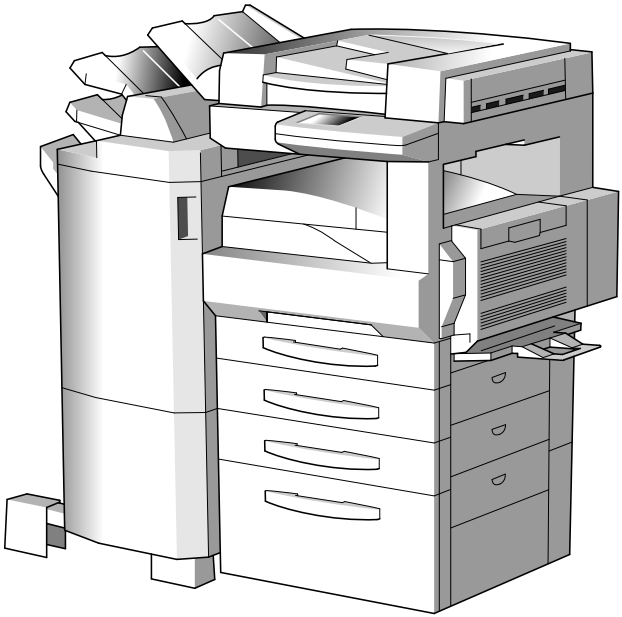
imagistics

www.imagistics.com

DL200
DL270
DL370



Operating Manual

For use with Imagistics and Pitney Bowes DL200/270/370 copier/printers.

SAFETY INFORMATION

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

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

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

---

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

■ Warning and Precaution Symbols

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

■ Meaning of Symbols

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

This symbol warns against cause burns.

A diagonal line indicates a prohibited course of action.

This symbol warns against dismantling the device.

A black circle indicates an imperative course of action.

This symbol indicates you must unplug the device.

⚠WARNING

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

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

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

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

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

⚠WARNING

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

⚠CAUTION

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

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

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

The socket-outlet shall be installed near the machine and shall be easily accessible as the power plug may be difficult to pull out when an emergency occurs.

⚠CAUTION

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

Precautions for Routine Use

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

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

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

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

What is an ENERGY STAR® Products?

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

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

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

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

For the U.S.A. Users

FCC Part 15-Radio Frequency Devices

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

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

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

For Canada Users

Interference-Causing Equipment Standard (ICES-003 Issue 3)

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

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

Contents

Safety Information..... v
Terms and Symbols for the Type of Originals and Copy Paper viii

Chapter 1 Safety Notes

1. Installing the Copier
   Installation Site 1-2
   Power Source 1-2
   Space Requirements..... 1-2
2. Precautions for Use
   Operating Environment..... 1-3
   Acoustic noise..... 1-3
   Using the Machine Properly 1-3
   Moving the Machine..... 1-3
   Care of Machine Supplies..... 1-4
   Legal Restrictions on Copying 1-4

Chapter 2 Getting to Know Your Copier

1. Typical Copies You Can Make with Your Copier
   Typical copies you can make with your copier 2-2
2. System Overview
   System Overview 2-6
   DL200/DL270/DL370 and Options..... 2-6
   Option 2-12
   Outside the Machine 2-16
   Inside the Machine..... 2-17
3. Control Panel Keys and Touch Panel
   Control Panel Keys and Indicators 2-18
   What is the Touch Panel? 2-19
   Operating the Touch Panel 2-19
   How the Basic Screen is Organized..... 2-19
4. Turning ON and OFF and Initial Mode
   Turning ON and OFF..... 2-21
   When Machine is Turned ON 2-21
   Initial Mode..... 2-21
5. Placing the Original
   Using the Document Feeder 2-22
   Loading the Originals in Document Feeder..... 2-23
   Placing the Original on the Glass 2-26
   Mixed Orig. Detection..... 2-28
6. Auxiliary Functions
   Auxiliary Functions 2-29
   Icons..... 2-32

Chapter 3 Making Copies

1. Basic Copying Overview
   Basic Copying Overview 3-2
2. Selecting the Paper
   Paper Size 3-4
   Manual Bypass Copying..... 3-7
3. Selecting the Zoom

Zoom Ratio 3-12
4. Selecting the Finishing Function
Finishing Functions 3-18
Selecting the Finishing Function 3-20
Hints for Stapling Position 3-26
Hints for Stapling 3-30
Hints for Hole-Punching Position 3-30
5. Selecting the Original ▶ Copy Type
Original ▶ Copy Type 3-31
Selecting the Original ▶ Copy Type 3-34
Some Precautions for Making Copies 3-41
Handy Feature Available from Initial Mode Setting 3-41
6. Selecting the Density
Image Density 3-42
7. Auxiliary Functions
Cover 3-44
Page Insertion 3-46
OHP Interleaving 3-50
File Margin 3-54
Edge/Frame Erase 3-56
Image Repeat 3-58
Distribution 3-60
Separate Scan 3-61
8. Selecting Job List
Job List 3-62
Selecting Job List 3-62
9. Using Memory Recall
Memory Recall 3-63

Chapter 4 Typical Function Combinations

1. Making Different Types of Copy
Reading the Table 4-2
Using 1-Sided Originals 4-3
Using 2-Sided Originals with Filing Margin along Left Edges 4-9
Using 2-Sided Originals with Filing Margin along Top Edges 4-15
2. Using Large-Size Originals
Precautions When Making Copies on 11×17 L or Legal L 4-21

Chapter 5 Setting the Utility Mode

1. Using the Utility Mode
Programming and Setting Screens 5-2
2. Making the User's Choice Settings
User's Choice Functions 5-4
Making the User's Choice Settings 5-9
3. Meter Count
Using Meter Count 5-10
4. Job Memory Input and Job Recall
Job Memory Input 5-12
Recalling a Job from Memory 5-15

5. Settings in User Management
Setting the Confirmation Beep and Alarm Volume 5-16
Using the Dehumidify Function 5-17
Using the Toner Replenisher Function 5-18
Panel Cleaning 5-19
Data Send 5-19
6. Settings in Admin. Management
Admin. Management Mode 5-20
Setting Admin. Management 5-20
Functions of Admin. Management 5-21
Administrator Set 5-22
Copy Track 5-24

Chapter 6 When a Message Appears

1. When the Message “Replenish paper.” Appears
Adding paper 6-2
Memorize Paper Size 6-8
2. When the Message “Please add toner.” Appears
Replacing the Toner Bottle 6-10
3. When the Message “Stapler empty.” Appears
Reloading the Staple Cartridge 6-12
4. When the Message “Please change Imaging Unit.” Appears
Changing the Imaging Unit 6-16
5. When the Message “Misfeed detected.” Appears
Misfeed Location Displays 6-18
Misfeed Clearing Procedures 6-19
6. When the Message “Cannot staple.” Appears
Clearing the Staple Misfeed 6-34
7. When a Size Error Message Appears
Clearing a Size Error 6-38
8. When the Message “A malfunction was detected.” Appears
When the message “A malfunction was detected.” appears 6-40
9. What Does Each Message Mean?
What does each message mean? 6-41
10. When This Type of Copy is Produced
When this type of copy is produced 6-42
11. The Machine is not Functioning as Designed
The machine is not functioning as designed 6-44

Chapter 7 Miscellaneous

1. Specifications
Specifications 7-2
2. Care of the Copier
Cleaning 7-10
3. Function Combination Matrix
Function Combination Matrix 7-12
Conditions for Combined Functions 7-14
4. Description of Paper Size and Zoom Ratio Table
List of Paper Sizes and Zoom Ratios 7-15

Index

Safety Information

Laser Safety

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

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

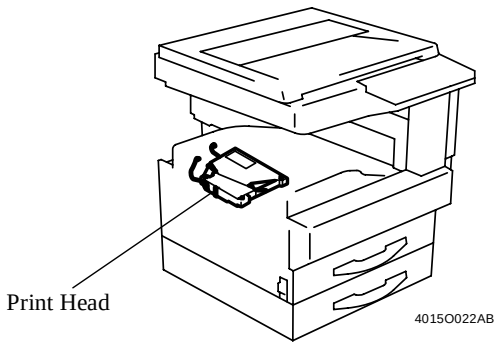
This machine is certified as a Class 1 laser product. This means the machine does not produce hazardous laser radiation.

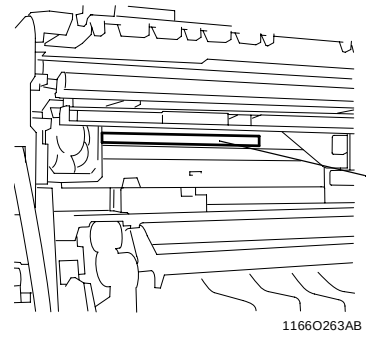
Internal Laser Radiation

Maximum Average Radiant Power: 19.5 µW (DL200/DL270) / 27.8 µW (DL370) at the laser aperture of the print head unit.

Wavelength: 770-795 nm (DL200/DL270)
775-795 nm (DL370)

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





This figure shows the view inside the Right Door with the Imaging Unit removed.

CDRH regulation

This machine is certified as a Class 1 Laser product under Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U. S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

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

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

This is a semiconductor laser. The maximum power of the laser diode is 5 mW (DL200/DL270) / 15 mW (DL370) and the wavelength is 770-795 nm (DL200/DL270) / 775-795 nm (DL370).

For European Users

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

This is a semiconductor laser. The maximum power of the laser diode is 5 mW (DL200/DL270) / 15 mW (DL370) and the wavelength is 770-795 nm (DL200/DL270) / 775-795 nm (DL370).

For Denmark Users

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

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 5 mW (DL200/DL270) / 15 mW (DL370) og bølgelængden er 770-795 nm (DL200/DL270) / 775-795 nm (DL370).

For Finland, Sweden Users

LOUKAN 1 LASERLAITE
KLASS 1 LASER APPARAT

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

Tämä on puolijohdelaser. Laserdiodin suurin teho on 5 mW (DL200/DL270) / 15 mW (DL370) ja aallonpituus on 770-795 nm (DL200/DL270) / 775-795 nm (DL370).

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

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 5 mW (DL200/DL270) / 15 mW (DL370) och våglängden är 770-795 nm (DL200/DL270) / 775-795 nm (DL370).

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

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

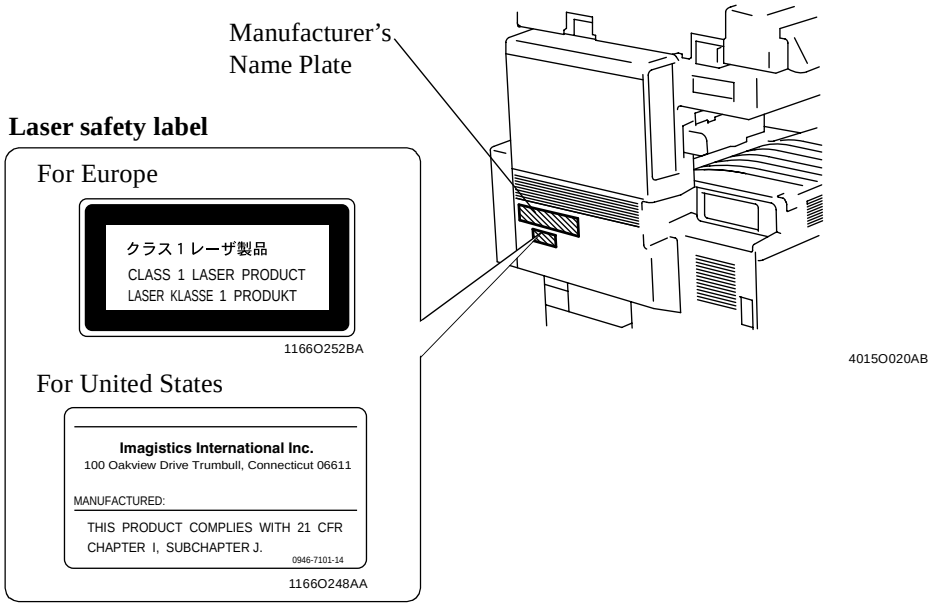
For Norway Users

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

Dette en halvleder laser. Maksimal effekt till laserdiode er 5 mW (DL200/DL270) / 15 mW (DL370) og bølgelengde er 770-795 nm (DL200/DL270) / 775-795 nm (DL370).

Laser Safety Label

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



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

Model:
Serial No.

Ozone Release

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

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

Acoustic Noise

For European Users

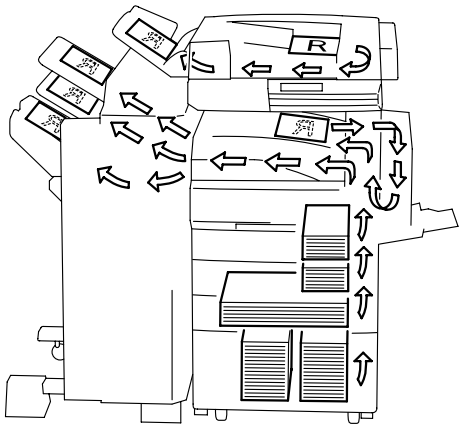
Machine Noise Regulation 3 GSGV, 18.01.1991 : The sound pressure level at the operator position according to EN 27779 is equal to or less than 70dB(A).

Terms and Symbols for the Type of Originals and Copy Paper

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

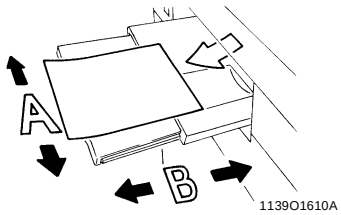
Feeding Direction (copy paper path)

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



4015O019AB

“Width” and “Length”

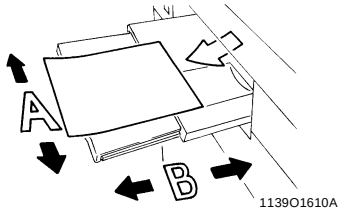


1139O1610A

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

A: Width
B: Length

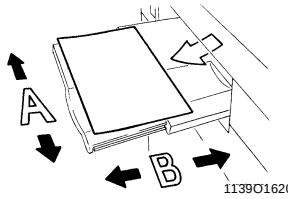
Terms and Symbols Used



1139O1610A

<Lengthwise >

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



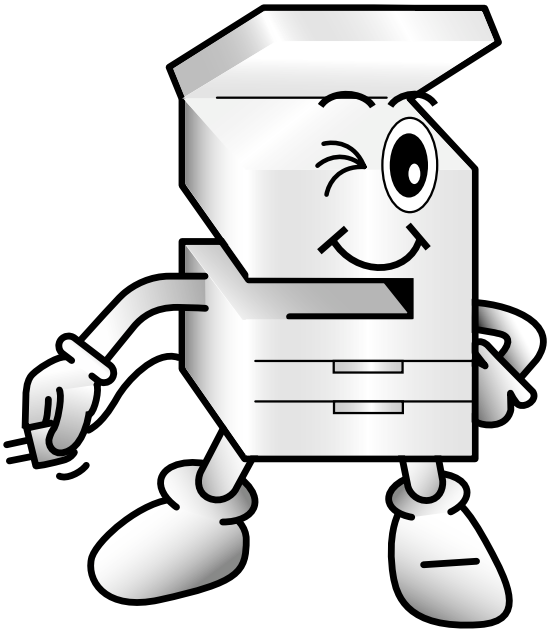
1139O1620A

<Crosswise >

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

Chapter 1

Safety Notes



1. Installing the Copier

Installation Site

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

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

Power Source

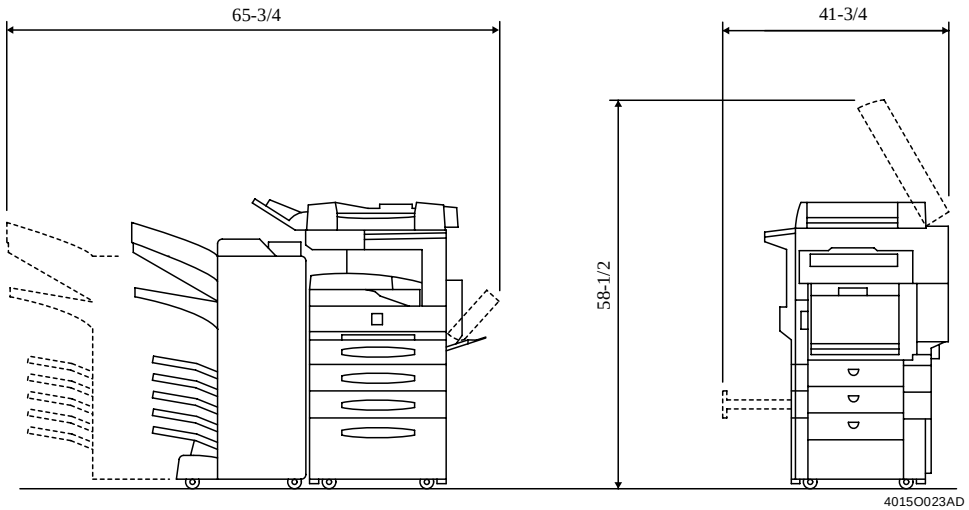
The power source voltage requirements are as follows :

- ◆Use a power source with little voltage fluctuation.

  Voltage Fluctuation : Within ± 10% (127V: +6%, –10%)
  Frequency Fluctuation : Within ± 3Hz

Space Requirements

To ensure easy copier operation, supply replacements, and service maintenance, adhere to the recommended space requirements detailed below. Allow a clearance of 12-1/4 inch or more at the back of the copier for a ventilation duct and replacement of the toner bottle.



<With 9729, 9749, 9867, 9753 and 9752 mounted>

Unit: Inch

2. Precautions for Use

Operating Environment

The operating environmental requirements of the machine are as follows:

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

Acoustic noise

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

Using the Machine Properly

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

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

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

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

Moving the Machine

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

Care of Machine Supplies

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

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

Legal Restrictions on Copying

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

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

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

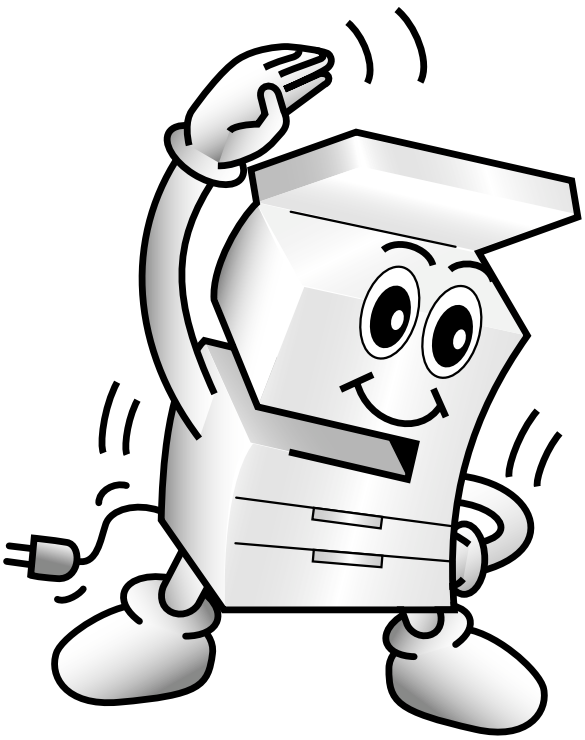
General
- Identification Cards, Badges, or Insignias
- Copyrighted Works without permission of the copyright owner

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

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

Chapter 2

Getting to Know Your Copier



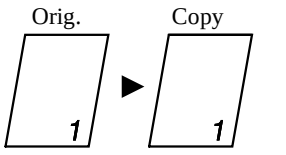
1. Typical Copies You Can Make with Your Copier

Typical copies you can make with your copier

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

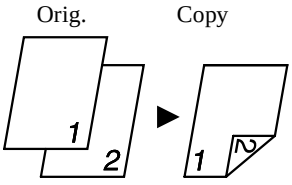
Original ▶ Copy ☞p.3-31

Single-sided ▶ Single-sided



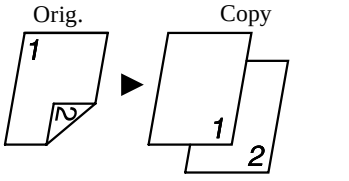
4002O012AA

Single-sided ▶ Double-sided



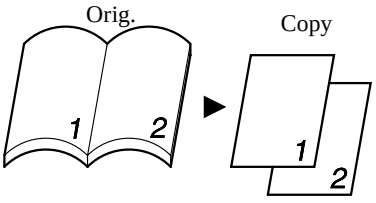
4002O133AB

Double-sided ▶ Single-sided



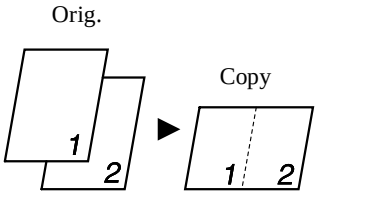
4002O014AA

Book ▶ Single-sided



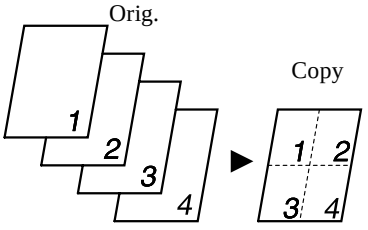
4002O015AA

2-in-1



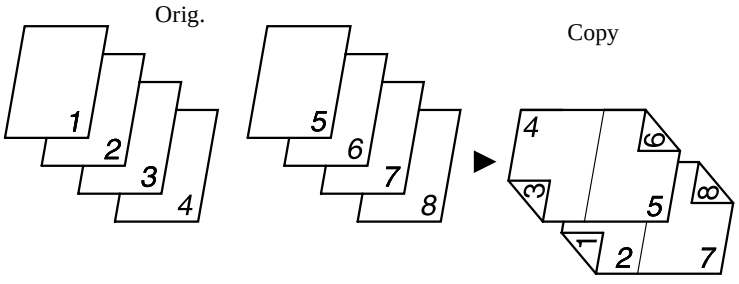
4002O016AA

4-in-1



4002O017AA

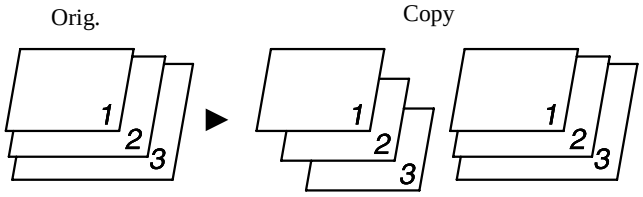
Booklet



4002O018AA

Mixed Original Detection ☞p.2-28

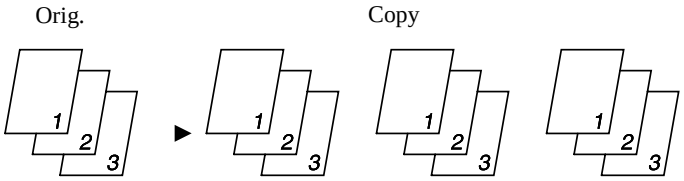
Mixed Orig. Detection



4002O029AA

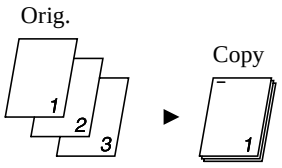
Finishing ☞p.3-18

Sort



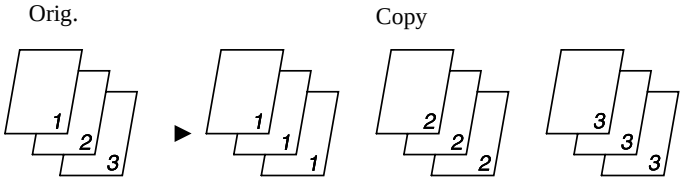
4002O052AA

Staple



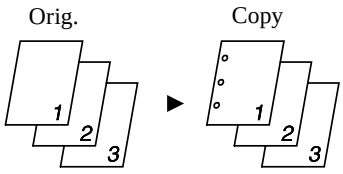
4002O019AA

Group



4002O053AA

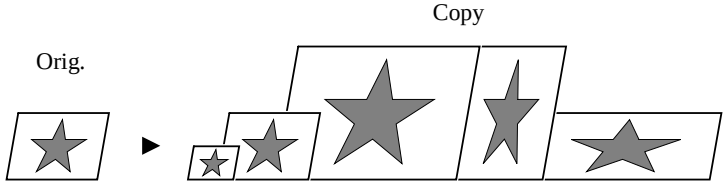
Hole Punch



4002O311EA

Zoom Ratio ☞p.3-12

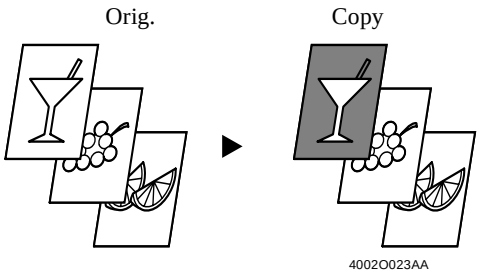
Reduce, Full size, Enlarge, X/Y Zoom



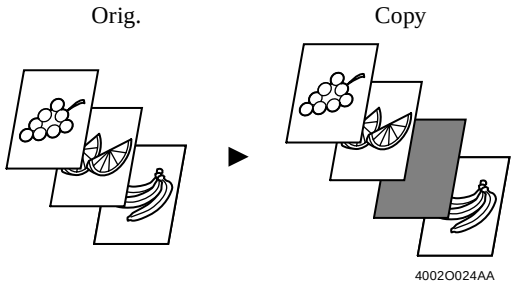
4002O022AA

Auxiliary Functions

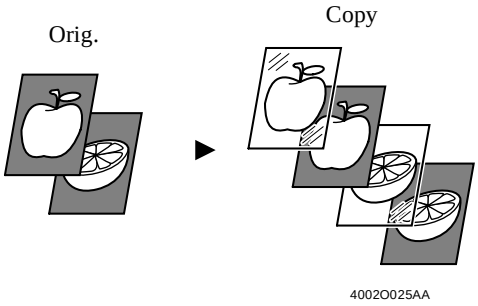
Cover ☞p.3-44



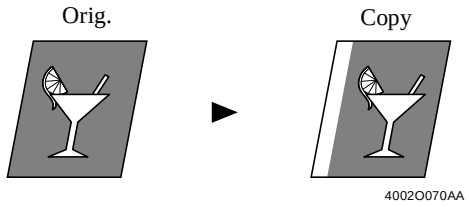
Page Insertion ☞p.3-46



OHP Interleaving ☞p.3-50



File Margin ☞p.3-54



Erase ☞p.3-56

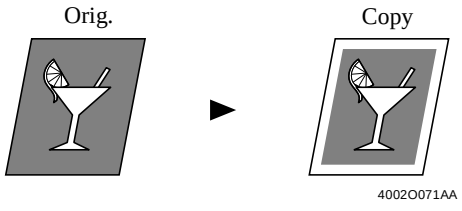
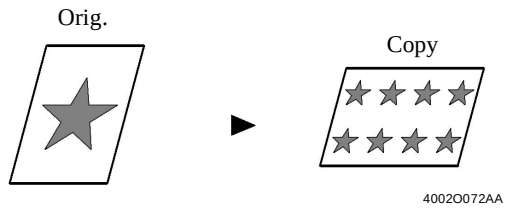
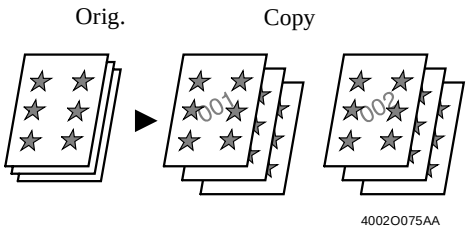


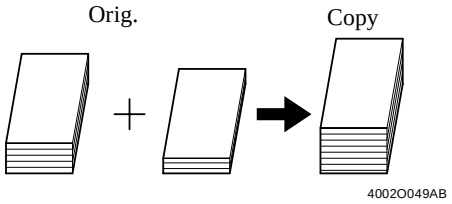
Image Repeat ☞p.3-58



Distribution☞p.3-60



Separate Scan☞p.3-61



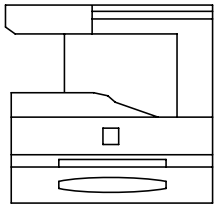
2. System Overview

System Overview

The following overview presents the machine and the available options along with a brief explanation of the function of each. Refer to "Control Panel Keys and Indicators" (☞p.2-18) for use of the Touch Panel and control panel.

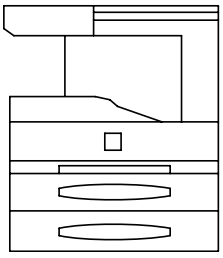
DL200/DL270/DL370 and Options

<DL200>



4015O025AB

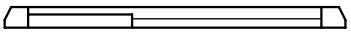
<DL270/DL370>



4015O026AB

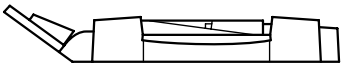
<DL200>

Original Cover Kit 4011015302 <Option>
Holds the original in position on the Original Glass.



1166O007AA

Duplexing Document Feeder 9729 <Option>
Automatically feeds originals one page after another for scanning. It is also capable of automatically turning over 2-sided originals for scanning data on both sides.

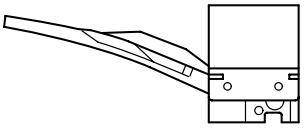


1166O014AA

Automatic Document Feeder 9721 <Option>
Performs automatic feeding of multiple originals.

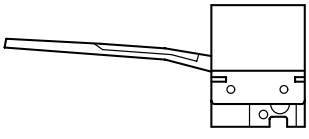
1166O008AA

Shift Tray 9750 <Option>
Permits sorting or grouping of copies.



1166O011AA

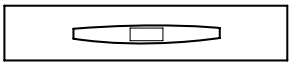
Job Tray 9751 <Option>
Performs sorting and grouping of copies. You can select the bins for output according to the application in User's Choice.



1166O012AA

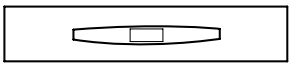
4015O028AB

Duplex Unit 9752 <Option>
Automatically turns over 1-sided copies to print data on both sides.



4015O027AA

Paper Feed Unit 9867 <Option>
Holds up to 550 sheets of paper and easily adjusts to different paper sizes.

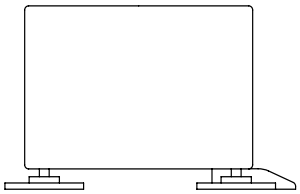


4015O027AA

Paper Feed Unit 9753 <Option>
Holds up to 550 sheets of paper.

1166O190AA

Copy Table 9916 <Option>
Adjusts the height of the machine.



1166O191AB

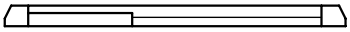
Copy Desk 9917 <Option>
Adjusts the height of the machine.

8MB Memory, 16MB Memory, 32MB Memory <Option>
To expand the memory capacity of the machine.

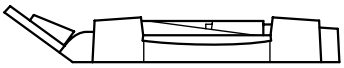
Printer Controller 9754 <Option>
When installed on the machine, enables the machine to perform printing functions.

<DL270>

Original Cover Kit 4011015302 <Option>
Holds the original in position on the Original Glass.


1166O007AA

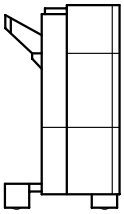
Duplexing Document Feeder 9729 <Option>
Automatically feeds originals one page after another for scanning. It is also capable of automatically turning over 2-sided originals for scanning data on both sides.


1166O014AA

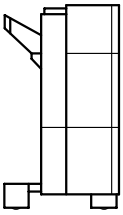
Automatic Document Feeder 9721 <Option>
Performs automatic feeding of multiple originals.

1166O008AA

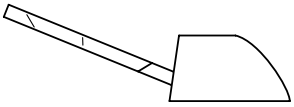
Finisher 9747 <Option>
Permits sorting, grouping, punching or sort-stapling of copies.


4002O099AA

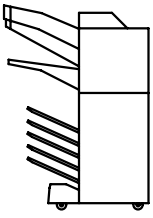
Finisher 9748 <Option>
Permits sorting, grouping or sort-stapling of copies.


4002O099AA

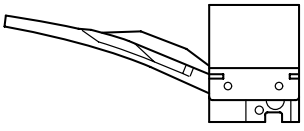
Option Tray DL3700030 <Option>
Mounted on a Finisher 9747 or Finisher 9748 when the machine is equipped with a Printer Controller and serves as an exit tray for the exclusive use for the printer.

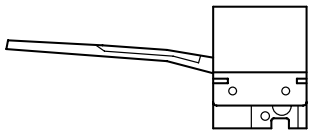

4015O218AA

Mailbin Finisher 9749 <Option>
In addition to the functions of the Finisher, it can sort or group output into 5 bins. Bin assignment is available from the PC.


4002O102AA

Shift Tray 9750 <Option>
Permits sorting or grouping of copies.

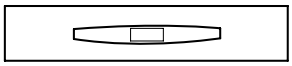

1166O011AA


1166O012AA

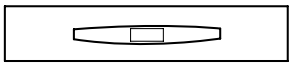
Job Tray 9751 <Option>
Performs sorting and grouping of copies. You can select the bins for output according to the application in User's Choice.

4015O028AB

Duplex Unit 9752 <Option>
Automatically turns over 1-sided copies to print data on both sides.


4015O027AA

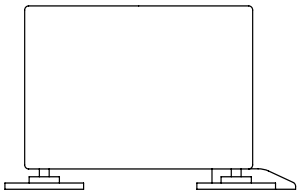
Paper Feed Unit 9753 <Option>
Holds up to 550 sheets of paper.


4015O027AA

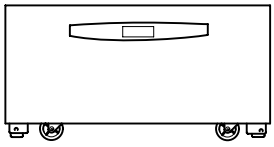
Paper Feed Unit 9867 <Option>
Holds up to 550 sheets of paper and easily adjusts to different paper sizes.

1166O190AA

Copy Table 9916 <Option>
Adjusts the height of the machine.


1166O191AB

Copy Desk 9917 <Option>
Adjusts the height of the machine.


4015O029AA

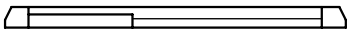
Large Capacity Cabinet 9866 <Option>
Holds up to 2,700 sheets of paper.

8MB Memory, 16MB Memory, 32MB Memory <Option>
To expand the memory capacity of the machine.

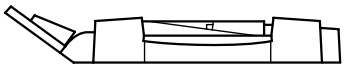
Printer Controller 9754 <Option>
When installed on the machine, enables the machine to perform printing functions.

<DL370>

Original Cover Kit 4011015302 <Option>
Holds the original in position on the Original Glass.


1166O007AA

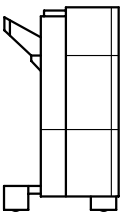
Duplexing Document Feeder 9729 <Option>
Automatically feeds originals one page after another for scanning. It is also capable of automatically turning over 2-sided originals for scanning data on both sides.


1166O014AA

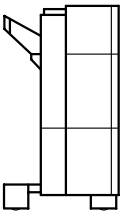
Automatic Document Feeder 9721 <Option>
Performs automatic feeding of multiple originals.

1166O008AA

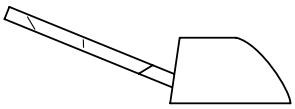
Finisher 9747 <Option>
Permits sorting, grouping, punching or sort-stapling of copies.


4002O099AA

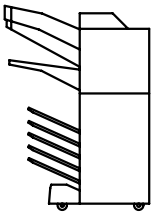
Finisher 9748 <Option>
Permits sorting, grouping or sort-stapling of copies.


4002O099AA

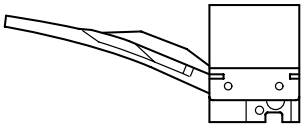
Option Tray DL3700030 <Option>
Mounted on a Finisher 9747 or Finisher 9748 when the machine is equipped with a Printer Controller and serves as an exit tray for the exclusive use for the printer.

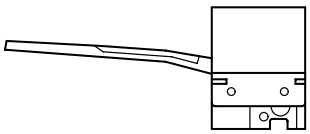

4015O218AA

Mailbin Finisher 9749 <Option>
In addition to the functions of the Finisher, it can sort or group output into 5 bins. Bin assignment is available from the PC.


4002O102AA

Shift Tray 9750 <Option>
Permits sorting or grouping copies.

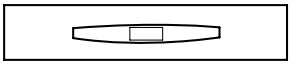

1166O011AA


1166O012AA

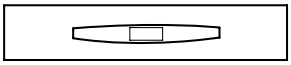
Job Tray 9751 <Option>
Performs sorting and grouping of copies.You can select the bins for output according to the application in User's Choice.

4015O028AB

Duplex Unit 9752 <Standard Equipment>
Automatically turns over 1-sided copies to print data on both sides.


4015O027AA

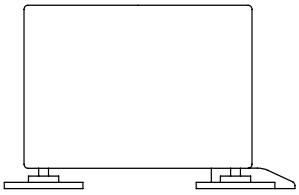
Paper Feed Unit 9753 <Option>
Holds up to 550 sheets of paper.


4015O027AA

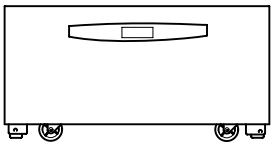
Paper Feed Unit 9867 <Option>
Holds up to 550 sheets of paper and easily adjusts to different paper sizes.

1166O190AA

Copy Table 9916 <Option>
Adjusts the height of the machine.


1166O191AB

Copy Desk 9917 <Option>
Adjusts the height of the machine.

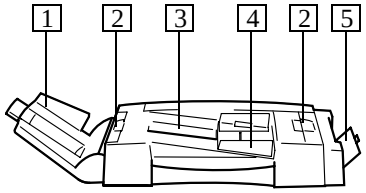

4015O029AA

Large Capacity Cabinet 9866 <Option>
Holds up to 2,700 sheets of paper.

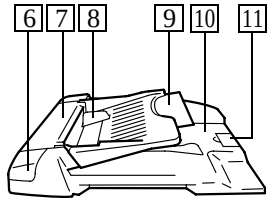
8MB Memory, 16MB Memory, 32MB Memory <Option>
To expand the memory capacity of the machine.

Printer Controller 9754 <Option>
When installed on the machine, enables the machine to perform printing functions.

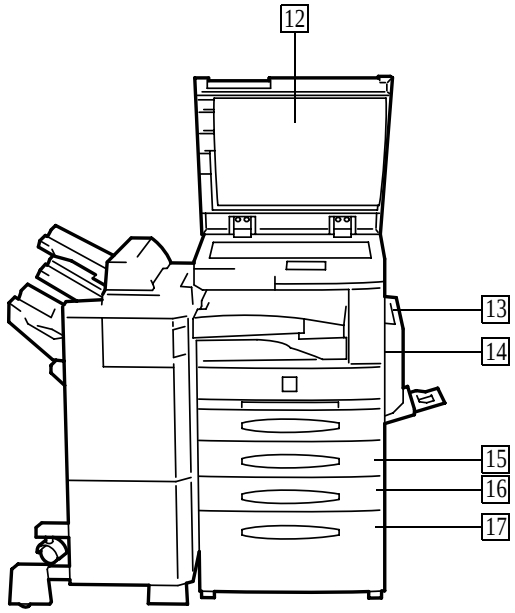
Option



4015O030AB



4015O031AB



4015O032AB

Duplexing Document Feeder 9729

1 Document Exit Tray : Receives originals which have been scanned by the machine.
2 Misfeed Clearing Guide : Open when clearing an original that has been misfed.☞p.6-23
3 Document Feed Tray : Load the originals to be scanned face up on this tray.
4 Document Guide Plate : Slide the guide plate to the size of the originals.
5 Single Feed Tray : Insert a single sheet into this tray to make a copy or copies of it.

Automatic Document Feeder 9721

6 Print Lamp : Lights green while the original is being scanned. Lights orange when a trouble occurs.
7 Misfeed Clearing Guide : Open when clearing an original that has been misfed.☞p.6-24
8 Document Guide Plate : Slide the guide plate to the size of the originals.
9 Feed Tray Extender : Slide this extender out when placing originals of large size.
10 Document Exit Tray : Receives originals which have been scanned by the machine.
11 Document Stopper : Slide this stopper out whenever originals of a large size have been loaded.

Original Cover OC-3

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

Duplex Unit 9752

13 Duplex Unit : Automatically turns over 1-sided copies to print data on both sides.
14 Lock Release Lever : Use to open the Duplex Unit for clearing a misfed sheet of paper.☞p.6-22

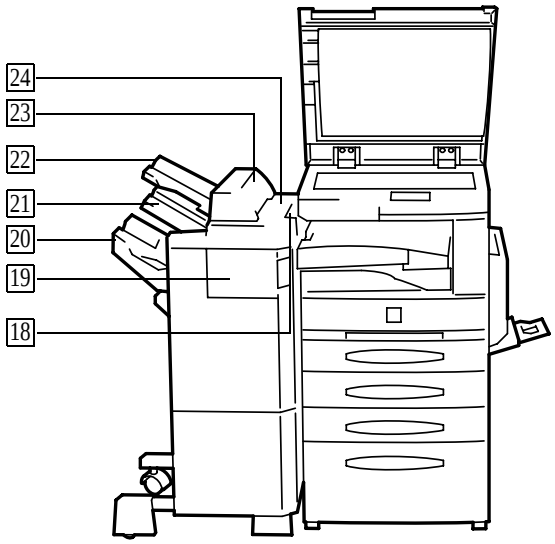
Paper Feed Unit PF-108/Paper Feed Unit 9753

15 Drawer : Holds up to 550 sheets of paper.☞p.6-5
* The drawer lamp starts blinking when paper in the drawer is low and lights orange steadily as soon as it runs out.

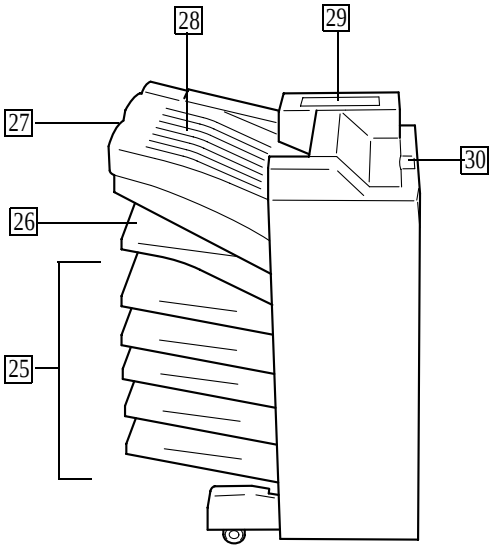
16 Drawer : Holds up to 550 sheets of paper and easily adjusts to different paper sizes.☞p.6-6
* The drawer lamp starts blinking when paper in the drawer is low and lights orange steadily as soon as it runs out.

Large Capacity Cabinet 9866

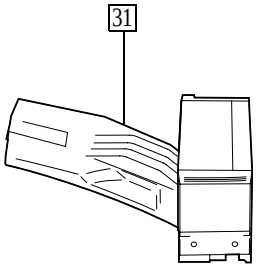
17 Drawer : Holds up to 2,700 sheets of paper.☞p.6-7



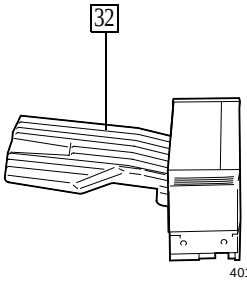
4015O032AB



4002O116AA



4015O033AA



4015O034AA

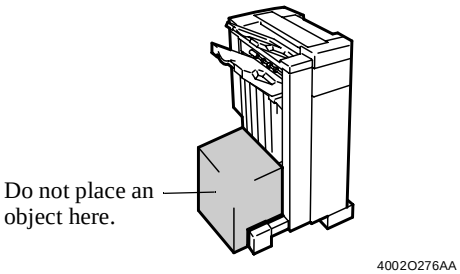
Finisher 9747/Finisher 9748

18 Grip : Hold to slide the Finisher away from the machine to clear a misfed sheet of paper or perform other service job.☞p.6-25
19 Front Door : Open to clear a misfed sheet of paper.
20 Bottom Offset Tray : Receives sorted paper by shifting.
21 Top Offset Tray : Receives plain paper or Card.
22 Option Offset Tray : Receives the type of paper assigned by the PC.
23 Option Tray Cover : Open to clear a misfed sheet of paper.☞p.6-26
24 Upper Cover : Open to clear a misfed sheet of paper.☞p.6-26

Mailbin Finisher 9749

25 Mail Bins : Receives copied paper.
26 Bottom Offset Tray : Receives sorted paper by shifting.
27 Top Offset Tray : Receives plain paper or Card.
28 Top Offset Tray Cover : Open to clear a misfed sheet of paper.☞p.6-31
29 Stapler Cover : Open to replace the staple cartridge.
30 Grip : Hold to slide the Finisher away from the machine to clear a misfed sheet of paper or perform other service job.☞p.6-31

<Precautions When Using a Finisher>



4002O276AA

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

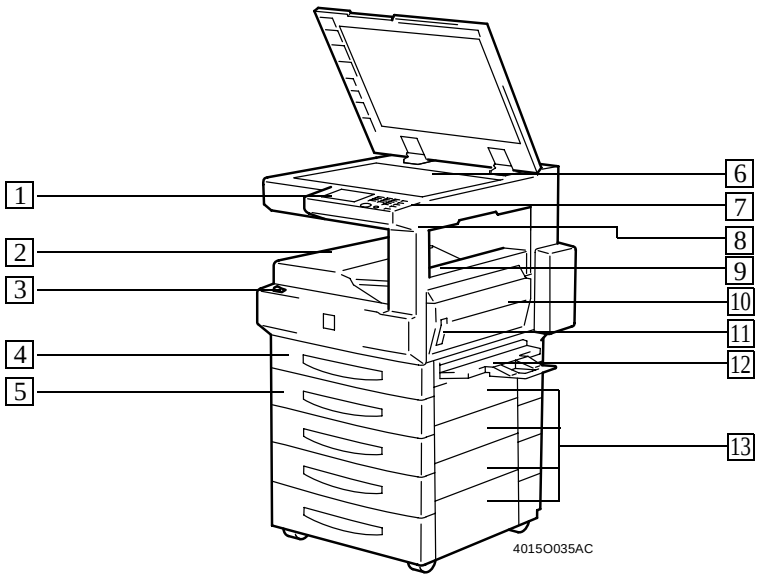
Shift Tray 9750

31 Shift Tray : Receives copy sets sorted by bin shifting.

Job Tray 9751

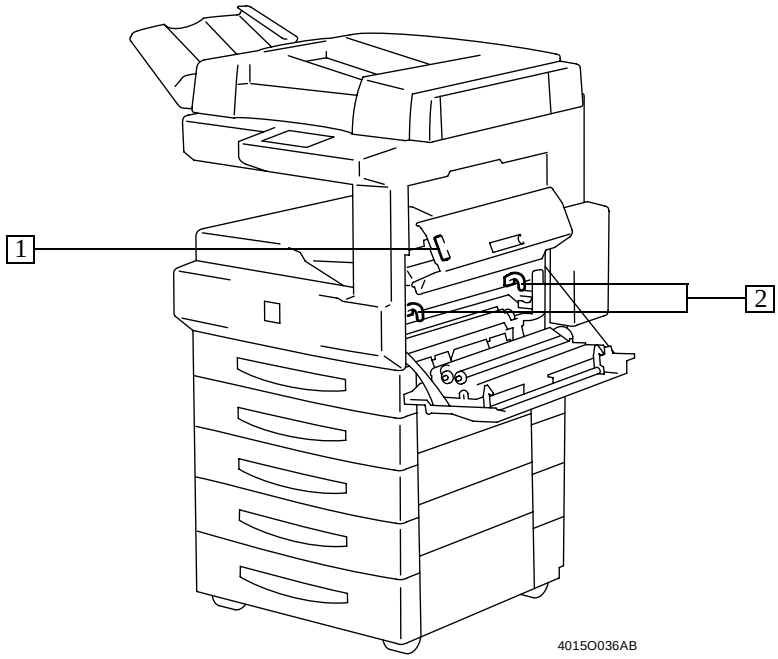
32 Job Tray : Can receive a maximum of 100 finished copies.

Outside the Machine



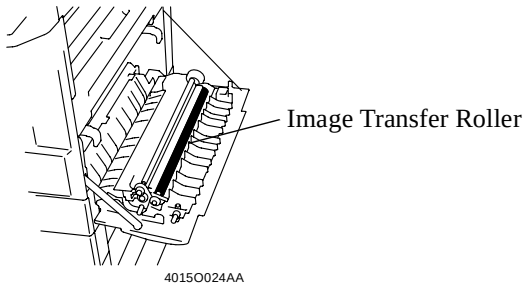
1	Control Panel	: Set the various functions of the machine. ☞p.2-18
2	Non-Sort Tray	: Unsorted copies are fed out here.
3	Power Switch	: Use to turn the machine ON and OFF. ☞p.2-21
4	1st Drawer (Multi Purpose Cassette)	: Holds up to 275 sheets of paper and easily adjusts to different paper sizes.☞p.6-2 * The drawer lamp starts blinking when paper in the drawer is low and lights red steadily as soon as it runs out.
5	2nd Drawer	: Holds up to 550 sheets of paper. ☞p.6-5 * The drawer lamp starts blinking when paper in the drawer is low and lights orange steadily as soon as it runs out. * Standard on DL270/DL370.
6	Original Glass	: Place your original face down on this glass. ☞p.2-26
7	Display Contrast Control Knob	: Use to adjust the brightness of the Touch Panel.
8	Total Counter	: Shows the total number of printed pages produced so far.
9	Upper Right Door	: Open to clear a misfed sheet of paper.☞p.6-20
10	Right Door	: Open to replace the Imaging Unit or clear a misfed sheet of paper. ☞p.6-20
11	Lock Release Lever [R1]	: Use to unlock the Right Door to replace the Imaging Unit or clear a misfed sheet of paper.☞p.6-20
12	Manual Bypass Tray	: Use for manual feeding of single sheets of paper into the machine.☞p.3-7
13	Side Panel	: Open to clear a misfed sheet of paper. ☞p.6-20

Inside the Machine



1 Lock Release Lever [R2] : Pull up to clear a misfed sheet of paper.☞p.6-20
2 Green Hooks : Pull to slide out the Imaging Unit.☞p.6-20

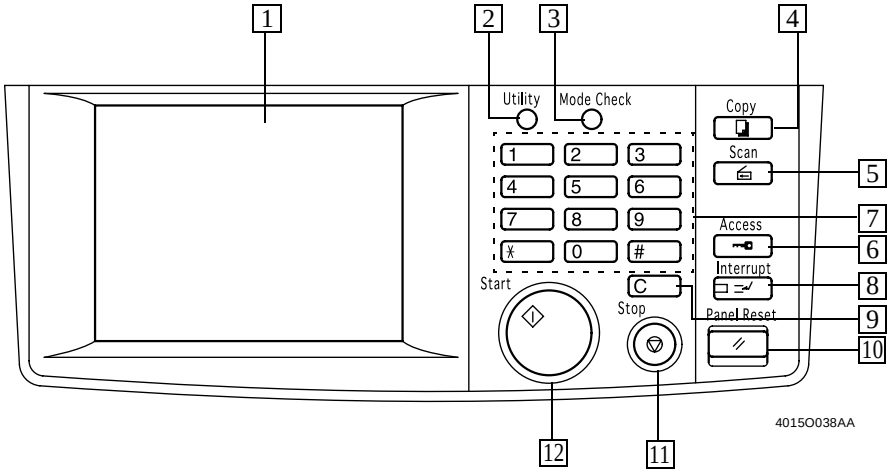
<Precaution for Opening/Closing the Right Door>



When opening or closing the Right Door, be careful not to touch the Image Transfer Roller, as a malfunction could result.

3. Control Panel Keys and Touch Panel

Control Panel Keys and Indicators



1 Touch Panel
- Use to make settings for, and programming of, various copying functions.☞p.2-19

2 Utility Key
- Press to show the Utility Mode menu.☞p.5-2

3 Mode Check Key
- Lists the current settings on the screen. From this screen you can access the setting screen of a particular function and change or cancel the setting as necessary.☞p.2-29
- Access to register the current settings in a program.☞p.5-12

4 Copy Key
- Press to select the Copy mode.

5 Scan Key
- Press to select the Scanner mode. For details, see the operator's manual for the Scanner.

6 Access Mode Key
- Press to enter the access number. ☞p.2-31
- This key becomes valid only when Copy Track of the Administrator mode available from User's Choice is set.

7 10-Key Pad
- Use to set the various numeric values, including the number of copies to be made.

8 Interrupt Key
- Press to interrupt a current job with a different one.
  Press again to return to the previous job. ☞p.2-29
- Lights to indicate that the machine is in the Interrupt mode.

9 Clear Key
Press to:
- Reset the multi-copy entry to "1".
- Clear the settings entered from the 10-Key Pad and other numeric values previously programmed.
- Abandon the image data scanned.

10 Panel Reset Key
- Press to initialize all settings.☞p.2-29

11 Stop Key
Press to:
- Stop a print cycle.
- Stop a scanning cycle.

12 Start Key
- Press to start a scanning or print cycle.

What is the Touch Panel?

The Touch Panel is the screen through which you can make settings for, and program, the various copying functions offered by the machine. When you turn ON the Power Switch, the Basic screen as shown below appears on the Touch Panel.
Note that some of the Touch Panel screens used in the Operator's Manual may be different from what you actually see on your machine.

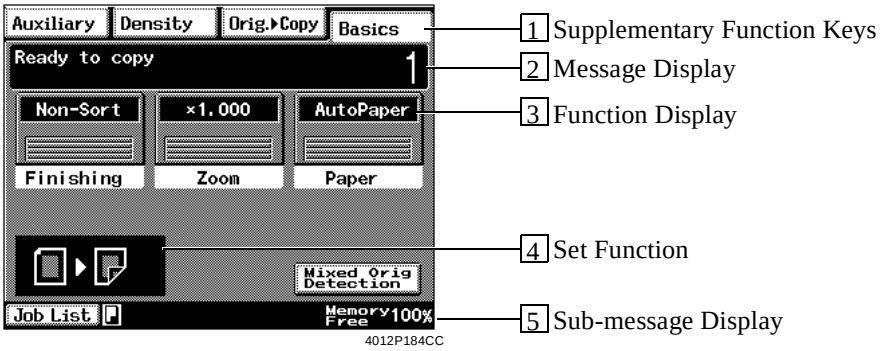
Operating the Touch Panel

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

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

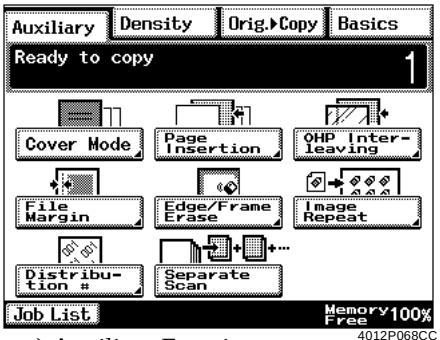
How the Basic Screen is Organized

Copy screen: For using the copying functions



4012P184CC

1 Supplementary Function Keys



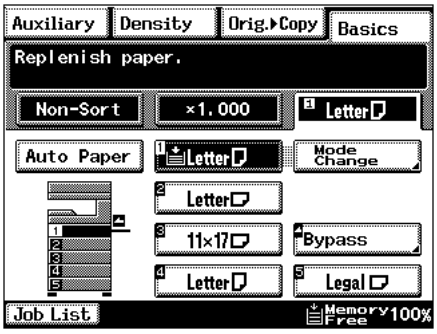
4012P068CC

ex.) Auxiliary Function

Shows the different supplementary function keys that can be selected to set the corresponding supplementary function.
When any of these keys is touched, the corresponding supplementary function screen appears.

* Touching Basics returns you to the Basic screen.

2 Message Display

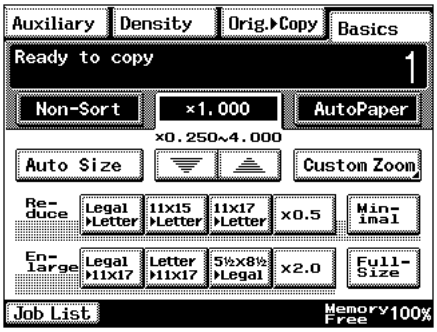


4013P161EB

ex.) Add paper

Shows the current machine status, operating instructions and precautions, and other data, including the number of copies selected.

3 Function Display



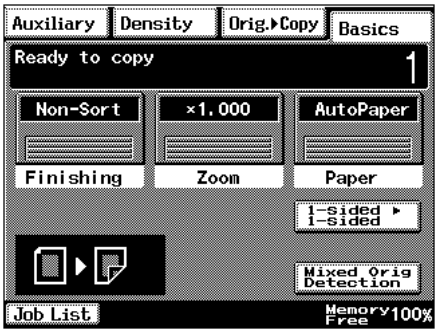
4013P015EB

ex.) Zoom Ratio

Shows the basic function keys that can be selected to set the corresponding basic function. Touching a basic function key shows the corresponding basic function screen.

