



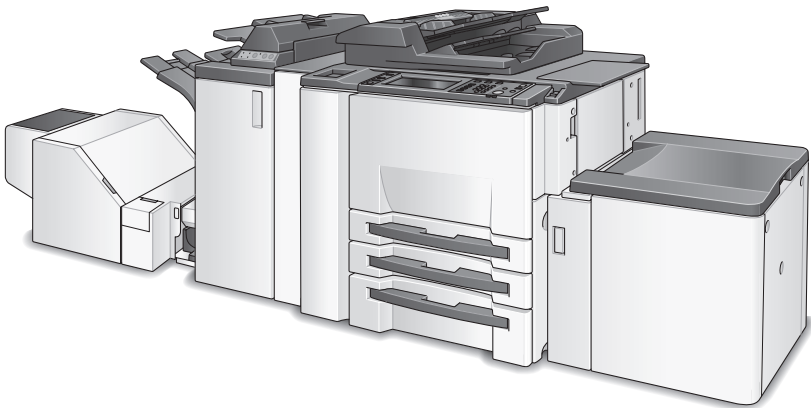
KONICA MINOLTA

The essentials of imaging

bizhub PRO 920

User's Guide

Copier



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bizhub PRO 920
Copier

User's Guide

Introduction

Thank you very much for your purchase of this machine.

This guide deals with making copies, correct handling of the machine, and precautions for safety. Please read before copying.

In order to maintain a satisfactory copying performance, please keep this guide readily available for reference in the rear pocket of the machine.

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.

Low Power

This function conserves energy by lowering the set temperature of the fixing unit. In the standard setting, 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 Low Power function can be set for 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes, or 240 minutes.

Sleep

This function achieves further energy conservation by partially turning the power supply OFF, thereby reducing energy consumption to 9.2W. In the standard setting, Sleep follows 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 Sleep function can be set for 30 minutes, 60 minutes, 90 minutes, 120 minutes or 240 minutes.

Automatic Duplex Copying

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

We recommend that you utilize the Low Power function, Sleep function, and Automatic Duplex Copying function.

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Composition of User's Guide

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

*** bizhub PRO 920 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 920 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 copy paper setting, tray setting, and a network setup.

*** bizhub PRO 920 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 920 User's Guide - Security**

This guide describes the security functions.

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

To operate safely, be sure to read "Section 1: Safety Information" in "bizhub PRO 920 User's Guide - Copier" before using the machine.

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Precautions for Installation and Use

1 Precautions for Installation and Use

1.1 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.



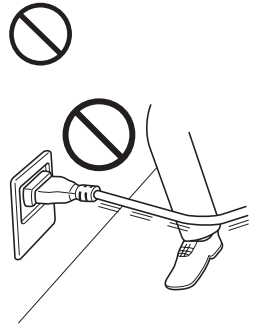
This symbol indicates you must unplug the device.

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.




Power source **WARNING**


- Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock. 

- 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. 

- 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. 

- Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire. 

 **CAUTION**

- 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**

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



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

** CAUTION**

- Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.



- 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**

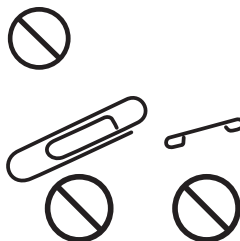
- Connect the power cord to an electrical outlet that is equipped with a grounding terminal.



Installation**⚠ WARNING**

- Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown.

Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.

**⚠ CAUTION**

- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.
- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.
- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.
- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.
- Do not use flammable sprays, liquids, or gases near this product, as a fire could result.



Ventilation **CAUTION**

- Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals.

**Actions in response to troubles** **WARNING**

- Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odour 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.
- 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**

- 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**

- Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.

**⚠ CAUTION**

- Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.
- Do not 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**

- Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.
- When moving this product, always hold it by the locations specified in the User's Guide 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**

- Unplug the product when you will not use the product for long periods of time.



1.2 Regulation Notices

Laser Safety

This product employs a Class 3B laser diode having maximum power of 15 mW and wavelength of 775 - 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 bølglængden er 775 - 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 en halvleder laser. Maksimal effekt till laserdiode er 15 mW og bøkglengde er 775 - 800 nm.

- For Finland, Sweden Users

LUOKAN 1 LASERLAITE
KLASS 1 LASER APPARAT

VAROITUS!

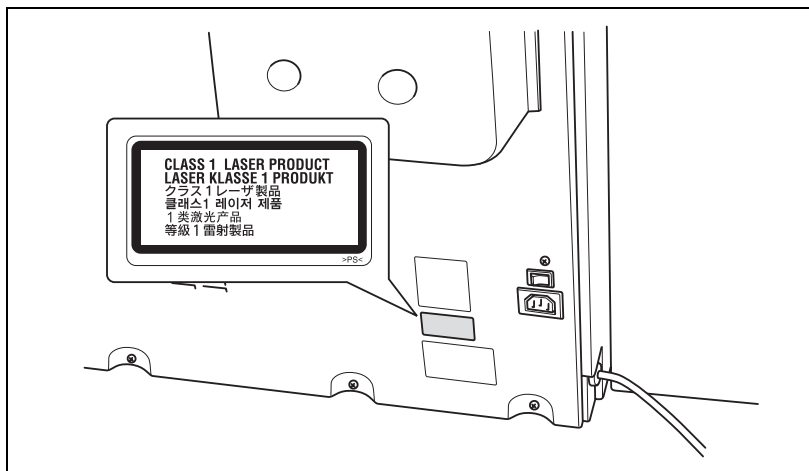
Laitteen käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin suurin teho on 15 mW ja aallonpituus on 775 - 800 nm.

WARNING!

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

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 15 mW och våglängden är 775 - 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 Immisionswert betraegt 70 dB(A) oder weniger nach ISO 7779.

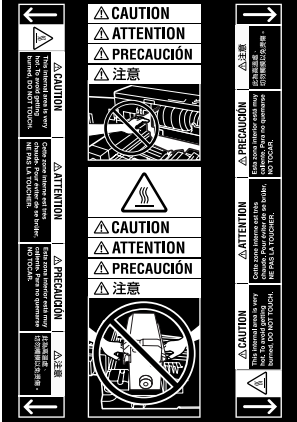
1.3 Caution Labels and Indicators

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)

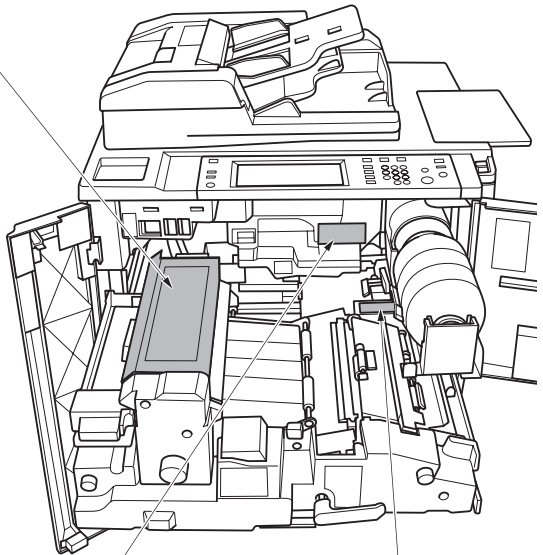
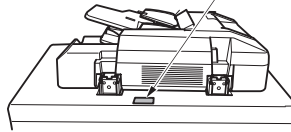


(Top surface and right/left side of the fixing unit)



CAUTION

DO NOT INSERT your finger into the two ADF 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.

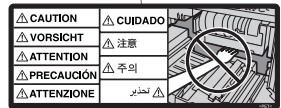
CAUTION

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



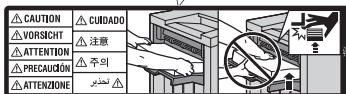
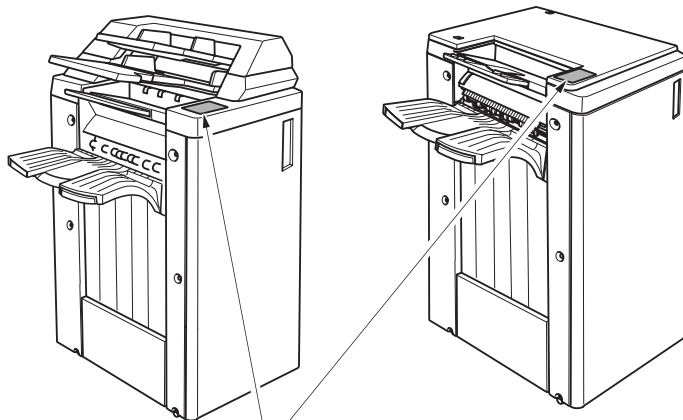
CAUTION

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



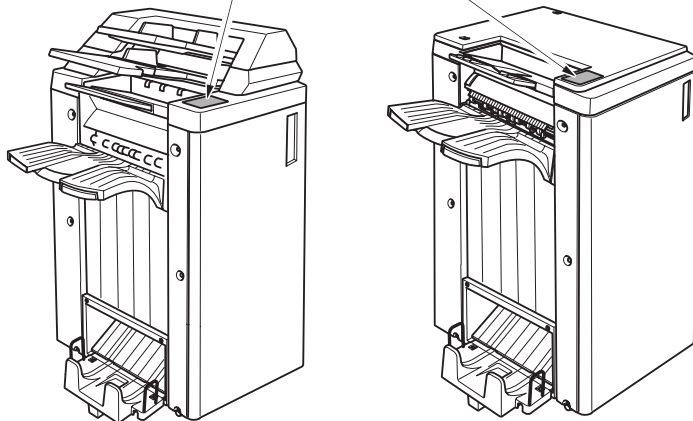
CAUTION

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



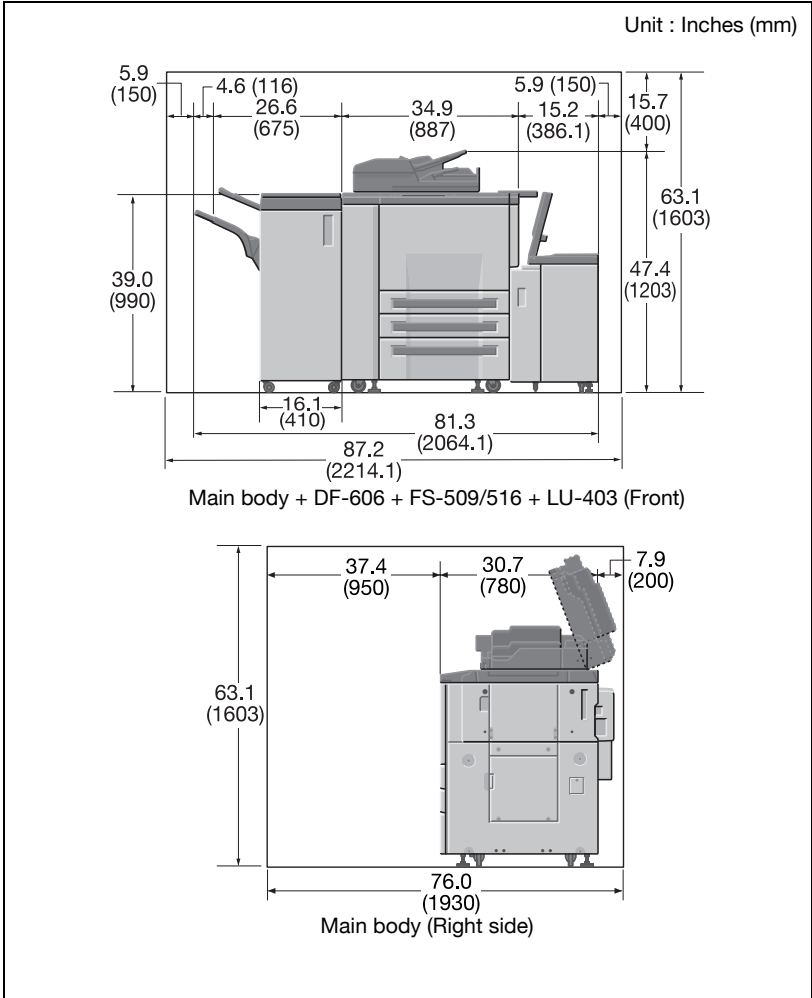
⚠ CAUTION

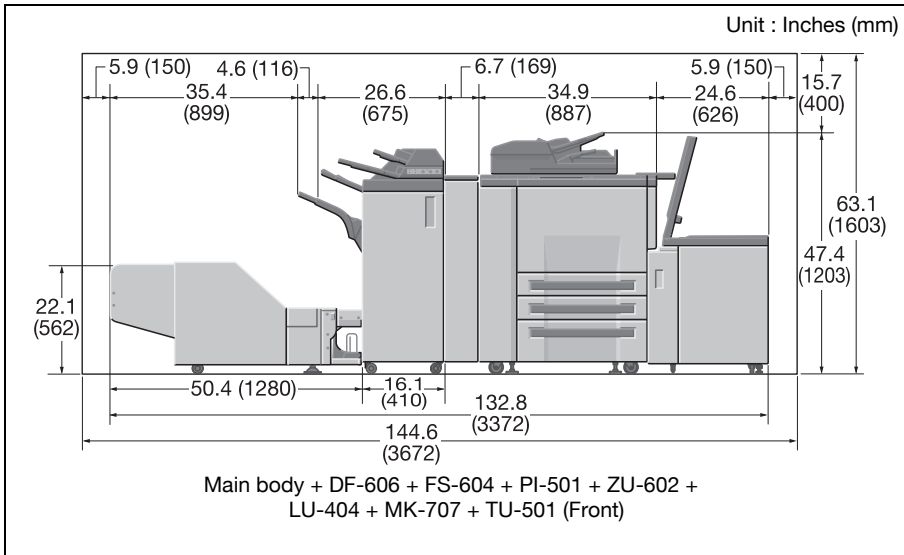
To avoid injury, **DO NOT** put your hand on top of the printed sheets. Be sure to hold both sides of the printed sheets when removing them, and **DO NOT** leave your hand on the printed sheets while the primary (main) tray goes up.



1.4 Installation Space

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





Detail

The whole machine may weigh approx. 510 kg at maximum, depending on the combination of options. Be sure to choose a level and solid floor for the installation place.



Reminder

Finisher tray of Finisher FS-509/516/604 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.

1.5 Operation Precautions

To ensure the optimum performance of this machine, observe the precautions described below.

Plug Socket

A plug socket is limited in capacity. Use only a power source with the correct rating for the machine; otherwise, hazardous situations such as smoking or overheating may occur. See the following list to match the power supply and power consumption:

- 208V ~ 240V / 60Hz: More than 17.6A

Operating Environment

Avoid any environment that is outside the range shown below:

- Temperature: 10°C (50°F) to 30°C (86°F)
- Humidity: 10% to 80%

Paper

Check paper to be sure it conforms to the specifications outlined in Section 3.

- Do not use paper with staples or paper that conducts electricity (silver, carbon, etc.), otherwise an accident may occur as a result of fire.
- To avoid machine trouble, do not use heat-sensitive paper, colored OHP transparencies, or paper specifically designed for ink-jet printer, such as photo-paper.

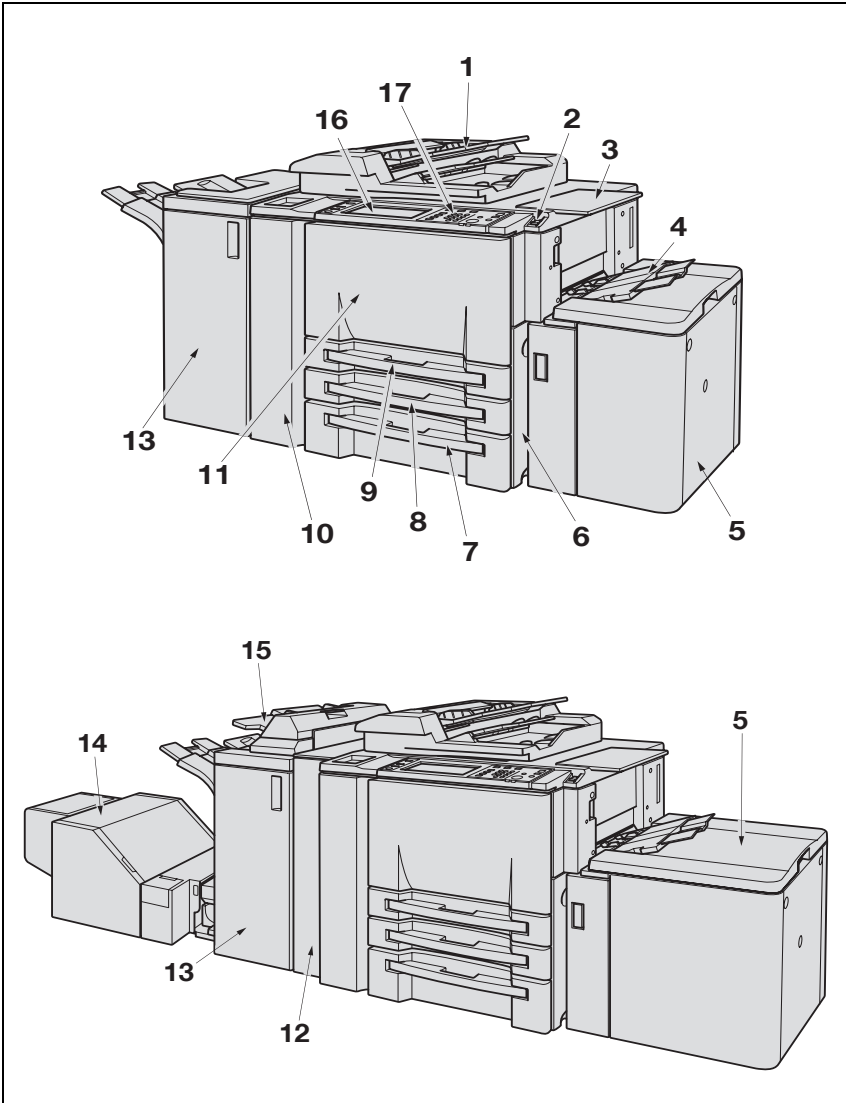


Preparation for Use

2 Preparation for Use

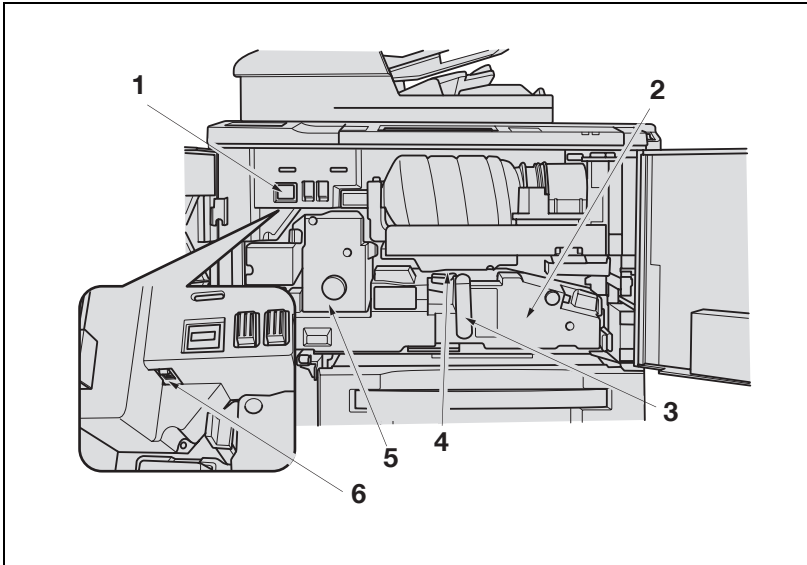
2.1 Machine Configuration

External Machine Items



No.	Item	Description
1	ADF (Automatic Document Feeder)	Automatically feeds multiple originals one at a time to the original glass for copying.
2	Sub power switch	Turns machine power on/off when pressed.
3	Work table	Provides a convenient workspace for documents both before and after copying.
4	Multi-sheet bypass tray	Used for small quantity copying onto plain paper of other size or type than that loaded in main body trays, or copying onto special paper.
5	Tray 4 (Large capacity unit LU-403/ LU-404) (option)	Holds 4,000 sheets (LU-403) / 4,000 sheets (LU-404) of 20 lb paper.
6	Right side door	Opens to allow removal of mishandled paper.
7	Tray 3 (universal tray)	Holds 1,000 sheets (20 lb paper) from 11"×17" to 5.5"×8.5".
8	Tray 2 (universal tray)	Holds 500 sheets (20 lb paper) from 11"×17" to 5.5"×8.5".
9	Tray 1 (universal tray)	Holds 500 sheets (20 lb paper) from 11"×17" to 5.5"×8.5".
10	Left side door	Opens to turn the main power switch on/off, or opens together with front door to allow removal of mishandled paper.
11	Front door	Opens to allow toner supply or removal of mishandled paper.
12	Z folding unit ZU-602 (option)	Punches file holes and/or z-folds the output copies.
13	Finisher FS-509/516/604 (option)	Sorts and/or staples copies into finished sets, and FS-604 also folds or folds & staples copies into booklet-styled sets. With optional Punch kit PK-505 installed, Punch mode is also available.
14	Trimmer unit TU-501 (option)	Trims the end of booklet.
15	Post inserter PI-501 (option)	Used together with FS-509/516/604, loads cover sheet paper to feed it as cover, and enables to use Finisher manually.
16	Touch panel	Displays interactive operation screens.
17	Control panel	Controls copier operations and displays messages as required.

Internal Machine Items



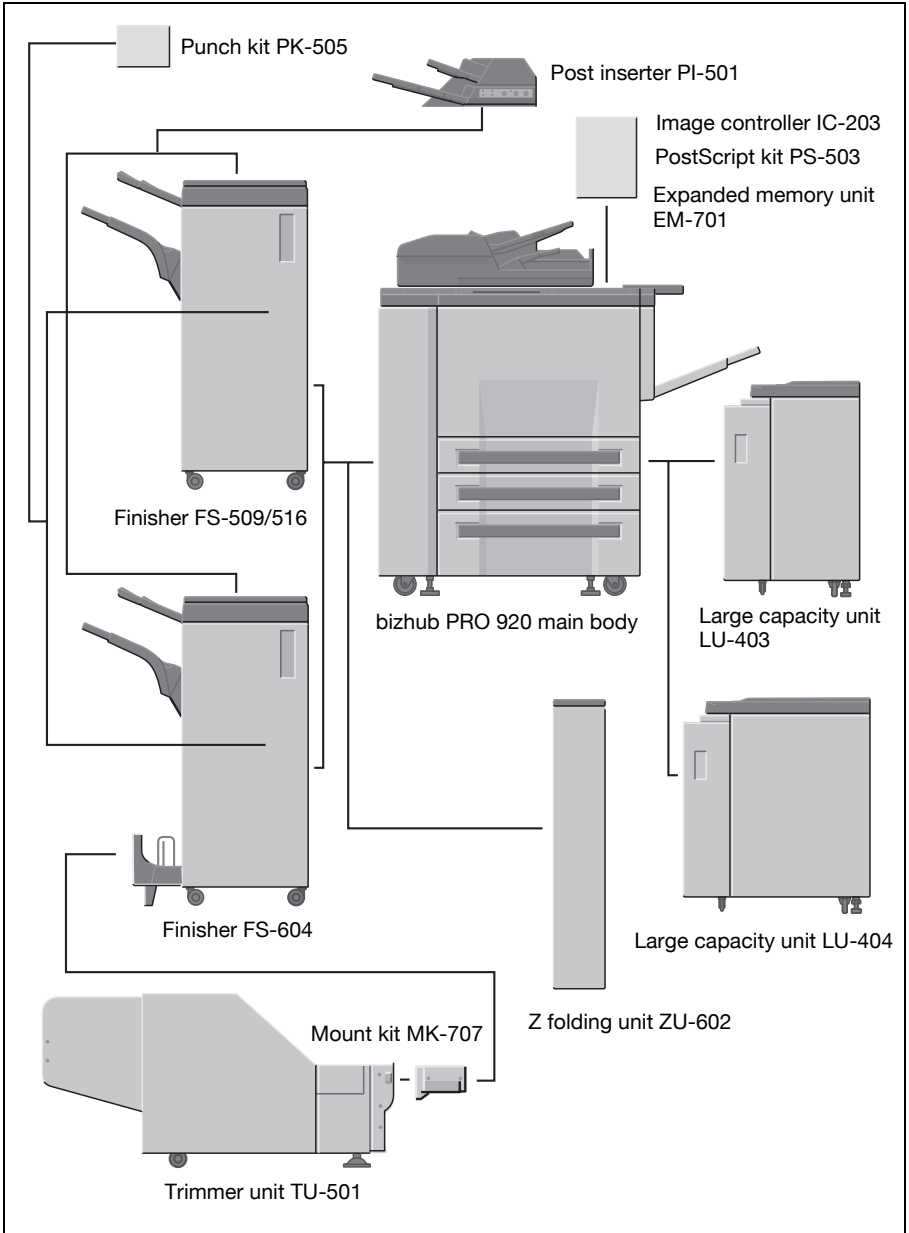
No.	Item	Description
1	Total counter	Indicates the total number of copies and prints made.
2	Conveyance fixing unit	Passes the paper through the drum unit, fuses the toner onto the copy paper, and is to be withdrawn for removal of mishandled paper.
3	Conveyance fixing unit lever	Can be opened rightward 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**

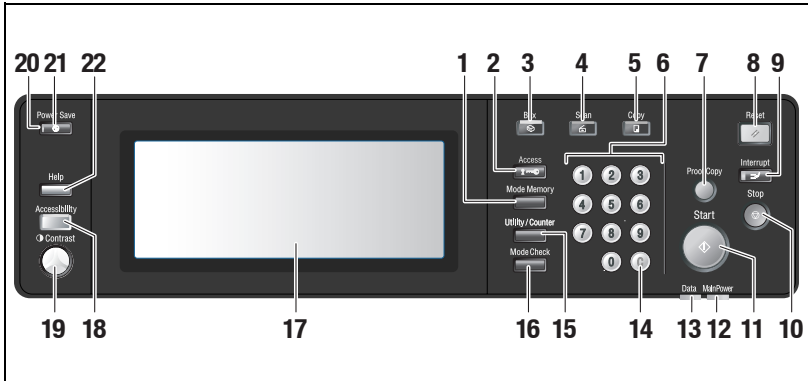
The internal fixing unit is very hot.

→ To avoid getting burned, DO NOT TOUCH.

Standard/Optional Equipment



Control Panel Layout



No.	Name	Description
1	[Mode Memory] key	Displays screens for selecting job store/job recall functions.
2	[Access] key	Sets the machine to allow copying/scanning/printing only when the User Authentication/Account Track password is entered.
3	[Box] key	Press to store the image data in HDD of the main body or on a PC over a network, or to recall the stored data. The indicator of the key will light when pressed. For details, see bizhub PRO 920 User's Guide - Network Scanner.
4	[Scan] key	Press to scan the original images, or to specify the address for data transmission. The indicator of the key will light when pressed. For details, see bizhub PRO 920 User's Guide - Network Scanner.
5	[Copy] key	Press to operate copying functions. The indicator of the key will light when pressed.
6	Keypad	Enters numeric value such as print quantity.
7	[Proof Copy] key	Outputs a single set of copies to confirm whether the current settings are selected properly.
8	[Reset] key	Restores copier to the initial settings.
9	[Interrupt] key	Stops copying/scanning/printing in progress to allow a simple copying job.
10	[Stop] key	Ceases the copying sequence; deletes the stored memory.
11	[Start] key	Activates each function. The Start LED lights in green when machine operation is available, and turns orange if any operation cannot be started.
12	Main Power indicator	Lights in green when the main power switch is turned on.

No.	Name	Description
13	Data indicator	Flashes while receiving print data.
14	[C] (clear) key	Allows resetting of print quantity.
15	[Utility/Counter] key	Displays the Utility Screen or Counter Screen.
16	[Mode Check] key	Displays a screen showing all settings that are selected for the current job.
17	Touch panel	Displays machine and copying status, help information, interactive screens, and touch keys for selecting all functions.
18	[Accessibility] key	Adjusts the response time when touch panel keys or control panel keys are pressed.
19	Contrast adjustment dial	Can be turned to adjust the brightness of the touch panel.
20	Power Save LED	Lights when any power-saving mode is activated, or machine power is off due to the timer function.
21	[Power Save] key	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.
22	[Help] key	Displays a screen with help for the currently selected function.

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, copier operations cannot be continued any more.

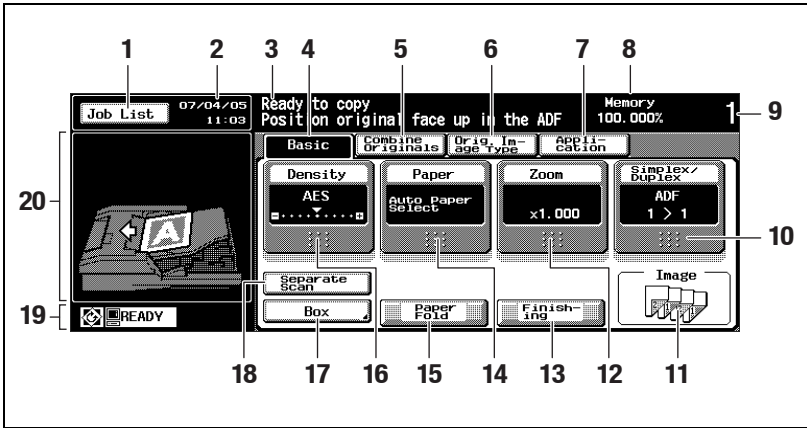
- Stop the operation to prevent any unexpected accident. Write down the report code, then switch off the machine and disconnect from the power socket. Contact your service representative and inform them of the report code.

Basic Screen

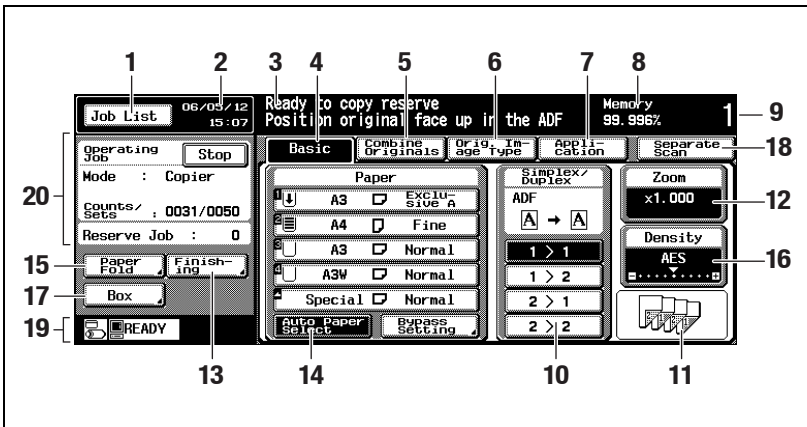
This machine provides a layer selection screen as the Basic Screen. Touching a screen key will display the subsequent screen specific to that function for manual setting.

The Basic Screen can also be changed to the direct selection screen, which allows you to view other basic settings while making a setting change. For details, contact your service representative.

Layer selection screen:

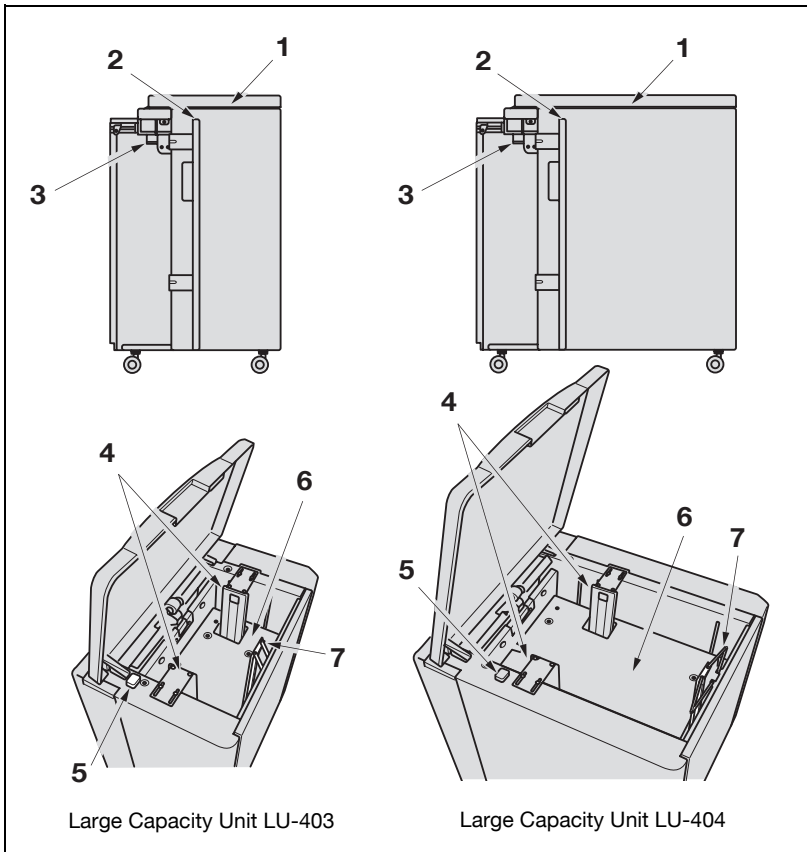


Direct selection screen:



No.	Name	Description
1	[Job List] key	Touched to display the Job List Screen.
2	Date and time indicator	Displays the present date and time, and changes to the timer indication 5 minutes before the Weekly Timer functions if activated.
3	Message area	Displays messages concerning toner supply, preventive maintenance, and printing job.
4	[Basic] tab	Touched to specify the basic copy settings.
5	[Combine Originals] tab	Touched to use the combination function, and to specify the condition of originals to be scanned.
6	[Original Image Type] tab	Touched to specify the original image type.
7	[Application] tab	Touched to select various application functions.
8	Memory indicator	Indicates the remaining memory available for the next operation.
9	Set quantity indicator	Indicates the print quantity entered from the control panel keypad.
10	[Simplex/Duplex] key	Touched to select the copy mode (1-1, 1-2, 2-1, or 2-2).
11	Image area	Displays an icon indicating the position of staple(s), punch holes when specified in the finishing mode, etc.
12	[Zoom] key	Touched to select the preset zoom, user-set zoom, or XY zoom mode.
13	[Finishing] key	Touched to specify the desired finishing mode other than the paper fold modes specified below.
14	[Paper] key	Touched to select the desired paper size or Auto Paper Select function, and also to specify the paper type and size of the paper loaded in the Multi-sheet bypass tray.
15	[Paper Fold] key	Touched to use Half Fold, Fold&Staple, Trimming, Z-Fold, Letter Fold In, or Letter Fold Out function.
16	[Density] key	Touched to specify the desired exposure level, to activate the automatic exposure function, to select the preset density, or to specify the background density.
17	[Box] key	Touched to store the scanned image data on HDD, or to recall the stored data from HDD for printing.
18	[Separate Scan] key	Touched to store scanned images into memory.
19	Machine status icons	Indicate the current machine status.
20	Setting image area	Illustrates various settings during the operation. If the direct selection screen is specified as the Basic Screen, this area displays the previous or current job information only. Switching to the illustrational information is unavailable, as in the user setting provided for the layer selection screen.

Large Capacity Unit LU-403/LU-404

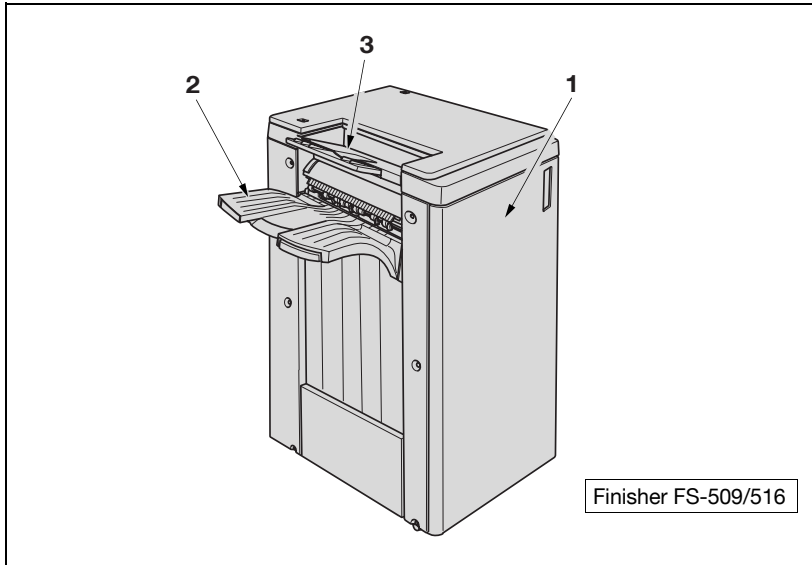


Large Capacity Unit LU-403

Large Capacity Unit LU-404

No.	Name	Description
1	Top door	Opens to allow paper loading or removal of mishandled paper.
2	Left side door	Opens to allow removal of mishandled paper.
3	Relay lever	Can be moved downward to ease removal of mishandled paper.
4	Paper guides	Hold copy paper to fix the position.
5	Paper loading button	Pressed to lower the bottom plate to allow paper loading.
6	Bottom plate	Goes up automatically when paper supply becomes low, and goes down when the paper loading button is pressed.
7	Rear stopper	Fixes the rear end of copy paper.

Finisher FS-509/516 (+ Punch Kit PK-505)

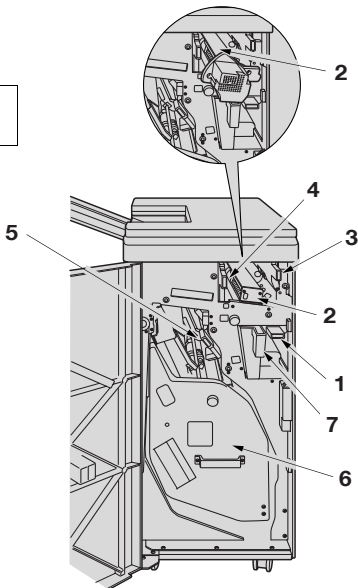
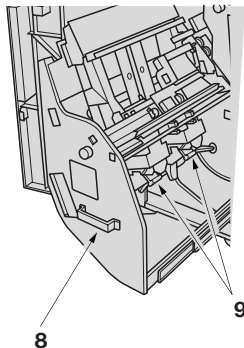


No.	Name	Description
1	Finisher door	Opens to the internal finisher to allow replenishing staples and clearing mishandled paper, and also to allow removal of waste paper punched out when Punch kit PK-505 is installed.
2	Primary (main) tray	Holds sets output in the selected finishing mode other than specified above.
3	Secondary (sub) tray	Holds sets output in Sort, Group, Face Up, or Face Down mode.

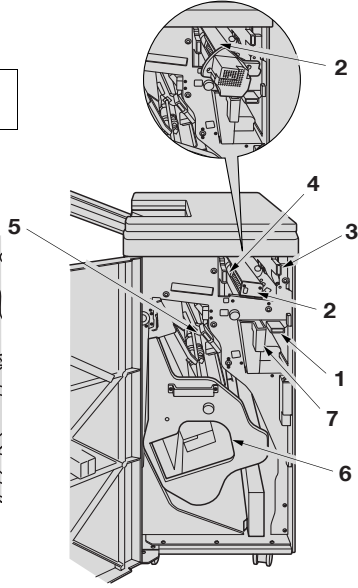
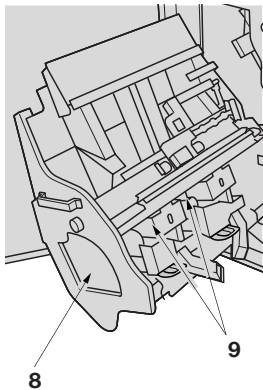
**Reminder**

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.

Finisher FS-509
+ Punch Kit PK-505

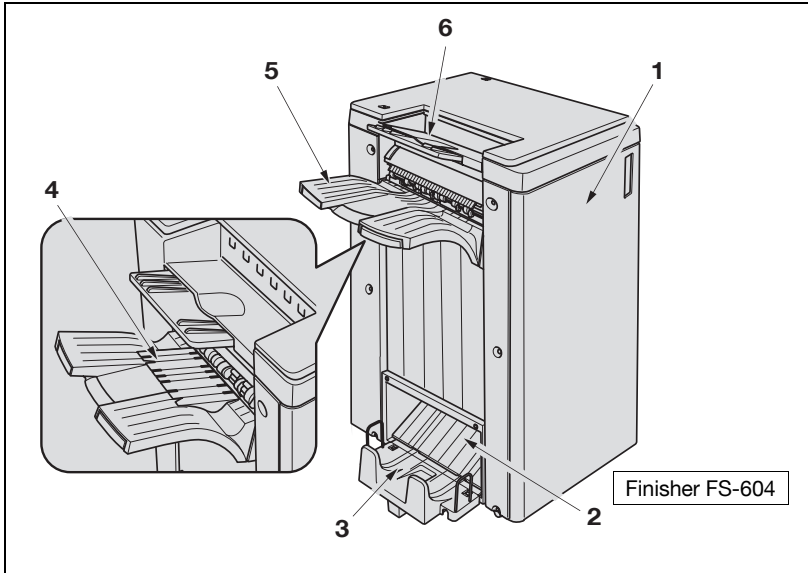


Finisher FS-516
+ Punch Kit PK-505



No.	Name	Description
1	Inlet lever	Opens downward to remove mishandled paper.
2	Punch kit (option)	Punches file holes in output copies.
3	Cover sheet conveyance lever	Opens leftward to remove mishandled paper.
4	Secondary (Sub) tray conveyance lever	Opens rightward to remove mishandled paper.
5	Stacker conveyance lever	Opens down and leftward to remove mishandled paper.
6	Stacker unit	Holds stapler.
7	Trash basket (option)	Holds waste paper punched out and withdrawn for removal of waste paper.
8	Stacker unit handle	Withdraws the unit to allow clearing mishandled paper or replenishing staples.
9	Cartridge housing	Holds staple cartridge and to be removed from the stacker unit when replenishing staples.

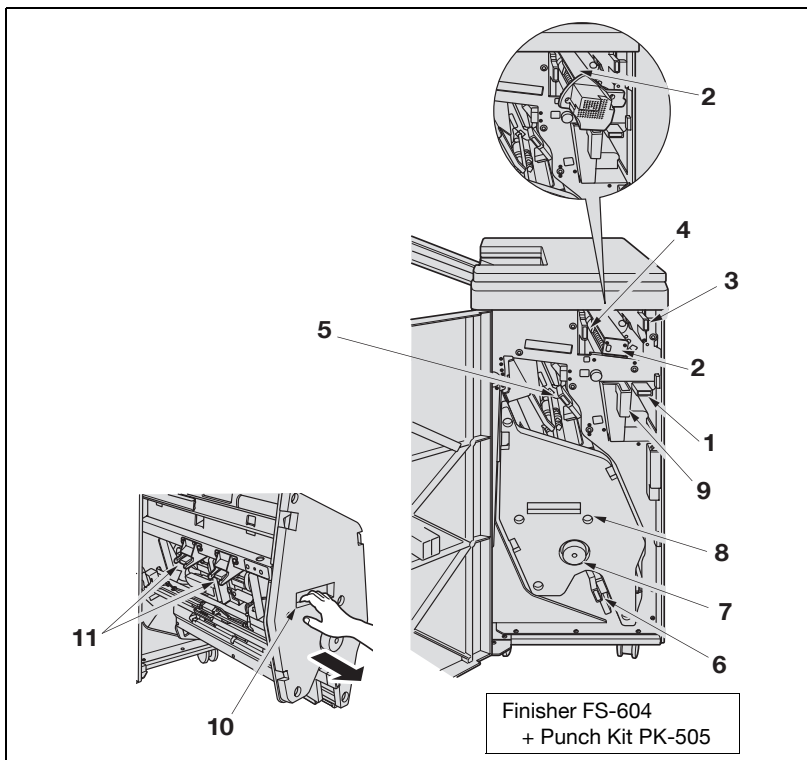
Finisher FS-604 (+ Punch Kit PK-505)



No.	Name	Description
1	Finisher door	Opens to the internal finisher to allow replenishing staples and clearing mishandled paper, and also to allow removal of waste paper punched out when Punch kit PK-505 is installed.
2	Folding mode outlet	Delivers sets output in Half Fold, Fold&Staple, Letter Fold In, or Letter Fold Out mode.
3	Folding mode tray	Holds sets output in Half Fold, Fold&Staple, Letter Fold In, or Letter Fold Out mode.
4	Exit paper guide	Used to hold paper to prevent it from being curled excessively. Normally stored in the guide holder on the back of the finisher.
5	Primary (main) tray	Holds sets output in the selected finishing mode other than specified above.
6	Secondary (sub) tray	Holds sets output in Sort, Group, Face Up, or Face Down mode.

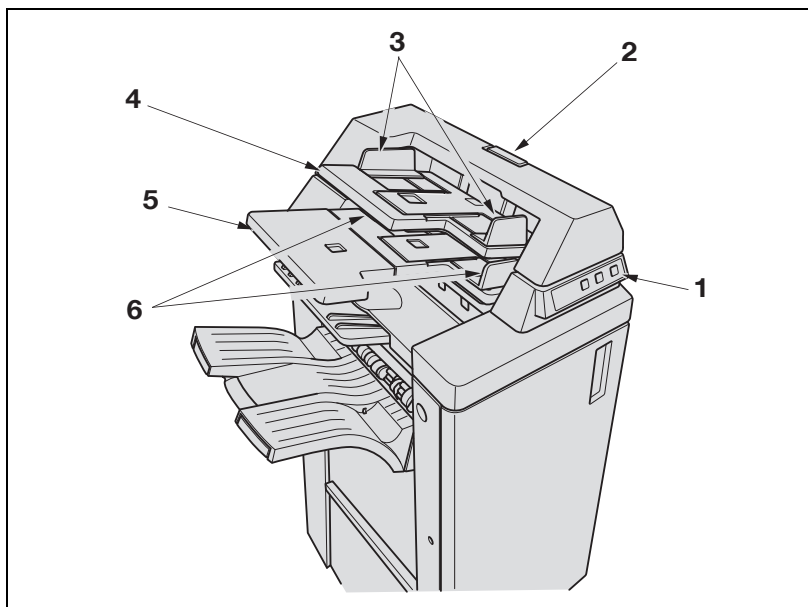
**Reminder**

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.



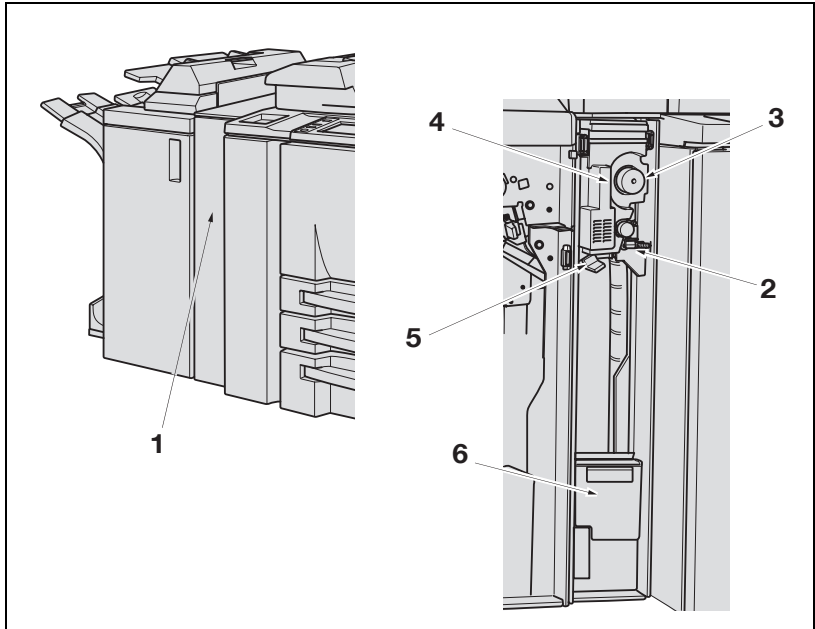
No.	Name	Description
1	Inlet lever	Opens downward to remove mishandled paper.
2	Punch kit (option)	Punches file holes in output copies.
3	Cover sheet conveyance lever	Opens leftward to remove mishandled paper.
4	Secondary (Sub) tray conveyance lever	Opens rightward to remove mishandled paper.
5	Stacker conveyance lever	Opens down and leftward to remove mishandled paper.
6	Lower lever	Opens leftward after withdrawing the stacker unit, in order to remove mishandled paper.
7	Knob	Can be turned to ease removal of mishandled paper.
8	Stacker unit	Holds stapler, and also holds the device to provide Half Fold, Fold&Staple, Letter Fold In and Letter Fold Out modes.
9	Trash basket (option)	Holds waste paper punched out and withdrawn for removal of waste paper.
10	Stacker unit handle	Withdraws the unit to allow clearing mishandled paper or replenishing staples.
11	Cartridge housing	Holds staple cartridge and to be removed from the stacker unit when replenishing staples.

Post Inserter PI-501



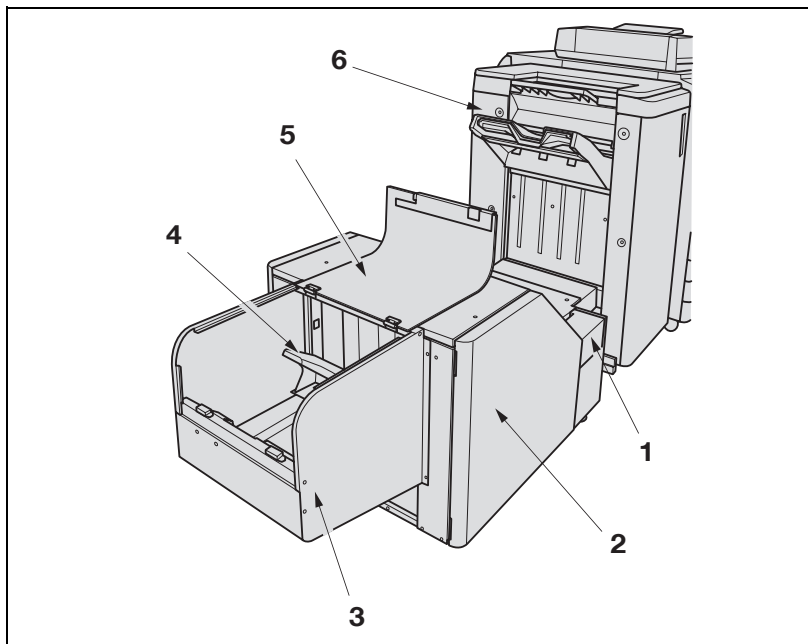
No.	Name	Description
1	Manual finishing operation panel	Operates when using finisher manually.
2	Upper unit release lever	Opens upward to slide the upper unit leftward when removing mishandled paper.
3	Upper tray paper guides	Hold cover sheets to fix the position.
4	Cover sheet feeder (upper)	Holds cover sheets.
5	Cover sheet feeder (lower)	Holds cover sheets to be used for manual operation.
6	Lower tray paper guides	Hold cover sheets to fix the position.

Z Folding Unit ZU-602



No.	Name	Description
1	Z folding unit front door	Opens to allow removal of mishandled paper or waste paper punched out.
2	Inlet lever	Opens to allow removal of mishandled paper.
3	Knob	Turned to ease removal of mishandled paper.
4	Handle	Can be withdrawn to allow removal of mishandled paper.
5	Outlet lever	Opens to allow removal of mishandled paper.
6	Trash basket	Holds waste paper punched out and withdrawn for removal of waste paper.

Trimmer Unit TU-501

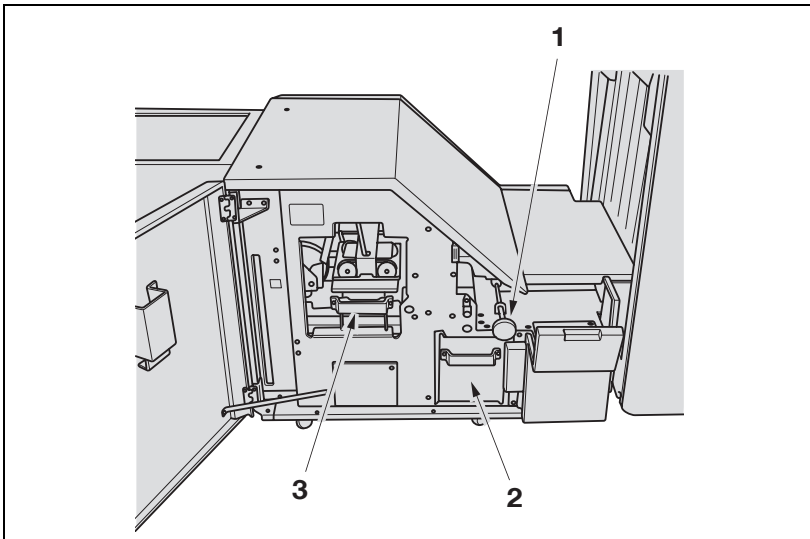


No.	Name	Description
1	Front-right cover	Opens to allow removal of mishandled paper.
2	Front door	Opens to allow removal of mishandled paper or waste paper.
3	Trimmer stacker	Holds sets output in Trimming mode.
4	Trimmer unit tray	Slides to the left side each time a trimmed booklet is delivered.
5	Trimmer stacker cover	Opens to allow you to take out the finished sets.
6	Finisher FS-604	Available for the Trimmer unit to be installed.

**Reminder**

DO NOT place heavy objects on the trimmer stacker or apply any weight on it. Excessive weight applied to the inside or outside of the trimmer stacker will damage the equipment.

DO NOT use the stacker for storage. The tray inside the stacker slides to the left while finished sets are delivered; impeding the movement may cause an unexpected trouble.



No.	Name	Description
1	Trimmer unit knob	Can be turned to ease removal of mishandled paper.
2	Trash basket	Holds waste paper cut off from the booklets and withdrawn for removal of waste paper.
3	Trimmer pressure release lever	Opens to allow removal of mishandled paper.

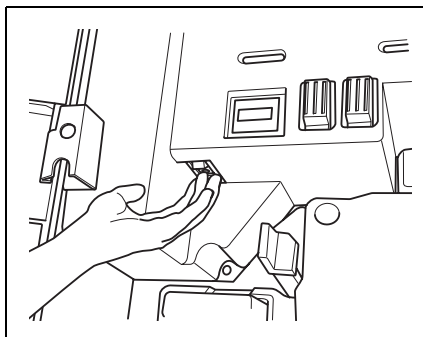
2.2 Turning On/Off the Power Switch

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

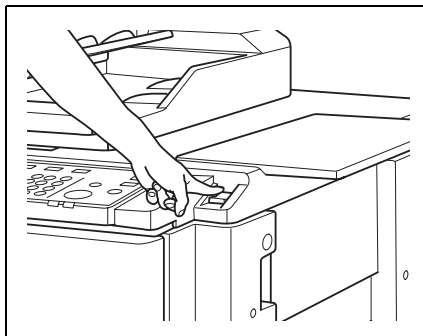
The main power switch should normally be kept turned on. Be sure not to use it in usual operation.

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 door to reach it.When the main power switch is turned on, the Main Power indicator on the control panel will light in green.



- 2 Turn ON the sub power switch.
 - The sub power switch is located on the right side of the control panel.

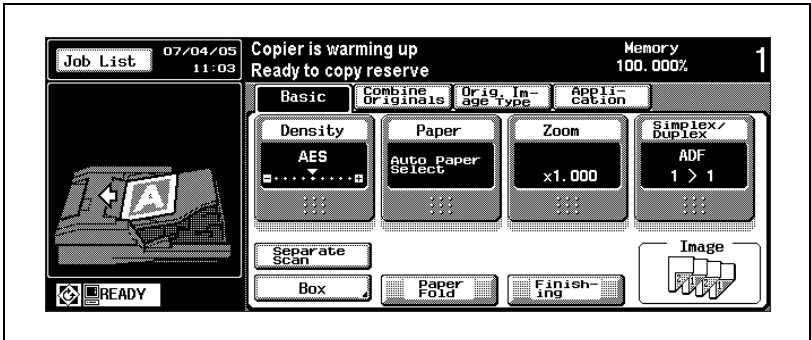


- 3 The Wake-up Screen and Basic Screen will be displayed.



Warmup takes approx. 5.5 minutes.

During warmup, the message “Ready to copy reserve” will be displayed in the message area of the Basic Screen.



When printing job becomes available, the message “Ready to copy” will be displayed.

**Note**

If the initial settings are changed by the administrator, the modified conditions will be displayed on the Basic Screen.

If a key counter or copy card is required, follow the instruction on the screen.

**Detail**

While the machine is warming up, you can select copy conditions and start scanning so that the machine may start printing immediately the machine engine is ready. See page 8-19 for details.

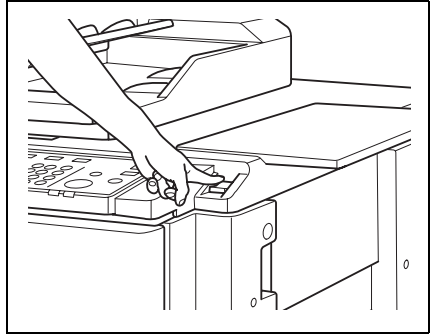
User Authentication or Account Authentication may be required to operate the machine. See page 2-30 for details.

Administrator can set the machine to display seven types of warmup screen during warmup. For details, see page 3-19 of POD Administrator's reference.

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 Main Power indicator will go out.



2 Turn OFF the main power switch.

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



Reminder

If the machine is under control of the Weekly Timer function, turning off the power will deactivate the function.

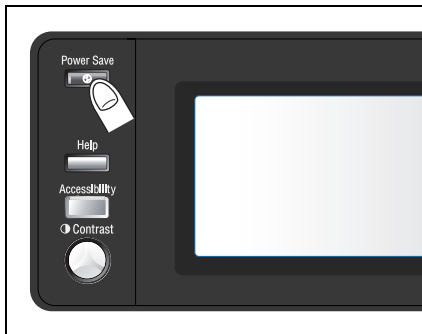
Be sure not to turn off the main power switch in usual operation.

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.

2.3 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.



Detail

Power Save function has two modes; Low Power and Sleep. See the following description for details.

This function can also be activated manually. See page 2-26 for details.

If Weekly Timer has been activated, the Basic 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 page 2-28 for details.

Low Power

This function conserves energy by lowering the power consumption to 244.4W in standby mode.

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 orange, while the Main Power indicator keeps green.

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



Detail

The Low Power function can be set to 5 minutes/ 10 minutes/ 15 minutes/ 30 minutes/ 60 minutes/ 120 minutes/ 240 minutes. For details, see page 4-12 of POD Administrator's reference.



Note

If the Sleep 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.

Sleep

This function achieves further energy conservation by reducing power consumption to 9.2W in standby mode.

In the initial setting, Sleep follows Low Power after a specified period (initially 90 minutes) of copier inactivity, with the Power Save LED lit and all other LEDs on the control panel and touch panel turned off. The Main Power indicator keeps green.

To start a copying job, press [Power Save]. The copying operation will become available.



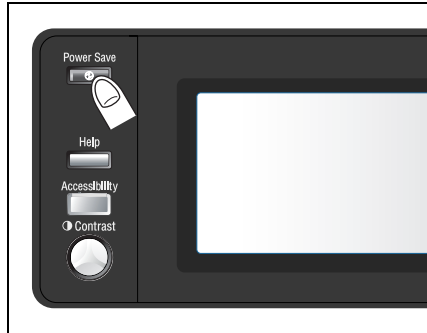
Detail

The Sleep can be set for 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes, or can be deactivated. For details, see page 4-12 of POD Administrator's reference.

Using Power Save Manually

Follow the procedure below to operate Power Save function (Low Power or Sleep) manually.

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



The following message will be displayed.

Using Sleep:

Entry Sleep mode, after 10 second

Press key/screen to cancel

Using Low Power:

Entry Low Power mode, after 10 second

Press key/screen to cancel

- 2 Power Save will be activated.

The [Power Save] LED will be lit and the touch panel will be turned off.

**Detail**

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

**Press Power Save more than one second,
then release it for sleep mode**

**Press Power Save continuously more
than one second for low power mode**

**Detail**

The machine is initially set to activate the Sleep function manually. To use Low Power instead, see page 4-12 of POD Administrator's reference.

When Weekly Timer Is Activated

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

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)

Prerequisites:

- ✓ The Timer Interrupt password is to be specified in the administrator setting. Ask your administrator for the password.
- ✓ The machine power will be turned off automatically if 5 minutes have passed without entering a password.
- ✓ Entering a number smaller than 5 will set the minute at 5. A number larger than 60 is also unavailable.

1 Press [Power Save] on the control panel.

The Basic Screen will be displayed along with the following message:

Timer interrupt mode
Please input password

- ? Does the message read "Input copy time / 0 hour(s) 05 minute(s)"?
→ Password is not required to be entered. 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].

- ? Is the entered password invalid?
→ 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]. 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.



Detail

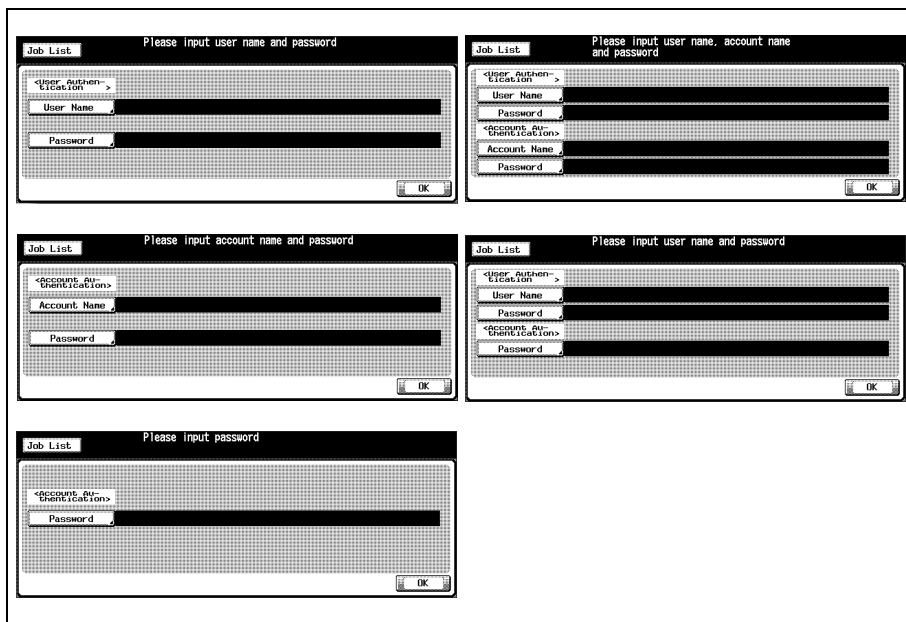
For various settings of the Weekly Timer function, see page 4-16 of POD Administrator's reference.

2.4 Making Authentication

This machine can prohibit its operation until the user name, user password, account name, and/or account password specified by the administrator are verified.

Copy quantity limit for each account can also be set.

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



Copying will be available by the following procedure.

To make authentication

- 1 Enter the user name, user password, account name, and/or account 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), account name (Max. 8 characters) and/or 8-digit account password.
- 2 Touch [OK].

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

- 3 Start machine operation.
Normal copying/printing/scanning job is available on the machine.
- 4 When machine operation is completed, press [Access].
The initial state will be restored, with the User Authentication Screen displayed on the touch panel.

**Detail**

Contact your administrator if the message "Copy limit reached" is displayed and machine operation becomes unavailable.



Paper and Original Information

3 Paper and Original Information

3.1 Paper Information

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

- Trays 1, 2, and 3 (Main body trays)
- Tray 4 (Large capacity unit LU-403/404)
- Multi-sheet bypass tray

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

- ADU (Automatic Duplex Unit)
- Finisher (FS-509/FS-516/FS-604)
- Post inserter (PI-501)
- Punch kit (PK-505)
- Z folding unit (ZU-602)
- Trimmer unit (TU-501)

Paper Weight

Paper trays	Weight
Tray 1, 2, and 3 (Main body trays)	16 to 24 lb
Large capacity unit LU-403/404	Thick 1: 25 to 45 lb Thick 2: 46 to 53 lb (200 g/m ²)
Multi-sheet bypass tray	Thin: 13 to 15 lb Tab paper: 50 to 72 lb

Equipment	Weight
ADU	16 to 53 lb (200 g/m ²)
Finisher FS-509/516	13 to 53 lb (200 g/m ²)
Finisher FS-604	16 to 28 lb + 53 lb (200 g/m ²) 20 to 28 lb + 53 lb (200 g/m ²) (for Fold&Staple mode only)
Post inserter PI-501	13 to 53 lb (200 g/m ²)
Punch kit PK-505	16 to 34 lb
Z folding unit ZU-602	16 to 24 lb
Trimmer unit TU-501	16 to 28 lb + 53 lb (200 g/m ²)

**Detail**

The paper type setting for trays 1 to 4 is described in the POD Administrator's reference. See page 1-2 for details.

The paper type setting for Multi-sheet bypass tray is described in Section 9, Copying Using Special Paper. See page 9-15 for details.

See page 4-9 for loading tabbed sheets in main body trays and Multi-sheet bypass tray.

**Reminder**

The tray specified as Tab paper cannot be used in duplex copying.

Be sure to load only the paper type specified for that tray such as Thick, Thin, or Tab paper.

Tray/ Exit Tray Capacity

Paper trays	Capacity
Tray 1 and 2 (Main body trays)	500 sheets (20 lb)
Tray 3 (Main body tray)	1,000 sheets (20 lb)
Tray 4 (Large capacity unit LU-403)	4,000 sheets (20 lb)
Tray 4 (Large capacity unit LU-404)	4,000 sheets (20 lb)
Multi-sheet bypass tray	150 sheets (20 lb) 1 sheet each for OHP transparencies

Equipment		Capacity
ADU		Unlimited
Finisher FS-509/516	Secondary (sub) tray	200 sheets
	Primary (main) tray	500 sheets (5.5"×8.5", 5.5"×8.5"R, A5, A5R) 3,000 sheets (8.5"×11", 8.5"×11"R, A4, A4R, B5, B5R) 1,500 sheets (11"×17", 8.5"×14", A3, B4) * See the table below for Staple and Z-Fold mode.
Finisher FS-604	Secondary (sub) tray	200 sheets
	Primary (main) tray	500 sheets (A5, A5R, 5.5"×8.5", 5.5"×8.5"R) 2,500 sheets (A4, A4R, B5, B5R, 8.5"×11", 8.5"×11"R) 1,500 sheets (A3, B4, 11"×17", 8.5"×14") * See the table below for Staple and Z-Fold mode.
	Fold&Staple tray	Approx. 100 sheets Half Fold: 33 sets for 3-sheet-folded booklet (99 sheets, 396 pages) (25 sets for 8.5"×11"R, A4R) Fold&Staple: 20 sets for 5-sheet-folded booklet (100 sheets, 400 pages) (15 sets for 8.5"×11"R, A4R), or 5 sets for 20-sheet-folded booklet (100 sheets, 400 pages) * Maximum number of folded sheet is 3 for Half Fold, and 20 for Fold&Staple mode.
Post inserter PI-501		Approx. 200 sheets 53 lb (200 g/m ²) or within 30 mm thick
Z folding unit ZU-602		Punch: Unlimited Z-Fold: 1 sheet only
Trimmer unit TU-501		Approx. 512 sheets 100 sets max. for 2~5-sheet-folded booklet 50 sets max. for 6~10-sheet-folded booklet 32 sets max. for 11~16-sheet-folded booklet * Maximum number of folded sheet is 3 for Half Fold and Trimming, and 16 for Fold&Staple and Trimming.

**Note**

See the following tables for Tray capacity for Staple and Z-Fold with Staple modes.

Primary (main) tray capacity for Staple mode using Finisher FS-604:

Paper size / Number of stapled sheets	8.5"×14", 8.5"×11"/8.5"×11"W, 8.5"×11"R/ 8.5"×11"WR, 5.5"×8.5"/5.5"×8.5"W (B4/ B4W, A4/A4W, A4R/A4WR, B5/B5W, A5/ A5W)	11"×17"/11"×17"W (A3/A3W)
2 ~ 9	100 sets	50 sets
10 ~ 20	50	50
21 ~ 30	30	30
31 ~ 40	25	25
41 ~ 50	20	20

Primary (main) tray capacity for Staple and Z-Fold modes using Finisher FS-509/516/604:

Capacity for one stapled set		Primary (Main) tray capacity
Number of Z-folded sheets	Number of regular sheets	
1 sheet	1 ~ 40 sheets	20 stapled sets
2 sheets	0 ~ 30	10
3	0 ~ 20	4
4	0 ~ 10	3
5	0	2
6 or more	Staple is unavailable with Z-Fold.	

**Note**

Finisher FS-509 is provided with two types of staple cartridge. Using 50-sheet-staple cartridge, up to 50 sheets can be stapled. Using 100-sheet-staple cartridge, up to 100 sheets can be stapled.

Primary (main) tray capacity depends on the paper size and number of stapled sheets. Heed the limits by referring to the table below.

Primary (main) tray capacity for Staple mode using Finisher FS-509/516:

Paper size / Number of stapled sheets	8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5" (B4, A4, A4R, B5, A5)	11"×17" (A3)
2 ~ 9	150 sets	50 sets
10 ~ 20	50	50
21 ~ 30	30	30
31 ~ 40	25	25
41 ~ 50	20	20
51 ~ 60*	15	-
61 ~ 100*	10	-

* Available only on Finisher FS-509 with 100-sheet-staple cartridge and on FS-516.

