
1650
2050
2550

Advanced Operation Guide



This Operation Guide is for 1650, 2050, and 2550. This Operation Guide mentions that 1650 is a 16 ppm (prints per minute) model, 2050 is a 20 ppm (prints per minute) model, and 2550 is a 25 ppm (prints per minute) model.

Note This Operation Guide contains information that corresponds to using both the inch and metric versions of this machine.

This Operation Guide shows messages of the inch version. When using the metric version, see the messages of the inch version for reference. With regard to the messages in the text, if a message has only the difference of upper- and lower-case spelling, we show only the message of the inch version. When there is even a slight difference in the message, we have listed the information for the inch version followed, in brackets, by the corresponding information for the metric version.

Guide to This Operation Guide

This operation guide has the following chapters. The content of each chapter is summarized below for reference.

1 Copier Functions

This chapter explains various settings that can be made in relation to the copier functions of this machine.

2 Printer Settings

This chapter explains various settings that can be made in relation to the printer functions of this machine.

3 System Menu

This chapter explains the other general settings that can be made in this machine.

4 Job Accounting

This chapter explains the settings of the job accounting functions.

Appendix

This chapter includes a table of paper that can be used in this machine, a table of specifications, a chart which explains the combinations of functions and settings that can be used with this machine, and glossary of terms used in this document.

Guides Supplied with This Machine

The following guides are supplied with this machine. Refer to the guides as needed.

Basic Operation Guide

This Basic Operation Guide contains explanations on the procedures for loading paper and connection of this product, the basic procedures of copying and printing, and troubleshooting.

Advanced Operation Guide (this guide)

The Advanced Operation Guide contains explanations on copier and printer functions as well as default settings that can be adjusted on this machine.

KX Printer Driver Installation Guide

This guide describes the procedure to install the printer driver software.

KX Printer Driver Operation Guide

This guide describes how to install and set the printer driver software.

PRESCRIBE Commands Technical Reference

PRESCRIBE is the native language of the Kyocera Mita printers. This Technical Reference contains the information about how the printing is performed using the PRESCRIBE commands as well as the font and emulation description. Also included is a list of permanent parameters and their explanation needed when customizing your printer.

PRESCRIBE Commands Command Reference

Gives a detailed explanation of the PRESCRIBE command syntax and parameters with the aid of print examples.

Conventions

This manual uses the following conventions:

Preparations

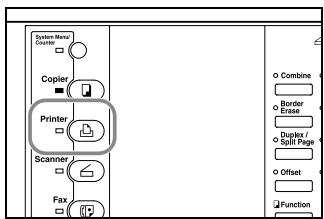
Network (TCP/IP) Settings

Register the IP address of this machine.


3 **Notes**

- The IP address that should be registered here differs depending upon your network environment. Check with your network administrator before performing this setting.
- If you use the following procedure to manually register the IP address, be sure to turn the DHCP and BOOTP settings off and the TCP/IP setting on. (For details, refer to the **Advanced Operation Guide**.)

1 **1** Press the **Printer** key.



2 **2** Press the **▲** key or the **▼** key to select **MENU**.



3 Press the **Enter** key.

- 1** **Bold** indicates key names.
- 2** *Courier* indicates content of the message display.
- 3** **Note** contain important information aside from the text.
- 4** *Italic* refers to another page or other guide.

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1 Copier Functions

This chapter explains the following topics.

- **Paper Source Selection**
- **Original Size Selection**
- **Image Quality Mode**
- **Copy Exposure Adjustment**
- **Number of Copies to Be Made**
- **Zoom Copying**
- **Original Orientation**
- **Interrupt Mode**
- **Duplex Copying**
- **Split Copying**
- **Sort Copying**
- **Offset Copying**
- **Staple Copying**
- **Combine Copying**
- **Margin Mode**
- **Border Erase Mode**
- **Continuous Copying**
- **Auto Rotation**
- **EcoPrint Mode**
- **Auto Selection Mode**
- **Program Function**

Paper Source Selection

Perform the following procedure to select a paper source (cassette or multi-bypass tray) with the desired paper size.

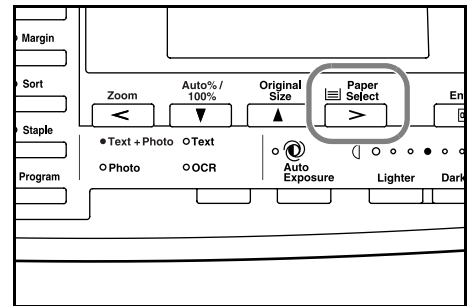
- 1 Set the original.

If **Auto** is displayed on the message display, copy paper of the same size as the original is automatically selected.



- Notes**
- This auto paper selection function can be disabled. (For details, see [Paper Selection](#) on page 3-4.)
 - You can set a paper size for the cassette. (For details, see [Paper Size \(cassettes 1 to 4\)](#) on page 3-13.)
 - You can set a paper type for the cassette. (For details, see [Paper Type \(cassettes 1 to 4\)](#) on page 3-14.)

- 2 To change the paper size, press the **Paper Select** key to select the desired paper source.



- Notes**
- When using the multi-bypass tray, set the paper size and the paper type referring to [Multi-Bypass Tray Settings](#) on page 3-26.
 - You can set the machine to display the **Bypass Paper** size screen when the multi-bypass tray is selected. (See [Multi-Bypass Tray Confirmation Display](#) on page 3-14.)

- 3 Press the **Start** key. Copying starts.

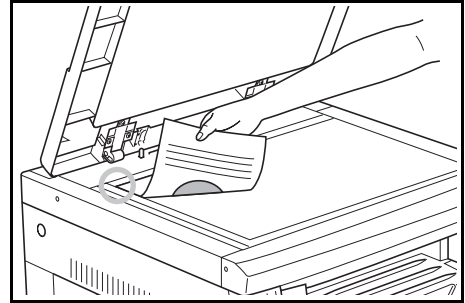
Original Size Selection

With manual original size selection, this machine can scan only the part of a specified size of the original for copying.

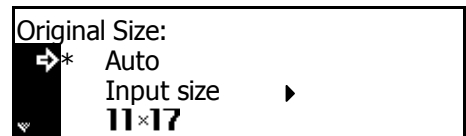
Also you can use an irregular size original by inputting the original size.

Selecting an Original Size from Regular Size

- 1 Set the original.



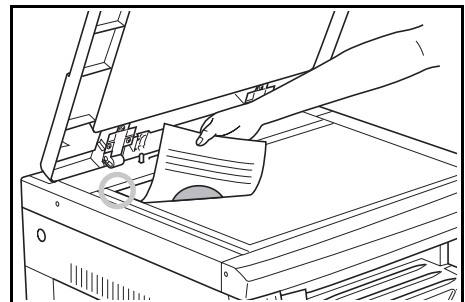
- 2 Press the **Original Size** key.
- 3 Press the ▲ key or the ▼ key to select the desired original size.



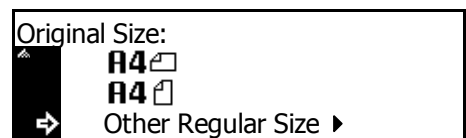
- 4 Press the **Enter** key.
- 5 Press the **Start** key. Copying starts.

Selecting an Original Size from Other Regular Sizes

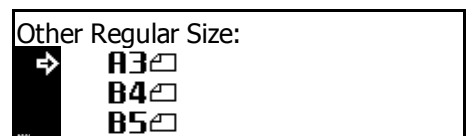
- 1 Set the original.



- 2 Press the **Original Size** key.
- 3 Press the ▲ key or the ▼ key to select Other Regular Size.



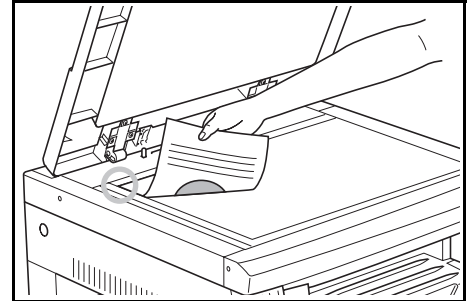
- 4 Press the **Enter** key.
- 5 Press the ▲ key or the ▼ key to select the desired original size.



- 6 Press the **Enter** key.
- 7 Press the **Start** key. Copying starts.

Inputting the Original Size

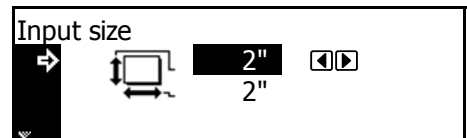
- 1 Set the original.



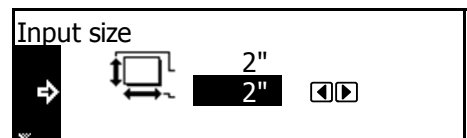
- 2 Press the **Original Size** key.
- 3 Press the ▲ key or the ▼ key to select Input size.



- 4 Press the **Enter** key.
- 5 Press the < key or the > key to set the vertical size. You can set the vertical size to 2" to 11 5/8" in 1/8" increments [50 to 297 mm in 1 mm increments].



- 6 Press the ▼ key to move to the horizontal size.
- 7 Press the < key or the > key to set the horizontal size. You can set the horizontal size to 2" to 17" in 1/8" increments [50 to 432 mm in 1 mm increments].



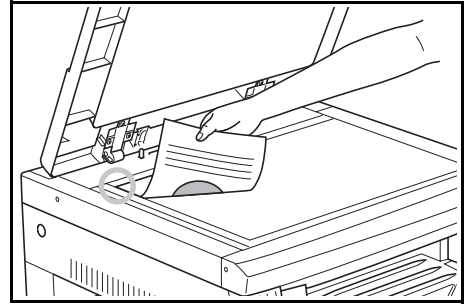
- 8 Press the **Enter** key.
- 9 Press the **Start** key. Copying starts.

Image Quality Mode

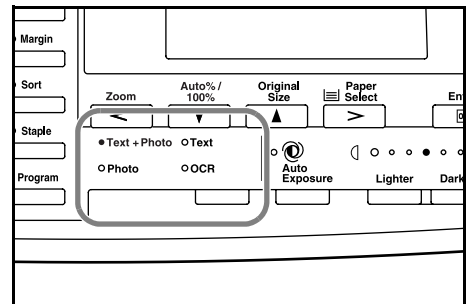
You can select the image quality mode according to the type of originals.

Image quality mode	Description
Text + Photo	Select to copy originals that contain a mixture of both text and photographs.
Text	Select to copy originals that contain large amounts of text, such as documents.
Photo	Select to copy originals that contain photographs.

- 1 Set the original.



- 2 Press the image quality mode select key to select the desired mode.



- 3 Press the **Start** key. Copying starts.

- Note**
- You can adjust the copy exposure in each of the image quality modes. (See [Exposure Adjustment for Text + Photo Originals](#) on page 3-7, [Exposure Adjustment for Text Originals](#) on page 3-8 and [Exposure Adjustment for Photo Originals](#) on page 3-8.)
 - If you select the **Photo** mode, the manual copy exposure mode is set. (See [Copy Exposure Adjustment](#) on page 1-6.)

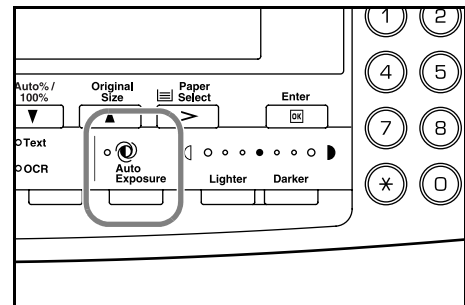
Copy Exposure Adjustment

This section explains how to adjust the copy exposure. The following modes are available for copy exposure adjustment.

Mode	Description
Auto exposure mode	The machine detects the density of the original and sets the optimum exposure.
Manual exposure mode	The operator presses the Lighter key or the Darker key to adjust the exposure.

Auto Exposure Mode

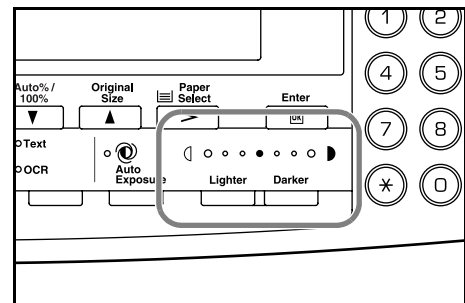
Press the **Auto Exposure** key. The machine detects the density of the original and sets the optimum exposure.



- Notes**
- You can make adjustments to the auto exposure mode if the overall copies come out too dark or too light. (See [Auto Exposure Adjustment](#) on page 3-6.)
 - If you select **Photo** as the image quality mode, you cannot select the auto exposure mode.

Manual Exposure Mode

Press the **Lighter** key or the **Darker** key to adjust the exposure. The exposure display indicates the current exposure level.

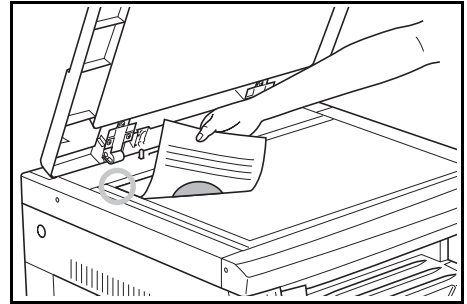


- Note** You can change the default setting for the copy exposure to the auto exposure mode. (See [Exposure Mode](#) on page 3-3.)

Number of Copies to Be Made

Set the number of copies to be made as follows. You can set the number of copies to 999 at the maximum.

- 1 Set the original.



- 2 Use the numeric keys to set the desired number of copies.



Note To cancel the number of copies, press the **Stop/Clear** key. The number of copies is reset to 1.

- 3 Press the **Start** key. Copying starts.

Zoom Copying

The zoom ratio can be changed to reduce or enlarge the copies. The following modes are available for zoom copying.

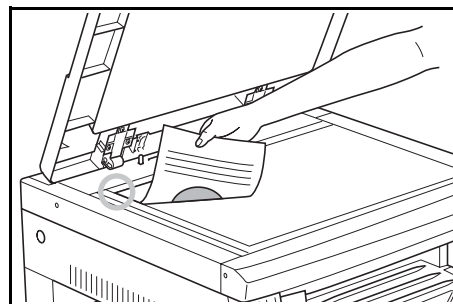
Mode	Description
Auto zoom ratio selection mode	Original images are reduced or enlarged according to the selected paper size.
Zoom mode	The zoom ratio can be changed from 25 % to 200 % in 1 % increments.
Preset zoom mode	<p>A preset zoom ratio can be used to reduce or enlarge original images.</p> <p>Inch Specification</p> <p>200 % (5.5 × 8.5 → 11 × 17), 154 % (5.5 × 8.5 → 8.5 × 14), 129 % (8.5 × 11 → 11 × 17), 121 % (8.5 × 14 → 11 × 17), 78 % (8.5 × 14 → 8.5 × 11), 77 % (11 × 17 → 8.5 × 14), 64 % (11 × 17 → 8.5 × 11), 50 % (11 × 17 → 5.5 × 8.5)</p> <p>Metric Specification</p> <p>200 % (A5 → A3), 141 % (A4 → A3, A5→A4), 127 % (Folio → A3), 106 % (11 × 15" → A3), 90 % (Folio → A4), 75 % (11 × 15" → A4), 70 % (A3 → A4, A4 → A5), 50 % (A3 → A5)</p> <p>Metric Specification (Asia Pacific)</p> <p>200 % (A5 → A3), 141 % (A4 → A3, B5 → B4), 122 % (A4 → B4, A5 → B5), 115 % (B4 → A3, B5 → A4), 86 % (A3 → B4, A4 → B5), 81 % (B4 → A4, B5 → A5), 70 % (A3 → A4, B4 → B5), 50 % (A3 → A5)</p>

Auto Zoom Ratio Selection Mode

Original images are reduced or enlarged according to the selected paper size.

Note You can set a default setting so that the auto zoom ratio selection mode is selected when you select a cassette. (See [Default Magnification](#) on page 3-6.)

- 1 Set the original.



- 2 Press the **AUTO%/100%** key. AUTO % is displayed on the message display.



- 3 Press the **Paper Select** key to select the copy paper. The zoom ratio is displayed on the message display.

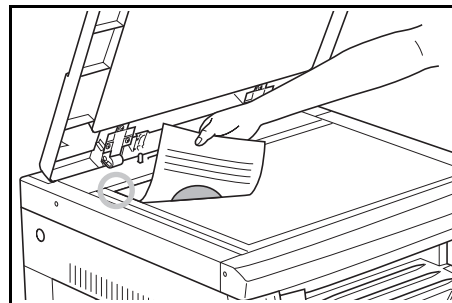


- 4 Press the **Start** key. Copying starts.

Zoom Mode

With this mode, the zoom ratio can be set between 25 % and 200 % in 1 % increments.

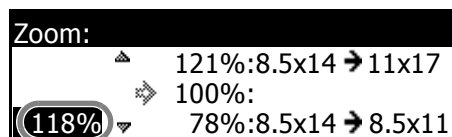
- 1 Set the original.



- 2 Press the **Zoom** key.

- 3 Use the numeric keys to input the zoom ratio. The zoom ratio is displayed on the message display.

(The display example shows a screen displayed when an operator enters 1, 1, and 8.)



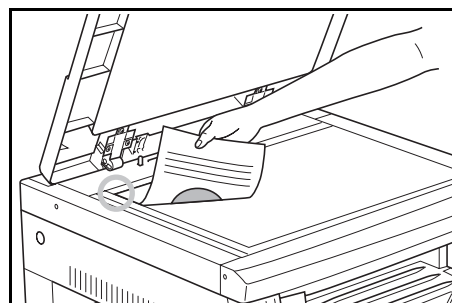
- 4 Press the **Enter** key.

- 5 Press the **Start** key. Copying starts.

Preset Zoom Mode

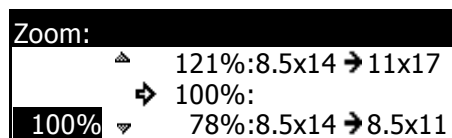
With this mode, the zoom ratio can be set to one of the preset ratios.

- 1 Set the original.



- 2 Press the **Zoom** key.

- 3 Press the ▲ key or the ▼ key to select the desired zoom ratio.



- 4 Press the **Enter** key. The zoom ratio is displayed on the message display.

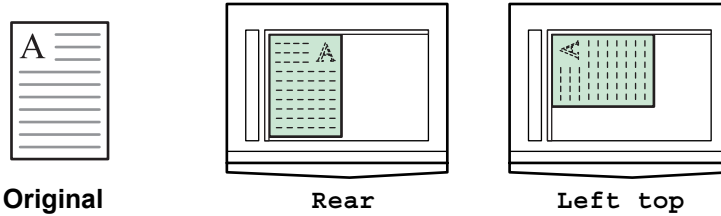


- 5 Press the **Start** key. Copying starts.

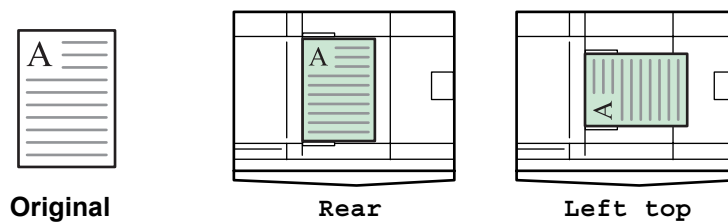
Original Orientation

You must specify the orientation of the original when using the following functions: duplex copying, split copying (from 2-sided originals), margin mode, border erase mode, combine copying, auto selection mode (optional), and staple copying (optional).

When the originals are set on the platen:

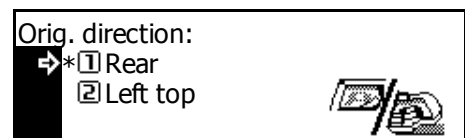
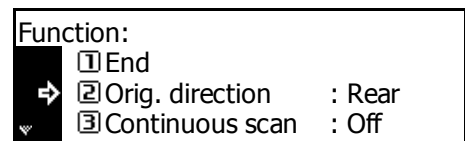


When the originals are set in the document processor:



Note You can change the default setting of the orientation of the original. (See [Original Orientation](#) on page 3-18.)

- 1 Press the **Function** key.
- 2 Press the ▲ key or the ▼ key to select Orig. direction.
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select Rear [Back Edge] or Left top [Left].
- 5 Press the **Enter** key.



Interrupt Mode

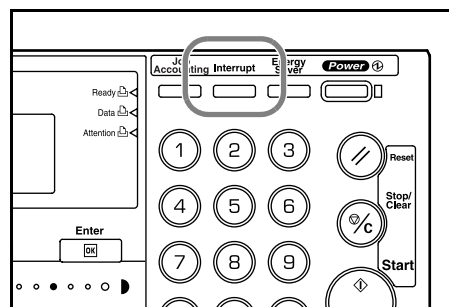
The interrupt mode can be used to stop output of copying or another job temporarily and to output urgent copy or print data or received fax data. After the interrupt processing is complete, the interrupted job can be resumed.

The following modes are available for the interrupt function.

Mode	Description
Interrupt copy	<ul style="list-style-type: none"> This mode can be used to stop copying and to make a copy of a different original at different settings. After the interrupt copy has been produced, the interrupted copying can be resumed at the same settings in effect prior to the interruption. This mode can also be used to stop output of a job and to make a copy of another job. After the interrupt copy has been produced, the interrupted job is resumed.
Priority output	<p>This mode can be used to interrupt output of a job and to output print data or received fax data with priority. After priority output is complete, the interrupted job is resumed.</p> <p>Note To use the fax functions, the optional fax kit must be installed.</p>

During a Copy Job

- 1 Press the **Interrupt** key. Interrupt mode OK [Interrupt mode] is displayed.



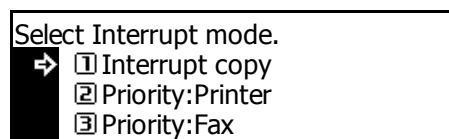
- 2 Store the originals for the current copying.
- 3 Set the original for interrupt copying and perform copying.
- 4 After the interrupt copying is complete, press the **Interrupt** key. The settings for the interrupted job are restored.
- 5 Replace the original with the originals that have been stored. Press the **Start** key to resume copying.

During Output

- 1 Press the **Interrupt** key during output. Select Interrupt mode is displayed.

Note If the machine has neither print data nor received fax data, Interrupt mode OK [Interrupt mode] is displayed. Proceed to step 4.

- 2 Press the ▲ key or the ▼ key to select the desired interrupt mode.



- Note**
- `Priority:Printer` is displayed when the machine has print data.
 - `Priority:Fax` is displayed when the machine has received fax data.

3 Press the Enter key.

If you have selected `Interrupt copy`, message `Interrupt mode OK [Interrupt mode]` is displayed. Proceed to the next step.

If you have selected `Priority:Printer` or `Priority:Fax`, output of data starts. Proceed to step 5.

4 Set the original for interrupt copying and perform copying.

5 After the interrupt job is complete, press the **Interrupt** key. The interrupted job resumes.

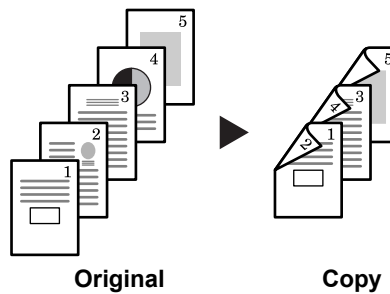
Duplex Copying

Two-sided copies can be made from a variety of originals including double-page spread or two-sided originals.

Note The optional duplex unit must be installed.

The following modes are available for duplex copying.

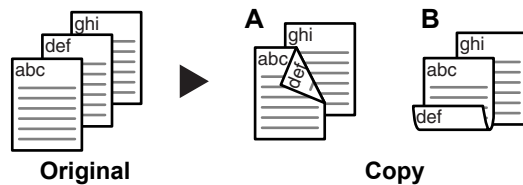
Mode	Description
1 sided->2 sided [1-sided->2-sided] (2-sided copying from 1-sided originals)	One-sided originals are copied onto the front and back sides of the copy paper. If the number of originals is odd, the back side of the last copy page is blank.



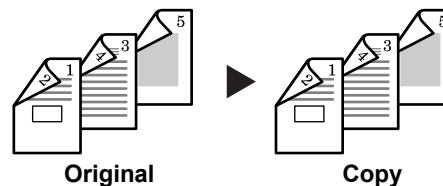
Note

In the 1-sided to 2-sided mode, select the following setting.

- Stitch at left/right of originals → Finished stitch at left of copies: The images for the back side are copied without rotation...**A**
- Stitch at left/right of originals → Finished stitch top of copies: The images for the back side are rotated 180 degrees and copied. Finished copies can be bound at the top so that double-page spread pages are copied in the same orientation...**B**



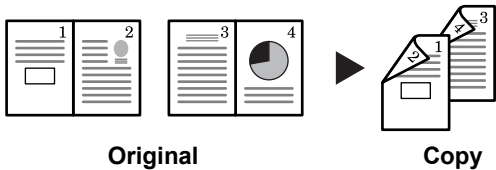
2 sided->2 sided [2-sided->2-sided] (2-sided copying from 2-sided originals)	Front and back sides of originals are copied in the same way onto both sides of copy paper.
--	---



Note

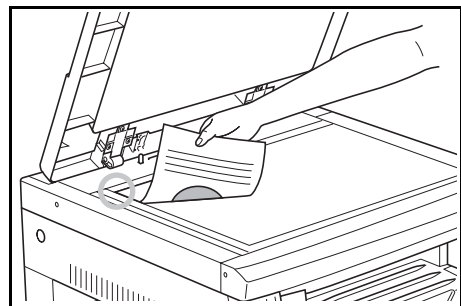
The paper sizes that can be used are A3 to A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 11" (Letter), 11 × 8 1/2", 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II), 8K, 16K, and 16KR.

Mode	Description
Book->2-sided (2-sided copying from double-page spread originals)	A double-page spread original of magazines, books, etc. can be copied onto both sides of copy paper by pressing the Start key one time.



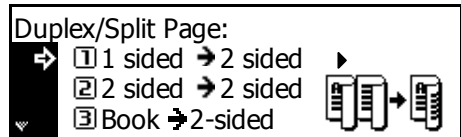
Note
 The original sizes that can be used are A3, B4, A4R, B5R, A5R, 11 × 17" (Ledger), 8 1/2 × 11" (Letter), and 8K. The paper sizes are limited to 11 × 8 1/2" and 16K in the inch specifications and A4, B5, and 16K in the metric specifications. The paper size can be changed and the zoom ratio adjusted to fit the size of the paper.

1 Set the original.



2 Press the **Duplex/Split Page** key.

3 Press the ▲ key or the ▼ key to select the desired duplex copy mode from 1 sided->2 sided [1-sided->2-sided], 2 sided->2 sided [2-sided->2-sided], and Book->2-sided.

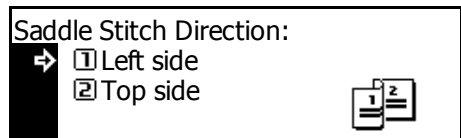


4 Press the **Enter** key.

If you have selected 1 sided->2 sided [1-sided->2-sided], proceed to the next step.

If you have selected 2 sided->2 sided [2-sided->2-sided], or Book->2-sided, proceed to step 7.

5 Press the ▲ key or the ▼ key to select the desired finished stitch side.



6 Press the **Enter** key.

7 Press the **Start** key. Scanning of the original starts.

If the originals have been set in the optional document processor, copying starts automatically.

If the original has been set on the platen, a message prompting replacement of the original is displayed. In this case, proceed to the next step.

8 Replace the original and press the **Start** key. Scanning of the original is performed.

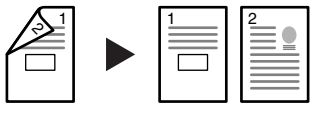
9 When all originals have been scanned, press the **Enter** key. Copying starts.

Split Copying

Each page of double-page spread or two-sided originals is copied separately.

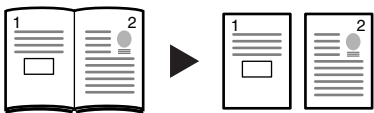
The following modes are available for split copying.

Mode	Description
2 sided->1 sided [2-sided->1-sided] (Split copying from double-page spread originals)	Each page of two-sided originals is copied separately.



Original **Copy**

Book->1-sided (Split copying from 2-sided originals) etc.	Each page of double-page spread originals of magazines, books, etc. is copied separately.
---	---

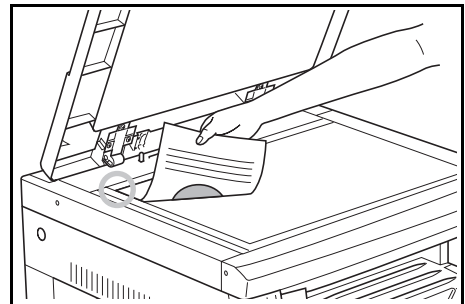


Original **Copy**

Note

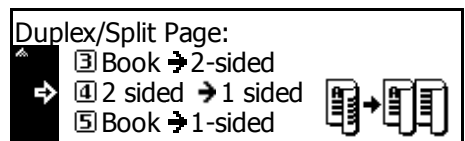
The original sizes that can be used are A3, B4, A4R, B5R, A5R, 11 × 17" (Ledger), 8 1/2 × 11" (Letter), and 8K. The paper sizes are limited to 11 × 8 1/2" and 16K in the inch specifications and A4, B5, and 16K in the metric specifications. The paper size can be changed and the zoom ratio adjusted to fit the size of the paper.

- 1 Set the original.



- 2 Press the **Duplex/Split Page** key.

- 3 Press the ▲ key or the ▼ key to select the desired split copy mode from 2 sided->1 sided [2-sided->1-sided] and Book->1-sided.

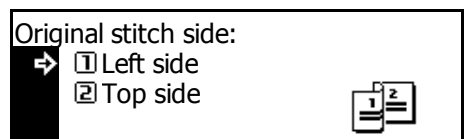


- 4 Press the **Enter** key.

If you have selected 2 sided->1 sided [2-sided->1-sided], proceed to the next step.

If you have selected Book->1-sided, proceed to step 7.

- 5 Press the ▲ key or the ▼ to select the original stitch side.



- 6 Press the **Enter** key.

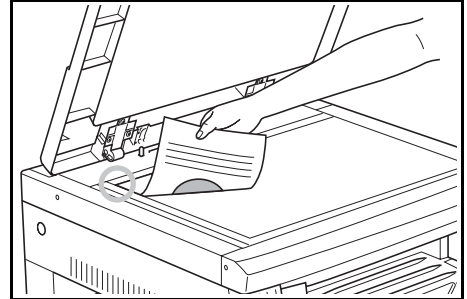
- 7** Press the **Start** key. Scanning of the original starts.
If the originals have been set in the optional document processor, copying starts automatically.
If the original has been set on the platen, a message prompting replacement of the original is displayed. In this case, proceed to the next step.
- 8** Replace the original and press the **Start** key. Scanning of the original is performed.
- 9** When all originals have been scanned, press the **Enter** key. Copying starts.

Sort Copying

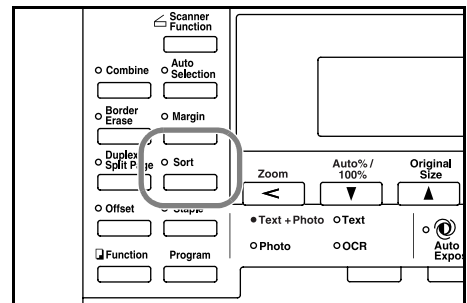
Since copying in this mode is performed after multiple originals have been scanned and memorized, a required number of collated copy sets can be produced.

Note If the optional document processor is installed, you can select whether or not to turn on the sort mode at a default setting. (See [Sort Copying](#) on page 3-8.)

- 1 Set the original.



- 2 Press the **Sort** key.



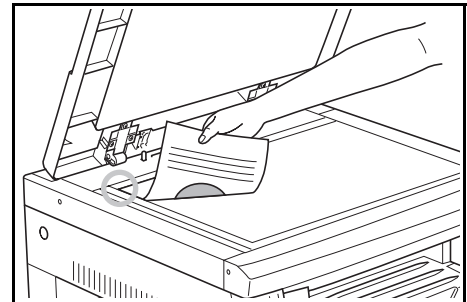
- 3 Input the number of copies and press the **Start** key. Scanning of the original starts.
If the originals have been set in the optional document processor, copying starts automatically.
If the original has been set on the platen, a message prompting replacement of the original is displayed. In this case, proceed to the next step.
- 4 Replace the original and press the **Start** key. Scanning of the original is performed.
- 5 When all originals have been scanned, press the **Enter** key. Copying starts.

Offset Copying

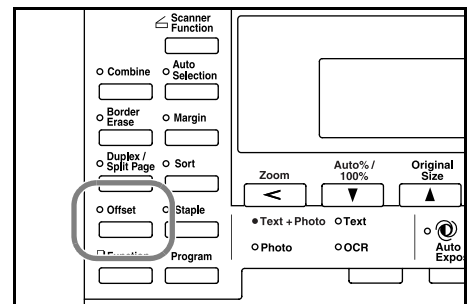
For copying of multiple sets, the orientation of the copies can be changed at the end of each set for easy classification.

- Notes**
- If the optional document processor or finisher is not installed, use this function with sort copying.
 - You can select whether or not to turn on the offset mode at a default setting. (See [Offset Copying](#) on page 3-9.)
 - When setting the offset copying, turn the auto rotation on. (See [Auto Rotation](#) on page 1-29.)
 - The paper sizes that can be used for offset copying are limited to A4, B5, 11 × 8 1/2", and 16K.

- 1 Set the original.



- 2 Press the **Offset** key.



- 3 Press the **Sort** key.

- 4 Input the number of copies and press the **Start** key. Scanning of the original starts.

If the originals have been set in the optional document processor, copying starts automatically.

If the original has been set on the platen, a message prompting replacement of the original is displayed. In this case, proceed to the next step.

- 5 Replace the original and press the **Start** key. Scanning of the original is performed.