* What is shown inside the key is the current setting.

4 Set Function



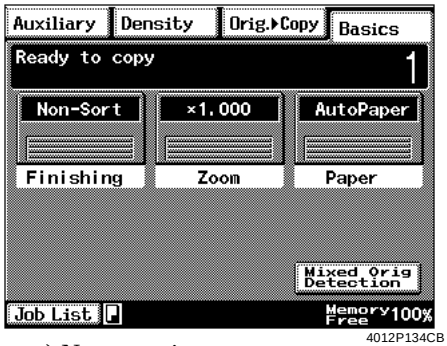
4012P060CB

ex.) Orig. ▶ Copy: Single-Sided ▶ Double-Sided

Shows graphic representations of the current settings.

* To check for more details of the set functions, press the Mode Check key.☞p.2-29

5 Sub-message Display



4012P134CB

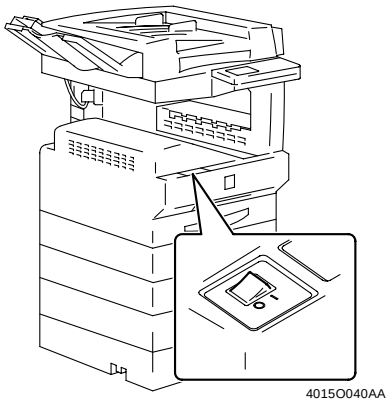
ex.) Now copying.

Shows icons that represent different statuses of the job being run.
Information displayed includes the amount of memory space still available for use, toner-empty condition, and paper-empty condition.

* To check for the settings of the currently reserved job, touch [Job List].
☞p.2-30

4. Turning ON and OFF and Initial Mode

Turning ON and OFF



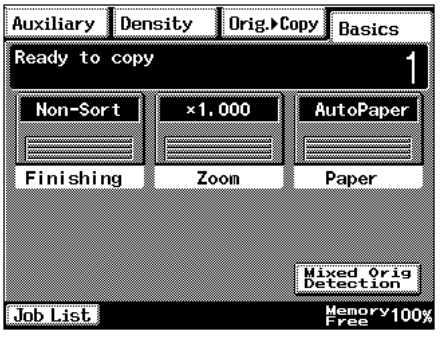
- Turning the Machine ON:
  Press the Power Switch to the | (ON) position.
- Turning the Machine OFF:
  Press the Power Switch to the ⏻ (OFF) position.

When Machine is Turned ON

When the Power Switch is turned ON, the message "Now warming-up. Ready to scan." appears in a few seconds and the Start key lights green. The machine thereafter enables its auto copy start function. ☞p.2-29
At this time, however, pressing the Start key will not start a copy cycle. The DL200/DL270 machine needs a warm-up period of about 60 seconds (at a room temperature of 23°C) and DL370 needs a warm-up period of about 70 seconds (at a room temperature of 23°C).

Initial Mode

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



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

Useful Tip
User's Choice can be used to change any of the settings of initial mode. *☞p.5-4*

5. Placing the Original

Using the Document Feeder

The document feeder automatically feeds original sheets placed on the Document Feed Tray one by one to let the machine scan the data on each original. After the machine completes scanning the data, the document feeder automatically ejects it onto the Document Exit Tray. To ensure the best performance and effective use of the document feeder, use the appropriate type of originals as detailed below.
Use of unsuitable types of originals could result in an original misfeed or a damaged original.

Originals Suitable for the Document Feeder

<Duplexing Document Feeder>
Types of Originals: Sheets (Plain paper, Card)
1-sided Original (weighing 13-1/4 lb to 29-1/4 lb)
2-sided Original (weighing 16 lb to 24 lb)
Mixed Original Detection mode (weighing 16 lb to 24 lb)
Original Size:1-Sided Original, 2-Sided Original mode
: 11×17 L to 5-1/2×8-1/2 L
Mixed Original Detection mode
: 11×17 L to Letter
<Automatic Document Feeder>
Types of Originals: Sheets (Plain paper)
Single feeding: Paper weight 10-3/4 lb to 21-3/4 lb
Multiple feeding: Paper weight 14 lb to 21-3/4 lb
Original Size: 1-Sided Original, 2-Sided Original mode
11×17 L to 5-1/2×8-1/2
Mixed Original Detection mode
11×17 L to 5-1/2×8-1/2 C

Unsuitable Originals

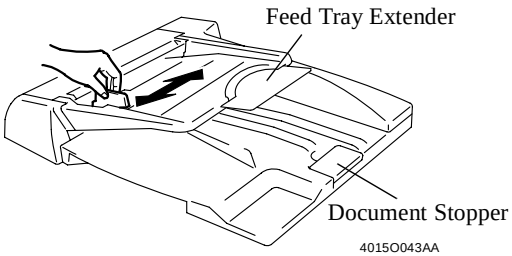
- Typing paper, paraffin paper, and other thin paper
- Card
- Originals greater than 11×17 L or smaller than 5-1/2×8-1/2
- Transparencies, translucent paper
- Wrinkled, dog-eared, curled, or torn originals
- Clipped or stapled originals
- Carbon-backed originals

* For any of these types of originals, raise the document feeder and place the original on the glass to let the machine scan it. ☞p.2-26

Loading the Originals in Document Feeder

Automatic Document Feeder

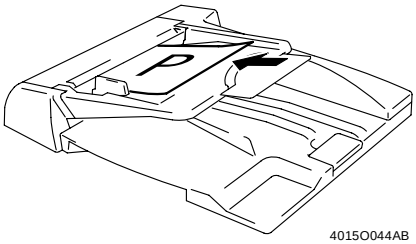
1 Slide the Document Guide Plate to the size of the originals.



Useful Tip

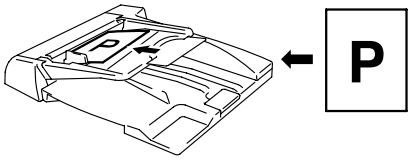
Slide the Feed Tray Extender and Document Stopper out when loading originals of a size larger than Letter.

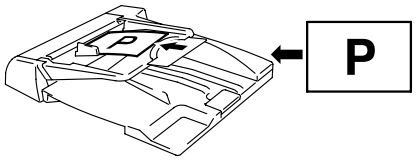
2 Neatly load stack of originals face up on the Document Feed Tray.



NOTES

- *The maximum number of originals that can be loaded is 70.*
- *Make sure that the top level of the original stack does not exceed the ▼ marking.*
- *Make sure that the Document Guide Plate is touching the edges of the original stack. If it's not pressed snugly against the original stack, skewed feeding could result.*
- *You can make copies automatically from originals of assorted sizes loaded in the Automatic Document Feeder. ☞p.2-28*
- *When loading the original in the Automatic Document Feeder, load it in the direction shown below.*



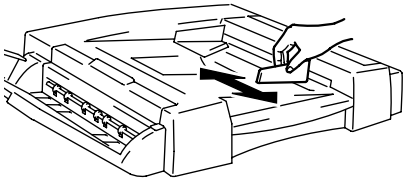


- *If you need to load your original in a direction different from these examples, set "Original Direction" on the Touch Panel. ☞p.3-35*

3 Press the Start key. The originals will be fed into the Automatic Document Feeder, starting with the top page down.

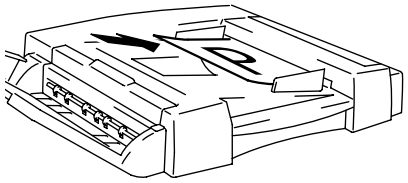
Duplexing Document Feeder

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



1166O021AA

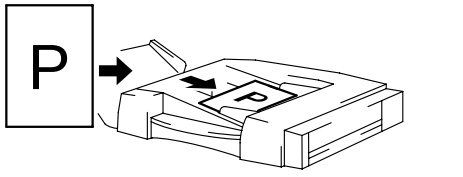
2 Neatly load stack of originals face up on the Document Feed Tray.



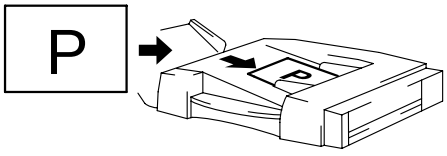
4015O244AA

NOTES

- *The maximum number of originals that can be loaded is 50.*
- *The machine is capable of scanning a document consisting of 50 or more pages at one time. ☞p.3-61*
- *Make sure that the top level of the original stack does not exceed the ▼ marking.*
- *Make sure that the Document Guide Plate is touching the edges of the original stack. If it's not pressed snugly against the original stack, skewed feeding could result.*
- *You can make copies automatically from originals of assorted sizes loaded in the Duplexing Document Feeder.☞p.2-28*
- *When loading the original in the Duplexing Document Feeder, load it in the direction shown below.*



4015O041AB



4015O042AB

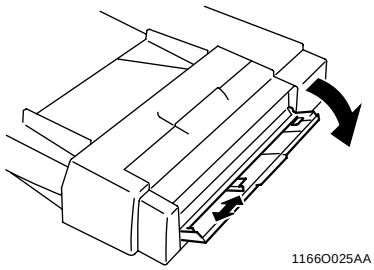
- *If you need to load your original in a direction different from these examples, set "Original Direction" on the Touch Panel. ☞p.3-35*

3 Press the Start key. The originals will be fed into the Duplexing Document Feeder, starting with the top page down.

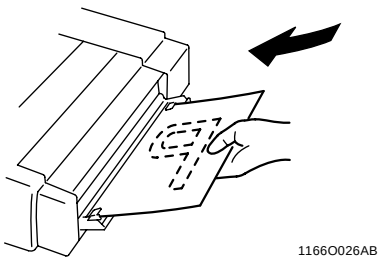
<Using the SADF Mode>
This is the mode in which you insert your originals one by one into the document feeder to make a copy or copies. When you insert the original, the machine automatically starts the copy cycle.

NOTES
- *Originals appropriate for the SADF Mode.*
  Type: Plain paper, Thin paper, Card
  Weight: 9-1/4 lb to 53-1/4 lb
  Size: 11×17 L to 5-1/2×8-1/2
- *The following features will be canceled when using the SADF mode:*
  2-sided Original, 2-in-1 Original, Book, Sort, Group, Staple, Cover, Page Insertion, Number Stamping, manual feeding, Original Direction, and Margin.

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



2 Make sure that the Start key is lit green. Then insert the original face down into the Single Feed Tray.



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

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

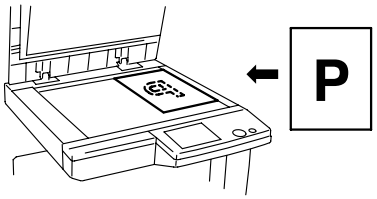
4 Making sure that the Start key lights green again, insert the next original.

Placing the Original on the Glass

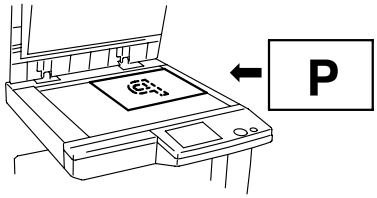
Different methods are used to place the original depending on its type. Use the procedure appropriate for your original. If you are using a document feeder, see ☞p.2-22.

NOTES

• *If you place your original directly on the Original Glass, place it in the direction illustrated below.*



4015O047AB



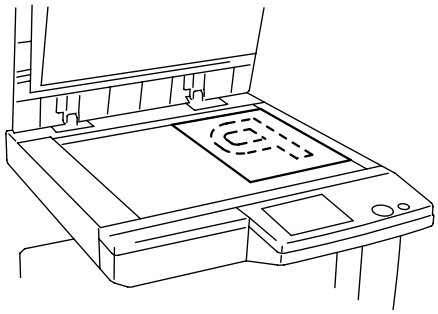
4015O048AB

• *If you need to place your original in a direction different from these examples, set "Original Direction" on the Touch Panel.☞p.3-35*

Sheet Originals

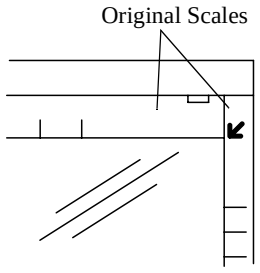
<Using plain paper or types of originals not suitable for the document feeder>

1 Raise the Original Cover (document feeder) and place the original face down on the Original Glass.



1166O027AA

2 Position the original in the right rear corner with the marker on the scale.



1166O192AA

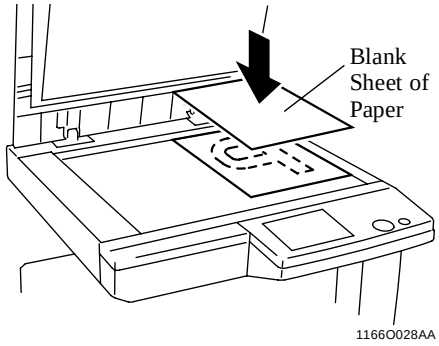
3 Gently lower the Original Cover.

Highly Transparent Originals

<Using transparencies and translucent paper for the original>

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

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

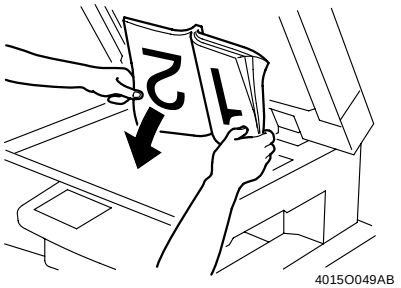


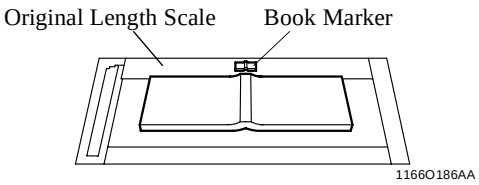
3 Gently lower the Original Cover (document feeder).

Making Copies from a Book Using Book Copy Mode

<When placing an open book or magazine>

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

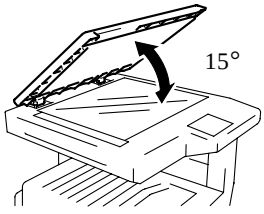




2 Gently lower the Original Cover.

NOTES

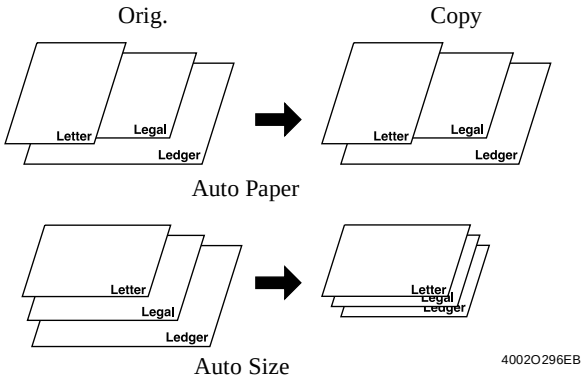
- *If the original is thick, scan the data with the Original Cover raised.*
- *Do not look directly at the Original Glass surface during a scanning sequence since a strong beam of light is emitted.*
- *Not positioning the open book properly will result in copies with pages in incorrect order.*
- *Be sure to raise the Original Cover 15° or more before placing the original. If the Original Cover is raised to an angle less than 15°, the machine may fail to select the correct paper size or zoom ratio.*



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

Mixed Orig. Detection

The Mixed Original Detection function enables the machine to make copies automatically from originals of assorted sizes loaded in the document feeder.



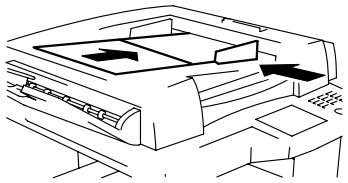
When Letter is set for Paper

NOTE

The machine may not be able to staple copies of different sizes made with Mixed Orig. Detection and Auto Paper selected.

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

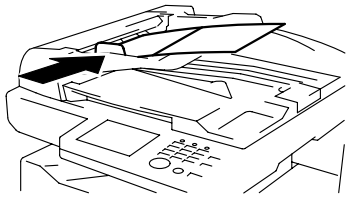
<Duplexing Document Feeder>



NOTE

The maximum number of originals that can be loaded is 50 sheets.

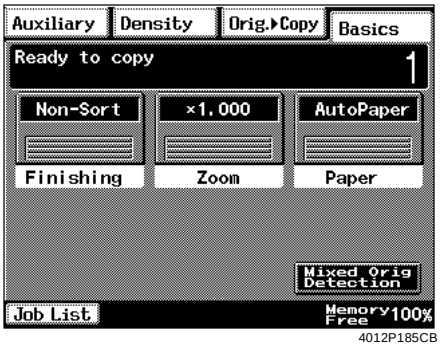
<Automatic Document Feeder>



NOTE

The maximum number of originals that can be loaded is 50 sheets.

2 Touch [Mixed Orig. Detection].



Useful Tip

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

6. Auxiliary Functions

Auxiliary Functions

Panel Resetting

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

Useful Tips

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

Auto Copy Start

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

Interrupt

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

NOTES

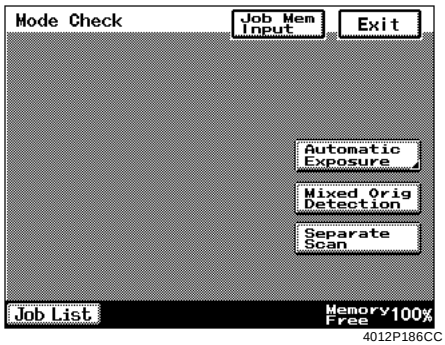
- *To cancel an Interrupt cycle, press the Interrupt key.*
- *The Panel Reset key does not cancel the Interrupt mode.*

Useful Tips

- *Pressing the Interrupt key sets the machine into the initial mode, except for the finishing function which is Non-Sort.*
- *Custom Zoom and X/Y Zoom cannot be set in the Interrupt mode. Cover/Page Insertion and OHP Interleaving cannot be set in the Interrupt mode, either.*

Mode Check

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



4012P186CC

- When you touch [Exit] after having checked the currently set funcions, the Basic screen reappears.
- To change a certain funcion, touch the corresponding key and then make the necessary change.
- To register the current settings, touch the [Job Mem Input] key. The Program register screen will then appear.☞p.5-12

Auto Panel Reset

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

Useful Tip

The time for the machine to activate Auto Panel Reset Function can be selected. The Auto Panel Reset function can even be disabled.For details, see "User's Choice." ☞p.5-6

Energy Save Mode

To save electricity, the machine enters the Energy Save Mode a given period of time after the last activity. The initial setting is 15 min.
To cancel the Energy Save Mode, press any key on the control panel or raise the Original Cover or place an original on the document feeder.

Useful Tip

The time for the machine to enter the Energy Save Mode can be selected from 1 min to 240 min. For details, see "User's Choice."☞p.5-6

Auto Shut OFF

<Only when a Printer Controller is not mounted>
To save electricity, the Auto Shut OFF function shuts down the machine a given period of time after the machine has been used last.
The initial setting is as follows:

30 min for DL200
60 min for DL270/DL370

Useful Tip

The time for the machine to enter the Auto Shut OFF mode can be selected from 15 min to 240 min. The Auto Shut OFF can even be disabled. For details, see "User's Choice."☞p.5-6

Sleep

<Only when a Printer Controller is mounted>
To save electricity, the machine automatically enters the Sleep mode a given period of time after the last activity. Sleep saves more electricity, but takes longer to be activated, than Energy Save.
The initial setting is as follows:

30 min for DL200
60 min for DL270/DL370

To cancel the Sleep mode, press any key on the control panel, raise the Original Cover, or place an original in the document feeder.

Useful Tip

The time for the machine to enter the Sleep mode can be selected from among 15 min to 240 min. The Sleep can even be disabled. For details, see "User's Choice."☞p.5-6

LCD Back-light Off

To save electricity, the machine enters the LCD Back-light OFF function a given period of time after the last activity. The initial setting is 1 min.
To cencel the LCD Back-light OFF function, press any key on the control panel or raise the Original Cover or place an origianl on the document feeder.

Useful Tip

The time for the machine to enter the LCD Back-light OFF function can be selected from 1 min to 240 min. For details, see "User's Choice." ☞p.5-6

Job List

You can check for operation data and present conditions on the Touch Panel. ☞p.3-62

Access Number

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

NOTES

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

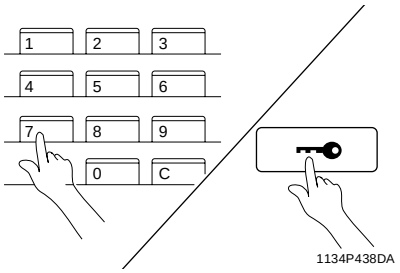
  <"Access #" Prompt Screen>

4012P187CD

- *Before you can use this function, you must first turn "ON" the "Copy Track" function of the Administrator Mode available from Utility Mode.* ☞*p.5-24*

<Entering the Access Number>

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



1134P438DA

NOTE

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

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

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

To Stop Printing

Press the Stop key while data is being processed or printed out. The screen below appears and you can choose whether to delete the data or not.

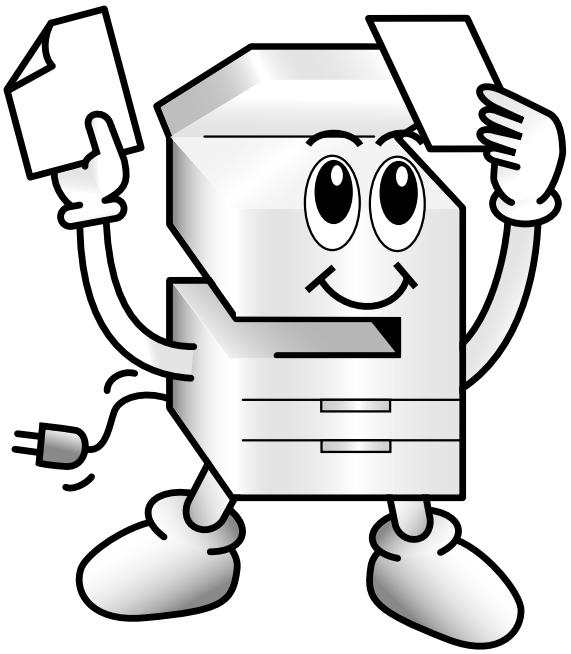
4012P195CD

Icons

Icon		Description
	Copying	Now copying.
	Printing	Now printing.
	Print Waiting	Processing the next print job.
	Data being received	Receiving data for PC print.
	Data remains	PC print data left in memory.
	Paper empty	Add paper. ☞p.6-2
	Lack of Toner	Toner is low. Replace the Toner Bottle. ☞p.6-10
	Replace I/U	Need to change the Imaging Unit. Call your Tech. Rep.
	Maintenance Call	Machine needs service. Call your Tech. Rep.

Chapter 3

Making Copies



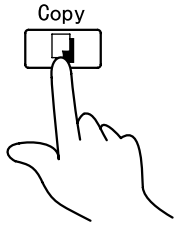
1. Basic Copying Overview

Basic Copying Overview

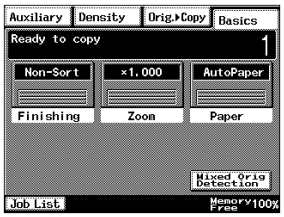
The most basic copying job is to make full-size (×1.000) copies of the original.
Press the Copy key (step 1), place the original in position (step 2), set the number of copies to be made (step 9), and press the Start key (step 10). This will allow you to make full-size copies of the same size as the original.
(*Automatically selected in the initial mode are Auto Paper, Full Size, and Auto Exposure.)

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

1. Press the Copy key to show the Copy screen.

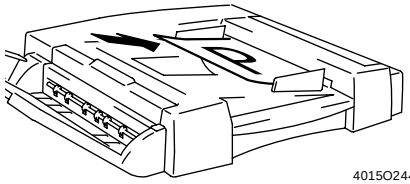


4015O219CA

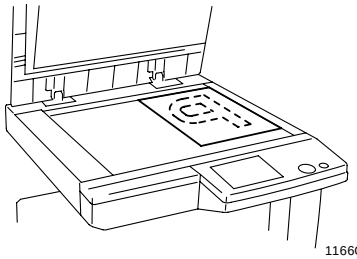


4012P067CB

2. Placing the Original
Load the originals in the document feeder. ☞p.2-22


4015O244AA

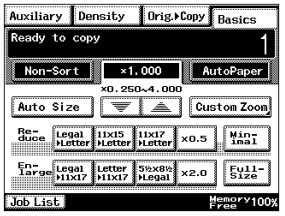
Raise the Original Cover and place the original face down on the Original Glass.☞p.2-26


1166O027AA

• Changing the paper size
• Changing the Zoom Ratio
• Sorting copies
• Stapling copies
• Punching holes in copies

Selecting the basic functions

3. Touch [Paper]. ☞p.3-4
4. Touch [Zoom]. ☞p.3-12
5. Touch [Finishing]. ☞p.3-18

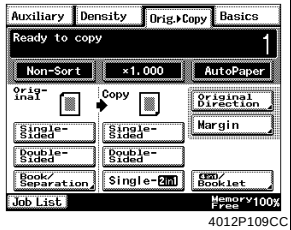


4013P015EB

• Making copies from a book
• Saving paper to make copies

Selecting the Original ▶ Copy Type

6. Touch [Orig. ▶ Copy].☞p.3-31

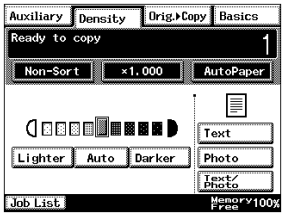


4012P109CC

• Changing the exposure level

Selecting the exposure level.

7.Touch [Density].
☞p.3-42

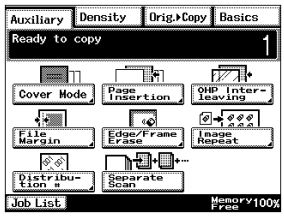


4012P110CB

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

Selecting the auxiliary functions

8. Touch [Auxiliary].
☞p.3-44



4012P068CC

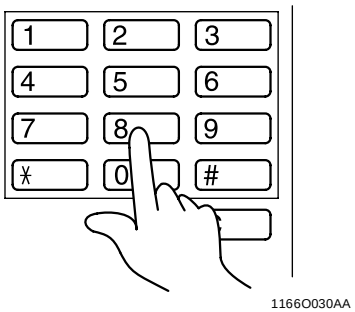
9. Setting the number of copies.

From the 10-Key Pad, set the desired number of copies to be made.

* The maximum number of copies that can be set is as follows:
  99 for DL200/DL270
  999 for DL370

Useful Tip

*There is no limit to the number of copies set in the initial mode. Administrator Set can, however, be used to limit the maximum number of copies to be set in the range from 1 to 99.**☞p.5-22*



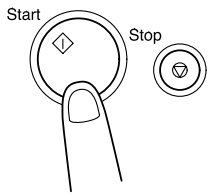
1166O030AA

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

10. Pressing the Start key

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

* To stop the copy cycle, press the Stop key.☞p.2-31



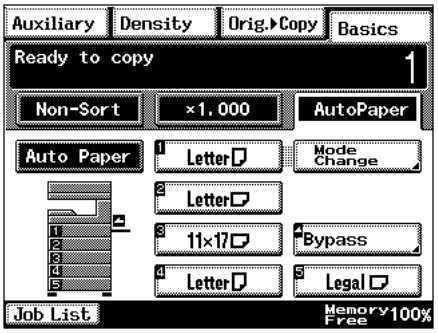
1166O244EA

Useful Tip

The number of pages of data the machine can scan at one time is about 40 for DL200 and about 120 for DL270/DL370 based on a Letter standard original.
If optional Memory is installed, it expands the scanning capacity up to about 280 pages.

2. Selecting the Paper

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



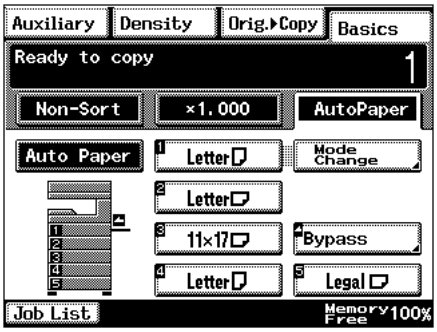
4013P001EB

Paper Size

Auto Paper

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

1 Touch [Auto Paper].



4013P001EB

NOTES

- *The original sizes that can be detected in the Auto Paper mode are 11×17 L, Legal L, Letter L, and Letter C. The machine may not be able to detect, or may detect erroneously, the size of an original of any other size or irregular size. (Mounting an optional part will enable the machine to detect 5-1/2×8-1/2 L, FLS, A3 L, B4 L, A4 L, A4 C, and B5 C. For details, ask your Tech. Rep.)*
- *When wrinkled, dog-eared, or curled originals are used, select the paper size before making copies.*
- *When the document feeder is used, the machine determines the paper size when the first original is taken up and fed in. It then uses that paper size for the subsequent originals (except in the Mixed Original Detection mode).*

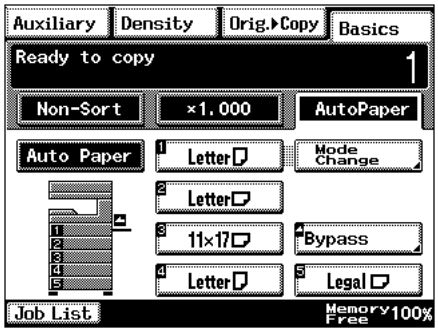
Useful Tips

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

Manual Selection

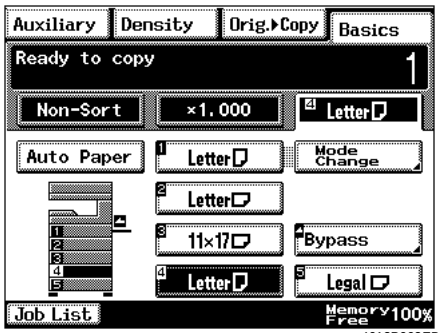
The paper size can be set manually.

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



4013P001EB

2 Touch the desired paper size key.



4013P002EB

1 1st Drawer
2 2nd Drawer
3 3rd Drawer
4 4th Drawer
5 5th Drawer
Manual Bypass Tray

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

Auto Drawer Switching

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

Useful Tip

This feature is a great advantage when you need to make a large number of copies on the same size paper.

<DL200>

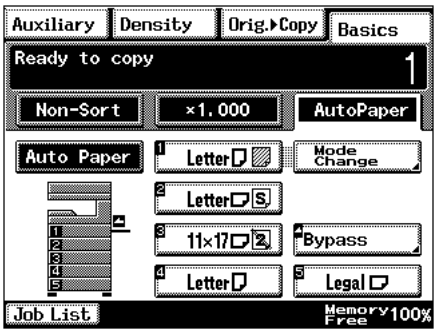
You can make up to 2,475 copies without interruption if, for example, the 275-sheet drawer is combined with four 550-sheet drawers.

<DL270/DL370>

You can make up to 4,075 copies without interruption if, for example, the 275-sheet drawer is combined with two 550-sheet drawers and a Large Capacity Cabinet.

Special Paper Setting

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



4013P003EB

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

S : Recycled paper

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

2 : Disabling 2-sided copying

This setting precludes 2-sided copying.

: Exclusive paper

This setting precludes both Auto Paper mode and Automatic Drawer Switching. Choose this setting when using paper for cover/inserts (e.g., colored paper), to prevent that paper from being used for other purposes.

Manual Bypass Copying

- Use Manual Bypass to make copies on paper not loaded in any drawer, or to copy onto OHP transparencies, Card, or any other special paper.
- The setting of the paper size is needed for manual bypass copying.

Paper that Can be Used for Manual Bypass

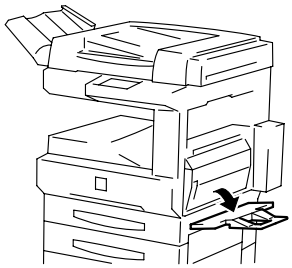
◆Types of Paper
Plain paper (weighing 16 lb to 24 lb), recycled paper
Card (weighing 24-1/4 lb to 41-3/4 lb), labels
OHP transparencies

◆Paper Size
Max. Size: 11-11/16×17
Minimum Size: 3-9/16×5-1/2

Using the Manual Bypass Tray

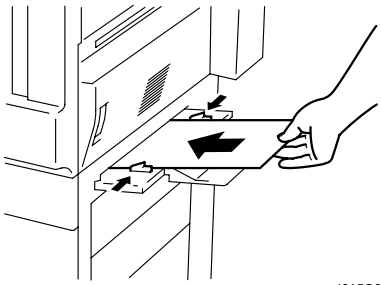
1 Place the original on the Original Glass and make the control panel settings.

2 Swing down the Manual Bypass Tray.



4015O050AB

3 Slide the Paper Guides to the size of the paper and insert a sheet of paper.



4015O051AB

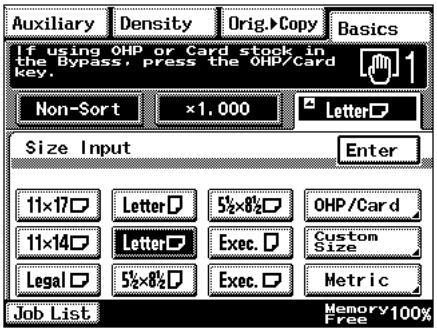
NOTES

- *Correct any curl if you are using Card.*
- *When making copies on Card, OHP transparencies, or labels, the following functions cannot be used: 2-sided copying, Booklet Creation, Staple, and Hole Punch.*
- *The copy will be made on the side facing down.*

Useful Tip

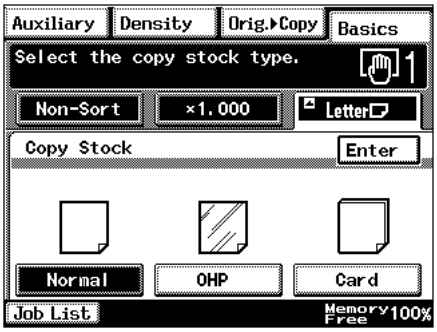
Continuous multiple copies can be made if cards, OHP transparencies, or labels are loaded in the 1st Drawer. ☞*p.6-2*

4 Select the desired paper size.



4013P004EB

5 Touch [OHP/Card] and select the type of paper.



4013P005EB

Useful Tip

Select Card when labels have been loaded.

6 Touch [Enter].

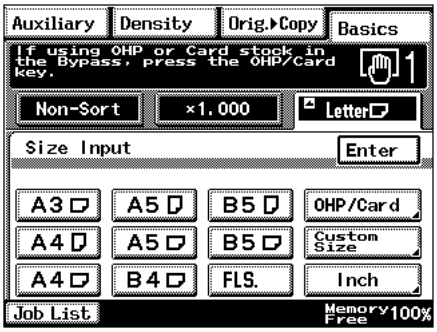
7 Press the Start key.

Useful Tip

The machine automatically starts the copy cycle when paper is inserted into the Manual Bypass Tray after the first copy.

<Using Metric Size Paper>

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



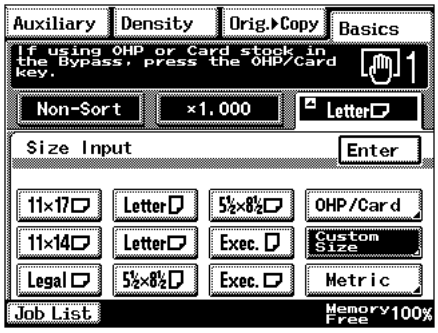
4013P006EB

Useful Tip

Touching [Inch] returns you to the screen that allows you to select a inch paper size.

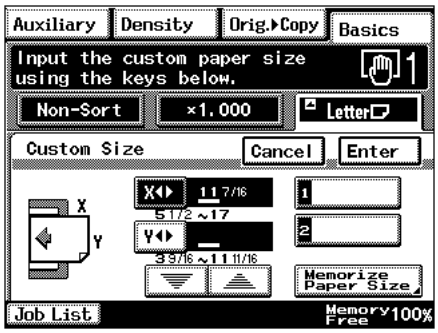
<Using Nonstandard Size Paper>

• Touch [Custom Size] on the screen given in step 4.



4013P007EB

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



4013P008EB

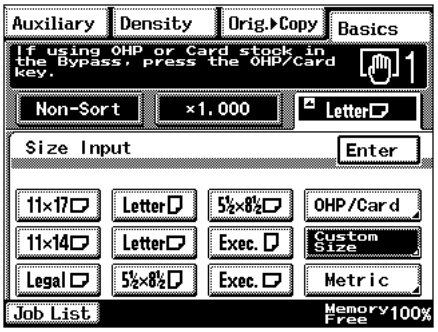
• Do the same for [Y].

• Touch [Enter].

<Calling up a Paper Size from Memory>

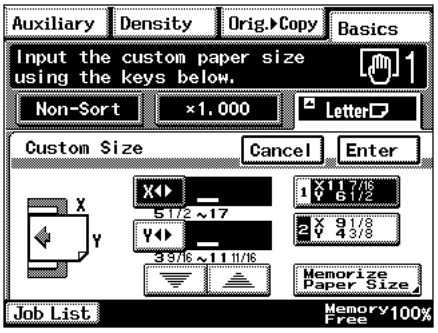
You can store the most frequently used paper sizes in memory and recall them later as necessary.

• Touch [Custom Size] on the screen given in step 4.



4013P007EB

• From among the two sizes previously stored in memory, select the desired one.



4013P009EB

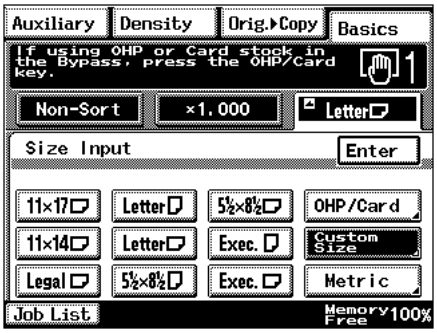
Useful Tip

*It's a good idea to store frequently used paper sizes in memory.**☞p.3-10*

• Touch [Enter].

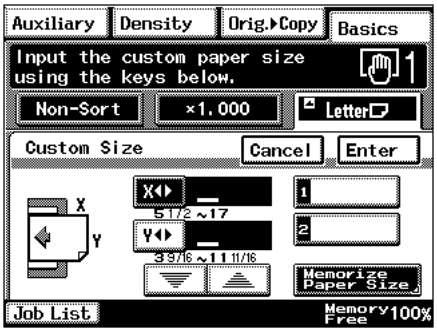
Memorize Paper Size

1 Touch [Custom Size].



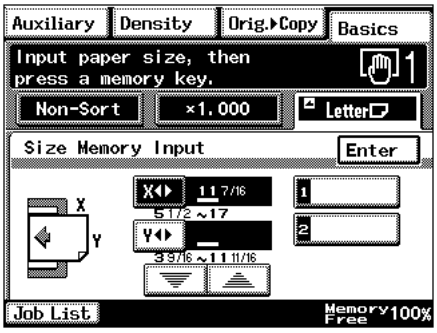
4013P007EB

2 Touch [Memorize Paper Size].



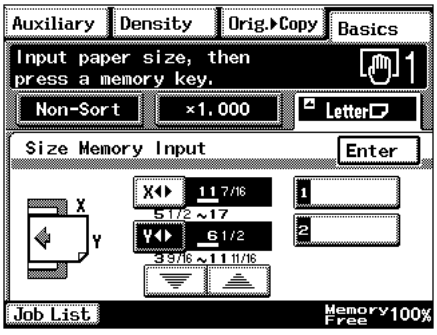
4013P010EB

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



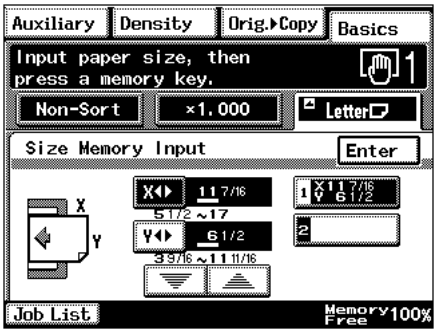
4013P011EB

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



4013P012EB

5 Touch [1] or [2].



4013P013EB

NOTE

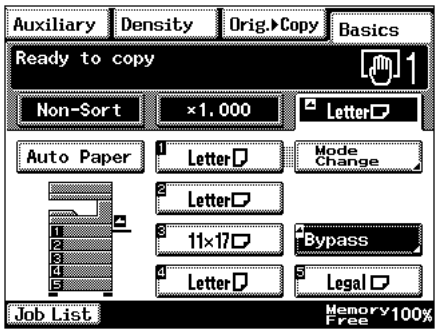
When a new paper size is stored in a key number, the old one stored in that key number is lost.

6 Touch [Enter].

Changing the Paper Size

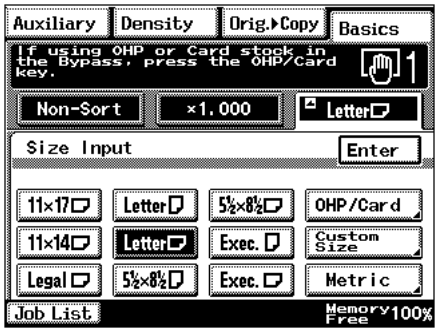
If you change the paper size in mid-operation while making copies continuously through the Manual Bypass Tray, the paper size must be set again.

1 Touch [Paper] and then [Bypass].



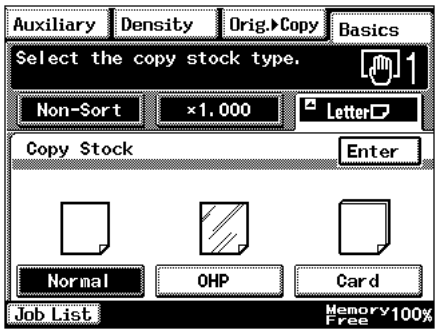
4013P014EB

2 Select the desired copy paper size.



4013P004EB

3 Touch [OHP/Card] and then select the type of paper.



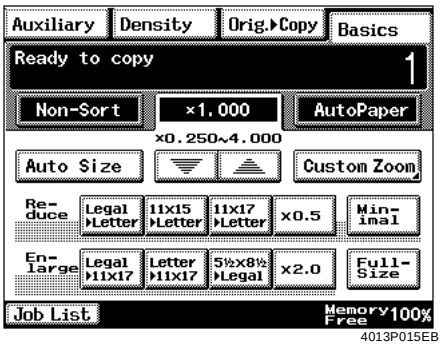
4013P005EB

4 Touch [Enter].

3. Selecting the Zoom

Zoom Ratio

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

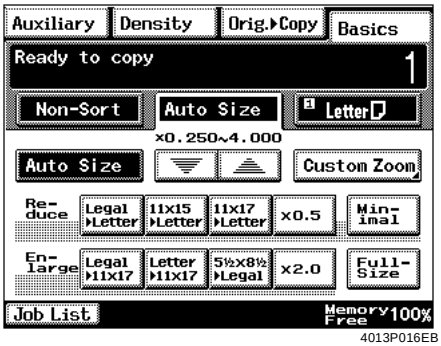


4013P015EB

Auto Size

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

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



4013P016EB

2 Select the paper size.
"Selecting the Paper"☞p.3-4

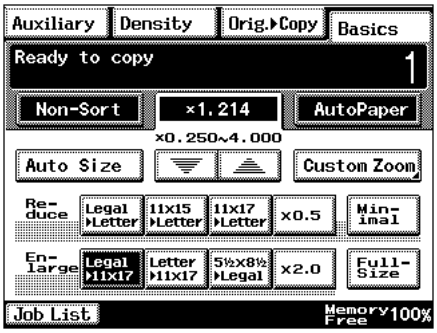
NOTE
When the document feeder is used, the machine determines the zoom ratio when the first original is taken up and fed in and uses that zoom ratio for subsequent originals (except in the Mixed Original Detection mode).

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

Selecting the Fixed Zoom

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

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



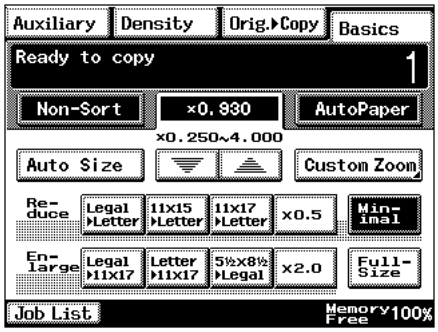
4013P017EB

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

For a Slightly Smaller Image

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

1 Touch [Minimal] and set the zoom ratio.



4013P018EB

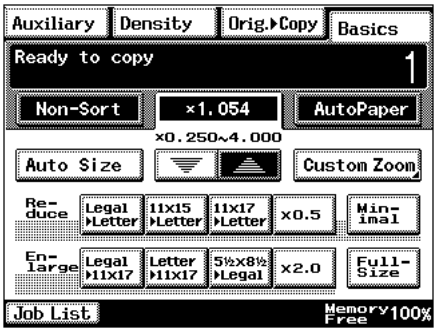
Useful Tips

- *A value of ×0.930 has been factory-programmed in [Minimal], but that ratio can be changed as necessary.☞p.3-16*
- *This is a handy way of making a copy, without losing any portion of the original image, from an original which has an image area covering its entire surface.*

Using Zoom Up/Down Keys

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

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



4013P019EB

Useful Tips

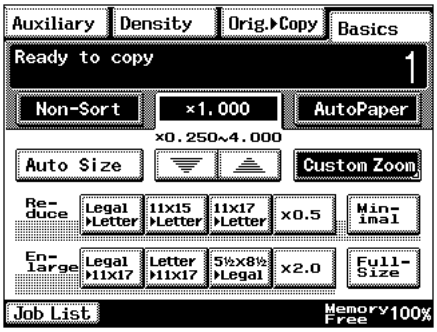
- *To save time, first select the fixed zoom ratio nearest to the target ratio before using [▼] or [▲].*
- *The zoom ratio can be set in the range between ×0.250 and ×4.000.*

Using the 10-Key Pad

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

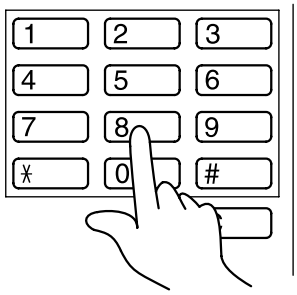
<Same ratio for X and Y>

1 Touch [Custom Zoom].



4013P020EB

2 Enter the Zoom Ratio from the 10-Key Pad.



1166O030AA

Useful Tip

Example: ×1.300
Press 1, 3, 0, and 0, in that order.

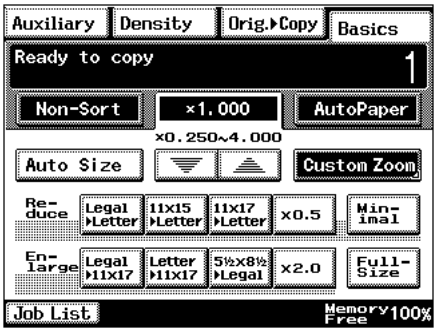
1149O160BA

- *To correct a ratio, press the Clear key and then enter the correct one.*
- *The zoom ratio can be set in the range between ×0.250 and ×4.000.*

3 Touch [Enter].

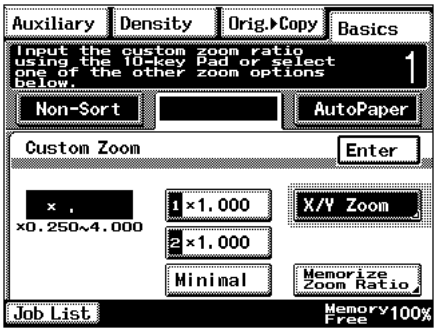
<Using the X / Y Zoom>

1 Touch [Custom Zoom].



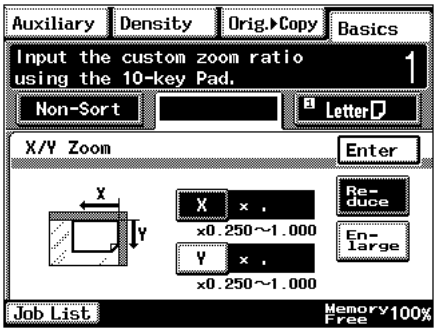
4013P020EB

2 Touch [X/Y Zoom].



4012P021CC

3 Touch [Reduce] or [Enlarge].

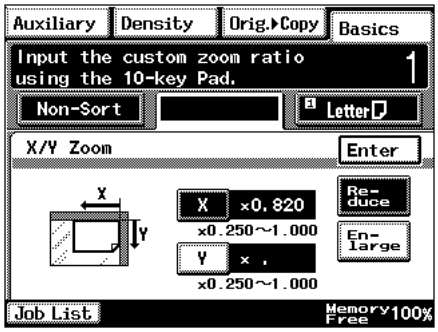


4013P022EB

Useful Tip

The zoom ratio can range between ×1.001 and ×4.000 if Enlarge is selected and between ×0.250 and ×1.000 if Reduce is selected.

4 Touch [X] and enter the zoom ratio from the 10-Key Pad.



4013P023EB

Useful Tip

To correct a ratio, press the Clear key and then enter the correct one.

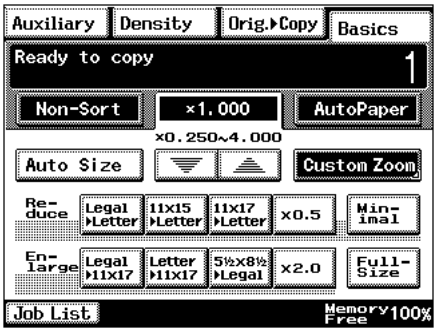
5 Touch [Y] and enter the zoom ratio from the 10-Key Pad.

6 Touch [Enter].

Calling up a Ratio from Memory

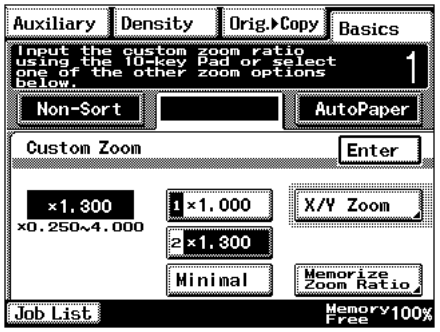
You can store the most frequently used zoom ratios in memory and recall them later as necessary.

1 Touch [Custom Zoom].



4013P020EB

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



4012P024CC

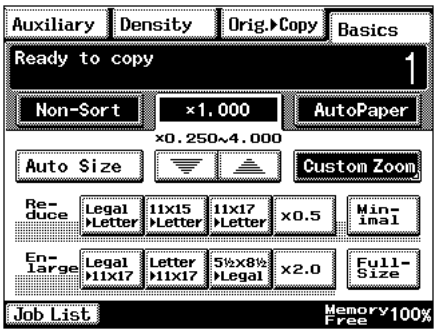
Useful Tip

*It's a good idea for you to store frequently used zoom ratios in memory.**☞p.3-16*

3 Touch [Enter].

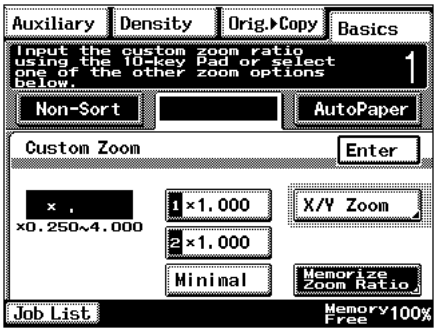
Storing a Ratio in Memory

1 Touch [Custom Zoom].



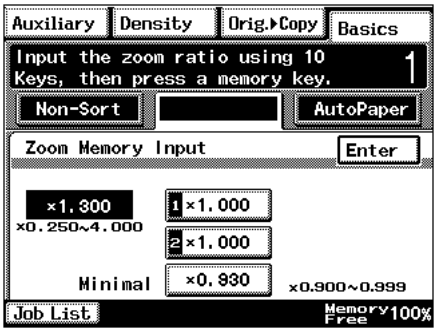
4013P020EB

2 Touch [Memorize Zoom Ratio].



4012P025CC

3 Using the 10 -Key Pad, enter the desired zoom ratio.



4012P026CC

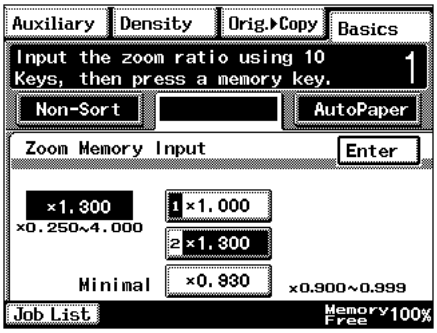
Useful Tip

Example: ×1.300
Press 1, 3, 0, and 0, in that order.

1149O160BA

- *To correct a ratio, press the Clear key and then enter the correct one.*
- *The ratio from Memory can range between ×0.250 and ×4.000.*
- *The [Minimal] ratio can range between ×0.900 and ×0.999.*

4 Touch memory location key [1], [2] or [Minimal] to store the set zoom ratio.



4012P027CC

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

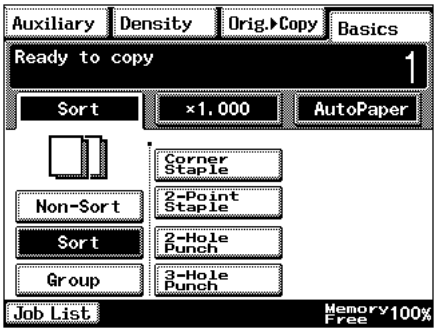
NOTE

When a new ratio is stored, the old one is erased.

5 Touch [Enter].

4. Selecting the Finishing Function

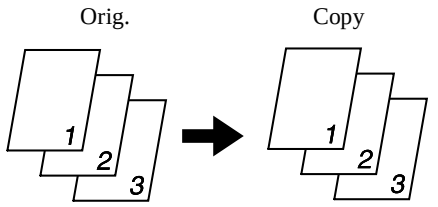
When you touch [Finishing] after touching [Basics] on the Touch Panel, a screen appears that allows you to set a particular finishing function.



4013P029EB

Finishing Functions

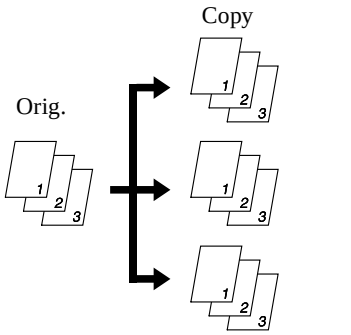
Non-Sort



4002O055AA

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

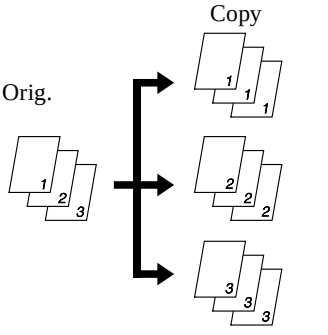
Sort



4002O056AA

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

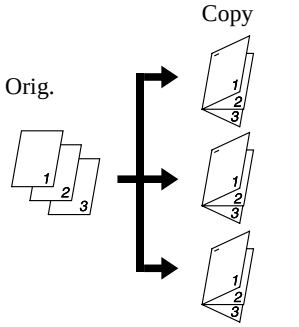
Group



4002O057AA

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

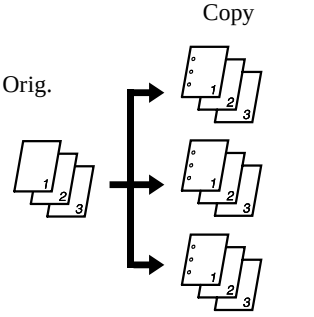
Staple



4002O058AA

<Only when the Finisher/Mailbin Finisher is mounted>
This function is effective when making multiple copies from multiple originals. Copies are sorted or grouped into complete sets of the originals and then stapled.
Touch [Staple].

Hole Punch



4002O285EA

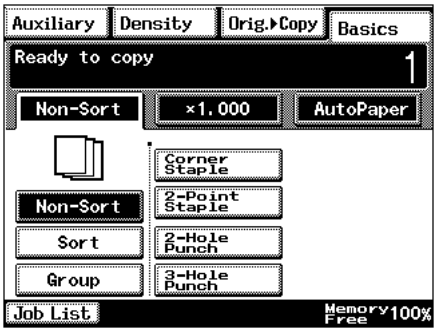
<Only when the Finisher 9747/Mailbin Finisher is mounted>
Holes are punched in the copy sets or stacks for filing. It can be combined with Non-Sort, Sort, Group or Staple.
Touch [Hole Punch].

Useful Tip
The machine has been factory-set to automatically switch between Sort and Non-Sort depending on the number of originals and the number of copies to be made. It has also been set to automatically select Non-Sort in the initial mode. These default settings can be changed with User's Choice.☞p.5-7

Selecting the Finishing Function

Non-Sort

1 Touch [Non-Sort].



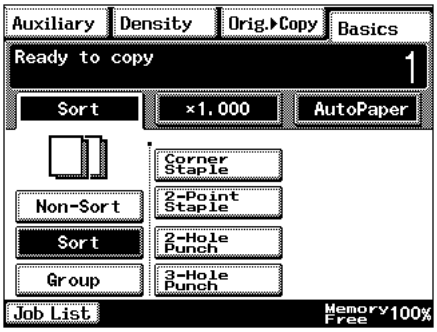
4013P028EB

NOTE

Card and OHP transparencies should be used for making copies in Staple and Punch.