Paper Size

Paper trays	Available sizes
Tray 1, 2, and 3 (Main body trays)	<ul style="list-style-type: none"> Standard: 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", A3, B4, A4, A4R, B5, B5R, A5* *: Portrait orientation only Original Size Detection: Detects A4R instead of 8.5"×11"R, A5 instead of 5.5"×8.5", and 8"×13"/8.12"×13.2"/8.25"×13"/8.5"×13" instead of 8.5"×14. Custom: Max. 12.36"×18.11" (314 × 460 mm) ~ min. 8.27"×5.51" (210 × 140 mm) Wide Paper: 11"×17"W, 8.5"×11"W, 8.5"×11"WR, 5.5"×8.5"W, A3W, B4W, A4W, A4WR, B5W, A5W
Tray 4 (Large capacity unit LU-403)	8.5"×11" fixed (can be changed to the following sizes) <ul style="list-style-type: none"> Standard: A4, B5 Custom: Max. 12.36"×8.78" (314 × 223 mm) ~ min. 10.12"×7.17" (257 × 182 mm) Wide Paper: 8.5"×11"W, A4W, B5W
Tray 4 (Large capacity unit LU-404)	11"×17" fixed (can be changed to the following sizes) <ul style="list-style-type: none"> Standard: 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, A3, B4, A4, A4R Custom: Max. 12.36"×18.11" (314 × 460 mm) ~ min. 8.27"×11" (210 × 279 mm) Wide Paper: 11"×17"W, 8.5"×11"W, 8.5"×11"WR, A3W, B4W, F4W, A4W, A4WR
Multi-sheet bypass tray	<ul style="list-style-type: none"> Standard: 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", A3, B4, A4, A4R, B5, B5R, A5 Original Size Detection: Detects A4R instead of 8.5"×11"R, A5 instead of 5.5"×8.5", and 8"×13"/8.12"×13.2"/8.25"×13"/8.5"×13" instead of 8.5"×14. Custom: Max. 12.36"×18.11" (314 × 460 mm) ~ min. 3.94"×5.83" (100 × 148 mm) Wide Paper: 11"×17"W, 8.5"×11"W, 8.5"×11"WR, 5.5"×8.5"W, 5.5"×8.5WR, A3W, B4W, A4W, A4WR, B5W, B5WR, A5W, A5WR
Equipment	Available sizes
ADU	<ul style="list-style-type: none"> Standard/Original Size Detection: 11"×17" to 5.5"×8.5"** *: Portrait orientation only Custom: Unavailable Wide Paper: 11"×17"W to 5.5"×8.5"W* *: Portrait orientation only
Finisher FS-509/516	Max. 12.36"×18" (314 × 458 mm) ~ min. 3.94"×5.83" (100 × 148 mm)
Finisher FS-604	Max. 12.36"×18.11" (314 × 460 mm) ~ min. 3.94"×5.83" (100 × 148 mm) (8.5"×11", A3, B4, A4R only in Half Fold and Fold&Staple modes)

Equipment	Available sizes
Post inserter PI-501	Max. 12.36"×18.11" (314 × 460 mm) ~ A5 <ul style="list-style-type: none"> • Upper tray detection size: 8.5"×11", 8.5"×11"R, 5.5"×8.5", A4, B5, B5R Detects A5 instead of 5.5"×8.5", A4R instead of 8.5"×11"R • Lower tray detection size: 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", A3, B4, A4, B5, B5R Detects A5 instead of 5.5"×8.5", A4R instead of 8.5"×11"R, and 8"×13"/8.12"×13.2"/8.25"×13"/8.5"×13" instead of 8.5"×14.
Z folding unit ZU-602	Punch mode: 11"×17", 8.5"×11" Z-fold mode: 11"×17" (z-fold), 8.5"×11" (double-fold) All other paper sizes will be output without z-fold/double-fold.
Trimmer unit TU-501	11"×17", 8.5"×14", 8.5"×11"R, A4R and those wide sizes



Reminder

Be sure to use paper only of the size specified for the tray, especially when specified as one of the sizes in Original Size Detection, Custom, or Wide Paper.



Note

If any size other than A4 (LU-403)/ A3 (LU-404) is desired, contact your service representative.

Detailed information of paper sizes are:

F4: 8"×13" (203 × 330 mm)

A3: 11.69"×16.54" (297 × 420 mm)

B4: 10.12"×14.33" (257 × 364 mm)

A4: 8.27"×11.69" (210 × 297 mm)

B5: 7.17"×10.11" (182 × 257 mm)

A5: 5.85"×8.27" (148 × 210 mm)



Detail

When setting wide size to the Multi-sheet bypass tray, be sure to specify the precise dimensions of paper to be used. See page 9-15 for details.

Special Paper in Multi-Sheet Bypass Tray

Multi-sheet bypass tray accepts the following special paper type that cannot be loaded in the main body trays.

OHP transparencies, tracing paper



Note

When using special paper type other than the above mentioned, select User as paper type in the Bypass tray setting.

CAUTION

Do not use paper with staples or paper that conducts electricity (silver, carbon, etc.)

→ An accident may occur as a result of fire.



Reminder

To avoid machine trouble, do not use heat-sensitive paper, colored OHP transparencies, or paper specifically designed for ink-jet printer, such as photo-paper.

To Store Copy Paper

Heed the following precautions when storing 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.

3.2 Original Information

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

Using Original Glass

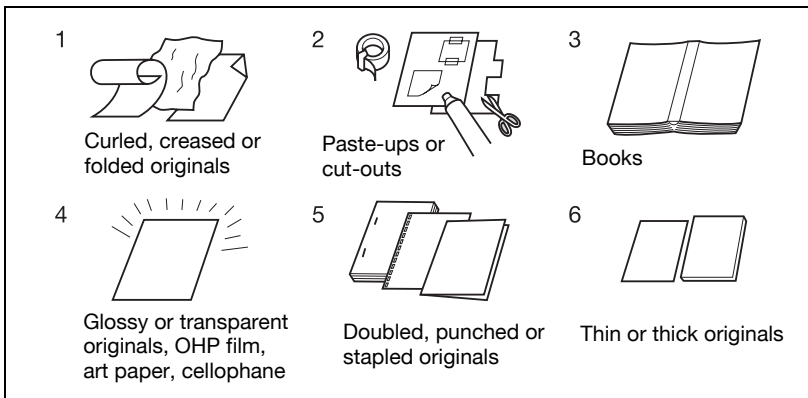
Use the original glass when originals are not suitable for use with the document feeder, e.g., when size is incompatible, or when originals are folded, stapled, torn, or in generally poor condition.



Detail

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

Unsuitable ADF Originals:



Specifications for Using Original Glass:

- 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 (Max. 297 × 432 mm ~ min. 140 × 216 mm)
- Max. book weight/thickness: 15 lb (6.8 kg) / 1.2" (30 mm)
- Original placement: Face down on left depth side of glass



CAUTION

Do not place too heavy originals, or do not press strongly when thick original is placed and is under pressure of ADF

→ The glass may be broken and you may be injured.

**Detail**

Administrator can set the machine to detect 8.5"×11", A4, A5R or B6R instead of 5.5"×8.5"R. See page 4-50 of POD Administrator's reference.

Detectable paper size can be changed from Inch to Metric, Metric A Size Paper, or Full Size by the administrator. See page 4-50 in the POD Administrator's reference.

ADF Originals

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

- Normal mode
- Mixed Original mode
- Z-Folded mode
- Single Feed mode

Specifications for each mode are described as follows.

Normal mode:

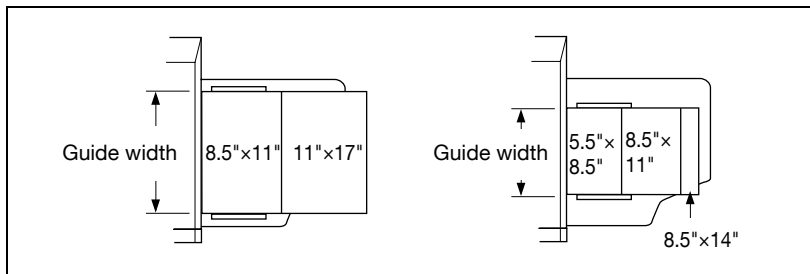
- Sizes available to be fed: Max. 11.69"×17" ~ 5.04"×5.5" (297 × 431.8 mm ~ 128 × 139.7 mm)
- Detectable original size: 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 5.5"×8.5"R, A3, B4, A4, B5, B5R, B6R
- Original weight: 13 ~ 34 lb (no special stock)
- Curling tolerance: 0.39" (10 mm) or less
- Max. feeder capacity: 100 sheets (20 lb)
- Feeding tolerance: 5 times or less (single-sided) / 3 times or less (double-sided)

Mixed Original mode:

Use Mixed Original mode to copy mixed size originals.

- Original size: Three types of size combination are determined by the ADF guide width.
 - 11"×17", 8.5"×14", 8.5"×11" and 5.5"×8.5"* mixed
 - 8.5"×14", 8.5"×11", 8.5"×11"R and 5.5"×8.5"* mixed
- * 5.5"×8.5" original is available in portrait type feeding only.
- Original weight: 13 ~ 34 lb (no special stock)
- Curling tolerance: 0.39" (10 mm) or less
- Max. feeder capacity: 100 sheets (20 lb)
- Feeding tolerance: 5 times or less (single-sided) / 3 times or less (double-sided)

See below for the guide width of each combination.



**Detail**

Detectable paper size can be changed from Inch to Metric, Metric A Size Paper, or Full Size by the administrator. See page 4-50 in the POD Administrator's reference.

When loading 8.5"x11"R in the Multi-sheet bypass tray and specifying the size in Bypass tray setting, the machine will detect A4R original as 8.5"x11"R. For details of Bypass tray setting, see page 9-15.

Z-Folded mode:

Use Z-Folded mode to scan folded originals without using the size detection sensor of the ADF.

- Sizes available to be fed: Max. 11.69"×17" ~ 5.04"×5.5" (297 × 431.8 mm ~ 128 × 139.7 mm)
- Detectable original size: 11"×17", 8.5"×14", 8.5"×11", 5.5"×8.5", 5.5"×8.5"R, A3, B4, A4, B5, B5R, B6R
- Original weight: 13 ~ 34 lb (no special stock)
- Curling tolerance: 0.39" (10 mm) or less
- Max. feeder capacity: 100 sheets (20 lb)
- Feeding tolerance: 5 times or less (single-sided) / 3 times or less (double-sided)

Single Feed mode:

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

- Sizes available to be fed: Max. 11.69"×17" ~ 5.04"×5.5" (297 × 431.8 mm ~ 128 × 139.7 mm)
- Detectable original size: 11"×17", 8.5"×14", 8.5"×11", 5.5"×8.5", 5.5"×8.5"R, A3, B4, A4, B5, B5R, B6R
- Original weight: 13 ~ 53 lb (200 g/m²) (single-sided) / 13 ~ 45 lb (double-sided)
- Curling tolerance: 0.39" (10 mm) or less
- Max. feeder capacity: 1 sheet at a time
- Feeding tolerance: 5 times or less (single-sided) / 3 times or less (double-sided)

4

Supplies & Handling

4 Supplies & Handling

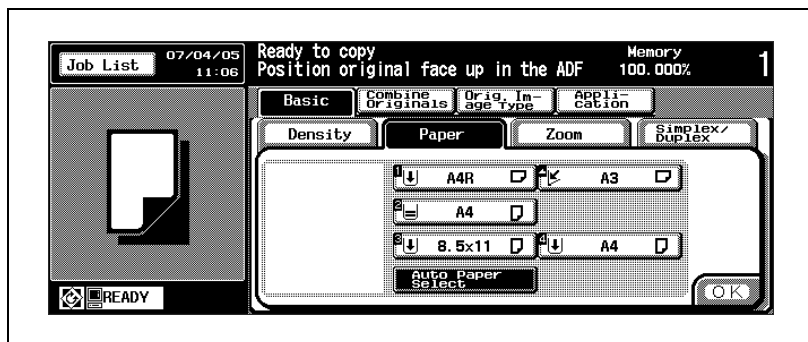
4.1 Loading Paper

If paper in a tray becomes empty while printing job is in progress, the Machine Status Screen will be displayed on the touch panel.

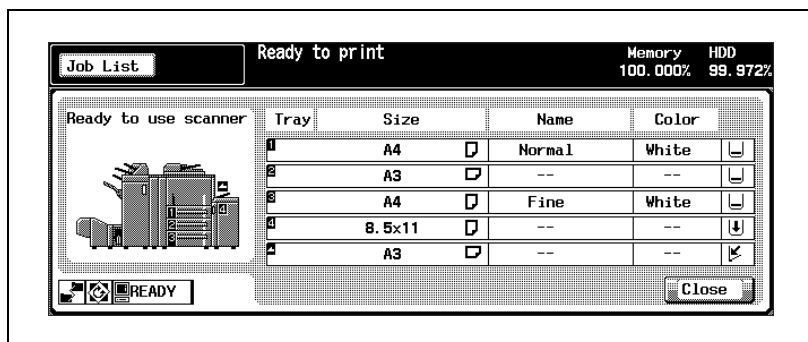
The paper size to be supplied is indicated in the message area, and paper indicator "↓" appears in the tray information area of the screen.

The Paper setting menu or Machine Status Screen also allows you to check the current paper level of the tray before it runs out.

To display the Paper setting menu, touch [Paper] on the Basic Screen.



To display the Machine Status Screen, touch [Job List] on the Basic Screen, then touch [Machine] on the Job List Screen.



The paper level is indicated by the five indicator types:



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

**Reminder**

Be sure to load the paper specified for the tray; otherwise mishandled paper may occur. To use paper other than the specified type, enter the Utility Menu to change the Tray Setting.

To avoid machine trouble, do not use heat-sensitive paper, paper that conducts electricity (silver, carbon, etc.), colored OHP transparencies, or paper specifically designed for ink-jet printer, such as photo-paper.

**Detail**

Printing job can be continued using paper in another tray even if the Machine Status Screen is displayed due to the emptied tray. See page 5-7 for details.

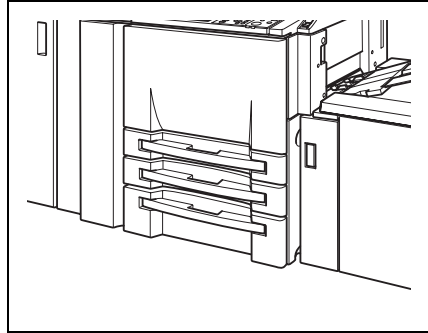
Loading Paper in Tray 1, 2, and 3

The main body trays are universal and paper size can be readily changed when supplying paper.

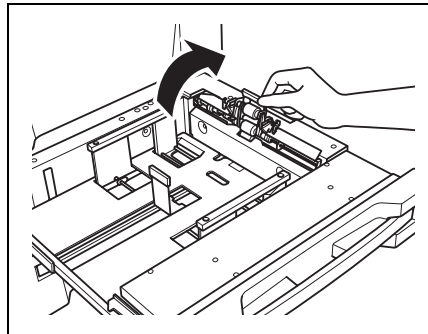
- ✓ Be sure that the machine is powered ON before withdrawing the tray.
- ✓ Only one tray can be withdrawn at a time.

1 Withdraw the tray to be supplied with paper.

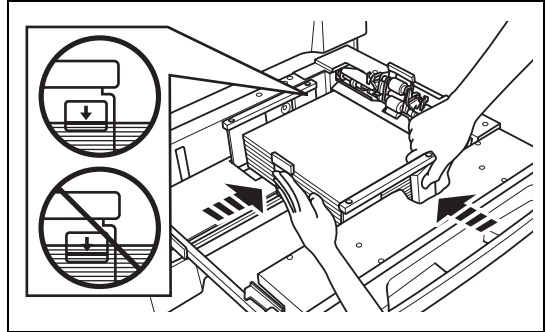
- Be sure to withdraw the tray completely until it stops.



2 Open the paper feed roller.



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



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



Reminder

Be sure to fan paper before loading; it may improve feeding ability of the machine.

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

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

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



Detail

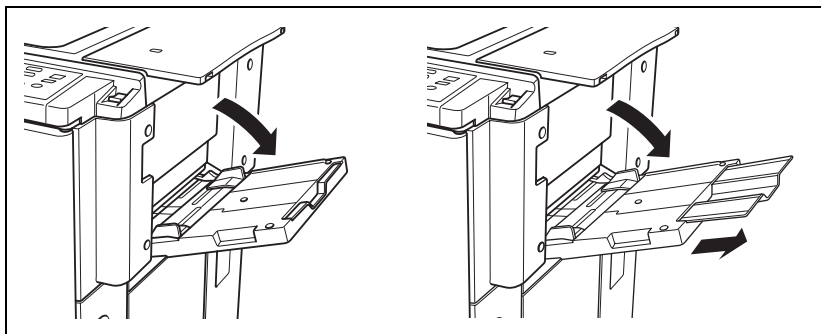
Changing paper size of the main body tray does not require any specific setting change, if standard size has been specified for that tray. If not, enter the Utility Screen to change the size setting. See page 1-2 of POD Administrator's reference.

Loading Paper in Multi-Sheet Bypass Tray

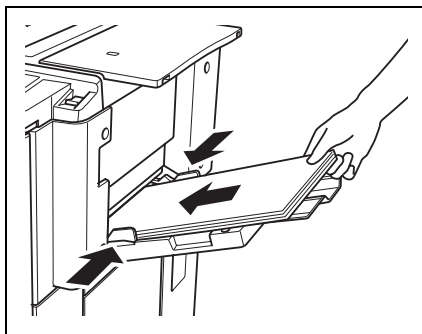
The Multi-sheet bypass tray accepts special paper type or size that cannot be loaded in the main body tray or in the large capacity unit.

- ✓ Load OHP transparencies, thick paper or tracing paper one sheet at a time, or stack regular paper up to 150 sheets (80 g/m² paper).

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



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



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



Detail

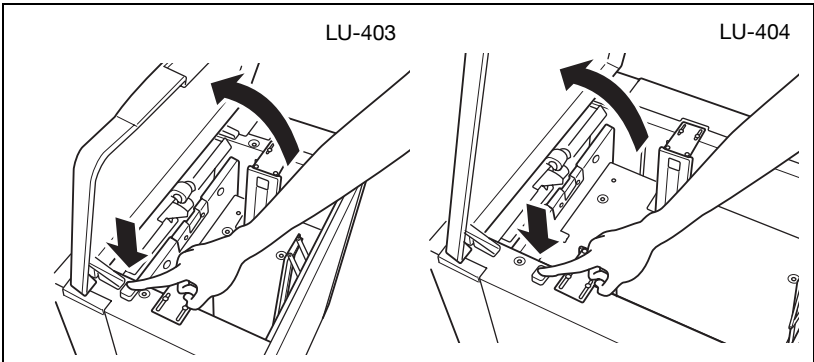
The special paper type and size should be specified when loading it in the Multi-sheet bypass tray. See page 9-15 for details.

Loading Paper in LCU (LU-403/LU-404)

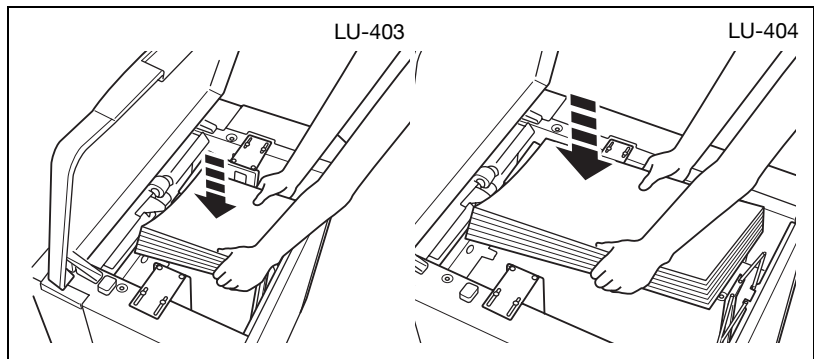
The Large capacity unit can be loaded with only the paper size previously specified.

- ✓ Be sure that the machine is powered on before loading paper in the LCU. Without the power turned on, the LCU bottom plate will not function.

- 1 Open the LCU top door.
- 2 Press the paper loading button to lower the LCU bottom plate.



- 3 Fan the unwrapped paper, then load it into the LCU with the paper curl turning downward.



- 4 Repeat the steps 2 and 3 until the bottom plate will not go down any more.
- 5 Close the LCU top door.

**Reminder**

Be sure to fan paper before loading; it may improve feeding ability of the machine.

Do not load above the limit line on the side guide plates.

Be sure that the rear stopper is correctly positioned according to the paper size to be loaded; otherwise machine trouble may occur.

4.2 Loading Tabbed Sheets in Tray

Tabbed sheets can be used if “Tabbed” is indicated in the tray information area of the Machine Status Screen.

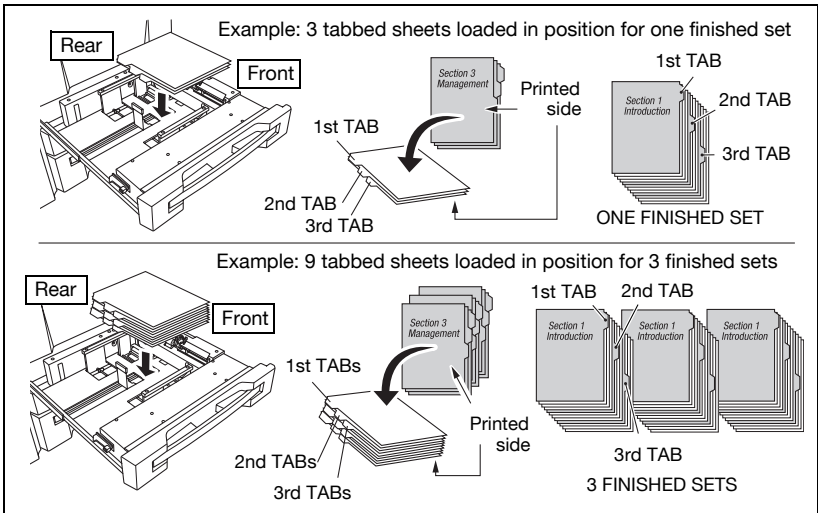


Detail

To use tabbed sheets for copying, enter the Utility menu to specify the tray paper type. For details, see page 1-2 of POD Administrator’s reference.

Loading Tabbed Sheets in Tray 1, 2, and 3

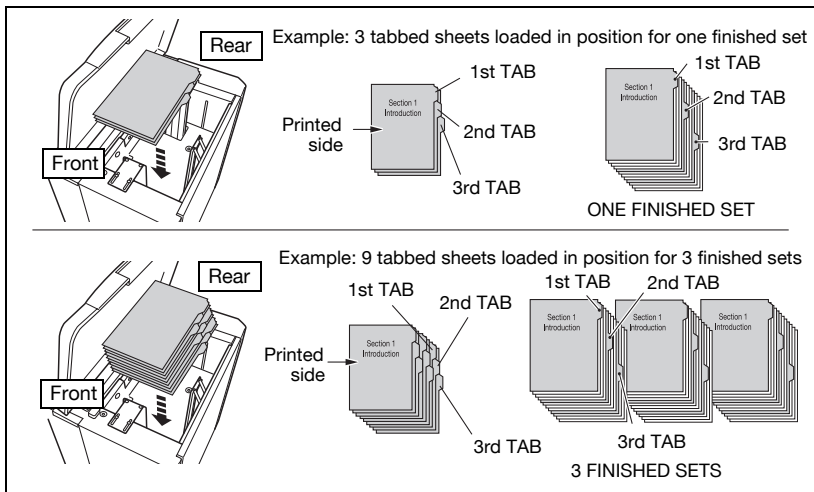
- ✓ The tab extension width should be 12.5 mm or less.
- ✓ Be sure that the machine is powered ON before withdrawing the tray.



- 1 Withdraw the tray specified as tabbed sheets.
 - Be sure to withdraw the tray completely until it stops.
- 2 Open the paper feed roller.
- 3 Place the tabbed sheets on the tray as illustrated above.
- 4 Move the side guide plates and rear guide to the edge of the paper.
- 5 Close the paper feed roller, then push in the tray until it locks into place.

Loading Tabbed Sheets in LCU (LU-403/LU-404)

- ✓ The tab extension width should be 12.5 mm or less.
- ✓ Be sure that the machine is powered on before loading paper in the LCU. Without the power turned on, the LCU bottom plate will not function.



- 1 Open the LCU top door.
- 2 Press the paper loading button to lower the LCU bottom plate.
- 3 Load the tabbed sheets into the LCU as illustrated above.
- 4 Close the LCU top door.

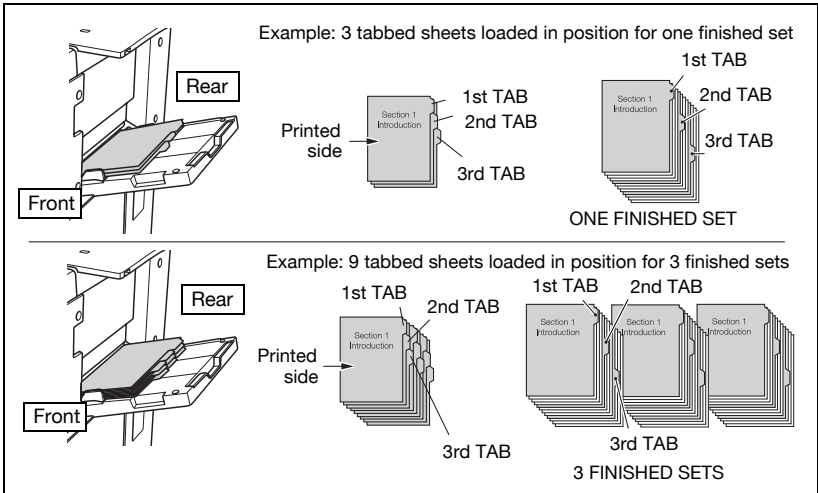


Detail

To load the tabbed sheets into LCU, contact your service representative to position the rear stopper for the paper size to be loaded.

Loading Tabbed Sheets in Multi-Sheet Bypass Tray

- ✓ The tab extension width should be 12.5 mm or less.




- 1 Open the Multi-sheet bypass tray.
- 2 Load tabbed sheets as illustrated above.
- 3 Adjust the paper guides to the paper size.
- 4 Specify the paper type for the Multi-sheet bypass tray.

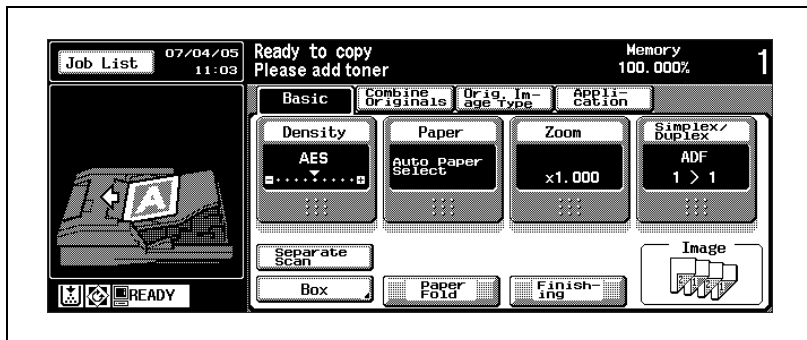


Detail

See page 9-15 for specifying the paper type of the Multi-sheet bypass tray.

4.3 Adding Toner

When toner supply becomes low, the message “Please add toner” appears on the Basic Screen, and the toner supply icon () keeps prompting you till the toner bottle is replaced.



Reminder

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

CAUTION

Keep the toner bottle away from the children.

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

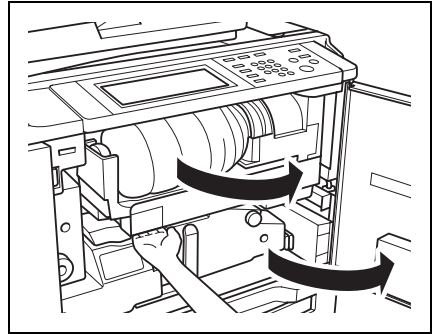
WARNING

Do not throw the empty toner bottle into a fire.

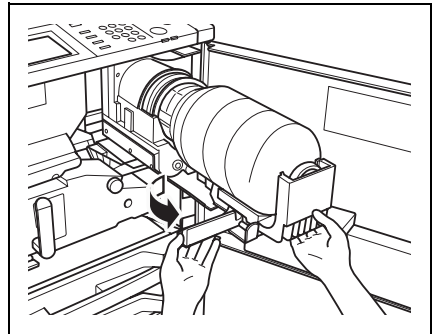
- If it is thrown into a fire, the toner may ignite and cause a dangerous situation.

To exchange toner bottle

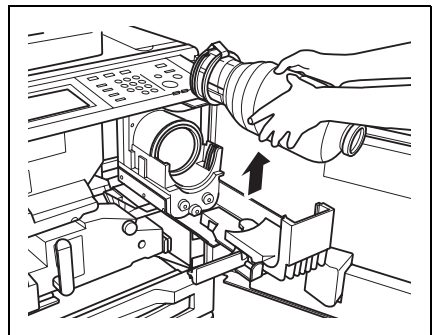
- 1 Open the machine front door, then pull out the toner unit 90 degrees to the right.



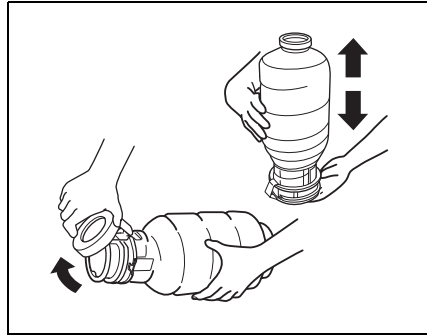
- 2 Pull forward the lever on the left side of the toner unit until it stops.



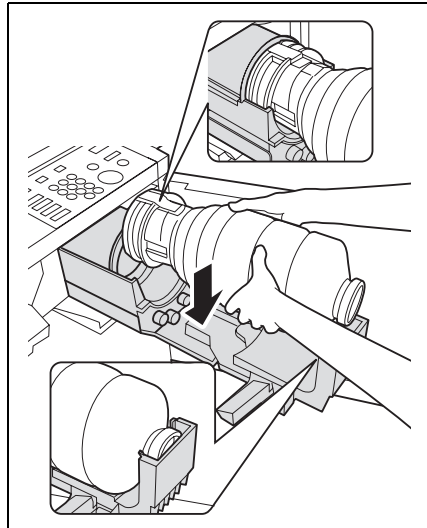
- 3 Remove the empty toner bottle.



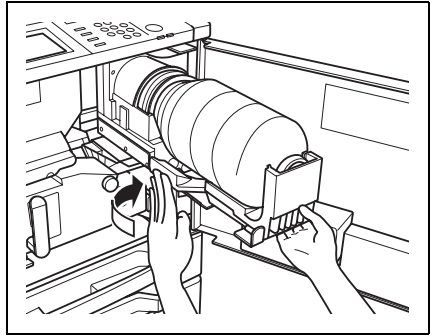
- 4 Shake the new toner bottle several times to loosen toner, then remove the toner bottle cap.



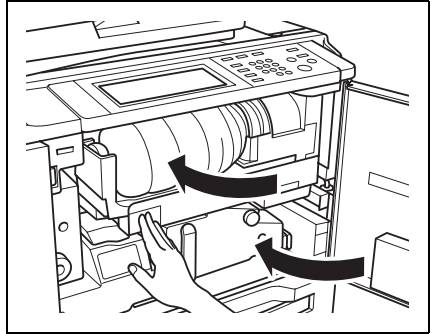
- 5 Set the new toner bottle into the toner unit, positioning the hollow part of the toner bottle on the top.
- Be sure to set the hollow part of the toner bottle upward, otherwise the machine trouble may occur.



- 6 Push the lever backward until it stops.

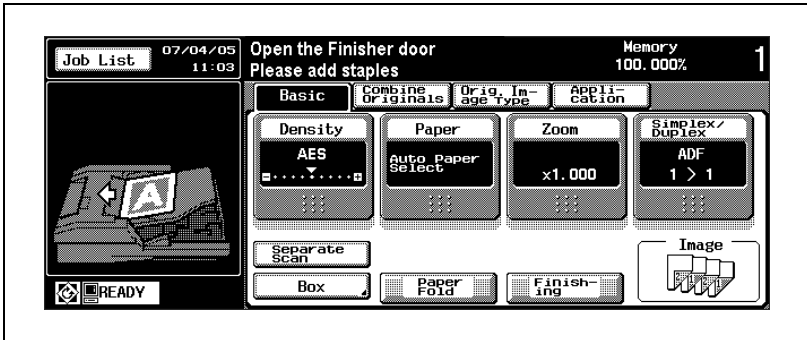


- 7 Return the toner unit to its original position, then close the machine front door securely.



4.4 Inserting a New Staple Cartridge into Finisher FS-509

When the staple cartridge of the finisher FS-509 becomes empty, the Basic Screen displays the message “Open the Finisher door / Please add staples.”



Follow the procedure below to add staples.

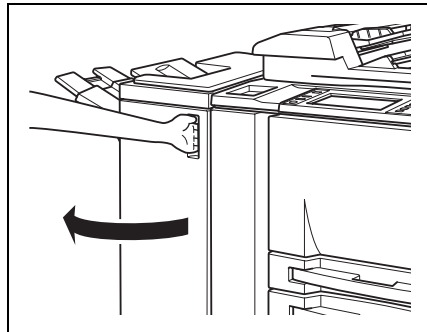


Reminder

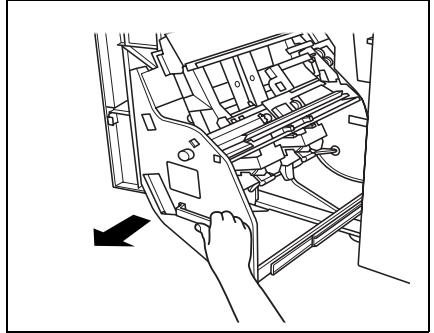
When inserting the new staple cartridge, do not remove the staples remaining inside the housing; otherwise the first sheet output after the replenishment will not be stapled.

To add staples

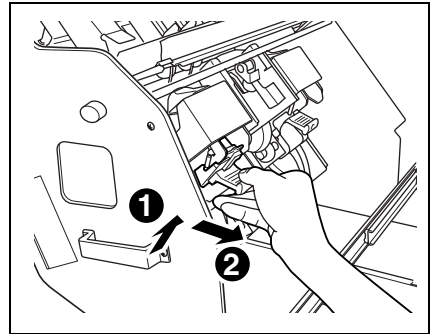
- 1 Open the Finisher door.



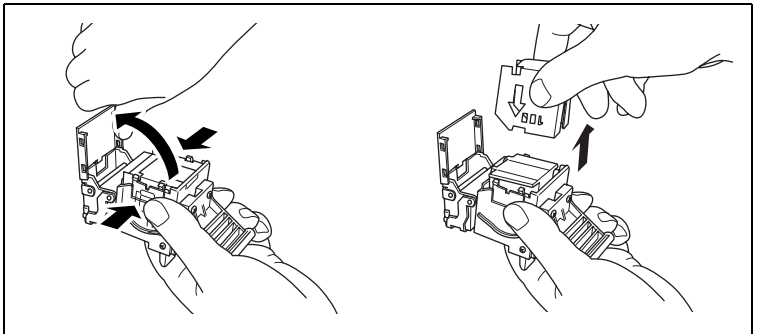
- 2 Pull out the stacker unit slowly by holding the stacker unit handle until it stops.



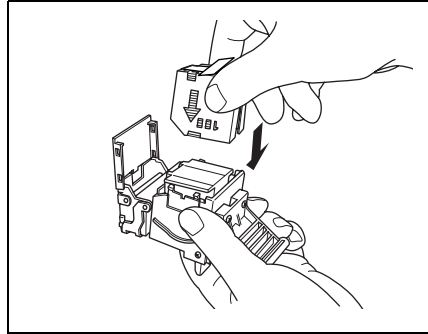
- 3 Remove the cartridge housing.
– Pull up the knob of the cartridge housing, then remove it while pulling it forward.



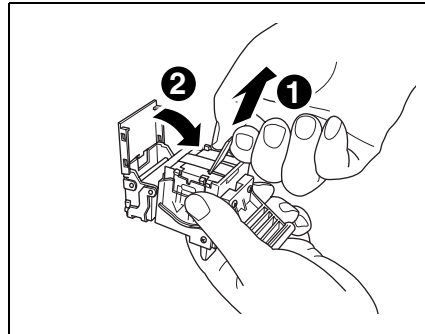
- 4 Open the bottom of the cartridge housing while pressing two locks on both sides, then remove the empty cartridge from the cartridge housing.



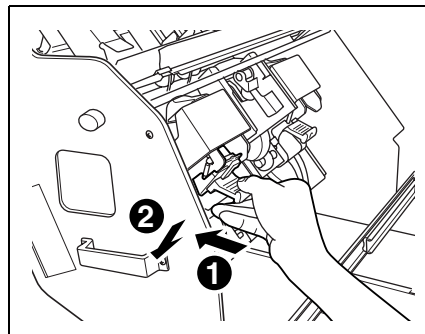
- 5 Insert the new staple cartridge into the cartridge housing.
- Firmly insert the cartridge into the housing while aligning the arrow indication on the cartridge appears as shown below.



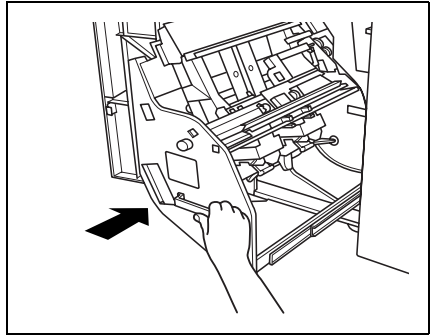
- 6 Remove the lock tape from the cartridge, then close the bottom of the housing.



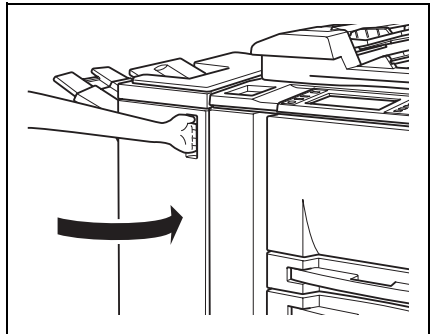
- 7 Insert the cartridge housing, then push in and down to secure it in place.



- 8 Return the stacker unit to its original position.

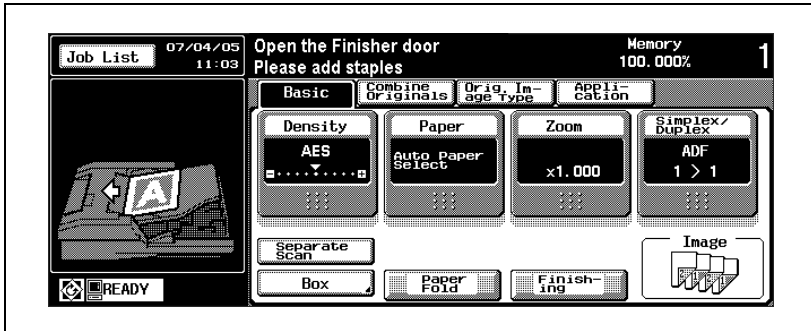


- 9 Close the Finisher door.



4.5 Inserting a New Staple Cartridge into Finisher FS-516

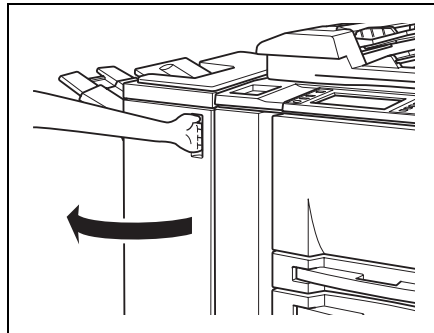
When the staple cartridge of the finisher becomes empty, the Basic Screen displays the message “Open the Finisher door / Please add staples.”



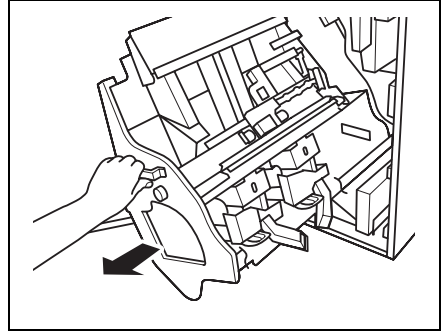
Follow the procedure below to add staples.

To add staples

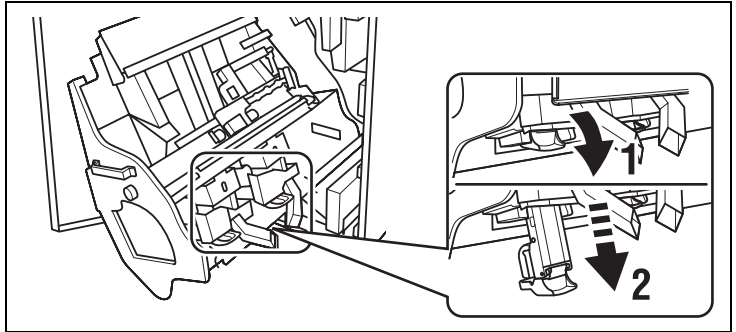
- 1 Open the Finisher door.



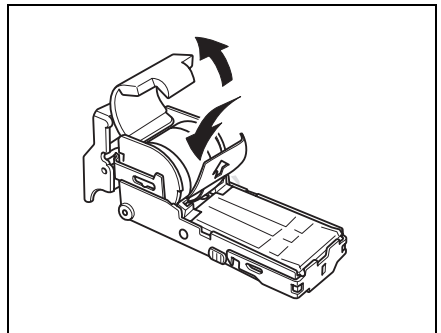
- 2 Pull out the stacker unit slowly by holding the stacker unit handle until it stops.



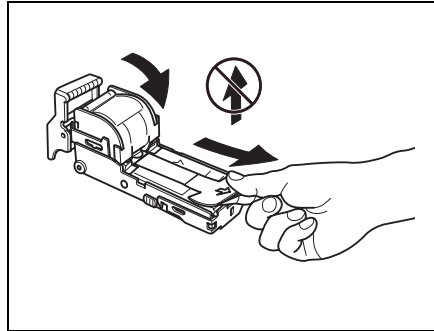
- 3 Remove the staple cartridge.
- Hold the knob of the staple cartridge, then pull it downward to remove it.



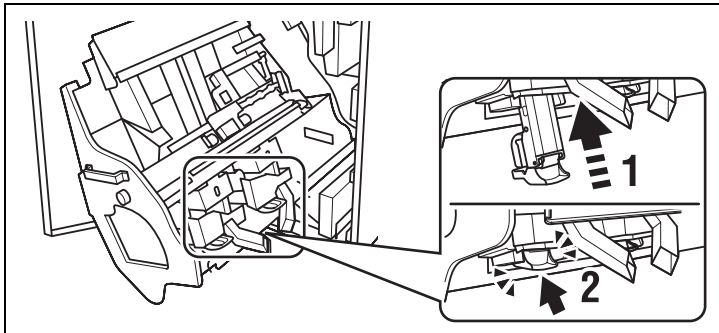
- 4 Set a staple roll to the staple cartridge.
- Open the cartridge cover, then set a staple roll into the cartridge.



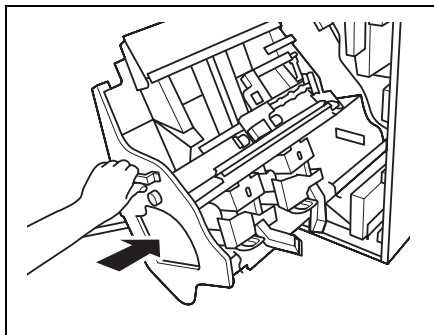
- Close the cartridge cover, then remove the lock tape while pulling it horizontally.

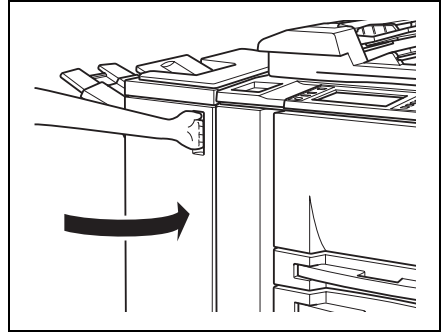


- 5** Insert the staple cartridge as shown in the illustration, then push it up firmly to secure it in place.



- 6** Return the stacker unit to its original position.

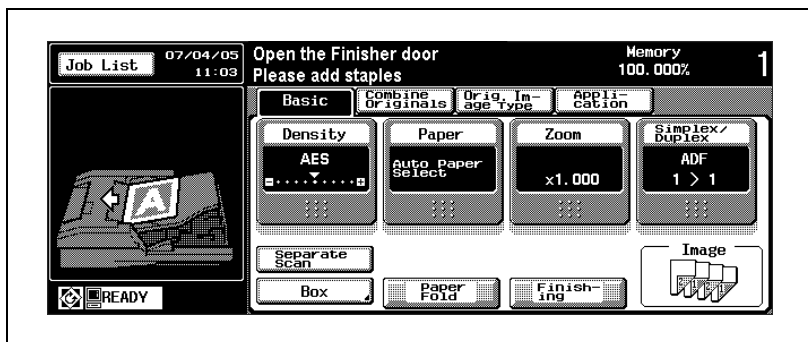


7 Close the Finisher door.**Reminder**

When removing lock tape from the staple roll, DO NOT pull it upward; otherwise the tape may be broken and remain inside the cartridge, so that copied sets cannot be stapled.

4.6 Inserting a New Staple Cartridge into Finisher FS-604

When the staple cartridge of the Finisher FS-604 becomes empty, the Basic Screen displays the message “Open the Finisher door / Please add staples.”



Follow the procedure below to add staples.

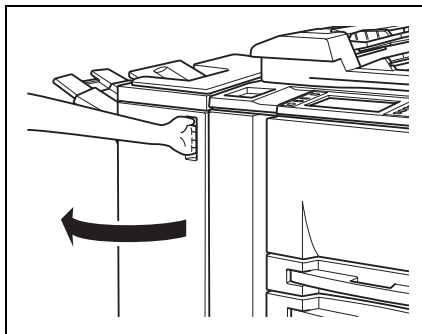


Reminder

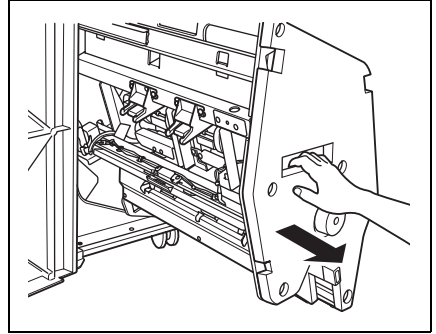
When inserting the new staple cartridge, do not remove the staples remaining inside the housing; otherwise the first sheet output after the replenishment will not be stapled.

To add staples

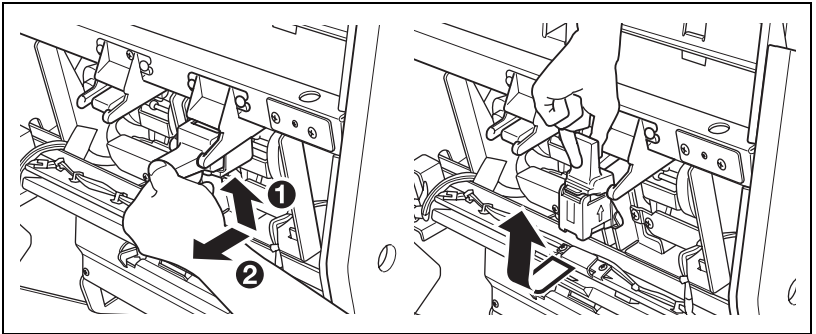
- 1 Open the Finisher door.



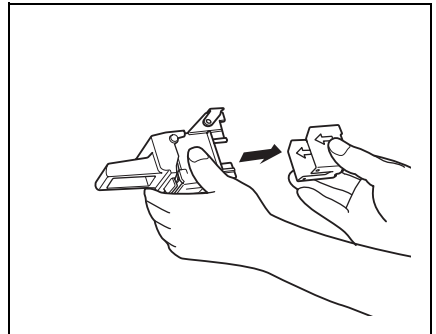
- 2 Pull out the stacker unit slowly by holding the stacker unit handle until it stops.



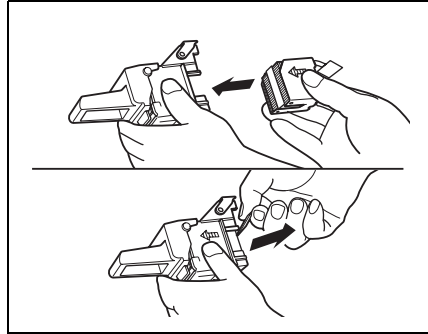
- 3 Remove the cartridge housing.
 - Pull up the knob of the cartridge housing, then remove it while sliding it along the stapler rail.



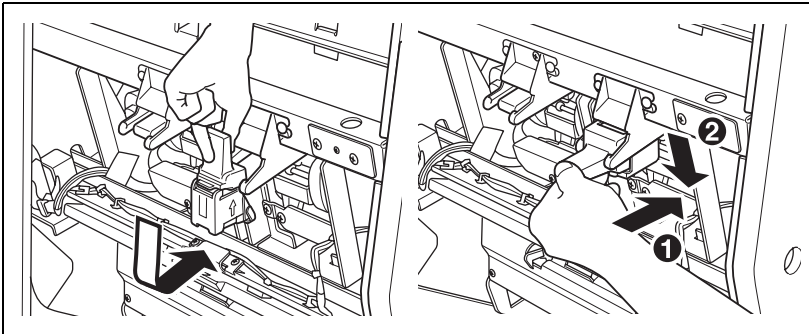
- 4 Remove the empty cartridge from the cartridge housing.



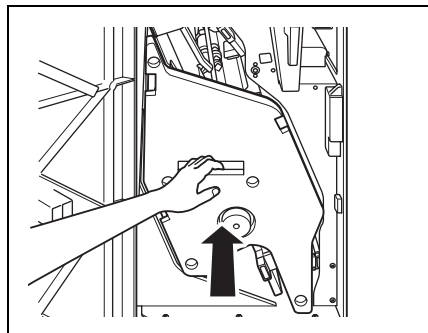
- 5 Insert the new staple cartridge into the cartridge housing.
- Firmly insert the cartridge into the housing while aligning the arrow sides of both cartridge and housing, then remove the lock tape from the cartridge.



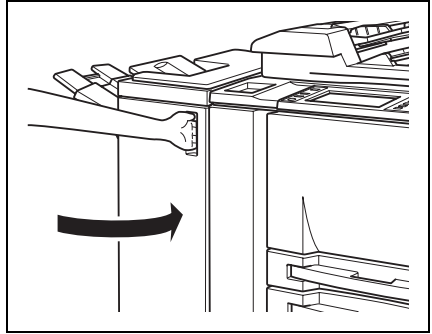
- 6 Insert the cartridge housing while sliding it along the stapler rail, then push down and in to secure it in place.



- 7 Return the stacker unit to its original position.



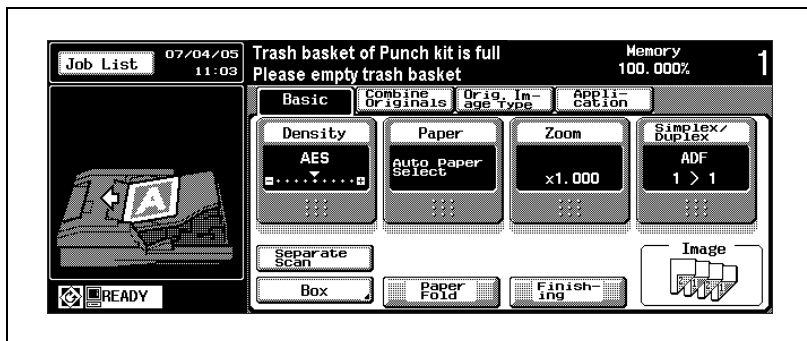
8 Close the Finisher door.



4.7 Empty Trash Basket of Punch Kit PK-505

Punch kit PK-505 is installed in Finisher FS-509/FS-516/FS-604.

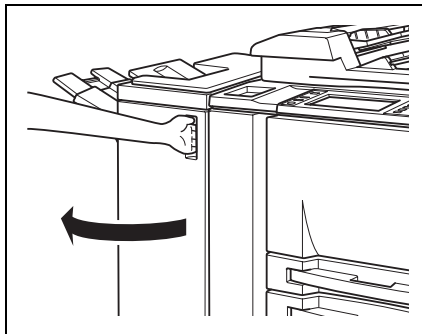
If the trash basket of the punch kit becomes full, “Trash basket of Punch kit is full / Please empty trash basket” message will be displayed on the touch panel, and the finished set will be output without being punched even if Punch mode has been specified.



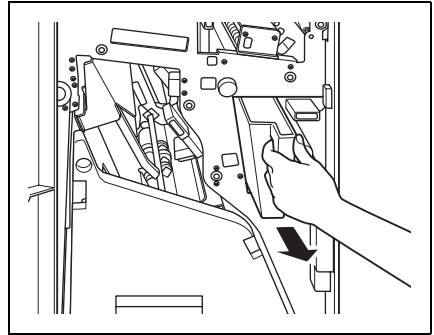
Before setting punch mode, be sure to check the waste paper inside the trash basket, and empty the trash basket if needed.

To empty trash basket

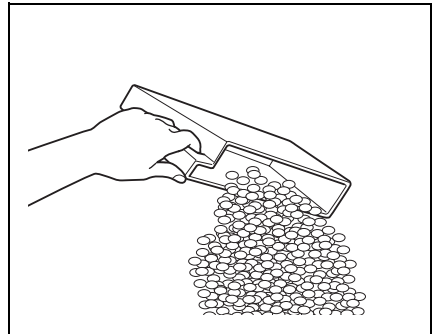
- 1 Open the Finisher door.



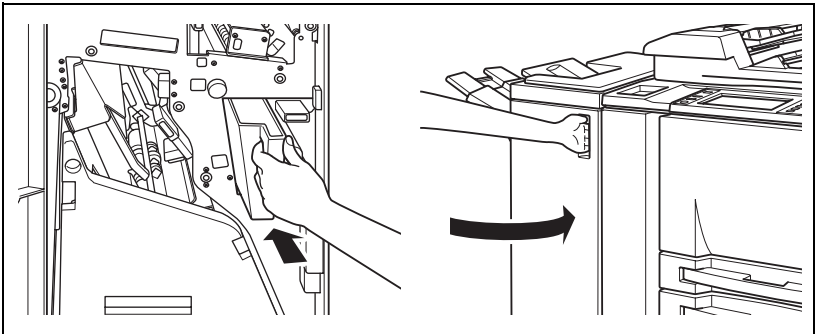
2 Withdraw the trash basket.



3 Empty the trash basket.



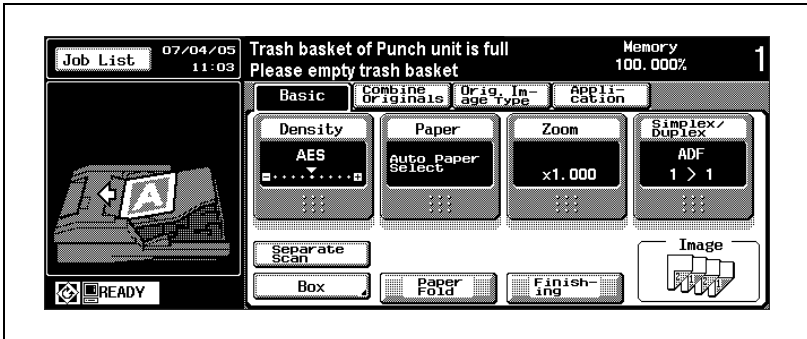
4 Return the trash basket to its original position, then close the Finisher door securely.



4.8 Empty Trash Basket of Z Folding Unit ZU-602

Z folding unit ZU-602 is installed on the right side of Finisher FS-509/FS-516/FS-604.

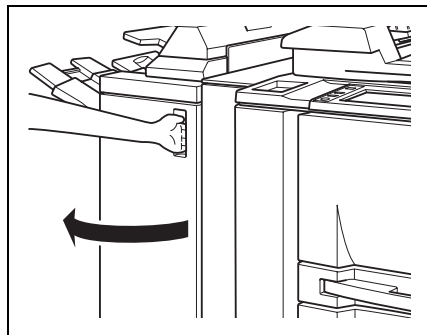
If the trash basket of the Z folding unit becomes full, “Trash basket of Punch unit is full / Please empty trash basket” message will be displayed on the touch panel, and the finished set will be output without being punched even if Punch mode has been specified.



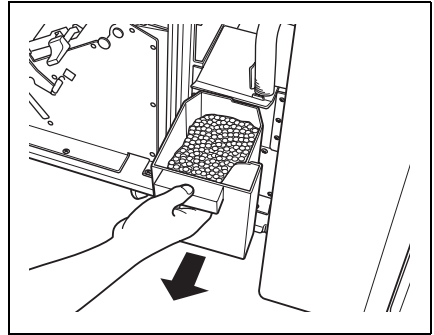
Before setting Punch mode, be sure to check the waste paper inside the trash basket, and empty the trash basket if needed.

To empty trash basket

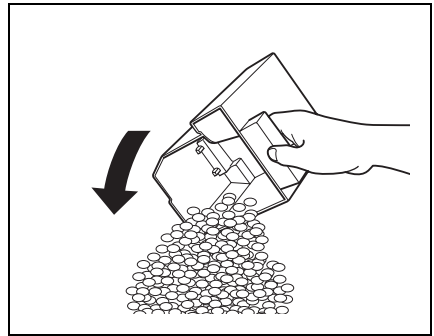
- 1 Open the Z folding unit front door with the Finisher door handle.



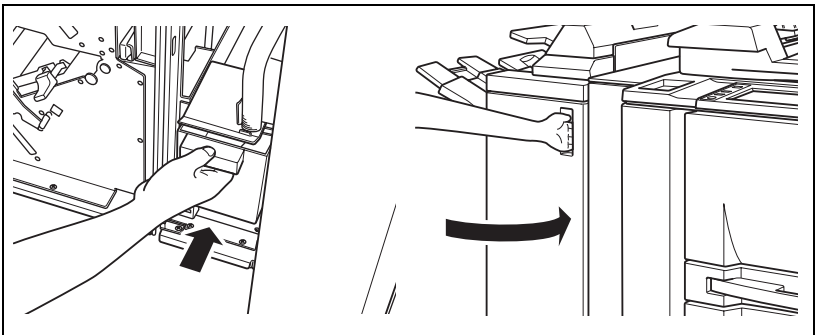
2 Withdraw the trash basket.



3 Empty the trash basket.

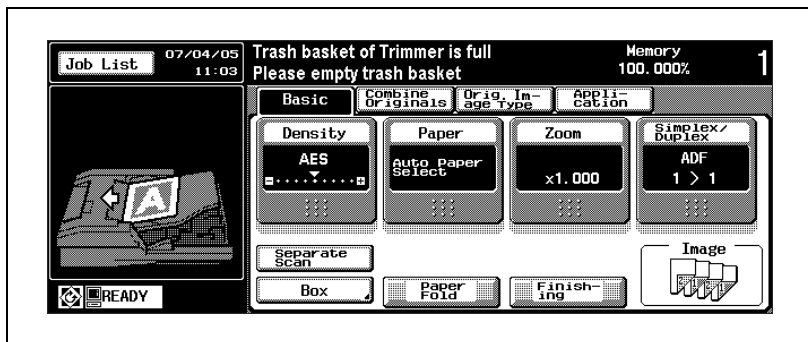


4 Return the trash basket to its original position, then close the Z folding unit front door securely.



4.9 Empty Trash Basket of Trimmer Unit TU-501

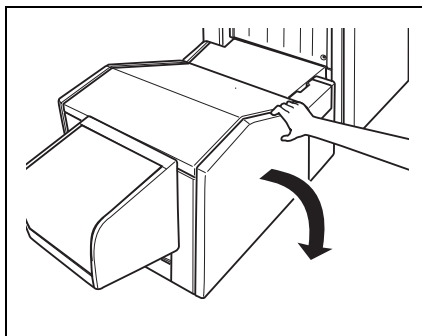
When the trash basket of Trimmer unit becomes full, “Trash basket of Trimmer is full / Please empty trash basket” message will be displayed on the touch panel, and the finished set will be output without being trimmed even if Trimming mode has been specified.



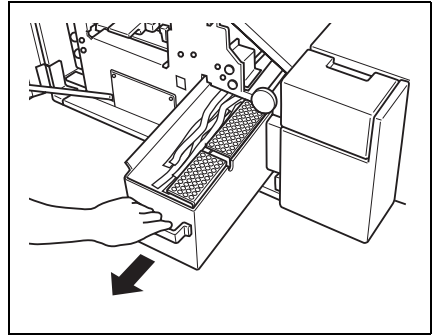
Before setting Trimming mode, be sure to check the waste paper inside the trash basket, and empty the trash basket if needed.

To empty trash basket

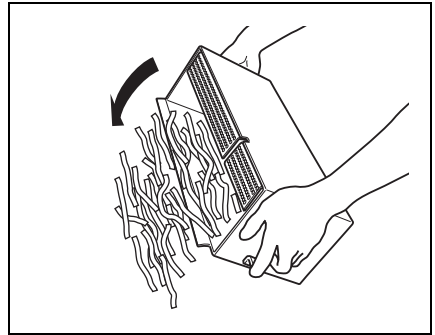
- 1 Open the Trimmer unit front door.



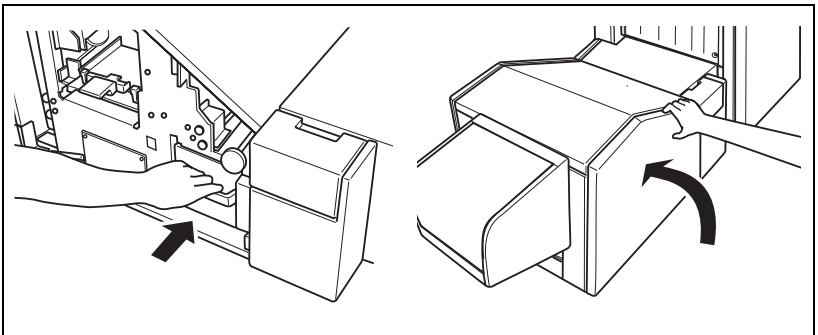
2 Withdraw the trash basket.



3 Empty the trash basket.



4 Return the trash basket to its original position, then close the Trimmer unit front door securely.





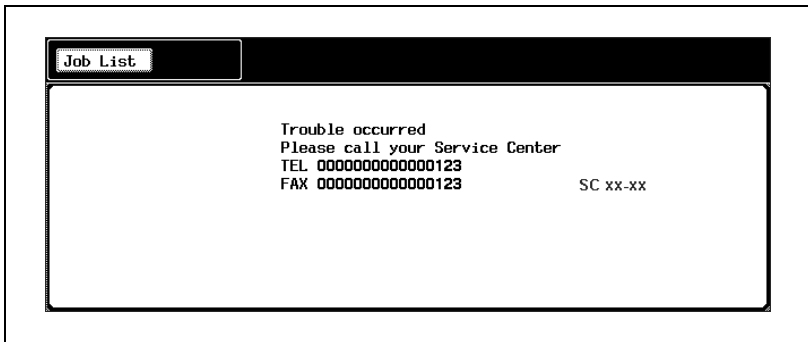
Troubleshooting

5 Troubleshooting

5.1 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.



CAUTION

The Call for Service Screen is displayed.

→ Be sure to contact your service representative immediately by following the procedure below.

To contact service representative

- 1 Make note of the report code number indicated in the right side area of the screen.
- 2 Turn OFF the sub power switch and main power switch.
- 3 Unplug the machine.
- 4 Contact your service representative and report the condition and report code number.



Detail

The administrator can call for service using the Utility setting (6 Administrator Setting>6 System Connection>1 Call Service Center). See page 4-174 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.

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 Help
to disengage this tray

- 2 Press [Reset].

Please switch Off/On
E 18-2

- 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

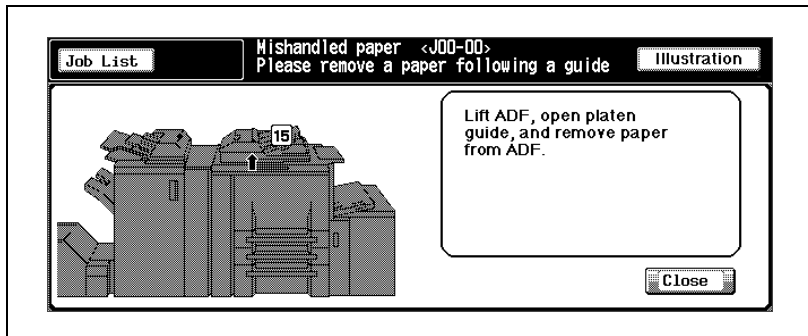
Limited use of the copier is completed.

- BE SURE TO CONTACT YOUR SERVICE REPRESENTATIVE IMMEDIATELY.

5.2 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 orange 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.



Reminder

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

To remove mishandled paper

- 1 Touch [Illustration] on the screen.

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

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



- Touch the arrow key to go to the next page of a series of illustrations, if provided.
- Touch [JAM Position] to return to the Jam Position Screen.

- 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.



Reminder

*When removing mishandled paper, be sure to leave no torn paper inside the machine.
Do not touch or damage the drum surface.*

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

When removing stuck staples

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

5.3 If [Job List] Changes to [Mishandled Paper] or [No Paper]

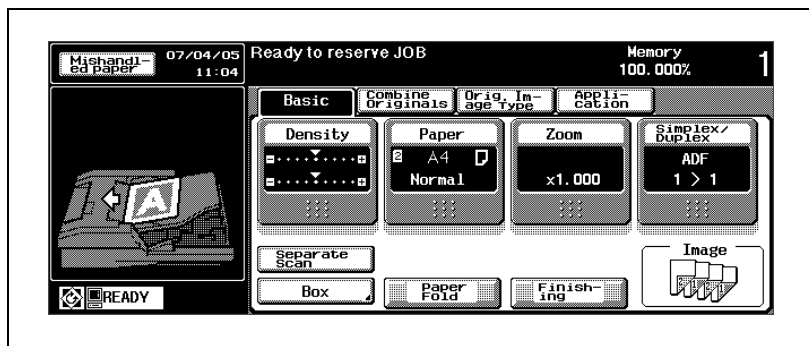
If any trouble occurs in the machine, the [Job List] key on the Basic Screen will change to the following indication.

[Mishandled Paper]: A misfeed has occurred with the print job in progress.

[No Paper]: Paper supply for a print job in progress has become depleted.

Touch the key, and follow the instruction on the screen.

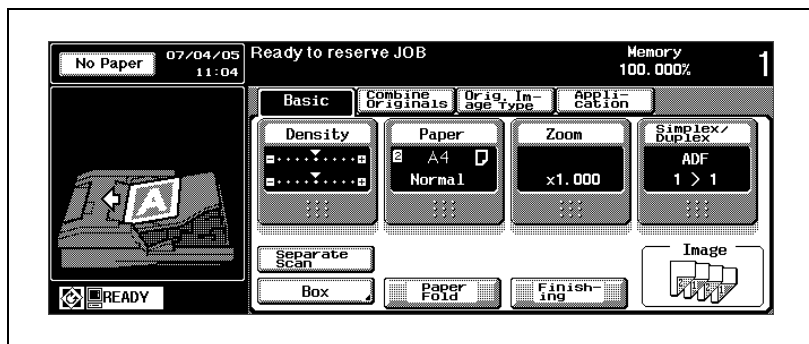
If [Job List] Changes to [Mishandled Paper]



A paper misfeed has occurred with the print/scan job in progress while you are setting a reserve job.

Touch [Mishandled Paper] to display the Jam Position Screen, then follow the procedure on page 5-4 to remove mishandled paper.

If [Job List] Changes to [No Paper]

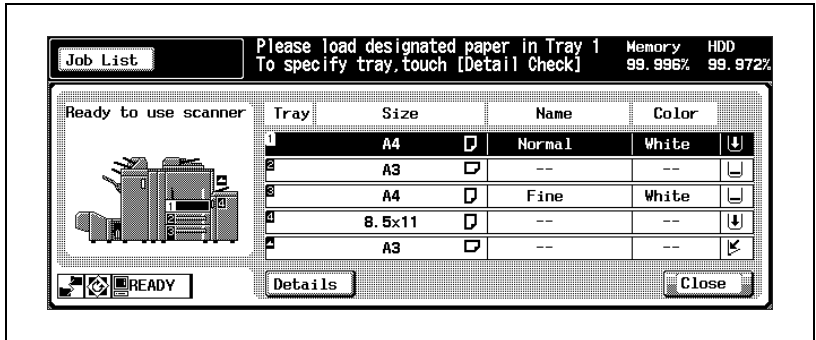


The selected tray has become empty.

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

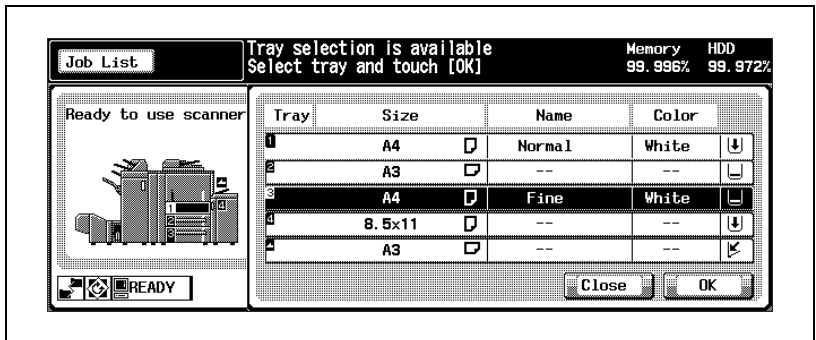
To change the tray selection

- 1 Touch [No Paper].
The Machine Status Screen will be displayed.
- 2 Touch [Details].



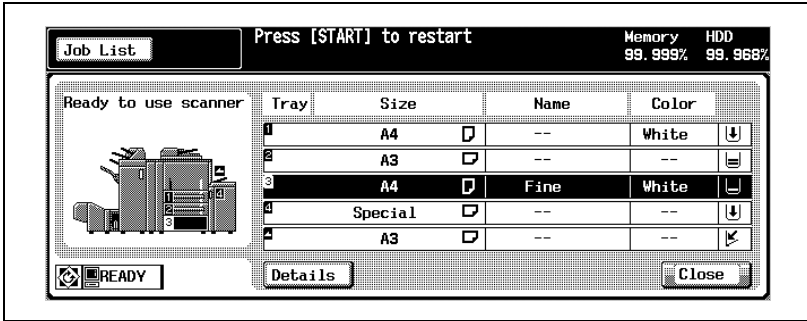
The tray selection will be available on the Machine Status Screen.

- 3 Touch the desired tray key, then touch [OK].



The Machine Status Screen will be restored.

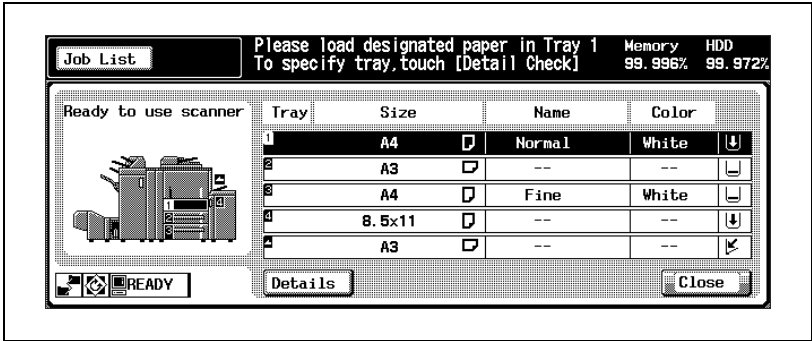
- 4 Press [Start] on the control panel.



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

To supply the empty tray with paper

- 1 Touch [No Paper].
The Machine Status Screen will be displayed.
- 2 Check the empty tray number, then load paper.



- 3 Touch [Close] to restore the Basic Screen.
- 4 Press [Start] on the control panel.
Printing operation will resume using the tray supplied with paper.



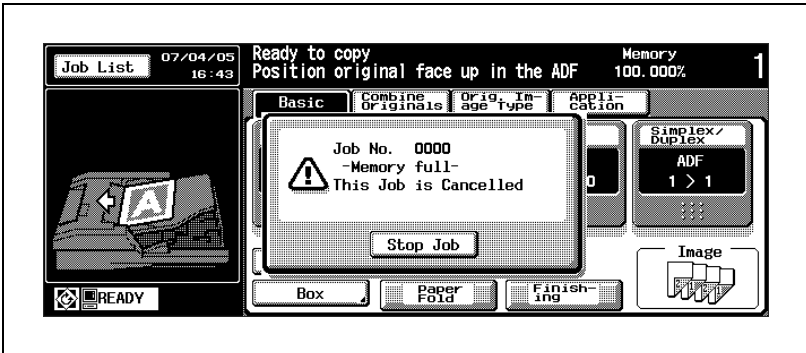
Detail

For details of loading paper, see page 4-2.

5.4 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.

