



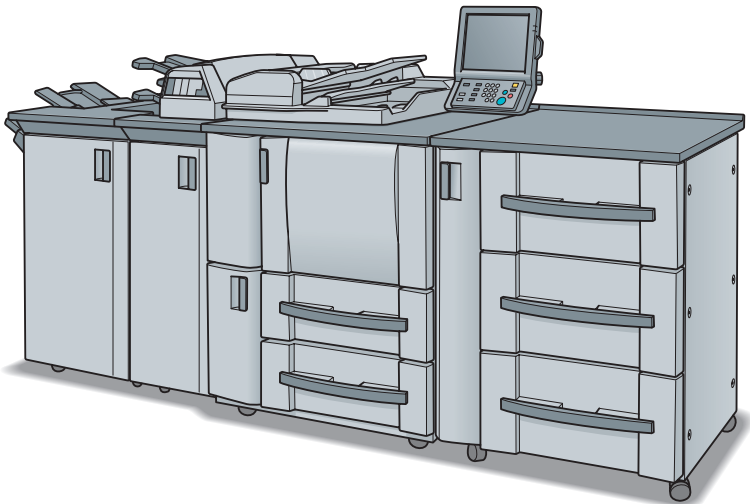
KONICA MINOLTA

The essentials of imaging

bizhub PRO **1050/1050e**

User's Guide

Copier



- **Machine Information**
 - Section 1: Safety Information
 - Section 2: Preparation for Use
 - Section 3: Paper and Original Information
 - Section 4: Supplies & Handling
 - Section 5: Troubleshooting
 - Section 6: Maintenance
 - Section 7: Machine Specifications
- **Copying Operation**
 - Section 8: Before Making Copies
 - Section 9: Basic Job Settings
 - Section 10: Job Management
 - Section 11: Applications
 - Section 12: Setting Output Methods
 - Section 13: Advanced Information

bizhub PRO 1050/1050e

User's Guide



ENERGY STAR® Program

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

Auto Low Power

This function conserves energy by lowering the set temperature of the fixing unit. In the standard setting, Auto Low Power operates automatically when 15 minutes have elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time.

The time period for the Auto Low Power function can be set for 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes, or 240 minutes.

Automatic Shut-Off

This function achieves further energy conservation by partially turning the power supply OFF, thereby reducing energy consumption to 105 W or less. In the standard setting, Automatic Shut-Off follows Auto Low Power, operating automatically when 90 minutes have elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time.

The time period for the Automatic Shut-Off function can be set for 30 minutes, 60 minutes, 90 minutes, 120 minutes or 240 minutes.

Automatic Duplex Copying

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

Combination

To reduce paper consumption, this function can also be used to lay out and copy a fixed number (2, 4, or 8) of pages onto one sheet of copy paper.

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

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- No part of this manual may be used or duplicated without permission.
- Manufacturer and Sales Company will have no liability for any influences caused by using the printing system and this User's Guide.
- The information written in this User's Guide is subject to change without prior notice.

Composition of User's Guide

This machine is provided with the following user's guides as printed matters.

*** *bizhub PRO 1050/1050e User's Guide - Copier <This book>***

This guide describes an outline of the machine and copy operations.

Please refer to this guide for safety information, turning on/off the machine, paper supply, dealing with machine trouble such as paper jam, and copy operation available on the machine.

*** *bizhub PRO 1050/1050e User's Guide - POD Administrator's reference***

This guide provides you with detailed information about the machine management and how to customize the machine according to your daily use.

Please refer to this guide for a setup and management of the machine including registration of copy paper, tray setting, and a network setup.

*** *bizhub PRO 1050/1050e User's Guide - Network Scanner***

This guide describes the operation of the network scanner function equipped for the machine as standard.

Please refer to this guide for full information on storing data (Scan to HDD, Scan to E-Mail, Scan to FTP, Scan to SMB) or reading data.

*** *bizhub PRO 1050/1050e User's Guide - Security***

This guide describes the security functions.

Please refer to this guide for how to use the Security Strengthen mode, and for detailed machine operation in Security Strengthen mode.

The following user's guide is also provided as a PDF file.

*** *bizhub PRO 1050/1050e User's Guide - Printer***

This guide describes the operation of the printer function equipped for the machine as standard.

Please refer to this guide for how to use PCL driver, Adobe PS driver, Konica Minolta PS driver, and PageScope Web Connection in user mode.

To operate safely, be sure to read "Section 1 Safety Information" in "bizhub PRO 1050/1050e User's Guide - Copier" before using the machine.

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Machine Information

SECTION

1

Safety Information

Precautions for Installation and Use

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Safety Information

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



Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

- Please keep this manual in a handy place near the machine.
- Make sure you observe all of the precautions appear in each section of this manual.







Note: Some parts of the contents of this section may not correspond with the purchased product.

Warning and Precaution Symbols

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



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

Meaning of Symbols

-  A triangle indicates a danger against which you should take precaution.
-  This symbol warns against cause burns.
-  A diagonal line indicates a prohibited course of action.
-  This symbol warns against dismantling the device.
-  A solid circle indicates an imperative course of action.
-  This symbol indicates you must unplug the device.

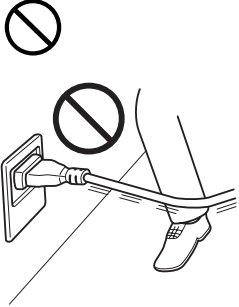
Disassemble and modification

WARNING








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







Power cord




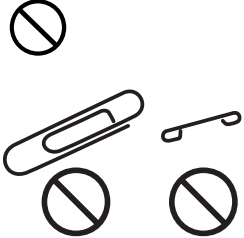








WARNING











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










Safety Information (continued)










Power source	
 WARNING	
<ul style="list-style-type: none">• Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock.	
<ul style="list-style-type: none">• Connect power plug directly into wall outlet having the same configuration as the plug. Use of an adapter leads to the product connecting to inadequate power supply (voltage, current capacity, grounding), and may result in fire or shock. If proper wall outlet is not available, the customer shall ask qualified electrician for the installation.	
<ul style="list-style-type: none">• Do not use a multiple outlet adapter nor an extension cord in principle. Use of an adapter or an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.	
<ul style="list-style-type: none">• Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire.	
 CAUTION	
<ul style="list-style-type: none">• The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.	

Power plug	
 WARNING	
<ul style="list-style-type: none">• Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.	
<ul style="list-style-type: none">• Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.	
 CAUTION	
<ul style="list-style-type: none">• Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.	
<ul style="list-style-type: none">• Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.	

Grounding	
 WARNING	
<ul style="list-style-type: none"> • Connect the power cord to an electrical outlet that is equipped with a grounding terminal. 	
Installation	
 WARNING	
<ul style="list-style-type: none"> • Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. 	
 CAUTION	
<ul style="list-style-type: none"> • After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury. 	
<ul style="list-style-type: none"> • Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result. 	
<ul style="list-style-type: none"> • Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown. 	
<ul style="list-style-type: none"> • Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction. 	
<ul style="list-style-type: none"> • Do not use flammable sprays, liquids, or gases near this product, as a fire could result. 	
Ventilation	
 CAUTION	
<ul style="list-style-type: none"> • Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals. 	

Actions in response to troubles	
 WARNING	
<ul style="list-style-type: none"> Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result. 	
<ul style="list-style-type: none"> Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result. 	
 CAUTION	
<ul style="list-style-type: none"> The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label. 	
Consumables	
 WARNING	
<p>Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.</p>	
 CAUTION	
<ul style="list-style-type: none"> Do not leave a toner bottle or drum in a place within easy reach of children. Licking or ingesting any of these things could injure your health. 	
<ul style="list-style-type: none"> Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction. 	

When moving the machine	
 CAUTION	
<ul style="list-style-type: none">Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.	
<ul style="list-style-type: none">When moving this product, always hold it by the locations specified in the User manual or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.	
Before successive holidays	
 CAUTION	
<ul style="list-style-type: none">Unplug the product when you will not use the product for long periods of time.	
Paste pellet	
 CAUTION	
<ul style="list-style-type: none">Do not put paste pellets close to fire. Paste pellets are flammable and easy to catch on fire.	
<ul style="list-style-type: none">Do not swallow paste pellets. Should you swallow any, drink large amount of water or milk to vomit, and immediately consult a doctor.	
<ul style="list-style-type: none">Keep out of reach of children in order to avoid unexpected accidents.	

Perfect Binder	
 CAUTION	
<ul style="list-style-type: none"> Do not use the Perfect Binder without ventilation for an extended period of time. Ensure to ventilate the room on a regular basis. It is recommended that the Perfect Binder should be installed in a place with a local exhaust system. Using the Perfect Binder in a room without appropriate ventilation could pose health hazard. 	
<ul style="list-style-type: none"> Handle melted hot paste carefully. If it gets in the eye, do not rub nor try to open the eye, but cool it with cold water immediately and consult a doctor. 	
<ul style="list-style-type: none"> Do not touch melted hot paste as it may cause burn injury. If it sticks on your skin, cool that part of the skin with cold water immediately and consult a doctor. 	
<ul style="list-style-type: none"> Do not touch the paste tank unit immediately after you turned off the machine to avoid burn injury. Wait until the unit is no longer hot when you handle it directly with your hands. 	
<ul style="list-style-type: none"> Do not put the paste hopper and the paste tank unit close to fire. Paste is flammable and easy to catch on fire. 	
<ul style="list-style-type: none"> Do not get close to the vapor emitted from melted hot paste. If you have irritation in or around your eyes, nose or throat, move to an area where you can get fresh air. 	
<ul style="list-style-type: none"> Do not block up the vent for the fan on the back of the Perfect Binder. This will prevent the discharge of heat, and may cause fire or breakdown. 	
<ul style="list-style-type: none"> Do not change the temperature setting for the paste tank unit. This may cause fire or breakdown. 	

Regulation Notices

● Laser Safety

This product employs a Class 3B laser diode having maximum power of 15 mW and wavelength of 770 - 800 nm.

This product is certified as a Class 1 laser product. Since the laser beam is concealed by protective housings, the product does not emit hazardous laser radiation as long as the product is operated according to the instructions in this manual.

- For Denmark Users

ADVARSEL

Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion.

Undgå udsættelse for stråling.

Klasse 1 laser produkt der opfylder IEC 60825-1 sikkerheds kravene.

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 15 mW og bølgelængden er 770 - 800 nm.

- For Norway Users

ADVARSEL

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

Dette er en halvleder laser. Maksimal effekt tillaserdiode er 15 mW og bølgelengde er 770 - 800 nm.

- For Finland, Sweden Users

LUOKAN 1 LASERLAITE

KLASS 1 LASER APPARAT

VAROITUS!

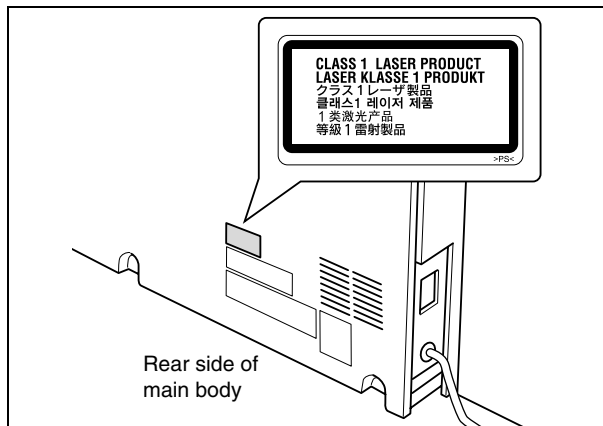
Laitteen käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin suurin teho on 15 mW ja aallonpituus on 770 - 800 nm.

WARNING!

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

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 15 mW och våglängden är 770 - 800 nm.



● Ozone Release

During print operation, a small quantity of ozone is released. This amount is not large enough to harm anyone adversely. However, be sure the room where the machine is being used has adequate ventilation, especially if you are printing a high volume of materials, or if the machine is being used continuously over a long period.

● Electromagnetic Interference

This product must be used with a shielded network cable and shielded USB interface cable.

The use of non-shield cables is likely to result in interference with radio communications and is prohibited under CISPR 22 and local rules.

● For European Users

This product complies with the following EU directives:
89/336/EEC, 73/23/EEC and 93/68/EEC

This declaration is valid for the areas of the European Union (EU) or EFTA only.

This device must be used with a shielded network cable and shielded USB interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under 89/336/EEC rules.

● For German Users

Maschinenlärminformations -Verordnung - 3. GSGV, 18.01.1991:

Der arbeitsplatzbezogene Immissionswert betraegt 70 dB(A) oder weniger nach ISO 7779.

● Notification for US only

Contains Mercury in the LCD control panel backlighting lamp, and/or in the scanning unit lamp. Dispose According to Local, State or Federal Laws.

● Notification for California Customers

This product uses a CR Lithium Battery which contains perchlorate material.

This perchlorate warning applies to perchlorate-containing lithium batteries sold or distributed in California, USA.

“Perchlorate Material - Special handling may apply, See www.dtsc.ca.gov/hazardouswaste/perchlorate.”

Caution Labels and Indicators

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

(Entrance of the reversal output unit)



(Right side of the fixing unit)



(Top surface of the fixing unit)



CAUTION

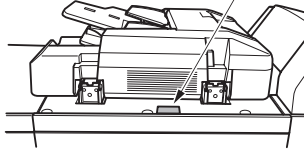
DO NOT put your hand between the main body and developing fixing unit; otherwise you may be injured.

CAUTION

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

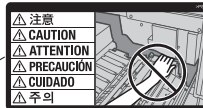
CAUTION

DO NOT INSERT your finger into the two RADF hinge portions; otherwise you may be injured.



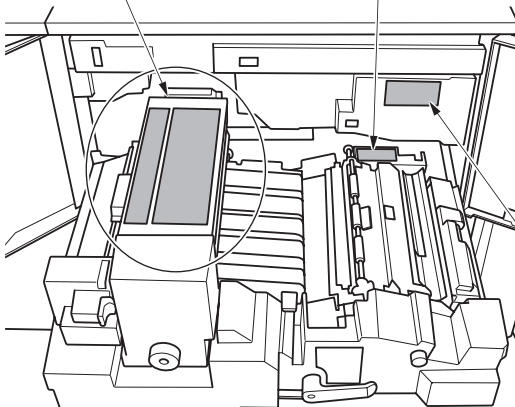
CAUTION

DO NOT put your hand between the main body and developing fixing unit; otherwise you may be injured.



CAUTION

This product employs a Class IIIb Laser Diode that emits an invisible laser beam. The cover should not be opened under any circumstances.

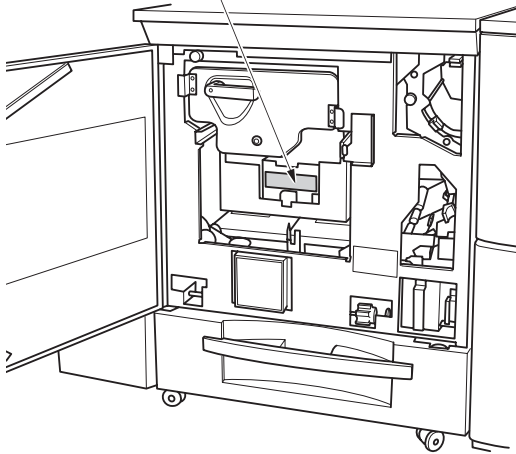


Caution Labels and Indicators (continued)

	⚠ CAUTION High temperature!	⚠ ATTENTION Température élevée!
	⚠ VORSICHT Heiße Oberfläche!	⚠ PRECAUCIÓN ¡Temperatura alta!
	⚠ ATTENZIONE Alta temperatura!	⚠ CUIDADO Alta Temperatura!
	⚠ 注意 高温! ⚠ 注意 高温! ⚠ 주의 고온! ⚠ تحذير حرارة عالية! ⚠	

CAUTION

The paste tank unit is very hot. To avoid getting burned **DO NOT TOUCH.**

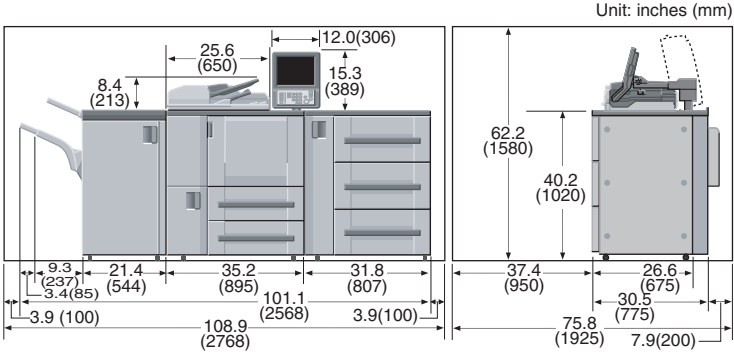


Reminder!

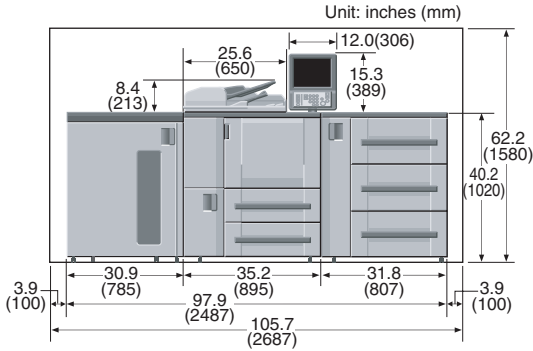
Do not remove caution labels. Should any caution label or caution indicator be illegible due to soilage, clean the label. If any caution label is removed or cleaning does not render the label legible, please contact your service representative.

Installation Space

Allow sufficient space for facilitating copy operation, replenishing consumables, changing parts, and periodic inspection. The whole machine may weigh approx. 2,360.6 lb (1,073 kg) at maximum, depending on the combination of options. Be sure to choose a level and solid floor for the installation place.

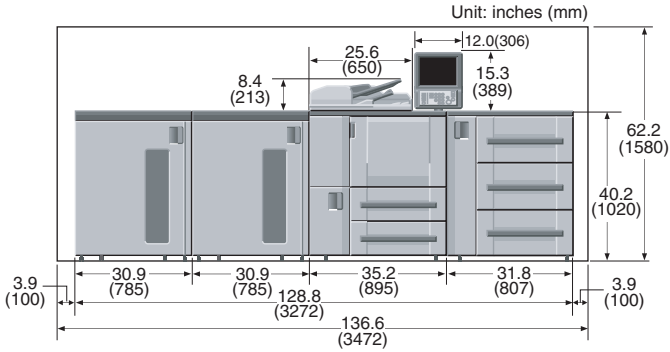


Main body + DF-603 + PF-701 + FS-503

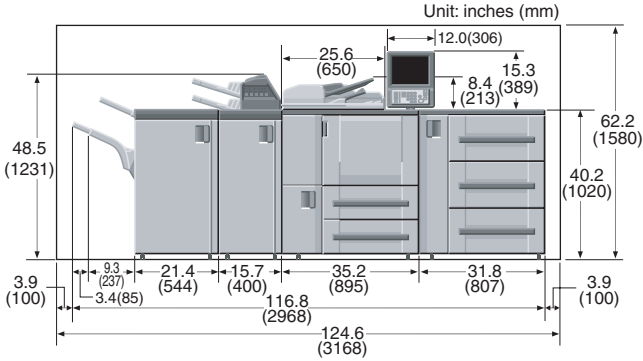


Main body + DF-603 + PF-701 + LS-502

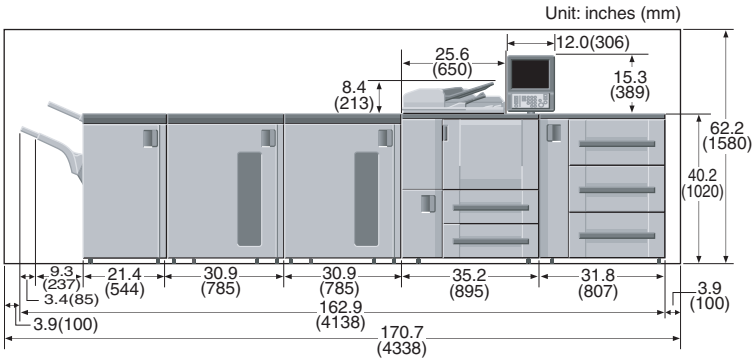
Installation Space (continued)



Main body + DF-603 + PF-701 + LS-501 + LS-502

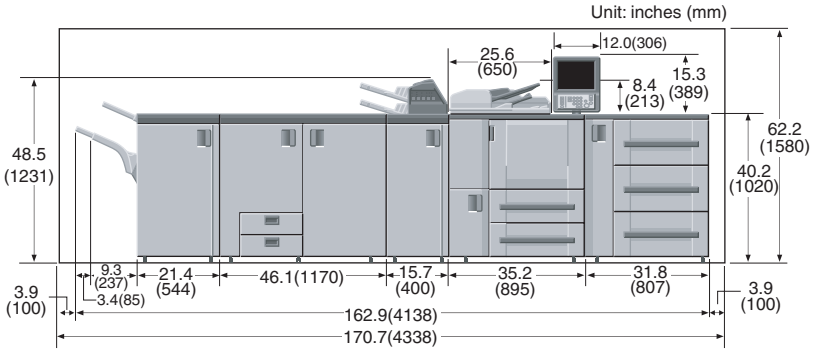


Main body + DF-603 + PF-701 + FD-501 + FS-503

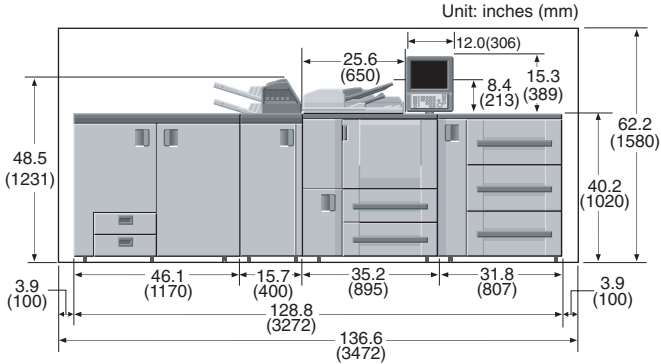


Main body + DF-603 + PF-701 + LS-501 (x2) + FS-503

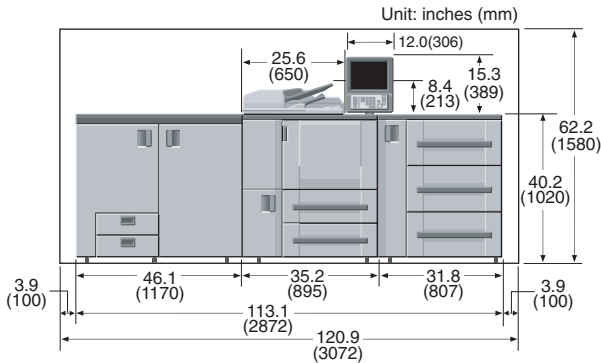
Installation Space (continued)



Main body + DF-603 + PF-701 + FD-501 + SD-501 + FS-503

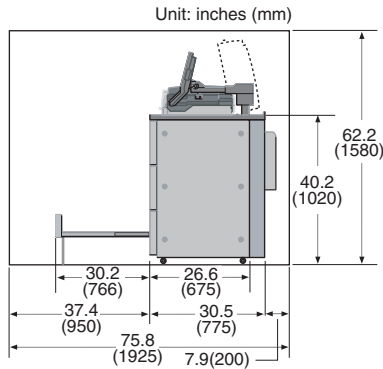


Main body + DF-603 + PF-701 + FD-501 + SD-501

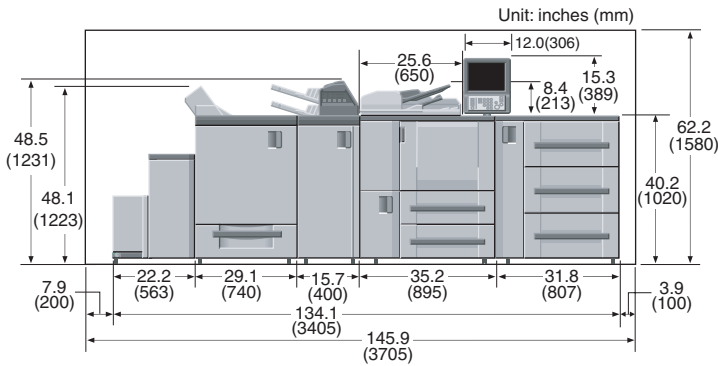


Main body + DF-603 + PF-701 + SD-501

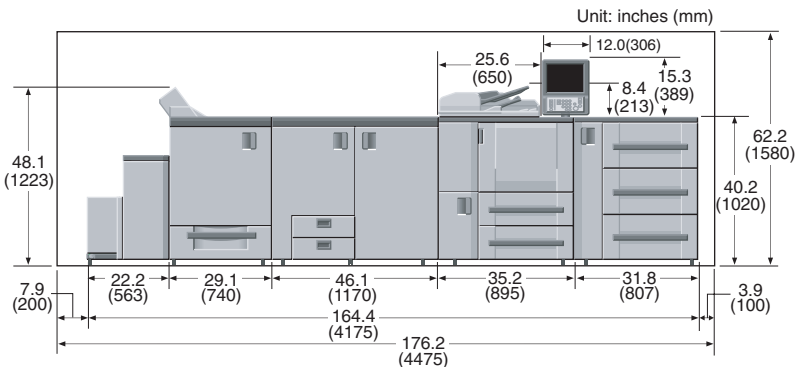
Installation Space (continued)



Main body + DF-603 + PF-701 + SD-501 (Side view)

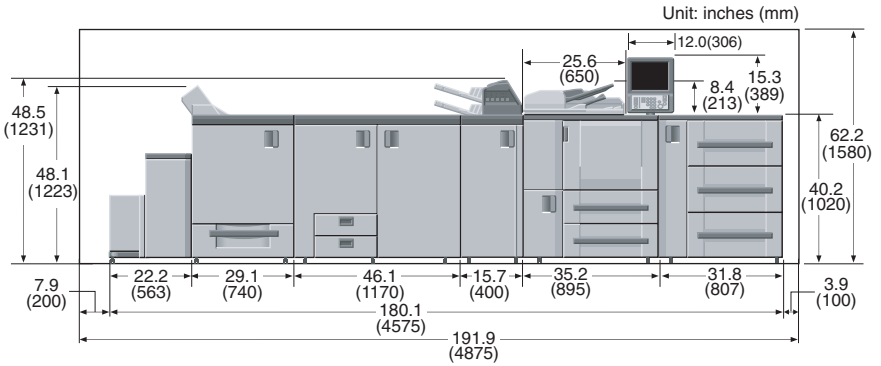


Main body + DF-603 + PF-701 + FD-501 + PB-501

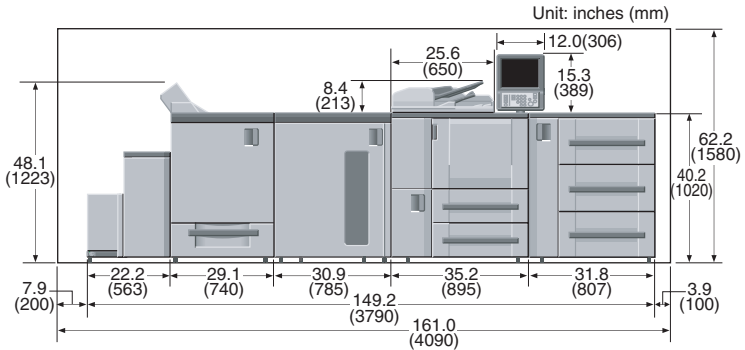


Main body + DF-603 + PF-701 + SD-501 + PB-501

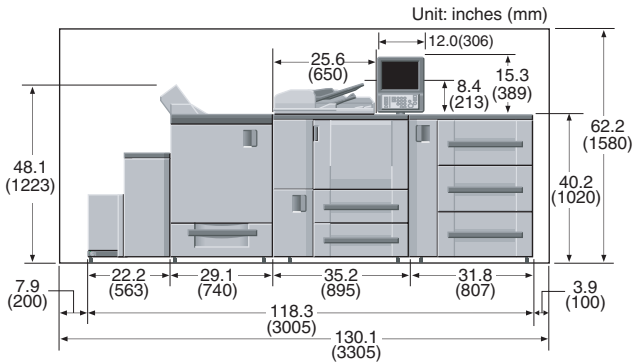
Installation Space (continued)



Main body + DF-603 + PF-701 + FD-501 + SD-501 + PB-501

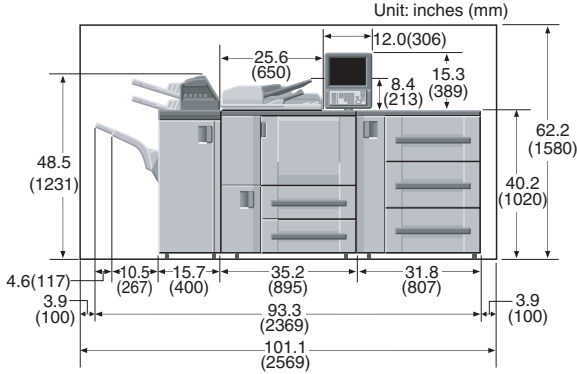


Main body + DF-603 + PF-701 + LS-501 + PB-501

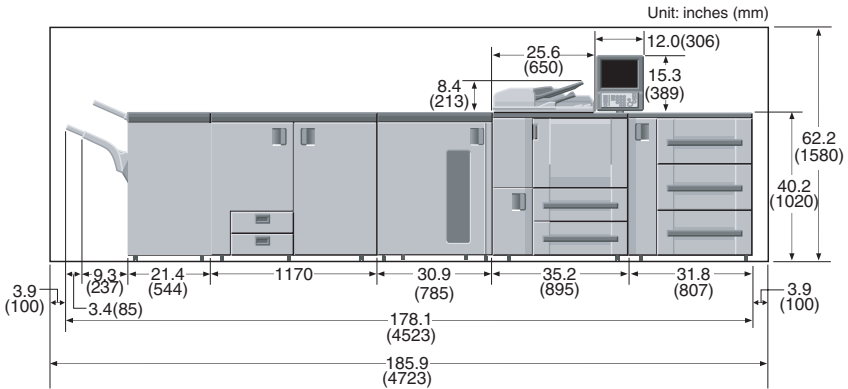


Main body + DF-603 + PF-701 + PB-501

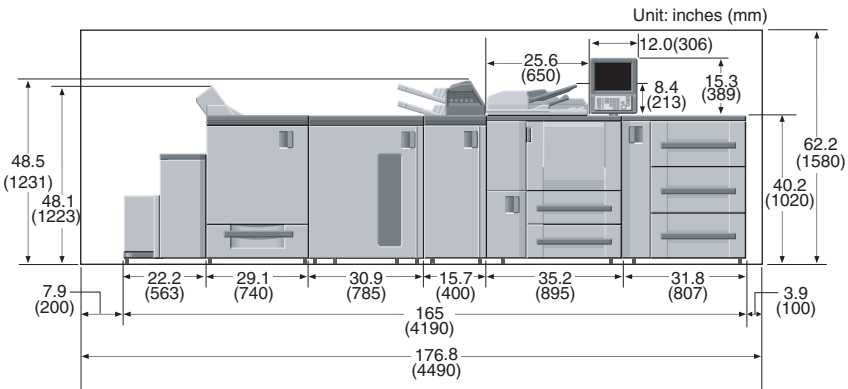
Installation Space (continued)



1050/1050e + DF-603 + PF-701 + FD-501



1050/1050e + DF-603 + PF-701 + LS-501 + SD-501 + FS-503



1050/1050e + DF-603 + PF-701 + FD-501 + LS-501 + PB-501

SECTION

2

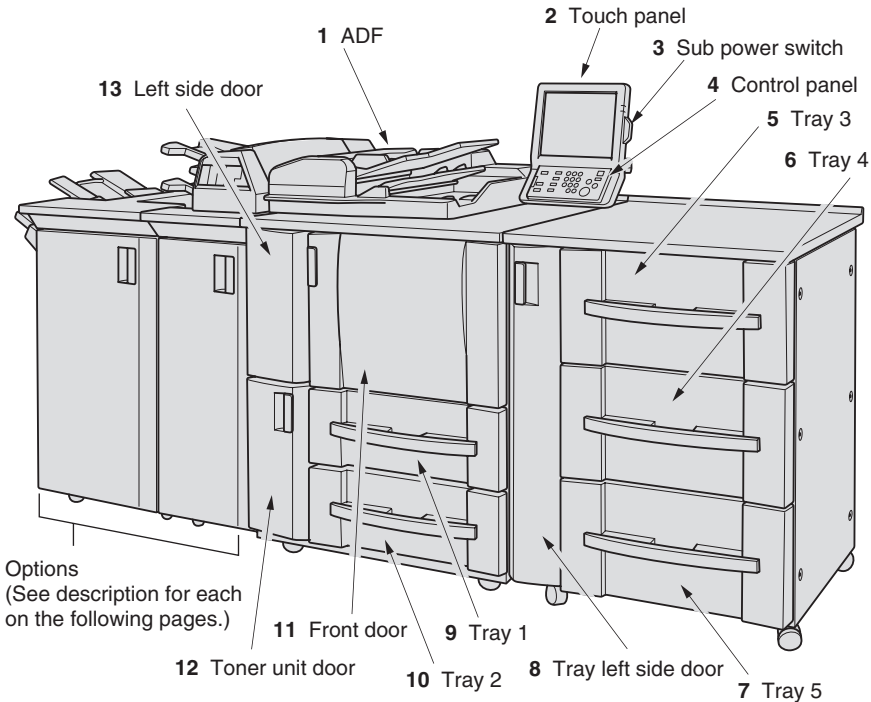
Preparation for Use

Machine Information and Management for Use

Machine Configuration.....	2-2
Turning On/Off the Power Switch.....	2-18
To Use Machine When Power Save LED Lights.....	2-21
Making User Authentication.....	2-25

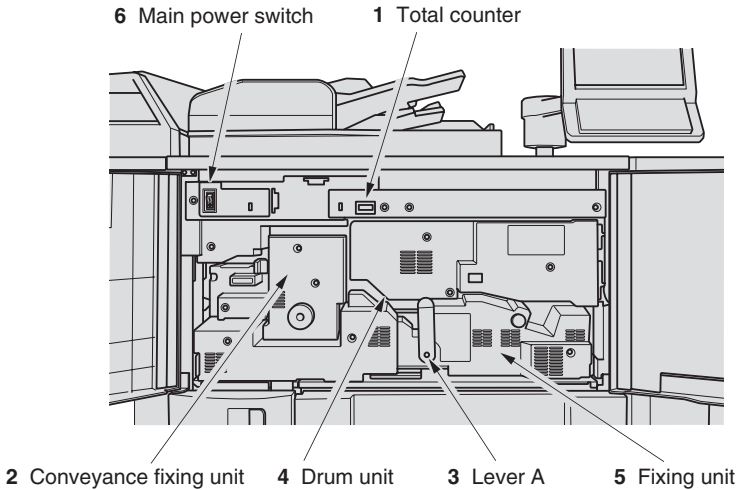
Machine Configuration

External Machine Items



- 1 ADF (Automatic Document Feeder)** automatically feeds multiple originals one at a time to the original glass for copying.
- 2 Touch Panel** displays interactive operation screens.
- 3 Sub power switch** turns machine power ON/OFF when pressed.
- 4 Control panel** controls copier operations and displays messages as required.
- 5 Tray 3** (universal tray) is user-adjustable and holds 2,000 sheets from 11"x17" to 5.5"x8.5".
- 6 Tray 4** (universal tray) is user-adjustable and holds 2,000 sheets from 11"x17" to 5.5"x8.5". OHP films and thick paper are available from this tray only.
- 7 Tray 5** (universal tray) is user-adjustable and holds 2,000 sheets from 11"x17" to 5.5"x8.5".
- 8 Tray left side door** opens to allow removal of mishandled paper.
- 9 Tray 1** (universal tray) is user-adjustable and holds 1,500 sheets from 11"x17" to 5.5"x8.5".
- 10 Tray 2** (universal tray) is user-adjustable and holds 1,500 sheets from 11"x17" to 5.5"x8.5".
- 11 Front door** opens to allow removal of mishandled paper.
- 12 Toner unit door** opens to allow toner supply.
- 13 Left side door** opens together with the Front door to allow removal of mishandled paper or when turning on/off the main power switch.

Internal Machine Items



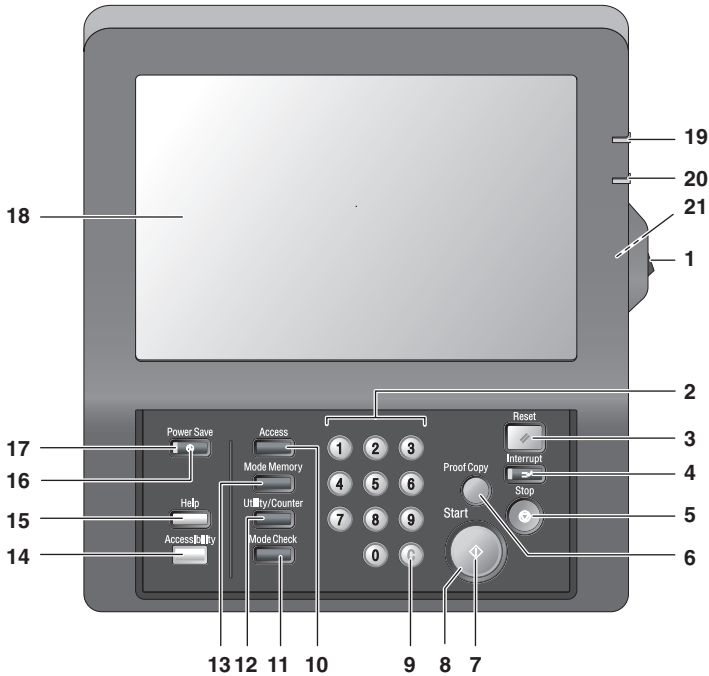
- 1 Total counter** indicates the total number of copies and prints made.
- 2 Conveyance fixing unit** passes the paper through the drum unit, and fuses the toner onto the copy paper, and is to be withdrawn for removal of mishandled paper.
- 3 Lever A** can be moved to withdraw the conveyance fixing unit for removal of mishandled paper.
- 4 Drum unit** forms the copy image.
- 5 Fixing unit** fuses the toner onto the copy paper.
- 6 Main power switch** used only by service representative turns machine power on/off when pressed.



CAUTION

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

Control Panel Layout



- 1 **Sub power switch** turns machine power on/off when pressed.
- 2 **Keypad** enters numeric values.
- 3 **Reset** restores copier to the initial settings.
- 4 **Interrupt** stops copying/printing/scanning in progress to allow a simple copying job.
- 5 **Stop** ceases the copying sequence; deletes the stored memory.
- 6 **Proof Copy** outputs a single set of copies to confirm whether the current settings are selected properly.
- 7 **Start** activates copying or scanning.
- 8 **Start LED** lights in green when machine operation is available, and turns red if any operation cannot be started.
- 9 **[C]** (Clear quantity) allows resetting of print quantity.
- 10 **Access** sets the machine to allow copying/scanning/printing only when the User Authentication/Volume Track password is entered.
- 11 **Mode Check** displays a screen showing all settings that are selected for the current job.
- 12 **Utility/Counter** displays the Utility Menu Screen / Counter Screen or accesses programming modes for setting special functions.
- 13 **Mode Memory** displays screens for selecting job store/job recall functions.
- 14 **Accessibility** adjusts the response time when touch panel keys or control panel keys are pressed.
- 15 **Help** displays a screen with help for the currently selected function.

Machine Configuration (continued)

- 16 **Power Save** enables temporary use of the machine when the Power Save LED is lit, or activates power-saving mode for times when the copier is inactive.
- 17 **Power Save LED** lights when any power-saving mode is activated, machine power is off due to the timer function, or user password is required for use.
- 18 **Touch panel** displays machine and copying status, help information, interactive screens, and touch keys for selecting all functions.
- 19 **Power LED** lights in red when the main power switch is turned ON, then turns green when the sub power switch is turned ON.
- 20 **Data LED** blinks while receiving print data.
- 21 **Brightness adjustment dial** can be turned to adjust the brightness of the touch panel (positioned at the back).



CAUTION

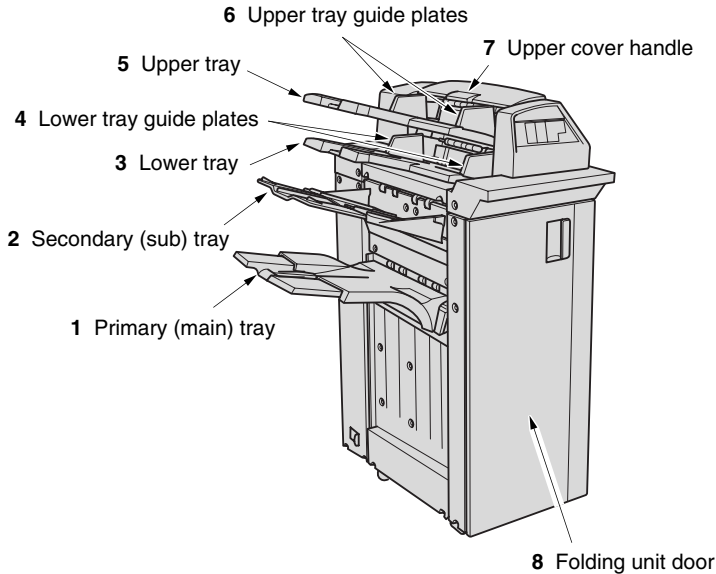
The touch panel of the control panel is covered with glass. Do not drop heavy objects on the glass, or put excess weight or pressure on it; otherwise the glass may break or scratched and you may be injured.



CAUTION

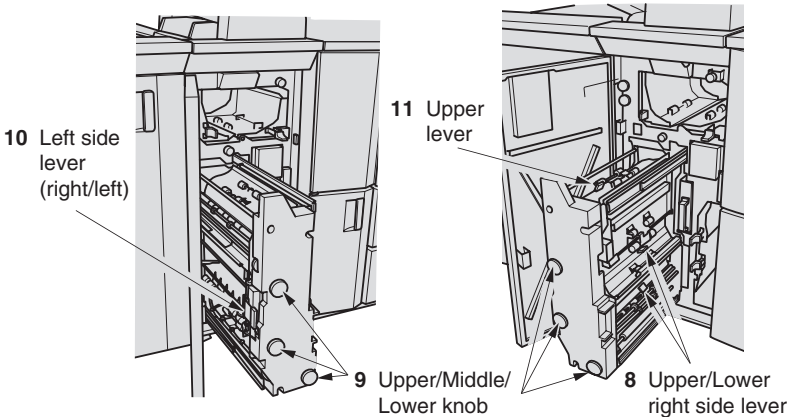
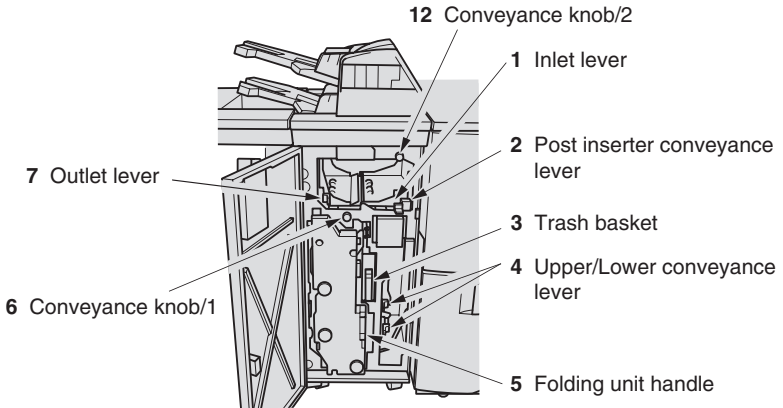
If the Service Call Screen is displayed and copier operations cannot be continued anymore, stop the operation to prevent any unexpected accident. Write down the report code as stated on the 2nd line of the message, then switch off the machine and disconnect from the power socket. Contact your service representative and inform them of the report code.

Folding Unit FD-501



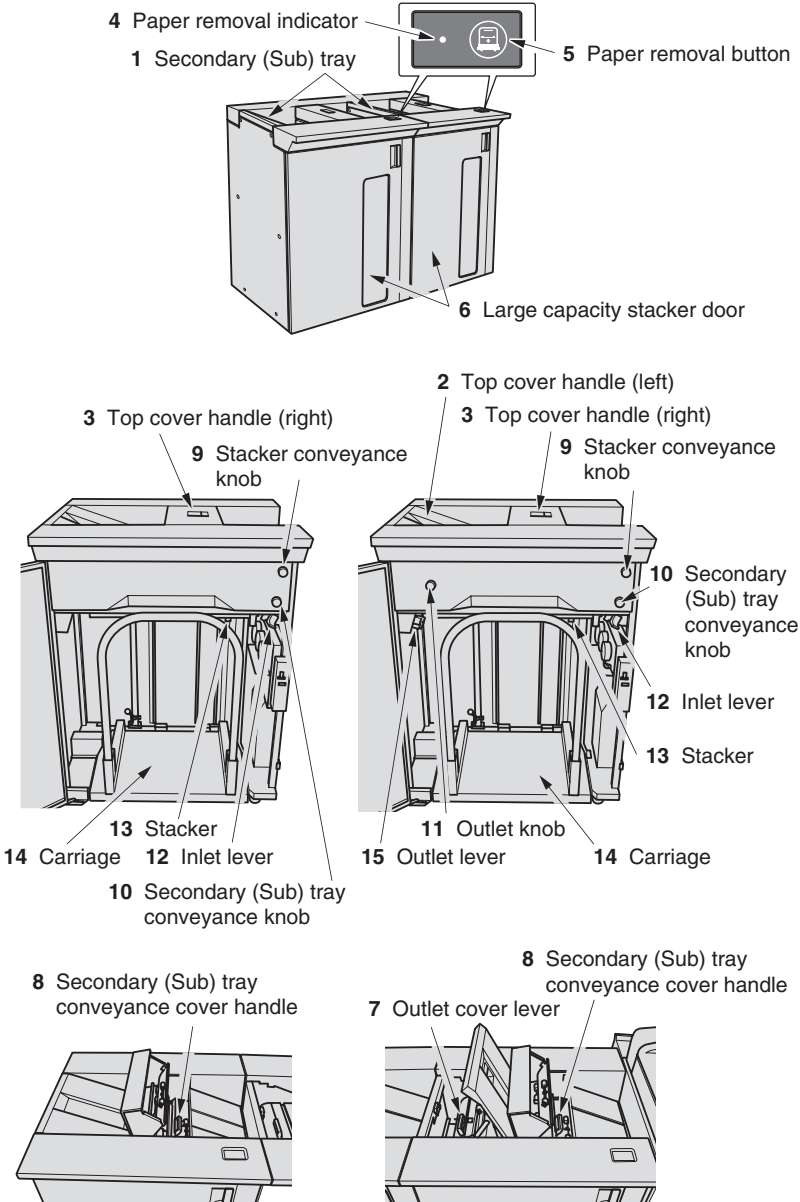
- 1 Primary (main) tray** holds sets output in Non-sort mode, Punch mode, or Staple mode.
- 2 Secondary (sub) tray** holds sets output in Non-sort mode.
- 3 Lower tray** holds cover sheets.
- 4 Lower tray guide plates** hold cover sheets to fix the position.
- 5 Upper tray** holds cover sheets.
- 6 Upper tray guide plates** hold cover sheets to fix the position.
- 7 Upper cover handle** opens to allow removal of mishandled paper.
- 8 Folding unit door** opens to allow removal of mishandled paper or waste paper.

Machine Configuration (continued)



- 1 Inlet lever** opens leftward to remove mishandled paper.
- 2 Post inserter conveyance lever** (behind the inlet lever) opens leftward to remove mishandled paper.
- 3 Trash basket** holds waste paper punched out.
- 4 Upper/Lower conveyance lever** opens rightward to remove mishandled paper.
- 5 Folding unit handle** withdraws the unit to allow removal of mishandled paper.
- 6 Conveyance knob/1** can be turned counterclockwise to ease removal of mishandled paper.
- 7 Outlet lever** opens rightward to remove mishandled paper.
- 8 Upper/Lower right side lever** opens upward to remove mishandled paper.
- 9 Upper/Middle/Lower knob** can be turned clockwise to ease removal of mishandled paper.
- 10 Left side lever (right/left)** opens leftward to remove mishandled paper.
- 11 Upper lever** opens upward to remove mishandled paper.
- 12 Conveyance knob/2** can be turned clockwise to ease removal of mishandled cover paper.

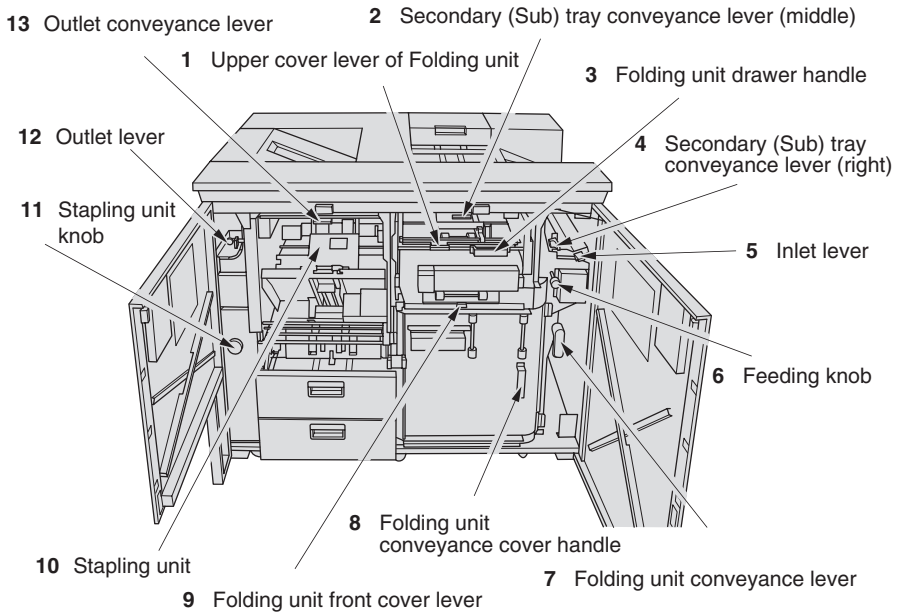
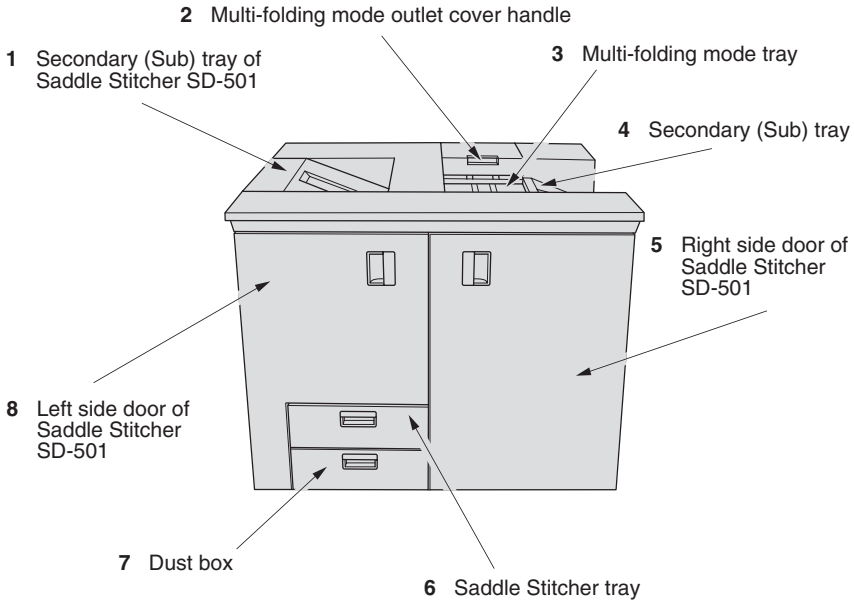
Large Capacity Stacker LS-501/LS-502



Machine Configuration (continued)

- 1 **Secondary (Sub) tray** holds sets output in Non-sort mode.
- 2 **Top cover handle (left)** opens to remove mishandled paper.
- 3 **Top cover handle (right)** opens to remove mishandled paper.
- 4 **Paper removal indicator** lights while the stacker goes down in order to allow takeout of printed sheets.
- 5 **Paper removal button** is pressed to take out printed sheets from the stacker.
- 6 **Large capacity stacker door** opens to take out printed sheets from the stacker.
- 7 **Outlet cover lever** opens to remove mishandled paper.
- 8 **Secondary (Sub) tray conveyance cover handle** opens to remove mishandled paper.
- 9 **Stacker conveyance knob** can be turned clockwise to feed mishandled paper to the stacker.
- 10 **Secondary (Sub) tray conveyance knob** can be turned clockwise to feed mishandled paper to the secondary (sub) tray.
- 11 **Outlet knob** can be turned clockwise to feed mishandled paper to the outlet.
- 12 **Inlet lever** opens downward to remove mishandled paper.
- 13 **Stacker** holds sets output in Non-sort mode or Collated mode (offset).
- 14 **Carriage** carries paper together with the stacker.
- 15 **Outlet lever** opens downward to remove mishandled paper.

Saddle Stitcher SD-501



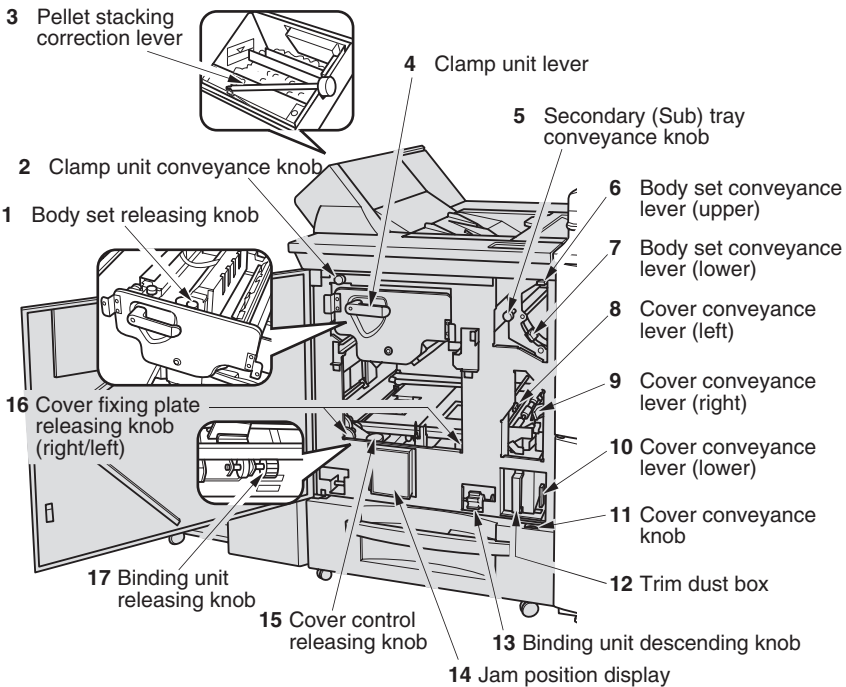
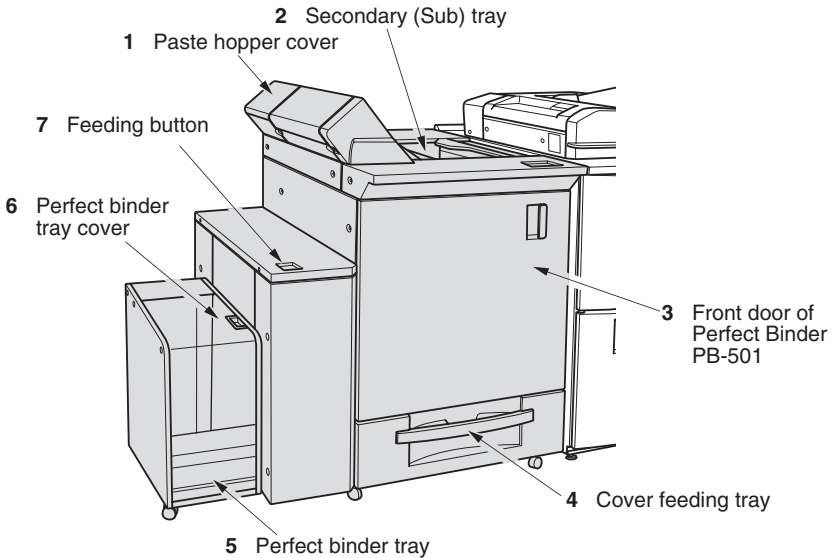
External View

- 1 **Secondary (Sub) tray of Saddle Stitcher SD-501** holds non-sorted sets output from Saddle Stitcher.
- 2 **Multi-folding mode outlet cover handle** opens the cover to remove mishandled paper when using multi-folding mode.
- 3 **Multi-folding mode tray** holds sets output in multi-folding mode.
- 4 **Secondary (Sub) tray** holds non-sorted sets output from the machine on the right side of the Saddle Stitcher.
- 5 **Right side door of Saddle Stitcher SD-501** opens to remove mishandled paper.
- 6 **Saddle Stitcher tray** is withdrawn when using Fold&Staple mode.
- 7 **Dust box** is withdrawn to remove waste paper.
- 8 **Left side door of Saddle Stitcher SD-501** opens for staple supply or to remove mishandled paper.

