Konica

Konica 7022/7130/7135 Workgroup Document System™ User's Manual

7022 / 7130 / 7135

printer copier

User's Manual

Recycled paper is used for the inside pages of this book.

Konica 7022/7130/7135

Workgroup Document System™

User's Manual

ENERGY STAR® Program

The ENERGY STAR Program has been established to encourage the widespread and voluntary use of energy-efficient technologies that reduce energy consumption and prevent pollution. As an ENERGY STAR Partner, Konica Corporation, Inc. has determined that this product meets the ENERGY STAR guidelines for energy efficiency, based on the following features.

Auto Low Power

This function conserves energy by lowering the set temperature of the fixing unit. In the standard setting, Auto Low Power operates automatically when 1 minute has elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time.
The time period for the Auto Low Power function can be set for 1 minute, 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes, or 240 minutes.

Automatic Shut-Off

This function achieves further energy conservation by partially turning the power supply OFF, thereby reducing energy consumption to 20W or less. In the standard setting, Automatic Shut-Off follows Auto Low Power, operating automatically when 1 minute (machine without options) / 15 minutes (machine with options) have elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time.
The time period for the Automatic Shut-Off function can be set for 30 minutes, 60 minutes, 90 minutes, 120 minutes or 240 minutes.

Automatic Duplex Copying

To reduce paper consumption, use this function to make double-sided (duplex) copies, automatically.

We recommend that you utilize the Auto Low Power function, the Automatic Shut-Off function, and the Automatic Duplex Copying function.

MAINTENANCE AGREEMENT:
The KONICA 7022/7130/7135 Workgroup Document System™ will give you many years of trouble-free service. To ensure high-quality copying performance and to prevent premature wear or failure of precision parts and components, schedule periodic cleaning and routine adjustments.

We recommend that you contact your service center to discuss the benefits and advantages of Konica's Customer Service Maintenance Agreement and to be shown how a maintenance plan can be tailored to your individual copying needs.

NOTICE:
Konica Business Technologies, Inc. has made every effort to ensure that the information in this manual is complete and accurate. However, constant efforts are also being made to improve and update the product. Therefore, Konica Business Technologies, Inc. shall not be liable for errors in this manual or for any consequential damage resulting from the use of this manual. The information contained herein is subject to change without notice.

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MANUAL PART NUMBER:
OP-7022/7130/7135-02

Web Site Address:
http://www.konicabt.com

CORRESPONDENCE:
Correspondence regarding this manual may be mailed to the address shown below.

Contents

Contents
Features of the Konica 7022/7130/7135

Basic

1 Safety Information

2 Machine Information

3 Copying Operations

4 Job Memory &Help Mode

5 Trouble- shooting

6 Machine Specifications

7 Advanced Information

8 Applications

9 Paper & Original Info

10 Maintenance & Supplies

11 Key Operator Mode

Section 1: Safety Information

Section 2: Machine Information

3 Section 3: Copying Operations

4 Section 4: Job Memory & Help Mode

5
Trouble-
shooting **Section 5: Troubleshooting**

6
Machine
Specifications **Section 6: Machine Specifications**

1
Safety
Information

2
Machine
Information

3
Copying
Operations

4
Job Memory
&Help Mode

5
Trouble-
shooting

6
Machine
Specifications

7
Advanced
Information

8
Applications

9
Paper &
Original Info

10
Maintenance
& Supplies

iii

11
Key Operator
Mode

Advanced

7 Advanced Information **Section 7: Advanced Information**

8 Applications **Section 8: Applications**

Contents (continued)

1 Safety Information

2 Machine Information

3 Copying Operations

4 Job Memory &Help Mode

5 Trouble-shooting

6 Machine Specifications

7 Advanced Information

8 Applications

9 Paper & Original Info

10 Maintenance & Supplies

11 Key Operator Mode

9 Paper & Original Info **Section 9: Paper and Original Information**

10 Maintenance & Supplies **Section 10: Maintenance & Supplies**

11 Key Operator Mode **Section 11: Key Operator Mode**

Section 11: Key Operator Mode (continued)

Index

Features of the Konica 7022/7130/7135

1
Safety Information

2
Machine Information

3
Copying Operations

4
Job Memory &Help Mode

5
Trouble-shooting

6
Machine Specifications

7
Advanced Information

8
Applications

9
Paper & Original Info

10
Maintenance & Supplies

11
Key Operator Mode

• **AES - Automatic Exposure Selection**
Automatically adjusts exposure to compensate for quality of the original.

• **AMS - Automatic Magnification Selection**
Automatically selects an appropriate magnification ratio when Copy Size is selected manually. Automatically selected when the *AMS* key is touched.

• **APS - Automatic Paper Selection**
Automatically selects copy paper size to match the original documents.

• **ATS - Automatic Tray Switching**
Automatically switches tray to allow copying to continue without interruption if the selected tray empties while copying is in progress.

• **Auto Layout**
The original image on the platen glass or in the document feeder is copied and centered on a sheet.

• **Auto Low Power**
Automatically lowers the power after a specified period of copier inactivity.

• **Auto Reset**
Automatically resets to auto mode defaults after a specified period of copier inactivity.

• **Auto Shut-Off**
Automatically shuts off the main power after a specified period of copier inactivity.

• **Book Copy**
Copies both pages of an open book or book-size sheet separately onto two letter sheets in 1▶1 mode or separately onto each side of one letter sheet in 1▶2 mode. You can use the Book Copy mode with the Front or Front/Back cover mode. The cover page(s) will be scanned and copied normally before image division is performed on the other pages.

• **Booklet**
Creates letter R or ledger size booklets from letter size originals in 1▶2 or 2▶2 copy mode.

• **Chapter**
Starts chapter pages on the right side (front pages) of the finished document. Only duplex mode (1▶2 or 2▶2) is compatible with this feature.

- **Combination**
Copies a fixed number (2, 4, or 8) of pages onto one sheet of copy paper to create a draft copy of a multi-page report at the same time as saving paper.

- **Copy Density**
Manually selects up to 9 density levels.

- **Copy Mode**
Selects the desired simplex mode (1►1 or 2►1); or duplex mode (1►2 or 2►2).

- **Counter List**
Displays on the screen and prints the following data: total counter of the machine, copier counter, print counter and the date when the counter started.

- **Density Shift**
Shifts each of nine density levels in four density modes (Auto, Text, Photo, Increase Contrast) to three levels lighter or three levels darker.

- **Folded Original**
This feature sets the RADF to accept folded originals.

- **Frame/Fold Erasure**
Erases border and/or fold image area using Frame (1 - 15mm), Fold (1 - 30mm), or Frame & Fold.

- **Image Insert**
Stores pages in memory from the platen glass, and inserts the pages into a document copied from the document feeder.

- **Image Shift**
Creates or removes a binding margin at the top, bottom, right and left edges (shift amount from -250mm ~ +250mm, in 1mm increments); reduces image to prevent image loss (reduce & shift amount from -250mm ~ +250mm, in 1mm increments).

- **Interrupt Copying**
Interrupts copying-in-progress to perform an urgent copy, using any of the copier features for the interrupt job.

- **Job List**
Displays the Job List Screen to view the current machine status, changes the operation order of reserve jobs, or deletes the unused reserve job.

- **Job Memory**

Programs up to 15 jobs and recalls each job by job number, as needed. All compatible platen glass functions can be programmed into Job Memory directly after they are selected.

- **Lens Mode (RE, Zoom)**

Selects fixed ratios, three reduction, three enlargement, and three user-set ratios.
Zoom ratios can be selected from 25% ~ 400% in 1% increments.

- **Machine Status Confirmation**

Displays the current machine status on LCD for confirmation.

- **Manual Shut-off**

Shuts off the machine's power when pressing [*POWER SAVER ON/OFF*] on the control panel.

- **Mixed Original**

Copies mixed size originals from the document feeder in APS or AMS mode. APS automatically selects the paper size of each original. AMS mode allows you to select one paper size for all originals.

- **Non-Image Area Erase**

When copying from the platen glass when the document cover is open, copies only the image area and not the exposed area of glass, which would otherwise copy as black.

- **Non-Standard Size**

Identifies the special original size which the 7022/7130/7135 cannot detect, in order to select the optimal paper size for copying or printing.

- **Output Mode for Machine with FS-107 Finisher Installed:**
    Non-Sort, Sort, Staple, and Group modes using the two exit trays (or three/four exit trays including optional FT-107 tray)
Selects an output tray and output mode on the Output Mode popup menu.

- **Output Mode for Machine with IT-101 Inner Tray Installed:**
    Non-Sort, Rotation sort, Rotation group, and Group modes using the two exit trays
Selects an output tray and output mode on the Output Mode popup menu.

- **Output for Machine with no Finisher Installed:**
    Non-sort, Rotation sort, Rotation group, and Group modes
Selects an output mode on the Output Mode popup menu.

• Paper Capacity

Total 1,050 sheets in the machine with DK-109 desk, including a 50-sheet Multi-sheet bypass tray.

Total 2,050 sheets in the machine with DB-209/210 drawer, including four 500-sheet trays and a 50-sheet Multi-sheet bypass tray.

Total 2,550 sheets in the machine with DB-409/410 drawer, including a 1,500-sheet tray and a 50-sheet Multi-sheet bypass tray.

• Platen Memory

Scans documents into memory from the platen glass and/or the document feeder and inserts the pages into another document copied from the document feeder. If an incompatible function is selected in this mode, the latter function will not be selected, and an Error message will be displayed.

• Power Saver

Automatically turns off all but nominal power supply after a specified period of copier inactivity, for optimal efficiency. Power is returned after a brief warm up period by pressing the power switch on the control panel.

• Proof Copy

To ensure correct output before running multiple copies, run a proof copy by touching *PROOF COPY* on the Check Screen.

• Repeat

Selects the horizontal image area across the page, and repeats it down the page as many times as the repeat width setting (10 ~ 150mm) permits in manual or auto.

• Reserve

Scans in subsequent copy jobs while the machine is busy printing or copying.

• Reverse Image

Reverses the image from black-on-white to white-on-black or vice versa.

• Rotation

Rotates the image before copying when the portrait/landscape orientation of the original is different from the orientation of the copy paper.

• Rotation Exit (Rotation Sort / Rotation Group)

When IT-101 Inner Tray or no Finisher is installed, Rotation Exit alternately switches the horizontal and vertical orientation of each sorted set as it outputs to the exit tray. Be sure to load both 8.5"x11" and 8.5"x11"R in separate trays (including the Multi-sheet bypass tray) before selecting this feature.

Features of the Konica 7022/7130/7135 (continued)

- **Sheet/Cover Insertion**

Insert up to 15 blank or copied sheets from any tray including the Multi-sheet bypass tray, or inserts blank or copied front and back covers from any tray including the Multi-sheet bypass tray to enhance the presentation of multi-page documents.

- **Stamp**

Prints watermark, regular stamp, date/time, page number, and numbering onto the output copies to enhance the presentation and usefulness of the copies.

- **Staple**

Selects the stapling position and number of staples.

- **Text/Photo Enhance**

Enhances photo image in Photo mode, regular image in Text/Photo mode, text image in Text mode, lighter image in Increase Contrast mode.

- **Transparency Interleave**

Copies onto transparency film and interleave blank or copied paper for each original copied.

- **Upside Down**

1-2 Upside Down arranges the even pages of the simplex originals upside down on the reverse side of duplex copies.
Similarly, 2-1 Upside Down rearranges the reverse side of duplex originals which reads upside down to make normal simplex copies.

- **Userset Density (USERSET 1, USERSET 2)**

Outputs up to 16 density samples on a total of 4 pages that display 4 samples per page, then programs the desired density under USERSET 1 and/or USERSET 2.

- **Weekly Timer**

Can be set according to the needs of each work environment. Turns main body power Off/On daily or weekly, during lunch time, on holidays, and also enables the Timer Interrupt mode, which allows temporary use of the machine even when the machine is in the daily, weekly, or holiday Off mode.

Basic

1
Safety
Information

2
Machine
Information

3
Copying
Operations

4
Job Memory
&Help Mode

5
Trouble-
shooting

6
Machine
Specifications

SECTION

1

Safety Information

Precautions for Installation and Use

Caution Labels and Indicators

The caution labels and indicators are attached to the machine areas, as shown below, where you are advised to pay special attention to avoid any dangerous situations or serious injury.

⚠ CAUTION	⚠ ATTENTION	⚠ PRECAUCION	⚠ CUIDADO
High temperature! Do not touch. Use care when clearing paper.	**Température élevée!** Risque de brûlure. Soyez prudent en retirant la feuille coincée.	**¡Temperatura alta!** No tocar. Tenga cuidado al remover el papel.	**Alta temperatura!** Não toque! Tenha cuidado ao remover o papel.

⚠ **CAUTION**

The fixing unit is very hot. To avoid getting burned, DO NOT TOUCH!

⚠ **WARNING**

This area generates high voltage. If touched, electrical shock may occur. DO NOT TOUCH!

⚠ CAUTION

Burns or injury may occur from touching the areas detailed in the caution labels and caution indicators. Do not remove caution labels or indicators. If any caution label or caution indicator is soiled, please clean to make legible. If you cannot make them legible, or if the caution label or indicator is damaged, please contact your service representative for replacement labels.

The following indicators are used on the caution labels or in this manual to categorize the level of safety cautions.

⚠ **DANGER:**

Action liable to cause death or serious injury.

⚠ **WARNING:**

Action likely to cause death or serious injury.

⚠ **CAUTION:**

Action liable to cause minor injury, machine trouble or physical damage.

If you find any of these indicators when removing jammed paper, adding toner, or reading the manual, be sure to follow the information.

✋ **Reminder!**

If the safety cautions in the manual become illegible due to soilage, etc., please procure a new copy from your service representative.

Regulations

FCC Regulations

This equipment has been tested and found to comply with limits for a Class B digital device, pursuant to part 15 of FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

• Reorient or relocate the receiving antenna.
• Increase the separation between the equipment and the receiver.
• Connect the equipment to an outlet on a circuit different from the circuit to which the receiver is connected.
• Consult your dealer or an experienced radio/TV technician for help.

Canadian Department of Communications Regulations
Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

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

FDA Regulations

This Copier is certified as a "Class 1" laser product under the U.S.Department of Health and Human Service (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Since radiation emitted inside this printer is completely confined within protective housings and external covers, the laser beam cannot escape during any phase of normal user operation.

Requirements for Safe Use

To ensure your safe use of the machine, you are required to observe the following precautions without fail for the machine's power source and during installation and routine handling. Be sure to read and observe them.

Power Source

⚠️ CAUTION: Plug Socket

• A socket is limited in capacity. Use only a power source with the correct rating for the machine; otherwise, hazardous situations such as smoking or overheating may occur.

• Avoid multiple connections in the same outlet. Do not use multiple outlet adaptors.

⚠️ CAUTION: Power Plug and Cord

• Be sure to insert the power plug firmly into the power socket. Otherwise an accident may occur as a result of smoking or overheating. If the inserted power plug is loose in the socket, even after it has been positively inserted, disconnect the plug and contact your electrical contractor.

• For plug cable equipment, the outlet must be near the equipment and easily accessible.

• Do not bend or crush the power cord. If your copier power cord is bent or damaged in any way, contact your service representative immediately. Do not attempt to repair it yourself, and do not continue to operate the copier. A damaged power cord may result in overheating, short circuit, or fire.

• Do not bundle or coil the power cord of the copier. Otherwise an accident may occur as a result of overheating or fire.

⚠️ CAUTION: Connecting Multiple Loads to One Outlet Prohibited

Never connect multiple loads to one outlet using a multi-outlet extension cord or branched socket. Otherwise an accident may occur as a result of overheating or fire.

⚠️ CAUTION: Extension Cord

An extension cord must never be used with this machine.

Environment

⚠ CAUTION: Prevention of Fire

Do not install near flammable materials, curtains or volatile combustibles, that can catch or cause fire.

⚠ CAUTION: Prevention of Short Circuit

Do not install the copier where it could be splashed with rain water, or water from a tap, to avoid a short circuit.

⚠ CAUTION: Temperature and Humidity

• Keep away from direct sunlight, heat sources such as stoves, cool air from an air conditioner and hot air from a heater.

• Avoid any environment that is outside the range shown below:
      50 to 86°F (10 to 30°C) in temperature
      10 to 80% in humidity

⚠ CAUTION: Ventilation

• Install the machine in a well-ventilated place.

• Keep away from dust or corrosive gases. These materials may cause poor image quality.

• During use, the machine generates ozone in an insufficient amount to cause any hazard to the human body.
However, if the machine is used in a poorly ventilated room, many copies are made, or more than one copier is used at the same time, an odor may be detected. Ensure adequate ventilation for a comfortable working environment.

⚠ CAUTION: Vibration

Do not install on a floor which is subject to vibration or is not level.

⚠ CAUTION: Transportation

Be sure to contact your service representative when moving or transporting the machine. If you move the machine Memory unit installed, machine trouble may be caused by vibration.
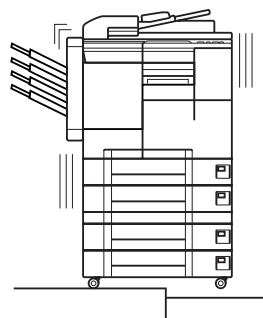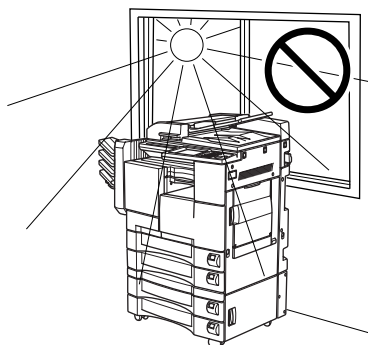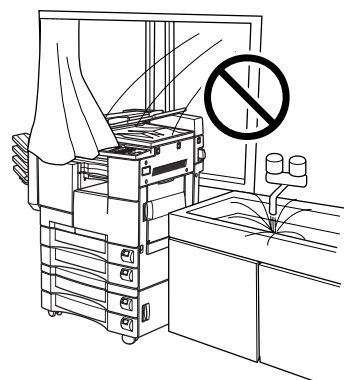
⚠ CAUTION: Installation Space

Allow sufficient space to facilitate copy operation, changing parts, and periodic inspection. Leave an adequate space behind the machine to let hot air out from the rear fan.

Unit: inches (mm)

3.9 (100)
22.8 (580)
19.7 (500)
21.7 (550)
7.9 (200)
21.6 (550)
23.4 (595)
26.1 (662)
10.6 (269)
60.0 (1524)
38.3 (974)
46.4 (1180)
52.9 (1345)

Main body + DK-109

Unit: inches (mm)

9.9 (252)
22.8 (580)
19.7 (500)
21.7 (550)
7.9 (200)
21.6 (550)
23.4 (595)
26.1 (662)
10.6 (269)
60.0 (1524)
32.1 (815)
44.4 (1127)
38.3 (974)
52.4 (1332)
52.9 (1345)

Main body + DF-314 + IT-101 + DB-410

Unit: inches (mm)

21.7 (550)

17.7 (450)   22.8 (580)   19.7 (500)

60.0 (1524)

26.1 (662)

10.6 (269)

44.4 (1127)   32.1 (815)   38.3 (974)

60.2 (1530)

21.6 (550)   23.4 (595)   7.9 (200)

52.9 (1345)
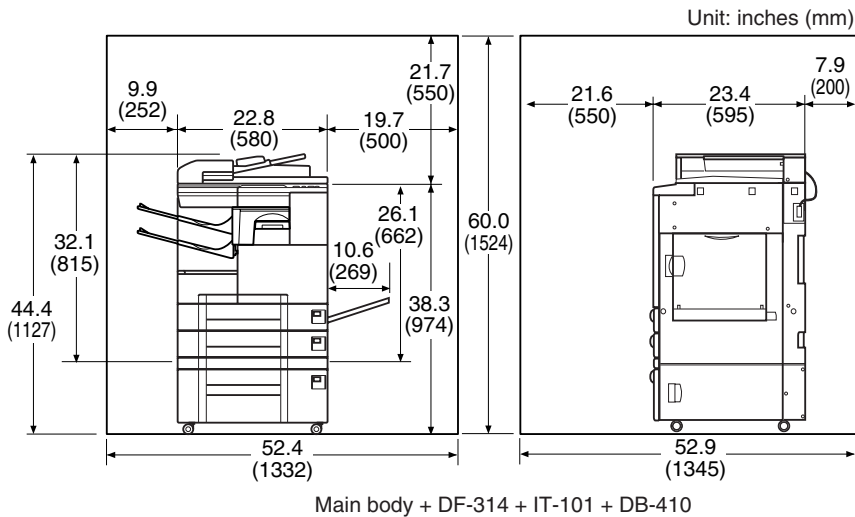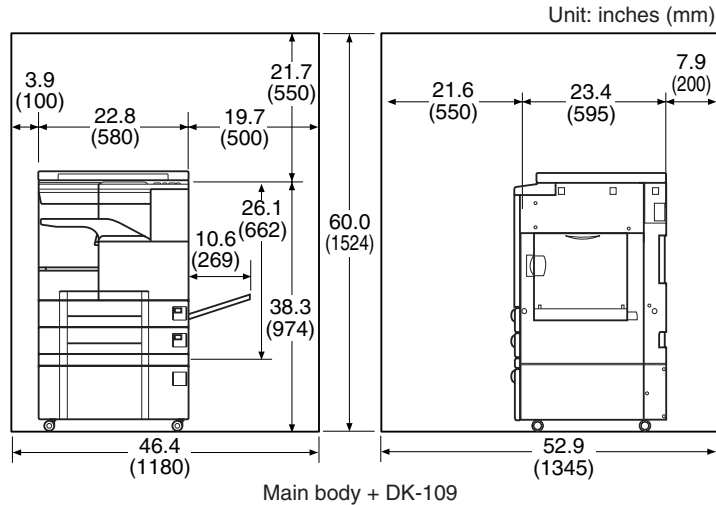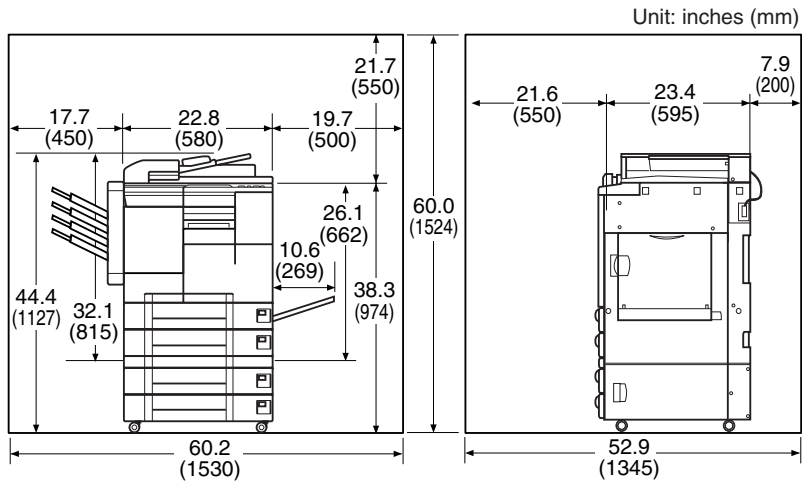
Main body + DF-314 + DB-210 + FS-107 + FT-107

Precautions for Routine Handling

⚠ **WARNING: High Voltage**
DO NOT TOUCH the high voltage parts indicated with WARNING label or described in the manual.

⚠ **CAUTION: Actions in Response to Troubles**
• If the Service Call screen is displayed and copier operations cannot be continued, stop the operation to prevent any unexpected accident. Write down the report code (stated on the 2nd line of the message), then switch off the copier and disconnect from the power socket. Contact your service representative and inform them of the report code.

• Do not touch high temperature parts indicated with CAUTION labels or described in the manual.

• Do not touch the inside of the machine for any purpose other than removing jammed paper or adding toner.

• If machine repair is necessary, be sure to contact your service representative. Never attempt to repair it by yourself.

• If any abnormal sound, smell or smoke comes from the machine, immediately stop using it, turn off the power switch, disconnect the power plug and contact your service representative.

• If the breaker trips or the fuse blows, turn off the power switch, reset the breaker or the fuse, and turn on the machine. If the same situation occurs again, contact your service representative.

• Ensure the replacement fuse conforms with the rating of the power source. Never use a fuse with an incorrect rating.

⚠ **CAUTION: Prevention of Fire**
Do not use volatile combustibles, such as thinner or alcohol, near the machine.

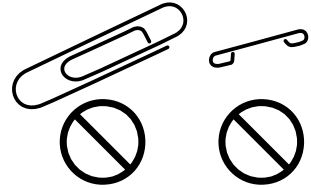### ⚠ **CAUTION: Prohibition of Machine Modification**
Do not modify or remove any parts by yourself.
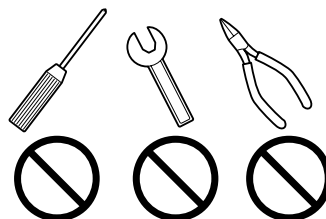
⚠ CAUTION:Prevention of Machine Troubles

- Do not drop small metallic objects, such as paper clips or staples, inside the machine.
- Do not place any heavy or hard objects such as a vase, books or ornaments on the machine.

⚠ CAUTION: Recommendation of Periodic Check

Be sure to periodically check the following:

(1) The main cord or the power plug does not generate abnormal heat.
(2) The power plug is not inserted loosely or the cord is not cut or scratched.
(3) The grounding wire is correctly connected.
(4) The power plug or the power outlet is not covered with dust.

If you find anything abnormal with the above items, stop using the machine and contact your service representative.

⚠ CAUTION: Toner

- Keep the toner cartridge away from children. The toner is nontoxic; however if you inhale or contact with eyes by accident, flush with water and seek medical advice.

- Do not throw the empty toner cartridge into a fire. If it is thrown into a fire the toner may ignite and cause a dangerous situation.

⚠ CAUTION: Paper

Check copy paper to be sure it conforms to the specifications outlined in Section 9.

- Do not use paper with any staples left, or paper that conducts electricity (silver, carbon, etc.), otherwise an accident may occur as a result of fire.

- To avoid machine trouble, do not use heat-sensitive paper, paper that conducts electricity (silver, carbon, etc.), or colored OHP film.

⚠ CAUTION: Power Saver and Weekly Timer

- In Power Saver mode, the copier is still connected to the main power supply and power is still applied to certain areas of the machine. To avoid any unexpected troubles, turn the power OFF when not using the copier for long periods of time.

- When the Weekly Timer function is operating, turning power OFF will disable the function.

Requirements for Safe Use (continued)

⚠ CAUTION: Fixing Unit

The internal fixing unit is very hot. To avoid getting burned, DO NOT TOUCH. Be careful when withdrawing the fixing unit.

⚠ WARNING: Drum Unit

The internal drum unit generates a high voltage.
To avoid an electrical shock, DO NOT TOUCH.

⚠ CAUTION: Disposal of Copier

Do not dispose of this copier yourself. Contact your service representative, who can arrange for its safe disposal.
If you change the place of installation, please contact your service representative.

⚠ CAUTION: Paper Capacity for the Exit Tray

The exit tray capacity is max. 100 sheets. If a copy run of more than 100 is required, be sure to remove the copies from the exit tray before the maximum capacity is reached. Failure to do so will cause the copier to jam.

⚠ CAUTION: Paper Capacity for the IT-101 Inner Tray

The IT-101 Inner Tray is equipped with two exit trays.
Select an exit tray and output mode on the Output Mode popup menu.
To prevent paper misfeed, do not exceed the paper capacity of the Inner tray.

When the total number of copies in the copy run exceeds the capacity stated in Section 9, be sure to unload the exit tray while the copier is still copying. Failure to do so will cause the copier to jam.

⚠ CAUTION: FS-107 Finisher Paper Capacity

The FS-107 Finisher is equipped with two exit trays, which may be increased to three or four trays by installing the optional FT-107 Finisher Tray(s).
Select an exit tray and output mode on the Output Mode popup menu.
To prevent paper misfeed, do not exceed the paper capacity of the Finisher.

When the total number of copies in the copy run exceeds the capacity stated in Section 9, be sure to unload the exit tray while the copier is still copying. Failure to do so will cause the copier to jam.
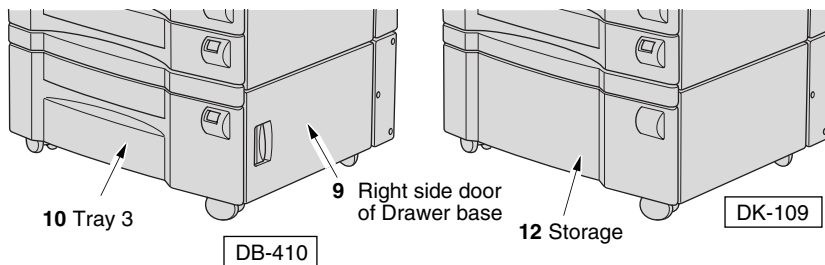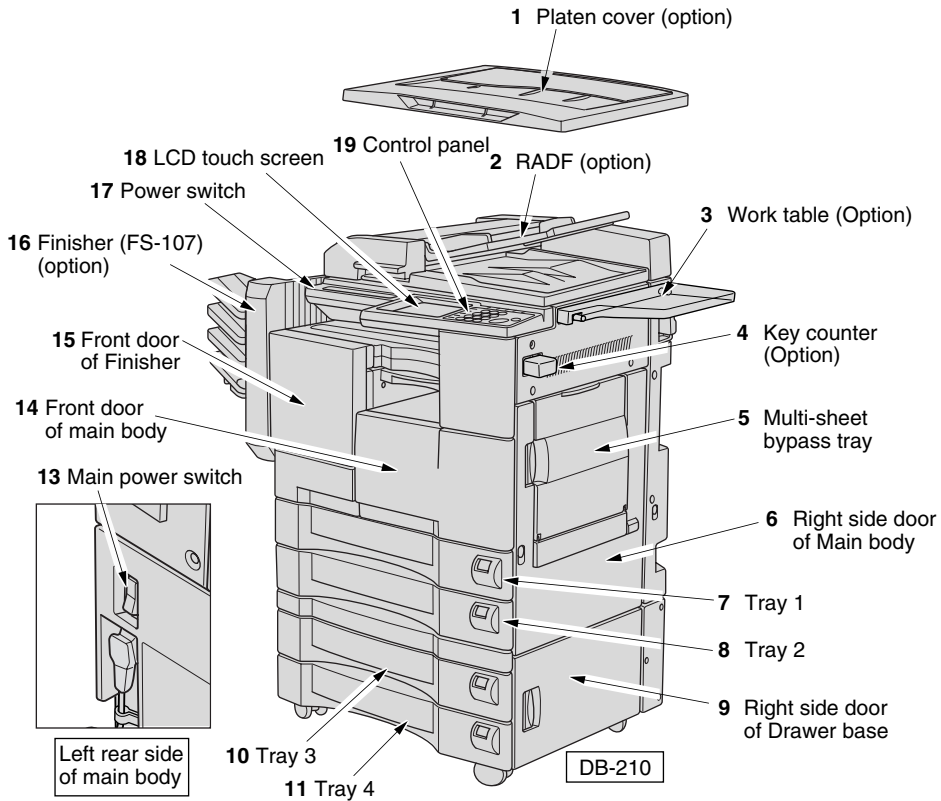
2

**Machine
Information**

Machine
Configuration

Turn On/Off
the Power

Loading
Paper

Changing
Paper Size

SECTION

2

Machine Information

Machine Configuration, Turning On the Power and Loading Paper

Machine Configuration

External Machine Items

1 Platen cover (option)

18 LCD touch screen
19 Control panel
2 RADF (option)

17 Power switch

3 Work table (Option)

16 Finisher (FS-107)
(option)

15 Front door
of Finisher

4 Key counter
(Option)

14 Front door
of main body

5 Multi-sheet
bypass tray

13 Main power switch

6 Right side door
of Main body

7 Tray 1

8 Tray 2

Left rear side
of main body

9 Right side door
of Drawer base

10 Tray 3

DB-210

11 Tray 4

10 Tray 3

9 Right side door
of Drawer base

DB-410

12 Storage
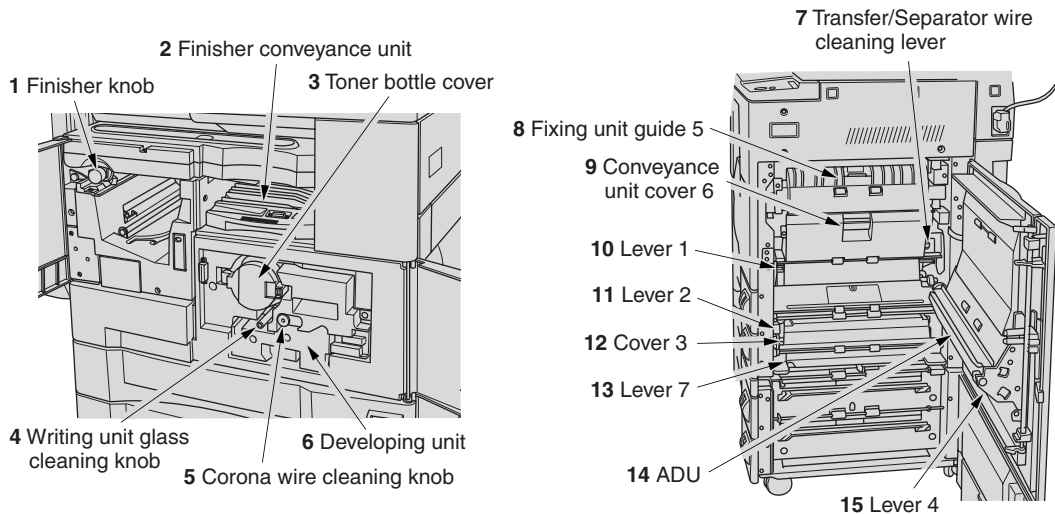
DK-109

1 **Platen cover** (option) covers documents to be copied and holds them in place.

2 **RADF (Reversing Automatic Document Feeder)** (option) automatically feeds multiple originals one at a time to the platen glass for copying.

3 **Work table** (option) provides a convenient workspace for documents both before and after copying.

4 **Key counter** (option) manages the number of copies made on the machine.

5 **Multi-sheet bypass tray** used for small quantity copying onto plain paper or special paper.

6 **Right side door of main body** opens to allow removal of mishandled paper or cleaning the transfer/separator electrode wire.

7 **Tray 1** (universal tray) is user-adjustable and holds 500 sheets of either 8.5"x14"/ 8.5"x11"/8.5"x11"R or 5.5"x8.5"R.

8 **Tray 2** (universal tray) is user-adjustable and holds 500 sheets of either 11"x17"/ 8.5"x14"/ 8.5"x11"/8.5"x11"R or 5.5"x8.5"R.

9 **Right side door of Drawer base** opens to allow removal of mishandled paper.

10 **Tray 3** (DB-210 universal tray) (option) is user-adjustable and holds 500 sheets of either 11"x17"/8.5"x14"/ 8.5"x11"/8.5"x11"R or 5.5"x8.5"R.

10 **Tray 3** (DB-410 fixed tray) (option) is initially fixed at 8.5"x11". It can be reset by service 8.5"x11"R or A4.

11 **Tray 4** (DB-210 universal tray) (option) is user-adjustable and holds 500 sheets of either 11"x17"/8.5"x14"/ 8.5"x11"/8.5"x11"R or 5.5"x8.5"R.

12 **Storage** accommodates copy paper or copy materials.

13 **Main power switch** turns machine power ON/OFF to operate it as copier/ scanner/printer/facsimile.

14 **Front door of main body** opens to the internal copier to allow clearing of mishandled paper, replenishing of toner or cleaning the corona wire.

15 **Front door of Finisher** opens to the internal finisher to allow clearing of mishandled paper, or inserting new staple cartridge.

16 **FS-107 Finisher** (option) sorts, staples and groups into finished sets.

17 **Power switch** turns copier power On/Off when pressed.

18 **LCD Touch screen** displays interactive operation screens.

19 **Control panel** controls copier operations.

Internal Machine Items

1 Finisher knob
2 Finisher conveyance unit
3 Toner bottle cover
4 Writing unit glass cleaning knob
5 Corona wire cleaning knob
6 Developing unit

7 Transfer/Separator wire cleaning lever
8 Fixing unit guide 5
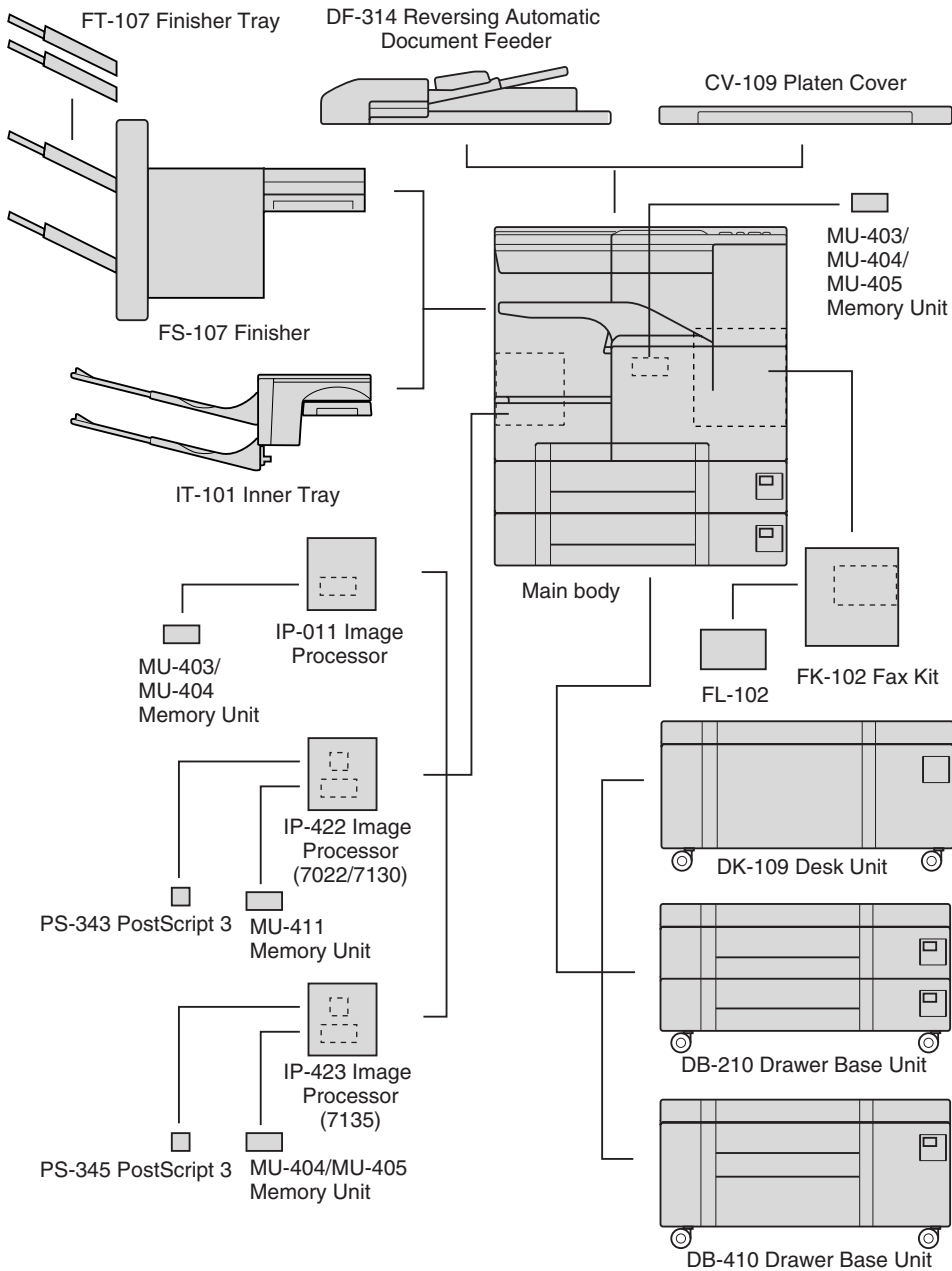9 Conveyance unit cover 6
10 Lever 1
11 Lever 2
12 Cover 3
13 Lever 7
14 ADU
15 Lever 4

1 **Finisher knob** can be turned to ease removal of mishandled paper in the Finisher.

2 **Finisher conveyance unit** can be opened to ease removal of mishandled paper in the Finisher.

3 **Toner bottle cover** is to be opened when supplying toner.

4 **Writing unit glass cleaning knob** is withdrawn to clean the writing unit glass.

5 **Corona wire cleaning knob** is withdrawn to clean the corona wire.

6 **Developing unit** prints images to the drum, and needs to be replaced periodically.

7 **Transfer/Separator wire cleaning lever** forms the copy image.

8 **Fixing unit guide** fuses the toner onto the copy paper, and is to be opened for removal of mishandled paper.

9 **Conveyance unit cover** passes the paper through the drum unit, and is to be opened for removal of mishandled paper.

10 **Lever 1** can be opened for removal of mishandled paper.

11 **Lever 2** can be opened to release the pressure rollers for removal of mishandled paper.

12 **Cover 3** can be opened for removal of mishandled paper.

13 **Lever 7** can be opened for removal of mishandled paper.

14 **ADU** is used for stackless duplex copying.
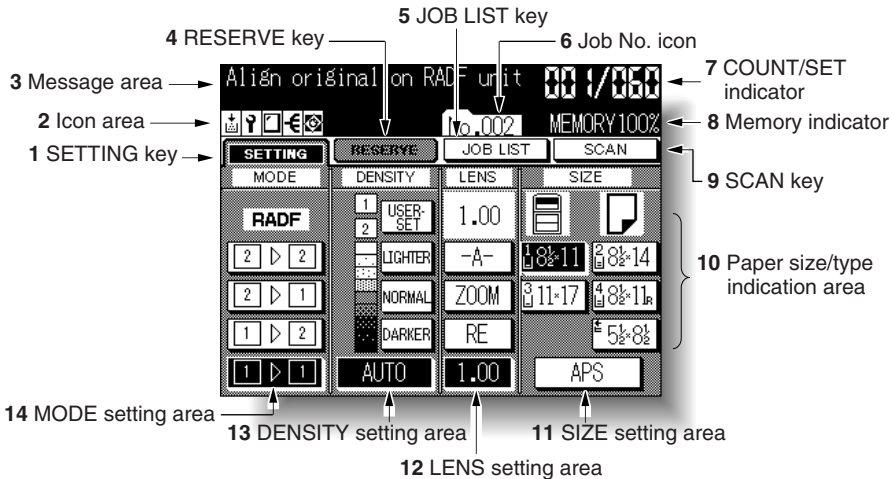
15 **Lever 4** can be opened for removal of mishandled paper in ADU.

Standard/Optional Equipment

FT-107 Finisher Tray

DF-314 Reversing Automatic Document Feeder

CV-109 Platen Cover

FS-107 Finisher

IT-101 Inner Tray

MU-403/ MU-404/ MU-405 Memory Unit

Main body

MU-403/ MU-404 Memory Unit

IP-011 Image Processor

IP-422 Image Processor (7022/7130)

PS-343 PostScript 3

MU-411 Memory Unit

IP-423 Image Processor (7135)

PS-345 PostScript 3

MU-404/MU-405 Memory Unit

FL-102

FK-102 Fax Kit

DK-109 Desk Unit

DB-210 Drawer Base Unit

DB-410 Drawer Base Unit

Basic Screen

The Basic Screen displays when copying operation becomes available after warm-up.

- **5** JOB LIST key
- **4** RESERVE key
- **6** Job No. icon
- **7** COUNT/SET indicator
- **3** Message area
- **2** Icon area
- **8** Memory indicator
- **1** SETTING key
- **9** SCAN key
- **10** Paper size/type indication area
- **14** MODE setting area
- **13** DENSITY setting area
- **11** SIZE setting area
- **12** LENS setting area

1 **SETTING key** is selected when the screen displays basic copying conditions. Touch this key to return to the current print job settings when making selections for a reserve job.

   When any trouble occurs during a reserve setting, "SETTING" changes to flashing "JAM" or "ADD PAPER" according to the problem. See p. 5-7 to p. 5-9.

2 **Icon area** displays the following icons.

   : **ADD TONER icon** is displayed when toner supply becomes low.

   : **PM CALL icon** is displayed when preventive maintenance is due.

   : **FINISHER MODE icon** is displayed when a specific finisher mode is selected. When Staple mode is selected, this icon indicates the number of staples and staple position.

   : **ROTATION icon** is displayed when the Rotation is automatically functioning.

3 **Message area** displays the machine status and procedure required at that time.

4 **RESERVE key** is touched to select copy conditions for a subsequent job while the current scan/print job is in progress.

5 **JOB LIST key** is touched to view the current job status, to change the printing order of reserve jobs, or to cancel printing a reserve job.

6 Job No. icon $\boxed{\text{No.001}}$ is displayed when [**START**] is pressed to start a reserve job of that number.
Your service representative can set the Job No. icon to display the page count while scanning the originals, and also tha copy count when printing job starts, instead of the job number.

7 COUNT/SET indicator indicates the print quantity entered from the control panel keypad, and also indicates the print count on the left of the set count while printing.

8 Memory indicator indicates the remaining memory available for the next operation.

9 SCAN key is touched to start scanning originals when any copy condition which requires Store mode is selected, or Store mode is directly selected on the Application Selection Screen.

10 Paper size/type indication area displays the paper size loaded in each tray and paper type of the selected tray under the "SIZE" indication, if specified by the Key Operator.

11 SIZE setting area is used to select the desired copy size or APS.

12 LENS setting area is used to select the desired magnification ratio.

13 DENSITY setting area is used to specify the desired exposure level.

14 MODE setting area is used to select the copy mode (1►1, 1►2, 2►1, or 2►2).

Control Panel Layout
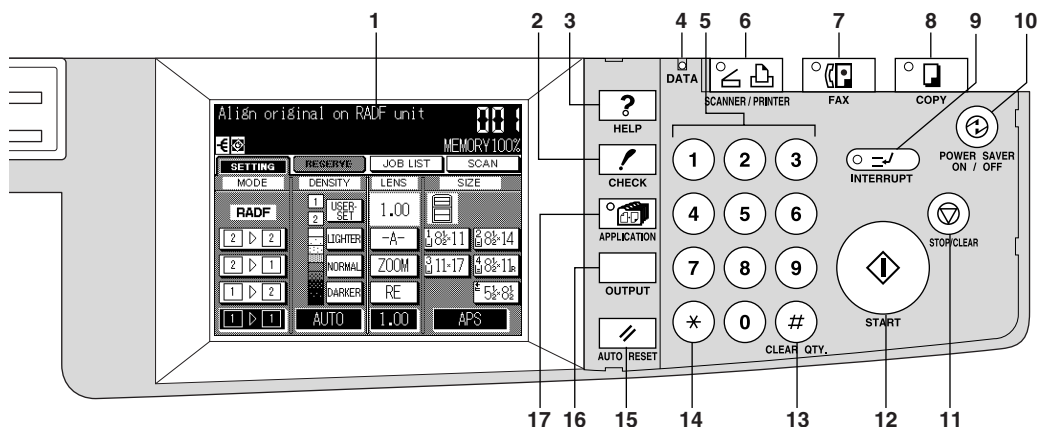
1 LCD TOUCH SCREEN displays machine and copying status, help information, interactive screens, and touch keys for selecting all functions.

2 CHECK displays a screen showing all settings that are selected for the current job.

3 HELP displays a screen with help for the currently selected function, and access to the Key Operator Mode Screen.

4 DATA blinks while receiving print data in printer mode, then lights after completing it.

5 KEYPAD enters numeric values.

6 SCANNER/PRINTER switches the machine operation mode to scanner and printer in turn.

7 FAX switches the machine operation mode to facsimile.

8 COPY switches the machine operation mode to copy.

9 INTERRUPT stops copying/facsimile/printing/scanning in progress to allow copying from the platen glass.

10 POWER SAVER ON/OFF activates power-saving mode for times when the copier is inactive.

11 STOP/CLEAR stops the copying sequence; deletes the stored memory.

12 START activates copying or scanning.

13 [#] (CLEAR QTY.) allows resetting of print quantity.

14 [✳] (COUNTER) displays the Counter List Screen or accesses programming modes for setting special functions.

15 AUTO RESET restores copier to default settings or to Key Operator settings.

16 OUTPUT displays screens for selecting an Exit tray for Sort/ Staple/ Group mode in the machine with Finisher, selecting an Exit tray for Rotation sort/ Rotation group/ Group mode in the machine with Inner tray, or selecting Rotation sort/ Rotation group/ Group mode in the machine without Finisher.

17 APPLICATION displays a menu screen for selecting special application functions, or displays screens for selecting Job Store/ Job Recall functions.

Turning On the Power Switch

To Turn On the Power

1. **Turn ON the main power switch.**

The main power switch is located on the rear left side of the main body.
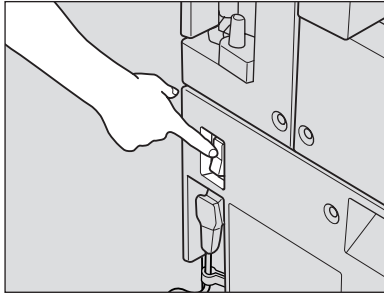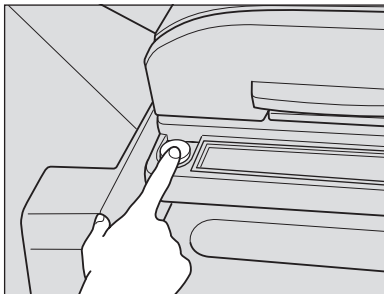
🖐 **Reminder!**

When turning the main power switch OFF then ON, wait for 3 seconds or longer before turning it ON again; otherwise the copier may not function normally.

2. **Turn ON the power switch.**

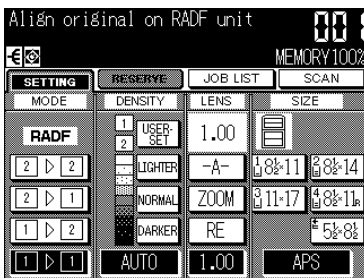The power switch is located on the far left side of the control panel.

Warm-up takes approximately 30 seconds..

3. **The Basic Screen will be displayed.**

The message on the Basic Screen will inform you that copying job is now available.

🔍 **DETAILS**

- When the initial settings are changed by the Key Operator, the modified conditions will be displayed on the Basic Screen.
- When "Enter E.C.M. password" is displayed, enter your password to use the machine.

To Turn Off the Power

1. **Turn OFF the power switch.**

The power switch is located on the far left side of the control panel.
The touch screen and all the LEDs on the control panel will go out.
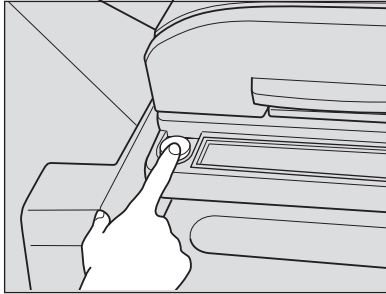
2. **Turn OFF the main power switch.**

The main power switch is located on the rear left side of the main body.
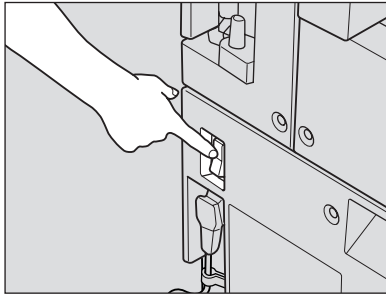
⌕ **DETAILS**

- When using the machine as facsimile or printer, do not turn off the main power switch.
- When the machine is using the Weekly Timer function, turning off the main power switch will deactivate the function.

