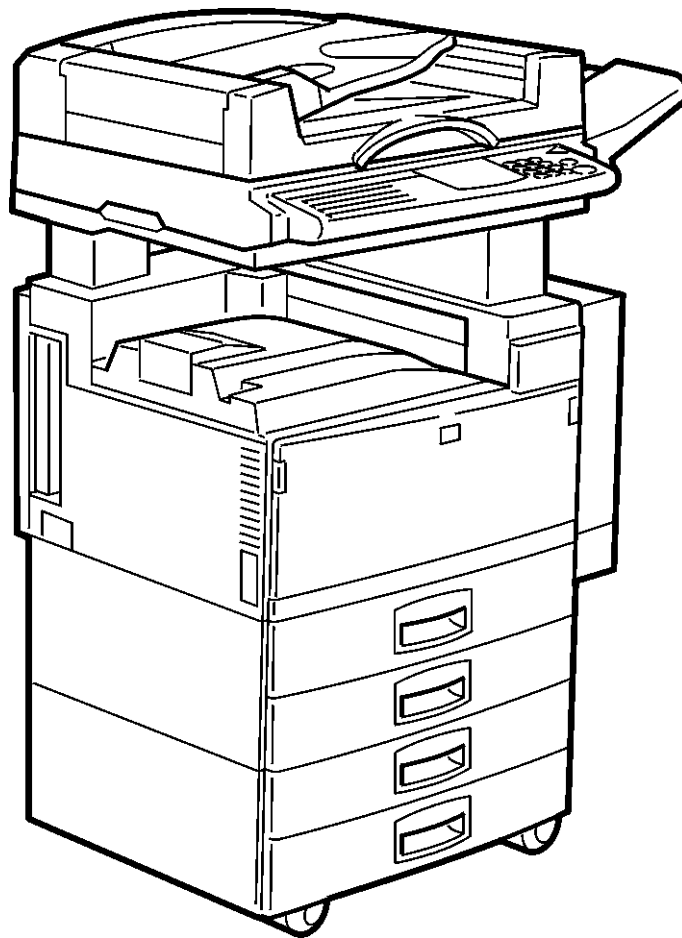


# 5635/5645



***Digital Copier***

When ordering supplies or requesting service for your copier, you will need to provide the model and serial number of your machine.

Please take a moment to enter your model and serial numbers here.

MODEL NUMBER: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

To order supplies, call: (\_\_\_\_) \_\_\_\_\_

To request service, call: (\_\_\_\_) \_\_\_\_\_



Customer Vision® -  
Our commitment to your  
complete satisfaction



As an Energy Star Partner, Lanier Worldwide, Inc. has determined that this product meets the Energy Star guidelines for energy efficiency.

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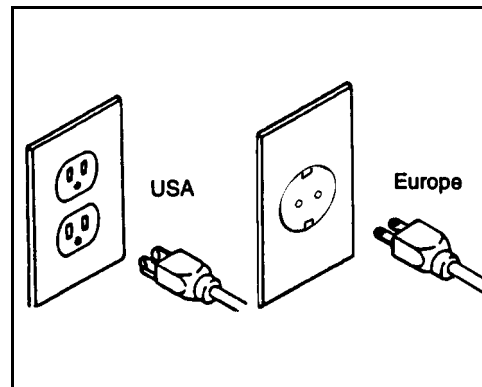
# ***Important Safeguards***

---

## Important Safeguards

Always follow these important safeguards:

- 1 Read all of these instructions before using the unit.
- 2 Plug the power cord into a 3-conductor (grounded) outlet. Check the Specifications chapter to make sure the outlet meets the ampere rating of this unit.
  - Never ground the power cord to a gas pipe or a water pipe.
  - Keep the power cord away from hot surfaces.
  - Avoid using an extension cord if possible.
  - If you must use an extension cord, use only a 3-conductor cord rated for the ampere rating of your unit. Refer to the Specifications Chapter for this value. Power cords rated for less can overheat and become a fire hazard.
- 3 Do not operate the unit if any part of it is damaged, or if any part has been dropped, until it is checked by a authorized Lanier Service Technician.
- 4 The fusing area is hot. Exercise care in this area.
- 5 Do not install the unit in areas that are:
  - Damp or humid
  - Exposed to direct sunlight
  - Extremely dusty
  - Poorly ventilated
  - Close to machines generating ammonia such as diazo copy machines.
  - Subject to extreme temperature or humidity changes, for example, near an air conditioner or heater
- 6 Place the unit on a firm, level surface.
- 7 For proper ventilation and cooling, keep the unit at least 4 inches back from the wall and allow 32 inches of clearance on the left and right sides of the copier. If the optional sorter is used, allow 48 inches on the left side of the copier.



## Agency Certifications

Your unit complies with FCC rules, DOC requirements, and other agency certification requirements. Refer to the Specifications chapter of this Operator Guide for further details.

# ***Making Copies***

## ***Chapter Overview***

This chapter provides information on how to make a copy. It includes:

- “Applying Power” on page 1-1
- “Main Power Switch” on page 1-1
- “Operation Key” on page 1-2
- “Selecting the Mode of Operation” on page 1-3

For additional information on the more advanced features of the copier, refer to: Chapter 3- Basic Copier Functions, and Chapter 4 - Copying Methods.

## Applying Power

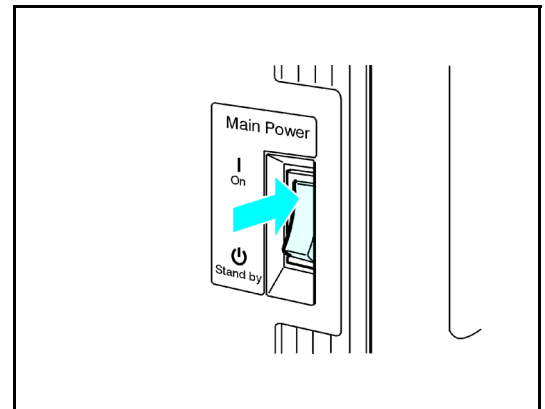
Two switches control the machine's power. The Main Power switch controls the power to the machine. The Operation key turns the machine on and off. It is recommended that the Main Power switch always be left in the On position. Information in memory may be lost if the switch is turned off.

### Main Power Switch

#### Turning On the Main Power

The Main Power switch supplies power to the copier. To supply power to the copier, press the **Main Power** switch to On.

Note: The Message Display shows, "Now loading...." After about 15 seconds your copier comes to its Ready condition and three beeps sound (if beep is turned on.) This indicates the copier is ready for you to begin copying.



#### Turning Off the Main Power

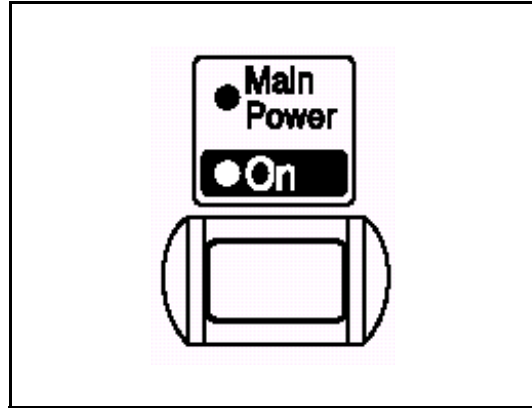
Press the **Main Power** switch to the Off position. The Main Power indicator turns off.

- Turning the Main Power switch off when the indicator light is flashing may cause damage to the hard drive or to memory.
- Pulling out the power cord before turning off the Main Power switch may cause damage to the hard disk or to memory.
- When the Main Power switch is turned off or the power cord unplugged, any documents stored in fax memory will be lost after approximately one hour.

### Operation Key

The Operation key is on the far right side of the Control Panel. It turns the copier operation on and off while maintaining power to the copier. If the On indicator light is OFF and the Main Power indicator light is ON, press the Operation key.

- The On indicator light turns ON and the Message Display lights up.
- To turn the copier OFF, press the **Operation** key again. The On indicator light turns OFF.



## Selecting the Mode of Operation

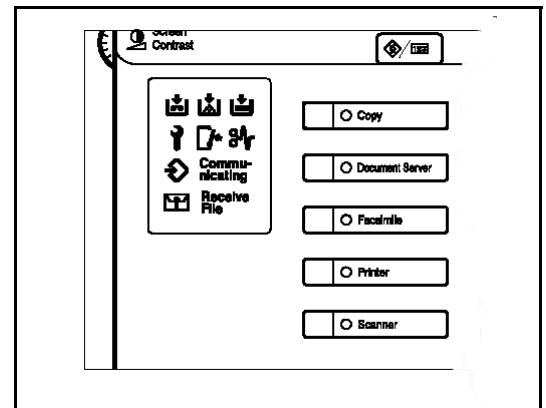
You can use this machine as a:

- Copy machine
- Facsimile machine
- Printer
- Scanner

Press one of the **Function** keys to select the desired mode of operation.

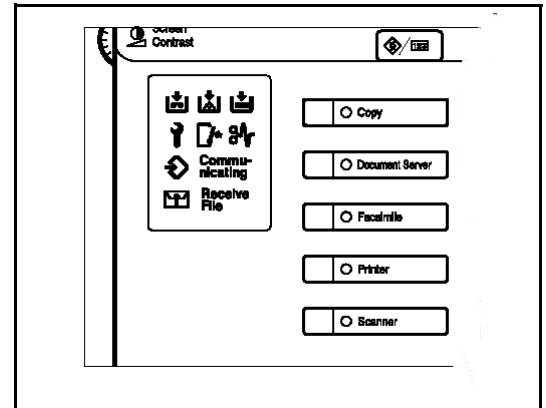
The indicator next to the key is a status indicator.

- Yellow indicates the mode of operation is selected.
- Green indicates the mode of operation is active.
- Red indicates the mode of operation has been interrupted.

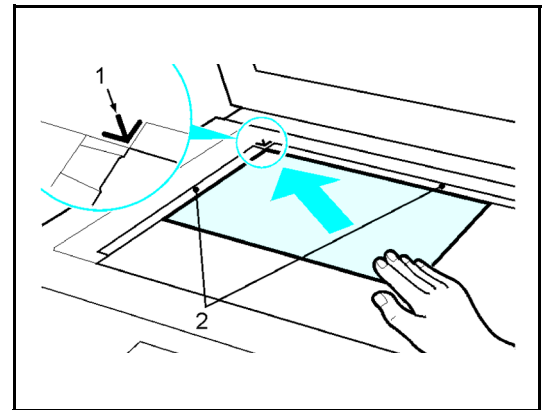


# Making Copies

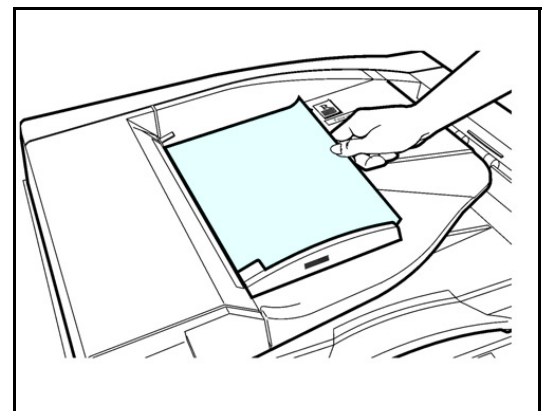
- 1 Check the Function switch to be sure the machine is in the copy mode. If not, press the Copy key. See “Selecting the Mode of Operation” on page 1-3.
- 2 If the User Code feature is activated, the message "Input user code, then press #" is displayed. Enter your User Code. .



- 3 Place original documents
  - Face-down on the Exposure Glass. Align originals to the indicator mark that represent the size of originals you are going to copy.



- Face-up on the Automatic Document Feeder.



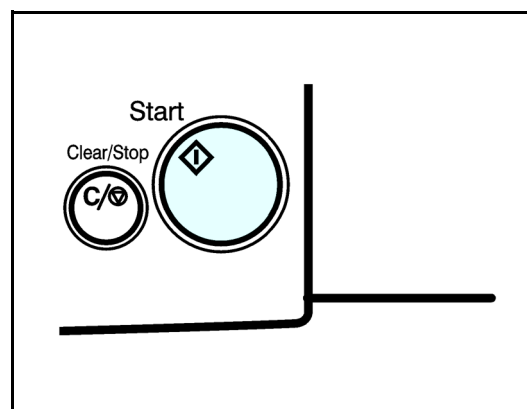
- 4 Select copy options from the Copy Options Table below.



Note: If you only want one copy with no options, proceed to Step 5..

Copy Options You Can Select	Methods To Use For Copy Options
Copy Quantity	Using the keypad, enter the number of copies you desire. The default quantity is 1 and the maximum is 999. See "Selecting Copy Quantities" on page 3-6
Copy Darkness/Lightness	<p><b>Automatic:</b> Touch <b>Auto Image Density</b> on the Message Display. Auto Image Density is highlighted when activated. See "Using Auto Image Density Mode" on page 3-7</p> <p><b>Manual:</b> Press either <b>Lighter</b> or <b>Darker</b> keys to change contrast of copies. You may turn Auto Image Density off if desired. See "Using Manual Exposure Mode" on page 3-8</p> <p><b>Combination:</b> Touch <b>Auto Image Density</b> and press <b>Lighter</b> or <b>Darker</b>. Use with colored background. See "Using Combination Auto Image Density/ Manual Mode" on page 3-9</p>
Original Mode	The selected mode is indicated above Original Mode on the Message Display. You can select from: Text, Text/Photo, Photo, Pale, and Generation Copy. Just touch <b>Original Mode</b> and then touch the desired mode. See "Selecting the Original Mode" on page 3-12
Copy Reduction or Enlargement	<p>Touch <b>Enlarge/Reduce</b> to gain access to Preset Ratios and Zoom keys.</p> <p><b>Preset Ratios:</b> Touch the desired ratio. See "Using Preset Copy Ratio Keys" on page 3-20</p> <p><b>Zoom Keys:</b> Touch the + or - keys to enlarge your original up to 400%, or reduce your original down to 32% of the original size. See "Zoom Keys" on page 3-21</p>
Copying Methods	Refer to the Table of Contents or Chapter 4, Copying Methods, for detailed information on the many copying methods available.
Using optional Finishers	Refer to "Using the Finisher Option" on page 7-1 for information on using the optional Finishers.

**5** Press the **Start** key to begin copying.



*Notes:*

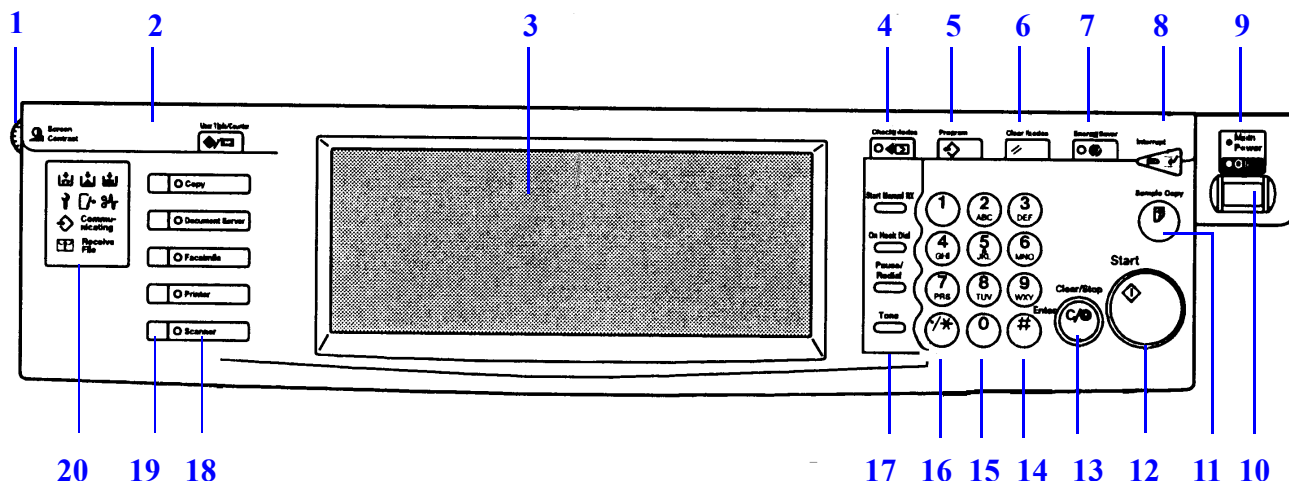
# ***Component Identification***

## ***Chapter Overview***

This chapter describes the copier's main components. Included in this chapter are:

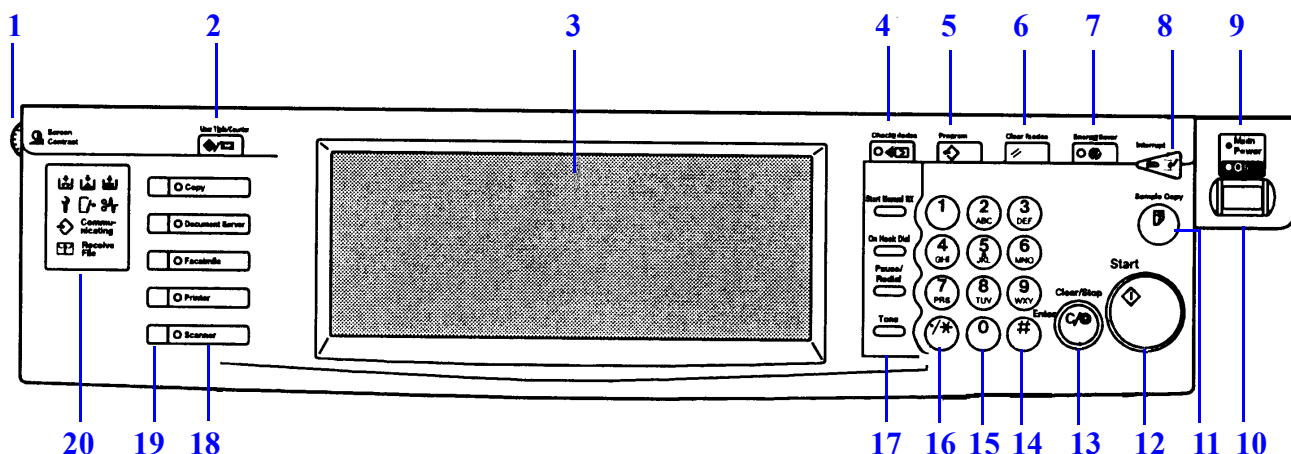
- “Control Panel” on page 2-1
- “Component Locations - Front” on page 2-3
- “Component Locations - Rear” on page 2-4
- “Status Display Indicators” on page 2-5
- “Graphics Display” on page 2-6

## Control Panel



- 1 Screen Contrast knob**  
Adjust the brightness of the Display Panel.
- 2 User Tools/Counter key**  
User Tools: Press to change the default settings and conditions to meet your requirements.  
Counter: Press the check or print the total number of copies made.
- 3 Display Panel**  
Displays operation status, error messages, and function menus.
- 4 Check Mode key**  
Press to review the copy settings
- 5 Program key**  
Press to store copy settings.
- 6 Clear Modes key**  
Press to clear the previous entered copy mode settings.
- 7 Energy Saver key**  
Press to switch to and from Energy Saver mode.
- 8 Interrupt key**  
Press to interrupt a copy job to run another copy job.
- 9 Main Power indicator**  
This indicator goes on when the main power switch is turned on, and goes off when the switch is turned off.
- 10 Operation switch**  
Press this switch to turn the power on. To turn the power off, press this switch again.
- 11 Sample Copy key**  
Use this key to make a single sample copy before starting a long copy run. Check the sample copy and making any necessary changes to the image quality settings before you begin making multiple copies. This saves time and supplies.
- 12 Start key**  
Press to start copying, scanning, or printing.
- 13 Clear/Stop key**  
Clear: deletes one digit when entering numbers.  
Stop: Interrupts the current operation.
- 14 # key**  
Used as the Enter key.

## Control Panel - continued



### 15 10-digit keypad

Used to enter copy quantity and to enter numbers when programming.

### 16 (.) key

Used to enter decimal points.

### 17 Facsimile keys

Start Manual RX  
On Hook Dial  
Pause/Redial  
Tone

### 18 Function keys

Press the appropriate key to select a function.  
Copy  
Document Server  
Facsimile  
Printer  
Scanner

### 19 Function Status Indicators

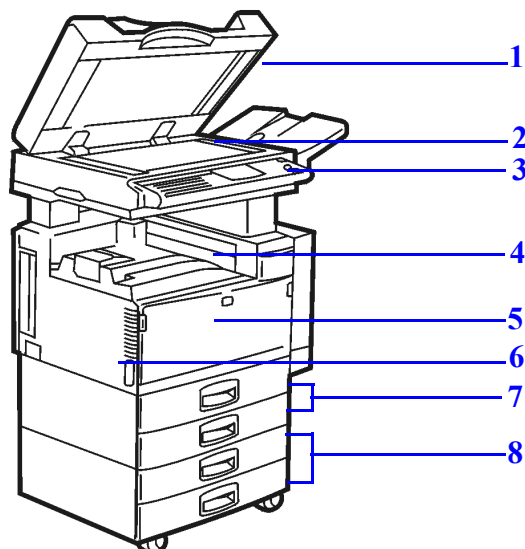
Displays the status of the Functions.  
Yellow: function is selected  
Green: function is active  
Red: function has been interrupted

### 20 Status Display Indicators

Indicates the status of your machine. Refer to Status Display Indicators.

---

## Component Locations - Front



---

**1 Document Feed - RADF**  
Document feeder automatically feeds a stack of originals.

---

**2 Exposure Glass**  
Place originals face down on the exposure glass.

---

**3 Operation key**  
This turns power on.

---

**4 Internal Tray**  
Copies are delivered to this tray.

---

**5 Front Cover**  
Open to access the inside of the machine.

---

**6 Main Power Switch**  
Turns on the main power to the machine.

---

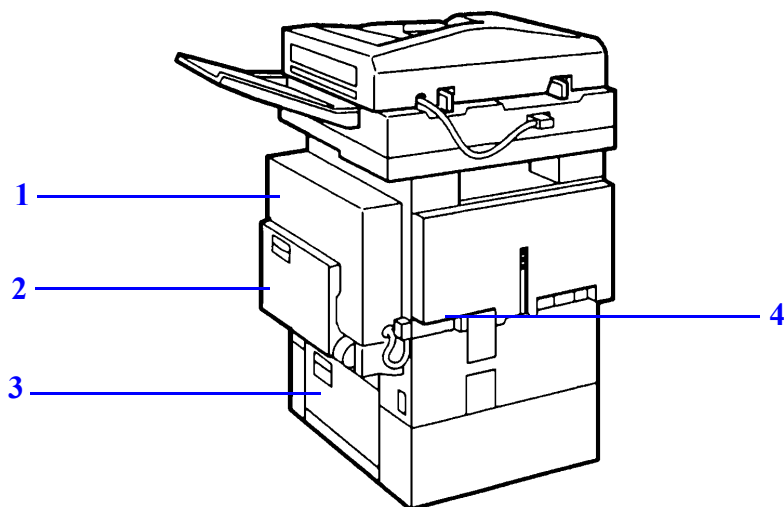
**7 Paper Drawers**  
Place paper in these drawers.

---

**8 System Stand (optional)**  
Additional paper drawers.

---

## Component Locations - Rear



---

### 1 Duplexer

This allows you to make copies of both sides of an original. Open to gain access to paper feed access doors.

---

### 2 Bypass Tray

Bypass copying allows you to copy onto transparencies, letter head, or other non-standard paper.

---

### 3 Paper Feed Access Door

Open to gain access to the paper feed area in case of a paper misfeed.

---

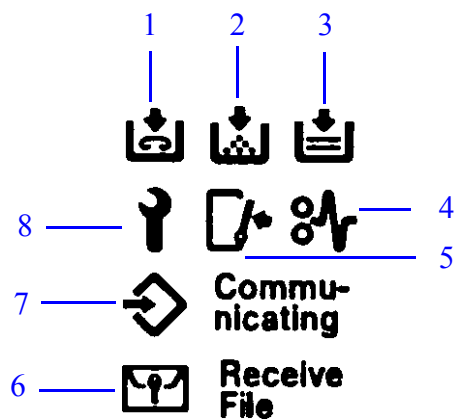
### 4 Air Vent

Do not block this vent. It aids in air circulation in the machine.



---

## Status Display Indicators



---

### 1 Out of Staples

When this symbol flashes, the optional finisher is out of staples.

---

### 2 Add Toner

When this symbol flashes, the copier is low on toner.

---

### 3 Paper Empty

When this symbol, add paper to the selected paper drawer.

---

### 4 Paper Misfeed

When this symbol flashes, a paper misfeed has occurred.

---

### 5 Door Open

When this symbol flashes, check for an open door and close it.

---

### 6 Confidential reception

When a confidential fax message is being received, this indicator is on.

---

### 7 Data In

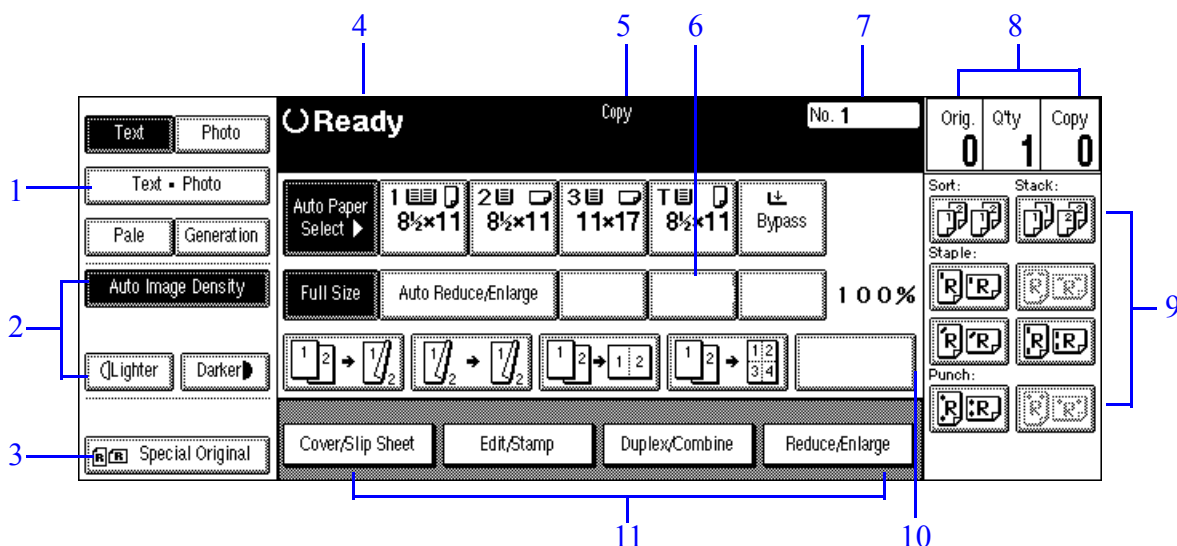
Program input.

---

### 8 Call for Service

When this symbol flashes, a problem exist in the machine. Call your authorized service center

## Graphics Display



### 1 Original Mode

Select your original type.

### 2 Image Density

Allows you to control the darkness of your copy, either manually or automatically.

### 3 Special Original

Used for special originals.

### 4 Operation Status

Provides status of the machine.

### 5 Current Selected Function

Displays the current function.

### 6 Program Ratios

Register up to three frequently used Reduced/Enlarge ratios.

### 7 Job Number

Copy job number or identification of scanned document.

### 8 Displays number of:

Scanned originals, copy sets, and copies

### 9 Sort, Stack, Staple, or Punch modes

### 10 Short cut keys displayed

### 11 Available Functions

A clip mark is displayed on the current selected function.

# ***Copier Functions***

## ***Chapter Overview***

This chapter describes the basic copier functions. Included in this chapter are:

- “Entering User Codes” on page 3-1
- “Document Feeder” on page 3-2
- “Using Auto Start” on page 3-5
- “Selecting Copy Quantities” on page 3-6
- “Selecting Copy Darkness Modes” on page 3-7
- “Selecting Original Modes” on page 3-10
- “Selecting Original Orientation” on page 3-13
- “Special Originals” on page 3-14
- “Selecting Custom Size Originals” on page 3-16
- “Enlargement and Reduction Ratios” on page 3-19
- “Size Magnification” on page 3-22
- “Horizontal/Vertical Sizing” on page 3-23
- “Directional Size Magnification” on page 3-25
- “Erase Center and Border” on page 3-27
- “Margin Adjustment” on page 3-32
- “Centering Your Copy” on page 3-33
- “Reversing Positive/Negative Copying” on page 3-34

## Entering User Codes

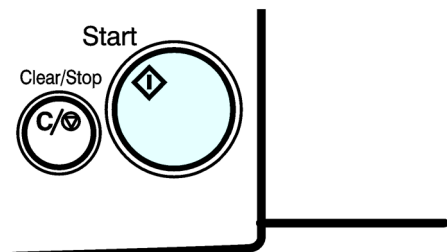
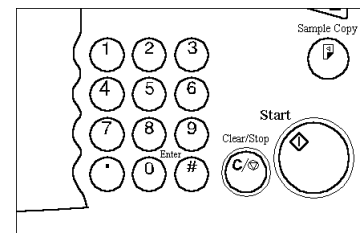
This feature prevents unauthorized use of the copier by limiting copier access to those persons who know an assigned User Code. The User Code feature monitors copier usage by department, project, or persons, and tracks the number of copies made with each User Code.

The Key Operator can activate the User Code feature. When this feature is active, the Key Operator can program up to 50 User Codes into the copier's memory. Each code can be from one to eight digits in length. When this feature is turned ON, the user must enter an assigned User Code, and press the (# Enter) key before the copier can be used.

The following instructions apply only when the User Code feature is turned ON.

- 1 Enter an assigned User Code using the key pad.
  - If you enter an invalid User Code, the Message Display continues to show eight dashes.
  - If you do not know which User Code to use, ask your Key Operator.
- 2 Make the copy requirement selections.
- 3 Press the **Start** key to begin copying.
- 4 When copying is complete, clear your User Code by pressing the “Clear Modes/Energy Saver” and Clear/Stop keys at the same time.

This prevents unauthorized use of your User Code.



## ***Document Feeder***

The Reversing Automatic Document Feeder (RADF), feeds originals to the Exposure Glass for copying and if Duplex Copying is selected, it turns the original over for copying the other side of the original. Then, it exits the original onto the Document Tray.

- You can place up to 100 originals in the Document Feeder for automatic feeding of originals to the Exposure Glass for copying.
- You may also select SADF which allows you to feed one original at a time into the Document Feeder without having to press the Start key each time.

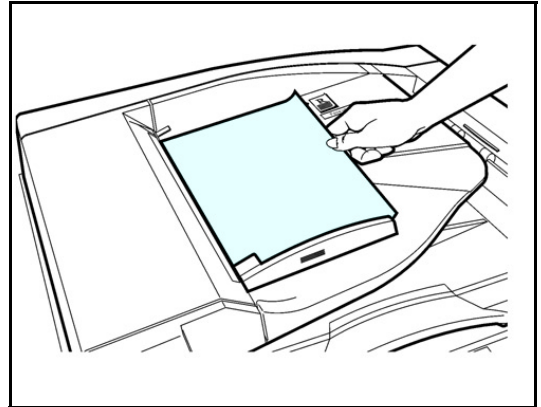
### ***Precautions when using Document Feeders***

1. Avoid using:
  - Badly wrinkled or folded originals.
  - Clipped or stapled originals.
  - Carbon paper.
  - Torn originals.
  - Taped originals.
  - Damp originals.
    1. Folded or curled originals should be smoothed out before inserting into the Document Feeder.
    2. Feeding a stack of different width originals through the Document Feeder is not recommended.
  - Feed them through one at a time.
  - You can, however, feed a stack of different length originals through the Document Feeder.
    3. If the surface of any two originals are so rough that they cannot be moved when pinched between two fingertips, the friction between the originals may obstruct paper separation even when the paper weight is within specifications.

## ***RADF - Feeding Stack of Originals***

RADF allows you to stack feed up to 100 originals into the Document Feeder by pressing the Start key one time. If you are feeding single sheets into the Document Feeder, switch the copy mode to SADF and you will not have to press the Start key for each original. See SADF-Feeding One Original at a Time, below.

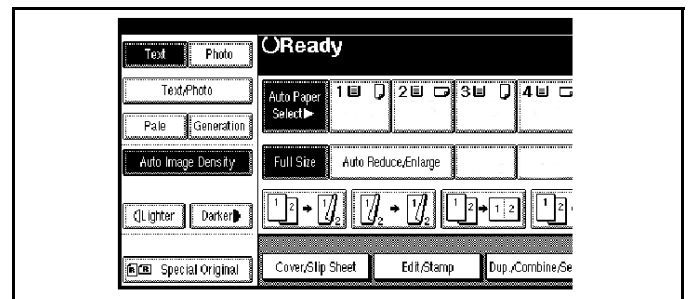
- 1 When using the RADF, place your originals face up in the Document Feeder.
- 2 Adjust the Paper Side Guides to fit the edge of your originals.
- 3 Set any additional copier features desired.
- 4 Press the **Start** key.



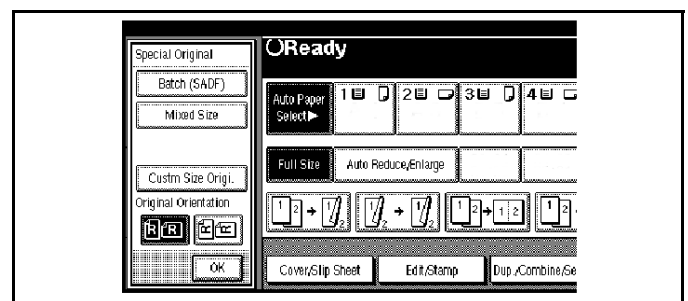
## ***SADF - Feeding One Original at a Time***

SADF allows you to manually feed multiple single sheets into the Document Feeder without having to press the Start key each time to make a copy. You can also stack feed up to 100 originals just as in the RADF mode.

- 1 Touch **Special Original** key.

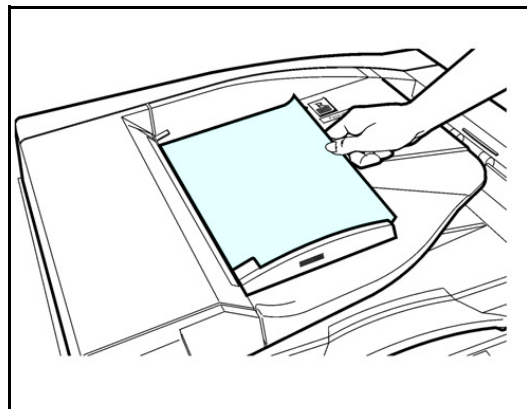


- 2 Touch the **Batch (SADF)** key.
- 3 Touch the **OK** key.



- 4 Set your originals and make your copy selections.
- 5 Press the **Start** key. The Auto Feed indicator located on the rear of the RADF is ON.
- 6 When the Auto Feed indicator light turns ON, you can feed the next original. The second and subsequent originals can be fed automatically without pressing the Start key.

Note: The SADF is on a time setting and will return to the original RADF copy mode after a preset time.



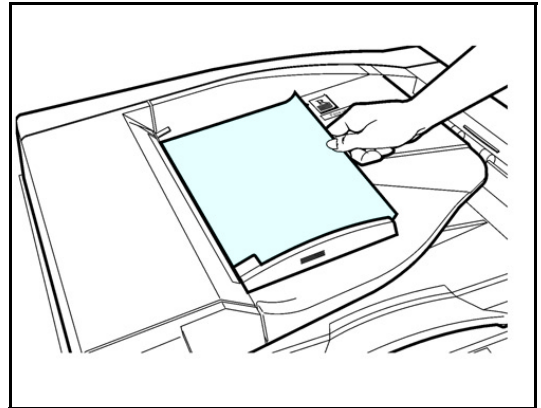


## Using Auto Start

When the copier is first turned ON, it takes five and one-half minutes for it to warm-up and come to its Ready condition. During this time, you can set up your copy job, press the Start key and walk away. You can even do this while your copier is in the Energy Saver mode. When the copier comes to its Ready condition, it automatically copies your job.

1 Place the original document in the Document Feeder or on the Exposure Glass.

2 Make your copy requirement selections.

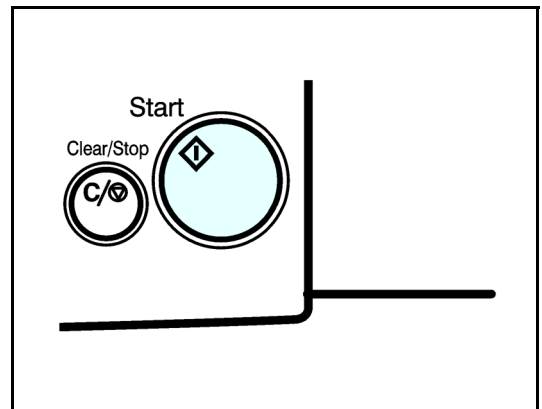


3 Press the **Start** key. The indicator light in the Start key flashes alternately green and red.

4 The copier automatically begins copying when the copier comes to its Ready condition.

When the copier comes to its Ready condition, the indicator light in the Start key turns green.

Note: To cancel Auto Start, press the **Clear/Stop** key.



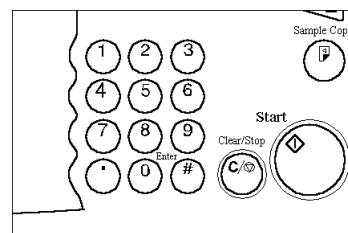
## Selecting Copy Quantities

The copier automatically selects a copy quantity of one copy.

- If desired more than one copy, enter the number from the 10-key pad.
- The maximum copy quantity that you can enter is 999.

If more than one copy of your original is required, enter the number of copies you desire using the key pad.

- Press the **Clear/Stop** key to clear an entry if you entered an incorrect quantity.
- If no quantity is entered, one copy is automatically selected by your copier.



## Selecting Copy Darkness Modes

Select the copy darkness modes using:

- Auto Image Density
- Manual
- Combination Auto Image Density/Manual

Select the Copy Darkness setting before making your copy. If you do not, the copier uses Auto Image Density mode, as the default setting.

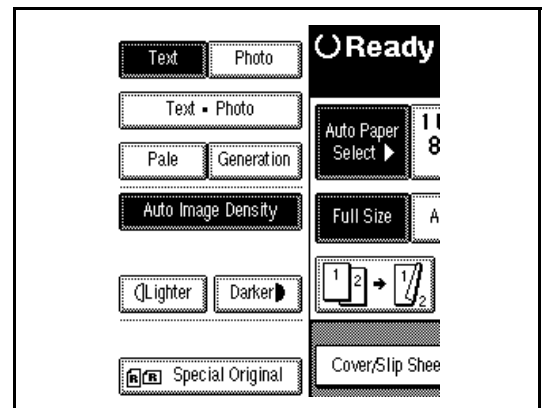
### Using Auto Image Density Mode

Auto Image Density, automatically adjust the copier for the best quality copy.

- For example, the dark background on newspapers or recycled paper is not copied when using Auto Image Density.

Touch the Auto Image Density key.

- Auto Image Density is highlighted.
- Copy darkness adjustment is not required for most originals in the Auto Image Density mode.

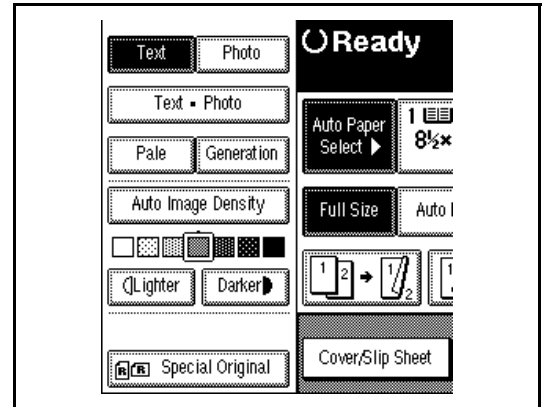


### Using Manual Exposure Mode

Manual Exposure mode allows you to manually adjust the image density darker or lighter.

- 1 Touch the **Auto Image Density** key.  
The Auto Image Density indicator should be off.
- 2 Touch the **Lighter** or **Darker** key to select the lightness or darkness of the copy.

There are seven settings to choose from.

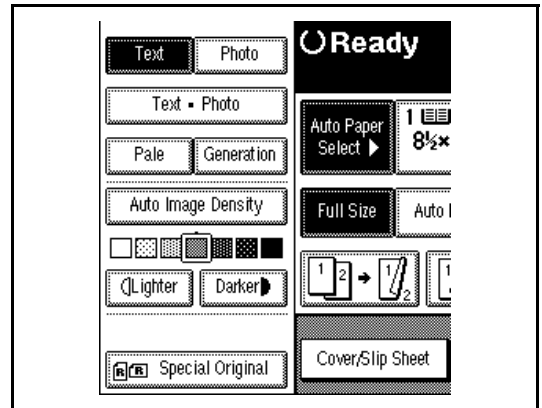


## Using Combination Auto Image Density/Manual Mode

Combination Auto Image Density/Manual mode is used when originals have colored background and you want to adjust the copy density without affecting the background.

- 1 Touch the **Auto Image Density** key. Auto Image Density is highlighted.
- 2 Touch the **Lighter** or **Darker** key to select the lightness or darkness of the copy.

There are seven settings to choose from.



## **Selecting Original Modes**

Identify the type of original you are copying by selecting:

- Text
- Text - Photo
- Photo
- Pale
- Generation

The selected Original mode is shown above the Original Mode key.

### ***Text***

Select text when your original contains only text and no pictures.

### ***Text - Photo***

Select Text-Photo when your original contains photographs or picture with letters.

## ***Photo***

Select Photo when copying photographs and colored originals. The copier automatically adjust to provide the best copies.

When you are using Photo, you can also use the Manual adjustments to fine tune the darkness or lightness of the copy.

## ***Pale***

Select this mode for originals that have lighter lines written in pencil, or for faint copies. The faint lines will be clearly copied.

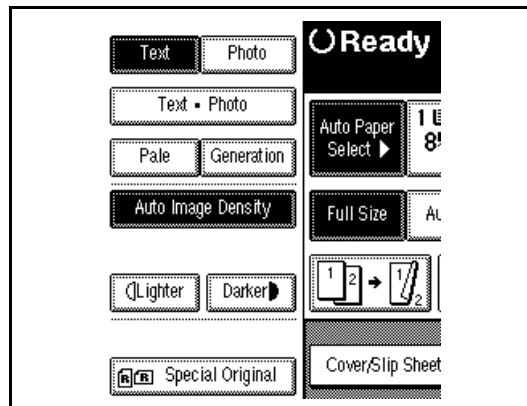
## ***Generation***

If your originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

### Selecting the Original Mode

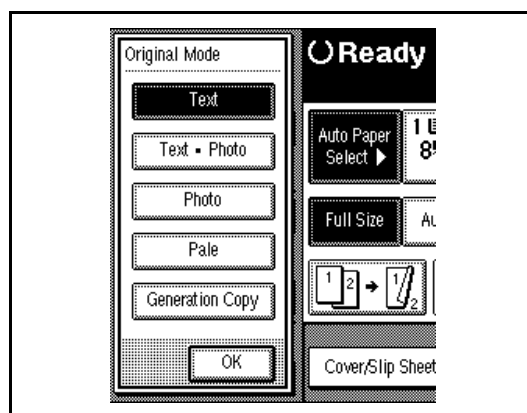
1 If the desired mode is not shown above the Original Mode, touch the desired **Original Mode** key.

- Text
- Text-Photo
- Photo
- Pale
- Genration



2 Select the desired Original Mode.

3 Then touch the **OK** key.



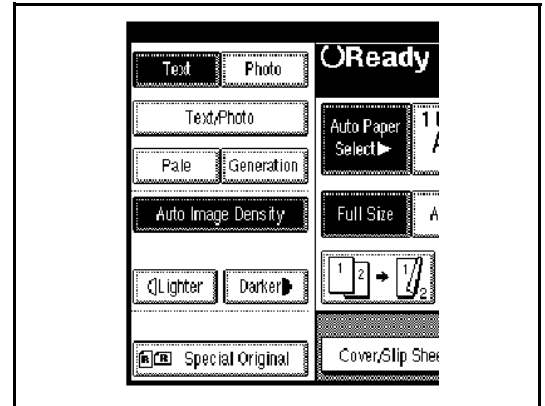


## Selecting Original Orientation

Original orientation can be set in two ways:

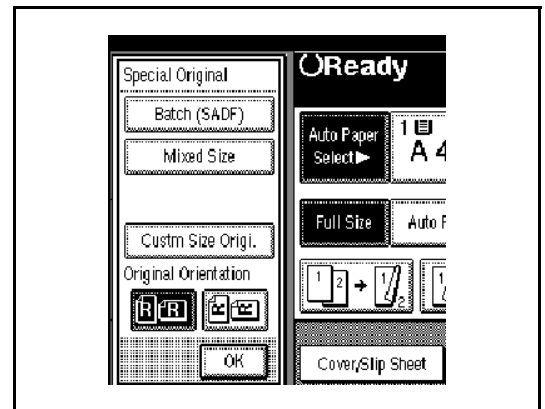
- Standard Orientation: the original is in the same direction as the copy paper.
- 90 degree Turn: the copy image is automatically rotated 90 degrees. This works well when copying on to larger paper.

1 Touch the **Special Original** key.

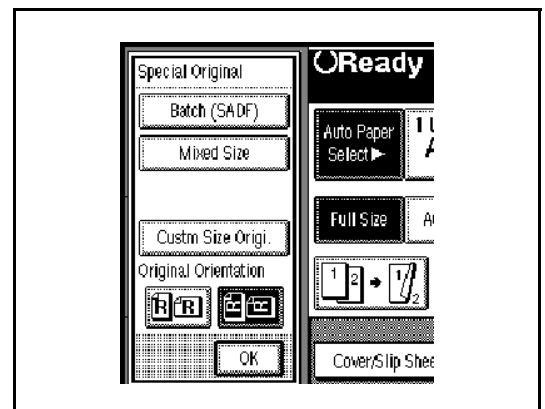


2 Select the original orientation.

- Standard Orientation
- 90 degree Turn



3 Touch the **OK** key.



## ***Special Originals***

With your copier, you can select from three special original types:

- Batch (SADF)
- Mixed Sizes
- Thin Originals

### ***Batch (SADF)***

Batch or (SADF) Single Automatic Document Feed, allows you to manually feed single sheets into the Document Feeder without having to press the Start key each time to make a copy.

### ***Selecting Mixed Sizes***

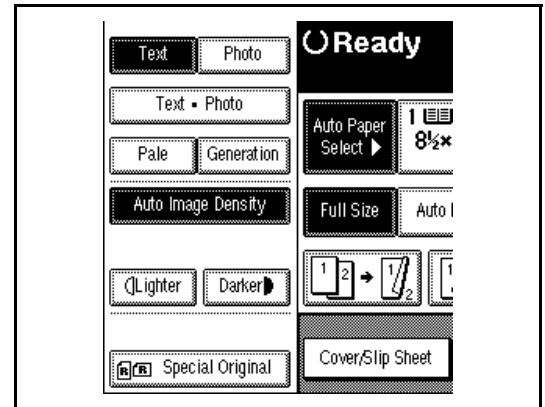
When originals of different sizes are placed on the Document Feeder at the same time, your copier automatically checks the size of the originals and makes the appropriate copy.

### ***Selecting Thin Mode***

Use this mode when placing thin originals into the Document Feeder.

## Selecting Special Original Mode

- 1 Touch the **Special Original** key.

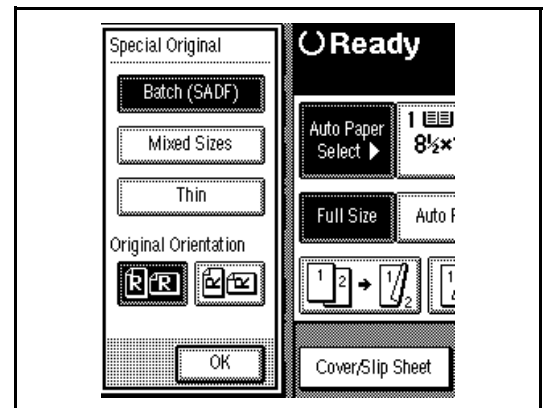


- 2 Touch the desired special original key.

- Batch (SADF)
- Mixed Sizes
- Thin

- 3 Touch **OK**.

- The selected “Special Original” key is displayed just above the Special Original key.



- 4 Set your originals in place.

- 5 Press the **Start** key.

### ***Selecting Custom Size Originals***

- 1 Touch the **Special Original** key.
- 2 Touch the **Custom Size Orig.** key.
- 3 Enter the horizontal size of the original using the keypad. Then, touch the # key.
- 4 Enter the vertical size of the original using the keypad. Then, touch the keypad.
- 5 Touch the **OK** key.
- 6 Press the **Start** key to begin copying.

## Selecting Copy Paper

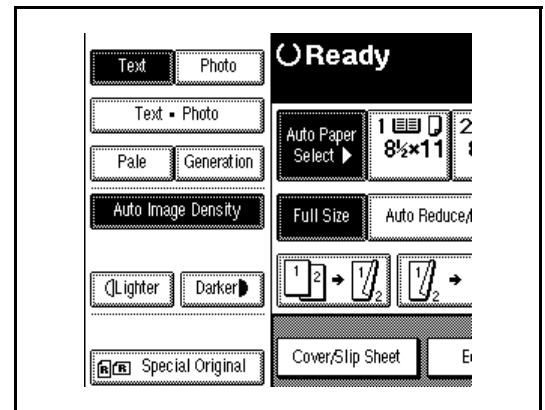
Your copier provides two ways to select copy paper:

- Auto Paper Select
- Manual Paper Select

### Using Auto Paper Select

Your copier automatically detects the paper size and copies to the proper Paper Drawer.

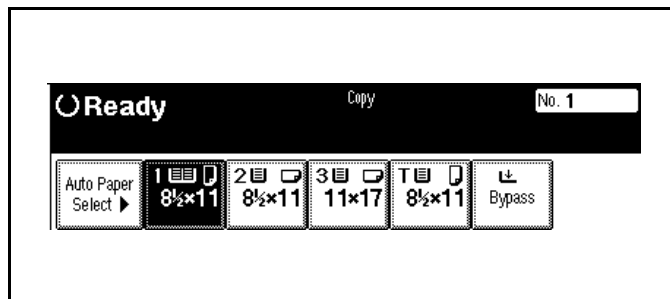
- 1 Touch **Auto Paper Select**.
- 2 Set up your copy requirements.
- 3 Press **Start** to copy.



### Using Manual Paper Select

You can manually select a desired paper size for copying.

- 1 Touch **Paper Tray 1, Paper Tray 2, Paper Tray 3, LCC**, or the **Bypass Tray** key.
- 2 Proceed with your copy set up selections.
- 3 Press the **Start** key to begin copying.



## Enlargement and Reduction Ratios

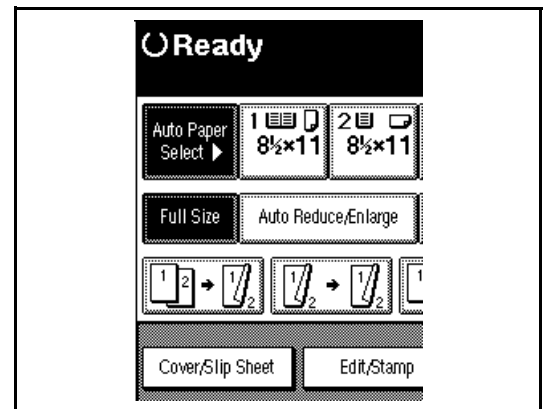
Your copier allows you to enlarge or reduce your copies using:

- Auto Reduce/Enlarge
- Preset Copy Ratios
- Zoom Key: with 1% increments

### Using Auto Reduce/Enlarge

Auto Reduce/Enlarge allows the copier to select the appropriate ratio based on the original size and paper size that you select.

- 1 Touch the **Auto Reduce/Enlarge** key.
- 2 Select the copy paper tray you desire.
- 3 Set up your copy requirements.
- 4 Press the **Start** key to begin copying.

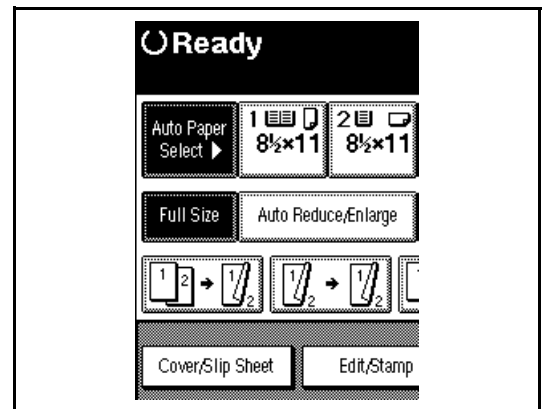


### Using Preset Copy Ratio Keys

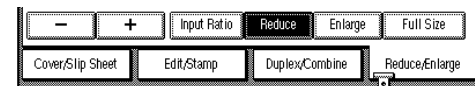
The preset Copy Ratio keys allows you to select from thirteen preset reduction and enlargement ratios.

- There are five preset Enlarge ratios to choose from: 115%, 122%, 141%, 200%, and 400%.
- There are six preset Reduce ratios to choose from: 87%, 82%, 71%, 61%, 50%, and 25%.
- Full size preset ratio at 100%.

- 1 Touch the **Full Size** key.
- 2 Touch the **Reduce/Enlarge** key.



- 3 Select **Enlarge** or **Reduce**.
- 4 Select a copy ratio by touching the appropriate ratio.
- 5 Touch **OK**.
- 6 Set your originals and make your copy set up options.
- 7 Press the **Start** key to begin copying.