Internal View

- 1 **Upper cover lever of Folding unit** opens the upper cover to remove paper misfed inside the Folding unit.
- 2 **Secondary (Sub) tray conveyance lever (middle)** opens downward to remove mishandled paper.
- 3 **Folding unit drawer handle** opens the drawer to remove paper misfed inside the Folding unit.
- 4 **Secondary (Sub) tray conveyance lever (right)** opens upward to remove mishandled paper.
- 5 **Inlet lever** opens leftward to remove mishandled paper.
- 6 **Feeding knob** can be turned clockwise to feed mishandled paper to the Folding unit.
- 7 **Folding unit conveyance lever** opens rightward to remove mishandled paper.
- 8 **Folding unit conveyance cover handle** opens the cover to remove mishandled paper.
- 9 **Folding unit front cover lever** opens upward to remove mishandled paper.
- 10 **Stapling unit** staples folded sets.
- 11 **Stapling unit knob** can be turned clockwise to feed mishandled paper.
- 12 **Outlet lever** opens leftward to remove mishandled paper.
- 13 **Outlet conveyance lever** opens downward to remove mishandled paper.

Perfect Binder PB-501



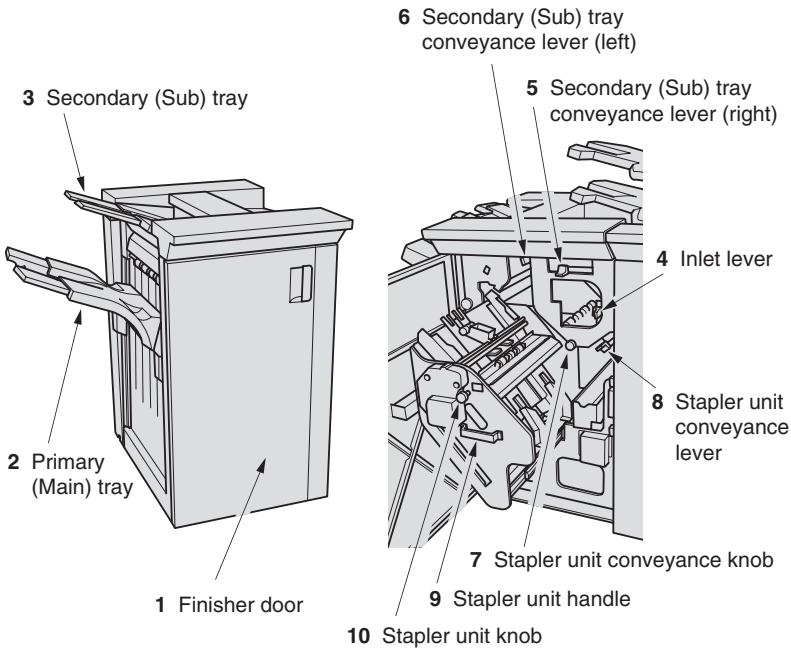
External View

- 1 **Paste hopper cover** opens for supply of paste pellet or for removal of paste pellets stuck inside the paste hopper.
- 2 **Secondary (Sub) tray** holds sets output without being processed by the perfect binder.
- 3 **Front door of Perfect Binder PB-501** opens to remove mishandled paper and waste trimmings.
- 4 **Cover feeding tray** holds cover paper.
- 5 **Perfect binder tray** holds sets output in Perfect Binding mode.
- 6 **Perfect binder tray cover** opens to take out the bound sets from the tray.
- 7 **Feeding button** is pressed to feed the bound set leftward.

Internal View

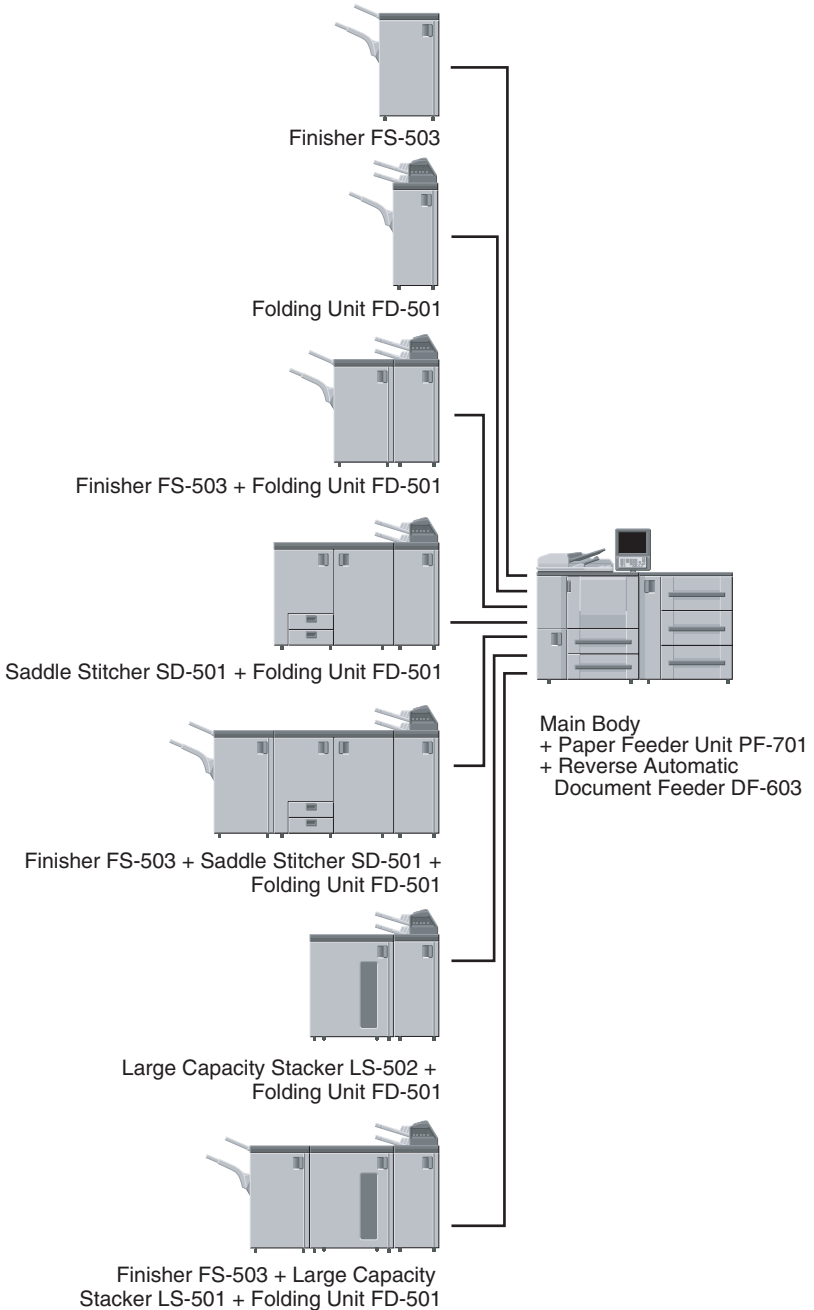
- 1 **Body set releasing knob in clamp unit** can be turned clockwise to take out the body set fixed in the clamp unit.
- 2 **Clamp unit conveyance knob** can be turned clockwise to feed the body set for removal of mishandled paper.
- 3 **Pellet stacking correction lever** is pushed downward for removal of paste pellets stuck inside the paste hopper.
- 4 **Clamp unit lever** can be turned clockwise to withdraw the clamp unit for removal of body set mishandled in the clamp unit.
- 5 **Secondary (Sub) tray conveyance knob** can be turned counterclockwise to feed the mishandled paper into the secondary (sub) tray.
- 6 **Body set conveyance lever (upper)** opens downward to remove mishandled body set.
- 7 **Body set conveyance lever (lower)** opens upward to remove mishandled body set.
- 8 **Cover conveyance lever (left)** opens upward to remove mishandled cover sheet.
- 9 **Cover conveyance lever (right)** opens leftward to remove mishandled cover sheet.
- 10 **Cover conveyance lever (lower)** opens leftward with the trim dust box drawn out to remove mishandled cover sheet.
- 11 **Cover conveyance knob** can be turned clockwise to remove mishandled cover sheet.
- 12 **Trim dust box** is withdrawn to remove waste paper.
- 13 **Binding unit descending knob** can be turned downward to let the binding unit down for removal of mishandled paper.
- 14 **Jam position display** indicates the position of mishandled paper by LED lamps.
- 15 **Cover control releasing knob** can be turned clockwise to remove cover sheet from the binding unit.
- 16 **Cover fixing plate releasing knob (right/left)** can be turned clockwise for the left knob and counterclockwise for the right knob to release the cover fixing plate for removal of mishandled paper.
- 17 **Binding unit releasing knob** can be turned downward to remove cover sheet from the binding unit in the top position.

Finisher FS-503

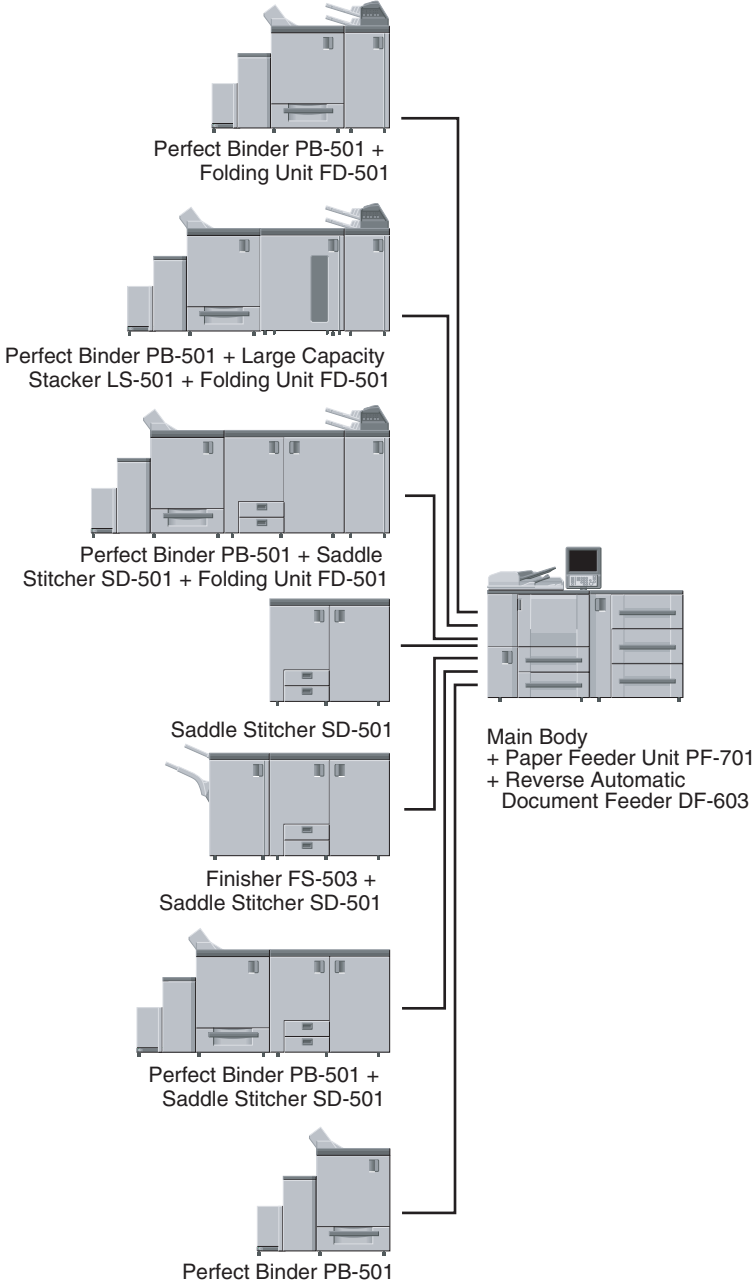


- 1 Finisher door** opens to the internal Finisher to allow clearing mishandled paper and replenishing staples.
- 2 Primary (Main) tray** holds sets output in Non-sort mode, Collated mode (offset), or Staple mode.
- 3 Secondary (Sub) tray** holds sets output in Non-sort mode.
- 4 Inlet lever** opens leftward to remove mishandled paper.
- 5 Secondary (Sub) tray conveyance lever (right)** opens upward to remove mishandled paper.
- 6 Secondary (Sub) tray conveyance lever (left)** opens leftward to remove mishandled paper.
- 7 Stapler unit conveyance knob** can be turned clockwise to feed mishandled paper to the stapler unit.
- 8 Stapler unit conveyance lever** opens downward to remove mishandled paper.
- 9 Stapler unit handle** withdraws the unit to allow removal of mishandled paper.
- 10 Stapler unit knob** can be turned counterclockwise to ease removal of mishandled paper.

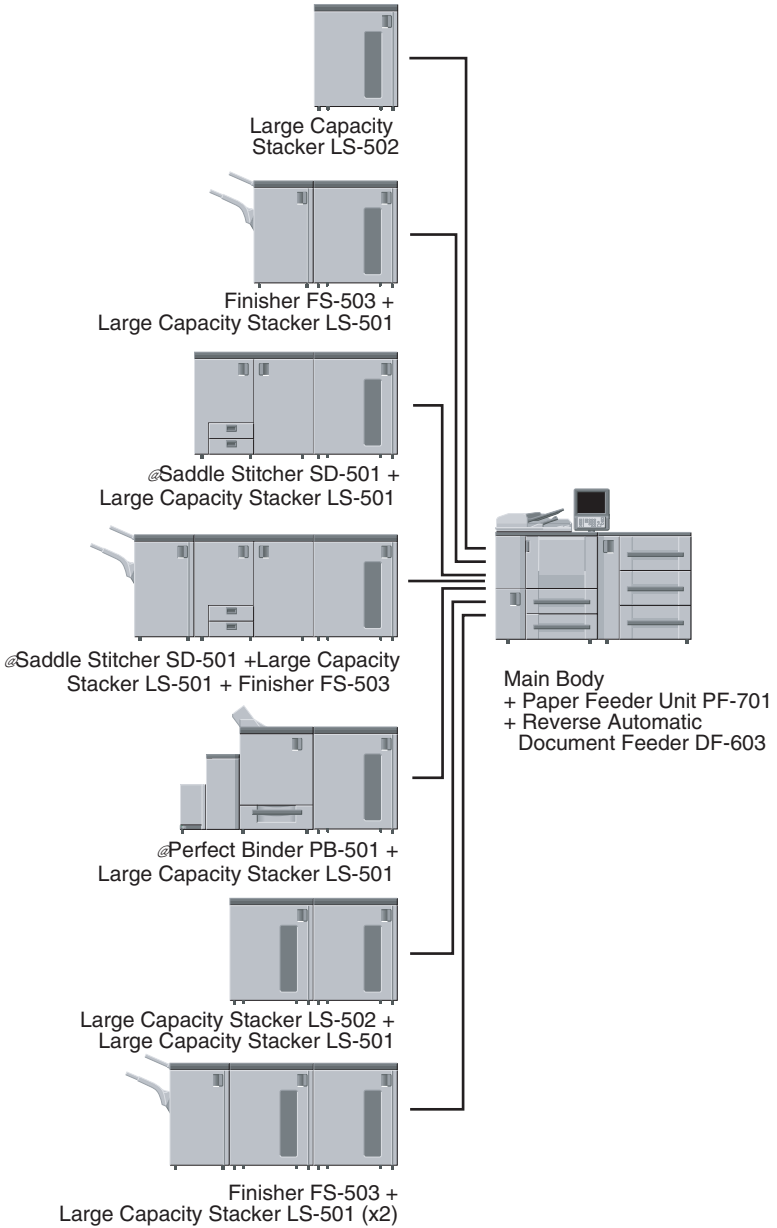
Standard/Optional Equipment



Machine Configuration (continued)



Machine Configuration (continued)



Turning On/Off the Power Switch

The machine has two power switches, namely, main power switch and sub power switch.

To Turn On the Power

1. Turn ON the main power switch.

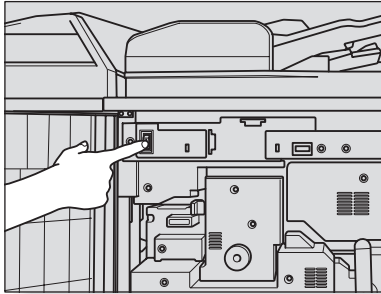
The main power switch is located inside the machine.

Open the front door and left side door to reach it.

When the main power switch is turned on, the Power LED on the control panel will light in red.

DETAILS

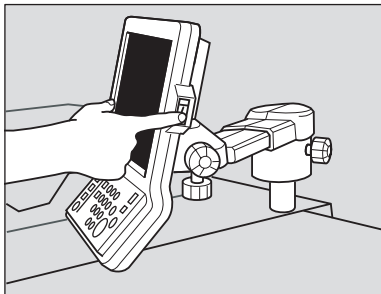
Once the main power switch is turned on, be sure not to use it in usual operation.



2. Turn ON the sub power switch.

The sub power switch is located on the right side of the control panel.

When the sub power switch is turned on, the Power LED will turn green.



Turning On/Off the Power Switch (continued)

3. The Wake-up Screen and Machine Status Screen with warm-up image will be displayed.



A few seconds after the Wake-up Screen appears in the touch panel, the Machine Status Screen with four types of warm-up image will be displayed in succession for approx. 8.0 minutes.



DETAILS

You can set reserve jobs while the machine is warming up. Touch the LCD screen to change the Machine Status Screen with warm-up image to the screen with the job list, then check that the message "Ready to copy reserve" is displayed in the message area.

4. The Machine Status Screen with the Job list will be displayed.



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



DETAILS

Machine manager may have changed the screen to be displayed after the machine power is on, so that a user should enter the user name and password to operate the machine. See p. 2-25 for details. If a key counter or copy card is required, follow the instruction on the screen.

Turning On/Off the Power Switch (continued)

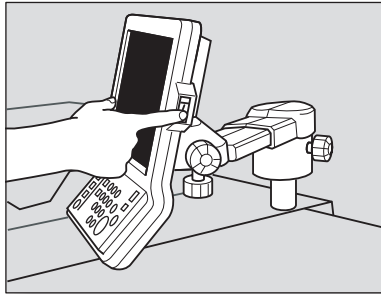
To Turn Off the Power

1. Turn OFF the sub power switch.

The sub power switch is located on the right side of the control panel. The touch panel and all the LEDs on the control panel other than the Power LED will go out, and the Power LED will turn red from green.

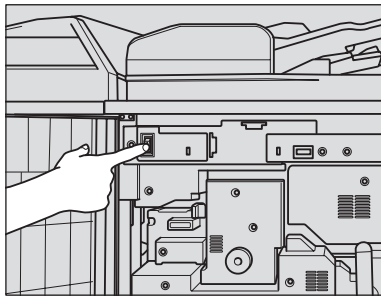


When the machine is under control of the Weekly Timer function, do not turn off the power. Turning off the power will deactivate the function.



2. Turn OFF the main power switch.

The main power switch is located inside the machine. Open the front door and left side door to reach it.



- Be sure not to turn off the main power switch in usual operation.
- When turning the main power switch off then on, be sure to wait 10 seconds or longer before turning it on again; otherwise the machine may not operate properly.

To Use Machine When Power Save LED Lights

If you find the Power Save LED lit on the control panel, the machine cannot be operated due to the Power Save or Weekly Timer function.

Press [**Power Save**] on the control panel.



If Power Save has been activated, the machine will become available for copying operation.



HINT

Power Save function has two modes; Auto Low Power and Auto Shut-Off. See the following description for details.

This function can also be activated manually. See p. 2-22 for details.

If Weekly Timer has been activated, the Machine Status Screen will appear with the message "Timer interrupt mode / Please input password" displayed in the message area, and the machine operation will be available temporarily by the Timer Interrupt function. See p. 2-23 for details.

Auto Low Power

This function conserves energy by lowering the power consumption to 454.25W or less in standby mode.

Auto Low Power activates automatically after a specified period (initially 15 minutes) of copier inactivity with the Power Save LED lit, touch panel gone off, and all other LEDs except Start LED on the control panel turned off. The Start LED will turn red, while the Power LED keeps green.

To start a copying job, press or touch any key on the control panel and touch panel.



HINT

The Auto Low Power function can be set to 5 minutes/ 10 minutes/ 15 minutes/ 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes. See p. 5-4 of the POD Administrator's reference for details.



DETAILS

- If the Auto Shut-Off function activates at the same time, the power will be turned off.
- The touch panel will not go off during a duplex copying job or when the Jam Position Screen is displayed.

To Use Machine When Power Save LED Lights (continued)

Auto Shut-Off

This function achieves further energy conservation by reducing power consumption to 105W or less in standby mode.

In the initial setting, Auto Shut-Off follows Auto Low Power after a specified period (initially 120 minutes) of copier inactivity, with the Power Save LED lit and all other LEDs on the control panel and touch panel turned off. The Power LED keeps green. To start a copying job, press [**Power Save**]. The copying operation will become available.

HINT

The Auto shut-off can be set for 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes, or can be deactivated. For details, see p. 5-4 of the POD Administrator's reference.

Using Power Save Manually

Follow the procedure below to operate Power Save function (Low Power or Shut-Off) manually.

HINT

The machine is initially set to activate the Shut-Off function manually. To use Low Power instead, see p. 5-4 of POD Administrator's reference.

- 1. Press [**Power Save**] for one second or longer, then release it.**



The following message will be displayed.

Using Auto Shut-Off:

Entry Shut off mode, after 10 second
Press key/screen to cancel

Using Auto Low Power:

Entry Low Power mode, after 10 second
Press key/screen to cancel

To Use Machine When Power Save LED Lights (continued)



DETAILS

Be sure to press [**Power Save**] for one second or longer, otherwise the following message will be displayed and the Shut-Off (Low Power) mode will not be activated.

Press POWER SAVER more than one second,
then release it for shut off mode

Press POWER SAVER continuously more
than one second for low power mode

2. Power Save will be activated.

The [**Power Save**] LED will be lit and the LCD screen will be turned off.

When Weekly Timer Is Activated

The Weekly Timer function turns a copier on and off at the time specified by the machine manager.



HINT

For details of the Weekly Timer function, see p. 5-6 of POD Administrator's reference.

When a machine is in OFF condition under control of Weekly Timer, the [**Power Save**] LED is lit and machine operation is unavailable.

However, the following procedure temporarily enables the machine operation. (Timer Interrupt)

1. Press [**Power Save**] on the control panel.



The Machine Status Screen will be displayed along with the message shown below.

Timer interrupt mode
Please input password



DETAILS

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

To Use Machine When Power Save LED Lights (continued)

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

If the above message is displayed, proceed to step 3.

2. Enter the Timer Interrupt password, then press [**Start**].

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

Timer interrupt mode
Please input password ####

Press [**Start**].



The Timer Interrupt password is to be specified in the machine manager setting. Ask your machine manager for the password.



DETAILS

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

3. Set the hour for the interrupt use, then press [**Start**].

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

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

Press [**Start**].

4. Set the minute for the interrupt use, then press [**Start**].

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

Input copy time
3 hour(s) 07 minute(s)

Press [**Start**].



DETAILS

Entering a number smaller than 5 will set the minute at 5. A number larger than 60 is unavailable.

Copying is available until the set time is up.

5. When the machine operation is finished, press [**Power Save**] for one second or longer, then release it.

The machine returns to OFF condition.

Making User Authentication

This machine can prohibit its operation until the user name, user password, section name, and/or section password specified by the machine manager are verified. Copy quantity limit for each section can also be set.

When the machine is turned on, one of the following User Authentication screen will be displayed according to the authentication setting.

Please input user name and password

< User Auth. >

User Name

Password

OK

Please input user name and password

< User Auth. >

User Name

Password

< Section Auth. >

Password

OK

Please input user name and password

< User Auth. >

User Name

Password

< Section Auth. >

Section Name

Password

OK

Please input password

< Section Auth. >

Password

OK

Please input section name and password

< Section Auth. >

Section Name

Password

OK

Copying will be available by the following procedure.

Making User Authentication (continued)

1. Enter the user name, user password, section name, and/or section password, as required.

Touch the desired item key to display the keypad screen.

Enter your user name (max. 64 characters), user password (max. 64 characters), section name (max. 8 characters) and/or 8-digit section password.

2. Touch *OK*.

Check that the screen message changes to “Ready for copy.”

3. Start machine operation.

Normal copying/printing/scanning job is available on the machine.



DETAILS

If the message “Copy limit reached” is displayed and machine operation becomes unavailable, contact your machine manager.

4. When machine operation is completed, press [*Access*].

The initial state will be restored, with the User Authentication Screen displayed on the touch panel.

SECTION

3

Paper and Original Information

Paper Information	3-2
Original Information	3-9

Paper Information

This machine is equipped with the following trays for loading copy paper.

- Tray 1 and 2 (Main body trays)
- Tray 3, 4, and 5 (Paper Feeder Unit PF-701)

Also, the following equipment is provided for conveying/delivering copies.

- ADU (Automatic Duplex Unit) (attached to Main body)
- Finisher (FS-503)
- Folding Unit (FD-501)
- Post Inserter (attached to Folding Unit FD-501)
- Large Capacity Stacker (LS-501/LS-502)
- Saddle Stitcher (SD-501)
- Perfect Binder (PB-501)

Refer to the following information on paper capacity for each.

Paper Weight

Paper Trays	Weight
Tray 1 and 2 (Main body trays)	11 ~ 64 lb Bond
Tray 3 and 5 (PF-701 trays)	11 ~ 64 lb Bond
Tray 4 (PF-701 tray)	11 ~ 80 lb Bond
Equipment	Weight
ADU	16 ~ 64 lb Bond
Finisher	Primary (main) tray: 11 ~ 64 lb Bond Secondary (sub) tray: 11 ~ 80 lb Bond
Folding unit	Punch: 13 ~ 55 lb Bond Folding, Letter fold-in, Letter fold-out, Z-fold: 13 ~ 34 lb Bond Double parallel, Gate: 13 ~ 25 lb Bond Secondary (sub) tray: 11 ~ 80 lb Bond
Post inserter	13 ~ 80 lb Bond
Large capacity stacker	Stacker: 13 ~ 64 lb Bond Secondary (sub) tray: 11 ~ 80 lb Bond
Saddle stitcher	Fold&Staple, Trimming, Multi Center: 13 ~ 42 lb Bond Multi Letter: 13 ~ 24 lb Bond Straight delivery: 13 ~ 80 lb Bond
Perfect binder	Body: 17 ~ 24 lb Bond Cover: 19 ~ 42 lb Bond Secondary (sub) tray: 11 ~ 80 lb Bond



DETAILS

- The paper weight setting for trays 1 to 5 is described in the POD Administrator's reference. See p. 1-7 for details.
- The paper weight specified for each tray can be changed for temporary use. See p. 9-40 for details.
- When using Letter fold-in, Letter fold-out, Double parallel, or Gate mode, the finished set will be delivered only to the secondary (sub) tray on the left side of the Folding unit.



Reminder!

Be sure to use paper only of the weight specified for the tray; otherwise copy quality may be deteriorated or machine trouble may occur.

Tray/ Exit Tray Capacity

Paper Trays		Capacity
Tray 1 and 2 (Main body trays)		1,500 sheets (20 lb Bond paper)
Tray 3, 4 and 5 (PF-701 trays)		2,000 sheets (20 lb Bond paper)
Equipment		Capacity
ADU		Unlimited
Finisher	Secondary (sub) tray	Max. 200 sheets
	Primary (main) tray (normal)	500 sheets (5.5"×8.5", 5.5"×8.5"R, A5, A5R, B6R) 3,000 sheets (8.5"×11", 8.5"×11"R, A4, A4R, B5, B5R) 1,500 sheets (12"×18", 11"×17", 8.5"×14", A3, B4) Wide sizes (Max. 12.76"×18.11")
	Primary (main) tray (Staple)	2~9 sheets stapled: 150 sets 10~20 sheets stapled: 50 sets 21~30 sheets stapled: 30 sets 31~40 sheets stapled: 25 sets 41~50 sheets stapled: 20 sets 51~60 sheets stapled: 15 sets 61~100 sheets stapled: 10 sets * Max. 100 sheets (20 lb Bond paper) per set
Folding unit	Secondary (sub) tray	Max. 200 sheets
	Primary (main) tray (normal)	500 sheets (20 lb Bond) (5.5"×8.5", 5.5"×8.5"R, A5, A5R, B6R) 2,500 sheets (20 lb Bond) (8.5"×11", 8.5"×11"R, A4, A4R, B5, B5R) 1,500 sheets (20 lb Bond) (12"×18", 11"×17", 8.5"×14", A3, B4)
	Primary (main) tray (fold)	30 sheets (12"×18", 11"×17", 8.5"×14", 8.5"×11"R, A3, B4, A4R)

Paper Information (continued)

Post inserter	Upper/Lower tray	500 sheets (20 lb Bond paper)
Large capacity stacker	Stacker	Max. 5,000 sheets (12"×18", 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, A3, B4, A4, A4R) Wide sizes (Max. 12.76"×18.11") Max. 3,000 sheets (Coated paper, Min. 8.3"×15.0"(210mm × 380mm) to Max. 12.8"×18.1"(324mm × 460mm)) Max. 2,000 sheets (B5, A5)
	Secondary (sub) tray	Max. 200 sheets
Saddle stitcher	Fold & Staple (fine paper)	13 ~ 20 lb: 50 or 49 sheets +1 (74 lb Cover) 24 lb: 30 or 29 sheets +1 (74 lb Cover) 28 ~ 35 lb: 20 or 19 sheets +1 (74 lb Cover) 36 ~ 43 lb: 15 or 14 sheets +1 (74 lb Cover) 64 ~ 74 lb (Cover): 10 sheets 80 ~ 91 lb (Cover): 5 sheets * Some types of fine paper (13-24 lb Bond) may be limited to 30 sheets or 29 sheets + 1 (74 lb Cover). Contact your service representative for details. ** Fine (vertically laid) paper (16-24 lb Bond) 300 mm or less in length will be limited to 30 sheets or 29 sheets + 1 (74 lb Cover).
	Fold & Staple (coated paper)	13 ~ 20 lb: 25 or 24 sheets +1 (74 lb Cover) 24 lb: 15 or 14 sheets +1 (74 lb Cover) 28 ~ 35 lb: 10 or 9 sheets +1 (74 lb Cover) 36 ~ 43 lb: 5 or 4 sheets +1 (74 lb Cover)
	Fold & Staple: Saddle stitcher tray capacity	2 ~ 10-sheet-folded set: 50 sets 11 ~ 20-sheet-folded set: 30 sets 21 ~ 40-sheet-folded set: 20 sets 41 ~ 50-sheet-folded set: 15 sets * Saddle stitcher tray should be fully withdrawn in order to accommodate the maximum number.
	Trimming	Max. trimmed sheets: 50 (20 lb Bond) × 2, or 49 (20 lb) + 1 (74 lb Cover) × 2 * Tray capacity is the same as Fold & Staple mode.
	Multi Center	Max. folded sheets: 5 sheets (20 lb Bond) Tray capacity: 30 sets (Saddle stitcher tray)
	Multi Letter	Max. folded sheets: 5 sheets (20 lb Bond) Tray capacity 1-sheet-folded set: 40 sets 2 ~ 3-sheet-folded set: 30 sets 4 ~ 5-sheet-folded set: 20 sets

Paper Information (continued)

Perfect binder	Cover feeding tray	20 lb Bond paper: 1,000 sheets 42 lb Bond paper: 500 sheets
	Perfect binder tray	1 set of maximum thickness (approx. 30 mm) × 11 × 2 columns* (approx. 6,600 sheets) * Automatically shifts to the second column when the first column is detected as full load.
	Secondary (sub) tray	Max. 200 sheets (with Full load detection function activated)



DETAILS

- Using Letter fold-in, Letter fold-out, Double parallel, or Gate mode, the finished set will be delivered only to the secondary (sub) tray on the left side of the Folding unit.
- The Full load detection function on Perfect binder counts one column to be full when the following amount is reached in order to prevent the piled sets from collapsing.
 - 10 ~ 30-sheet-bound set: 50 sets
 - 31 ~ 150-sheet-bound set: 35 sets or until detected as full load
 - 151 ~ 300-sheet-bound set: until detected as full load



DETAILS

Height of the folded and stapled booklet

The following table shows the standard height of folded and stapled booklet according to the number of sheets and paper size.

Number of sheets (1 set)	Paper size			
	12"×18", 11"×17", A3 (401 mm or more)	8.5"×14", B4, 8K (301 ~ 400 mm)	8.5"×11"R, A4R, 16KR (261 ~ 300 mm)	B5R (260 mm or less)
2 ~ 5	35 mm	40 mm	45 mm	Not specified
6 ~ 15	45 mm	50 mm	Not specified	Not specified
16 ~ 30	50 mm	55 mm	Not specified	Not specified
31 ~ 50	60 mm	65 mm	Not specified	Not specified

Paper Size

Paper Trays		Available Sizes
Tray 1 to 5		<p>STD size: 12"×18", 11"×17", 8.5"×14", 8.5"×11", A3, B4, A4, A4R, B5, B5R, A5 Available to detect 5.5"×8.5" instead of A5, 8.5"×11"R instead of A4R, 8"×13"/8.12"×13.2"/8.25"×13"/8.5"×13" instead of 8.5"×14"</p> <p>Non STD size: Max. 12.76" × 18.11" (324 mm × 460 mm) ~ Min. 5.5"×8.5" or A5</p> <p>Wide size: 12"×18"W, 11"×17"W, 8.5"×11"W, 8.5"×11"WR, 5.5"×8.5"W, A3W, B4W, A4W, A4WR, B5W, B5WR, A5W</p> <p>STD tab paper: 11"×17"T, 8.5"×11"T, 8.5"×11"TR, A3T, B4T, A4T, A4TR, B5T, B5TR</p> <p>Non STD tab paper: Max. 12.76" × 18.11" (324 mm × 460 mm) ~ Min. 5.5"×8.5" or A5</p>
Equipment		Available Sizes
ADU		<p>STD size: 11"×17" to 5.5"×8.5"* *Portrait orientation only. Non STD size: Max. 12.76" × 18.11" (324 mm × 460 mm) ~ Min. 7.17" × 5.51" (182mm × 140mm) Wide size: 11"×17"W to 5.5"×8.5"W* *Portrait orientation only. Tab paper: Unavailable</p>
Finisher	Secondary (sub) tray	Max. 12.76" × 18.11" (324 mm × 460 mm) ~ Min. B6R
	Primary (main) tray (normal)	STD size: 11"×17" to 5.5"×8.5"R Wide sizes, STD tab paper
	Primary (main) tray (Staple)	STD size: 11"×17" to 5.5"×8.5" Wide sizes, STD tab paper

Paper Information (continued)

Folding unit	Secondary (sub) tray	<p>STD size: 12"×18", 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 5.5"×8.5"R, 8K, 16K, 16KR, A3, B4, A4, A4R, B5, B5R, A5, A5R, B6R</p> <p>Non STD size: Max. 13.03" × 19.21" (331 mm × 488 mm) ~ Min. 3.94" × 5.47" (100 mm × 139 mm)</p> <p>Wide sizes, STD tab paper</p>
	Primary (main) tray (normal)	<p>STD size: 12"×18", 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 5.5"×8.5"R, 8K, 16K, 16KR, A3, B4, A4, A4R, B5, B5R, A5, A5R, B6R</p> <p>Non STD size: Max. 13.03" × 19.02" (331 mm × 483 mm) ~ Min. 5.04" × 5.47" (128 mm × 139 mm)</p> <p>Wide sizes, STD tab paper</p>
	Punch (2 holes)	<p>STD size: 12"×18", 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 8K, 16K, 16KR, A3, B4, A4, A4R, B5, B5R, A5, A5R</p> <p>STD tab paper</p>
	Punch (3 holes)	<p>STD size: 12"×18", 11"×17", 8.5"×11", 8K, 16K, A3, B4, A4, B5</p> <p>STD tab paper</p>
	Fold	<p>STD size: 12"×18", 11"×17", 8.5"×14", 8.5"×11"R, A3, B4, A4R</p> <p>Non STD size: Max. 12.01" × 18.03" (305 mm × 458 mm) ~ Min. 8.27" × 11.69" (210 mm × 297 mm)</p>
Post inserter	Upper/Lower tray	<p>STD size: 11"×17" to 5.5"×8.5"</p> <p>Wide sizes</p>
Large capacity stacker	Stacker	<p>STD size: 11"×17" to 5.5"×8.5"</p>
	Secondary (sub) tray	<p>Wide sizes Max. 12.76" × 18.11" (324 mm × 460 mm) ~ Min. B6R</p>

Paper Information (continued)

Saddle stitcher	Saddle stitcher tray	12"×18", 11"×17", 8.5"×14", 8.5"×11"R, A3, B4, A4R, B5R, F4*, 8K, 16KR, Wide size paper Max. 12.76" × 18.11" (324 mm × 460 mm) * F4 indicates the following four sizes: 8"×13", 8.125"×13.26", 8.5"×13", 8.25"×13"
	Multi-folding mode tray	8.5"×11"R, A4R
	Secondary (sub) tray of Saddle stitcher, Secondary (sub) tray of Finisher	12"×18", 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 5.5"×8.5"R, A3, B4, A4, A4R, B5, B5R, A5, A5R, B6R, F4*, 8K, 16K, 16KR, tab paper, Wide size paper Max. 12.76" × 18.11" (324 mm × 460 mm) * F4 indicates the following four sizes: 8"×13", 8.125"×13.26", 8.5"×13", 8.25"×13"
Perfect binder	Cover feeding tray	Length (head to foot): Same as body set Width: Book width × 2 + thickness + 3 mm or more (trimming width) Maximum size: 13" × 18.6" (330 mm × 472 mm)
	Perfect binder tray	Standard sizes: 8.5"×11", 5.5"×8.5" Maximum size: 12.1" × 8.7" (307 mm × 221 mm)
	Secondary (sub) tray	Max. 13.0" × 19.2" (331 mm × 488 mm) ~ Min. 3.9" × 5.5" (100 mm × 139 mm)

Reminder!

Be sure to specify the actual size to use wide size in a tray. Setting procedure is described in the POD Administrator's reference. See p. 1-15 for details.

To Store Copy Paper

- Store paper in a cool, dry area. Using damp copy paper may cause a paper misfeed.
Keep partially used packages tightly wrapped during storage.
- Do not place paper packages vertically to store.
Paper curl due to the vertical storage may cause a paper misfeed.

Original Information

Use the original glass or document feeder to position originals to copy.

Using Original Glass


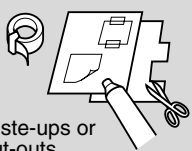
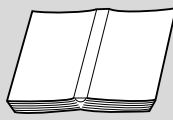
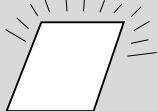


Use the original glass when originals are not suitable for use with the document feeder, e.g., when size is incompatible, or when originals are folded, stapled, torn, or in generally poor condition.



HINT

See each description in this guide for copy conditions which cannot use the document feeder to scan.

Unsuitable ADF Originals

1  Curled, creased or folded originals	2  Paste-ups or cut-outs	3  Books
4  Glossy or transparent originals, OHP film, art paper, cellophane	5  Doubled, punched or stapled originals	6  Thin or thick originals

Specifications for Using Original Glass

- Max. original size: 11"×17" (280mm × 432mm), sheet or book
- Max. book weight/thickness: 15 lb [6.8 kg] / 1.2" [30mm]
- Original placement: Face down on left depth side of glass



HINT

Detectable paper size can be changed from only A series to Inch series, AB series, or AB series and Inch series mixed by the machine manager. See p. 5-21 in the POD Administrator's reference.



CAUTION

Do not place too heavy originals, or do not press strongly when thick original is placed and is under pressure of ADF; otherwise the glass may be broken and you may be injured.

ADF Originals

Following four modes are provided when using the document feeder (ADF) to scan originals.

- Normal mode
- Mixed Original mode
- Z-Folded Original mode
- SDF mode

Specifications for each mode are described as follows.



HINT

Detectable paper size can be changed from only A series to Inch series, AB series, or AB series and Inch series mixed by the machine manager. See p. 5-21 in the POD Administrator's reference.

Normal mode

- Detectable original size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R, A4 (297mm x 432mm ~ 128mm x 140mm)
- Original weight: 13 ~ 34 lb (no special stock)
- Max. feeder capacity: 100 sheets (20 lb paper)
- Curling tolerance: 10mm or less
- Original placement: Face up

Mixed Original mode

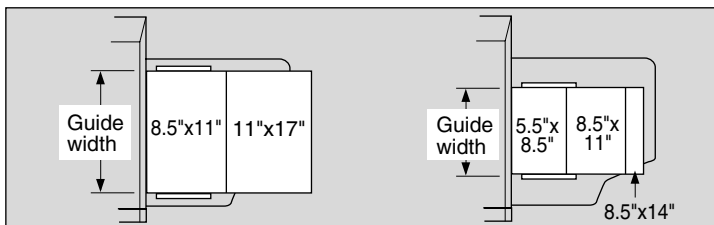
Use Mixed Original mode to copy mixed size originals. See p. 9-10 for details.

- Original size: Two types of size combination are determined by the ADF guide width.
11"x17", 8.5"x14", 8.5"x11", and 5.5"x8.5"* mixed
8.5"x14", 8.5"x11"R, 8.5"x11", and 5.5"x8.5"* mixed
* 5.5"x8.5" original is available in portrait type feeding only.
- Original weight: 13 ~ 34 lb (no special stock)
- Max. feeder capacity: 100 sheets (20 lb paper)
- Curling tolerance: 10mm or less
- Original placement: Face up (see p. 8-12 for details.)



DETAILS

See below for the guide width of each combination.



Z-Folded Original mode

Use Z-Folded Original mode to scan folded originals without using the size detection sensor of the ADF. See p. 9-12 for details.

- Detectable original size: 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 5.5"×8.5"R, A4 (297mm × 432mm ~ 128mm × 140mm)
- Original weight: 13 ~ 34 lb (no special stock)
- Max. feeder capacity: 100 sheets (20 lb paper)
- Curling tolerance: 10mm or less
- Original placement: Face up; orientation same as copy paper

Single Feed mode

Use Single Feed mode to copy thick originals to be fed one sheet at a time in the document feeder. See p. 9-13 for details.

- Detectable original size: 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 5.5"×8.5"R, A4 (297mm × 432mm ~ 128mm × 140mm)
- Original weight: single-sided original 13 ~ 110 lb (200 g/m² paper)
- Double-sided original 13 ~ 45 lb
- Max. feeder capacity: 1 sheet at a time
- Original placement: Face up

SECTION


4


Supplies & Handling

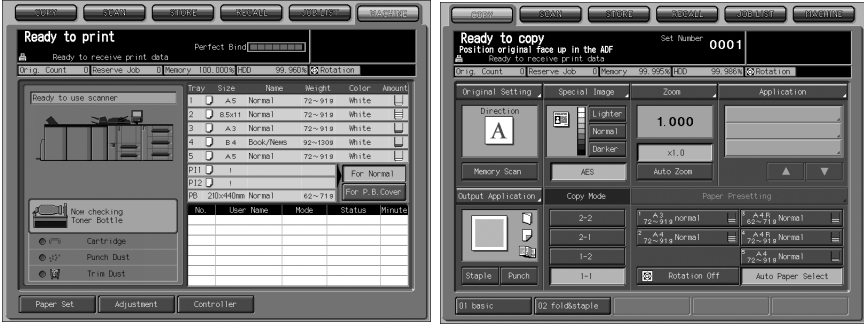
How to Add Paper/Toner/Staples,
Dispose Punch Trash, and Remove
Finished Sets from Stacker

Loading Paper	4-2
Adding Toner	4-8
Inserting a New Staple Cartridge into Finisher FS-503..	4-11
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Adding Paste Pellet to Perfect Binder PB-501	4-16
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Empty Dust Box of Saddle Stitcher SD-501	4-21
Empty Dust Box of Perfect Binder PB-501	4-23
Removing Finished Sets from Large Capacity Stacker LS-501/502....	4-25

Loading Paper

A paper indicator is shown on each tray key of the Machine Status Screen and of the Copy Screen to indicate the paper level of the tray. (Six levels are provided: )

When paper in a tray becomes empty, the indicator “” blinks on the tray key.



Follow the procedure below to supply the empty tray with copy paper.

Reminder!

Paper type setting for each tray made on the Machine Status Screen can be changed temporarily on the Copy Screen using the Paper Presetting key. Be sure to load the specified paper; otherwise mishandled paper may occur.

Loading Paper in Main Body Trays and Paper Feeder Unit Trays

1. Withdraw the tray to be supplied with paper.

DETAILS

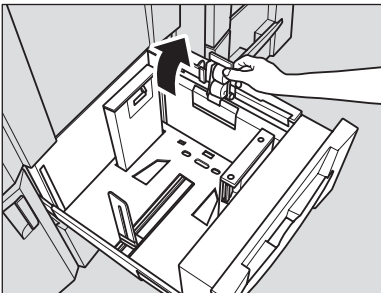
- Be sure that the machine is powered ON before withdrawing the tray.
- Only one tray can be withdrawn at a time.

Reminder!

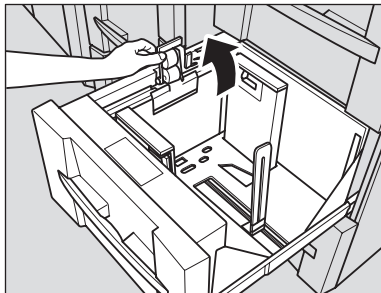
Do not withdraw the tray forcibly; otherwise you may be injured.

2. Open the paper feed roller.

Tray 1 and 2

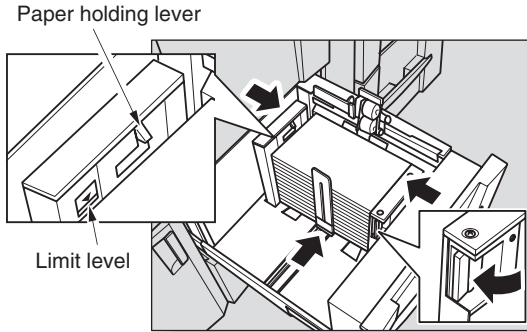


Tray 3, 4, and 5

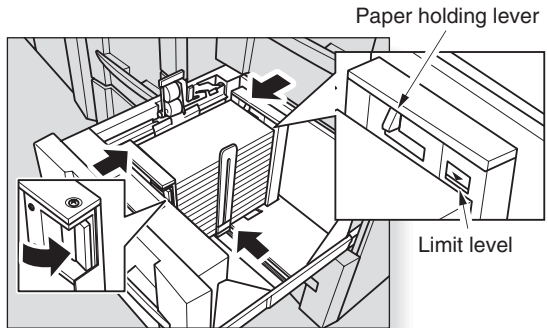


- 3. Place paper on the tray with any curl turning up, then move the side guide plates and rear edge guide to the edge of the paper.**

Tray 1 and 2



Tray 3, 4, and 5



Load paper aligning it to the paper feed roller side of the tray. Press the release knob of the front side guide plate to move the side guide plates, and also move the rear edge guide to the edge of the paper.



Reminder!

- Do not load above the limit level, and carefully load the paper to be seated under the paper holding lever at the air nozzle.
- Be sure that the side guide plates and rear edge guide are securely aligned to the paper; otherwise the machine cannot detect the correct paper size, or machine trouble may occur.

- 4. When paper is seated properly, close the paper feed roller.**

- 5. Push in the tray until it locks into place.**

The indicator “↓” on the Machine Status Screen or Copy Screen will change to “≡”.

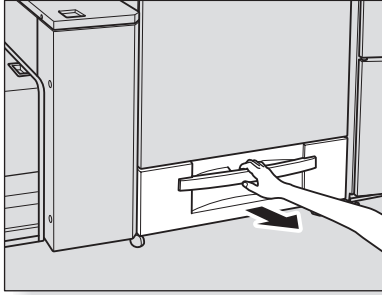


Reminder!

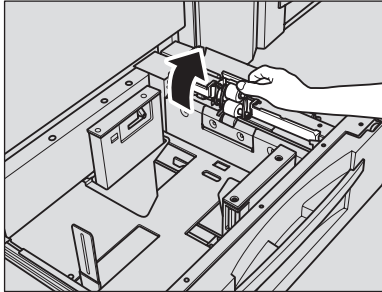
Do not bump the tray into the main body; otherwise machine trouble may be caused.

Loading Cover Paper in Cover Feeding Tray of Perfect Binder PB-501

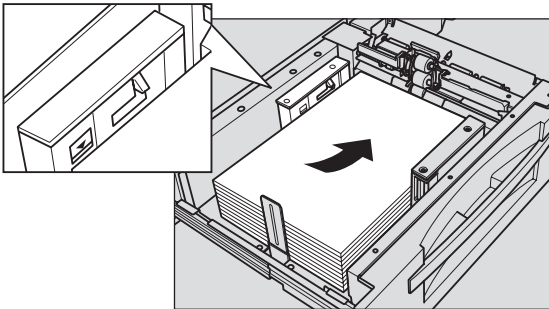
- 1. Withdraw the cover feeding tray.**



- 2. Open the paper feed roller.**



- 3. Load cover paper in the tray.**



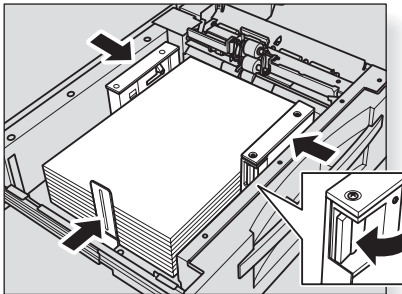
Place cover paper faceup, with the top to be rear in the tray. When making the book bound on the right side, the front side in the tray will be the top. Align it to the paper feed roller side.



Reminder!

Do not load above the limit level, and carefully load the paper to be seated under the paper holding lever at the air.

- 4. Align the side guide plates and rear edge guide to cover paper.**
Press the release knob of the front side guide plate to move the side guide plates, and also move the rear edge guide to the edge of cover paper.



Reminder!

Be sure that the side guide plates and rear edge guide are securely aligned to the paper; otherwise a paper jam may be caused.

- 5. When paper is seated properly, close the paper feed roller.**
- 6. Push in the tray until it locks into place.**

The indicator “↓” on the Machine Status Screen or Copy Screen will change to “≡”.

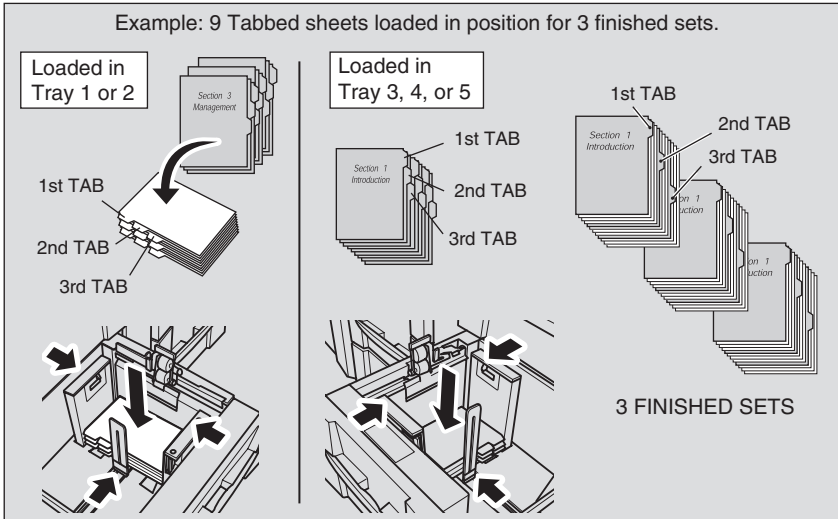


Reminder!

Do not bump the tray into the perfect binder; otherwise machine trouble may be caused.

Loading Tabbed Sheets in Tray

Tabbed sheets can be used if the tray paper size is specified as tabbed sheets in the Tray Setting or Paper Presetting. Follow the procedure below to supply the tray with tabbed sheets.



1. Withdraw the tray.

The tray paper size should be specified as tabbed sheets.



HINT

See p. 9-40 for the details of Paper Presetting.

2. Open the paper feed roller.

3. Place paper on the tray.

Place paper referring to the illustration shown above.



Reminder!

Do not load above the limit level on the side guide plate.



DETAILS

The machine can be set to discharge the oddments of a set of tabbed sheets automatically if the tabbed original count is less than the number of tabbed sheets in a set. See the next page for detail.

4. Move the side guide plates to the edge of the paper.

Set paper aligning it to the paper feed roller side of the tray.

Press the release lever of the front side guide plate to move the side guide plates, and also move the rear edge guide to the edge of the paper.



Reminder!

Be sure that the side guide plates and rear edge guide are securely aligned to the paper; otherwise the machine cannot detect the correct paper size, or machine trouble may occur.

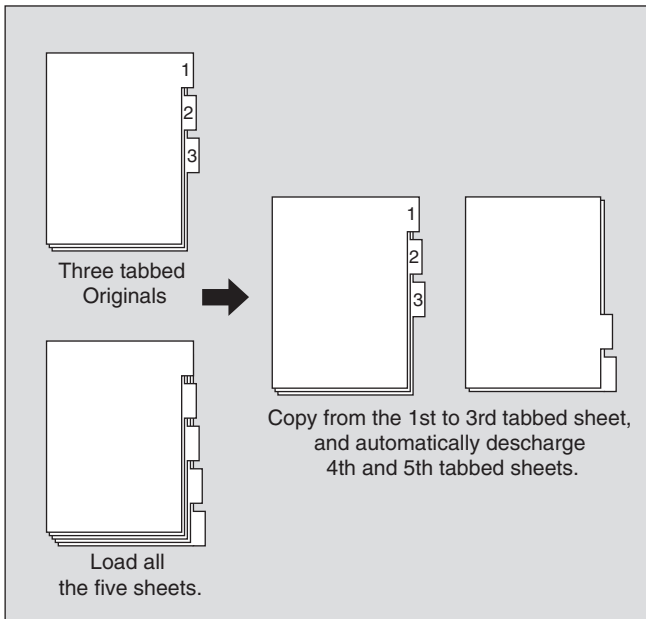
- 5. When paper is seated properly, close the paper feed roller.**
- 6. Push in the tray until it locks into place.**



DETAILS

Needless Tab Paper Exit

This function sets the machine to discharge the oddments of a set of tabbed sheets automatically if the tabbed original count is less than the number of tabbed sheets in a set, so that the next copy job can be started afresh with the 1st tabbed sheet.



For details of Tab Paper mode, see p. 9-16.

Use the User Setting mode to specify whether or not to use the Needless Tab Paper Exit function. See p. 4-15 of POD Administrator's reference.

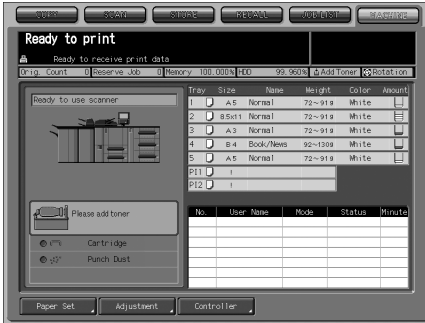
If the machine with this function enabled stops the current job due to a trouble such as paper misfeed, a message will appear on the touch panel to prompt you to check that the tabbed sheet tray source is prepared for the next copy job to start with the 1st tabbed sheet.

Needless Tab Paper Exit may not be allowed depending on the finisher type mounted on the machine.

Adding Toner

This machine is equipped with a toner storage for keeping a bottle stock of toner. When toner supply from the toner bottle becomes low, the message “Toner Bottle can be exchanged” will be displayed on the touch panel.

When toner supply runs out from both toner bottle and toner storage, the message “Toner will be used up / Exchange Toner Bottle” or “Please add toner” will appear.



Reminder!

Use the same number toner bottle as described on the label applied on the inside of the toner unit door. Otherwise, machine trouble may occur.

CAUTION

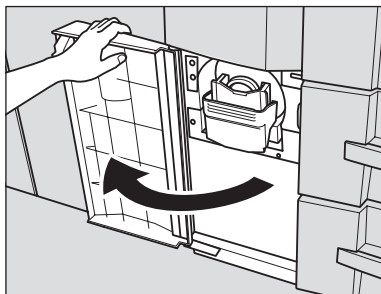
Keep the toner bottle away from children. The toner is non-toxic; however if you inhale or contact with eyes by accident, flush with water and seek medical advice.

WARNING

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

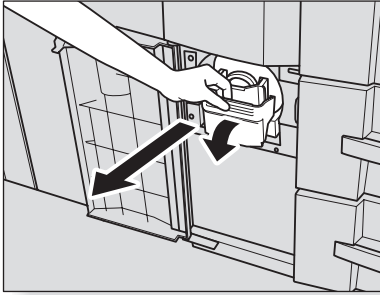
Add toner according to the procedure as follows.