Reducing the Power in Standby Mode (Auto Low Power)

This function automatically lowers the power after a specified period (initially 1 minute) of copier inactivity. The [*POWER SAVER ON/OFF*] LED will be lit, the [*START*] LED will turn orange to show copier inactivity, and all other LEDs except those of the operation mode keys and the LCD screen will be turned off.

> **HINT**
> The Auto Low Power function can be set to 1 minute/ 5 minutes/ 10 minutes/ 15 minutes/ 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes in the Key Operator mode. For the Key Operator setting, see p. 11-41.

If the machine has no options, the power will be turned off after 1 minute of copier inactivity, as the Auto Shut-Off function activates at the same time.

To start a copying job, press any key on the control panel or touch the LCD screen.
The Auto Low Power will be released and the LCD screen recovers brightness.

> **DETAILS**
> • If the Auto Shut-Off function activates at the same time, the power will be turned off without the LCD screen becoming dark.
> • The LCD screen will not become dark during a duplex copying job or when the Jam Position Screen is displayed.

## *Shutting Off Automatically (Auto Shut-Off)*

This function automatically shuts off the power after a specified period (initially 1 minute for a machine with no options / 15 minutes for the machine with options) of copier inactivity.
The [*POWER SAVER ON/OFF*] LED will be lit. All other LEDs and the LCD screen will be turned off.

To start a copying job, press [*POWER SAVER ON/OFF*].
Copying will become available.

> **HINTS**
> • The Auto shut-off can be set for 1 minute/ 5 minutes/ 15 minutes/ 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes in the Key Operator mode. For the Key Operator setting, see p. 11-41.
> • When "Timer interrupt mode / Enter password" is displayed after pressing [*POWER SAVER ON/OFF*], see p. 7-2 and follow the procedure to continue.
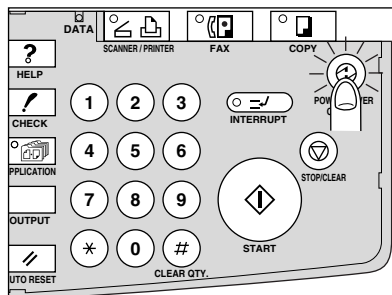
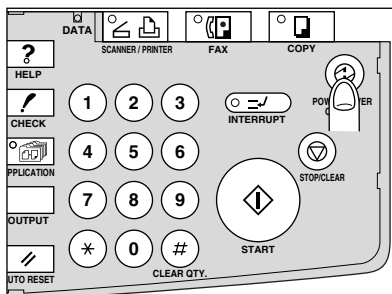## *Shutting Off / Reducing the Power Manually*

Follow the procedure below to shut off or reduce the power manually.

2
**Machine
Information**

Machine
Configuration

Turn On/Off
the Power

Loading
Paper

Changing
Paper Size

1. **Press [*POWER SAVER ON/OFF*].**

2. **The Power save mode will be activated.**

The machine is initially set to automatically activate the Low Power mode.
The [*POWER SAVER ON/OFF*] LED will be lit, the [*START*] LED will turn orange to show copier inactivity. All other LEDs except those of the operation mode keys and the LCD screen will be turned off.

🔍 **DETAILS**

The Key operator can set the machine to activate the Shut-Off mode when [*POWER SAVER ON/OFF*] is pressed. See p. 11-42 to p. 11-46.

To release the mode, press [*POWER SAVER ON/OFF*].
The machine will be available for copying operation.
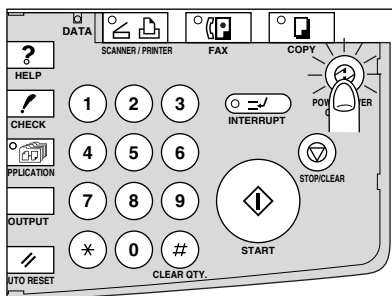
Entering an ECM Password (ECM)

The Electronic Copy Monitor (ECM) allows the Key Operator to monitor all copying activities by controlling ECM password accounts. Copy quantity limits for specific accounts can be set.

The ECM is not factory-set. An ECM password is required only when the ECM is activated, a User Password is assigned, and "Enter E.C.M. password" is displayed on the touch screen.
Copying will be available by following procedure:

> 📖 **HINT**
> For details of the ECM setting, see p. 11-18 to p. 11-26.

1. Enter ECM password.

Enter your 8-digit ECM password, using the keypad.

> 📖 **HINT**
> For setting an ECM password, see p. 11-20 to p. 11-21.

> 🔍 **DETAILS**
> If an invalid ECM password is entered, continue by entering the correct password.

2. Press [*START*].

Your current copy count and copy limit will be displayed for 3 sec.

> Current count / limit
> 018888/025000

3. Start a copying job.

When the message changes to "Ready to copy," copying job is available on the machine.

> 🔍 **DETAILS**
> When your copy count reaches the copy limit, the message "Copy limit reached" will be displayed. In that case, contact the Key Operator to reset your copy limit.
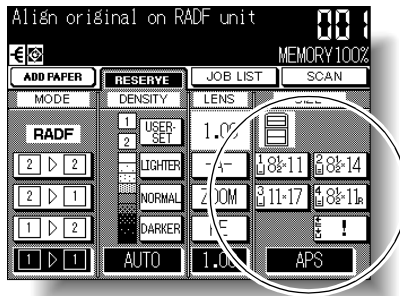
4. Press [✻] while pressing [#].

The initial state will be restored, with the message "Enter E.C.M. password" displayed on the screen.

Loading Paper

A paper indicator is shown on each tray key of the Basic Screen to indicate the paper level of the tray. (Four levels are provided:)

When paper in a tray becomes empty, the indicator " " appears on the tray key.

Follow the procedure below to insert paper in the empty tray.

🔍 DETAILS

When the Multi-sheet bypass tray is empty, " " will be displayed on the bypass tray key instead of the copy size indication.

📖 HINT

The Key Operator can set the machine to indicate the paper type for each tray selected on the screen. For details, see p. 11-28.

Loading Paper in Main Body Trays and DB-210 Trays

Main body trays: Tray 1 and 2
DB-210 trays: Tray 3 and 4

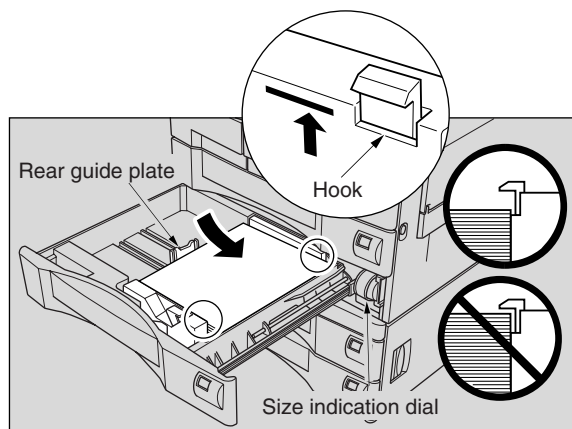## *1.* **Withdraw the main body tray or DB-210 tray.**

📖 HINT

See p. 2-2 to check positions of each tray.

✋ Reminder!

Do not withdraw the tray forcibly; otherwise you may be injured.

2. Stack paper with curl side up.

Load paper, aligning it to the right side of the tray.

✋ Reminder!

• Do not load paper above the red line on the side guide plates.
• Be sure that the rear guide plate is correctly positioned according to the paper size loaded; otherwise machine trouble may occur.

3. While pressing the release knob, move the side guide plate against the paper.

Release the release knob to lock the slide guide plate.
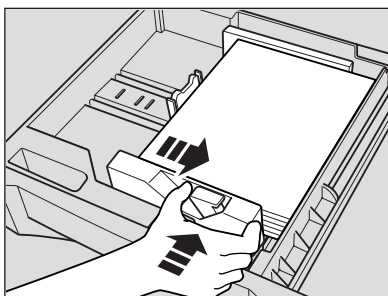
✋ Reminder!

Do not change the paper size indication of the size indication dial at the front of the tray.
Copying using a tray with a different size indicated may cause a paper misfeed.

4. Push in the tray until it locks into place.

The indicator on the tray key will change from " 🛅 " to " 📋 ".

Loading Paper in DB-410 Tray

DB-410 tray: Tray 3

1. **Withdraw the DB-410 tray.**
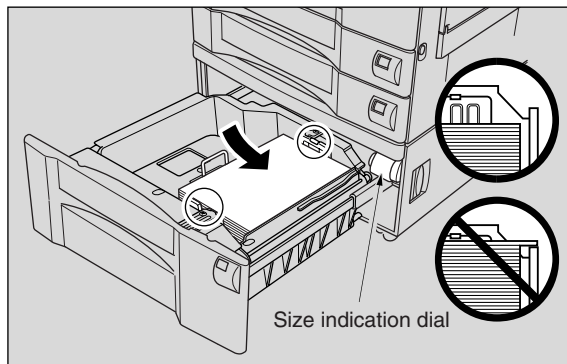
📖 **HINT**

🖑 **Reminder!**

Do not withdraw the tray forcibly; otherwise you may be injured.

2. **Stack paper with curl side up.**

Load paper, aligning it to the right side of the tray.
The tray bottom will lower due to the stacker paper weight.

Size indication dial

🖑 **Reminder!**

- Do not load paper above the hooks on the side guide plates.
- Be sure that the rear guide plate is correctly positioned according to the paper size to be loaded; otherwise machine trouble may occur.
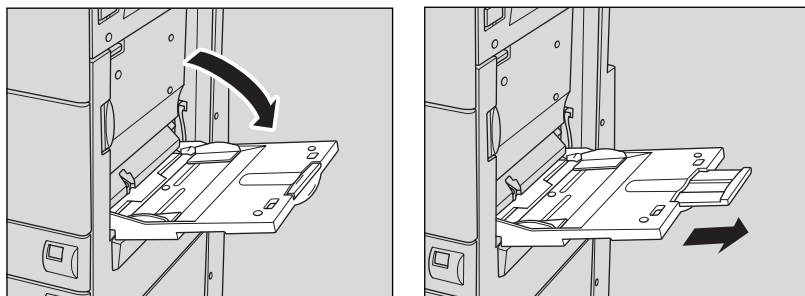
3. **Push in the tray until it locks into place.**

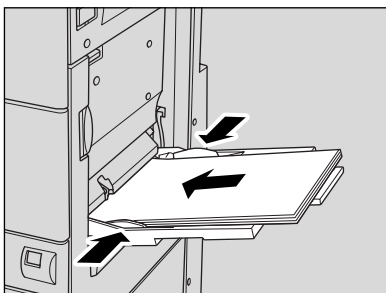The indicator on the tray 3 key will change from " 🔼 " to " 📋 ".

2-17

Loading Paper in Multi-Sheet Bypass Tray

1. Open the Multi-sheet bypass tray located on the right side of the copier.

When loading large paper, withdraw the right edge of the Multi-sheet bypass tray to extend it.

2. Load copy paper, and adjust the paper guides to the paper size.

The loaded paper size will be indicated on the bypass tray key of the Basic Screen.

🖐 **Reminder!**

Load transparency film one sheet at a time. A maximum of 50 20 lb. sheets can be loaded at one time.

3. When copying is completed, close the Multi-sheet bypass tray.

Changing Paper Size of Main Body Trays and DB-210 Trays

The main body trays and DB-210 trays are user-adjustable. Change the paper size of the tray according to the procedure below.

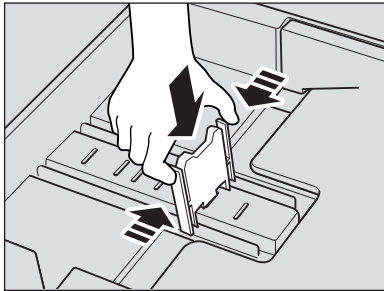## *1.* **Withdraw the tray for which the paper size will be changed.**

Reminder!
Do not withdraw the tray forcibly; otherwise you may be injured.

2. **Remove the rear guide plate, then insert it into the position designated for your desired paper size.**
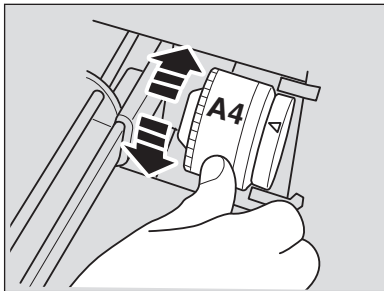
Remove the rear guide plate while pressing both edges of it.
The rear guide plate positions are marked on the tray base plate.

Reminder!
Be sure to insert the rear guide plate into the position of the paper size to be set; otherwise machine trouble may occur.

3. **Set the size indication dial at the correct paper size.**

Reminder!
Be sure that the correct paper size is indicated; otherwise a paper misfeed may occur.

4. **Push in the tray until it locks into place.**

The tray key on the Basic Screen will indicate the paper size currently specified.

SECTION
3

Copying Operations

How to Make a Basic Copy

3
Copying Operations

Positioning Originals

Setting Print Quantity

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Using Memory

Output without Finisher

FS-107 Output Modes

IT-101 Output Modes

Check Mode & Proof Copy

Interrupt Mode

Positioning Originals

Positioning Originals in RADF

The document feeder (RADF) automatically feeds up to 50 originals directly to the platen area, starting with the top sheet. The RADF should only be used for unstapled, smooth, flat originals.

Positioning originals in Normal mode

1. Arrange originals in order.

🖐 **Reminder!**

* Before placing originals in the tray, be sure the document feeder is fully close. Once closed, do not open the document feeder, otherwise selected copy conditions may be automatically altered.
* Be sure not to use unsuitable RADF originals. See p. 9-6 for details.

2. Position original(s) FACE UP in the document feeder tray.

Place two-sided originals with page one FACE UP.
Up to 50 originals can be set at a time.
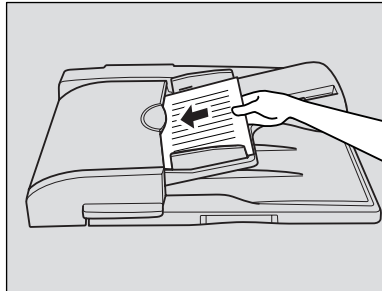
🖐 **Reminder!**

* Do not set more than 50 originals or set originals over the red line indicated on the paper guides; otherwise a paper misfeed will occur.
* If the number of originals exceeds 50, divide them into blocks not exceeding 50 sheets, then load them from the block with the first page. See p. 3-24 to p. 3-26.

3. Adjust paper guides.
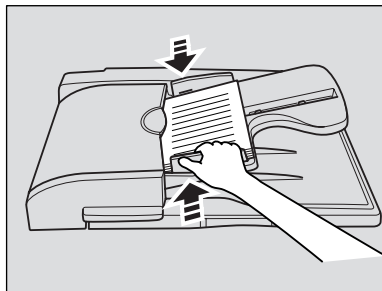
Positioning originals in Mixed original mode

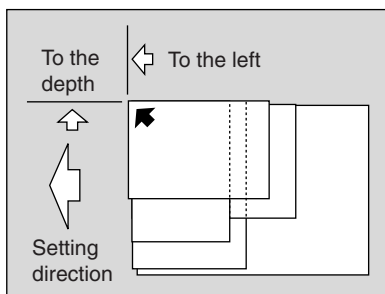Mixed size originals can be copied together from the document feeder.

📖 **HINT**

To use the Mixed original mode, see procedure on p. 8-28 to p. 8-30.

1. Arrange originals in order.

Arrange the mixed size originals as illustrated below.

🖐 **Reminder!**

*   Before placing originals in the tray, be sure the document feeder is fully close. Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.
*   Be sure not to use unsuitable RADF originals. See p. 9-6 for details.

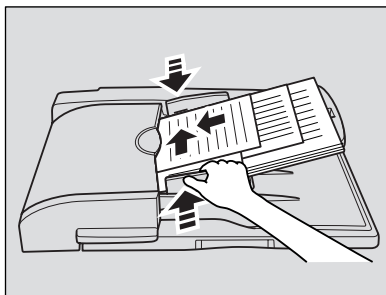📖 **HINT**

See p. 9-7 for allowable combinations of mixed originals.

2. Position mixed originals FACE UP, aligned with the left rear side of the document feeder tray.

Place two-sided originals with page one FACE UP.
Up to 50 originals can be set at a time.

3. Adjust paper guides.

Positioning originals in Folded original mode

Folded original mode detects the folded original size without using the size detection sensor of the RADF.

📖 **HINT**

1. Arrange originals in order.

2. Position original(s) FACE UP in the document feeder tray.

Place two-sided originals with page one FACE UP.
Up to 50 originals can be set at a time.

🖐 **Reminder!**

- Before placing originals in the tray, be sure the document feeder is fully close. Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.
- Be sure not to use unsuitable RADF originals. See p. 9-6 for details.

3. Adjust paper guides.
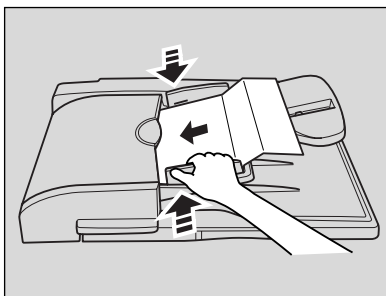
Positioning Original on Platen Glass

Use the platen glass when originals are not suitable for use with the document feeder, e.g., when size is incompatible, or when originals are folded, stapled, torn, or in otherwise poor condition.

1. **Raise the document feeder (or platen cover).**

Place original FACE DOWN in the left rear corner, aligning the edge with the left measuring guide.
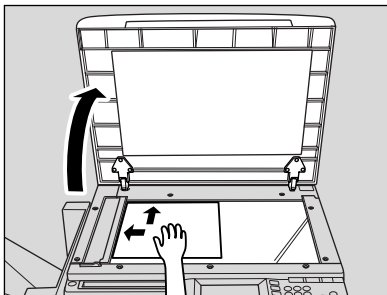
2. **Gently close the document feeder (or platen cover) to prevent the original from shifting on the glass.**
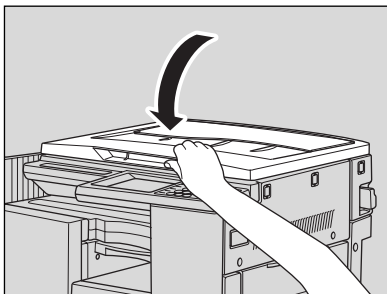
🖑 **Reminder!**

When selecting Book Copy, Non-Image Area Erase, AUTO mode in Repeat, or AUTO Layout, DO NOT CLOSE the document feeder. For details on each function, see Section 8.

3. When repeating the original placement, press the release lever under the document feeder.
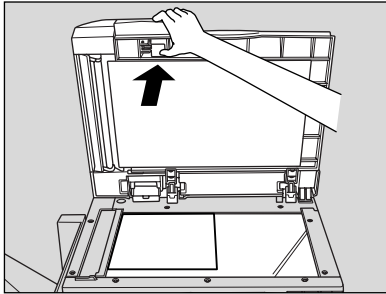
4. Use only the lower cover to ease the original placement.
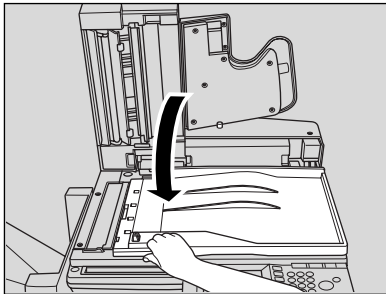
> ⚠️ **CAUTION**
>
> *Do not place heavy originals and do not press strongly when a thick original is placed on the platen glass and is under pressure of the RADF; otherwise, the glass may be broken and you may be injured.*

Setting Print Quantity

This section describes how to set or change print quantity.

To Set Print Quantity

The copier is initially set to copy the original set in amounts determined by the print quantity setting, then outputs sorted sets.

1. **Enter the desired print quantity on the control panel keypad.**
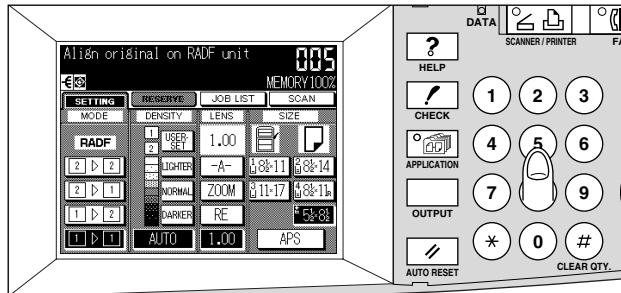
Entered quantity will be displayed on the touch panel.

To Change Print Quantity

Follow the procedure below to change the print quantity after it has been entered.

1. **Press [*# (CLEAR QTY.)*].**

The quantity displayed on the touch panel will return to 1.

2. **Enter the correct quantity.**
Entered quantity will be displayed on the touch panel.

Selecting Copy Size

To select an appropriate copy size for getting your desired copy result, use APS (Automatic Paper Selection), or select copy size manually on the touch screen, as required.

To Select Copy Size Automatically (APS)

APS detects the size of originals placed on the RADF or platen glass and automatically selects and feeds copy paper of the same size, or selects an appropriate size according to the magnification ratio selected.
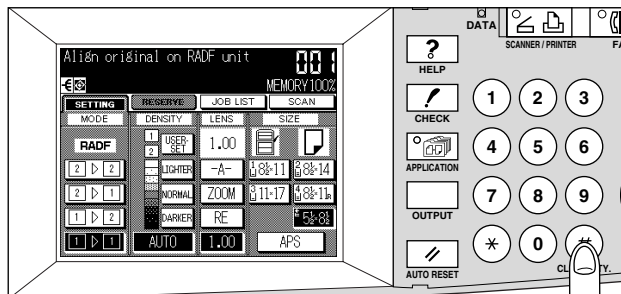
> 📖 **HINTS**
> * See the table on the following page for the relation of original size, magnification ratio and copy paper size.
> * The initial settings may have been altered by Key Operator. See p. 11-7 to p. 11-14.

1. Touch to highlight *APS* at lower right corner of the Basic Screen.
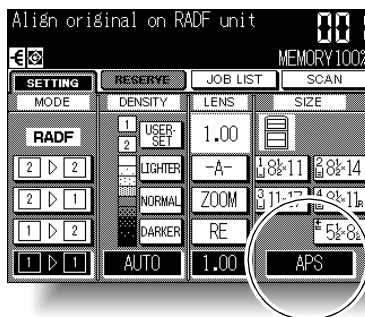
    APS is already highlighted when the initial settings are restored.

2. Select additional copy conditions, as desired.

3. Enter the desired print quantity from the control panel keypad.

> 📖 **HINT**
> See p. 3-7 for details on setting print quantity.

4. Position original(s).

> 📖 **HINTS**
> * See p. 9-6 to p. 9-8 for paper sizes detectable from the RADF or on the platen glass.
> * See p. 3-2 to p. 3-6 for details on positioning originals.
> * Key Operator can deactivate APS when original is set in the RADF or on the platen glass. See p. 11-42 to p. 11-46.

5. Press [*START*].

🔍 DETAILS

• If the appropriate copy paper is not loaded in any tray, no copying will be performed, and a message will prompt you to load the appropriate paper.
• Copy result may not be satisfactory due to the Rotation function. In this case, turn the function OFF manually. See. p. 7-4.

See the table below for the relation of original size, magnification ratio and copy paper size.

| Magnification ratio (Copy size)	Original size					Magnification ratio (Copy size)
	11x17	8.5x14	8.5x11	8.5x11R	5.5x8.5	
0.25 - 0.50	5.5x8.5R					0.25 - 0.50
0.51 - 0.61	8.5x11R (8.5x11)	5.5x8.5R	5.5x8.5R	5.5x8.5R		0.51 - 0.61
0.62 - 0.65						0.62 - 0.65
0.66 - 0.77	8.5x14	8.5x11R (8.5x11)			5.5x8.5R	0.66 - 0.77
0.78 - 0.79			8.5x11 (8.5x11R)	8.5x11R (8.5x11)		0.78 - 0.79
0.80 - 1.00		8.5x14				0.80 - 1.00
1.01 - 1.29	11x17				8.5x11 (8.5x11R)	1.01 - 1.29
1.30 - 1.55		11x17	11x17	11x17	8.5x14	1.30 - 1.55
1.56 - 4.00					11x17	1.56 - 4.00

(   ): Rotation functions

To Specify Desired Copy Size (AMS)

When a copy size is specified on the touch screen, an appropriate reduction or enlargement ratio will be selected automatically according to the original size detected from the RADF or the platen glass.

> 📖 **HINTS**
> * See the table on the following page for the relation of original size, copy paper size, and magnification ratio.
> * Wide paper size can be specified when AMS is in use.
>   In this case, the same magnification ratio as that of the standard size will be selected automatically.
> * To copy in 1.00 (100%) magnification mode and specifying a copy size, see p. 3-12.

1. **Touch a tray key on the Basic Screen to select the desired paper size.**
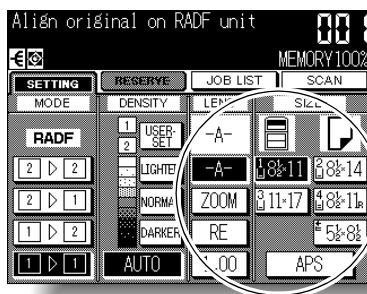
The selected tray key will be highlighted, and under LENS MODE, *-A-* will also be highlighted.

2. **Select additional copy conditions, as desired.**

3. **Enter the desired print quantity from the control panel keypad.**

> 📖 **HINT**

4. **Position original(s).**

> 📖 **HINTS**

5. **Press [*START*].**

The scanned image will be printed on the specified copy size in the selection magnification ratio.

Selecting Copy Size (continued)

See the table below for the relation of original size, copy paper size, and selection magnification ratio.

AMS TABLE		ORIGINAL SIZE				
		11"x17"	8.5"x14"	8.5"x11"R	8.5"x11"	5.5"x8.5"
COPY SIZE	11"x17"	1.00	1.21	1.29	1.00	2.00
	8.5"x14"	0.77	1.00	1.00	0.77	1.54
	8.5"x11"R	0.64	0.78	1.00	0.77	1.29
	8.5"x11"	0.50	0.60	0.77	1.00	1.00
	5.5"x8.5"	0.50	0.60	0.64	0.50	1.00

3
Copying Operations

Positioning Originals

Setting Print Quantity

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Using Memory

Output without Finisher

FS-107 Output Modes

IT-101 Output Modes

Check Mode & Proof Copy

Interrupt Mode

Selecting Magnification Ratio (Lens Mode)

When the copier is turned ON, the magnification ratio is set to 1.00 (100%) automatically on the Basic Screen.
Follow each procedure described in this section to select the desired magnification ratio.

To Copy in 1.00 Magnification Mode

Follow this procedure to make a 100% copy of the original image.

1. **Close the RADF securely, then press [*AUTO RESET*].**
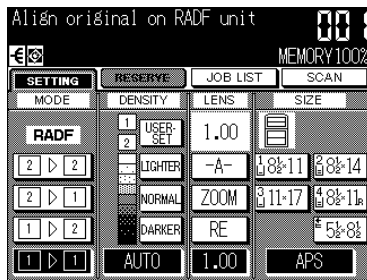
The initial settings are restored. Check that *APS* indicates that the 1.00 magnification is selected.

> 📖 **HINT**
> The initial settings may be altered by the Key Operator. See p. 11-7 to p. 11-14.

2. **Select additional copy conditions, as desired.**

> 🔍 **DETAILS**
> Specifying copy size will release 1.00 magnification and set *-A-* (AMS) automatically. In this case, touch *1.00* to highlight it again.

3. **Enter the desired print quantity from the control panel keypad.**

> 📖 **HINT**
> See p. 3-7 for details on setting print quantity.

4. **Position original(s).**

> 📖 **HINT**
> See p. 3-2 to p. 3-6 for details on positioning originals.

5. **Press [*START*].**

# Selecting Magnification Ratio (Lens Mode) (continued)

To Copy in Fixed Magnification Mode (RE)

Use the 6 preset ratios (0.50, 0.65, 0.77, 1.29, 1.55, 2.00) and 3 user preset ratios to increase or decrease magnification in fixed amounts.

>>> **Specification for Fixed Magnification Mode** <<<

Incompatible Conditions: AMS, Repeat mode in Repeat, Reduce & Shift in Image Shift

1. Touch *RE* on the Basic Screen.
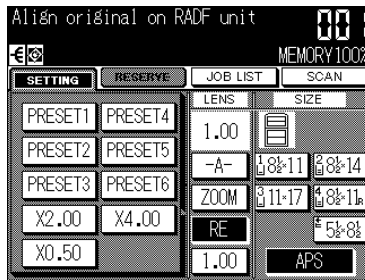
The popup menu for selecting the desired preset/user preset ratio will be displayed.

🖐 **Reminder!**

When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

2. Select the desired magnification.

🔍 **DETAILS**

Touching any key on the popup menu will momentarily highlight that key, then the popup menu will disappear automatically.
The selected ratio will be displayed on the Basic Screen.
Three user preset ratios are adjustable by the Key Operator. See p. 11-17.

3. Select additional copy conditions, as desired.

4. Enter the desired print quantity from the control panel keypad.

📖 **HINT**

See p. 3-7 for details on setting print quantity.

5. Position original(s).

📖 **HINT**

See p. 3-2 to p. 3-6 for details on positioning originals.

6. Press [*START*].
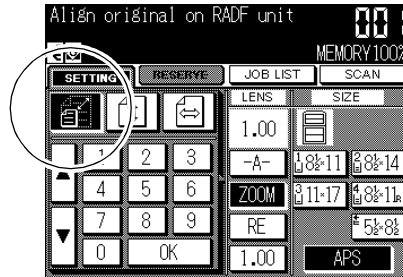
To Copy in Zoom Mode

Use the Zoom mode to reduce or enlarge the copied original image in 1% increments.

>>> **Specification for Zoom Mode** <<<

Zoom range: 25% to 400%
Incompatible Conditions: AMS, Repeat mode in Repeat, Reduce & Shift in Image Shift

1. **Touch *ZOOM* on the Basic Screen.**

The popup menu for setting a zoom ratio will be displayed.

🖐 **Reminder!**

When starting a new copying job, be sure to close the RADF securely, then press [***AUTO RESET***].

2. **Touch the *Vertical/Horizontal zoom* key on the popup menu, if it is not highlighted, then set the desired zoom ratio.**

🔍 **DETAILS**

Use the keypad on the popup menu to enter the desired magnification ratio in 3 digits, or use arrows (▲ / ▼) to scroll to the desired ratio.
If an incorrect ratio is entered, continue by entering the correct 3-digit ratio.

3. **Touch *OK*.**

The popup menu disappears automatically and the specified zoom ratio will be displayed on the Basic Screen.

4. **Select additional copy conditions, as desired.**

5. **Enter the desired print quantity from the control panel keypad.**

📖 **HINT**

See p. 3-7 for details on setting print quantity.

Selecting Magnification Ratio (Lens Mode) (continued)

6. **Position original(s).**

> 📖 **HINT**
> See p. 3-2 to p. 3-6 for details on positioning originals.

7. **Press [*START*].**

Positioning
Originals

Setting Print
Quantity

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Using
Memory

Output without
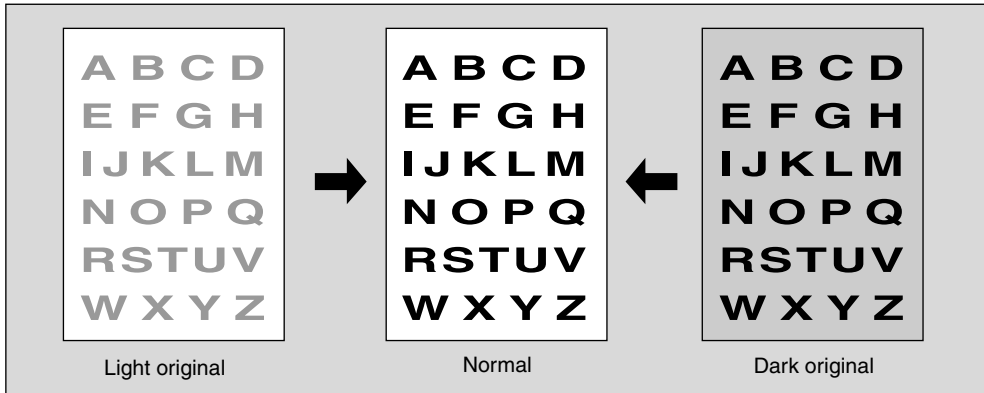Finisher

FS-107
Output Modes

IT-101
Output Modes

Check Mode
& Proof Copy

Interrupt
Mode

Selecting Density Level

Automatic Exposure Selection (AES) operates with the default settings. It detects the density of the original image and automatically selects the appropriate exposure for the copy.

| Light original | Normal | Dark original |

To Select Copy Density

Select manual copy density to adjust exposure (density) when originals are too light or too dark. Manual adjustments can be made in 9 levels on the Basic Screen.

1. **Touch *DARKER* to darken, or touch *LIGHTER* to lighten the copy image.**
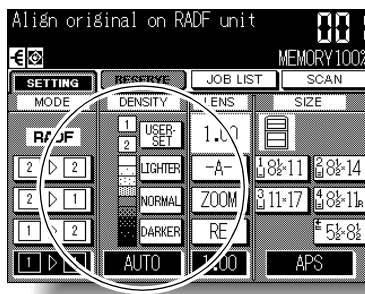
Move the arrow (▶) to the left side of the desired exposure level indicator.

🖐 **Reminder!**
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

🔍 **DETAILS**
- Touch *NORMAL* to select the middle density level.
- To select the user-set density (USER1 or USER2), see p. 11-15.
- When resuming AES, touch *AES*.

Selecting Density Level (continued)

2. **Select additional copy conditions, as desired.**

3. **Enter the desired print quantity from the control panel keypad.**

> 📖 **HINT**
> See p. 3-7 for details on setting print quantity.

4. **Position original(s).**

> 📖 **HINT**
> See p. 3-2 to p. 3-6 for details on positioning originals.

5. **Press [START].**

Making Double-Sided Copies (1▶2, 2▶2)

The Basic Screen is initially set to 1▶1 copy mode to make single-sided copies from single-sided originals.
Follow the procedure below to make double-sided copies from the originals scanned from the document feeder or from the platen glass.

Using RADF

Select the copy mode according to the original type (single-sided or double-sided).

2-2 Copying	

Double-sided original → Duplex copy

1-2 Copying

Single-sided original → Duplex copy
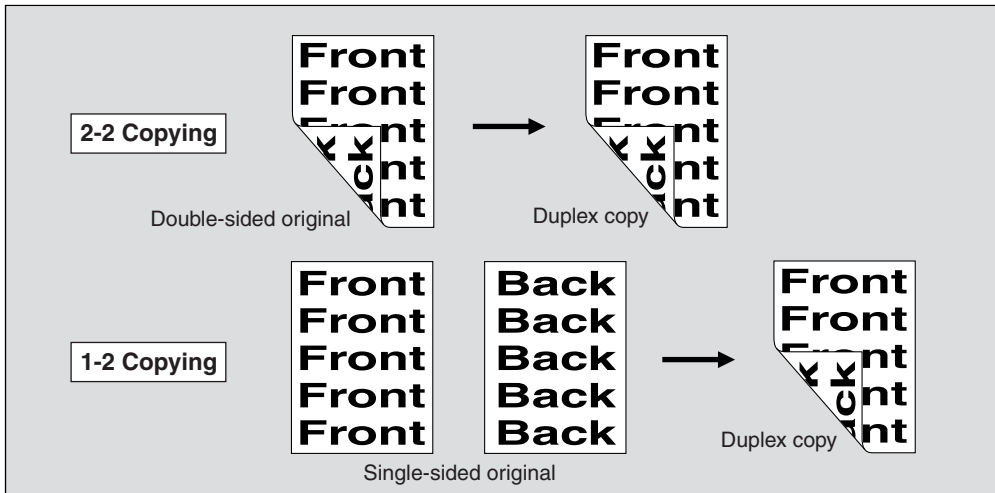
1. **Touch 1▶2 or 2▶2 on the Basic Screen to highlight it.**

Reminder!
When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

3-18

2. Select additional copy conditions, as desired.

🔍 DETAILS

Some incompatible conditions may automatically release the selected copy mode. In this case, arrange the settings so that they are compatible with the selected copy mode.

3. Enter the desired print quantity from the control panel keypad.

📖 HINT

See p. 3-7 for details on setting print quantity.

4. Position originals FACE UP in the document feeder.

📖 HINTS

- See p. 3-2 to p. 3-4 for details on positioning originals.
- Use RADF store mode (p. 3-24 to p. 3-26) when the original count exceeds 50.

5. Press [*START*].

The machine scans originals, then prints duplex copies when they are ready for output.
Press [*STOP/CLEAR*] to suspend the scanning or printing job.

> ### ⚠ CAUTION
> *When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.*

3
Copying Operations

Positioning Originals

Setting Print Quantity

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Using Memory

Output without Finisher

FS-107 Output Modes

IT-101 Output Modes

Check Mode & Proof Copy

Interrupt Mode

Using Platen Glass

Use the platen glass to scan originals unsuitable for the document feeder.

>>>**Specification for Double-Sided Copying Using Platen Glass**<<<

❒ Use the Platen store mode.
❒ See p. 9-6 for the information on unsuitable RADF originals.
❒ Incompatible Conditions: Using RADF, Transparency Interleave, Image Insert, Special Original (Non-Standard Size)

1. Open the document feeder.

The RADF indication on the Basic Screen will disappear and the *2▶1* and *2▶2* keys will be dimmed to show inactivity.

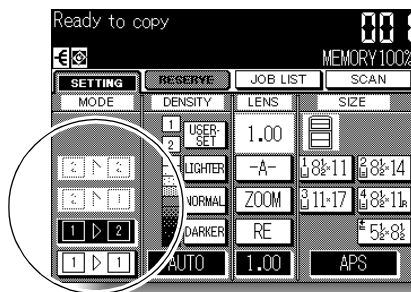## *2.* Position original FACE DOWN on the platen glass.

Be sure to start from the first page.

📖 **HINTS**

• See p. 9-6 for original sizes detectable on the platen glass.
• See p. 3-5 for details on positioning originals.

3. Touch *1▶2* on the Basic Screen to highlight it.

✋ **Reminder!**

DO NOT press [*AUTO RESET*] at this point, otherwise the selected mode will be released and the copier cannot scan the original placed on the glass.

4. Select additional copy conditions, as desired.

🔍 **DETAILS**

Some incompatible conditions may automatically release the selected copy mode. In this case, arrange settings so that they are compatible with the selected copy mode.

Making Double-Sided Copies (1▶2, 2▶2) (continued)

5. Enter the desired print quantity from the control panel keypad.

📖 **HINT**

6. Touch *SCAN* on the Basic Screen.

The front side image of the double-sided copy will be scanned into memory.

7. Replace the original on the platen glass with the back side down, then touch *SCAN*.

🔍 **DETAILS**

Repeat this step until all originals are scanned.
Memory indicator on the upper right of the Basic Screen allows you to check the remaining memory.
To delete the scanned data without printing, press [*STOP/CLEAR*].

8. Press [*START*] to print.

All the data in memory will be output.
Press [*STOP/CLEAR*] to suspend the printing job.

⚠️ **CAUTION**

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3
Copying
Operations

Positioning
Originals

Setting Print
Quantity

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Using
Memory

Output without
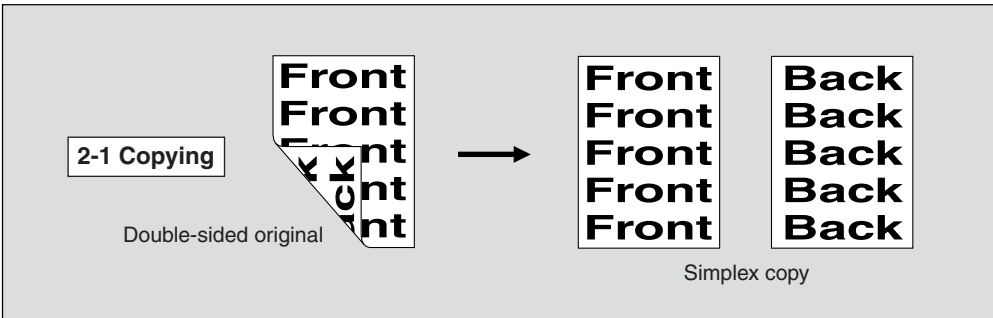Finisher

FS-107
Output Modes
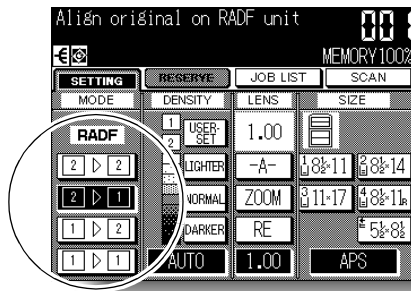
IT-101
Output Modes

Check Mode
& Proof Copy

Interrupt
Mode

Making Single-Sided Copies from Double-Sided Originals (2▶1)

Use RADF and select 2▶1 copy mode to make single-sided copies from double-sided originals.

1. Touch *2▶1* on the Basic Screen to highlight it.

Reminder!
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

2. Select additional copy conditions, as desired.

DETAILS
Some incompatible conditions may automatically release the selected copy mode. In this case, arrange the settings so that they are compatible with the selected copy mode.

3. Enter the desired print quantity from the control panel keypad.

HINT
See p. 3-7 for details on setting print quantity.

Making Single-Sided Copies from Double-Sided Originals (2▶1) (continued)

4. Position originals FACE UP in the document feeder.

📖 **HINTS**

• See p. 3-2 to p. 3-4 for details on positioning originals.
• Use RADF store mode (p. 3-24 to p. 3-26) when the original count exceeds 50.

5. Press [*START*].

The machine starts to scan originals, then prints simplex copies when they are ready for output.
Press [*STOP/CLEAR*] to suspend the scanning or printing job.

⚠ **CAUTION**

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3
Copying Operations

Positioning Originals

Setting Print Quantity

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Using Memory

Output without Finisher

FS-107 Output Modes

IT-101 Output Modes

Check Mode & Proof Copy

Interrupt Mode

Copying Using Memory

This section describes various copying features available on this machine using its built-in memory.

To Scan Originals into Memory (Store Mode)

Store mode allows you to scan all the originals first, then to start a continuous printing job.

Use RADF store mode to scan a large amount of originals.
Use Platen store mode for originals that cannot be fed through the document feeder due to thickness, size or condition.

🔍 DETAILS

RADF tray capacity is 50; however, more than 50 originals can be scanned into memory using RADF store mode.

>>>Specification for Store Mode<<<

❏ Incompatible with RADF store mode: Image Insert, Book Copy
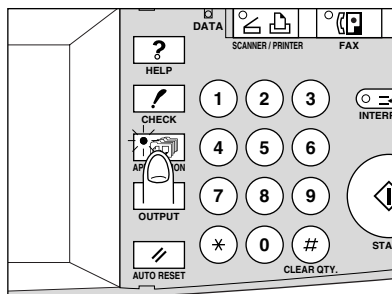❏ Incompatible with Platen store mode: None

1. Make copying selections, as desired.

✋ Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].
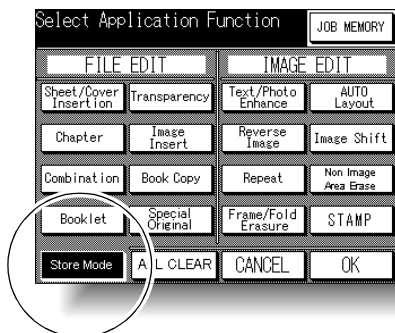
2. Press [APPLICATION] on the control panel.

The Application Selection Screen will be displayed.

3. **Touch *Store Mode* to highlight it.**

You may find the key already highlighted due to the copying selections made.

4. **Touch *OK* to return to the Basic Screen.**

5. **Enter the desired print quantity from the control panel keypad.**

> 📖 **HINT**
> See p. 3-7 for details on setting print quantity.

6. **Position original(s).**

Using platen glass:
Place original FACE DOWN. Start scanning from the first page.

> ✋ **Reminder!**
> When Book Copy, Non-Image Area Erase, Auto detection mode of Repeat, or AUTO Layout is selected, keep the RADF open throughout the scanning procedure.

Using RADF:
Position originals FACE UP.
If the number of originals exceeds 50, divide them into blocks not exceeding 50 sheets and load them from the block with the first page.

> 📖 **HINT**
> See p. 3-2 to p. 3-6 for details on positioning originals.

3
Copying
Operations

Positioning
Originals

Setting Print
Quantity

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Using
Memory

Output without
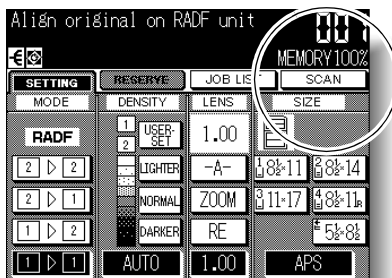Finisher

FS-107
Output Modes

IT-101
Output Modes

Check Mode
& Proof Copy

Interrupt
Mode

3-25

7. Touch *SCAN* on the Basic Screen to scan.

🔍 DETAILS

Repeat steps *6* and *7* until all originals are scanned.
Memory indicator on the upper right of the Basic Screen allows you to check the remaining memory.
To delete the scanned data without printing, press [*STOP/CLEAR*].

📖 HINT

Should memory overflow occur frequently, it is recommended that you contact your service representative to extend the memory capacity in your machine.

8. Press [*START*] to print.

All the data in memory will be output.
Press [*STOP/CLEAR*] to suspend the printing job.

⚠ CAUTION

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.


To Set Next Copying Job (Reserve)

The Reserve function allows you to set up a new job while a current job is in progress. When the current job is finished, the Reserve job starts printing immediately.

>>>**Specifications for Reserve**<<<

❒ Job settings: Max. 5 (current job plus 4 reserve jobs)
❒ When the current job is in Store mode, Image Insert, or Book Copy, the reserve job setting will be available after the copier starts to print the current job.
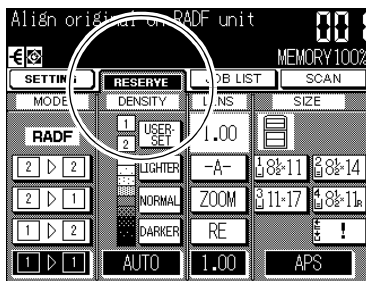❒ Incompatible Conditions: Interrupt copying, Scanning in Store mode, Proof copy

1. **Press [*START*] to start scanning/printing for the current job.**

RESERVE will become active to show that the reserve job setting is now available.
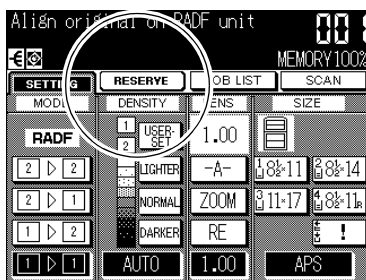
2. **Touch *RESERVE* to highlight it.**

The Reserve Job Setting Screen will be displayed.

On the Reserve Job Setting Screen, all keys on the LCD and control panel will function for the reserve job.

3. **Select copy conditions for the reserve job, as desired.**

⌒ **HINT**

When trouble occurs while setting the reserve job, the *SETTING* key on the Basic Screen will change to *JAM* or *ADD PAPER* key. See p. 5-7 to p. 5-9.

4. **Position original(s) after completing the scan for the current job.**

> 📖 **HINT**
> See p. 3-2 to p. 3-6 for details on positioning originals.

5. **Press [*START*] to start scanning for the reserve job.**

> 🔍 **DETAILS**
> When setting more than one reserve job, the next reserve job setting will be available after the copier starts to scan for the previous reserve job.

When completed, the Basic Screen for the current printing job will be restored.
Repeat steps *2* to *5* to reserve more than one job.

6. **Copying of the reserve job will start automatically after completing the current job.**

> ⚠️ **CAUTION**
> *When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.*
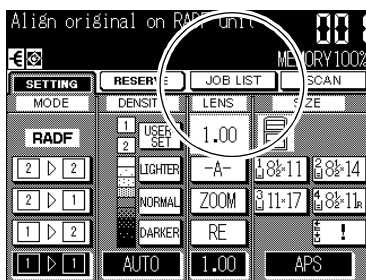
To Check/Control Jobs in Progress (Job List Screen)

The Job List Screen allows you to perform the following functions.

- Confirm machine status
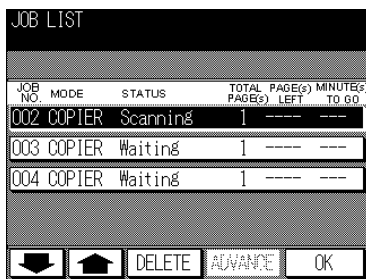- Delete reserve job
- Change order of reserve job

1. **Touch *JOB LIST* on the Basic Screen.**

The Job List Screen will be displayed.
Check the current status of the machine.

2. **Perform the desired setting on the screen.**

📖 **HINT**
See the next page for details of the screen.

To change the order of a reserve job:
Touch the lower/upper arrow key to highlight the desired reserve job, then touch *ADVANCE*.
The highlighted reserve job is advanced by one in printing order unless the job preceding it is already in progress.

To clear reserve job:
Touch the lower/upper arrow key to highlight the desired reserve job, then touch *DELETE*. The Job Clear Confirmation Screen will be displayed.
Touch *YES* to clear the highlighted reserve job, or *NO* to cancel.

3. **Touch *OK* on the Job List Screen.**

The Basic Screen will be restored.

Contents of Job List Screen

NO. :   Displays the No. (001-999) for each job assigned to the machine.

MODE: Displays the machine's current mode of operation. Three modes are listed below.
COPIER
FAX
PRINTER
SCANNER

STATUS: Displays the current status of the machine for each job.

ERROR	: Error in each mode
PRINTING	: Printing in each mode
NO PAPER	: No paper in each mode
STOP	: Stop in each mode
JAM	: Jam in each mode
SCANNING	: Scanning original(s) in copy mode
WAITING	: Waiting to be output

TOTAL PAGE(s): Displays the number of scanned pages for each job. (0 to 9999)

PAGE(s) LEFT: Displays the remaining copy count of the job.
0 to 9999
Copy count = No. of scanned pages x Print quantity

MINUTE(s) TO GO: Displays the time (in minutes) required for completing the job.
Shorter than 1 minute: <1
2 ~ 999

✎ DETAILS

The time displayed is an approximation; output may take slightly longer.

Output Mode for Machine without Finisher

This section describes the output modes for the copier without a Finisher.
The Non-sort mode is initially selected.

