

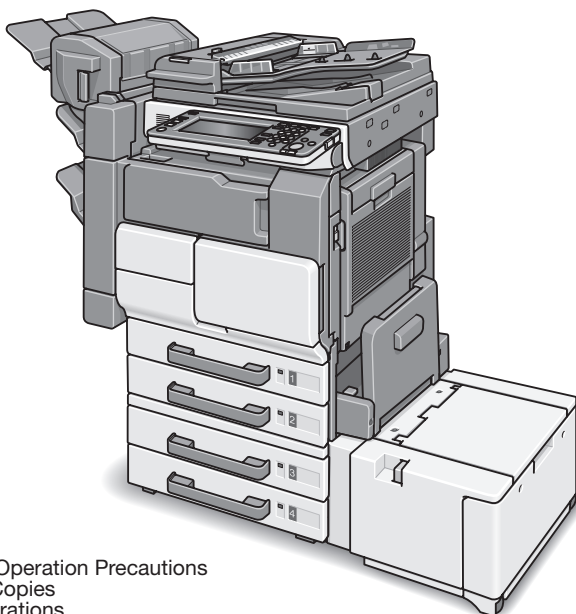


KONICA MINOLTA

The essentials of imaging

bizhub 500/420

User's Guide [Copy Operations]



- 1 Installation and Operation Precautions
- 2 Before Making Copies
- 3 Basic Copy Operations
- 4 Combine Originals/ Original Image Type
- 5 Application Functions
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Introduction

Thank you for choosing this machine.

This manual contains details on the operation of the various functions of the machine, precautions on its use, and basic troubleshooting procedures. In order to ensure that this machine is used correctly and efficiently, carefully read this manual before using the machine. After reading the manual, store it in the designated holder so that it can easily be referred to when questions or problems arise during operation.

The illustrations used in this manual may appear slightly different from views of the actual equipment.

Energy Star®



As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency.

What is an ENERGY STAR® Product?

An ENERGY STAR® product has a special feature that allows it to automatically switch to a “low-power mode” after a period of inactivity. An ENERGY STAR® product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

Low Power

This function conserves energy by lowering the power consumption to 105 W in standby mode. In the standard setting, Low Power operates automatically when 15 minutes (bizhub 500)/1 minute (bizhub 420) 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 1 to 240 minutes in 1 minute increments.

Sleep

This function achieves further energy conservation by partially turning the power supply OFF, thereby reducing energy consumption to 2.2 W or less. In the standard setting, Sleep follows Low Power, operating automatically when 90 minutes (bizhub 500)/15 minutes (bizhub 420) 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 1 to 240 minutes in 1 minute increments.

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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Available Features

Automatically selecting the paper

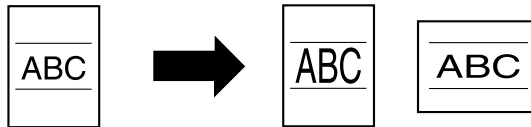
The most appropriate paper size can automatically be selected based on the size of the loaded original and the specified zoom ratio.

For details, refer to “To select paper size automatically (Auto Paper Select)” on page 3-16.

Specifying separate horizontal and vertical zoom ratios

By specifying separate horizontal and vertical zoom ratios, copies of the original can be resized as desired.

For details, refer to “To specify lengthwise and widthwise zoom ratios separately (Set Individual Zoom)” on page 3-37.



Adjusting copies to the size of the paper

The most appropriate zoom ratio can automatically be selected based on the size of the loaded original and the specified paper size.

For details, refer to “To select a magnification ratio automatically (Auto Zoom)” on page 3-43.

Scanning the original in separate batches

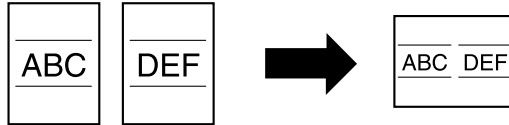
A document with a large number of pages can be divided and scanned in separate batches. Double-sided copies can be produced by using the original glass or the original pages can be alternately loaded onto the original glass or into the automatic document feeder, and then all pages can be printed together as a single job.

For details, refer to “Separate Scan Setting” on page 3-58.

Copying multiple original pages onto a single page

Multiple pages of the original can be printed together on a single page.

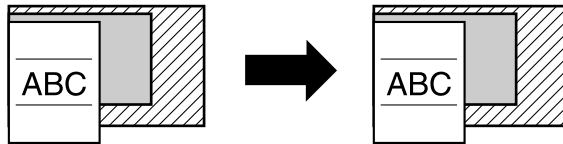
For details, refer to “Lay Out Multiple Pages onto One Sheet (Combine Pages)” on page 4-2.



Copying an original containing various page sizes

An original with various page sizes can be scanned and copied together.

For details, refer to “Copying Mixed Size Original (Mixed Original)” on page 4-8.



Adjusting copies according to the image quality of the original

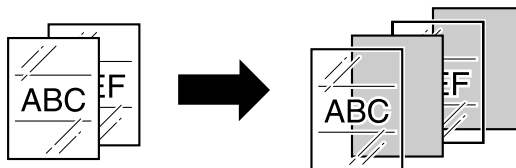
The copies can be adjusted according to the image quality of the original.

For details, refer to “Density Setting” on page 3-14 or “Making Copy Quality Closer to Original (Original Image Type)” on page 4-18.

Inserting paper between copies of overhead projector transparencies

After each overhead projector transparency copy is printed, a page can be added to the stack as an interleaf.

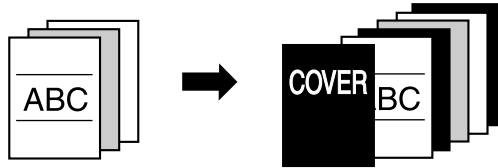
For details, refer to “Copying onto OHP Transparencies (OHP Interleave)” on page 5-2.



Adding a cover page/insertion

Cover pages or insertions can be added to copies. Copies can be produced using different paper (for example, colored paper) for the cover pages and insertions.

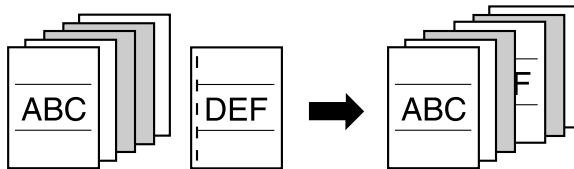
For details, refer to “Adding Covers (Cover Mode)” on page 5-7 and “Adding Insertions (Insert Sheet)” on page 5-12.



Inserting copies of a different original at a specified location

An original page scanned from the original glass can be inserted between original pages scanned with the automatic document feeder, and all copies can be fed out together.

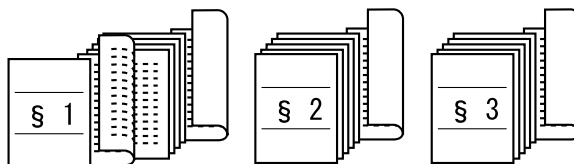
For details, refer to “Inserting Different Original Images into Printed Sets (Insert Image)” on page 5-19.



Copying with chapter title pages on the front side

Double-sided copies can be made so that the chapter title pages are printed on the front sides of pages.

For details, refer to “Locating Title Pages on Front Side (Chapters)” on page 5-24.

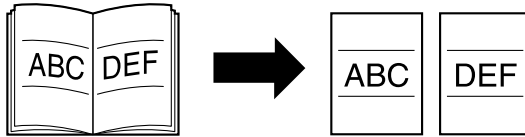




Separately copying a page spread

A page spread, such as in an open book or catalog, can be copied onto separate pages.

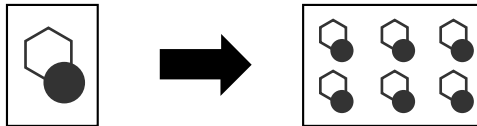
For details, refer to “Dividing Spread Image into Right and Left Pages (Book Copy)” on page 5-30.



Repeating copy images

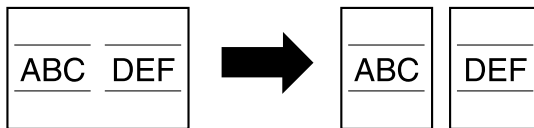
An original image can be repeatedly printed on a single sheet of paper.

For details, refer to “Repeating Original Image on One Sheet (Image Repeat)” on page 5-37.



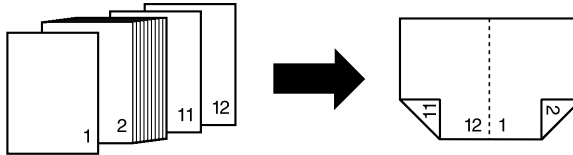
Splitting an original page into two copies

A single original page can be divided in two and each half can be printed on separate copies. For details, refer to “Dividing Spread Image into Right and Left Pages using ADF (Booklet Pagination)” on page 5-50.



Copying with a layout for center binding

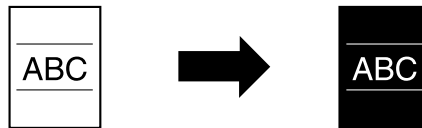
Copies can be made with the pages arranged in the layout of a magazine. For details, refer to “Making Multiple Page Signature Booklet (Booklet)” on page 5-54.



Copying with reversed colors

An original can be copied with the light- and dark-colored areas of images inverted.

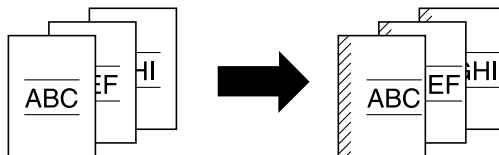
For details, refer to “Reversing Color and Gradation of Image (Neg-Pos. Reverse)” on page 5-58.



Making copies for filing

Copies can be printed with a filing margin so they can easily be stored in filing binders.

For details, refer to “Creating Margin of Copy Image (Page Margin)” on page 5-60.

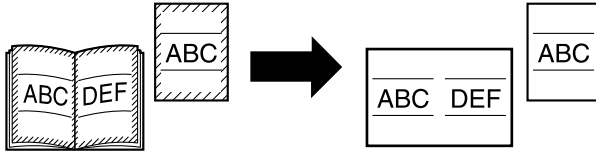




Erasing sections of copies

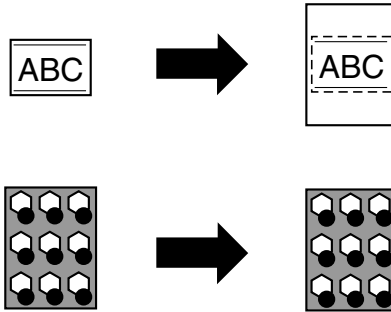
The transmission information in received faxes and the shadows from punched holes and from the bindings and edges of books can be erased in copies.

For details, refer to “Erasing Specified Area of Copy (Erase)” on page 5-68.



Adjusting the image to fit the paper size

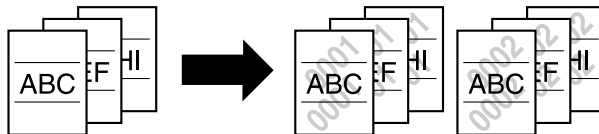
Copies can be produced after specifying the position of the original image on the paper. For details, refer to “Adjusting Position of Copy Image (Image Adjustment)” on page 5-77.



Printing distribution text on copies

Each copy set can be printed with distributions numbers, page numbers, or the date.

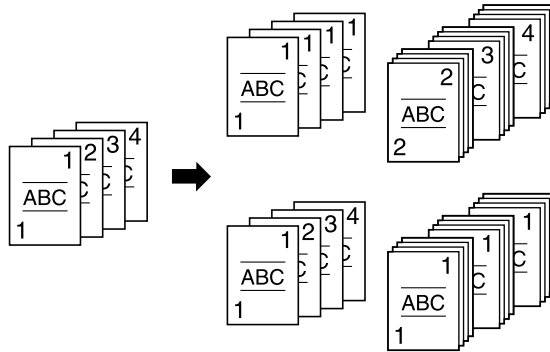
For details, refer to “Printing Additional Information (Stamp)” on page 5-82.



Sorting copies

The sorting method for outputting copies can be selected.

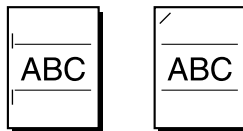
For details, refer to “Output for Machine without Finisher” on page 6-2, “Output for Machine with Finisher” on page 6-6, or “Output for Machine with Separator” on page 6-22.



Stapling copies

Copies can be stapled together before they are fed out.

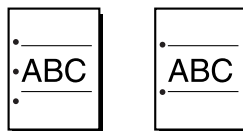
For details, refer to “Stapling Output Copies (Staple)” on page 6-10.



Punching holes in copies

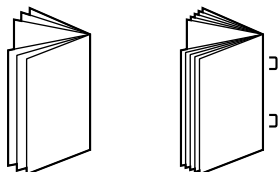
Holes for filing can be punched in the copies.

For details, refer to “Punching File Holes in Copies (Punch)” on page 6-15.



Center folding/binding

Copies can be creased in half, and also bound with staples in the center. For details, refer to “Folding Copies at the Center/Binding Copies at the Center: Half Fold/ Fold & Staple” on page 6-19.



Printing a sample copy

Before printing a large number of copies, a single proof copy can be printed so that it can be checked.

For details, refer to “Checking Feature Selections by Proof Copying” on page 7-2.

Checking the copy settings

Screens showing the current copy settings can be displayed. From these screens, the copy settings can also be changed.

For details, refer to “Checking Feature Selections before Copying (Mode Check)” on page 7-6.

Interrupting a copy job

The copy job being printed can be interrupted in order for a different copy job to be printed.

For details, refer to “Interrupt Copying” on page 7-9.

Programming copy settings

Frequently used copy settings can be programmed and recalled to be used with other copy jobs.

For details, refer to “Storing and Recalling Job Settings (Mode Memory)” on page 7-11.

Displaying explanations of functions and settings

The name and function of parts and details of functions and settings appears in the Help screens.

For details, refer to “Displaying Screen for Operation Guide (Help)” on page 7-20.

Managing jobs

The print status of copy jobs can be checked and the jobs can be managed. For details, refer to “Job Management (Job List)” on page 8-2.

Enlarging the size of text in touch panel screens

The text and buttons in the touch panel can be displayed in a larger size that is easier to read, allowing basic copy operations to be easily performed.

For details, refer to the Enlarge Display Operations of the bizhub 500/420 User's Guide.

Explanation of Manual Conventions

Note
Text highlighted in this manner contains references and supplemental information concerning operating procedures and other descriptions. We recommend that this information be read carefully.

[]
Names put in brackets indicate keys on the control panel and touch screen.

Touch panel screens are shown to check the actual display.

Reminder
Text highlighted in this manner indicates operation precautions. Carefully read and observe this type of information.

Detail
Text highlighted in this manner provides more detailed information concerning operating procedures or references to sections containing additional information. If necessary, refer to the indicated sections.

Titles indicate the contents of the section.

Basic Copy Operations 3

3.6 Selecting a Paper Setting
The paper size can be selected automatically according to the document size or it can be specified manually. Specify the paper size according to the corresponding procedure, depending on the desired copy settings.

Note
The default setting is *Auto Paper Select*.

Automatically Selecting the Paper Size (Auto Paper Select Setting)
The size of the loaded document is detected, and copies are produced using paper of the same size.

1 In the Basic screen, touch [Paper].

The Paper screen appears.

Reminder
Be careful that your fingers are not pinched when the front door is closed.

Detail
For details on the positions of paper misfeeds, refer to *Paper Misfeed Indications* on page 5-7.

CAUTION
Metallic parts on the inside of the upper cover are very hot.
→ Touching any part other than the paper may result in burns.

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Chapter 3
Basic Copy Operations

WARNING , CAUTION

Text highlighted in this manner indicates precautions to ensure safe use of this machine. "Warning" indicates instructions that, when not observed, may result in fatal or critical injuries. "Caution" indicates instructions that, when not observed, may result in serious injuries or property damage.

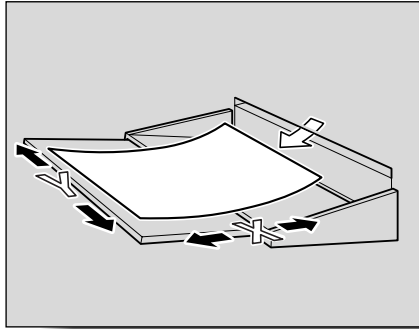
(The page shown above is an example only.)

Descriptions and Symbols for Original and Paper

The use of words and symbols in this manual are explained below.

“Width” and “Length”

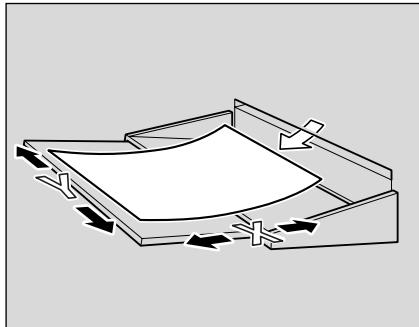
Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as “Y” in the illustration) and the second to the length (shown as “X”).



Paper Orientation

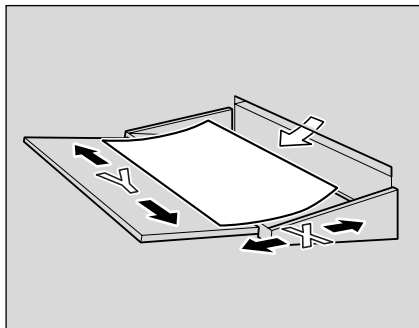
Lengthwise (☐)

If the width (Y) of the paper is shorter than the length (X), the paper has a vertical orientation, indicated by ☐.



Crosswise (☐)

If the width (Y) of the paper is longer than the length (X), the paper has a horizontal orientation, indicated by ☐.



User's Guides

The following User's Guides have been prepared for this machine.

User's Guide [Copy Operations] <this manual>

This manual contains details on basic operations and the operating procedures for the various copy functions, and also provides you with detailed information on machine management and how to customize the machine according to your daily use.

- Refer to this User's Guide for details on operating the machine including precautions on installation/use, turning the machine on/off, loading paper, troubleshooting operations such as clearing paper misfeeds, and setup and management of the machine including registration of copy paper, tray setting and so on.

User's Guide [Network Scanner Operations]

This manual contains details on specifying network settings for standard equipment and on operations for scanning functions.

- Refer to this User's Guide for details on operating procedures for network functions and for using Scan to E-Mail, Scan to FTP and Scan to PC (SMB).

User's Guide [Box Operations]

This manual contains details on operating procedures for using the boxes.

- Refer to this User's Guide for details on operating procedures for using the boxes on the hard disk.

User's Guide [Enlarge Display Operations]

This manual contains details on operating procedures for using copy functions in Enlarge Display mode.

- Refer to this User's Guide for details on operating procedures in Enlarge Display mode.

User's Guide [Fax Operations]

This manual contains details on operating procedures for facsimile functions available with the Fax Kit FK-502 option installed.

- Refer to this User's Guide for details on operating procedures for using the fax functions.

This machine is also provided with the following User's Guide Quick Guide.

IC-204 User's Guide

This Guide describes the operation of the printer function equipped for the machine as option.

- For operating procedures for printer functions, refer to the user's guide (PDF) contained in User Software CD-ROM or the quick guide (printed material) attached to IC-204.

To operate safely, be sure to read "Section 1 Safety Information" in bizhub 500/420 User's Guide [Copy Operations] before using machine.



Legal Restrictions on Copying

Certain types of original must never be copied with the purpose or intent to pass copies of such documents off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

<Financial Instruments>

- Personal checks
- Traveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Documents>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

<General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of a document, consult with legal counsel.



Installation and Operation Precautions

1 Installation and Operation Precautions

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.




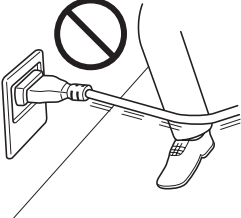


This symbol indicates you must unplug the device.





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**

- Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock. 
- Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock. 
- 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.

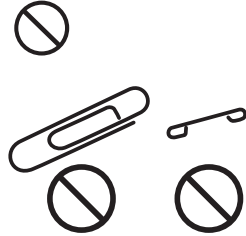


Installation






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 odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.
- 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

CE Marking (Declaration of Conformity) for Users of the European Union (EU)

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

This declaration is valid for the area of the European Union.

This device must be used with a shielded network (10 Base-T/100 Base-TX) cable and a shielded parallel cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (For U.S.A. Users)

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

WARNING: The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

This device must be used with a shielded network (10 Base-T/100 Base-TX) cable and a shielded parallel cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 4) (For Canada Users)

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

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

For Users in countries not subject to Class B regulations

WARNING

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

This device must be used with a shielded network (10 Base-T/100 Base-TX) cable and a shielded parallel cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

Laser Safety

This product employs a Class 3B laser diode having maximum power of 10 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 10 mW og bølgelængden 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 klasse 1.

Dette en halvleder laser. Maksimal effekt till laserdiode er 10 mW og bølge- lengde 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.

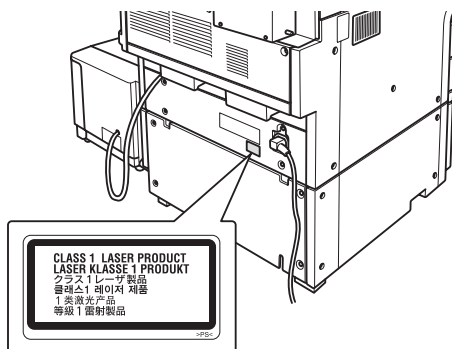
Tämä on puolijohdelaser. Laserdiodin suurin teho on 10 mW ja aallonpituus on 775 - 800 nm.

WARNING!

Om apparaten används på annat sätt än I denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider

gränsen för laserklass 1.

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 10 mW och våglängden är 775 - 800 nm.



Ozone Release

Locate the Machine in a Well-Ventilated Room

A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy and safe operating environment, it is recommended that the room be well ventilated.

Placer l'appareil dans une pièce largement ventilée

Une quantité d'ozone négligeable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce où se trouve l'appareil.

Acoustic noise (For European Users Only)

Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäss EN ISO 7779.

1.3 Caution Notations and Labels

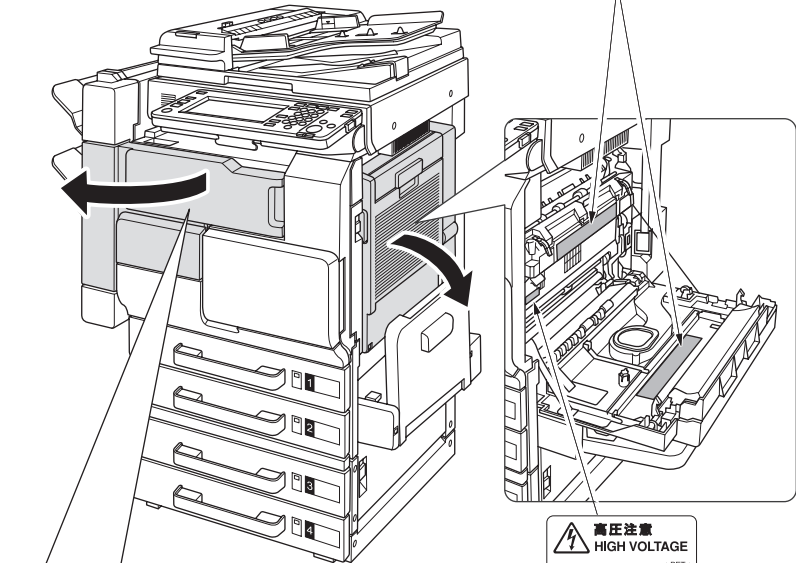
Safety precaution notations and labels appear on this machine at the following positions.

Be very careful that an accident does not occur when operations such as removing paper misfeeds are performed.

⚠ CAUTION

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

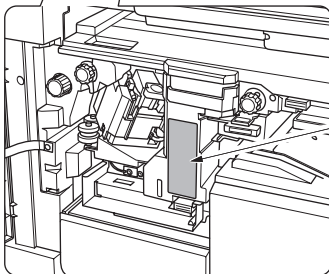
⚠ CAUTION	⚠ VORSICHT	⚠ ATTENTION	⚠ PRECAUCION	⚠ CUIDADO
High Temperature!	Heiße Oberflächel!	Température élevée!	Temperatura alta!	Alta temperatura!
⚠ ATTENZIONE	⚠ تحذير	⚠ 注意	⚠ 注意	⚠ 주의
Alta temperatura!	⚠ خطر	⚠ 高温!	⚠ 高温!	⚠ 고온!



⚠ 高圧注意
HIGH VOLTAGE
P-PET<

⚠ CAUTION

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



Finisher FS-510

⚠ CAUTION
⚠ VORSICHT
⚠ ATTENTION
⚠ PRECAUCION
⚠ ATTENZIONE
⚠ CUIDADO
⚠ 注意
⚠ 주의
⚠ تحذير

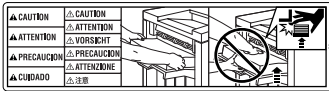
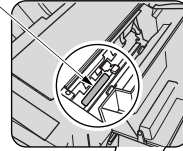
⚠ CAUTION

The area opened by the conveyance lever is very hot. To avoid getting burned DO NOT TOUCH.



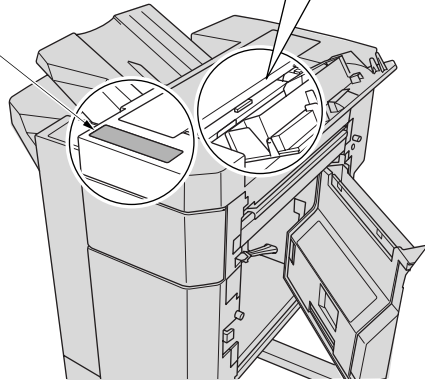
⚠ CAUTION

This area is very hot.
To avoid getting
burned **DO NOT
TOUCH.**



⚠ CAUTION

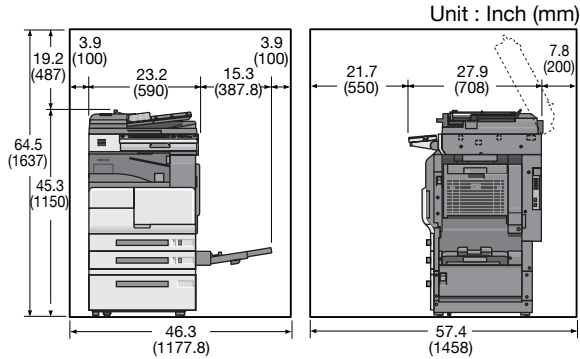
To avoid injury, **DO NOT** put your hand on the top of the printed sheets. Be sure to hold both sides of the printed sheets when removing them, and **DO NOT** leave your hand on the printed sheets while the tray 2 (primary tray) goes up.



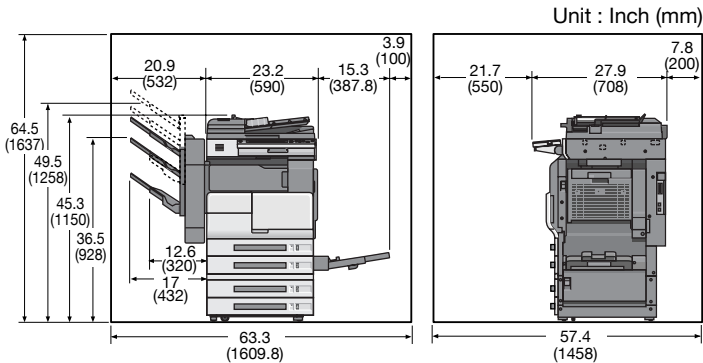
Finisher FS-511

1.4 Space Requirements

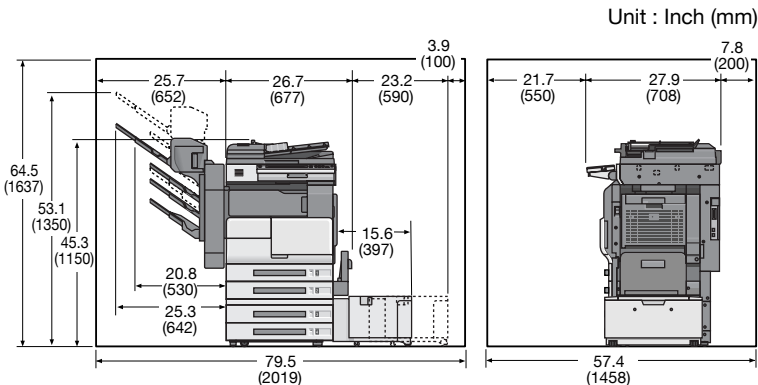
To ensure that machine operation, consumables replenishing, part replacement, and regular maintenance can easily be performed, adhere to the recommended space requirements detailed below.



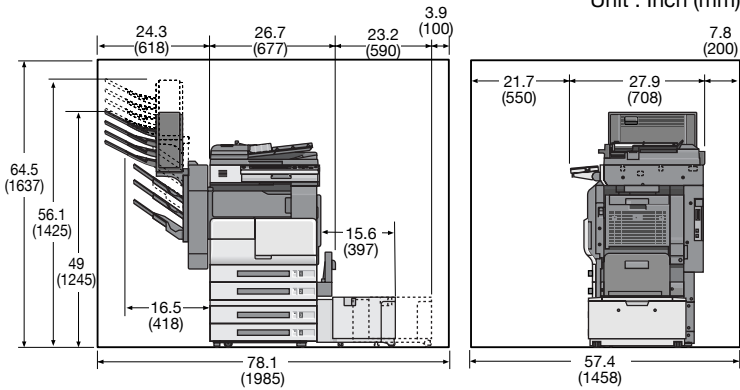
bizhub 500/420 + DK-501



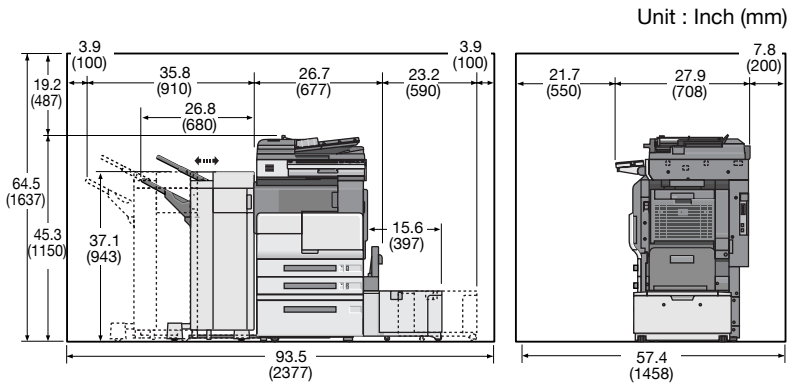
bizhub 500/420 + PC-202 + FS-510



bizhub 500/420 + PC-202 + FS-510 + SD-502 + LU-201



bizhub 500/420 + PC-202 + FS-510 + MT-501 + LU-201



bizhub 500/420 + PC-402 + FS-511 + LU-201

**Reminder**

Be sure to allow a clearance of 200 mm (7-3/4 in.) or more at the back of this machine for the ventilation duct.

1.5 Operation Precautions

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

Power Source

The power source requirements are as follows.

- Voltage : 120 V AC
- Frequency : 60 Hz
- Use a power source with as little voltage or frequency fluctuations as possible.

Operating Environment

The environmental requirements for correct operation of the machine are as follows.

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

Storage of Copies

To store copies, follow the recommendation listed below.

- Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.

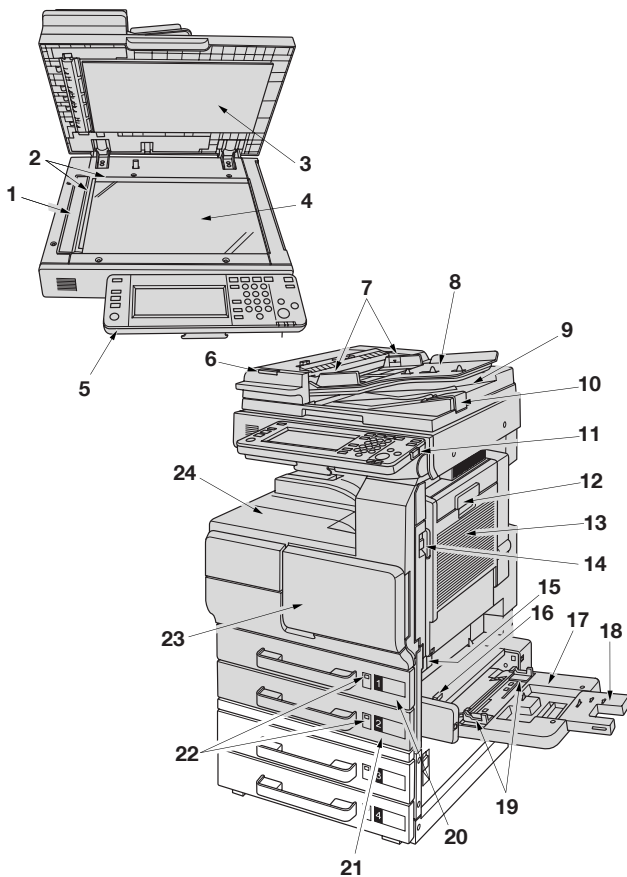


Before Making Copies

2 Before Making Copies

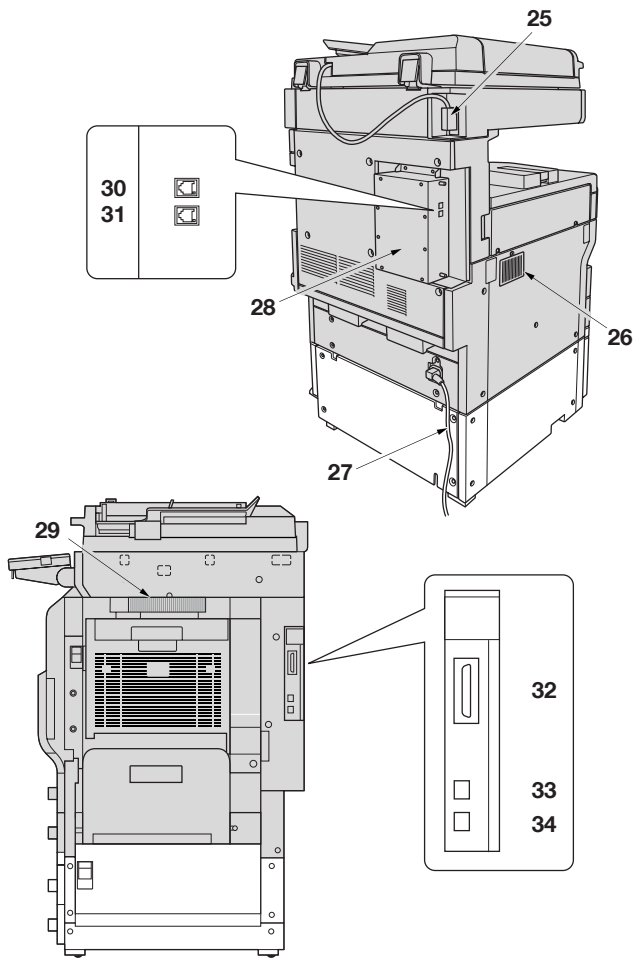
2.1 Machine Configuration

External



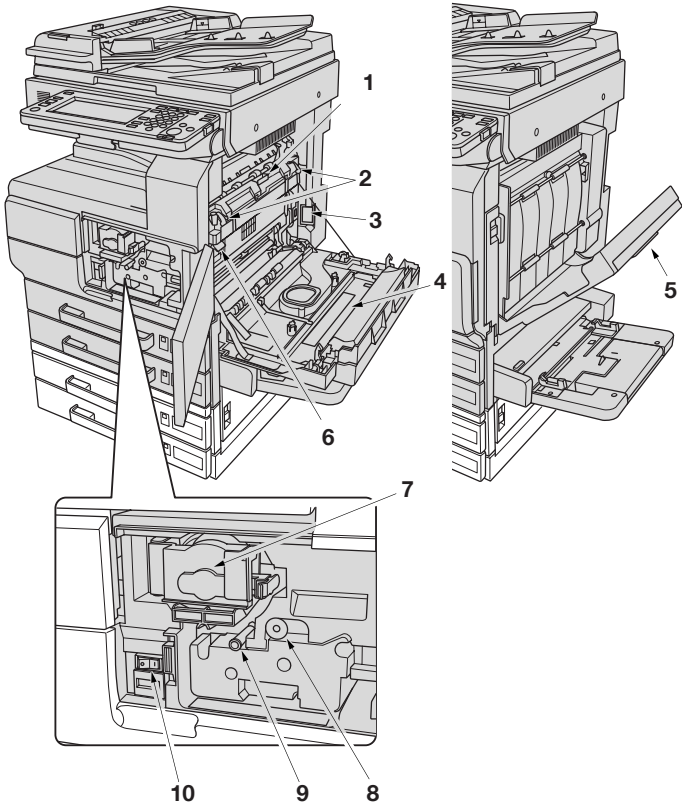
No.	Name	Description
1	Left partition glass	Scans the original positioned in the ADF.
2	Document scales	Used to align the document.
3	Document pad	Presses down on the document positioned on the original glass.

No.	Name	Description
4	Original glass	Scans the image of the loaded document.
5	Control panel	Use to specify the various settings and perform operations such as starting copying. Refer to page 2-20 for details.
6	Machine Status indicator	Indicates machine status by combining the color (green or red) and the state (steady on or blinking).
7	Adjustable paper guides	Used as guides with which to align the original positioned.
8	Paper tray	Place the original face up.
9	Original output tray	Feeds out scanned originals.
10	Document stopper	Set in a standing position to prevent large-sized originals falling off the original output tray.
11	Sub power switch	Turns on/off the copying and scanning functions. Turning it off will terminate all the functions other than printing, and receiving and outputting facsimile data, and then enter the sleep mode.
12	Automatic duplex unit door release lever	Opens the automatic duplex unit door in case of paper misfeeds within the automatic duplex unit.
13	Automatic duplex unit door	Opened when clearing paper misfeeds within the automatic duplex unit.
14	Release lever for the right-side door of the main unit	Pulled out to open the right-side door of the main unit.
15	Release lever for the vertical conveyance door of the main unit	Slided to the right to open the vertical conveyance door when clearing paper misfeeds.
16	Bypass tray entrance door lever	Held to slide to the front of the bypass tray entrance door when clearing paper misfeeds.
17	Bypass tray	Opened and used to print on the type of paper that is not or cannot be set in the other trays, including thick paper, overhead projector transparencies, envelopes or label sheets.
18	Tray extension	Opened when large-sized paper is to be loaded into the bypass tray.
19	Adjustable document guides	Used as guides with which to align the paper.
20	Tray 1	A maximum of 500 sheets of 11 × 17 to 5-12 × 8-12 plain paper (20 lb) can be loaded.
21	Tray 2	A maximum of 500 sheets of 11 × 17 to 5-12 × 8-12 plain paper can be loaded.
22	Paper-empty indicator	Indicates the remaining number of sheets of paper in the paper tray. As the amount of paper in the paper tray decreases, the area that appears in red increases.
23	Front door	Opened when replacing the toner cartridge, or cleaning the writing unit glass or corona wire. Refer to page 10-3 and page 12-4, for details.
24	Paper output tray	Collects printed pages.



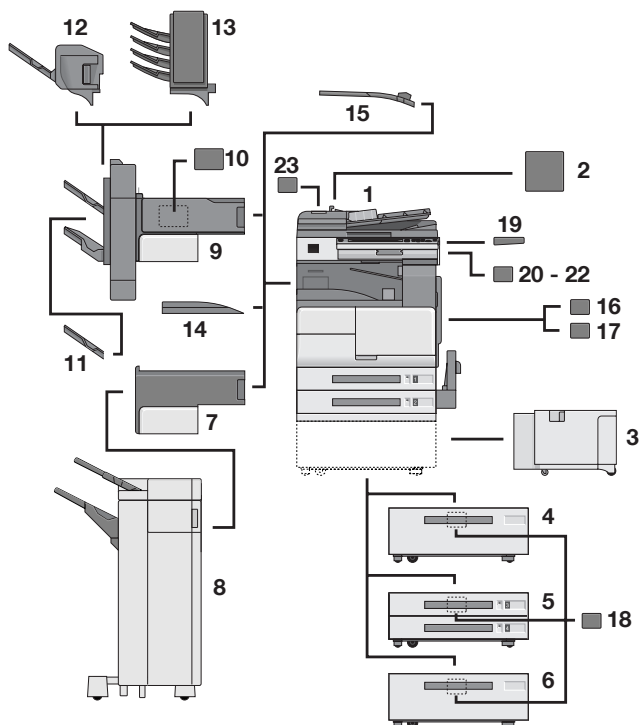
No.	Name	Description
25	ADF connector	Used for connecting the ADF hookup cord.
26	Toner filter	Collects the toner dust generated in the machine.
27	Power cord	Supplies power to the machine.
28	MOUNT KIT MK-708 (Option)	Used for connecting the facsimile and telephone line.
29	Ventilation duct	Releases exhaust heat from the machine.
30	TEL PORT1 jack	Used for connecting a telephone set.
31	LINE PORT1 jack	Used for connecting a general subscriber line.
32	IEEE1284 port (type C)	Used for connecting a parallel cable from the computer.
33	USB port (type B) USB 2.0/ 1.1-compliant	Used for connecting to a computer via a USB cable.
34	Network connector (10 Base- T/100 Base-TX)	Used for connecting to the network cable for a local network when this machine is used for network printing and network scanning.

Internal



No.	Name	Description
1	Fusing guide lever	Held to open the fusing guide cover when clearing paper misfeeds.
2	Envelope lever	Pulled up when printing on envelope.
3	Ozone filter	Collects the ozone generated in the machine.
4	Switchback unit	Built into the printer to turn over the paper during double-sided printing.
5	Automatic duplex unit door	Held to open the Automatic duplex unit when clearing paper misfeeds.
6	Conveyance unit lever	Held to open the Conveyance unit when clearing paper misfeeds.
7	Toner cartridge cover	Opened to pull out the toner cartridge holder when replacing the toner cartridge.
8	Corona wire cleaning lever	Pull out when cleaning the corona wire.
9	Writing unit glass cleaning lever	Pull out when cleaning the writing unit glass.
10	Main power switch	Used for turning on/off the machine.

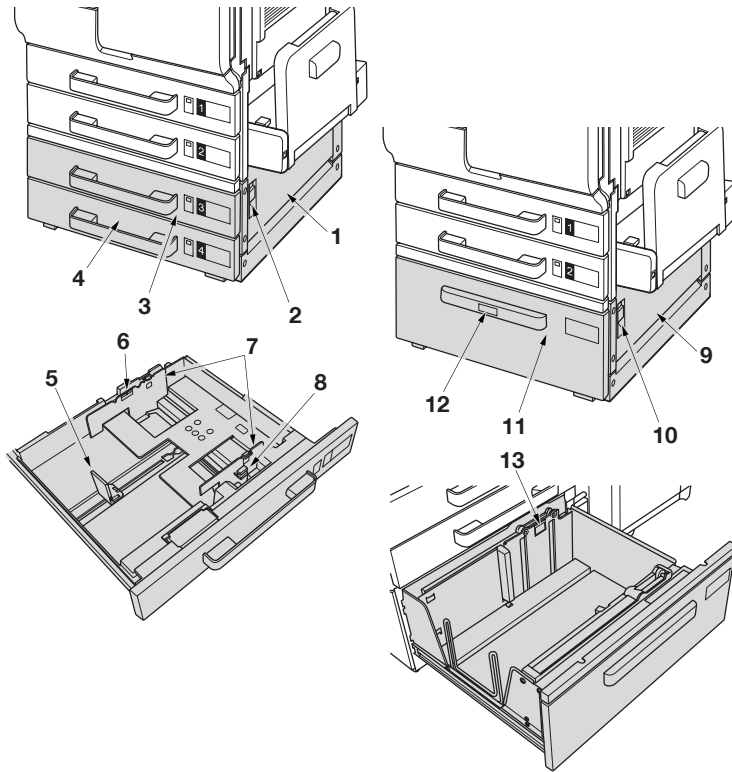
Options



No.	Name	Description
1	Main unit	Consists of a scanner, a printer, an ADF, and paper feeders (2 trays and 1 bypass tray).
2	Mount Kit MK-708	Used to install the Fax kit.
3	Large Capacity Unit LU-201	Can be loaded with up to 2,000 sheets of paper (20 lb).
4	Desk DK-501	Set up on the floor, allowing the machine to be positioned on top. Can store copying material.
5	Paper Feed Cabinet PC-202	Consists of 2 trays, each of which can be loaded with up to 500 sheets of paper (20 lb).
6	Paper Feed Cabinet PC-402	Can be loaded with up to 2,500 sheets of paper (20 lb).
7	Relay Unit RU-502	Relays paper between the main unit and finisher FS-511.

No.	Name	Description
8	Finisher FS-511	Collects printed sheets. Provides selectable finishing functions: sort, group, offset-sort, offset-group, staple, and punch.
9	Finisher FS-510	Collects printed sheets. Provides selectable finishing functions: sort, group, offset-sort, offset-group, staple, and punch.
10	Punch Unit PU-501	Installed on FS-510 to provide hole punching functions.
11	Output Tray OT-601	A paper output tray which can be added to Finisher FS-510.
12	Saddle Stitcher SD-502	Installed on FS-510 to provide folding and binding functions.
13	Mailbin Kit MT-501	Installed onto the Finisher FS-510 to divide printed pages and feed them into the appropriate bin assigned to a specific individual or group when used for PC printing.
14	Output Tray OT-501	A paper output tray installed onto the main unit when a finisher is not used.
15	Job Separator JS-502	Separates printed sheets. Pull the lever when taking out the paper.
16	Image Controller IC-204	Installed when the machine is used for network printing and network scanning.
17	Hard Disk HD-505	Installed to increase the scanning capacity or provide scanning of multiple jobs.
18	Dehumidifier Heater 1C	Installed in Paper Feed Cabinet to prevent the paper loaded from collecting humidity. (It can be mounted also on Desk DK-501.)
19	Working table	Provides an area to temporarily place original and other materials.
20	Key Counter (TBD)	Installed in the main unit to make the counter function available for printed sheets.
21	Key Counter Mount (TBD)	Required when using the key counter.
22	Key Counter Mount Kit (TBD)	Required when installing the key counter kit.
23	Stamp Unit SP-501	Installed onto ADF.Stamps scanned document pages to indicate that they have been faxed.

Paper Feed Cabinet PC-202/PC-402



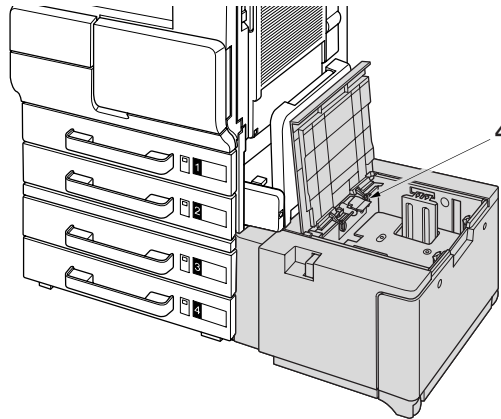
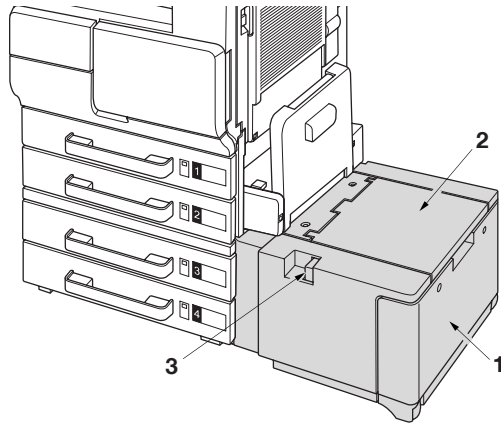
Paper Feed Cabinet PC-202

No.	Name	Description
1	Lower right-side door	Opened when clearing paper misfeeds.
2	Lower right-side door release lever	Pulled to the right to open when clearing paper misfeeds.
3	Tray 3	A maximum of 500 sheets of 11 × 17 to 5-1/2 × 8-1/2 plain paper (20 lb) can be loaded.
4	Tray 4	A maximum of 500 sheets of 11 × 17 to 5-1/2 × 8-1/2 plain paper (20 lb) can be loaded.
5	Paper limit indication (▼)	Indicates the maximum amount of paper to be loaded.
6	Trailing-edge guide	Slide the adjustable paper guides against the trailing edge of the copy paper.
7	Adjustable paper guides	Slide the adjustable paper guides against the side edges of the copy paper.
8	Paper guide lock release lever	Pressed backward to slide the paper guides.

Paper Feed Cabinet PC-402

No.	Name	Description
9	Lower right-side door	Opened when clearing paper misfeeds.
10	Lower right-side door release lever	Pulled to the right to open when clearing paper misfeeds.
11	Paper feed cabinet	The paper feed cabinet which can be used for 8-1/2 × 11 paper only. A maximum of 2,500 sheets of plain paper (20 lb) can be loaded.
12	Cabinet lock release button	Pressed in order to pull out the paper feed cabinet.
13	Paper limit indication (▼)	Indicates the maximum amount of paper to be loaded.

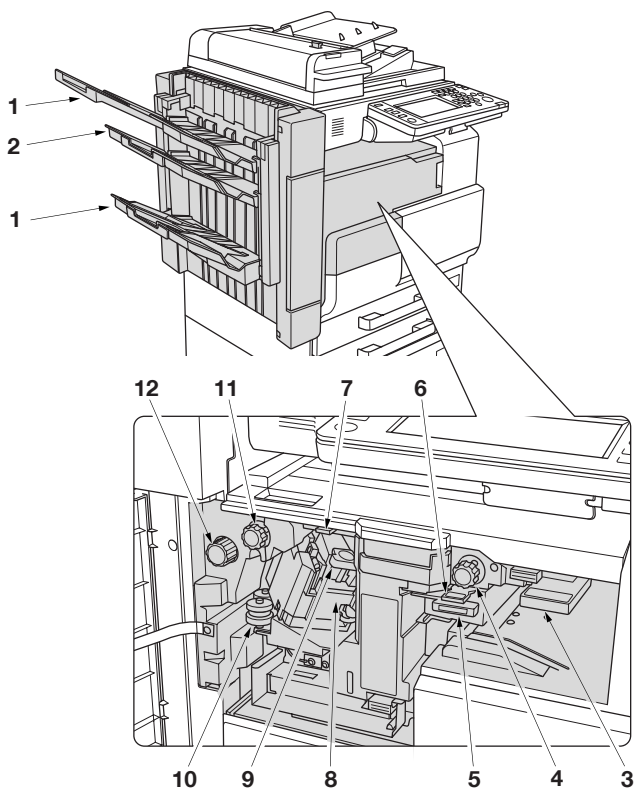
Large Capacity Unit LU-201

**Reminder**

Do not climb on, or place objects on this unit to prevent any damage.

No.	Name	Description
1	Large capacity unit	The large capacity unit which can be used for 8-1/2 × 11 paper only. A maximum of 2,000 sheets of plain paper (20 lb) can be loaded.
2	Upper door	Opened when loading paper or clearing paper misfeeds.
3	Lock release lever	Held to slide the large capacity unit to the right when clearing paper misfeeds.
4	Paper take-up roller	Feeds one sheet of paper at a time into the main unit.
5	Paper limit indication (▼)	Indicates the maximum amount of paper to be loaded.

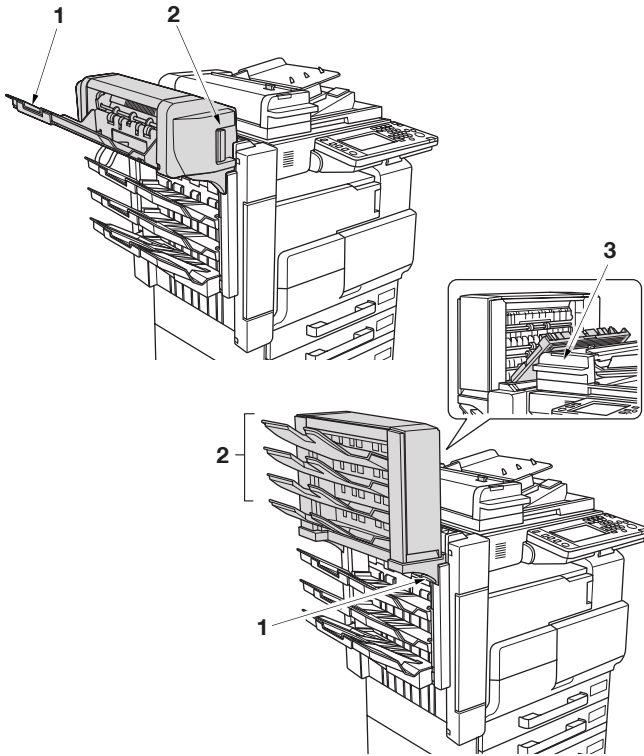
Finisher FS-510/Output Tray OT-601/Punch Unit PU-501

**Reminder**

Do not place objects beneath the output tray to prevent any damage incurred by shock or other forces.

No.	Name	Description
1	Paper output tray	Collects sheets.
2	Optional output tray (an Output Tray OT-601 option)	Collects sheets.
3	Guide (FN1)	Pushed down when clearing paper misfeeds.
4	Knob (FN2)	Turned when clearing paper misfeeds.
5	Punch dust box (a Punch Unit PU-501 option)	Collects punch dust. Pull out to empty.
6	Guide (FN3)	Pushed down after pulling out the punch dust box to clear paper misfeeds.
7	Guide (FN4)	Pushed down when clearing paper misfeeds.
8	Stapler	Staples paper.
9	Staple cartridge holder	Stores staples. Pulled out from the stapler when loading staples or clearing paper misfeeds.
10	Dial	Turned to move the stapler to the front when clearing jammed staples or loading staples.
11	Guide (FN5)	Rotated when clearing paper misfeeds.
12	Guide (FN6)	Rotated when clearing paper misfeeds.

Saddle Stitcher SD-502/Mailbin Kit MT-501

**Reminder**

The finisher utilizes different trays by adjusting the height, which makes the entire set of trays move up and down. This vertical movement becomes even larger when a saddle stitcher or mailbin is installed, and any object placed on or beneath the finisher may cause damage by making contact to it. Make sure that there is no object on or beneath the finisher.

Do not place objects on, or lean against, the saddle stitcher or mailbin to prevent any damage.

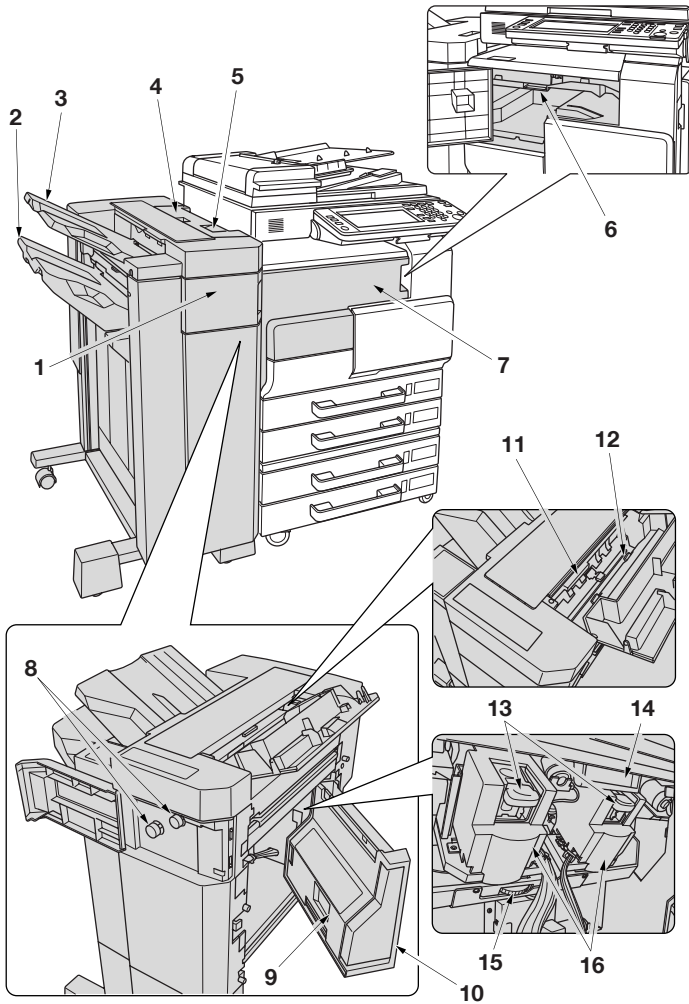
Saddle Stitcher SD-502

No.	Name	Description
1	Paper output tray	Collects sheets.
2	Lock release lever	Pulled to slide to the left when clearing paper misfeeds.

Mailbin Kit MT-501

No.	Name	Description
1	Lower cover lever	Pulled down to open when clearing paper misfeeds.
2	Mailbins	Collects printed and sorted sheets.
3	Misfeed-clearing door	Pulled to the right to open when clearing paper misfeeds.

Finisher FS-511/Relay Unit RU-502



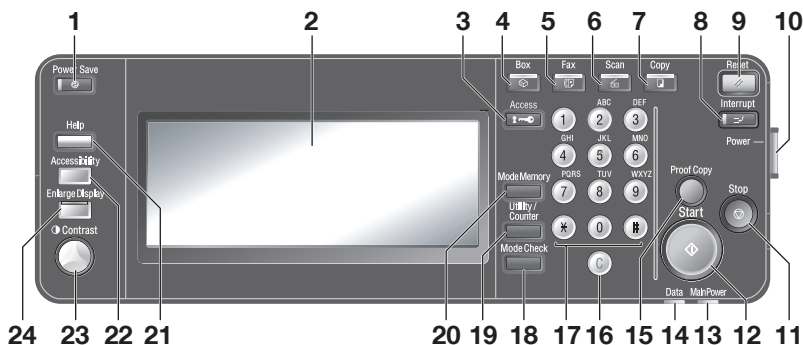
**Reminder**

Do not place objects beneath the Primary output tray (tray 2) to prevent any damage incurred by shock or other forces.

Do not hold the output tray (tray 1 or tray 2) when moving the finisher to prevent the trays from broken or to prevent any damage.

No.	Name	Description
1	Finisher front door (FN4)	Opened when clearing paper misfeeds.
2	Primary output tray (tray 2)	Collects printed sheets.
3	Secondary output tray (tray 1)	Collects printed sheets.
4	Upper cover (FN1)	Opened when clearing paper misfeeds.
5	Finisher handle	Held to slide the finisher to the left when detaching the finisher from the main unit in such cases as clearing paper misfeeds, loading staples, and emptying the punch dust box.
6	Relay unit lever	Pushed down when clearing paper misfeeds.
7	Relay unit door	Opened when clearing paper misfeeds.
8	Knobs (FN5)	Rotated when clearing paper misfeeds.
9	Punch dust box	Collects punch dust. Taken out to empty.
10	Finisher right-side door (FN7)	Opened when emptying the punch dust box, clearing paper misfeeds, or loading staples.
11	Guide (FN3)	Opened when clearing paper misfeeds.
12	Guide (FN2)	Opened when clearing paper misfeeds.
13	Guide (FN8)	Opened when clearing paper misfeeds.
14	Staple cartridge holder	Stores staples. Pulled out from the stapler when loading staples or clearing paper misfeeds.
15	Dial	Turned to the left to move the stapler to the center when clearing jammed staples or loading staples.
16	Stapler	Staples paper.

Control Panel



No.	Name	Description
1	[Power Save] key	When the [Power Save] indicator is lit, press to activate the machine. Vice versa, press to manually change to the power save mode.
2	Touch panel	Displays various screens and messages. Specify the various settings by directly touching the Touch Panel.
3	[Access] key	If user authentication or account track settings have been applied, press this key after completing entering the user name and password (user authentication) or the account name and password (account track), so as to use the machine.
4	[Box] key	Press to enter the Box mode. While the machine is in the Box mode, the indicator on the [Box] key lights up in green. For details, refer to Box Operations of the bizhub 500/420 User's Guide.
5	[Fax] key	Press to enter the Fax mode. While the machine is in the Fax mode, the indicator on the [Fax] key lights up in green. For details, refer to Fax Operations of the bizhub 500/420 User's Guide.
6	[Scan] key	Press to enter the Scan mode. While the machine is in the Scan mode, the indicator on the [Scan] key lights up in green. For details, refer to Network Scanner Operations of the bizhub 500/420 User's Guide.
7	[Copy] key	Press to enter the Copy mode. (This machine is default to the Copy mode.) While the machine is in the Copy mode, the indicator on the [Copy] key lights up in green.
8	[Interrupt] key	Press to change modes from the Copy, Print, or Scan mode. When pressed, the indicator on the [Interrupt] key lights up in green.
9	[Reset] key	Resets all the settings specified using the control panel and the touch panel. (Stored settings are not reset by this key.)

No.	Name	Description
10	Sub power switch	Turns on/off the copying and scanning functions. Turning it off will terminate all the functions other than the print and fax functions, and enter the sleep mode.
11	[Stop] key	Press to abort the ongoing operation; delete the stored memory.
12	[Start] key	Press to start operations such as copying. When this machine is ready to begin copying, the indicator on [Start] key lights up in green. If the indicator on key lights up in orange, copying cannot be started.
13	Main Power indicator	Lights up in green when the main power is turned on.
14	Data indicator	Blinks in green while a print job is being received. Lights up in green when a print job is queued for printing or when printing is in progress.
15	[Proof Copy] key	Press to print a single sample copy to be checked before printing a large number of copies.
16	[C] (Clear) key	Press to change a value (such as the number of copies and the zoom ratio) entered from the keypad.
17	Keypad	Press to enter values for various settings, including the number of copies and the zoom ratio.
18	[Mode Check] key	Press to display the Mode Check Screen to view the current copy settings.
19	[Utility/Counter] key	Press to display the Utility Screen or the sales counter.
20	[Mode Memory] key	Press to register the desired copy settings as a program or to recall a registered copy program.
21	[Help] key	Press to display the Help Screen that explains how to copy or use other functions.
22	[Accessibility] key	Press to change the control panel and touch panel settings.
23	Contrast dial	Use to adjust the contrast of the touch panel.
24	[Enlarge Display] key	Press to switch between the Enlarge Display mode and the standard display mode.



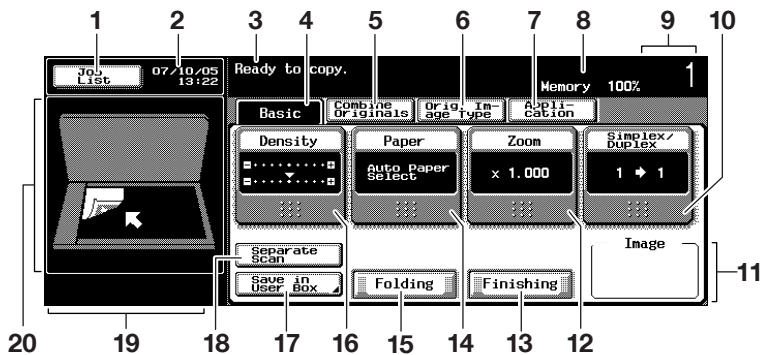
Reminder

Do not press the touch panel with an object with a sharp end or apply extreme pressure to it, otherwise it may be scratched or damage

Basic Screen and Icons

When the machine is ready to begin making copies after being turned on, the Basic Screen appears. Touch a key on the screen to display a respective function or setting that you wish to use.




The key and icons displayed on the Basic Screen are explained as follows.



No.	Name	Description
1	[Job List]	Touched to display the Job List Screen.
2	Date and time display area	Displays the current date and time. Switches to the clock display when the weekly timer is due to activate in 5 minutes.
3	Message display area	Displays the status of the machine and details on operations required of the user.
4	[Basic] tab	Touched to display the Basic Screen to specify the basic functions.
5	[Combine Originals] tab	Touched to display the Combine Originals Screen to specify the type of originals to apply the Combine Originals settings or to scan.
6	[Original Image Type] tab	Displays the Original Image Type Screen to specify the original image settings.
7	[Application] tab	Touched to display the Application Screen to specify the application settings.
8	Memory availability display area	Displays the amount of memory available for operations.
9	Copying amount display area	Displays the number of copies specified.
10	[Simplex/Duplex]	Touched to specify the Simplex/Duplex settings for the originals and the resultant copied sheets.
11	Image display area	Displays the specified staple and punch hole settings.

