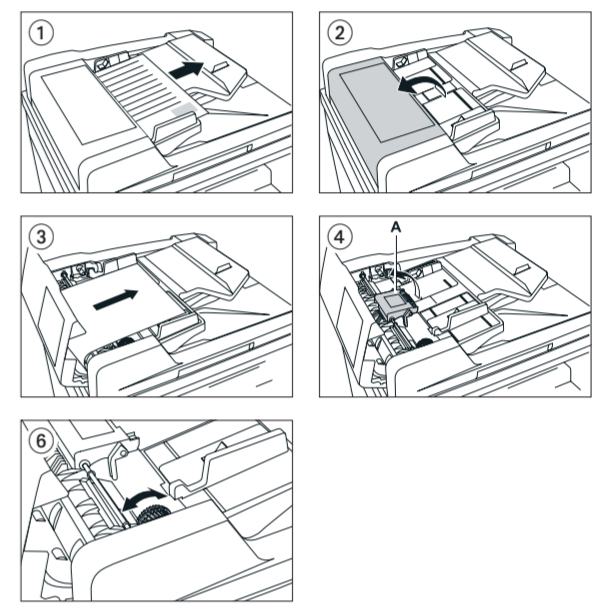
- 1 Remove all of the paper remaining in the multi-purpose tray.
- 2 Reset the paper in the multi-purpose tray. The error message disappears.



Optional Document Processor (J70-75, J78)

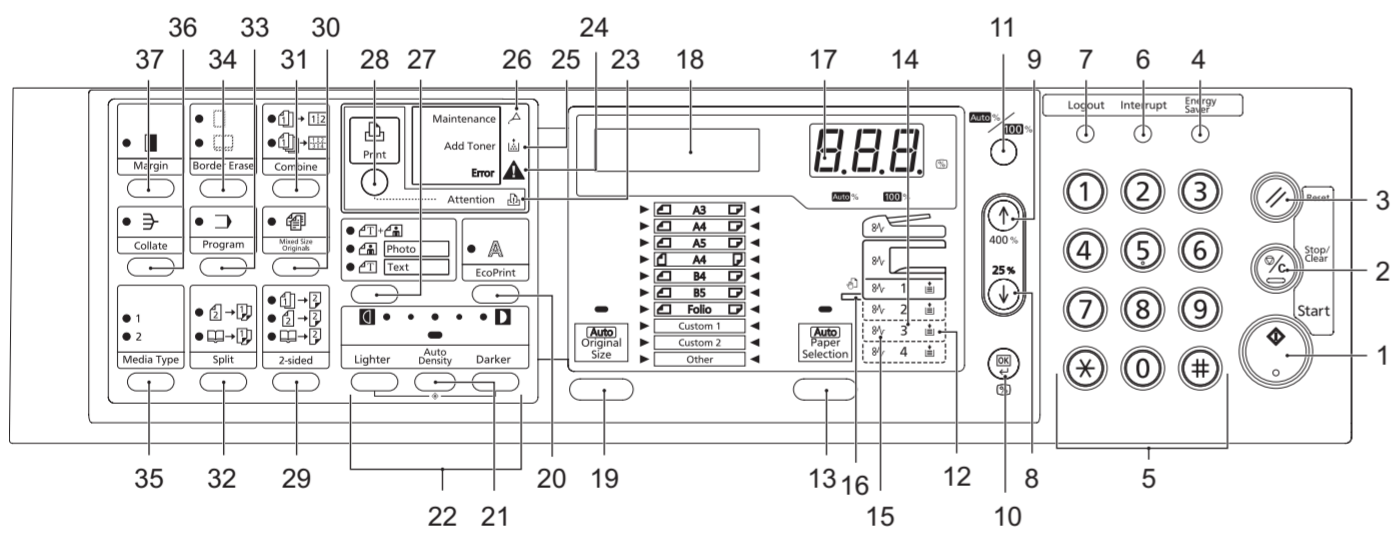


- 1 Remove all of the originals remaining in the original table.
- 2 Open the left cover.
- 3 Remove any jammed original without tearing it.
- 4 Raise the paper feed unit A.
- 5 Remove any jammed originals without tearing them.
- 6 Turn the dial as shown in the illustration to remove the jammed original.
- 7 Close the left cover to its original position. Reset all the originals and start copying again.



For more details refer to the user manual on the co-packed CD-ROM.