1 Non-sort mode copies the original set in amounts determined by the print quantity setting, then outputs sorted sets normally.
2 Rotation sort mode rotates every other set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., 8.5"x11" and 8.5"x11"R.
3 Group mode copies each original page in amounts determined by the print quantity setting, then outputs grouped sets normally.
4 Rotation group mode rotates every other grouped set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., 8.5"x11" and 8.5"x11"R.
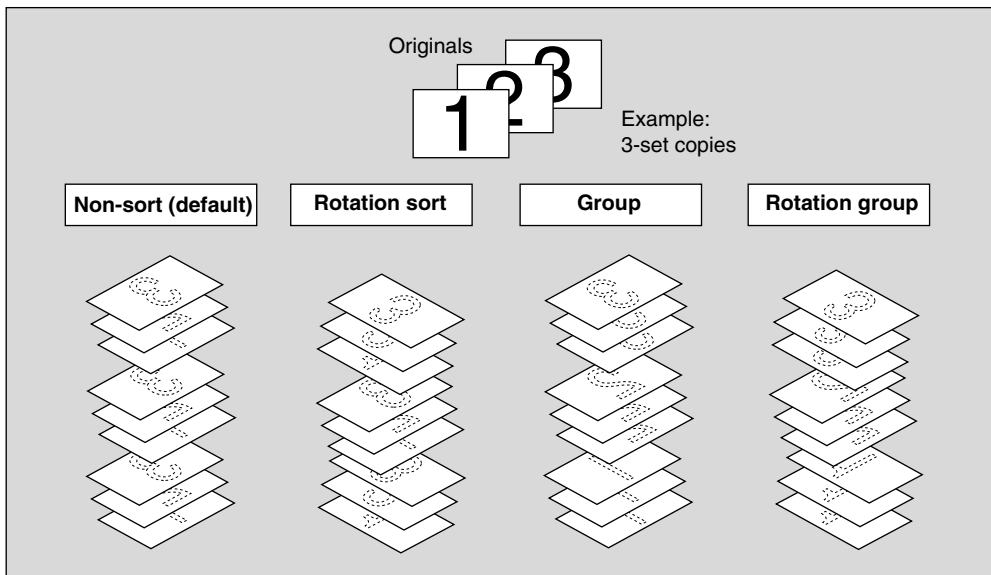
>>>Specification for Output Modes without Finisher<<<

❑ Incompatible with Group mode: Proof Copy, Sheet/Cover Insertion, Booklet, Transparency, Image Insert, Repeat, AUTO Layout, Non-Image Area Erase, Stamp (Numbering)
❑ Incompatible with Rotation sort mode: Sheet/Cover Insertion, Booklet, Transparency, Special Original (Mixed Original), Repeat, AUTO Layout, Non-Image Area Erase
❑ Incompatible with Rotation group mode: Using platen glass (unless Chapter with Platen store mode, Upside down, Image Shift, or Stamp (excluding Numbering) is used), Proof Copy, Sheet/Cover Insertion, Booklet, Transparency, Image Insert, Special Original (Mixed Original), Repeat, AUTO Layout, Non-Image Area Erase, Stamp (Numbering)
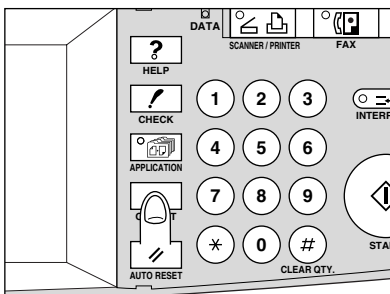
1. When using Rotation sort or Rotation group mode, load the same paper size into two trays in different orientation.
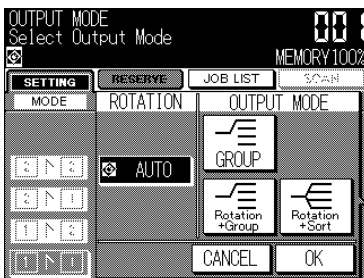
> 📖 **HINT**
> Non-sort mode is initially selected. Key Operator can change the initial output mode. See p. 11-12.

2. Press [*OUTPUT*] on the control panel.

The Output Mode popup menu will be displayed.

3. Select the desired output mode.

Touch the desired output mode key to highlight it.
To select Non-sort mode, deselect all the keys.

4. Touch *OK*.

The Basic Screen will be restored.

5. Select additional copy conditions, as desired.

6. Enter the desired print quantity from the control panel keypad.

> 📖 **HINTS**
> • See p. 9-3 to be sure that the exit tray capacity is not exceeded.
> • See p. 3-7 for details on setting print quantity.

7. **Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.**

> 📖 **HINT**

8. **Press [*START*].**

Press [*STOP/CLEAR*] to suspend the scanning or printing job.

⚠ **CAUTION**

When the paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3

Copying Operations

Positioning Originals

Setting Print Quantity

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Using Memory

Output without Finisher

FS-107 Output Modes

IT-101 Output Modes

Check Mode & Proof Copy

Interrupt Mode

Output Mode for Machine with Finisher

Finisher FS-107 is initially equipped with two exit trays. If desired, up to two optional exit trays can be installed.
Each exit tray provides output modes as described below.

1 Non-sort mode means that the offset-stacker finisher modes are not selected. Copies will be stacked upon exit without being offset by sorted sets.
2 Sort mode outputs multiple copies of the original set; each sorted set will be offset by 30mm upon exit.
3 Staple mode offsets and staples each sorted set. Up to 50 sheets (or a stack up to 5mm thick) can be stapled.
4 Group mode groups together multiple copies of each original and offsets the sets by 30mm upon exit.
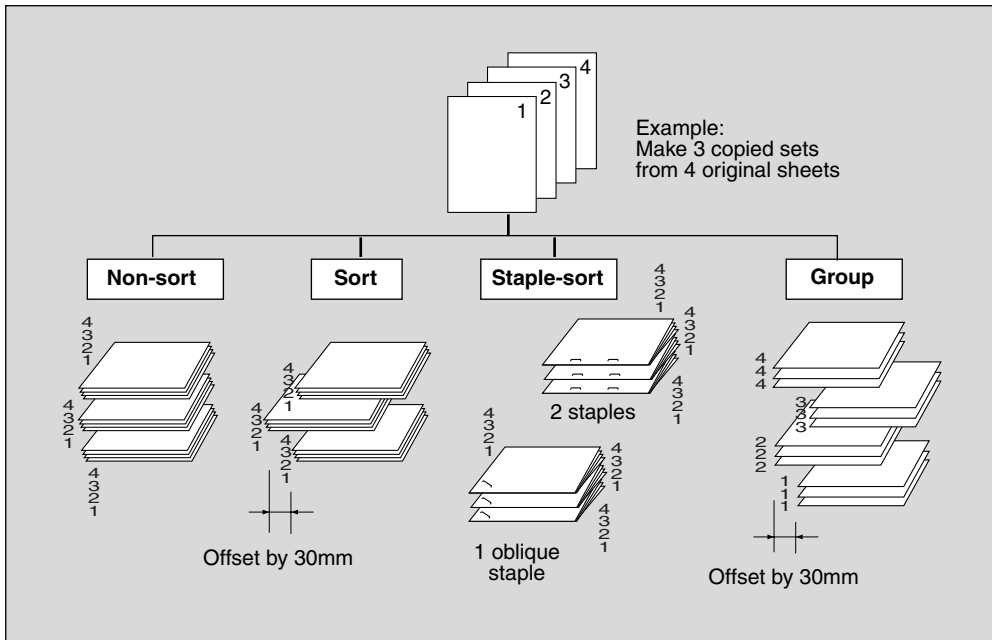
The copier is initially set to output to tray 1 in Sort mode.
Follow the procedure on the next page to change the output mode, as desired.

Output Mode for Machine with Finisher (continued)

>>>**Specification for Output Modes with Finisher**<<<

❒ Incompatible with Sort mode: Using platen glass (unless Image Insert, Book Copy, or Platen store mode is used), Transparency, Repeat, AUTO Layout, Non-Image Area Erase

❒ Incompatible with Staple mode: Using platen glass (unless Image Insert, Book Copy, or Platen store mode is used), Booklet, Transparency, Special Original (Mixed Original with APS), Repeat, AUTO Layout, Non-Image Area Erase

✋ Reminder!

Using excessively curled paper or some types of thin paper in Staple mode may cause poor results in arrangement of the stapled sets.

❒ Incompatible with Group mode: Proof Copy, Sheet/Cover Insertion, Booklet, Transparency, Image Insert, Repeat, AUTO Layout, Non-Image Area Erase, Stamp (Numbering)
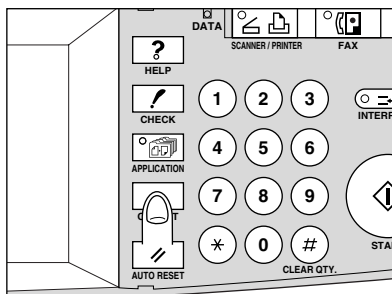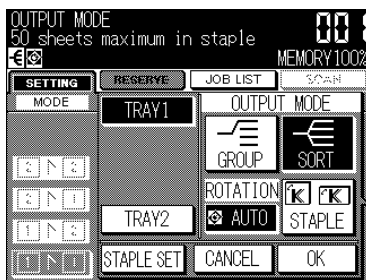
1. Close the RADF securely, then press [*AUTO RESET*].

📖 HINT

The Sort mode using tray 1 is initially selected.
Key Operator can change the initial output mode.

2. Press [*OUTPUT*] on the control panel.

The Output Mode popup menu will be displayed.

3. Select the desired output mode.
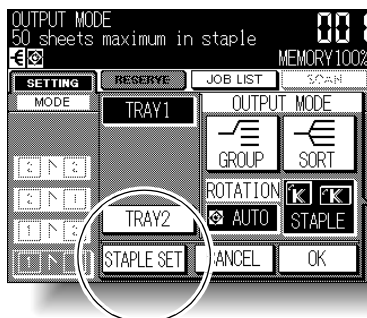

Touch to highlight the desired output mode key in the OUTPUT mode area.
To select Non-sort mode, deselect all the keys.

3
Copying
Operations

Positioning
Originals

Setting Print
Quantity

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Using
Memory

Output without
Finisher

FS-107
Output Modes

IT-101
Output Modes

Check Mode
& Proof Copy

Interrupt
Mode

When selecting Staple mode, select the staple position as follows.
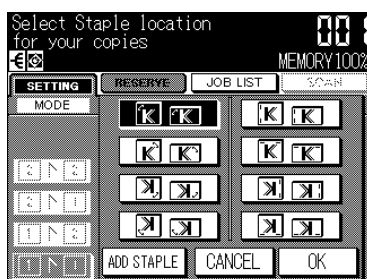When selecting any other mode, proceed to step *6*.

4. Touch *STAPLE SET*.

```
OUTPUT MODE                    001
50 sheets maximum in staple
                        MEMORY 100%
SETTING  RESERVE  JOB LIST  SCAN
  MODE      TRAY1    OUTPUT MODE
                     GROUP   SORT
                     ROTATION
              TRAY2   AUTO   STAPLE
           STAPLE SET  CANCEL   OK
```

🔍 DETAILS
STAPLE SET on this screen will change to *ADD STAPLE* when replacement of the staple cartridge is required. See p. 10-5.

5. Select the desired staple position.
Touch to highlight the desired staple position key on the Staple Position Selection popup menu.

```
Select Staple location          001
for your copies
                        MEMORY 100%
SETTING  RESERVE  JOB LIST  SCAN
  MODE

           ADD STAPLE  CANCEL   OK
```

Touch *OK* to restore the Output Mode popup menu.

6. Touch *OK*.
The Basic Screen will be restored.

🔍 DETAILS
The finisher mode icon (Non-sort: none, Sort: €, Group: ⧄, Staple: ▢) or staple position icon appears/disappears in the message area of the screen to indicate the selected output mode.

7. Select additional copy conditions, as desired.

8. Enter the desired print quantity from the control panel keypad.

📖 **HINT**

See p. 9-3~p. 9-4 to be sure that the finisher capacity is not exceeded.

9. Position original(s).

📖 **HINT**

See p. 3-2 to p. 3-6 for details on positioning originals.

10. Press [*START*].

Press [*STOP/CLEAR*] to suspend the scanning or printing job.


⚠️ **CAUTION**

When the finisher exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Output Mode for Machine with Inner Tray IT-101

This section describes the following four output modes for a copier with the Inner Tray. Non-sort mode is initially selected.
The Inner Tray IT-101 is equipped with two exit trays.

1 Non-sort mode copies the original set in amounts determined by the print quantity setting, then outputs sorted sets normally.
2 Rotation sort mode rotates every other sorted sets by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., 8.5"x11" and 8.5"x11"R.
3 Group mode copies each original page in amounts determined by the print quantity setting, then outputs grouped sets normally.
4 Rotation group mode rotates every other grouped set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., 8.5"x11" and 8.5"x11"R.
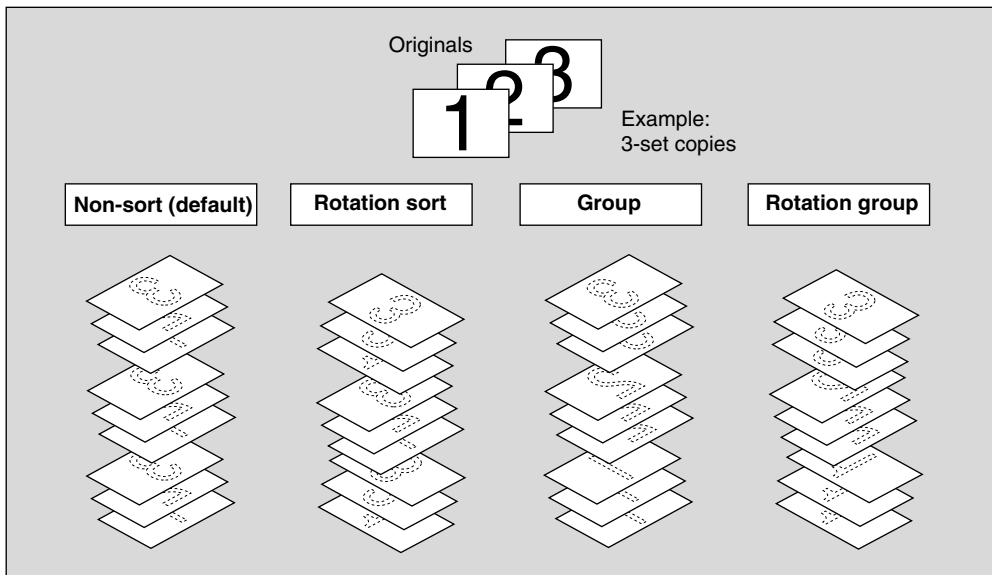
>>>Specification for Output Modes with Inner Tray<<<

❒ Incompatible with Group mode: Proof Copy, Sheet/Cover Insertion, Booklet, Transparency, Image Insert, Repeat, AUTO Layout, Non-Image Area Erase, Stamp (Numbering)
❒ Incompatible with Rotation sort mode: Sheet/Cover Insertion, Booklet, Transparency, Special Original (Mixed Original), Repeat, AUTO Layout, Non-Image Area Erase
❒ Incompatible with Rotation group mode: Using platen glass (unless Chapter with Platen store mode, Upside down, Image Shift, or Stamp (excluding Numbering) is used), Proof Copy, Sheet/Cover Insertion, Booklet, Transparency, Image Insert, Special Original (Mixed Original), Repeat, AUTO Layout, Non-Image Area Erase, Stamp (Numbering)

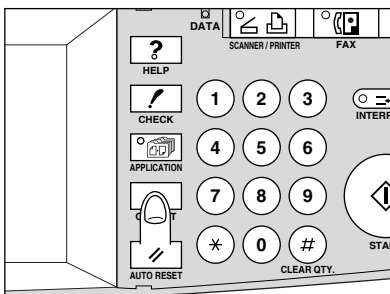# Output Mode for Machine with Inner Tray IT-101 (continued)

1. When using Rotation sort or Rotation group mode, load the same paper size into two trays with different orientation.
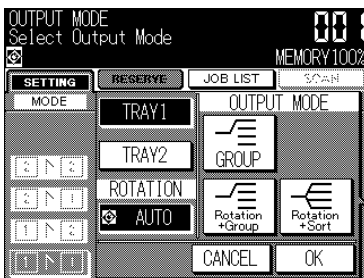
> **HINT**
> Non-sort mode is initially selected. Key Operator can change the initial output mode. See p. 11-12.

2. Press [*OUTPUT*] on the control panel.

The Output Mode popup menu will be displayed.

3. Select the desired output mode.

Touch the desired output mode key to highlight it.
To select Non-sort mode, deselect all the keys.

4. Touch *OK*.
The Basic Screen will be restored.

5. Select additional copy conditions, as desired.

6. Enter the desired print quantity from the control panel keypad.

> **HINTS**
> • See p. 9-3 to be sure that the exit tray capacity is not exceeded.
> • See p. 3-7 for details on setting print quantity.

Positioning Originals

Setting Print Quantity

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Using Memory

Output without Finisher

FS-107 Output Modes

IT-101 Output Modes

Check Mode & Proof Copy

Interrupt Mode

7. **Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.**

📖 **HINT**

8. **Press [*START*].**

Press [*STOP/CLEAR*] to suspend the scanning or printing job.

⚠️ **CAUTION**

When the inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Checking Feature Selections and Proof Copying

Use the Check mode to confirm copying selections before starting print operation.
In this mode, use Proof copy to produce a sample of the copied set before making multiple copies. This is a convenient and cost effective way of viewing the results of the following copying selections.

- Copying conditions using Store mode
- Sheet/Cover insertion
- Chapter
- Combination
- Booklet
- Image insert
- Book Copy

>>>**Specifications for Check Mode and Proof Copy<<<**

❒ Proof copy is available when using RADF or Platen store mode for multiple originals.
❒ Proof copy cannot be used for testing the Userset density.
❒ Proof copy is not compatible with Group or Rotation group output mode and Reserve mode.

1. **Select the desired copy conditions and enter the desired print quantity.**

✋ **Reminder!**

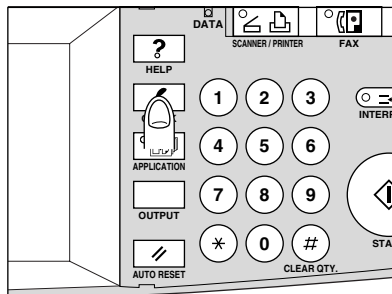When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].
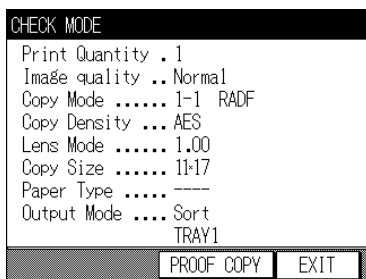
2. **Position original(s).**

📖 **HINT**

3. **Press [*CHECK*] on the control panel.**

The Check Screen will be displayed.

3
Copying
Operations

Positioning
Originals

Setting Print
Quantity

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Using
Memory

Output without
Finisher

FS-107
Output Modes

IT-101
Output Modes

Check Mode
& Proof Copy

Interrupt
Mode

```
CHECK MODE
Print Quantity . 1
Image quality .. Normal
Copy Mode ...... 1-1  RADF
Copy Density ... AES
Lens Mode ...... 1.00
Copy Size ...... 11×17
Paper Type ..... ----
Output Mode .... Sort
                TRAY1
          │ PROOF COPY │  EXIT  │
```

Verify the settings made for the current job.
• If settings are OK, proceed to step **8**.
• If a sample copy is needed, proceed to the next step.

4. **If any setting change is required before proofcopying, touch *EXIT* to return to the Basic Screen, then change settings, as required.**

5. **Touch *PROOF COPY* on the Check Screen.**

A sample copy will be output.

⌕ DETAILS

• Press [*STOP/CLEAR*] to suspend the proof copying. In this case, the scanned image data will not be deleted from memory.
• You can change selections with an asterisk (∗) displayed on the left side after proof copying.

```
CHECK MODE        *:can be change
*Print Quantity . 1
 Image quality .. Normal
*Copy Mode ...... 1-1  RADF
 Copy Density ... AES
 Lens Mode ...... 1.00
 Copy Size ...... 11×17
 Paper Type ..... ----
*Output Mode .... Sort
                 TRAY1
│  ↓  │        │ PROOF COPY │  EXIT  │
```
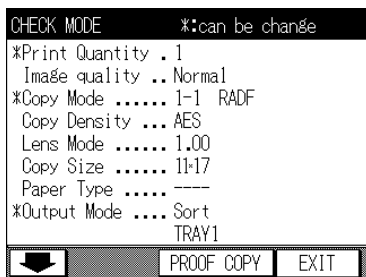
If the copy result is satisfactory, proceed to step **7**.
If any setting change is required, proceed to the next step.

⌕ DETAILS

If the desired selection cannot be changed, press [*STOP/CLEAR*] to delete all the data in memory, then press [*AUTO RESET*] to restart the job setting.

Checking Feature Selections and Proof Copying (continued)

6. Touch *EXIT* (or press [*CHECK*]) to return to the Basic Screen.
Change the settings, as required.

7. Change the print quantity, as required.

> 🔍 **DETAILS**
> Proof copy can be performed as needed, until the print quantity amount on the Basic Screen reaches zero.
> If required, change the print quantity on the Basic Screen.

8. Press [*START*].
If the print quantity is not changed, the copier will output the rest, except the sample sets.

> ⚠ **CAUTION**
> *When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.*

Interrupt Copying

Use the Interrupt mode to interrupt copying in progress to perform a simple job. When interrupt copying is completed, the settings for the initial job restore automatically and the Basic Screen displays.
Interrupt copying is available when the copier is performing the following operations:

• Continuously printing the image stored in memory
• Scanning the originals into memory
• Scanning the originals into memory while printing in Reserve mode

The Interrupt mode cannot be selected with the following copier conditions:

• The Basic Screen is not displayed.
• The Call for Service message displays or a paper misfeed occurs.

1. Press [*INTERRUPT*] on the control panel.
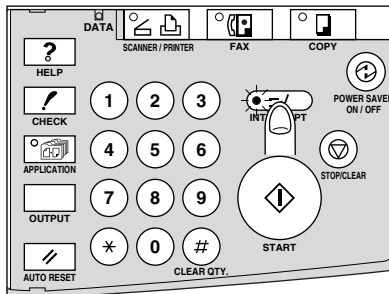
The [*INTERRUPT*] LED turns on and the *SETTING* indicator on the Basic Screen changes to *INTERRUPT*.
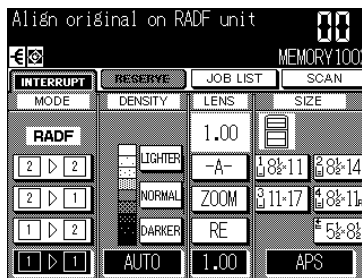
📖 **HINT**

The timing to enter the Interrupt mode varies according to the job in progress on the machine when [*INTERRUPT*] is pressed.
See the following page.

3-44

 DETAILS

In Reserve mode, pressing [*INTERRUPT*] before the copier finishes scanning the reserve job originals clears the settings selected for the reserve job.

For details of Reserve mode, see p. 3-27 to p. 3-28.

2. **Set copy conditions, as desired.**

The initial settings in Interrupt mode are as follows.

Copy Mode   : 1▶1
RADF   : ON
AES   : ON
Lens Mode   : 1.00 (100%)
APS   : ON
Print Quantity : 1
Finisher   : Exit Tray 1 in Sort mode

 DETAILS

Remove any document from the platen glass or from the document feeder, if present.

3. **Position original(s).**

 HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

4. **Press [*START*] to start the interrupt copying.**

 DETAILS

When [*CHECK*] is pressed during Interrupt copying, the information displayed reflects the initial copy job settings. Check mode will not display Interrupt copy job information.

5. **When Interrupt copying is completed, press [*INTERRUPT*] again.**

The [*INTERRUPT*] LED turns out and the *INTERRUPT* indicator on the Basic Screen returns to the *SETTING* indicator.

The settings of the initial job will be restored on the Basic Screen.

6. **Press [*START*] to resume copying.**

 ! CAUTION

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3
Copying Operations

Positioning Originals

Setting Print Quantity

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Using Memory

Output without Finisher

FS-107 Output Modes

IT-101 Output Modes

Check Mode & Proof Copy

Interrupt Mode

🔍 DETAILS

For particular jobs in progress, copying will cease only after certain phases of the immediate operation are completed, as indicated by the [**INTER-RUPT**] LED conditions described below.

- Collectively printing image stored in memory
  The LED blinks until one set of the current job is printed.
  Then the LED remains steady for the temporary job performed in Interrupt mode.

- Scanning originals into memory
  The LED blinks until scanning is completed for all originals placed in the document feeder.
  Then, the LED remains steady for the temporary job performed in Interrupt mode.

- Scanning originals into memory while printing in Reserve mode
  The LED blinks until the copier completes the current printing job, scans all originals placed on the document feeder, and prints one set of the Reserved job.
  The LED remains steady for the temporary job performed in Interrupt mode.

SECTION
4

Job Memory & Help Mode

How to Use Helpful Functions

Storing Job Conditions (Job Memory: Job Store)

Use Job Store to store up to 15 frequently used copy job settings, which can be recalled at any time. The stored jobs can be given alphabetical names.

>>>**Specifications for Job Memory**<<<
❑ All copying functions can be selected.
❑ Interrupt mode cannot be used while in Job Memory.

1. Make job selections from the Basic Screen and/or Application Selection Screen.

🤚 **Reminder!**
When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Press [**APPLICATION**] on the control panel.
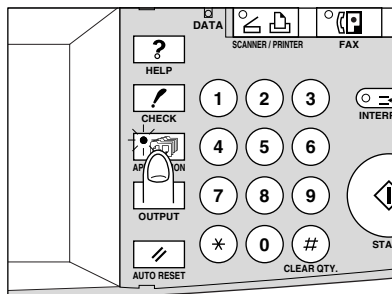
The Application Selection Screen will be displayed.

3. Touch **JOB MEMORY.**

The Job No. Selection Screen will be displayed.

4. Touch *ENTRY*.

```
Select job memory number
Press ENTRY to enter job store mode

 🔒 1    A
    2                              ▲
    3    ABS
    4                              ▼
    5

 Job Clear  ENTRY   CANCEL    OK
```

The Job Store Check Screen will be displayed.

5. Review the settings on the Job Store Check Screen.

```
CHECK MODE
Print Quantity . 1
Image quality .. Normal
Copy Mode ...... 1-1 RADF
Copy Density ... AES
Lens Mode ...... 1.00
Copy Size ...... 11×17
Paper Type ..... ----
Output Mode .... Sort
               TRAY1
              CANCEL    OK
```
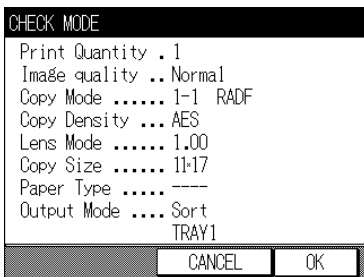
Check that the selections made in step *1* are correctly entered.

🔍 DETAILS

If any correction is required, touch *CANCEL* to return to the Basic Screen.
Make new selections, then restart the Job Store operation from step *2*.

6. Touch *OK*.

The Job No. Selection Screen will be restored.

🔍 DETAILS

To suspend the storing job after step *7*, press [*AUTO RESET*].
Job Memory mode will be cancelled, and the Basic Screen will return from
any screen.

7. **Touch to highlight one of the keys numbered from 1~15 to store the job under that number.**

```
Select job memory number
Press ENTRY to enter job store mode

🔒 1  │ A
   2  │
   3  │ ABS                              ▲
   4  │
   5  │                                  ▼

Job Check  ENTRY   CANCEL      OK
```
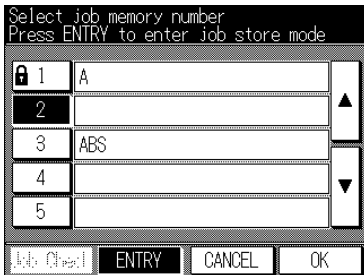
The screen displays 5 job number keys. The arrow keys at the right side can be used to scroll to the next/previous page.

A blank key indicates that no job is stored under that number. A job without a lock icon (🔒) displayed can be overwritten.
The job with a lock icon (🔒) is locked and cannot be selected.

> 📖 **HINT**
> To lock or unlock a job, and to delete a locked job, see p. 11-27.

> 🔍 **DETAILS**
> If you wish to cancel the job number selection, touch *CANCEL* to restore the Basic Screen, which displays the settings made in step *1*.
> If you wish to cancel the settings, press [*AUTO RESET*].

8. **Touch *OK*.**

The Job Name Registration Screen will be displayed.

```
Data Input                    1/4
《 │                          │》

A  B  C  D  E  F  G  H  I  J  DEL.
K  L  M  N  O  P  Q  R  S  T
U  V  W  X  Y  Z
   .  ,  -  _  @  /
0  1  2  3  4  5  6  7  8  9

⬇  ⬆          CANCEL     OK
```
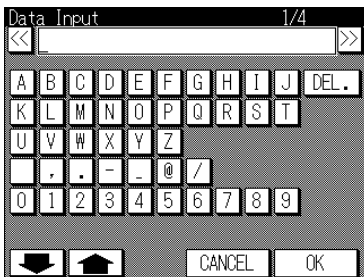
9. **Enter a job name.**

Enter a job name in up to 24 characters, using the touch screen alphabet keypad.
If required, scroll with the upper and lower arrows to use lower case and symbol keys.
To correct an entry, touch *DEL.* repeatedly to delete each character entered, then enter the correct job name.

DETAILS

If you do not wish to enter a name, simply touch **OK**. The key displays 6 asterisks (∗) in place of a name.

10. Touch *OK*.

The Job No. Selection Screen will be restored.
Check that the job name has been correctly entered.

11. Touch *OK* to complete the setting and return to the Basic Screen.

4

Job Memory &Help Mode

Job Memory

Help Mode

Recalling Stored Job Settings (Job Memory: Job Recall)

Use Job Recall to recall jobs that are already stored in Job Memory.

1. Press [*APPLICATION*] on the control panel.
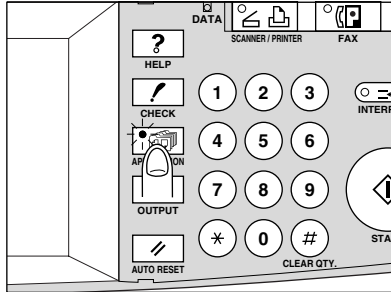
The Application Selection Screen will be displayed.

2. Touch *JOB MEMORY*.
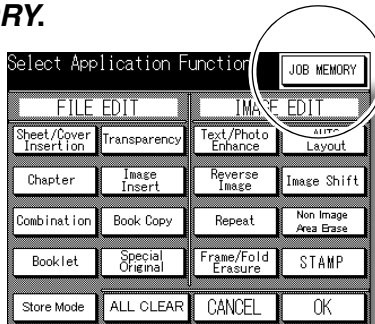
The Job No. Selection Screen will be displayed.

3. Touch to highlight a job number key to select a job you want to recall.
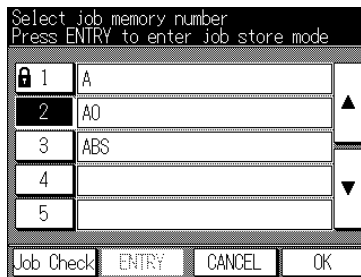
The screen displays 5 job number keys. If required, scroll to the next page with the arrow keys to reach the desired job number key (6~15).

4. **If desired, touch *JOB CHECK*.**

The Job Recall Check Screen displays to enable you to review the settings.

```
CHECK MODE
Print Quantity . 1
Image quality .. Normal
Copy Mode ...... 1-1  RADF
Copy Density ... AES
Lens Mode ...... 1.00
Copy Size ...... 11×17
Paper Type ..... ----
Output Mode .... Sort
                 TRAY1
              CANCEL       OK
```
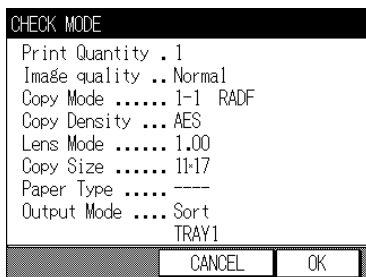
5. **Touch *OK*.**

The settings of the selected job will be recalled on the restored Basic Screen.
To cancel the recall mode, touch *CANCEL* to return to the Basic Screen.

6. **Position original(s), then press [*START*] to print.**

4
**Job Memory
&Help Mode**

Job Memory

Help Mode

Displaying Screen for Operation Guide (Help Mode)

The Help Screen provides you with the information about the current screen mode and about setting procedures. Help mode can be accessed from any screen except Job Memory and Key Operator Screens.

Help mode provides two types of Help Screens according to the current screen mode:

1 Help Screen accessed from Basic Screen
2 Help Screen accessed from screens other than Basic Screen

To Display the Help Screen from Basic Screen

1. **Return to the Basic Screen, then press [*HELP*].**
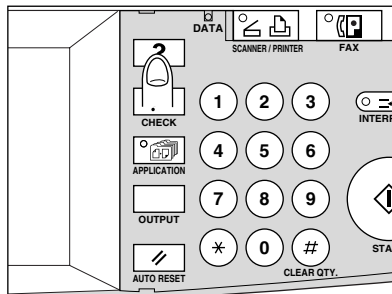
The Help Screen will be displayed.

2. **Touch the desired key to display specific information.**
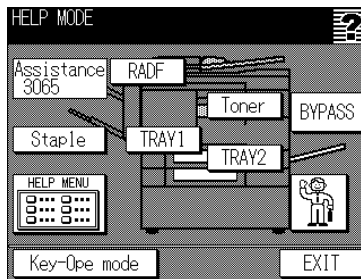
- *Staple* provides information on replacing staple cartridge.
- *RADF* provides information on positioning originals in the document feeder.
- *Toner* provides information on adding toner.
- *TRAY* provides information on loading paper in each tray.
- *HELP MENU* displays the Help Menu Screen which provides a list of all of the copier functions. When a function item is touched, the Help Screen displays information specific to that topic.
- *Assistance* displays the extension number of the Key Operator.
- *Service call* displays the phone/fax number of your service center.

Displaying Screen for Operation Guide (Help Mode)

🔍 DETAILS

- Touch [▼] on the Help Screen, if provided, to scroll to the next page. Touch [▲] to return to the previous page.

- Touch **Key-Ope mode** to enter the Key Operator mode. See p. 11-2.

3. Touch *EXIT* to return to the Basic Screen.

🔍 DETAILS: Help Menu Screen

```
HELP MENU                    ?
Select item

1.Hard keys

2.Screen keys

3.RADF and Platen

4.Applications

5.Job memory


                      EXIT
```
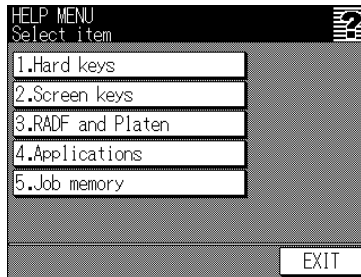
Select one of the 5 help menu items on the Help Menu Screen to display subsequent Help Screens.

Touch [▼] on the Help Screen, if provided, to scroll to the next page. Touch [▲] to return to the previous page.

Touch **MENU** on the subsequent Help Screen to return to the Help Menu Screen, then touch **EXIT** to restore the Basic Screen.

- "1. Hard keys" displays information on control panel buttons.
- "2. Screen keys" displays information on the keys provided on the LCD touch screen.
- "3. RADF and Platen" displays information on unsuitable RADF originals and maintenance of the document feeder and platen glass.
- "4. Applications" displays operational information on 16 application functions provided on the Application Selection Screen.
- "5. Job memory" displays information on Job Memory.

Displaying Screen for Operation Guide (Help Mode)

To Display Help Screen from Other Screens

1. **While in any screen other than the Basic Screen, press [*HELP*].**
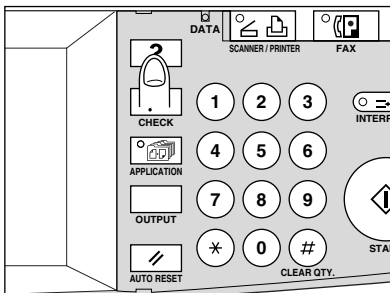
The Help Screen displays to provide the information about the current screen mode and setting procedures.

2. **Touch *EXIT*.**

The screen that was displayed before pressing [*HELP*] will be restored.

SECTION
5

Troubleshooting

How to Handle Machine Troubles

5
Trouble-shooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

Power OFF/ON Screen

Troubleshooting Tips

When "Call for Service" Message Is Displayed

A "Call for Service" message indicates a machine condition that requires the attention of your service representative.
The Call for Service Screen usually displays the telephone and facsimile numbers of your service representative.


```
Please call service
F-35-4
```

TEL ➡ 123-45678

FAX ➡ 1234-56789

> ### ⚠ CAUTION
> *When the Call for Service Screen is displayed, be sure to contact your service representative immediately by following the procedure below.*

1. Make note of the Report code No. indicated in the second line of the message area.

📖 HINT
If your machine uses the Remote Diagnostics option and is automatically monitored by your service representative, the Key Operator can call for service using the Key Operator setting. See p. 11-50.

✋ Reminder!
After calling for service using the Key Operator setting, be sure to turn OFF the power switch and main power switch immediately, then unplug the machine as described here.

2. Turn OFF the power switch and main power switch.

3. **Unplug the machine.**

4. **Contact your service representative and report the condition and code No.**

Limited Use of the Copier in Trouble

If the message shown below is displayed on the Call for Service Screen, you may continue operating the copier on a limited function basis and utilize the trays and ADU that are not affected by the trouble. To obtain this limited functionality of the copier, consult your service representative. <u>Be sure to utilize the limited function only temporarily, and arrange for machine repair immediately.</u>

1. **If the limited use of the copier is available, the following message is displayed in the message area instead of the Report code.**

ex.
| Tray 2 failure |
| Press AUTO to select except this tray |

2. **Press [*AUTO RESET*].**

| Please switch ON/OFF |
| E 18-2 |

Make note of the Report code No.

3. **Turn OFF then ON the power switch.**
A copying job can continue without using the troubled portion of the machine (ex. Tray 2).

> ⚠ **CAUTION**
> *EVEN IF THE COPYING JOB CAN BE CONTINUED WITH THE ABOVE OPERATION, BE SURE TO CONTACT YOUR SERVICE REPRESENTATIVE IMMEDIATELY WHEN THE CALL FOR SERVICE SCREEN IS DISPLAYED.*

Preventive Maintenance

After a set number of copies have been made on your copier, Preventive Maintenance (PM) will be required for maintaining optimal performance.

When preventive maintenance is due, a message and PM CALL icon (🔧) will prompt you to contact your service representative for maintenance.
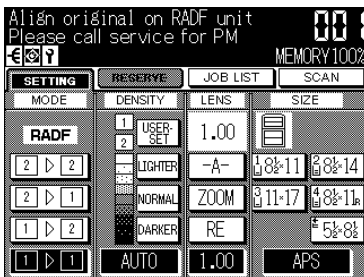
Clearing Mishandled Paper

When a paper misfeed occurs, the copier stops making copies and mishandled paper codes display on the screen to indicate misfeed area(s). Copying operation cannot be continued until all the misfeed locations are cleared.

GUIDE key
Touch to display the subsequent screens for the disposal action.

Message area
An action will be displayed.

Paper jam position display
Numbers flashing or lighting indicate the jammed positions.

DETAILS
The above screen displays all the jam numbers for the sake of explanation. Only the relevant numbers appear when a paper misfeed actually occurs.

1. Touch *GUIDE* on the screen.
The screen illustrating the method for the disposal action will be displayed.
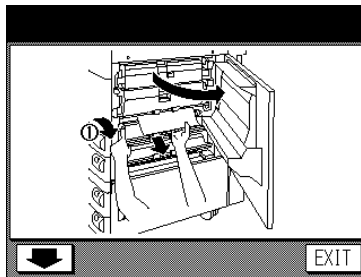
Reminder!
Before performing the clearing procedure, see p. 1-2 for the caution label locations inside the machine.

2. Follow the procedure on the screen to remove misfed paper.

Touch ⬇ on the screen, if provided, to go to the next page of a series of illustrations.

Reminder!

When removing mishandled paper, be sure to leave no torn paper inside the machine.

3. When completed, the Basic Screen will be restored.

If any misfeed remaining, the screen displays the next disposal procedure in the message area and the location number in the jam position display. Repeat steps *1* to *2* until all the locations are cleared.

⚠ WARNING

The drum unit generates high voltage.
To avoid bodily electrical shock, NEVER TOUCH the area.

⚠ CAUTION

***The area near the conveyance unit cover 6 generates high voltage. If touched, electrical shock may occur. DO NOT TOUCH!***

⚠ CAUTION

Be careful of removing staples stuck inside the machine so as not to get injured.

When "JAM" Appears on Folder Key

If a misfeed occurs with the print/scan job in progress while you are setting a reserve job, **SETTING** folder key on the Basic Screen will change to flashing **JAM**.
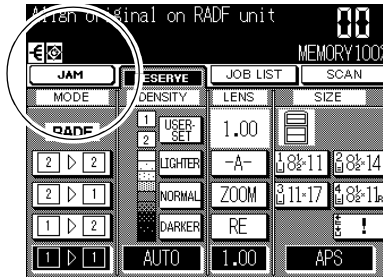
Follow the procedure below to remove mishandled paper.

1. Display the Jam Position Screen.
Touch **JAM**. The Jam Position Screen will be displayed.

📖 **HINT**
If ADD PAPER is displayed instead of JAM, see p. 5-9.

2. Touch **GUIDE**.
The screen illustrating the method for the disposal action will be displayed.

📖 **HINT**
See p. 5-5 to p. 5-6 for details on clearing procedure.

3. Follow the procedure on the screen to remove misfed paper.
When all procedures are completed, the Basic Screen will be restored.

🔍 **DETAILS**
JAM has changed to **SETTING**, and the settings for the current printing job are displayed on the screen.

4. **Press [*START*].**

The scan/print job will resume.

5. **Touch *RESERVE* to continue the reserve job setting.**

> ⚠ **WARNING**
>
> *The drum unit generates high voltage.*
> *To avoid electrical shock, NEVER TOUCH the area.*
>
> ⚠ **CAUTION**
>
> *The area near the conveyance unit cover 6 generates high voltage. If touched, electrical shock may occur. DO NOT TOUCH!*
>
> ⚠ **CAUTION**
>
> *Be careful of removing staples stuck inside the machine so as not to get injured.*

When "ADD PAPER" Appears on Folder Key

If the paper supply for a print job in progress becomes depleted while you are setting a reserve job, **SETTING** on the Basic Screen will change to flashing **ADD PAPER**.
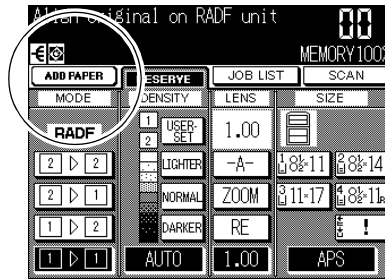
Follow the procedure below to continue the copying operation.

1. **Display the Basic Screen for the print job in progress.**
Touch **ADD PAPER**. The Basic Screen for the print job will be displayed.

2. **Check the empty tray, then supply that tray with paper.**

> 📖 **HINT**
> See p. 2-15 to p. 2-18 for details on loading paper.

3. **Press [START].**
The **ADD PAPER** will change to **SETTING** and the print job will resume.

4. **Touch RESERVE to continue the reserve job setting.**

When "Memory Full" Message Is Displayed (Memory Overflow)

In certain modes, this printer/copier uses memory to make operations convenient and smooth flowing. Occasional memory overflow may occur if the installed memory is inadequate for the copy conditions selected.

To handle the Memory overflow condition while performing a job, take the appropriate action described below. These actions enable you to continue the job or suspend the job.
- Copying in Group mode without Store mode selected . . . . Action 1
- Copying under conditions other than the above . . . . Action 2

DETAILS
Should memory overflow occur frequently, it is recommended that you contact your service representative to extend the memory capacity in your machine.

Action 1

Action 1 is required when the machine prematurely stops copying and displays the Memory Overflow message after producing only one copied set, irrespective of the print quantity setting.

1. Wait until the current operation is completed.
The following Memory Overflow message is displayed on the touch screen, and all the data in memory is erased.

```
If continuous working
check output after copying
```

2. Check the original pages, then position originals again.

DETAILS
Positioning the same number of originals may cause the memory overflow again. Arrange the original pages to lighten a burden to memory.

3. Press [*START*] to complete the job.

Action 2

Action 2 is required when a job ceases with Memory Overflow messages displayed. In this case, the scanned data still remains in memory.
Action 2 enables you to continue the job or suspend the job.

1. **Wait until the current operation is completed.**

The machine stops copying after producing one copied set irrespective of the set print quantity. When scanning in Store mode, however, the machine stops without producing a copied set.
At this time, all the data still remains in memory, and the following Memory Overflow message is displayed on the touch screen.

```
-Memory full-Start=>START key
            Cancel=>ST/CL key
```

2. **Press [*START*] to continue copying.**

The machine will output the scanned data for job completion in the amount remaining in the print quantity setting.

> **DETAILS**
>
> To suspend the job, press [*STOP/CLEAR*] to save the job settings. All scanned data will be erased.
> Or, press [*AUTO RESET*] to clear the job and resume initial settings.

3. **The following message displays.**

```
If continuous working
check output after copying
```

All the data in memory will be erased with this message displayed.

4. **Check the original pages, then press [*START*] to complete the job.**

Check pages of the output set to confirm the amount of missing data, then complete the job according to the print quantity remaining.

When Power OFF/ON Screen Is Displayed

When any trouble affects the electrical signal of the copier, the Power OFF/ON Screen will be displayed.
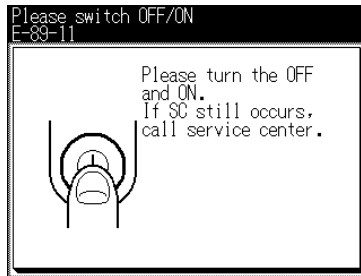
Follow the procedure below to turn the machine power off then on.

1. **Turn OFF the power switch.**
The main power switch does not have to be turned off.
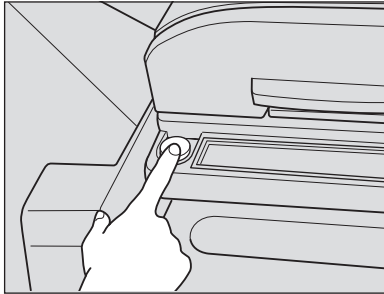
2. **Wait about 10 seconds.**

3. **Turn ON the power switch.**

Troubleshooting Tips

COPIER DOES NOT OPERATE WHEN POWER SWITCH IS ON
Fully insert paper trays.
Close RADF.
Check to be sure main power switch is ON.
Check to be sure power plug is firmly inserted in electrical socket.

COPY IMAGE IS TOO LIGHT
Manually adjust copy density to darker density.
Check toner indicator and add toner, if required.
Check paper for dampness. Do not leave paper in copier when humidity is high.
Check to see if Photo, Text, or Increase Contrast mode is required.
Check the Density shift.

COPY IMAGE IS TOO DARK
Manually adjust copy density to lighter density.
Check to see if Photo, Text, or Increase Contrast mode is required.
Check the Density shift.

COPY IMAGE IS NOT CLEAN OR SHOWS SPOTS
Use clean originals since dirt marks may be copied.
Keep platen glass and inner surface of document cover clean.
Call for service if "Call for service" is displayed in the message area.
Check density indicator and lighten if required.

COPY PAPER MISHANDLES DURING COPYING
Fan copy paper and load it with curl side in proper location. Do not exceed the tray capacity.

COPY IMAGE CAN BE RUBBED OFF
Check copy paper thickness. Use Thick paper mode, if paper weight requires it.

MAGNIFICATION CANNOT BE CHANGED
Image Shift and Reduce & Shift are incompatible with magnification.
Press [*AUTO RESET*] and set desired copying conditions without using Image Shift or Reduce & Shift.

THE TOUCH SCREEN COPY SIZE INDICATOR DISPLAYS [!] ON THE TRAY
The [!] symbol indicates that the paper loaded in the tray is inconsistent with the tray position setting.

DUPLEX MODES CANNOT BE SELECTED
Fully close ADU and RADF, then select Duplex mode again.

COPYING DOES NOT BEGIN AFTER PRESSING [*START*]
Insert or adjust the appropriate paper tray for copy size selected.
Close document cover firmly.
Close front door completely.

5
Trouble-
shooting

Call for
Service

Preventive
Maintenance

Clearing
Mishandled
Paper

JAM Key

ADD PAPER
Key

Memory
Overflow

Power OFF/ON
Screen

Troubleshooting
Tips

COPYING DOES NOT RESUME AFTER MISHANDLED PAPER IS REMOVED
Check copier diagram on touch screen for additional indications of mishandled paper.

COPY QUALITY IS POOR
Check paper for dampness, and replace it if necessary.

THE ORIGINAL PAPER IS MISHANDLED OR SKEWED IN THE DOCUMENT FEEDER
Originals should conform to the recommended size and weight.
Be sure originals are not stapled.
Align originals evenly in the RADF.
Check to make sure paper guides meet the width of mixed size originals.

COPY IMAGE IS SKEWED WHEN BYPASS IS USED
Be sure copy paper is inserted straight.

USING ECM, COPIES CANNOT BE MADE AFTER PASSWORD IS ENTERED
Check to see if the message EXCEEDS LIMIT is displayed.
Contact Key Operator to reset limit.

FINISHER DOES NOT OPERATE
Press [*OUTPUT*] on the control panel.
Check for a paper misfeed and remove it, as required.

RADF INDICATOR WILL NOT LIGHT AFTER [*AUTO RESET*] IS PRESSED
Fully close RADF.

RADF LIGHT IS FLASHING
The document feeder is ready to accept originals.
Insert originals on RADF tray, press [*AUTO RESET*], then [*START*].

ADD TONER MESSAGE IS DISPLAYED
New toner supply is needed. Follow instructions for adding toner.

CALL FOR PM IS DISPLAYED IN MESSAGE AREA
Contact your service representative for Preventive Maintenance.

APS SELECTS THE WRONG COPY SIZE
Paper guides must be adjusted exactly to the size of originals.

IN MIXED ORIGINAL MODE, A MESSAGE TO LOAD A REQUIRED PAPER SIZE DISPLAYS, EVEN THOUGH THAT SIZE IS LOADED IN ONE OF THE TRAYS
Paper sizes loaded in the trays must be consistent with the tray position size; otherwise, the [!] symbol will be displayed on the Copy Size indicator of the Basic Screen.

THE BASIC SCREEN DOES NOT DISPLAY SETTINGS AS DESCRIBED IN USER'S MANUAL
Check with the Key Operator, as Initial Settings may have been changed.

"PLEASE CHECK ORIGINAL"
This message displays when the copier detects a non-standard paper size on the platen glass.
Select copy size and press [**START**]. 1.00 magnification will be selected automatically.
If this message continues to display after selecting copy size, select 1.00 magnification, even if it is already indicated, then press [**START**].
If desired, ask your service representative to enable the machine to default to 1.00 magnification in this situation.

SHEET INSERTION RESULT IS NOT AS EXPECTED
Blank insertion: Be sure manuscript originals do not already include blank sheets in the locations designated for sheet insertion.

Copy insertion: To ensure that chapter sheets in 1-2 mode always appear on the right hand side in the finished set, insertion sheets must be designated on the page setting screen with odd numbers, not even. If required, make an even numbered original page odd by inserting a blank sheet in front of that page, so that the blank sheet is even and the insertion sheet is odd.