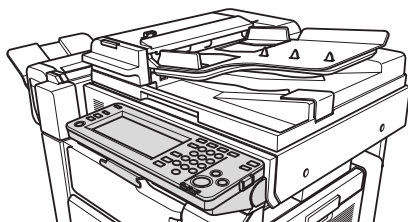
No.	Name	Description
12	[Zoom]	Touched to use the Fixed Zoom, Set Zoom, Zoom with Constant X and Y Ratio, Independent Zoom, or Auto Zoom, or to define the Set Zoom with desired zoom ratios.
13	[Finishing]	Touched to specify the output settings other than folding. The settings include: Output tray, paper orientation, sort/group and crisscross, staple/punch and positions (the availability varies depending on the options installed).
14	[Paper]	Touched to select a paper tray or to specify the Auto Paper Select settings. Also used when specifying the paper type and size that is set in the bypass tray.
15	[Folding]	Touched to specify the Half Fold and Fold & Staple settings. (Only available when Saddle Stitcher SD-502 is installed.)
16	[Density]	Touched to specify copy density, select a stored density setting, or specify background density.
17	[Save in User Box]	Touched while outputting scanned original data to save the data in a box. Also used to further specify the box where the data is to be saved and whether or not the data is printed when it is saved. For details, refer to the Box Operations of the bizhub 500/420 User's Guide. (Only available when Hard Disk HD-505 is installed.)
18	[Separate Scan]	Touch to store scanned images in memory.
19	Icon display area	Displays icons that show jobs and machine status.
20	Sub display area	Graphically displays procedures and settings.

Icons shown in the icon display area

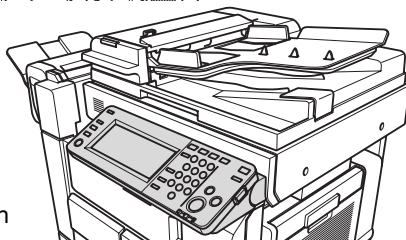
Icon	Description
	Indicates that data is being sent from the machine, regardless of the current mode.
	Indicates that data is being received by the machine, regardless of the current mode.
	If the warning screen was closed when a warning occurred, touch this key to display the warning screen again.

2.2 Adjusting Angle of the Control Panel

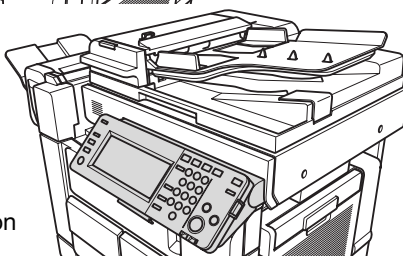
The control panel can be adjusted to any of the following three angles. Adjust the control panel to the angle that allows for easy operation.



1 Upper position (base position)



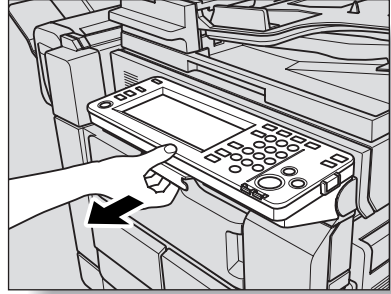
2 Middle position



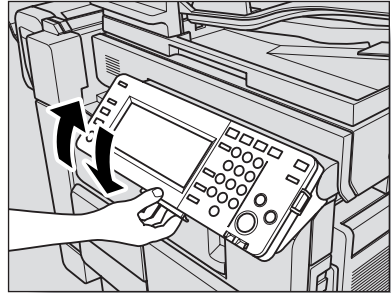
3 Lower position

To adjust the angle of the control panel

- 1 Pull the control panel release lever toward you to unlock the current position.



- 2 Move the control panel slightly to any direction, and release the control panel release lever.



2.3 Turning On/Off the Power

This machine has two power switches: the main power switch and the sub power switch.

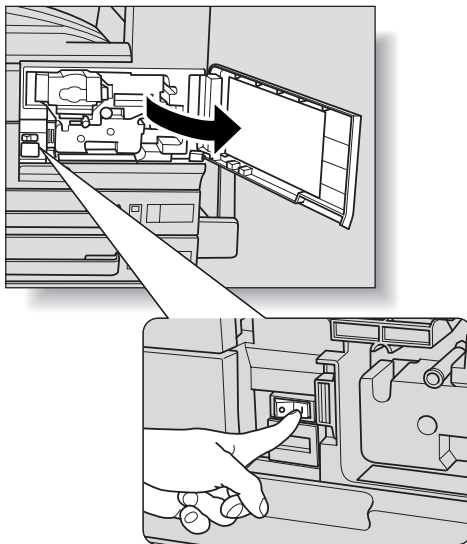
The main power switch turns on/off all the functions of the machine. Normally the main power is kept turned on.

The sub power switch turns on/off the copying and scanning functions. As for the printer function and data transmission/output function of facsimile, turning off the sub power switch will activate the power save mode.

Turning on the machine

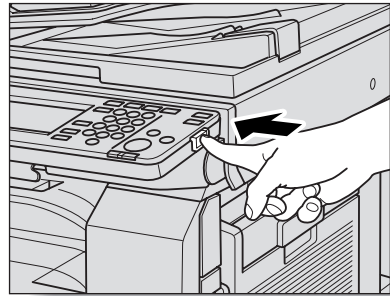
1 Turn on the main power.

- The main power switch is located inside the machine.
- Open the front doors of the main unit, and turn on the main power.



The main power indicator on the control panel lights up in green.

- 2 Turn on the sub power.
 - The sub power switch is located on the right side of the control panel.
 - Press the sub power switch to turn it on.



The control panel displays the wake-up screen, followed by the Basic screen.

- ? How long does it take for the machine to warm up?
→ bizhub 500: within 60 seconds, bizhub 420: within 30 seconds.



Detail

When the control panel is turned on by using the sub power switch, the indicator on the Start key lights up in orange, and a screen indicating that the machine is starting up appears. After a few seconds, the message "Now warming up. Ready to scan." is displayed, and the indicator on [Start] key lights up in green, indicating that originals can now be scanned and later printed when the copying functions becomes available. For details, refer to page 3-64.



Detail

User name and password may need to be entered to activate the machine if the user authentication or account track function has been introduced to the machine. For details, refer to page 2-39.

The user may also be required to insert a key counter or copy card into the machine. Follow the instructions accordingly.

**Detail**

Default settings are those settings that have not been changed since the power is turned on, or that are available after pressing [Reset] to reset all the previously specified settings.

The default settings can be changed. For details, refer to page 14-31.

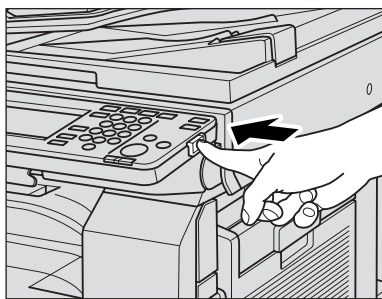
The factory default settings are the settings that were set when this machine was shipped from the factory.

Turning off the machine

- ✓ The main power is normally to be kept turned on. Turning it off will terminate all the functions including printing, and receiving and outputting facsimile data.
- ✓ Do not turn off the main power while queued jobs or stored jobs are still pending to be printed. Otherwise, data that are yet to be printed out will be deleted.
- ✓ Do not turn off the main power or sub power while printing is in progress. Otherwise it will cause paper misfeeds.
- ✓ Do not turn off the main power or sub power while scanning originals or transmitting image data. Otherwise, data whose handling has yet to be completed will be deleted.

1 Turn off the sub power.

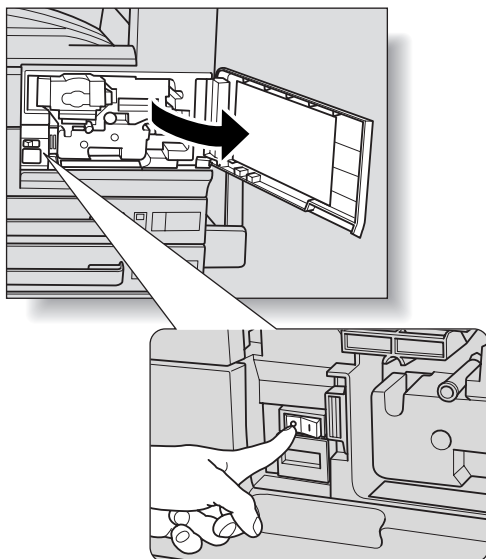
- The sub power switch is located on the right side surface of the control panel.
- Press the sub power switch to turn it off.



The display on the touch panel goes off, and all the lights are turned off except for the main power indicator.

2 The main power switch is located inside the machine.

- The main power switch is located inside the machine.
- Open the front doors of the main unit, and turn off the main power.



Open the front doors of the main unit, and turn off the main power.



Reminder

When turning off and then turning on the main power, do so with an interval of at least 10 seconds between the actions. Otherwise the machine may fail to function correctly.

Automatically Returning to the Default Settings (Automatic Panel Reset)

If the [Reset] key is not pressed and no operation is performed for a specified length of time, the copy settings that have not been specified are cleared and the machine returns to the default settings.

This is the Automatic Panel Reset.

As the factory default, Automatic Panel Reset activates after 1 minute.



Detail

The length of time until the automatic panel reset operation is performed and whether or not it is performed can be set in the Utility mode. For details, refer to page 14-22.

Automatically Returning to the Priority Screen (Automatic System Reset)

If no operation is performed for a specified length of time, the screen is automatically changed to that for the mode given priority.

This is the automatic system reset operation.

The priority screen can be set either to that for copying functions or to that for scanning functions.

As the factory default, the Copy Mode Screen is displayed after 1 minute.



Detail

Use the Utility mode to specify the length of time before the automatic system reset is activated, or to give priority to a screen. For details, refer to page 14-20.

2.4 To Use Machine When Power Save Indicator Lights

The power save indicator indicates either that the machine is in the power save mode, or that the weekly timer is functioning. The machine is not operational as it is.



To activate the machine

- 1 Press [Power Save] on the control panel



If the machine has been in the power save mode, it becomes available for operations.

If the machine has been applied the weekly timer, the Basic Screen appears. The message "Please enter the password" appears on the screen. Entering an appropriate password will activate the machine during non-business hours. For details, refer to page 2-37.



Detail

The power save function has two modes: the Low Power mode and the Sleep mode. For details, refer to page 2-32 to page 2-33.

The power save mode can be activated manually. For details, refer to page 2-34.

Automatically Conserving Energy (Low Power Mode)

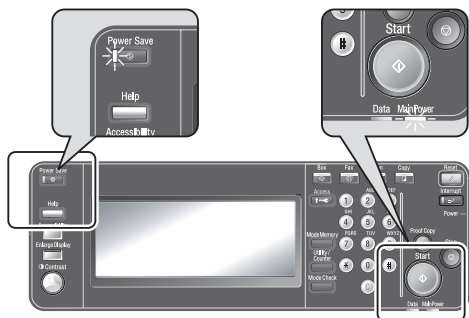
If no operation is performed for a specified length of time, the touch panel goes off and the energy consumption is reduced to under approx. 105 W.

The [Power Save] key and the main power indicator light up in green, the [Start] key lights up in red, and the touch panel and all the other indicators go off.

This is the Low Power mode.

The machine can receive jobs even when it is in the Low Power mode.

As the factory default, the machine enters the low power mode after 15 minutes (bizhub 500) and 1 minute (bizhub 420).



To interrupt the low power mode to activate the machine

1 Press [Power Save] on the control panel.

- Pressing any key or the surface of the touch panel also returns the machine to an operational state.



The touch panel display reappears and, after the machine has finished warming up, it is ready to operate again.

**Detail**

Originals can be scanned while the machine is warming up. For details, refer to page 3-62.

**Detail**

The length of time until the machine enters Low Power mode can be changed. For details, refer to page 15-21.

If the time for entering Low Power mode and Sleep mode are the same, the machine will immediately enter Sleep mode without entering Low Power mode.

Automatically Conserving Energy (Sleep Mode)

If no operation is performed for a specified length of time, the touch panel goes off and the energy consumption is reduced to under 2.2 W, the state where the energy conserved is greater than the Low Power mode.

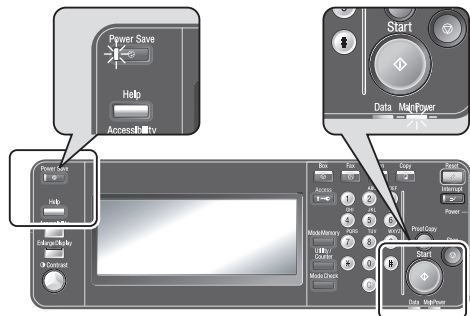
The [Power Save] key and the main power indicator light up in green, and the touch panel and all the other indicators go off.

This is the Sleep mode.

Although the machine conserves more energy in Sleep mode than in the Low Power mode, it needs to take longer than Low Power mode to warm up when Sleep mode is cancelled before getting ready to print again.

The machine can receive jobs even while it is in the Sleep mode.

As the factory default, the machine enters the Sleep mode after 90 minutes (bizhub 500) and 15 minutes (bizhub 420).



To interrupt the sleep mode to activate the machine

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



The touch panel display reappears and, after the machine has finished warming up, it is ready to operate again.



Detail

Originals can be scanned while the machine is warming up. For details, refer to page 3-62.



Detail

The length of time before the machine enters Sleep mode can be changed. For details, refer to page 15-21.

If the time for entering Low Power mode and Sleep mode are the same, the machine will immediately enter Sleep mode without entering Low Power mode.

Manually Conserving Energy

The machine can be manually set to an energy conservation mode.

- 1 Press and hold [Power Save] on the control panel.



As the factory default, the machine enters Low Power mode.



Detail

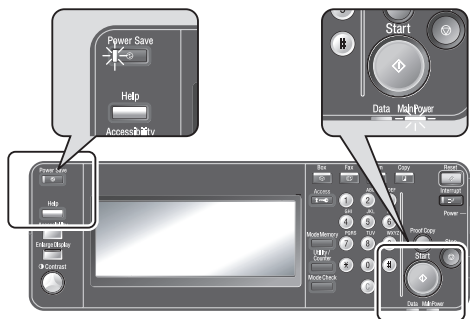
As the factory default settings, pressing the [Power Save] key will turn the machine into the Low Power mode. By using the Administrator Settings Screen, this setting can be changed so that it enters the Sleep mode with the same user operation. For details, refer to page 15-21.

Limiting Machine Usage (Weekly Timer)

The machine can be set to automatically enter the sleep mode according to a usage schedule determined by the administrator or limitations on the use of the machine can be specified.

This is the weekly timer.

When the weekly timer is functioning and the machine is in the sleep mode, the [Power Save] key and the main power indicator light up in green, and the touch panel and all the other indicators go off. The machine is not operational while it is in this state.



The length of time before the machine enters the sleep mode can be changed. While the machine is in the Sleep mode, entering the password for non-business hours and specifying the duration of operation will make it available. For information on operating the machine when it is in the sleep mode by the weekly timer, refer to the following “Operating the Machine During Non-Business Hours (Weekly Timer)” section.



Detail

The weekly timer is not set as the factory default. The weekly timer is set in the Administrator mode. For details, refer to page 15-32.

To specify that the password for non-business hours should be entered prior to setting the duration before the machine returns to the sleep mode again, use the Administrator mode. This function is not set as the factory default. For details, refer to page 15-42.

Operating the Machine During Non-Business Hours (Weekly Timer)

The following steps show how to operate the machine when it is in the Sleep mode by the weekly timer.

- ✓ The weekly timer is set in the Administrator mode.
- ✓ Interrupt the Sleep mode, and specify the duration before the machine returns to the Sleep mode.
- ✓ If the password for non-business hours is set by the administrator, this password must be entered before specifying the duration for user operations.

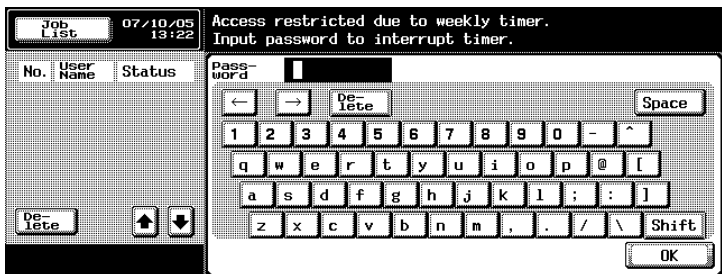
- 1 Press [Power Save] on the control panel.



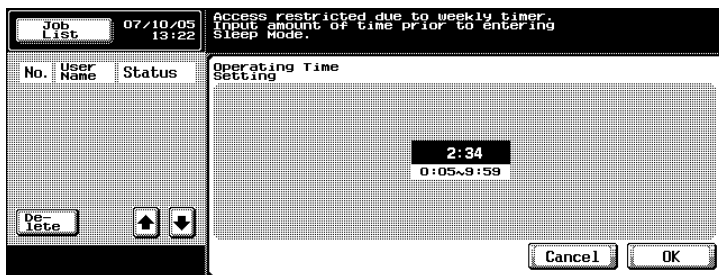
- The Operating Time Setting Screen will be displayed. Proceed to Step 4.
- If the password for non-business hours is set, the Password Input Screen appears. Proceed to Step 2.

- 2 Enter the password for non-business hours from the keypad.

- The password can be specified up to 8 digits.
- To correct inputting errors, touch [Delete] and enter the correct password.



- 3 Touch [OK].
The Operating Time Setting screen will be displayed.
- 4 Enter the duration of machine operation from the keypad on the control panel.
 - Enter the duration before the machine enters the Sleep mode again. Specify a length of time between 5 minutes and 9 hours and 59 minutes.



- 5 Touch [OK].
The Basic Screen is displayed with the message “Ready to copy”. Copy functions become available.



Detail

If only one digit is to be specified for the duration, make it two digits by adding 0 for the tens place. If the duration of less than 5 minutes is specified, it is automatically changed to 5 minutes. In addition, a minutes setting of 60 or more cannot be specified.



Reminder

If you finish using the machine before the set length of time, you can press and hold the [Power Save] key to apply the Sleep mode.

2.5 Making Authentication

This machine can be set in the manner that it requires a user to enter a user name and password, or account name and password, that are specified by the administrator.

User authentication allows the administrator to limit functions or the amount of printed copies allowed to different users, use the printing and scanning counter for each user, or allocate a personal box to each user.

Account track allows the administrator to limit the amount of printed copies or use the printing and scanning counter for each account.



Detail

User authentication is specified in the Administrator mode. For details, refer to page 15-73.

Account track is specified in the Administrator mode. For details, refer to page 15-73.

To enter a user name and password (user authentication)

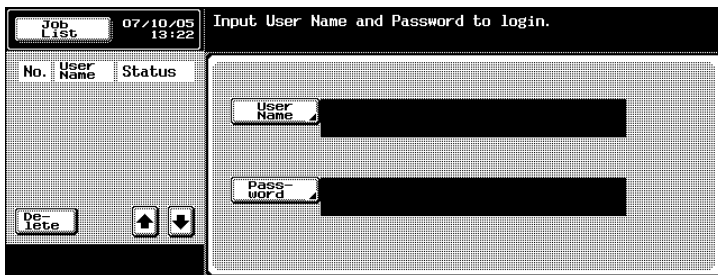
If the administrator has specified the user authentication settings, only the permitted users can use the machine.

- ✓ When user authentication has been set, only users who enter the allocated user name and password can use the machine.
- ✓ Contact your administrator for password information.
- ✓ Account track may be set in addition to user authentication. If an account name and password are required, refer to the following “To enter an account name and password (account track)” section.
- ✓ The machine functions or the amount of printed copies permitted may be specified between different users.

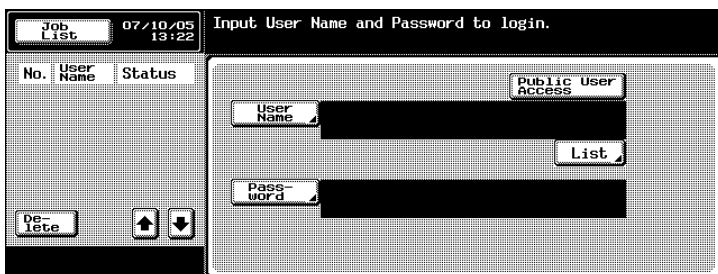
- 1 Turn on the machine power.

The User Name/Password Setting Screen will be displayed.

2 Touch [User Name].

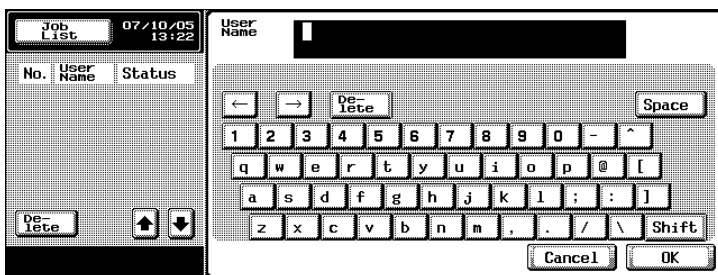


- The User Name Input Screen will be displayed.



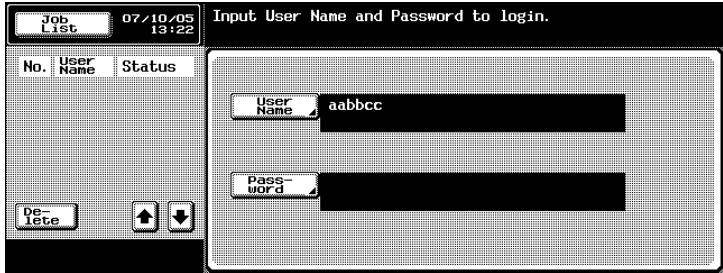
- If [Public User Access] is displayed, users who are not allocated a user name and password can use this machine by touching [Public User Access].
- If [List] is displayed, the desired user name can be selected from the list of user names. Touch [List] and select the desired user name, then touch [OK]. Proceed to Step 4.

3 Enter the user name, and then touch [OK].



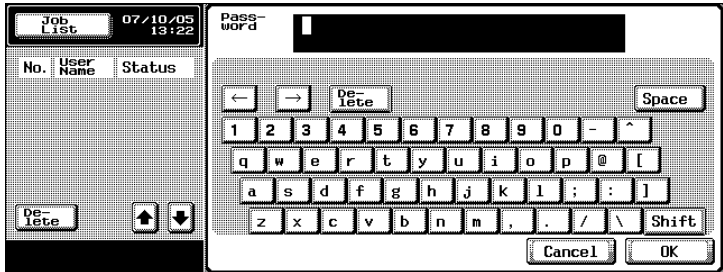
The User Name/Password Setting Screen will be restored.

- 4 Touch [Password].



The Password Input Screen will be displayed.

- 5 Enter the password, and then touch [OK].



The User Name/Password Setting Screen will be restored.

- 6 Press [Access] on the control panel.



The Basic Screen will be displayed.

- 7 Make copies using the desired copy settings.

- 8 When you have finished operating the machine, press [Access] on the control panel again.



A message appears, requesting confirmation to log off.

- 9 Touch [Yes].



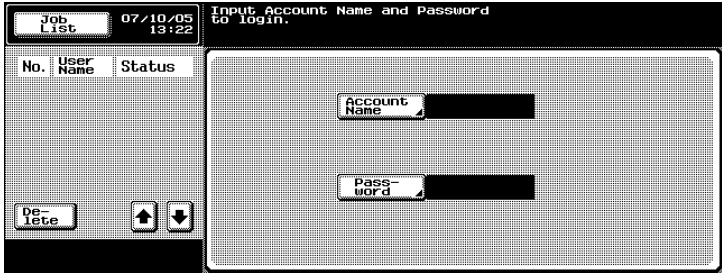
The User Name/Password Setting Screen is displayed, indicating that the machine is no longer operational.

To enter an account name and password (account track)

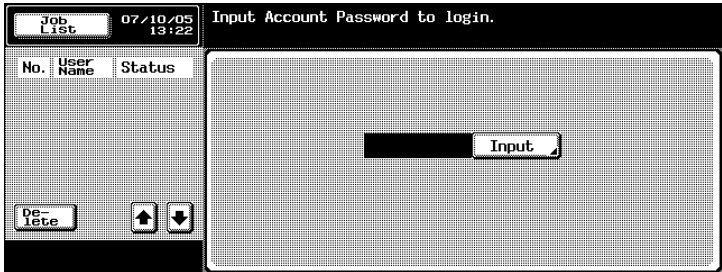
If the administrator has specified the account track settings, only users who belong to permitted accounts can use the machine.

- ✓ When account track has been set, only users who enter the allocated account name and password, or users who enter the allocated account password, can use the machine.
- ✓ Contact your administrator for password information.
- ✓ The amount of printed copies permitted may be specified differently between accounts.

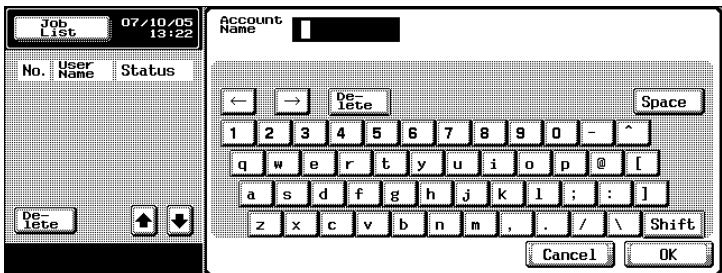
- 1 Turn on the machine power.
 - The Account Name/Password Setting Screen will be displayed.



- If the Account Password Setting Screen is displayed, proceed to Step 5.

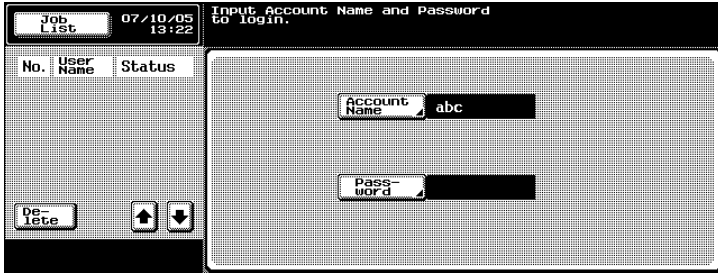


- 2 Touch [Account Name].
The Account Name Input Screen will be displayed.
- 3 Enter the account name, and then touch [OK].



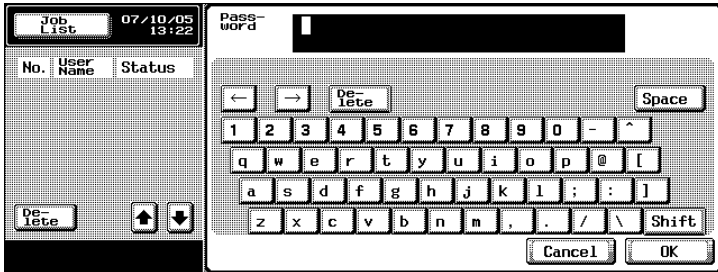
The Account Name/Password Setting Screen will be restored.

- 4 Touch [Password].

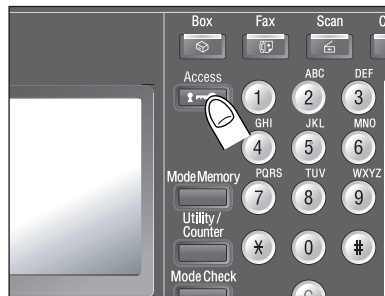


The Account Password Input Screen will be displayed.

- 5 Enter the password, and then touch [OK].



- 6 Press [Access] on the control panel.



The Basic Screen will be displayed.

- 7 Make copies using the desired copy settings.

- 8 When you have finished operating the machine, press [Access] on the control panel again.



A message appears, requesting confirmation to log off.

- 9 Touch [Yes].

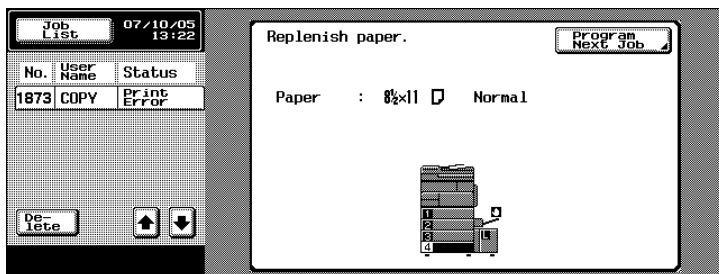


The Account Name/Password Setting Screen is displayed, indicating that the machine is no longer operational.

2.6 Loading Paper

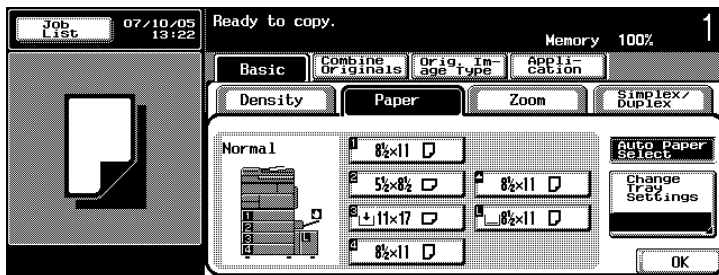
If a tray has run out of paper while copying or after printing, the message “Replenish paper” appears.



Check which paper tray appears highlighted in the touch panel, and then load it with paper.



Checking the Amount of Paper Remaining in the Tray

The Paper Screen is displayed before paper runs out from the tray. The icon beside the tray key indicates the current amount of paper remaining in the tray.



Icon	Description
	Indicates that no paper remains in the paper tray.
	Indicates that less than 25% of the paper remains in the paper tray.

The paper-empty indicator is located on the right-hand side of the front plate of Trays 1 to 4, indicating the amount of paper remaining in the tray. As the amount of paper in the paper tray decreases, the area that appears in red increases.

**Reminder**

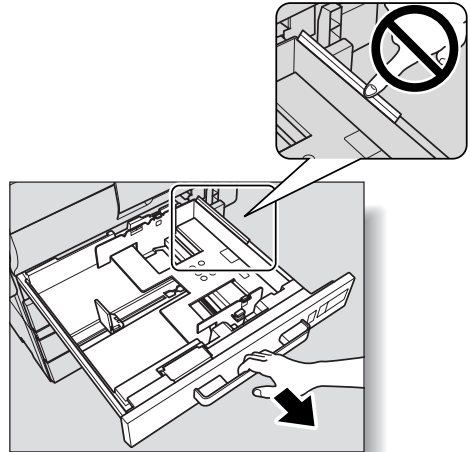
Load only the type of paper that is specified for the particular tray to prevent any trouble. If you need to load a different type of paper than the specified one, change the Paper Tray Setting from the User Setting Screen in the Utility mode. For details, refer to page 14-10.

Do not use treated paper to prevent the machine from being damaged. For details, refer to page 9-11.

To load paper in tray 1/2 (or tray 3/4)

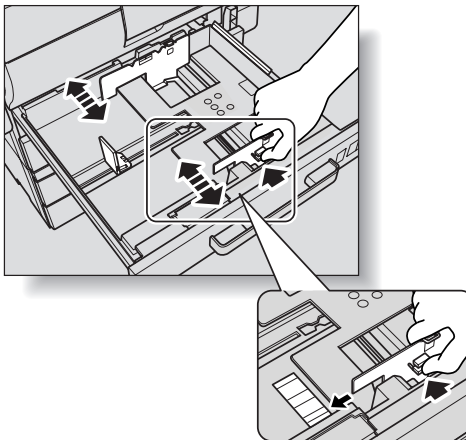
Follow the procedure described below to load paper into the tray 1/2 or into the tray 3/4 (optional paper feed cabinet PC-202).

- 1 Pull out the paper tray to be loaded with paper.



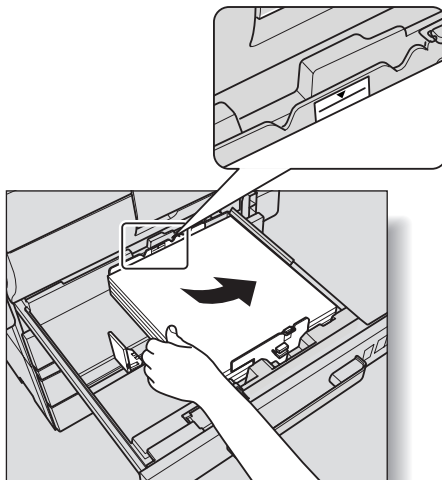
- 2** Slide the lateral guides along the appropriate size guides for the paper to be loaded.

- Pushing the paper guide lock release lever, move the lateral guides along the appropriate size guides for the paper to be loaded. Release the pressure applied to the paper guide lock release lever to lock it again.



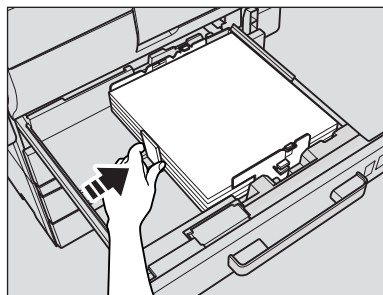
- 3** Load the paper into the tray.

- Load the paper so that the right side edge is aligned with the right side lining of the tray.

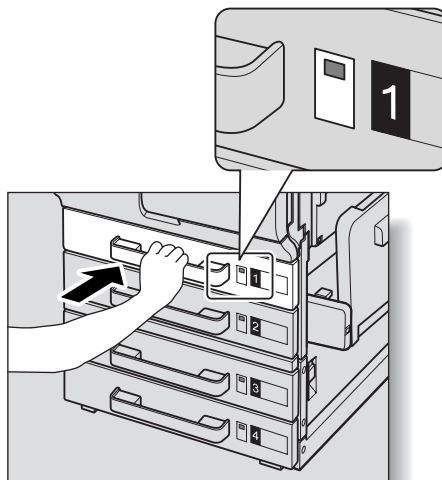


4 Align the trailing-edge guide with the paper.

- Push both ends of the trailing-edge guide until it aligns with the paper. Release the pressure applied to the ends of the trailing-edge guide to lock it again.

**5** Fully push in the paper tray.

The previously displayed red indicator in the paper-empty indicator on the right-hand side of the tray disappears.



**Reminder**

If the lateral guides are not positioned correctly for the loaded paper, the paper size will not be detected successfully. Be sure to adjust the lateral guides to the size of the loaded paper.

Make sure to align the trailing-edge guide exactly with the paper. If there is space between the trailing-edge guide and the paper, the paper will not be fed correctly.

Do not load so much paper that the top of the stack does not exceed the paper capacity (▼) mark.

Flatten the paper before loading it to prevent any trouble.

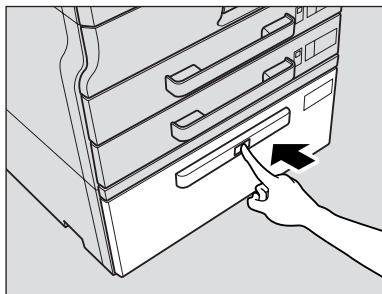
Do not touch the film located at the right-hand end of the tray. If it is accidentally bent or folded, this will cause paper to be fed incorrectly.

To load paper in tray 3

Follow the procedure described below to load paper into tray 3 (optional paper feed cabinet PC-402).

- ✓ A paper cabinet can be loaded with up to 2,500 sheets (20 lb paper) of 8-1/2 × 11-sized paper only.
- ✓ The paper feed cabinet can be pulled out only when both the main power and the sub power are turned on. Make sure that both powers are turned on when loading paper into the paper feed cabinet.
- ✓ The paper feed cabinet cannot be pulled out when the machine is in the sleep mode. Make sure to interrupt the sleep mode when loading paper into the paper feed cabinet.

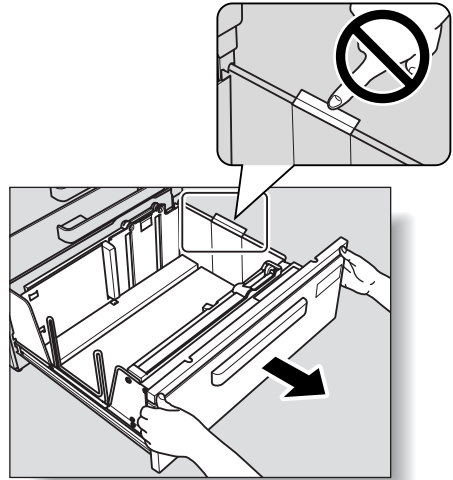
- 1 Press the cabinet lock release button.



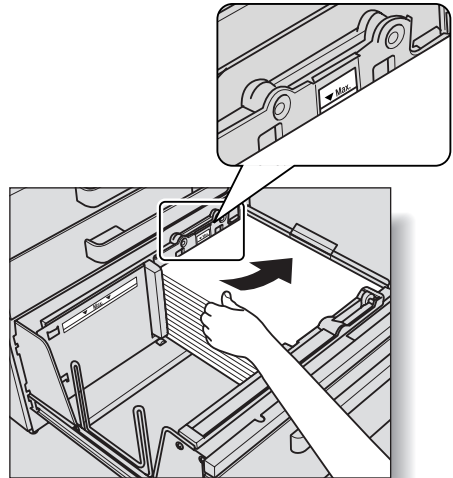
The cabinet becomes unlocked and is pushed out slightly to the fore.

2 Further pull out the paper feed cabinet.

- Hold both ends of the paper feed cabinet and pull it out.

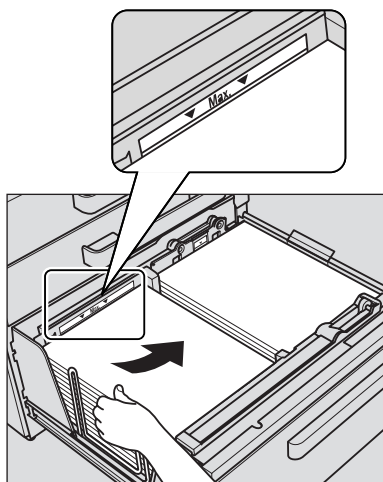
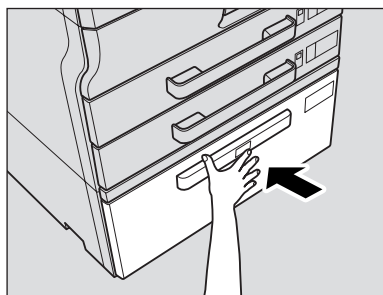
**3** Load paper into the right side of the cabinet.

- Position 8-1/2 × 11 paper in the portrait orientation (📄) and align it with the right side lining of the cabinet.



4 Load paper into the left side of the cabinet.

- Position 8-1/2 × 11 paper in the portrait orientation (□) and align it with the two partitions in the center of the cabinet dividing the left and right positions.

**5** Fully push in the paper feed cabinet.

**Reminder**

For the left and right trays, do not load so much paper that the top of the stack does not exceed the paper capacity (▼) mark

Flatten the paper before loading it to prevent any trouble.

Do not touch the film located at the right-hand end of the cabinet. If it is accidentally bent or folded, this will cause paper to be fed incorrectly.

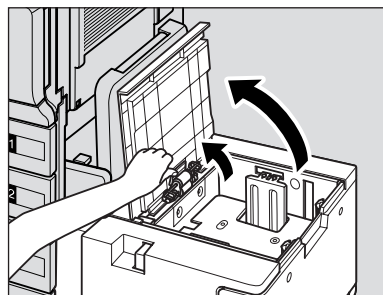
Do not close the paper feed cabinet with too much force, otherwise the weight of the cabinet and paper may apply an impact to the machine that may cause damage.

To load paper into a large capacity unit

Follow the procedure described below to load paper into a large capacity unit (optional large capacity unit LU-201).

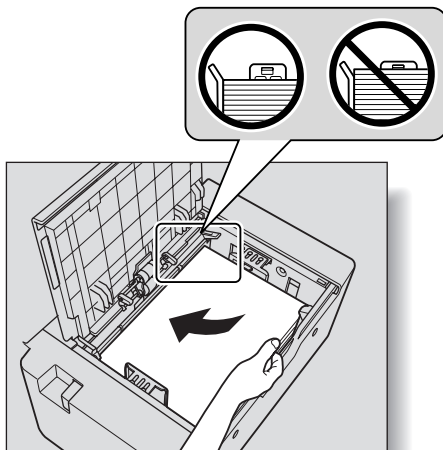
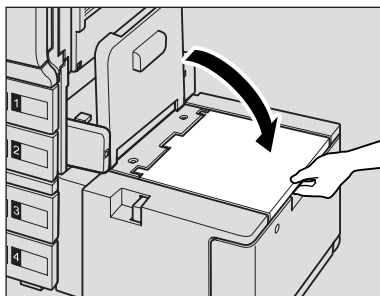
- ✓ A large capacity unit can be loaded with up to 2,000 sheets (20 lb paper) of 8-1/2 × 11-sized paper only.

- 1 Open the upper door of the large capacity unit, and raise the paper take-up roller.



2 Load the paper into the tray.

- Load the paper so that the left side edge is aligned with the left side lining of the tray.

**3** Close the upper door of the large capacity unit.**Reminder**

Make sure that the paper is not loaded above the point where the paper guide starts to bend to prevent any trouble.

Flatten the paper before loading it to prevent any trouble.

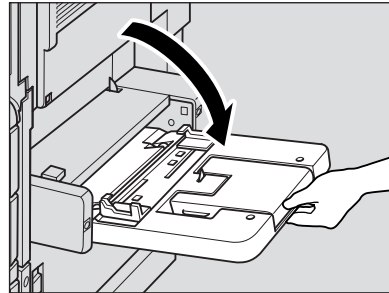
Do not climb onto the upper door of the large capacity tray to prevent any trouble.

To load paper into the bypass tray

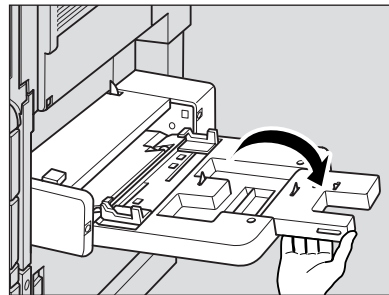
Paper can be fed manually through the bypass tray if you wish to copy onto paper that is not loaded into, or cannot be fed from, a paper tray, paper feed cabinet or large capacity unit, such as thick paper, envelopes, overhead projector transparencies or label sheets.

- ✓ Use the Paper screen to specify the size of the paper that is not detectable automatically (for example, paper in A3 or A4 size, or custom size paper), or the special type of paper such as thick paper or overhead projector transparencies. For details, refer to page 3-20.
- ✓ Some types of special paper requires to be positioned in a certain orientation. For details, refer to pages 2-57 to 2-60.

- 1 Open the bypass tray.

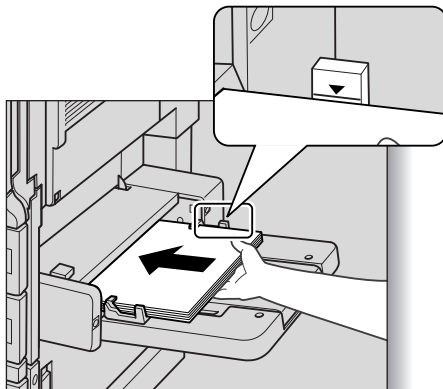


- When loading large-sized paper, pull out the tray extension.

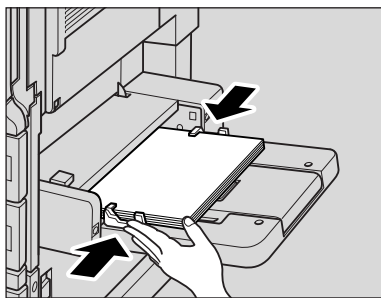


- 2 Load the paper into the tray.

- The image will be printed on the surface of the paper facing down when the paper is loaded into the bypass tray.
- Insert the paper as much as possible into the feed slot. Paper can be loaded up to 150 sheets (20 lb paper) of thickness.



3 Align the lateral guides with the paper.



The size of the paper loaded in the bypass tray is identified automatically, and the Paper screen is displayed.

4 If the type and size of the paper is not identified automatically, manually specify the size.

- For details on the paper types and sizes, refer to the section on page 3-20.

**Reminder**

Do not load so much paper that the top of the stack does not exceed the paper capacity (▼) mark.

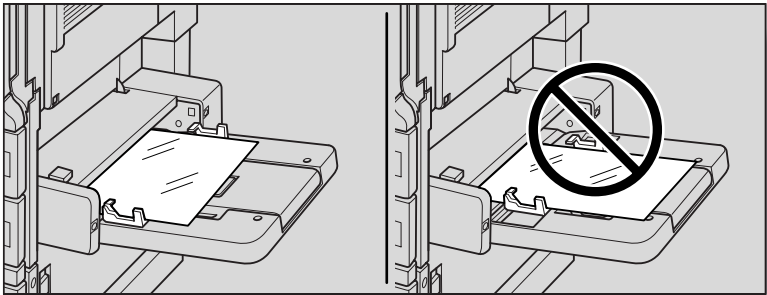
Make sure that the lateral guides are aligned exactly with the paper. Otherwise, the paper size may not be identified automatically, or the printed image may become tilted.

Flatten the paper before loading it to prevent any trouble.

Load overhead projector transparencies, label sheet or trace paper one sheet at a time.

**Reminder**

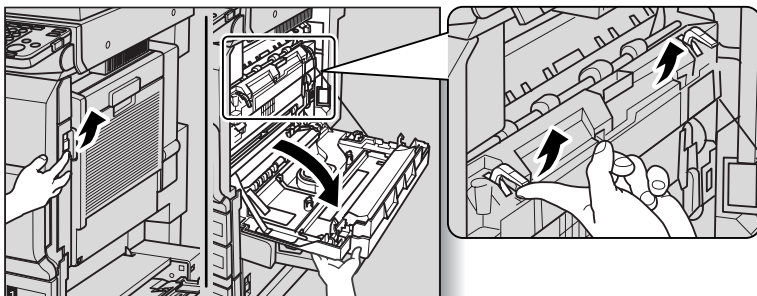
Load overhead projector transparencies one sheet at a time.







Reminder

To print on envelopes, open the right-hand door of the machine and pull up the envelope levers. After printing on envelopes, make sure to return the envelope levers to the original position.



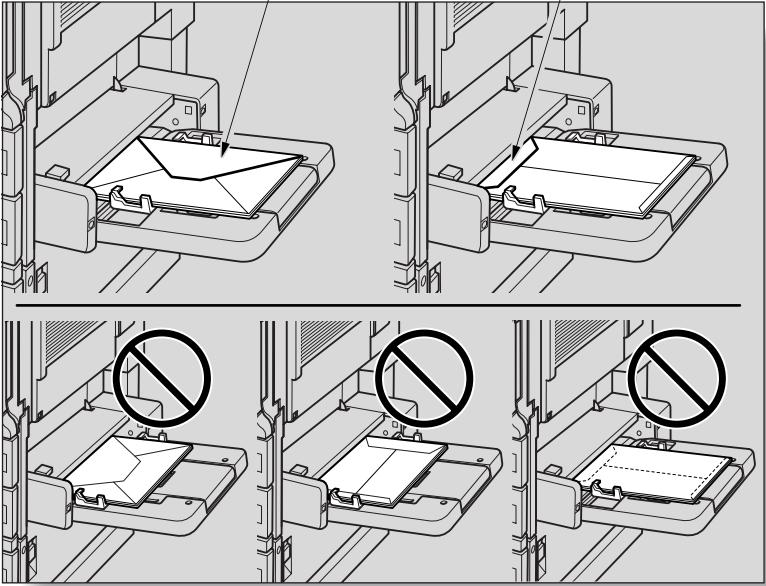
Before printing on envelopes, make sure that the envelopes are flattened with flaps folded. Otherwise, any air remaining in the envelopes or open flaps may cause creases on the envelopes or misfeeds.

Load envelopes in portrait  orientation. Do not load envelopes in landscape  orientation. It is also necessary to position envelopes with the flap side up. If the envelopes are loaded with the flap side down, a paper misfeed may occur. The edge with the flap should be positioned toward the rear or left side of the machine. The flap side of envelopes cannot be printed on.

A maximum of 10 sheets of envelopes can be loaded.

Flap on the rear side

Flap on the left side

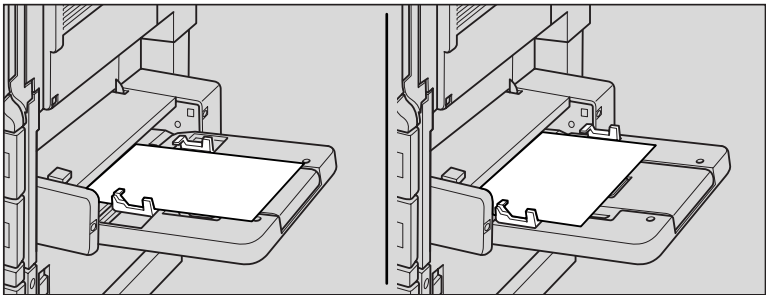


Reminder

Load labels with the printable surface facing down.

Load one sheet at a time.

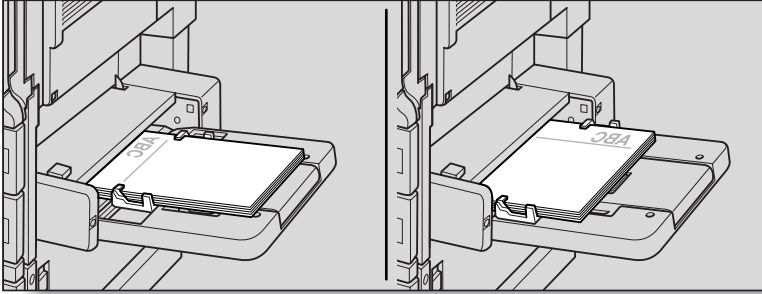
For details of the setting orientation, consult your service representative.



**Reminder**

Load letterheads with the printable surface facing up.

A maximum of 150 sheets of letterheads can be loaded



2.7 Incompatible Copy Settings

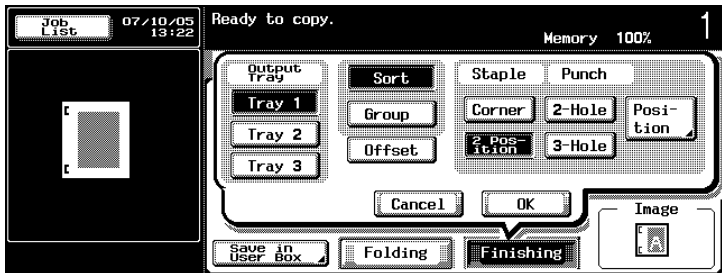
Some copy settings cannot be combined and used together at the same time. Priority is given to those settings that must not be combined. The machine responds as follows if multiple copy settings that must not be combined are specified.

- If the priority for the setting specified first is lower than that for the setting specified next, the first setting will be cancelled automatically.
- If the priority for the setting specified first is higher than that for the setting specified next, the machine prompts the user with the message stating that the settings must not be combined, and then cancels the second setting.

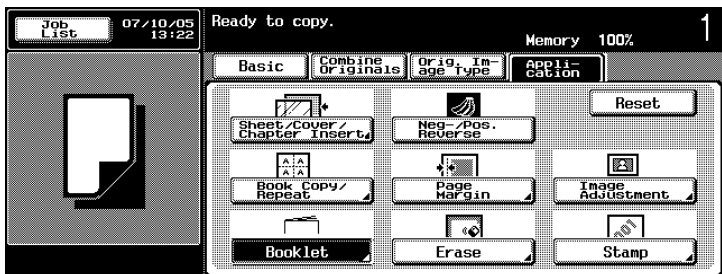
To give priority to the copy setting specified following the first setting

The Booklet setting is given higher priority than the 2 Position Staple setting. As an example, the procedure for setting the Booklet function after selecting the 2 Position Staple setting is described below.

- 1 Select the 2 Position Staple setting.



- 2 Set the Booklet function.



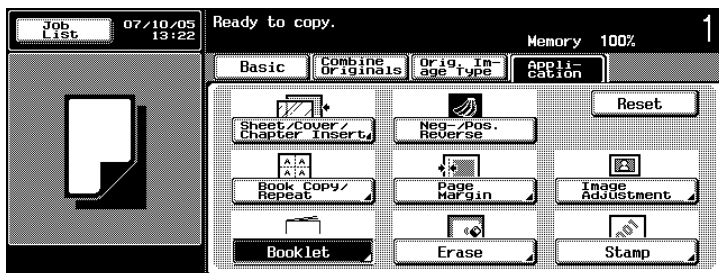
The first 2 Position Staple setting is automatically cancelled, and the second Booklet function becomes effective.

To enable the 2 Position Staple setting instead, cancel the Booklet function.

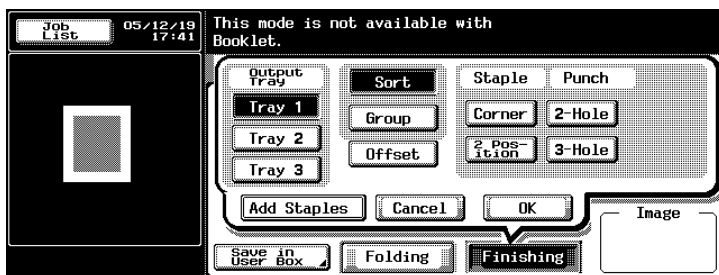
To give priority to the copy setting specified first

The Booklet setting is given higher priority than the 2 Position Staple setting. As an example, the procedure for selecting the 2 Position Staple setting after setting the Booklet function is described below.

- 1 Set the Booklet function.



- 2 Select the 2 Position Staple setting.



The message “This mode is not available with Booklet” appears and the 2 Position Staple setting cannot be selected. To enable the 2 Position Staple setting instead, cancel the Booklet function.

A large, bold, black number '3' is centered within a gray rectangular background.

Basic Copy Operations

3 Basic Copy Operations

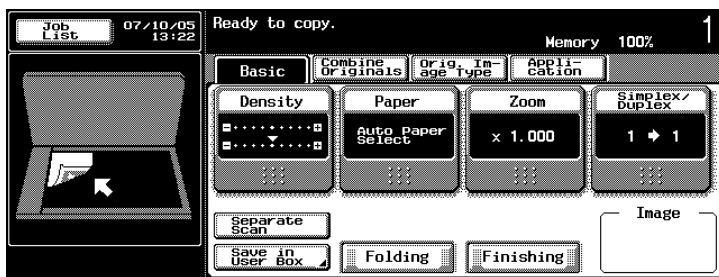
3.1 General Copy Operation

This section describes how to make a basic copy.

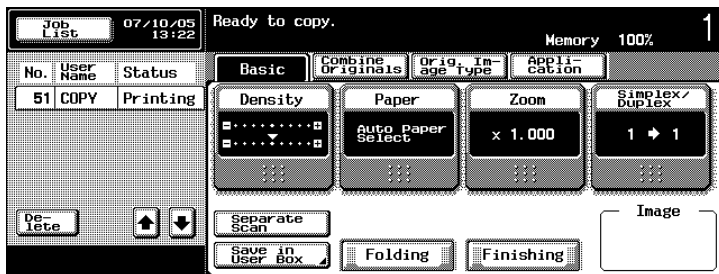
How to make a basic copy

- ✓ 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.

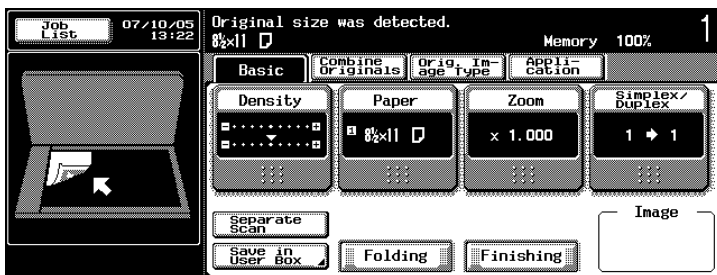
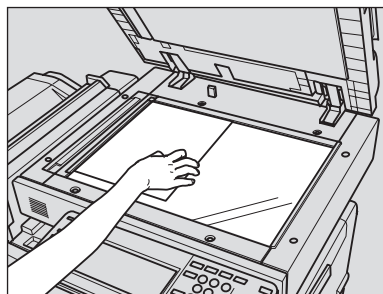
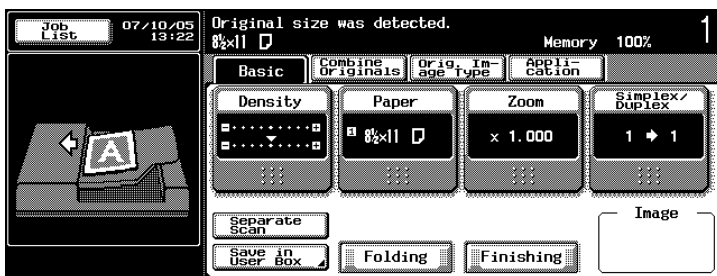
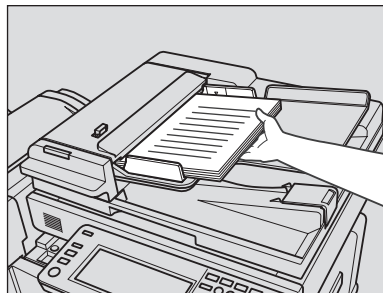
- 1 Press [Copy] on the control panel to display the Basic Screen in Copy mode.
 - The following type of Basic Screen will be displayed as factory default.



- The left side area of the screen can also provide the current job list. See page 14-27 for details.



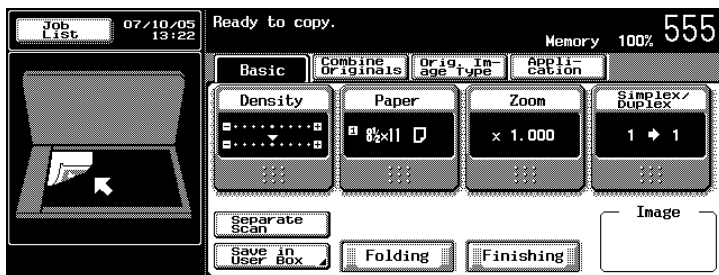
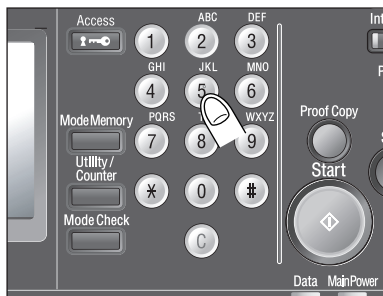
2 Position the original.



- For details on positioning the original, see “Positioning the Original” on page 3-7.
- The machine will detect the original size automatically when the original is loaded in the ADF or positioned on the original glass with ADF closed, then select an appropriate paper size automatically by Auto Paper Select function.

The illustration in the left side area of the screen will vary depending on where the original is positioned.

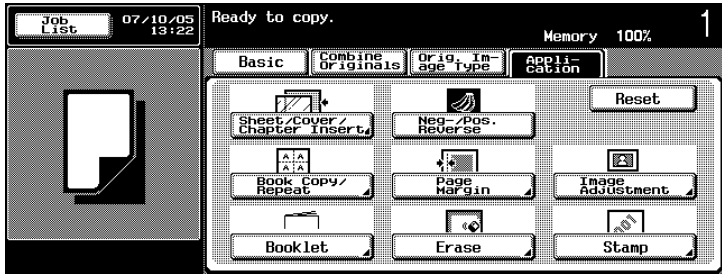
- 3 Enter the desired print quantity from the control panel keypad.



- For details on entering print quantity, see “Setting Print Quantity” on page 3-12.
- Print quantity can be entered in any instance of the procedure unless the control panel keypad is temporarily used for entering other values.

Entered quantity will be displayed on the touch panel.

4 Make copy settings as desired.

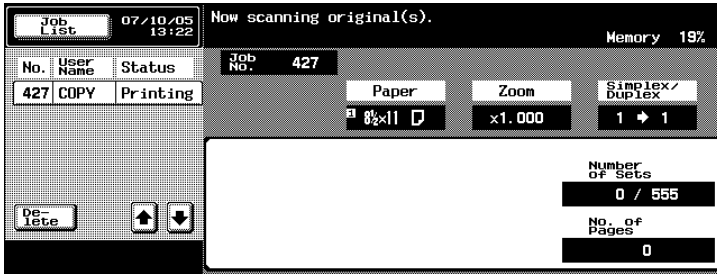


- The following settings are initially specified as factory default.
Density: Auto (Density), Standard (Background)
Paper: Auto Paper Select
Zoom: Full size (x1.000)
Simplex/Duplex: 1>1
Original Image Type: Text/Photo
- For details of each setting, refer to the following pages.
Density: page 3-14
Paper: page 3-16
Zoom: page 3-30
Simplex/Duplex: page 3-46
Combine Originals: page 4-2
Original Image Type: page 4-18
Application: page 5-2
Finishing: page 6-2
Folding: page 6-19

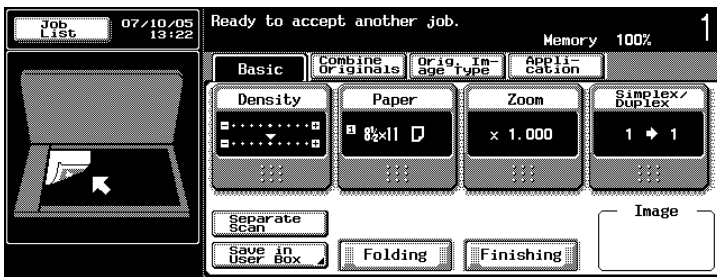
5 Press [Start] on the control panel.



- When the machine starts scanning the original, the basic job settings and current original count will be displayed on the touch panel.



When printing job is started, the Basic Screen will be restored with the message “Ready to accept another job” displayed in the message area.



Detail

The machine can be set to display the Copy Operating Screen instead of the Basic Screen in order to provide the information about set quantity and number of output pages during the print operation. This setting can be specified in User Setting selected from the Utility/Counter Screen. See page 14-29 for details.

When print operation of the current job is started, scanning for the next job becomes available.

For details, see “Next Job Reservation” on page 3-64.

To stop the machine operation, press [Stop] on the control panel.

For details, see “To Stop/Resume/Delete a Job” on page 3-67.

3.2 Positioning the Original

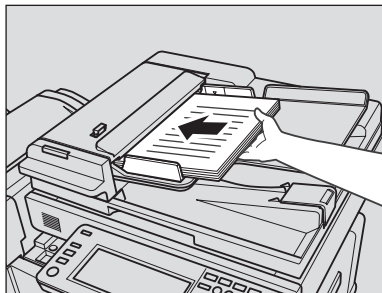
This machine is provided with two devices for scanning the original; ADF and original glass. Select the optimum one according to the original type.

Equipment	Feature
ADF	Automatically feeds a multi-page original from the top page directly to the scanning area. The double-sided original can also be scanned automatically.
Original glass	Scans the original placed face down on the original glass. Use this mode for the original unsuitable for use with the ADF such as a book.

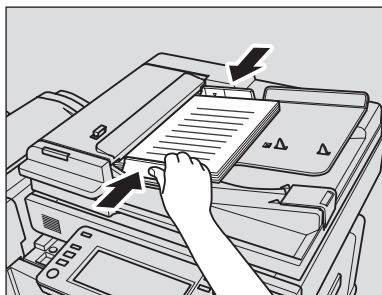
To position originals into the ADF

- ✓ For details of the original available in the ADF, see “Originals” on page 9-12.
- ✓ The machine will automatically detect the original size positioned in the ADF, then select an appropriate paper size by Auto Paper Select function.
- ✓ Never load the originals bound together with paper clips or staples, otherwise the machine trouble may be caused or the originals may be damaged.
For details of unsuitable ADF originals, see “Unsuitable ADF Originals” on page 9-12.
- ✓ Be sure to position the original in the specified orientation.
For details, see “Specifying Orientation of Original (Original Direction)” on page 4-10.
- ✓ Adjust the paper guides to the original securely. If incorrectly loaded, the original may not be fed straight, resulting in paper misfeed or damage to the original.
- ✓ Do not load more than 80 sheets of the original or over the limit mark, otherwise the original may be misfed or damaged, or machine trouble may be caused.
If the number of original sheets exceeds 80, divide them into blocks to scan. For details, see “Separate Scan Setting” on page 3-58.

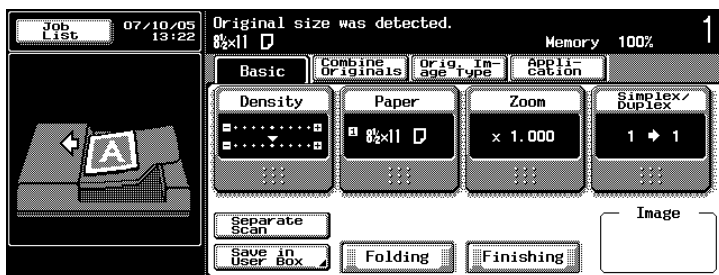
- 1 Arrange the original in order.
- 2 Position the original FACE UP (with page one UP) in the ADF.



- 3 Adjust paper guides.



The original size will be detected automatically and displayed in the message area of the Basic Screen, while an appropriate paper size will be selected automatically by Auto Paper Select and displayed in the Paper area.