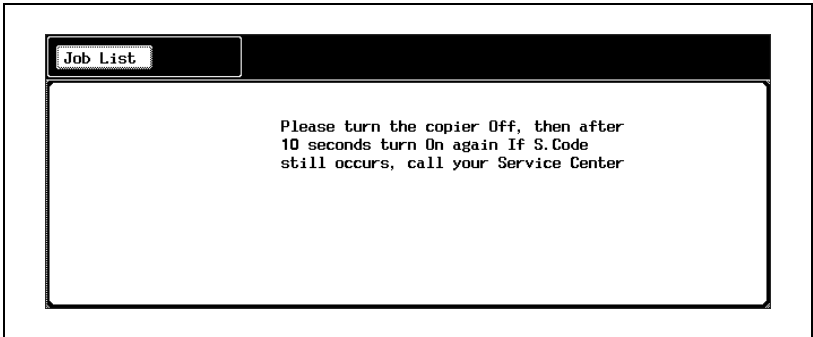


Touch [Stop].

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

5.5 If Power Off/On Screen Is Displayed

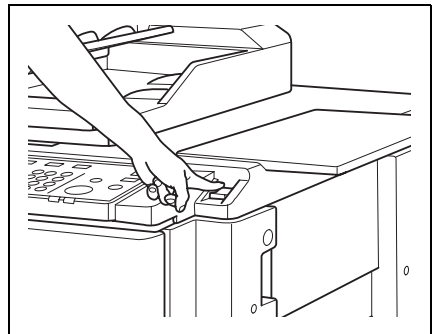
When any trouble affects the electrical signal of the copier, “Please turn the copier OFF” message will be displayed on the touch panel.



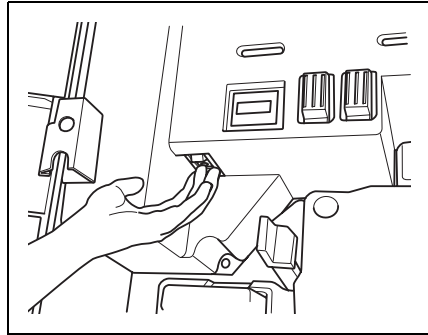
Follow the procedure below to turn the machine power off then on.

To turn off/on the power

- 1 Turn OFF the sub power switch.



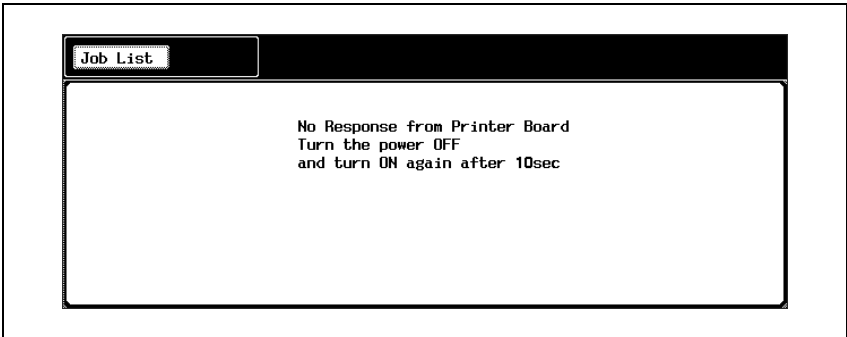
- 2 Turn OFF the main power switch.



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

5.6 If No Response Screen Is Displayed

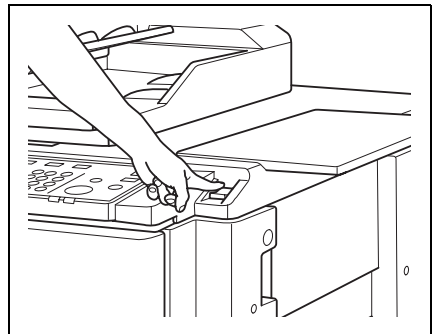
When any trouble occurs on the printer board, “No Response from Printer Board” message will be displayed on the touch panel.



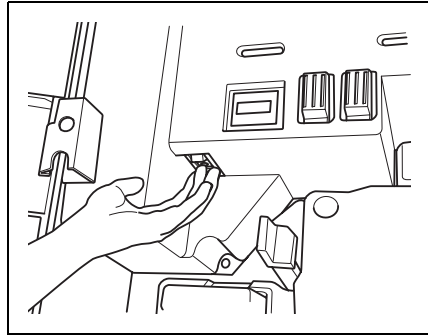
Follow the procedure below to turn the machine power off then on.

To turn off/on the power

- 1 Turn OFF the sub power switch.



- 2 Turn OFF the main power switch.



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

5.7 Troubleshooting Tips

Main Body

Case	Checkpoint	Remedy
The machine does not operate even if the main power switch and sub power switch are on.	Is the power plug firmly inserted in wall socket?	Firmly insert the power plug in wall socket.
	Is the Power Save LED on?	The machine cannot be turned on due to the Weekly Timer function. See page 2-28 to operate Timer Interrupt, or consult your administrator.
Copying does not begin after pressing [Start].	Is front door or left side door of the machine open?	Securely close the front door and left side door of the machine.
	Is there appropriate paper size in a tray?	Load the paper size selected for the original.
	Is the print quantity entered properly?	Enter an appropriate number for print quantity.
	Is the Finisher door open?	Securely close the Finisher door.
Copy image is not clean or shows spots.	Is the original glass clean?	Wipe the glass, if necessary.
	Is the original document clean?	Erase spots on the original, if any.
	Is the copy density adjusted properly?	Manually specify copy density to select the appropriate exposure level. If further adjustment is required, see POD Administrator's reference.
Copy image is too light.	Is the copy density adjusted properly?	Manually specify copy density to select the appropriate exposure level. If further adjustment is required, see POD Administrator's reference.
	Is the message "Please add toner" displayed?	Add toner.
Copy quality is poor.	Is copy paper damp?	Replace the paper, if necessary. Consult your service representative.
Magnification cannot be changed.	Is Reduce&Shift function selected?	Release Reduce&Shift mode.
Copying does not resume after mishandled paper is removed.	Is any mishandled paper left?	Check copier diagram on touch panel for additional indications of mishandled paper.
Duplex modes cannot be selected.	Is ADF open?	Fully close ADF.
Using user authentication, copies cannot be made after password is entered.	Is the message "Copy limit reached" displayed?	Contact your administrator.

ADF

Case	Checkpoint	Remedy
ADF cannot be used after [Reset] is pressed.	Is ADF slightly open?	Fully close the ADF.
	Is ADF selected in the initial setting?	Set to use ADF in the initial setting. See POD Administrator's reference for details.
Original paper cannot be fed.	Is ADF slightly open?	Fully close the ADF.
	Does the original type conform to the specifications?	Change the original paper to any of the recommended size and weight.
	Are originals correctly loaded?	Position originals properly in the ADF.

Finisher (with Punch Kit)

Case	Checkpoint	Remedy
Finisher does not operate.	Is any mishandled paper left inside the Finisher?	Check for a paper misfeed and remove it, as required.
	Is Finisher door slightly open?	Securely close the Finisher door.
Staples are incorrectly positioned (rotated by 90 degrees) in copies.	Is Rotation function activated?	Reload copy paper in appropriate direction. (See page 11-64.)
Copies skew in the output sets and cannot be stapled or punched in position.	Is copy paper excessively curled?	Reload the paper upside down into the tray.
	Is there any gap found between side guide plates (or paper guides when using Multi-sheet bypass tray) and copy paper in the selected tray?	Make sure the side guide plates (or paper guides) are securely aligned to the copy paper in the tray to be used.
Using Punch mode, copies cannot be punched.	Is the message "Trash basket of Punch kit is full" displayed?	Empty the trash basket.

Z Folding Unit

Case	Checkpoint	Remedy
Copies skew in the output sets and cannot be punched in position.	Is copy paper excessively curled?	Reload the paper upside down into the tray.
	Is there any gap found between side guide plates (or paper guides when using Multi-sheet bypass tray) and copy paper in the selected tray?	Make sure the side guide plates (or paper guides) are securely aligned to the copy paper in the tray to be used.
Using Punch mode, copies cannot be punched.	Is the message "Trash basket of Punch unit is full" displayed?	Empty the trash basket.

Trimmer Unit

Case	Checkpoint	Remedy
Using Trimming mode, copies cannot be trimmed.	Is the message "Trash basket of Trimmer is full" displayed?	Empty the trash basket.



Reminder

If remedies mentioned above do not work, contact your service representative.



Maintenance

6 Maintenance

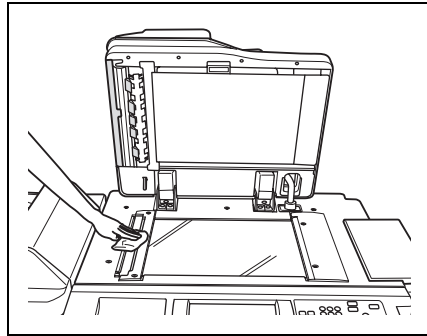
6.1 Cleaning Image Scanning Section

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.



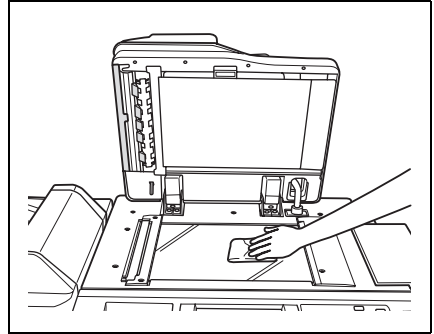
Reminder

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

Cleaning the Original Glass

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

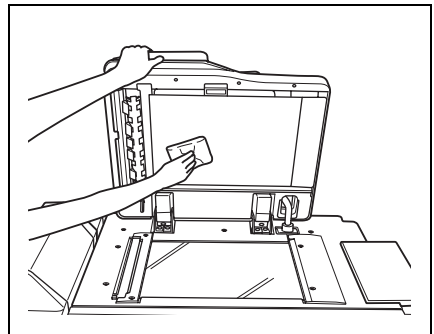
The glass may also be cleaned with a soft cloth dampened slightly with water, if it is difficult to clean.



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 original glass and ADF guide cover.

6.2 Checking Copy Count

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

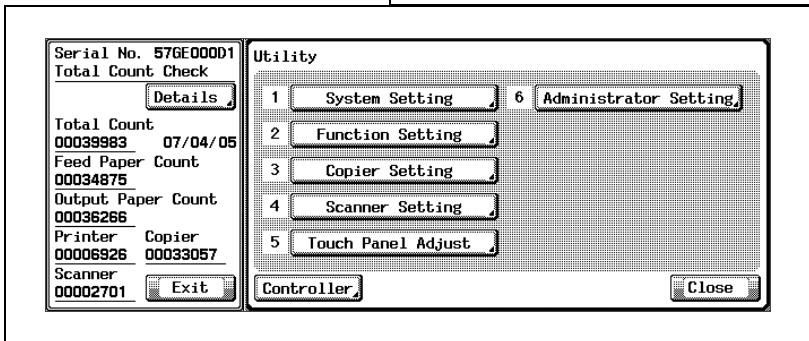
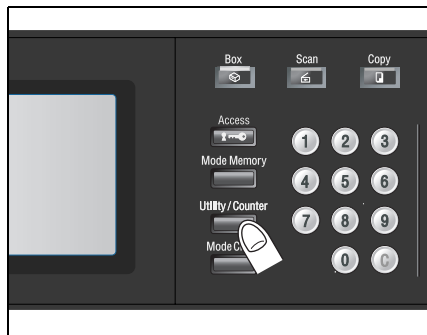
List items:

- 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, if desired.

To check and print the counter list

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



The Utility Screen will be displayed.

- ? Do you want to exit Utility mode and return to the previous screen?
 → Touch [Exit].

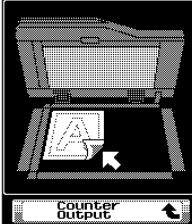
2 Touch [Details].

Serial No. 576E0000 Total Count Check <input type="button" value="Details"/> Total Count 00094410 07/04/05 Feed Paper Count 00082289 Output Paper Count 00080175 Printer Copier 00033172 00061238 Scanner 00010768 <input type="button" value="Exit"/>	<table border="1"> <thead> <tr> <th></th> <th><Count/Cycle></th> <th><Start></th> </tr> </thead> <tbody> <tr> <td>PM Count</td> <td>315570/500000</td> <td>05/06/05</td> </tr> <tr> <td>Developer Count</td> <td>00001767/12345000 Count Running Time 00018 h</td> <td>05/06/05</td> </tr> <tr> <td>opc drum Count</td> <td>00001767/12345000 Count Running Time 00000 h</td> <td>05/06/05</td> </tr> </tbody> </table> <input type="button" value="Copy"/> <input type="button" value="Close"/>		<Count/Cycle>	<Start>	PM Count	315570/500000	05/06/05	Developer Count	00001767/12345000 Count Running Time 00018 h	05/06/05	opc drum Count	00001767/12345000 Count Running Time 00000 h	05/06/05
	<Count/Cycle>	<Start>											
PM Count	315570/500000	05/06/05											
Developer Count	00001767/12345000 Count Running Time 00018 h	05/06/05											
opc drum Count	00001767/12345000 Count Running Time 00000 h	05/06/05											

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

3 Print the counter list, if desired.

- Touch [Copy]. The Basic Screen will be displayed.
- Select the desired copy mode, then press [Start].

Job List 07/04/05 16:07  <input type="button" value="Counter Output"/>	Management list print mode Ready to print Memory 100.000% 1								
<input type="button" value="Basic"/> <input type="button" value="Combine Originals"/> <input type="button" value="Orig. Image Type"/> <input type="button" value="Application"/>	<table border="1"> <tr> <td> Density [Dens. Control Panel] [Dens. Control Panel] </td> <td> Paper A4 [D] </td> <td> Zoom x1.000 </td> <td> Simplex/Duplex 1 > 1 </td> </tr> <tr> <td> <input type="button" value="Image"/> </td> <td> <input type="button" value="Box"/> </td> <td> <input type="button" value="Paper Fold"/> </td> <td> <input type="button" value="Finishing"/> </td> </tr> </table>	Density [Dens. Control Panel] [Dens. Control Panel]	Paper A4 [D]	Zoom x1.000	Simplex/Duplex 1 > 1	<input type="button" value="Image"/>	<input type="button" value="Box"/>	<input type="button" value="Paper Fold"/>	<input type="button" value="Finishing"/>
Density [Dens. Control Panel] [Dens. Control Panel]	Paper A4 [D]	Zoom x1.000	Simplex/Duplex 1 > 1						
<input type="button" value="Image"/>	<input type="button" value="Box"/>	<input type="button" value="Paper Fold"/>	<input type="button" value="Finishing"/>						

After the counter list is printed out, touch [Counter Output] to return to the previous screen.




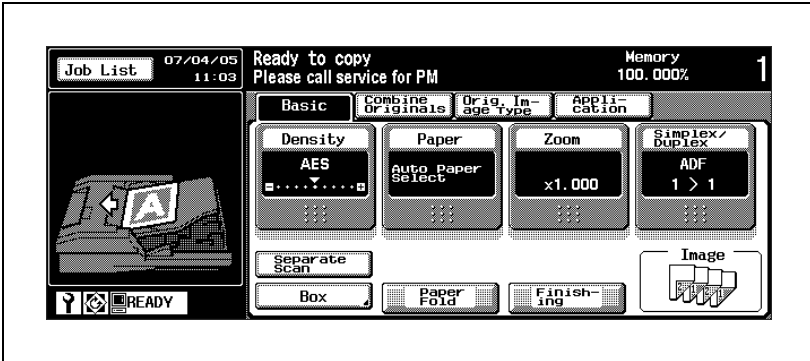
Detail

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

6.3 Preventive Maintenance

After a set number of copies (500,000 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.



Detail

The administrator can call for service using the Utility setting (6 administrator Setting>6 System Connection>1 Call Service Center). See page 4-174 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.



Specifications

7 Specifications

7.1 Main Body Specifications

Main Body

Specifications	
Name	bizhub PRO 920
Type	Console type
Copying system	Laser electrostatic transfer method (dual beam)
Original glass	Stationary
Photoconductor	OPC
Light source	Xenon lamp
Developing method	Dry-type dual-component reverse magnetic brush developing
Fixing method	Heat roller
Density adjustment	Automatic and manual (9 levels), user-set density (2 types)
Magnification ratio	1:1 ± 1.0% or less Enlargement: ×1.214 (121.4%), ×1.294 (129.4%), ×1.545 (154.5%), ×2.000 (200.0%) Reduction: ×0.939 (93.9%), ×0.772 (77.2%), ×0.647 (64.7%), ×0.500 (50.0%) Minimal: ×0.930 (93.0%) (fixed) XY Zoom (interlocked and individual): 0.250 to 4.000 (25.0% ~ 400.0%) (in 0.001 increments) User-set zoom ratio: 3
Resolution	600 dpi
Copy paper	Plain paper: 16 to 24 lb Thick paper: 25 to 53 lb (200 g/m ²) Thin paper: 13 to 15 lb Special paper: OHP transparencies, labels * Ink-jet paper is unavailable.
Copying speed	92 copies/min. (8.5"×11"), 76 copies/min. (8.5"×11"R), 63 copies/min. (8.5"×14"), 54 copies/min. (11"×17"), 92 copies/min. (5.5"×8.5", 5.5"×8.5"R)
Set quantity	1 to 9999 sheets or 1 to 9999 sets
Memory	256 MB (RAM) + 10 GB (HDD)
Original document	Type: Sheets/ books (using original glass) Size: 11.93"×18.11" (303 mm × 460 mm) at maximum
Copy size	Max. 12.36"×18.11" (314 × 460 mm) ~ 3.94"×5.83" (Min. 100 × 148 mm) Image loss: leading and trailing edges 2.0 mm ± 2.0 mm, front and rear 1.5 mm ± 1.5 mm

Specifications	
Tray capacity	Multi-sheet bypass tray: 150 sheets (20 lb paper) Main body trays 1 and 2 (universal tray): 500 sheets (20 lb paper) Main body trays 3 (universal tray): 1,000 sheets (20 lb paper)
Warm-up time	Approx. 5.5 minutes
First-page copy time	Approx. 3.1 seconds (8.5"×11")
Sound power level	Main body: 78 dB (operating) / 58 dB (standby)
Power requirements	AC208V ~ 240V, 17.6A, 60Hz
Power consumption	3.66 KW or less (with full options)
Weight	Approx. 280 kg (Main body + ADF)
Dimensions	887 (W) × 780 (D) × 1,203 (H) mm (Main body + ADF) 3,180 (W) × 780 (D) × 1,203 (H) mm (Main body + ADF + LU-404 + FS-604 + TU-501) 3,372 (W) × 780 (D) × 1,203 (H) mm (Main body + ADF + LU-404 + FS-604 + ZU-602 + TU-501)
Space requirements	7.87" (200 mm) or more on the back 5.91" (100 mm) or more on both sides

ADF

Specifications	
Name	DF-606
Feeding speed	Single-sided: 92 sheets/min. (8.5"×11") Double-sided: 65 sheets/min. (8.5"×11")
Document types	Plain paper, 13 to 35 lb (13 to 54 lb using SDF mode for single-sided original)
Document sizes	Max. 11.69"×17" (297 mm × 431.8 mm) ~ min. 5.04"×5.5" (128 mm × 139.7 mm) Detectable sizes for Auto Paper Select mode: 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* Available to scan mixed originals of AB sizes and inch sizes
Feeder capacity	Max. 100 sheets (20 lb)
Document insertion	Automatic feed
Weight	Approx. 22 kg
Dimensions	650 (W) × 570 (D) × 170 (H) mm
Power source	Supplied from main body

*: Detectable in landscape orientation (L) only

These specifications are subject to change without notice.

7.2 Option Specifications

Finisher FS-509/516

Specifications	
Type	Stapler finisher Mountable options: Z folding unit, Punch kit, Post inserter
Exit trays	Primary (main) tray Secondary (sub) tray (for Straight delivery only)
Function	Straight delivery: Output sorted/grouped sets normally to the Primary (main) tray or Secondary (sub) tray. Offset delivery: Output sorted/grouped sets to the Primary (main) tray, having each set offset by approx. 30 mm upon exit. Staple delivery: Output stapled sets to the Primary (main) tray
Paper types	Plain paper: 16 to 24 lb Thick paper: 25 to 53 lb Thin paper: 13 to 15 lb Special paper: OHP transparencies, labels
Paper sizes	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, B6 Non-standard sizes can be delivered to the Secondary (Sub) tray only.
Stapler capacity (FS-509)	50-sheet staple or 100-sheet staple selectable 100 sheets max. (20 lb paper) / 50 sheets max. (20 lb paper)
Stapler capacity (FS-516)	100 sheets max. (16 to 20 lb paper) / 50 sheets max. (21 to 28 lb paper)
Staples in cartridge	5,000 staples
Dimensions	442 (W)* × 656 (D) × 990 (H) mm
Weight	Approx. 60 kg (FS-509) / 59 kg (FS-516)
Power source	Supplied from main body

*: Effective size (width including Primary (main) tray) will be 688 mm / 825 mm (with the tray edge extended).

Finisher FS-604

Specifications	
Type	Stapler finisher with folding function Mountable options: Z folding unit, Punch kit, Post inserter, Trimmer unit
Exit trays	Primary (Main) tray (for finished output) Secondary (Sub) tray (for unfinished output) Folding mode tray (for finished output)
Function	Straight delivery: Output unfinished sets normally to the Primary (main) tray Offset delivery: Output sorted/grouped sets to the Primary (main) tray, having each set offset by approx. 30 mm upon exit. Sub tray delivery: Output unfinished sets normally to the Secondary (sub) tray Staple delivery: Output stapled sets to the Primary (main) tray Fold&Staple delivery: Output stapled (2 positions in the center) and folded sets to the Folding mode tray Half Fold delivery: Output folded sets to the Folding mode tray Letter Fold delivery: Output trifold (up to 3 sheets) sets to the Folding mode tray
Paper types	Plain paper: 16 to 24 lb Thick paper: 25 to 53 lb Thin paper: 13 to 15 lb Special paper: OHP transparencies, labels
Paper sizes	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 Non-standard sizes can be delivered to the Secondary (Sub) tray only.
Stapler capacity	50 sheets max. (20 lb paper) or 5.5 mm thick or less
Staples in cartridge	5,000 staples
Dimensions	410 (W)* × 656 (D) × 990 (H) mm
Weight	Approx. 68 kg
Power source	Supplied from main body

*: Effective size (width including Primary (main) tray) will be 675 mm / 791 mm (with the tray edge extended).

Punch Kit PK-505

Specifications	
Function	Punching file holes in copies
Number of punch holes	2 holes or 3 holes
Hole diameter	0.315"×0.006" (8.0 ± 0.15 mm)
Hole pitch	2 holes: 2.756" ± 0.020" (70 ± 0.5 mm) 3 holes: 4.252" ± 0.020" (108 ± 0.5 mm)
Paper types	Plain paper: 16 to 24 lb Thick paper: 25 to 53 lb (200 g/m ²) Thin paper: 13 to 15 lb Special paper: OHP transparencies, labels
Paper sizes	2 holes: 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 3 holes: 11"×17", 8.5"×11", A3, B4, A4, B5
Dimensions	148 (W) × 509 (D) × 122 (H) mm
Weight	Approx. 3 kg
Power source	Supplied from finisher

Post Inserter PI-501

Specifications	
Function	Cover sheet feeding into Finisher FS-509/FS-516/FS-604
Structure	Double paper feeding unit (upper and lower)
Cover sheet types	Plain/Recycled paper: 16 to 24 lb Thick paper: 25 to 53 lb (200 g/m ²) Thin paper: 13 to 15 lb
Cover sheet sizes	11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", A3, B4, A4, A4R, B5, B5R, A5
Stack capacity	200 sheets max. or 30 mm thick or less
Dimensions	511 mm (W) × 620 mm (D) × 220 mm (H)
Weight	Approx. 10.5 kg
Power source	Supplied from finisher

Large Capacity Unit LU-403

Specifications	
Function	Paper feeding into main body
Paper capacity	4,000 sheets (20 lb paper)
Paper sizes	8.5"×11", A4, B5, Wide sizes (max. 12.36"×18.11" (314 × 460 mm))
Paper types	Plain/Recycled paper: 16 to 24 lb Thick paper: 25 to 53 lb (200 g/m ²) Thin paper: 13 to 15 lb
Dimensions	430 (W) × 639 (D) × 690 (H) mm
Weight	Approx. 30 kg
Power source	Supplied from main body

Large Capacity Unit LU-404

Specifications	
Function	Paper feeding into main body
Paper capacity	4,000 sheets (20 lb paper)
Paper sizes	11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, A3, B4, A4, A4R, Wide sizes (max. 12.36"×18.11" (314 × 460 mm))
Paper types	Plain/Recycled paper: 16 to 24 lb Thick paper: 25 to 53 lb (200 g/m ²) Thin paper: 13 to 15 lb
Dimensions	670 (W) × 639 (D) × 695 (H) mm
Weight	Approx. 42 kg
Power source	Supplied from main body

Z Folding Unit ZU-602

Specifications	
Function	Punching file holes and Z-folding the output copies
Number of punch holes	2 or 3 holes
Hole diameter	0.315" \pm 0.020" (8.0 \pm 0.5 mm)
Hole pitch	2 holes: 2.756" \pm 0.020" (70 \pm 0.5 mm) 3 holes: 4.252" \pm 0.020" (108 \pm 0.5 mm)
Paper types in Punch mode	Plain paper: 16 to 24 lb Thick paper: 25 to 28 lb Thin paper: 13 to 15 lb
Paper sizes in Punch mode	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
Fold types	Z-fold, Half fold (8.5"×14" only)
Fold position (width from the edge to the first fold)	11"×17": 8.46" (215 mm) or less 8.5"×14": 10.30" (261.6 mm) or less A3: 8.23" (209 mm) or less B4: 7.13" (181 mm) or less
Paper type in Z-Fold mode	Plain paper: 16 to 24 lb
Paper sizes in Z-Fold mode	11"×17", 8.5"×14", A3, B4 Paper sizes other than listed above will be output without any fold.
Dimensions	169 (W) × 660 (D) × 930 (H) mm
Weight	Approx. 38 kg
Power source	Supplied from an outlet

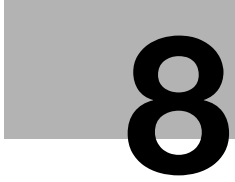
Trimmer Unit TU-501

Specifications	
Function	Trimming the end of booklet
Trimming width	0.39" (10 mm) or less
Number of trimmed sheets	40 sheets max. (20 lb paper) in Fold&Staple mode (20-sheet-folded booklet or 19-sheet-folded booklet with 110 lb (200 g/m ²) paper cover) 6 sheets max. (20 lb paper) in Half Fold mode (3-sheet-folded booklet)
Paper types	Plain/Recycled paper: 16 to 24 lb
Paper sizes	11"×17", 8.5"×14", 8.5"×11"R, A3, B4, A4R, Wide sizes (max. 12.36"×18.11" (314 × 460 mm))
Dimensions	1,144 (W) × 604 (D) × 562 (H) mm
Weight	Approx. 68 kg
Power source	Supplied from an outlet

Accessories:

- Expanded Memory Unit EM-701
- Image Controller IC-203
- PostScript Kit PS-503
- Mount Kit MK-707

These specifications are subject to change without notice.



Before Making Copies

8 Before Making Copies

8.1 Features of the bizhub PRO 920

Basic Functions

- **AES - Automatic Exposure Selection**
Automatically adjusts exposure to compensate for quality of the original.
- **Density**
Manually selects up to 9 density levels each for copy image and background.
- **Automatic Paper Selection**
Automatically selects copy paper size to match the original documents.
- **Auto Zoom**
Automatically selects an appropriate magnification ratio when paper size is selected manually. Automatically selected when [Auto Zoom] is touched.
- **Multi-Sheet Bypass Tray**
Feeds special paper type or size that cannot be loaded in main body trays.
- **Zoom**
Selects magnification ratios for copies. Vertical and horizontal dimensions can be reduced or enlarged independently.
- **Simplex/Duplex**
Selects the desired simplex mode (1-1 or 2-1); or duplex mode (1-2 or 2-2).
- **Reserve**
Scans in subsequent copy jobs while the machine is busy printing or copying.

Combine Originals

- **Combine Pages**
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.
- **Bind**
Makes normal copies from double-sided originals being upside-down on the reverse side.
- **Mixed Original**
Copies mixed size originals from the document feeder in Auto Paper Select or Auto Zoom mode.
- **Z-Folded**
Sets the ADF to accept Z-folded originals.

- **Single Feed**
Sets the ADF to accept thick originals or paste-ups to be fed one sheet at a time.
- **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.
- **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.

Original Image Type

- **Original Image Type**
Enhances photo image in Photo mode, regular image in Text/Photo mode, text image in Text mode, lighter image in Dot Matrix mode.

Applications

- **Insert Sheet**
Insert up to 30 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.
- **Chapters**
Starts chapter pages on the right side (front pages) of the finished document. Only duplex mode (1-2) is compatible with this feature.
- **Insert Image**
Stores pages in memory from the original glass, and inserts the pages into a document copied from the document feeder.
- **OHP Interleave**
Copies onto OHP transparencies and interleave blank or copied paper for each original copied.
- **Program Job**
Scans documents into memory while designating different copy conditions for each original, then prints all the documents collectively.
- **Book Copy**
Copies both pages of an open book or book-size sheet separately onto two sheets in 1-1 mode or separately onto each side of one 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.

- **Image Repeat**
Selects the horizontal image area across the page, and repeats it down the page as many times as the repeat width setting (10 ~ 150 mm) permits in manual or auto.
- **Booklet Pagination**
Creates a multiple page signature booklet copied on both sides of paper in 1-2 or 2-2 copy mode.
- **Neg-/Positive Reverse**
Reverses the image from black-on-white to white-on-black or vice versa.
- **Page Margin**
Creates or removes a binding margin at the top, bottom, right and left edges (shift amount from 0 ~ 250 mm, in 1 mm increments); reduces image to prevent image loss (reduce & shift amount from 0 ~ 250 mm, in 1 mm increments).
- **Frame/Center Erase**
Erases border and/or center image area using Frame (1 - 300 mm), Center (1 - 99 mm), or Frame & Center.
- **Non-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.
- **Image Centering**
The original image on the original glass or in the document feeder is copied and centered on a sheet.
- **Full Scan**
Makes copies printed completely to the edges of the paper to avoid image loss.
- **No Rotate**
Deactivates the Rotation function that automatically rotates the image before copying when the portrait/landscape orientation of the original is different from the orientation of the copy paper.
- **Stamp**
Prints watermark, regular stamp, date/time, page number, and numbering onto the output copies to enhance the presentation and usefulness of the copies.
- **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.

- **Image 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.
- **Program Image Overlay**
Same as for “Overlay” except the overlay image is stored in memory.

Finishing

- **Duplex Bind**
Makes double-sided copies upside down on the reverse side from normal originals.
- **Output for Machine with Finisher FS-509/FS-516/FS-604 Installed:**
Sort, Group, Offset and Staple modes using the Primary (main) tray
Sort and Group modes using the Secondary (sub) tray
Selects an output tray and output mode on the Finishing popup menu.
- **Half Fold, Fold&Staple, Trimming (FS-604 with Trimmer Unit TU-501)**
Folds output copies in the center to make a booklet. Use Fold&Staple to staple in the center, and/or use Trimming to trim the end of booklets.
- **Punch (Punch Kit PK-505, Z Folding Unit ZU-602)**
Makes file holes in output copies.
- **Z-Fold, Letter Fold In, Letter Fold Out (Finisher FS-604, Z Folding Unit ZU-602)**
Makes zigzag-folded copies (Z-Fold), or folds copied set in three (Letter Fold In, Letter Fold Out).
- **Cover Sheet Feeding (Finisher FS-509/FS-516/FS-604 with Post Insert-er PI-501)**
Attaches thick covers or insertions to output copies.
- **Manual Finishing (Finisher FS-509/FS-516/FS-604 with Post Insert-er PI-501)**
Manually staples/punches/folds paper sets without printing.
- **Tandem Mode**
Works in tandem to distribute a large copying job in half the time of non-tan-dem mode.

Job List

- **Job List**
Displays the Job List Screen to view the output/send history, check the in-complete/suspended jobs, or to manage current and reserve jobs.

Advanced Information

- 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.

- Check Mode

To check the job settings before running multiple copies, press [Mode Check] on the control panel to display the Check Screen.

- Interrupt Copying

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

- Mode Memory

Programs up to 30 jobs and recalls each job by job number, as needed.

- Pre-Job Recall

Recalls the settings of the previous output job.

- Help

Provides you with the information about machine functions, job setting procedure, and various machine operations on the Help Screen.

- Accessibility

Sets the response time of the touch keys.

Others

- Low Power

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

- Sleep

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

- 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.

- 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.

8.2 How to Make a Basic Copy

Follow the procedure below to make a basic copy.



Note

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.



Detail

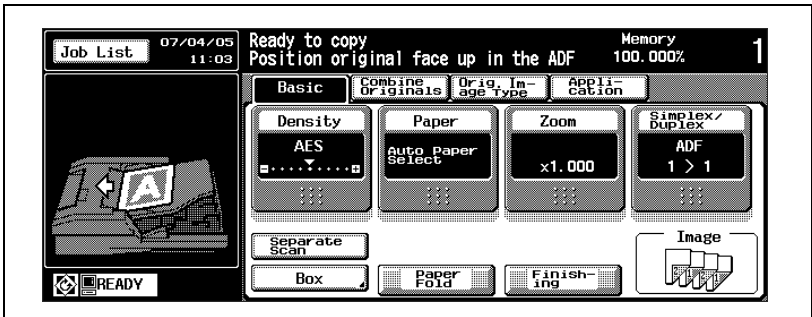
This machine provides a layer selection screen as the Basic Screen. Touching a screen key will display the subsequent screen specific to that function for manual setting.

The Basic Screen can also be changed to the direct selection screen, which allows you to view other basic settings while making a setting change. For details, contact your service representative.

To make a basic copy

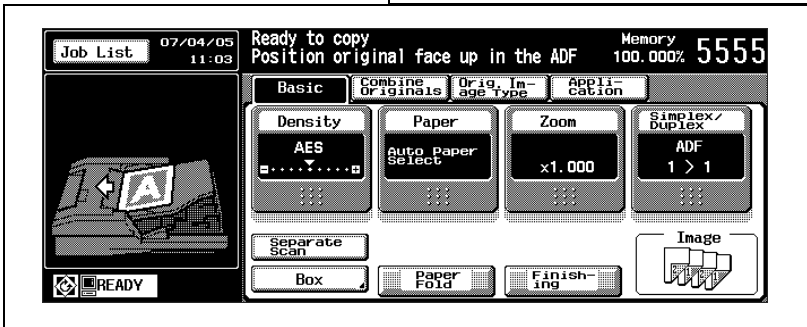
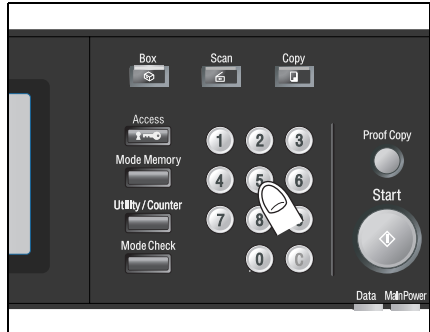
- 1 Display the Basic Screen.

Initially the Basic Screen appears on the touch panel.



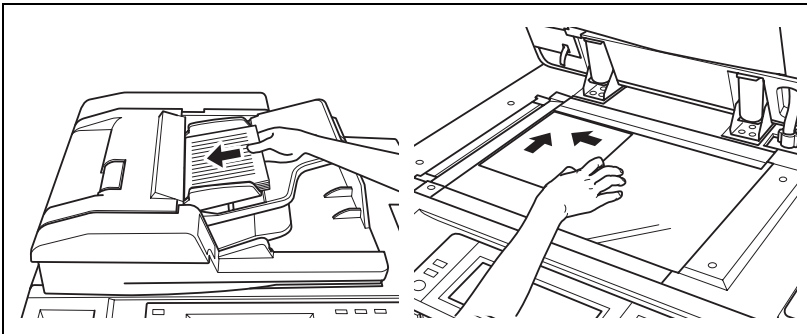
- 2 Set copy conditions as desired.
 - The following settings are available from the Basic Screen.
 - Basic (See Section 9.)
 - Combine Originals (See page 10-6.)
 - Original Image Type (See page 10-23.)
 - Application (See Section 11.)
 - Finishing (See Section 12.)
 - Paper Fold (See Section 12.)

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



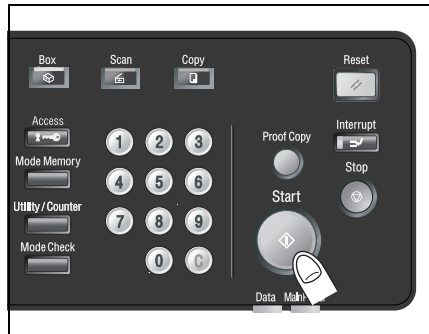
Entered quantity will be displayed on the touch panel.
For detailed information on setting print quantity, see page 8-17.

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



For detailed information on positioning originals, see page 8-10.

- 5 Press [Start] on the control panel.



- When the machine starts scanning originals, the Basic Screen will be displayed to allow you the reserve job setting. See page 9-41 for details.
- On the right side of the screen, the scanned original count, set print count, and current output count will be displayed until the copying job is completed.
- Setting change in Density is available while scanning originals, and will be reflected right after the change has been made.

- 6 When the copy job is completed, the normal Basic Screen will be restored.



Detail

The Job List Screen is provided to change the operation order of reserve jobs or cancel the reserve job. See page 13-2 for details.

8.3 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.



Detail

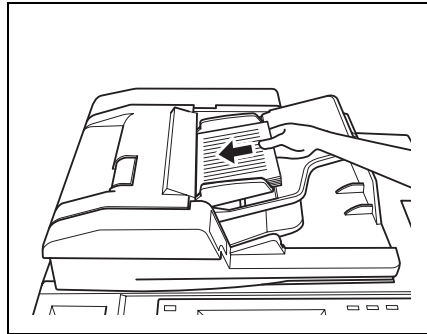
For original sizes available in the ADF, see page 3-12.

Set originals in the same direction as that of the original set direction icon on the screen; otherwise the copy result may not be satisfactory, especially when using duplex mode, Staple, Half Fold, and Booklet Pagination. See page 10-8 for details.

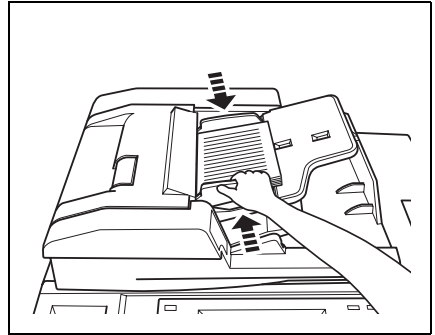
Be sure not to use unsuitable ADF originals. See page 3-10 for details.

To position originals in Normal mode

- ✓ Before placing originals in the tray, be sure the document feeder is closed fully.
- 1 Arrange originals in order.
- 2 Position original(s) FACE UP in the document feeder tray, according to the original set direction icon on the Basic Screen.
 - Place two-sided originals with page one FACE UP. Up to 100 originals can be set at a time.



3 Adjust paper guides.



Reminder

Do not set more than 100 originals or over the limit line indicated on the paper guides; otherwise a paper misfeed will occur.

Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.

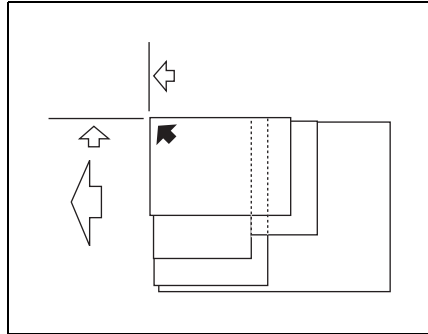
To position originals in Mixed Original mode

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

- ✓ Before placing originals in the tray, be sure the document feeder is closed fully.

1 Arrange originals in order.

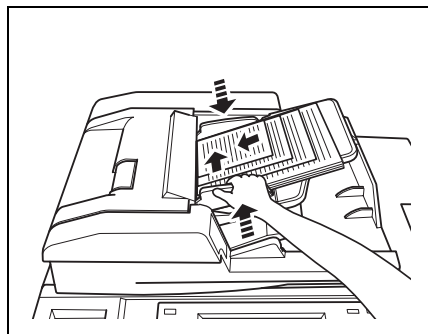
- Arrange the mixed size originals as illustrated below.



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.



**Reminder**

Do not set more than 100 originals or over the limit line indicated on the paper guides; otherwise a paper misfeed will occur.

Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.

**Detail**

To use the Mixed Original mode, see procedure on page 10-12.

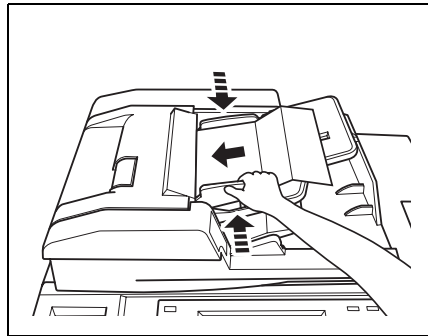
For available combinations of mixed originals, see page 3-12.

To position originals in Z-Folded mode

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

- ✓ Before placing originals in the tray, be sure the document feeder is closed fully.

- 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.
- 3 Adjust paper guides.



Reminder

Do not set more than 100 originals or over the limit line indicated on the paper guides; otherwise a paper misfeed will occur.

Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.



Detail

To use the Z-Folded mode, see procedure on page 10-14.

For available original sizes in Z-Folded mode, see page 3-12.

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.



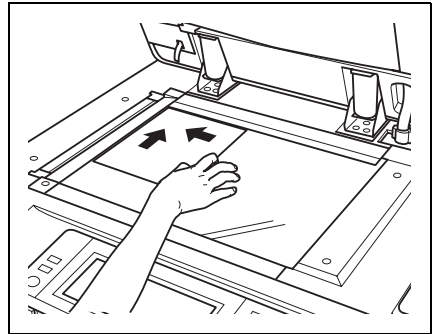
Detail

For details of unsuitable ADF originals, see page 3-10.

Be sure to position original in the correct direction; otherwise the copy result may not be satisfactory, especially when using duplex mode, Staple, Half Fold, and Booklet Pagination. See page 10-8 for details.

To position original on original glass

- 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 conform to the Original direction icon displayed on the Basic Screen.



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



Reminder

When Book Copy, AUTO mode in Image Repeat, or Image Centering is selected, the document feeder should not be closed while scanning.



CAUTION

Do not place too heavy originals, or do not press strongly when thick original is placed and is under pressure of ADF.

→ The glass may be broken and you may be injured.

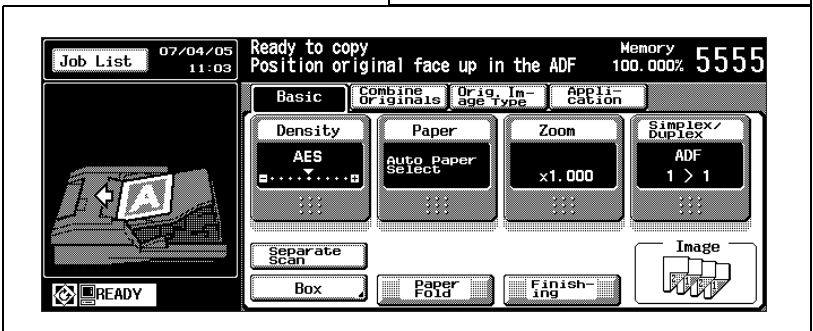
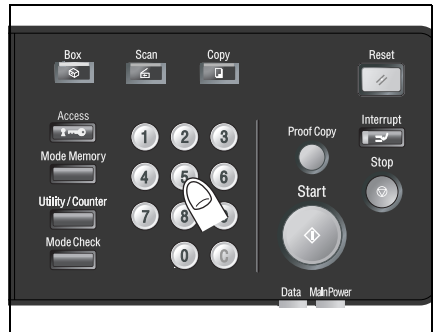
8.4 Setting Print Quantity

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.

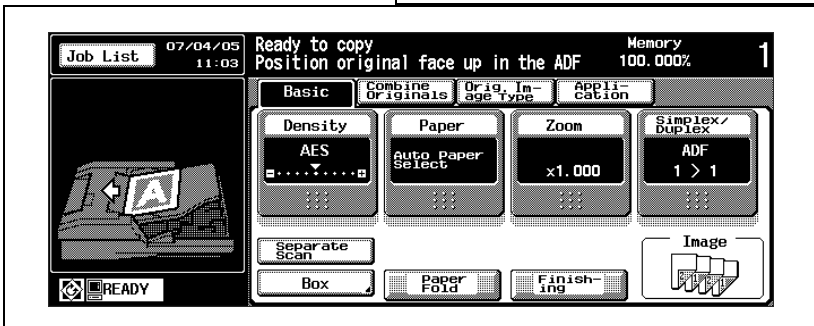
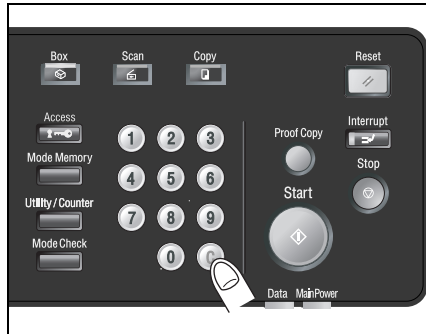


Entered quantity will be displayed on the touch panel.

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.

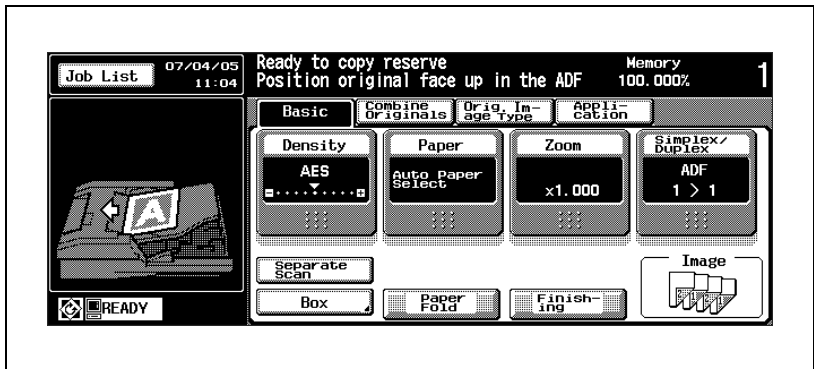
- 2 Enter the correct quantity.
Entered quantity will be displayed on the touch panel.

8.5 Setting Job During Warmup

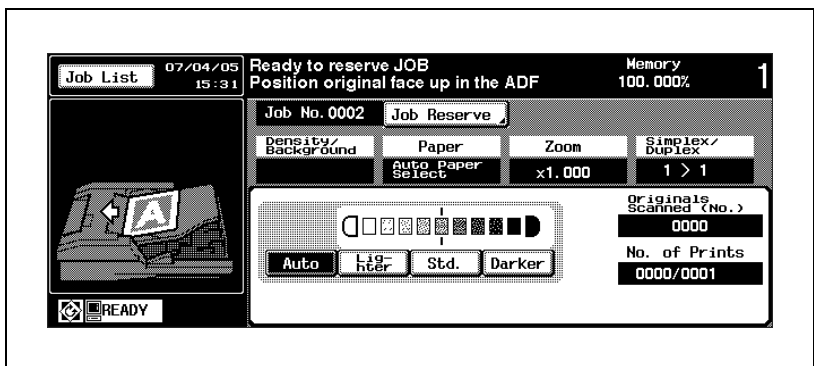
While the copier is warming up after power is turned on, select copy conditions and start scanning so that the copier may start printing immediately the copier engine is ready.

To set job during warmup

- 1 Turn on the main power switch and sub power switch of the machine.
- 2 On the Basic Screen, check that the message “Ready to copy reserve” is displayed in the message area.



- 3 Set the desired copy conditions, enter the print quantity, then position original(s) FACE UP in the ADF or FACE DOWN on the original glass.
- 4 Press [Start] to start scanning.
 - When scanning is completed, the message “Ready to reserve JOB” and [Job Reserve] key will be displayed on the screen.



- 5 Touch [Job Reserve], and repeat steps 3 and 4 to make another reserve job setting.
- 6 Copying on the reserve job will start automatically after completing the warmup.

**Detail**

To stop printing, press [Stop]. See the following subsection.

The Job List Screen allows you to alter the output order of the reserve jobs or to delete the job. See page 13-3 for details.

8.6 To Stop Scanning/Printing

Follow the procedure below to stop scanning or printing.



Note

This procedure is effective only for the job in progress.

To stop scanning for reserve job, stop the printing job first, then operate for the reserve job.

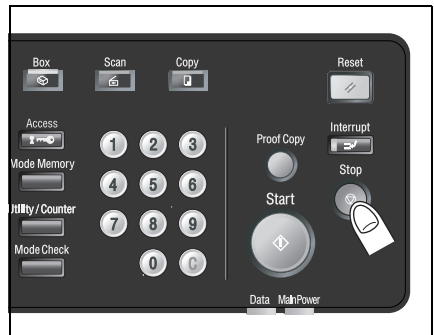


Detail

To stop the reserved job on standby, operate on the Job List Screen. See page 13-3 for details.

To stop scanning or printing job

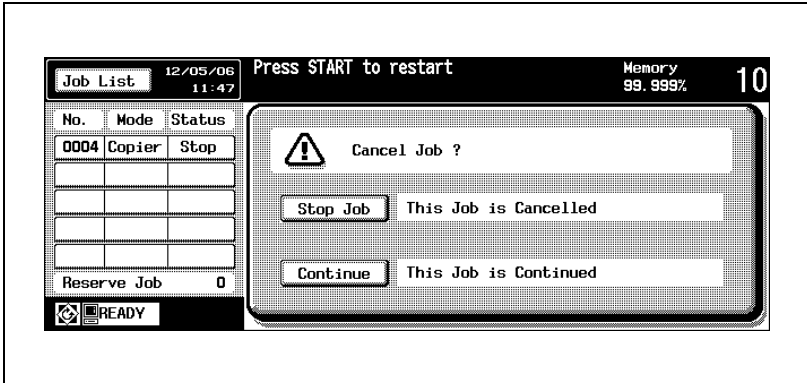
- 1 Press [Stop] while the current job is in progress.



- If the direct selection screen is specified as the Basic Screen, touch Stop in the setting image area.

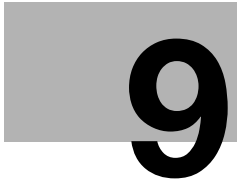
The current machine operation of the selected job will be suspended, and the pop up menu will be displayed on the Basic Screen.

2 Touch [Stop Job].



The data scanned for current job will be cleared to completely cancel the job.

- ? Do you want to complete the suspended job?
 → Touch [Continue].

A large, bold, black number '9' is centered within a gray rectangular background.

Basic Job Settings

9 Basic Job Settings

9.1 Copy Conditions Incompatible with Basic Settings

Copy Conditions Incompatible with Applications			Basic																						
			Density, Background									Paper						Zoom							
			Density						Background Removal			Paper						Zoom							
			Lighter	Standard	Darker	Auto	Pre 1	Pre 2	Lighter	Standard	Darker	Tray 1	Tray 2	Tray 3	Tray 4	Bypass Setting	Auto Paper Select	Auto Zoom Select	x 1.0	Minimal	Zoom	Preset Zoom	Individual Zoom	User Zoom	
Basic	Density, Background	Density	Lighter																						
		Standard																							
		Darker																							
		Auto																							
		Pre 1						X	X	X															
		Pre 2						X	X	X															
	Background Removal	Lighter				--	--																		
		Standard																							
		Darker				--	--																		
	Paper	Tray 1																							
		Tray 2																							
		Tray 3																							
		Tray 4																							
		Bypass Setting																							
		Auto Paper Selects																							
	Zoom	Auto Zoom Select																							
		X 1.0																							
		Minimal																							
		Zoom																							
		Preset Zoom																							
Individual Zoom																									
Simplex/Duplex	User Zoom																								
	1 > 1																								
	1 > 2																								
	2 > 1																								
Separate Scan Mode Key	2 > 2																								

Application		Finishing										Paper Fold	
Booklet Pagination													
Adhesive Binding													
Frame/Center Erase													
Non-image area erase													
Built-in Stamp													
Set Numbering													
Page No.													
Date, Time													
Watermark													
Watermark Numbering													
Annotation													
Image Overlay													
Main Tray	Tray												
Sub Tray													
Sort													
Group													
Offset													
Corner													
2 Position	Staple												
2-Hole													
3-Hole	Punch												
Position Setting													
Right & Left Bind													
Bind													
Top Bind													
Face Up													
Face Down													
1 to N	Order												
N to 1	Direction												
Tandem													
Half Fold													
Fold & Staple													
Letter Fold In													
Letter Fold Out													
Z-Fold													

None: Compatible

x: Grayed out (no response when touched)

--: Automatically released

N: Selectable but inefficient

P: Operation cannot be started

*1: Prohibited to start the job operation with the message "Combination of this modes unavailable" displayed.

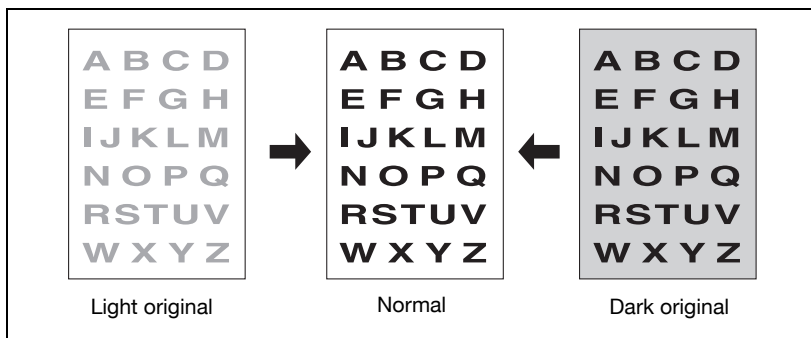
*2: Compatible only when Print Insertion is selected.

9.2 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.



Detail

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 administrator. (Utility Screen>2 Function Setting>3 Density Setting>2 User Density Setting) For details, see page 3-32 of POD Administrator's reference.

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 administrator to use in combination with each of four Original Type modes. (Utility Screen>2 Function Setting>3 Density Setting>1 Density Shift for Original Image Type) For details, see page 3-30 of POD Administrator's reference.



Detail

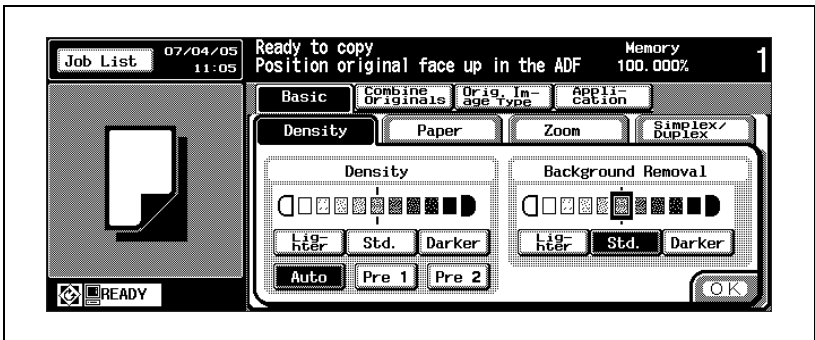
Image Density Selection changes the range of the density level between the darkest and lightest, so that users can obtain the optimum print result according to the originals or print object without degrading image quality. This setting can be made by the administrator, and will also be applied to Density Shift for Enhance Mode. (Utility Screen>2 Function Setting>3 Density Setting>4 Image Density Selection) For details, see page 3-36 of POD Administrator's reference.

Photo Mode Density Setting specifies the exposure level to be selected by AES in Photo mode.

This setting can be made by the administrator. (Utility Screen>2 Function Setting>3 Density Setting>3 Photo Mode Density Setting) For details, see page 3-35 of POD Administrator's reference.

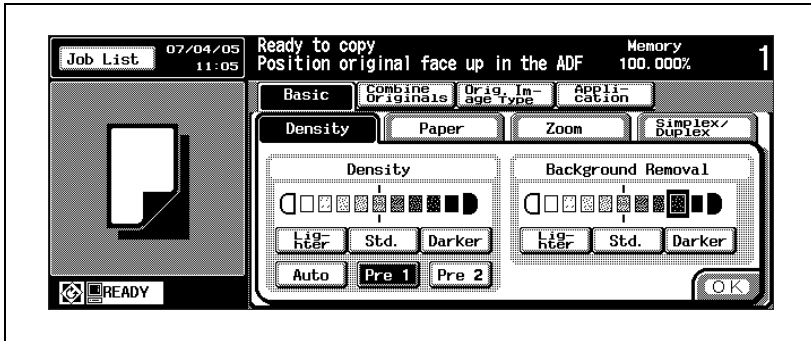
To adjust exposure level and background whiteness

- 1 Touch [Density] on the Basic Screen.
The Density/Background adjustment menu will be displayed.
- 2 Touch [Darker] to darken, or [Lighter] to lighten the copy image.
 - Highlight the desired exposure level indicator.
 - Touch [Std.] to select the middle density level.
 - When resuming AES, touch [Auto].



- To use preset density, touch [Pre 1] or [Pre 2].

- 3 Select the desired background adjustment level.
 - Touch [Darker] or [Lighter] in the Background Removal area to move the highlighted indication to the desired adjustment level. Or, touch [Std.] to resume the standard level.



- 4 Touch [OK] on the Density/Background adjustment menu.

The Basic Screen will be restored, with the specified exposure level indicated on the [Density] key.



Note

If no other settings are required, you don't have to touch [OK] to restore the Basic Screen. Position originals, then press [Start] to start the printing job.

9.3 Paper Tray Setting

Each paper tray has been preset with paper size and condition by administrator.

Paper size

The administrator 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 Auto Paper Select, Auto Zoom, and Rotation to function, and the tray specified as wide size allow Auto Zoom and Rotation.

To make a copy using other size than specified for main body trays and LCU, use Multi-sheet bypass tray and specify the size for it.

Paper condition

The administrator specifies various paper conditions (paper type, color, hole-punch, both-sides adjustment) for each tray.

To make a copy using other size than specified for main body trays and LCU, use Multi-sheet bypass tray and specify the size for it.

The following describes how to use Auto Paper Select and Auto Zoom functions, and how to specify special paper size/type for using Multi-sheet bypass tray.



Detail

Rotation can be deactivated manually. See page 11-64 for details.

To Select Paper Size Automatically (Auto Paper Select)

Auto Paper Select 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.



Note

If “Auto Paper Select” appears on the [Paper] key of the Basic Screen, the function is already activated. You can start copying without performing the following procedure.



Detail

The original sizes to be detected from the ADF or original glass are previously determined. See page 3-10 for details.

The original sizes to be detected from the ADF or original glass can be changed by the administrator. See page 4-50 of POD Administrator's reference.

The administrator can designate the tray or paper condition incompatible with Auto Paper Select. See page 1-2 of POD Administrator's reference.

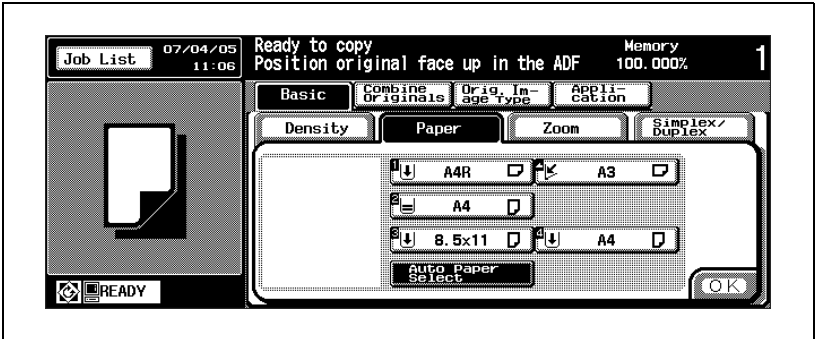
The administrator can deactivate Auto Paper Select when original is set in the ADF or on the original glass. See page 3-23 of POD Administrator's reference.

To set Auto Paper Select

- ✓ Auto Paper Select is incompatible with Auto Zoom, however, Rotation is available.
- ✓ Auto Paper Select will not select the tray of the size specified as non-standard or wide size.

- 1 Touch [Paper] on the Basic Screen.
The Paper setting menu will be displayed.

2 Touch [Auto Paper Select].



3 Touch [OK] on the Paper setting menu.

The Basic Screen will be restored.

? Do you want to start copying immediately?

→ You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].

4 Select additional copy conditions as desired.

5 Position original(s), then 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.



Reminder

Auto Paper Select may not function for the tray of the selected size due to the paper type/weight specified for that tray. Contact your administrator.

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

() : Rotation functions

To Specify Desired Paper Size (Auto Zoom)

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.



Detail

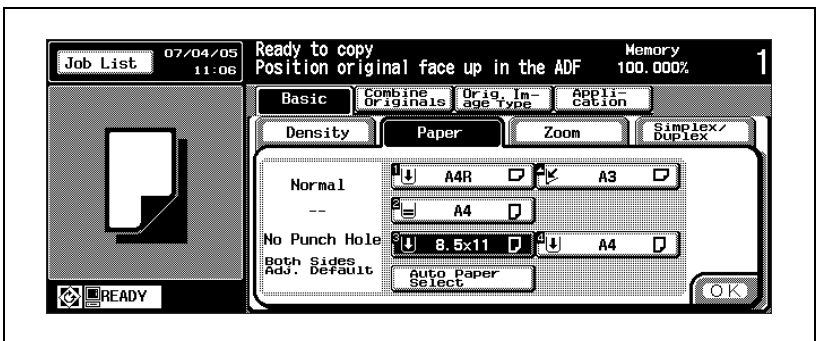
Auto Zoom can also be activated by touching [Auto Zoom] on the Zoom setting menu. In this case, the paper size specified for the tray of top priority will be selected automatically. See page 9-24 for details.

To copy in full size (x1.000) mode using selected paper size, see page 9-23.

To set Auto Zoom

- ✓ Auto Zoom is incompatible with Auto Paper Select, however, Rotation is available.
- ✓ Auto Zoom will not function if selected tray is specified as non-standard size.

- 1 Touch [Paper] on the Basic Screen.
The Paper setting menu will be displayed.
- 2 Touch a tray key on the menu to select the desired paper size.



- 3 Touch [OK] on the Paper setting menu.
The Basic Screen will be restored.

- ?
- Do you want to start copying immediately?
 - You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].

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

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

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

Copying Using Special Paper (Bypass Tray Setting)

Use the Multi-sheet bypass tray to copy using the special paper type or size. The following settings are provided:

- Paper type: - (blank), Normal, Thick, Thin Paper, OHP Paper, Trace, User
- Original Size Detection: Sets the machine to detect a specific paper size instead of the size normally to be detected; namely, A5 instead of 5.5"×8.5", A4R instead of 8.5"×11"R, 8"×13"/8.12"×13.2"/8.25"×13"/8.5"×13" instead of 8.5"×14", and A5R/B6R instead of 5.5"×8.5"R.
- Paper size: Standard, Custom, Wide Paper, Tab Paper



Detail

Special paper can also be loaded in the main body tray or in the LCU to use on a regular basis. See page 1-2 of POD Administrator's reference.

For specifications of special paper to be loaded in the Multi-sheet bypass tray, see page 3-9.

For details on loading paper in the Multi-sheet bypass tray, see page 4-6.

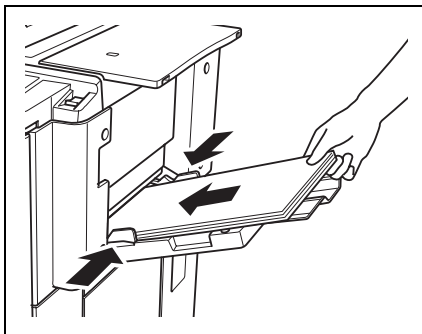


Reminder

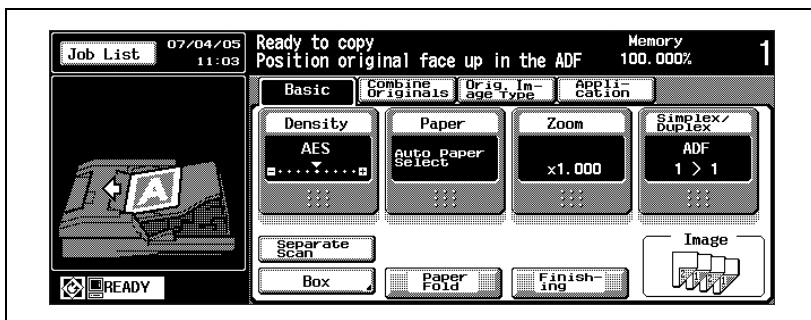
When setting wide size, be sure to specify the precise dimensions of paper to be used. The dimensions of the wide size selected on the Wide Size Paper Screen are not correctly set in the initial setting.

To use Multi-sheet bypass tray

- 1 Open the Multi-sheet bypass tray, and load the copy paper.

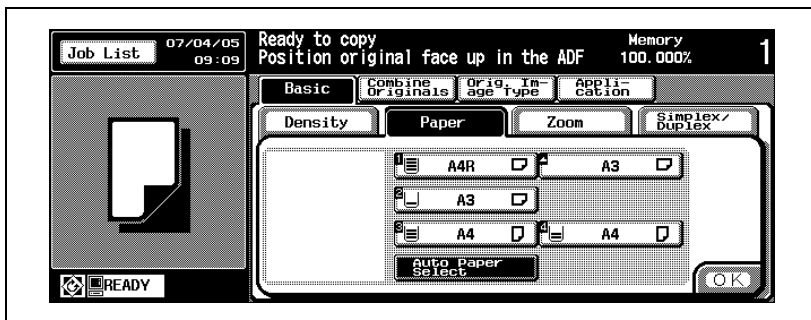


- 2 Touch [Paper] on the Basic Screen.



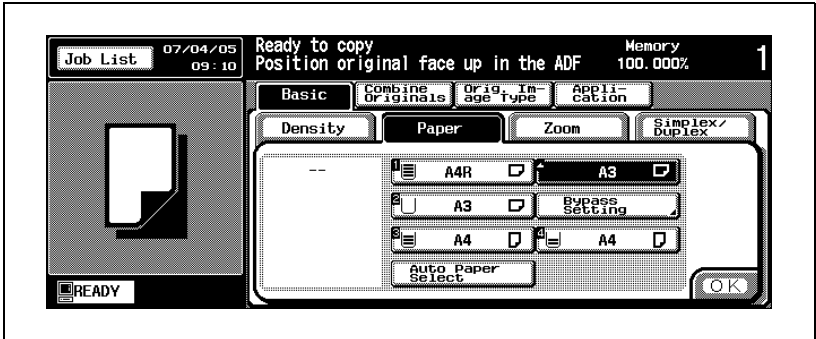
The Paper setting menu will be displayed.

- 3 Touch the bypass tray key.



The [Bypass Setting] key will appear on the menu.

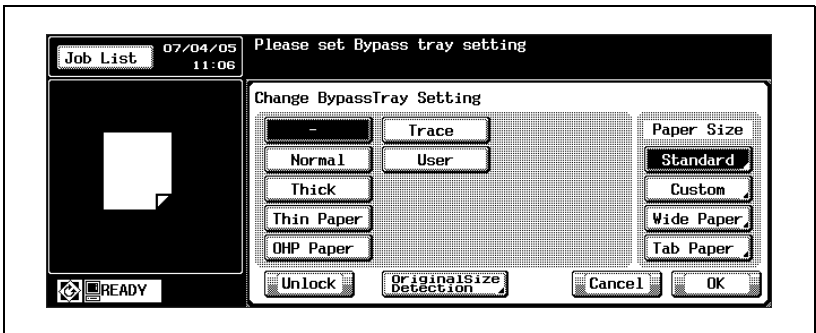
4 Touch [Bypass Setting].



Change Bypass Tray Setting Screen will be displayed.

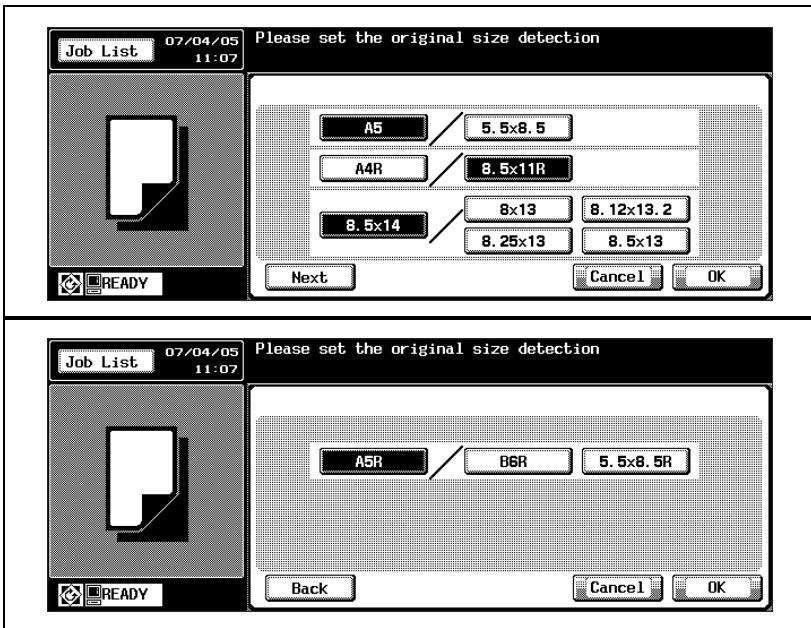
5 Specify the paper type.

- Touch and highlight the desired paper type key from the seven types provided on the screen.

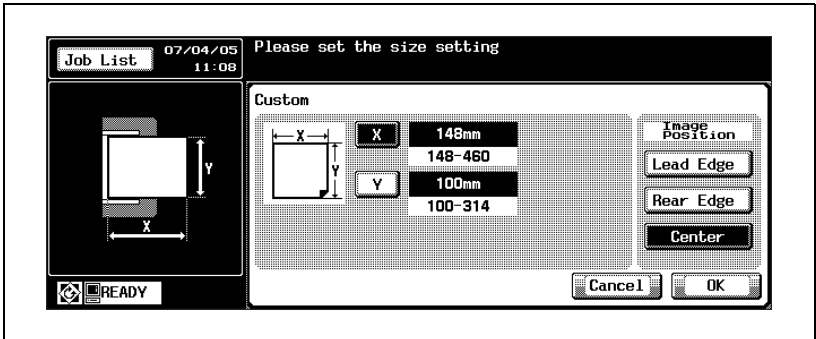


6 Specify the paper size.

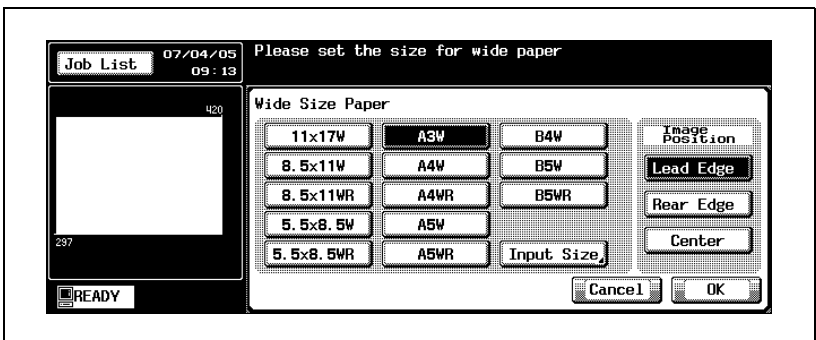
- Selecting [Standard]:
Normally this key is selected. Proceed to the next step.
- To set Original Size Detection:
Touch [Original Size Detection] to display the Original Size Detection Screen.
Touch [Next] or [Back] to display the desired size key, then select the size to be detected as a standard size.
Touch [OK] to complete the setting and return to the Change Bypass Setting Screen.