COPIES SKEW IN THE STAPLED SETS
Check to see if copy paper is excessively curled in the tray.
Reload the copy paper upside down.

SECTION

6

Machine Specifications

Main Body & Option Specifications

6

Machine
Specifications

Main Body Specifications

Product Name	Konica 7022/7130/7135
Configuration	Semi-console with stationary platen
Photoreceptor	OPC drum
Method	Laser Electrostatic
Toner	Black, cartridge type
Recommended Operating Environment	50°~86°F (10~30°C), 10~80% RH
Warm Up	Approx. 30 seconds @68°(20°C), 50% RH
Auto Reset	Off/30 sec./1 min./1.5 min./2 min./2.5 min./3 min./3.5 min./4 min./4.5 min./5 min.
First Copy Out Time	From Platen Glass: 7022/7130: 5 sec. for 8.5"x11" 7135: 4.2 sec. for 8.5"x11"

Copy Rate	7022: 22 cpm: 8.5"x11", 5.5"x8.5"R
	       18 cpm: 8.5"x11"R
	       16 cpm: 8.5"x14"
	       14 cpm: 11"x17"
	
	7130: 30 cpm: 8.5"x11", 5.5"x8.5"R
	       20 cpm: 8.5"x11"R
	       17 cpm: 8.5"x14"
	       15 cpm: 11"x17"
	
	7135: 35 cpm: 8.5"x11", 5.5"x8.5"R
	       21 cpm: 8.5"x11"R
	       16 cpm: 8.5"x14"
	       15 cpm: 11"x17"

Continuous Copy	1~999 copies
Voltage	120V/12A
Frequency	60Hz
Grounding	Isolation recommended
Power Consumption	Max. 1,170 VA (full option)
Noise Level (full system)	Approx. 66 dB (A) or less, during copying
Automatic Modes	AMS, AES (plus 9-level manual density), APS detects 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"R
Magnification	Presets: 0.50, 0.65, 0.77, 1.29, 1.55, 2.00 3 User Sets - 0.25~4.00, set by key operator Zoom range - 0.25~4.00 in 1% steps
Originals on Platen	Max. size: 11"x17" (280 mm x 432 mm)

These specifications are subject to change without notice.

Main Body Specifications (continued)

Originals in Document Feeder	ADF mode: 1>1, 1>2 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5", 5.5"x8.5"R Max. 50 sheets (20 lb) feed/exit capacity
	RADF mode: 2>2, 2>1 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5", 5.5"x8.5"R Max. 50 sheets (20 lb) feed/exit capacity
	Mixed mode: 11"x17" + 8.5"x14" + 8.5"x11" + 5.5"x8.5" or 8.5"x14" + 8.5"x11"R + 8.5"x11" + 5.5"x8.5" Max. 50 sheets (20 lb) feed/exit capacity
	Original weight: 13~34 lb bond, curl max. 10 mm or less (Transparency, Paste-up, Offset master, Labels, & Intermediate papers unavailable)
Paper Source	Main body trays 1/2: 500 sheets each DB-210 trays 3/4: 500 sheets each DB-410 tray 3: 1,500 sheets Multi-sheet bypass tray: 50 sheets Main body trays 1/2 and DB-210 trays 3/4 user adjustable DB-410 tray 3 adjusted by service
Paper Exit Tray	100 sheets max.: 8.5"x11"R, 8.5"x11", 5.5"x8.5"R (20 lb) 40 sheets max.: 11"x17", 8.5"x14" (20 lb)
Paper Weight	20 lb~24 lb bond recommended (Max. range: 16 lb~32 lb) OHP sheet, Transparency, Labels, Tab, 3-hole
Main Body Safety Standard	UL 1950, CSA 22.2 No. 950 -95
Radio Interference	FCC Rules part 15, sub-part B Class A
Options	Finisher (FS-107) Inner Tray (IT-101) Drawer Base Unit (DB-210/DB-410) Desk (DK-109) Platen kit (CV-109) RADF (DF-314) Expanded Memory Unit (MU-403: 32MB)/(MU- 404: 64MB)/(MU-411: 64MB)/(MU-405: 128MB) Fax kit (FK-102) Fax (FL-102) Image Processor (IP-011) Image Processor (IP-423): 7135 Image Processor (IP-422): 7022/7130 PostScript Unit (PS-345): 7135 PostScript Unit (PS-343): 7022/7130 Key Counter

6
Machine
Specifications

These specifications are subject to change without notice.

Main Body Specifications (continued)

Machine Weight   158.7 lb (72 kg)
       +34.6 lb (15.7 kg) w/DK-109
       +57.3 lb (26 kg) w/DB-210
       +54.0 lb (24.5 kg) w/DB-410
       +20.9 lb (9.5 kg) w/RADF
       +28.7 lb (13 kg) w/Finisher (FS-107)
       +7.9 lb (3.6 kg) w/Inner tray (IT-101)

Machine Dimensions   Main Body (with RADF)
       Width: 22.8 in. (580 mm)
       Depth: 23.4 in. (595 mm)
       Height: 32.1 in. (815 mm)

       Document Feeder (RADF)
       Width: 22.4 in. (570 mm)
       Depth: 18.9 in. (480 mm)
       Height: 3.9 in. (100 mm)
       Max. open angle: 70 ± 5°

       Stapler-Finisher (FS-107)
      Inside main body
       Width: 17.0 in. (432 mm)
       Depth: 18.2 in. (463 mm)
       Height: 10.0 in. (255 mm)
      Outside main body
       Width: 10.8 in. (275 mm)
       Depth: 19.6 in. (497 mm)
       Height: 15.4 in. (392 mm)

       Inner Tray (IT-101)
       Width: 16.9/22.9* in. (430/582* mm)
       Depth: 17.7 in. (449 mm)
       Height: 15.4 in. (392 mm)
       *: When the tray is extended.

       Drawer Base Unit (DB-210/410)
       Width: 22.8 in. (580 mm)
       Depth: 23.4 in. (590 mm)
       Height: 12.0 in. (304 mm)

       Desk (DK-109)
       Width: 22.8 in. (580 mm)
       Depth: 23.4 in. (590 mm)
       Height: 12.0 in. (304 mm)

These specifications are subject to change without notice.

Option Specifications

Stapling Finisher (FS-107)	Power source: Main body
	Exit tray: 2
	          3 w/one FT-107
	          4 w/two FT-107
	For exit tray capacity, see p. 9-3 to p. 9-4.

Inner Tray (IT-101)	Power source: Main body Exit tray: 2 Capacity: Exit tray 1; 50 sheets max. Exit tray 2; 100 sheets max.
Staple Cartridge	5000 staples/cartridge

6
Machine
Specifications

These specifications are subject to change without notice.

Advanced

SECTION
7

Advanced Information

How to Use Advanced Functions

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

7
**Advanced
Information**

Programmed Shut-Off (Weekly Timer)

The Weekly Timer function turns a copier on and off at the time specified by the Key Operator.
This function is not factory-set. When a copier is under control of the Weekly Timer function, the Timer Interrupt mode message will be displayed after pressing the power switch, and copying is unavailable.

However, copying can be available by using the following procedure.

1. Press the power switch.
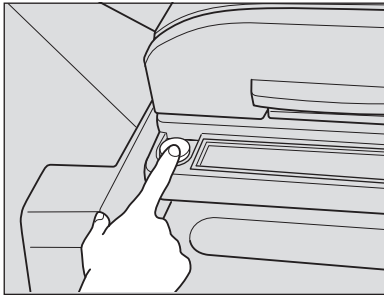
📖 **HINT**
For details of the Weekly Timer function, see p. 11-31 to p. 11-39.

The Basic screen will be displayed along with the message shown below.

Timer interrupt mode
Enter password

🔍 **DETAILS**
The machine power will be turned off automatically after 5 minutes from this state if a password is not entered.

The Timer Interrupt password is not factory set and must be entered by the Key Operator.
In the event the Timer Interrupt password has not been entered by the Key Operator, the following message will display instead.

Input copy time
0 hour(s)   05 minute(s)

When the above message displays, proceed to step *4*.

2. Enter the password.

Enter a 4-digit number Timer Interrupt password using the keypad on the control panel.

📖 **HINT**

🔍 **DETAILS**

If an invalid password is entered, continue by entering the valid 4-digit password.

3. Press [*START*].

The following message will be displayed on the Basic Screen.

```
Input copy time
0  hour(s)    05 minute(s)
```

4. Set the duration for the interrupt use.

Enter a 1-digit hour (ex. 3 hours is 3) using the keypad on the control panel. (0 ~ 9)

5. Press [*START*].

6. Set the minute for the interrupt use.

Enter a 2-digit minute (ex. 7 minutes is 07) using the keypad on the control panel. (00 ~ 59)

🔍 **DETAILS**

Entering a number smaller than 5 will set the minute at 5.

7. Press [*START*].

Copying is available until the set time is up.

8. When Timer Interrupt of the copier is finished, press [*POWER SAVER ON/OFF*] for one second or longer, then release it.

The copier returns to the OFF condition and copying is again disabled.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

7
**Advanced
Information**

Rotation

This function allows you to utilize APS or AMS and copy the original documents onto size 8.5"x11", irrespective of the copy paper feeding direction.

🔍 **DETAILS**

By default, Rotation requires APS or AMS to function. The Key Operator can set this function ON, or to operate when APS, AMS or reduce functions. See p. 11-42 to p. 11-46.
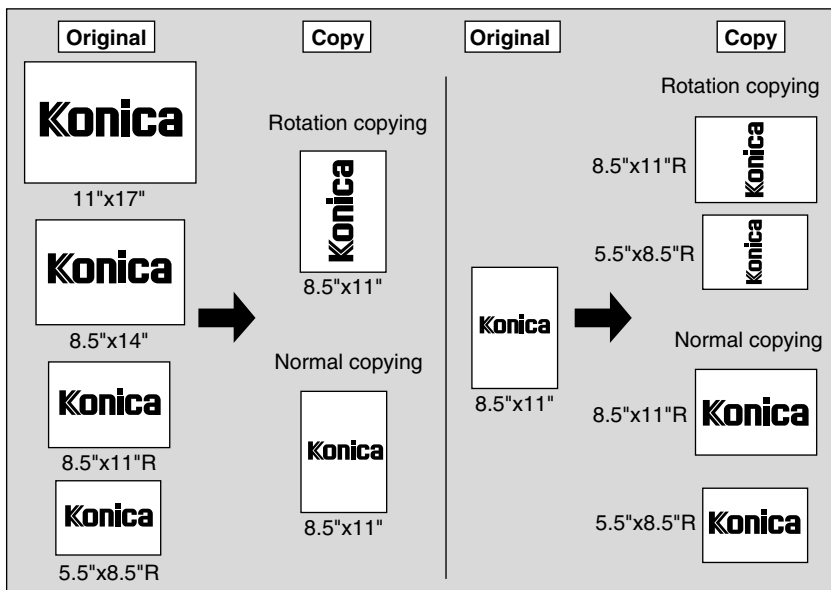
The copier is initially set to activate the Rotation function automatically.
Follow the procedure below to release/resume this function.

1. **Press [*OUTPUT*] on the control panel.**
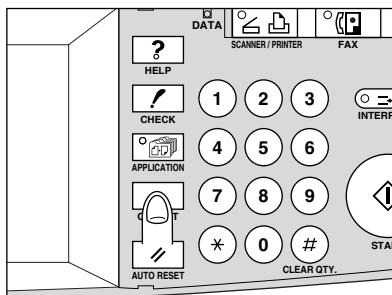
The Output Mode Screen will be displayed.

2. Touch *AUTO* to deselect it.

Output Mode Screen with Finisher

Output Mode Screen without Finisher
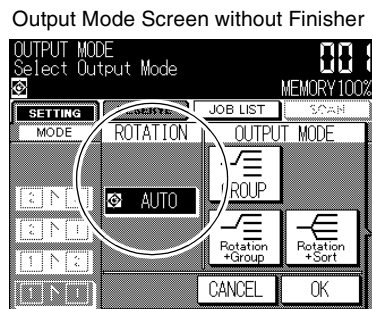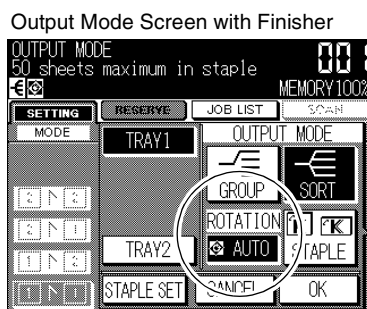
The Rotation icon on the Basic Screen will disappear to indicate that the Rotation function is canceled.

To resume Rotation, touch **AUTO** to highlight it. The Rotation icon will be displayed on the Basic Screen.

Weekly Timer

Rotation

Vertical/Hori-zontal Zoom

7
Advanced Information

Vertical/Horizontal Zoom Mode

Use the Vertical/Horizontal zoom mode to reduce or enlarge vertical and horizontal dimensions, independently.

>>>Vertical/Horizontal Zoom Mode Specifications<<<
❏ Vertical/Horizontal zoom range: 0.25~4.00
❏ Incompatible Conditions: APS, AMS, Reduce & Shift in Image Shift, Repeat mode in Repeat

The figure shown below is the sample image using the Vertical/Horizontal zoom.
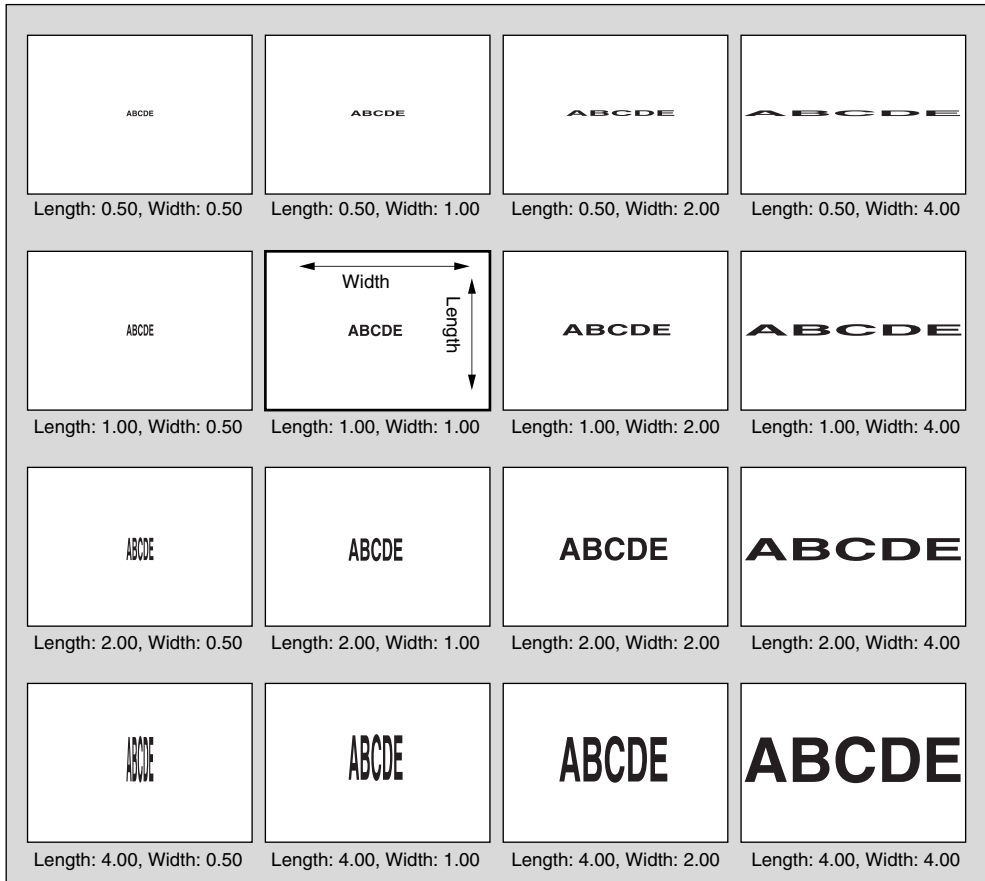
ABCDE	ABCDE	ABCDE	ABCDE
Length: 0.50, Width: 0.50	Length: 0.50, Width: 1.00	Length: 0.50, Width: 2.00	Length: 0.50, Width: 4.00
ABCDE	ABCDE (Width, Length)	ABCDE	ABCDE
Length: 1.00, Width: 0.50	Length: 1.00, Width: 1.00	Length: 1.00, Width: 2.00	Length: 1.00, Width: 4.00
ABCDE	ABCDE	ABCDE	ABCDE
Length: 2.00, Width: 0.50	Length: 2.00, Width: 1.00	Length: 2.00, Width: 2.00	Length: 2.00, Width: 4.00
ABCDE	ABCDE	ABCDE	ABCDE
Length: 4.00, Width: 0.50	Length: 4.00, Width: 1.00	Length: 4.00, Width: 2.00	Length: 4.00, Width: 4.00

1. Touch *ZOOM* on the Basic Screen.

The popup menu for setting a zoom ratio will be displayed.

🖐 **Reminder!**

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. **Touch the vertical zoom key on the popup menu to highlight it, then set the vertical zoom ratio.**
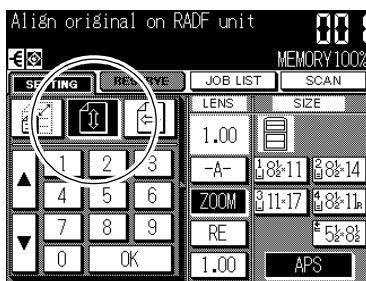
Use the keypad on the popup menu to enter a 3-digit vertical zoom ratio, or use arrow keys (▲/▼) to scroll to the desired ratio.

Similarly, touch the horizontal zoom key to highlight it, then set the horizontal zoom ratio.

3. **Touch *OK*.**

The popup menu disappears automatically and the specified zoom ratio will be displayed on the Basic Screen.

4. **Select additional copy conditions, as desired.**

5. **Enter the desired print quantity from the control panel keypad.**

> 📖 **HINT**
> See p. 3-7 for details on setting print quantity.

6. **Position original(s).**

> 📖 **HINT**
> See p. 3-2 to p. 3-6 for details on positioning originals.

7. **Press [*START*].**

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

7
**Advanced
Information**

🔍 DETAILS

The figure shown below is the sample image using the Vertical/Horizontal zoom with an original placed diagonally on the platen glass.

Length: 0.50, Width: 2.00   Length: 2.00, Width: 0.50

Length: 0.50, Width: 2.00   Length: 2.00, Width: 0.50

Select Application Function | JOB MEMORY

FILE EDIT | IMAGE EDIT

Sheet/Cover Insertion | Transparency | Text/Photo Enhance | AUTO Layout

Chapter | Image Insert | Reverse Image | Image Shift

Combination | Book Copy | Repeat | Non Image Area Erase

Booklet | Special Original | Frame/Fold Erasure | STAMP

Store Mode | ALL CLEAR | CANCEL | OK

SECTION

8

Applications

How to Use Application Functions
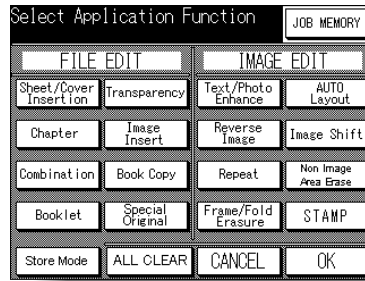
Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed Original

Folded Original

Non-Standard Size

Upside Down

Text/Photo Enhance

Reverse Image

Repeat

8
Applications

Frame/Fold Erasure

AUTO Layout

Image Shift

Reduce & Shift

Non-Image Area Erase

Stamp

Overlay

To Display Application Selection Screen

Follow the procedure below to display the Application Selection Screen and select the desired copying features.

1. Press [*APPLICATION*] on the control panel.
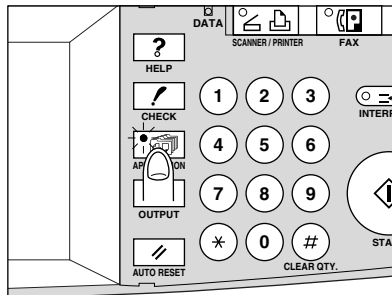
The Application Selection Screen will be displayed on the touch panel.

7022   7130/7135
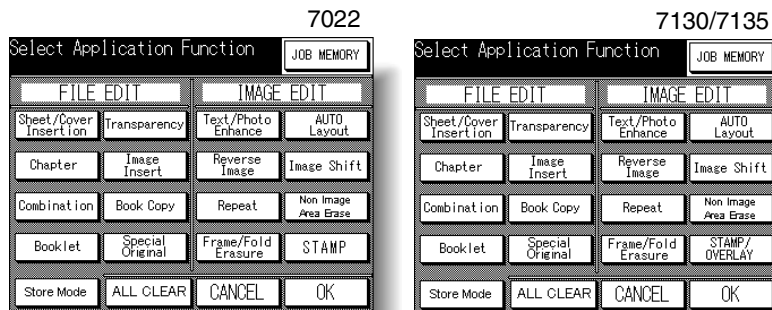
The 7130/7135 Application Selection Screen provides OVERLAY as an additional function.

🔍 DETAILS
- When a function key is touched, it becomes highlighted. If you touch a function key, another screen or two will display to enable you to enter the appropriate settings.
- If one function on the menu is incompatible with another, it will appear dimmed.
- The indicator light on the [*APPLICATION*] key will be lit when application selections have been made.

To restore the original copying conditions, touch *CANCEL*.
To clear all Application settings, touch *ALL CLEAR*.

2. Touch *OK* on the Application Selection Screen.

Selections will be completed and the Basic Screen will be restored.

🖐 Reminder!
With the Basic Screen displayed, you can press [*START*] to perform the operation.

Inserting Sheets and Covers (Sheet/Cover Insertion)

Use Sheet/Cover Insertion in copy mode or blank mode to insert chapter sheets or separator sheets into the finished set, as well as front and back covers.

>>>Specifications for Sheet/Cover Insertion<<<

❒ Use RADF.
❒ Tray 1 is initially specified as the source of insertions and covers. If using the thick paper for front/back cover, select the Multi-sheet bypass tray for Front Cover insertion.
❒ AMS (Automatic Magnification Selection) is automatically selected. The copy size in insertion tray and original size are detected, and the correct ratio will be automatically selected.
❒ Max. insert sheets: 15 locations, from 1~999, including front and back covers
❒ Incompatible Conditions: APS, Group, Rotation Sort, Rotaion Group, Chapter, Combination, Booklet, Transparency, Image Insert, Book Copy, Special Original (Mixed Original), Repeat, AUTO Layout, Non-image Area Erase, Stamp (Page, Numbering)

FRONT COVER COPIED

Originals   Copies

FRONT COVER BLANK

Originals   Copies

BACK COVER COPIED

Originals   Copies

BACK COVER BLANK

Originals   Copies

COPY SHEET INSERTION

Originals   Copies

BLANK SHEET INSERTION

Originals   Copies

Combination samples:

FRONT & BACK COVERS COPIED, AND COPY SHEET INSERTION

FRONT & BACK COVERS BLANK, AND BLANK SHEET INSERTION

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed Original

Folded Original

Non-Standard Size

Upside Down

Text/Photo Enhance

Reverse Image

Repeat

8
Applications

Frame/Fold Erasure

AUTO Layout

Image Shift

Reduce & Shift

Non-Image Area Erase

Stamp

Overlay

1. **Load insert/cover sheets into tray 1, and load regular sheets of the same size into copy paper tray source.**

> ##### DETAILS
> - When using thick paper for covers, load them in the Multi-sheet bypass tray.
> - Be sure that the trays for copy paper, front/back covers, and insertions have the same paper size loaded.

> ##### HINT
> The source of insertions and covers can be shifted from tray 1 to tray 2, 3, 4, or Multi-sheet bypass tray by Key operator. See p. 11-42 ~ p. 11-46.

2. **Press [*APPLICATION*] on the control panel.**
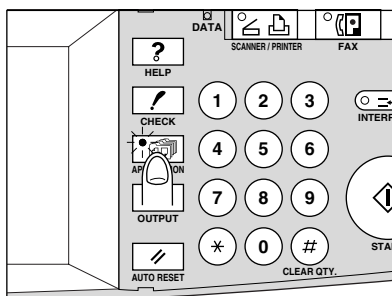
The Application Selection Screen will be displayed on the touch panel.

> ##### Reminder!
> When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

3. **Touch *Sheet/Cover Insertion* on the Application Selection Screen.**
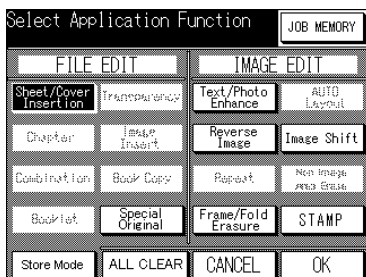
The Sheet/Cover Insertion Screen will be displayed.

Inserting Sheets and Covers (Sheet/Cover Insertion) (continued)

4. **Select the cover sheet tray source.**

Touch *TRAY1* for feeding from tray 1, or *BYPASS* for feeding from the Multi-sheet bypass tray.

If no cover is desired, proceed to step *6*.

5. **Select the desired cover mode.**
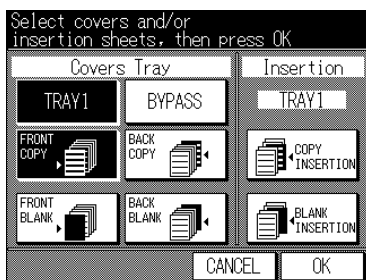
Example: Touch *FRONT COPY* to insert a copied front cover.

If no insertion is desired, proceed to step *8*.

6. **Select the desired insertion mode.**
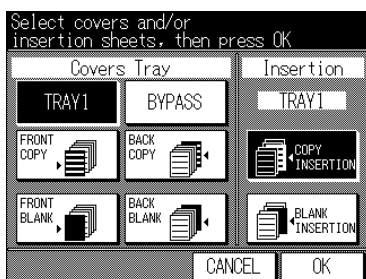
Example: Touch *COPY INSERTION* to insert copied sheets.

Touch *OK* to display the Page Setting Screen.

7. **Enter the page number.**

```
Enter original document page number(s)
as inserted location
  ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐
  │ P.2  │ │ P.5  │ │██████│ │      │ │      │
  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘
  ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐
  │      │ │      │ │      │ │      │ │      │
  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘
  ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐
  │      │ │      │ │      │ │      │ │      │
  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘
  ┌──────────┐ ┌──────────┐
  │  DELETE  │ │   SET    │
  └──────────┘ └──────────┘
                      ┌──────────┐ ┌──────────┐
                      │  CANCEL  │ │    OK    │
                      └──────────┘ └──────────┘
```

Use the control panel keypad to enter the page number of insertion location.
Touch *SET* after each entry to move to the next key.
To clear an incorrect entry, touch *DELETE* or press [*# (CLEAR QTY.)*]. The insertion location will be deleted.

> 📖 **HINT**
>
> See p. 8-7 for details on entering page numbers.

Touch *OK* to complete the page setting and return to the Sheet/Cover Insertion Screen.

8. **When all settings are completed, touch *OK* to return to the Application Selection Screen.**

The Basic Screen will be restored.

9. **Enter the desired print quantity from the control panel keypad.**

> 📖 **HINT**
>
> See p. 3-7 for details on setting print quantity.

10. **Position originals FACE UP in the document feeder.**

> 📖 **HINTS**
>
> • For details on positioning originals, see p. 3-2.
> • Use RADF store mode (p. 3-24 to p. 3-26) when the original count exceeds 50.

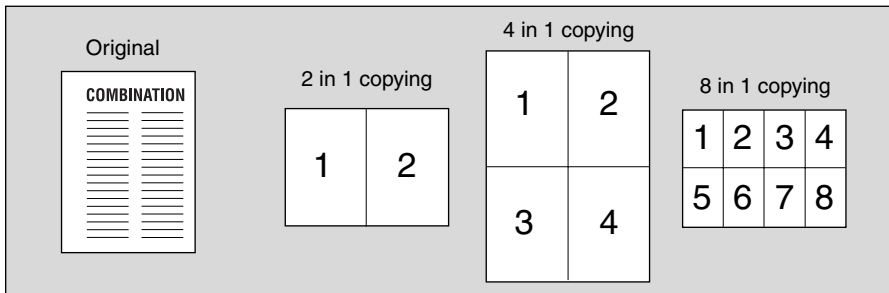## *11.* **Press [*START*].**

> ⚠️ **CAUTION**
>
> *When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.*

🔍 DETAILS: Entering Page Numbers

Fifteen keys are displayed on the screen to designate each insertion location.
The first (upper left) key displays the Front Cover icon if selected. The Back Cover icon appears, if selected, as the last (lower right) key.

Example: If p. 4 is entered in blank mode, a blank sheet will be inserted between p. 4 and p. 5; in copy mode, a copied sheet is inserted at p. 4.

NOTES:
- Page numbers entered at random will be sorted automatically.
- Entering "0" or the same page number twice will be ignored on the screen.
- When a page number entered is larger than the total original page count, it will be ignored.

Positioning Title Pages on the Right Side (Chapter)

Chapter is used with RADF in 1▶2 or 2▶2 mode for the purpose of locating title pages on the right side, rather than reverse side, of a duplex copy to improve the presentation of double-sided copies.

To effectively locate the title page on the right, a blank sheet will be automatically created on the reverse side of a sheet, if required.

>>>Specifications for Chapter<<<

❏ Use RADF.
❏ Max. title pages: 15 sheets, from 1 ~ 999
❏ Incompatible Conditions: 1▶1, 2▶1, Group, Sheet/Cover Insertion, Combination, Transparency, Image Insert, Book Copy, Repeat, AUTO Layout, Non-Image Area Erase
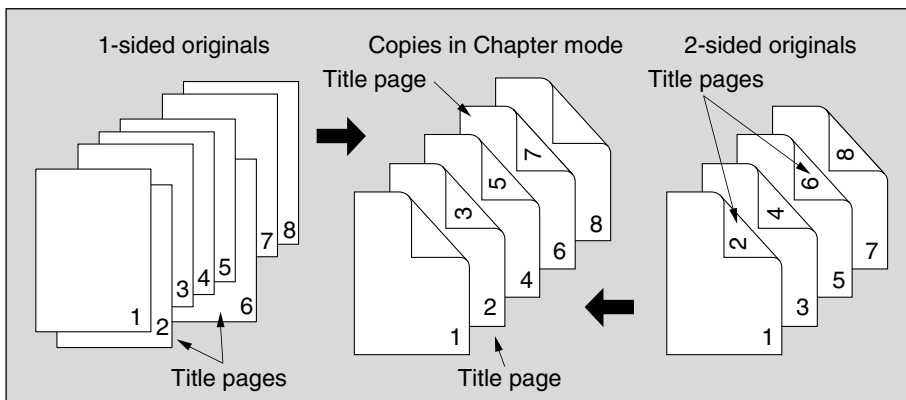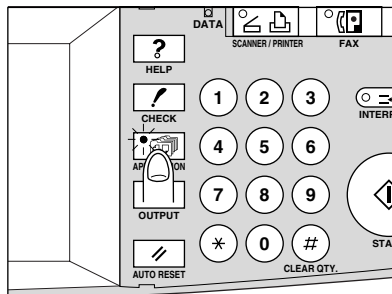
1-sided originals   Copies in Chapter mode   2-sided originals

1. Press [*APPLICATION*] on the control panel.

The Application Selection Screen will be displayed on the touch panel.

🖐 Reminder!
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

Positioning Title Pages on the Right Side (Chapter) (continued)

2. **Touch *Chapter* on the Application Selection Screen.**
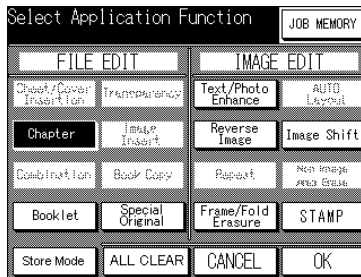
The Chapter Page Setting Screen will be displayed.

3. **Use the control panel keypad to enter the page number of each title page.**
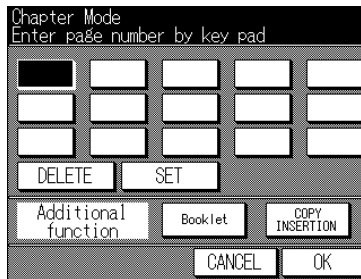
Touch *SET* after each entry to move to the next key.
To clear an incorrect entry, touch *DELETE*. The entered number will be deleted.

🔍 DETAILS
- Entering "0" or the same page number twice will be ignored on the screen.
- Chapter insertions occur in sequence even if original page numbers are entered out of sequence.
- When a page number is larger than the total original page count, insertion occurs as the last page of the document.

👁 OPTION
Touch *Booklet* on the Chapter Page Setting Screen to use this function.
To change the selection of paper tray for copying title pages, touch *Copy Insertion* on the screen.

4. **When all entries are made, touch *OK*.**
The Application Selection Screen will be restored.

Positioning Title Pages on the Right Side (Chapter) (continued)

5. **Touch *OK* on the Application Selection Screen.**
The Basic Screen will be restored.

6. **Enter the desired print quantity from the control panel keypad.**

> 📖 **HINT**
> See p. 3-7 for details on setting print quantity.

7. **Position originals FACE UP in the document feeder.**

> 📖 **HINTS**
> - For details on positioning originals, see p. 3-2 to p. 3-4.
> - Use RADF store mode (p. 3-24 to p. 3-26) when the original count exceeds 50.
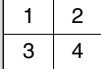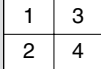
8. **Press [*START*].**

> ⚠ **CAUTION**
> *When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.*

Lay Out Several Pages onto One Sheet (Combination)

Use this function to lay out and copy a fixed number (2, 4, or 8) of pages onto one sheet of copy paper (2 in 1, 4 in 1, or 8 in 1).

>>>Specifications for Combination<<<

❏ Use RADF.
❏ AMS is automatically selected. (Normally the fixed size of Tray 1 will be selected.)
❏ Incompatible Conditions: APS, Sheet/Cover Insertion, Chapter, Booklet, Image Insert, Book copy, Special Original (Mixed Original, Non-Standard Size, Upside Down), Repeat, Frame/Fold Erasure, AUTO Layout, Non-Image Area Erase

1. Press [*APPLICATION*] on the control panel.

The Application Selection Screen will be displayed on the touch panel.

Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed Original

Folded Original

Non-Standard Size

Upside Down

Text/Photo Enhance

Reverse Image

Repeat

8 Applications

Frame/Fold Erasure

AUTO Layout
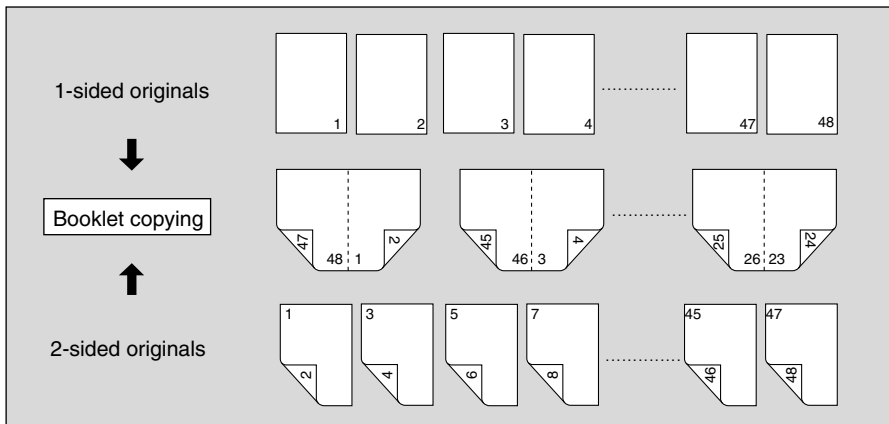
Image Shift

Reduce & Shift

Non-Image Area Erase

Stamp

Overlay

2. Touch *Combination* on the Application Selection Screen.
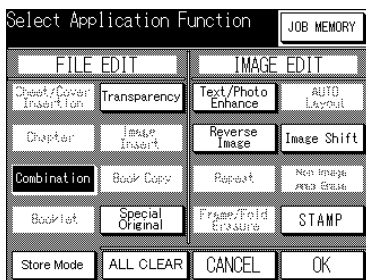
The Combination Mode Selection Screen will be displayed.

3. Select the desired Combination mode.
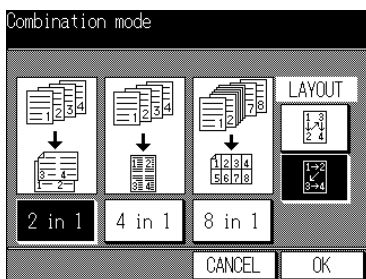
Touch *2 in 1*, *4 in 1* or *8 in 1*, and select a key in the LAYOUT area, referring to the illustration on the following page.

4. Touch *OK*.
The Application Selection Screen will be restored.

5. Touch *OK* on the Application Selection Screen.
The Basic Screen will be restored.
AMS is automatically selected, and tray 1 is selected. When selecting any other tray, touch the desired tray key.

6. Enter the desired print quantity from the control panel keypad.

📖 **HINT**
See p. 3-7 for details on setting print quantity.

7. Position originals FACE UP in the document feeder.

📖 **HINTS**

- For details on positioning originals, see p. 3-2 to p. 3-4.
- Use RADF store mode (p. 3-24 to p. 3-26) when the original count exceeds 50.

8. Press [*START*].

⚠️ **CAUTION**

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

🔍 **DETAILS: Original Type and Layout Order**

Refer to the table below to select the desired Combination mode.

Original \ Layout	Horizontal order			Vertical order	
	2 in 1	4 in 1	8 in 1	4 in 1	8 in 1
Portrait type (COMBINATION)	1 2	1 2 / 3 4	1 2 3 4 / 5 6 7 8	1 3 / 2 4	1 3 5 7 / 2 4 6 8
Landscape type (COMBINATION)	1 / 2	1 2 / 3 4	1 2 / 3 4 / 5 6 / 7 8	1 3 / 2 4	1 5 / 2 6 / 3 7 / 4 8

Making a Multiple Page Signature Booklet (Booklet)

Use the Booklet to make a multiple page signature booklet on both sides of paper from any tray. Original images are scanned into memory and automatically arranged in booklet format in correct order.

>>>Specifications for Booklet<<<

❒ Use RADF.
❒ Original pages should be a multiple of 4 in 1-2 mode or a multiple of 2 in 2-2 mode; otherwise blank pages are automatically inserted to the last.
❒ AMS is automatically selected. Select the desired paper size.
❒ Original Size: 8.5"x11", 5.5"x8.5" (16 ~ 32 lb).
❒ Incompatible Conditions: APS, 1▶1, 2▶1, Staple, Group, Rotation Sort, Rotation Group, Sheet/Cover Insertion, Combination, Transparency, Special Original (Mixed Original, Non-Standard Size, Upside Down), Repeat, Fold Erasure, AUTO Layout, Non-Image Area Erase, Stamp (Page, Numbering)

1. Press [*APPLICATION*] on the control panel.

The Application Selection Screen will be displayed on the touch panel.

Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

2. **Touch *Booklet* on the Application Selection Screen.**
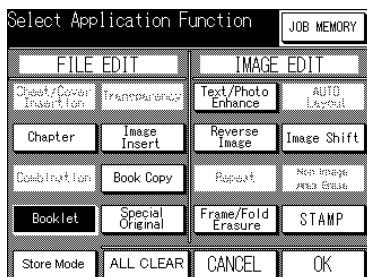
The Booklet Mode Selection Screen will be displayed.

3. **Touch to highlight the desired Booklet mode key.**
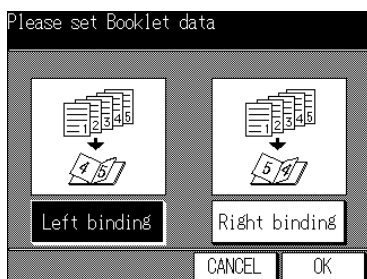
4. **Touch *OK*.**

The Application Selection Screen will be restored.
Select additional Applications, as desired.

5. **Touch *OK* on the Application Selection Screen.**

The Basic Screen will be restored.

6. **Select the *1▶2* or *2▶2* copy mode and the desired paper size.**

AMS is selected automatically.
To release AMS, select the desired magnification, then select paper size.

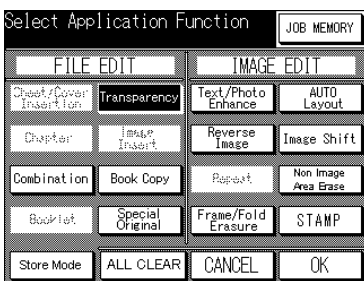**7.** **Enter the desired print quantity from the control panel keypad.**

> 📖 **HINT**

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed Original

Folded Original

Non-Standard Size

Upside Down

Text/Photo Enhance

Reverse Image

Repeat

8
Applications

Frame/Fold Erasure

AUTO Layout

Image Shift

Reduce & Shift

Non-Image Area Erase

Stamp

Overlay

8. Position originals FACE UP in the document feeder.

📖 **HINTS**

✋ **Reminder!**

Original pages should be a multiple of 4 in 1-2 mode or a multiple of 2 in 2-2 mode; otherwise blank pages are automatically inserted to the last.

9. Press [*START*].

⚠️ **CAUTION**

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Copying onto Transparent Films (Transparency)

Use the Transparency function in 1▶1 or 2▶1 mode to copy onto overhead projection transparent films, and output a blank or copied interleaf sheet with each copied transparent film.

In the Blank sheet interleaving mode, a blank interleaf sheet is output with each transparent film to keep the film material from sticking together.

In the Copy sheet interleaving mode, a copied interleaf sheet is output with each transparent film to provide reference during a presentation, a version for photocopying, and a set for filing or inserting into a binder.

>>>Specifications for Transparency<<<

❐ Transparent film source: Multi-sheet bypass tray
❐ Print quantity: 1
❐ Finisher cannot be used.
❐ AMS is automatically selected.
❐ Incompatible Conditions: APS, 1▶2, 2▶2, Sort, Staple, Group, Rotation Sort, Rotation Group, Sheet/Cover Insertion, Chapter, Booklet, Image Insert, Special Original (Mixed Original), Repeat
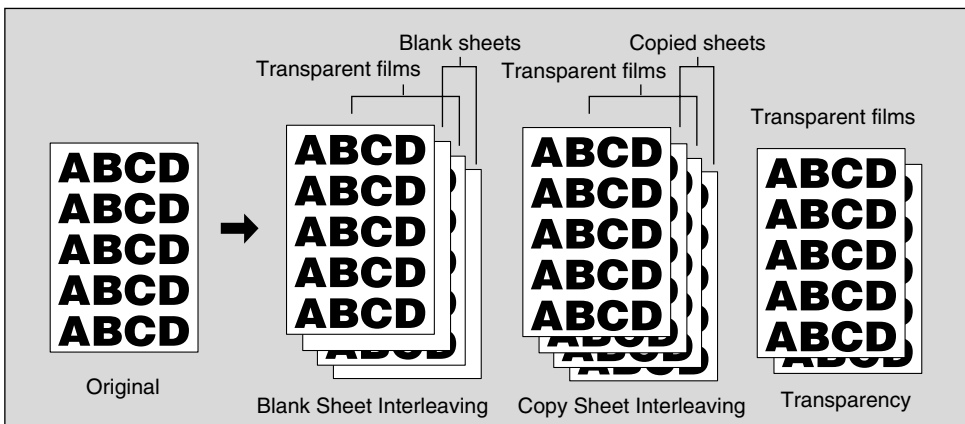
1. **Insert a sheet of transparent film into the Multi-sheet bypass tray.**

🖐 Reminder!
Do not load transparent films into any other tray.

2. **When interleaf sheet is needed, load copy paper in any other tray to match the size of transparent films.**

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed Original

Folded Original

Non-Standard Size

Upside Down

Text/Photo Enhance

Reverse Image

Repeat

8
Applications

Frame/Fold Erasure

AUTO Layout

Image Shift

Reduce & Shift

Non-Image Area Erase

Stamp

Overlay

3. Press [*APPLICATION*] on the control panel.

The Application Selection Screen will be displayed on the touch panel.

> ✋ **Reminder!**
> When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

4. Touch *Transparency* on the Application Selection Screen.

5. Select the desired Transparency mode, then touch *OK*.
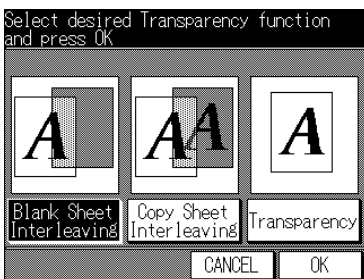
Copying onto Transparent Films (Transparency) (continued)

6. Touch *OK* on the Application Selection Screen.

The Basic Screen will be restored.

> 🔍 **DETAILS**
> - AMS is selected automatically.
>   To release AMS, select the desired magnification.
> - Print quantity is already set to 1. You cannot enter any other quantity.

7. Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.

> 📖 **HINTS**
> For details on positioning originals, see p. 3-2 to p. 3-6.

8. Press [*START*].

Inserting Images into Printed Sets (Image Insert)

Use the Image insert mode to combine images scanned from the platen glass, such as photos, paste-ups, newspaper articles, graphs, etc., with images scanned from the document feeder. Then, output the combined images as a finished set.
The selected copy paper size is determined by the size of originals loaded in the document feeder.

>>>**Specifications for Image Insert**<<<

❏ Use RADF and platen glass.
❏ Max. image insert: 15 locations, from p. 1 to p. 999
❏ Incompatible Conditions: Group, Rotation Group, Sheet/Cover Insertion, Chapter, Combination, Transparency, Book Copy, Special Original (Mixed Original, Non-Standard Size), Repeat, AUTO Layout, Image Shift, Non-image Area Erase
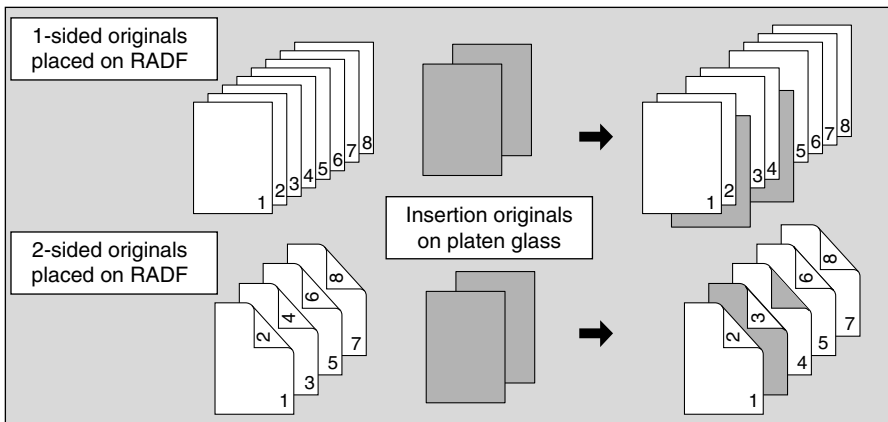
1. Press [*APPLICATION*] on the control panel.
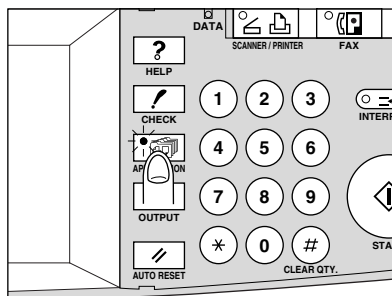
✋ **Reminder!**
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

Inserting Images into Printed Sets (Image Insert) (continued)

2. **Touch *Image Insert* on the Application Selection Screen.**
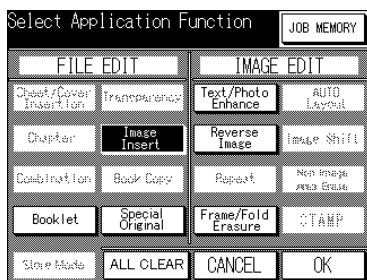
Sheet/Cover
Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

The Image Insertion Page Setting Screen will be displayed.

3. **Use the control panel keypad to enter the page number.**

Book Copy

Mixed
Original

Folded
Original

Non-Standard
Size

Upside Down

Text/Photo
Enhance

Reverse
Image

Repeat
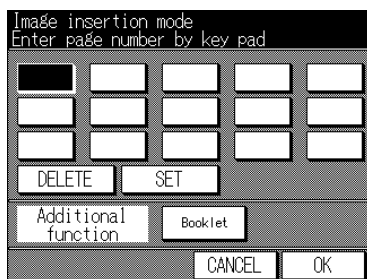
Touch *SET* after each entry to move to the next key.
To clear an incorrect entry, touch *DELETE*. The entered page number will be deleted.

📖 **HINT**

👁 **OPTION**
Touch *Booklet* on the Image Insertion Page Setting Screen to use this function.

4. **When all page number entries are made, touch *OK*.**
The Application Selection Screen will be restored.

5. **Touch *OK* on the Application Selection Screen.**
The Basic Screen will be restored.

6. **Enter the desired print quantity from the control panel keypad.**

📖 **HINT**

Inserting Images into Printed Sets (Image Insert) (continued)

7. Position originals FACE UP in the document feeder.

If the number of originals exceeds 50, divide them into blocks not exceeding 50 sheets and load them from the block with the first page.

8. Touch *SCAN* on the Basic Screen.

The originals positioned in the document feeder will be scanned into memory.
Repeat steps *7* and *8* for all originals.

9. Scan the platen glass images.

Open the document feeder. Position an original FACE DOWN on the platen glass, then close the document feeder.

✋ Reminder!

PLACE AND SCAN THE ORIGINALS ACCORDING TO PAGINATION.

10. Touch *SCAN*.

Repeat steps *9* and *10* for all originals.

📖 HINTS

- Memory overflow may occur during scanning. See p. 5-10 to p. 5-11.
- Should memory overflow occur frequently, it is recommended that you contact your service representative to extend the memory capacity in your machine.

11. Press [*START*].

The copier will start printing when ready for output.

⚠ CAUTION

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

🔍 DETAILS: Entering Page Numbers

For example, if insertion locations are [2/2/6], scanned platen images will be inserted as follows:
The first scanned platen image will be inserted after page 2.
The second scanned platen image will be inserted directly after the first scanned image insertion.
The third scanned platen image will be inserted after page 6.

NOTES:

- When a page number is larger than the total original count, a blank sheet is inserted as the last page.
- Insertions occur in sequence, even if page numbers are entered out of sequence.
- Entering the same page number twice will insert two sheets at that location.

Dividing an Image into Right and Left Pages (Book Copy)

The Book Copy mode performs image division on the original image. Use this function to copy an open book or a ledger sheet onto two 8.5"x11" sheets in 1▶1 or 2▶1 mode, or onto the front and back sides of one 8.5"x11" sheet in 1▶2 or 2▶2 mode.
The following three modes can be selected from the Book Copy Screen.

- **Full Scan mode:** Image division starts from the first scan.
- **Front Cover + Full Scan mode:** Image division starts from the second scan, after the first scan copies normally.
- **Front/Back + Full Scan mode:** Image division starts from the third scan, after the first and second scan copy normally.

>>>Specifications for Book Copy<<<
❏ Store mode is automatically selected.
❏ Original size: 11"x17", 8.5"x11"R, 5.5"x8.5"R
> **NOTE:**
> Originals are not limited in size, however, carefully select an appropriate magnification ratio and setting orientation when copying original size other than the above.