**Detail**

Mixed size originals can be copied together from the ADF. For details, see “Copying Mixed Size Original (Mixed Original)” on page 4-8.

When copying double-sided original, be sure to check the binding margin.

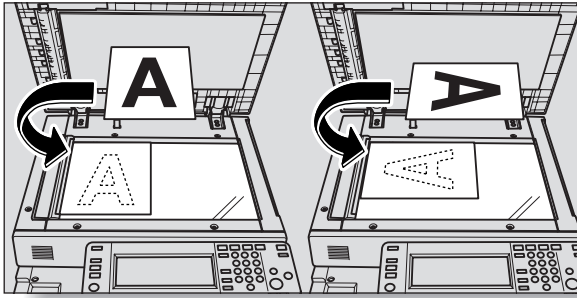
For details, see “Specifying Position of Binding Margin (Margin)” on page 4-15.

To position the original on original glass

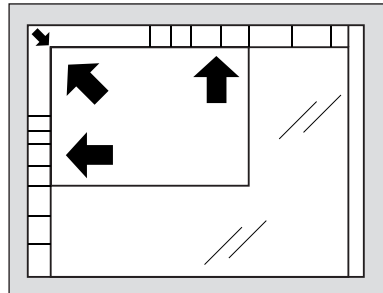
- ✓ For details of the original types available on the original glass, see “Originals” on page 9-12.
- ✓ The machine will automatically detect the original size positioned on the original glass, then select an appropriate paper size by Auto Paper Select function.
- ✓ Be sure to position the original in the specified orientation. For details, see “Specifying Orientation of Original (Original Direction)” on page 4-10.
- ✓ Do not place the original weighing over 6.8 kg on the original glass, or do not press strongly down on an open book placed on the original glass; otherwise the machine trouble may be caused.
- ✓ For the original of thick books or solid objects, start scanning with the ADF kept open.
In this case, a bright light may beam through the glass. Be careful not to look directly at the original glass.

- 1 Raise the ADF.
- 2 Position the original FACE DOWN on the original glass.

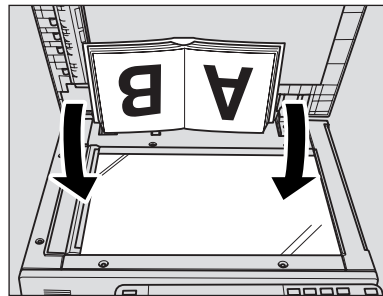
- If original direction has not been specified, place the original in the rear left corner, with its top toward the rear side.



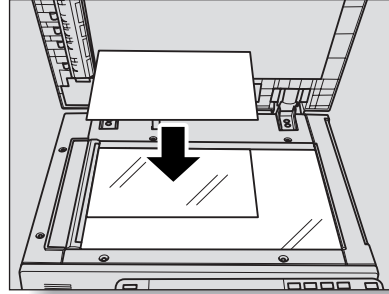
- 3 Align the original with the mark in the rear left corner of measuring guide.



- For bound original spread over two facing pages such as a book or magazine, position the top of the original toward the rear side of the original glass, aligning it with the arrow in the rear left corner of measuring guide.

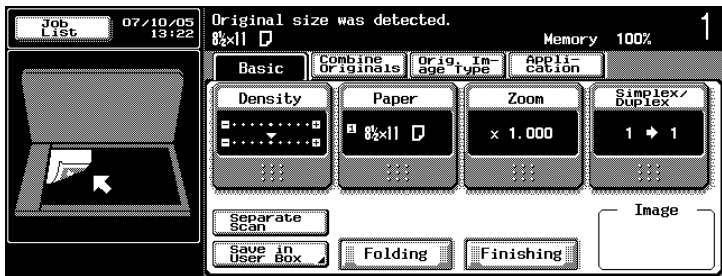


- For transparent or translucent original, layer a blank sheet of the same size as the original over the placed original.



4 Close the ADF.

The original size will be detected automatically and displayed in the message area of the Basic Screen, while an appropriate paper size will be selected automatically by Auto Paper Select and displayed in the Paper area.



Reminder

When Book Copy, Auto Original Size Detect mode of Image Repeat, Centering or Non-Image Area Erase is selected, the ADF should not be closed while all the originals are scanned. In this case, be sure to manually select the desired paper size, as the machine cannot detect the original size automatically.

3.3 Setting Print Quantity

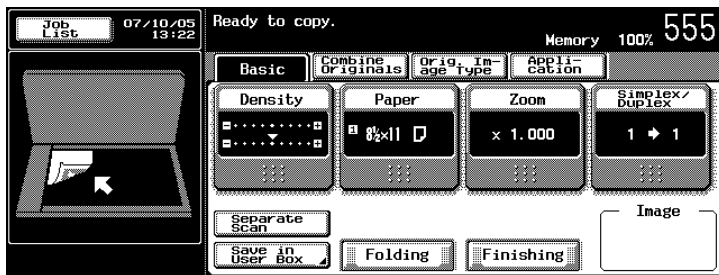
This section describes how to set or change print quantity.

To set print quantity

The machine is set to copy one grouped set as factory default. With two or more of print quantity specified, the Sort mode will be automatically selected.

- ✓ Print quantity can be entered in any instance of the procedure unless the control panel keypad is temporarily used for entering other values.

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

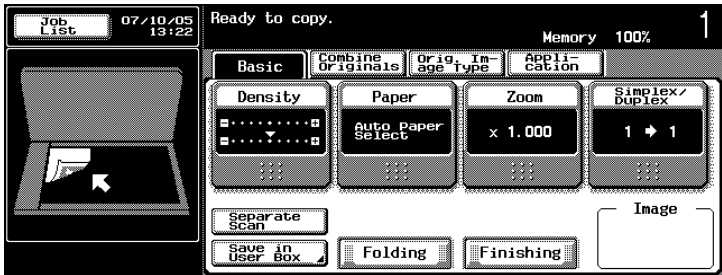


Entered quantity will be displayed on the touch panel.

To change print quantity

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

- 1 Press [C] (Clear) on the control panel.



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

- 2 Enter the correct quantity from the control panel keypad.
Newly entered quantity will be displayed on the touch panel.

3.4 Density Setting

The machine is initially set to detect the density of the original image and automatically select an appropriate exposure for the copy.

Adjust the exposure level manually in order to make a copy darker or lighter than the print result of Auto Density.

The following two types of density adjustments are provided.

Density: Select the exposure level of print image from nine levels.

Background Removal: Select the exposure level of the background color of the colored original from nine levels.



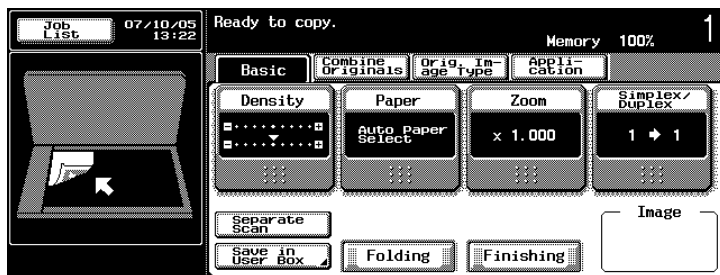
Detail

The Original Image Type setting is also provided for the original written in a pencil or with a half-tone photo image that often has difficulty in adjusting the exposure level.

For details, see "Making Copy Quality Closer to Original (Original Image Type)" on page 4-18.

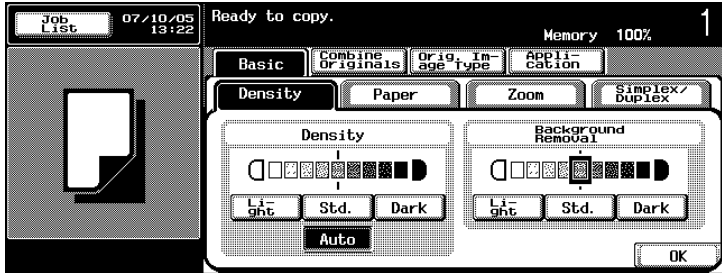
To adjust Density/Background Removal

- 1 Touch [Density] on the Basic Screen.



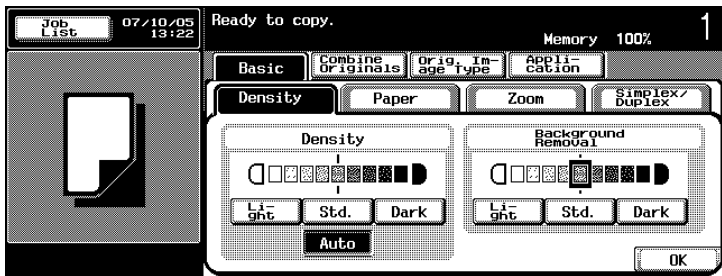
The Density Screen will be displayed.

- 2 Select the desired exposure level.



- Nine levels are provided to adjust the density of print image. Touching [Light]/[Dark] once makes it lighter/darker by one level.
- Touch [Std.] to specify the middle of the nine levels.
- Touch [Auto] to set the machine to automatically detect the original density level and select the optimum exposure for printing.

- 3 Select the desired background density level.



- Nine levels are provided to adjust the density of the background color of colored original. Touching [Light]/[Dark] once makes it lighter/darker by one level.
- Touch [Std.] to specify the middle of the nine levels.

- 4 Touch [OK] on the Density Screen.
The Basic Screen will be restored.



Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

3.5 Paper Size Setting

The following two modes are provided to select the paper size.

Select either mode to cope with the desired copying operation.

- Automatically select the paper size according to the original size.
- Manually select the desired paper size.

To select paper size automatically (Auto Paper Select)

This mode detects the original size placed in the ADF or on the original glass and makes a copy of an appropriate paper size selected automatically.

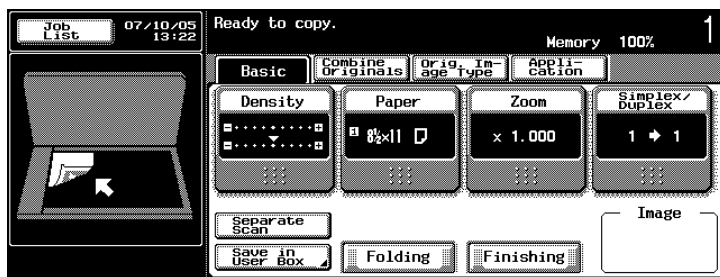
If Zoom is set to $\times 1.000$, the machine selects the same paper size as the original.

If other magnification ratio is selected, the machine automatically specifies an appropriate paper size according to the magnification ratio selected.

- ✓ The machine is initially set to operate $\times 1.000$ Zoom and Auto Paper Select as factory default.
- ✓ Auto Paper Select and Auto Zoom are incompatible.
- ✓ The paper size loaded in bypass tray can also be detected and selected automatically by Auto Paper Select.
- ✓ The trays specified as “Special Paper” cannot be selected by Auto Paper Select. Use this setting for loading special paper in a tray.

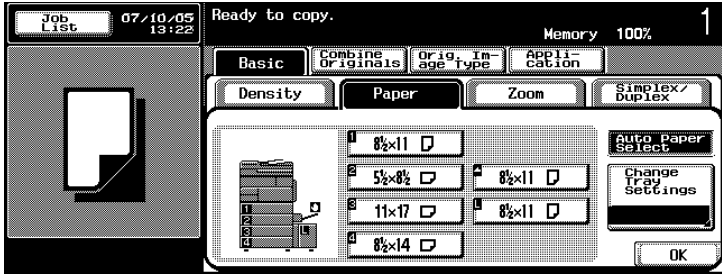
See page 14-10 for details of “Paper Type”, and see page 3-20 for details of “Paper Setting for Bypass Tray”.

- 1 Touch [Paper] on the Basic Screen.



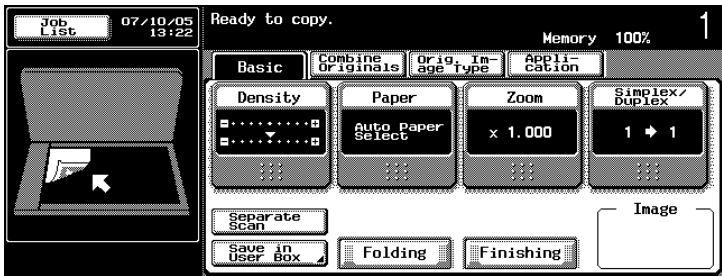
The Paper Screen will be displayed.

- 2 Touch [Auto Paper Select].



- 3 Touch [OK].

The Basic Screen will be restored with Auto Paper Select displayed on the Paper key.



Note

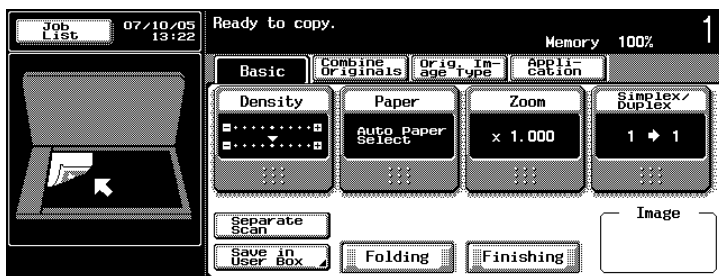
If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

To select paper size manually

Making a copy with the desired paper size and magnification ratio specified, copied image may be too large to fit in, or too small compared with the selected paper size.

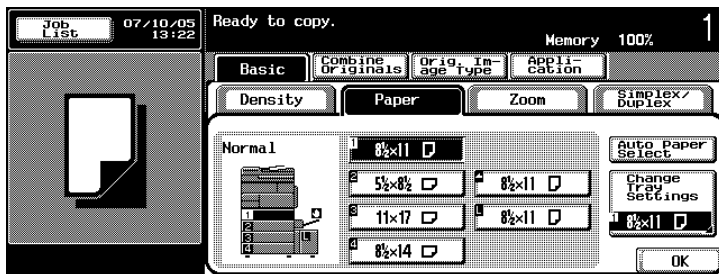
In this case, Auto Zoom can be used to automatically select an appropriate magnification ratio according to the original size and specified paper size. For details, see “To select a magnification ratio automatically (Auto Zoom)” on page 3-43.

- 1 Touch [Paper] on the Basic Screen.



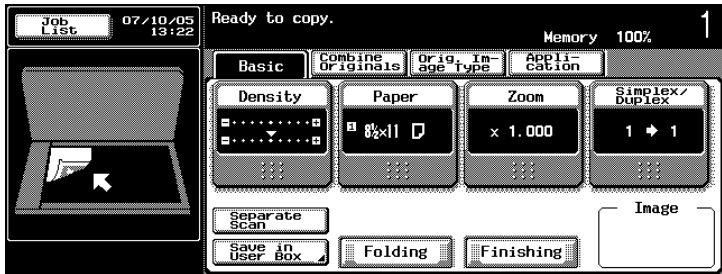
The Paper Screen will be displayed.

- 2 Touch the desired tray key to highlight it.
 - On the tray keys are indicated the size and orientation of the loaded paper. If the tray is specified as Exclusive, the Exclusive icon is also displayed.



3 Touch [OK].

The Basic Screen will be restored with the selected paper size and orientation displayed on the Paper key.



Detail

For details of the paper type icon, see page 9-9.



Detail

The machine is initially set to enable Auto Zoom immediately after the original is loaded in the ADF.

However, positioning the original on the original glass does not automatically activate Auto Zoom as factory default. An administrator can set the machine to enable this function. See page 15-99 for details.



Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

3.6 Paper Setting for Bypass Tray

This section describes how to specify the size and type of copy paper loaded in the bypass tray.

The bypass tray is generally used in the following cases.

- Auto Detect Setting
Used as one of the trays loaded with normal paper of the size available for Auto Paper Select.
- Custom Size Setting
Used when loading paper of special size that cannot be loaded in other trays.
- Paper Type Setting
Used when loading paper of special type that cannot be loaded in other trays.



Detail







Special paper type can also be loaded in the other trays on a regular basis. The paper type setting for these trays is provided in User Setting of the Utility/Counter Screen. See page 14-10 for details.

The custom size setting is unavailable for the trays except bypass tray.

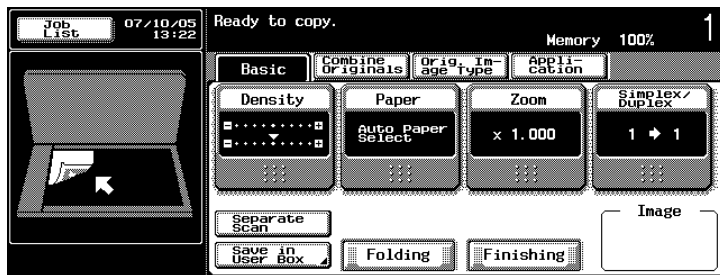
For details on loading paper in the bypass tray, see "To load paper into the bypass tray" on page 2-55.

To automatically detect the paper size (Auto Detect)

Use this function to automatically detect the standard paper size loaded in the bypass tray.

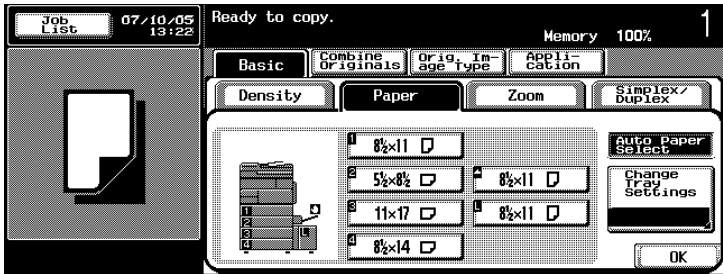
- ✓ Standard sizes available for Auto Detect in bypass tray: 11×17 , 8-1/2×14 , 8-1/2×11 / , 5-1/2×8-1/2 , A4 
- ✓ Auto Detect is initially set for the bypass tray.

- 1 Touch [Paper] on the Basic Screen.



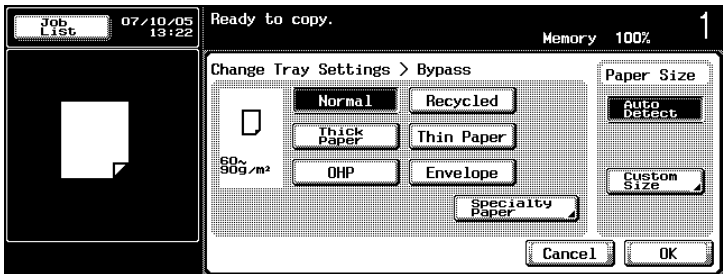
The Paper Screen will be displayed.

- 2 Touch the bypass tray key to highlight it, then touch [Change Tray Settings].



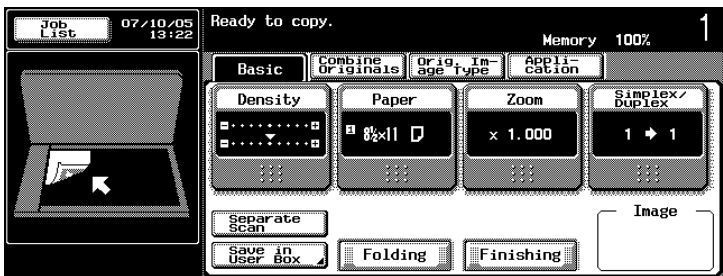
The Change Tray Settings Screen will be displayed.

- 3 Touch [Auto Detect] to highlight it.



- 4 Touch [OK] twice.

The Basic Screen will be restored.

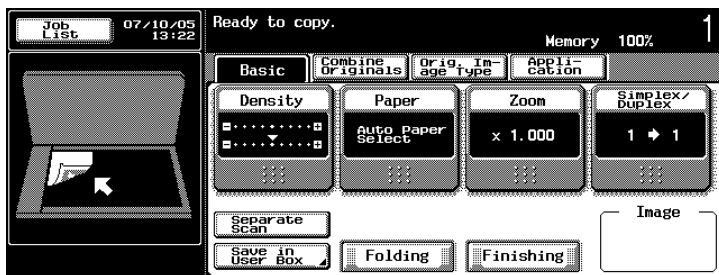


To specify/recall non-standard size (Custom Size)

Use this function to specify non-standard paper size to be loaded in bypass tray.

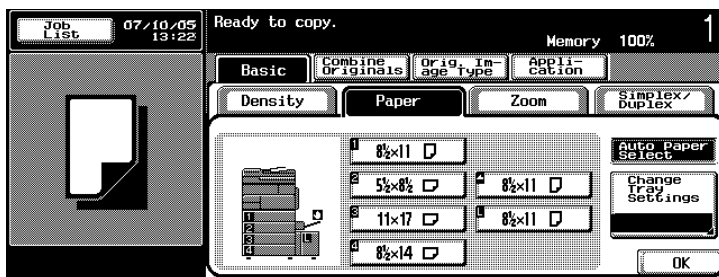
- ✓ Specify the dimensions of non-standard paper.
Available range for each is as follows.
Side X: 5-13/16 - 17 inch
Side Y: 3-5/8 - 11-11/16 inch
- ✓ Two non-standard sizes can be stored and recalled. For details on storing non-standard size, see “To store non-standard size (Custom Size)” on page 3-24.

- 1 Touch [Paper] on the Basic Screen.



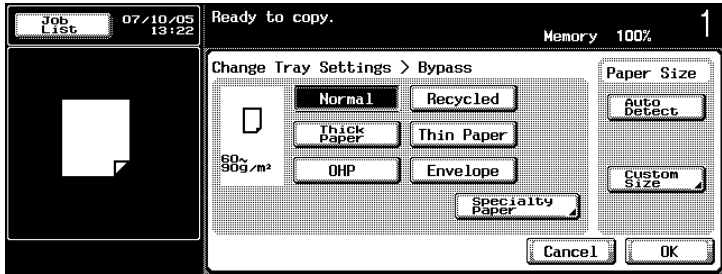
The Paper Screen will be displayed.

- 2 Touch the bypass tray key to highlight it, then touch [Change Tray Settings].



The Change Tray Settings Screen will be displayed.

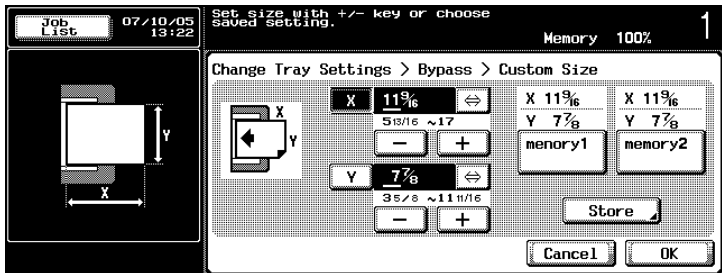
3 Touch [Custom Size].



The Custom Size Screen will be displayed.

4 Enter the length (X) and width (Y) of the paper.

- Check that [X] is highlighted, then enter the size of side X from the control panel keypad. (5-13/16 - 17 inch)
- Touch [Y] to highlight it, then enter the size of side Y from the control panel keypad. (3-5/8 - 11-11/16 inch)
- To recall the stored non-standard size, touch [memory 1] or [memory 2]. The name displayed on the key may have been changed when stored.



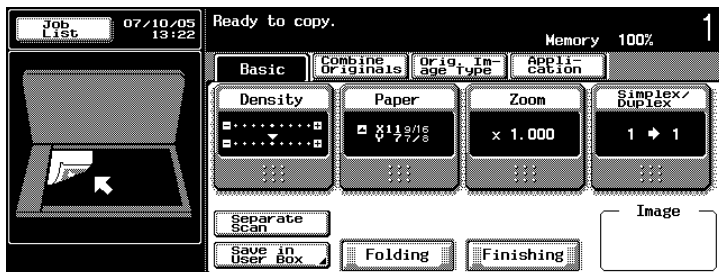
? What should be done if the message “Input Error” is displayed and entered size cannot be stored?

The value just entered is out of available range.

→ Press [C] (Clear) on the control panel, then reenter the correct value.

- 5 Touch [OK] three times.

The Basic Screen will be restored with the specified paper size displayed on the Paper key.



Reminder

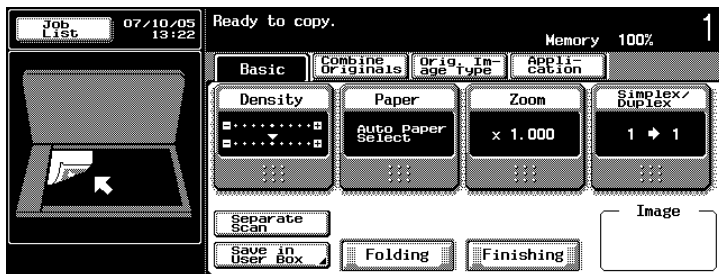
Be sure to load paper of specified size in the tray, otherwise paper misfeed may be caused.

To store non-standard size (Custom Size)

Follow the procedure below to store up to two non-standard paper sizes. This function allows you to quickly select the non-standard size that is often used, dispensing with the size entry for each time.

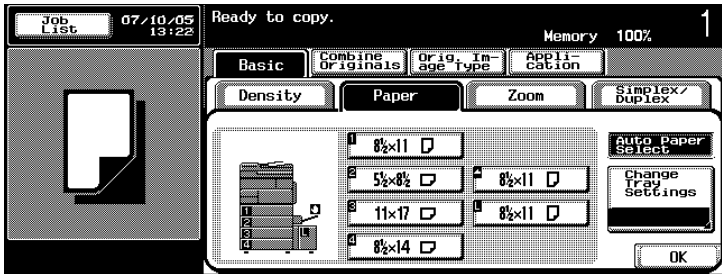
- ✓ Specify the dimensions of non-standard paper. Available range for each is as follows.
Side X: 5-13/16 - 17 inch
Side Y: 3-5/8 - 11-11/16 inch
- ✓ To recall the stored non-standard size, see “To specify/recall non-standard size (Custom Size)” on page 3-22.

- 1 Touch [Paper] on the Basic Screen.



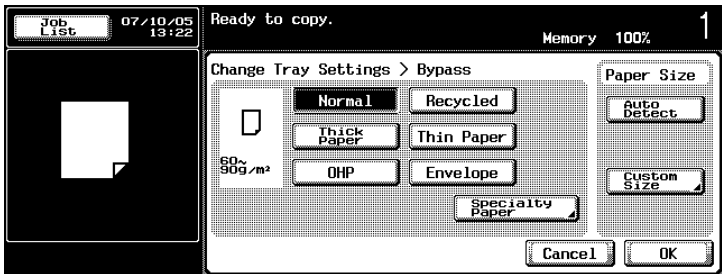
The Paper Screen will be displayed.

- 2 Touch the bypass tray key to highlight it, then touch [Change Tray Settings].



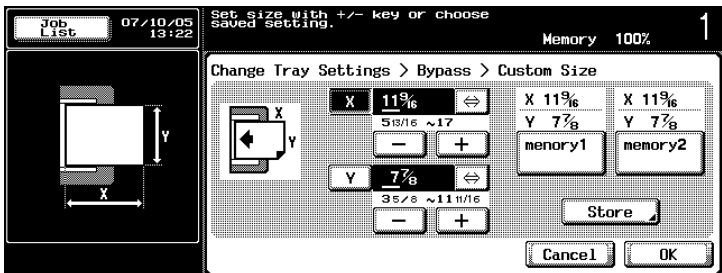
The Change Tray Settings Screen will be displayed.

- 3 Touch [Custom Size].



The Custom Size Screen will be displayed.

- 4 Enter the length (X) and width (Y) of the paper.
- Check that [X] is highlighted, then enter the size of side X from the control panel keypad. (5-13/16 - 17 inch)
 - Touch [Y] to highlight it, then enter the size of side Y from the control panel keypad. (3-5/8 - 11-11/16 inch)



? What should be done if the message “Input Error” is displayed and entered value is ignored?

The value just entered is out of available range.

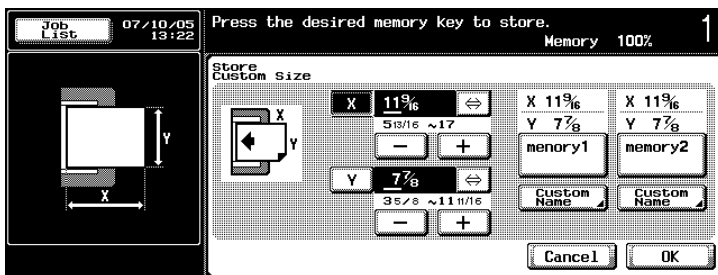
→ Press [C] (Clear) on the control panel, then reenter the correct value.

5 Touch [Store].

The Store Custom Size Screen will be displayed.

6 Store the entered sizes. (The name displayed on the custom size key can also be changed.)

– Touch [memory 1] or [memory 2] to store the entered sizes.

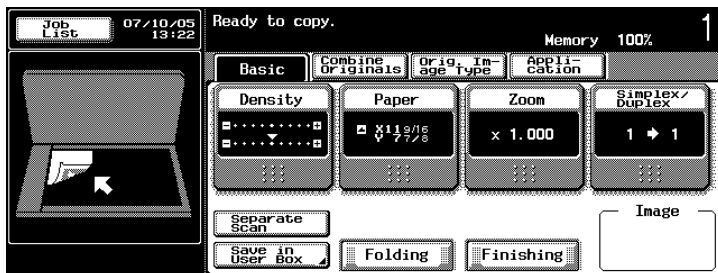


- To change the name displayed on the key, touch [Custom Name] under the key to display the touch screen keypad, enter the new name, then touch [OK]. Up to 16 characters can be entered.
- The name on the key is not necessary to be changed.



7 Touch [OK] four times.

The Basic Screen will be restored.



Note

The name displayed on the stored size key is not always necessary to be changed.

To specify paper type

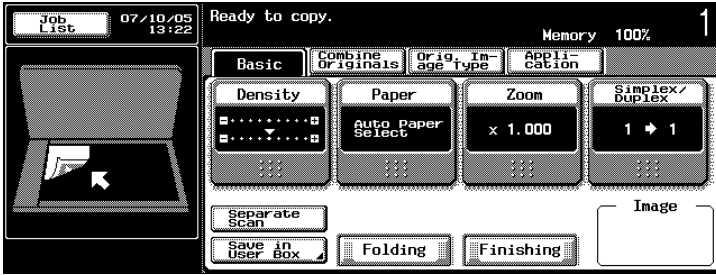
Specify the special paper type for the bypass tray.

After a setting change has been made, the machine may adjust the fixing temperature or limit the output tray to be used depending on the specified paper type.

This setting also prevents the special paper loaded in bypass tray from being fed automatically when Auto Paper Select or Auto Tray Switch functions. When using OHP transparencies or any special paper, be sure to specify this setting to avoid unexpected feeding.

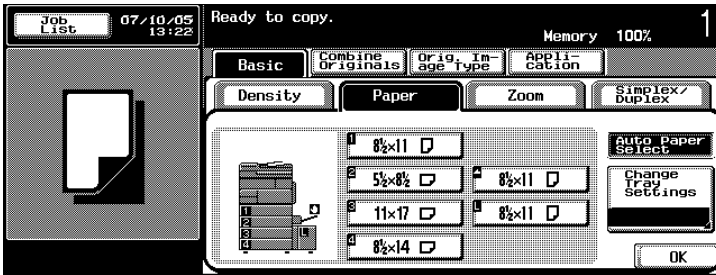
- ✓ This setting is indispensable for OHP transparencies, thick paper, or thin paper to be loaded in the bypass tray.
- ✓ Setting options are Recycled, Thick Paper, Thin Paper, OHP, Envelope, Letterhead, Trace, User, Labels, and Colored Paper.
- ✓ When printing on envelopes, open the right-hand door of the machine and pull up the envelope levers. For details, see page 2-59.
- ✓ The special paper setting of bypass tray will be cleared to the normal type setting, when the machine is reset to the initial setting.

- 1 Touch [Paper] on the Basic Screen.



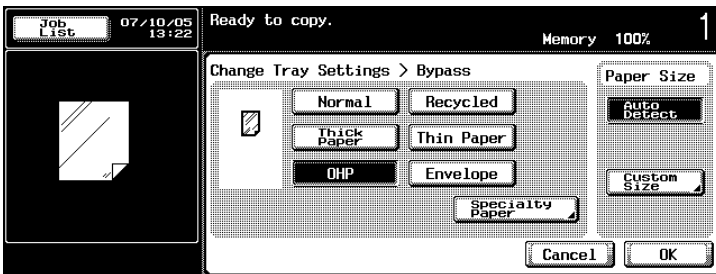
The Paper Screen will be displayed.

- 2 Touch the bypass tray key to highlight it, then touch [Change Tray Settings].

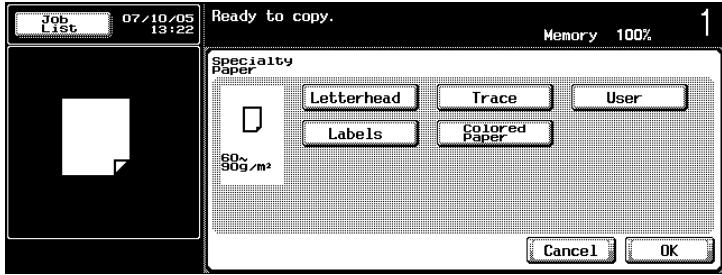


The Change Tray Settings Screen will be displayed.

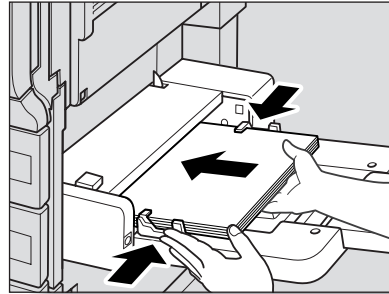
- 3 Specify the special paper type.
 - Touch the desired paper type key to highlight it.
 - To select Letterhead, Trace, User, Labels, or Colored Paper, touch [Specialty Paper].



- Touch the desired key to highlight it, then touch [OK].



- 4 Touch [OK] twice.
The Paper Screen will be restored.
- 5 Load paper of specified type into the bypass tray.



Reminder

When loading special paper into the bypass tray, be sure to specify the corresponding paper type; otherwise paper misfeed may be caused.



Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

3.7 Zoom Setting

Use this setting in order to make a copy using different-sized paper from the original, or to enlarge/reduce the image size.

The machine is initially set to make a copy in full size (×1.000) mode.

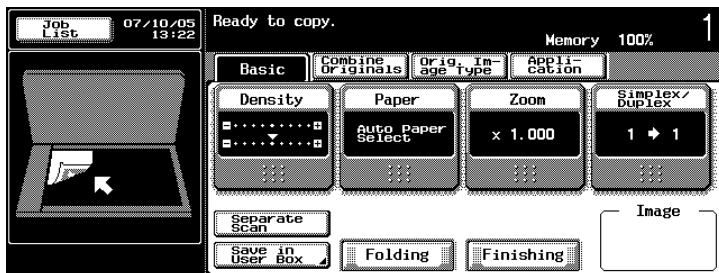
This section describes how to make the Zoom setting.

To copy in full size (×1.000) mode

Use this mode to make a copy of the same size as the original image irrespective of the paper size to be used.

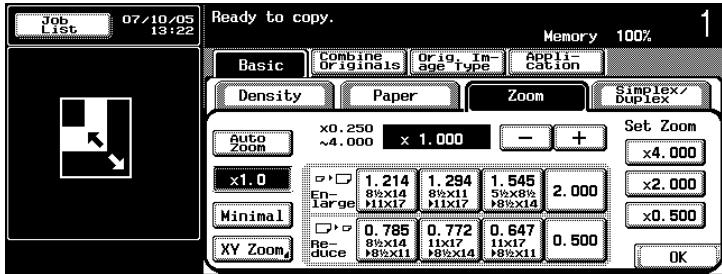
- ✓ The full size (×1.000) mode is initially specified as default. If setting change has been made, follow the procedure below to specify this mode.
- ✓ Pressing [Reset] on the control panel will resume the full size (×1.000) mode, unless the initial setting with that mode specified has not been changed. In this case, other setting changes will also return to the initial condition.
- ✓ Use the [+] and [-] keys on the Zoom Screen to make a fine adjustment on specified magnification ratio. Touch [+] to increase, or [-] to decrease the ratio in 0.001 increments.

- 1 Touch [Zoom] on the Basic Screen.



The Zoom Screen will be displayed.

- 2 Touch [$\times 1.0$] to highlight it.



- 3 Touch [OK].

The Basic Screen will be restored with " $\times 1.000$ " displayed on the Zoom key.



Note

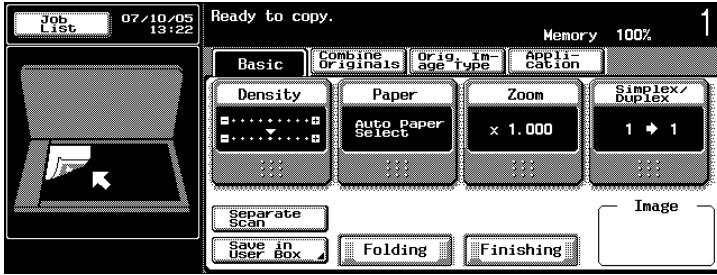
If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

To copy in slightly reduced magnification mode (Minimal)

Use this mode to set a slightly reduced magnification ratio in order to prevent the image loss when copying the original image stretching fully to the edges.

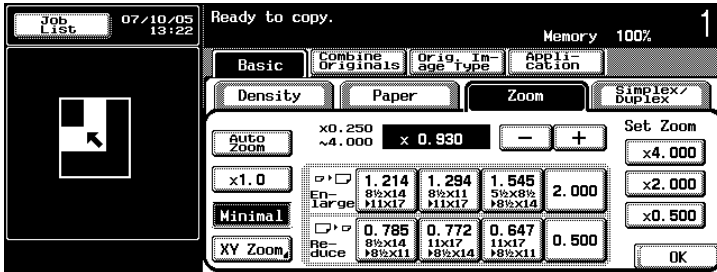
- ✓ The Minimal ratio is set to $\times 0.930$ as factory default.
- ✓ The Minimal ratio setting can be changed within the range from $\times 0.900$ to $\times 0.999$. For details, see "To copy in slightly reduced magnification mode (Minimal)" on page 3-31.
- ✓ Use the [+] and [-] keys on the Zoom Screen to make a fine adjustment on the specified magnification ratio. Touch [+] to increase, or [-] to decrease the ratio in 0.001 increments.

- 1 Touch [Zoom] on the Basic Screen.



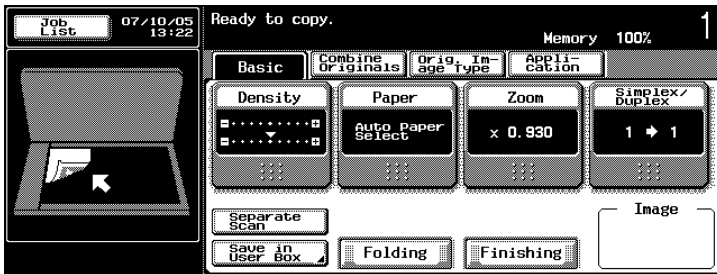
The Zoom Screen will be displayed.

- 2 Touch [Minimal] to highlight it.



- 3 Touch [OK].

The Basic Screen will be restored with the specified magnification ratio displayed on the Zoom key.



Note

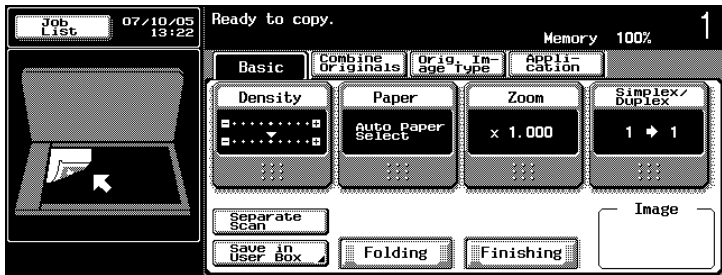
If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

To select a preset zoom ratio

This machine is initially set to provide several magnification ratios (preset zoom ratio) often used to make a standard-sized copy from a standard-sized original. Select an appropriate ratio according to the original and copy paper sizes.

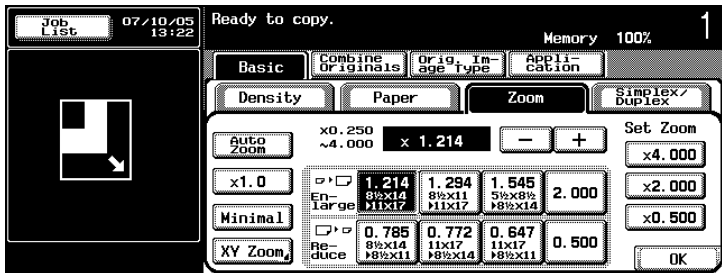
- ✓ Four types each for enlargement ($\times 1.214$, $\times 1.294$, $\times 1.545$, $\times 2.000$) and reduction ($\times 0.785$, $\times 0.772$, $\times 0.647$, $\times 0.500$).
- ✓ Use the [+] and [-] keys on the Zoom Screen to make a fine adjustment on the specified magnification ratio. Touch [+] to increase, or [-] to decrease the ratio in 0.001 increments.

- 1 Touch [Zoom] on the Basic Screen.



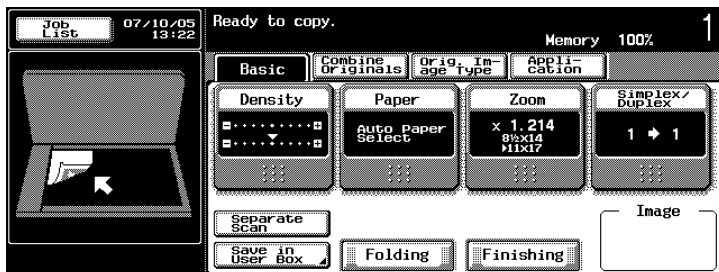
The Zoom Screen will be displayed.

- 2 Touch the desired preset key to highlight it.



3 Touch [OK].

The Basic Screen will be restored with the specified magnification ratio displayed on the Zoom key.



Note

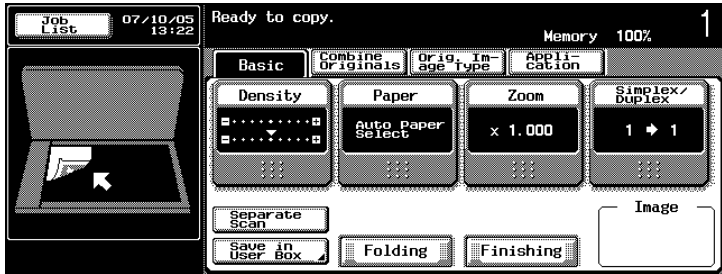
If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

To specify a desired zoom ratio (Zoom with Constant X and Y Ratio)

A desired magnification ratio can be specified within the range from $\times 0.250$ to $\times 4.000$, in order to make a copy in the same height-to-width proportion as the original.

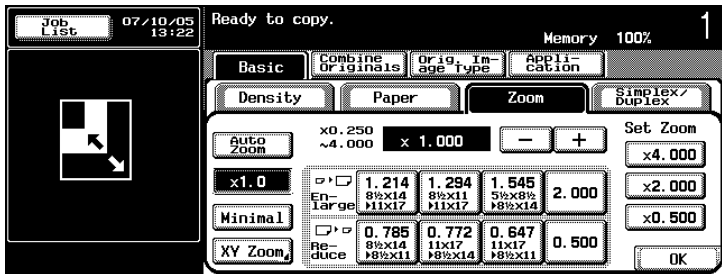
- ✓ Use the control panel keypad to enter the desired magnification ratio, within the range from $\times 0.250$ to $\times 4.000$ in $\times 0.001$ increments.
- ✓ Entered ratio can be registered. For details, see “To store a zoom ratio” on page 3-41.
- ✓ Use the [+] and [-] keys on the Zoom Screen to make a fine adjustment on the specified magnification ratio. Touch [+] to increase, or [-] to decrease the ratio in 0.001 increments.

- 1 Touch [Zoom] on the Basic Screen.



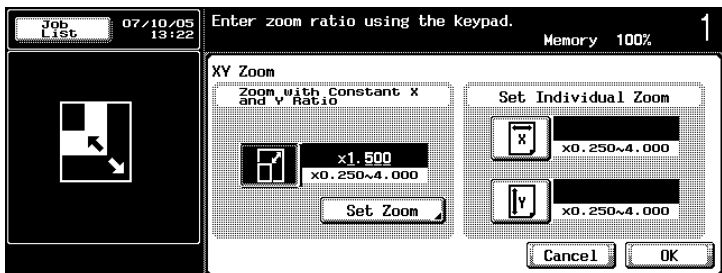
The Zoom Screen will be displayed.

- 2 Touch [XY Zoom].



The XY Zoom Screen will be displayed.

- 3 Touch the icon key in the Zoom with Constant X and Y Ratio area to highlight it, then enter the desired magnification ratio ($\times 0.250$ to $\times 4.000$) from the control panel keypad.



Entered ratio will be displayed in the Zoom with Constant X and Y Ratio area.

? What should be done if the message “Input Error” is displayed and entered size is ignored?

The value just entered is out of available range.

→ Press [C] (Clear) on the control panel, then reenter the correct value.

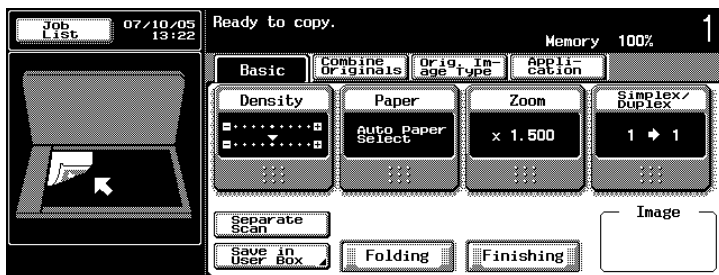
4 Touch [OK].

– Touching [Cancel] will clear the magnification ratio entered on the XY Zoom Screen.

The Zoom Screen will be restored.

5 Touch [OK].

The Basic Screen will be restored with the specified magnification ratio displayed on the Zoom key.

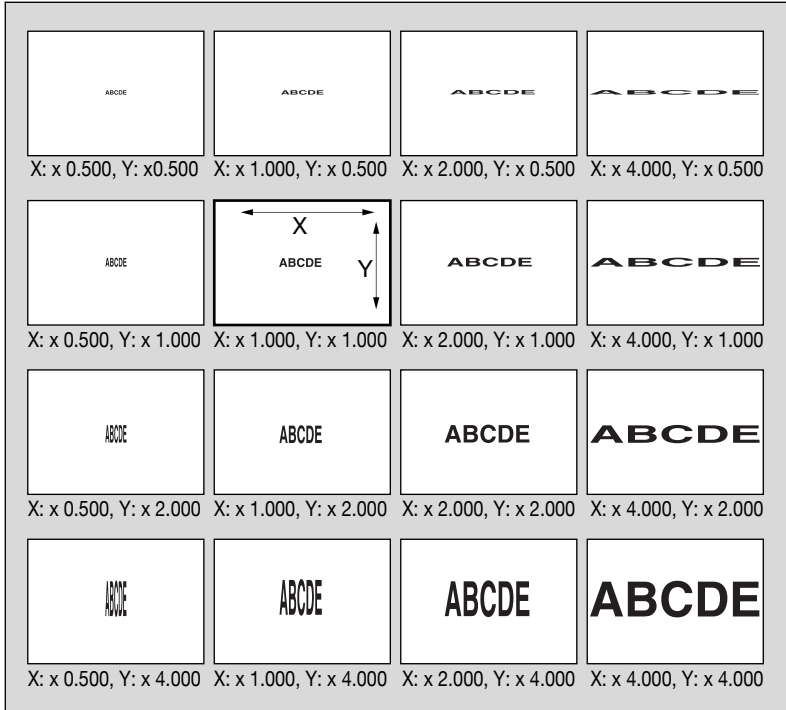


Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

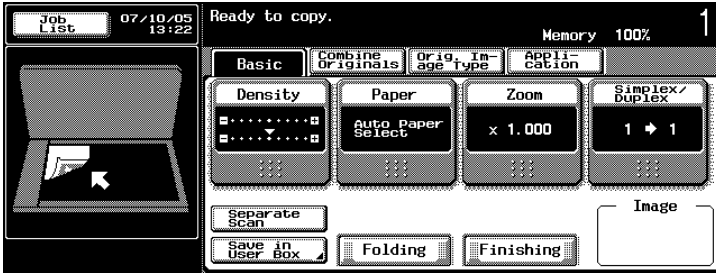
To specify lengthwise and widthwise zoom ratios separately (Set Individual Zoom)

The following copy images can be obtained by specifying lengthwise and widthwise magnification ratios separately.



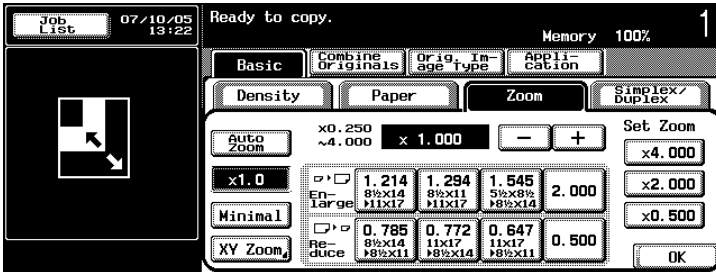
- ✓ Use the control panel keypad to enter the desired lengthwise/widthwise magnification ratio, within the range from $\times 0.250$ to $\times 4.000$ in $\times 0.001$ increments.
- ✓ The Individual Zoom ratio cannot be registered.
- ✓ The [+] and [-] keys on the Zoom Screen cannot be used to make a fine adjustment on the specified Individual Zoom ratio.

- 1 Touch [Zoom] on the Basic Screen.



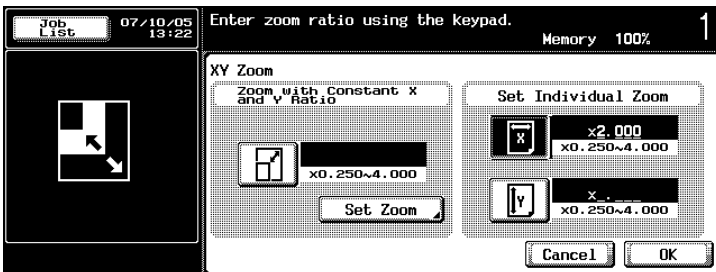
The Zoom Screen will be displayed.

- 2 Touch [XY Zoom].



The XY Zoom Screen will be displayed.

- 3 Touch the X icon key in the Set Individual Zoom area to highlight it, then enter the desired magnification ratio ($\times 0.250$ to $\times 4.000$) from the control panel keypad.



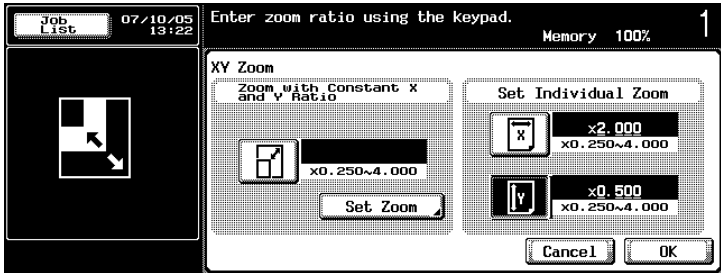
Entered ratio will be displayed on the right side of the X icon key.

? What should be done if the message “Input Error” is displayed and entered size is ignored?

The value just entered is out of available range.

→ Press [C] (Clear) on the control panel, then reenter the correct value.

- 4 Touch the Y icon key in the Set Individual Zoom area to highlight it, then enter the desired magnification ratio (×0.250 to ×4.000) from the control panel keypad.



Entered ratio will be displayed on the right side of the Y icon key.

? What should be done if the message “Input Error” is displayed and entered size is ignored?

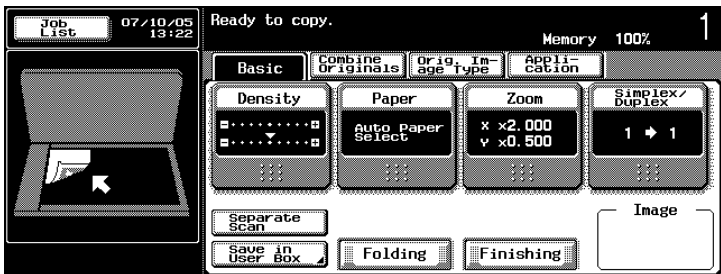
The value just entered is out of available range.

→ Press [C] (Clear) on the control panel, then reenter the correct value.

- 5 Touch [OK].
- Touching [Cancel] will clear the Individual Zoom ratio entered on the XY Zoom Screen.

The Zoom Screen will be restored.

- 6 Touch [OK].
- The Basic Screen will be restored with the specified Individual Zoom ratio displayed on the Zoom key.



**Note**

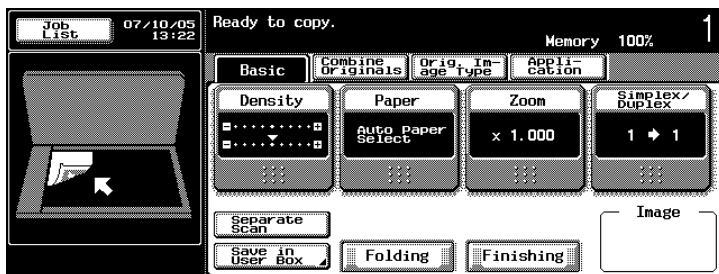
If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

To select a stored magnification ratio

Follow the procedure below to recall the stored magnification ratio.

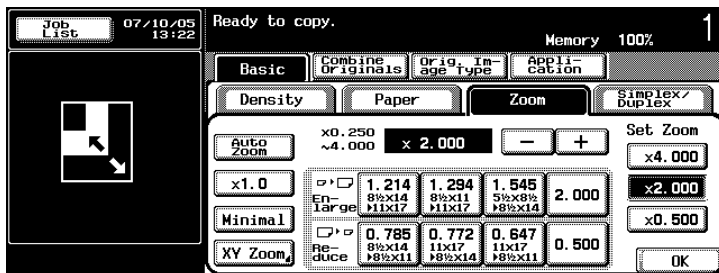
- ✓ The factory default provides three types ($\times 4.000$, $\times 2.000$, $\times 0.500$) of the proportional zoom ratio.
- ✓ The stored ratio can be altered. For details, see “To store a zoom ratio” on page 3-41.
- ✓ Use the [+] and [-] keys on the Zoom Screen to make a fine adjustment on the recalled magnification ratio. Touch [+] to increase, or [-] to decrease the ratio in 0.001 increments.

- 1 Touch [Zoom] on the Basic Screen.



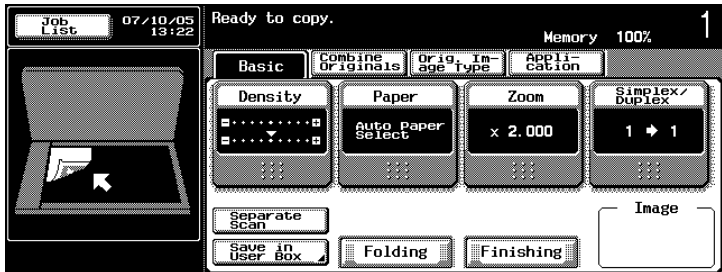
The Zoom Screen will be displayed.

- 2 Touch the desired Set Zoom key to highlight it.



3 Touch [OK].

The Basic Screen will be restored with the recalled zoom ratio displayed on the Zoom key.



Note

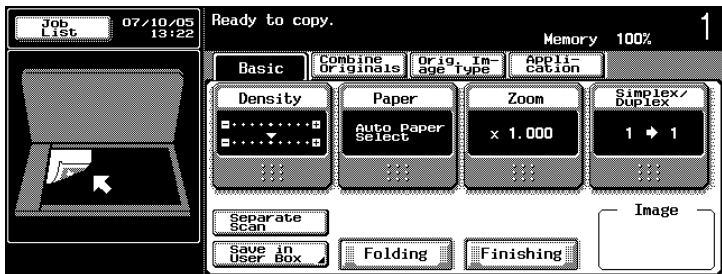
If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

To store a zoom ratio

Follow the procedure below to register proportional zoom ratios to be often used, or to change the ratio provided as Minimal.

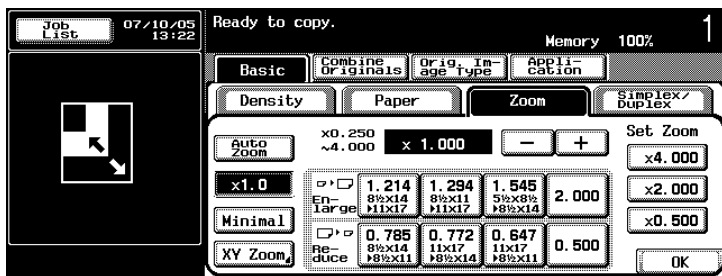
- ✓ Three proportional zoom ratios can be stored within the range from $\times 0.250$ to $\times 4.000$ in 0.001 increments. The factory default provides $\times 4.000$, $\times 2.000$, and $\times 0.500$ as Set Zoom ratios.
- ✓ The Minimal ratio setting can be changed within the range from $\times 0.900$ to $\times 0.999$. The ratio is set to $\times 0.930$ as factory default.
- ✓ The Individual Zoom ratio cannot be registered.

1 Touch [Zoom] on the Basic Screen.



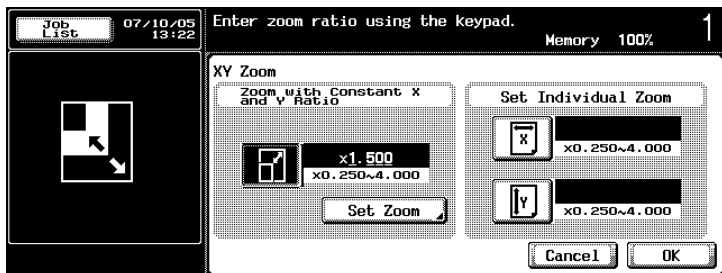
The Zoom Screen will be displayed.

2 Touch [XY Zoom].



The XY Zoom Screen will be displayed.

3 Touch the icon key in the Zoom with Constant X and Y Ratio area to highlight it, then enter the desired magnification ratio from the control panel keypad.



- When registering a proportional zoom ratio, enter the value within the range from $\times 0.250$ to $\times 4.000$.
- When changing the Minimal ratio setting, enter the value within the range from $\times 0.900$ to $\times 0.999$.

Entered ratio will be displayed in the Zoom with Constant X and Y Ratio area.

? What should be done if the message “Input Error” is displayed and entered size is ignored?

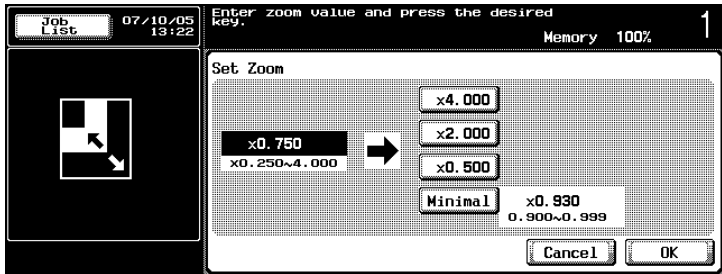
The value just entered is out of available range.

→ Press [C] (Clear) on the control panel, then reenter the correct value.

4 Touch [Set Zoom].

The Set Zoom Screen will be displayed.

- 5 Touch the key to be stored with the entered value or touch [Minimal] to highlight it.



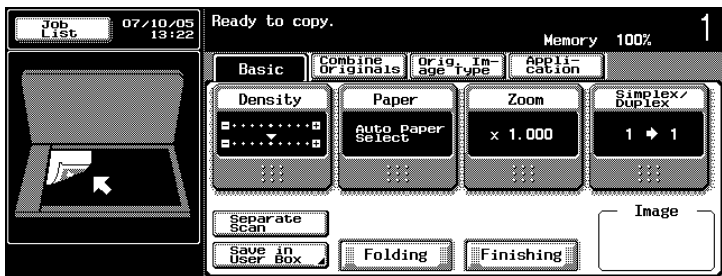
- 6 Touch [OK].
 - Touching [Cancel] will clear the entered ratio without being stored. The XY Zoom Screen will be restored.
- 7 Touch [OK] twice.
 - The Basic Screen will be restored.

To select a magnification ratio automatically (Auto Zoom)

Use this function to automatically select an appropriate magnification ratio according to the original size and selected paper size.

- ✓ The full size (x1.000) mode is initially specified for Zoom as factory default.
- ✓ Auto Zoom and Auto Paper Select are incompatible. For details of Auto Paper Select, see page 3-16.

- 1 Touch [Zoom] on the Basic Screen.



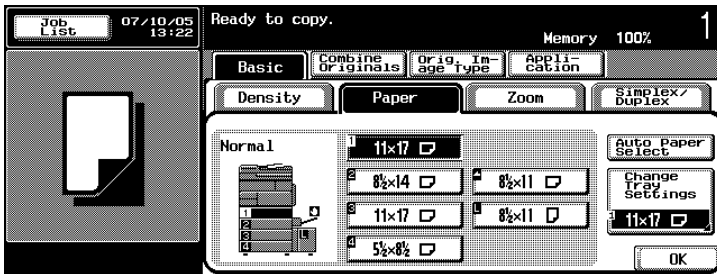
The Zoom Screen will be displayed.

- 2 Touch Auto Zoom to highlight it.



The Paper Screen will be displayed.

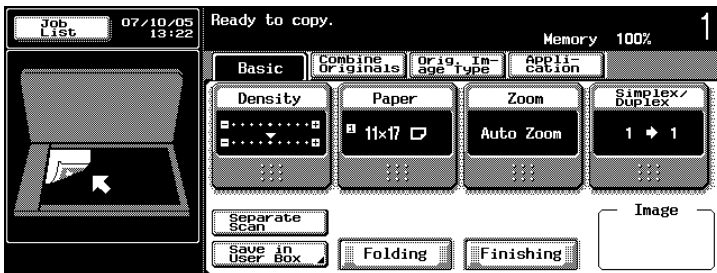
- 3 Touch the desired tray key to highlight it.



- 4 Touch [OK].

The Basic Screen will be restored.

The appropriate magnification ratio has been selected according to the original size.



**Note**

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

3.8 Simplex/Duplex Setting

This section describes how to make double-sided copies from the original scanned from the ADF or from the original glass, and also to make single-sided copies from double-sided original.

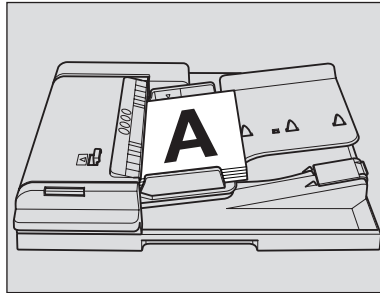
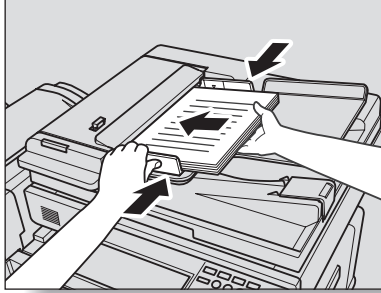
The machine is initially set to make a single-sided copy from single-sided original (1→1) as factory default.

To make double-sided copies using ADF

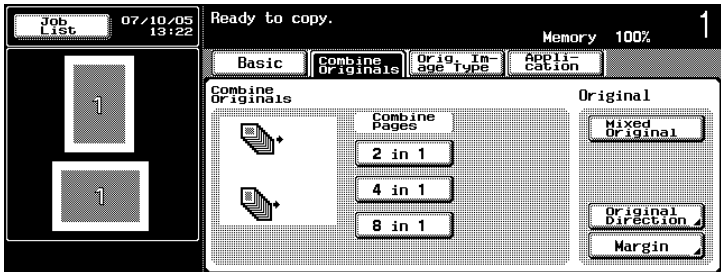
Follow the procedure below to make double-sided copies from single-sided or double-sided original using the ADF.

- ✓ Specify the Original Direction according to the orientation of the original loaded in the ADF. For details, see “Specifying Orientation of Original (Original Direction)” on page 4-10.
- ✓ With 2→2 selected, the desired copy result may not be obtained from the following types of double-sided original unless the original page margin is specified manually.
 - 8-1/2 × 11 or smaller portrait-type original with top margin created
 - 8-1/2 × 11 or smaller landscape-type original with right/left margin created
 - 8-1/2 × 14 or larger portrait-type original with right/left margin created
 - 8-1/2 × 14 or larger landscape-type original with top margin createdFor details, see “Specifying Position of Binding Margin (Margin)” on page 4-15.
- ✓ When selecting 1→2 or 2→2 and making double-sided copies with top margin created (arranged upside down on the reverse side), be sure to specify the binding margin for the double-sided copies. For details, see “Creating Margin of Copy Image (Page Margin)” on page 5-60.