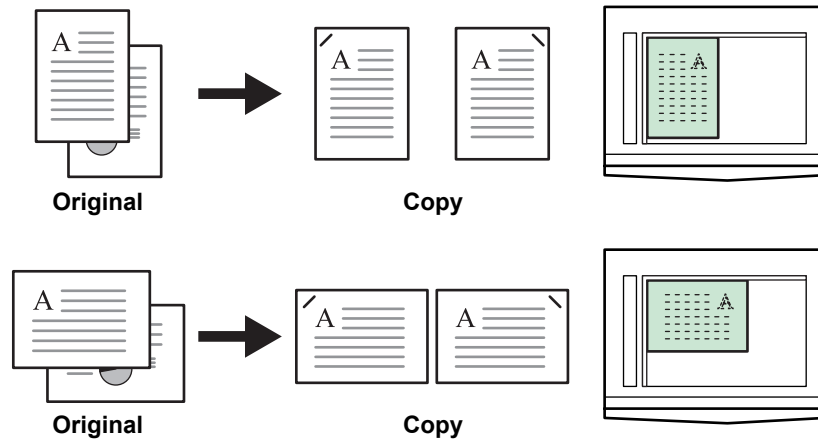
- 6 When all originals have been scanned, press the **Enter** key. Copying starts.

Staple Copying

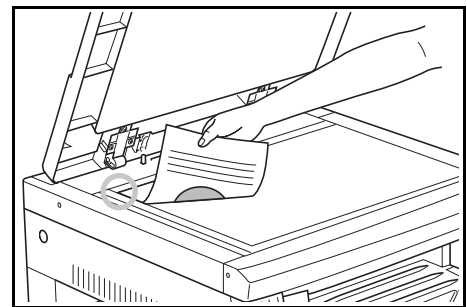
Copies can be stapled at the upper left or upper right corner.

Note The optional finisher must be installed.

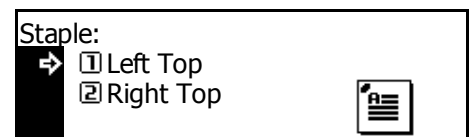
The relation between the orientation of originals and the stapling position is shown below.



- 1 Set the original.



- 2 Press the **Staple** key.
- 3 Press the ▲ key or the ▼ key to select the desired stapling position.



- 4 Press the **Enter** key.
- 5 Press the **Start** key. Scanning of the original starts.
If the originals have been set in the optional document processor, copying starts automatically.
If the original has been set on the platen, a message prompting replacement of the original is displayed. In this case, proceed to the next step.
- 6 Replace the original and press the **Start** key. Scanning of the original is performed.
- 7 When all originals have been scanned, press the **Enter** key. Copying starts.

Combine Copying

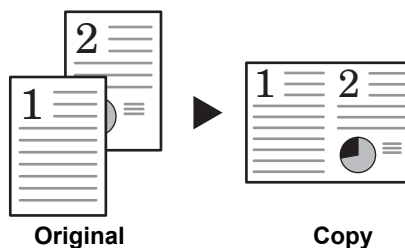
Two or four originals can be reduced and copied onto a single sheet. Also borderlines of each original can be marked with solid lines or dotted lines.

Note Both the original size and the copy paper size must be regular sizes.

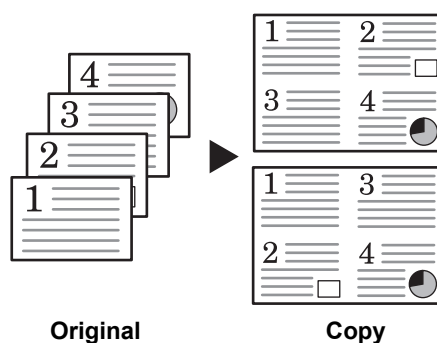
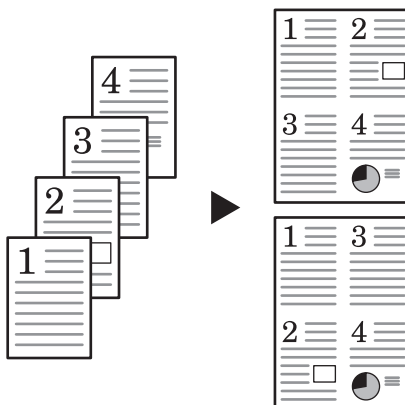
Combine Copying Modes

The following modes are available for combine copying.

Mode	Description
2 in 1 [2-UP]	Use this mode to copy two originals onto one sheet. This mode can also be used in conjunction with duplex copying in order to copy four originals onto both sides of one sheet.



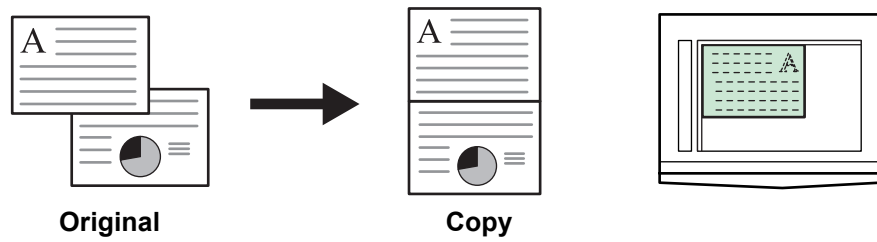
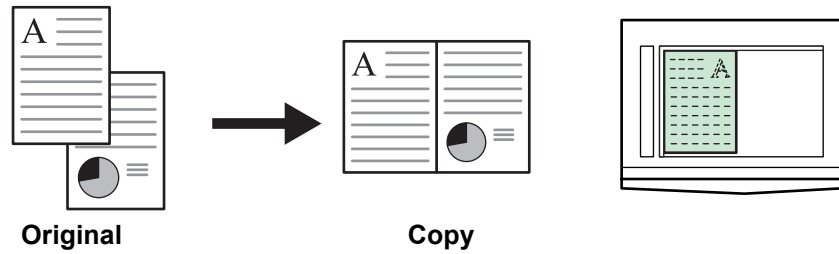
4 in 1 [4-UP] (horizontal arrangement)	Use this mode to copy four originals onto one sheet. This mode can also be used in conjunction with duplex copying in order to copy eight originals onto both sides of one sheet.
4 in 1 [4-UP] (vertical arrangement)	



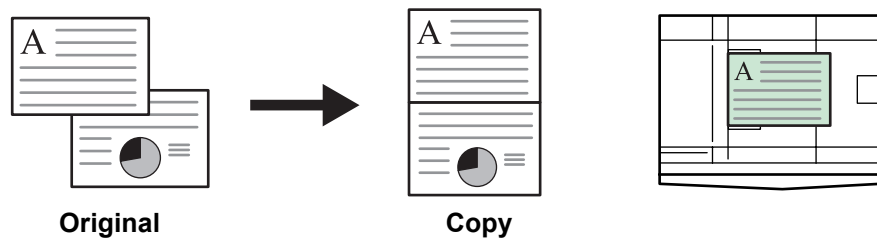
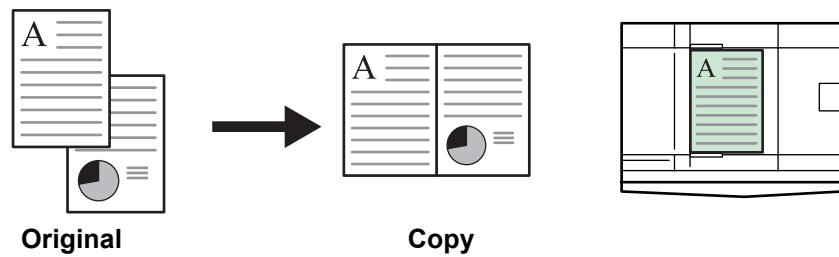
2 in 1

The orientations of the originals and the finished copy are shown below.

When the originals are set on the platen:



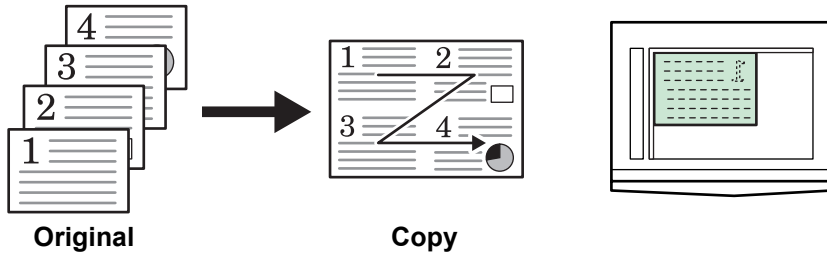
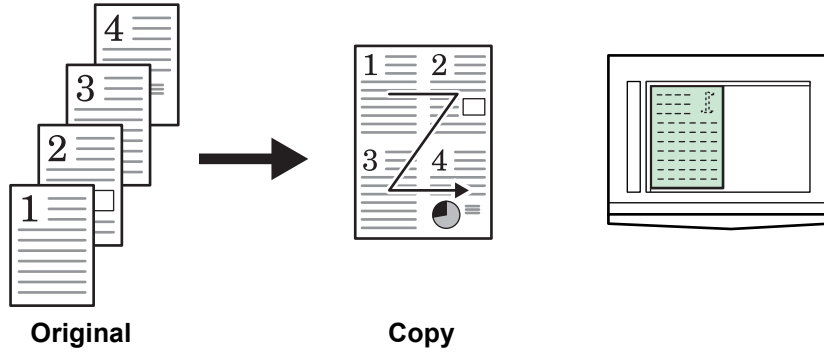
When the originals are set in the document processor:



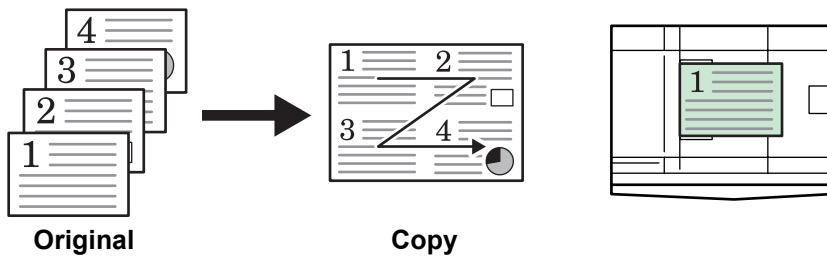
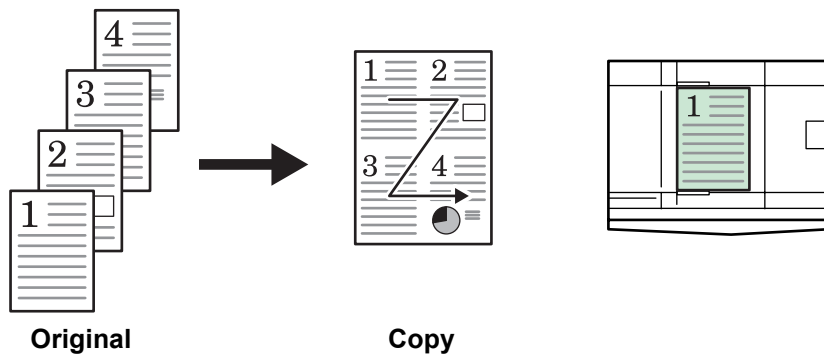
4 in 1 (horizontal arrangement)

The orientations of the originals and the finished copy are shown below.

When the originals are set on the platen:



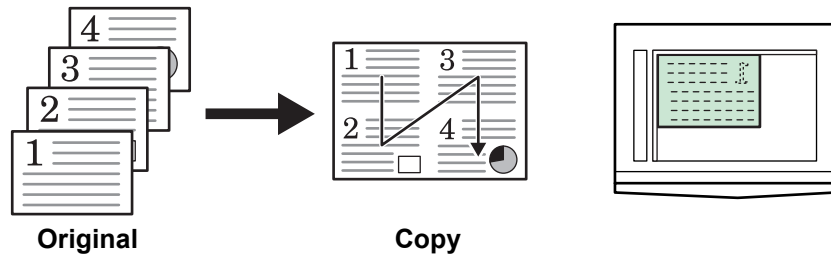
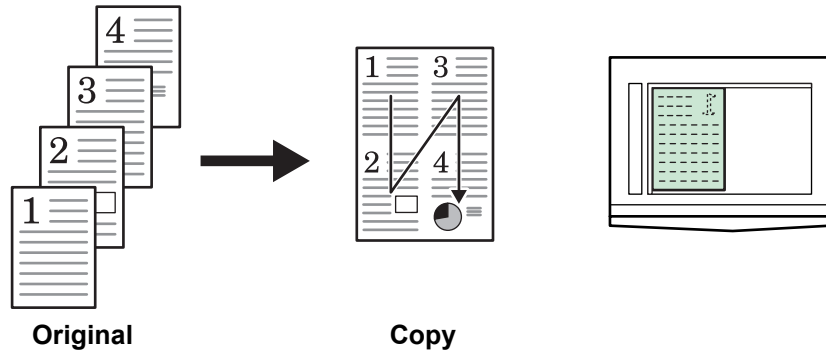
When the originals are set in the document processor:



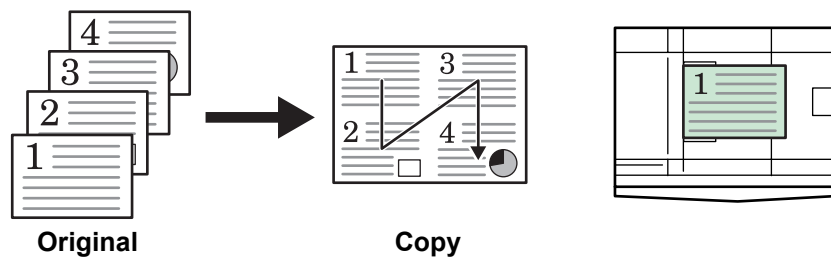
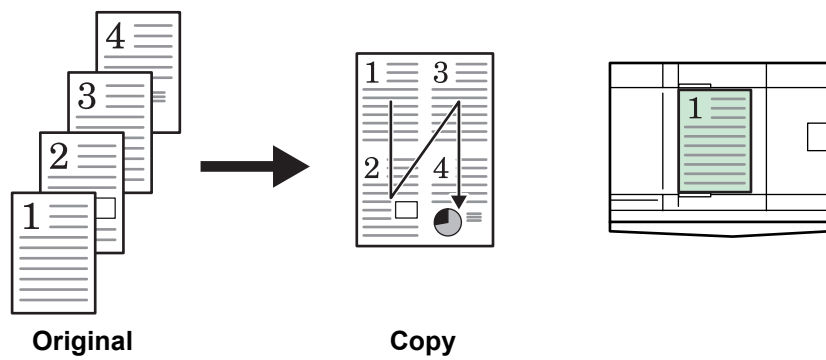
4 in 1 (vertical arrangement)

The orientations of the originals and the finished copy are shown below.

When the originals are set on the platen:

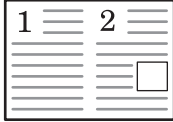
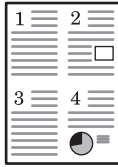
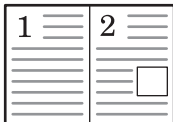
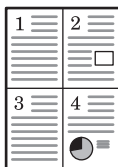
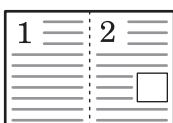
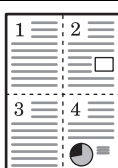
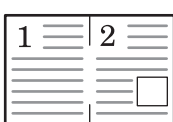
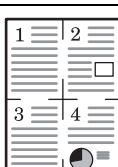


When the originals are set in the document processor:



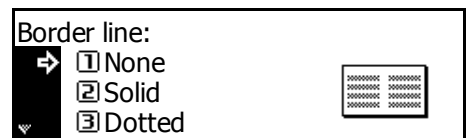
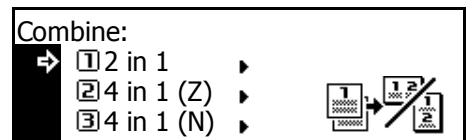
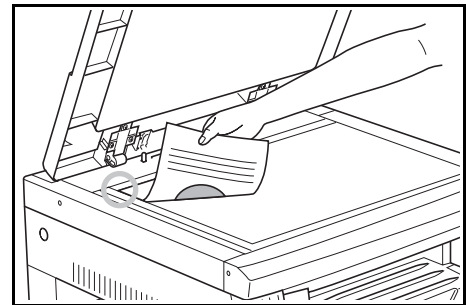
Borderline Types

The following borderline types are available.

Borderline type	Copy	
	2 in 1	4 in 1 (horizontal arrangement)/ 4 in 1 (vertical arrangement)
None		
Solid		
Dotted		
Mark [Cropmark]		

Setting the Combine Copying

- 1 Set the original.
- 2 Press the **Combine** key.
- 3 Press the ▲ key or the ▼ key to select the desired combine copying mode.
- 4 Press the **Enter** key.
- 5 Press the ▲ key or the ▼ key to select the desired borderline type.



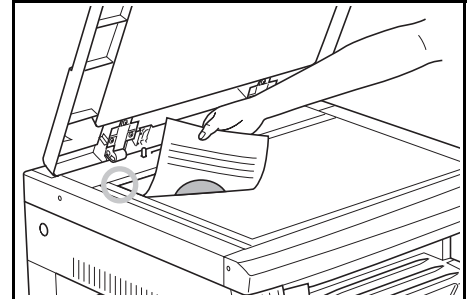
- 6** Press the **Enter** key
- 7** Press the **Start** key. Scanning of the original starts.
If the originals have been set in the optional document processor, copying starts automatically.
If the original has been set on the platen, a message prompting replacement of the original is displayed. In this case, proceed to the next step.
- 8** Replace the original and press the **Start** key. Scanning of the original is performed.
- 9** When all originals have been scanned, press the **Enter** key. Copying starts.

Margin Mode

The image of the original can be shifted to make a margin (blank) space at the left or top side on the copy. You can set the width of each margin to 1/8" to 3/4" in 1/8" increments [1 mm to 18 mm in 1 mm increments].

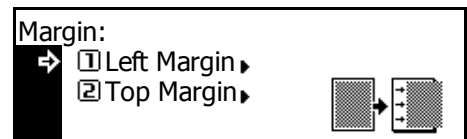
Note You can set the default value of the margin width. (See [Margin Width Default Value](#) on page 3-10.)

- 1 Set the original.



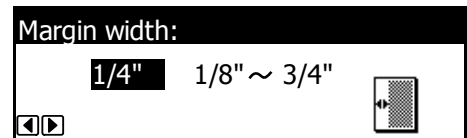
- 2 Press the **Margin** key.

- 3 Press the ▲ key or the ▼ key to select Left Margin or Top Margin.



- 4 Press the **Enter** key.

- 5 Press the < key or the > key to set the margin width. You can set the width to 1/8" to 3/4" in 1/8" increments [1 mm to 18 mm in 1 mm increments].



- 6 Press the **Enter** key.

- 7 Press the **Start** key. Copying starts.

Border Erase Mode

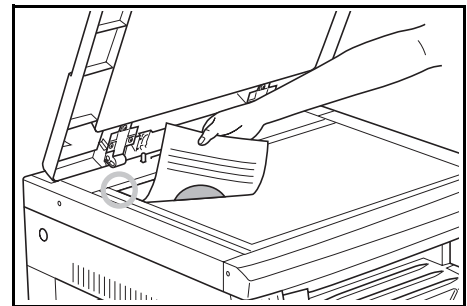
Shadows that may appear around the edges of copies can be erased.

The following modes are available for border erase function.

Mode	Description
Sheet Erase	Use this mode to erase shadows that may appear around the edges of copies made from sheet originals. You can set the width of the border to be erased to 1/8" to 3/4" in 1/8" increments [1 mm to 18 mm in 1 mm increments].
Book Erase	Use this mode to make clean copies from a thick book. You can set the width of the border to be erased to 1/8" to 3/4" in 1/8" increments [1 mm to 18 mm in 1 mm increments].

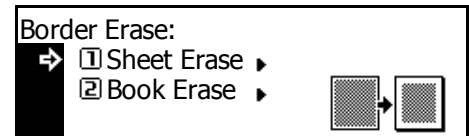
Note You can set the default value of the border erase width. (See [Border Erase Width Default Value](#) on page 3-10.)

- 1 Set the original.



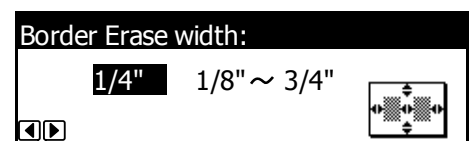
- 2 Press the **Border Erase** key.

- 3 Press the ▲ key or the ▼ key to select Sheet Erase or Book Erase.



- 4 Press the **Enter** key.

- 5 Press the < key or the > key to set the border erase width. You can set the width to 1/8" to 3/4" in 1/8" increments [1 mm to 18 mm in 1 mm increments].



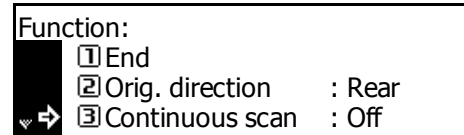
- 6 Press the **Enter** key.

- 7 Press the **Start** key. Copying starts.

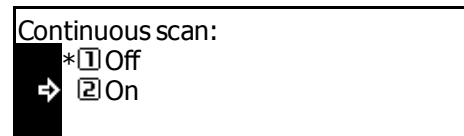
Continuous Copying

The continuous copying function allows multiple originals to be separated into some blocks, to be scanned at more than one time, and to be copied in one batch. Since multiple originals of the same type are scanned in multiple steps to accumulate data in memory, many originals can be copied in one batch.

- 1 Set the originals.
- 2 Press the **Function** key.
- 3 Press the ▲ key or the ▼ key to select Continuous scan.



- 4 Press the **Enter** key.
- 5 Press the ▲ key or the ▼ key to select On.



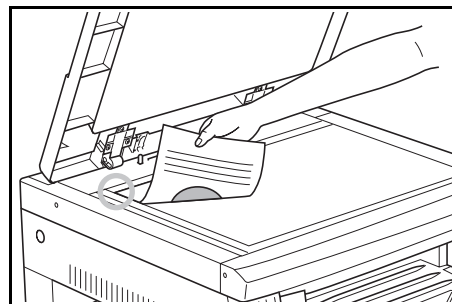
- 6 Press the **Enter** key.
- 7 Press the ▲ key or the ▼ key to select End.
- 8 Press the **Enter** key.
- 9 Press the **Start** key. Scanning of originals starts.
- 10 Replace the originals and press the **Start** key. Scanning of originals of the next step starts.
- 11 When all originals have been scanned, press the **Enter** key. Copying starts.

Auto Rotation

With the auto rotation function, the image of the original is automatically rotated counterclockwise by 90 degrees if the orientation of the original is different from that of the paper loaded in the cassette.

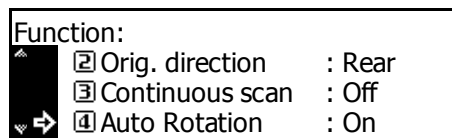
- Notes**
- The paper sizes that can be used for auto rotation are A4/11 × 8 1/2" or smaller sizes. A3, B4, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal) or 8K cannot be used for auto rotation.
 - You can select whether or not to enable auto rotation at a default setting. (See [Auto Rotation Copy](#) on page 3-9.)

1 Set the original.



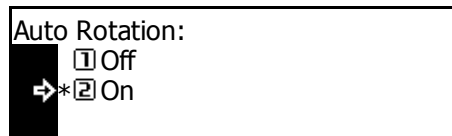
2 Press the **Function** key.

3 Press the ▲ key or the ▼ key to select Auto Rotation.



4 Press the **Enter** key.

5 Press the ▲ key or the ▼ key to select On or Off.



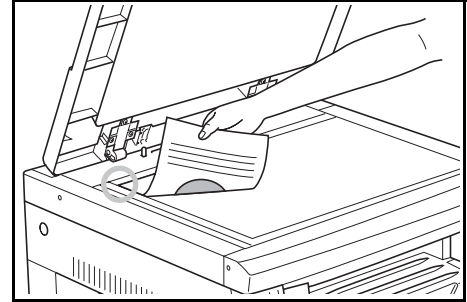
6 Press the **Enter** key.

EcoPrint Mode

The ecoprint mode can reduce toner consumption. Use this mode when high quality copies are not necessary, for example, for trial copying.

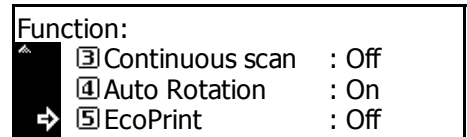
- Notes**
- The copy exposure will be a little lighter.
 - You can select whether or not to turn on the ecoprint mode at a default setting. (See **EcoPrint Mode** on page 3-4.)

1 Set the original.



2 Press the **Function** key.

3 Press the ▲ key or the ▼ key to select EcoPrint.



4 Press the **Enter** key.

5 Press the ▲ key or the ▼ key to select On or Off.



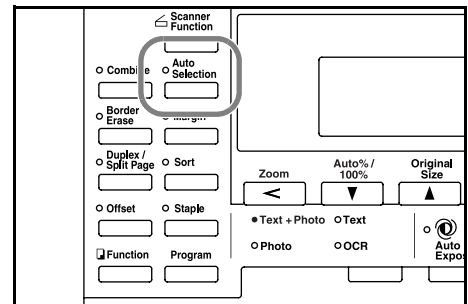
6 Press the **Enter** key.

Auto Selection Mode

With the auto selection mode, you need not use the **Paper Select** key to specify the paper size when using the optional document processor. The original sizes are detected one by one and each original is automatically copied to a sheet of the same size.

- Notes**
- The maximum number of sheets that can be set in the document processor in this mode is 30.
 - The original sizes that can be used for the auto selection mode:
 Inch Specification — 11 × 8 1/2" and 11 × 17" (Ledger) or 8 1/2 × 14" (Legal) and 8 1/2 × 11" (Letter)
 Metric Specification — A3 and A4, folio and A4R, or B4 and B5.
 The original width must be the same.

- 1 Set the originals in the document processor.
- 2 Press the **Auto Selection** key.



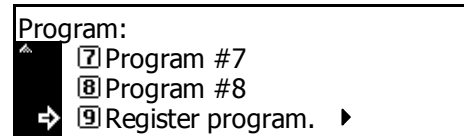
- 3 Press the **Start** key. Copying starts.

Program Function

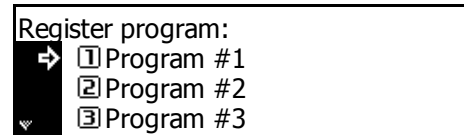
Up to eight combinations of copy modes and functions displayed on the operation panel can be registered as a single program.

Registering a Program

- 1 Set the desired copy modes, etc., to be registered.
- 2 Press the **Program** key.
- 3 Press the ▲ key or the ▼ key to select Register program.



- 4 Press the **Enter** key.
- 5 Press the ▲ key or the ▼ key to select the program number to register (1 to 8).

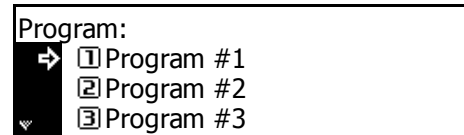


Note You can also select the program number using a numeric key.

- 6 Press the **Enter** key. The program is registered.

Using a Program to Make Copies

- 1 Press the **Program** key.
- 2 Press the ▲ key or the ▼ key to select the program number to recall.



Note You can also select the program number using a numeric key.

- 3 Press the **Enter** key.
- 4 Set the originals and press the **Start** key. Copying starts with the settings that were registered.

2 Printer Settings

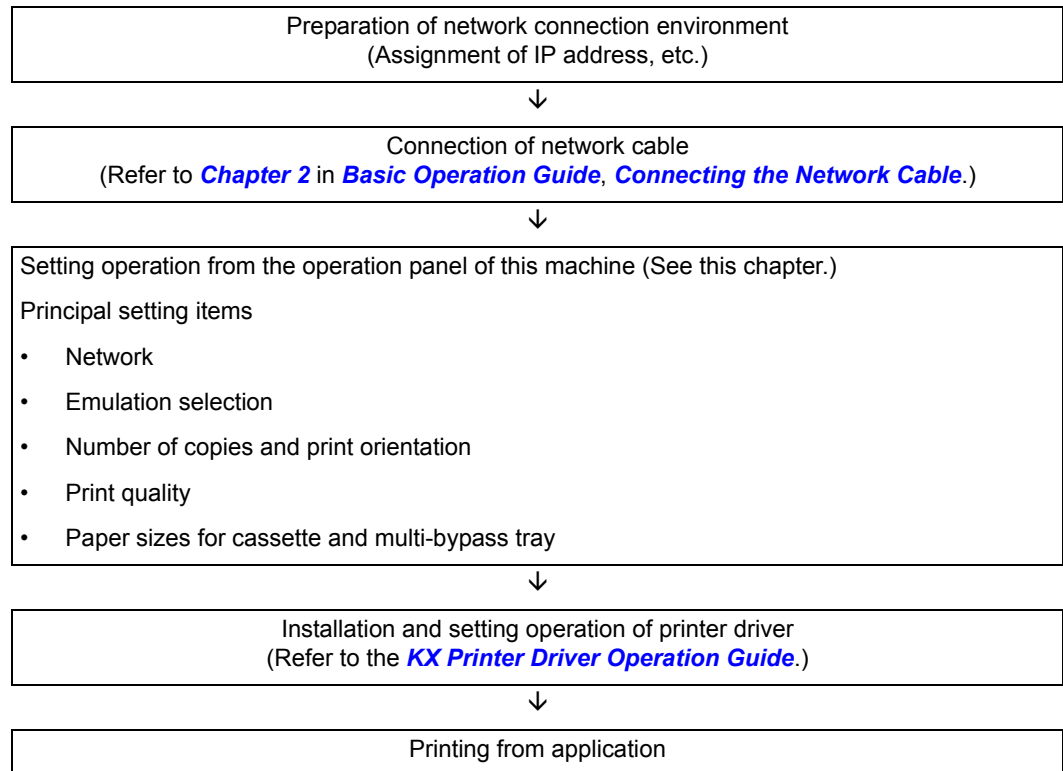
This chapter explains the settings required for using the printer functions. For setting operation required for using this machine as a network printer, use the operation panel.

The principal settings that can be made are shown below.

- **Using This Machine as a Network Printer**
- **Menu Hierarchical Diagram**
- **Status Page Printing**
- **e-MPS Function**
- **Interface**
- **Emulation**
- **Font**
- **Print Configuration**
- **Print Quality**
- **Memory Card Operation**
- **Hard Disk Operation**
- **RAM Disk Operation**
- **Paper Handling**
- **Other Settings**

Using This Machine as a Network Printer

To use this machine as a network printer, use the procedure below for the setting.



Menu Hierarchical Diagram

Note > displayed on each setting screen indicates the current setting.

Print Status Page ▶	No, Print					
e-MPS ▶	Quick Copy ▶	Select User Name ▶	Select JOB ▶	Copies: ###		
				Delete		
	Private/ Stored ▶	Select User Name ▶	Select JOB ▶	Copies: ###	Enter User ID	
				Delete		
	Print VMB Data ▶	Tray ###	Enter User ID			
	List of VMB ▶	No, Print				
	List of code JOB ▶	No, Print				
	e-MPS Configuration ▶	Quick Copy ▶	Number of JOB: 0 to 50			
Temp Code Job Size ▶		0 to 9999 M Byte				
Perm Code Job Size ▶		0 to 9999 M Byte				
VMB Size ▶		0 to 9999 M Byte				
Interface ▶	Parallel ▶	Auto, Normal, High speed, Nibble (high)				
	Network ▶	NetWare ▶	On, Off			
			Change # ▶	Auto, 802.3, Ethernet II, 802.2, 802.3 SNAP		
		TCP/IP ▶	On, Off			
			Change # ▶	DHCP ▶	On, Off	
				IP Address ▶	###.###.###.###	
				Subnet Mask ▶	###.###.###.###	
		Gateway ▶		###.###.###.###		
	EtherTalk ▶	On, Off				
	Network Status Page ▶	On, Off				
	USB					
	Option ▶	NetWare ▶	On, Off			
			Change # ▶	Auto, 802.3, Ethernet II, 802.2, 802.3 SNAP		
		TCP/IP ▶	On, Off			
Change # ▶			DHCP ▶	On, Off		
			IP Address ▶	###.###.###.###		
			Subnet Mask ▶	###.###.###.###		
		Gateway ▶	###.###.###.###			
EtherTalk ▶	On, Off					
Opt. StatusPage ▶	On, Off					

Printer Settings

Emulation ▶	PCL 6			
	KC-GL ▶	KC-GL Pen Adjust ▶	Pen (1 to 8) ▶	01 to 99 dot (s)
		KC-GL Page Set ▶	A2, A1, A0, B3, B2, B1, B0, SPSZ	
	KPDL ▶	Print KPDL Errs ▶	On, Off	
	KPDL (AUTO) ▶	Print KPDL Errs ▶	On, Off	
		Alt. Emulation ▶	PCL6, KC-GL, Line Printer, IBM Proprinter, Diablo 630, EPSON LQ-850	
	Line Printer			
	IBM Proprinter			
	Diablo 630			
	EPSON LQ-850			
Font ▶	Select Font ▶	Internal ▶	I### ID ▶	I###
			Detail ▶	4 to 999.75 Point
			0.44 to 99.99 CPI	
			Courier ▶	Dark, Regular
		Letter Gothic ▶	Dark, Regular	
		Option ▶	#### ID ▶	S###, M###, H###, O###
	Detail ▶		4 to 999.75 Point	
	0.44 to 99.99 CPI			
	Code Set ▶	#####		
	List of Inter. Fonts▶	No, Print		
List of Option Fonts▶	No, Print			
Page Set ▶	Copies ▶	1 to 999		
	Zoom(Reduce)▶	Paper size ###, Print size ###		
	Orientation ▶	Portrait, Landscape		
	Page Protect▶	Auto, On		
	LF Action ▶	LF only, CR and LF, Ignore LF		
	CR Action ▶	CR only, CR and LF, Ignore CR		
	Wide A4 ▶	On, Off		
Print Quality ▶	KIR Mode ▶	On, Off		
	Ecoprint Mode ▶	On, Off		
	Resolution ▶	Fast1200 Mode, 600 dpi, 300 dpi		
	Print Density ▶	1 to 5		

HARD DISK ▶	Read Data		
	Read Program		
	Write Data ▶	OK	
	Delete Data		
	Delete Font		
	Delete Program		
	Delete Macro		
	Delete the language		
	Format ▶	No, OK	
	List of Partitions ▶	No, Print	
	RAM Disk Mode ▶	On, Off	
Change # ▶		RAM Disk Size ▶	1 to 1024 Mbyte
Read Data			
Read Program			
Write Data ▶		OK	
Delete Data			
Delete Font			
Delete Program			
Delete Macro			
Delete the language			
List of Partitions ▶		No, Print	
Memory Card ▶	Read Fonts ▶	OK	
	Read Macro ▶	OK	
	Read Data		
	Read Program		
	Write Data ▶	OK	
	Delete Data		
	Delete Font		
	Delete Program		
	Delete Macro		
	Delete the language		
	Format ▶	OK	
	List of Partitions ▶	No, Print	
	Paper Handling ▶	Bypass Mode ▶	Cassette, First
Feed Select ▶		Bypass, Cassette 1 (to 4)	
Duplex Mode ▶		None, Short edge bind, Long edge bind	
Stack Select ▶		Top tray, Finisher, Job Separator	
Override A4/LT ▶		On, Off	

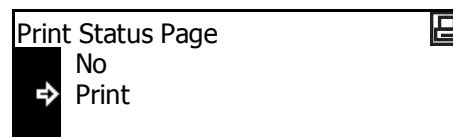
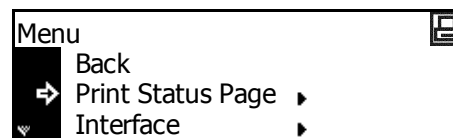
Printer Settings

Others ▶	Form Feed Time Out ▶	0 to 495 sec.		
	Print HEX-DUMP ▶	OK		
	Printer Reset ▶	On		
	Resource Prot. ▶	Off, Permanent, Perm/Temp		
	Auto Continue ▶	On, Off		
		Change # ▶	0 to 495 sec.	
	Finishing Error ▶	Proces. Duplex print ▶	On, Off	
		Staple mode ▶	On, Off	
	Service ▶	Print Status Page ▶	No, Print	
		Paper Feed ▶	Normal, Special	

Status Page Printing

The printer default settings, the memory capacity, and so on are printed in a list.