❏ Copy size: 8.5"x11", 8.5"x11"R (use Rotation), 5.5"x8.5"R (use Rotation)
❏ Incompatible Conditions: APS, Sheet/Cover Insertion, Chapter, Combination, Image Insert, Special Original (Mixed Original, Folded Original, Non-Standard Size, Upside Down), Repeat, Image Shift, Stamp
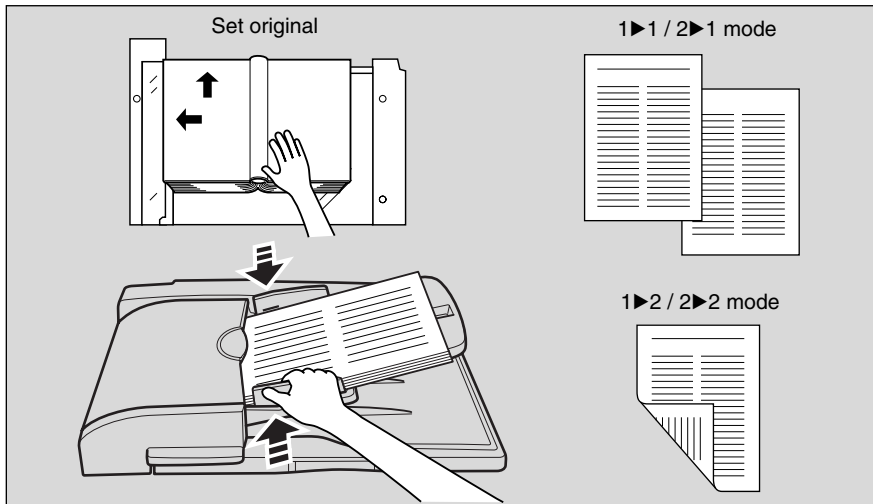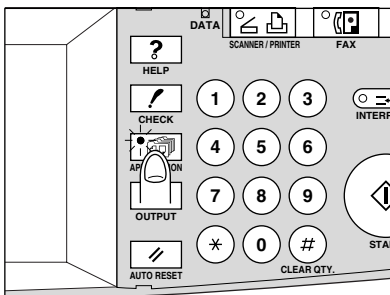
Dividing an Image into Right and Left Pages (Book Copy) (continued)

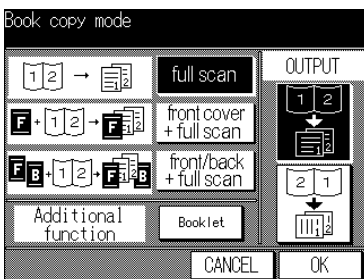## 1. Press [*APPLICATION*] on the control panel.

Reminder!
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

2. Touch *Book Copy* on the Application Selection Screen.
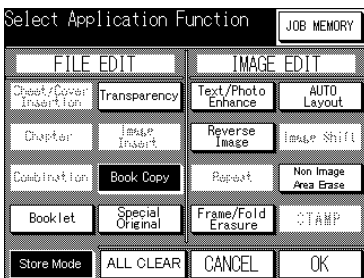
The Book Copy Screen will be displayed.

3. Select the desired Book Copy mode.

Touch to highlight the desired mode key.

Dividing an Image into Right and Left Pages (Book Copy) (continued)

Application
Selection Screen

Sheet/Cover
Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed
Original

Folded
Original

Non-Standard
Size

Upside Down

Text/Photo
Enhance

Reverse
Image

Repeat

4. **Select the desired scanning order according to the original pagination.**

         👁 **OPTION**

         Touch ***Booklet*** on the Book Copy Screen to use this function.

5. **Touch *OK*.**

The Application Selection Screen will be restored.

6. **Touch *OK* on the Application Selection Screen.**

The Basic Screen will be restored.
APS and AMS are automatically released, and the Store mode is automatically selected.

7. **Select the desired copy mode and magnification.**

         🔍 **DETAILS**
- When selecting Full scan mode and scanning from the platen glass, select 1▶1 or 1▶2 copy mode.
- APS and AMS are released and 1.00 magnification is selected automatically. Change the magnification manually, if desired.

8. **Enter the desired print quantity from the control panel keypad.**

         📖 **HINT**

9. **Position original(s).**

When using platen glass to scan, position the first page FACE DOWN with document feeder kept open.
When using document feeder, position original(s) FACE UP.
For details on scanning originals in Front cover + Full scan and Front/Back + Full scan mode, see the description on the following page.

10. **Touch *SCAN* on the Basic Screen to scan.**

11. **Repeat steps *9* and *10* for all originals.**

         ✋ **Reminder!**

When using platen glass, Non-Image Area Erase and AUTO Layout are automatically selected.
DO NOT CLOSE the document feeder throughout the scanning job.

12. **Press [*START*].**

The copier will start printing when ready for output.

8
Applications

Frame/Fold
Erasure

AUTO
Layout

Image Shift

Reduce &
Shift

Non-Image
Area Erase

Stamp

Overlay

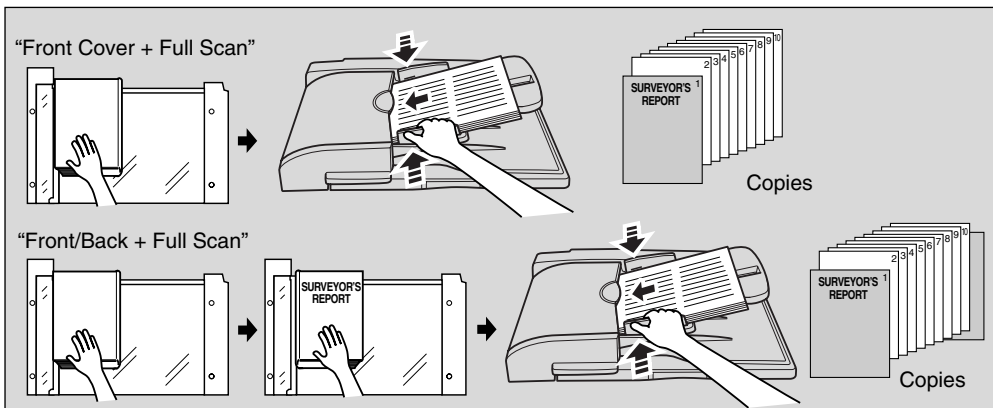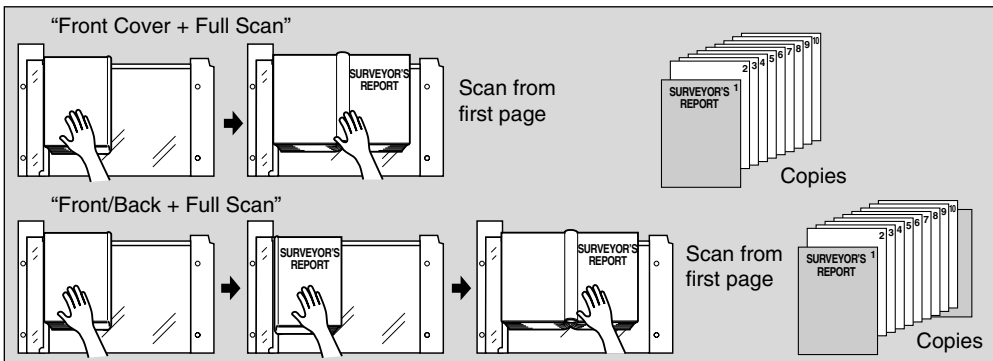# Dividing an Image into Right and Left Pages (Book Copy) (continued)

⚠ CAUTION

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

🔍 Scanning Original for Cover

Use platen glass for scanning original for cover.

1 Open the document feeder.
2 Position original for front cover FACE DOWN on the platen glass.
3 Touch *SCAN* to start scanning.
4 When Front/Back + Full scan is selected, scan original for back cover according to the above steps **2** and **3**.
5 Use platen glass or document feeder, as required, for scanning body text originals.
   To output the set in the same order as the originals, start scanning from the first page.
6 Touch *SCAN* to start scanning.
7 Repeat steps **5** and **6** for subsequent originals.

"Front Cover + Full Scan"

Scan from first page

SURVEYOR'S REPORT

Copies

"Front/Back + Full Scan"

SURVEYOR'S REPORT

SURVEYOR'S REPORT

Scan from first page

SURVEYOR'S REPORT

Copies

"Front Cover + Full Scan"

SURVEYOR'S REPORT

Copies

"Front/Back + Full Scan"

SURVEYOR'S REPORT

SURVEYOR'S REPORT

Copies

Dividing an Image into Right and Left Pages (Book Copy) (continued)

NOTES:
- Memory overflow may occur during scanning. See p. 5-10 to p. 5-11.
- When using platen glass, Non-Image Area Erase and AUTO Layout are automatically selected.
  DO NOT CLOSE the document feeder throughout the scanning job.

Copying Mixed Size Originals (Mixed Original)

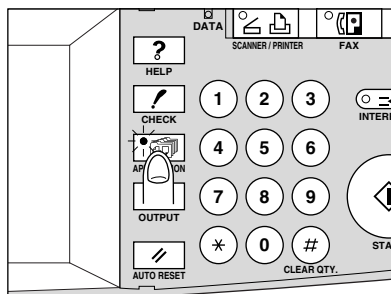Use the Mixed original mode with the document feeder or with Store mode to copy mixed size originals.
Each original in the mixed set will be copied to paper of the same size (APS mode) or to paper of desired size with appropriate ratio automatically selected (AMS mode).

>>>**Specifications for Mixed Original**<<<

❐ Use RADF.
❐ Combination of original sizes to be mixed depends on the width of the RADF original guides. See p. 9-7 for details.
❐ Incompatible Conditions: Using platen glass (unless Platen store mode is used), Rotation Sort, Rotation Group, Sheet/Cover Insertion, Combination, Booklet, Transparency, Image Insert, Book Copy, Special Original (Folded Original, Non-Standard Size, Upside Down), Repeat, Fold Erasure, AUTO Layout, Image Shift, Non-Image Area Erase, Stamp

APS mode
Automatically select the paper of the same size as that of the original.

AMS mode
Automatically select magnification ratio to copy onto the same paper in size.

Mixed size originals
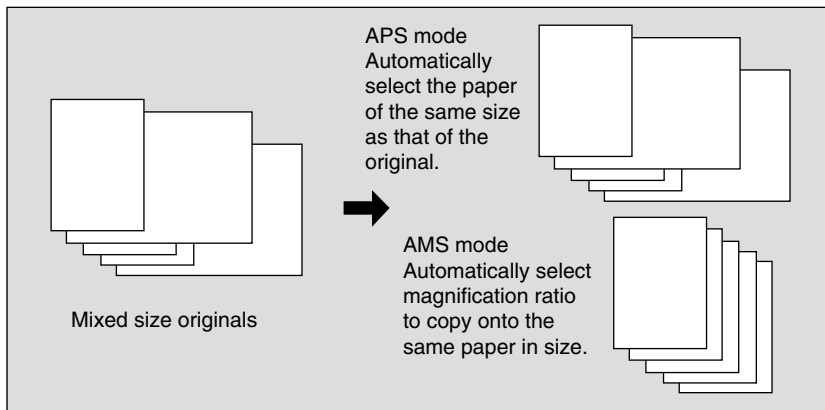
1. Press [*APPLICATION*] on the control panel.

🖐 **Reminder!**
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

Copying Mixed Size Originals (Mixed Original) (continued)

2. **Touch *Special Original* on the Application Selection Screen.**
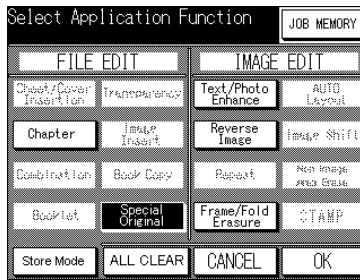
The Special Original Screen will be displayed.

3. **Touch *Mixed Original*.**
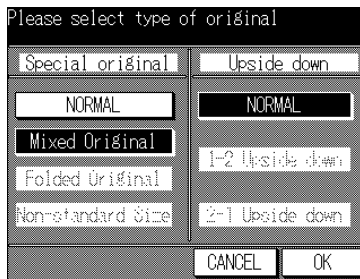
4. **Touch *OK* to return to the Application Selection Screen.**

5. **Touch *OK* to return to the Basic Screen.**

6. **Select additional copying features, as desired.**

> 🔍 **DETAILS**
> APS is automatically selected on the Basic Screen.
> To select AMS, touch the tray key on the Basic Screen to select the desired copy size.

7. **Enter the desired print quantity from the control panel keypad.**

> 📖 **HINT**
> See p. 3-7 for details on setting print quantity.

Copying Mixed Size Originals (Mixed Original) (continued)

8. Position mixed original(s) FACE UP in the document feeder.

📖 **HINTS**

- See p. 3-3 for details on positioning originals.
- Use RADF store mode (p. 3-24 to p. 3-26) when the original count exceeds 50.

9. Press [*START*].

⚠️ **CAUTION**

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Copying Folded Originals (Folded Original)

Use the Folded original mode with the document feeder to copy folded originals. Otherwise, the size detection sensor of the RADF may function incorrectly.
This mode requires more scanning time to detect the original size.

>>>**Specifications for Folded Original**<<<

❐ Use RADF.
❐ Incompatible Conditions: Using platen glass, Book Copy, Special Original (Mixed Original, Non-Standard Size), Repeat, AUTO Layout, Non-Image Area Erase

Folded original

1. **Press [*APPLICATION*] on the control panel.**

🖐 **Reminder!**
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

Application
Selection Screen

Sheet/Cover
Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed
Original

Folded
Original

Non-Standard
Size

Upside Down

Text/Photo
Enhance

Reverse
Image

Repeat

8
Applications

Frame/Fold
Erasure

AUTO
Layout

Image Shift

Reduce &
Shift

Non-Image
Area Erase

Stamp

Overlay

2. **Touch *Special Original* on the Application Selection Screen.**

The Special Original Screen will be displayed.

3. **Touch *Folded original*.**

4. **Touch *OK* to return to the Application Selection Screen.**

5. **Touch *OK* to return to the Basic Screen.**

6. **Select additional copying features, as desired.**

7. **Enter the desired print quantity from the control panel keypad.**

> 📖 **HINT**
> See p. 3-7 for details on setting print quantity.

> 🔍 **DETAILS**
> Normal originals can also be loaded at the same time.

8. **Position folded original(s) FACE UP in the document feeder.**

> 📖 **HINTS**
> • See p. 3-4 for details on positioning originals.
> • Use RADF store mode (p. 3-24 to p. 3-26) when the original count exceeds 50.

Copying Folded Originals (Folded Original) (continued)

9. **Press [*START*].**

> ⚠ **CAUTION**
>
> *When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.*

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed Original

Folded Original

Non-Standard Size

Upside Down

Text/Photo Enhance

Reverse Image

Repeat

8 **Applications**

Frame/Fold Erasure

AUTO Layout

Image Shift

Reduce & Shift

Non-Image Area Erase

Stamp

Overlay

Copying Non-Standard Size Originals (Non-Standard Size)

Feeding special size originals through the RADF without selecting Non-standard size mode may cause the copier to stop scanning and mistakenly sense that the size detection sensor has malfunctioned or cause a paper misfeed.

Using Non-standard size mode, the copier will search and copy onto the standard size copy paper that is closest to the original size.

>>>**Specifications for Non-Standard Size**<<<

❏ Use RADF. Platen glass is not available.
❏ Incompatible Conditions: APS, AMS, Store mode, Combination, Booklet, Image Insert, Book Copy, Special Original (Mixed Original, Folded Original, Upside Down), Repeat, Frame/Fold Erasure, AUTO Layout, Image Shift, Non-Image Area Erase, Stamp

1. Press [*APPLICATION*] on the control panel.
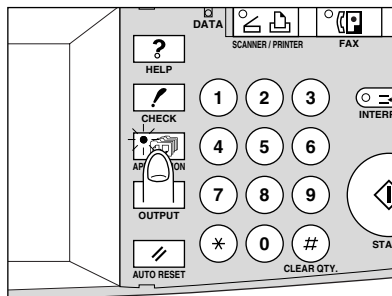
✋ **Reminder!**
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

2. Touch *Special Original* on the Application Selection Screen.
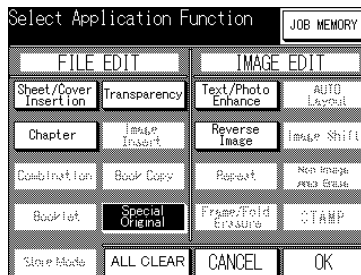
The Special Original Screen will be displayed.

Copying Non-Standard Size Originals (Non-Standard Size) (continued)

3. Touch *Non-standard Size*.
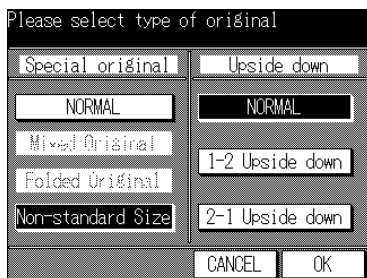
Please select type of original

Special original	Upside down
NORMAL	NORMAL
Mixed Original	1-2 Upside down
Folded Original	
Non-standard Size	2-1 Upside down
	CANCEL OK

4. Touch *OK* to return to the Application Selection Screen.

5. Touch *OK* to return to the Basic Screen.

6. Select additional copying features, as desired.

7. Enter the desired print quantity from the control panel keypad.

> 📖 **HINT**
> See p. 3-7 for details on setting print quantity.

8. Position original(s) FACE UP in the document feeder.

> 📖 **HINTS**
> - See p. 3-2 for details on positioning originals.
> - Use RADF store mode (p. 3-24 to p. 3-26) when the original count exceeds 50.

9. Press [*START*].

> ⚠️ **CAUTION**
> *When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.*

Sheet/Cover
Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed
Original

Folded
Original

Non-Standard
Size

Upside Down

Text/Photo
Enhance

Reverse
Image

Repeat

8
Applications

Frame/Fold
Erasure

AUTO
Layout

Image Shift

Reduce &
Shift

Non-Image
Area Erase

Stamp

Overlay

Reverse the Second Side in 1-2 Mode (Upside Down)

1-2 Upside Down arranges the even pages of simplex originals upside down on the reverse side of duplex copies.
Similarly, 2-1 Upside Down rearranges the reverse sides of duplex originals which read upside down to make normal simplex copies.

>>>Specifications for Upside Down<<<

❒ 1-2 Upside Down functions only when 1-2 copy mode is selected.
  2-1 Upside Down functions only when 2-1 copy mode is selected and RADF is used.
❒ Incompatible Conditions: Combination, Booklet, Book Copy, Special Original (Mixed Original, Non-Standard Size), Repeat, AUTO Layout, Image Shift, Non-Image Area Erase
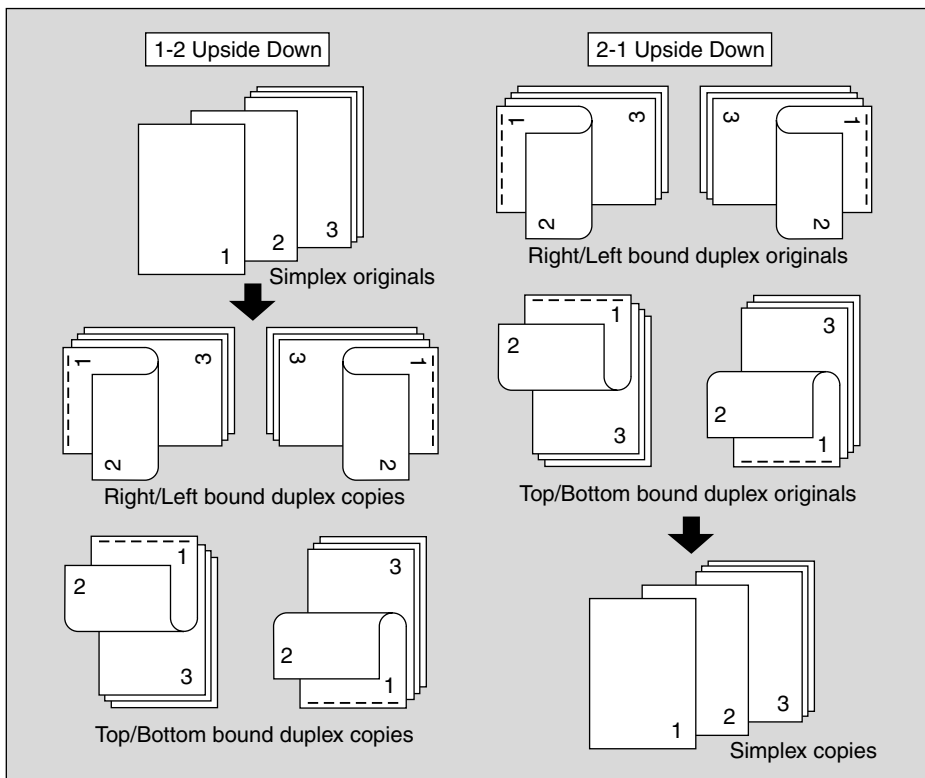
Reverse the Second Side in 1-2 Mode (Upside Down) (continued)
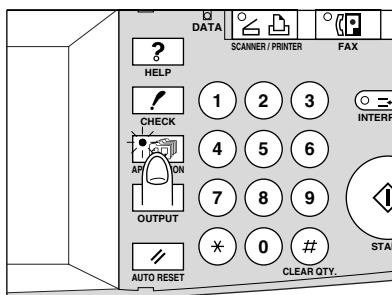
Application
Selection Screen

Sheet/Cover
Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed
Original

Folded
Original

Non-Standard
Size

Upside Down

Text/Photo
Enhance

Reverse
Image

Repeat

1. **Press [*APPLICATION*] on the control panel.**

🖐 **Reminder!**
When starting a new copying job, be sure to close the RADF securely, then
press [*AUTO RESET*].

2. **Touch *Special Original* on the Application Selection Screen.**
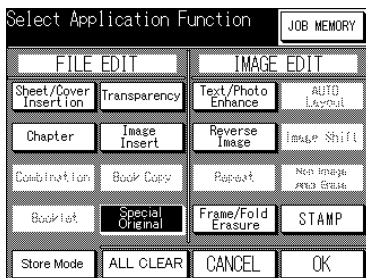
The Special Original Screen will be displayed.

3. **Touch *1-2 Upside down* or *2-1 Upside down*.**
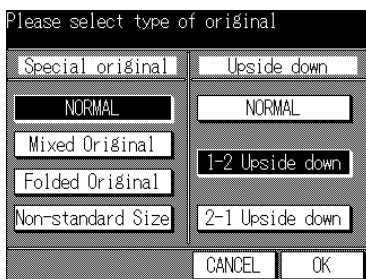
The subsequent screen for selecting binding type will be displayed.

8
Applications

Frame/Fold
Erasure

AUTO
Layout

Image Shift

Reduce &
Shift

Non-Image
Area Erase

Stamp

Overlay

4. **Touch the desired binding type key.**
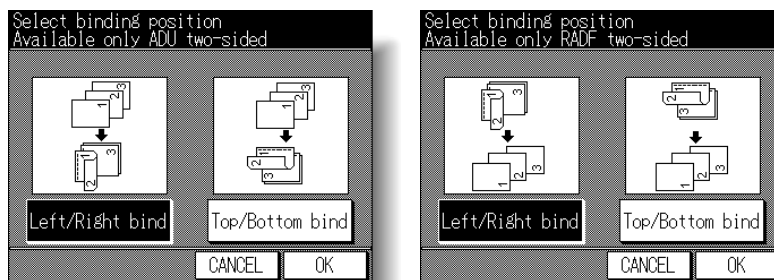
Touch **OK** to restore the Special Original Screen.

5. **Touch OK on the Special Original Screen to return to the Application Selection Screen.**

6. **Touch OK to return to the Basic Screen.**

7. **Select additional copying features, as desired.**

8. **Enter the desired print quantity from the control panel keypad.**

> 📖 **HINT**
> See p. 3-7 for details on setting print quantity.

9. **Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.**

When selecting 2-1 Upside down mode, use RADF to scan originals.

> 📖 **HINTS**
> • See p. 3-2 to p. 3-6 for details on positioning originals.
> • Use RADF store mode (p. 3-24 to p. 3-26) when the original count exceeds 50.

10. **Press [START].**

> ⚠️ **CAUTION**
> *When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.*

Making Copy Quality Closer to Originals (Text/Photo Enhance)

Use this function to enhance the reproducibility of half tones so that the copy quality more closely matches to that of the original.

Text Mode
Use the Text mode when copying a text original. In this mode, text is improved in comparison to using the general mode.

Photo Mode
Use the Photo mode to reproduce a half-tone photo image. The copy will closely represent the half-tones of the original image.
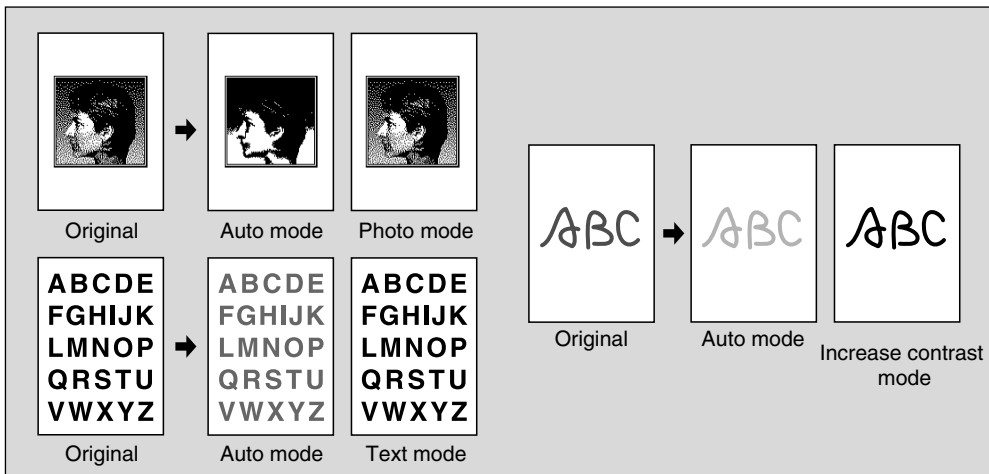
Increase Contrast Mode
Select Increase Contrast to darken lightly printed images (e.g., pencil) without changing background exposure. In cases where the image is light and background is dark, the background will not be changed.

🔍 **DETAILS**

In each enhance mode, the copy density level can be shifted three levels darker or three levels lighter (Density Shift) by the Key Operator setting. See p. 11-49 if this setting is desired.

>>>Specifications for Text/Photo Enhance<<<

❒ Incompatible Copying Conditions: None

Original   Auto mode   Photo mode

Original   Auto mode   Text mode

Original   Auto mode   Increase contrast mode

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed Original

Folded Original

Non-Standard Size

Upside Down

Text/Photo Enhance

Reverse Image

Repeat

8
Applications

Frame/Fold Erasure

AUTO Layout

Image Shift

Reduce & Shift

Non-Image Area Erase

Stamp

Overlay

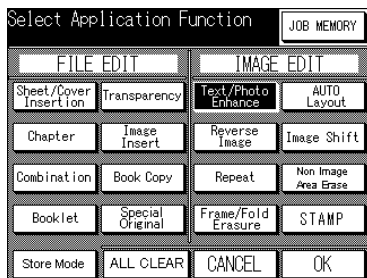## Making Copy Quality Closer to Originals (Text/Photo Enhance) (continued)

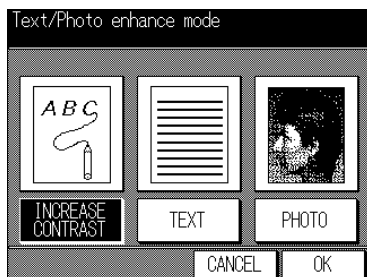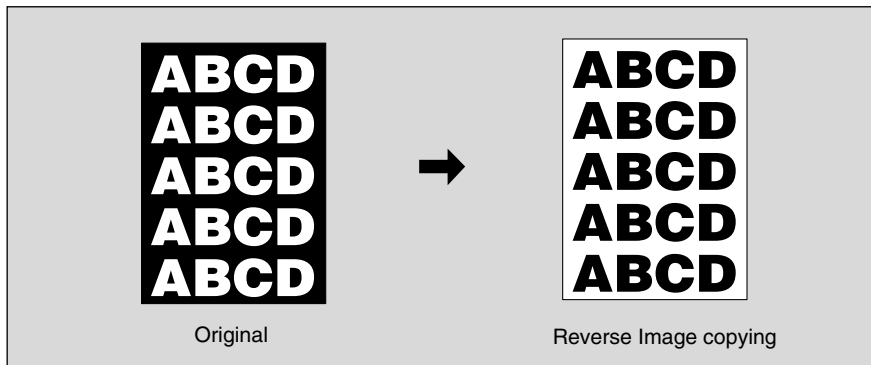**1.** **Press [*APPLICATION*] on the control panel.**

🖐 **Reminder!**
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

2. **Touch *Text/Photo Enhance* on the Application Selection Screen.**

The Text/Photo Enhance Screen will be displayed.

3. **Touch *TEXT*, *PHOTO*, or *INCREASE CONTRAST*, as required.**

4. **Touch *OK* to return to the Application Selection Screen.**

Making Copy Quality Closer to Originals (Text/Photo Enhance) (continued)

5. Touch *OK* to return to the Basic Screen.

6. Select additional copying features, as desired.

7. Enter the desired print quantity from the control panel keypad.

> 📖 **HINT**
> See p. 3-7 for details on setting print quantity.

8. Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.

> 📖 **HINTS**
> • See p. 3-2 to p. 3-6 for details on positioning originals.
> • Use RADF store mode (p. 3-24 to p. 3-26) when the original count exceeds 50.

9. Press [*START*].

> ⚠️ **CAUTION**
> *When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.*

Reversing Color in Black and White Image (Reverse Image)

Use Reverse image to reverse the image from black-on-white to white-on-black, and vice versa. This is convenient for copying white-on-black originals and reversing them to fax.

>>>**Specifications for Reverse Image**<<<
❐ Incompatible Conditions: AUTO Layout, Non-Image Area Erase

| Original | Reverse Image copying |

1. **Press [*APPLICATION*] on the control panel.**

✋ **Reminder!**
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

2. **Touch *Reverse Image* on the Application Selection Screen.**
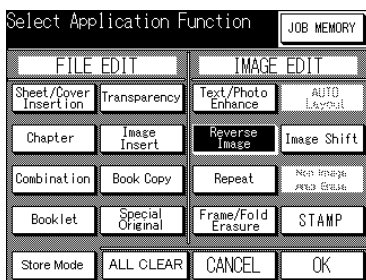
The incompatible function keys will be dimmed to show inactivity.

3. **Touch *OK* on the Application Selection Screen.**
The Basic Screen will be restored.

4. **Enter the desired print quantity from the control panel keypad.**

📖 **HINT**
See p. 3-7 for details on setting print quantity.

5. **Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.**

📖 **HINT**
For details on positioning originals, see p. 3-2 to p. 3-6.

6. **Press [*START*].**

⚠️ **CAUTION**
When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed Original

Folded Original

Non-Standard Size

Upside Down

Text/Photo Enhance

Reverse Image

Repeat

8
Applications

Frame/Fold Erasure

AUTO Layout

Image Shift

Reduce & Shift

Non-Image Area Erase

Stamp

Overlay

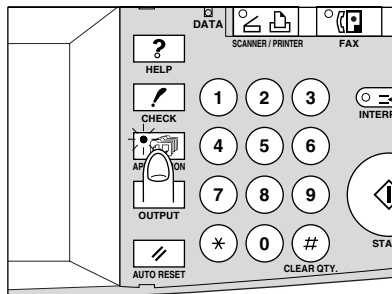# Repeating Selected Image Area (Repeat: Verti./Horiz. Mode)

Use this function to repeat the selected image area of 10mm ~ 150mm in both vertical and horizontal widths measured from the rear left corner of the 11"x17" original area indicated on the left edge of the platen glass.

>>>**Vertical/Horizontal Width Setting Mode Specifications**<<<

❏ Use the platen glass. (Document feeder cannot be used.)
❏ Incompatible Conditions: Using RADF, 2▶2, 2▶1, APS, AMS, Sort, Staple, Group, Rotation Sort, Rotation Group, Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency, Image Insert, Book Copy, Special Original (Mixed Original, Folded Original, Non-Standard Size, Upside Down), Frame/Fold Erasure, AUTO Layout, Image Shift, Non-Image Area Erase, Stamp
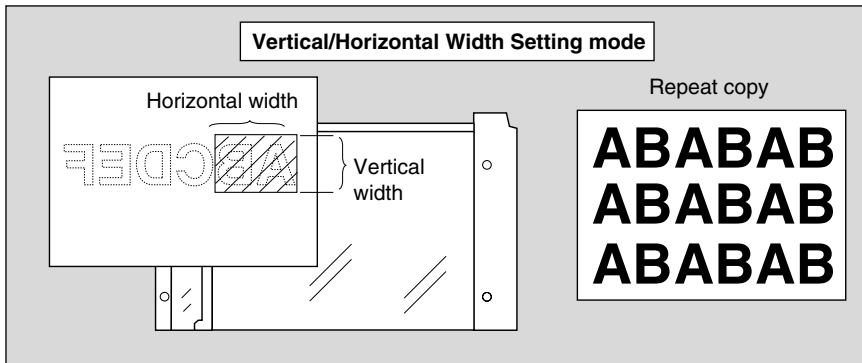
1. Press [*APPLICATION*] on the control panel.

✋ **Reminder!**
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].
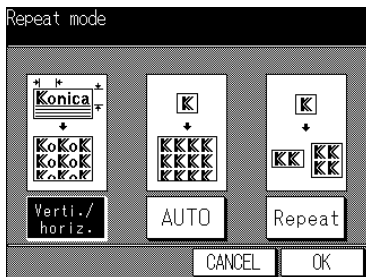
Repeating Selected Image Area (Repeat: Verti./Horiz. Mode) (continued)
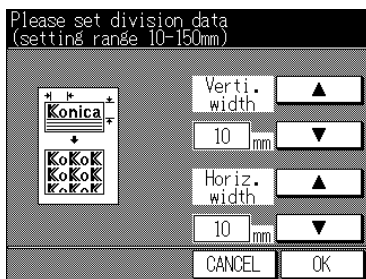
Application
Selection Screen

Sheet/Cover
Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed
Original

Folded
Original

Non-Standard
Size

Upside Down

Text/Photo
Enhance

Reverse
Image

Repeat

8
Applications

Frame/Fold
Erasure

AUTO
Layout

Image Shift

Reduce &
Shift

Non-Image
Area Erase

Stamp

Overlay

2. **Touch *Repeat* on the Application Selection Screen.**
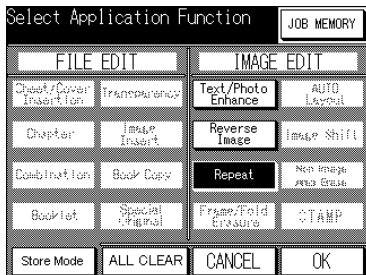
The Repeat Mode Selection Screen will be displayed.

3. **Touch *Verti./Horiz.***

The Vertical/Horizontal Width Setting Screen will be displayed.

4. **Specify the vertical and horizontal widths of the scanning area.**

Use the up/down arrow key to enter the width from 10 to 150mm in 1mm increments.
Hold the key to increase/decrease the value continuously.

Touch *OK* to restore the Repeat Mode Selection Screen.

5. **Touch *OK*.**

The Application Selection Screen will be restored.

6. **Touch *OK* on the Application Selection Screen.**

The Basic Screen will be restored.

7. **Select the desired magnification and copy size.**

🔍 **DETAILS**
- APS and AMS are automatically released, and 1.00 (100%) is selected as a magnification ratio.
- Copy mode is automatically set to 1▶1. When selecting 1▶2 mode, Platen store mode will function automatically.

8. **Enter the desired print quantity from the control panel keypad.**

📖 **HINT**

See p. 3-7 for details on setting print quantity.

9. **Position original FACE DOWN on the platen glass.**

📖 **HINT**

See the illustration on p. 8-44 for details.

10. **Press [*START*].**

⚠️ **CAUTION**
When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Repeating Automatically or Selecting Repeating Times (Repeat: AUTO/ Repeat Mode)

Auto Detection mode will automatically set the equal repeat area to the size of the original placed onto the platen glass by activating Non-image area erase. Repeat mode will scan the image area specified by the selected copy size and mode (2 Repeat, 4 Repeat, or 8 Repeat), then arrange the image by specified times in one copy sheet.

>>>Auto Detection/ Repeat Mode Specifications<<<

❒ Auto Detection Mode: Use the platen glass. RADF cannot be used.
❒ Repeat Mode Magnification ratio: 1.00 (100 %) fixed
❒ Incompatible Conditions: Using RADF (Auto Detection mode only), 2▶2, 2▶1, APS, AMS, Sort, Staple, Group, Rotation Sort, Rotation Group, Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency, Image Insert, Book Copy, Special Original (Mixed Original, Folded Original, Non-Standard Size, Upside Down), Reverse Image (Auto Detection mode only), Frame/Fold Erasure, AUTO Layout, Image Shift, Stamp

Auto Detection mode

ABCD ABCD
ABCD ABCD
ABCD ABCD

Copy

Repeat mode

Copy
(2 Repeat)

ABCD

ABCD

BCD BCD

Copy
(4 Repeat)

CD CD

CD CD

BCD BCD

BCD BCD

Copy
(8 Repeat)

CD CD
CD CD
CD CD
CD CD

D D D D

D D D D

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed Original

Folded Original

Non-Standard Size

Upside Down

Text/Photo Enhance

Reverse Image

Repeat

8
Applications

Frame/Fold Erasure

AUTO Layout

Image Shift

Reduce & Shift

Non-Image Area Erase

Stamp

Overlay

Repeating Automatically or Selecting Repeating Times (Repeat: AUTO/ Repeat Mode) (continued)
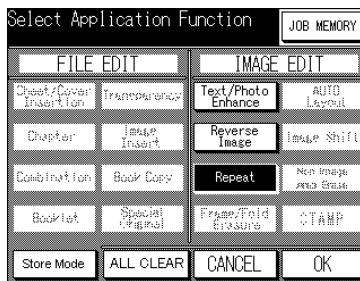
1. **Press [*APPLICATION*] on the control panel.**
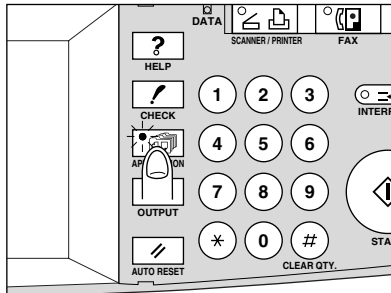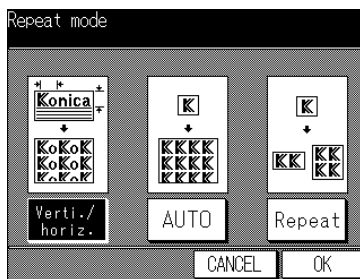
✋ **Reminder!**
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

2. **Touch *Repeat* on the Application Selection Screen.**

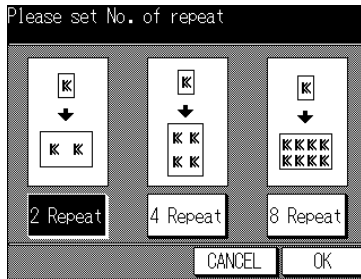The Repeat Mode Selection Screen will be displayed.

3. **Touch *AUTO* or *Repeat*, as desired.**

When selecting *Repeat*, the Repeat Screen will be displayed.
When selecting *AUTO*, proceed to step *5*.

4. Touch to highlight the desired mode key.

Touch **2 Repeat**, **4 Repeat**, or **8 Repeat** to select the desired Repeat mode.
Touch **OK** to return to the Repeat Mode Selection Screen.

5. Touch OK.

The Application Selection Screen will be restored.

🔍 **DETAILS**

Non-Image Area Erase is automatically selected on the Application Selection Screen when AUTO mode is selected.

6. Touch OK on the Application Selection Screen.

The Basic Screen will be restored.

7. Select the desired magnification and copy size.

🔍 **DETAILS**

- APS and AMS are automatically released, and 1.00 (100%) is selected as a magnification ratio.
- When 2 Repeat, 4 Repeat, or 8 Repeat is selected, the scanning area will be a portion of the selected paper size equally divided according to the selected mode.
  In this case, magnification ratio will be fixed to 1.00 (100%).
- Copy mode is automatically set to 1▶1. When selecting 1▶2 mode, Platen store mode will function automatically.

8. Enter the desired print quantity from the control panel keypad.

📖 **HINT**

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed Original

Folded Original

Non-Standard Size

Upside Down

Text/Photo Enhance

Reverse Image

Repeat

8
Applications

Frame/Fold Erasure

AUTO Layout

Image Shift

Reduce & Shift

Non-Image Area Erase

Stamp

Overlay

9. Position original.

For AUTO mode original, open the document feeder, then position the original FACE DOWN on the platen glass.

For 2 Repeat, 4 Repeat or 8 Repeat mode original, RADF is also available.

📖 HINT

See the illustration on p. 8-47 for details.

✋ Reminder!

When AUTO mode is selected, Non-Image Area Erase functions automatically. DO NOT close the document feeder.

10. Press [*START*].

⚠ CAUTION

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

🔍 DETAILS

The AUTO mode may not operate properly if the lighting in the work place is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.

Eliminating Black Copy Marks Along Borders (Frame/Fold Erasure)

Use Frame/Fold Erasure to eliminate black copy marks along borders to clean up and improve the presentation of the copy.
Use Top/Bottom erasure mode to erase the black copy marks at the top and/or bottom of the copy image.

>>>Specifications for Frame/Fold Erasure<<<

❑ Incompatible with Frame Erasure: Combination, Special Original (Non-Standard Size), Repeat
   Incompatible with Fold Erasure: Combination, Booklet, Book Copy, Special Original (Mixed Original, Non-Standard Size), Repeat

Set original | Frame erasure | Fold erasure | Frame erasure | Top erasure | Bottom erasure

General copying | Frame Erasure copying | Fold Erasure copying | Frame/Fold Erasure copying

1. Press [*APPLICATION*] on the control panel.

🖐 Reminder!
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed Original

Folded Original

Non-Standard Size

Upside Down

Text/Photo Enhance

Reverse Image

Repeat

8
Applications

Frame/Fold Erasure

AUTO Layout

Image Shift
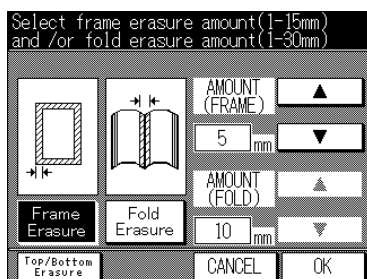
Reduce & Shift

Non-Image Area Erase

Stamp

Overlay

2. **Touch *Frame/Fold Erasure* on the Application Selection Screen.**
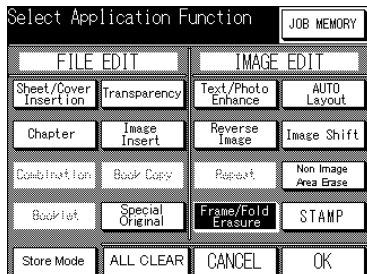
The Frame/Fold Erasure Selection Screen will be displayed.

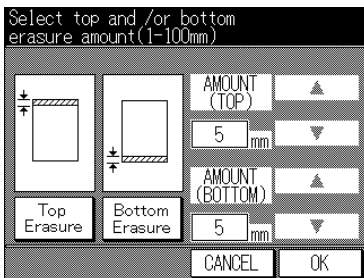**3.** **Select the desired erasure mode, then specify the erasure amount.**

Touch **Frame Erasure** or **Fold Erasure** to highlight it, then use arrow keys to select the desired erasure amount, from 1~15mm (Frame erasure) / 1~30mm (Fold erasure) in 1mm increments.
Either Frame erasure and Fold erasure can be selected in combination.

When selecting Top/Bottom erasure mode, touch **Top/Bottom Erasure**, then proceed to the next step.

Eliminating Black Copy Marks Along Borders (Frame/Fold Erasure) (continued)

4. **Top/Bottom erasure mode:**
Select the desired erasure mode, then specify the erasure amount.

Touch **Top Erasure** or **Bottom Erasure** to highlight it, then use arrow keys to select the desired erasure amount, from 1~100mm in 1mm increments.
Either Top erasure and Bottom erasure can be selected in combination.

5. **Touch OK.**

The Application Selection Screen will be restored.

6. **Touch OK on the Application Selection Screen.**

The Basic Screen will be restored.

7. **Enter the desired print quantity from the control panel keypad.**

📖 **HINT**
See p. 3-7 for details on setting print quantity.

8. **Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.**

📖 **HINT**
For details on positioning originals, see p. 3-2 to p. 3-6.

🔍 **DETAILS**
When closing the document feeder on a thick original (e.g. open book), do not press it down too hard. Keep the document feeder open, if required.

9. **Press [START].**

⚠️ **CAUTION**

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.
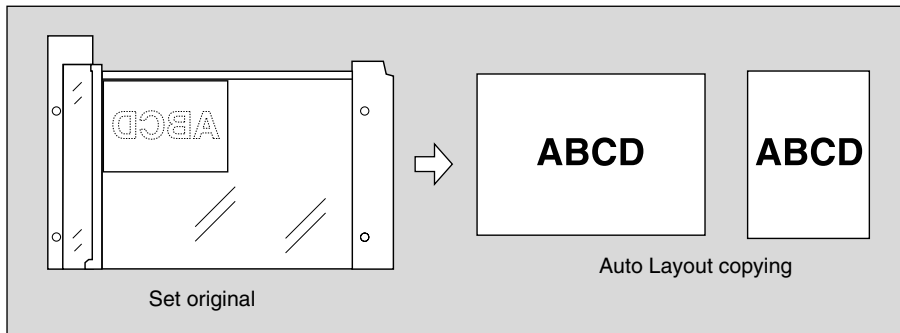
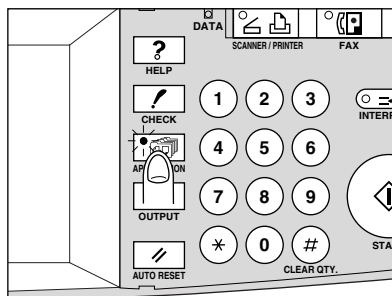# Copying Image in the Center of Copy Paper (AUTO Layout)

Use this function to detect the image area of the original and center the whole image on the copy paper making it easy to copy small pieces of paper.

>>>**Specifications for AUTO Layout**<<<

❒ Use platen glass. RADF cannot be used.
❒ Non-Image Area Erase is automatically selected (can be released manually).
❒ Incompatible Conditions: Using RADF, 2►2, 2►1, APS, Sort, Staple, Group, Rotation Sort, Rotation Group, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Special Original (Mixed Original, Folded Original, Non-Standard Size, Upside Down), Reverse Image, Repeat, Image Shift, Stamp

Set original

ABCD   ABCD

Auto Layout copying

1. Press [*APPLICATION*] on the control panel.

Reminder!
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

2. **Touch *AUTO Layout* on the Application Selection Screen.**

Select Application Function | JOB MEMORY

FILE EDIT | IMAGE EDIT

Sheet/Cover Insertion	Transparency	Text/Photo Enhance	AUTO Layout
Chapter	Image Insert	Reverse Image	Image Shift
Combination	Book Copy	Repeat	Non Image Area Erase
Booklet	Special Original	Frame/Fold Erasure	STAMP
Store Mode	ALL CLEAR	CANCEL	OK
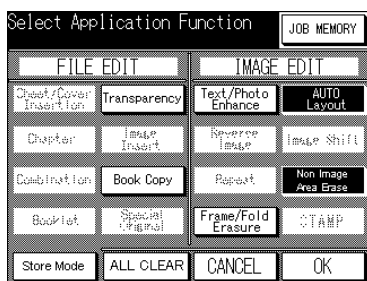
The incompatible function keys will be dimmed to show inactivity.

🔍 DETAILS

- Non-Image Area Erase will be selected automatically.
- When using the Book Copy with this function, the original smaller than the selected copy size will be printed in the center of the copy paper without image division performed.

3. **Touch *OK* on the Application Selection Screen.**

The Basic Screen will be restored.

4. **Select the desired magnification and copy size on the Basic Screen.**

🔍 DETAILS

- APS and AMS are automatically released, and 1.00 (100%) is selected as a magnification ratio.
- Copy mode is automatically set to 1▶1. When selecting 1▶2 mode, Platen store mode will function automatically.

5. **Enter the desired print quantity from the control panel keypad.**

📖 HINT

See p. 3-7 for details on setting print quantity.

6. **Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.**

📖 HINT

For details on positioning originals, see p. 3-2 to p. 3-6.

✋ Reminder!

DO NOT close the RADF when Non-Image Area Erase is selected.
Placing original obliquely on the platen glass may cause black copy marks.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed Original

Folded Original

Non-Standard Size

Upside Down

Text/Photo Enhance

Reverse Image

Repeat

8
Applications

Frame/Fold Erasure

AUTO Layout

Image Shift

Reduce & Shift

Non-Image Area Erase

Stamp

8-55

Overlay

7. **Press [*START*].**

⚠️ **CAUTION**

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

🔍 **DETAILS**

The AUTO layout function may not operate properly if the lighting is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.
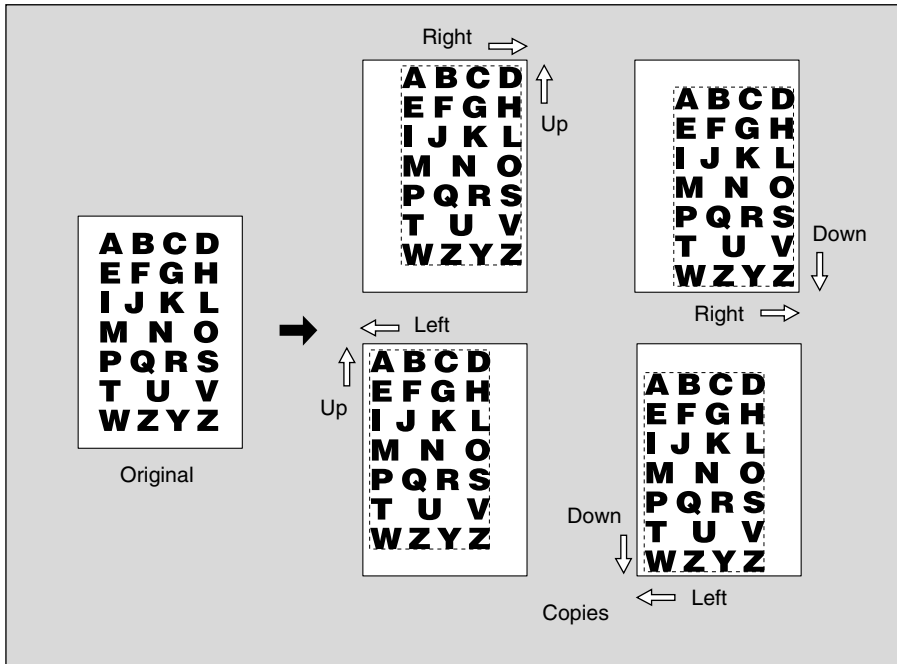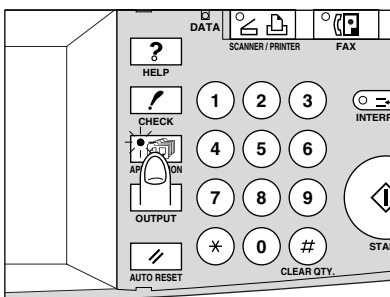
Adjusting Position of Copy Image (Image Shift)

Use Image Shift to adjust the position of copy images, e.g. for the purpose of creating a new binding margin on originals to make it easier for filing purposes.