- To specify a custom size:
Touch [Custom] to display the Custom Size Setting Screen.
Touch [X] or [Y] to highlight it, then use the control panel keypad to enter the desired horizontal or vertical size, respectively. Entered size should fall within 100 mm × 148 mm ~ 314 mm × 460 mm.
Touch [Lead Edge], [Rear Edge], or [Center] to specify the desired image position.
When all settings are completed, touch [OK] to return to the Change Bypass Tray Setting Screen.

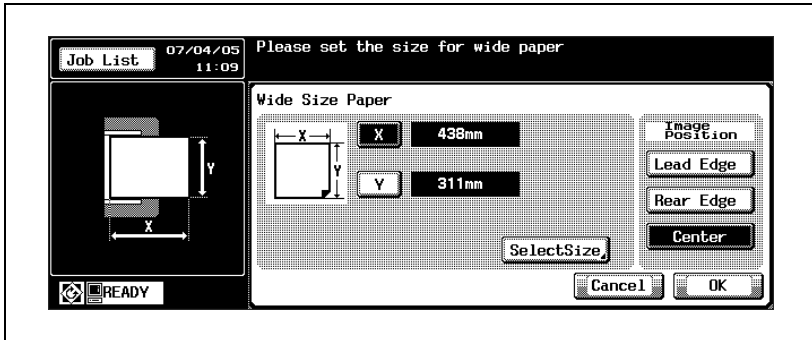


- To specify a wide size:
Touch [Wide Paper] to display the Wide Size Paper Setting Screen.
Touch the desired wide size to highlight it, then touch [Lead Edge], [Rear Edge], or [Center] to specify the desired image position.



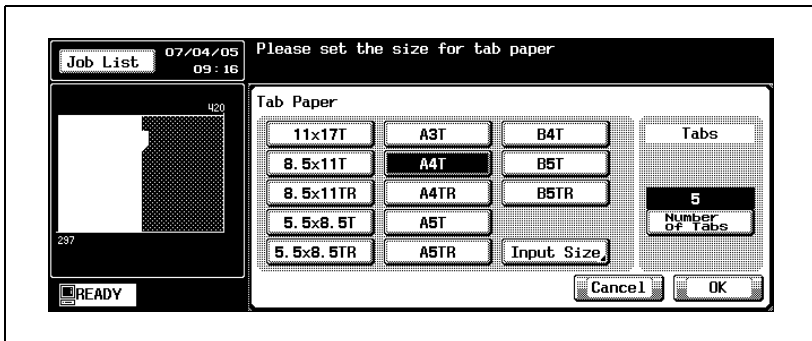
- Touch [Input Size] to display the Size Input Screen.
Touch [X] to highlight it, then use the control panel keypad to enter the desired horizontal size. Entered size should fall within the range from the horizontal size of the standard size corresponding to the selected wide size, to a maximum of 460 mm.

Similarly, touch [Y] to highlight it, then enter the desired vertical size. Entered size should fall within the range from the vertical size of the standard size corresponding to the selected wide size, to a maximum of 314 mm.

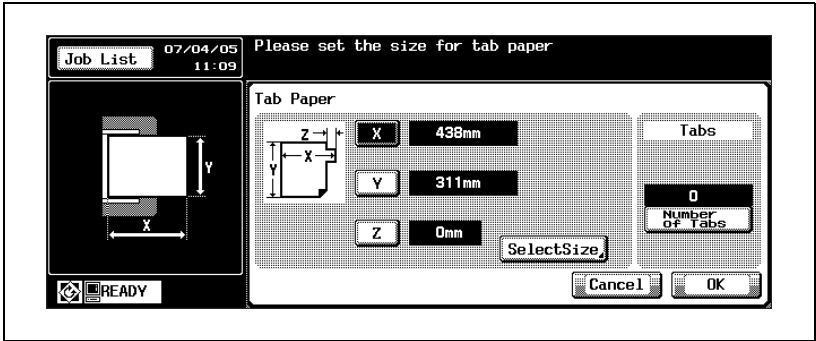


When all settings are completed, touch [OK] to return to the Change Bypass Tray Setting Screen.

- To specify a tabbed paper size:
Touch [Tab Paper] to display the Tab Paper Setting Screen, then touch the desired tabbed paper size to highlight it.
Touch [Number of Tabs], then use the control panel keypad to enter the number of tabs. Setting range is from 1 to 15.



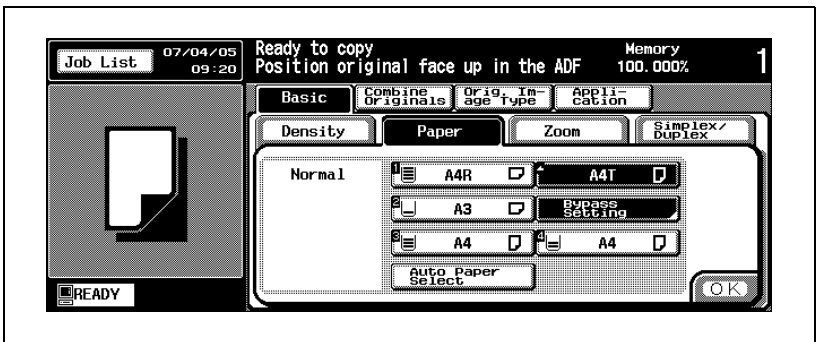
If setting the custom tabbed paper size, touch [Input Size] to display the Size Setting Screen.



Touch [X]/[Y]/[Z] which indicates horizontal/vertical/index size to highlight it, then enter the desired size for each. Entered size should fall within 100 mm × 148 mm ~ 314 mm × 460 mm, and 0 ~ 99 mm for tab extension.

When all settings are completed, touch [OK] to return to the Change Bypass Tray Setting Screen.

- 7 Touch [OK] to restore the Paper setting menu.
The specified paper condition will be displayed on the bypass tray key.



- 8 Touch [OK] on the Paper setting menu.

The Basic Screen will be restored.

? Do you want to start copying immediately?

→ You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].

- 9 Select additional copy conditions, as required.

“Auto” will be displayed on the Zoom key to show its activity.

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



Detail

For details of Auto Zoom function, see page 9-13.

To copy the original of the same size as that specified in the Original Size Detection setting, Original Size Setting is also required. See page 10-21 for details.

To copy the image on the tab part of the original onto the tabbed copy paper, Original Size Setting is also required. See page 10-21 for details.

To copy onto OHP transparencies, Application setting is required. See page 11-21 for details.

9.4 Zoom

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

This section describes how to change the magnification ratio.



Detail

The initial settings may be altered by the administrator. Details are referred in POD Administrator's reference. See page 3-49.

Copying in Full Size Mode

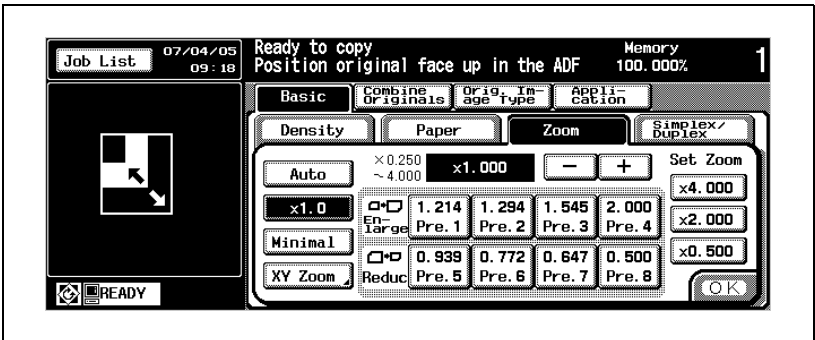
Follow this procedure to make a 100% copy of the original image, irrespective of the selected paper size.

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

The initial settings are restored. Check that “×1.000” is displayed on the [Zoom] key to indicate that the full size mode is selected.

- 2 Select additional copy conditions, as desired.

Specifying paper size will release 1.000 magnification and set Auto Zoom automatically. In this case, touch [Zoom] on the Basic Screen to display the Zoom setting menu, then touch [×1.0] to highlight it.



- ? Do you want to start copying immediately?
 → You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].

Changing Magnification Ratio

The following six modes are provided:

- Enlarge/Reduce: Select from the eight ratios (0.500, 0.647, 0.772, 0.939, 1.214, 1.294, 1.545, 2.000) provided on the screen.
- XY Zoom (proportional): Specify 0.250 to 4.000 in 0.001 (0.1%) increments
- XY Zoom (Individual): Vertical and horizontal dimensions can be specified individually from 0.250 to 4.000 in 0.001 (0.1%) increments.
- Preset Zoom: Select from the three ratios previously programmed.
- Minimal: Set reduction ratio slightly smaller than full size (0.930) in order to prevent image loss when copying original image that reaches the page margin.
- Auto Zoom: Automatically set appropriate magnification ratio according to the original size and selected paper size.

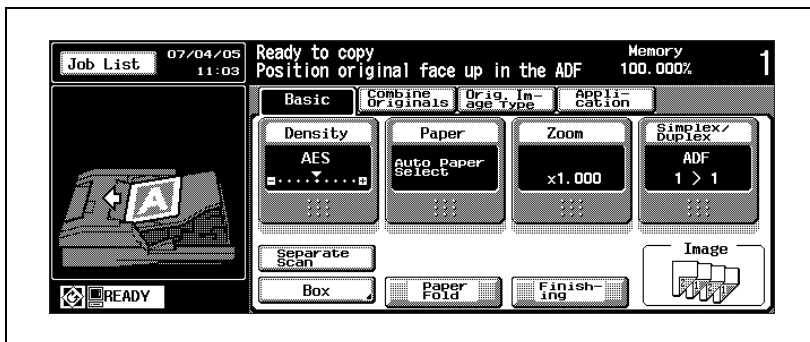


Detail

The preset zoom ratio setting is described in POD Administrator's reference (3 Function Setting>4 Preset Zoom). See page 3-38.

To set zoom mode

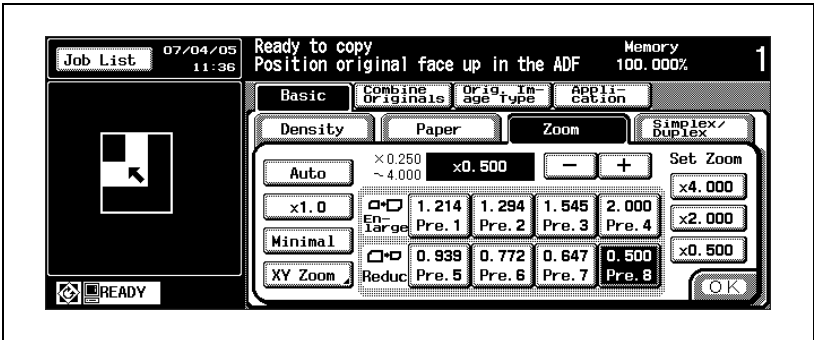
- 1 Touch [Zoom] on the Basic Screen.



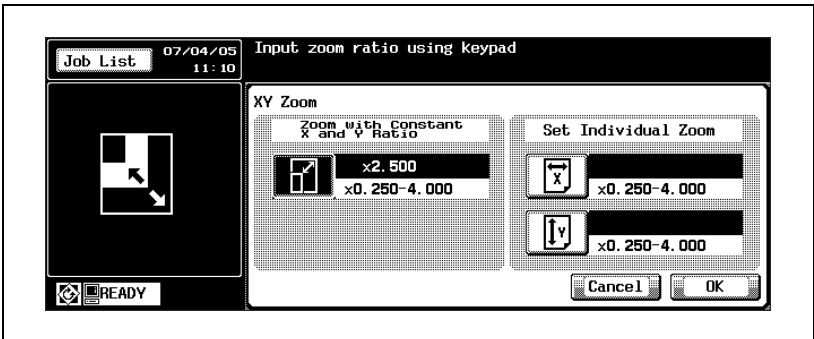
The Zoom setting menu will be displayed.

2 Specify the desired magnification ratio.

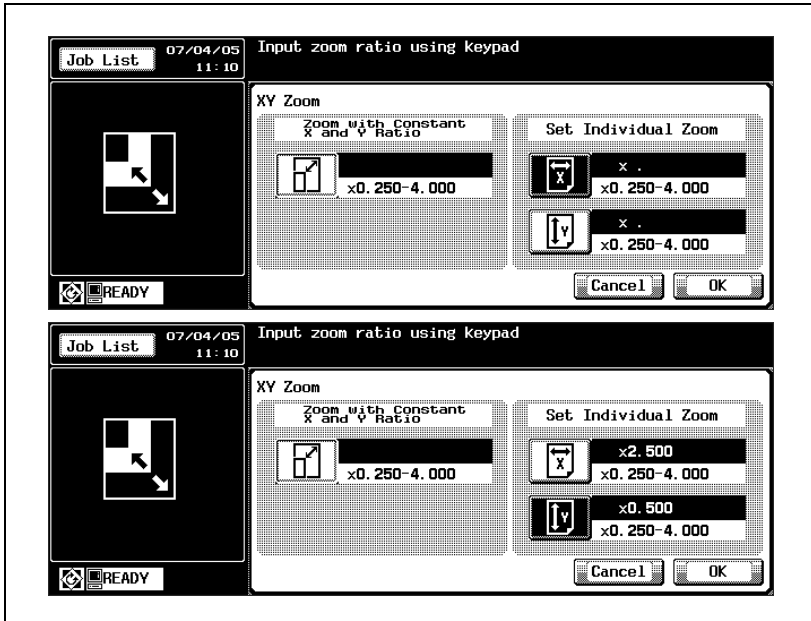
- Enlarge/Reduce:
Touch the desired key in the Enlarge/Reduce area.



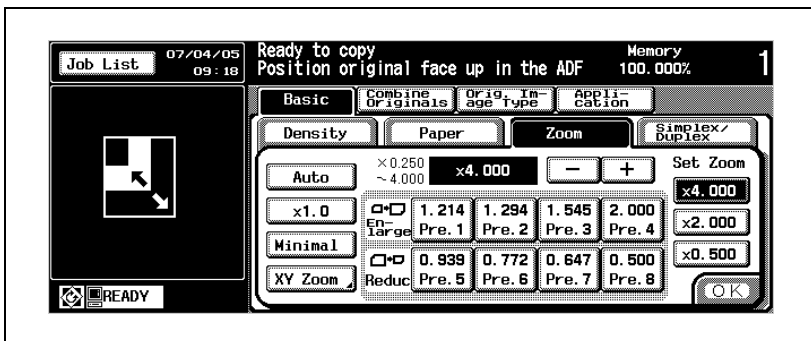
- Manual Zoom (proportional):
Touch [-] or [+] to change the magnification ratio in 0.001 (0.1%) steps.
Or, touch [XY Zoom] to display the XY Zoom Screen, touch and highlight the key in “Zoom with Constant X and Y Ratio” area, then use the control panel keypad to enter the desired magnification ratio. The entered ratio will be displayed on the touch panel.
Touch [OK] to return to the Zoom setting menu.



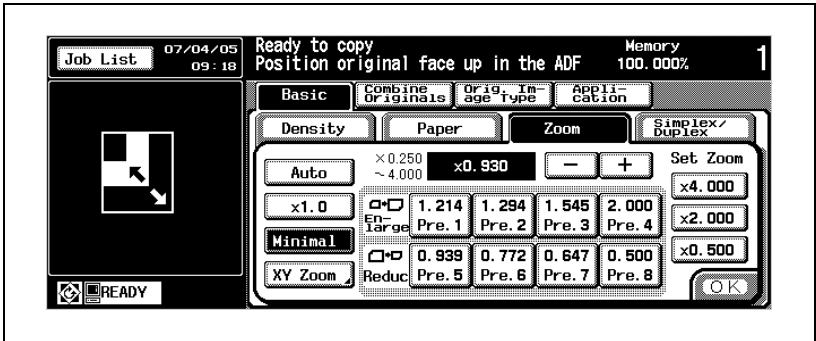
- Manual Zoom (individual):
Touch [XY Zoom] to display the XY Zoom Screen. Touch and highlight [X] or [Y] in “Set Individual Zoom” area, then use the control panel keypad to enter the desired magnification ratio. The entered ratio will be displayed on the touch panel.
Touch [OK] to return to the Zoom setting menu.



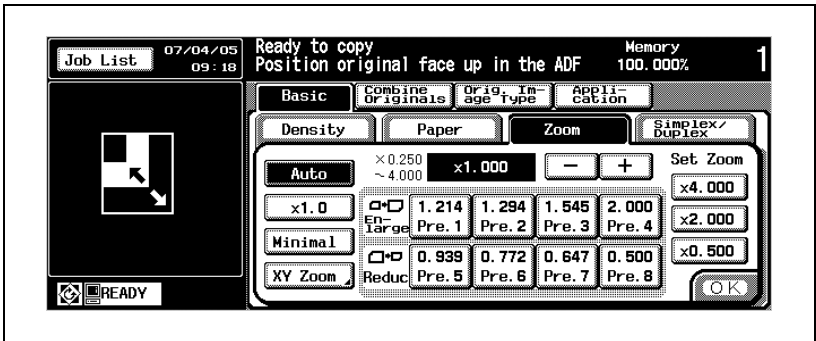
- Preset Zoom:
Touch the desired preset zoom key under the Set Zoom indication.



- Minimal:
Touch [Minimal] to highlight it.



- Auto Zoom:
Touch [Auto] to highlight it. The machine will automatically select the appropriate magnification ratio for paper size loaded in the tray of top priority.



- ? Did you enter a wrong number using keypad?
→ Continue by entering the correct number.
- ? Do you want to restore the previous setting?
→ Touch [Cancel].

- 3 Touch [OK] on the Zoom setting menu.
The Basic Screen will be restored.

- ? Do you want to start copying immediately?
→ You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].

**Detail**

To copy on paper loaded in any tray but the one of top priority using Auto Zoom function, see page 9-13.

9.5 Simplex/Duplex

The Basic Screen is initially set to 1-1 copy mode to make single-sided copies from single-sided originals.

Follow the procedure below to make double-sided copies from the originals scanned from the document feeder or from the original glass, and also to make single-sided copies from double-sided originals.



Detail

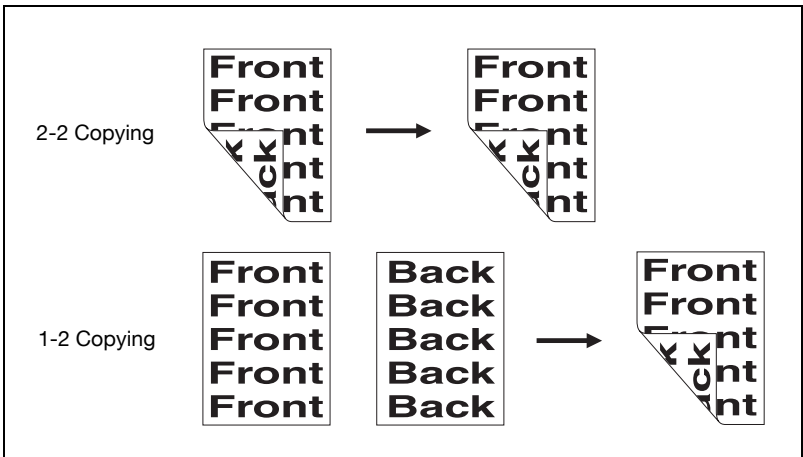
The machine is set to match the original binding direction and copy binding direction automatically. For details, see page 3-55 of POD Administrator's reference.

If copy result is not as expected, this setting might be altered by the administrator. In this case, specify the copy binding direction manually. See page 12-6 for details.

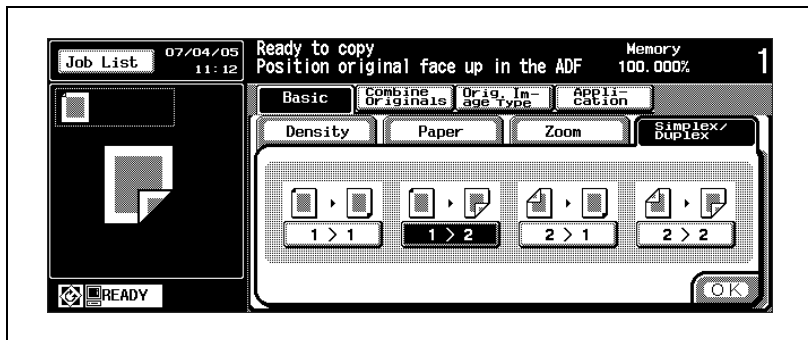
Making Double-Sided Copies Using ADF

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

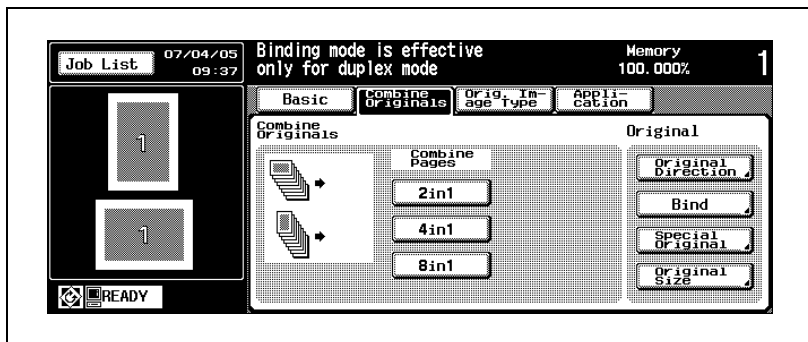
- ✓ Position originals according to the original direction icon on the Basic Screen.
- ✓ The normal double-sided copies (having the same edge as page top) can be made from double-sided originals printed upside down on the back pages.



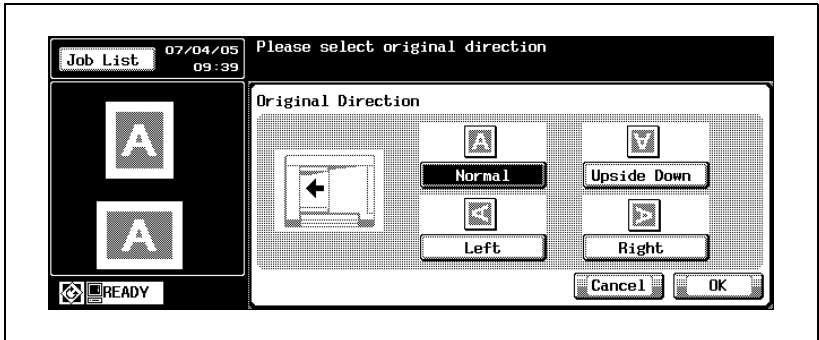
- 1 Touch [Simplex/Duplex] on the Basic Screen.
The Simplex/Duplex setting menu will be displayed.
- 2 Touch [1-2] or [2-2] to highlight it.



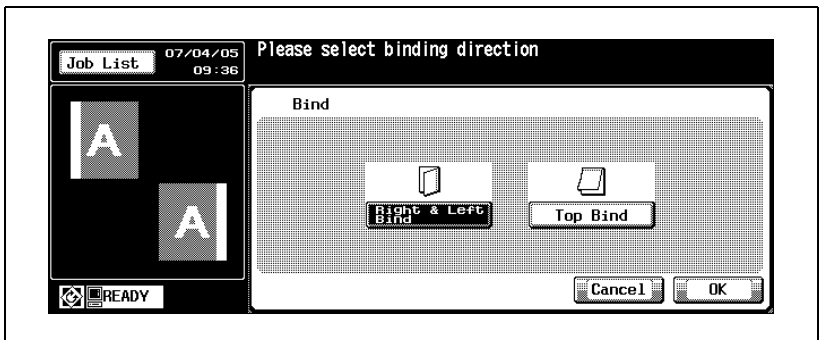
- 3 Touch [OK] on the Simplex/Duplex setting menu.
The Basic Screen will be restored.
 - ? Do you want to start copying immediately?
 - You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].
- 4 Specify the original set direction and binding direction.
 - Touch [Combine Originals] to display the Combine Originals setting menu.



- Touch [Original Direction] to display the Original Direction Screen, then touch the desired original direction key to highlight it. Touch [OK] to return to the Combine Originals setting menu.



- 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 [Bind] to display the Original Binding Direction Screen, then touch [Top Bind]. Touch [OK] to return to the Combine Originals setting menu.



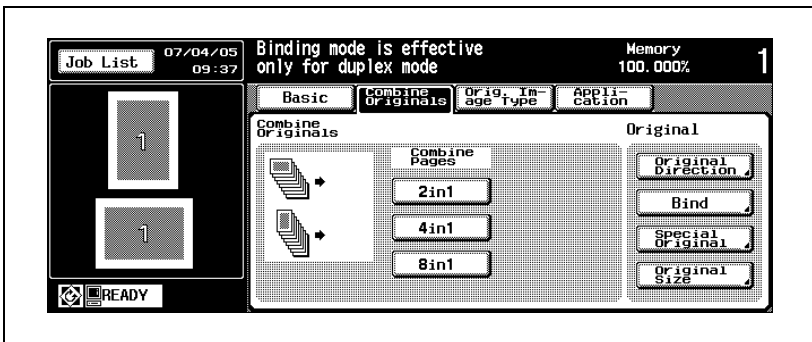
- 5 Select additional copy conditions, as desired.
- 6 Position originals FACE UP in the document feeder.
 - Set originals according to the original direction icon displayed on the Basic Screen.
- 7 Press [Start] to print.

Making Double-Sided Copies Using Original Glass

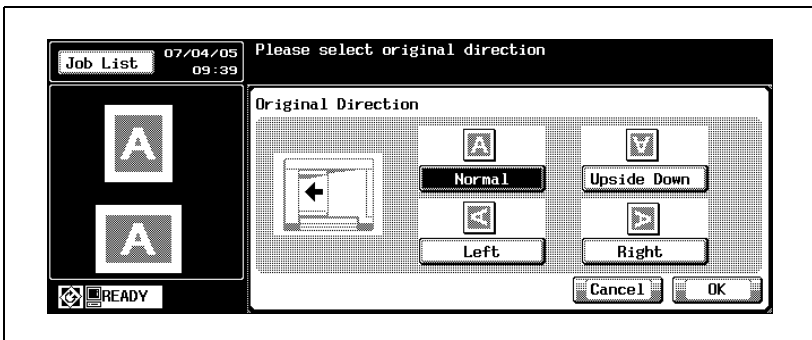
Use the original glass to scan originals unsuitable for the document feeder.

- ✓ Use the Separate Scan mode.
- ✓ Position originals according to the original direction icon on the Basic Screen.
- ✓ If Book Copy, Non-Image Area Erase, Size Auto Detect mode of Image Repeat, or Image Centering is selected, keep the ADF open throughout the scanning procedure.

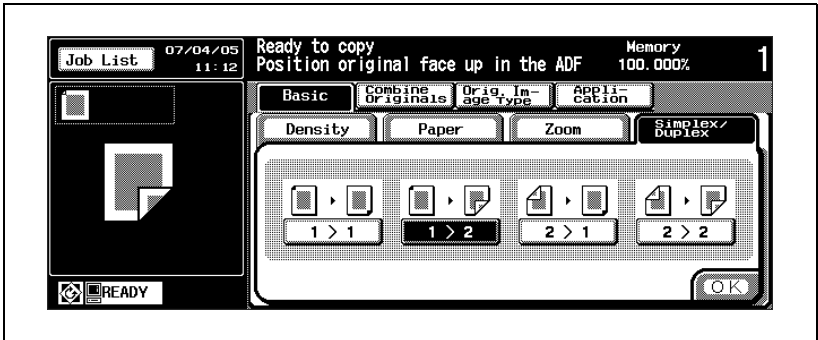
- 1 Specify the original set direction and binding direction.
 - Touch [Combine Originals] to display the Combine Originals setting menu.



- Touch [Original Direction] to display the Original Direction Screen, then touch the desired original direction key to highlight it. Touch [OK] to return to the Combine Originals setting menu.



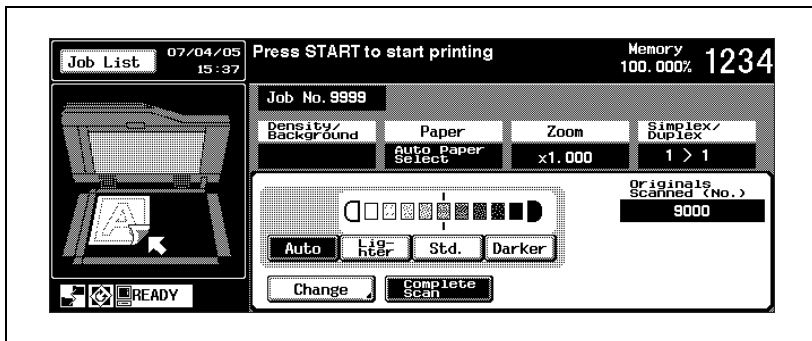
- 2 Position original FACE DOWN on the original glass.
 - Open the ADF. Position original FACE DOWN according to the original direction icon displayed on the Basic Screen, then close the ADF.
Be sure to start from the first page.
- 3 Touch [Simplex/Duplex] on the Basic Screen.
The Simplex/Duplex setting menu will be displayed.
- 4 Touch [1-2] to highlight it, then touch [OK].



The Basic Screen will be restored, with the [Separate Scan] key automatically highlighted.

- 5 Select additional copy conditions, as desired.
- 6 Press [Start] to scan.
The front side image of the double-sided copy will be scanned into memory.
 - ? Do you want to stop scanning?
→ Press [Stop]. The scanned image will be cleared.
- 7 Replace the original on the original glass with the back side image original, then press [Start].

- 8 When all originals are scanned, touch [Complete Scan] to exit the Separate Scan mode.



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



Reminder

DO NOT press [Reset] with the original already set on the original glass and duplex copy mode selected, otherwise the Separate Scan mode will be released to disable the copier from scanning the original placed on the original glass.



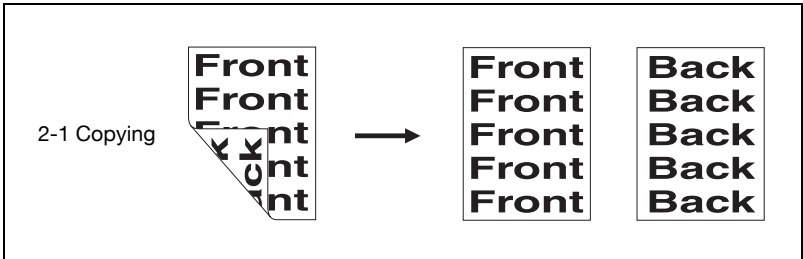
Detail

For the information on unsuitable ADF originals, see page 3-10.

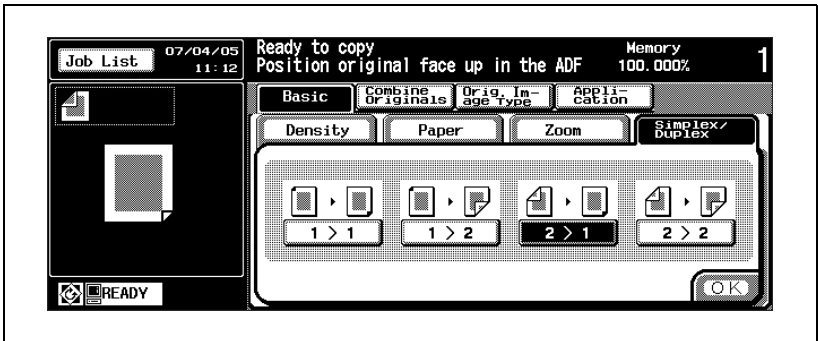
Making Single-Sided Copies from Double-Sided Originals

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

- ✓ Position originals according to the original direction icon on the Basic 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.

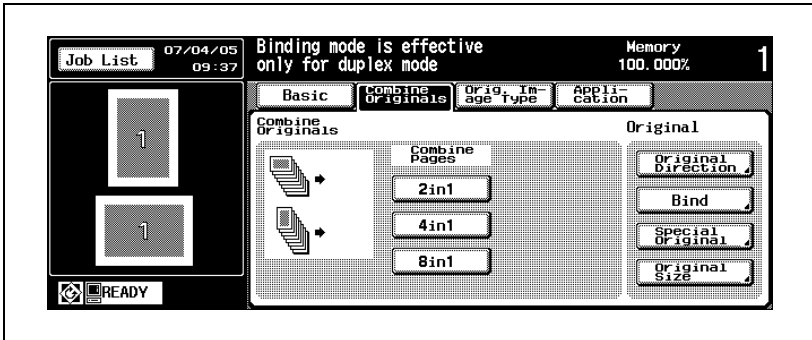


- 1 Touch [Simplex/Duplex] on the Basic Screen.
The Simplex/Duplex setting menu will be displayed.
- 2 Touch [2-1] to highlight it.

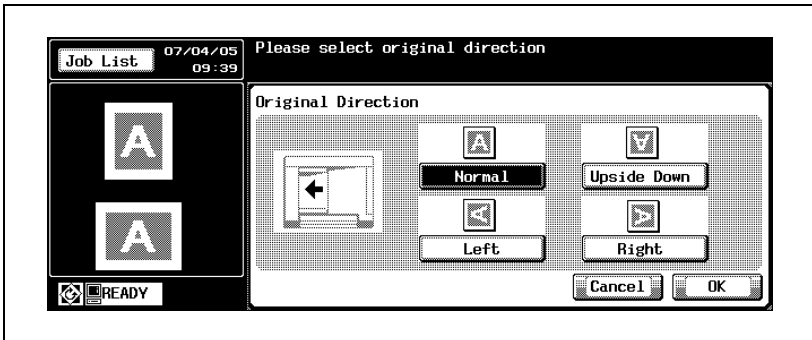


- 3 Touch [OK] on the Simplex/Duplex setting menu.
The Basic Screen will be restored.
- ? Do you want to start copying immediately?
 → You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].

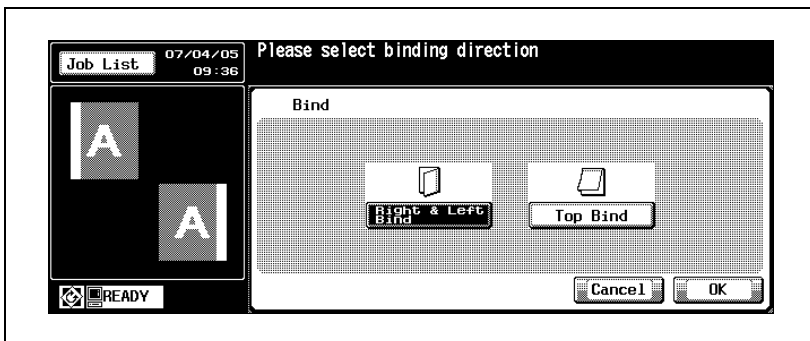
- 4 Specify the original set direction and binding direction.
- Touch [Combine Originals] to display the Combine Originals setting menu.



- Touch [Original Direction] to display the Original Direction Screen, then touch the desired original direction key to highlight it. Touch [OK] to return to the Combine Originals setting menu.



- To make normal single-sided copies (having the same edge as page top) from double-sided originals printed upside down on the back pages, touch [Bind] to display the Original Binding Direction Screen, then touch [Top Bind].



Touch [OK] to return to the Combine Originals setting menu.

- 5 Select additional copy conditions, as desired.
- 6 Position originals FACE UP in the document feeder.
 - Set originals according to the original direction icon displayed on the Basic Screen.
- 7 Press [Start] to print.

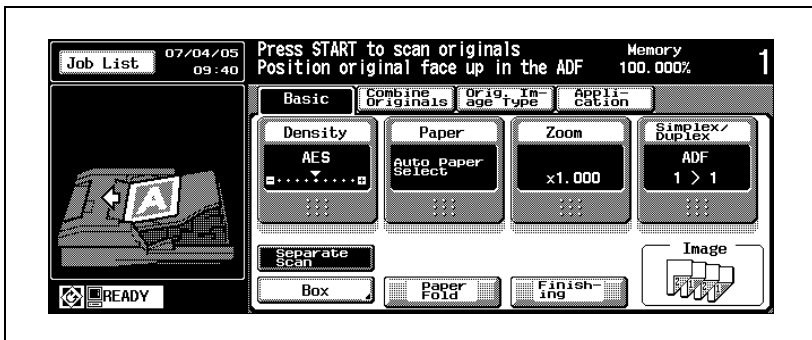
9.6 Separate Scan Mode

Use Separate 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.

To set Separate Scan mode

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

- 1 Make copying selections, as desired.
- 2 Touch [Separate Scan] on the Basic Screen to highlight it.

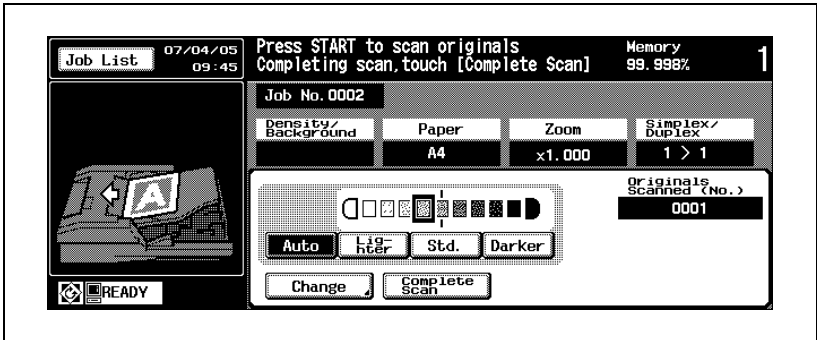


The Separate Scan mode will be activated. Separate Scan may already be highlighted depending on the selected copy conditions.

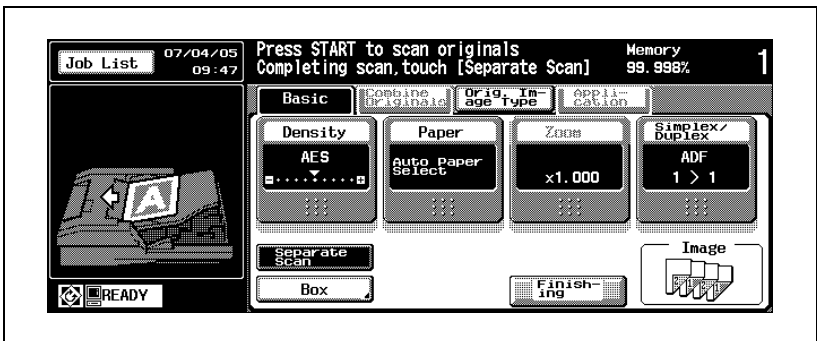
- 3 Position original(s), then press [Start].
 - Using original glass:
Place original FACE DOWN. Start scanning from the first page.
Repeat this step for all originals.
 - Using ADF:
Position originals FACE UP.
If the number of originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them from the block with the first page.

When scanning job is started, the Basic Screen will slightly change to provide some other information.

- 4 Setting change is available during scanning procedure, if required.
- Touch [Change] on the Basic Screen to restore the normal Basic Screen, then change selections or print quantity, as desired.

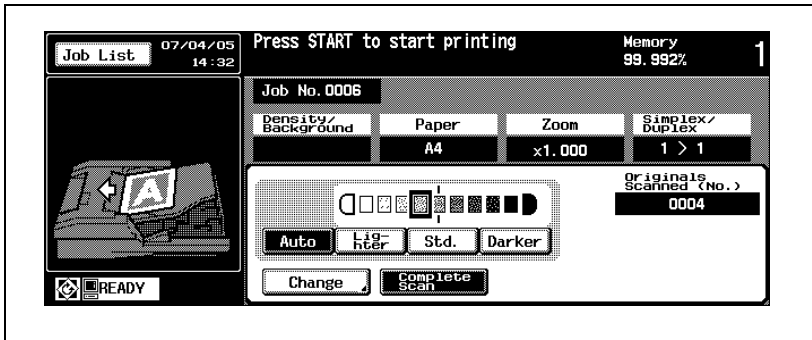


- 5 To resume scanning, position original(s), then press [Start]. Memory indicator at the upper right corner of the touch panel allows you to check the remaining memory.



- ? Do you want to stop scanning?
 → Press [Stop]. All the scanned image will be cleared.

- 6 When scanning is completed, touch [Complete Scan] to exit the Separate Scan mode.



- 7 Press [Start].
All the data in memory will be output.



Detail

Press [Stop] to suspend the printing job. For details, see page 8-21.

9.7 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.

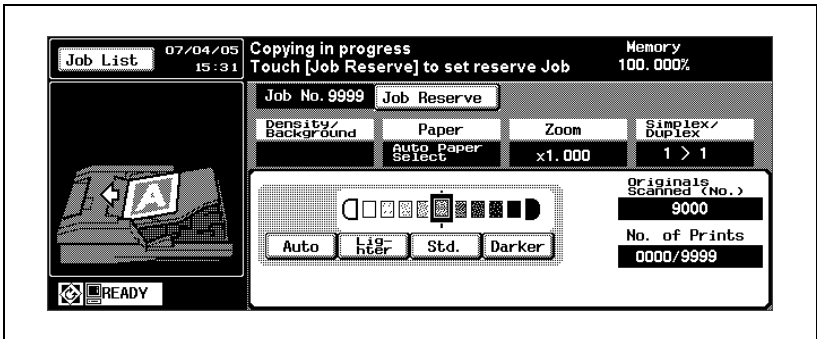
To set reserve job

- ✓ 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 Press [Start] to scan/print the current job.

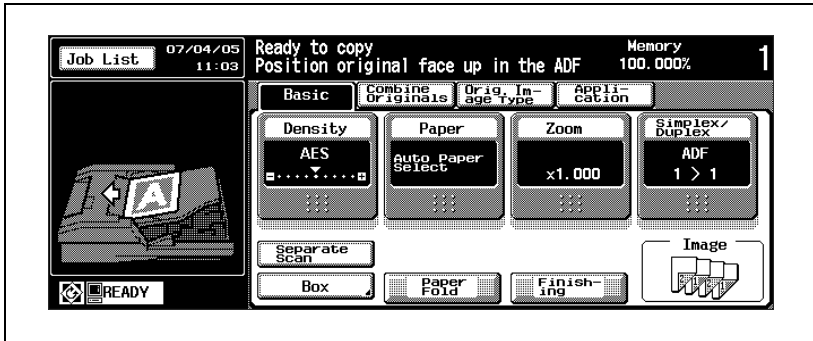
The Basic Screen displays the message “Touch [Job Reserve] to set reserve Job.”

2 Touch [Job Reserve].



The normal Basic Screen will be restored.

- 3 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.

- 4 Printing of the reserve job will automatically start.



Detail

To check and operate the reserve jobs, touch [Job List] to display the Job List Screen. See page 13-3 for details.

10

Original Setting

10 Original Setting

10.1 Copy Conditions Incompatible with Original Settings

Copy Conditions Incompatible with Applications		Basic																							
		Density Background							Paper				Zoom												
		Density					Background Removal		Paper				Zoom												
		Lighter	Standard	Darker	Auto	Pre 1	Pre 2	Lighter	Standard	Darker	Tray 1	Tray 2	Tray 3	Tray 4	Bypass Setting	Auto Paper Select	Auto Zoom Select	x 1.0	Minimal	Zoom	Preset Zoom	Individual Zoom	User Zoom		
Combine Originals	Combine Pages	2 in 1														X									
		4 in 1														X									
		8 in 1														X									
	Numbering Direction	Horizontal																							
		Vertical																							
	Original	Normal																							
		Left																							
		Upside Down																							
		Right & Left Bind																							
		Top Bind																							
		Normal																							
		Mixed Original																							
		Z-Fold																							
		Single Feed																							
		Custom Size																							
Custom Size (w/Full Area)															X	X									
Tab Paper															X	X									
Quality	Text/Photo																								
	Dot Matrix																								
	Photo																								
	Text																								

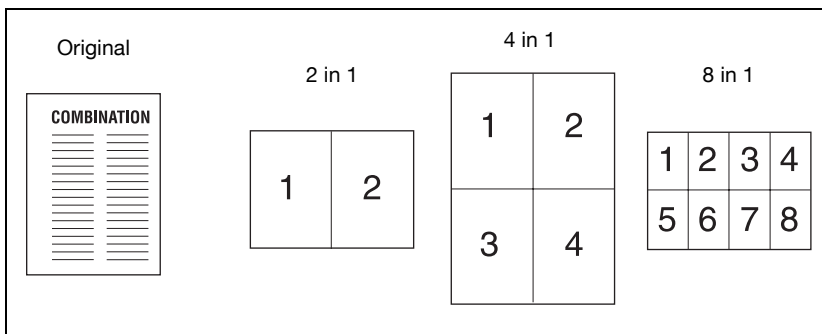
Copy Conditions Incompatible with Applications			Application																															
			Main Body	PI	Insert Sheet (Front Cover)	Main Body	PI	Insert Sheet (Back Cover)	Main Body	PI	Insert Sheet (Insert Paper)	Chapters	Insert Image	OHP Interleave	Program Job	Neg/Pos Reverse	Book Copy	Size Manual Input	Size Auto Detect	2 Repeat	4 Repeat	8 Repeat	2 Repeat (R-Reverse)	2 Repeat (L-Reverse)	Shift	Reduce & Shift	Image Centering	Full Scan	No Rotate					
Combine Originals	Combine Pages	2 in 1	*3	*3	*4	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X							X				
		4 in 1	*3	*3	*4	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X							X			
		8 in 1	*3	*3	*4	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X							X			
	Numbering Direction	Horizontal																																
		Vertical																																
	Original	Original	Normal																															
			Left																															
			Upside Down																															
			Right & Left Bind																															
			Top Bind																															
			Normal																															
			Mixed Original	*3	*3	*4	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X					
			Z-Fold															X	X	X	X	X	X	X	X				X					
			Single Feed	*3	*3	*4	X	X									X	X												X				
Custom Size																																		
Custom Size (w/Full Area)														X										X	X					X				
Tab Paper	*3	*3	*4	X	X	X								X																				
Quality	Text/Photo																																	
	Dot Matrix																																	
	Photo																																	
	Text																																	

10.2 Combine Originals

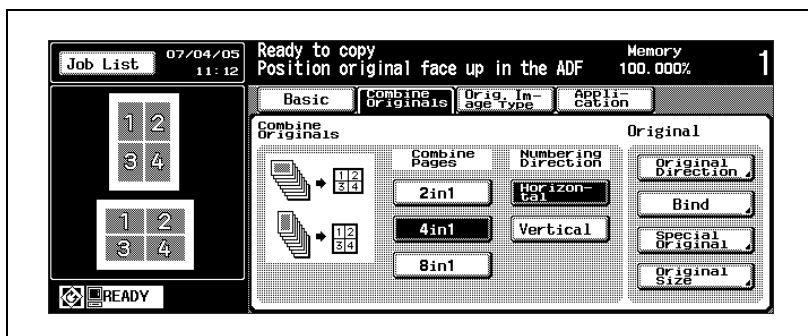
Lay Out Several Pages onto One Sheet (Combine Pages)

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).

- ✓ Use ADF.
- ✓ Auto Zoom is automatically selected. Normally the magnification ratio is determined according to the paper size fixed for the tray of top priority.



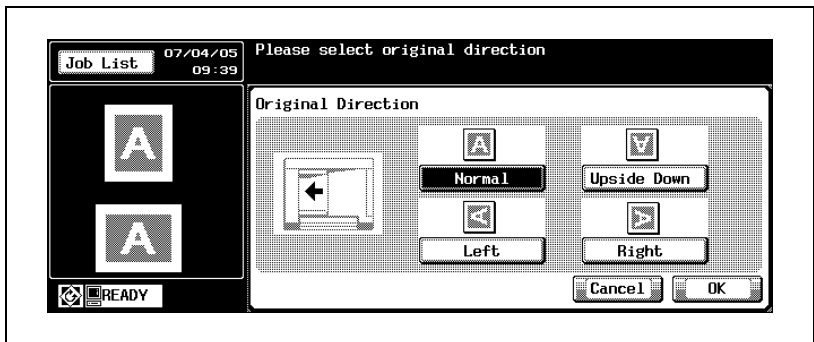
- 1 Touch [Combine Originals] on the Basic Screen.
The Combine Originals setting menu will be displayed.
- 2 Touch [2 in 1], [4 in 1] or [8 in 1] under Combine Pages to highlight it.
 - Selecting 4 in 1 or 8 in 1, the menu will additionally display two numbering direction keys.
Touch either [Horizontal] or [Vertical] to specify numbering order of original layout.



Auto Zoom is automatically selected to make a copy using paper size loaded in the tray of top priority.

- ? Do you want to change the paper size?
 → Select the desired paper size from the Basic Screen.

- 3 Specify the original set direction.
- Touch [Original Direction] on the Combine Originals setting menu to display the Original Direction Screen. Touch the desired original direction key to highlight it, then touch [OK].



- ? Do you want to select additional copy conditions?
 → Touch [Basic] or any other tab key to continue job settings.

- 4 Enter the desired print quantity, position originals FACE UP in the document feeder, then press [Start].

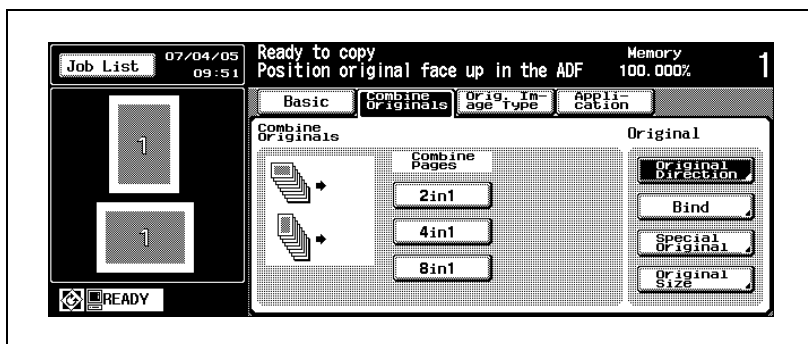
10.3 Original

Specifying Original Direction (Original Direction)

Specify the direction of the originals placed on ADF or original glass.

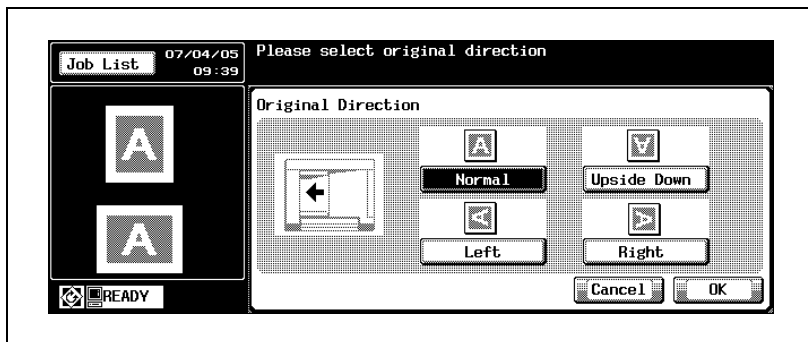
This setting is required to obtain copy results as expected when making double-sided copies with binding position specified or when staple position is specified.

- 1 Touch [Combine Originals] on the Basic Screen.
The Combine Originals setting menu will be displayed.
- 2 Touch [Original Direction].



The Original Direction Screen will be displayed.

- 3 Touch the desired original direction key to highlight it.



- 4 Touch [OK] on the Original Direction Screen.
The Combine Originals setting menu will be restored.
 - ? Do you want to restore the previous setting?
→ Touch [Cancel].
 - ? Do you want to select additional copy conditions?
→ Touch [Basic] or any other tab key to continue job settings.
- 5 Enter the desired print quantity, position original(s), then press [Start].

**Note**

Specified original direction will be displayed as an icon on the Basic Screen when restored.

**Detail**

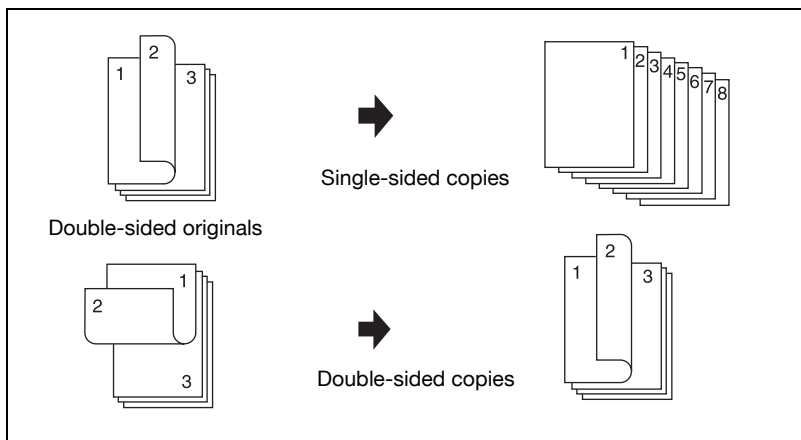
See Setting Binding Direction for Duplex Copies (page 12-6) and Selecting Binding Direction of Originals (page 10-10) for reference.

Selecting Binding Direction of Originals (Bind)

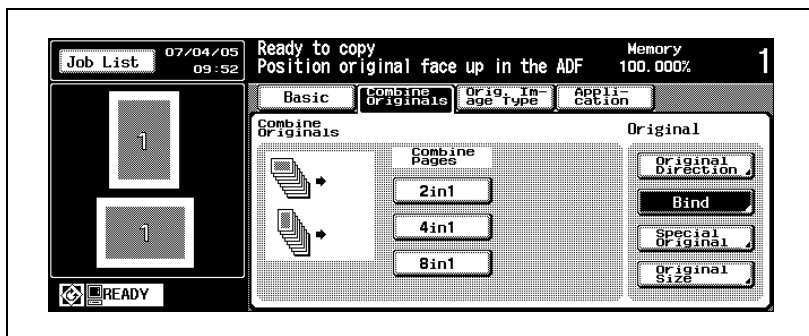
When copying double-sided originals in 2-1 or 2-2 mode, the copied sets will be exactly the same in page arrangement as the originals.

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.

- ✓ Top Bind is available only in 2-1 or 2-2 copy mode.
- ✓ If the machine restores the initial setting, this function will be reset to Right & Left Bind.

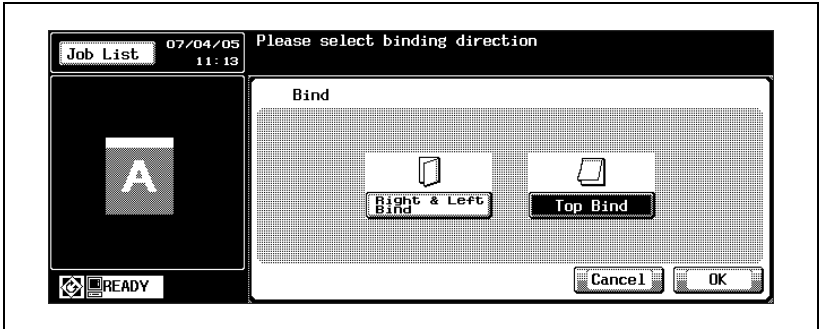


- 1 Touch [Combine Originals] on the Basic Screen.
The Combine Originals setting menu will be displayed.
- 2 Touch [Bind].



The Binding Direction Screen will be displayed.

- 3 Touch [Top Bind] to highlight it.



- 4 Touch [OK] on the Binding Direction Screen.
The Combine Originals setting menu will be restored.

? Do you want to restore the previous setting?
→ Touch [Cancel].

? Do you want to select additional copy conditions?
→ Touch [Basic] or any other tab key to continue job settings.

- 5 Enter the desired print quantity, position originals FACE UP in the document feeder, then press [Start].



Note

Specified binding direction will be displayed as an icon on the Basic Screen when restored.



Detail

See Setting Binding Direction for Duplex Copies (page 12-6) to make double-sided copies upside down on the reverse side, using the originals having the same edge as page top.

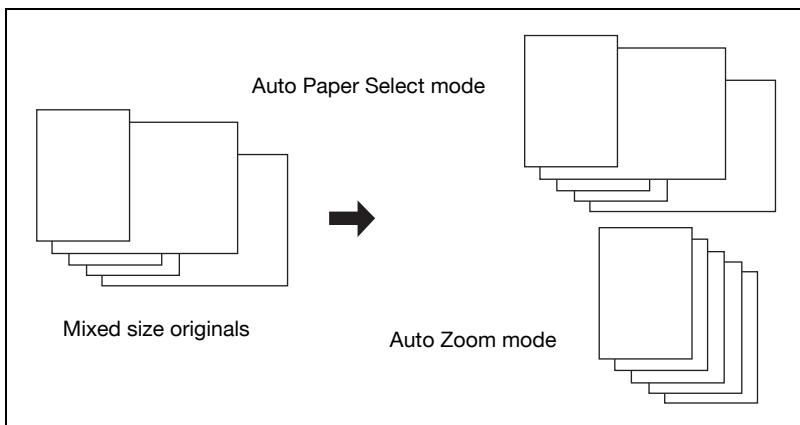
The machine is set to match the original binding direction and copy binding direction automatically. For details, see page 3-55 of POD Administrator's reference.

Copying Mixed Size Originals (Mixed Original)

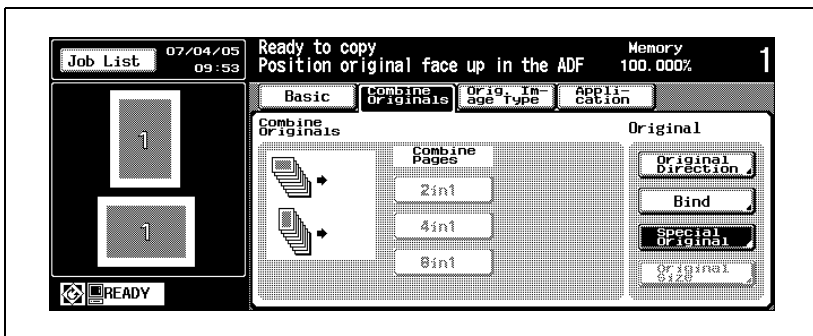
Use the Mixed original mode with the document feeder to copy mixed size originals.

Each original in the mixed set will be copied to paper of the same size (Auto Paper Select mode) or to paper of desired size with appropriate ratio automatically selected (Auto Zoom mode).

- ✓ Use ADF.
- ✓ Combination of original sizes to be mixed depends on the width of the ADF original guides. See page 3-12 for details.

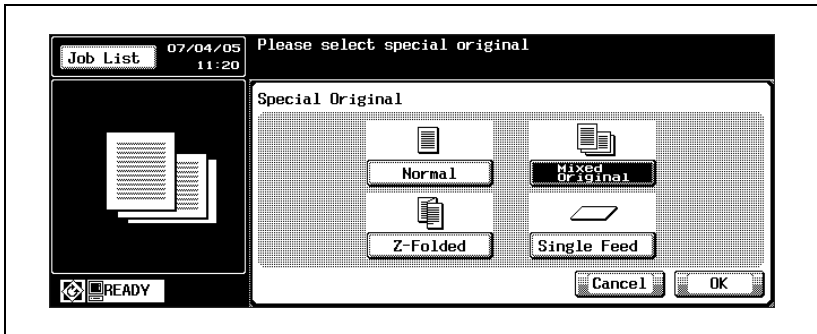


- 1 Touch [Combine Originals] on the Basic Screen.
The Combine Originals setting menu will be displayed.
- 2 Touch [Special Original].



The Special Original Screen will be displayed.

- 3 Touch [Mixed Original] to highlight it.



- 4 Touch [OK] on the Special Original Screen.
The Combine Originals setting menu will be restored.
- ? Do you want to restore the previous setting?
→ Touch [Cancel].
 - ? Do you want to select additional copy conditions?
→ Touch [Basic] or any other tab key to continue job settings.
- 5 Enter the desired print quantity, position originals FACE UP in the document feeder, then press [Start].
- Arrange the mixed size originals aligning the left and rear sides.



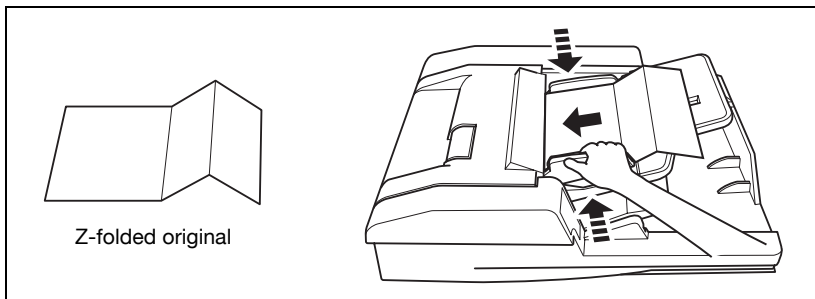
Detail

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

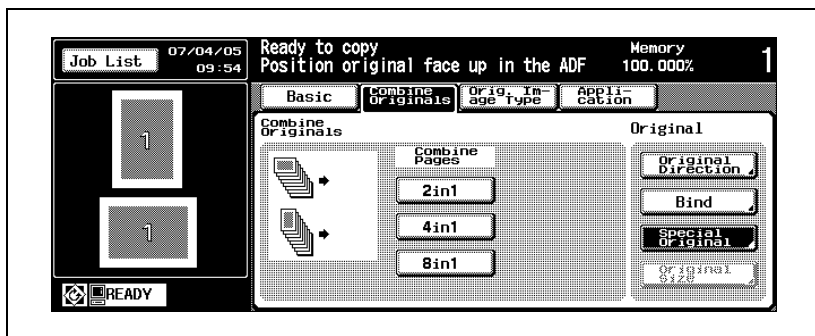
Copying Z-Folded Originals (Z-Folded)

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.

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

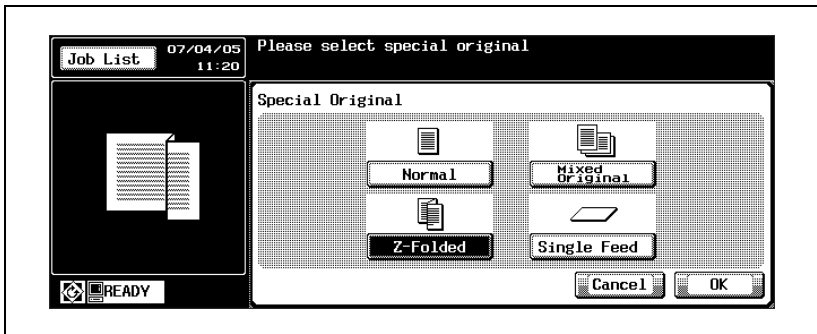


- 1 Touch [Combine Originals] on the Basic Screen.
The Combine Originals setting menu will be displayed.
- 2 Touch [Special Original].



The Special Original Screen will be displayed.

- 3 Touch [Z-Folded] to highlight it.



- 4 Touch [OK] on the Special Original Screen.
The Combine Originals setting menu will be restored.
- ? Do you want to restore the previous setting?
→ Touch [Cancel].
 - ? Do you want to select additional copy conditions?
→ Touch [Basic] or any other tab key to continue job settings.
- 5 Enter the desired print quantity, position originals FACE UP in the document feeder, then press [Start].
- Normal originals can be set together with the Z-folded original.



Detail

See page 8-14 for details on positioning Z-folded originals.

Feeding Single Original from ADF (Single Feed)

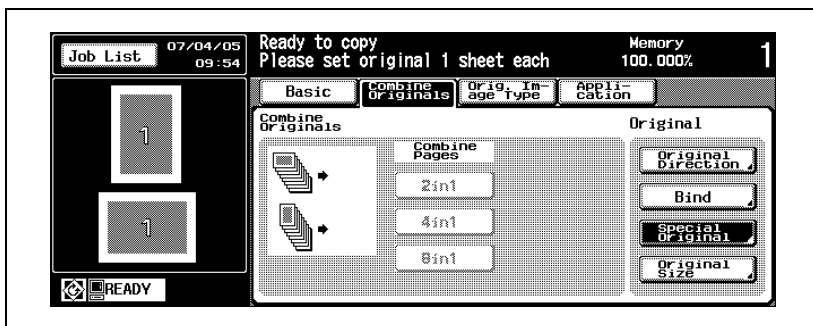
Use the Single Feed mode to copy thick originals or paste-ups to be fed one sheet at a time in the document feeder.

Copying usually starts after the [Start] key is pressed, however, the administrator can set the machine to automatically feed the original one second after placing the original in the document feeder (Auto Start). This function is useful when copying more than one sheet of original.

Procedure in normal Single Feed mode

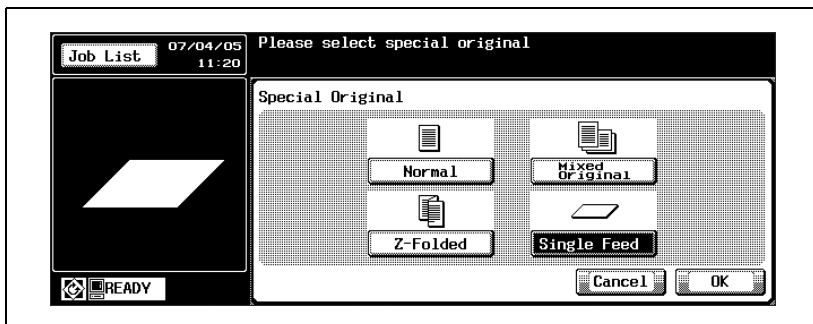
- ✓ Use ADF. Set one sheet at a time.
- ✓ Auto Start mode is different from the normal Single Feed mode in procedure. Contact your administrator to check the current setting.

- 1 Touch [Combine Originals] on the Basic Screen.
The Combine Originals setting menu will be displayed.
- 2 Touch [Special Original].

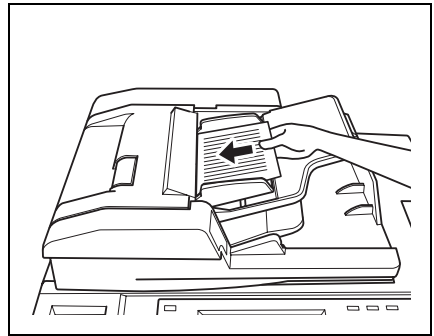


The Special Original Screen will be displayed.

- 3 Touch [Single Feed] to highlight it.



- 4 Touch [OK] on the Special Original Screen.
The Combine Originals setting menu will be restored.
 - ? Do you want to restore the previous setting?
→ Touch [Cancel].
 - ? Do you want to select additional copy conditions?
→ Touch [Basic] or any other tab key to continue job settings.
- 5 Position Single Feed original FACE UP in the document feeder.
 - Position a sheet of original in the document feeder, then align the paper guides to the original.



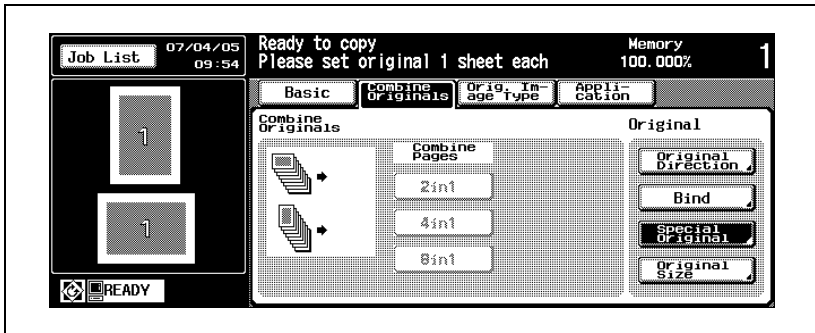
- 6 Press [Start].
The original will be fed and scanned, then the printing job will start in succession when the machine becomes ready for output.

**Reminder**

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

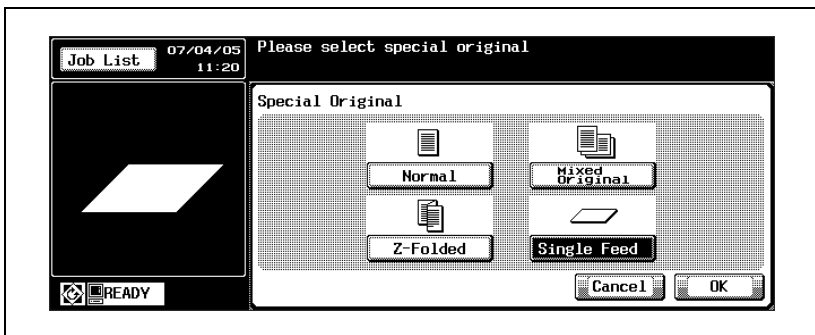
Procedure in Auto Start mode

- ✓ Use ADF. Set one sheet at a time.
- 1 Touch [Combine Originals] on the Basic Screen.
The Combine Originals setting menu will be displayed.
- 2 Touch [Special Original].



The Special Original Screen will be displayed.

- 3 Touch [Single Feed] to highlight it.



- 4 Touch [OK] on the Special Original Screen.
The Combine Originals setting menu will be restored.

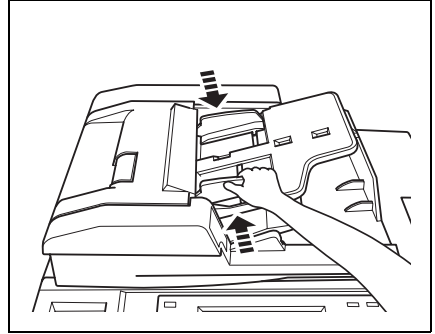
? Do you want to restore the previous setting?

→ Touch [Cancel].

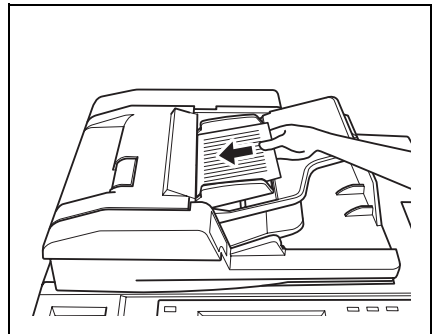
? Do you want to select additional copy conditions?

→ Touch [Basic] or any other tab key to continue job settings.

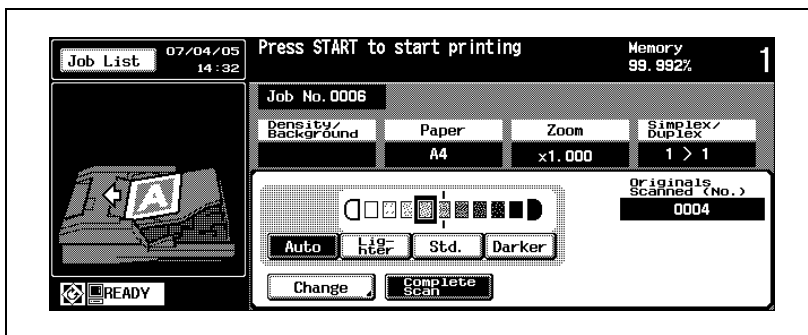
- 5 Touch [Basic] to return to the Basic Screen, then touch [Separate Scan].
- 6 Adjust the ADF paper guides.
 - Without setting the original, adjust the ADF paper guides according to the original size to be set.