- 1 Position the original in the ADF.
 - With the top side of the original positioned to the rear side of the ADF, the Original Direction setting is not needed. In this case, proceed to step 3.



- 2 Specify the Original Direction according to the orientation of positioned original.
 - Touch [Combine Originals] tab on the Basic Screen.

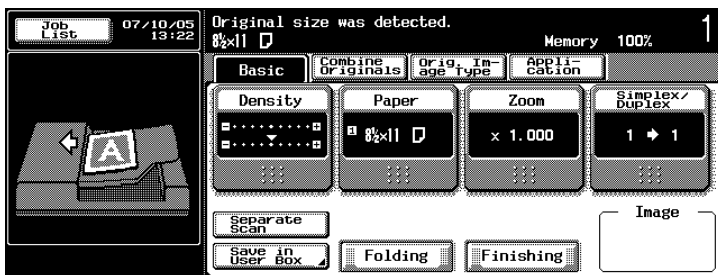


- Touch [Original Direction].



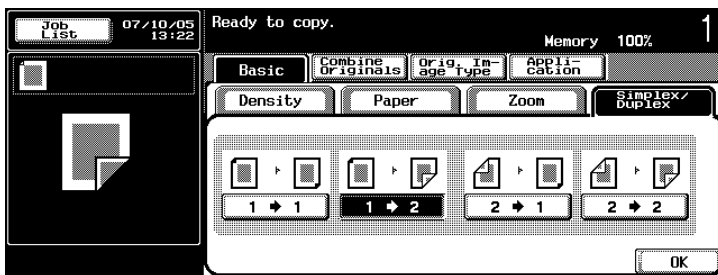
- Select one of the original direction key according to the orientation of the positioned original, then touch [OK].

3 Touch [Simplex/Duplex] on the Basic Screen.



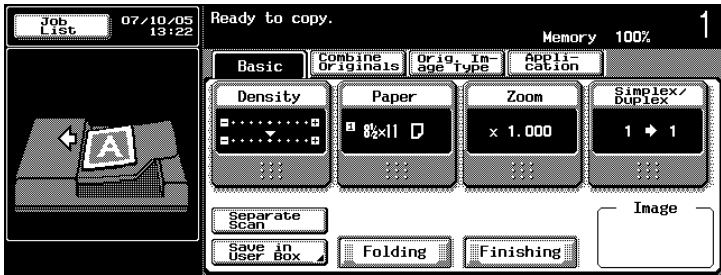
The Simplex/Duplex Screen will be displayed.

4 Touch [1→2] or [2→2] to highlight it.



5 Touch [OK].

The Basic Screen will be restored.



6 Select additional copy conditions, as desired.

- For details on specifying the binding margin of double-sided original, see “Specifying Position of Binding Margin (Margin)” on page 4-15.
- For details on specifying the binding margin for double-sided copies, see “Creating Margin of Copy Image (Page Margin)” on page 5-60.

**Note**

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

To make double-sided copies using original glass

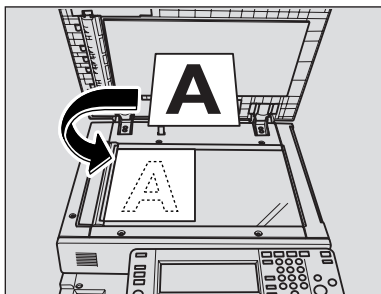
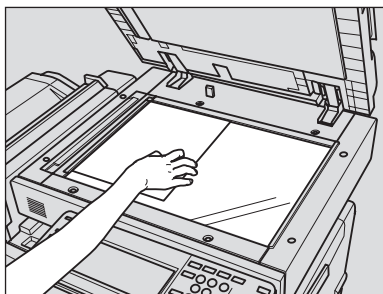
Follow the procedure below to make double-sided copies from the original using the original glass.

- ✓ The Separate Scan mode will function automatically.
- ✓ The double-sided copies can be made with top margin created (arranged upside down on the reverse side). For details, see “Creating Margin of Copy Image (Page Margin)” on page 5-60.
- ✓ Specify the Original Direction according to the orientation of the original positioned on the original glass. For details, see “Specifying Position of Binding Margin (Margin)” on page 4-15.

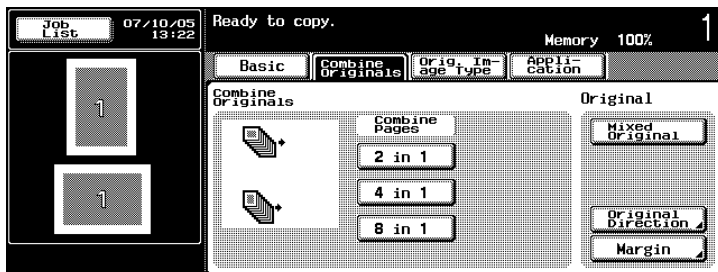
1 Open the ADF.

2 Position the original on original glass, then close the ADF.

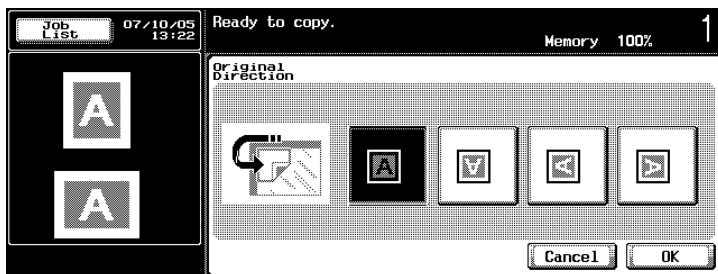
- Place the original **FACE DOWN** from the first page (page 1). For details, see “To position the original on original glass” on page 3-9.
- With the top side of the original positioned to the rear side of the original glass, the Original Direction setting is not needed. In this case, proceed to step 4.



- 3 Specify the Original Direction according to the orientation of positioned original.
- Touch [Combine Originals] tab on the Basic Screen.

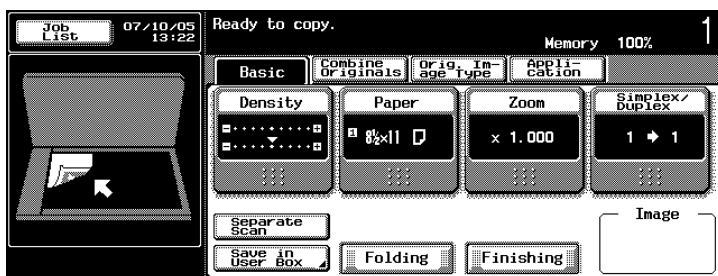


- Touch [Original Direction].



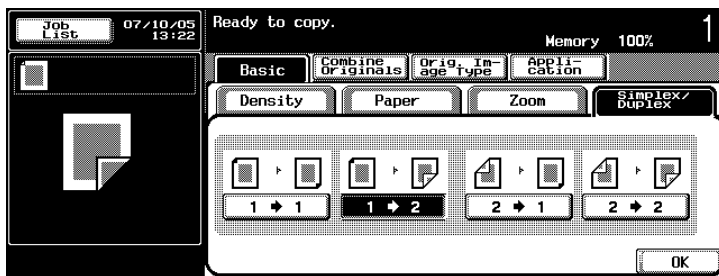
- Select one of the original direction key according to the orientation of the positioned original, then touch [OK].

- 4 Touch [Simplex/Duplex] on the Basic Screen.

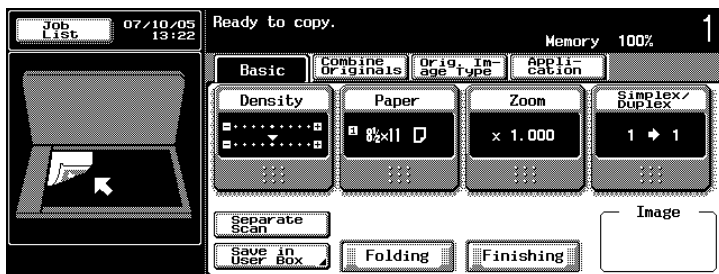


The Simplex/Duplex Screen will be displayed.

- 5 Touch [1→2] or [2→2] to highlight it.

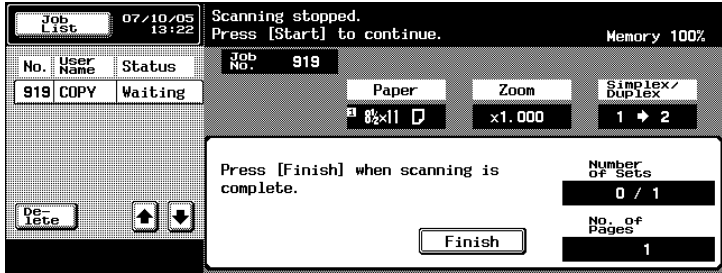


- 6 Touch [OK].
The Basic Screen will be restored.



- 7 Select additional copy conditions, as desired.
- For details on specifying the binding margin for double-sided copies, see “Creating Margin of Copy Image (Page Margin)” on page 5-60.
- 8 Press [Start] on the control panel.
The original image will be scanned into memory.
When completed, the message “Scanning stopped./ Press [Start] to continue.” will be displayed in the message area.
- 9 Replace the original on the original glass with the second page (page 2), then press [Start].
- Repeat this step for all original pages to be scanned.

- 10 When all the original pages are scanned, touch [Finish].



- 11 Press [Start].

All the data in memory will be output to make double-sided copies.



Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.



Note

Using the original glass to scan the double-sided original, it does not matter which of the two duplex modes (1→2 or 2→2) is specified.

To make single-sided copies from double-sided original

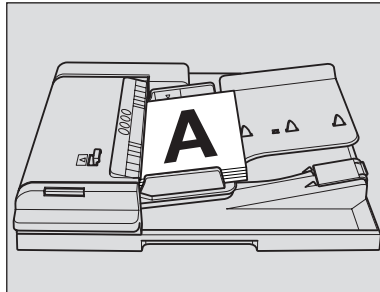
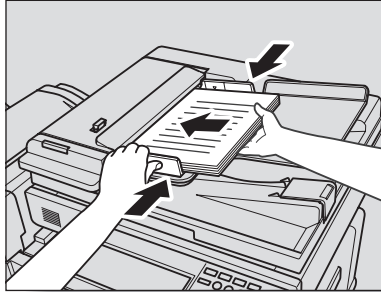
Follow the procedure below to make single-sided copies from double-sided original using the ADF.

When using the original glass to scan the double-sided original, select 1→1 mode.

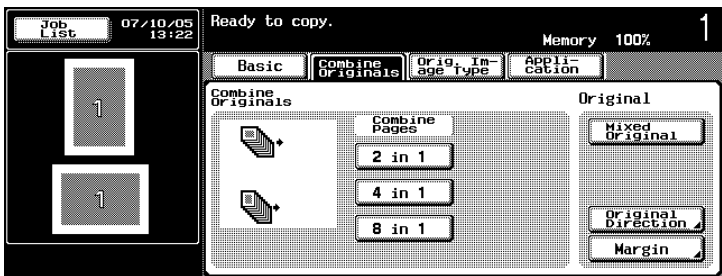
- ✓ Specify the Original Direction according to the orientation of the original loaded in the ADF. For details, see “Specifying Orientation of Original (Original Direction)” on page 4-10.
- ✓ The desired copy result may not be obtained from the following types of double-sided original unless the original page margin is specified manually.
 - 8-1/2 × 11 or smaller portrait-type original with top margin created
 - 8-1/2 × 11 or smaller landscape-type original with right/left margin created
 - 8-1/2 × 14 or larger portrait-type original with right/left margin created
 - 8-1/2 × 14 or larger landscape-type original with top margin createdFor details, see “Specifying Position of Binding Margin (Margin)” on page 4-15.

- 1 Position the original in the ADF.

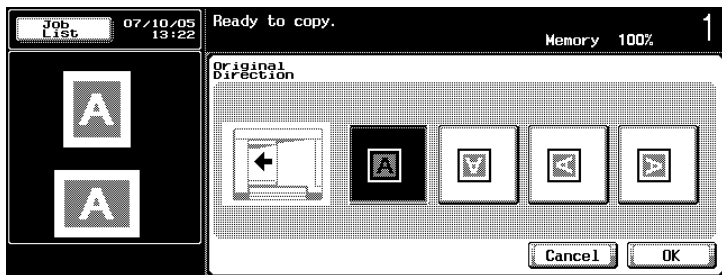
- With the top side of the original positioned to the rear side of the ADF, the Original Direction setting is not needed. In this case, proceed to step 3.



- Specify the Original Direction according to the orientation of positioned original.
 - Touch [Combine Originals] tab on the Basic Screen.

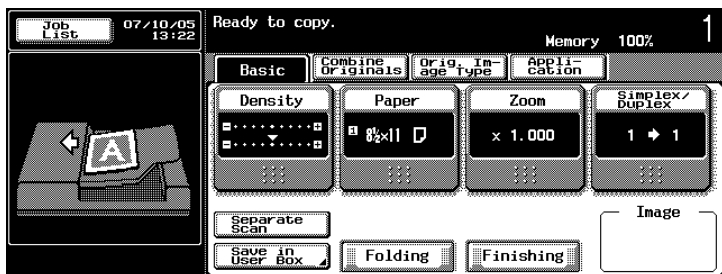


- Touch [Original Direction].



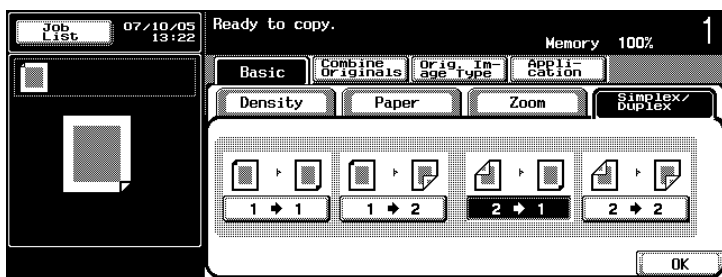
- Select one of the original direction key according to the orientation of the positioned original, then touch [OK].

- 3 Touch [Simplex/Duplex] on the Basic Screen.

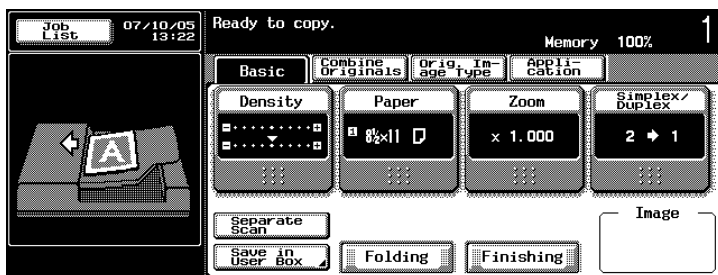


The Simplex/Duplex Screen will be displayed.

- 4 Touch [2→1] to highlight it.



- 5 Touch [OK].
The Basic Screen will be restored.



- 6 Select additional copy conditions, as desired.
- For details on specifying the binding margin of double-sided original, see “Specifying Position of Binding Margin (Margin)” on page 4-15.



Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

3.9 Separate Scan Setting

A large amount of the original can be divided and scanned into memory.

The ADF accepts only 80 original sheets at a time, however, the Separate Scan setting allows you to handle the original that exceeds 80 sheets as a single job.

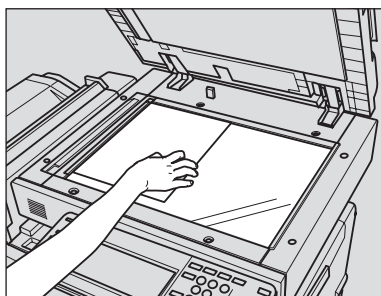
The multiple original scanned from the original glass, or both from the ADF and original glass, can also be combined into a single job.

To use Separate Scan mode

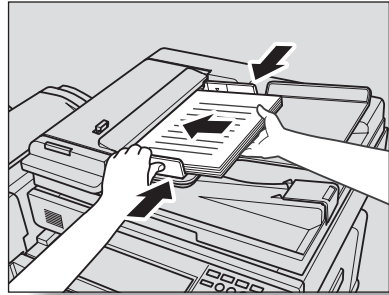
- ✓ Note that the maximum number of the original available in the ADF does not change in this mode.
Do not load more than 80 original sheets or above the limit mark, otherwise paper misfeed or damage to the original may be caused.
- ✓ Separate Scan mode is necessarily used and operates automatically in the following functions:
 - Making double-sided copies using original glass
 - Image Insert
 - Book Copy

1 Position the original.

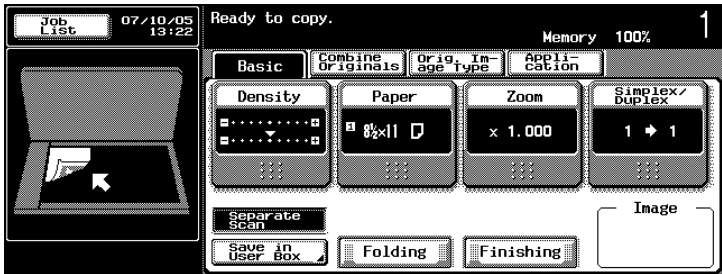
- When using the original glass, place the first page face down on the original glass.



- When using the ADF, load the original arranged in page order with page one on the top.



- 2 Touch [Separate Scan] on the Basic Screen.

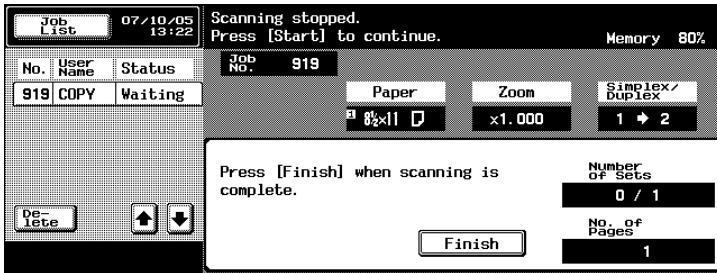


- 3 Select additional copy conditions, as desired.

- 4 Press [Start] on the control panel.



The machine starts to scan the original.



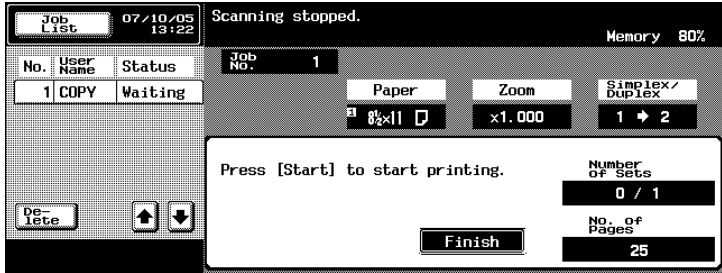
The original image will be scanned into memory. When completed, the message “Scanning stopped./ Press [Start] to continue.” will be displayed in the message area.

- 5 Replace the original, then press [Start].

- Repeat steps 4 and 5 for all original pages to be scanned.



- 6 When all the original pages are scanned, touch [Finish]



- 7 Press [Start] on the control panel.



All the data in memory will be output.



Detail

To delete the scanned image data, press [Stop]. For details, see "To Stop/Resume/Delete a Job" on page 3-67.



...

Note

The memory indicator in the upper-right corner of the Basic Screen allows you to check the remainder of memory during the scanning job.

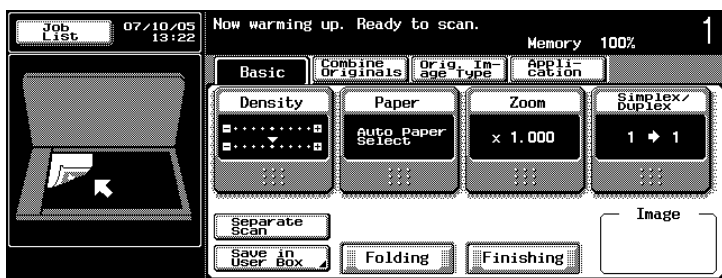
3.10 Setting Job During Warmup

Select copy conditions and start scanning during warmup, so that the machine may start printing immediately the machine engine is ready.

To scan the original during warmup

- ✓ The machine starts warming up under the following conditions:
 - The sub power switch is turned on. (See page 2-26.)
 - [Power Save] is pressed to release the Sleep mode. (See page 2-34.)
 - Weekly Timer mode is interrupted with a password entered. (See page 2-37.)

- 1 Check that the message “Now warming up. Ready to scan.” is displayed in the message area of the Basic Screen.
 - The LED of the [Start] key will light in green.



- 2 Position the original.
- 3 Set the desired copy conditions, and enter the print quantity.
- 4 Press [Start] on the control panel.



The original will be scanned into memory, and a print job will be on standby.

- 5 When scanning for more than one job, repeat the steps 2 to 4.
- 6 Make settings and enter the print quantity, then press [Start].



Soon after the machine completes the warmup, printing job will start in the job order.



Detail

For details on positioning the original, see “Positioning the Original” on page 3-7.

For details on setting the print quantity, see “Setting Print Quantity” on page 3-12.

The machine can be set to leave some settings made for the previous job in order to utilize them when scanning for the next job.

For details, see page 14-24.

The standby jobs can be checked for the settings, rearranged with priority in output order, and also be cancelled.

For details, see Section 8: Job Management.

To suspend the job in progress, press [Stop].

For details, see “To Stop/Resume/Delete a Job” on page 3-67.

3.11 Next Job Reservation

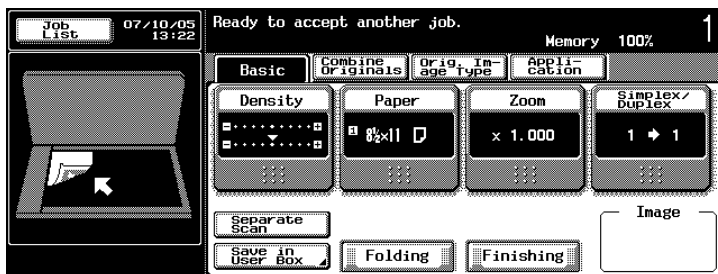
This function allows you to set up a new job and scan the original while a current job printing is in process. The reserved job will start printing immediately the current job operation is completed.

To reserve a copy job

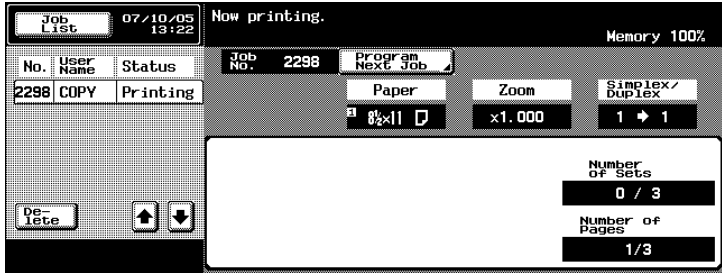
- ✓ Up to 61 job settings including the current printing job can be made.
- ✓ The machine is initially set to accept the job reservation after the current job is finished with scanning the original and starts printing. Job reservation is unavailable while scanning for the current job is still in process.
- ✓ The Copy Operating Screen may appear when the job reservation becomes available. In this case, touch [Program Next Job] on the screen to make a job reservation.

For details of the Copy Operating Screen, see page 14-29.

- 1 Press [Start] on the control panel to start scanning the original.
 - The Scanning Original Screen will be displayed. Job reservation is unavailable as long as this screen is displayed on the touch panel.
 - When the original is all scanned and the machine starts printing, the Basic Screen will be restored with the message “Ready to accept another job” displayed in the message area.



- The Copy Operating Screen may appear when scanning for the original is completed and printing job starts. In this case, touch [Program Next Job] on the screen to proceed.



- 2 Position the original for the next job.
- 3 Select copy conditions and enter the print quantity for the next job.
- 4 Press [Start] on the control panel.



When the current printing job is completed, the reserved job will automatically start printing.

- 5 To reserve more than one job, repeat the steps from 1 to 3.

**Detail**

For details on positioning the original, see “Positioning the Original” on page 3-7.

For details on setting the print quantity, see “Setting Print Quantity” on page 3-12.

The machine can be set to leave some settings made for the previous job in order to utilize them when scanning for the next job.

For details, see page 14-24.

The standby jobs can be checked for the settings, rearranged with priority in output order, and also be cancelled.

For details, see Section 8: Job Management.

To suspend the job in progress, press Stop.

For details, see “To Stop/Resume/Delete a Job” on page 3-67.

3.12 To Stop/Resume/Delete a Job

This section describes how to stop, resume, or delete the job currently in process (scanning, printing, or both of scanning and printing).

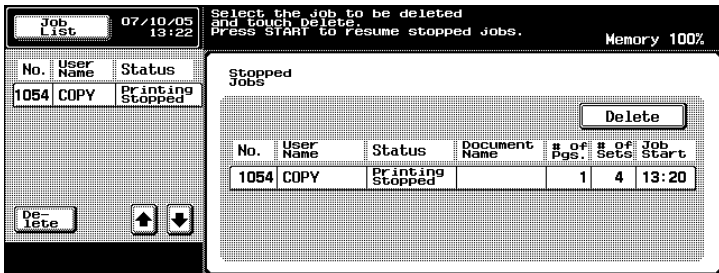
To stop/resume the job in process

- ✓ This procedure is effective only for the current job in process.
- ✓ The reserved job which already started scanning cannot stop its operation. Touch [Job List] to delete the scanned data.
For details, see Section 8: Job Management.

- 1 Press [Stop] on the control panel during scanning/printing.



The scanning/printing will be suspended and the Job Stop Screen will be displayed.



- 2 Press [Start] on the control panel.



All suspended jobs will resume the operation.

To delete a suspended job

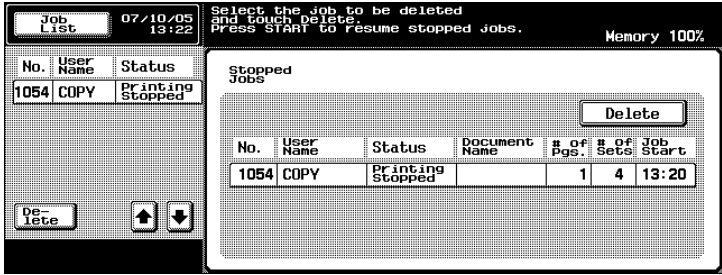
- ✓ This procedure is effective only for suspended jobs.
 - ✓ The scanned data of reserved job can be deleted by touching [Job List], to cancel printing.
- For details, see Section 8: Job Management.

- 1 Press [Stop] on the control panel during scanning/printing.



The scanning/printing will be suspended and the Job Stop Screen will be displayed.

- 2 Touch and highlight the job to be deleted, then touch [Delete].



Selected job will be deleted.

3.13 Copy Conditions Incompatible with Basic Settings

Copy Conditions Incompatible with Basic Settings		Basic																							
		Density		Paper										Zoom											
		Auto	Background Removal	Density	Auto Paper Select	Paper Tray/Large capacity tray	Multiple bypass tray	Normal	Recycled paper	OHP	Label	Trace	User	Letterhead	Postcard	Thin Paper	Thick Paper	Colored Paper	Envelope	Auto Zoom	x 1.0	Enlarge and Reduce	Zoom with Constan X and Y Ratio	Independent Zoom	
Density	Auto		▼																						
	Background Removal																								
	Density	▼																							
Paper	Auto Paper Select				▼	▼		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼				▼	
	Paper Tray/Large capacity tray				▼	▼			x	x	x			x	x	x		x							
	Multiple bypass tray				▼	▼																			
	Normal							x	x	x	x	x	x	x	x	x	x	x	x						
	Recycled paper			▼			x		x	x	x	x	x	x	x	x	x	x	x						
	OHP			▼	x		x	x		x	x	x	x	x	x	x	x	x	x						
	Label			▼	x		x	x	x		x	x	x	x	x	x	x	x	x						
	Trace			▼	x		x	x	x	x		x	x	x	x	x	x	x	x						
	User			▼			x	x	x	x	x		x	x	x	x	x	x	x						
	Letterhead			▼			x	x	x	x	x	x		x	x	x	x	x	x						
	Postcard			▼	x		x	x	x	x	x	x		x	x	x	x	x	x						
	Thin Paper			▼	x		x	x	x	x	x	x		x	x	x	x	x	x						
	Thick Paper			▼	x		x	x	x	x	x	x		x	x	x	x	x	x						
	Colored Paper			▼			x	x	x	x	x	x		x	x	x	x	x	x						
Envelope			▼	x		x	x	x	x	x	x		x	x	x	x	x	x							
Zoom	Auto Zoom			▼																	▼	▼	▼	▼	
	x 1.0																				▼	▼	▼	▼	
	Enlarge and Reduce																				▼	▼	▼	▼	
	Zoom with Constan X and Y Ratio																				▼	▼	▼	▼	
	Independent Zoom				▼																▼	▼	▼	▼	
Simplex /Duplex	single-sided originals																								
	double-sided original																								
	single-sided copies																								
	double-sided copies								▲	▲	▲				▲	▲	▲		▲						
Separate Scan																									

Copy Conditions Incompatible with Basic Settings		Basic				Combine Originals			Quality			Application							
		Simplex/Duplex				Separate Scan	Combine Pages		Original										
		single-sided originals	double-sided original	single-sided copies	double-sided copies		2in1	4in1								8in1			
																	Original Direction Settings	Margin	Text
Density	Auto																		
	Background Removal																		
	Density																		
Paper	Auto Paper Select													▼	▼	▼			*3
	Paper Tray/Large capacity tray																		
	Multiple bypass tray																		
	Normal																		
	Recycled paper																		
	OHP				▲														▲
	Label				▲									▲					▲
	Trace				▲									▲					▲
	User																		
	Letterhead																		
	Postcard				▲										▲				▲
	Thin Paper				▲										▲				▲
	Thick Paper				▲										▲				▲
	Colored Paper																		
	Envelope				▲		▲	▲	▲						▲	▲	▲	▲	▲
Zoom	Auto Zoom								*4	*4	*4								
	x 1.0								*4	*4	*4								
	Enlarge and Reduce								*4	*4	*4								
	Zoom with Constant X and Y Ratio								*4	*4	*4								
	Independent Zoom								*4	*4	*4								
Simplex/Duplex	single-sided originals		▼																
	double-sided original	▼																	
	single-sided copies			▼															▼
	double-sided copies			▼											▼				
Separate Scan																			

Copy Conditions Incompatible with Basic Settings		Application																		
		Book Copy	Booklet Pagnation	Image Repeat			Page Margin	Edit Margin	Erase		Image Adjustment			Stamp						
				Set Range	Auto Original Size Detect	Repeat			Erase/Center Erase	Non-Image Area Erase	Centering	No Rotation	Original Size Setting	Custom Size Originals	Booklet	Set Numbering	Page #	Date/Time	Built-in Stamp	Watermark
Density	Auto																			
	Background Removal																			
	Density																			
Paper	Auto Paper Select	▼	▼	▼	▼	▼			▼				▼							
	Paper Tray/Large capacity tray																			
	Multiple bypass tray																			
	Normal																			
	Recycled paper																			
	OHP													▲						
	Label													▲						
	Trace													▲						
	User																			
	Letterhead																			
	Postcard													▲						
	Thin Paper													▲						
	Thick Paper													▲						
	Colored Paper																			
Envelope	▲	▲	▲	▲	▲								▲	▲	▲	▲	▲	▲		
Zoom	Auto Zoom	▼	▼	▼	▼	▼			▼	▼			▼	*4						
	x 1.0													*4						
	Enlarge and Reduce													*4						
	Zoom with Constan X and Y Ratio													*4						
	Independent Zoom													*4						
Simplex/Duplex	single-sided originals																			
	double-sided original								▼	▼										
	single-sided copies													▼						
	double-sided copies		▼	▼	▼															
Separate Scan																				

Copy Conditions Incompatible with Basic Settings		Finishing							Folding	
		Sort	Group	Offset		Staple	Punch	Output Tray	Fold & Staple	Half Fold
				Crisscross	Shifted					
Basic	Density	Auto								
		Background Removal								
		Density								
	Paper	Auto Paper Select								
		Paper Tray/Large								
		Multiple bypass tray								
		Normal				*6	*6	*6	*6	*6
		Recycled paper				*6	*6	*6	*6	*6
		OHP			▲	*6	*6	*6	*6	*6
		Label			▲	*6	*6	*6	*6	*6
		Trace			▲	*6	*6	*6	*6	*6
		User				*6	*6	*6	*6	*6
		Letterhead				*6	*6	*6	*6	*6
		Postcard			▲	*6	*6	*6	*6	*6
		Thin Paper			▲	*6	*6	*6	*6	*6
Thick Paper			▲	*6	*6	*6	*6	*6		
Colored Paper				*6	*6	*6	*6	*6		
Envelope			▲	*6	*6	*6	*6	*6		
Zoom	Auto Zoom			*7						
	x 1.0									
	Enlarge and Reduce									
	Zoom with Constan									
	Independent Zoom			*7						
Simplex/ Duplex	single-sided originals									
	double-sided original									
	single-sided copies									
	double-sided copies									
Separate Scan										

▼: Condition last selected has priority and the former selection will be released.

x: Incompatible

▲: Condition previously selected has priority and warning message will be displayed.

*3: Condition last selected has priority only when Copy Insertion is selected.

*4: Condition last selected has priority when recommended zoom ratio is used in Combine Originals or Booklet.

*6: Varies according to the finishing option to be used.

*7: Offset mode will be ignored.



Combine Originals/ Original Image Type

4 Combine Originals/ Original Image Type

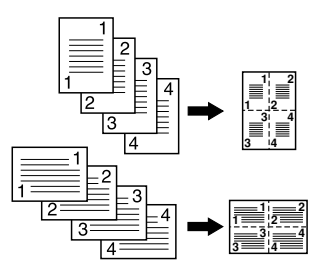
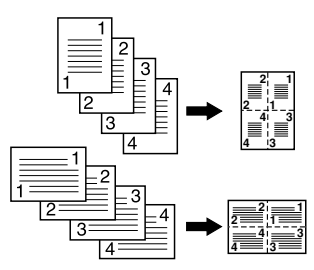
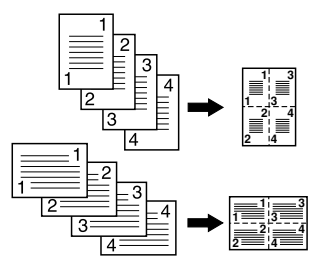
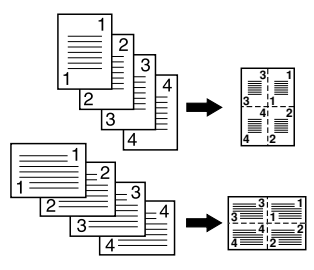
4.1 Lay Out Multiple Pages onto One Sheet (Combine Pages)

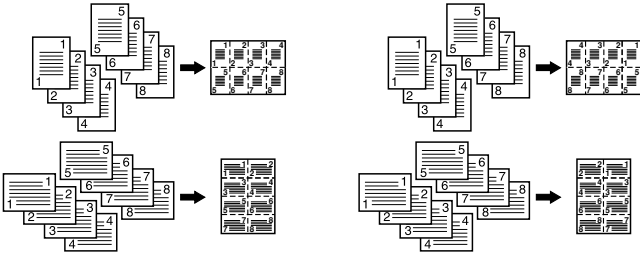
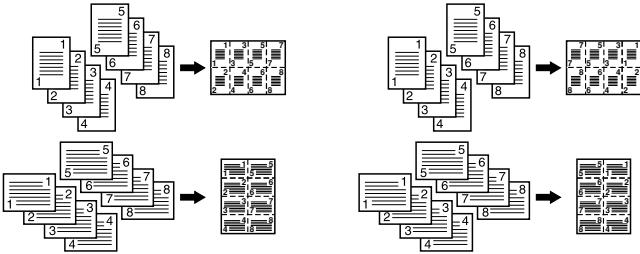
Use this function to lay out and copy a fixed number (2, 4, or 8) of pages onto one sheet of copy paper, so that the paper use can be saved.

Function overview

The following functions are provided to Combine Pages. The direction of the page arrangement will vary according to the specified original binding margin.

Setting item	Description
2 in 1	<p>Select this setting to print two original images onto one sheet.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Left binding</p> </div> <div style="text-align: center;"> <p>Right binding</p> </div> </div>

Setting item	Description
4 in 1	<p>Select this setting to print four original images onto one sheet. The page arrangement (Numbering Direction) can be specified.</p> <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p>Horizontal order, left binding</p>  </div> <div style="width: 45%;"> <p>Horizontal order, right binding</p>  </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="width: 45%;"> <p>Vertical order, left binding</p>  </div> <div style="width: 45%;"> <p>Vertical order, right binding</p>  </div> </div>

Setting item	Description
8 in 1	<p>Select this setting to print eight original images onto one page. The page arrangement (Numbering Direction) can be specified.</p> <p>Horizontal order, left binding Horizontal order, right binding</p>  <p>Vertical order, left binding Vertical order, right binding</p> 

With Combine Pages specified, the machine will automatically select a recommended zoom ratio to reduce the original image for copying. The zoom ratio recommended for each setting is listed below.

- 2 in 1: $\times 0.647$
- 4 in 1: $\times 0.500$
- 8 in 1: $\times 0.323$



Detail

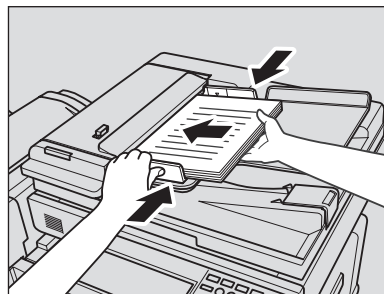
The machine can be set to disable the automatic selection of recommended zoom ratio in order to accept the ratio entered manually. For details, see page 14-35.

To copy using Combine Pages

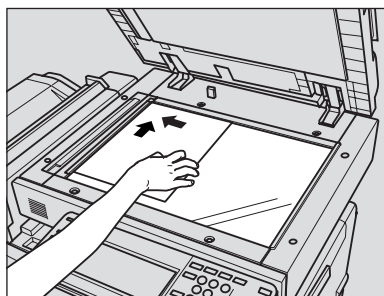
- ✓ Load the original in the ADF.
- ✓ If the original is placed on the original glass, Separate Scan mode will function automatically.
- ✓ The tray loaded with the same paper size as the original will be automatically selected to make a copy of combined original.
To use paper size different from the original size, then select the desired zoom ratio manually.
- ✓ The tray selection will accord with the order specified in Tray Priority. For details of Tray Priority setting, see page 14-00.
- ✓ With [Right] selected for the original page margin, the layout of images on copied sheet will start from right to left. For details, see Selecting Binding Margin of Original (Page Margin) on page 4-00.

1 Position the original.

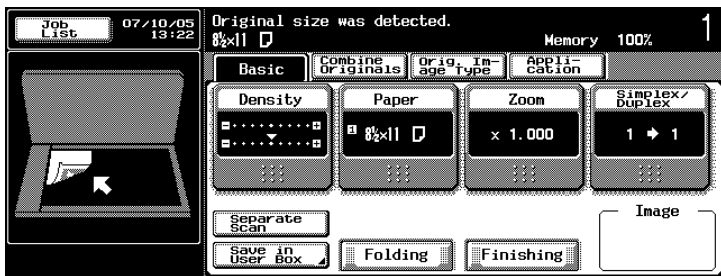
- Specify the Original Direction according to the orientation of the positioned original. For details, see To specify original direction on page 4-00.



- When positioning the original on original glass, use the Separate Scan mode to scan the original image into memory. For details, see Separate Scan Setting on page 3-00.

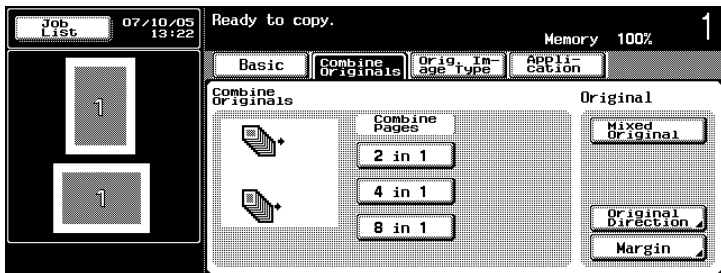


- 2 Touch [Combine Originals] tab on the Basic Screen.

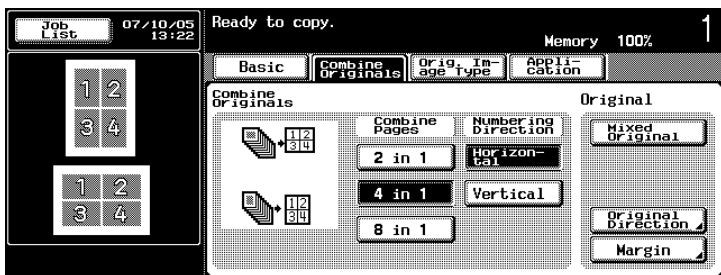


The Combine Originals Screen will be displayed.

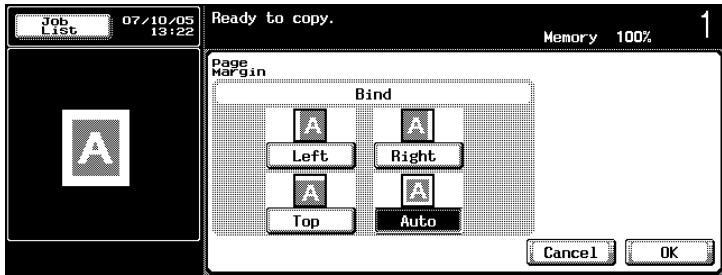
- 3 Select the desired Combine Pages mode.



- When selecting [4 in 1] or [8 in 1], touch [Horizontal] or [Vertical] to specify the direction of page arrangement.



- If changing the direction of page arrangement to start from the right side, touch [Margin] to select [Right], then touch [OK].



...

Reminder

Load copy paper of the same size as the original, if not loaded in any tray.



...

Note

To release Combine Pages, touch the highlighted key again to deselect it, or press [Reset] on the control panel.



...

Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

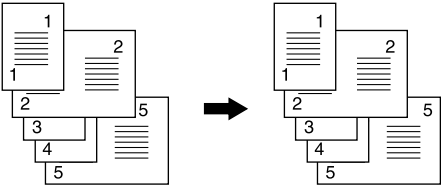
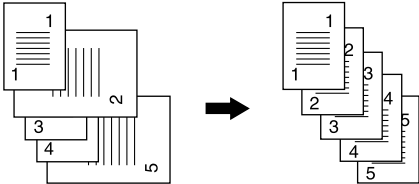
4.2 Specifying Original Settings (Original)

The following procedure describes how to specify the original type, orientation of the positioned original, and page margin of the original to be copied.

4.2.1 Copying Mixed Size Original (Mixed Original)

Use the Mixed Original mode to copy the mixed size original set scanned from the ADF with Auto Paper Select or Auto Zoom activated.

Function overview

Setting item	Description
Auto Paper Select	<p>Used with Mixed Original for copying to paper of the same size as the original set.</p> 
Auto Zoom Select	<p>Select for copying to paper of desired size with appropriate zoom ratio automatically selected for each original.</p> 

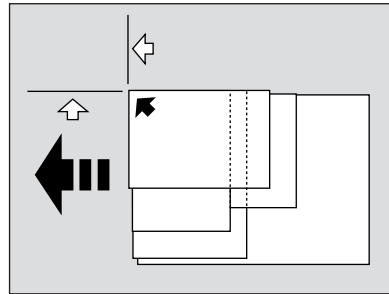
To copy using Mixed Original

- ✓ Load the original in the ADF.
Combination of the original sizes to be mixed depends on the widest original width (width of the ADF original guides). For details, see page 9-13.
- ✓ Adjust the paper guides to the original securely. If incorrectly loaded, the original may not be fed straight, resulting in paper misfeed or damage to the original.
- ✓ Do not load more than 80 sheets of the original, otherwise the original may be misfed or damaged, or machine trouble may be caused.
If the number of original sheets exceeds 80, divide them into blocks to scan. For details, see “Separate Scan Setting” on page 3-58.

- ✓ If the original is placed on the original glass, scan the original referring to “To position the original on original glass” on page 3-9, then proceed to step 3.
- ✓ When Mixed Original is specified, Auto Paper Select will function automatically. To copy to a single and desired paper size, manually specify Auto Zoom Select. For details, see “To select a magnification ratio automatically (Auto Zoom)” on page 3-43.

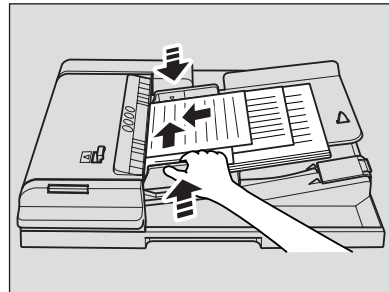
1 Arrange the mixed size original faceup, aligning the left and rear sides of each.

- For the double-sided original, arrange it with the first page faceup, and align the left and rear sides of each.

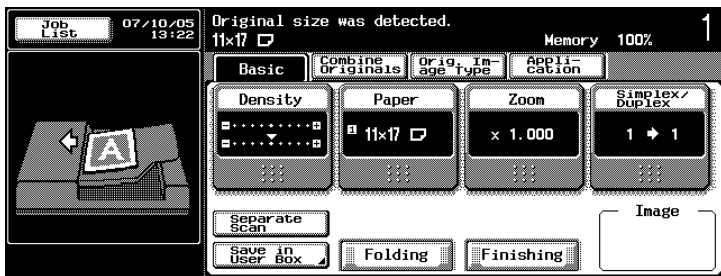


2 Position the original FACEUP (with the first page UP) in the ADF.

- Align the left and rear sides of the original to the ADF, then adjust the paper guides.

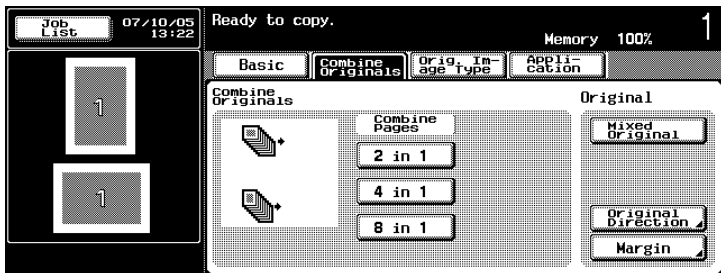


- 3 Touch [Combine Originals] tab on the Basic Screen.



The Combine Originals Screen will be displayed.

- 4 Touch [Mixed Original] to highlight it.



Note

To release Mixed Original, touch the highlighted key again to deselect it, or press [Reset] on the control panel.



Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

4.2.2 Specifying Orientation of Original (Original Direction)


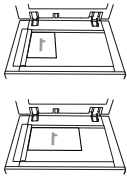

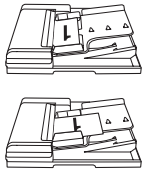
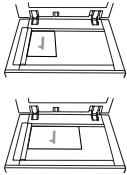

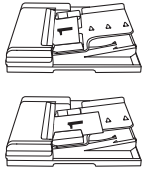
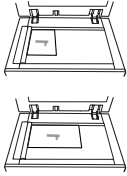

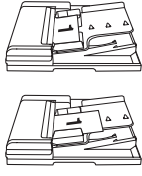
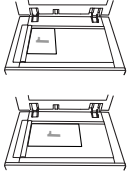

Specify the orientation of the original placed on the ADF or on original glass.

Without this setting, the copy results may not be obtained as expected, especially when making copies under following conditions.

- Copying from double-sided original
- Making double-sided copies

- Combine Pages
- Booklet
- Book Copy
- Staple, etc.

Function overview

Using ADF	Using original glass	Icon	Description
			Select for the original positioned with the top toward the rear of the machine. Initially selected as factory default.
			Select for the original positioned with the top toward the front of the machine.
			Select for the original positioned in the ADF with the top toward the left side of the machine. Or, select for the original positioned on the original glass with the top toward the right side of the machine.
			Select for the original positioned in the ADF with the top toward the right side of the machine. Or, select for the original positioned on the original glass with the top toward the left side of the machine.

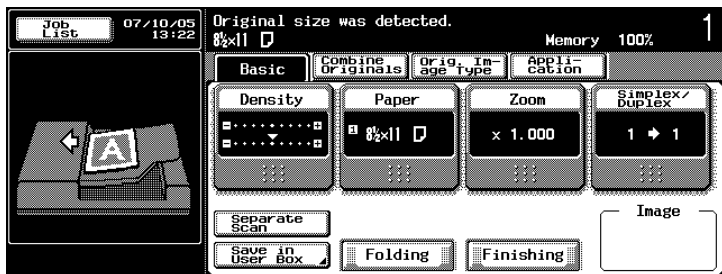


Note

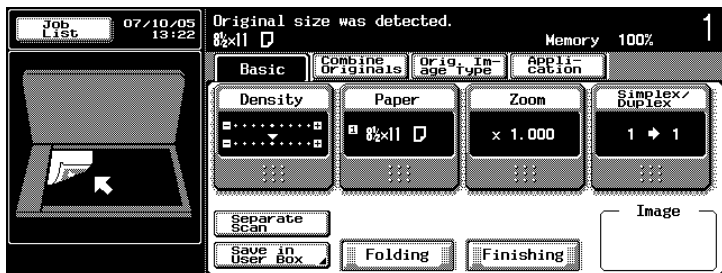
The difference in original type (portrait or landscape) does not matter to the Original Direction setting. Specify the orientation of original simply according to where the top of the original is positioned.

To specify Original Direction

- 1 Position the original.
 - Place the original in the ADF or on the original glass.
- 2 Touch [Combine Originals] tab on the Basic Screen.
 - The Basic Screen with the original loaded in the ADF

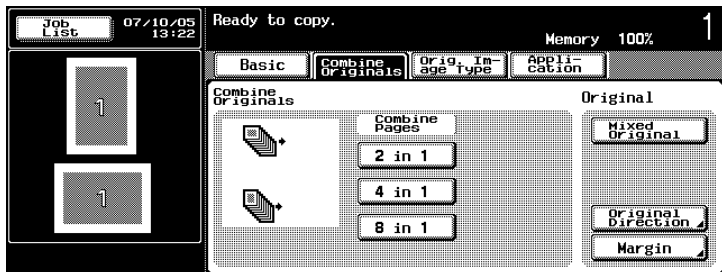


- The Basic Screen with the original placed on the original glass



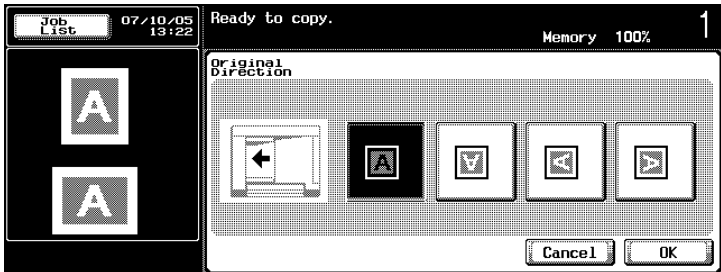
The Combine Originals Screen will be displayed.

- 3 Touch [Original Direction].

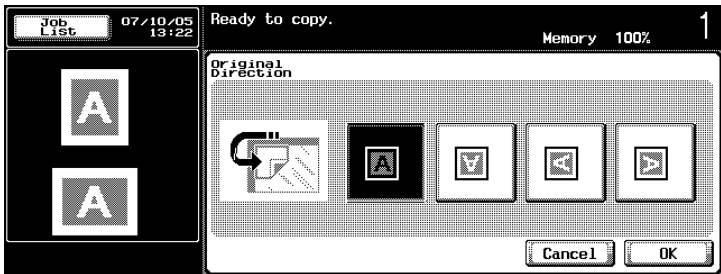


The Original Direction Screen will be displayed.

- 4 Select one of the original direction key according to the orientation of the positioned original.
- The Original Direction Screen with the original loaded in the ADF



- The Original Direction Screen with the original placed on the original glass



- 5 Touch [OK], then touch [Basic] tab.
The Basic Screen will be restored.



Detail

The Original Direction setting will not be cleared after a job completion until the reset function is activated.

The machine can be set to reset the Original Direction setting to the factory default each time a single job is completed. For details, see page 14-24.



...

Note

Touch [Cancel] on the Original Direction Screen to cancel the setting change.

Press [Reset] on the control panel to restore the factory default setting.



...


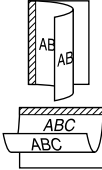
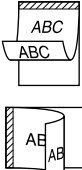



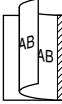


Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

4.2.3 Specifying Position of Binding Margin (Margin)

Specify the binding position of the double-sided original loaded in the ADF. This setting also determines the starting position of page layout in Combine Pages.

Function overview

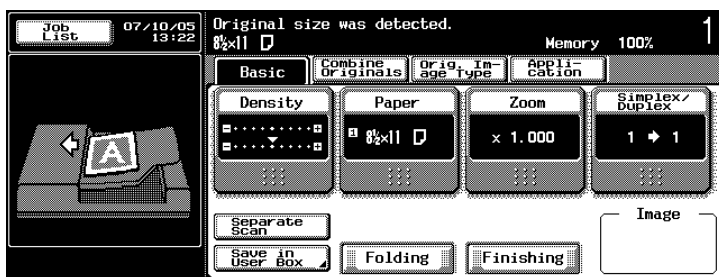
Icon	Description
	<p>Select to automatically specify the binding position of double-sided original.</p> <p>The longer side will be selected for 8-1/2×11 or smaller original sizes, while the shorter side will be selected for 8-1/2×14 or larger sizes automatically.</p> <p>This setting is initially specified as factory default.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>8-1/2 x 11 or smaller</p> </div> <div style="text-align: center;">  <p>8-1/2 x 14 or larger</p> </div> </div>
	<p>Select for the double-sided original bound on the left side.</p> <div style="text-align: center;">  </div>
	<p>Select for the double-sided original bound on the right side.</p> <div style="text-align: center;">  </div>
	<p>Select for the double-sided original bound on the top side.</p> <div style="text-align: center;">  </div>

To specify Margin

- ✓ Load the original in the ADF.
- ✓ This setting functions effectively when 2→2 or 2→1 mode is specified in Simplex/Duplex setting.
- ✓ With [Right] selected and Combine Pages used, the image layout will start from the right side, reversedly to the general operation.
- ✓ The Margin setting will not be cleared after a job completion until the reset function is activated.

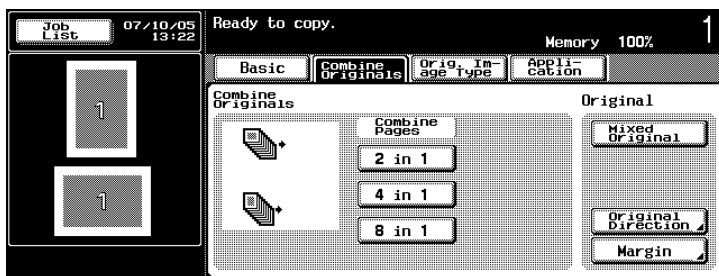
The machine can be set to reset the Margin setting to the factory default each time a single job is completed. For details, see page 14-24.

- 1 Load the original in the ADF.
- 2 Touch [Combine Originals] tab on the Basic Screen.



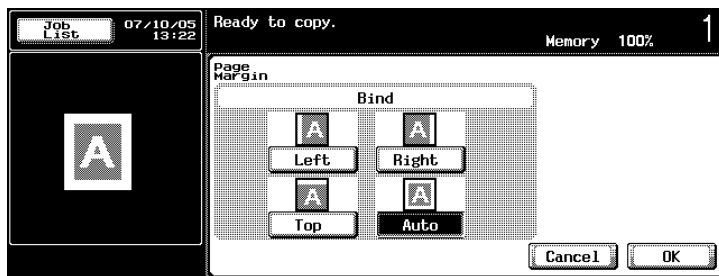
The Combine Originals Screen will be displayed.

- 3 Touch [Margin].



The Page Margin Screen will be displayed.

- 4 Touch the desired binding position key to highlight it.



- 5 Touch [OK], then touch [Basic] tab.
The Basic Screen will be restored.



...

Note

*Touch [Cancel] on the Page Margin Screen to cancel the setting change.
Press [Reset] on the control panel to restore the factory default setting.*



...














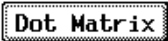
Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

4.3 Making Copy Quality Closer to Original (Original Image Type)

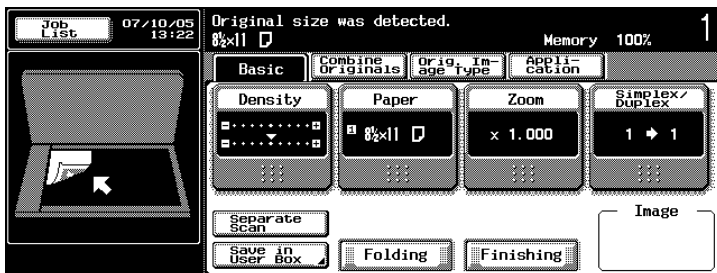
Select one of the following modes according to the original image type, so that the copy quality more closely matches to that of the original.

Function overview

Icon	Description
 	<p>Select for copying the original composed of text only. In this mode, the edges of copied text will be sharpened to provide higher legibility.</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> ABCDE FGHIJK LMNOP QRSTU VWXYZ </div> → <div style="border: 1px solid black; padding: 5px; text-align: center;"> ABCDE FGHIJK LMNOP QRSTU VWXYZ </div> <div style="margin-left: 20px;"> ABCDE FGHIJK LMNOP QRSTU VWXYZ </div> </div> <p style="display: flex; justify-content: space-around; width: 100%;"> Original Text mode </p>
 	<p>Select for copying the original including both text and photo image. This mode is specified as factory default.</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> ABCDE FGHIJK  </div> → <div style="border: 1px solid black; padding: 5px; text-align: center;"> ABCDE FGHIJK  </div> <div style="margin-left: 20px;"> ABCDE FGHIJK  </div> </div> <p style="display: flex; justify-content: space-around; width: 100%;"> Original Text /Photo mode </p>
 	<p>Select to reproduce a half-tone photo image. The copy will closely represent the half-tones of the original image.</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">  </div> → <div style="border: 1px solid black; padding: 5px; text-align: center;">  </div> <div style="margin-left: 20px;">  </div> </div> <p style="display: flex; justify-content: space-around; width: 100%;"> Original Photo mode </p>
 	<p>Select for copying the original composed of text only, in order to darken lightly printed images (e.g. pencil) to improve the legibility.</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> ABC </div> → <div style="border: 1px solid black; padding: 5px; text-align: center;"> ABC </div> <div style="margin-left: 20px;"> ABC </div> </div> <p style="display: flex; justify-content: space-around; width: 100%;"> Original Dot Matrix mode </p>

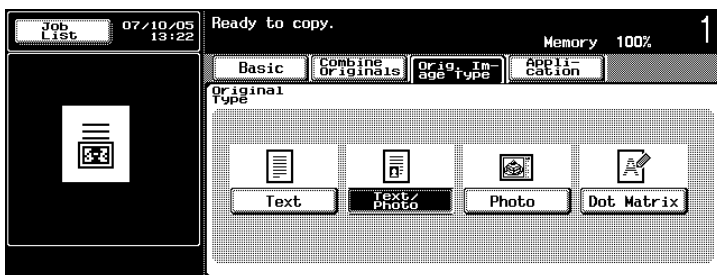
To specify Original Image Type

- 1 Position the original.
- 2 Touch [Orig. Image Type] tab on the Basic Screen.



The Original Image Type Screen will be displayed.

- 3 Select the original type according to the positioned original.



- 4 Touch [OK], then touch [Basic] tab.

The Basic Screen will be restored.



Note

Press [Reset] on the control panel to restore the factory default setting.



Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

4.4 Copy Conditions Incompatible with Combine Originals/ Original Image Type Settings

Copy Conditions Incompatible with Combine Originals/ Original Image Type Settings		Basic																								
		Density		Paper										Zoom												
		Auto	Background Removal	Density	Auto Paper Select	Paper Tray/Large capacity tray	Multiple bypass tray	Normal	Recycled paper	OHP	Label	Trace	User	Letterhead	Postcard	Thin Paper	Thick Paper	Colored Paper	Envelope	Auto Zoom	x 1.0	Enlarge and Reduce	Zoom with Constant X and Y Ratio	Independent Zoom		
Combine Originals	Combine Pages	2in1																▲	*4	*4	*4	*4	*4	*4		
		4in1																	▲	*4	*4	*4	*4	*4	*4	
		8in1																	▲	*4	*4	*4	*4	*4	*4	
Combine Originals	Original	Mixed Original																								
		Original Direction Settings																								
		Margin																								
Quality	Text																									
	Text/Photo																									
	Photo																									
	Dot Matrix																									

Copy Conditions Incompatible with Combine Originals/ Original Image Type Settings		Basic		Combine Originals					Quality			Application						
		Simplex/Duplex		Combine Pages		Original			Text	Text/Photo	Photo	Dot Matrix	OHP Interleave	Cover Mode	Insert Sheet	Insert Image	Chapters	Neg-/Pos. Reverse
		single-sided originals	double-sided original	single-sided copies	double-sided copies	Separate Scan	2in1	4in1										
Combine Originals	Combine Pages	2in1					▼	▼	▼				▲	▲	▲	▲	▲	
		4in1					▼	▼	▼				▲	▲	▲	▲	▲	
		8in1					▼	▼	▼				▲	▲	▲	▲	▲	
Combine Originals	Original	Mixed Original					▼	▼	▼				▲	▲	▲	▲	▲	
		Original Direction Settings																
		Margin																
Quality	Text									▼	▼	▼						
	Text/Photo									▼	▼	▼						
	Photo									▼	▼	▼						
	Dot Matrix									▼	▼	▼						

Copy Conditions Incompatible with Combine Originals/ Original Image Type Settings		Application																		
		Book Copy	Booklet Pagination	Image Repeat		Page Margin	Edit Margin	Erase/Center Erase	Non-Image Area Erase	Image Adjustment			Stamp							
				Set Range	Auto Original Size Detect					Centering	No Rotation	Original Size Setting	Custom Size Originals	Booklet	Set Numbering	Page #	Date/Time	Built-in Stamp	Watermark	
				Repeat	Repeat					Repeat	Repeat	Repeat								
Combine Originals	Combine Pages	2in1	▲	▲	▲	▲		▲		▲			▲							
		4in1	▲	▲	▲	▲			▲		▲			▲						
		8in1	▲	▲	▲	▲			▲		▲			▲						
	Original	Mixed Original	▲	▲	▲	▲			▲	▲		▲	▲	▲						▲
		Original Direction Settings	▲	▲	▲	▲			▲											
Margin		▲	▲	▲	▲															
Quality	Text																			
	Text/Photo																			
	Photo																			
	Dot Matrix																			

Copy Conditions Incompatible with Combine Originals/ Original Image Type Settings		Finishing								Folding	
		Sort	Group	Offset		Staple	Punch	Output Tray	Fold & Staple	Half Fold	
				Crisscross	Shifted						
				Shifted	Shifted						
Combine Originals	Combine Pages	2in1	▲	▲					*8	*8	
		4in1	▲	▲					*8	*8	
		8in1	▲	▲					*8	*8	
	Original	Mixed Original		▲					▲	▲	
		Original Direction Settings									
Margin											
Quality	Text										
	Text/Photo										
	Photo										
	Dot Matrix										

▼: Condition last selected has priority and the former selection will be released.

▲: Condition previously selected has priority and warning message will be displayed.

*4: Condition last selected has priority when recommended zoom ratio is used in Combine Originals or Booklet.

*8: Incompatible when Booklet is automatically selected with Half Fold or Fold & Staple in combination.



Application Functions

5 Application Functions


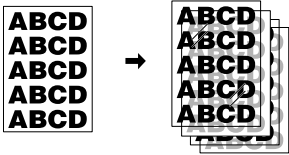

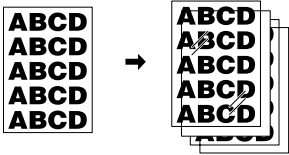
5.1 Copying onto OHP Transparencies (OHP Interleave)

Use this function to copy onto overhead projector transparencies.

In order to prevent the copied transparencies from sticking together due to the heat inside the machine, an interleaf can be inserted between the transparencies. The interleaf can be kept blank, or copied from the same original as transparency.

Function overview

The following functions are provided in OHP Interleave.