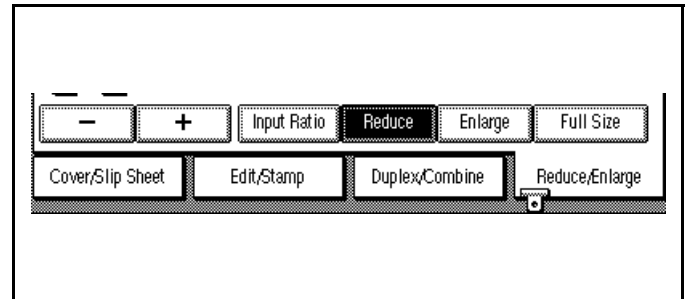


## *Zoom Keys*

The Zoom key allows you to select a precise copy ratio selection from 32% to 400% in one percent increments.

You can use the + or - keys, or the keypad to change the copy ratio.

- 1 Touch the **Full Size** key.
- 2 Touch the **Reduce/Enlarge** key.
- 3 Enter the percent ratio by touching the + and - keys or entering the percent using the keypad.
  - When using the +/- keys, touching the key changes the ratio in 1% increments.
  - Holding down the +/- keys causes the ratio to change in 10% increments.

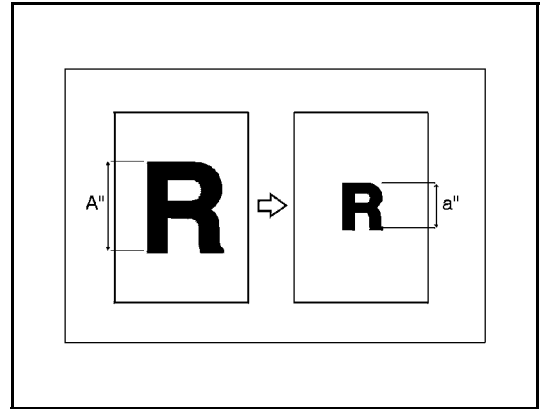


- 4 After you selected your desired Copy Ratio, touch the **OK** key.
- 5 To return to a 100% ratio, touch **Full Size**.

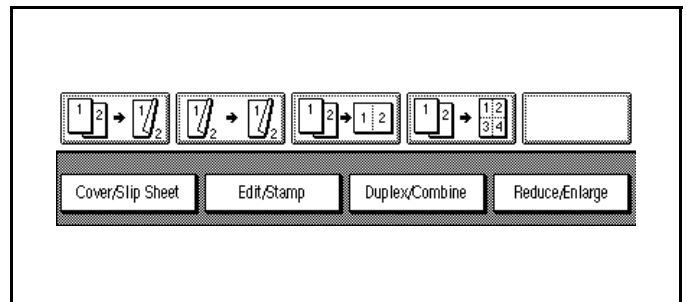
## Size Magnification

Calculate a ratio from the lengths of the original and copy for enlarging or reducing the copy.

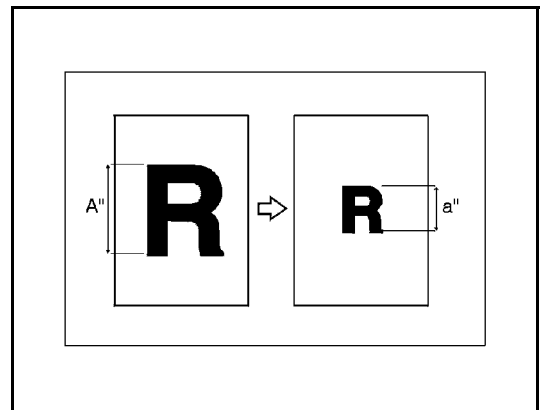
- 1 Measure and specify the lengths of the original and copy by comparing “A” with “a”.



- 2 Touch the **Reduce/Enlarge** key.
- 3 Touch the **Specified Ratio** key.



- 4 Enter the length of the original (A) using the keypad.
- 5 Touch the # key in the display.
- 6 Enter the length of the copy (a) with the keypad.
- 7 Touch the # key in the display.
  - To change length entered, touch the Clear key or press the Clear/Stop key. Then enter a new value.
  - To change a length entered after touching the # key, select original or copy and enter the desired length.
- 8 Touch the **OK** key two times.



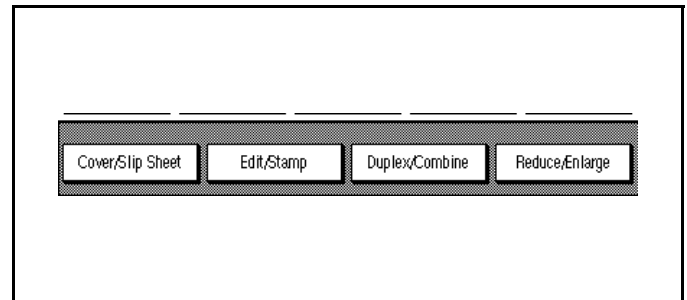
## Horizontal/Vertical Sizing

This feature allows you to stretch and squeeze an image by independently changing the horizontal and vertical reproduction ratios.

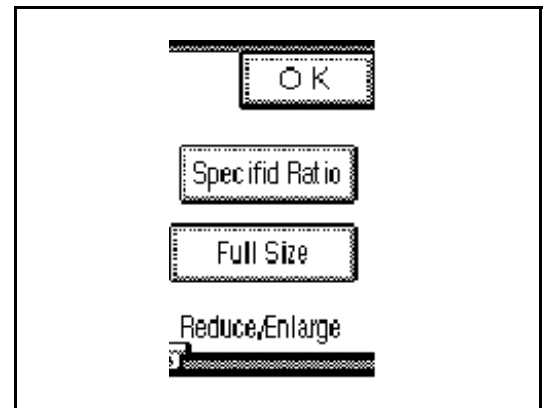
### Directional Size Magnification - Inches

- When the original is on the Exposure Glass, the reproduction ratios are 25 to 400%.
- When the original is on the Document Feeder the reproduction ratios are: Vertical 37 to 150%, Horizontal 25 to 400%.
- When entering page size, use the (./\*) key to enter the decimal.

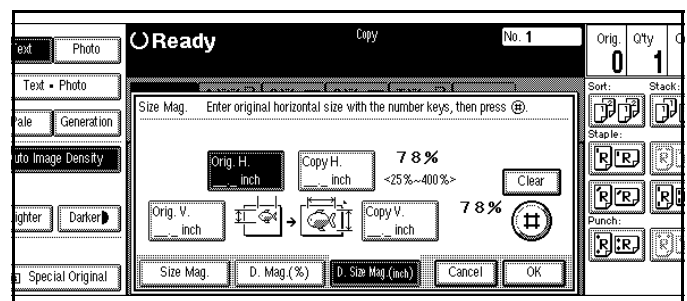
- 1 Touch the **Reduce/Enlarge** key.



- 2 Touch the **Specified Ratio** key.
- 3 Touch the **Dirc.Size Mag. In** key.



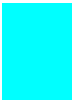
- 4 Enter the horizontal size of the original using the keypad.
- 5 Press the # key.
- 6 Enter the horizontal of the copy using the keypad.
- 7 Touch the # key.



## ***Horizontal/Vertical Sizing***

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- 8 Repeat the same for the vertical sizes.
- 9 Touch the **OK** key.
- 10 Set your originals, then press the **Start** key.

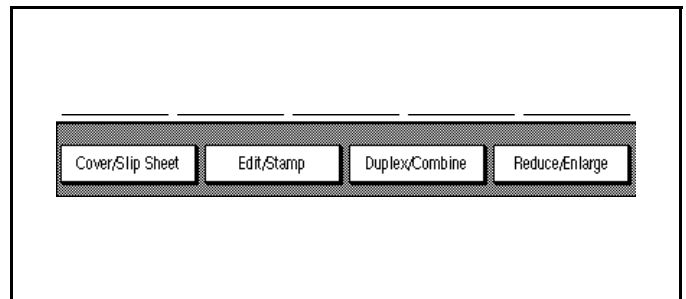


## *Directional Size Magnification*

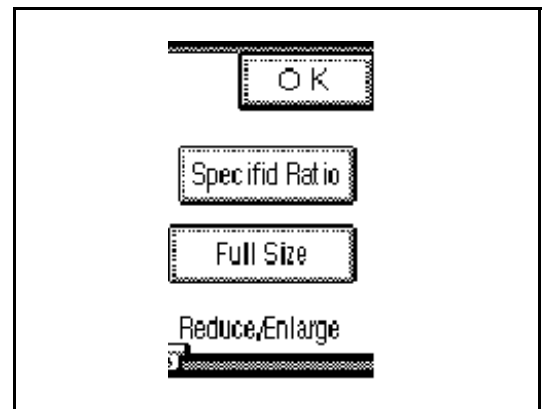
- When your original is on the Exposure Glass, the reproduction ratios are 25 to 400%.
- When your original is on the Document Feeder the reproduction ratios are: Vertical 37 to 150%, Horizontal 25 to 400%.
- When entering page size, use the ./\* key to enter the decimal.

### *Directional Size Magnification - 1% Increments*

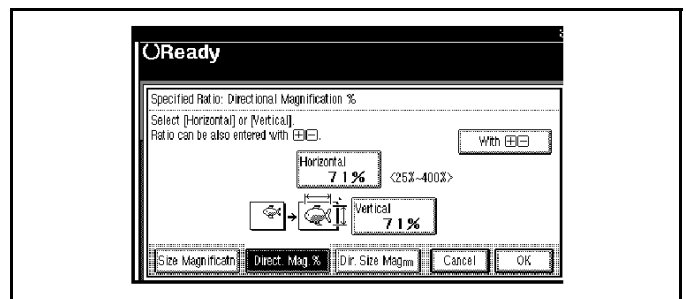
- 1 Touch the **Reduce/Enlarge** key.



- 2 Touch the **Specified Ratio** key.

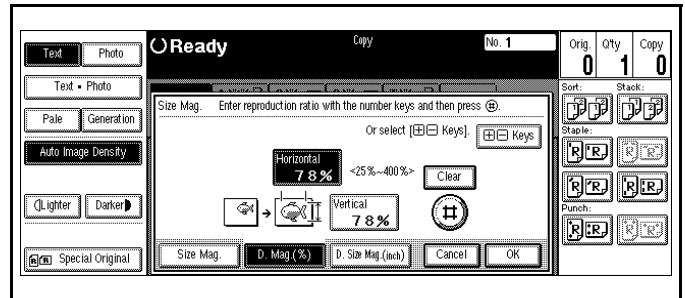


- 3 Touch the **Direct Mag%** key.



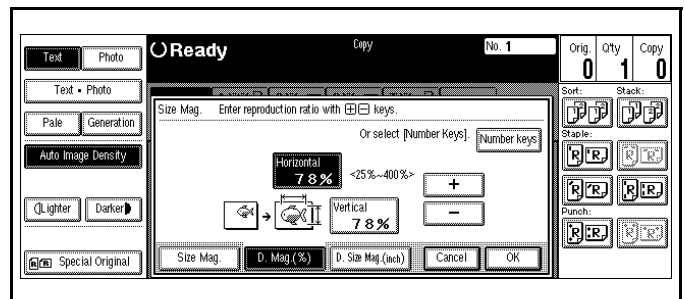
### Enter the Ratios Using + /- Keys

- 1 Touch either the + or - key.
- 2 Touch the **Horizontal** key.
- 3 Touch either the + or - key to change the ratio in 1% increments.
- 4 Touch the **Vertical** key.
- 5 Touch either the + or - key to change the ratio in 1% increments.
- 6 Touch the **OK** key.



### Enter the Ratios Using the Keypad

- 1 Touch the **Horizontal** key.
- 2 Enter the desired ratio using the keypad.
- 3 Touch the **Vertical** key.
- 4 Enter the desired ratio using the keypad.
- 5 Touch the **OK** key.
- 6 Touch the **OK** key.
- 7 Set your originals, then press the **Start** key.



## Erase Center and Border

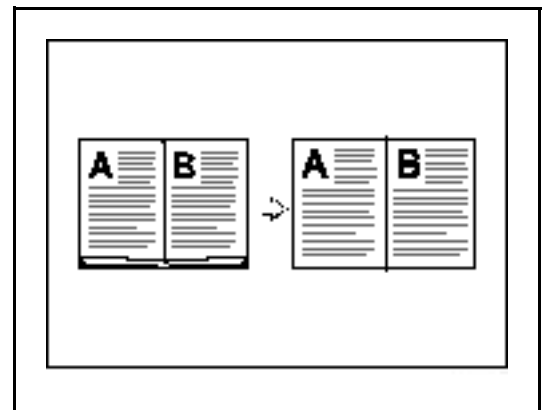
This function erases the center and/or all four sides of the original image. This is useful for avoiding shadows on the copy image caused by the bound originals, such as books.

- **Border:** erases the edge margin of the original image.
- **Center:** erases the center margin of the original image.
- **Center/Border:** erases both center and edge margins of the original image.

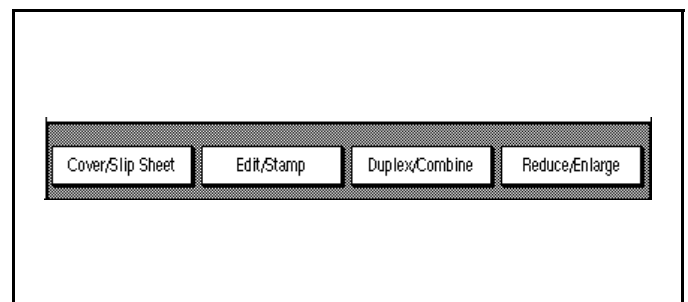
This feature is not active when you are using the Bypass Tray.

Margin width default is 0.4", 10mm. Using the User Tools, you can change the margin from 0.1" to 2.0" in 0.1" steps (3 to 50mm in 1mm steps).

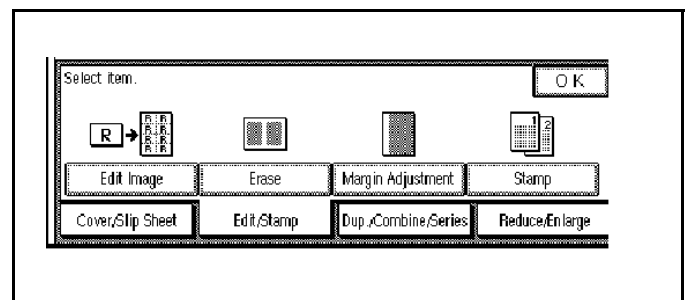
### Using Border Erase



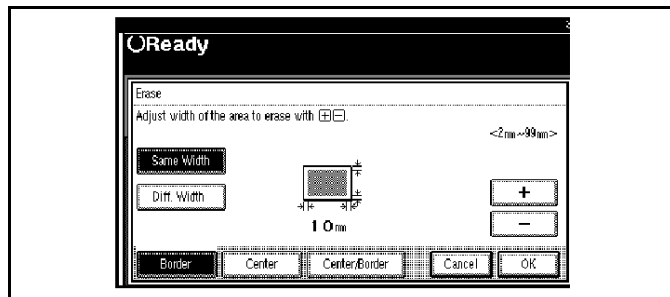
- 1 Touch the **Edit/Stamp** key.



- 2 Touch the **Erase** key.

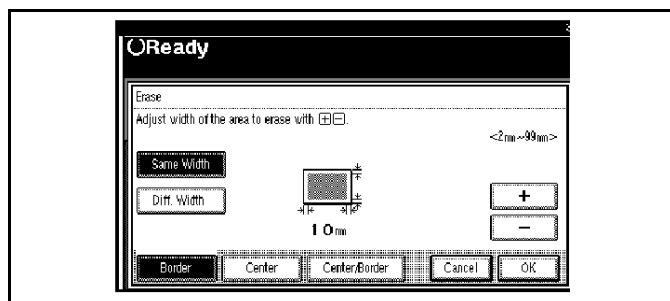


- 3 Touch the **Border** key if it is not already selected.
- 4 Set the border width by selecting with Same Width or Diff. Width.



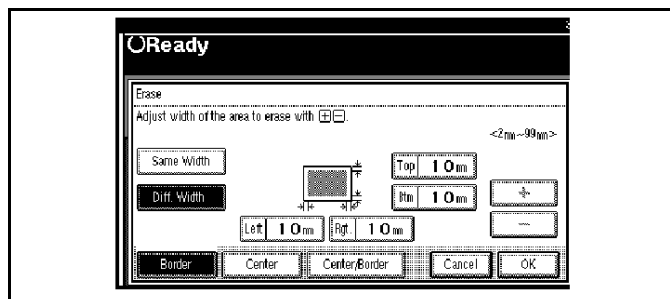
### Selecting Same Width

- 1 If the **Same Width** key is not selected, select it.
- 2 Set the erase border width using the + and - keys.
  - Each touch of the key changes the value by 0.1 inch.
- 3 Touch the **OK** key.



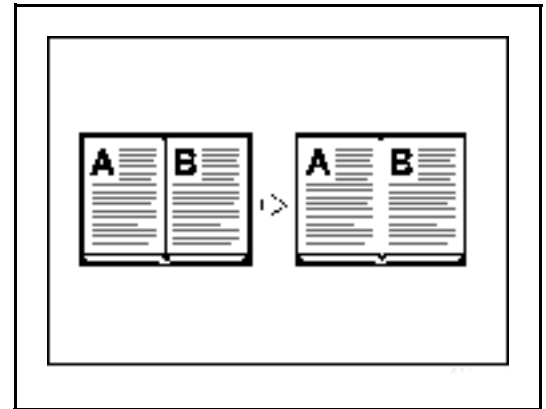
### Selecting Different Width

- 1 Touch the **Diff. Width** key.
- 2 Set the erase border width using the + and - keys.
  - Each touch of the key changes the value by 0.1 inch.
- 3 Touch the **OK** key.

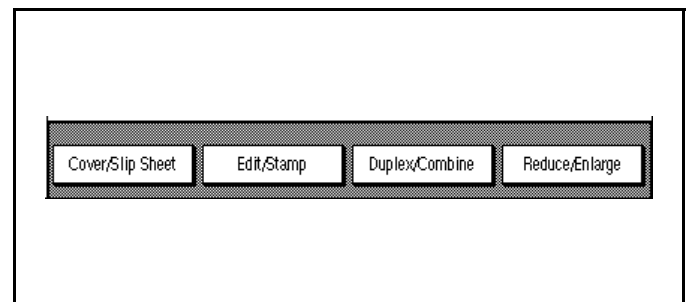




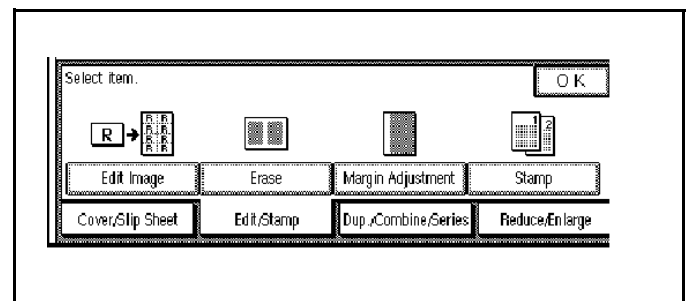
## Using Center Erase



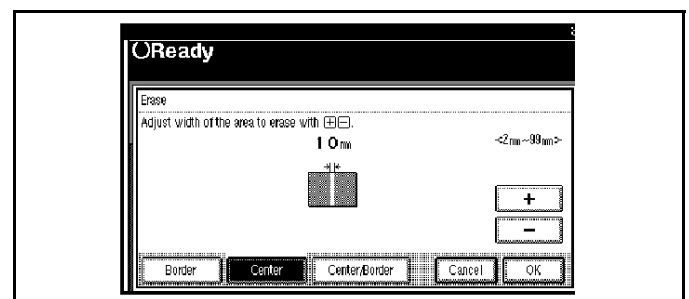
- 1 Touch the **Edit/Stamp** key.



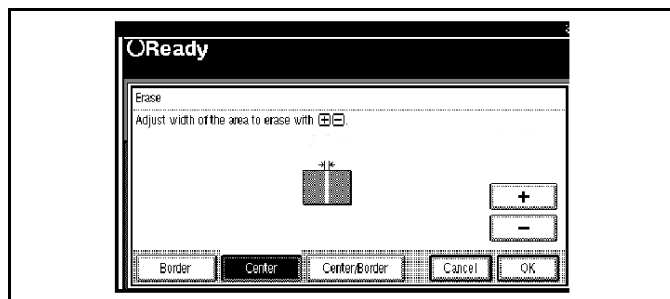
- 2 Touch the **Erase** key.



- 3 Touch the **Center** key.

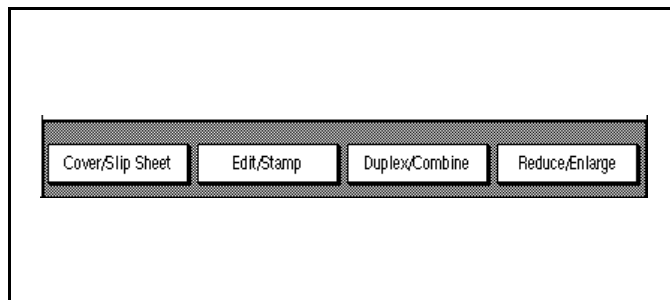


- 4 Set the center width using the + and - keys.
  - Each touch of the key changes the value by 0.1 inch.
- 5 Touch the **OK** key.

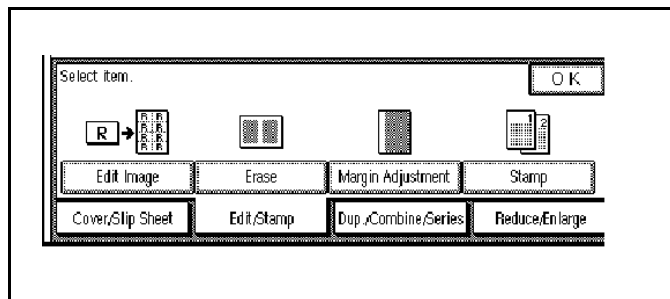


## Using Center/Border Erase

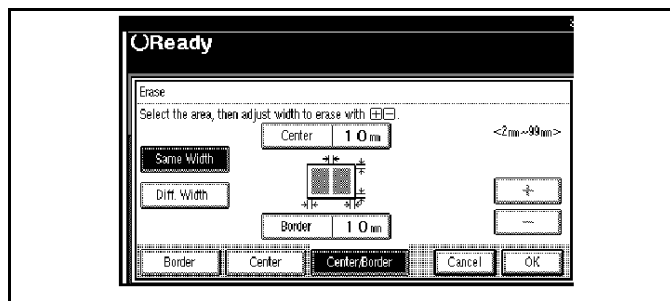
- 1 Touch the **Edit/Stamp** key.



- 2 Touch the **Erase** key.

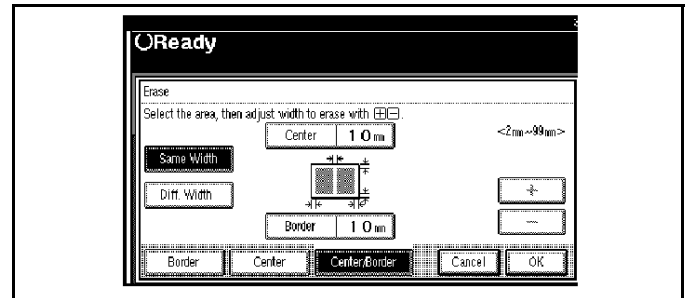


- 3 Touch the **Center/Border** key.
- 4 Set the erase margin.



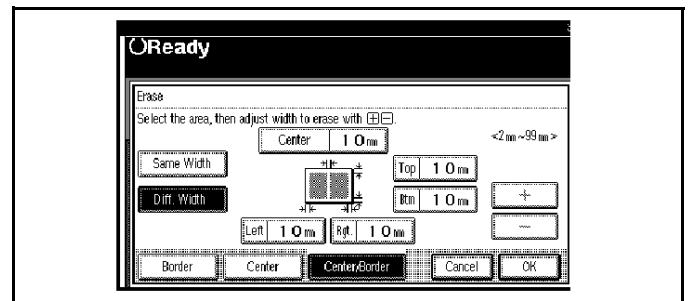
### Selecting Same Width

- 1 Touch the **Center** key.
- 2 Touch the **Same Width** key.
- 3 Touch the **Border** key
- 4 Set the erase border using the + and - keys
- 5 Touch the **OK** key.



### Selecting Different Width

- 1 Touch the **Diff. Width** key.
- 2 Touch the key for the part you wish to change and set an erase margin width using the + and - keys.
- 3 Touch the **OK** key.



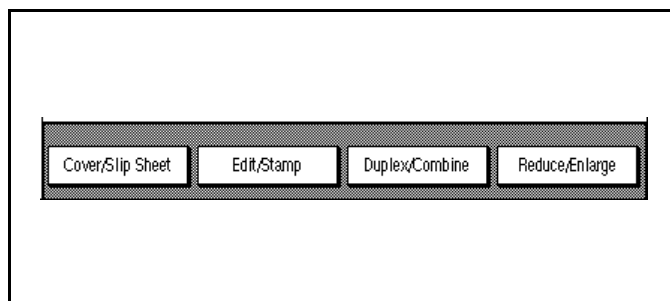
## Margin Adjustment

You can shift the image on the page either left or right to make a binding margin. The default setting is:

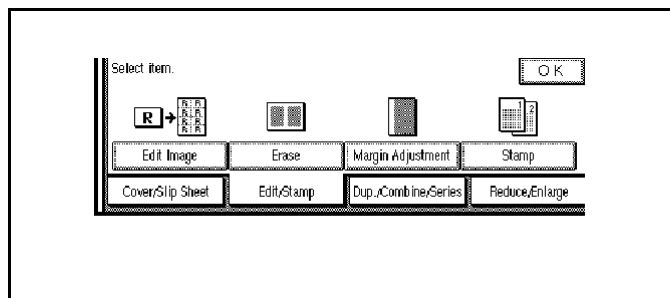
- Front 0.2" left
- Back 0.2" Right

You can change the default setting.

- 1 Touch the **Edit/Stamp** key.

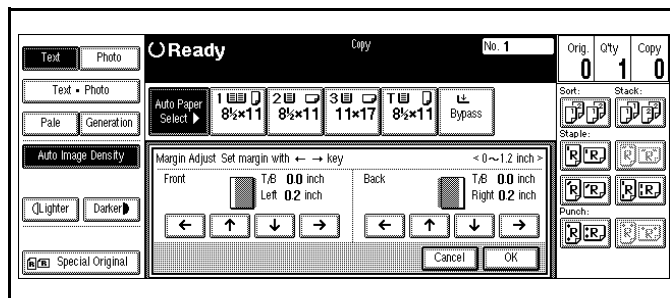


- 2 Touch the **Margin Adjustment** key.



- 3 Touch the **left** and **right** arrow keys to set the left and right margins for the front and back side of the page.

- Each touch of the arrow key changes the value by 0.1 inch.



- 4 Touch the **up** and **down** arrows to set the top and bottom margins for the front and back side of the page.

- Each touch of the arrow key changes the value by 0.1 inch.

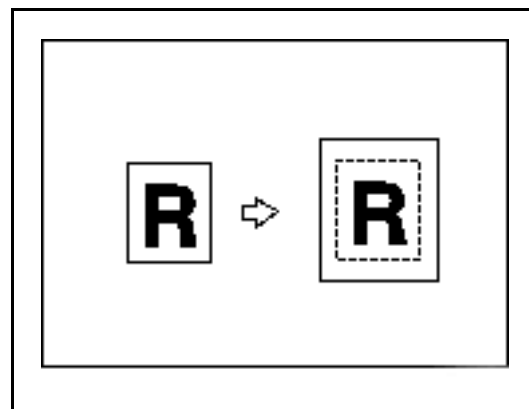
- 5 When your settings are complete, touch the **OK** key.

- 6 Touch the **OK** key.

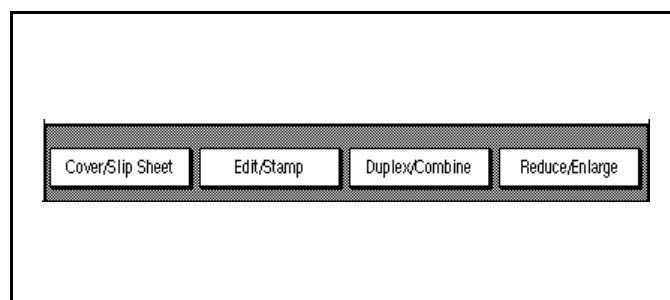
- 7 Set your originals, then press the **Start** key.

## CenteringYour Copy

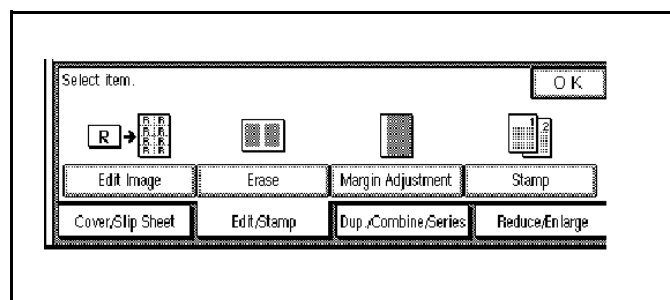
This feature allows you to center an image on a larger sheet of paper.



- 1 Select paper size.
- 2 Touch the **Edit/Stamp** key.

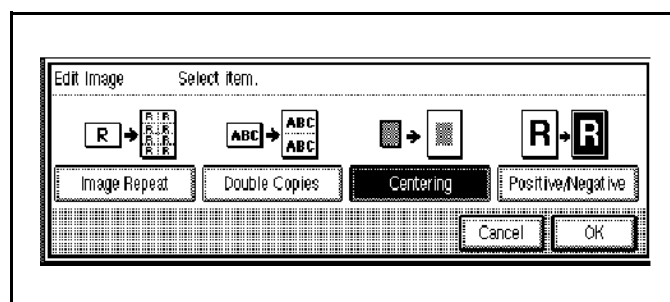


- 3 Touch the **Edit Image** key.



- 4 Touch the **Centering** key.

- 5 Touch the **OK** key.

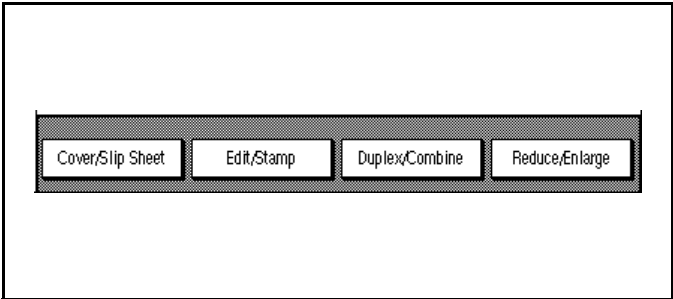


- 6 Press then **Start** key to begin copying.

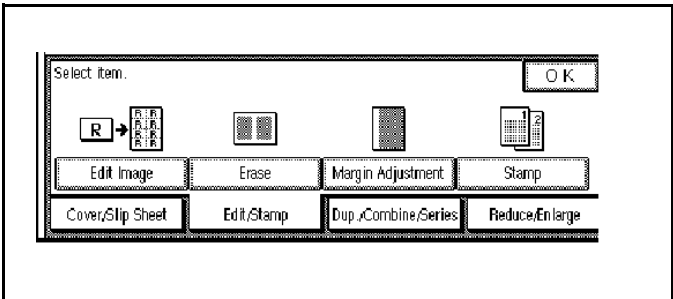
Reversing Positive/Negative Copying

This feature reverses the black and white images of the original.

1 Touch the **Edit/Stamp** key.



2 Touch the **Edit Image** key.

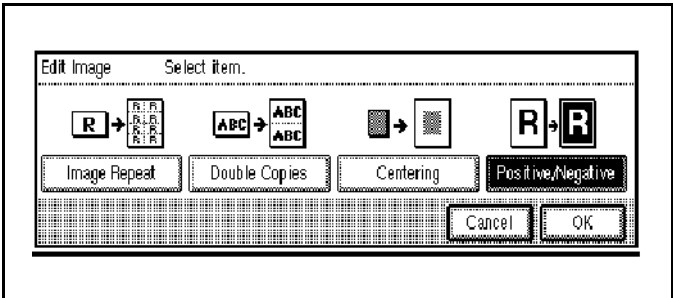


3 Touch the **Positive/Negative** key.

4 Touch the **OK** key.

5 Touch the **OK** key.

6 Make your copy selections.



# ***Copying Methods***



## ***Chapter Overview***

This Chapter explains the various ways to make copies with the copier. Included in this chapter are:

- “Series/Book Copying” on page 4-1
- “Bypass Copying” on page 4-9
- “Combine Copying” on page 4-15
- “Double Copying” on page 4-28
- “Duplex Copying” on page 4-29
- “Image Repeat Copying” on page 4-32
- “Interrupt Copying” on page 4-34
- “Overhead Transparencies and Thick Paper” on page 4-35
- “Cover and Page Insert Copying” on page 4-36
- “Scanning Documents” on page 4-42
- “Cover/Slip Sheets” on page 4-43
- “Series Copying - Book to 1-Sided Copies” on page 4-49
- “Series Copying - 2-Sided to 1-Sided Copies” on page 4-50



## Series/Book Copying

Series copies are made by separately copying the front and back of a 2-sided original or the two facing pages of a spread original onto two sheets of paper. A book is made by copying two or more originals in page order.

The following types of Series and Book modes can be used:

### Series Copies

- Book > 1 Sided: Copies the two facing pages of a spread original to make two 1-sided copies.
- Book > 2 Sided: Copies a spread two-page original onto both sides of a sheet.
- Front & Back > 2 Sided: Copies each two-page spread original as it is onto both sides of a sheet.

### Booklet

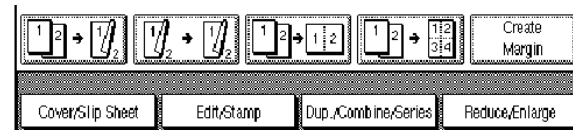
- 1 Sided > Booklet: Make copies in page order for a folded booklet.
- 2 Sided > Booklet: Copies a 2-sided original in page order for a folded booklet.
- 1 Sided > Magazine: Copies two or more originals to make copies in page order (as when they are folded and stacked).
- 2 Sided > Magazine: Copies 2-sided originals to make copies in page order (as when they are folded and stacked)

## Series Copying

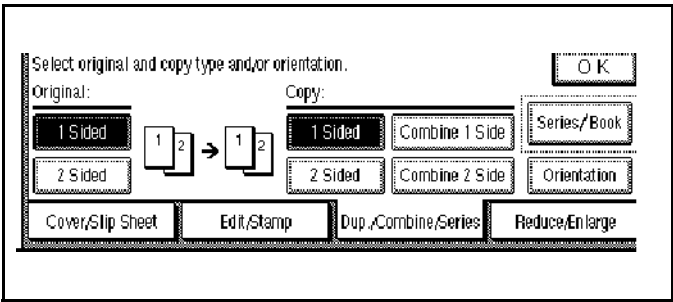
### Book to 1 Sided

This allows you to make one-sided copies from two facing pages of a bound original book.

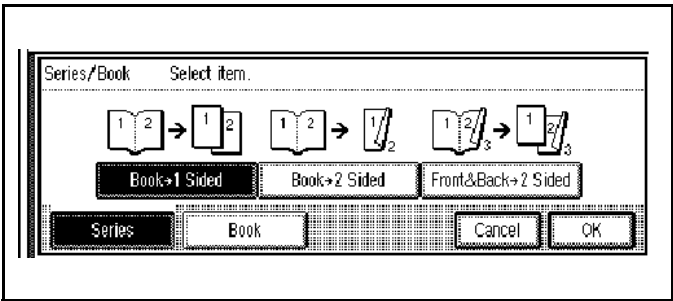
- 1 Touch the **Duplex/Combine/Series** key.



2 Touch the **Series/Book** key.



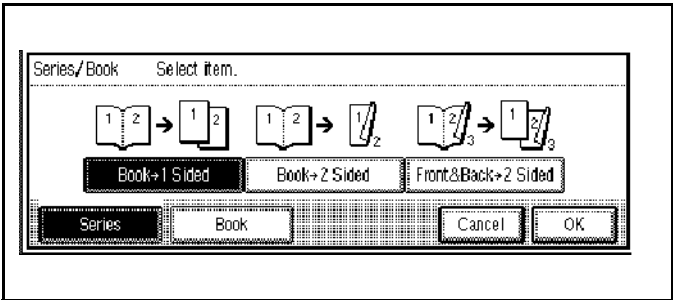
3 Make sure the Series key is selected.



4 Touch the **Book > 1 Sided** key.

5 Touch the **OK** key.

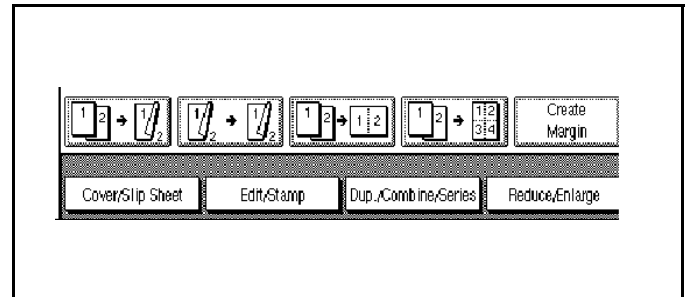
6 Set the originals in place, then press the **Start** key.



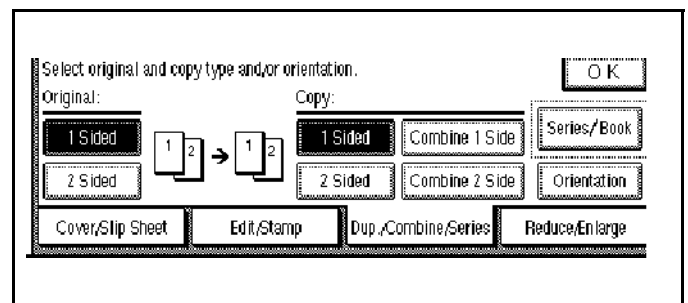
**Book to 2 Sided**

Book to 2 Sided allows you to copy two facing pages of a book to both sides of a sheet.

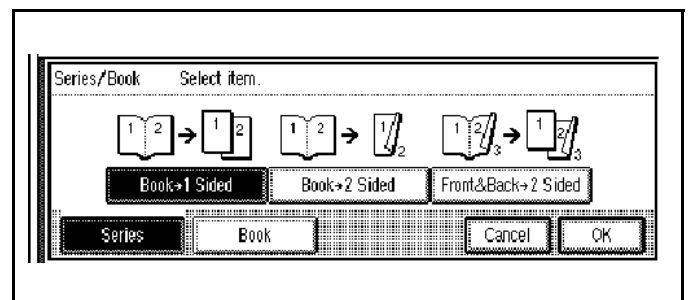
- 1 Touch the **Duplex/Combine/Series** key.



- 2 Touch the **Series/Book** key.



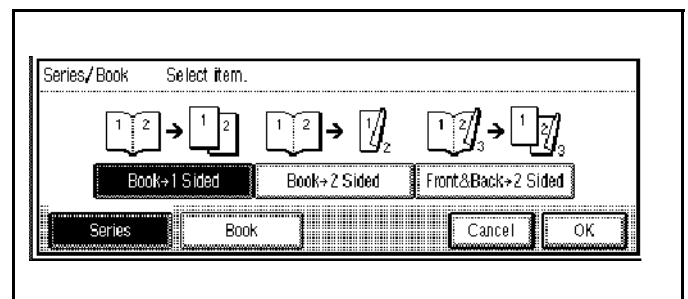
- 3 Make sure the Series key is selected.



- 4 Touch the **Book > 2 Sided** key.

- 5 Touch the **OK** key.

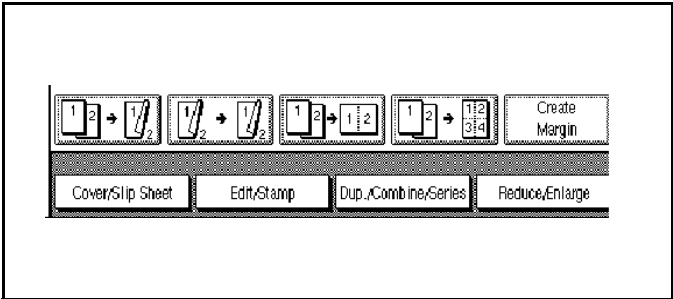
- 6 Set the originals in place, then press the **Start** key.



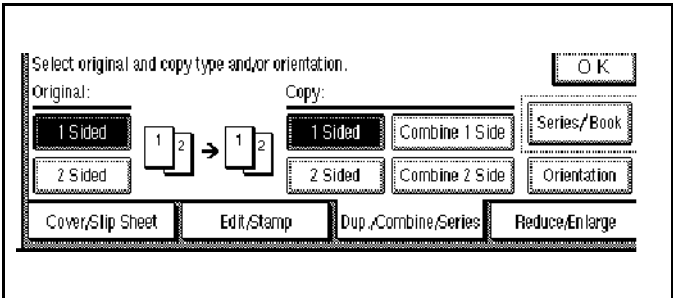
Front and Back to 2 Sided

Copies each two-page spread original as it is onto both sides of a sheet.

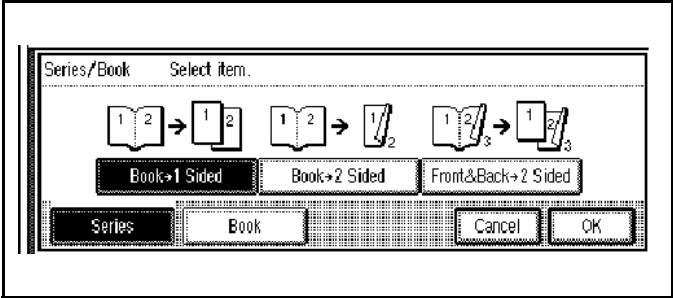
- 1 Touch the **Duplex/Combine/**  
**Series** key.



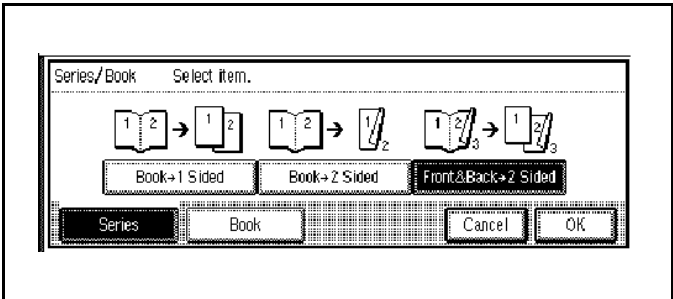
- 2 Touch the **Series/Book** key.



- 3 Make sure the Series key is  
selected.



- 4 Touch the **Front/Back >2 Sided**  
key.



- 5 Touch the **OK** key.

- 6 Select the paper source.

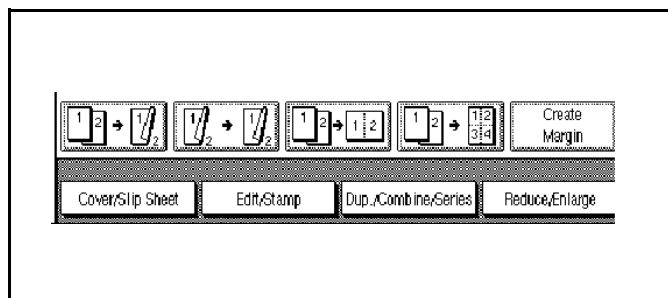
- 7 Set the originals in place, then press the **Start** key.

## Copying Book Originals

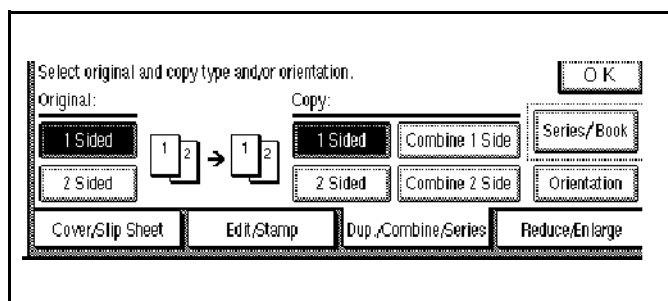
### 1 Sided to Booklet

Make copies in page order for a folded booklet.

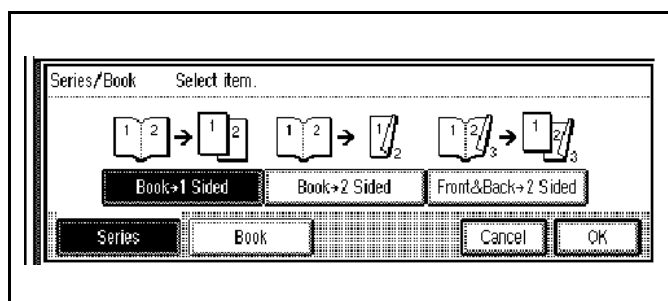
- 1 Touch the **Duplex/Combine/Series** key.



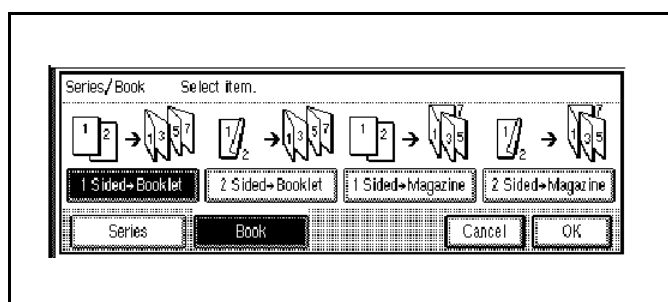
- 2 Touch the **Series/Book** key.



- 3 Touch the **Book** key.



- 4 Touch the **1 Sided > Booklet** key.

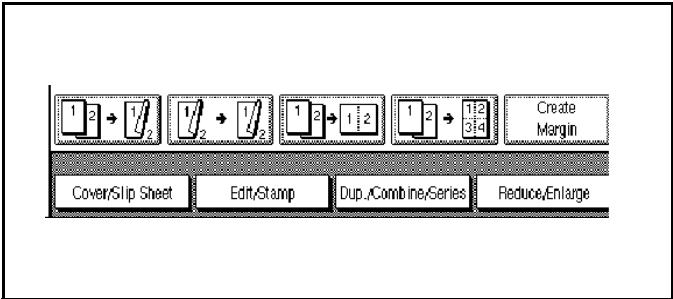


- 5 Touch the **OK** key.
- 6 Select the paper, set your originals, and then press the **Start** key.

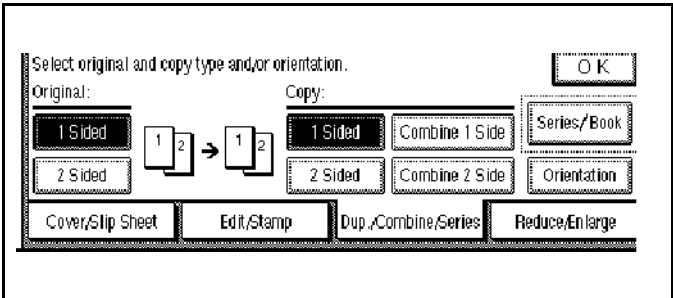
2 Sided to Booklet

Make 2 sided originals to copies in page order for a folded booklet.

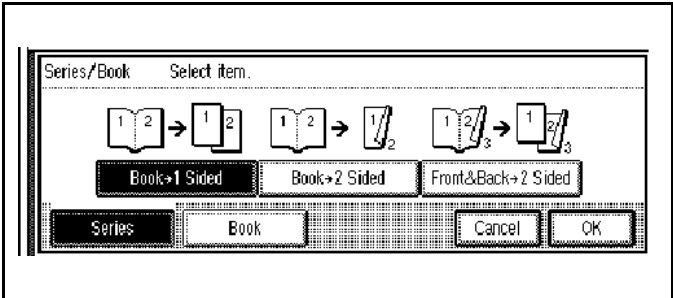
- 1 Touch the **Duplex/Combine/Series** key.



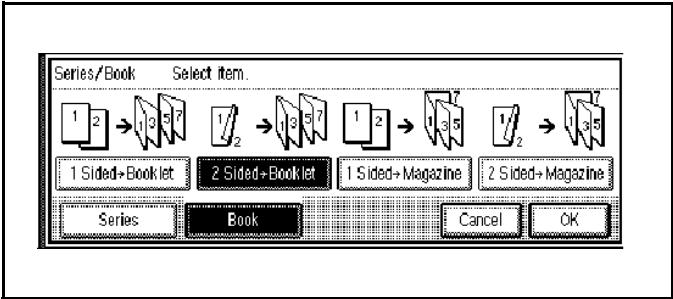
- 2 Touch the **Series/Book** key.



- 3 Touch the **Book** key.



- 4 Touch the **2 Sided > Booklet** key.



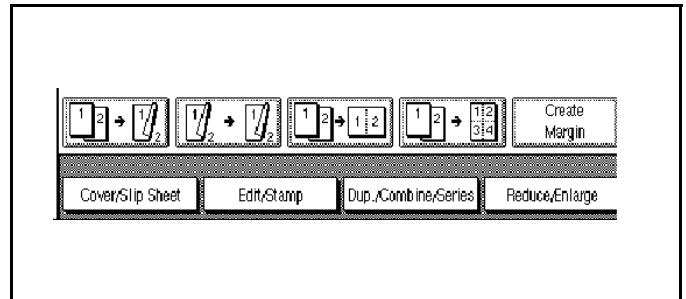
- 5 Touch the **OK** key.

Select the paper, set your originals, and then press the **Start** key.

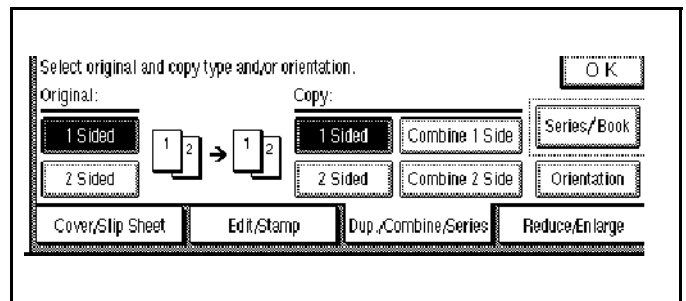
## 1 Sided to Magazine

Magazine copies two or more originals to make copies in page order when they are folded and stacked.

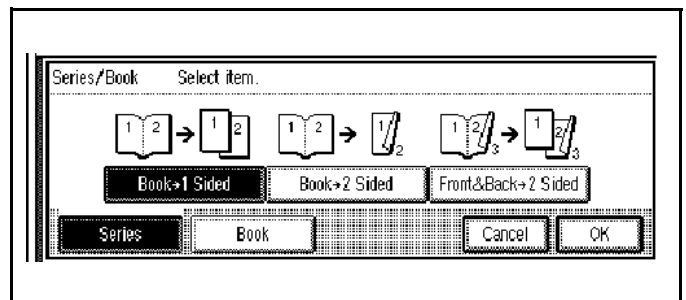
- 1 Touch the **Duplex/Combine/**  
**Series** key.



- 2 Touch the **Series/Book** key.



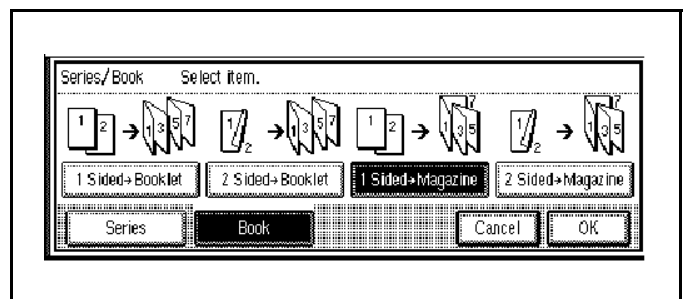
- 3 Touch the **Book** key.



- 4 Touch the **1 Sided > Magazine** key.

- 5 Touch the **OK** key.

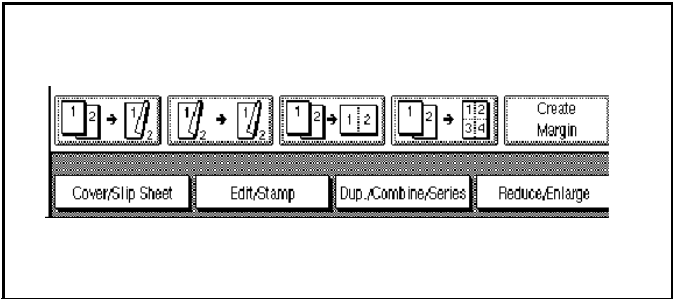
Select the paper, set your originals, and then press the **Start** key.



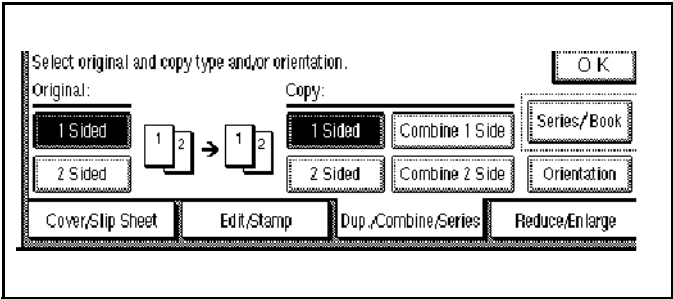
2 Sided to Magazine

Magazine copies two or more 2-sided originals to make copies in page order when they are folded and stacked.

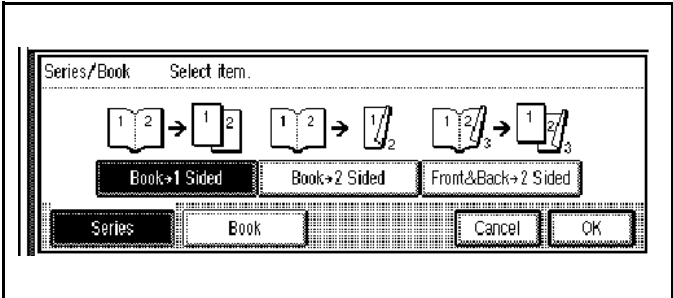
- 1 Touch the **Duplex/Combine/** **Series** key.



- 2 Touch the **Series/Book** key.



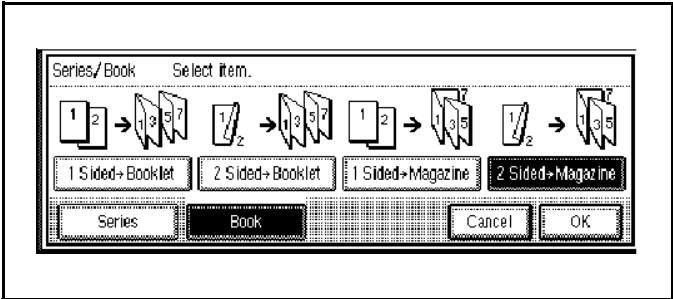
- 3 Touch the **Book** key.