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



- 8 Touch [Complete Scan] to deselect it and exit the Separate Scan mode, then press [Start].



The printing job will start.



Reminder

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

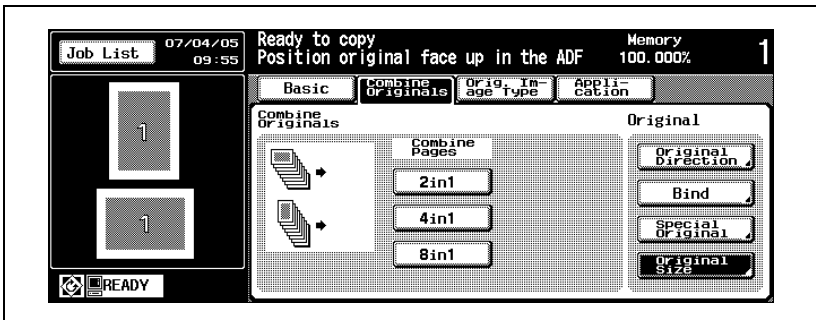
Copying Non-Standard Size Originals (Custom Size / Tab Paper)

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. Use Tab Paper mode to copy a tabbed original, including the image of the tab part, onto tabbed copy paper.

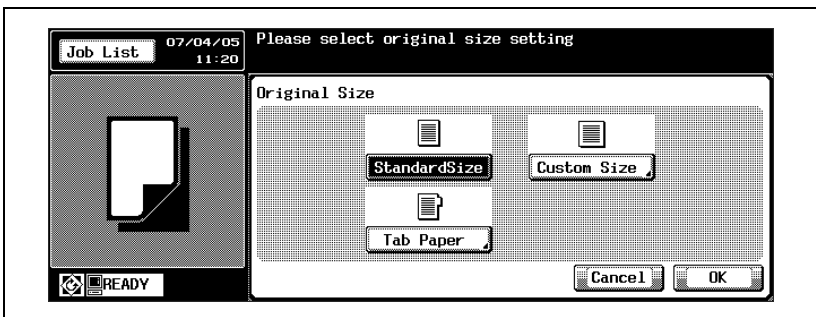
- ✓ Use Full Area on the Custom Size Screen for small originals that cannot be copied in Standard Size mode.
- ✓ Tab extension width for tabbed originals: 12.5 mm or less
Tabbed copy paper size and tab extension width can be specified in paper type/size setting.

- 1 Touch [Combine Originals] on the Basic Screen.
The Combine Originals setting menu will be displayed.
- 2 Touch [Original Size].



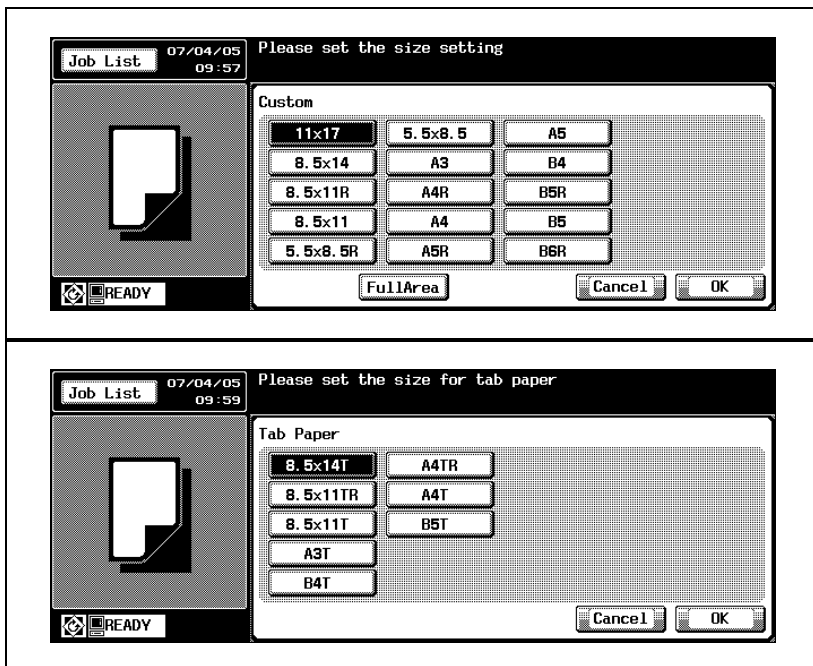
The Original Size Screen will be displayed.

- 3 Touch [Custom Size] or [Tab Paper].



The Custom Size Screen or Tab Paper Screen will be displayed.

- 4 Touch the desired size key.



- 5 Touch [OK].
The Original Size Screen will be restored.
- 6 Touch [OK] on the Original Size Screen.
The Combine Originals setting menu will be restored.
- ? Do you want to restore the previous setting?
→ Touch [Cancel].
- ? Do you want to select additional copy conditions?
→ Touch [Basic] or any other tab key to continue job settings.
- 7 Enter the desired print quantity, position original(s), then press [Start].

10.4 Original Image Type

Making Copy Quality Closer to Originals (Original Type)

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

Four modes of Original Type:

- Text: Use the Text mode when copying a text original. In this mode, text is improved in comparison to using the general mode.
- Text/Photo: Use this mode to copy an original including both text and photo image.
- Photo: Use the Photo mode to reproduce a half-tone photo image. The copy will closely represent the half-tones of the original image.
- Dot Matrix: Select Dot Matrix to darken lightly printed images (e.g., pencil) without changing background exposure.

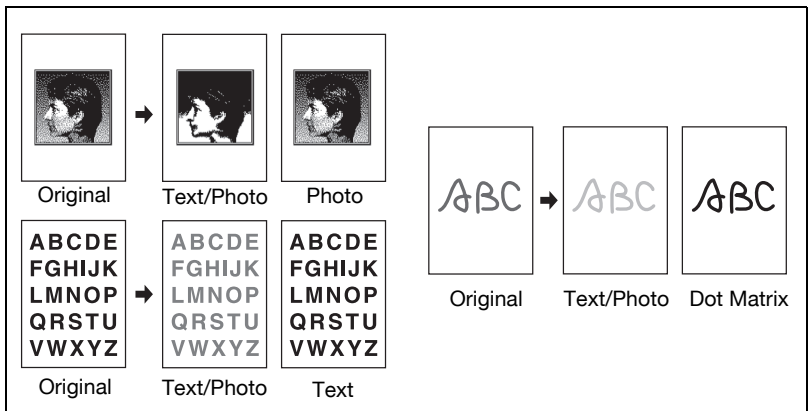


Detail

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

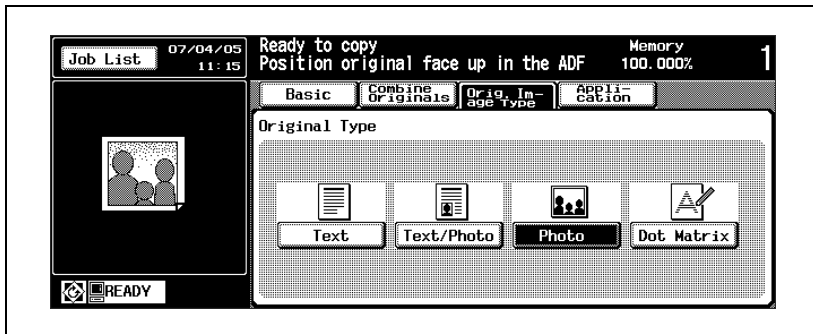
This function can be set by the administrator to use in combination with each of four Original Type modes. (Utility Screen>2 Function Setting>3 Density Setting>1 Density Shift for Original Image Type)

For details, see page 3-30 in POD Administrator's reference.



To specify Original Type

- 1 Touch [Orig. Image Type] on the Basic Screen.
The Special Image popup menu will be displayed.
- 2 Touch the desired mode key to highlight it.



- 3 Enter the desired print quantity, position original(s), then press [Start].
 - ? Do you want to select additional copy conditions?
 - Touch [Basic] or any other tab key to continue job settings.

The number 11 is rendered in a large, bold, black font. The digits are slightly overlapping, with the second '1' positioned to the right and slightly higher than the first. The number is set against a light gray rectangular background.

Applications

11 Applications

11.1 Copy Conditions Incompatible with Applications

Copy Conditions Incompatible with Applications		Basic																					
		Density, Background						Paper				Zoom											
		Density			Background Removal			Paper				Zoom											
		Lighter	Standard	Darker	Auto	Pre 1	Pre 2	Lighter	Standard	Darker	Tray 1	Tray 2	Tray 3	Tray 4	Bypass Setting	Auto Paper Select	Auto Zoom Select	x 1.0	Minimal	Zoom	Preset Zoom	Individual Zoom	User Zoom
Application	Insert Sheet (Front Cover)	Main Body													X								
		Pj																					
	Insert Sheet (Back Cover)	Main Body													X								
		Pj																					
	Insert Sheet (Insert Paper)	Main Body													X								
		Pj																					
	Chapters														*1								
	Insert Image																						
	OHP Interleave														X								
	Program Job																						
	Neg/Pos Reverse																						
	Book Copy														X	X							
	Size Manual Input														X	X							
	Size Auto Detect														X	X							
	Image Repeat	2 Repeat														X							
		4 Repeat														X							
		8 Repeat														X							
		2 Repeat (R-Reverse)														X							
		2 Repeat (L-Reverse)														X							
	Shift																						
	Reduce & Shift														X	X	X	X	X	X	X	X	X
	Image Centering														X	X							
	Full Scan																						
	No Rotate																						
	Booklet Pagination															X							
	Adhesive Binding															X							
Frame/Center Erase																							
Non-Image area erase															X	X							
Built-in Stamp																							
Set Numbering																							
Page No.																							
Date, Time																							
Watermark																							
Watermark Numbering																							
Annotation																							
Image Overlay																							

Basic				Combine Originals																	Quality						
Simplex/ Duplex				Separate Scan Mode Key	Combine Pages			Numbering Direction		Original																	
1 > 1	1 > 2	2 > 1	2 > 2		2 in 1	4 in 1	8 in 1	Horizontal	Vertical	Normal	Left	Upside Down	Right	Right & Left Bind	Top Bind	Normal	Mixed Original	Z-Fold	Single Feed	Standard Size	Custom Size	Custom Size (w/Full Area)	Tab Paper	Text/Photo	Dot Matrix	Photo	Text
					X											X		X					X				
					X	X	X									X		X					X				
					X	X	X									X		X					X				
X		X			X	X	X									X		X					X				
		X	X		X	X	X									X							X				
					X	X	X									X						X	X				
					X	X	X									X	X	X					X				
					X	X	X									X	X										
					X	X	X									X	X										
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					X	X	X									X	X										
					X	X	X									X	X										
					X	X	X									X	X										
					X	X	X																				

Copy Conditions Incompatible with Applications		Application																				
		Insert Sheet (Front Cover)	Insert Sheet (Back Cover)	Insert Sheet (Insert Paper)																		
		Main Body	Main Body	Main Body	Chapters	Insert Image	OHP Interleave	Program Job	Neg/Pos Reverse	Book Copy	Size Manual Input	Size Auto Detect	2 Repeat	4 Repeat	8 Repeat	2 Repeat (R-Reverse)	2 Repeat (L-Reverse)	Shift	Reduce & Shift	Image Centering	Full Scan	No Rotate
		PI	PI	PI																		
Insert Sheet (Front Cover)	Main Body					X	X	X		X										X		
Insert Sheet (Back Cover)	Main Body					X	X	X		X										X		
Insert Sheet (Insert Paper)	Main Body					X	X	X		X	X									X		
Chapters						X	X	X		X	X	X	X	X	X	X	X					
Insert Image	*2	*2	X	X	X	X	X	X		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					
Program Job	*2	*2	X	X	X	X	X			X												
Neg/Pos Reverse											X	X	X	X	X	X					X	
Book Copy	*2	*2	X	X		X		X		X	X	X	X	X	X	X		X				X
Size Manual Input	*2	*2	X	X	X	X	X		X	X								X	X			X
Size Auto Detect	*2	*2	X	X	X	X	X		X	X								X	X	X		X
Image Repeat	2 Repeat					X	X	X	X	X								X	X			X
	4 Repeat					X	X	X	X	X								X	X			X
	8 Repeat					X	X	X	X	X								X	X			
	2 Repeat (R-Reverse)					X	X	X	X	X								X	X			X
	2 Repeat (L-Reverse)					X	X	X	X	X								X	X			X
Shift																			X			
Reduce & Shift										X	X	X	X	X	X	X			X			
Image Centering	*2	*2	X	X		X				X	X	X	X	X	X	X	X	X				X
Full Scan										X												
No Rotate																						
Booklet Pagination	*2	*2	X	X		X	X			X	X	X	X	X	X	X						X
Adhesive Binding	*2	*2	X	X		X	X			X	X	X	X	X	X	X						X
Frame/Center Erase										X	X	X	X	X	X	X						X
Non-image area erase	*2	*2	X	X	X	X			X	X	X	X	X	X	X	X		X			X	X
Built-in Stamp									X	X	X											
Set Numbering									X	X	X											
Page No.									X	X	X											
Date, Time									X	X	X											
Watermark									X	X	X											
Watermark Numbering									X	X	X											
Annotation						X					▲											
Image Overlay	*2	*2	X	X	X	X	X	X		X	X	X	X	X	X	X		X	X			

None: Compatible

x: Grayed out (No response when touched)

▲: Release the one previously selected

11.2 Application Screen

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



Note

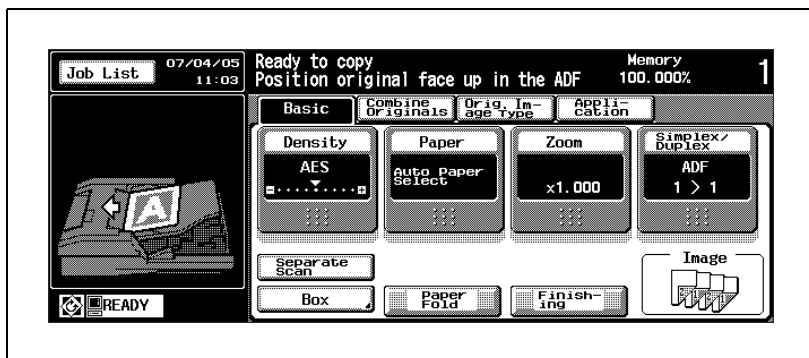
When a function key is touched, another screen or two will display to enable you to enter the appropriate settings.

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. For details, see page 14-4.

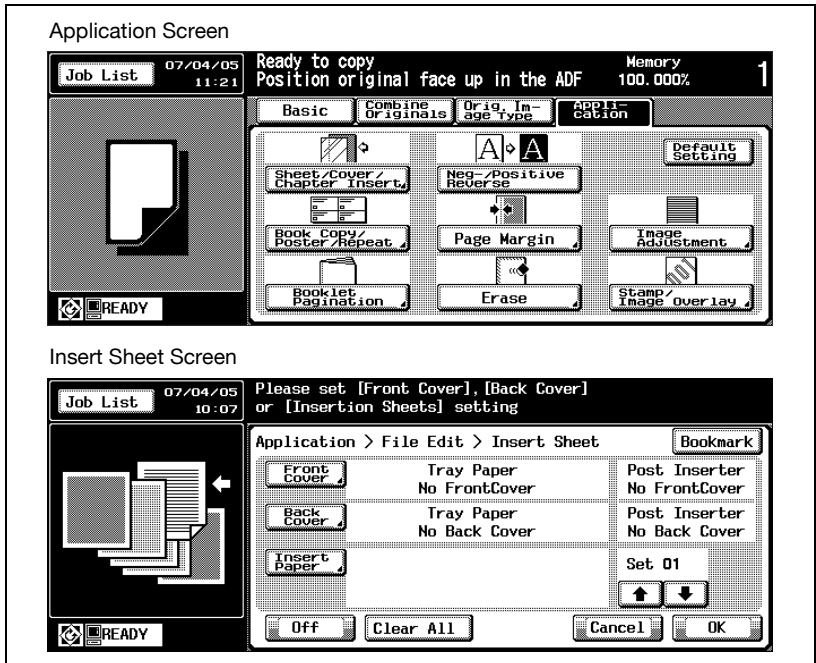
To set Application function

- 1 Touch [Application] tab on the touch panel.



The Application Screen will be displayed.

- 2 Select the desired Application function, make required settings on the subsequent screen, then touch [OK].



The Application Screen will be restored.

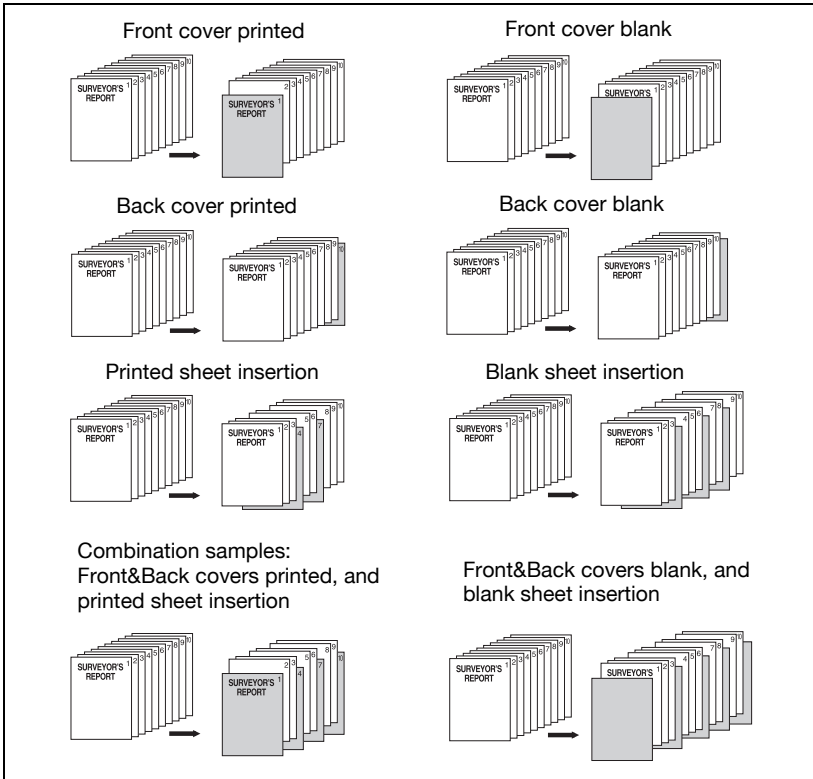
- ? Do you want to cancel the function with the current setting remained?
→ Touch [Off].
- ? Do you want to clear all selections made for the function?
→ Touch [Clear All].
- ? Do you want to cancel all the selected functions on Application Screen with the setting made for each remained?
→ Touch [Default Setting].
- ? Do you want to resume the initial setting?
→ Press [Reset] on the control panel.
- ? Do you want to start copying immediately?
→ You don't have to touch [Basic] to restore the Basic Screen. Position original(s) directly, then press [Start].

- 3 Enter the desired print quantity, position original(s), then press [Start].

11.3 Inserting Sheets and Covers (Insert Sheet)

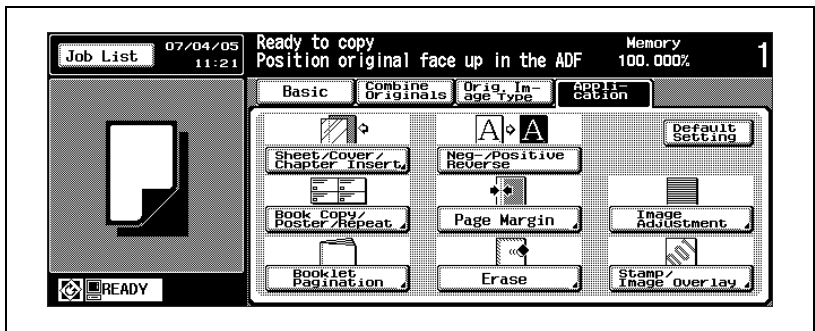
Use Insert Sheet in print mode or blank mode to insert chapter sheets or separator sheets into the finished set, as well as front and back covers.

The covers and insertions can be specified as copied or blank, and fed from different tray source for each. Post inserter is also available as tray source if Post inserter PI-501 option is installed.



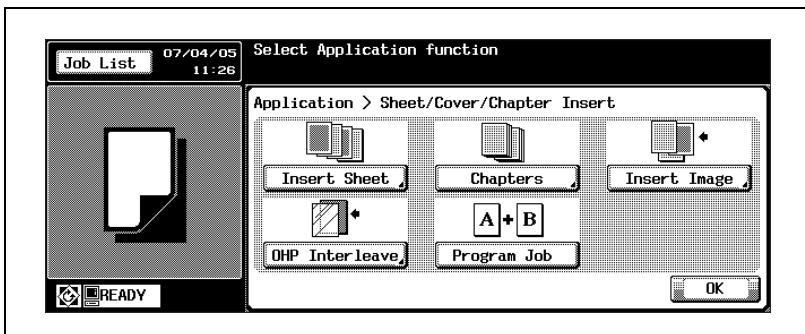
To set Insert Sheet function

- ✓ Use ADF to scan originals. (Original glass can also be used with Separate Scan mode selected.)
 - ✓ Trays for copy paper, front/back covers, and insertions should have the same paper size loaded. Auto Zoom is automatically selected.
 - ✓ Max. insert sheets: 30 locations, including front and back covers.
 - ✓ Front/Back covers or insertions can be fed from post inserter (yet cannot be printed). Used together with main body trays, front cover fed from post inserter will be the first page, and the back cover will be the last page.
 - ✓ The page numbers entered at random will be sorted automatically.
 - ✓ Entering “0” will be ignored on the screen.
 - ✓ When a page number entered is larger than the total original page count, it will be ignored.
- 1 Load regular sheets into any tray, and insertion sheets and covers into each tray source to be designated on the Insert Sheet Screen.
 - When using post inserter, load cover/insertion sheets into the cover sheet feeder of post inserter.
 - 2 Touch [Application].
The Application Screen will be displayed.
 - 3 Touch [Sheet/Cover/Chapter Insert].



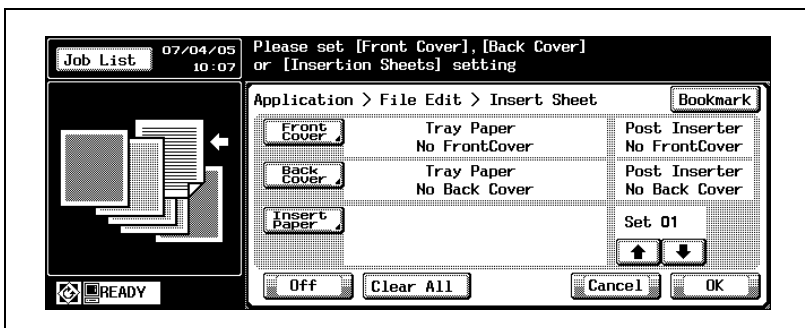
The Sheet/Cover/Chapter Insert Screen will be displayed.

4 Touch [Insert Sheet].



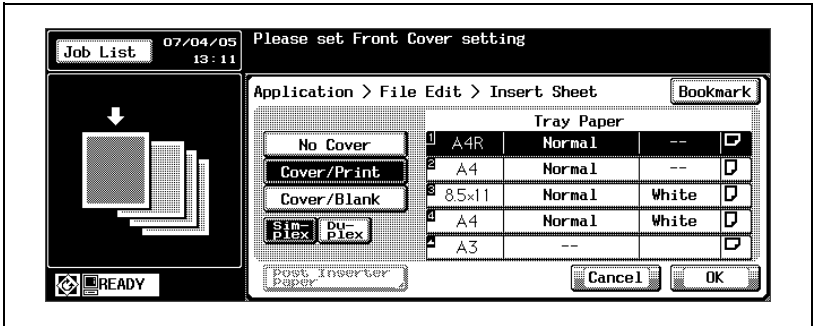
The Insert Sheet Screen will be displayed.

5 Select the desired mode.

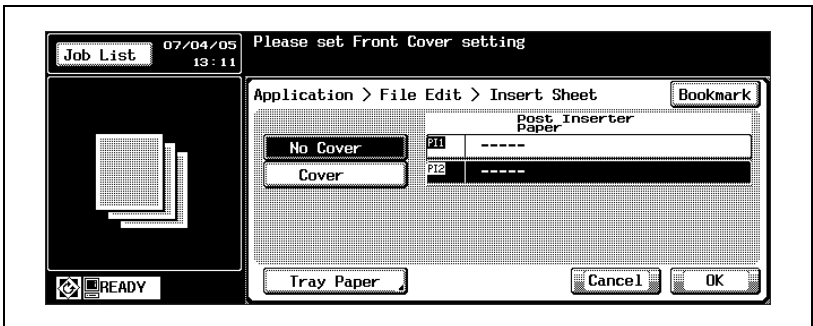


- To insert a front cover: Touch [Front Cover], then proceed to the next step.
- To insert a back cover: Touch [Back Cover], then proceed to step 7.
- To insert the insertion sheets: Touch [Insert Paper], then proceed to step 8.

- 6 On the Front Cover Setting Screen, select the desired mode (Print/Blank), copy mode (Simplex/Duplex), and tray paper to be used.

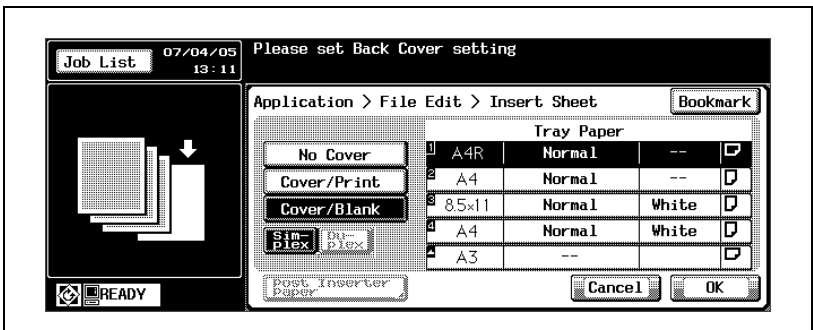


- To use covers loaded in the post inserter, touch [Post Inserter Paper] to display the Post Inserter Paper Setting Screen, touch [Cover], and select the tray to be used.

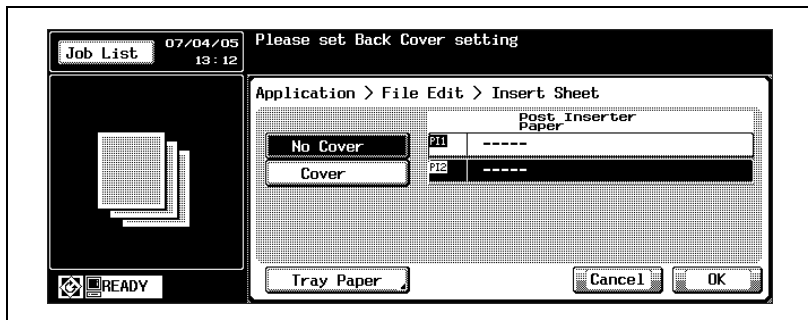


Touch [OK] to complete the setting and return to the previous screen.

- 7 On the Back Cover Setting Screen, select the desired mode (Print/Blank), copy mode (Simplex/Duplex), and tray paper to be used.

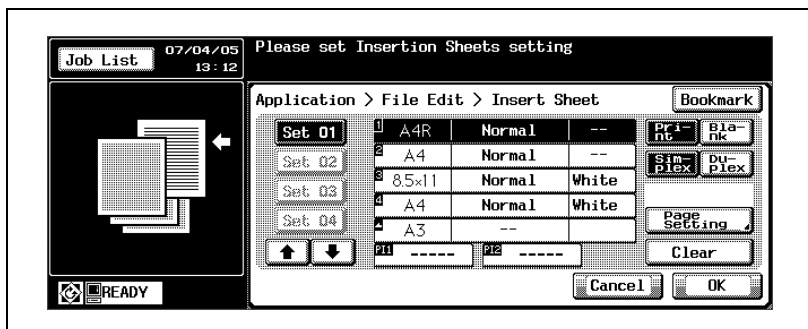


- To use covers loaded in the post inserter, touch [Post Inserter Paper] to display the Post Inserter Paper Setting Screen, touch [Cover], and select the tray to be used.



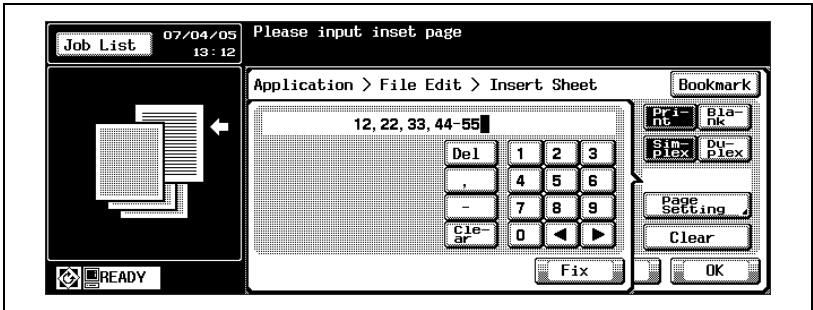
Touch [OK] to complete the setting and return to the previous screen.

- 8 On the Insert Sheet Setting Screen, enter the desired insertion type setting.



- On the screen, the [Set 01] key is active to be ready for the first insertion type setting. Select the desired mode (Print/Blank), copy mode (Simplex/Duplex), and tray paper to be used.

To enter the page number, touch [Page Setting] to display the pop-up screen keypad. Enter the page number of insertion location, using “,” (comma) between pages or “-” (hyphen) for consecutive pages. Up to 20 digits (including comma and hyphen) can be entered for one operation.



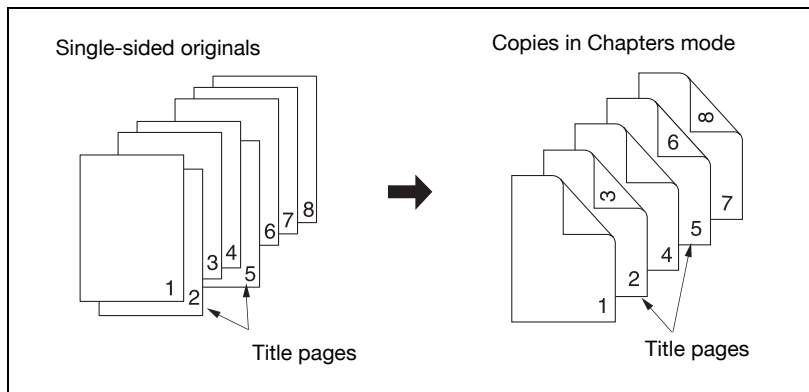
For example, if page 4 is entered in blank mode, a blank sheet will be inserted between page 4 and page 5; in print mode, a printed sheet is inserted at page 4.

- ? Do you want to delete the last entered number?
→ Touch [Del].
 - ? Do you want to clear all the page entry?
→ Touch [Clear].
 - ? Do you want to complete the page entry?
→ Touch [Fix]. The Set 01 setting is fixed and the [Set 02] key will be active.
 - ? Do you want to change the insertion type?
→ To change the insertion type, set the new one and enter the page number. Up to 30 insertion type settings can be stored.
If the same page number has been entered in Set 02 and Set 03 for example, the setting of larger number (Set 03) will take priority.
- 9 When all settings are completed, touch [OK] repeatedly till the Application Screen is restored.
 - 10 Enter the desired print quantity, position originals in the document feeder, then press [Start].

11.4 Locating Title Pages on the Front Side (Chapters)

This function is used with ADF in 1-2 mode for the purpose of locating title pages on the front 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 front, a blank page will be automatically created on the reverse side of a sheet, if required.



Note

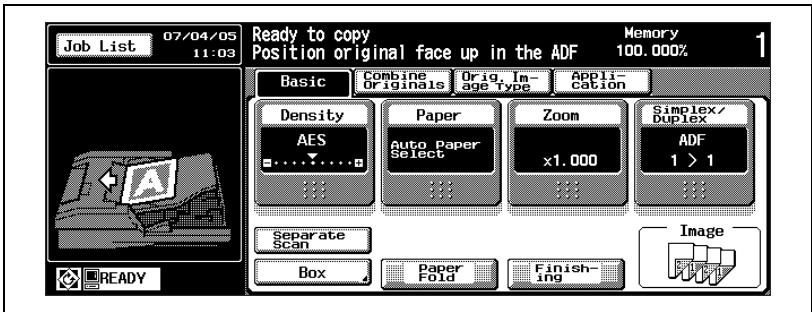
Touch [Booklet Pagination] on the Chapters Screen to use this function together with Chapters.

Use Stamp together with this function to print chapter number onto chapter page in addition to page number.

To set Chapters function

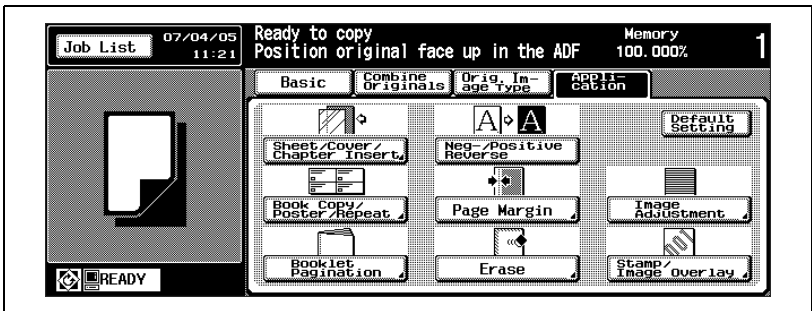
- ✓ Use ADF to scan originals.
- ✓ Max. title pages: 30 locations
- ✓ Entering "0" or the same page number twice will be ignored on the screen.
- ✓ Chapter insertions occur in sequence even if original page numbers are entered out of sequence.
- ✓ The chapter page can be copied on the sheet from another tray source. (Print Insertion)

- 1 Touch [Application].



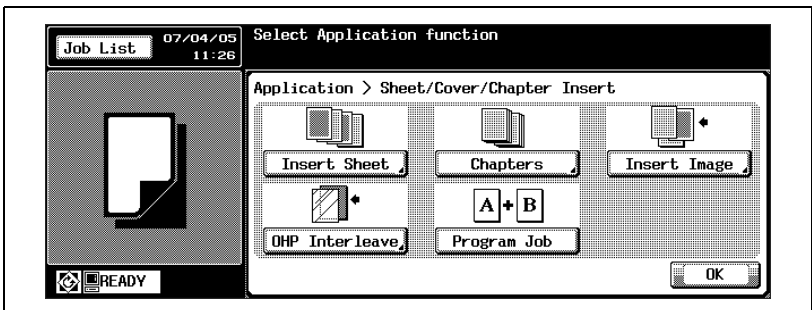
The Application Screen will be displayed.

- 2 Touch [Sheet/Cover/Chapter Insert].



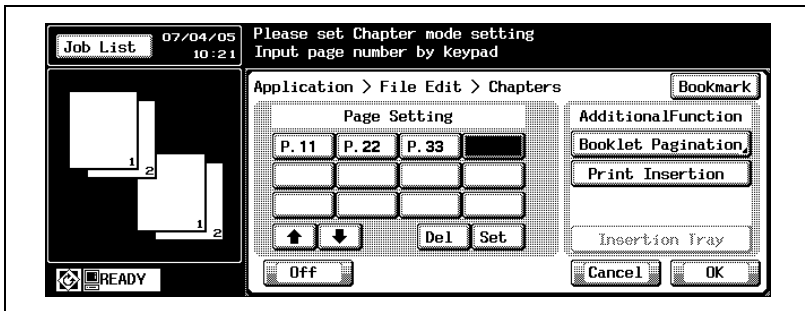
The Sheet/Cover/Chapter Insert Screen will be displayed.

- 3 Touch [Chapters].



The Chapters Screen will be displayed.

- 4 Use 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 12 locations, touch the arrow key to move to the next page.
- To clear an incorrect entry, touch [Del]. The entered number will be deleted.
- 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.

- 5 When all entries are made, touch [OK] repeatedly till the Application Screen is restored.

? Do you want to cancel changes to the settings?

→ Touch [Cancel].

? Do you want to cancel the Chapters function?

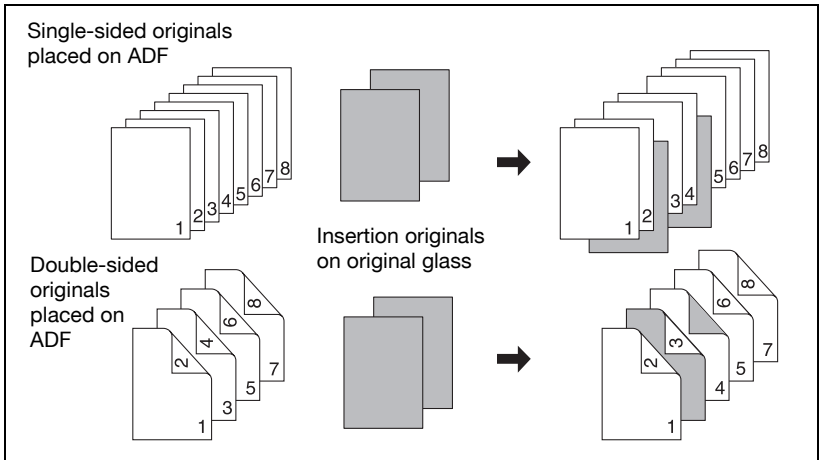
→ Touch [Off].

- 6 Enter the desired print quantity, position originals in the document feeder, then press [Start].

11.5 Inserting Images into Printed Sets (Insert Image)

Use the Insert Image 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.



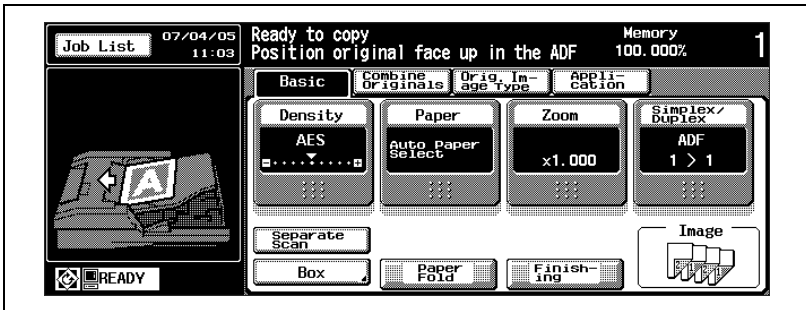
Note

Touch [Booklet Pagination] on the Insert Image Screen to use this function together with Insert Image.

To set Insert Image function

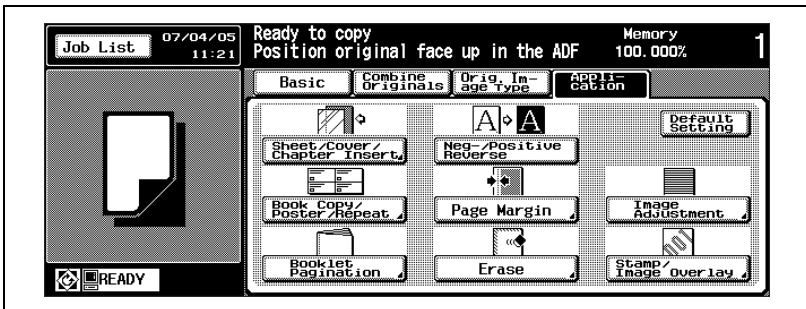
- ✓ Max. insertion location: 30 locations, from page 1 to page 999
- ✓ When a page number is larger than the total original count, a sheet is inserted as the last page.
- ✓ Insertions occur in sequence, even if page numbers are entered out of sequence.
- ✓ Entering the same page number twice will insert two sheets at that location.

1 Touch [Application].



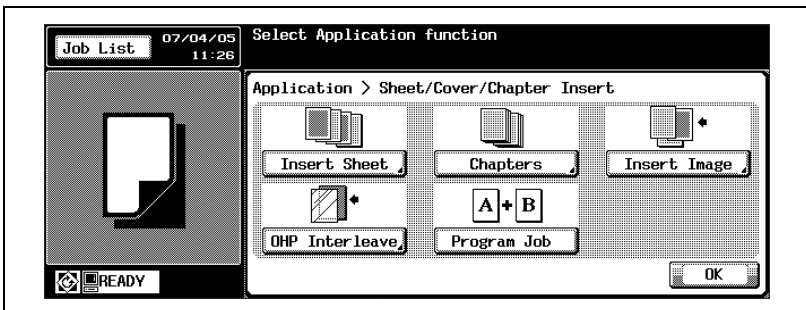
The Application Screen will be displayed.

2 Touch [Sheet/Cover/Chapter Insert].



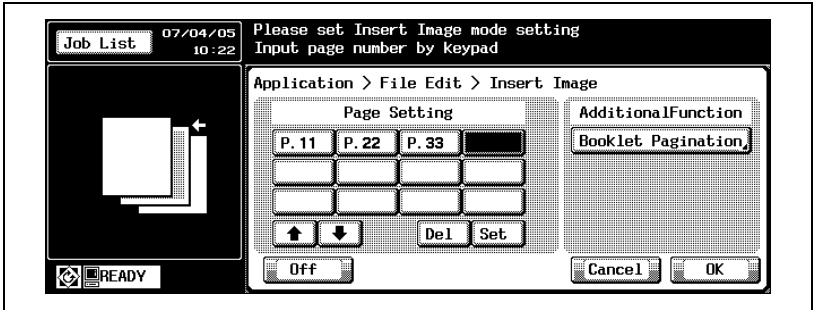
The Sheet/Cover/Chapter Insert Screen will be displayed.

3 Touch [Insert Image].



The Insert Image Screen will be displayed.

- 4 Use the control panel keypad to enter the page number.



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.

- Touch [Set] after each entry to move to the next key.
- To set more than 12 locations, touch the arrow key to move to the next page.
- To clear an incorrect entry, touch [Del]. The entered number will be deleted.

? Do you want to cancel changes to the settings?

→ Touch [Cancel].

? Do you want to cancel the Insert Image function?

→ Touch [Off].

- 5 When all page number entries are made, touch [OK] repeatedly till the Application Screen is restored.

- 6 Touch [Basic] to restore the Basic Screen.

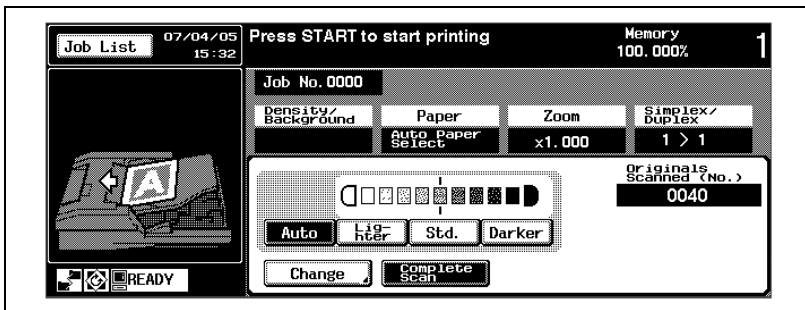
The [Separate Scan] key on the Basic Screen appears highlighted to show that the Separate Scan mode is automatically selected.

- 7 Enter the desired print quantity from the control panel keypad.

- 8 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.

- 9 Press [Start].
The originals positioned in the document feeder will be scanned into memory.
- 10 Scan the original glass images.
 - Open the document feeder.
Position an original FACE DOWN on the original glass, then close the document feeder.
Place and scan the originals according to pagination.
- 11 Press [Start].
- 12 Repeat steps 10 and 11 for all originals.
- 13 Touch [Complete Scan] to exit the Separate Scan mode.



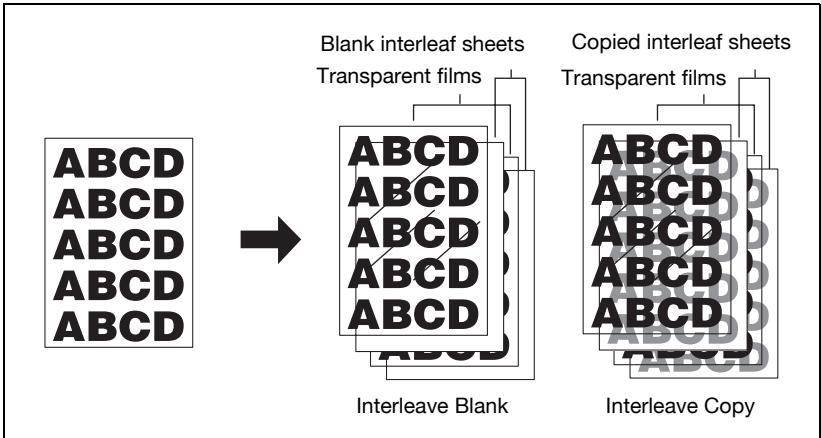
- 14 Press [Start].
The copier will start printing when ready for output.

11.6 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.

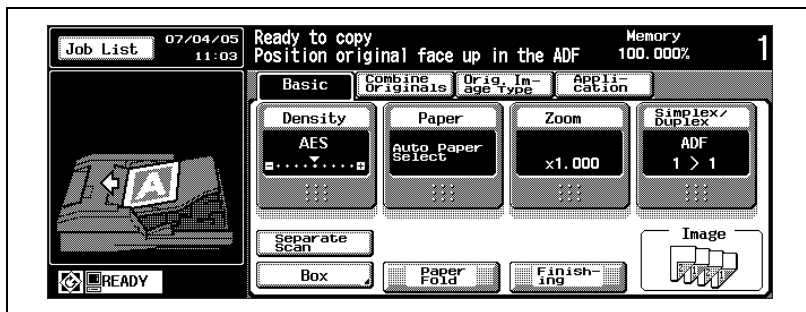


To set OHP Interleave function

- ✓ OHP transparent film source: Multi-sheet bypass tray
- ✓ Print quantity is set to 1 automatically and cannot be altered.
- ✓ Auto Zoom is automatically selected. To release Auto Zoom, select the desired magnification.
- ✓ Bypass tray setting is automatically set to OHP.

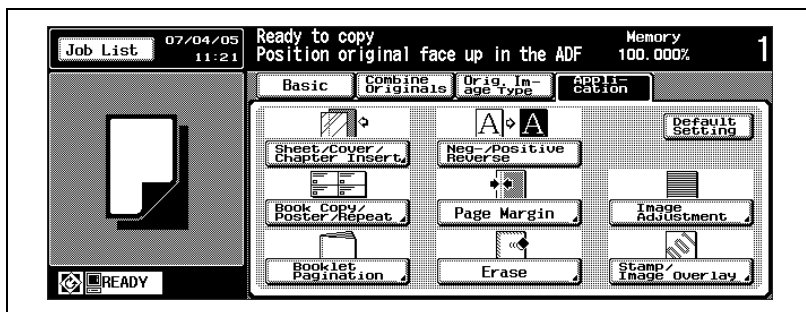
- 1 Set transparent films into the Multi-sheet bypass tray.
- 2 When interleaf sheet is needed, load copy paper in any other tray to match the size of transparent films.

3 Touch [Application].



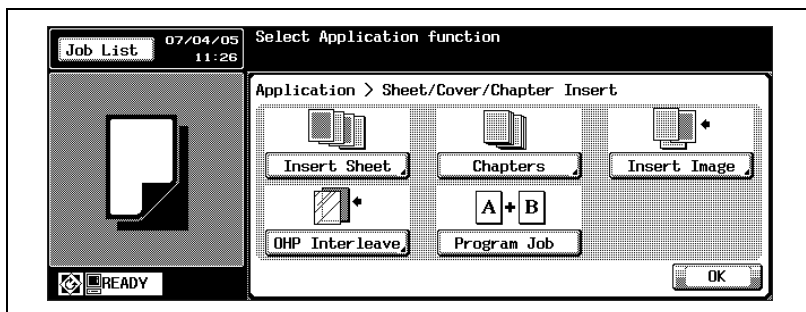
The Application Screen will be displayed.

4 Touch [Sheet/Cover/Chapter Insert].



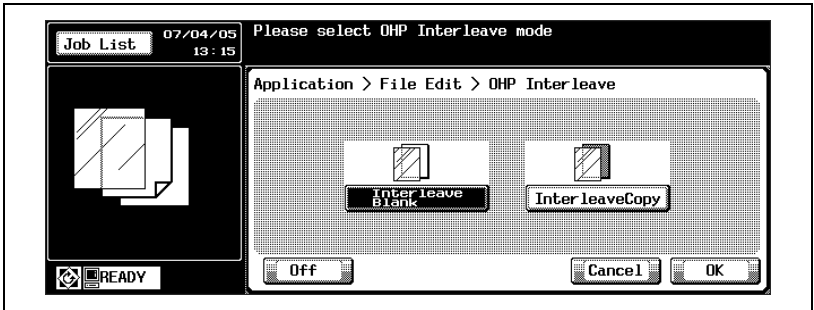
The Sheet/Cover/Chapter Insert Screen will be displayed.

5 Touch [OHP Interleave].



The OHP Interleave Screen will be displayed.

- 6 Select the desired OHP Interleave mode, then touch [OK] repeatedly till the Application Screen is restored.



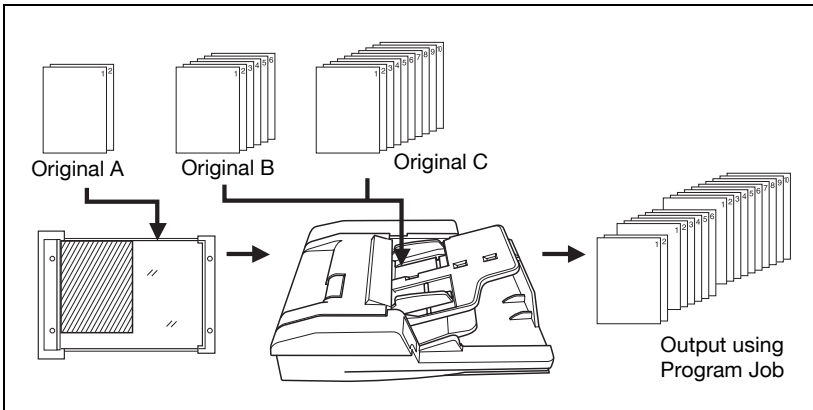
- ? Do you want to cancel changes to the settings?
→ Touch [Cancel].
- ? Do you want to cancel the OHP Interleave function?
→ Touch [Off].

- 7 Position original(s), then press [Start].

11.7 Programming Different Settings for an Output Job (Program Job)

In the ordinary Separate Scan mode, the combined features selected for the job are applied to all originals to be scanned.

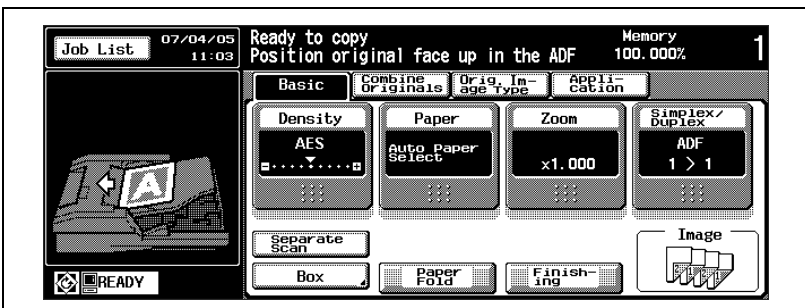
In the Program Job mode, you may scan multiple sets of originals and apply different settings on each set (referred to as JOB), then output them all as a complete set.



To set Program Job function

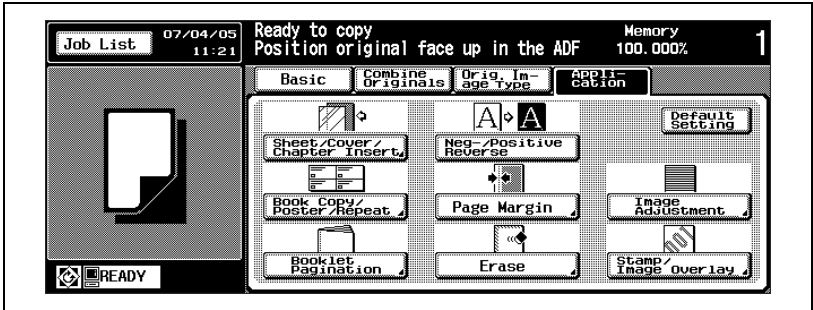
- ✓ Max. 100 JOBS can be programmed for an output job.
- ✓ Once specified, paper size and the paper type/size setting cannot be changed for another JOB.
- ✓ Finishing mode and print quantity setting cannot be specified for each JOB. The last setting made will be applied to all JOBS.
- ✓ Program Job settings cannot be stored in Mode Memory.

1 Touch [Application].



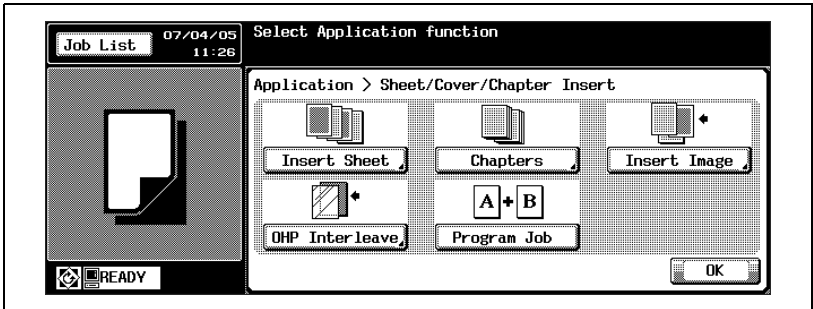
The Application Screen will be displayed.

- 2 Touch [Sheet/Cover/Chapter Insert].



The Sheet/Cover/Chapter Insert Screen will be displayed.

- 3 Touch [Program Job].

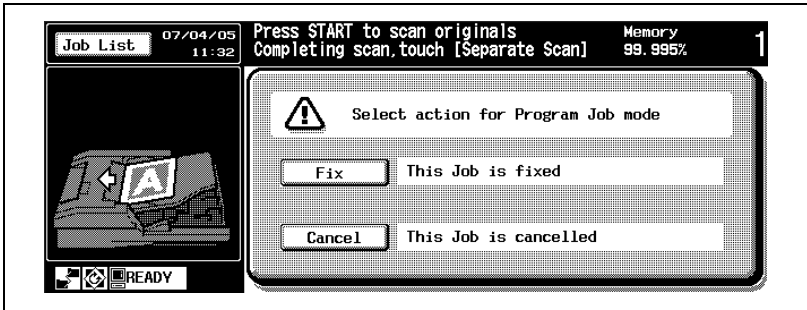


The key will be highlighted.

- 4 Touch [OK] to restore the Application Screen.
- 5 Touch [Basic] to restore the Basic Screen.
The [Separate Scan] key on the Basic Screen appears highlighted to show that the Separate Scan mode is automatically selected.
- 6 Select the desired copy conditions.
- 7 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.

8 Press [Start].

When scanning for the current JOB is completed, the popup menu will be displayed in the Basic Screen.



9 Touch [Fix].

The current JOB images will be stored.

The paper size determined at this time will be applied to all subsequent JOBs.

? Do you want to delete the images?

→ Touch [Cancel].

10 Repeat steps 6 to 9 until all JOB originals are scanned.

- Place and scan each original set in the correct order of pagination.

11 Touch [Separate Scan] to deselect it and exit the Separate Scan mode.

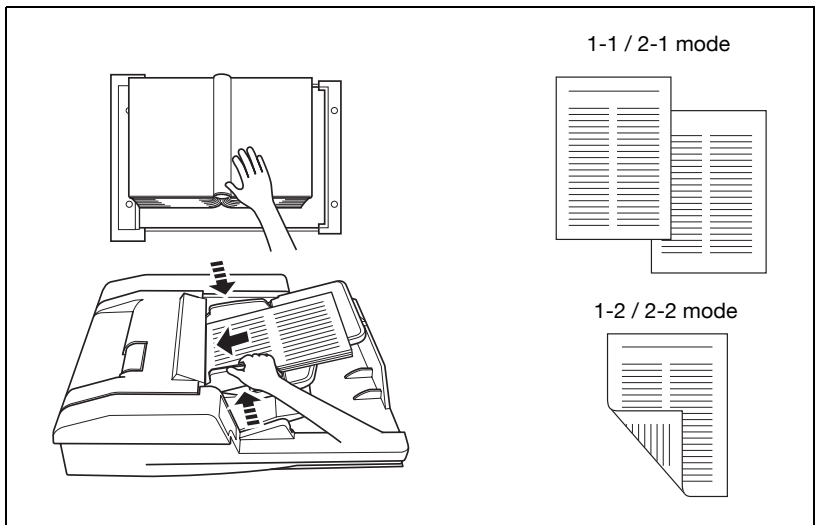
12 Select the desired Finishing mode and enter the print quantity from the control panel keypad.

13 Press [Start].

11.8 Dividing a Page Spread into Right and Left Pages (Book Copy)

The Book Copy mode performs image division on the original image. Use the function to copy an open book or catalogue onto two sheets in 1-1 or 2-1 mode, or onto the front and back sides of one sheet in 1-2 or 2-2 mode. The following three modes can be selected from the Book Copy Screen.

Mode	Description
Spread	Image division starts from the first scan. Separated pages are printed in the document page order.
Front Cover + Spread	Image division starts from the second scan, after the first scan copies normally.
Front/Back Cover + Spread	Image division starts from the third scan, after the first and second scan copy normally.



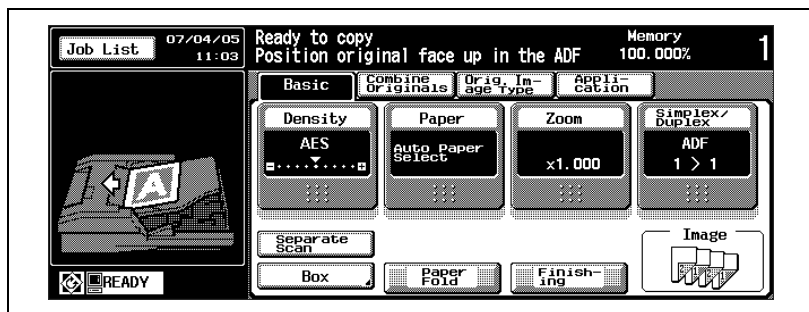
Note

Touch [Booklet] on the Book Copy Screen to use Booklet Pagination function together with Book Copy.

To set Book Copy function

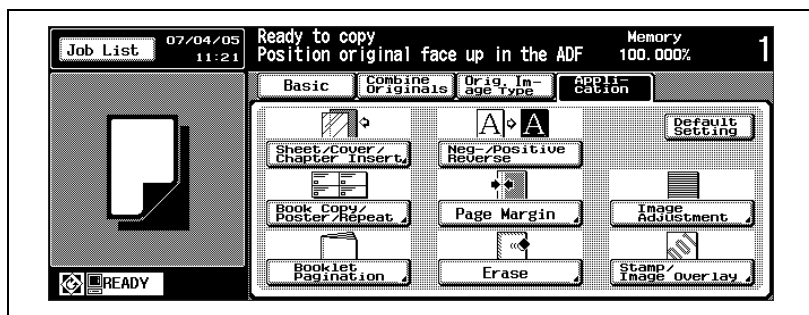
- ✓ Separate Scan mode is automatically selected.
- ✓ Available paper size: 8.5"×11", A4, B5
- ✓ Auto Paper Select and Auto Zoom are released and 1.000 magnification is selected automatically. Change the magnification manually, if desired.
- ✓ When using original glass, Non-Image Area Erase and Image Centering are automatically selected. Do not close the document feeder when scanning the original on the original glass.

1 Touch [Application].

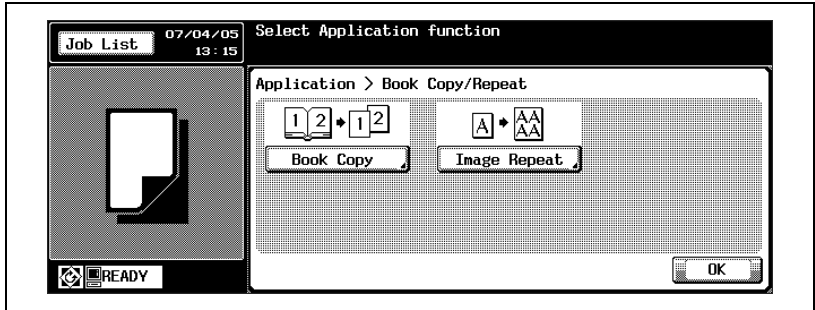


The Application Screen will be displayed.

2 Touch [Book Copy/Poster/Repeat].

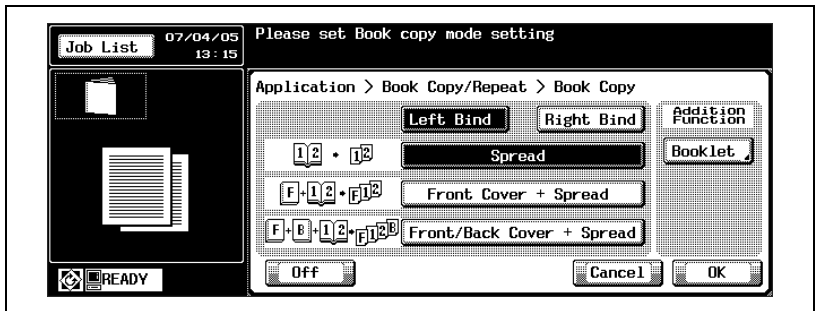


3 Touch [Book Copy].



The Book Copy Screen will be displayed.

- ### 4 Select the desired Book Copy mode.
- Touch to highlight the desired mode key.



- ### 5 Touch [Left Bind] or [Right Bind] to select the output order according to the original pagination.

- ? Do you want to cancel changes to the settings?
→ Touch [Cancel].
- ? Do you want to cancel the Book Copy function?
→ Touch [Off].

- ### 6 Touch [OK] repeatedly till the Application Screen is restored.

- ### 7 Touch [Basic] to restore the Basic Screen.

Auto Paper Select and Auto Zoom are automatically released, and the [Separate Scan] key appears highlighted to show that the Separate Scan mode is automatically selected.

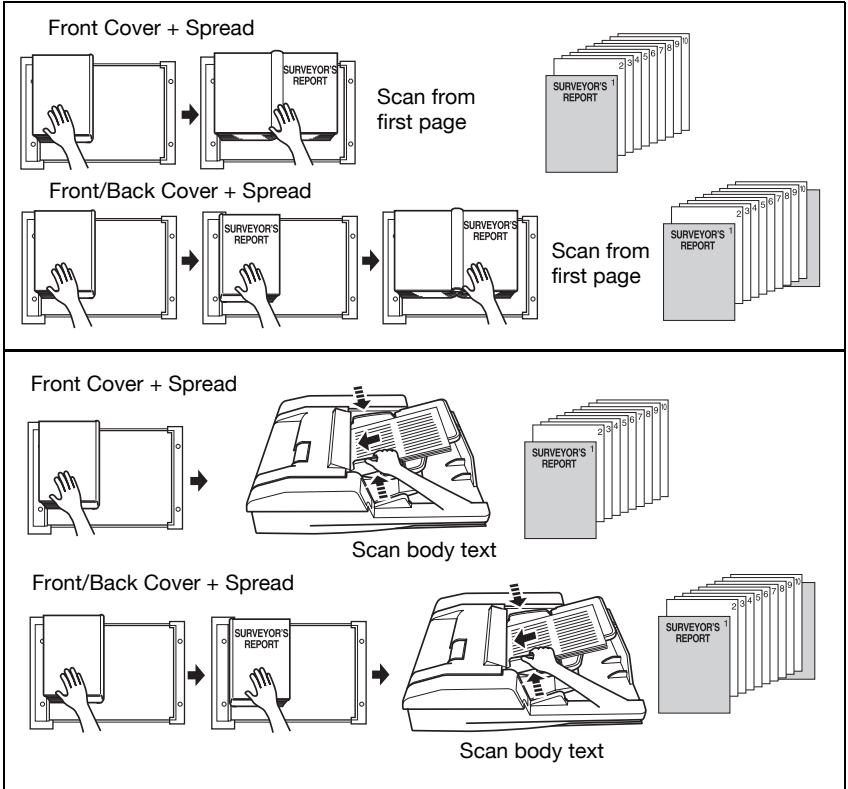
- 8** Select the desired copy mode and magnification.
 - Available paper sizes are 8.5"×11", A4, and B5.
 - When selecting Spread mode and scanning from the original glass, select 1-1 or 1-2 copy mode.
 - Magnification is automatically set to 1.000. Change the magnification manually, if desired.
- 9** Enter the desired print quantity from the control panel keypad.
- 10** 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 + Spread and Front/Back Cover+ Spread modes, see the description on the following page.
- 11** Press [Start] to scan.
- 12** Repeat steps 10 to 11 for all originals.
- 13** Touch [Separate Scan] to deselect it and exit the Separate Scan mode.
- 14** Press [Start].

The copier will start printing when ready for output.



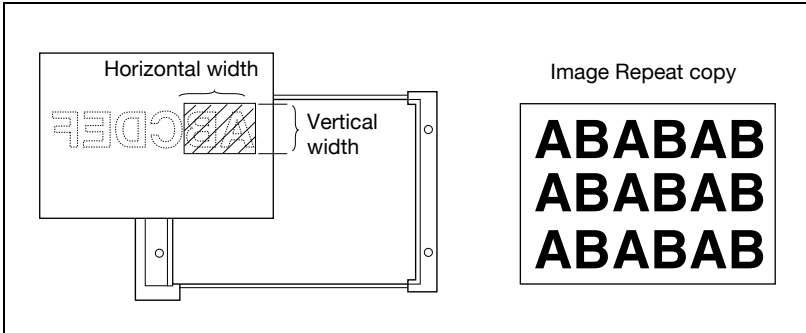
Detail

*Use original glass for scanning original cover.
See the illustrations below for details.*



11.9 Repeating Selected Image Area (Image Repeat: Size Manual Input)

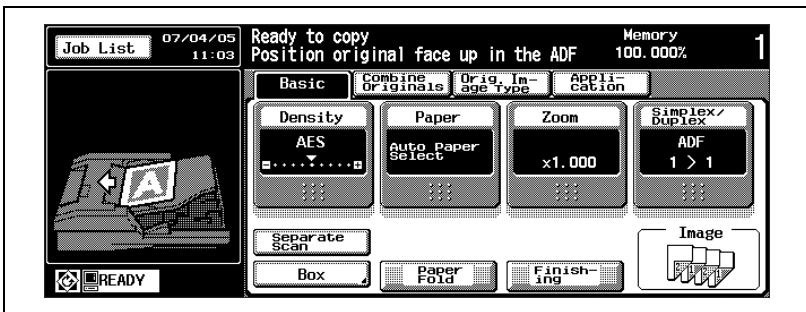
Use this function to repeat the selected image area of 10 mm to 150 mm in both vertical and horizontal widths measured from the rear left corner of the A3 original area indicated on the left edge of the original glass.



To set Size Manual Input mode of Image Repeat

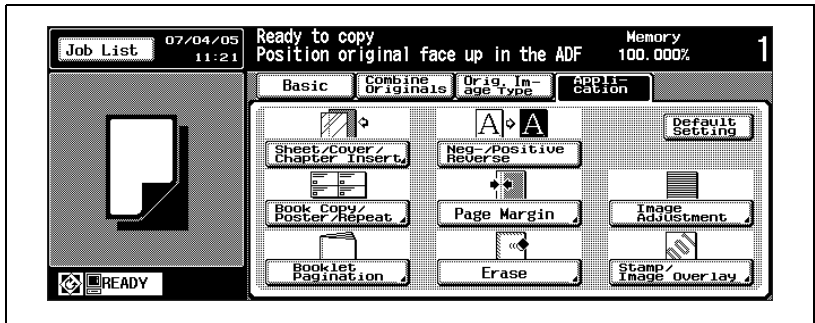
- ✓ Use the original glass. Document feeder cannot be used.
- ✓ Auto Paper Select and Auto Zoom are released and 1.000 magnification is selected automatically. Change the magnification manually, if desired.
- ✓ Copy mode is automatically set to 1-1. When selecting 1-2 mode, Separate Scan mode will function automatically.

1 Touch [Application].

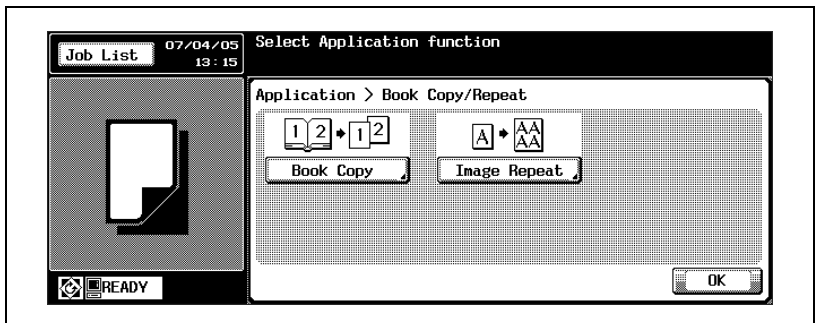


The Application Screen will be displayed.

- 2 Touch [Book Copy/Poster/Repeat].

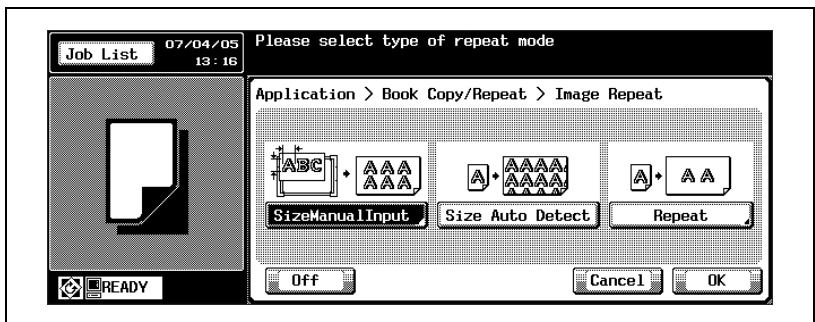


- 3 Touch [Image Repeat].



The Image Repeat Screen will be displayed.

- 4 Touch [Size Manual Input], then specify the vertical and horizontal widths of the scanning area.