- 1 Press the **Printer** key.
- 2 Press the ▲ key or the ▼ key to select **MENU**.
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select **Print Status Page**.
- 5 Press the **Enter** key.
- 6 Press the ▲ key or the ▼ key to select **Print**.
- 7 Press the **Enter** key. The status page is printed.



e-MPS Function

The following items can be set in e-MPS function setting.

- Printing Quick Copy/Proof-and-Hold
- Deleting Quick Copy/Proof-and-Hold
- Printing Private Print/Stored Job
- Deleting Private Print/Stored Job
- Printing Virtual Mailbox Accumulated Data
- Printing Virtual Mailbox List
- Printing Code Job List
- e-MPS Detail Settings

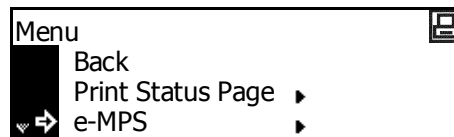
- Notes**
- To use the e-MPS functions, the optional hard disk must be installed. For details on e-MPS, refer to the [KX Printer Driver Operation Guide](#).
 - Even if the [RAM Disk Operation](#) (see page 2-44) is turned On, the e-MPS function can be used. In this case, only proof-and-hold and printing private print can be used.

How to Display the e-MPS Screen

- 1 Press the **Printer** key.
- 2 Press the **▲** key or the **▼** key to select MENU.
- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select e-MPS.



- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select e-MPS.
- 5 Press the **Enter** key. The e-MPS screen is displayed.



Next, perform the setting referring to the following description of each setting item.

Printing Quick Copy/Proof-and-Hold

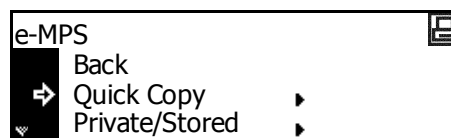
If you set quick copy with the printer driver when printing a document, the data is printed and stored in the hard disk. When printing is required, you can print a required number of copies from the operation panel.

If you set proof-and-hold with the printer driver and set the required number of copies to execute printing, only one set is output and the document data is stored in the hard disk. To print the remaining number of copies, execute printing from the operation panel. At this time, you can change the number of copies.

For the method of setting with the printer driver, refer to the [KX Printer Driver Operation Guide](#).

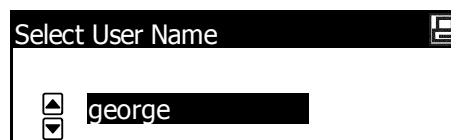
- 1 Display the e-MPS screen. (See [How to Display the e-MPS Screen](#) on page 2-8.)

- 2 Press the ▲ key or the ▼ key to select **Quick Copy**.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select the user name. The user name is the name that has been set with the printer driver.



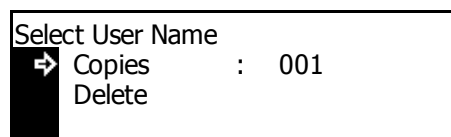
- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select the desired job name. The job name is the name that has been set with the printer driver.



- 7 Press the **Enter** key.

- 8 Use the numeric keys to input the number of copies.

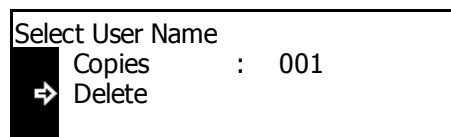


- 9 Press the **Enter** key. Printing starts.

Deleting Quick Copy/Proof-and-Hold

Jobs stored with the quick copy/proof-and-hold are deleted automatically when the power of this machine is turned off. Each job, however, can be deleted manually as shown below.

- 1 Select the job to delete referring to steps 1 to 7 of [Printing Quick Copy/Proof-and-Hold](#).
- 2 Press the ▲ key or the ▼ key to select **Delete**.



- 3 Press the **Enter** key.

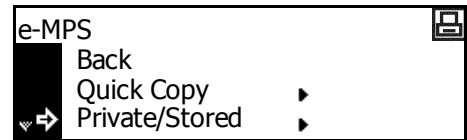
Printing Private Print/Stored Job

In private printing, you can execute printing by using the operation panel to input the four-digit access code that has been set with the printer driver when printing from your computer. The data is cleared after printing is complete.

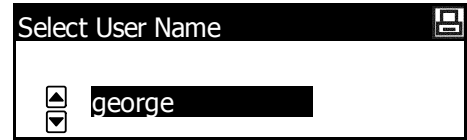
In the stored job mode, access codes are not used, and print data is stored in the hard disk after printing is complete. For the method of setting the respective functions with the printer driver, refer to the [KX Printer Driver Operation Guide](#).

- 1 Display the e-MPS screen. (See [How to Display the e-MPS Screen](#) on page 2-8.)

- 2 Press the ▲ key or the ▼ key to select Private/Stored.



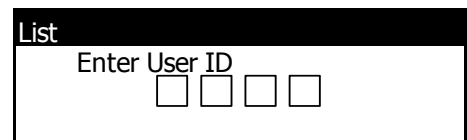
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select the user name. The user name is the name that has been set with the printer driver.



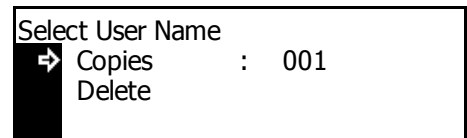
- 5 Press the **Enter** key.
- 6 Press the ▲ key or the ▼ key to select the desired job name. The job name is the name that has been set with the printer driver.



- 7 Press the **Enter** key.
- 8 Use the numeric keys to input the four-digit access code. The access code has been set with the printer driver.



- 9 Press the **Enter** key.
- 10 Use the numeric keys to input the number of copies.

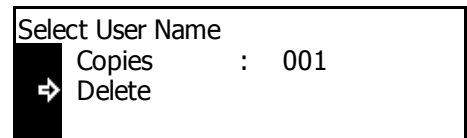


- 11 Press the **Enter** key. Printing starts.

Deleting Private Print/Stored Job

Each stored job can be deleted manually as shown below. Jobs stored with the private print function are deleted automatically when printing is complete or the power of this machine is turned off. Jobs stored with the stored job function, however, are not deleted.

- 1 Select the job to delete referring to steps 1 to 7 of *Printing Private Print/Stored Job*.
- 2 Press the ▲ key or the ▼ key to select Delete.



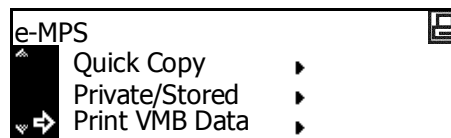
- 3 Press the **Enter** key.

Printing Virtual Mailbox Accumulated Data

With the virtual mailbox function, a job is stored in the virtual mailbox. If you use the virtual mailbox function to print a document with the printer driver, the job is stored and is not printed until you execute printing from the operation panel. For the method of setting with the printer driver, refer to the [KX Printer Driver Operation Guide](#).

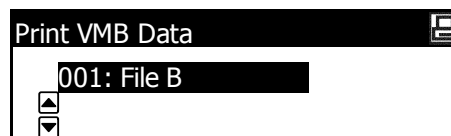
- 1 Display the e-MPS screen. (See [How to Display the e-MPS Screen](#) on page 2-8.)

- 2 Press the ▲ key or the ▼ key to select `Print VMB Data`.



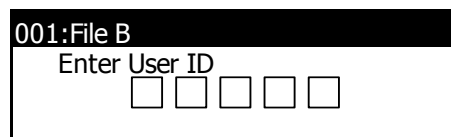
- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select the mailbox to print.



- 5 Press the **Enter** key.

- 6 Use the numeric keys to input the five-digit access code. The access code has been set with the KM-NET Printer Disk Manager.



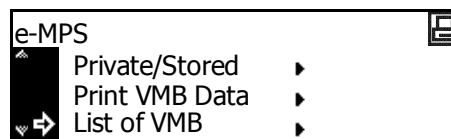
- 7 Press the **Enter** key. Printing starts. Once printing is complete, the document data in the mailbox is deleted.

Printing Virtual Mailbox List

A list that includes the currently set virtual mailbox tray numbers (mailbox numbers), presence of accumulated data, data sizes, etc. is printed.

- 1 Display the e-MPS screen. (See [How to Display the e-MPS Screen](#) on page 2-8.)

- 2 Press the ▲ key or the ▼ key to select `List of VMB`.

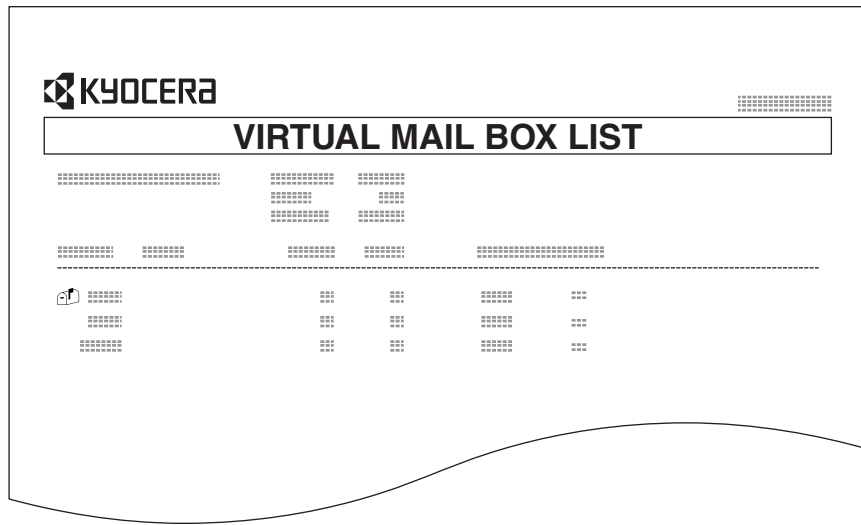


- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select `Print`.



- 5 Press the **Enter** key. The virtual mailbox list is printed.

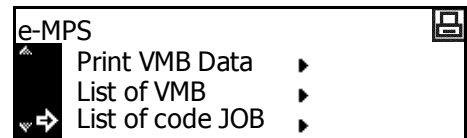


Printing Code Job List

Permanent code jobs in the hard disk can be printed.

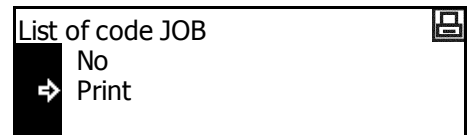
- 1 Display the e-MPS screen. (See [How to Display the e-MPS Screen](#) on page 2-8.)

- 2 Press the ▲ key or the ▼ key to select List of code JOB.

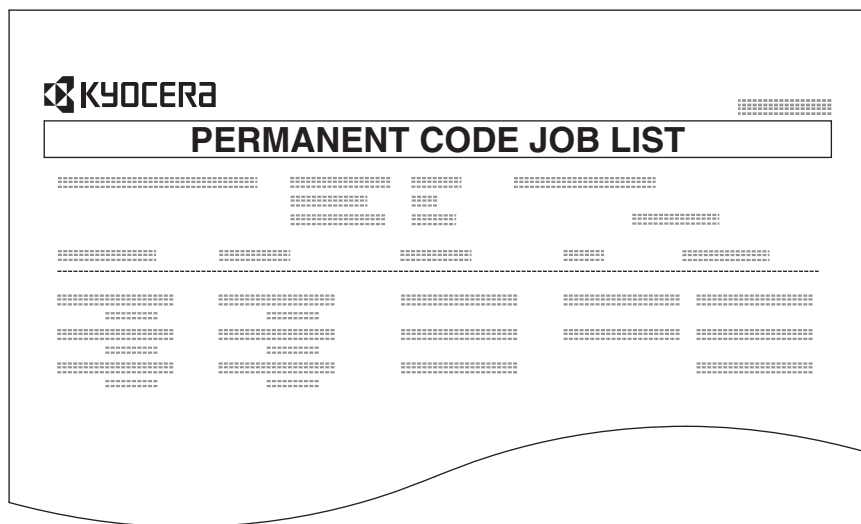


- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select Print.



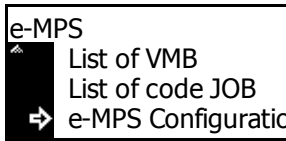
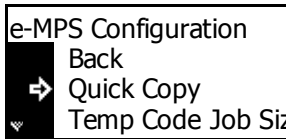
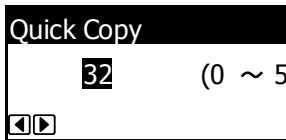
- 5 Press the **Enter** key. The code job list is printed.



e-MPS Detail Settings

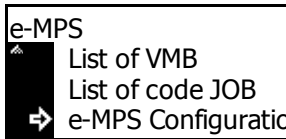
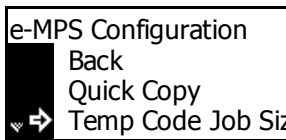
The e-MPS settings such as the maximum number of documents that can be stored in the hard disk and the capacity assigned to each function can be changed.

Maximum Number of Quick Copy Jobs That Can Be Registered

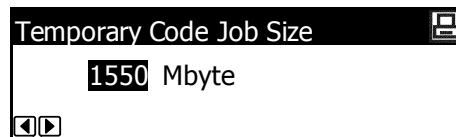
- 1 Display the e-MPS screen. (See [How to Display the e-MPS Screen](#) on page 2-8.)
- 2 Press the ▲ key or the ▼ key to select e-MPS Configuration.
 
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select Quick Copy.
 
- 5 Press the **Enter** key.
- 6 Press the < key or the > key to input the maximum number of jobs that can be stored. You can set the number to 0 to 50.
 
- 7 Press the **Enter** key.

Capacity for Storage of Temporary Code Jobs

Set the total capacity (upper limit) for storage of temporary code jobs in the hard disk. The actual maximum size, however, is the size of available hard disk space.

- 1 Display the e-MPS screen. (See [How to Display the e-MPS Screen](#) on page 2-8.)
- 2 Press the ▲ key or the ▼ key to select e-MPS Configuration.
 
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select Temp Code Job Size [Temp. code Job size].
 
- 5 Press the **Enter** key.

- 6 Press the < key or the > key to input the capacity for storage of temporary code jobs. You can set the capacity to 0 to 9999 MB.

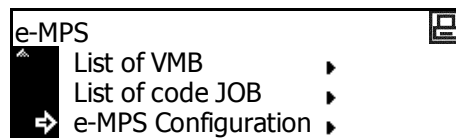


- 7 Press the **Enter** key.

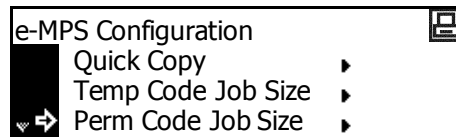
Total Capacity for Storage of Permanent Code Jobs

Set the total capacity (upper limit) for storage of permanent code jobs in the hard disk. The actual maximum size, however, is the size of available hard disk space.

- 1 Display the e-MPS screen. (See [How to Display the e-MPS Screen](#) on page 2-8.)
- 2 Press the ▲ key or the ▼ key to select e-MPS Configuration.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select Perm Code Job Size [Perm. code Job size].



- 5 Press the **Enter** key.
- 6 Press the < key or the > key to input the total capacity for storage of permanent code jobs. You can set the capacity to 0 to 9999 MB.

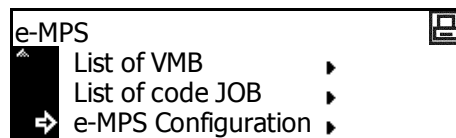


- 7 Press the **Enter** key.

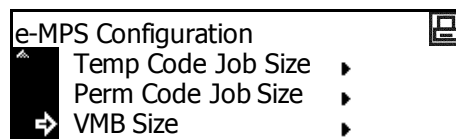
Total Capacity for Storage of Virtual Mailboxes

Set the total capacity (upper limit) for storage of virtual mailboxes in the hard disk. The actual maximum size, however, is the size of available hard disk space.

- 1 Display the e-MPS screen. (See [How to Display the e-MPS Screen](#) on page 2-8.)
- 2 Press the ▲ key or the ▼ key to select e-MPS Configuration.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select VMB Size.



- 5 Press the **Enter** key.

- 6 Press the < key or the > key to input the capacity for storage of virtual mailboxes (VMB). You can set the capacity to 0 to 9999 MB.



- 7 Press the **Enter** key.

Interface

This machine is equipped with a parallel interface, USB interface, and network interface as standard components.

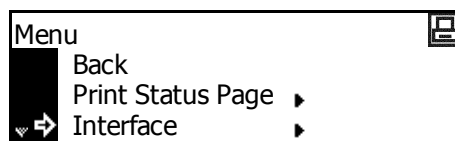
How to Display the Interface Screen

- 1 Press the **Printer** key.
- 2 Press the ▲ key or the ▼ key to select `MENU`.
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select `Interface`.



- 5 Press the **Enter** key. The `Interface` screen is displayed.

Next, perform the setting referring to the following description of each setting item.



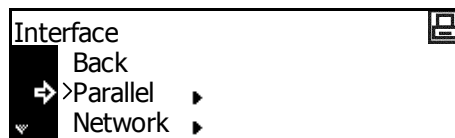
Parallel Interface

The parallel interface of this machine supports a bi-directional/high-speed mode. The transmission/reception modes that can be set from the operation panel of this machine are shown below.

Mode	Description
Auto	The printer automatically changes its communication mode according to the connected computer. Normally, you should leave this setting unchanged.
Normal	The printer uses the standard communication method prescribed for Centronics interfaces.
High speed	This mode enables faster data transmission between the printer and the computer. (Select this mode if printing problems occur when the printer is connected to a workstation.)
Nibble (high)	High speed data communication is used in compliance with the IEEE 1284 standard.

Note Use a parallel interface cable that complies with the IEEE 1284 standard.

- 1 Display the `Interface` screen. (See [How to Display the Interface Screen](#) on page 2-16.)
- 2 Press the ▲ key or the ▼ key to select `Parallel`.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select the desired transmission/reception mode for the parallel interface.



- 5 Press the **Enter** key.

- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Network Setting

To perform network printing, network setting is required. This section describes the setting required for using the network function.

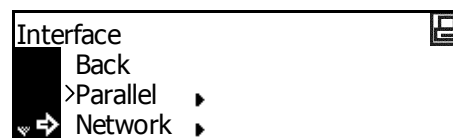
Note Before setting the IP address, ask your network administrator to obtain the address and prepare it.

NetWare Frame

When connecting to a NetWare network, turn this setting On.

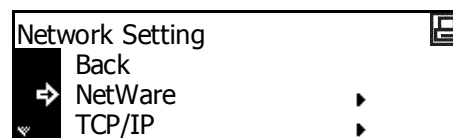
- 1 Display the *Interface* screen. (See [How to Display the Interface Screen](#) on page 2-16.)

- 2 Press the ▲ key or the ▼ key to select *Network*.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select *NetWare*.



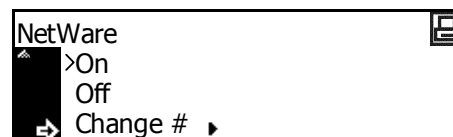
- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select *On* or *Off*.



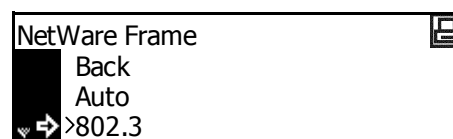
- 7 Press the **Enter** key. If you have selected *On*, *Change #* is displayed.

- 8 Press the ▲ key or the ▼ key to select *Change #*.



- 9 Press the **Enter** key.

- 10 Press the ▲ key or the ▼ key to select the frame mode.



- 11 Press the **Enter** key.

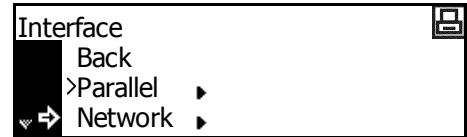
- 12 Press the **Reset** key. The message display returns to the printer basic screen.

EtherTalk

When using this machine by connecting to an Apple Macintosh computer, turn EtherTalk On.

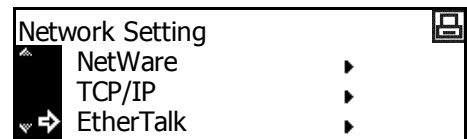
- 1 Display the *Interface* screen. (See [How to Display the Interface Screen](#) on page 2-16.)

- 2 Press the ▲ key or the ▼ key to select *Network*.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select *EtherTalk*.



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select *On*.



- 7 Press the **Enter** key.

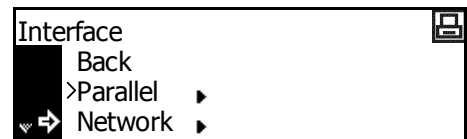
- 8 Press the **Reset** key. The message display returns to the printer basic screen.

TCP/IP

When connecting to a Windows network through TCP/IP, turn TCP/IP On.

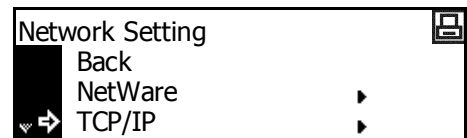
- 1 Display the *Interface* screen. (See [How to Display the Interface Screen](#) on page 2-16.)

- 2 Press the ▲ key or the ▼ key to select *Network*.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select *TCP/IP*.



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select *On*.



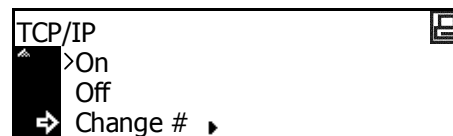
- 7 Press the **Enter** key.

DHCP

This machine supports DHCP (Dynamic Host Configuration Protocol). When using DHCP, turn DHCP On.

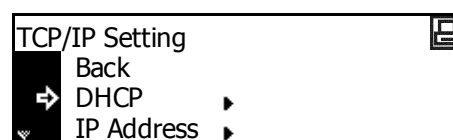
- 1 Display the **TCP/IP** screen referring to steps 1 to 5 of **TCP/IP** setting.

- 2 Press the ▲ key or the ▼ key to select **Change #**.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select **DHCP**.



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select **On**.



- 7 Press the **Enter** key.

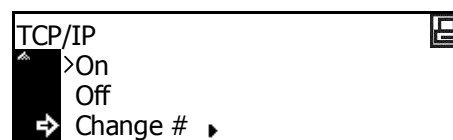
IP Address

Register the IP address of this machine.

- Notes**
- The IP address that should be registered here differs depending upon your network environment. Check with your network administrator before performing this setting.
 - If you use the following procedure to manually register the IP address, be sure to turn the DHCP setting **Off** and the TCP/IP setting **On**.

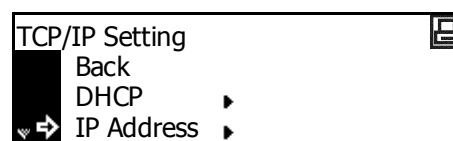
- 1 Display the **TCP/IP** screen referring to steps 1 to 5 of **TCP/IP** setting.

- 2 Press the ▲ key or the ▼ key to select **Change #**.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select **IP Address**.

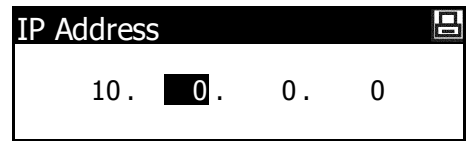


- 5 Press the **Enter** key.

- 6 Use the numeric keys to input the IP address. Enter the first block of 3 digits of the address in the highlighted area.



- 7 Press the > key. Enter the next block of 3 digits of the address in the highlighted area.



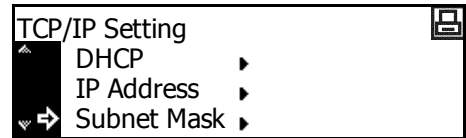
- 8 Continue the same procedure for the other 2 blocks.

- 9 Press the **Enter** key.
Next, set the subnet mask.

Subnet Mask

To register the subnet mask, continue the procedure from step 9 above.

- 1 Press the ▲ key or the ▼ key to select Subnet Mask.



- 2 Press the **Enter** key.

- 3 Use the same procedure as steps 6 to 8 of *IP Address* setting to input the address.

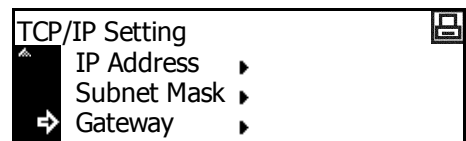


- 4 Press the **Enter** key.
Next, set the default gateway.

Default Gateway

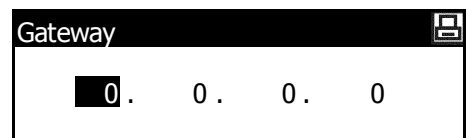
To register the default gateway, continue the procedure from step 4 above.

- 1 Press the ▲ key or the ▼ key to select Gateway.



- 2 Press the **Enter** key.

- 3 Use the same procedure as steps 6 to 8 of *IP Address* setting to input the address.



- 4 Press the **Enter** key.

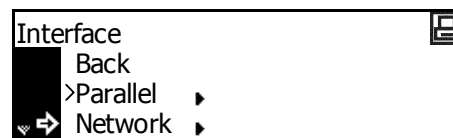
- 5 When you finish making all of the setting, press the **Reset** key. The message display returns to the printer basic screen.

Network Status Page Printing

When printing the status page, you can also print the network status page in succession.

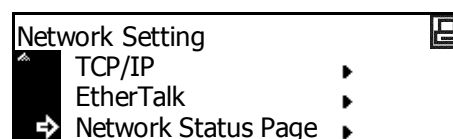
- 1 Display the `Interface` screen. (See [How to Display the Interface Screen](#) on page 2-16.)

- 2 Press the ▲ key or the ▼ key to select `Network`.



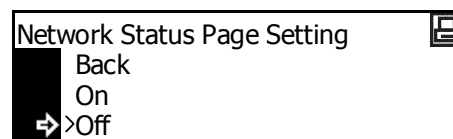
- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select `Network Status Page`.



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select `On` or `Off`.



- 7 Press the **Enter** key.

- 8 Press the **Reset** key. The message display returns to the printer basic screen.

Emulation

Note You can set the emulation for each interface.

Emulation Mode Selection

Emulation modes that can be used with this machine: PCL6, KC-GL, KPDL, KPDL (AUTO), Line Printer, IBM Proprinter, Diablo 630, EPSON LQ-850

If you set KC-GL, you can set the thickness of the pen and the page size.

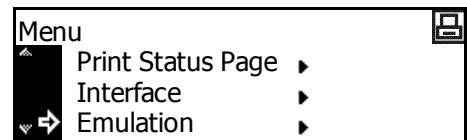
If you set KPDL (AUTO), switching between KPDL and an alternative emulation mode will be automatically performed according to the print data.

If you set KPDL or KPDL (AUTO), the details of any error that occurs during printing can be printed.

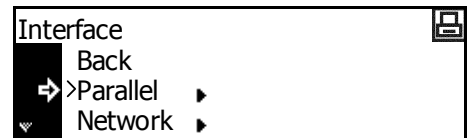
- 1 Press the **Printer** key.
- 2 Press the ▲ key or the ▼ key to select MENU.
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select Emulation.



- 5 Press the **Enter** key.
- 6 Press the ▲ key or the ▼ key to select the desired interface.
- 7 Press the **Enter** key.
- 8 Press the ▲ key or the ▼ key to select the desired emulation.



- 9 Press the **Enter** key.



If you have selected KC-GL, set **KC-GL Pen Thickness**.

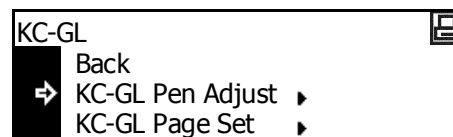
If you have selected KPDL or KPDL (AUTO), set **KPDL Error Printing**.

If you have selected KPDL (AUTO), perform **KPDL (AUTO) Alternative Emulation Selection**.

KC-GL Pen Thickness

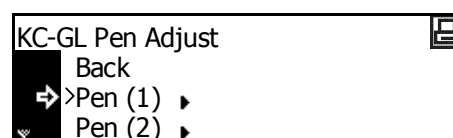
If you have selected the KC-GL emulation, you can set the thicknesses of the eight pens and the page size. Continue the procedure from step 9 of [Emulation Mode Selection](#) to set these items as shown below.

- 1** Press the ▲ key or the ▼ key to select KC-GL Pen Adjust.



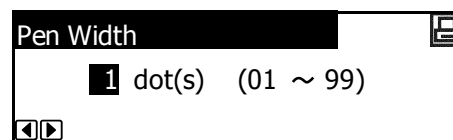
- 2** Press the **Enter** key.

- 3** Press the ▲ key or the ▼ key to select the pen to set.



- 4** Press the **Enter** key.

- 5** Press the < key or the > key to input the thickness (number of dots).

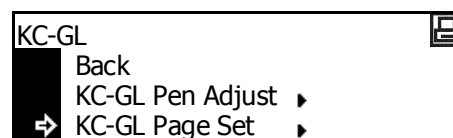


- 6** Press the **Enter** key.

- 7** Press the ▲ key or the ▼ key to select Back.

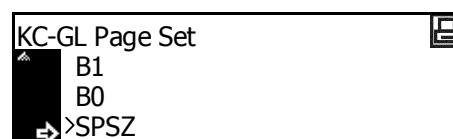
- 8** Press the **Enter** key.

- 9** Press the ▲ key or the ▼ key to select KC-GL Page Set.



- 10** Press the **Enter** key.

- 11** Press the ▲ key or the ▼ key to select the page size.



Note SPSZ is the size specified with the PRESCRIBE SPSZ command. For details of the PRESCRIBE commands, refer to the [PRESCRIBE Command Reference Manual](#).

- 12** Press the **Enter** key.

- 13** Press the **Reset** key. The message display returns to the printer basic screen.

KPDL Error Printing

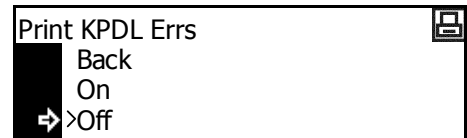
The details of any error that occurs during printing in the KPDL emulation mode can be printed. Continue the procedure from step 9 of *Emulation Mode Selection* to set this item as shown below.

- 1 Press the ▲ key or the ▼ key to select **Print KPDL Errs.**



- 2 Press the **Enter** key.

- 3 Press the ▲ key or the ▼ key to select **On** or **Off**. If you set **On**, the details of any error will be printed.



- 4 Press the **Enter** key.

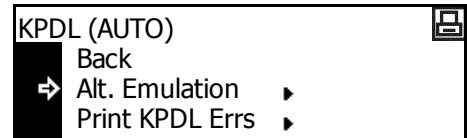
- 5 Press the **Reset** key. The message display returns to the printer basic screen.

KPDL (AUTO) Alternative Emulation Selection

If you set KPDL (AUTO), switching between KPDL and an alternative emulation mode will be automatically performed according to print data. Continue the procedure from step 9 of emulation mode selection to set this item as shown below.

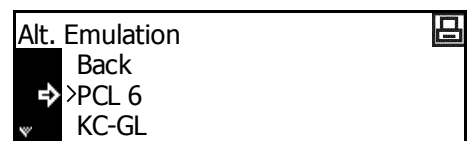
Available emulation modes: PCL6, KC-GL, Line Printer, IBM Proprinter, DIABLO 630, EPSON LQ-850

- 1 Press the ▲ key or the ▼ key to select **Alt. Emulation**.



- 2 Press the **Enter** key.

- 3 Press the ▲ key or the ▼ key to select the desired emulation mode.



- 4 Press the **Enter** key.

- 5 Press the **Reset** key. The message display returns to the printer basic screen.

Font

You can select the default font for the current interface. The default font can be one of the internal fonts or a font stored in the optional memory card.

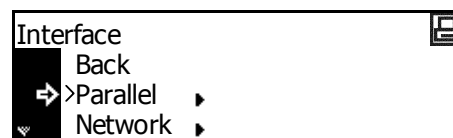
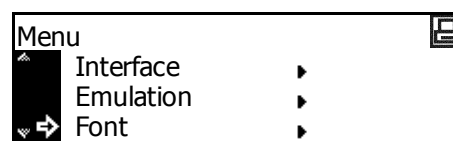
You can set the following items for fonts.

- Font Selection
- Font Size
- Courier/Letter Gothic Font Character Pitch
- Courier/Letter Gothic Font Setting
- Code Set Selection
- Font List Printing

Note You can set the font for each interface.