Sort/Group

1 Touch [Sort] or [Group].



4013P029EB

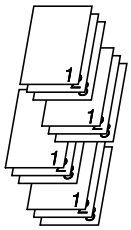
NOTES

- *Separate Scan will be automatically activated if an original is place directly on the Original Glass in the Sort mode.*☞*p.3-61*
- *If the machine is equipped with a Shift Tray, Finisher, or Mailbin Finisher, copies are fed out in a sawtooth manner. If the machine is equipped with a Job Tray, or if it is not fitted with a Shift Tray, Finisher, or Mailbin Finisher, copies are fed out in a crisscross manner.*
- *Crisscross sorting is possible only when all of the following conditions are met:*
  - *The machine is loaded with paper of the same size, but in two different directions.*
  - *The machine is loaded with paper of the same type, but in two different directions.*
  - *Mixed Original Detection is not set in Auto Paper.*
  - *None of the Staple, Hole Punch, Page Insertion, Cover, or Image Repeat functions are set.*
  - *An original is placed on the Original Glass, while drawer is yet to be selected.*

Useful Tips

• *Shift Sorting*

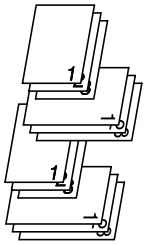
The sorted copy sets are stacked in the same direction, but in a sawtooth manner by shifting the tray to the front or rear for each set.



4002O061AB

• *Crisscross Sorting*

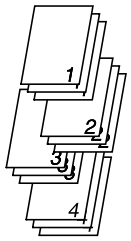
The sorted copy sets are stacked in a crisscross manner, one set stacked lengthwise on top of another set stacked crosswise.



4002O062AB

• *Shift Grouping*

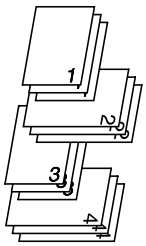
The grouped copy stacks are stacked in the same direction, but in a sawtooth manner by shifting the tray to the front or rear for each stack.



4002O063AB

• *Crisscross Grouping*

The grouped copy stacks are stacked in a crisscross manner, one stack stacked lengthwise on top of another stack stacked crosswise.

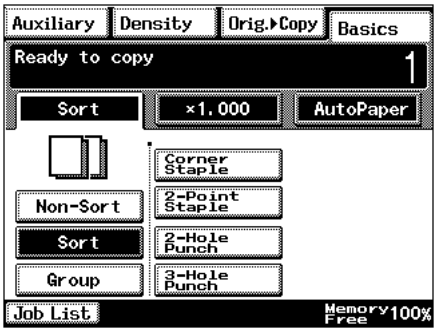


4002O064AB

Staple

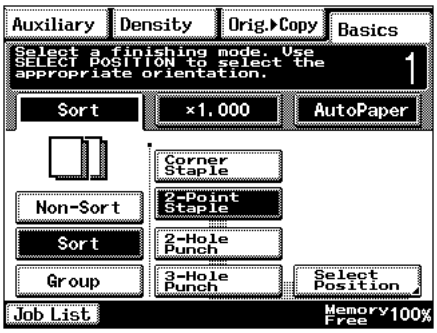
<When Finisher 9747 is mounted>

1 Touch the desired finishing function key.



4013P029EB

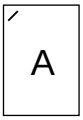
2 Touch the stapling key of your choice.



4013P030EB

You have a choice of the following two stapling types:

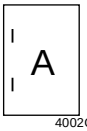
- Corner Staple



4015O001AA

Paper size : 11×17 L to Letter
Type of paper : Plain paper, recycled paper
Number of sheets : 2 to 50

- 2-Point Staple

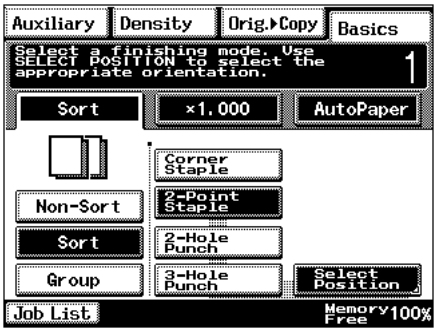


4002O068AA

Paper size : 11×17 L to Letter
Type of paper : Plain paper, recycled paper
Number of sheets : 2 to 50

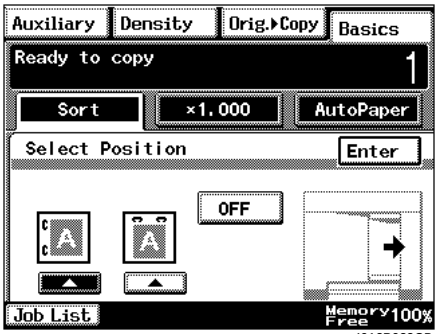
* When you touch a stapling key in the Non-Sort mode, the Finisher is automatically set into the Sort mode.

3 Touch [Select Position].



4013P031EB

4 Touch the desired stapling type.



4012P032CB

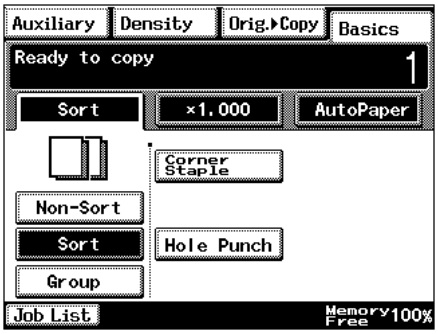
5 Touch [Enter].

NOTES

- *Stapling is not possible in the Interrupt mode.*
- *Check the correct direction of the originals when making copies in the Staple mode.* ☞*p.3-26*
- *Stapling position cannot be specified if Corner Staple is selected. It can, however, be specified if Corner Staple is combined with Hole Punch.*
- *If an original is placed directly on the Original Glass in the Staple mode, Separate Scan is automatically set.* ☞*p.3-61*
- *Make sure that the maximum number of sheets to be stapled together is not exceeded when making copies in the Staple mode.*

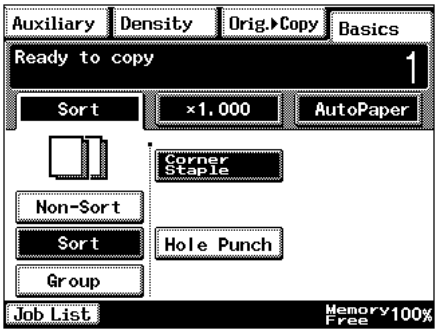
<When Finisher 9748 or Mailbin Finisher is mounted>

1 Touch the desired finishing function key.



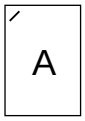
4012P033CB

2 Touch [Corner Staple].



4012P034CB

With Corner Staple, the staple is driven into the copies at the location shown below:



4015O001AA

Paper size : 11×17 L to Letter
Type of paper : Plain paper,
recycled paper
No. of sheets to be stapled together:
Mailbin Finisher : 2 to 50
Finisher : 2 to 30

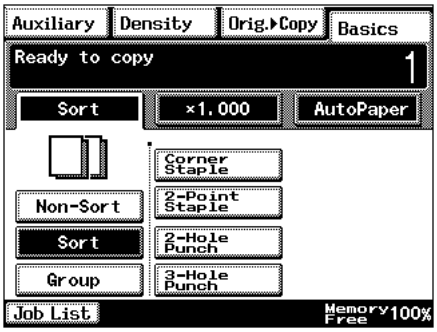
NOTES

- *When [Corner Staple] is touched with Non-Sort selected, the Finisher is automatically set into the Sort mode.*
- *Stapling is not possible in the Interrupt mode.*
- *Stapling position cannot be specified if the machine is equipped with a Finisher 9748 or Mailbin Finisher. When a Mailbin Finisher is mounted, however, stapling position can be specified if the function is combined with Hole Punch.*
- *Check the correct direction of the originals when making copies in the Staple mode.* ☞*p.3-26*
- *If an original is placed directly on the Original Glass in a Staple mode, Separate Scan is automatically set.*☞*p.3-61*
- *Make sure that the maximum number of sheets to be stapled together is not exceeded when making copies in the Staple mode.*

Hole Punch

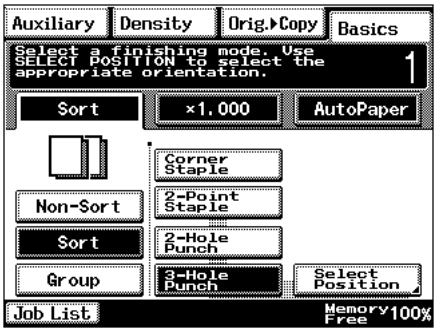
<Only when the Finisher 9747/Mailbin Finisher is mounted>

1 Touch the desired finishing function key.



4013P029EB

2 Touch [Hole Punch].



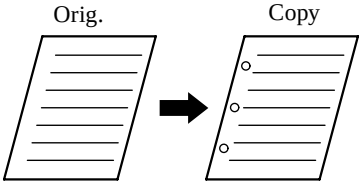
4013P035EB

NOTES

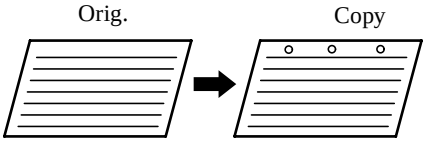
- *The sizes of the paper for Hole Punch are 11×17 L and Letter C.*
- *Hole Punch is not possible in the Interrupt mode.*
- *When making copies in the Hole Punch Mode, make sure to load the originals in the document feeder in the correct direction.* ☞*p.3-30*

Useful Tips

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

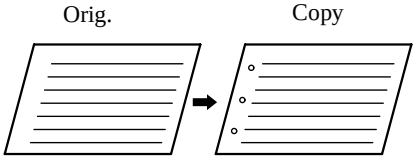


1155O789EA



1155O790EA

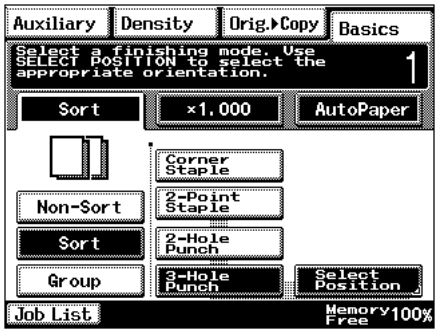
- *When making copies from either the 11×17 L size, the machine automatically specifies the hole punching position as shown below.*



1155O791EA

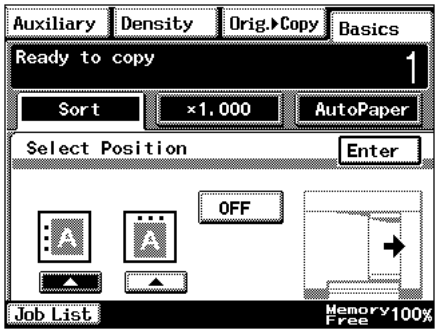
[Select Position] key:
Use this key when you want to place your original in a direction other than the standard or make punch holes in positions other than those made automatically.

1 Touch [Select Position].



4013P036EB

2 Touch the desired hole-punching position.



4013P037EB

Useful Tip
If [OFF] is selected, the machine automatically determines the hole-punching position according to the applicable original feeding direction.

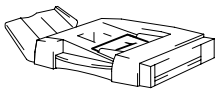
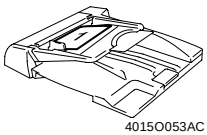
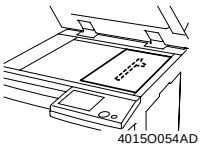
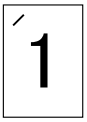
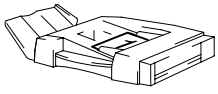
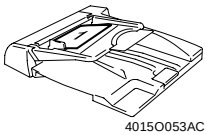
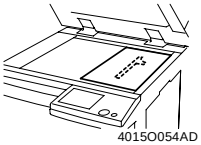
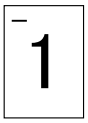
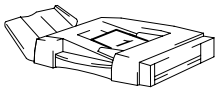
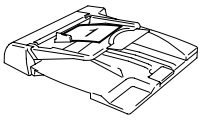
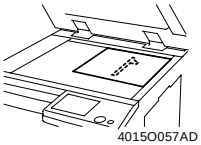
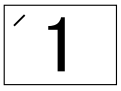
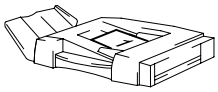
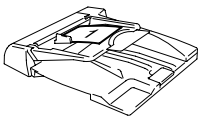
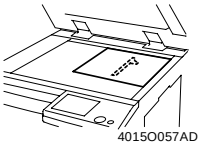
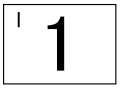
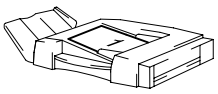
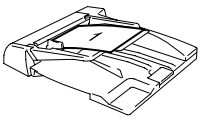
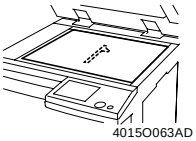
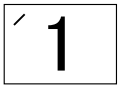
3 Touch [Enter].

Hints for Stapling Position

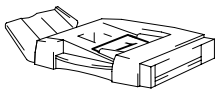
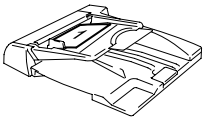
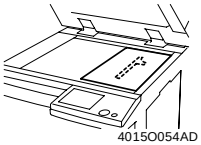
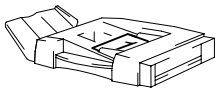
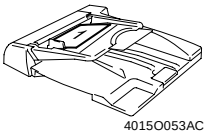
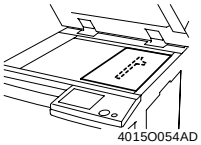
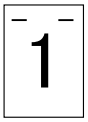
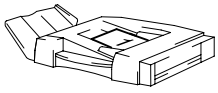
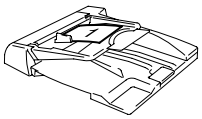
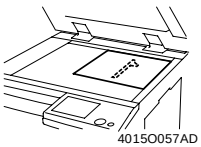
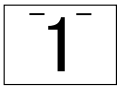
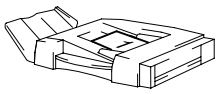
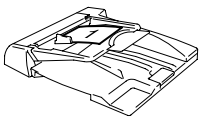
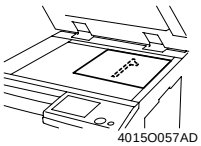
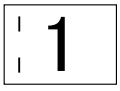
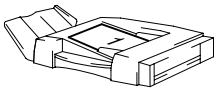
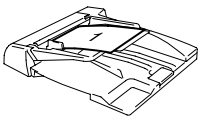
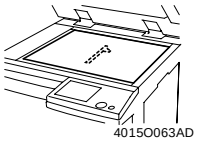
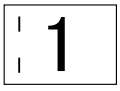
The staple is placed at different positions depending on the size and orientation of the paper.
Study this diagram to select the correct paper size according to the desired stapling position.

Finisher 9747

<Selecting the Corner Staple>

Panel Display	Loading the Originals			Stapling Position
	Using Duplexing Document Feeder	Using Automatic Document Feeder	Through Original Glass	
—	Original : Letter C  4015O052AC	Original : Letter C  4015O053AC	Original : Letter C  4015O054AD	Paper Size : Letter C  4002O358AA
—	Original : Letter C  4015O052AC	Original : Letter C  4015O053AC	Original : Letter C  4015O054AD	Paper Size : Letter L  4002O353AA
—	Original : Letter L  4015O055AC	Original : Letter L  4015O056AC	Original : Letter L  4015O057AD	Paper Size : Letter C  4002O359AA
—	Original : Letter L  4015O055AC	Original : Letter L  4015O056AC	Original : Letter L  4015O057AD	Paper Size : Letter L  4002O355AA
—	Original : 11×17 L, Legal L  4015O061AC	Original : 11×17 L, Legal L  4015O062AC	Original : 11×17 L, Legal L  4015O063AD	Paper Size : 11×17 L, Legal L  4002O359AA

<Selecting the 2-Point Staple>

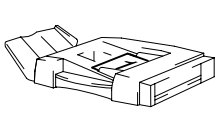
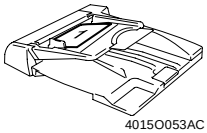
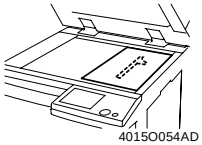
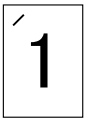
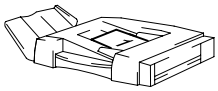
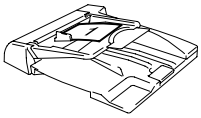
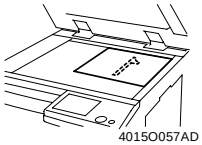
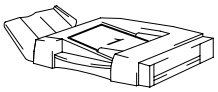
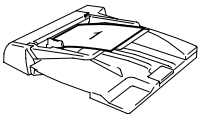
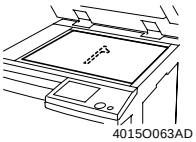
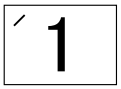
Panel Display	Loading the Originals			Stapling Position
	Using Duplexing Document Feeder	Using Automatic Document Feeder	Through Original Glass	
4012P038CA 1155O430AA	Original : Letter C  4015O052AC	Original : Letter C  4015O053AC	Original : Letter C  4015O054AD	Paper Size : Letter C 4015O002AA
1155O431AA	Original : Letter C  4015O052AC	Original : Letter C  4015O053AC	Original : Letter C  4015O054AD	Paper Size : Letter L  4015O003AA
4012P038CA 1155O431AA	Original : Letter L  4015O055AC	Original : Letter L  4015O056AC	Original : Letter L  4015O057AD	Paper Size : Letter C  4015O004AA
1155O430AA	Original : Letter L  4015O055AC	Original : Letter L  4015O056AC	Original : Letter L  4015O057AD	Paper Size : Letter L  4015O005AA
4012P038CA 1155O430AA	Original : 11×17 L, Legal L  4015O061AC	Original : 11×17 L, Legal L  4015O062AC	Original : 11×17 L, Legal L  4015O063AD	Paper Size : 11×17 L, Legal L  4015O005AA

NOTES

- *Set "Auto Size" if you staple at the position shown in the above list.*
- *Set "Original Direction" if you place your original in a direction different from these examples.*
  ☞*p.3-35*

Finisher 9748

<Selecting the Corner Staple>

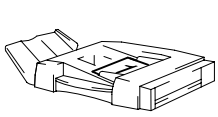
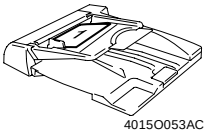
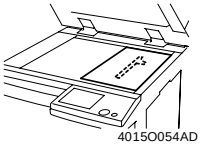
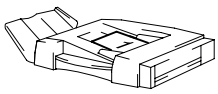
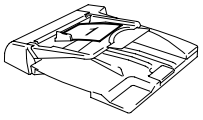
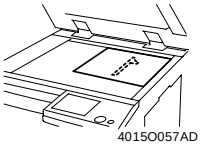
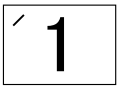
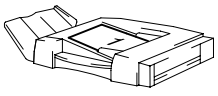
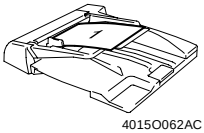
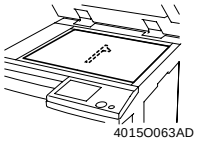
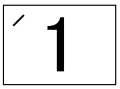
Panel Display	Loading the Originals			Stapling Position
	Using Duplexing Document Feeder	Using Automatic Document Feeder	Through Original Glass	
—	Original : Letter C  4015O052AC	Original : Letter C  4015O053AC	Original : Letter C  4015O054AD	Paper Size : Letter C  4002O358AA
—	Original : Letter L  4015O055AC	Original : Letter L  4015O056AC	Original : Letter L  4015O057AD	Paper Size : Letter L 4002O355AA
—	Original : 11×17 L, Legal L  4015O061AC	Original : 11×17 L, Legal L  4015O062AC	Original : 11×17 L, Legal L  4015O063AD	Paper Size : 11×17 L, Legal L  4002O359AA

NOTE

Set "Original Direction" if you place your original in a direction different from these examples.
☞p.3-35

Mailbin Finisher

<Selecting the Corner Staple>

Panel Display	Loading the Originals			Stapling Position
	Using Duplexing Document Feeder	Using Automatic Document Feeder	Through Original Glass	
—	Original : Letter C  4015O052AC	Original : Letter C  4015O053AC	Original : Letter C  4015O054AD	Paper Size : Letter C 4002O358AA
—	Original : Letter L  4015O055AC	Original : Letter L  4015O056AC	Original : Letter L  4015O057AD	Paper Size : Letter L  4002O359AA
—	Original : 11×17 L, Legal L  4015O061AC	Original : 11×17 L, Legal L  4015O062AC	Original : 11×17 L, Legal L  4015O063AD	Paper Size : 11×17 L, Legal L  4002O359AA

NOTE

Set "Original Direction" if you place your original in a direction different from these examples.
☞p.3-35

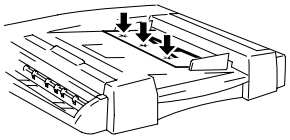
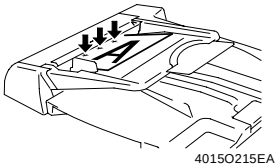
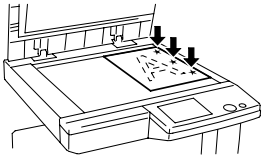
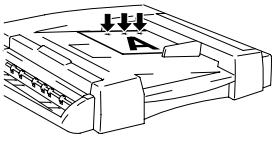
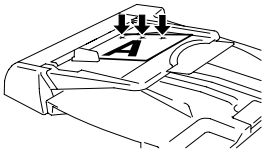
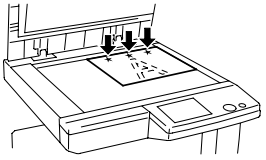
Hints for Stapling

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

No. of Copies Stapled	Copy Set Capacity		
	When Finisher 9747 is Mounted	When Finisher 9748 is Mounted	When Mailbin Finisher is Mounted
	11×17 L to Letter	11×17 L to Letter	11×17 L to Letter
2 copies	100 sets	100 sets	200 sets
3 to 5 copies	80 sets	80 sets	150 sets
6 to 10 copies	60 sets	60 sets	100 sets
11 to 20 copies	40 sets	40 sets	50 sets
21 to 30 copies	60 sets	33 sets	33 sets
31 to 40 copies	60 sets	-	25 sets
41 to 50 copies	60 sets	-	20 sets

Hints for Hole-Punching Position

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

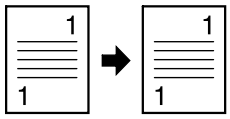
Panel	Using Duplexing Document Feeder	Using Automatic Document Feeder	Through Original Glass
1170P097EA	Punched Hole Position  1166O107EA	Punched Hole Position  4015O215EA	Punched Hole Position  1166O109EB
1170P098EA	Punched Hole Position  4015O217EB	Punched Hole Position  4015O213EB	Punched Hole Position  4015O211EB

5. Selecting the Original ▶ Copy Type

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

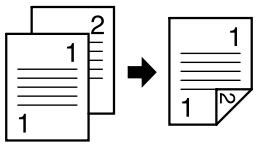
Original ▶ Copy Type

Single-Sided ▶ Single-Sided
Select Single-Sided ▶ Single-Sided to make a 1-sided copy from a 1-sided original.



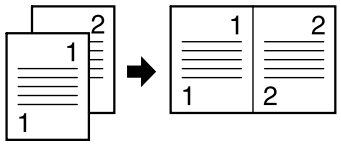
1166O049AA

Single-Sided ▶ Double-Sided
<Only when the Duplex Unit is mounted.>
Select Single-Sided ▶ Double-Sided to make a 2-sided copy from two 1-sided originals.



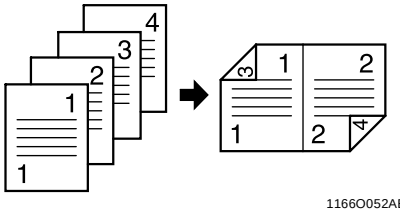
1166O050AA

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



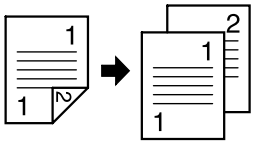
1166O051AA

Single-Sided ▶ Double-[2in1]
<Only when the Duplex Unit is mounted.>
Select Single-Sided ▶ Double-[2in1] to make a 2-sided copy, through reduction, from four 1-sided originals. Each pair of originals will be placed side-by-side on either side of the copy.



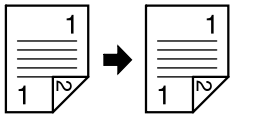
1166O052AB

Double-Sided ▶ Single-Sided
<Only when the document feeder is mounted>
Select Double-Sided ▶ Single-Sided to make two 1-sided copies from a 2-sided original.



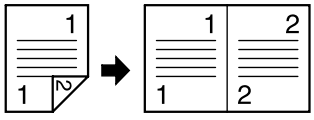
1166O053AA

Double-Sided ▶ Double-Sided
<Only when a document feeder and Duplex Unit are mounted>
Select Double-Sided ▶ Double-Sided to make a 2-sided copy from a 2-sided original.



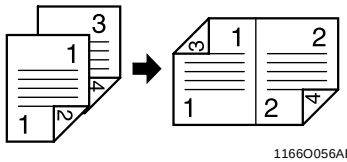
1166O054AA

Double-Sided ▶ Single-[2in1]
<DL270/DL370 only>
<Only when the document feeder is mounted>
Select Double-Sided ▶ Single-[2in1] to make a 1-sided side-by-side copy, through reduction, from a 2-sided original.



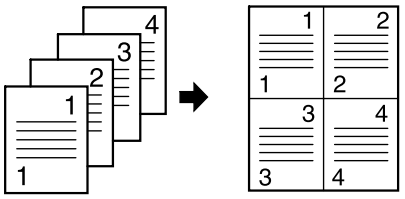
1166O055AA

Double-Sided ▶ Double-[2in1]
<DL270/DL370 only>
<Only when a document feeder and Duplex Unit are mounted>
Select Double-Sided ▶ Double-[2in1] to make a 2-sided side-by-side copy, through reduction, from two 2-sided originals.



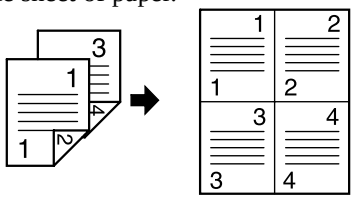
1166O056AB

Single-Sided ▶ Single-[4in1]
<DL270/DL370 only>
Select Single-Sided ▶ Single-[4in1] to copy four different 1-sided originals onto one side of a single sheet of paper.



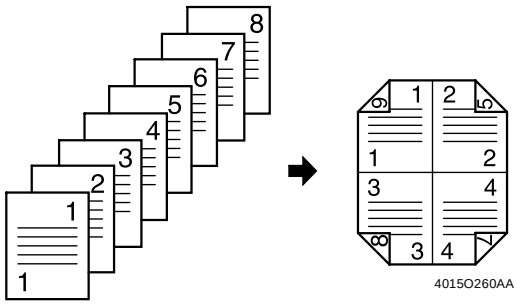
1166O057AA

Double-Sided ▶ Single-[4in1]
<DL370 only>
<Only when a document feeder is mounted>
Select Double-Sided ▶ Single-[4in1] to copy two different 2-sided originals (4 pages) onto one side of a single sheet of paper.



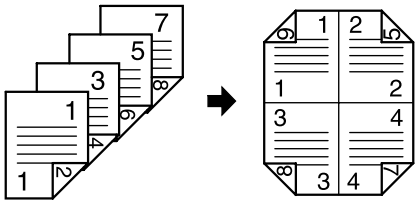
1166O061AA

Single-Sided ▶ Double-[4in1]
<DL370 only>
<Only when the Duplex Unit is mounted.>
Select Single-Sided ▶ Double-[4in1] to copy eight different 1-sided originals onto both sides of a single sheet of paper, each side containing four pages of the originals.



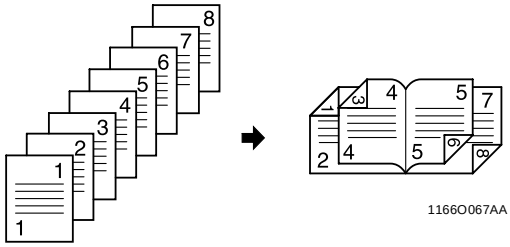
4015O260AA

Double-Sided ▶ Double-[4in1]
<DL370 only>
<Only when a document feeder and Duplex Unit are mounted>
Select Double-Sided ▶ Double-[4in1] to copy four different 2-sided originals (8 pages) onto both sides of a single sheet of paper, each side containing four pages of the originals.



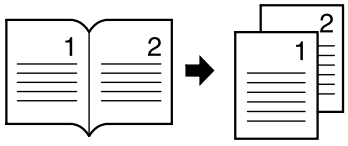
1166O062AC

Single-Sided ▶ Booklet Creation
<DL270/DL370 only>
<Only when the Duplex Unit is mounted>
Select Single-Sided ▶ Booklet Creation to copy four different 1-sided originals onto both sides of a single sheet of paper. The pages will be in correct order when the page is folded in half.



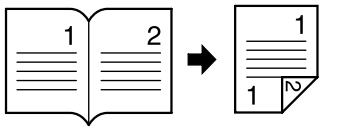
1166O067AA

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



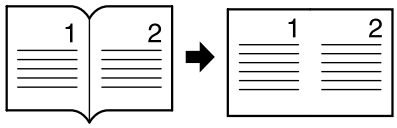
1166O059AB

Book/Separation ▶ Double-Sided
<Only when the Duplex Unit is mounted>
Select Book/Separation ▶ Double-Sided to make a 2-sided copy of an open book.



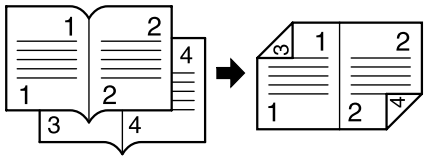
1166O063AA

Book/Spreadsheet ▶ Single-Sided
Select Book/Spreadsheet ▶ Single-Sided to make a 1-sided copy from an open book.



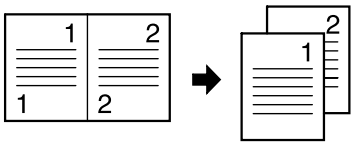
1166O060AA

Book/Spreadsheet ▶ Double-Sided
<Only when the Duplex Unit is mounted>
Select Book/Spreadsheet ▶ Double-Sided to make a 2-sided copy from an open book with the pages in proper sequence.



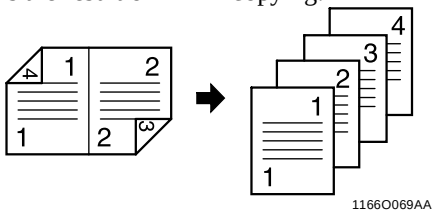
1166O064AB

Single-[2in1] ▶ Single-Sided
<Only when the Duplexing Document Feeder is mounted>
Select Single-[2in1] ▶ Single-Sided to make 1-sided page-by-page copies of a 1-sided original which is the result of 2-in-1 copying.



1166O065AA

Double-[2in1] ▶ Single-Sided
<Only when the Duplexing Document Feeder is mounted>
Select Double-[2in1] ▶ Single-Sided to make 1-sided page-by-page copies of a 2-sided original which is the result of 2-in-1 copying.

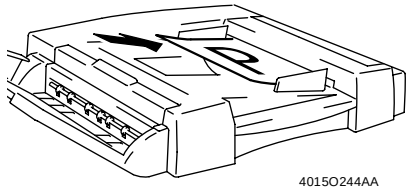


1166O069AA

Selecting the Original ▶Copy Type

Using Single-Sided or Double-Sided Originals

1 Load the originals.

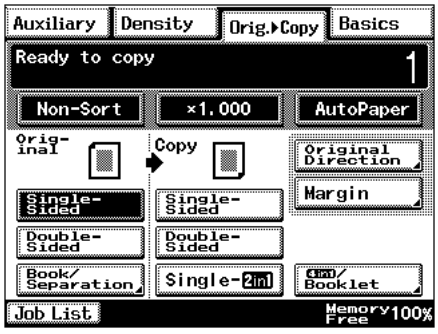


4015O244AA

NOTE

If an Automatic Document Feeder is used to copy 2-sided originals, the first side of each original is scanned and then the document set is turned over to let the machine scan the second side of each original.

2 Select the original type.



4012P039CC

3 Select the desired copy type.

4012P040CC

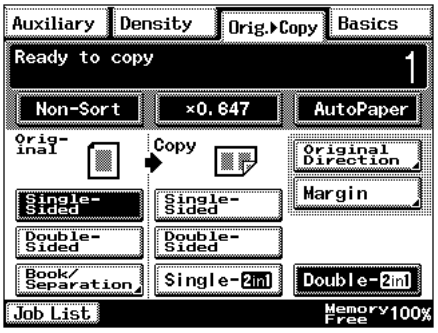
NOTES

- *When 2-in-1, 4-in-1, or Booklet function is selected, the machine automatically selects a default zoom ratio. You can, however, opt for not recalling the default zoom ratio, see User's Choice. ☞p.5-5*
- *User's Choice also allows you to program a specific page order for 4-in-1. ☞p.5-7*

<DL200 only>

To copy using Double-[2in1]:

- Touch Double-[2in1].

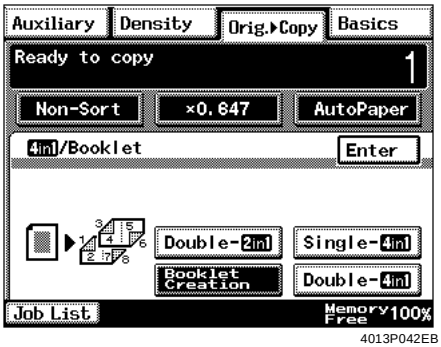


4013P041EB

<DL270/DL370 only>

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

- Touch [4in1/Booklet].
- Select the desired copy type and touch [Enter].



4013P042EB

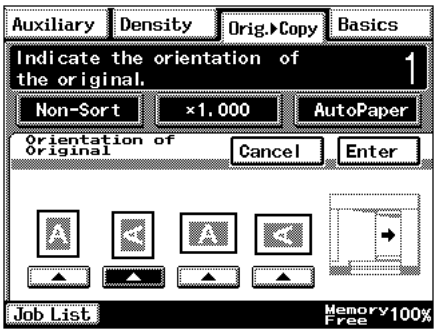
[Original Direction] key
Use this key when you want to place your original in a direction other than the standard.

NOTE
The [Original Direction] key is invalid when the Automatic Document Feeder is used.

1 Touch [Original Direction].

4012P043CC

2 Select the position of the original.

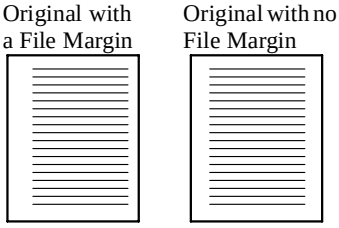


4012P044CC

3 Touch [Enter].

[Margin] key for the original:

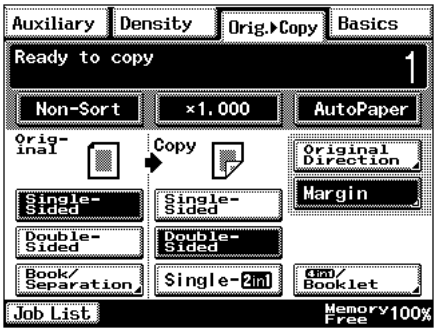
When you're going to make copies using Single-Sided ▶ Double-Sided or Double-Sided ▶ Single-Sided, first check to see if your original has a file margin in it. The machine can correct the margin position to make good copies.



1155O735AA

If your original has a file margin

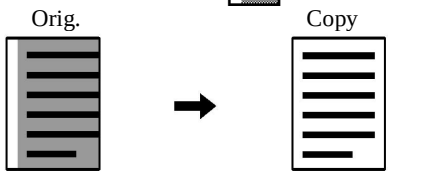
1 Touch [Margin].



4012P045CD

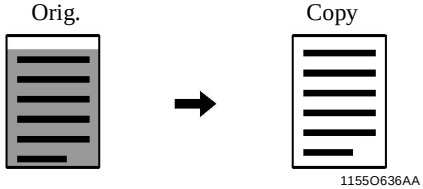
2 Select the desired margin position.
You have a choice of the following two Margin Positions.

Margin Position (Left) A



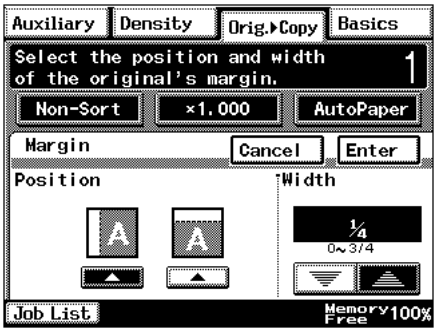
1155O635AA

Margin Position (Top) A



1155O636AA

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



4013P046EB

Useful Tip

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

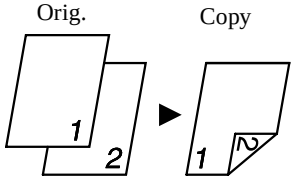
4 Touch [Enter].

NOTE

The [Margin] key is invalid when the Automatic Document Feeder is used.

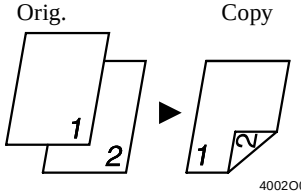
Useful Tips

- *If the margin position is set to Left, the image on both the first and second sides of the copy will have the same orientation as that on the original.*



4002O013AB

- *If the margin position is set to Top, the image on the second side of the copy will be inverted to that on the first side.*



4002O048AB

If your original has no file margin

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

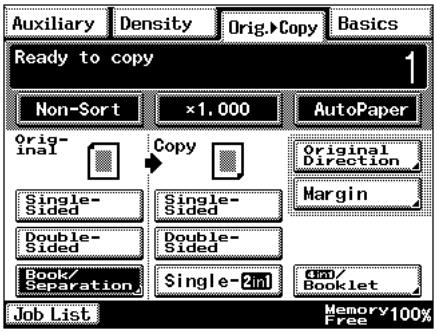
Book

1 Load the originals.

2 Select Book for the type of original.

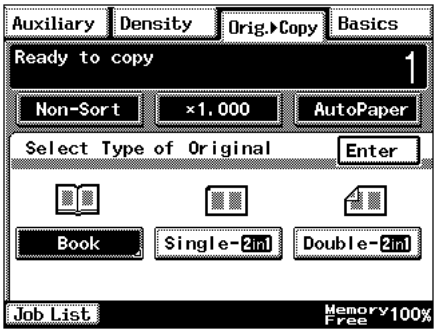
<When the Duplexing Document Feeder is mounted>

• Touch [Book/Separation].



4012P047CC

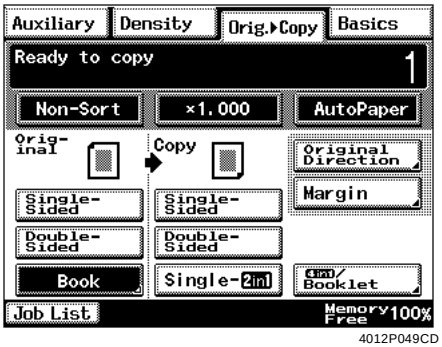
• Touch [Book].



4012P048CD

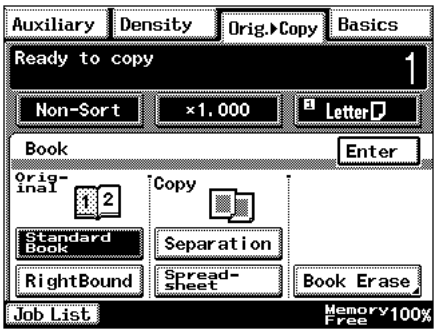
<When the Duplexing Document Feeder is not mounted>

• Touch [Book].



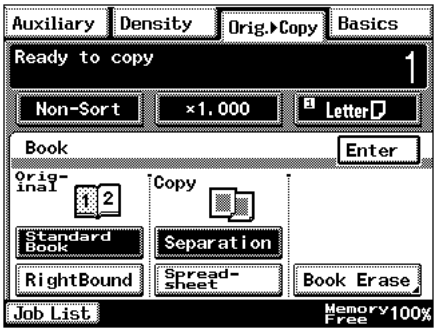
4012P049CD

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



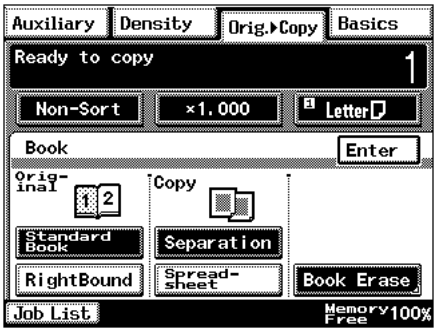
4013P050EB

4 Touch [Separation] or [Spreadsheet].



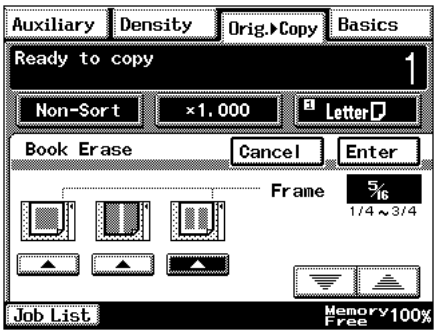
4013P051EB

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



4013P052EB

6 Select the particular erase function (“Book Erase”).



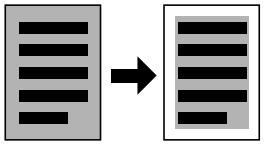
4013P053EB

Useful Tip

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

- *Frame Erase*

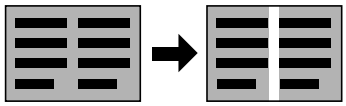
  Erase a given width along the four edges.



1149O055AA

- *Center Erase*

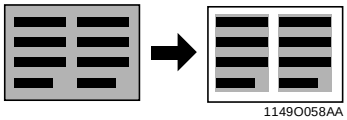
  Erase a given width down the center.



1149O057AA

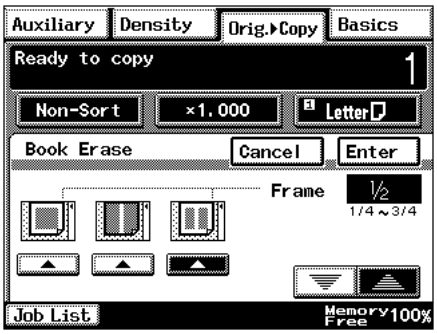
- *Frame + Center Erase*

  Erase a given width along the four edges as well as down the center.



1149O058AA

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



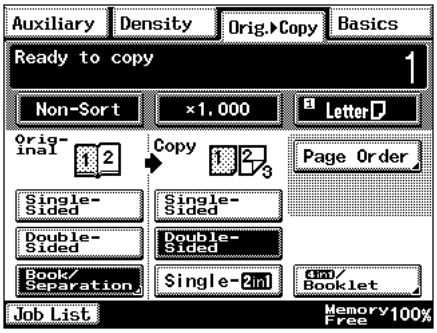
4013P054EB

Useful Tips

- *You can change the erase width in 1/16 inch increments within the range 1/4 inch to 3/4 inch.*
- *Center Erase width has been set to 1/2 inch.To change the value, consult your Tech. Rep.*

8 Touch [Enter].

9 Select the desired copy type.



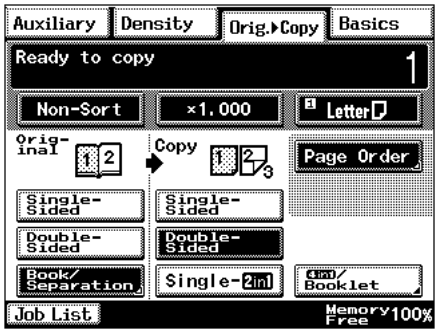
4013P055EB

NOTE

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

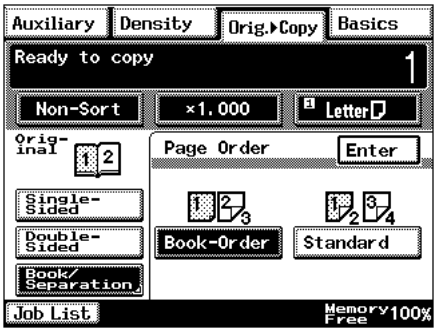
<To copy using Separation and 2-sided>
<DL270/DL370 only>

• Touch [Page Order].



4013P056EB

• Select the desired page arrangement.



4013P057EB

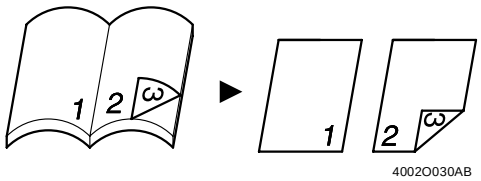
• Touch [Enter].

NOTE

When copying with DL200 using Separation and 2-sided copies are automatically made in book order.

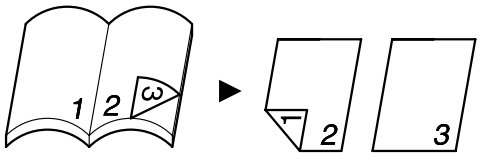
You have a choice of either one of the following two arrangement types.

• Book Order



4002O030AB

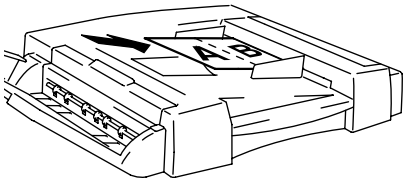
• Standard



4002O031AB

2-in-1 Originals

1 Load the originals.

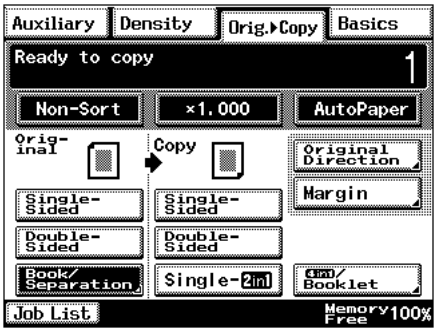


1166O225AB

NOTE

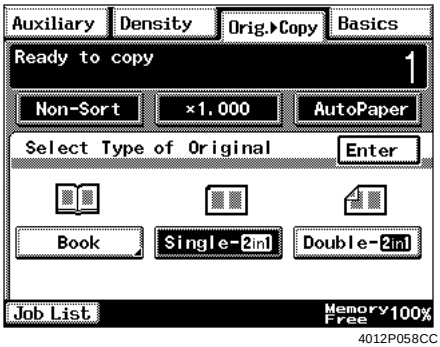
Make sure to load the originals lengthwise.

2 Touch [Book/Separation].



4012P047CC

3 Select the original type.



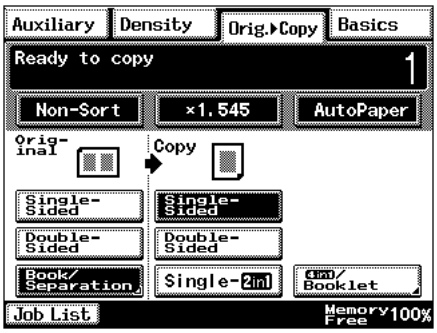
4012P058CC

NOTE

When the 2-in-1 function is selected, the machine automatically selects a default zoom ratio. You can, however, opt for not recalling the default zoom ratio with User's Choice. ☞p.5-5

4 Touch [Enter].

5 Touch [Single-Sided] for Copy.



4013P059EB

NOTE

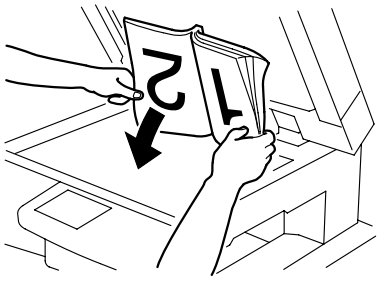
With 2-in-1 originals, 2-in-1, 4-in-1, and Booklet Creation are not available for copying.

Some Precautions for Making Copies

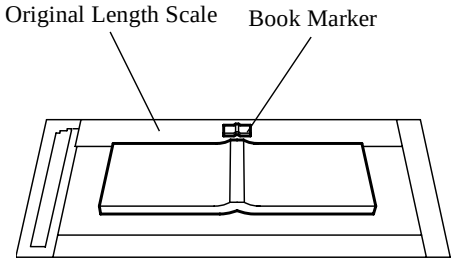
Precautions for Book Copying

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

Placing the Book on the Glass Correctly



4015O049AB



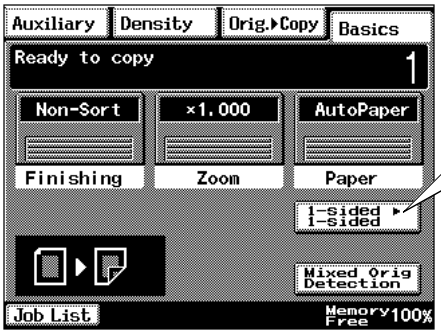
1166O186AA

Precautions for Copying through Original Glass

- If an original is placed directly on the Original Glass in 2-Sided, 2in1, 4in1, or Booklet, Separate Scan will be automatically set.☞p.3-61
- Separate Scan will not be set, however, if the following settings have been made: Book - Separation - 2-Sided Copy - Page Order - Standard.

Handy Feature Available from Initial Mode Setting

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



4012P060CB

Touch this key to easily set the 1-Sided ▶ 1-Sided mode.

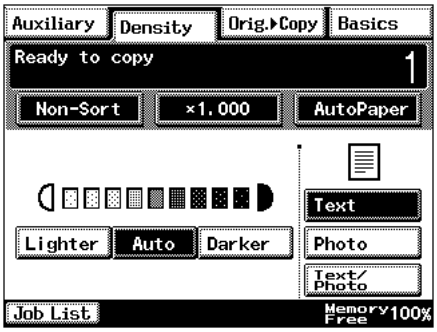
Useful Tip

User's Choice can be used to change the settings of initial mode. *☞p.5-4*

6. Selecting the Density

Image Density

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



4012P061CC

Useful Tip

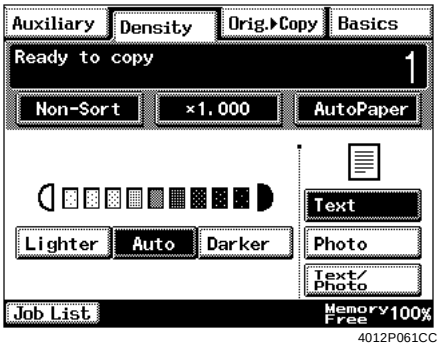
The machine has been factory-set to automatically select the Auto Exposure mode. User's Choice can be used to change this default setting to the Manual Exposure mode.☞p.5-7

Text

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

1 Touch [Text].

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



4012P061CC

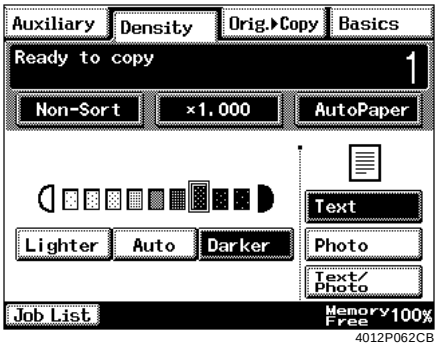
Useful Tip

The exposure level in the Auto Exposure mode can be made either "Darker" or "Lighter" with User's Choice.☞p.5-7

<Manual Exposure>
In the Manual Exposure mode, you can vary the exposure by nine levels.

1 Touch [Text].

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



4012P062CB

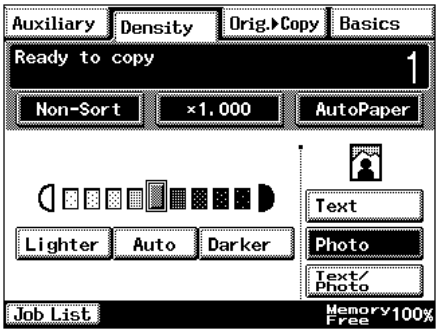
Useful Tips

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

Photo

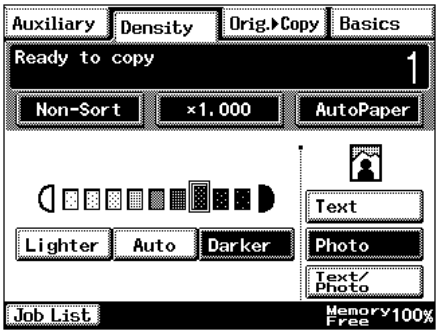
The machine can make a faithful reproduction of an original having a halftone image, such as photos.

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



4012P065CB

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



4012P066CB

NOTES

- *When making copies in the Photo mode, Auto Exposure does not operate. Select the desired exposure level in the Manual Exposure mode.*
- *Touching [Auto] automatically selects [Text].*

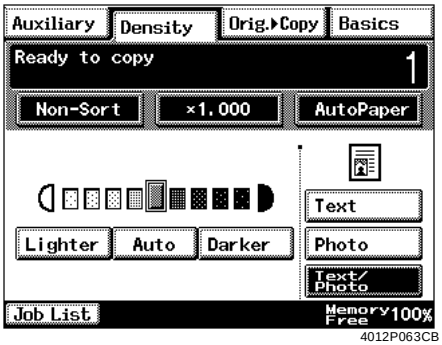
Useful Tips

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

Text/Photo

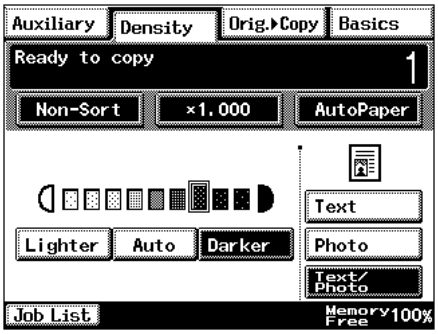
Select Text/Photo when you make copies from an original that contains both text and photos.

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



4012P063CB

2 Touch [Lighter], [Auto], or [Darker] to adjust the exposure level as necessary.



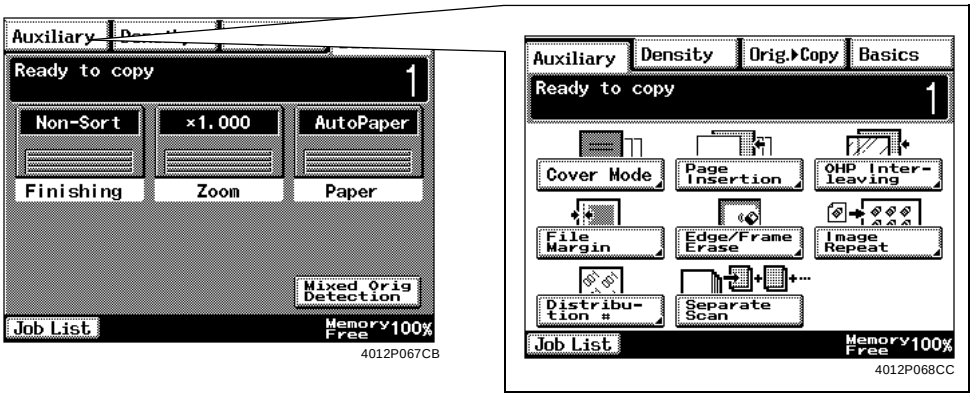
4012P064CB

Useful Tips

- *The exposure level in the Auto Exposure mode can be made either "Darker" or "Lighter" with User's Choice.*☞*p.5-7*
- *To make the image darker, touch [Darker].*
- *To make the image lighter, touch [Lighter].*

7. Auxiliary Functions

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

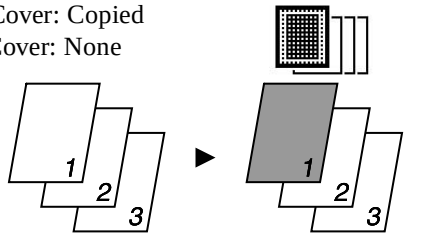


Cover

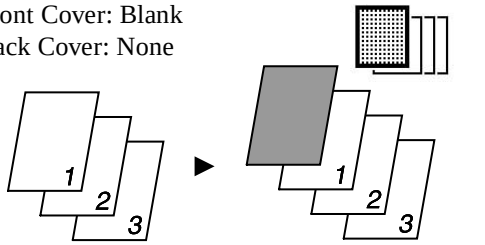
<DL270/DL370 only><Only when a document feeder is mounted>
The Cover mode lets you make a front cover or a front and back cover for a copy set by copying the first page or the first and last page of an original set on different paper from the normal paper, such as colored paper.
There are six different Cover functions available. Select the appropriate one.