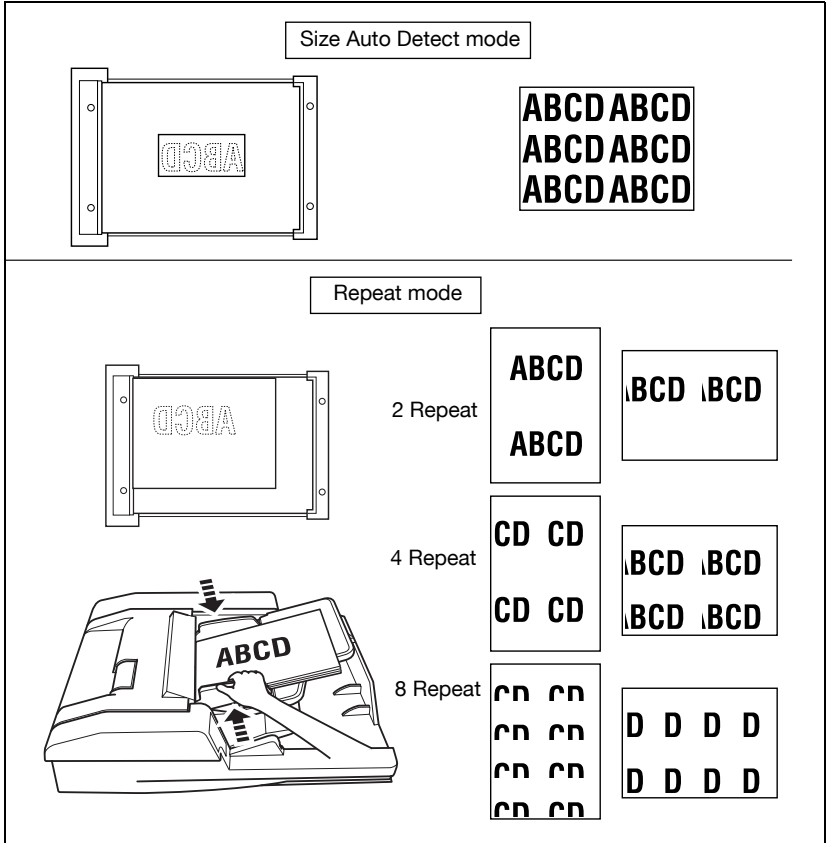


- Touch [Hori] or [Vert] to highlight it, then use the screen keypad to enter the width from 10 to 150 mm in 1 mm increments.

- 5 Touch [OK] to restore the Image Repeat Screen.
 - ? Do you want to cancel changes to the settings?
→ Touch [Cancel].
 - ? Do you want to cancel the Image Repeat function?
→ Touch [Off].
- 6 Touch [OK] to restore the Application Screen.
- 7 Touch [Basic] to restore the Basic Screen, then select the desired magnification and paper size.
- 8 Enter the desired print quantity from the control panel keypad.
- 9 Position original FACE DOWN on the original glass, as shown in the illustration at the top of this section.
- 10 Press [Start].

11.10 Repeating Automatically or Select Repeating Times (Image Repeat: Size Auto Detect / Repeat)

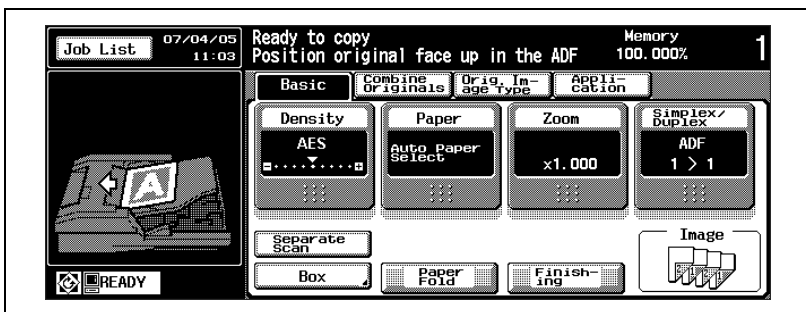
Size Auto Detect mode will automatically set the equal repeat area to the size of the original placed onto the original glass by activating Non-Image Area Erase. Repeat mode will scan the image area specified by the selected paper size and mode (2 Repeat, 4 Repeat, or 8 Repeat), then arrange the image 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.



To set Size Auto Detect and Repeat modes of Image Repeat

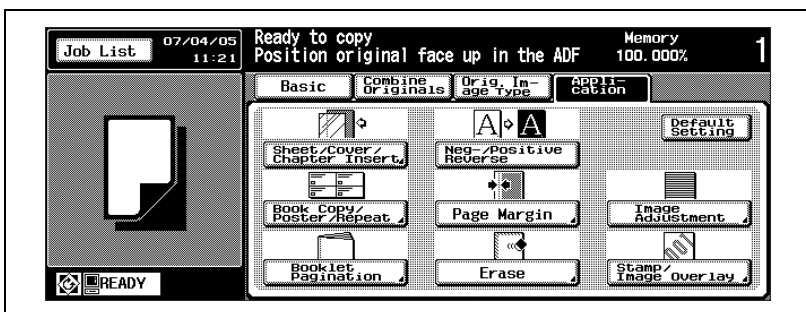
- ✓ Use the original glass for Size Auto Detect mode. Document feeder cannot be used.
- ✓ ADF is available with Repeat mode.
- ✓ Auto Paper Select and Auto Zoom are released and 1.000 magnification is selected automatically.
- ✓ When 2 Repeat, 4 Repeat, or 8 Repeat is selected, the scanning area will 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, Separate Scan mode will function automatically.
- ✓ When Size Auto Detect mode is selected, Non-Image Area Erase functions automatically. Do not close the document feeder when scanning the original on the original glass.

1 Touch [Application].

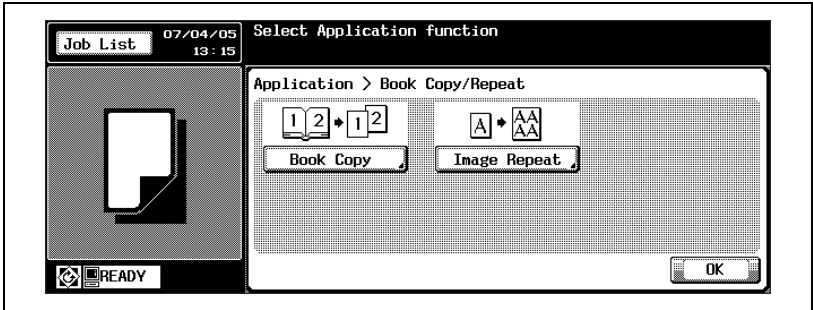


The Application Screen will be displayed.

2 Touch [Book Copy/Poster/Repeat].



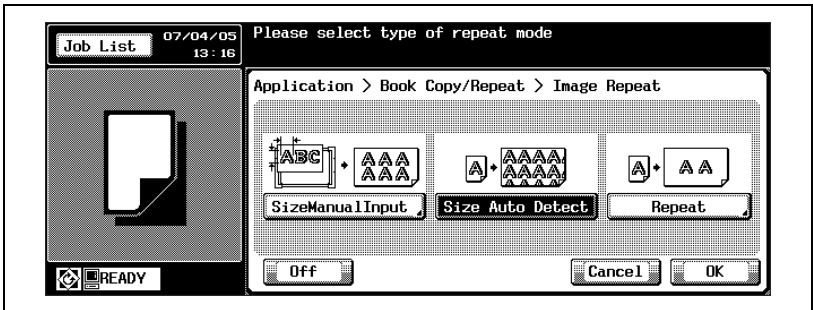
3 Touch [Image Repeat].



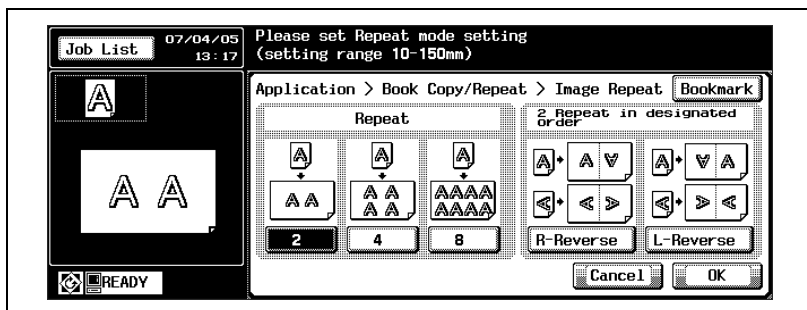
The Image Repeat Screen will be displayed.

4 Touch the desired mode key.

- To select Size Auto Detect mode, touch [Size Auto Detect], then proceed to step 6.
- To select 2 Repeat, 4 Repeat, or 8 Repeat, touch [Repeat] to display the Repeat Mode Screen.



- 5 Select the desired Repeat mode, then touch [OK].
 - Touch [2], [4], or [8] 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].



- 6 Touch [OK] on the Image Repeat Screen.
 - ? Do you want to cancel changes to the settings?
 - Touch [Cancel].
 - ? Do you want to cancel the Image Repeat function?
 - Touch [Off].
- 7 Touch [OK] to restore the Application Screen.
- 8 Touch [Basic] to restore the Basic Screen, then select the desired magnification and paper size.
- 9 Enter the desired print quantity from the control panel keypad.
- 10 Position original.
 - For Size Auto Detect mode original, open the document feeder, then position the original FACE DOWN on the original glass. In this case, DO NOT close the document feeder.
 - For 2 Repeat, 4 Repeat, or 8 Repeat mode original, ADF is also available.
- 11 Press [Start].



Detail

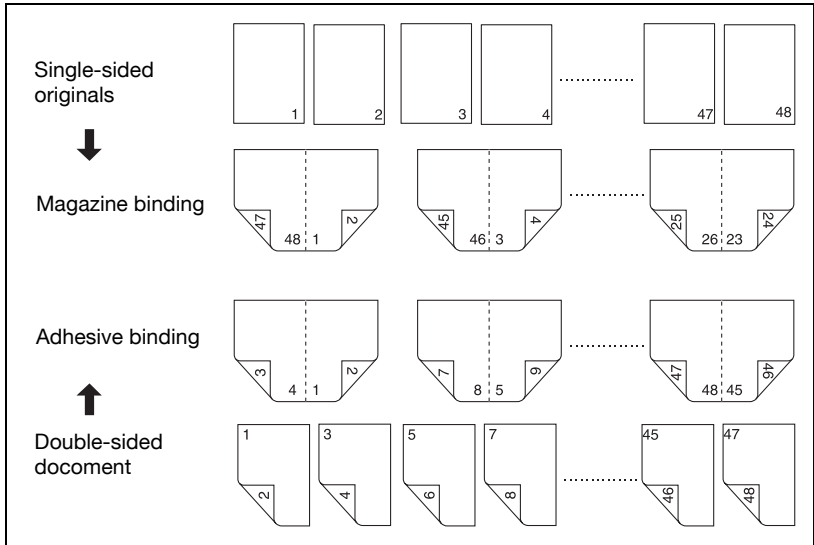
The Size Auto Detect mode may not operate properly if the lighting in the work place is directly over the original glass. In this case, consult your service representative about an appropriate place for installation.

11.11 Making Multiple Page Signature Booklet (Booklet Pagination)

Use the Booklet Pagination function 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.

In the machine equipped with FS-604 option, Magazine binding in Half Fold or Fold&Staple is available, while Adhesive binding can be selected with Half Fold mode.

Trimming mode is also available in combination with Half Fold or Fold&Staple mode, if Trimmer unit TU-501 is installed.



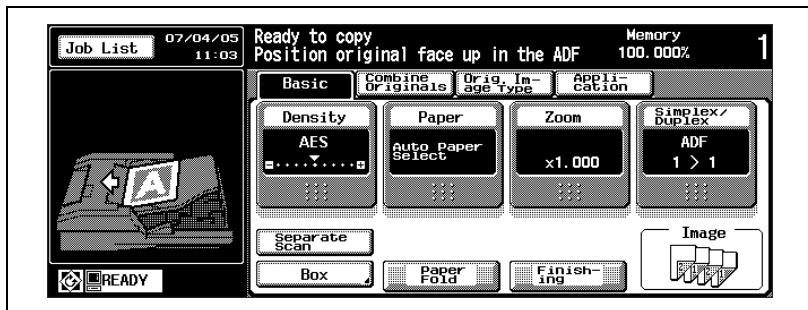
Detail

The Utility Screen provides the setting to position the page numbers automatically on the outside edges of the copy when using Booklet Pagination with Page Numbering in Stamp.

To set Booklet Pagination function

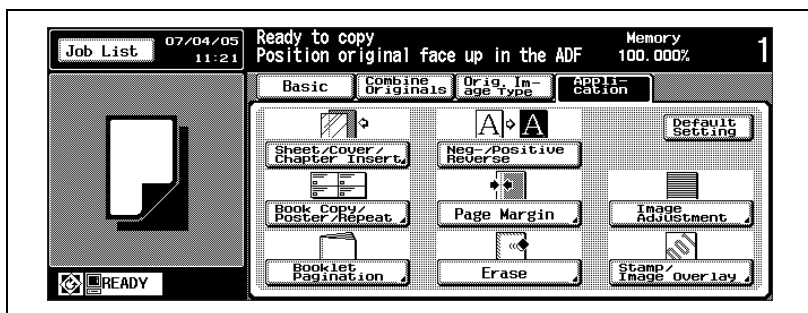
- ✓ Use ADF to scan originals. (Original glass can also be used with Separate Scan mode selected.)
- ✓ Original pages should be a multiple of 4 in 1-2 mode or a multiple of 2 in 2-2 mode; otherwise blank pages are automatically inserted to the last.
- ✓ Trays for copy paper and front/back covers should have the same paper size loaded.
- ✓ Auto Zoom mode is automatically selected. Select the desired paper size.

- 1 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 cover paper in any other tray unless it is specified as Thick or Tab Paper.
- 2 Touch [Application].

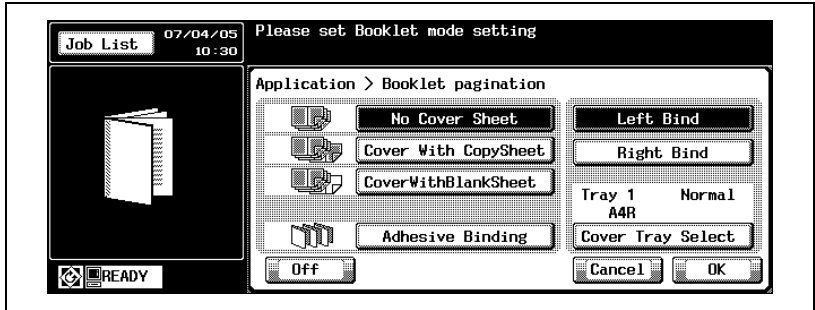


The Application Screen will be displayed.

- 3 Touch [Booklet Pagination].



- 4 Touch to highlight the desired Booklet Pagination mode key.



- When a cover sheet is required, touch [Cover Tray Select] to select the cover sheet tray source.
- Touch [Left Bind] or [Right Bind] if you want to change the output order.

- 5 Touch [OK].

The Application Screen will be restored.

? Do you want to cancel changes to the settings?

→ Touch [Cancel].

? Do you want to cancel the Booklet Pagination function?

→ Touch [Off].

- 6 Touch [Basic] to restore the Basic Screen, then select the tray in which you loaded copy paper in step 1.

- Auto Zoom is automatically selected. To release Auto Zoom, select the desired magnification, then select paper size.

- 7 Select 1-2 or 2-2 copy mode.

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

- 9 Position originals FACE UP in the document feeder, then press [Start].

**Reminder**

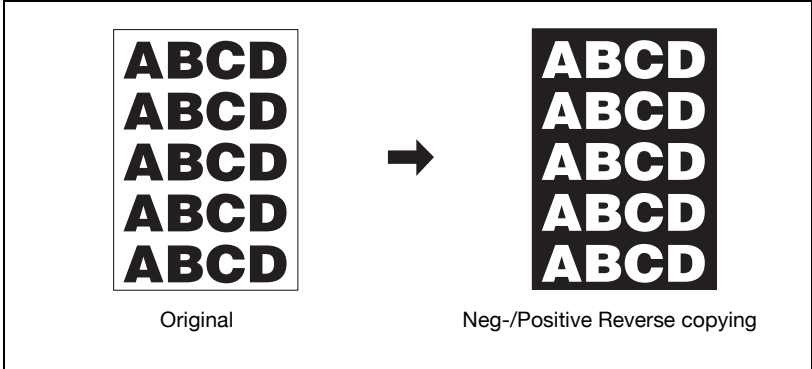
Original pages should be a multiple of 4 in 1-2 mode or a multiple of 2 in 2-2 mode; otherwise blank pages are automatically inserted to the last.

**Detail**

When making folded /folded & stapled and trimmed booklet the outer pages and inner pages may be different in the amount of outer margin. In such a case, use the page interval function and creep function in Shift mode of Page Margin. See page 11-45 for details.

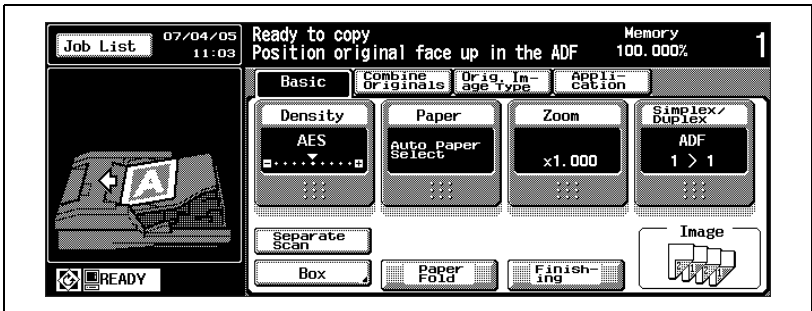
11.12 Reversing Color in Black and White Image (Neg-/Positive Reverse)

Use Neg-/Positive Reverse function 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.



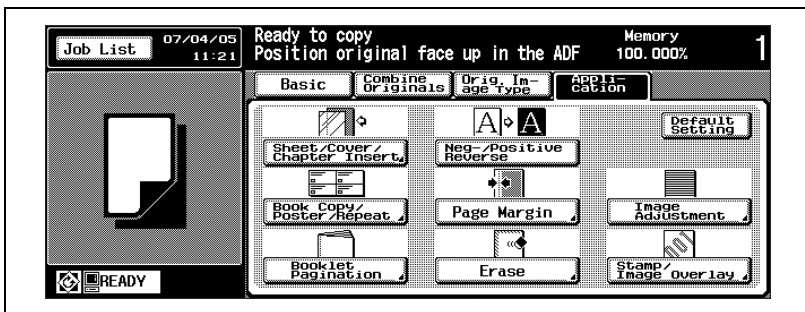
To set Neg-/Positive Reverse function

- 1 Touch [Application].



The Application Screen will be displayed.

- 2 Touch [Neg-/Positive Reverse] to highlight it.



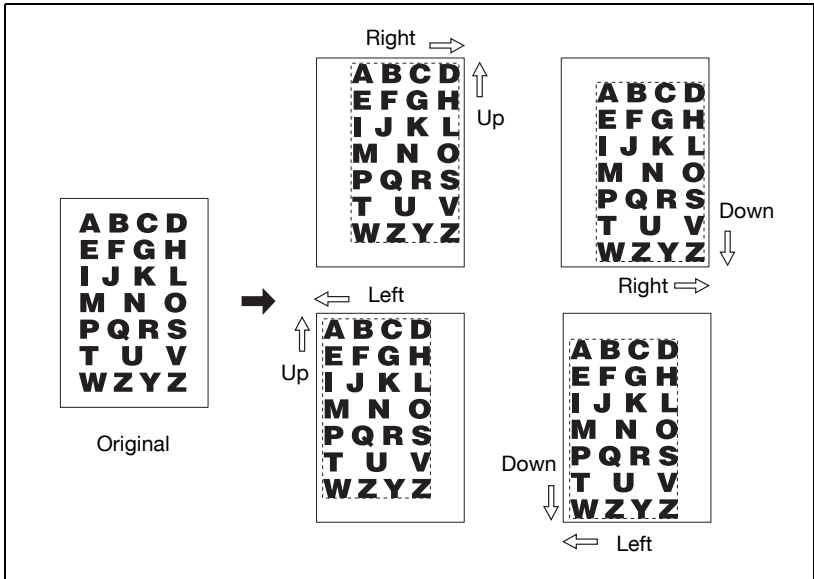
- ? Do you want to cancel the “Neg-/Positive Reverse” function?
 - Touch [Neg-/Positive Reverse] again.

- 3 Enter the desired print quantity from the control panel keypad.
- 4 Position original(s), then press [Start].

11.13 Adjusting Position of Copy Image (Page Margin: Shift Mode)

Use Shift mode of Page Margin 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.

Using Booklet Pagination or 2 Repeat mode of Image Repeat in combination, desired amount of blank space between the two images can also be made.



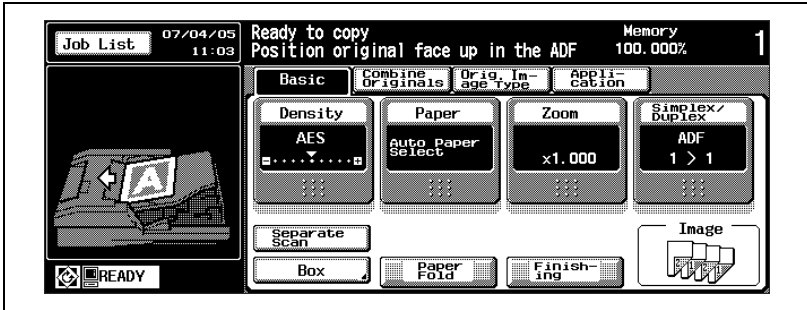
Detail

If image loss is likely, select Reduce & Shift mode instead of Shift mode. See page 11-50.

To set Shift mode of Page Margin

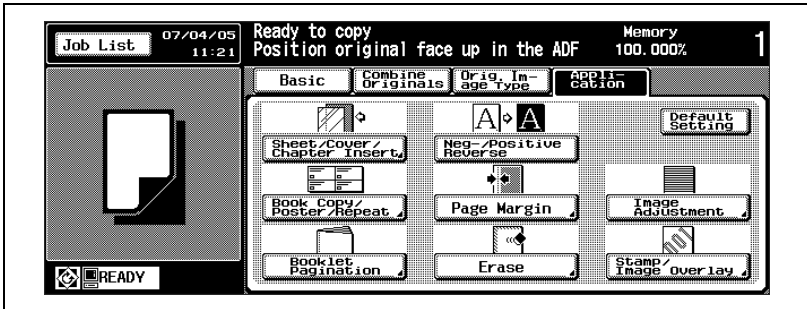
- ✓ Shift amount: 0 to 250 mm in 1 mm increments
- ✓ Creep amount: 0 to 50 mm in 1 mm increments
- ✓ Setting in 0.1 mm increments using up/down arrow key is also available. This setting change can be made on the Utility Screen.

1 Touch [Application].



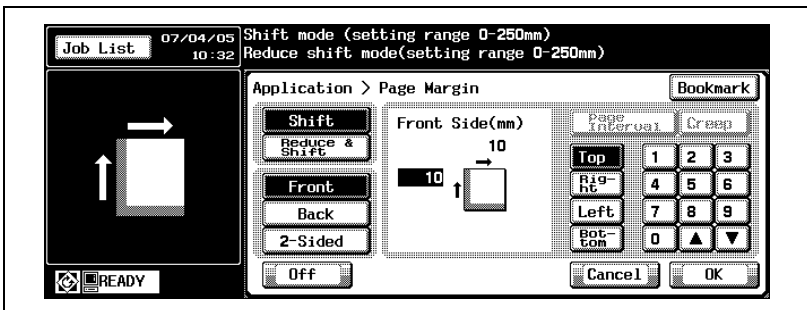
The Application Screen will be displayed.

2 Touch [Page Margin].

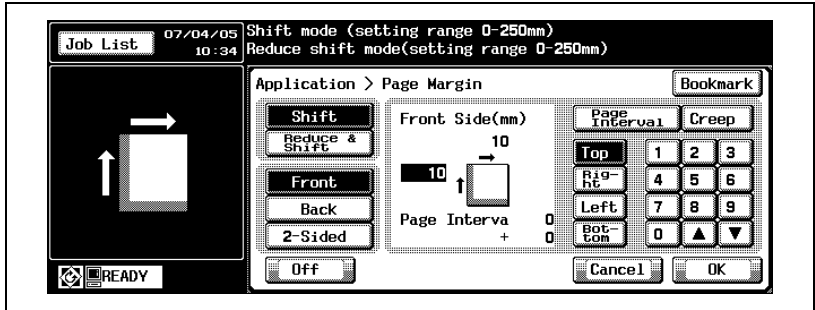


The Page Margin Screen will be displayed.

3 Touch [Shift].



- 4 Select the page to be adjusted with image position.



- Touch [Front] or [Back] to specify the shift direction and amount individually; or touch [2-Sided] to specify collectively. The [Back] and [2-Sided] keys function only for duplex copying.

- 5 Specify the shift direction and amount.

- Touch and highlight the desired shift direction key on the left side of touch panel keypad, then use 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.

- If Booklet Pagination or 2 Repeat mode of Image Repeat has been already selected, the [Page Interval] key appears clear on the screen to show its availability.

If desired, touch [Page Interval] to highlight it, then enter the desired amount using the touch panel keypad or up/down arrow key.

- If Booklet Pagination (except Adhesive Binding mode) has been already selected, the [Creep] key appears clear to show its availability. Touch [Creep] to highlight it, then enter the desired offset amount from 0 to 50 mm in 1 mm increments.

- 6 Touch [OK].

The Application Screen will be restored.

? Do you want to cancel changes to the settings?

→ Touch [Cancel].

? Do you want to cancel the Page Margin function?

→ Touch [Off].

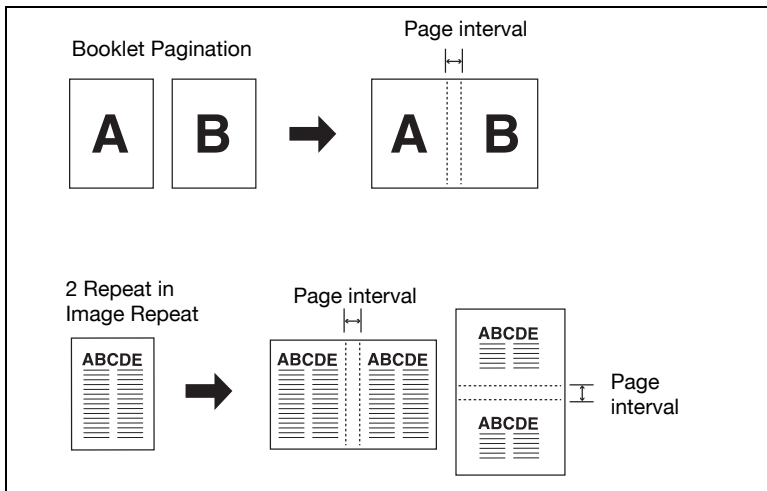
- 7 Touch [Basic] to restore the Basic Screen.
 - ? Do you want to start copying immediately?
 - You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].
- 8 Select the additional copy conditions, as desired.
- 9 Enter the desired print quantity, position original(s), then press [Start].



Detail

Page Interval function is available only when Booklet Pagination or 2 Repeat mode of Image 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 below for details.



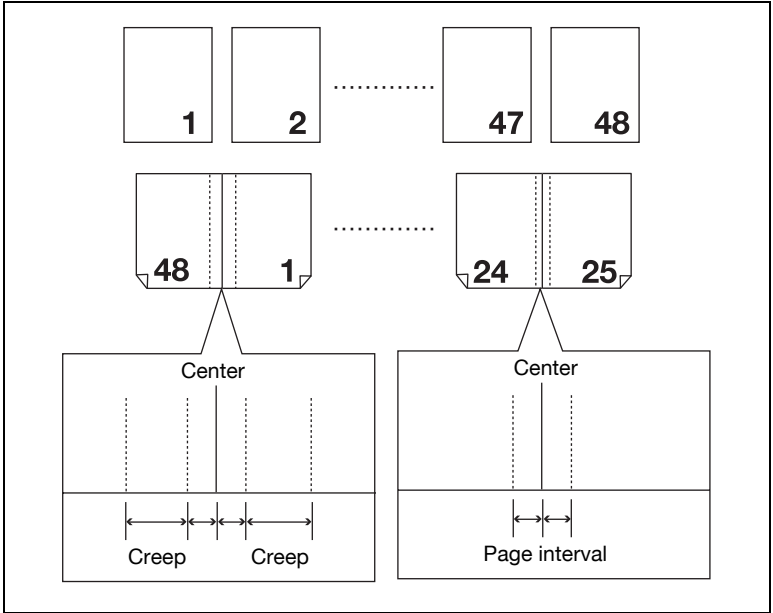


Detail

Creep function is available only when Booklet Pagination (except Adhesive Binding mode) has been already selected.

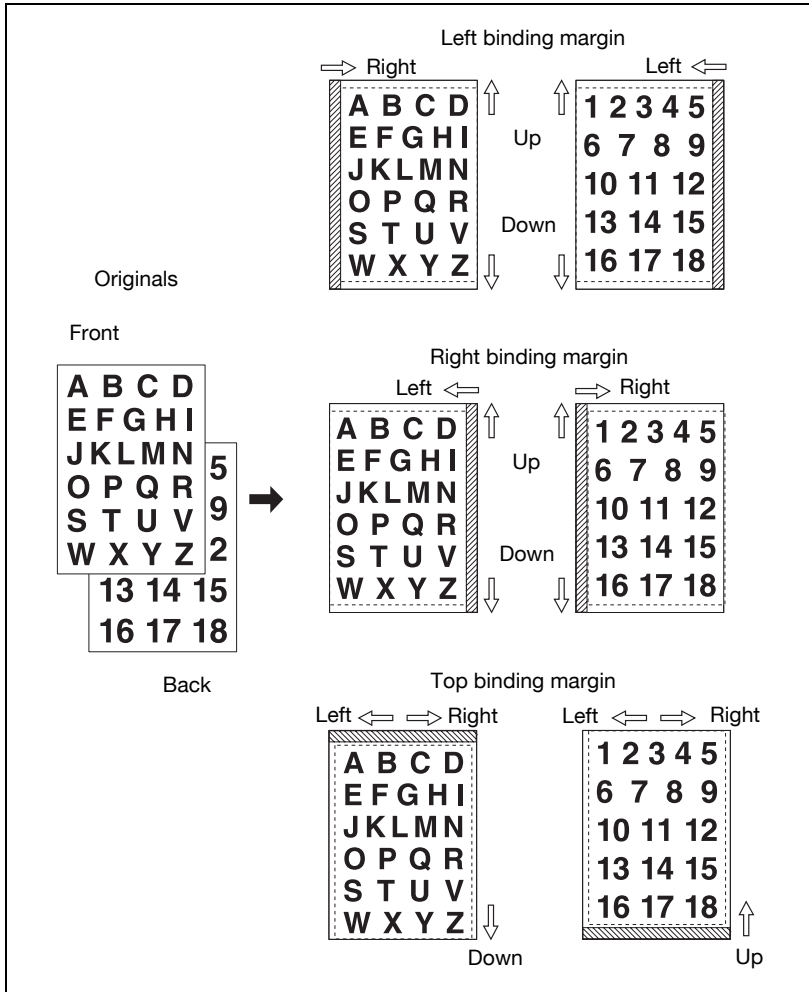
Use this function in combination with Page Interval to make space between the two images widening gradually from the inner pages to the outer pages in a folded/folded&stapled and trimmed booklet, so that the outer margin should be uniform on all pages through.

Enter the creep amount of the images on the outermost page, while entering the page interval amount of the images on the innermost page.



11.14 Reducing Images to Create Binding Margin (Page Margin: Reduce & Shift Mode)

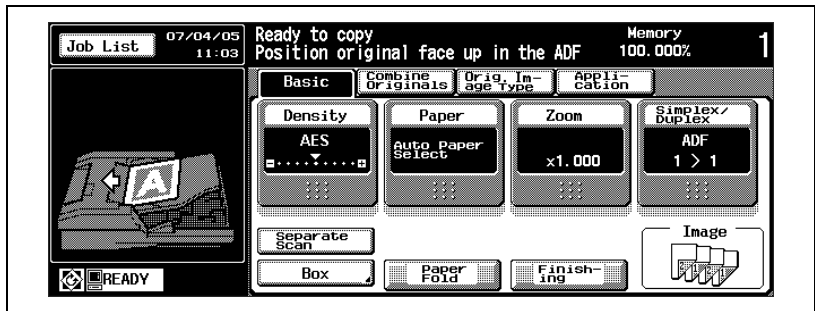
Use Reduce & Shift mode instead of Shift mode to prevent image loss when creating a binding margin.



To set Reduce & Shift mode of Page Margin

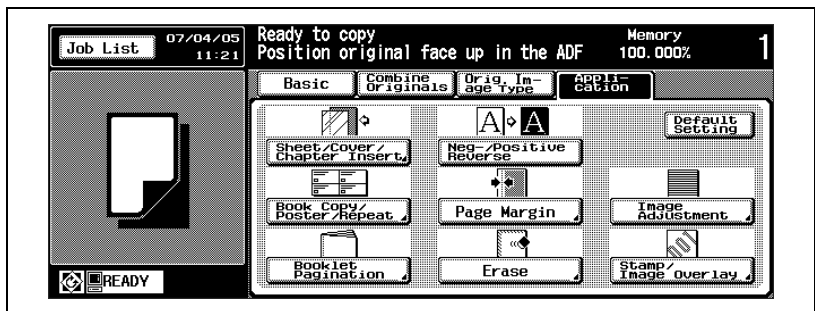
- ✓ Auto Zoom is automatically selected and cannot be released.
The magnification ratio will be determined according to the shift amount specified for the front page, and the shift amount and magnification ratio determined for the front page will be automatically applied to the back page.
- ✓ Shift amount: 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 Screen.

1 Touch [Application].



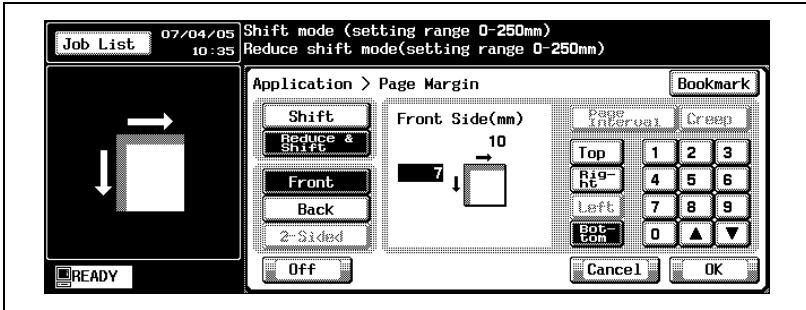
The Application Screen will be displayed.

2 Touch [Page Margin].



The Page Margin Screen will be displayed.

- 3 Touch [Reduce & Shift], then specify the shift direction and amount.



- Touch [Front] or [Back]. In Reduce & Shift mode, the [2-Sided] key appears dimmed to show inactivity.
- Touch and highlight the desired shift direction key on the left side of touch panel keypad, then use 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.
- If any positioning adjustment is required for the back page, touch [Back] and make direction and amount change.

- 4 Touch [OK].

The Application Screen will be restored.

? Do you want to cancel changes to the settings?

→ Touch [Cancel].

? Do you want to cancel the Page Margin function?

→ Touch [Off].

- 5 Touch [Basic] to restore the Basic Screen.

? Do you want to start copying immediately?

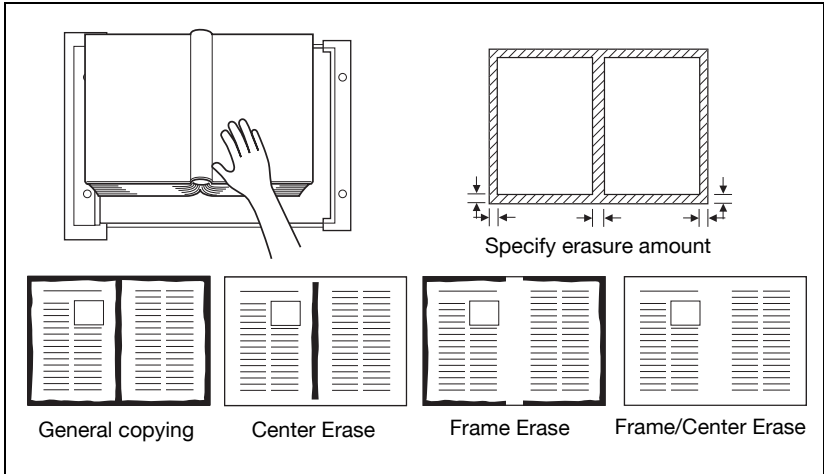
→ You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].

- 6 Select the additional copy conditions, as desired.

- 7 Enter the desired print quantity, position original(s), then press [Start].

11.15 Eliminating Black Copy Marks Along Borders (Frame/Center Erase)

Use Frame/Center Erase to eliminate black copy marks along borders to clean up and improve the presentation of the copy.

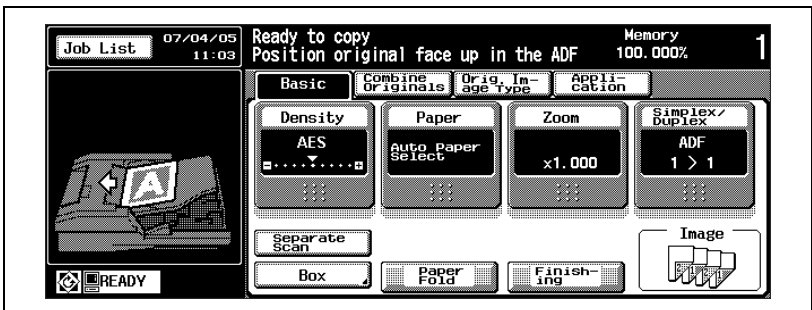


Reminder

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.

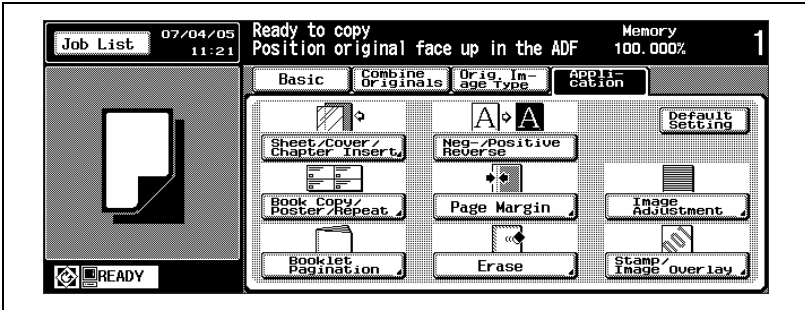
To set Frame/Center Erase function

- 1 Touch [Application].



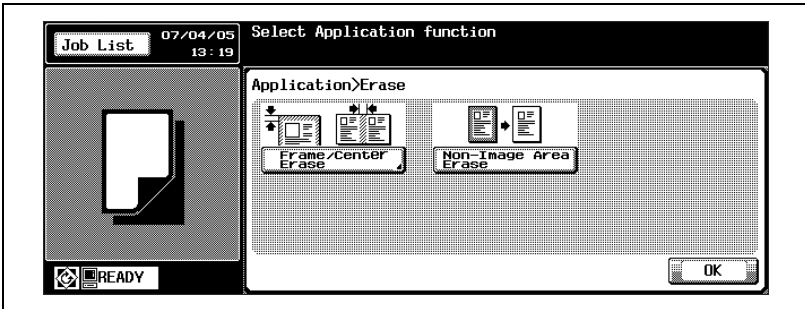
The Application Screen will be displayed.

2 Touch [Erase].



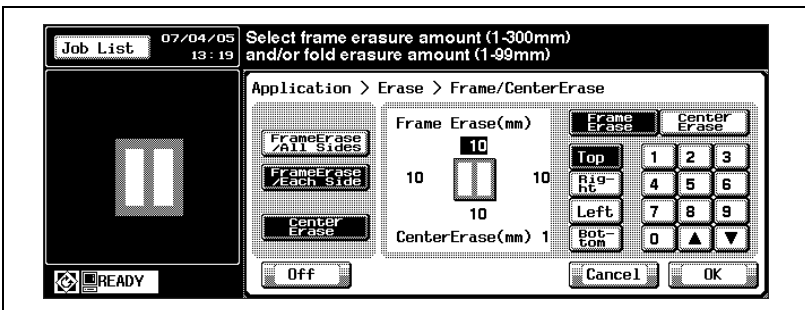
The Erase Screen will be displayed.

3 Touch [Frame/Center Erase].



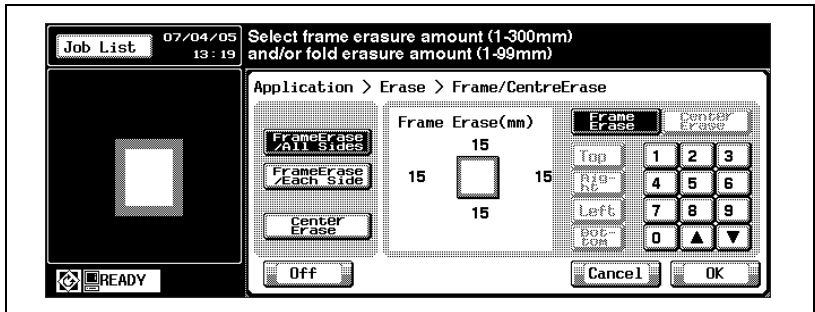
The Frame/Center Erase Screen will be displayed.

4 Touch the desired mode key.



- Touch [Frame Erase/All Sides], [Frame Erase/Each Side], or [Center Erase] to highlight it. Either of Frame Erase mode and Center Erase mode can be selected in combination.

5 Specify the erasure amount in the selected mode.



- To specify “Frame Erase/All Sides” amount, use the touch panel keypad or up/down arrow key to enter the desired erasure amount of the Top, Right, Left, and Bottom sides collectively, from 1 to 300 mm in 1 mm increments.
- To specify “Frame Erase/Each Side” amount, touch [Top], [Right], [Left], or [Bottom] to highlight the key and current amount indicated in the illustration area.
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 “Center Erase” amount, 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.

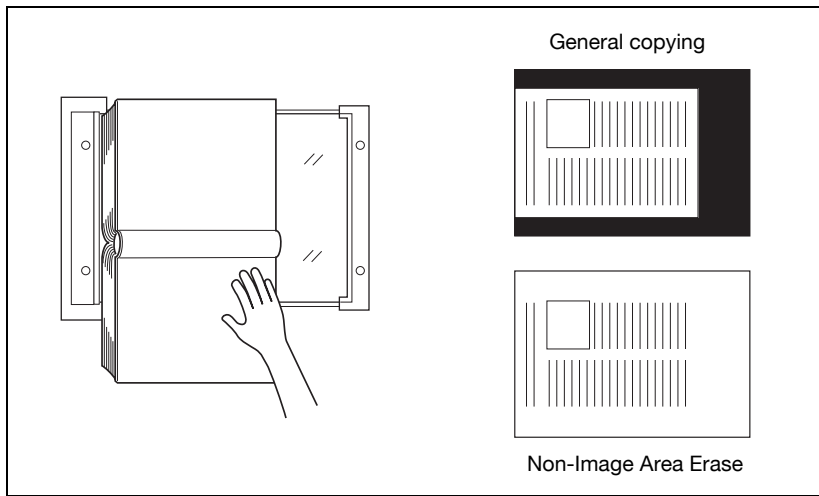
6 Touch [OK] repeatedly till the Application Screen is restored.

- ? Do you want to cancel changes to the settings?
→ Touch [Cancel].
- ? Do you want to cancel the Frame/Center Erase function?
→ Touch [Off].

7 Enter the desired print quantity, position original(s), then press [Start].

11.16 Erasing Outside of Original (Non-Image Area Erase)

The Non-Image Area Erase mode is used to copy non standard or special originals, such as books, magazines, paste-ups, graphs, thick or thin materials, etc. from the original glass. The exposed glass area outside the borders of the original will not be copied.



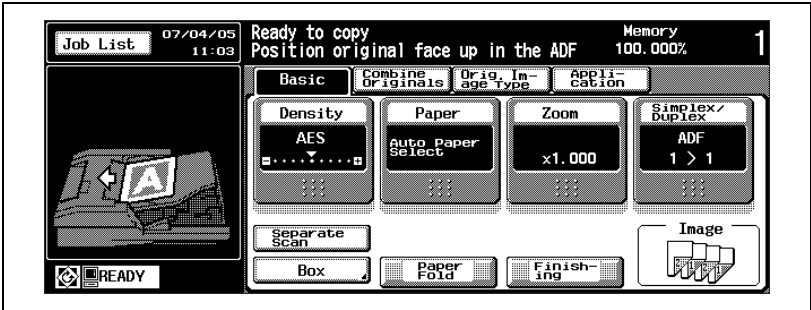
Note

This 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.

To set Non-Image Area Erase function

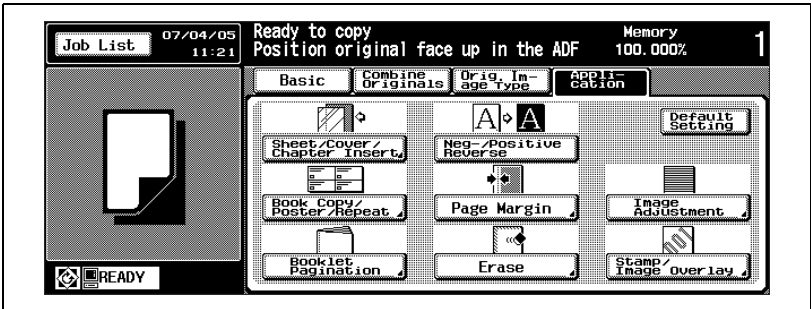
- ✓ Use the original glass only. Keep ADF open throughout the procedure.
- ✓ Original size should be larger than 10 mm × 10 mm.
- ✓ Auto Zoom and Auto Paper Select are automatically released.
- ✓ Copy mode is automatically set to 1-1. When selecting 1-2 mode, Separate Scan mode will function automatically.

- 1 Touch [Application].



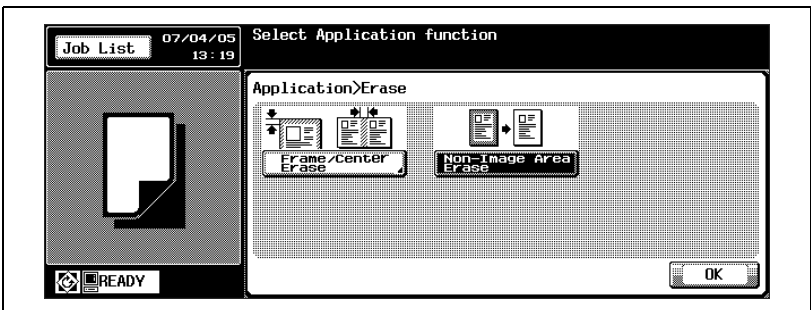
The Application Screen will be displayed.

- 2 Touch [Erase].



The Erase Screen will be displayed.

- 3 Touch [Non-Image Area Erase] to highlight it.



- ? Do you want to cancel the “Non-Image Area Erase” function?
 → Touch [Non-Image Area Erase] again.

- 4 Touch [OK] to restore the Application Screen.
- 5 Enter the desired print quantity, position original, then press [Start].



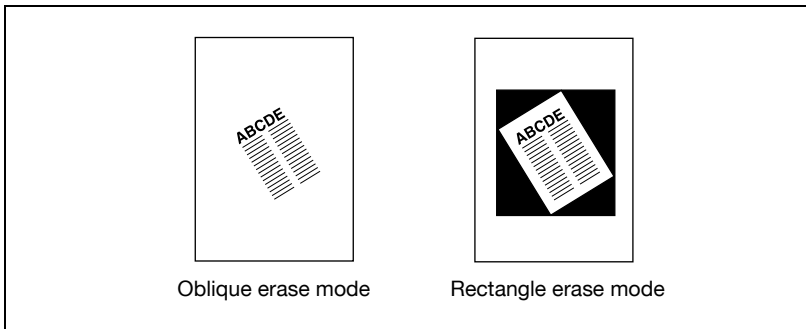
Reminder

Do not close the document feeder while scanning the original.



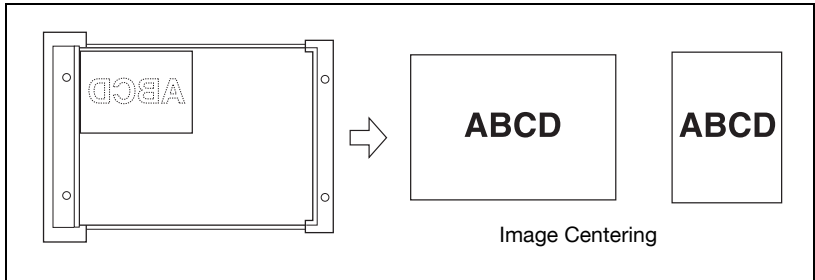
Detail

The Non-Image Area Erase has two modes; Rectangle erase mode and Oblique erase mode. The machine is initially set to select the either mode appropriate for the original placed on the original glass (AUTO mode). If desired, display the Utility Screen to specify either mode and the original density level manually so that the Non-Image Area Erase functions without fail.



11.17 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.



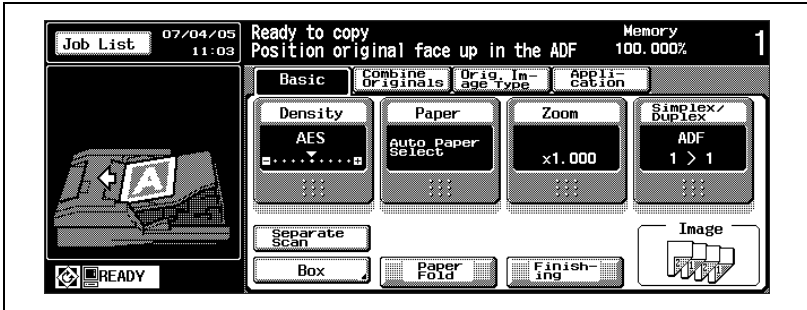
Note

This 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.

To set Image Centering function

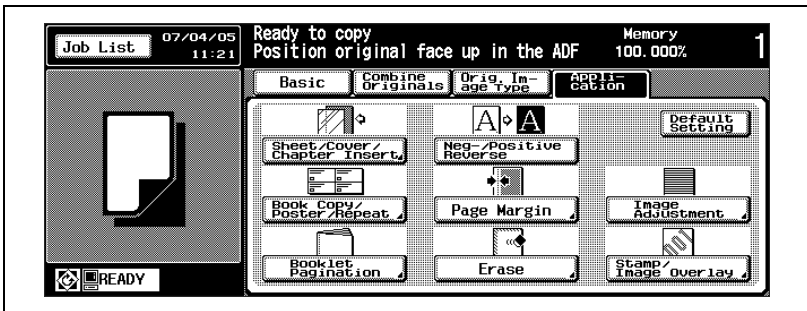
- ✓ Non-Image Area Erase is automatically selected. Release it manually when using ADF to scan originals.
- ✓ When using Book Copy with this function, the original smaller than the selected paper size will be printed in the center of the copy paper without image division performed.
- ✓ Auto Zoom and Auto Paper Select 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, Separate Scan mode will function automatically.

- 1 Touch [Application].



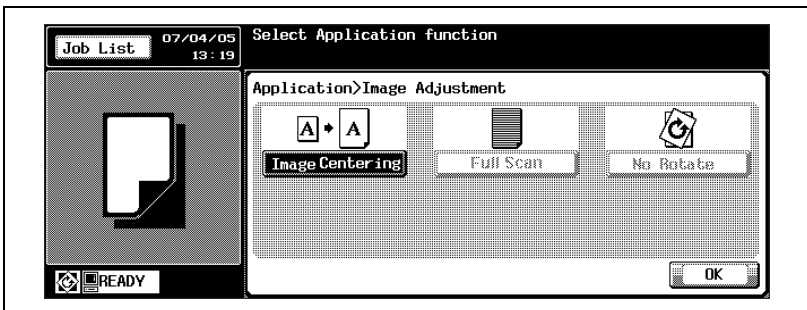
The Application Screen will be displayed.

- 2 Touch [Image Adjustment].



The Image Adjustment Screen will be displayed.

- 3 Touch [Image Centering] to highlight it.

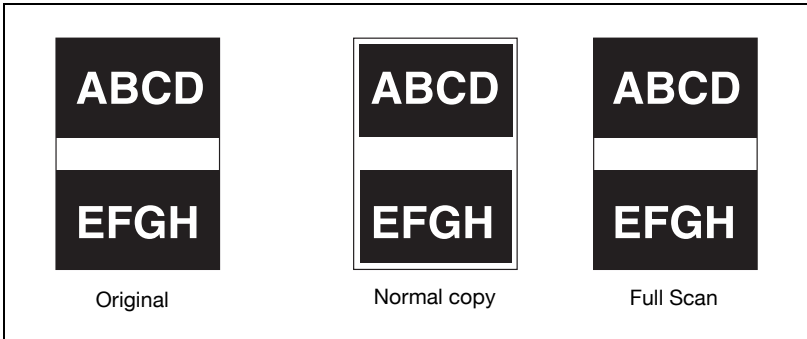


- ? Do you want to cancel the "Image Centering" function?
 → Touch [Image Centering] again.

- 4 Touch [OK] to restore the Application Screen.
- 5 Select magnification and paper size, as desired.
- 6 Enter the desired print quantity, position original, then press [Start].

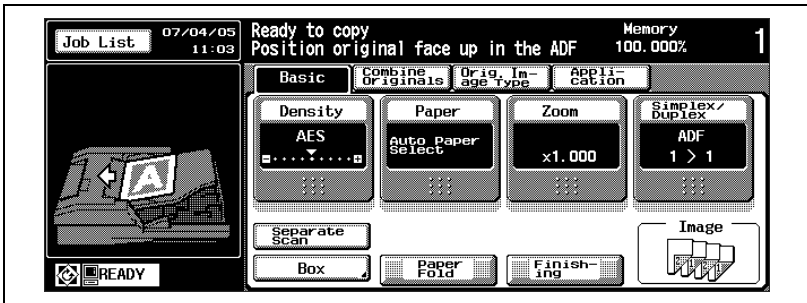
11.18 Printing Images Fully to the Edges (Full Scan)

Use this function to make copies printed completely to the edges.



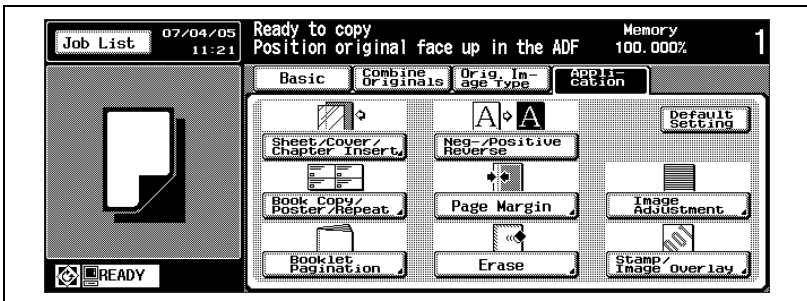
To set Full Scan function

- 1 Touch [Application].



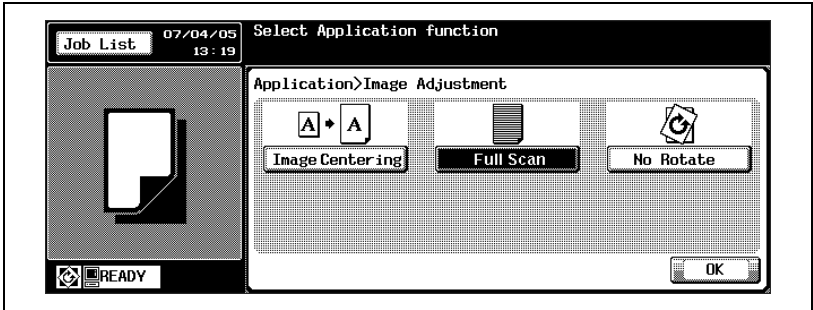
The Application Screen will be displayed.

- 2 Touch [Image Adjustment].



The Image Adjustment Screen will be displayed.

- 3 Touch [Full Scan] to highlight it.



- ? Do you want to cancel the “Full Scan” function?
→ Touch [Full Scan] again.

- 4 Touch [OK] to restore the Application Screen.
- 5 Enter the desired print quantity, position original(s), then press [Start].

11.19 Copying without Image Rotation (No Rotate)

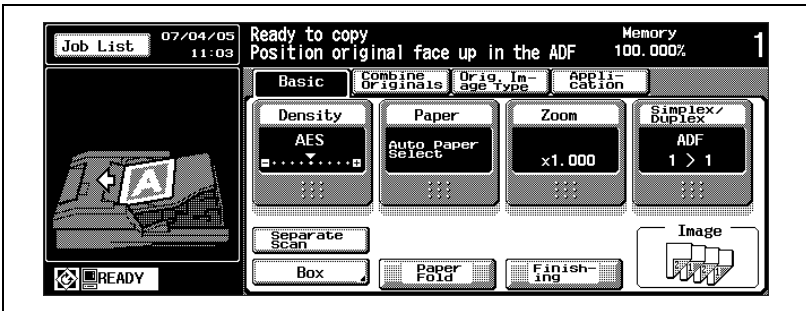
Rotation function allows you to utilize Auto Zoom or Auto Paper Select and copy the original documents onto size A4 or B5, irrespective of the copy paper feeding direction.

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

To set No Rotate function

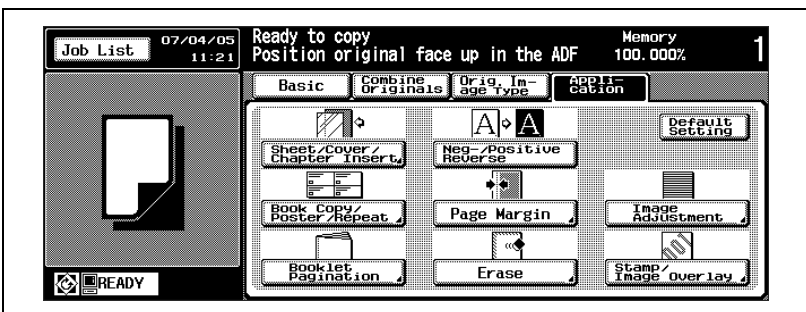
- ✓ If [Reset] on the control panel is pressed or Auto Reset functions, Rotation function will be activated automatically.

- 1 Touch [Application].



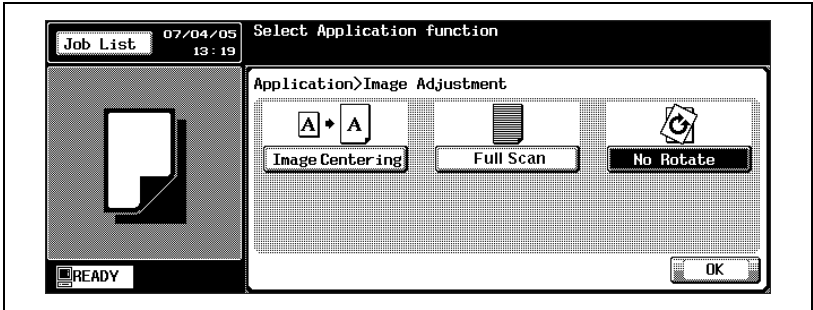
The Application Screen will be displayed.

- 2 Touch [Image Adjustment].



The Image Adjustment Screen will be displayed.

- 3 Touch [No Rotate] to highlight it.



When Rotation is released, the Rotation icon at the lower left corner of the screen will disappear to indicate that this function is cancelled.

- 4 Touch [OK] to restore the Application Screen.



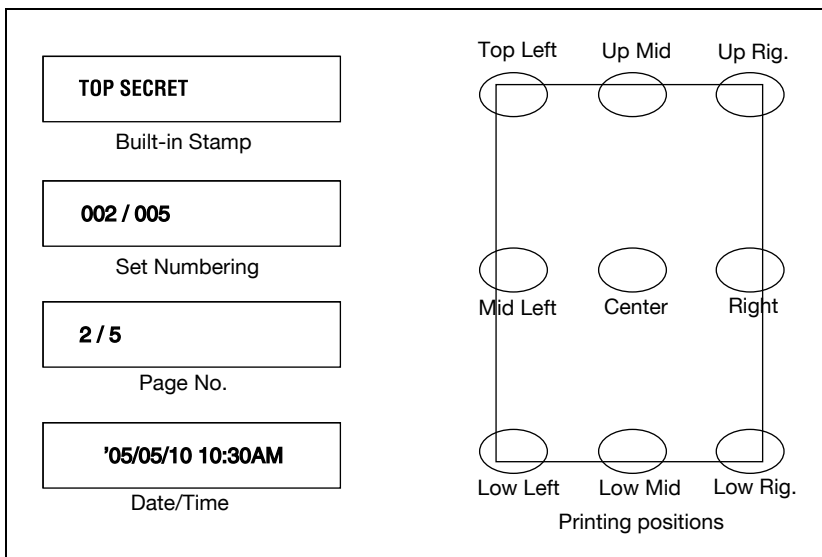
Detail

The administrator can set this function to activate always, only when Auto Zoom or Auto Paper Select is activated, or only when Auto Zoom, Auto Paper Select or reduce is activated. See page 4-165 of the POD Administrator's reference.

11.20 Printing Stamp, Distribution Number, Page Number, Date/Time onto Copies (Stamp)

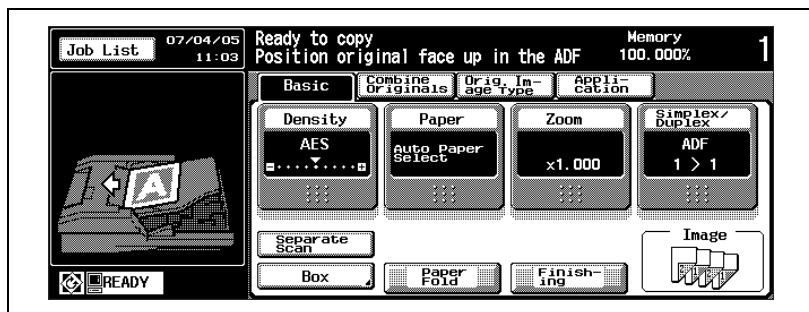
This function allows you to print onto output copies the desired type of stamp, distribution number, page number, and date/time at the location designated on the screen.

The four stamp types and two watermark types (described in the next section) provided on the Stamp/Image Overlay Screen can be used individually or in multiple combinations.



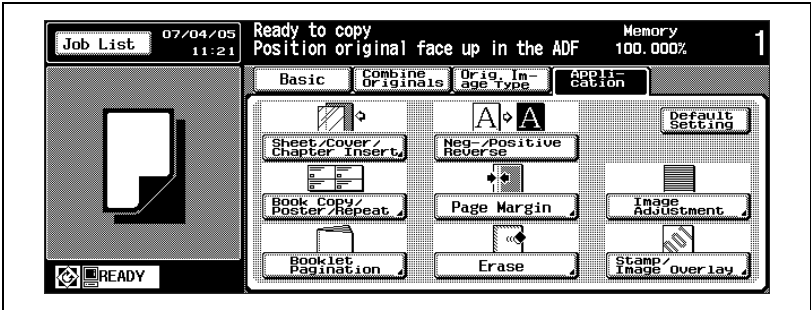
To set Stamp function

- 1 Touch [Application].



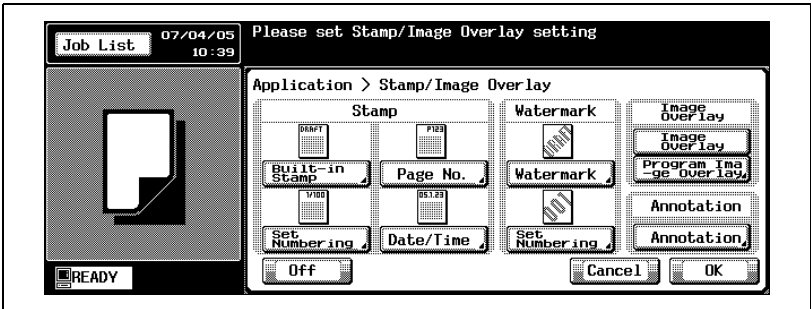
The Application Screen will be displayed.

2 Touch [Stamp/Image Overlay].



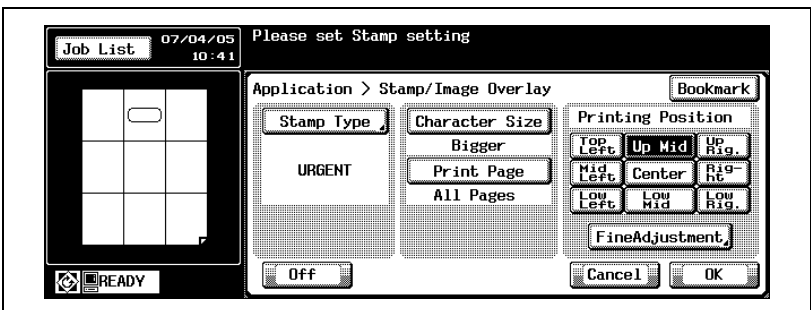
The Stamp/Image Overlay Screen will be displayed.

3 Touch to select the desired key in the Stamp area.

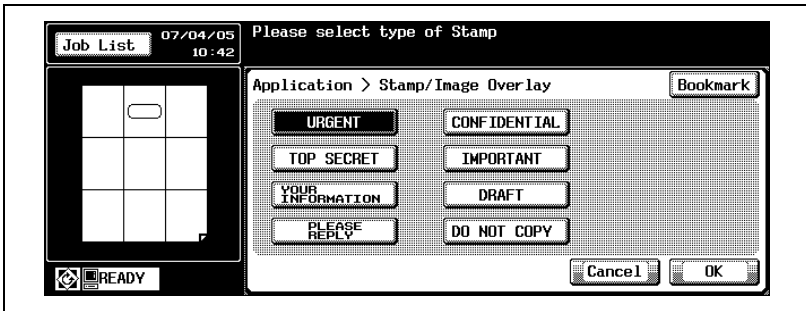


The subsequent screen will be displayed to allow you to specify the selected stamp type.

4 When selecting [Built-in Stamp]: Specify the stamp type, printing position, character size and print page.

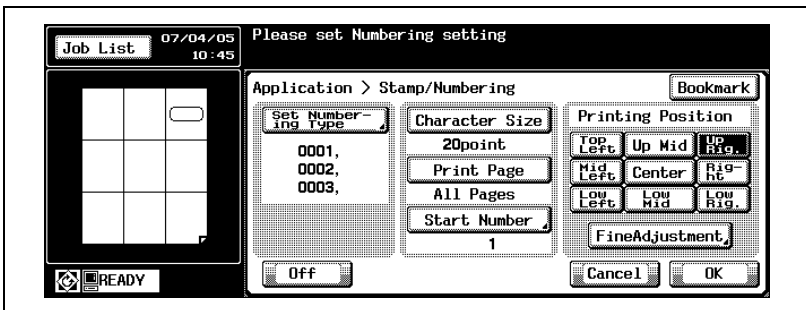


- Touch [Stamp Type], then select the desired stamp type on the subsequent screen. Touch [OK] to restore the previous screen.

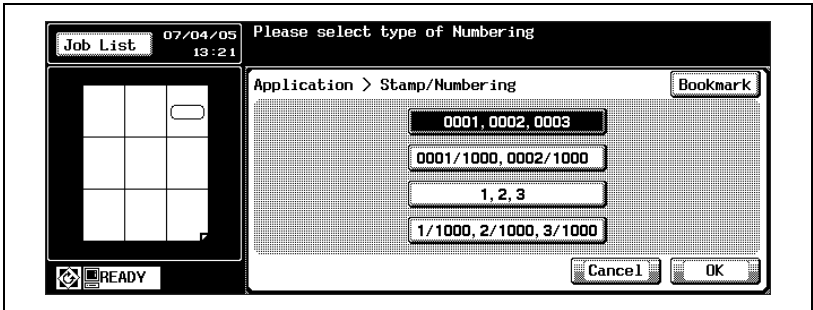


- Touch the desired printing position in the printing position area. If fine adjustment is needed, touch [Fine Adjustment] to display the Fine Adjustment Screen. See page 11-74 for details.
- Touch [Character Size] to select Bigger or Smaller.
- Touch [Print Page] to designate whether to print the selected stamp on the cover only or on all pages.

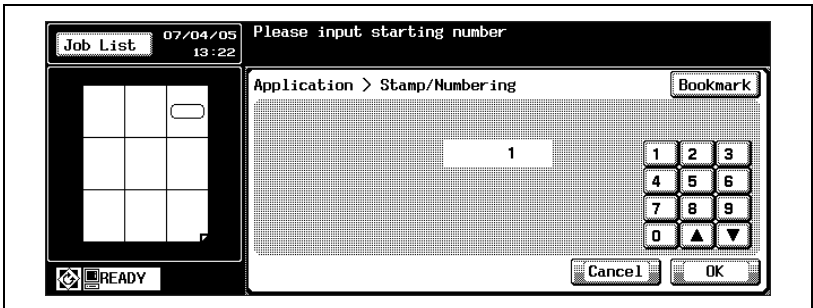
- 5 When selecting [Set Numbering]: Specify the numbering type, printing position, character size, print page and start number.



- Touch [Set Numbering Type], then select the desired numbering type on the subsequent screen. Touch [OK] to restore the previous screen.

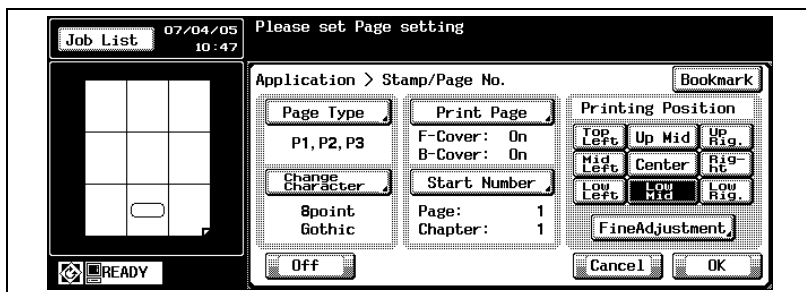


- Touch the desired printing position in the printing position area. If fine adjustment is needed, touch [Fine Adjustment] to display the Fine Adjustment Screen. See page 11-74 for details.
- Touch [Character Size] to select 20 point or 36 point.
- Touch [Print Page] to designate whether to print the selected stamp on the cover only or on all pages.
- Touch [Start Number] to designate the starting number, if required.

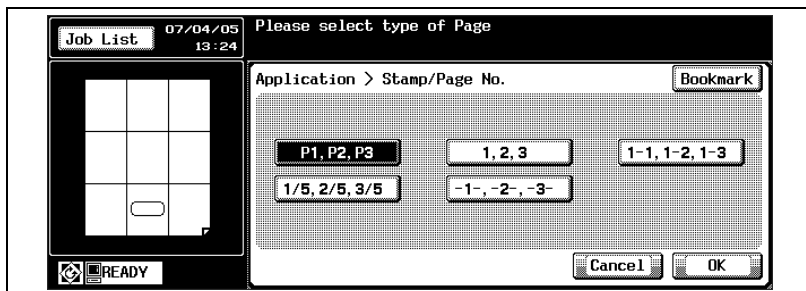


Use the touch panel keypad or up/down arrow key to enter the desired starting number, then touch [OK] to return to the previous screen.

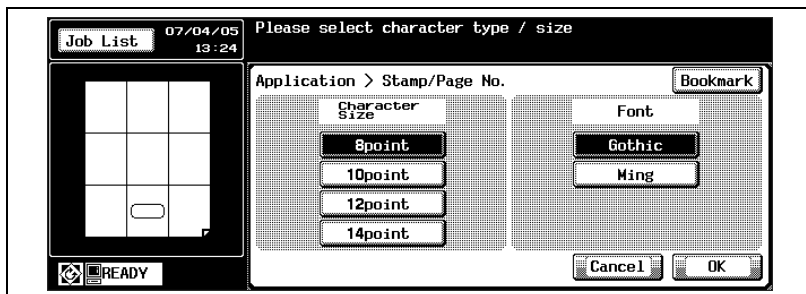
- 6 When selecting [Page No.]: Specify the page number type, printing position, character size and type, printed page and start number.