Function	Key	Description
Copy onto interleaf		<p>Insert an interleaf with the same image copied as transparency.</p> 
Use blank interleaf		<p>Insert a blank interleaf between transparencies.</p> 

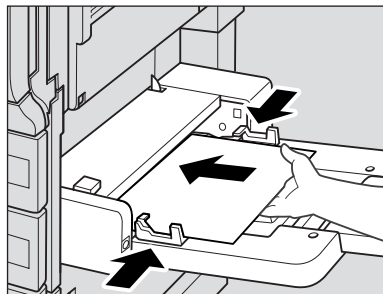
To copy using OHP Interleave

- ✓ Load OHP transparencies in the bypass tray, one sheet at a time.
- ✓ Never load OHP transparencies in any tray other than bypass tray, otherwise machine trouble may be caused.
- ✓ Specify the paper type as OHP in paper setting for bypass tray.
- ✓ Load copy paper in any tray other than bypass tray to match the size of OHP transparencies. Paper of different sizes cannot be used as interleaf.
- ✓ With OHP Interleave specified, Auto Zoom and Sort are automatically selected.
- ✓ Print quantity will be fixed to 1 and cannot be changed.
- ✓ If the machine is equipped with the Finisher FS-511 option, printed transparencies will be output to tray 1 only. Only Sort and Sort + Offset modes are available.

With the Finisher FS-510 option equipped, the machine can deliver transparencies to any output tray. Only Sort and Sort + Offset modes are available.

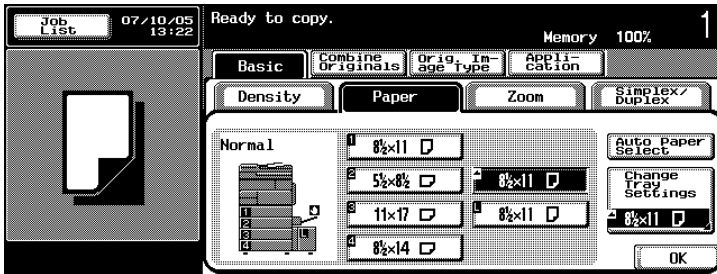
Even if the machine is equipped with the Saddle Stitcher SD-502 option, neither the saddle stitcher tray, Fold & Staple, nor Half Fold mode can be used.

- 1 Position the original.
- 2 Load OHP transparencies in the bypass tray.
 - Load one sheet at a time.

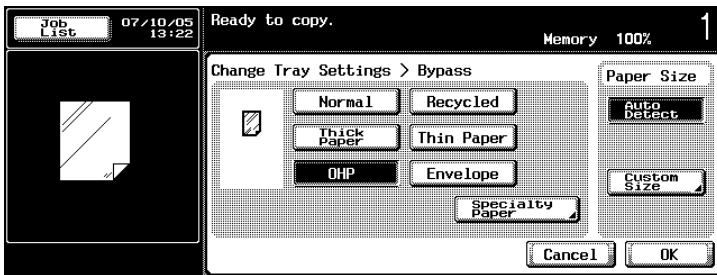


The Paper Screen will be displayed on the touch panel.

- 3 Specify the paper type as OHP.
 - Touch the bypass tray key on the Paper Screen, then touch [Change Tray Settings].

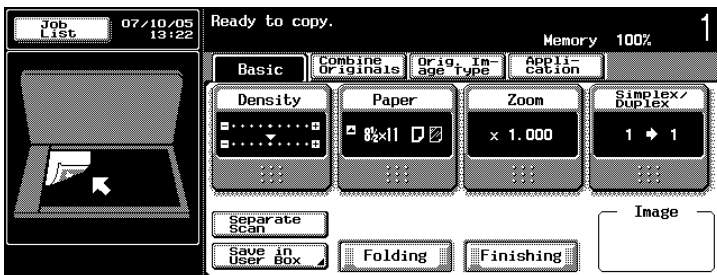


Touch [OHP] to highlight it, then touch [OK].



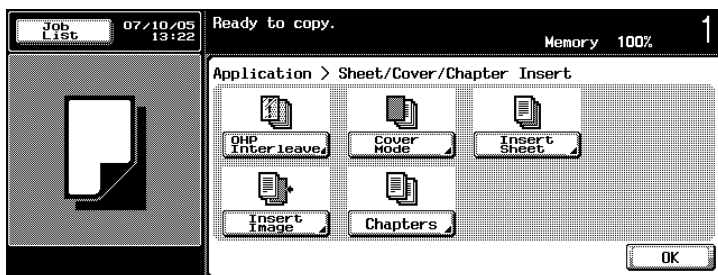
The Paper Screen will be restored.

- 4 Load copy paper in any tray other than bypass tray to match the size of OHP transparencies.
- 5 Touch [Application] tab on the Basic Screen.



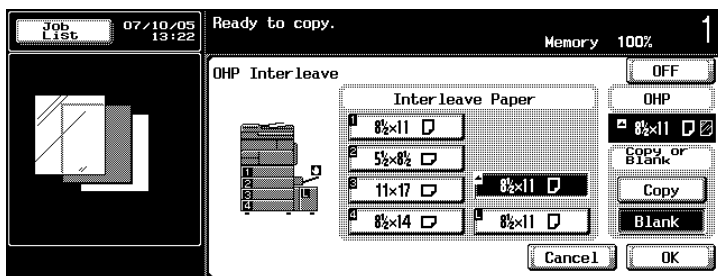
The Application Screen will be displayed.

- 6 Touch [Sheet/Cover/Chapter Insert], then touch [OHP Interleave].



The OHP Interleave Screen will be displayed.

- 7 Specify the tray loaded with paper for interleaf.
- Touch to highlight the tray key loaded with paper for interleaf in step 3.



- 8 Select [Copy] or [Blank].
- To copy the original image also onto interleaves, touch [Copy] under Copy or Blank to highlight it.
 - To leave the interleaves blank, touch [Blank] under Copy or Blank to highlight it.

- 9 Touch [OK] to return to the Application Screen.
 - Touch [Cancel] on the OHP Interleave Screen to cancel the setting change.
- 10 Select additional copy conditions, as desired.
- 11 Press [Start] on the control panel.



Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.


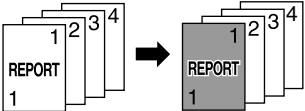

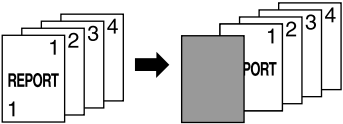

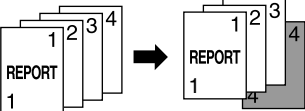

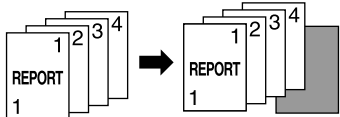
5.2 Adding Covers (Cover Mode)

Select this function to attach covers to the copied sets using paper different from that used for document pages.

Both front and back covers can be specified whether or not to be attached and also whether or not to be copied for each.

Function overview

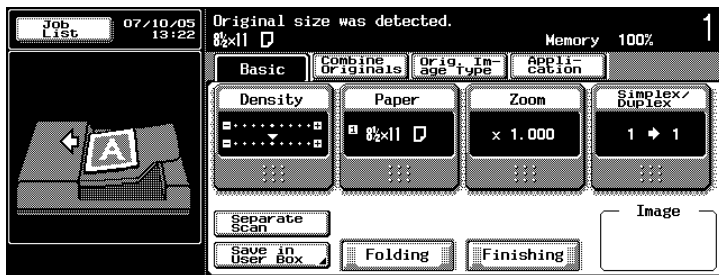
The following functions are provided in Cover Mode. Front (Copy or Blank) and Back (Copy or Blank) settings are compatible.

Function	Key	Description
Front (Copy)		<p>The first page of the original will be printed onto the front cover. When making double-sided copies, the second page of the original will be printed onto the back side of front cover.</p> 
Front (Blank)		<p>A blank sheet for front cover will be inserted as the first sheet of copied set. The same result will be obtained when making double-sided copies.</p> 
Back (Copy)		<p>The last page of the original will be printed onto the back cover. When making double-sided copies, the last two pages of the original will be printed onto both sides of back cover.</p> 
Back (Blank)		<p>A blank sheet for back cover will be inserted as the last sheet of copied set. The same result will be obtained when making double-sided copies.</p> 

To copy using Cover Mode

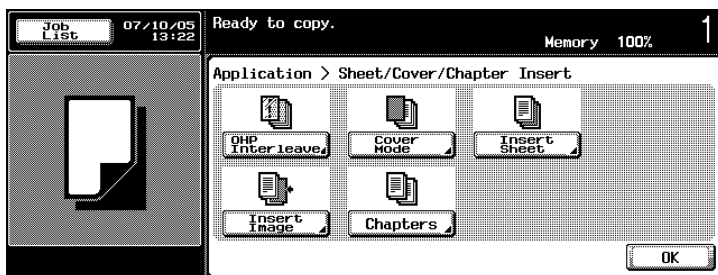
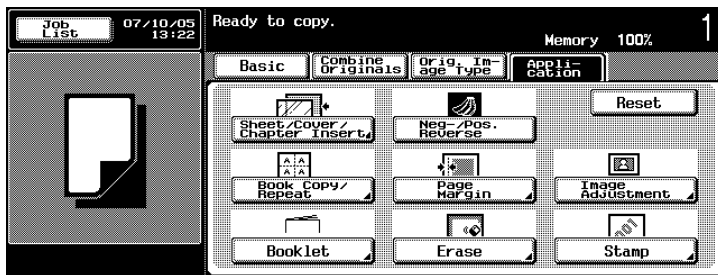
- ✓ Load the original in the ADF. If the number of original sheets exceeds 80, use Separate Scan mode. For details, see “Separate Scan Setting” on page 3-58.
- ✓ With Separate Scan mode selected, the original glass can also be used to scan the original.
- ✓ Trays for copy paper and front/back covers should have the same paper size loaded in the same orientation.
- ✓ Tray 1 is initially specified as the source of both front and back covers. When loading covers into another tray, select that tray on the Cover Paper Screen. The initial setting can be changed in the administrator setting. For details, see page 15-102.
- ✓ The front and back covers can be fed from different tray source for each.
- ✓ When using thick paper for covers, load it into the bypass tray, then make paper setting for bypass tray.
- ✓ Insertion sheets can also be added to the copied set. For details, see “Adding Insertions (Insert Sheet)” on page 5-12.

- 1 Load the original.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Load cover paper into any tray.
 - Load cover paper of the same size as document paper into any tray, except the tray loaded with document paper. Paper type can be different between front and back covers.
 - When using thick paper for covers, load it into the bypass tray, then specify the paper type as Thick in paper setting for bypass tray. For details, see “To specify paper type” on page 3-27.
- 4 Touch [Application] tab on the Basic Screen.



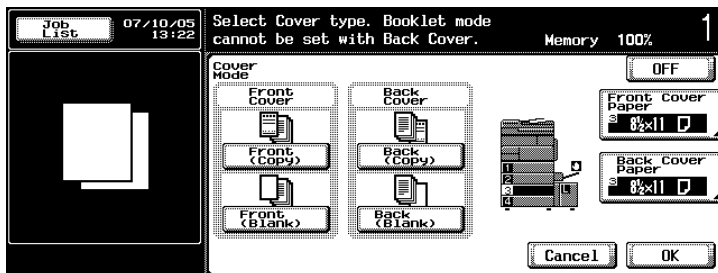
The Application Screen will be displayed.

- 5 Touch [Sheet/Cover/Chapter Insert], then touch [Cover Mode].

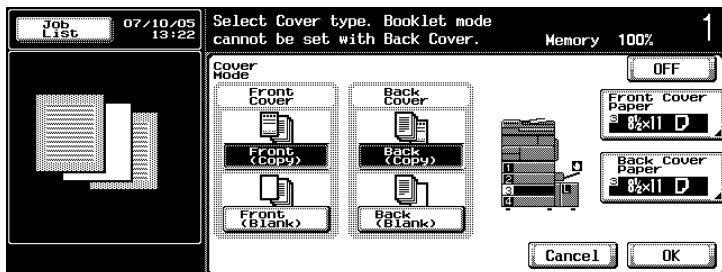


The Cover Mode Screen will be displayed.

- 6 Touch the key under Front Cover and Back Cover to specify the desired cover type.
- To attach the front cover, touch either [Front (Copy)] or [Front (Blank)] to highlight it.
If no front cover is needed, deselect both keys.
 - To attach the back cover, touch either [Back (Copy)] or [Back (Blank)] to highlight it.
If no back cover is needed, deselect both keys.
 - The front cover setting is compatible with back cover setting.

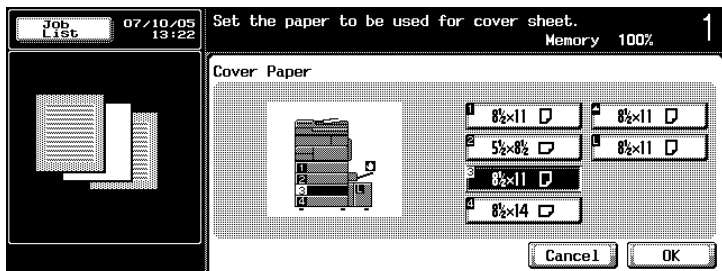


- 7 Touch [Front Cover Paper] or [Back Cover Paper].
- To specify the front cover tray source, touch [Front Cover Paper].
To specify the back cover tray source, touch [Back Cover Paper].



The Cover Paper Screen for each will be displayed.

- 8 Select the tray loaded with cover paper in step 3.



- 9 Touch [OK] to complete the setting on each screen, then return to the Application Screen.
- Touch [Cancel] on the Cover Mode Screen to cancel the setting change.
- 10 Select additional copy conditions, as desired.
- 11 Press [Start] on the control panel.



...

Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



...

Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

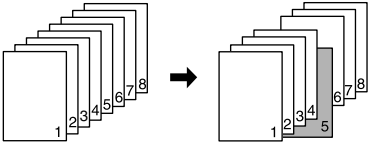
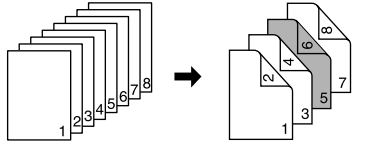
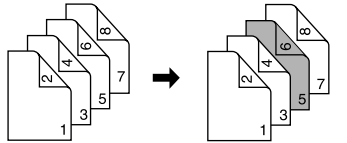
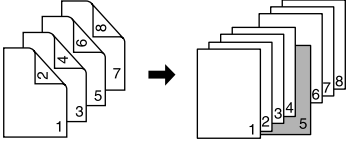
5.3 Adding Insertions (Insert Sheet)

Use this function to add insertions of different paper type at specified locations. The insertions can be either copied or kept blank.

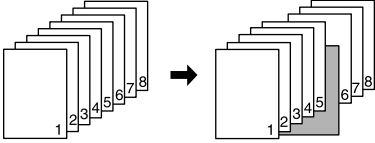
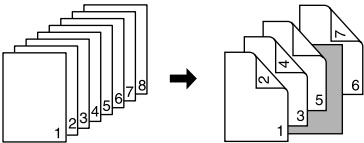
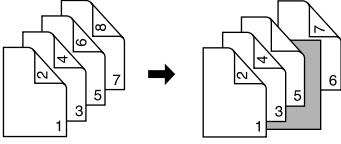
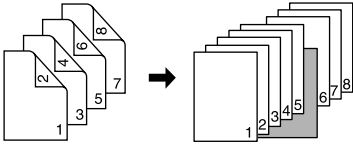
Function overview

In the Insert Sheet setting, the insertion location will vary depending on the simplex/duplex type of the original and copies.

e.g. Selecting [Copy] with page 5 specified as insertion location:

SimplexDuplex	Description
1→1	<p>The 5th page of single-sided original is copied onto the insertion, which will be the 5th sheet of copied set.</p> 
1→2	<p>The 5th and 6th pages of single-sided original are copied onto both sides of the insertion, which will be the 3rd sheet of copied set. With page 6 specified, the 5th page of the single-sided original is simplex-copied onto copy paper, while the 6th and 7th pages of the single-sided original are duplex-copied onto the insertion which will be the 4th sheet of copied set.</p> 
2→2	<p>The 5th and 6th pages of double-sided original are copied onto both sides of the insertion, which will be the 3rd sheet of copied set. With page 6 specified, the 5th page of the double-sided original is simplex-copied onto copy paper, while the 6th and 7th pages of the double-sided original are duplex-copied onto the insertion which will be the 4th sheet of copied set.</p> 
2→1	<p>The 5th page of double-sided original is simplex-copied onto the insertion, which will be the 5th sheet of copied set.</p> 

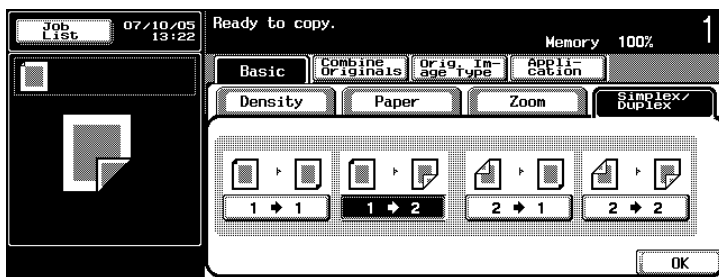
e.g. Selecting [Blank] with page 5 specified as insertion location:

SimplexDuplex	Description
1→1	<p>A blank insertion will be added as the 6th sheet of copied set, after the 5th page of single-sided original is simplex-copied.</p> 
1→2	<p>A blank insertion will be added as the 4th sheet of copied set, after the 5th page of single-sided original is simplex-copied. With page 6 specified, a blank insertion will be added as the 4th sheet of copied set, after the 5th and 6th pages of single-sided original are duplex-copied.</p> 
2→2	<p>A blank insertion will be added as the 4th sheet of copied set, after the 5th page of double-sided original is simplex-copied. With page 6 specified, a blank insertion will be added as the 4th sheet of copied set, after the 5th and 6th pages of double-sided original are duplex-copied.</p> 
2→1	<p>A blank insertion will be added as the 6th sheet of copied set, after the 5th page of double-sided original is simplex-copied.</p> 

To copy using Insert Sheet

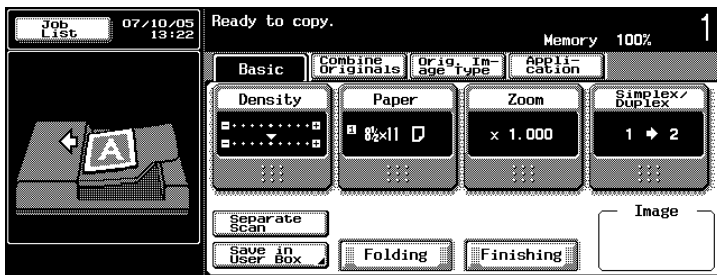
- ✓ Load the original in the ADF. If the number of original sheets exceeds 80, use Separate Scan mode. For details, see “Separate Scan Setting” on page 3-58.
- ✓ With Separate Scan mode selected, the original glass can also be used to scan the original.
- ✓ Trays for copy paper and insertions should have the same paper size loaded in the same orientation.
- ✓ Tray 1 is initially specified as the insertion tray source. When loading insertions into another tray, select that tray on the Insert Paper Screen. The initial setting can be changed in the administrator setting. For details, see page 15-102.
The tray source cannot be specified individually for each insertion location.
- ✓ Up to 30 insertion locations can be specified for the original from 1 to 999 pages.
- ✓ Covers can also be attached. For details, see “Adding Covers (Cover Mode)” on page 5-7.
The front and back covers can be fed from different tray source for each.

- 1 Load the original.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Select the Simplex/Duplex mode.
 - For details on specifying Simplex/Duplex mode, see “Simplex/Duplex Setting” on page 3-46.



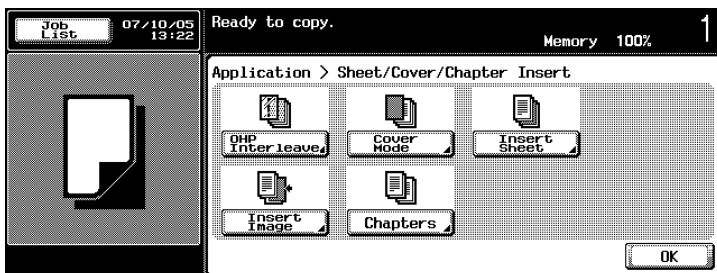
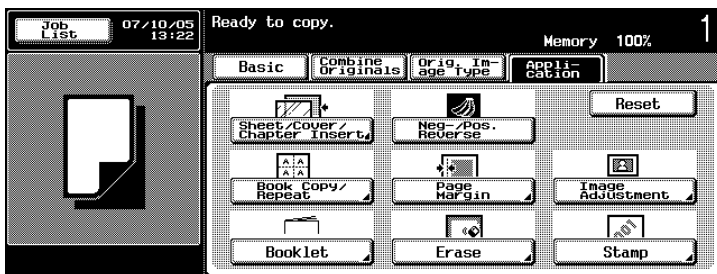
- 4 Load paper for insertions into the desired tray.
 - The bypass tray is also available as insertion tray source.

- 5 Touch [Application] tab on the Basic Screen.



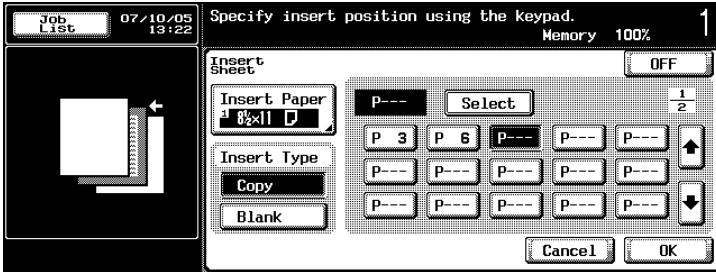
The Application Screen will be displayed.

- 6 Touch [Sheet/Cover/Chapter Insert], then touch [Insert Sheet].



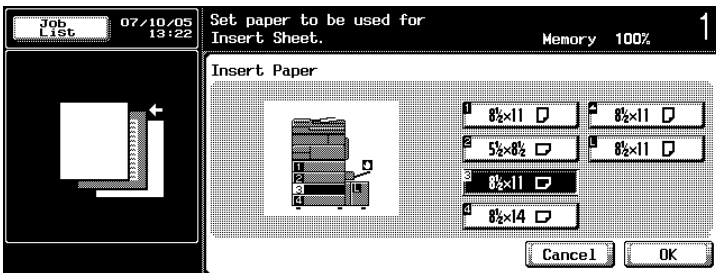
The Insert Sheet Screen will be displayed.

- 7 Specify the insertion location by entering page number.
- Touch [P---] to highlight it, then enter the desired page number from the control panel keypad.
 - Touch up/down arrow keys to scroll the screen to use all 30 keys.

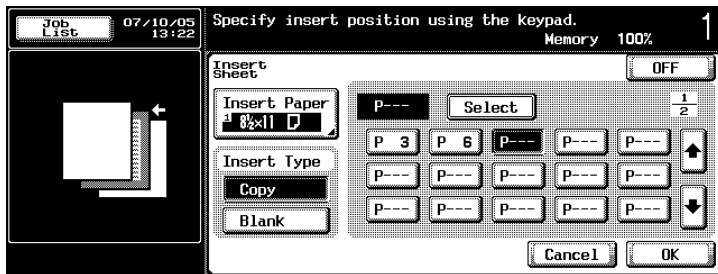


- ? Should page numbers be entered from the smaller number?
 - Not necessary. The page numbers entered at random will be sorted automatically.
- ? What if the same page number is entered twice?
 - The copy result will not change. The page number entered twice or more will be ignored.
- ? What if an entered page number is larger than the total original page count?
 - The entered page number will be ignored.
- ? Do you want to delete the page number once entered?
 - Touch and highlight the page number key to be cleared, then press [C] (Clear) on the control panel.

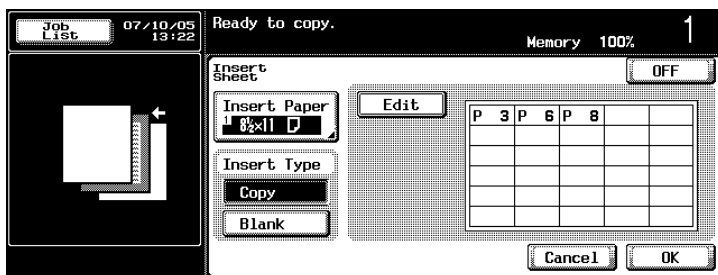
- 8 Specify the tray loaded with insertions.
- Touch [Insert Paper], select the insertion tray source to highlight it, then touch [OK].



- 9 Select whether or not to copy onto the insertions.
- To copy onto the insertions, touch [Copy] under Insert Type to highlight it.
 - To leave the insertions blank, touch [Blank] under Insert Type to highlight it.



- 10 Confirm settings on the Insert Sheet Check Screen, and make setting change, if desired.



- To change the insertion tray source, return to step 8.
 - To change the insertion type, return to step 9.
 - To change insertion locations, touch [Edit] and return to step 7.
- 11 Touch [OK] to return to the Application Screen.
- Touch [Cancel] on the Insert Sheet Screen or Insert Sheet Check Screen to cancel the setting change.
- 12 Select additional copy conditions, as desired.
- 13 Press [Start] on the control panel.



...

Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



...

Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

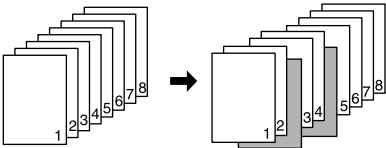
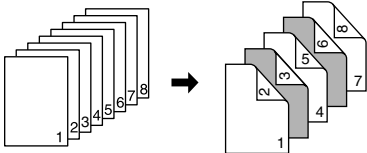
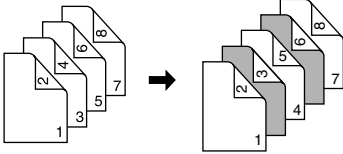
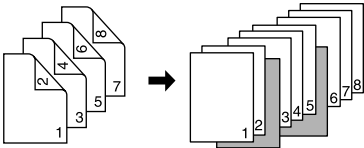
5.4 Inserting Different Original Images into Printed Sets (Insert Image)

Use this function to insert images scanned from the original glass into a set of original document scanned from the ADF at specified locations, then output the combined images as a finished set.

Function overview

The images scanned from original glass will be added as the next page of specified document pages.

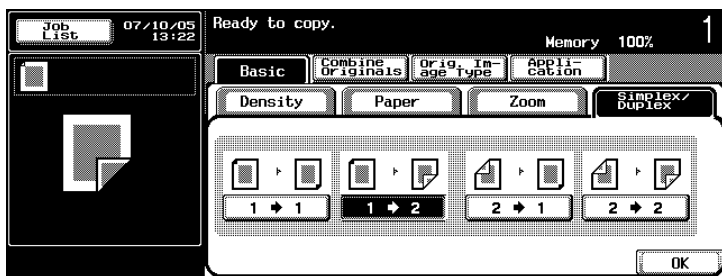
e.g. Specifying pages 2 and 5 as insertion locations:

Simplex/Duplex	Description
1→1	<p>The first scanned image will be inserted after page 2 of the original, and the second scanned image will be inserted after page 5.</p> 
1→2	<p>The first scanned image will be printed on the front side of the 2nd sheet after page 2 of the original is printed, and the second scanned image will be on the front side of the 4th sheet in the finished set.</p> 
2→2	<p>One double-sided original sheet will be counted as two pages, so the copy result will be exactly the same as above in 1→2 mode.</p> 
2→1	<p>The first scanned image will be inserted after page 2 of the finished set, and the second scanned image will be inserted after page 5.</p> 

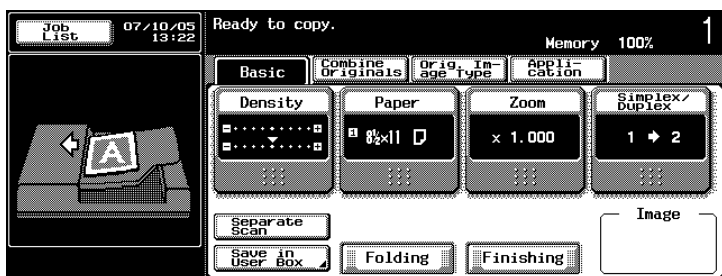
To copy using Insert Image

- ✓ Use the ADF to scan the original to have image insertions.
If the number of original sheets exceeds 80, use Separate Scan mode.
For details, see “Separate Scan Setting” on page 3-58.
- ✓ Use the original glass to scan images to be inserted.
- ✓ Up to 30 locations can be specified for the original from 1 to 999 pages.

- 1 Load the original in the ADF.
 - Be sure to arrange the original in page order, and then place it with the first page faceup; otherwise the copy result may not be satisfactory.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Select the Simplex/Duplex mode.
 - For details on specifying Simplex/Duplex mode, see “Simplex/Duplex Setting” on page 3-46.

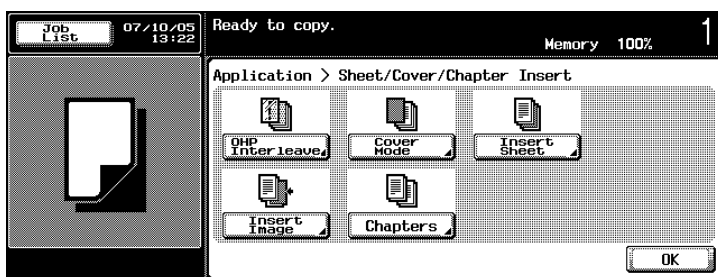


- 4 Touch [Application] tab on the Basic Screen.



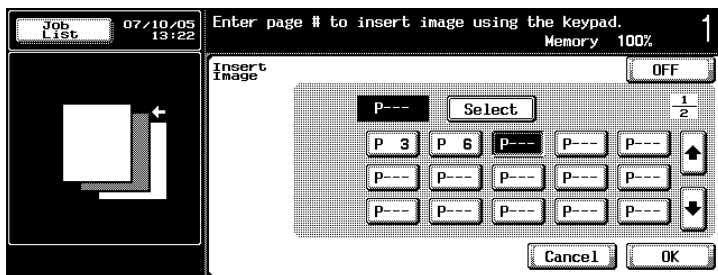
The Application Screen will be displayed.

- 5 Touch [Sheet/Cover/Chapter Insert], then touch [Insert Image].



The Insert Image Screen will be displayed.

- 6 Specify the image insertion location by entering page number.
- Touch [P---] to highlight it, then enter the desired page number from the control panel keypad.
 - Touch up/down arrow keys to scroll the screen to use all 30 keys.
 - Touch [Select].

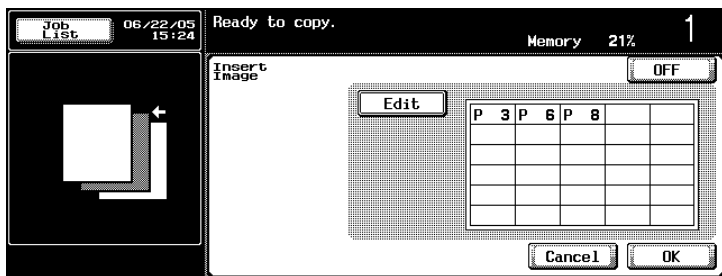


The Insert Image Check Screen will be displayed.

- ? What if the specified locations are fewer than the scanned insertion images?
- The insertion images exceeding specified locations will be added at the end of the finished set.

- ? What if the scanned insertion images are fewer than the specified locations?
 - Specified locations exceeding the scanned image count will be ignored.
- ? What if the same page number is entered twice or more?
 - The images will be inserted at specified location by the entered count.
- ? Do you want to delete the page number once entered?
 - Touch and highlight the page number key to be cleared, then press [C] (Clear) on the control panel.

- 7 Check the locations on the Insert Image Check Screen, and make setting change, if desired.



- To change the image insertion locations, touch [Edit] and return to step 6.

- 8 Touch [OK] to return to the Application Screen.

- Touch [Cancel] on the Insert Image Screen or Insert Image Check Screen to cancel the setting change.

- 9 Select additional copy conditions, as desired.

- 10 Press [Start] on the control panel.

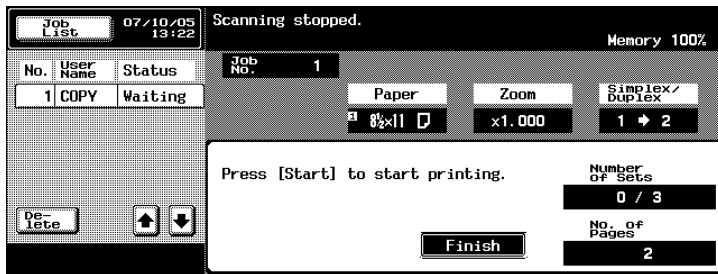
- The machine starts scanning the original to have image insertions.

- 11 Place the original of image insertion on the original glass.

- When scanning the ADF original is completed, open the ADF. Position the insertion original facedown on the original glass, then close the ADF.

- 12 Press [Start] on the control panel.
- When scanning multiple originals, be sure to start with the first page and repeat steps 11 and 12 for all the originals in page order.

- 13 Touch [Finish].



- 14 Press [Start] on the control panel.

The machine will start printing when ready for output.



...

Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



...

Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

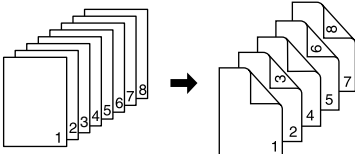
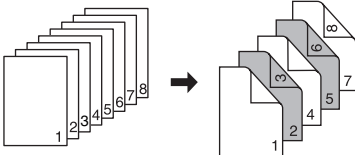
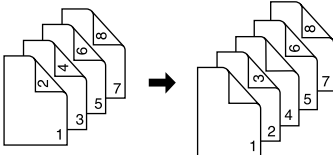
5.5 Locating Title Pages on Front Side (Chapters)

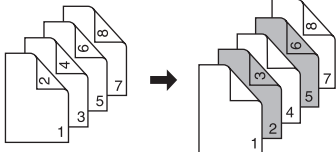
Use this function with the ADF in duplex copying. If a title page is to be arranged on the back side of double-sided copy, a blank page will be automatically created on that page for the purpose of locating the title page on the front side of the next sheet.

Function overview

In Chapters function, a blank page will be inserted before the specified title page in order to locate it on the front side of double-sided copy.

e.g. Specifying pages 2 and 5 as title pages:

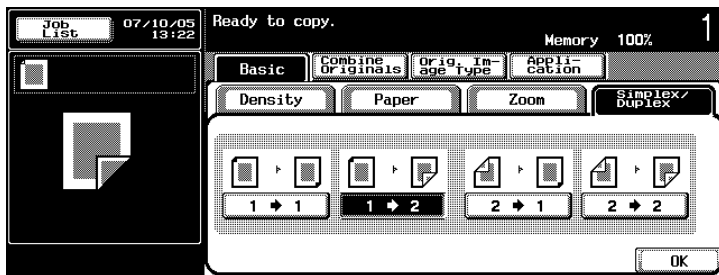
Simplex/Duplex	Description
<p>1→2 Chapter paper: None</p>	<p>A blank page is automatically added before the 2nd and 5th pages of the original, so that they will be printed on the front side of double-sided copies.</p> 
<p>1→2 Chapter paper: Copy Insert</p>	<p>The same page insertion is performed as above, and the chapter pages (2/3 and 5/6) will be printed on paper from another tray source.</p> 
<p>2→2 Chapter paper: None</p>	<p>Since one double-sided original sheet is counted as two pages, the copy result will be exactly the same as above in 1→2 mode with None selected for Chapter paper.</p> 

Simplex/Duplex	Description
<p>2→2 Chapter paper: Copy Insert</p>	<p>The same page insertion is performed as above, and the chapter pages (2/3 and 5/6) will be printed on paper from another tray source.</p> 

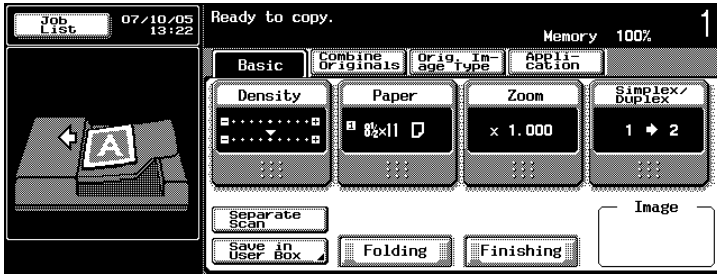
To copy using Chapters

- ✓ Load the original in the ADF. If the number of original sheets exceeds 80, use Separate Scan mode. For details, see “Separate Scan Setting” on page 3-58.
- ✓ With Separate Scan mode selected, the original glass can also be used to scan the original.
- ✓ Up to 30 title pages can be specified for the original from 1 to 999 pages.
- ✓ The tray selection can be changed for printing specified title pages. However, it cannot be changed individually for each title page.

- 1 Position the original.
 - When using ADF, be sure to arrange the original in page order, and then place it with the first page faceup; otherwise the copy result may not be satisfactory.
 - When using original glass, be sure to scan from the first page of the original in page order; otherwise the copy result may not be satisfactory.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Select [1→1] or [2→1] mode.
 - For details on specifying “Simplex/Duplex Setting” on page 3-46.

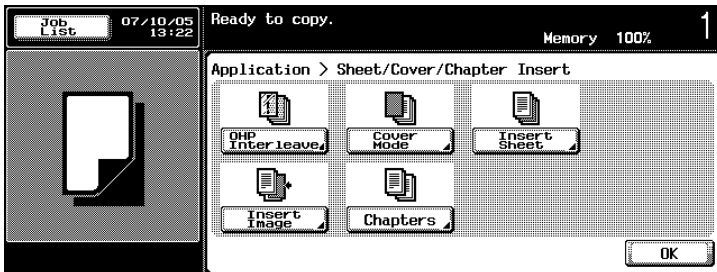
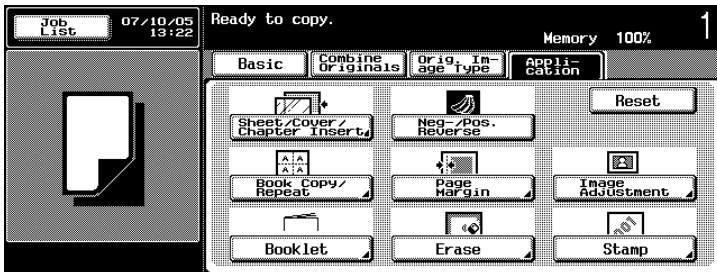


- 4 Touch [Application] tab on the Basic Screen.



The Application Screen will be displayed.

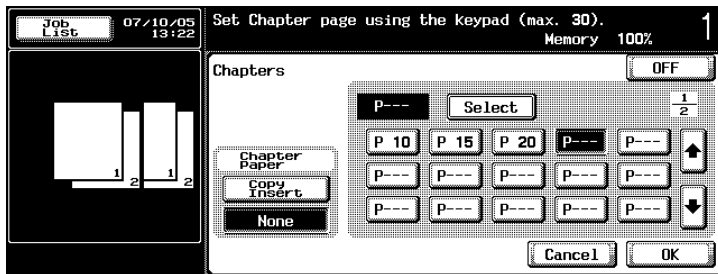
- 5 Touch [Sheet/Cover/Chapter Insert], then touch [Chapters].



The Chapters Screen will be displayed.

6 Specify the title pages.

- Touch [P---] to highlight it, then enter the desired page number from the control panel keypad.
- Touch up/down arrow keys to scroll the screen to use all 30 keys.
- Touch [Select].



- To change the tray selection for title pages, proceed to the next step.
- If tray selection is not needed, touch [Select] to display the Chapters Check Screen. Proceed to step 8.

? What if an entered page number is larger than the total original page count?

→ The entered page number will be ignored.

? What if the same page number is entered twice?

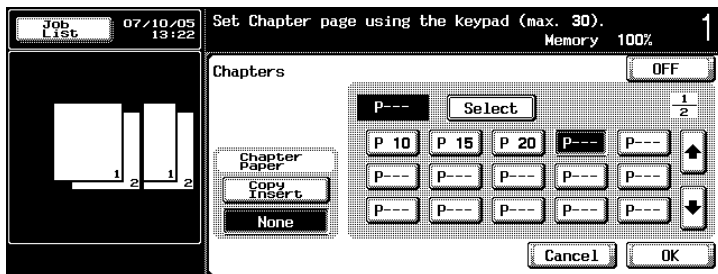
→ The copy result will not change. The page number entered twice or more will be ignored.

? Do you want to delete the page number once entered?

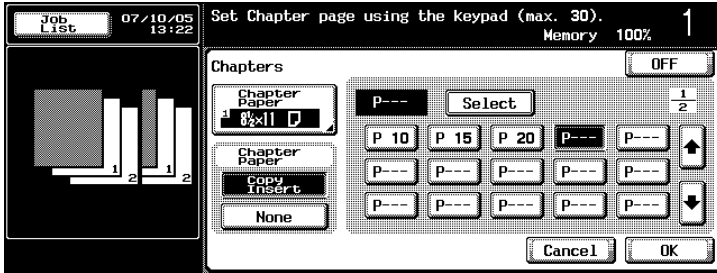
→ Touch and highlight the page number key to be cleared, then press [C] (Clear) on the control panel.

7 Change the tray selection for title pages, if desired.

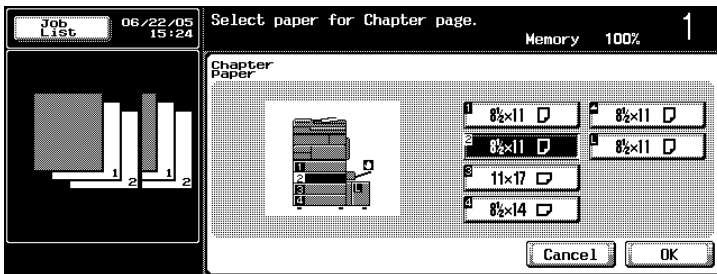
- Touch [Copy Insert], if not highlighted, to display the [Chapter Paper] key.



- Touch [Chapter Paper] to display the Chapter Paper Screen.

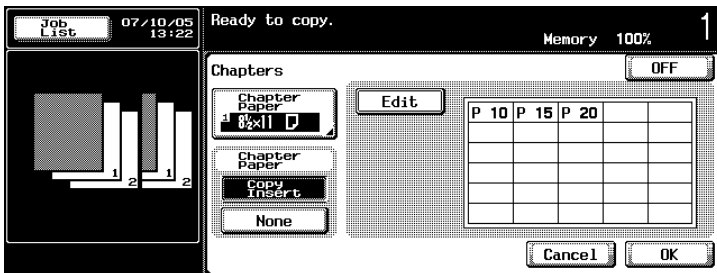


- Select the tray loaded with paper for printing title pages to highlight it.



- Touch [OK] to return to the Chapters Screen, then touch [Select] to display the Chapters Check Screen.

- 8 Check the locations on the Chapters Check Screen, and make setting change, if desired.



- To change the tray selection for title pages, return to the previous step.
- To change the title page number, touch [Edit] and return to step 6.

- 9 Touch [OK] to return to the Application Screen.
 - Touch [Cancel] on the Chapters Screen or Chapters Check Screen to cancel the setting change.
- 10 Select additional copy conditions, as desired.
- 11 Press [Start] on the control panel.

The machine will start scanning the original, then printing when ready for output.



...

Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



...

Note

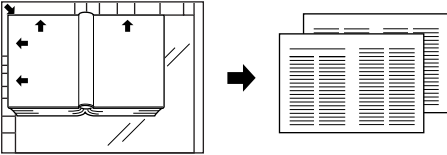
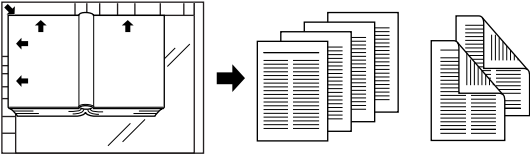
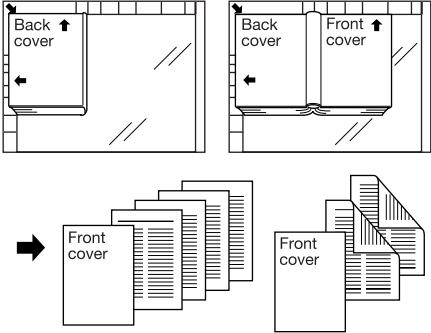
If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

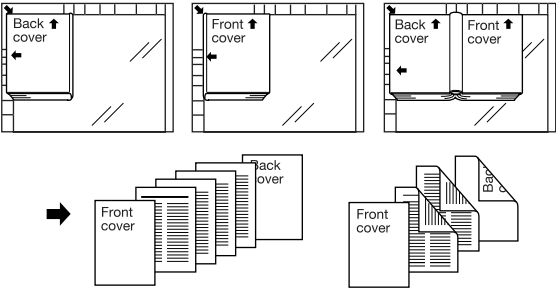
5.6 Dividing Spread Image into Right and Left Pages (Book Copy)

Use this function to divide a page spread image scanned from the original glass, such as an open book or catalog, into two separate images of right and left pages. If front and back covers are desired, scan the cover pages first so that they will be printed without image division performed and all the original pages will be output in correct order.

The page spread original can also be copied without image division.

Function overview

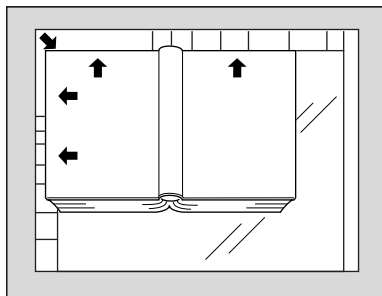
Mode key	Description
Book Spread	<p>Page spread original will be copied normally without image division.</p> 
Separation	<p>Page spread original image will be divided into two separate copies of right and left pages.</p> 
Front Cover	<p>Printed sets will be output from the front cover page, then divided document pages according to pagination. The original should be scanned from the front cover, then page spread originals in page order.</p> 

Mode key	Description
Front and Back Cover	<p>Printed sets will be output from the front cover page, divided document pages according to pagination, then the back cover page. The original should be scanned from the front cover, back cover, then page spread originals in page order.</p> 

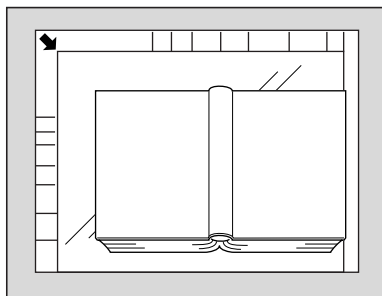
To copy using Book Copy

- ✓ Scan the original from original glass with the ADF kept open. The ADF cannot be used to scan the original.
- ✓ Non-Image Area Erase will be specified automatically.
- ✓ Original Direction and Margin settings are unavailable.
- ✓ With Book Copy specified, tray 1 will be automatically selected as copy paper tray source.
Change the tray selection manually, if desired. In this case, the scanning area will be automatically determined according to the selected paper size. Auto Paper Select will not function.
- ✓ Specify the binding position of the original. This setting will be effective with Separation, Front Cover, or Front and Back Cover selected, but null for the Book Spread mode.
- ✓ Using Book Copy along with Centering, the original can be placed anywhere on the original glass.
- ✓ Use Erase/Center Erase to copy eliminating black copy marks along borders.
- ✓ Auto Zoom will not function. The magnification can be changed as desired.

- 1 Position the original on the original glass.
 - Position the upper-left corner of the original to meet with the rear-left corner of the original glass. Keep the ADF open.
 - When using Book Spread or Separation mode, place the first page of spread original.
 - When using Front Cover or Front and Back Cover mode, place the front cover facedown.

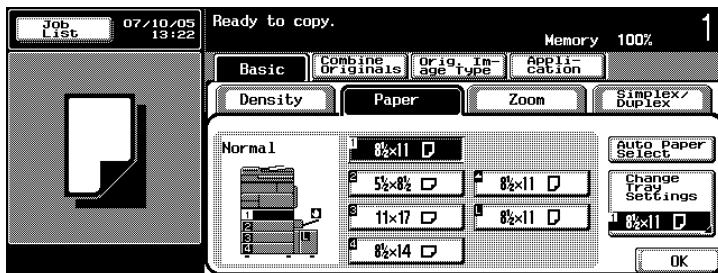


- When using Centering in combination, the original can be located at any place provided it is not skewed.

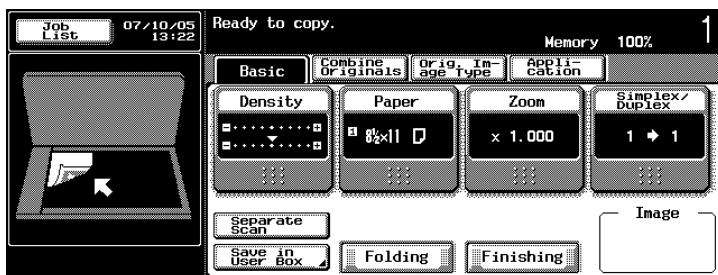


- 2 Enter the desired print quantity from the control panel keypad.
- 3 Load the desired copy paper into any tray.

- 4 Specify the paper tray on the Paper Screen.
 - Touch [Paper] on the Basic Screen to display the Paper Screen.
 - Touch the desired tray key to highlight it. Without this tray selection, the machine will automatically use copy paper loaded in tray 1 to print.

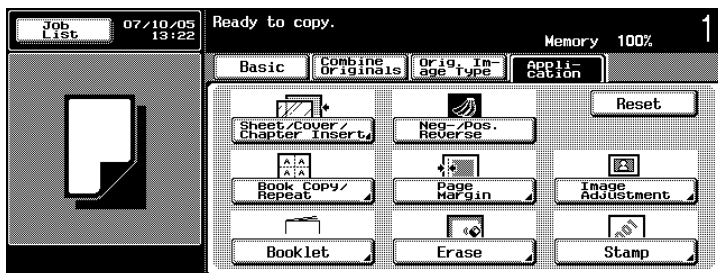


- 5 Touch [Application] tab on the Basic Screen.



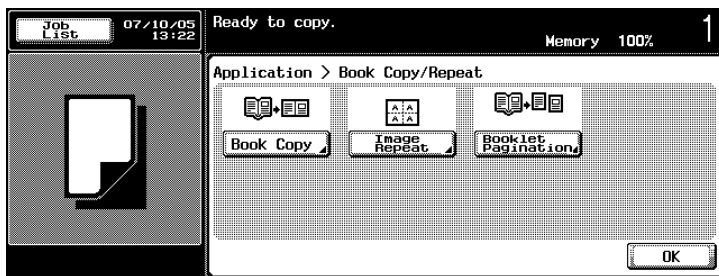
The Application Screen will be displayed.

- 6 Touch [Book Copy/Repeat].



The Book Copy/Repeat Screen will be displayed.

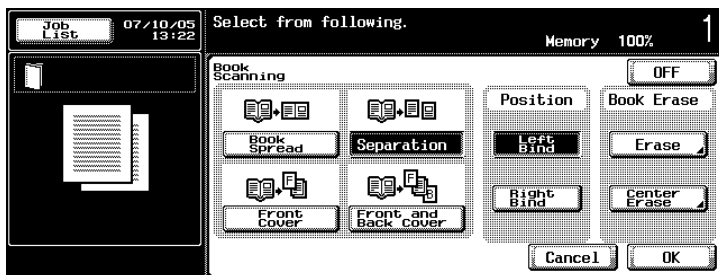
7 Touch [Book Copy].



The Book Copy Screen will be displayed.

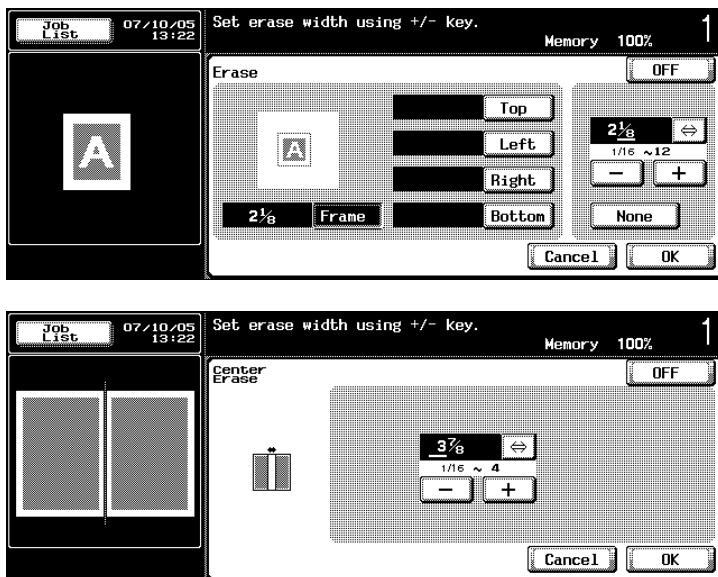
8 Select the desired Book Copy mode.

- Touch either [Book Spread], [Separation], [Front Cover], or [Front and Back Cover] to highlight it.
- When selecting Separation, Front Cover, or Front and Back Cover mode, also select the binding position of the original by touching [Left Bind] or [Right Bind] in the Position area.



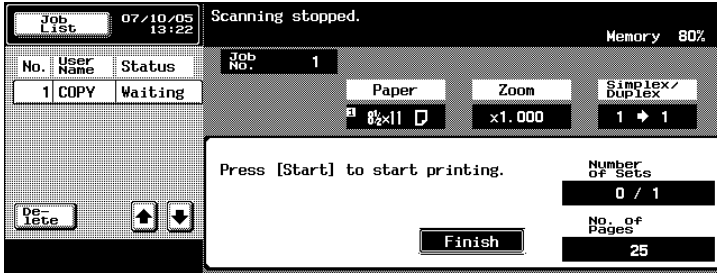
- If necessary, touch [Erase] or [Center Erase] in the Book Erase area to display the Erase Screen or Center Erase Screen to use each function.

For details of setting procedure, see “Erasing Black Marks along Borders (Erase)” on page 5-69 and “Erasing Black Marks along Center Fold (Center Erase)” on page 5-72.



- 9 Touch [OK] to return to the Application Screen.
 - Touch [Cancel] on the Book Copy Screen, Erase Screen, or Center Erase Screen to cancel the setting change.
- 10 Select additional copy conditions, as desired.
 - When Separation is selected and separated original size is different from selected paper size, specify the desired magnification.
 - To use Centering function in combination, touch [Image Adjustment] on the Application Screen, then touch [Centering] to highlight it.
- 11 Press [Start] on the control panel.
 - Be sure to scan from the first page.
 - When selecting Front and Back Cover mode, scan the original in the order of front cover, back cover, and then spread originals.
 - When selecting Front Cover mode, scan the front cover first, then spread originals.

12 When all originals are scanned, touch [Finish].



13 Press [Start] on the control panel.

The machine will start printing when ready for output.



Reminder

Non-Image Area Erase function may not operate properly for dark original. In this case, check this function using the original with white background.

This function may also perform incorrectly if the lighting in the work place is directly over the original glass. In this case, consult your service representative about an appropriate place for installation.



Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.

5.7 Repeating Original Image on One Sheet (Image Repeat)

Use this function to print the original image repeatedly on a single sheet of paper.

The following two modes are provided for Image Repeat.

- **Auto Repeat**
Use the original glass to scan the original.
The machine automatically determines the number of repeats from detected original image size and paper size.
The original image size can be both detected automatically (Auto Detect) or specified manually (Set Range).
Also select whether to repeat the original image fully to the edges of copy paper (Without Margin), or to repeat within the area leaving some margin around it (With Margin).
- **2/4/8 Repeat**
Use the ADF or original glass to scan the original.
Specify the number of repeats from 2, 4, and 8 times, irrespective of the original image size.
The original image size can be both detected automatically (Auto Detect) or specified manually (Set Range).

Function overview

Function	Mode	Description
Auto Repeat	Auto Detect + With Margin	
	Auto Detect + Without Margin	
	Set Range + With Margin	
	Set Range + Without Margin	
2/4/8 Repeat	2 Repeat	
	4 Repeat	
	8 Repeat	

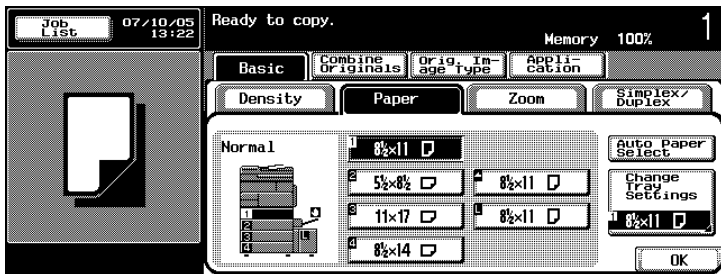
5.7.1 Setting Repeat Times Automatically

Select the Auto Detect or Set Range mode to automatically detect or manually specify the original image size, then let the machine determine the number of repeats from specified mode and magnification ratio.

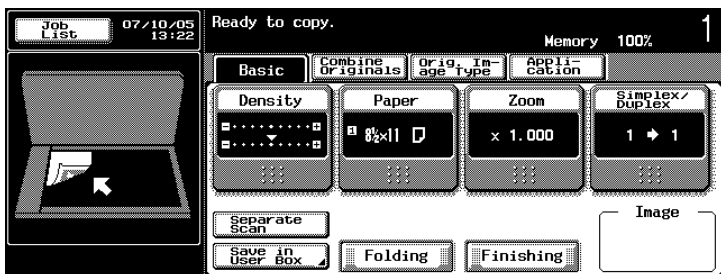
To automatically set the repeat times

- ✓ Scan the original from original glass with the ADF kept open. The ADF cannot be used to scan the original.
 - ✓ Auto Detect mode uses Non-Image Area Erase function to automatically detect the original size.
 - ✓ Use Set Range mode to repeat a part of the original, not the entire image, by specifying the scanning area.
Select the standard size or enter the dimensions of custom size.
Available dimensions: 2 to 17 in. for side X, 2 to 11-11/16 in. for side Y
 - ✓ Select With Margin to repeat the image within the printing area leaving 3 mm from the leading edge, 4 mm from the rear edge, and 2 mm each from left and right edges of selected paper size.
When Without Margin is selected, the original image will be repeated to the margin area in which an image loss is likely.
 - ✓ Tray 1 will be automatically selected as copy paper tray source.
Change the tray selection manually, if desired. Auto Paper Select will not function.
 - ✓ Auto Zoom will not function. Specify the desired magnification ratio.
- 1 Position the original on the original glass.
 - Keep the ADF open.
 - 2 Enter the desired print quantity from the control panel keypad.
 - 3 Load the desired copy paper into any tray.

- 4 Specify the paper tray on the Paper Screen.
 - Touch [Paper] on the Basic Screen to display the Paper Screen.
 - Touch the desired tray key to highlight it. Without this tray selection, the machine will automatically use copy paper loaded in tray 1 to print.

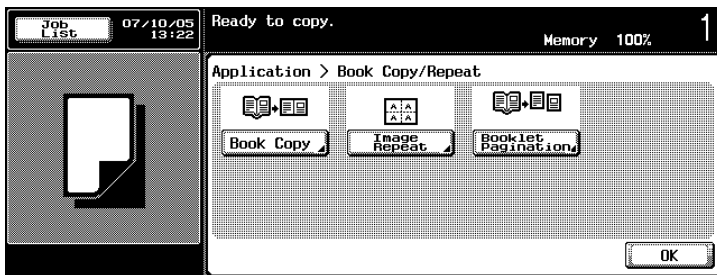
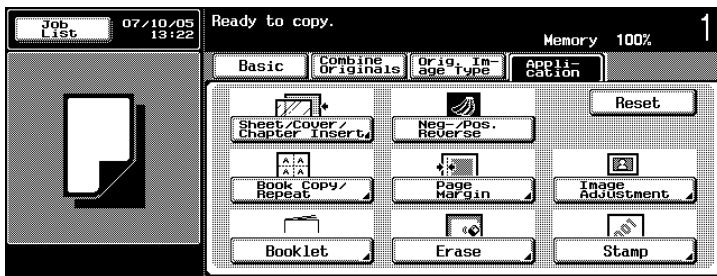


- 5 Touch [Application] tab on the Basic Screen.



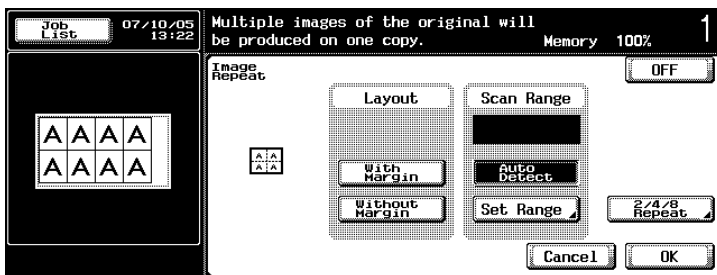
The Application Screen will be displayed.

6 Touch [Book Copy/Repeat], then touch [Image Repeat].



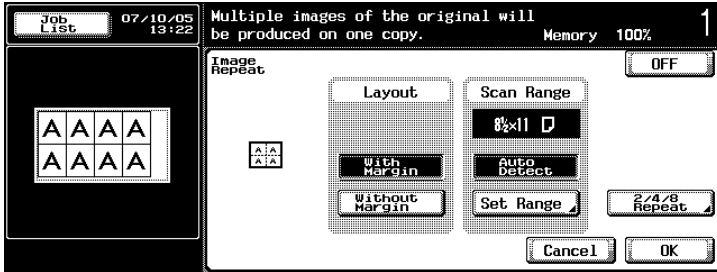
The Image Repeat Screen will be displayed.

7 Specify the desired Layout mode.
– Touch [With Margin] or [Without Margin] to highlight it.

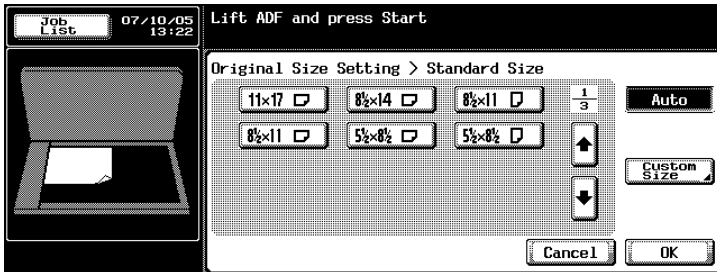


8 Specify the desired Scan Range mode.

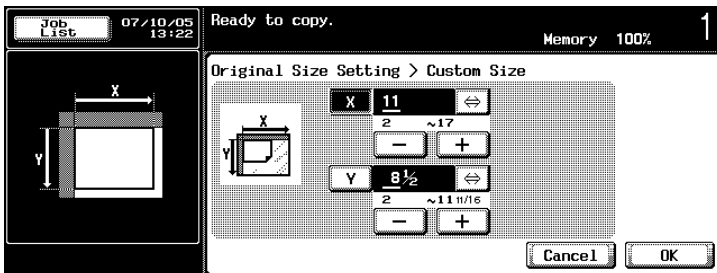
- To detect the original size automatically, touch [Auto Detect]. Non-Image Area Erase will also be selected automatically.



- To specify the scanning area, touch [Set Range] to display the Standard Size Screen, then select the desired scanning area. Use up/down arrow key to scroll to the desired size, if necessary.



- To enter the dimensions of scanning area, touch [Custom Size] on the Standard Size Screen to display the Custom Size Screen, then enter the desired dimensions from the control panel keypad. In order to specify a fraction, touch the bidirectional arrow key to move the cursor, then use [+] and [-] to enter the desired value in 1/16 in. increments.



- ? Do you want to delete the dimensions once entered?
→ Press [C] (Clear) on the control panel, then enter the correct dimensions.

- 9 Touch [OK] to return to the Application Screen.
 - Touch [Cancel] on the Image Repeat Screen, Standard Size Screen or Custom Size Screen to cancel the setting change.
- 10 Select additional copy conditions, as desired.
 - Specify the desired magnification.
The number of repeats will be determined automatically from specified scanning area, selected paper size and magnification ratio.
- 11 Press [Start] on the control panel.
The machine will start printing when ready for output.



...

Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



...

Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.

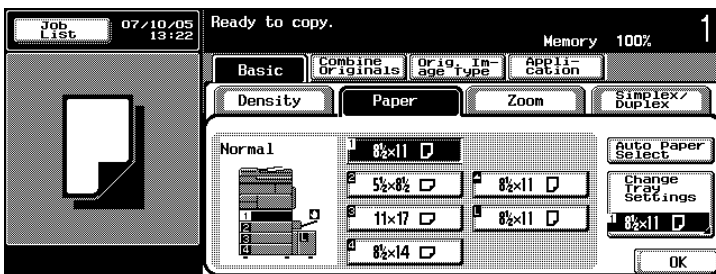
5.7.2 Specifying Repeat Times (2/4/8 Repeat)

Use this function to specify the number of repeats from 2, 4, and 8 times, irrespective of the original image size.