Functions

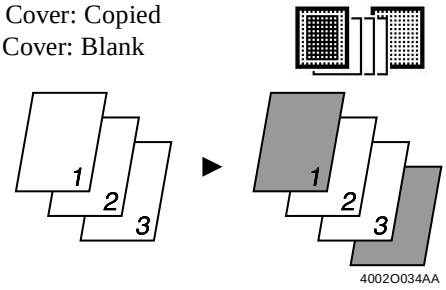
Front Cover: Copied
Back Cover: None



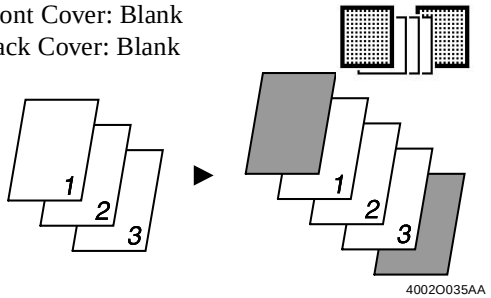
Front Cover: Blank
Back Cover: None



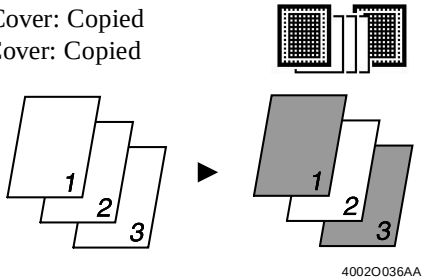
Front Cover: Copied
Back Cover: Blank



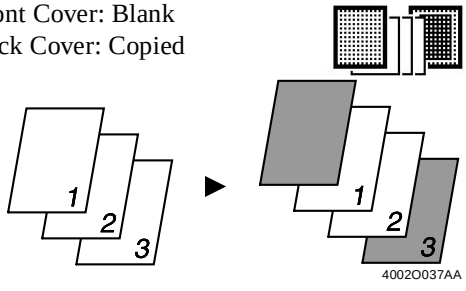
Front Cover: Blank
Back Cover: Blank



Front Cover: Copied
Back Cover: Copied

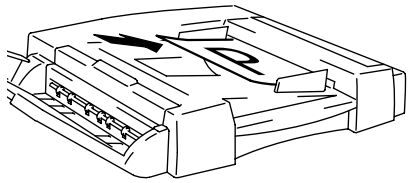


Front Cover: Blank
Back Cover: Copied



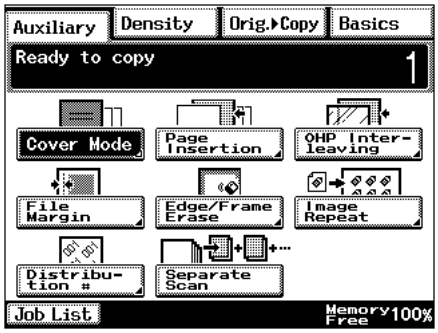
Using the Cover Mode

1 Load your originals in the document feeder.



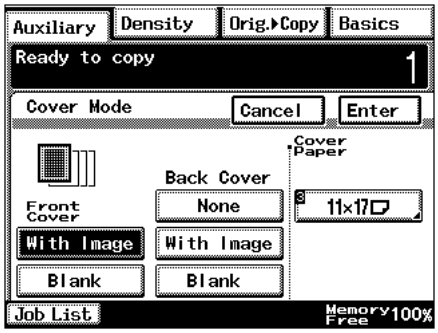
4015O244AA

2 Touch [Cover Mode].



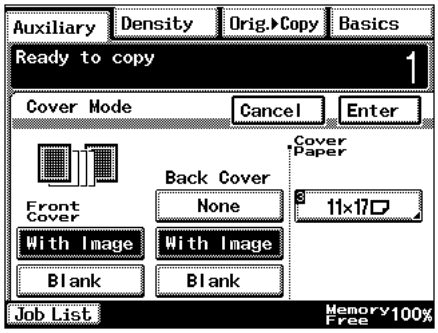
4012P069CC

3 Select the key for the front cover.



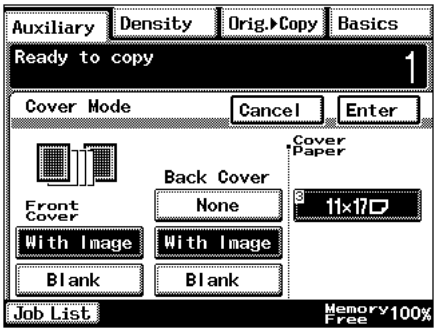
4013P070EB

4 Select the key for the back cover.



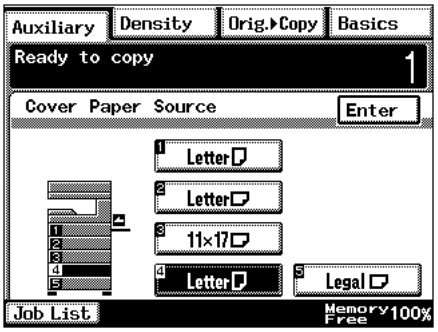
4013P071EB

5 Touch the key for Cover Paper.



4013P072EB

6 Select the drawer in which paper for the cover has been loaded. Then touch [Enter].

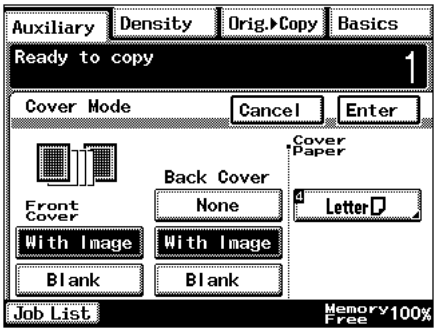


4013P073EB

NOTE

Be sure to load the special paper for cover (e.g. colored paper) in advance.

7 Touch [Enter].



4013P074EB

Useful Tip

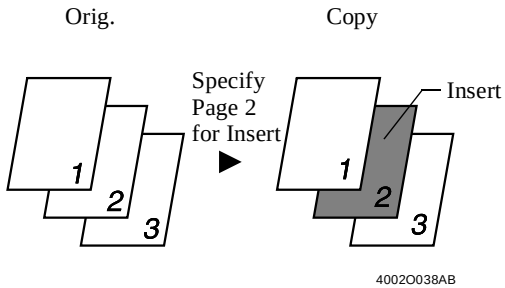
Touch [Cancel] to cancel the settings made for Cover and return to the initial Auxiliary screen.

Page Insertion

<DL270/DL370 only> <Only when a Duplexing Document Feeder is mounted>
Page Insertion allows you to insert a special sheet of paper (e.g., colored paper) into the copy set.
Two different functions are available. Select the appropriate one.

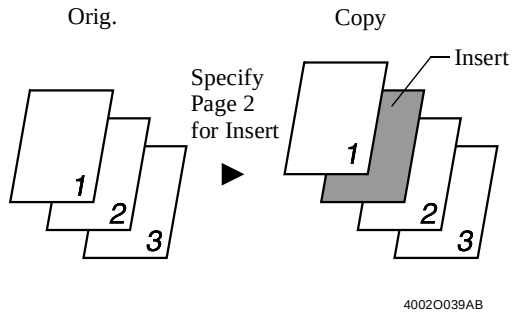
Functions

Page Insertion <Copied Inserts>



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

Page Insertion <Non-Copied Inserts>



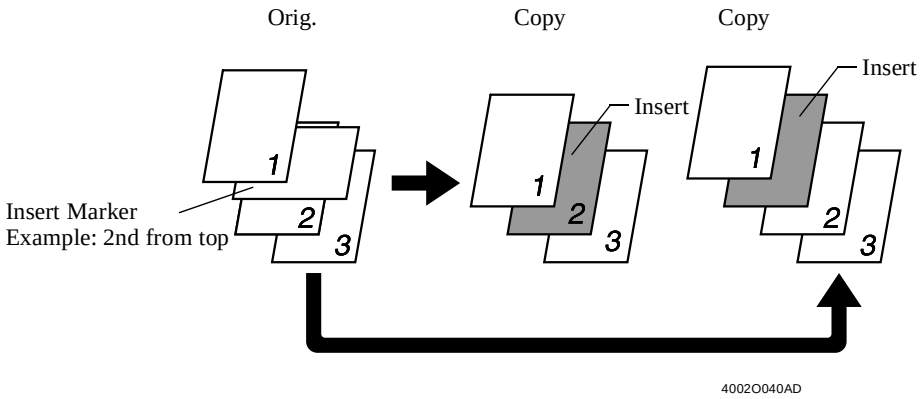
The machine inserts a blank sheet of paper for inserts (e.g., colored paper) at any specified place between pages.

Specifying the Place for an Insert

In the Page Insertion mode, you must specify where to place an insert by using Automatic Detection.

Automatic Detection

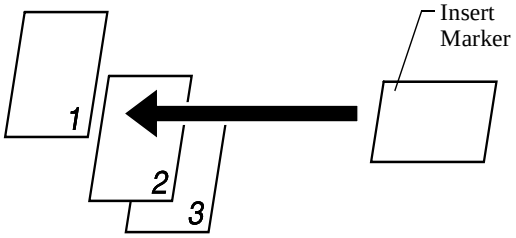
Put a sheet of standard size paper of a different size from the originals at your desired places in the original set (for convenience, let us call this paper the insert marker) and load the original set onto the Duplexing Document Feeder. ☞p.3-48
<The machine automatically detects and sets the places for inserts.>



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

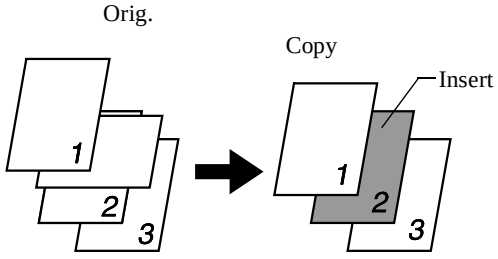
Using Page Insertion

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



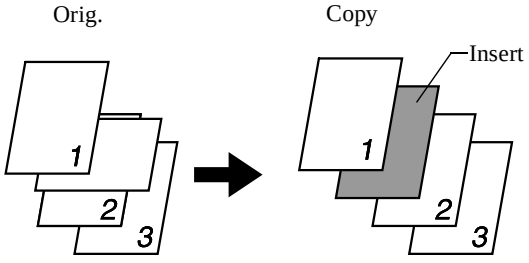
4002O041AC

Example 1: To place a copied insert at the 2nd position from top.



4002O042AC

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

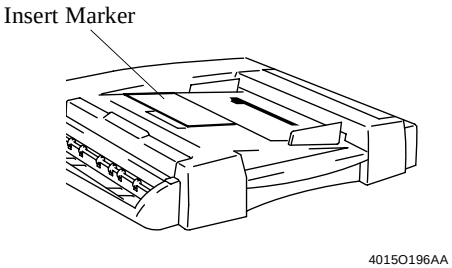


4002O043AC

NOTE

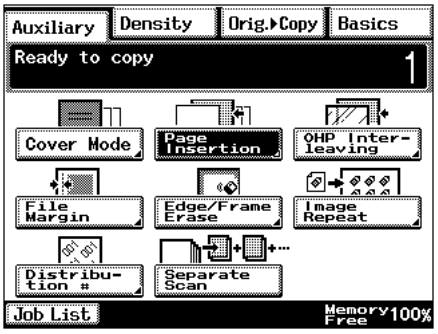
For the insert marker, use standard size paper that is a different size, or loaded in a different direction, from the originals.

2 Load the original set containing insert marks in the Duplexing Document Feeder.



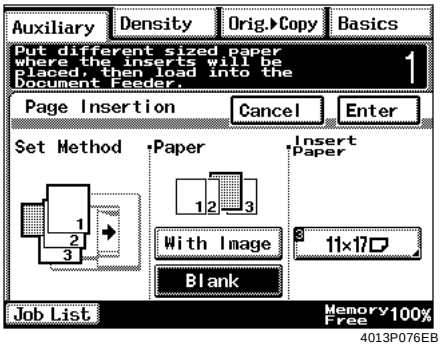
4015O196AA

3 Touch [Page Insertion].



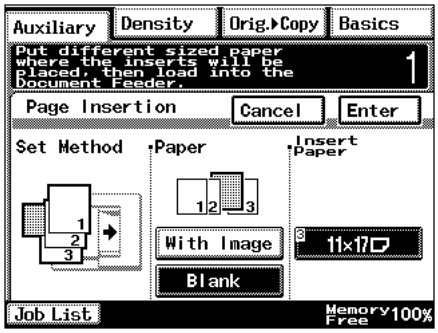
4012P075CC

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



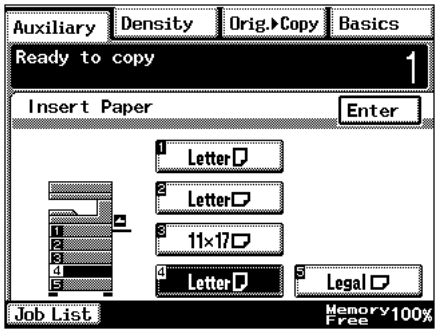
4013P076EB

5 Touch the paper size key for Insert Paper.



4013P077EB

6 Select the drawer in which paper for inserts has been loaded and then touch [Enter].

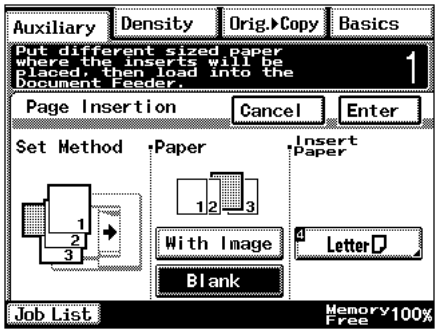


4013P078EB

NOTE

Be sure to load the drawer with the paper for inserts in advance.

7 Touch [Enter].



4013P079EB

Useful Tip

Touch [Cancel] to cancel the settings made for Page Insertion and return to the initial Auxiliary screen.

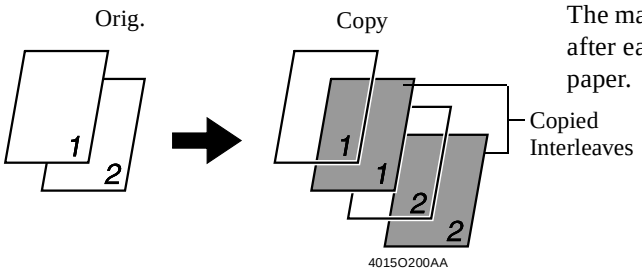
8 Press the Start Key to let the machine start the Auto Detection sequence:
The Duplexing Document Feeder will start feeding the originals loaded in it to detect the insert markers and scan the originals.

OHP Interleaving

<DL270/DL370 only>
When you make copies on transparencies, the OHP Interleaving function can insert copied or non-copied interleaves after each transparency.
Two different OHP Interleaving functions are available. Select the appropriate one.

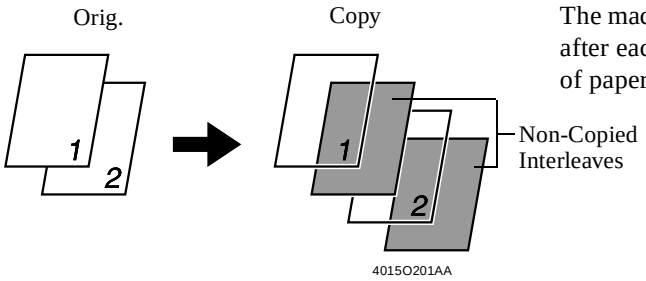
Functions

<Copied Interleaves>



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

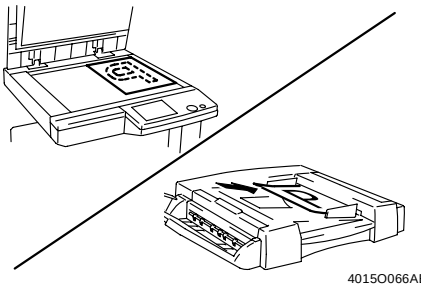
<Non-Copied Interleaves>



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

Using OHP Interleaving

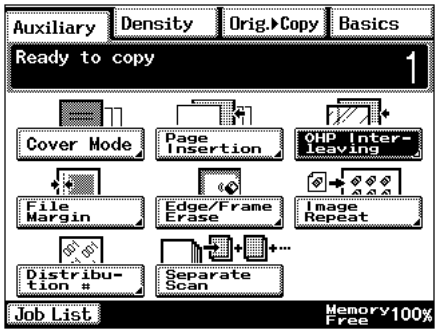
1 Load the originals.



4015O066AB

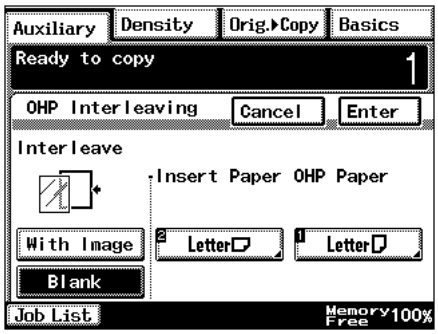
NOTE
If you are making all copies through the Original Glass, start with the first page of the set.

2 Touch [OHP Interleaving].



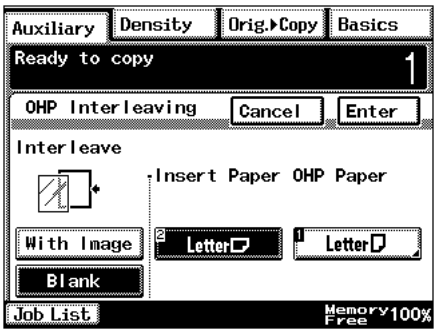
4012P080CC

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



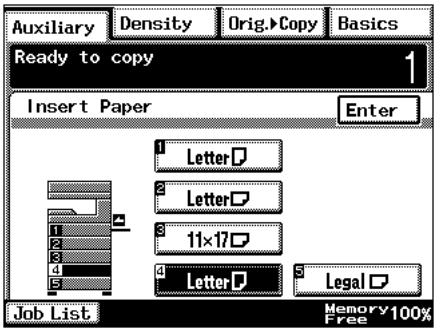
4013P081EB

4 Touch the key for Insert Paper.



4013P082EB

5 Select the drawer in which paper for interleaves has been loaded.

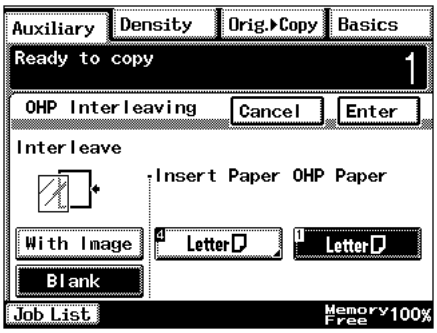


4013P083EB

NOTE
Be sure to load the drawer with the paper for interleaves in advance.

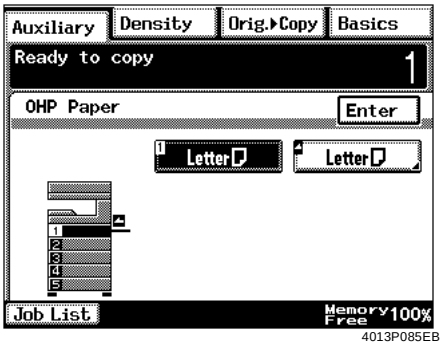
6 Touch [Enter].

7 Touch the key for OHP Paper.



4013P084EB

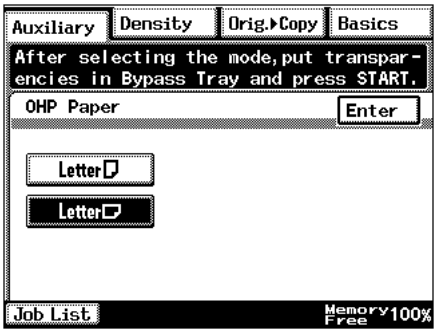
8 Select the drawer for OHP transparencies.



4013P085EB

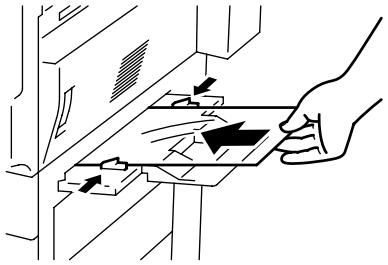
<When the Manual Bypass Tray is selected>

- Select the size of the OHP transparencies and touch [Enter].



4013P086EB

- Place a sheet of OHP transparencies on the Manual Bypass Tray.



4015O067AB

Useful Tip

When a sheet of OHP transparencies is inserted into the Manual Bypass Tray, the machine automatically starts a copy cycle.

9 Touch [Enter].

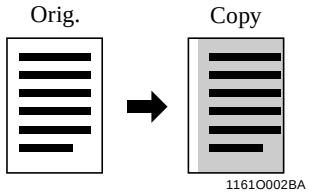
Useful Tip

Touch [Cancel] to cancel the settings made for OHP Interleaving and return to the initial Auxiliary screen.

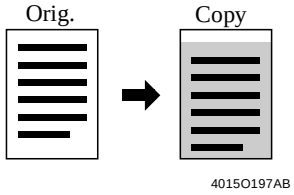
File Margin

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

Functions



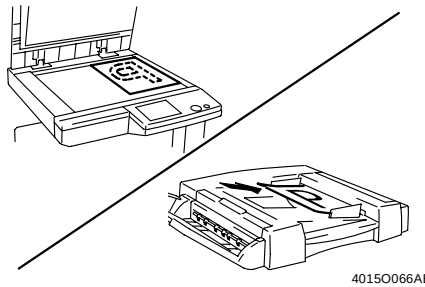
The image of the original is shifted to the right to make a margin along the left edge of the copy.



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

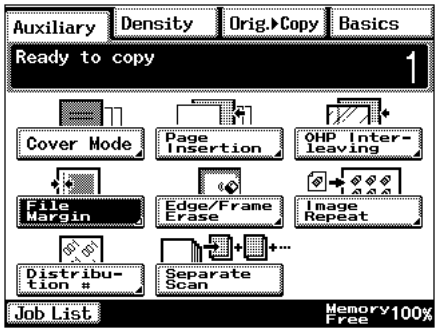
Using File Margin

1 Load the originals.



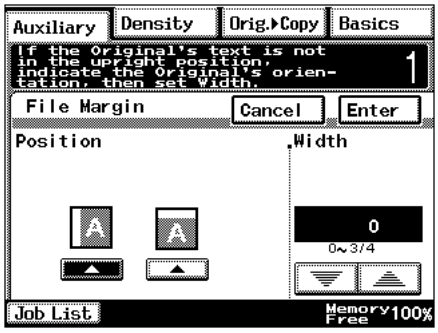
4015O066AB

2 Touch [File Margin].



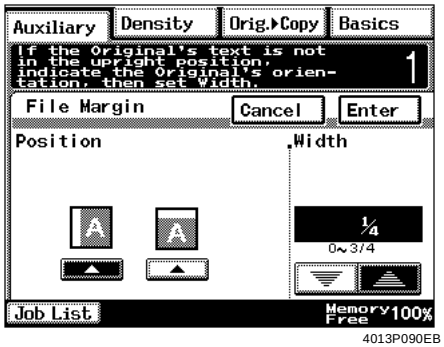
4012P088CC

3 Select the desired "Position" of the margin.



4013P089EB

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



4013P090EB

NOTE

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

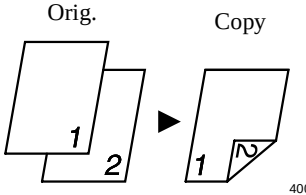
Useful Tips

- *You can change the margin width in 1/16 inch increments within the range 0 inch to 3/4 inch.*
- *Touch [Cancel] to cancel the settings made for File Margin and return to the initial Auxiliary screen.*

5 Touch [Enter].

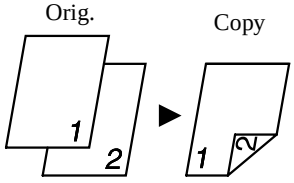
Useful Tips

- *If the margin position is set to Left, the image on both the first and second sides of the copy will have the same orientation as that on the original.*



4002O013AB

- *If the margin position is set to Top, the image on the second side of the copy will be inverted to that on the first side.*



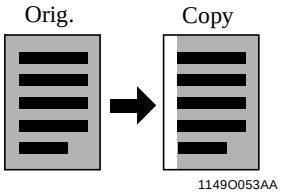
4002O048AB

Edge/Frame Erase

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

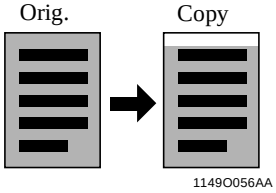
Functions

Left Edge Erase



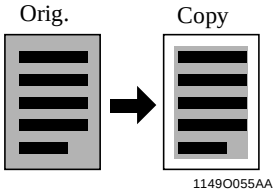
Erases a given width from the left edge of the copy.

Top Edge Erase



<DL270/DL370 only>
Erases a given width from the top edge of the copy.

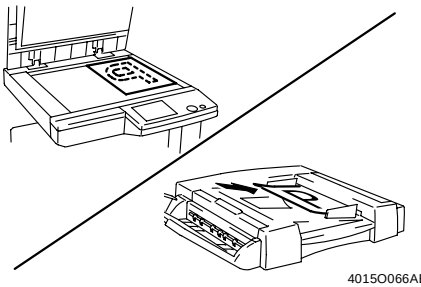
Frame Erase



Erases a given width along all four edges.

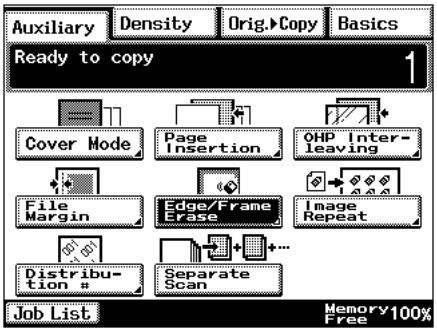
Using a Particular Edge/Frame Erase Function

1 Load the originals.



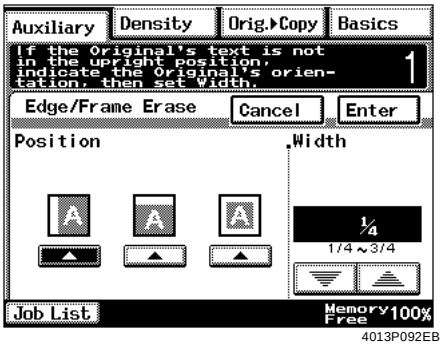
4015O066AB

2 Touch [Edge/Frame Erase].



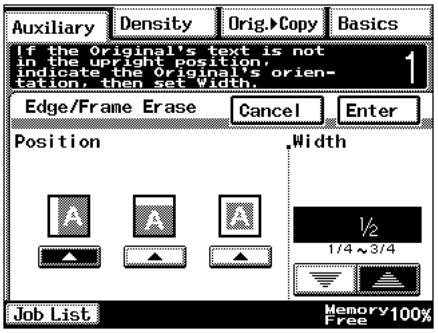
4012P091CC

3 Select the desired erase function "Position."



4013P092EB

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



4013P093EB

Useful Tips

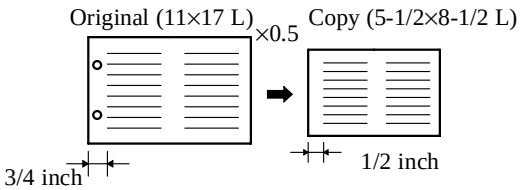
- *You can change the erase width in 1/16 inch increments within the range 1/4 inch to 3/4 inch.*
- *Touch [Cancel] to cancel the settings made for Edge/Frame Erase and return to the initial Auxiliary screen.*

5 Touch [Enter].

NOTE

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

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

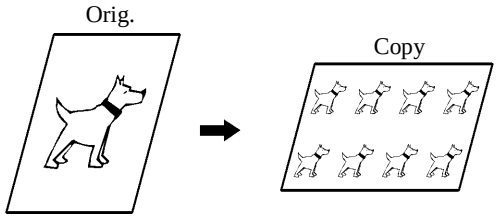


1166O255AA

If you select 3/4 inch on the original, 1/2 inch-wide margin is erased on the copy.

Image Repeat

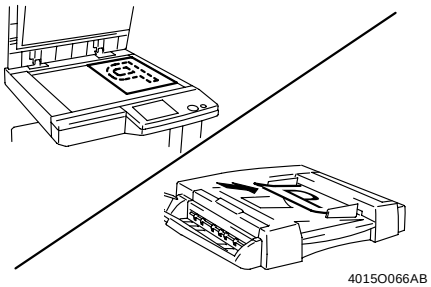
The image of the original is repeatedly produced on the paper.
The machine automatically calculates the number of images that can be placed on the copy based on the paper size and zoom ratio.



1155O050AA

Selecting Image Repeat

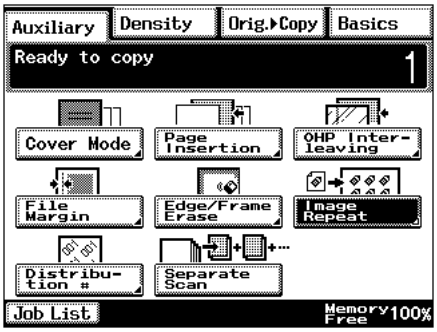
1 Load the original.



4015O066AB

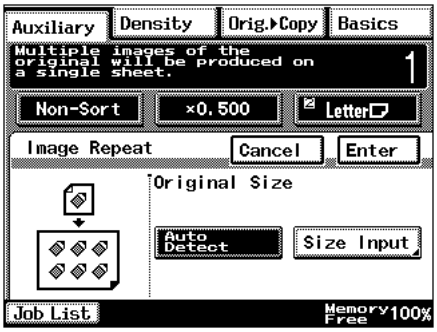
2 Select the desired paper size and zoom ratio.
"Selecting the Paper"☞p.3-4
"Selecting the Zoom" ☞p.3-12

3 Touch [Auxiliary] and then [Image Repeat].



4012P094CC

4 Touch [Auto Detect].



4013P095EB

NOTES

- *When [Auto Detect] is used, the machine considers the original as a standard size.*
- *If an original of a nonstandard size is placed directly on the Original Glass, enter the original size manually.*

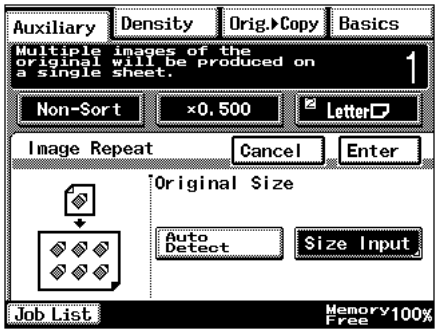
Useful Tip

Touch [Cancel] to cancel the settings made for Image Repeat and return to the initial Auxiliary screen.

5 Touch [Enter].

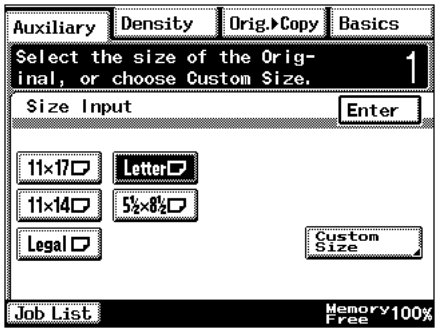
<When the original is a standard size>

• Touch [Size Input] on the screen given in step 4.



4013P097EB

• Select the size of the original.

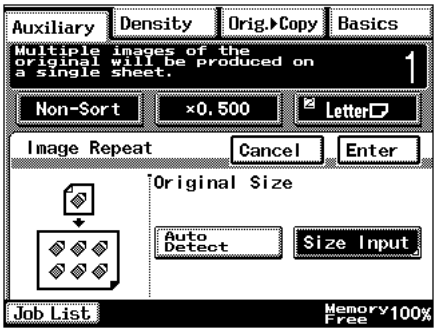


4013P096EB

• Touch [Enter].

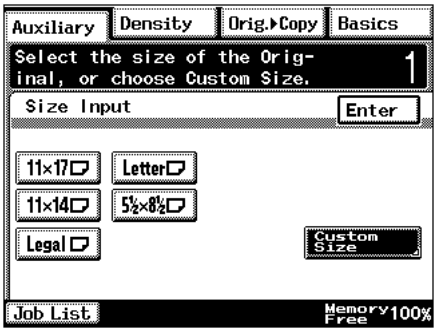
<If the original is a non-standard size>

• Touch [Size Input] on the screen given in step 4.



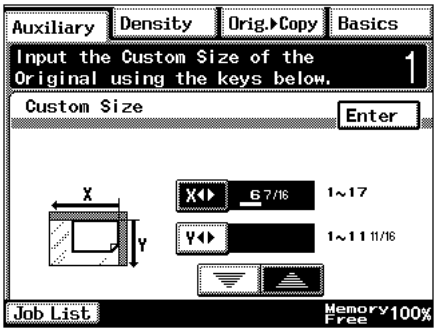
4013P097EB

• Touch [Custom Size].



4013P098EB

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



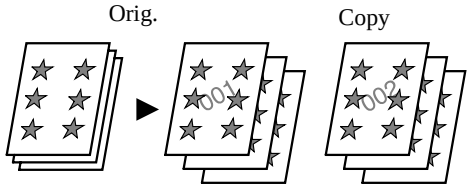
4013P099EB

• Do the same for [Y].

• Touch [Enter].

Distribution

<DL270/DL370 only>
Places a reference (distribution) number on the background of the copy, as assigned to each copy set.

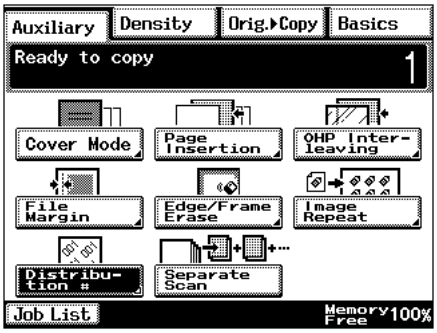


4002O075AA

Using Distribution

1 Load the originals.

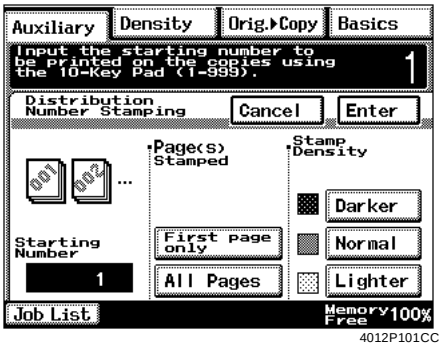
2 Touch [Distribution #].



4012P100CC

NOTE
When [Distribution #] is selected, the machine automatically sets the finishing mode to Sort.

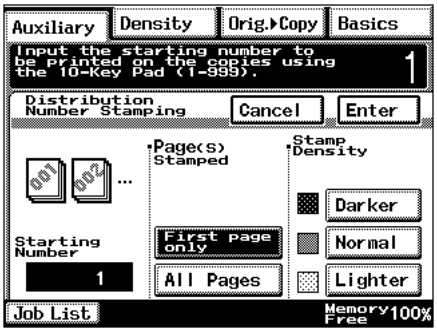
3 Enter the starting number from the 10-Key Pad.



4012P101CC

Useful Tip
The starting number can range from 000 to 999.

4 Select the page(s) stamped on which to print the distribution number, either [First page only] or [All pages].



4012P102CC

Useful Tips
- *If [First page only] is selected, the distribution number will be stamped only on the first page of each set.*
- *If [All Pages] is selected, the distribution number will be stamped on all pages.*

5 Select the stamp density, either Darker, Normal, or Lighter.

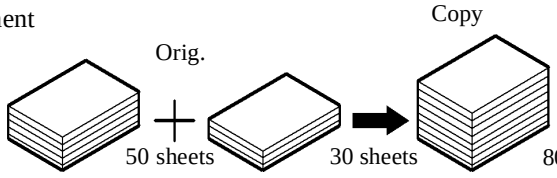
6 Touch [Enter].

Useful Tips
- *If no starting number has been entered, the page number starts with 001.*
- *The Distribution number is reset to 000 after reaching 999.*
- *The distribution number will be printed even onto the covers and inserts specified for "Blank".*

Separate Scan

Separate Scan permits the machine to scan a large set of originals in several parts.
The Duplexing Document Feeder can be loaded with up to 50 pages of a document. However, if you divide a document consisting of more than 100 pages so that each part contains less than 50 pages, it can still be scanned as one set by the machine

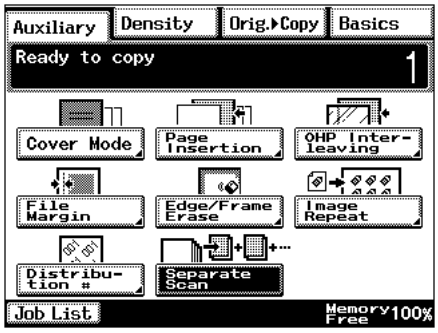
Example: An 80-page document



NOTE
This function can be used only when the document is loaded in the Duplexing Document Feeder or placed directly on the Original Glass.

Selecting Separate Scan

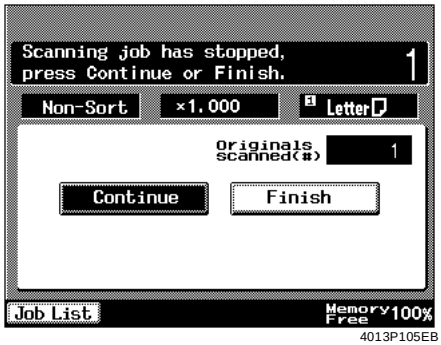
1 Touch [Separate Scan].



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

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

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



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

Useful Tip
The number of originals that can be scanned and stored in memory at one time is about 40 pages of Letter standard paper for DL200 and about 120 pages for Di250/DL370. The addition of an optional Memory expands the maximum storage capacity to about 280 pages.

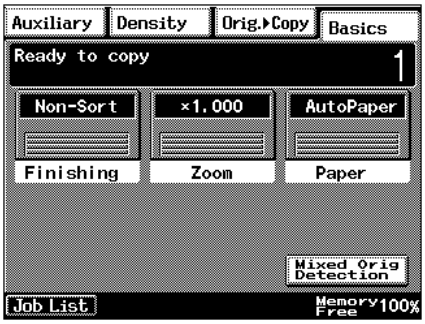
5 When all pages of the document have been scanned, touch [Finish] and press the Start key.

6 The machine will start a copy cycle.

8. Selecting Job List

Job List

When an optional Printer Controller is mounted, [Job List] will appear on the Touch Panel. In the following, we explain the useful functions and procedures in Job List.



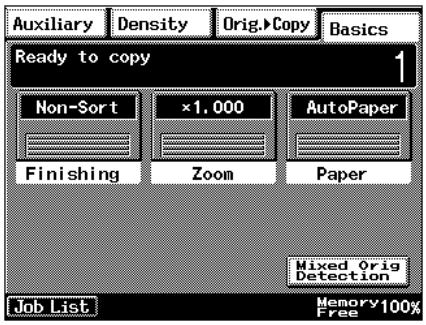
4012P192CB

Selecting Job List

Checking / Delete a Job

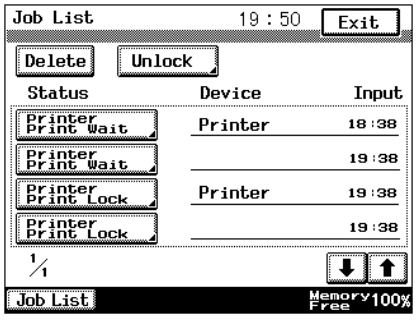
You can check for operational data and present conditions on the Touch Panel.

1 Touch [Job List].



4012P192CB

2 Check the data displayed and touch [Exit] to exit the screen.

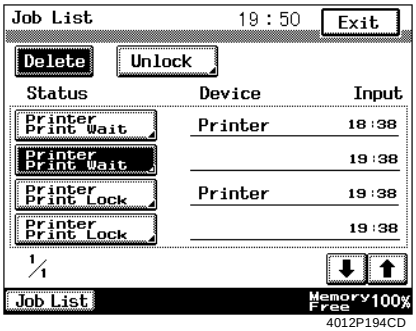


4012P193CD

Useful Tip

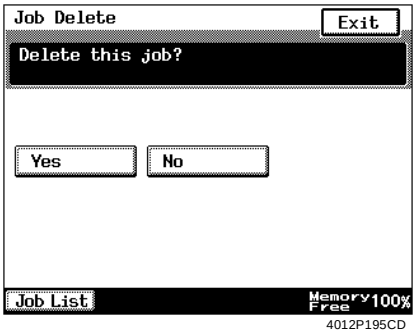
Only four jobs are shown on a screen. If there are more than four jobs listed, touch the [↑] or [↓] key to move to the next screen and find the job you want to check.

3 If you want to delete data, touch [Delete] and then touch the job key.



4012P194CD

4 The screen below appears and you can choose whether to delete data or not.



4012P195CD

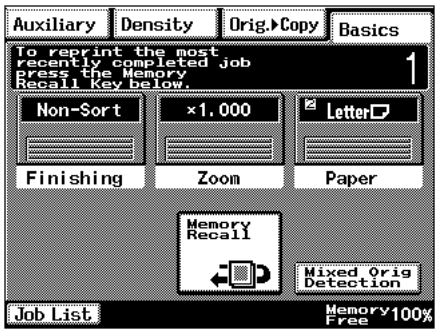
9. Using Memory Recall

Memory Recall

<DL270/DL370 only>
Touching [Memory Recall] on the Touch Panel after a copy cycle has been completed will allow you to make a copy using the previous image data and copying mode without having to reload the original.

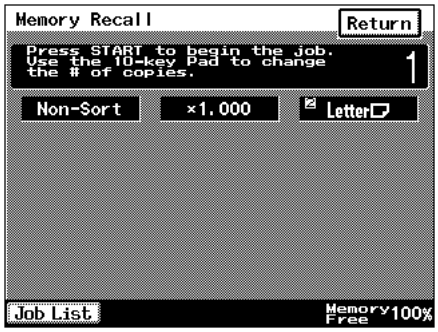
Setting Memory Recall

1 Touch [Memory Recall].



4013P107EB

2 To change the number of copies to be made, enter the new number from the 10-Key Pad.



4013P108EB

Useful Tip

To change the number of copies to be made, press the Clear key and set the new number.

3 Press the Start key, and the machine will start the print cycle.

NOTES

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

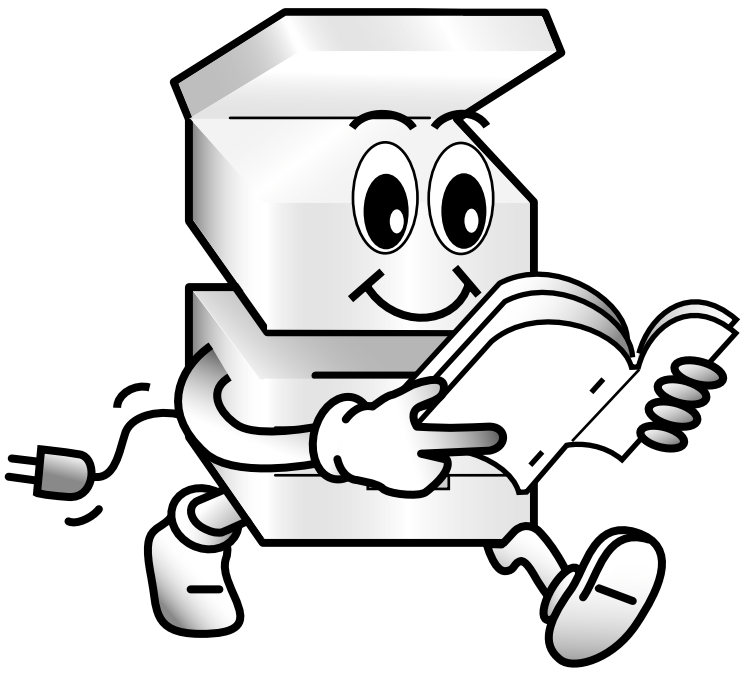
Useful Tip

After you have made copies from a confidential document, it is recommended that you press the Panel Reset key to erase the data.

9. Using Memory Recall

Chapter 4

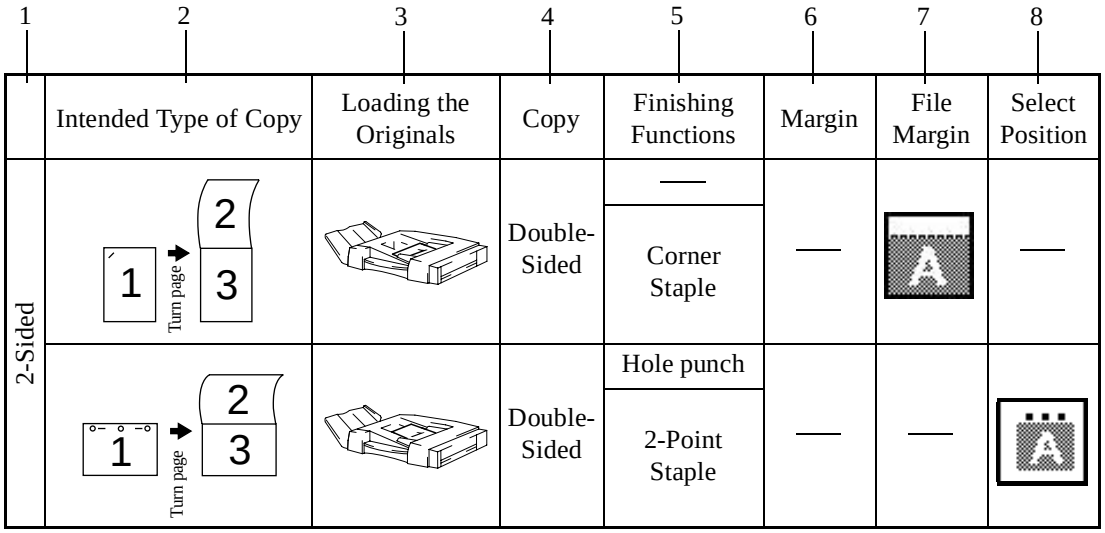
Typical Function Combinations



1. Making Different Types of Copy

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

Reading the Table

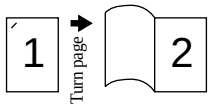
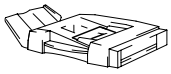
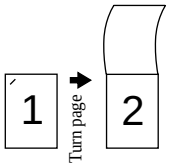
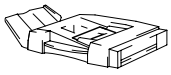
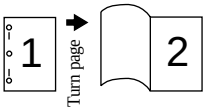
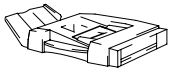
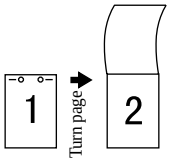
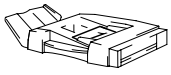
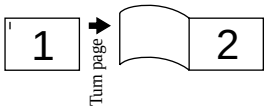
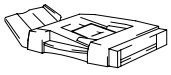
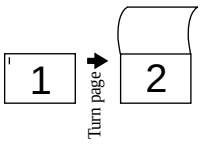
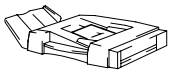
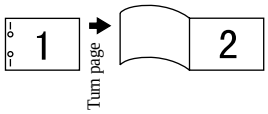
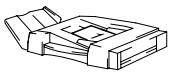
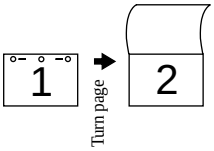
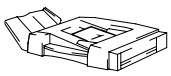


1. Shows whether the copy is 1-sided or 2-sided.
2. Shows what type of copy you want to make.
3. Shows how to load your original. ☞p.2-22
4. Shows which to set, either Single-Sided, Double-Sided, 2in1, or 4in1 for Original ▶ Copy. ☞p.3-31
5. Shows which to set, either Corner Staple, 2-Point Staple, or Hole-Punch for the finishing function. ☞p.3-18
6. Shows the margin position to be set for your original. ☞p.3-36
7. Shows the file margin function to be set as an auxiliary function. ☞p.3-54
8. Shows that the stapling position or hole punch positions must be set using the Select Position key. ☞p.3-22, p.3-25

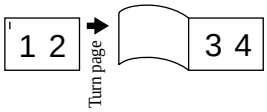
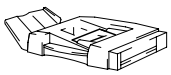
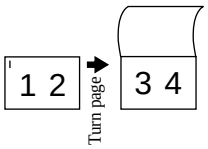
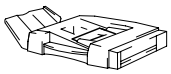
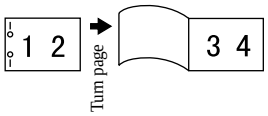
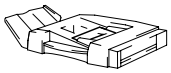
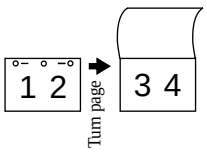
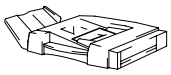
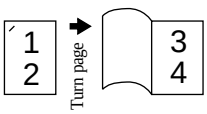
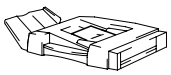
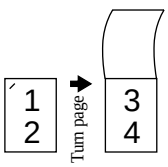
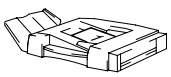
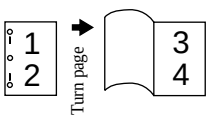
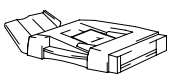
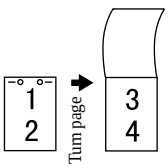
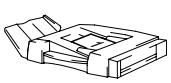
* The marker "-" in the table indicates that no key setting is necessary.