1. Open the toner unit door.

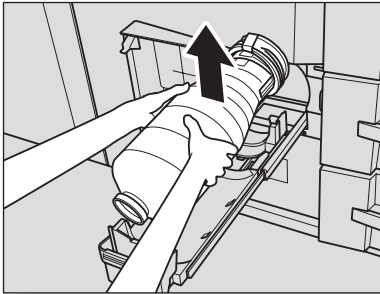


Adding Toner (continued)

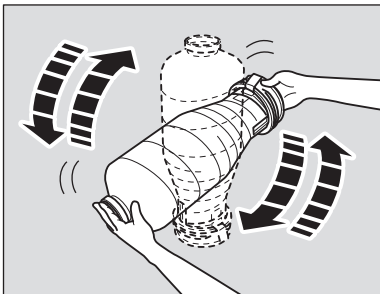
- 2. Pull the toner unit lever forward to withdraw the bottle holder until it stops.**



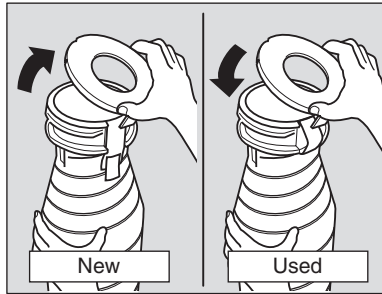
- 3. Remove the empty toner bottle.**



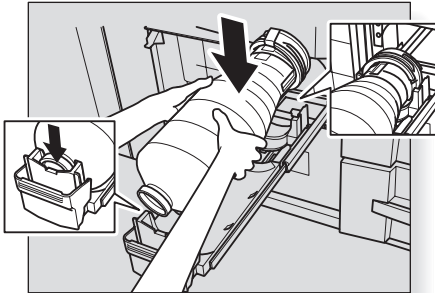
- 4. Shake the new toner bottle several times to loosen toner.**



5. Remove the cap from the new toner bottle, then put it to the used one.



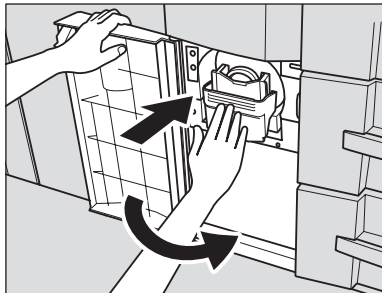
6. Set the new toner bottle into the bottle holder.



DETAILS

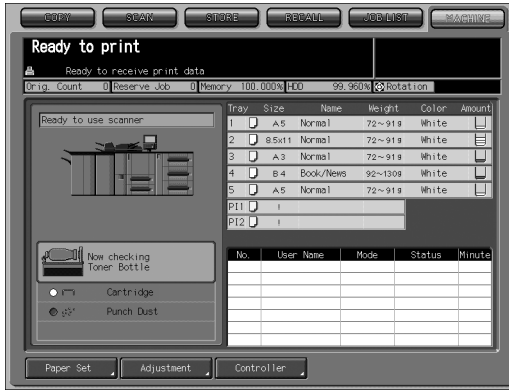
Be sure to set the label of the toner bottle upward, then fit its bottom to the hollow part of the bottle holder; otherwise toner leakage may occur or the bottle holder may not be returned to its original position.

7. Return the bottle holder to its original position, then close the toner unit door securely.



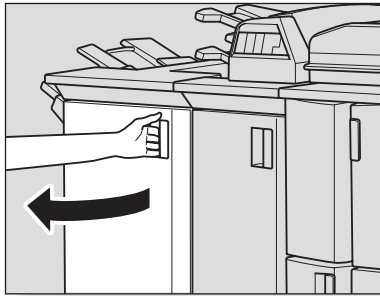
Inserting a New Staple Cartridge into Finisher FS-503

When the staple cartridge of the Finisher is empty, the Cartridge indicator lights in red in the option status area of the Machine Status Screen.

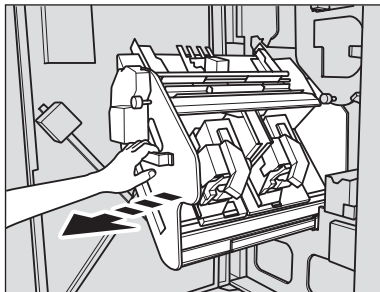


Follow the procedure below to set the staple roll into the staple cartridge.

1. Open the Finisher door.



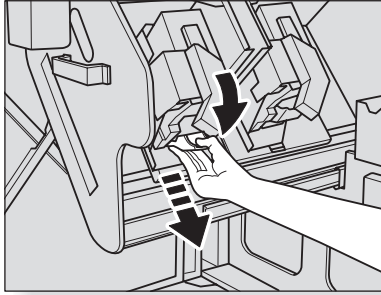
2. Pull out the stapler unit slowly by holding the stapler unit handle until it stops.



Inserting a New Staple Cartridge into Finisher FS-503 (continued)

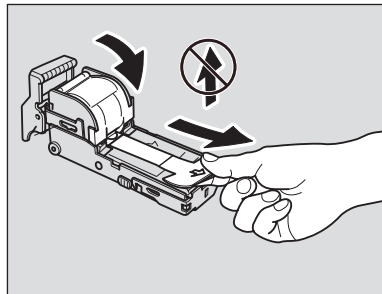
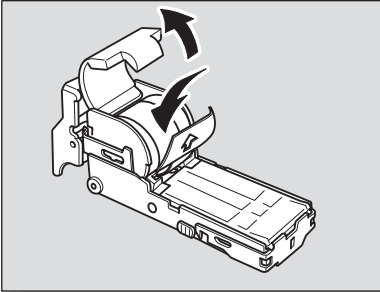
3. Remove the staple cartridge.

Pull down the handle of the staple cartridge to draw it downward.



4. Set the staple roll into the staple cartridge.

Open the staple cartridge cover, then set the staple roll into the cartridge. Close the cover, then remove the lock tape pulling it in horizontal direction.



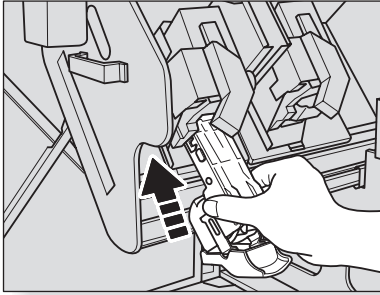
Reminder!

Do not pull the lock tape upward, otherwise the tape may rip and remain inside the cartridge so that the staples cannot be used.

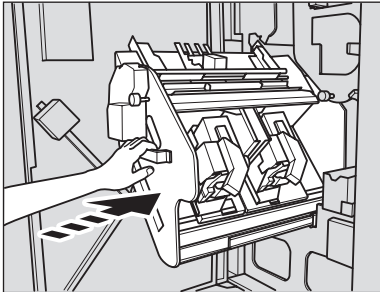
Inserting a New Staple Cartridge into Finisher FS-503 (continued)

5. Set the staple cartridge.

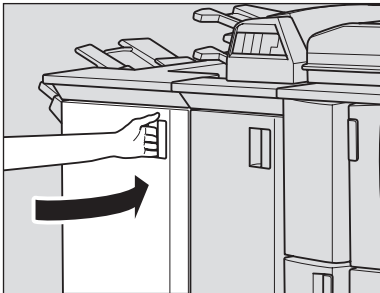
Return the staple cartridge to its original position as shown below. Push up and in to secure it in place.



6. Return the stapler unit to its original position.

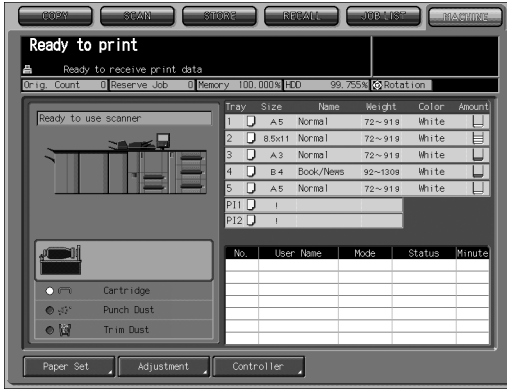


7. Close the Finisher door.



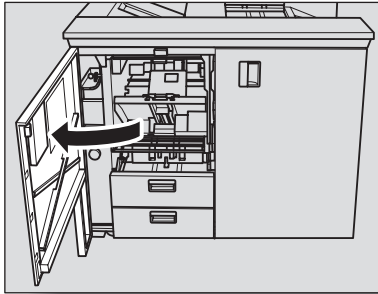
Inserting a New Staple Cartridge into Saddle Stitcher SD-501

When the staple cartridge of the Saddle Stitcher SD-501 is empty, the Cartridge indicator lights in red in the option status area of the Machine Status Screen. If printing job is in progress, a message will be displayed on the Copy Screen.



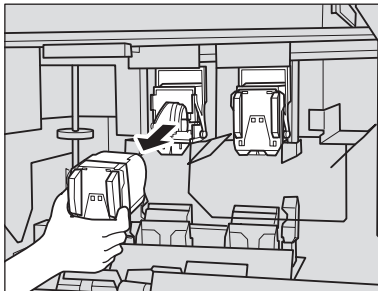
Follow the procedure below to replace the staple cartridge.

1. Open the left side door of the Saddle Stitcher.



2. Remove the empty cartridge.

Hold both left and right sides of the staple cartridge, then draw it forward.



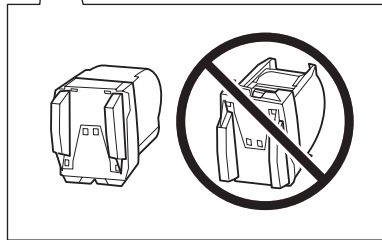
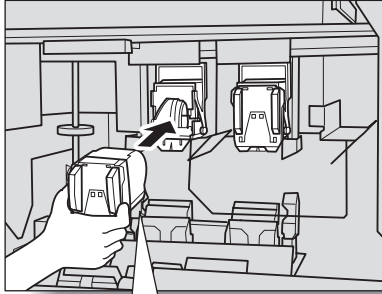
Inserting a New Staple Cartridge into Saddle Stitcher SD-501 (continued)



DETAILS

The machine is mounted with two staple cartridges. Be sure to remove the empty one.

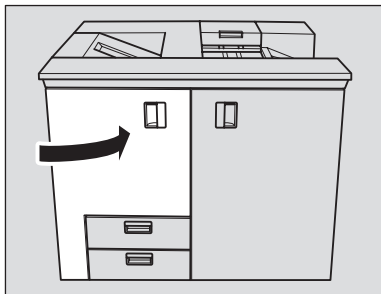
3. Set the new cartridge.



Reminder!

Check that the top side of the staple cartridge is up, otherwise it cannot be inserted.

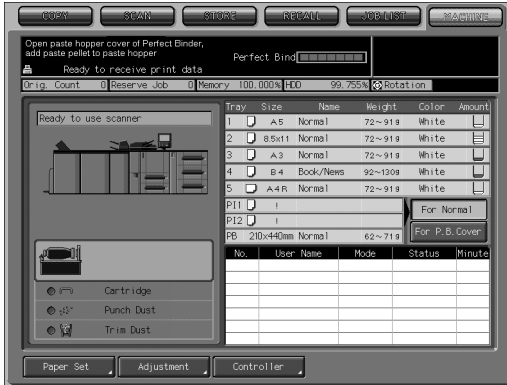
4. Close the left side door of the Saddle Stitcher.



Adding Paste Pellet to Perfect Binder PB-501

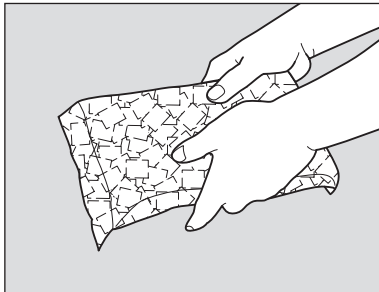
If the Perfect Binder PB-501 is out of paste pellets, the machine warmup cannot be completed with the following message displayed on the Machine Status Screen, and consequently the binding operation is unavailable.

When the paste pellets run out during the binding operation, the machine stops the job immediately and the binding operation also becomes unavailable.



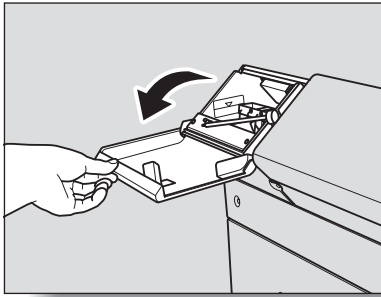
- Be sure to use the paste GC-501 exclusively provided for Perfect Binder PB-501.
- Handle melted hot paste with great care. To ensure safety and product reliability, observe the precautions for using paste pellets. Read p. 1-7 as well.
- Do not overload the paste hopper with paste pellets.
- Do not touch the lever in the paste hopper with your hand to avoid breakdown.
- Be sure to loosen the paste pellets inside the bag before adding them. If paste pellets stick inside the paste hopper, see p. 5-4 for details.

1. Loosen the paste pellets inside the bag.

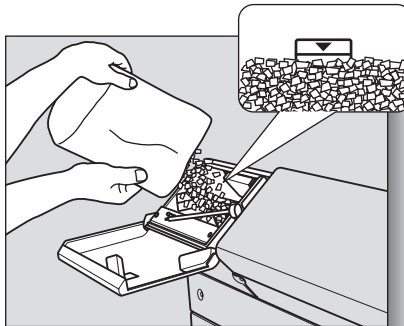


Adding Paste Pellet to Perfect Binder PB-501 (continued)

2. Open the paste hopper cover.



3. Supply the paste hopper with paste pellet.

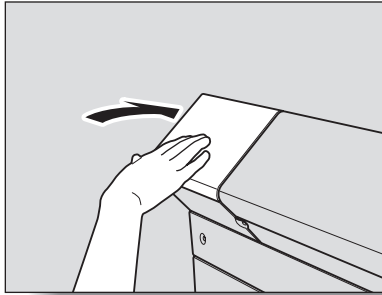


Reminder!

Do not add the paste pellet above the limit level indicated inside the paste hopper.

Adding Paste Pellet to Perfect Binder PB-501 (continued)

4. Close the paste hopper cover.

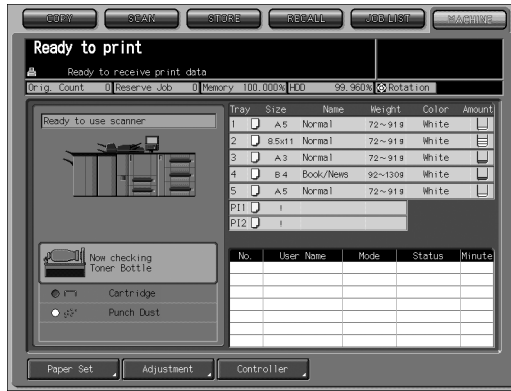


Reminder!

Be sure to close the paste hopper cover firmly, otherwise an error message will be displayed.

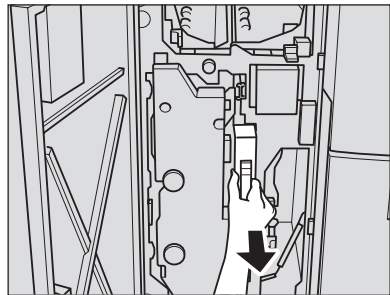
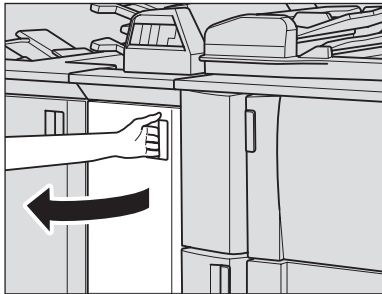
Empty Trash Basket of Folding Unit FD-501

When the trash basket becomes full, the Punch Dust indicator lights in red in the option status area of the Machine Status Screen.



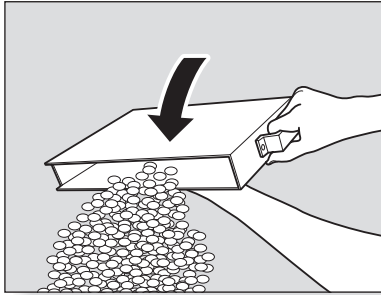
Follow the procedure below to empty the trash basket.

- 1. Open the Finisher door, then withdraw the trash basket.**

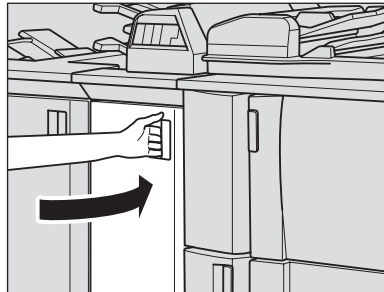
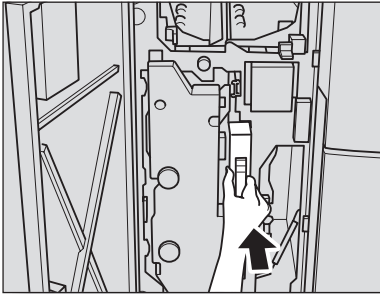


Empty Trash Basket of Folding Unit FD-501 (continued)

2. Empty the trash basket.

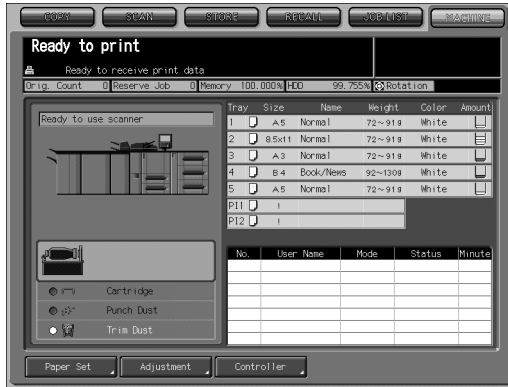


3. Return the trash basket to its original position, then close the Finisher door securely.



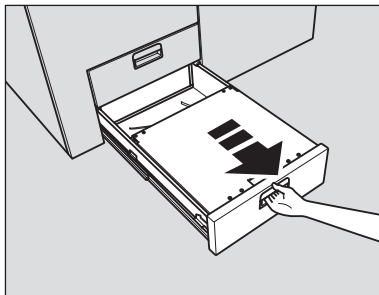
Empty Dust Box of Saddle Stitcher SD-501

When the dust box of the Saddle Stitcher SD-501 becomes full, the Trim Dust indicator lights in red in the option status area of the Machine Status Screen. If printing job is in progress, a message will be displayed on the Copy Screen.



Follow the procedure below to empty the dust box.

1. Withdraw the dust box.

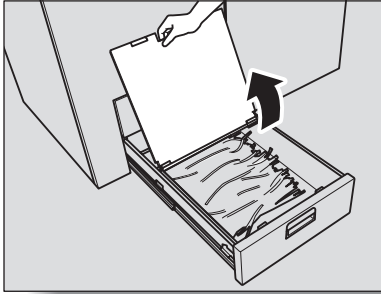


Reminder!

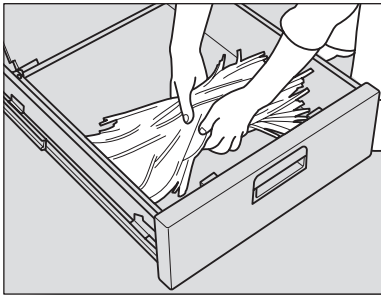
The dust box cannot be withdrawn while machine operation is in progress. Be sure to confirm that the machine has stopped its operation before withdrawing the dust box.

Empty Dust Box of Saddle Stitcher SD-501 (continued)

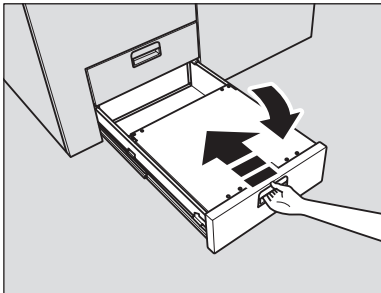
2. Open the top cover of the dust box.



3. Take waste paper out of the dust box.



4. Close the top cover of the dust box, then return it to its original position.

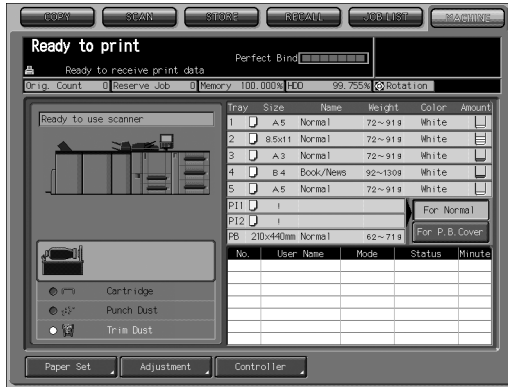


Reminder!

Be sure to return the dust box to its original position, otherwise the trimming function cannot be performed.

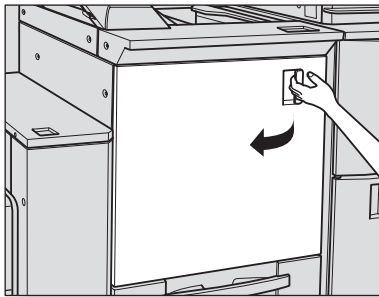
Empty Dust Box of Perfect Binder PB-501

When the dust box of the Perfect Binder PB-501 becomes full, the Trim Dust indicator lights in red in the option status area of the Machine Status Screen. If printing job is in progress, a message will be displayed on the Copy Screen.



Follow the procedure below to empty the dust box.

1. Open the front door of the perfect binder.

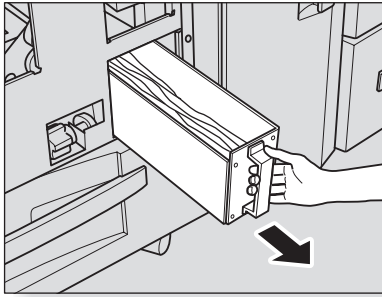


Reminder!

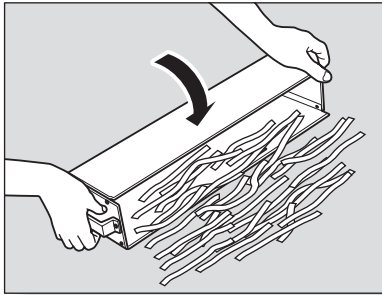
Do not open the front door while machine operation is in progress, otherwise a paper jam may be caused. Be sure to confirm that the machine has stopped its operation before opening the front door.

Empty Dust Box of Perfect Binder PB-501 (continued)

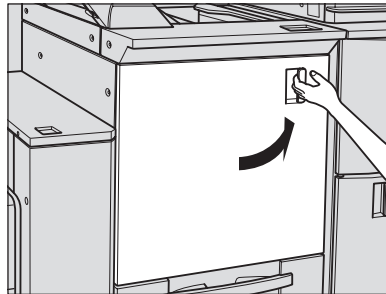
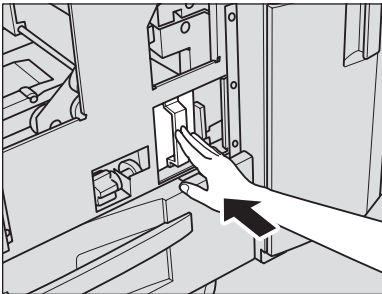
2. Withdraw the dust box.



3. Take waste paper out of the dust box.



4. Return the dust box to its original position, then close the front door of the perfect binder.

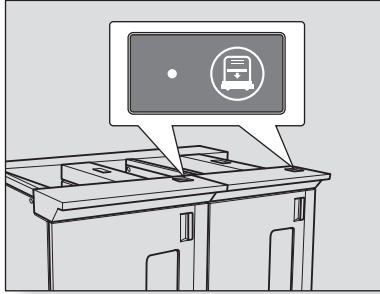


Removing Finished Sets from Large Capacity Stacker LS-501/502

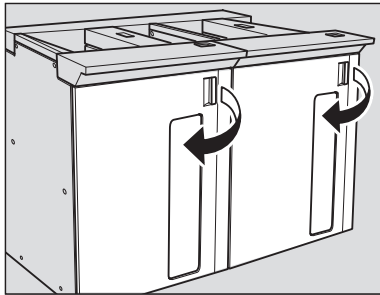
Large Capacity Stacker LS-501/502 can hold 5,000 output sheets (2,000 sheets for B5 and A5) at maximum.
Follow the procedure below to take out paper from the stacker.

1. Press the Paper removal button.

The stacker unit will move down to the carriage.



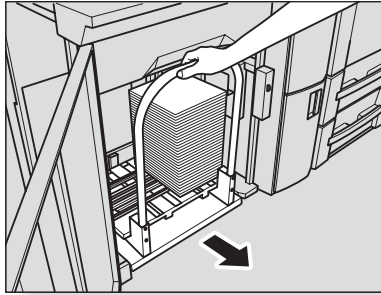
2. Open the large capacity stacker door.



DETAILS

Once the stacker holds a sheet of output paper, the large capacity stacker door will be locked and cannot open till the stacker unit goes down fully to the carriage.

3. Withdraw the carriage by holding its handle.



Reminder!

Be sure to withdraw the carriage straightforward, and do not change the direction forcibly while driving it.

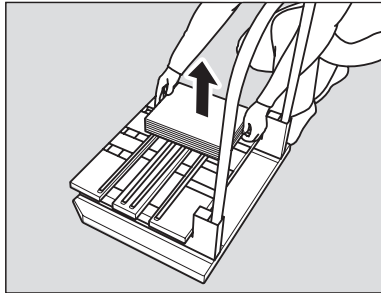
The carriage is for the exclusive use of carrying paper. Do not drive it in any other use.

Never put yourself in the large capacity stacker.

4. Remove the sheets from the carriage.

DETAILS

The stacker unit can be removed from the carriage.



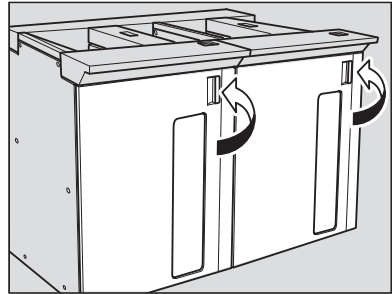
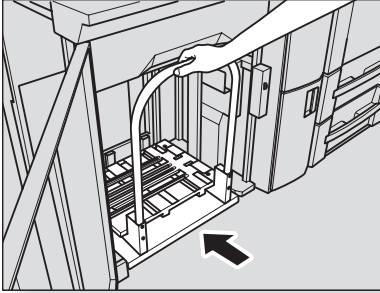
Reminder!

Once lowering the stacker unit for the purpose of removing mishandled paper or checking output sheets, be sure to remove all the sheets from the carriage.

If the carriage is returned with any sheets left on the stacker unit, machine trouble may be caused.

Removing Finished Sets from Large Capacity Stacker LS-501/502 (continued)

5. Return the carriage to its original position, then close the large capacity stacker door.



Reminder!

When returning the stacker unit to its original position, fit the two projections of the carriage to the two holes of the stacker unit, otherwise the carriage cannot be returned properly.

SECTION

5

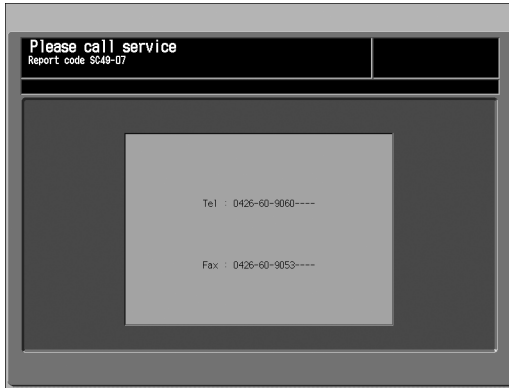
Troubleshooting

How to Handle Machine Troubles

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If Paste Pellets Stick Inside Paste Hopper.....	5-4
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If “Please Call Service” Message Is Displayed

A “Please Call Service” message indicates a machine condition that requires the attention of your service representative. The Call for Service Screen usually displays the telephone and facsimile numbers of your service representative. If paste pellets stick inside the paste hopper, report code “SC78-17” will be displayed with Please Call Service message. In this case, use pellet stacking correction lever inside the paste hopper for recovery. See p. 5-4 for details.



CAUTION

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



DETAILS

Service can set the machine to display the settings of last completed jobs on the Call for Service Screen. For details, please contact your service representative.

- 1. Make note of the report code number indicated in the second line of the message area.**



DETAILS

The machine manager can call for service using the Utility setting (06 Machine Manager Setting>06 System Connection>01 User Call). See p. 5-92 of POD Administrator's reference.

In this case, you don't have to make a call for the report code, because your machine has been monitored automatically by your service representative.

After calling for service using the Utility setting, be sure to turn OFF the power immediately, then unplug the machine as described here.

- 2. Turn OFF the sub power switch and main power switch.**
- 3. Unplug the machine.**

If “Please Call Service” Message Is Displayed (continued)

4. Contact your service representative and report the condition and report code number.



DETAILS: Limited Use of the Copier in Trouble

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

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

ex.

-- Tray 2 failure -- Press Reset to select except this tray
--

2. Press [**Reset**].

Please switch Off/On E 18-2

Make note of the report code.

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



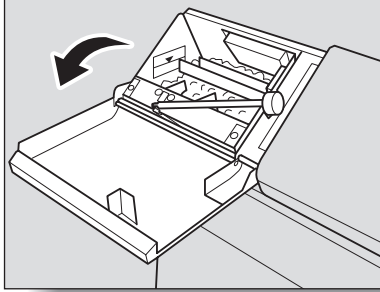
CAUTION

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

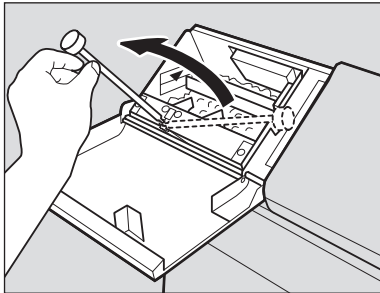
If Paste Pellets Stick Inside Paste Hopper

If paste pellets stick inside the paste hopper, report code “SC78-17” will be displayed with “Please Call Service” message. Follow the procedure below for recovery.

- 1. Open the paste hopper cover.**

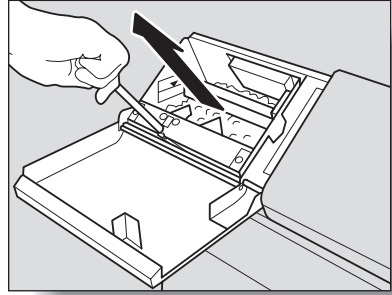
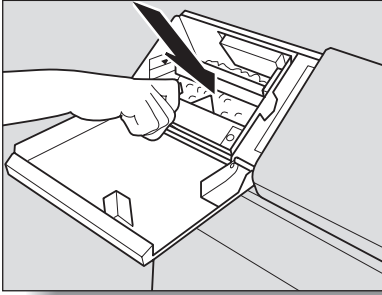


- 2. Raise the pellet stacking correction lever.**



If Paste Pellets Stick Inside Paste Hopper (continued)

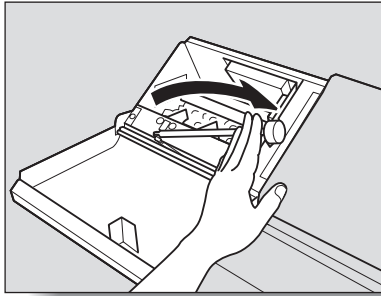
3. Push in the pellet stacking correction lever and then draw it out just one time.



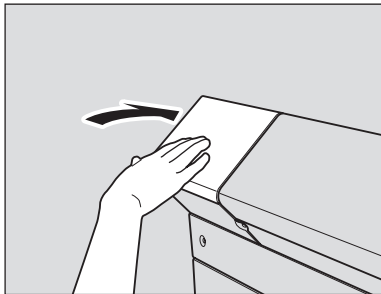
Reminder!

Do not repeat this action, otherwise machine trouble may be caused due to a heavy supply of paste pellets.

4. Return the pellet stacking correction lever to its original position.

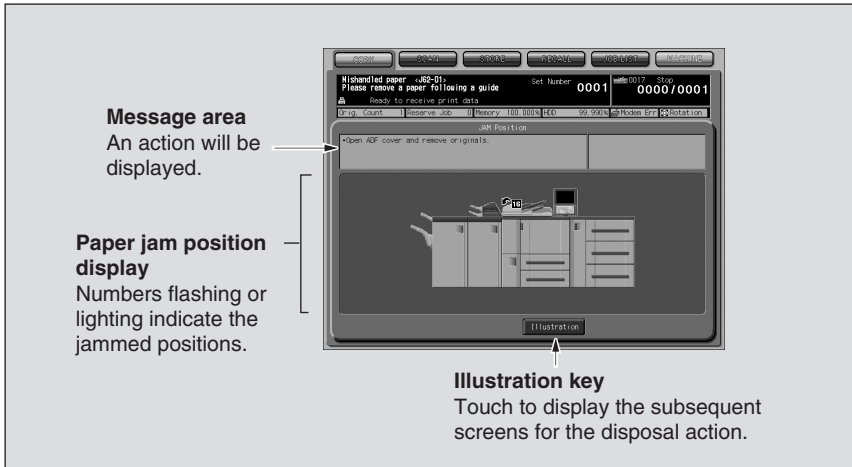


5. Close the paste hopper cover.



Clearing Mishandled Paper

When a paper misfeed occurs, the machine stops making copies and the Jam Position Screen displays to indicate misfeed area(s). The [**Start**] LED turns red on the control panel, and copying operation cannot be continued until all the misfeed locations are cleared.



All the misfeed locations will be indicated by flashing/lighting numbers and arrows on this screen. Flashing number and arrow indicate the jammed position of the highest priority.

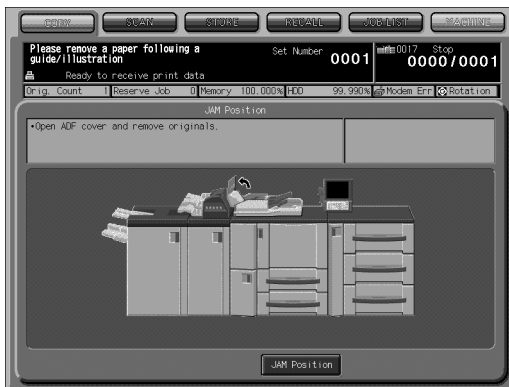
Action to remove mishandled paper is displayed in the message area, and touching **Illustration** will display subsequent screens for the disposal action. Follow the procedure below to remove mishandled paper.

DETAILS

A jam code can be displayed in the message area of the Jam Position Screen. Contact your service representative, if desired.

1. Touch **Illustration** on the screen.

The screen illustrating the method for the disposal action will be displayed.





DETAILS

- Touch **Next** to go to the next page of a series of illustrations, if provided.
- Touch **Jam Position** to return to the Jam Position Screen.
- If paper misfeed occurs in the Perfect Binder PB-501, the **Illustration** key is not displayed. Open the front door of the Perfect Binder, then check the jam position by the Jam position display.

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

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

Do not touch or damage the drum surface.



Reminder!

Before performing the clearing procedure, see p. 1-11 for the caution label locations inside the machine.

3. When completed, the Machine Status Screen will be restored.

If any misfeed location is left, the Jam Position Screen will be restored with the next disposal procedure in the message area and the location number in the jam position display. Repeat steps **1** to **2** until all the locations are cleared.



CAUTION

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

Be especially careful not to put your hand into the fixing unit area when withdrawing the fixing conveyance unit to remove mishandled paper.



CAUTION

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



CAUTION

The internal paste tank unit is very hot. To avoid getting burned, DO NOT TOUCH.

Be especially careful when pushing back in the paste tank unit which has moved and halted in the front side due to the machine trouble.

Do not hold the front side but the far right side in order to return the paste tank unit to its original position.

If MACHINE Tab Blinks in Orange

If any trouble occurs in the machine, one of the following messages will be displayed in the message area and the **MACHINE** tab will blink in orange.

- Paper Misfeed: “Mishandled paper”
- Tray Empty: “Please load ## paper”
- Inconformity in Paper Presetting: “Please set paper size and type setting”, “Please set reserved size paper”, “Please load designated paper in Tray”

With the above message, the **Detail Check** key will be displayed on the Machine Status Screen.



Touch **Detail Check**, and follow the instruction on the screen.

Paper Misfeed

If a paper misfeed occurs with the print/scan job in progress while you are setting a reserve job, the machine stops operation and the **MACHINE** tab may blink in orange. If the Jam Position Screen is displayed after touching **Detail Check**, follow the procedure on p. 5-6 to remove mishandled paper.

If MACHINE Tab Blinks in Orange (continued)

Tray Empty

If the popup screen shown below is displayed after touching **Detail Check**, the selected tray has become empty.



Follow the procedure below to change the tray selection for the current job, or supply the empty tray with copy paper.

To change the tray selection:

1. Touch the desired tray key.



2. Touch **OK** to restore the Machine Status Screen.

3. Press [Start].

Copy paper will be delivered from newly selected tray to continue the printing operation.

If MACHINE Tab Blinks in Orange (continued)

To supply the empty tray with paper:

- 1. Load paper in the empty tray.**
For details of loading paper, see p. 4-2.
- 2. Touch *Close* to restore the Machine Status Screen.**
- 3. Press [*Start*].**
Printing operation will resume using the tray supplied with paper.

Inconformity in Paper Presetting

The machine automatically stops when copy paper in the selected tray should be replaced according to the paper presetting in reserve setting, and displays either of the following popup screens.

Follow the procedure for each to continue the machine operation.

Using Custom size/Wide size/Tabbed standard size paper of different size or in different condition:



Replace paper in the tray with that specified in the paper presetting, then touch ***Change***.
Press [***Start***] to start the printing operation.

If MACHINE Tab Blinks in Orange (continued)

Using Standard size paper of different size:



Replace paper in the tray with that specified in the paper presetting. Touch **Change**, then press [Start] to start the printing operation.



DETAILS

If wrong size is loaded in the tray, the above popup screen will be displayed. Replace with the correct size, then touch **Close**.

If “Memory Full” Message Is Displayed (Memory Overflow)

In certain modes, this machine uses memory to make operations convenient and smooth flowing.

Occasional memory overflow may occur if the installed memory is inadequate for the copy conditions selected, and the machine will stop its operation with the following popup screen displayed.



Touch **Stop**.

All the scanned data will be cleared to terminate the job.

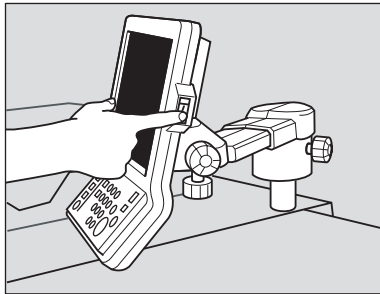
If Power OFF/ON Screen Is Displayed

When any trouble affects the electrical signal of the copier, “Please switch Off/On” will be displayed in the message area.

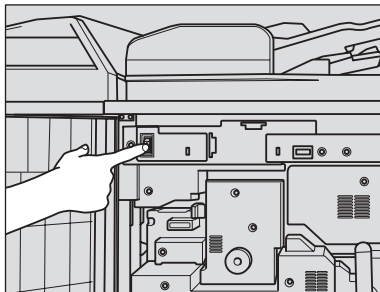


Follow the procedure below to turn the machine power off then on.

1. Turn OFF the sub power switch.



2. Turn OFF the main power switch.



If Power OFF/ON Screen Is Displayed (continued)

- 3.** Wait about 10 seconds.
- 4.** Turn ON the main power switch and sub power switch.

Troubleshooting Tips

COPIER DOES NOT OPERATE WHEN SUB POWER SWITCH IS ON

Check to be sure power plug is firmly inserted in electrical socket.

Check to be sure main power switch is ON.

Check to see if Weekly Timer function is activated. See p. 2-23 for details.

Check to see if User Authentication is required on the screen. See p. 2-25 for details.

COPY IMAGE IS TOO LIGHT

Manually adjust copy density to darker density.

Check toner message and add toner, if required.

Check paper for dampness. Do not leave paper in copier when humidity is high.

Check to see if Photo, Text, or Low Contrast mode is required.

Check the Density shift.

COPY IMAGE IS TOO DARK

Manually adjust copy density to lighter density.

Check to see if Photo, Text, or Low Contrast mode is required.

Check the Density shift.

COPY IMAGE IS NOT CLEAN OR SHOWS SPOTS

Use clean originals since dirt marks may be copied.

Keep original glass and inner surface of document feeder clean.

Call for service if "Please call service" is displayed in the message area.

Check density indicator and lighten if required.

COPY PAPER MISHANDLES DURING COPYING

Fan copy paper and load it with curl side in proper location. Do not exceed the tray capacity.

MAGNIFICATION CANNOT BE CHANGED

Reduce & Shift is incompatible with magnification.

Press [**Reset**] and set desired copying conditions without using Reduce & Shift.

DUPLEX MODES CANNOT BE SELECTED

Fully close ADF, then select the desired duplex mode again.

COPYING DOES NOT BEGIN AFTER PRESSING [Start**]**

Close Front door and left side door of main body.

Insert or adjust the appropriate paper tray for paper size selected.

Be sure the print quantity is entered.

Close Finisher door/Folding unit door/Large capacity stacker door completely.

COPYING DOES NOT RESUME AFTER MISHANDLED PAPER IS REMOVED

Check copier diagram on touch panel for additional indications of mishandled paper.

COPY QUALITY IS POOR

Check paper for dampness, and replace it if necessary.

Contact your service representative.

USING USER AUTHENTICATION, COPIES CANNOT BE MADE AFTER PASSWORD IS ENTERED

Check to see if the message "Copy limit reached" is displayed.

Contact the machine manager to reset limit.

Troubleshooting Tips (continued)

THE ORIGINAL PAPER IS MISHANDLED OR SKEWED IN THE DOCUMENT FEEDER

Originals should conform to the recommended size and weight.

Be sure originals are not stapled.

Align originals evenly in the ADF.

Check to make sure paper guides meet the width of mixed size originals.

ADF CANNOT BE USED AFTER [*Reset*] IS PRESSED

Fully close ADF.

Originals should conform to the recommended size and weight.

Position originals properly in the ADF.

Set to use ADF in the Initial Setting. See POD Administrator's reference for details.

FINISHER/FOLDING UNIT DOES NOT OPERATE

Check for a paper misfeed and remove it, as required.

Properly close finisher door/Folding unit door.

ADD TONER MESSAGE IS DISPLAYED

New toner supply is needed. Follow instructions for adding toner.

CALL FOR PM IS DISPLAYED IN MESSAGE AREA

Contact your service representative for Preventive Maintenance.

APS SELECTS THE WRONG PAPER SIZE

Paper guides must be adjusted exactly to the size of originals.

IN MIXED ORIGINAL MODE, A MESSAGE TO LOAD A REQUIRED PAPER SIZE DISPLAYS, EVEN THOUGH THAT SIZE IS LOADED IN ONE OF THE TRAYS

Paper sizes loaded in the trays must be consistent with the tray position size; otherwise, the tray light on the Copy Screen will blink.

THE COPY SCREEN DOES NOT DISPLAY SETTINGS AS DESCRIBED IN USER'S GUIDE

Check with the machine manager, as Initial Settings may have been changed.

“PLEASE CHECK ORIGINAL”

This message appears when the copier detects a non-standard paper size on the original glass.

Select paper size and press [**Start**]. 1.000 magnification will be selected automatically. If this message continues to be displayed after selecting paper size, select 1.000 magnification, even if it is already indicated, then press [**Start**]. If desired, ask your service representative to enable the machine to default to 1.000 magnification in this situation.

SHEET INSERTION RESULT IS NOT AS EXPECTED

Blank insertion: Be sure manuscript originals do not already include blank sheets in the locations designated for sheet insertion.

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

FINISHER STAPLE RESULT IS NOT AS EXPECTED

The 2 staple position functions only on copy paper that is loaded vertically (portrait style).

Check to see if Rotation functions. Release it, if necessary.

COPIES SKEW IN THE STAPLED SETS

Check to see if copy paper is excessively curled in the tray. Reload the copy paper upside down.

Check to see if large-sized copies meet the secondary (sub) tray when fully output before being stapled. Release the lock of the secondary (sub) tray, then slightly lift it upward.

USING PUNCH, COPIES CANNOT BE PUNCHED

Check to see if the Punch Dust indicator lights in red on the Machine Status Screen. Empty the trash basket.

COPIES CANNOT BE STAPLED OR PUNCHED IN POSITION

Check to make sure the side guide plates are securely aligned to the copy paper in the paper tray to be used.

USING TRIMMING, COPIES CANNOT BE TRIMMED

Check to see if the Trim Dust indicator lights in red on the Machine Status Screen. Empty the dust box of saddle stitcher, or contact the machine manager.

USING PERFECT BINDING, COPIES CANNOT BE BOUND

Check to see if the front door of perfect binder, perfect binder tray cover or paste hopper cover is open.

Securely close the front door/perfect binder tray cover/paste hopper cover.

SECTION

6

Maintenance

How to Maintain the Copier

Cleaning Image Scanning Section	6-2
Precautions for Paste Pellets and the Perfect Binder	6-4
Checking Copy Count.....	6-5
If “Trim Receiver Exchange” Message Is Displayed	6-7
Cleaning Conveyance Belt of Saddle Stitcher Tray	6-8
Preventive Maintenance	6-11

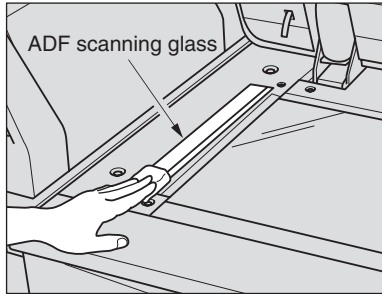
Cleaning Image Scanning Section

In order to maintain optimum copy quality, always keep the following areas clean.

Cleaning the ADF Scanning Glass

Keep the ADF scanning glass clean; otherwise soil marks may be copied, resulting in dark lines on the copies.

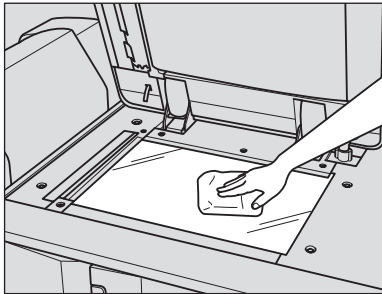
Raise the document feeder, then clean the glass with a clean soft cloth.



Cleaning the Original Glass

Raise the document feeder, then clean the original glass with a clean soft cloth.

The glass may also clean with a soft cloth dampened slightly with water, if it is difficult to clean.



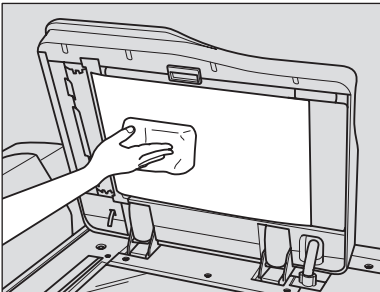
Reminder!

Never use paint solvents, such as benzene or thinners, to clean the original glass.

Cleaning the ADF Guide Cover

The ADF guide cover should be kept clean; otherwise soil marks may be copied or the original size cannot be detected correctly.

Raise the document feeder, then clean the ADF guide cover with a clean soft cloth.



Reminder!

Never use paint solvents, such as benzene or thinners, to clean the ADF guide cover.

Precautions for Paste Pellets and the Perfect Binder

To ensure safety and product reliability, observe the precautions for using paste pellets and the Perfect Binder. Read p. 1-7 as well.

Precautions for Paste Pellets

- Paste pellets are not edible; do not put them in your mouth nor swallow them.
- Keep paste pellets out of reach of children.
- Store paste pellets in dark, cool indoors at temperature between 5 and 35 degrees Celsius, avoiding direct sunlight or exposure to water.
- Paste pellets may become degraded by such products as common oils, organic solvents, solvents used in ink formulations, or volatile fragrances. Such degradation may cause deterioration in adhesiveness, resulting in poor binding performance.

Precautions for Perfect Binder

- Use only the paste GC-501 for this binder.
- Handle melted hot paste only with great care.
- If you need to clean or replace melted hot paste, contact your service representative.
- In order to prevent degradation of paste owing to heating, ensure that the machine is turned off when it is not in use. It is recommended that you adjust the time settings for the low power mode and shut-off mode of the main body to suit the usage of the Perfect Binder, since then apply to the binder as well.
- Do not overload the paste hopper with paste pellets.
- Do not touch the lever in the paste hopper with your hand to avoid breakdown.

Checking Copy Count

The Utility Menu Screen allows you to view the current indication of the following items as a list.

- Total count
- Feed paper count
- Output paper count
- Printer total count
- Copier total count
- Scanner total count
- PM count, cycle, counter start date
- Developer count, cycle, counter start date
- Drum count, cycle, counter start date

Check the list, then print it from the Copy Screen, if desired.



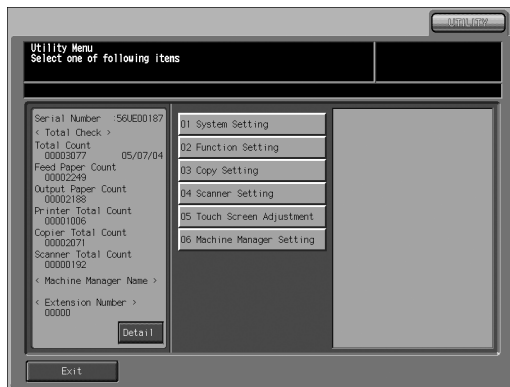
DETAILS

- Machine can be set to display the Utility Menu Screen available for displaying and editing the CMS part count list (part name, P/N, limit), and also resetting the count. For details, please contact your service representative.
- If the machine is mounted with the Perfect Binder PB-501, the **Perfect Bind count** key can be displayed on the Utility Menu Screen to provide the information on the perfect binding count (total binding count, total body count, and total thickness.) For details, please contact your service representative.

1. Press [Utility/Counter] on the control panel.



The Utility Menu Screen will be displayed.



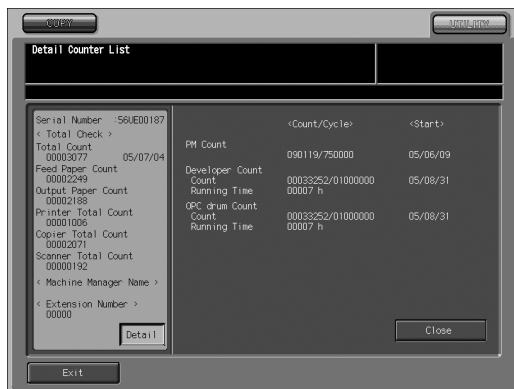
DETAILS

The Utility Menu Screen can be displayed even when the job operation is in progress.

The counter information will be displayed on the left side of the screen. Touching **Exit** will return to the previous screen.

2. Touch **Detail**.

The PM count, Developer count, and Drum count will be displayed.



Touching **Exit** will exit the Utility mode and restore the previous screen.

DETAILS

The Developer count and Drum count can be selected to indicate either the cycle count or runtime count. Contact your service representative, if desired.

3. Print the counter list, if desired.

Touch **COPY** tab to display the Copy Screen.

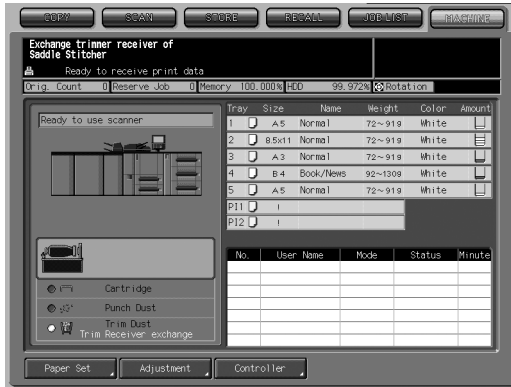
Select the desired paper size, then press [**Start**].

After the Counter list is printed out, the Utility mode will be released automatically and the previous screen will be restored.

If “Trim Receiver Exchange” Message Is Displayed

This machine trims the printed sets using a cutting blade and its receiver, which may require replacement in a long period of use.

When replacement is due, a “Trim Receiver exchange” message appears under the Trim Dust indicator in the option status area of the Machine Status Screen.



If the above message is displayed, please contact your service representative.



DETAILS

The machine manager can call for service using the Utility setting (06 Machine Manager Setting>06 System Connection>01 User Call). See p. 5-92 of POD Administrator's reference.

In this case, you don't have to make a call for preventive maintenance, because your machine has been monitored automatically by your service representative.

Cleaning Conveyance Belt of Saddle Stitcher Tray

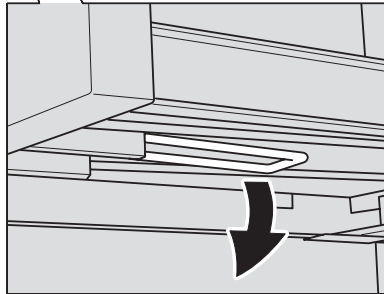
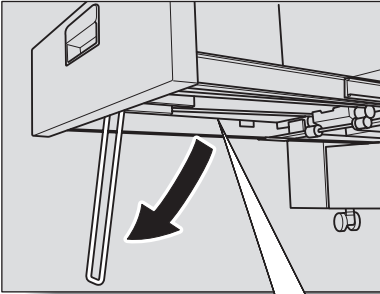
The conveyance belt of saddle stitcher tray should be kept clean, otherwise soil marks may be copied. Follow the procedure below to clean the conveyance belt. In order to maintain optimum copy quality, we recommend to clean it every time before using the saddle stitcher tray.



DETAILS

If any soil marks are found while printing, perform this cleaning procedure immediately.

- 1. Fully withdraw the Saddle stitcher tray, then open the tray stand.**

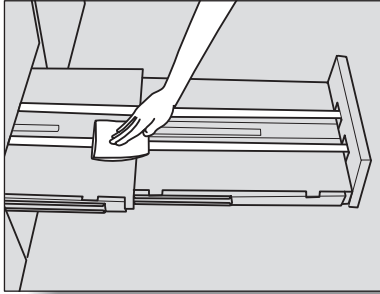


Reminder!

Never fail to open the tray stand, otherwise the machine may be damaged.

Cleaning Conveyance Belt of Saddle Stitcher Tray (continued)

2. Clean the surface of the two conveyance belts with a soft cloth dampened slightly with alcohol (cleaner).



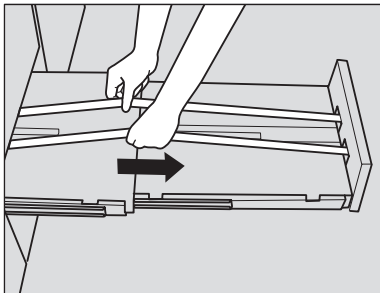
3. Move the conveyance belt to clean the whole length.

Raise the two belts lightly, then pull them both frontward at the same time in order to show the hidden parts.



Reminder!

Do not raise the belt higher than need be, or never fail to pull the two belts at the same time; otherwise machine trouble may be caused.



Clean the belts in the same way as above, using a soft cloth dampened with alcohol.

Repeat steps 2 and 3 (about three times) to clean the whole round of the belt.



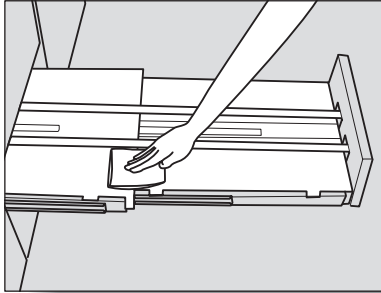
Reminder!

Be sure to clean the whole round of the conveyance belt.

Cleaning Conveyance Belt of Saddle Stitcher Tray (continued)

4. Clean the bottom plate of the saddle stitcher tray.

Wipe the whole surface of the bottom plate with a soft cloth slightly dampened with alcohol (cleaner).



5. Return the tray stand to its original position, then return the saddle stitcher tray.




Reminder!

Never return the saddle stitcher tray to its original position with the tray stand opened.

Preventive Maintenance

After a set number of copies (750,000 copies) have been made on your machine, Preventive Maintenance (PM) will be required for maintaining optimal performance.

When preventive maintenance is due, a message and the PM icon () will prompt you to contact your service representative for maintenance.



DETAILS

The machine manager can call for service using the Utility setting (06 Machine Manager Setting>06 System Connection>01 User Call). See p. 5-92 of POD Administrator's reference.

In this case, you don't have to make a call for preventive maintenance, because your machine has been monitored automatically by your service representative.