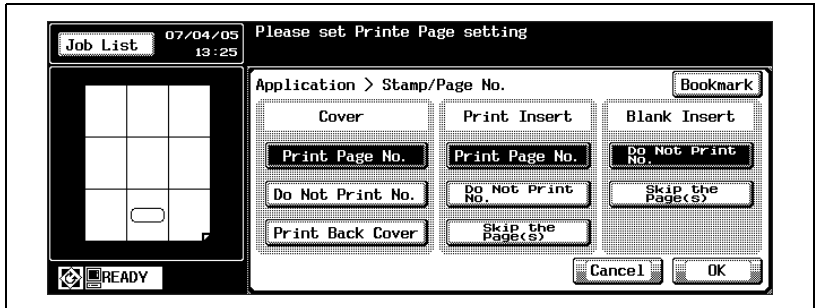
- Touch [Page Type], then select the desired page number type on the subsequent screen. Touch [OK] to return to the previous screen.



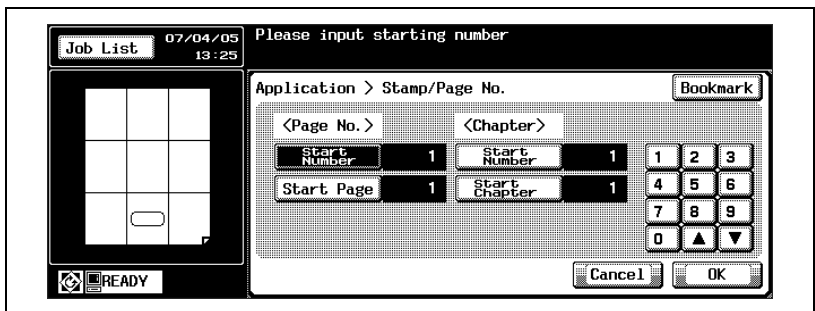
- Touch the desired printing position in the printing position area. If fine adjustment is needed, touch [Fine Adjustment] to display the Fine Adjustment Screen. See page 11-74 for details.
- Touch [Change Character] to select the desired character size (8, 10, 12, 14 point) and type (Gothic or Ming) on the subsequent screen. Touch [OK] to complete the setting and return to the previous screen.



- If Cover/Print mode and insertions of Insert Sheet function are already specified, touch [Print Page] to designate whether to print the selected stamp on the front/back cover or insertions. Touch [OK] to complete the setting and return to the previous screen.



- Touch [Start Number] to designate the starting number, if required. If Chapters is already selected on the Application Screen, the chapter start number can also be specified on the Start Number Screen.

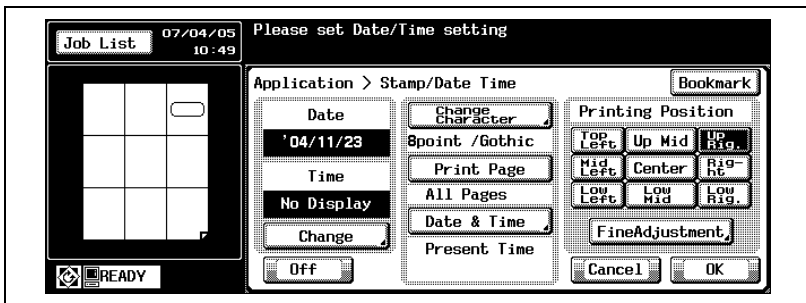


To enter the starting number, touch [Start Number] to highlight it, then use the touch panel keypad or up/down arrow key to enter the desired start number for each.

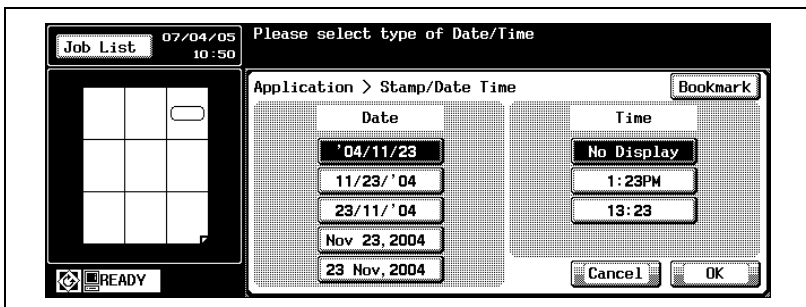
Also touch [Start Page] or [Start Chapter] to highlight it, and enter the desired start page number or chapter number.

Touch [OK] to complete the setting and return to the previous screen.

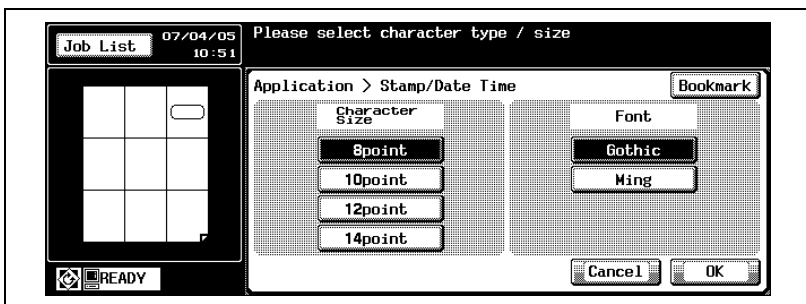
- 7 When selecting [Date/Time]: Specify the date/time type, printing position, character size and type, and print type.



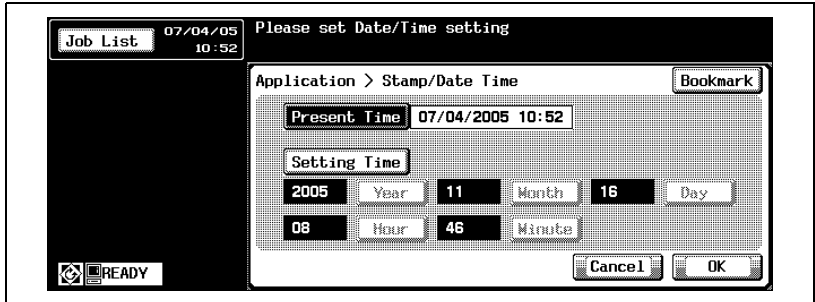
- Touch [Change], then select the desired date and time types on the subsequent screen. Touch [OK] to restore the previous screen.



- Touch the desired printing position in the printing position area. If fine adjustment is needed, touch [Fine Adjustment] to display the Fine Adjustment Screen. See page 11-74 for details.
- Touch [Change Character] to select the desired character size (8, 10, 12, 14 point) and type (Gothic or Ming) on the subsequent screen. Touch [OK] to complete the setting and return to the previous screen.



- Touch [Print Page] to designate whether to print the selected stamp on the cover only or on all pages.
- Touch [Date & Time] to change the current date and time to a specific date and time to be printed.
Touch [Setting Time], then use the control panel keypad to enter the desired year, month, day, hour, and minute. Touch [OK] to complete the setting and return to the previous screen.

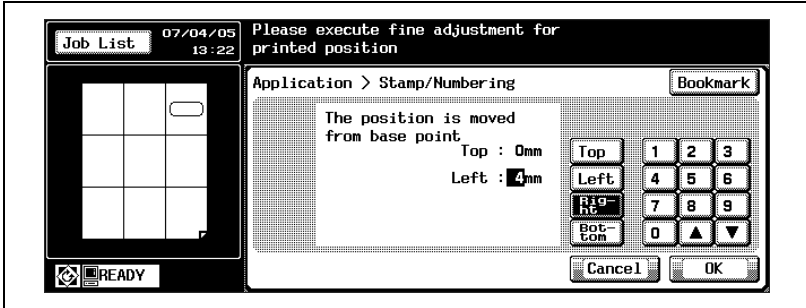


- 8 Touch [OK] repeatedly till the Application Screen is restored.
 - ? Do you want to cancel changes to the settings?
→ Touch [Cancel].
 - ? To cancel the Stamp function
→ Touch [Off].
- 9 Enter the desired print quantity, position original(s), then press [Start].



Detail

When [Fine Adjustment] is touched, the Fine Adjustment Setting Screen will be displayed.

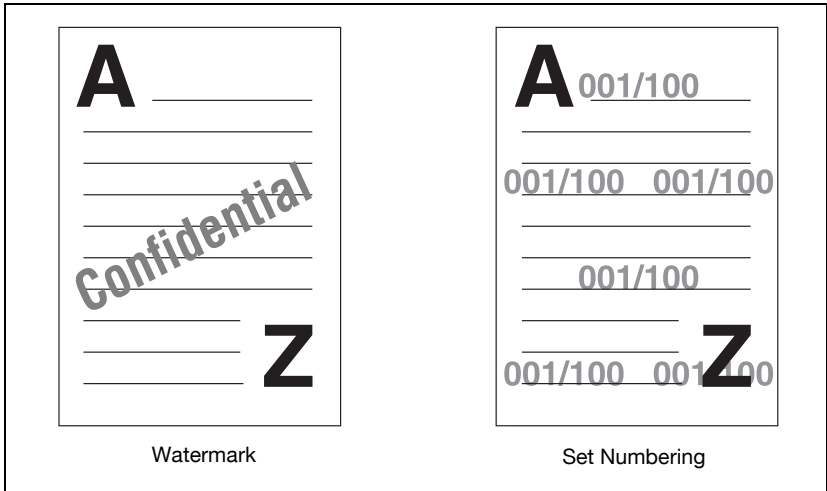


Touch [Top], [Left], [Right], or [Bottom] to specify the direction, then use the touch panel keypad or up/down arrow key to enter the desired amount, from 0 to 50 mm.

Touch [OK] to return to the previous screen.

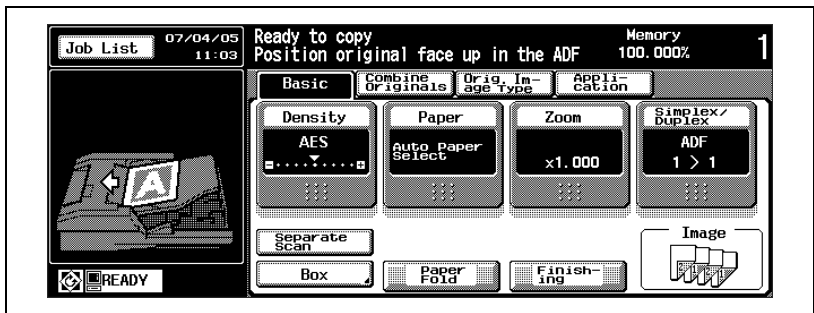
11.21 Printing Watermark onto Copies (Watermark)

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).



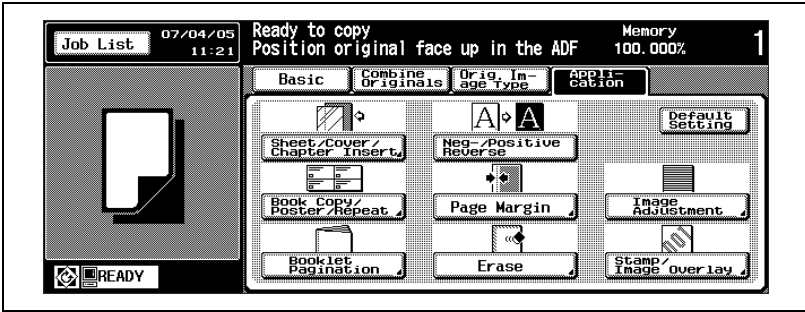
To set Watermark function

- 1 Touch [Application].



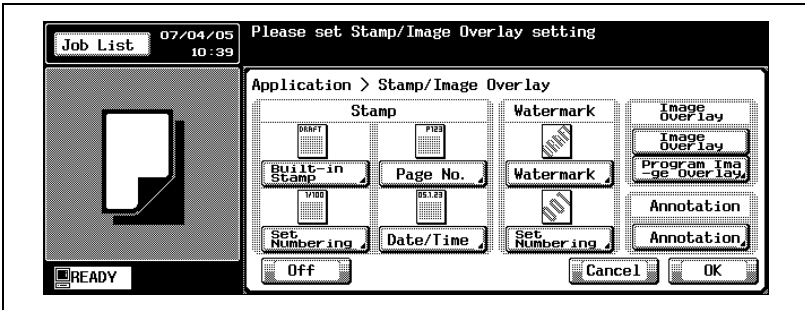
The Application Screen will be displayed.

2 Touch [Stamp/Image Overlay].



The Stamp/Image Overlay Screen will be displayed.

3 Touch to select the desired key in the Watermark area.

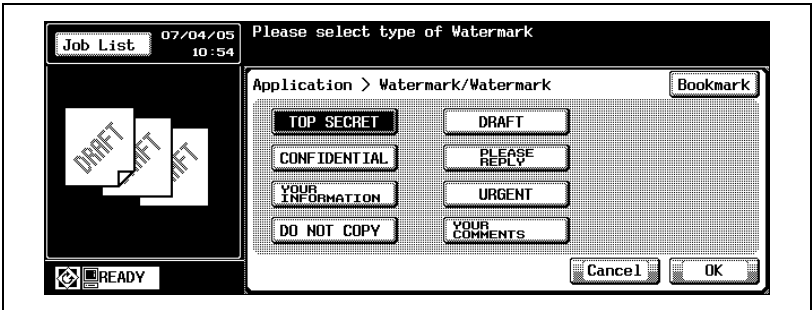


The subsequent screen will be displayed to allow you to specify the selected watermark type.

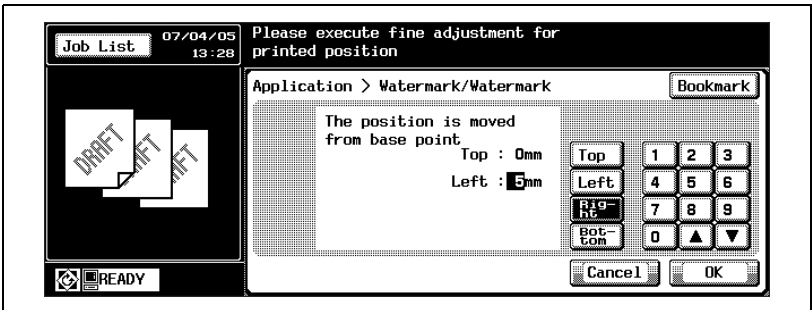
4 When selecting [Watermark]: Specify the watermark type and density.



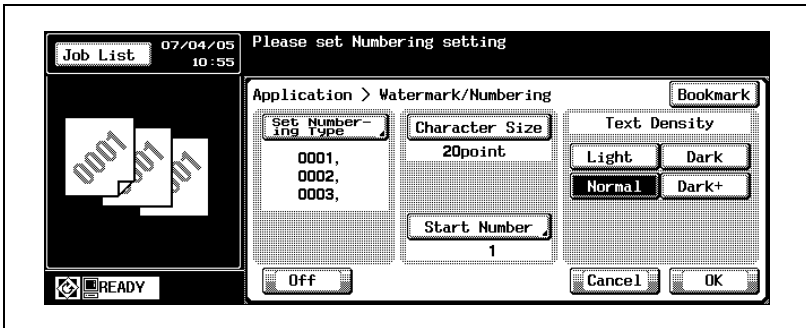
- Touch [Watermark Type], then select the desired watermark type on the subsequent screen.
Touch [OK] to restore the previous screen.



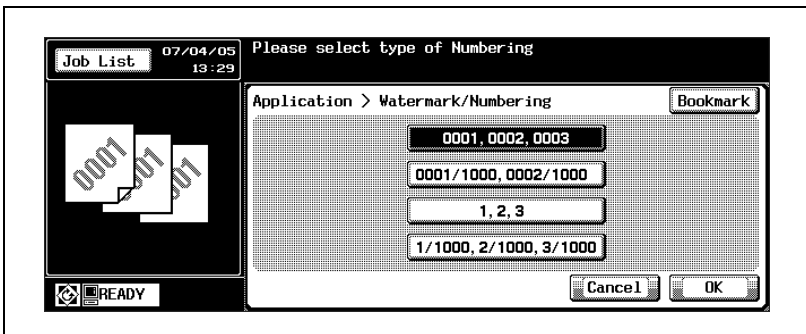
- Touch the desired density key in the Text Density area.
If fine adjustment is needed, touch [Fine Adjustment] to display the Fine Adjustment Screen. Touch and highlight the desired direction key, then use the touch panel keypad or up/down arrow key to enter the desired amount, from 0 to 50 mm.
Touch [OK] to return to the previous screen.



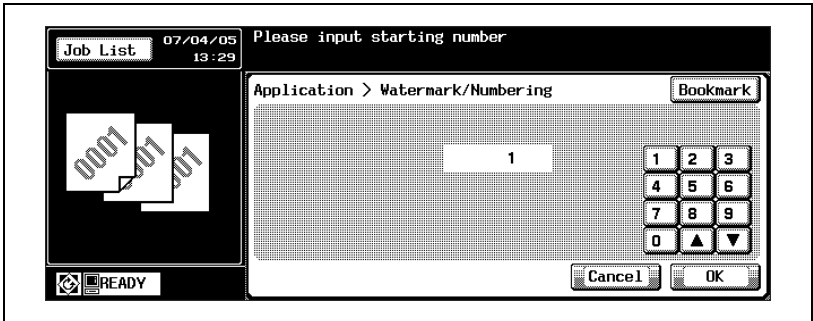
- 5 When selecting [Set Numbering]: Specify the numbering type, density, character size, and start number.



- Touch [Set Numbering Type], then select the desired numbering type on the subsequent screen. Touch [OK] to restore the previous screen.



- Touch [Character Size] to select 20 point or 36 point.
- Touch the desired density key in the Text Density area.
- Touch [Start Number] to designate the starting number, if required.



Use the touch panel keypad or up/down arrow key to enter the desired starting number, then touch [OK] to return to the previous screen.

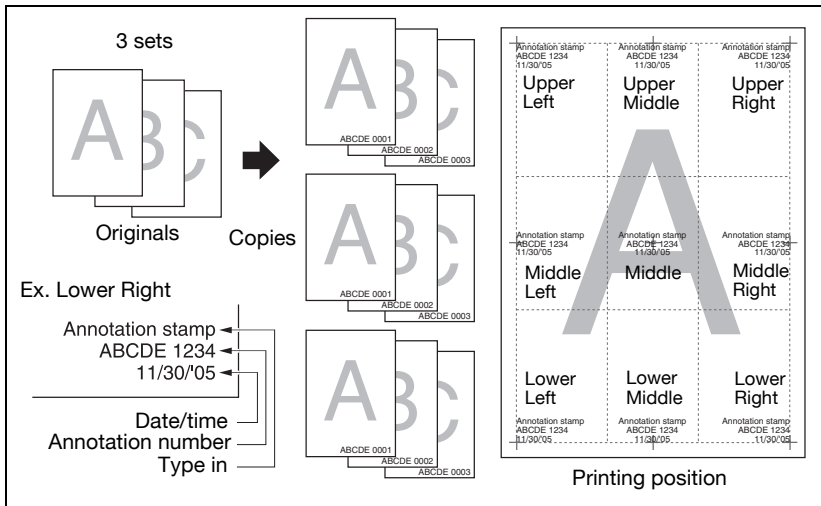
- 6 Touch [OK] repeatedly till the Application Screen is restored.
 - ? Do you want to cancel changes to the settings?
→ Touch [Cancel].
 - ? Do you want to cancel the Watermark function?
→ Touch [Off].
- 7 Enter the desired print quantity, position original(s), then press [Start].

11.22 Printing 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)

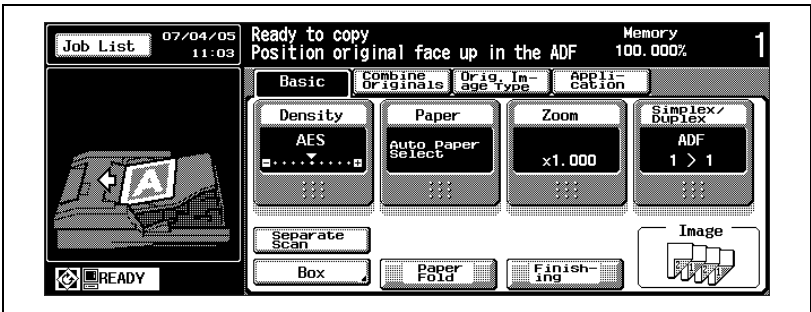
Annotation can be used with the four stamp types and two watermark types provided on the Stamp/Overlay Selection Screen in multiple combinations.



To set Annotation function

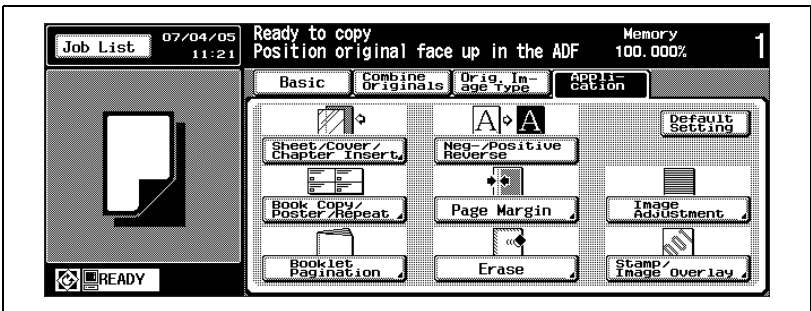
- ✓ Up to 40 combinations of words, date/time, and annotation number can be registered. Administrator can change the indicating order of words, date/time and annotation number and select whether to print for each in the Utility mode.
- ✓ The date/time is determined when the machine starts scanning originals, 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.

1 Touch [Application].



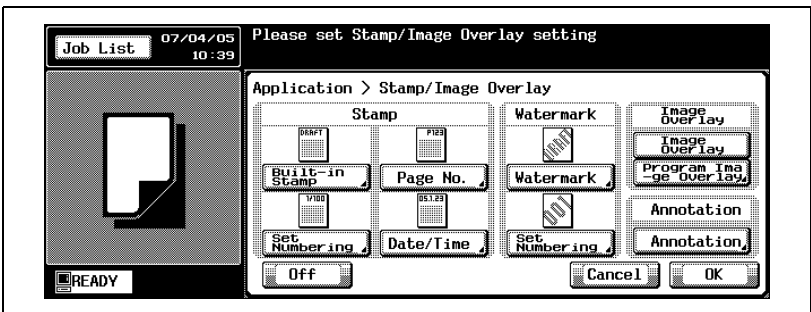
The Application Screen will be displayed.

2 Touch [Stamp/Image Overlay].



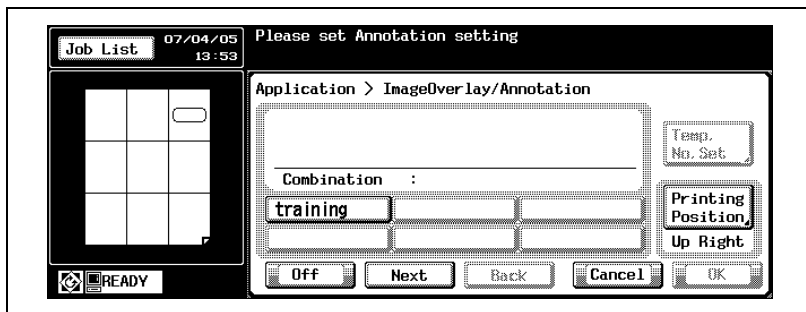
The Stamp/Image Overlay Screen will be displayed.

3 Touch [Annotation].



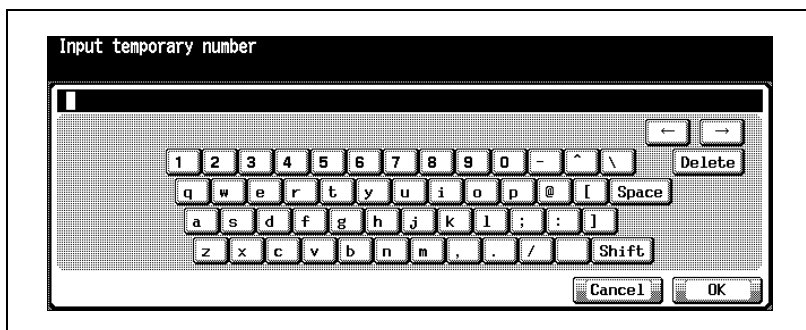
The Annotation Screen will be displayed.

- 4 Select the desired Annotation type, then specify its printing position.



- Touch [Next] or [Back] 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.
- To change the printing position, touch [Printing Position] to display the Printing Position Screen.
Touch the desired printing position in the printing position area. If fine adjustment is needed, touch [Fine Adjustment] to display the Fine Adjustment Screen. See page 11-74 for 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.
With this setting specified, the entered number or word will be printed on all pages and 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.
Touch [OK] to complete the setting and return to the Annotation Screen.

6 Touch [OK] repeatedly till the Application Screen is restored.

? Do you want to cancel changes to the settings?

→ Touch [Cancel].

? Do you want to cancel the Watermark function?

→ Touch [Off].

7 Enter the desired print quantity, position original(s), then press [Start].



Detail

The following settings can be made in Annotation Setting of Utility mode. See p. 4-56 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)

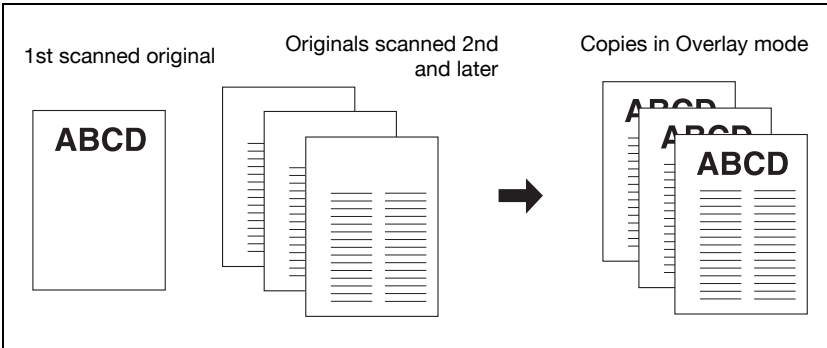
Temporary number (up to 12 alphanumerical characters)

Font type (Gothic/Ming)

Character size (8/10/12/14 point)

11.23 Overlay an Image onto Each Page Copied in the Job (Image Overlay)

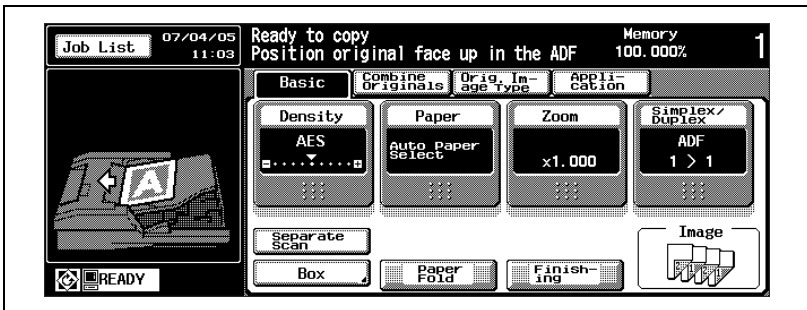
Use this function to scan an image, then overlay the image onto each page copied in the job.



Specifications for Image Overlay

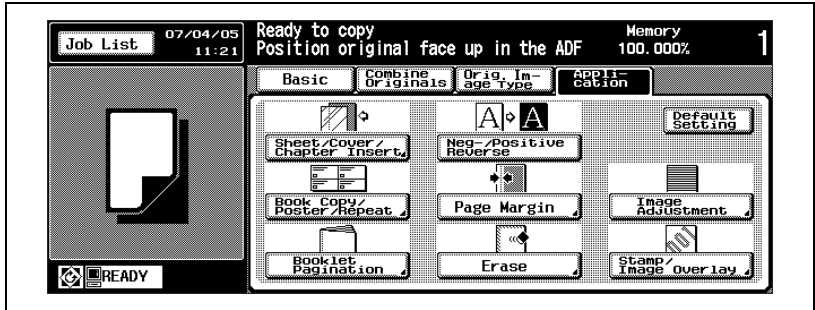
- ✓ Separate Scan mode is automatically selected.
- ✓ Auto Zoom and Auto Paper Select are automatically released, and 1.000 (100 %) is selected as a magnification ratio.

1 Touch [Application].



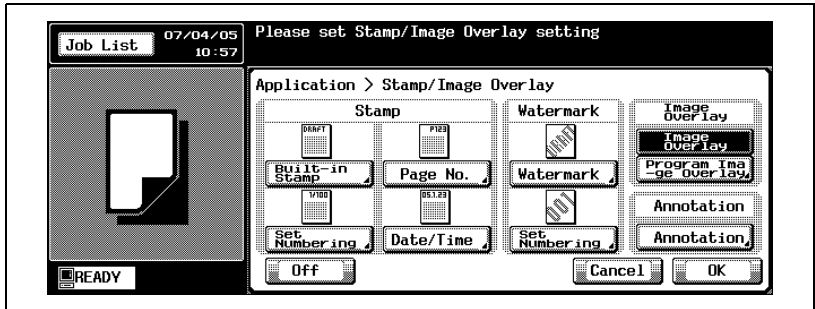
The Application Screen will be displayed.

2 Touch [Stamp/Image Overlay].



The Stamp/Image Overlay Screen will be displayed.

3 Touch [Image Overlay] to highlight it.



? Do you want to cancel the “Image Overlay” function?
 → Touch [Image Overlay] again.

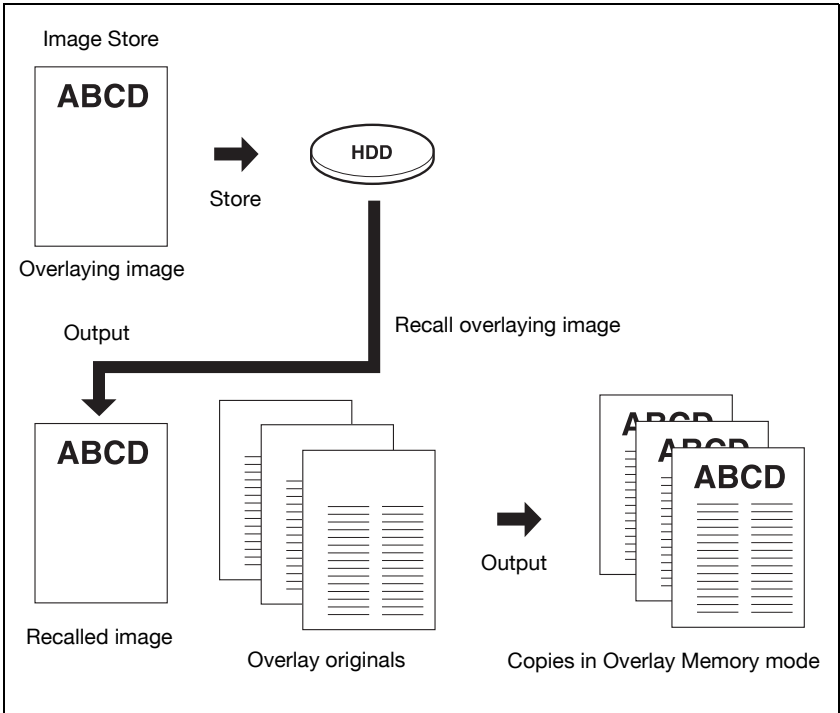
- 4 Touch [OK] to restore the Application Screen.
- 5 Touch [Basic] to restore the Basic Screen.
- 6 Select the desired paper size and magnification on the Basic Screen.
- 7 Enter the desired print quantity from the control panel keypad.
- 8 Position the overlaying original.
 - Position the original 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 [Complete Scan] to exit the Separate Scan mode.
- 14** Press [Start].

The copier will start printing when ready for output.

11.24 Storing Image on HDD / Overlaying Stored Image (Program Image Overlay)

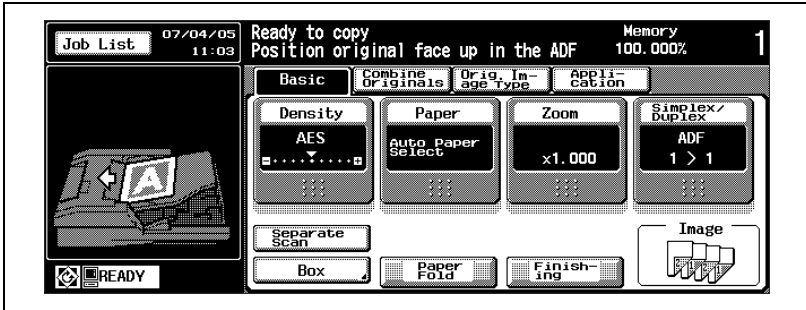
Use this function to scan and store several images on HDD, then recall the desired image from the HDD to overlay onto each page copied in the job.



Specifications for Program Image Overlay

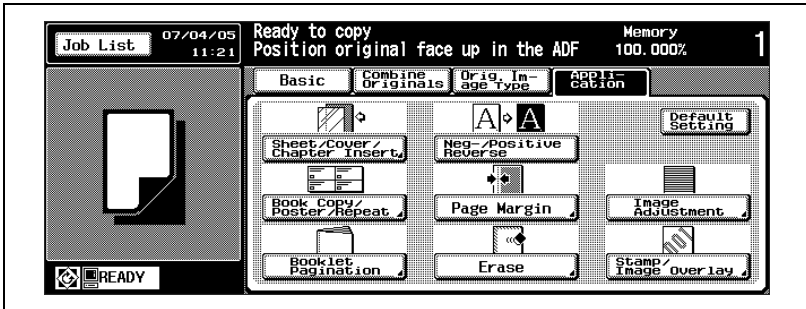
- ✓ Use original glass to scan overlying image.
- ✓ Separate Scan mode is automatically selected.
- ✓ Auto Zoom and Auto Paper Select are automatically released, and 1.000 (100 %) is selected as a magnification ratio.

1 Touch [Application].



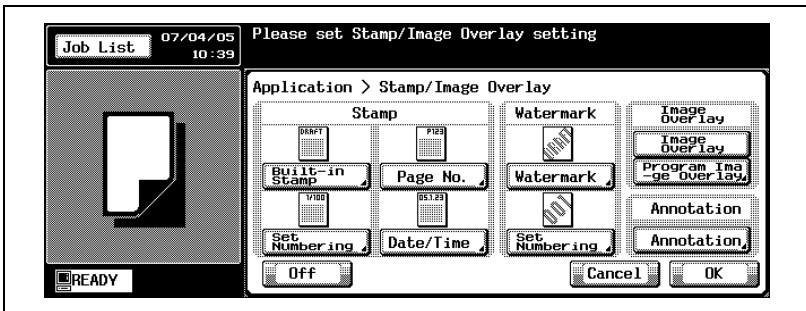
The Application Screen will be displayed.

2 Touch [Stamp/Image Overlay].



The Stamp/Image Overlay Screen will be displayed.

3 Touch [Program Image Overlay].

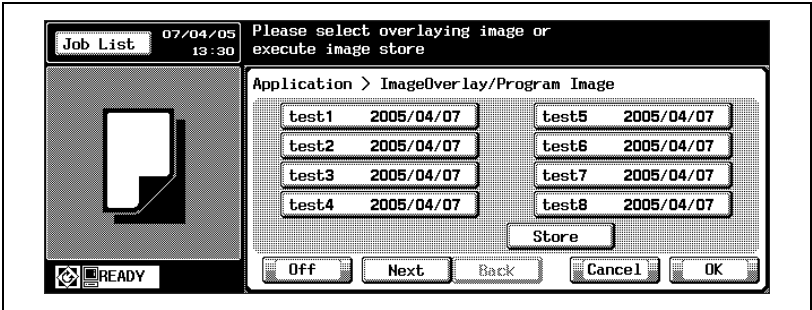


The Overlying Image Selection Screen will be displayed.

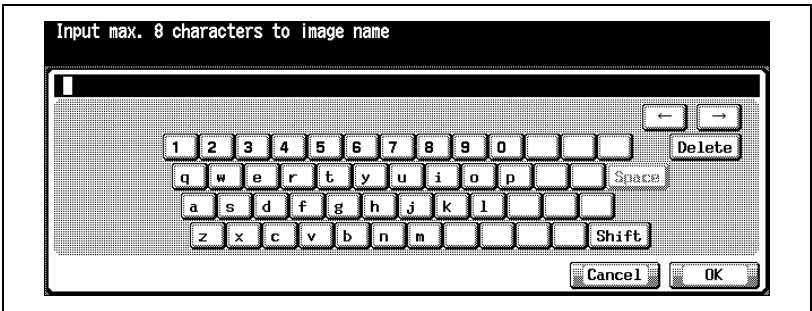
? Do you want to recall image previously stored?

→ Proceed to step 9.

- 4 Touch [Store] 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 [Delete] repeatedly to delete each character, then enter the correct name.

- 6 If the image name is correct, touch [OK].

The Basic Screen to store the overlaying image will be displayed. Select the desired copy conditions.

? What if the entered image name has been already used?

→ See Note at the bottom of this section.

- 7 Position the overlaying original on the original glass.

- 8 Press [Start] to scan.

The Store Image Screen will be displayed.

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.

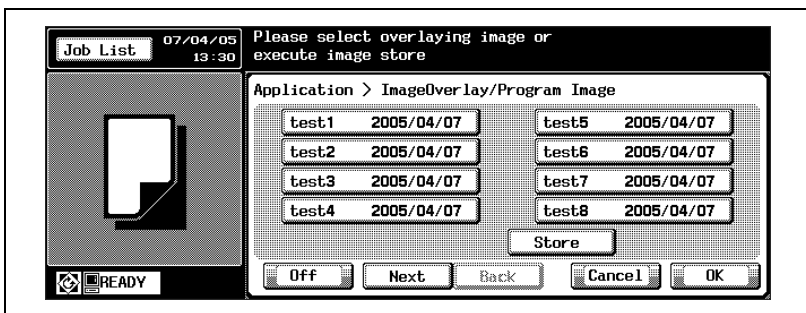
? Do you want to stop scanning?

→ Touch [Cancel].

? Do you want to continue to store the overlaying image data?

→ Return to step 4.

- 9 Select the desired overlaying image data on the screen, then touch [OK].



The Stamp/Image Overlay Screen will be restored.

- 10 Touch [OK] to restore the Application Screen.

- 11 Touch [Basic] to restore the Basic Screen.

- The Separate Scan mode is automatically selected, and Auto Zoom and Auto Paper Select are released. Set the desired copy conditions.

- 12 Position the original(s) to be overlaid.

- Position the original FACE up in the document feeder or FACE DOWN on the original glass.

- 13 Press [Start] to scan.

- 14 Enter the desired print quantity from the control panel keypad.

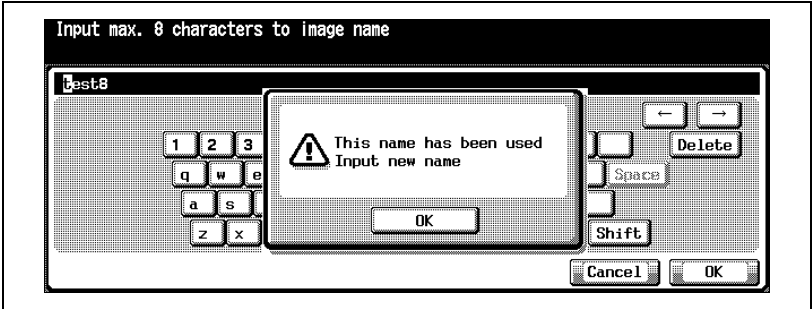
- 15 Press [Start].

The copier will start printing when ready for output.



Note

If the popup menu with [OK] key is displayed after entering the image name, the entered name is duplicated.
Touch [OK] to enter a new name.



Administrator can set the machine to display the [Delete] key on the Overlying Image Selection Screen in order to delete the registered image. Select the image key to be deleted, then touch [Delete].



The popup menu with [Yes] and [No] keys will be displayed.
Touch [Yes] to delete.

12

Finishing / Paper Fold

12 Finishing / Paper Fold

12.1 Copy Conditions Incompatible with Finishing / Paper Fold Modes

Copy Conditions Incompatible with Applications			Density, Background									Paper				Zoom								
			Density						Background Removal			Paper				Zoom								
			Lighter	Standard	Darker	Auto	Pre 1	Pre 2	Lighter	Standard	Darker	Tray 1	Tray 2	Tray 3	Tray 4	Bypass Setting	Auto Paper Select	Auto Zoom Select	x 1.0	Minimal	Zoom	Preset Zoom	Individual Zoom	User Zoom
Finishing	Tray	Main Tray																						
		Sub Tray																						
		Sort																						
		Group																						
		Offset																						
		Staple	Corner																					
			2 Position																					
		Punch	2-Hole																					
			3-Hole																					
		Position	Setting																					
		Order Direction	Bind	Right & Left Bind																				
				Top Bind																				
	Face		Face Up																					
			Face Down																					
	Order		1 to N																					
			N to 1																					
Paper Fold	Tandem																							
	Half Fold																							
	Fold & Staple																							
	Letter Fold In																							
	Letter Fold Out																							
Z-Fold																								

Copy Conditions Incompatible with Applications			Application																								
			Main Body	PI	Main Body	PI	Main Body	PI	Chapters	Insert Image	OHP Interleave	Program Job	Neg/Pos Reverse	Book Copy	Size Manual Input	Size Auto Detect	2 Repeat	4 Repeat	8 Repeat	2 Repeat (R-Reverse)	2 Repeat (L-Reverse)	Shift	Reduce & Shift	Image Centering	Full Scan	No Rotate	
Finishing	Tray	Main Tray																									
		Sub Tray																									
		Sort																									
		Group		X		X		X		X	X					X	X	X	X	X	X						
		Offset								X																	
		Staple	Corner							X																	
			2 Position							X																	
		Punch	2-Hole							X																	
			3-Hole							X																	
		Position Setting																									
		Order Direction	Bind																								
			Face	Right & Left Bind																							
				Top Bind																							
			Face Up																								
			Face Down																								
	Order	1 to N																									
		N to 1		X		X		X			X	X															
	Tandem								X																		
Paper Fold	Half Fold								X	X		X	X														
	Fold & Staple								X	X		X	X														
	Letter Fold In								X	X		X	X														
	Letter Fold Out								X	X		X	X														
	Z-Fold								X																		

Application		Finishing												Paper Fold	
Booklet Pagnination															
Adhesive Binding															
Frame/Center Erase															
Non-image area erase															
Built-in Stamp															
Set Numbering															
Page No.															
Date, Time															
Watermark															
Watermark Numbering															
Annotation															
Image Overlay															
Main Tray	Tray														
Sub Tray															
Sort															
Group															
Offset															
Corner															
2 Position															
2-Hole															
3-Hole															
Position Setting															
Right & Left Bind															
Top Bind	Bind														
Face Up	Face														
Face Down	Direction														
1 to N															
N to 1	Order														
Tandem															
Half Fold															
Fold & Staple															
Letter Fold In															
Letter Fold Out															
Z-Fold															

None: Compatible
 x: Grayed out (no response when touched)
 N: Selectable but inefficient

12.2 Setting Binding Direction for Duplex Copies

When setting duplex mode (1-2 / 2-2), a binding direction must be selected. It should be set when making top-bound duplex copies (front and back sides have the opposite side up) from right&left-bound simplex or duplex originals (front and back sides have the same side up).



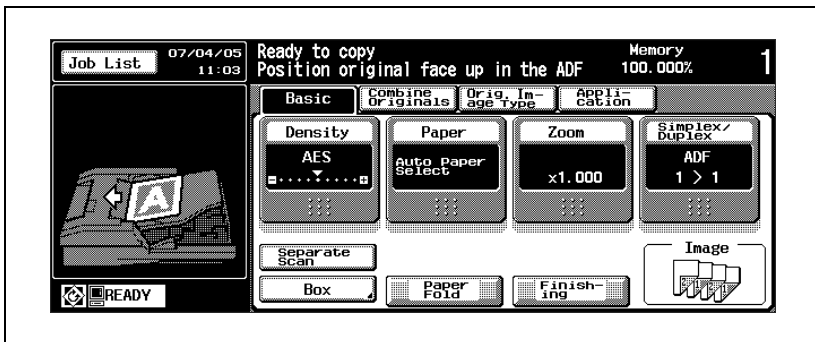
Detail

If you want to make right&left-bound duplex copies (front and back sides have the same side up) from top-bound duplex originals (front and back sides have the opposite side up), settings for duplex originals and binding direction are needed. See page 10-10 for details.

To set binding direction for duplex copies

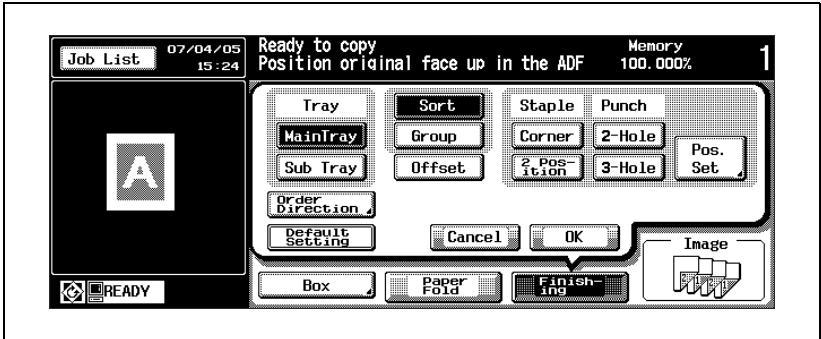
- ✓ Top bind for duplex printing functions properly only when duplex mode is selected.
- ✓ If the machine is reset, the binding mode will go back to R&L bind.

1 Touch [Finishing] on the Basic Screen.



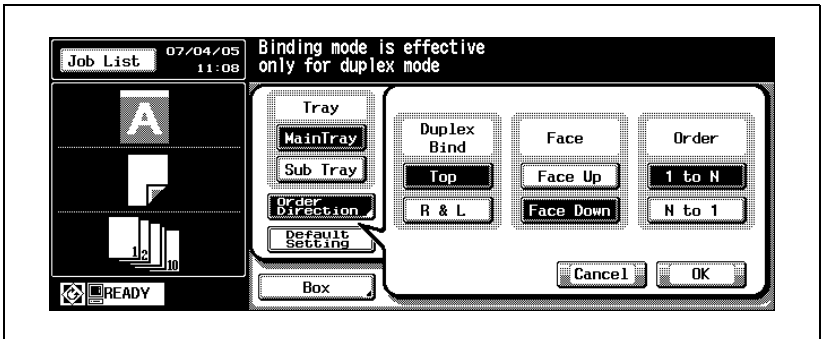
The Finishing setting menu will be displayed.

- 2 Touch [Order Direction].



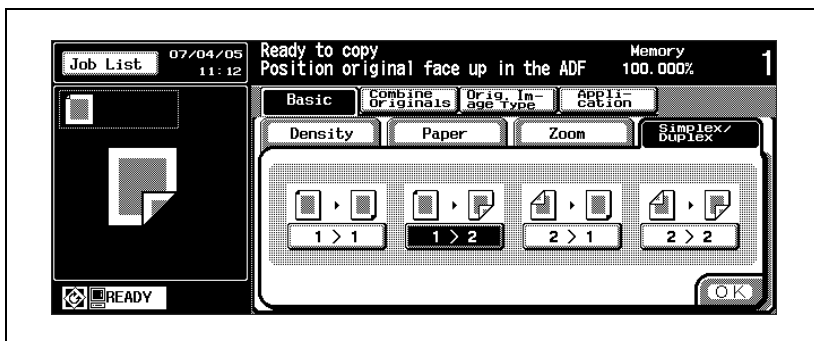
The popup menu for setting output styles will appear.

- 3 Touch [Top] to highlight it.



- 4 Touch [OK].
- 5 Touch [OK] on the Finishing setting menu.

- 6 Touch [Simplex/Duplex] on the Basic Screen, then touch [1-2] or [2-2] to highlight it.



- 7 Touch [OK].
The Basic Screen will be restored.



Note

If no other settings are required, you don't have to touch [OK] to restore the Basic Screen. Position originals, then press [Start] to start the printing job.

12.3 Setting Output Face and Order

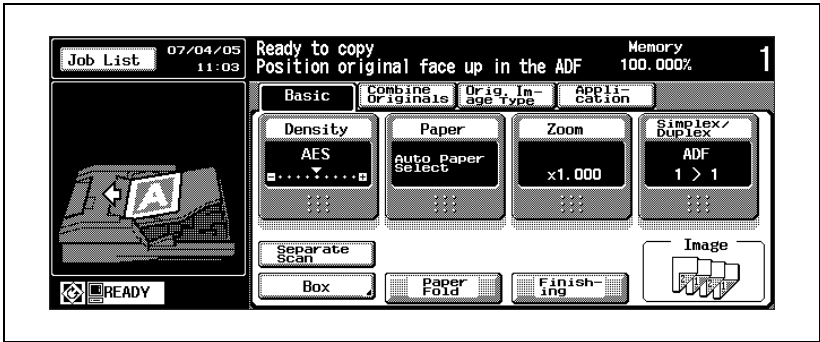
This machine initially delivers printed sheets face down in the same page order as originals (1 to N).

This section describes the function and setting procedure of the following two modes.

- Face Up: Outputs printed side of simplex copies and odd numbered duplex copies upward on the tray.
- N to 1: Outputs copies in reverse order of original pagination.

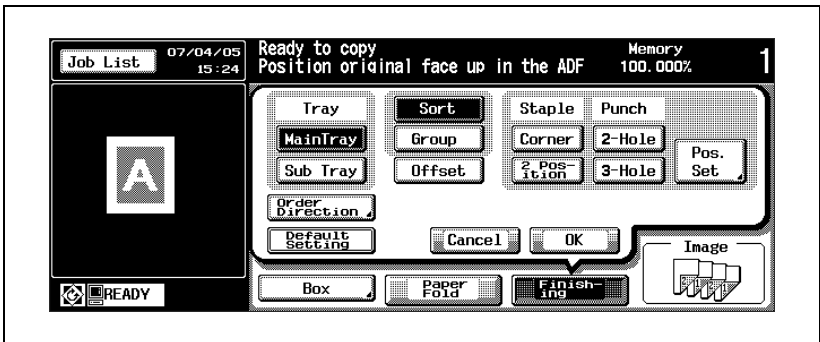
To set output face and order

- 1 Touch [Finishing] on the Basic Screen.



The Finishing setting menu will be displayed.

- 2 Touch [Order Direction].



The popup menu for setting output styles will appear.

- 3 Select the desired output face and order.



- 4 Touch [OK].
- 5 Touch [OK] on the Finishing setting menu.
The Basic Screen will be restored.



Note

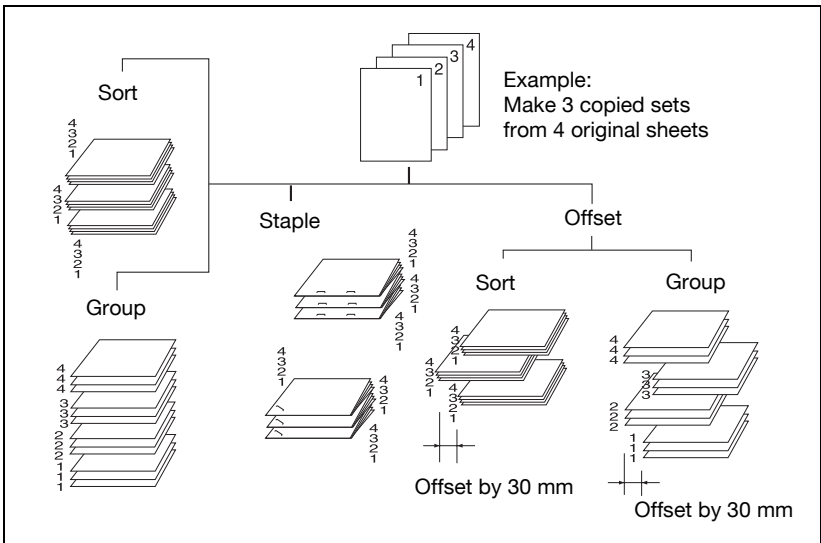
If no other settings are required, you don't have to touch [OK] to restore the Basic Screen. Position originals, then press [Start] to start the printing job.

12.4 Sorting / Stapling Copies

The FS-509/FS-516/FS-604 Finisher has a primary (main) tray and a secondary (sub) tray, each of which has the basic output modes as described below.

Output to the primary (main) tray:

- Sort: Outputs multiple copies of the original set.
- Group: Groups together multiple copies of each original.
- Offset: Outputs each sorted/grouped set offset by approx. 30 mm upon exit.
- Staple: Staples each sorted/grouped set with one staple at the corner or two staples along the edge.



Reminder

If large sized paper (e.g. 11"×17" or A3) or paper specified as "Exclusive K" delivered to the primary (main) tray shows excessive curl, perform the setting described below. (For Finisher FS-604 only)

- (1) Take out the paper guide from the guide holder which is located on the rear side of Finisher FS-604, then install it to the primary (main) tray.
- (2) When copying job is completed, remove the paper guide from the primary (main) tray, and return it to its original position.

**Note**

Finisher FS-509 is provided with two types of staple cartridge; 50-sheet-staple cartridge and 100-sheet-staple cartridge. Staple capacity depends on the cartridge type set in the finisher. Be sure to check the cartridge type before making copies.

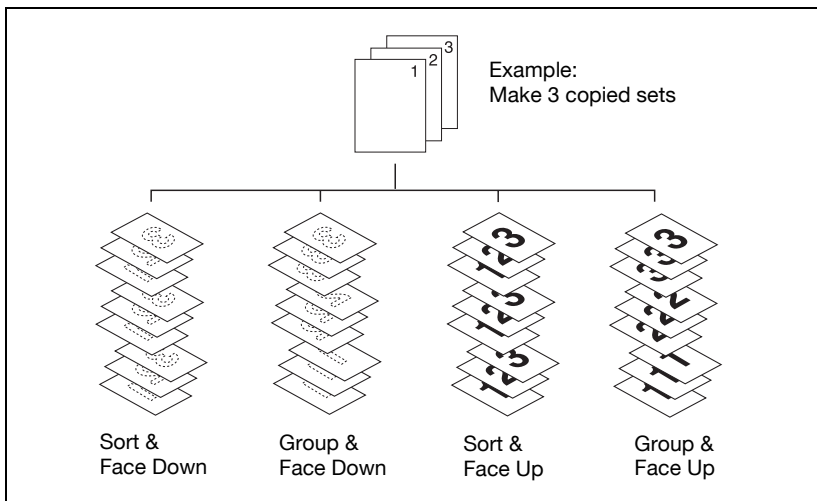
**Detail**

The machine can be set to select Offset automatically when Sort or Group is selected. For details, see p. 3-29 of POD Administrator's reference.

Output to the secondary (sub) tray:

- Sort: Outputs multiple copies of the original set. No offset output is available.
- Group: 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 (1 to N) or back to front (N to 1).

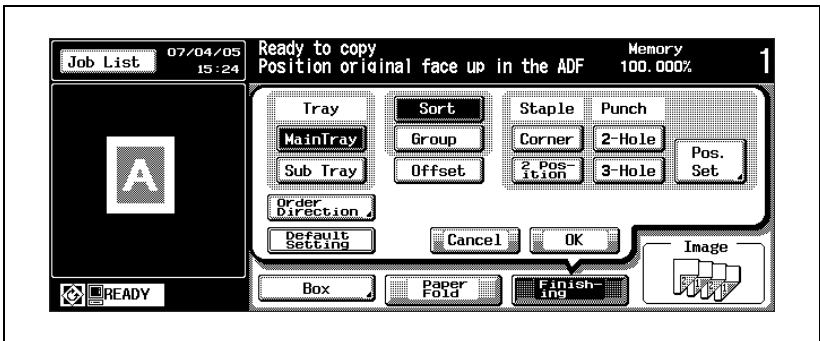
**Note**

Binding direction, output face, and output order settings are available.

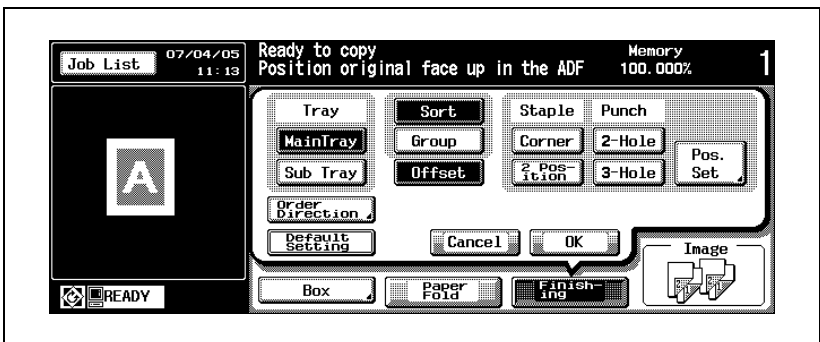
To set finishing mode

- ✓ A machine with Finisher installed is set to output to the primary (main) tray in Sort mode by default.
- ✓ Setting copy conditions restricted to use secondary (sub) tray or Folding mode tray will switch the tray selection automatically.

- 1 Touch [Finishing] on the Basic Screen.
The Finishing setting menu will be displayed.
- 2 Specify the output tray.
 - Touch [Main Tray] or [Sub Tray] to highlight it.

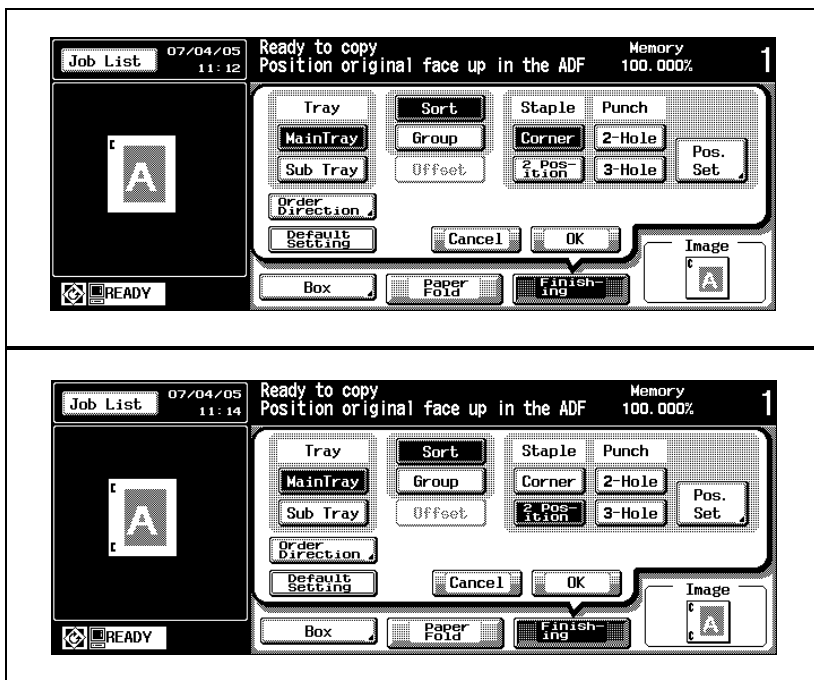


- 3 Select Sort or Group, and set Offset to use offset output.
 - To set Sort mode, touch [Sort] to highlight it.
 - To set Group mode, touch [Group] to highlight it.
 - To use Offset mode in combination with Sort or Group mode, touch [Offset] to highlight it.

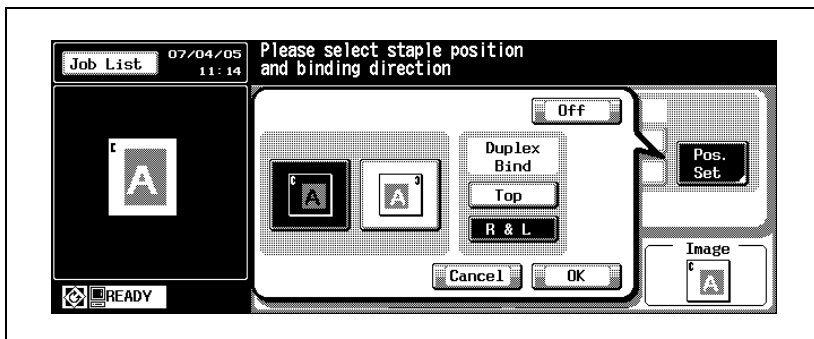


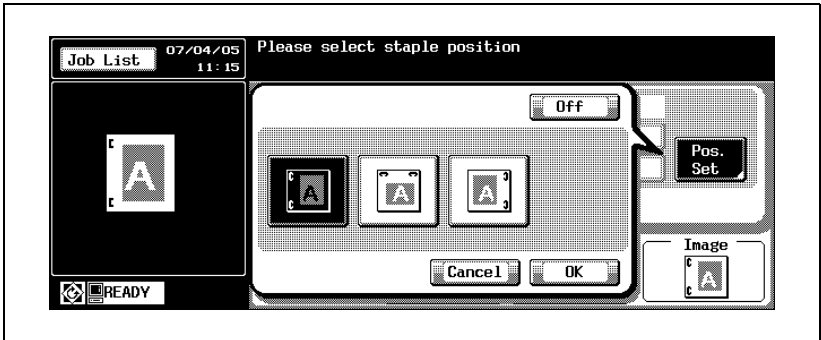
4 Set Staple mode, if desired.

- Touch [Corner] or [2 Position] to highlight it. The staple position currently selected will be displayed on the left side of the screen.



- To change the staple position, touch [Pos. Set] to select the desired staple position.





- Touch [OK]. The Finishing setting menu will be restored.
- ? Do you want to restore the previous setting?
- Touch [Cancel].
- ? How does the [Off] key function?
- Touching [Off] will release the Finishing function without cancelling newly specified information.

- 5 Touch [OK] on the Finishing setting menu.
The Basic Screen will be restored.



Note

If no other settings are required, you don't have to touch [OK] to restore the Basic Screen. Position originals, then press [Start] to start the printing job.

If the Finisher FS-509 is mounted with 100-sheet-staple cartridges and [Stop] is pressed to cease the printing job in Staple mode, the number of printed sheets in the last sorted/grouped set determines to staple or not to staple the unfinished set(s).

*50 sheets or less: Unfinished set(s) will not be stapled upon exit.
51 sheets or more: Unfinished set(s) will be stapled upon exit.*



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.

12.5 Making Folded Booklet (Half Fold / Fold&Staple / Trimming)

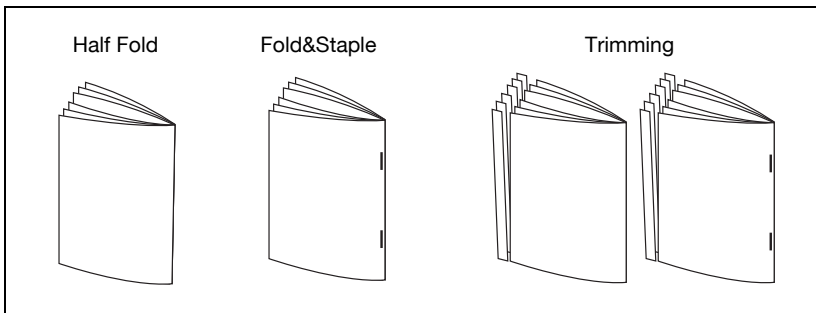
The machine with Finisher FS-604 installed can use Half Fold or Fold&Staple mode to make a folded or folded&stapled booklet in combination with Booklet Pagination feature in Application settings.

Also, Trimming mode is available using Finisher FS-604 with Trimmer unit TU-501 installed to trim the edge that opens folded or folded&stapled booklet.



Detail

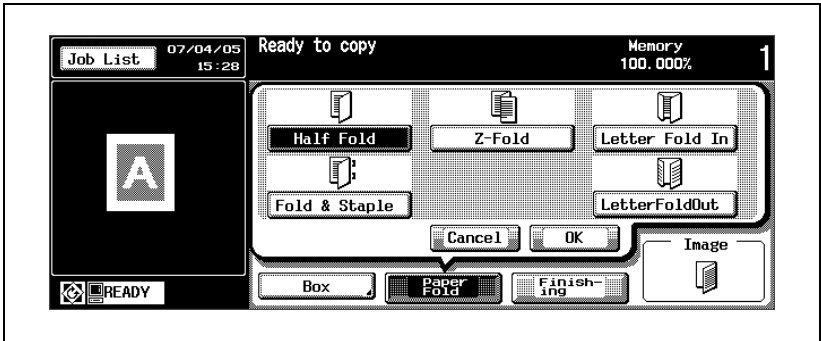
For specifications of copy paper to be used, see page 3-2.



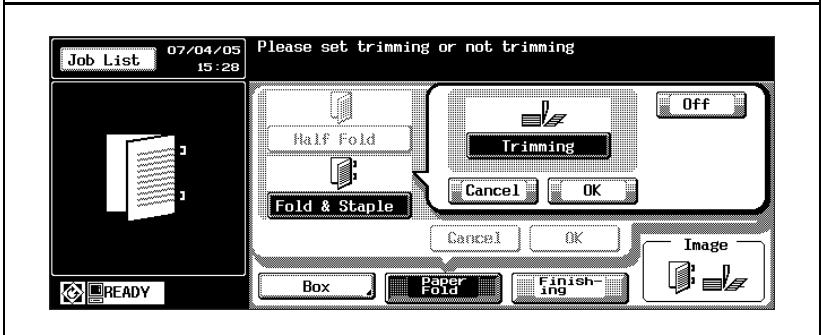
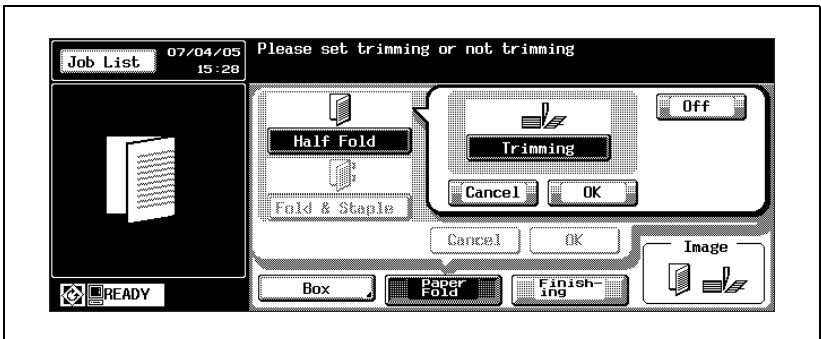
To make folded booklet

- ✓ Use ADF.
- ✓ Paper size: 11"×17", 8.5"×14", 8.5"×11"R, A3, B4, A4R
- ✓ Paper weight: 16 to 24 lb
- ✓ Max. number of sheets (20 lb paper) in each mode
 - Half Fold (with or without Trimming): 3 sheets
 - Fold&Staple: 20 sheets/ 19 sheets when using thick cover paper
 - Fold&Staple + Trimming: 16 sheets/ 15 sheets when using thick cover paper
- ✓ Folding mode tray capacity: Approx. 100 sheets at maximum
 - Half Fold: 33 sets max. of 3-sheet-folded booklet (33 × 3 = 99 sheets)
 - Fold&Staple: 20 sets max. of 5-sheet-folded booklet (20 × 5 = 100 sheets)
 - Fold&Staple: 5 sets max. of 20-sheet-folded booklet (5 × 20 = 100 sheets)
- ✓ Trimmer unit tray capacity: Approx. 512 sheets at maximum
 - 100 sets max. of 2 to 5-sheet-folded booklet (500 sheets max.)
 - 50 sets max. of 6 to 10-sheet-folded booklet (500 sheets max.)
 - 32 sets max. of 11 to 16-sheet-folded booklet (512 sheets max.)

- 1 Touch [Paper Fold] on the Basic Screen.
The Paper Fold setting menu will be displayed.
- 2 Touch [Half Fold] or [Fold&Staple], as desired.



- If the finisher is mounted with Trimmer unit TU-501, the Trimming popup menu will appear.
Touch [Trimming] to highlight it if this function is desired, then touch [OK].



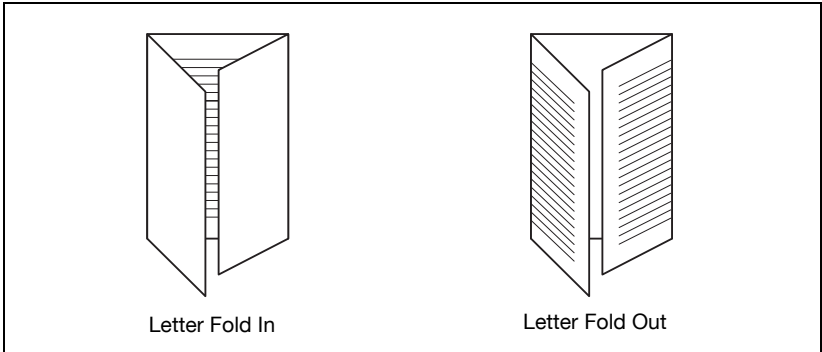
- 3 Touch [OK] on the Paper Fold setting menu.
The Basic Screen will be restored.

**Note**

If no other settings are required, you don't have to touch [OK] to restore the Basic Screen. Position originals, then press [Start] to start the printing job.

12.6 Folding Copies in Three (Letter Fold In / Letter Fold Out)

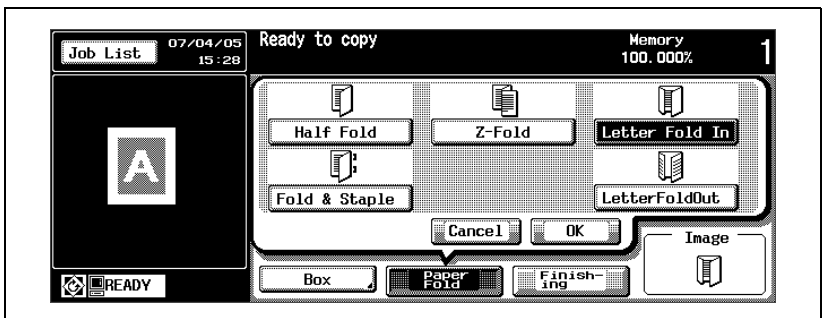
The Finisher FS-604 can fold A4R or 8.5"×11"R copies in three upon exit. Choose to print outside the fold (Letter Fold Out) or inside (Letter Fold In).



To fold copies in three

- ✓ Number of folded sheet: Max. 3 sheets
- ✓ Paper size: 8.5"×11"R or A4R
- ✓ Paper weight: 16 to 20 lb
- ✓ Printed side: Selectable (inside or outside)
- ✓ Output tray: Folding mode tray
- ✓ The output order will be set to 1 to N automatically.
- ✓ Selecting Letter Fold In automatically sets the output face to Face Up, while Letter Fold Out sets to Face Down.

- 1 Touch [Paper Fold] on the Basic Screen.
The Paper Fold setting menu will be displayed.
- 2 Touch [Letter Fold In] or [Letter Fold Out], as desired.



- 3 Touch [OK] on the Paper Fold setting menu.
The Basic Screen will be restored.

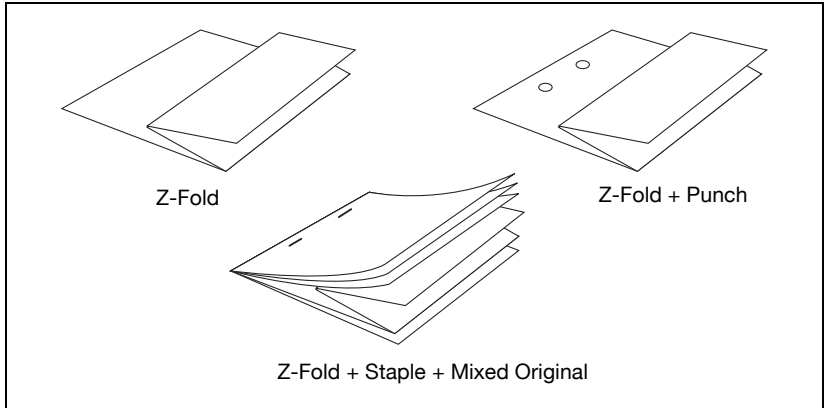
**Note**

If no other settings are required, you don't have to touch [OK] to restore the Basic Screen. Position originals, then press [Start] to start the printing job.