How to Display the Font Screen

- 1 Press the **Printer** key.
- 2 Press the **▲** key or the **▼** key to select `MENU`.
- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select `Font`.
- 5 Press the **Enter** key.
- 6 Press the **▲** key or the **▼** key to select the interface to set.
- 7 Press the **Enter** key. The `Font` screen is displayed.
Next, perform the setting referring to the following description of each setting item.



Font Selection

- 1 Display the `Font` screen. (See [How to Display the Font Screen](#) on page 2-25.)
- 2 Press the **▲** key or the **▼** key to select `Select Font`.
- 3 Press the **Enter** key.

Note If optional fonts as well as internal fonts are stored in this machine, a screen for selecting `Internal font` or `Option font` is displayed. Press the **▲** key or the **▼** key to select the font to set.

- 4 Press the ▲ key or the ▼ key to select the font ID.



- 5 Press the **Enter** key. The font number is displayed. Characters displayed before font numbers indicate the following items.



Display	Description
I	Internal font
S	Downloaded fonts
M	Fonts in memory card
H	Fonts in RAM disk or optional hard disk
O	Fonts in optional ROM

- 6 Press the < key or the > key to input the font number. For internal font numbers, see [Font List Printing](#) on page 2-28.
- 7 Press the **Enter** key.
- 8 Press the **Reset** key. The message display returns to the printer basic screen.

Font Size

If you have selected a proportional font as the default font, you can set the font size. If you have selected the Courier font or the Letter Gothic font as the default font, this menu is not displayed and the character pitch setting is displayed.

- 1 Display the Font screen. (See [How to Display the Font Screen](#) on page 2-25.)
- 2 Press the ▲ key or the ▼ key to select `Select Font`.



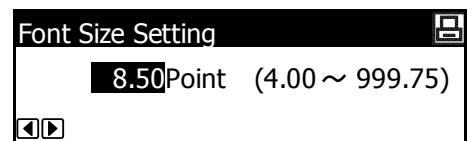
- 3 Press the **Enter** key.

Note If optional fonts as well as internal fonts are stored in this machine, a screen for selecting Internal font or Option font is displayed. Press the ▲ key or the ▼ key to select the font to set.

- 4 Press the ▲ key or the ▼ key to select `Detail`.



- 5 Press the **Enter** key.
- 6 Press the < key or the > key to input the character size. You can set the character size to 4.00 to 999.75 point.



- 7 Press the **Enter** key.

- 8 Press the **Reset** key. The message display returns to the printer basic screen.

Courier/Letter Gothic Font Character Pitch

You can set the character pitch of the Courier or Letter Gothic font.

- 1 Display the `Font` screen. (See [How to Display the Font Screen](#) on page 2-25.)
- 2 Press the **▲** key or the **▼** key to select `Select Font`.



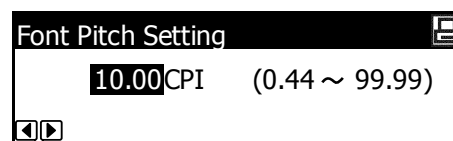
- 3 Press the **Enter** key.

Note If optional fonts as well as internal fonts are stored in this machine, a screen for selecting `Internal font` or `Option font` is displayed. Press the **▲** key or the **▼** key to select the font to set.

- 4 Press the **▲** key or the **▼** key to select `Detail`.



- 5 Press the **Enter** key.
- 6 Press the **<** key or the **>** key to input the character pitch. You can set the character pitch to 0.44 to 99.99 cpi.



- 7 Press the **Enter** key.
- 8 Press the **Reset** key. The message display returns to the printer basic screen.

Courier/Letter Gothic Font Setting

You can select the thickness of the Courier or Letter Gothic font from two types. An example of changing the Courier font thickness is described below.

- 1 Display the `Font` screen. (See [How to Display the Font Screen](#) on page 2-25.)
- 2 Press the **▲** key or the **▼** key to select `Select Font`.



- 3 Press the **Enter** key.

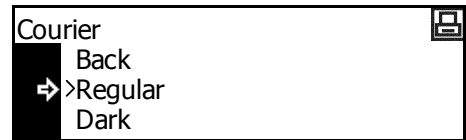
Note If optional fonts as well as internal fonts are stored in this machine, a screen for selecting `Internal font` or `Option font` is displayed. Press the **▲** key or the **▼** key to select `Internal font`.

- 4 Press the **▲** key or the **▼** key to select `Courier`.



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select Regular or Dark.



- 7 Press the **Enter** key.

- 8 Press the **Reset** key. The message display returns to the printer basic screen.

Code Set Selection

With the PCL6 emulation, you can select a code set.

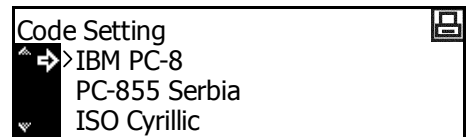
- 1 Display the Font screen. (See [How to Display the Font Screen](#) on page 2-25.)

- 2 Press the ▲ key or the ▼ key to select Code Set.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select the desired code set.



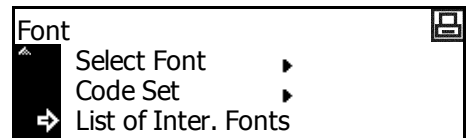
- 5 Press the **Enter** key.

- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Font List Printing

- 1 Display the Font screen. (See [How to Display the Font Screen](#) on page 2-25.)

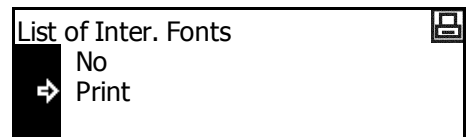
- 2 Press the ▲ key or the ▼ key to select List of Inter. Fonts.



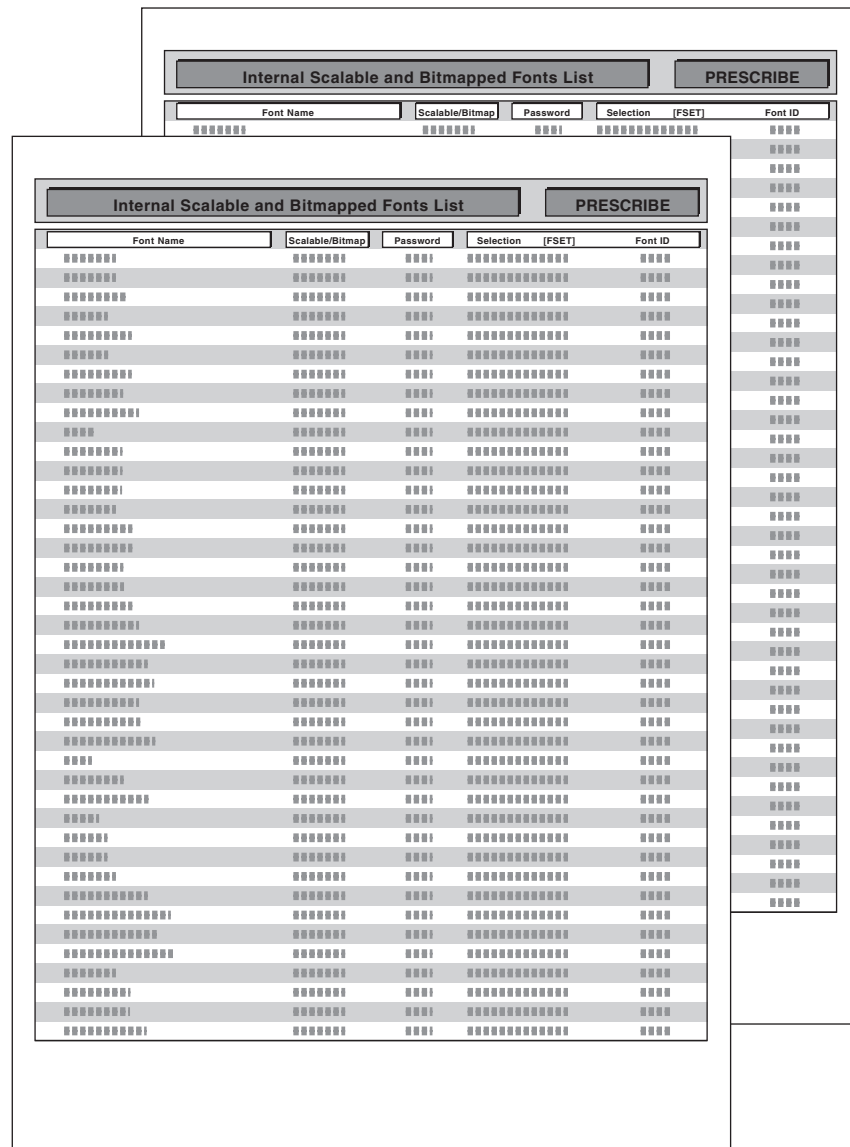
Note If optional fonts as well as internal fonts are stored in this machine, you can also select List of Option Fonts.

- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select Print.



- 5 Press the **Enter** key. Printing of the font list starts.



Print Configuration

You can set the following items for print configuration.

- Number of Copies
- Reduction Printing
- Print Orientation
- Page Protect Mode
- Line Feed (LF) Action
- Carriage Return (CR) Action
- Wide A4

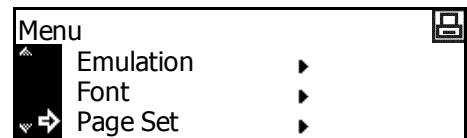
Note You can set the print configuration for each interface.

How to Display the Page Set Screen

- 1 Press the **Printer** key.
- 2 Press the ▲ key or the ▼ key to select **MENU**.
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select **Page Set**.

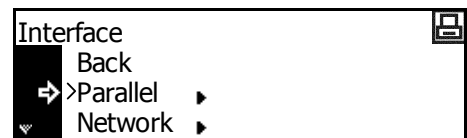


- 5 Press the **Enter** key.
- 6 Press the ▲ key or the ▼ key to select the interface to set.



- 7 Press the **Enter** key. The **Page Set** screen is displayed.

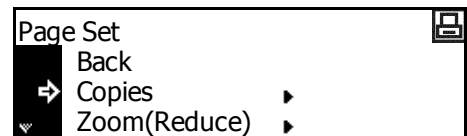
Next, perform the setting referring to the following description of each setting item.



Number of Copies

You can set the number of copies to be printed through the currently selected interface. You can set any number from 1 to 999.

- 1 Display the **Page Set** screen. (See [How to Display the Page Set Screen](#) on page 2-30.)
- 2 Press the ▲ key or the ▼ key to select **Copies**.



- 3 Press the **Enter** key.

- 4 Press the < key or the > key to input the number of copies. You can set any number from 1 to 999.



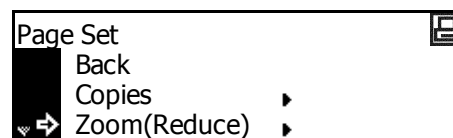
- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Reduction Printing

If you specify the paper size (original size) and the output size, the machine reduces the image at a preset magnification ratio to print onto the specified output size paper.

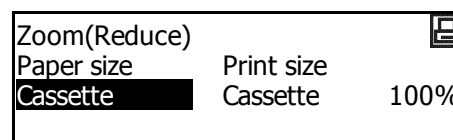
- 1 Display the Page Set screen. (See [How to Display the Page Set Screen](#) on page 2-30.)

- 2 Press the ▲ key or the ▼ key to select Zoom (Reduce).



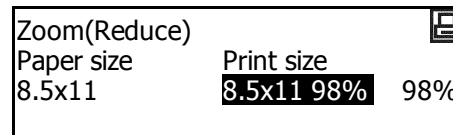
- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select the desired paper size.



- 5 Press the > key.

- 6 Press the ▲ key or the ▼ key to select the desired output size. The reduction ratio is automatically set and displayed.



- 7 Press the **Enter** key.

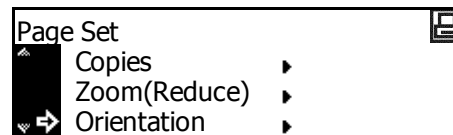
- 8 Press the **Reset** key. The message display returns to the printer basic screen.

Print Orientation

You can select the print orientation from portrait and landscape.

- 1 Display the Page Set screen. (See [How to Display the Page Set Screen](#) on page 2-30.)

- 2 Press the ▲ key or the ▼ key to select Orientation.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select Portrait or Landscape.

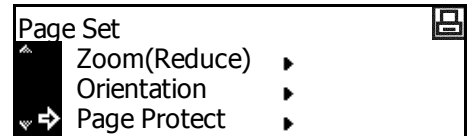


- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

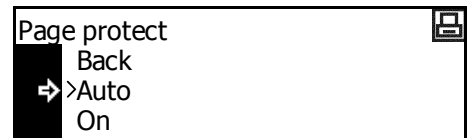
Page Protect Mode

To maintain the printer memory efficiently, the default setting of this mode is `Auto`. Normally, this menu is not displayed. If a print overrun error occurs due to insufficient printer memory, `Page Protect` is forcibly set to `On`. After the print overrun error occurs, be sure to reset this setting to `Auto`.

- 1 Display the `Page Set` screen. (See [How to Display the Page Set Screen](#) on page 2-30.)
- 2 Press the ▲ key or the ▼ key to select `Page Protect`.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select `Auto`.

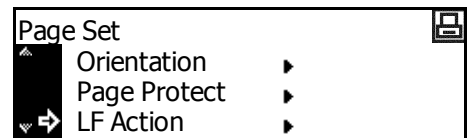


- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Line Feed (LF) Action

Set the action of the machine to be executed when it receives a line feed code (0AH).

- 1 Display the `Page Set` screen. (See [How to Display the Page Set Screen](#) on page 2-30.)
- 2 Press the ▲ key or the ▼ key to select `LF Action`.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select the desired action from `LF only`, `CR and LF`, and `Ignore LF`.

`LF only`: Performs a line feed.

`CR and LF`: Performs a line feed and carriage return.

`Ignore LF`: Does not perform a line feed.



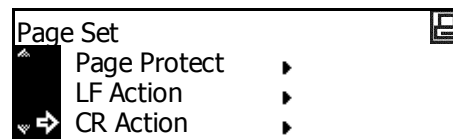
- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Carriage Return (CR) Action

Set the action of the machine to be executed when it receives a carriage return code (0DH).

- 1 Display the **Page Set** screen. (See [How to Display the Page Set Screen](#) on page 2-30.)

- 2 Press the ▲ key or the ▼ key to select **CR Action**.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select the desired action from **CR only**, **CR and LF**, and **Ignore CR**.

CR only: Performs a carriage return.

CR and LF: Performs a carriage return and line feed.

Ignore CR: Does not perform a carriage return.



- 5 Press the **Enter** key.

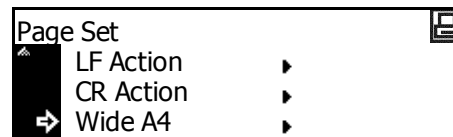
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Wide A4

The print area of the A4 size can be enlarged.

- 1 Display the **Page Set** screen. (See [How to Display the Page Set Screen](#) on page 2-30.)

- 2 Press the ▲ key or the ▼ key to select **Wide A4**.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select **On** or **Off**.



- 5 Press the **Enter** key.

- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Print Quality

You can set the following items for print quality.

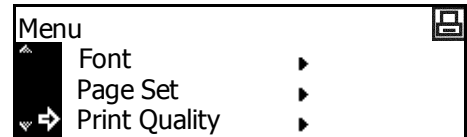
- KIR Mode
- EcoPrint Setting
- Resolution Setting
- Print Density

How to Display the Print Quality Screen

- 1 Press the **Printer** key.
- 2 Press the **▲** key or the **▼** key to select **MENU**.



- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select **Print Quality**.

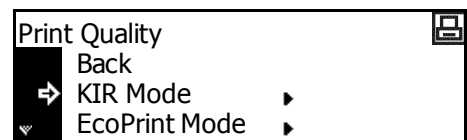


- 5 Press the **Enter** key. The **Print Quality** screen is displayed.
Next, perform the setting referring to the following description of each setting item.

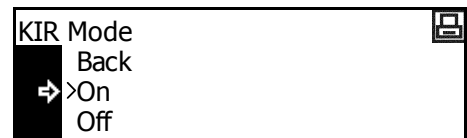
KIR Mode

Smoothing realizes the print quality of 2400 dpi equivalent × 600 dpi.

- 1 Display the **Print Quality** screen. (See [How to Display the Print Quality Screen](#) on page 2-34.)
- 2 Press the **▲** key or the **▼** key to select **KIR Mode**.



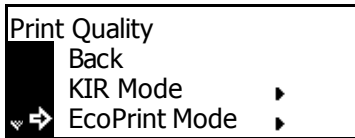
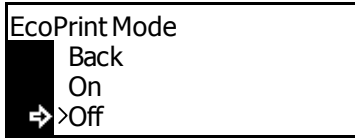
- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select **On** or **Off**.



- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

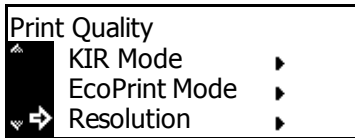
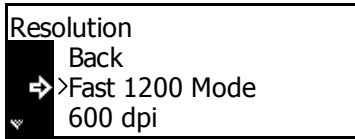
EcoPrint Setting

The ecoprint mode allows printing with less toner consumption. Use this mode when high quality printing is not necessary, for example, for trial printing.

- 1 Display the `Print Quality` screen. (See [How to Display the Print Quality Screen](#) on page [2-34](#).)
- 2 Press the `▲` key or the `▼` key to select `EcoPrint Mode`.
 
- 3 Press the `Enter` key.
- 4 Press the `▲` key or the `▼` key to select `On` or `Off`.
 
- 5 Press the `Enter` key.
- 6 Press the `Reset` key. The message display returns to the printer basic screen.

Resolution Setting

With this machine, three types of resolution are available: 300 dpi, 600 dpi, and `Fast 1200 Mode`.

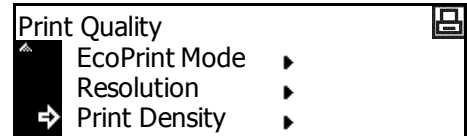
- 1 Display the `Print Quality` screen. (See [How to Display the Print Quality Screen](#) on page [2-34](#).)
- 2 Press the `▲` key or the `▼` key to select `Resolution`.
 
- 3 Press the `Enter` key.
- 4 Press the `▲` key or the `▼` key to select `Fast 1200 Mode`, `600 dpi` or `300 dpi`.
 
- 5 Press the `Enter` key.
- 6 Press the `Reset` key. The message display returns to the printer basic screen.

Print Density

The print density can be adjusted among five levels from 1 (light) to 5 (dark).

- 1 Display the **Print Quality** screen. (See [How to Display the Print Quality Screen](#) on page [2-34](#).)

- 2 Press the ▲ key or the ▼ key to select **Print Density**.



- 3 Press the **Enter** key.
- 4 Press the < key or the > key to set the print density.



- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Memory Card Operation

If the optional memory card is installed in this machine, the following operations are available.

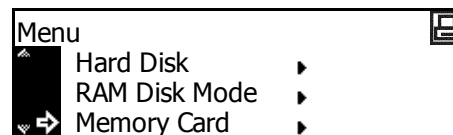
- Reading Font Data
- Reading Macro Data
- Reading Data
- Reading Program
- Writing Data
- Deleting Data
- Deleting Font Data
- Deleting Program Data
- Deleting Macro Data
- Deleting Language Data
- Formatting Memory Card
- Printing a Partition List

How to Display the Memory Card Screen

- 1 Press the **Printer** key.
- 2 Press the **▲** key or the **▼** key to select **MENU**.



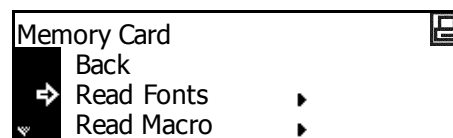
- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select **Memory Card**.



- 5 Press the **Enter** key. The **Memory Card** screen is displayed.
Next, perform the setting referring to the following description of each setting item.

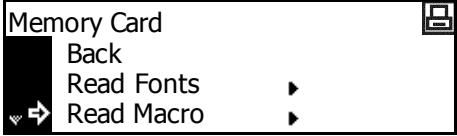
Reading Font Data

- 1 Display the **Memory Card** screen. (See [How to Display the Memory Card Screen](#) on page 2-37.)
- 2 Press the **▲** key or the **▼** key to select **Read Fonts**.




- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select **OK**.
- 5 Press the **Enter** key. Fonts are read from the memory card.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

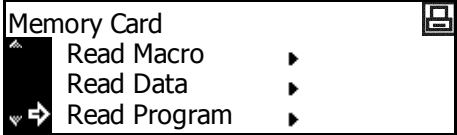
Reading Macro Data

- 1 Display the `Memory Card` screen. (See [How to Display the Memory Card Screen](#) on page 2-37.)
- 2 Press the ▲ key or the ▼ key to select `Read Macro`.The screenshot shows a menu titled "Memory Card" with three options: "Back", "Read Fonts", and "Read Macro". The "Read Macro" option is highlighted with a white background and a right-pointing arrow. A cursor icon is visible on the left side of the menu.
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select `OK`.
- 5 Press the **Enter** key. Macros are read from the memory card.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Reading Data

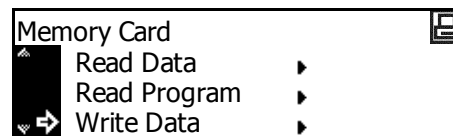
- 1 Display the `Memory Card` screen. (See [How to Display the Memory Card Screen](#) on page 2-37.)
- 2 Press the ▲ key or the ▼ key to select `Read Data`.The screenshot shows a menu titled "Memory Card" with three options: "Read Fonts", "Read Macro", and "Read Data". The "Read Data" option is highlighted with a white background and a right-pointing arrow. A cursor icon is visible on the left side of the menu.
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select the data to read.
- 5 Press the **Enter** key. The selected data is read from the memory card.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Reading Program

- 1 Display the `Memory Card` screen. (See [How to Display the Memory Card Screen](#) on page 2-37.)
- 2 Press the ▲ key or the ▼ key to select `Read Program`.The screenshot shows a menu titled "Memory Card" with three options: "Read Macro", "Read Data", and "Read Program". The "Read Program" option is highlighted with a white background and a right-pointing arrow. A cursor icon is visible on the left side of the menu.
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select the program to read.
- 5 Press the **Enter** key. The selected program is read from the memory card.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Writing Data

- 1 Display the `Memory Card` screen. (See [How to Display the Memory Card Screen](#) on page 2-37.)
- 2 Press the ▲ key or the ▼ key to select `Write Data`.



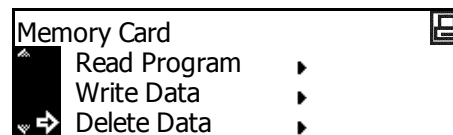
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select `OK`.
- 5 Press the **Enter** key. `GO` and `CANCEL` are displayed.

Note If you select `CANCEL` and press the **Enter** key, data is not written.

- 6 Send data from your computer to this machine.
When the data is received, the message display of this machine changes to `Processing data`.
When reception is complete, the message display changes to `Waiting`.
- 7 Press the ▲ key or the ▼ key to select `GO`.
- 8 Press the **Enter** key. The data is written to the memory card.

Deleting Data

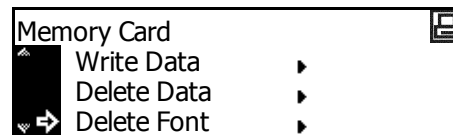
- 1 Display the `Memory Card` screen. (See [How to Display the Memory Card Screen](#) on page 2-37.)
- 2 Press the ▲ key or the ▼ key to select `Delete Data`.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select the data to delete.
- 5 Press the **Enter** key. The selected data is deleted from the memory card.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Deleting Font Data

- 1 Display the `Memory Card` screen. (See [How to Display the Memory Card Screen](#) on page 2-37.)
- 2 Press the ▲ key or the ▼ key to select `Delete Font`.



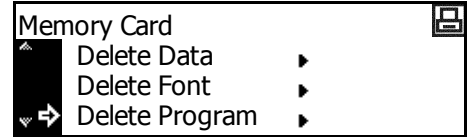
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select the font to delete.
- 5 Press the **Enter** key. The selected font is deleted from the memory card.

- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Deleting Program Data

- 1 Display the **Memory Card** screen. (See [How to Display the Memory Card Screen](#) on page 2-37.)

- 2 Press the ▲ key or the ▼ key to select **Delete Program**.

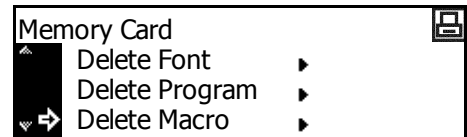


- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select the program to delete.
- 5 Press the **Enter** key. The selected program is deleted from the memory card.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Deleting Macro Data

- 1 Display the **Memory Card** screen. (See [How to Display the Memory Card Screen](#) on page 2-37.)

- 2 Press the ▲ key or the ▼ key to select **Delete Macro**.

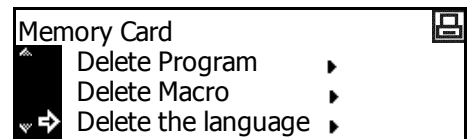


- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select the macro data to delete.
- 5 Press the **Enter** key. The selected macro data is deleted from the memory card.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Deleting Language Data

- 1 Display the **Memory Card** screen. (See [How to Display the Memory Card Screen](#) on page 2-37.)

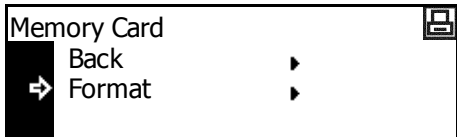
- 2 Press the ▲ key or the ▼ key to select **Delete the language**.

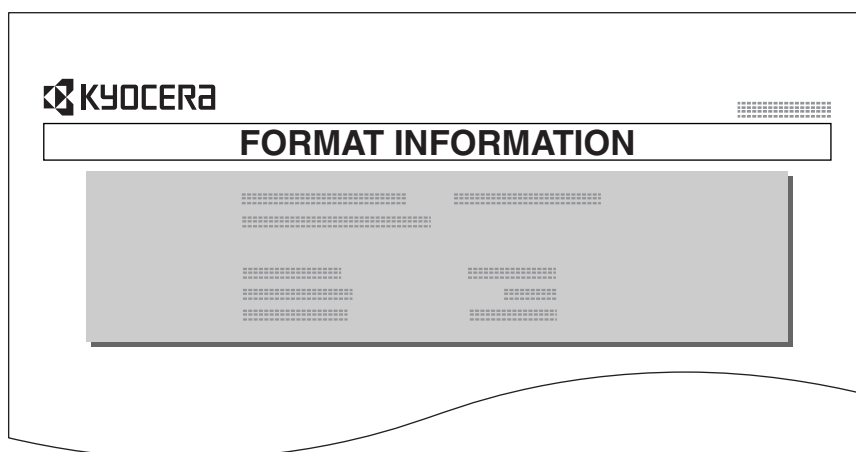


- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select the language data to delete.
- 5 Press the **Enter** key. The selected language data is deleted from the memory card.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

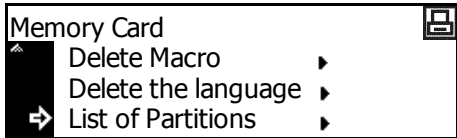
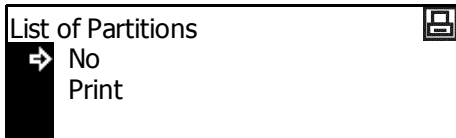
Formatting Memory Card

Note Be sure to format the memory card using this machine. Any memory card formatted with other equipment cannot be used.

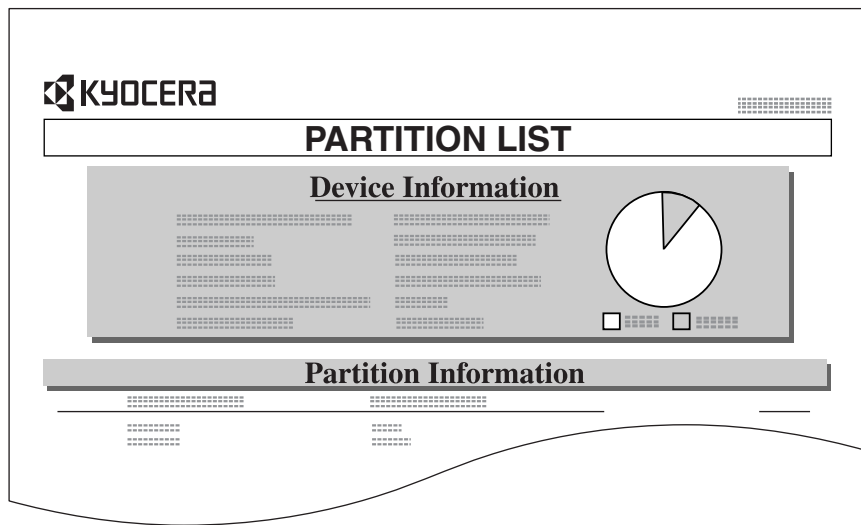
- 1 Display the Memory Card screen. (See [How to Display the Memory Card Screen](#) on page 2-37.)
- 2 Press the ▲ key or the ▼ key to select Format.
 
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select OK.
- 5 Press the **Enter** key. Formatting of the memory card starts. When formatting is complete, format information is output.



Printing a Partition List

- 1 Display the Memory Card screen. (See [How to Display the Memory Card Screen](#) on page 2-37.)
- 2 Press the ▲ key or the ▼ key to select List of Partitions.
 
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select Print.
 

- 5 Press the **Enter** key. The partition list is printed.



Hard Disk Operation

If the optional hard disk is installed in this machine, the following operations are available.

- Reading Data
- Reading Program
- Writing Data
- Deleting Data
- Deleting Font Data
- Deleting Program Data
- Deleting Macro Data
- Deleting Language Data
- Formatting Hard Disk
- Printing a Partition List

1 Press the **Printer** key.

2 Press the ▲ key or the ▼ key to select **MENU**.



3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select **HARD DISK**.



5 Press the **Enter** key.

The operation procedure of each item is the same as that of the memory card operation. See [Memory Card Operation](#) on page 2-37.

RAM Disk Operation

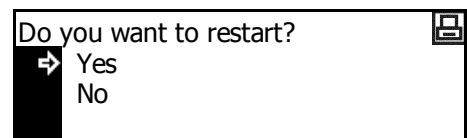
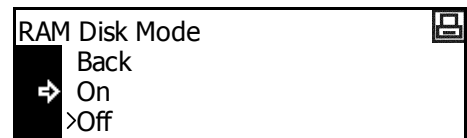
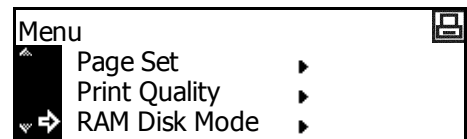
RAM Disk Functions

This machine is equipped with RAM disk functions. The RAM disk is a virtual disk unit that uses a part of the memory. If you assign a certain size of the memory to the RAM disk, you can use the RAM disk for electronic sorting (for reduction of total print time) and storage and reading of data. Also you can use the e-MPS function (see page 2-8).

- Important!**
- Note that data written to the RAM disk is deleted when this machine is reset or the main power switch is turned off (O).
 - The RAM disk area is assigned from the user available memory. Consequently, note that printing speed may be lower or insufficient memory occurs depending on the RAM disk setting value.

The RAM disk functions are disabled at the default setting. To use the RAM disk functions, set as follows.

- 1 Press the **Printer** key.
- 2 Press the ▲ key or the ▼ key to select MENU.
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select RAM Disk Mode.
- 5 Press the **Enter** key.
- 6 Press the ▲ key or the ▼ key to select On.
- 7 Press the **Enter** key. Change # is displayed.
- 8 Press the **Reset** key.
- 9 Press the ▲ key or the ▼ key to select Yes.
- 10 Press the **Enter** key. This machine restarts.



RAM Disk Operation

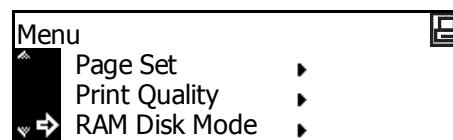
- 1 Press the **Printer** key.

- 2 Press the ▲ key or the ▼ key to select MENU.



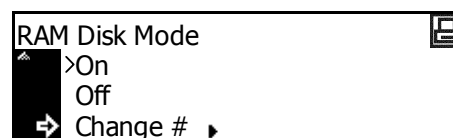
- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select RAM Disk Mode.



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select Change #.



- 7 Press the **Enter** key.

The operation procedure of each item is the same as that of the memory card operation. See [Memory Card Operation](#) on page 2-37.

RAM Disk Size

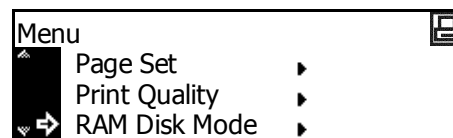
- 1 Press the **Printer** key.

- 2 Press the ▲ key or the ▼ key to select MENU.



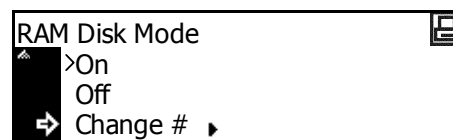
- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select RAM Disk Mode.



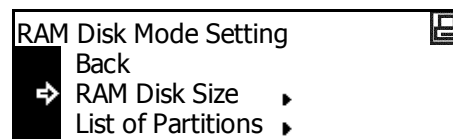
- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select Change #.



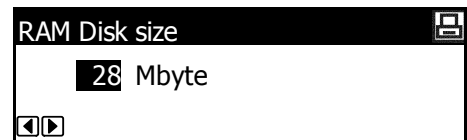
- 7 Press the **Enter** key.

- 8 Press the ▲ key or the ▼ key to select RAM Disk Size.



- 9 Press the **Enter** key.

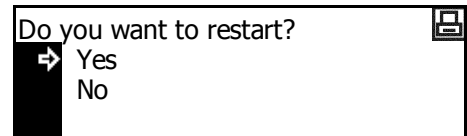
- 10** Press the < key or the > key to input the RAM disk size. You can set the size to 1 to 1024 Mbyte.



- 11** Press the **Enter** key.