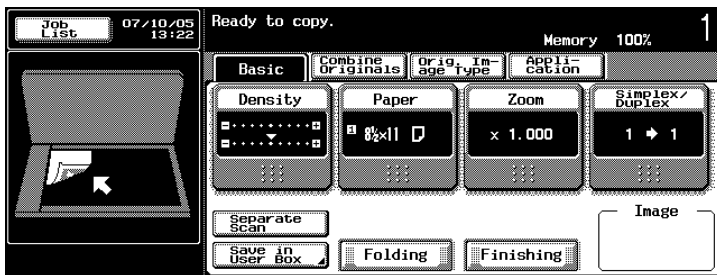
To specify number of repeats

- ✓ Position the original on the original glass or in the ADF.
- ✓ Use Set Range mode to repeat a part of the original, not the entire image, by specifying the scanning area.
Select the standard size or enter the dimensions of custom size.
Available dimensions: 2 to 17 in. for side X, 2 to 11-11/16 in. for side Y
- ✓ Select With Margin to repeat the image within the printing area leaving 3 mm from the leading edge, 4 mm from the rear edge, and 2 mm each from left and right edges of selected paper size.
When Without Margin is selected, the original image will be repeated to the margin area in which an image loss is likely.
- ✓ With 2 Repeat selected, the interval between the two copy images can be adjusted by Repeat Interval Setting.
- ✓ Tray 1 will be automatically selected as copy paper tray source.
Change the tray selection manually, if desired. Auto Paper Select will not function.
- ✓ Auto Zoom will not function. Specify the desired magnification ratio.

- 1 Position the original.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Load the desired copy paper into any tray.
- 4 Specify the paper tray on the Paper Screen.
 - Touch [Paper] on the Basic Screen to display the Paper Screen.
 - Touch the desired tray key to highlight it. Without this tray selection, the machine will automatically use copy paper loaded in tray 1 to print.

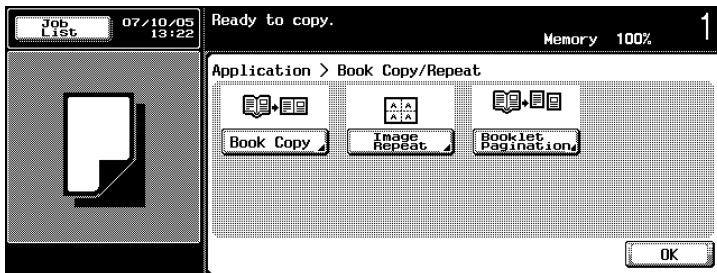
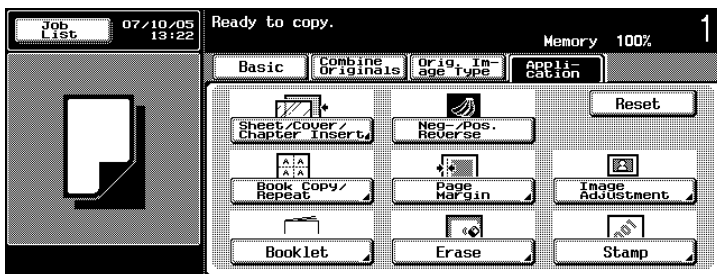


- 5 Touch [Application] tab on the Basic Screen.



The Application Screen will be displayed.

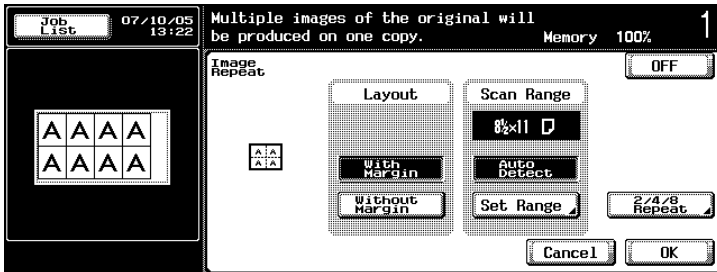
- 6 Touch [Book Copy/Repeat], then touch [Image Repeat].



The Image Repeat Screen will be displayed.

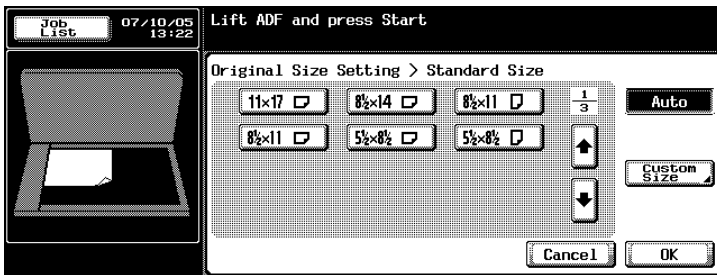
7 Specify the desired Scan Range mode.

- If the original size can hardly be detected from the ADF, use Set Range mode to specify the scanning area manually.

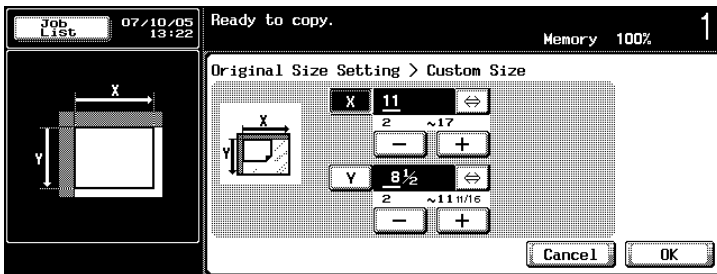


- To specify the scanning area of the original placed on the original glass, touch [Set Range] to display the Standard Size Screen, then select the desired scanning area.

Use up/down arrow key to scroll to the desired size, if necessary.



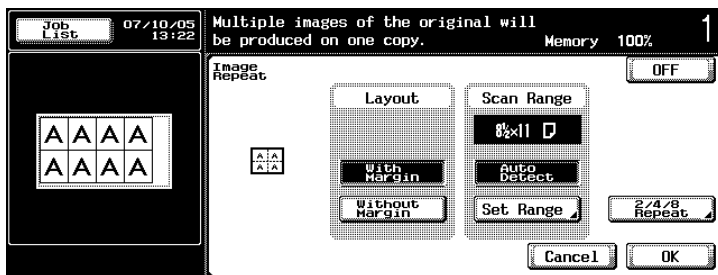
- To enter the dimensions of scanning area, touch [Custom Size] on the Standard Size Screen to display the Custom Size Screen, then enter the desired dimensions from the control panel keypad. In order to specify a fraction, touch the bidirectional arrow key to move the cursor, then use [+] and [-] to enter the desired value in 1/16 increments.



- Touch [OK] to return to the Image Repeat Screen.

- ? Do you want to delete the dimensions once entered?
 - Press [C] (Clear) on the control panel, then enter the correct dimensions.
- ? What if the value just entered is out of available range?
 - The Input Error message will be displayed. Press [C] (Clear) on the control panel, then reenter the correct value.

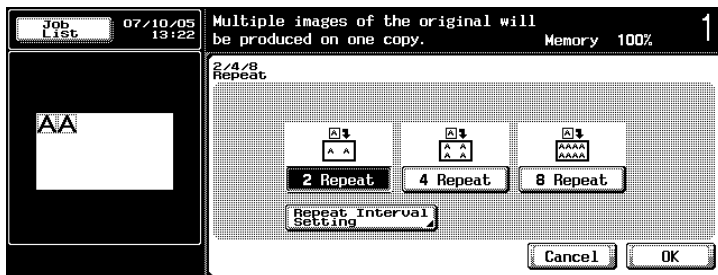
8 Touch [2/4/8 Repeat] on the Image Repeat Screen.



The 2/4/8 Repeat Screen will be displayed.

9 Specify the number of repeats.

- Touch [2 Repeat], [4 Repeat], or [8 Repeat] to highlight it.



- Select [2 Repeat] to repeat the original image twice on a printed page.
To adjust the interval between two images, touch [Repeat Interval Setting]. Proceed to the next step.
- Select [4 Repeat] to repeat the original image four times on a printed page. Proceed to step 11.
- Select [8 Repeat] to repeat the original image eight times on a printed page. Proceed to step 11.

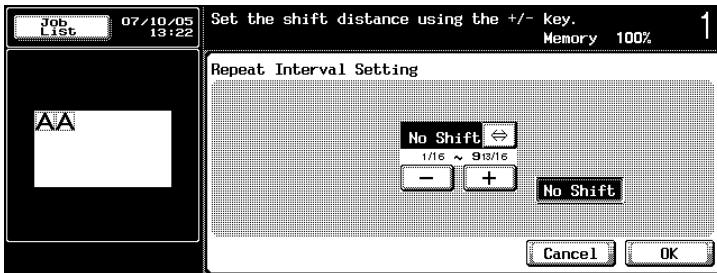
10 Specify the interval between repeated images.

- Touch [Repeat Interval Setting] to display the Repeat Interval Setting Screen.
- Use [+] and [-] to enter a fraction in 1/16 in. increments. Touch the bidirectional arrow key to move the cursor, then use [+], [-], or control panel keypad to enter whole number part of the desired value.
- If the interval does not need to be specified, touch [No Shift].

? What is the actual function of Repeat Interval Setting?

→ In normal 2 Repeat mode, a copy of the original image will be repeated twice from the edge of copy paper.

When the Repeat Interval Setting is specified, the two copy images are positioned equally apart from the center of copy paper, with specified value to be an interval between the two images.



? What should be done if wrong value is entered or Input Error message is displayed?

→ Press [C] (Clear) on the control panel, then reenter the correct value.

11 Touch [OK] to return to the Application Screen.

- Touch [Cancel] on the Image Repeat Screen, 2/4/8 Repeat Screen, or Repeat Interval Setting Screen to cancel the setting change.

12 Select additional copy conditions, as desired.

13 Press [Start] on the control panel.

The machine will start printing when ready for output.



...

Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



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Note

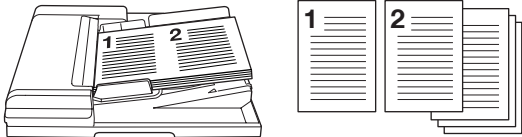
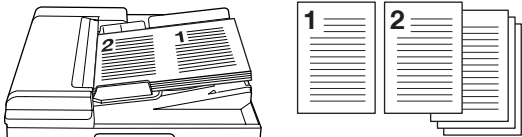
If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.

5.8 Dividing Spread Image into Right and Left Pages using ADF (Booklet Pagination)

Use this function to divide a page spread image scanned from the ADF into two separate images of right and left pages.

Function overview

To use this function properly, the binding position of the spread original should be specified.

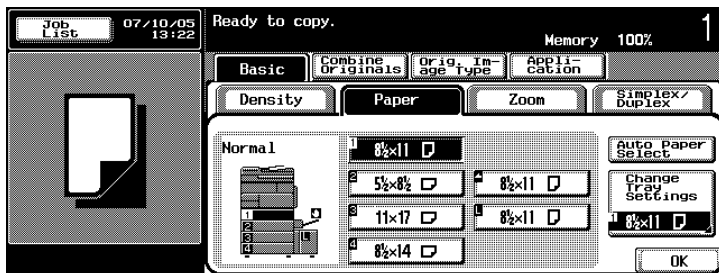
Mode	Description
Left Bind	<p>Copies will be made from the left page to the right page.</p> 
Right Bind	<p>Copies will be made from the right page to the left page.</p> 

To copy using Booklet Pagination

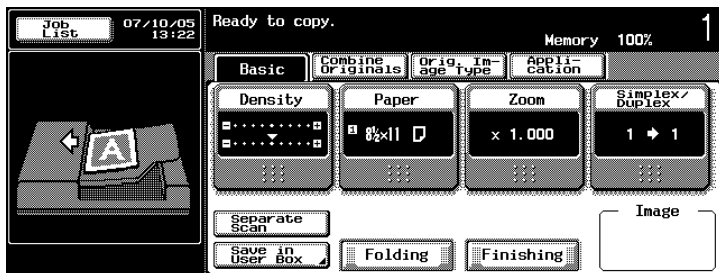
- ✓ Load the original in the ADF. If the number of original sheets exceeds 80, use Separate Scan mode. For details, see Separate Scan Setting on page 3-00.
- ✓ This function is available for the landscape type original only. Portrait type original cannot be used.
The original size will be detected automatically when loaded in the ADF.
- ✓ Original Direction and Margin settings are ineffective, even if specified.
- ✓ Available paper sizes are 8-1/2×11 $\frac{1}{4}$. Be sure to specify the paper size manually. Auto Paper Select will not function.
- ✓ Auto Zoom will not function. The magnification can be changed as desired.

- 1 Position the original in the ADF.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Load copy paper of size 8-1/2×11 $\frac{1}{4}$ in any tray.

- 4 Specify the paper tray on the Paper Screen.
 - Touch [Paper] on the Basic Screen to display the Paper Screen.
 - Touch the desired tray key to select the tray loaded with 8-1/2x11" paper.

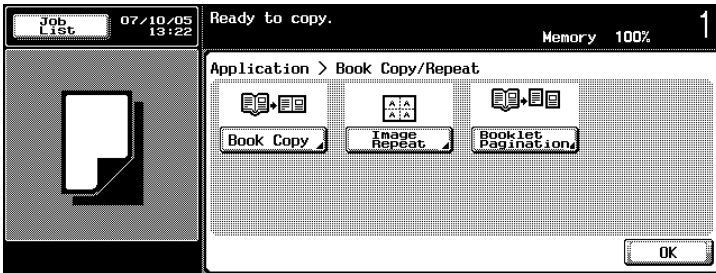
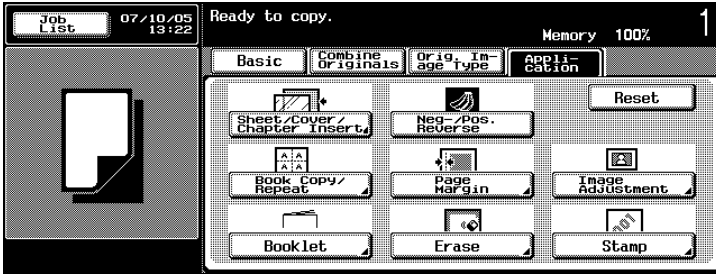


- 5 Touch [Application] tab on the Basic Screen.



The Application Screen will be displayed.

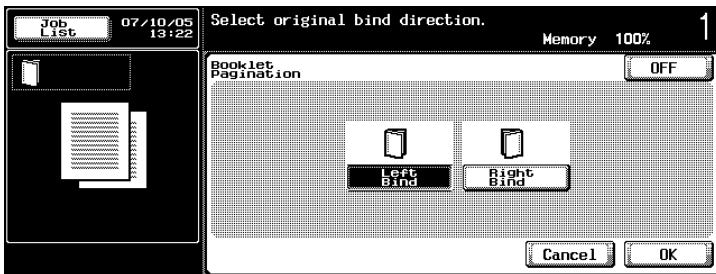
6 Touch [Book Copy/Repeat], then touch [Booklet Pagination].



The Booklet Pagination Screen will be displayed.

7 Select the binding position of the spread original.

- For the spread original to read from the left page to the right page, touch [Left Bind] to highlight it. On the contrary, if the spread original reads from the right page to the left page, touch [Right Bind].



8 Touch [OK] to return to the Application Screen.

- Touch [Cancel] on the Booklet Pagination Screen to cancel the setting change.

9 Select additional copy conditions, as desired.

10 Press [Start] on the control panel.

The machine will start scanning the original, then printing when ready for output.

**Note**

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.

**Note**

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.

5.9 Making Multiple Page Signature Booklet (Booklet)

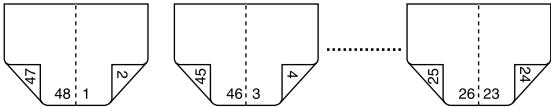
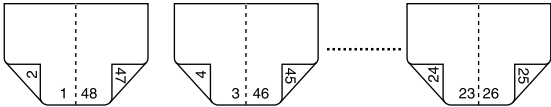
Use this function to arrange the scanned original pages in booklet format in correct order when folded in half.

If the machine is equipped with Finisher FS-510 and Saddle stitcher SD-502 options, the finished sets can be half-folded and also stapled in the center.

Function overview

With Booklet function specified, magnification will be set to $\times 0.647$ automatically. For example, the $8\text{-}1/2 \times 11$ original will be automatically finished into $8\text{-}1/2 \times 11$ spread (a booklet of size $5\text{-}1/2 \times 8\text{-}1/2$). If 11×17 spread (a booklet of size $8\text{-}1/2 \times 11$) is desired, manually select the tray loaded with 11×17 copy paper.

To use this function properly, the binding position of the finished set should be specified.

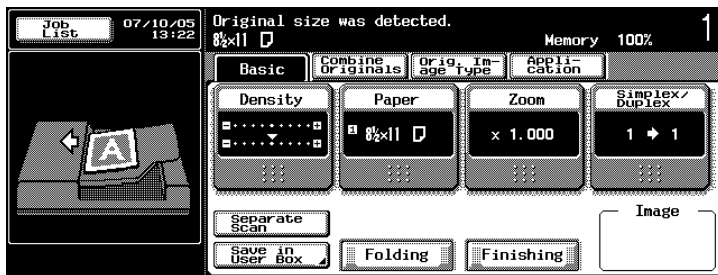
Mode	Description
Left Bind	<p>Select to make a left-side-bound booklet.</p> 
Right Bind	<p>Select to make a right-side-bound booklet.</p> 

To copy using Booklet

- ✓ Load the original in the ADF. If the number of original sheets exceeds 80, use Separate Scan mode. For details, see “Separate Scan Setting” on page 3-58.
- ✓ Original pages should be a multiple of 4 in $1 \rightarrow 2$ mode, or a multiple of 2 in $2 \rightarrow 2$ mode. Otherwise, blank pages are automatically inserted to the last.
- ✓ The original size is detected when loaded in the ADF, then the machine automatically specifies the recommended magnification ratio of $\times 0.647$ and an appropriate paper size with Auto Paper Select activated. The machine can be set to change the recommended magnification ratio manually. For details, see page 14-35.
- ✓ The binding margin will be automatically specified.

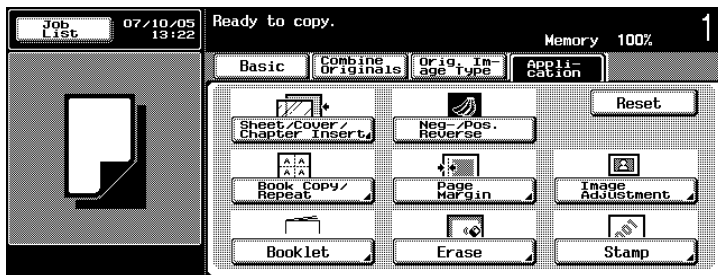
- ✓ If the machine is equipped with Finisher FS-510 and Saddle Stitcher SD-502 options, the finished sets can be half-folded and also stapled in the center. For details, see “Folding Copies at the Center/Binding Copies at the Center: Half Fold/ Fold & Staple” on page 6-19.

- 1 Load the original in the ADF.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Touch [Application] tab on the Basic Screen.



The Application Screen will be displayed.

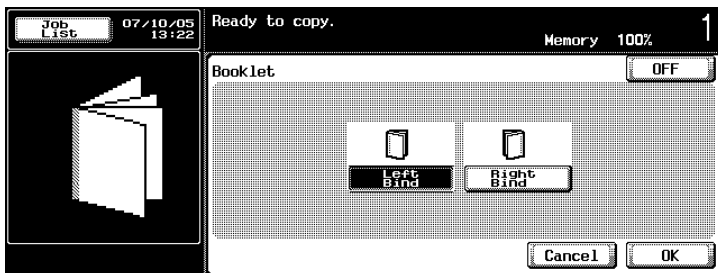
- 4 Touch [Booklet] on the Application Screen.



The Booklet Screen will be displayed.

5 Specify the binding position of the booklet.

- Touch [Left Bind] or [Right Bind] to highlight it.



6 Touch [OK] to return to the Application Screen.

- Touch [Cancel] on the Booklet Screen to cancel the setting change.
- An appropriate paper size corresponding to the original size and recommended magnification ratio is automatically specified. If the corresponding paper size is not loaded in any tray, a message will prompt you to load the specified size.

7 Select additional copy conditions, as desired.

- To make a folded booklet of the same size as the original size, manually select the paper size twice the original size. In this case, the recommended magnification ratio of $\times 0.647$ will be changed to $\times 1.000$ automatically.
- Simplex/Duplex setting is automatically specified as 1 \rightarrow 2. If the double-sided original is loaded in the ADF, touch [Simplex/Duplex] to select 2 \rightarrow 2 mode on the Simplex/Duplex Screen.

8 Press [Start] on the control panel.

The machine will start scanning the original, then printing when ready for output.



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Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



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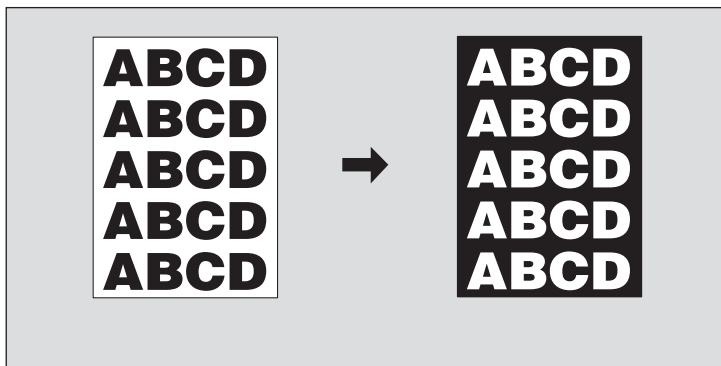
Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.

5.10 Reversing Color and Gradation of Image (Neg-Pos. Reverse)

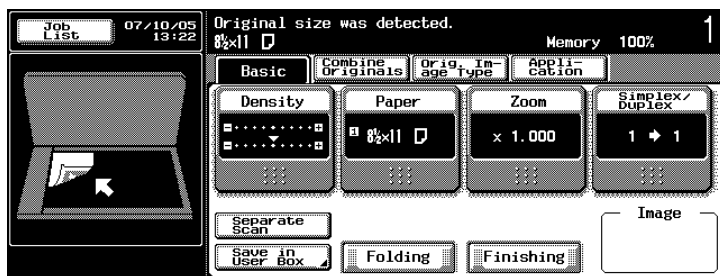
Use this function to reverse the image from black-on-white to white-on-black, and vice versa.

Function overview



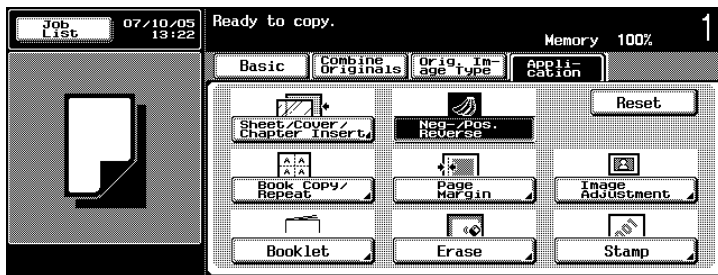
To copy using Neg-/Pos. Reverse

- 1 Position the original.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Touch [Application] tab on the Basic Screen.



The Application Screen will be displayed.

- 4 Touch [Neg./Pos. Reverse] on the Application Screen to highlight it.



- 5 Select additional copy conditions, as desired.

- 6 Press [Start] on the control panel.

The machine will start scanning the original, then printing when ready for output.



...

Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



...

Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

5.11 Creating Margin of Copy Image (Page Margin)

Use this function to create a binding margin on copies in order to make it easier for filing purposes.

Selecting the binding position of double-sided copies, the image orientation of the back side of copies can be changed.

Also, use this function to adjust the position of copy image on both front and back sides when making double-sided copies, in order to correct the image dislocation.

Function overview

Function	Description
Creating binding margin (Page Margin)	
Selecting binding position (Page Margin)	
Adjusting image position on front/back sides (Edit Margin)	

5.11.1 Creating Binding Margin/ Selecting Binding Position

This function creates a binding margin on copies in order to make it easier for filing purposes.

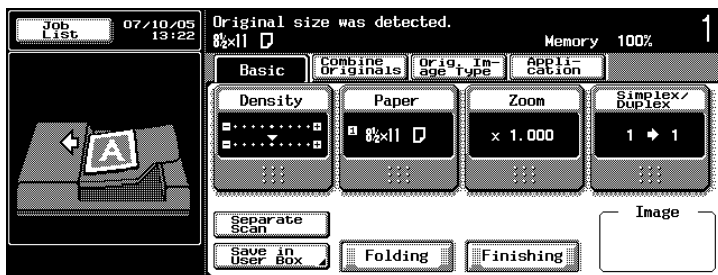
With the margin set to “None”, the desired binding position of the double-sided copy can be specified for the purpose of changing the image orientation.

To copy using Page Margin

- ✓ The factory default is Auto for the binding position, None for the margin.
- ✓ Available range for the margin is 1/16 to 3/4 in. in 1/16 in. increments.
- ✓ With Auto selected, the machine automatically selects the binding position according to the orientation of loaded original.

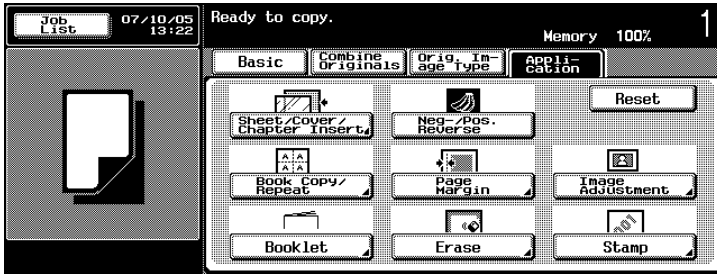
When making double-sided copies, the binding position will be determined automatically to the longer side for 8-1/2×11 or smaller original, or to the shorter side for 8-1/2×14 or larger original.
- ✓ Staple and punch position settings will take priority if they conflict with the specified binding position.

- 1 Position the original.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Touch [Application] tab on the Basic Screen.



The Application Screen will be displayed.

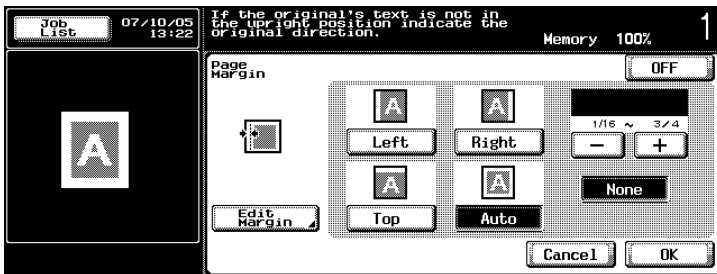
4 Touch [Page Margin] on the Application Screen.



The Page Margin Screen will be displayed.

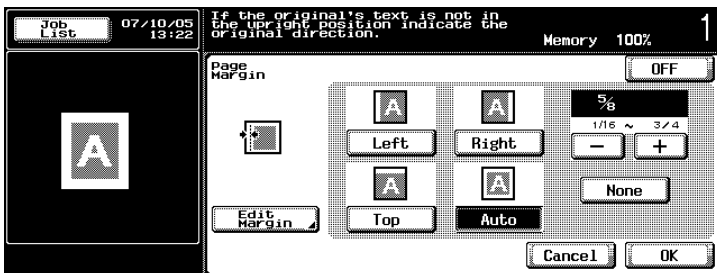
5 Select the binding position.

- Touch the desired binding position key to highlight it.



6 Specify the binding margin.

- Use [+] and [-] to enter the desired value in 1/16 in. increments.
- When [None] is highlighted, the margin is automatically set to 0 in. Use [None] for correcting the image orientation of double-sided copy.



? What should be done if wrong value is entered?

- Press [C] (Clear) on the control panel, then reenter the correct value.

- ? What if the value just entered is out of available range?
→ The Input Error message will be displayed. Press [C] (Clear) on the control panel, then reenter the correct value.
- ? Is it available to change the binding position even if the margin is already specified?
→ Yes. The binding position can be changed at any time.

- 7 Touch [OK] to return to the Application Screen.
– Touch [Cancel] on the Page Margin Screen to cancel the setting change.
- 8 Select additional copy conditions, as desired.
- 9 Press [Start] on the control panel.
The machine will start scanning the original, then printing when ready for output.



...

Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



...

Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.

5.11.2 Adjusting Image Position on Front/Back Sides (Edit Margin)

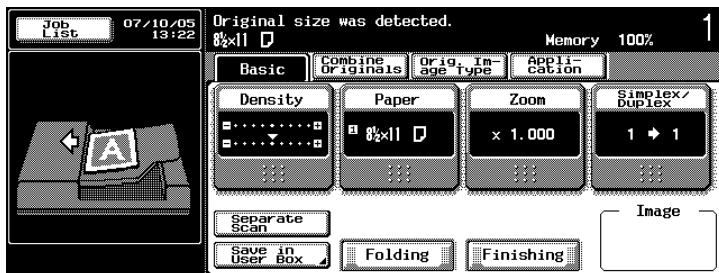
This function creates a binding margin by shifting the position of scanned image as desired.

Also, a fine adjustment can be made separately for front and back side images when making double-sided copy.

To copy using Edit Margin

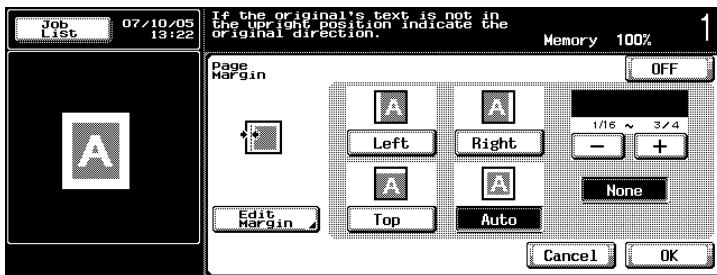
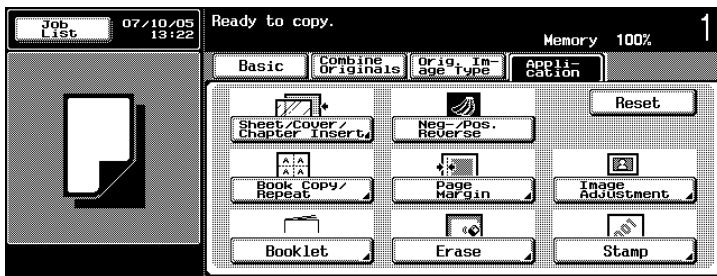
- ✓ The position of scanned image can be shifted both in lengthwise direction (Top & Bottom Shift) and in widthwise direction (Left & Right Shift).
- ✓ Available range for the shift amount is 1/16 to 10 in. in 1/16 in. increments.
- ✓ The front- and back-side images of double-sided copy can be shifted separately in order to correct the image dislocation.

- 1 Position the original.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Touch [Application] tab on the Basic Screen.



The Application Screen will be displayed.

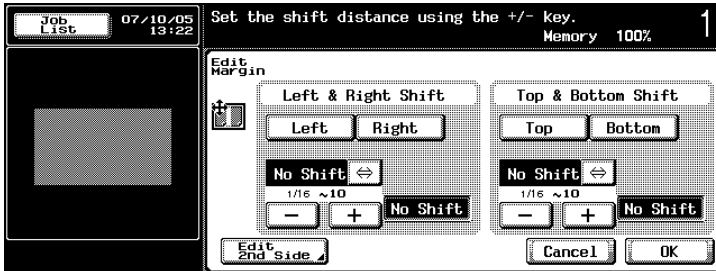
4 Touch [Page Margin], then touch [Edit Margin].



The Edit Margin Screen will be displayed.

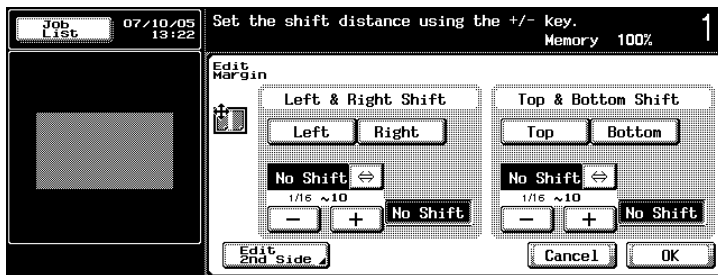
5 Specify the shift direction and amount.

- Touch [Left] or [Right] to shift the image in widthwise direction. Use [+] and [-] to enter a fraction in 1/16 in. increments. Touch the bidirectional arrow key to move the cursor, then use [+], [-], or control panel keypad to enter whole number part of the desired value.
- Touch [Top] or [Bottom] to shift the image in lengthwise direction. Use [+] and [-] to enter a fraction in 1/16 in. increments. Touch the bidirectional arrow key to move the cursor, then use [+], [-], or control panel keypad to enter whole number part of the desired value.
- To clear the setting, touch [No Shift]. Press [C] (Clear) on the control panel to clear the setting in both directions.



- Proceed to the next step to adjust the position of the back-side image. If this adjustment is not required, proceed to step 7.
- Without a specific adjustment, the following settings will be applied to the back-side image.
Shift direction: Opposite to the front-side image
Shift amount: Same as the front-side image
- ? Do you want to delete the shift amounts once entered?
→ Press [C] (Clear) on the control panel, then enter the correct dimensions.
- ? What should be done if the message "Input Error" is displayed?
→ Press [C] (Clear) on the control panel, then reenter the correct value.
- ? Is it available to change the shift direction even if the shift amount is already specified?
→ Yes. The shift direction can be changed at any time.

- 6 Adjust the position of the back-side image.
- Touch [Edit 2nd Side] on the Edit Margin Screen to display the Edit 2nd Side Screen.
 - Specify the shift direction and amount of the back-side image similarly in step 5.



- 7 Touch [OK] to return to the Application Screen.
- Touch [Cancel] on the Page Margin Screen, Edit Margin Screen, or Edit 2nd Side Screen to cancel the setting change.
- 8 Select additional copy conditions, as desired.
- 9 Press [Start] on the control panel.
- The machine will start scanning the original, then printing when ready for output.



Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



Note

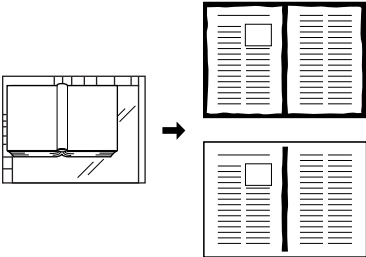
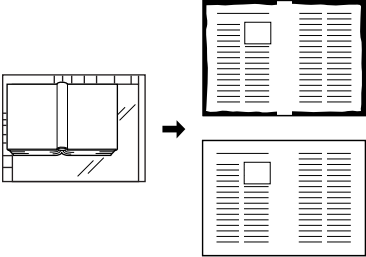
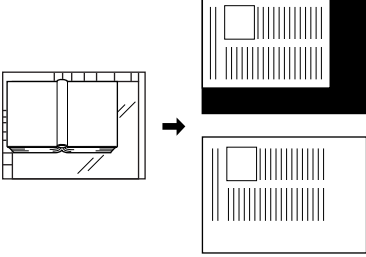
If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.

5.12 Erasing Specified Area of Copy (Erase)

When the original is scanned from the original glass, black copy marks may be produced along borders and center line, and also around punch holes. Use this function to eliminate them from the copies and lower the toner consumption at the same time.

Function overview

The following three modes are provided for the Erase function. These are compatible with each other.

Mode	Description
Erase	Erases black copy marks along borders of the original image. 
Center Erase	Erases black copy marks along the center line of the original. 
Non-Image Area Erase	Detects the original size and erases outside area of the original. 

5.12.1 Erasing Black Marks along Borders (Erase)

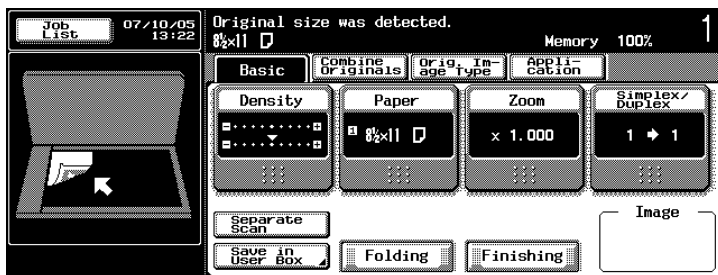
This function erases black marks along the borders of printed sheets which tend to be created when using the original glass to scan thick original such as a book.

Use this function also for the original already having black marks along borders.

To copy using Erase

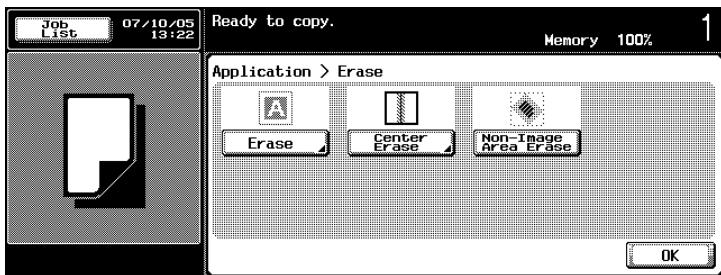
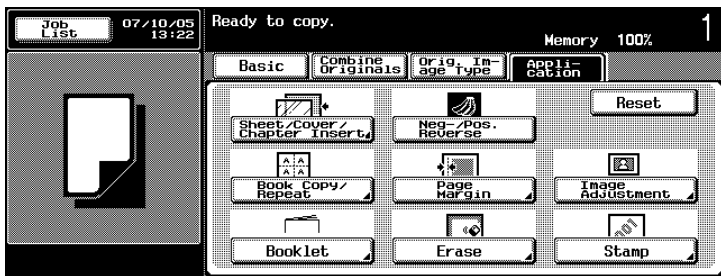
- ✓ Available range for the erasure amount is 1/16 to 12 in. in 1/16 in. increments.
- ✓ The erasure amount can be specified both collectively for all four sides and individually for each side.
- ✓ Available to be used together with Center Erase.
When using Non-Image Area Erase in combination, scan the original from the original glass.

- 1 Position the original.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Touch [Application] tab on the Basic Screen.



The Application Screen will be displayed.

4 Touch [Erase], then touch [Erase] again.

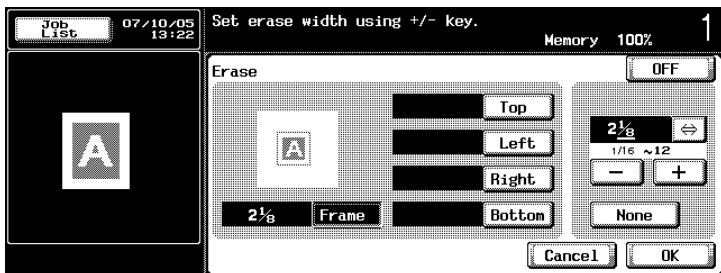


The Erase Screen will be displayed.

5 Specify the erasing position and erasure amount.

- To specify the erasure amount collectively for all four sides, touch [Frame] to highlight it.
- To specify the erasure amount individually for each side, touch the desired side key to highlight it.

Use [+] and [-] to enter a fraction in 1/16 in. increments. Touch the bidirectional arrow key to move the cursor, then use [+], [-], or control panel keypad to enter whole number part of the desired value. Or, touch [None] to void the function on that side.



- ? Is it available to select [Frame] and other four keys ([Top], [Left], [Right], and [Bottom]) at the same time?
- No. Use [Frame] only for specifying the same erasure amount collectively for all four sides.
- ? Do you want to change the currently entered value using control panel keypad?
- Press [C] (Clear) on the control panel, then enter the correct value.
- ? What if the value just entered is out of available range?
- The Input Error message will be displayed. Press [C] (Clear) on the control panel, then reenter the correct value.
- ? Is it available to change the side to be erased even if the erasure amount is already specified?
- No.
- 6 Touch [OK] to return to the Application Screen.
- Touch [Cancel] on the Erase Screen to cancel the setting change.
- 7 Select additional copy conditions, as desired.
- 8 Press [Start] on the control panel.
- The machine will start scanning the original, then printing when ready for output.



...

Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



...

Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.

5.12.2 Erasing Black Marks along Center Fold (Center Erase)

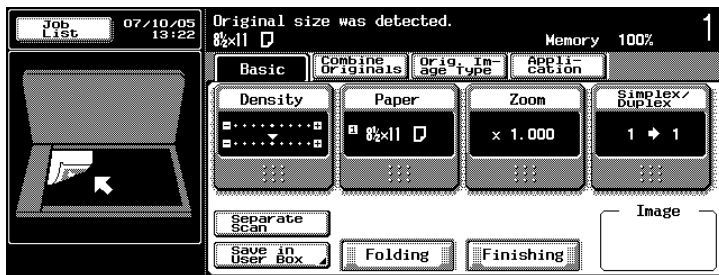
This function erases black marks along the center fold of printed sheets which tend to be created when using the original glass to scan thick original such as a book.

Use this function also for the original already having black marks along the center fold.

To copy using Center Erase

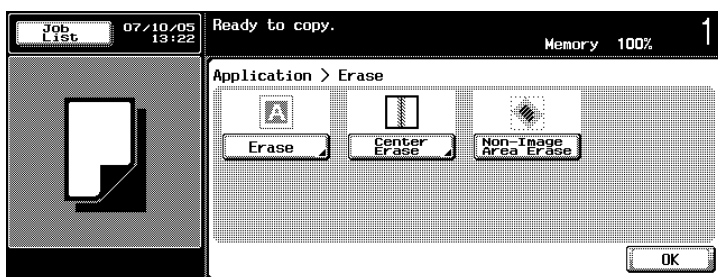
- ✓ Available range for the erasure amount is 1/16 to 4 in. in 1/16 in. increments.
- ✓ Available to be used together with Erase.
When using Non-Image Area Erase in combination, scan the original from the original glass.

- 1 Position the original.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Touch [Application] tab on the Basic Screen.



The Application Screen will be displayed.

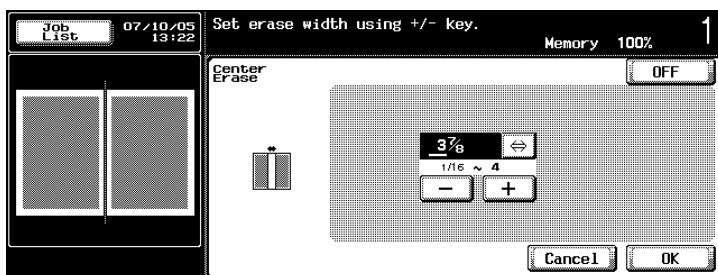
- 4 Touch [Erase], then touch [Center Erase] again.



The Center Erase Screen will be displayed.

- 5 Specify the erasure amount.

- Use [+] and [-], or control panel keypad to enter the desired erasure amount. In order to specify a fraction, touch the bidirectional arrow key to move the cursor, then use [+] and [-] to enter the desired value in 1/16 in. increments.



- ? Do you want to change the currently entered value using control panel keypad?
 - Press [C] (Clear) on the control panel, then enter the correct value.
- ? What if the value just entered is out of available range?
 - The Input Error message will be displayed. Press [C] (Clear) on the control panel, then reenter the correct value.

- 6 Touch [OK] to return to the Application Screen.
 - Touch [Cancel] on the Center Erase Screen to cancel the setting change.
- 7 Select additional copy conditions, as desired.
- 8 Press [Start] on the control panel.

The machine will start scanning the original, then printing when ready for output.

**Note**

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.

**Note**

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.

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

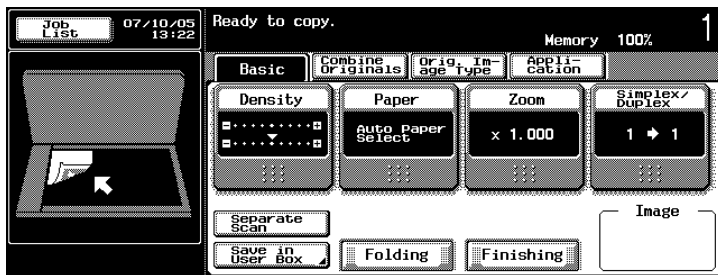
This function detects the original size placed on the original glass and erases outside area of the original.

To copy using Non-Image Area Erase

- ✓ Scan the original from original glass. Be sure to keep the ADF open.
- ✓ Original size should be larger than 1.18 × 1.18 in.
- ✓ Available to be used together with Erase and Center Erase.

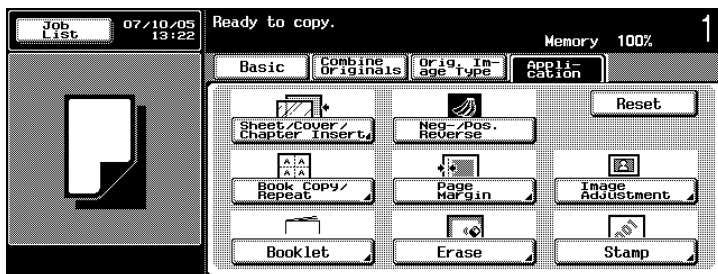
- 1 Position the original on the original glass.
- 2 Enter the desired print quantity from the control panel keypad.

- 3 Touch [Application] tab on the Basic Screen.



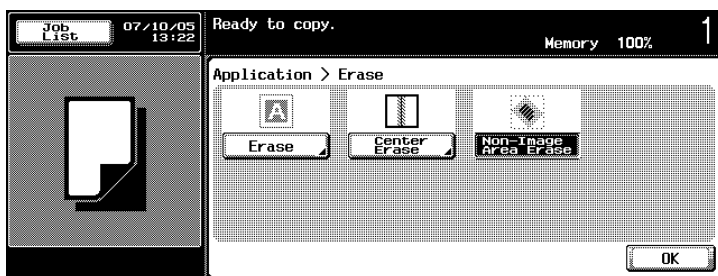
The Application Screen will be displayed.

- 4 Touch [Erase] on the Application Screen.



The Erase Screen will be displayed.

- 5 Touch [Non-Image Area Erase] on the Erase Screen to highlight it.



- 6 Touch [OK] to return to the Application Screen.
- To release the selected application function, touch [Non-Image Area Erase].
- 7 Select additional copy conditions, as desired.

- 8 Press [Start] on the control panel.

The machine will start scanning the original, then printing when ready for output.



...

Note

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



...

Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.



...

Reminder

Non-Image Area Erase function may not operate properly for dark original. In this case, check this function using the original with white background.

This function may also perform incorrectly if the lighting in the work place is directly over the original glass. In this case, consult your service representative about an appropriate place for installation.

5.13 Adjusting Position of Copy Image (Image Adjustment)

Use this function to make a copy adjusting the position of printed image. The original size can be either detected automatically or specified manually.

- Centering
The original image will be centered on copy paper.
- No Rotate
For example, when size 8-1/2 x 11 copy paper is loaded in lengthwise (☐) orientation and the machine detects that the size 8-1/2 x 11 original is placed portrait (☐), the Rotation operates to make the same size copy as if using size 8-1/2 x 11 copy paper loaded in crosswise (☐) orientation by rotating the original image 90°.
Also, the large original (such as 11 x 17 or 8-1/2 x 14) to be positioned only landscape (☐) can be copied onto copy paper loaded in crosswise (☐) orientation (such as 8-1/2 x 11 or 5-1/2 x 8-1/2) with Auto Zoom activated to reduce the image size.
Specify [No Rotate] to disable this function.

Function overview

The following two modes are provided for the Image Adjustment function. These are compatible with each other.

Mode	Description																								
Centering																									
No Rotate	<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">Original</td> <td style="width: 25%;">Copy</td> <td style="width: 25%;">Original</td> <td style="width: 25%;">Copy</td> </tr> <tr> <td> <div style="border: 1px solid black; padding: 5px; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 11 x 17 </td> <td> <div style="border: 1px solid black; padding: 5px; width: 50px; height: 100px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 11 </td> <td> <div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 5-1/2 x 8-1/2 </td> <td></td> </tr> <tr> <td> <div style="border: 1px solid black; padding: 5px; width: 100px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 14 </td> <td> <div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 11 </td> <td> <div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 5-1/2 x 8-1/2 </td> <td></td> </tr> <tr> <td> <div style="border: 1px solid black; padding: 5px; width: 100px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 11 </td> <td> <div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 11 </td> <td> <div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 5-1/2 x 8-1/2 </td> <td></td> </tr> <tr> <td> <div style="border: 1px solid black; padding: 5px; width: 100px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 5-1/2 x 8-1/2 </td> <td> <div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 11 </td> <td> <div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 5-1/2 x 8-1/2 </td> <td> <div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 11 </td> </tr> <tr> <td></td> <td></td> <td></td> <td> <div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 5-1/2 x 8-1/2 </td> </tr> </table>	Original	Copy	Original	Copy	<div style="border: 1px solid black; padding: 5px; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 11 x 17	<div style="border: 1px solid black; padding: 5px; width: 50px; height: 100px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 11	<div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 5-1/2 x 8-1/2		<div style="border: 1px solid black; padding: 5px; width: 100px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 14	<div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 11	<div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 5-1/2 x 8-1/2		<div style="border: 1px solid black; padding: 5px; width: 100px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 11	<div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 11	<div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 5-1/2 x 8-1/2		<div style="border: 1px solid black; padding: 5px; width: 100px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 5-1/2 x 8-1/2	<div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 11	<div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 5-1/2 x 8-1/2	<div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 11				<div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 5-1/2 x 8-1/2
Original	Copy	Original	Copy																						
<div style="border: 1px solid black; padding: 5px; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 11 x 17	<div style="border: 1px solid black; padding: 5px; width: 50px; height: 100px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 11	<div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 5-1/2 x 8-1/2																							
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<div style="border: 1px solid black; padding: 5px; width: 100px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 5-1/2 x 8-1/2	<div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 11	<div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 5-1/2 x 8-1/2	<div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 8-1/2 x 11																						
			<div style="border: 1px solid black; padding: 5px; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-weight: bold;">ABCDE</div> 5-1/2 x 8-1/2																						

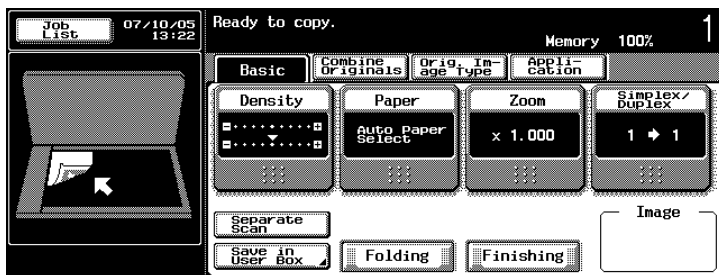
5.13.1 Copying Image in the Center of Copy Paper (Centering)

Use this function to center the whole original image on copy paper.

To copy using Centering

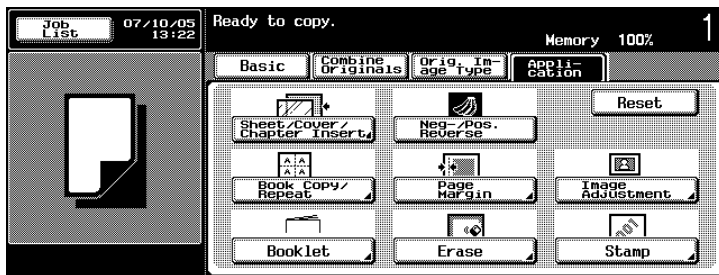
- ✓ Scan the original from original glass. Be sure to keep the ADF open. Non-Image Area Erase functions automatically.
- ✓ With Centering selected, the machine will operate Auto Detect automatically. The Standard Size setting is incompatible.
- ✓ Auto Zoom is incompatible.

- 1 Position the original.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Touch [Application] tab on the Basic Screen.



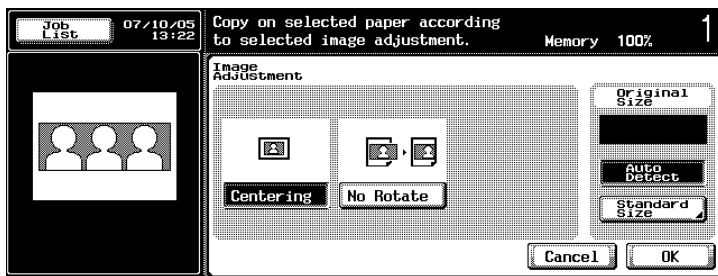
The Application Screen will be displayed.

- 4 Touch [Image Adjustment] on the Application Screen.



The Image Adjustment Screen will be displayed.

- 5 Touch [Centering] on the Image Adjustment Screen to highlight it.



- 6 Touch [OK] to return to the Application Screen.
- Touch [Cancel] on the Image Adjustment Screen to cancel the setting change.
- 7 Select additional copy conditions, as desired.
- The machine automatically selects tray 1 as factory default. To specify the paper size, touch [Paper] to display the Paper Screen, then touch the desired tray key to highlight it.
- 8 Press [Start] on the control panel.
- The machine will start scanning the original, then printing when ready for output.



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Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



...

Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.



Reminder

Non-Image Area Erase function may not operate properly for dark original. In this case, check this function using the original with white background.

This function may also perform incorrectly if the lighting in the work place is directly over the original glass. In this case, consult your service representative about an appropriate place for installation.

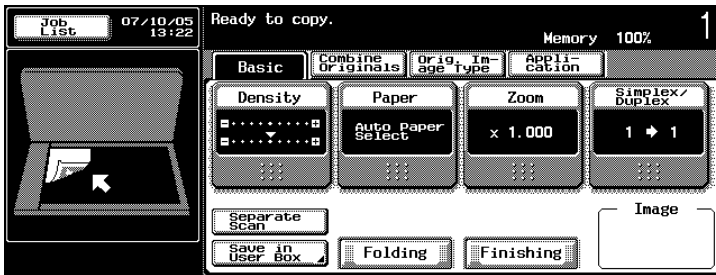
5.13.2 Disabling Rotation Function (No Rotate)

Follow the procedure below to turn off/on the Rotation function.

To specify No Rotate

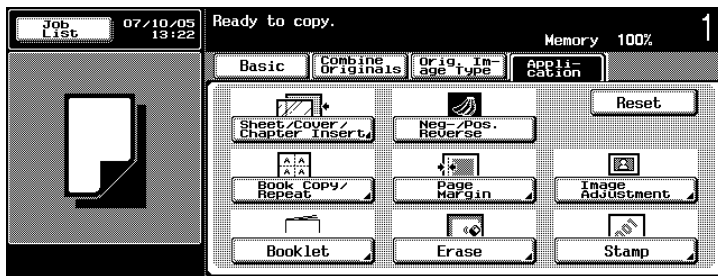
- ✓ Available paper size for Rotation: 8-1/2 × 11, 5-1/2 × 8-1/2
- ✓ Available original size for Rotation: 11 × 17, 8-1/2 × 14, 8-1/2 × 11, 5-1/2 × 8-1/2
- ✓ Rotation is initially enabled as factory default.
- ✓ When [Reset] on the control panel is pressed or Auto Reset function operates on the machine, the Rotation function will be turned on automatically even if disabled by this procedure.

- 1 Touch [Application] tab on the Basic Screen.



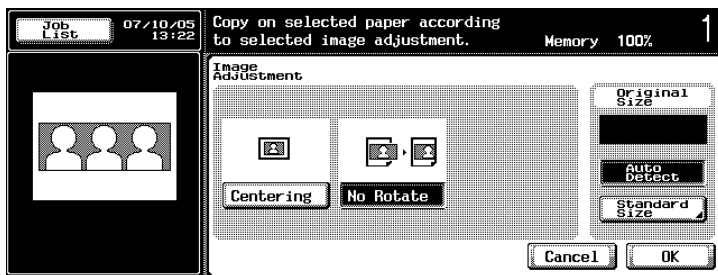
The Application Screen will be displayed.

- 2 Touch [Image Adjustment] on the Application Screen.



The Image Adjustment Screen will be displayed.

- 3 Touch [No Rotate] on the Image Adjustment Screen to highlight it.



The Rotation function is now turned off.

- 4 Touch [OK] to return to the Application Screen.
- Touch [Cancel] on the Image Adjustment Screen to cancel the setting change.



Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.

5.14 Printing Additional Information (Stamp)

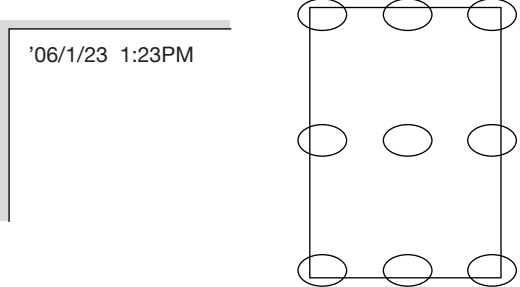
This function allows you to print onto output copies the desired type of date/time, page number for multiple pages, numbering for multiple sets, built-in stamp, and watermark.

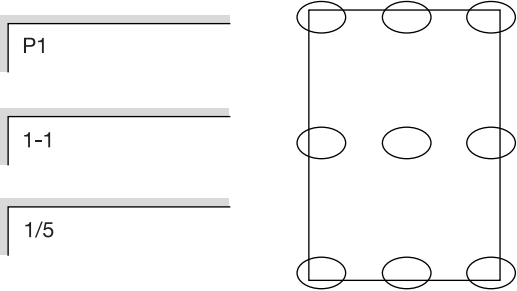
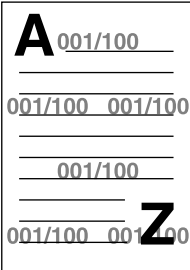
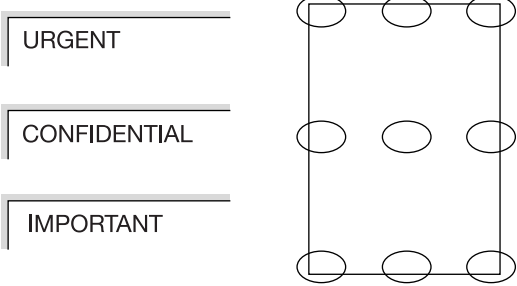

The following modes are provided.

- **Date/Time**
Specify a format and print position to print the date and time.
- **Page #**
Specify a format and print position to print page number from the specified number.
- **Set Numbering**
Print four-digit distribution number to fill the background of each copied set.
- **Built-in Stamp**
Print the desired letter type selected from preset stamps such as URGENT, IMPORTANT, etc.
- **Watermark**
Print the desired letter type selected from preset watermarks in the center of printed page background.

Function overview

The following five modes are provided for the Stamp function. These are compatible with each other.

Mode	Description
Date/Time	

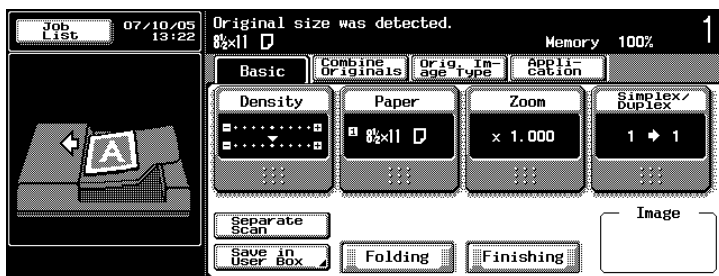
Mode	Description
Page #	
Set Numbering	
Built-in Stamp	
Watermark	

5.14.1 Printing Date/Time (Date/Time)

To copy using Date/Time

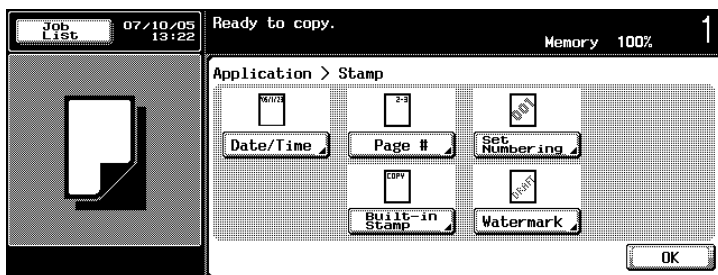
- ✓ Available to print the date only, without being followed by the time.
- ✓ The desired print position can be selected from nine areas. If required, make fine adjustment of the selected position both in lengthwise and widthwise directions by entering a value from 1/16 to 1-15/16 in. in 1/16 in. increments.
- ✓ Select to print the date/time either on the cover or on all pages.

- 1 Position the original.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Touch [Application] tab on the Basic Screen.



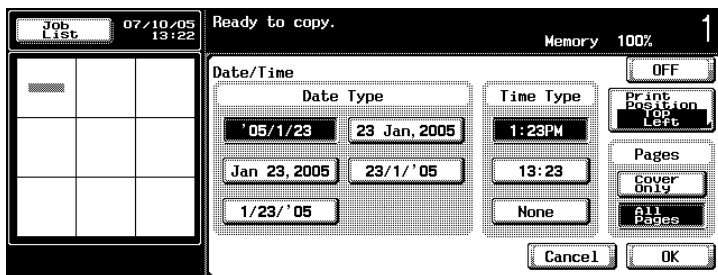
The Application Screen will be displayed.

- 4 Touch [Stamp], then touch [Date/Time].



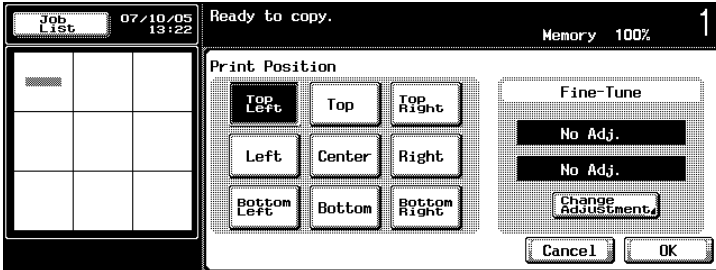
The Date/Time Screen will be displayed.

- 5 Specify the date type, time type, and pages to print.
- Touch one of the five keys under Date Type to highlight it.
 - Select either of the two time types under Time Type. If the time indication is not desired, touch [None] to highlight it.
 - Touch either of the two keys under Pages to highlight it.



- To change or make fine adjustment on the print position currently specified as indicated on the Print Position key, proceed to the next step.
To complete this setting, proceed to step 8.

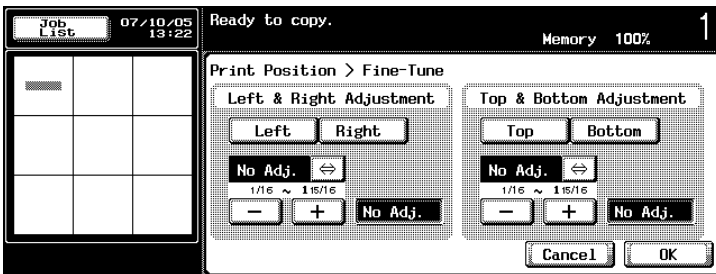
- 6 Touch [Print Position] on the DateTime Screen to specify the desired print position.
- Touch one of the nine Print Position keys to highlight it.



- If fine adjustment is not required, proceed to step 8.

- 7 Touch [Change Adjustment] on the Print Position Screen to make a fine adjustment of the print position.

- Touch [Left] or [Right] under Left & Right Adjustment to highlight it. Use [+] and [-] to enter a fraction in 1/16 in. increments. Touch the bidirectional arrow key to move the cursor, then use [+] , [-], or control panel keypad to enter whole number part of the desired value. Similarly, touch [Top] or [Bottom] under Top & Bottom Adjustment to highlight it, then enter the desired value. To deactivate these adjustment, touch [No Adj.] for each.



- ? Do you want to change the currently entered value using control panel keypad?
 - Press [C] (Clear) on the control panel, then enter the correct value.
- ? What if the value just entered is out of available range?
 - The Input Error message will be displayed. Press [C] (Clear) on the control panel, then reenter the correct value.

- 8 Touch [OK] to return to the Application Screen.
 - Touch [Cancel] on the Date/Time Screen, Print Position Screen, or Fine-Tune Screen to cancel the setting change.
- 9 Select additional copy conditions, as desired.
- 10 Press [Start] on the control panel.

The machine will start scanning the original, then printing when ready for output.

**Note**

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.

**Note**

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.

5.14.2 Printing Page Number (Page #)

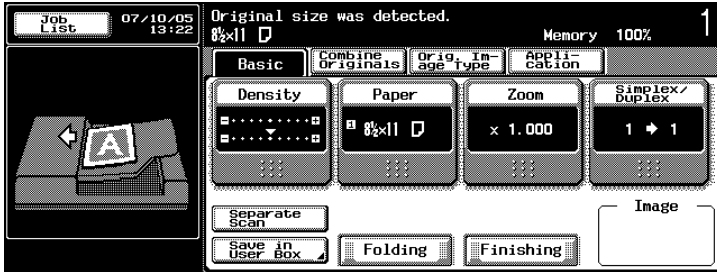
To copy using Page

- ✓ Specify the start number. Use a minus value, if required.

For example, enter –1 to set the third page as page 1. Available range for this setting is –99999 ~ 99999.
- ✓ When Chapters is used in combination, the start number for the first page of each chapter can also be specified. Available range for this setting is –999 ~ 999.
- ✓ Select one from the five types of page number format.
- ✓ When Cover Mode is used in combination, the Insert Sheet Setting allows you to select whether or not to print the page number on cover pages.
- ✓ When Insert Sheet is used in combination, Insert Sheet Setting allows you to select whether or not to print the page number and to include the insertions in page count for both copied and blank insertions.