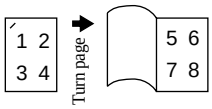
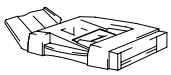
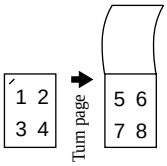
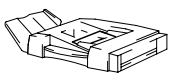
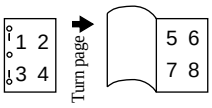
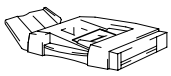
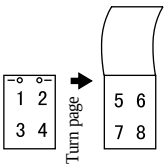
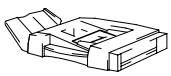
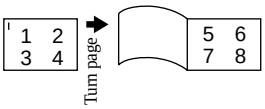
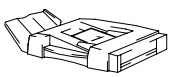
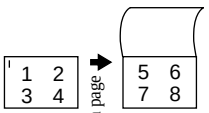
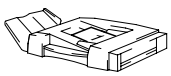
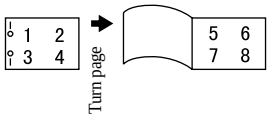
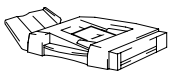
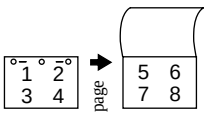
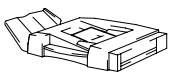
Using 1-Sided Originals

Making 1-Sided Copies from 1-Sided Originals

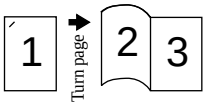
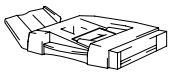
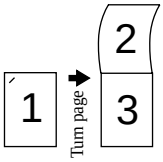
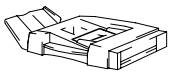
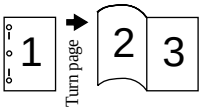
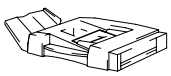
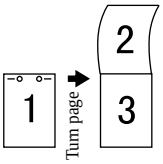
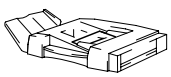
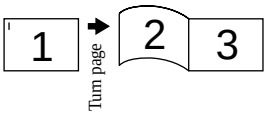
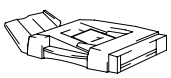
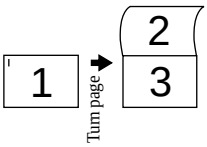
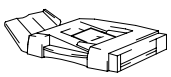
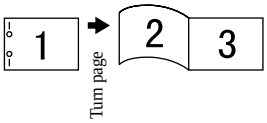
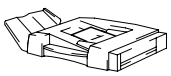
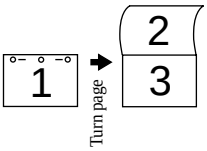
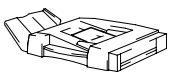
	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
1-Sided			Single-Sided	— Corner Staple	—	—	—
			Single-Sided	— Corner Staple	—	—	—
			Single-Sided	Hole punch 2-Point Staple	—	—	—
			Single-Sided	Hole punch 2-Point Staple	—	—	
			Single-Sided	— Corner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

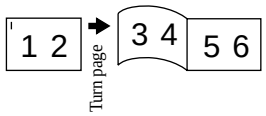
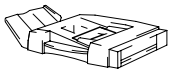
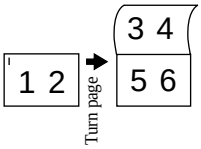
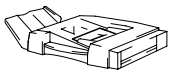
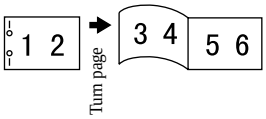
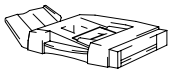
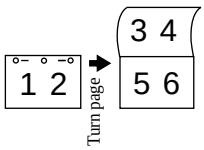
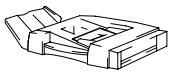
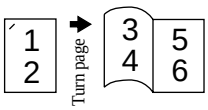
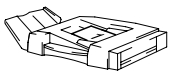
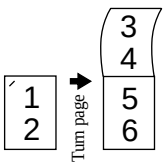
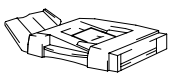
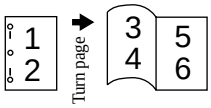
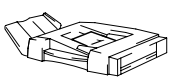
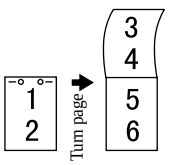
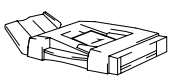
1. Making Different Types of Copy

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

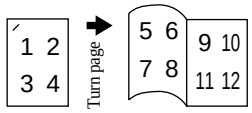
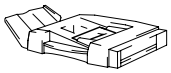
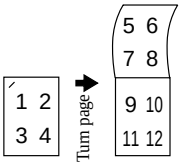
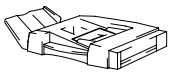
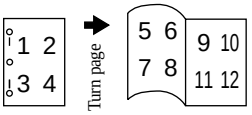
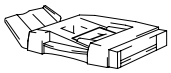
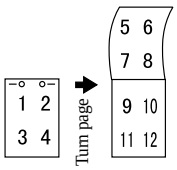
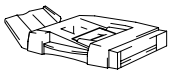
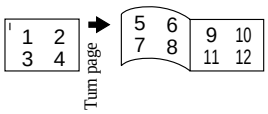
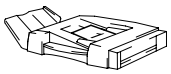
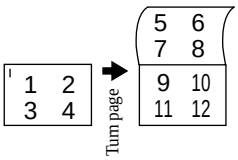
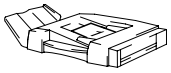
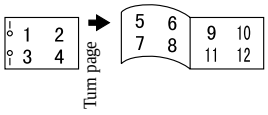
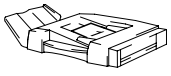
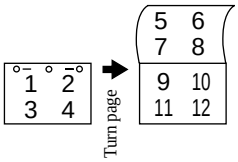
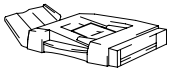
	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
Single-Sided			Single-[4in1]	—— / Corner Staple	——	——	——
			Single-[4in1]	—— / Corner Staple	——	——	——
			Single-[4in1]	Hole punch / 2-Point Staple	——	——	——
			Single-[4in1]	Hole punch / 2-Point Staple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

Making 2-Sided Copies from 1-Sided Originals

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

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

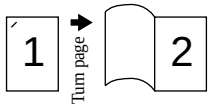
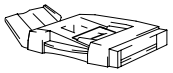
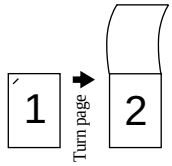
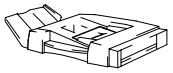
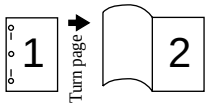
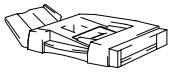
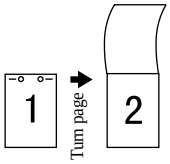
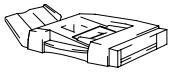
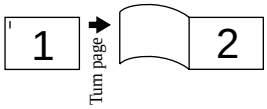
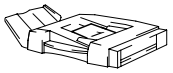
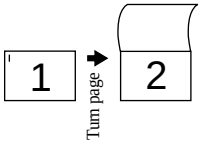
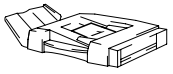
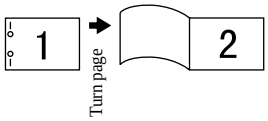
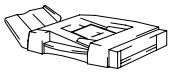
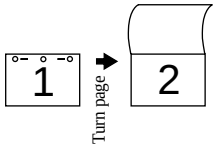
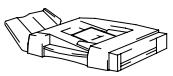
1. Making Different Types of Copy

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

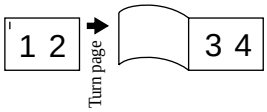
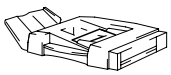
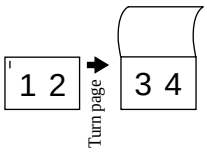
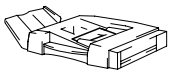
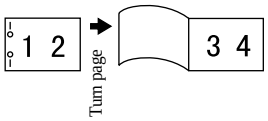
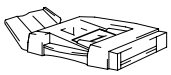
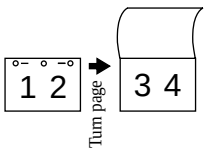
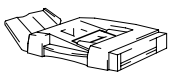
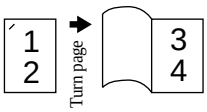
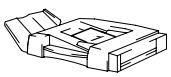
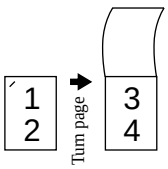
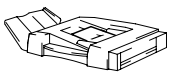
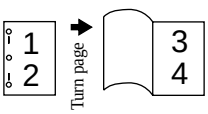
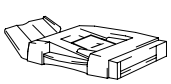
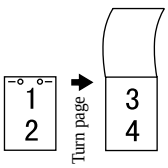
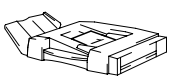
Turn page

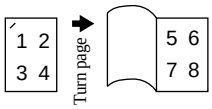
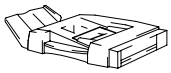
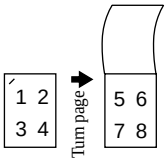
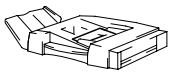
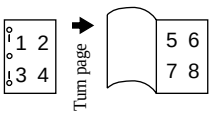
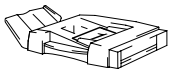
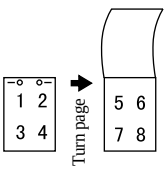
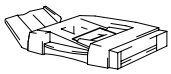
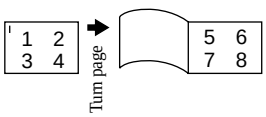
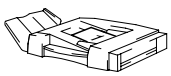
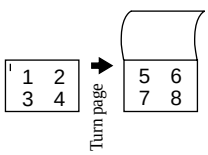
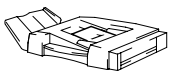
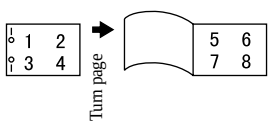
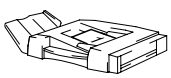
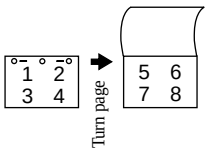
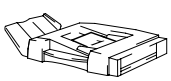
Using 2-Sided Originals with Filing Margin along Left Edges

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

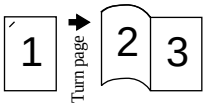
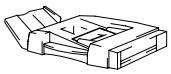
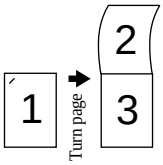
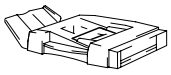
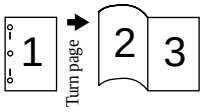
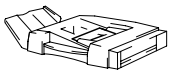
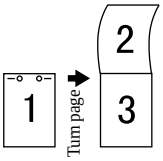
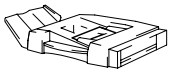
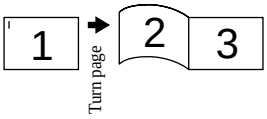
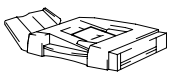
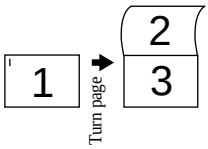
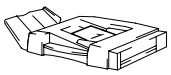
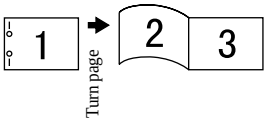
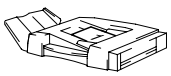
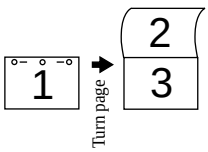
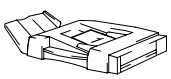
	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
1-Sided			Single-Sided	— Corner Staple	—	—	—
			Single-Sided	— Corner Staple	—	—	—
			Single-Sided	Hole punch 2-Point Staple	—	—	—
			Single-Sided	Hole punch 2-Point Staple	—	—	
			Single-Sided	— Corner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

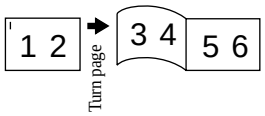
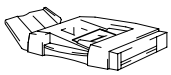
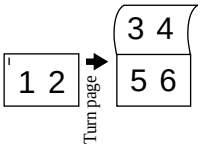
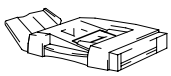
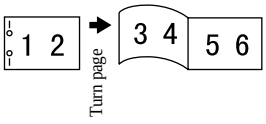
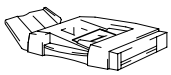
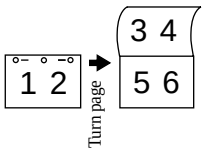
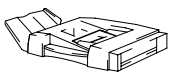
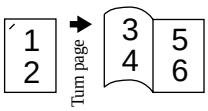
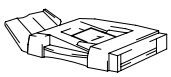
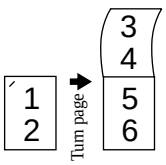
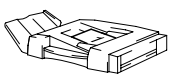
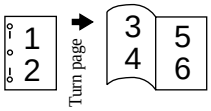
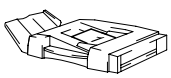
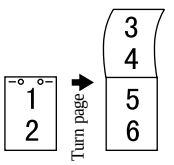
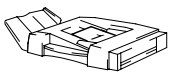
1. Making Different Types of Copy

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

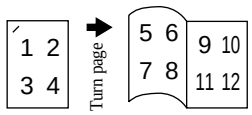
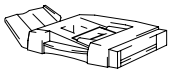
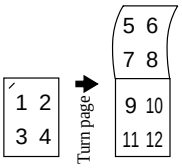
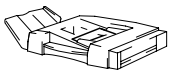
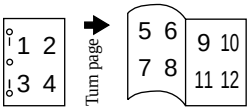
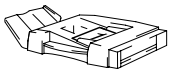
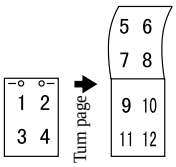
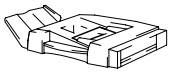
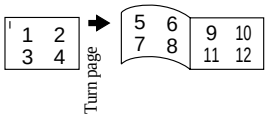
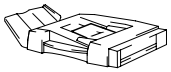
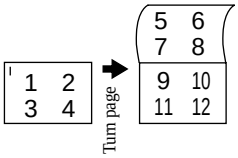
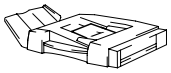
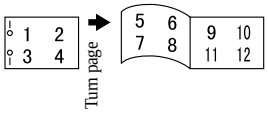
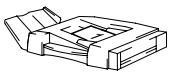
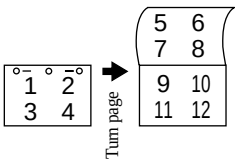
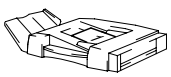
	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
1-Sided			Single-[4in1]	— Corner Staple	—	—	—
			Single-[4in1]	— Corner Staple	—	—	—
			Single-[4in1]	Hole punch 2-Point Staple	—	—	—
			Single-[4in1]	Hole punch 2-Point Staple	—	—	
			Single-[4in1]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

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

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

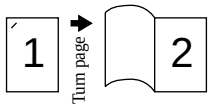
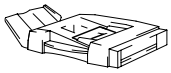
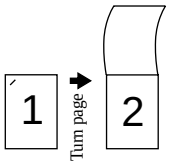
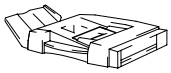
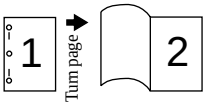
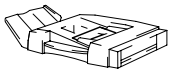
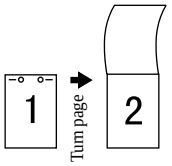
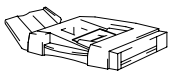
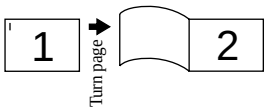
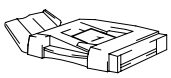
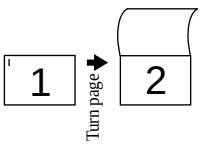
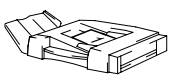
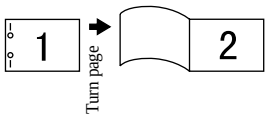
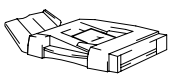
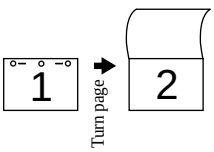
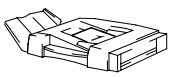
	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
2-Sided			Double-[2in1]	— Corner Staple	—		—
			Double-[2in1]	— Corner Staple	—	—	—
			Double-[2in1]	Hole punch 2-Point Staple	—	—	
			Double-[2in1]	Hole punch 2-Point Staple	—	—	—
			Double-[2in1]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

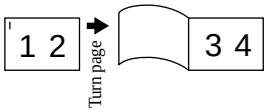
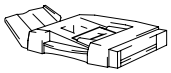
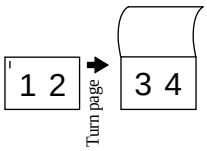
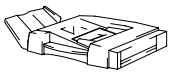
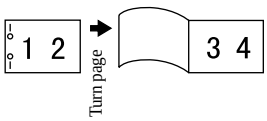
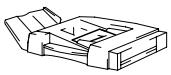
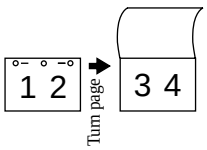
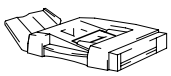
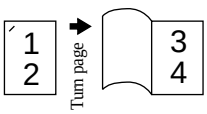
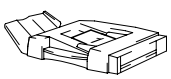
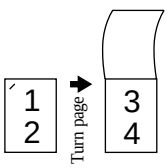
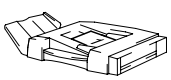
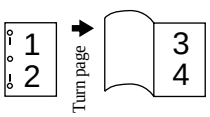
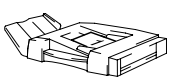
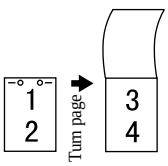
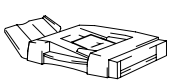
1. Making Different Types of Copy

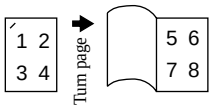
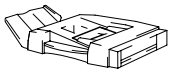
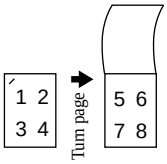
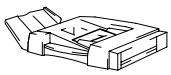
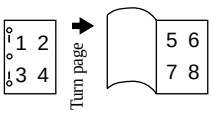
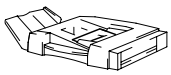
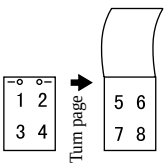
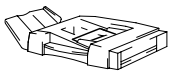
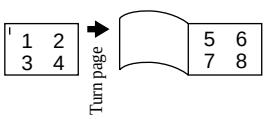
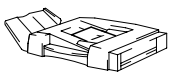
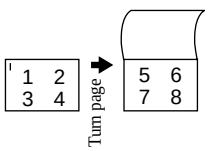
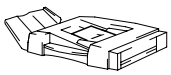
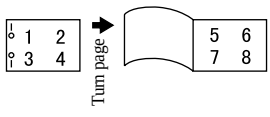
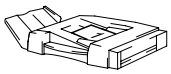
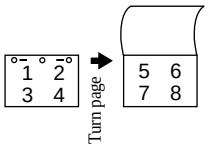
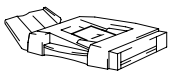
	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
2-Sided			Double-[4in1]	— Corner Staple	—	—	—
			Double-[4in1]	— Corner Staple	—		—
			Double-[4in1]	Hole punch 2-Point Staple	—	—	—
			Double-[4in1]	Hole punch 2-Point Staple	—	—	
			Double-[4in1]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

Using 2-Sided Originals with Filing Margin along Top Edges

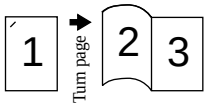
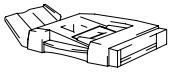
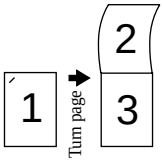
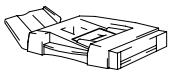
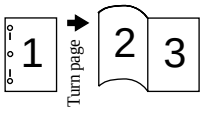
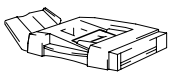
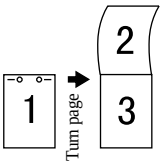
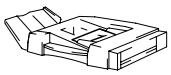
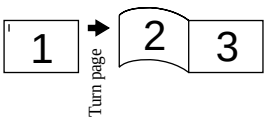
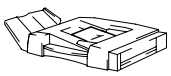
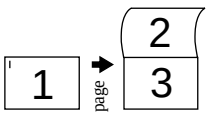
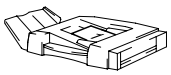
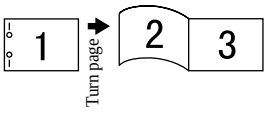
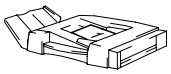
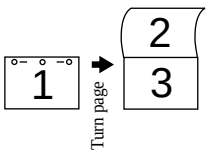
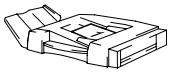
Making 1-Sided Copies from 2-Sided Originals with Filing Margin along Top Edges

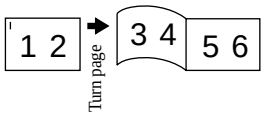
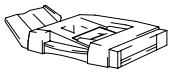
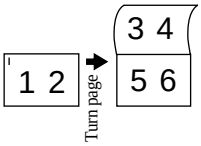
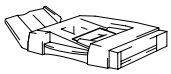
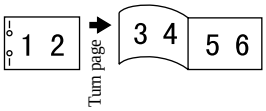
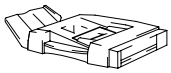
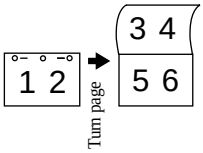
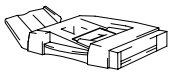
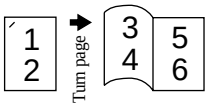
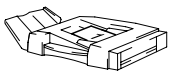
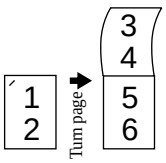
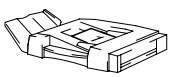
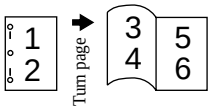
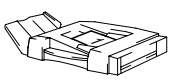
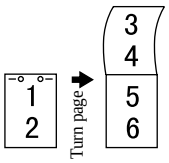
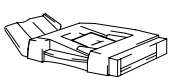
	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
1-Sided			Single-Sided	— Corner Staple		—	—
			Single-Sided	— Corner Staple		—	—
			Single-Sided	Hole punch 2-Point Staple		—	
			Single-Sided	Hole punch 2-Point Staple		—	—
			Single-Sided	— Corner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

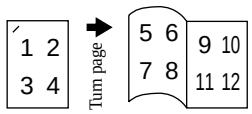
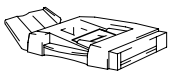
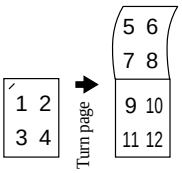
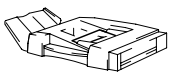
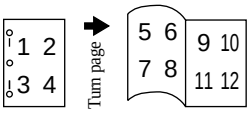
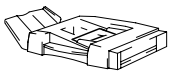
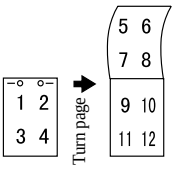
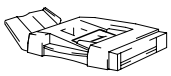
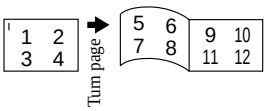
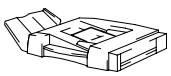
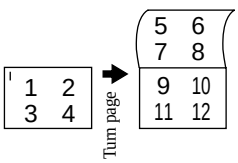
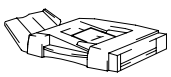
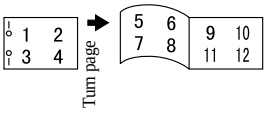
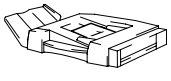
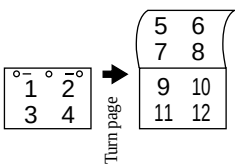
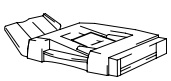
	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
1-Sided			Single-[2in1]	— Corner Staple			—
			Single-[2in1]	— Corner Staple		—	—
			Single-[2in1]	Hole punch 2-Point Staple		—	
			Single-[2in1]	Hole punch 2-Point Staple		—	—
			Single-[2in1]	— Corner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

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

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

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

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

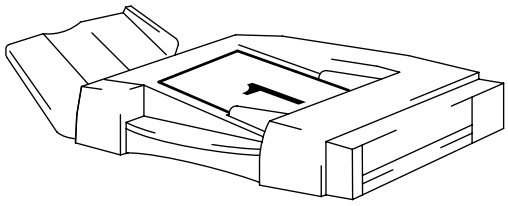
	Intended Type of Copy	Loading the Originals	Copy	Finishing Functions	Margin	File Margin	Select Position
2-Sided			Double-[4in1]	— Corner Staple		—	—
			Double-[4in1]	— Corner Staple			—
			Double-[4in1]	Hole punch 2-Point Staple		—	
			Double-[4in1]	Hole punch 2-Point Staple		—	—
			Double-[4in1]	— Corner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

2. Using Large-Size Originals

Precautions When Making Copies on 11×17 L or Legal L

When making copies on 11×17 L or Legal L, make sure of the correct direction of the original, position of 2-Point Staple, and position of Hole-Punch.

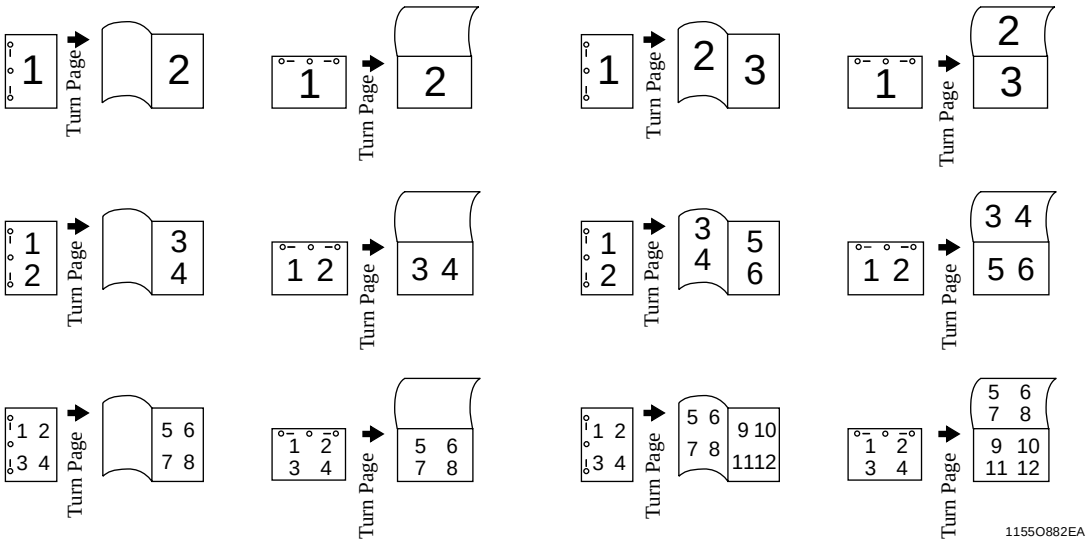
If you load your original as shown below, select [A] as one of your steps to specify the "Original Direction." ☞p.3-35



4015O220AA

NOTE
The [Original Direction] key is invalid when the Automatic Document Feeder is used.

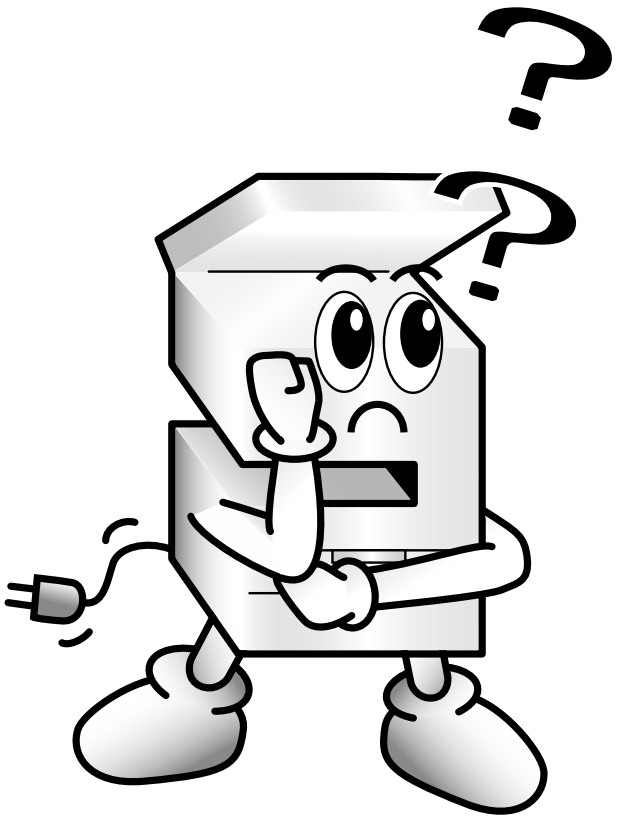
When making copies on 11×17 L or Legal L, 2-Point Staple or Hole Punch cannot be made in any of the following positions.



1155O882EA

Chapter 5

Setting the Utility Mode



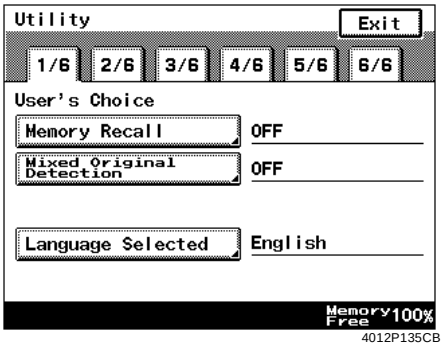
1. Using the Utility Mode

Programming and Setting Screens

This chapter explains the major setting and programming screens that are available by using the Utility key.

User's Choice

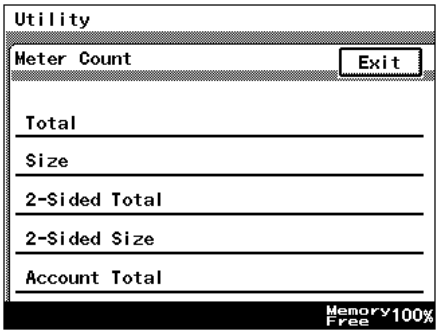
The machine has been set so that the most frequently used settings are automatically selected in the initial mode.
"Making the User's Choice Settings" ☞p.5-4



4012P135CB

Meter Count

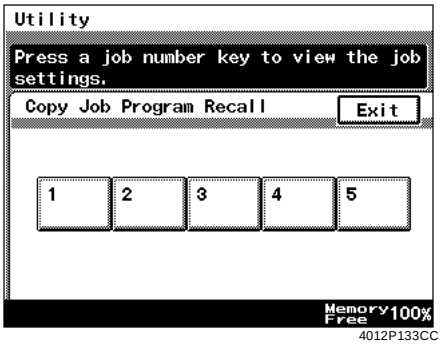
Shows the total number of prints made since the installation of the machine.
"Using Meter Count" ☞p.5-10



4012P124CB

Copy Job Recall

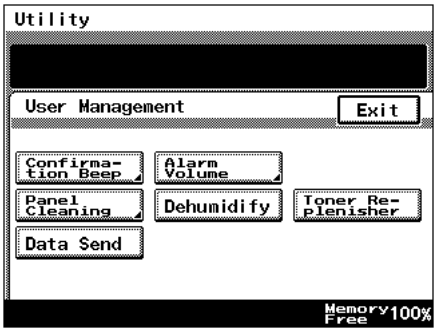
You can store ten frequently used job settings in memory to call up later for quick job setup.
"Recalling a Job from Memory" ☞p.5-15



4012P133CC

User Management

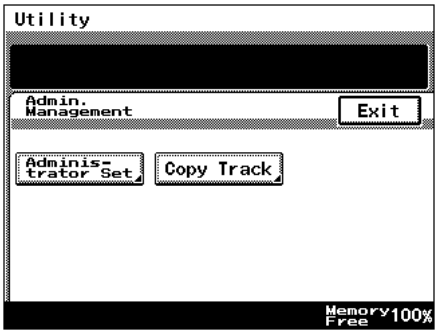
Allows for making the basic user settings for daily operation of the machine.
"Setting in User Management" ☞p.5-16



4013P131EB

Admin. Management

Allows the administrator of the machine to make settings for operating and maintaining the machine.
“Settings in Admin. Management” ☞p.5-20



4012P143CC

On Line

<With an optional Printer Controller>
Touch to highlight this key and enable the copier to receive data as a printer. See the Printer Controller Operator’s Manual for further details.

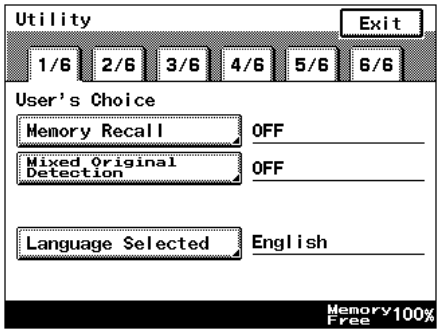
Test Print

<With an optional Printer Controller>
Touch to make a test print.

2. Making the User's Choice Settings

The machine has been set so that the most frequently used settings are automatically selected in the initial mode. User's Choice allows you to select the default settings according to your own needs. By setting defaults that are most frequently used, time required to make extra settings will be eliminated when the machine is turned ON or Auto Panel Reset is activated.

User's Choice Functions



4012P135CB

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

1/6 ☞p.5-5
- Memory Recall
- Mixed Original Detection
- Language Selected

2/6 ☞p.5-5
- Original ▶ Copy Default
- Auto Paper/Auto Size
- Drawer Priority
- Special Paper
- Multiple-in-1 and Booklet Copy Zoom

3/6 ☞p.5-6
- Auto Panel Reset
- Energy Save Mode
- Plug-In Counter, ID Key Reset
- Auto Shut OFF *1
- LCD Back-light Off

4/6 ☞p.5-7
- 4in1 Copy Order
- Density Priority
- Default Copy Output Levels
- Printing Density
- Output Priority

5/6 ☞p.5-8
- Intelligent Sorting
- Output Tray
- "Small" Originals
- Scanner Dry

6/6 ☞p.5-8
- Density (ADF only)

*1 This function will be "Sleep Mode Setting" when a Printer Controller is mounted.

1/6

Memory Recall

<DL270/DL370 only>
Select whether to enable ("ON") the function that allows you to use the same image data of the copy cycle that has just been completed, or not ("OFF").
The initial setting is "OFF."

Mixed Original Detection

Select whether to default to Mixed Original Detection ("ON") or not ("OFF").
The initial setting is "OFF."
* If the following combination is set in User's Choice, the Mixed Orig. Detection will be automatically canceled and the copies will be made in 1-Sided ▶ 2-Sided copy mode.
- Original ▶ Copy Default : 1-Sided ▶ 2-Sided
- Mixed Orig. Detection : ON

Language Selected

Select the language of the Touch Panel messages.
The initial setting is "English."

2/6

Original ▶ Copy Default

Specify the original ▶ copy type automatically selected when power is turned ON, or panel reset.
The initial setting is 1-Sided ▶ 1-Sided.

Auto Paper/Auto Size

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

Drawer Priority

Specify the default paper source that is automatically selected.
The initial setting is "1" (1st Drawer).

Special Paper

Designate a drawer for special paper.
The initial setting is "Normal" for all drawers.
* For special paper setting, see "Special Paper Setting."☞p.3-6

Multiple-in-1 and Booklet Copy Zoom

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

4in1	: 0.500 (DL270/DL370 only)
2in1	: 0.647
Booklet	: 0.647 (DL270/DL370 only)
2in1 Separation	: 1.545

The initial setting is "ON."

3/6

Auto Panel Reset

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

The initial setting is "1 min."

Energy Save Mode

Set the time it takes the machine to enter the Energy Save mode, from 1 min to 240 min (in 1 min increments).

The initial setting is "15 min."

Plug-In Counter, ID Key Reset

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

The initial setting is "ON."

Auto Shut OFF

<Only when a Printer Controller is not mounted>
Auto Shut OFF shuts down the machine a given period of time after the last operation. Select the time it takes the Auto Shut OFF function to be activated, from 15 min to 240 min in 1 min increments.

The initial setting is 30 min for DL200 and 60 min for DL270/DL370.

* A setting is also possible to disable Auto Shut OFF. ☞p.5-23

Sleep Mode Setting

<Only when a Printer Controller is mounted>
Select the time it takes the Sleep function to be activated, from 15 min to 240 min in 1 min increments.

The initial setting is 30 min for DL200 and 60 min for DL270/DL370.

* A setting is also possible to disable Sleep. ☞p.5-23

LCD Back-light Off

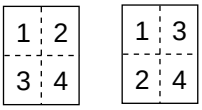
Set the time it takes the machine to enter the LCD Back-light Off, from 1 min to 240 min (in 1 min increments).

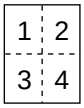
The initial setting is "1min."

4/6

4in1 Copy Order

<DL270/DL370 only>
Select the default copying order in the 4-in-1 mode from among the following two:



The initial setting is 

.

Density Priority

Select the default density setting selected automatically in the initial mode. Select either "Auto" or "Manual" for the exposure mode and "Text," "Photo," or "Text/Photo" for the image quality setting.

The initial settings are "Auto" for the exposure mode and "Text" for the image quality setting.

* "Auto" cannot be combined with "Photo."

Default Copy Output Levels

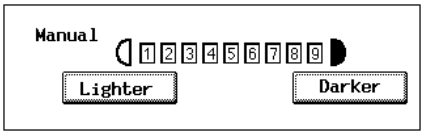
<Auto>
Select the default exposure level in the Auto Exposure mode, either "Lighter," "Normal," or "Darker."

The initial setting is "Normal."

<Manual>
Set the default exposure level in the Manual Exposure mode.

The initial setting is "5."

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



4003P167CA

Printing Density

Select the print exposure level from among "-2," "-1," "0," "1," or "2."

The initial setting is "0."

Output Priority

Select the default combination of the finishing type when the machine is equipped with a Finisher or Mailbin Finisher from among the following:
Non-Sort, Sort, Group,
Hole Punch (Only when Finisher 9749 is mounted.)
2-Hole Punch (only when 9747 is mounted)
3-Hole Punch (only when 9747 is mounted)
Corner Staple
2-Point Staple
(Only when Finisher 9747 is mounted.)

The initial setting is "Non-Sort."

5/6

Intelligent Sorting

Select whether to turn "ON" or "OFF" the function that automatically switches between Sort and Non-Sort, selecting Non-Sort if only a single original is loaded and Sort if two or more originals are loaded in the document feeder.

The initial setting is "ON."

Output Tray

Select either "1(st bin)," "2(nd bin)," or "3(rd bin)" for output when the machine is equipped with a Job Tray, Finisher, or Mailbin Finisher.

The initial setting is

When a Job Tray is mounted

PC prints: 1

Copies: 2

When a Finisher is mounted

PC prints: 2 (Elevator Tray)

When a Mailbin Finisher is mounted

PC prints: 2 (Elevator Tray)

* The option of "3" becomes available only when a Option Tray is mounted.

"Small" Originals

Select whether to enable ("ON") a copy cycle or not ("OFF") when it is initiated by pressing the Start key with no originals placed on the Original Glass or with an original smaller than the detectable size placed on the glass in the Auto Paper mode.

If this function is turned "ON," the copy cycle will run using the paper loaded in the default paper source. If turned "OFF," a warning message appears to instruct the user to select the paper.

The initial setting is "ON."

Scanner Dry

Set the time for automatically dehumidifying the Scanner. Any value up to 24 hours may be set in 1 min. increments.

6/6

Density (ADF only)

Adjust the copy image density level when the machine is equipped with an Automatic Document Feeder.

: Mode 1 : Mode 2

Select the density level according to the original, either "Mode 1" or "Mode 2."

The initial setting is "Mode 1."

Mode 1: Used for the standard original, such as a word-processor made document.

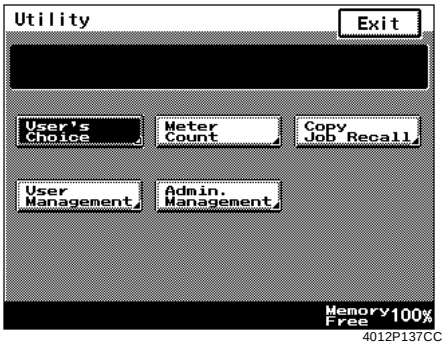
Mode 2: Effective in reproducing a pale original, such as a faint pencil-written document.

Making the User's Choice Settings

1 Press the Utility key.

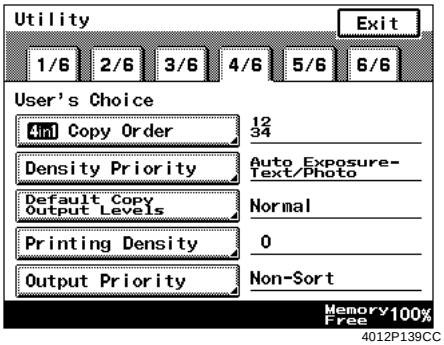
1166O243EA

2 Touch [User's Choice].



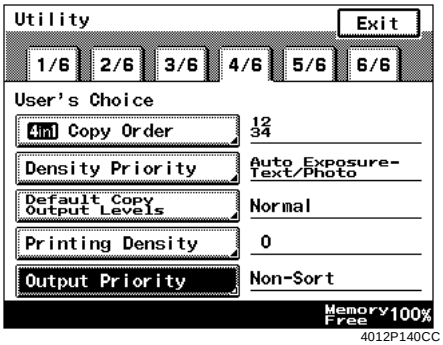
4012P137CC

3 Touch the key of the desired page of the menu, from 1/6 to 6/6.
For example, to change Output Priority from Non-Sort to Sort, touch [4/6].



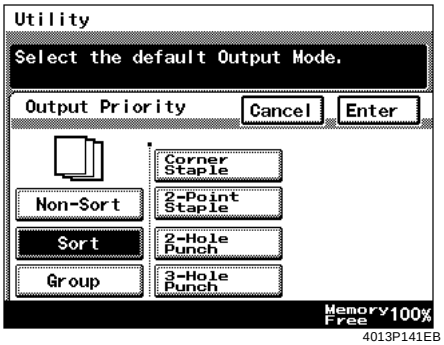
4012P139CC

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



4012P140CC

5 Touch [Sort].



4013P141EB

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

7 Touch [Exit].

3. Meter Count

Using Meter Count

Meter Counter allows you to check the total number of prints made since the installation of the machine. It gives the count for each of the following five counters.

Total Counter

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

Size Counter

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

2-Sided Total

Shows the number of 2-sided prints made.

2-Sided Size

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

Account Total

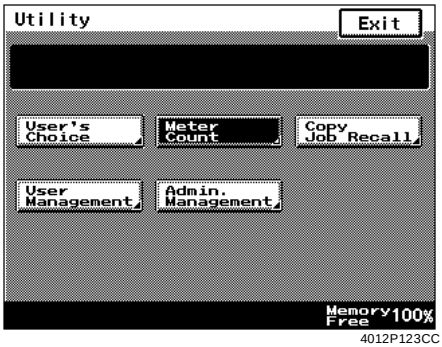
Shows the total number of prints made by the active accounts.

---

1 Press the Utility key.

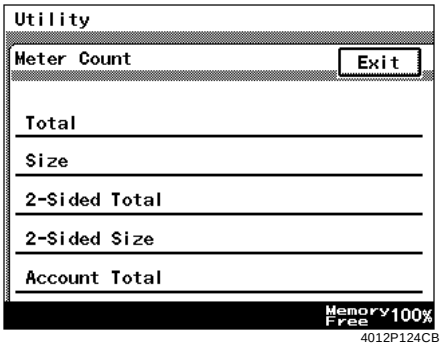
1166O243EA

2 Touch [Meter Count].



4012P123CC

3 Check the screen that appears.



4012P124CB

4. Job Memory Input and Job Recall

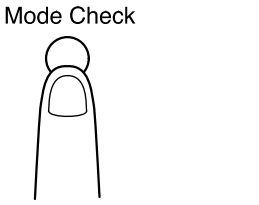
Job Memory Input

You can store ten frequently used job settings in memory to call up later for quick job setup.

Storing a Job

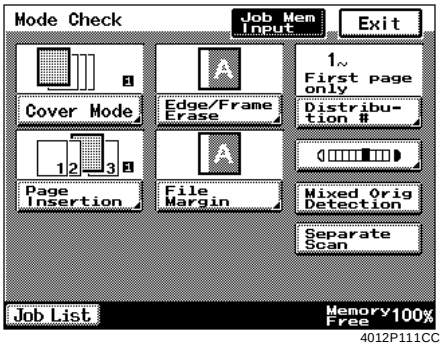
1 Set up the job you want to store in memory.

2 Press the Mode Check key.



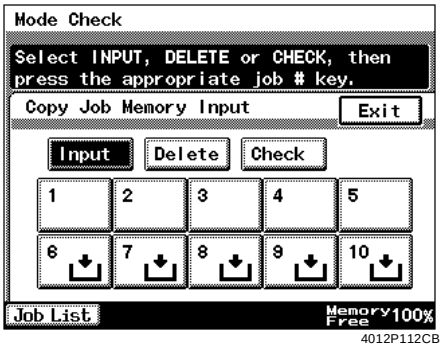
1166O242EA

3 Touch [Job Mem Input].



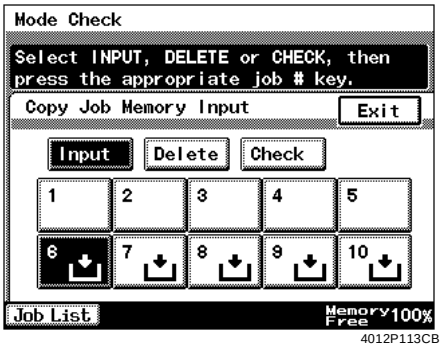
4012P111CC

4 Touch [Input].



4012P112CB

5 Select any one of the 10 job number keys from [1] to [10] marked with [↓].

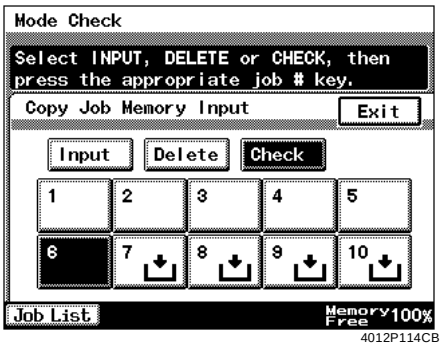


4012P113CB

NOTE

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

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

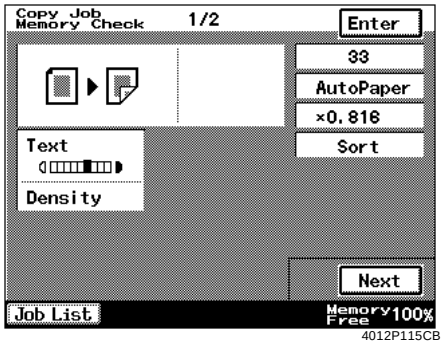


4012P114CB

NOTE

Job Memory Input is disabled in the Interrupt mode.

The job settings appear on the Touch Panel.



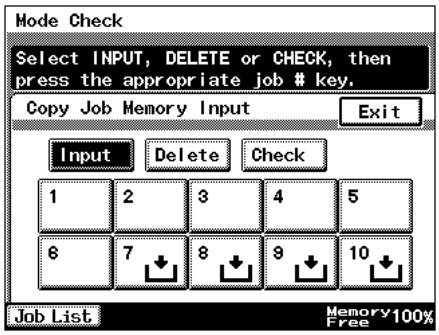
4012P115CB

Useful Tip

To turn over the screen page, touch [Next] or [Backup].

7 After you have checked the settings, touch [Enter].

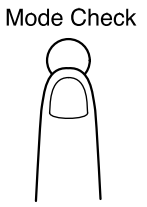
8 Touch [Exit].



4012P116CB

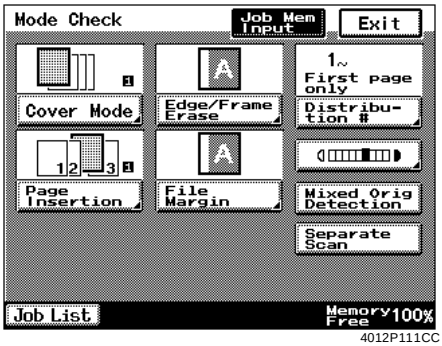
Deleting a Job Program

1 Press the Mode Check key.



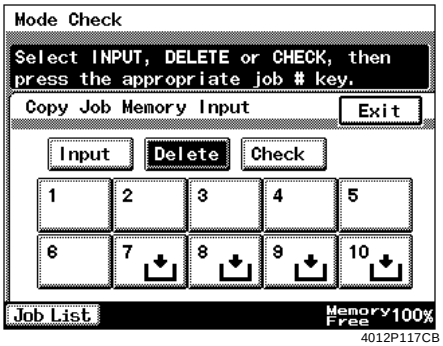
1166O242EA

2 Touch [Job Mem Input].



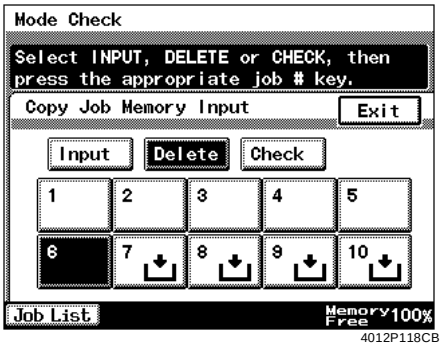
4012P111CC

3 Touch [Delete].



4012P117CB

4 Touch the job number key from which you want to delete a job program.

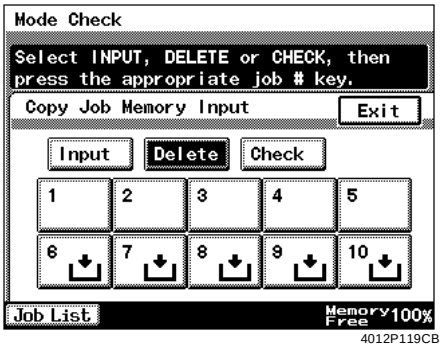


4012P118CB

Useful Tip

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

5 Touch [Exit].



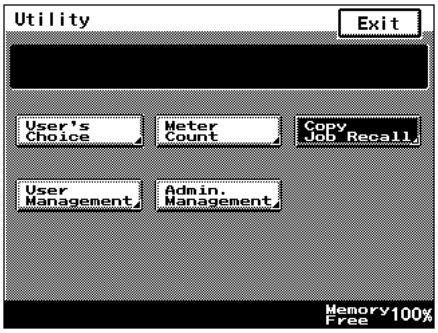
4012P119CB

Recalling a Job from Memory

1 Press the Utility key.

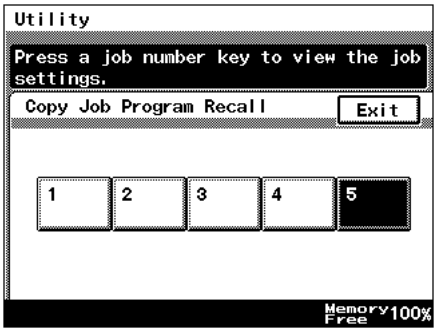
1166O243EA

2 Touch [Copy Job Recall].



4012P120CC

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

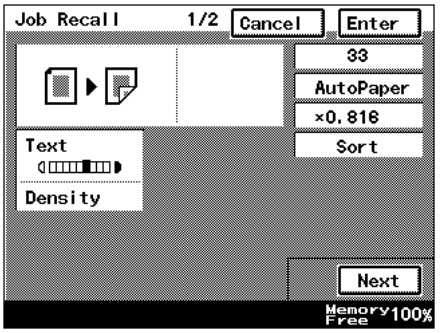


4012P121CC

Useful Tip

Only the number keys of stored jobs will be displayed on the screen.

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



4012P122CB

Useful Tips

- *To turn over the screen page, touch [Next] or [Backup].*
- *If the job recalled is not what you want, touch [Cancel]. Then the Copy Job Recall screen will reappear.*

5. Settings in User Management

Setting the Confirmation Beep and Alarm Volume

Confirmation Beep

The volume of the confirmation beep that can be heard when a control panel key is pressed may be adjusted in the range between 0 (zero) and 5 (high).

The initial setting is “3.”

Alarm Volume

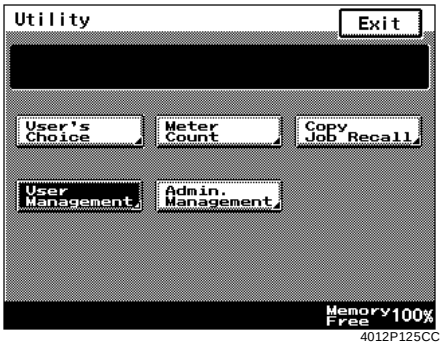
The volume of the alarm beep that sounds when, for example, a paper misfeed occurs, may be adjusted in the range between 0 (zero) and 5 (high).

The initial setting is “3.”

1 Press the Utility key.

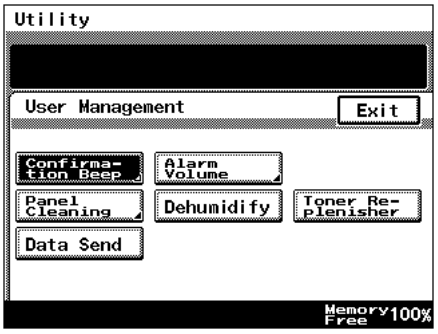
1166O243EA

2 Touch [User Management].



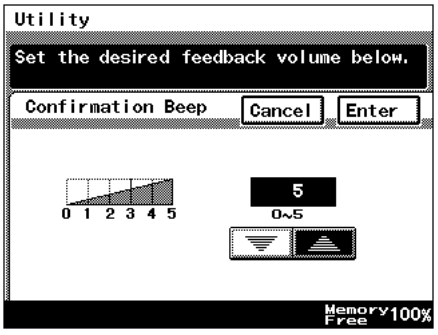
4012P125CC

3 Select the desired function.
For example, touch [Confirmation Beep].



4013P126EB

4 Touch [▼] or [▲] to adjust the volume to the desired level and then touch [Enter].



4012P127CD

Using the Dehumidify Function

During times of high humidity or when there are sudden rapid changes in humidity (especially when you are using a heater in winter), condensation*1 can form on the surface of the PC Drum*2 and Scanner, resulting in blotchy copies. In such instances, use "Dehumidify" to dry the surface of the PC Drum and Scanner.

*1 Condensation: A phenomenon in which small drops of water form on cold surfaces, such as the surface of the PC Drum.

*2 PC Drum: Functions in the copier like film in a camera.

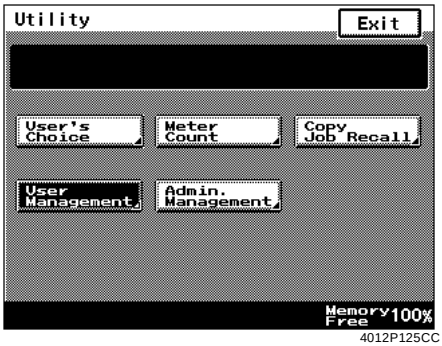
Useful Tips

- *Ask your Tech. Rep. for further details about whether or not to use this function.*
- *A print cycle can be initiated even while the machine is in the Dehumidify cycle. (At this time Dehumidify will be stopped.)*

1 Press the Utility key.

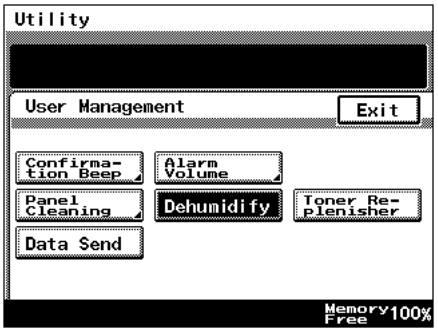
1166O243EA

2 Touch [User Management].



4012P125CC

3 Touch [Dehumidify].



4013P128EB

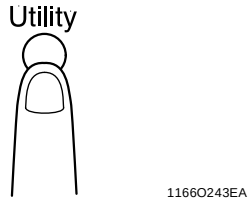
Using the Toner Replenisher Function

The machine tends to exhaust the supply of toner rapidly when printing a number of pages using an original with dark solid areas such as a photo. As a result, the image density of the printed page will become lighter. In such cases, you can use Toner Replenisher to regain the normal image density quickly.

NOTES

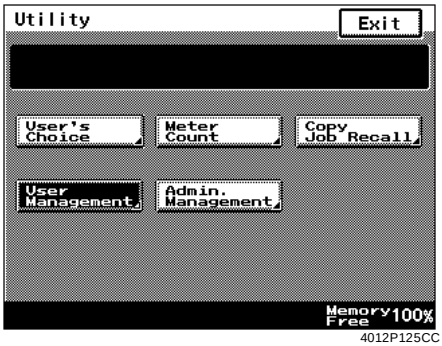
- *Do not turn OFF the Power Switch or open the Right Door or Toner Bottle Cover while the machine is replenishing toner.*
- *Toner will not be replenished if the image density is sufficiently high.*
- *The toner replenishing sequence ends automatically.*

1 Press the Utility key.



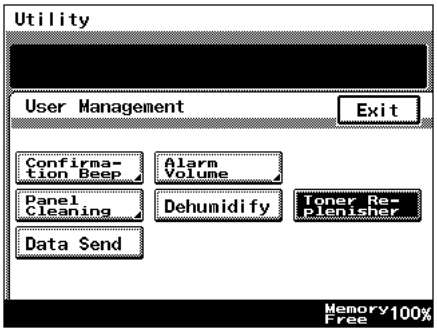
1166O243EA

2 Touch [User Management].



4012P125CC

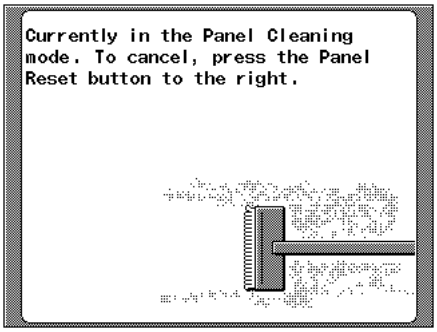
3 Touch [Toner Replenisher].



4013P129EB

Panel Cleaning

To clean the surface of the Touch Panel, use this function. ☞p.7-10



4012P130CB

Data Send

For more details, consult your Technical Representative.

6. Settings in Admin. Management

Admin. Management Mode

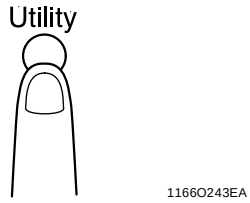
The Admin. Management mode is for the administrator of your machine. When Admin. Management is selected, the message prompts you to enter the administrator number.

NOTES

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

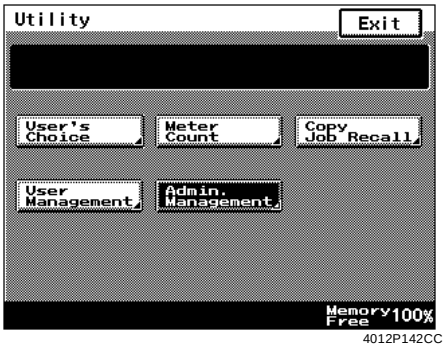
Setting Admin. Management

1 Press the Utility key.



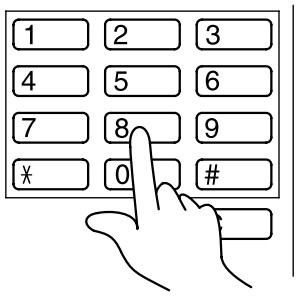
1166O243EA

2 Touch [Admin. Management].



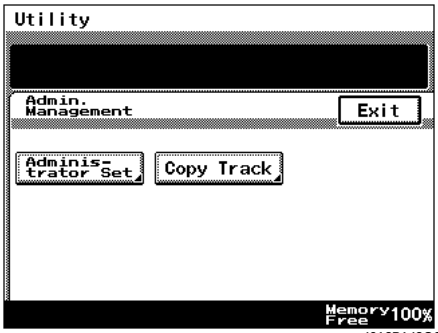
4012P142CC

3 Enter your administrator code number from the 10-Key Pad, then touch [Enter].



1166O030AA

4 The Touch Panel now shows the detailed functions that can be set under Admin. Management.



4012P143CC

Functions of Admin. Management

Administrator Set

You can set Max. Copy Sets and Disable Auto Shut OFF (Disable Sleep Mode) functions.

Copy Track

You can set Account No., Copy Limit, and Access Code, and clear different counter values.

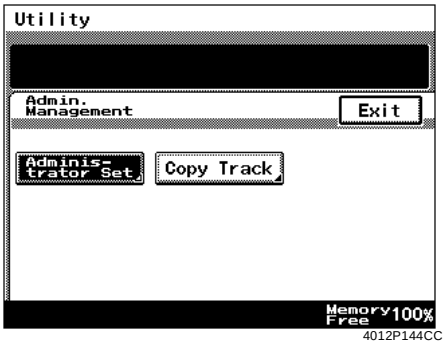
Administrator Set

Max. Copy Sets

You can limit the number of copies or copy sets that can be made per job from 1 to 99.
The initial setting is "OFF."

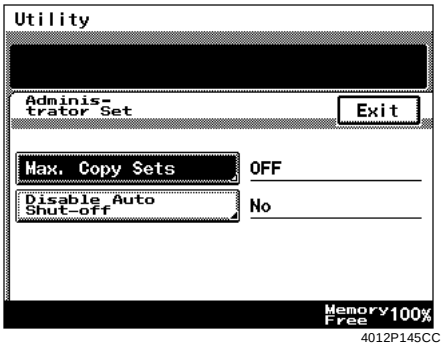
1 To display [Administrator Set] on the Touch Panel, follow the steps given in "Setting Admin. Management." ☞p.5-20

2 Touch [Administrator Set].



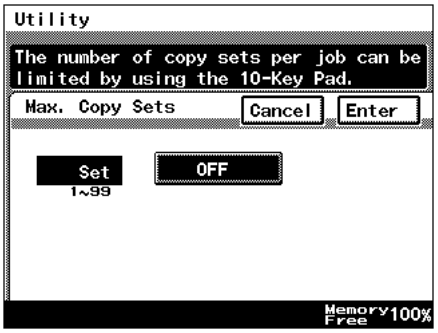
4012P144CC

3 Touch [Max. Copy Sets].



4012P145CC

4 Enter the Copy Limit Value from the 10-Key Pad or touch [OFF].



4012P146CB

Useful Tip

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

5 Touch [Exit].

Disable Auto Shut OFF (Disable Sleep Mode)

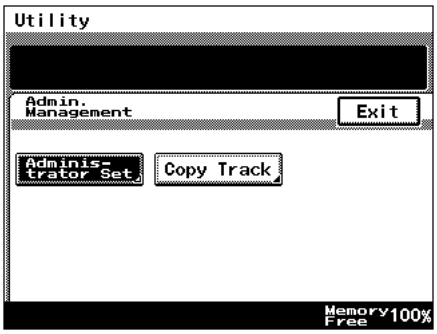
This function can disable the Auto Shut OFF (Disable Sleep Mode) function. Select whether to enable ("Yes") or disable ("No") the Disable Auto Shut OFF (Disable Sleep Mode) function.
The initial setting is "No" (disable).

NOTE

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

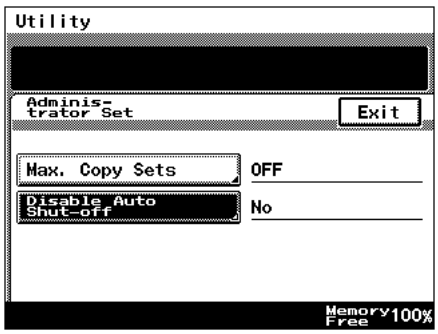
1 To display [Administrator Set] on the Touch Panel, follow the steps given in "Setting Admin. Management." ☞p.5-20

2 Touch [Administrator Set].



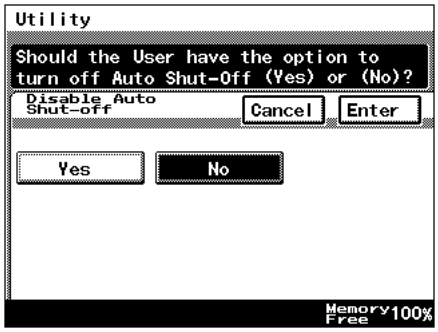
4012P144CC

3 Touch [Disable Auto Shut OFF] (Disable Sleep Mode).



4012P147CC

4 Touch [Yes] or [No].



4012P148CC

5 Touch [Enter].

Copy Track

This function allows the administrator to keep track of the number of copies made in the Copier mode, as well as the number of prints made in the Printer mode for each account.
Select either “OFF,” “100 Accounts,” or “1000 Accounts.”
The initial setting is “OFF.”
The administrator of this machine is responsible for setting either “100 Accounts” or “1000 Accounts.”