- 12** Press the **Reset** key.

- 13** Press the ▲ key or the ▼ key to select **Yes**.



- 14** Press the **Enter** key. This machine restarts.

Paper Handling

You can set the following items for paper.

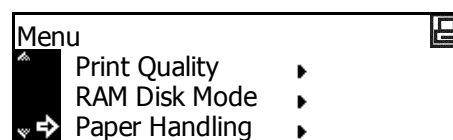
- Multi-Bypass Tray Mode
- Paper Source
- Duplex Print Mode
- Output Destination
- Override A4/Letter

How to Display the Paper Handling Screen

- 1 Press the **Printer** key.
- 2 Press the **▲** key or the **▼** key to select **MENU**.



- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select **Paper Handling**.

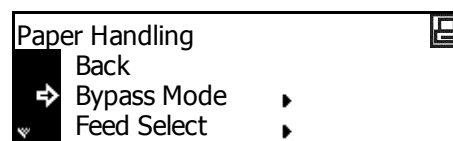


- 5 Press the **Enter** key. The **Paper Handling** screen is displayed.
Next, perform the setting referring to the following description of each setting item.

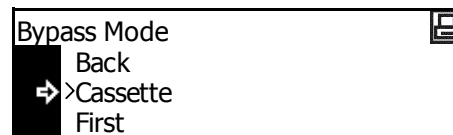
Multi-Bypass Tray Mode

If you select **First**, any paper set in the multi-bypass tray will be fed.

- 1 Display the **Paper Handling** screen. (See [How to Display the Paper Handling Screen](#) on page 2-47.)
- 2 Press the **▲** key or the **▼** key to select **Bypass Mode**.



- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select **Cassette** or **First**.



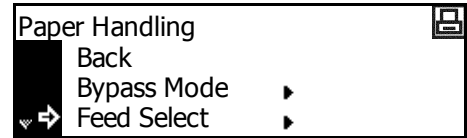
- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Paper Source

Set the paper source to be selected first.

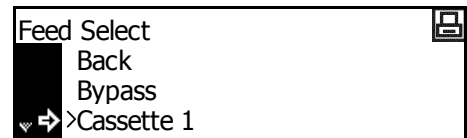
- 1 Display the Paper Handling screen. (See [How to Display the Paper Handling Screen](#) on page 2-47.)

- 2 Press the ▲ key or the ▼ key to select Feed Select.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select the desired paper source.



- 5 Press the **Enter** key.

- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Duplex Print Mode

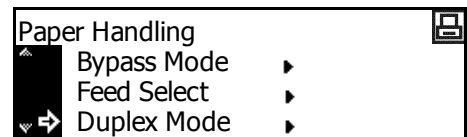
Set the binding position on finished prints in duplex printing.

Setting	Binding position
Short edge bind	Binding at a short edge
Long edge bind	Binding at a long edge

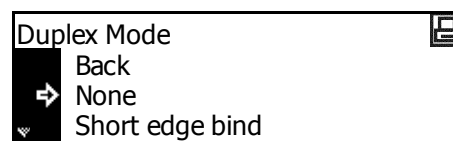
Note This setting is displayed only if the optional duplex unit is installed.

- 1 Display the Paper Handling screen. (See [How to Display the Paper Handling Screen](#) on page 2-47.)

- 2 Press the ▲ key or the ▼ key to select Duplex Mode.



- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select Short edge bind or Long edge bind.
- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.



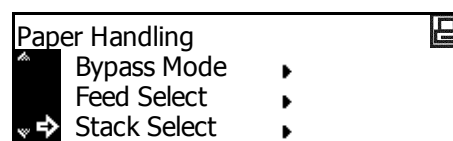
Output Destination

Set the paper output destination.

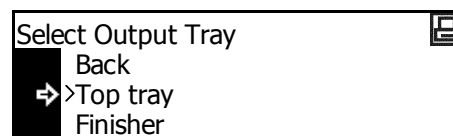
Setting	Output destination
Top tray	Output tray of main body
Finisher	Optional finisher
Job Separator	Optional job separator

Note This item is displayed only if the optional finisher or job separator is installed.

- 1 Display the Paper Handling screen. (See [How to Display the Paper Handling Screen](#) on page 2-47.)
- 2 Press the **▲** key or the **▼** key to select Stack Select [Stack Select].



- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select the desired paper output destination.

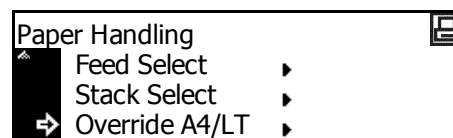


- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Override A4/Letter

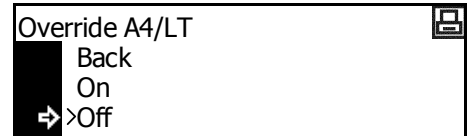
The A4 and 8 1/2 × 11" (Letter) sizes can be regarded as a size that can be used in common.

- 1 Display the Paper Handling screen. (See [How to Display the Paper Handling Screen](#) on page 2-47.)
- 2 Press the **▲** key or the **▼** key to select Override A4/LT.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select **On** or **Off**.



- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Other Settings

You can set the following items for other settings.

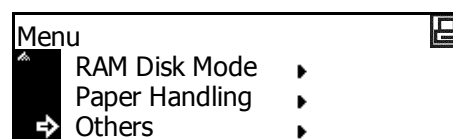
- Form Feed Timeout
- Received Data Dump
- Printer Function Resetting
- Resource Protect Mode
- Auto Continue
- Duplex Printing Error Detection
- Stapling Error Detection
- Service Status Page Printing

How to Display the Others Screen

- 1 Press the **Printer** key.
- 2 Press the **▲** key or the **▼** key to select **MENU**.



- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select **Others**.



- 5 Press the **Enter** key. The **Others** screen is displayed.

Next, perform the setting referring to the following description of each setting item.

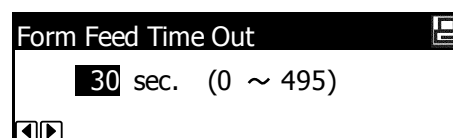
Form Feed Timeout

If this machine does not receive any information indicating the end of data after receiving the last data, the machine waits for a certain time without printing the last page. When the preset time elapses, the machine performs automatically a form feed. If you set the time to 0, the machine does not perform a form feed until **GO** is manually selected.

- 1 Display the **Others** screen. (See [How to Display the Others Screen](#) on page 2-51.)
- 2 Press the **▲** key or the **▼** key to select **Form Feed Time Out**.



- 3 Press the **Enter** key.
- 4 Press the **<** key or the **>** key to set the time. You can set the time to 0 to 495 seconds in 5 second increments.



- 5 Press the **Enter** key.

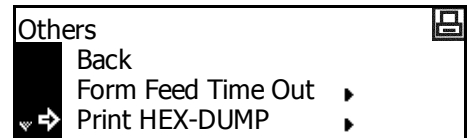
- 6 Press the **Reset** key. The message display returns to the printer basic screen.

Received Data Dump

You can print data received by this machine as hexadecimal codes for debugging programs and files.

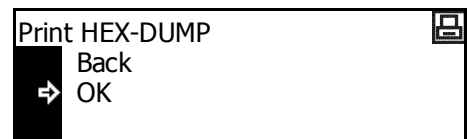
- 1 Display the `Others` screen. (See [How to Display the Others Screen](#) on page 2-51.)

- 2 Press the ▲ key or the ▼ key to select `Print HEX-DUMP`.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select `OK`.



- 5 Press the **Enter** key. `Waiting` is displayed and the message display returns to the printer basic screen.

- 6 At this time, send data to the printer. Dump pages are printed.

- 7 Press the ▲ key or the ▼ key to select `GO`.

- 8 Press the **Enter** key.



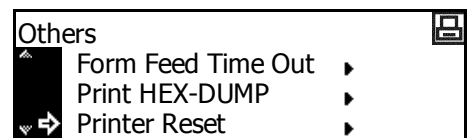
- 9 Press the **Reset** key. The message display returns to the printer basic screen.

Printer Function Resetting

This function resets the printer's temporary settings (such as the current page orientation and font) to the default settings.

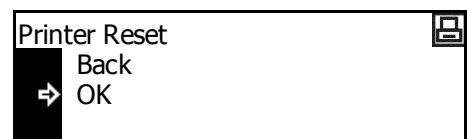
- 1 Display the `Others` screen. (See [How to Display the Others Screen](#) on page 2-51.)

- 2 Press the ▲ key or the ▼ key to select `Printer Reset`.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select `OK`.



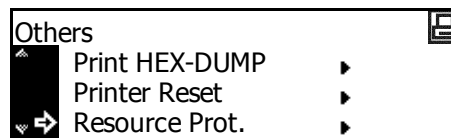
- 5 Press the **Enter** key. The printer functions are reset.

Resource Protect Mode

The resource protect mode protects the resource data such as downloaded fonts and macros and memorizes the PCL resources even if the emulation mode is switched. If you select `Permanent`, temporary resources are not protected. If you select `Perm/Temp`, however, temporary resources are also protected.

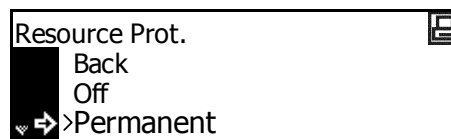
1 Display the `Others` screen. (See [How to Display the Others Screen](#) on page 2-51.)

2 Press the ▲ key or the ▼ key to select `Resource Prot.`



3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `Off`, `Permanent` or `Perm/Temp`.



5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Auto Continue

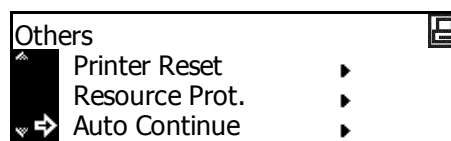
If any of the following error messages appears, the error can be cleared and printing can be continued after the preset recovery time elapses (auto continue).

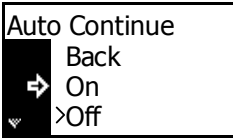
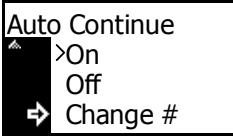
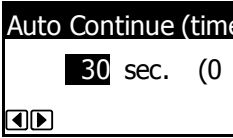
- Memory Overflow/Press GO
- Print overrun Press GO
- KPDL error Press GO
- File not found Press GO
- HARD DISK error Press GO
- RAM disk error Press GO
- MemoryCard err Press GO
- Illegal Account Press GO
- Exceeded Max.out Press GO
- Account error Press Go
- Duplex disabled Press GO
- Add Staples and Press GO
- e-MPS not stored Press GO
- Opt. ROM error Press GO

Also you can set the time that elapses before auto continue is activated.

1 Display the `Others` screen. (See [How to Display the Others Screen](#) on page 2-51.)

2 Press the ▲ key or the ▼ key to select `Auto Continue`.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select On or Off.
 
- 5 Press the **Enter** key. If you have selected On, Change # is displayed.
- 6 To set the time that elapses before auto continue is activated, press the ▲ key or the ▼ key to select Change #.
 
- 7 Press the **Enter** key. The Auto Continue (time) screen is displayed.
- 8 Press the < key or the > key to input the time. You can set the time to 0 to 495 seconds in 5 second increments.
 
- 9 Press the **Enter** key.
- 10 Press the **Reset** key. The message display returns to the printer basic screen.

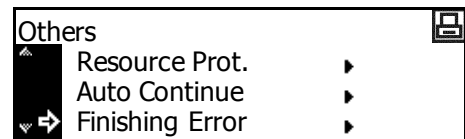
Duplex Printing Error Detection

This setting is available if the optional duplex unit is installed. You can select whether or not to display Duplex disabled Press GO when you select duplex printing and specify a paper type that cannot be used for duplex printing such as label.

Setting	Processing
On	<ul style="list-style-type: none"> • If you select GO, one-sided printing is performed. • If you select CANCEL, printing is canceled.
Off	One-sided printing is performed.

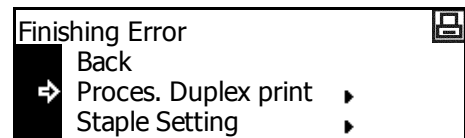
- 1 Display the Others screen. (See [How to Display the Others Screen](#) on page 2-51.)

- 2 Press the ▲ key or the ▼ key to select Finishing Error.



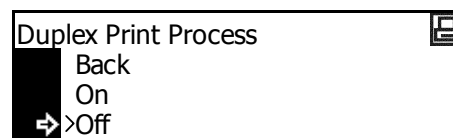
- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select Proces. Duplex print.



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select On or Off.



- 7 Press the **Enter** key.

- 8 Press the **Reset** key. The message display returns to the printer basic screen.

Stapling Error Detection

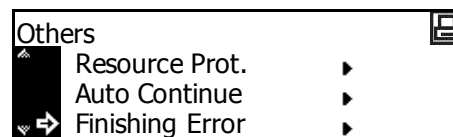
You can select whether or not to display Add Staples and Press GO when staples have run out while stapling is performed.

Setting	Processing
On	<ul style="list-style-type: none"> If you select GO, printing is performed without stapling. If you select CANCEL, printing is canceled.
Off	Printing is performed without stapling.

Note This setting is displayed only if the optional finisher is installed.

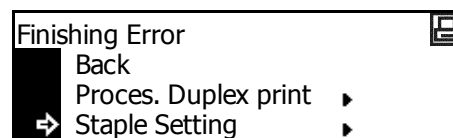
- 1 Display the Others screen. (See [How to Display the Others Screen](#) on page 2-51.)

- 2 Press the ▲ key or the ▼ key to select Finishing Error.



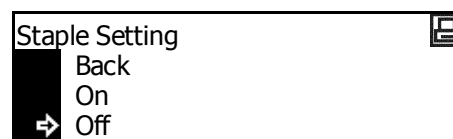
- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select Staple Setting.



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select On or Off.



- 7 Press the **Enter** key.

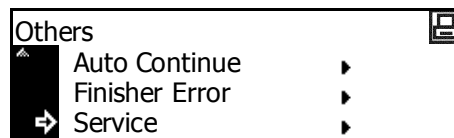
- 8 Press the **Reset** key. The message display returns to the printer basic screen.

Service Status Page Printing

The service status page contains more detailed printer setting information than the normal status page. This page is mainly used by the service personnel for maintenance. Use the following procedure to print this page as needed.

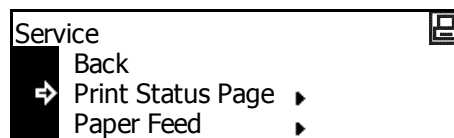
- 1 Display the **Others** screen. (See [How to Display the Others Screen](#) on page 2-51.)

- 2 Press the ▲ key or the ▼ key to select **Service**.



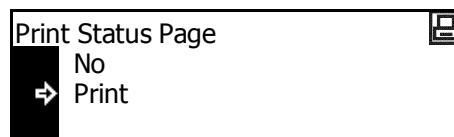
- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select **Print Status Page**.



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select **Print**.



- 7 Press the **Enter** key. The service status page is printed.

- 8 Press the **Reset** key. The message display returns to the printer basic screen.

3 System Menu

This chapter explains the system settings concerning the general operation of this machine.

The principal settings that can be made are shown below.

- **Default Setting Mode**
- **Multi-Bypass Tray Settings**
- **Browsing and Printing the Total Counter**
- **Report Output**
- **Language Setting**
- **User Adjustment**

Default Setting Mode

For this machine, the state that the machine enters at the end of warm-up or when the **Reset** key is pressed is called initial mode. The settings of this machine that are made automatically in the initial mode are called default settings. The default settings are divided into the **Copier Default Settings** and the **Machine Default Settings**. These settings can be changed freely according to the method of use.

Copier Default Settings

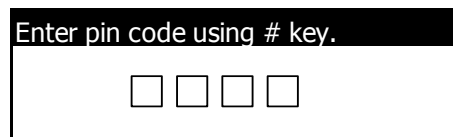
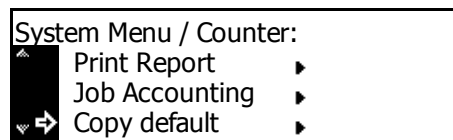
You can set the following items as copier default settings.

- Exposure Mode
- Original Image Quality
- EcoPrint Mode
- Background Color Adjustment
- Paper Selection
- Paper Type in Auto Paper Selection
- Priority Cassette
- Default Magnification
- Auto Exposure Adjustment
- Auto OCR Exposure Adjustment
- Exposure Adjustment for Text + Photo Originals
- Exposure Adjustment for Text Originals
- Exposure Adjustment for Photo Originals
- Sort Copying
- Offset Copying
- Auto Rotation Copy
- Margin Width Default Value
- Border Erase Width Default Value
- Limit of Number of Copies
- Black Streaking Reduction Processing

How to Display the Copy Default Screen

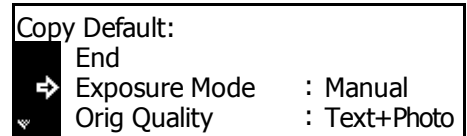
Use the following procedure to display the Copy Default screen.

- 1 Press the **System Menu/Counter** key.
- 2 Press the **▲** key or the **▼** key to select Copy default.
- 3 Press the **Enter** key.
- 4 Use the numeric keys to input the four-digit management code. The management code at the factory default setting is 1600 for the 16 ppm model, 2000 for the 20 ppm model, and 2500 for the 25 ppm model.



Note The four-digit management code can be changed. (See [Administrator Management Code Change](#) on page 3-23.)

- 5** If the management code is accepted, the `Copy Default` screen is displayed.
- Next, perform the setting referring to the following description of each setting item.

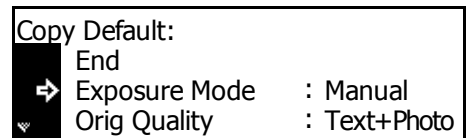


Note The * (asterisk) at an item on each setting screen indicates the current setting.

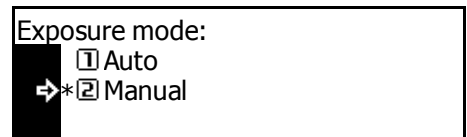
Exposure Mode

Set the Default exposure mode: auto or manual.

- 1** Display the `Copy Default` screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)
- 2** Press the ▲ key or the ▼ key to select `Exposure Mode`.



- 3** Press the **Enter** key.
- 4** Press the ▲ key or the ▼ key to select `Auto` or `Manual`.

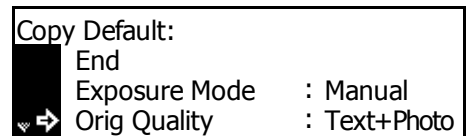


- 5** Press the **Enter** key.
- 6** Press the **Reset** key. The message display returns to the copier basic screen.

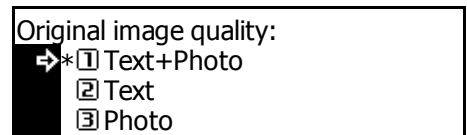
Original Image Quality

Set the default original image quality mode.

- 1** Display the `Copy Default` screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)
- 2** Press the ▲ key or the ▼ key to select `Orig Quality`.



- 3** Press the **Enter** key.
- 4** Press the ▲ key or the ▼ key to select `Text+Photo`, `Text` or `Photo`.



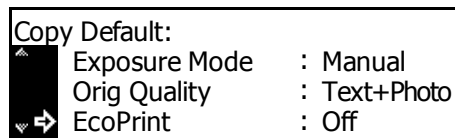
- 5** Press the **Enter** key.
- 6** Press the **Reset** key. The message display returns to the copier basic screen.

EcoPrint Mode

Select whether or not to set the ecoprint mode at the default setting.

- 1 Display the Copy Default screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)

- 2 Press the ▲ key or the ▼ key to select EcoPrint.



- 3 Press the Enter key.

- 4 To set the ecoprint mode as the default setting, press the ▲ key or the ▼ key to select On.



- 5 Press the Enter key.

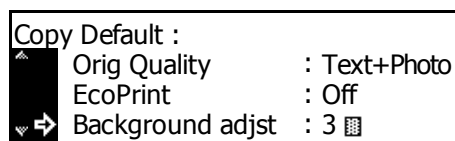
- 6 Press the Reset key. The message display returns to the copier basic screen.

Background Color Adjustment

If the background color is dark, use this item to lighten it.

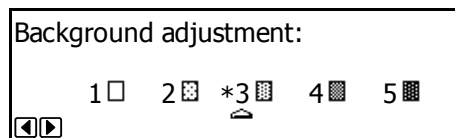
- 1 Display the Copy Default screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)

- 2 Press the ▲ key or the ▼ key to select Background adjst.



- 3 Press the Enter key.

- 4 Press the < key or the > key to adjust the background color. Moving right darkens the background color, and moving left lightens it.



- 5 Press the Enter key.

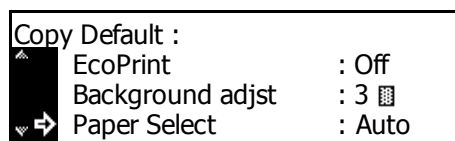
- 6 Press the Reset key. The message display returns to the copier basic screen.

Paper Selection

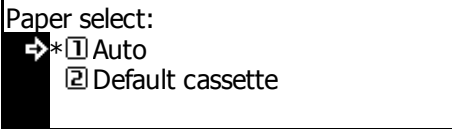
Set whether to select automatically the cassette that contains paper of the same size as the original when it is set or to select the fixed cassette with priority.

- 1 Display the Copy Default screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)

- 2 Press the ▲ key or the ▼ key to select Paper Select.



- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select `Auto` or `Default cassette`.



```

Paper select:
→* 1 Auto
    2 Default cassette
  
```

- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

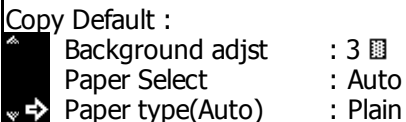
Paper Type in Auto Paper Selection

Paper to be selected in the auto paper selection mode can be limited to a certain paper type.

Paper types that can be set: Plain, Transparency, Preprinted, Labels, Bond, Recycled, Vellum, Rough, Letterhead, Color [Colour], Prepunched, Envelope, Cardstock, Thick paper, High quality, and Custom 1 (to 8)

Note You can select a paper type from the paper types that are currently set for the cassettes. (See [Paper Type \(cassettes 1 to 4\)](#) on page 3-14.)

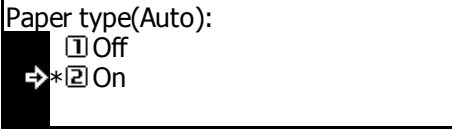
- 1 Display the `Copy Default` screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)
- 2 Press the **▲** key or the **▼** key to select `Paper type (Auto)`.



```

Copy Default :
Background adjst : 3
Paper Select      : Auto
Paper type(Auto) : Plain
  
```

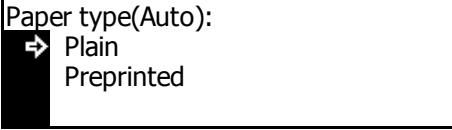
- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select `Off` or `On`.



```

Paper type(Auto):
  1 Off
→* 2 On
  
```

- 5 Press the **Enter** key.
- 6 If you have selected `On`, press the **▲** key or the **▼** key to select the desired paper type.



```

Paper type(Auto):
→ Plain
Preprinted
  
```

- 7 Press the **Enter** key.
- 8 Press the **Reset** key. The message display returns to the copier basic screen.

Priority Cassette

You can select the cassette (1 to 4) that is automatically selected with priority.

- Notes**
- On the 16 ppm model, this setting is displayed only if the optional paper feeder is installed.
 - For the 16 ppm model, cassettes 2 to 4 are included in the optional paper feeder. For the 20/25 ppm model, cassettes 3 and 4 are included in the optional paper feeder. This setting is displayed only if the optional paper feeder is installed.
 - You cannot set the multi-bypass tray as the priority cassette.

- 1 Display the Copy Default screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)
- 2 Press the ▲ key or the ▼ key to select Default Cassette.

Copy Default :	
Paper Select	: Auto
Paper type(Auto)	: Plain
▼ → Default Cassette	: casset.1
- 3 Press the Enter key.
- 4 Press the ▲ key or the ▼ key to select the cassette that will be used with priority.

Default cassette:	
→ * 1	Cassette 1
2	Cassette 2
▼ 3	Cassette 3
- 5 Press the Enter key.
- 6 Press the Reset key. The message display returns to the copier basic screen.

Default Magnification

Select whether or not to set the auto zoom ratio selection mode when a cassette is selected.

- 1 Display the Copy Default screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)
- 2 Press the ▲ key or the ▼ key to select Default Magnif.

Copy Default :	
Paper type(Auto)	: Plain
Default Cassette	: casset.1
▼ → Default Magnif.	: 100%
- 3 Press the Enter key.
- 4 Press the ▲ key or the ▼ key to select 100% or Auto %.

Default magnification:	
→ * 1	100%
2	Auto %
- 5 Press the Enter key.
- 6 Press the Reset key. The message display returns to the copier basic screen.

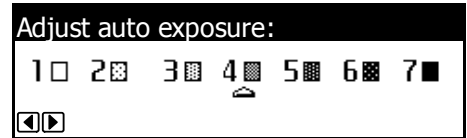
Auto Exposure Adjustment

Adjust the overall density in the auto exposure mode.

- 1 Display the Copy Default screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)
- 2 Press the ▲ key or the ▼ key to select Adj.Auto expos.

Copy Default :	
Default Cassette	: casset.1
Default Magnif.	: 100%
▼ → Adj.Auto expos.	: 4 ■
- 3 Press the Enter key.

- 4 Press the < key or the > key to adjust the exposure. Moving right darkens the density, and moving left lightens it.

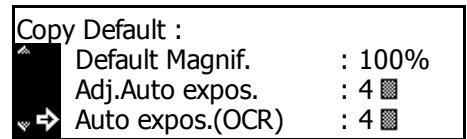


- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

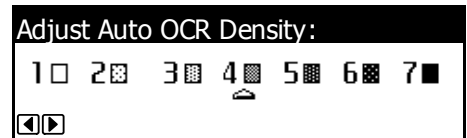
Auto OCR Exposure Adjustment

Adjust the overall density of scanning for OCR when using the optional scanner functions.

- 1 Display the *Copy Default* screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)
- 2 Press the ▲ key or the ▼ key to select *Auto expos. (OCR)*.



- 3 Press the **Enter** key.
- 4 Press the < key or the > key to adjust the exposure. Moving right darkens the density, and moving left lightens it.

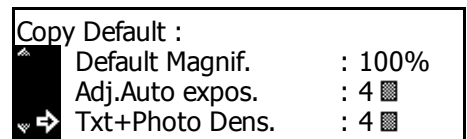


- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

Exposure Adjustment for Text + Photo Originals

Adjust the density of the central value in the manual exposure mode for text + photo originals.

- 1 Display the *Copy Default* screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)
- 2 Press the ▲ key or the ▼ key to select *Txt+Photo Dens.*



- 3 Press the **Enter** key.
- 4 Press the < key or the > key to adjust the exposure. Moving right darkens the density, and moving left lightens it.



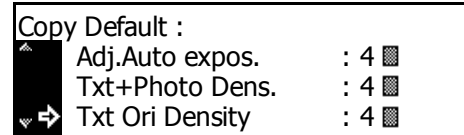
- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

Exposure Adjustment for Text Originals

Adjust the density of the central value in the manual exposure mode for text originals.

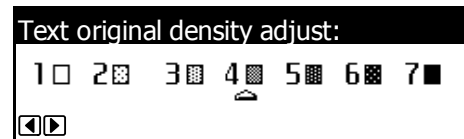
- 1 Display the Copy Default screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)

- 2 Press the ▲ key or the ▼ key to select Txt Ori Density.



- 3 Press the Enter key.

- 4 Press the < key or the > key to adjust the exposure. Moving right darkens the density, and moving left lightens it.



- 5 Press the Enter key.

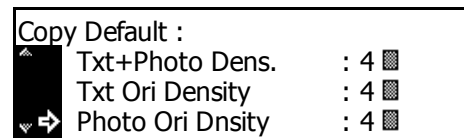
- 6 Press the Reset key. The message display returns to the copier basic screen.

Exposure Adjustment for Photo Originals

Adjust the density of the central value in the manual exposure mode for photo originals.

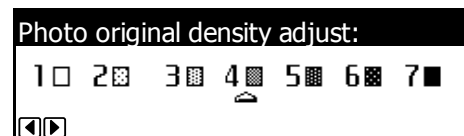
- 1 Display the Copy Default screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)

- 2 Press the ▲ key or the ▼ key to select Photo Ori Dnsity.



- 3 Press the Enter key.

- 4 Press the < key or the > key to adjust the exposure. Moving right darkens the density, and moving left lightens it.



- 5 Press the Enter key.

- 6 Press the Reset key. The message display returns to the copier basic screen.

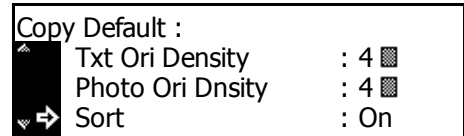
Sort Copying

If the optional document finisher is installed, select whether or not to set the sort copy mode as a default setting.

Note This item is displayed only if the optional document processor is installed.

- 1 Display the Copy Default screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)

- 2 Press the ▲ key or the ▼ key to select **Sort**.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select **On** or **Off**.



- 5 Press the **Enter** key.

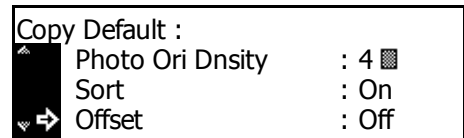
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

Offset Copying

Select whether or not to set the offset copy mode as a default setting.

- 1 Display the **Copy Default** screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)

- 2 Press the ▲ key or the ▼ key to select **Offset**.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select **On** or **Off**.



- 5 Press the **Enter** key.

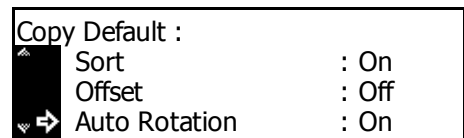
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

Auto Rotation Copy

Select whether or not to set the auto rotation copy mode as a default setting.

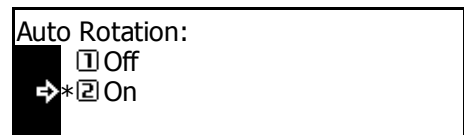
- 1 Display the **Copy Default** screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)

- 2 Press the ▲ key or the ▼ key to select **Auto Rotation**.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select **On** or **Off**.

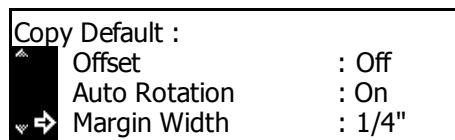


- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

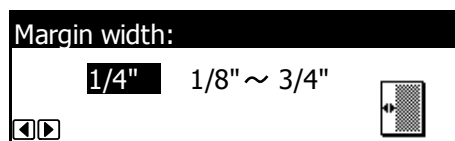
Margin Width Default Value

Set the default value of the margin width.

- 1 Display the Copy Default screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)
- 2 Press the ▲ key or the ▼ key to select Margin Width.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to set the default value of margin width. You can set the value to 1/8" to 3/4" in 1/8" increments [1 mm to 18 mm in 1 mm increments].

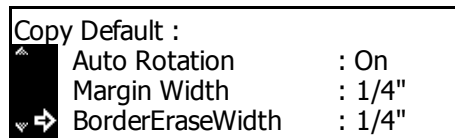


- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

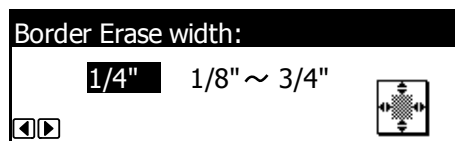
Border Erase Width Default Value

Set the default value of the border erase width.

- 1 Display the Copy Default screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)
- 2 Press the ▲ key or the ▼ key to select BorderEraseWidth [Border Er. width].



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to set the default value of border erase width. You can set the value to 1/8" to 3/4" in 1/8" increments [1 mm to 18 mm in 1 mm increments].



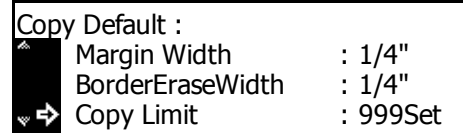
- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

Limit of Number of Copies

Set the limit of the number of copies that can be set at a time.

- 1 Display the `Copy Default` screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)

- 2 Press the ▲ key or the ▼ key to select `Copy Limit`.



- 3 Press the **Enter** key.

- 4 Use the numeric keys to set the maximum number of copies (1 to 999).



- 5 Press the **Enter** key.

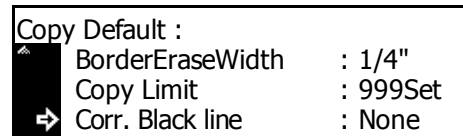
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

Black Streaking Reduction Processing

If black streaks (streaks that are not contained in the original image) appear on copies from the optional document processor, you can make black streaking less noticeable. Since the black streaking reduction processing reduces the reproducibility of fine characters, it is normally recommended to use the factory default setting.

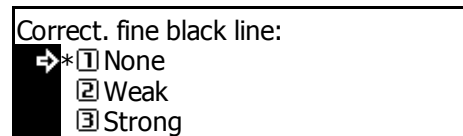
- 1 Display the `Copy Default` screen. (See [How to Display the Copy Default Screen](#) on page 3-2.)

- 2 Press the ▲ key or the ▼ key to select `Corr. Black line`.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select `None`, `Weak` or `Strong`.



Note To use the black streaking reduction processing, first select `Weak`. If black streaking is not reduced, select `Strong`.

- 5 Press the **Enter** key.

- 6 Press the **Reset** key. The message display returns to the copier basic screen.

Machine Default Settings

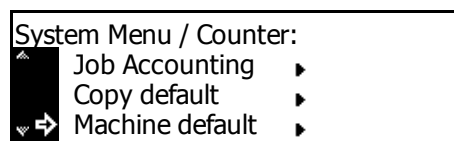
You can set the following items as machine default settings.