- 4 Touch the **2Sided > Magazine** key.

- 5 Touch the **OK** key.

Select the paper, set your originals, and then press the **Start** key.





## Bypass Copying

If you want to make a copy on a transparency for overhead projection (OHP), or have the need to use special paper, letterhead, or paper other than that which is in the copier Paper Tray, you may feed this paper into the Stack Feed Bypass Tray. See “Using Stack Feed Bypass” on page 4-9.

- Bypass does not work in the Duplex mode.
- Bypass copying bypasses the Paper Trays and feeds copy paper from the Stack Feed Bypass Tray.

### Using Stack Feed Bypass

Use the Stack Feed Bypass to feed standard paper, transparency, label stock, tracing paper, letterhead, and other special purpose papers measuring from 8.5" x 5.5" to 11" x 17".

- The copier automatically detects standard paper sizes: 11" x 17", 8.5" x 11", 5.5" x 8.5".
- If you are using non-standard size paper, you should enter the paper size. See “Custom Size Paper” on page 4-12.

**1** If Duplex mode is selected, touch the **Duplex/Combine** key and turn it OFF.

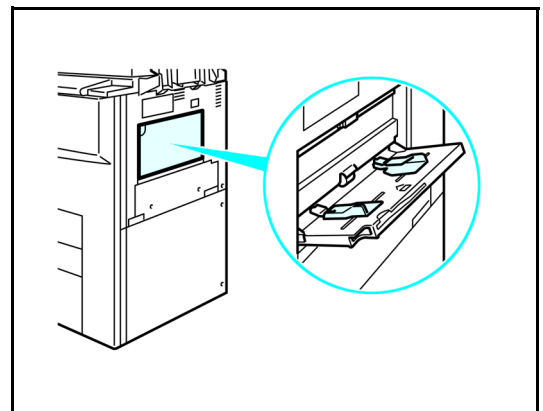
**2** Place your original on the Document Feed Tray or on the Exposure Glass.

**3** Open the Bypass Paper Tray.

- The Bypass Tray indicator turns ON in the display.
- If the indicator does not turn ON, the copy mode is set for duplex. Change the copy mode to single side copying.

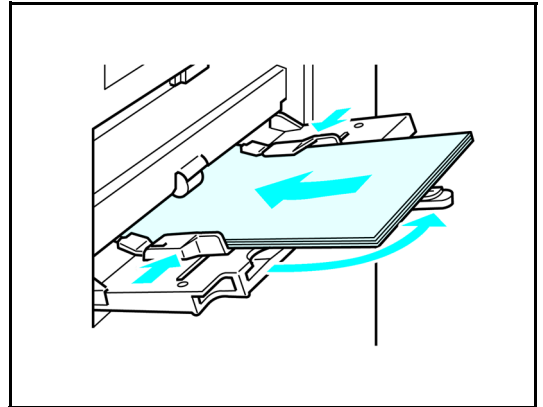
**4** Adjust the Bypass Paper Guides to the width of the copy paper.

- Be sure to place the copy paper in the same direction as the original.



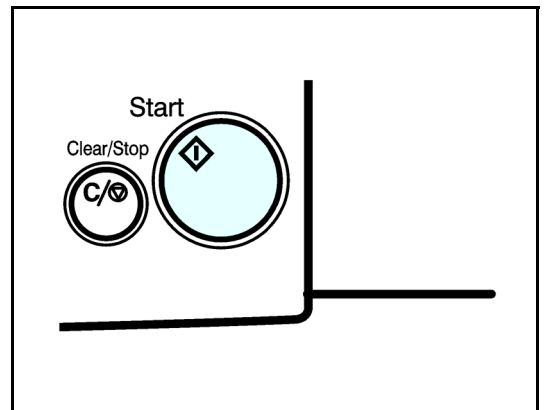
5 Insert a single sheet or stack of paper all the way into the Stack Feed Bypass Tray until a beep is heard.

- A maximum of 50 sheets can be placed in the Stack Feed Bypass Tray.
- If necessary, pull out the paper extension bar to support longer sheets of paper.



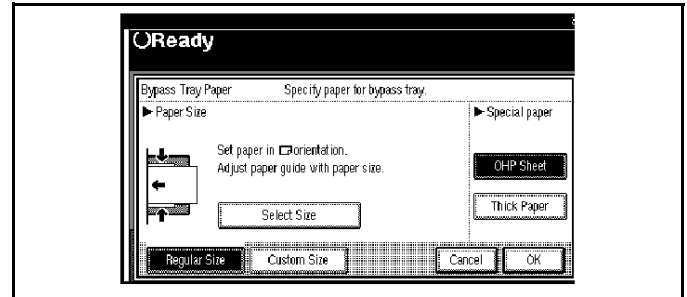
6 Press the **Start** key to begin copying.

- The sheet of paper in the Bypass Feed Slot feeds into the copier.
- The copy exits to the Exit Tray or Finisher.

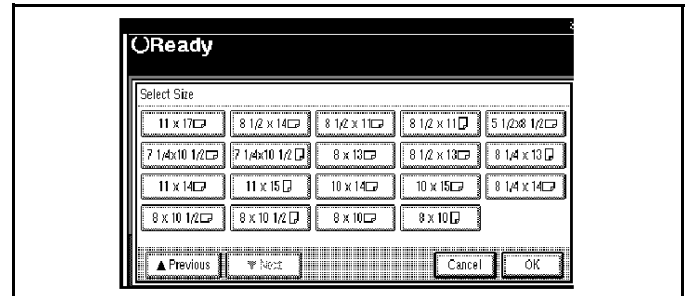


## Standard Size Paper

- 1 Press the # key.
- 2 Press the [Select Size] key.



- 3 Select the paper size.

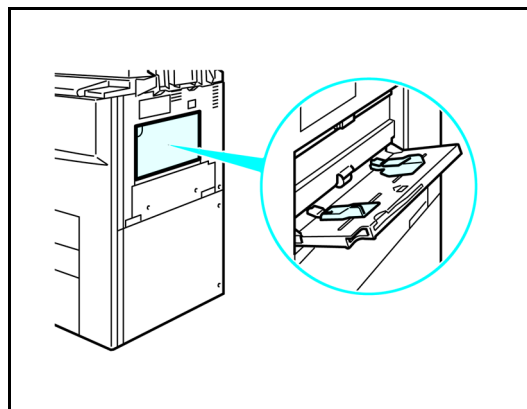


### Custom Size Paper

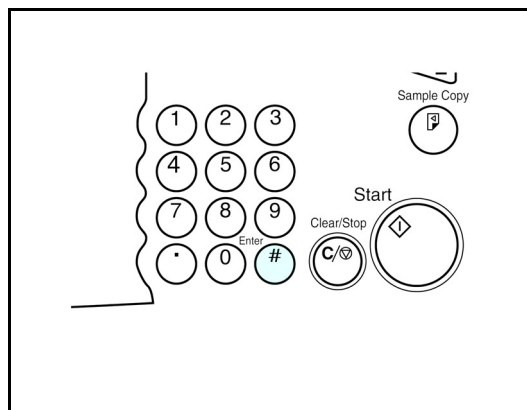
When using custom size paper, you should specify the paper size to avoid paper misfeeds..

1 Open the Bypass Paper Tray.

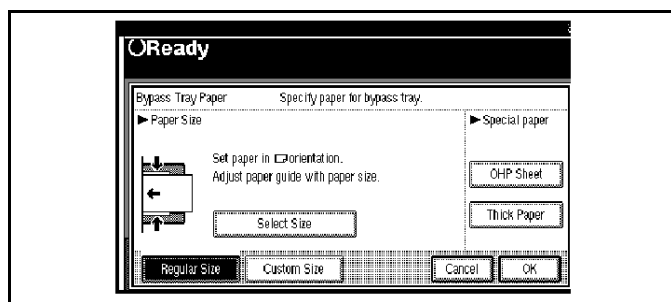
- Adjust Paper Guides
- Insert Paper



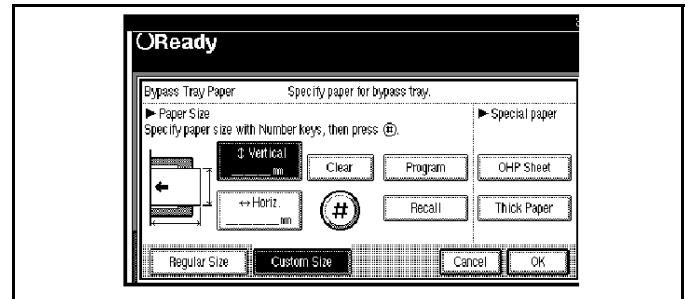
2 Press the # key on the keypad.



3 Touch the **Custom Size** key.



- 4 Touch the **Vert** key.
- 5 Enter the vertical size of the paper using the keypad.
- 6 Press the **#** key to enter this value.
- 7 Touch the **Horz** key.
- 8 Enter the horizontal size of the paper using the keypad.
- 9 Press the **#** key to enter this value.
- 10 To register the non-standard size entered, touch the **Store** key.  
 Note: Only one non-standard value can be entered.
- 11 Touch the **OK** key.
- 12 Set the originals in place, then press the **Start** key.



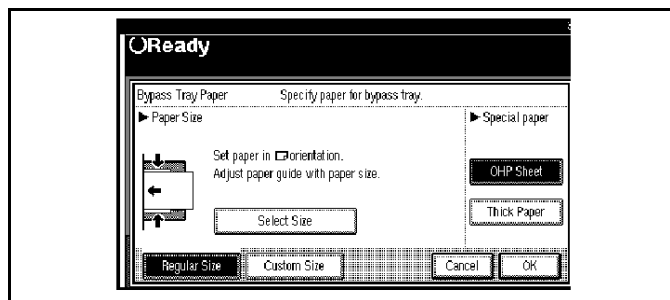
### Thick Paper, Thin Paper, Transparencies

To make copies onto OHP transparencies or thick paper, you need to specify the paper type.

- 1 Open the bypass tray, and adjust the guides to the paper size.  

Note: If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.
- 2 Lightly insert the OHP transparencies or thick paper face down until the beeper sounds. The indicator on the display automatically goes on.
  - When you set an OHP transparency, make sure that its front and back faces are properly positioned.
  - To avoid paper misfeeds, fan the paper before setting it in the tray.
- 3 Press the # key.
- 4 Select [OHP Sheet] or [Thick Paper].
- 5 Press the [OK] key.
- 6 Set your originals and press the **Start** key.  

Note: When copying onto OHP transparencies, remove copied sheets one by one.
- 7 When your copy job is finished, press the **Clear Modes** key to clear the settings.



## Combine Copying

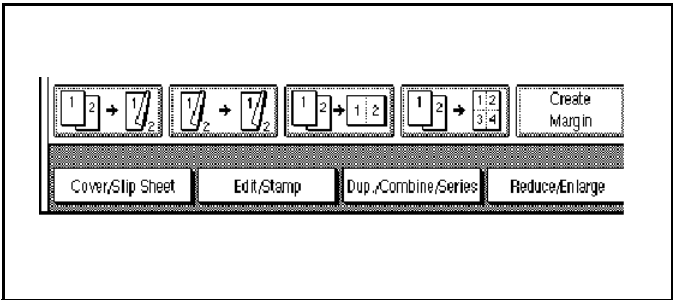
Combine copy, combines originals into one copy. You cannot use the Duplex or the Bypass Tray with this feature. There are twelve types of copies that you can make in this mode:

1. **1 Sided 2 Pages to Combine 1 Side:** Copies two 1-sided originals to one side of a sheet.
2. **1 Sided 4 Pages to Combine 1 Side:** Copies four 1-sided originals together to one side of a sheet.
3. **1 Sided 8 Pages to Combine 1 Side:** Copies eight 1-sided originals together to one side of a sheet.
4. **1 Sided 4 Pages to Combine 2 Side:** Copies four 1-sided original together to one side of a sheet.
5. **1 Sided 8 Pages to Combine 2 Side:** Copies eight 1-sided originals to the two-page spread on both sides of a sheet.
6. **1 Sided 16 Pages to Combine 2 Side:** Copies 16 1-sided originals together to both sides of a sheet.
7. **2 Sided 2 Pages to Combine 1 Side:** Copies one 2-sided original to one side of a sheet.
8. **2 Sided 4 Pages to Combine 1 Side:** Copies two 2-sided original to one side of a sheet.
9. **2 Sided 8 Pages to Combine 1 Side:** Copies four 2-sided originals to one side of a sheet.
10. **2 Sided 4 Pages to Combine 2 Side:** Copies two 2-sided originals together to both sides of a sheet.
11. **2 Sided 8 Pages to Combine 2 Side:** Copies four 2-sided originals together to both sides of a sheet.
12. **2 Sided 16 Pages to Combine 2 Side:** Copies eight 2-sided originals together to both sides of a sheet.

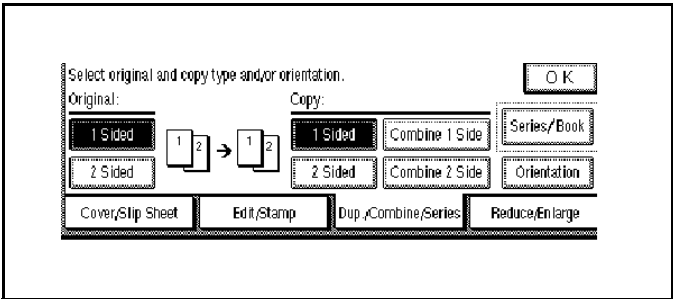
1 Sided 2 Pages to Combine 1 Side

Copies two 1-sided originals to the two-pages spread of a sheet.

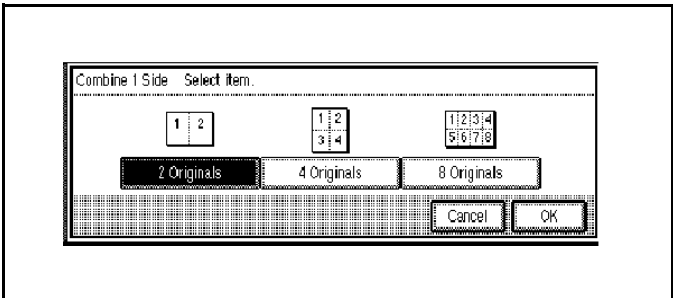
- 1 Touch the **Duplex/Combine/**  
**Series** key.



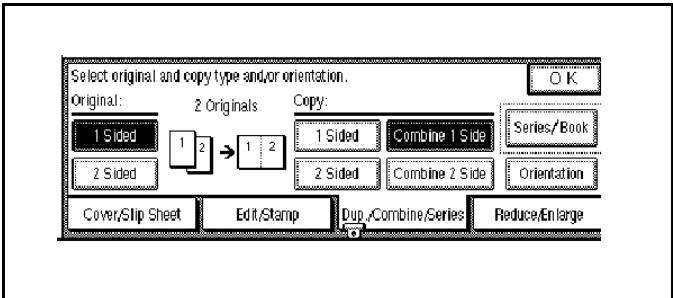
- 2 Touch the **1-Sided** key for  
original, then touch the  
**Combine 1 Side** key for your  
copy.



- 3 Touch the **2 Originals** key, then  
touch the **OK** key.



- 4 Select the paper source.
- 5 Set the originals in place, then  
press the **Start** key.

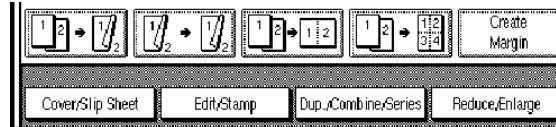




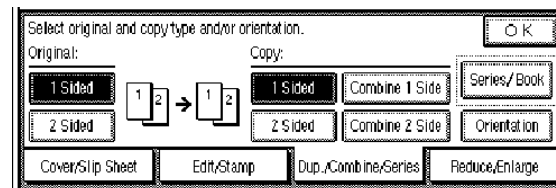
## 1 Sided 4 Pages to Combine 1 Side

Copies four 1-sided originals together to one side of a sheet.

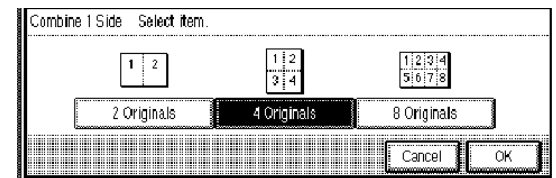
- 1 Touch the **Duplex/Combine/**  
**Series** key.



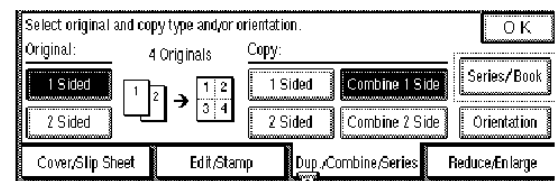
- 2 Touch the **1-Sided** key for original, then touch the **Combine 1 Side** key for your copy.



- 3 Touch the **4 Originals** key, then touch the **OK** key.



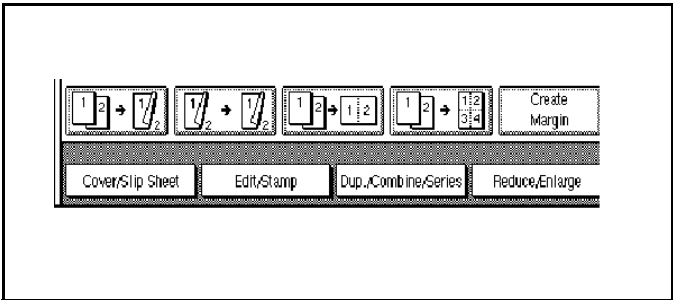
- 4 Select the paper source.
- 5 Set the originals in place, then press the **Start** key.



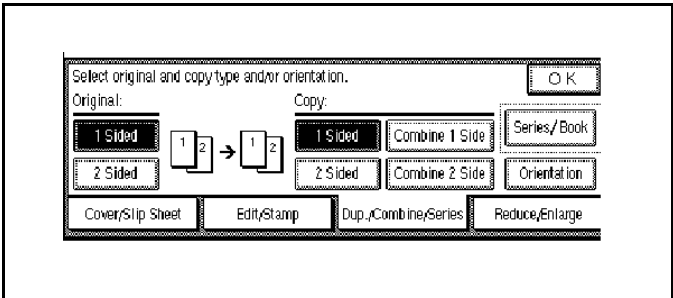
1 Sided 8 Pages to Combine 1 Side

Copies eight 1-sided originals together to one side of a sheet.

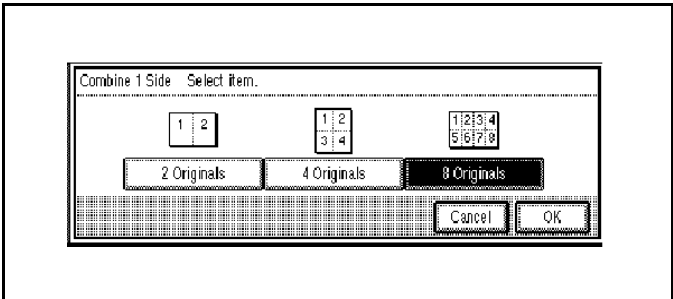
- 1 Touch the **Duplex/Combine/**  
**Series** key.



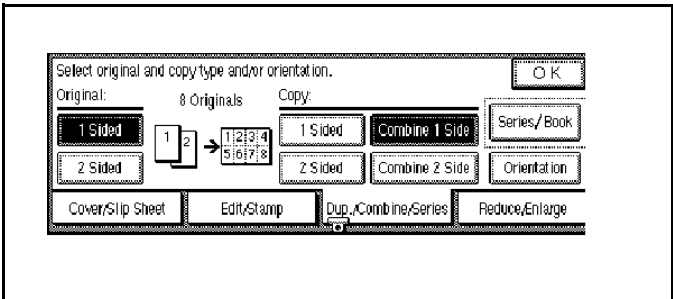
- 2 Touch the **1-Sided** key for  
original, then touch the  
**Combine 1 Side** key for your  
copy.



- 3 Touch the **8 Originals** key, then  
touch the **OK** key.



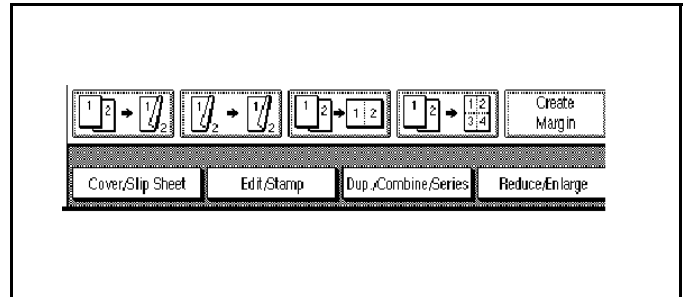
- 4 Select the paper source.
- 5 Set the originals in place then  
press the **Start** key.



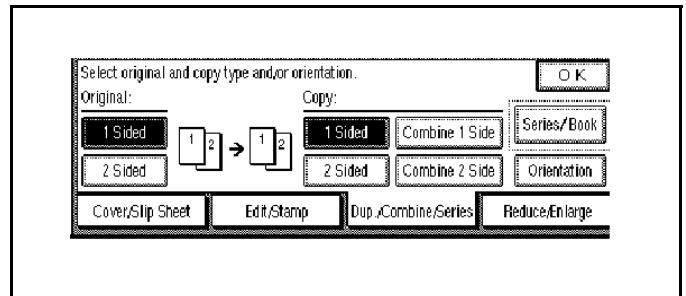
## 1 Sided 4 Pages to Combine 2 Side

Copies eight 1-sided original together to one side of a sheet.

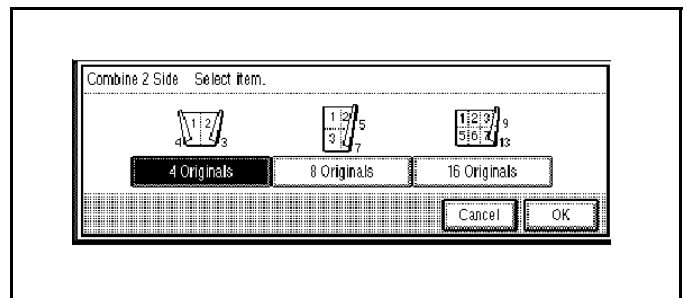
- 1 Touch the **Duplex/Combine/**  
**Series** key.



- 2 Touch the **1-Sided** key for original, then touch the **Combine 2 Side** key for your copy.

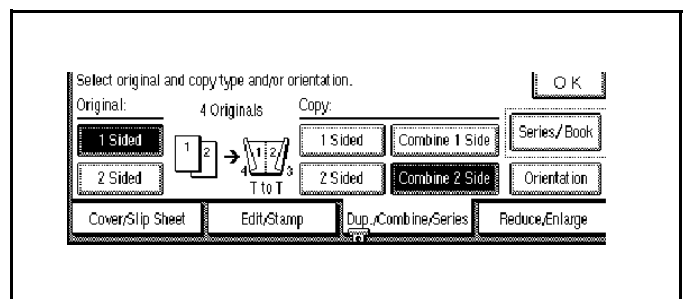


- 3 Touch the **4 Originals** key, then touch the **OK** key.



- 4 Check the paper orientation.

- 5 Touch the **OK** key.



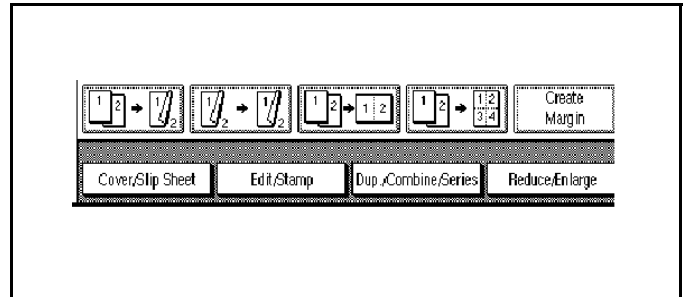
- 6 Select the paper source.

- 7 Set the originals in place, then press the **Start** key.

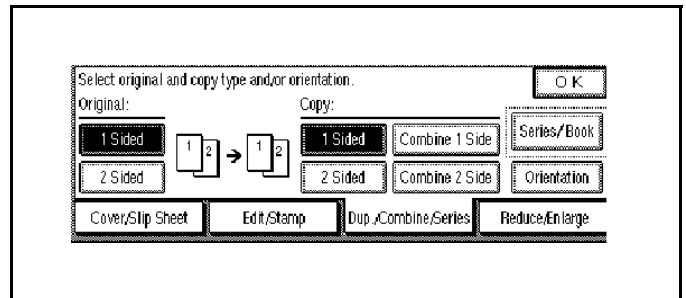
### 1 Sided 8 Pages to Combine 2 Side

Copies eight 1-sided originals to the two-page spread on both sides of a sheet.

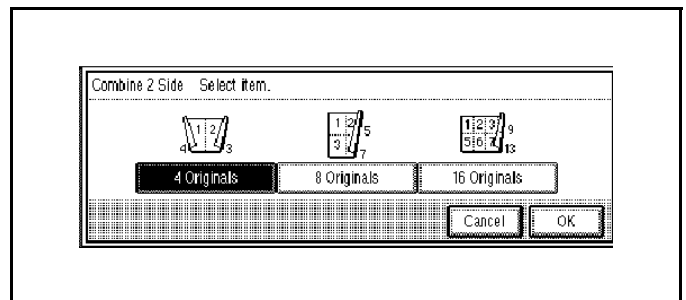
- 1 Touch the **Duplex/Combine/**  
**Series** key.



- 2 Touch the **1-Sided** key for original, then touch the **Combine 2 Side** key for your copy.

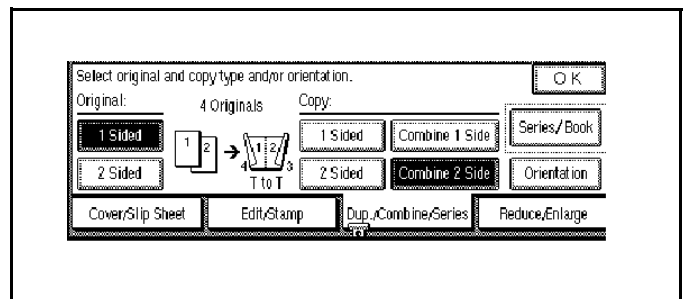


- 3 Touch the **8 Originals** key, then touch the **OK** key.



- 4 Check the paper orientation.

- 5 Touch the **OK** key.



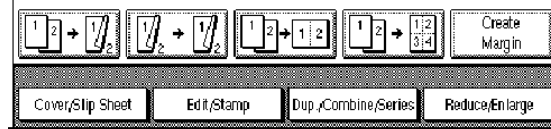
- 6 Select your paper source.

- 7 Set your originals and then press the **Start** key.

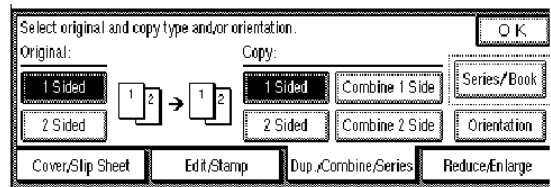
## 1 Sided 16 Pages to Combine 2 Side

Copies 16 1-sided originals together to both sides of a sheet.

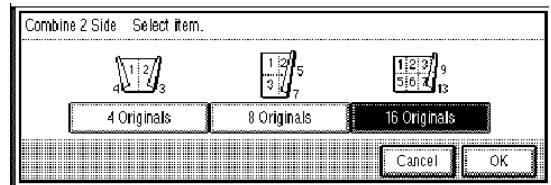
- 1 Touch the **Duplex/Combine/**  
**Series** key.



- 2 Touch the **1-Sided** key for original, then touch the **Combine 2 Side** key for your copy.

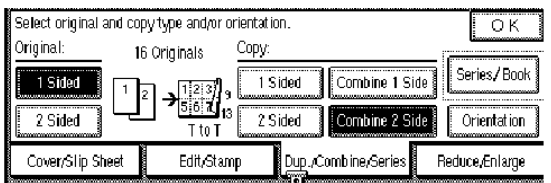


- 3 Touch the **16 Originals** key, then touch the **OK** key.



- 4 Check the paper orientation.

- 5 Touch the **OK** key.



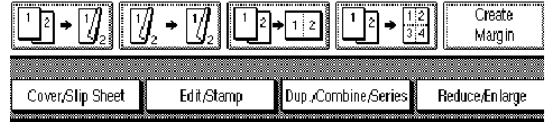
- 6 Select the paper source.

- 7 Set the originals in place, then press the **Start** key.

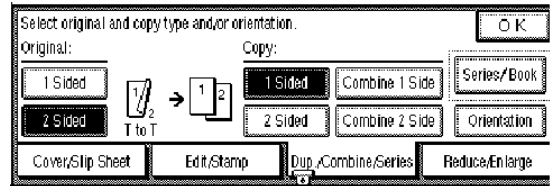
### 2 Sided 2 Pages to Combine 1 Side

Copies one 2-sided original to one side of a sheet.

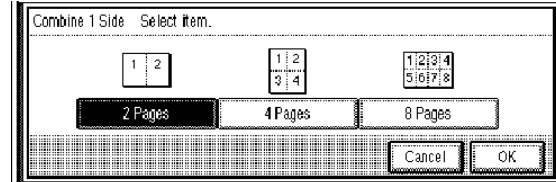
- 1 Touch the **Duplex/Combine/**  
**Series** key.



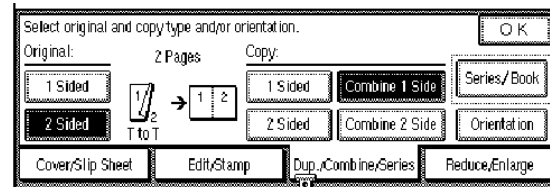
- 2 Touch the **2-Sided** key for  
original, then touch the  
**Combine 1 Side** key for your  
copy.



- 3 Touch the **2 Pages** key, then  
touch the **OK** key.



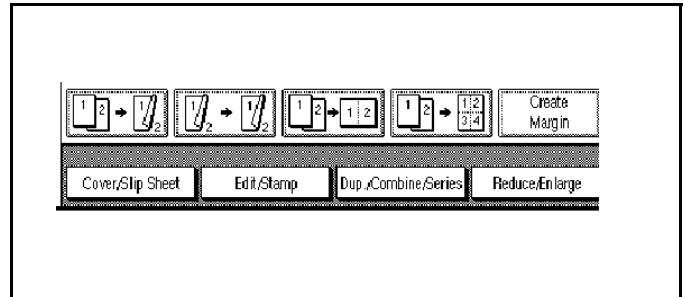
- 4 Check the paper orientation.
- 5 Touch the **OK** key.
- 6 Select the paper source.
- 7 Set the original in place, then  
press the **Start** key.



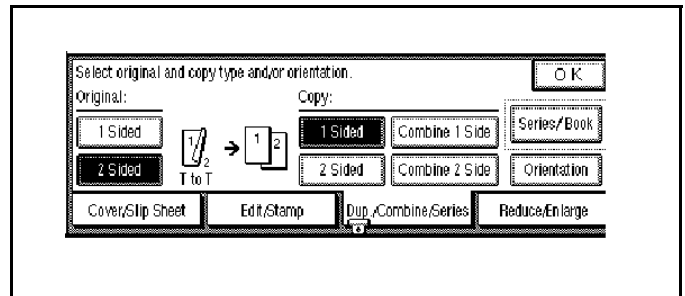
## 2 Sided 4 Pages to Combine 1 Side

Copies one 2-sided original to one side of a sheet.

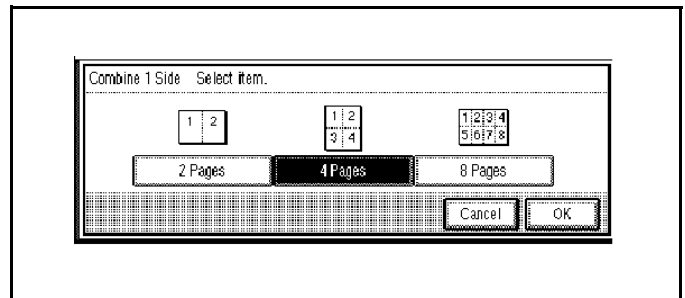
- 1 Touch the **Duplex/Combine/Series** key.



- 2 Touch the **2-Sided** key for original, then touch the **Combine 1 Side** key for your copy.

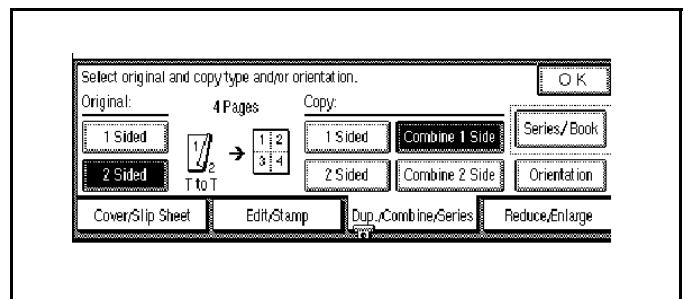


- 3 Touch the **4 Pages** key, then touch the **OK** key.



- 4 Check the paper orientation.

- 5 Touch the **OK** key.



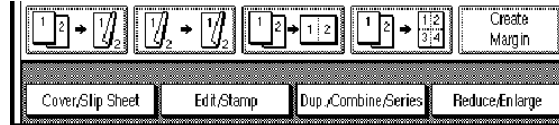
- 6 Select the paper source.

- 7 Set the originals in place, then press the **Start** key.

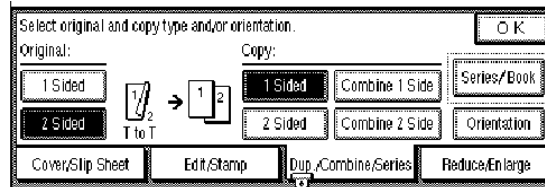
### 2 Sided 8 Pages to Combine 1 Side

Copies four 2-sided originals to one side of a sheet.

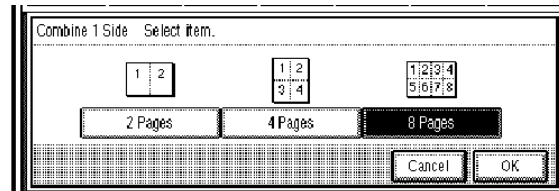
- 1 Touch the **Duplex/Combine/**  
**Series** key.



- 2 Touch the **2-Sided** key for original, then touch the **Combine 1 Side** key for your copy.

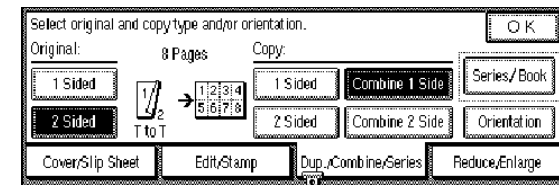


- 3 Touch the **8 Pages** key, then touch the **OK** key.



- 4 Check the paper orientation.

- 5 Touch the **OK** key.



- 6 Select the paper source.

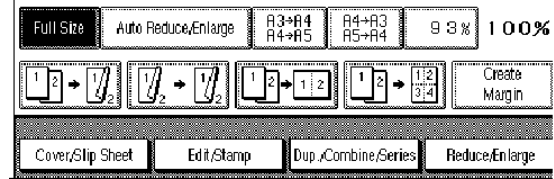
- 7 Set the originals in place, then press the **Start** key.



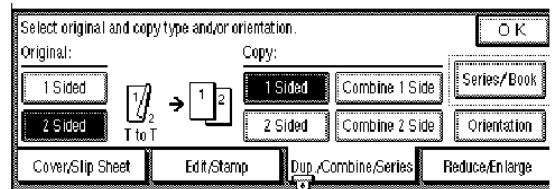
## 2 Sided 4 Pages to Combine 2 Side

Copies two 2-sided originals together to both sides of a sheet.

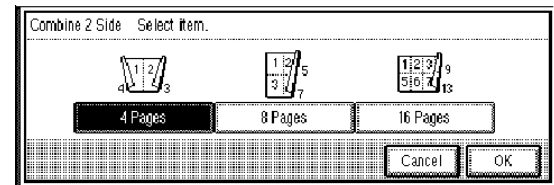
- 1 Touch the **Duplex/Combine/Series** key.



- 2 Touch the **2-Sided** key for original, then touch the **Combine 2 Side** key for your copy.

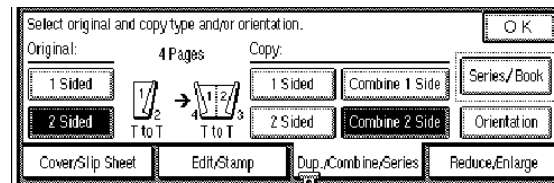


- 3 Touch the **4 Pages** key, then touch the **OK** key.



- 4 Check the paper orientation.

- 5 Touch the **OK** key.



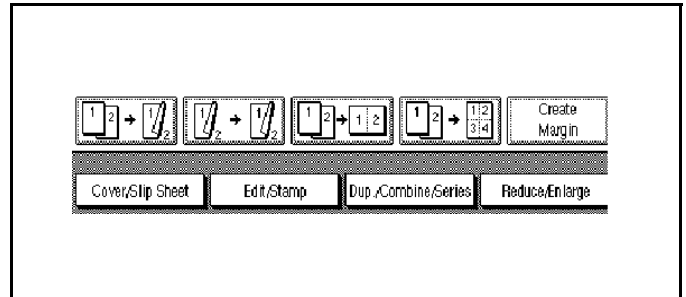
- 6 Select the paper source.

- 7 Set the originals in place, then press the **Start** key.

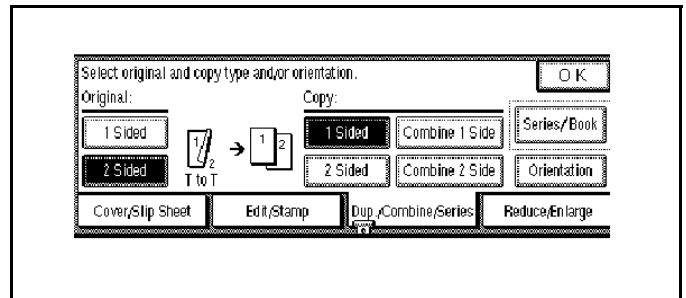
### 2 Sided 8 Pages to Combine 2 Side

Copies four 2-sided originals together to both sides of a sheet.

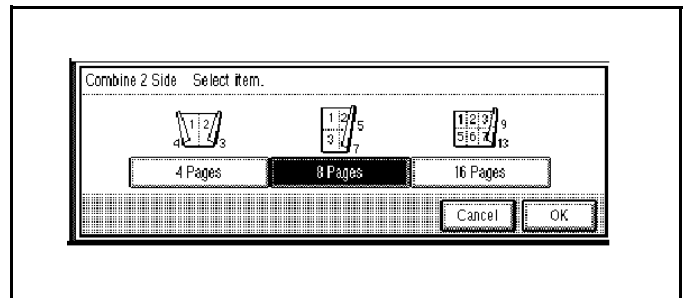
- 1 Touch the **Duplex/Combine/**  
**Series** key.



- 2 Touch the **2-Sided** key for original, then touch the **Combine 2 Side** key for your copy.

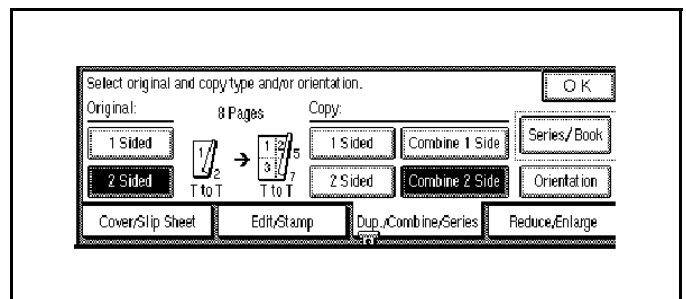


- 3 Touch the **8 Pages** key, then touch the **OK** key.



- 4 Check the paper orientation.

- 5 Touch the **OK** key.



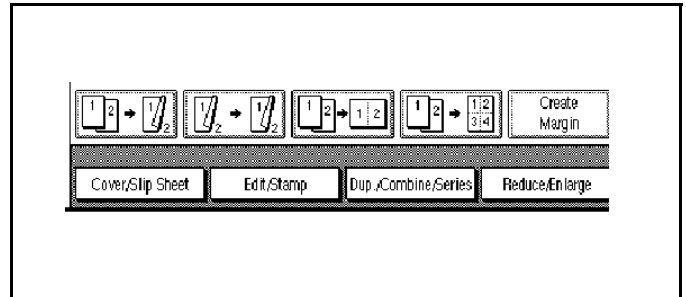
- 6 Select the paper source.

- 7 Set the originals in place, then press the **Start** key.

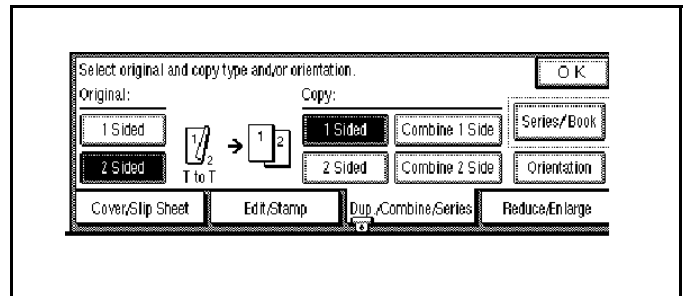
## 2 Sided 16 Pages to Combine 2 Side

Copies eight 2-sided originals together to both sides of a sheet.

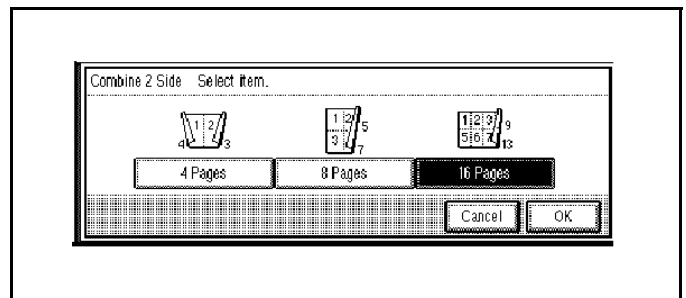
- 1 Touch the **Duplex/Combine/Series** key.



- 2 Touch the **2-Sided** key for original, then touch the **Combine 2 Side** key for your copy.

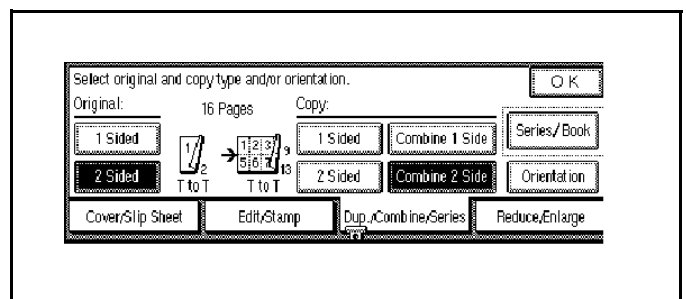


- 3 Touch the **16 Pages** key, then touch the **OK** key.



- 4 Check the paper orientation.

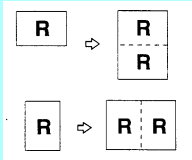
- 5 Touch the **OK** key.



- 6 Select the paper source.

- 7 Set the originals in place, then press the **Start** key.

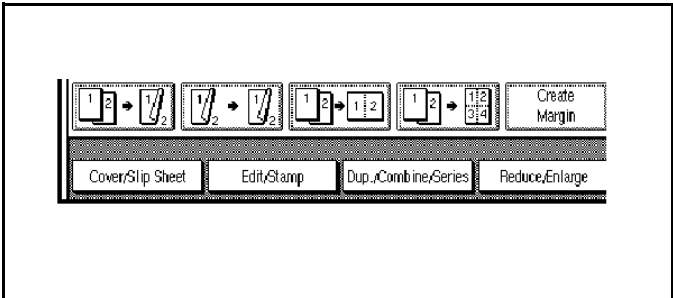
Double Copying



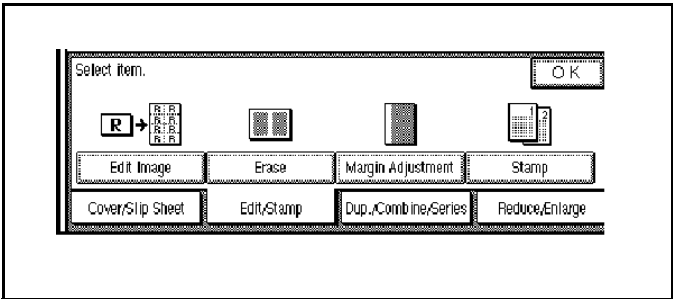
Using Double Copy, you can make two copies of the same image on one sheet.

- You cannot use the Bypass Tray for this feature.
- You can insert separated lines between the repeated images.

1 Touch the **Edit/Stamp** key.



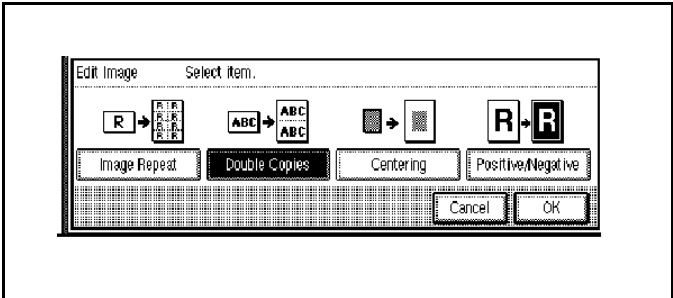
2 Touch the **Exit Image** key



3 Touch the **Double** key.

4 Touch the **OK** key.

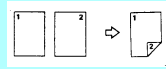
5 Select the paper.



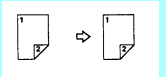
6 Set the originals in place, then press the **Start** key.

## Duplex Copying

There are two ways to make duplex copies with this copier:



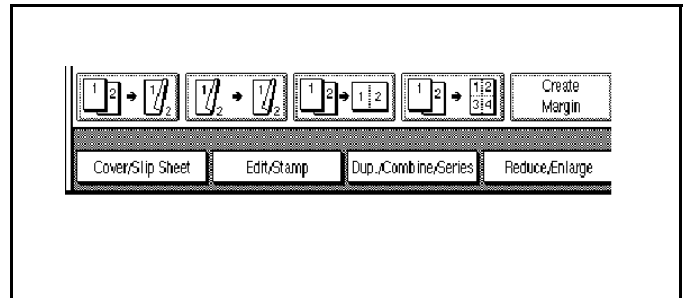
**1-Sided to 2-Sided Copying:** This mode makes two-sided copies from one-sided originals.



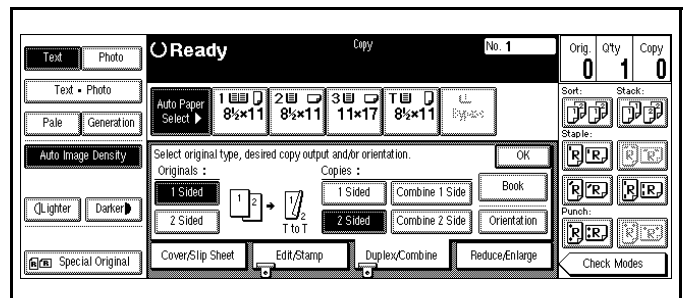
**2-Sided to 2-Sided Copying:** This mode makes two-sided copies from two-sided originals.

### 1-Sided to 2-Sided Copying

- 1 Touch the **Duplex/Combine/**  
**Series** key.



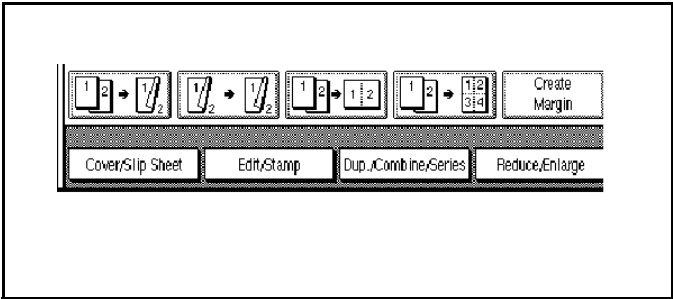
- 2 Touch the **1 Sided** key for the original.
- 3 Touch the **2 sided** key for the copy.
- 4 Touch the **OK** key.



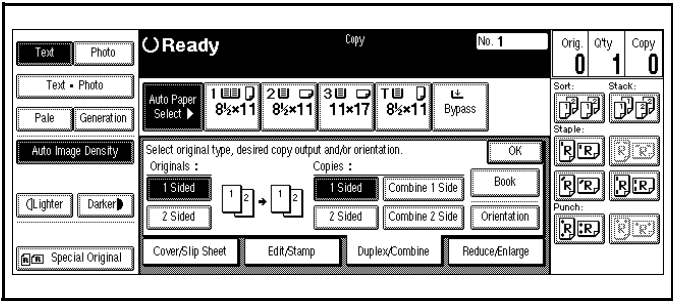
*Specify the Orientation of Bound Originals*

- If the binding is on the side, use Top to Top. This is the default setting.
- If the binding is on the top of the page, use top to bottom. Your copies are automatically orientated top to bottom.

1 Touch the **Duplex/Combine/**  
**Series** key.

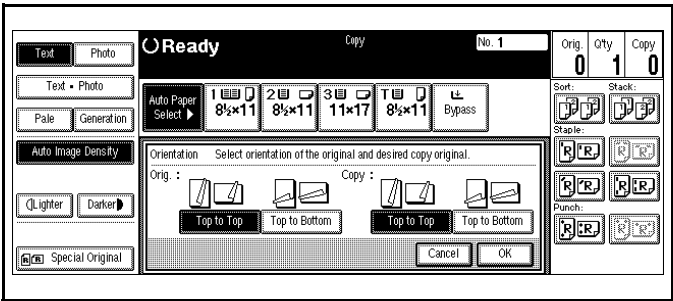


2 Touch the **Orientation** key.



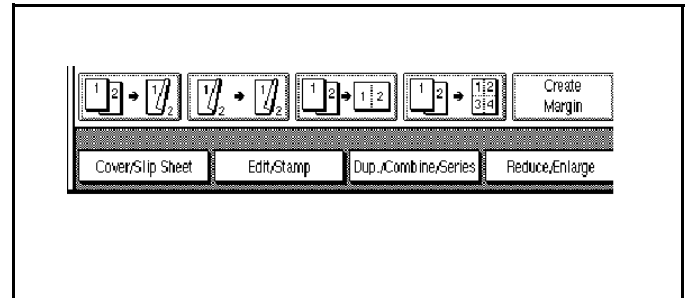
3 Select an original and copy orientation.

4 Touch the **OK** key.



## 2-Sided to 2-Sided Copying

- 1 Touch the **Duplex/Combine/**  
**Series** key.



- 2 Touch the **2 Sided** key for the original.
- 3 Touch the **2 sided** key for the copy.
- 4 Touch the **OK** key.

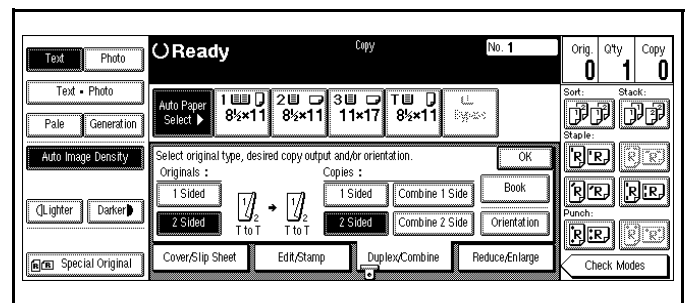
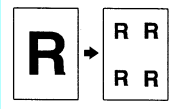


Image Repeat Copying

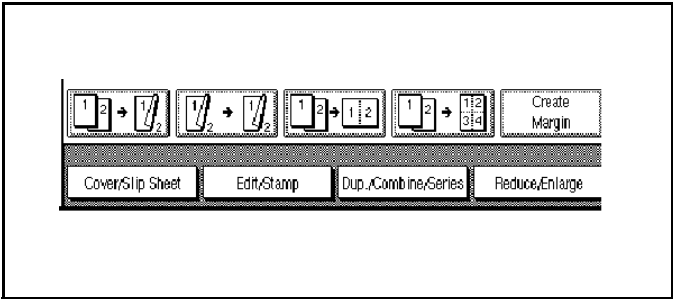


Using Image Repeat, the same image can be copied repeatedly on the same paper.

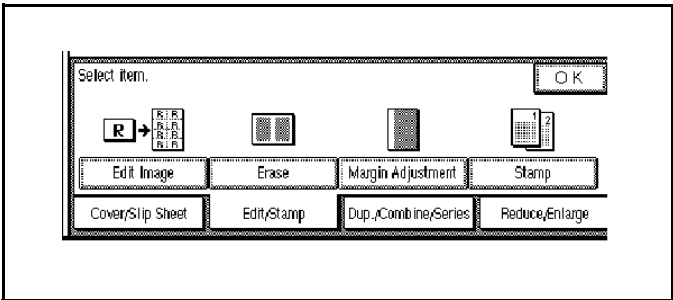
Note:

- The number of repeated images depends on the original size, copy paper size, and reproduction ratio.
- Original Size: 5.5” x 8.5”, Copy Paper Size: 8.5” x 11.0” (landscape to landscape, or portrait to portrait).
- 4 repeats (71%), 16 repeats (35%)
- Original Size: 5.5” x 8.5”, Copy Paper Size: 8.5” x 11.0” (portrait to landscape, or portrait to landscape).
- 2 repeats (100%), and 8 repeats (50%)

- 1 Select the size of copy paper and the reproduction ratio.
- 2 Touch the **Edit/Stamp** key.