100 Accounts 1

Entry of the access code allows you to make copies. The machine can also control the following data for each account:

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

1000 Accounts

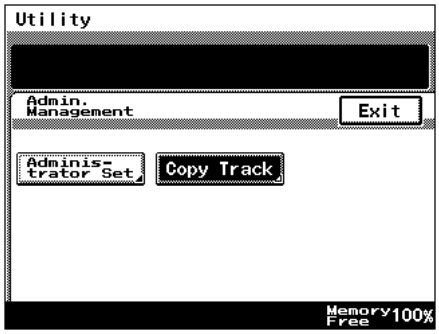
<DL270/DL370 only>
Entry of the account number allows you to make copies. The machine can control the following data for each account:

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

Setting the Copy Track Function

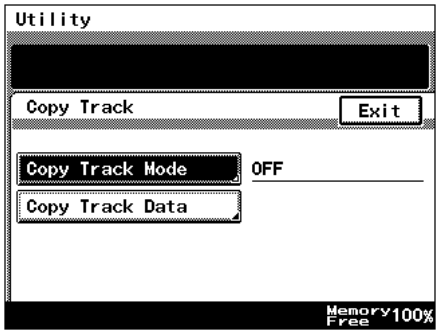
1 To display [Copy Track] on the Touch Panel, follow the steps given in "Setting Admin. Management." ☞p.5-20

2 Touch [Copy Track Functions].



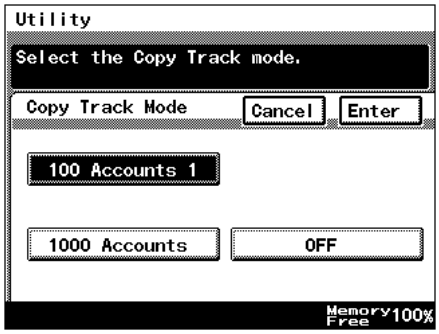
4012P150CC

3 Touch [Copy Track Mode].



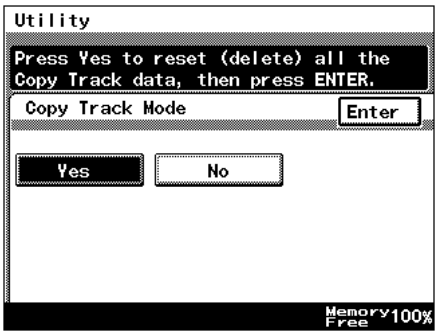
4012P151CB

4 Select the desired Copy Track Mode and touch [Enter].
For example, to keep track of 100 accounts, touch [100 Accounts 1] and then [Enter].



4012P152CB

5 Initialize the Copy Track function data. Touch [Yes] and [Enter].



4012P153CB

NOTES

- *When you set or change the Copy Track Mode, be sure to initialize the Copy Track data.*
- *Initializing the Copy Track data requires that the machine be started again, which takes some time.*

6 Touch [Enter].

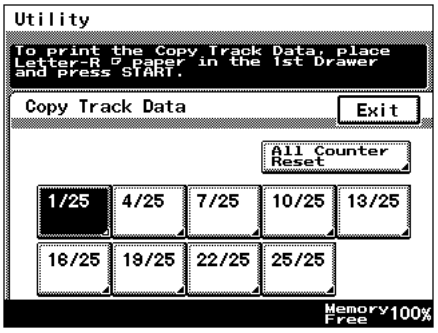
NOTE

When "100 Accounts 1" is set, program the account number and access code.
"Setting the Account Number"☞p.5-26
"Programming the Access Code"☞p.5-27

Useful Tip

You can have the copy track data printed.

- *Touch [Copy Track Data].*



4013P155EC

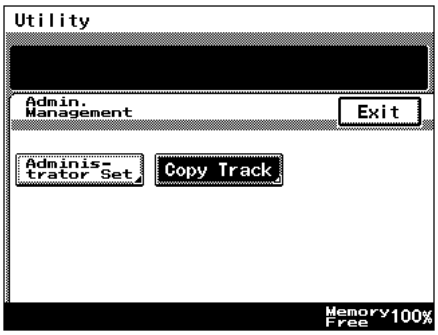
- *Load Letter L paper in the 1st Drawer lengthwise and press the Start key.*

Setting the Account Number

The Account Number can be programmed or changed only when “100 Accounts 1” is set.

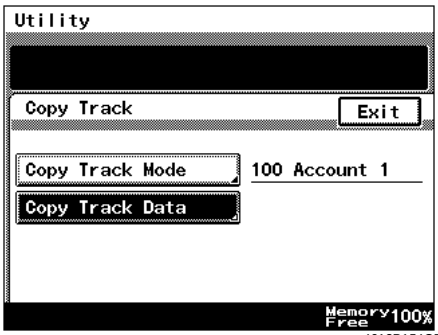
1 To display [Copy Track] on the Touch Panel, follow the steps given in “Setting Admin. Management.”☞p.5-20

2 Touch [Copy Track].



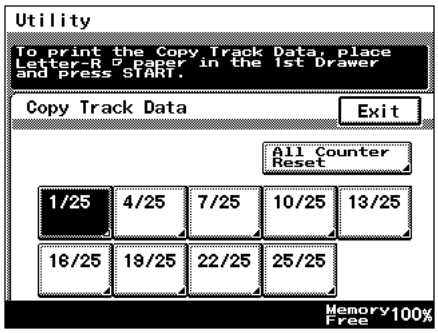
4012P150CC

3 Touch [Copy Track Data].



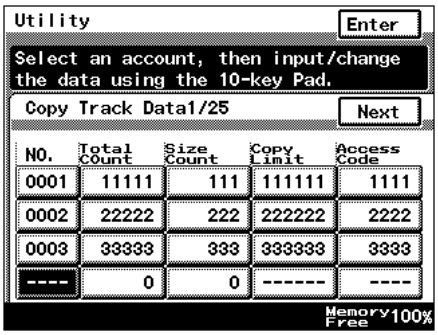
4012P154CB

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



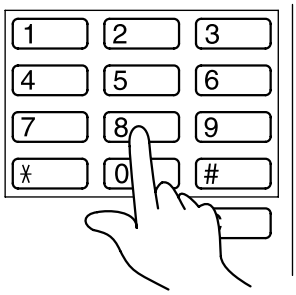
4013P155EC

5 Touch the [No.] key of the target account.



4012P156CB

6 Enter the desired Account Number from the 10-Key Pad. Touch [Enter].



1166O030AA

NOTES

- *The account number should be a 4-digit number.*
- *If a new account number is programmed, the old one will be erased.*
- *If a new account number entered already exists for another account, the entry will be rejected. Enter a different account number.*

Useful Tips

- *If you have entered an incorrect number, press the Clear key, then enter the correct number.*
- *If you want to change or program another account number, repeat steps 4 through 6.*

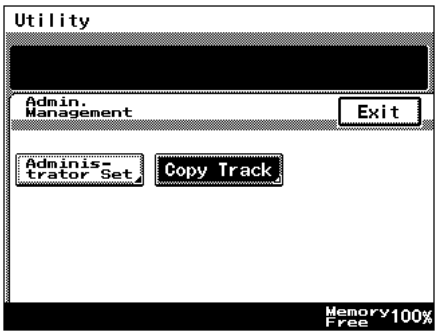
7 Touch [Exit].

Programming the Access Code

An access code can be programmed when “100 Accounts 1” is selected.

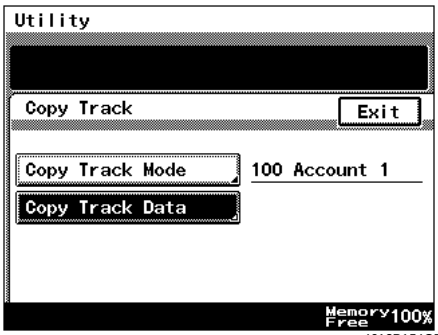
1 To display [Copy Track] on the Touch Panel, follow the steps given in “Setting Admin. Management.”☞p.5-20

2 Touch [Copy Track].



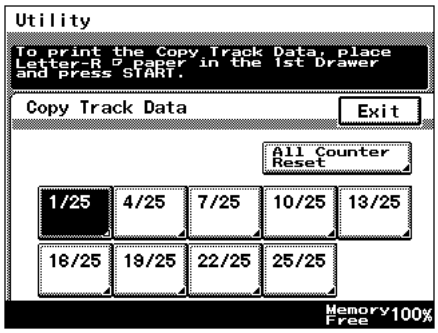
4012P150CC

3 Touch [Copy Track Data].



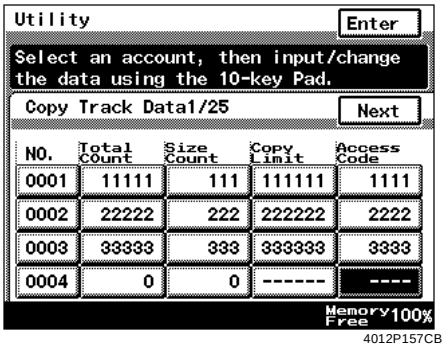
4012P154CB

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



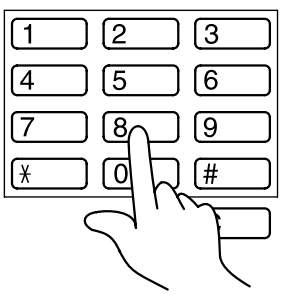
4013P155EC

5 Touch the [Access Code] key of the target account.



4012P157CB

6 Enter the access code from the 10-Key Pad. Touch [Enter].



1166O030AA

NOTES

- *The access code should be a 4-digit number.*
- *If a new access code is programmed, the old one will be erased.*
- *If a new access code entered already exists for another account, the entry will be rejected. Enter a different access code.*

Useful Tips

- *If you have entered an incorrect number, press the Clear key, then enter the correct number.*
- *If you want to program an access code for another account, repeat steps 4 through 6.*

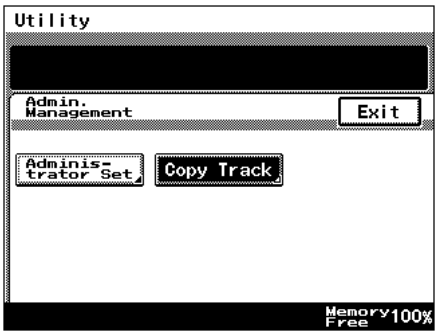
7 Touch [Exit].

Setting a Copy Limit for Each Account

A limit for the number of prints made can be set for each account when “100 Accounts 1” is selected.

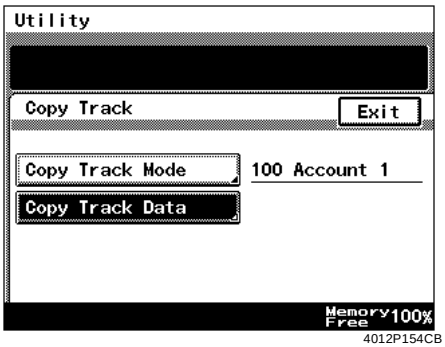
1 To display [Copy Track] on the Touch Panel, follow the steps given in “Setting Admin. Management.”☞p.5-20

2 Touch [Copy Track].



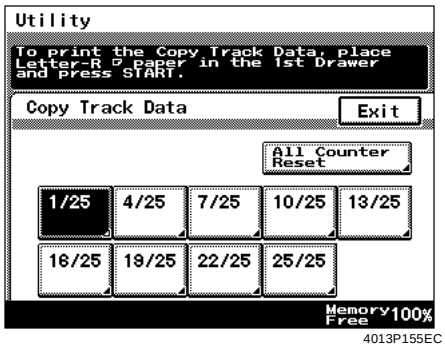
4012P150CC

3 Touch [Copy Track Data].



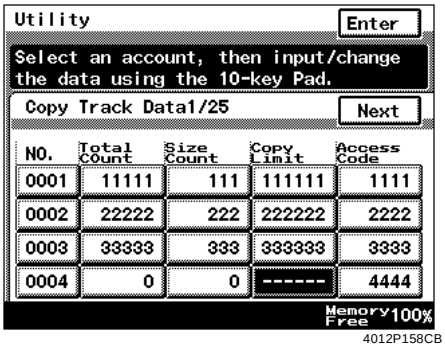
4012P154CB

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



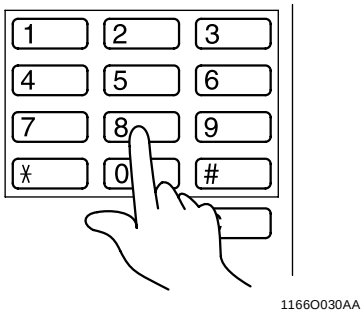
4013P155EC

5 Touch the Copy Limit key of the target account.



4012P158CB

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



1166O030AA

Useful Tips

- *If you have entered an incorrect number, press the Clear key, then enter the correct number.*
- *If you want to set a Copy Limit for another account, repeat steps 4 through 6.*

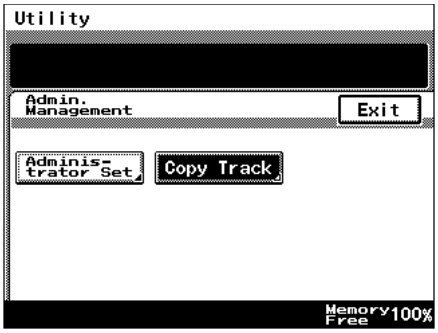
7 Touch [Exit].

Clearing Counters for Each Account

A counter can be cleared for each account when “100 Accounts 1” or “1000 Accounts” is selected. It is also possible to clear all counters of all accounts at one time.

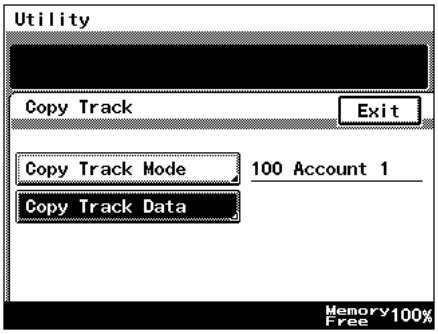
1 To display [Copy Track] on the Touch Panel, follow the steps given in “Setting Admin. Management.”☞p.5-20

2 Touch [Copy Track].



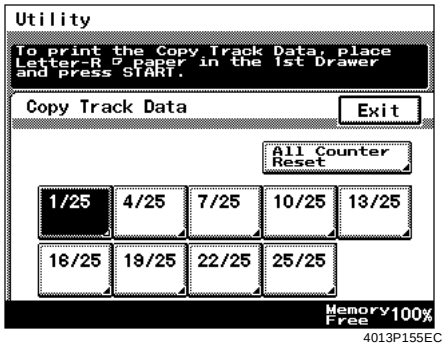
4012P150CC

3 Touch [Copy Track Data].



4012P154CB

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

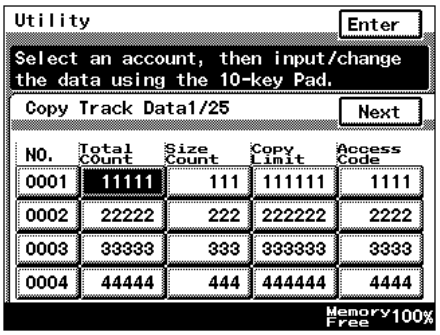


4013P155EC

Useful Tip

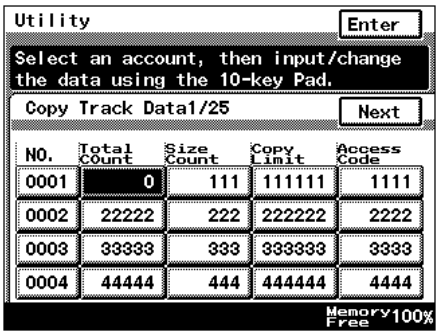
To clear the counters of all accounts at one time touch [All Counter Reset].

5 Touch the counter key (Total Count or Size Count) of the target account.



4012P159CB

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



4012P160CB

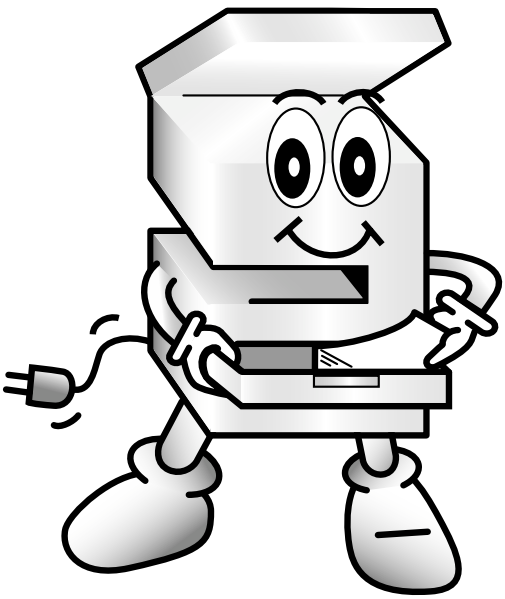
Useful Tips

- *To undo a clear operation, press the Interrupt key.*
- *If you want to clear the counter of another account, repeat steps 4 through 6.*

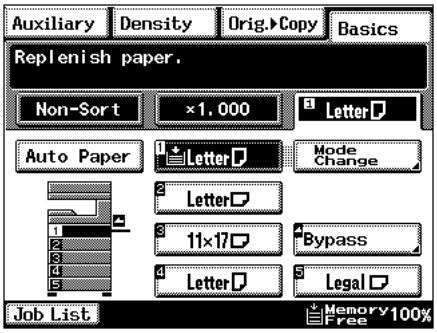
7 Touch [Exit].

Chapter 6

When a Message Appears



1. When the Message “Replenish paper.” Appears



4013P161EB

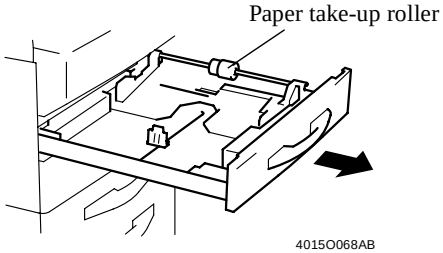
When the drawer currently selected for use runs out of paper, the message shown on the left appears and the machine interrupts the current print cycle. The drawer whose indicator is lit up on the Touch Panel has run out of paper.

Add paper by using the following procedure.

Adding paper

1st Drawer

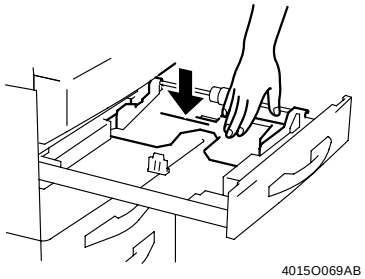
1 Slide out the 1st Drawer.



4015O068AB

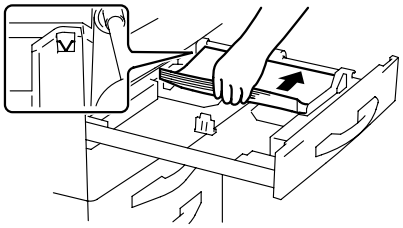
NOTE
Be careful not to touch the surface of the paper take-up roller with your hands.

2 Press the Paper Lifting Plate down until it locks.



4015O069AB

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



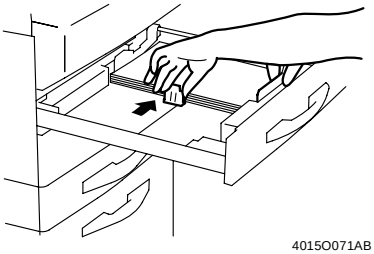
4015O070AB

NOTE

4015O202AA

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

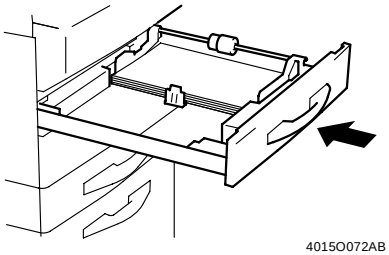
4 Pinch the tabs on the Edge Guide and Trailing Edge Stop and slide them to the exact size of the paper loaded.



4015O071AB

NOTE
Align the Edge Guide properly with the end face of the paper stack.

5 Slide the drawer back in.

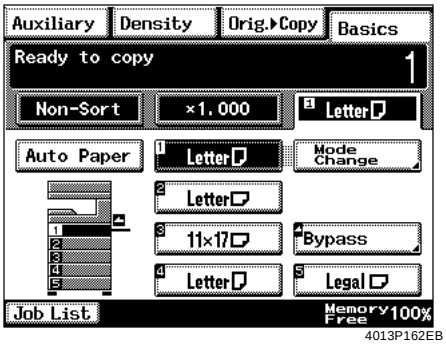


4015O072AB

NOTE

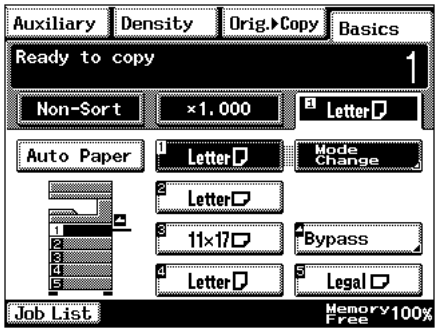
Perform steps 6 through 11 if the size or type of paper has been changed.

6 Select the 1st Drawer.



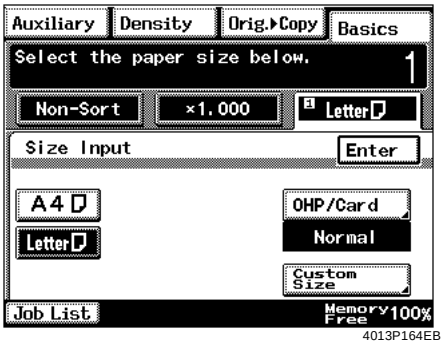
4013P162EB

7 Touch [Mode Change].



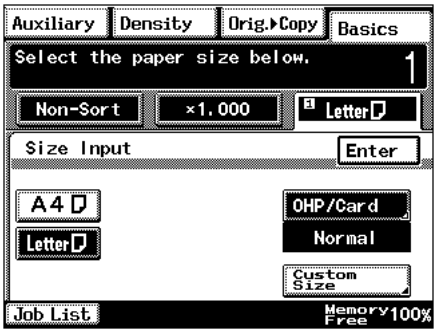
4013P163EB

8 Touch the key of the desired paper size.



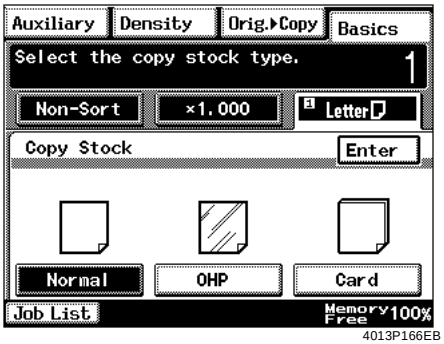
4013P164EB

9 Touch [OHP/Card].



4013P165EB

10 Select the type of paper and touch [Enter].



4013P166EB

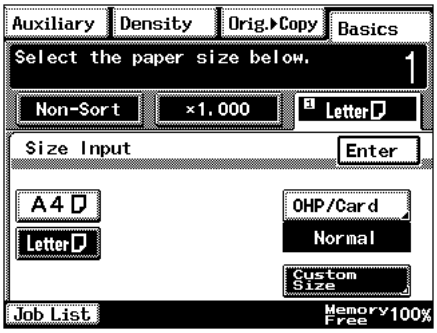
Useful Tips

- *Select Card when labels have been loaded.*
- *Up to 50 sheets of Card, OHP transparencies, or labels can be loaded.*

11 Touch [Enter].

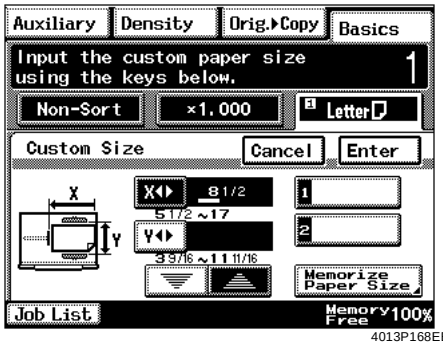
<Using Nonstandard Size Paper>

- Touch [Custom Size] on the screen given in step 8.



4013P167EB

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



4013P168EB

- Do the same for [Y].

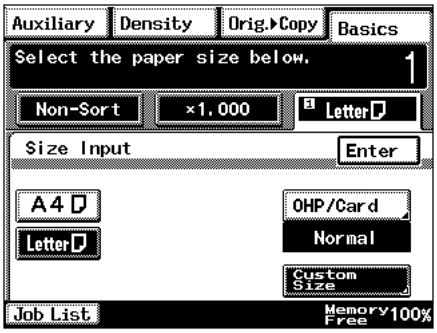
- Touch [Enter].

NOTES

- *When the Clear key is pressed, it clears the size figure entered.*
- *When the 16-9/16 inch to 17 inch is set for X, the maximum size that can be set for Y becomes 11 inch.*
- *When the 11-1/16 inch to 11-11/16 inch is set for Y, the maximum size that can be set for X becomes 16-1/2 inch.*

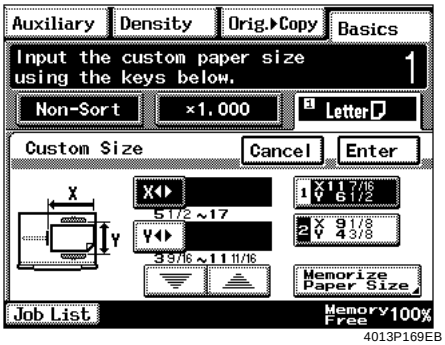
<Calling up a Paper Size from Memory>

- Touch [Custom Size] on the screen given in step 8.



4013P167EB

- Select the desired memory paper size key from among the two.



4013P169EB

Useful Tip

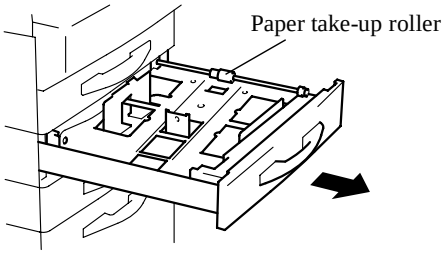
Paper size can be stored in memory. ☞*p.6-8*

- Touch [Enter].

2nd Drawer

<DL270/DL370 only>

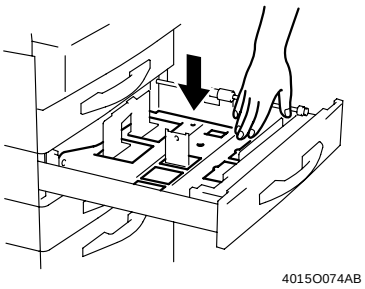
1 Slide out the drawer.



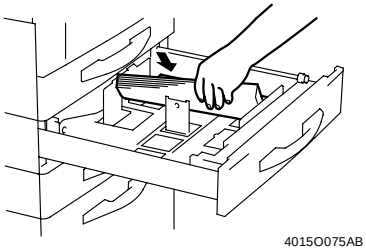
NOTE

Be careful not to touch the surface of the paper take-up roller with your hands.

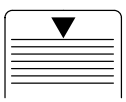
2 Press the Paper Lifting Plate down until it locks.



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



NOTE

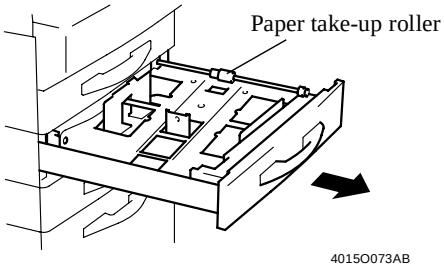


The paper should be loaded no higher than ▼(Max. Level Indicator).

4 Slide the drawer back in.

Paper Feed Unit 9753

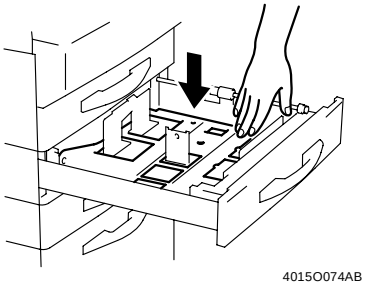
1 Slide out the drawer.



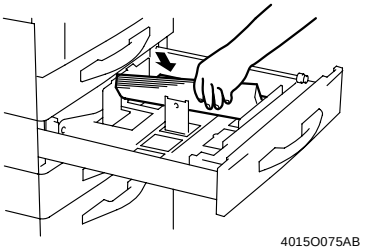
NOTE

Be careful not to touch the surface of the paper take-up roller with your hands.

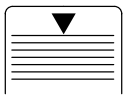
2 Press the Paper Lifting Plate down until it locks.



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



NOTE

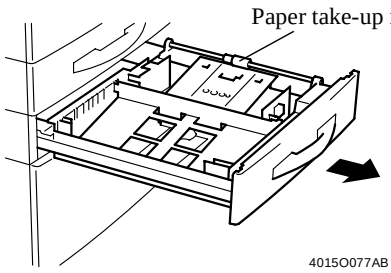


The paper should be loaded no higher than ▼(Max. Level Indicator).

4 Slide the drawer back in.

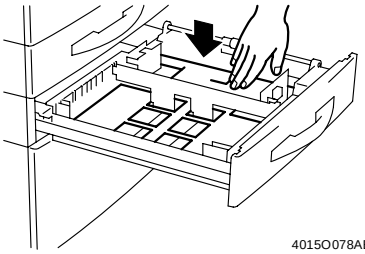
Paper Feed Unit 9867

1 Slide out the drawer.

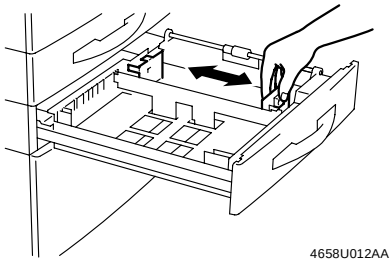


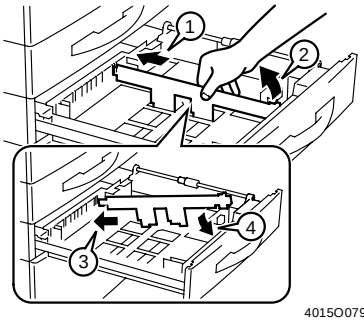
NOTE
Be careful not to touch the surface of the paper take-up roller with your hands.

2 Press the Paper Lifting Plate down until it locks.

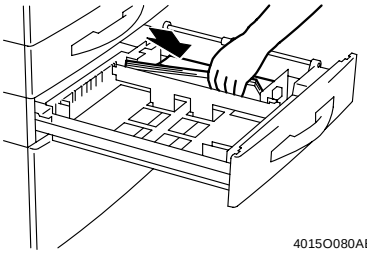


3 Remove the Trailing Edge Stop and place it in a position that fits the size of the paper loaded.

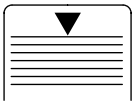




4 Place the paper stack onto the Paper Plate so that its front side faces up.

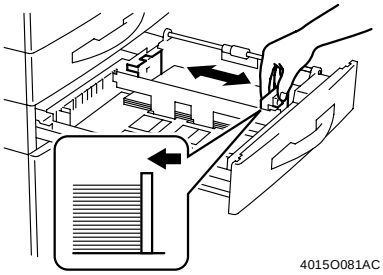


NOTE



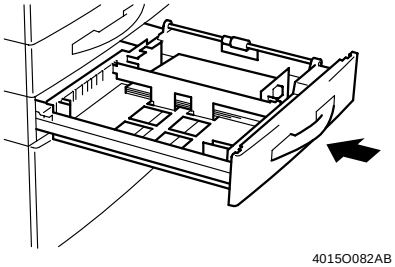
The paper should be loaded no higher than ▼(Max. Level Indicator).

5 Slide the Edge Guide to the exact size of the paper loaded.



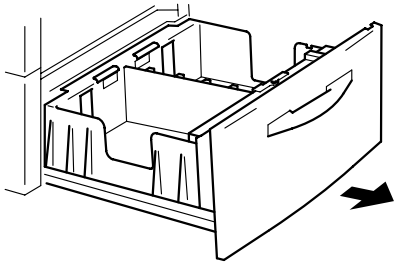
NOTE
Align the Edge Guide properly with the end face of the paper stack.

6 Slide the drawer back in.



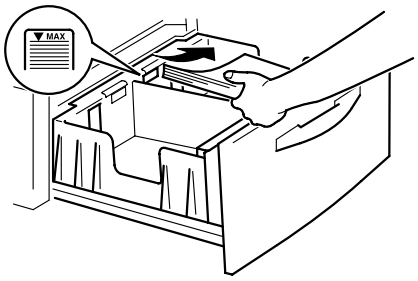
Large Capacity Cabinet

1 Slide out the drawer.



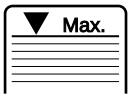
4015O083AB

2 Load the paper stack into the right half of the drawer, front side face up. Press the leading edge of the paper stack tightly up against the right side of the drawer.



4015O084AB

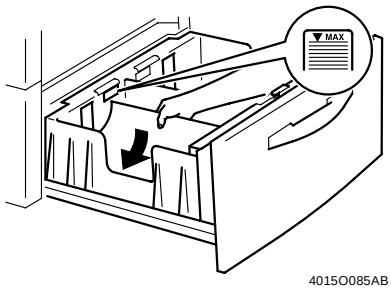
NOTE



1145O555KA

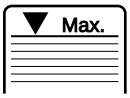
The paper should be loaded no higher than ▼(Max. Level Indicator).

3 Load another paper stack into the left half of the drawer, front side face up. Press the leading edge of the paper stack tightly up against the left side of the drawer.



4015O085AB

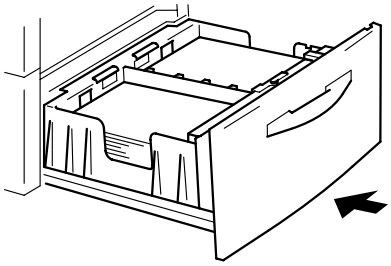
NOTE



1145O555KA

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

4 Slide the drawer back in.

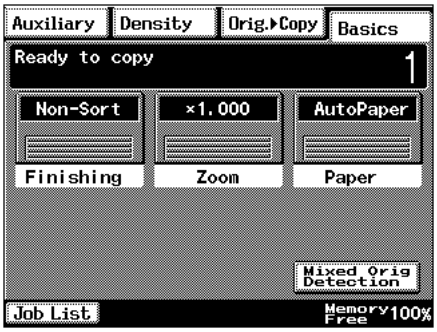


4015O086AB

Memorize Paper Size

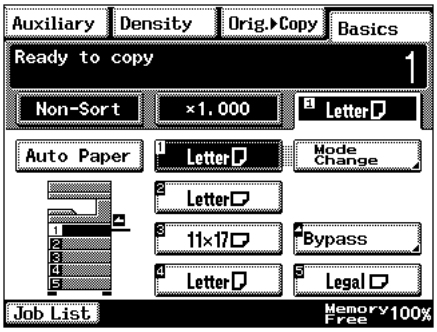
You can store some of the most frequently used paper sizes in memory for repeated use afterwards.

1 Touch [Paper].



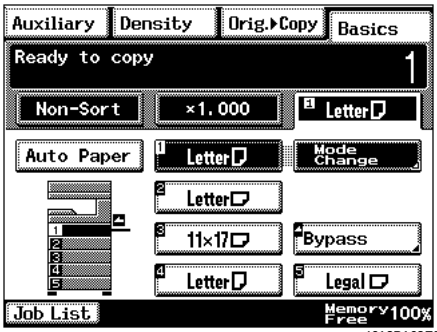
4012P067CB

2 Select the 1st Drawer.



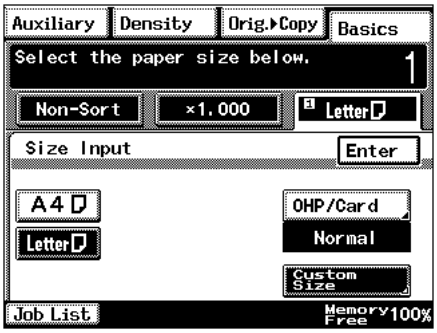
4013P162EB

3 Touch [Mode Change].



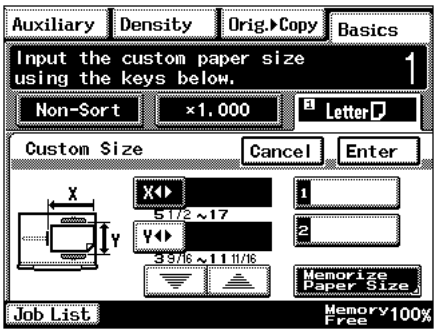
4013P163EB

4 Touch [Custom Size].



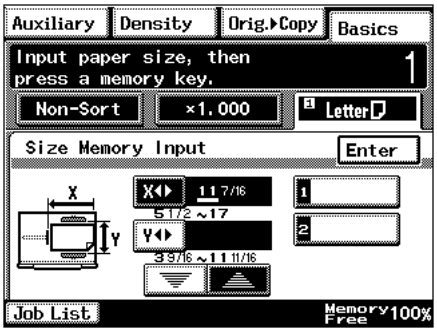
4013P167EB

5 Touch [Memorize Paper Size].



4013P171EB

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

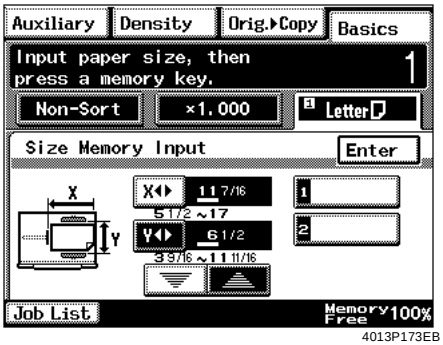


4013P172EB

NOTES

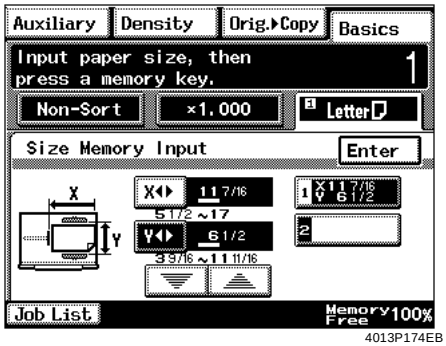
- *When the Clear key is pressed, it clears the size figure entered.*
- *When the 16-9/16 inch to 17 inch is set for X, the maximum size that can be set for Y becomes 11 inch.*
- *When the 11-1/16 inch to 11-11/16 inch is set for Y, the maximum size that can be set for X becomes 16-1/2 inch.*

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



4013P173EB

8 Touch [1] or [2].



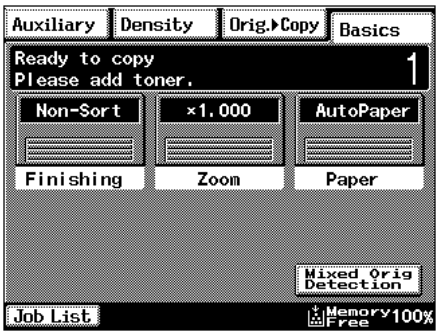
4013P174EB

NOTE

When a new paper size is stored, the old one is cleared.

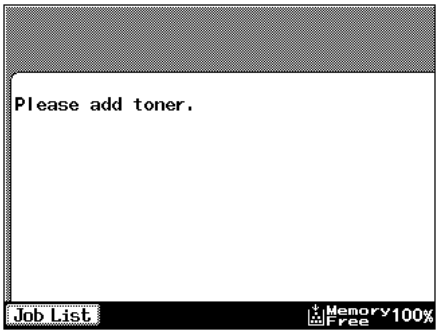
9 Touch [Enter].

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



4012P175CB

The message shown on the left appears when toner is low.
Replace the Toner Bottle as soon as possible once the message has appeared.
You can still make copies, but the image density will become lighter and lighter.



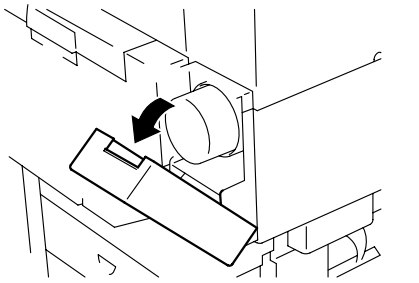
4012P176CB

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

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

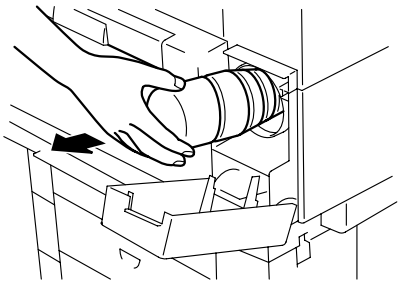
Replacing the Toner Bottle

1 Open the Toner Bottle Cover.



4015O110AB

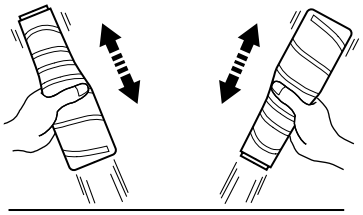
2 Gently pull out the used bottle.



4015O111AB

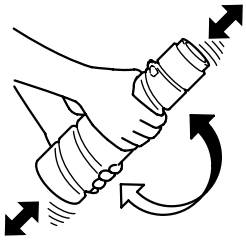
NOTE
If theToner Bottle Cover is opened while the bottle is turning, the bottle may be locked in place. If this happens, close the cover, wait for the bottle to stop, and try again.

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



1166O228AA

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

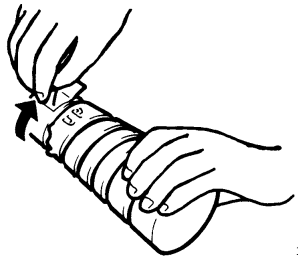


1166O095AA

NOTE

To prevent toner caking, make sure to carry out the procedure above to agitate the toner well before installing the Toner Bottle.

5 With the Seal on the Toner Bottle facing up, slowly peel off the Seal as illustrated.

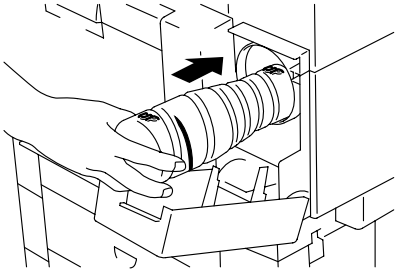


1139O1390A

NOTE

Be careful, some toner may puff out from the bottle.

6 With the "UP" marking on top, insert and push the bottle into position.

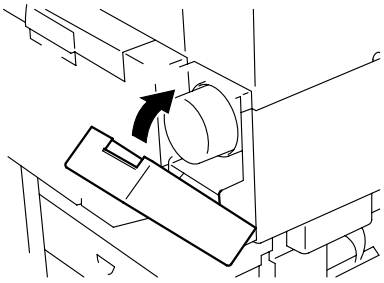


4015O112AC

NOTE

Push the bottle in up to the black line.

7 Close the Toner Bottle Cover.



4015O113AB

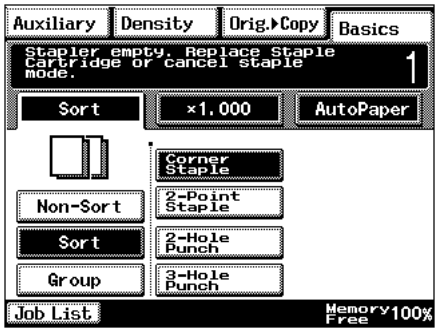
NOTES

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

Toner Replenisher

Use the Toner Replenisher function available from the Utility Mode if the image is light immediately after the Toner Bottle has been replaced with a new one. ☞*p.5-18*

3. When the Message “Stapler empty.” Appears



4013P178EB

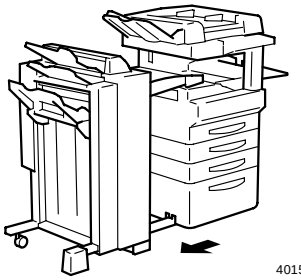
The message shown on the left appears when the staples are running low.

Reload the Staple Cartridge with a new clip by following the procedure given below.

Reloading the Staple Cartridge

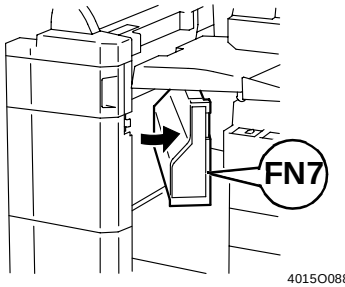
Finisher 9747

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



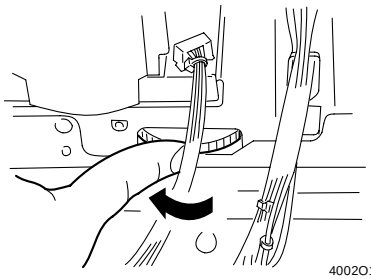
4015O087AB

2 Open Misfeed Clearing Guide [FN7] at the right side of the Finisher.



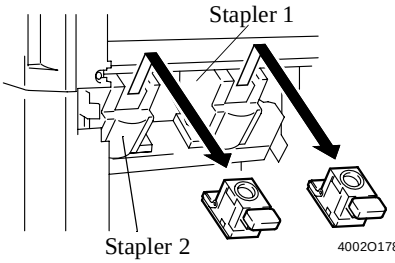
4015O088AB

3 Turn the dial to the left to move the Staple Units toward the center.



4002O177AB

4 Pull the Staple Cartridge out to the front.

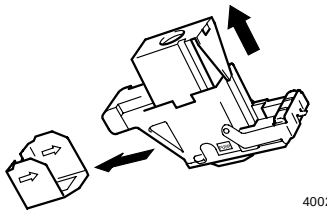


4002O178AA

NOTE

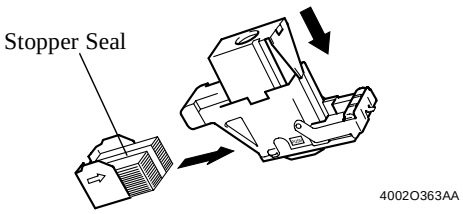
Two Staple Cartridges are mounted in Finisher 9747. Be sure to remove the specific Staple Cartridge that is indicated in the message on the Touch Panel.

5 Press the portion marked with Push of the Staple Cartridge to pop up the upper part of the cartridge and remove the empty clip.

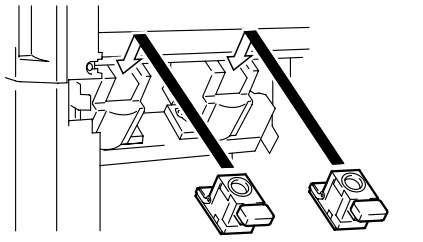


4002O362AA

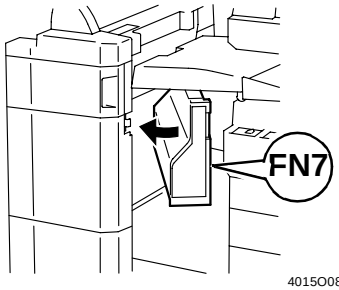
6 Load a new clip into the Staple Cartridge and return the upper part of the cartridge back again.
Gently peel off the Stopper Seal.



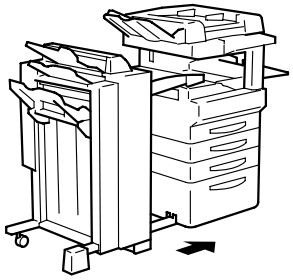
7 Insert the new Staple Cartridge until a click is heard.



8 Close Misfeed Clearing Guide [FN7].

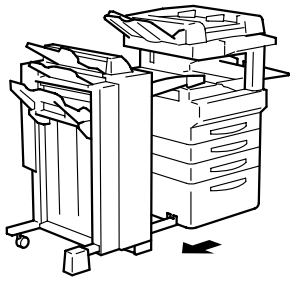


9 Slide the Finisher back against the machine.



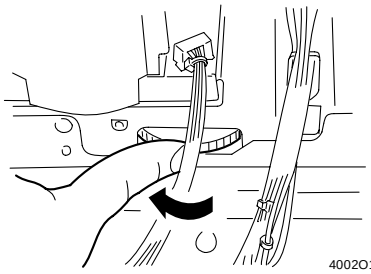
Finisher 9748

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



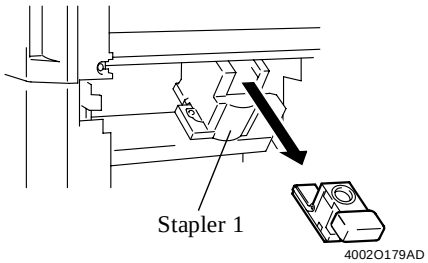
4015O087AB

2 Turn the dial to the left to move the Staple Unit toward the center.



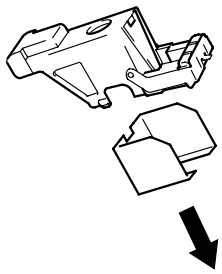
4002O177AB

3 Pull the Staple Cartridge out to the front.



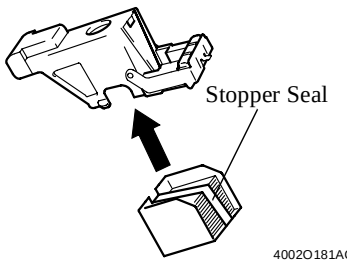
4002O179AD

4 Remove the empty staple clip from the Staple Cartridge.



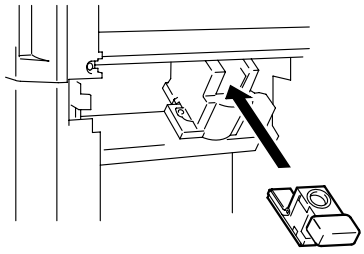
4002O180AB

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



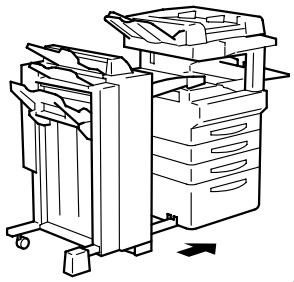
4002O181AC

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



4002O183AD

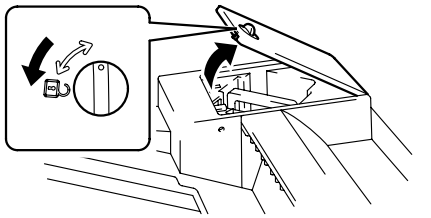
7 Slide the Finisher back against the machine.



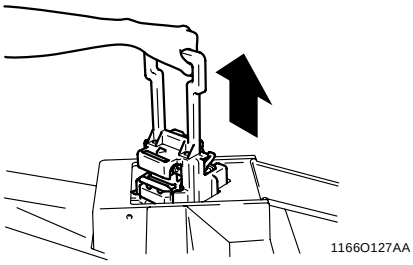
4015O090AB

Mailbin Finisher

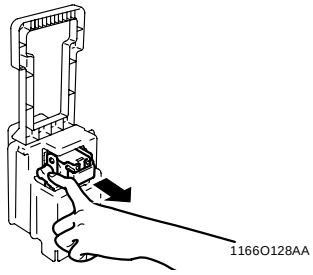
1 Press and turn the knob and open the cover at the rear of the Finisher.



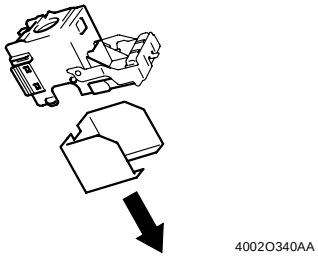
2 Slide out the Staple Unit.



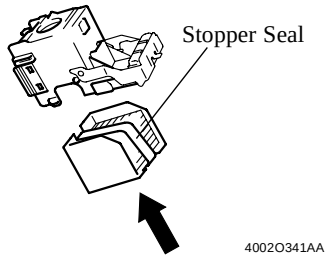
3 While pressing down the green lever, pull out the Staple Cartridge.



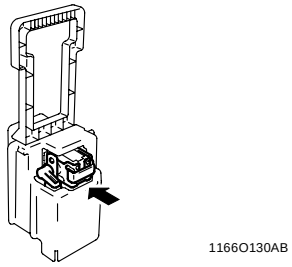
4 Remove the empty staple clip from the Staple Cartridge.



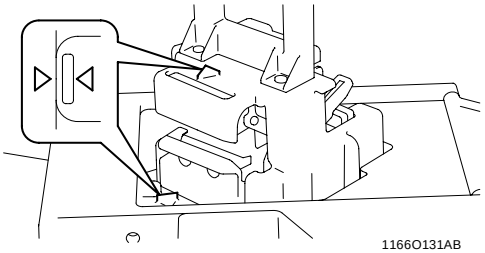
5 Load a new staple clip into the Staple Cartridge and carefully peel off the Seal.



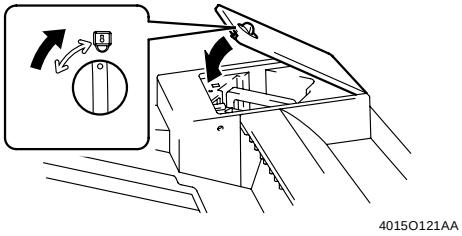
6 Insert the Staple Cartridge into the Staple Unit until it clicks into place.



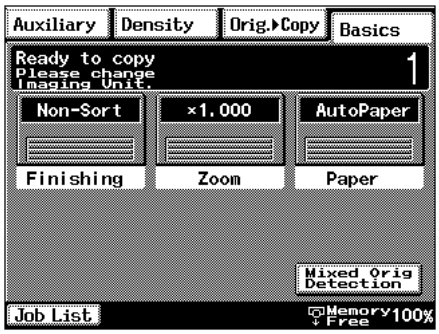
7 Align the arrows and firmly push the Staple Unit down into the well.



8 Press and turn the knob to lock the cover.



4. When the Message “Please change Imaging Unit.” Appears



4012P177CB

When the life span of the Imaging Unit nears its end, the message “Please change Imaging Unit.” appears on the Touch Panel. Change the Imaging Unit as soon as possible once the message has appeared.

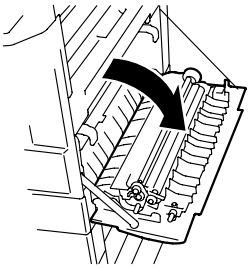
Change the Imaging Unit following the procedure given below.

NOTE

Do not throw away, but keep, the used Imaging Unit, which will be collected by your Tech. Rep.

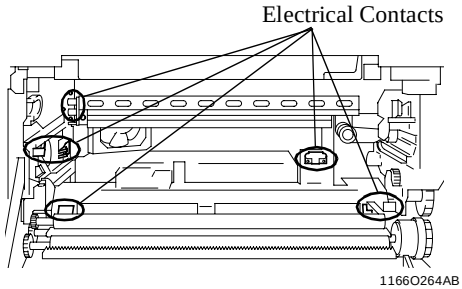
Changing the Imaging Unit

1 Unlock Lock Release Lever [R1] and open the Right Door.


4015O114AA

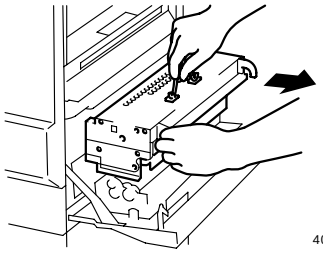
⚠ CAUTION

NEVER touch the electrical contacts inside the Right Door and underneath the Imaging Unit, as an electrostatic discharge may damage the machine.

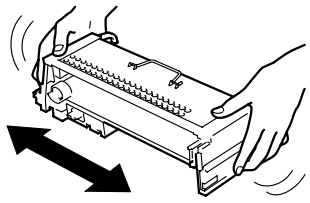


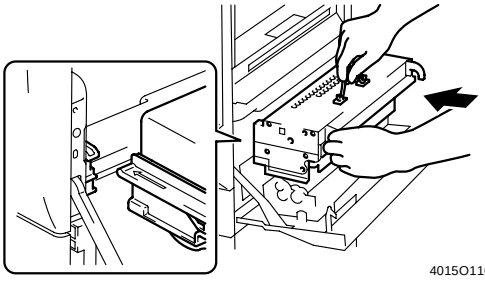
1166O264AB

2 Holding the green hooks at the front and rear of the Imaging Unit, carefully pull out the old Imaging Unit. Then, holding the handle on the top side of the Imaging Unit, take the Imaging Unit out of the machine.

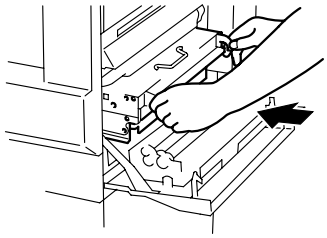

4015O115AB

3 Shake well the new Imaging Unit horizontally. Align the green labels on the new Imaging Unit with those on the rails in the machine and then slide the Imaging Unit into the machine.