SECTION

7

Machine Specifications

Main Body & Option Specifications

Main Body Specifications	7-2
Option Specifications.....	7-4

Main Body Specifications

Main Body

Name:	bizhub PRO 1050/1050e
Type:	Console type
Transfer method:	Indirect electrostatic method
Original glass:	Fixed
Light-sensitive unit:	OPC
Light source:	Xenon lamp
Developing method:	Dry, 2-component magnetic brush developing
Fixing method:	Heat roller
Density adjustment:	Automatic and manual (9 steps)
Magnification ratio:	1:1 ± 1.0% Enlargement: 1:1.214 (121.4%), 1:1.294 (129.4%), 1:1.545 (154.5%), 1:2.000 (200%) Reduction: 1:0.785 (78.5%), 1:0.772 (77.2%), 1:0.647 (64.7%), 1:0.500 (50%) Zoom/Special ratio magnification ratio: 25% to 400% in 0.1% increments
Copy paper:	Plain/Recycled paper: 16 to 24 lb Bond Thick paper: 25 to 80 lb Bond Thin paper: 11 to 15 lb Bond Special paper: OHP, Tab, 3-hole, Coated * Ink-jet paper is unavailable.
Copying speed:	105 copies/min. (8.5"×11"), 86 copies/min. (8.5"×11"R), 59 copies/min. (11"×17"), 105 copies/min. (5.5"×8.5"), 70 copies/min. (8.5"×14"), 91 copies/min. (5.5"×8.5"R) * Copying speed may be slowed down more or less to 1/3 of the original speed while printing job is in process, in order to maintain the copy image quality.
Continuous copying:	1 to 9,999 copies
Types of original:	Sheet, book originals
Original size:	11"×17" (A3 or 280 mm × 432 mm) maximum
Paper size:	Standard size: 11"×17" to 5.5"×8.5"R size (image cutoff width: leading and trailing ends 2 mm ± 2 mm, top and bottom 1.5 mm ± 1.5 mm) Wide size and non-standard size: Max. 12.76"×18.11" * Full-Image Area function is not provided on this machine.
Paper supply method:	Tray 1, 2 (universal); 1,500 sheets (20 lb Bond) Tray 3, 4, 5 (universal); 2,000 sheets (20 lb Bond) (PF-701 option)
Warm-up time:	Approx. 8 minutes @68° (20°C); 50%RH
First copy time:	Approx. 9.0 seconds (8.5"×11")

These specifications are subject to change without notice.

Main Body Specifications (continued)

- Power: AC 208 ~ 240V / 17.6A; 60Hz (This equipment selects the correct voltage automatically.)
- Power consumption: 3.00 KW max. (with option)
- Sound power level: 80 dB max. (with option)
- Weight: Approx. 727.5 lb (main body + ADF)
+ 312.4 lb w/Paper feeder unit (PF-701)
+ 242 lb w/Large stacker (LS-501/LS-502)
+ 176 lb w/Finisher (FS-503)
+ 286 lb w/Folding unit (FD-501)
+ 579.8 lb w/Saddle stitcher (SD-501)
+ 463.0 lb w/Perfect binder (PB-501)
- Size: 35.2 (W) × 30.5 (D) × 40.2 (H) inches (main body excluding control panel)
116.9 (W) × 30.5 (D) × 40.2 (H) inches (main body + PF-701 + FD-501 + FS-503)
128.8 (W) × 30.5 (D) × 40.2 (H) inches (main body + PF-701 + LS-501 + LS-502)
170.8 (W) × 30.5 (D) × 40.2 (H) inches (main body + PF-701 + FD-501 + SD-501 + FS-503)
180.1 (W) × 30.5 (D) × 40.2 (H) inches (main body + PF-701 + FD-501 + SD-501 + PB-501)
- Required space*: 7.9 inches or more from the back side; 3.9 inches or more from both right and left sides
- *: Space required for the safe operation

ADF (DF-603)

- Function: Feed 1- and 2-sided originals automatically
- Type of original: 13 ~ 110 lb (200 g/m²)
- Original size: 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 5.5"×8.5"R, A3, B4, A4, B5, B5R, B6R
- Original capacity: 100 sheets max. (20 lb)
- Original insertion: Automatic feed at a time
- Dimensions: 25.6 (W) × 22.4 (D) × 8.4 (H) inches
(paper feed tray excluded)
- Weight: Approx. 48.4 lb
- Power source: Supply from main body

These specifications are subject to change without notice.

Option Specifications

Paper Feeder Unit PF-701

Function:	Paper feed into main body (3 trays)
Paper sizes:	12"×18", 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", A3, B4, A4, B5, B5R, F4, and those wide sizes (max. 12.76" × 18.11")
Types of paper:	13 ~ 135 lb (244 g/m ²) paper (tray 3 and 5) 13 ~ 166 lb (300 g/m ²) paper (tray 4) PPC, HQ, coated, labels, tracing paper available
Capacity:	2,300 sheets (20 lb) for each tray
Dimensions:	31.8 (W) × 26.5 (D) × 40.2 (H) inches
Weight:	Approx. 312.4 lb
Power source:	Supply from main body

Large Capacity Stacker LS-501/LS-502

Function:	Stack printed paper
Paper sizes:	12"×18", 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, A3, B4, A4, A4R, B5, A5, F4, 8K, 16K, 16KR, and those wide sizes (max. 12.76" × 18.11") Tabbed standard size is output to secondary (sub) tray
Type of paper:	Stacker: 13 ~ 135 lb (244 g/m ²) paper Secondary (sub) tray: 13 ~ 166 lb (300 g/m ²) paper
Capacity:	Stacker: 5,000 sheets 3,000 sheets (Coated paper, Min. 8.3" × 15.0"(210 × 380mm) to Max. 12.8" × 18.1"(324mm × 460mm)) 2,000 sheets (B5 and A5) Secondary (sub) tray: 200 sheets
Dimensions:	30.9 (W) × 25.8 (D) × 40.2 (H) inches
Weight:	Approx. 242 lb
Power source:	LS-501: Internal battery LS-502: Supply from main body

These specifications are subject to change without notice.

In-Bin Stapler Finisher FS-503

Type:	Offset catch tray
Functions:	Staple, Straight delivery, Shift delivery, Output to secondary tray
Paper sizes:	Staple; 12"×18", 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", A3, B4, A4, A4R, B5, A5, F4, 8K, 16K and those wide sizes (max. 12.76" × 18.11") Straight/Shift delivery; 12"×18", 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 5.5"×8.5"R, A3, B4, A4, A4R, B5, B5R, A5, A5R, F4, 8K, 16K, 16KR, and those wide sizes (max. 12.76" × 18.11"), Tab paper (STD size) * B6R is available in straight delivery only.
Paper type:	11 ~ 135 lb (244 g/m ²) paper 13 ~ 166 lb (300 g/m ²) paper (output to secondary tray)
Number of stapled sheet:	100 sheets max. (20 lb paper)
Tray capacity	Primary (main) tray: 3,000 sheets max. Secondary (sub) tray: 200 sheets max.
Staple cartridge:	5,000 staples
Dimensions:	21.4 (W) × 25.8 (D) × 40.2 (H) inches Width including primary (main) tray: 30.7 inches/ 34 inches (pulled out)
Weight:	Approx. 176 lb
Power source:	Supply from main body

These specifications are subject to change without notice.

Option Specifications (continued)

Folding Unit FD-501

Functions:	Punch, Folding, Post inserting (PI), Straight delivery, Output to secondary tray
Number of punch holes:	2 or 3
Hole diameter:	6.5 mm \pm 0.5 mm (2 holes) / 8.0 mm \pm 0.5 mm (3 holes)
Hole pitch:	70 mm \pm 0.5 mm (2 holes) / 108 mm \pm 0.5 mm (3 holes)
Types of paper:	13 to 116 lb (209 g/m ²) paper (Punch) 13 to 45 lb (130 g/m ²) paper (Folding, Letter Fold-in, Letter Fold-out, Z-Fold) 13 to 25 lb (91 g/m ²) paper (Double Parallel, Gate) 13 to 135 lb (244 g/m ²) paper (Straight delivery to primary (main) tray) 13 to 166 lb (300 g/m ²) paper (Straight delivery to secondary (sub) tray)
Cover paper type:	PPC, HQ, coated, tracing (13 to 166 lb paper)
Paper sizes:	3-hole punch 12"×18", 11"×17", 8.5"×11", A3, B4, A4, B5, 8K, 16K 2-hole punch 12"×18", 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", A3, B4, A4, A4R, B5, B5R, A5, A5R, F4, 8K, 16K, 16KR Folding 12"×18", 11"×17", 8.5"×14", 8.5"×11"R, A3, B4, A4R, 8K Post inserting 12"×18", 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 5.5"×8.5"R, A3, B4, A4, A4R, B5, B5R, A5, A5R, F4, 8K, 16K, 16KR, tabbed standard sizes, wide sizes (max. 12.76" × 18.11") Straight delivery to primary (main) tray 12"×18", 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 5.5"×8.5"R, A3, B4, A4, A4R, B5, B5R, A5, A5R, F4, 8K, 16K, 16KR, tabbed standard sizes, wide sizes (13.24" × 19.32") Straight delivery to secondary (sub) tray 12"×18", 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 5.5"×8.5"R, A3, B4, A4, A4R, B5, B5R, A5, A5R, F4, 8K, 16K, 16KR, tabbed standard sizes, wide sizes (13.24" × 19.52")
Stack capacity using PI:	500 sheets max. (20 lb paper) for each tray
Dimensions:	15.7 (W) × 28.5 (D) × 48.5 (H) inches
Weight:	Approx. 286 lb
Power source:	Internal battery

These specifications are subject to change without notice.

Saddle Stitcher SD-501

Functions:	Multi-folding (Multi Center, Multi Letter), Fold&Staple, Trimming, Straight delivery
Processing capability:	105 sheets per minute at maximum
Types of paper:	13 to 43 lb, 60 to 91 lb (cover) paper (Multi Center, Fold&Staple, Trimming) 13 to 24 lb paper (Multi Letter)
Paper sizes:	Multi Center, Fold&Staple, and Trimming; 12"×18", 11"×17", 8.5"×14", 8.5"×11"R, A3, B4, A4R, B5R, F4, 8K, 16KR, Wide size paper (max. 12.76" × 18.11") Multi Letter; 8.5"×11"R, A4R
Staple position:	Available to be changed (90 ~ 165 mm)
Number of sheets (1 set):	Multi Center, Multi Letter; 5 sheets (13 to 20 lb paper) 3 sheets (24 lb paper) Fold&Staple; see table on p. 3-4. Trimming; 50 sheets (20 lb paper) × 2, or {49 sheets (20 lb) + 1 sheet (74 lb cover)} × 2
Stack capacity:	30 sets max. (Multi Center, Multi Letter)
Saddle stitcher tray capacity:	See p. 3-4 to 3-5.
Dimensions:	46.1 (W) × 30.5 (D) × 40.2 (H) inches 56.8(D) inches with Saddle stitcher tray fully withdrawn
Weight:	Approx. 579.8 lb
Power source:	Internal battery

These specifications are subject to change without notice.

Perfect Binder PB-501

Functions:	Hot-melt type binding, Trimming, Straight delivery to secondary (sub) tray
Processing capability:	105 sheets per minute at maximum
Number of sheets (1 set):	10 to 300 sheets, or within 30 mm thick
Paper sizes:	Perfect binding tray; Body 8.5"×11", 5.5"×8.5", A4, B5, A5 Cover 13" × 18.58" max. (custom size) For details of available sizes in Perfect Binding mode, see p. 12-43. Secondary (sub) tray; 3.9" × 5.47" min. to 13" × 19.2" max., tab paper (standard sizes)
Paper weight:	Perfect binding tray; 16 to 24 lb (body), 31 to 60 lb (cover) Secondary (sub) tray; 11 to 80 lb
Paper types:	Perfect binding tray; Standard, Recycled, Fine (body) Fine, Coated (cover) Secondary (sub) tray; Standard, Recycled, Fine, Coated, Special, OHP, Labels, Tab paper
Stack capacity:	Cover feeding tray; 1,000 sheets (31 lb), 500 sheets (60 lb) Perfect binding tray; 30 mm thick (300-sheet-bound) booklet 11 sets × 2 (approx. 6,600 sheets) For details, see p. 3-4.
Warm-up time:	Approx. 20 minutes
Dimensions:	51.3 (W) × 30.5 (D) × 48.2 (H) inches
Weight:	Approx. 463 lb
Power source:	Internal battery
Power consumption:	1,000W max.

Pre-printed Paper Feeding Kit PP-701

These specifications are subject to change without notice.

Copying Operation

SECTION

8

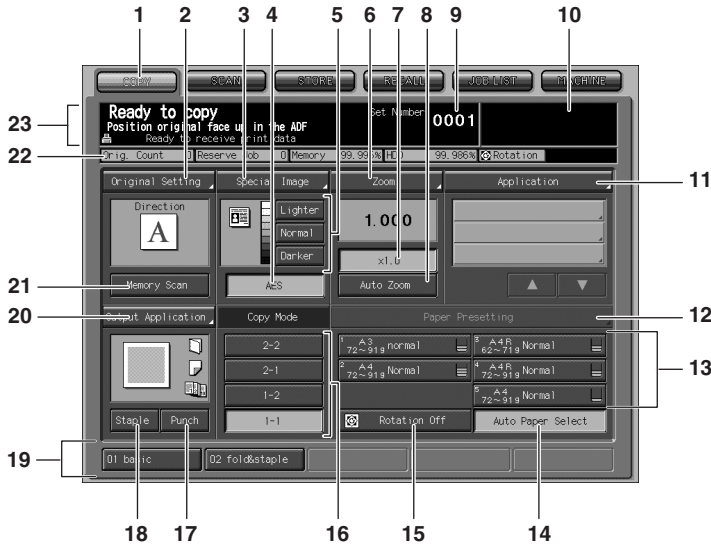
Before Making Copies

Basic Information on Copying Operation

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Copy Screen

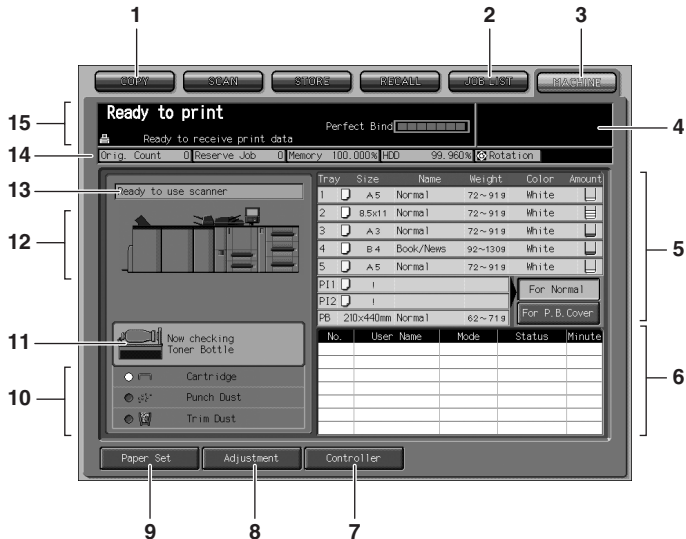
The Copy Screen is used to select the desired copy conditions when setting a new copy job and also reserve jobs.



- 1 **COPY tab** is touched to display the Copy Screen.
- 2 **Original Setting key** is touched to specify the condition of originals to be scanned.
- 3 **Special Image key** is touched to specify the image quality or background exposure level of the originals, and also to specify the userset density.
- 4 **AES key** is touched to activate AES (Automatic Exposure Selection).
- 5 **Density adjustment keys** are used to specify the desired exposure level.
- 6 **Zoom key** is touched to select the desired magnification ratio using preset ratios, user preset ratios, zoom mode or vertical/horizontal zoom mode.
- 7 **x1.0 key** is touched to copy in 1.000 magnification ratio.
- 8 **Auto Zoom key** is touched to activate AMS (Automatic Magnification Selection).
- 9 **Set Number indicator** indicates the print quantity entered from the control panel keypad.
- 10 **Output indicator** indicates the print count on the left of the set count while printing.
- 11 **Application key** is touched to select various application functions.
- 12 **Paper Presetting key** is touched to use different paper type from that indicated on the tray key.
- 13 **Tray keys** display specified paper setting and amount remaining in each tray.
- 14 **Auto Paper Select key** is touched to activate APS (Automatic Paper Selection).
- 15 **Rotation Off key** is touched to release the Rotation function.
- 16 **Copy Mode area** is used to select the copy mode (1-1, 1-2, 2-1, or 2-2).
- 17 **Punch key** is touched to use Punch mode.
- 18 **Staple key** is touched to use Staple mode
- 19 **Function keys** are touched to recall the job setting previously registered using Mode Memory. Up to five settings can be recalled.
- 20 **Output Application key** is touched to specify the desired output mode.
- 21 **Memory Scan key** is touched to store scanned images into memory.
- 22 **Machine Status icons** display to indicate various machine status.
- 23 **Message area** displays the machine status and procedure required at that time.

Machine Status Screen

The Machine Status Screen displays when copying operation becomes available after warm-up, or when any copying job has been completed.



- 1 COPY tab** is touched to display the Copy Screen.
- 2 JOB LIST tab** is touched to display the Job List Screen.
- 3 MACHINE tab** is touched to display the Machine Status Screen, and blinks in red when machine trouble occurs.
- 4 Count/Set indicator** indicates the print quantity entered from the control panel keypad, and also indicates the print count on the left of the set count while printing.
- 5 Tray setting list** displays the paper setting made for each tray, and also displays the paper sizes loaded in the Post inserter or in the cover feeding tray of Perfect binder. The currently selected tray will be indicated in different color.
- 6 Job list** displays the current status of the jobs to be operated on the machine.
- 7 Controller key** is touched to set the controller.
- 8 Adjustment key** is touched to make adjustments of the machine and optional equipment.
- 9 Paper Set key** is touched to make paper setting for each tray.
- 10 Maintenance & supply indicator** lights in red when staple supply is required or when trash basket is full.
- 11 Toner message** displays the current status of toner supply.
- 12 Machine status display** prompts you if any door or cover is open.
- 13 Scanner message** displays the current status of scanning job.
- 14 Icon area** displays various machine status icons.
- 15 Message area** displays messages concerning printing job, and also indicates the warmup status of the main body and optional perfect binder if mounted.

Features of the bizhub PRO 1050/1050e

- **All-Image Area**

Makes copies printed completely to the edges of the paper to avoid image loss.

- **AES - Automatic Exposure Selection**

Automatically adjusts exposure to compensate for quality of the original.

- **AMS - Automatic Magnification Selection**

Automatically selects an appropriate magnification ratio when paper size is selected manually. Automatically selected when **Auto Zoom** is touched.

- **Annotation**

Allows you to register words, current date/time, and annotation number as a set and to print it onto output copies at the location designated on the screen.

- **APS - Automatic Paper Selection**

Automatically selects copy paper size to match the original documents.

- **Auto Low Power**

Automatically lowers the power after a specified period of copier inactivity.

- **Auto Reset**

Automatically resets to the default settings after a specified period of copier inactivity.

- **Auto Shut-Off**

Automatically shuts off the power after a specified period of copier inactivity.

- **Book Copy**

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

- **Booklet**

Creates a multiple page signature booklet copied on both sides of paper in 1-2 or 2-2 copy mode.

- **Chapter**

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

- **Combination**

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

- **Copy Density**

Manually selects up to 9 density levels.

- **Copy Mode**

Selects the desired simplex mode (1-1 or 2-1); or duplex mode (1-2 or 2-2).

- **Custom Size for Original**

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

Features of the bizhub PRO 1050/1050e (continued)

- **Density Shift**

Shifts each of nine density levels in four enhance modes (Text & Photo, Text, Photo, Low Contrast) to three levels lighter or three levels darker.

- **Frame/Fold Erasure**

Erases border and/or fold image area using Frame (1 - 300mm), Fold (1 - 99mm), or Frame & Fold.

- **Function Key**

Recalls the job setting previously registered using Mode Memory at a single touch.

- **Image Centering**

The original image on the original glass or in the document feeder is copied and centered on a sheet.

- **Image Insert**

Stores pages in memory from the original glass, and inserts the pages into a document copied from the document feeder.

- **Image Shift**

Creates or removes a binding margin at the top, bottom, right and left edges (shift amount from 0 ~ 250mm, in 1mm increments); reduces image to prevent image loss (reduce & shift amount from 0 ~ 250mm, in 1mm increments).

- **Interrupt Copying**

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

- **Job List**

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

- **Manual Shut-off**

Shuts off the machine's power when pressing [**Power Save**] on the control panel.

- **Memory Scan Mode**

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

- **Mixed Original**

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

- **Mode Memory**

Programs up to 30 jobs and recalls each job by job number, as needed. All compatible original glass functions can be programmed into Mode Memory directly after they are selected.

- **Neg. Pos. Reverse**

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

Features of the bizhub PRO 1050/1050e (continued)

- **No Image Area Erase**

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

- **OHP Interleave**

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

- **Output for Machine with Finisher FS-503 Installed:**

Non-Sort, Collated, Uncollated, and Staple modes using the primary (main) tray
Collated and Uncollated modes using the secondary (sub) tray
Selects an output tray and output mode on the Output Application Screen.

- **Output for Machine with Large Capacity Stacker LS-501/502 Installed:**

Non-Sort, Collated, and Uncollated modes using the stacker
Collated and Uncollated modes using the stacker secondary (sub) tray
Selects an output tray and output mode on the Output Application Screen.

- **Output for Finisher FS-503 with Folding Unit FD-501 Installed:**

Punch
Folding (Z-fold, Letter fold-in, Letter fold-out, Double parallel, Gate, Folding)
Cover sheet feeding
For details, see Section 12: Setting Output Methods.

- **Output for Machine with Saddle Stitcher SD-501 Installed:**

Fold & Staple, Trimming
Folding (Multi Center, Multi Letter)
For details, see Section 12: Setting Output Methods.

- **Output for Machine with Perfect Binder PB-501 Installed:**

Perfect Binding, Trimming
For details, see Section 12: Setting Output Methods.

- **Overlay**

Scans an original image and overlays it on the pages of another document. For example, you may want to incorporate a page heading, graphic design or logo into the pages of your document.

- **Overlay Memory**

Same as for "Overlay" except the overlay image is stored in memory.

- **Paper Capacity**

Total 9,000 sheets, including two 1,500-sheet trays (Tray 1 and 2) and three 2,000 sheet trays (Tray 3, 4, and 5).

- **Power Save**

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

- **Program Job**

Scans documents into memory while designating different copy conditions for each original, then prints all the documents collectively.

Features of the bizhub PRO 1050/1050e (continued)

- **Proof Copy**

To ensure correct output before running multiple copies, run a proof copy by pressing [**Proof Copy**] on the control panel or touching **Proof Copy** on the Check Screen.

- **Repeat**

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

- **Reserve**

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

- **Rotation**

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

- **Sheet Insertion**

Insert up to 26 blank or copied sheets from any tray, or inserts blank or copied front and back covers from any tray to enhance the presentation of multi-page documents.

- **Stamp**

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

- **Stapling**

Selects the stapling position and number of staples.

- **Tab Paper**

Copies onto tabbed sheets from tabbed originals, allowing the image on the tab part of the original to be printed on the same part of the tabbed copy paper.

- **Tandem Mode for Two Copiers**

Works in tandem to distribute a large copying job in half the time of non-tandem mode.

- **Text/Photo Enhance**

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

- **Weekly Timer**

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

- **Wide Size Paper**

Copies onto paper slightly larger than the specified regular size.

- **Z-Folded Original**

This feature sets the ADF to accept Z-folded originals.

- **Zoom**

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

How to Make a Basic Copy

Follow the procedure below to make a basic copy.
Use Function key to recall the job setting previously registered using Mode Memory.
Up to five settings can be recalled.

DETAILS

- The following procedure is basic and not always applicable to the operation of selected copy conditions. When using a specific function, be sure to follow the procedure described in each section.
- Copying speed may be slowed down more or less to 1/3 of the original speed while making 20 - 30 copies of a dark original, in order to maintain the copy quality. In this case, **[H] Dark Tone** or **[H]** appears on the Copy Screen. The factory default setting for this function is off. Contact your service representative, if details desired.

1. Display Copy Screen.

Touch **COPY** tab on the Machine Status Screen to display the Copy Screen.



2. Set copy conditions as desired.

The following settings are available on the Copy Screen.

- Function Key (See p. 9-6)
- Original Setting (See p. 9-8)
- Special Image (See p. 9-19)
- Zoom (See p. 9-24)
- Application (See p. 11-6)
- Output Application (See p. 12-6)
- Copy Mode (See p. 9-27)
- Paper Presetting (See p. 9-40)

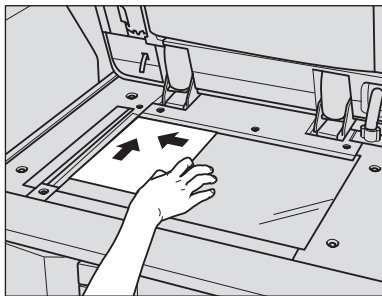
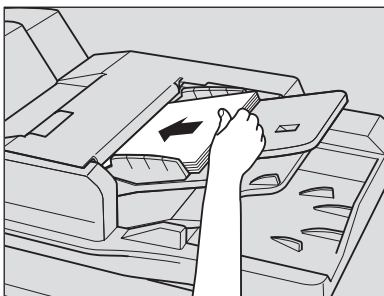
How to Make a Basic Copy (continued)

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



Entered quantity will be displayed on the touch panel.
For details of entering print quantity, see p. 8-15.

4. Position originals **FACE UP** in the document feeder, or **FACE DOWN** on the original glass.



For details of positioning originals, see p. 8-11.

5. Press [**Start**] on the control panel.



How to Make a Basic Copy (continued)

When the machine starts scanning originals, the current job status will be displayed on the popup menu.



The reserve job setting is available from this popup menu. Touch **Yes** or **Close** to return to the Copy Screen. See p. 9-48 for details.

DETAILS

- The screen to be displayed after machine power is turned on can be selected either from the Machine Status Screen (initially selected) or the Copy Screen. The popup screen will vary depending on this selection.
- The Job List Screen is provided to change the operation order of reserve jobs or cancel the reserve job. See p. 10-2 for details.

If **No** is touched, the Machine Status Screen will be restored.



The current job will be displayed in the job list, with the count/set quantity indicated at the upper right corner of the screen.

Positioning Originals

Positioning Originals in ADF

The document feeder (ADF) automatically feeds up to 100 originals directly to the original glass area, starting with the top sheet. The ADF should only be used for unstapled, smooth, flat originals.

Positioning originals in Normal mode

1. Arrange originals in order.

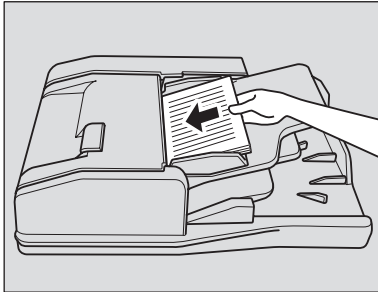


Reminder!

- Before placing originals in the tray, be sure the document feeder is closed fully. Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.
- Be sure not to use unsuitable ADF originals.

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

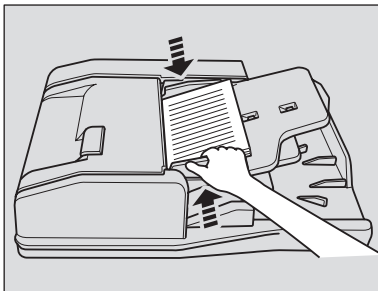
Place two-sided originals with page one **FACE UP**.
Up to 100 originals can be set at a time.



Reminder!

Do not set more than 100 originals or over the limit line indicated on the paper guides; otherwise a paper misfeed will occur.
If the number of originals exceeds 100, divide them into blocks not exceeding 100 sheets, then load them from the block with the first page.

3. Adjust paper guides.



Positioning originals in Mixed Original mode

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

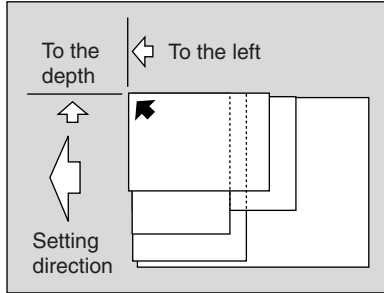


HINT

To use the Mixed Original mode, see procedure on p. 9-10.

1. Arrange originals in order.

Arrange the mixed size originals as illustrated below.



Reminder!

- Before placing originals in the tray, be sure the document feeder is closed fully. Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.
- Be sure not to use unsuitable ADF originals. See p. 3-10 for details.



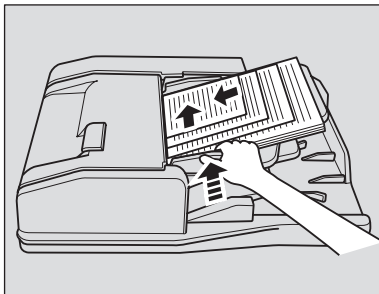
HINT

See p. 3-10 for available combinations of mixed originals.

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

Place two-sided originals with page one **FACE UP**.
Up to 100 originals can be set at a time.

3. Adjust paper guides.



Positioning originals in Z-Folded original mode

Z-Folded original mode detects the folded original size without using the size detection sensor of the ADF.



HINT

To use the Z-Folded original mode, see procedure on p. 9-12.

- 1. Arrange originals in order.**
- 2. Position original(s) FACE UP in the document feeder tray.**

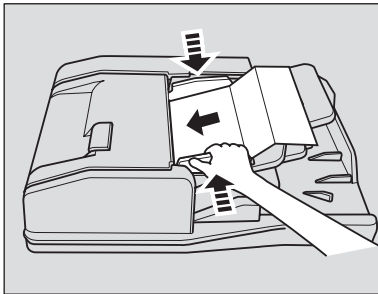
Place two-sided originals with page one FACE UP.
Up to 100 originals can be set at a time.



Reminder!

- Before placing originals in the tray, be sure the document feeder is closed fully. Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.
- Be sure not to use unsuitable ADF originals. See p. 3-10 for details.

- 3. Adjust paper guides.**

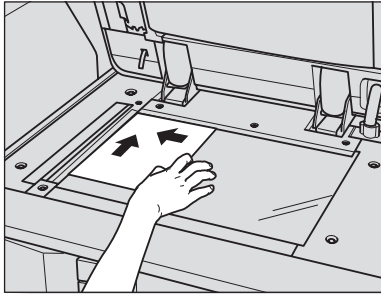


Positioning Original on Original Glass

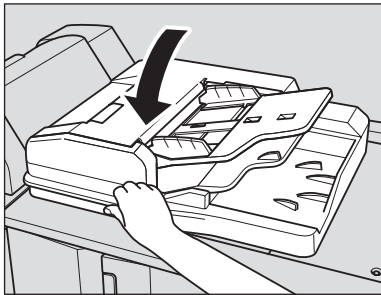
Use the original glass when originals are not suitable for use with the document feeder, e.g., when size is incompatible, or when originals are folded, stapled, torn, or in generally poor condition.

- 1. Raise the document feeder.**
- 2. Position original FACE DOWN in the left rear corner, aligning the edge with the left measuring guide.**

The direction of the original should confirm to the Original direction icon displayed on the Copy Screen.



- 3. Gently close the document feeder to prevent the original from shifting on the glass.**



DETAILS

When Book Copy, AUTO mode in Repeat, or Image Centering is selected, the document feeder should not be closed while scanning. For details on each function, see Section 11.

CAUTION

Do not place too heavy originals, or do not press strongly when thick original is placed and is under pressure of ADF; otherwise the glass may be broken and you may be injured.

Setting Print Quantity

This section describes how to set or change print quantity.

To Set Print Quantity

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

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



Entered quantity will be displayed on the touch panel.

To Change Print Quantity

Follow the procedure below to change the print quantity that has been already entered.

1. Press [C] (clear quantity).



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

2. Enter the correct quantity.

Entered quantity will be displayed on the touch panel.

Setting Job During Warm-up

While the copier is warming up after power is turned on, select copy conditions and start scanning so that the copier may start printing immediately the copier engine is ready.

This function can be disabled by service. Contact your service representative, if desired.

1. Turn on the main power switch and sub power switch of the machine.



HINT

For details of turning on the power, see p. 2-18.

2. Display the Copy Screen to check that the message “Ready to copy reserve” is displayed in the message area.

A few seconds after the Wake-up Screen appears in the touch panel, the Machine Status Screen with four types of warm-up image will be displayed in succession for approx. 6.0 minutes.

Touch **COPY** tab to change the Machine Status Screen to display the Copy Screen, then check that the message “Ready to copy reserve” is displayed in the message area.



3. Set the desired copying conditions, and enter the print quantity.



HINT

For details of setting print quantity, see p. 8-15.

4. Position original(s) **FACE UP** in the ADF or **FACE DOWN** on the original glass.



HINT

For details of positioning originals, see p. 8-11.

5. Press [**Start**].

Setting Job During Warm-up (continued)

When scanning the original for the job is started, the popup menu will appear on the Copy Screen.



Touch **Yes** or **Close** to return to the Copy Screen to make another reserve job setting. See p. 9-48 for details.

DETAILS

- The screen to be displayed after machine power is turned on can be selected from the Machine Status Screen (initially selected), Copy Screen, and Job List Screen. The popup screen will vary depending on this selection.
- The Job List Screen is provided to change the operation order of reserve jobs or cancel the reserve job. See p. 10-2 for details.

If **No** is touched, the Machine Status Screen will be restored.



The current job will be displayed in the job list, with the count/set quantity indicated at the upper right corner of the screen.

To Stop Scanning/Printing

Follow the procedure below to stop scanning or printing.

HINT

This procedure is effective only for the job in progress. To stop the reserved jobs on standby, operate on the Job List Screen. See p. 10-2 for details.

1. Press [**Stop**] while the current job is in progress.



DETAILS

With the popup menu displayed right after pressing [**Start**] for scanning reserve job, the job cannot be canceled even if [**Stop**] is pressed. According to the procedure on p. 8-20 touch an appropriate key on the popup menu to clear it.

The current machine operation of the selected job will be suspended, and the popup menu will be displayed on the Copy Screen.

2. Touch the desired key on the popup menu.

The popup menu will vary according to the job in progress.

Both scanning and printing are in progress:



Touch **Stop Job** to cancel the job, or touch **Continue** to complete the job.

DETAILS

Touching **Stop Job** will delete all the scanned data.

To Stop Scanning/Printing (continued)

Scanning the job in Memory Scan mode:



Touch **Stop Job** to cancel the job, or touch **Continue** to complete the job.



DETAILS

Touching **Stop Job** will delete all the scanned data.

Batch printing is in progress:



Touch **Stop Job** to cancel the job, or touch **Continue** to complete the job.



DETAILS

Touching **Stop Job** will delete all the scanned data.

To Stop Scanning/Printing (continued)

Scanning and printing the job using Program Job:



Touch **Stop Job** to cancel the job, or touch **Continue** to complete the job.



DETAILS

Touching **Stop Job** will delete all the scanned data.

Scanning reserve job while printing:

Select to stop scanning, printing, or to stop both operation.

(1) Start scanning the reserve job while printing.

The following popup menu will be displayed.



(2) Touch **NO** to restore the Machine Status Screen.



DETAILS

If machine has been set to display the Copy Screen as the initial screen, touch **MACHINE** to restore the Machine Status Screen.

To Stop Scanning/Printing (continued)

- (3) Press [**Stop**]. Machine operation will be ceased, and the following popup menu will be displayed.



- (4) Select the job to cancel.
Touch **Scan** to stop scanning the reserve job and continue printing.
Touch **Print** to stop printing and continue the scanning job.
Touch **Scan/Print** to cancel both scanning and printing jobs.
Touch **Continue** to complete both jobs.



DETAILS

All the data scanned for stopped job will be deleted.

SECTION

9

Basic Job Settings

How to Use Basic Functions

Copy Conditions Incompatible with Basic Settings.....	9-2
Function Key.....	9-6
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Memory Scan Mode	9-18
Special Image.....	9-19
Zoom	9-24
Copy Mode	9-27
Paper Tray Setting	9-34
Reserve Job Setting	9-48

Copy Conditions Incompatible with Basic Settings

Copy Conditions Incompatible with Basic Settings	Copy Mode/Magnification				Special Image										Original Setting											
	1-1	1-2	2-1	2-2	Memory Scan Mode (Glass)	Memory Scan Mode (ADF)	APS	AMS	1.000 Magnification	ZOOM	Preset Magnification	Rotation	Manual Density	AES	Preset Density	Text & Photo (Enhance)	Low Contrast	Photo (*5)	Text	Background Adjust (+)	Background Adjust (-)	Mixed Original	Z-Folded Original	Custom Size	Custom Size (Full Area)	Tab Paper
1-1	·	·	·	·																						
1-2	·	·	·	·	*5																					
2-1	·	·	·	·	x																					▲
2-2	·	·	·	·	x																					▲
Memory Scan Mode (Glass)		*5	x	x																						
Memory Scan Mode (ADF)																										
APS							<input type="checkbox"/>																	<input type="checkbox"/>	<input type="checkbox"/>	
AMS							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														<input type="checkbox"/>	<input type="checkbox"/>	
1.000 Magnification							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
ZOOM							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Preset Magnification							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Rotation																						*3	x	x	x	
Manual Density													x	x												
AES												x		x												
Preset Density												x								x	x					
Text & Photo (Enhance)																					x					
Low Contrast																					x					
Photo (*5)																										
Text																										
Background Adjust (+)															x											
Background Adjust (-)															x	*6										
Mixed Original												*3										<input type="checkbox"/>	x	x	x	
Z-Folded Original																						<input type="checkbox"/>	x	x	x	
Custom Size												x										x	x	<input type="checkbox"/>	<input type="checkbox"/>	
Custom Size (Full Area)							x	x			x											x	x	<input type="checkbox"/>	<input type="checkbox"/>	
Tab Paper			▲	▲			x	x			x											x	x	<input type="checkbox"/>	<input type="checkbox"/>	

Copy Conditions Incompatible with Basic Settings (continued)

Copy Conditions Incompatible with Basic Settings		Output Application																										
		Collated (Offset)	Uncollated	Collated (Rotation)	Uncollated (Rotation)	1 Stapling (Upper Left)	1 Stapling (Upper Right)	2 Stapling (Top)	2 Stapling (Left)	2 Stapling (Right)	Z-Fold	Folding (Inside Print)	Folding (Outside Print)	Letter Fold-in (Inside Print)	Letter Fold-in (Outside Print)	Letter Fold-out (Inside Print)	Letter Fold-out (Outside Print)	Double Parallel (Inside Print)	Double Parallel (Outside Print)	Gate (Inside Print)	Gate (Outside Print)	Hole-Punch (Right)	Hole-Punch (Left)	Hole-Punch (Top)	Face Up	Face Down		
Copy Mode/Magnification	1-1																											
	1-2																									x		
	2-1																											
	2-2																									x		
	Memory Scan Mode (Glass)																											
	Memory Scan Mode (ADF)																											
	APS																											
	AMS																											
	1.000 Magnification																											
	ZOOM																											
Preset Magnification																												
Rotation					*4																	*4	*4	*4				
Special Image	Manual Density																											
	AES																											
	Preset Density																											
	Text & Photo (Enhance)																											
	Low Contrast																											
	Photo (*5)																											
	Text																											
	Background Adjust (+)																											
Background Adjust (-)																												
Original Setting	Mixed Original			x	x																							
	Z-Folded Original			x	x																							
	Custom Size																											
	Custom Size (Full Area)			x	x																							
	Tab Paper			x	x																							

Function Key

The Function key allows you to assign up to five job settings previously stored using Mode Memory.

This section describes how to make a copy by simply touching the Function key to recall the desired job setting.

HINTS

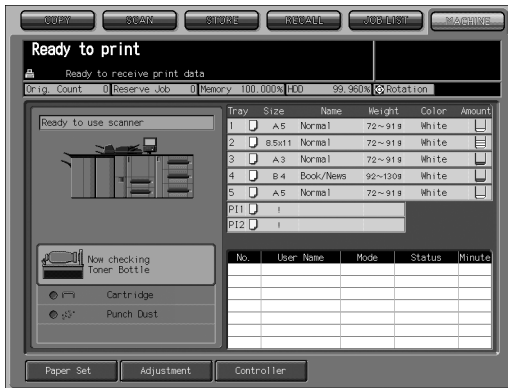
- For storing job settings using Mode Memory, see p. 13-9.
- The job setting assignment to the Function key is performed by the machine manager. (Utility Menu Screen>01 System Setting>08 Function Key Setting) For details, see p. 4-10 in POD Administrator's reference.

Specifications for Function Key

- The assignment to the Function key is available only for the job setting stored using Mode Memory.
- Up to 5 Function keys are provided for the job setting assignment.
- Function keys are available from Copy Screen only. This function cannot be used in any other mode (SCAN, STORE, RECALL, JOB LIST, or MACHINE.)
- Function key will be dimmed to show inactivity if the setting currently made is incompatible with any copy condition assigned to that key.
- Function key will be void if the job setting assigned to that key is deleted in Mode Memory.

1. Display Copy Screen.

Touch **COPY** tab on the Machine Status Screen to display the Copy Screen.



2. Touch the desired Function key.

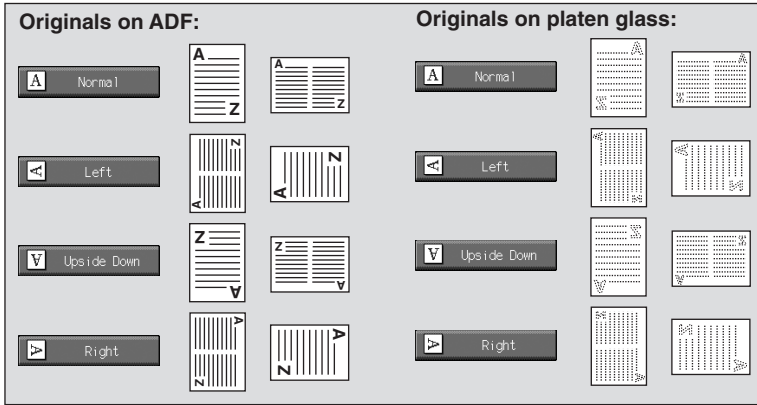


The copy conditions of Mode Memory assigned to that key will resume on the screen.

Original Setting

Specifying Original Direction

Specify the direction of the originals placed on ADF or original glass. This setting is required to obtain copy results as expected when making double-sided copies with binding position specified or when staple position is specified.



HINT

See Setting Binding Direction for Duplex Copies (p. 12-10) and Selecting Binding Direction of Originals (p. 9-9) for reference.

1. Touch **Original Setting** on the Copy Screen. The Special Original popup menu will be displayed.
2. Touch to highlight the desired original direction key.



3. Touch **OK** to complete the setting and return to the Copy Screen.

DETAILS

Touch **Recall STD** to restore the initial setting, or touch **Cancel** to resume the previous setting.

Selecting Binding Direction of Originals

When copying double-sided originals in 2-1 or 2-2 mode, the copied sets will be exactly the same in page arrangement as the originals. Use this function to obtain the single- or double-sided copies having the same edge as page top, from double-sided originals printed upside down on the reverse side.

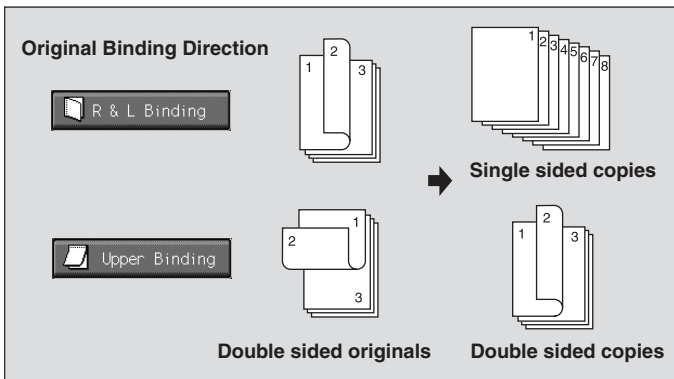


HINT

See Setting Binding Direction for Duplex Copies (p. 12-10) to make double-sided copies upside down on the reverse side, using the originals having the same edge as page top.

Specifications for Binding Direction of Originals

- Upper Binding is available only in 2-1 or 2-2 copy mode.
- If the machine restores the initial setting, this function will be reset to R&L Binding.
- The machine is set to match the Original binding direction and Copy binding direction automatically. For details, see p. 4-28 of POD Administrator's reference.



1. Touch **Original Setting** on the Copy Screen. The Special Original popup menu will be displayed.
2. Touch **Upper Binding** to highlight it.



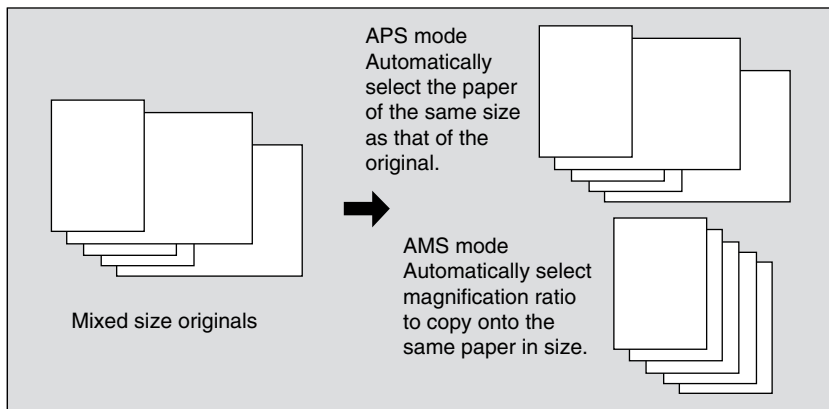
3. Touch **OK** to complete the setting and return to the Copy Screen.

Copying Mixed Size Originals (Mixed Original)

Use the Mixed original mode with the document feeder to copy mixed size originals. Each original in the mixed set will be copied to paper of the same size (APS mode) or to paper of desired size with appropriate ratio automatically selected (AMS mode).

Specifications for Mixed Original

- Use ADF.
- Combination of original sizes to be mixed depends on the width of the ADF original guides. See p. 3-10 for details.



1. Touch **Original Setting** on the Copy Screen.
The Special Original popup menu will be displayed.
2. Touch **Mixed Original** to highlight it.



3. Touch **OK** to return to the Copy Screen.



DETAILS

APS is automatically selected on the Copy Screen.

To select AMS, touch the tray key on the Copy Screen to select the desired paper size.

4. Position mixed original(s) **FACE UP** in the document feeder.

Arrange the mixed size originals aligning the left and rear sides.



HINT

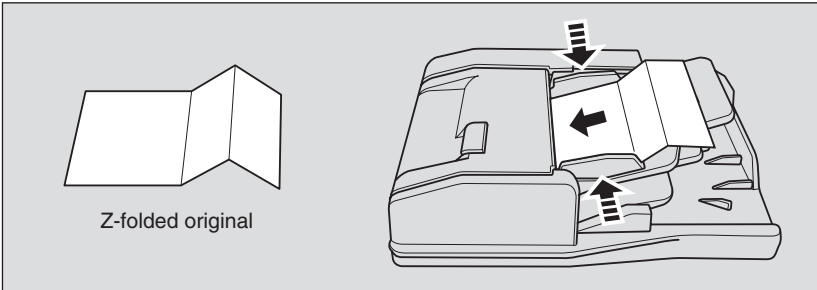
See p. 8-12 for details on positioning mixed originals.

Copying Z-Folded Originals (Z-Folded)

Use the Z-Folded mode with the document feeder to copy Z-folded originals. Otherwise, the size detection sensor of the ADF may function incorrectly.

Specifications for Z-Folded Original

- Use ADF.
- This mode requires more scanning time to detect the original size.



1. Touch **Original Setting** on the Copy Screen. The Special Original popup menu will be displayed.
2. Touch **Z-Folded** to highlight it.



3. Touch **OK** to return to the Copy Screen.



DETAILS

Touch **Recall STD** to restore the initial setting, or touch **Cancel** to resume the previous setting.

4. Position Z-folded original(s) **FACE UP** in the document feeder. Normal originals can be set together with the Z-folded original.



HINT

See p. 8-13 for details on positioning Z-folded originals.

Feeding Single Original from ADF (Single Feed)

Use the Single Feed mode to copy thick originals or paste-ups to be fed one sheet at a time in the document feeder.

Copying usually starts after the [**Start**] key is pressed, however, the machine manager can set the machine to automatically feed the original one second after placing the original in the document feeder. (Auto Start)

Specifications for Single Feed

- Use ADF. Set 1 sheet at a time.
- Auto Start mode is different from the normal Single Feed mode in procedure. Contact your machine manager to check the current setting.

Procedure in normal Single Feed mode:

- 1. Touch *Original Setting* on the Copy Screen.**
The Special Original popup menu will be displayed.
- 2. Touch *Single Feed* to highlight it.**



- 3. Touch *OK* to return to the Copy Screen.**

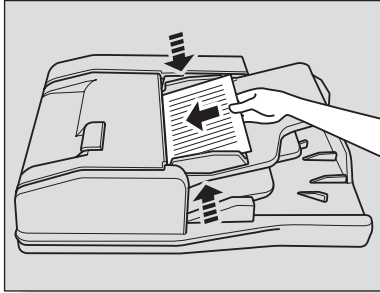


DETAILS

Touch **Recall STD** to restore the initial setting, or touch **Cancel** to resume the previous setting.

4. Position Single Feed original **FACE UP** in the document feeder.

Position a sheet of the original in the document feeder, then align the paper guides to the original.



Reminder!

Never set more than one thick original or paste up, otherwise machine trouble may be caused.

5. Select additional copy conditions, then press **[Start]**.

The original will be fed and scanned, then the printing job will start in succession when the machine becomes ready for output.

Procedure in Auto Start mode:

1. Touch **Original Setting** on the Copy Screen.

The Special Original popup menu will be displayed.

2. Touch **Single Feed** to highlight it.



3. Touch **OK** to return to the Copy Screen.
Memory Scan is automatically highlighted on the Copy Screen.

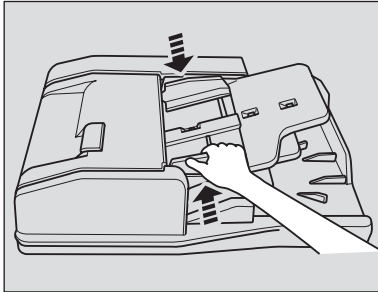


DETAILS

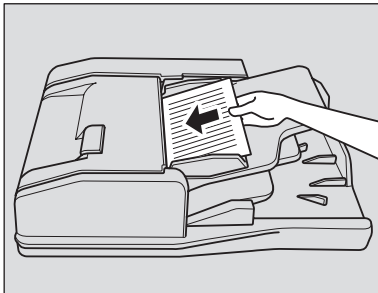
Touch **Recall STD** to restore the initial setting, or touch **Cancel** to resume the previous setting.

4. Select additional copy conditions, as desired.
5. Adjust the ADF paper guides.

Without setting the original, adjust the ADF paper guides according to the original size to be set.



6. Position a sheet of original **FACE UP** in the document feeder.
The set original will be automatically fed and scanned.



Reminder!

Never set more than one original, otherwise machine trouble may be caused.

7. Touch **Memory Scan** to exit the Memory Scan mode (ADF), then press [**Start**].
The printing job will start.

Copying Non-Standard Size Originals (Custom Size / Tab Paper)

The copier usually detects the standard size of originals fed through ADF or positioned on the original glass (Standard Size mode).

Use Custom Size mode to specify the scanning area manually for copying or printing special size originals. Load tabbed copy paper in a tray and use Tab Paper mode to copy a tabbed original, including the image of the tab part, onto tabbed copy paper. Using Tab Paper mode with the Auto Image Shift (Tab Print) function enabled in the User Setting, the standard-sized original having tab part image printed on the right edge can be printed properly onto tabbed copy paper by being shifted 12.5 mm to the right side.



DETAILS

- See p. 4-6 for details on loading tabbed copy paper in a tray.
- Be sure to make the Paper Setting for the tray loaded with tabbed copy paper. See p. 1-13 of the POD Administrator's reference.
- Use the User Setting mode to specify whether or not to use the Auto Image Shift (Tab Print) function. See p. 4-15 of POD Administrator's reference.

Specifications for Custom Size / Tab Paper

- Use **Full area** on the Custom Size mode menu for small originals that cannot be copied in Standard Size mode.
- Tab extension width for tabbed originals: 12.5 mm or less
Tabbed copy paper size and tab extension width can be specified in Paper Setting.
- Using Tab Paper mode with tabbed copy paper loaded in a tray, the Needless Tab Paper Exit function will function. See p. 4-7 for details.

1. Touch **Original Setting** on the Copy Screen.

The Special Original popup menu will be displayed.

2. Touch **Custom Size or Tab Paper**.

The popup menu will appear for Custom Size or Tab Paper size setting.



3. Touch the desired size key.



4. Touch **OK** on the popup menu.

The popup menu will disappear.

5. Touch **OK** to complete the setting and return to the Copy Screen.



DETAILS

Touch **Recall STD** to restore the initial setting, or touch **Cancel** to resume the previous setting.

Memory Scan Mode

Use Memory Scan mode to scan more than 100 originals into memory then to start a continuous printing job, or to combine images scanned from ADF and original glass.

Specification for Memory Scan Mode

- ❑ Memory Scan mode is necessarily used in the following functions: Making double-sided copies using original glass, Image Insert, Book Copy, Program Job, Storing image in Overlay Memory

1. Make copying selections on the Copy Screen, as desired.
2. Touch *Memory Scan* to highlight it.



The Memory Scan mode will be activated.



DETAILS

Memory Scan may already be highlighted depending on the selected copy conditions.

3. Position original(s), then press [**Start**].

Using original glass:

Place original FACE DOWN. Start scanning from the first page. Repeat this step for all originals.

Using ADF:

Position originals FACE UP.

If the number of originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them from the block with the first page.



DETAILS

- Memory indicator under the message area of the LCD screen allows you to check the remaining memory.
- To delete the scanned data without printing, press [**Stop**]. See p. 8-18 for details.

4. When scanning is completed, touch *Memory Scan* to exit the Memory Scan mode.

5. Press [**Start**].

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

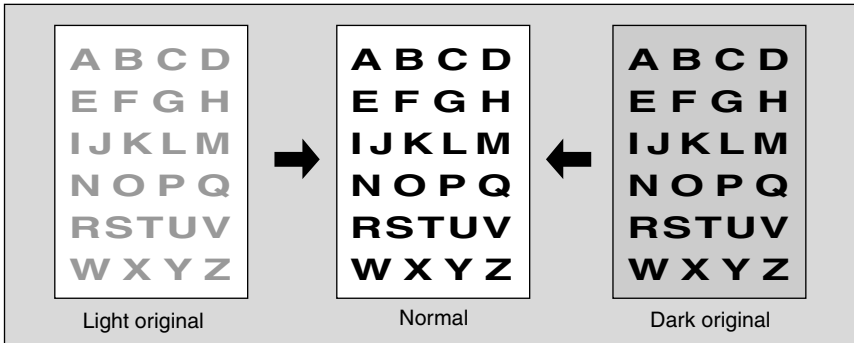
Special Image

Selecting Exposure Level and Adjusting Background Whiteness

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

Select manual copy density to adjust exposure (density) when originals are too light or too dark.

Adjust also the background whiteness when copying newspaper or recycled paper originals.



HINTS

- User Density programs the desired density selected among 16 exposure levels divided from the darkest level to normal level, and normal level to the lightest level, respectively.
This setting can be made by the machine manager. (Utility Menu Screen>02 Function Setting>03 Density Setting>02 User Density Setting)
To recall the programmed density, follow the procedure below.
- Density Shift can shift each of nine density levels described below to three levels lighter or three levels darker.
This function can be set by the machine manager to use in combination with each of four Enhance modes. (Utility Menu Screen>02 Function Setting>03 Density Setting>01 Density Shift for Enhance Mode) For details, see p. 4-16 in POD Administrator's reference.
- Image Density Selection changes the range of the density level between the darkest and lightest, so that users can obtain the optimum print result according to the originals or print object without degrading image quality.
This setting can be made by the machine manager, and will also be applied to Density Shift for Enhance Mode. (Utility Menu Screen>02 Function Setting>03 Density Setting>04 Image Density Selection) For details, see p. 4-19 in POD Administrator's reference.

1. Touch **Darker** to darken, or **Lighter** to lighten the copy image.



Highlight the desired exposure level indicator.
 Touch **Normal** to select the middle density level.
 When resuming AES, touch **AES**.

2. Select the desired background adjustment level.

- (1) Touch **Special Image**.
 The Special Image popup menu will be displayed.



- (2) Touch **Darker** or **Lighter** in the Background Adjust area to move the highlighted indication to the desired adjustment level.
 Or, touch **Normal** to resume the standard level.
- (3) Touch **OK**. The Copy Screen will be restored.

3. Recall the preset density.

(1) Touch **Special Image**.

The Special Image popup menu will be displayed.



(2) Touch **Preset1** or **Preset2** in the Preset Density area to recall the desired density setting.

(3) Touch **OK**. The Copy Screen will be restored.



DETAILS

Touch **Recall STD** to restore the initial setting, or touch **Cancel** to resume the previous setting.

Making Copy Quality Closer to Originals (Text/Photo Enhance)

Use this function to enhance the reproducibility of half tones so that the copy quality more closely matches to that of the original.

Text & Photo Mode

Use this mode to copy an original including both text and photo image.