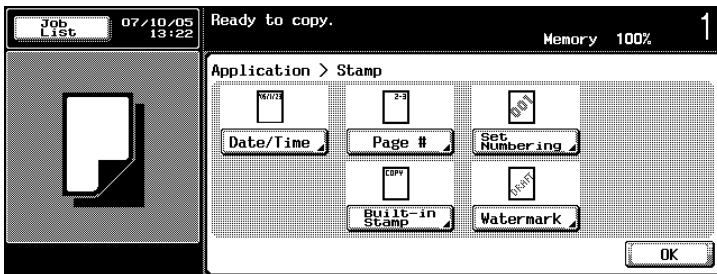
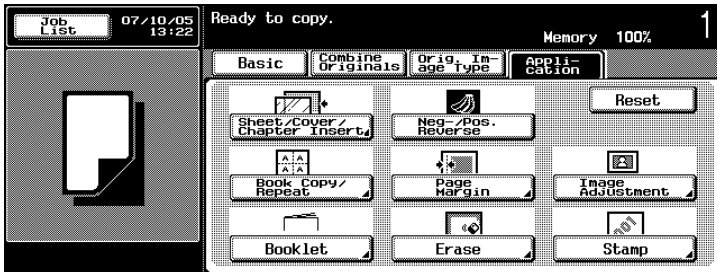
- ✓ The desired print position can be selected from nine areas. If required, make fine adjustment of the selected position both in lengthwise and widthwise directions by entering a value from 1/16 to 1-15/16 in. in 1/16 in. increments.

- 1 Position the original.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Touch [Application] tab on the Basic Screen.



The Application Screen will be displayed.

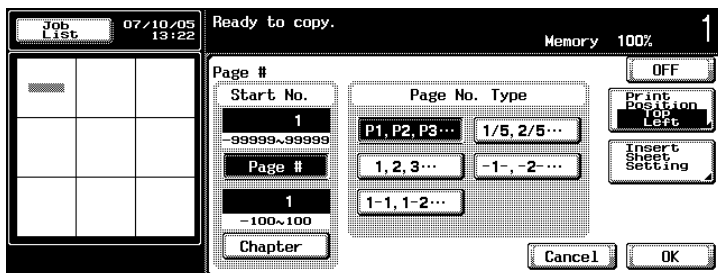
- 4 Touch [Stamp], then touch [Page #].



The Page # Screen will be displayed.

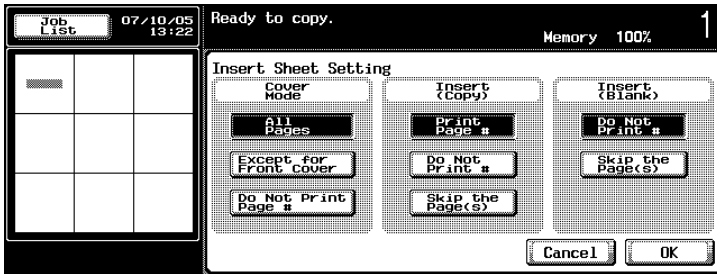
5 Specify the start number and page number type.

- Touch [Page #] under Start No., then enter the desired start number from the control panel keypad.
Press [*] on the control panel to switch the value from plus to minus and vice versa.
- To start the page number from the first page of each chapter, touch Chapter to highlight it, then enter the desired start number from the control panel keypad.
Press [*] on the control panel to switch the value from plus to minus and vice versa.
- Touch one of the five keys under Page No. Type to highlight it.



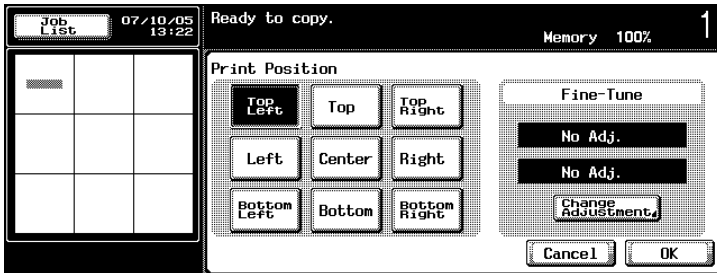
- To make settings for printing page number onto covers or insertions, proceed to the next step.
To change or make fine adjustment on the print position currently specified as indicated on the Print Position key, proceed to step 7.
To complete this setting, proceed to step 9.
- ? Do you want to change the currently entered value using control panel keypad?
→ Press [C] (Clear) on the control panel, then enter the correct value.
- ? What if the value just entered is out of available range?
→ The Input Error message will be displayed. Press [C] (Clear) on the control panel, then reenter the correct value.

- 6 Touch [Insert Sheet Setting] on the Page # Screen to display the Insert Sheet Setting Screen, then specify the page number settings for Cover Mode/Insert Sheet function.
- For Cover Mode, select one from the three options to highlight it.
 - For Insert Sheet in Copy mode, similarly select one from the three options to highlight it.
 - For Insert Sheet in Blank mode, select either of the two options to highlight it.



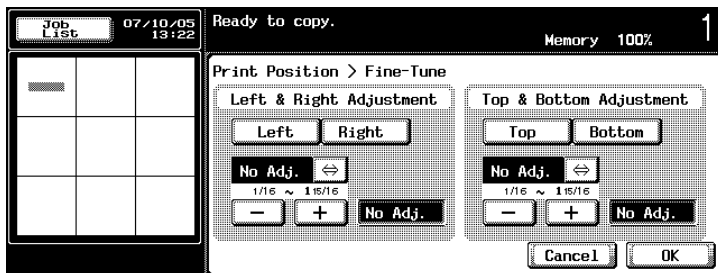
- Touch [OK] to complete the setting.

- 7 Touch [Print Position] to display the Print Position Screen.
- Touch one of the nine Print Position keys to highlight it.



- If fine adjustment is not required, proceed to step 9.

- 8 Touch [Change Adjustment] to display the Fine-Tune Screen.
- Touch [Left] or [Right] under Left & Right Adjustment to highlight it. Use [+] and [-] to enter a fraction in 1/16 in. increments. Touch the bidirectional arrow key to move the cursor, then use [+], [-], or control panel keypad to enter whole number part of the desired value. Similarly, touch [Top] or [Bottom] under Top & Bottom Adjustment to highlight it, then enter the desired value. To deactivate these adjustment, touch [No Adj.] for each.



- ? Do you want to change the currently entered value using control panel keypad?
- Press [C] (Clear) on the control panel, then enter the correct value.
- ? What if the value just entered is out of available range?
- The Input Error message will be displayed. Press [C] (Clear) on the control panel, then reenter the correct value.

- 9 Touch [OK] to return to the Application Screen.
- Touch [Cancel] on the Page # Screen, Insert Sheet Setting Screen, Print Position Screen, or Fine-Tune Screen to cancel the setting change.
- 10 Select additional copy conditions, as desired.
- 11 Press [Start] on the control panel.

The machine will start scanning the original, then printing when ready for output.

**Note**

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.

**Note**

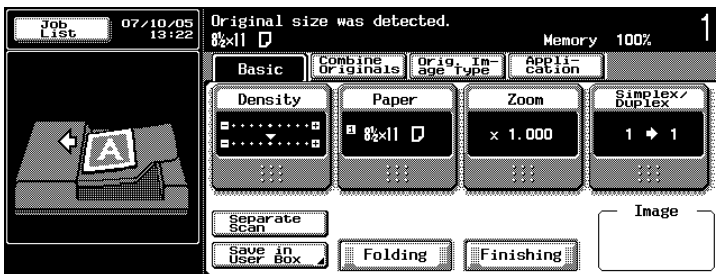
If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.

5.14.3 Printing Distribution Number (Set Numbering)

To copy using Set Numbering

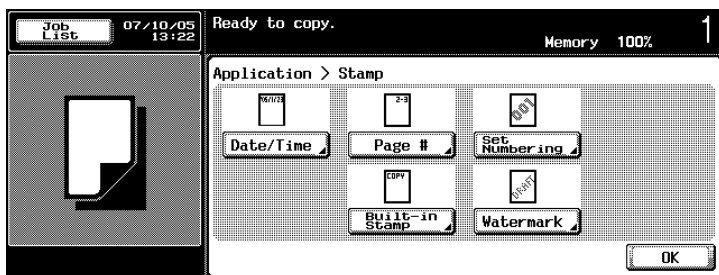
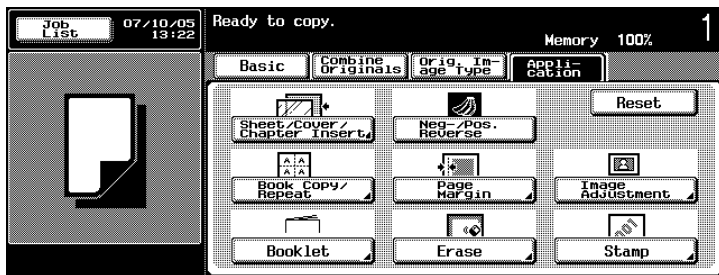
- ✓ Specify the start number. Available range for this setting is 0 ~ 9999. The distribution number is normally printed as a four-digit number.
- ✓ Select the desired density level from the four options.
- ✓ Select whether to print the distribution number on the cover only or on all pages.

- 1 Position the original.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Touch [Application] tab on the Basic Screen.



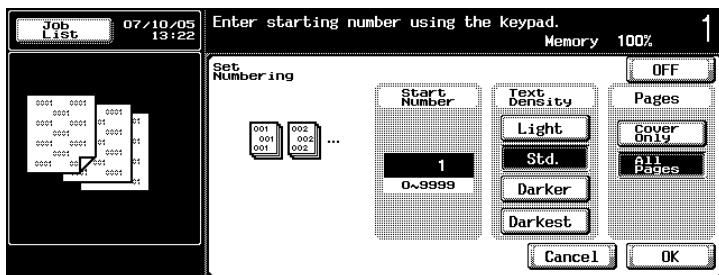
The Application Screen will be displayed.

- 4 Touch [Stamp], then touch [Set Numbering].



The Set Numbering Screen will be displayed.

- 5 Specify the start number, text density, and pages to print.
- Enter the desired start number from the control panel keypad to display it under Start Number.
 - Touch one of the four keys under Text Density to highlight it.
 - Touch either of the two keys under Pages to highlight it.



- ? Do you want to change the currently entered value using control panel keypad?
- Press [C] (Clear) on the control panel, then enter the correct value.

- ? What if the value just entered is out of available range?
 → The Input Error message will be displayed. Press [C] (Clear) on the control panel, then reenter the correct value.

- 6 Touch [OK] to return to the Application Screen.
 – Touch [Cancel] on the Set Numbering Screen to cancel the setting change.

- 7 Select additional copy conditions, as desired.

- 8 Press [Start] on the control panel.

The machine will start scanning the original, then printing when ready for output.



...

Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



...

Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.

5.14.4 Printing Stamp onto Copies (Built-in Stamp)

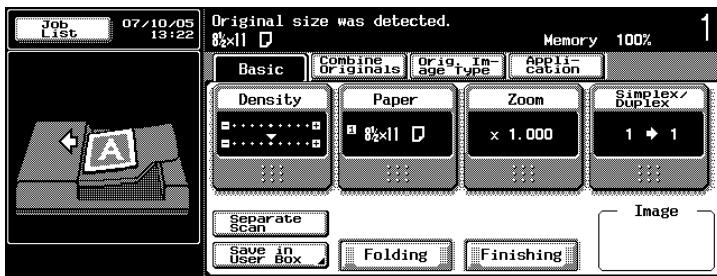
To copy using Built-in Stamp

- ✓ Select one from the eight stamp types provided on the screen.
- ✓ The desired print position can be selected from nine areas. If required, make fine adjustment of the selected position both in lengthwise and widthwise directions by entering a value from 1/16 to 1-15/16 in. in 1/16 in. increments.
- ✓ Select to print the stamp either on the cover or on all pages.

- 1 Position the original.

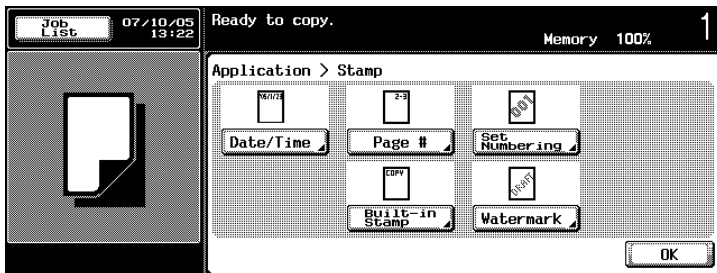
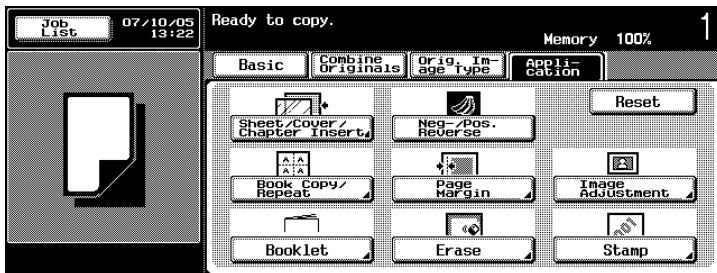
- 2 Enter the desired print quantity from the control panel keypad.

- 3 Touch [Application] tab on the Basic Screen.



The Application Screen will be displayed.

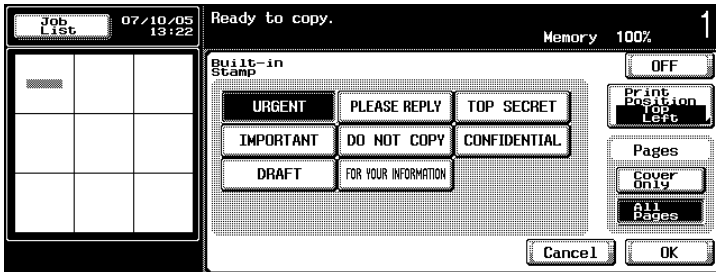
- 4 Touch [Stamp], then touch [Built-in Stamp].



The Built-in Stamp Screen will be displayed.

5 Select the desired stamp type and pages to print.

- Touch one of the eight stamp type keys to highlight it.
- Touch either of the two keys under Pages to highlight it.

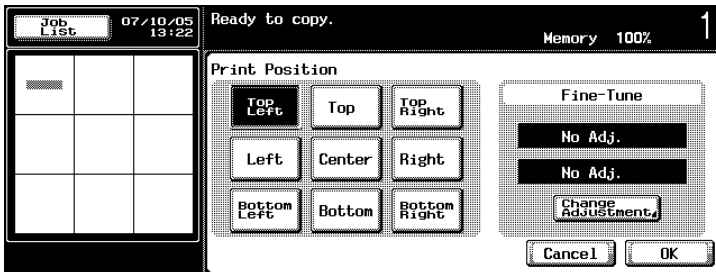


- To change or make fine adjustment on the print position currently specified as indicated on the Print Position key, proceed to the next step.

To complete this setting, proceed to step 8.

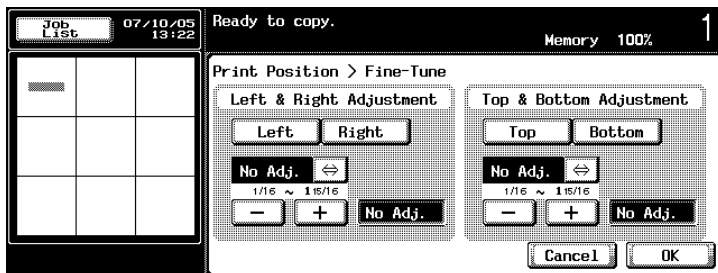
6 Touch [Print Position] to display the Print Position Screen.

- Touch one of the nine Print Position keys to highlight it.



- If fine adjustment is not required, proceed to step 8.

- 7 Touch [Change Adjustment] to display the Fine-Tune Screen.
- Touch [Left] or [Right] under Left & Right Adjustment to highlight it. Use [+] and [-] to enter a fraction in 1/16 in. increments. Touch the bidirectional arrow key to move the cursor, then use [+], [-], or control panel keypad to enter whole number part of the desired value. Similarly, touch [Top] or [Bottom] under Top & Bottom Adjustment to highlight it, then enter the desired adjustment value. To deactivate these adjustment, touch [No Adj.] for each.



- ? Do you want to change the currently entered value using control panel keypad?
 - Press [C] (Clear) on the control panel, then enter the correct value.
 - ? What if the value just entered is out of available range?
 - The Input Error message will be displayed. Press [C] (Clear) on the control panel, then reenter the correct value.
- 8 Touch [OK] to return to the Application Screen.
- Touch [Cancel] on the Built-in Stamp Screen, Print Position Screen, or Fine-Tune Screen to cancel the setting change.
- 9 Select additional copy conditions, as desired.
- 10 Press [Start] on the control panel.

The machine will start scanning the original, then printing when ready for output.

**Note**

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.

**Note**

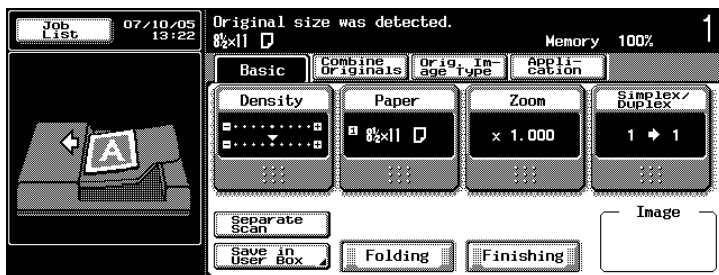
If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.

5.14.5 Printing Watermark onto Copies (Watermark)

To copy using Watermark

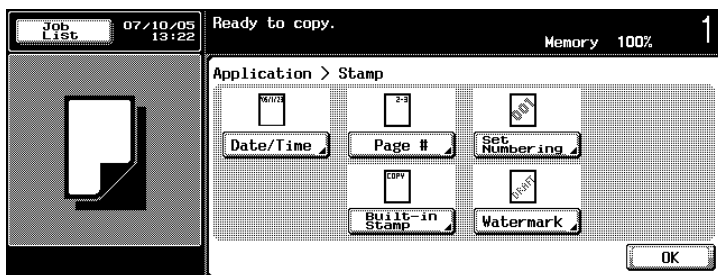
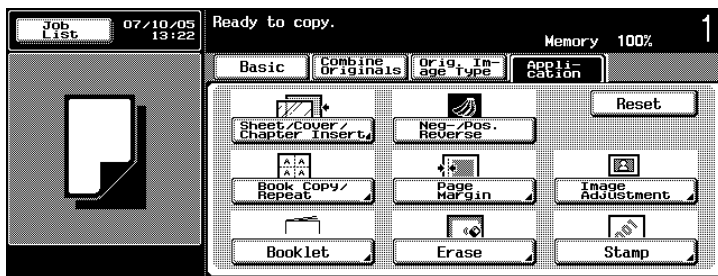
- ✓ Select one from the eight watermark types provided on the screen.

- 1 Position the original.
- 2 Enter the desired print quantity from the control panel keypad.
- 3 Touch [Application] tab on the Basic Screen.



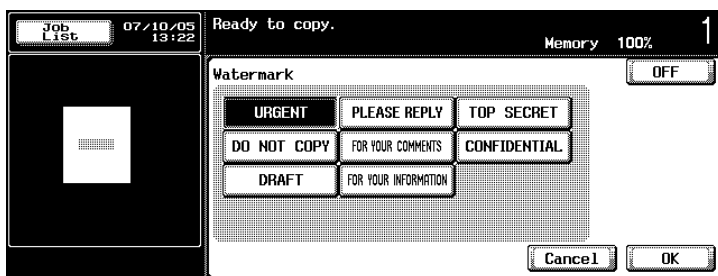
The Application Screen will be displayed.

- 4 Touch [Stamp], then touch [Watermark].



The Watermark Screen will be displayed.

- 5 Select the desired watermark type.
- Touch one of the eight keys to highlight it.



- 6 Touch [OK] to return to the Application Screen.
- Touch [Cancel] on the Watermark Screen to cancel the setting change.
- 7 Select additional copy conditions, as desired.

- 8 Press [Start] on the control panel.

The machine will start scanning the original, then printing when ready for output.



Note

To release the selected application function, touch [OFF].

To release all the application functions, touch [Reset].

To resume the initial setting for all settings including application function, press [Reset] on the control panel.



Note

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Application Screen or Basic Screen.

5.15 Copy Conditions Incompatible with Application Functions

Copy Conditions Incompatible with Application Functions		Basic																						
		Density			Paper										Zoom									
		Auto	Background Removal	Density	Auto Paper Select	Paper Tray/Large capacity tray	Multiple bypass tray	Normal	Recycled paper	OHP	Label	Trace	User	Letterhead	Postcard	Thin Paper	Thick Paper	Colored Paper	Envelope	Auto Zoom	x 1.0	Enlarge and Reduce	Zoom with Constant X and Y Ratio	Independent Zoom
Application	OHP Interleave				▲						▲	▲			▲	▲	▲	▲						
	Cover Mode				▲														▲					
	Insert Sheet				▲														▲					
	Insert Image																		▲					
	Chapters				*3				▲	▲	▲			▲	▲	▲			▲					
	Neg-/Pos. Reverse																		▲					
	Book Copy				▲														▲	▲				
	Booklet Pagination				▲														▲	▲				
	Image Repeat	Set Range				▲													▲	▲				
		Auto Original Size Detect				▲													▲	▲				
		Repeat				▲													▲	▲				
	Page Margin																							
	Edit Margin																							
	Erase	Erase/Center Erase																						
		Non-Image Area Erase				▲														▲				
	Image Adjustment	Centering																		▲				
		No Rotation																						
		Original Size Setting																						
		Custom Size Originals				▲														▲				
	Booklet									▲	▲	▲			▲	▲	▲			*4	*4	*4	*4	
Stamp	Set Numbering																		▲					
	Page #																		▲					
	Date/Time																		▲					
	Built-in Stamp																		▲					
	Watermark																		▲					

Copy Conditions Incompatible with Application Functions		Basic				Combine Originals				Quality			Application								
		Simplex/ Duplex				Combine Pages		Original		Text	Photo	Dot Matrix	OHP Interleave	Cover Mode	Insert Sheet	Insert Image	Chapters	Neg-/Pos. Reverse			
		single-sided originals	double-sided original	single-sided copies	double-sided copies	Separate Scan	2in1	4in1	8in1										Mixed Original	Original Direction Settings	Margin
OHP Interleave					▲	▲	▲	▲	▲					▼	▼	▼	▼				
Cover Mode						▲	▲	▲	▲					▼	▼	▼	▼				
Insert Sheet						▲	▲	▲	▲					▼	▼	▼	▼				
Insert Image						▲	▲	▲	▲					▼	▼	▼	▼				
Chapters			▲			▲	▲	▲	▲					▼	▼	▼	▼				
Neg-/Pos. Reverse																					
Book Copy		▲				▲	▲	▲	▲	▲	▲			▲	▲	▲	▲				
Booklet Pagination						▲	▲	▲	▲	▲	▲			▲	▲	▲	▲				
Image Repeat	Set Range	▲	▲			▲	▲	▲	▲	▲	▲			▲	▲	▲	▲				
	Auto Original Size Detect	▲	▲			▲	▲	▲	▲	▲	▲			▲	▲	▲	▲				
	Repeat	▲	▲			▲	▲	▲	▲	▲	▲			▲	▲	▲	▲				
Page Margin																					
Edit Margin																					
Erase	Erase/Center Erase																				
	Non-Image Area Erase	▲				▲	▲	▲	▲	▲	▲			▲	▲	▲	▲				
Image Adjustment	Centering	▲							▲												
	No Rotation					▲	▲	▲													
	Original Size Setting								▼												
	Custom Size Originals								▼												
Booklet			▲			▲	▲	▲	▲					▲	▲						
Stamp	Set Numbering													▲			▲				
	Page #																▲				
	Date/Time																▲				
	Built-in Stamp																▲				
	Watermark								▲								▲				

Copy Conditions Incompatible with Application Functions		Finishing								Folding	
		Sort	Group	Offset		Staple	Punch	Output Tray	Fold & Staple	Half Fold	
				Crisscross	Shifted						
OHP Interleave			▲	▲	▲	▲	▲		▲	▲	
Cover Mode			▲	▲							
Insert Sheet			▲	▲					▲	▲	
Insert Image			▲	▲							
Chapters			▲	▲							
Neg-/Pos. Reverse											
Book Copy				▲					▲	▲	
Booklet Pagination				▲					▲	▲	
Image Repeat	Set Range			▲		▲	▲		▲	▲	
	Auto Original Size Detect			▲		▲	▲		▲	▲	
	Repeat			▲		▲	▲		▲	▲	
Page Margin											
Edit Margin											
Erase	Erase/Center Erase										
	Non-Image Area Erase			▲							
Image Adjustment	Centering										
	No Rotation										
	Original Size Setting										
	Custom Size Originals										
Booklet			▲	▲		▲	▲				
Stamp	Set Numbering		▲								
	Page #										
	Date/Time										
	Built-in Stamp										
	Watermark										

▼: Condition last selected has priority and the former selection will be released.

▲: Condition previously selected has priority and warning message will be displayed.

*3: Condition last selected has priority only when Copy Insertion is selected.

*4: Condition last selected has priority when recommended zoom ratio is used in Combine Originals or Booklet.

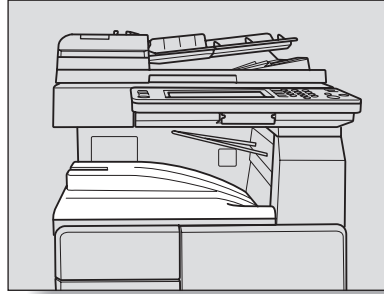


Finishing/Folding

6 Finishing/Folding

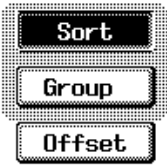
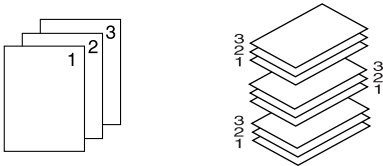
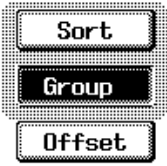
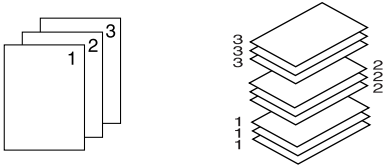

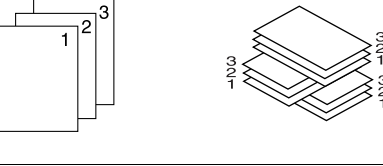

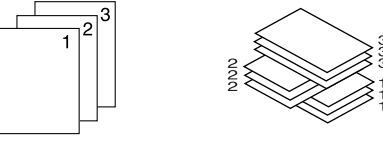
6.1 Output for Machine without Finisher

The output tray OT-501 is installed in the main unit without a finisher as illustrated right. The machine is available to select the following four output modes. As the default setting, "Sort" is selected.



- Sort
Select this setting to separate each set of a multi-page original.
- Group
Select this setting to separate the copies of each page in a multi-page original.
- Sort and Offset
Select this setting to rotate every other set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in crosswise orientation and the other tray with paper loaded in lengthwise orientation , e.g., 8-1/2 × 11- or 5-1/2 × 8-1/2 size paper.
- Group and Offset
Select this setting to rotate every other grouped set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in crosswise orientation and the other tray with paper loaded in lengthwise orientation , e.g., 8-1/2 × 11- or 5-1/2 × 8-1/2 size paper.

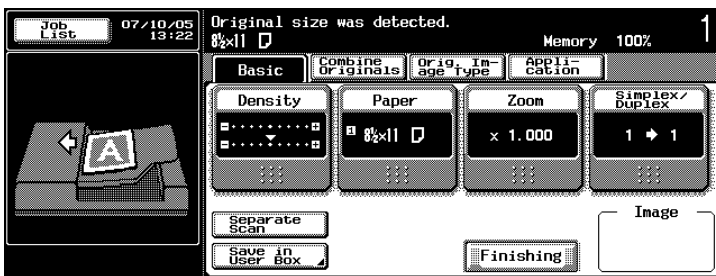
Function overview

Mode	Sample
<p>Sort</p> 	
<p>Group</p> 	
<p>Sort and Offset</p> 	
<p>Group and Offset</p> 	

To specify output mode

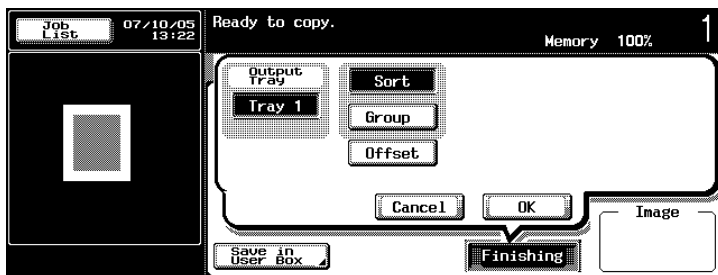
- ✓ As the default setting, Group is selected. When 2 sets or more are entered, automatically output in sort mode.
- ✓ Some copy condition is incompatible with the group For details, see “Copy Conditions Incompatible with Finishing/Folding” on page 6-26.
- ✓ If no finisher is installed and the following conditions are met, printed copies can be fed out and sorted in an alternating crisscross pattern. 8-1/2 × 11- or 5-1/2 × 8-1/2-size paper is used.
Paper of the same size and type is loaded with the crosswise orientation in one paper tray and with the lengthwise orientation in other tray.
“Auto Paper Select” setting is selected.
The “Auto Paper Select” setting is not selected when the Mixed Original setting is selected.
- ✓ The output tray capacity is max. 250 sheets. If a copy run of more than 250 is required, be sure to remove the copies from the output tray before the maximum capacity is reached.

- 1 Position the original to be copied.
- 2 Using the keypad, enter the desired number of copies.
- 3 Load copy paper into the tray.
 - When using an alternating crisscross pattern, load 8-1/2 × 11- or 5-1/2 × 8-1/2-size paper with crosswise orientation in one paper tray and with the lengthwise orientation in other tray.
- 4 Touch [Finishing] on the Basic Screen.



The Finishing Screen will be displayed.

- 5 Select Sort or Group, and set Offset to use offset output.
 - To set sort, touch [Sort] to highlight it.
 - To set group, touch [Group] to highlight it.
 - To set sort in alternating crisscross pattern, touch [Sort] and [Offset] to highlight them.
 - To set group in alternating crisscross pattern, touch [Group] and [Offset] to highlight them.



- 6 Touch [OK].
The Basic Screen will be restored.
- 7 Specify any necessary copy settings.
 - Auto Paper Select may be released automatically depending on the setting you made.
When using Crisscross sorting or Crisscross grouping, make sure that other copy conditions do not conflict with Auto Paper Select.
- 8 Press [Start].
The scan/print job will start.



Note

To cancel changes to the settings, touch [Cancel] on the Finishing Screen.

To cancel all settings, press [Reset].

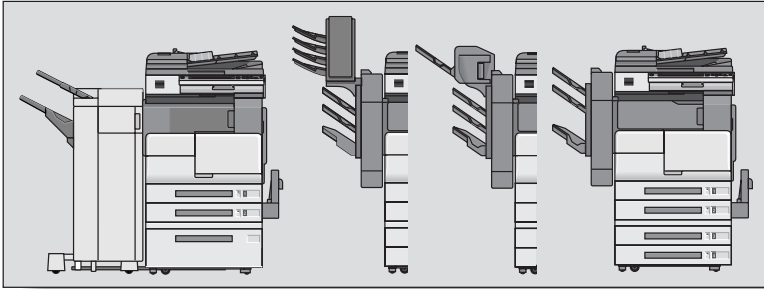
If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

6.2 Output for Machine with Finisher

The machine with Finisher FS-510/FS-511 provides output modes as described below.

As factory default, Finisher FS-510 is set to output the printed sheets to tray 1 in Group mode.

As factory default, Finisher FS-511 is set to output the printed sheets to primary tray (tray 2) in Group mode.




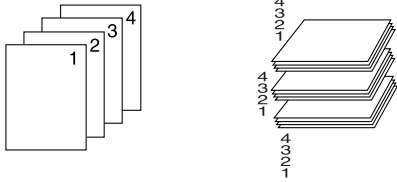
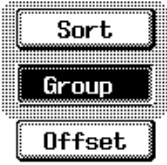
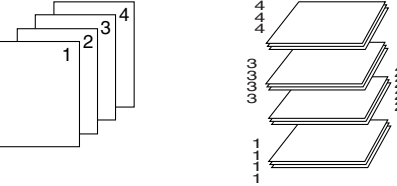

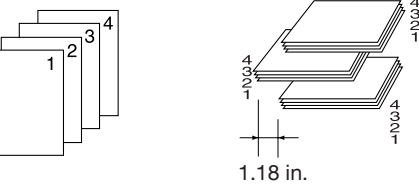

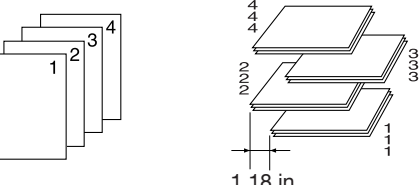
- Sort
Select this setting to separate each set of a multi-page original.
- Group
Select this setting to separate the copies of each page in a multi-page original.
- Sort + Offset
Select this setting to output multiple copies of the original set; each sorted set will be offset by 1.18 in. upon exit.
(Secondary tray (tray 1) of Finisher FS-511 is unavailable.)
- Group + Offset
Select this setting to group together multiple copies of each original and offsets the sets by 1.18 in. upon exit.
(Secondary tray (tray 1) of Finisher FS-511 is unavailable.)



Note

Finisher FS-510 is initially equipped with two exit trays, and one optional output tray OT-601 can be installed. Contact your service representative, if desired. (Optional output tray is installed in Finisher illustrated above)
Finisher FS-510 is available to output in each tray using every output mode.

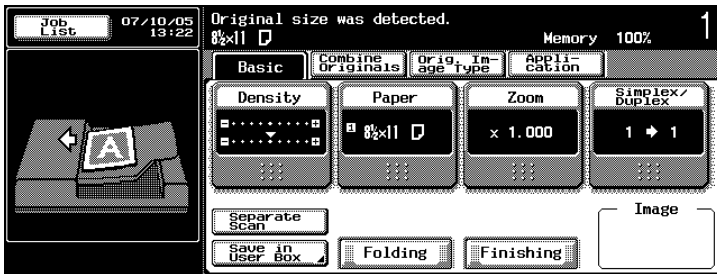
Function overview

Mode	Sample
<p>Sort</p> 	
<p>Group</p> 	
<p>Sort + Offset</p> 	 <p>1.18 in.</p>
<p>Group + Offset</p> 	 <p>1.18 in.</p>

To specify finisher output mode

- ✓ As the default setting, Sort is selected. No limit is established in Sort mode.
- ✓ Some copy conditions are incompatible with Group mode. For details, see “Copy Conditions Incompatible with Finishing/Folding” on page 6-26.
- ✓ When making copies using postcard, trace, or OHP transparencies on the machine with Finisher FS-511 installed, be sure that the Secondary (sub) tray is selected as an output tray.
- ✓ Each output tray of Finisher FS-510 and FS-511 has a limit in capacity. Be careful not to exceed the limit. For details, see “Paper Tray/ Output Tray Capacity” on page 9-4.

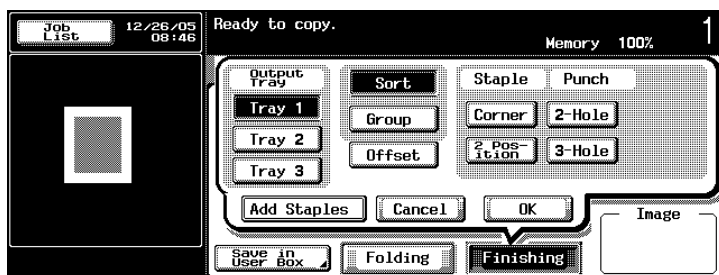
- 1 Position the original to be copied.
- 2 Using the keypad, enter the desired number of copies.
- 3 Touch [Finishing] on the Basic Screen.



The Finishing Screen will be displayed.

- 4 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 set Sort in offset output, touch [Sort] and [Offset] to highlight them.

- To set Group in offset output, touch [Group] and [Offset] to highlight them.



- To cancel the setting, touch the key again to deselect it.

- 5 Touch [OK].
The Basic Screen will be restored.
- 6 Specify any necessary copy settings.
- 7 Press [Start].
The scan/print job will start.



Reminder

Finisher FS-510 trays gradually go up/down while printed materials output, depending on the tray selected. With Saddle Stitcher SD-502 or Mail-bin Kit MT-501, the operation of the trays become greater. DO NOT allow any object to interfere with the operation of the tray around the finisher, as any interference may cause damage to the finisher.

Finisher FS-511 tray 2 (main tray) gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray 2 (main tray) on the left side of the finisher, as any interference may cause damage to the finisher.



Note

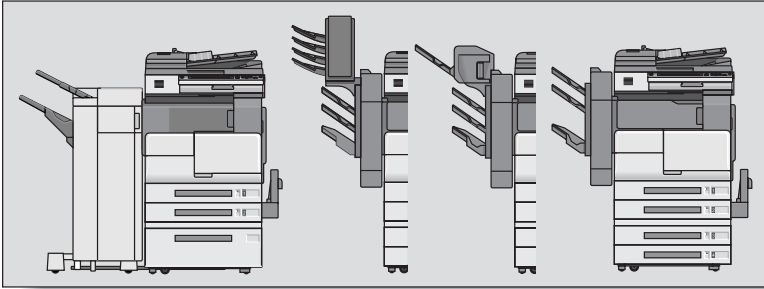
To cancel changes to the settings, touch [Cancel] on the Finishing Screen.

To cancel all settings, press [Reset].

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

6.3 Stapling Output Copies (Staple)

The following types of machine with a finisher installed can provide Staple output mode.


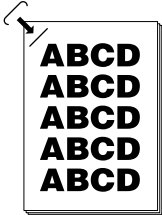
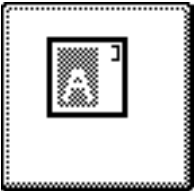
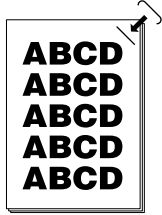



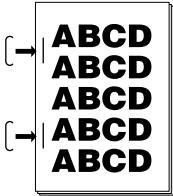

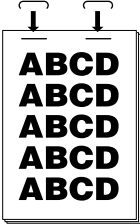

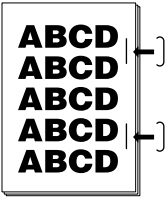
Note

Finisher FS-510 is initially equipped with two exit trays, and one optional exit tray (OT-601) can be installed. Contact your service representative, if desired. (Already installed in the above illustration.)

Function overview

The Original Direction setting for the samples below is supposed to be the one which the top of the original is aligned to the rear side of the machine.

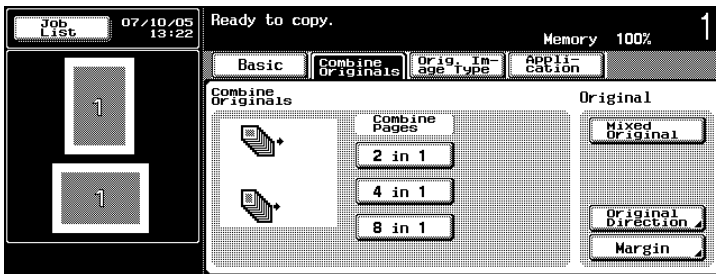
Key	Sample
	
	

Key	Sample
	
	
	

To copy using Staple mode

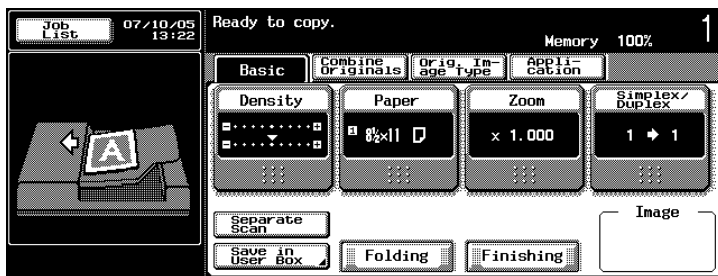
- ✓ If Staple is to be selected, select the orientation in which the original is positioned and the orientation of the page to be stapled, otherwise the copies may not be stapled as desired.
- ✓ If Staple is selected, the machine also selects Sort automatically with disabling Group and Offset. Each copied set is supposed to be sorted and stapled.
- ✓ If staple position setting is different from the binding position specified in Page Margin of Application setting, the staple position is given priority.
- ✓ With Auto selected on the Staple Position popup menu, the staple position will be determined automatically to the longer side for 8-1/2 × 11 copy paper, or to the shorter side for copy paper larger than 8-1/2 × 11.
- ✓ Available paper weight is 16 to 24 lb. For details of other specifications, see page 9-3.
- ✓ Using excessively curled paper or some types of thin paper in Staple mode may cause poor results in arrangement of the stapled sets.
- ✓ Each output tray of Finisher FS-510 and FS-511 has a limit in capacity. Be careful not to exceed the limit. For details, see “Paper Tray/ Output Tray Capacity” on page 9-4.

- 1 Position the original to be copied.
- 2 Using the keypad, enter the desired number of copies.
- 3 Touch [Combine Originals] tab on the Basic Screen, then make Original Direction and Margin settings.
 - For setting Original Direction, see “Specifying Orientation of Original (Original Direction)” on page 4-10.
 - For setting Margin, see “Paper Tray/ Output Tray Capacity” on page 9-4.



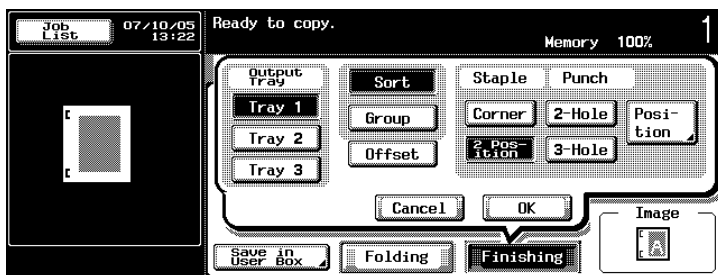
- When completed, touch [Basic] tab to return to the Basic Screen.

- 4 Touch [Finishing] on the Basic Screen.

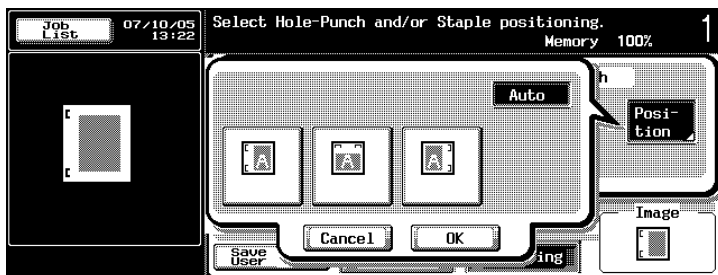


The Finishing Screen will be displayed.

- 5 Select the staple position.
- To staple at a corner, touch [Corner] to highlight it.
 - To staple along the edge, touch [2 Position] to highlight it.



- 6 Select staple position.
- Touch [Position] to display the Staple Position popup menu.
 - Touch the desired key to highlight it.



- 7 Touch [OK] twice.
- The Basic Screen will be restored.

- 8 Specify any necessary copy settings.
- 9 Press [Start].
The scan/print job will start.

**Reminder**

Finisher FS-510 trays gradually go up/down while printed materials output, depending on the tray selected. With Saddle stitcher SD-502 or Mailbin kit MT-501, the operation of the trays become greater. DO NOT allow any object to interfere with the operation of the tray around the finisher, as any interference may cause damage to the finisher.

Finisher FS-511 tray 2 (main tray) gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray 2 (main tray) on the left side of the finisher, as any interference may cause damage to the finisher.

**Note**

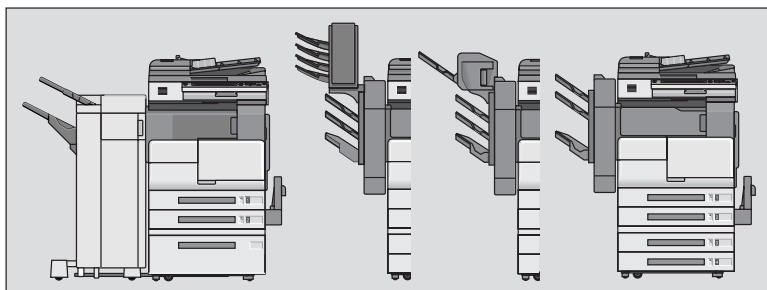
To cancel changes to the settings, touch [Cancel] on the Finishing Screen.

To cancel all settings, press [Reset].

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

6.4 Punching File Holes in Copies (Punch)

The Punch mode is available on the machine with Finisher FS-511 installed, or if Finisher FS-510 mounted with Punch Unit PU-501 option is installed.



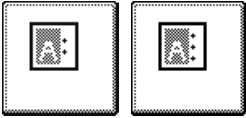
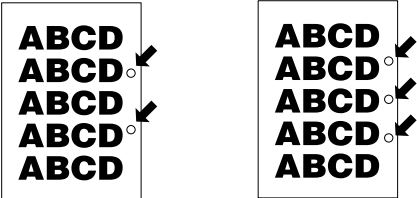
Note

Finisher FS-510 is initially equipped with two exit trays, and one optional exit tray (OT-601) can be installed. Contact your service representative, if desired. (Already installed in the above illustration.)

Function overview

The Original Direction setting for the samples below is supposed to be the one which the top of the original is aligned to the rear side of the machine.

Key	Sample

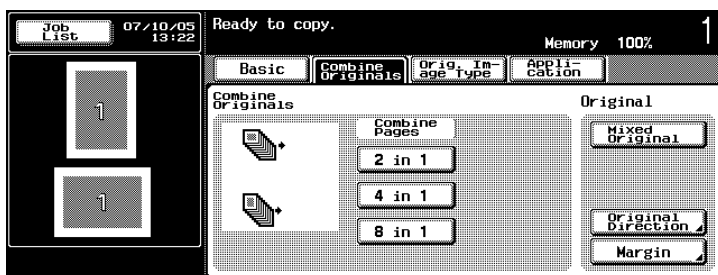
Key	Sample
	

To copy using Punch mode

- ✓ If Punch is to be selected, select the orientation in which the original is positioned and the orientation of the page to be punched, otherwise the copies may not be punched as desired.
- ✓ This mode is available in combination with Group, Sort + Offset, Group + Offset, or Staple mode.
- ✓ If punch position setting is different from the binding position specified in Page Margin of Application setting, the punch position is given priority.
- ✓ With Auto selected on the Punch Position popup menu, the punch position will be determined automatically to the longer side for 8-1/2 × 11 copy paper, or to the shorter side for copy paper larger than 8-1/2 × 11.
- ✓ 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.
- ✓ Available paper weight for Punch Unit PU-501 mounted on Finisher FS-510 is 15 to 24 lb, while paper weight for Finisher FS-511 is 16 to 24 lb. For details of other specifications, see page 9-3.
- ✓ If the ATS (Automatic Tray Switching) functions while the machine uses the Punch mode, the punch holes may be slightly off the appropriate positions.
- ✓ Do not punch special paper type such as overhead projectiontransparent films, labels, etc. Otherwise, machine trouble may occur.
- ✓ Each output tray of Finisher FS-510 and FS-511 has a limit in capacity. Be careful not to exceed the limit. For details, see “Paper Tray/ Output Tray Capacity” on page 9-4.

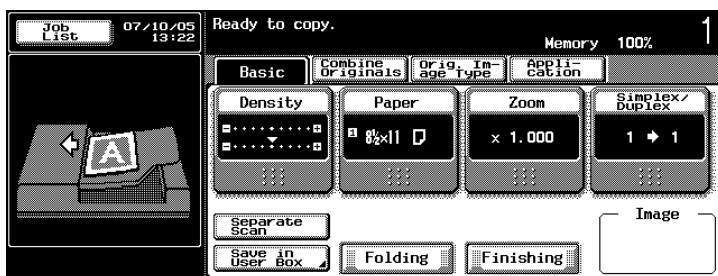
- 1 Position the original to be copied.
- 2 Using the keypad, enter the desired number of copies.
- 3 Touch [Combine Originals] tab on the Basic Screen, then make Original Direction and Margin settings.
 - For setting Original Direction, see “Specifying Orientation of Original (Original Direction)” on page 4-10.

For setting Margin, see “Specifying Position of Binding Margin (Margin)” on page 4-15.



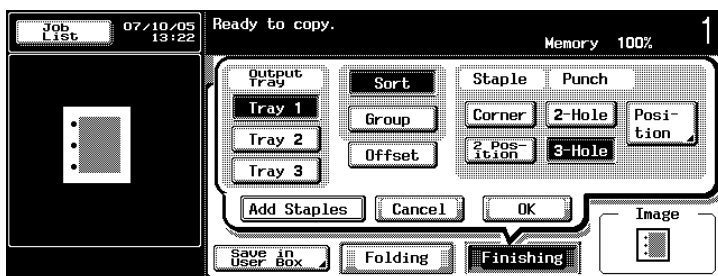
- When completed, touch [Basic] tab to return to the Basic Screen.

4 Touch [Finishing] on the Basic Screen.



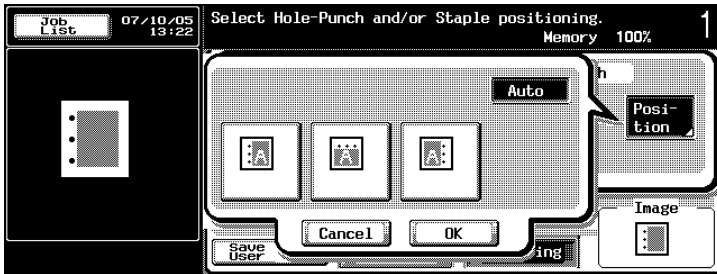
The Finishing Screen will be displayed.

5 Touch [2-Hole] or [3-Hole] to highlight it.



- Group and Offset are also available in combination. Touch the desired key to highlight it.
- To cancel the setting, touch the button again to deselect it.

- 6 Select the punch position.
 - Touch [Position] to display the Punch Position popup menu.
 - Touch the desired key to highlight it.



- 7 Touch [OK] twice.
The Basic Screen will be restored.
- 8 Specify any necessary copy settings.
- 9 Press [Start].
The scan/print job will start.



Reminder

Finisher FS-510 trays gradually go up/down while printed materials output, depending on the tray selected. With Saddle Stitcher SD-502 or Mailbin Kit MT-501, the operation of the trays become greater. DO NOT allow any object to interfere with the operation of the tray around the finisher, as any interference may cause damage to the finisher.

Finisher FS-511 tray 2 (main tray) gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray 2 (main tray) on the left side of the finisher, as any interference may cause damage to the finisher.



Note

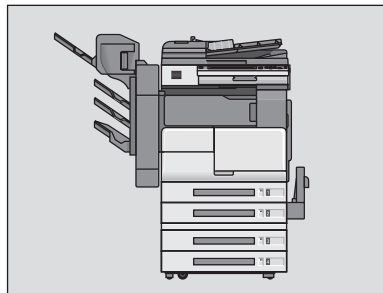
To cancel changes to the settings, touch [Cancel] on the Finishing Screen.

To cancel all settings, press [Reset].

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

6.5 Folding Copies at the Center/Binding Copies at the Center: Half Fold/ Fold & Staple

The Half Fold and Fold & Staple modes are available on the machine mounted with Finisher FS-510 and Saddle Stitcher SD-502 as illustrated on the right, along with Booklet function which will be automatically selected in combination.




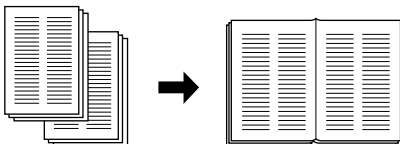

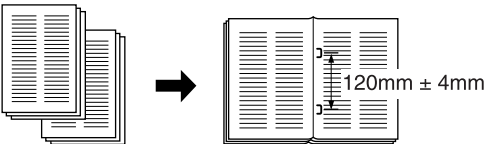
- In the Half Fold mode, each copied sheet is creased and output to the Saddle stitcher tray.
- In the Fold & Staple mode, each copied set is creased and stapled at two positions (saddle stitched), then output to the Saddle stitcher tray.






Note

Finisher FS-510 is initially equipped with two exit trays, and one optional exit tray (OT-601) can be installed. Contact your service representative, if desired. (Already installed in the above illustration.)

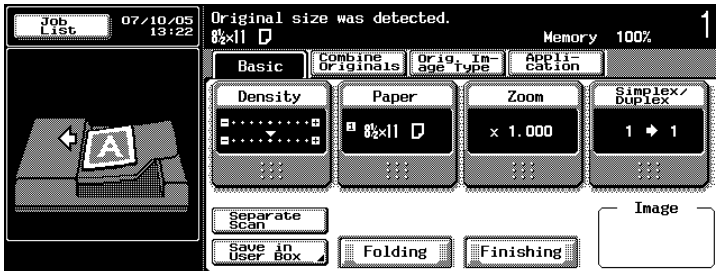
Function overview

Key	Description
 <div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold;">Half Fold</div>	
 <div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold;">Fold & Staple</div>	

To copy using Half Fold or Fold & Staple

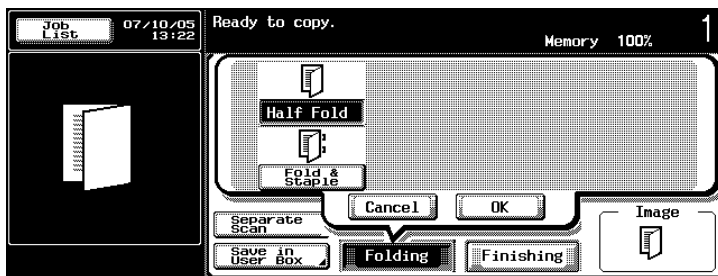
- ✓ As the default setting, 1→2 mode and Booklet function will be specified automatically when Half Fold or Fold & Staple is selected. For details, see “Making Multiple Page Signature Booklet (Booklet)” on page 5-54. Half Fold and Fold & Staple are still available even if 1→2 mode is changed or Booklet function is cancelled.
- ✓ Auto Zoom is automatically selected. Half Fold and Fold & Staple are still available even if Auto Zoom is deselected manually.
- ✓ Staple position: 2 staples in the center (saddle stitch), pitch 120 mm +/- 4 mm (staple width 11 mm)
Max. number of sheets in Fold & Staple mode: 15 sheets (20 lb paper)
- ✓ Paper size: 11 × 17 , 8-1/2 × 14 , 8-1/2 × 11 
Paper weight: 16 to 24 lb
For details of other specifications, see page 9-3.
- ✓ Saddle stitcher tray capacity: 200 sheets or 20 sets (20 lb paper)
Using Half Fold or Fold & Staple mode, finished sets are delivered only to the Saddle stitcher tray.

- 1 Position the original to be copied.
 - When using Fold & Staple mode, be sure that the original count does not exceed the maximum number of sheets specified for Fold & Staple mode.
- 2 Using the keypad, enter the desired number of copies.
 - Be sure that the output sheets may not exceed the Saddle stitcher tray capacity.
- 3 Touch [Folding] on the Basic Screen.



The Folding Screen will be displayed.

- 4 Touch [Half Fold] or [Fold & Staple] to highlight it.



- 5 Touch [OK].
The Basic Screen will be restored.
- 6 Specify any necessary copy settings.
- 7 Press [Start].
The scan/print job will start.



Reminder

Finisher FS-510 trays gradually go up/down while printed materials output, depending on the tray selected. With Saddle stitcher SD-502 or Mailbin kit MT-501, the operation of the trays become greater. DO NOT allow any object to interfere with the operation of the tray around the finisher, as any interference may cause damage to the finisher.



Note

To cancel changes to the settings, touch [Cancel] on the Finishing Screen.

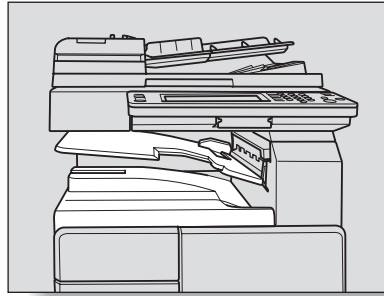
To cancel all settings, press [Reset].





If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

6.6 Output for Machine with Separator

The machine with Separator installed can deliver the printed sheets separately into different trays.

The following four output modes are available for use with two output trays. As factory default, copies will be delivered into the tray 2 in Group mode.



- **Sort**
Select this setting to separate each set of a multi-page original.
- **Group**
Select this setting to separate the copies of each page in a multi-page original.
- **Sort + Offset**
Select this setting to rotate every other set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in crosswise orientation  and the other tray with paper loaded in lengthwise orientation , e.g., 8-1/2 × 11- or 5-1/2 × 8-1/2 size paper.
- **Group + Offset**
Select this setting to rotate every other grouped set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in crosswise orientation  and the other tray with paper loaded in lengthwise orientation , e.g., 8-1/2 × 11- or 5-1/2 × 8-1/2 size paper.

Specifying a tray for the output to be made in other job type than Copy (e.g. Print, Reports, or Fax), printed sheets will be distributed into the specified tray in order to prevent the output sheets from being mixed up.







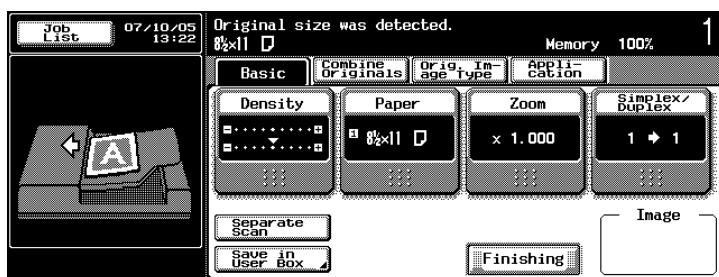
Note

The output tray can be specified for each job type (Copy, Print, and Reports). See page 15-25 for details.

To specify Separator output mode

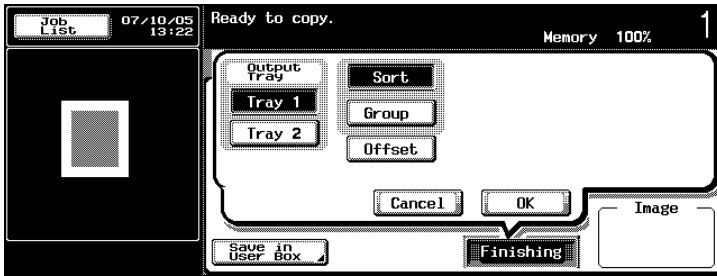
- ✓ As the default setting, Sort is selected. No limit is established in Sort mode.

- ✓ Some copy conditions are incompatible with Group mode. For details, see “Copy Conditions Incompatible with Finishing/Folding” on page 6-26.
 - ✓ If no finisher is installed and the following conditions are met, printed copies can be fed out and sorted in an alternating crisscross pattern. 8-1/2 × 11- or 5-1/2 × 8-1/2-size paper is used. Paper of the same size and type is loaded with the crosswise orientation  in one paper tray and with the lengthwise orientation  in other tray. “Auto Paper Select” setting is selected. The “Auto Zoom” setting is used when the Mixed Original setting is selected.
 - ✓ The tray 1 (lower tray) capacity is max. 250 sheets, and tray 2 (upper tray) capacity is max. 100 sheets. If a copy run of more than those limits is required, be sure to remove the copies from the tray before the maximum capacity is reached.
- 1 Position the original to be copied.
 - 2 Using the keypad, enter the desired number of copies.
 - 3 Load the desired copy paper size in a tray.
 - When using an alternating crisscross pattern, load 8-1/2 × 11- or 5-1/2 × 8-1/2-size paper in crosswise orientation  into one paper tray and in the lengthwise orientation  into other tray.
 - 4 Touch [Finishing] on the Basic Screen.

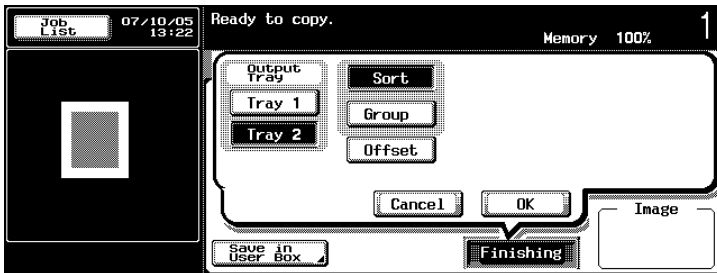


The Finishing Screen will be displayed.

- 5 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 set Sort in alternating crisscross pattern, touch [Sort] and [Offset] to highlight them.
 - To set Group in alternating crisscross pattern, touch [Group] and [Offset] to highlight them.



- 6 Select the desired output tray.
 - Touch [Tray 1] or [Tray 2] to highlight it.



- 7 Touch [OK].
The Basic Screen will be restored.
- 8 Specify any necessary copy settings.
 - Auto Paper Select may be released automatically depending on the setting you made.
When using Sort or Group in alternating crisscross pattern, make sure that other copy conditions do not conflict with Auto Paper Select.
- 9 Press [Start].
The scan/print job will start.

**Note**

To cancel changes to the settings, touch [Cancel] on the Finishing Screen.

To cancel all settings, press [Reset].

If no other setting is desired, the copy job can be started using the settings currently specified without touching [OK] to return to the Basic Screen.

6.7 Copy Conditions Incompatible with Finishing/Folding

Copy Conditions Incompatible with Finishing/Folding		Basic																						
		Density		Paper											Zoom									
		Auto	Background Removal	Density	Auto Paper Select	Paper Tray/Large capacity tray	Multiple bypass tray	Normal	Recycled paper	OHP	Label	Trace	User	Letterhead	Postcard	Thin Paper	Thick Paper	Colored Paper	Envelope	Auto Zoom	x 1.0	Enlarge and Reduce	Zoom with Constant X and Y Ratio	Independent Zoom
Finishing	Sort																							
	Group																							
	Offset	Crisscross									▼	▼	▼											
		Shifted																						
	Staple																							
	Punch																							
Output Tray																								
Folding	Fold & Staple																							
	Half Fold																							

Copy Conditions Incompatible with Finishing/Folding		Basic				Combine Originals				Quality			Application										
		Simplex/Duplex		Separate Scan				Combine Pages	Original			Text	Text/Photo	Photo	Dot Matrix	OHP Interleave	Cover Mode	Insert Sheet	Insert Image	Chapters	Neg-/Pos. Reverse		
		single-sided original	double-sided original	single-sided copies	double-sided copies	2in1	4in1	8in1	Mixed Original	Original Direction Settings	Margin												
Finishing	Sort																						
	Group																						
	Offset	Crisscross																					
		Shifted																					
	Staple																						
	Punch																						
Output Tray																							
Folding	Fold & Staple																						
	Half Fold																						

Copy Conditions Incompatible with Finishing/Folding		Application																		
		Book Copy	Booklet Pagnation	Image Repeat			Page Margin	Edit Margin	Erase		Image Adjustment			Stamp						
				Set Range	Auto Original Size Detect	Repeat			Erase/Center Erase	Non-Image Area Erase	Centering	No Rotation	Original Size Setting	Custom Size Originals	Booklet	Set Numbering	Page #	Date/Time	Built-in Stamp	Watermark
Finishing	Sort																			
	Group																			
	Offset	Crisscross	▼	▼	▼	▼									▼	▼				
		Shifted								▼										
	Staple			▼	▼	▼														
	Punch			▼	▼	▼														
	Output Tray														▼					
Folding	Fold & Staple	▲	▲	▲	▲	▲														
	Half Fold	▲	▲	▲	▲	▲														

Copy Conditions Incompatible with Finishing/Folding		Finishing							Folding	
		Sort	Group	Offset		Staple	Punch	Output Tray	Fold & Staple	Half Fold
				Crisscross	Shifted					
Finishing	Sort	▼								
	Group	▼						▼	▼	
	Offset	Crisscross		x	x	x	x	x	x	x
		Shifted		x	▼	▼	▼	▼	▼	▼
	Staple	▼	x	▼	▼	*6	▼	▼	▼	
	Punch		x			*6	▼	▼	▼	
	Output Tray		x							
Folding	Fold & Staple	▼	x	▼	▼	▼	▼	▼	▼	
	Half Fold	▼	x	▼	▼	▼	▼	▼	▼	

▼: Condition last selected has priority and the former selection will be released.

x: Incompatible

▲: Condition previously selected has priority and warning message will be displayed.

*5: Condition last selected has priority when Booklet is automatically selected with Half Fold or Fold & Staple in combination.

*6: Varies according to the finishing option to be used.

*7: Offset mode will be ignored.

*8: Incompatible when Booklet is automatically selected with Half Fold or Fold & Staple in combination.