1166U058AA

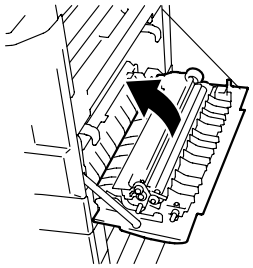

4015O116AB

4 Holding the green hooks of the Imaging Unit, push the Imaging Unit all the way into the machine until a click is heard.



4015O117AB

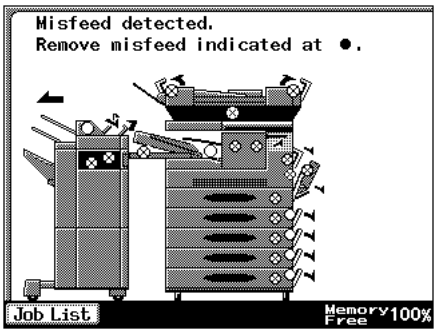
5 Close the Right Door.



4015O118AA

4. When the Message “Please change Imaging Unit.” Appears

5. When the Message “Misfeed detected.” Appears



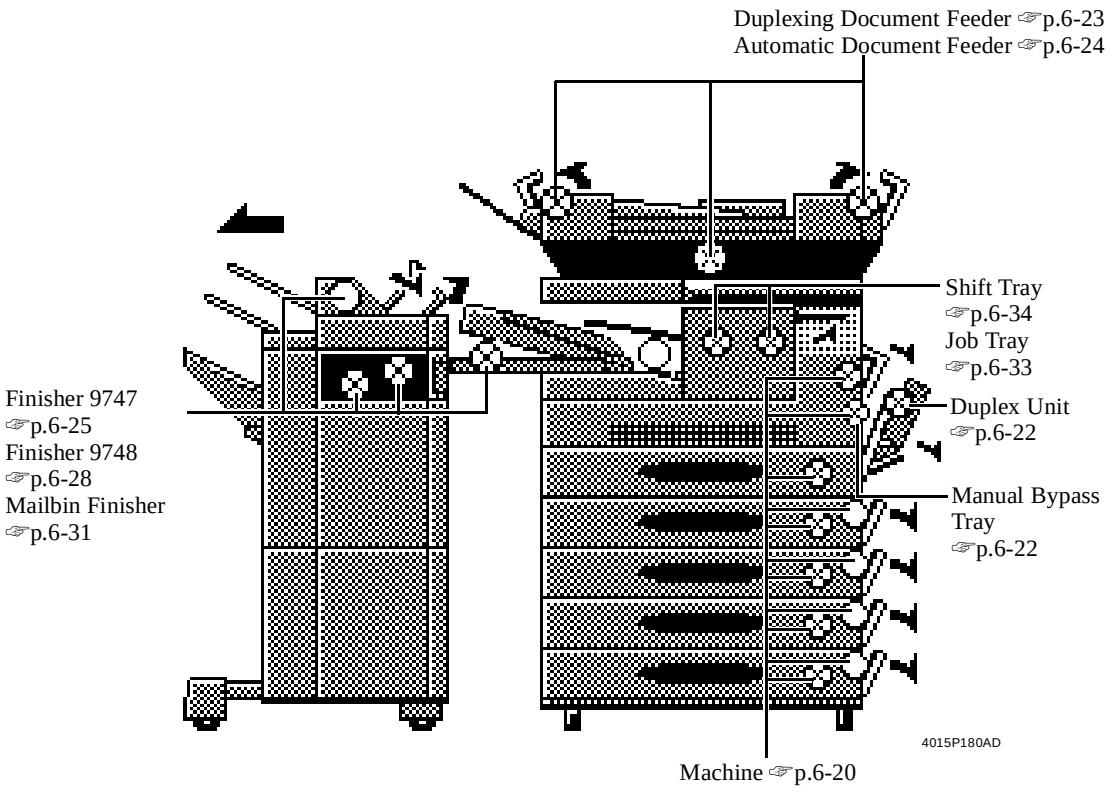
4012P179CE

If a paper misfeed occurs during a print cycle, the message shown on the left will appear and the machine will stop running.

Clear the misfed sheet of paper according to the procedure given below.

Misfeed Location Displays

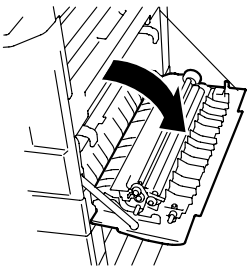
Different procedures are used to clear a misfed sheet of paper depending on the location. First, isolate the location, then clear the misfeed according to the procedure applicable to the misfeed occurring at that particular location. Please refer to the corresponding pages.



Misfeed Clearing Procedures

Machine

1 Unlock Lock Release Lever [R1] and open the Right Door.



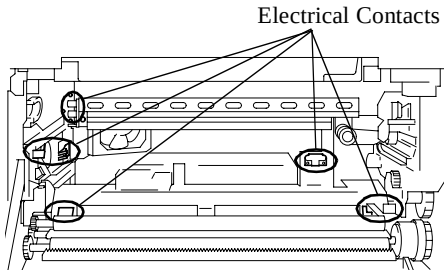
4015O114AA

NOTE

Do not take out the Imaging Unit at this time.

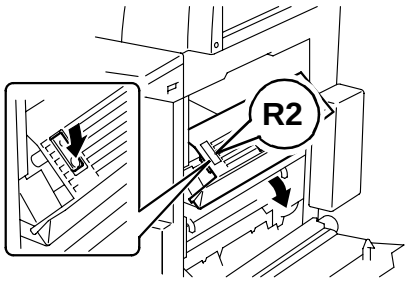
⚠ CAUTION

NEVER touch the electrical contacts inside the Right Door and underneath the Imaging Unit, since an electrostatic discharge may damage the machine.



1166O264AB

2 Push the Lock Release Lever [R2] and open the Upper Right Door.

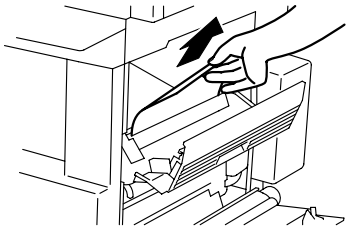


4015O125AB

⚠ CAUTION

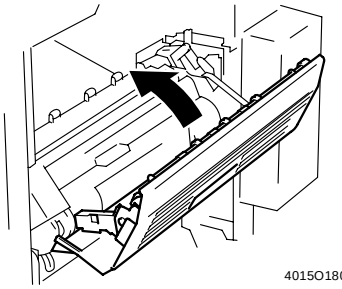
DO NOT touch any parts except paper as the Fusing Unit and its surrounding areas are extremely hot.
Do not touch anything but the paper to prevent you from getting burned.

3 Gently pull out the sheet of paper.



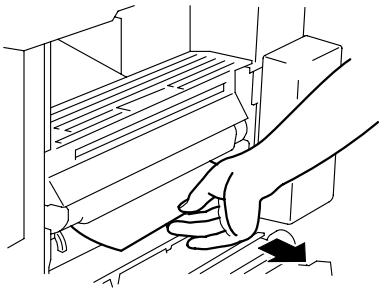
4015O126AB

4 Close the Upper Right Door.



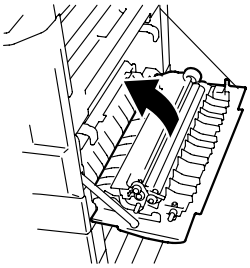
4015O180AA

5 Gently pull out the sheet of paper.



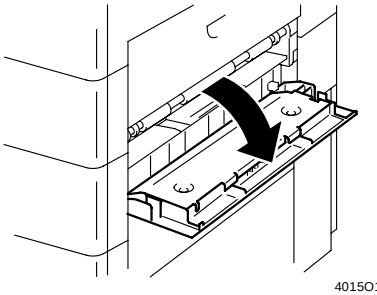
4015O124AB

6 Close the Right Door.



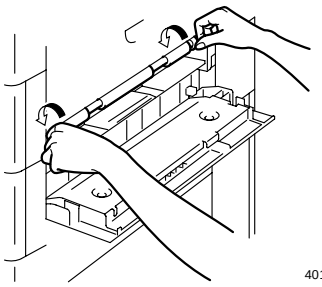
4015O118AA

7 Open the Side Panel .



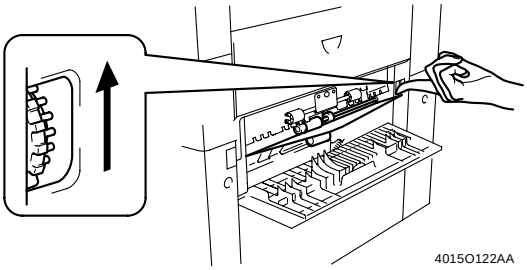
4015O181AA

8 Turn the green dial to feed the paper to a position at which it can be easily removed. <Only when the Paper Feed Unit is mounted>



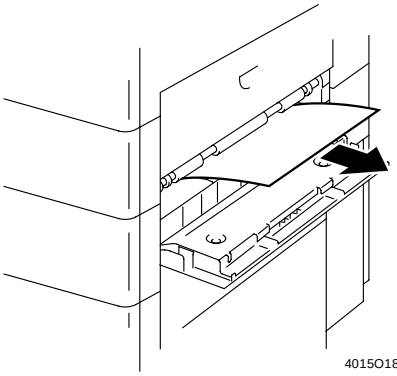
4015O182AA

<Only when the Large Capacity Cabinet is mounted>



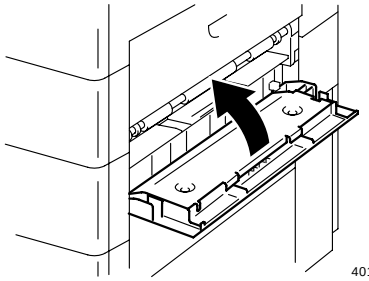
4015O122AA

9 Gently pull out the sheet of paper.



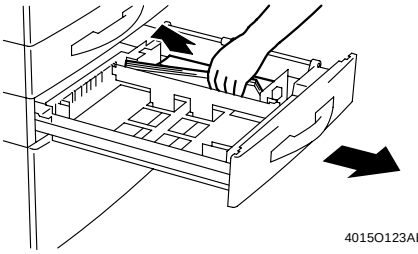
4015O183AA

10 Close the Side Panel.



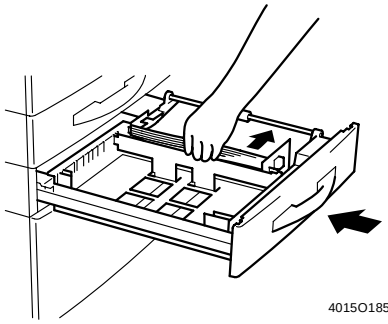
4015O184AA

11 Slide out the drawer being used and remove the paper stack left in it.



4015O123AB

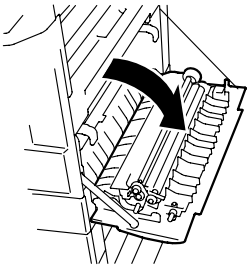
12 Reload the paper stack in the drawer and slide the drawer back into the machine.



4015O185AB

Manual Bypass Tray

1 Unlock Lock Release Lever [R1] and open the Right Door.

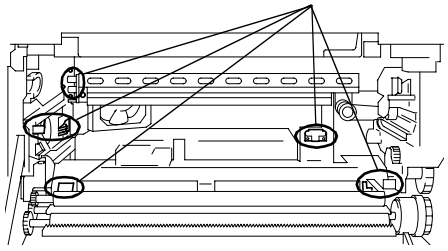


4015O114AA

⚠ CAUTION

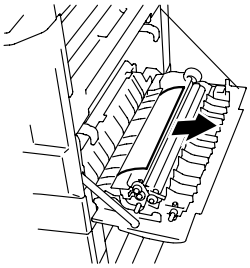
NEVER touch the electrical contacts inside the Right Door and underneath the Imaging Unit, since an electrostatic discharge may damage the machine.

Electrical Contacts



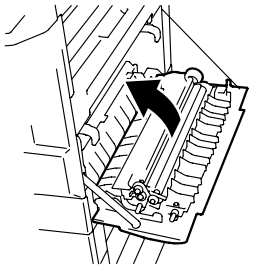
1166O264AB

2 Gently pull out the sheet of paper.



4015O127AA

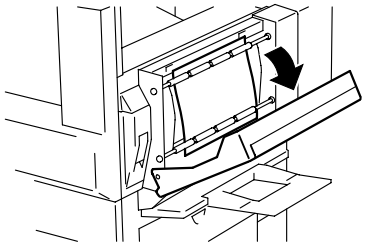
3 Close the Right Door.



4015O118AA

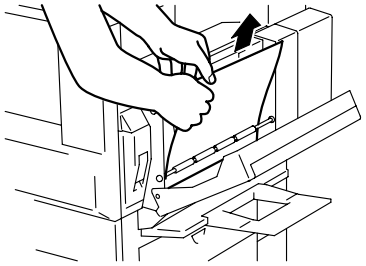
Duplex Unit

1 Open the Duplex Unit Cover.



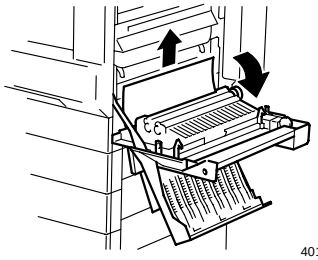
4015O128AB

2 Gently pull out the sheet of paper.



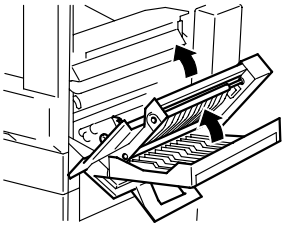
4015O129AB

3 Unlock Lock Release Lever [R1] and open the Right Door.
Pull out the sheet of paper.



4015O130AB

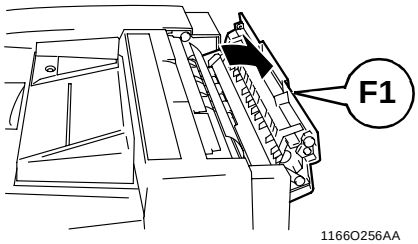
4 Close the Duplex Unit Cover and the Right Door.



4015O131AB

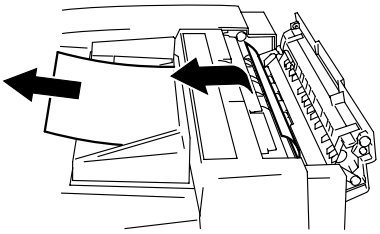
Duplexing Document Feeder

1 Raise Misfeed Clearing Guide [F1].



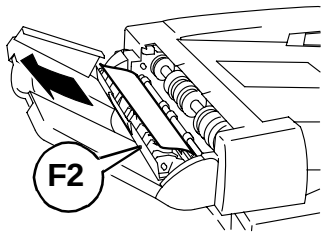
1166O256AA

2 Unload the originals from the Duplexing Document Feeder and gently pull out the original.



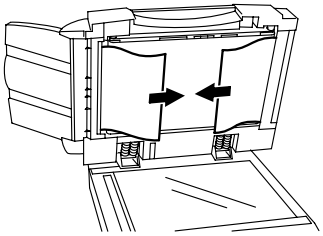
1166O144AB

3 Open Misfeed Clearing Guide [F2] and gently pull out the original.



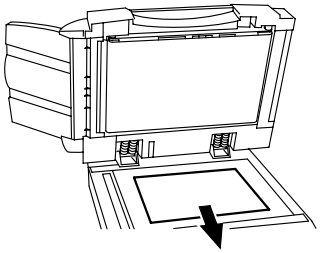
1166O145AB

4 Raise the Duplexing Document Feeder. Open the Document Turnover/Feed Unit Guide Plate, and gently pull out the original from the unit.



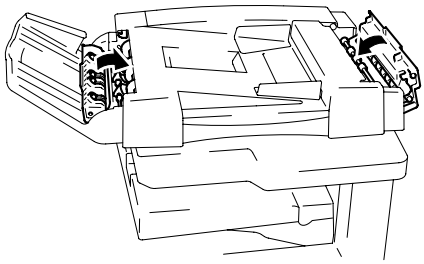
1166O146AA

5 Remove the original from the Original Glass and lower the Duplexing Document Feeder.



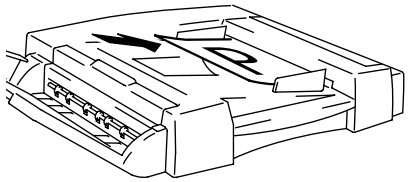
1166O147AA

6 Close [F1] and [F2].



4015O242AA

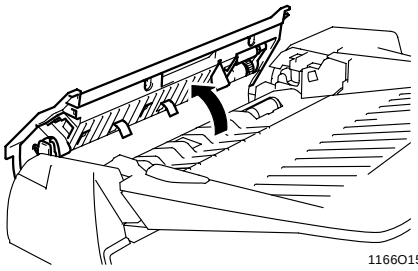
7 Reload the originals as instructed on the Touch Panel.



4015O244AA

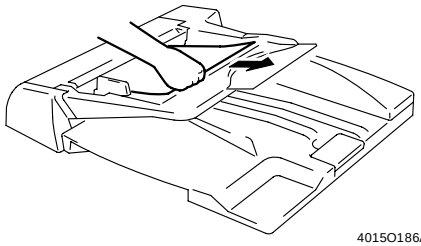
Automatic Document Feeder

1 Open the Misfeed Clearing Guide.



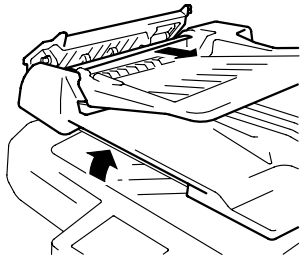
1166O151AA

2 Unload the originals from the Automatic Document Feeder.



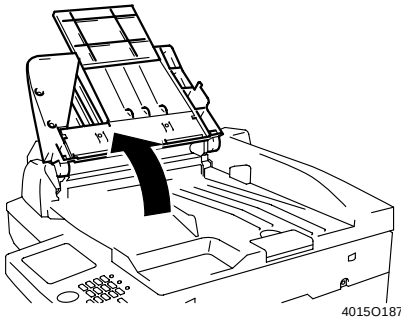
4015O186AA

3 Raise the Automatic Document Feeder and gently pull out the original.



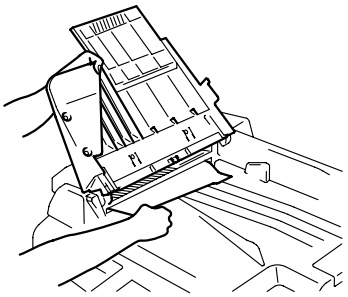
1166O152AB

4 Open the Document Feed Tray.



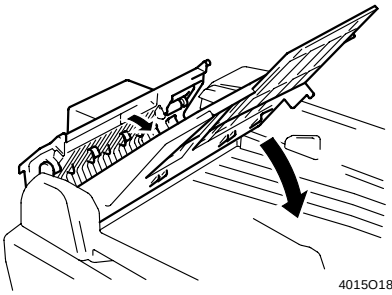
4015O187AA

5 Pulling up the Document Feed Tray, gently pull out the original.



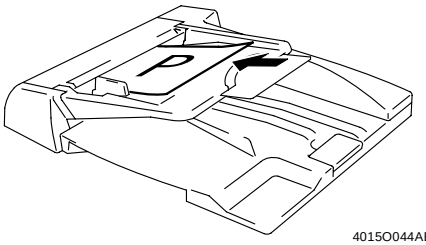
4015O188AA

6 Bring the tray and Misfeed Clearing Guide back down.



4015O189AA

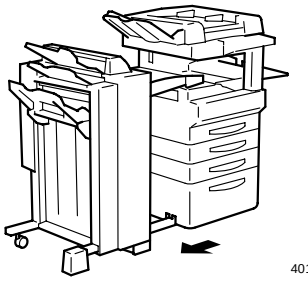
7 Reload the originals as instructed on the Touch Panel.



4015O044AB

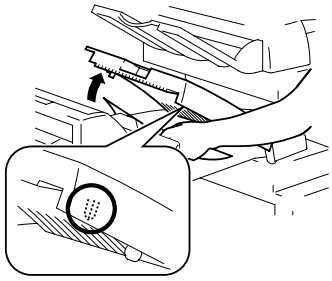
Finisher 9747

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



4015O087AB

2 Open the Transport Unit Cover and remove the sheet of paper.

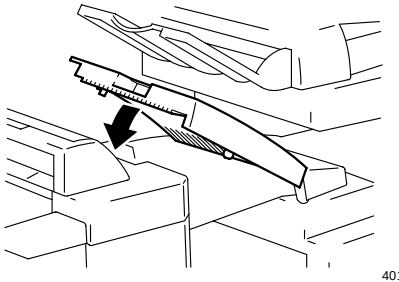


4015O091AC

NOTE

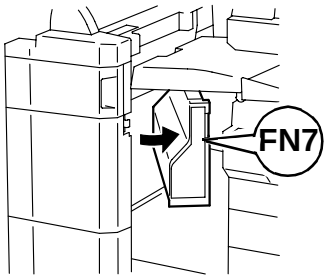
Be careful about a protrusion on the backside of the Transport Unit Cover. It can hurt you!

3 Slowly close the Transport Unit Cover until a click is heard.



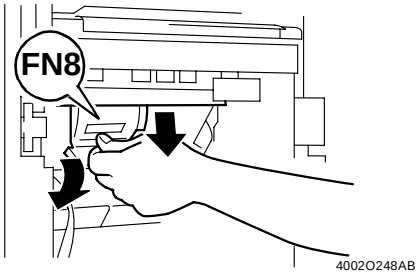
4015O092AC

4 Open Misfeed Clearing Guide [FN7] on the right side of the Finisher.



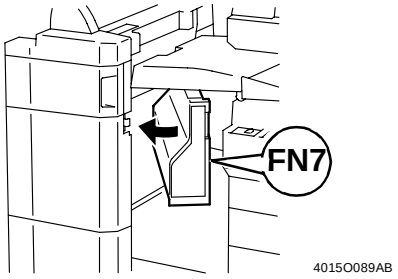
4015O088AB

5 Open Misfeed Clearing Guide [FN8], and remove the sheet of paper.



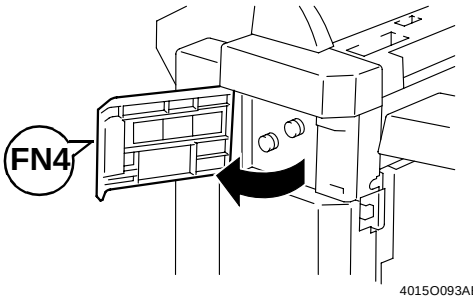
4002O248AB

6 Close Misfeed Clearing Guide [FN7].



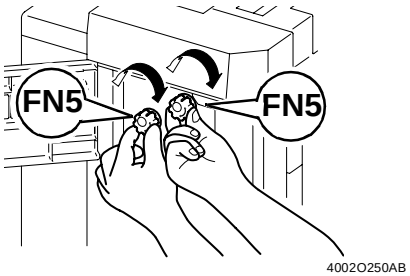
4015O089AB

7 Open the Front Door [FN4].



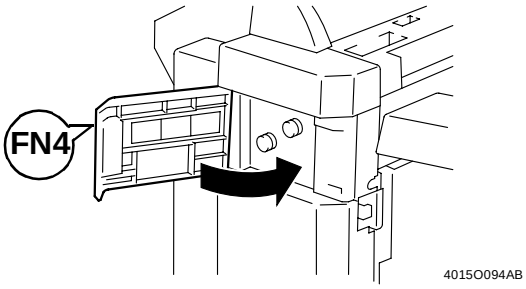
4015O093AB

8 Turn Knobs [FN5] together to feed the sheet of paper.

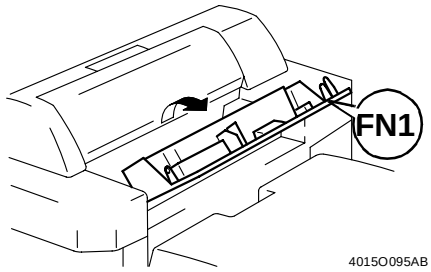


4002O250AB

9 Close Front Door [FN4].

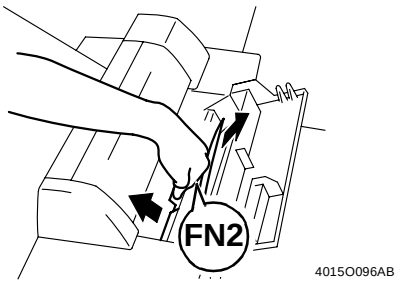


10 Open Misfeed Clearing Guide [FN1].

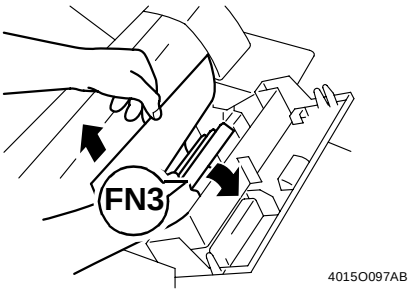


⚠ CAUTION
Metallic parts inside Misfeed Clearing Guide [FN1] are very hot. Do not touch anything but the paper to prevent you from getting burned.

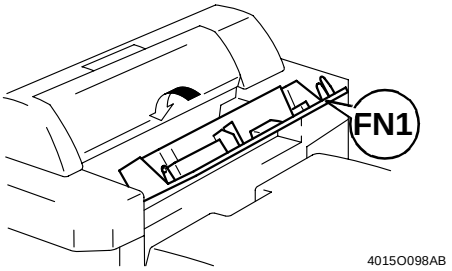
11 Open Misfeed Clearing Guide [FN2], and remove the sheet of paper.



12 Open Misfeed Clearing Guide [FN3], and remove the sheet of paper.

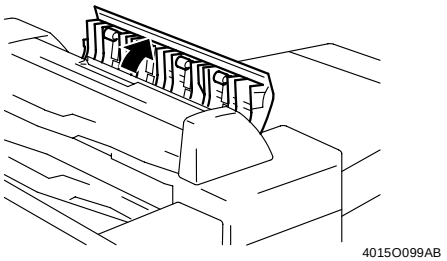


13 Close Misfeed Clearing Guide [FN1].

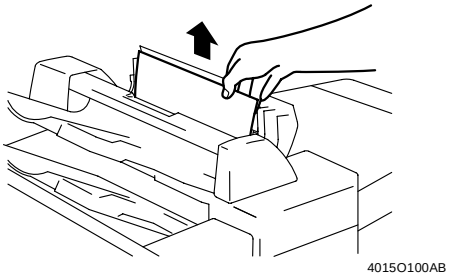


14 <Only when the Option Tray is fitted>

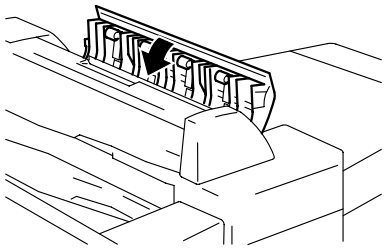
- Open the Option Tray cover.



- Remove the sheet of paper.

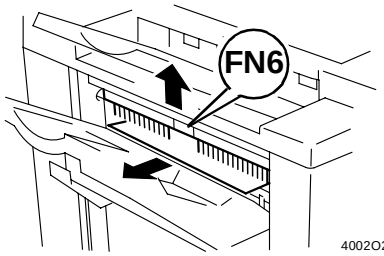


• Close the Option Tray cover.



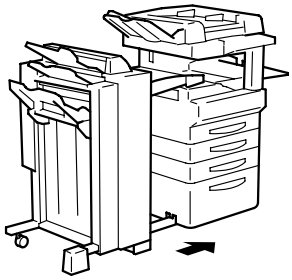
4015O101AB

15 Open Misfeed Clearing Guide [FN6], and remove the sheet of paper.



4002O254AB

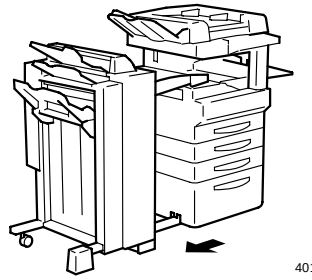
16 Slide the Finisher back against the machine.



4015O090AB

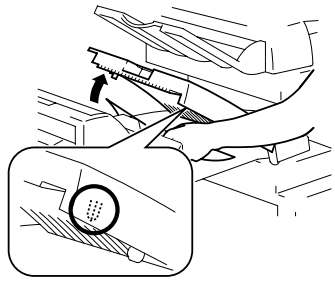
Finisher 9748

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



4015O087AB

2 Open the Transport Unit Cover and remove the sheet of paper.

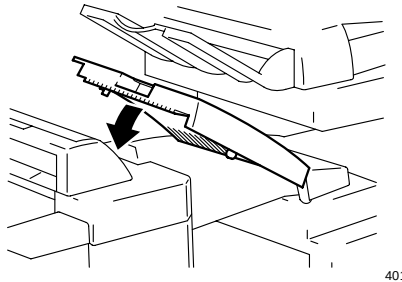


4015O091AC

NOTE

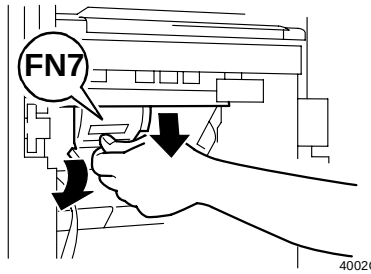
Be careful about a protrusion on the backside of the Transport Unit Cover. It can hurt you!

3 Slowly close the Transport Unit Cover until a click is heard.



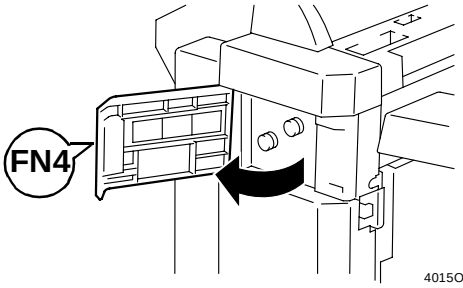
4015O092AC

4 Open Misfeed Clearing Guide [FN7], and remove the sheet of paper.



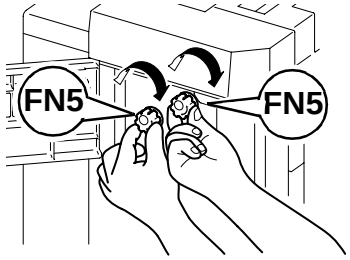
4002O248AB

5 Open Front Door [FN4].



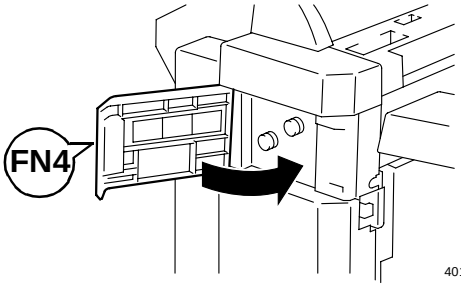
4015O093AB

6 Turn Knobs [FN5] together to feed the sheet of paper.



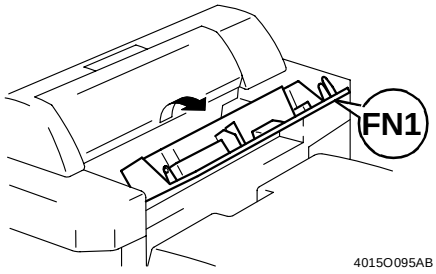
4002O250AB

7 Close Front Door [FN4].



4015O094AB

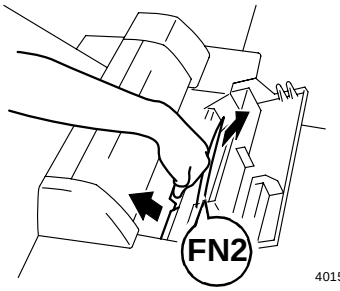
8 Open Misfeed Clearing Guide [FN1].



4015O095AB

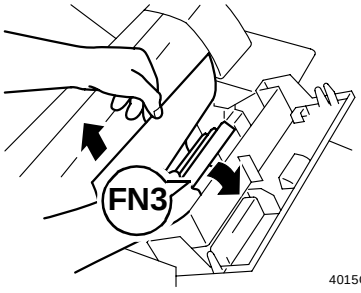
⚠ CAUTION
Metallic parts inside Misfeed Clearing Guide [FN1] are very hot. Do not touch anything but the paper to prevent you from getting burned.

9 Open Misfeed Clearing Guide [FN2], and remove the sheet of paper.



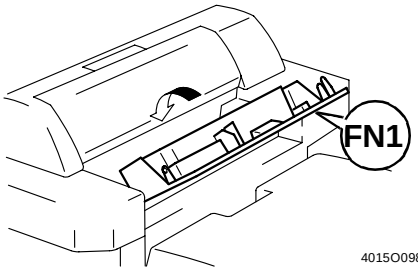
4015O096AB

10 Open Misfeed Clearing Guide [FN3], and remove the sheet of paper.



4015O097AB

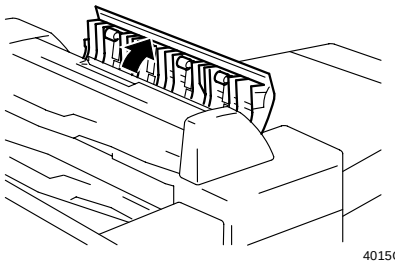
11 Close Misfeed Clearing Guide [FN1].



4015O098AB

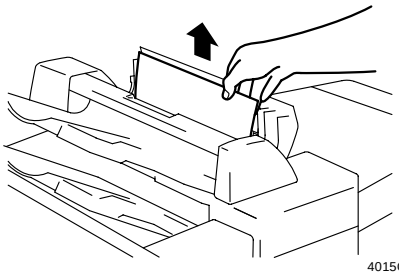
12 <Only when the Option Tray is fitted>

- Open the Option Tray cover.



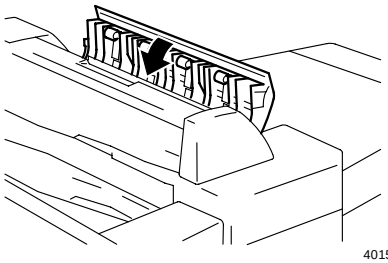
4015O099AB

- Remove the sheet of paper.



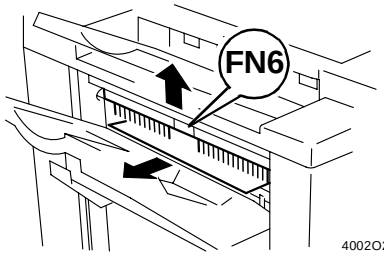
4015O100AB

- Close the Option Tray cover.



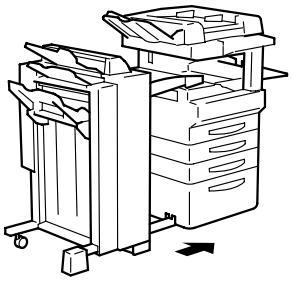
4015O101AB

13 Open Misfeed Clearing Guide [FN6], and remove the sheet of paper.



4002O254AB

14 Slide the Finisher back against the machine.

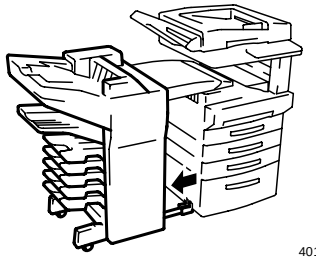


4015O090AB

5. When the Message “Misfeed detected.” Appears

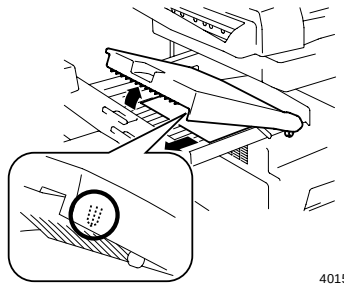
Mailbin Finisher

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



4015O102AB

2 Open the Transport Unit Cover and remove the sheet of paper.

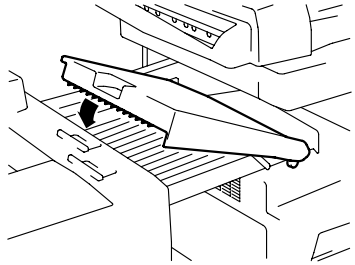


4015O103AB

NOTE

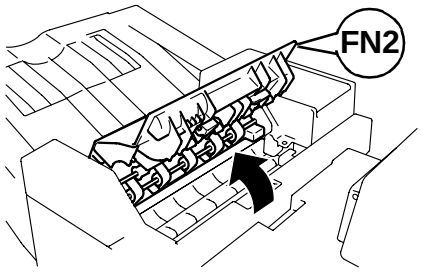
Be careful about a protrusion on the backside of the Transport Unit Cover. It can hurt you!

3 Slowly close the Transport Unit Cover until a click is heard.



4015O104AB

4 Open Misfeed Clearing Guide [FN2].

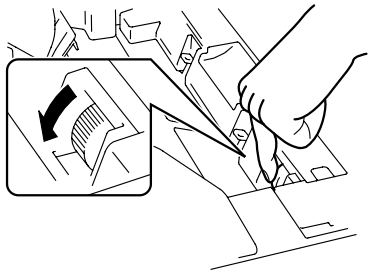


4015O105AA

⚠ CAUTION

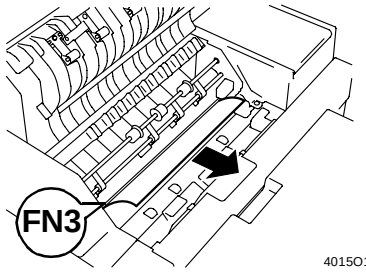
Metallic parts inside Misfeed Clearing Guide FN2 are very hot.
Do not touch anything but the paper to prevent you from getting burned.

5 If "Hole Punch" has been set, turn the Hole Punch Adjustment Dial ten times downward. Pull out the sheet of paper.



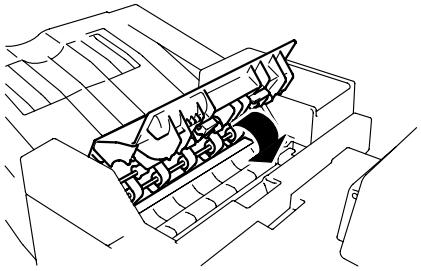
4015O106AA

6 Open Misfeed Clearing Guide [FN3] and pull out the sheet of paper.



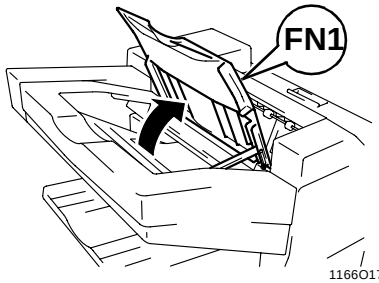
4015O107AA

7 Close Misfeed Clearing Guides [FN3] and [FN2].



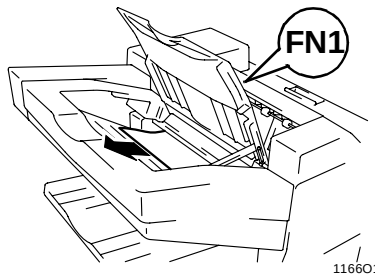
4015O108AA

8 Raise Top Offset Tray cover [FN1].



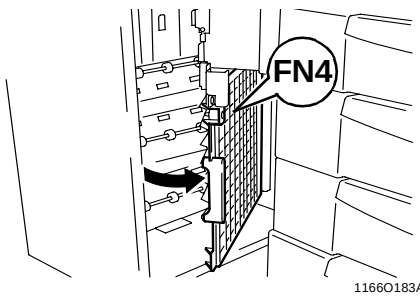
1166O173AA

9 Pull out the sheet of paper and lower Top Offset Tray cover [FN1].



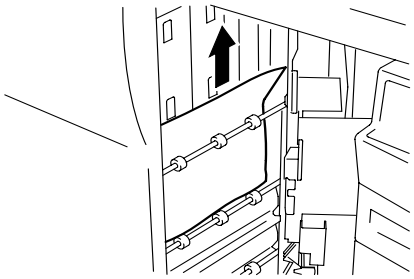
1166O174AA

10 Open Misfeed Clearing Guide [FN4] at the right side of the Finisher.



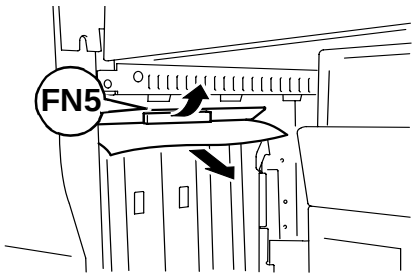
1166O183AA

11 Remove the sheet of paper.



1166O184AA

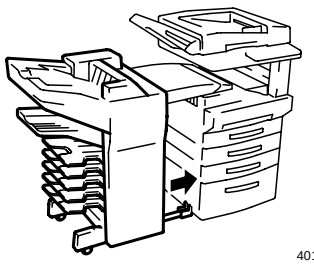
12 Open Misfeed Clearing Guide [FN5], and remove the sheet of paper.



1166O185AA

13 Close Misfeed Clearing Guide [FN4].

14 Slide the Mailbin Finisher back against the machine.



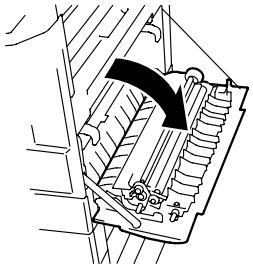
4015O109AA

NOTE

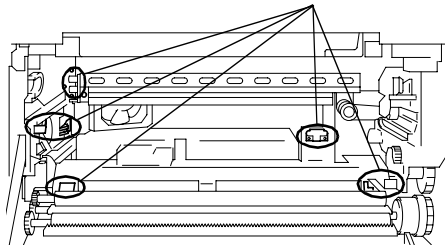
If a misfeed has occurred in the Staple Unit, see "Clearing the Staple Misfeed" ☞*p.6-35*

Job Tray

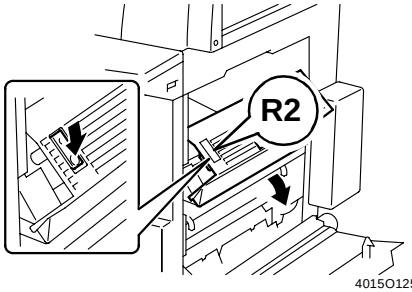
1 Unlock Lock Release Lever [R1] and open the Right Door.



4015O114AA

> ⚠ CAUTION
>
> NEVER touch the electrical contacts inside the Right Door and underneath the Imaging Unit, since an electrostatic discharge may damage the machine.
>
> Electrical Contacts
>
> 
>
> 1166O264AB

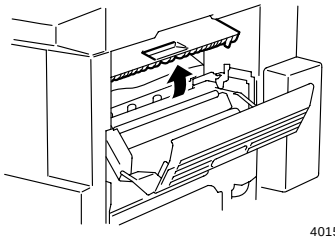
2 Push the Lock Release Lever [R2] and open the Upper Right Door.



4015O125AB

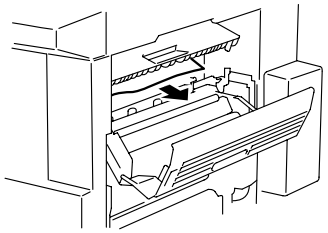
> ⚠ CAUTION
>
> DO NOT touch any parts except paper as the Fusing Unit and its surrounding areas are extremely hot.
> Do not touch anything but the paper to prevent you from getting burned.

3 Open the Job Tray cover.



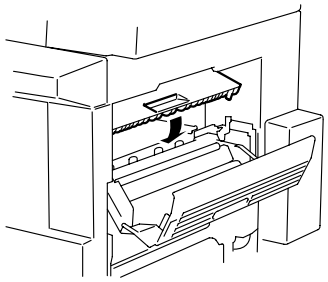
4015O132AB

4 Gently pull out the sheet of paper.



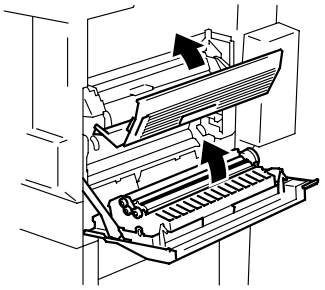
4015O133AB

5 Close the Job Tray cover.



4015O134AB

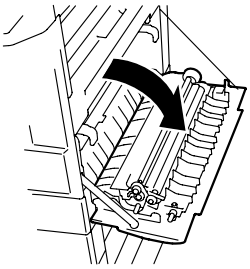
6 Close the Upper Right Door and then close the Right Door.



4015P191AA

Shift Tray

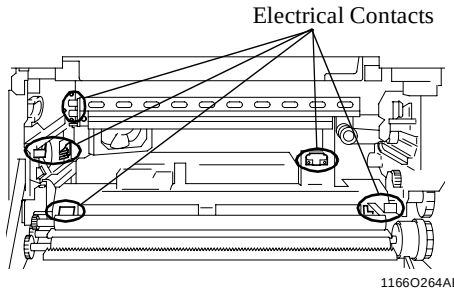
1 Unlock Lock Release Lever [R1] and open the Right Door.



4015O114AA

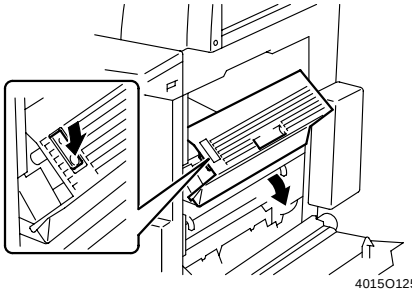
⚠ CAUTION

NEVER touch the electrical contacts inside the Right Door and underneath the Imaging Unit, since an electrostatic discharge may damage the machine.



1166O264AB

2 Push the Lock Release Lever and open the Upper Right Door.

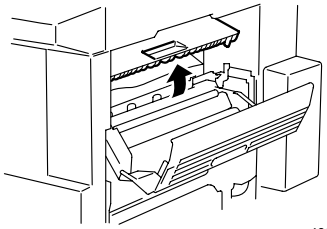


4015O125AB

⚠ CAUTION

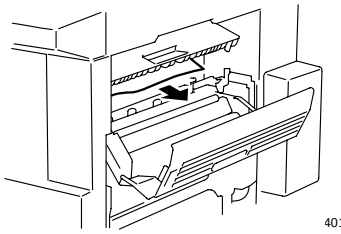
DO NOT touch any parts except paper as the Fusing Unit and its surrounding areas are extremely hot.
Do not touch anything but the paper to prevent you from getting burned.

3 Open the Shift Tray cover.



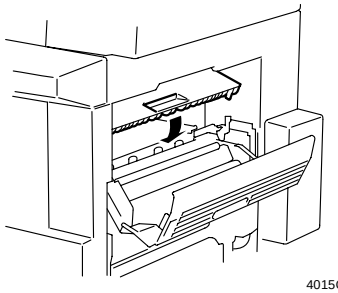
4015O132AB

4 Gently pull out the sheet of paper.



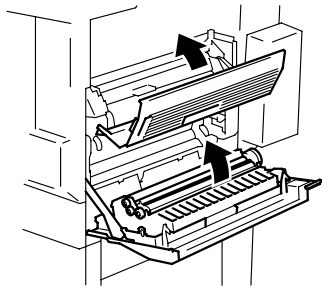
4015O133AB

5 Close the Shift Tray cover.



4015O134AB

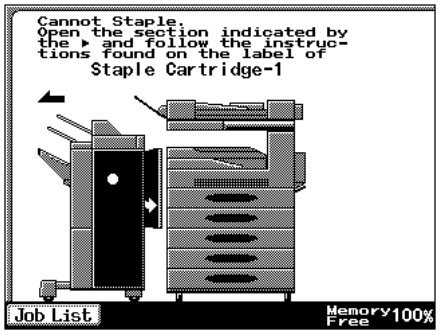
6 Close the Upper Right Door and then close the Right Door.



4015O191AA

6. When the Message “Cannot staple.” Appears

Clearing the Staple Misfeed



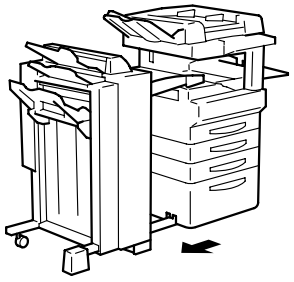
4012P181CB

If a staple misfeed occurs, the message shown on the left will appear.

Clear the staple misfed according to the procedure given below.

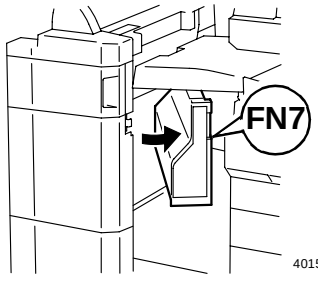
Finisher 9747/Finisher 9748

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



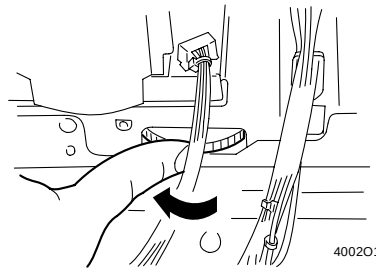
4015O087AB

2 <Only when Finisher 9747 is mounted> Open Misfeed Clearing Guide [FN7] on the right side of the Finisher.



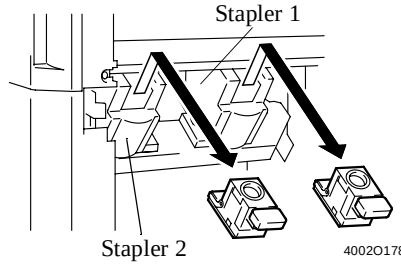
4015O088AB

3 Turn the dial to the left to move the Staple Unit (two Stapler Units in 9747) toward the center.



4002O177AB

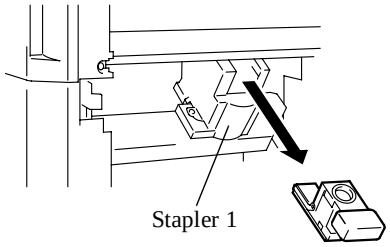
4 Pull the Staple Cartridge out to the front.
<Finisher 9747>



4002O178AA

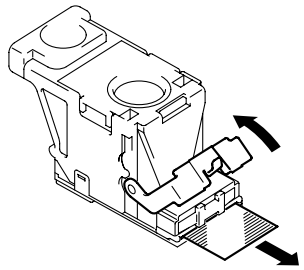
NOTE
Two Staple Cartridges are mounted in Finisher 9747.

<Finisher 9748>



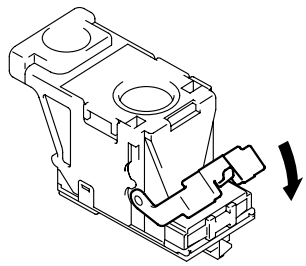
4002O179AD

5 Push up the guide of the Staple Cartridge and pull out one staple sheet.



4002O256AC

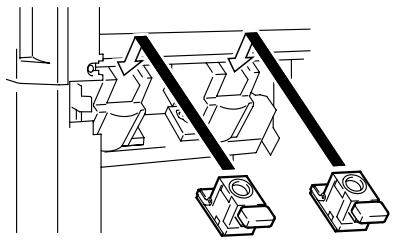
6 Return the guide to its original position.



4002O257AB

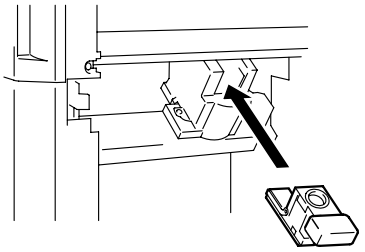
7 Insert the Staple Cartridge until a click is heard.

<Finisher 9747>



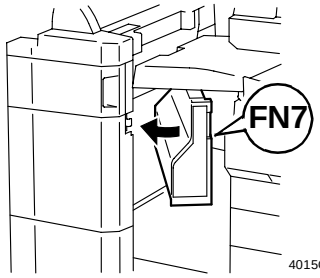
4002O182AA

<Finisher 9748>



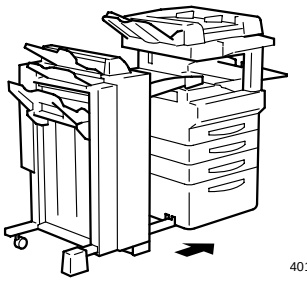
4002O183AD

8 <Only when Finisher 9747 is mounted>
Close Misfeed Clearing Guide [FN7].



4015O089AB

9 Slide the Finisher back against the machine.



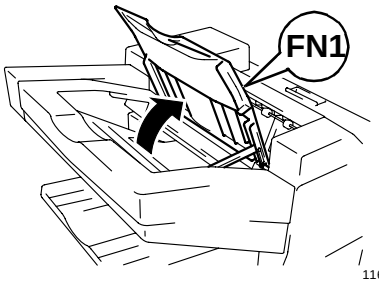
4015O090AB

NOTE

If the Finisher does not staple after clearing the staple misfeed, call your Tech. Rep.

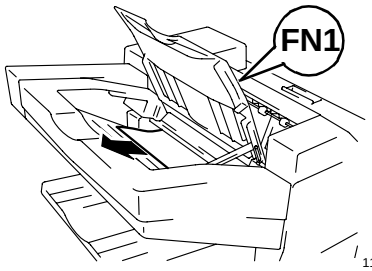
Mailbin Finisher

1 Raise Top Offset Tray cover [FN1].



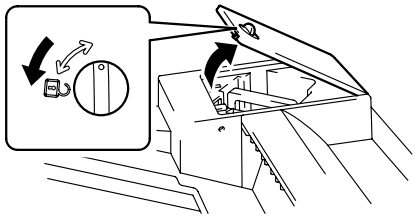
1166O173AA

2 Pull out the sheet of paper and lower Top Offset Tray cover [FN1].



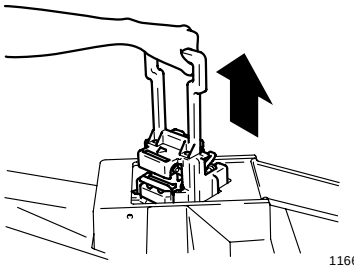
1166O174AA

3 Press and turn the knob to open the cover at the rear of the Mailbin Finisher.



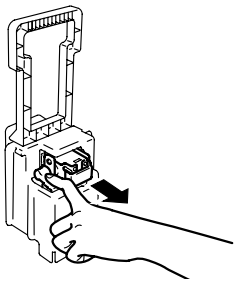
4015O120AA

4 Slide out the Staple Unit.



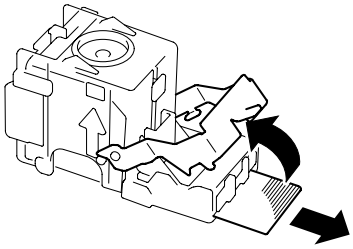
1166O127AA

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



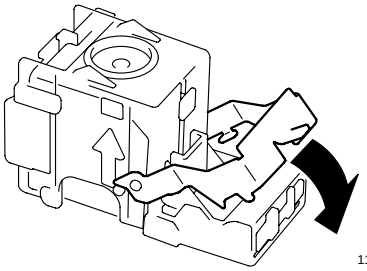
1166O128AA

6 Push up the guide of the Staple Cartridge and pull out one staple sheet.



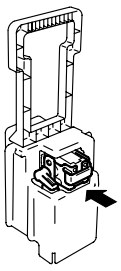
1166O177AA

7 Return the guide to its original position.



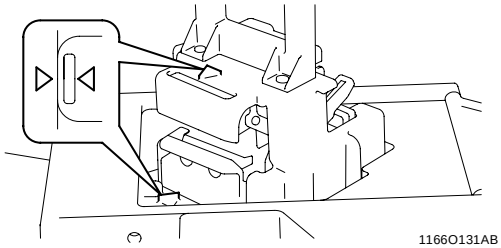
1166O178AA

8 Insert the Staple Cartridge into the Staple Unit until it clicks into place.



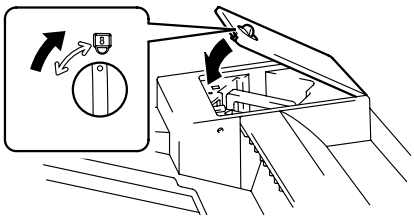
1166O130AB

9 Align the arrows and firmly push the Staple Unit down into the well.



1166O131AB

10 Press and turn the knob to lock the cover.



4015O121AA

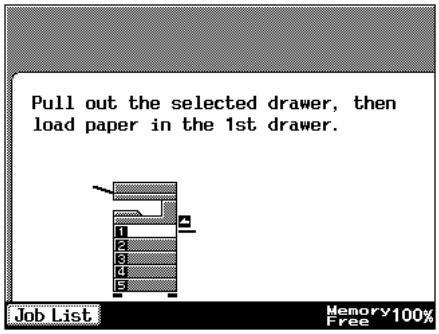
NOTES

- *After a staple misfeed has been cleared, the Staple Unit will run idly a maximum of about 10 stapling sequences without actually driving staples into paper. What the Staple Unit is doing is feeding a staple sheet to the required position.*
- *If the Mailbin Finisher does not staple after clearing the staple misfeed, call your Tech. Rep.*

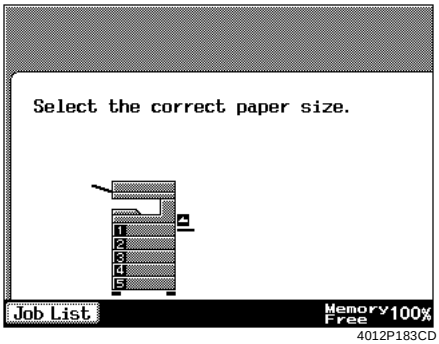
7. When a Size Error Message Appears

Clearing a Size Error

If the paper size setting for a drawer does not agree with the actual paper size loaded in the drawer, the size error message shown below may appear.