Low Contrast Mode

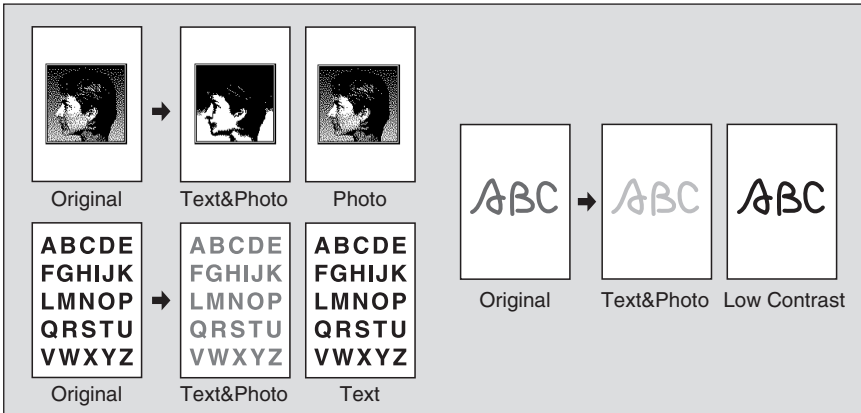
Select Low Contrast to darken lightly printed images (e.g., pencil) without changing background exposure.

Photo Mode

Use the Photo mode to reproduce a half-tone photo image. The copy will closely represent the half-tones of the original image.

Text Mode

Use the Text mode when copying a text original. In this mode, text is improved in comparison to using the general mode.



HINT

Density Shift can shift each of nine density levels described on the preceding pages to three levels lighter or three levels darker.

This function can be set by the machine manager to use in combination with each of four Enhance modes. (Utility Menu Screen>02 Function Setting>03 Density Setting>01 Density Shift for Enhance Mode) For details, see p. 4-16 in POD Administrator's reference.

1. Touch **Special Image** on the Copy Screen.



The Special Image popup menu will be displayed.

2. Touch the desired mode key to highlight it.
3. Touch **OK** to return to the Copy Screen.



DETAILS

Touch **Recall STD** to restore the initial setting, or touch **Cancel** to resume the previous setting.

Zoom

In the initial settings on the Copy Screen, the magnification is automatically set at “1.000” (full size).

This section describes how to change the magnification ratio.

To Copy in 1.000 Magnification Mode

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

1. Close the ADF securely, then press [Reset].

The initial settings are restored. Check that **x1.0** is highlighted to indicate that the 1.000 magnification is selected.



DETAILS

The initial settings may be altered by the machine manager. Details can be referred in POD Administrator's reference. (Utility Menu Screen>03 Copy Setting>01 Reset Setting>01 Initial Setting)

2. Select additional copy conditions, as desired.

Specifying paper size will release 1.000 magnification and set **Auto Zoom** automatically. In this case, touch **x1.0** to highlight it again.

To Change Magnification Ratio

The following four modes are provided.

- Manual Zoom (proportional): 0.250 to 4.000 in 0.001 (0.1%) increments
- Manual Zoom (individual): Vertical and horizontal dimensions can be specified individually from 0.250 to 4.000 in 0.001 (0.1%) increments.
- Enlarge/Reduce: Select from the eight ratios (0.500, 0.647, 0.772, 0.785, 1.214, 1.294, 1.545, 2.000) provided on the screen.
- Preset Zoom: Select from the three ratios previously programmed.



HINT

The preset zoom ratio setting is described in POD Administrator's reference (03 Function Settings>04 Preset Zoom Setting).

1. Touch Zoom on the Copy Screen.



2. Specify the desired magnification. Manual Zoom (proportional):



- (1) Touch the key at the upper left corner in the Manual Zoom area.
- (2) Use the screen keypad to enter the desired magnification ratio. The entered ratio will be displayed on the Copy Screen.



DETAILS

- If wrong number is entered, continue by entering the correct number.
- Touching arrow keys ▲ and ▼ will change the ratio in 0.001 (0.1%) steps.

Manual Zoom (individual):



- (1) Touch the vertical zoom key (the second one in the left side line) in the Manual Zoom area.
- (2) Use the screen keypad to enter the desired vertical magnification ratio. The entered ratio will be displayed on the Copy Screen.
- (3) Touch the horizontal zoom key (the third one in the left side line) in the Manual Zoom area.
- (4) Use the screen keypad to enter the desired horizontal magnification ratio. The entered ratio will be displayed on the Copy Screen.

🔍 DETAILS

- If wrong number is entered, continue by entering the correct number.
- Touching arrow keys ▲ and ▼ will change the ratio in 0.001 (0.1%) steps.

Enlarge/Reduce:



Touch the desired zoom key in the Enlarge/Reduce area.

Preset Zoom:



Touch the desired preset zoom key in the Preset Zoom area.

3. Touch **OK** to return to the Copy Screen.

🔍 DETAILS

Touch **Cancel** to resume the previous setting.

Copy Mode

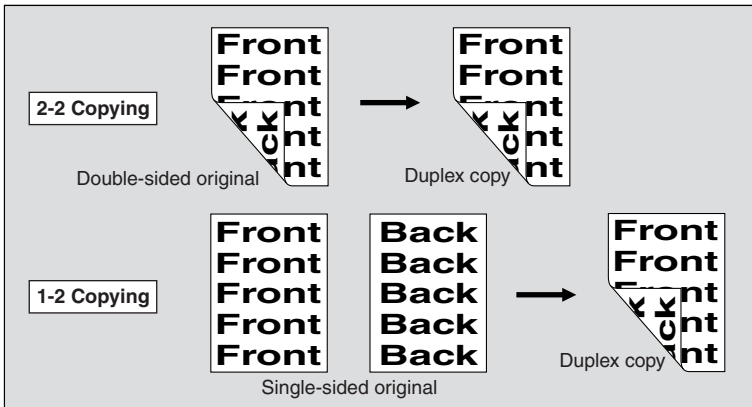
The Copy Screen is initially set to 1-1 copy mode to make single-sided copies from single-sided originals. Follow the procedure below to make double-sided copies from the originals scanned from the document feeder or from the original glass, and also to make single-sided copies from double-sided originals.

Making Double-Sided Copies Using ADF

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

Specifications of 1-2 or 2-2 Copy Mode Using ADF

- Position originals according to the original direction icon on the Copy Screen.
- The double-sided copies can be arranged upside down on the back pages.
- The normal double-sided copies (having the same edge as page top) can be made from double-sided originals printed upside down on the back pages.
- The machine is set to match the Original binding direction and Copy binding direction automatically. For details, see p. 4-28 of POD Administrator's reference.



1. Touch 1-2 or 2-2 on the Copy Screen to highlight it.



2. Specify other conditions for making double-sided copies. Selecting the original set direction:



- (1) Touch **Original Setting** on the Copy Screen to display the Special Original popup menu.
- (2) Touch the desired original direction key to highlight it.
- (3) To make normal double-sided copies (having the same edge as page top) from double-sided originals printed upside down on the back pages, touch **Upper Binding** to highlight it.
- (4) Touch **OK** to return to the Copy Screen.

HINTS

- For details of original direction setting, see p. 9-8.
- For details of original binding direction, see p. 9-9.

Selecting the binding mode:



- (1) Touch **Output Application** on the Copy Screen to display the Output Application popup menu.
- (2) Touch the desired binding direction key to highlight it. To make double-sided copies arranged upside down on the back pages, touch **Upper**.
- (3) Touch **OK** to return to the Copy Screen.



HINT

For details in specifying binding direction of double-sided copies, see p. 12-10.

3. Select additional copy conditions, as desired.
4. Position originals **FACE UP** in the document feeder.

Set originals according to the original direction icon displayed on the Copy Screen.

Making Double-Sided Copies Using Original Glass

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

Specifications for Making Double-Sided Copies Using Original Glass

- Use the Memory Scan mode.
- Position originals according to the original direction icon on the Copy Screen.
- The double-sided copies can be arranged upside down on the back pages.
- See p. 3-10 for the information on unsuitable ADF originals.
- The machine is set to match the Original binding direction and Copy binding direction automatically. For details, see p. 4-28 of POD Administrator's reference.

1. Specify copy conditions for making double-sided copies.
Selecting the original set direction:



- (1) Touch **Original Setting** on the Copy Screen to display the Special Original popup menu.
- (2) Touch the desired original direction key to highlight it.
- (3) Touch **OK** to return to the Copy Screen.



HINT

For details of original direction setting, see p. 9-8.

Selecting the binding mode:



- (1) Touch **Output Application** on the Copy Screen to display the Output Application popup menu.
- (2) Touch the desired binding direction key to highlight it. To make double-sided copies arranged upside down on the back pages, touch **Upper**.
- (3) Touch **OK** returned to the Copy Screen.



HINT

For details in specifying binding direction of double-sided copies, see p. 12-10.

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

Open the ADF. Position original **FACE DOWN** according to the original direction icon displayed on the Copy Screen, then close the ADF. Be sure to start from the first page.



Reminder!

If Book Copy, No Image Area Erase, Auto Detect mode of Repeat, or Image Centering is selected, keep the ADF open throughout the scanning procedure.

3. Touch **1-2** on the Copy Screen to highlight it.



The **Memory Scan** key will be automatically highlighted on the screen.



Reminder!

DO NOT press [**Reset**] at this point, otherwise the Memory Scan mode will be released to disable the copier from scanning the original placed on the original glass.

- 4. Select additional copy conditions, as desired.**
- 5. Press [**Start**] to scan.**
The front side image of the double-sided copy will be scanned into memory.
- 6. Replace the original on the original glass with the back side image original, then press [**Start**].**
- 7. When all originals are scanned, touch *Memory Scan* to exit the Memory Scan mode.**



DETAILS

To delete the scanned data without printing, press [**Stop**]. For details, see p. 8-18.

- 8. Press [**Start**] to print.**
All the data in memory will be output.



DETAILS

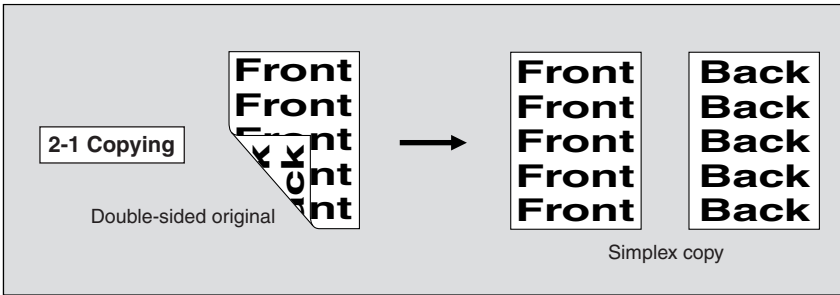
Press [**Stop**] to suspend the printing job. For details, see p. 8-18.

Making Single-Sided Copies from Double-Sided Originals

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

Specifications for Making Single-Sided Copies from Double-Sided Originals

- Position originals according to the original direction icon on the Copy Screen.
- The normal single-sided copies (having the same edge as page top) can be made from double-sided originals printed upside down on the back pages.



1. Touch 2-1 on the Copy Screen to highlight it.



2. Specify copy conditions for making copies from double-sided originals.

Selecting the original set direction and binding direction:



- (1) Touch **Original Setting** on the Copy Screen to display the Special Original popup menu.
- (2) Touch the desired original direction key to highlight it.
- (3) To make normal double-sided copies (having the same edge as page top) from double-sided originals printed upside down on the back pages, touch **Up Binding** to highlight it.
- (4) Touch **OK** to return to the Copy Screen.



HINTS

- For details of original direction setting, see p. 9-8.
- For details of original binding direction, see p. 9-9.

3. Select additional copy conditions, as desired.

4. Position originals FACE UP in the document feeder

Set originals according to the original direction icon displayed on the Copy Screen.

Paper Tray Setting

Each paper tray has been preset with paper size, paper type/weight, and air assist on/off by machine manager.

Paper Size:

The machine manager has been set each tray to detect the standard paper size when loaded or exclusively to accommodate a specific size. (non-standard size, wide size, or tabbed paper size)

The tray specified as standard size or tabbed paper size allows APS (Automatic Paper Selection), AMS (Automatic Magnification Selection), and Rotation to function, and the tray specified as wide size allow AMS and Rotation.

The size selection for each tray can be altered temporarily from the Copy Screen.

Paper Type/Weight:

The machine manager specifies various paper conditions (Type, Weight, Colored Paper, Hole-Punch, Both Sides Adjustment) for each tray.

The selection for each can also be altered temporarily from the Copy Screen to make a copy using different type of paper.

Air Assist On/Off:

For details of this function, contact your machine manager.

The following describes how to use APS, AMS, Rotation functions, and how to temporarily change the paper size and other conditions specified for each tray by machine manager.

To Select Paper Size Automatically (APS)

APS detects the original size placed on the ADF or original glass and automatically selects and feeds copy paper of the same size, or selects an appropriate size according to the magnification ratio selected.



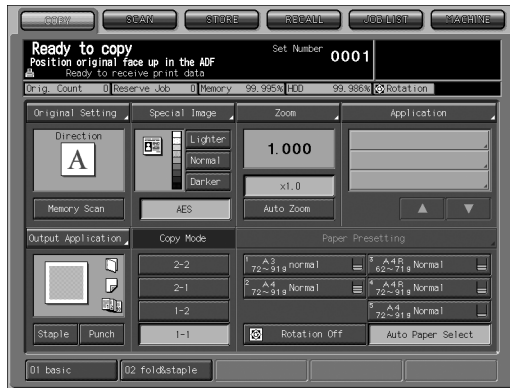
DETAILS

- The original sizes to be detected from the ADF or original glass are previously determined. See p. 3-10 for details.
- The original sizes to be detected from the ADF or original glass can be changed by the machine manager. See p. 5-21 of POD Administrator's reference.
- The machine manager can designate the tray or paper condition incompatible with APS. See p. 4-28 of POD Administrator's reference.
- The machine manager can deactivate APS when original is set in the ADF or on the original glass.

Specifications for APS

- APS is incompatible with AMS, however, Rotation is available.
- APS will not select the tray of the size specified as non-standard or wide size.

1. Touch *Auto Paper Select* at lower right corner of the Copy Screen.



2. Select additional copy conditions as desired, then position original(s).
3. Press [*Start*].

Scanned image will be printed on the paper size automatically selected. If the appropriate copy paper is not loaded in any tray, no copying will be performed, and a message will prompt you to load the appropriate paper.



DETAILS

The APS may not function for the tray of the selected size due to the paper type/weight specified for that tray. Contact your machine manager.

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

	Copy size	Original size						Copy size
		11x17	8.5x14	8.5x11	8.5x11R	5.5x8.5	5.5x8.5R	
Magnification ratio	0.250 - 0.500	5.5x8.5R (5.5x8.5)						0.250 - 0.500
	0.501 - 0.552		5.5x8.5R (5.5x8.5)					0.501 - 0.552
	0.553 - 0.607			5.5x8.5R (5.5x8.5)	5.5x8.5R (5.5x8.5)			0.553 - 0.607
	0.608 - 0.636	8.5x11R (8.5x11)						0.608 - 0.636
	0.637 - 0.647					5.5x8.5 (5.5x8.5R)	5.5x8.5 (5.5x8.5R)	0.637 - 0.647
	0.648 - 0.773	8.5x14	8.5x11R (8.5x11)					0.648 - 0.773
	0.774 - 0.779							0.774 - 0.779
	0.780 - 0.786			8.5x11 (8.5x11R)	8.5x11R (8.5x11)			0.780 - 0.786
	0.787 - 0.900							0.787 - 0.900
	0.901 - 1.000		8.5x14					0.901 - 1.000
	1.001 - 1.103	11x17						1.001 - 1.103
	1.104 - 1.294					8.5x11 (8.5x11R)	8.5x11R (8.5x11)	1.104 - 1.294
	1.295							1.295
	1.296 - 1.545		11x17	11x17	11x17			1.296 - 1.545
1.546 - 4.000					11x17	8.5x14 11x17	1.546 - 4.000	

() : Rotation functions

To Specify Desired Paper Size (AMS)

When a paper size is specified on the touch panel, an appropriate reduction or enlargement ratio will be selected automatically according to the original size detected from the ADF or the original glass.

Specifications for AMS

- AMS is incompatible with APS, however, Rotation is available.
- AMS will not function if the tray of the size specified as non-standard is selected.

1. Touch a tray key on the Copy Screen to select the desired paper size.



Selected tray key will be highlighted, and the Auto Zoom key will also be highlighted.

HINT

If 1.000 (100%) magnification mode is desired with specifying a paper size, see p. 9-24.

2. Select additional copy conditions as desired, then position original(s).

3. Press [Start].

Scanned image will be printed on the specified paper size in the magnification ratio automatically selected.

Paper Tray Setting (continued)

See the table below for the original size, copy paper size, and magnification ratio automatically selected.

AMS TABLE		ORIGINAL SIZE						
		11"x17"	8.5"x14"	8.5"x11"	8.5"x11"R	5.5"x8.5"	5.5"x8.5"R	A4
COPY SIZE	11"x17"/ 11"x17"W	1.000 (0.647)	1.214 (0.786)	1.000 (1.294)	1.294 (1.000)	1.294 (2.000)	2.000 (1.294)	0.941 (1.330)
	8.5"x14"	0.772 (0.500)	1.000 (0.607)	0.773 (1.000)	1.000 (0.773)	1.000 (1.545)	1.545 (1.000)	0.727 (1.028)
	8.5"x11"/ 8.5"x11"W	0.500 (0.647)	0.607 (0.786)	1.000 (0.773)	0.773 (1.000)	1.294 (1.000)	1.000 (1.294)	0.941 (0.727)
	8.5"x11"R/ 8.5"x11"WR	0.647 (0.500)	0.785 (0.607)	0.773 (1.000)	1.000 (0.773)	1.000 (1.294)	1.294 (1.000)	0.727 (0.941)
	5.5"x8.5"/ 5.5"x8.5"W	0.324 (0.500)	0.393 (0.607)	0.647 (0.500)	0.500 (0.647)	1.000 (0.647)	0.647 (1.000)	0.665 (0.470)
	5.5"x8.5"R/ 5.5"x8.5"WR	0.500 (0.324)	0.607 (0.393)	0.500 (0.647)	0.647 (0.500)	0.647 (1.000)	1.000 (0.647)	0.470 (0.665)
	A4/A4W	0.486 (0.688)	0.591 (0.835)	0.973 (0.752)	0.752 (0.973)	1.376 (0.973)	0.973 (1.376)	1.000 (0.707)

(): Rotation functions

Rotation

This function allows you to utilize APS or AMS and copy the original documents onto size 8.5"x11" or 5.5"x8.5", irrespective of the copy paper feeding direction.

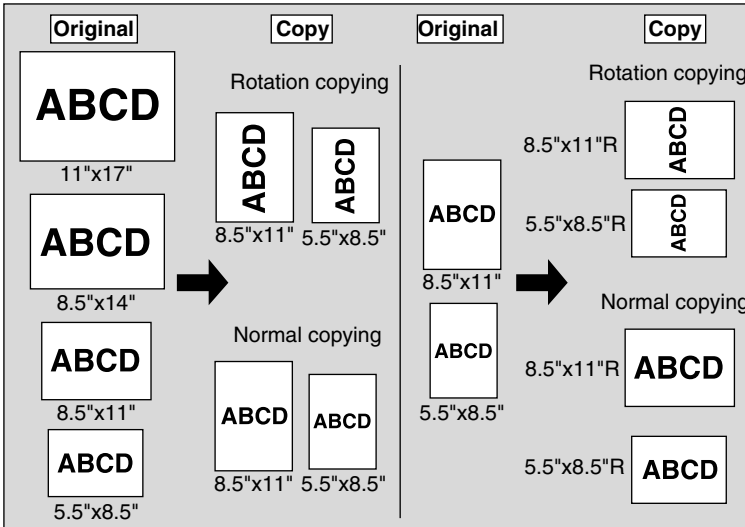


DETAILS

The machine manager can set this function ON, or to operate when APS, AMS or reduce functions. See p. 5-85 of the POD Administrator's reference.

Specifications for Rotation

- Copy paper sizes: 8.5"x11", 5.5"x8.5"
- Original sizes: 11"x17", 8.5"x14", 8.5"x11", 5.5"x8.5"



The copier is initially set to activate the Rotation function automatically. Follow the procedure below to release/resume this function.

1. Touch **Rotation Off** on the Copy Screen to highlight it.



When Rotation is released, the Rotation icon on the Copy Screen will disappear to indicate that this function is cancelled.

2. Touch to deselect **Rotation Off** to resume this function.

When Rotation is resumed, the Rotation icon will be displayed on the screen.



Using Paper Not Specified for Any Tray (Paper Presetting)

Each paper tray has been preset with paper size, paper type/weight, and air assist on/off by machine manager.

If you want to use another paper than any loaded in the trays, follow the procedure below to temporarily change the setting of the tray to be used.

DETAILS

When starting a job after a setting change has been made in paper weight, it may take a certain period of time before copying operation becomes available due to the fixing temperature adjustment.

1. On the Copy Screen, check the tray setting for each tray.

Each key displays paper size, paper weight, paper type, and paper amount remaining in the tray.



2. Touch Paper Presetting.



The Paper Presetting pop-up menu will be displayed.

3. Select the tray to change the setting temporarily.



Touch the desired tray key on the popup menu.

4. Change the paper size.

Select one of the following four items.

Standard Size, Custom Size, Wide Size Paper, Tab Paper

Setting Standard Size:



(1) Touch **Size Setting**, then touch **Standard Size**.

(2) Touch the desired size key.

(3) Touch **OK** to complete the setting.

Setting Custom Size:



- (1) Touch **Size Setting**, then touch **Custom Size**.
- (2) Touch the vertical/horizontal size key, then use the screen keypad or arrow keys ▲ and ▼ to enter the desired size.
Entered size should fall within 182 mm ~ 324 mm in vertical dimension, 140 mm ~ 460 mm in horizontal dimension.
- (3) Touch **Lead Edge**, **Rear Edge**, or **Center** to specify the desired image position.
- (4) Touch **OK** to complete the setting



DETAILS

The smallest size of the custom size can be changed. Contact your service representative for details.

Setting Wide Size Paper:



- (1) Touch **Size Setting**, then touch **Wide Size Paper**.
- (2) Touch the desired wide size key to highlight it.
- (3) Touch **Lead Edge**, **Rear Edge**, or **Center** to specify the desired image position.
- (4) Touch **Input Size** to display the Size Input Screen.
- (5) Touch the vertical size key, then use the screen keypad or arrow keys ▲ and ▼ to enter the vertical size.

The entered number should fall within the range from the vertical size of the standard size corresponding to the selected wide size, to a maximum of 324 mm.

- (6) Touch the horizontal size key, then use the screen keypad or arrow keys ▲ and ▼ to enter the horizontal size.
The entered number should fall within the range from the horizontal size of the standard size corresponding to the selected wide size, to a maximum of 460 mm.



DETAILS

When setting wide size, be sure to specify the precise dimensions of paper to be used. The dimensions of the wide size selected in step (2) are not correctly set in the initial setting.

- (7) Touch **Select Size** to return to the Select Size Screen.
(8) Touch **OK** to complete the setting.

Setting Tab Paper:



- (1) Touch **Size Setting**, then touch **Tab Paper**.
(2) Touch the desired tabbed paper size key to highlight it.
(3) If setting the custom tabbed paper size, touch **Custom Size** to display the Size Setting Screen.
(4) Touch the vertical/horizontal/index size key, then use the screen keypad or arrow keys ▲ and ▼ to enter the desired size.
(5) Touch **Number of Tabs** to display the Number of Tabs Screen, then use the screen keypad or arrow keys ▲ and ▼ to enter the number of tabs. Setting range is from 1 to 15.
(6) Touch **OK** to complete the setting.

5. Change the paper setting.

Change the paper setting of the tray either by selecting the one previously registered or by programming a new setting.

Selecting the paper setting:



- (1) Touch **Type/Weight**.
- (2) Use **Next** or **Previous** to scroll to the desired paper type/weight from the list, then touch the key to highlight it.
- (3) Touch **OK** to complete the setting.

Programming a new setting:



- (1) Touch **Change**.
- (2) Touch **Type**, then select the desired paper type key.
Touch **OK** to complete the setting.



DETAILS

The paper type specifications are described in POD Administrator's reference. See p. 1-3 for details.

- (3) Touch **Weight**.



Touch the desired paper weight key, then touch **OK**.

- (4) Touch **Colored Paper**.



Touch the desired color key, then touch **OK**.

(5) Touch **Hole-Punch**.



Touch **With Punch Hole** if the paper has punch holes, or touch **Non Punch Holes** if not, then touch **OK**.

(6) Touch **Both Sides Adj.**



Touch **Front** or **Back** to select the printed side, select the adjustment item (vertical zoom, horizontal zoom, vertical shift, or horizontal shift), and then touch + <--> - to specify the value to be positive or negative. Use the screen keypad or arrow keys ▲ and ▼ to enter the desired adjustment value, then touch **OK**.



HINT

See p. 1-2 of POD Administrator's reference for the range of the adjustment value.

6. Touch *Close* on the Paper Presetting popup menu.



The tray with the paper setting changed will be selected on the screen, and all paper level indicators will disappear from the tray keys. However, the name indicated on the tray key will not be changed.

7. Load copy paper into the tray with the setting change made.



DETAILS

The changed setting will be cleared when copying job is completed using that tray.

If [**Reset**] is pressed or Auto Reset functions before completion of the job, the changed setting will also be cleared.

Reserve Job Setting

The Reserve function allows you to set up a new job while a current job is in process. When the current job is finished, the Reserve job starts printing immediately. Service can set the machine to disable this function. Contact your service representative, if desired.

Specifications for Reserve

- Job settings: Max. 100
- The reserve job setting will be available after the copier starts to scan the current job, and also available anytime while printing the current job.

1. Display the Copy Screen with the message “Ready to set reserve Job”.

When scanning job is started:



The above popup menu will be displayed.

Touch **Yes**. The Copy Screen for setting reserve job will be displayed.

DETAILS

- Touching **No** will return to the Machine Status Screen. In this case, touching **COPY** tab will display the Copy Screen and allows you to make the reserve job setting.
- If the machine is initially set to display the Copy Screen after scanning job is started, the above popup menu will provide only the **Close** key. Touching **Close** will also display the Copy Screen to make the reserve job setting.

While printing job is in progress:



The message “Printing in progress” is displayed in the message area of the Machine Status Screen.

Touch **COPY** tab to display the Copy Screen with the message “Ready to set reserve Job”.

2. Select copy conditions for the reserve job as desired, position original(s), then press [Start].

Repeat steps 1 and 2. Up to 100 reserve jobs can be entered.

To check and operate the reserve jobs, touch **JOB LIST** tab to display the Job List Screen. See p. 10-2 for details.

3. Printing of the reserve job will automatically start.



If paper setting has been changed for a reserve job, a popup menu will be displayed, prompting you to replace copy paper in the designated tray.

Load copy paper specified for that reserve job into the designated tray, touch **Change**, then press **[Start]**.

When trouble occurs on a reserve job, see p. 5-8.

SECTION

10

Job Management

How to Check and Manage Jobs on Job List Screen

Overview of Job List Screen.....	10-2
Job Operation on Job List Screen	10-3

Overview of Job List Screen

The Job List Screen allows you to check/operate the following items.

- Reserved job
- Output History
- Send History
- Incomplete
- Suspended (The letters on the key turn red if any suspended job remains.)
- Spool

DETAILS

The jobs referred here include printer jobs and scanner jobs.

Follow the procedure below to display the Job List Screen.

1. Touch **JOB LIST** tab on the Copy Screen.

The Job List Screen will be displayed.



2. Touch the desired key at the bottom of the screen.

See the following pages for details of each subsequent screen.

3. Touch other tab key to exit the Job List Screen.

Job Operation on Job List Screen

To Check/Control Reserved Jobs

Use this function to display all the reserve jobs as a list. The list includes following information.

- Job No.: consecutive numbers of both copy and print jobs
- User Name: user who transmitted the job
- Mode: Copy or Printer
- Status: Printing or Reserved (current status of the job)
- Sheets: max. 4-digit page count
- Sets: max. 4-digit set count
- Pages To Go: max. 4-digit pages to be output (Sheets x Sets = Pages To Go)
- Minute(s): time required for completing each job (minute)

Follow the procedure below to check the settings, change the output order, and suspend/delete/stop reserved jobs.

1. Touch **JOB LIST** tab on the Copy Screen, then touch **Reserved Job** if not highlighted.



Check the status of the reserved jobs. Touch **Next** to scroll, if 8 or more jobs are entered.

2. Select the desired job, then select the job operation.

To specify the next job to be printed:

Touch to highlight the desired reserve job key, then touch **Print Next**. The highlighted reserve job will be moved just under the current print job.



DETAILS

This will not function if printing operation has already been started for the selected job.

Job Operation on Job List Screen (continued)

To change the order of jobs:

Touch to highlight the desired reserve job key, then touch **Priority**. The highlighted job will be advanced by one in printing order unless the job preceding the selected one is already in progress.



DETAILS

If printing order cannot be changed for the selected job, a message will be displayed for information.

To suspend reserve job:

Touch to highlight the desired reserve job key, then touch **Suspend**. Printing operation for the selected job will be suspended and kept stored in memory.



DETAILS

In this case, the letters Suspended on the key will turn red at the bottom of the Job List Screen to prompt you that a suspended job remains in the machine. Touch **Suspended** to resume printing operation. See p. 10-8 for details.

To clear reserve job:

Touch to highlight the desired reserve job key, then touch **Delete**. Touch **Yes** on the popup menu to clear the selected job.



DETAILS

All the data of the selected job will be cleared.

To check the settings of reserve job:

Touch to highlight the desired reserve job key, then touch **Details**. Check the settings of the selected job on the screen. Touch **Close** to return to the Job List Screen.

To Display Output History

Use this function to display output history as a list. The list includes following information.

- Job No.: consecutive numbers of both copy and print jobs
- User Name: user who transmitted the job
- Mode: Copy or Printer
- Sheets: max. 4-digit page count
- Sets: max. 4-digit set count
- Result: Complete or Cancel
- Time: time when output operation was executed

Follow the procedure below to check the settings of output jobs.

1. Touch **JOB LIST** tab on the Copy Screen, then touch **Output History**.



Check the status of the output jobs.

Touch **Next** to scroll, if 8 or more jobs are entered.

- ### 2. Touch the desired job key, then touch **Details**.
- Detailed settings of the selected job will be displayed. Touch **Close** to return to the previous screen.

To Display Send History

Use this function to display send history as a list.
The list includes following information.

- Job No.: consecutive numbers of both copy and print jobs
- User Name: user who transmitted the job
- Mode: E-Mail / FTP / PC / HDD
- Address: address to which the data was transmitted
- Result: Complete or Cancel
- Time: time when data transmission was executed

Follow the procedure below to check the settings of transmitted jobs.

1. Touch **JOB LIST** tab on the Copy Screen, then touch **Send History**.



Check the status of the transmitted jobs.
Touch **Next** to scroll, if 8 or more jobs are entered.

2. Touch the desired job key, then touch **Details**.

Detailed settings of the selected job will be displayed.
Touch **Close** to return to the previous screen.

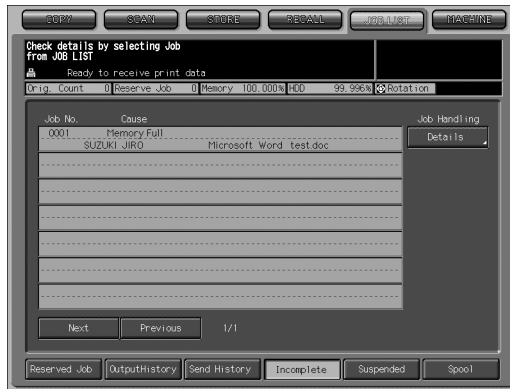
To Check Incomplete Jobs

Use this function to display Incomplete jobs as a list.
The list includes following information.

- Job No.: consecutive numbers of both copy and print jobs
- User Name: user who transmitted the job
- Cause: Memory Full, Cancel, etc.(cause for which the job was not completed)

Follow the procedure below to check the settings of incomplete jobs.

1. Touch **JOB LIST** tab on the Copy Screen, then touch **Incomplete**.



Check the status of the incomplete jobs.
Touch **Next** to scroll, if 8 or more jobs are entered.

2. Touch the desired job key, then touch **Details**. Detailed settings of the selected job will be displayed. Touch **Close** to return to the previous screen.

To Check/Operate Suspended Jobs

Use this function to display all suspended jobs as a list.
The list includes following information.

- Job No.: consecutive numbers of both copy and print jobs
- User Name: user who transmitted the job
- Mode: Copy or Printer
- Status: Suspended or Printing (current status of the job)
- Sheets: max. 4-digit page count
- Sets: max. 4-digit set count
- Pages To Go: max. 4-digit pages to be output (Sheets x Sets = Pages To Go)
- Minute(s): time required for completing each job (minute)

Follow the procedure below to check the settings of each job and release/collectively release the suspended jobs.

1. Touch **JOB LIST** tab on the Copy Screen, then touch **Suspended**.

The letters Suspended on the key appears red to prompt you that a suspended job remains in the machine.



Check the status of the suspended jobs.
Touch **Next** to scroll, if 8 or more jobs are entered.

2. Select the desired job, then select the job operation.

To output suspended job:

Touch to highlight the desired job key, then touch **Release**.
The selected job will be output according to the current printing order.



DETAILS

To check the printing order, touch **Reserved Job** to display the reserved job list.

Job Operation on Job List Screen (continued)

To output all suspended jobs:

Touch **All Release**, then touch **Yes** on the popup menu.

All suspended jobs will be output according to the current printing order.



DETAILS

To check the printing order, touch **Reserved Job** to display the reserved job list.

To check the settings of suspended job:

Touch to highlight the desired job key, then touch **Details**.

Check the settings of the selected job on the screen. Touch **Close** to return to the Job List Screen.

To Check/Control Spool Jobs

Use this function to display spool jobs as a list. The list includes following information.

- Job No.: consecutive numbers of both copy and print jobs
- Mode: Wait for RIP or Receiving (current status of the spool job)

Follow the procedure below to change the output order or delete the spool jobs.

1. Touch **JOB LIST** tab on the Copy Screen, then touch **Spool**.



Check the status of the spool jobs.
Touch **Next** to scroll, if 8 or more jobs are entered.

2. Select the desired job, then select the job operation.

To specify the next job to be printed:

Touch to highlight the desired job key, then touch **Print Next**.
The highlighted job will be moved just under the current print job.



DETAILS

This will not function if printing operation has already been started for the selected job.

To change the order of jobs:

Touch to highlight the desired job key, then touch **Priority**.
The highlighted job will be advanced by one in printing order unless the job preceding the selected one is already in progress.



DETAILS

If printing order cannot be changed for the selected job, a message will be displayed for information.

To clear spool job:

Touch to highlight the desired job key, then touch **Delete**.
Touch **Yes** on the popup menu to clear the selected job.



DETAILS

All the data of the selected job will be cleared.

SECTION

11

Applications

How to Use Application Functions

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Copy Conditions Incompatible with Applications

Copy Conditions Incompatible with Applications	Copy Mode/Magnification											Special Image					Original Setting									
	1-1	1-2	2-1	2-2	Memory Scan Mode (Glass)	Memory Scan Mode (ADF)	APS	AMS	1.000 Magnification	ZOOM	Preset Magnification	Rotation	Manual Density	AES	Preset Density	Text & Photo (Enhance)	Low Contrast	Photo (*5)	Text	Background Adjust (+)	Background Adjust (-)	Mixed Original	Z-Folded Original	Custom Size	Custom Size (Full Area)	Tab Paper
Application / File Edit	Program Job (First job)																									
	Sheet Insertion							x														x				
	Insertion using PI							x														x				
	Front Cover																									
	Back Cover																									
	Front PI (Upper/Lower)																									
	Back PI (Upper/Lower)																									
	Chapter	x		x																			x			x
	Chapter (Print Insertion)	x		x					x														x			x
	Combination								x														x			x
	Booklet	x		x					x														x			x
	Adhesive Binding	x		x					x														x			x
	OHP Interleave				x				x														x			x
	Image Insert																						x			x
Book Copy								x	x													x			x	
Application / Image Edit	Neg. Pos. Reverse																									
	Repeat							x	x	x													x	x		
	Repeat (Auto) (*4)							x	x	x													x	x		x
	Repeat (2/4/8 Repeat)							x	x														x	x		
	Frame Erasure																									
	Fold Erasure																									
	Image Centering								x	x													x	x		
	Image Shift																									x
	Reduce & Shift								x		x	x	x										x			x
	Non-Image Area Erase								<input type="checkbox"/>	x	x												x	x		x
	All-Image Area																									
	Stamp																									
	Page Numbering																									
	Set Numbering																									
	Date																									
	Watermark																									
	Watermark/Numbering																									
Annotation																										
Overlay Memory																										
Overlay (*3)																										

Copy Conditions Incompatible with Applications (continued)

Copy Conditions Incompatible with Applications		Output Application																								
		Collated (Offset)	Uncollated	Collated (Rotation)	Uncollated (Rotation)	1 Stapling (Upper Left)	1 Stapling (Upper Right)	2 Stapling (Top)	2 Stapling (Left)	2 Stapling (Right)	Z-Fold	Folding (Inside Print)	Folding (Outside Print)	Letter Fold-in (Inside Print)	Letter Fold-in (Outside Print)	Letter Fold-out (Inside Print)	Letter Fold-out (Outside Print)	Double Parallel (Inside Print)	Double Parallel (Outside Print)	Gate (Inside Print)	Gate (Outside Print)	Hole-Punch (Right)	Hole-Punch (Left)	Hole-Punch (Top)	Face Up	Face Down
Application / File Edit	Program Job (First job)	x	x	x																						
	Sheet Insertion	x	x	x																						
	Insertion using PI	x	x	x																						
	Front Cover																									
	Back Cover																									
	Front PI (Upper/Lower)			-	-																					
	Back PI (Upper/Lower)			-	-																					
	Chapter		x	x	x																					
	Chapter (Print Insertion)		x	x	x																					
	Combination		x	x	x																					
	Booklet		x	x	x	x	x	x	x	x	x															
	Adhesive Binding		x	x	x	x	x	x	x	x	x															
	OHP Interleave	x	x	x	x	x						▲	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Image Insert		x	x	x																						
Book Copy			x	x																						
Application / Image Edit	Neg. Pos. Reverse																									
	Repeat		x	x	x																					
	Repeat (Auto) (*4)		x	x	x																					
	Repeat (2/4/8 Repeat)		x	x	x	x	x	x	x	x													x	x	x	
	Frame Erasure																									
	Fold Erasure																									
	Image Centering			x	x																					
	Image Shift																									
	Reduce & Shift																									
	Non-Image Area Erase			x	x																					
	All-Image Area			x	x																					
	Stamp																									
	Page Numbering																									
	Set Numbering																									
	Date																									
	Watermark																									
	Watermark/Numbering																									
Annotation																										
Overlay Memory																										
Overlay (*3)			x	x																						

To Use Application Function

Follow the procedure below to display the Application popup menu and select the desired copying features.

1. Touch **COPY** tab on the Machine Status Screen to display the Copy Screen.
2. Touch **Application** on the Copy Screen.



The Application popup menu will be displayed on the touch panel.



DETAILS

- When a function key is touched, it becomes highlighted. If you touch a function key, another screen or two will display to enable you to enter the appropriate settings.
- If one function on the menu is incompatible with another, it will appear dimmed.
- Touch **Bookmark** on the subsequent screen, if desired, so that the screen may be directly accessed from the Check Screen to change the setting you made.

To restore the original copying conditions, touch **Cancel**.

To cancel all the selected functions with the setting made for each remained, touch **All Off**.

To resume the initial setting, press [**Reset**].

3. Touch **OK** on the Application popup menu.

Selections will be completed and the Copy Screen will be restored, with the selection listed in the area under the Application key.



Reminder!

With the Copy Screen displayed, you can press [**Start**] to perform the operation.



DETAILS

Selected functions can be directly accessed from the Application area of the Copy Screen to change or clear the setting you made.

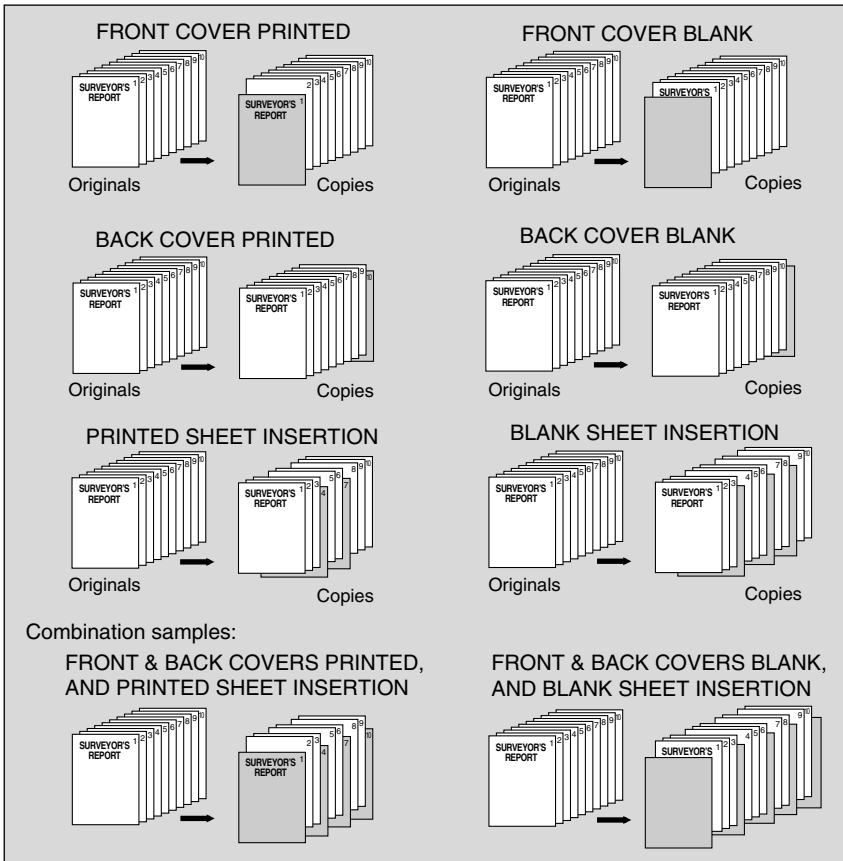
To cancel the selection of each application function, touch **Function OFF** on the subsequent screen.

Inserting Sheets and Covers (Sheet Insertion)

Use Sheet Insertion in print mode or blank mode to insert chapter sheets or separator sheets into the finished set, as well as front and back covers. The covers and insertions can be fed from different tray source for each, and also available from Post inserter if Folding unit FD-501 option is installed.

Specifications for Sheet Insertion

- Use ADF.
- Trays for copy paper, front/back covers, and insertions should have the same paper size loaded. AMS (Automatic Magnification Selection) is automatically selected.
- Max. insert locations: 26 locations, from 1~999, including front and back covers
- Post inserter is available as pages to be specified front/back cover and insertion tray source. Specified as cover tray source, Post inserter will feed the first (front) cover and the last (back) cover.
- Using Post inserter, front/back cover and insertion can be inserted up to 20 sheets per location.
- Covers and insertions fed from Post inserter cannot be printed.



Inserting Sheets and Covers (Sheet Insertion) (continued)

1. Load regular sheets, insertion sheets and covers into any tray.

When using the Post inserter, load covers or insertion sheets into the Post inserter tray.



Reminder!

- Be sure that the trays for copy paper, front/back cover, and insertions have the same paper size loaded.
- Check the tray information on the Machine Status Screen or Copy Screen and use the specified paper; otherwise machine trouble may occur.
- To use any other paper type/size than the specified paper, touch **Paper Presetting** on the Copy Screen to change the setting temporarily.

2. Touch **Application** on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

3. Touch **Sheet Insertion** on the Application popup menu.



The Sheet Insertion Screen will be displayed.

4. Select the desired cover mode.



If no cover is desired, proceed to the next step.

Inserting Sheets and Covers (Sheet Insertion) (continued)

To insert a front cover: Touch **Front Cover**.

The Front Cover Screen will be displayed.



Select the desired front cover mode, copy mode (**Simplex/Duplex**), and tray paper to be used.

To use covers loaded in the Post inserter, touch **Cover** and select the tray to be used. If both tray cover and post inserter cover are specified, the post inserter front cover will be the first page. Touch **Set**, then use the touch panel keypad to enter the quantity to be inserted from post inserter.

Touch **OK** to complete the setting and return to the previous screen.

To insert a back cover: Touch **Back Cover**.

The Back Cover Screen will be displayed.



Select the desired back cover mode, copy mode (**Simplex/Duplex**), and tray paper to be used.

To use covers loaded in the Post inserter, touch **Cover** and select the tray to be used. If both tray cover and post inserter cover are specified, the post inserter back cover will be the last page. Touch **Set**, then use the touch panel keypad to enter the quantity to be inserted from post inserter.

Touch **OK** to complete the setting and return to the previous screen.

Inserting Sheets and Covers (Sheet Insertion) (continued)

5. To insert the insertion sheets: Touch *Insertion Sheets*.



The Insertion Sheets Screen will be displayed.

6. Enter the desired insertion type setting.



The Set 01 key is active to be ready for the first insertion type setting. Select the desired insertion mode (**Print/Blank**), copy mode (**Simplex/Duplex**), and tray paper to be used.

Inserting Sheets and Covers (Sheet Insertion) (continued)

Enter the page number.



- (1) Touch **Set** to display the touch panel keypad.
- (2) To specify the insertion page, touch **Page** to highlight it.
Use the touch panel keypad to enter the page number of insertion location.
Use “, (comma)” between pages, or “- (hyphen)” for consecutive pages.
To delete the last entered number, touch **Delete**. To clear all the page entry, touch **Clear**.



DETAILS

Print insertion with page 5 specified:

- In 1-1 mode, the 5th page of single-sided original is copied onto the insertion, which will be the 5th sheet of copied set.
- In 1-2 mode, the 5th and 6th pages of single-sided original are copied onto both sides of the insertion, which will be the 3rd sheet of copied set. With page 6 specified, the same result will be obtained.
- In 2-2 mode, the 9th and 10th pages of double-sided original are copied onto both sides of the insertion, which will be the 5th sheet of copied set. With page 6 specified, the 11th and 12th pages of the double-sided original are duplex-copied onto the insertion which will be the 6th sheet of copied set.
- In 2-1 mode, the 5th page of double-sided original is simplex-copied onto the insertion, which will be the 5th sheet of copied set.

Blank insertion with page 5 specified:

- In 1-1 mode, a blank insertion will be added as the 6th sheet of copied set, after the 5th page of single-sided original is simplex-copied.
- In 1-2 mode, a blank insertion will be added as the 4th sheet of copied set, after the 5th and 6th pages of single-sided original are duplex-copied. With page 6 specified, the same result will be obtained.
- In 2-2 mode, a blank insertion will be added as the 6th sheet of copied set, after the 9th and 10th pages of double-sided original are duplex-copied. With page 6 specified, a blank insertion will be added as the 7th sheet of copied set, after the 11th and 12th pages of double-sided original are duplex-copied.
- In 2-1 mode, a blank insertion will be added as the 6th sheet of copied set, after the 5th page of double-sided original is simplex-copied.

Inserting Sheets and Covers (Sheet Insertion) (continued)

NOTES:

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

- (3) When entering the quantity to be inserted from post inserter, touch **Quantity** to highlight it, then use the touch panel keypad to enter the desired quantity.
- (4) Touch **Fix** to complete the page entry. The Set 01 setting is fixed and the Set 02 key will be active.
To change the insertion type, set the new one and enter the page number.



DETAILS

If the same page number has been entered in Set 02 and Set 03 for example, the setting of later number (Set 03) will take priority.

7. When all settings are completed, touch **OK** on the Sheet Insertion Screen.

The Application popup menu will be restored.



DETAILS

To clear all the settings, touch **Clear All**.

To restore the previous setting, touch **Cancel**.

To cancel the function without clearing the setting made, touch **Function OFF**.

8. Touch **OK** on the Application popup menu.

The Copy Screen will be restored.

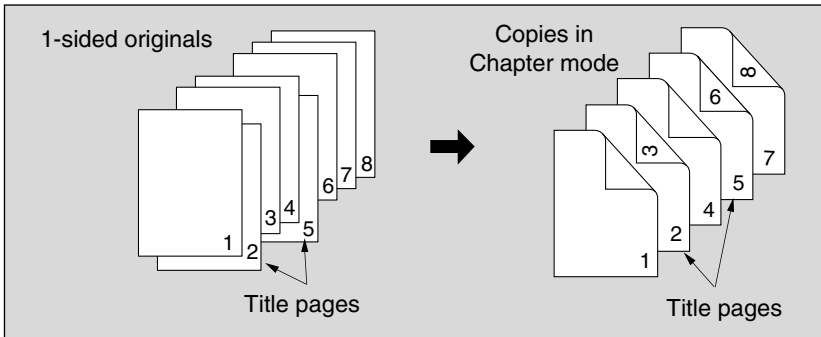
Locating Title Pages on the Right Side (Chapter)

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

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

Specifications for Chapter

- Use ADF.
- Max. title pages: 30 sheets, from 1 ~ 999
- The chapter page can be copied on the sheet from another tray source. (Print insertion)
- Use Stamp together with this function to print chapter number onto chapter page in addition to page number, numbering, or watermark numbering.



1. Touch *Application* on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

2. Touch *Chapter* on the Application popup menu.



The Chapter Screen will be displayed.

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

3. Use the control panel keypad to enter the page number of each title page.



Touch **Set** after each entry to move to the next key. To set more than 15 locations, touch the arrow key to move to the next page. To clear an incorrect entry, touch **Delete**. The entered number will be deleted.



DETAILS

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



OPTION

Touch **Booklet** on the Chapter Setting Screen to use this function.

To change the selection of paper tray for copying title pages, touch **Print Insertion** on the screen.

In this case, you can touch **Insertion Tray** to change the currently selected paper tray displayed on the screen.



4. When all entries are made, touch **OK**.
The Application popup menu will be restored.



DETAILS

To cancel the setting, touch **Cancel**.

To cancel the function without clearing the setting made, touch **Function OFF**.

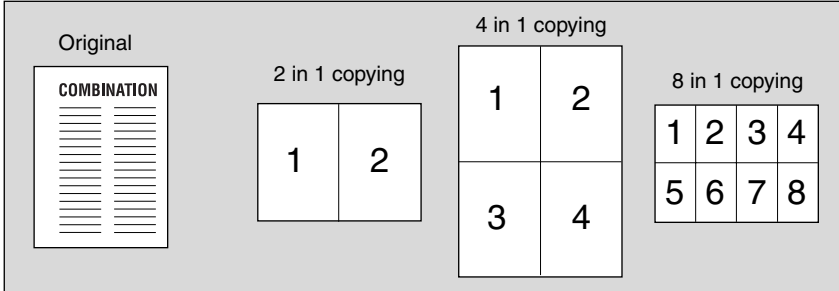
5. Touch **OK** on the Application popup menu.
The Copy Screen will be restored.

Lay Out Several Pages onto One Sheet (Combination)

Use this function to lay out and copy a fixed number (2, 4, or 8) of pages onto one sheet of copy paper (2 in 1, 4 in 1, or 8 in 1).

Specifications for Combination

- Use ADF. (Use Memory Scan mode if original glass is desired for scanning originals.)
- AMS is automatically selected. (Normally the fixed size of Tray 1 will be selected.)



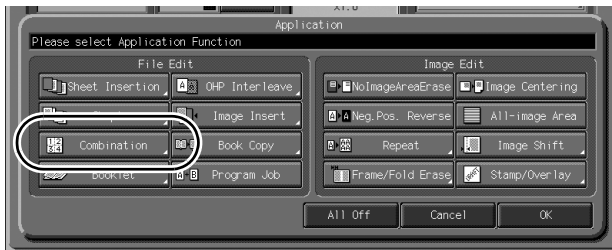
1. Touch *Application* on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

2. Touch *Combination* on the Application popup menu.



The Combination Screen will be displayed.

Lay Out Several Pages onto One Sheet (Combination) (continued)

3. Select the desired Combination mode.



Touch **2 in 1**, **4 in 1** or **8 in 1** in the desired order area, referring to the illustration on the following page.

4. Touch **OK**.

The Application popup menu will be restored.



DETAILS

To cancel the setting, touch **Cancel**.

To cancel the function without clearing the setting made, touch **Function OFF**.

5. Touch **OK** on the Application popup menu.

The Copy Screen will be restored.

AMS is automatically selected. When selecting any tray other than the one that is set and displayed on the Copy Screen, touch the desired tray key.

6. Select the desired original direction.



Touch **Original Setting** on the Copy Screen to display the Special Original popup menu. Touch to select the desired original direction key, then touch **OK** to return to the Copy Screen.


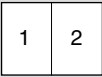

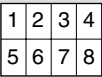


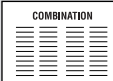

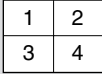

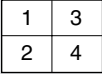
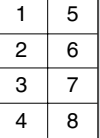
Lay Out Several Pages onto One Sheet (Combination) (continued)

7. Enter the desired print quantity from the control panel keypad.
8. Position originals FACE UP in the document feeder.
9. Press [*Start*].



DETAILS: Original Type and Layout Order

Refer to the table below to select the desired Combination mode.

Original \ Layout	Horizontal order			Vertical order	
	2 in 1	4 in 1	8 in 1	4 in 1	8 in 1
Portrait type 					
Landscape type 					

Making a Multiple Page Signature Booklet (Booklet)

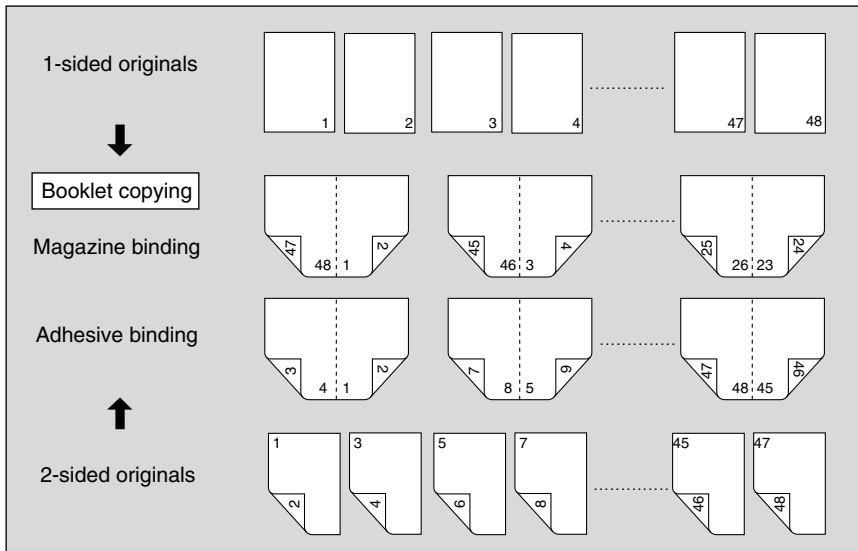
Use the Booklet to make a multiple page signature booklet on both sides of paper. Original images are scanned into memory and automatically arranged in booklet format in correct order.

If the machine is equipped with Saddle stitcher SD-501 option, folded, stapled, and/or trimmed booklets can be made.

If the machine is equipped with Folding unit FD-501 option, Adhesive Binding is available together with Folding mode.

Specifications for Booklet

- Use ADF. (Use Memory Scan mode if original glass is desired for scanning originals.)
- Original pages should be a multiple of 4 in 1-2 mode or a multiple of 2 in 2-2 mode; otherwise blank pages are automatically inserted to the last.
- Trays for copy paper and front/back covers should have the same paper size loaded.
- AMS is automatically selected. Select the desired paper size.



1. Load Copy Paper.

Load the desired copy paper size in a tray.

When selecting cover sheet mode (**Cover With Copy Sheet** or **Cover With Blank Sheet**), load the same size paper in any other tray unless it is specified as Thick or Tab paper of the paper type.

2. Touch **Application** on the Copy Screen.

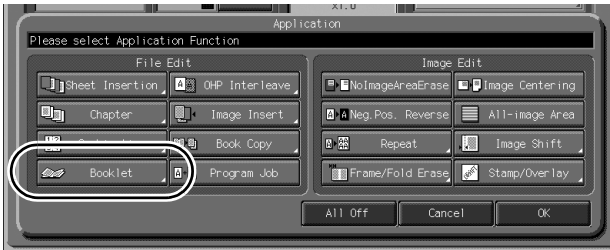


Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

Making a Multiple Page Signature Booklet (Booklet) (continued)

3. Touch **Booklet** on the Application popup menu.



4. Touch to highlight the desired Booklet mode key.



When a cover sheet is required, touch **Cover Tray Select** to select the cover sheet tray source.

Touch **Left Binding** or **Right Binding** if you want to change the output order.

5. Touch **OK**.

The Application popup menu will be restored.

DETAILS

To cancel the setting, touch **Cancel**.

To cancel the function without clearing the setting made, touch **Function OFF**.

HINT

The Utility Menu Screen provides the setting to position the page numbers automatically on the outside edges of the copy when using Booklet with Page Numbering in Stamp.

6. Touch **OK** on the Application popup menu.

The Copy Screen will be restored.

AMS is selected automatically.

7. Select the tray in which you loaded copy paper in step 1.

To release AMS, select the desired magnification, then select paper size.