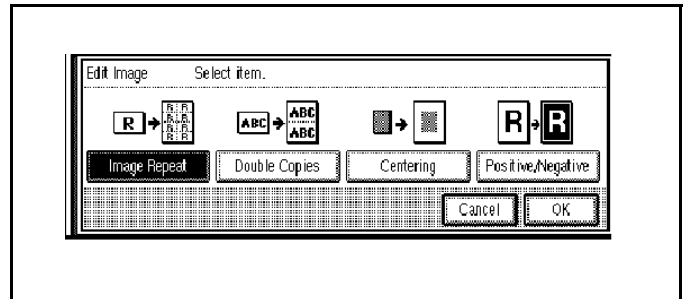


- 3 Touch the **Edit/Image** key.





- 4 Touch the **Image/Repeat** key.
  - To repeat the whole original, select All area.
  - To repeat selected areas, select Select area and enter the Horiz and Vert dimensions.



- 5 Touch the **OK** key.
- 6 Set the originals in place, then press the **Start** key.

### Interrupt Copying

You can interrupt a copy job that is in progress to make a quick copy of another original, without disrupting the original copy job settings or copy count. Do this by using the Interrupt feature.

1 Press the **Interrupt** key.

2 When the copier stops:

- Remove the remaining originals from the Document Feeder.
- Position the new original on the Exposure Glass.

3 Make the copy requirement selections. See “Selecting the Mode of Operation” on page 1-3.

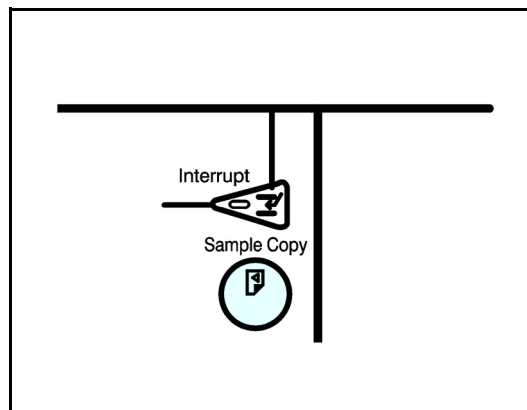
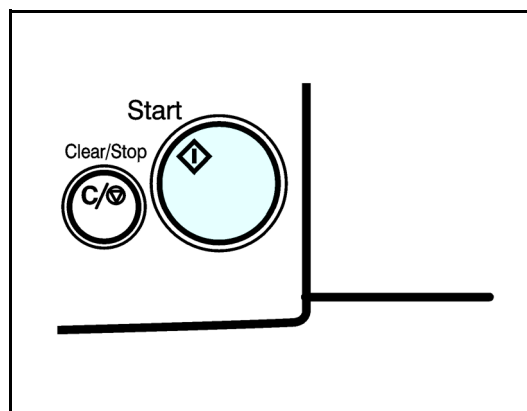
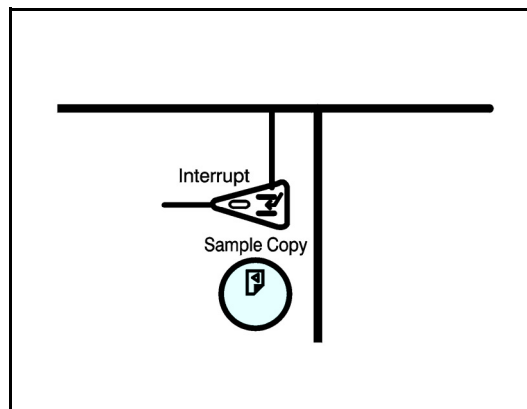
4 Press the **Start** key.

5 When all Interrupt Copies are finished, press the **Interrupt** key again to cancel the Interrupt mode.

Note: The previous copy quantity, copy ratio, copy darkness, and paper size are automatically reset.

6 Put the remaining originals that you removed in Step 2, back into the Document Feeder.

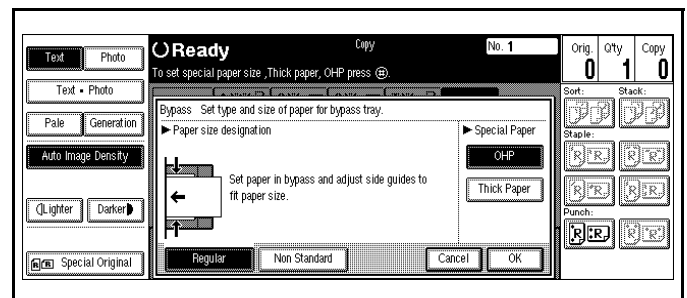
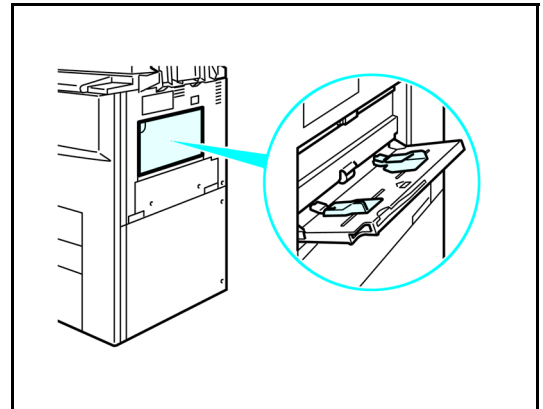
7 Press the **Start** key to continue the original copy job.



## Overhead Transparencies and Thick Paper

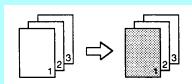
To make copies on OHP transparencies or thick paper, you need to specify the paper type. This function is not available in Duplex mode.

- 1 If Duplex mode is selected, touch the Duplex key to turn it OFF.
- 2 Place the original on the Document Feed Tray or on the Exposure Glass.
- 3 Open the Bypass Paper Tray.
- 4 Adjust the Bypass Paper Guides to the width of the transparencies.
- 5 Be sure to place the transparencies in the same direction as your original.
- 6 Insert the OHP transparency or thick paper face up until the beep sounds.
- 7 Press the # key on the keypad.
- 8 Select **OHP** or **Thick Paper** by touching the appropriate key.
- 9 Touch the **OK** key.
- 10 With the originals set, press the **Start** key.

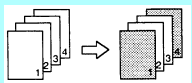


Cover and Page Insert Copying

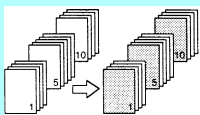
There are four types of copying in this mode:



**Front Cover:** The first page of the original is copied on a specific paper sheets for covers. You can specify it to copied on or left blank. Refer to “Front Cover” on page 4-36.



**Front and Back Covers:** The first and last pages of the originals are copied on specific paper sheets for covers. Refer to “Front and Back Covers” on page 4-38.



**Page Insert:** Any specific page of the document is copied on specific paper sheets for slip sheets. Refer to “Page Insert” on page 4-39.

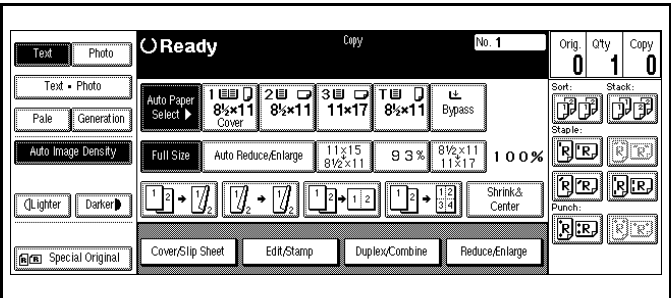
**Chapters:** Separate one-sided originals into chapters of two-sided copies. Refer to “Chapters” on page 4-41.

Note:

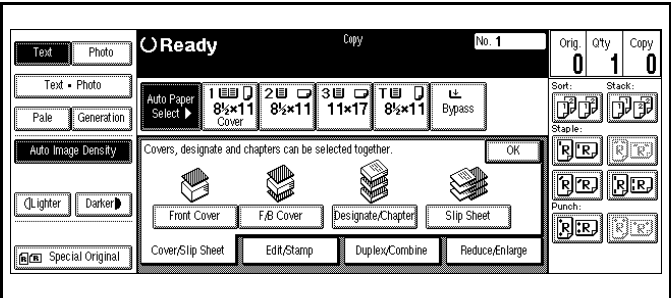
- The cover or slip sheets should be identical in size and direction with the copy paper.
- If Blank Cover mode is selected, the cover is not counted as a copy.

Front Cover

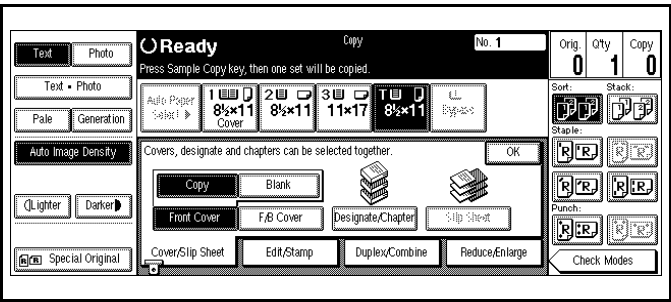
1 Touch the **Cover/Slip Sheet** key.



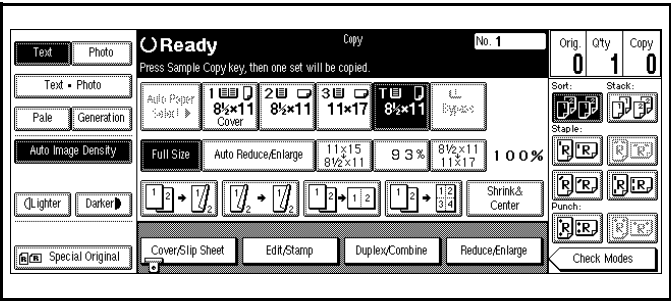
2 Touch the **Front/ Cover** key.



- 3 Select Copy or Blank and then touch the **OK** key.



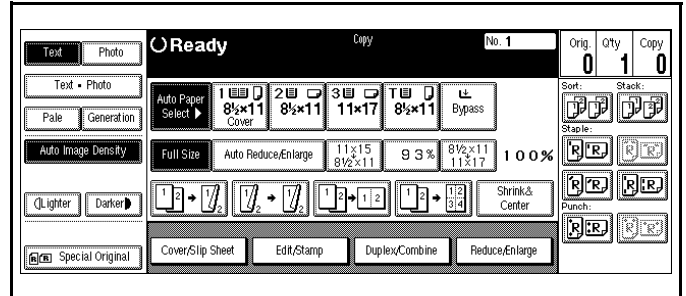
- 4 Select the tray you use.



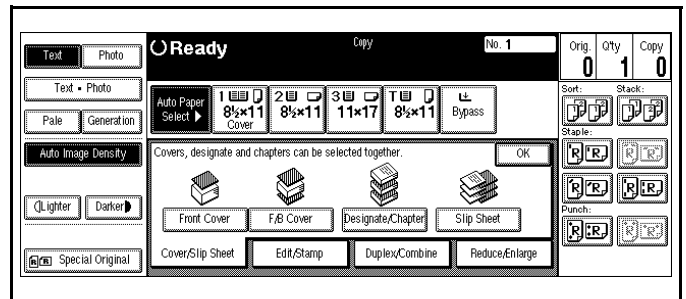
- 5 Set the originals in the Document Feeder and then press the **Start** key.

### Front and Back Covers

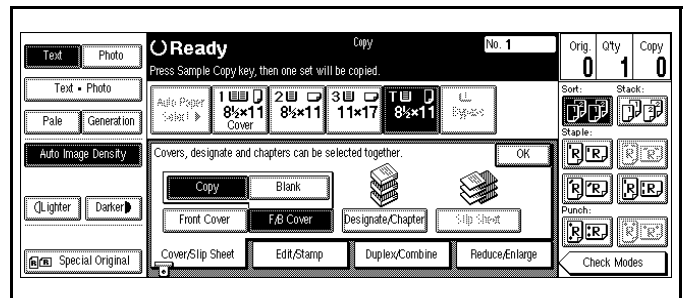
- 1 Touch the **Cover/Slip Sheet** key.



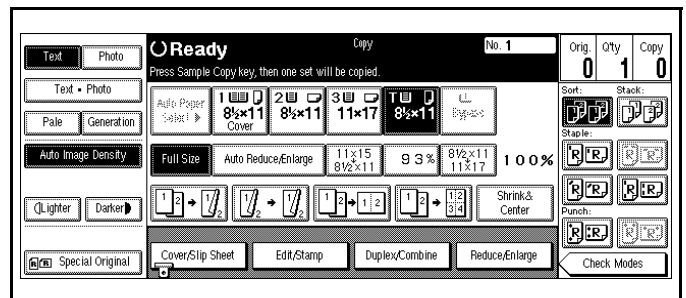
- 2 Touch the **F/B Cover** key.



- 3 Select **Copy** or **Blank** and then touch the **OK** key.



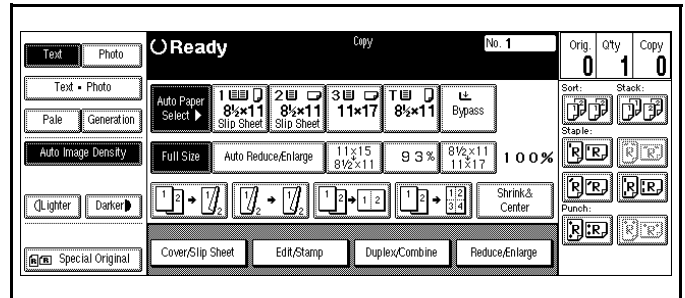
- 4 Select the tray you use.



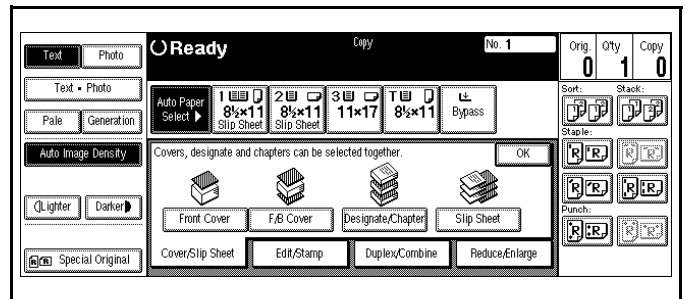
- 5 Set the originals in the Document Feeder and then press the **Start** key.

## Page Insert

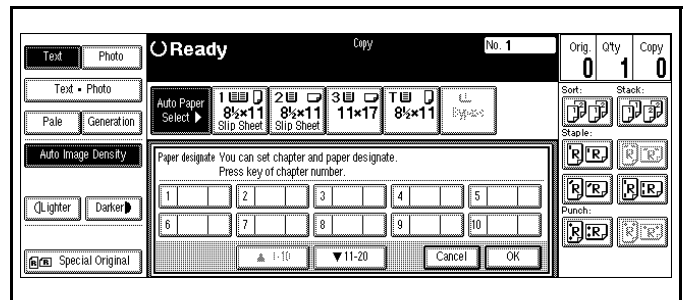
- 1 Touch the **Cover/Slip Sheet** key.



- 2 Touch the **Designate/Chapter** key.

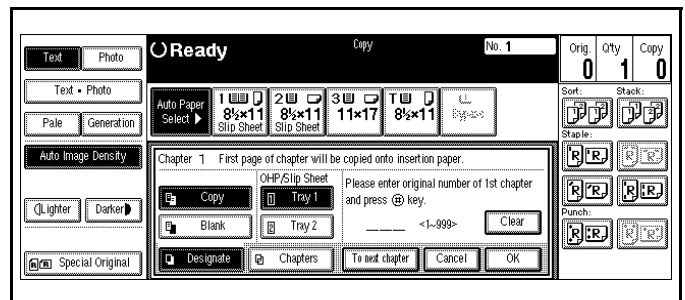


- 3 Touch the key to select the chapter number.



- 4 Using the keypad, enter the page number of the original's location you want to copy onto a slip sheet with.

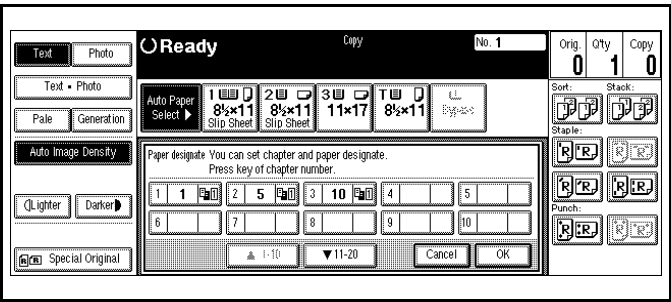
- 5 Press the # key to enter the value.



- 6 Select Copy of Blank for a slip sheet.

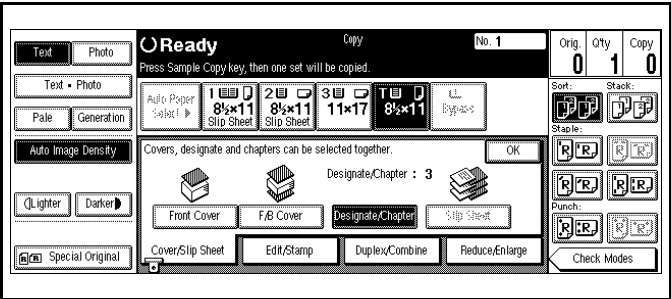
7 Select the paper tray you wish to use for the slip sheets.

8 Touch the **OK** key.



9 Select the paper tray containing the non-slip sheet paper.

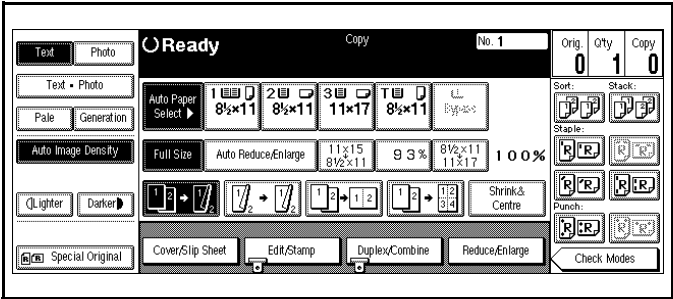
10 Set the originals in place, then press the **Start** key.



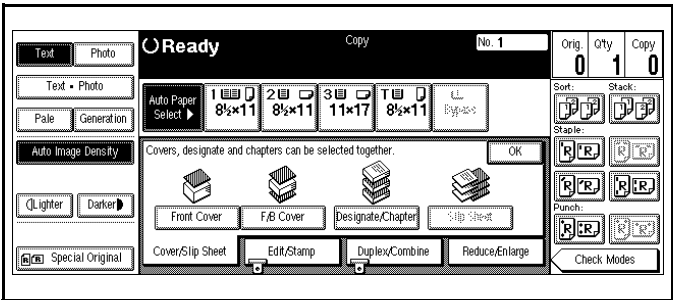


Chapters

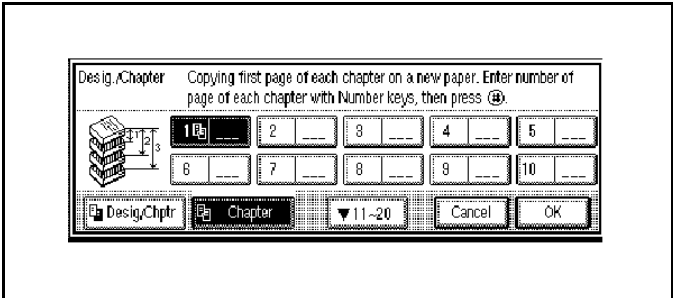
1 Touch the **Cover/Slip Sheet** key.



2 Touch the **Designate/Chapter** key.



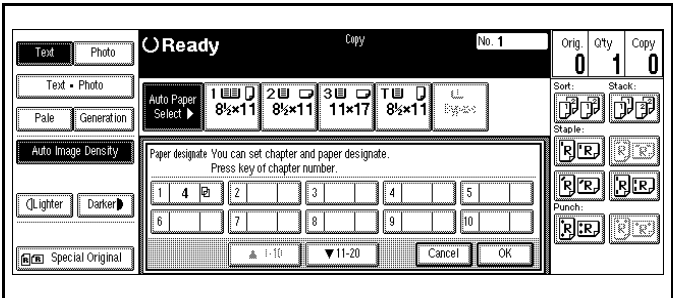
3 Touch the **Chapters** key.



4 Using the keypad, enter the page number of the first page of the first chapter.

5 Press the **#** key.

6 To specify another page number, repeat Steps 3-6.



7 When you wish to finish specifying page numbers, touch the **OK** key.

8 Set the originals in place, then press the **Start** key.

## ***Scanning Documents***

When you are using the Sort, Stack or Staple functions, the originals are scanned into memory. See “Scanning Documents” on page 7-1.

### ***To Stop Scanning Temporarily***

Press the **Clear/Stop** key. This keeps original from being scanned into memory.

### ***To Resume Scanning***

Touch the **No** key to resume scanning.

Note: Scanned images in memory are not cleared.

### ***To Clear Scanned Images of Originals***

Touch the **Yes** key.

Note: Scanning is stopped and the images are cleared from memory

### ***When Memory Reaches 0%***

Scanning stops when the size of the scanned image data exceeds memory capacity. However, you can change this setting so that all the scanned pages are copied and delivered to the tray first, then the machine automatically continues scanning the remaining originals.

Press the **Start** key.

Scanned pages are delivered to the tray. Then, the image data in memory is cleared.

## Cover/Slip Sheets

Using this function, you can add or insert cover or paper designate.

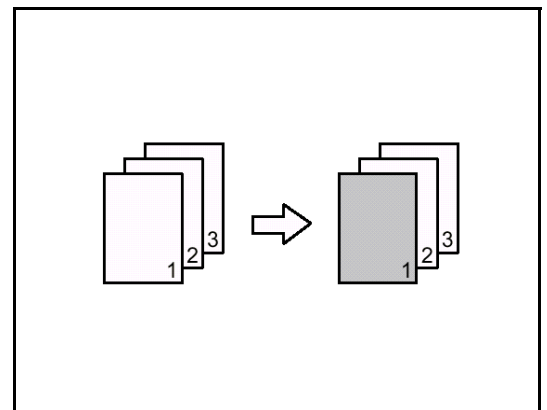
There are four types in this function:

1. **Front Cover:**  
The first page of your originals is copied on a specific paper sheet for covers.
2. **Front/Back Cover:**  
The first and last pages of your originals are copied on specific paper sheets for covers.
3. **Paper Designate:**  
Use this function to have certain pages of your original copied onto slip sheets.
4. **Chapter:**  
If you specify the first page of each chapter with this function, those pages will always appear on the front of copies when using 1 sided.

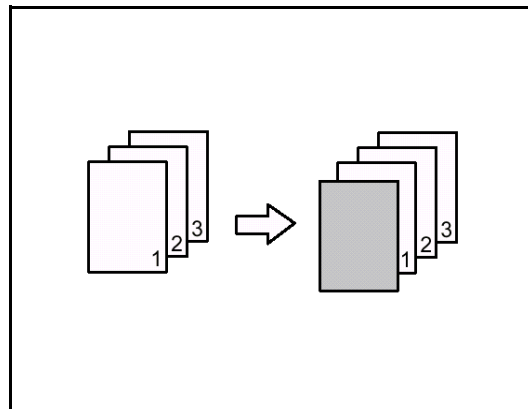
### Front Cover

The first page of your originals is copied on specific paper sheet for covers, or a cover sheet is inserted before the first copy.

### Copy



### Blank

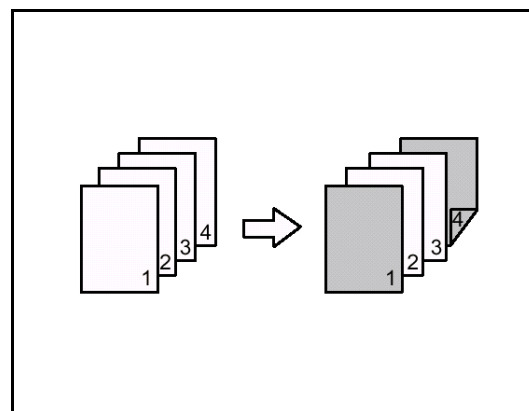


- 1 Press the [Cover/Slip Sheet] key.
- 2 Press the [Front/Back Cover] key.
- 3 Select [Copy] or [Blank] for a cover sheet, and then press the [OK] key.
- 4 Select the paper tray containing the non-cover sheet paper.
- 5 Set your originals in the document feeder, then press the Start key.

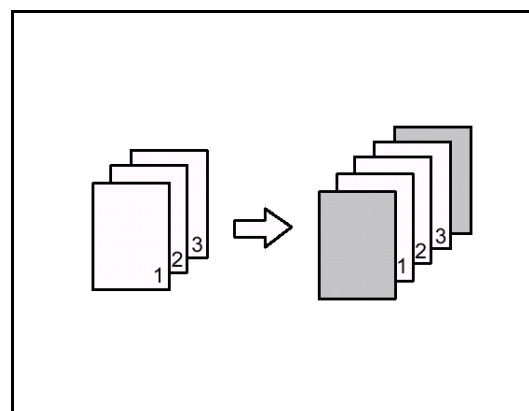
## **Front/Back Covers**

The first and last pages of your originals are copied on specific paper sheets for covers.

### **Copy**



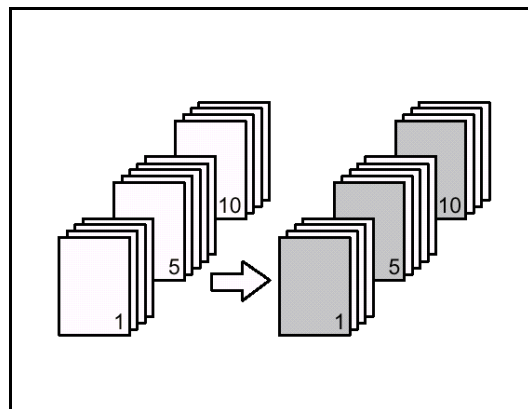
### **Blank**



- 1** Press the [Cover/Slip Sheet] key.
- 2** Press the [Front/Back Cover] key.
- 3** Select [Copy] or [Blank] for the cover sheets, and then press the [OK] key.
- 4** Select the paper tray containing the non-cover sheet paper.
- 5** Set your originals in the document feeder, then press the Start key.

### Designate

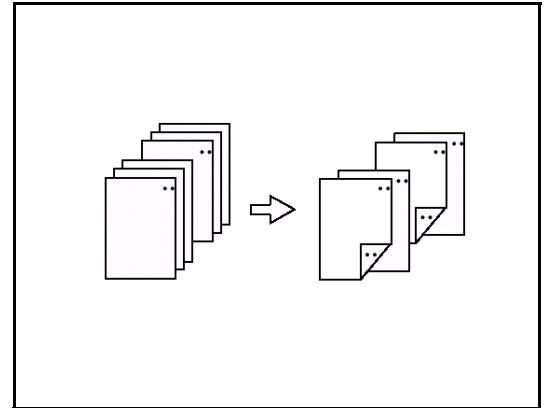
Use this function to have certain pages of your original copied onto slip.



- 1 Press the [Cover/Slip Sheet] key.
- 2 Press the [Desig./Chapter] key.
- 3 Press the key to select the chapter number.
- 4 Enter the page number of the original's location you want to copy onto a slip sheet with the number keys. Then, press the # key.
- 5 Select the paper tray for slip sheets.
- 6 To specify another page location, repeat steps 3 to 5.  
Note: To select chapters 11 to 20, press the [1 11 11 ~ ~ ~ 20] key.
- 7 When you wish to finish specifying page location, press the [OK] key.  
This display shows example settings.  
Note: To change the number entered, enter the new number in the same way as steps 3 to 7.
- 8 Select the paper tray containing the non-slip sheet paper.
- 9 Set your originals, then press the Start key.

## Chapter

The page locations you specify with this function will appear on the front of copy sheets.



- 1 Press the [Cover/Slip Sheet] key.
- 2 Press the [Desig./Chapter] key.
- 3 Press the [Chapter] key.
- 4 Enter the page location of the first page of the first chapter with the number keys. Then, press the # key.  

Note: To change the value entered, press the [Clear] or Clear/ Stop key and enter the new value.
- 5 To specify another page location, repeat steps 3 to 5 .  

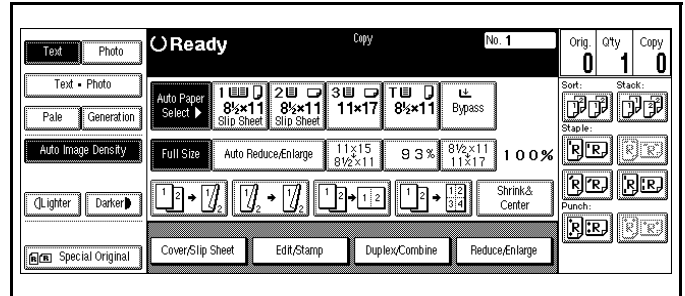
Note: To select chapters 11 to 20, press the [1 11 111- 20] key.
- 6 When you finish specifying the page location, press the [OK] key. This display shows example settings.  

Note: To change the number entered, enter the new number in the same way as in steps 3 to 5.
- 7 Set your originals, then press the Start key.

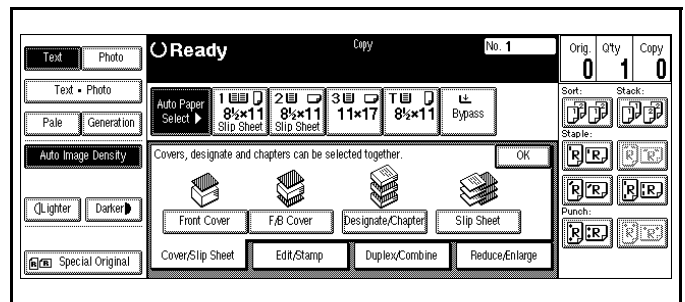
## Slip Sheets

This function can be used to insert a slip sheet automatically between every OHP transparencies copied or used as a stack function. You can also copy onto the slip sheets if desired.

- 1 Touch the **Cover/Slip Sheet** key.

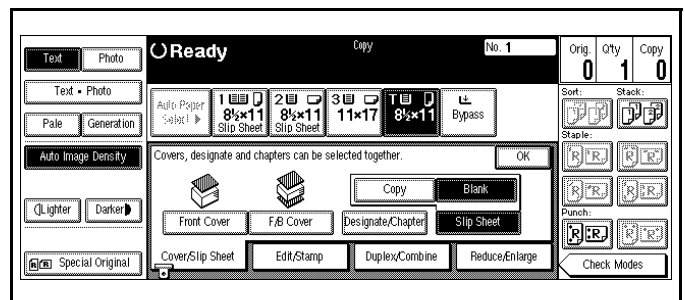


- 2 Touch the **Slip Sheet** key.



- 3 Select Copy or Blank.

- 4 Touch the **OK** key.

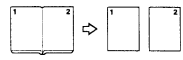


- 5 Select the paper tray containing the non-slip sheet paper.

- 6 Set the originals in place, then press the **Start** key.

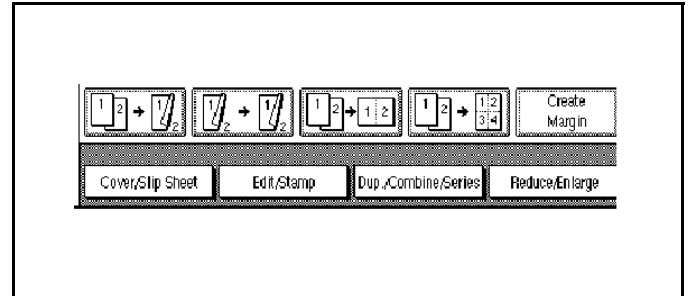


## Series Copying - Book to 1-Sided Copies

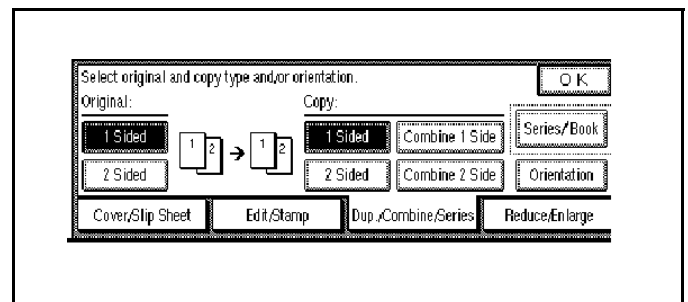


Use Series Copy, to make two separate one-sided copies from two facing pages of a bound book or magazine.

- 1 Touch the **Duplex/Combine/Series** key.



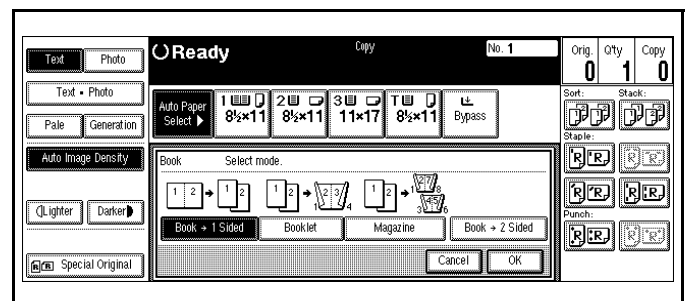
- 2 Touch the **Series/Book** key.



- 3 Touch the **Book > 1 Sided** key.

- 4 Touch the **OK** key.

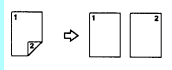
- 5 Touch the **OK** key again.



- 6 Make sure the Auto Paper Select is selected.

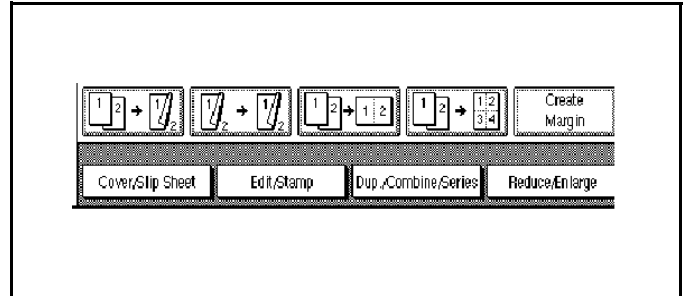
- 7 Set the originals in place, then press the **Start** key.

## Series Copying - 2-Sided to 1-Sided Copies

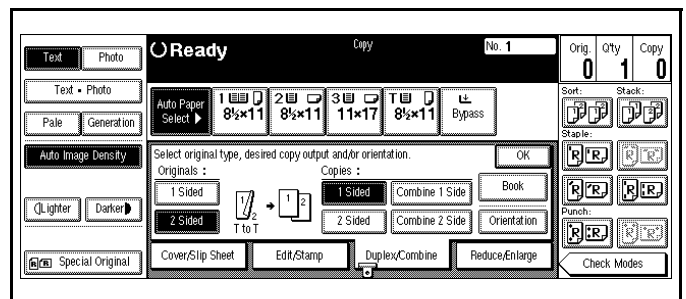


Use Series Copy, to make two separate one-sided copies from a 2-sided original. You cannot use this feature in the Duplex Mode.

- 1 Touch the **Duplex/Combine/Series** key.



- 2 Touch the **2 Sided** key for original. Then touch **1 Sided** key for copy.



- 3 Check the orientation.
  - Orientation is indicated as T to T and T to B
  - Touch the **orientation** key to make changes
- 4 Touch the **OK** key.
- 5 Set the originals in place, then press the **Start** key.

# ***User Tools Settings***



## ***Chapter Overview***

This chapter covers User Tools for System and Copy operations.  
Included in this chapter are:

- “System Settings” on page 5-1
- “Copy/Document Server Settings” on page 5-33
- “Entering Text” on page 5-32

## **System Settings**

The following are the system settings.

- “General Features 1 of 2” on page 5-3
- “General Features 2 of 2” on page 5-5
- “Paper Size Setting 1 of 3” on page 5-6
- “Paper Size Setting 2 of 3” on page 5-7
- “Paper Size Setting 3 of 3” on page 5-8
- “Timer Setting” on page 5-9
- “Interface Settings” on page 5-11
- “Interface Settings/Parallel Interface” on page 5-13
- “File Transfer” on page 5-14
- “Key Operator Tools 1 of 2” on page 5-16
- “Key Operator Tools 2 of 2” on page 5-31
- “Entering Text” on page 5-32

### ***Basic Steps to Accessing System Settings***

Step	Procedure to Perform
1	Press the User Tools/Counter key.
2	Touch the Systems Settings key.
3	Touch the desired Window Tab. <ul style="list-style-type: none"><li>• General Features - 2 Windows</li><li>• Paper Size Settings - 3 Windows</li><li>• Timer Settings</li><li>• Interface Settings - 2 Windows</li><li>• Interface Settings/Parallel Interface</li><li>• Key Operator Tools - 2 Windows</li><li>• User Codes</li></ul>
4	Touch the key for the desired item. Change settings by following the instructions on the panel display.
5	Touch the OK key.

The tables on the following pages provide you with information necessary to access the System Settings

### ***Exiting from User Tools***

After changing the User Tools settings, touch the Exit key, or press the User Tools/Counter key.

## General Features 1 of 2

### **Panel Tone**

The beeper (key tone) sounds when a key is pressed.

Default: ON

### **Warm Up Notice**

Specify whether the beeper sounds when the machine becomes ready for copying after Energy Saver mode is deactivated or the power is turned on.

Note: If the “Panel Tone” setting is “Off”, the beeper does not sound irrespective of the “Warm Up Notice” setting.

Default: ON

### **Copy Count Display**

The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down).

Default: Up (count up)

### **Function Priority**

You can specify the mode to be displayed immediately after the operation switch is turned on or System Reset mode is turned on.

Default: Copier

### **Print Priority**

Set print priority for each mode.

- “Display mode”: Print priority is given to the mode displayed on the display.
- “Copier”: Print priority is given to the copy function.
- “Document Server”: Print priority is given to the Document server.
- “Facsimile”: Print priority is given to the fax function.
- “Printer”: Print priority is given to the printer function.
- “Interleave”: Prints jobs in the order in which they are initiated regardless of mode/function. Output from each function might be mixed. If you want to avoid such mixing, specify an independent tray for each feature using “Output tray Prio”. When using different functions, attaching internal tray 2 allows you to specify an independent tray for each function. If you want to attach one, contact your local dealer.

Default: Display mode

### ***Function Reset Timer***

The length of time the machine waits before changing modes when using the multi-access function. This is useful if you make many copies where you have to change the settings for each copy. If you set a large value, you can prevent jobs from other functions interrupting the copy job. This setting is ignored if “Interleave” is set for “Print Priority”.

Default: Set Time

- When you select “Set Time”, enter the time (3~30seconds by 1 second steps) with the number keys.
- The default time setting is 3 seconds.

### ***Output: Copier***

You can specify a tray to which documents are delivered.

- Internal tray 1
- Internal tray 2 •
- External tray
- Finisher shift tray
- Finisher shift tray 1
- Finisher shift tray 2
- Mailbox proof tray

### ***Output: Document Server***

You can specify a tray to which documents are delivered.

- Internal tray 1
- Internal tray 2
- External tray
- Finisher shift tray
- Finisher shift tray 1
- Finisher shift tray 2
- Mailbox proof tray

### ***Output: Facsimile***

You can specify a trays to which documents are delivered.

- Internal tray 1
- Internal tray 2
- External tray
- Finisher shift tray
- Finisher shift tray 1
- Finisher shift tray 2
- Mailbox proof tray



## General Features 2 of 2

### Output: Printer

You can specify a tray to which documents are delivered.

- Internal tray 1
- Internal tray 2
- External tray
- Finisher shift tray
- Finisher shift tray 1
- Finisher shift tray 2
- Mailbox proof tray
- Mailbox output tray 1-9

### Prepare Stapling

Perform a test staple after replacing staples or removing jammed staples.

Note: Press [OK] to prepare stapling.

### Output tray settings

- You cannot interrupt a job when 1000-sheet Finisher is stapling jobs using paper larger than legal. However, jobs received by fax will be printed and delivered to Internal tray 1.
- If the staple function is selected when using 2 Tray Finisher, the job will be delivered to Finisher shift tray 2 regardless of the setting.
- When Print post is installed, even if the output tray selected is an internal tray, paper longer than legal size is delivered automatically to the following output trays.

Installed option	More than B4 paper
Mailbox proof tray	Mailbox output tray
2 Tray Finisher + Mailbox proof tray	Mailbox output tray Finisher shift tray1

If Mailbox proof tray is installed on your machine and you often use paper larger than B4 specify an output tray other than internal tray.

The paper which is smaller than letter will automatically be delivered to the Finisher shift tray.

## ***Paper Size Setting 1 of 3***

### ***Paper Tray Priority (Copy/Document Server)***

You can specify the output tray for delivery.

Default: Internal tray 1

### ***Paper Tray Priority (Fax/Printer)***

You can specify the output tray for delivery.

Default: Internal tray 1

### ***Tray Paper Size: (Tray 1–4)***

Select the size of the copy paper set in the paper tray.

Note: If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly

- The tray fence for the optional large capacity tray (LCC) is fixed. If you need to change the paper size, contact your service representative.
- If the paper size set for the dial in paper tray 1 and 2 is different to the paper size for this setting, the paper size of the dial has priority.
- If you load paper in tray 1 or 2 that is not available on the paper size dial, set the dial to “\*”.
- The paper sizes you can set for (Tray1–4) are as follows:  
16K L, 11" x 17" L, 8 1/2" x 14" L, 8 1/2" x 11" K, 8 1/2" x 11" L, 8" x 13" L,  
8 1/2" x 13" L, 8 1/4" x 13" L, 8 1/4" x 14" L, 11" x 14" L, 7 1/4" x 10 1/2" L,  
8" x 10 1/2" K, 8" x 10 1/2" L, 5 1/2" x 8 1/2" L

## ***Paper Size Setting 2 of 3***

### ***Paper Type (Bypass Tray)***

Sets the display so you can see what type of paper is loaded in the bypass tray.

Default: No display

### ***Paper Type (Tray1-4)***

Sets the display so you can see what type of paper is loaded in each of the paper trays. This information is used by the print function to automatically select the paper tray.

Default:

- Paper Type: No display
- Copying Method: 2 Sided Copy
- Apply Auto Paper Select: Yes

A key mark is displayed next to the paper tray if No is selected.

Note: Auto paper select can only be selected for the Copy function if No display and Recycled paper are selected. However, auto paper select is not used if No is selected.

## **Paper Size Setting 3 of 3**

### ***Paper Type (LCT)***

Sets the display so you can see what type of paper is loaded in the large capacity tray.

Default:

- Paper Type: No display
- Copying Method in Duplex: 2 Sided Copy
- Apply Auto Paper Select: Yes

A key mark is displayed next to the paper tray if No is selected.

Note: Auto paper select is only selected for the Copy function if No display and Recycled paper are selected. However, auto paper select is not used if No is selected.

### ***Cover Sheet Tray (Copy/Document Server)***

Default: Tray to program: NONE

- The functions that use the Cover Sheet Tray setting are the front cover function and both covers function.
- When Mode Selected is selected, the cover settings options are only displayed when the cover function or slip sheet function is selected.
- You can only set the Copying Method in Duplex setting when At Mode selected is selected.

### ***Slip Sheet Tray (Copy/Document Server)***

Default: Tray to program: NONE

- When you use the Slip Sheet function, you can use the output tray specified in the Slip Sheet Tray setting.
- When At Mode selected is selected, the options are only displayed when the cover function or slip sheet function is selected.

## Timer Setting

When entering Set Time mode, if a key operator code has already been set, you must enter the code (up to 8 digits). P P.50 "User Code".

### Auto Off Timer

The machine turns off automatically to conserve energy after a specified amount of time has past after a job. This function is called "Auto Off". The Time can be set from 10 seconds to 240 minutes.

Default: 1 minute

- Enter numbers with number keys
- Use arrow keys to switch between minutes and seconds.
- Auto off may not work while an error is displayed.

### Panel Off Timer

Set the amount of time the machine waits before switching the panel off after copying has finished or no operations are performed with the machine.

- The default setting is the same time interval as Auto Off Timer, so the Panel Off Timer is not used. This setting is only used if the Auto Off Timer setting is set to a longer interval than the Panel Off Timer setting.
- The warm up time for making a copy from standby mode is three seconds. The default setting is 1 minute.
- Enter a time interval between 10 seconds and 240 minutes with the number keys.
- Press the arrow keys to move the cursor between minutes and seconds.

### System Reset Timer

The System Reset setting is a setting that automatically switches to the screen for the function set in Function Priority. This happens if no operations are performed or to when clearing an interrupted job. This setting sets the system reset interval.

The time can be set from 10 to 999 seconds.

Default: Yes, 60 seconds

### Copier/Document Server Auto Reset Timer

Set the time interval after which the copy function and document server function are reset.

- If No is selected, the machine will not automatically switch the user code entry screen and you will not be able to limit who uses the machine.
- The time can be set from 10 to 999 seconds.

Default: Yes, 60 seconds

### ***Facsimile Auto Reset Timer***

Set the time interval for when the fax function should be reset.

The time can be set from 30-999 seconds.

Default: 30 seconds

### ***Scanner Auto Reset Timer***

Set the time interval for when the scanner function should be reset.

- If No is selected, the machine will not automatically switch the user code entry screen and you will not be able to limit who uses the machine.
- The time can be set from 10-999 seconds.

Default: Yes, 60 seconds

### ***Set Date***

Set the date for the copier's internal clock.

To change among year and month and day, press the arrow keys.

### ***Set Time***

Set the date for the copier's internal clock.

To change between minutes and seconds, press the arrow keys.

## ***Interface Settings***

### ***IP Address***

Before using this machine with the network environment you must configure the IP address.

Default: 011.022.033.044

- Do not use IP address that has been used for another machine. To get the addresses, contact your network administrator.
- Press arrow keys to move between each group of three numbers.
- Press [Clear] if you enter the wrong number.

### ***Sub-net Mask***

A number used to mathematically “mask” or hide an IP address on the network by eliminating those parts of the address that are alike for all the machine on the network.

Default: 000.000.000.000

- Press arrow keys to move between each group of three numbers.
- Press [Clear] if you enter the wrong number.

### ***Gateway Address***

A gateway is a connection or interchange point that connects two networks. Configure the gateway address for the router or host computer used as a gate-way.

Default: 000.000.000.000

Note: To get the addresses, contact your network administrator.

### ***Access Control and Access Mask***

You can control the client access. Access control and Access mask set to be together.

Default: 000.000.000.000

- If you do not want to set any limitation for this machine, use default settings.
- Press [Clear] if you enter the wrong number.

### ***Network Boot***

Select how to set IP address from client.

Default: NONE

For details about settings consult your network administrator.

### ***Effective Protocol***

Select protocol, using in the network.

Default: TCP/IP: Effective, NetWare: Effective, NetBEUI: Effective, Platelike: Effective.

### ***NW Frame Type***

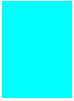
Select the frame type when you use NetWare.

Default: Auto select

### ***Ethernet Speed***

Set the access speed for networks.

Default: Auto select





## ***Interface Settings/Parallel Interface***

### ***Parallel Timing***

Specifies the timing setting for the parallel interface. Under normal circumstances, you will not need to change this setting.

Default: ACK outside

### ***Parallel Communication Speed***

Specifies the communication speed for the parallel interface. If the communication speed is set too fast, data transfers may not flow smoothly. If this occurs, change the setting to “Standard”.

Default: High speed

### ***Selection Signal Status***

Specifies the level for the select signal setting of the parallel interface.

Default: High

### ***Input Prime***

Specifies whether the prime signal is active or inactive when an input prime signal is sent. Under normal circumstances, you will not need to change this setting.

Default: Invalid

### ***Bidirectional Communication***

Specifies the printer's response mode etc., for status request when using the parallel interface. If you experience problems when using other manufacturers printers, set this to “Off”. However, if this is set to “Off”, asynchronous functions will not work.

Default: Yes

### ***Signal Control***

Specifies the error processing settings for when an error occurs when printing from a computer or sending faxes. Under normal circumstances, you will not need to change this setting.

Default: Job acceptance priority

## **File Transfer**

Be sure to make these settings if you are using ScanRouter V2 Lite/Professional. Note r The optional ScanRouter V2 Professional is required for distributing received fax documents.

### **Delivery Server IP Address**

Specifies the IP address of the ScanRouter V2 Lite delivery server for distributing documents or data from the machine.

Default: 000.000.000.000

- Press arrow keys to move between each group of three numbers.
- If you make a mistake, press the “Clear” key and enter the correct number.

### **Fax RX File Transmission**

- Setting per Line  
Specifies whether or not received fax documents should be sent to the ScanRouter V2 Professional for each of the fax lines.

Default: G3 Port 1/Do not Deliver, G3 Port 2/Do not Deliver, G3 Port 3/Do not Deliver

- Print at Delivery  
Specifies whether or not received fax documents that are sent to the Scan-Router V2 Professional should also be printed by the machine at the same time.

Default: No

- File to Deliver  
Specifies whether all received fax documents or only received fax documents that include delivery codes (documents with an ID and F code) should sent to the ScanRouter V2 Professional.

Default: File with Dlvry Code

- Delivery Failure File (Dlvry Failure File) If a received fax document cannot be sent to the ScanRouter V2 Professional, the documents is stored in the machine's memory. To print this stored data select “Print File”, to delete the data select “Delete File”.

If the machine can send data to the ScanRouter V2 Professional, data is sent automatically.

If you delete the data, you will not be able to distribute or print the data.

### **Recall Interval Time**

Specifies the interval the machine waits before sending data or a document, if a data could not be sent to the ScanRouter V2 Professional.

Default: 300 Seconds

- Enter an interval within the range of “60 -999 seconds” (in one second intervals) with the number keys.
- This setting is for the Scanner function. The distribution of received fax documents will

still be performed.

***Number of Recalls***

Default: Yes

- Enter a number of times within the range of “1-99” with the number keys.
- The default setting is 3 times.
- This setting is for the Scanner function. The distribution of received fax documents will still be performed.



## **Key Operator Tools 1 of 2**

If an access code has been set, you cannot use the Key Operator Tools unless you enter the access code (max.8 digits).

### **User Code Management**

Allows you to control who uses the machine by setting user codes for users.

Default: Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/OFF

Note: By using “Auto Registration” for the printer you can keep a print log for each user code entered from the driver.

### **Key Counter Management**

Use the key counter to specify whether users are limited or not.

Default: Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/OFF

### **Key Operator Code**

This specifies whether or not to use passwords (max.8 digits) to control use of the “Timer Setting” or “Key Operator Tools” settings for the access codes.

Default: OFF

If you select “ON”, enter the access code (max.8 digits) with the number keys, then select “Partial” or “All Initial Settings” to set the access limit.

- If you selected “Partial” An access code is only required for the “Timer Setting” and “Key Operator Tools” initial settings and for “Key Operator Tools” for the fax initial settings. “MENU PROTECT” will be set for “CHANGE/ CONTROL” in the printer initial settings.
- If you selected “All Initial Settings” An access code will be required to access all the items in the System Settings, Copier/Document Server Features, Facsimile Features, Printer Features, and Scanner Features.

If you select “All Initial Settings”, you will need to enter the access code to access the Key Operator Code screen.

### **AOF (Always ON)**

Makes the Auto Off Timer setting active. Leave this set to “ON”.

Default: ON

### **Program/Change/Delete User Code**

Adds, changes or deletes user codes (max 8 digits).

- You can register up to 100 user codes. If you add the optional extension module, you can register up to 500 user codes.

- You can also register user codes from the SmartNet Monitor for Admin (printer option required).
- Even if you change the user codes, the counter values are not cleared.
- If you clear a user codes, the counter values associated with it are also automatically cleared.
- [Program/Change] This registers new user codes, and changes the functions that can be used with user codes and user names.
- [Delete] Deletes a user code.
- [Delete All] Deletes all the user codes.

### **Display/Print Counter**

Allows you to view and print the various counters.

- Display/Print Counter  
Displays counters for each functions (Total, Copier, Facsimile, Printer).
- Print Counter List
  1. If you want to print Counter List, press [Print Counter List], and then press start.

If you do not want to print, then press [Cancel].

  2. Press [Exit]

### **Display/Clear/Print Counter per User Code**

Allows you to view and print the various counters accessed with user codes, and to set the values to 0.

Note: If you use the “Delete All” for the user codes, the user code names (Fax function), counter values, and communication settings will also be deleted. Be sure to print the list of these settings before pressing the “OK” key.

Press [Up and DOWN arrow keys to show all counters.

- Print Counter per User Code  
Prints the counter values for each of the user codes.
- Clear Counter per User Code  
Sets the counter value for each of the user codes to 0.

### **Change User Name Order**

Changes the order of the registered user codes.

- You can rearrange the order of items on the same page, but you cannot move the items to another page. For example, you cannot move an item from “PLANNING” to “DAILY”.
- Select the user code you want to move and press the left, right, up, and down arrow keys to change its position. To move it to the end, press “To End”.

### User Code

By registering user codes you can control which users can use which functions, and check their use of a function.

#### Copier

Limits the users who can use the Copy function and manages the use of each user code.

#### Document Server

Limits the users who can use the Document Server function and manages the use of each user code.

#### Facsimile

Limits the users who can use the Fax function and manages the use of each user code.

#### Printer

Limits the users who can use the Printer function and manages the use of each user code.

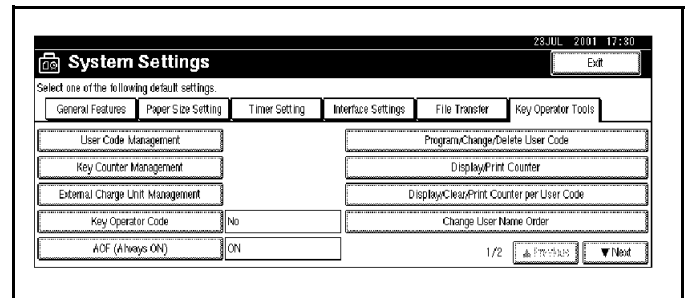
#### Scanner

Limits the users who can use the Scanner function and manages the use of each user code.

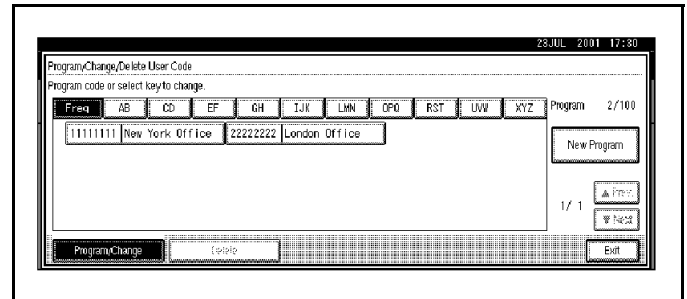
The functions associated each user code are the same. If you change or delete user codes, the management data and limits associated with that user code will become invalid.