- Auto Cassette Switching
- Paper Size (cassettes 1 to 4)
- Paper Type (cassettes 1 to 4)
- Multi-Bypass Tray Confirmation Display
- Paper Weight for Paper Type
- Duplex Print for Paper Type
- Custom Paper Type
- Original Orientation
- Auto Sleep Time
- Auto Low Power Time
- Copy Output Destination
- Fax Output Destination
- Default Operation Mode
- Key Sound
- Date and Time
- Display Contrast Adjustment
- Administrator Management Code Change
- Auto Sleep
- Auto Clear
- Auto Clear Time
- Silent Mode

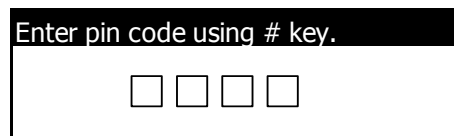
How to Display the Machine Default Screen

Use the following procedure to display the machine default setting screen.

- 1 Press the **System Menu/Counter** key.
- 2 Press the ▲ key or the ▼ key to select **Machine default**.



- 3 Press the **Enter** key.
- 4 Use the numeric keys to input the four-digit management code. The management code at the factory default setting is 1600 for the 16 ppm model, 2000 for the 20 ppm model, and 2500 for the 25 ppm model.



Note The four-digit management code can be changed. (See [Administrator Management Code Change](#) on page 3-23.)

- 5 If the management code is accepted, the `Machine default` screen is displayed.
- Next, perform the setting referring to the following description of each setting item.

```
Machine default:
End
→ Auto Casstte SW      : On
▼ Paper Size(1st)      : Auto I
```

Note The * (asterisk) at an item on each setting screen indicates the current setting.

Auto Cassette Switching

This machine can continue copying by switching the cassette to another cassette that contains paper of the same size and the same orientation as the current paper when paper runs out in the currently selected cassette. To prohibit switching to a cassette that has a different paper type, select `On/Only same paper type`.

Note On the 16 ppm model, this item is displayed only if the optional paper feeder is installed.

- 1 Display the `Machine default` screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)
- 2 Press the `▲` key or the `▼` key to select `Auto Cassette SW`.

```
Machine default:
End
→ Auto Casstte SW      : On
▼ Paper Size(1st)      : Auto I
```

- 3 Press the `Enter` key.
- 4 Press the `▲` key or the `▼` key to select `On/All types of paper`, `On/Only same paper type`, or `Off`.
- 5 Press the `Enter` key.
- 6 Press the `Reset` key. The message display returns to the copier basic screen.

```
Automatic cassette switching:
→* Off
 On/All types of paper
 On/Only same paper type
```

Paper Size (cassettes 1 to 4)

Set the paper sizes of cassettes 1 to 4. To detect the paper size automatically, set `Auto Detection Metric` or `Auto Detection Inch`.

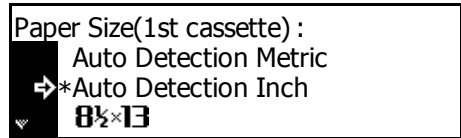
Sizes that can be set: 8 1/2 × 13", 8K, 16K

Note For the 16 ppm model, cassettes 2 to 4 are included in the optional paper feeder. For the 20/25 ppm model, cassettes 3 and 4 are included in the optional paper feeder. This setting is displayed only if the optional paper feeder is installed.

- 1 Display the `Machine default` screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)
- 2 Press the `▲` key or the `▼` key to select the cassette for which you set the paper size from `Paper Size(1st)` to (4th).
- 3 Press the `Enter` key.

```
Machine default:
End
→ Auto Casstte SW      : On
▼ Paper Size(1st)      : Auto I
```

- 4 Press the ▲ key or the ▼ key to select Auto Detection Metric, Auto Detection Inch or a paper size.



- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

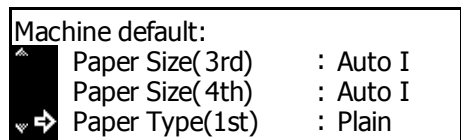
Paper Type (cassettes 1 to 4)

Set the paper types of cassettes 1 to 4.

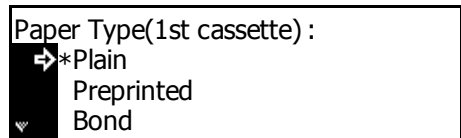
Paper types that can be set: Plain, Preprinted, Bond, Recycled, Rough, Letterhead, Color [Colour], Prepunched, High quality, Custom 1(to 8)

Note For the 16 ppm model, cassettes 2 to 4 are included in the optional paper feeder. For the 20/25 ppm model, cassettes 3 and 4 are included in the optional paper feeder. This setting is displayed only if the optional paper feeder is installed.

- 1 Display the Machine default screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)
- 2 Press the ▲ key or the ▼ key to select the cassette for which you set the paper type from Paper Type(1st) to (4th).



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select the paper type.

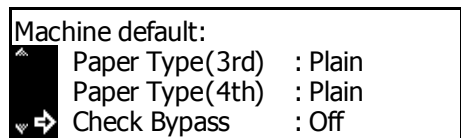


- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

Multi-Bypass Tray Confirmation Display

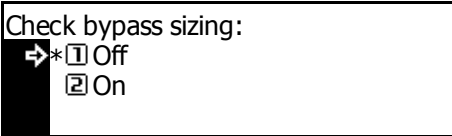
Select whether or not to display the Bypass Paper size screen when pressing the **Paper Select** key to select the multi-bypass tray.

- 1 Display the Machine default screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)
- 2 Press the ▲ key or the ▼ key to select Check Bypass.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select On or Off.



Check bypass sizing:
 →*1 Off
 2 On

- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

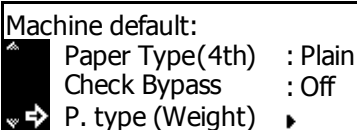
Paper Weight for Paper Type

Set the paper weight for each paper type.

Paper weight types that can be set: Super-Heavy, Heavy3, Heavy2, Heavy1, Middle3 [Normal3], Middle2 [Normal2], Middle1 [Normal1], Light

- 1 Display the Machine default screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)

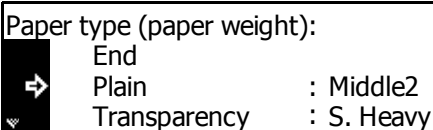
- 2 Press the ▲ key or the ▼ key to select P.type (Weight).



Machine default:
 ▲ Paper Type(4th) : Plain
 Check Bypass : Off
 ▼ → P. type (Weight) ▶

- 3 Press the **Enter** key.

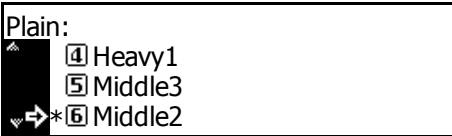
- 4 Press the ▲ key or the ▼ key to select the paper type for which you set the paper weight.



Paper type (paper weight):
 End
 → Plain : Middle2
 ▼ Transparency : S. Heavy

- 5 Press the **Enter** key.

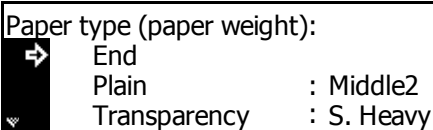
- 6 Press the ▲ key or the ▼ key to select the paper weight.



Plain:
 ▲ → 1 Heavy1
 5 Middle3
 ▼ →* 6 Middle2

- 7 Press the **Enter** key.

- 8 When all setting is complete, press the ▲ key or the ▼ key to select End.



Paper type (paper weight):
 → End
 Plain : Middle2
 ▼ Transparency : S. Heavy

- 9 Press the **Enter** key.

- 10 Press the **Reset** key. The message display returns to the copier basic screen.

Duplex Print for Paper Type

Select whether or not to use paper of custom 1 to 8 in duplex printing.

- 1 Display the `Machine default` screen. (See [How to Display the Machine Default Screen](#) on page [3-12](#).)
- 2 Press the **▲** key or the **▼** key to select `P.type (Duplex)`.

Machine default:

▲ Check Bypass : Off

P.type (Weight) ▶

▼ → P.type (Duplex) ▶
- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select the paper type to set from `Custom 1` (to 8).

Select paper type (2sided) :

End

→ Custom 1 : On

▼ Custom 2 : On
- 5 Press the **Enter** key.
- 6 Press the **▲** key or the **▼** key to select `On` or `Off`.

Custom1:

1 Off

→ * 2 On
- 7 Press the **Enter** key.
- 8 When all setting is complete, press the **▲** key or the **▼** key to select `End`.

Select paper type (2sided) :

→ End

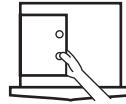
Custom 1 : On





▼ Custom 2 : On
- 9 Press the **Enter** key.
- 10 Press the **Reset** key. The message display returns to the copier basic screen.

Custom Paper Type

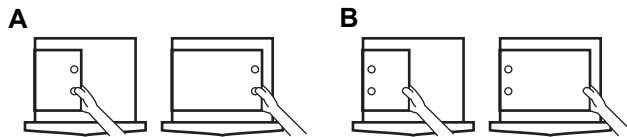
Printing onto prepunched paper, preprinted paper or letterhead in the one-sided mode and the two-sided mode from the same paper source may cause displacement of hole positions or reverse orientations on both sides in two-sided printing. Set `Match Print Direction` to match the orientation in one-sided printing and two-sided printing.

Example: Paper is set as shown in the illustration.



Setting	One-sided printing	Two-sided printing
Match Print Direction		
Fast Mode		

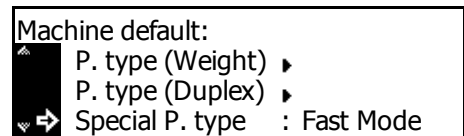
- Note**
- Setting of `Match Print Direction` will decrease the speed of one-sided printing a little.
 - With the setting of `Match Print Direction`, set the paper with the side for the first page face-down as shown in illustration **A**. (If the optional finisher is installed, set the paper with the side for the first page face-down as shown in illustration **B**.)



- If the optional finisher is installed, the stapling mode may cause incorrect orientation of printing depending on the stapling position.

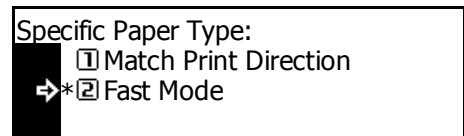
1 Display the `Machine default` screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)

2 Press the **▲** key or the **▼** key to select `Special P.type`.



3 Press the **Enter** key.

4 Press the **▲** key or the **▼** key to select `Match Print Direction` Or `Fast Mode`.



5 Press the **Enter** key.

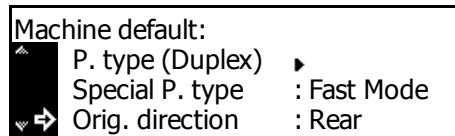
6 Press the **Reset** key. The message display returns to the copier basic screen.

Original Orientation

Set the default original orientation.

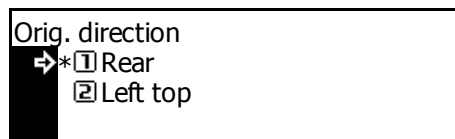
- 1 Display the `Machine default` screen. (See [How to Display the Machine Default Screen](#) on page [3-12](#).)

- 2 Press the **▲** key or the **▼** key to select `Orig. direction`.



- 3 Press the **Enter** key.

- 4 Press the **▲** key or the **▼** key to select `Rear [Back Edge]` or `Left top [Left]`.



- 5 Press the **Enter** key.

- 6 Press the **Reset** key. The message display returns to the copier basic screen.

Auto Sleep Time

Set the time that elapses before the auto sleep function is activated if you have turned on the auto sleep function (see page [3-23](#)).

Time that can be set:

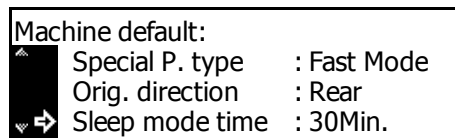
Inch Specification — 1 to 240 minutes (in 1 minute increments)

Metric Specification — 1 to 120 minutes (in 1 minute increments)

- Note**
- It is recommended to set a longer time if you use the machine frequently, and to set a shorter time if not.
 - For the inch specification machine, if the auto sleep function causes inconvenience for operation of this machine, disable this function. It is recommended, however, to set a longer time before disabling this function.
 - On the inch specification machine, if you have disabled the auto sleep function, this item is not displayed.

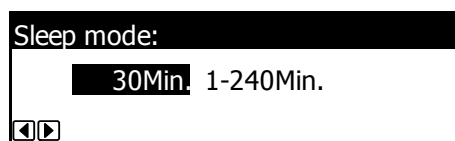
- 1 Display the `Machine default` screen. (See [How to Display the Machine Default Screen](#) on page [3-12](#).)

- 2 Press the **▲** key or the **▼** key to select `Sleep mode time`.



- 3 Press the **Enter** key.

- 4 Press the **<** key or the **>** key to select the desired time from 1 to 240 minutes [1 to 120 minutes].



- 5 Press the **Enter** key.

- 6 Press the **Reset** key. The message display returns to the copier basic screen.

Auto Low Power Time

Set the time that elapses before the low power mode is automatically activated.

Time that can be set:

Inch Specification — 1 to 240 minutes (in 1 minute increments)

Metric Specification — 1 to 120 minutes (in 1 minute increments)

- 1 Display the `Machine default` screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)
- 2 Press the **▲** key or the **▼** key to select `Low power time`.

Machine default:

▲ Orig. direction : Rear

Sleep mode time : 30Min.

▼ → Low power time : 15Min.
- 3 Press the **Enter** key.
- 4 Press the **<** key or the **>** key to select the desired time from 1 to 240 minutes [1 to 120 minutes].

Low power mode time:

15Min. 1-240Min.

◀ ▶
- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

Copy Output Destination

Set the paper output destination with priority for copying.

Setting item	Output destination
Top tray	Output tray of main body
Finisher Tray Output	Optional finisher
Job separator	Optional job separator

Note This item is displayed only if the optional finisher or job separator is installed.

- 1 Display the `Machine default` screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)
- 2 Press the **▲** key or the **▼** key to select `Copy Output Destn.`

Machine default:

▲ Sleep mode time : 30Min.

Low power time : 15Min.

▼ → Copy Output Destn : Top tray
- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select the desired output destination.

Copy Output Destination:

→ * ① Top tray

② Finisher Tray Output

- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

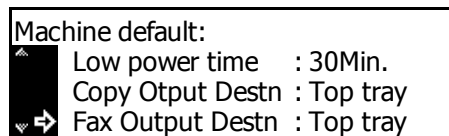
Fax Output Destination

Set the paper output destination with priority for received fax data and various reports.

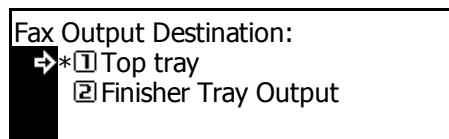
Setting item	Output destination
Top tray	Output tray of main body
Finisher Tray Output	Optional finisher
Job separator	Optional job separator

Note This item is displayed only if the optional fax kit and finisher or job separator are installed.

- 1 Display the Machine default screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)
- 2 Press the ▲ key or the ▼ key to select Fax Output Destn.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select the desired output destination.



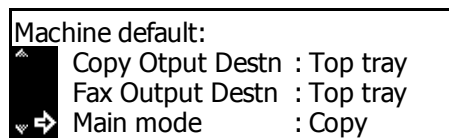
- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

Default Operation Mode

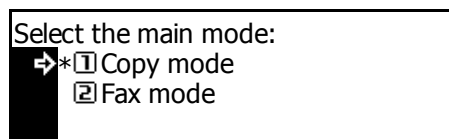
Select the default screen to be displayed when the power is turned on from the copy screen or the fax screen.

Note This item is displayed only if the optional fax kit is installed.

- 1 Display the Machine default screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)
- 2 Press the ▲ key or the ▼ key to select Main mode.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select Copy mode or Fax mode.

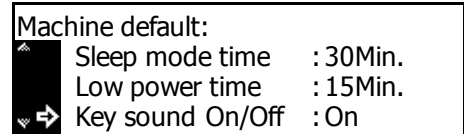


- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

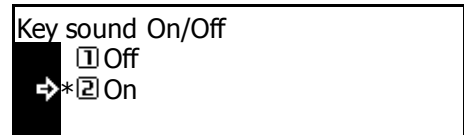
Key Sound

Select whether or not to enable the beep sound that will be emitted each time a key on the operation panel is pressed.

- 1 Display the `Machine default` screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)
- 2 Press the ▲ key or the ▼ key to select `Key sound On/Off`.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select `Off` or `On`.

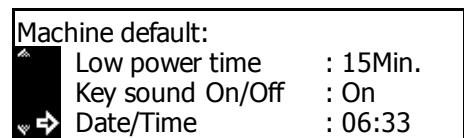


- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

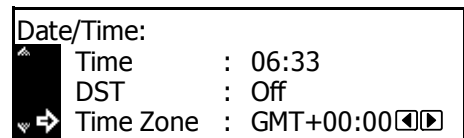
Date and Time

Set the current date and time, time difference from the Greenwich Mean Time (GMT), and summer time.

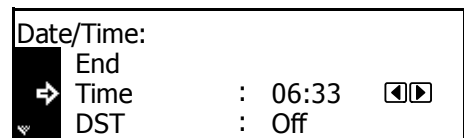
- 1 Display the `Machine default` screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)
- 2 Press the ▲ key or the ▼ key to select `Date/Time`.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select `Time Zone`.

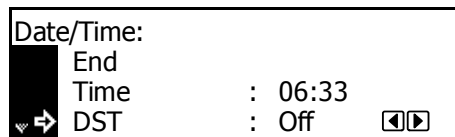


- 5 Press the < key or the > key to set the time difference.
- 6 Press the ▲ key or the ▼ key to select `Time`.



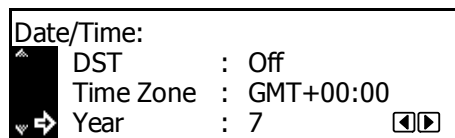
- 7 Press the < key or the > key to set the current time.

- 8 Press the ▲ key or the ▼ key to select DST [Summertime].



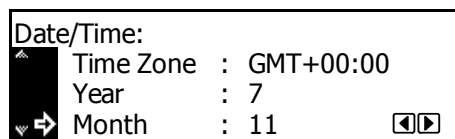
- 9 Press the < key or the > key to select On or Off.

- 10 Press the ▲ key or the ▼ key to select Year.



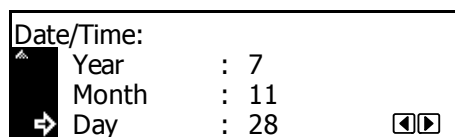
- 11 Press the < key or the > key to set the current year.

- 12 Press the ▲ key or the ▼ key to select Month.



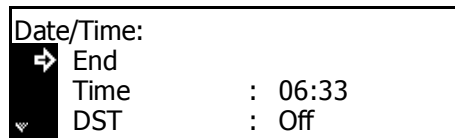
- 13 Press the < key or the > key to set the current month.

- 14 Press the ▲ key or the ▼ key to select Day.



- 15 Press the < key or the > key to set the current day.

- 16 After all setting is complete, press the ▲ key or the ▼ key to select End.



- 17 Press the **Enter** key.

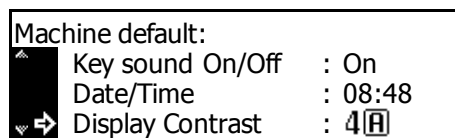
- 18 Press the **Reset** key. The message display returns to the copier basic screen.

Display Contrast Adjustment

Adjust the display contrast if the message display is indistinct.

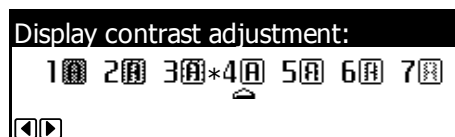
- 1 Display the Machine default screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)

- 2 Press the ▲ key or the ▼ key to select Display Contrast [Displ. Contrast].



- 3 Press the **Enter** key.

- 4 Press the < key or the > key to adjust the contrast. Moving left darkens the contrast, and moving right lightens it.



- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

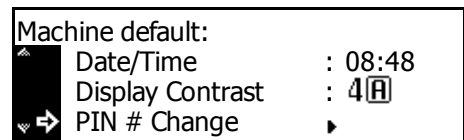
Administrator Management Code Change

You can change the four-digit management code for the administrator of this machine.

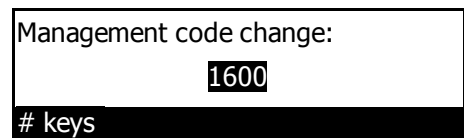
Important!

- If you change the management code, be sure to note it. If you should forget the management code, contact your service representative.
- The management code at the factory default setting is 1600 for the 16 ppm model, 2000 for the 20 ppm model, and 2500 for the 25 ppm model.

- 1 Display the `Machine default` screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)
- 2 Press the ▲ key or the ▼ key to select `PIN # Change` [MGMT Code entry].



- 3 Press the **Enter** key.
- 4 Use the numeric keys to input the new administrator management code.



- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

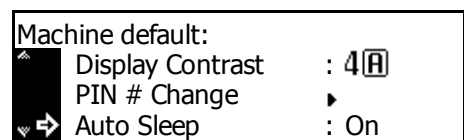
Auto Sleep

The machine enters automatically the sleep mode when the preset time elapses without any operation if this setting is turned `On`.

Notes

- This setting is displayed only on the inch specification machine.
- You can disable the auto sleep function if this function causes inconvenience. It is recommended, however, to set a longer time that elapses before the auto sleep function is activated, before disabling this function.

- 1 Display the `Machine default` screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)
- 2 Press the ▲ key or the ▼ key to select `Auto Sleep`.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select `On` or `Off`.

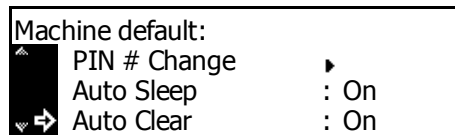


- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

Auto Clear

You can set the auto clear function (refer to [Chapter 1 in Basic Operation Guide, Auto Clear Function](#)) that will be activated when the preset time elapses after copying is complete.

- 1 Display the Machine default screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)
- 2 Press the ▲ key or the ▼ key to select Auto Clear.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select On or Off.



- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

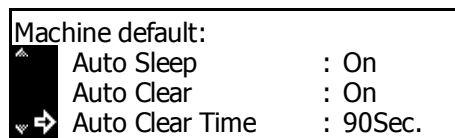
Auto Clear Time

Set the time that elapses from completion of copying to activation of the auto clear function if you have turned On the auto clear function (see page 3-24).

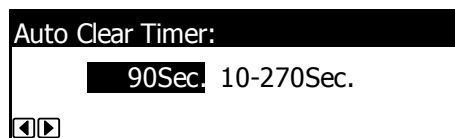
Time that can be set: 10 to 270 seconds (in 10 second increments)

Note This item is not displayed if the auto clear function is off.

- 1 Display the Machine default screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)
- 2 Press the ▲ key or the ▼ key to select Auto Clear Timer [Auto clear time].



- 3 Press the **Enter** key.
- 4 Press the < key or the > key to set the time to 10 to 270 seconds.



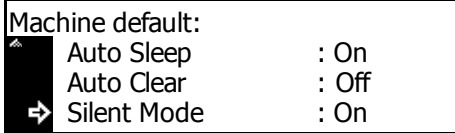
- 5 Press the **Enter** key.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

Silent Mode

This mode reduces operating noise of this machine. Use this mode if the operating noise of this machine is annoying.

- 1 Display the `Machine default` screen. (See [How to Display the Machine Default Screen](#) on page 3-12.)

- 2 Press the ▲ key or the ▼ key to select `Silent Mode`.



Machine default:
▲ Auto Sleep : On
Auto Clear : Off
➔ Silent Mode : On

- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select `On` or `Off`.



Silent Mode:
1 Off
➔ * 2 On

- 5 Press the **Enter** key.

- 6 Press the **Reset** key. The message display returns to the copier basic screen.

Multi-Bypass Tray Settings

Set the following items for feeding paper from the multi-bypass tray.

Paper Size

Set the size of paper to be used from the multi-bypass tray. You can use irregular size paper by inputting the size.

Note If the paper size is unknown or no particular paper size setting is required, select **Universal Size**.

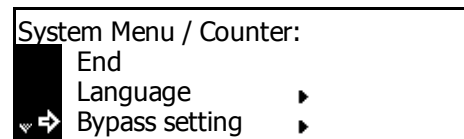
Selecting a Size from Regular Sizes

Sizes that can be set:

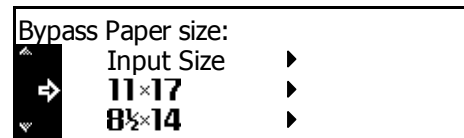
Inch Specification — 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II), 8 1/2 × 11" (Letter), 11 × 8 1/2", 5 1/2 × 8 1/2" (Statement), A4R, A4

Metric Specification — A3, B4, A4R, A4, B5R, B5, A5R, B6R, A6R, 8 1/2 × 11" (Letter), 11 × 8 1/2", Folio

- 1 Press the **System Menu/Counter** key.
- 2 Press the ▲ key or the ▼ key to select **Bypass** setting.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select the paper size.



- 5 Press the **Enter** key. The **Bypass Paper** type screen is displayed. Proceed to **Paper Type** described below.

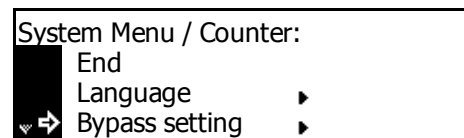
Selecting a Size from Other Regular Sizes

Sizes that can be set:

Inch Specification — A3, B4, B5R, B5, A5R, B6R, A6R, HAGAKI, Folio, Executive, ISO B5, Envelope DL, Envelope C5, Envelope C4, Comm. #10, Comm. #9, Comm. #6-3/4, Monarch, OufukuHagaki, YOUKEI 2, YOUKEI 4, 8K, 16KR, 16K

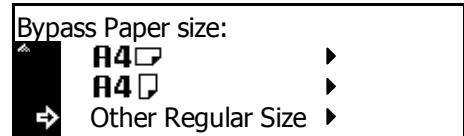
Metric Specification — 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II), 5 1/2 × 8 1/2" (Statement), HAGAKI, Executive, ISO B5, Envelope DL, Envelope C5, Envelope C4, Comm. #10, Comm. #9, Comm. #6-3/4, Monarch, OufukuHagaki, YOUKEI 2, YOUKEI 4, 8K, 16KR, 16K

- 1 Press the **System Menu/Counter** key.
- 2 Press the ▲ key or the ▼ key to select **Bypass** setting.



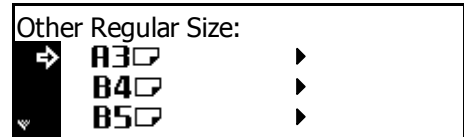
- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select **Other Regular Size**.



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select the paper size.

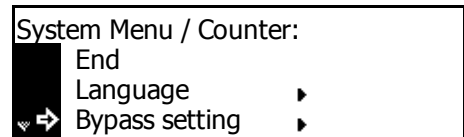


- 7 Press the **Enter** key. The **Bypass Paper type** screen is displayed. Proceed to [Paper Type](#) described below.

Inputting a Paper Size

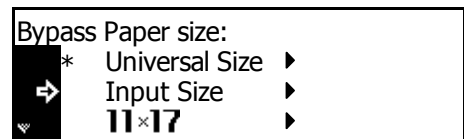
- 1 Press the **System Menu/Counter** key.

- 2 Press the ▲ key or the ▼ key to select **Bypass setting**.



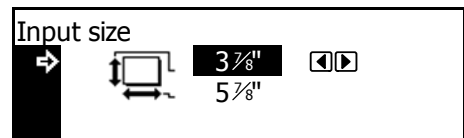
- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select **Input Size**.



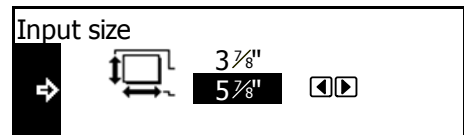
- 5 Press the **Enter** key.

- 6 Press the < key or the > key to set the vertical size. You can set the vertical size to 3 7/8" to 11 5/8" in 1/8" increments [98 to 297 mm in 1 mm increments].



- 7 Press the ▼ key to select the horizontal size.

- 8 Press the < key or the > key to set the horizontal size. You can set the horizontal size to 5 7/8" to 17" in 1/8" increments [148 to 432 mm in 1 mm increments].



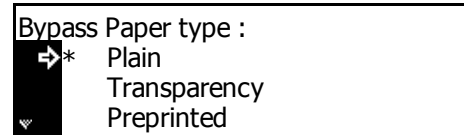
- 9 Press the **Enter** key. The **Bypass Paper type** screen is displayed. Proceed to [Paper Type](#) described below.

Paper Type

To set the paper type to be used in the multi-bypass tray, continue the procedure from [Paper Size](#) setting.

Paper types that can be set: Plain, Transparency, Preprinted, Labels, Bond, Recycled, Vellum, Rough, Letterhead, Color [Colour], Prepunched, Envelope, Cardstock, Thick paper, High quality, Custom 1 (to 8)

- 1 Press the ▲ key or the ▼ key to select the paper type.



- 2 Press the **Enter** key. The message display returns to the copier basic screen.

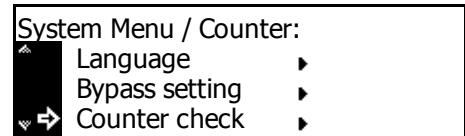
Browsing and Printing the Total Counter

You can browse the total count on the operation panel. Also you can output it as a counter report.

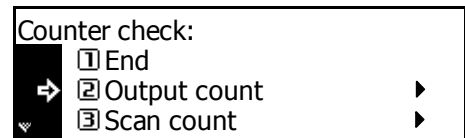
Browsing the Total Counter

Note You can browse the output counter and the scanning counter.

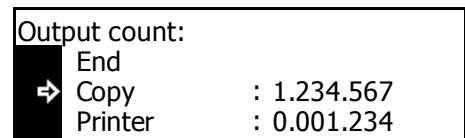
- 1 Press the **System Menu/Counter** key.
- 2 Press the ▲ key or the ▼ key to select **Counter check**.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select **Output count** or **Scan count**.



- 5 Press the **Enter** key.
- 6 Press the ▲ key or the ▼ key to check the counter.

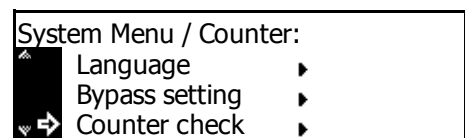


- 7 After browsing is complete, press the ▲ key or the ▼ key to select **End**.
- 8 Press the **Enter** key.
- 9 Press the **Reset** key. The message display returns to the copier basic screen.

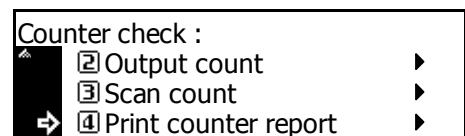
Counter Report Output

Note Ensure that A4/11 × 8 1/2" paper is set in the cassette when printing the counter report.

- 1 Press the **System Menu/Counter** key.
- 2 Press the ▲ key or the ▼ key to select **Counter check**.



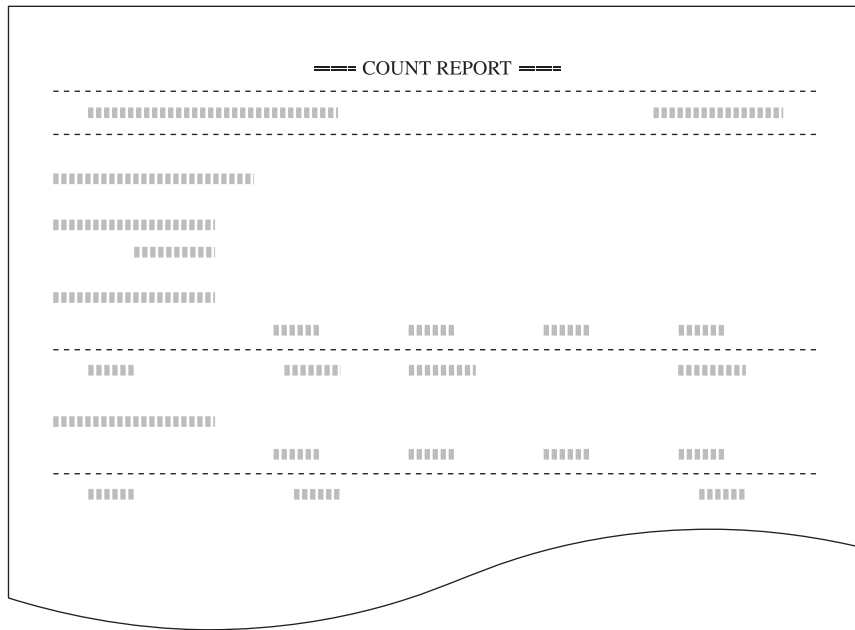
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select **Print counter report**.



- 5 Press the **Enter** key. The counter report is output.

- 6 Press the **Reset** key. The message display returns to the copier basic screen.

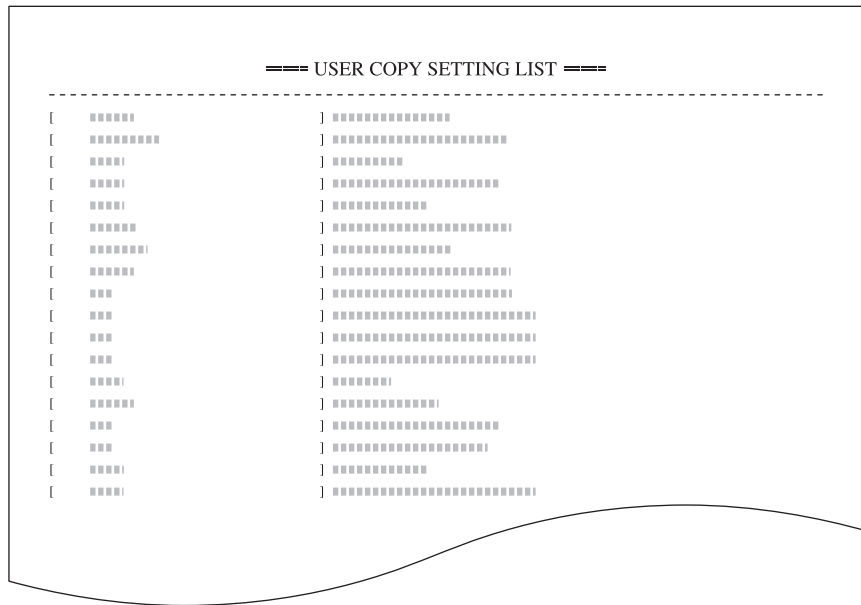
Example: Counter report



Report Output

You can output the following reports from the operation panel.