8. Select the 1-2 or 2-2 copy mode.

Making a Multiple Page Signature Booklet (Booklet) (continued)



DETAILS

If the copier is equipped with FD-501, Folding output mode is available.

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

10. Position originals FACE UP in the document feeder, then press [Start].



Reminder!

Original pages should be a multiple of 4 in 1-2 mode or a multiple of 2 in 2-2 mode; otherwise blank pages are automatically inserted to the last.

Copying onto Transparent Films (OHP Interleave)

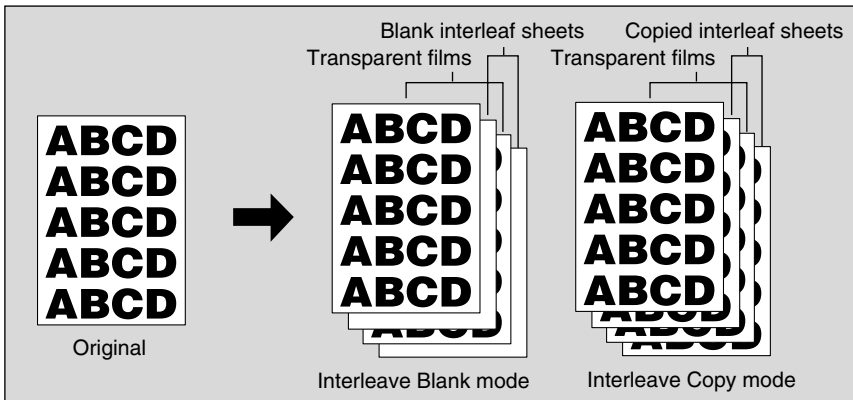
Use the OHP Interleave function in 1-1 or 2-1 mode to copy onto overhead projection transparent films, and output a blank or copied interleaf sheet with each copied transparent film.

In the Interleave Blank mode, a blank interleaf sheet is output with each transparent film to keep the film material from sticking together.

In the Interleave Copy mode, a copied interleaf sheet is output with each transparent film to provide reference during a presentation, a medium for photocopying, and a set for filing or inserting into a binder.

Specifications for OHP Interleave

- Load transparency films in Tray 4.
- Print quantity: 1
- Finisher cannot be used.
- AMS is automatically selected.



1. Set transparent films into Tray 4.

Touch **Paper Presetting** on the Copy Screen to specify the Tray 4 paper type to OHP.



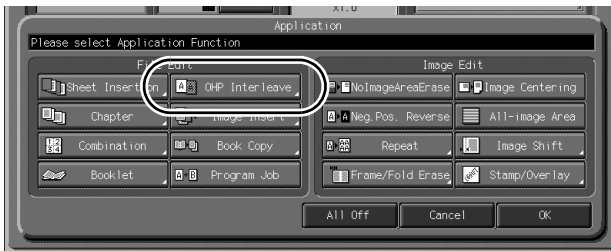
Reminder!
Do not load transparent films in any tray other than Tray 4; otherwise machine trouble may occur.

2. When interleaf sheet is needed, load copy paper in any other tray to match the size of transparent films.

3. Touch **Application** on the Copy Screen.

Copying onto Transparent Films (OHP Interleave) (continued)

4. Touch *OHP Interleave* on the Application popup menu.



5. Select the desired OHP Interleave mode, then touch *OK*.



DETAILS

To cancel the setting, touch **Cancel**.

To cancel the function without clearing the setting made, touch **Function OFF**.

6. Touch *OK* on the Application popup menu.

The Copy Screen will be restored.



DETAILS

- AMS is selected automatically.
To release AMS, select the desired magnification.
- Print quantity is already set to 1. You cannot enter any other quantity.

7. Touch to select the tray loaded with transparent films.

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

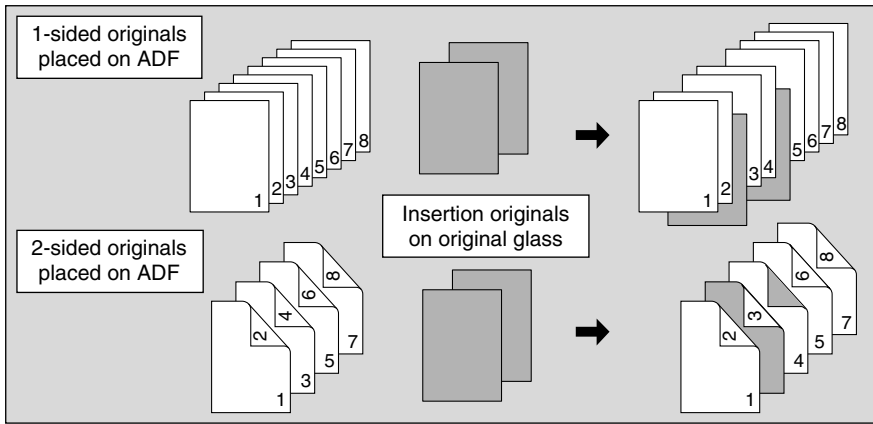
9. Press [*Start*].

Inserting Images into Printed Sets (Image Insert)

Use the Image insert mode to combine images scanned from the original glass, such as photos, paste-ups, newspaper articles, graphs, etc., with images scanned from the document feeder. Then, output the combined images as a finished set. The selected copy paper size is determined by the size of originals loaded in the document feeder.

Specifications for Image Insert

- Use ADF and original glass.
- Max. image insert: 30 locations, from p. 1 to p. 999



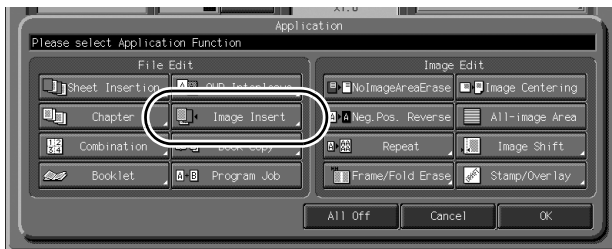
1. Touch *Application* on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

2. Touch *Image Insert* on the Application popup menu.



The Image Insert Screen will be displayed.

Inserting Images into Printed Sets (Image Insert) (continued)

3. Use the control panel keypad to enter the page number.



Touch **Set** after each entry to move to the next key.
When setting more than 15 locations, touch the arrow key to move to the next page.
To clear an incorrect entry, touch **Delete**. The entered page number will be deleted.



DETAILS: Entering Page Numbers

For example, if insertion locations are [2/2/6], scanned images will be inserted as follows:

The first scanned image will be inserted after page 2.

The second scanned image will be inserted directly after the first scanned image insertion.

The third scanned image will be inserted after page 6.

NOTES:

- When a page number is larger than the total original count, a sheet is inserted as the last page.
- Insertions occur in sequence, even if page numbers are entered out of sequence.
- Entering the same page number twice will insert two sheets at that location.



OPTION

Touch **Booklet** on the Image Insert Screen to use this function.

4. When all page number entries are made, touch **OK**.

The Application popup menu will be restored.



DETAILS

To cancel the setting, touch **Cancel**.

To cancel the function without clearing the setting made, touch **Function OFF**.

5. Touch **OK** on the Application popup menu.

The Copy Screen will be restored.

The **Memory Scan** key on the Copy Screen appears highlighted to show that the Memory Scan mode is automatically selected.

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

Inserting Images into Printed Sets (Image Insert) (continued)

7. Scan the document feeder images:

Position originals FACE UP in the document feeder.

If the number of originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them from the block with the first page.

8. Press [*Start*].

The originals positioned in the document feeder will be scanned into memory.

9. Scan the original glass images.

Open the document feeder.

Position an original FACE DOWN on the original glass, then close the document feeder.



Reminder!

PLACE AND SCAN THE ORIGINALS ACCORDING TO PAGINATION.

10. Press [*Start*].

11. Repeat steps 9 and 10 for all originals.



HINTS

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

12. Touch *Memory Scan* to exit the Memory Scan mode.

13. Press [*Start*].

The copier will start printing when ready for output.

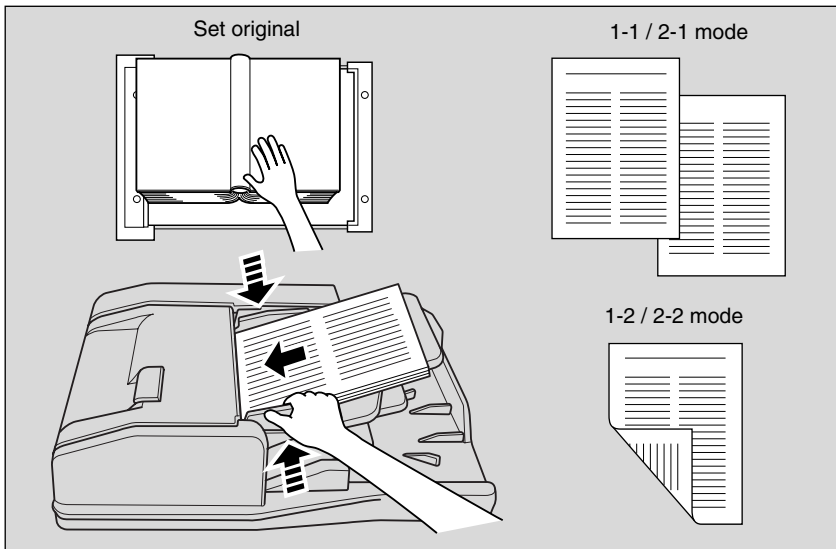
Dividing an Image into Right and Left Pages (Book Copy)

The Book Copy mode performs image division on the original image. Use this function to copy an open book or a ledger sheet onto two 8.5"x11" sheets in 1-1 or 2-1 mode, or onto the front and back sides of one 8.5"x11" sheet in 1-2 or 2-2 mode. The following three modes can be selected from the Book Copy Screen.

- **Full Scan mode:** Image division starts from the first scan.
- **Front Cover + Full Scan mode:** Image division starts from the second scan, after the first scan copies normally.
- **Front/Back Cover + Full Scan mode:** Image division starts from the third scan, after the first and second scan copy normally.

Specifications for Book Copy

- Memory Scan mode is automatically selected.
- Paper size: 8.5"x11"



1. Touch *Application* on the Copy Screen.

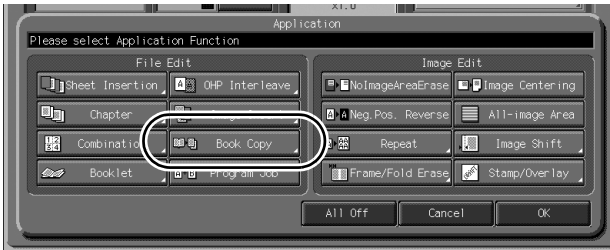


Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

Dividing an Image into Right and Left Pages (Book Copy) (continued)

2. Touch **Book Copy** on the Application popup menu.



The Book Copy Screen will be displayed.

3. Select the desired Book Copy mode.



Touch to highlight the desired mode key.

4. Touch **Left Binding** or **Right Binding** to select the output order according to the original pagination.



Touch **Booklet** on the Book Copy Screen to use this function.

5. Touch **OK**.

The Application popup menu will be restored.



To cancel the setting, touch **Cancel**.

To cancel the function without clearing the setting made, touch **Function OFF**.

6. Touch **OK** on the Application popup menu.

The Copy Screen will be restored.

APS and AMS are automatically released, and the **Memory Scan** key appears highlighted to show that the Memory Scan mode is automatically selected.

7. Select the desired copy mode and magnification.

Dividing an Image into Right and Left Pages (Book Copy) (continued)



DETAILS

- Available paper size is 8.5"x11".
- When selecting Full scan mode and scanning from the original glass, select 1-1 or 1-2 copy mode.
- APS and AMS are released and 1.000 magnification is selected automatically. Change the magnification manually, if desired.

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

9. Position original(s).

When using original glass to scan, position the first page FACE DOWN with document feeder kept open.

When using document feeder, position original(s) FACE UP.

For details on scanning originals in Front cover + Full scan and Front/Back Cover + Full scan mode, see the description on the following page.

10. Press [Start] to scan.

11. Repeat steps 9 and 10 for all originals.



Reminder!

When using original glass, No Image Area Erase and Image Centering are automatically selected.

DO NOT CLOSE the document feeder throughout the scanning job.

12. Touch *Memory Scan* to exit the Memory Scan mode.

13. Press [Start].

The copier will start printing when ready for output.

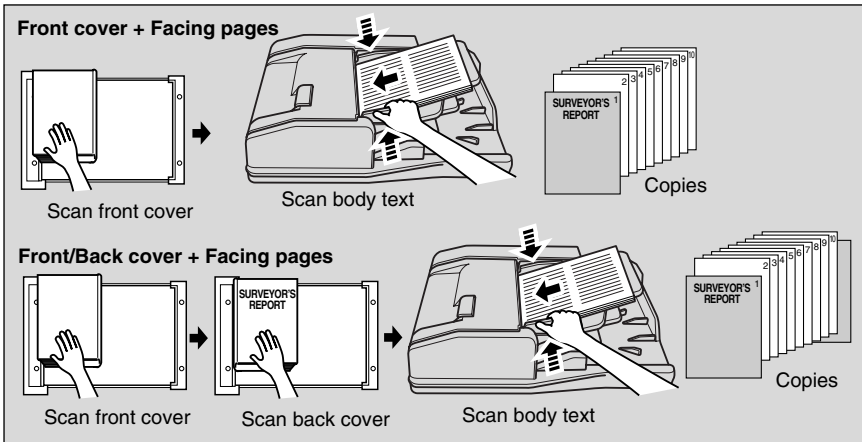
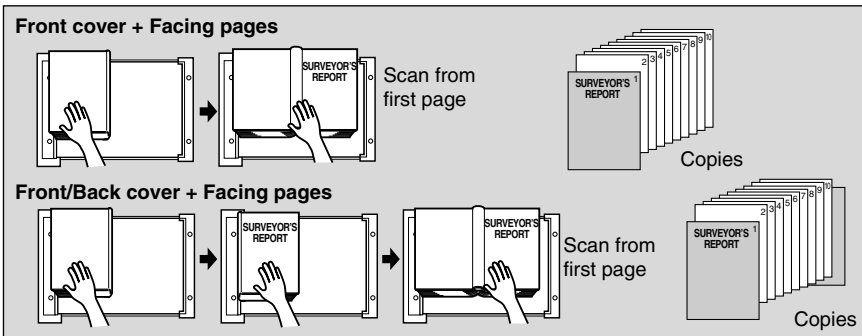
Dividing an Image into Right and Left Pages (Book Copy) (continued)



Scanning Original for Cover

Use original glass for scanning original for cover.

- 1 Open the document feeder.
- 2 Position original for front cover FACE DOWN on the original glass.
- 3 Press [**Start**] to start scanning.
- 4 When Front/Back Cover + Full scan is selected, scan original for back cover according to the above steps 2 and 3.
- 5 Use original glass or document feeder, as required, for scanning body text originals.
To output the set in the same order as the originals, start scanning from the first page.
- 6 Press [**Start**] to start scanning.
- 7 Repeat steps 5 and 6 for subsequent originals.



NOTES:

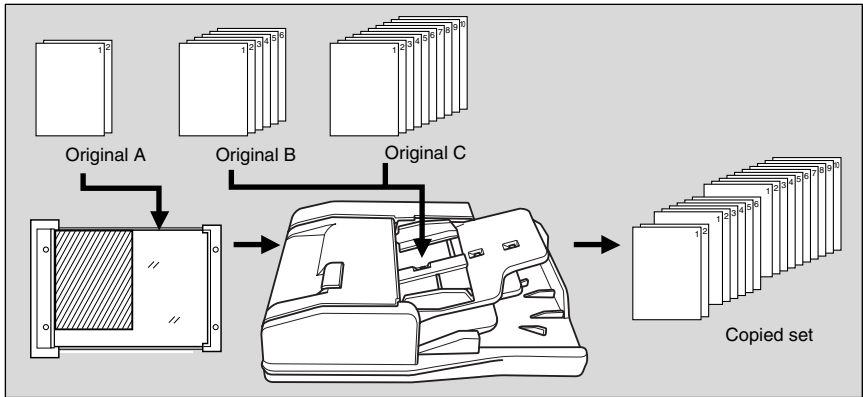
- Memory overflow may occur during scanning.
- When using original glass, No Image Area Erase and Image Centering are automatically selected.
DO NOT CLOSE the document feeder throughout the scanning job.

Programming Different Settings for an Output Job (Program Job)

In the ordinary Memory Scan mode, the combined features selected for the job are applied to all originals to be scanned. In the Program Job mode, you may scan multiple sets of originals and apply different settings on each set (referred to as JOB), then output them all as a complete set.

Specifications for Program Job

- Max. 100 JOBS can be programmed for an output job.
- Once specified, paper size and the paper type/size setting cannot be changed for another JOB.
- Output mode and print quantity setting cannot be specified for each JOB. The last setting made will be applied to all JOBS.
- Program Job settings cannot be stored in Job Memory.



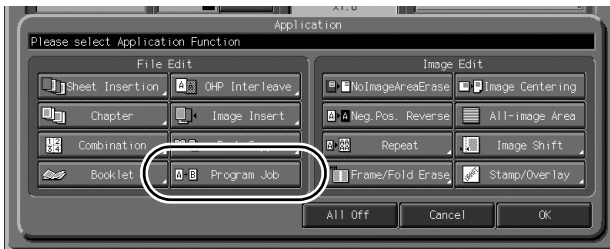
1. Touch *Application* on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

2. Touch *Program Job* on the Application popup menu.



The incompatible function keys will be dimmed to show inactivity.

3. Touch **OK** on the Application popup menu.

The Copy Screen will be restored.

The **Memory Scan** key on the Copy Screen appears highlighted to show that the Memory Scan mode is automatically selected.

Programming Different Settings for an Output Job (Program Job) (continued)

4. Select the desired copy conditions.
5. Position originals **FACE UP** in the document feeder or **FACE DOWN** on the original glass.
If the number of document feeder originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them from the block with the first page.
6. Press [**Start**].
The paper size determined at this time will be applied to all subsequent JOBs.
When scanning for the current JOB is completed, the popup menu will be displayed in the Copy Screen.



7. Touch **Confirm**.
The current JOB images will be stored.
To delete the images, touch **Cancel**.
8. Repeat steps 4 to 7 until all JOB originals are scanned.



Reminder!

PLACE AND SCAN EACH ORIGINAL SET IN THE CORRECT ORDER OF PAGINATION.

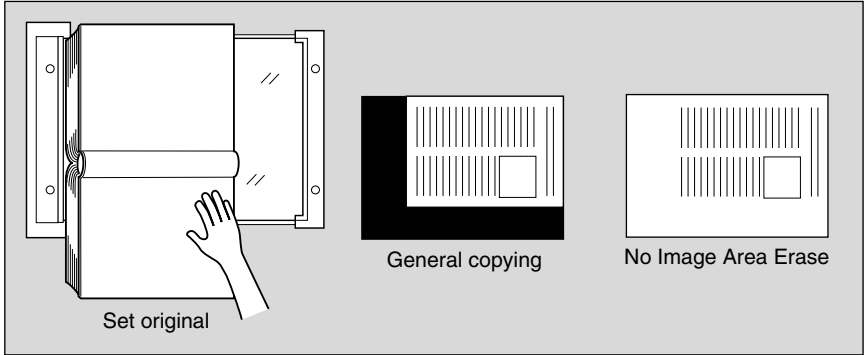
9. Select the desired output mode and enter the print quantity from the control panel keypad.
10. Touch **Memory Scan** to exit the Memory Scan mode.
11. Press [**Start**].

Erasing Outside of the Original (No Image Area Erase)

The No Image Area Erase mode is used to copy non standard or special originals, such as books, magazines, paste-ups, graphs, thick or thin materials, etc. from the original glass. The exposed glass area outside the borders of the original will not be copied.

Specifications for No Image Area Erase

- ❑ Use the original glass only. Keep ADF open throughout the procedure.



1. Touch **Application** on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

2. Touch **No Image Area Erase** on the Application popup menu.



The incompatible function keys will be dimmed to show inactivity.

3. Touch **OK** on the Application popup menu.

The Copy Screen will be restored.

4. Select magnification and paper size, as desired.



DETAILS

- APS and AMS are automatically released.
- Copy mode is automatically set to 1-1. When selecting 1-2 mode, Memory Scan mode will function automatically.

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

6. Position original **FACE DOWN** on the original glass.

Erasing Outside of the Original (No Image Area Erase) (continued)



Reminder!

DO NOT CLOSE THE DOCUMENT FEEDER.
Original size should be larger than 10mm x 10mm.

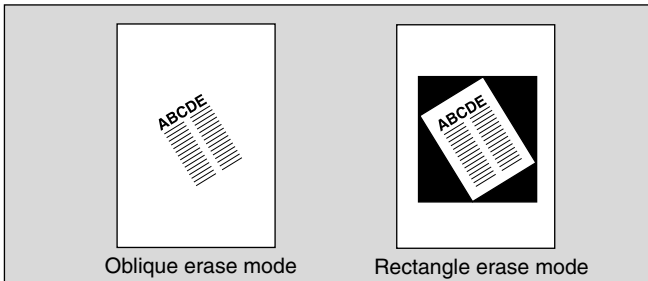
7. Press [**Start**].



DETAILS: Oblique Erase and Rectangle Erase Modes

The No Image Area Erase has two modes; Rectangle erase mode and Oblique erase mode. The copier is initially set to select either mode appropriate for the original placed on the original glass (AUTO mode).

If desired, display the Utility Menu Screen to specify either mode and the original density level manually so that the No Image Area Erase functions without fail.

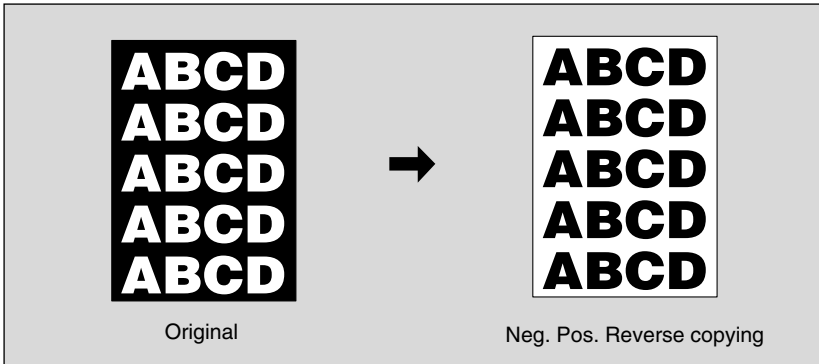


Having Any Problem?

This function may perform incorrectly if the lighting in the work place is directly over the original glass. In this case, consult your service representative about an appropriate place for installation.

Reversing Color in Black and White Image (Neg. Pos. Reverse)

Use Neg. Pos. Reverse to reverse the image from black-on-white to white-on-black, and vice versa. This is very good for copying white-on-black originals and reversing them to fax.



1. Touch *Application* on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [*Reset*].

2. Touch *Neg. Pos. Reverse* on the Application popup menu.



The incompatible function keys will be dimmed to show inactivity.

3. Touch *OK* on the Application popup menu.

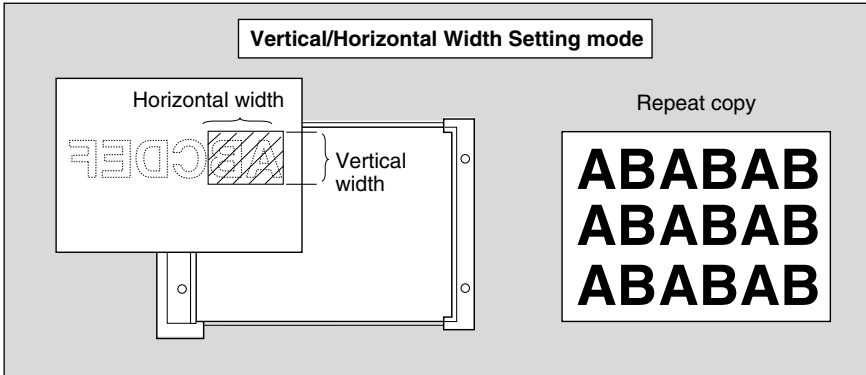
The Copy Screen will be restored.

Repeating Selected Image Area (Repeat: Vert./Horiz. Mode)

Use this function to repeat the selected image area of 10mm ~ 150mm in both vertical and horizontal widths measured from the rear left corner of the A3 original area indicated on the left edge of the original glass.

Vertical/Horizontal Width Setting Mode Specifications

- Use the original glass. (Document feeder cannot be used.)



1. Touch *Application* on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

2. Touch *Repeat* on the Application popup menu.



The Repeat Screen will be displayed.

Repeating Selected Image Area (Repeat: Vert./Horiz. Mode) (continued)

3. Touch **Manual**, then specify the vertical and horizontal widths of the scanning area.



Use up/down arrow key to enter the width from 10 to 150 mm in 1 mm increments. Keep touching the key to increase/decrease the value continuously.

Or, touch **Input With Keypad** to display the popup menu to enter the value from the touch panel keypad.



Touch **Vertical** or **Horizontal** on the popup menu, enter the value for each, then touch **OK** to restore the Repeat Screen.

4. Touch **OK**.
The Application popup menu will be restored.
5. Touch **OK** on the Application popup menu.
The Copy Screen will be restored.
6. Select the desired magnification and paper size.

DETAILS

- APS and AMS are automatically released, and 1.000 (100%) is selected as a magnification ratio.

Repeating Selected Image Area (Repeat: Vert./Horiz. Mode) (continued)

- Copy mode is automatically set to 1-1. When selecting 1-2 mode, Memory Scan mode will function automatically.

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

8. Position original FACE DOWN on the original glass.



HINT

See the illustration on p. p. 11-36 for details.

9. Press [*Start*].

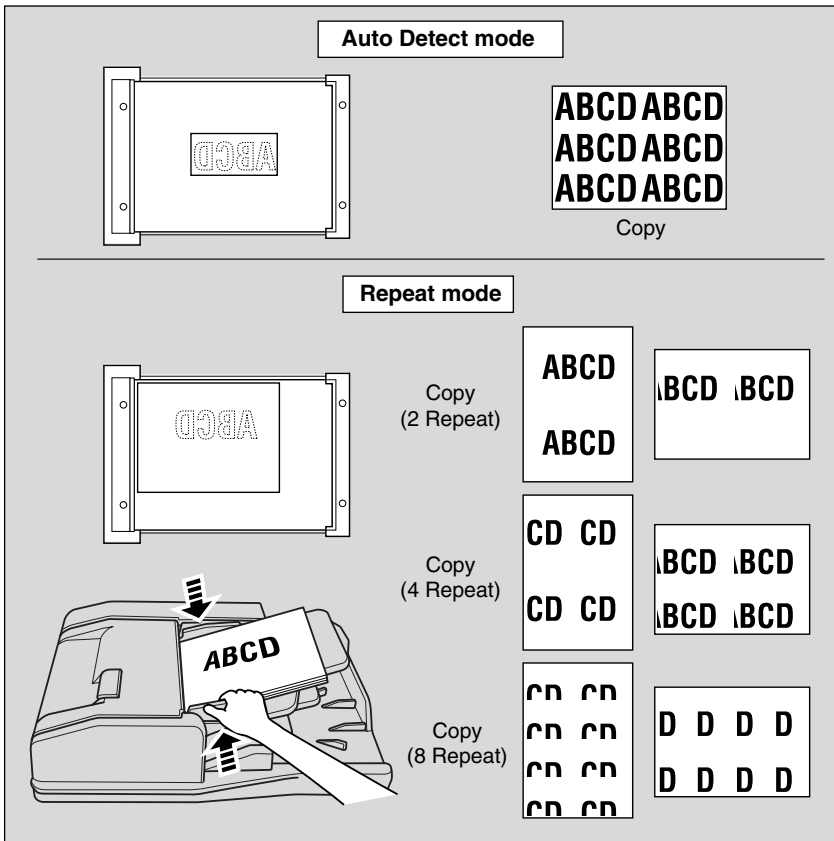
Repeat Automatically or Select Repeat Times (Repeat: Auto Detect/ Repeat Mode)

Auto Detect mode will automatically set the equal repeat area to the size of the original placed onto the original glass by activating No Image Area Erase. Repeat mode will scan the image area specified by the selected paper size and mode (2 Repeat, 4 Repeat, or 8 Repeat), then arrange the image by specified times in one copy sheet.

Use 2 Repeat in designated order mode to have the same cut side when cutting copied sheets in two.

Auto Detect/ Repeat Mode Specifications

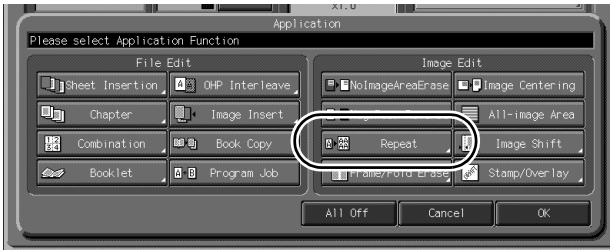
- Auto Detect Mode: Use the original glass. ADF cannot be used.
- ADF is available with Repeat mode.
- Repeat Mode Magnification ratio: 1.000 (100%) fixed



1. Touch *Application* on the Copy Screen.

Repeat Automatically or Select Repeat Times (Repeat: Auto Detect/ Repeat Mode)

2. Touch *Repeat* on the Application popup menu.



The Repeat Screen will be displayed.

3. Touch to highlight the desired mode key.



Touch **Auto** to select the Auto Detect mode.

Touch **2 Repeat**, **4 Repeat**, or **8 Repeat** to select the desired Repeat mode.

If you want the image upside down on the other side in 2 Repeat mode, touch **R-Reverse** or **L-Reverse**.

4. Touch **OK**.

The Application popup menu will be restored.

DETAILS

No Image Area Erase is automatically selected on the Application popup menu when Auto Detect mode is selected.

HINT

When 2 Repeat mode is selected, Page space function of Image Shift can be used to make the desired amount of blank space between the two images on a page. See p. 11-49 to p. 11-53.

5. Touch **OK** on the Application popup menu.

The Copy Screen will be restored.

6. Select the desired magnification and paper size.

Repeat Automatically or Select Repeat Times (Repeat: Auto Detect/ Repeat Mode)



DETAILS

- APS and AMS are automatically released, and 1.000 (100%) is selected as a magnification ratio.
- When 2 Repeat, 4 Repeat, or 8 Repeat is selected, the scanning area will be a portion of the selected paper size equally divided according to the selected mode.
In this case, magnification ratio will be fixed to 1.000 (100%).
- Copy mode is automatically set to 1-1. When selecting 1-2 mode, Memory Scan mode will function automatically.

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

8. Position original.

For Auto Detect mode original, open the document feeder, then position the original FACE DOWN on the original glass.

For 2 Repeat, 4 Repeat or 8 Repeat mode original, ADF is also available.



HINT

See the illustration on p. 11-39 for details.



Reminder!

When Auto Detect mode is selected, No Image Area Erase functions automatically.
DO NOT close the document feeder.

9. Press [Start].

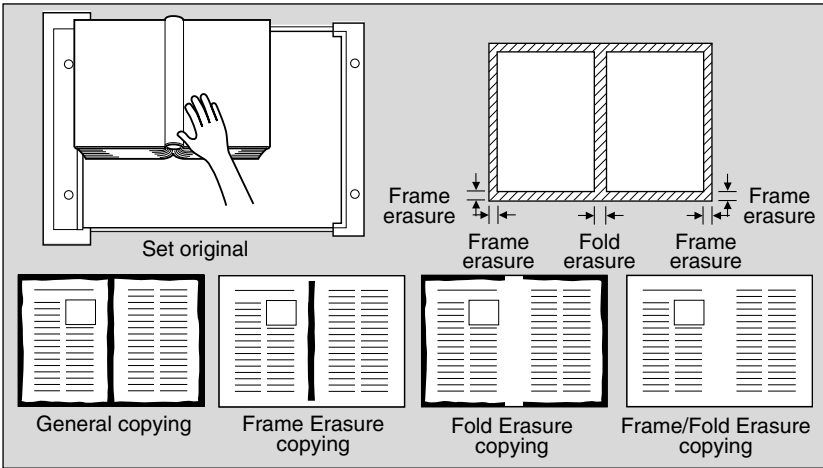


DETAILS

The Auto Detect mode may not operate properly if the lighting in the work place is directly over the original glass. In this case, consult your service representative about an appropriate place for installation.

Eliminating Black Copy Marks Along Borders (Frame/Fold Erase)

Use Frame/Fold Erase to eliminate black copy marks along borders to clean up and improve the presentation of the copy.



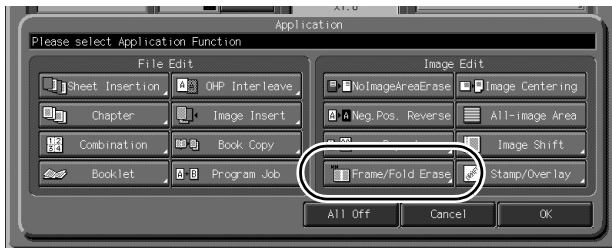
1. Touch **Application** on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

2. Touch **Frame/Fold Erase** on the Application popup menu.



The Frame/Fold Erase Screen will be displayed.

Eliminating Black Copy Marks Along Borders (Frame/Fold Erase) (continued)

3. Touch to highlight the desired mode key.



Touch **All sides**, **Each side**, or **Fold Erasure** to highlight it. Either Frame erasure mode and Fold erasure can be selected in combination.

4. Specify the erasure amount in the selected mode. To specify Frame Erasure (All sides) amount:



- Touch to highlight **Frame**, if not highlighted, then use the touch panel keypad or up/down arrow key to enter the desired erasure amount of the Up, Down, Right, and Left sides collectively, from 1 to 300 mm in 1 mm increments.

Eliminating Black Copy Marks Along Borders (Frame/Fold Erase) (continued)

To specify Frame Erasure (Each side) amount:



- Touch to highlight **Frame**, if not highlighted, then touch **Up Side**, **Right Side**, **Down Side**, or **Left Side**. The selected side amount will be highlighted in the left illustration area of the screen. Use the touch panel keypad or up/down arrow key to enter the desired erasure amount, from 1 to 300 mm in 1 mm increments.

To specify Fold Erasure amount:



- Touch to highlight **Fold**, if not highlighted, then use the touch panel keypad or up/down arrow key to enter the desired erasure amount, from 1 to 99 mm in 1 mm increments.

5. Touch **OK**.

The Application popup menu will be restored.

6. Touch **OK** on the Application popup menu.

The Copy Screen will be restored.

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

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

Eliminating Black Copy Marks Along Borders (Frame/Fold Erase) (continued)



DETAILS

When lowering the document feeder onto thick original (e.g. open book), do not press it down too hard. Keep the document feeder open, if required.

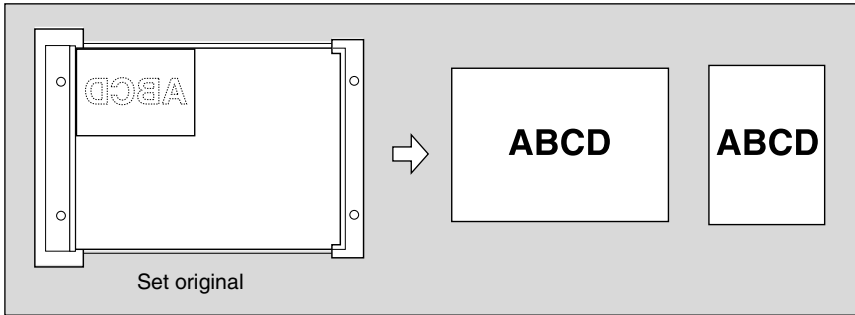
- 9. Press [Start].**

Copying Image in the Center of Copy Paper (Image Centering)

Use this function to detect the image area of the original and center the whole image on the copy paper making it easy to copy small pieces of paper.

Specifications for Image Centering

- No Image Area Erase is automatically selected. Release it manually when using ADF to scan originals.



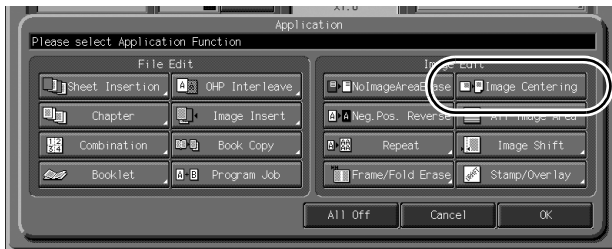
1. Touch **Application** on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

2. Touch **Image Centering** on the Application popup menu.



The incompatible function keys will be dimmed to show inactivity.

DETAILS

- No Image Area Erase will be selected automatically. When using ADF to scan the original, touch to deselect this function.
- When using the Book Copy with this function, the original smaller than the selected paper size will be printed in the center of the copy paper without image division performed.

3. Touch **OK** on the Application popup menu.

The Copy Screen will be restored.

4. Select the desired magnification and paper size on the Copy Screen.

Copying Image in the Center of Copy Paper (Image Centering) (continued)



DETAILS

- APS and AMS are automatically released, and 1.000 (100%) is selected as a magnification ratio.
- Copy mode is automatically set to 1-1. When selecting 1-2 mode, Memory Scan mode will function automatically.

- 5. Enter the desired print quantity from the control panel keypad.**
- 6. Position original(s) FACE UP in the document feeder or FACE DOWN on the original glass.**



Reminder!

DO NOT close the ADF when No Image Area Erase is selected.

Placing original obliquely on the original glass may cause black copy marks.

- 7. Press [Start].**

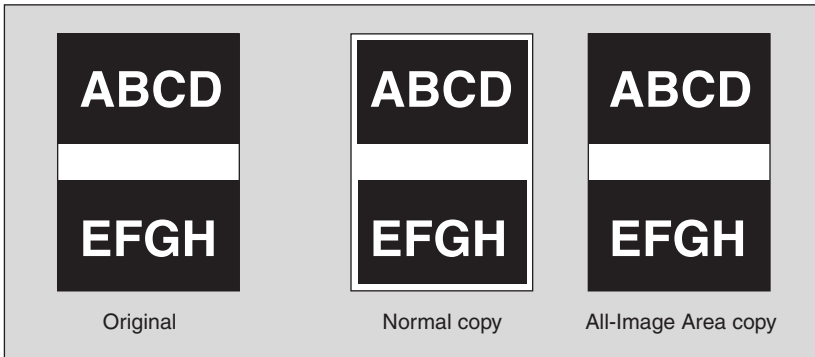


Having Any Problem?

The Image Centering function may not operate properly if the lighting in the work place is directly over the original glass. In this case, consult your service representative about an appropriate place for installation.

Printing Images Fully to the Edges (All-Image Area)

Use this function to make copies printed completely to the edges.



1. Touch *Application* on the Copy Screen.



When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

2. Touch *All-image Area* on the Application popup menu.



The incompatible function keys will be dimmed to show inactivity.

3. Touch **OK** on the Application popup menu.

The Copy Screen will be restored.

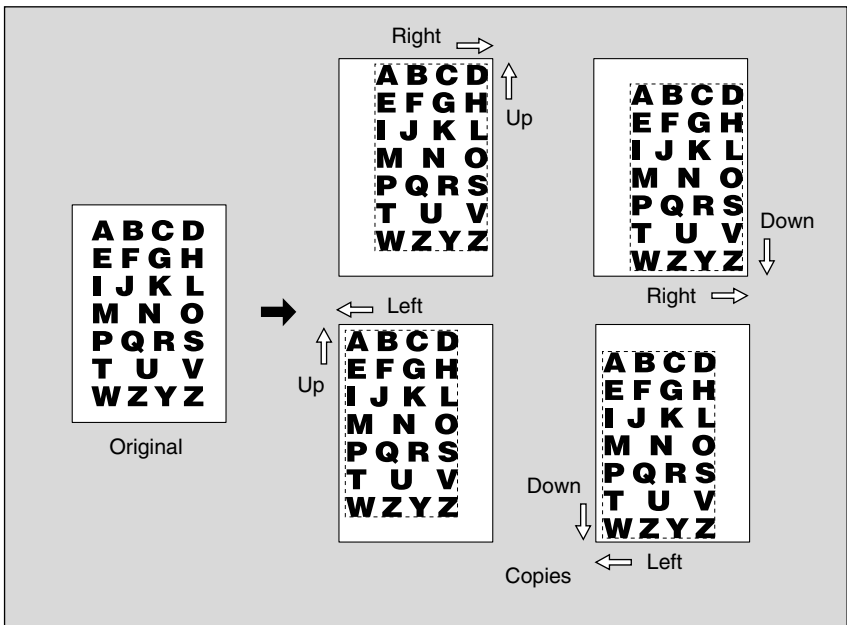
Adjusting Position of Copy Image (Image Shift)

Use Image Shift to adjust the position of copy images, e.g. for the purpose of creating a new binding margin on originals to make it easier for filing purposes. Page Space function is available only when Booklet or 2 Repeat mode of Repeat has been already selected. Use this function to make the desired amount of blank space between the two images on a page. See the illustration on p. 11-52 for details.

If image loss is likely, select the Reduce & Shift mode instead of regular Image shift. See p. 11-54.

Specifications for Image Shift

- Shift amount: 0 to 250 mm in 1 mm increments
- Setting in 0.1mm increments using up/down arrow key is also available. This setting change can be made on the Utility Menu Screen.
- Creep amount: 0 to 50 mm in 1 mm increments
- Page space amount: -250 to +250 mm in 1 mm increments



1. Select the copy mode and paper size from the Copy Screen, as required.
2. Touch *Application* on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

Adjusting Position of Copy Image (Image Shift) (continued)

3. Touch *Image Shift* on the Application popup menu.



4. Touch *Image Shift* on the Image Shift Screen, then specify the shift direction and amount.



Touch **Front** or **Back** to specify the shift direction and amount individually; or touch **Both Sides** to specify collectively. The **Back** and **Both Sides** keys function only for duplex copying.

Touch to highlight the desired shift direction key in the upper right area, then use the touch panel keypad or up/down arrow key to enter the desired shift amount, from 0 to 250 mm in 1 mm increments.

The image display on the screen allows you to view the shift direction and amount to be created on the printed sheets.

Adjusting Position of Copy Image (Image Shift) (continued)



When Booklet or 2 Repeat mode of Repeat has been already selected, the **Creep Adj.** or **Page Space** key appears clear on the screen to show its availability.

Touch **Creep Adj.** to make space between left and right pages of a booklet. Or, touch **Page Space** to highlight it, then enter the desired amount of the space between the two repeated images using the touch panel keypad or up/down arrow key.

When **Page Space** is selected, the **+↔-** key appears clear on the screen to show its availability. Use **+↔-** to select “+” in order to increase the space between images, or select “-” to decrease.

5. Touch **OK**.

The Application popup menu will be restored.

6. Touch **OK** on the Application popup menu.

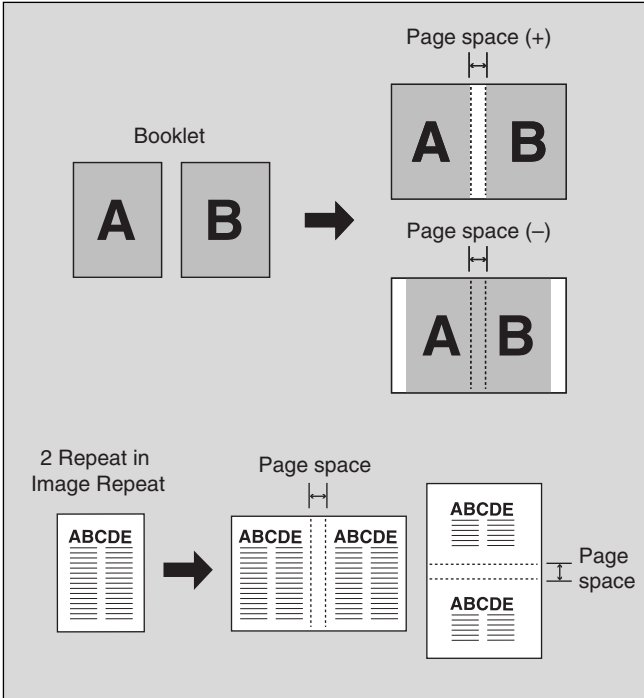
The Copy Screen will be restored.

Adjusting Position of Copy Image (Image Shift) (continued)

DETAILS

Page space function is available only when Booklet or 2 Repeat mode of Image Repeat has been already selected.

Use this function to increase/decrease the blank space between the two images on a page. See the illustration below for details.



Adjusting Position of Copy Image (Image Shift) (continued)

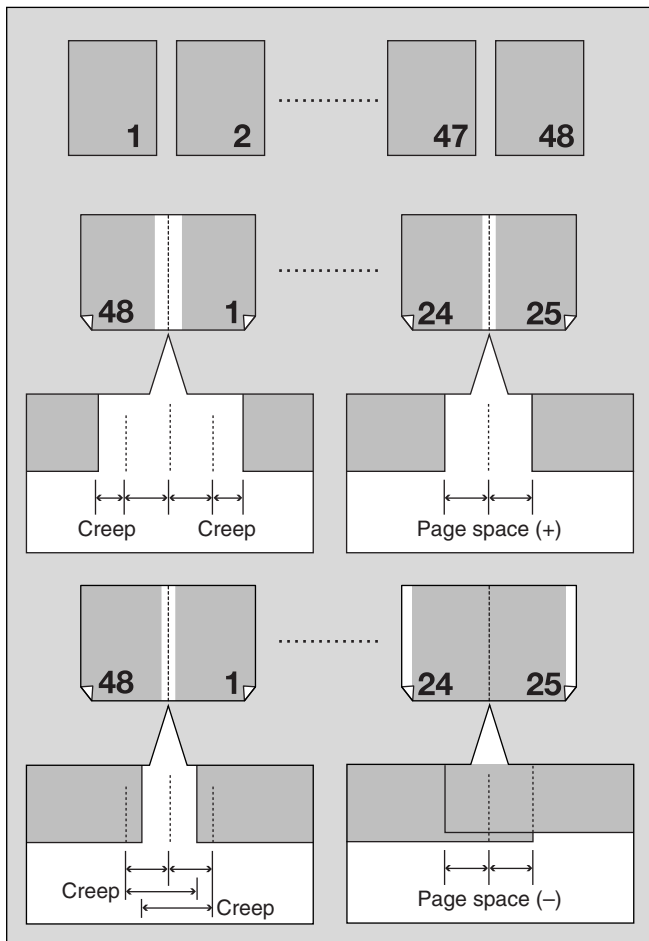


DETAILS

Creep Adjustment function is available only when Booklet (except Adhesive Binding mode) has been already selected.

Use this function in combination with Page space to make space between the two images widening gradually from the inner pages to the outer pages in a folded/ folded&stapled and trimmed booklet, so that the outer margin should be uniform on all pages through.

Enter the creep amount of the images on the outermost page, while entering the page space amount of the images on the innermost page.

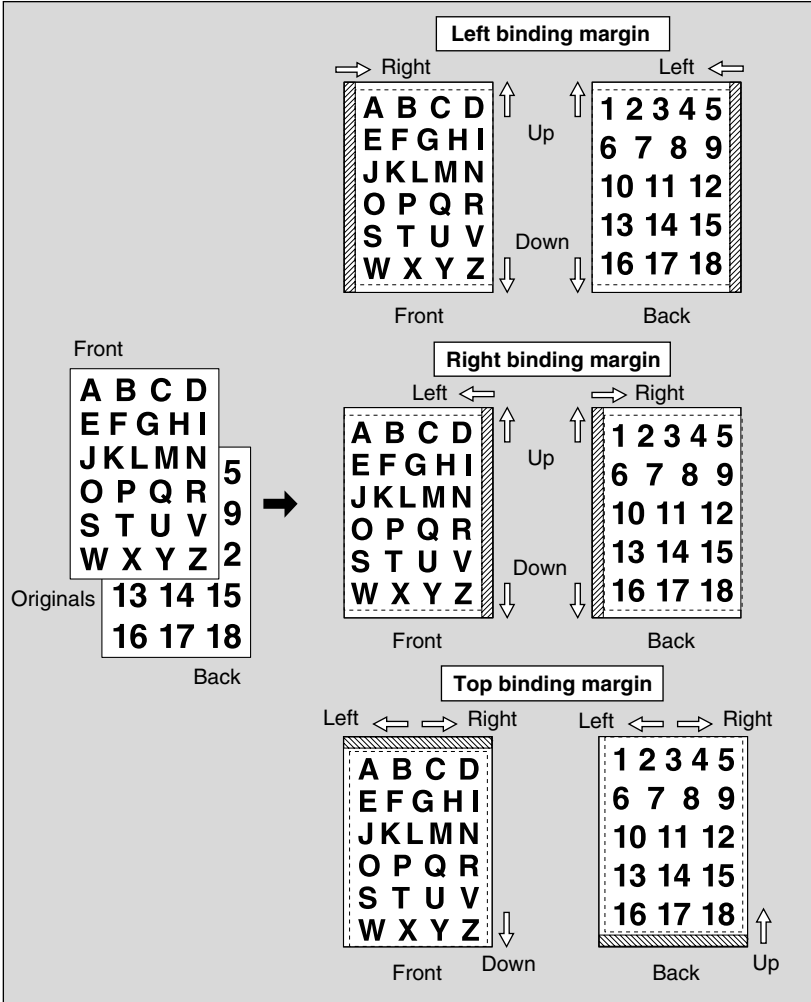


Reducing Images to Create Binding Margin (Reduce&Shift)

Use Reduce & Shift instead of regular Image Shift to prevent image loss when creating a binding margin.

Specifications for Reduce & Shift

- AMS is automatically selected and cannot be released.
- Shift amount: 0 to 250 mm in 1 mm increments
- Setting in 0.1 mm increments using up/down arrow key is also available. This setting change can be made on the Utility Menu Screen.



Reducing Images to Create Binding Margin (Reduce&Shift) (continued)

1. Select the copy mode and paper size, as required.
2. Touch *Application* on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [*Reset*].

3. Touch *Image Shift* on the Application popup menu.



4. Touch *Reduce & Shift* on the Image Shift Screen, then specify the shift direction and amount.



Touch *Front* or *Back*. In Reduce & Shift mode, the *Both Sides* key appears dimmed to show inactivity.

Touch to highlight the desired shift direction key, then use the touch panel keypad or up/down arrow key to enter the desired shift amount, from 0 to 250 mm in 1 mm increments.

The image display on the screen allows you to view the shift direction and amount to be printed on the printed sheets.



DETAILS

The AMS will automatically determine the magnification ratio according to the shift amount specified for the front page. The shift amount and magnification ratio determined for the front page will be automatically applied to the back page. If any positioning adjustment is required, touch *Back* and make direction and amount change.

Reducing Images to Create Binding Margin (Reduce&Shift) (continued)

5. Touch *OK*.

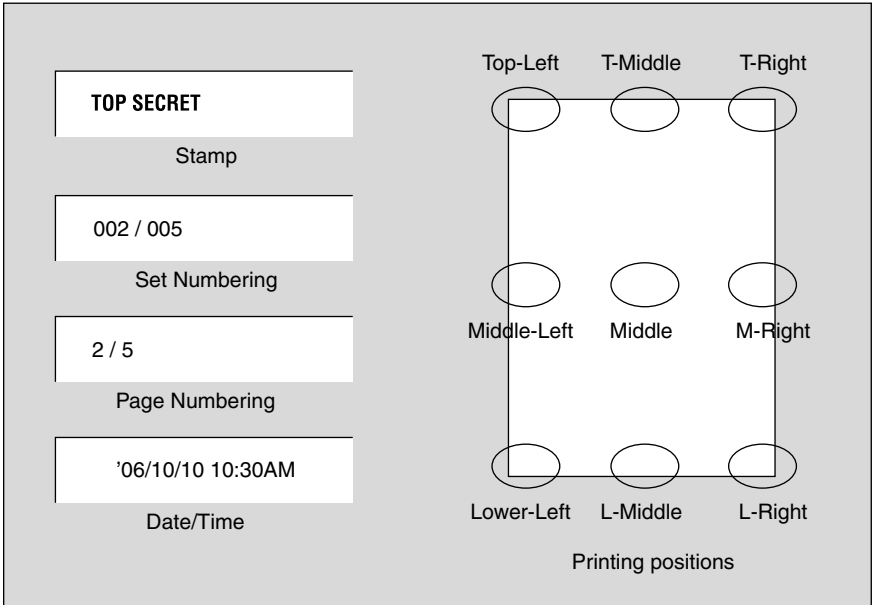
The Application popup menu will be restored.

6. Touch *OK* on the Application popup menu.

The Copy Screen will be restored.

Printing Stamp, Page, Date/Time onto Copies (Stamp)

This function allows you to print onto output copies the desired type of stamp, page number, numbering, and date/time at the location designated on the screen. The four stamp types and watermark (described in the next subsection) provided on the Stamp/Overlay Selection Screen can be used individually or in multiple combinations.



1. Touch **Application** on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

2. Touch **Stamp/Overlay** on the Application popup menu.



The Stamp/Overlay Screen will be displayed.

Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)

3. Touch to select the desired key in the Stamp area.



The subsequent screen will be displayed to allow you to specify the selected stamp type.

4. When selecting *Stamp*: Specify the stamp type, printing position, character size and printed page.



Touch to highlight the desired stamp key and printing position key on the screen. If fine adjustment is required, touch ***Fine Adjustment*** to display the Fine Adjustment Setting Screen. See p. 11-61 for details.

Touch ***Character Size*** to select ***Bigger*** or ***Smaller***.

Touch ***Printed Page*** to designate whether to print the selected stamp on the cover only or on all pages.

Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)

When selecting **Set Numbering**: Specify the numbering type, printing position, character size, printed page and start number.



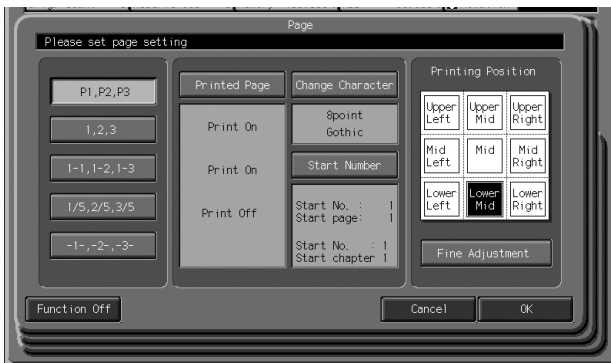
Touch to highlight the desired numbering type key and printing position key on the screen. If fine adjustment is required, touch **Fine Adjustment** to display the Fine Adjustment Setting Screen. See p. 11-61 for details.

Touch **Character Size** to select 20 point or 30 point.

Touch **Printed Page** to designate whether to print the selected stamp on the cover only or on all pages.

Touch **Start Number** to designate the starting number, if required. See p. 11-61 for details.

When selecting **Page Numbering**: Specify the page numbering type, printing position, character size and type, printed page and start number.



Touch to highlight the desired page numbering type key and printing position key on the screen. If fine adjustment is required, touch **Fine Adjustment** to display the Fine Adjustment Setting Screen. See p. 11-61 for details.

Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)

NOTE:

Selecting **-1-**, **-2-**, **-3-**, you can also specify the length of the dash (-) in the Utility mode.

Touch **Change Character** to select the character size (8point, 10point, 12point or 14point) and type (Gothic or Ming). See p. 11-62 for details.

Touch **Printed Page** to designate whether to print the selected stamp on the front/back cover or insertions. See p. 11-63 for details.

Touch **Start Number** to designate the starting number, if required. See p. 11-61 for details.

When selecting *Date/Time*: Specify the date/time type, printing position, character size and type, printed page, and date & time.



Touch to highlight the desired date, time, and printing position keys on the screen. If fine adjustment is required, touch **Fine Adjustment** to display the Fine Adjustment Setting Screen. See p. 11-61 for details.

Touch **Change Character** to select the character size (8point, 10point, 12point or 14point) and type (Gothic or Ming). See p. 11-62 for details.

Touch **Printed Page** to designate whether to print the selected stamp on the cover only or on all pages.

Touch **Date & Time** to designate whether to print the present time or setting time. See p. 11-63 for details.

5. Touch **OK**.

The Stamp/Overlay Screen will be restored.

Touch to select another stamp function key to use in combination, if desired.

6. Touch **OK** on the Stamp/Overlay Selection Screen.

The Application popup menu will be restored.

7. Touch **OK** on the Application popup menu.

The Copy Screen will be restored.

Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)



DETAILS: Fine Adjustment Setting Screen

When **Fine Adjustment** is touched, the Fine Adjustment Setting Screen will be displayed.



Touch **UP SIDE**, **DOWN SIDE**, **RIGHT SIDE**, or **LEFT SIDE** to specify the direction, then use the touch panel keypad or up/down arrow key to enter the desired amount, from 0 to 50 mm. Touch **OK** to return to the previous screen.