### To Register a New User Code

- 1 Press the User Tools/Counter key.
- 2 Press the [System Settings] key.
- 3 Press the [Key Operator Tools] key.
- 4 Press the [Program/Change/Delete User Code] key.



5 Press [New Program key].

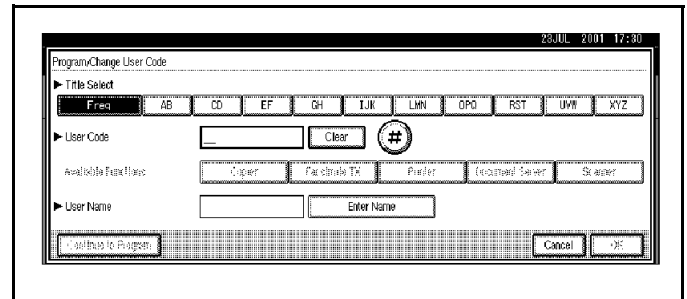


6 Press the key for the classification you want to use from "Title Select".

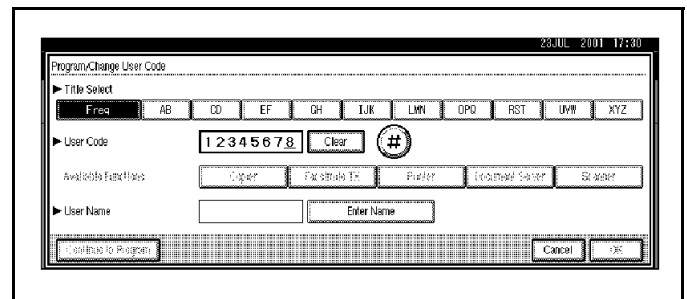
The keys you can select are as follows.

- [Freq.]...Added to the pages that is displayed first.
- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], ...Added to the list of items in the title selected.

You can only select one page for "Title Select".

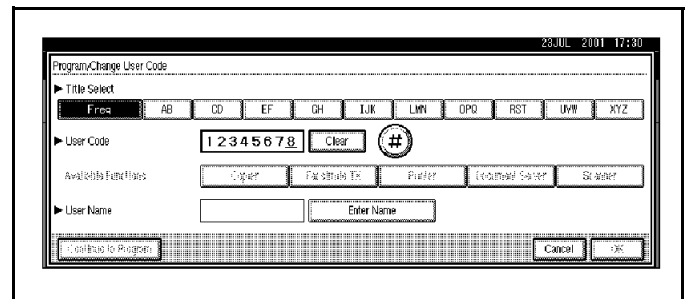


7 Enter the user code (8 digits max), then press the [#] key. If you make a mistake, press the Cancel or Clear/ Stop key, and then enter the code again.



8 Select the functions to be used with the user code from "Available Functions". The functions that can selected are as follows.

- [Copier], [Facsimile TX], [Printer], [Document Server], [Scanner]
- Select "Yes" for each function of the user code.



- 9 Press [Enter Name], then enter the name for the user code.

This can be used to attach the user name to documents in the document server. You do not need to enter a user code for this.

Register/Change User Code. 23 JUL 2001 17:30

Title Select: Freq AB CD EF GH IJK LMN OPQ RST UVW XYZ

User Code: 1 2 3 4 5 6 7 8 Clear #

Available Functions: Copy Facsimile TX Printer Document Server Scanner

User Name: Enter Name

Continue to Program Cancel OK

- 10 To continue registering user codes, press [Continue to Program], and then re-peat the procedures from step 6.

Register/Change User Code. 23 JUL 2001 17:30

Title Select: Freq AB CD EF GH IJK LMN OPQ RST UVW XYZ

User Code: 1 2 3 4 5 6 7 8 Clear #

Available Functions: Copy Facsimile TX Printer Document Server Scanner

User Name: Office 3 Enter Name

Continue to Program Cancel OK

- 11 Press the [OK] key.

Register/Change User Code. 23 JUL 2001 17:30

Title Select: Freq AB CD EF GH IJK LMN OPQ RST UVW XYZ

User Code: 1 2 3 4 5 6 7 8 Clear #

Available Functions: Copy Facsimile TX Printer Document Server Scanner

User Name: Office 3 Enter Name

Continue to Program Cancel OK

- 12 Press the [Exit] key.  
The display returns to the initial settings screen.

Program/Change/Delete User Code. 23 JUL 2001 17:30

Program code or select key to change. Program 3/100

11111111 New York Office 22222222 London Office 12345678 Office 3

New Program

1/1

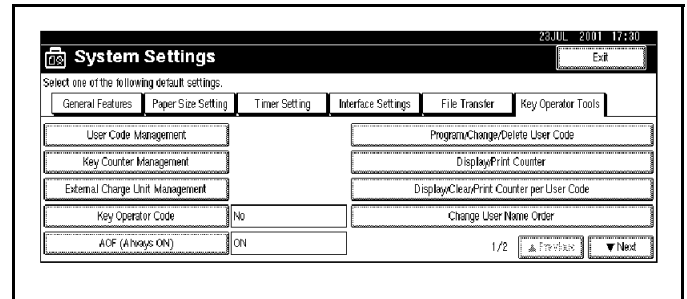
Program/Change Delete Exit

### To Change the User Code

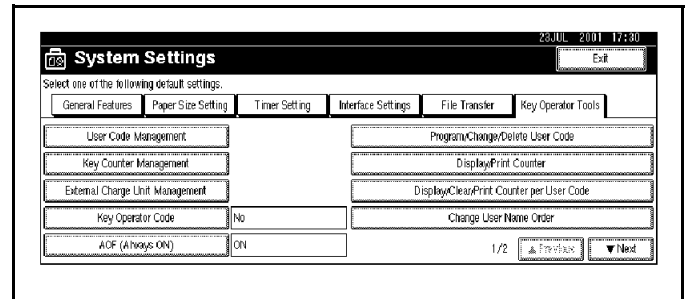
- 1 Press the User Tools/Counter key.
- 2 Press the [System Settings] key.
- 3 Press the [Key Operator Tools] key.



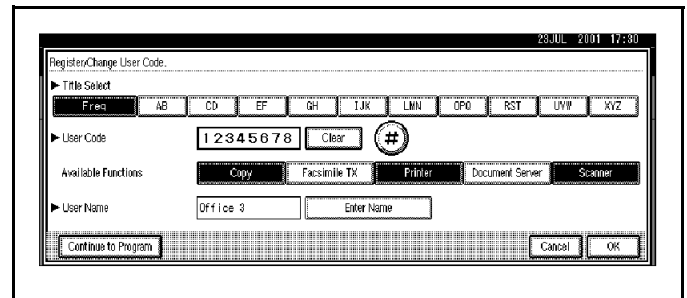
- 4 Press the [Program/Change/Delete User Code] key.



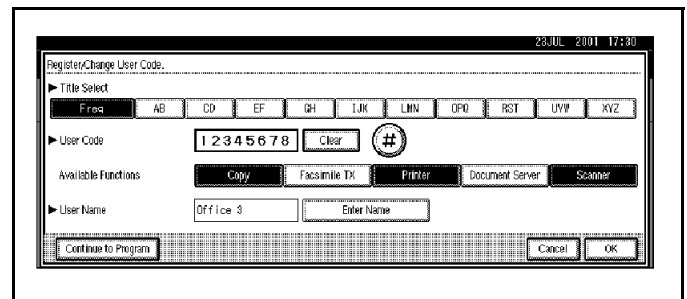
- 5 Select the user code you want to change.



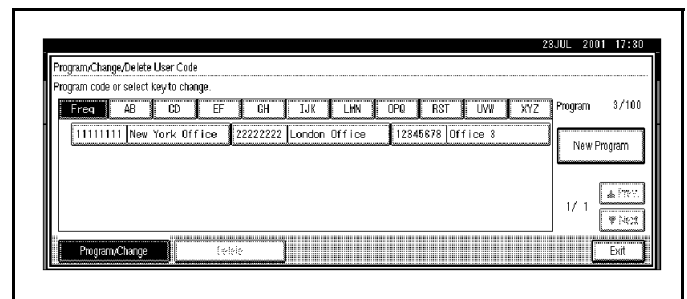
- 6 Enter the new information for the item that you want to change.



- 7 Press the [OK] key.

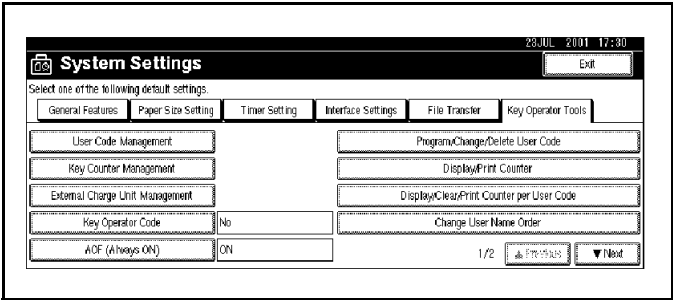


- 8 Press the [Exit] key.  
The display returns to the initial settings screen.

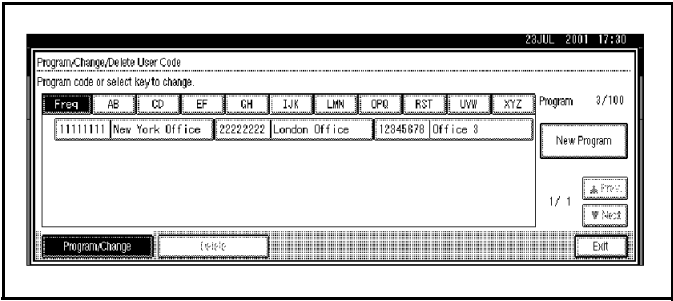


*To Clear a User Code*

- 1 Press the User Tools/Counter key.
- 2 Press the [System Settings] key.
- 3 Press the [Key Operator Tools] key.
- 4 Press the [Program/Change/Delete User Code] key.

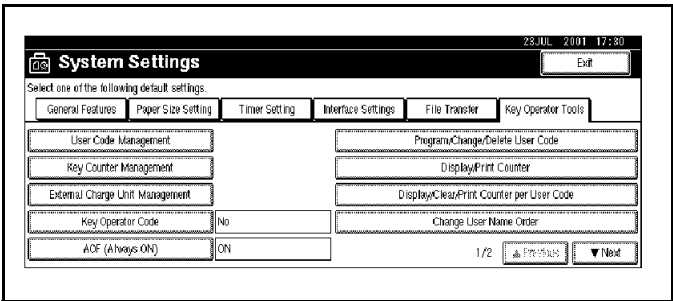


- 5 Press the [Delete] key.

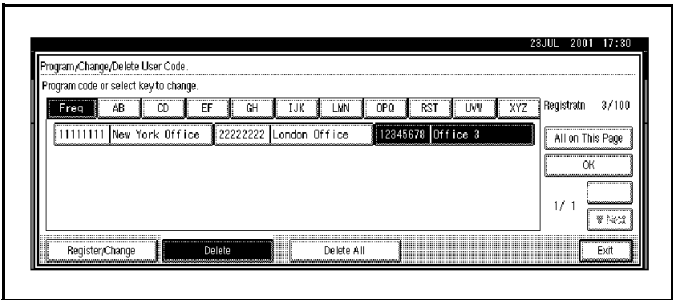


- 6 Select the user code you want to delete.

Press [All on The Page] when you want to select all the user codes displayed on the page.

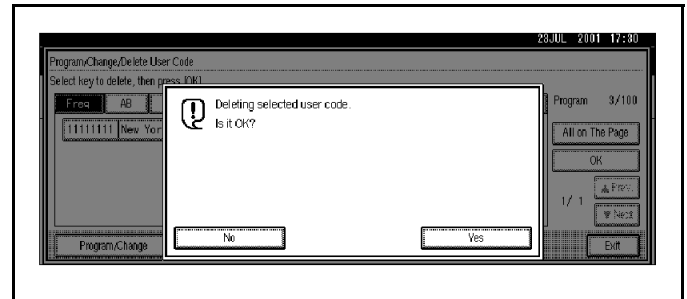


- 7 Press the [OK] key.



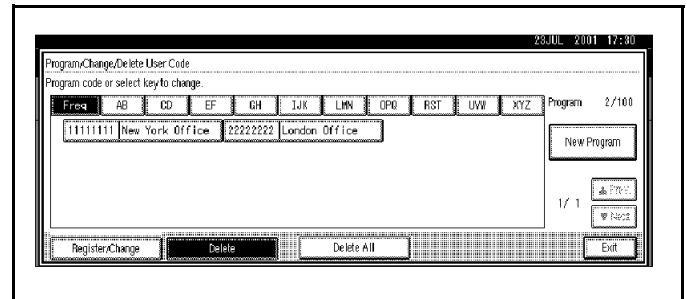
- 8 Press “Yes” in the confirmation screen.

If you don't want to quit deleting, press [No].



- 9 Press the [Exit] key.

The display returns to the initial settings screen.

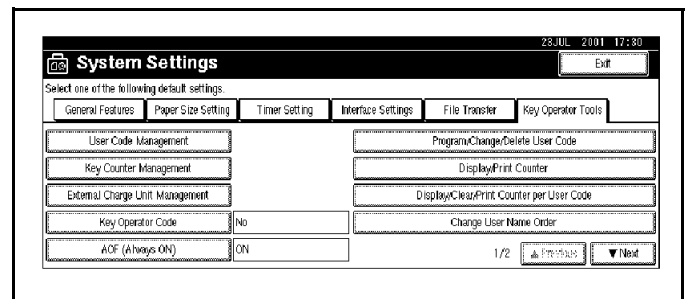


### To Delete All User Codes

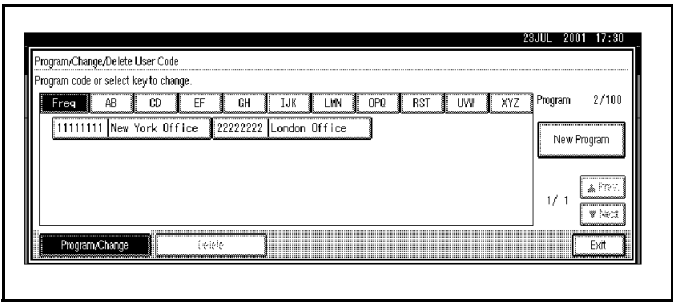
Using “Print Counter”, you can check the user codes for each print job for the Copy/Document Server function, Printer function, and Facsimile function.

Note: Using [Print Counter], you can check the user codes for each print job for the Copy/Document Server function, Printer function, and Facsimile function.

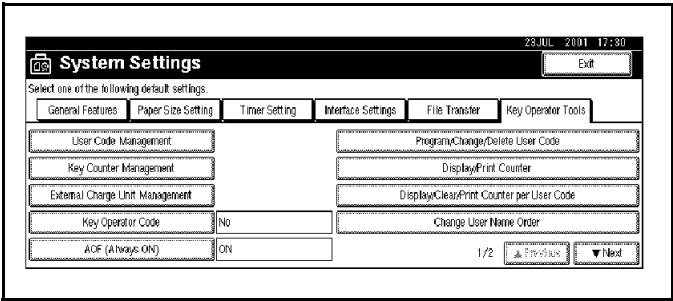
- 1 Press the User Tools/Counter key.
- 2 Press the [System Settings] key.
- 3 Press the [Key Operator Tools] key.
- 4 Press the [Program/Change/Delete User Code] key.



5 Press the [Delete] key.

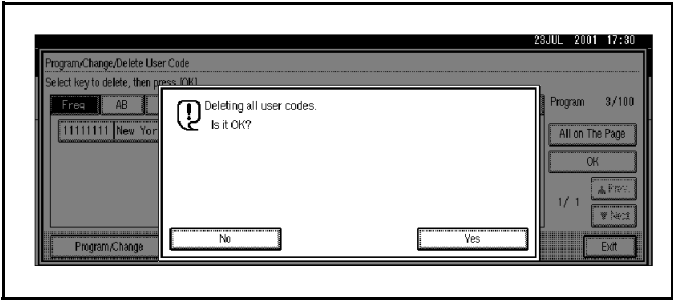


6 Press the [Delete All] key.



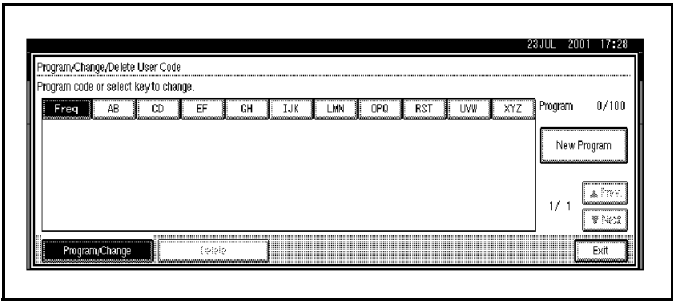
7 Press [Yes] in the confirmation screen.

If you don't want to quit deleting, press [No].



8 Press the [Exit] key.

The display returns to the initial settings screen.

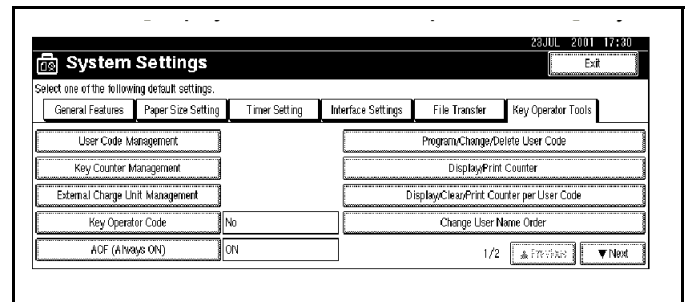


### To Display Counter for Each Code

Using “Print Counter”, you can check the user codes for each print job for the Copy/Document Server function, Printer function, and Facsimile function.

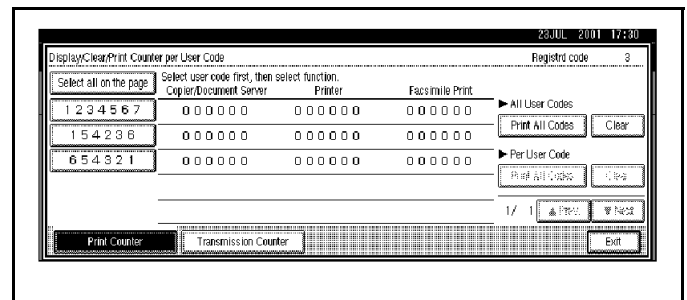
Using “Transmission Counter” you can check the number pages sent by fax and the charge for each fax sent.

- 1 Press the User Tools/Counter key.
- 2 Press the [System Settings] key.
- 3 Press the [Key Operator Tools] key.



- 4 Press the [Display/Clear/Print Counter per User Code] key.
- 5 Press the [Print Counter] Key or [Transmission Counter] key.

The individual function counters for each user code are displayed.

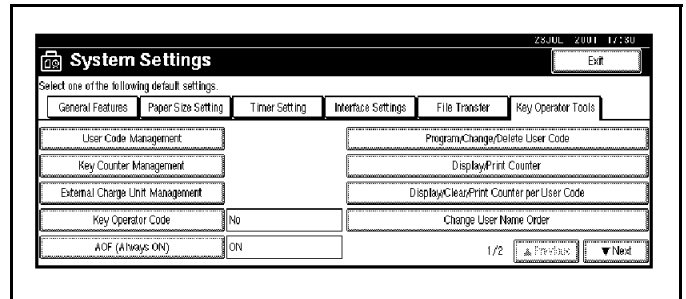


## Printing From the Counter

### Printing the Number of Prints (Counter) for Each User Code

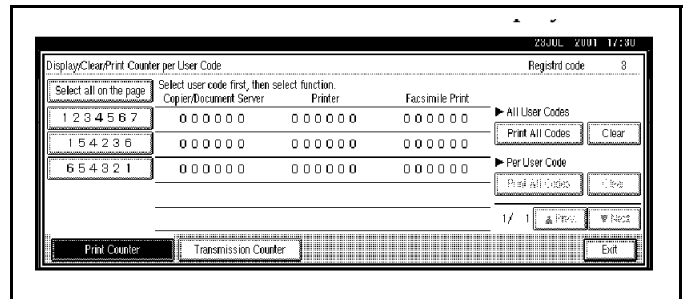
You can print out how many prints you used for Copier/Document Server, Printer, and Fax.

- 1 Press the User Tools/Counter key.
- 2 Press the [System Settings] key.
- 3 Press the [Key Operator Tools] key.
- 4 Press the [Program/Change/Delete User Code] key.

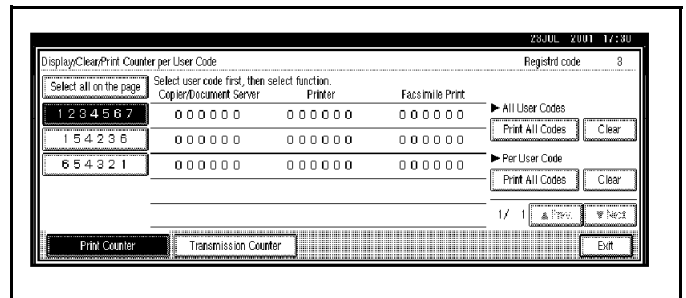


- 5 Select User Code from the left side of display.

Press [All on The Page] if you want to select all user codes on the page.



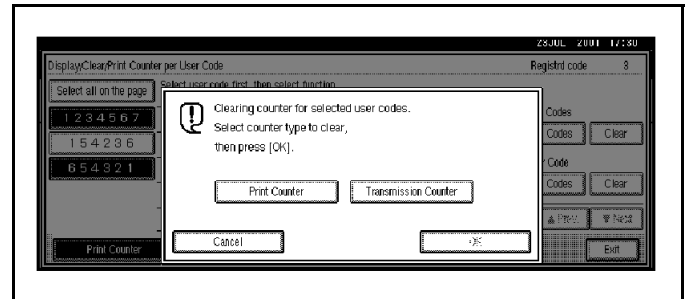
- 6 Press [Print All Codes] of Per User Code.



- 7 Press either [Print Counter] or [Transmission Counter].

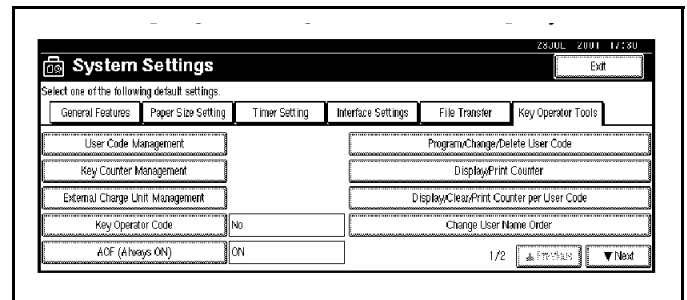
You can select both [Print Counter] and [Transmission Counter] at the same time.

- 8 Press [Print].



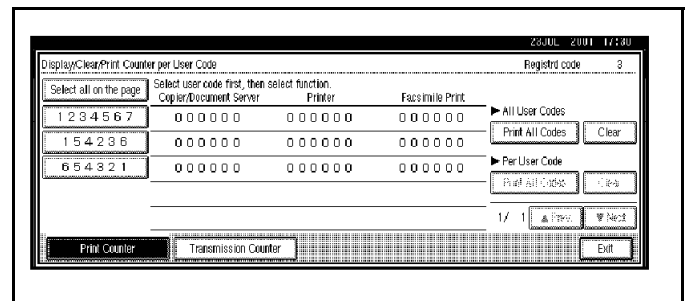
### Printing the Number of Prints (Counter) for All User Codes

- 1 Press the User Tools/Counter key.
- 2 Press the [System Settings] key.
- 3 Press the [Key Operator Tools] key.
- 4 Press the [Program/Change/Delete User Code] key.



- 5 Press [Print All Codes] of Per User Code.

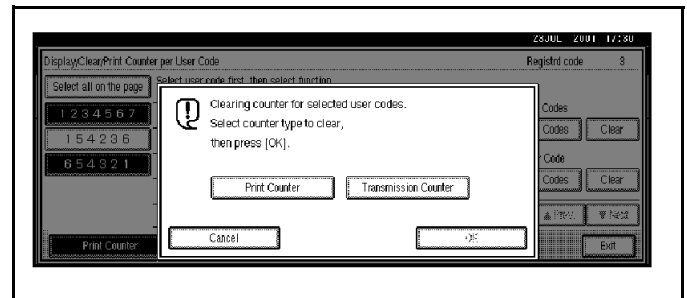
Press [All on The Page] if you want to select all user codes on the page.



- 6 Press either [Print Counter] or [Transmission Counter].

You can select both [Print Counter] and [Transmission Counter] at the same time.

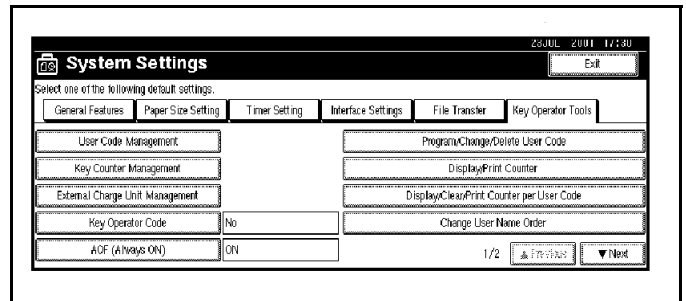
- 7 Press [Print].



## Clearing the Counter

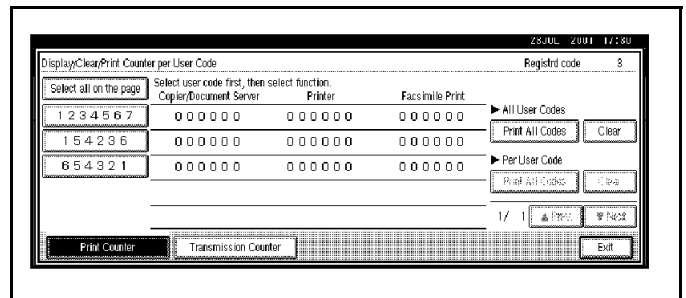
### Clearing the Number of Print (Counter) for Each User Code

- 1 Press the [User Tools/Counter] key.
- 2 Press the [System Settings] key.
- 3 Press the [Key Operator Tools] key.
- 4 Press the [Program/Change/Delete User Code] key.

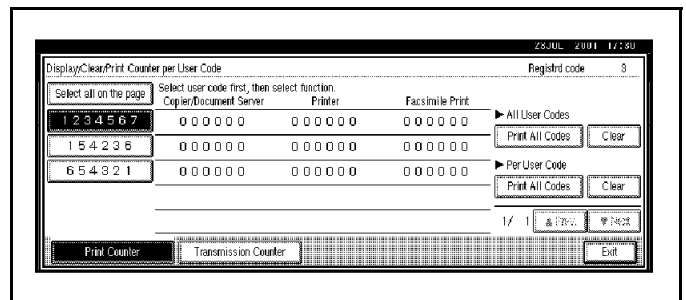


- 5 Select User Code from the left side of display.

Press [All on The Page] if you want to select all user codes on the page.



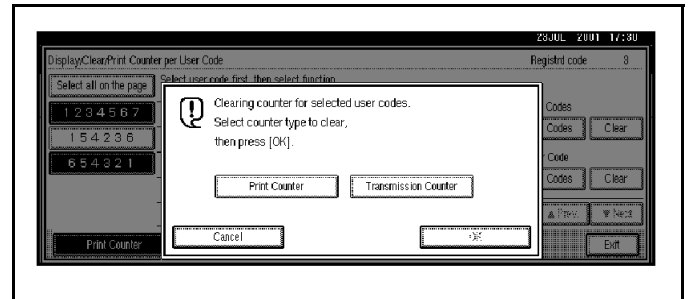
- 6 Press [Clear] or Per User Code.



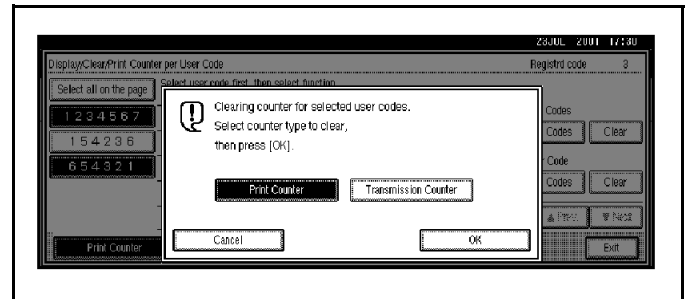


- 7 Press either [Print Counter] or [Transmission Counter].

You can select both [Print Counter] and [Transmission Counter] at the same time.

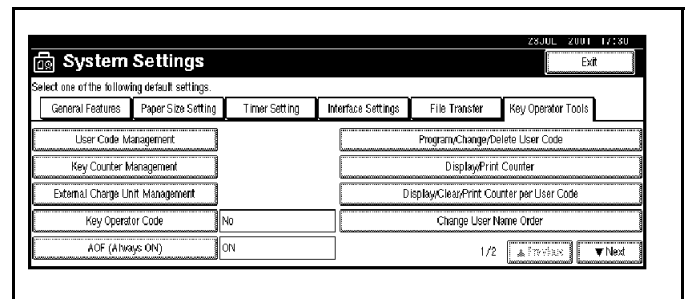


- 8 Press [OK].  
The user code counter will be clear.  
If you want to cancel the operation, press [Cancel].

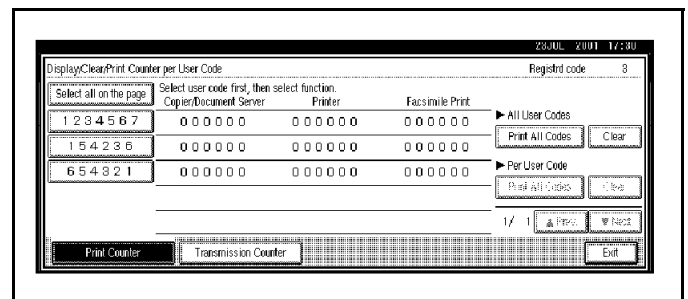


### Clearing the Number of Print (Counter) for All User Codes

- 1 Press the User Tools/Counter key.
- 2 Press the [System Settings] key.
- 3 Press the [Key Operator Tools] key.
- 4 Press the [Program/Change/Delete User Code] key.

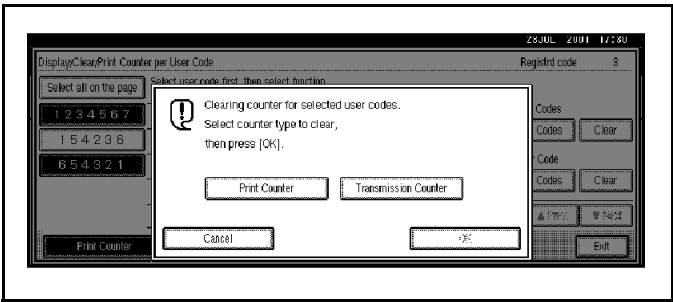


- 5 Press [Clear] for [All User Codes].



- 6 Press either [Print Counter] or [Transmission Counter].

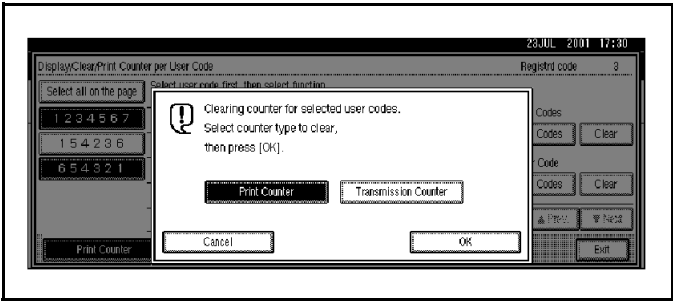
You can select both [Print Counter] and [Transmission Counter] at the same time.



- 7 Press [OK].

All user code counters will be clear.

If you want to cancel the operation, press [Cancel].



## ***Key Operator Tools 2 of 2***

### ***Auto Delete File***

You can select whether the files on the document server will be deleted after a specified amount of time or not.

Default: No

If you select [Yes], you can set the time interval from 1 to 180 days by one day steps.

### ***Delete All Files***

- You can delete all stored files on the document server.
- You can delete stored files even if password is set for a file.

### ***Display Password with Stored File***

You can select whether the documents which have passwords will be temporarily displayed or not.

If you forget the password, press [Yes].



### Entering Text

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

#### Available Characters

- Alphabetic characters  
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals  
012345689

#### Keys

When entering uppercase or lowercase continuously, use the [Shift Lock] to lock the case.

#### How to Enter Text

##### Entering Letters

- 1 Press the [Shift] to switch between uppercase and lowercase.
- 2 Press letter you want to enter.

##### Deleting Characters

Press [Backspace] or [Delete All] to delete characters.

## ***Copy/Document Server Settings***

The following are the Copy/Document Server Settings.

- “General Features 1 of 4” on page 5-35
- “General Features 2 of 4” on page 5-38
- “General Features 3 of 4” on page 5-39
- “General Features 4 of 4” on page 5-40
- “Reproduction Ratio 1 of 2” on page 5-41
- “Reproduction Ratio 2 of 2” on page 5-42
- “Edit 1 of 2” on page 5-43
- “Edit 2 of 2” on page 5-44
- “Stamp” on page 5-45
- “Input/Output” on page 5-50

### ***Basic Steps to Accessing Copy/Document Server Settings***

<b>Step</b>	<b>Procedure to Perform</b>
<b>1</b>	Press the User Tools/Counter key.
<b>2</b>	Touch the Copier/Document Server key.
<b>3</b>	Touch the desired Window Tab.
<b>4</b>	Touch the key for the desired item. Change settings by following the instructions on the panel display.
<b>5</b>	Touch the OK key.

The tables on the following pages provide you with information necessary to access the Copy/Document Server Settings

### ***Exiting from User Tools***

After changing the User Tools settings, touch the Exit key, or press the User Tools/Counter key.

## General Features 1 of 4

### **Auto Paper Select Priority**

As a default setting, Auto Paper Select is selected. You can cancel this setting.

Default: Yes

### **Auto Tray Switching**

If you load paper of the same size in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper (when Auto Paper Select is selected.) This function is called “Auto Tray Switching”. This setting specifies whether to use “Auto Tray Switching” or not.

Default: With image rotation

- With image rotation: Use this when copying with Auto Tray Switching.
- Without image rotation: Only copies with Auto Tray Switching if you load paper of the same size and in the same direction in two or more trays. If the paper is not the same size or in the same direction, the message “Load paper.” is displayed.
- OFF: When a paper tray runs out of paper, copying is interrupted and the message “Load paper.” is displayed.

### **Paper Display**

You can choose whether the available paper trays/sizes are shown on the initial display at Auto Paper Select mode.

Default: Display

- If you choose “Hide”, the display is shown as below.
- When the [Auto Paper Select] key is pressed, paper sizes appear on the display.

### **Original Type Priority**

As a default setting, Text is selected as the Originals Type. You can change it to Text/Photo, Photo, Pale, or Generation Copy.

Default: Text

### **Original Type Display**

You can choose whether the original modes are shown on the initial display.

Default: Display

If you choose “Hide”, the display is shown as below.

### **Auto Image Density Priority**

You can turn the Auto Image Density on or off for each of the original types (Text, Text/Photo, Photo, Pale, and Generation Copy).

Default: Text: On, Text/Photo: On, Photo: Off, Pale: On, Generation Copy: On

### **Copy Quality**

You can adjust the quality level of copies for each of the original types (Text, Text/Photo, Photo, Pale, Generation Copy).

#### **Text**

Adjust the sharpness of text.

Default: Normal

- [Custom Setting] is the value set during service setup.
- Choosing [Sharp] or [Sort] affects the outline sharpness of text.

#### **Text/Photo**

When there are photo(s) and text on the original, determine whether the photo or text takes priority.

Default: Normal

- [Custom Setting] is the value set during service setup.
- [Normal] achieves a good balance between text and photos.

#### **Photo**

For a photo original, adjust the finish quality level to match the type of photo original.

Default: Print Photo

- [Custom Setting] is the value set during service setup.
- Select [Print Photo] for printed photo originals, and [Glossy Photo] for printed photo originals with fine dots.
- Select [Normal] for printed photo and text originals.

#### **Pale**

Adjust the quality level for the finish of a pale original with normal density.

Default: Normal

[Custom Setting] is the value set during service setup.

#### **Generation Copy**

Adjust the quality level so as not to thicken the lines of the finish image.

Default: Normal

[Custom Setting] is the value set during service setup.



### ***Image Density***

You can select one of seven original image density levels for each of the original types (Text, Text/Photo, Photo, Pale, Generation Copy).

Default:

- Text: Normal
- Text/Photo: Normal
- Photo: Normal
- Pale: Normal
- Generation Copy: Normal



## General Features 2 of 4

### ***Duplex Mode Priority***

You can select the type of the Duplex function effective when the machine is turned on, Energy Saver mode is off, or Auto Reset is on.

Default: 1 Sided > 2 Sided

### ***Copy Orientation in Duplex Mode***

You can set the copy orientation when making two-sided copies.

Default: Top to Top

### ***Original Orientation in Duplex Mode***

You can set the original orientation when making two-sided copies.

Default: Top to Top

### ***Change Initial Mode***

You can select the initial mode or Program No.10 as the mode effective when the machine is turned on, or modes are cleared.

Default: Standard

### ***Max.Copy Quantity***

The maximum copy quantity can be set between 1 and 999.

Default: 999Sheets.

### ***Tone: Original remains***

The beeper (key tone) sounds when you forgot to remove originals after copying.

Default: On

If the “Panel Tone” of the User Tools (System Settings) setting is “Off”, the beeper does not sound irrespective of the “Tone: Original on Platen” setting. “Panel Tone” in the System Settings manual.

### ***Job End Call***

You can choose whether or not the beeper sounds when copying is complete. If the “Panel Tone” of the User Tools (System Settings) settings is “Off”, the machine beeps to notify you that the machine did not complete a job for reasons such as copying was interrupted, the paper tray ran out of paper or a paper jam occurred.

Default: On

## ***General Features 3 of 4***

### ***Copy Function Key: F1-F5***

You can register frequently used functions in Function Keys F1 to F5.

Note r Default:

- Copy Function Key: F1: 1 Sided > 2 Sided: T to T
- Copy Function Key: F2: 2 Sided: T to T > 2 Sided: T to T
- Copy Function Key: F3: 1 Sided > 1 Sided Combine:2 Originals
- Copy Function Key: F4:1 Sided > 1 Sided Combine:4 Originals
- Copy Function Key: F5: Create Margin



## ***General Features 4 of 4***

### ***Document Server Storage Key: F1–F5***

You can register frequently used functions in Function keys F1 to F5. You can also change the registered functions.

Default

- Document Server Storage Key: F1:2 Sided Original Top to Top
- Document Server Storage Key:F2:1 Sided > 1 Sided Combine
- Document Server Storage Key: F3:1 Sided > 1 Sided Combine:4 originals
- Document Server Storage Key: F4:1 Sided > 1 Sided Combine:8 originals
- Document Server Storage Key: F5: Create Margin

## Reproduction Ratio 1 of 2

### Shortcut R/E

You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display.

You can also change the registered Reduce/Enlarge ratios. If no Reduce/Enlarge ratio has been set when selecting [Shortcut R/E 1], [Short-cut R/E 2], or [Shortcut R/E 3], enter the desired Reduce/Enlarge ratio using the number keys.

### Enlarge 1-5

You can customize the enlargement ratios available when you press the [Reduce/ Enlarge] key followed by the [Enlarge] key.

Default:

- Enlarge 1: 121%
- Enlarge 2: 129% •
- Enlarge 3: 155%
- Enlarge 4: 200%
- Enlarge 5: 400%

When selecting [User Enlrg. Ratio], enter a ratio using the number keys (in the range of 101 to 400%).

### Priority Setting: Enlarge

You can set the ratio with priority when the [Reduce/Enlarge] key is pressed, followed by the [Enlarge] key.

Default: 155%

## **Reproduction Ratio 2 of 2**

### **Reduce 1-6**

You can customize the reduction ratios available when you press the [Reduce/ Enlarge] key followed by the [Reduce] key.

Default:

- Reduce 1: 25%
- Reduce 2: 50%
- Reduce 3: 65%
- Reduce 4: 73%
- Reduce 5: 78%
- Reduce 6: 85%

When selecting [User Redc.Ratio], enter a ratio using the number keys (in the range of 25 to 99%).

### **Priority Setting: Reduce**

You can set the ratio with priority when the [Reduce/Enlarge] key is pressed, followed by the [Reduce] key.

Default: 73%

### **Ratio for Create Margin**

You can set a Reduce/Enlarge ratio when registering “Create Margin” in a Shortcut Key.

Default: 93%

### **R/E Priority**

Specify which Reduce, Enlarge or Input Ratio is shown on the display panel with priority when the [Reduce/Enlarge] key is pressed.

Default: Reduce

## Edit 1 of 2

### **Front Margin: Left/Right**

You can specify left and right margins on the front side of copies in Margin Adjust mode.

Default: Left 0.2"

### **Back Margin: Left/Right**

You can specify left and right margins on the back side of copies in Margin Adjust mode.

Default: Right 0.2"

### **Front Margin: Top/Bottom**

You can specify front top and bottom margins on the front side of copies in Margin Adjust mode.

Default: Bottom 0.0"

### **Back Margin: Top/Bottom**

You can specify back top and bottom margins on the front side of copies in Margin Adjust mode.

Default: Bottom 0.0"

### **1 sided > 2 sided Auto Margin: T to T**

In 1 sided > 2 sided Duplex mode, you can specify whether to automatically set the margins on the back side. The margin is set to the same value of "Back Margin: Left/Right".

Default: Right 0.2"

### **1 sided > 2 sided Auto Margin: T to B**

In 1 sided > 2 sided Duplex mode, you can specify whether to automatically set the margins on the back side. The value set for "Back Margin: Top/Bottom" is used.

### **Erase Border Width**

The default setting of the width of the erased margins in Erase Border mode can be changed as follows: 0.1"– 2.0" in 0.1" steps

Default: 0.4"

### **Erase Original Shadow in Combine**

In Combine Copy or Booklet/Magazine Copy mode, you can specify whether to erase a 0.1" bounding margin around all four edges of each original.

Default: Yes

### **Erase Center Width**

The default setting of the width of the erased margins in Erase Center mode can be changed as follows: 0.1"– 3.9" in 0.1" steps. Default: 0.4"

## Edit 2 of 2

### ***Image Repeat Separation Line***

You can select a separation line in Image Repeat mode from None, Solid, Broken A, Broken B, or Crop Marks.s

Default: None

### ***Double Copies Separation Line***

You can select a separation line in Double Copy mode from None, Solid, Broken A, Broken B, or Crop Marks.

Default: None

### ***Separation Line in Combine***

You can select a separation line in Combine mode from None, Solid, Broken A, Broken B, or Crop Marks.

Default: None

### ***Front Cover Copy in Combine***

You can specify whether to make a combined copy on the front cover sheet when you select Front Cover copy mode.

Default: Combine

### ***Designated Slip Sheet Copy in Combine***

You can specify whether to make a combined copy on the inserted slip sheets in Desig./Chapter Copy mode.

Default: Combine

### ***Copy on Designated Paper***

You can specify whether to copy on the designate.

Default: Yes

### ***Orientation: Booklet, Magazine***

You can select the type of originals for Booklet or Magazine mode.

Default: Open to Left

### ***Copy Order in Combine***

You can set the copy order in Combine mode to “Left to Right” or “Top to Bottom”.

Default: From left to right



## **Stamp**

### **Background Numbering**

#### **Size**

You can set the size of the numbers.

Default: Normal

- Small
- Normal
- Large

#### **Density**

You can set the density of the numbers.

Default: Normal

### **Preset Stamp 1 /4 to 4 /4**

#### **Stamp Priority**

You can select the stamp type priority detected in Stamp mode.

Default: Copy

#### **Stamp Language**

You can select the language of the message that is printed in Stamp mode.

Default: English

#### **Stamp Position**

You can set the position at which the stamp is printed. Press the arrow keys to adjust the position.

Default:

- Position: Top right
- Top Margin: 1.0" •
- Right Margin: 1.0"

#### **Stamp Format**

You can adjust the size, density and print page for the stamp.

#### **Size**

You can set the size of the stamp.

Default: 1X

### **Density**

You can set the pattern used to print the stamp.

Default: Normal

- Normal: The stamp is printed on the image. You cannot confirm which parts overlap the image.
- Lighter: The image can be seen through the stamp.
- Light: You can see the image even clearer than in the “Lighter” setting.

### **Print Page**

You can select whether the stamp is printed on the first page or all pages.

Default: All Pages



## ***User Stamp 1 /2-2 /2***

### ***Program/Delete Stamp***

You can register up to 4 custom stamps with your favorite design. You can register/change/delete your favorite design as a user stamp.

You can set the position at which the stamp is printed. Press the arrow keys to adjust the position.

### ***Stamp Position***

You can set the position at which the stamp is printed. Press the arrow keys to adjust the position.

Default:

- Position: Top right
- Top Margin: 1.0"
- Right Margin: 1.0"

### ***Stamp Format***

You can adjust the print page for User Stamp 1 to 4 you registered.

Default: All Pages

## ***Date Stamp***

### ***Format***

You can select the date format for Date Stamp mode.

Default: MM/DD/YYYY

### ***Font***

You can select the Date Stamp font.

Default: Font 1

This setting is linked with Page Numbering.

### ***Stamp Position***

You can set the position at which the stamp is printed. Press the arrow keys to adjust the position.

Default:

- Position: Top left
- Top Margin: 0.3"
- Left Margin: 0.8"

### ***Stamp Setting***

You can select whether the date is printed on the first page or all pages.

Default: All Pages

### ***Size***

You can set the Date Stamp size.

Default: Auto

This setting is linked with Page Numbering.

### ***Superimpose***

You can select whether the Date Stamp is printed negative when it overlaps black parts of the image.

Default: No

This setting is linked with Page Numbering.



### **Page Numbering 1 /2-2 /2**

#### **Stamp Format**

You can select the page number format priority detected in Page Numbering mode.

Default: P1,P2

#### **Font**

You can select the font of the page number that is printed in Page Numbering mode.

Default: Font 1

This setting is linked with Date Stamp.

#### **Size**

You can set the size of the stamp that is printed in Page Numbering mode.

Default: Auto

This setting is linked with Date Stamp.

#### **Duplex Back Page Stamping Position**

You can set the position of the duplex back page number that is printed in Duplex mode.

Default: Opposite Position

#### **Page Numbering in Combine**

You can set how the pages are numbered when you use the Combine function and Page Numbering function together.

Default: Per original

#### **Stamp on Designated Slip Sheet**

You can select whether to print the page number onto slip sheets when you use the Designate function set to “Copy” and Page Numbering function together.

Default: No

#### **Stamp Position:P1,P2...Stamp Position:1/5,2/5...Stamp Position:— 1—,— 2— ...Stamp Position:P. 1,P.2...Stamp Position:1,2...Stamp Position:1—1,1—2...**

You can set the position at which the stamp is printed. Press the arrow keys to adjust the position.

Default:

- Position: P1, 1/5, P.1,1: Top right, -1-, 1-1: Bottom center
- Top/Bottom Margin: P1, 1/5, P.1, 1: 0.5", -1-,1-1: 0.3"
- Left/Right Margin: P1, 1/5, P.1, 1: 0.5", -1-, 1-1: 0.0"

***Superimpose***

You can select whether page numbers are printed negative when they overlap black parts of the image.

Default: No

This setting is linked with Date Stamp.



## ***Input/Output***

### ***Switch to Batch (SADF)***

You can select Batch mode or SADF mode when you press the Special Original key.

### ***SADF Auto Reset***

When you set one original at a time in the document feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. You can adjust this time from 3 seconds to 99.

Default: 5 sec.

### ***Rotate Sort: Auto Paper Continue***

You can specify whether to continue copying when the paper of the required orientation has run out during rotate-sorting.

“Sort”

- If you select [No]:  
When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. When you load paper, the machine will continue copying.
- If you select [Yes]:  
Copying continues using copy paper of a different direction. The copy job will finish even if you have left the machine.

Default: No

### ***Auto Sort***

You can specify whether Sort mode is selected when the machine is turned on or the mode is cleared.

Default: No

### ***Memory Full Auto Scan Restart***

When the memory becomes full while scanning originals, the machine can make copies of the scanned originals first, then automatically proceed scanning the remaining originals. You can enable or disable this function.

- If you select [No]:  
When the memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray.
- If you select [Yes]:  
You can leave the machine unattended to make all the copies, but the resulting sorted pages will not be sequential.

Default: No

***Select Stack Function***

Specify which Stack or Rotate Sort is shown on the initial display with priority.

Default: Stack

The optional finisher or booklet finisher is required to use this function.

***Select Stapling Position***

Specify which Top 2 staples or Bottom is shown on the initial display with priority.

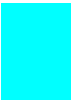
Default: Top 2 staples

***Letterhead Setting***

If you want to copy on the direction-fixed (top to bottom or 2-sided paper, the machine rotates the image correctly. To use this function, select “Yes”.

Default: No







# ***Special Copier Functions***



## ***Chapter Overview***

Included in this chapter are:

- “Energy Saving Modes” on page 6-1
- “Presetting the Next Copy Job” on page 6-2
- “Sample Copy” on page 6-3
- “Storing Copy Settings In Memory” on page 6-4
- “Screen Contrast” on page 6-9
- “Original Beeper” on page 6-9
- “Stamp” on page 6-10

## Energy Saving Modes

The copier has three types of Energy Saving modes.

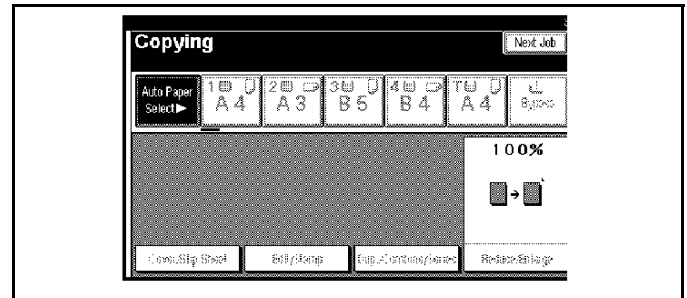
- Low Power Timer: saves 25% power
- Low Power Shift Time: saves 30% power
- Auto Shut-Off Mode: Shuts down your copier while maintaining a low voltage to maintain information in your copiers memory.

Energy Saver Modes	Energy Savings	How To Put Copier Into Energy Saver Mode	How to Return To Ready Condition	Display Conditions When Energy Saver Mode is Active
Low Power Timer	25%	<b>Manual Mode:</b> Press Energy Saver/ Clear Modes key. <b>Automatic Mode:</b> Enters Energy Saver automatically after the preset time of the Low Power Timer. Set from 0, 10-999 seconds. See "General Features 1 of 2" on page 5-3.	Human Sensor detects presence of the copier operator and automatically turns the copier ON.  <b>OR</b> Press the Energy Saver/ Clear Modes key.	Message Display: OFF Start Key Indicator: OFF Operation Switch: ON
Low Power Shift Time	30%	Automatically goes into Low Power Shift Time mode after the preset time of the Low Power Shift Time. Set from 1-240 minutes. See "General Features 1 of 2" on page 5-3.	Human Sensor detects presence of the copier operator and automatically turns the copier ON.  <b>OR</b> Press the Energy Saver/ Clear Modes key.	Message Display: OFF Start Key Indicator: OFF Operation Switch: ON
Auto Off	100%	<b>Manual Mode:</b> Press the Operation key. <b>Automatic Mode:</b> Automatically goes into an OFF condition after the preset time of the Auto Off Timer. Set from 1-240 minutes. See "General Features 1 of 2" on page 5-3.	Press the Operation Switch.	Main Power Indicator: ON All other Indicators: OFF.

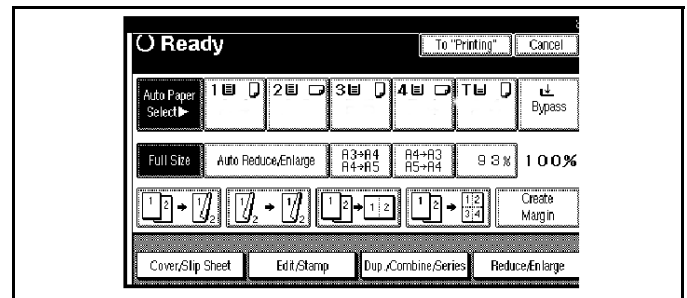
## Presetting the Next Copy Job

After the first copying job has been scanned, you can set up the next copy job while the first job is copying. The maximum number of copy jobs that can be preset at one time is eight.

- 1 Press the **Copy New Job** key while the current copy job is running. The message “Please set modes and press the start key”, is displayed in the Message Display.



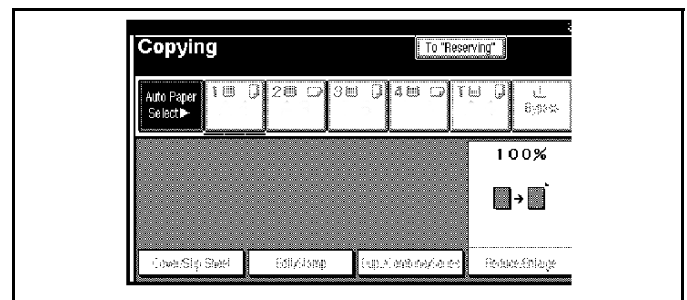
- 2 Select the next copy job settings.



- 3 Set the originals in the Document Feeder and press the Start key.  
All originals are scanned.

- 4 Press the **To printing** key.