If image loss is likely, select the Reduce & Shift mode instead of regular Image shift. See p. 8-60.

>>>Specifications for Image Shift<<<

❏ Shift amount: -250 to +250mm in 1mm increments
❏ Incompatible Conditions: 2▶2, 2▶1, APS, Booklet, Image Insert, Book Copy, Special Original (Mixed Original, Non-Standard Size, Upside Down), Repeat, AUTO Layout, Non-Image Area Erase, Stamp

Adjusting Position of Copy Image (Image Shift) (continued)

1. **Press [*APPLICATION*] on the control panel.**

🤚 **Reminder!**
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

2. **Touch *Image Shift* on the Application Selection Screen.**

The Image Shift Setting Screen will be displayed.

3. **Touch *Image Shift*, then specify the shift amount.**
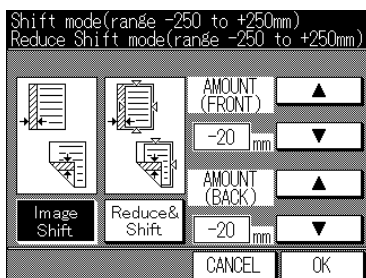
Use the up/down arrow key to enter the desired shift amount, from -250 to +250mm in 1mm increments.

Adjusting Position of Copy Image (Image Shift) (continued)

4. **Touch *OK*.**

The Application Selection Screen will be restored.

5. **Touch *OK* on the Application Selection Screen.**

The Basic Screen will be restored.

6. **Enter the desired print quantity from the control panel keypad.**

> 📖 **HINT**
>
> See p. 3-7 for details on setting print quantity.

7. **Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.**

> 📖 **HINT**
>
> For details on positioning originals, see p. 3-2 to p. 3-6.

8. **Press [*START*].**

⚠️ **CAUTION**

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.
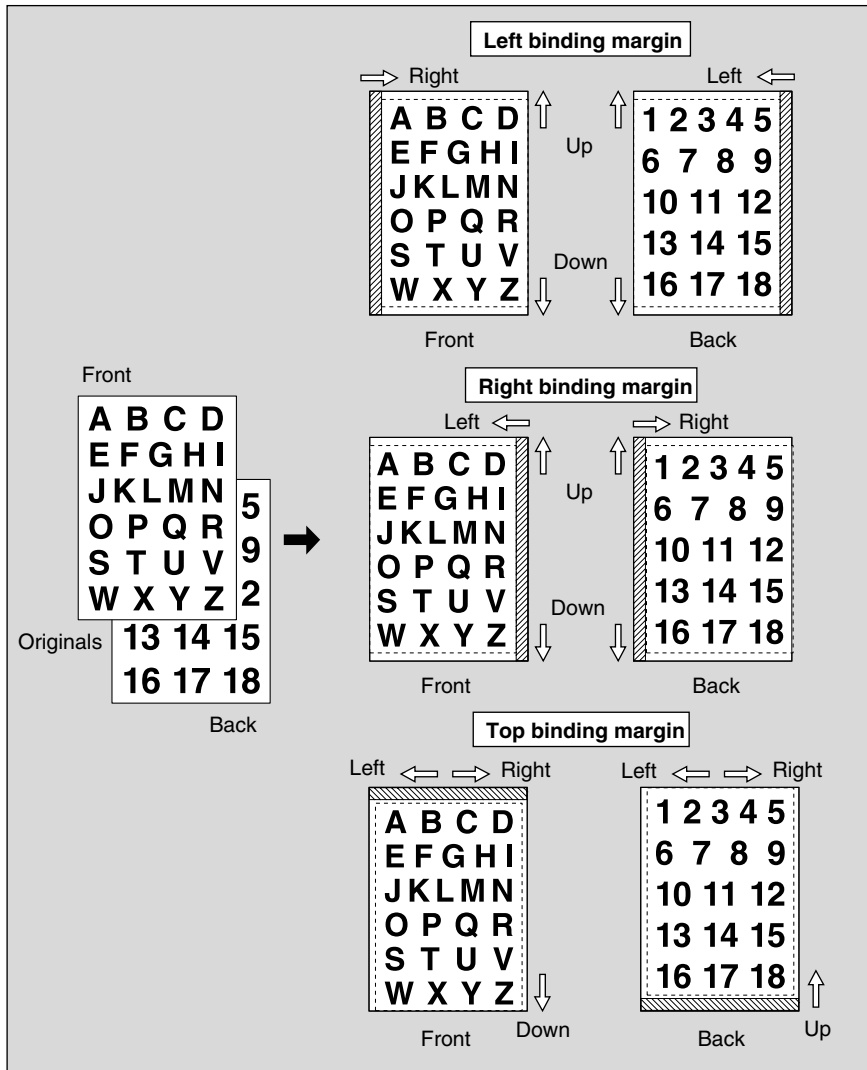

Reducing Images to Create Binding Margin (Reduce&Shift)

Use Reduce & Shift instead of regular Image Shift to prevent image loss when creating a binding margin.
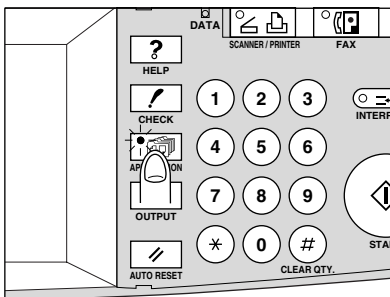
>>>Specifications for Reduce & Shift<<<

❏ AMS is automatically selected and cannot be released.
❏ Shift amount: -250 to +250mm in 1mm increments
❏ Incompatible Conditions: 2▶2, 2▶1, APS, Image Insert, Book Copy, Special Original (Mixed Original, Non-Standard Size, Upside Down), Repeat, AUTO Layout, Non-Image Area Erase, Stamp

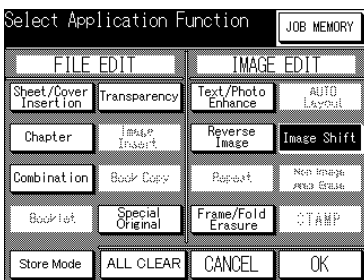# Reducing Images to Create Binding Margin (Reduce&Shift) (continued)

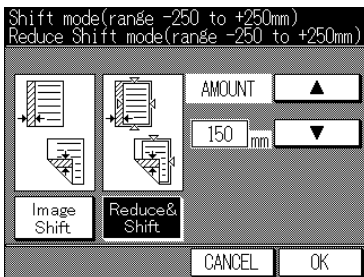## 1. Press [*APPLICATION*] on the control panel.

✋ **Reminder!**
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

2. Touch *Image Shift* on the Application Selection Screen.

The Image Shift Setting Screen will be displayed.

3. Touch *Reduce & Shift*, then specify the shift amount.

Use the up/down arrow key to enter the desired shift amount, from -250 to +250mm in 1mm increments.

🔍 **DETAILS**

The AMS will automatically determine the magnification ratio according to the shift amount specified for the front page. The shift amount and magnification ratio determined for the front page will be automatically applied to the back page.

4. Touch *OK*.

The Application Selection Screen will be restored.

5. Touch *OK* on the Application Selection Screen.

The Basic Screen will be restored.

6. Enter the desired print quantity from the control panel keypad.

📖 **HINT**

7. Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.

📖 **HINT**

## *8.* Press [*START*].

⚠️ **CAUTION**

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

# Erasing Outside of the Original (Non-Image Area Erase)

The Non-image area erase mode is used to copy non standard or special originals, such as books, magazines, paste-ups, graphs, thick or thin materials, etc. from the platen glass. The exposed glass area outside the borders of the original will not be copied.

>>>Specifications for Non-Image Area Erase<<<
- ❒ Use the platen glass only. Keep RADF open throughout the procedure.
- ❒ Incompatible Conditions: Using RADF, 2▶2, 2▶1, APS, Sort, Staple, Group, Rotation Sort, Rotation Group, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Special Original (Mixed Original, Folded Original, Non-Standard Size, Upside Down), Reverse Image, Image Shift, Stamp
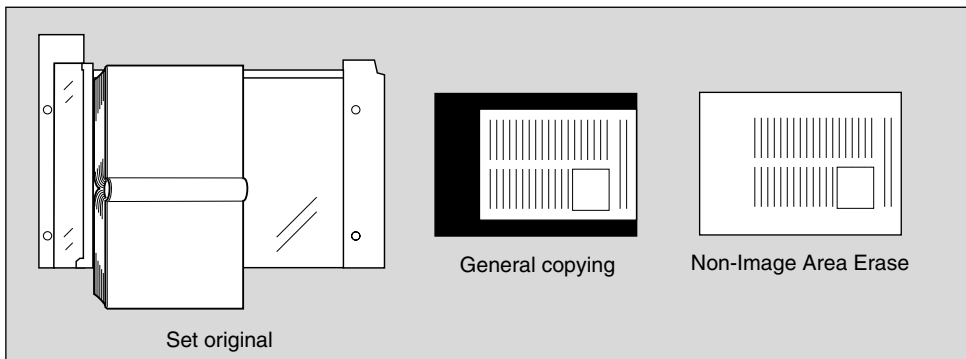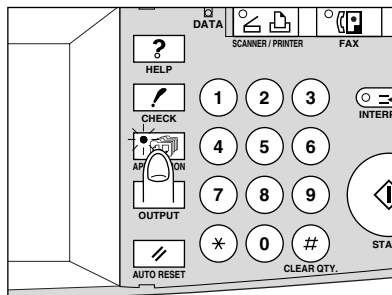
Set original　　　General copying　　　Non-Image Area Erase

1. Press [*APPLICATION*] on the control panel.

✋ **Reminder!**

When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

2. **Touch *Non-image Area Erase* on the Application Selection Screen.**
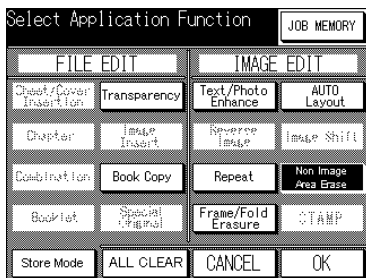
The incompatible function keys will be dimmed to show inactivity.

3. **Touch *OK* on the Application Selection Screen.**
The Basic Screen will be restored.

4. **Select magnification and copy size, as desired.**

🔍 **DETAILS**
- APS and AMS are automatically released.
- Copy mode is automatically set to 1▶1. When selecting 1▶2 mode, Platen store mode will function automatically.

5. **Enter the desired print quantity from the control panel keypad.**

📖 **HINT**
See p. 3-7 for details on setting print quantity.

6. **Position original FACE DOWN on the platen glass.**

✋ **Reminder!**
DO NOT CLOSE THE DOCUMENT FEEDER.
Original size should be larger than 10mm x 10mm.

7. **Press [*START*].**

Erasing Outside of the Original (Non-Image Area Erase) (continued)

🔍 DETAILS: Oblique Erase and Rectangle Erase Modes

The Non-image area erase has two modes; Rectangle erase mode and Oblique erase mode. The copier is initially set to Oblique erase mode. Contact your service representative if you desire the Rectangular erase mode.

Oblique erase mode	Rectangle erase mode
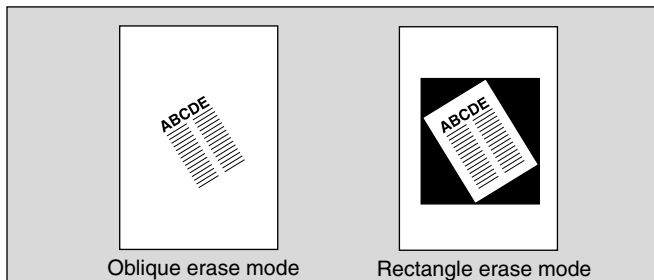
🔍 DETAILS

This function may perform incorrectly if the lighting is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.
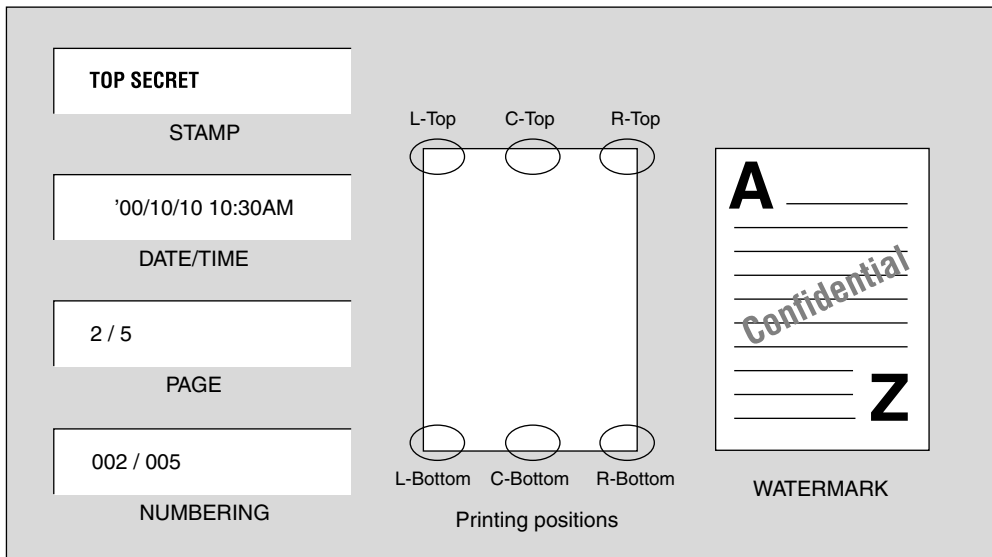
Printing Stamp, Page, Watermark onto Copies (Stamp)

This function allows you to print onto output copies the desired type of stamp, date/ time, page number and numbering at the location designated on the screen, and to print the desired letter type obliquely in the center of the page (WATERMARK).
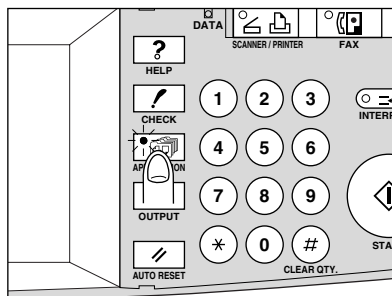The four stamp types and watermark provided on the Stamp Menu Screen can be used individually or in multiple combinations.

>>>**Specification for STAMP**<<<

❐ Incompatible Conditions: Group (with NUMBERING), Rotation Group (with NUMBERING), Book Copy, Special Original (Mixed Original, Non-Standard Size), Reverse Image, Repeat, AUTO Layout, Image Shift, Non-Image Area Erase

TOP SECRET	L-Top C-Top R-Top	**A** ————
STAMP		
'00/10/10 10:30AM		*Confidential*
DATE/TIME		
2 / 5		**Z**
PAGE		
002 / 005	L-Bottom C-Bottom R-Bottom	WATERMARK
NUMBERING	Printing positions	

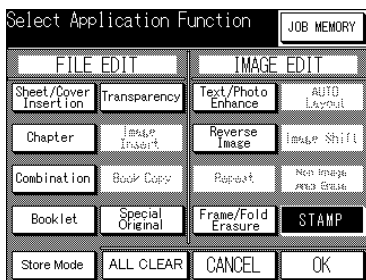## 1. Press [*APPLICATION*] on the control panel.

🖐 **Reminder!**
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

Printing Stamp, Page, Watermark onto Copies (Stamp) (continued)

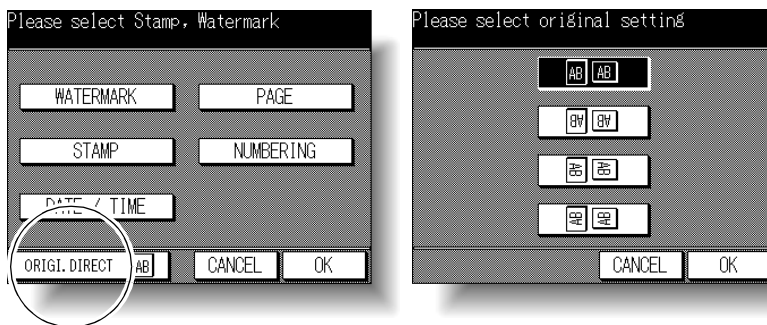*2.* **Touch *STAMP* on the Application Selection Screen.**
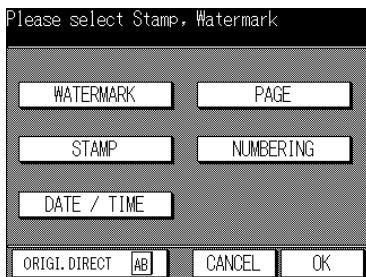
The Stamp Menu Screen will be displayed.

3. **Touch *ORIGI. DIRECT*.**
The Original Direction Screen will be displayed.

Touch the key to match the originals to be copied, then touch *OK* to return to the Stamp Menu Screen.

4. **Touch to select the desired key.**

The subsequent screen will be displayed to allow you to specify the selected stamp type.

5. **When selecting *WATERMARK*: Specify the watermark type and pages to print on.**

```
Please select item
        WATERMARK TYPE
    CONFIDENTIAL
        DRAFT
  FOR YOUR INFORMATION
         COPY
            Only      CANCEL    OK
         first page
```

Touch to highlight the desired watermark key on the screen.
Touch *Only first page* to print the selected watermark on the first page only.

When selecting *STAMP*: Specify the stamp type, printing position, and pages to print on.

```
Please select item
Position: Left-Top
          STAMP TYPE
   TOP SECRET          COPY
   IMPORTANT       CONFIDENTIAL
     URGENT           DRAFT
  PLEASE REPLY
POSITION    Only     CANCEL    OK
         first page
```

Touch to highlight the desired stamp type key on the screen.
Touch *POSITION* to select the desired stamp position. See p. 8-70 for details.
Touch *Only first page* to print the selected stamp on the first page only.

When selecting *DATE/TIME*: Specify the date/time type, printing position, and pages to print on.

```
Please select date & time type
Position: Left-Top
        DATE              TIME
                      AM/PM hh:mm
     yy.mm.dd
                         hh:mm
     dd-mm-yy             None
     mm-dd-yy
POSITION    Only     CANCEL    OK
         first page
```

Touch to highlight the desired date and time keys on the screen.
Touch *POSITION* to select the desired stamp position. See p. 8-70 for details.
Touch *Only first page* to print the selected stamp on the first page only.

When selecting *PAGE*: Specify the PAGE type and printing position.

```
Please select item
Position: Left-Top
        PAGE TYPE
        P1,P2,P3
        1,2,3
        1/5,2/5,3/5
        -1-,-2-,-3-
POSITION        CANCEL    OK
```

Touch to highlight the desired page type key on the screen.
Touch **POSITION** to select the desired stamp position. See p. 8-70 for details.

When selecting *NUMBERING*: Specify the numbering type, printing position, and pages to print on.

```
Please select item
Position: Left-Top
        NUMBERING TYPE
        [001],[002]
        [001/005],[002/005]
        Blank Fig 1,2
POSITION  Only    CANCEL    OK
          first page
```

Touch to highlight the desired numbering type key on the screen.
Touch **POSITION** to select the desired stamp position. See p. 8-70 for details.
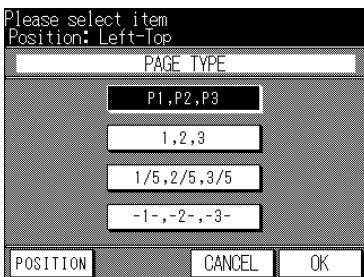Touch **Only first page** to print the selected stamp on the first page only.

6. Touch *OK*.

The Stamp Menu Screen will be restored.
Touch to select another stamp function key to use in combination, if desired.

7. Touch *OK* on the Stamp Menu Screen.

The Application Selection Screen will be restored.

8. Touch *OK* on the Application Selection Screen.

The Basic Screen will be restored.

9. Enter the desired print quantity from the control panel keypad.

> 📖 **HINT**
> See p. 3-7 for details on setting print quantity.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Mixed Original

Folded Original

Non-Standard Size

Upside Down

Text/Photo Enhance

Reverse Image

Repeat

8
Applications

Frame/Fold Erasure

AUTO Layout

Image Shift

Reduce & Shift

Non-Image Area Erase

Stamp

Overlay

10. **Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.**

📖 **HINT**

11. **Press [*START*].**

⚠️ **CAUTION**
When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

🔍 **DETAILS: Print Position Selection Screen**
When *POSITION* is touched, the Print Position Selection Screen will be displayed.

```
Please select print position
        SELECT POSITION
      L-Top  C-Top  R-Top



      L-Bottom C-Bottom R-Bottom
              CANCEL     OK
```
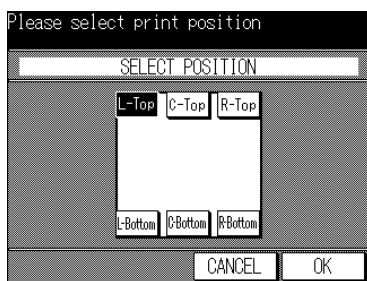
Touch to select the desired position key, then touch *OK* to return to the previous screen.

Overlaying an Image onto Each Page Copied in the Job (Overlay)

Application
Selection Screen

Sheet/Cover
Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

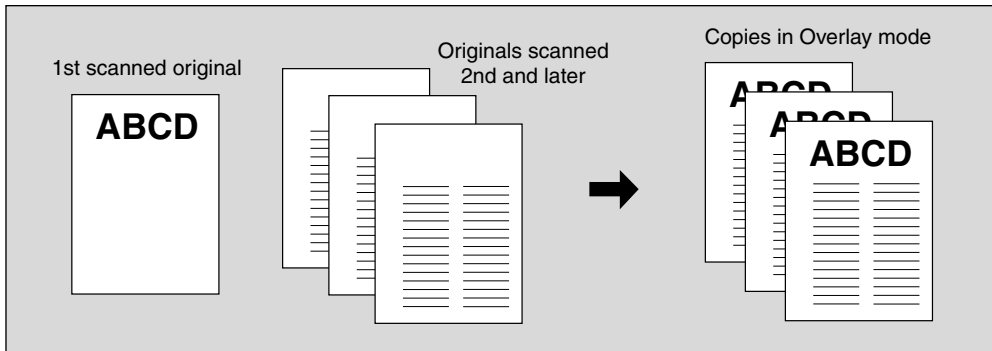Book Copy

Mixed
Original

Folded
Original

Non-Standard
Size

Upside Down

Text/Photo
Enhance

Reverse
Image

Repeat

This function is provided on the 7130/7135 Application Selection Screen.
Use this function to scan an image, then overlay the image onto each page copied in the job.

>>>Specification for Overlay<<<

❏ Store mode is automatically selected.
❏ Incompatible Conditions: Rotation Sort, Rotation Group, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Special Original (Mixed Original), Repeat, AUTO Layout, Image Shift, Stamp (STAMP, NUMBERING, WATER-MARK)

1st scanned original / Originals scanned 2nd and later / Copies in Overlay mode
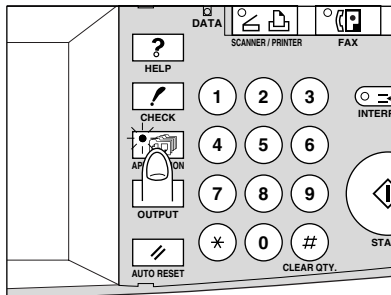
ABCD

1. **Press [*APPLICATION*] on the control panel.**

🖐 **Reminder!**
When starting a new copying job, be sure to close the RADF securely, then press [*AUTO RESET*].

8
Applications

Frame/Fold
Erasure

AUTO
Layout

Image Shift

Reduce &
Shift

Non-Image
Area Erase

Stamp

Overlay

2. **Touch *STAMP/OVERLAY* on the Application Selection Screen.**

Select Application Function   JOB MEMORY

FILE EDIT   IMAGE EDIT
Sheet/Cover | Transparency | Text/Photo | AUTO
Insertion | | Enhance | Layout
Chapter | Image | Reverse | Image Shift
            | Insert | Image |
Combination | Book Copy | Repeat | Non Image
            | | | Area Erase
Booklet | Special | Frame/Fold | STAMP/
            | Original | Erasure | OVERLAY
Store Mode | ALL CLEAR | CANCEL | OK
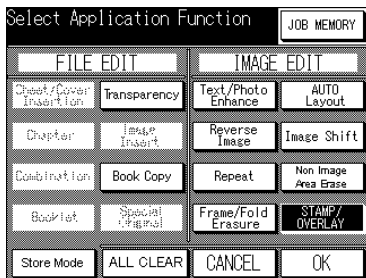
The Stamp/Overlay Selection Screen will be displayed.

3. **Touch *OVERLAY*.**

Please select Stamp, Watermark

WATERMARK   PAGE
STAMP   NUMBERING
DATE / TIME

OVERLAY

ORIGI.DIRECT AB   CANCEL   OK
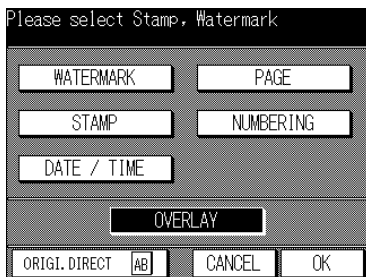
4. **Touch *OK* on the Stamp/Overlay Selection Screen.**
The Application Selection Screen will be restored.
The Store mode is automatically selected.

5. **Touch *OK* on the Application Selection Screen.**
The Basic Screen will be restored.

6. **Select the desired paper size and magnification on the Basic Screen.**
APS and AMS are automatically released, and 1.00 (100%) is selected as a magnification ratio.

7. **Enter the desired print quantity from the control panel keypad.**

📖 **HINT**

Overlaying an Image onto Each Page Copied in the Job (Overlay) (continued)

8. Position the overlaying original.

Position the original FACE UP in the document feeder or FACE DOWN on the platen glass.

> 📖 **HINT**
>
> For details on positioning originals, see p. 3-2 to p. 3-6.

9. Touch *SCAN* on the Basic Screen.

The original image will be scanned into memory.

10. Position the original(s) to be overlaid.

Position the original FACE UP in the document feeder or FACE DOWN on the platen glass.

11. Touch *SCAN* to scan.

12. Repeat steps *10* and *11* for all originals.

13. Press [*START*] to print.

⚠️ **CAUTION**

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

SECTION

9

Paper and Original Information

Paper
Information

Original
Information

9
**Paper &
Original Info**

Paper Information

This machine is equipped with the following trays for loading copy paper.
- Tray 1 and 2 (Main body trays)
- Tray 3 (DB-210/DB-410 Drawer Base Unit)
- Tray 4 (DB-210 Drawer Base Unit)
- Multi-sheet bypass tray

Also, the following equipment is provided for conveying/delivering copies.
- ADU (Automatic Duplex Unit)
- Finisher (FS-107)
- Inner Tray (IT-101)
- Exit tray (for the machine without Finisher)

Refer to the following information on paper capacity for each.

Paper Weight

Paper Trays	Weight
Tray 1 and 2 (Main body trays) Tray 3 (DB-210/410) Tray 4 (DB-210)	20 ~ 24 lb
Multi-sheet bypass tray	16 ~ 32 lb Special (transparency film, labels, hole punch)

Equipment	Weight
ADU	20 ~ 24 lb
Finisher	16 ~ 32 lb
Inner Tray	16 ~ 32 lb
Exit tray	16 ~ 32 lb

HINT

See p. 11-30 for Paper Type setting of each tray.

Tray/ Exit Tray Capacity

Paper Trays	Capacity
Tray 1 and 2 (Main body tray)	500 sheets (20 lb)
Tray 3 and 4 (DB-210)	500 sheets (20 lb)
Tray 3 (DB-410)	1,500 sheets (20 lb)
Multi-sheet bypass tray	50 sheets (20 lb) 1 sheet each for special stock

Equipment	Capacity
ADU	Unlimited
Finisher (FS-107)	See the tables on the following page.
Inner Tray (IT-101)	50 sheets max. for Exit tray 1 100 sheets max. for Exit tray 2
Exit tray	100 sheets max.: 8.5"x11", 8.5"x11"R, 5.5"x8.5"R 40 sheets max.: 11"x17", 8.5"x14"

Exit tray/Output mode		Copy size/Paper type				
		5.5"x8.5"R	8.5"x11", 8.5"x11"R	11"x17", 8.5"x14"	Thick/Thin paper, Transparency	Non-standard size
Exit tray 1	Non-sort	100 sheets	100 sheets	100 sheets	10 sheets	10 sheets
	Sort	–	100 sheets	100 sheets	–	–
	Group	100 sheets	100 sheets	100 sheets	–	–
	Staple	10 sheets	10 sets	10 sets	–	–
Exit tray 2	Non-sort	–	1,000 sheets	300 sheets	50 sheets	–
	Sort/Group	–	1,000 sheets	300 sheets	50 sheets	–
	Staple	–	50 sets	20 sets	–	–

Exit tray/Output mode		Copy size/Paper type				
		5.5"x8.5"R	8.5"x11", 8.5"x11"R	11"x17", 8.5"x14"	Thick/Thin paper, Transparency	Non-standard size
Exit tray 1	Non-sort	100 sheets	100 sheets	100 sheets	10 sheets	10 sheets
	Sort	–	100 sheets	100 sheets	–	–
	Group	100 sheets	100 sheets	100 sheets	–	–
	Staple	10 sheets	10 sets	10 sets	–	–
Exit tray 2	Non-sort	–	100 sheets	100 sheets	10 sheets	–
	Sort/Group	–	100 sheets	100 sheets	10 sheets	–
	Staple	–	10 sets	10 sets	–	–
Exit tray 3	Non-sort	–	600 sheets	200 sheets	50 sheets	–
	Sort/Group	–	600 sheets	200 sheets	50 sheets	–
	Staple	–	30 sets	15 sets	–	–

Exit tray/Output mode		Copy size/Paper type				
		5.5"x8.5"R	8.5"x11", 8.5"x11"R	11"x17", 8.5"x14"	Thick/Thin paper, Transparency	Non-standard size
Exit tray 1	Non-sort	100 sheets	100 sheets	100 sheets	10 sheets	10 sheets
	Sort	–	100 sheets	100 sheets	–	–
	Group	100 sheets	100 sheets	100 sheets	–	–
	Staple	10 sets	10 sets	10 sets	–	–
Exit tray 2	Non-sort	–	100 sheets	100 sheets	10 sheets	–
	Sort/Group	–	100 sheets	100 sheets	10 sheets	–
	Staple	–	10 sets	10 sets	–	–
Exit tray 3	Non-sort	–	100 sheets	100 sheets	10 sheets	–
	Sort/Group	–	100 sheets	100 sheets	10 sheets	–
	Staple	–	10 sets	10 sets	–	–
Exit tray 4	Non-sort	–	100 sheets	100 sheets	10 sheets	–
	Sort/Group	–	100 sheets	100 sheets	10 sheets	–
	Staple	–	10 sets	10 sets	–	–

Paper Size

Paper Trays	Available Sizes
Tray 1 (Main body tray)	8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R
Tray 2 (Main body tray)	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R
Tray 3 (DB-210)	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R
Tray 3 (DB-410)	8.5"x11", 8.5"x11"R, or A4R fixed (Service adjustable)
Tray 4 (DB-210)	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R
Multi-sheet bypass tray	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R

Equipment	Available Sizes
ADU	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"* *Landscape orientation only.

Finisher (FS-107)	Exit tray 1: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11",
	          5.5"x8.5"R*
	Exit tray 2/3/4: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11",
	          5.5"x8.5"R*
	   *Non-sort mode only.

Inner Tray (IT-101)	Exit tray 1/2: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"R
Exit tray	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R

Special Paper in Multi-Sheet Bypass Tray

Multi-sheet bypass tray accepts the following special paper type that cannot be loaded in the main body trays.

Transparent film, labels, hole punched

To Store Copy Paper

• Store paper in a cool, dry area. Using damp copy paper may cause a paper misfeed.
Keep partially used packages tightly wrapped during storage.
• Do not place paper packages vertically to store.
Paper curl due to the vertical storage may cause a paper misfeed.

Paper Information

Original Information

9
Paper & Original Info

Original Information

Use the platen glass or document feeder to position originals to copy.
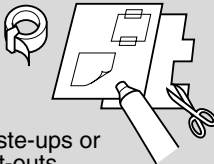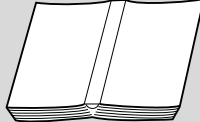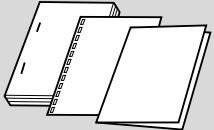
Platen Glass Originals

Use the platen glass when originals are not suitable for use with the document feeder, e.g., when size is incompatible, or when originals are folded, stapled, torn, or in generally poor condition.

> 📖 **HINT**
>
> See each description in this manual for copy conditions which cannot use the document feeder to scan.

Unsuitable RADF Originals

1	2	3
Curled, creased or folded originals	Paste-ups or cut-outs	Books
4	5	6
Glossy or transparent originals, OHP film, art paper, cellophane	Doubled, punched or stapled originals	Thin or thick originals

Platen Glass Original Specifications

❒ Max. original size: 11"x17" (280mm x 432mm), sheet or book
❒ Max. book weight/thickness: 15 lb [6.8 kg] / 1.2" [30mm]
❒ Original placement: Face down on left depth side of glass

> ⚠ **CAUTION**
>
> *Do not place too heavy originals, or do not press strongly when thick original is placed and is under pressure of RADF; otherwise the glass may be broken and you may be injured.*

RADF Originals

Following three modes are provided when using the document feeder (RADF) to scan originals.

- Normal mode
- Mixed Original mode
- Folded Original mode

Specifications for each mode are described as follows.

Normal mode

❑ Detectable original size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R,
                              A4 (297mm x 432mm ~ 140mm x 216mm)
❑ Original weight: 13 ~ 34 lb
❑ Max. feeder capacity: 50 sheets (20 lb paper)
❑ Curling tolerance: 10mm or less
❑ Original placement: Face up, orientation same as copy paper

Mixed Original mode

Use Mixed Original mode to copy mixed size originals.

❑ Original size: Two types of size combination are determined by the RADF guide width.
                     11"x17", 8.5"x14", 8.5"x11", and 5.5"x8.5"* mixed
                     8.5"x14", 8.5"x11"R, 8.5"x11", and 5.5"x8.5"* mixed
                     * 5.5"x8.5" original is available in portrait type feeding only.
❑ Original weight: 13 ~ 34 lb
❑ Max. feeder capacity: 50 sheets (20 lb paper)
❑ Curling tolerance: 10mm or less
❑ Original placement: Face up

🔍 **DETAILS**
See below for the guide width of each combination.

Paper
Information

Original
Information

9
**Paper &
Original Info**

9-7
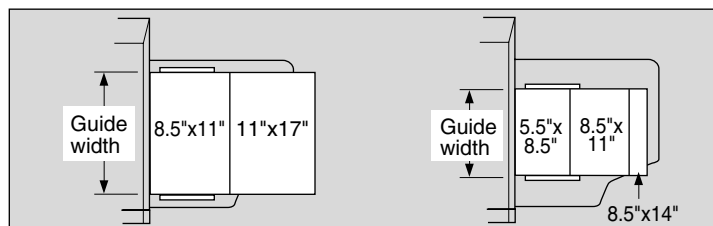
Folded Original mode

Use Folded Original mode to scan folded originals without using the size detection sensor of the RADF. See p. 8-31 to p. 8-33 for details.

❒ Detectable original size:11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R, A4 (297mm x 432mm ~ 140mm x 216mm)
❒ Original weight: 13 ~ 34 lb (no special stock)
❒ Max. feeder capacity: 50 sheets (20 lb paper)
❒ Curling tolerance: 10mm or less
❒ Original placement: Face up; orientation same as copy paper

SECTION

10

Maintenance & Supplies

How to Maintain the Copier

Adding Toner

Inserting New
Staple Cartridge

Cleaning
Scanning
Section

Cleaning
Printing
Section

Checking
Copy Count

Service, Repairs,
Supplies

10

**Maintenance
& Supplies**

Adding Toner

When toner supply is low, the message "Please add toner" and the icon (⊞) display on the touch screen.
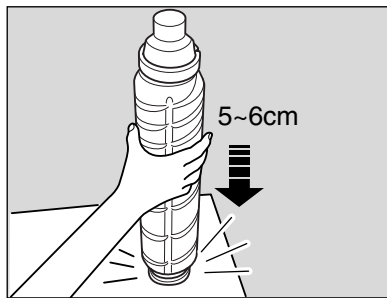
🖐 **Reminder!**

Use the same number toner bottle as described on the label on the upper left side of the toner bottle cover. Otherwise, machine trouble may occur.

Add toner according to the procedure as follows.

1. **Loosen toner by tapping both top and bottom of the new toner bottle on a solid surface at least five times, then shake the bottle at least five times.**
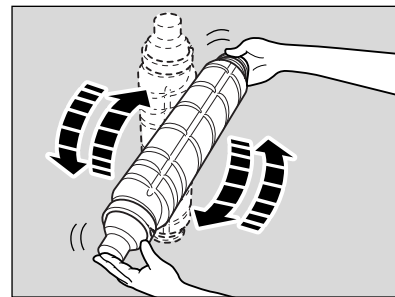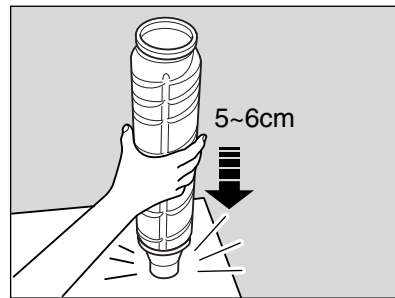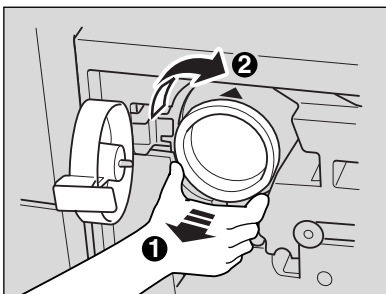

2. **Open the machine front door, then unlock and open the toner bottle cover.**
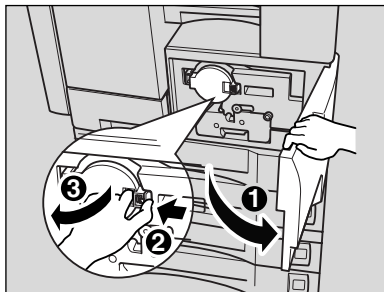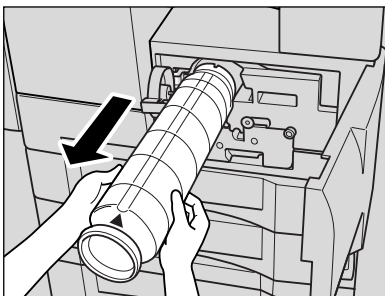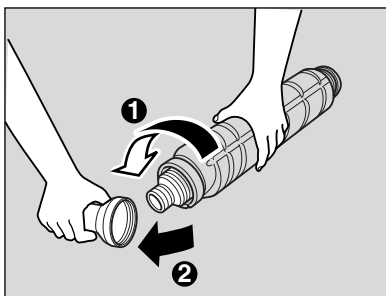
3. **Withdraw the toner bottle, then turn it clockwise to position the "Up arrow" mark at the top.**

4. **Fully withdraw the toner bottle straight toward the front to remove the bottle.**

5. **Remove the cap of the new toner bottle.**

10

**Maintenance
& Supplies**

6. **Fully insert the new toner bottle until it locks into place, positioning the "Up arrow" mark at the top.**
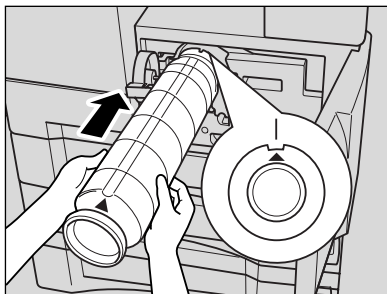
🖐 **Reminder!**

Be sure the "Up arrow" mark on the toner bottle is shown on the top; otherwise the toner bottle cannot be set properly.

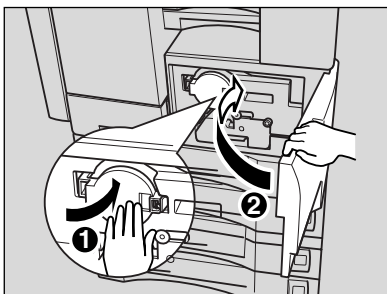**7.** **Close and lock the toner bottle cover, then close the machine front door.**

🔍 **DETAILS**

The toner bottle cover cannot be locked if the toner bottle is not set in place.

⚠ **CAUTION**

Keep the toner bottle away from children. The toner is non-toxic; however if you inhale or contact with eyes by accident, flush with water and seek medical advice.

⚠ **CAUTION**

Do not throw the empty toner bottle into a fire. If it is thrown into a fire, the toner may ignite and cause a dangerous situation.

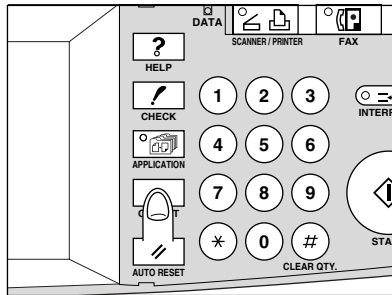# Inserting a New Staple Cartridge into FS-107 Finisher

Follow the procedure below to replace the staple cartridge.

✋ Reminder!

Use only the staples supplied by Konica. To purchase, please contact your service representative.
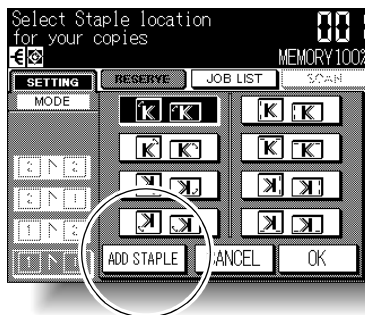
1. Press [*OUTPUT*] on the control panel to display the Output Mode Screen.

2. Touch *STAPLE SET* to display the Staple Position Selection Screen.
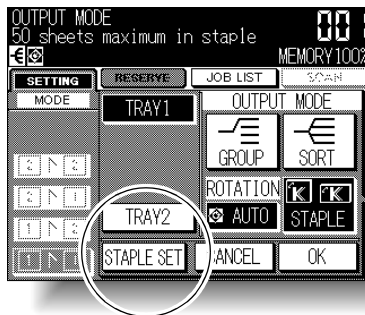
3. Touch *ADD STAPLE*.

The Moving Stapler Screen will be displayed while the stapler deeply positioned inside the finisher moves toward the finisher front door.

✋ **Reminder!**

DO NOT open the finisher front door while the Moving Stapler Screen is displayed; otherwise the stapler stops before completing the movement and cannot be reached to replace the staple cartridge.

Moving staple unit
Please wait
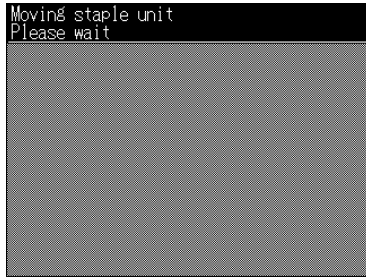
4. **When the Check Stapler Screen is displayed, open the finisher front door.**

Open FNS front door and check stapler
then close door

BACK
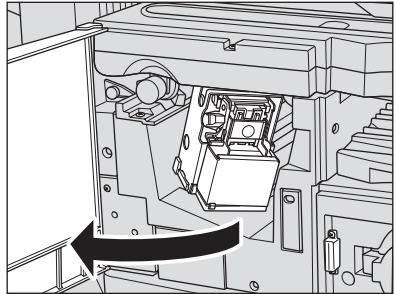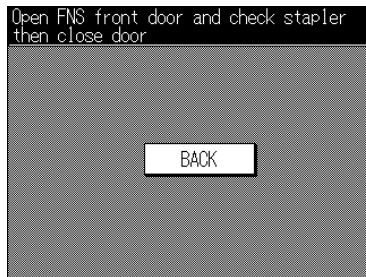
5. **Push down the stapler cartridge lever to release the staple cartridge from the stapler.**

6. **Remove the empty staple case.**
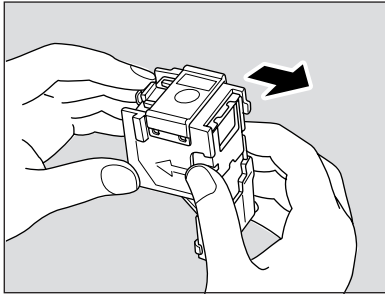
7. **Firmly insert the new staple case into the staple cartridge by aligning the arrow sides of both case and cartridge.**
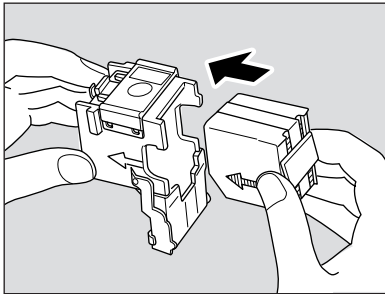
8. **Remove the holder tape holding staples in place.**

9. **Insert the staple cartridge into the stapler and push it in securely.**
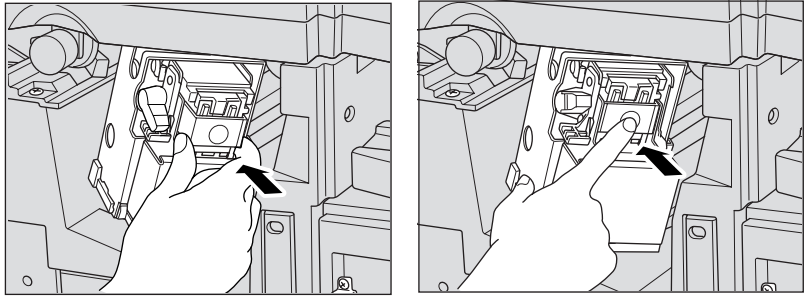
10. **Close the finisher front door.**
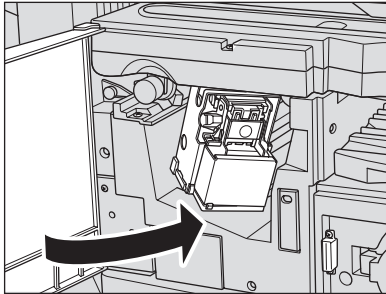
11. **Touch *OK* to return to the Output Mode Screen.**

12. **Touch *OK* to return to the Basic Screen.**

Cleaning Image Scanning Section

In order to maintain optimum copy quality, always keep the following areas clean.

Cleaning the Document Glass and Cover

Raise the document feeder/cover, and clean the glass with a clean soft cloth.
The glass may also clean with a soft cloth dampened slightly with water, if it is difficult to clean.
If the machine is equipped with RADF, use an antistatic cleaner with a clean soft cloth to wipe up every day to ensure that a static charge is not generated.

✋ Reminder!

Never use paint solvents, such as benzene or thinners, to clean the platen glass.

The document cover should be kept clean; otherwise, soil marks may be copied, or the original size cannot be detected correctly.
Raise the document cover, and clean the inner surface of the document cover with a clean soft cloth.
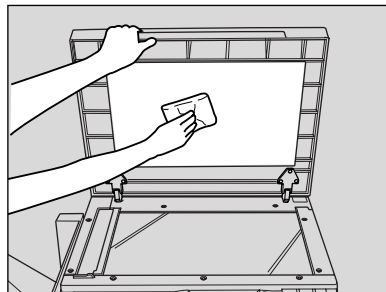
✋ Reminder!

Never use paint solvents, such as benzene or thinners, to clean the document cover.

Cleaning the RADF

Cleaning the Left Partition Glass

Keep the glass clean; otherwise soil marks may be copied, resulting in dark lines on the copies.

Raise the document feeder, and clean the left partition glass with a clean soft cloth.

Cleaning the RADF Platen Guide Cover

The RADF platen guide cover should be kept clean; otherwise soil marks may be copied or the original size cannot be detected correctly.

Raise the document feeder, and clean the RADF platen guide cover with a clean soft cloth.

🖐 **Reminder!**

Never use paint solvents, such as benzene or thinners, to clean the RADF platen guide cover.

Cleaning the RADF Roller

Raise the document feeder, and clean the RADF roller with a clean soft cloth.
You may also clean with a soft cloth dampened slightly with water, if it is difficult to clean.
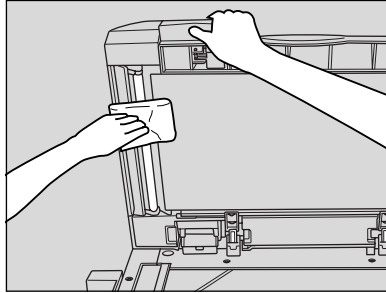
Reminder!
Never use paint solvents, such as benzene or thinners, to clean the RADF platen guide cover.

Cleaning Image Printing Section

Cleaning the Writing Unit Glass and the Electrode Wires

Keep the writing unit glass and the electrode (corona, transfer and separator) wires clean; otherwise soil marks may be copied, resulting in dark lines on the copies. Follow the procedure below to periodically clean them.

1. **Open the machine front door.**

2. **Withdraw and push in the writing unit glass cleaning knob and the corona wire cleaning knob, several times.**
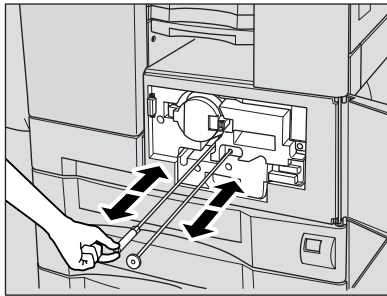
3. **Firmly push in these knobs, then close the machine front door.**

4. **Open the right side door of the main body.**

5. **Release the two hooks on the top edge of the conveyance unit cover 6, then open its front cover.**

> 🔍 **DETAILS**
> If the hooks cannot be released easily, open the conveyance unit cover 6 to perform the following steps.
> In this case, use care not to touch the drum inside the conveyance unit cover 6, and quickly perform the cleaning procedure to close the cover as soon as possible; otherwise the drum may be damaged by a long period of exposure.

> ⚠️ **WARNING**
> *The area near the conveyance unit cover 6 generates high voltage. If touched, electrical shock may occur. DO NOT TOUCH!*

6. Push and slide the transfer/separator wire cleaning lever to the left and right, several times.
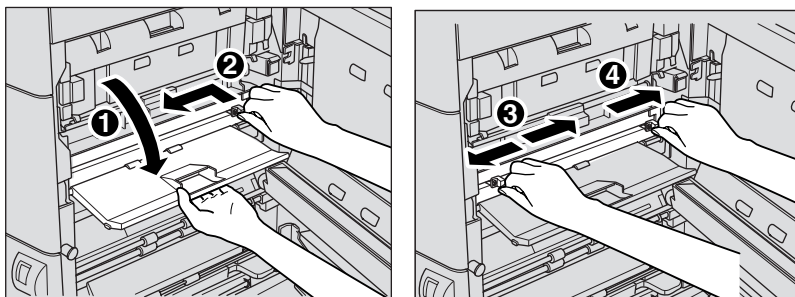
7. Move the lever to the right until it stops, then close the front cover.