Operation panel

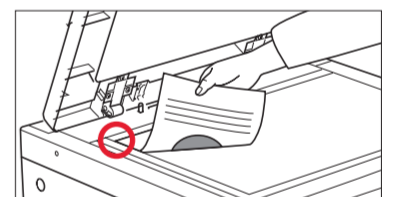


- | | |
|---------------------------------|---|
| 1 Start Key (Indicator) | 20 EcoPrint Key |
| 2 Stop/Clear Key | 21 Auto Density Key |
| 3 Reset Key | 22 Density Adjustment Key/Density Display |
| 4 Energy Saver Key | 23 Attention Indicator |
| 5 Numeric keys | 24 Error Indicator |
| 6 Interrupt Key | 25 Add Toner Indicator |
| 7 Logout Key | 26 Maintenance Indicator |
| 8 ↓ Key | 27 Image Quality Selection Key |
| 9 ↑ Key | 28 Printer Key (Indicator) |
| 10 OK Key | 29 2-sided Key |
| 11 Auto%100% Key | 30 Mixed Original Size Key |
| 12 Paper Supply Indicator | 31 Combine Key |
| 13 Paper Selection Key | 32 Split Key |
| 14 Paper Supply Level Indicator | 33 Program Key |
| 15 Paper Misfeed Indicator | 34 Border Erase Key |
| 16 MP Indicator | 35 Media Type Key |
| 17 No. of Copies/Zoom Display | 36 Collate Key |
| 18 Message Display | 37 Margin Key |
| 19 Original Size Key | |

Copy Operation

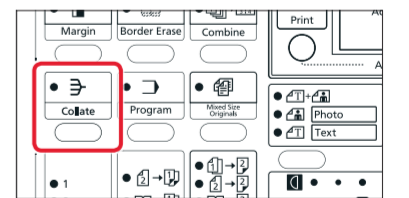
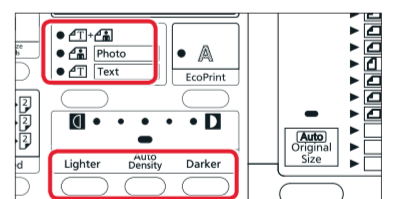
Preparations

- 1 Place the originals on the platen or in the optional document processor.
- 2 Enter the number of copies with the **TEN PAD** key.

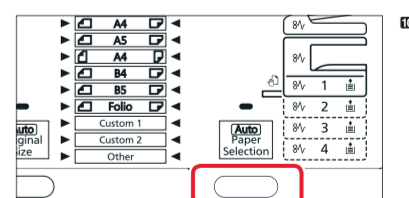


Optional settings

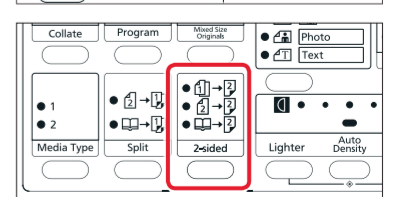
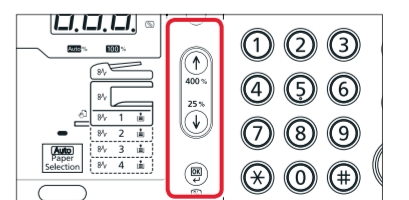
- Paper source**
Select the desired paper source by pressing **PAPER SELECTION** button. If the setting APS is active, the selected cassette with automatically match the original format. Special sizes or papers should be used through the multi purpose tray.
- Adjusting the copy exposure**
Choose the document type between **TEXT & PHOTO, PHOTO and TEXT**. Press **LIGHTER or DARKER** button to adjust the exposure, if needed.
- Sort mode**
Press **COLLATE** button. Enter the number of copies with the **TEN PAD** key. Press **START** button.
- Note** The device is able to rotate each set, if A4 and A4-R paper is available. **ROTATE/OFFSET** has to be enabled to use this function. Refer to the chapter System Setting in the user manual.



- Preset Zoom**
Press **100%/AUTO%** to light up the Auto% indicator. Press **PAPER SELECTION** and select the paper. Press **START** to begin copying.
- Choosing Zoom ratio**
Press **↓** and **↑**. Change the zoom percentage displayed using up or down. The percentage can also be input using the **TEN PAD** keys. Press **OK**. Press **START**.



- Duplex copy**
Press **2-SIDED** button until the desired duplex mode is selected. Choose between:
- 1-side original --> 2 sided copy
 - 2-sided original --> 2 sided copy
 - Book --> 2 sided copy



For more details refer to the user manual on the co-packed CD-ROM.