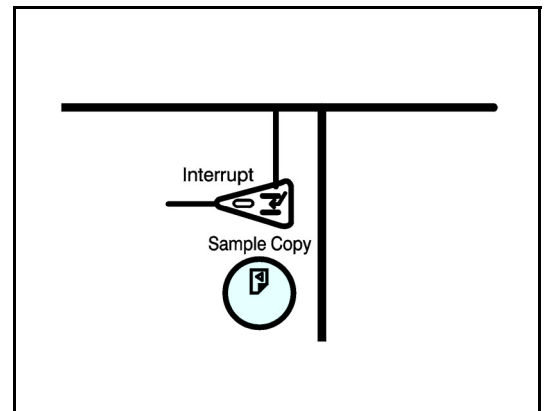
- After the current copy job, the next copy jobs automatically begins.
- You can switch the display to the current copy job by pressing the Return to menu in printing or Return to menu in scanning key.
- You can switch the display to the preset copy job by pressing the Return to menu in setting new job key.



## Sample Copy

When copying sets of copies to the Finisher, you can run one sample set to verify that all of your copy settings are as you want them. Then you can run the rest of your copy job. This saves paper and time, by not having to throw out your entire copy job if you do not like the way it was set up.

- 1 Set the functions to be used with the Sort function. See “Using the Finisher Option” on page 7-1.
- 2 Enter the number of copies to be made.
- 3 Set the originals in place.
- 4 Press the **Sample Copy** key. One copy set is delivered for proof copying.
- 5 Check the proof copy to make sure it is what you want.
- 6 If it is acceptable and you want to continue the copy job, touch the **Yes** key. To make changes, touch the **No** key.
- 7 The number of copy sets you requested are made, excluding the one proof copy.



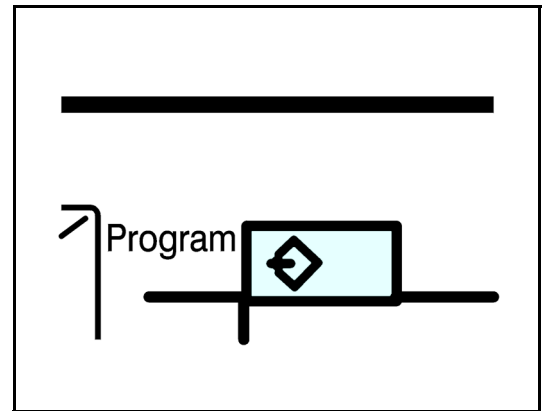
## Storing Copy Settings In Memory

All of the functions such as copy quantity, percent reduction, copy darkness, margin shift, etc., for frequently used copy jobs can be stored in Memory Copy.

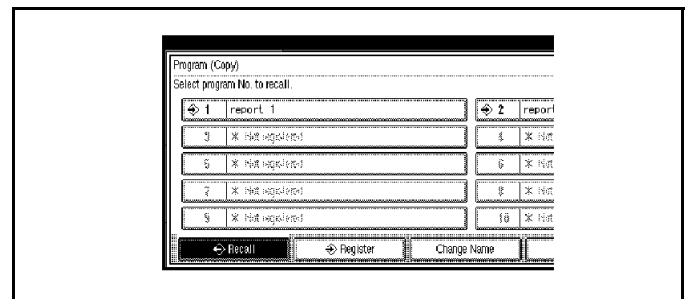
- Recall these copy job settings in the future with the press of a button.
- Store up to ten copy jobs in the copiers memory.

### Storing Your Settings

- 1 Edit the copy settings so that all of the function you want to store in this program are selected.
- 2 Press the **Program** key.



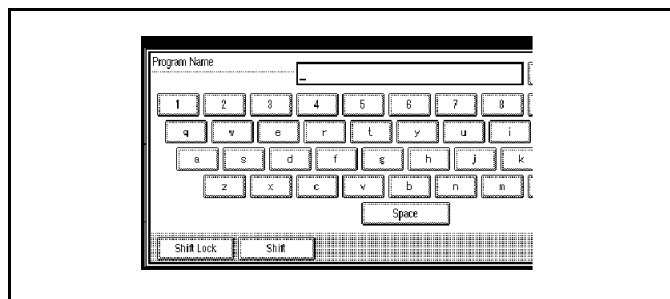
- 3 Touch the **Store** key.
- 4 Touch the **Program Number** you want to store these copy settings to.
  - If the Program Number has programmed setting in it, the Program-In symbol appears in front of the Program Number.
  - You will be asked if you wish to overwrite it. Touch either **Yes** or **No**.



5 Enter the program name using the letter keys.

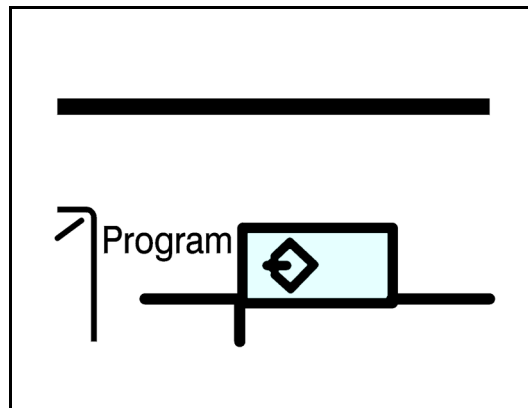
- Up to 25 character can be used.
- If no program name is desired, proceed to Step 6.

6 Touch the **OK** key.

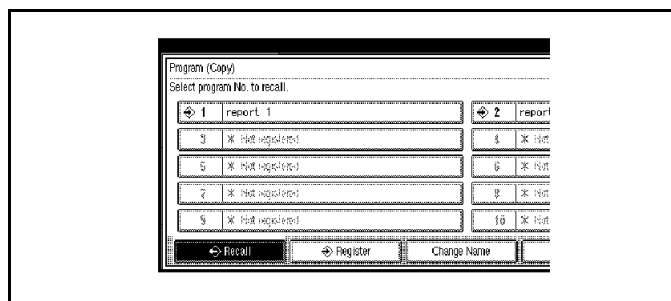


### Changing a Stored Program

- 1 Touch the stored program number key and make setting changes.
- 2 Edit the copy settings so that all of the function you want to store in this program are selected.
- 3 Press the **Program** key.

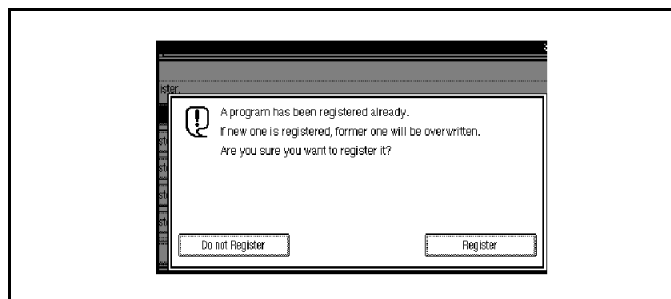


- 4 Touch the **Register** key.
- 5 Touch the **Program Number** you want to store these copy settings to.
  - If the Program Number has programmed setting in it, the Program-In symbol appears in front of the Program Number.
  - You will be asked if you wish to overwrite it. Touch either **Yes** or **No**.



### To Overwrite Program

1. Touch the **Delete** key.
  4. Enter the Program Name using the letter keys.
    - Up to 25 character can be used.
    - If no program name is desired, repeats Steps 5 and 6 in Storing Your Settings.
  5. Touch the **OK** key.



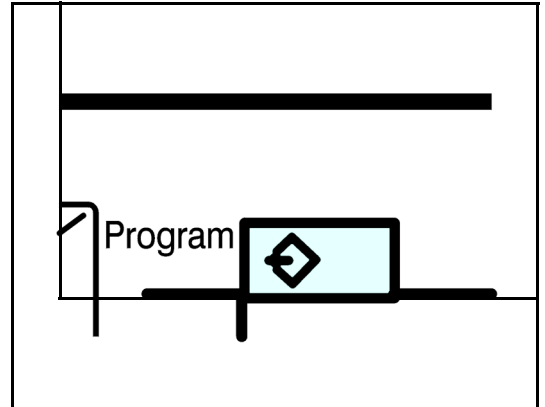
### Not to Overwrite a Program

Touch the **Do Not Register** key.

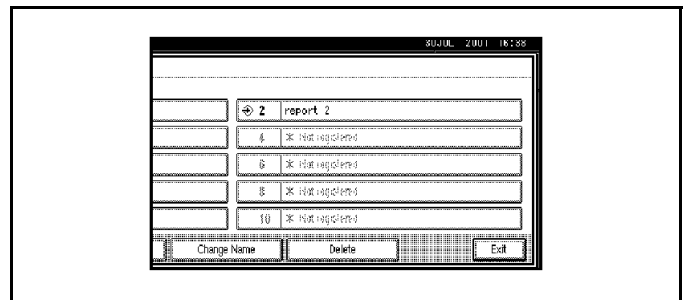


## Cancelling a Program

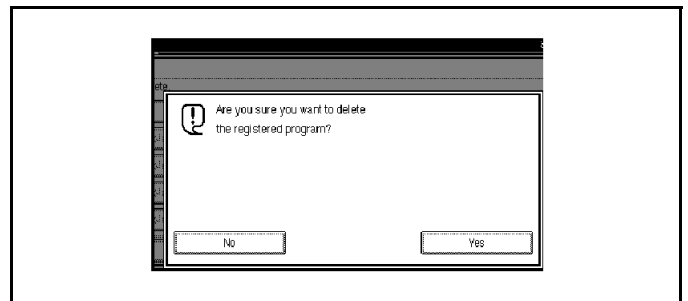
- 1 Press the **Program** key.



- 2 Touch the **Delete** key.

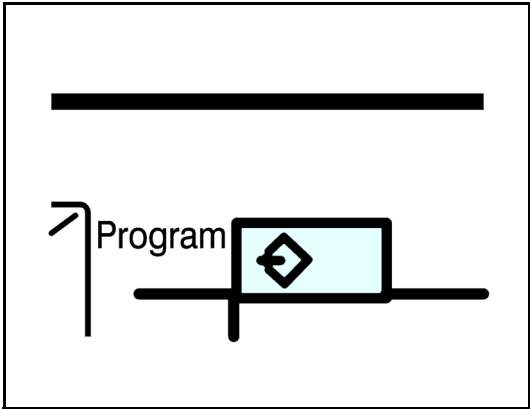


- 3 Touch the Program Number you want to cancel. Touch the **Yes** key.
- 4 To cancel another program, repeat steps 3 and 4.



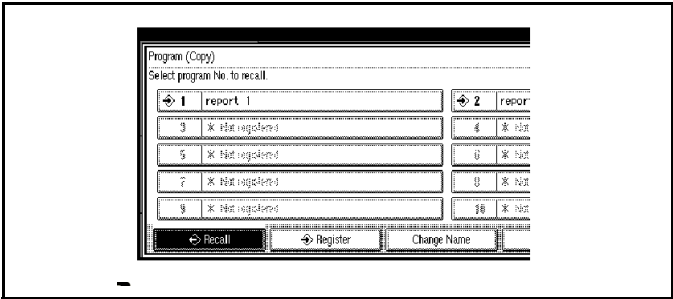
Recalling a Program

1 Touch the **Program** key.



2 Touch the **Recall** key.

3 Touch the Program Number you want to recall. The stored settings of the selected Program Number are displayed.



4 Set the originals in place, then press the **Start** key.

## Screen Contrast

The copy control panel uses a LCD to display the functions and operations of the copier. Condition under which the copier is placed, may make it necessary for you to adjust the contrast of the LCD panel.

- 1 Adjust the brightness of the LCD panel using the Display Adjust Knob.
- 2 Rotate the knob clockwise to lighten the display. Rotate the knob counter clockwise to darken the display.

## Original Beeper

About two seconds after the copy job is done, a beeper beeps twice and an error message is displayed when you leave your originals on the Exposure Glass.

You can adjust when the beeper sounds using the Auto Response Sensor setting.

- If set to YES the beeper sounds as soon as you leave the copier after copying.
- If set to NO, the beeper sounds two seconds after copying.

You can also cancel this feature. See “General Features 1 of 2” on page 5-3.

- The Display Panel shows: Connect Copying.
- After all originals are scanned, copying begins.
- If the copy quantity is an odd number, the extra copy is copied on the master copier. For example: Copy quantity of 5 is selected. Three copies are printed on the master copier and two copies are printed on the secondary copier.

### Stamp

The Stamp feature prints a stamp on the copies. The following are the five stamp modes available.

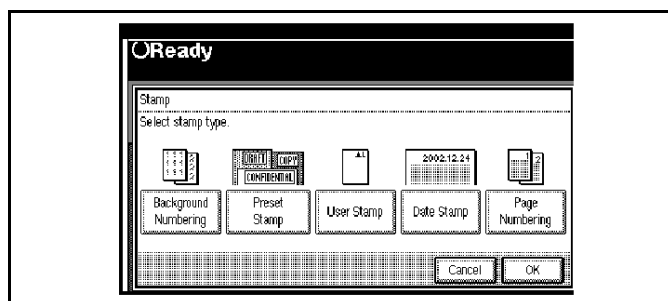
- Background Numbering
- Preset Stamp
- User Stamp
- Date Stamp
- Page Numbering

### Background Numbering

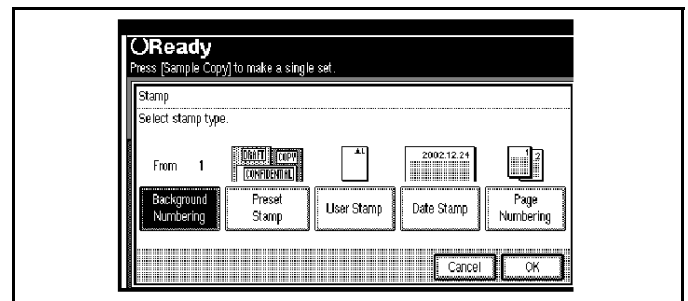
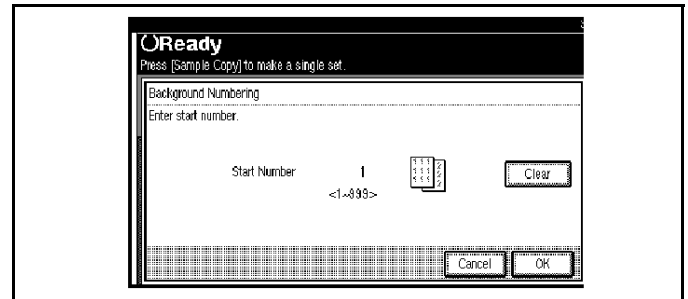
32 MB of memory is required to use this function. If the unit is equipped with a printer unit, the 32 MB of memory is not required.

- Use this function to have numbers printed on the background of copies.
- The backgrounding of numbers can help keep track of confidential documents.
- The size of the numbers can be changed with User Tools.
- The density of the numbers can be changed with User Tools.

- 1 Touch the **Edit/Stamp** key.
- 2 Touch the **Stamp** key.
- 3 Touch the **Backgrounding Numbering** key.



- 4 Enter the number to start counting from. Then, touch the **OK** key.
  - Numbers can be set from 1 to 999.
  - To change an entered number, press the Clear or Clear/Stop key and enter a new number.
- 5 Touch the **OK** key.
- 6 Touch the **OK** key.
- 7 Make your copy selection settings.

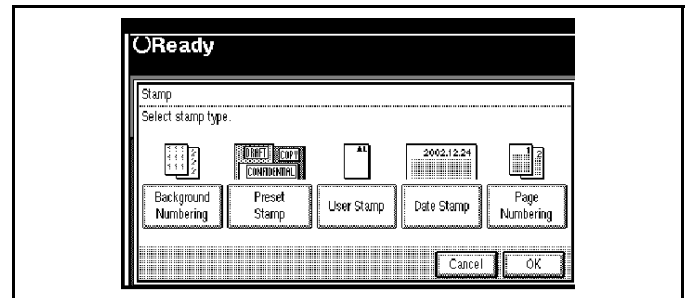


### Preset Stamp

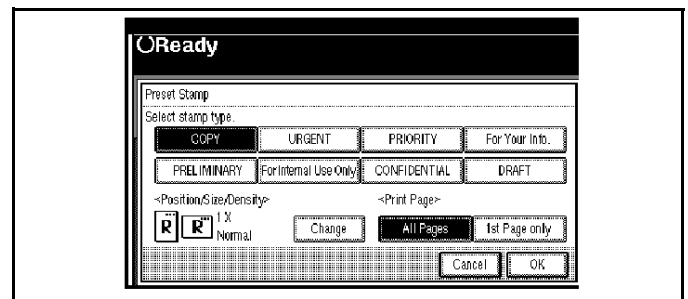
32 MB of memory is required to use this function. If the unit is equipped with a printer unit, the 32 MB of memory is not required.

- This feature does not use the Bypass Tray.
- Only one message can be stamped at a time.
- Eight preset messages can be stamped on your copies.  
COPY  
URGENT  
PRIORITY  
For Your Info  
Preliminary  
For Internal Use  
CONFIDENTIAL  
DRAFT
- The default settings for the position, size and density of the stamp can be changed using User Tools

- 1 Touch the **Edit/Stamp** key.
- 2 Touch the **Stamp** key.
- 3 Touch the **Preset Stamp** key.

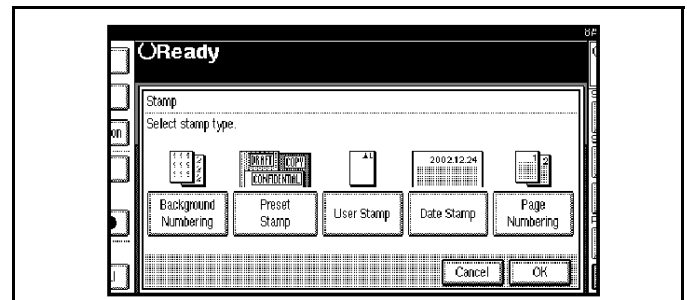
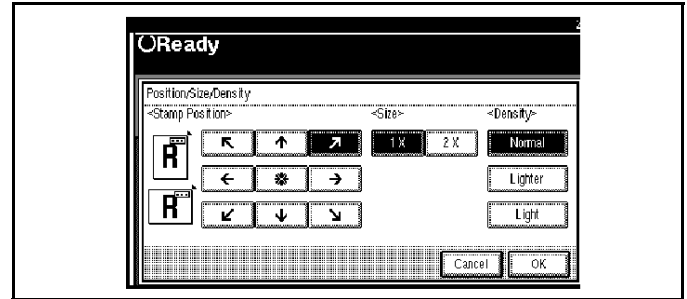


- 4 Select the desired message.
- 5 Touch the **All Pages** or **1st Page only** key.
- 6 Change the stamp position, size, or density as desired. See "Changing Stamp Position, Size, or Density" on page 6-13.



## Changing Stamp Position, Size, or Density

- 1 Touch the **Change** key.
- 2 Select the desired position, size, or density.
- 3 Touch the **OK** key.
- 4 After all desired settings are made, touch the **OK** key.
- 5 Touch the **Cancel** key.
- 6 Make any desired copy settings, place your originals, then press the **Start** key.



### User Stamp

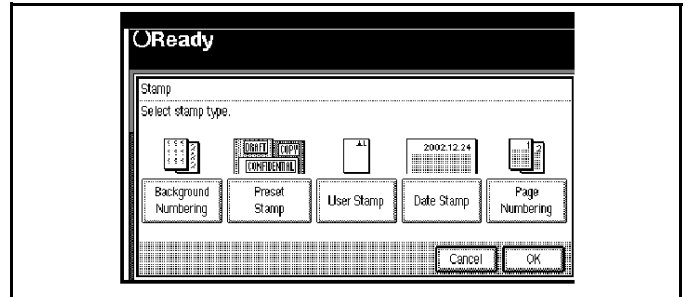
32 MB of memory is required to use this function. If the unit is equipped with a printer unit, the 32 MB of memory is not required.

- Up to four messages which you use frequently can be stored in memory and stamped on copies.
- Only one message can be stamped at a time.
- The Bypass Tray can not be used with this function.
- The stamp position and default settings can be changed.

1 Touch the **Edit/Stamp** key.

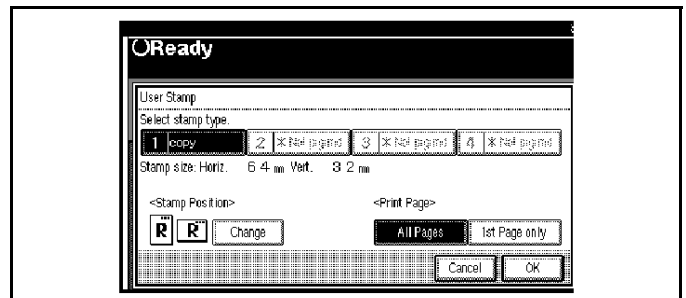
2 Touch the **Stamp** key.

3 Touch the **User Stamp** key.



4 Select the desired stamp.

5 Touch the **All Pages** or **1st Page only** key to select the print page.



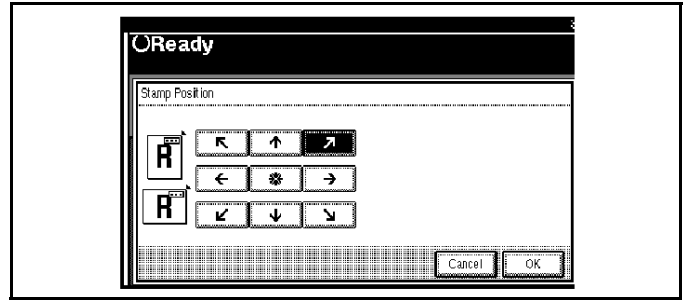
### To Change Stamp Position

1 Touch the **Change** key.

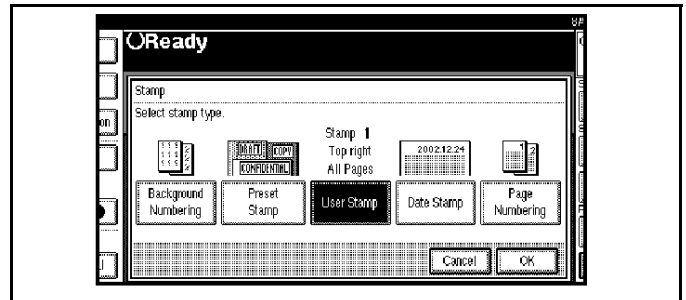


- 2 Select the desired position.
- 3 Touch the **OK** key.
- 4 After all settings are selected, touch the **OK** key.

Note: To cancel the settings, touch the **Cancel** key.

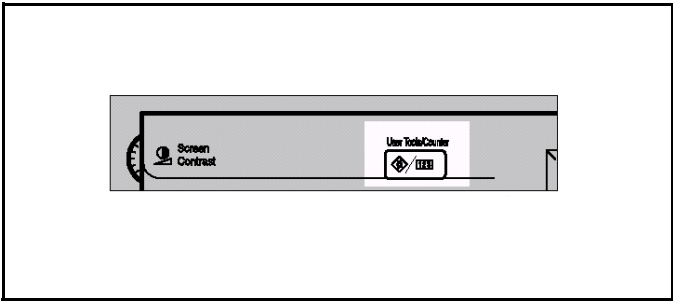


- 5 Touch the **OK** key.
- 6 Set the originals and press the **Start** key.

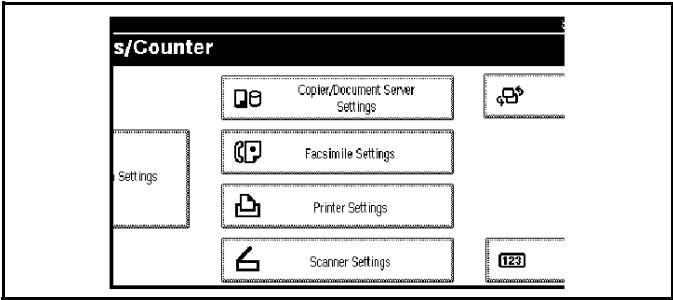


Program/Delete User Stamp

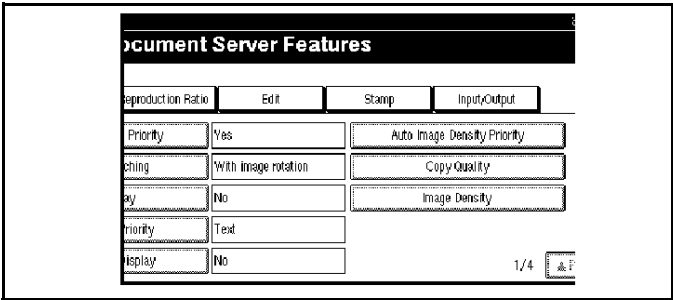
- 1 Make sure the copier is in the Copy mode.
- 2 Press the **User Tools/Counter** key.



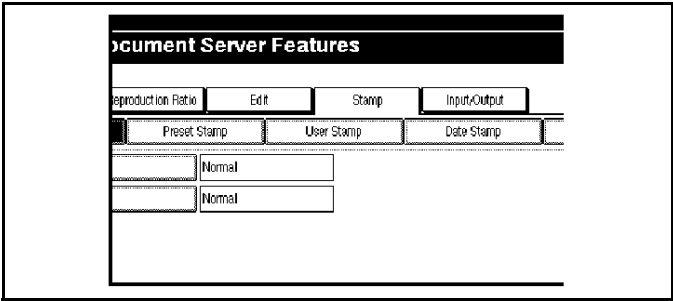
- 3 Touch the Copy/Document Server key.



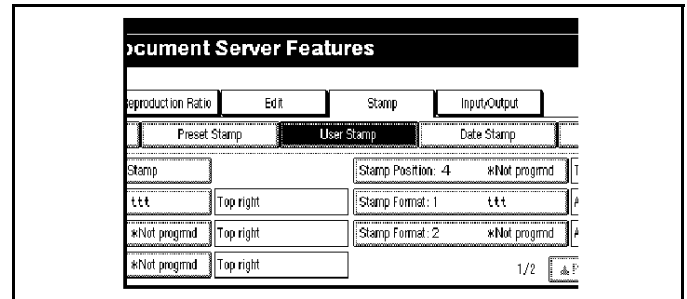
- 4 Touch the **Stamp** key.



- 5 Touch the **User Stamp** key.

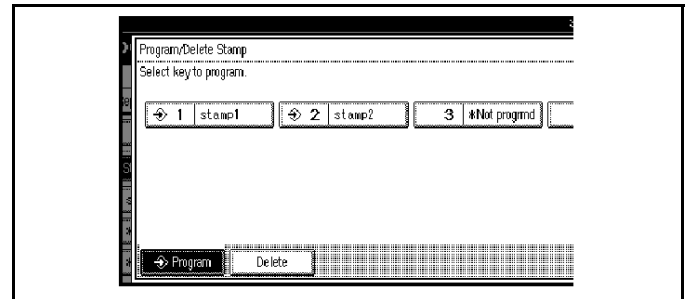


- 6 Touch the **Program/Delete Stamp** key.



### Programming the User Stamp

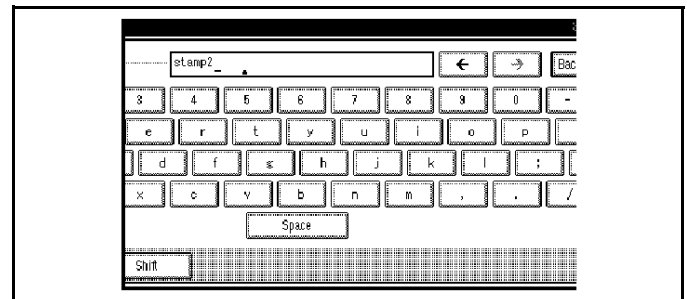
- 1 Press the **Program** key.
- 2 Touch the stamp number from 1-4 that you want to program.
  - Stamp numbers with the data in symbol in front of it are already in use.
  - If the stamp number is being used, the message on the display asks if you want to overwrite it. Select either **Yes** or **No**.



- 3 Enter the stamp name using the letter keys in the message display.

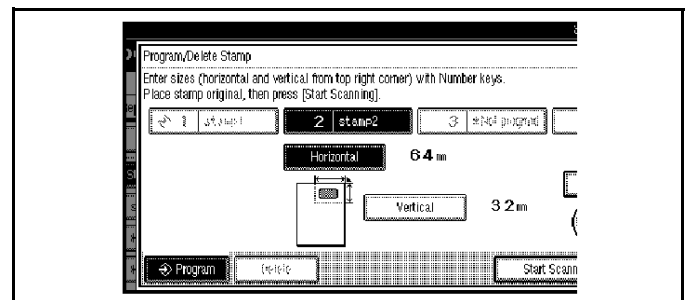
- Up to 10 character can be entered.

- 4 Touch the **OK** key.



- 5 Enter the horizontal size of the stamp using the keypad. Then touch the **#** key.

- 6 Touch the **Veritcal** key, and enter the vertical size of the stamp using the keypad. Then, touch the **#** key.



- 7 Set the User Stamp on the exposure glass and then touch the **Start Scanning** key.
  - The machine scans the original three times. Do not lift the document feeder until the

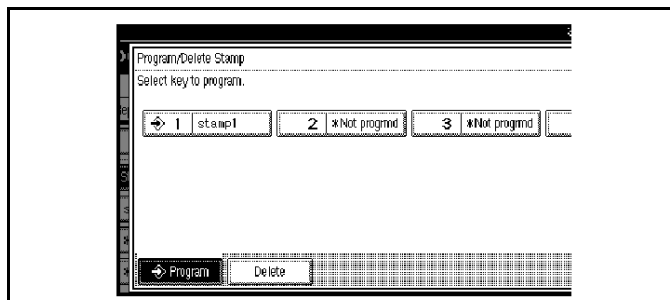
main menu of the Copy/Document Server is displayed.

- If you touch the Exit key, the main menu of the Copy/Document Server is displayed with nothing programmed.

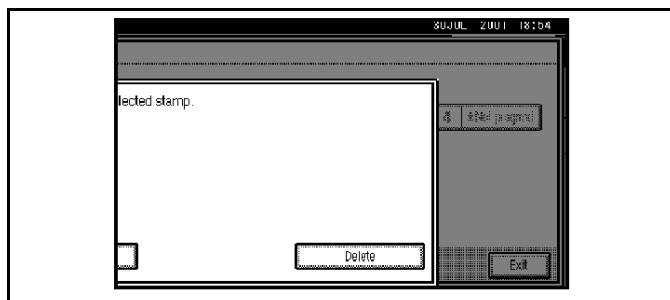
8 Touch the **Exit** key.

### *Deleting the User Stamp*

- 1 Touch the **Delete** key.
- 2 Touch the stamp number you wish to delete (1-4).



- 3 Touch the **Delete** key.
- 4 Touch the **Exit** key.
- 5 Touch the **Exit** key again.
- 6 Touch the **Exit** key.



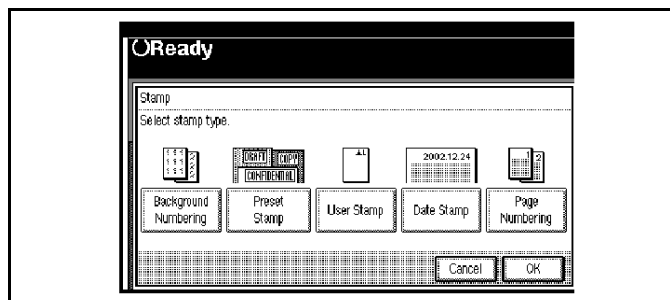
## Date Stamp

With date stamp, you can select the following date formats:

- MM/DD/YYYY
- MM.DD.YYYY
- DD/MM/YYYY
- DD.MM.YYYY
- YYYY.MM.DD
- DD.JUN.YYYY

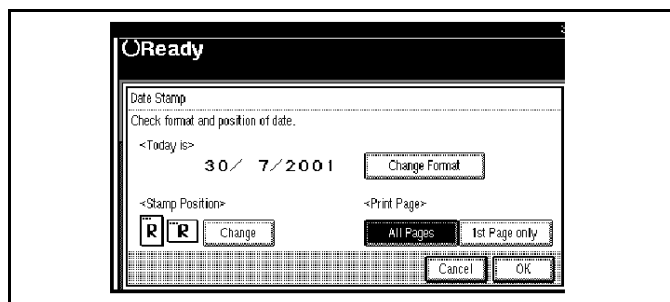
Style and position changes can be made to the date stamp.

- 1 Touch the **Edit/Stamp** key.
- 2 Touch the **Stamp** key.
- 3 Touch the **Date Stamp** key.
- 4 Select either **All Pages** or **1st Page only**.

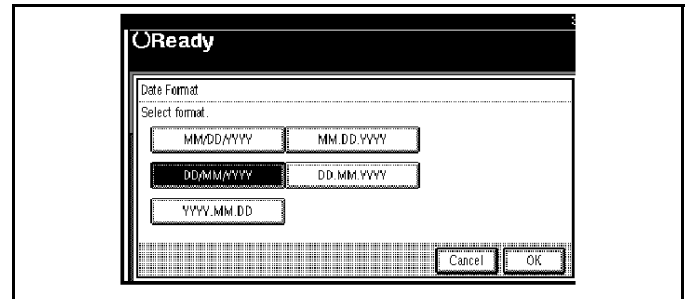


### To Change the Style of Date

- 1 Touch the **Change Format** key.

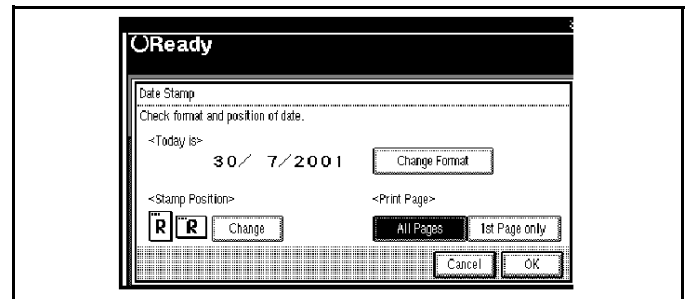


- 2 Select the date format.
- 3 Touch the **OK** key.

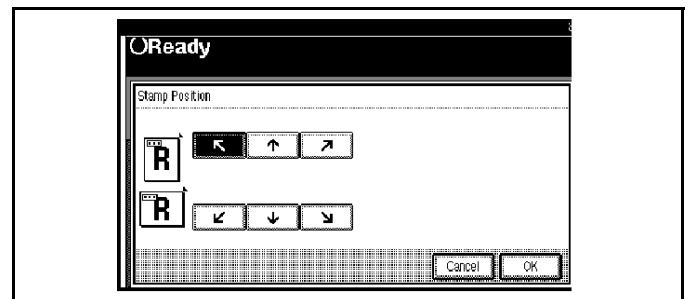


### To Change the Stamp Position

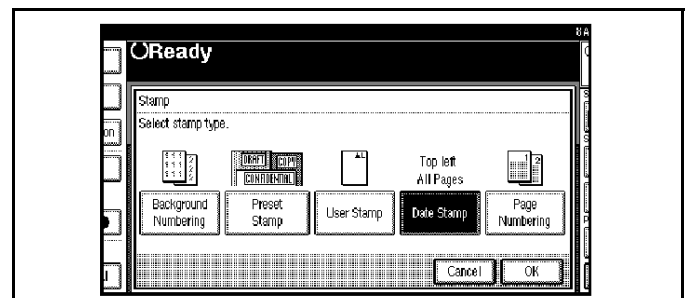
- 1 Touch the **Change** key.



- 2 Select the desired positoin of the Date Stamp.
- 3 Touch the **OK** key.
- 4 Touch the **OK** key after specifying all the desired settings.



- 5 Touch the **OK** key.
- 6 Set the originals and press the **Start** key.



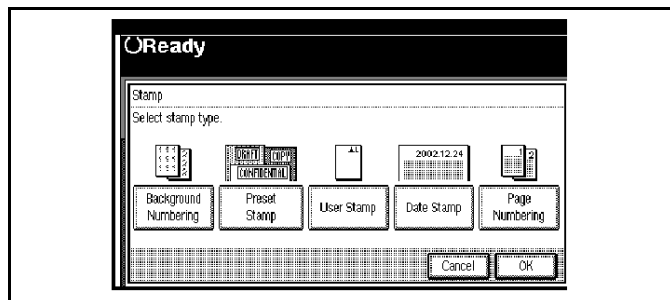
## Page Numbering

Page numbering allows you to have page numbers printed on your copies. There are six Page Numbering formats to select from. (n is the total number of pages in your original)

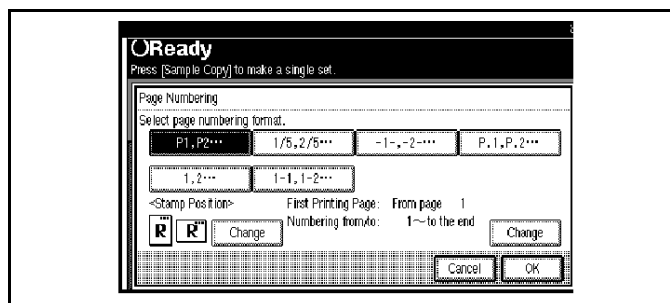
- P1,P2,...Pn
- 1/n,2/n,...n/n
- -1-,-2-,...-n-
- P.1,P.2,...P.n
- 1,2,...n
- 1-1,1-2,...1-n

Style and position changes can be made to Page Numbering.

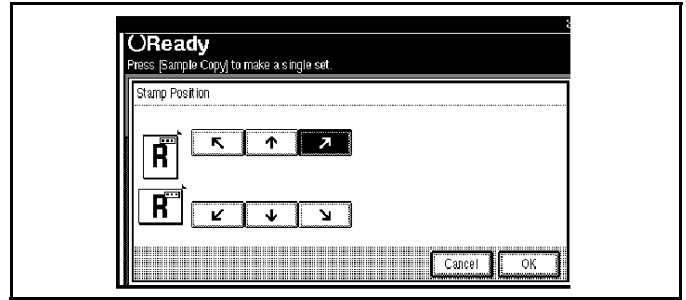
- 1 Touch the **Edit/Stamp** key.
- 2 Touch the **Stamp** key.
- 3 Touch the **Page Numbering** key.



- 4 Select the page number format.
- 5 Touch the **Change** key to change the stamp position.

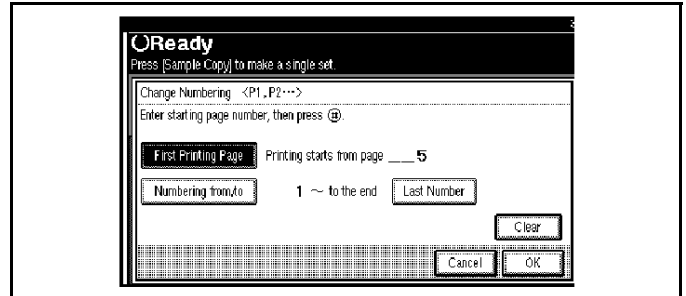


- 6 Select the stamp position, then touch the **OK** key.
- 7 To change the first printing page and start number, touch the **Change** key.
- 8 Specify the page and number.

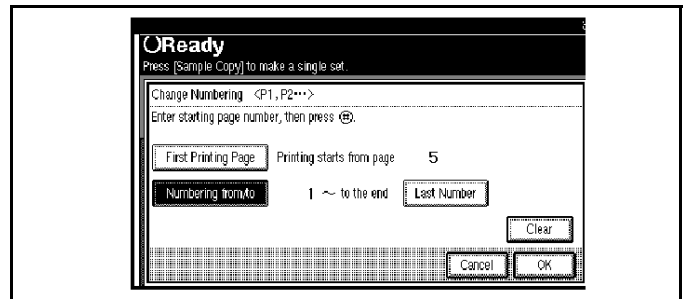


## If Selecting Formats (P1, P2, ..., -1-, -2-,...P.1,P.2,...1,2,...)

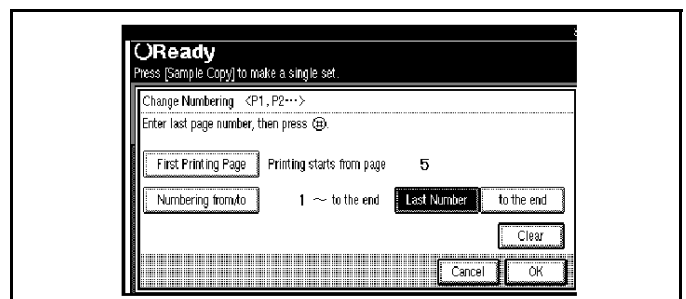
- 1 Touch the **First Printing Page** key.
- 2 Touch the **#** key.



- 3 Touch the **Numbering from/to** key. Then, enter the starting number.
- 4 Touch the **#** key.



- 5 Touch the **Last Number** key. Then enter the last page number.
- 6 Touch the **#** key.

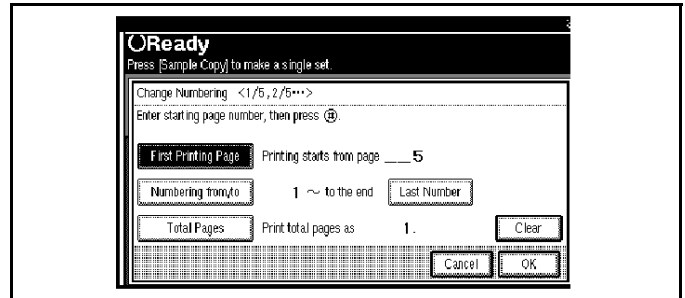




### If Selecting Formats (1/5,2/5,...)

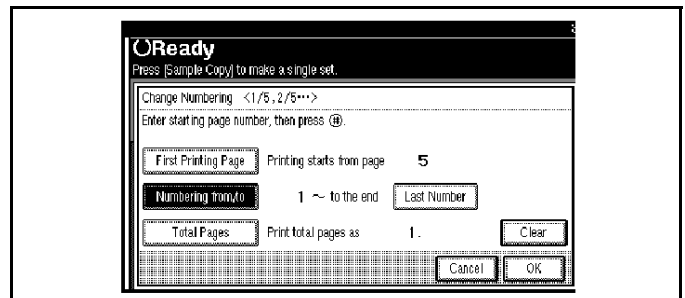
1 Touch the **First Printing Page** key. Then enter the starting page number.

2 Touch the # key.



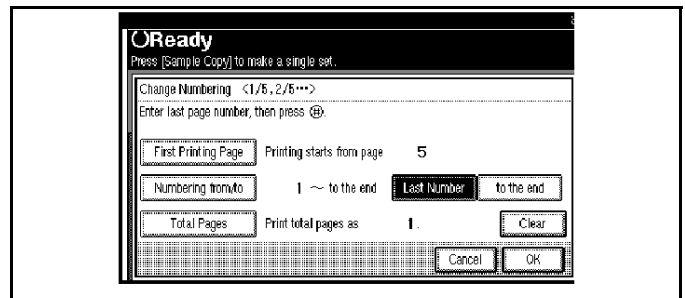
3 Touch the **Numbering from/to** key. Then enter the starting page number.

4 Touch the # key.



5 Touch the **Last Number** key. Then enter the last page number.

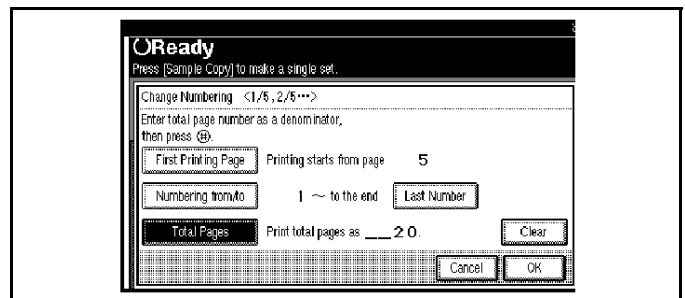
6 Touch the # key.



7 Touch the **Total Pages** key. Then, enter the total number of original pages.

8 Touch the # key.

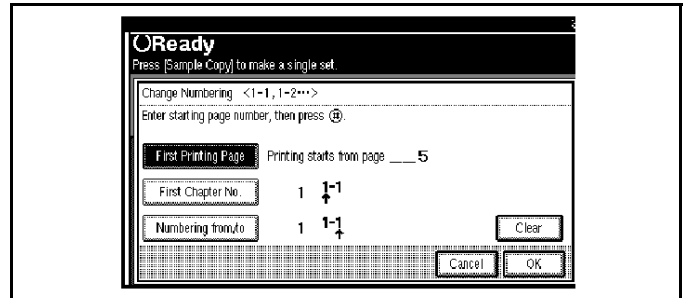
9 Touch the **OK** key.



## If Selecting Formats (1-1, 1-2,...)

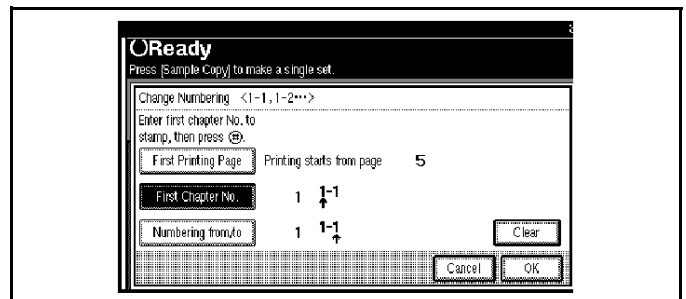
1 Press the **First Printing Page** key. Then enter the starting page number.

2 Touch the # key.



3 Touch the **First Chapter No.** key. Then enter the chapter number.

4 Touch the # key.



5 Touch the **Numbering from/to** key.

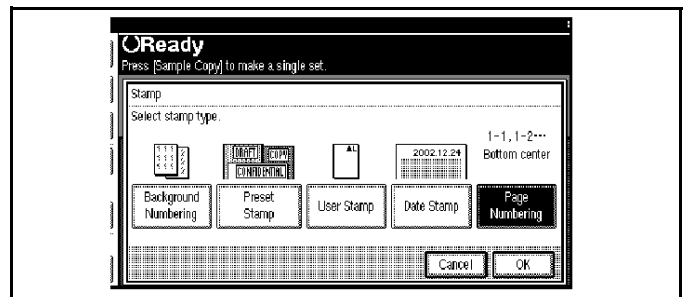
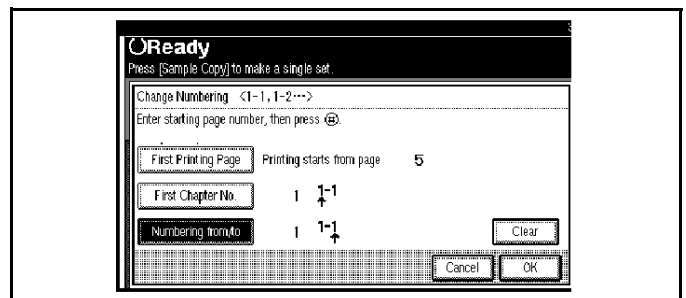
6 Touch the # key.

7 Touch the **OK** key.

8 Touch the **OK** key.

9 Touch the **OK** key.

10 Set the originals, then press the **Start** key.



# ***Using Finisher/Sorters***



## ***Chapter Overview***

This Chapter covers the use of the optional Sorter/Finishers. Included in this chapter are:

- “Using the Finisher Option” on page 7-1
- “Selecting Non-Sort Mode” on page 7-1
- “Selecting Sort Mode” on page 7-3
- “Selecting Stack Mode” on page 7-4
- “Selecting Staple Mode” on page 7-5
- “Selecting Punch Mode” on page 7-6

## Using the Finisher Option

The Finisher functions available when using the optional Finisher are:

- Making Non-Sorted Copies: All copies exit to the Finisher Proof Tray (top tray).
- Making Sorted Copy Sets: One copy of each original exits into the Finisher Shift Tray. Each set (or the top sheet only of each set in the saddle stitch finisher) is shifted for ease of separation when you retrieve your copies.
- Making Stacked Copy Sets: The copies of each original are stacked together in the Finisher Shift Tray. Each stack is shifted for ease of separation when you retrieve your copies.
- Stapling your copy sets.
- Three hole punching copy sets with optional Punch. (not available with the saddle stitch finisher).

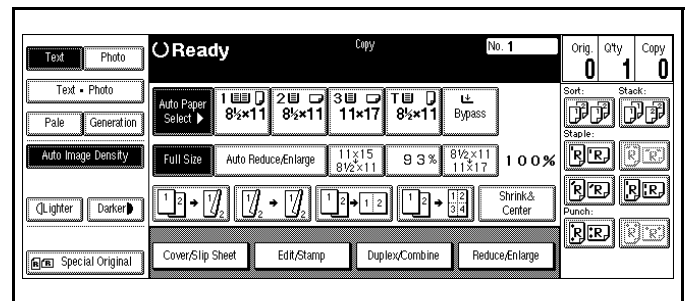
### Scanning Documents

When you are using the Sort, Stack or Staple functions, the originals are scanned into memory. See “Scanning Documents” on page 4-42.

### Selecting Non-Sort Mode

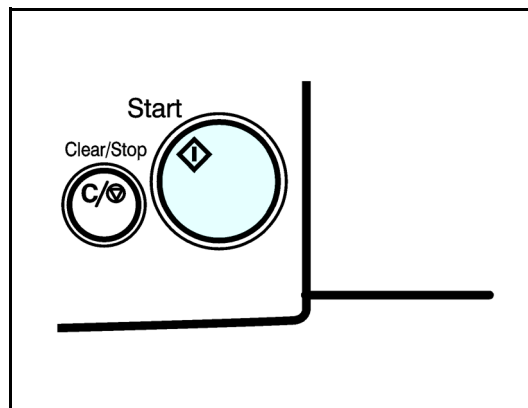
Non-Sort copying is the default setting. Non-Sort copying is for making copies that require no stacking or sorting.

- 1 If either the Sort, Rotate Sort, Stack, or Staple Indicator are highlighted, touch the highlighted key(s) until all Sort, Stack, and Staple keys are OFF.



- 2 Place the originals face-up in the Document Feeder or face-down on the Exposure Glass.
- 3 Make the copy requirement selections. See “Selecting the Mode of Operation” on page 1-3.

- 4 Press the **Start** key to begin copying. Your copies exit into the Finisher Proof Tray (top bin) of the Finisher.



## Selecting Sort Mode

Sorting mode can save you a lot of time. You can have your copies automatically sorted in two ways:



**Rotate Sort:** Every other copy set is rotated by 90 degrees and delivered to the exit tray. Note: the same size paper must be in two different paper trays and one must be landscape and the other portrait.



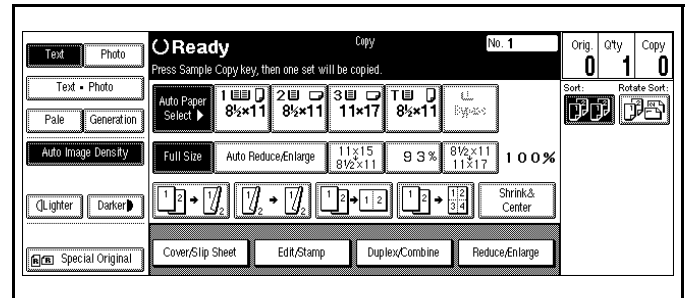
**Shift Sort:** Every other copy set is shifted for ease of separation. The saddle stitch finisher shifts only the top sheet of each set.

Note: The optional finisher and bridge unit must be installed to use this function.

- 1 Touch the **Sort** or **Rotate Sort** key.

Note: If Rotate Sort is not shown, it may be selected with User Tools.

- 2 Using the **keypad**, enter the number of copy sets you desire.



- 3 Set the originals in place, then press the **Start** key.

Note: If an original is misfed during sort copying, reset your originals in the Document Feeder, according to the instructions on the display. The display will indicate the number of scanned originals.

Selecting Stack Mode



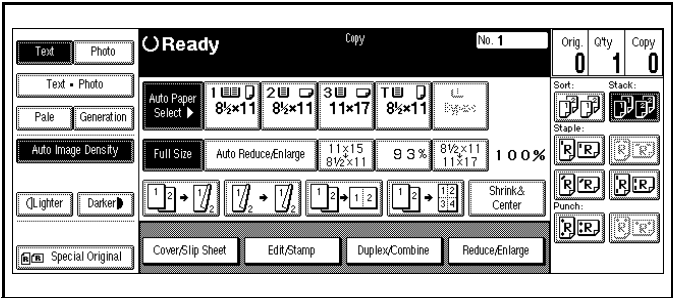
Stacking keeps the copies of each original together. Every other page set is shifted for ease of separation. The shift tray of the Finisher provides this function by sliding from side to side. The saddle stitch finisher shifts only the top sheet of each set.

Note: The optional finisher and bridge unit must be installed to use this function.

- 1 Touch the **Stack** key.

Note: If Stack is not shown, it may be selected with User Tools.

- 2 Using the **keypad**, enter the number of copies you desire.
- 3 Set the originals in place, then press the **Start** key.





## Selecting Staple Mode

Depending on the finisher that you have, the following staple positions are available:



Top: Staples on the upper left corner, left margin.



Top: Staples on the upper left corner, diagonal.



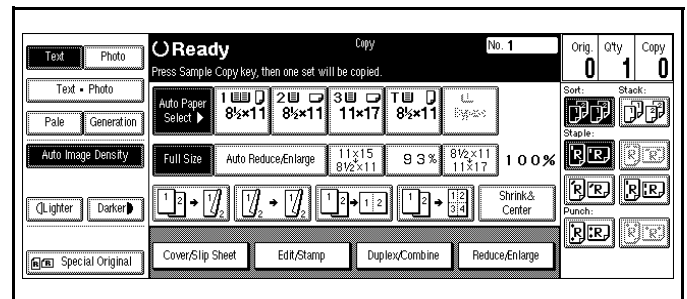
Top: Staples on the lower left corner, left margin.



Double: Staples on the left margin in two places.

Note: The optional finisher and bridge unit must be installed to use this function.

- 1 Touch the desired **Staple Position** key.



- 2 Using the **keypad**, enter the number of copy sets you require.
- 3 Set the originals in place, then press the **Start** key. Your copy sets are stapled and exit to the Finisher Shift Tray.

Selecting Punch Mode

With the optional punch installed, you can have three holes punched into your copy sets.

Note: The optional finisher and bridge unit must be installed to use this function.