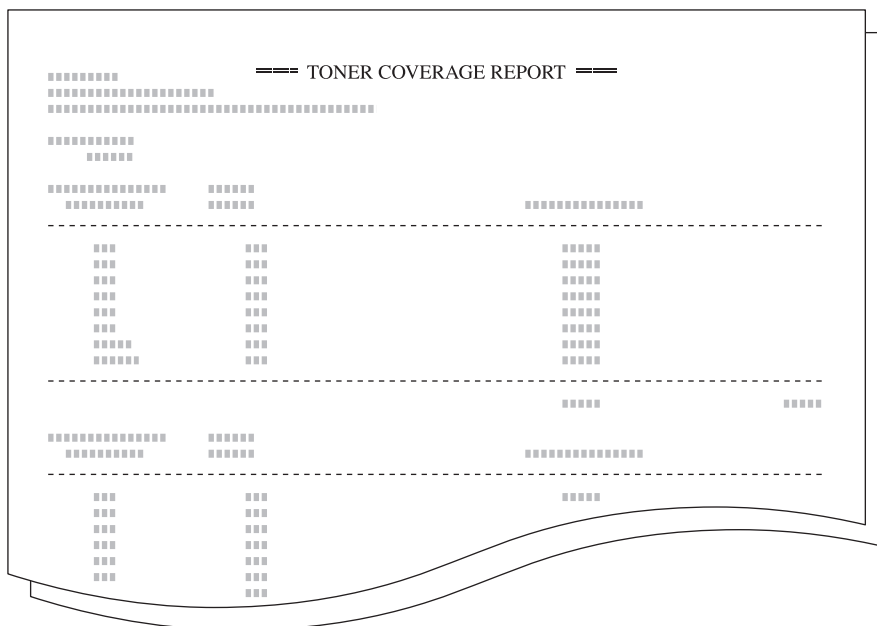
Copy status report



Machine status report

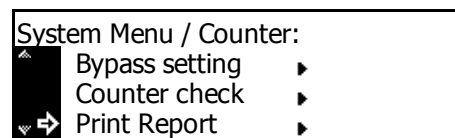


Coverage report

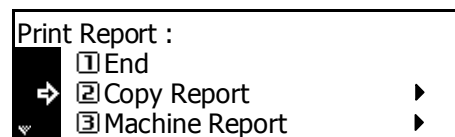


- Note**
- Ensure that A4/11 × 8 1/2" paper is set in the cassette when printing a report.
 - A coverage report is a report on which the number of printed sheets and the average of blackness ratio for each paper size are written. The following four items are included.
 Total toner coverage report
 Copy toner coverage report
 Printer toner coverage report
 Fax toner coverage report

- 1 Press the **System Menu/Counter** key.
- 2 Press the ▲ key or the ▼ key to select **Print Report**.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select the report to output.



- 5 Press the **Enter** key. The report is output.
- 6 Press the **Reset** key. The message display returns to the copier basic screen.

Language Setting

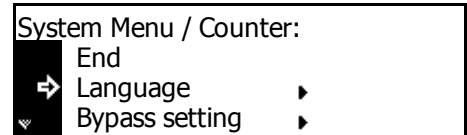
You can select the language to be used on the message display.

Languages that can be selected:

Inch Specification — English, French (Français), Spanish (Español), and Japanese (日本語)

Metric Specification — English, German (Deutsch), French (Français), Spanish (Español) and Italian (Italiano)

- 1 Press the **System Menu/Counter** key.
- 2 Press the ▲ key or the ▼ key to select Language.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select the language to use.



- 5 Press the **Enter** key. The message display returns to the copier basic screen, and the language for the message display is changed.

User Adjustment

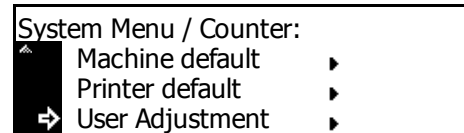
Note This setting is displayed only on the 25 ppm model.

Drum Refresh

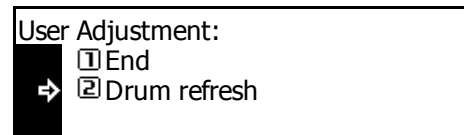
If output images are deformed or unnecessary white points appear, perform drum refresh. It takes approximately two minutes.

Note Ensure that A3, A4, 11 × 17" (Ledger), or 11 × 8 1/2" paper is set in the multi-bypass tray.

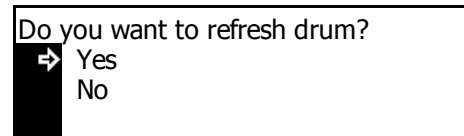
- 1 Press the **System Menu/Counter** key.
- 2 Press the ▲ key or the ▼ key to select **User Adjustment**.



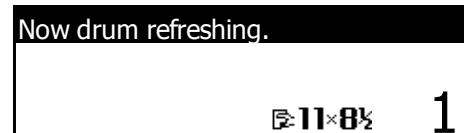
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select **Drum refresh**.



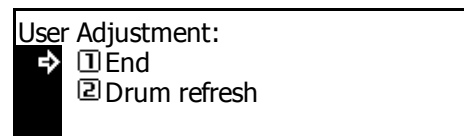
- 5 Press the **Enter** key.
- 6 Press the ▲ key or the ▼ key to select **Yes**.



- 7 Press the **Enter** key. Drum refresh starts.



- 8 When drum refresh is complete, press the ▲ key or the ▼ key to select **End**.



- 9 Press the **Enter** key.
- 10 Press the **Reset** key. The message display returns to the copier basic screen.

4 Job Accounting

This chapter explains the job accounting functions of this machine.

The principal functions that can be set are shown below.

- **Job Accounting Mode**
- **Managing Accounts**
- **All Account Management**
- **Individual Account Management**
- **Enabling Job Accounting**
- **Default Settings**
- **Using Job Accounting**

Job Accounting Mode

Use the job accounting mode to control the total number of copies and prints by setting an ID-code for each account.

The job accounting mode of this machine has the following features.

- Controls the copier functions, printer functions, and optional scanner/fax functions using the same ID-codes.
- Controls up to 100 accounts.
- You can set the ID-codes with one to eight digits.
- Counts the number of copies for all accounts and individual accounts.
- You can set the limit of number of sheets to up to 999,999 in 1 sheet increments.
- You can clear the counter for all accounts and individual accounts.

Important!

For setting the limit of use in managing accounts, you must change **Copier Job Accounting** and **Printer Job Accounting** from `Off` to `On` in the default settings. If the optional network scanner kit or fax kit is installed, set **Scanner Job Accounting** or **Fax Job Accounting** in the default settings to `On`. (See **Default Settings** on page 4-13.)

The following functions are available in the job accounting mode.

Job accounting mode	Description	Reference page
Managing accounts	Registration — Registers ID-codes and limit of use. Up to 100 ID-codes can be registered. Deletion — Deletes registered accounts. Change of limit of use — Changes the limit of use for each account.	4-4
All account management	Browsing of the total count, job accounting report output, and counter clear for all accounts can be performed.	4-10
Individual account management	Counting of the total count and counter clear for individual accounts can be performed.	4-11
Enabling job accounting	Turn <code>On</code> or <code>Off</code> the job accounting function.	4-12
Default settings	Adjust the default settings for the job accounting mode.	4-13

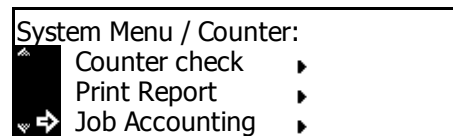
Notes

- For settings on the computer required for using job accounting concerning the printer functions, refer to the **KX Printer Driver Operation Guide**.
- In addition, the job accounting mode that can be set from the computer is available. For details, refer to the **KM-NET for Accounting Operation Guide**.

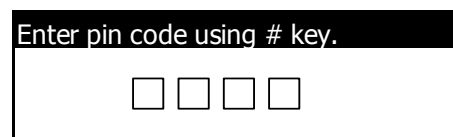
How to Display the Job Accounting Screen

Use the following procedure to display the `Job Accounting` screen.

- 1 Press the **System Menu/Counter** key.
- 2 Press the **▲** key or the **▼** key to select `Job Accounting`.

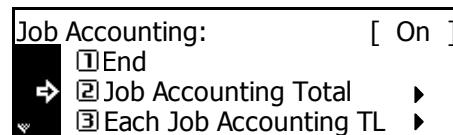


- 3 Press the **Enter** key.
- 4 Use the numeric keys to input the four-digit management code. The management code at the factory default setting is 1600 for the 16 ppm model, 2000 for the 20 ppm model, and 2500 for the 25 ppm model.



Note The four-digit management code can be changed. (See [Administrator Management Code Change](#) on page 3-23.)

- 5 If the management code is accepted, the `Job Accounting` screen is displayed.
- Next, perform the setting referring to the following description of each setting item.



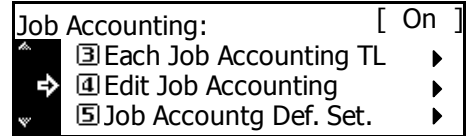
Managing Accounts

Registering a New Account

Register a one- to eight-digit ID-code and the limit of use for each account.

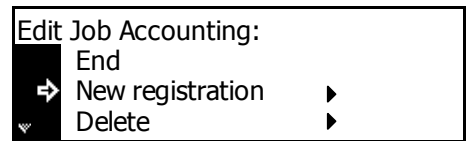
- 1 Display the Job Accounting screen. (See [How to Display the Job Accounting Screen](#) on page 4-3.)

- 2 Press the ▲ key or the ▼ key to select Edit Job Accounting.



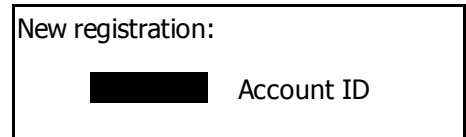
- 3 Press the Enter key.

- 4 Press the ▲ key or the ▼ key to select New registration.



- 5 Press the Enter key.

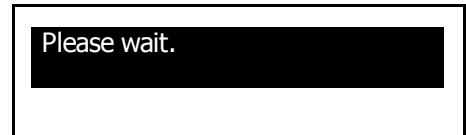
- 6 Use the numeric keys to input a one- to eight-digit ID-code. A code from 0 to 99999999 can be input.



Note If you try to register an ID-code that has been already input, an error occurs. Input another ID-code.

- 7 Press the Enter key.

Note After the ID-code is registered, message Please wait is displayed for several seconds.



- 8 Set the limit of use.

Note For the method of setting the limit of use, see [Setting Limit of Use](#) on page 4-5.

- 9 After setting of limit of use is complete, press the ▲ key or the ▼ key to select End.



- 10 Press the Enter key.

Setting Limit of Use

You can set the limit of use for each registered account.

The items that can be set are shown below.

Item	Description of limit	Reference page
Copy restriction	Select whether to permit or prohibit copying.	4-5
	Able to use — Permits copying. Unable to use — Prohibits copying.	
Print restriction	Select whether to permit or prohibit printing.	4-6
	Able to use — Permits printing. Unable to use — Prohibits printing.	
Output limit	Set the limit of total count of copying and printing.	4-6
	No limit — Does not set the limit of count.	
	Counter limit — Set the limit of count (0 to 999,999).	
Scanner transmission limit	Set the limit of count of scanner transmission if the optional network scanner kit is installed.	4-7
	No limit — Does not set the limit of count of scanner transmission.	
	Counter limit — Set the limit of count of scanner transmission (0 to 999,999).	
	Is not permitted — Prohibits use of scanner transmission.	
Fax transmission limit	Set the limit of count of fax transmission if the optional fax kit is installed.	4-7
	No limit — Does not set the limit of count of fax transmission.	
	Counter limit — Set the limit of count of fax transmission (0 to 999,999).	
	Is not permitted — Prohibits use of fax transmission.	

Note You can change the management method so that you can set the limit of count for copying and printing respectively. For details, refer to the [KM-NET for Accounting Operation Guide](#).

Copy Restriction

You can select whether to permit or prohibit copying.

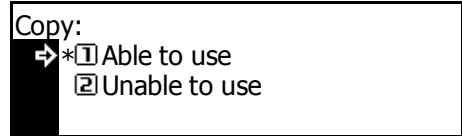
Note This item is displayed if [Copier Job Accounting](#) in the default settings is set to On. (See page [4-13](#).)

- 1 Display the `Limit in use` screen referring to steps 1 to 7 of [Registering a New Account](#).
- 2 Press the **▲** key or the **▼** key to select `Copy`.

Limit in use:	
End	
→ Copy	: Able use
Printer	: Able use

- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select `Able to use` or `Unable to use`.



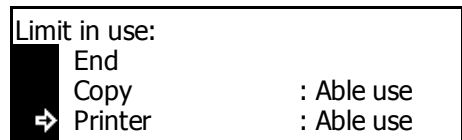
- 5 Press the **Enter** key. The message display returns to the `Limit in use` screen.

Print Restriction

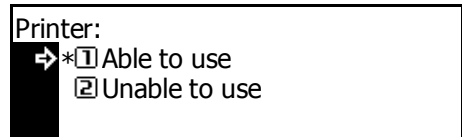
You can select whether to permit or prohibit printing.

Note This item is displayed if *Printer Job Accounting* in the default settings is set to `On`. (See page 4-14.)

- 1 Display the `Limit in use` screen referring to steps 1 to 7 of *Registering a New Account*.
- 2 Press the ▲ key or the ▼ key to select `Printer`.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select `Able to use` or `Unable to use`.



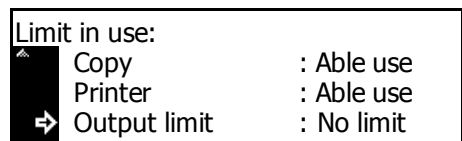
- 5 Press the **Enter** key. The message display returns to the `Limit in use` screen.

Output Limit

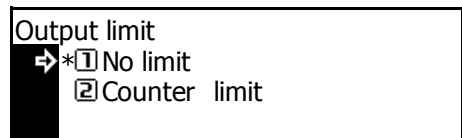
You can set the limit of total count of copying and printing.

Note This item is not displayed if both *Copy Restriction* and *Print Restriction* are set to `Unable to use`.

- 1 Display the `Limit in use` screen referring to steps 1 to 7 of *Registering a New Account*.
- 2 Press the ▲ key or the ▼ key to select `Output limit`.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select `No limit` or `Counter limit`.



- 5 Press the **Enter** key. If you have selected `Counter limit`, the `Counter limit Default Value` screen is displayed. Proceed to the next step.

- 6 Use the numeric keys to input the counter limit. You can set the limit to 999,999 at the maximum in 1 sheet increments.

Counter limit Default Value:

999.999 Limitation

- 7 Press the **Enter** key. The message display returns to the `Limit in use` screen.

Scanner Transmission Limit

You can set the limit of count of scanner transmission if the optional network scanner kit is installed.

Note This item is displayed if *Scanner Job Accounting* in the default settings is set to On. (See page 4-14.)

- 1 Display the `Limit in use` screen referring to steps 1 to 7 of *Registering a New Account*.

- 2 Press the **▲** key or the **▼** key to select `Scanner TX` [`Scan. Trans`].

Limit in use	
Printer	: Able use
Output limit	: No limit
→ Scanner TX	: No limit

- 3 Press the **Enter** key.

- 4 Press the **▲** key or the **▼** key to select `No limit`, `Counter limit` or `Is not permitted`.

Scanner Transmitting:	
→ *1	No limit
2	Counter limit
3	Is not permitted

- 5 Press the **Enter** key. If you have selected `Counter limit`, the `Counter limit Default Value` screen is displayed. Proceed to the next step.

- 6 Use the numeric keys to input the counter limit. You can set the limit to 999,999 at the maximum in 1 sheet increments.

Counter limit Default Value:

999.999 Limitation

- 7 Press the **Enter** key. The message display returns to the `Limit in use` screen.

Fax Transmission Limit

You can set the limit of count of fax transmission if the optional fax kit is installed.

Note This item is displayed if *Fax Job Accounting* in the default settings is set to On. (See page 4-15.)

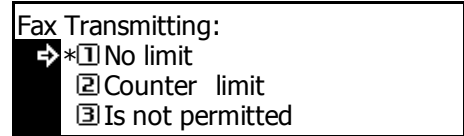
- 1 Display the `Limit in use` screen referring to steps 1 to 7 of *Registering a New Account*.

- 2 Press the **▲** key or the **▼** key to select `Fax TX` [`Fax transm`].

Limit in use	
Output limit	: No limit
Scanner TX	: No limit
→ Fax TX	: No limit

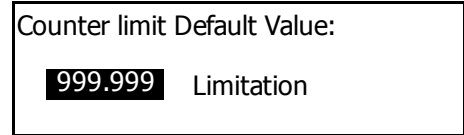
- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select No limit, Counter limit or Is not permitted.



- 5 Press the Enter key. If you have selected Counter limit, the Counter limit Default Value screen is displayed. Proceed to the next step.

- 6 Use the numeric keys to input the counter limit. You can set the limit to 999,999 at the maximum in 1 sheet increments.



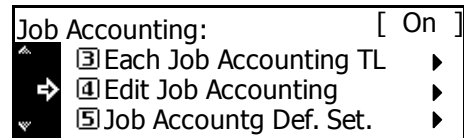
- 7 Press the Enter key. The message display returns to the Limit in use screen.

Deleting an Account

Delete a registered account.

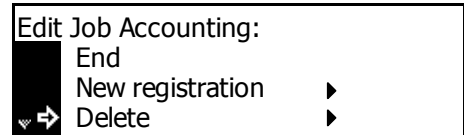
- 1 Display the Job Accounting screen. (See [How to Display the Job Accounting Screen](#) on page 4-3.)

- 2 Press the ▲ key or the ▼ key to select Edit Job Accounting.



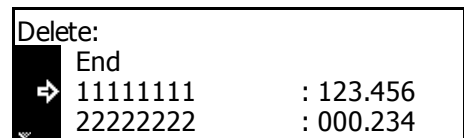
- 3 Press the Enter key.

- 4 Press the ▲ key or the ▼ key to select Delete.



- 5 Press the Enter key.

- 6 Press the ▲ key or the ▼ key to select the ID-code to delete.



- 7 Press the Enter key. The confirmation screen is displayed.

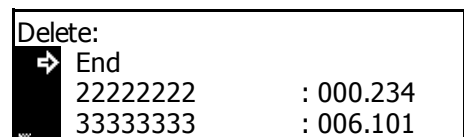


- 8 Press the ▲ key or the ▼ key to select Yes.

- 9 Press the Enter key.

Note To delete another account, repeat steps 6 to 9.

- 10 Press the ▲ key or the ▼ key to select End.



- 11 Press the **Enter** key.

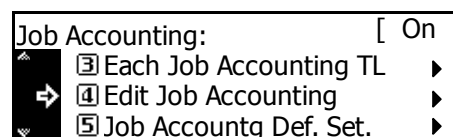
Changing Limit of Use

Change the limit of use that has been set for each account.

Important! To set the limit of use in managing accounts, you must set **Copier Job Accounting** and **Printer Job Accounting** in the default settings from **Off** to **On**. If the optional network scanner kit or fax kit is installed, set **Scanner Job Accounting** or **Fax Job Accounting** in the default settings to **On**. (See **Default Settings** on page 4-13.)

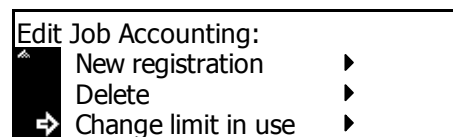
- 1 Display the Job Accounting screen. (See **How to Display the Job Accounting Screen** on page 4-3.)

- 2 Press the **▲** key or the **▼** key to select **Edit Job Accounting**.



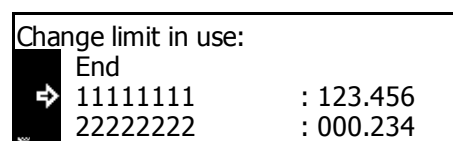
- 3 Press the **Enter** key.

- 4 Press the **▲** key or the **▼** key to select **Change limit in use**.



- 5 Press the **Enter** key.

- 6 Press the **▲** key or the **▼** key to select the ID-code to change.

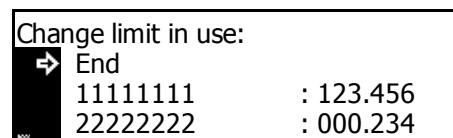


- 7 Press the **Enter** key.

- 8 Change the limit of use.

Note For the method of setting the limit of use, see **Setting Limit of Use** on page 4-5.

- 9 After all operation of change is complete, press the **▲** key or the **▼** to select **End**.



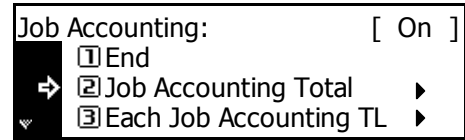
- 10 Press the **Enter** key

All Account Management

You can browse the total output count, output the job accounting report, and clear the counter for all accounts.

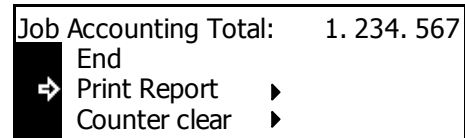
- 1 Display the Job Accounting screen. (See [How to Display the Job Accounting Screen](#) on page 4-3.)

- 2 Press the ▲ key or the ▼ key to select Job Accounting Total.



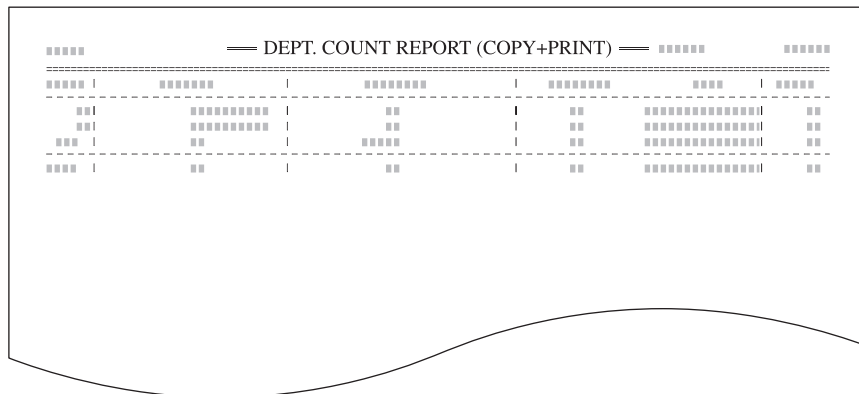
- 3 Press the **Enter** key.

- 4 The total output count of all accounts is displayed. Check the count. To output the job accounting report, press the ▲ key or the ▼ key to select Print Report.

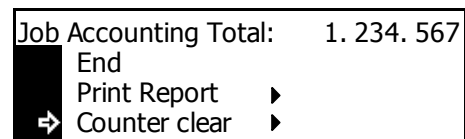


- 5 Press the **Enter** key. The report is output.

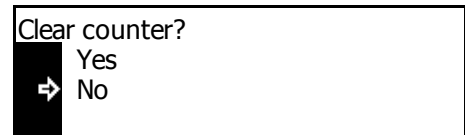
Example: Job accounting report



- 6 To clear the counter, press the ▲ key or the ▼ key to select Counter clear.



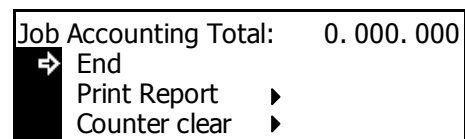
- 7 Press the **Enter** key. The confirmation screen is displayed.



- 8 Press the ▲ key or the ▼ key to select Yes.

- 9 Press the **Enter** key.

- 10 Press the ▲ key or the ▼ key to select End.



- 11 Press the **Enter** key.

Individual Account Management

You can see the output count and clear the counter for individual accounts.

- 1 Display the `Job Accounting` screen. (See [How to Display the Job Accounting Screen](#) on page 4-3.)

- 2 Press the **▲** key or the **▼** key to select `Each Job Accounting TL`.

```
Job Accounting: [ On ]
  1 End
  2 Job Accounting Total ▶
  3 Each Job Accounting TL ▶
```

- 3 Press the **Enter** key.

- 4 The output counts of individual accounts are displayed. Check the counts.

```
Each Job Acct Ttl/Cntr clear:
End
  11111111 : 123.456
  22222222 : 000.234
```

- 5 To clear the counter, press the **▲** key or the **▼** key to select the ID-code.

- 6 Press the **Enter** key. The confirmation screen is displayed.

```
Clear counter?
  Yes
  No
```

- 7 Press the **▲** key or the **▼** key to select `Yes`.

- 8 Press the **Enter** key.

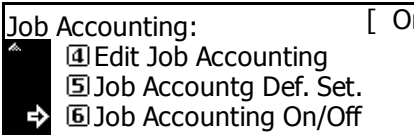
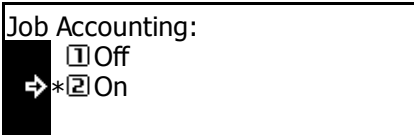
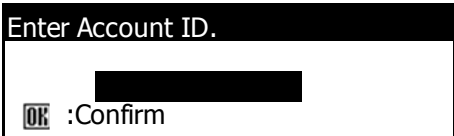
- 9 After all operation is complete, press the **▲** key or the **▼** key to select `End`.

```
Each Job Acct Ttl/Cntr clear:
  End
  11111111 : 000.000
  22222222 : 000.234
```

- 10 Press the **Enter** key.

Enabling Job Accounting

Turn on or off the job accounting function.

- 1 Display the Job Accounting screen. (See [How to Display the Job Accounting Screen](#) on page 4-3.)
- 2 Press the ▲ key or the ▼ key to select Job Accounting On/Off.

- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select Off or On.

- 5 Press the **Enter** key.
- 6 Press the **Reset** key. If you have selected On, the ID-code input screen is displayed.


Default Settings

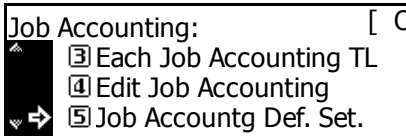
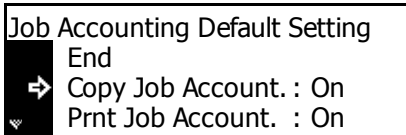
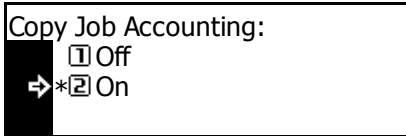
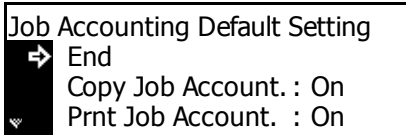
Adjust the default settings for job accounting.

You can set the following items in default settings.

- Copier Job Accounting (page [4-13](#))
- Printer Job Accounting (page [4-14](#))
- Scanner Job Accounting (page [4-14](#))
- Fax Job Accounting (page [4-15](#))
- Operation against Excess over Limit (page [4-16](#))

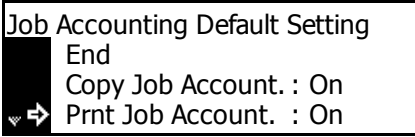
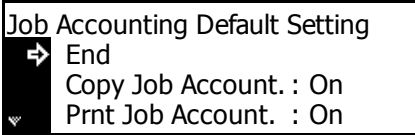
Copier Job Accounting

You can select whether or not to enable job accounting for the copier functions.

- 1 Display the Job Accounting screen. (See [How to Display the Job Accounting Screen](#) on page [4-3](#).)
- 2 Press the ▲ key or the ▼ key to select Job Accountg Def. Set.
 
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select Copy Job Account.
 
- 5 Press the **Enter** key.
- 6 Press the ▲ key or the ▼ key to select Off or On.
 
- 7 Press the **Enter** key.
- 8 Press the ▲ key or the ▼ key to select End.
 
- 9 Press the **Enter** key.

Printer Job Accounting

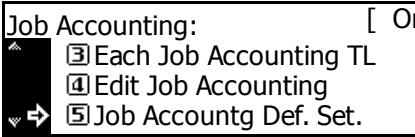
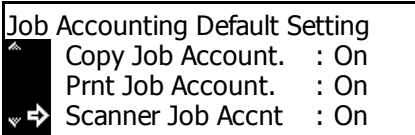
You can select whether or not to enable job accounting for the printer functions.

- 1 Display the Job Accounting screen. (See [How to Display the Job Accounting Screen](#) on page 4-3.)
- 2 Press the ▲ key or the ▼ key to select Job Accountg Def. Set.
A screenshot of the 'Job Accounting:' menu. The title is 'Job Accounting:' followed by '[On]'. Below it are three options: '3 Each Job Accounting TL', '4 Edit Job Accounting', and '5 Job Accountg Def. Set.'. Each option has a right-pointing arrow. A cursor is positioned over the '5 Job Accountg Def. Set.' option.
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select Prnt Job Account.
A screenshot of the 'Job Accounting Default Setting' menu. The title is 'Job Accounting Default Setting'. Below it are three options: 'End', 'Copy Job Account. : On', and 'Prnt Job Account. : On'. A cursor is positioned over the 'Prnt Job Account. : On' option.
- 5 Press the **Enter** key.
- 6 Press the ▲ key or the ▼ key to select Off or On.
A screenshot of the 'Printer Job Accounting:' menu. The title is 'Printer Job Accounting:'. Below it are two options: '1 Off' and '*2 On'. A cursor is positioned over the '*2 On' option.
- 7 Press the **Enter** key.
- 8 Press the ▲ key or the ▼ key to select End.
A screenshot of the 'Job Accounting Default Setting' menu. The title is 'Job Accounting Default Setting'. Below it are three options: 'End', 'Copy Job Account. : On', and 'Prnt Job Account. : On'. A cursor is positioned over the 'End' option.
- 9 Press the **Enter** key.

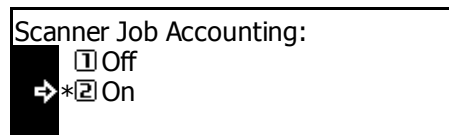
Scanner Job Accounting

You can select whether or not to enable job accounting for the scanner functions.

Note This item is displayed if the optional network scanner kit is installed.

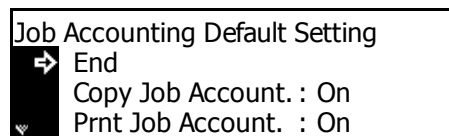
- 1 Display the Job Accounting screen. (See [How to Display the Job Accounting Screen](#) on page 4-3.)
- 2 Press the ▲ key or the ▼ key to select Job Accountg Def. Set.
A screenshot of the 'Job Accounting:' menu. The title is 'Job Accounting:' followed by '[On]'. Below it are three options: '3 Each Job Accounting TL', '4 Edit Job Accounting', and '5 Job Accountg Def. Set.'. Each option has a right-pointing arrow. A cursor is positioned over the '5 Job Accountg Def. Set.' option.
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select Scanner Job Accnt.
A screenshot of the 'Job Accounting Default Setting' menu. The title is 'Job Accounting Default Setting'. Below it are three options: 'Copy Job Account. : On', 'Prnt Job Account. : On', and 'Scanner Job Accnt : On'. A cursor is positioned over the 'Scanner Job Accnt : On' option.
- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select Off or On.



- 7 Press the **Enter** key.

- 8 Press the ▲ key or the ▼ key to select End.



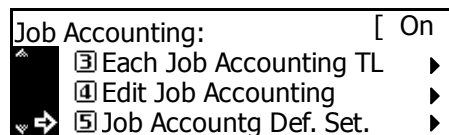
- 9 Press the **Enter** key.

Fax Job Accounting

You can select whether or not to enable job accounting for the fax functions.

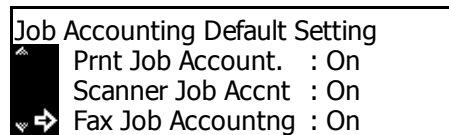
Note This item is displayed if the optional fax kit is installed.

- 1 Display the Job Accounting screen. (See [How to Display the Job Accounting Screen](#) on page 4-3.)
- 2 Press the ▲ key or the ▼ key to select Job Accountg Def. Set.



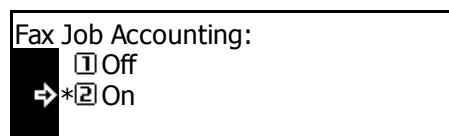
- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select Fax Job Accountng.



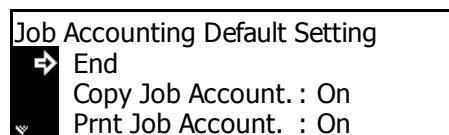
- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select Off or On.



- 7 Press the **Enter** key.

- 8 Press the ▲ key or the ▼ key to select End.



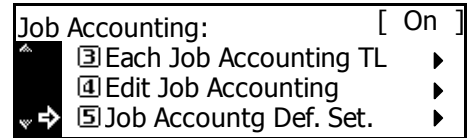
- 9 Press the **Enter** key.

Operation against Excess over Limit

You can select whether to stop output by prohibiting immediately use of the machine, to stop the operation from the next job or to display a warning message only, when the limit of count that has been set with the function of the limit of use is exceeded.

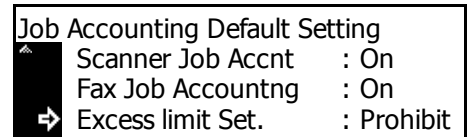
- 1 Display the Job Accounting screen. (See [How to Display the Job Accounting Screen](#) on page 4-3.)

- 2 Press the ▲ key or the ▼ key to select Job Accountg Def. Set.



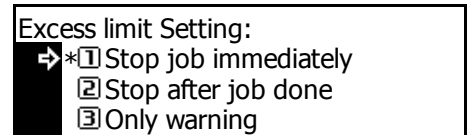
- 3 Press the Enter key.

- 4 Press the ▲ key or the ▼ key to select Excess limit Set.