8. Close the right side door of the main body.

Checking Copy Count

This function allows you to view the current indication of the following items as a list on the touch panel: Total counter, Counter start date, FAX TX/RX counter (machine with the fax kit installed), Printer counter (machine with the IP kit installed), Scanner counter (machine provided with Scanner function), PM counter, Drum counter, Development counter, and Fixing unit counter.

Check the count, then print it from the Counter List Screen, if desired.

1. **Press [✱ *(COUNTER)*] on the control panel.**
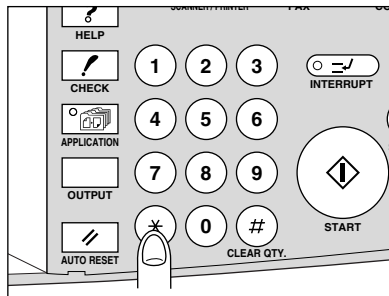
The Counter List Screen will be displayed.
To display to the PM Counter Screen, press [*CHECK*]. Touching the Up arrow key on the PM Counter Screen will resume the Counter List Screen.

Counter List Screen

PM Counter Screen

2. **Touch *PRINT*, if desired, or touch *OK* to return to the Basic Screen.**

Maintenance, Repairs, Supplies

Service
Enter the name and telephone number of your Konica service representative, plus the machine serial number in the space provided below:

_____
(Service Representative)

_____
(Tel. No.)

_____
(Machine Serial No.)

Repairs
When calling for repairs, be sure to have all necessary information at hand, such as the machine serial number and your own telephone number. If copy quality is the concern, bring a sample copy with you to the phone so that it can be described to your service representative.

Enter the telephone number for Repairs in the space provided below:

_____
(Repairs Tel. No.)

Supplies
Be sure to use only supplies recommended by Konica Business Technologies, Inc.
To maintain your supply inventory, check your supplies at regular intervals, and order supply items before they are depleted or even nearly depleted.

Enter the telephone number for ordering supplies in the space provided below.

_____
(Supplies Tel. No.)

The PCUA number for the Drum used in the 7022/7130/7135 copier is: 950253.
No other Drum has been approved for use in this model.

SECTION
11

Key Operator Mode

How to Monitor Copier Activity and Modify Machine Settings

Key Operator Mode

System Initial

Copier Initial

Preset Key

E.C.M.

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

11
Key Operator Mode

How to Access the Key Operator Mode

The Key Operator is trained to handle all special Key Operator functions that are not accessible to the general user, such as monitoring overall copier activity, machine performance, and service information, modifying machine settings, and controlling user activity, for billing purposes.

A unique 4-digit Key Operator password is normally set by service at installation. If the unique code is not set by service, the copier will not display Key Operator Password Entry Screen when the Key Operator mode is being accessed, and a Key Operator password will not be required. A service-set 8-digit ECM master key code must be entered by the Key Operator to access the Electronic Copy Monitor functions, and a service-set 4-digit Weekly Timer master key code must be entered by the Key Operator to access the Weekly Timer functions.

To ensure the security of Key Operator mode, it is recommended that you establish a unique Key Operator password, along with the Key Operator ECM master key code and Weekly Timer master key code, and keep them in a confidential file.

To Display the Key Operator Mode Screen

1. **Press [*HELP*] on the control panel to display the Help Screen.**

2. **Touch *Key-Ope mode* on the Help Screen.**
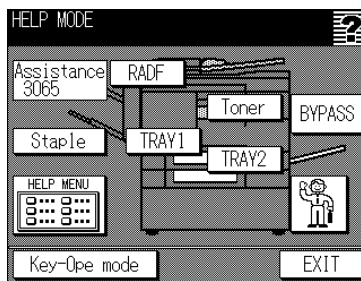
3. **Use the keypad on the touch screen to enter your 4-digit Key Operator password; then touch *OK*.**

🔍 **DETAILS**

If an invalid Key Operator password is entered, continue by entering the valid 4-digit password.
If the Key Operator password is not valid, check with your service representative.

4. **Make setting changes from the Key Operator Mode Screen, as described on the following pages.**

System/copier setting menu

1.System Initial	6.Paper type
2.Copier Initial	7.Panel contrast
3.Preset key	8.Key ope. Data
4.E.C.M.	9.Weekly timer
5.Lock Job memory	10.Touch panel adj
⬇	RETURN

System/copier setting menu

11.Power Save	16.KRDS host
12.Memory SW	
13.List Print	
14.Appli customize	
15.Density Shift	
⬆	RETURN
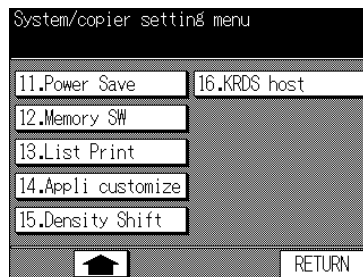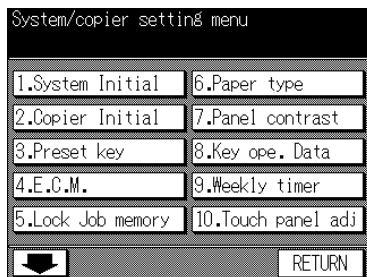
🔍 **DETAILS**

• To scroll to menus [11] to [16], touch ⬇ .
  To return to the previous screen, touch ⬆ .

• The function number *[16] KRDS host* on the Key Operator Mode Screen will be dimmed and cannot be selected on a copier without the remote diagnostics activated.

5. **Touch *RETURN* to exit the Key Operator mode.**

The Basic Screen will be restored.

11
Key Operator Mode

[1] System Initial

Set the following initial conditions of the copier.
- Time: Current date and time, summer time, difference in time
- Language: Language used in LCD (English)

[1] Time

Set the current date and time, the summer time, and also the time difference.

❏ Default setting: Summer time off

System Initial Setting Menu Screen
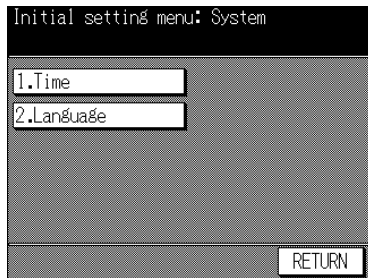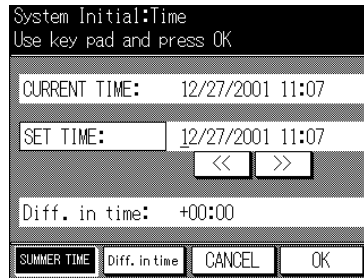
```
Initial setting menu: System

 1.Time
 2.Language

                              RETURN
```

Date & Time Setting Screen

```
System Initial:Time
Use key pad and press OK

 CURRENT TIME:      12/27/2001 11:07

 SET TIME:          12/27/2001 11:07
                        <<    >>

 Diff. in time:     +00:00

SUMMER TIME  Diff. in time   CANCEL      OK
```

Difference in Time Setting Screen

```
System Initial:Time
Use key pad and press OK




      Diff. in time:      +00:00

                    +/-   <<   >>



                              CANCEL     OK
```

Procedure

1 Touch *[1] System initial* on the Key Operator Mode Screen to display the System Initial Setting Menu Screen.

2 Touch *[1] Time* to display the Date & Time Setting Screen.

3 Adjust the time.
The time that the copier currently has is displayed in the upper line, in the order of month, date, year, and time (in 24-hour expression).
(1) Touch **<<** or **>>** to move the cursor to the number to be changed.
(2) Use the control panel keypad to enter the number.

4 To activate the summer time function, touch ***SUMMER TIME*** to highlight it. The Present time will gain an hour.

5 The Difference in time setting is provided in order to give the time difference information at the same time when E-mail is received.

To set this function, follow the procedure below.

(1) Touch ***Diff. in time*** to display the Difference in Time Setting Screen.

(2) Touch ***+/–*** to display "+" when the local time is earlier than Universal time, or "–" when the local time is later.

(3) Touch ***<<*** or ***>>*** to move the cursor to the number to be changed.

(4) Use the control panel keypad to enter the time difference between Universal time and the local time in the machine setting area.

(e.g. Enter "–0900" for 9 hours later than Universal time.)

6 Touch ***OK*** to update the Present time by the Setting time and return to the System Initial Setting Menu Screen.

7 Touch ***RETURN*** to restore the Key Operator Mode Screen.

8 If no further changes are required, touch ***RETURN*** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

E.C.M.

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

11

11-5 **Key Operator Mode**

[2] Language

Select the language used in the LCD.

❐ Default setting: English

System Initial Setting Menu Screen
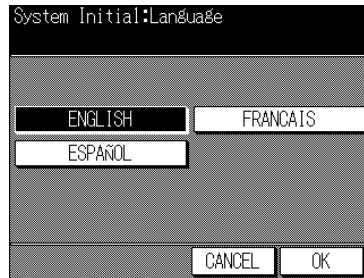
```
Initial setting menu: System

 1.Time
 2.Language



                          RETURN
```

Language Selection Screen

```
System Initial:Language



        ENGLISH          FRANCAIS
        ESPAÑOL



                       CANCEL    OK
```

Procedure

1 Touch *[1] System initial* on the Key Operator Mode Screen to display the System Initial Setting Menu Screen.

2 Touch *[2] Language* to display the Language Selection Screen.

3 Select the desired language mode.

4 Touch *OK* to complete the setting and return to the System Initial Setting Menu Screen.

5 Touch *RETURN* to restore the Key Operator Mode Screen.

6 If no further changes are required, touch *RETURN* to restore the Basic Screen to perform copying operations.

[2] Copier Initial

Initial settings are the settings that display automatically when the copier is powered on, when Auto/Reset timer is operated, or when [**AUTO RESET**] key is pressed. These settings can be changed by the Key Operator, as shown in this section.
Initially (i.e., at installation), the Basic Screen displays the following conditions to meet Energy Star requirements:

Initial Setting

Copy Mode	: 1-1
Copy Density	: AES
Lens Mode	: 1:1
Paper Tray	: APS
Output Mode	: offset sort

When Initial settings are changed by the Key Operator, the new initial settings display when the copier is powered on, when Auto Reset timer is activated, or when [**AUTO RESET**] key is pressed.

The following initial settings can be changed by the Key Operator:

Copy mode	: [RADF; 1-1, 1-2, 2-2, 2-1]
Copy density	: [AES; manual]
Lens mode	: [AMS; ratio 0.25~4.00]
Paper tray	: [APS; trays 1, 2, 3, 4, or Multi-sheet bypass tray]
Output mode	: [Exit tray 1, 2, 3, 4; Rotation On/Off; Non-sort, Sort, Group, Staple; Staple location] (machine with Finisher) [Exit tray 1, 2; Group, Rotation sort, Rotation group; Rotation On/Off] (machine with Inner tray) [Group, Rotation sort, Rotation group; Rotation On/Off] (machine without Finisher)
Non-Image Area Erase	: [Oblique erase, Rectangular erase; Original density]

Setting procedures are described on the following pages.

NOTE:
The most commonly-used settings are established at installation. Before changing any of the copier settings, be sure that you understand the overall and long-range effect of the change.

Key Operator Mode

System Initial

Copier Initial

Preset Key

E.C.M.

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

11
Key Operator Mode

[1] *Copy Mode*

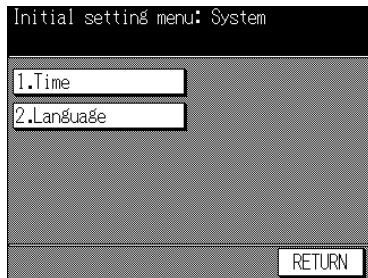Set Copy mode to occur after power on or after Auto/Reset occurs.

❑ Setting options: RADF; 1-1; 1-2; 2-2; 2-1
❑ Default setting: RADF on, 1-1

Key Operator Mode Screen

```
System/copier setting menu

1.System Initial    6.Paper type
2.Copier Initial    7.Panel contrast
3.Preset key        8.Key ope. Data
4.E.C.M.            9.Weekly timer
5.Lock Job memory   10.Touch panel adj
  ▼                        RETURN
```

Copier Initial Setting Screen

```
Initial setting copy menu

1.COPY MODE         6.Non-image Erase
2.Density
3.Magnification
4.Tray
5.Output
                         RETURN
```

Copy Mode Initial Setting Screen

```
Copier Initial:COPY MODE

ORIGINAL    2-2      COPY
             2-1
             1-2
             1-1
RADF          CANCEL    OK
```
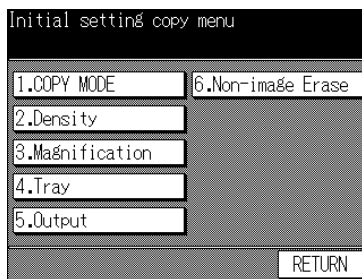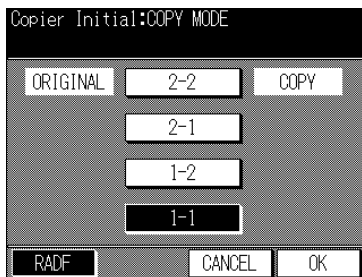
Procedure

1 Touch *[2] Copier Initial* on the Key Operator Mode Screen to display the Copier Initial Setting Screen, then touch *1. COPY MODE* to display the Copy Mode Initial Setting Screen.

2 Touch the setting you want for the initial condition of the copier.
    If 1-2, 2-2 or 2-1 mode is selected, RADF will also be selected, automatically. In this case, the RADF must be in a closed position when power is turned ON, or when Auto/Reset is functioning. Otherwise, the message "Please close RADF" will be displayed.

3 Touch *OK* to complete the setting and return to the Copier Initial Setting Menu Screen. If other copier initial setting changes are required, touch the desired key.

4 Touch *RETURN* to restore the Key Operator Mode Screen.

5 If no further changes are required, touch *RETURN* to restore the Basic Screen to perform copying operations.

[2] Density

Set Copy density to be effective after power on or after Auto/Reset occurs.

❏ Setting options: AES; manual
❏ Default setting: AES on

Key Operator Mode Screen
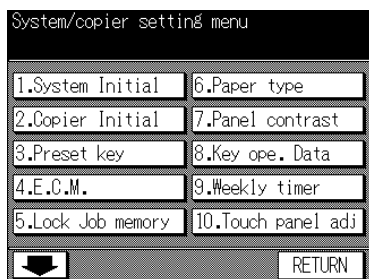
```
System/copier setting menu

1.System Initial    6.Paper type
2.Copier Initial    7.Panel contrast
3.Preset key        8.Key ope. Data
4.E.C.M.            9.Weekly timer
5.Lock Job memory   10.Touch panel adj
  ⬇                          RETURN
```

Copier Initial Setting Screen

```
Initial setting copy menu

1.COPY MODE         6.Non-image Erase
2.Density
3.Magnification
4.Tray
5.Output
                             RETURN
```

Copy Density Initial Setting Screen

```
Copier Initial:Density

     LIGHTER << NORMAL >> DARKER

 ▢ ▢ ▢ ▢ ▢ ▢ ▢ ▢ ▢

 AES              CANCEL      OK
```
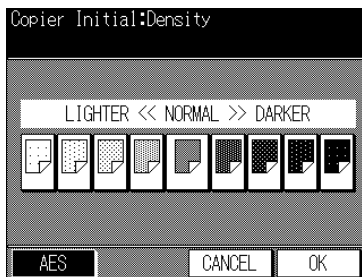
Procedure

1 Touch *2. Copier Initial* to display the Copier Initial Setting Menu Screen, then touch *2. Density* to display the Copy Density Initial Setting Screen.
2 Touch *AES* to select AES mode, or touch the density level required.
   Nine exposure levels are displayed.
3 Touch *OK* to complete the setting and return to the Copier Initial Setting Menu Screen.
   If other copier initial setting changes are required, touch the desired key.
4 Touch *RETURN* to restore the Key Operator Mode Screen.
5 If no further changes are required, touch *RETURN* to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

E.C.M.

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

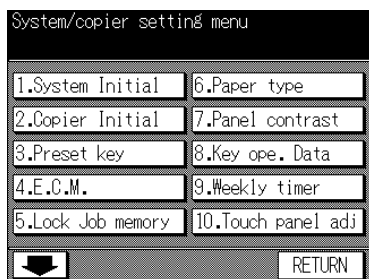Application Customize

Density Shift

KRDS Host

11
Key Operator Mode

[3] Magnification

Set the magnification ratio you initially want to display after the user turns the power on or after Auto/Reset restores the Initial settings.

> **NOTICE:**
> This setting should not conflict with the Initial setting for Paper Tray. For example, if APS is selected for the initial paper tray setting, a ratio setting other than AMS will be ignored.

❐ Setting options: AMS; 1.00; ratio 0.25~4.00

Key Operator Mode Screen
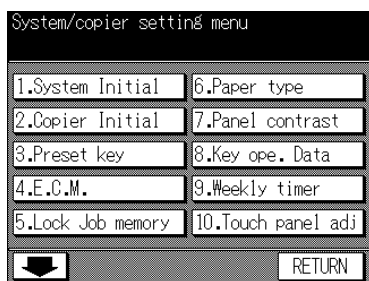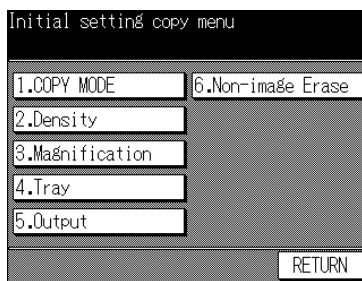
```
System/copier setting menu

1.System Initial    6.Paper type
2.Copier Initial    7.Panel contrast
3.Preset key        8.Key ope. Data
4.E.C.M.            9.Weekly timer
5.Lock Job memory   10.Touch panel adj
       ⬇                    RETURN
```

Copier Initial Setting Screen

```
Initial setting copy menu

1.COPY MODE         6.Non-image Erase
2.Density
3.Magnification
4.Tray
5.Output
                           RETURN
```

Magnification Initial Setting Screen

```
Copier Initial:Magnification
Use key pad and press OK

                              ▲

   Magnification  1.00

                              ▼

  AMS      1.00     CANCEL     OK
```
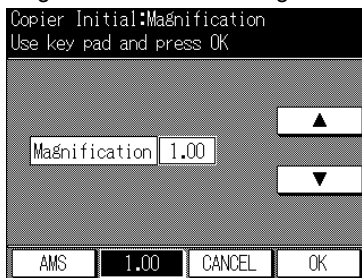
Procedure

1 Touch *2. Copier Initial* to display the Copier Initial Setting Menu Screen, then touch *3. Magnification* to display the Magnification Initial Setting Screen.
   The default setting is 1.00.

2 Select the desired setting from the Magnification Initial Setting Screen:
   To select 1.00 if it is not already displayed, touch *1.00*.
   To select another ratio, touch upper/lower arrow key to display the desired ratio, or enter a 3-digit ratio using the keypad on the Control panel.
   To select AMS, touch *AMS*.

3 Touch *OK* to complete the setting and return to the Copier Initial Setting Menu Screen.
   If other copier initial setting changes are required, touch the desired key.
4 Touch *RETURN* to restore the Key Operator Mode Screen.
5 If no further changes are required, touch *RETURN* to restore the Basic Screen to
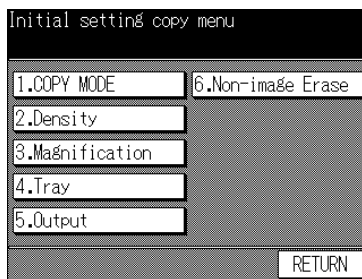   perform copying operations.

[4] Tray

Set paper tray priority to be in effect after power is turned on or after Auto Reset
occurs.
This function sets tray priority, not paper size priority. Therefore, if paper size is
changed in the tray, the tray will still remain the priority tray.

The initial paper tray setting should not conflict with the initial setting for Lens Mode.
For example, if the initial paper tray setting is APS, the initial setting for paper tray
priority will be ignored.

❒ Setting options: APS; trays 1, 2, 3, 4, or Multi-sheet bypass tray
❒ Default setting: APS on, no specified tray

Key Operator Mode Screen
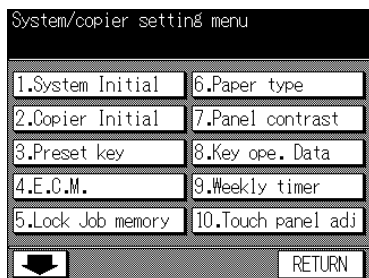
Copier Initial Setting Screen
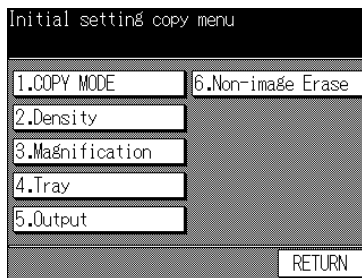
Tray Initial Setting Screen
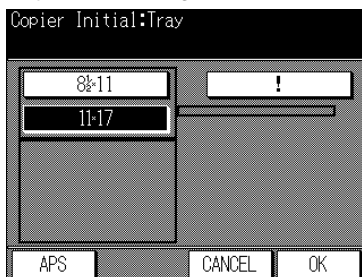
Key Operator
Mode

System Initial

Copier Initial

Preset Key

E.C.M.

Lock Job
Memory

Paper Type

Panel Contrast

Key Operator
Data

Weekly
Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

Procedure

1 Touch *2. Copier Initial* to display the Copier Initial Setting Menu Screen, then touch *4. Tray* to display the Tray Initial Setting Screen.

2 Touch *APS*, or touch any tray key to select a specific tray.

3 Touch *OK* to complete the setting and return to the Copier Initial Setting Menu Screen. If other copier initial setting changes are required, touch the desired key.

4 Touch *RETURN* to restore the Key Operator Mode Screen.

5 If no further changes are required, touch *RETURN* to restore the Basic Screen to perform copying operations.

## *[5] Output*

Set initial Output mode of the Finisher, Inner tray or exit tray to be effective after power is turned on or after Auto Reset occurs.

Machine with Finisher

❐ Setting options: EXIT Tray 1/ Tray 2/ Tray 3/ Tray 4; OUTPUT MODE Non-sort/ Sort/ Group/ Staple; Automatic Rotation on/off
❐ Default setting: EXIT Tray 1; OUTPUT MODE Non-sort; Automatic Rotation ON

Machine with Inner Tray

❐ Setting options: EXIT Tray 1/ Tray 2; OUTPUT MODE Non-sort/ Group/ Rotation sort/ Rotation group; Automatic Rotation on/off
❐ Default setting: EXIT Tray 1; OUTPUT MODE Non-sort; Automatic Rotation ON

Machine without Finisher

❐ Setting options: OUTPUT MODE Non-sort/ Group/ Rotation sort/ Rotation group; Automatic Rotation on/off
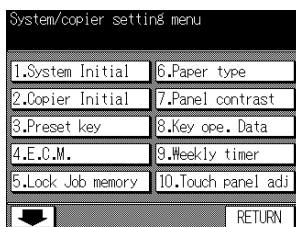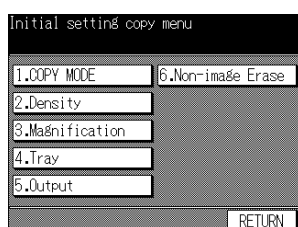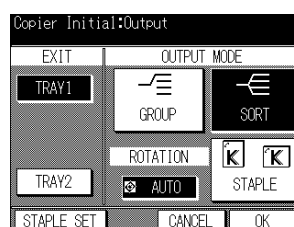❐ Default setting: OUTPUT MODE Non-sort; Automatic Rotation ON

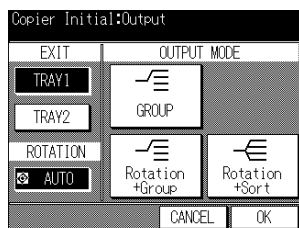Key Operator Mode Screen   Copier Initial Setting Menu Screen   Output Mode Initial Setting Screen (machine with Finisher)
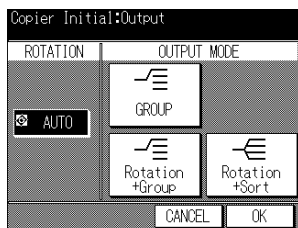
Output Mode Initial Setting Screen (machine with Inner tray)

Output Mode Initial Setting Screen (machine with Finisher)

Staple Location Initial Setting Screen
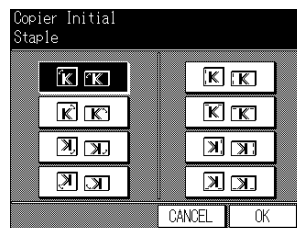
Procedure

1 Touch *2. Copier Initial* to display the Copier Initial Setting Menu Screen, then touch *5. Output* to display the Output Mode Initial Setting Screen.

2 For the machine with Finisher, perform the following operation and proceed to step **5**.
To select the exit tray, touch *TRAY 1* or *TRAY 2*.
To select the Output mode, touch *SORT*, *GROUP*, or *STAPLE*.

> **NOTES:**
> 1. If *STAPLE* is selected, *SORT* is automatically highlighted.
> 2. If selecting Non-sort mode, do not highlight any of the *SORT*, *GROUP*, or *STAPLE*.

To select the desired staple location, touch *STAPLE SET*. Touch the desired location on the Staple Location Initial Setting Screen, and touch *OK*.

You can also select on/off of the Automatic rotation initial setting. To release the Automatic rotation mode, touch *AUTO* so that it is no longer highlighted.

3 For the machine with Inner tray, perform the following operation and proceed to step **5**.
To select the exit tray, touch *TRAY 1* or *TRAY 2*.
To select the Output mode, touch *GROUP*, *ROTATION SORT*, or *ROTATION GROUP*.
You can also select on/off of the Automatic rotation initial setting. To release the Automatic rotation mode, touch *AUTO* so that it is no longer highlighted.

4 For the machine without Finisher, perform the following operation and proceed to step **5**.
To select the Output mode, touch *GROUP*, *ROTATION SORT*, or *ROTATION GROUP*.
You can also select on/off of the Automatic rotation initial setting. To release the Automatic rotation mode, touch *AUTO* so that it is no longer highlighted.

5 Touch *OK* to complete the setting and return to the Copier Initial Setting Menu Screen. If other copier initial setting changes are required, touch the desired key.

6 Touch *RETURN* to restore the Key Operator Mode Screen.

7 If no further changes are required, touch *RETURN* to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

E.C.M.

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

[6] Non-Image Erase

Select the mode of Non-Image Area Erase function to be in effect when this feature is selected on the Application Selection Screen after power is turned on or after Auto Reset occurs.

❒ Setting options: Oblique erase, Rectangular erase; Original density Auto/Manual

Key Operator Mode Screen
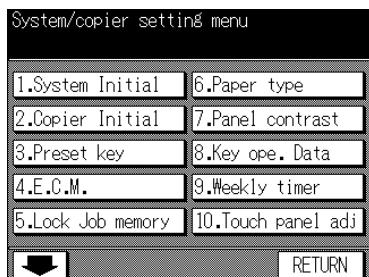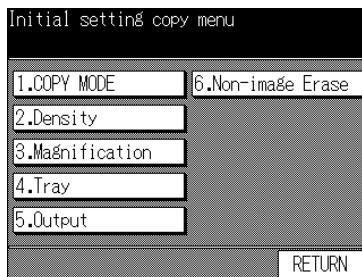
Copier Initial Setting Screen

Non-Image Erase Initial Setting Screen
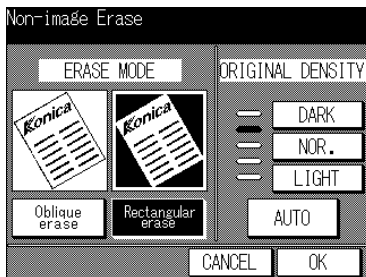
Procedure

1 Touch **2. Copier Initial** to display the Copier Initial Setting Menu Screen, then touch **6. Non-image Erase** to display the Non-Image Erase Initial Setting Screen.

2 Touch **Oblique erase** or **Rectangular erase**, as desired.
You can also select the original density level to obtain the optimum copy effect using this function. Touch **AUTO**, or select the density level required. Five exposure levels are provided.

3 Touch **OK** to complete the setting and return to the Copier Initial Setting Menu Screen. If other copier initial setting changes are required, touch the desired key.

4 Touch **RETURN** to restore the Key Operator Mode Screen.

5 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

[3] Preset Key

Set two userset density levels and three USERSETs of magnification.

[1] Density

Output copying samples from 16 density levels from Lighter to Normal or Normal to Darker, then select the desired exposure and program it as USER1.
The programmed copy density can be recalled by selecting USER1 on the Basic Screen.
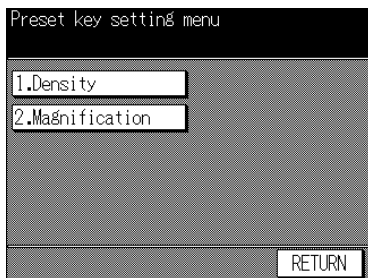
Preset Key Setting Menu Screen   Userset Density Selection Screen

Procedure

1 Touch *[3] Preset key* on the Key Operator Mode Screen to display the Preset Key Setting Menu Screen.

2 Touch *[1] Density* to display the Userset Density Selection Screen.

3 Place the original on the platen glass or in the RADF.

4 Touch *Userset1* or *Userset2*. The Userset Density Darker Setting Screen will be displayed.

5 To program Userset (1 or 2) to a darker level, perform the following operation, then proceed to step **7**.

Userset Density Darker Setting Screen

Touch *No.1 1~4*, *No.2 5~8*, *No.3 9~12*, or *No.4 13~16*, then press [*START*]. The darker level sample sheet will be output.

Select the desired darker exposure from the sample sheet(s), then touch the density number from *1* to *16*.

11-15
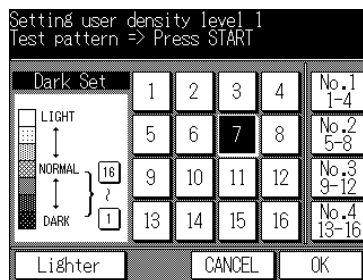
6 To program Userset (1 or 2) to a lighter level, perform the following operation, then proceed to step **7**.

Userset Density Lighter Setting Screen

Touch **Lighter** to display the Userset Density Lighter Setting Screen.

Touch **No.1 1~4**, **No.2 5~8**, **No.3 9~12**, or **No.4 13~16**, then press [**START**]. The lighter level sample sheet will be output.

Select the desired lighter exposure from the sample sheet(s), then touch the density number from **1** to **16**.

7 Touch **OK** to complete the setting and return to the Preset Key Setting Menu Screen.

8 Touch **RETURN** to restore the Key Operator Mode Screen.

9 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.
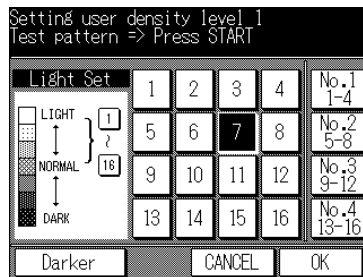
[2] Magnification

The preset and userset ratios are used to reduce and enlarge the original image to accommodate copy paper size, and are available on the Basic Screen.

NOTE:
Normally, users are allowed to change the three USERSETs in the bottom line on the Userset Magnification Setting Screen. The preset keys in the top and middle lines can also be programmed in 2-5 DIPSW mode; however, changing them is not recommended.

❐ Setting options:Userset or Preset ratio
❐ Default setting: USERSET1: 4.00
　　　　　　　　 USERSET2: 2.00
　　　　　　　　 USERSET3: 0.50

Preset Key Setting Menu Screen
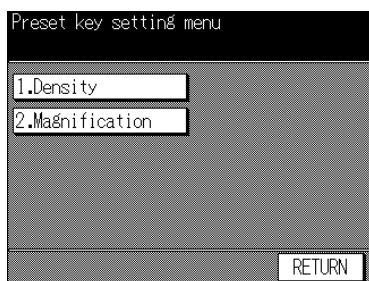
Userset Magnification Setting Screen
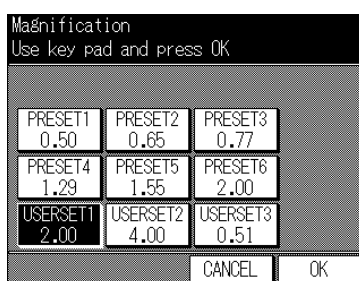
```
Preset key setting menu

1.Density
2.Magnification

                        RETURN
```

```
Magnification
Use key pad and press OK

PRESET1   PRESET2   PRESET3
 0.50      0.65      0.77
PRESET4   PRESET5   PRESET6
 1.29      1.55      2.00
USERSET1  USERSET2  USERSET3
 2.00      4.00      0.51
                CANCEL    OK
```

Procedure

1 Touch *[3] Preset key* on the Key Operator Mode Screen to display the Preset Key Setting Menu Screen.

2 Touch *[3] Magnification* to display the Userset Magnification Setting Screen.

3 Touch the *USERSET* you want to change, then enter a ratio from 0.25~4.00, using the keypad.
If a ratio under 0.25 is entered, 0.25 will be displayed.
If a ratio over 4.00 is entered, 4.00 will be displayed.

4 Touch *OK* to complete the setting and return to the Preset Key Setting Menu Screen.

5 Touch *RETURN* to restore the Key Operator Mode Screen.

6 If no further changes are required, touch *RETURN* to restore the Basic Screen to perform copying operations.

[4] E.C.M. (Electronic Copy Monitor)

This function can only be accessed by the Key Operator after a 8-digit ECM master key code is entered. The Electronic Copy Monitor allows you to monitor all copying activity by controlling ECM password accounts.

This feature can track copier usage for individual users and/or accounts as well as limit access to the copier to authorized users. Copy quantity limits for specific accounts can also be set. Use the ECM Key Operator Form provided at the end of this section to record ECM password information.

The ECM stores up to 128 ECM passwords, each of which represents a separate account that can be used for billing and recordkeeping. The number of users assigned to each account may depend upon the billing system in operation and the number of individuals and departments using the copier. When the ECM is activated, copying can be performed only after a valid ECM password is entered.
Copy quantity and copy limit for each account can be visually confirmed on the screen.

If ECM needs to be activated on your machine, contact your service representative.

The following ECM settings can be made:

1. Change E.C.M. Data:
Create up to 128 individual ECM passwords, 00000~99999, and limit copy counts for each password to a max. 999,999 copies.

2. E.C.M. Data List:
Display the copy count for each ECM password, and change limit settings.

3. All Counter Reset:
Clear the copy count for all passwords.

4. ECM On/Off Setting:
Select the function to be on or off. The initial setting is Off.

5. Copy Limit Reached Effect:
Set the machine condition when the copy limit is reached. The machine can be set to stop immediately or after a job is completed, or to only display a warning message.

How to Access the ECM Setting Mode

Key Operator Mode Screen

System/copier setting menu

1.System Initial	6.Paper type
2.Copier Initial	7.Panel contrast
3.Preset key	8.Key ope. Data
4.E.C.M.	9.Weekly timer
5.Lock Job memory	10.Touch panel adj

RETURN

ECM Master Key Code Screen

Enter E.C.M. master code

1	2	3
4	5	6
7	8	9
	0	OK

RETURN

ECM Setting Menu Screen

E.C.M. setting menu

1.Change E.C.M. data
2.E.C.M data list
3.All counter reset
4.E.C.M. On/Off setting
5.Copy Limit Reached effect

RETURN
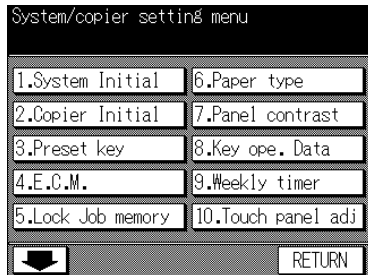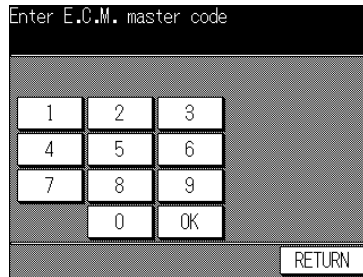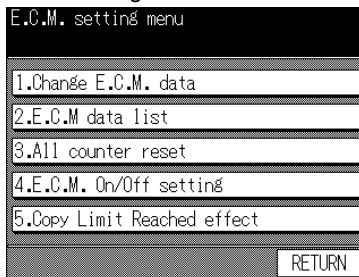
Procedure

1 Touch *4. E.C.M.* on the Key Operator Mode Screen. The ECM Master Key Code Screen displays, if a code is required.

2 Use the keypad on the touch screen to enter your 8-digit ECM master key code, then touch *OK* to display the ECM Setting Menu Screen.

> **NOTE:**
> If an invalid ECM master key code is entered, continue by entering the valid 8-digit code.

3 Select the desired ECM function, and make settings, as required.
To exit the ECM mode, touch *RETURN* on ECM Setting Menu Screen.

4 To exit the Key Operator mode, touch *RETURN* on the Key Operator Mode Screen to restore the Basic Screen.

Key Operator Mode

System Initial

Copier Initial

Preset Key

E.C.M.

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

[1] Change ECM Data

Assign an ID No. for an individual or for a group, then create individual password(s) for each user. You can specify a name and limit count for each password.

❑ ECM ID No.: ID No. from 000~127, designated by key operator.
❑ ECM Password: Unique 5-digit numeric code programmed by key operator for user.
❑ User Name: max. 24 characters
❑ Copy Limit: 0 to 999,999 copies

ECM Setting Menu Screen
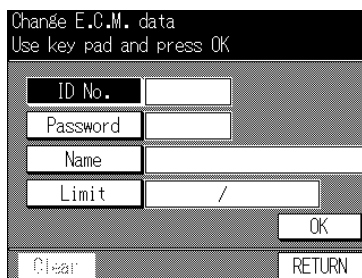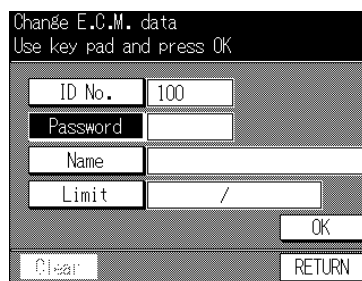
ECM Data Input Screen

Procedure

1 Touch *1. Change E.C.M. data* on the ECM Setting Menu Screen to display the ECM Data Input Screen.

2 *ID No.* key is highlighted, enabling you to immediately enter an ID No. Enter a 3-digit ID No. from 000~127 using the keypad on the control panel.

3 Touch *Password* to highlight it. Enter a 5-digit ECM password using the keypad on the control panel.

   NOTES:
   1. Do not enter "00000". The initial ECM password value is "00000".
   2. We recommend that you make a list of all ECM passwords and ID Nos.

4 Touch *Name* to display the Name Input Screen. If you do not specify the name, proceed to step **7**. This operation can be completed normally without the name specified.

5 Input desired name according to the procedure below.

   (1) Max. 24 characters can be entered.
   (2) Use Upper arrow and Lower arrow keys on the Name Input Screen to input uppercase and lowercase letters and symbols.
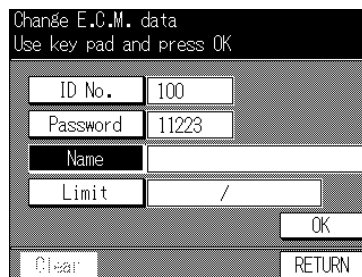
[4] E.C.M. (Electronic Copy Monitor) (continued)

(3) Touch **DEL.** to delete the input character from the last.

(4) Touching **CANCEL** on the Name Input Screen will clear all the input characters.

(5) To change the existing name, touch **DEL.** to delete it and enter the new name.

6 Touch **OK** on the Name Input Screen to return to the ECM Data Input Screen.
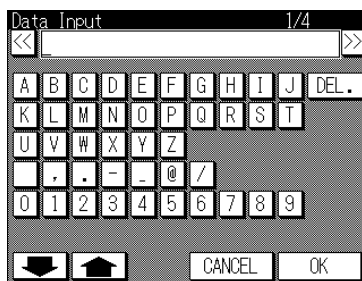
7 Touch **Limit**. Limit key will be highlighted, enabling you to immediately enter copy limit.

8 Enter a 6-digit copy limit for the ID No. using the keypad on the control panel. The input copy limit will be displayed on the right of the copy count.

NOTES:
1. If an invalid copy limit is entered, continue by entering the valid 6-digit copy limit.
2. Entering "000000" signifies no copy limit.
3. The Clear key, though it clears copy count, does not function on the ECM Data Input Screen.

9 Touch **OK** to complete the settings and return to the ECM Setting Menu Screen.

When the same ECM password has been used for another ID No., the Password Duplication Screen will be displayed. To re-enter new password, touch **YES** and return to the step **5**. To create duplicate password, touch **NO**, then touch **OK**.

NOTE:

It is possible to assign the same ECM password to different ID Numbers. Note, however, that the number of copies will be counted only for the ECM password with the smallest ID No. Copy count for the other ID Numbers will not be monitored.

We recommend you do not use duplicate ECM password.

10 If other ECM setting changes are required, touch the desired key.

11 Touch **RETURN** to restore the Key Operator Mode Screen.

12 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

E.C.M.

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize
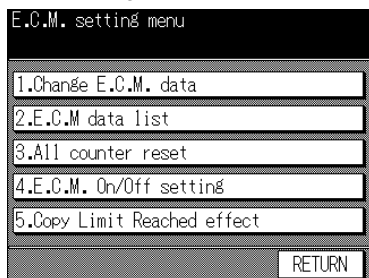
Density Shift

KRDS Host

11
Key Operator Mode
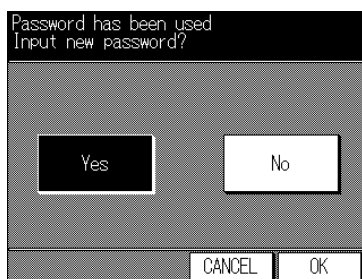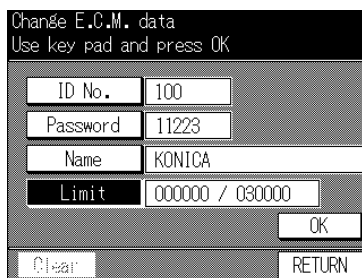
[2] ECM Data List

Use this setting to display the list of copy count and copy limit for each ID No., and to edit, add, and delete these ECM data.
If the machine has the optional Fax kit and Printer Controller installed, the ECM Data Screen also allows you to check the facsimile transmission page count for each ID No.

❐ Edit items: ECM password, Name, copy limit, copy count

ECM Setting Menu Screen

```
E.C.M. setting menu

1.Change E.C.M. data
2.E.C.M data list
3.All counter reset
4.E.C.M. On/Off setting
5.Copy Limit Reached effect
                              RETURN
```
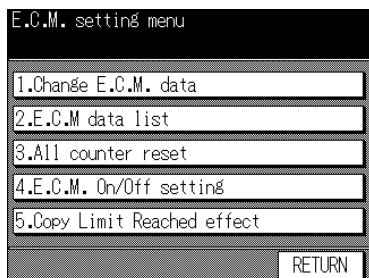
ECM Data List Screen
(COPY/PRINTER mode)

```
E.C.M.
E.C.M data list(COPY/PRINTER)
ID No.   Name    Count/Limit
 000     KEN     000002/999999    ▲
 001     AKA     000003/001000
 005     ABC     000000/000100    ▼
 085     NISHI   000000/000000
 ---     Others         000242   EDIT
                                  ADD.
                                  DEL.
    FAX                        RETURN
```
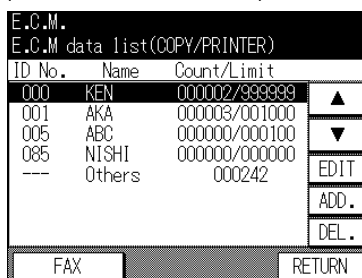
ECM Data List Screen
(FAX mode)

```
E.C.M.
E.C.M data list(Fax)
ID No.   Name    Fax Tx count
 000     KEN     000000           ▲
 001     AKA     000001
 005     ABC     000000           ▼
 085     NISHI   000000
                                  EDIT
                                  ADD.
                                  DEL.
    COPY                       RETURN
```

Delete Confirmation Screen

```
E.C.M.
Delete selected E.C.M. Data ? YES/NO




        Yes              No


                       CANCEL    OK
```
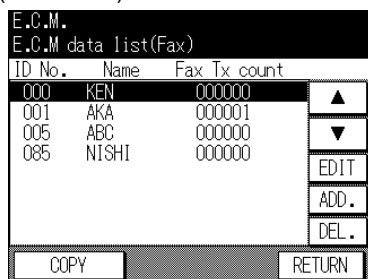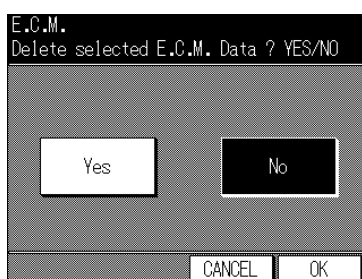
Procedure

1 Touch *2. E.C.M. data list* on the ECM Setting Menu Screen to display the ECM Data List Screen.

   If the machine is equipped with Fax kit and Printer Controller, the ECM Data List Screen in COPY/PRINTER mode will be displayed. To display the screen in FAX mode, touch the *FAX* key on the screen.

2 To delete the ECM data, perform the procedure below.

   (1) Touch the ▲ Upper arrow or ▼ Lower arrow key on the right in the ECM Data List Screen to highlight the ECM data to be deleted.

   (2) Touch *DEL.* The Delete Confirmation Screen will be displayed.

   (3) Touch *Yes* to delete, or touch *No* to cancel.

[4] E.C.M. (Electronic Copy Monitor) (continued)

3 To add the ECM data, touch **ADD**. The ECM Data Input Screen with invalid **Clear** key will be displayed. To input the ECM data, see p. 11-20 to p. 11-21.

4 To edit the ECM data, touch the ▲ Upper arrow or ▼ Lower arrow key on the right in the ECM Data List Screen to highlight the ECM data to be edited, then touch **EDIT**. The ECM Data Edit Screen with valid **Clear** key will be displayed.

```
Change E.C.M. data
Use key pad and press OK

    ID No.    012
   Password  66666
     Name     MOPCAMPRNMBOHPNLCEHF
    Limit     000000 /000045
                              OK
 Clear                      RETURN
```

- (1) To edit the ECM password, touch Password. Enter a new 5-digit ECM password using the keypad on the control panel. Do not enter "00000".
- (2) To edit the name, touch **Name**. The Name Input Screen will be displayed. See p. 11-21.
- (3) To edit the copy limit, touch **Limit**. Enter a new 6-digit copy limit using the keypad on the control panel. Entering "000000" signifies no copy limit.
- (4) To clear the copy count, touch **Clear**.

5 Touch **OK** on the ECM Data Input Screen or the ECM Data Edit Screen to complete the settings and return to the ECM Data List Screen.

To cancel the changes made in step **3** or **4**, touch **RETURN** to restore the ECM Data List Screen.

6 Touch **RETURN** on the ECM Data List Screen to restore the ECM Setting Menu Screen. If other ECM setting changes are required, touch the desired key.

7 Touch **RETURN** to restore the Key Operator Mode Screen.

8 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

E.C.M.

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

11
Key Operator Mode

11-23

[3] All Counter Reset

Reset the count for all ECM password Nos.

❐ Setting options: Reset All Counters yes or no

ECM Setting Menu Screen

```
E.C.M. setting menu

1.Change E.C.M. data
2.E.C.M data list
3.All counter reset
4.E.C.M. On/Off setting
5.Copy Limit Reached effect
                      RETURN
```

All Counter Reset Screen

```
E.C.M.
All counter reset


        Yes              No


              CANCEL    OK
```
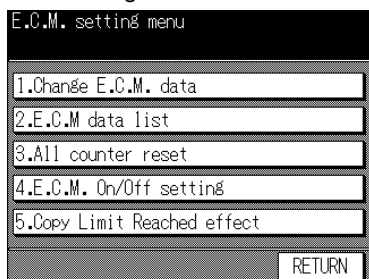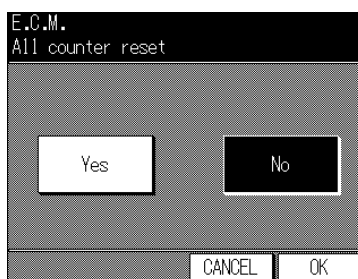
Procedure

1 Touch **3. All counter reset** on the ECM Setting Menu Screen to display the All Counter Reset Screen.

2 Touch **Yes** to reset all counters to zero.
Or, touch **No** not to reset. The selected key will be highlighted.

3 Touch **OK** to complete the settings and return to the ECM Setting Menu Screen. If other ECM setting changes are required, touch the desired key.

4 Touch **RETURN** to restore the Key Operator Mode Screen.

5 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

[4] *ECM On/Off Setting*

Use this function to turn ECM ON or OFF. If the machine has the optional Fax kit and Printer Controller installed, set ECM ON or OFF individually for COPIER, FAX, and PRINTER mode.

> **NOTE:**
> If ECM OFF is selected while ECM functions, the copier will be enabled to perform copying jobs without an ECM password entered, and both copy count and copy limit functions will be discontinued.

❐ Default setting: ECM on

ECM Setting Menu Screen

```
E.C.M. setting menu

1.Change E.C.M. data
2.E.C.M data list
3.All counter reset
4.E.C.M. On/Off setting
5.Copy Limit Reached effect

                        RETURN
```

ECM On/Off Setting Screen
(machine without Fax kit and Printer Controller)

```
E.C.M.
E.C.M. On/Off setting



        ON              OFF



                     CANCEL    OK
```
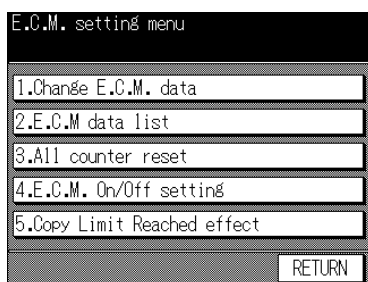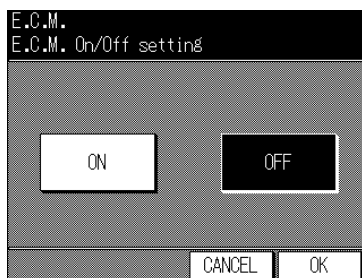
ECM On/Off Setting Screen
(machine with Fax kit and Printer Controller)

```
E.C.M.
E.C.M. On/Off setting

  COPIER      ON           OFF

   FAX        ON           OFF

 PRINTER      ON           OFF

                     CANCEL    OK
```
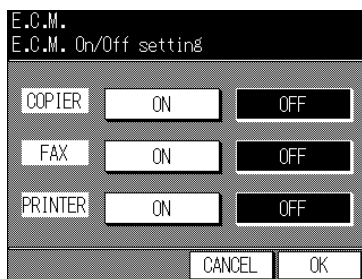
Procedure

1 Touch *4. ECM On/Off setting* on the ECM Setting Menu Screen to display the ECM On/Off Setting Screen.

2 Touch *ON* to activate ECM or touch *OFF* to de-activate ECM.
   The selected key will be highlighted.

3 Touch *OK* to complete the settings and return to the ECM Setting Menu Screen.
   If other ECM setting changes are required, touch the desired key.