- 1

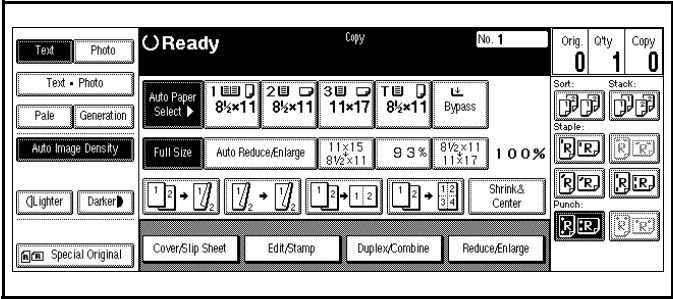
Touch the **Punch** key.
- 2

Enter the number of copy sets.
- 3

Set the originals in place, then press the Start key. Your copies will exit on the Finishers Shift Tray with holes punched in them.
- 4

Press the Start key.
- 5

To remove the paper punch outs from the finisher, refer to “Removing Chad” on page 9-20



# ***Document Server***



## ***Chapter Overview***

This chapter provides information on the Document Server.

- “Document Server” on page 8-1
- “Process” on page 8-2
- “Features and Benefits” on page 8-3
- “Scanning Originals” on page 8-8
- “Printing Saved Documents” on page 8-13
- “Searching Saved Documents” on page 8-16
- “Deleting Saved Documents” on page 8-19

## ***Document Server***

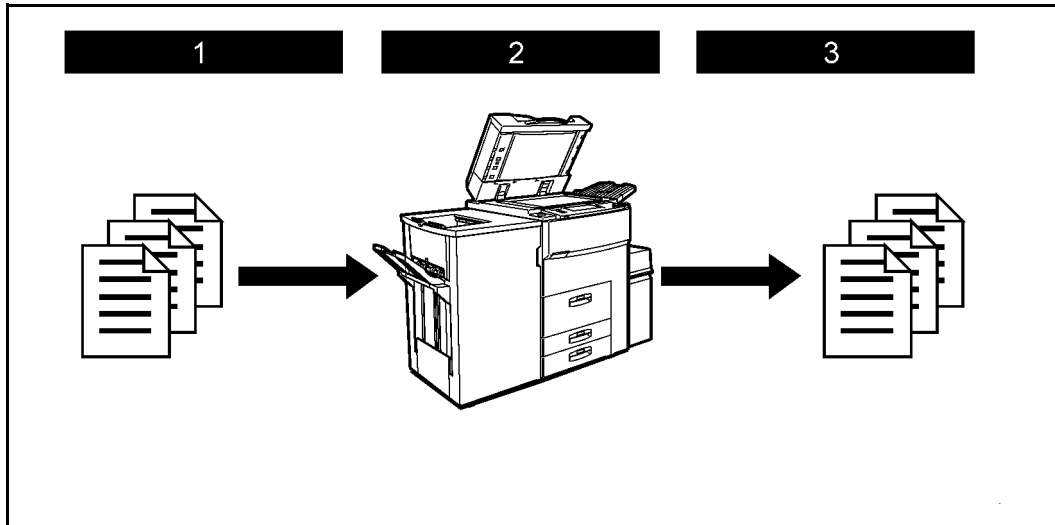
The Document Server enables you to save documents in the machine memory and then edit and print them as required.

There are three ways to save documents.

- Scanning from the document feeder
- Scanning from the exposure glass
- Data sent from a computer



## Process



- 1 Prepare the documents you want to save by copying, fax transmitting, scanning, and PC data.
- 2 Save the documents.  
The documents are saved in the machine memory.
- 3 Print the documents, send a fax, and transfer documents and the data to the PC.
  - You can print saved documents with any settings you desire at any time.
  - Scanned document data can be transferred to the PC.
  - Saved documents can be resent at any time you desire.

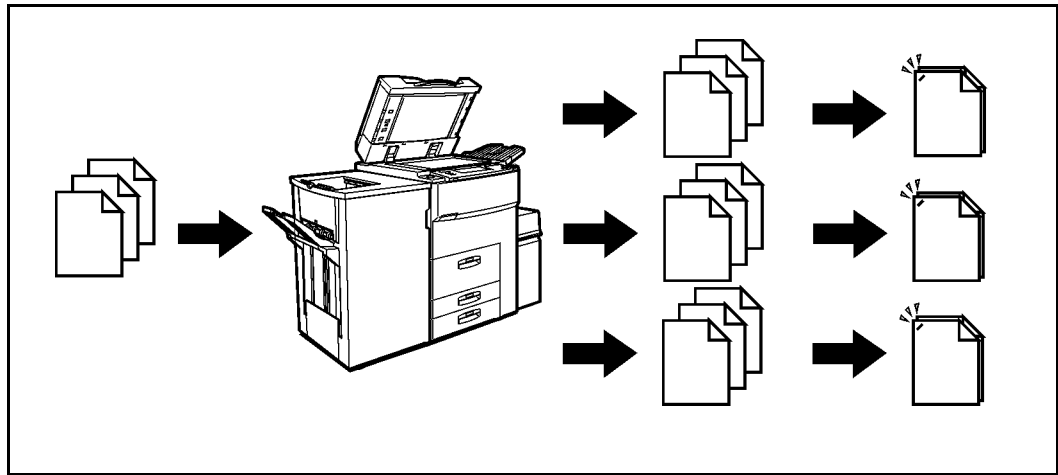
## Features and Benefits

### On Demand Printing

Use to print any saved document as required.

#### *Your current situation might be...*

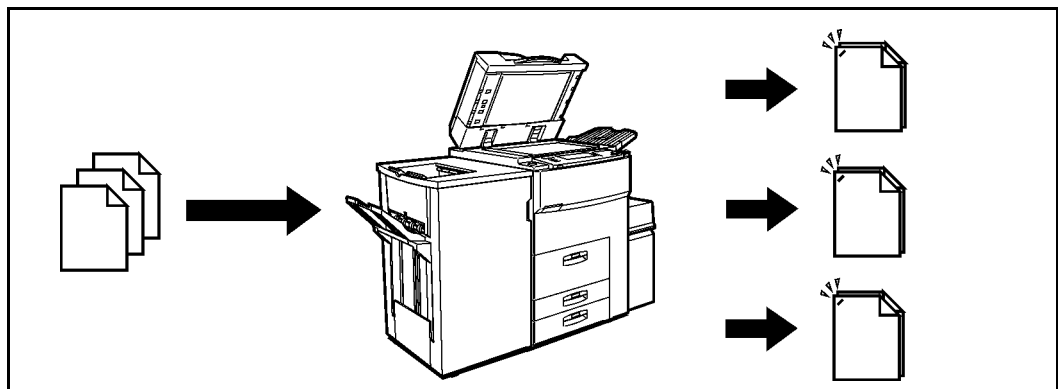
When you need to print multiple sets of documents double-sided and stapled together, you normally print the originals, make duplex copies and then staple them together manually.



#### *With the Document Server*

If you save your document in the Document Server, you can print it out at any time with the necessary print settings, such as duplex and stapling. Your documents will not be confused with those of others in the exit tray.

You can store fax documents, document data, so they can be printed whenever necessary.



- Stapling requires the installation of the optional finisher.
- Punching requires the installation of the optional punch kit in the finisher.
- You can use a password to prevent others from printing saved documents.

### *File Merge Printing*

You can combine multiple scanned documents to print them in one set.

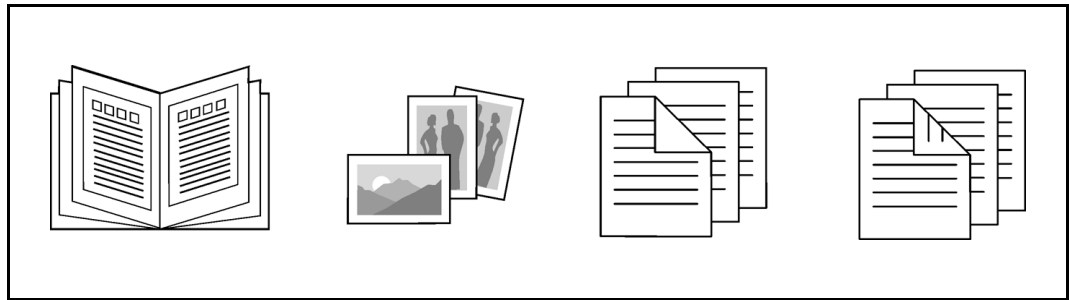
#### *Your current situation might be...*

You want to combine several originals that are different in density, size, and paper weight, e.g.

Documents can be merged that were created with different applications or that were created separately on different computers.

Documents can also be merged that were sent from a computer with paper originals that have been scanned.

- Scrapped and pasted originals
- Photo originals
- One sided originals
- Two sided originals

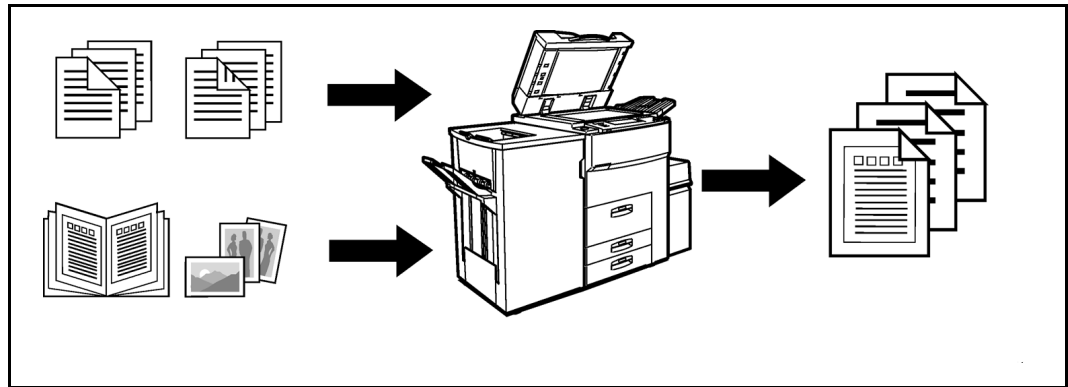




***With the Document Server***

You can save the originals individually by making the best settings for each original, and edit them as a file.

It does not matter whether the originals were scanned using the document feeder or the exposure glass. As you can specify the print order for several files, you can combine them as you want, and print them as a file.



You can check the print result by printing a sample set before making a large print run by pressing the Sample Copy key.

If you are not satisfied with the print result of some pages of the set, you have only to scan that part again.



### ***Facsimile Resend***

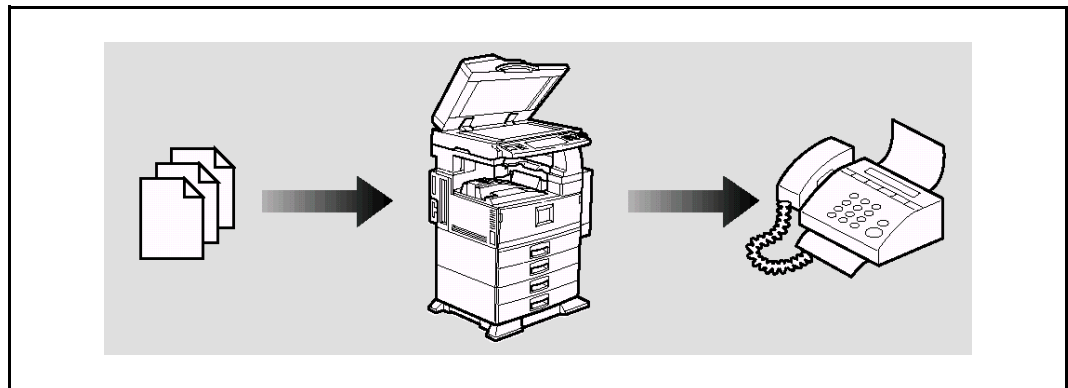
A document received by fax, may be printed or resent. This is useful when you want to send a large document that needs to be sent several times, since the document does not have to be scanned each time.

#### ***Your current situation might be ...***

When you need to resend multiple sets of the same documents.

#### ***With the Document Server***

You can send the original data stored in memory whenever necessary. You can merge and send data stored from a previous fax with additional scanned originals.



## ***Operation from a Computer***

With Desk Top Binder V2 Professional or Desk Top Binder V2 Lite installed on your computer, you can:

- Check the display of electronic data
- Select the finish settings and print it
- Delete data stored in the Document Server
- Export documents stored in the Document Server as a file on your computer
- Perform tasks on the data stored in the Document Server from your computer rather than from the machine.

You can operate from your computer as follows:

- Search by File Name and User Name
- Indicate easily 1st Page of your document
- Indicate the document information, change the file name and the password
- Delete documents
- Copy documents to your computer
- Print documents
- Send stored facsimile documents

Optional Network interface board and 32 MB of memory or Printer Scanner unit are required for operating from your computer. Desk Top Binder V2 Professional or Desk Top Binder V2 Lite must be installed on your computer.



## Scanning Originals

You can scan the originals you want to save in the Document Server using the control panel of the machine.

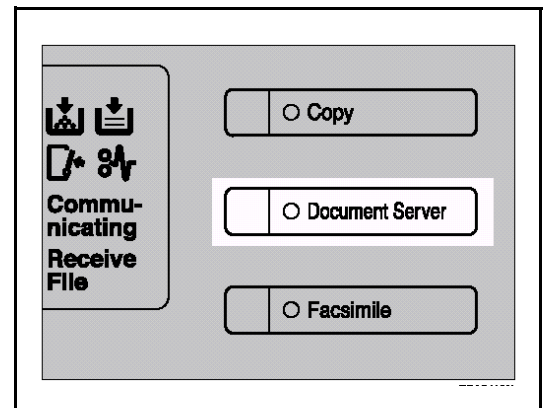
The originals can be set either on the exposure glass or into the document feeder.

The saved documents will automatically be named in the order of scanning as “Scan001”, “Scan002”....

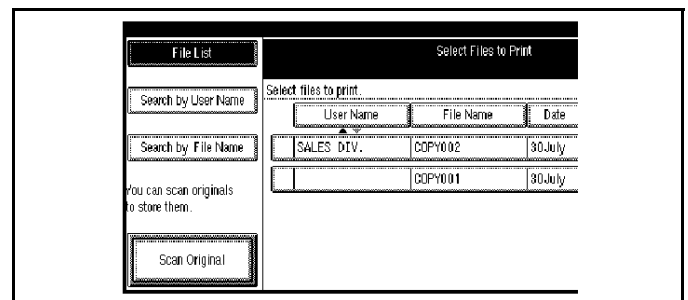
- You can set the timer to delete the documents stored in the Document Server with the User Tools. See “Auto File Delete”.
- You can change the file names that are assigned automatically.
- You can use a password to prevent others from printing saved documents.

### Scanning in Document Server Mode

- 1 Press the **Document Server/New Job** key. The “Document Server: Files” display appears.



- 2 Touch the **Scan Originals** key.



The “Doc. server: Scanning” display appears.

- 3 Enter a file name.
  - If you do not wish to register a file name, go to step 4.
  - If you do not register a file name, it is stored automatically.

**To Set the File Name**

- 1 Touch the **File Name** key.
- 2 Enter the new file name using the letter keys on the display panel.

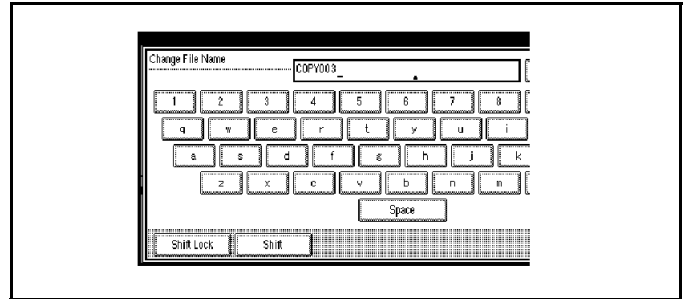
Note: You can enter up to 8 letters.

Note: To switch to the capital letter mode or small letter mode, press the Upper Case or Lower Case key.

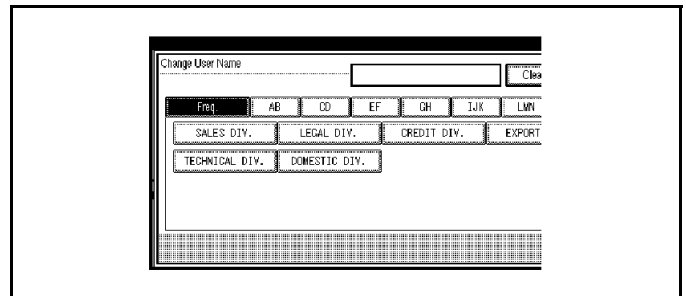
Note: To change the letter entered, press the Back Space, Clear, or Clear/Stop key and enter new letters. To delete the entered letters in 1 letter steps, press the BackSpace key. To delete all the entered letters, press the Clear or Clear/Stop key.

- 3 Touch the **OK** key.

Note: If you do not wish to enter a password, go to step 4.

**To Set User Name**

- 1 Press the [User Name] key.
- 2 Enter the new user name using the letter keys on the display panel



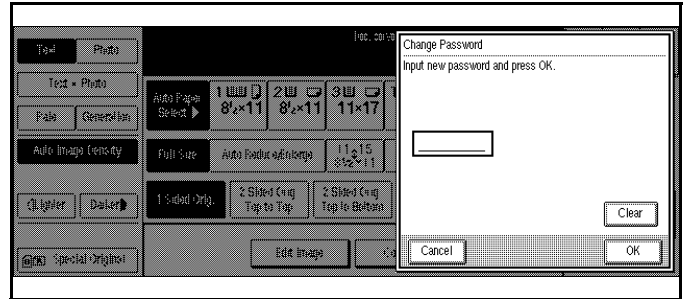
### To Set the Password

1 Touch the **Password** key.

2 Enter the password using the number keys (4 digits).

Note: To change the number entered, press the Clear or Clear/Stop key and enter a new number.

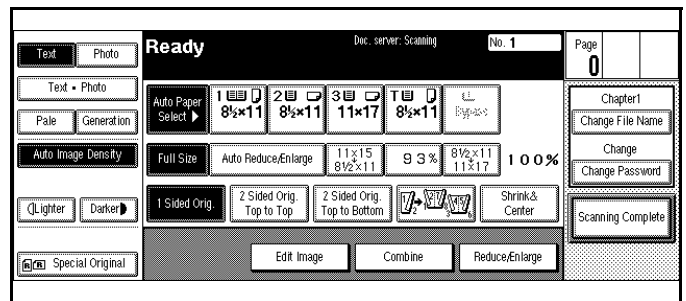
3 Touch the **OK** or # key.



4 Set your originals either on the exposure glass or into the document feeder.

5 Make any desired settings.

Note: Touch the Scanning Complete key to cancel the file name, password, or print settings and return to the “Document Server: Files” display.



Note: For details, see the explanations of each function in this manual.

6 Press the **Start** key.

The document is saved in the Document Server. The saved documents are displayed on the “Document Server: Files” display.

Note: If you have set your originals in the document feeder, the “Document Server: Files” display appears automatically after all originals have been scanned.

Note: If you have set your originals on the exposure glass, press the Scanning Complete key after all originals have been scanned. The “Document Server: Files” display appears.

Note: To stop scanning, press the Clear/Stop key.

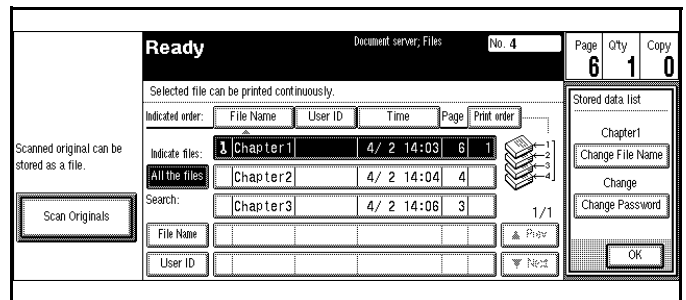
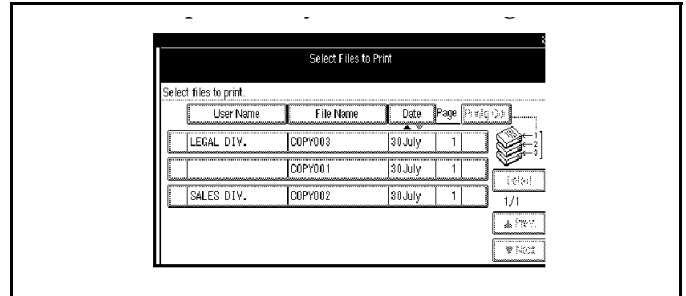
Note: To resume the paused scanning job, press the [Resume] key in the confirmation dialog box. To delete the saved images and cancel the job, press the Cancel key.

Note: When storing a password symbol, appears on the left side of the file name.

7 Press the **Scanning Finished** key.

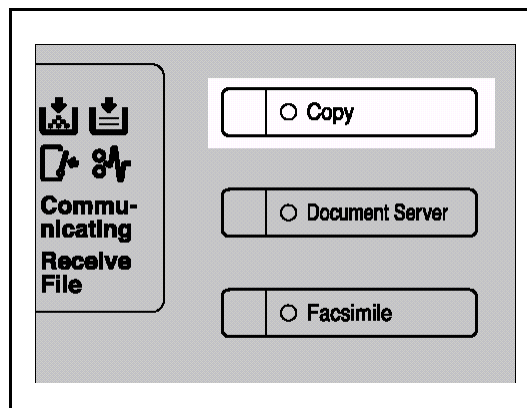
## To Change the File Name or Password

- 1 Touch the line of the document whose file name or password you want to change.
- 2 If you select a document which requires a password, the “Input the Password” window appears. Input the password using the number keys, then press the OK key.
- 3 Touch the **File Management** key.
- 4 Touch the **Change File Name**, **Change User Name**, or **Change Password** key.
- 5 Enter the new file name or password using the letter keys or number keys.
- 6 Touch the **OK** key.



## Scanning in Copy Mode

- 1 Press the **Copy** key.



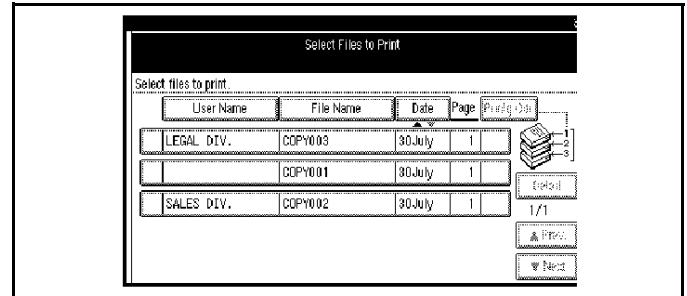
- 2 Touch the **Stored File** key.
- 3 Enter a file name, user name, or password if necessary.
- 4 Set your originals.
- 5 Make scanning settings for the original.
- 6 Press the Start key.
  - To stop scanning, press the **Clear/Stop** key.
  - To resume the paused scanning job, touch the **Resume** key.
  - To delete the saved images and cancel the job, touch the **Cancel** key.
  - To check if the document has been stored, press the **Document Server** key.



## Printing Saved Documents

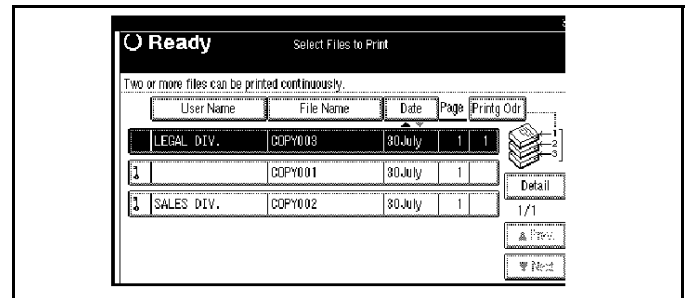
You can print any of the documents saved in the Document Server. Follow these steps to select a document and print it out.

- 1 Press the **Document Server/New Job** key.  
The “Document Server: Files” display appears.
- 2 Touch the **line** for the document you want to print.



The selected line is highlighted.

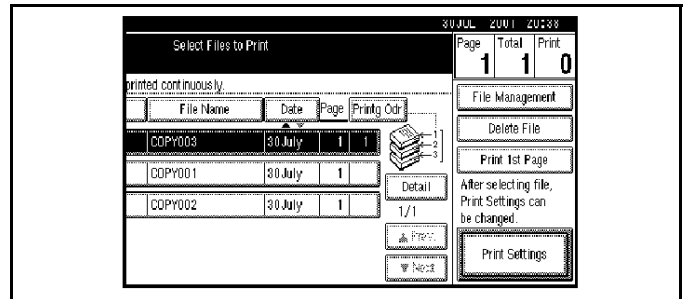
- You can search the document you desire by the file name.
- You can sort the files in order of File Name, Time, or Print order. Press the key you want to sort by.
- If the desired file name is not shown, see the next or previous screen using the **Next** and **Prev.** keys.
- If you cannot choose the desired document by its name, you can print the first page to check the contents. Press the line for the desired document, and press the Print 1st Page key followed by the **Start** key.
- Touch the selected line again to cancel the print job.
- If you select a document which requires a password, the “Input the Password” window appears. Enter your password using the number keys, then press the **OK** key. To delete the value entered, press the **Clear** or **Clear/Stop** key. To cancel a selected document, press the **Cancel** key.



- 3 To print more than one document, repeat step 2 to select the desired documents in the order you want to print them out. The selected order is shown in the priority column next to the selected document(s).

4 To change any of the print settings, touch the **Print Settings** key.

- Print settings remain in the machine after printing.
- The print setting of the document you select first are applied to the merged documents.
- If you select multiple files, you can confirm the file names or print order of the files by scrolling through the list using the **up** and **down arrow** keys.
- Touch the **Select File** key to return to the Select Files to Print display.



5 Enter the required number of prints using the **keypad**.

- Up to 999 can be entered.
- To change the value entered, press the **Clear/Stop** key.

6 Press the **Start** key.

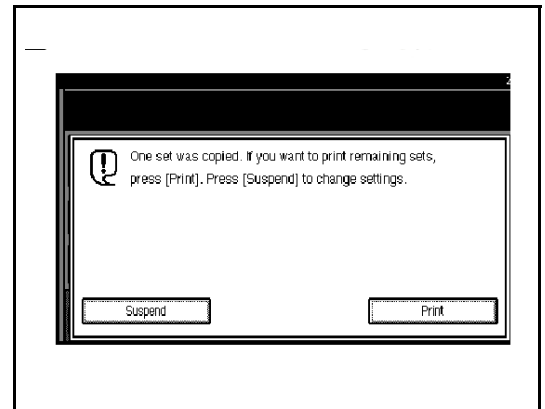
- To pause the print job, press the **Clear/Stop** key. In the confirmation dialog box, press the Resume key to resume it, or press the **Cancel** key to cancel it.

## Sample Printing

If you print multiple sets using the Sort function, you can check if the print order or the print settings are correct by printing out only the first set using the Sample Copy key.

Note: This function can be used only when the Sort function has been turned on.

- 1 Follow steps 1 to 5 of the preceding procedure.
- 2 Press the **Sample Copy** key.
- 3 After the first set is printed out, press the Resume key to print the rest of the print job. Press the **Cancel** key to cancel it and return back to the “Document Server: Print Conditions” menu for changing the setting.



## Print First Page

You can print the first page of the document selected in the “Document Server: Files” display to check the contents.

If more than one document is selected, the first page of each document is printed.

- 1 Touch the line for the desired document(s) in the “Document Server: Files” display, and press the Print 1st Page key.
- 2 Press the **Start** key. The first page is printed out.

## ***Searching Saved Documents***

You can use either the **Search by File Name** or **Search by User Name** keys to search for documents stored on the document server. You can also list the stored documents in the order you prefer. If you install Desk Top Binder V2 Professional or Desk Top Binder V2 Lite on your computer, you can search and rearrange the documents from your computer.

### ***To Search by File Name Press the Document Server/New Job key.***

You can search the document stored in the Document Server by the file name.

- 1 The “Document Server: Files” display appears.
- 2 Touch the **File Name** key.
- 3 Enter the file name using the letter keys.
  - You can enter up to 8 letters.
  - To switch to the capital letter mode or small letter mode, press the Upper Case or Lower Case key.
  - To change the letter entered, press the **Back Space**, **Clear**, or **Clear/Stop** key and enter new letters. To delete the entered letters in 1 letter steps, press the Back Space key. To delete all the entered letters, press the **Clear** or **Clear/Stop** key.
- 4 Touch the **OK** key.

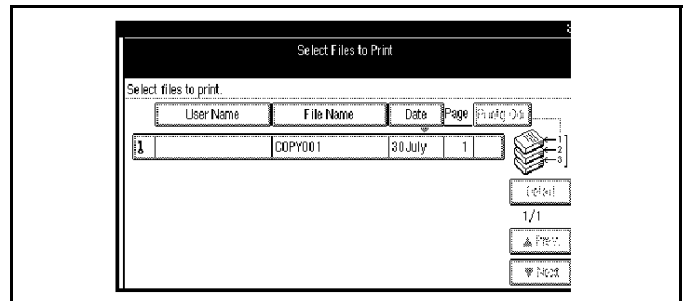
Only the files beginning with the letters appear in the “Document Server: Files” display.

  - To display all the files saved in the Document Server, press the **All the files** key.

## To Search by User Name

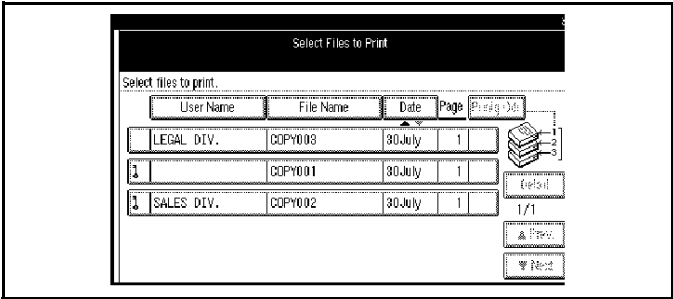
This searches for documents on the document server that match a user name.

- 1 Press the **Document Server** key.
- 2 Touch the search by **User Name** key.
- 3 Enter the user name using the letter keys.
- 4 Touch the **OK** key.
  - Only files beginning with the letters appear in the Select Files to Print display.
  - To display all files saved in the Document Server, touch the **All the Files** key.

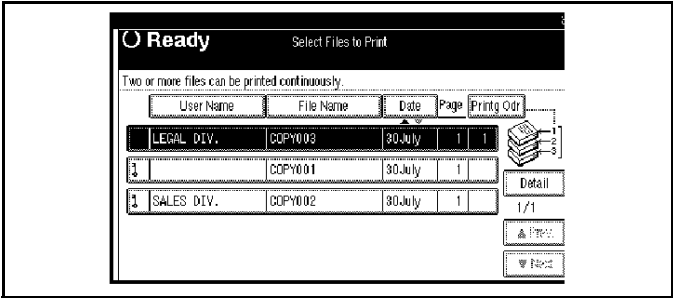


To Check the Details of Stored Documents

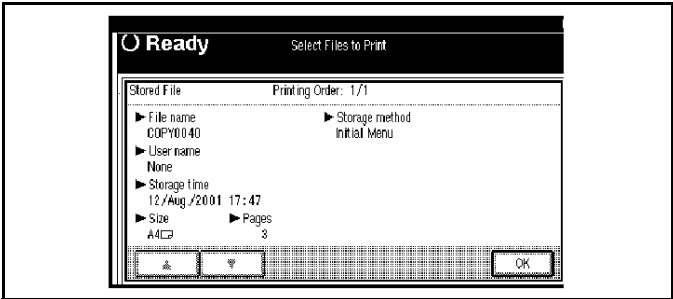
- 1 Select the documents for which you want detailed information.



- 2 Touch the Detail key.



- Detailed information about the document is displayed.
- If you have selected several documents, use the up and down arrow keys to view the detail of each document.



## Deleting Saved Documents

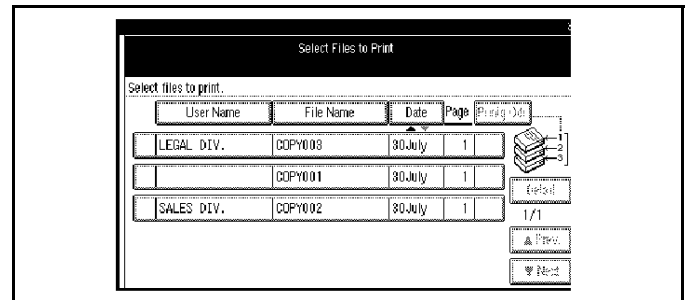
You should delete any of the saved documents using the control panel of the machine.

This section describes how to delete saved documents.

- You can save up to 200 documents in the Document Server. No more documents can be saved, when there are 200 documents in the Document Server. You should delete unnecessary documents.
- You can set the timer to delete the documents stored in the Document Server with the User Tools. See “Auto File Delete”.
- You can delete all the saved documents at a time with the User Tools. See “Delete All The Saved Files”.

Follow these steps to delete saved documents.

- 1 Press the **Document Server/New Job** key. The “Document Server: Files” display appears.
- 2 Select a document you want to delete by pressing the name of it. The selected name is highlighted.

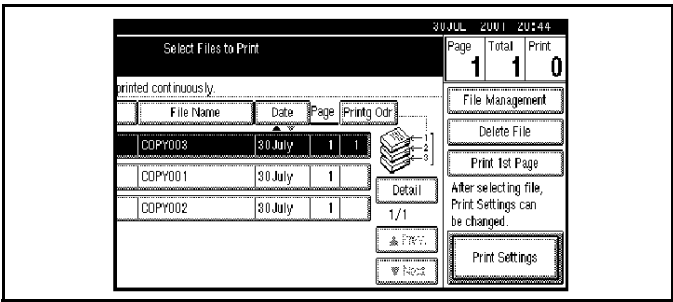


- You can search the document you desire by the file name.
- You can sort the files in order of File Name, Time, or Print order. Press the key you want to sort by.
- If the desired file name is not shown, see the next or previous screen using the Next and Prev. keys.
- If you cannot choose the desired document by its name, you can print the first page to check the contents. Press the line for the desired document, and press the Print 1st Page key followed by the **Start** key.
- Touch the selected line again to cancel the print job.
- If you select a document which requires a password, the “Input the Password” window appears. Enter your password using the number keys, and press the **OK** key. To delete the value entered, press the **Clear** or **Clear/Stop** key. To cancel a selected document, press the **Cancel** key.

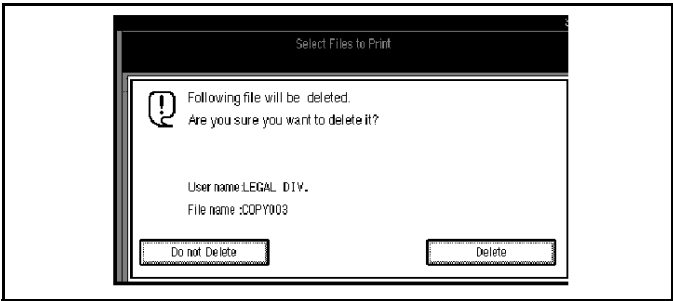
- 3 Repeat Step 2 if you want to select more than one document.

**Deleting Saved Documents**

- 4 Touch the **Delete** key.  
A confirmation dialog box appears.



- 5 Press the **Delete** key to delete it.  
To cancel the delete operation, press the **Stop** key.





# ***Service and Supplies***



## ***Chapter Overview***

This Chapter explains how to add supplies and remove misfeeds from your copier. Remember, the use of Lanier supplies gives the best results over the life of your copier. The use of unauthorized supplies may cause damage to the copier.

Included in this chapter are:

- “Loading Paper” on page 9-1
- “Changing Paper Tray Sizes” on page 9-3
- “Adding Toner” on page 9-6
- “Removing Misfeeds” on page 9-9
- “Finisher” on page 9-10
- “Paper Punch” on page 9-20
- “Troubleshooting” on page 9-21

## Loading Paper

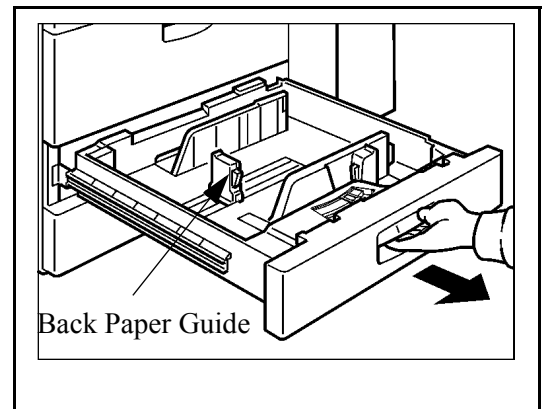
To save space, this copier is designed with an adjustable, front-loading Paper Trays, which easily open for paper loading.

The Add Paper Indicator turns ON when there is no copy paper in the selected Paper Tray, or when the Paper Tray is not fully closed.

### Loading Paper in the Paper Tray

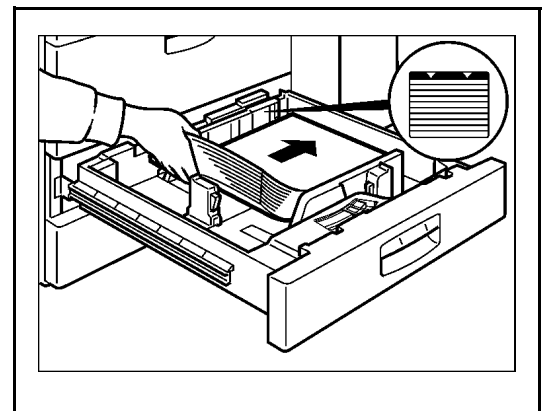
1 Gently pull out the Paper Tray until it stops.

- If the paper is of a different size, it may be necessary to remove the back paper guide.



2 Fan the copy paper and insert it into the Paper Tray.

- When adding paper to the Paper Tray, first remove remaining paper, combine it with the paper to be added and then reload the paper as a single stack.
- The tray holds up to 500 sheets of 20 lb. bond paper.
- Do not load paper above the maximum height line.
- If the back paper guide was removed, set it back in place.

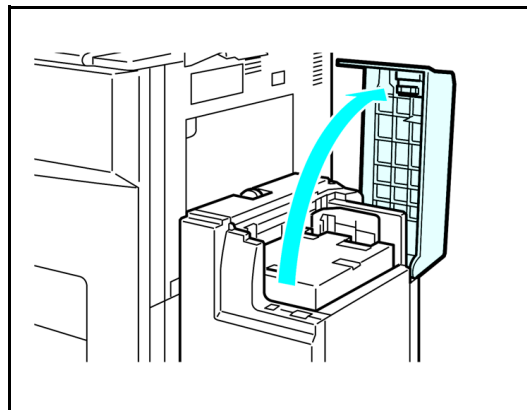


3 Push the Paper Tray fully back into the copier.

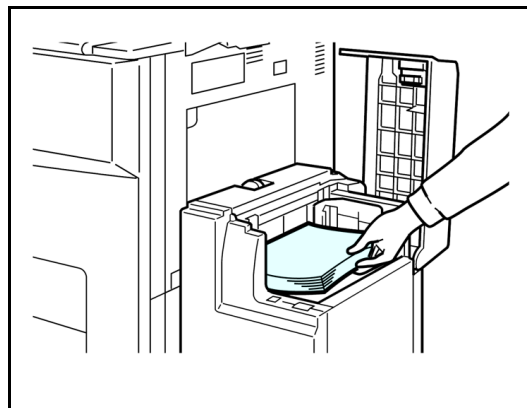
### Loading Paper in the Large Capacity Cassette)

You can load up to 3500 sheets of paper in the LCC. When the LCC is out of paper, the Paper Down key flashes. Also, the indicator in the Message Display next to the (LCT) LCC paper size, shows a paper out condition

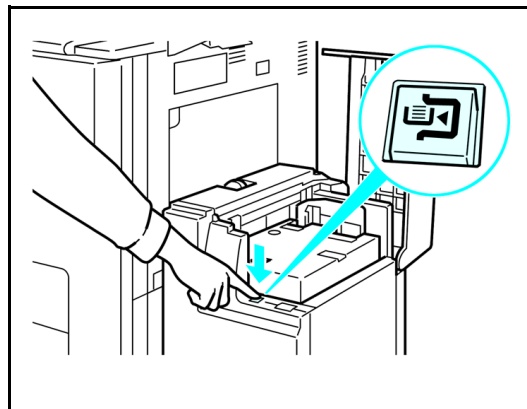
- 1 Open the Top Cover of the LCC.



- 2 Place the paper in the tray along the edge on the left.



- 3 Press the **Down** key.



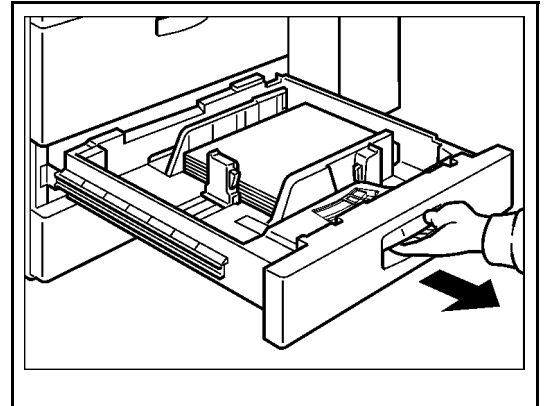
- 4 Load paper by repeating steps 2 and 3.
- 5 Close the Top Cover.

## Changing Paper Tray Sizes

You can change the paper size in Tray 2 to accept additional sizes of paper. To change the size of paper you use in Tray 1 and Tray 3, you must call your Lanier Service Technician.

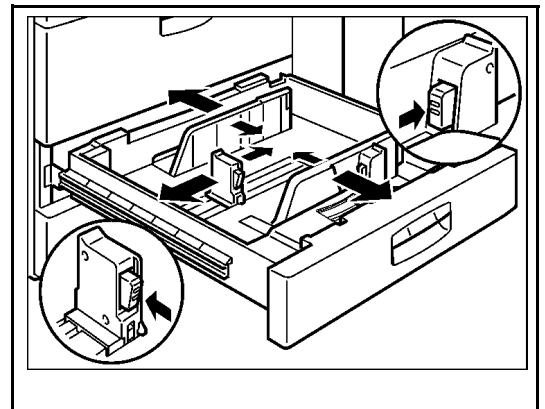
### Changing Tray Paper Size

- 1 Pull the Paper Tray out until it stops.



- 2 While pushing the Release Lever, adjust the Paper Side Guides and the Rear Guide to the new paper size.

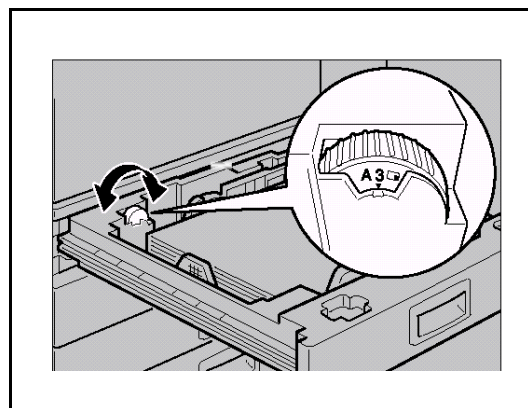
- 3 Fan the copy paper and insert it into the Paper Tray.
  - The tray holds up to 550 sheets of 20 lb. bond paper.
  - Do not load paper above the maximum height line.



- 4 Set the Paper Size Selector at the innermost part of the Tray to the new paper size.

To adjust the paper size to one not available with the paper size selector:

- Set the Paper Size Selector to the \* mark on the right.
- Press the **Users Tool/Counter** key.
- Touch the **System Settings** key.
- Touch the **Paper Size Setting** key.
- Touch the **Tray 2: Paper Size Setting** key.
- Select your desired paper size.
- Touch the **OK** key.
- Touch the **Exit** key.



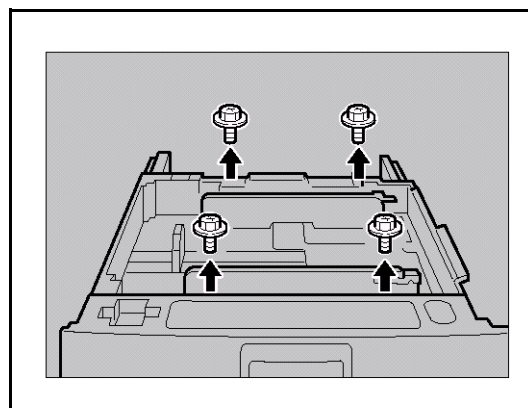
### Changing Paper Size in the System Stand

- 1 Make sure that the paper tray is not being used.
- 2 Pull the paper tray out, and then lift and remove it.

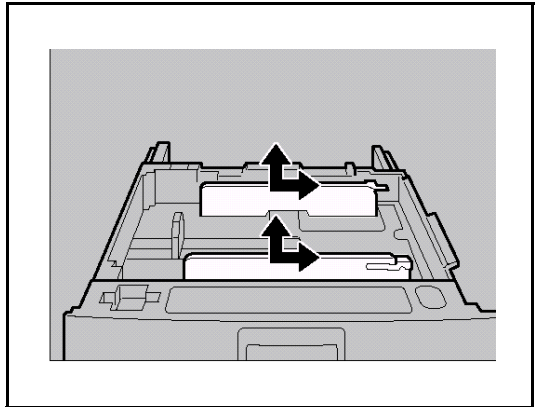
Note: Remove any remaining copy paper.

- 3 Remove the screws fastening the side fences using the screwdriver.

Note: A screwdriver is contained in the front area of the top tray.



- 4 Reposition the side fences to the paper size you want to use.



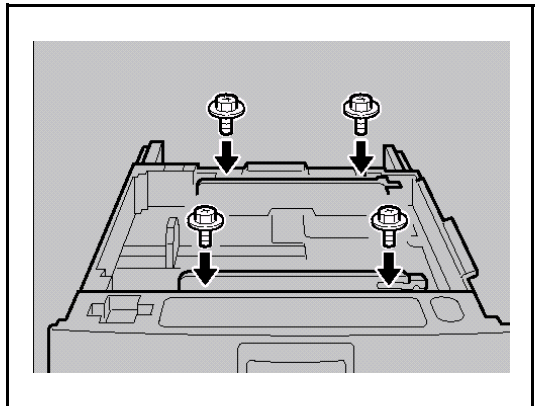
- 5 Fasten the fences with screws.

- 6 Square the paper and load it into the tray.

Note: Do not stack paper over the limit mark

Note: Shuffle the paper before setting it in the tray.

Note: r Make sure the leading corners of the paper are under the corners.



- 7 Adjust the back fence to the new paper size.

Note: For 11" 17" paper, put the back fence inside 1.

- 8 Push the paper tray in until it stops.

- 9 Select the paper size with the user tools.

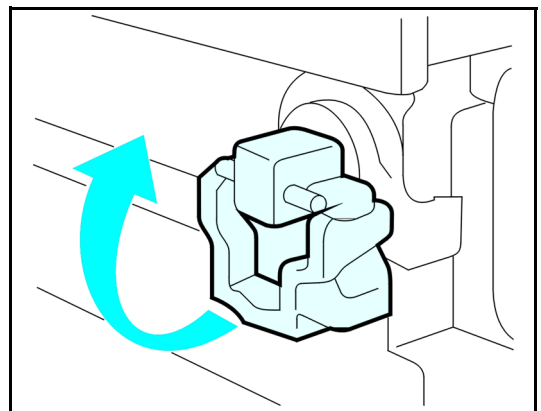
## **Adding Toner**

The Add Toner Indicator turns ON when toner is needed. If copying is continued while the Toner Indicator is ON, copies will gradually become lighter until the copier stops and the Add Toner Indicator begins flashing.

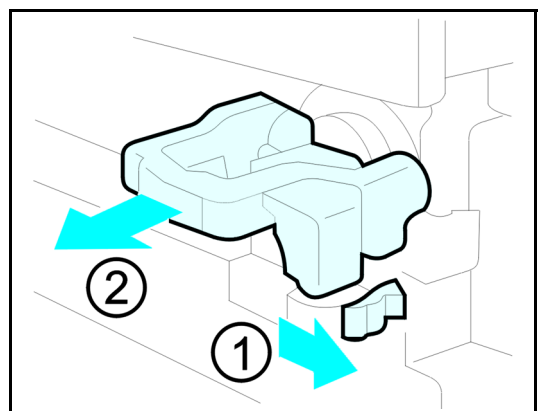
The Add Toner Indicator may also begin flashing during long copy runs of multiple dark originals, even though there is toner left. Should the Add Toner Indicator begins to flash, the copier stops making copies. Open and close the Front Cover. When sufficient toner has been fed, the Add Toner Indicator turns OFF and the Ready Indicator in the Start key turns ON. Press the Start key to resume copying.

For best copying results, use only Lanier supplies which are designed, engineered, and tested to maximize the life and performance of Lanier copiers.

- 1 Open the Front Cover.
- 2 Pull out on the handle on the Toner Bottle Holder until the Toner Bottle holder is fully opened.



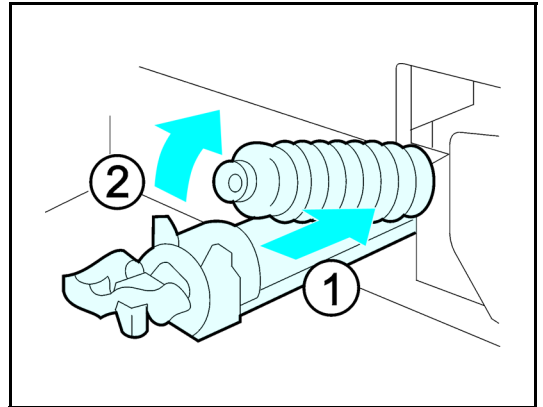
- 3 Pull the green lever and gently pull the Toner Bottle out.





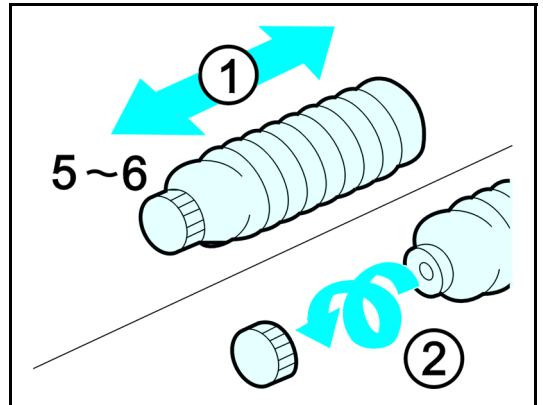
- 4 Hold a new Toner Bottle horizontally and shake it five or six times to loosen the toner.

Note: Do Not remove the cap before shaking the Toner Bottle.

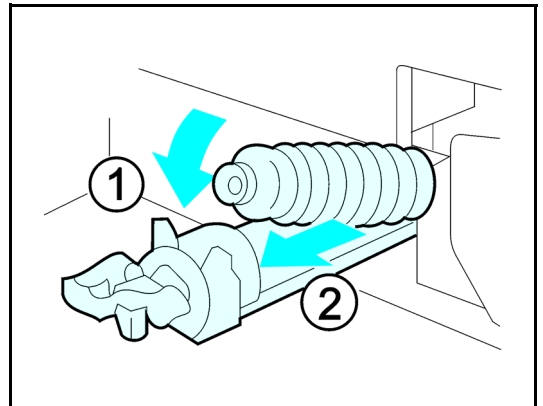


- 5 Remove the outer cap.

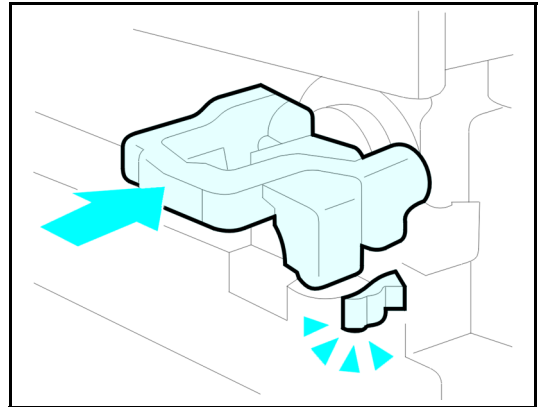
Note: Do Not remove the Inner Cap.



- 6 Place the new Toner Bottle in position, turn it clockwise, then return the green lever back to its closed position.



- 7 Return the Toner Bottle Holder to its original position.
- 8 Close the Front Cover of the copier.



## Removing Misfeeds

When a misfeed occurs:

- The copier stops.
- The Misfeed Indicator turns ON.
- The Message Display indicates a paper misfeed and provides a letter designator of the location of the paper misfeed.
- Inside the Front Cover identifies the locations of the letter designators.

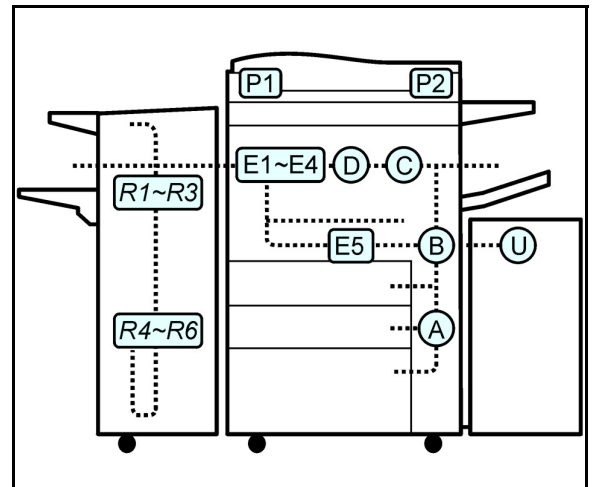
### When a Paper Misfeed Occurs

1 Check the Message Display to see where the misfeed is located.

2 Open the Front Cover and identify the location of the misfeed letter designator.

- Misfeed in the Paper Path: B, C, D, E
- Misfeed in the Duplexer: A
- Misfeed in the Document Feeder: P
- Misfeed in the Bypass Feeder: Z
- Misfeed in the System Stand: Y
- Misfeed in the Sorter: R
- Misfeed in the LCC: U

3 Remove the paper misfeed following the instructions on the inside Front Cover.



## **Finisher**

On the inside of the front cover of the Finisher, are pictorial instructions for:

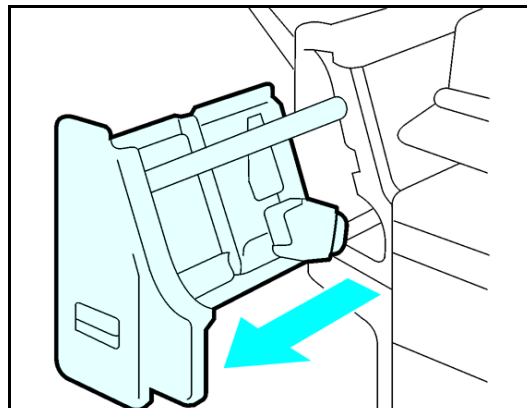
- Adding staples
- Removing staple jams
- Removing a paper misfeed

When adding staples, removing a staple jam , or a paper misfeed, refer to the pictorial instructions.