Start Number Setting Screen: Available from Set Numbering (Stamp, Watermark)

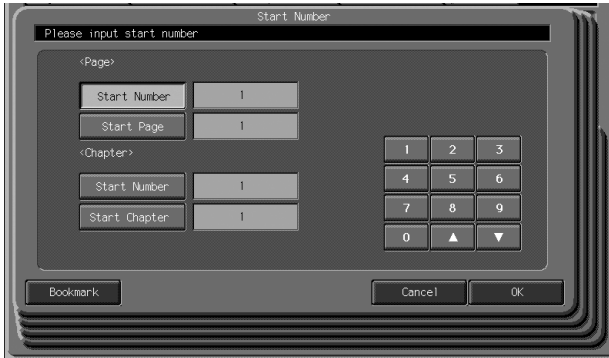


Use the touch panel keypad or up/down arrow key to enter the desired start number, then touch **OK** to return to the previous screen.

Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)

Start Number Setting Screen: Available from Page Numbering

Touch **Start Number** on the Page Numbering Screen to specify the starting number of page numbering and page to be started with that starting number. When Chapter function is already selected, the chapter starting number and the chapter to be printed with that chapter starting number can also be specified in addition to the above.



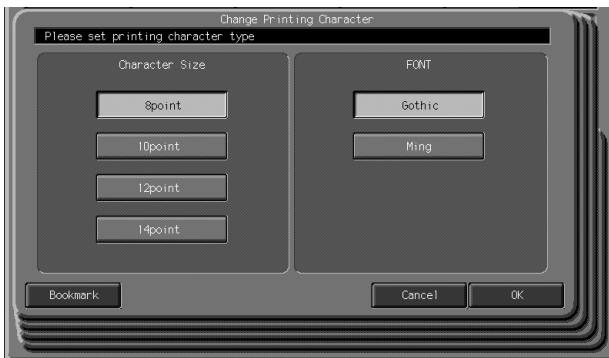
To enter the start number, touch **Start Number** to highlight it, then use the touch panel keypad or up/down arrow key to enter the desired start number for each.

Also touch **Start Page** or **Start Chapter** to highlight it, and enter the desired start page number or chapter number.

Touch **OK** to return to the previous screen.

Change Printing Character Screen: from Page Numbering or Date/Time

When **Change Character** is touched, the Change Printing Character Screen will be displayed.

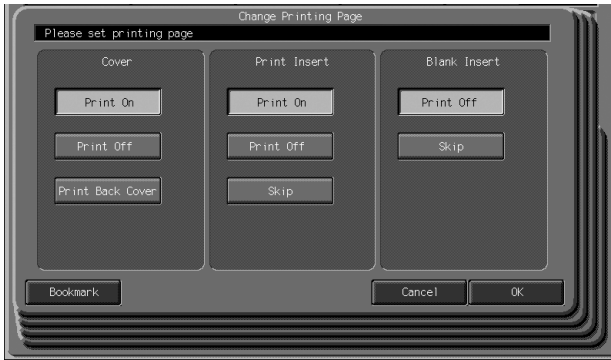


Touch to select the desired key, then touch **OK** to return to the previous screen.

Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)

Cover/Insert Print Setting Selection Screen: from Page Numbering

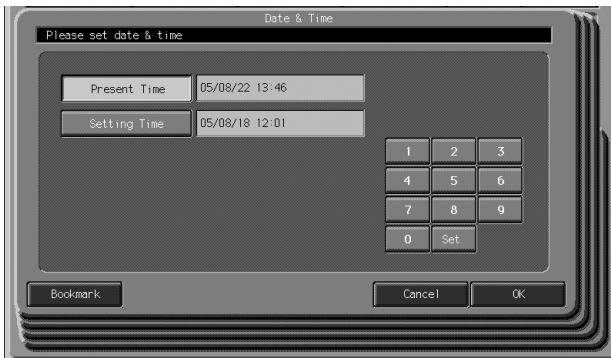
When copied/blank insertion mode of Sheet Insertion has been already selected, this screen allows you to specify whether to print the page number on insertions, or skip them from the page count.



Touch to select the desired key, then touch **OK** to return to the previous screen.

Date & Time Setting Screen: Available from Date/Time

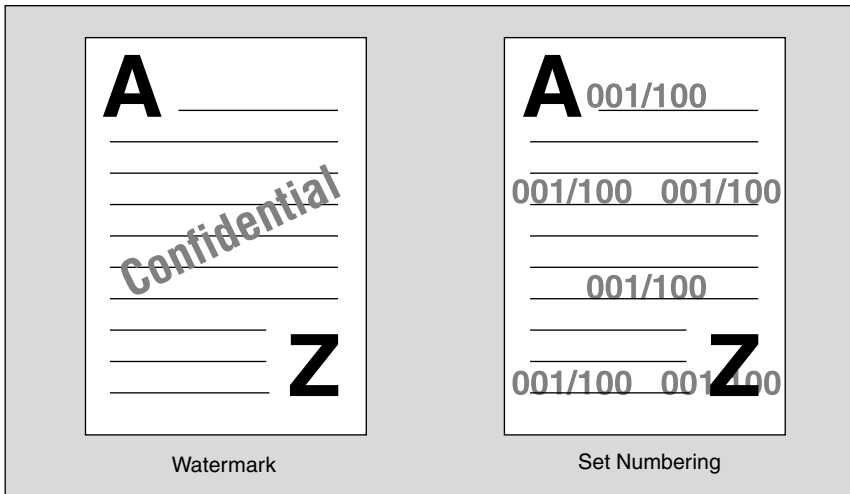
When **Date & Time** is touched, the Date & Time Setting Screen will be displayed.



To print the present time, touch **Present Time** to highlight it.
To print the setting time, touch **Setting Time**, then use the touch panel keypad to enter the desired date and time.
Touch **OK** to return to the previous screen.

Printing Watermark onto Copies (Stamp)

Use this function to print the desired letter type obliquely in the center of the page (Watermark), or the numbers in the specified form repeatedly over the scanned image (Set Numbering).



1. Touch **Application** on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

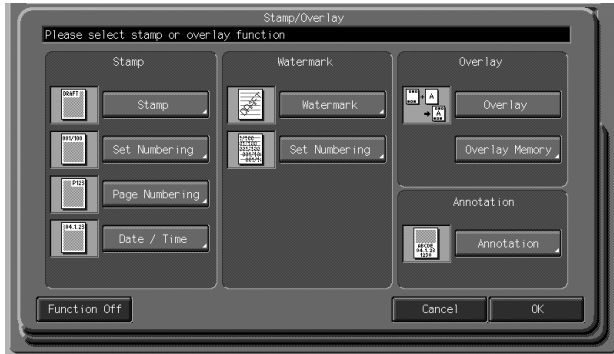
2. Touch **Stamp/Overlay** on the Application popup menu.



The Stamp/Overlay Screen will be displayed.

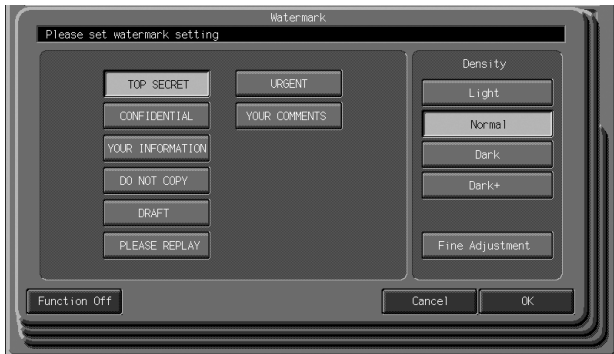
Printing Watermark onto Copies (Stamp) (continued)

3. Touch **Watermark** or **Set Numbering** in the Watermark area, as desired.



The subsequent screen will be displayed to allow you to specify the selected watermark type.

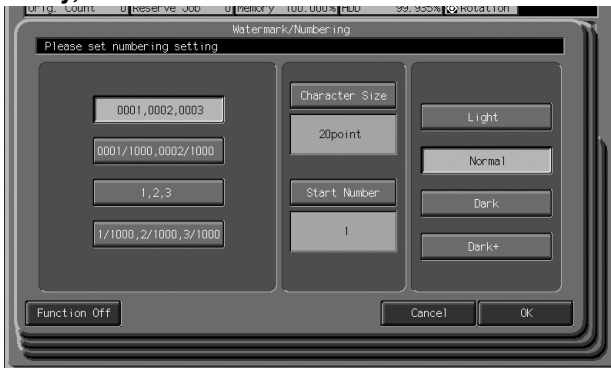
4. When selecting **Watermark**: Specify the desired watermark type and density.



Touch to highlight the desired watermark key and density key on the screen. If fine adjustment of the centered watermark position is required, touch **Fine Adjustment** to display the Fine Adjustment Setting Screen. See p. 11-61 for details.

Printing Watermark onto Copies (Stamp) (continued)

When selecting **Set Numbering**: Specify the desired numbering type, density, character size and start number.



Touch to highlight the desired watermark key and density key on the screen.

Touch **Character Size** to select 20 point. or 30 point.

Touch **Start Number** to designate the start number, if required. See p. 11-61 for details.

5. Touch **OK**.

The Stamp/Overlay Screen will be restored.

Touch to select another stamp function key to use in combination, if desired.

6. Touch **OK** on the Stamp/Overlay Selection Screen.

The Application popup menu will be restored.

7. Touch **OK** on the Application popup menu.

The Copy Screen will be restored.

Print Words, Date/Time, Annotation Number onto Copies (Annotation)

This function allows you to register words, current date/time, and annotation number as a set and to print it onto output copies at the location designated on the screen. The setting previously made for annotation number in the Utility setting can be changed temporarily on the annotation Screen. (Temporary Number Setting) Annotation can be used with the four stamp types and two watermark types provided on the Stamp/Overlay Selection Screen in multiple combinations.

Specifications for Annotation

- Up to 40 combinations of words, date/time, and annotation number can be registered.
- Machine manager can change the indicating order of words, date/time and annotation number and select whether to print for each in the Utility mode.
- The date/time is determined when the machine starts scanning originals, and will be printed according to the type specified on the machine.
- The annotation number is counted for each scanned original in scanning order, and will continue to the next job even if the machine power is turned off then on. However, the serial count will be suspended if this function is deselected or Temporary Number Setting is specified.
- Printing position can be selected from 9 positions, and fine adjustment is available within ± 0 to 50 mm both in up/down and right/left directions.
- The following settings can be made in Annotation Setting of Utility mode. See p. 5-22 of POD Administrator's reference for details.

Printing order of words, date/time, and annotation number, print contents, and print combination

Words to type in (up to 40 alphanumerical characters)

Date type (5 types provided)

Time type (3 types provided)

Words to type in before annotation number (up to 20 alphanumerical characters)

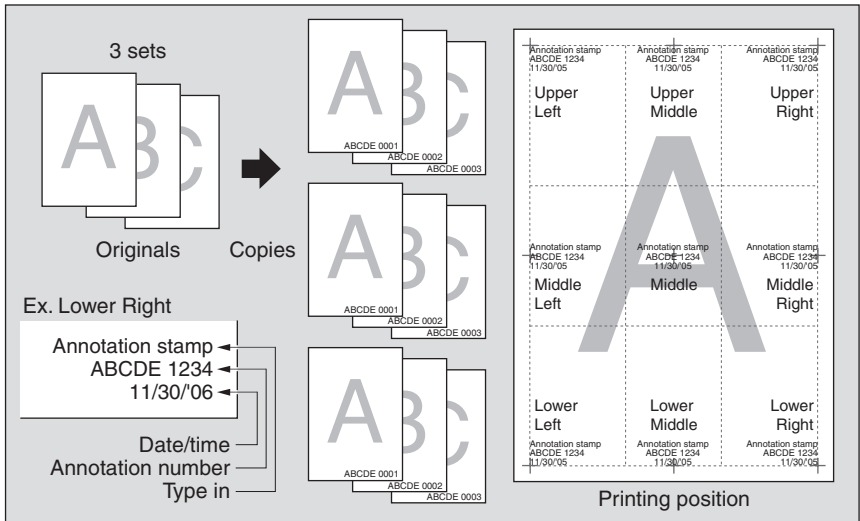
Start number of the annotation number

Printing form of the annotation number (2 types provided)

Temporary number (up to 12 alphanumerical characters)

Font type (Gothic/Ming)

Character size (8/10/12/14 point)



Print Words, Date/Time, Annotation Number onto Copies (Annotation)

1. Touch *Application* on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

2. Touch *Stamp/Overlay* on the Application popup menu.



The Stamp/Overlay Screen will be displayed.

3. Touch *Annotation*.



The Annotation Screen will be displayed.

4. Select the desired Annotation type, then specify its printing position.



Touch **Next** or **Previous** to display the desired Annotation setting key on the screen, then touch to highlight it. Up to 40 setting keys are available on the screen.

The setting registered on that key will be recalled and on the screen.

Touch to highlight the desired printing position key on the screen. If fine adjustment is required, touch **Fine Adjustment** to display the Fine Adjustment Setting Screen. See p. 11-61 for details.



DETAILS

If **Temp. No. Set** key appears on the screen, the annotation number setting has been changed temporarily. See the next step.

5. To change the annotation number setting temporarily, touch *Temp. No. Set*.

The Temporary Number Setting Screen will be displayed.



Touch the alphanumerical screen keys to enter the desired number or word. Up to 12 alphanumerical characters can be entered.

Print Words, Date/Time, Annotation Number onto Copies (Annotation)

Touch **OK** to complete the setting and return to the Annotation Screen.



DETAILS

- With this setting specified, the entered number or word will be printed on all pages the annotation number will not be counted in the former setting.
- If the annotation number setting has not been made for the key selected in step 4, the **Temp. No. Set** key will be dimmed to show inactivity on the screen.

6. Touch **OK**.

The Stamp/Overlay Screen will be restored.

Touch to select another stamp function key to use in combination, if desired.

7. Touch **OK** on the Stamp/Overlay Selection Screen.

The Application popup menu will be restored.

8. Touch **OK** on the Application popup menu.

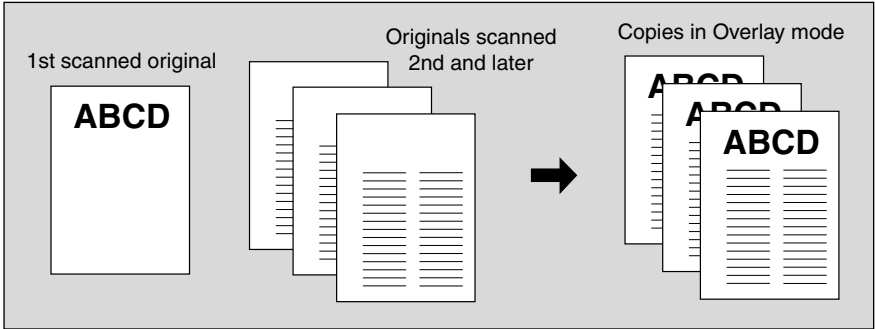
The Copy Screen will be restored.

Overlay an Image onto Each Page Copied in the Job (Overlay)

Use this function to scan an image, then overlay the image onto each page copied in the job.

Specification for Overlay

- Memory Scan mode is automatically selected.



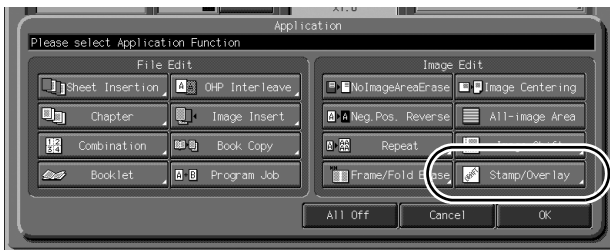
1. Touch **Application** on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

2. Touch **Stamp/Overlay** on the Application popup menu.



The Stamp/Overlay Screen will be displayed.

Overlay an Image onto Each Page Copied in the Job (Overlay) (continued)

3. Touch *Overlay*.



4. Touch **OK** on the Stamp/Overlay Screen.

The Application popup menu will be restored.

5. Touch **OK** on the Application popup menu.

The Copy Screen will be restored.

Memory Scan mode is automatically selected.

6. Select the desired paper size and magnification on the Copy Screen.

APS and AMS are automatically released, and 1.000 (100%) is selected as a magnification ratio.

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

8. Position the overlaying original.

Position the original FACE UP in the document feeder or FACE DOWN on the original glass.

9. Press [**Start**] to scan.

The original image will be scanned into memory.

10. Position the original(s) to be overlaid.

Position the original FACE UP in the document feeder or FACE DOWN on the original glass.

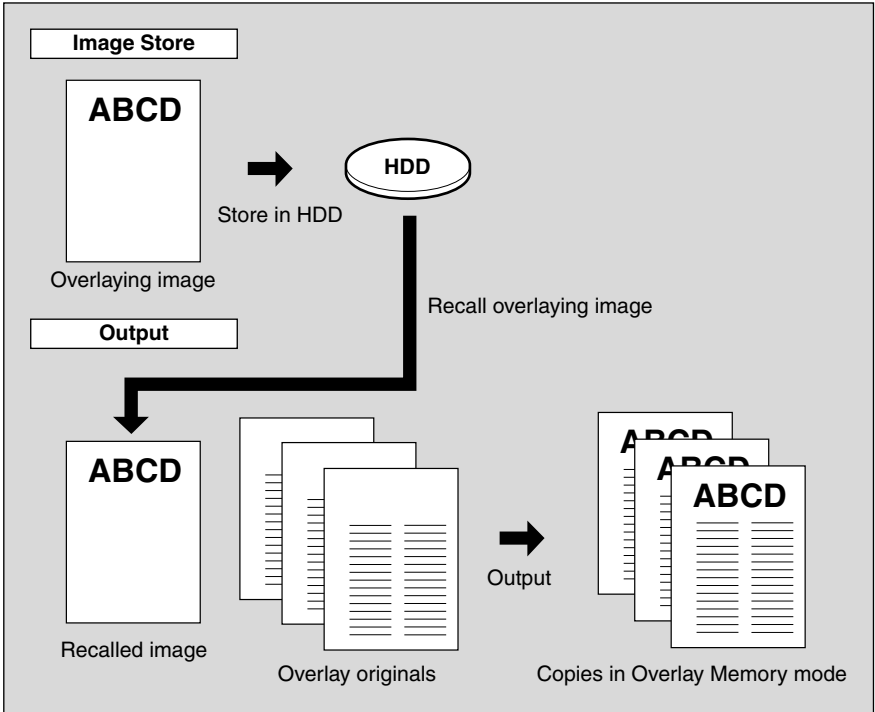
11. Press [**Start**] to scan.

12. Repeat steps 10 and 11 for all originals.

13. Touch *Memory Scan* on the Copy Screen to exit the Memory Scan mode, then press [**Start**] to print.

Store Image in HDD / Overlay Stored Image (Overlay Memory)

Use Overlay Memory to scan and store several images in HDD, then recall the desired image from the HDD to overlay onto each page copied in the job.



1. Touch *Application* on the Copy Screen.



Reminder!

When starting a new copying job, be sure to close the ADF securely, then press [**Reset**].

2. Touch *Stamp/Overlay* on the Application popup menu.



The Stamp/Overlay Screen will be displayed.

Store Image in HDD / Overlay Stored Image (Overlay Memory) (continued)

3. Touch *Overlay Memory*.



The Store Image Screen will be displayed.
Proceed to step 9, when recalling only the stored image.

4. Touch *Store Image* to display the Image Name Entry Screen.



5. Enter the desired image name.

Use the touch panel keypad to enter the desired name up to 8 characters. The date when you made this entry will be stored automatically. To correct an entry, touch **Del** repeatedly to delete each character, then enter the correct name.

6. If the image name is correct, touch **OK**.

The Copy Screen to store the overlaying image will be displayed. Select the desired copy conditions.



HINT

The popup menu may be displayed to prompt you that the entered image name has been already used.

Store Image in HDD / Overlay Stored Image (Overlay Memory) (continued)

7. Position the overlaying original on the original glass.



DETAILS

The document feeder cannot be used for storing the overlaying image.

8. Press [**Start**] to scan.

The Store Image Screen will be displayed.



DETAILS

To stop scanning, press [**STOP**].

The machine automatically starts to store the overlaying image data in the HDD. The Overlaying Image Selection Screen will resume when the storing function is completed.

To continue to store the overlaying image data, return to step 4.

9. Touch to select the desired overlaying image data, then touch **OK**.

The Stamp/Overlay Screen will be restored.



DETAILS: Delete Image Key on the Overlay Image Selection Screen

If the **Delete Image** key is displayed on the Overlay Image Selection Screen, you can delete the stored image and name. Select the image name using up/down arrow key to scroll, then touch **Delete Image**.

10. Touch **OK** to return to the Application popup menu.

11. Touch **OK** to return to the Copy Screen.

Memory Scan mode is automatically selected, and APS and AMS are released.

Set the desired conditions on the Copy Screen.

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

13. Position the original(s) to be overlaid.

Position the original FACE UP in the document feeder or FACE DOWN on the original glass.

14. Press [**Start**] to scan.

15. Repeat steps 13 and 14 for all originals.

16. Touch *Memory Scan* to exit the Memory Scan mode, then press [**Start**] to print.



DETAILS: Popup Menu for Name Duplication

If the popup menu with **Yes** and **No** keys is displayed instead of the Copy Screen, the entered name is duplicated. Touch **Yes** to enter a new name, or **No** to create a duplicate name.

If the popup menu with **OK** key is displayed, the entered name is duplicated. Touch **OK**, then enter a new name.

Changing the popup menu for duplicate name and displaying the **Delete Image** key is available in the Utility mode.

SECTION

12

Setting Output Methods

How to set the output application using the optional equipment, and how to use the tandem function

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Copy Conditions Incompatible with Output Modes

Copy Conditions Incompatible with Output Modes	Copy Mode/Magnification											Special Image						Original Setting								
	1-1	1-2	2-1	2-2	Memory Scan Mode (Glass)	Memory Scan Mode (ADF)	APS	AMS	1.000 Magnification	ZOOM	Preset Magnification	Rotation	Manual Density	AES	Preset Density	Text & Photo (Enhance)	Low Contrast	Photo (*3)	Text	Background Adjust (+)	Background Adjust (-)	Mixed Original	Z-Folded Original	Custom Size	Custom Size (Full Area)	Tab Paper
Collated (Offset)																										
Uncollated																										
Collated (Rotation)																						△	△		△	△
Uncollated (Rotation)																						△	△		△	△
1 Stapling (Upper Left)																										
1 Stapling (Upper Right)																										
2 Stapling (Top)																										
2 Stapling (Left)																										
2 Stapling (Right)																										
Z-Fold																										
Folding (Inside Print)																										
Folding (Outside Print)																										
Letter Fold-in (Inside Print)																										
Letter Fold-in (Outside Print)																										
Letter Fold-out (Inside Print)																										
Letter Fold-out (Outside Print)																										
Double Parallel (Inside Print)																										
Double Parallel (Outside Print)																										
Gate (Inside Print)																										
Gate (Outside Print)																										
Hole-Punch (Right)																										
Hole-Punch (Left)																										
Hole-Punch (Top)																										
Face Up		x		x																						
Face Down																										
1 to N																										
N to 1																										
Right & Left Binding																										
Upper Binding																										
HDD (*1)																										
Fold&Staple		x		x																			△			
Multi Center																							△			
Multi Letter (Inside Print)																							△			
Multi Letter (Outside Print)																							△			
Trimming (*6)																							△			
Tandem																										
Perfect binding (Body Set)																							x			x

Copy Conditions Incompatible with Output Modes (continued)

Copy Conditions Incompatible with Output Modes		Output Application																										
		Collated (Offset)	Uncollated	Collated (Rotation)	Uncollated (Rotation)	1 Stapling (Upper Left)	1 Stapling (Upper Right)	2 Stapling (Top)	2 Stapling (Left)	2 Stapling (Right)	Z-Fold	Folding (Inside Print)	Folding (Outside Print)	Letter Fold-in (Inside Print)	Letter Fold-in (Outside Print)	Letter Fold-out (Inside Print)	Letter Fold-out (Outside Print)	Double Parallel (Inside Print)	Double Parallel (Outside Print)	Gate (Inside Print)	Gate (Outside Print)	Hole-Punch (Right)	Hole-Punch (Left)	Hole-Punch (Top)	Face Up	Face Down		
Output Application	Collated (Offset)	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Uncollated	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Collated (Rotation)	-	-	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Uncollated (Rotation)	-	-	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	1 Stapling (Upper Left)	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1 Stapling (Upper Right)	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2 Stapling (Top)	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2 Stapling (Left)	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2 Stapling (Right)	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Z-Fold	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Folding (Inside Print)	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Folding (Outside Print)	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Letter Fold-in (Inside Print)	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Letter Fold-in (Outside Print)	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Letter Fold-out (Inside Print)	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Letter Fold-out (Outside Print)	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Double Parallel (Inside Print)	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Double Parallel (Outside Print)	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Gate (Inside Print)	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Gate (Outside Print)	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Hole-Punch (Right)					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Hole-Punch (Left)					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Hole-Punch (Top)					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Face Up					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	<input type="checkbox"/>	
	Face Down																										<input type="checkbox"/>	
	1 to N																											
	N to 1					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	Right & Left Binding							x																				
	Upper Binding								x	x																		
	HDD (*1)																											
	Fold&Staple																											
	Multi Center																											
	Multi Letter (Inside Print)																											
Multi Letter (Outside Print)																												
Trimming (*6)																												
Tandem																												
Perfect binding (Body Set)					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		

Selecting an Output Tray

This section describes how to select an output tray.

1. Touch **Output Application** on the Copy Screen.
The Output Application Screen appears.



Trays that can output paper will be have keys on the front image of the machine, and the tray that is currently set to output paper is shown with a depressed key.

2. Touch **Output Tray**.

An Output Tray Selection Screen reflecting the combination of optional devices will appear.



Selecting an Output Tray (continued)

3. Select the desired output tray.

Touch the desired tray position key [↓] to select it.

Machine with Large Capacity Stacker LS-502 (1 unit), or with Large Capacity Stacker LS-501 + Finisher FS-503:



In addition to the tray position key [↓], the **Pile Setting** key is shown. If you touch **Pile Setting**, a popup screen will appear. Touch **Permit** if you want to allow paper from several jobs to pile up in the large capacity stacker, or touch **Prohibit** if you do not.

Selecting an Output Tray (continued)

Machine with Large Capacity Stacker LS-501 + LS-502, or with Large Capacity Stacker LS-501 + LS-501 + Finisher FS-503:



In addition to the tray position key [↓] and the **Pile Setting** key, the **Stacker Auto** key is shown.

If you touch **Stacker Auto**, in case the selected output tray and the large capacity stacker become full or if problems occur, paper will be automatically output to another large capacity stacker.

4. Touch **OK** on the Output Tray Select Screen.

It will return to the Output Application Screen.

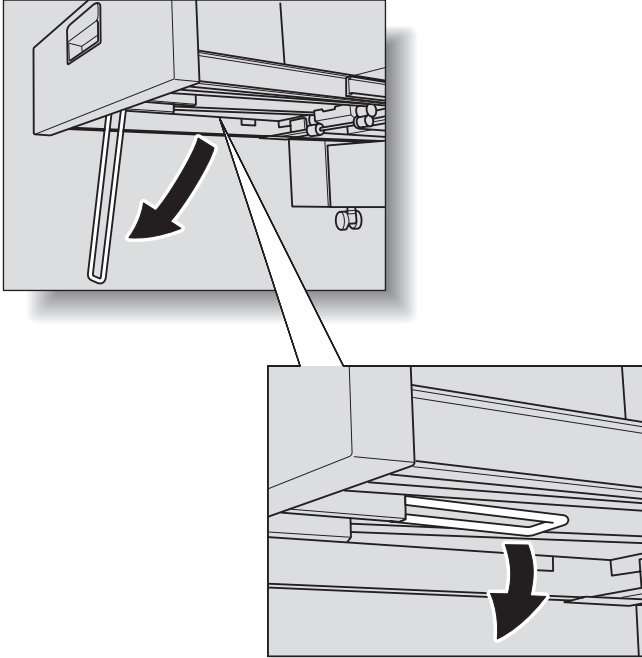
The output tray location is indicated by a depressed key on the front image of the machine.

5. Touch **OK** on the Output Application Screen.

It will return to the Copy Screen.

Selecting an Output Tray (continued)

- 6. Withdraw the Saddle sticher tray, if selected as an output tray.**
Open the tray stand when fully withdrawn.



Reminder!

Never return the Saddle sticher tray to its original position with the tray stand opened.



Reminder!

Be careful not to exceed the finisher tray / stacker capacity when selecting the print quantity, otherwise unexpected trouble may be caused.

Setting Binding Direction for Duplex Copies

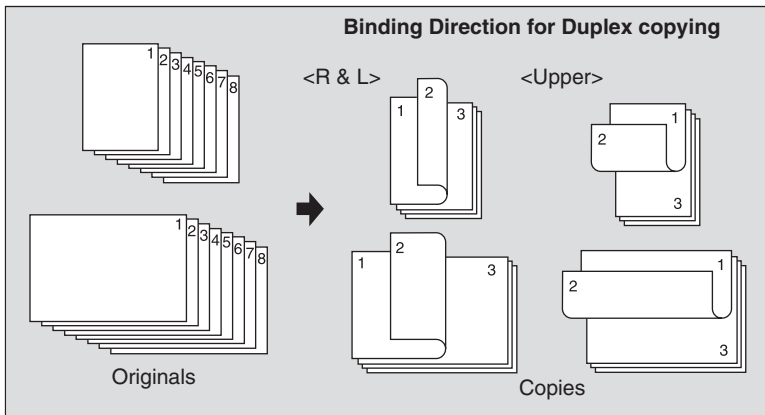
When setting duplex mode (simplex → duplex / duplex → duplex), a binding direction must be selected. It should be set when making duplex copies with upper binding (front and back sides have the opposite side up) from simplex or duplex originals of right/left binding (front and back sides have the same side up).

HINT

If you want to make duplex copies with of right/left binding (front and back sides have the same side up) from duplex originals with upper binding (front and back sides have the opposite side up), settings for duplex originals and binding direction are needed. See p. 9-8 for details.

Specifications for Binding Direction

- Upper binding for duplex printing is available only when duplex mode is selected.
- If the machine is reset, the binding mode will go back to right/left binding.



- 1. Touch *Output Application* on the Copy Screen.**
The Output Application Screen appears.



Setting Binding Direction for Duplex Copies (continued)

Touch **Upper** to select it.



2. Touch **OK**.

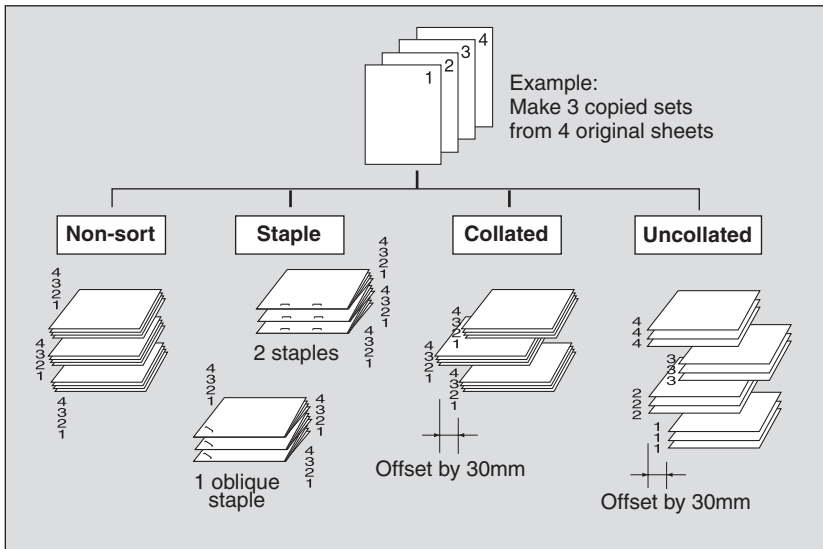
Using Finisher FS-503

The Finisher FS-503 has a primary (main) tray and a secondary (sub) tray, each of which has the following output modes.

Output to the Primary (Main) Tray

- Non-sort** : Non-sort mode simply means that the offset-stacker finisher modes are not selected. Copies will be stacked upon exit without being offset by sorted sets.
- Collated** : Collated mode outputs multiple copies of the original set, having each sorted set offset by 30 mm upon exit.
- Uncollated** : Uncollated mode groups together multiple copies of each original and offsets the sets by 30 mm upon exit.
- Staple** : Staple mode offsets and staples each sorted set.

Combined with the output modes above except staple mode, you can also choose to output face up or face down, and output front to back or back to front.

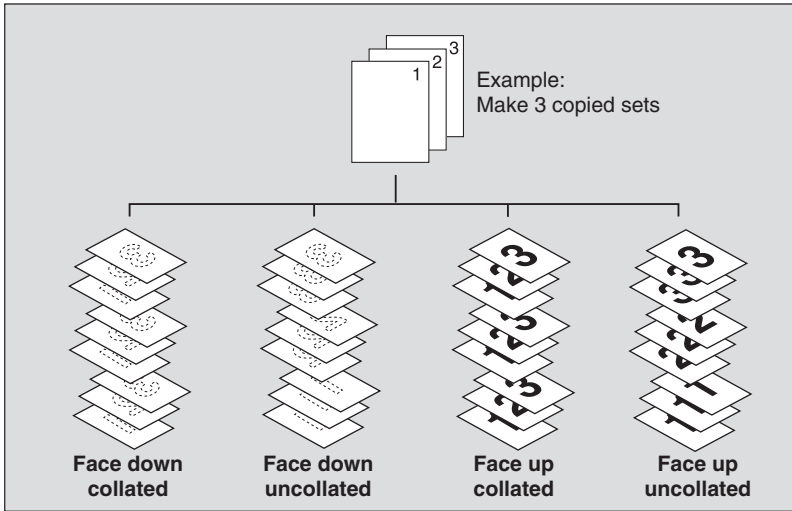


Output to the Secondary (Sub) Tray

Collated : Collated mode outputs multiple copies of the original set. No offset output is available.

Uncollated : Uncollated mode groups together multiple copies of each original. No offset output is available.

Combined with the output modes above, you can also choose to output face up or face down, and output front to back or back to front.



This section describes the following output methods:

Non-sort / Collated / Uncollated output to the primary (main) tray

Stapled output to the primary (main) tray

Collated / Uncollated output to the secondary (sub) tray

Non-sort / Collated / Uncollated Output to the Primary (Main) Tray

A machine with Finisher FS-503 installed is set to collate output to the primary (main) tray by default, regardless of whether or not other optional devices are attached. Please select an output mode by following the procedures described below.



HINT

You can change the initial output settings as described in POD Administrator's reference (Utility Menu Screen > 03 Copy Setting > 01 Reset Setting > 01 Initial Setting). See POD Administrator's reference p. 4-24 for details.

Specifications for Non-sort / Collated / Uncollated Output to the Primary (Main) Tray

- Paper size: 12"x18", 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R, A3, B4, F4, A4, A4R, B5, B5R, A5, A5R, standard index paper, wide size paper (maximum 12.76" x 18.11")
- Paper weight: 11 - 64 lb Bond
- The primary (main) tray's specifications are described separately. See p. 3-2 to p. 3-7 for details.

1. Touch Output Application on the Copy Screen.

The Output Application Screen appears.



The output tray location is indicated by a depressed key on the front image of the machine. If the primary (main) tray is not selected as the output tray, touch **Output Tray** to select it.



HINT

Changing output trays is described separately. See p. 12-6 for details.

2. Select an output mode.



For non-sort output, cancel both **Collated** and **Uncollated**.

For collated output, touch **Collated** to select it.

For uncollated output, touch **Uncollated** to select it.

Select output face (Face Down / Face Up), and output order (1 to N / N to 1) as needed.

3. Touch **OK** on the Output Application Screen.

The icon of the specified output application appears on the Copy Screen.



Reminder!

The primary (main) tray gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray on the left side of the finisher, as any interference may cause damage to the finisher.



Reminder!

Be careful not to exceed the finisher tray capacity when selecting the print quantity, otherwise unexpected trouble may be caused.

Stapling Output to the Primary (Main) Tray

Copies will be stapled in this mode. Follow the procedures below to select stapling position and number of staples: upper left/upper right 1 stapling, left/up/right 2 stapling.

Specifications for Stapling Output to the Primary (Main) Tray

- Paper size: 12"x18", 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A3, B4, F4, A4, A4R, B5, A5, 8K, 16K
- Paper weight: 11 - 64 lb Bond
- Number of sheets to be stapled: Maximum 100 sheets (20 lb Bond paper)
- Stapling position: 1 at the back (45°), 1 at the front, 2 in the center
- Stapling method: Inline clinch (staple cutting method)
- Number of cut staples: 150,000 or more (cut staples must be disposed of by a service center during regular maintenance.)
- The primary (main) tray's specifications are described separately. See p. 3-2 to p. 3-7 for details.

1. Touch **Staple** on the Copy Screen.

Stapled sheets will be delivered to the primary (main) tray. The Output Application Icon shows the stapling position.



If you want to change stapling style and position, proceed to the following steps.

2. Touch **Output Application**.

The Output Application Screen appears.



Touch **Stapling** and select stapling style and position. The Stapling Selection Screen appears.



Touch any stapling position key to select it.



DETAILS

If you touch **Cancel**, it returns to the previous setting.

If you touch **Function Off**, stapling output will be turned off but the stapling position will be kept in memory.

3. Touch **OK**.

It will return to the Output Application Screen.

4. Touch **OK** on the Output Application Screen.

The icon of the specified output application appears on the Copy Screen.



Reminder!

The primary (main) tray gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray on the left side of the finisher, as any interference may cause damage to the finisher.



Reminder!

Be careful not to exceed the finisher tray capacity when selecting the print quantity, otherwise unexpected trouble may be caused.

Collated / Uncollated Output to the Secondary (Sub) Tray

A machine with Finisher FS-503 installed is set to collate output to the primary (main) tray by default, regardless of whether or not other optional devices are attached. Please change the output tray and select an output mode by following the procedures described below.

Specifications for Collated / Uncollated Output to the Secondary (Sub) Tray

- Paper size: 12"x18", 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R, A3, B4, F4, A4, A4R, B5, B5R, A5, A5R, B6R, 8K, 16K, 16KR, standard tab paper, wide size paper (maximum 12.76" x 18.11")
- Paper weight: 11 - 80 lb Bond
- The secondary (sub) tray's specifications are described separately. See p. 3-2 to p. 3-7 for details.

1. Touch **Output Application** on the Copy Screen.

The Output Application Screen appears.



Select the secondary (sub) tray as the output tray.



Touch **Output Tray** to open the Output Tray Selection Screen. Touch the tray position key [**↓**] of the secondary (sub) tray to select it. Touch **OK**.

2. Select an output mode.



For collated output, touch **Collated** to select it.

For uncollated output, touch **Uncollated** to select it.

Select output face (Face Down / Face Up), and output order (1 to N / N to 1) as needed.

3. Touch **OK** on the Output Application Screen.

The icon of the specified output application appears on the Copy Screen.



Reminder!

Be careful not to exceed the finisher tray capacity when selecting the print quantity, otherwise unexpected trouble may be caused.

Using Large Capacity Stacker LS-501/LS-502

The Large Capacity Stacker LS-501/LS-502 Large Capacity Stacker has a stacker (on the carriage) and a secondary (sub) tray, each of which has the following output modes.

Output to the Stacker

- Non-sort** : Non-sort mode simply means that the offset-stacker finisher modes are not selected. Copies will be stacked upon exit without being offset by sorted sets.
- Collated** : Collated mode outputs multiple copies of the original set, having each sorted set offset by 20mm upon exit.
- Uncollated** : Uncollated mode groups together multiple copies of each original and offsets the sets upon exit.

Combined with the output modes above, you can also choose to output face up or face down, and output front to back or back to front.

Output to the Secondary (Sub) Tray

- Collated** : Collated mode outputs multiple copies of the original set. No offset output is available.
- Uncollated** : Uncollated mode groups together multiple copies of each original. No offset output is available.

Combined with the output modes above, you can also choose to output face up or face down, and output front to back or back to front.

Specifications for Using Large Capacity Stacker LS-501/LS-502

Stacker

- Paper size: 12"×18", 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, A3, B4, F4, A4, A4R, B5, A5, wide size paper (maximum 12.76" x 18.11")
- Paper weight: 13 - 64 lb Bond
- Number of sheets to be stacked:
 - 5,000 sheets (12"×18", 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, A3, B4, F4, A4, A4R, wide size paper (maximum 12.76" x 18.11")
 - 3,000 sheets (Coated paper, Min. 8.3"× 15.0"(210mm x 380mm) to Max. 12.8"×18.1"(324mm x 460mm))
 - 2,000 sheets (B5, A5)
- Different sizes of paper cannot be loaded at the same time.
- To remove paper, open the front door and pull out the base car. If two units are connected, paper can be removed from one unit while the other is operating.
- The stacker's specifications are described separately. See p. 3-2 to p. 3-7 for details.

Secondary (sub) tray

- Paper size: 12"×18", 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", A3, B4, F4, A4, A4R, B5, B5R, A5, A5R, B6R, 8K, 16K, 16KR, standard tab paper, wide size paper (maximum 12.76" x 18.11")
- Paper weight: 13 - 80 lb Bond
- Loading capacity: Maximum 200 sheets
- The secondary (sub) tray's specifications are described separately. See p. 3-2 to p. 3-7 for details.

1. Touch Output Application on the Copy Screen.



The Output Application Screen appears.

The output tray location is indicated by a depressed key on the front image of the machine. If the primary (main) tray is not selected as the output tray, touch **Output Tray** to select it.



HINT

Changing output trays is described separately. See p. 12-6 for details.

2. Select an output mode.



For unsorted output, cancel both **Collated** and **Uncollated**.

For collated output, touch **Collated** to select it.

For uncollated output, touch **Uncollated** to select it.

Select output face (Face Down / Face Up), and output order (1 to N / N to 1) as needed.

Using Large Capacity Stacker LS-501/LS-502 (continued)

3. Touch *OK* on the Output Application Screen.

The icon of the specified output application appears on the Copy Screen.



Reminder!

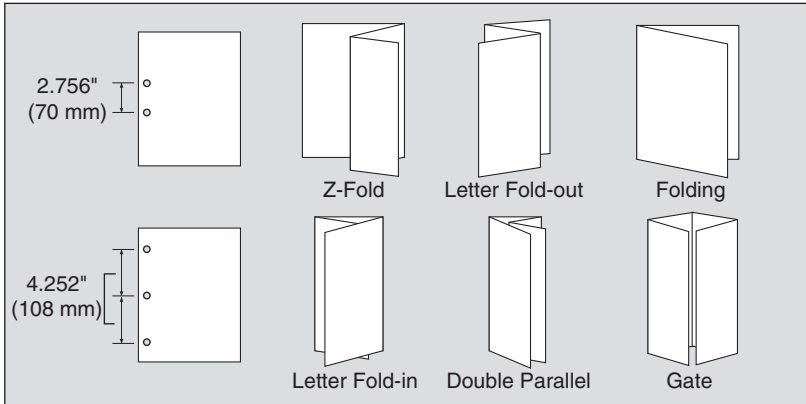
Be careful not to exceed the finisher tray / stacker capacity when selecting the print quantity, otherwise unexpected trouble may be caused.

Using Folding Unit FD-501

The following punch/folding patterns are available:

Punch : 2 or 3 holes can be punched in sheets for filing purposes. Set left/right/top position according to the placement of sheets.

Folding: Six folding types are available - Z-Fold, Letter Fold-in, Letter Fold-out, Double Parallel, Gate, and Folding. Choose to print outside the fold (outside print) or inside (inside print) for each folding mode except Z-fold.



Punching File Holes in Copies

Copies will be punched in this mode. Follow the procedures below to select 2- or 3-hole punch and punch position.

Specifications for Punching Copies

- Punch holes: 2 / 3
- Punch hole diameter: 2-hole 6.5 mm / 3-hole 8.0 mm
- Punch hole pitch: 2-hole 2.756" (70 mm) / 3-hole 4.252" (108 mm)
- Hole position adjustment range: ± 4 mm (error 0.2mm)
- Paper size:
- 2-hole: 12"x18", 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A3, B4, F4, A4, A4R, B5, B5R, A5, A5R, 8K, 16K, 16KR
- 3-hole: 12"x18", 11"x17", 8.5"x11", A3, B4, A4, B5, 8K, 16K
- Paper weight: 13 - 116 lb
- Punch waste capacity: 10,000 punches
- Tab paper and other kinds of paper placed on the post inserter can also be punched.
- Punching can be combined with the folding function.
- Punched sheets will be delivered to the primary (main) tray.

1. Touch **Punch** on the Copy Screen

The Output Application Icon shows the number of punch holes and punch position.



If you want to change number of punch holes and position, proceed to the following steps.

2. Touch **Output Application**.

The Output Application Screen appears.



3. Touch **Punch** and select the number of punch holes and position.
The Hole-Punch Screen appears.



Touch any punch key to select it.

4. Touch **OK**.

It will return to the Output Application Screen.



DETAILS

If you touch **Cancel**, it returns to the previous setting.

If you touch **Function Off**, punch output will be turned off but the selected punch settings will be kept in memory.

5. Touch **OK** on the Output Application Screen.

The icon of the specified output application appears on the Copy Screen.



Reminder!

Be careful not to exceed the capacity of the tray to be delivered with output sheets when selecting the print quantity, otherwise unexpected trouble may be caused.

Folding Copies

Copies will be folded in this mode. Follow the procedures below to select from six folding types.

Specifications for Folding Copies

- Folding types: Z-Fold, Letter Fold-in, Letter Fold-out, Double Parallel, Gate, Folding
- Paper size: 12"x18", 11"x17", 8.5"x14", 8.5"x11"R, A3, B4, A4R, 8K
- Paper weight:
 - Z-Fold / Letter Fold-in / Letter Fold-out / Folding: 13 - 34 lb Bond
 - Double Parallel / Gate: 13 - 25 lb Bond
- Sheets placed on the post inserter can also be folded.
- Folding can be combined with the punching function.
- Normally folded or Z-folded sheets will be delivered to the primary (main) tray.
- Using Letter fold-in, Letter fold-out, Double parallel, or Gate, the folded sheets will be delivered only to the secondary (sub) tray.

1. Touch **Output Application** on the Copy Screen.

The Output Application Screen appears.



2. Touch **Folding** to select a folding type.

The Folding Mode Screen appears.



Touch any punch key to select it.

3. Touch **OK**.

It will return to the Output Application Screen.



DETAILS

If you touch **Cancel**, it returns to the previous setting.

If you touch **Function Off**, folding output will be turned off but the selected folding settings will be kept in memory.

4. Touch **OK** on the Output Application Screen.

The icon of the specified output application appears on the Copy Screen.



Reminder!

Be careful not to exceed the capacity of the tray to be delivered with output sheets when selecting the print quantity, otherwise unexpected trouble may be caused.

Using Saddle Stitcher SD-501

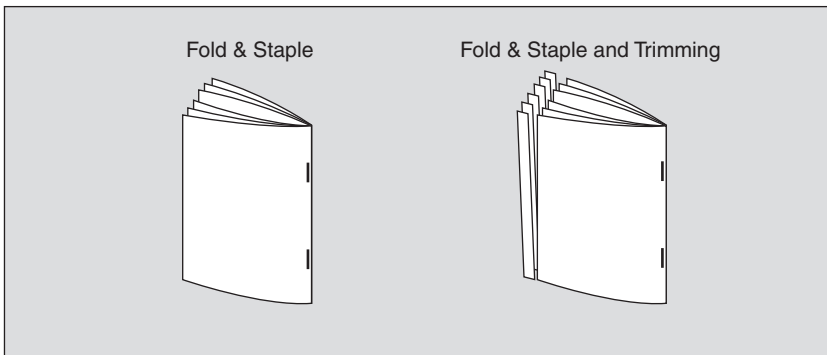
Making Folded Booklet

Machine with the Saddle Stitcher SD-501 installed provides Fold & Staple mode in combination with Booklet feature to make two-sided signature booklet, folded and stapled at two positions (saddle stitched) in the center.

Use Trimming mode to trim the edge that opens the booklet, if desired.

Specifications for Fold&Staple / Trimming

- Paper weight: 13 - 42 lb Bond
- Paper size: 12"x18", 11"x17", 8.5"x14", 8.5"x11"R, A3, B4, A4R, B5R, F4, 8K, 16KR, Wide size paper (maximum 12.76" x 18.11")
- Max. number of folded & stapled sheets: Varies according to the paper weight to be used. See p. 3-4 for details.
- Saddle stitcher tray capacity: Varies according to the number of folded & stapled sheets. See p. 3-4 to 3-5 for details.
- Staple position: Variable (90 ~ 165 mm)
- Stapling method: Inline clinch
- Trimming width: 2 ~ 10 mm



1. Touch **Output Application** on the Copy Screen.

The Output Application Screen appears.



2. Touch **Fold&Staple**, then select to use Trimming or not.
The Fold&Staple Screen will be displayed.



3. Touch **Trimming** or **Non Trimming** to select it.
The Output Application Screen will be restored.

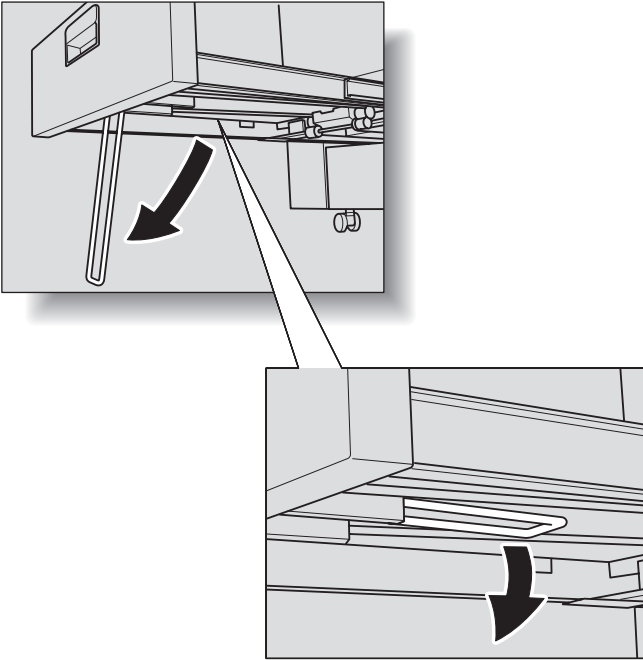
DETAILS

If you touch **Cancel**, the previous setting will be restored.
Touching **Function Off** will deselect the Fold&Staple (and Trimming) mode, however, the specified setting will be kept in memory.

4. Touch **OK on the Output Application Screen**.
The output icon of the selected output mode will be displayed on the Copy Screen.
Booklet function in the Application setting has been selected automatically.

5. Withdraw the Saddle stitcher tray.

Open the tray stand when fully withdrawn.



DETAILS

The folded and stapled (and trimmed) sets will be delivered into the Saddle stitcher tray. If the tray is not fully withdrawn, the machine will detect that the tray is filled up, even with less number of finished sets than that specified in specifications.

Reminder!

Never return the Saddle stitcher tray to its original position with the tray stand opened.

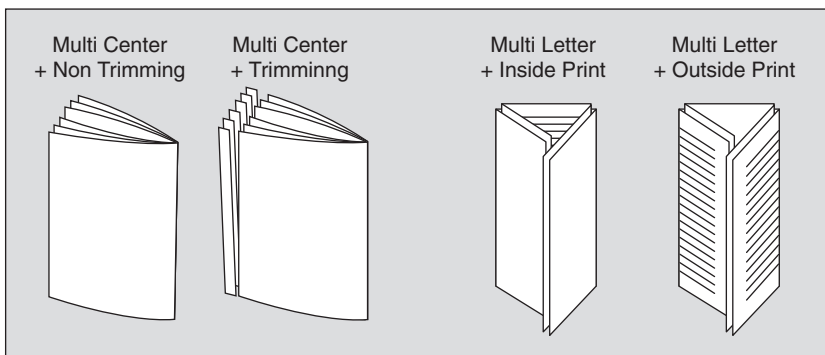
Folding Copied Set

Machine with the Saddle Stitcher SD-501 installed provides Multi Center mode to double-fold up to 5 sheets of copied set, or Multi Letter mode to fold it inside in three. Using Multi Letter, the print side can be specified on the screen.

Specifications for Multi Center / Multi Letter

Paper weight: Multi Center 13 - 42 lb Bond, Multi Letter 13 - 24 lb

- Paper size: Multi Center 12×18, 11×17, 8.5×14, 8.5×11R, A3, B4, A4R, B5R, F4, 8K, 16KR, Wide size paper (maximum 12.76" x 18.11")
- Multi Letter 8.5×11R, A4R
- Max. number of folded sheets: 5 sheets max. (20 lb Bond)
- Tray capacity: Multi Center (Saddle sticher tray) 30 sets
Multi Letter (Multi-folding tray) 30 sets



1. Touch **Output Application** on the Copy Screen.

The Output Application Screen appears.



2. Touch **Multi Center** or **Multi Letter** to select it.

If **Multi Center** is selected, the Multi Center Screen will be displayed to specify whether or not to trim the edge of the folded sheets.



Touch **Trimming** or **Non Trimming** to select it.
Touch **OK**. The Output Application Screen will be restored.

If **Multi Letter** is selected, the Multi Letter Screen will be displayed to specify the print side.



Touch **Outside Print** or **Inside Print** to select it.
Touch **OK**. The Output Application Screen will be restored.

DETAILS

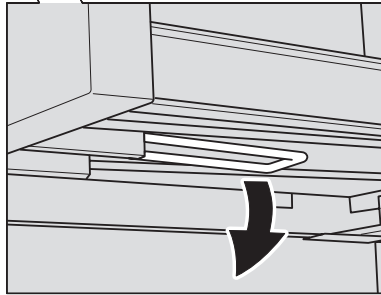
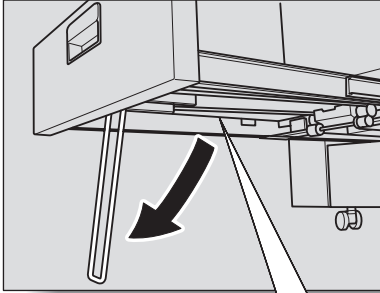
If you touch **Cancel**, the previous setting will be restored.
Touching **Function Off** will deselect the mode, however, the specified setting will be kept in memory.

3. Touch **OK** on the Output Application Screen.

The output icon of the selected output mode will be displayed on the Copy Screen.

With Multi Center selected, Booklet function in the Application setting has been selected automatically.

- 4. If Multi Center is selected, withdraw the Saddle stitcher tray.**
Open the tray stand when fully withdrawn.



DETAILS

- The double-folded sets will be delivered into the Saddle stitcher tray. If the tray is not fully withdrawn, the machine will detect that the tray is filled up, even with less number of finished sets than that specified in specifications.
- The triple-folded sets will be delivered into the Multi-folding tray.

Reminder!

Never return the Saddle stitcher tray to its original position with the tray stand opened.

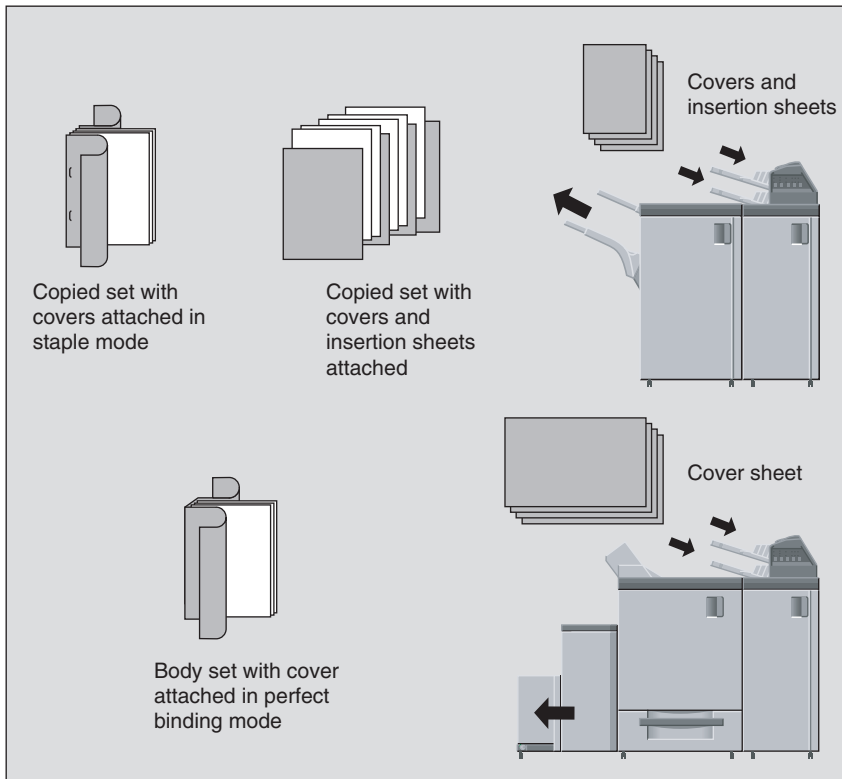
Using Post Inserter on Folding Unit FD-501

This function uses the post inserter on Folding Unit FD-501 to attach a cover.