12.7 Output Z-Folded Copies (Z-Fold)

The Finisher FS-509/FS-516/FS-604 with Z folding unit ZU-602 installed can zigzag fold A3 or B4 copy paper upon exit.

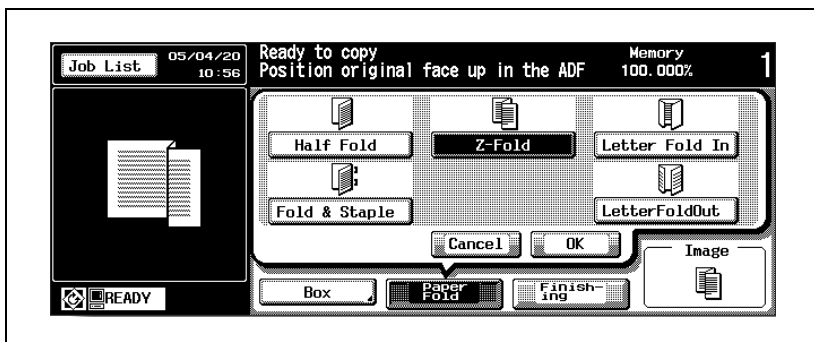
This mode is available in combination with Punch or Staple mode.



To make Z-folded copies

- ✓ Number of folded sheet: 1 sheet
- ✓ Paper size: 11"×17", 8.5"×14", A3, B4
- ✓ Paper weight: 16 to 24 lb
- ✓ Fold type: Z-fold (double-fold 8.5"×14" only)
- ✓ Fold position (width from the edge to the first fold):
 - 11"×17": 8.46" (215 mm) or less
 - 8.5"×14": 10.30" (261.6 mm) or less
 - A3: 8.23" (209 mm) or less
 - B4: 7.13" (181 mm) or less
- ✓ Z-Fold and Staple modes are available in combination for A3 and A4 mixed, while they cannot be used for B4 and B5 mixed.
- ✓ When using Mixed Original mode with Z-Fold mode, different types (e.g. A3 and B4) should not be mixed, otherwise the Z-Fold mode may not function properly.
- ✓ Some plain paper types may cause fold line to shift.
- ✓ Copy paper cannot be fed from trays specified as Thick 2, OHP, or Tracing in paper type, or specified as any size other than Standard. (Unavailable for the sizes in Original Size Detection, Custom, Wide Size or Tab Paper)

- 1 Touch [Paper Fold] on the Basic Screen.
The Paper Fold setting menu will be displayed.
- 2 Touch [Z-Fold] to highlight it.



- 3 Touch [OK] on the Paper Fold setting menu.
The Basic Screen will be restored.

**Note**

If no other settings are required, you don't have to touch [OK] to restore the Basic Screen. Position originals, then press [Start] to start the printing job.

12.8 Punching File Holes in Copies (Punch)

The Finisher FS-509/FS-516/FS-604 with Z folding unit ZU-602 or Punch kit PK-505 installed can punch file holes in output copies.

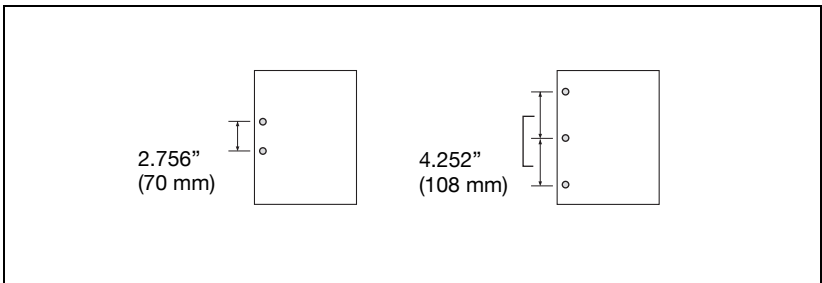
This mode is available in combination with Z-Fold or Staple mode.



Reminder

Do not punch special paper type such as OHP transparencies, labels, tracing paper, etc. Otherwise, machine trouble may occur.

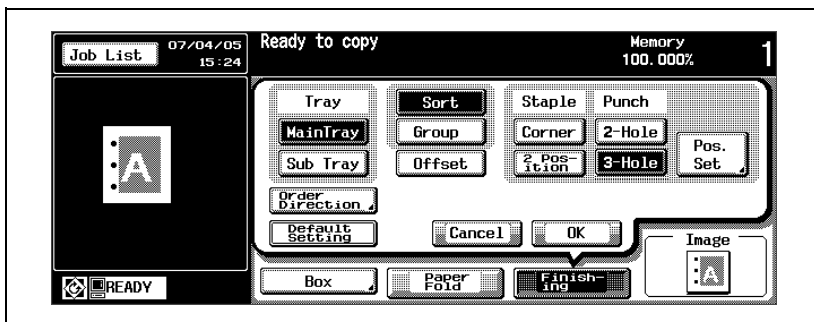
Be sure that the side guide plates of the paper tray are securely aligned to the paper; otherwise the copies may not be punched in position.



To punch file holes in copies

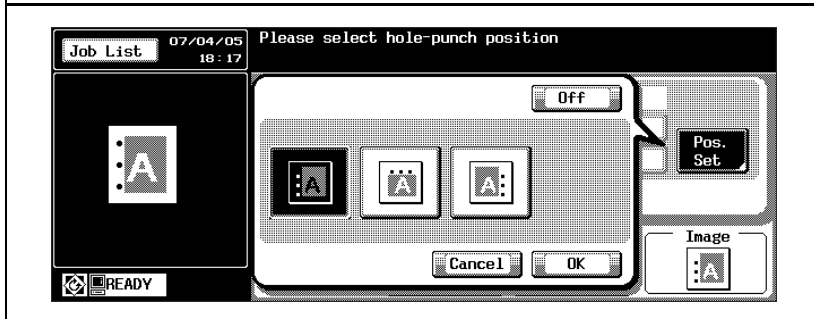
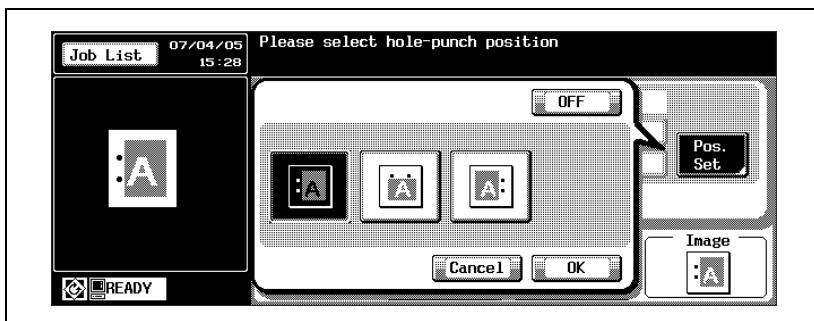
- ✓ Number of holes: 2 or 3
- ✓ Hole diameter: ZU-602; 0.315" \pm 0.020" (8 \pm 0.5 mm)
PK-505; 0.315" \pm 0.006" (8 \pm 0.15 mm)
- ✓ Hole pitch: 2 holes; 2.756" \pm 0.020" (70 \pm 0.5 mm)
3 holes; 4.252" \pm 0.020" (108 \pm 0.5 mm)
- ✓ Paper size: 2 holes; 11" \times 17", 8.5" \times 14", 8.5" \times 11", 8.5" \times 11"R, 5.5" \times 8.5",
5.5" \times 8.5"R, A3, B4, A4, A4R, B5, B5R, A5, A5R
3 holes; 11" \times 17", 8.5" \times 11", A3, B4, A4, B5
- ✓ Paper weight: 16 to 24 lb (20 lb recommended), Thick paper (25 to 45 lb),
Thin paper (13 to 15 lb)
- ✓ If the ATS (Automatic Tray Switching) functions while the machine uses the Punch mode, the punch holes may be slightly off the appropriate positions.
- ✓ Special size paper (sizes in Original Size Detection, Custom, Wide Size or Tab Paper) cannot be punched.

- 1 Touch [Finishing] on the Basic Screen.
The Finishing setting menu will be displayed.
- 2 Touch [2-Hole] or [3-Hole] to highlight it.



The punch position currently selected will be displayed on the left side of the screen.

- 3 Change the punch position, if desired.
 - To change the punch position, touch [Pos. Set] to display the pop-up menu, then select the desired punch position.



- Touch [OK] to return to the Finishing setting menu.

? Do you want to restore the previous setting?

→ Touch [Cancel].

? How does the [Off] key function?

→ Touching [Off] will release the Finishing function without cancelling newly specified information.

4 Touch [OK] on the Finishing setting menu.

The Basic Screen will be restored.



...

Note

If no other settings are required, you don't have to touch [OK] to restore the Basic Screen. Position originals, then press [Start] to start the printing job.



...

Reminder

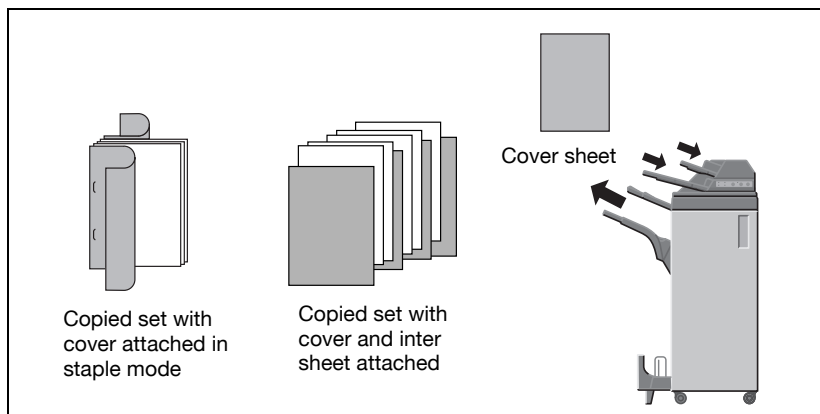
The primary (main) tray gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray on the left side of the finisher, as any interference may cause damage to the finisher.

12.9 Cover Sheet Feeding (Post Inserter)

The Finisher FS-509/FS-516/FS-604 with Post inserter PI-501 installed can attach cover sheets to output copies.

Using Insert Sheet function, cover sheets loaded in the upper and lower trays of the post inserter will be attached as a front cover and/or back cover or insertion sheet to output copies, and also using Staple mode, a covered and stapled book can be made.

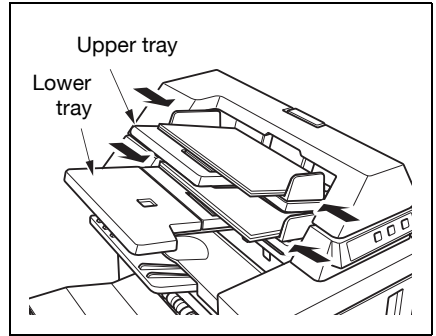
Or, using Cover with Blank Sheet mode of Booklet Pagination and Half Fold/Fold&Staple with Trimming mode, a booklet-type cover will be attached to the multiple page signature booklets.



To attach cover sheet to copies

- ✓ Paper size: Upper tray 8.5"×11", 8.5"×11"R, 5.5"×8.5", A4, A4R, B5, B5R, A5
Lower tray 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", A3, B4, A4, A4R, B5, B5R, A5
- ✓ Upper/Lower tray capacity: 200 sheets (110 lb paper) or within 30 mm thick each
- ✓ Use ADF.
- ✓ The cover paper size should be the same as copy paper size.
- ✓ Cover paper loaded in the post inserter cannot be copied.

- 1 Load cover paper into the upper and lower trays of the post inserter.



- 2 Use Insert Sheet or Booklet Pagination function to attach covers to the output copies.

12.10 Using Finisher Manually

The Finisher FS-509/FS-516/FS-604 with Post inserter PI-501 installed can be operated manually, using the operation panel provided on the post inserter.

Place a set of paper into the lower tray. Upper tray cannot be used.

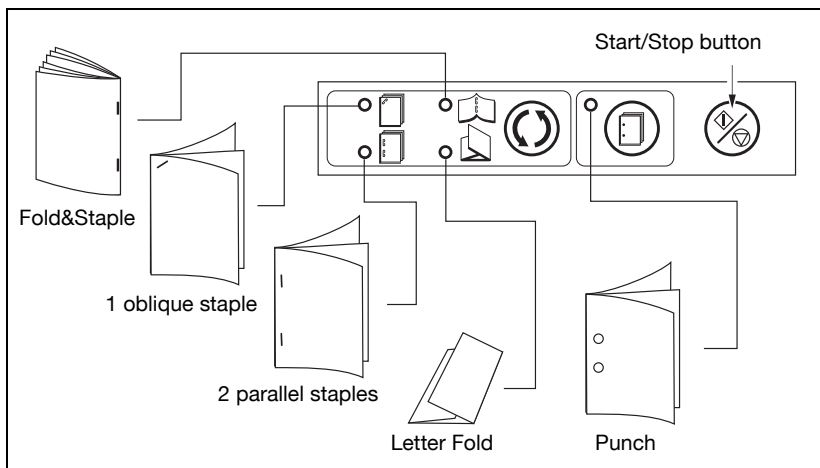
Available finishing modes according to the optional configuration are described below.

- Finisher FS-509/516 + Post inserter PI-501
 - Staple (1 staple / 2 staples)
- Finisher FS-604 + Post inserter PI-501
 - Staple (1 staple / 2 staples)
 - Fold&Staple
 - Letter Fold
- Finisher FS-509/516 + Post inserter PI-501 + Punch kit PK-505
 - Staple (1 staple / 2 staples)
 - Punch
- Finisher FS-604 + Post inserter PI-501 + Punch kit PK-505
 - Staple (1 staple / 2 staples)
 - Fold&Staple
 - Letter Fold
 - Punch



Reminder

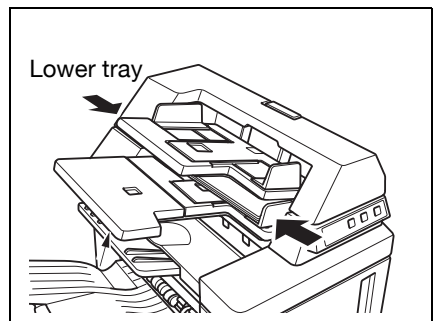
The Z folding unit ZU-602 cannot be used for manual punch. To use Punch mode manually, Punch kit PK-505 is necessary.



To use finisher manually

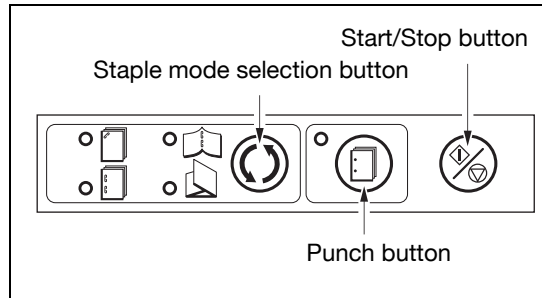
- ✓ Paper should be placed only in the lower tray of the post inserter. Upper tray cannot be used.
- ✓ Staple (1 staple / 2 staples) and Punch can be used in combination.
- ✓ Specifications for Staple (1 staple / 2 staples)
Paper size: 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, A3, B4, A4, A4R, B5, A5 (13 to 110 lb)
Staple capacity: FS-604; 50 sheets or less
FS-509; 50 sheets or less (11"×17", A3) / 100 sheets or less (8.5"×11"R to B4)
Output tray: Primary (main) tray
- ✓ Specifications for Punch
Paper size: 11"×17" to 5.5"×8.5" (13 to 45 lb)
Tray capacity: 200 sheets or within 30 mm thick
Output tray: Primary (main) tray
- ✓ Specifications for Fold&Staple
Paper size: 11"×17", 8.5"×14", 8.5"×11"R, A3, B4, A4R (16 to 110 lb)
Fold&Staple capacity: 20 sheets or less (20 lb paper) / 19 sheets or less (20 lb paper) with a thick cover paper
Output tray: Folding mode tray
- ✓ Specifications for Letter Fold
Paper size: 8.5"×11"R, A4R (16 to 20 lb)
Fold capacity: 3 sheets or less
Output tray: Folding mode tray

- 1 Place a set of paper in the lower tray of the post inserter.
 - Staple (1 staple / 2 staples): Place paper face UP.
 - Punch: Place paper face UP.
 - Fold&Staple: Place the front of the finished set UP.
 - Letter Fold: Place the outside of the fold UP.



- Align the guide plate with the paper.

- 2 Press Staple mode selection button and Punch button to select the desired mode.



- To select Staple (1 staple / 2 staples), Fold&Staple, or Letter Fold, press Staple mode selection button to turn on the desired mode lamp.
- To select Punch, press Punch button to turn on the lamp.
To use Staple in combination, turn on the desired Staple mode lamp.
To select only the Punch mode, turn off all the other mode lamps.

- 3 Press Start/Stop button.

- ? Do you want to stop the output operation?
→ Press Start/Stop button on the operation panel of post inserter.

12.11 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.

- Connect the two copiers directly using a crossover cable. In this case, other network functions provided to the copier will be unavailable.
- 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.



Detail

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, administrator 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. See POD Administrator's reference for details.

To use the User Authentication function on the two copiers in tandem mode, the same user/account authentication is required on both copiers. In this case, copying will be available by entering the user/account 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.

To use two copiers in tandem

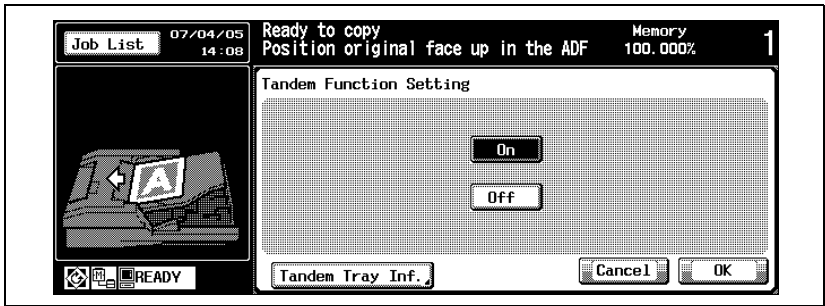
- ✓ The combination of the two copiers can be either the two bizhub PRO 920 copiers.
- ✓ Two copiers should have the same optional configuration.
- ✓ The copier with the [Tandem] key highlighted on the Basic Screen will be the master machine, turning both copiers into the tandem mode.
- ✓ Select the copying conditions, scan originals, and press [Start] on the master machine to operate both copiers in tandem to complete a job.
- ✓ This machine is provided with a Distribution Recovery mode, which functions when trouble occurs in either the master or tandem machine to allow the trouble-free copier to complete the job.
- ✓ The image data stored in HDD can be output in tandem mode copying.
- ✓ Tandem mode is unavailable if Enhance Security mode is activated.

- 1 Turn power on the two copiers.
 - Confirm that both copiers are ready to copy with the Basic Screen displayed.
- 2 Touch [Tandem] on the Basic Screen of either copier.



- If the direct selection screen is specified as the Basic Screen, the Tandem key will be displayed in the setting image area. The Tandem Function Setting Screen will be displayed.

- 3 Touch [On] to highlight it, then touch [OK].

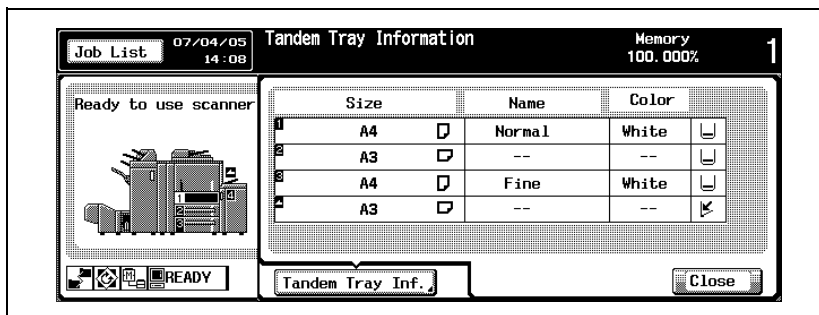


- The copier with this setting turned on will become the master machine; the other copier will function as the tandem machine. The Master icon displays on the Basic Screen of the master machine to indicate that the two units are ready to work in tandem mode.



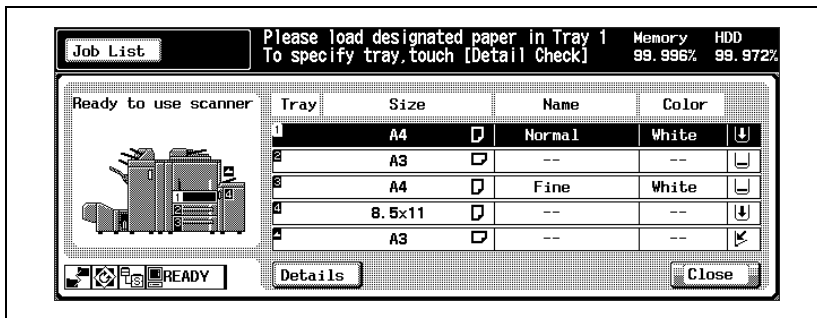
- 4 Select the desired copying conditions on the master machine.
- Ordinary copying operation is still available on the tandem machine during the tandem mode setting.
 - Corresponding tray sizes on the master and tandem machines should be the same when using multiple trays for a single job.

- Touch [Tandem Tray Inf.] to check the tray information of the other machine working in tandem.



- 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.
- 6 Position original(s) FACE UP in the document feeder or FACE DOWN on the original glass of the master machine.

- 7 Press [Start] on the control panel of the master machine.
- The Sub icon will display on the Machine Status 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 Sub icons will disappear.



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Note

Entering reserve job during Tandem mode:

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.



...

Note

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.

**Note*****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.

**Reminder**

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.



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Note

If temporary suspension in the tandem machine takes a long time, the Distribution recovery mode will activate, enabling the master machine to handle the remaining print quantity.

Once the Distribution recovery mode is activated and the master machine is already handling the remaining print quantity, the tandem machine cannot continue with the tandem printing job, even when [Continue] is touched.

Troubleshooting

Copying with the Distribution recovery mode:

The Distribution recovery mode enables you to complete your copying job even when trouble occurs in either the master or tandem machine, such as a paper jam. In that case, the copier that is trouble free completes the job.



Detail

This function can be deactivated in Tandem Setting of Utility mode. See POD Administrator's reference for details.

When a paper jam, SC-code (E-code, F-code) trouble or unloaded paper occurs on either the master or tandem machine:

The machine that is trouble free handles the remaining print quantity and completes the job.

When the job is completed, take the appropriate troubleshooting measures to correct the problem.

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. 5-10.

On the tandem machine:

The tandem machine will start the tandem copying job when the memory becomes available after completing some reserve jobs. In this case, the Distribution recovery mode functions to continue the tandem printing job on the master machine until the tandem machine becomes available for the job. If the memory of the tandem machine does not become available despite the elapse of time, the tandem mode will be released on the tandem machine, and the Distribution recovery mode functions to complete the job on the master 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.

13

Job Management

13 Job Management

13.1 Overview of Job List Screen

The Job List Screen allows you to check/operate the following items.

- Reserve
- Output History
- Send History
- Incomplete
- Suspended (The letters on the key turn red if any suspended job remains.)
- Spool



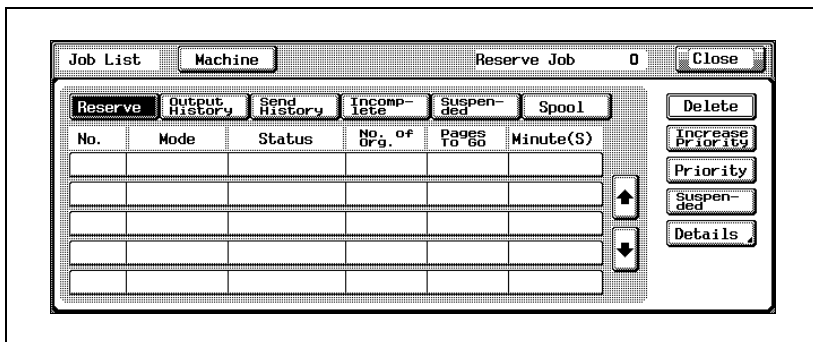
Note

The jobs referred here include printer jobs and scanner jobs.

Follow the procedure below to display the Job List Screen.

To display Job List Screen:

- 1 Touch [Job List] on the Basic Screen.
The Job List Screen will be displayed.



- 2 Touch the desired key on the screen.
See the following pages for details of each subsequent screen.
- 3 Touch [Close] to exit the Job List Screen.

13.2 Job Operation on Job List Screen

This section describes how to check/operate the jobs on the Job List Screen.

To Check/Control Reserved Jobs

Use this function to display all the reserve jobs as a list.

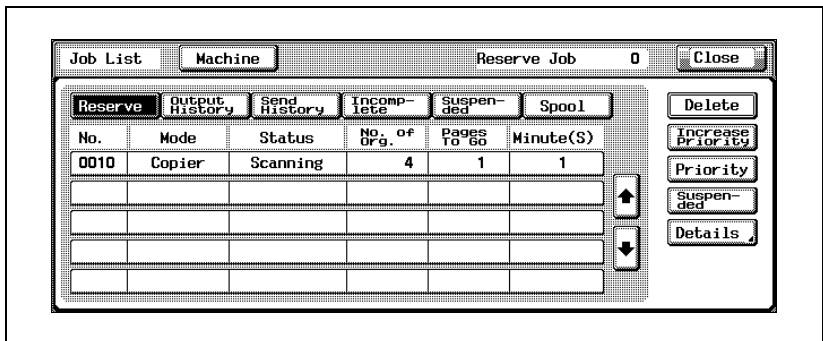
The list includes following information.

- No.: Consecutive numbers of both copy and print jobs
- Mode: Copy or Printer
- Status: Printing or Reserved (current status of the job)
- No. of Org.: Max. 4-digit page count
- Pages To Go: Max. 5-digit pages to be output (sheets × 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.

Job operation for reserved jobs

- 1 Touch [Reserve] on the Job List Screen.



- Check the status of the reserved jobs.
- Touch the lower arrow key to scroll, if 6 or more jobs are entered.

- 2 Select the desired job, then select the job operation.
 - 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. All the data of the selected job will be cleared.
 - To specify the next job to be printed:
Touch to highlight the desired reserve job key, then touch [Increase Priority]. The highlighted reserve job will be moved just under the current print job.
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 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.
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 [Suspended]. Printing operation for the selected job will be suspended and kept stored in memory.
In this case, "Suspended" will be displayed in the Status area of the suspended job key to prompt you that a suspended job remains in the machine. Touch the job key to resume printing operation. See page 13-8 for details.
 - 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.

Displaying Output History

Use this function to display output history as a list.

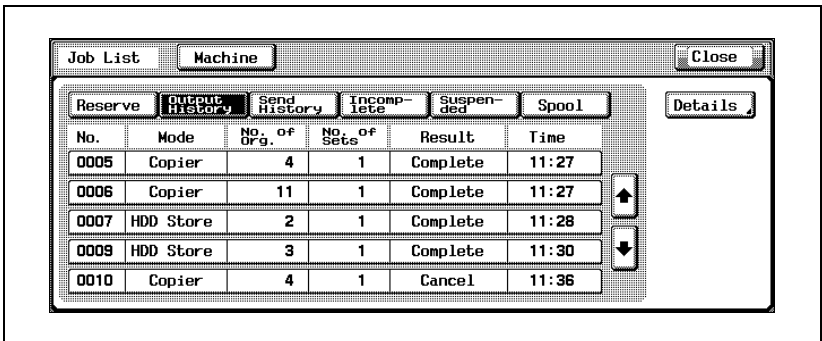
The list includes following information.

- No.: Consecutive numbers of both copy and print jobs
- Mode: Copier or Printer
- No. of Org.: Max. 5-digit page count
- No. of 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.

To display output history

- 1 Touch [Output History] on the Job List Screen.



- Check the status of the output jobs.
- Touch the lower arrow key to scroll, if 6 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.

Displaying Send History

Use this function to display the send history as a list.

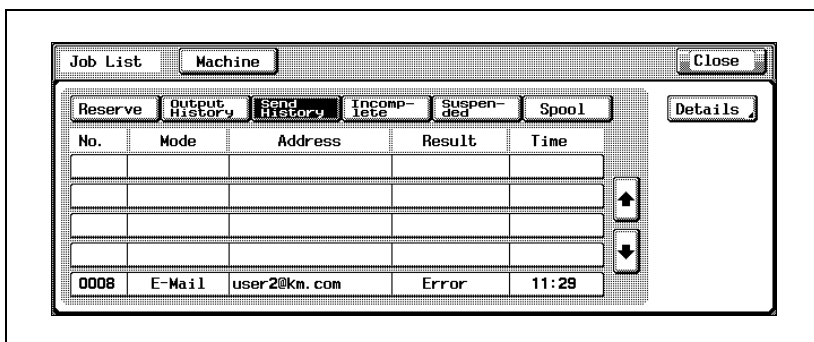
The list includes following information.

- No.: Consecutive numbers of both copy and print jobs
- Mode: E-Mail / FTP / SMB / 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.

To display send history

- 1 Touch [Send History] on the Job List Screen.



- Check the status of the transmitted jobs.
- Touch the lower arrow key to scroll, if 6 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.

Checking Incomplete Jobs

Use this function to display incomplete jobs as a list.

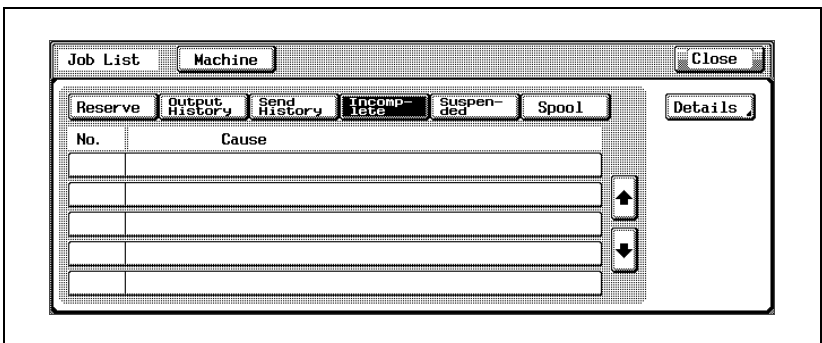
The list includes following information.

- No.: Consecutive numbers of both copy and print jobs
- Cause: Memory Full, Cancel, etc.(cause for which the job was not completed)

Follow the procedure below to check the settings of incomplete jobs.

To check incomplete jobs

- 1 Touch [Incomplete] on the Job List Screen.



- Check the status of the incomplete jobs.
- Touch the lower arrow key to scroll, if 6 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.

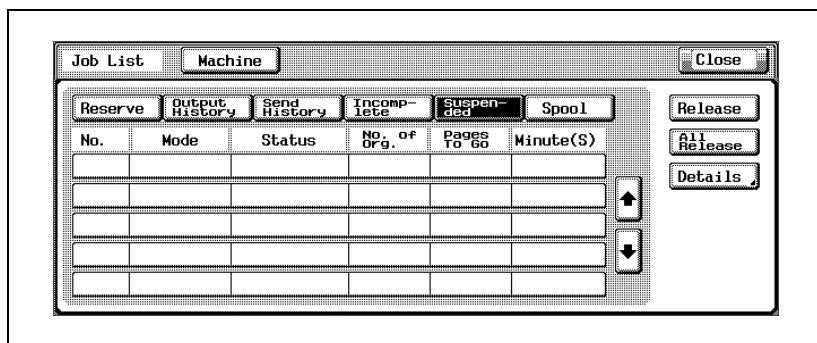
The list includes following information.

- No.: Consecutive numbers of both copy and print jobs
- Mode: Copy or Printer
- Status: Suspended or Printing (current status of the job)
- No. of Org.: Max. 5-digit page 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.

Job operation for suspended jobs

- 1 Touch [Suspended] on the Job List Screen.
“Suspended” will be displayed in the Status area of the suspended job key to prompt you that a suspended job remains in the machine.



- Check the status of the suspended jobs.
- Touch the lower arrow key to scroll, if 6 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.
 - To output all suspended jobs:
Touch [All Release].
All suspended jobs will be output according to the current printing order.
 - To check the settings of suspended 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 Check/Control Spool Jobs

Use this function to display spool jobs as a list.

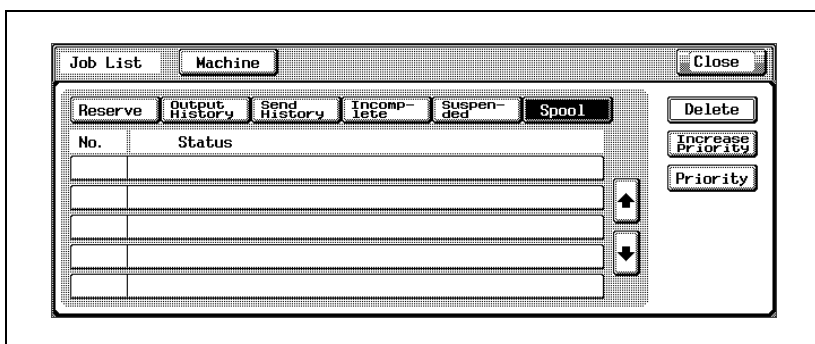
The list includes following information.

- 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.

Job operation for spool jobs

- 1 Touch [Spool] on the Job List Screen.



- Check the status of the spool jobs.
- Touch the lower arrow key to scroll, if 6 or more jobs are entered.

- 2 Select the desired job, then select the job operation.

- 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. All the data of the selected job will be cleared.
- To specify the next job to be printed:
Touch to highlight the desired job key, then touch [Increase Priority]. The highlighted job will be moved just under the current print job.
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.
If printing order cannot be changed for the selected job, a message will be displayed for information.

14

Advanced Information

14 Advanced Information

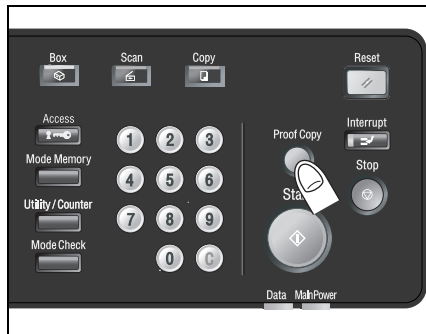
14.1 Checking Feature Selections by Proof Copying

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.

To make a proof copy

- ✓ Proof copy is available when using ADF, or when using Separate Scan mode for multiple originals or originals to be scanned from original glass.

- 1 Select the desired copy conditions from the various setting screens, then position originals in the ADF.
If Separate Scan mode has been used to scan all the originals into memory, touch [Separate Scan] to exit the Separate Scan mode when scanning is completed.
- 2 Press [Proof Copy] on the control panel.



A sample copy will be output while scanning originals in the ADF. If Separate Scan mode has been used, a sample set will be delivered immediately. The screen for checking the job settings will be displayed.

3 Check the settings made for the current job.

The screenshot shows a printer's settings menu with the following content:

Mode Check		Change	Clear	Proof Copy	Exit
Basic					
<Number of Sets>	0001	Off	<Combine>	-----	
Copy Mode	1 > 1		<Original direction>	Normal	
<Density>	AES		<Bind>	Right & Left Bind	
<Zoom>	V /1.000 H /1.000		<SpecialOriginal>	Normal	
Tray No.	Tray 1		<Original Size>	Standard Size	
<Paper Size>	A4		Finishing		
<Paper Type>	-----	White	Face Down /1 to N /Right & Left Bind		
			Sort	Output Tray/MainTray	

? Do you want to change the settings?

→ See page 14-4 for details.

4 Press [Start].

The machine will start printing.

14.2 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.



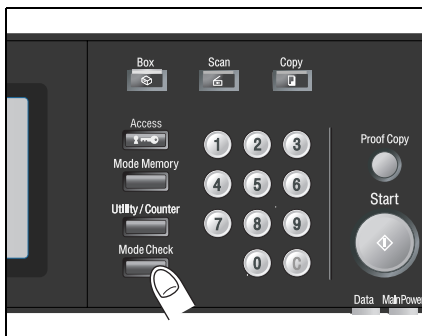
Reminder

Do not press [Stop] or [Reset] to change the setting, or all the settings will restore the initial condition.

To use Check mode

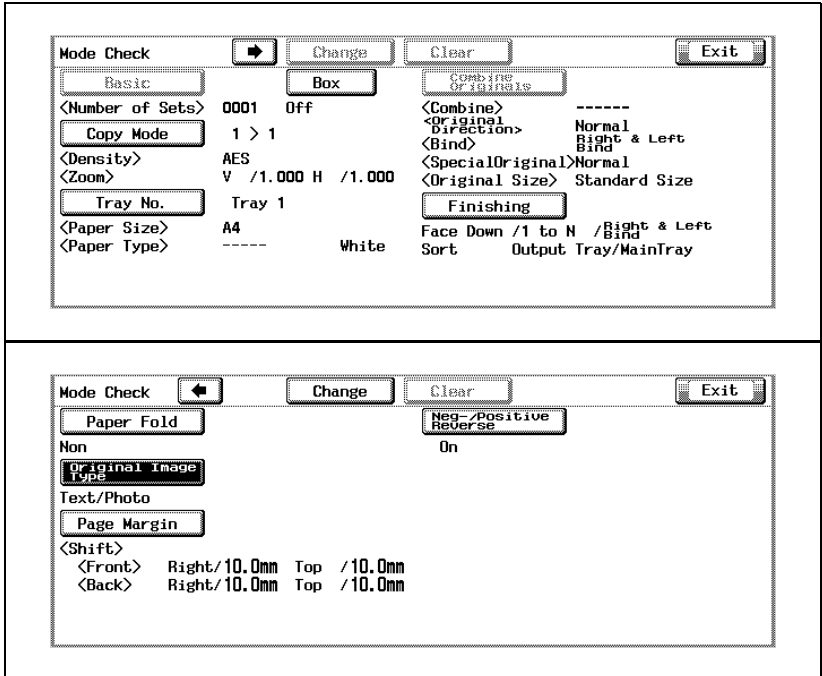
- ✓ Proof copy is available when using ADF, or when using Separate Scan mode for multiple originals or originals to be scanned from original glass.
- ✓ The following application functions can be released by touching [Clear]: Program Job, Non-Image Area Erase, Neg. Pos. Reverse, Image Centering, Full Scan, Overlay.

- 1 Select the desired copy conditions from the various setting screens.
- 2 Press [Mode Check] on the control panel.



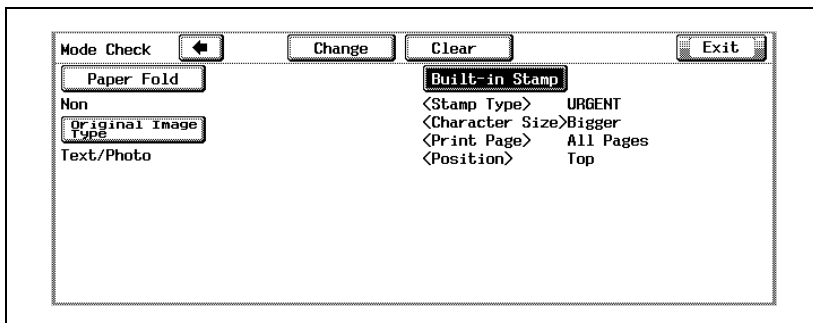
The Check Screen will be displayed.

- 3 Check the job settings on the screen.
- Touch the arrow keys to scroll pages.
- If Bookmark has been checked on any subsequent screen of Application function, the Check Screen for that function will be displayed first.

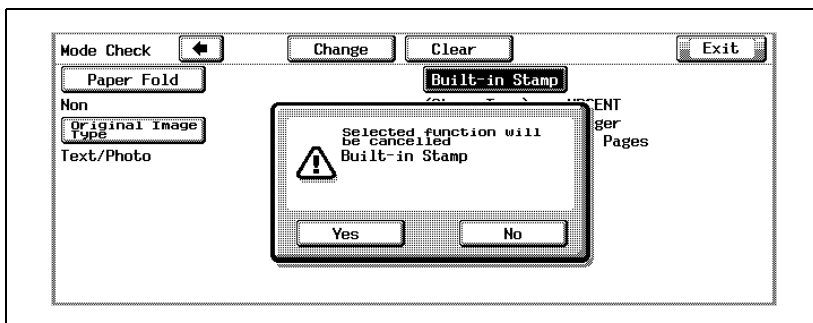


- To make any setting change from the Check Screen, proceed to the next step.
- To release any application function from the Check Screen, proceed to step 5.
- If a sample copy is needed, proceed to step 6.
- If settings are OK, proceed to step 8.

- 4 Change the settings from the Check Screen.
- Touch the desired key (Basic/ Combine Originals/ Finishing/ Paper Fold/ Org. Image Type/ each application function) on the Check Screen to highlight it, then touch [Change]. The touch panel 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.
 - If making a set or sample copy, proceed to step 6.
 - To start printing without proofcopying, proceed to step 8.
- 5 Release application functions.
- Touch the desired application function key on the Check Screen to highlight it, then touch [Clear]. The confirmation screen will appear on the Check Screen.



- Touch [Yes] to cancel the function, or [No] to restore.



- If making a set or sample copy, proceed to the next step.
- To start printing without proofcopying, proceed to step 8.

6 Make a sample copy.

- Position originals in the ADF. Or, use Separate 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.
- Press [Stop] to suspend the proof copying. In this case, the scanned image data will not be deleted from memory.
- If any setting change is required, return to step 4, then repeat proof copying, as required. However, you cannot change or release selections that appeared dimmed after proof copying.
- If the copy result is satisfactory, touch [Close] on the Check Screen to return to the Basic Screen, then proceed to the next step.

7 Change the print quantity, as required.

8 Position originals, then press [Start].

If proof copying has been made, the machine will simply start printing without scanning originals.



Note

If the desired selection cannot be changed, press [Stop] to delete all the data in memory, then press [Reset] to restart the job setting.

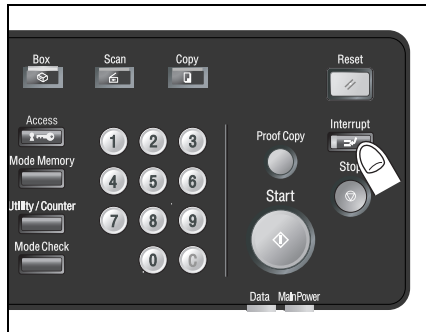
14.3 Interrupt Copying

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 Basic Screen displays.

To use Interrupt mode

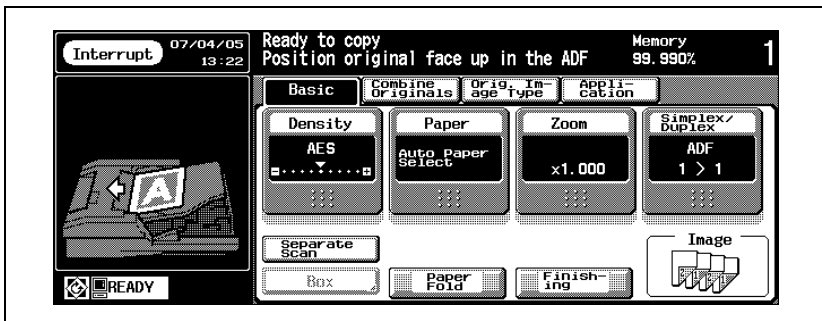
- ✓ The Interrupt mode cannot be selected with the following conditions:
 - Machine is not operating printing or scanning job.
 - Program Image Overlay is in use.
 - The Call for Service message displays or a paper misfeed occurs.
 - Already using Interrupt mode.
- ✓ Reserve job cannot be operated in Interrupt mode.
- ✓ Low Power or Sleep will not function during Interrupt mode.

- 1 Press [Interrupt] on the control panel.

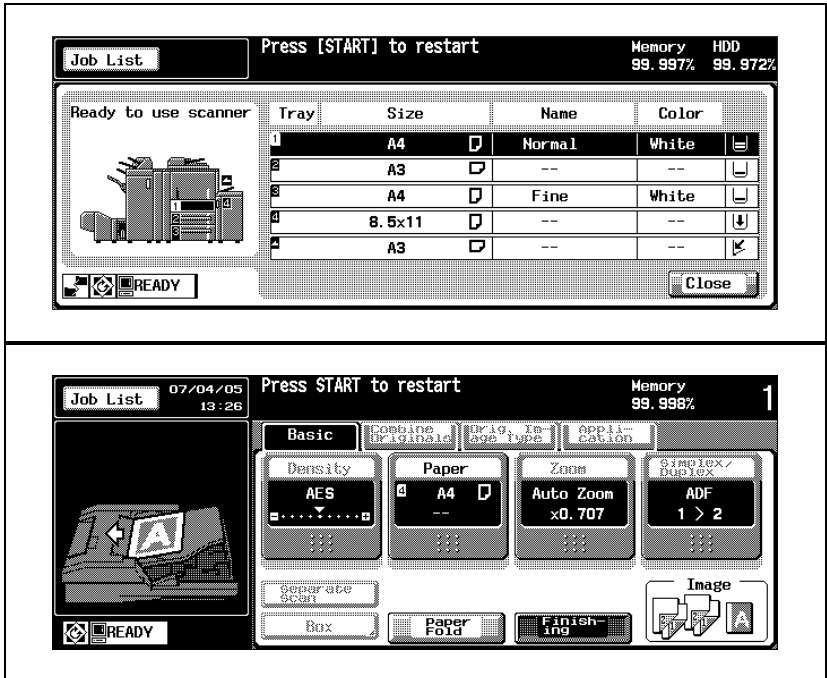


The Interrupt LED starts flashing, then keeps lighted when machine is ready for Interrupt mode.

The Basic 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.
- 4 When Interrupt copying is completed, press [Interrupt] again.
The [Interrupt] LED turns out and the Machine Status Screen will be displayed.



- 5 Press [Start] to resume copying.



Note

To check settings for the previous job before restarting, touch [Close] on the Machine Status Screen to display the Basic Screen. Check the settings, then press [Start] to resume copying.

14.4 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.

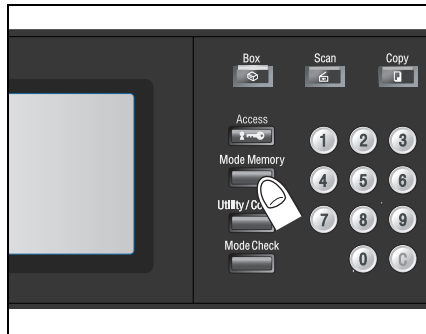
Storing Job Conditions

Follow the procedure below to store the copy job setting.

To store job conditions

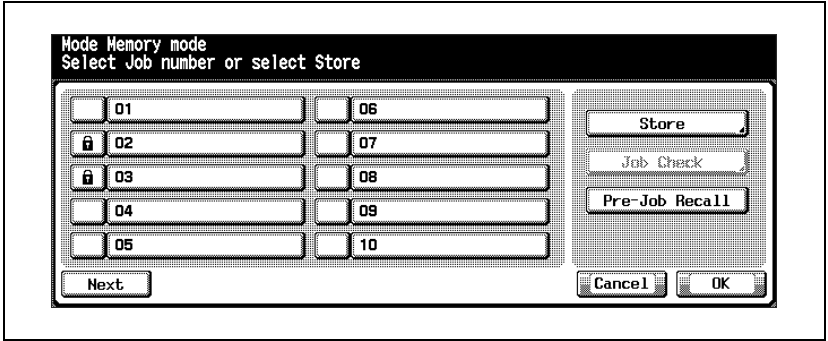
- ✓ Available settings: Basic, Combine Originals, Original Image Type, Application, Finishing, Paper Fold, print quantity
- ✓ Check Screen allows you to view the settings before storing.
- ✓ Stored job is given a job number (01 ~ 30) and alphabetical name (dispensable).
- ✓ Up to 30 jobs can be stored.
- ✓ Locked job cannot be given any change till released by the administrator.

- 1 Make the desired job selections from various setting menu.
- 2 Press [Mode Memory] on the control panel.



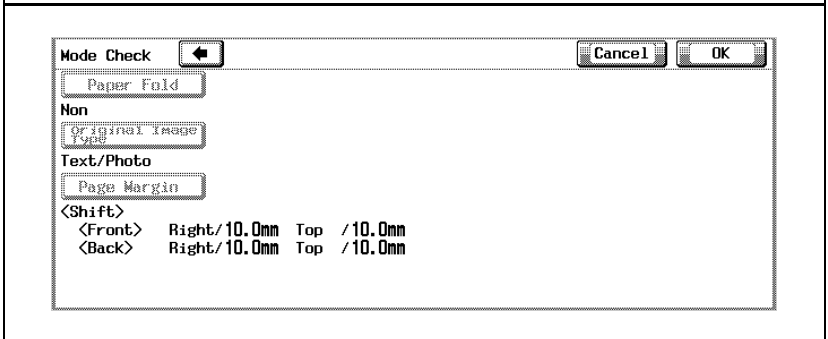
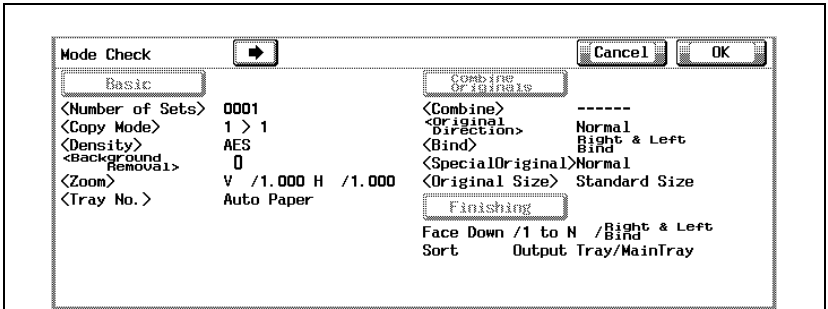
The Mode Memory Screen will be displayed.

3 Touch [Store].



The Check Screen will be displayed.

- 4 Review the settings to be stored.
- Touch the right and left arrow keys to scroll.



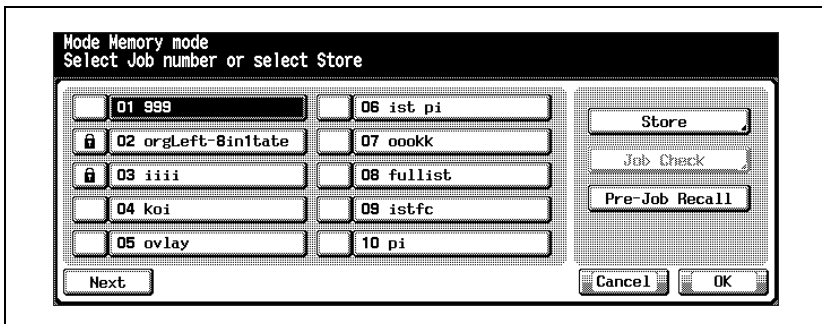
5 Touch [OK] on the Check Screen.

The Job Store Screen will be displayed.

- ? Do you want to correct the job settings?
 → Touch [Cancel] on the Check Screen to return to the Basic Screen. Make setting change, then restart the operation from step 2.

6 Select the desired job key.

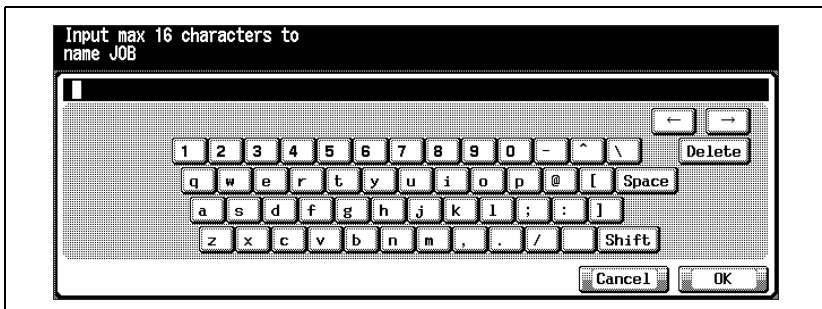
- The job keys numbered from 01 to 10 are displayed on the screen.
- Touching [Next] will display the keys from 11 to 20, and 21 to 30. Touch [Next] or [Back] to display the desired key.
- A blank keys without name or lock icon (🔒) indicate that no job is stored under that key, and a named job without 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.

7 Enter a job name.

- Enter a job name in up to 16 characters, using the touch panel keypad.
- Use right and left arrow keys to move the cursor, and use [Shift] to enter upper case letters or symbols.



8 Touch [OK].

The Mode Memory Screen will be restored. Check that the job name has been correctly entered.

If you do not wish to enter a name, simply touch [OK]. The key displays 16 asterisks (*) in place of a name.

9 Touch [OK] to complete the setting and return to the Basic Screen.

? Do you want to cancel this operation?

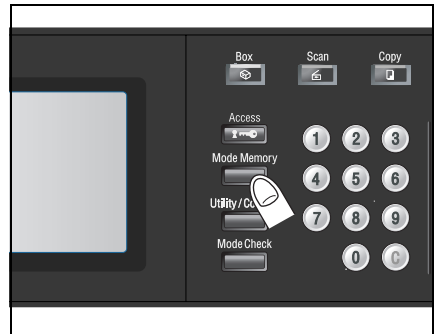
→ Touch [Cancel].

Recalling Stored Job Settings

Follow the procedure below to recall jobs that are already stored.

To recall stored job settings

- ✓ Check Screen allows you to view the stored settings before recalling.
- ✓ The Mode Memory Screen can be displayed only from the Basic Screen. If any other screen such as Machine Status Screen is displayed, pressing [Mode Memory] will be ignored.
- ✓ The recalled settings can be altered on the screen.

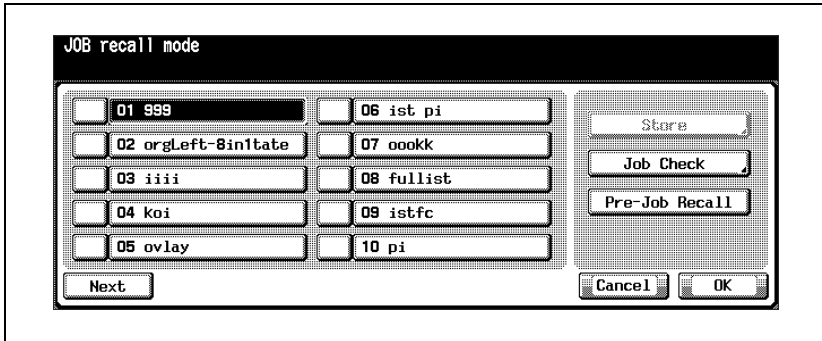
1 Display the Basic Screen, then press [Mode Memory] on the control panel.

The Mode Memory Screen will be displayed.

2 Touch a job key to select a job you want to recall.

- The job keys numbered from 01 to 10 are displayed on the screen.

- Touching [Next] will display the keys from 11 to 20, and 21 to 30. Touch [Next] or [Back] to display the desired key.



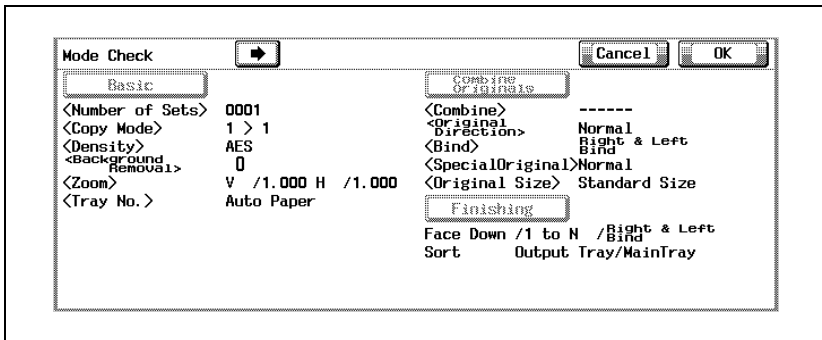
3 Touch [Job Check].

The Check Screen displays to allow you to review the settings.

? Do you want to start copying without reviewing the settings?

→ Touch [OK] instead of Job Check. Proceed to step 6.

4 Review the job settings.



? Do you want to select another job?

→ Touch [Cancel].

5 Touch [OK] on the Check Screen.

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

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

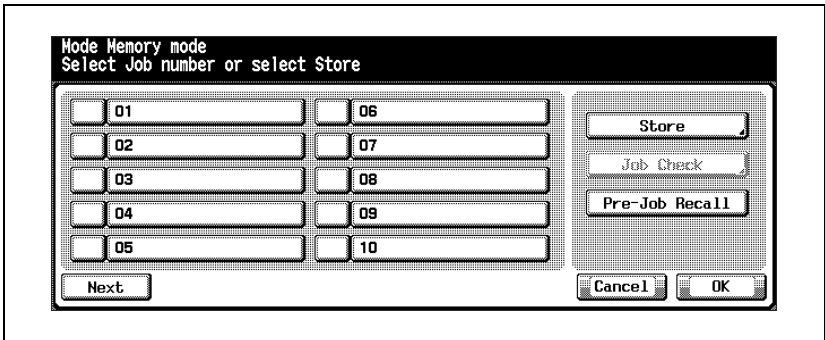
Recalling Previous Job Settings

Follow the procedure below to copy with a previous job settings.

To recall previous job settings

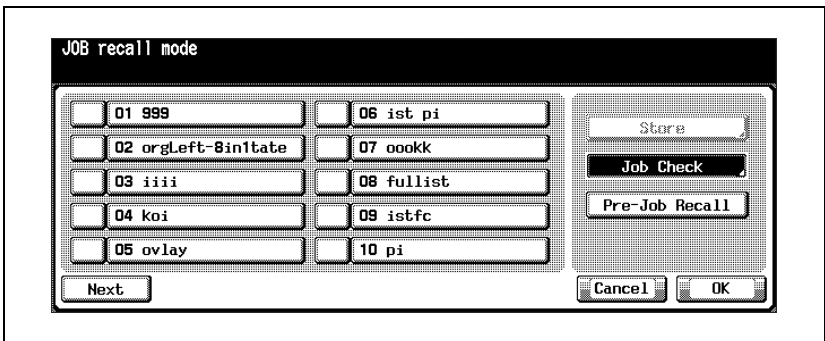
- ✓ Only the last-completed output job settings can be recalled as the previous job settings. Non-completed job or reserve job settings cannot be recalled, even if the setting operations have been made last.
- ✓ The previous job settings can be recalled even after the machine power is turned off then on.

- 1 Press [Mode Memory] on the control panel.
The Mode Memory Screen will be displayed.
- 2 Touch [Pre-Job Recall].



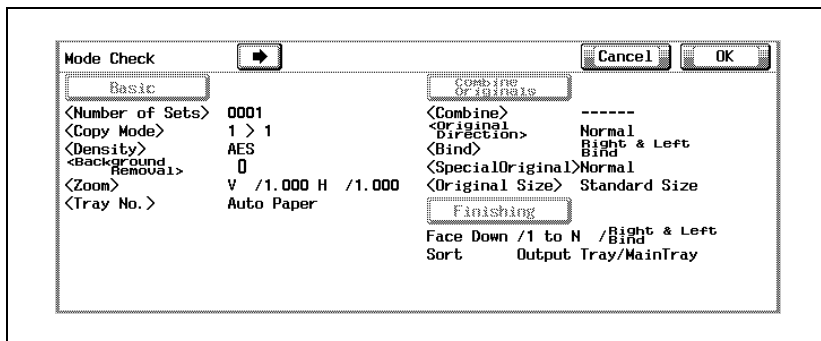
The [Job Check] key will appear on the screen.

- 3 Touch [Job Check] to review the settings.



The Check Screen will be displayed.

- 4 Check the settings of the previous job on the screen.



- 5 Touch [OK].

The settings of the previous output job will be recalled on the Basic Screen.

? Do you want to cancel this operation?

→ Touch [Cancel].

- 6 Position original(s), then press [Start].

14.5 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.

- **Copier Basic** provides information on function and operation of the keys on Basic Screen.
- **Copier Appli.** provides information on function and operation of the keys on Application Screen.
- **Scan/Box** provides information on function and operation to perform when [Scan] or [Box] key on the control panel is pressed.
- **Job List** provides information on function and operation of the keys on Job List Screen.
- **Parts Exchange** provides information on adding toner, loading paper, adding staples, and emptying trash basket.
- **Hard keys** provides information on function and operation of the keys on the control panel, except [Scan] and [Box].
- **Others** provides the name and extension number of the administrator registered in the Utility setting.

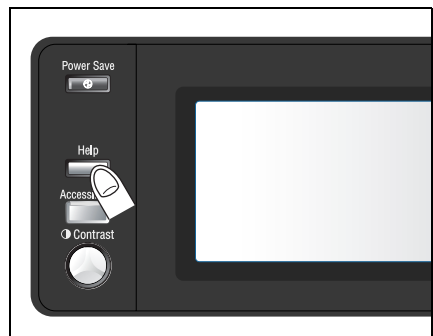


Note

Copier Basic, Copier Appli, Scan/Box, and Job List information can also be displayed from each screen by pressing [Help] on the control panel.

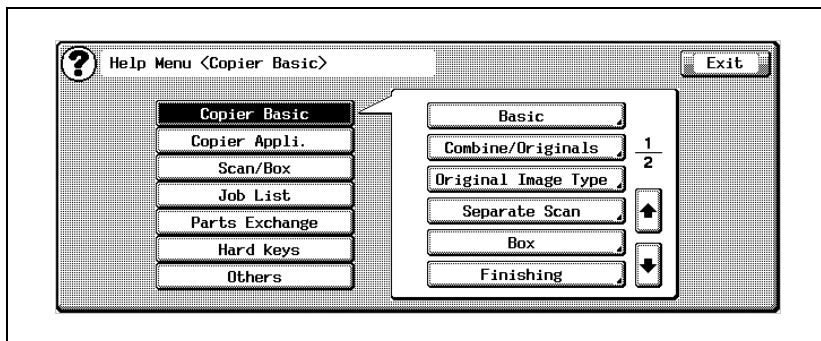
To display Help Screen

- 1 Press [Help] on the control panel.

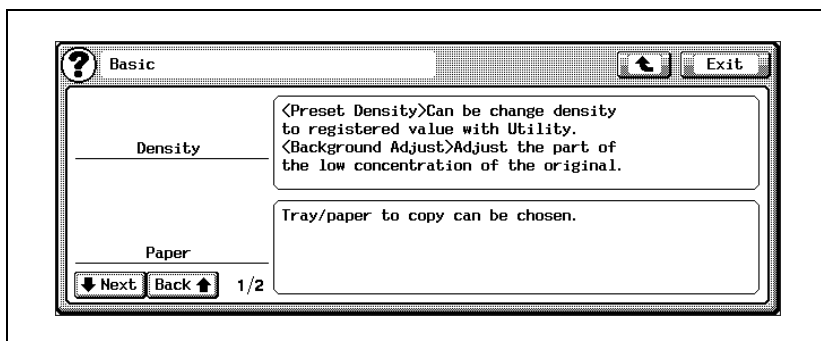


The Help Screen will be displayed.

- 2 Touch the desired menu key to display specific information.



- 3 Touch upper/lower arrow key to scroll, if provided.



- 4 Touch [Exit].
The Basic Screen will be restored.

14.6 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.



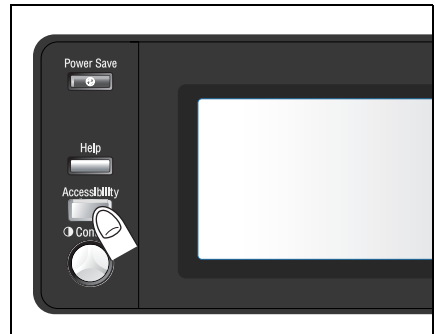
Detail

The POD Administrator's reference describes how to set the desired response time (Utility Screen>01 System Setting>06 Key Response Time). See page 3-15 for details.

To adjust response time

- ✓ Response time can be selected from Normal/ 0.5 second/ 1 second/ 2 seconds/ 3 seconds.
- ✓ If Normal is selected as response time, pressing [Accessibility] will not make any change in the touch key operation.

- 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.

- 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.

14.7 Adjusting Touch Panel Contrast (Contrast)

This function allows you to adjust the contrast of the touch panel.

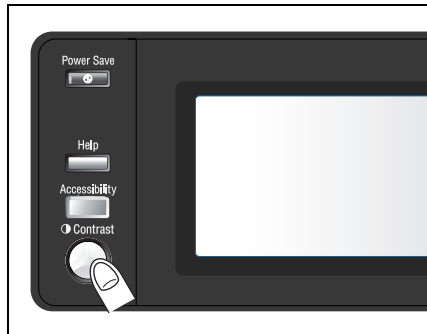


Detail

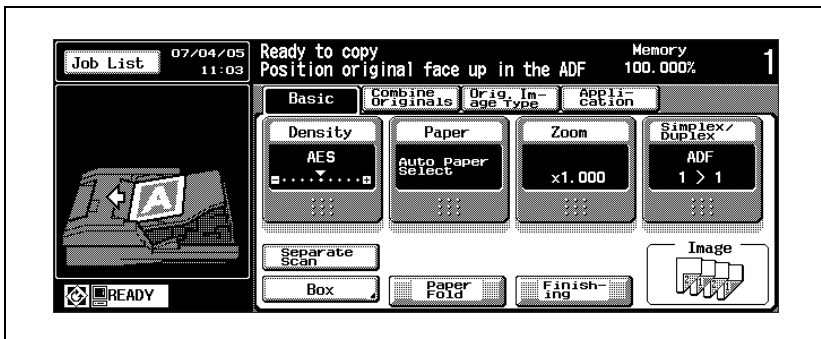
The brightness of the touch panel can be adjusted by the administrator (Utility Screen>6 Administrator Setting>1 System Setting>9 LCD Backlight Setting). For details, see page 4-55 of POD Administrator's reference.

To Adjust Contrast

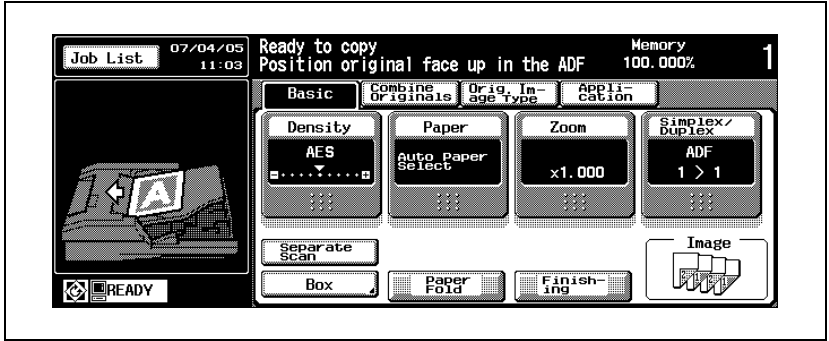
- 1 Turn the Contrast adjustment dial on the control panel.



- To increase the contrast, turn the dial clockwise.



- To decrease the contrast, turn the dial anticlockwise.



14.8 Controlling Copier from Browser (Remote Panel)

When the machine is connected with a PC over a network, the web browser activated on the PC enables you to operate the machine. This function is convenient for physically handicapped users who have difficulty in operating the control/touch panel, and also 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.

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



Detail

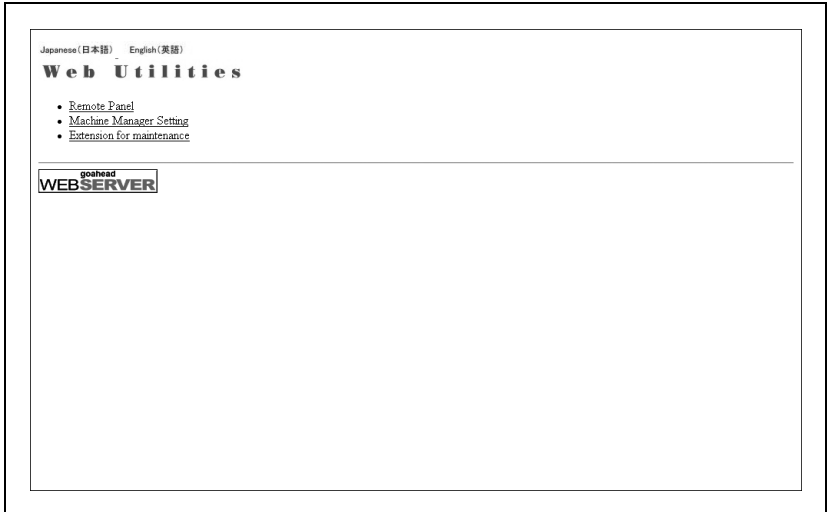
The setting procedure for the IP address is provided in POD Administrator's reference. (Utility Screen>6 Administrator Setting>4 Network Setting>2 IP NIC Setting>1 TCP/IP). For details, see page 4-108.

To specify the IP address of the PC to be used for Remote Panel function, see page 5-17 of POD Administrator's reference.

To control copier from browser

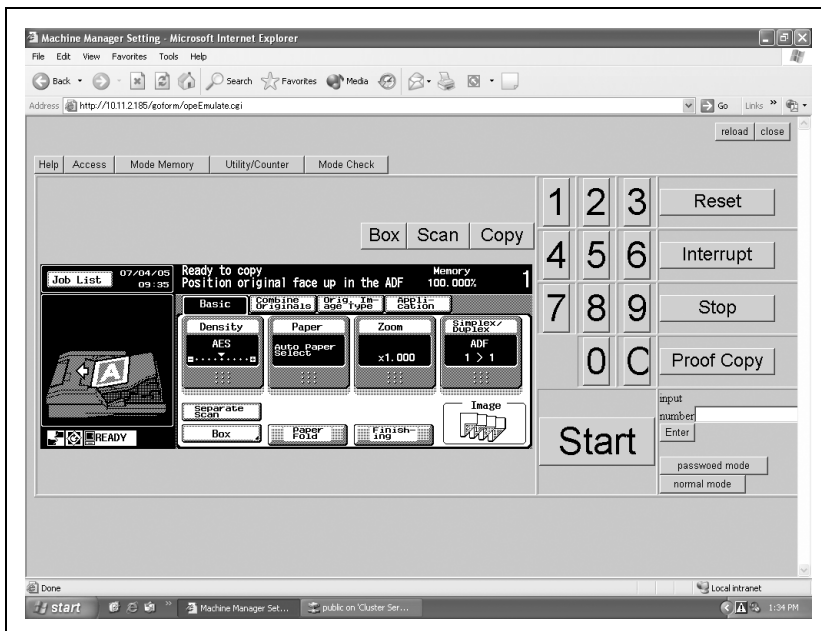
- ✓ Set the Enhance Security mode OFF on the machine.
- ✓ The machine should be connected with a PC over a network with TCP/IP enabled.
- ✓ Specify the IP address of the machine.
- ✓ Specify the IP address of the PC to be used for Remote Panel function, using Web Utilities setting on a PC.
- ✓ One of 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. After a long period of inactivity, click [Reload] at the upper corner of the screen to display the current status.

- 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.

3 Using a mouse and keyboard, perform job operation.



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