4 Touch *RETURN* to restore the Key Operator Mode Screen.

5 Touch *RETURN* to restore the Basic Screen to perform copying operations.

[5] Copy Limit Reached Effect

Use this function to select whether the copier will stop when the count limit is reached, or if the copier will complete the copy job before stopping when reaching maximum copy count.

❏ Setting options: Immediately, After job, Warning
❏ Default setting: After job

ECM Setting Menu Screen

```
E.C.M. setting menu

1.Change E.C.M. data
2.E.C.M data list
3.All counter reset
4.E.C.M. On/Off setting
5.Copy Limit Reached effect
                        RETURN
```

Copy Limit Reached Effect Screen

```
E.C.M.
Copy Limit Reached effect

        Immediately

        After Job

        Warning

              CANCEL    OK
```
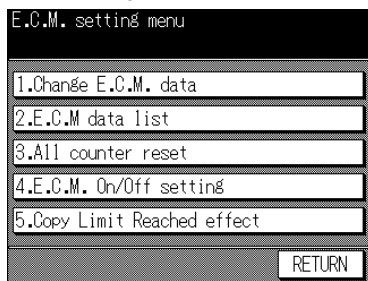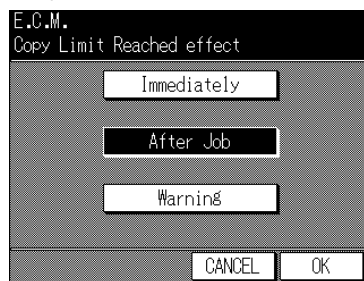
Procedure

1 Touch **5. Copy Limit Reached effect** on the ECM Setting Menu Screen to display the Copy Limit Reached Effect Screen.

2 Select setting option:

Touch **Immediately** to stop the copier when the copy limit is reached.
In this case, the paper in process will be completed, and the message "Enter ECM password" will display after the copier stops.
Touch **After job** to stop the copier after the current job is completed.
Touch **Warning** only to display a warning message when copy limit is reached.

3 Touch **OK** to complete the settings and return to the ECM Setting Menu Screen. If other ECM setting changes are required, touch the desired key.

4 Touch **RETURN** to restore the Key Operator Mode Screen. If other key operator settings are required, touch the desired key.

5 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

[5] Lock Job Memory

Use this function to lock/unlock or delete a Job that has been programmed.
A locked Job is indicated by a lock icon (🔒) on the Lock Job Memory Screen.
The settings of a locked job cannot be changed.

❑ Setting options: Lock Job memory, Unlock Job memory, Delete Job memory

Key Operator Mode Screen

```
System/copier setting menu

1.System Initial    6.Paper type
2.Copier Initial    7.Panel contrast
3.Preset key        8.Key ope. Data
4.E.C.M.            9.Weekly timer
5.Lock Job memory   10.Touch panel adj
   ⬇                        RETURN
```

Lock Job Memory Screen

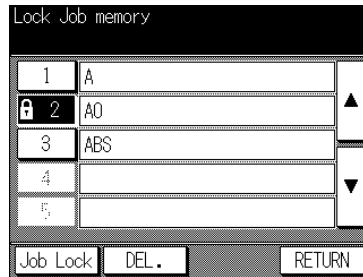```
Lock Job memory

   1   A
🔒 2   AO   ▲
   3   ABS
   4
   5   ▼
Job Lock   DEL.   RETURN
```
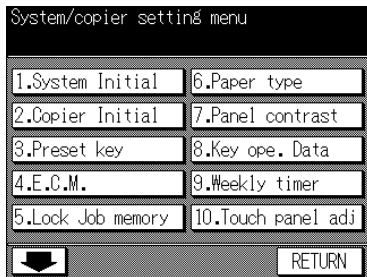
## Procedure

**1** Touch *[5] Lock job memory* on the Key Operator Mode Screen to display the Lock Job Memory Screen.

**2** To lock/unlock a job memory;
   (1) Touch the desired job number key to highlight it. Use arrow keys to scroll to the desired job number, if required.
   (2) Touch *Job Lock*. The lock icon will appear on the touched key to show that the selected job is locked. The previously locked job will be unlocked when selected, and the lock icon on the touched key will disappear.

   To delete a job memory:
   (1) Touch the job number you want to delete. Use arrow keys to scroll to the desired job number, if required.
   (2) Touch *DEL.*
      Selected programs and the name will be deleted from the job memory.
      **NOTES:**
      • A locked job can also be deleted, with the lock on the job number released at the same time.
      • Once deleted, the programs cannot be restored.

**3** Touch *RETURN* to complete the setting and return to the Key Operator Mode Screen.

**4** If no further changes are required, touch *RETURN* to restore the Basic Screen to perform copying operations.
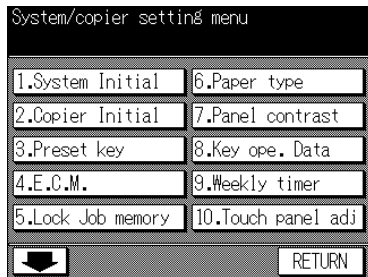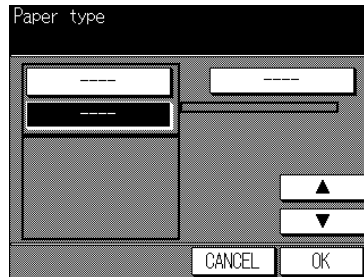
# [6] Paper Type

Use this function to indicate a specific paper type for each tray key on the Basic Screen. This is especially useful when special paper is used on a regular basis and is always placed in a specific paper tray.

Key Operator Mode Screen

```
System/copier setting menu

1.System Initial    6.Paper type
2.Copier Initial    7.Panel contrast
3.Preset key        8.Key ope. Data
4.E.C.M.            9.Weekly timer
5.Lock Job memory   10.Touch panel adj

                         RETURN
```

Paper Type Setting Screen

```
Paper type

      ----              ----
      ----


                          ▲

                          ▼

                CANCEL    OK
```

Procedure

1 Touch *[6] Paper type* on the Key Operator Mode Screen to display the Paper Type Setting Screen.
2 Touch the desired paper tray to highlight it.
3 Touch the ▲ Upper arrow or ▼ Lower arrow key to select paper type.
   The name of paper type displayed on the highlighted tray key will change as follows:
   --- (blank) → RECYCL → COLOR → LTRHD → SPCL. → LABELS → INVOIC → LEGAL
   Touch the arrow keys until the desired name appears.
4 Touch *OK* on the Paper Type Setting Screen to complete the setting and return to the Key Operator Mode Screen.
5 If no further changes are required, touch *RETURN* to restore the Basic Screen to perform copying operations.
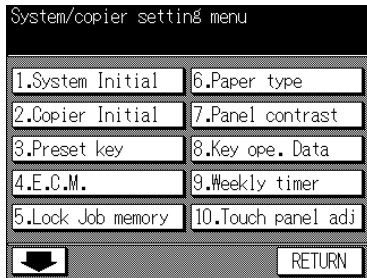
[7] Panel Contrast

Use this feature to adjust the level of brightness of the touch screen portion of the control panel, and also the volume of the touch key.
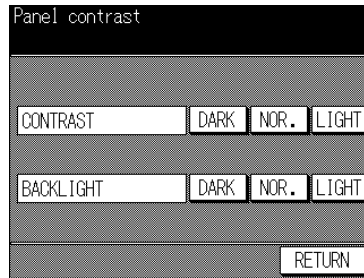
> **NOTE:**
> The control panel contrast feature can be adjusted from the Help Screen provided that the feature setting is activated by service. When the Control panel contrast key is pressed, the Contrast adjustment screen will be displayed. Contact your service representative if the feature is required.

Key Operator Mode Screen

```
System/copier setting menu

1.System Initial    6.Paper type
2.Copier Initial    7.Panel contrast
3.Preset key        8.Key ope. Data
4.E.C.M.            9.Weekly timer
5.Lock Job memory   10.Touch panel adj
   ⬇                        RETURN
```

Panel Contrast Screen

```
Panel contrast


CONTRAST          DARK  NOR.  LIGHT


BACKLIGHT         DARK  NOR.  LIGHT


                          RETURN
```

Procedure

1 Touch *[7] Panel contrast* on the Key Operator Mode Screen to display the Panel Contrast Screen.

2 Adjust the Panel contrast and Backlight contrast, as desired.

Touch *DARK*, *NOR.*, or *LIGHT* to make the panel or backlight contrast dimmer or brighter than the current condition.

3 Touch *RETURN* to complete the setting and return to the Key Operator Mode Screen.

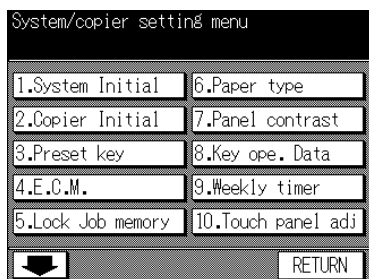**4** If no further changes are required, touch *RETURN* to restore the Basic Screen to perform copying operations.
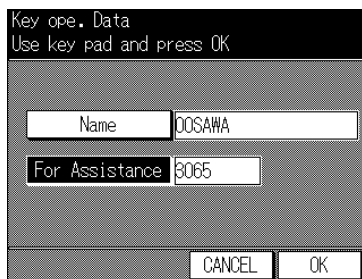
[8] Key Operator Data

Use this screen to enter the name and extension number of the Key Operator indicated on the Help Screen selected from the Basic Screen.

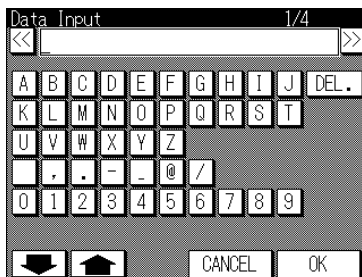❐ Setting options: 8-digit Key Operator telephone extension; Max. 20-character Key Operator name

Key Operator Mode Screen

```
System/copier setting menu

1.System Initial    6.Paper type
2.Copier Initial    7.Panel contrast
3.Preset key        8.Key ope. Data
4.E.C.M.            9.Weekly timer
5.Lock Job memory  10.Touch panel adj
   ⬇                     RETURN
```

Key Operator Data Input Screen

```
Key ope. Data
Use key pad and press OK


       Name      OOSAWA
 For Assistance  8065


               CANCEL    OK
```

Name Input Screen

```
Data Input              1/4
≪  L                      ≫
 A  B  C  D  E  F  G  H  I  J  DEL.
 K  L  M  N  O  P  Q  R  S  T
 U  V  W  X  Y  Z
       ,  .  -  _  @  /
 0  1  2  3  4  5  6  7  8  9

 ⬇  ⬆           CANCEL    OK
```

Procedure

1 Touch **[8] Key ope. data** on the Key Operator Mode Screen to display the Key Operator Data Setting Screen.

2 Touch **Name** to display the Name Input Screen, then enter the Key Operator name up to 20 characters from the touch screen keypad.

> **NOTE:**
> For details of Name Input Screen, see p. 11-20.

3 Touch **For Assistance** to highlight it, then enter a 8-digit extension number from the control panel keypad.

4 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.

5 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

[9] Weekly Timer

This function can be accessed only by the Key Operator after a unique 4-digit Weekly Timer master key code is entered.

The Weekly Timer is a copier management function that shuts down power to the machine on a daily or hourly basis, and can be programmed specifically for lunch breaks, weekends and holidays, or any time the copier is not required.

In Addition, Timer Interrupt can be enabled (with or without a password requirement) to allow temporary use of the machine during periods when power is shut down by the Timer function.

Conditions required to use the Weekly Timer:
- The power plug is inserted into the socket.
- The power switch is turned on.
- The current date and time are correctly set.

If the Weekly Timer needs to be activated on your machine, contact your service representative.

The following Weekly Timer settings can be made.

[1] Weekly Timer Setting
Enable and disable the Timer function.

[2] Weekly Timer Copier ON/OFF Time Set
Specify the times that the copier will turn ON and OFF for each day of the week or the entire week.

[3] Machine Working Day Individual Set
Specify the working days of the machine by the Timer, for all Mondays through Sundays, and/or individually for each day of the given month.

[4] Lunch Hour Off Function
Specify the lunch time interval during which the copier will go off and on.

[5] Password Setting
Require Password entry for the Timer off function and establish the amount of usage time.

> **NOTES:**
> 1 The time is set in terms of the 24 hour clock, where hour [1] is the first hour after midnight and hour [24] is the hour of midnight. For example, 6 a.m. is 06:00 hours; 6 p.m. is 18:00 hours.
> 2 The [*AUTO RESET*] key is used to change numbers determined by the *SET* touch key.

How to Access the Weekly Timer Setting Mode

Key Operator Mode Screen

```
System/copier setting menu

1.System Initial    6.Paper type
2.Copier Initial    7.Panel contrast
3.Preset key        8.Key ope. Data
4.E.C.M.            9.Weekly timer
5.Lock Job memory   10.Touch panel adj
   ⬇                         RETURN
```

Weekly Timer Master Key Code Screen

```
Enter weekly timer master key code

    1      2      3
    4      5      6
    7      8      9
           0     OK
                          RETURN
```

Weekly Timer Setting Menu Screen

```
Weekly timer setting menu

1.Weekly timer setting
2.Weekly timer Copier ON/OFF time set
3.Machine working day individual set
4.Lunch hour off function
5.Password setting
                          RETURN
```
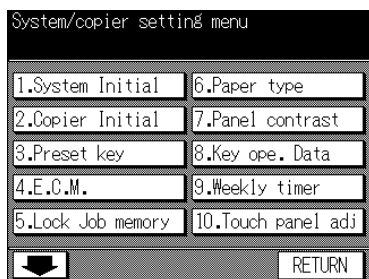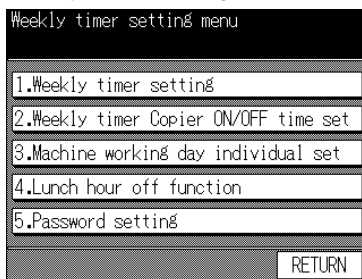
Procedure

1 Touch *[9] Weekly timer* on the Key Operator Mode Screen.

The Weekly Timer Master Key Code Screen displays when the 4-digit Weekly Timer master key code is set by service.

Otherwise, the Weekly Timer Setting Menu Screen displays without the code requirement.

2 If the Weekly Timer Master Key Code Screen is displayed, use the keypad on the touch screen to enter your 4-digit Weekly Timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen.
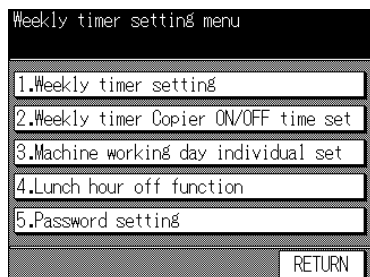
NOTE:
If an invalid Weekly Timer master key code is entered, continue by entering the valid 4-digit code.

3 Select the desired Weekly Timer function, and make settings, as required.

4 To exit the Weekly Timer mode, touch **RETURN** on the Weekly Timer Setting Menu Screen.

5 To exit the Key Operator mode, touch **RETURN** on the Key Operator Mode Screen to restore the Basic Screen.
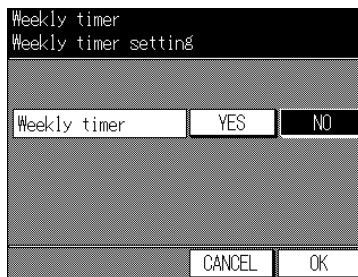
[1] Weekly Timer Setting

❑ Default setting: Weekly timer OFF

Weekly Timer Setting Menu Screen

```
Weekly timer setting menu

1.Weekly timer setting
2.Weekly timer Copier ON/OFF time set
3.Machine working day individual set
4.Lunch hour off function
5.Password setting
                              RETURN
```

Weekly Timer On/Off Setting Screen

```
Weekly timer
Weekly timer setting


Weekly timer        YES      NO



                    CANCEL    OK
```

Procedure

1 Touch *[1] Weekly timer setting* to display the Weekly Timer On/Off Setting Screen.

2 Touch *YES* to activate Weekly Timer, or touch *NO* to de-activate Weekly Timer. The selected key will be highlighted.
The selected key will be highlighted.

3 Touch *OK* to complete the setting and return to the Weekly Timer Setting Menu Screen.

4 Touch *RETURN* to restore the Key Operator Mode Screen.

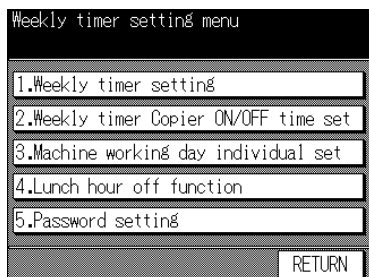**5** If no further changes are required, touch *RETURN* to restore the Basic Screen to perform copying operations.
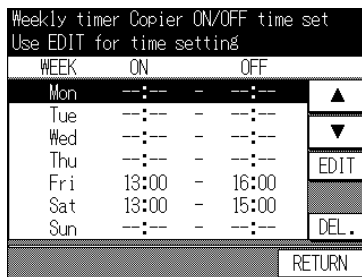
[2] Weekly Timer Copier ON/OFF Time Set

Use this function to set the On/Off times in hours and minutes for each day of the week or set the block time for the entire week, i.e., the same On/Off time for each day.
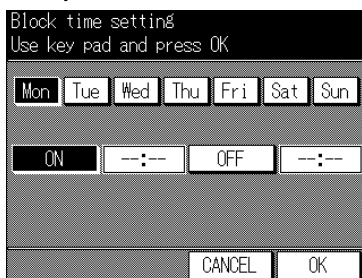
Weekly Timer Setting Menu Screen

Weekly timer setting menu

1.Weekly timer setting
2.Weekly timer Copier ON/OFF time set
3.Machine working day individual set
4.Lunch hour off function
5.Password setting

RETURN

Weekly Timer On/Off Time Setting Screen

Weekly timer Copier ON/OFF time set
Use EDIT for time setting

WEEK	ON		OFF	
Mon	--:--	-	--:--	▲
Tue	--:--	-	--:--	▼
Wed	--:--	-	--:--	
Thu	--:--	-	--:--	EDIT
Fri	13:00	-	16:00	
Sat	13:00	-	15:00	
Sun	--:--	-	--:--	DEL.

RETURN

Weekly Timer On/Off Time Block Setting Screen

Block time setting
Use key pad and press OK

Mon Tue Wed Thu Fri Sat Sun

ON   --:--   OFF   --:--

CANCEL   OK

Procedure

1 Touch *[2] Weekly timer Copier ON/OFF time set* to display the Weekly Timer On/Off Time Setting Screen.
2 Use the procedure below to set the ON time and OFF time for the desired days of the week.
   (1) Touch *EDIT* to display the Weekly Timer On/Off Time Block Setting Screen.
   (2) Touch and highlight the keys of the desired day of the week from Monday through Sunday to set the same ON time and OFF time.
   (3) Touch *ON* to enter the ON time.
        Enter a 2-digit ON-hour (ex. 8 a.m. is 08) and a 2-digit ON-minute (ex. 7 min. is 07) using the control panel keypad.
   (4) Touch *OFF* to enter the OFF time.
        Enter a 2-digit OFF-hour (ex. 6 p.m. is 18) and a 2-digit OFF-minute using the control panel keypad.

NOTES:
- If ON-time and OFF-time are the same, power will not go on.
- Be sure to enter both ON time and OFF time.
- Be sure to enter the ON/OFF time for a day off also, so that you can specify the machine working days on the Weekly Timer Working Day Individual/Collective Setting Screen.

(5) Touch **OK** to complete the settings and return to the Weekly Timer On/Off Time Setting Screen.

(6) Confirm the ON time and OFF time on the screen.

3 Use the procedure below to delete the ON time and OFF time of the day of the week.

(1) Use the ▲ Upper arrow and ▼ Lower arrow keys to select the day of the week to be deleted.

(2) Touch **DEL.**

(3) ON time and Off the of the day of the week are delted and "--:--" are displayed.

> **NOTE:**
> On the day of the week with the ON/OFF time deleted, you can not turn on the power.

4 Touch **RETURN** to complete the settings and return to the Weekly Timer Setting Menu Screen.

5 Touch **RETURN** to restore the Key Operator Mode Screen.

6 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

E.C.M.

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

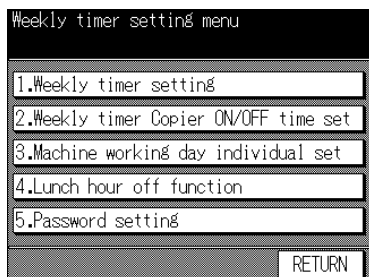Memory Switch

List Print

Application Customize

Density Shift
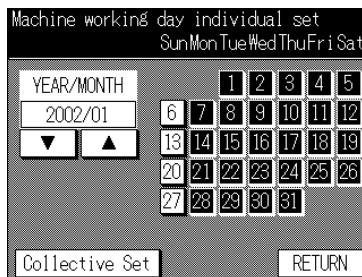
KRDS Host

11
Key Operator Mode

[3] Machine Working Day Individual Set

Use this function to set the On/Off condition of the copier for a given month. Set the On/Off condition for specific days; or set it collectively, for all Mondays through Sundays of the given month. The default setting is collective: On for Mondays through Saturdays, and Off for Sundays.
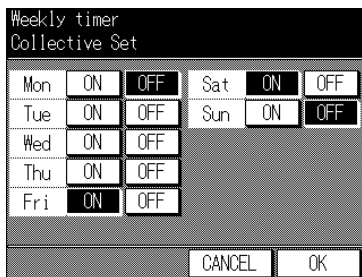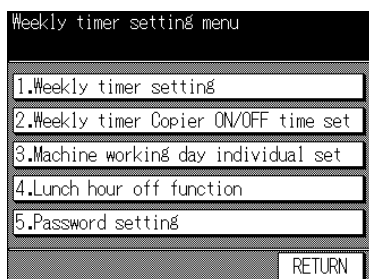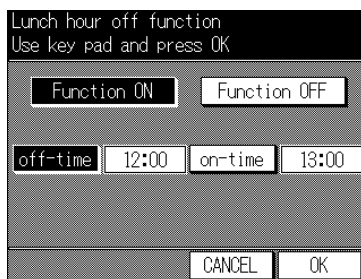
Weekly Timer Setting Menu Screen

```
Weekly timer setting menu

1.Weekly timer setting
2.Weekly timer Copier ON/OFF time set
3.Machine working day individual set
4.Lunch hour off function
5.Password setting

                              RETURN
```

W.T. Working Day Individual Setting Screen

```
Machine working day individual set
                  Sun Mon Tue Wed Thu Fri Sat
 YEAR/MONTH              1  2  3  4  5
  2002/01        6  7  8  9 10 11 12
   ▼    ▲       13 14 15 16 17 18 19
               20 21 22 23 24 25 26
               27 28 29 30 31

 Collective Set              RETURN
```

W.T. Working Day Collective Setting Screen

```
Weekly timer
Collective Set

 Mon   ON  OFF     Sat   ON  OFF
 Tue   ON  OFF     Sun   ON  OFF
 Wed   ON  OFF
 Thu   ON  OFF
 Fri   ON  OFF

                   CANCEL    OK
```

Procedure

 1 Touch *[3] Machine working day individual set* to display the W.T. Working Day Individual Setting Screen.

    The days of the current month are displayed on the left half of the screen, with timer-active days highlighted.

 2 To activate or deactivate the Timer for any individual day, touch the key for that day to change its indication.

    To change the month, use arrows to scroll to the desired month.

 3 To collectively set the on/off data for the entire month by the day of the week, touch **Collective Set** to display the W.T. Working Day Collective Setting Screen.

    Touch the **ON** or **OFF** key for the desired day. If you touch an already-highlighted key, no change will occur.

    Touch **OK** to complete the settings and return to the W.T. Working Day Individual Setting Screen.

NOTE:
The selected days will be highlighted in black on the W.T. Working Day Individual Setting Screen when restored, however, the working day individual setting has priority so that you can make setting change for each day on that screen, if desired.

4   Touch **RETURN** to complete the settings and return to the Weekly Timer Setting Menu Screen.

5   Touch **RETURN** to restore the Key Operator Mode Screen.

6   If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

E.C.M.

Lock Job
Memory

Paper Type

Panel Contrast

Key Operator
Data

**Weekly
Timer**

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

11
**Key Operator
Mode**

[4] Lunch Hour Off Function

The Weekly Timer function turns the copier ON and OFF once a day. Use this Lunch hour off function to shut down power for lunch break then turn on again while the copier is turned on due to the Weekly Timer function. The only one off time interval can be programmed.

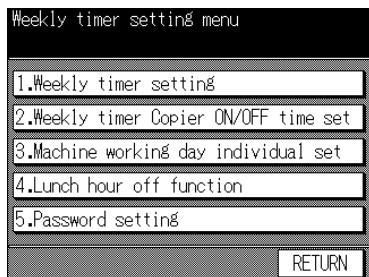Weekly Timer Setting Menu Screen

Lunch Hour Off Setting Screen

```
Weekly timer setting menu

1.Weekly timer setting
2.Weekly timer Copier ON/OFF time set
3.Machine working day individual set
4.Lunch hour off function
5.Password setting
                          RETURN
```

```
Lunch hour off function
Use key pad and press OK

    Function ON      Function OFF

off-time  12:00  on-time  13:00

                    CANCEL    OK
```

Procedure

1 Touch *[4] Lunch hour off setting* to display the Lunch Hour Off Setting Screen.

2 Use the procedure below to activate the Lunch hour off function.

    (1) Touch **Function ON** to highlight it.

    (2) Touch **off-time**.
        Enter a 2-digit off-hour (ex. 9 a.m. is 09) and a 2-digit off-minute (ex. 7 min. is 07) using the control panel keypad.

    (3) Touch **on-time**.
        Enter a 2-digit on-hour and a 2-digit on-minute using the control panel keypad.

3 Touch **Function OFF** to de-activate the Lunch hour off function. The time setting area will appear grayed out and cannot be selected.
    The Function OFF setting is the factory default setting.

4 Touch **OK** to complete the setting and return to the Weekly Timer Setting Menu Screen.

5 Touch **RETURN** to restore the Key Operator Mode Screen.

6 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.
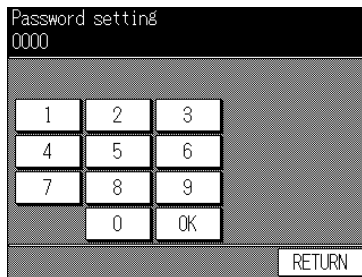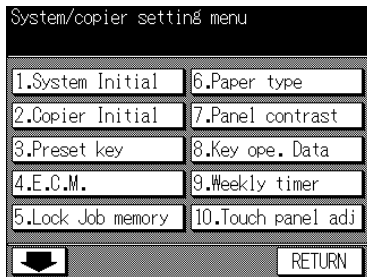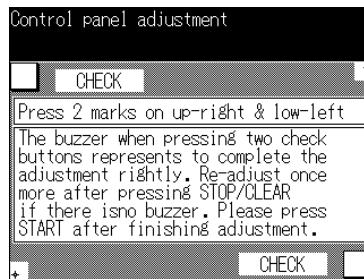
[5] Password Setting

Use this password setting mode to establish a 4-digit password requirement for using Timer Interrupt function. The default password of 0000 allows the timer function to be interrupted without the requirement for password entry.

Weekly Timer Setting Menu Screen

```
Weekly timer setting menu

1.Weekly timer setting
2.Weekly timer Copier ON/OFF time set
3.Machine working day individual set
4.Lunch hour off function
5.Password setting
                              RETURN
```

W.T. Interrupt Password Setting Screen

```
Password setting
0000

   1      2      3
   4      5      6
   7      8      9
          0      OK
                              RETURN
```

Procedure

1 Touch *[5] Password setting* to display the W.T. Interrupt Password Setting Screen.

2 Use the touch screen keypad to enter a 4-digit password, and then touch **OK** to complete the setting.

> **NOTE:**
> When the password setting is 0000, timer interrupt can be used simply by turning the copier OFF, then ON.

3 Touch **RETURN** to return to the Weekly Timer Setting Menu Screen.

4 Touch **RETURN** to restore the Key Operator Mode Screen.

5 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

E.C.M.

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print
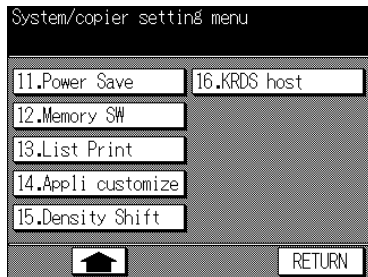
Application Customize

Density Shift

KRDS Host

11-39

11
Key Operator Mode

[10] Touch Panel Adjustment

Use this feature to check malfunctions of the LCD touch screen due to the shift in position of the touch sensor.

❐ When the Control Panel Adjustment Screen does not display in step **2**, press one from the control panel keypad [0] ~ [9].

Key Operator Mode Screen

```
System/copier setting menu

1.System Initial    6.Paper type
2.Copier Initial    7.Panel contrast
3.Preset key        8.Key ope. Data
4.E.C.M.            9.Weekly timer
5.Lock Job memory   10.Touch panel adj
  ⬇                        RETURN
```

Touch Panel Adjustment Screen

```
Control panel adjustment                    +
  ☐     CHECK
Press 2 marks on up-right & low-left
The buzzer when pressing two check
buttons represents to complete the
adjustment rightly. Re-adjust once
more after pressing STOP/CLEAR
if there isno buzzer. Please press
START after finishing adjustment.
+                       CHECK       ☐
```

Procedure

1 Touch *[10] Touch panel adj.* on the Key Operator Mode Screen to display the Touch Panel Adjustment Screen.

2 Touch the "*+*" indication at the upper right corner, then lower left corner on the screen. The present coordinates will be displayed in the message area of the screen.

> **NOTE:**
> When touching the "*+*" indications, it is recommended that you use a sharp point such as a pencil to be more accurate.

3 Check that the X coordinate and Y coordinate displayed in the first line of the message area fall within the standard value displayed in the second line.

4 Touch the *CHECK*s at the upper left and lower right corners on the screen to check if the buzzer tone functions normally.

5 If the coordinates fall out of the range of the standard value in step **3**, or the buzzer tone does not sound in step **4**, repeat the adjustment procedure from **2** to **4**.

6 Press [*START*] on the control panel to complete the setting.

[11] Power Save

Select the interval of time that must elapse before Auto Low Power and Auto Shut Off become activated. Or, select the Auto Shut Off function to ON or OFF.

Key Operator Mode Screen

```
System/copier setting menu

11.Power Save      16.KRDS host
12.Memory SW
13.List Print
14.Appli customize
15.Density Shift

        🏠              RETURN
```

Power Save Timer Setting Screen

```
Timer setting
Auto Low Power <= Auto Shut off
Auto Low Power
  1   5   10  15  30  60  90  120 240
 min min min min min min min min min
Auto Shut off
  1   5   10  15  30  60  90  120 240
 min min min min min min min min min

 NEXT                      RETURN
```
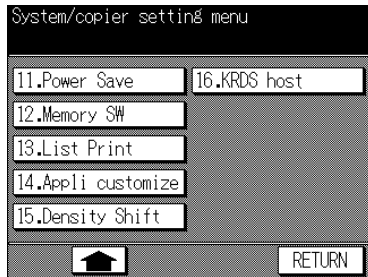
Auto Shut Off ON/OFF Setting Screen

```
Auto Shut off On/Off setting



      ON              OFF



                      RETURN
```
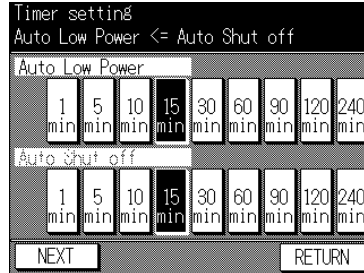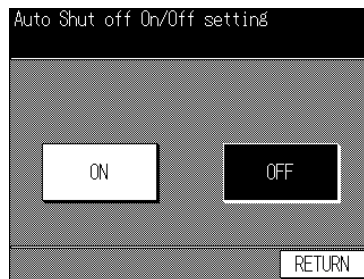
Procedure

1 Touch *[11] Power Save* on the Key Operator Mode Screen to display the Power Save Timer Setting Screen.

2 Touch the timer key in each area to select a specific waiting period before activating the Auto Low Power or Auto Shut Off.

> **NOTES:**
> 1 The period of time selected for Auto Low Power cannot exceed the Auto Shut Off setting.
> 2 If the same period of time as Auto Shut Off is selected for Auto Low Power, the Auto Shut Off will function instead of Auto Low Power.

3 Touch *NEXT* on the Timer Setting Screen to display the Auto Shut Off ON/OFF Setting Screen.

4 Touch *ON* to activate Auto Shut Off, or touch *OFF* to deactivate it. The default setting is ON.

5 Touch *RETURN* to complete the setting and restore the Key Operator Mode screen.

6 If no further changes are required, touch *RETURN* to restore the Basic Screen to perform copying operations.

11
Key Operator
Mode

[12] Memory Switch

This function allows you to change the Memory Settings listed below. See pp. 11-44~11-46 for details on Memory Settings.

SW No.	Item	Setting (default is underlined)
No. 01:	Auto reset timer	<u>OFF</u> / 30 sec. / 60 sec. / 90 sec. / 120 sec./ 150 sec. / 180 sec. / 210 sec. / 240 sec. / 270 sec. / 300 sec.
No. 02:	AUTO RESET effect	Full-Auto / <u>Initial</u>
No. 03:	Load RADF effect	<u>RADF</u> / RADF+Auto Reset
No. 04:	Non Image A. Erase	ON/ <u>APS/AMS only</u>
No. 05:	RADF frame erasure	None / 1mm / 2mm / <u>3mm</u> / 4mm / 5mm
No. 06:	Auto tray switch	<u>OFF</u> / ON
No. 07:	Platen APS	OFF / <u>ON</u>
No. 08:	RADF APS	OFF / <u>ON</u>
No. 09:	ATS/APS (Bypass)	OFF / <u>ON</u>
No. 10:	ATS/APS SW (Tray 1)	OFF / <u>ON</u>
No. 11:	ATS/APS SW (Tray 2)	OFF / <u>ON</u>
No. 12:	ATS/APS SW (Tray 3)	OFF / <u>ON</u>
No. 13:	ATS/APS SW (Tray 4)	OFF / <u>ON</u>
No. 14:	Platen AMS	OFF / <u>ON</u>
No. 15:	RADF AMS	OFF / <u>ON</u>
No. 16:	Staple mode reset	<u>OFF</u> / ON
No. 17:	Key click sound	<u>OFF</u> / Low / High
No. 18:	Job memory recall	<u>OFF</u> / ON
No. 19:	Sheet insertion	Tray 1 / Tray 2 / Tray 3 / Tray 4 / Bypass
No. 20:	5.5x8.5 orig.type	<u>Landscape</u> / Portrait
No. 21:	Rotation	OFF / ON / APS/AMS/Reduce / <u>APS/AMS only</u> / APS only
No. 22:	1 SHOT indication	1 sec. / 2 sec. / <u>3 sec.</u> / 4 sec. / 5 sec.
No. 23:	AUTO START	OFF / <u>ON</u>
No. 24:	No- printing timer	<u>OFF</u> / 15 sec. / 30 sec. / 60 sec. / 90 sec.
No. 25:	Power save key	<u>Power Save</u> / Shut Off
No. 26:	Bypass tray size	<u>Standard size</u> / Non standard size

Key Operator Mode Screen

```
System/copier setting menu

11.Power Save        16.KRDS host
12.Memory SW
13.List Print
14.Appli customize
15.Density Shift
        🏠              RETURN
```

Memory Switch Screen

```
Memory SW
Select one of following items
Item              Setting      1/4
Auto reset timer      60sec.
AUTO/RESET effect     Full-auto        ▲
Load RADF effect      RADF+AUTO/RESET
Non Image A.Erase     APS/AMS only
RADF frame erasure    None
Auto tray switch      ON               ▼
Platen APS            ON
RADF APS              ON
   ⬇   🏠          EDIT    RETURN
```
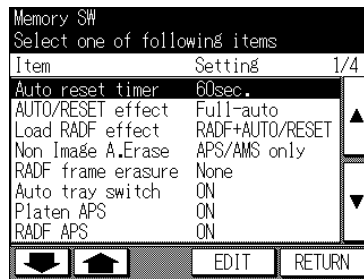
Memory Switch Screen 2

```
Memory SW
Select one of following items
Item              Setting      2/4
ATS/APS(Bypass)       ON
ATS/APS SW(Tray1)     ON
ATS/APS SW(Tray2)     ON       ▲
ATS/APS SW(Tray3)     ON
ATS/APS SW(Tray4)     ON
Platen AMS            ON       ▼
RADF AMS              ON
Staple mode reset     OFF
  ⬇  🏠       EDIT    RETURN
```

Memory Switch Screen 3

```
Memory SW
Select one of following items
Item              Setting      3/4
Key click sound       OFF
Job memory recall     OFF
Sheet insertion       Tray1        ▲
5.5x8.5 orig. type    landscape
Rotation              APS/AMS only
1SHOT Indication      3sec.        ▼
AUTO START            ON
No-printing timer     OFF
  ⬇  🏠       EDIT    RETURN
```

Memory Switch Screen 4

```
Memory SW
Select one of following items
Item              Setting      4/4
Power save key        Power Save
Bypass tray size      Standard size    ▲

                                       ▼

  ⬇  🏠       EDIT    RETURN
```

Procedure

1 Touch *[12] Memory SW* on the Key Operator Mode Screen to display the Memory Switch Screen.

2 Use the procedure below to select the desired item and change the setting.
  (1) Touch the arrow keys ▲ and ▼ at the right on the Memory Switch Screen to select the desired item.
  (2) Touch the arrow keys 🔼 and 🔽 at the lower left to scroll the screen.
  (3) Touch *EDIT* to change the setting of the highlighted item.
  (4) Repeat above steps (1) to (3) to make several changes in succession.

3 Touch *RETURN* to restore the Key Operator Mode Screen.

4 If no further changes are required, touch *RETURN* to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

E.C.M.

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

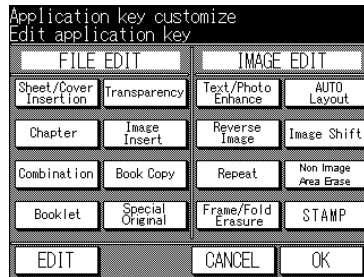Application Customize

Density Shift

KRDS Host

The following functions can be provided by the Memory switch settings.

[1] Auto reset timer

Sets the time interval for the machine to reset to the initial condition.
Options: Off or 30/60/90/120/150/180/210/240/270/300 seconds.

[2] AUTO RESET effect

Sets the condition of Copy mode, Copy density, Magnification, and Paper tray selection when the [*AUTO RESET*] key is pressed.
Options: Full-auto (factory setting) or Initial (key operator setting). Initial is the default setting.

[3] Load RADF effect

Determines how the machine initializes when it is in the platen copy mode (non RADF) and an original is inserted in the RADF feed tray.
Options: RADF and RADF + Auto Reset. The RADF option will activate the RADF without resetting any other features. The RADF + Auto Reset option will activate the RADF and reset the machine to the features programmed in memory switch #2.

[4] Non Image Area Erase

Establishes how the machine determines the image area of the copy.
Options: ON and APS/AMS only. ON option limits the copy image area to that of the original. The APS/AMS only option limits the copy image area to that of the copy paper sizes and the magnification automatically selected by the machine.

[5] RADF frame erasure

Sets the amount of frame erase when using the RADF.
Options: None, 1mm/ 2mm/ 3mm/ 4mm/ 5mm.

[6] Auto tray switch

During a copy job when ATS is on and multiple paper trays are loaded with the same size paper, the machine will automatically switch to another tray when the initial tray runs out of paper. Refer to memory switches 9 through 13 to activate this feature for each tray.

[7] Platen APS

This feature allows the machine to automatically detect the size of the original placed on the glass and select the same size copy paper. Refer to switches 9 through 13 to activate this feature for each tray.

[8] RADF APS

This feature allows the machine to detect the size of the original fed through the RADF. Refer to switches 9 through 13 to activate this feature for each tray.

[9] ATS/APS (Bypass)
This setting activates ATS and APS (platen and RADF) for Multi-sheet bypass.

[10] ATS/APS SW (Tray 1)
This setting activates ATS and APS (platen and RADF) for Tray 1.

[11] ATS/APS SW (Tray 2)
This setting activates ATS and APS (platen and RADF) for Tray 2.

[12] ATS/APS SW (Tray 3)
This setting activates ATS and APS (platen and RADF) for Tray 3.

[13] ATS/APS SW (Tray 4)
This setting activates ATS and APS (platen and RADF) for Tray 4.

[14] Platen AMS
This feature allows the machine to automatically select the proper magnification ratio when copy paper size is selected manually and an original is placed on the platen glass.

[15] RADF AMS
This feature allows the machine to automatically select the proper magnification ratio when copy paper size is selected manually and an original is fed from the RADF.

[16] Staple mode reset
When copying in the sort/staple mode, this setting allows the machine to automatically reset to non-staple mode when the job in progress is completed.

[17] Key click sound
When this feature is Low or High, the machine activates a buzzer sound when the touch sensitive screen is touched or any key is pressed. This confirms the machine recognition of the selection.

[18] Job memory recall
This feature allows the machine to initialize using selections stored in job memory No.15 when the power is turned on or the [*AUTO RESET*] key is pressed.

> **NOTE:**
> This function works only when job memory No.15 is registered.

[19] Sheet insertion
This setting allows selection of tray 1, tray 2, tray 3, tray 4, or Bypass as the source of the inserted sheets.

Key Operator Mode

System Initial

Copier Initial

Preset Key

E.C.M.

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

[20] 5.5x8.5 orig. type
Selects orientation of 5.5x8.5 size originals.
Options: Landscape or portrait.

[21] Rotation
When turned on the feature allows the machine to automatically rotate an 8.5"x11" original image to match the manually selected paper size. For example, if an original is placed in the RADF or on the platen glass in the 8.5"x11"R position and the 8.5"x11" paper size is selected, the machine will rotate the image to fit the 8.5"x11" paper.

[22] 1 SHOT indication time
Determines the duration of messages that are displayed, i.e., 50 SHEETS MAXIMUM IN STAPLE MODE. Options: 1/ 2/ 3/ 4 or 5 seconds.

[23] AUTO START
This feature allows the machine to start the copying operation as soon as the document feeder/platen cover is closed down over the platen original.

[24] No-printing timer
Set the timer to allow the printing job to start after operating the copying job.

[25] Power save key
Select the power saver mode to be activated by pressing [*POWER SAVER ON/OFF*] key.

[26] Bypass tray size
Select the paper size detectable on the Multi-sheet bypass tray.

[13] List Print

Use this function to print out the list selected from the following items.

- Job memory list: Programmed contents of Job memory
- User setting list: Machine information managed by ECM and home position settings selected by user
- Font pattern: Font patterns used in the machine

Key Operator Mode Screen

```
System/copier setting menu

11.Power Save      16.KRDS host
12.Memory SW
13.List Print
14.Appli customize
15.Density Shift

[⌂]                    RETURN
```

List Print Screen

```
List Print
Select item(s), press OK

Job memory list
User setting list
Font pattern

                CANCEL    OK
```
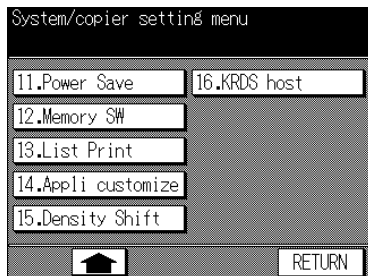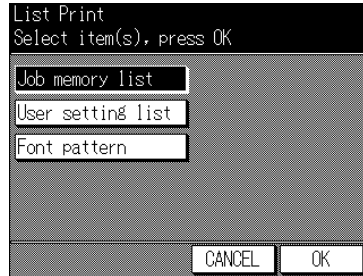
Procedure

1 Touch *[13] List Print* on the Key Operator Mode Screen to display the List Print Screen.
2 Touch the desired item on the screen to highlight it.
3 Touch *OK* to print out the desired list.
   To suspend printing, press [*STOP/CLEAR*].
   After completion of printing, the copier will automatically return to the List Print Screen. When printing other lists, select the key and touch *OK*.
4 Touch *CANCEL* to restore the Key Operator Mode Screen.
5 If no further changes are required, touch *RETURN* to restore the Basic Screen to perform copying operations.

11
Key Operator Mode

[14] Application Customize

Use this function to rearrange, display, or hide the application keys on the Application Selection Screen.

Key Operator Mode Screen
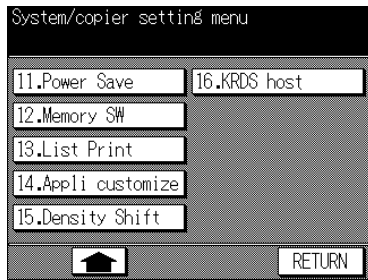
Application Customize Screen

Item Selection Screen

File Edit Customize Screen
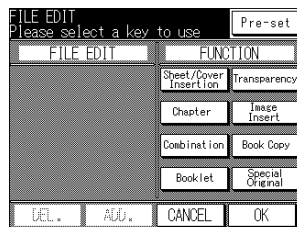
Image Edit Customize Screen
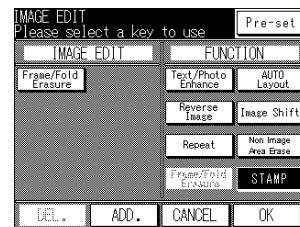
Procedure

1 Touch *[14] Appli. customize* to display the Application Customize Screen.
The application function keys currently set are displayed on the screen.
When setting change is desired, touch *EDIT* to display the Item Selection Screen.

2 Touch *FILE EDIT* or *IMAGE EDIT*, as desired.

3 On the File/Image Edit Customize Screen, touch to highlight the desired application function key on the right, then touch *ADD*. Selected key will move to the left part of the screen, while the key on the right will be dimmed to show inactivity.

4 To cancel the selection you made, touch to highlight the desired key on the left, then touch *DEL*. The selected key will disappear.
Touch *Pre-set* to restore the previous setting.

5 Touch *OK* to complete the settings and return to the Item Selection Screen.
Touch another item key, if desired, or touch Initialize to restore the factory setting.

6 Touch *RETURN* to restore the Application Customize Screen. Confirm the setting you made on this screen.

7 Touch *OK* to restore the Key Operator Mode Screen.

8 If no further changes are required, touch *RETURN* to restore the Basic Screen to perform copying operations.

[15] Density Shift

Density shift divides each of nine density levels into two levels of lighter and three levels of darker when used in combination with Text/Photo Enhance.
Density shift selection can be made in each of four Text/Photo Enhance modes; Text/Photo (general), Text, Photo, and Increase Contrast.

❏ Setting options: Density shift 0/ 1/ 2/ 3 (standard)/ 4/ 5
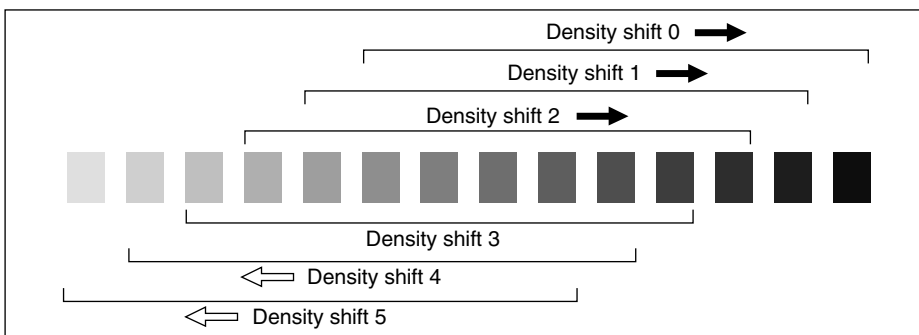
Key Operator Mode Screen
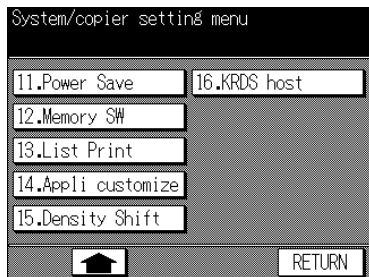
Density Shift Setting Screen
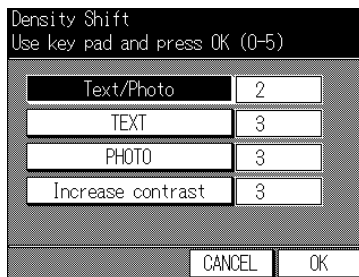
Procedure

1   Touch *[15] Density Shift* to display the Density Shift Setting Screen.

2   Select the Text/Photo Enhance mode.

Touch *Text/Photo*, *TEXT*, *PHOTO*, or *Increase contrast* to highlight it, then enter the desired density shift (from 0 to 5) using the Control panel keypad.

3   Touch *OK* to complete the settings and return to the Key Operator Mode Screen.

4   If no further changes are required, touch *RETURN* to restore the Basic Screen to perform copying operations.

[16] KRDS Host

When activated, the Remote Diagnostics option is automatically monitored by a Konica service representative. In case of machine trouble, select the KRDS host option. Your service representative will contact you to determine the appropriate means for resolving the problem.

❒ Setting options: Call for JAM; SC; No toner; No paper; Copy quality; Other reason

Key Operator Mode Screen

```
System/copier setting menu

11.Power Save     16.KRDS host
12.Memory SW
13.List Print
14.Appli customize
15.Density Shift
          🏠            RETURN
```

KRDS Host Menu Screen

```
KRDS host menu
Select one of following items

1.JAM concerns
2.SC concerns
3.NO TONER
4.NO PAPER
5.COPY QUALITY
6.OTHER REASON
                        RETURN
```

Start Call Screen

```
JAM concerns




          START



                        RETURN
```
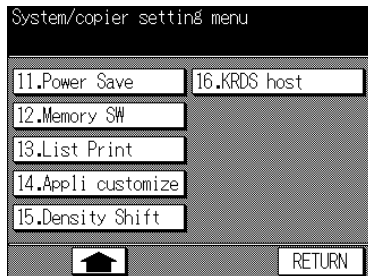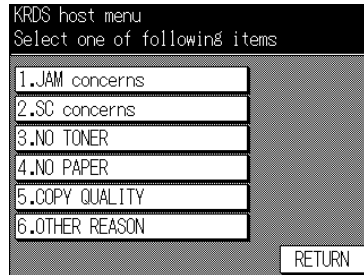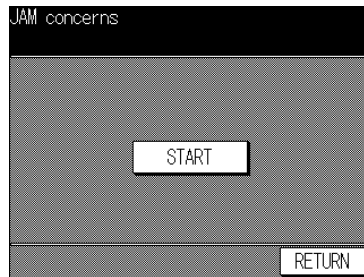
Procedure

1 Touch *[16] KRDS host* to display the KRDS Host Menu Screen.
2 Touch *1. JAM concerns*, *2. SC concerns*, *3. NO TONER*, *4. NO PAPER*, *5. COPY QUALITY*, or *6. OTHER REASON*, as required.
   The Start Call Screen will be displayed.
3 Touch *START* to call remote service representative.
4 Touch *RETURN* to restore the Key Operator Mode Screen.
5 If no further changes are required, touch *RETURN* to restore the Basic Screen to perform copying operations.

Index

Index

Index

Index

Index

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