- Using Sheet Insertion function, cover sheets loaded in the top/bottom tray of the post inserter can be attached as a front cover, back cover, or insertion sheet to output copies, in order to create a stapled book with a cover and chapter title pages.
- You can also use the Booklet's Cover with Blank Sheet mode and Sheet Insertion's Cover mode in combination to make a double-covered booklet.
- Use the Perfect Binding mode to attach a cover loaded in the top/bottom tray of the post inserter, in order to create a perfect-bound book.

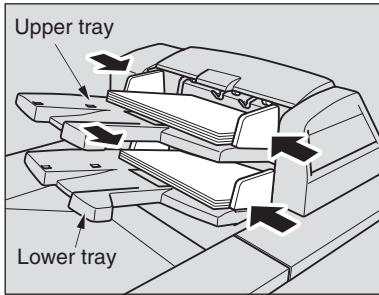
Specifications for Post Inserter on Folding Unit FD-501

- Paper size: 12"x18", 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A3, B4, F4, A4, A4R, B5, B5R, A5, 8K, 16K, 16KR, standard tab paper, wide size paper (maximum 12.76" x 18.11")
- Paper weight: 13 - 80 lb Bond
- Paper: PPC paper, fine paper, coated paper, trace paper
- For the paper size, weight, and type of covers used in Perfect Binding mode, see p. 3-2 to p. 3-8.
- Upper/lower paper feed tray capacity: Maximum 500 sheets each (20 lb Bond paper)
- Multi-feed detection function is provided.



Using Post Inserter on Folding Unit FD-501 (continued)

1. Place paper on the upper and lower trays of the post inserter.



Reminder!

Do not load more than 500 sheets (20 lb) for each of the upper and lower trays. Do not load above the load limit line on the guide plate.

2. Use the sheet insertion or booklet function to place a cover sheet.



Reminder!

Copies will be delivered to the primary (main) tray of Finisher FS-503. Be careful not to exceed the finisher tray capacity when selecting the print quantity, otherwise unexpected trouble may be caused.

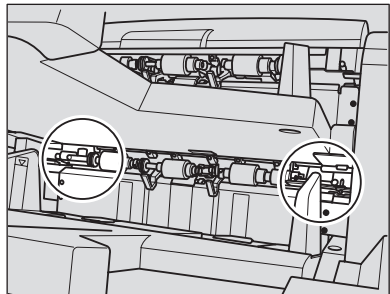
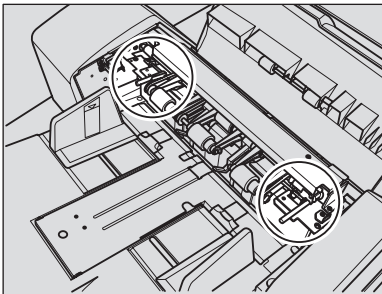
To prevent small cover sheet from skewing

The small cover sheet may be skew, when loading it in the upper/lower tray of the post inserter.

Three paper rollers are attached to the upper/lower tray respectively.

To lock the roller both sides, prevent paper from skewing.

Push the both roller lock levers to inside to lock them.



Reminder!

Be sure to lock both sides, when locking the paper rollers. Do not lock the paper rollers normally.

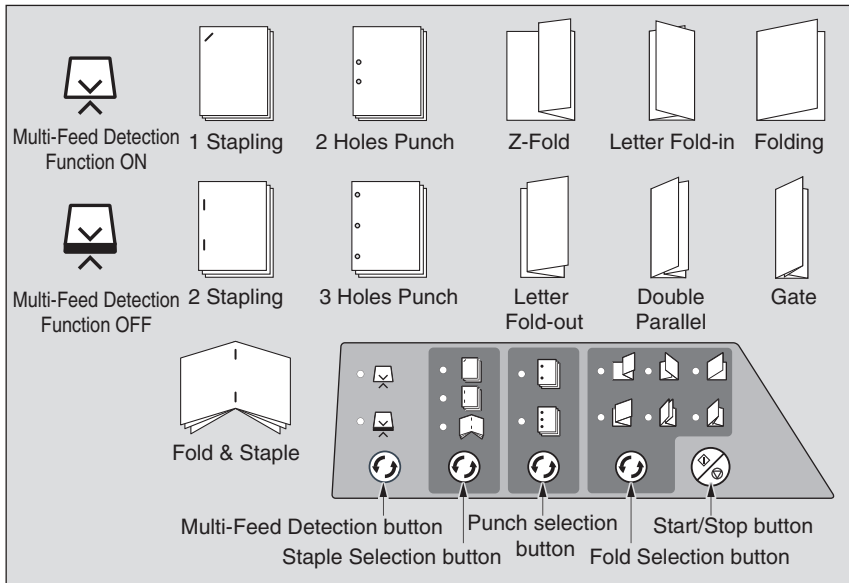
Using Folder/Finisher Functions Manually

If the optional Folding Unit FD-501 / Finisher FS-503 / Saddle Stitcher SD-501 are installed, you can load paper in the lower tray of the post inserter and manually punch, fold, and/or staple copies.

Specifications for Using Folder/Finisher Functions Manually

- When using folder/finisher/saddle stitcher functions manually, paper should be placed only in the upper tray of the post inserter.
- Multi-feed detection is a feature that automatically stops the machine if more than one sheet is fed at a time. The post inserter is designed to detect multi-feeding.
Coated paper and other kinds of smooth surface paper may activate this function even if a single sheet is fed, stopping the machine. Should this case occur frequently, press the Multi-Feed Detection button and light up the lower lamp, in order to turn the function OFF.
- Paper specifications for 1 or 2 stapling
Paper size: 12"x18", 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A3, B4, F4, A4, A4R, B5, A5, 8K, 16K
Paper weight: 13 - 64 lb Bond
Number of sheets to be stapled: Maximum 100 sheets (20 lb Bond)
- Paper specifications for punching
Paper size:
2-hole: 12"x18", 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A3, B4, F4, A4, A4R, B5, B5R, A5, A5R, 8K, 16K
3-hole: 12"x18", 11"x17", 8.5"x11", A3, B4, A4, B5
Paper weight: 13 - 55 lb Bond
- Paper specifications for folding
Paper size: 12"x18", 11"x17", 8.5"x14", 8.5"x11"R, A3, B4, A4R, 8K
Paper weight:
Z-Fold / Letter Fold-in / Letter Fold-out / Folding: 13 - 34 lb Bond
Double Parallel / Gate: 13 - 25 lb Bond
- Paper specifications for fold&staple
Paper size: 12"x18", 11"x17", 8.5"x14", 8.5"x11"R, A3, B4, A4R, B5R, F4, 8K, 16KR, Wide size paper (maximum 12.76" x 18.11")
Paper weight: 13 - 64 lb Bond
Number of sheets to be folded & stapled: Maximum number of folded and stapled sheets varies according to the paper weight. See p. 3-4 for details.

Using Folder/Finisher Functions Manually (continued)



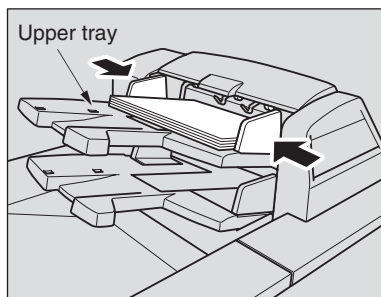
1. Place paper in the upper tray of the post inserter.

1 or 2 stapling: Place paper face up.

Punching: Place paper face up.

Folding: Place the surface to be inside the fold face up.

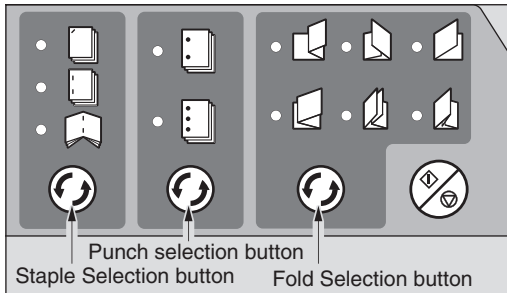
Fold&Staple: Place the surface to be inside the fold face up.



Align the guide plate with the paper.

Using Folder/Finisher Functions Manually (continued)

2. Select a mode.



When selecting 1 or 2 stapling / fold&staple, press the Staple selection button to turn on the desired mode lamp.

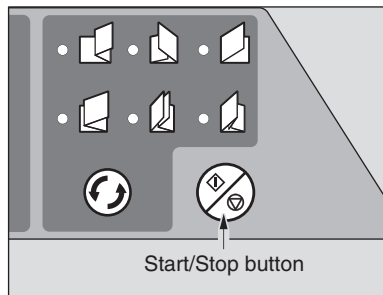
When selecting 2- or 3-hole punching, press the Punch selection button to turn on the desired mode lamp.

When selecting folding (from 6 styles), press the Fold selection button to turn on the desired mode lamp.

DETAILS

Punching and stapling can be combined. When combining them, turn on the lamps for both functions.

3. Press the Start/Stop button.



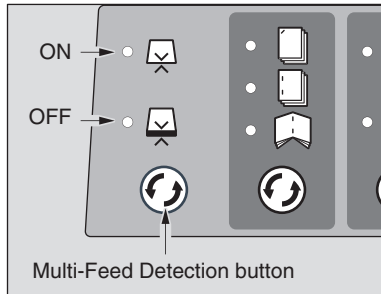
Using Folder/Finisher Functions Manually (continued)

If multi-feeding is detected and the machine stops even if single sheet is fed, press the Multi-Feed Detection button to turn on the lamp below.



DETAILS

To interrupt the operation, press the Start/Stop button again.



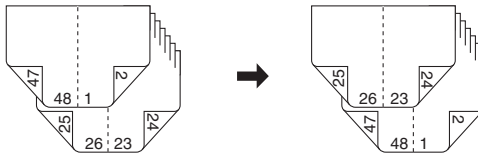
HINT

Using Fold&Staple mode, the finished sets will be delivered to the saddle stitcher tray of Saddle stitcher SD-501. Be sure to withdraw the saddle stitcher tray, and open the tray stand when fully withdrawn. See p. 12-9 for details.



DETAILS

To fold or fold&staple booklet-styled prints manually, arrange the printed sheets as shown below before placing them into the post inserter.



Using Perfect Binder PB-501

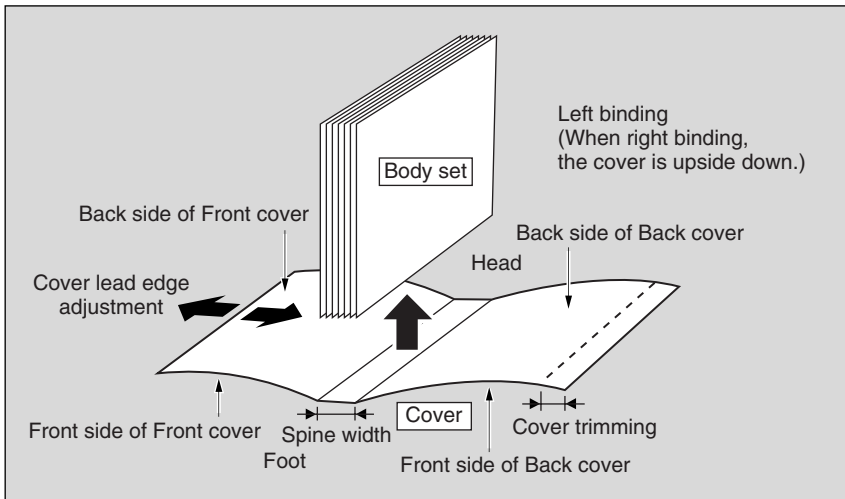
The machine with the optional Perfect Binder PB-501 installed automatically attaches a copied set with a cover sheet to make a perfect-bound book, applying a dab of glue in the center line of the cover sheet to fix the spine.

In the Perfect Binding mode, both simplex and duplex copying are available for the body set, and also the cover sheet can be blank, simplex-printed or duplex-printed, and even trimmed to match with the thickness of the body set to cover.

The binding direction can be selected from left and right.

Reminder!

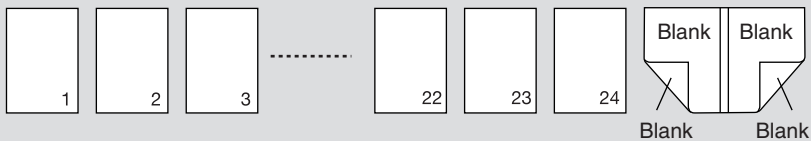
- Use only the paste GC-501 for this binder.
- Handle melted hot paste only with great care.
- In order to prevent degradation of paste owing to heating, ensure that the machine is turned off when it is not in use. It is recommended that you adjust the time settings for the low power mode and shut-off mode to the main body to suite the usage of the Perfect Binder, since they apply to the binder as well.



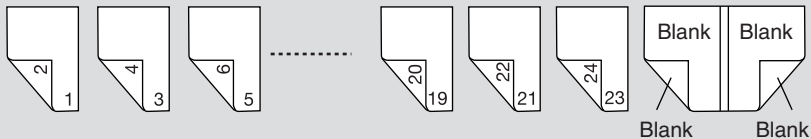
Even number originals



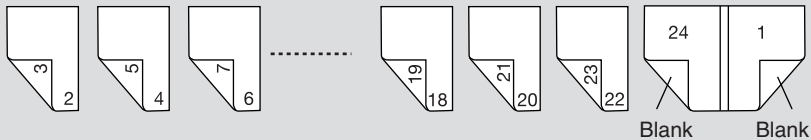
Body set: simplex, Cover print: Off



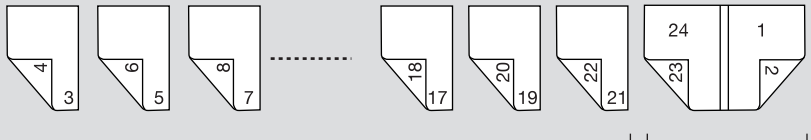
Body set: duplex, Cover print: Off



Body set: duplex, Cover print: On, Cover print side: simplex



Body set: duplex, Cover print: On, Cover print side: duplex



Body set

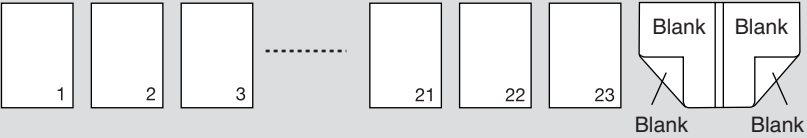
Cover

Using Perfect Binder PB-501 (continued)

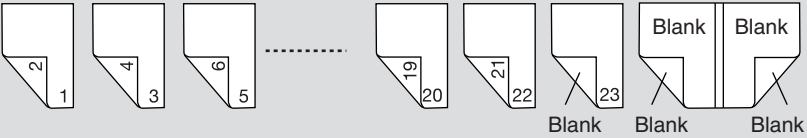
Odd number originals



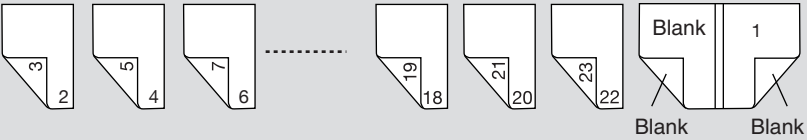
Body set: simplex, Cover print: Off



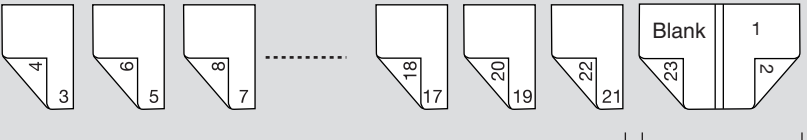
Body set: duplex, Cover print: Off



Body set: duplex, Cover print: On, Cover print side: simplex



Body set: duplex, Cover print: On, Cover print side: duplex



Body set

Cover

Specifications for Using Perfect Binder PB-501

- Warm-up/Low Power/Shut-Off
The perfect binder requires longer warm-up time than that required for the main body, while the Low Power/Shut-Off mode activates at the same time on main body and perfect binder.
We recommend you to specify the time to activate the Low Power/Shut-Off mode in view of the frequency to use the perfect binder.
- Paper tray
Body: Tray 1 to 5
Cover: Tray 1 to 5 (available for Cover Print), Cover feeding tray of Perfect binder (unavailable for Cover Print), Upper/Lower tray of the post inserter on Folding unit (unavailable for Cover Print)
- Paper size
Body: Standard sizes 8.5"x11", 5.5"x8.5", A4, B5, A5, 16K (11"x17", 8.5"x11"R, A3, B4, A4R, 8K when using Z-Fold mode)
Wide sizes 8.5"x11"W, 5.5"x8.5"W, A4W, B5W, A5W
Custom sizes*1 5.91" x 5.51" min. to 12.09" x 8.70" max.

Cover: Custom size*1
Length (head to foot): Same as that of body set (within +5 mm)
Width: Book width x 2 + body set's thickness (1 mm or more) + (3 mm or more of trimming width if Trimming mode is specified)
The maximum size accommodable in each tray is as follows.
Tray 1 to 5*2: 5.91" x 11.06" min. to 12.76" x 18.11" max.
Cover feeding tray of Perfect binder: 5.91" x 11.06" min. to 12.99" x 18.58" max.
Upper/Lower tray of the post inserter on Folding unit: 7.17" x 11.06" min. to 12.99" x 19.02" max.
- Paper weight
Body: 16 ~ 24 lb Bond (*3Available weight can be specified from 16 ~ 20 lb to 20 ~ 24 lb Bond.)
Cover: 20 ~ 60 lb Bond (*3Available weight can be specified from 16 ~ 20 lb, 20 ~ 24 lb, to 20 ~ 24 lb Bond.)
- Number of sheets to be bound: 10 sheets min. to 300 sheets max., or within 30 mm thick*4
- Covers fed from tray 1 to 5 can be simplex- or duplex-printed, while those loaded in the cover feeding tray of Perfect binder or the upper/lower tray of post inserter on Folding unit cannot be printed.
- Cover Trimming function trims the cover by the amount automatically estimated from the following formula, in the range from 3 mm to 40 mm in 0.1 mm increments.
(Cover width) – (Body width x 2) – (Spine width)
If the estimated amount exceeds 10 mm, perfect binder will trim the cover automatically whether this function is activated or not.
- Fine Adjustment
Cover Lead Edge Adjustment adjusts the position of front cover and body set in widthwise direction in the range from –12.8 mm to +12.8 mm in 0.1 mm increments.
Cover Trimming Adjustment adjusts the trimming width in the range from –5.0 mm to +5.0 mm in 0.1 mm increments.
Cover Image Shift Adjustment adjusts the position of image to be printed on the front cover when using Cover Print mode.
- For specifications of the secondary (sub) tray, see p. 3-2 to p. 3-8.

Using Perfect Binder PB-501 (continued)

- *1: Specify the custom size of body set from the Paper Presetting Screen. For details, see p. 9-40.
Specify the custom size of covers from the Perfect Binding Screen. For details, see p. 12-48.
- *2: For 8.5"×11" body set to be bound with a cover sheet fed from tray 1 to 5, the maximum thickness will be less than 30 mm.
Cover Trimming Off: $460 - (216 \times 2) = 28$ mm
Cover Trimming On: $460 - (216 \times 2) - (\text{Trimming width } 3 \text{ mm}) = 25$ mm
If thickness of 8.5"×11" body set is more than that mentioned above, use the cover feeding tray of Perfect binder or the tray of post inserter on Folding unit to attach a cover.
- *3: You can specify the paper weight available for body sets and covers in Perfect Binding mode. For details, see POD Administrator's reference, p. 5-26.
- *4: The minimum/maximum number of sheets to be bound in Perfect Binding can be changed according to the paper weight of body set. For details, see POD Administrator's reference, p. 5-27.
Also, the machine can be set to detect the thickness of body set and to stop the binding operation temporarily if the width of the cover to be used is unsuitable for the body set. For details, see POD Administrator's reference, p. 5-28.

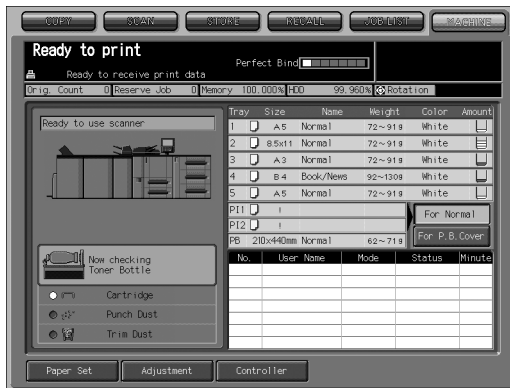
1. Load paper for body sets and covers in each tray to be used.

Load paper for body sets in one of the tray 1 to 5.

When printing on covers, also load cover sheets in one of the tray 1 to 5.

If cover print is not required, load cover sheets in one of the tray 1 to 5, cover feeding tray of Perfect binder, and upper/lower tray of post inserter on Folding unit.

While the Perfect binder is warming up, the Machine Status Screen will prompt you the current warmup status of the machine.



Reminder!

- Custom paper size is to be used as cover. Be sure to check the precise dimensions in order to specify them during this procedure.
- If Cover Trimming is desired, be sure to use the size that secures 3 mm to 40 mm of trimming width.
- When using the Post Inserter, touch [For P.B. Cover] on the Machine Status Screen to highlight it.

2. Touch **COPY** tab to display the Copy Screen, select the tray loaded with paper for body sets, and change the paper setting as required.



The paper size will be detected automatically. If paper weight specified for the tray loaded with paper for body sets is inadequate, the binding operation cannot be performed. Select one from 62-71g and 72-91g.

DETAILS

- The binding operation may not be performed even if the paper weight mentioned above is specified. For details, see POD Administrator's reference, p. 5-26.
- The number of body set may be limited depending on the selected paper weight. For details, see POD Administrator's reference, p. 5-27.

3. Touch *Output Application*, then touch *Perfect Bind*.



The Perfect Binding Screen will be displayed.

Using Perfect Binder PB-501 (continued)

4. Select the tray loaded with covers, then specify the paper setting.

(1) Touch Cover Tray to display the Cover Tray Screen.



(2) Touch the tray loaded with covers in step 1 to highlight it.



DETAILS

If any other tray than tray 1 to 5, the Cover Print setting in step 5 will be limited to Cover Print Off.

Using Perfect Binder PB-501 (continued)

- (3) Touch **Change Paper Set** to display the Tray Setting Screen.



- (4) Enter the cover paper dimensions.
Touch **Size Setting** to display the Size Setting Screen.



Use the screen keypad or arrow keys ▲ and ▼ to enter the dimensions of the covers loaded in step 1, then touch **OK**.

Reminder!

Be sure to enter the cover paper dimensions precisely; otherwise a message may be displayed to prompt you that the specified size is inadequate, or the trimming function may not be performed properly.

Using Perfect Binder PB-501 (continued)

- (5) Specify the paper type and weight.
Touch **Change** to display the Change Setting Screen.



Touch **Type** to select the desired paper type, then touch **OK**.



Touch **Weight** to select the desired paper weight, then touch **OK**.
If unsuitable selection is made, the binding operation will not be performed.

Using Perfect Binder PB-501 (continued)

Select the desired one from **72-91g**, **92-130g** and **131-161g**.



DETAILS

The binding operation may not be performed even if one of the paper weight mentioned above is specified. For details, see POD Administrator's reference, page 5-26.

To recall the paper setting previously registered, touch **Type/Weight** to display the Register Screen, select the desired key, then touch **OK**.



Touch **Close**.

(6) Touch **OK** on the Cover Tray Screen.

5. Specify the cover print setting.

This setting is available when one of the tray 1 to 5 is specified as the cover tray source.

Select **On** to print on covers, or **Off** to attach blank covers.

Also select **Simplex** to print only on the front side, or **Duplex** to have both front and back sides printed.



HINT

For details of finished result with each setting specified, see page 12-41 to p. 12-42. The original image to be printed on cover varies depending on whether the original count is odd or even.

6. Specify the spine width.

Touch **Spine Width (1-30 mm)** to display the Spine Width Screen.



Use the screen keypad, arrow keys ▲ and ▼, or the control panel keypad to enter the desired value, then touch **OK**.

7. Specify the cover trimming setting.

Touch **On** to trim the cover, or **No** to deactivate this function.



DETAILS

If the trimming width estimated by the machine does not fall within the range from 3 to 40 mm, a message will be displayed to inform you that the trimming mode is unavailable.

In this case, adjust the cover or spine width to enable this setting.

8. Make fine adjustments for the lead edge, trimming width, and image position of the cover.

Touch **Fine Adjustment** to display the Fine Adjustment Screen.



To adjust the lead edge of the cover, touch **Cover Lead Edge Adj.**
Use **+↔-** to select positive/negative, then use the screen keypad, arrow keys **▲** and **▼**, or the control panel keypad to enter the desired value.

To adjust the trimming width, touch **Cover Trimming Adj.**
Use **+↔-** to select positive/negative, then use the screen keypad, arrow keys **▲** and **▼**, or the control panel keypad to enter the desired value.

To adjust the image position of the cover, touch **Cover Image Shift Adj.**

Using Perfect Binder PB-501 (continued)

Touch **Front** or **Back** to select the printed side, then **Up/Down** or **Right/Left** to select the direction to be adjusted.
Use **+↔-** to select positive/negative, then use the screen keypad, arrow keys **▲** and **▼**, or the control panel keypad to enter the desired value.

Touch **OK** to complete the setting.

9. Touch **OK** to return to the Copy Screen.

10. Select additional copy conditions, as desired.

When making double-sided copies, select **1-2** or **2-2**.

If the original count exceeds 100, use Memory Scan mode.

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

Proof copy is recommended before making multiple sets.

After proof copying, the thickness of body set will be displayed on the Perfect Binding Screen. Use this information if making any adjustment.



12. Position originals.

If Cover Print On is selected, refer to p. 12-41 to p. 12-42.

13. Press [**Start**] on the control panel.

Copying does not start while the Perfect binder is warming up.

When warmup is completed, the machine operation starts automatically.



Reminder!

Never open the front door of the Perfect binder while the machine operation is in process; otherwise the machine immediately stops the operation and paper jam may be caused.



DETAILS

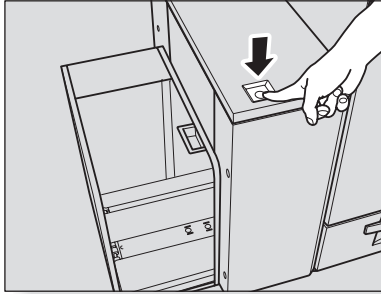
If the cover width has been specified improperly, the machine temporarily stops its operation with a popup menu displayed to ask you whether or not to continue the operation.

Machine manager can set the machine to display/disappear this popup menu. For details, see POD Administrator's reference, p. 5-28.

Using Perfect Binder PB-501 (continued)

14. Take out the perfect-bound books from the perfect binder tray.

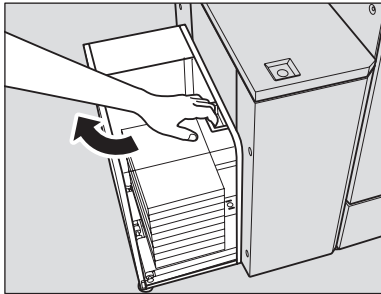
To take out the books stacked in the rear side of the perfect binder tray, press the feeding button to move them forward.



Open the perfect binder tray cover.

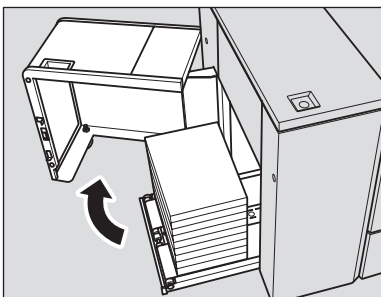
DETAILS

The perfect binder tray cover will not open while the machine operation is in process, and also the feeding button will not function.



Using Perfect Binder PB-501 (continued)

Take out the books, then close the perfect binder tray cover.



Using Two Copiers in Tandem

Tandem mode enables your primary (master) machine to work in tandem with the secondary (tandem) machine for the purpose of providing faster completion of large copying jobs. Two units working in tandem distribute a job in half the time of non-tandem mode.

The two copiers should be connected in either way described below.

- (1) Connect the two copiers directly using a crossover cable. In this case, other network functions provided to the copier will be unavailable.
- (2) Connect each of the two copiers to the hub in a network using straight-through cables.

Use the straight-through or crossover cables of Category 5 or of the later standard to connect the machines.

Service setting is required to use the tandem mode. Contact your service representative, if desired.

Specifications for Tandem Mode

- The combination of the two copiers can be either the two bizhub PRO 1050 copiers, two bizhub PRO 1050P printers, or bizhub PRO 1050 copier and bizhub PRO 1050P printer.
The combination of the two copiers can be either the two bizhub PRO 1050e copiers, two bizhub PRO 1050eP printers, or bizhub PRO 1050e copier and bizhub PRO 1050eP printer.
- When connecting bizhub PRO 1050e/1050eP and bizhub PRO 1050/1050P, contact your representative.
- Two copiers should have the same optional configuration.
- The copier with the **Tandem** key highlighted on the Output Application Screen will be the master machine, turning both copiers into the tandem mode.
- Select the copying conditions, scan originals, and press [**Start**] on the master machine to operate both copiers in tandem to complete a job.
- Auto low power/Auto shut-off may function while tandem mode is selected. For details, see DETAILS on p. 12-59.
- Auto reset may function while tandem mode is selected.
Initially, the tandem mode will be released automatically if Auto reset is activated on the master machine; however, machine manager can set the machine to activate the tandem mode as initial setting.
Apply this setting to the master machine only, if desired. Setting on both copiers will deactivate the tandem mode.
- To use the User Authentication function on the two copiers in tandem mode, the same user/section setting is required on both copiers. In this case, copying will be available by entering the user/section password in the master machine only. The password will be transmitted to the tandem machine automatically so as to enable the copying operation. See POD Administrator's reference for details of setting User Authentication function.
- The image data stored in HDD can be output in tandem mode copying.
- Tandem mode is unavailable if Security Strengthen mode is activated.

1. Turn power on the two copiers, then touch **COPY** to display the Copy Screen.

Confirm that both copiers are ready to copy with the Copy Screen displayed.

2. Touch **Output Application** on the Copy Screen of either copier.

The Output Application Screen will be displayed.

Using Two Copiers in Tandem (continued)

3. Touch *Tandem* to highlight it, then touch *OK*.



The copier with **Tandem** highlighted will become the master machine; the other copier will function as the tandem machine. The Master icon displays on the Copy Screen of the master machine to indicate that the two units are ready to work in tandem mode.



DETAILS

The Tandem icon will display on the Copy Screen of the tandem machine when [**Start**] is pressed on the master machine to start the tandem printing operation.



DETAILS

The tandem mode cannot be selected/continued in the cases shown below. The message “Please wait/ Reserve is not available in Tandem machine,” “Tandem machine error/ Please check tandem machine,” or “Please check tandem machine” will be displayed, as required.

- The tandem mode cannot be selected while the tandem machine is in the off state, due to Auto shut-off. Press [**Power Save**] to release it.
- Selected tandem mode will be released automatically when the tandem machine activates Auto shut-off. Press [**Power Save**] to release it, then select the tandem mode again to restart the procedure.
- When any problem occurs in the tandem machine, such as a paper misfeed or lack of paper, the tandem machine will be unavailable for printing; however, the problem will not cause tandem mode to be released. Take the appropriate troubleshooting measures to be ready for copying.
- Tandem printing job cannot be started if 100 reserve jobs (not in tandem mode) are entered on the tandem machine. Wait until the reserve jobs are completed on the tandem machine.

4. Select the desired copying conditions on the master machine.



DETAILS

Ordinary copying operation is still available on the tandem machine during the tandem mode setting.



Reminder!

Corresponding tray sizes on the master and tandem machines should be the same when using multiple trays for a single job.

5. Enter print quantity on the master machine, using the keypad.

When a print quantity amount of 100 is entered, the master and tandem machines will each copy and output 50 sets.



DETAILS

- Print quantity must be set for [2] or more copies to activate the tandem mode.
- When the print quantity entered is an odd number, the master machine will copy and output one sheet/set more than the tandem machine to accommodate the job.

6. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass of the master machine.

7. Press **[Start]** on the control panel of the master machine.

The Tandem icon will display on the Copy Screen of the tandem machine to indicate that the two copiers will start working in tandem.



The tandem mode will be released automatically when the tandem mode copying is completed, and the Master and Tandem icons on each Copy Screen will disappear.



DETAILS: Entering reserve job during Tandem mode copying

If scanning of the next reserved job is performed during the tandem mode copying, that job will also be performed in the tandem mode. Up to 100 jobs including the present job can be reserved.



Interrupt mode during Tandem mode copying

Interrupt copying is available only on the copier with **[Interrupt]** pressed. The tandem mode copying on the copier in interrupt mode will be suspended until the interrupt copying is completed.



Tandem mode and Power Save functions

- If the tandem mode is selected while the tandem machine is in Auto low power mode, the power saving mode will be released automatically.
- The tandem mode will not be selected when the tandem machine is turned off by Auto shut-off. Release the Auto shut-off mode by pressing **[Power Save]**.
- If Auto low power is activated on the tandem machine during the tandem job setting, the power saving mode will be released automatically when printing job starts.
- If Auto shut-off is activated on the tandem machine during the tandem job setting, the tandem mode will be released automatically.
- Selected tandem mode will be released automatically when the master machine activates Auto low power/Auto shut-off. Press **[Power Save]** to release Auto shut-off if required, then select the tandem mode again to restart the procedure.

Using Two Copiers in Tandem (continued)

To Stop Scanning/Printing

To cancel the tandem copying job:

1. Press [Stop] on the control panel of the master machine.

The scanning/printing job stops immediately, and the popup menu appears on the Copy Screen of the master machine to ask you whether to continue or terminate the job. At this time, the tandem mode is not released.



2. Touch *Continue* to go on, or *Exit* to delete all the scanned data and to release the tandem mode.

To cancel the job in the tandem machine only:

1. Press [Stop] on the control panel of the tandem machine.

The tandem machine stops the current operation immediately, and the popup menu appears on the Copy Screen of the tandem machine to ask you whether to continue or cease the operation. At this time, the tandem mode is not released.

2. Touch *Continue* to go on, or *Exit* to delete all the data transmitted to the tandem machine and to release the tandem mode.

The master machine will take over the remaining print quantity and complete the job.

Troubleshooting

When a paper jam, SC-code (E-code, F-code) trouble or unloaded paper occurs on either the master or tandem machine:

Remove the mishandled paper, take the appropriate troubleshooting measures to correct the problem, or add paper.

When the trouble is cleared, the machine will restart printing for the remaining print quantity.

When memory overflow occurs on either the master or tandem machine:

On the master machine

The scanning job will stop immediately, and the tandem copying job will be suspended on both copiers. At this time, the tandem mode is not released.

Take the same measure to be applied for single copier referring to p. 5-12.

On the tandem machine

The tandem machine will start the tandem copying job when the memory becomes available after completing some reserve jobs.

If the memory of the tandem machine cannot be available despite the elapse of time, the tandem mode will be released on the tandem machine.

When the power is turned off on either the master or tandem machine:

The tandem mode will be released automatically in either case. Restart the procedure from the first step.

SECTION

13

Advanced Information

How to Use Advanced Functions

Checking Feature Selections by Proof Copying	13-2
Checking Feature Selections Before Copying (Check Mode) ..	13-4
Interrupt Copying	13-7
Storing and Recalling Job Conditions (Mode Memory)	13-9
Recalling Previous Job Settings	13-14
Displaying Screen for Operation Guide (Help Mode) ...	13-16
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Checking Feature Selections by Proof Copying

Use Proof copy to produce a sample of the copied set before making multiple copies. This is a convenient and cost effective way of viewing the results of the copying selections.

Specifications for Proof Copy

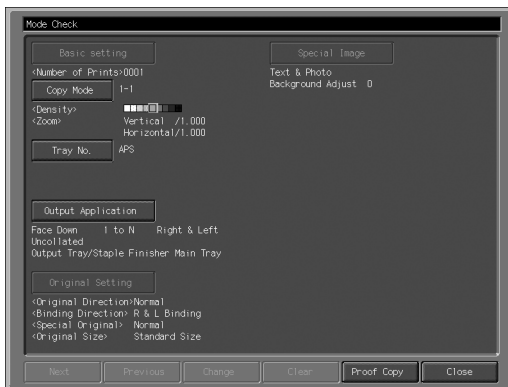
- Proof copy is available when using ADF, or when using Memory Scan mode for multiple originals or originals to be scanned from original glass.

- 1. Select the desired copy conditions on the Copy Screen, then position originals in the ADF.**
Or, use Memory Scan mode to scan all originals.
- 2. Press [*Proof Copy*] on the control panel.**



A sample copy will be output while scanning originals in the ADF. If Memory Scan mode has been used, a sample set will be delivered immediately.

The screen for checking the job settings will be displayed.



Touch **Close**. The Copy Screen will be restored.

Checking Feature Selections by Proof Copying (continued)

3. Change the settings or print quantity, as required.

The setting keys that cannot be changed or released will appear dimmed to show inactivity.



DETAILS

If the desired setting cannot be changed, press [**Stop**] to delete all the data in memory.

4. Press [**Start**].

The machine will start printing.

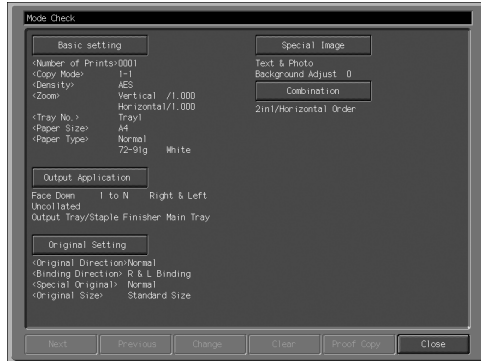
Checking Feature Selections Before Copying (Check Mode)

Display the Check Screen to check the feature selections you made, and use Proof Copy to make a sample copy if needed, before making multiple copies. This is a convenient and cost effective way of viewing the results of the copying selections.

Specifications for Check Mode

- Proof copy is available when using ADF, or when using Memory Scan mode for multiple originals or originals to be scanned from original glass.

1. Select the desired copy conditions on the Copy Screen.
2. Press [*Mode Check*] on the control panel to display the Check Screen.



Check the job settings on the screen.

If **Next** is active on the screen, touch it to proceed to the next page.

If making any setting change from the Check Screen, proceed to the next step.

If releasing any application function from the Check Screen, proceed to step 4.

If a sample copy is needed, proceed to step 5.

If settings are OK, proceed to step 7.

3. Change the settings from the Check Screen.



Checking Feature Selections Before Copying (Check Mode) (continued)

Touch the desired copying condition key (Basic Setting/ Output Application/ Special Image/ Application) on the Check Screen, then touch **Change Setting**.

The LCD will display an appropriate screen to change the copying condition selected. Change the setting as desired, then press [**Check**] to restore the Check Screen to return to the checking steps.



DETAILS

When **Bookmark** has been checked on a subsequent screen, selecting the application function key will jump to that screen. See p. 11-6 for details.



Reminder!

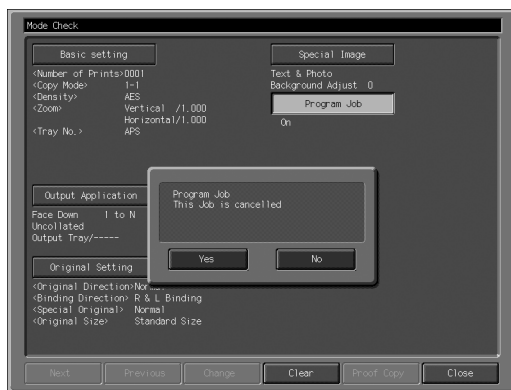
Do not press [**Stop**] or [**Reset**] to change the setting, or all the settings will restore the initial condition.

If making a set or sample copy, proceed to step 5.

To start printing without proof copying, proceed to step 7.

4. Release Application functions.

Touch the desired application function key on the Check Screen to highlight it, then touch **Release Setting**.



The confirmation screen will appear on the Check Screen. Touch **Yes** to cancel the function, or **No** to restore.



DETAILS

The following application functions can be released by touching **Release Setting**: Program Job, No Image Area Erase, Neg. Pos. Reverse, Image Centering, All-Image Area, Overlay.

If making a sample copy, proceed to the next step.

To start printing, proceed to step 7.



DETAILS

The image data can be corrected on a PC using PageScope Jobproofer. For details, refer to the CD enclosed with bizhub PRO 1050/1050e copier main body.

Checking Feature Selections Before Copying (Check Mode) (continued)

5. Make a sample copy.

Position originals in the ADF. Or, use Memory Scan mode to scan all originals.

Press [**Proof Copy**] on the control panel or touch **Proof Copy** on the Check Screen.

A sample copy will be output.



DETAILS

Press [**Stop**] to suspend the proof copying. In this case, the scanned image data will not be deleted from memory.

You cannot change or release selections that appeared dimmed after proof copying.



DETAILS

If the desired selection cannot be changed, press [**Stop**] to delete all the data in memory, then press [**Reset**] to restart the job setting.

If any setting change is required, return to step **3**, then repeat proof copying, as required.

If the copy result is satisfactory, touch **Close** on the Check Screen to return to the Copy Screen, then proceed to the next step.

6. Change the print quantity, as required.

7. Position originals, then press [**Start**].

If proof copying has been made, the machine will simply start printing without scanning originals.

Interrupt Copying

Use the Interrupt mode to interrupt copying in progress to perform a simple job. When interrupt copying is completed, the settings for the previous job restore automatically and the Copy Screen displays.

Specification for Interrupt Mode

- The Interrupt mode cannot be selected with the following copier conditions:
 - Machine is not operating printing or scanning job.
 - Overlay Memory is in use.
 - The Call for Service message displays or a paper misfeed occurs.
 - Already using Interrupt mode.
- Reserve job cannot be operated in Interrupt mode.
- Auto Low Power or Auto Shut-off will not function during Interrupt mode.

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



The [*Interrupt*] LED starts flashing, then keeps lighted when machine is ready for Interrupt mode.
The Copy Screen for Interrupt copying will be displayed.



2. Set copy conditions, as desired.

All copy conditions except Reserve mode can be specified.

3. Position original(s), then press [*Start*] to start the interrupt copying.

Interrupt Copying (continued)

- 4. When Interrupt copying is completed, press [*Interrupt*] again.**
The [*Interrupt*] LED turns out and the settings of the initial job will be restored.
- 5. Press [*Start*] to resume copying.**

Storing and Recalling Job Conditions (Mode Memory)

Use Mode Memory to store up to 30 frequently used copy job settings, which can be recalled at any time. The stored jobs can be given alphabetical names.

Storing Job Conditions

Follow the procedure below to store the copy job setting.

Specifications for Storing Job Conditions

- Available settings: Basic setting, Original Setting, Special Image, Application, Output Application, Print quantity
- Stored job is given a job number (01 ~ 30) and alphabetical name (dispensable).
- Up to 30 jobs can be stored.
- Stored job can be registered to the Function key.

- 1. Make job selections from the Copy Screen.**
- 2. Press [Mode Memory] on the control panel.**



The Mode Memory Screen will be displayed.

- 3. Touch Store.**



The Job Store Check Screen will be displayed.

Storing and Recalling Job Conditions (Mode Memory) (continued)

4. Review the settings, then touch **OK**.



The Mode Memory Screen will be restored.



DETAILS

If any correction is required, touch **Cancel** to return to the Copy Screen. Make new selections, then restart the operation from step 2.

5. Touch the desired job key, then touch **OK**.



The job keys numbered from 01 to 18 are displayed on the screen.

Touching **Next** will display the keys from 19 to 30.

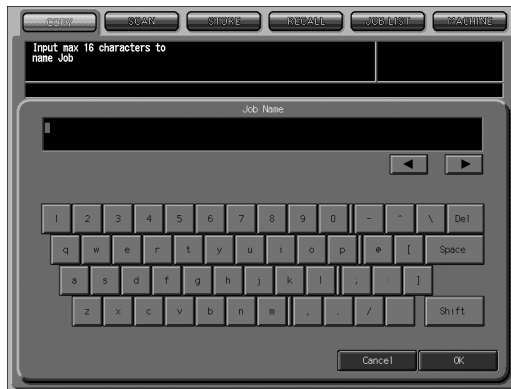
A blank keys without a lock icon (🔒) indicate that no job is stored under that key, and a named job without a lock icon (🔒) displayed can be overwritten.

The key with a lock icon (🔒) displayed is locked and cannot be selected.

Touch **OK** to proceed to the Name Input Screen.

Storing and Recalling Job Conditions (Mode Memory) (continued)

6. Enter a job name, then touch **OK**.



Enter a job name in up to 16 characters, using the touch panel alphabet keypad.

Use arrow keys ◀ and ▶ to move the cursor, and use **Shift** to enter upper case letters or symbols.

Touch **OK**.

The Mode Memory Screen will be restored.

Check that the job name has been correctly entered.



DETAILS

If you do not wish to enter a name, simply touch **OK**. The key displays 16 asterisks (*) in place of a name.

7. Touch **OK** to complete the setting and return to the Copy Screen.

Storing and Recalling Job Conditions (Mode Memory) (continued)

Recalling Stored Job Settings

Follow the procedure below to recall jobs that are already stored.

Specifications for Recalling Job Conditions

- ❑ The Mode Memory Screen can be displayed only from the Copy Screen. If any other screen such as Machine Status Screen is displayed, pressing [**Mode Memory**] will be ignored.

1. Touch **COPY** tab to display the Copy Screen, then press [**Mode Memory**] on the control panel.



The Mode Memory Screen will be displayed.

2. Touch a job number key to select a job you want to recall.



The job keys numbered from 01 to 18 are displayed on the screen. Touching **Next** will display the keys from 19 to 30.



DETAILS

The desired job can also be selected by entering two-digit number from the control panel keypad.

Storing and Recalling Job Conditions (Mode Memory) (continued)

3. Touch *Job Check*.



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

4. Touch *OK*.

The settings of the selected job will be recalled on the restored Copy Screen.

5. Position original(s), then press [*Start*] to print.

Recalling Previous Job Settings

Follow the procedure below to copy with a previous job settings.

Specifications for Recalling Previous Job Settings

- ❑ Only the last-completed output job settings can be recalled as the previous job settings. Non-completed job or reserve job settings cannot be recalled, even if the setting operations have been made last.
- ❑ The previous job settings can be recalled even after the machine power is turned off then on.

1. Press [*Mode Memory*] on the control panel.



The Mode Memory Screen will be displayed.

2. Touch *Pre-Job Recall*.



The **Job Check** key will appear on the screen.

3. Touch **Job Check** to review the settings.

The Job Recall Check Screen will be displayed.
Check the settings of the previous job on the screen.



HINT

Recalled settings can be altered from this screen. See p. 13-5 for details.

Recalling Previous Job Settings (continued)

4. Touch *OK*.

The settings of the previous output job will be recalled on the Copy Screen.

5. Position original(s), then press [*Start*].

Displaying Screen for Operation Guide (Help Mode)

The Help Screen provides you with the information about copy job setting procedure, toner and paper supply, and control panel and touch panel key operation.

Help Screen comprises the following menu items.

01 Copy provides information on function and operation of the keys on Copy Screen.
02 Scanner provides information on function and operation of the keys on Scanner Screen.

03 Store provides information on function and operation of the keys on Store Screen.

04 Recall provides information on function and operation of the keys on Recall Screen.

05 Job List provides information on function and operation of the keys on Job List Screen.

06 Machine provides information on function and operation of the keys on Machine Status Screen.

07 Hard keys provides information on function and operation of the keys on control panel.

08 Parts and supplies provides information on adding toner, loading paper, adding staples, and emptying punch trash basket.

09 Weight Convert provides information on paper weight, converting grams per meter (g/m^2) to pounds (lb) and kilograms (kg).

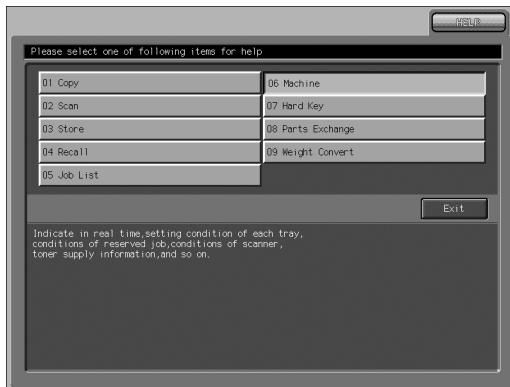
The items 01~09 will be displayed on top page of the Help Screen.

Screen key information (01~06) can also be displayed from each screen by pressing [**Help**] on the control panel.

To reach item 07, 08, or 09 from any subordinate Help Screens, touch **Top Menu** to display the top page, then select the desired item.

To Display Help Screen

Pressing [**Help**] when Machine Status Screen is displayed:



Displaying Screen for Operation Guide (Help Mode) (continued)

Pressing [Help] when Copy Screen is displayed:



Top Page of the Help Screen:

This screen appears when **Top Menu** on the subordinate Help Screen is touched.



Adjusting Response Time of Touch Keys (Accessibility)

This machine can set the desired interval between touching the screen key and machine response in advance.

Pressing the Accessibility key on the control panel will select this interval, so that the machine will respond to the touch key operation only when the key is kept touched for a specified period of time.

This function is convenient for physically handicapped users who have difficulty in touching keys with accuracy.



DETAILS

The POD Administrator's reference describes how to set the desired response time (Utility Menu Screen>01 System Setting>06 Key Response Time). See p. 4-8 for details.

Specifications for Accessibility

- Response time can be selected from Normal/ 0.5 second/ 1 second/ 2 seconds/ 3 seconds.

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



The Accessibility LED lights in green to indicate that the specified response time is set on the machine.



DETAILS

If Normal is selected as response time, pressing [**Accessibility**] will not make any change in the touch key operation.

2. To deactivate this function, press [**Accessibility**] for one second or longer.

The Accessibility LED goes off, and normal response time will be restored in touch key operation.

Controlling/Monitoring Copier from Browser

When the machine is connected with a PC over a network, the web browser activated on the PC enables you to operate the machine. Also, the state of the machine can be monitored through web browser. This function promotes efficiency in operation using PC keyboard and mouse.

Remote Panel functions:

- Touch panel screens can be displayed on the web browser and operated using a mouse.
- Control panel keys can be displayed on the web browser and operated using a mouse.
- Passwords can be entered using PC keyboard.
- Operations performed using remote panel can be recorded and replayed.
- The machine operation using touch panel and control panel can be voided. (In this case, machine operation is available from the remote panel only.)

Remote Monitor functions:

- The touch panel screen, job condition, and state of the machine can be monitored using the automatic reload function of the web browser.
- The remote panel can be displayed in an exclusive window.

Multi Monitor functions:

- Up to 10 remote monitors can be displayed in a browser to overlook 10 machines at a time.
- The remote panel and remote monitor can be displayed in the same browser.

The following functions are unavailable:

- Reading the screen performed by subsidiary system
- Turning ON/OFF the machine power (main power switch/sub power switch, Power Save, Weekly Timer)
- Reporting paper misfeed, or displaying counter in real time

Specifications for Controlling/Monitoring Copier from Browser

- Set the Security Strengthen mode OFF on the machine.
- The machine should be connected with a PC over a network with TCP/IP enabled.
- Specify the IP address of the machine.
- Specify the IP address of the PC to be used for Remote Panel function, using Web Utilities setting on a PC.
- One of the following browsers is required on the PC. No other hardware or application software is necessary.
Microsoft Internet Explorer 6.02 or higher
Netscape Navigator 7.1 or higher
FireFox 1.0 or higher
- JavaScript must be active.

The popup menu such as paper misfeed prompt will not be updated automatically when using Remote Panel. After a long period of inactivity, click [Reload] at the upper corner of the screen to display the current status.

DETAILS

- The setting procedure for the IP address is provided in POD Administrator's reference. For details, see page 5-42.
- To specify the IP address of the PC to be used for Remote Panel function, see page 6-14 of POD Administrator's reference.
- The operation panel lock setting can be limited to the unavailability of control panel keys only. This setting is available in the Web Utilities function. For details, see page 6-14 of POD Administrator's reference.
- When using Multi Monitor, the IP address of all the machines to be monitored should be specified. This setting is available in the Web Utilities function. For details, see page 6-14 of POD Administrator's reference.

Controlling Copier from Browser: Remote Panel

1. Start the web browser, then enter the IP address of the main body in the address bar.

The Web Utilities screen will be displayed.

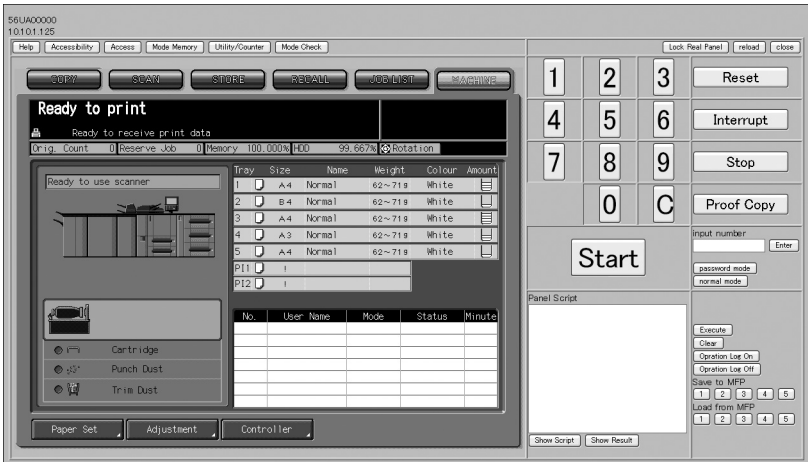
2. Click [Remote Panel] on the Web Utilities screen.



The browser displays control panel and touch panel screen currently displayed on the machine.

Controlling/Monitoring Copier from Browser (continued)

3. Using a mouse and keyboard, perform job operation.



Operations performed using remote panel can be recorded and replayed.

Click [Operation Log On], then start the operation.

To save the operation, click a number key under “Save to MFP”

To recall the operation, click the desired number key under “Load from MFP”

To replay the operation, click [Execute].

Clicking [Lock Real Panel] will activate the Operation panel lock function to void any operation from the touch panel and control panel. In this case, the machine operation is available from the Remote Panel only.

Monitoring Copier from Browser: Remote Monitor

1. Start the web browser, then enter the IP address of the main body in the address bar.

The Web Utilities screen will be displayed.

2. Click [Remote Monitor] on the Web Utilities screen.



The state of the machine, touch panel screen, and job condition will be displayed.



Clicking the touch panel screen on the Remote Monitor will display the Remote Panel in an exclusive window to allow the machine operation from PC.



DETAILS

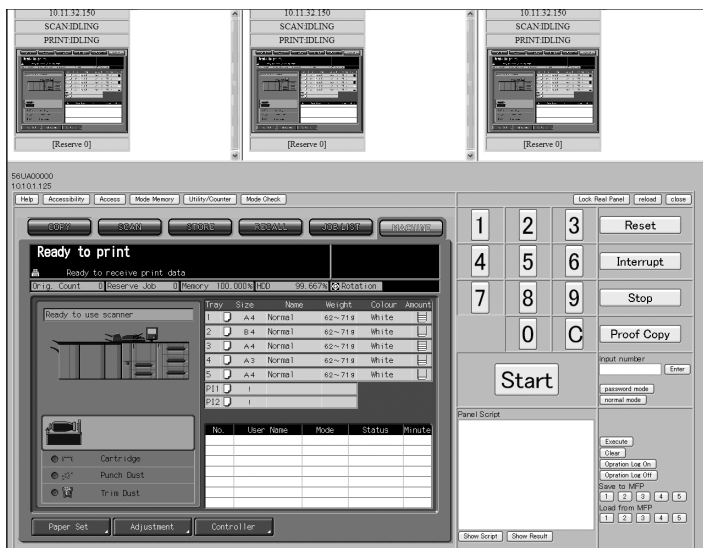
- The background color of the Remote Monitor varies according to the state of the machine.
Green: IDLING, WARMUP, ADJUSTMENT
Blue: OPERATING
Yellow: JAM
Red: SC
- When the Operation panel lock function is activated, the Remote Monitor displays the lock screen of the touch panel. Click the lock screen to enable the machine operation from the Remote Panel.
- For details of the Remote Panel, see page 13-20.

Monitoring Copier from Browser: Multi Monitor

1. Start the web browser, then enter the IP address of the main body in the address bar.
The Web Utilities screen will be displayed.
2. Click [Multi Monitor] on the Web Utilities screen.



The state, touch panel screen, and job condition of up to 10 machines are displayed in tile view. The Remote Panel will also be displayed in the same browser.



Clicking the touch panel screen on the desired Remote Monitor displayed in the browser will display the Remote Panel of the selected machine to allow its operation from PC.



DETAILS

- The background color of the Remote Monitor varies according to the state of the machine.
Green: IDLING, WARMUP, ADJUSTMENT
Blue: OPERATING
Yellow: JAM
Red: SC
- When the Operation panel lock function is activated, the Remote Monitor displays the lock screen of the touch panel. Click the lock screen to enable the machine operation from the Remote Panel.
- For details of the Remote Panel, see page 13-20.

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