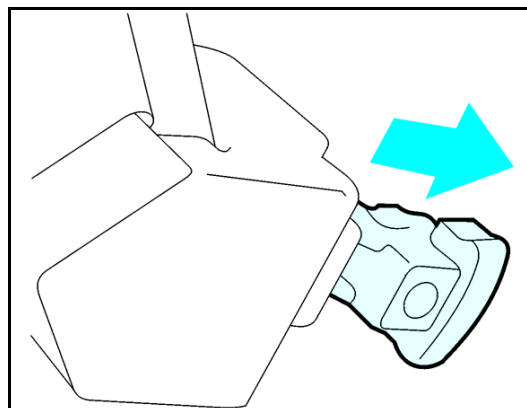
### **Adding Staples**

#### **F-535 (1,000 sheet finisher)**

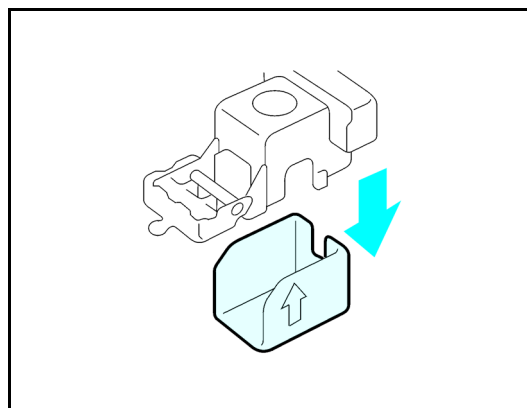
- 1 Open the Front Cover of the Finisher.
  - Locate the pictorial instructions.



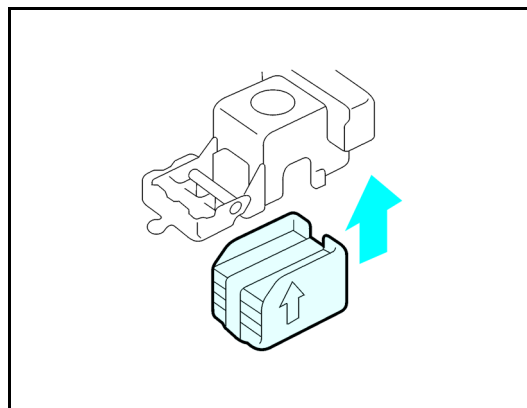
- 2 Remove the Staple Cartridge.



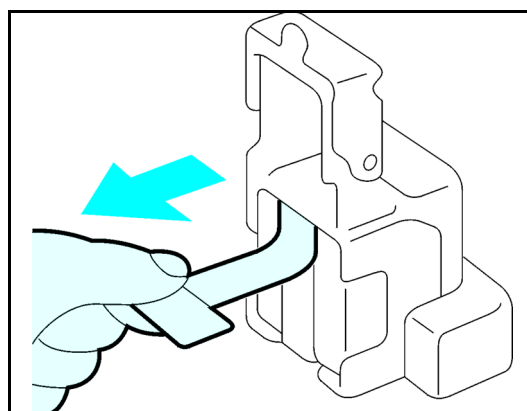
- 3 Remove the empty refill in the direction of the arrow.



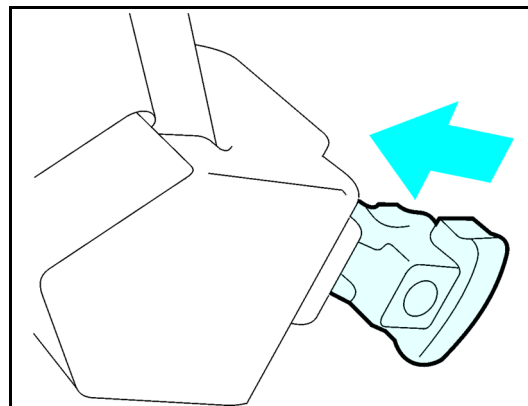
- 4 Push in the new refill until it clicks in place.



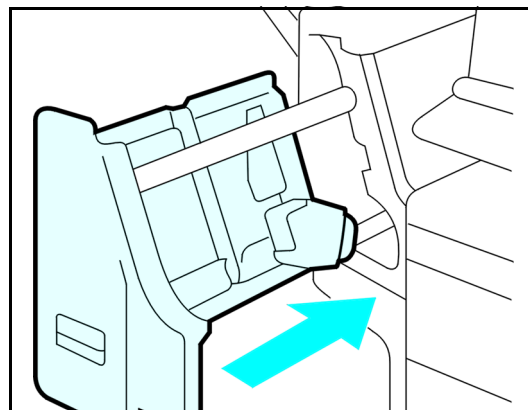
- 5 Pull out the ribbon.



- 6 Reinstall the Staple Cartridge.

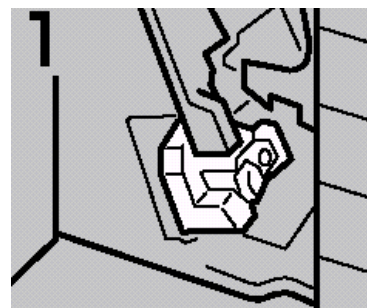


- 7 Close the Front Cover of the Finisher.

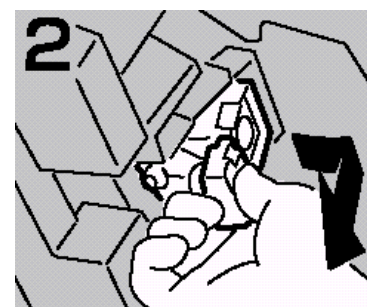


**F-565 (2 Tray Finisher)**

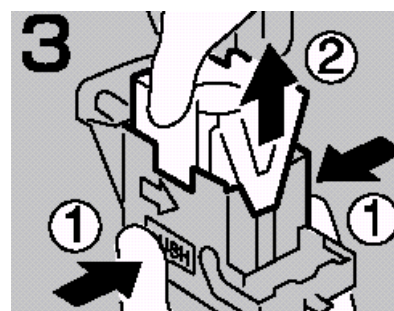
- 1 Open the front cover of the finisher.



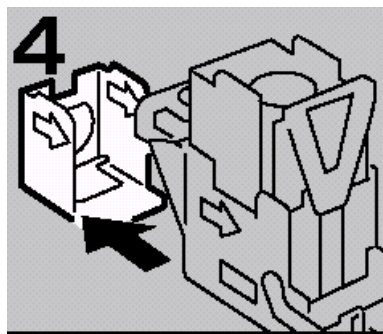
- 2 Hold the green lever and pull out the cartridge gently.



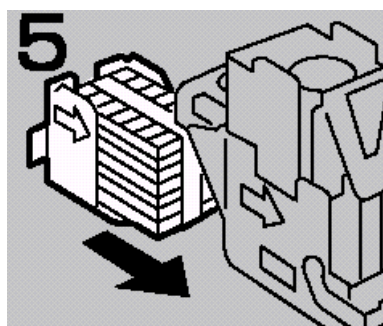
- 3 Hold the both sides of the cartridge.  
4 Pull up the upper unit of the cartridge.



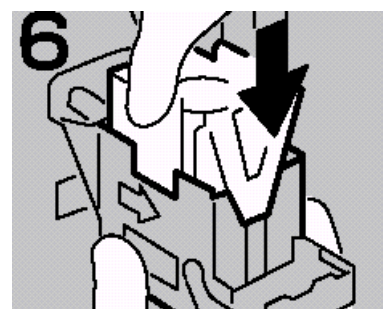
- 5 Take out the empty refill in the arrow direction.



- 6 Align the arrows on the new refill and the cartridge, and then push in the refill until it clicks.

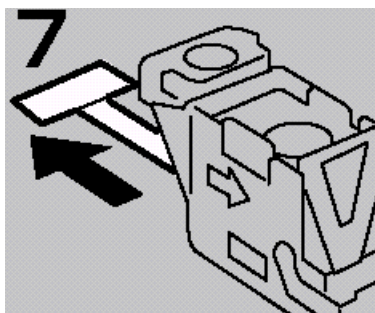


- 7 Hold down the upper unit to the cartridge gently.



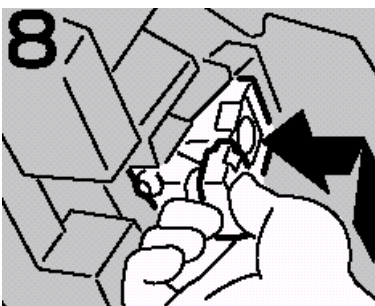


- 8 Pull out the ribbon.



- 9 Hold the green lever and reinstall the cartridge until it clicks.

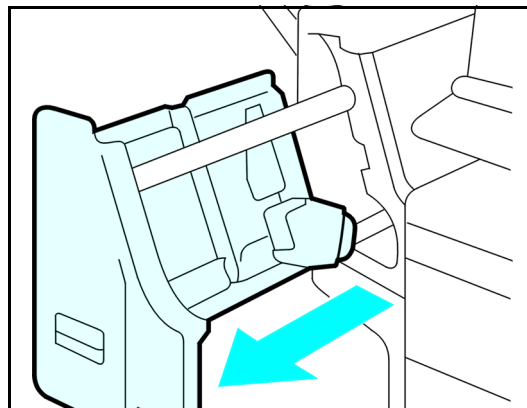
- 10 :Close the front cover of the finisher.



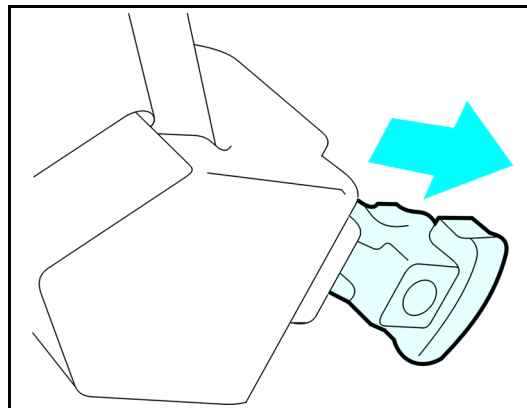
## **Removing Jammed Staples**

### **F-535 (1,000 sheet finisher)**

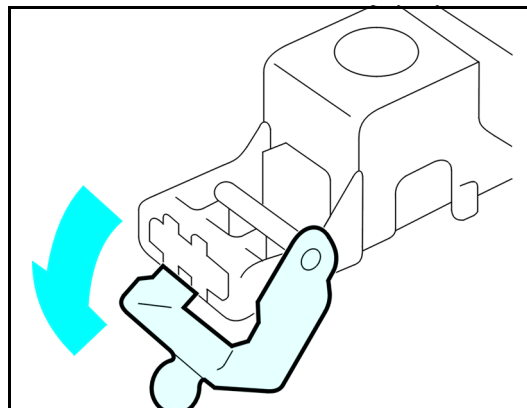
- 1** Open the Front Cover of the Finisher.
  - Locate the pictorial instructions for removing staple jams on the outside of the Finisher Front Cover.



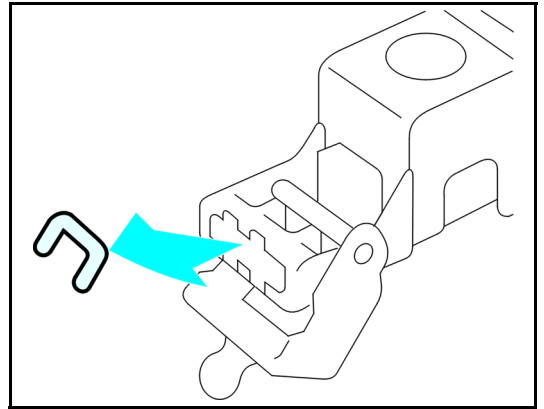
- 2** Remove the Staple Cartridge.



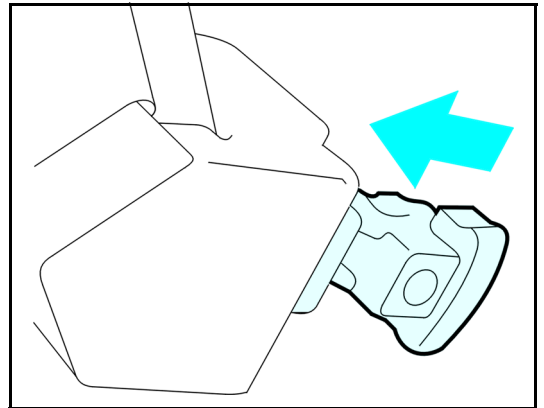
- 3** Remove the Face Plate.



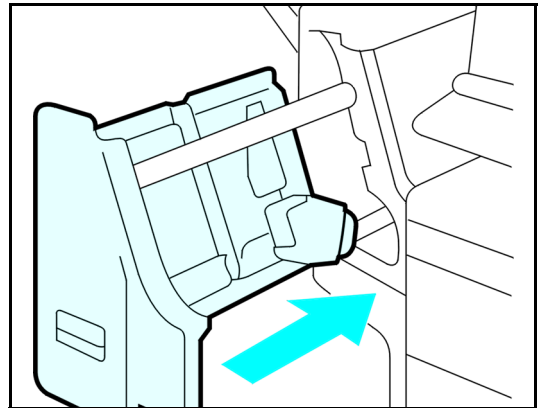
- 4 Remove the jammed staples.



- 5 Reinstall the Staple Cartridge.



- 6 Close the Front Cover of the Finisher.

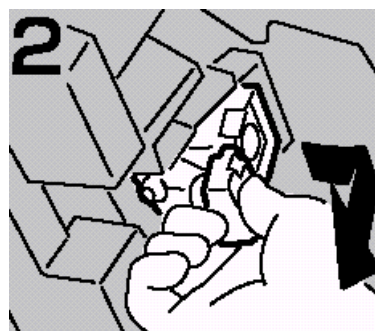


***F-545 (3,000 sheet finisher)***

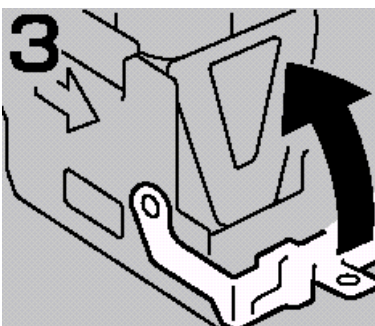
- 1 Open the front cover of the finisher.



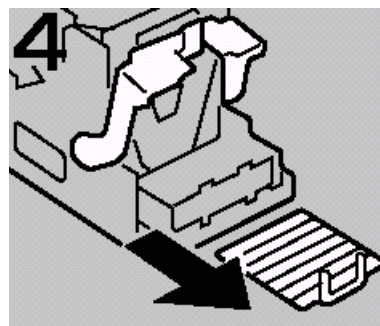
- 2 Hold the green lever and pull out the cartridge gently.



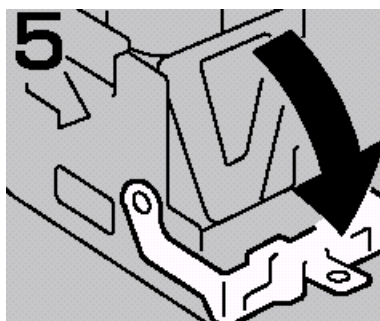
- 3 Pull up the knob of the cartridge.



- 4 Take out all staples slid from the cartridge.

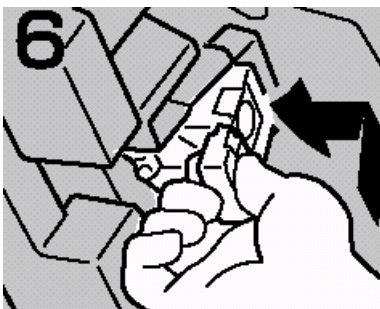


- 5 Pull down the knob of the cartridge until it clicks.



- 6 Hold the green lever and reinstall the cartridge until it clicks.

- 7 Close the front cover of the finisher.

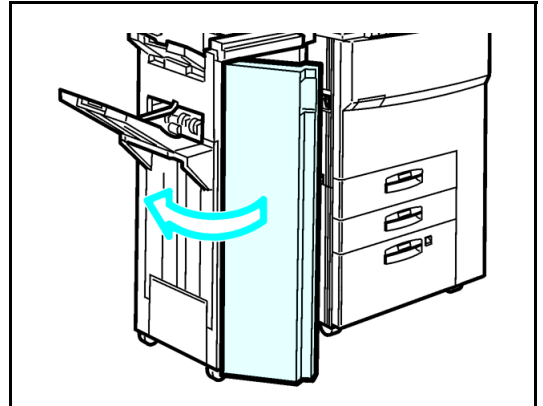


## **Paper Punch**

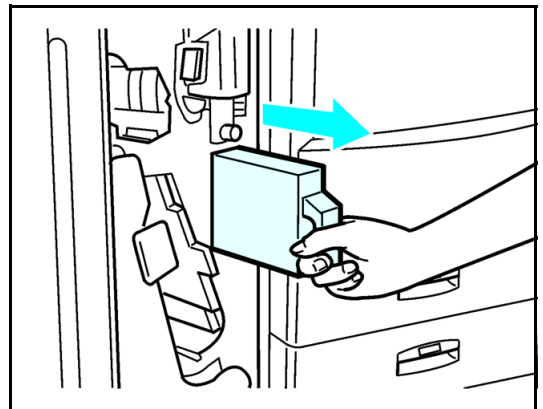
The optional 3-hole punch is located inside of the Finisher. The punch outs fall into a container which is easily removable for emptying.

### **Removing Chad**

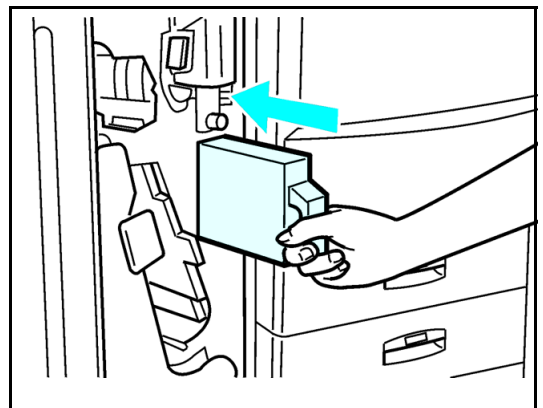
- 1 Open the Front Cover of the Finisher.



- 2 Pull out the Punch-out container and properly dispose of the punch-outs.



- 3 Slide the Punch-out Container back into the Finisher and close the Front Cover.



## ***Troubleshooting***

Cover in this section are basic troubleshooting for problems you may incur and thier solutions. Included are:

- “When the Machine Does Not Operate Properly” on page 9-22
- “When Copies are Not Clear” on page 9-25
- “Can Not Make Proper Copies” on page 9-26

## When the Machine Does Not Operate Properly

### General

Machine Status	Problem/Cause	Action
Please wait	A message appears when you turn on the Operatorion key or change the toner bottle.	Wait for the machine.
Cannot detect original size.	Improper original is set	SSet custom size original onthe exposure glass
		Input the horizontal and vertical size of the custom original.
		Select paper manually, not in Auto Paper Select mode.
		Do not use Auto Reduce/Enlarge mode/
	Original is not set.	Set your originals.
Check original orientation.	There is no copy paper that is in the same direction as the original.	Set teh original in the dame direction as the copy paper.
Check paper size.	Improper paper size is set.	If you press the <b>Start</b> key, copy job starts.
Rotate Sort is not available with this image size.	The size of paper for which no rotate-sorting is available is selected.	Select theproper size.
Cannot punch paper of this size.	The punch function cannot be used for the paper size selected.	The following paper sizes are available for punch mode. <ul style="list-style-type: none"><li>• Ledger,</li><li>• Legal</li></ul>
It is over stapling capacity.	The number of sheets per set is over the staple capacity.	Check the staple capacity.
Hole punch receptacle is full. Open the door as shown and empty receptical.	Chad receptacal is full.	Check the chad waste box and remove the chad.
Cannot staple paper of this size.	The Staple function cannot be used for the paper size selected.	Select the proper paper size that can be used in staple mode.
Duplex is not available with this size paper.	A paper size in duplex mode is not available.	Select a paper size that can be used in duplex mode.
Maximum number of sets is *	The number of copies exceeds the maximum copy quantity.	The following paper sizes are available for duplex mode. <ul style="list-style-type: none"><li>• A3,B4,A4,B5,A5</li></ul>



## Document Server

Machine Status	Problem/Cause	Action
Scanned pages exceeded maximum number. Do you want to store the scanned pages as a file?	The number of scanned pages exceeds the capacity per file of the document server.	If you want to store the scanned originals as a file, touch the <b>Store File</b> key. The originals are stored as a file in the document server. If you do not want any scanned originals to be stored, touch the <b>Not to Store</b> key. The scanning data will be cleared.

## Document Server

Problem	Action
You forgot your password.	<p>You can confirm your password. Touch the <b>Yes</b> key onto "Display Password with Stored file" temporarily, you can check the password when you select the file. Without the password, you cannot edit or print the document. Scan the document again. You can delete all the saved documents at once with the User Tools. Make sure that no important document is saved in the Document Server before deleting all saved files.</p>
You cannot find out what is saved in a file.	Check the date or time column in the Document Server Files display.
	Check the contents of the document by printing the first page of it. Press the line for the desired document in the "Document Server: Files" display, and press the <b>Print 1st Page</b> key, followed by the <b>Start</b> key.
Memory becomes full frequently.	Select the document that you want to delete, and then press the <b>Delete File</b> key.
You want to check the print results before making a large print run.	Check the print result by printing out only the first set.
You want to save a document which cannot be saved automatically.	<p>Turn "Auto File Delete" off, then save the document in the Document Server. If you turn "Auto File Delete" on after saving the document, this function is applied to the next saved document.</p>

***Display***

<b>Problem</b>	<b>Problem/Cause</b>	<b>Action</b>
The display panel is off.	The screen contrast knob is turned to the dark position.	Set the <b>screen contrast knob</b> to the light position for proper viewing of the display panel.
	The machine is in Energy Saver mode.	Press the <b>Energy Saver</b> key to cancel Energy Saver mode.
	The Operation switch is turned off.	Press the <b>Operation</b> switch to turn it on.
Nothing happens when the operation switch is turned on.	The Main Power switch is turned off.	Turn the <b>Main Power</b> switch on.

## When Copies are Not Clear

Problem	Cause	Action
Copies appear dirty.	The image density is set too dark	Adjust the image density.
	Auto Image Density is not selected.	Select Auto Image Density.
The reverse side of an original image is copied.	The image density is set too dark.	Adjust the image density.
	Auto Image Density is not selected.	Select Auto Image Density.
A shadow appears on copies if you use pasted originals.	The image density is too dark.	Adjust the image density.
		Change the direction of the originals.
		Put tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass or document feeder is dirty.	Clean them.
Copies are too light.	The image density is set too high.	Adjust the image density.
	The paper size is not appropriate.	Use the recommended paper.
	Toner cartridge is almost empty.	ADD TONER.
Parts of the image is not copied.	The original is not set correctly.	Set the original correctly.
	An improper paper size is selected.	Select proper paper size.
Copies are blank.	The original is not set properly.	When using the exposure glass, set the originals face down. When using the document feeder, set the originals face down.
A watery or wavy pattern is produced on copies.	Your original has a dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

## Can Not Make Proper Copies

### General

Problem	Cause	Action
Copies are not stapled.	The stapler is jammed.	Remove the jammed staples.
	The number of copies exceeds the capacity of the stapler.	Check the stapler capacity.
	Copy paper is curled.	Turn the copy paper over in the paper tray.
Staples are not positioned correctly.	Originals are not set correctly.	Place the original on the upper left corner of the exposure glass.
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size.
You cannot combine several functions.	Selected functions cannot be used together.	Check combination functions.
When sorting the pages are divided into two blocks.	The memory became full in the middle of sorting and the pages were ejected in two blocks.	You can interrupt the copying when the memory becomes full.

### Adjust Image

Problem	Cause	Action
In Double Copy mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Select proper paper.
In Border, Center, or Center/Border modes, parts of the original image are not copied.	Wide erase margins are set.	Set narrow margins.
	Originals are not scanned correctly.	
In Margin Adjustment mode, parts of the original image are not copied.	Wide erase margins are set.	Set narrow margins.
	There is a lack of margin space on the opposite side of the binding position.	
In Image Repeat mode, the original image is not copied completely.	You selected the same size copy paper as the originals and did not select the proper reproduction ratio.	Select copy paper larger than the originals.
		Select the proper reproduction ratio.

## Stamp

Problem	Cause	Action
The stamp position is not correct.	Paper orientation is not correct.	Check the paper orientation and stamp position.

## Combine

Problem	Cause	Action
You cannot make a book from a booklet or magazine by folding copies.	Combine Original Booklet format or Combine Original Magazine format is not correct	Change settings.
Parts of the image are not copied.	You specified an improper reproduction ratio that does not meet the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure the ratio matches your originals and the copy paper. NOTE: Select the correct reproduction ratio before using Combine mode.
	When you use staple and punch together, extra margin may appear.	Sometimes stapling and the punch hole may not work well together. In this case, change the direction of the originals.
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the document feeder, the last page should be on the bottom.
		If originals are set on the exposure glass, start with the first page to be copied.

## Duplex

Problem	Cause	Action
Order of copies is not correct.	Originals were set incorrectly.	When setting a stack of originals in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.
Orientation of copies (Top to Top, or Top to Bottom) is not correct.	Originals were set incorrectly or orientation setting is incorrect.	Select the correct orientation or set originals correctly.

***When Memory is Full***

Machine Status	Action
Memory is full.	Touch the <b>Output</b> key to copy scanned originals and clear the scanning data. Press the <b>Clear</b> key to clear the scanning data and not copy.
Press (Resume) to scan and copy remaining originals.	To continue copying, remove all copies then touch the <b>Resume</b> key. To stop copying, touch the <b>Stop</b> key.

***Document Server***

Machine Status	Action
Memory is full.	Delete any unnecessary files and then scan the document again.

## Cleaning

A dirty Exposure Glass or Document Feeder Belt may have an effect on the quality of your copies. Inspect them and clean as necessary.

### ***Cleaning the Machine***

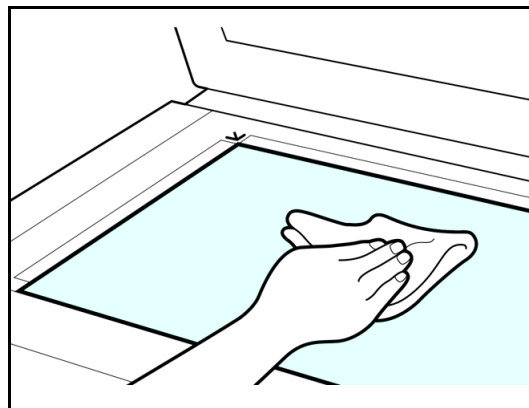
Wipe the copier with a soft, damp cloth and then dry it.

Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the copier or melt plastic parts, a failure might occur.

Do not clean parts other than those specified in this Operator Guide. Such parts should be cleaned by your service representative.

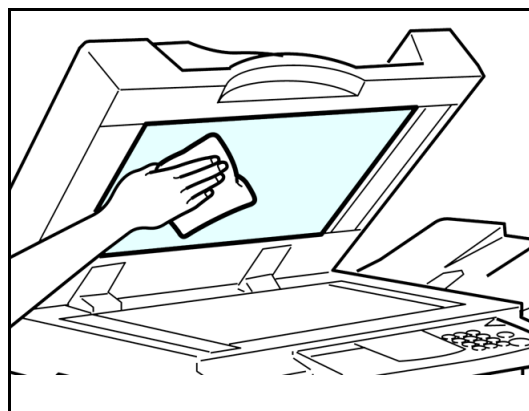
### ***Cleaning the Exposure Glass***

Clean the Exposure Glass using a clean dry cloth.



### ***Cleaning the Document Feeder Belt***

Clean the Document Feeder Belt using a dry clean cloth.



**Notes:**



# ***Specifications***



## ***Chapter Overview***

This chapter lists the specifications for the copier and its accessories. Please note that some of these accessories are optional. Specifications are subject to change for improvement without notice. Included in this chapter are:

- “Specifications” on page 10-1
- “Agency Certifications” on page 10-11
- “Paper Sizes” on page 10-13
- “Enlargement and Reduction Percentages” on page 10-14

## Specifications

### Main Machine

**Configuration:**

Desktop

**Photosensitivity type:**

OPC drum (F100)

**Original scanning:**

One-dimensional solid scanning system through CCD

**Copy process:**

Dry electrostatic transfer system

**Development:**

Dry two-component magnetic brush development system

**Fusing:**

Heating roll pressure system

**Resolution:**

600 dpi

**Exposure glass:**

Stationary original exposure type

**Original reference position:**

Rear left corner

**Warm-up time:**

- 5635: Less than 15 seconds (20°C)  
(When Facsimile or Printer is installed: Less than 18 seconds (20°C))
- 5645: Less than 20 seconds (20°C)

**Originals:**

Sheet/book/objects

**Maximum original size:**

11" 17"

### Copy paper size:

- Trays: 11"x 17", 5 1/2" x 8 1/2"
- Bypass: 11"x 17", 5 1/2"x 8 1/2"
- Bypass (custom size):  
Vertical: 4.0"–11.7"  
Horizontal: 5.9"–23.6"
- Duplex: 11" x 17", 5 1/2" x 8 1/2" (impossible on 5 1/2" x 8 1/2")
- LCC: , 8 1/2" x 11"

### Copy paper weight:

- Paper tray: 17 –28 lb.
- Bypass tray: 14 lb.–43 lb.

### Non-reproduction area:

- Leading edge: Less than  $3 \pm 2$ mm
- Trailing edge: Less than  $2 \pm 2$ mm
- Left edge: Less than  $2 \pm 1.5$ mm
- Right edge: Less than  $2 +2.5/-1.5$ mm

### First copy time:

- 5635: 4.3 seconds or less (face up feed, 100%, feeding from tray 1, on the exposure glass, Text·Photo mode, Auto Image Density)
- 5645: 3.6 seconds or less (face down feed, 100%, feeding from tray 1, on the exposure glass, Text·Photo mode, Auto Image Density)

### Copying speed-5635:

- 19 copies/minute (11" x 17")
- 35 copies/minute (8 1/2" x 11" )

### Copying speed-5645:

- 22 copies/minute (11" x 17"ø )
- 45 copies/minute (8 1/2" x 11")

### Reproduction ratio:

Preset reproduction ratios:

400%, 200%, 155%, 129%, 121%, 100%  
93%, 85%, 78%, 73%, 65%, 50%, 25%

Zoom: From 25 to 400%in 1%steps.

### Maximum continuous copy run:

999 sheets

### Copy paper capacity:

- Tray 1,2: 500 sheets (20 lb.)
- Bypass tray: 50 sheets (,20 lb.)

**Power consumption****5635/5645 (Mainframe only)**

Warm-up: approximately 1.5 kw

Stand-by: approximately 0.3 kw

During Printing: approximately 1.0 kw

Maximum: less than 1.5 kw

**5635/5645 (Complete system)**

Warm-up: approximately 1.5 kw

Stand-by: approximately 0.5 kw

During Printing: approximately 1.3 kw

Maximum: less than 1.5 kw

Note: The Complete System consists of the mainframe, finisher and large capacity cassette (LCC).

**Dimensions**

(W x D x H up to exposure glass): 26.4" x 25.6" x 28.3"

**Space for mainframe**

(W x D): 38.6" x 25.6" (Bypass tray extender is used for large size paper)

**Noise Emission**

Sound Power Level:

***Mainframe only***

- Stand-by less than 51 dB (A)
- Copying: less than 67 dB (A)

**Complete System**

- Stand-by less than 52 dB (A)
- Copying: less than 70 dB (A)

***Sound Pressure*****Mainframe only**

- Stand-by less than 37 dB (A)
- Copying: less than 54 dB (A)

### **Complete System**

- Stand-by less than 37 dB (A)
- Copying: less than 55 dB (A)
- 

\*1The above measurements made in accordance with ISO 7779 are actual value.

\*2 It is measured at the position of the bystander.

\*3 The Complete System consists of the mainframe, finisher and large capacity tray (LCT).

### **Weight**

Approximately: 172 lb

### **HDD**

10 GB or more

- Capacity for Document Server 4.2 GB
- Capacity for Memory sorting 1.5 GB
- Capacity for others 4.3 GB or more

***Document Feeder (Option)***

**Mode**

ADF mode, Batch mode, Mixed Size mode, Custom Size originals mode

**Original size**

11" x 17", 5 1/2" x 8 1/2"

**Original weight**

- 1-sided originals: 11 –34 lb.
- 2-sided originals: 14 –28 lb. (Duplex)

**Number of originals to be set**

80 sheets (20 lb.) or less than 0.43"

**Maximum power consumption**

Less than 60W (power is supplied from the main frame)

**Dimensions**

(W x D x H): 22.4" x 20.3" x 5.9"

**Weight**

Approx. 26.5lb

### ***1000-Sheet Finisher (Option)***

**Paper size**

11" x 17", 8 1/2" x 14", 8 1/2" x 11", 5 1/2" x 8 1/2"

**Paper weight**

14 –42 lb.

**Stack capacity**

- 1,000 sheets 8 1/2" x 11", 20 lb.)
- 500 sheets (8 1/2" x 14" or larger, 20 lb.)

**Staple capacity**

- 30 sheets (8 1/2" x 11" or smaller, 20 lb.)
- 20 sheets (8 1/2" x 14", 20 lb.)

**Staple paper size**

- 11" x 17"
- 8 1/2" x 14"
- 8 1/2" x 11"

**Staple paper weight**

17 –20 lb.

**Staple position**

1 position (upper left)

**Power consumption**

48W (power is supplied from the main frame.)

**Dimensions**

(W x D x H): 22.4" x 20.5" x 24.6"

**Weight**

Approximately: 46.3 lb



## ***2 Tray Finisher (Option)***

### ***Finisher Shift Tray 1:***

#### **Paper size**

11" x 17", 8 1/2" x 14", 8 1/2" x 11", 5 1/2" x 8 1/2"

#### **Paper weight**

14 –42 lb.

#### **Stack capacity**

- 500 sheets (8 1/2" x 11", 20 lb.)
- 250 sheets (8 1/2" x 14", 11" x 17", 20 lb.)
- 100 sheets (5 1/2" x 8 1/2", 20 lb.)

#### **Paper size**

11" x 17", 8 1/2" x 14", 8 1/2" x 11"

#### **Paper weight**

14 –42 lb.

#### **Stack capacity**

No Staple:

- 2,000 sheets (8 1/2" x 11", 20 lb.)
- 750 sheets (11" x 17", 8 1/2" x 14", 8 1/2" x 11", 20 lb.)
- 500 sheets (5 1/2" x 8 1/2", 20 lb.)
- 100 sheets (5 1/2" x 8 1/2", 20 lb.)

Staple:

- 1,500 sheets (8 1/2" x 11", 20 lb.)
- 750 sheets (11" x 17", 8 1/2" x 14", 8 1/2" x 11", 20 lb.)
- 500 sheets (5 1/2" x 8 1/2", 20 lb.)
- 100 sheets (5 1/2" x 8 1/2", 20 lb.)

#### **Staple capacity**

- 50 sheets (8 1/2" x 11", 20 lb.)
- 30 sheets (11" x 17", 8 1/2" x 14", 20 lb.)

#### **Staple paper size**

11" x 17", 8 1/2" x 14", 8 1/2" x 11"

#### **Staple paper weight**

17 –24 lb

### **Staple position**

- 1 staple –3 positions
- 2 staples –1 position

### **Power consumption**

Less than 60W (power is supplied from the main frame.)

### **Dimensions**

(W x Dx H): 26.7" x 24.4" x 40.5"

### **Weight: Approximately**

121.2 lb

## ***Punch Kit (Option)***

### **Paper size**

- 2 holes: 11" x 17", 8 1/2" x 14", 5 1/2" x 8 1/2"
  - 3 holes: 11" x 17", 8 1/2" x 11"
  - 4 holes: 11" x 17", 8 1/2" x 11"
- Scandinavian version: 11" x 17", 8 1/2" x 14", 5 1/2" x 8 1/2"

### **Paper weight**

- 4 holes: 14 lb.–43 lb.
- 2 or 3 holes: 14 lb.–43 lb.

### **Power consumption**

26.4 W (power is supplied from the mainframe.)

### **Dimensions**

(W x Dx H): 55.9" x 179.5" x 36.2"

### **Weight**

Approximately 6.4 lb

### ***Internal tray 2 (1 bin tray)(Option)***

**Number of bins**

1

**Available paper size**

11" x 17", 8 1/2" x 14", 8 1/2" x 11", 5 1/2" x 8 1/2"

**Paper capacity**

125 sheets (20 lb.)

**Copy paper weight**

(16 –28lb.

**Maximum power consumption**

Less than 15 W (power is supplied from the main frame.)

**Dimensions**

(W x D x H): 18.6" x 21.7" x 4.4"

**Weight**

Approximately 8.9lb

### ***External Tray (Option)***

**Dimensions**

(W x D x H): 10.4" x 15.5" x 2.5"

**Weight**

Approximately 1.3 lb

***Large Capacity Tray (LCT)(Option)***

**Paper size**

8 1/2" x 11"

**Paper weight**

16–24 lb.

**Paper capacity**

1,500 sheets (20 lb.)

**Power consumption**

Maximum.40 W (power is supplied from the mainframe.)

**Dimensions**

(W x D x H,option unit): 15.3" x 19.6" x 15.3"

**Weight**

Approximately 37.5 lb.

***.Paper tray unit (Option)***

**Copy paper weight**

16–28 lb.

**Available paper size**

11"x 17" ls, 8 1/2"x 14ls , 8 1/2"x 11"ls/p, 5 1/2"x 8 1/2"ls, 8 1/4"x 14" ls,11"x 14" ls,

7 1/4"x 10 1/2" ls, 8"x 13" ls, 8"x 10 1/2" ls/p, 8 1/2"x 13", 8"x 10 1/2" ls/p, 8 1/4"x 13" ls

**Maximum power consumption**

Less than 50 W (power is supplied from the main frame.)

**Paper capacity**

550 sheets (20 lb.) 2 trays

**Dimensions**

(W x D x H): 21.3" x 23.7" x 10.7"

**Weight**

Approximately 55.2 lb.

Note r Specifications are subject to change without notice.

## ***Agency Certifications***

### ***USA RFI***

This equipment generates and uses radio frequency energy. If not installed and used properly, i.e., in strict accordance with these operating instructions, it may cause harmful interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment.

Operation of this equipment in a residential area is likely to cause interference, in which case the user will be required to take whatever measures may be required to correct the interference at their own expense.

### ***Canada RFI***

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as set out in the Radio Interference Regulations of the Canadian Department of Communications.

Cet appareil numérique ne dépasse pas les limites de Catégorie A pour les émissions de bruit radio émanant d'appareils numériques, tel que prévu dans les Règlements sur l'Interférence Radio du Département Canadien de Communications.



This product complies with the requirements of the EMC Directive 89/336/EEC, Low Voltage Directive 73/23/EEC, and the Harmonisation Directive 93/68/EEC.

Lanier Worldwide, Inc.  
Im Taubental 6  
41468 Neuss 1  
Germany



### ***UL***

The 5635 AG and 5645 AG digital copiers are intended for use in areas with 120V, 60 Hz, AC line voltage. 5635 AH and 5645 AH digital copiers are intended for use in areas with 230V, 50 Hz, AC line voltage. You should ensure you are connecting your equipment into the proper line voltage.

### ***EPA Energy Star***

The United States Environmental Protection Agency (EPA) has introduced a voluntary program, the Energy Star Program, to encourage the widespread and voluntary use of energy-efficient technologies that enhance the workplace, improve product performance, and prevent pollution. As an Energy Star Partner, Lanier Worldwide, Inc. has determined Lanier's 5635/5645 copiers meet the Energy Star guidelines for energy efficiency. Energy Star guidelines require that all Energy Star copiers have an 'OFF MODE' feature that automatically turns the copier off after a period of inactivity, ensuring night and weekend shut-off.

In addition to the above requirements, the 5635/5645 copiers have been successfully been tested with the following recycled paper:

- Lanier Recycled Copy Paper: 50% of Fiber Weight recycled with minimum 20% post-consumer waste.

Note: Specifications are subject to change without notice.

## **Paper Sizes**

Type	Paper	Size	Size
USA	STATEMENT LETTER LEGAL COMPUTER LEDGER FOOLSCAP and OFFICIO	5.5 x 8.5 inches 8.5 x 11 inches 8.5 x 14 inches 10.125 x 14 inches 11 x 17 inches 8.5 x 13 inches	140 x 216mm 216 x 279mm 216 x 356mm 257 x 356mm 279 x 432mm 216 x 330mm
UK	FOOLSCAP	8 x 13 inches	203 x 330mm
EUROPE	FOLIO	8.25 x 14 inches	210 x 356mm
DIN	A0 = 841 x 1189mm A1 = 594 x 841mm A2 = 420 x 594mm A3 = 297 x 420mm A4 = 210 x 297mm A5 = 148 x 210mm A6 = 105 x 148mm	B0 = 1000 x 1414mm B1 = 707 x 1000mm B2 = 500 x 707mm B3 = 353 x 500mm B4 = 250 x 353mm B5 = 176 x 250mm B6 = 125 x 176mm	C0 = 917 x 1297mm C1 = 647 x 917mm C2 = 458 x 648mm C3 = 324 x 458mm C4 = 223 x 324mm C5 = 162 x 223mm C6 = 114 x 162mm
B-FORMAT	ISO 216 JAPAN  ISO 216 JAPAN  ISO 216 JAPAN	B4 = 353 x 250mm B4 = 364 x 257mm  B5 = 250 x 176mm B5 = 257 x 182mm  B6 = 176 x 125mm B6 = 182 x 129mm	

***Enlargement and Reduction Percentages***

Type	Inch Version	Metric Version
Enlargement	400%	400%
	200%	200%
	155%	141%
	129%	122%
	121%	115%
Full Size	100%	100%
Reduction	93%	93%
	85%	87%
	78%	82%
	73%	71%
	65%	65%
	50%	50%
	32%	35%
	25%	25%



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# ***Glossary***



## ***Chapter Overview***

Definitions for the most often used terms are listed here.



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## ***Copier Terms***

<b>% (percentage)</b>	The ratio of the original image size to the copied image size. If the copy image is larger than the original, the % number is larger. A copied image that is twice the size of the original is said to be 200%. If the copy image is smaller than the original, the % number is lower. A copied image that is half the size of the original is said to be 50%.
<b>10-key pad</b>	The portion of the Control Panel with numerical keys. These keys are used primarily to input the desired number of copies and are also used to input numerical data into the copier during programming.
<b>Book Originals</b>	Any bound original that cannot be fed through the Feeder. Because the pages cannot be separated, they must be copied manually from the Exposure Glass. The Book Original features can be used to make the book copying process more efficient.
<b>Bypass Feed Tray</b>	A Tray used to feed single sheets of special or transparent stock into the copier to be copied. Because sheets from this tray feed straight through the copier paper path, the Tray is especially useful for feeding heavy stock. See also: Stack Feed Bypass Tray.
<b>Casual Operator</b>	An operator that uses the copier to make copies but does not have Key Operator responsibilities such as adding Toner or calling for service.
<b>Charge Corona</b>	A device located near the Drum that activates the light sensitivity of the Drum and prepares it to be exposed and imaged.
<b>Cleaning Unit</b>	An assembly that cleans any residual image toner from the Drum in preparation for the next image.
<b>CLEAR/STOP Key</b>	The Key used to stop a copy job while it is still running. It may also be used to clear program functions from a previous job and return to the default settings.
<b>Control Panel</b>	The surface at the front of the copier containing Keys used to control the operation of the copier. It usually also contains the display that shows the status of the copier or the job in progress.
<b>Copies</b>	The imaged paper output from a copier. It might be a direct reproduction of the input document or it can contain any number of changes as programmed into the copier such as Enlargement/Reduction, Trim/Mask, etc.
<b>Copies in Progress</b>	This display or part of a display shows how many copies of the total have been made.
<b>Copies Selected</b>	This display is the same as Copy Quantity, in that it shows the number of copies requested.

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<b>Copy Paper</b>	See: paper
<b>Copy Quantity</b>	This display or part of a Touch Screen shows the requested number of copies.
<b>Copy Size Keys</b>	Keys used to input the desired size of the copy.
<b>Darker Copies</b>	This term refers to the amount of toner placed on the copy through the imaging process. The amount of toner is controlled by the “darkness” of the original and the amount of light used during the exposure process; more light means less toner or image density.
<b>Developer Material</b>	This is a supply used in the copier. It usually consists of two parts; a carrier material and the toner. The developer material is only used by a technician when installing a new unit or when cleaning a Developer Unit.
<b>Developer Unit</b>	An assembly located near the drum inside the copier that delivers the toner to the drum. It allow the correct amount of toner to be placed on the drum for each image.
<b>Document Feed Tray</b>	The Tray where an original document is placed to feed into an ADF for automatic feeding and copying.
<b>Document Guide</b>	These Guides are located in the Document Feed Tray. When correctly positioned against the sides of an original document, they help to position the pages of the document.
<b>Document Receiving Tray</b>	A Tray used to accumulate the pages of an original document that have completed the copying process.
<b>Document Scale</b>	Two scales located to the front and left of the Exposure Glass intended to help locate original documents placed on the Glass for manual copying and to identify a part of an original during the Editing process.
<b>Documents</b>	The set of pages either placed on the Exposure Glass or in the ADF to be copied.
<b>Drum Assembly</b>	The unit located inside the copier that receives the image during the exposure and imaging process and transfers this image to the copy paper. It is light sensitive and should be protected from bright lights.
<b>Duplexed Copies</b>	Copies that have been imaged on both sides of the sheet.
<b>Energy Saver Key</b>	A Key used to place the copier into, or bring it out of an Energy Saver Mode. In the Energy Saver Mode, the amount of energy consumed by the copier is reduced.
<b>Energy Star</b>	A voluntary program introduced by the United States Environmental Protection Agency (EPA) intended to encourage the use of energy-

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efficient technologies in the workplace. Requirements to qualify for certification vary based on the speed of a Copier. For specifics on your Copier, check the Specifications section of this Guide.

<b>Exit Tray</b>	A tray attached to the output end of the copier to collect copies. This tray is usually removed when a Sorter or Finisher is installed. In this case, the top tray of the Sorter or Finisher serves as the Exit Tray.
<b>Exposure Glass</b>	The glass surface located under the Document Cover or Document Feeder. The original is placed here to make a copy. If an RADF is present, it transports the original to this location. Once here, the original is exposed by the Exposure Lamp located directly below the glass.
<b>Exposure Lamp</b>	The light source located directly below the Exposure Glass. It is the light from this lamp that exposes the original, reflects off the original, travels through the optics and exposes the Drum.
<b>Exposure Pad</b>	A Pad located on the bottom side of a Document Cover used to hold an original in place on the Exposure Glass during the exposure process.
<b>Factory Default</b>	A setting in the copier that is set at the factory. You can change some of these settings. Others can be changed by a Service Technician. See also Initial Setting.
<b>Front Cover</b>	The Cover located at the front of the copier designed to allow access to the interior of the copier. This allows the operator to add supplies, remove paper misfeeds, or perform other maintenance as prescribed by the Operator Guide.
<b>Fused Toner</b>	The image, usually black, that adheres to the surface of the copy paper. This Toner is “Fused” to the surface of the paper using pressure and heat.
<b>Fuser Assembly</b>	The unit located inside the exit area of the copier that provides heat and pressure to attach the toner to the paper surface.
<b>Fuser Cleaning Pad</b>	In certain copiers, it is necessary to clean toner residue and paper dust from the Fuser Rollers. This provides extended life of the Rollers and cleaner copies. At certain intervals, this pad must be replaced.
<b>Graphic Display</b>	A Display that shows icons related to service or supply related error condition. In some copiers, these icons may be incorporated into a graphic representation of the copier to show the approximate position of an error.
<b>Gray Scale</b>	A term referring to the shades of gray between the black and the white areas on an original or copy. Normal copies reduce the shades of gray to produce very dense blacks and clean whites. During the photo copy modes, the copier is set to reproduce the shades of gray more faithfully, but usually at the expense of the black density.
<b>Initial Settings</b>	Those settings displayed by a copier when it comes to the READY

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condition. These settings may be either the Factory Default settings, or Factory Default settings that have been modified permanently by either you or your Service Technician to better fit your application.

<b>Interrupt Key</b>	The Key used to interrupt a long copy job in process in order to run a single copy. Interrupt copies are limited to one, and the interrupt original must be copied from the Exposure Glass.
<b>Key Operator</b>	The main operator responsible for the copier. This individual performs all operator prescribed maintenance and is the main contact in the event of a service call.
<b>Lighter Copies</b>	This term refers to the amount of toner placed on the copy through the imaging process. The amount of toner is controlled by the “darkness” of the original and the amount of light used during the exposure process; more light means less toner or image.
<b>Message Display</b>	This display or part of a Touch Screen shows messages related to the status of the copier, Help messages and program information.
<b>On/Stand by Switch</b>	A switch located on the exterior of the copier used to control the power to the copier.
<b>Original Cover</b>	On copiers not equipped with a Document Feeder, a Cover protects the Exposure Glass and prevents stray light from entering the copier during the copy process. Unless copying a 3-dimensional object, the cover should be down.
<b>Original Direction Indicator</b>	This icon instructs the operator which direction to place the document in the Document Feeder or on the Exposure Glass. This is particularly helpful when different paper sizes are available and when certain features are used such as; when reducing a legal sheet to letter-size paper, the icon would instruct you to feed the original lengthwise.
<b>Paper Tray</b>	A paper carrier designed as part of the base of the copier. It is used to store and feed a stack of paper of one size. Some are designed to be adjusted but can only accommodate one size at a time.
<b>paper weight</b>	Throughout the Operator Guide there are references to 20 lb. or 24 lb. paper. This refers to a standard measuring technique. A certain number of sheets cut to a particular size weighs 20 or 24 pounds. The weight specification usually correlates with the thickness of the paper. It also generally implies stiffness with the lighter papers being more limber and the heavier papers being stiffer. Copiers are designed to feed certain weight papers through the Drawers or Cassettes. Heavier stock, such as cover stock, can be fed through the Bypass Feed Tray.
<b>Power Cord</b>	The cord used to connect the copier to the power receptacle. The plug design is specified depending on the amount of power the copier requires. Make sure the receptacle is the correct one for your copier.

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<b>READY Indicator</b>	This is an indicator that shows when the copier has warmed up and is ready to make copies. It appears in several forms; a light, an icon, and the message itself.
<b>Release Lever</b>	The lever located inside the Front Cover used to release the Upper Unit for access to the paper path.
<b>Separation Corona</b>	One of the Coronas inside the copier. It is usually located near the Drum and separates the paper from the Drum. Because it attracts the toner, and since it is located below the paper, it has a tendency to get dirty. This can require the Key Operator to either clean the coronas or call for service.
<b>Sheet Feed Bypass</b>	A tray that opens from the side of the machine, usually just above the Primary Paper Tray or LCC. It is designed to feed a single sheet at a time. This tray can be used to feed paper or transparency stock that would normally not be placed in the Feed Drawers. Since it bypasses the normal paper feeding mechanism and feeds straight through the paper path, heavier stocks (like cover stock) feed better.
<b>Sorter</b>	An accessory attached to the output of a copier designed to perform a sorting function. The sort function allows you to make multiple copy sets of an original in such a way that the pagination matches the original document.
<b>Stack Feed Bypass Feed Tray</b>	A tray that opens from the side of the machine, usually just above the LCC or Primary Paper Tray, and is designed to feed a stack of paper. This tray can be used to feed paper or transparency stock that would normally not be placed in the Feed Drawers. Since it bypasses the normal paper feeding mechanism and feeds straight through the paper path, heavier stocks (like cover stock) feed better.
<b>Stack Key</b>	This key is used to program the Stack functions. This is available only if a Sorter or Finisher is present. In the stack mode, multiples of a single page of a document are placed in separate Sorter Trays or are offset in the Finisher Tray.
<b>Start Key</b>	This Key is used to start the copying process once all selections have been made. On a Lanier copier, it is always green in color.
<b>Toner</b>	The black powder that is used to form the image on copy paper. In a color copier, it would be colored. PLEASE NOTE: Toners are designed to operate specifically in a copier and differ greatly on the copier requirements. Toner from other copiers should never be mixed. At best, the image would be too light or too dark. At worst, it can damage your copier and require a service call to have the toner cleaned out and replaced with the correct toner.
<b>Toner Container</b>	A container designed to simplify the reloading of toner in your copier.

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Make sure the toner you add is correct for your copier before loading. See the NOTE above.

**Transparencies**

A clear plastic stock used to make an overhead transparency. Because they are clear, they don't feed from paper Drawers or Cassettes. However, many Bypass Feed Trays are designed to handle transparency stock. Place your transparency stock in the Bypass Feed Tray and use a normal copy procedure.

**Transport Belt**

The rubber surface on the under side of an ADF. It grips an original and moves it across the Exposure Glass and returns it to the Document Exit Area of the Document Feeder. To keep it operating correctly and to prevent the buildup of dirt which can cause dirty copies, it must be cleaned periodically.

**User Codes**

An option, usually built into a copier that, when activated by a Technician, requires the operator to enter a User Code to make copies. The copier can contain many accounts thereby allowing the Key Operator to track copies made by individuals or departments.

**Zoom Keys**

The Zoom Keys are actually several keys that control the Enlargement or Reduction of the image on the copy. In most cases, there is a 100% (actual size) key, a key representing the highest Enlargement ratio, and a key representing the lowest Reduction ratio. Pressing these last two keys steps the copier optics in 1% increments. Pressing the 100% key returns the copier to the actual size mode.



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# ***Index***



## ***Chapter Overview***

This index provides page references to many terms and features of this machine.

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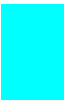
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