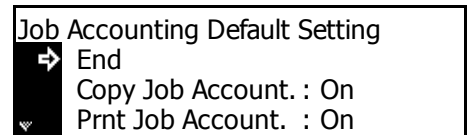
- 5 Press the Enter key.

- 6 Press the ▲ key or the ▼ key to select Stop job immediately, Stop after job done or Only warning.



- 7 Press the Enter key.

- 8 Press the ▲ key or the ▼ key to select End.



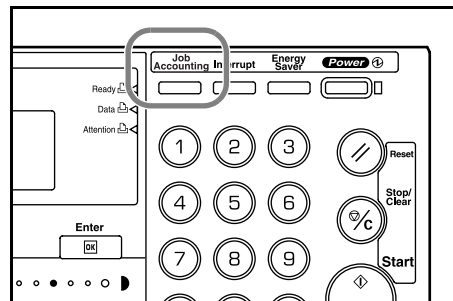
- 9 Press the Enter key.

Using Job Accounting

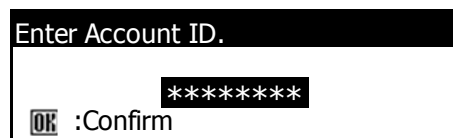
Copier Operation

Under job accounting, you can perform copier operation only by inputting your ID-code using the numeric keys.

Important! Be sure to press the **Job Accounting** key after completing copying. The ID-code input screen is displayed.

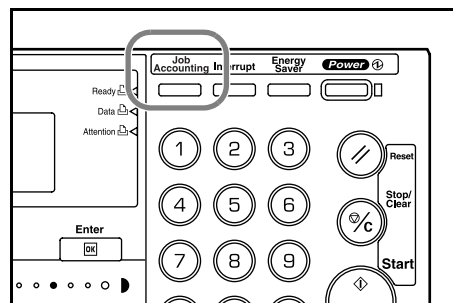


- 1 Input your ID-code using the numeric keys and press the **Enter** key. The copier basic screen is displayed.



- Notes**
- If you input an incorrect code, press the **Stop/Clear** key and input the code again.
 - If the input ID-code does not match any registered ID-code, an error sound is emitted. Input the correct ID-code.

- 2 Perform normal copier operation.
- 3 After copying is complete, press the **Job Accounting** key.



Printer Operation

Under job accounting, operation on the computer is required for printing. For details, refer to the [KX Printer Driver Operation Guide](#).

Appendix

This appendix explains the following topics.

- **Paper**
- **Specifications**
- **Copier Function Combination Chart**
- **Glossary**

Paper

Basic Specifications of Paper

This machine is designed for printing on paper for ordinary xerographic copiers and page printers (standard paper). This machine also supports other types of paper as long as they meet the standards explained in this chapter.

Since use of unsuitable paper may cause paper jams or wrinkling of paper, be careful about selection of paper.

Transparencies, labels, and envelopes must be fed from the multi-bypass tray.

Notes

- Some types of recycled paper may not satisfy the basic specifications shown in the table below because some basic conditions such as moisture content and pulp content do not satisfy the specifications required for using the paper in this machine. Consequently, for using recycled paper, purchase a small amount of paper and perform trial copying. Select a type of which the print result is good and paper powder is not extremely much.
- For problems caused by use of off-specification paper, Kyocera Mita shall not be liable.

Available Paper Types

Use copy paper for normal xerographic copiers and page printers (standard paper). The paper quality has an influence on print quality. Satisfactory print result cannot be obtained from poor quality paper.

Basic Paper Specifications

The table below summarizes the basic specifications of paper that can be used in this machine. Details are given on the subsequent pages.

Item	Specifications
Weight	Cassette: 60 to 105 g/m ² (16 to 28 lb/ream)
	Multi-bypass tray: 45 to 160 g/m ² (12 to 42 lb/ream)
Thickness	0.086 to 0.110 mm
Dimensional tolerance	±0.7 mm
Squareness of corners	90 ° ±0.2 °
Moisture content	4 to 6 %
Grain direction	Long (paper feed direction)
Pulp content	80 % or more

Proper Paper Selection

This section describes the guideline for selecting paper.

Paper Conditions

Do not use paper with folded edges, curls, smudges, tears, lint or surface roughness or paper that is easily torn. Using such paper may cause poor print quality as well as paper jams due to improper paper feed, resulting in shortening of product life. Select paper with smooth and even surface. Do not use paper with surface coating or other surface treatment because such paper may damage the drum or the fixing unit.

Paper Composition

Do not use paper with surface coating such as art paper, paper with surface treatment, or paper containing plastic or carbon. The heat causes such paper to emit toxic gases or to damage the drum.

Standard paper should have at least an 80 % pulp content. The percentage of cotton and other fibers should not exceed 20 %.

Paper Sizes

The following table lists the sizes of paper that can be used in the cassette or multi-bypass tray.

The dimensional tolerances are ± 0.7 mm for both length and width of paper. The corner angles must be $90^\circ \pm 0.2^\circ$.

Multi-bypass tray	Cassette or multi-bypass tray
B6R (128 × 182 mm)	A3 (297 × 420 mm)
A6R (105 × 148 mm)	B4 (257 × 364 mm)
Postcard (100 × 148 mm)	A4 (297 × 210 mm)
Return postcard (148 × 200 mm)	A4R (210 × 297 mm)
Executive (7 1/4 × 10 1/2")	B5 (257 × 182 mm)
Envelope DL (110 × 220 mm)	B5R (182 × 257 mm)
Envelope C5 (162 × 229 mm)	A5R (148 × 210 mm)
Envelope C4 (229 × 324 mm)	Folio (210 × 330 mm)
ISO B5 (176 × 250 mm)	11 × 17" (Ledger)
Comm.#10 (4 1/8 × 9 1/2")	8 1/2 × 14" (Legal)
Comm.#9 (3 7/8 × 8 7/8")	11 × 8 1/2"
Comm.#6-3/4 (3 5/8 × 6 1/2")	8 1/2 × 11" (Letter)
Monarch (3 7/8 × 7 1/2")	5 1/2 × 8 1/2" (Statement)
YOUKEI 2 (114 × 162 mm)	8 1/2 × 13" (Oficio II)
YOUKEI 4 (105 × 235 mm)	8K (273 × 394 mm)
	16K (197 × 273 mm)
Custom: 3 7/8 × 5 7/8" to 11 5/8 × 17", 98 × 148 to 297 × 432 mm	

Smoothness

Although paper should have smooth and even surfaces, do not use paper with surface coating. Paper with too smooth surfaces may cause multiple-sheet feeding, resulting in paper jams.

Basis weight

Basis weight is the weight of paper expressed in grams per square meter (g/m^2). Paper that is too heavy or too light may cause feed errors or paper jams as well as premature wear of the product. Uneven weight of paper, namely uneven paper thickness may cause multiple-sheet feeding or print quality problems such as blurring because of poor toner fusing.

The recommended basis weight is between 60 and 105 g/m^2 (16 and 28 lb/ream) for the cassette and between 45 and 160 g/m^2 (12 and 42 lb/ream) for the multi-bypass tray.

Thickness

Paper used by the printer should be neither too thick nor too thin. If multiple-sheet feed or frequent paper jams occur, the paper may be too thin. Also if the paper is too thick, paper jams may occur. The recommended thickness of a sheet for this printer is between 0.086 and 0.110 mm.

Moisture Content

Moisture content is expressed with the percentage of moisture relative to dryness. Moisture affects paper feeding, electrostatic properties, and toner fusing onto the paper.

The moisture content of paper varies with the relative humidity in the room. If the room is too humid and paper absorbs more moisture, the edges may swell and the paper may become wavy. If the room is too dry and the paper loses moisture, the edges shrink and tighten, and the print contrast may be degraded.

Wavy or dry edges may cause misalignments in paper feeding. The recommended moisture content of paper is between 4 and 6 %.

To maintain the correct moisture content level, pay attention to the following items.

- Store paper in a dry, well-ventilated place.
- Leave packages of paper wrapped as long as possible. Rewrap paper that will not be used soon after unpacking.
- Store paper into its paper carton or packing paper with sealing. Place the cartons on a pallet or other furniture so that they are not in direct contact with the floor. Separate particularly from a boarded or concrete floor in the rainy season.
- Before using paper stored for an extended period of time, keep it in a proper condition of water content for at least 48 hours.
- Do not expose paper to heat, direct sunlight or damp.

Grain Direction

In manufacturing of paper, paper is cut with grain vertical to the paper length (long grain) or with grain vertical to the paper width (short grain). Since short grain paper may cause a problem in paper feeding, use long grain paper.

Other Specifications

Porosity: Indicates the density of paper fiber.

Stiffness: Limp paper may buckle in the machine, resulting in paper jams.

Curl: Most paper naturally tends to curl one way if left unpacked. When paper passes through the fixing unit, it curls upward a little. To produce flat printouts, load the paper so that the upward pressure from the machine can correct their curling.

Electrostatic discharge: During the printing process, paper is given an electrostatic charge to attract the toner. Therefore, select the paper that discharges the static electricity immediately.

Whiteness: The contrast of printed images depends on the whiteness of the paper. Whiter paper produces sharper and clearer images.

Quality control: Uneven paper sizes, corners that are not square, jagged paper edges, irregularly cut sheets, torn edges and corners, etc. may cause malfunction of the machine. Be careful particularly when cutting paper by yourself for using it as copy paper.

Packaging: Select paper that is securely packed and shipped in a carton. Packing paper coated inside for moisture proof is the best.

Special treatment: It is recommended not to use paper with the following treatment even if the paper satisfies the basic specifications. To use such paper, perform trial printing before purchasing a large amount of paper.

- Glazed paper
- Watermarked paper
- Paper with uneven surface
- Paper with perforations

Special Paper

This section describes printing onto special paper other than standard paper.

You can use the following types of special paper in this machine.

- Transparency
- Preprinted paper
- Label
- Bond paper
- Recycled paper
- Thin paper (45 to 64 g/m²)
- Letterhead
- Color paper
- Prepunched paper
- Envelope
- Postcard
- Thick paper (90 to 160 g/m²)
- High-quality paper

For these types of paper, use paper specified for copiers or page printers. When using transparencies, labels, thin paper, envelopes, postcards, or thick paper, feed the paper from the multi-bypass tray.

Selection of Special Paper

Special paper that satisfies the conditions shown on and after the next page can be used in this machine. However, since special paper differs significantly in paper composition and quality, special paper is more likely to cause problems than standard paper during printing. When using special paper, perform trial printing using this machine and check to see if the results are satisfactory before purchasing it. Notes in printing for principal types of special paper are described on and after the next page. Kyocera Mita shall not be liable for any danger to a person or machine that is caused by using special paper (e.g., special paper affected by moisture).

Transparency

Transparencies must withstand the heat of fusing during the printing process. The recommended transparency product is shown below.

3M CG3700 (Letter, A4)

The specifications of transparencies that can be used in this machine are shown in the table below.

Item	Specifications
Heat resistance	Must withstand heat at least 190 °C.
Thickness	0.100 to 0.110 mm
Material	Polyester
Size tolerance	±0.7 mm
Squareness of corners	90° ±0.2°

To avoid problems, feed transparencies from the multi-bypass tray. Be sure to set them with the long side toward the main body.

If transparencies cause paper jams frequently, pull the end of the transparencies carefully each time one sheet is output.

Label

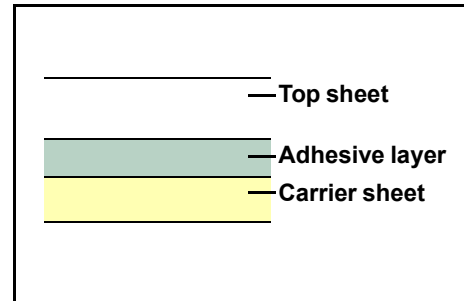
Be sure to feed labels from the multi-bypass tray.

For selecting labels, use extreme care so that the adhesive may not come in direct contact with any part of the machine and that the labels are not easily peeled from the carrier sheet. Adhesives that stick to the drum or rollers and peeled labels remaining in the machine may cause a failure.

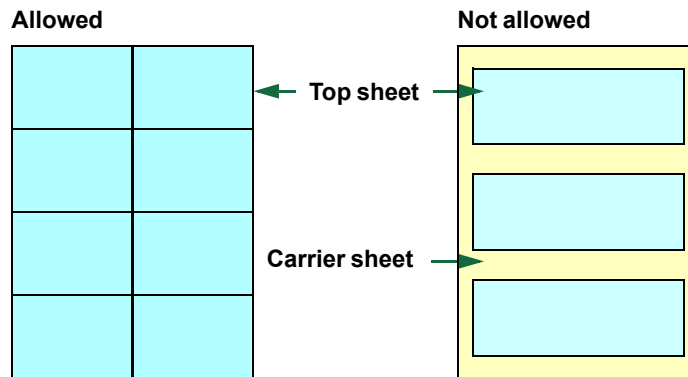
When printing onto labels, you must be liable for the print quality and possible trouble.

Labels consist of three layers as shown in the illustration. The adhesive layer contains materials that are easily affected by the force applied in the machine. The carrier sheet bears the top sheet until the label is used. This composition of labels may cause more problems.

The label surface must be covered completely with the top sheet. Gaps between labels may cause peeling of labels, resulting in a serious failure.



Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.



Use label paper that conforms to the following specifications.

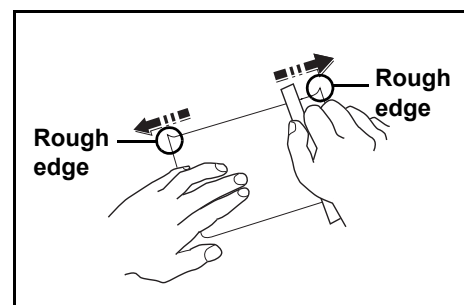
Item	Specifications
Top sheet weight	44 to 74 g/m ²
Basis weight (overall paper weight)	104 to 151 g/m ²
Top sheet thickness	0.086 to 0.107 mm
Overall paper thickness	0.115 to 0.145 mm
Moisture content	4 to 6 % (composite)

Postcard

Fan the stack of postcards and align the edges before loading them in the multi-bypass tray. Set the postcards after straightening them if they are curled. Feeding curled postcards may cause paper jams.

For printing onto return postcards, use a type that does not contain a fold.

Some postcards have rough edges on the back (those are created when the paper is cut). In this case, put the postcards on a flat place and rub the edges with, for example, a ruler lightly once or twice to smooth them.



Envelope

Be sure to feed envelopes from the multi-bypass tray.

Since the composition of an envelope is complex, consistent printing quality over the entire envelope surface may be difficult. Thin envelopes, particularly, may be wrinkled while they pass through this machine. Before purchasing envelopes, perform trial printing to check to see if the printing result on an envelope is satisfactory.

Leaving envelopes for a long time may cause wrinkling. Unpack the envelopes just before using them.

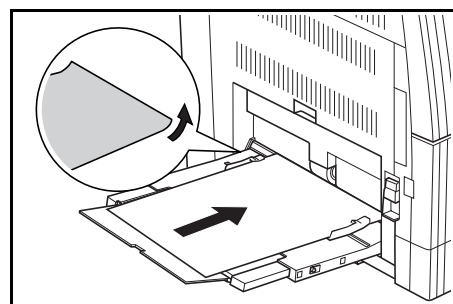
Also note the following items.

- Do not use any envelopes on which adhesive is exposed. Even if adhesive is not exposed, if simple peeling of paper exposes adhesive, do not use such envelopes. If a small piece of paper that covers the adhesive is peeled in this machine, a serious failure may occur.
- Do not use envelopes with special treatment. Do not use envelopes with a grommet for winding a string, those with an open window or those with a window to which film treatment is applied.
- If paper jams occur, set fewer envelopes at a time.
- When printing onto multiple envelopes, avoid stack of more than 10 envelopes on the output tray to prevent paper jams.

Thick Paper

Fan the stack of thick paper and align the edges before loading it in the multi-bypass tray. Some thick paper has rough edges on the back (those are created when the paper is cut). In this case, put the thick paper on a flat place and rub the edges with, for example, a ruler lightly once or twice to smooth them in a similar way to [Postcard](#). Printing onto paper with rough edges may cause paper jams.

Note If the paper cannot be fed even after the rough edges are removed, curl the paper upward by several millimeters at the front end as shown in the illustration and set the paper in the multi-bypass tray.



Color paper

Color paper must satisfy the specifications listed in the table on page 2 of the [Appendix](#). In addition, the pigments in the paper must be able to withstand the heat of fusing during the printing process (up to 200 °C).

Preprinted paper

Preprinted paper must satisfy the specifications listed in the table on page 2 of the [Appendix](#). The ink on the paper for coloring must be able to withstand the heat of fusing during the printing process and must not be adversely affected by silicone oil. Do not use paper with any kind of coating, such as calendars.

Recycled paper

Recycled paper must satisfy the specifications listed in the table on page 2 of the [Appendix](#) except for whiteness.

Note Before purchasing recycled paper, perform trial printing to check to see if the printing quality is satisfactory.

Specifications

Note Specifications are subject to change without notice to reflect improvements in performance.

Main Body

Copying system	Indirect electrostatic system
Original types accommodated	Sheets, books, and 3-dimensional objects (maximum original size: A3/11 × 17")
Copy sizes	
Cassette	A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II), 8K, 16K
Multi-bypass tray	A3 to A6R, postcard, Folio, 11 × 17" (Ledger) to 5 1/2 × 8 1/2" (Statement), 8K, 16K
Width that cannot be copied	0.5 to 5.5 mm
Paper	Refer to the Paper on page 2 of the Appendix .
Paper feed source capacity	
Cassette	300 sheets (80 g/m ²), 100 sheets (90 to 105 g/m ²)
Multi-bypass tray	50 sheets (80 g/m ²) (25 sheets for A3, B4, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II), and 8K sizes)
Output tray capacity	250 sheets (80 g/m ²)
Warm-up time	
	Less than 20 seconds Time for recovery from low power mode: 10 seconds Time for recovery from sleep mode: 20 seconds (At room temperature: around 73.4 °F (23 °C), humidity: around 50 %)
Memory	
For copier	64 MB
For printer	64 MB
Additional memory	For copier: 16 MB, 32 MB, 64 MB, and 128 MB For printer: 32 MB, 64 MB, 128 MB, and 256 MB
Operating environment	
Temperature	10 to 32.5 °C
Relative humidity	15 to 80 %
Altitude	2,000 m maximum
Illumination	1,500 lux maximum
Power source	
	120 V AC, 60 Hz, 9.0 A 220 to 240 V AC, 50/60 Hz, 5.0 A
Dimensions	
(W) × (D) × (H)	22 5/8 × 23 3/4 × 19 3/4" 574 × 603 × 545 mm
Weight	Approx. 89.54 lbs/40.7 kg
Noise emission	≤ 70 dB(A)
Required space	
(W) × (D)	32 9/16 × 23 3/4" 827 × 603 mm

Copier Functions

Copying speed				
Platen (1:1)	16 ppm model	A3/11 × 17" (Ledger): 8 sheets/minute		
		B4/8 1/2 × 14" (Legal): 8 sheets/minute		
		A4/11 × 8 1/2": 16 sheets/minute		
	20 ppm model	16 ppm model	A4R/8 1/2 × 11" (Letter): 13 sheets/minute	
			B5: 16 sheets/minute	
			B5R: 13 sheets/minute	
		20 ppm model	A5R: 10 sheets/minute	
			A6R: 10 sheets/minute	
			25 ppm model	A3/11 × 17" (Ledger): 10 sheets/minute
Document processor (1:1)	16 ppm model	B4/8 1/2 × 14" (Legal): 11 sheets/minute		
		A4/11 × 8 1/2": 20 sheets/minute		
		A4R/8 1/2 × 11" (Letter): 13 sheets/minute		
	20 ppm model	16 ppm model	B5: 20 sheets/minute	
			B5R: 13 sheets/minute	
			A5R: 10 sheets/minute	
		25 ppm model	A6R: 10 sheets/minute	
			25 ppm model	A3/11 × 17" (Ledger): 13 sheets/minute
			B4/8 1/2 × 14" (Legal): 13 sheets/minute	
25 ppm model	16 ppm model	A4/11 × 8 1/2": 25 sheets/minute		
		A4R/8 1/2 × 11" (Letter): 15 sheets/minute		
		B5: 25 sheets/minute		
First copy time	16/20 ppm model	5.9 seconds or less (1:1, A4/11 × 8 1/2")		
	25 ppm model	5.0 seconds or less (1:1, A4/11 × 8 1/2")		
Resolution	Scanning: 600 × 600 dpi Printing: 600 × 600 dpi			
Continuous copying	1 to 999 sheets			
Copying magnification	Any ratio from 25 to 200 % (1 % increments) and fixed magnifications.			

Printer Functions

Printing speed	Same as <i>Copying speed</i>
First print time	16/20 ppm model Approx. 5.5 seconds (1:1, A4/11 × 8 1/2") 25 ppm model Approx. 4.9 seconds (1:1, A4/11 × 8 1/2")
Resolution	300 dpi, 600 dpi, Fast 1200 mode
Applicable OS	Microsoft Windows 95/98/Me Microsoft Windows NT4.x/2000/XP Apple Macintosh OS 9.x/OS X 10.x UNIX/Linux
Interface	Parallel interface: 1 (based on IEEE1284) Network interface: 1 USB 2.0: 1 (USB Hi-Speed) Network interface card (optional): 1

Document Processor (optional)

Original feed system	Automatic feeding
Acceptable originals	Sheets of paper
Original sizes	Max.: A3/11 × 17" Min.: A5R/5 1/2 × 8 1/2"
Original paper weight	One-sided originals: 45 g/m ² to 160 g/m ² Two-sided originals: 50 g/m ² to 120 g/m ²
Acceptable number of originals	50 sheets (50 g/m ² to 80 g/m ²)
Dimensions (W) × (D) × (H)	21 3/4 × 19 1/8 × 4 11/16" 552 × 483 × 120 mm
Weight	Approx. 13.2 lbs/6 kg

Paper Feeder (optional)

Paper feed system	Automatic feeding from cassettes (300-sheet [80 g/m ²] capacity)
Paper sizes	A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II), 8K, 16K
Acceptable paper	Weight: 64 to 105 g/m ² Types: Standard paper, recycled paper, and color paper
Dimensions (W) × (D) × (H)	22 7/16 × 21 3/16 × 5 5/16" 570 × 538 × 135 mm
Weight	Approx. 15.4 lbs/7 kg

Duplex Unit (optional)

System	Internal type
Paper sizes	A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II), 8K, 16KR, 16K
Acceptable paper	Weight: 64 to 90 g/m ² Types: Standard paper, recycled paper, and color paper
Dimensions (W) × (D) × (H)	14 1/2 × 2 1/16 × 7 1/16" 368 × 53 × 180 mm
Weight	Approx. 1.4 lbs/0.65 kg

Finisher (optional)

Number of trays	1
Paper sizes	A3, B4, A4, A4R, B5, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 8 1/2 × 13" (Oficio II)
Acceptable paper	Weight: 60 to 105 g/m ² Types: Standard paper, recycled paper, color paper, thin paper, thick paper, and letterhead
Dimensions (W) × (D) × (H)	12 13/16 × 17 11/16 × 6 1/2" 325 × 450 × 165 mm
Weight	Approx. 17.6 lbs/8 kg

Job Separator (optional)

Number of trays	1
Tray capacity	100 sheets (80 g/m ²)
Paper sizes	A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II)
Acceptable paper	Weight: 45 to 160 g/m ² Types: Standard paper, recycled paper, color paper, thin paper, thick paper, letterhead, and tracing paper
Dimensions (W) × (D) × (H)	21 7/16 × 17 11/16 × 2 3/4" 545 × 450 × 70 mm
Weight	Approx. 3.3 lbs/1.5 kg

Environmental Specifications

Recovery time from the low power mode	10 seconds
Transition time to the low power mode (at time of purchase)	15 minute
Transition time to the sleep mode (at time of purchase)	30 minutes (16/20 ppm model) 45 minutes (25 ppm model)
Duplex (2-sided) copying	Option
Paper feed	Recycled paper made from 100 % recycled pulp may be used with this product.

Note Please consult with your dealer or service representative for information on the recommended types of paper, etc.

Secondary setting has priority.

- 1 The machine clears prior setting and gives priority to the later setting.
- 2 The machine enters the manual exposure mode because auto exposure is not available in the image quality mode for photo.
- 3 The machine sets the 100 % magnification and the auto paper selection mode because the auto selection mode is available only in the auto paper selection mode.
- 4 The machine sets the original orientation to rear because the orientation for double-page spread originals is fixed to rear.
- 5 The machine sets the original orientation to rear because the orientation in the border erase mode (book erase) is fixed to rear.
- 6 The machine sets the automatic detection of original size because original size selection (size input) is not available for double-page spread originals.
- 7 The machine sets the auto zoom ratio selection mode because combine copying is available only in the auto zoom ratio selection mode.
- 8 The machine clears offset copying because it cannot be used with staple copying.
- 9 The machine cancels the auto zoom ratio selection mode and sets the manual zoom mode.
- 10 The machine changes the paper feed station because the combination is not available.

Combination is not accepted. (Secondary setting is not accepted.)

- 21 The auto exposure mode is not available in the image quality mode (photo).
- 22 Only automatic detection for original size selection is available in the auto selection mode.
- 23 Only the auto paper selection mode is available in the auto selection mode.
- 24 Staple copying is not available in the auto selection mode.
- 25 Duplex copying (one-sided to two-sided) is not available in the auto selection mode.
- 26 Double-page spread originals cannot be used in the auto selection mode.
- 27 The magnification ratio is fixed to 100 % in the auto selection mode.
- 28 The border erase mode is not available in the auto selection mode.
- 29 Combine copying is not available in the auto selection mode.
- 30 Combine copying is not available for double-page spread originals.
- 31 Original size selection (size input) is not available for double-page spread originals.
- 32 Original orientation is fixed to landscape for double-page spread originals.
- 33 Combination of margin mode and combine copying is not available.
- 34 The border erase mode is not available with original size selection (size input).
- 35 Original orientation is fixed to landscape for the border erase mode (book erase).
- 36 Combine copying is not available with original size selection (size input).
- 37 The auto zoom ratio selection mode is selected for combine copying.
- 38 Offset copying is not available for staple copying.
- 39 Combination with multi-bypass tray setting (universal size, size input) is not available.

Conditions are limited for combination.

- 41 For original sizes other than A3, A4R, A5R, B4, B5R, 11 × 17" (Ledger), 8 1/2 × 11" (Letter), and 8K, this machine changes the original size selection to automatic detection and sets the double-page spread original mode.
- 42 Setting is available for original sizes of A3, A4R, A5R, B4, B5R, 11 × 17" (Ledger), 8 1/2 × 11" (Letter), and 8K. Setting is not available for other sizes.
- 43 Setting is not available in the image quality mode for photo. For other modes, the manual exposure mode is canceled and the auto exposure mode is set.
- 44 If the auto rotation copying setting is turned off, stapling copying is also turned off (staple copying cancellation message is displayed). If the auto rotation copying is turned on, stapling copying setting is not changed.
- 45 For staple copying, sort copying is always set. Sort copying cannot be canceled.
- 46 Copying is not available with multi-bypass tray setting (universal size, size input). (An error message is displayed.)
- 47 If the original orientation is set to rear and the binding side is set to top or the original orientation is set to left and the binding side is set to left for copying from the document processor, copying is not available with multi-bypass tray setting (universal size). (An error message is displayed.)

- 48 Offset copy is invalid if paper of the same size is not held in any other paper feed stations. (Copying is performed without offset.) Offset copy with the finisher is not available. (An error message is displayed.)
- 49 Copying is not available with multi-bypass tray setting (universal size). (An error message is displayed.)

Glossary

Additional memory

An additional memory (optional) is used for increasing the memory capacity of this machine. In this machine, a memory can be added for the copier functions and the printer functions respectively. (For copier: 16 MB, 32 MB, 64 MB, and 128 MB/for printer: 32 MB, 64 MB, 128 MB, and 256 MB) For DIMM that can be used in this machine, contact your dealer.

AppleTalk

This is a networking function that is built-in to Apple Computer Inc's Mac OS. It is also the general term given to the protocol that runs on AppleTalk networks. AppleTalk offers file sharing and printer sharing and it also enables you to start application software installed on another computer on the same AppleTalk network.

APS (Auto Paper Selection)

This mode will automatically select copy paper of the same size as the original.

Default Gateway

This is the address of a device, such as a computer or router, that serves as the entrance/exit (gateway) for accessing computers outside of your network. When no specific gateway is designated for a destination IP address, data is sent to the host that is designated as the Default Gateway.

DHCP (Dynamic Host Configuration Protocol)

This is a protocol that automatically resolves the IP address, subnet mask, and gateway address on a TCP/IP network. Use of DHCP minimizes the load of network administration, especially on network environments with a large number of client computers because it is not specifically necessary to assign a separate IP address to each client, including printers.

dpi (dots per inch)

This indicates the number of dots printed per inch (25.4 mm) as a unit for expressing resolution.

EcoPrint

This is a printing mode that reduces toner consumption. Pages printed in the EcoPrint mode are lighter than pages printed in the normal mode.

Emulation

This is a function that interprets the page description language of other printers and executes the commands. The printer emulates operation of the following printers: PCL6, KPD, KC-G, Line Printer, IBM Proprinter, DIABLO 630, and EPSON LQ-850.

Form feed timeout

While data is being sent to a printer, some pauses may occur. At this time, the printer waits for the next data without making a page break. Form feed timeout is a function to wait only a preset amount of time before it executes an automatic page break. After the waiting period begins, once the designated amount of time is exceeded, the printer will automatically process the currently received data and print it out. If the machine has received no print data for the last page, the printer ends processing of that job without outputting paper.

IEEE1284

This is a standard used for connecting a printer to a computer, and was established by the IEEE (Institute of Electrical and Electronic Engineers) in 1994.

IP Access control

This is a function to prohibit access to this machine from a host with an IP address that is not approved.

IP Address

The Internet Protocol address is a unique number that is assigned to each computer in a network. The format of an IP Address is four numbers separated by dots, e.g. 192.168.110.171. Each number should be a decimal between 0 and 255.

IPP (Internet Print Protocol)

This enables output to the printer from a printer driver over the Internet or an intranet and via an IPP port. Using IPP, output to a remote printer is possible over the Internet.

KIR

This is Kyocera Mita's original smoothing function. It uses software to enhance the printer's resolution and produce high-quality printing. The default setting is On.

KPDL

This is Kyocera Mita's page description language compatible with Adobe PostScript Level 3.

Logical Printer

This is a software interface that exists between the Windows OS and the printers connected to it. A printer refers to the actual device that prints out, while a logical printer refers to the software interface that resides on the print server. By using this interface, the method of processing print jobs as well as the method of sending that job to its destination (local port, network port, file or remote printer sharing) is determined. When printing a document, the document data is first spooled (stored) in the logical printer from which it is then sent to the actual printer.

Low power mode

This mode is provided for power saving. This mode is activated when operation on the main body and transmission or reception of data do not occur for a preset time. In this mode, the machine consumes less power than in the standby mode. The default setting of the preset time is 15 minute. You can use the operation panel to change this time.

Multi-bypass tray

This is a paper feed tray located at the left side of the main body. When printing onto envelopes, postcards, transparencies or labels, set them in the multi-bypass tray instead of the cassette.

NetBEUI (NetBIOS Extended User Interface)

This is a network protocol developed by International Business Machines Corporation in 1985 and an enhanced version of the NetBIOS protocol. It gives higher performance on small-scale networks than other protocols such as TCP/IP. However, because it does not provide the routing function that selects the most appropriate route from among multiple routes, it is not proper for large-scale network configurations. Since NetBEUI is the standard protocol of IBM's OS/2 and Microsoft Corporation's Windows series, these companies offer file sharing and printing services that utilize NetBEUI.

Outline font

With outline fonts, character outlines are represented with numerical expressions and fonts can be enlarged or reduced in different ways by changing the numeric values of those expressions. Printing remains clear even if you enlarge fonts, since the characters are defined with outlines represented with numerical expressions. You can specify the font size in steps of 0.25 points up to 999.75 points.

Parallel interface

With this interface, data transfer between this machine and a computer takes place in 8-bit chunks. This machine can perform IEEE1284 compatible bi-directional communications.

PostScript

This is a page description language developed by Adobe Systems, Inc. It provides flexible font functions and high-performance graphics, allowing higher quality printing. The initial version of PostScript which was introduced in 1985 is currently referred to as Level 1. Level 2, which was compatible with color printing and 2-byte languages such as Japanese, was introduced in 1990 while Level 3, which added compatibility to Internet, step-by-step implementation level, and PDF, was brought out in 1996.

PPM (prints per minute)

This indicates the number of A4 size printouts that can be made in one minute.

Printer driver

The printer driver is software used for printing data created using application software. The printer driver is contained in the supplied CD-ROM. Install the printer driver on the computer connected to this machine.

Sleep mode

This mode is provided for power saving. This mode is activated when operation on the main body and transmission or reception of data do not occur for a preset time. In this mode, consumed power is reduced to the minimum. The default setting of the preset time is 30 minutes (16/20 ppm model) or 45 minutes (25 ppm model). You can use the operation panel to change this time.

SMTP (Simple Mail Transfer Protocol)

This is a protocol for transmission of e-mail over the Internet or an intranet. It is used for transferring mail between mail servers as well as for sending mail from each client to their server.

SNMP (Simple Network Management Protocol)

This is a protocol for monitoring and controlling communication equipment connected to a network such as routers, computers, and terminals through the network that uses TCP/IP (Transmission Control Protocol/Internet Protocol).

Status page

This lists machine conditions such as the machine's memory, the total number of copies and prints, and paper source settings. You can print the status page from the operation panel of this machine.

Subnet Mask

This is a 32-bit numerical value that defines which bits of the IP address specify the network address for identifying the network.

TCP/IP (Transmission Control Protocol/Internet Protocol)

TCP/IP is a network protocol designed to define the way computers and other devices communicate each other over a network.

USB (Universal Serial Bus)

This machine is equipped with USB interface that supports Hi-Speed USB 2.0. The maximum transfer rate is 480 Mbps for high-speed data transmission.

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



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