4012P182CB



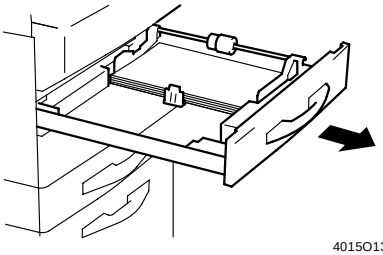
4012P183CD

NOTE

Call your Tech. Rep. when the size error occurs on the Paper Feed Unit 9753.

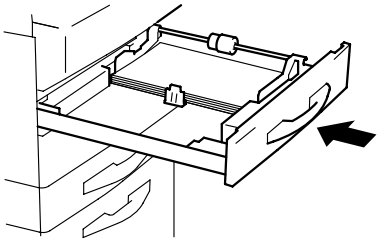
<1st Drawer>

1 Slide out the 1st Drawer.



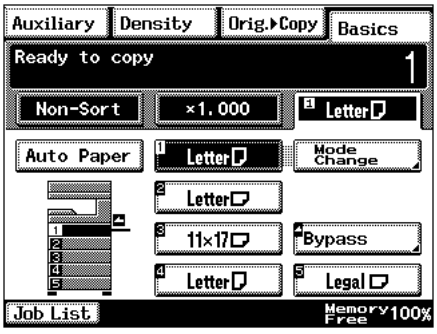
4015O135AB

2 Slide the drawer back in.



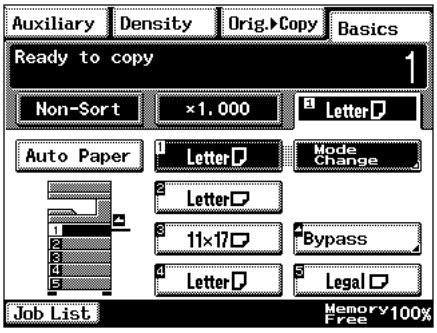
4015O072AB

3 Select the 1st Drawer.



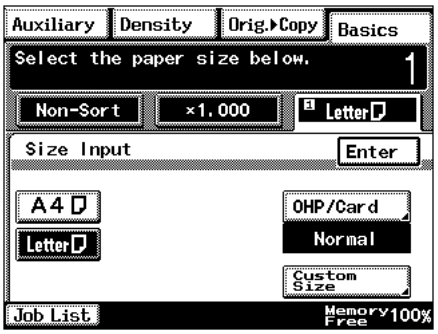
4013P162EB

4 Touch [Mode Change].



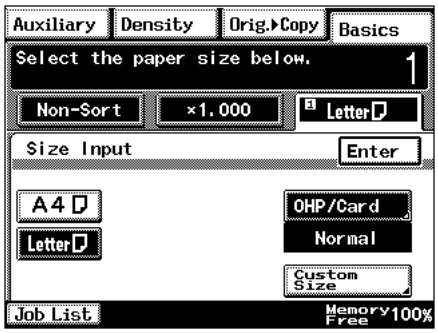
4013P163EB

5 Select the exact size of the paper actually loaded in the drawer.



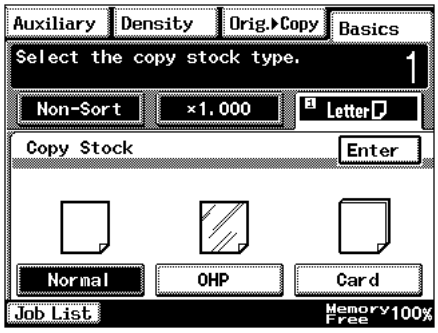
4013P164EB

6 Touch [OHP/Card].



4013P165EB

7 Select the type of paper and touch [Enter].



4013P166EB

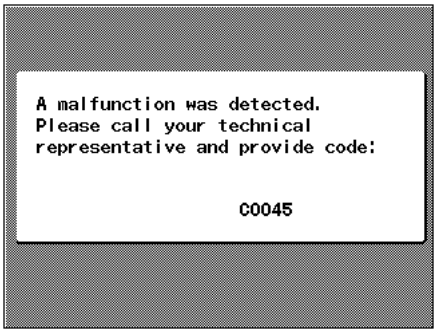
Useful Tip

Select Card when labels have been loaded.

8 Touch [Enter].

8. When the Message “A malfunction was detected.” Appears

When the message “A malfunction was detected.” appears



4012P227CA

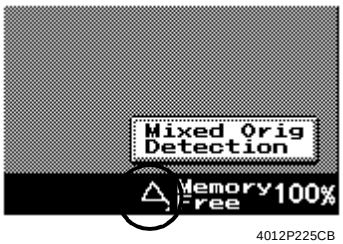
When a screen as shown on the left appears on the Touch Panel, it indicates that the machine has developed a malfunction.
Call your Technical Representative.

IMPORTANT

When you call your Technical Representative, be sure to give him or her the malfunction code being shown on the Touch Panel.

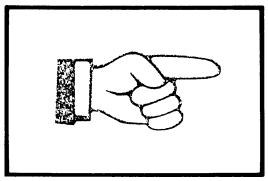
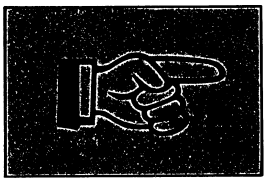
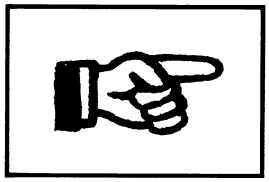
9. What Does Each Message Mean?

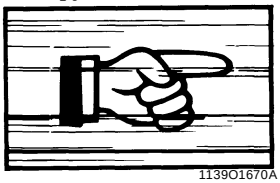
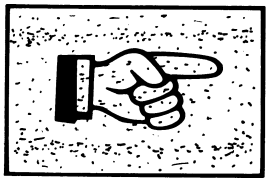
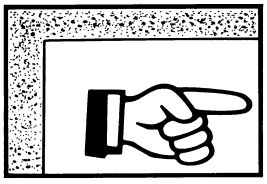
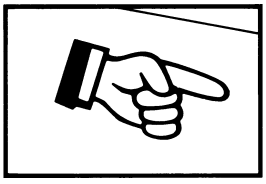
What does each message mean?

Message	Cause	Action
A malfunction was detected. The SMART controller has called your technical representative.	The machine has malfunctioned and is unable to make prints.	Call and inform your Technical Representative of the code being shown on the Touch Panel.
Please add toner.	Toner has run out and the machine is unable to make copies.	Replace the Toner Bottle with a new one. (“When the Message ‘Please add toner.’ Appears” ☞p.6-10)
The Imaging Unit needs to be changed. Call your technical representative.	The PC Drum has reached its service life and the machine is unable to make further copies.	Call your Technical Representative.
Stapler empty. Replace Staple Cartridge or cancel Staple mode.	The staples have run out.	Replace the Staple Cartridge with a new one. (“When the Message ‘Stapler empty.’ Appears” ☞p.6-12)
 4012P225CB	The machine needs service.	Call your Technical Representative.
Return the following number of originals to Document Feeder.	After a misfed sheet of paper has been cleared, you need to reload the originals fed out onto the Document Exit Tray onto the Document Feed Tray.	Add the number of originals indicated to the bottom of the remaining stack and reload.
Image data has caused memory overflow. Your copy job has been canceled.	The machine is unable to scan the data for lack of memory.	Wait until a print cycle is run or erase a reserved job to make room for new data.
This mode cannot be selected with the ○○○	You have set two functions that conflict with each other.	Cancel either one of the two functions.

10. When This Type of Copy is Produced

When this type of copy is produced

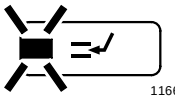
Symptom	Possible Cause	Action
The image is too light.  1074O108	The exposure level for the Auto Exposure mode is set at “Lighter.”	Change the setting of “Default Copy Output Levels” of User’s Choice.☞p.5-7 Or, cancel the Auto Exposure mode and select Manual Exposure to adjust the exposure level to obtain a darker image. ☞p.3-42
	The exposure level for the Manual Exposure mode is set at “Lighter.”	Touch [Darker] as necessary to obtain a darker image. ☞p.3-42
	You have been making copies from a photo or an original with a large dark area.	The machine needs more toner. Replenish toner by using Toner Replenisher of Utility Mode. ☞p.5-18
	The Toner Bottle has just been replaced.	The machine needs more toner. Replenish toner by using Toner Replenisher of Utility Mode. ☞p.5-18
	The Touch Panel shows the message “Please add toner.”	Change the Toner Bottle with a new one. ☞p.6-10
	The paper is damp.	Change the paper. ☞p.6-2
The image is too dark.  1074O109	The exposure level for the Auto Exposure mode is set at “Darker.”	Change the setting of “Default Copy Output Levels” of User’s Choice.☞p.5-7 Or, cancel the Auto Exposure mode and select Manual Exposure to adjust the exposure level to obtain a lighter image. ☞p.3-42
	The exposure level for the Manual Exposure mode is set at “Darker.”	Touch [Lighter] as necessary to obtain a lighter image. ☞p.3-42
	The Original Glass surface is dirty.	Wipe the Original Glass clean with a soft dry cloth. ☞p.7-10
	The original is not held tightly against the Original Glass.	Place the original in position so that it is held tightly against the Original Glass. ☞p.2-26
The copy is blurry.  1074O110	The paper is damp.	Change the paper. ☞p.6-2

Symptom	Possible Cause	Action
The copy has lines.  1139O1670A	The Original Glass surface is dirty.	Wipe the Original Glass clean with a soft dry cloth. ☞p.7-10
	The Original Pad or Document Transport Belt is dirty.	Wipe the Original Pad clean with a soft cloth dampened with alcohol. ☞p.7-11
The copy has dark specks or spots.  1074O111	The original is very thin or highly transparent.	Place a blank sheet of paper over the original. ☞p.2-27
	The original is 2-sided.	The information on the back side of a 2-sided, thin original may be slightly reproduced on the copy. Set the machine into the Manual Exposure mode and, using [Lighter], make the exposure level lighter. ☞p.3-42
The edge of the copy is dirty.  1074O112	The Original Pad is dirty.	Wipe the Original Pad clean with a soft cloth dampened with alcohol. ☞p.7-11
	You have selected a paper size larger than the original. (When the zoom ratio is set at full size ×1.000)	Select the same paper size as the original. ☞p.3-5 Or, use Auto Size to enlarge the copy to the appropriate size. ☞p.3-12
	The original is not placed in the correct position. (When the zoom ratio is set at full size100%)	Select the same paper size as the original. Or, reload the paper in the same direction as the original. ☞p.3-5
	The reduction ratio selected is not in accord with the paper size. (When doing manual reduction copying.)	Select the zoom ratio according to the paper size. ☞p.3-12 Or, use Auto Size to reduce the copy to the appropriate size. ☞p.3-12
The image on the copy is not aligned properly.  1074O113	The original is not placed in the correct position.	Place the original correctly on the Original Glass against the Original Width Scale. ☞p.2-26 Or, load it in the document feeder correctly along the Document Guide Plates. ☞p.2-23
	The originals may not be suitable for use in the document feeder.	Raise the document feeder and place the originals on the Original Glass one at a time, instead of using the document feeder. ☞p.2-26
	Something is sticking to the Original Glass.	Wipe the Original Glass clean with a soft dry cloth. ☞p.7-10
	The document guides are not positioned along the edges of the paper.	Slide the document guides against the edges of the paper.
	Curled paper was loaded into the paper drawer.	Flatten the paper before loading it.

* Call your Technical Representative if these procedures do not correct the problem.

11. The Machine is not Functioning as Designed

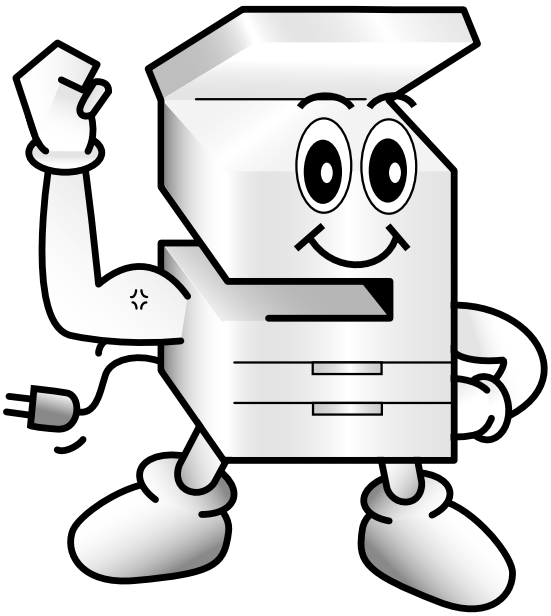
The machine is not functioning as designed

Symptom	Possible Cause	Action
The Touch Panel shows nothing.	Is only the Start key lit green?	The machine is in the Energy Save Mode, LCD Back-light Off, or Sleep mode. Press any key on the control panel to let the machine exit the mode.
	Is the Power Switch turned ON?	Turn the Power Switch ON.
	The Display Contrast Knob is turned to the excessively light or dark position.	Viewing the Touch Panel, adjust the Display Contrast Knob as necessary.
The Start key does not light green.	Is your Access Number or Account Number entered? 4012P187CD	Enter your Access Number or Account Number by following the procedure given in “Entering the Access Number.” ☞p.2-31
No copies are fed out when the Start key is pressed.	The machine has developed a malfunction.	Check the Touch Panel and take action according to the message on the panel.
	The machine has just been turned ON and is warming up.	It takes the machine about 60 to 70 seconds to be ready to make copies after it has been turned ON. Please wait.
Control panel keys do not respond.	The Interrupt key LED is lit.  1166O260AA	The machine is in the interrupt mode. Press the Interrupt key to cancel the interrupt mode.
The machine is not activated when the Power Switch is turned ON.	The power cord is left unplugged.	Plug the power cord into the power outlet.
	The room circuit breaker is open.	Close the room circuit breaker.

* If these procedures do not correct the problem, turn OFF the Power Switch, unplug the power cord from the power outlet, and contact your Technical Representative.

Chapter 7

Miscellaneous



1. Specifications

Specifications

DL200/DL270/DL370

	DL200	DL270	DL370
Type	Console/Desk Top Copier		
Platen Type	Stationary		
Photo conductor	OPC		
Copying System	Electrostatic Dry Powdered Image Transfer to Plain Paper		
Developing System	Micro-Toning High-Grade System		
Fusing System	Lamp-Heated Roller		
Resolution	600dpi		
Types of Original	Sheets, Books and other three-dimensional objects Maximum Original Size : 11×17 L Maximum Original Weight : 6-1/2 lb		
Kinds of Paper	Plain paper (16 lb to 24 lb), recycled paper Exclusive paper : Card (24-1/4 lb to 41-3/4 lb), OHP transparencies, Labels *Exclusive paper can only be used for the 1st Drawer and Manual Bypass Tray.		
Copy Paper Size	1st Drawer : 11×17 L to 5-1/2×8-1/2 Width : 3-9/16 to 11-11/16 Length : 5-1/2 to 17 * When the Length (16-9/16 to 17) is set for [X], the maximum Width size that can be set for [Y] becomes 11. When the Width (11-1/16 to 11-11/16) is set for [Y], the maximum Length size that can be set for [X] becomes 16-1/2. Manual Bypass Tray : Crosswise : 3-9/16 to 11-11/16 Lengthwise: 5-1/2 to 17		
		2nd Drawer : 11×17 L to Letter	
Paper Feeding System	1st Drawer Plain paper (20 lb), recycled paper : 275 sheets Exclusive (Card, OHP transparencies, Labels) : 50 sheets Manual Bypass Tray Plain paper, Exclusive paper: 1 sheet		
		2nd Drawer Plain paper (20 lb) : 550 sheets	
Capacity	Plain paper (20 lb): Max. Paper Size Letter L, 550 sheets, Max. Paper Size 11×17 L, 275 sheets Exclusive paper (Card, OHP transparencies, Label) : 10 sheets		
Warm-Up Time	60 seconds or less		70 seconds or less
First Copy	Letter C = 5.9 seconds or less (Using 1st Drawer)		Letter C = 4.6 seconds or less (Using 1st Drawer)
Copy Speed (Approx. copies/min)	11×17L:12 LegalL : 14 LetterL :17 LetterC : 21	11×17L : 14 LegalL : 17 LetterL : 20 LetterC : 25	11×17L: 20 LegalL : 23 LetterL : 28 LetterC : 35
Zoom Ratios	Fixed ratios, Full size: 1:1±1% Enlargement ratios : ×1.214, ×1.294, ×1.545, ×2.000 Reduction ratios : ×0.500, ×0.647, ×0.733, ×0.785, ×0.930 Variable ratios : From ×0.250 to ×4.000 in ×0.001 increments		
Multiple Copies	1 to 99 copies		1 to 999 copies
Exposure Control	Auto Exposure Mode, Manual Exposure Mode, Text Mode, Photo Mode and Text/Photo Mode		
Lost Image	Leading Edge, 1/4 Trailing Edge, 1/4 Rear Edge, 1/4 Front Edge, 1/4		
Power Requirements	AC120~127V, 10.5A, 60Hz	AC120~127V, 11.5A, 60Hz	
Power Consumption	760W±10%	950W±10%	980W±10%
Dimensions	Width : 23-1/2 Depth : 27-3/4 Height : 21-1/4	Width : 23-1/2 Depth : 27-3/4 Height : 25-1/2	Width : 25 Depth : 27-3/4 Height : 25-1/2
Weight	109-1/4 lb	129-1/2 lb	133-1/2 lb

Duplexing Document Feeder 9729

Document Feeding System	Standard Mode : 1-sided original, 2-sided original Mixed Original Detection Mode : 1-sided Mixed Original Detection 2-sided Mixed Original Detection Single Feeding Mode : 1-sided original
Kinds of Original	Plain paper, Thin paper, Card 1-sided original : 13-1/4 lb to 29-1/4 lb 2-sided original, Mixed Original Detection : 16 lb to 24 lb Single Feeding : 9-1/4 lb to 53-1/4 lb
Original Size	1-sided, 2-sided original, Single Feeding : 11×17 L to 5-1/2×8-1/2 L Mixed original Detection : 11×17 L to Letter
Capacity of Document Feed Tray	50 sheets (20 lb)
Power Consumption	60W or less
Dimensions	Width : 23-3/4 Depth : 19-3/4 Height : 4-1/4
Weight	26-1/2 lb or less

Automatic Document Feeder 9721

Document Feeding System	Standard Mode : 1-sided original
Kinds of Original	Single Feeding : Plain paper (10-3/4 lb to 21-3/4 lb) Multiple Feeding : Plain paper (14 lb to 21-3/4 lb)
Original Size	1-sided, 2-sided Original: 11×17 L to 5-1/2×8-1/2 Mixed Original Detection: 11×17 L to 5-1/2×8-1/2 C
Capacity of Document Feed Tray	1-sided, 2-sided Original: 70 sheets (14 lb to 21-3/4 lb) Mixed Original Detection: 50 sheets (14 lb to 21-3/4 lb)
Power Consumption	60W or less
Dimensions	Width : 21-1/4 Depth : 19-1/2 Height : 3-3/4
Weight	13-1/4 lb

Large Capacity Cabinet 9866

Kinds of Paper	Plain paper (16 lb to 24 lb), recycled paper
Paper Size	A4 C, Letter C, B5 C
Capacity	2,700 sheets (20 lb)
Power Consumption	45W or less
Dimensions	Width : 21 Depth : 22-1/4 Height : 11-1/4
Weight	36-3/4 lb

Paper Feed Unit 9867/9753

Kinds of Paper	Plain paper (16 lb to 24 lb), recycled paper
Paper Size	11×17 L to Letter
Capacity	550 sheets (20 lb)
Power Consumption	16.8W or less
Dimensions	Width : 21 Depth : 22-1/4 Height : 5
Weight	20 lb

Duplex Unit 9752

Kinds of Paper	Plain paper (16 lb to 24 lb), recycled paper
Copy Paper Size	11×17 L to 5-1/2×8-1/2
Power Consumption	21W
Dimensions	Width : 2-1/4 Depth : 16-1/4 Height : 10-1/4
Weight	4 lb

Finisher 9747

Types of Trays	Top Offset Tray, Bottom Offset Tray
Modes	Non-Sort Mode, Sort Mode, Group Mode, Staple Mode, Hole Punch Mode
Kinds of Paper	<Top Offset Tray> Non-Sort Mode • Plain paper (16 lb to 24 lb), recycled paper • Exclusive paper Card (24-1/4 lb to 41-3/4 lb), OHP transparencies, Labels Hole Punch Mode • Plain paper (16 lb to 24 lb), recycled paper, Card (24-1/4 lb to 41-3/4 lb) <Bottom Offset Tray> Sort Mode, Group Mode • Plain paper (16 lb to 24 lb), recycled paper Punch Mode • Plain paper (16 lb to 24 lb), recycled paper Staple Mode • Plain paper (16 lb to 24 lb), recycled paper
Paper Size	<Top Offset Tray> 11×17 L to 5-1/2×8-1/2 <Bottom Offset Tray> 11×17 L to Letter
Capacity	<Top Offset Tray> • Plain paper (20 lb) : Letter C, 275 sheets; other size, 150 sheets (Height : up to 1-1/2) • Exclusive paper : Card, OHP transparencies, Labels = 20 sheets each <Bottom Offset Tray> • Plain paper (20 lb) : Letter or smaller, 3,000 sheets : Larger than Legal L, 1,550 sheets
Stapling	Acceptable paper size : 11×17 L to Letter Acceptable number of copies : 2 to 50 sheets
Punching	Acceptable paper size : 11×17 L, Letter C Punch Hole : 2-Hole or 3-Hole
Shift Position	1-1/4
Power Consumption	63W or less
Dimensions	Width : 21-1/4 Depth : 24-3/4 Height : 38-1/2
Weight	86-1/2
Accessories	Staple Cartridge, 5,000 staples/cartridge × 2 pieces

Finisher 9748

Types of Trays	Top Offset Tray, Bottom Offset Tray
Modes	Non-Sort Mode, Sort Mode, Group Mode, Staple Mode
Kinds of Paper	<Top Offset Tray> Non-Sort Mode • Plain paper (16 lb to 24 lb), recycled paper • Exclusive paper Card (24-1/4 lb to 41-3/4 lb), OHP transparencies, Labels <Bottom Offset Tray> Sort Mode, Group Mode • Plain paper (16 lb to 24 lb), recycled paper Staple Mode • Plain paper (16 lb to 21-1/4 lb), recycled paper
Paper Size	<Top Offset Tray> 11×17 L to 5-1/2×8-1/2 <Bottom Offset Tray> 11×17 L to Letter
Capacity	<Top Offset Tray> • Plain paper (20 lb) : Letter C, 275 sheets; other size, 150 sheets (Height : up to 1-1/2) • Exclusive paper : Card, OHP transparencies, Labels = 20 sheets each <Bottom Offset Tray> • Plain paper (20 lb) : Letter or smaller, 1,000 sheets : Larger than legal L, 550 sheets
Stapling	Acceptable paper size : 11×17 L to Letter Acceptable number of copies : 2 to 30 sheets
Shift Position	1-1/4
Power Consumption	63W or less
Dimensions	Width : 21-1/4 Depth : 24-3/4 Height : 38-1/2
Weight	78-1/4 lb
Accessories	Staple Cartridge, 3,000 staples/cartridge × 1 piece

Option Tray DL3700030

Types of Trays	Third Tray
Kinds of Paper	Plain paper (16 lb to 24 lb), recycled paper
Paper Size	11×17 L to 5-1/2×8-1/2 L
Capacity	Plain paper (20 lb) : Letter C, 100 sheets; other size, 50 sheets (Height : up to 1)
Dimensions	Width : 13-1/2 Depth : 20-3/4 Height : 5-3/4
Weight	3-3/4 lb

Mailbin Finisher 9749

Types of Trays	Top Offset Tray, Bottom Offset Tray, Mailbins (5 bins)
Modes	Non-Sort Mode, Sort Mode, Group Mode, Staple Mode, Hole Punch Mode
Kinds of Paper	<Top Offset Tray> Non-Sort Mode •Plain paper (16 lb to 24 lb), recycled paper • Exclusive paper Card (24-1/4 lb to 41-3/4 lb), OHP transparencies Hole Punch Mode •Plain paper (16 lb to 24 lb), recycled paper <Bottom Offset Tray> Sort Mode, Group Mode, Hole Punch Mode • Plain paper (16 lb to 24 lb), recycled paper Staple Mode • Plain paper (16 lb to 21-1/4 lb), recycled paper <Mailbin> For Printing: Sort Mode, Group Mode and Hole Punch Mode • Plain paper (16 lb to 21-1/4 lb), recycled paper
Paper Size	<Top Offset Tray> 11×17 L to 5-1/2×8-1/2 <Bottom Offset Tray> 11×17 L to Letter <Mailbin> 11×17 L to 5-1/2×8-1/2 L
Capacity	<Top Offset Tray> • Plain paper (20 lb) : Letter C, 550 sheets; other size, 275 sheets (Height : up to 2-3/4) • Exclusive paper : 20 Cards, 10 OHP transparencies <Bottom Offset Tray> • Plain paper (20 lb) : Letter L or smaller, 1000 sheets Larger than Legal L, 550 sheets <Mailbin> • Plain paper (20 lb) : Letter C, 200 sheets/bin; other size, 100 sheets/bin
Stapling	Acceptable paper size : 11×17 L to Letter Acceptable Number of copies : 2 to 50 sheets
Punching	Acceptable paper size : 11×17 L, Letter C Punch Hole : 3-Hole (2-Hole is an option)
Shift Position	1-1/2
Power Consumption	63W or less
Dimensions	Width : 25-3/4 Depth : 24-1/2 Height : 38-3/4
Weight	105-3/4 lb
Accessories	Staple Cartridge, 5000 staples/cartridge ×1 piece

Job Tray 9751

Type	Stationary
Number of Trays	2 Trays : Job Tray is the 1st tray. Copier exit tray becomes the 2nd tray.
Modes	Non-Sort Mode, Sort Mode and Group Mode
Kinds of Paper	<First Tray> • Plain paper (16 lb to 24 lb), recycled paper <Second Tray> • Plain paper (16 lb to 24 lb), recycled paper • Exclusive paper : Card (24-1/4 lb to 41-3/4 lb), OHP transparencies
Paper Size	Width : 3-9/16 to 11-11/16, Length : 5-1/2 to 17 (11×17 L to 5-1/2×8-1/2)
Capacity	<First Tray> • Plain paper (20 lb) : Letter C, 100 sheets; other size, 50 sheets (Height : up to 1) <Second Tray> • Plain paper (20 lb) : Letter C, 275 sheets; other size, 150 sheets (Height : up to 1-3/4) • Exclusive paper (Card, OHP transparencies) : 20 sheets
Power Consumption	26W or less
Dimensions	Width : 19-1/4 Depth : 19-3/4 Height : 8
Weight	10-1/4 lb (Including Mounting Brackets)

Shift Tray 9750

Shifting System	Tray moved by a pulse motor
Shift Home Position	Rear of unit
Modes	Non-Sort Mode, Sort Mode and Group Mode
Kinds of Paper	<Non-Sort Mode> • Plain paper (16 lb to 24 lb), recycled paper • Exclusive paper : Card (24-1/4 lb to 41-3/4 lb), OHP transparencies • <Sort Mode, Group Mode> • Plain paper (16 lb to 24 lb)
Paper Size	<Non-Sort Mode> Width : 3-9/16 to 11-11/16 Length : 5-1/2 to 17 (11×17 L to 5-1/2×8-1/2) <Sort Mode, Group Mode> Width : 5-1/2 to 11-11/16 Length : 5-1/2 to 17 (11×17 L to 5-1/2×8-1/2)
Capacity	• Plain paper (20 lb) : Letter C, 275 sheets; other size, 150 sheets (Height : up to 2-1/4) • Exclusive paper (Card, OHP transparencies) : 20 sheets
Shift Position	1-1/2
Power Consumption	26W or less
Dimensions	Width : 19-1/4 Depth : 22 Height : 8
Weight	15 lb (Including Mounting Brackets)

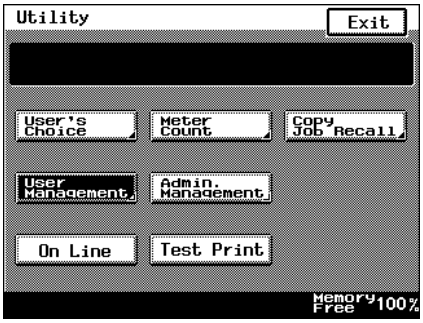
2. Care of the Copier

Cleaning

Touch Panel

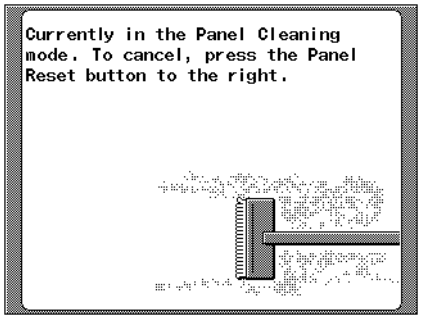
Panel Cleaning Mode enables you to clean the Touch Panel when the Main Switch is ON.

1 Press the Utility key and touch [User Management].



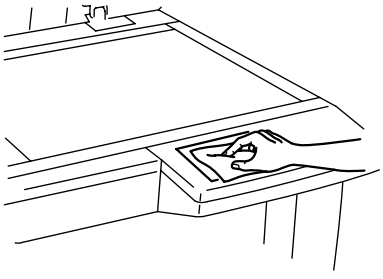
4012P125CC

2 Touch [Panel Cleaning].



4012P130CB

3 Wipe the surface of the Touch Panel clean with a soft, dry cloth.



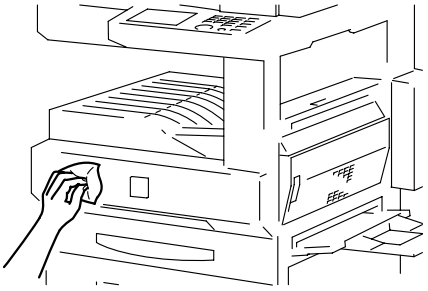
1166O098AA

4 Press the Panel Reset key after cleaning.

NOTE
NEVER use a glass cleaner or any detergent to avoid damage to the touch panel.

Housing

Wipe the surface of the housing clean with a soft cloth dampened with alcohol.

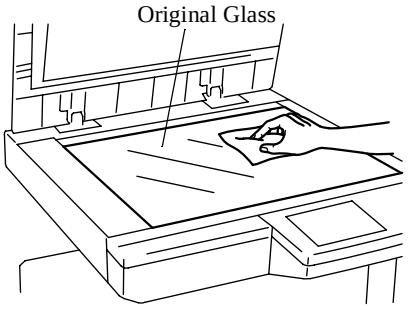


4015O137AB

Original Glass

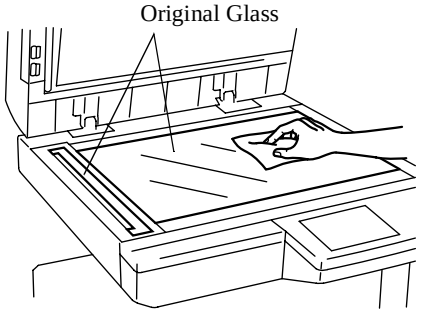
1 Raise the Original Cover.

2 Wipe the surface of the Original Glass clean with a soft, dry cloth.



1166O099AA

<Automatic Document Feeder>

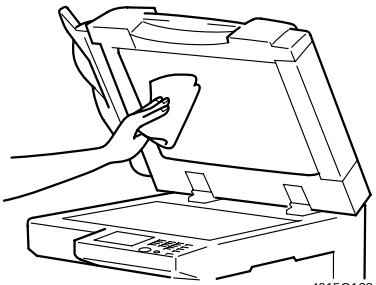


4015O256AA

Document Transport Belt

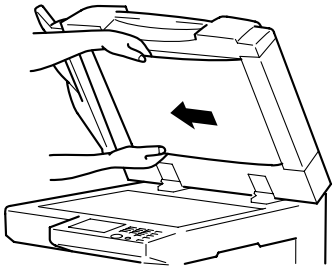
1 Open the Document Feeder.

2 Wipe the surface of the Document Transport Belt clean with a soft cloth dampened with alcohol.



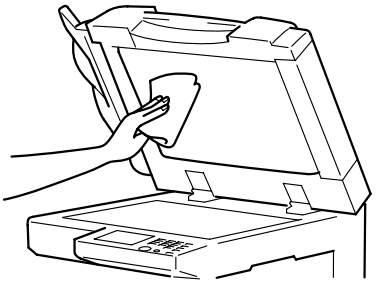
4015O138AA

3 Hold the Document Transport Belt at both edges and pull it to the left to expose a fresh surface.



4015O139AB

4 Wipe the fresh surface clean using the soft cloth dampened with alcohol.



4015O138AA

Repeat these steps until the entire surface of the Belt is wiped clean.

Original Pad

1 Raise the Document Feeder or Original Cover.

2 Wipe the surface of the Original Pad clean with a soft cloth dampened with alcohol.

4015O141AA

3. Function Combination Matrix

Function Combination Matrix

Function Set Last / Function Set First			Basic																	Orig. ▶ Copy								
			Paper									Zoom			Finishing					Orig.							Copy	
			Auto Paper	Paper Feed Unit	1st Drawer (OHP)	1st Drawer (Card)	1st Drawer (Plain)	Manual Bypass Tray (OHP)	Manual Bypass Tray (Card)	Manual Bypass Tray (Plain)	Auto Size	Optional Zoom	X/Y Zoom	Non-Sort	Sort	Group	Staple	Hole Punch	Single-Sided	Double-Sided	Book	Single-[2in1]	Double-[2in1]	Mixed Orig. Detection	Single-Sided	Double-Sided
Basic	Paper	Auto Paper		×	×	×	×	×	×	×	×	○	×	○	○	○	○	○	○	○	×	F	F	○	○	○
		Paper Feed Unit	×		×	×	×	×	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
		1st Drawer (OHP)	×	×		×	×	×	×	×	○	○	○	○	○	○	●	●	○	○	○	○	○	○	○	●
		1st Drawer (Card)	×	×	×		×	×	×	×	○	○	○	○	○	○	●	G	○	○	○	○	○	○	○	●
		1st Drawer (Plain)	×	×	×	×		×	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
		Manual Bypass Tray (OHP)	×	×	×	×	×		×	×	○	○	○	○	●	●	●	●	○	●	●	●	●	○	○	●
		Manual Bypass Tray (Card)	×	×	×	×	×	×		×	○	○	○	○	●	●	●	G	○	●	●	●	●	○	○	●
		Manual Bypass Tray (Plain)	×	×	×	×	×	×	×		○	○	○	○	●	●	●	○	○	●	●	●	●	○	○	●
	Zoom	Auto Size	×	○	○	○	○	○	○	○		×	×	○	○	○	○	○	○	○	×	○	○	○	○	○
		Optional Zoom	○	○	○	○	○	○	○	○	×		×	○	○	○	○	○	○	○	○	○	○	○	○	○
		X/Y Zoom	×	○	○	○	○	○	○	○	×	×		○	○	○	○	○	○	○	○	F	F	○	○	○
	Finishing	Non-Sort	○	○	○	○	○	○	○	○	×	○	○		×	×	B	○	○	○	○	○	○	○	○	○
		Sort	○	○	○	○	○	A	A	A	○	○	○	×		×	○	○	○	○	○	○	○	○	○	○
		Group	○	○	○	○	○	A	A	A	○	○	○	×	×		○	○	○	○	○	○	○	○	○	○
		Staple	○	○	●	●	○	A	A	A	○	○	○	○	○	○		○	○	○	○	○	○	○	○	○
		Hole Punch	○	○	●	G	○	A	H	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○
Orig. ▶Copy	Orig.	Single-Sided	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		×	×	×	×	C	○	○
		Double-Sided	○	○	○	○	○	A	A	A	○	○	○	○	○	○	○	○	×		×	×	×	D	○	○
		Book	●	○	○	○	○	A	A	A	●	○	○	○	○	○	○	○	×	×		×	×	▲	○	○
		Single-[2in1]	F	○	○	○	○	A	A	A	○	○	○	○	○	○	○	○	×	×	×		×	●	○	×
		Double-[2in1]	F	○	○	○	○	A	A	A	○	○	○	○	○	○	○	○	×	×	×	×		●	○	×
		Mixed Orig. Detection	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	C	E	△	●	●		○	C
	Copy	Single-Sided	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		×
		Double-Sided	○	○	●	●	○	A	A	A	○	○	○	○	○	○	○	○	○	○	○	×	×	C	×	
		Single-[2in1]	F	○	○	○	○	A	A	A	○	○	●	○	○	○	○	○	○	○	×	×	×	●	×	×
		Double-[2in1]	F	○	●	●	○	A	A	A	○	○	●	○	○	○	○	○	○	○	×	×	×	●	×	×
		Single-[4in1]	F	○	○	○	○	A	A	A	○	○	●	○	○	○	○	○	○	○	×	×	×	●	×	×
		Double-[4in1]	F	○	●	●	○	A	A	A	○	○	●	○	○	○	○	○	○	○	×	×	×	●	×	×
		Booklet Creation	F	○	●	●	○	A	A	A	○	○	●	○	○	○	●	●	○	×	×	×	×	●	×	×
		Original Direction	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	×	×	×	E	E	E
		Margin	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	×	×	×	E	E	E
Density	Auto Exposure		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Manual Exposure		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Text		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Text/Photo		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Photo		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Auxiliary	File Margin		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Edge/Frame Erase		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	●	○	○	○	○	○
	Page Insertion		○	○	○	○	○	A	A	A	○	○	○	○	○	○	○	○	○	○	●	●	●	●	○	○
	Cover Mode		○	○	○	○	○	A	A	A	○	○	○	○	○	○	○	○	○	○	●	●	●	●	○	○
	OHP Interleaving		●	●	●	●	●	A	A	A	○	○	○	○	○	○	●	●	○	●	●	●	●	○	○	●
	Image Repeat		●	○	○	○	○	○	○	○	●	○	○	○	○	○	●	●	○	○	●	●	●	○	○	●
	Separate Scan		E	E	E	E	E	×	×	×	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	○
	Distribution #		○	○	○	○	○	A	A	A	○	○	○	●	○	●	○	○	○	○	○	○	○	○	○	○
Others	SADF Mode		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Interrupt		○	○	○	○	○	○	○	○	○	○	○	○	●	●	●	●	○	○	○	○	○	○	○	○

Function Set Last / Function Set First			Orig. ▶ Copy: Copy: Single-[2in1]	Double-[2in1]	Single-[4in1]	Double-[4in1]	Booklet Creation	Original Direction	Margin	Density: Auto Exposure	Manual Exposure	Text	Text/Photo	Photo	Auxiliary: File Margin	Edge/Frame Erase	Page Insertion	Cover Mode	OHP Interleaving	Image Repeat	Separate Scan	Distribution #	Other: SADF Mode	Interrupt
Basic	Paper	Auto Paper	F	F	F	F	F	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	×	D	❍	❍	❍
		Paper Feed Unit	❍	❍	❍	❍	❍	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	D	❍	❍	❍
		1st Drawer (OHP)	❍	●	❍	●	●	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	D	❍	❍	❍
		1st Drawer (Card)	❍	●	❍	●	●	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	D	❍	❍	❍
		1st Drawer (Plain)	❍	❍	❍	❍	❍	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	D	❍	❍	❍
		Manual Bypass Tray (OHP)	●	●	●	●	●	D	D	❍	❍	❍	❍	❍	❍	❍	●	●	×	❍	●	●	×	❍
		Manual Bypass Tray (Card)	●	●	●	●	●	D	D	❍	❍	❍	❍	❍	❍	❍	●	●	×	❍	●	●	×	❍
		Manual Bypass Tray (Plain)	●	●	●	●	●	D	D	❍	❍	❍	❍	❍	❍	❍	●	●	×	❍	●	●	×	❍
	Zoom	Auto Size	❍	❍	❍	❍	❍	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	D	❍	❍	❍
		Optional Zoom	❍	❍	❍	❍	❍	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	D	❍	❍	❍
		X/Y Zoom	F	F	F	F	F	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	D	❍	❍	❍
	Finishing	Non-Sort	❍	❍	❍	❍	❍	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	D	B	❍	❍
		Sort	❍	❍	❍	❍	❍	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	D	❍	×	❍
		Group	❍	❍	❍	❍	❍	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	D	B	×	❍
		Staple	❍	❍	❍	❍	●	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	×	D	❍	×	❍
		Hole Punch	❍	❍	❍	❍	●	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	×	D	❍	❍	❍
Orig. ▶Copy	Orig.	Single-Sided	❍	❍	❍	❍	❍	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	D	❍	❍	❍
		Double-Sided	❍	❍	❍	❍	×	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	❍	D	❍	×	D
		Book	×	×	×	×	×	●	●	❍	❍	❍	❍	❍	❍	●	●	●	●	×	D	❍	×	❍
		Single-[2in1]	×	×	×	×	×	●	●	❍	❍	❍	❍	❍	❍	❍	●	●	●	×	D	❍	×	❍
		Double-[2in1]	×	×	×	×	×	●	●	❍	❍	❍	❍	❍	❍	❍	●	●	●	×	D	❍	×	❍
		Mixed Orig. Detection	●	●	●	●	●	D	D	❍	❍	❍	❍	❍	❍	❍	●	●	❍	❍	D	❍	❍	❍
	Copy	Single-Sided	×	×	×	×	×	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	D	❍	❍	❍
		Double-Sided	×	×	×	×	×	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	×	D	❍	❍	❍
		Single-[2in1]		×	×	×	×	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	×	D	❍	×	●
		Double-[2in1]	×		×	×	×	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	×	D	❍	×	●
		Single-[4in1]	×	×		×	×	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	×	D	❍	×	●
		Double-[4in1]	×	×	×		×	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	×	D	❍	×	●
		Booklet Creation	×	×	×	×		D	D	❍	❍	❍	❍	❍	❍	❍	●	●	●	×	D	❍	×	❍
		Original Direction	E	E	E	E	E		D	E	E	E	E	E	E	E	E	E	E	E	D	E	E	❍
		Margin	E	E	E	E	E	D		E	E	E	E	E	E	E	E	E	E	×	D	E	E	❍
Density	Auto Exposure		❍	❍	❍	❍	❍	D	D		×	❍	❍	×	❍	❍	❍	❍	❍	❍	D	❍	❍	❍
	Manual Exposure		❍	❍	❍	❍	❍	D	D	×		❍	❍	❍	❍	❍	❍	❍	❍	❍	D	❍	❍	❍
	Text		❍	❍	❍	❍	❍	D	D	❍	❍		×	×	❍	❍	❍	❍	❍	❍	D	❍	❍	❍
	Text/Photo		❍	❍	❍	❍	❍	D	D	❍	❍	×		×	❍	❍	❍	❍	❍	❍	D	❍	❍	❍
	Photo		❍	❍	❍	❍	❍	D	D	×	❍	×	×		❍	❍	❍	❍	❍	❍	D	❍	❍	❍
Auxiliary	File Margin		❍	❍	❍	❍	❍	D	D	❍	❍	❍	❍	❍		❍	❍	❍	❍	×	D	❍	❍	❍
	Edge/Frame Erase		❍	❍	❍	❍	❍	D	D	❍	❍	❍	❍	❍	❍		❍	❍	❍	D	D	❍	❍	❍
	Page Insertion		❍	❍	❍	❍	●	D	D	❍	❍	❍	❍	❍	❍	❍		❍	●	×	D	❍	×	❍
	Cover Mode		❍	❍	❍	❍	●	D	D	❍	❍	❍	❍	❍	❍	❍	❍		●	×	D	❍	×	●
	OHP Interleaving		●	●	●	●	●	D	D	❍	❍	❍	❍	❍	❍	❍	●	●		×	D	●	❍	❍
	Image Repeat		●	●	●	●	●	D	●	❍	❍	❍	❍	❍	●	E	●	●	●		D	●	❍	❍
	Separate Scan		E	E	E	E	E	D	D	E	E	E	E	E	E	E	E	E	E	E		E	❍	❍
	Distribution #		❍	❍	❍	❍	❍	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	×	D		×	×
Others	SADF Mode		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		❍
	Interrupt		❍	❍	❍	❍	❍	D	D	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	❍	D	●	❍	

Conditions for Combined Functions

❍ : The functions can be used in combination with each other.
● : The functions cannot be set in combination. (The function set first takes precedence.)
✕ : The functions cannot be set in combination. (The function set last takes precedence.)
▲ : The functions can be set in combination. (The function set first takes precedence.)
△ : The functions can be set in combination. (The function set last takes precedence.)
A : The manual bypass cannot be used with this function. The function set first will be automatically canceled if a sheet of paper is inserted into the manual bypass tray.
B : Sort is automatically reselected.
C : Only when Single-sided original to Double-sided copy is selected, the function set first takes precedence.
D : Cannot be used with the Automatic Document Feeder. (The function set first takes priority.)
E : Cannot be used with the Automatic Document Feeder. (The function set last takes priority.)
F : The copier automatically recalls a default zoom ratio for 2-in-1 Separation and 2-in-1, 4-in-1 or Booklet Creation copying.
G : The combination is possible only when the 9747 is mounted. When the machine is equipped with a 9749, the function set first takes precedence.
H : The combination is possible only when the 9747 is mounted.
If the machine is equipped with the 9749, a warning is given when manual bypass is specified on the Touch Panel. If paper is placed on the Manual Bypass Tray, the function set first is canceled.
- : Has no bearing.

4. Description of Paper Size and Zoom Ratio Table

List of Paper Sizes and Zoom Ratios

Paper Sizes

Name	Size (Metric)	Size (Inch)
A3	297mm×420mm	11-3/4 × 16-1/2
B4	257mm×364mm	10 × 14-1/4
A4	210mm×297mm	8-1/4 × 11-3/4
B5	182mm×257mm	7-1/4 × 10
A5	148mm×210mm	5-3/4 × 8-1/4
B6	128mm×182mm	5 × 7-1/4
A6	105mm×148mm	4-1/4 × 5-3/4
POST CARD	100mm×148mm	4 × 5-3/4

Name		Size (Inch)	Size (Metric)
LEDGER		11 × 17	279mm×432mm
11×14		11 × 14	279mm×356mm
COMPUTER		10-1/8 × 14	257mm×356mm
10×14		10 × 14	254mm×356mm
9-1/4×14		9-1/4 × 14	236mm×356mm
LEGAL		8-1/2 × 14	216mm×356mm
FOOLSCAP	GOVERNMENT LEGAL	8-1/2 × 13	216mm×330mm
FOOLSCAP		8 × 13	203mm×330mm
FOOLSCAP		8-2/3 × 13	220mm×330mm
FOOLSCAP	FOLIO	8-1/4 × 13	210mm×330mm
8-1/4×11-3/4		8-1/4 × 11-3/4	210mm×301mm
LETTER		8-1/2 × 11	210mm×279mm
GOVERNMENT LETTER		8 × 10-1/2	203mm×267mm
QUARTO		8 × 10	203mm×254mm
EXECUTIVE		7-1/4 × 10-1/2	184mm×267mm
STATEMENT	INVOICE	5-1/2 × 8-1/2	140mm×216mm

Zoom Ratios (Original Size to Paper Size)

Metric Areas		
Original Size	Paper Size	Zoom Ratio
A3 297×420mm 11-3/4×16-1/2	A4	×0.707
	A5	×0.500
	B4	×0.866
	B5	×0.610
A4 210×297mm 8-1/4×11-3/4	A5	×0.707
	A6	×0.500
	B5	×0.866
	B6	×0.610
	A3	×1.414
	B4	×1.224
A5 148×210mm 5-3/4×8-1/4	A6	×0.707
	B6	×0.866
	A4	×0.414
	A3	×2.000
	B4	×1.733
	B5	×1.224
A6 105×148mm 4-1/4×5-3/4	A4	×2.000
	A5	×1.414
	B5	×1.733
	B6	×1.224
B4 257×364mm 10×14-1/4	A4	×0.816
	A5	×0.577
	B5	×0.707
	B6	×0.500
	A3	×1.154
B5 182×257mm 7-1/4×10	A5	×0.816
	A6	×0.577
	B6	×0.707
	A3	×1.640
	A4	×1.154
	B4	×1.414
B6 128×182mm 5×7-1/4	A6	×0.816
	A4	×1.640
	A5	×1.154
	B4	×2.000

Inch Areas		
Original Size	Paper Size	Zoom Ratio
11×17 279.4×431.8mm	11×14	×0.823
	Legal	×0.772
	Foolscap	×0.764
	Letter	×0.647
	Invoice	×0.500
11×15 279.4×381mm	11×14	×0.933
	Legal	×0.772
	Foolscap	×0.772
	Letter	×0.733
	Invoice	×0.500
11×14 279.4×355.6mm	Legal	×0.772
	Foolscap	×0.772
	Letter	×0.772
	Invoice	×0.500
Legal 8-1/2×14 215.9×355.6mm	Foolscap	×0.928
	Letter	×0.785
	Invoice	×0.607
	11×17	×1.214
Foolscap 8-1/2×13 215.9×330.2mm	Letter	×0.846
	Invoice	×0.647
	11×17	×1.294
	11×14	×1.076
Letter 8-1/2×11 215.9×279.4mm	Invoice	×0.647
	11×17	×1.294
	11×14	×1.272
Invoice 5-1/2×8-1/2 139.7×215.9mm	11×17	×2.000
	11×14	×1.647
	Legal	×1.545
	Foolscap	×1.529
	Letter	×1.294

Zoom Ratio = Paper Size ÷ Original Size

1 Inch = 25.4 mm

4. Description of Paper Size and Zoom Ratio Table

Index

Numeric

100 Accounts 1 5-24
1000 Accounts 5-24
10-Key Pad 2-18
1-Sided Originals 4-3
2-Sided Originals with Filing Margin along Left Edges 4-9
4in1 Copy Order 5-7

A

Access Mode Key 2-18
Access Number 2-31
Adding paper 6-2
Admin. Management 5-3
Administrator Set 5-21
Auto Copy Start 2-29
Auto Drawer Switching 3-5
Auto Panel Reset 2-30
Auto Paper/Auto Size 5-5
Auto Shut OFF 2-30
Auto Size 3-12

B

Book/Separation ▶ Double-Sided 3-33
Book/Separation ▶ Single-Sided 3-33
Book/Spreadsheet ▶ Double-Sided 3-33
Book/Spreadsheet ▶ Single-Sided 3-33

C

Calling up a Ratio from Memory 3-15
Changing the Imaging Unit 6-16
Cleaning 7-10
Clear Key 2-18
Clearing Counters for Each Account 5-29
Clearing the Staple Misfeed 6-34
Control Panel 2-18
Copy job Recall 5-2
Copy Key 2-18
Copy Track 5-21
Cover 3-44
Crisscross Grouping 3-21
Crisscross Sorting 3-21

D

Data Send 5-19
Default Copy Output Levels 5-7
Density (ADF) 5-8
Density Priority 5-7
Description of Paper Size and Zoom Ratio Table 7-15
Disable Auto Shut OFF (Disable Sleep Mode) 5-23
Display Contrast Control Knob 2-16
Distribution 3-60
Double-[2in1]▶ Single-Sided 3-33
Double-Sided ▶ Double-[2in1] 3-31
Double-Sided ▶ Double-[4in1] 3-32
Double-Sided ▶ Double-Sided 3-31
Double-Sided ▶ Single-[2in1] 3-31
Double-Sided ▶ Single-[4in1] 3-32
Double-Sided ▶ Single-Sided 3-31
Drawer Priority 5-5

E

Edge/Frame Erase 3-56
Energy Save Mode 2-30

F

File Margin 3-54
Function Combination Matrix 7-12

G

Group 3-18

H

Hints for Hole-Punching Position 3-30
Hints for Stapling 3-30
Hints for Stapling Position 3-26
Hole Punch 3-19

I

Icons 2-32
Image Density 3-42
Image Repeat 3-58
Initial Mode 2-21
Intelligent Sorting 5-8
Interrupt Key 2-18

J

Job List 2-30

L

Language Selected 5-5
LCD Back-light Off 2-30
Loading the Originals in Document Feeder ... 2-23

M

Making 1-Sided Copies from 2-Sided Originals with Filing Margin along Top Edges 4-15
Making the User's Choice Settings 5-9
Manual Bypass Copying 3-7
Max. Copy Sets 5-22
Memorize Paper Size 3-10, 6-8
Memory Recall 3-63
Meter Count 5-2
Mixed Orig. Detection 2-28

Mixed Original Detection 5-5
Mode Check Key 2-18
Multiple-in-1 and Booklet Copy Zoom 5-5

N

Non-Sort 3-18

O

OHP Interleaving 3-50
On Line 5-3
Original▶ Copy Default 5-5
Output Priority 5-7
Output Tray 5-8

P

Page Insertion 3-46
Panel Cleaning 5-19
Panel Reset Key 2-18
Paper Size 3-4
Photo 3-43
Placing the Original 2-22
Plug-In Counter, ID Key Reset 5-6
Printing Density 5-7
Programming the Access Code 5-27

R

Recalling a Job from Memory 5-15
Reloading the Staple Cartridge 6-12
Replacing the Toner Bottle 6-10

S

Scan Key 2-18
Scanner Dry 5-8
Selecting the Density 3-42
Selecting the Finishing Function 3-20
Selecting the Original▶ Copy Type 3-34
Selecting the Zoom 3-12
Separate Scan 3-61
Setting a Copy Limit for Each Account 5-28
Setting Admin. Management 5-20
Setting the Account Number 5-26
Setting the Copy Track Function 5-25
Shift Grouping 3-21
Shift Sorting 3-21
Single-[2in1]▶ Single-Sided 3-33
Single-Sided▶Booklet Creation 3-32
Single-Sided▶Double-[2in1] 3-31
Single-Sided▶Double-[4in1] 3-32
Single-Sided▶Double-Sided 3-31
Single-Sided▶Single-[2in1] 3-31
Single-Sided▶Single-[4in1] 3-32
Single-Sided▶Single-Sided 3-31
Sleep 2-30
Sleep Mode Setting 5-6
“Small” Originals 5-8
Some Precautions for Making Copies 3-41
Sort 3-18
Special Paper 5-5
Special Paper Setting 3-6
Specifications 7-2
Staple 3-19
Start Key 2-18
Stop Key 2-18
Stop Printing 2-31
Storing a Job 5-12
Storing a Ratio in Memory 3-16

T

Test Print 5-3
Text 3-42
Text/Photo 3-43
The machine is not functioning as designed ...6-44
Touch Panel 2-18
Turning ON and OFF 2-21

U

User Management 5-2
User's Choice 5-2
Using Large-Size Originals 4-21
Using the Dehumidify Function 5-17
Using the Document Feeder 2-22
Using the SADF Mode 2-25
Using the Toner Replenisher Function 5-18
Using the Utility Mode 5-2
Utility Key 2-18

W

What does each message mean? 6-41
When the message “A malfunction was detected.” appears 6-40
When this type of copy is produced 6-42

X

X/Y Zoom 2-3

Z

Zoom Ratio 3-12

Technical Support:

To speak to a technical support representative:
Call the Imagistics Technical Support Line at 1-800-243-5556

To request on-site maintenance or service: Call 1-800-243-5556

Supplies:

To order Supplies: Call the Imagistics Copier/Printer Supply Line at 1-800-462-6797

Description/Order Number	How much to keep on hand
Printpowder® Toner (Black) /460-4	2 Bottles
*Imaging Unit (Black) /460-8	1 Cartridge
Staples for 9749 Finisher /847-3	1 Box
Staples for 9748 Finisher /472-4	1 Box
Staples for 9747 Finisher /472-3	1 Box
Copier Paper (8 1/2" x 11") / 471-1	4 Cartons
Copier Paper (8 1/2" x 14") / 462-1	2 Cartons
Copier Paper (8 1/2" x 14") / 462-1	2 Cartons

* Note: This item can only be installed by an Imagistics Customer Service Representative and should be kept on hand for preventative maintenance.

Model: DL200/DL270/DL370

Serial Number:

www.imagistics.com

Imagistics International Inc.
100 Oakview Drive
Trumbull, CT 06611

©Imagistics International Inc. 2002
Printed in USA
Part Number DL3700110

The information contained in this manual is subject to change without notice to incorporate improvements made to the products listed in this manual.

www.imagistics.com