7

Advanced Information

7 Advanced Information

7.1 Checking Feature Selections by Proof Copying

Use this function 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

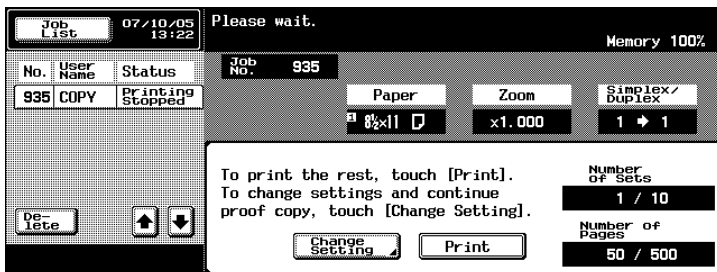
- ✓ Proof copy is to be made when multiple sets of copies are required from two or more sheets of the original.

- 1 Position the original, then set the print quantity.
- 2 Select the desired copy conditions.
- 3 Press [Proof Copy] on the control panel.



A sample copy will be output, and the screen for checking the job settings will be displayed.

- 4 Check the sample copy.
 - The count display under Number of Sets on the Proof Copy Screen indicates the printed set count per specified print quantity.

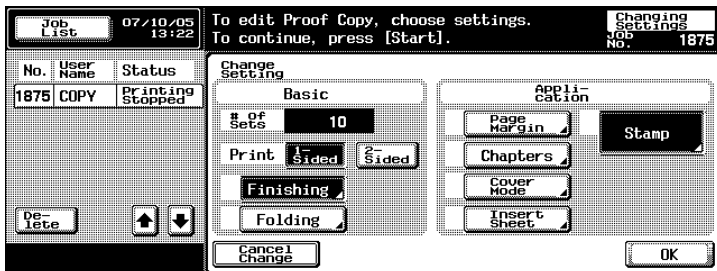


- If the sample copy gives satisfactory result, proceed to step 9. To change any settings, proceed to the next step.

- 5 Touch [Change Setting] on the Proof Copy Screen. The Change Setting Screen will be displayed.

- 6 Make the setting change as desired.

- The following settings can be changed from the screen after proof copying.
 - Print Quantity
 - Simplex/Duplex (except for the simplex/duplex original type)
 - Finishing
 - Folding
 - Cover Mode
 - Insert Sheet
 - Chapters
 - Page Margin
 - Stamp

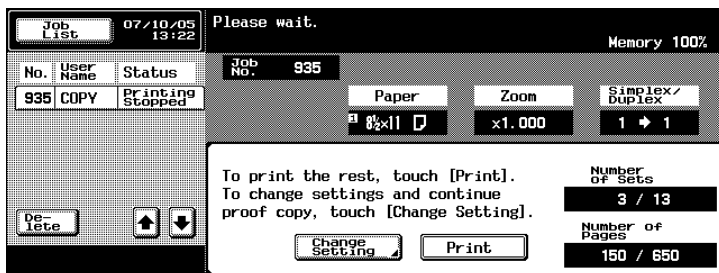


- To change the print quantity, press [C] (Clear) on the control panel, then reenter the desired value from the control panel keypad.
To change the simplex/duplex copy mode, touch [1-Sided] or [2-Sided].
To make other setting changes, touch the desired key to display the setting screen for each function.
- To cancel the setting change, touch [Cancel Change]. The previous setting will be restored.

- 7 Repeat the steps 3 to 6 until the desired copy result is obtained.
- If the desired setting cannot be changed, delete the current job and restart the job setting from the first step. See the next step for details.
- 8 Delete the current job, if required, then restart the job setting.
- To delete the current job, use up/down arrow keys to scroll to the job in the job list, if displayed in the sub area, then touch the job key to highlight it.
Touch [Delete] to display the popup menu for confirmation, then touch [Yes].



- 9 Touch [Print] on the Proof Copy Screen.



The machine will start printing the rest except the sample sets.

**Detail**

To stop scanning/printing for the proof copy or to stop printing after proof copying, press [Stop] on the control panel.

For details, see “To Stop/Resume/Delete a Job” on page 3-67.

7.2 Checking Feature Selections before Copying (Mode Check)

Display the Mode Check Screen to check and change the feature selections you made.

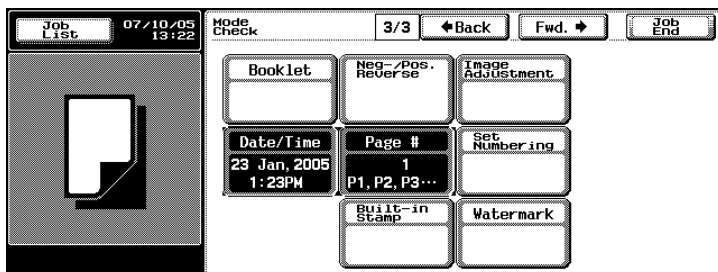
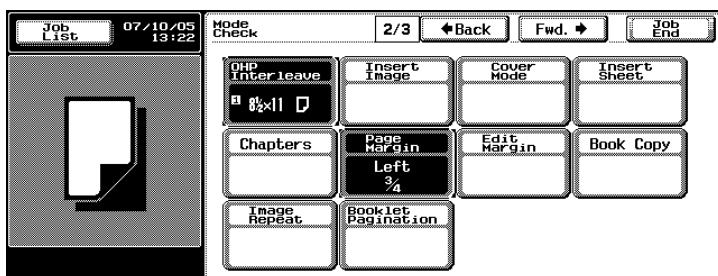
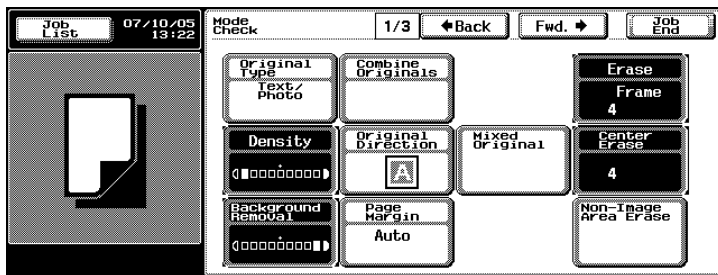
To use Mode Check function

- 1 Position the original, and enter the desired print quantity.
- 2 Select the desired copy conditions.
 - Scan the original, if any setting requires.
- 3 Press [Mode Check] on the control panel.



The Mode Check Screen will be displayed.

- 4 Check the job settings on the screen.
- The Mode Check Screen comprises three different pages. The screen number for the current page is indicated in the center of the upper part of the screen.
 - Touch [Back] or [Fwd.] to scroll to the desired page.



- If setting change is desired, proceed to the next step.
- If settings are OK, touch [Job End] on the Mode Check Screen, then proceed to step 7.

- 5 Touch the key of the function to be changed.
- The setting screen for that function will be displayed.

- 6 Change the setting as desired.
 - Follow the procedure specified for each function.
 - To make more than one setting change, repeat the steps from 3 to 6.

- 7 Press [Start] on the control panel.
The machine will start printing.

**Detail**

To stop printing, press [Stop] on the control panel. For details, see "To Stop/Resume/Delete a Job" on page 3-67.

7.3 Interrupt Copying

Use the Interrupt mode to interrupt printing in progress to perform another job in different settings. The interrupted job will resume automatically when the interrupt copying is completed.

To copy using Interrupt mode

- ✓ To interpose a newly entered job not into the current printing job but between two reserved jobs, use the Increase Priority function. For details, see “Increase Priority for Printing an Active Job in Current Jobs” on page 8-17.
- ✓ The Interrupt mode cannot be entered while the machine is scanning the original. Press [Interrupt] after scanning is completed.
- ✓ Once the Interrupt mode is entered, the current printing job will be suspended and all the settings will resume the initial setting.

- 1 Position the original for the interrupt job.
- 2 Press [Interrupt] on the control panel.



When the machine is working on a printing job, the message “Job is stopping” will be displayed.

The Interrupt LED lights up in green, and then printing job stops.

- 3 Enter the print quantity for the interrupt job.
- 4 Set copy conditions, as desired.

- 5 Press [Start] on the control panel.



The interrupt copying will start.

- 6 When the interrupt printing job is completed, press [Interrupt] again.



The Interrupt LED goes off, and the settings of the initial job will be re-stored on the screen.

The suspended printing will be continued automatically.

7.4 Storing and Recalling Job Settings (Mode Memory)

Use Mode Memory to store the desired copy job settings, which can be readily recalled at any time for copying. This function is convenient for frequently used settings of complicated operation.

We recommend you to store those complicated settings that can be expected for another or more use.

To store copy program

Up to 30 copy programs can be stored with given alphanumeric names.

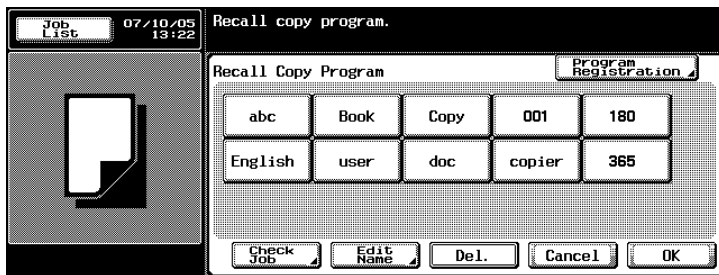
- ✓ Name the stored program. Up to 16 characters can be used.
- ✓ The given name can be edited. For details, see “To change program name” on page 7-17.
- ✓ The contents of stored program cannot be altered for reentry. However, setting change is available for the program once recalled to make a copy, and those job settings can be stored as a new program.
- ✓ If 30 copy programs are already stored, new entry becomes unavailable. In this case, delete an unnecessary program to store a new program. For details on deleting copy programs, see “To delete copy program” on page 7-18
- ✓ The administrator can set the machine to lock the programs so that they cannot be deleted individually or the given name cannot be edited. For details, see page 15-42.

- 1 Position the original, then make the desired job settings.
 - Use control panel and touch panel keys to select the desired copy conditions.
- 2 Press [Mode Memory] on the control panel.



The Recall Copy Program Screen will be displayed.

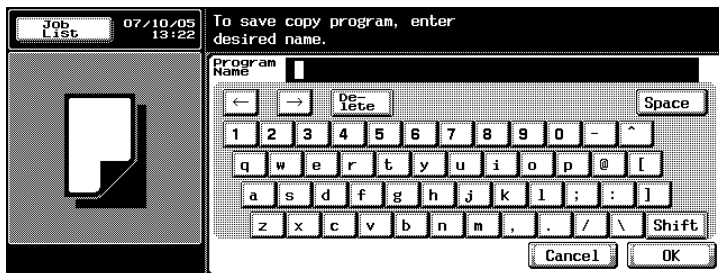
3 Touch [Program Registration].



The Program Name Screen will be displayed.

4 Enter the desired program name.

- Up to 16 characters can be entered.
Use right/left arrow keys to move the cursor, and use [Shift] to enter upper case letters or symbols.



5 Touch [OK] to return to the Basic Screen.

The copy program has been stored successfully.

**Note**

To cancel the program registration, press [Reset] or [Mode Memory] on the control panel before returning to the Basic Screen. The program registration will be cancelled from any screen displayed on the touch panel. Otherwise, touch [Cancel] repeatedly until the Basic Screen is restored.

To recall copy program

Follow the procedure below to recall the stored copy program. The job settings can be checked before recalling them.

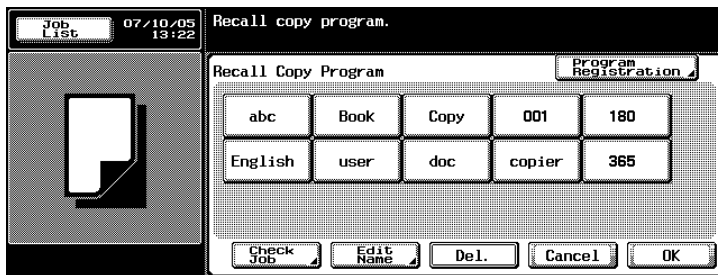
- ✓ The job settings cannot be changed from the Check Job Screen. If any setting change is desired, recall the copy program then access the desired setting screen, or press [Mode Check] to jump to the desired setting from the Mode Check Screen. For details, see “Checking Feature Selections before Copying (Mode Check)” on page 7-6.

- 1 Position the original.
- 2 Press [Mode Memory] on the control panel.



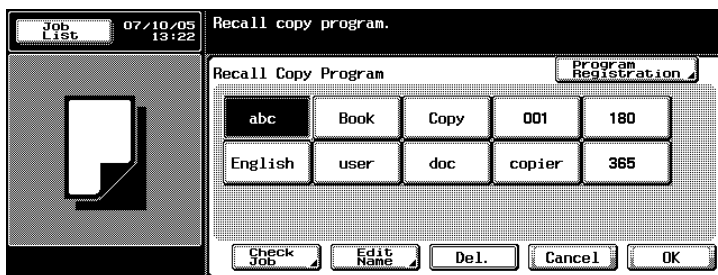
The Recall Copy Program Screen will be displayed.

- 3 Touch the desired copy program key to highlight it.



- To recall the program without checking job settings, proceed to step 8.

- 4 Touch [Check Job].

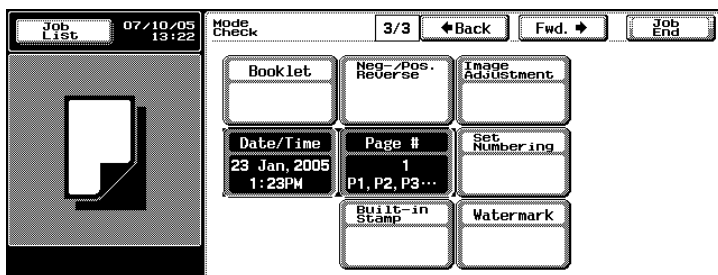
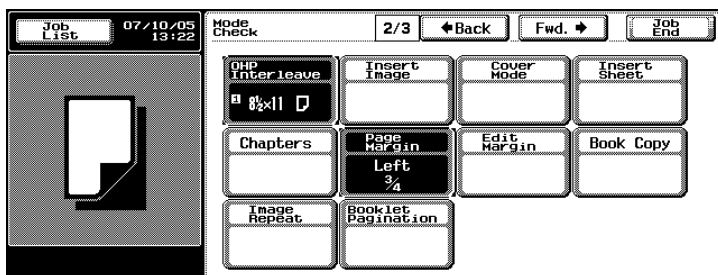
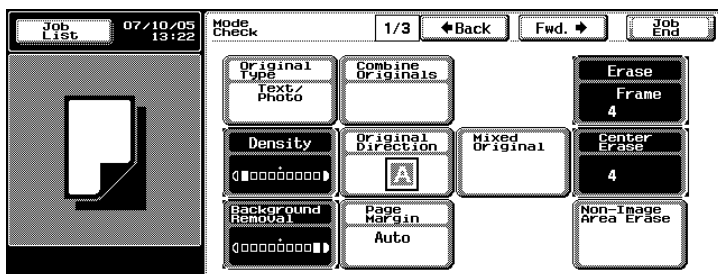


The Check Job Screen will be displayed.

- 5 Check the settings.

- The Check Job Screen comprises three different pages. The screen number for the current page is indicated in the center of the upper part of the screen.
Touch [Back] or [Fwd.] to scroll to the desired page.

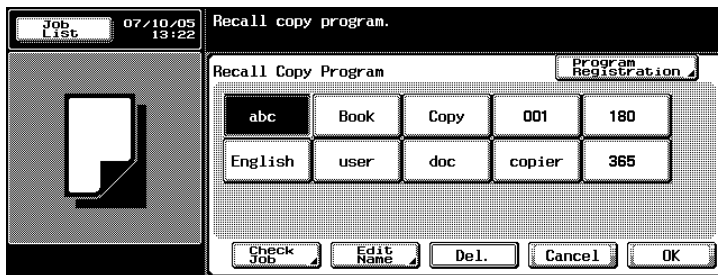
- The functions which have been changed from the factory default appear highlighted on the screen.



- 6 Touch [Job End] on the screen.

The Recall Copy Program Screen will be restored, however, the copy program selection made in step 3 is released on the screen.

- 7 Again touch the desired copy program key to highlight it.



- 8 Touch [OK] on the Recall Copy Program Screen.

The job settings of the selected program will be recalled on the restored Basic Screen.

- 9 Press [Start] on the control panel.

The machine will start copying using recalled job settings.



Note

To stop recalling the copy program, press [Reset] or [Mode Memory] on the control panel. The recalling procedure will be cancelled from any screen displayed on the touch panel.

Otherwise, touch [Cancel] repeatedly until the Basic Screen is restored.

To change program name

Follow the procedure below to change the stored program name.

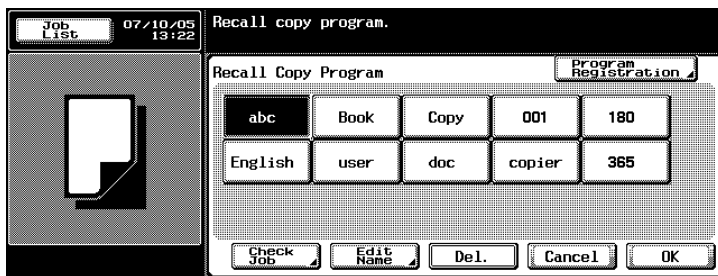
- ✓ The administrator can set the machine to lock the programs so that the given name cannot be edited. In this case, the [Edit Name] key will disappear from the Recall Copy Program Screen to disable the procedure. For details, see page 15-42.

- 1 Press [Mode Memory] on the control panel.



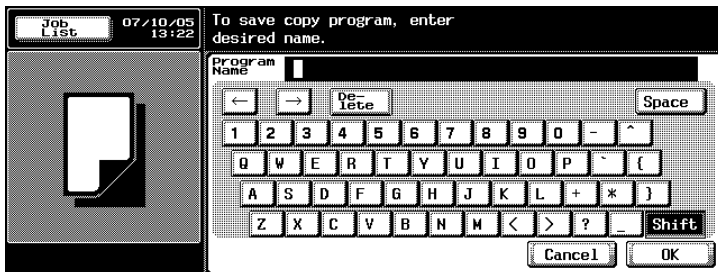
The Recall Copy Program Screen will be displayed.

- 2 Touch the copy program key of the name to be edited, then touch [Edit Name].



The Program Name Screen will be displayed.

- 3 Enter the new name.
- Up to 16 characters can be entered.
Use right/left arrow keys to move the cursor, and use [Shift] to enter upper case letters or symbols.



- 4 Touch [OK].
- The Recall Copy Program Screen will be restored with the edited program name displayed.

To delete copy program

Follow the procedure below to delete the stored copy program.

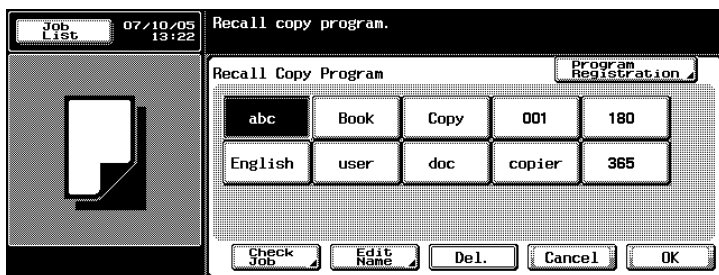
- ✓ The administrator can set the machine to lock the programs so that they cannot be deleted individually. In this case, the [Del.] key will disappear from the Recall Copy Program Screen to disable the procedure. For details, see page 15-42.

- 1 Press [Mode Memory] on the control panel.



The Recall Copy Program Screen will be displayed.

- 2 Touch to highlight the copy program key to be deleted.



- 3 Touch [Del.].
The confirmation screen will be displayed.

- 4 Touch [Yes].



The Recall Copy Program Screen will be restored with the selected copy program deleted.

7.5 Displaying Screen for Operation Guide (Help)

The Help Screen provides you with the information about various machine functions and control/touch panel key operation for setting those functions.

Select either way to access the Help Screen.

- Main Menu Screen
Press [Help] on the control panel while the Basic Screen is displayed.
- Help Screen for each setting screen
Press [Help] on the control panel while the desired setting screen is displayed.



Note

The screens which develop succeedingly when the [Help] key is pressed are generally referred to as Help Screen. The Help Screens can be recognized by the question mark at the upper-left corner of the screen.

The following control panel keys will be disabled while the Help Screen is displayed.

[Start]

[Stop]

[C] (Clear)

[Interrupt]

[Proof Copy]

[Access]

[Mode Memory]

[Enlarge Display]

[Mode Check]

To exit the Help mode and return to the Basic Screen or previous setting screen, touch [Exit] on the Help Screen or press [Help] on the control panel while the Help Screen is displayed.

Help Screen comprises the following menu items.

- Copy
Provides information on function and operation of the keys on copier settings.
- Scan
Provides information on function and operation of the keys for scanner settings.
- Fax
Provides information on function and operation of the keys for fax settings.
- Box
Provides information on function and operation of the keys for box settings.

- **Job List**
Provides information on function and operation of the keys on Job List Screen displayed when [Job List] is touched on the Basic Screen.
- **Name and function of each part**
Provides information on function and operation of the ADF, original glass, control panel keys, bypass tray, main body tray, LCT, output tray, and finisher.
- **Service/Administrator Information**
Displays the name, extension number and e-mail address of the service representative or administrator.
- **Maintenance**
Provides information on adding toner, adding staples, and emptying punch waste basket.

7.5.1 Displaying Help Screen

Follow the procedure below to display the Help Screen.

To display Help Screen

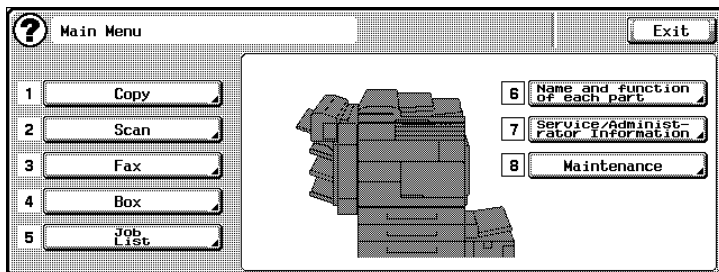
- ✓ The Help Screen cannot be displayed while the machine is under the following conditions.
 - Scanning the original
 - Printing
 - Proof copying
 - Enlarge Display mode
 - Accessibility mode
- ✓ The information provided for Copy, Scan, Fax, Box, and Job List can also be displayed from each setting screen by pressing [Help] on the control panel.

- 1 Display the Basic Screen, then press [Help] on the control panel.

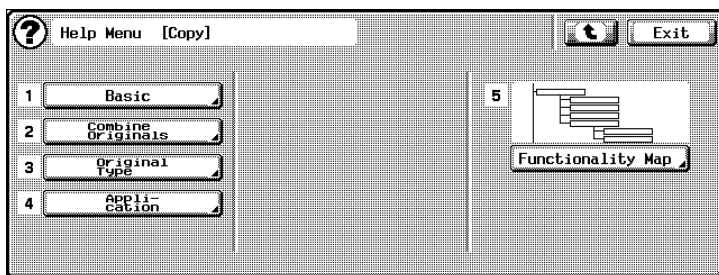


The Main Menu Screen will be displayed.

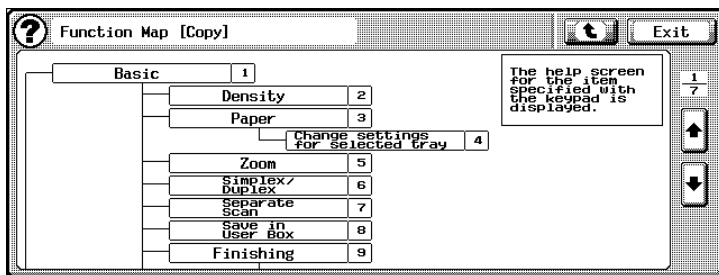
- 2 Touch the desired menu key to reach the information on that topic.
- The control panel keypad can also be used to enter the desired menu number for getting the same result.



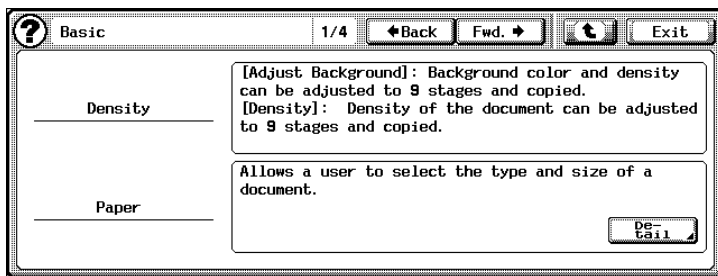
- 3 Touch the desired key to display specific information.



- Touch [5 Functionality Map] to display the Function Map Screen to view a chart of available functions and settings on that topic. Use the control panel keypad to access the desired Help Screen.



- 4 Check the information provided on that screen.



- Touch [Back] or [Fwd.] to scroll, if provided.
To view a detailed description, touch [Detail].
To jump to the screen in a higher level of the structure, touch the return arrow key.
- 5 Touch [Exit] on the Help Screen, or press [Help] on the control panel.



The Basic Screen will be restored.

7.6 Adjusting Control/Touch Panel Accessibility (Accessibility)

This section describes how to adjust the control/touch panel accessibility.

The following five items are provided for this setting.

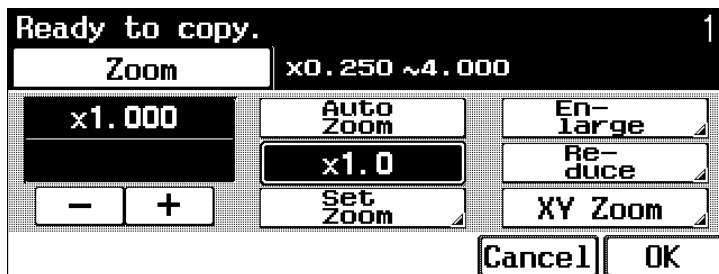
- Key Repeat Start/Interval Time
- Enlarge Display Timer Setting
- Message Display Time
- Sound Setting
- Touch Panle Adjustment

7.6.1 Specifying Key Response Time in Enlarge Display Mode (Key Repeat Start/Interval Time)

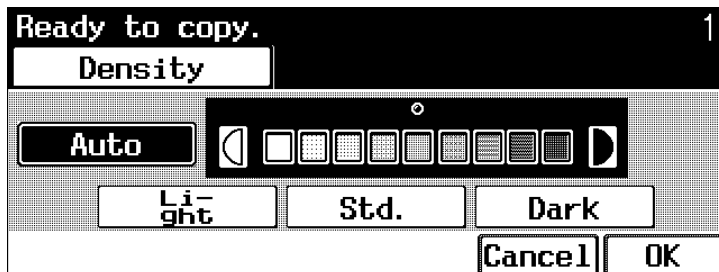
This adjustment is effective only when the machine displays the following screens in Enlarge Display mode.

Specify the period of time to be elapsed before the current value begins to change when the following keys are touched, and also specify the interval of time for the value to phase when those keys are kept touched.

- The [+] and [-] keys on the Zoom Screen.



- The [Light] and [Dark] keys on the Density Screen.



To specify Key Repeat Start/Interval Time

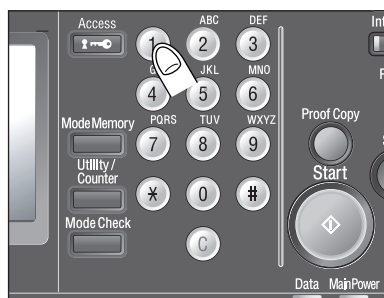
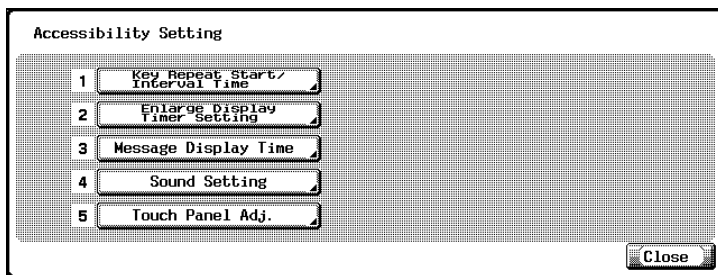
- ✓ Available setting range for both start and interval times is from 0.1 to 3.0 seconds in 0.1 second increments.
- ✓ Specified start/interval time will be in effect only when the Enlarge Display mode is activated.

- 1 Press [Accessibility] on the control panel.



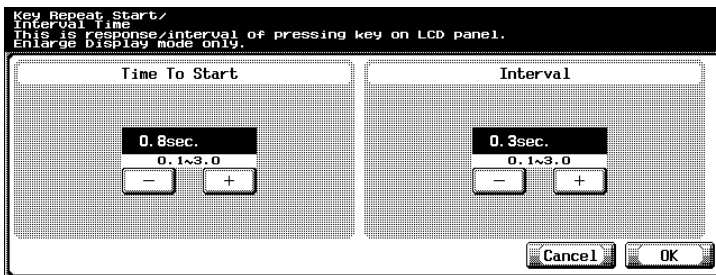
The Accessibility Setting Screen will be displayed.

- 2 Touch [1 Key Repeat Start/Interval Time], or press [1] on the control panel keypad.



The Key Repeat Start/Interval Time Screen will be displayed.

- 3 Touch [+] or [-] to specify the desired Time to Start and Interval.



Specified value will be displayed in each area.

- 4 Touch [OK].
The Accessibility Setting Screen will be restored.
- 5 Touch [Close], or press [Accessibility] on the control panel.
The Basic Screen will be restored.



Note

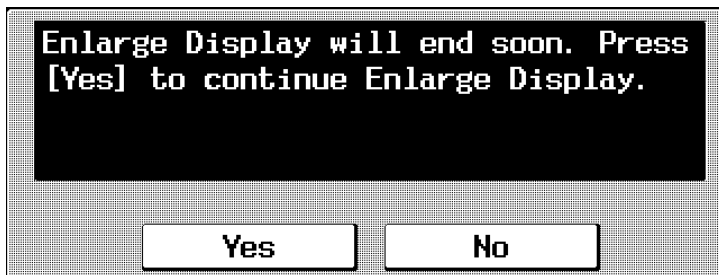
Touch [Cancel] on the Key Repeat Start/Interval Time Screen to cancel the setting change.

For details of the Enlarge Display mode, refer to the User's Guide - Enlarge Display.

7.6.2 Setting Timer for Enlarge Display Confirmation (Enlarge Display Timer Setting)

This adjustment is effective only when the machine is used in Enlarge Display mode.

Specify whether or not the machine displays the Enlarge Display Confirmation popup menu to release the Enlarge Display mode in the case of Auto Reset. Also specify the period of time to display the confirmation popup menu, if it is desired.



To specify Enlarge Display Timer Setting

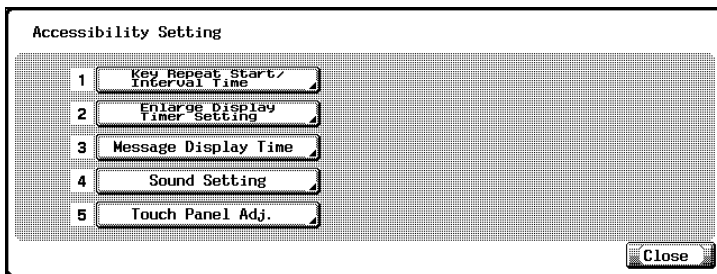
- ✓ The Enlarge Display Confirmation popup menu is deactivated as factory default.
If the popup menu is desired, select the period of time to display from 30, 60, 90, and 120 seconds.
- ✓ Specified setting will be in effect only when the Enlarge Display mode is activated.

- 1 Press [Accessibility] on the control panel.



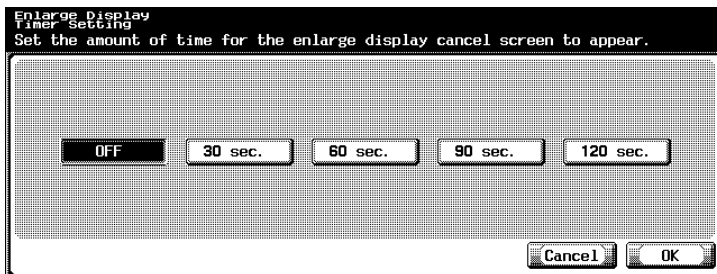
The Accessibility Setting Screen will be displayed.

- 2 Touch [2 Enlarge Display Timer Setting], or press [2] on the control panel keypad.



The Enlarge Display Timer Setting Screen will be displayed.

- 3 Touch [OFF], or the desired timer key to highlight it.
 - Select [OFF] for deactivate the Enlarge Display Confirmation popup menu.



- 4 Touch [OK].
The Accessibility Setting Screen will be restored.

- 5 Touch [Close], or press [Accessibility] on the control panel.
The Basic Screen will be restored.

**Note**

Touch [Cancel] on the Enlarge Display Timer Setting Screen to cancel the setting change.

For details of the Enlarge Display mode, refer to the User's Guide - Enlarge Display.

7.6.3 Specifying Error Message Display Time (Message Display Time)

Specify the period of time for an error message to be displayed when any incorrect operation is performed.

To specify Message Display Time

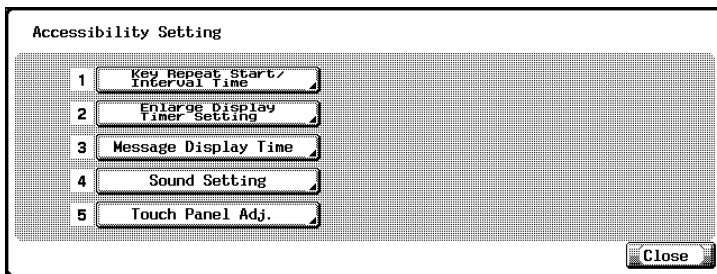
- ✓ The factory default is 3 seconds.
Select either 3 seconds or 5 seconds for the display time.

- 1 Press [Accessibility] on the control panel.



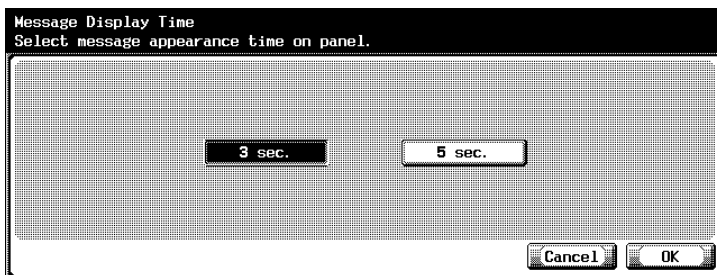
The Accessibility Setting Screen will be displayed.

- 2 Touch [3 Message Display Time], or press [3] on the control panel keypad.



The Message Display Time Screen will be displayed.

- 3 Select the desired display time.
 - Touch [3 sec.] or [5 sec.] to highlight it.



- 4 Touch [OK].
The Accessibility Setting Screen will be restored.
- 5 Touch [Close], or press [Accessibility] on the control panel.
The Basic Screen will be restored.

**Note**

Touch [Cancel] on the Message Display Time Screen to cancel the setting change.

7.6.4 Enabling Key Tones (Sound Setting)

Specify whether or not to enable the key tone for the control/touch panel keys.

To specify Sound Setting

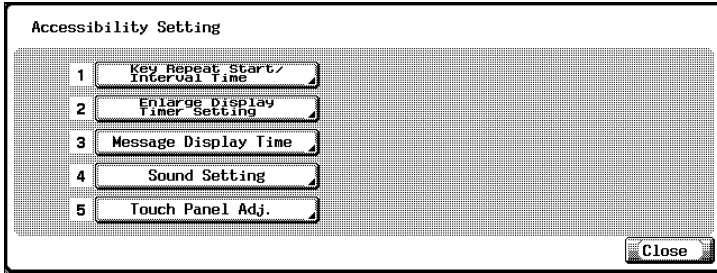
- ✓ This function is enabled (ON) as factory default.

- 1 Press [Accessibility] on the control panel.



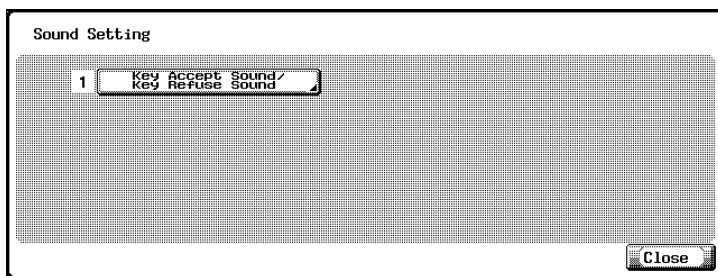
The Accessibility Setting Screen will be displayed.

- 2 Touch [4 Sound Setting], or press [4] on the control panel keypad.



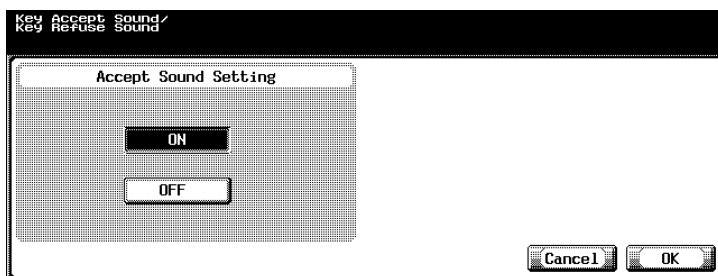
The Sound Setting Screen will be displayed.

- 3 Touch [1 Key Accept Sound/ Key Refuse Sound], or press [1] on the control panel keypad.



The Key Accept Sound/ Key Refuse Sound Screen will be displayed.

- 4 Select whether or not to enable key tones.
 - Touch [ON] to activate, or [OFF] to deactivate.



- Touch OK to return to the Sound Setting Screen.

- 5 Touch [Close].

The Accessibility Setting Screen will be restored.

- 6 Touch [Close], or press [Accessibility] on the control panel.
The Basic Screen will be restored.

**Note**

Touch [Cancel] on the Key Accept Sound Screen to cancel the setting change.

7.6.5 Adjusting the Position of Touch Sensor (Touch Panel Adjustment)

If touch panel keys do not respond correctly, the touch sensor may shift in position of the touch keys.
In this case, use this function to adjust the position of touch sensor.

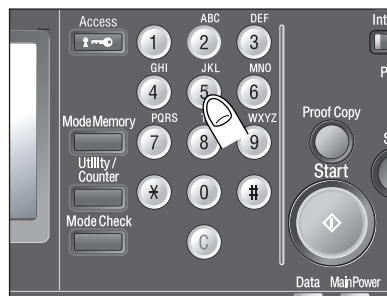
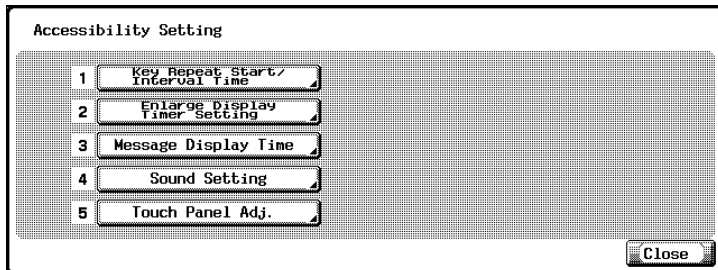
To specify Touch Panel Adjustment

- 1 Press [Accessibility] on the control panel.



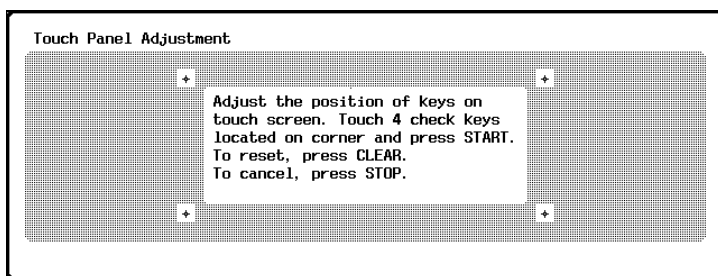
The Accessibility Setting Screen will be displayed.

- 2 Touch [5 Touch Panel Adj.], or press [5] on the control panel keypad.
 - If the [5 Touch Panel Adj.] key does not function, use the control panel keypad to select it.



The Touch Panel Adjustment Screen will be displayed.

- 3 Touch the four check keys [+] to check the buzzer tone.



When a check point is touched correctly, the Start LED on the control panel will light up in green.

- ? Is there a specific order to touch the check keys?
 → No. Touch them in any order.

- ? Why can no buzzer tone be heard?
No sound can be heard if the Sound Setting has been set to OFF.
- Set the function to ON. For details, see “Enabling Key Tones (Sound Setting)” on page 7-31.
- ? Do you want to reset the adjustment?
→ Press [C] (Clear) on the control panel, then touch the four check keys [+] again.
- ? Do you want to cancel the adjustment?
→ Press [Stop] on the control panel. The Basic Screen will be restored.

4 Press [Start] on the control panel.



The position of the touch sensor will be adjusted, and the Accessibility Screen will be restored.

5 Touch [Close], or press [Accessibility] on the control panel.

The Basic Screen will be restored.



Note

Contact your service representative if adjustment result is not satisfactory.



Job Management (Job List)

8 Job Management (Job List)

8.1 Overview of the Job List Screen

About Jobs

Specifying the desired copy conditions and pressing the [Start] key queues the copy operation in this machine. This queued copy operation is called a job.

Operations for making scans and computer printouts are also queued as jobs.

The Job List Screen allows you to check the current job status, perform the various job operations, and also display a log of the jobs previously performed.

To display the Job List Screen, touch [Job List] at any time except when the machine is under the following status:

- Displaying the Help screen with the [Help] key pressed
- Setting the Accessibility mode with the [Accessibility] key pressed
- When the [Utility/Counter] key is pressed
- During the Enlarge Display mode



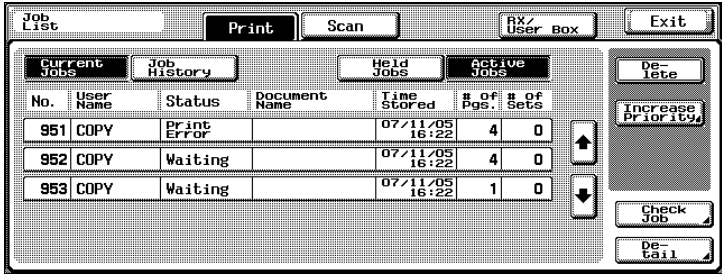
Detail

The Job List Screen is a generic term of the screens to be displayed after [Job List] is touched from the touch screen. The Job List Screen can be identified by the title "Job List" at the upper left corner of the screen.

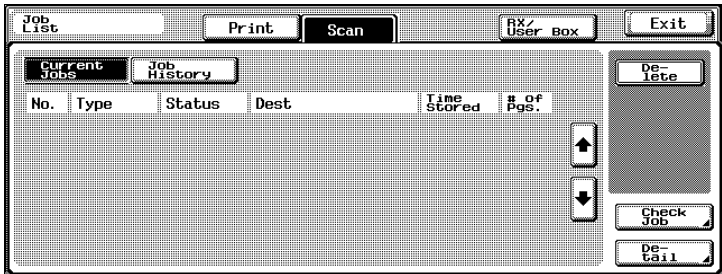
Types of the Job List Screen

Besides copying, this machine provides computer printing, scanning, and user box features. There fore, the Job List Screens are classified into the following three types:

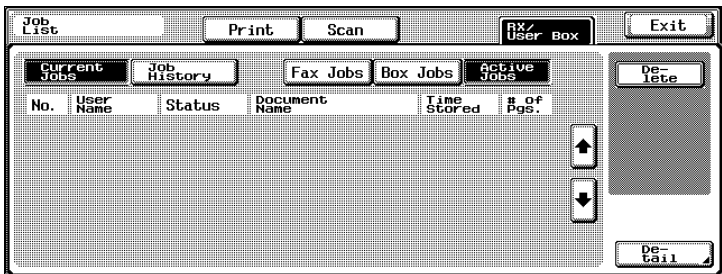
- Job List Screen with the [Print] tab highlighted
 Lists print jobs for copying and computer printing.
 Displays the Current Jobs list and the Job History list.
 The Current Jobs list includes the Active Jobs list and the Held Jobs list.
 The Job History list includes the Deleted Jobs list, the Finished Jobs list,
 and the Active Jobs list that comprises the first two lists.
 Details will be explained in this section.



- Job List Screen with the [Scan] tab highlighted
 Displays scanner transmission jobs.
 For more details, refer to the User's Guide "Network Scanner Operations".



- Job List Screen with the [RX/User Box] tab highlighted
 Displays data saved in boxes.
 For more details, refer to the User's Guide "Network Scanner Operations".



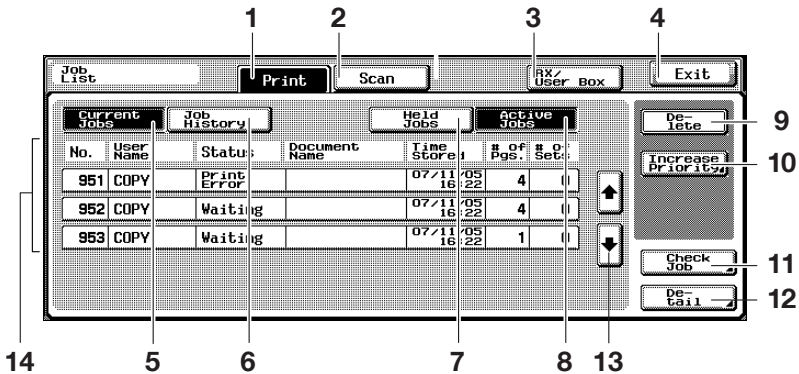
Tasks available when the Job List Screen is displayed after touching the [Print] tab

The following tasks can be checked and managed in the Job List Screen.

- Checks the details of jobs in the Current Jobs list and the Job History list.
- Checks the settings of active jobs and held jobs in the Current Jobs list.
- Deletes active jobs and held jobs in the Current Jobs list.
- Increases the priority for printing of active jobs in the Current Jobs list.
- Prints a single held job in the Current Jobs list and checks its output result.
- Changes the settings of held jobs in the Current Jobs list to print.

Description of the Job List Screen Displayed after touching the [Print] tab

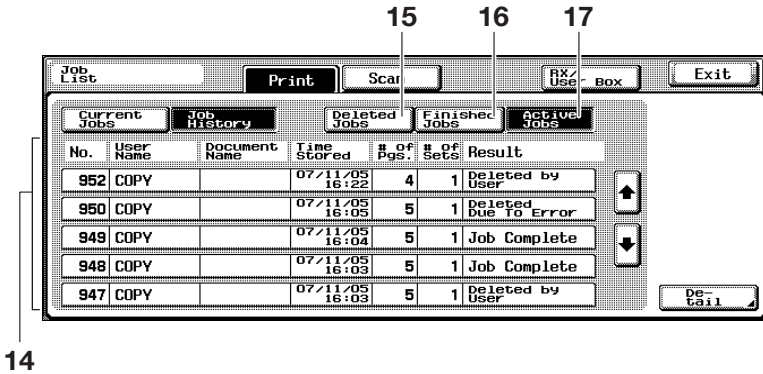
Job List screen displayed after touching the [Print] tab > [Current Jobs] > [Active Jobs]



No.	Part name	Description
1	[Print] tab	Displays the Job List Screen for computer printing.
2	[Scan] tab	Displays the Job List Screen for scan.
3	[RX/User Box] tab	Displays the Job List Screen for data saved in boxes.
4	[Exit]	Closes the Job List Screen.
5	[Current Jobs]	Displays and checks/manages the Active Jobs list or the Held Jobs list of the Current Job list during the Job History list is displayed.
6	[Job History]	Switches to the Job History list which shows the list of jobs completed during the Current Jobs list is displayed.
7	[Held Jobs]	Displays and manages the list of jobs queued as a held job during the Job History list is displayed.

No.	Part name	Description
8	[Active Jobs]	Switches between the list of jobs currently being performed and the list of jobs waiting to be performed, in the Current Jobs list.
9	[Delete]	Deletes active jobs and held jobs displayed in the Current Jobs list.
10	[Increase Priority]	Selects the next job to be printed after the current job being printed from the Active Jobs list. The output priority for jobs cannot be specified from the Held Jobs list.
11	[Check Job]	Checks the settings of active jobs and held jobs displayed in the Current Jobs list.
12	[Detail]	Checks the status of active jobs and held jobs displayed in the Current Jobs list.
13	[↑][↓]	Displays jobs not displayed in a screen, when there are more jobs than the five that can be displayed at one time.
14	Displayed Items	<p>No. Job identification number assigned when the job is queued.</p> <p>User Name Displays the type of jobs. Copying is displayed as "COPY".</p> <p>Status Displays the status of the job.</p> <p>Document Name Displays the name of the file for print jobs sent from a network printer.</p> <p>If user authentication settings have been applied, the names of original are not displayed. The names of confidential original are not displayed for other users.</p> <p>Time of Storage Displays the time that the job was queued.</p> <p># of Pgs. Displays the number of pages in the original.</p> <p># of Sets Displays the specified number of pages to be printed.</p>

Job List Screen displayed after touching the [Print] tab > [Job History] > [Active Jobs]



No.	Part name	Description
14	Displayed Items	See No. 14 in the above table for detailed description of No., User Name, # of Pgs. and # of Sets. Result Displays the result of the operation (Job Complete, Error Cleared, Deleted by User, Mode cancelled from conflict)
15	[Deleted Jobs]	Displays jobs deleted from the Job History list before printing was completed.
16	[Finished Jobs]	Displays jobs that were correctly completed in the Job History list.
17	[Active Jobs]	Displays all jobs in the Job History list.

8.2 Managing the Job List Screen

The following describes how to check and manage jobs that are being performed, and how to check the job log by using the Job List Screen.

The Job List Screen has the following two types of screens:

- Current Jobs
- Job History

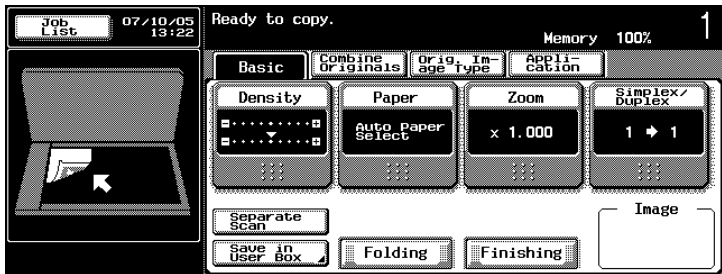
To display Current Jobs

The list of received print jobs for Copy mode and for computer printing is displayed.

The Current Jobs list displays the Active Jobs list and the Held Jobs list separately.

The Held Jobs list shows jobs that have been automatically reset during proof copying, and jobs that have been performed proof printing using the Box functions.

- 1 Touch [Job List] on the touch screen.



- When the Current Jobs list using the Print functions is not displayed, touch the [Print] tab.

The Current Jobs list using the Print functions will be displayed.

- 2 Touch [Held Jobs] or [Active Jobs] to select the jobs to be listed.
- [Active Jobs]: Lists jobs being active in the Current Jobs list.

No.	User Name	Status	Document Name	Time Stored	# Of Pgs.	# Of Sets
951	COPY	Print Error		07/11/05 16:22	4	0
952	COPY	Waiting		07/11/05 16:22	4	0
953	COPY	Waiting		07/11/05 16:22	1	0

- [Held Jobs]: Lists jobs being held in the Current Jobs list.

No.	User Name	Status	Document Name	Time Stored	# Of Pgs.	# Of Sets
1922	COPY	Job Stored		05/12/09 10:17	3	9

The specified Current Jobs list will be displayed.



Detail

The Current Jobs list displays active jobs when first displayed.

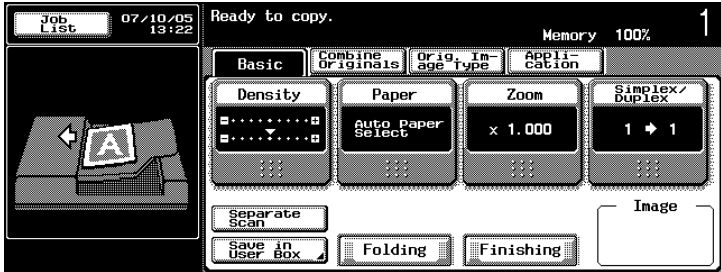
To return to the screen displayed before touching [Job List], touch [Exit] or press [Reset] on the control panel.

To display Job History

The list of jobs that have already been performed is displayed.

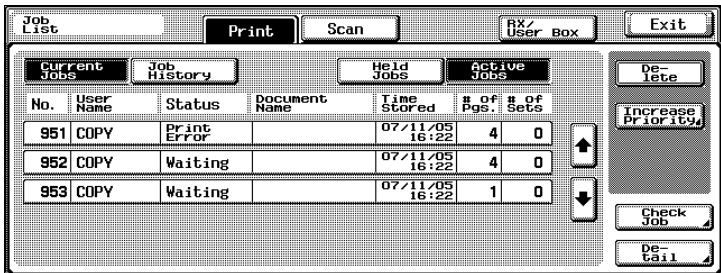
The Job History list displays the three types of job lists respectively: Deleted, Finished, and Active.

- 1 Touch [Job List] on the touch screen.
 - When the Current Jobs list using the Print functions is not displayed, touch the [Print] tab.



The Current Jobs list using the Print functions will be displayed.

- 2 Touch [Job History].



The Job History list using the Print functions will be displayed.

- 3 Touch any one of [Deleted Jobs], [Finished Jobs], and [Active Jobs] to display the desired list of jobs.
- [Deleted Jobs]: Lists jobs being deleted from the Job History list before printing was completed.

No.	User Name	Document Name	Time Stored	# of Pgs.	# of Sets	Result
1872	COPY		12/08/05 16:24	3	9	Deleted by User
1871	COPY		12/08/05 16:23	6	9	Deleted by User
1870	COPY		12/08/05 16:19	3	9	Deleted by User
1869	COPY		12/08/05 16:02	4	1	Deleted by User
1867	COPY		12/08/05 15:53	1	2	Deleted by User

- [Finished Jobs]: Lists jobs being completed correctly from the Jobs History list.

No.	User Name	Document Name	Time Stored	# of Pgs.	# of Sets	Result
1868	COPY		12/08/05 16:02	2	1	Job Complete
1866	COPY		12/08/05 15:42	11	1	Job Complete
1865	COPY		12/08/05 14:48	2	1	Job Complete
1864	COPY		12/08/05 14:47	2	1	Job Complete
1863	COPY		12/08/05 14:46	4	1	Job Complete

- [Active Jobs]: Lists all jobs in the Job History list.

No.	User Name	Document Name	Time Stored	# of Pgs.	# of Sets	Result
1872	COPY		12/08/05 16:24	3	9	Deleted by User
1871	COPY		12/08/05 16:23	6	9	Deleted by User
1870	COPY		12/08/05 16:19	3	9	Deleted by User
1869	COPY		12/08/05 16:02	4	1	Deleted by User
1868	COPY		12/08/05 16:02	2	1	Job Complete

The list of jobs being selected is displayed.



Detail

The Job History list displays all the jobs when first displayed.

To return to the screen displayed before touching [Job List], touch [Exit] or press [Reset] on the control panel.

8.2.1 Check the Details of Jobs in Current Jobs and Job History

The following details can be checked for jobs displayed as active and held in the Current Jobs list and jobs displayed in the Job History.

Current Jobs of the [Print] tab (list of jobs being active or held)

- Status: Receiving, Waiting, Printing, Printing Stopped, Print Error, Job Stored, Deleting
- File Name
- User Name
- Time of Storage
- # of pgs.
- # of Sets
- Output Tray

Job History of the [Print] tab

- Result: Job complete, Error cleared, Deleted by User, Deleted Due To Error
- Error Detail
- File Name
- User Name
- Time of Storage
- # of pgs.
- # of Sets
- Output Tray

Current Jobs of the [Scan] tab

- Status: Transferring, Waiting
- Address
- Type
- User Name
- Time of Storage
- # of pgs.
- File Name
- No. of Dest (number of jobs being sent/number of specified recipients)
(Displayed only for Current Jobs transmitted to multiple recipients)

Job History of the [Scan] tab

- Result: Job complete, Error cleared, Deleted by User
- Error Detail
- Address
- Type
- User Name
- Time of Storage
- # of pgs.
- File Name

Current Jobs of the [RX/User Box] tab

- Status: Receiving, Waiting, Printing, Printing Stopped, Print Error, Job Stored
- RX User Box: box number/box name
- User Name
- Time of Storage
- # of pgs.
- # of Sets
- Output Tray
- File Name

Job History of the [RX/User Box] tab

- Result: Job complete, Error cleared, Deleted by User, Deleted Due To Error
- Error Detail
- RX User Box: box number/box name
- User Name
- Time of Storage
- # of pgs.
- # of Sets
- Output Tray
- File Name

Procedure

- ✓ Jobs whose details are checked can be deleted from the Check Detail Screen.

- 1 Touch [Job List] on the touch screen.
 - When the current list of jobs using the Print functions is not displayed, touch the [Print] tab.
The current list of jobs using the Print functions will be displayed.
- 2 Touch [Current Jobs] or [Job History].
 - The list of jobs that have being selected will be displayed.
 - When Current Jobs is displayed, continue with step 3.
 - When Job History is displayed, continue with step 4.
- 3 Select the type of jobs to check details from Current Jobs.
 - To check the jobs that have been held, touch [Held Jobs].
The current list of jobs that habe being selected will be displayed.

- 4 Select the job whose details are to be checked, and then touch [Detail].
- Touch [↑] or [↓] to scroll the job keys, and search the job to be checked.
Touch the desired job key, and then touch [Detail].

No.	User Name	Status	Document Name	Time Stored	# of Pgs.	# of Sets
951	COPY	Print Error		07/11/05 16:22	4	0
953	COPY	Waiting		07/11/05 16:22	1	0

No.	User Name	Document Name	Time Stored	# of Pgs.	# of Sets	Result
1872	COPY		12/08/05 16:24	3	9	Deleted by User
1871	COPY		12/08/05 16:23	6	9	Deleted by User
1870	COPY		12/08/05 16:19	3	9	Deleted by User
1869	COPY		12/08/05 16:02	4	1	Deleted by User
1868	COPY		12/08/05 16:02	2	1	Job Complete

The Check Detail Screen will be displayed.

- ? What to do if an incorrect job key was selected?
- Select a correct job key, or touch the key for the selected job again to deselect it.

5 Check details.

Job List		Exit	
Check Detail No. 952			
Status	Waiting		
File Name		Time Stored	07/11/2005 16:22
		# of Pgs.	4
		# of Sets	0
User Name	COPY		
		Output Tray	Main Tray
		Delete	
		Close	

? Is it possible to delete the held/active jobs in the Current Jobs list on the Check Detail Screen?

→ In order to delete the job whose details are checked, touch [Delete] to display a message requesting confirmation to delete the job. Touch [Yes].

6 Close the Check Detail screen.

- To return to the Job List screen, touch [Close].
- To return to the screen that was displayed before [Job List] was touched, touch [Exit], or press [Reset] from the control panel.

8.2.2 Check the Settings of Jobs Active or Held in Current Jobs

The settings of jobs that is active or held in the Current Jobs list can be checked.

Procedure

- ✓ The contents and number of Check Job Details Screens differ depending on the job that was selected.

1 Touch [Job List] on the touch screen.

- When the current list of jobs using the Print functions is not displayed, touch the [Print] tab.

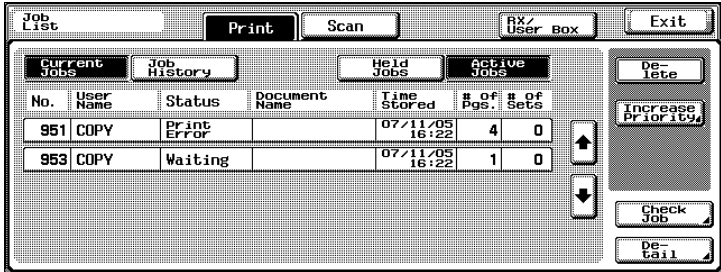
The current list of jobs using the Print functions will be displayed.

2 Select a job whose details are to be checked from the Current Jobs list.

- To check the jobs that have been held, touch [Held Jobs].

The current list of jobs that have been selected will be displayed.

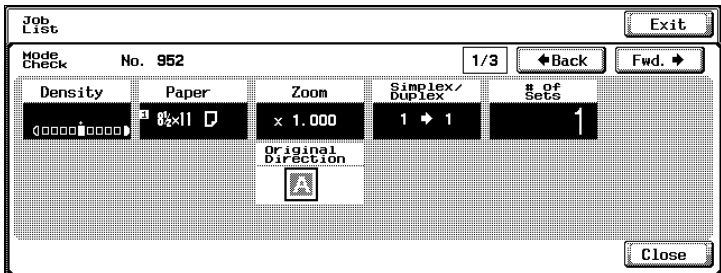
- 3 Select a job to be checked, and then touch [Detail].
 - Touch [↑] or [↓] to scroll the job keys, and search the job to be checked.
 - Touch the desired job key, and then touch [Check Job].



The Check Job Details Screen of the selected job is displayed.

- ? What to do if an incorrect job key was selected?
- Select a correct job key, or touch the key for the selected job again to deselect it.

- 4 Check the contents of the Check Job Details screen.
 - The number to the left of [← Back] indicates the number of the currently displayed screen/the total number of screens.
 - Touch [← Back] or [Fwd. →] to switch Check Job Details Screens.
 - The screen below is a sample. The contents and number of Check Job Details Screens differ depending on the job that was selected.



- 5 Close the Check Job Details screen.
 - To return to Current Jobs, touch [Close].
 - To return to the screen that was displayed before [Job List] was touched, touch [Exit], or press [Reset] from the control panel.

8.2.3 Delete Active and Held Jobs in Current Jobs

Active jobs or jobs being held can be deleted from the Current Jobs list.

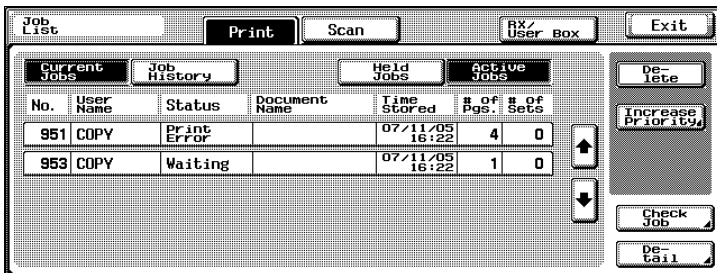
Procedure

- ✓ If user authentication settings have been applied and the machine is set so that jobs cannot be deleted by other users, the job is not deleted. For details, refer to page 15-45.

- 1 Touch [Job List] on the touch screen.
 - When the current list of jobs using the Print functions is not displayed, touch the [Print] tab.

The current list of jobs using the Print functions will be displayed.
- 2 Select the type of jobs to be deleted from the Current Jobs lists.
 - To check the jobs that have been held, touch [Held Jobs].

The current list of jobs that have been selected will be displayed.
- 3 Select the job to be deleted, and then touch [Delete].
 - Touch [↑] or [↓] to scroll the job keys, and search the job to be checked.
 - Touch the desired job key, and then touch [Check Job].



A message requesting confirmation to delete the job appears.

? What to do if an incorrect job key was selected?

- Select a correct job key, or touch the key for the selected job again to deselect it.
- A job can also be deleted after checking details of that job. See page 8-11.

- 4 Check the contents of the job being selected, and then touch [Yes].



The Current Jobs list whose job being deleted appears again.

? How to stop from deleting the job?

→ Touch [No] in the message screen. The Current Jobs list which is not changed will be restored.

- 5 Close the Job List Screen.

- To return to the screen that was displayed before [Job List] was touched, touch [Exit], or press [Reset] from the control panel.

8.2.4 Increase Priority for Printing an Active Job in Current Jobs

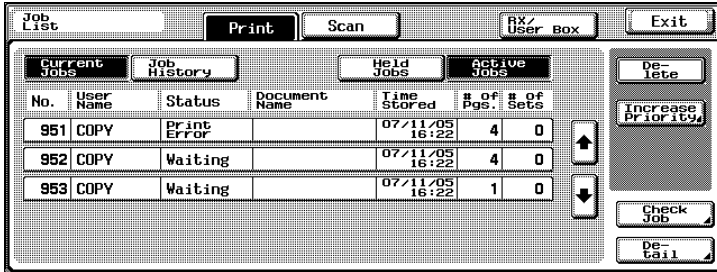
The next job to be printed after the current job being printed can be selected.

Procedure

- ✓ If an Administrator mode function was set so that the output priority of jobs cannot be changed, [Increase Priority] does not appear and the output priority of the jobs cannot be specified. For details, refer to page 15-45.
- ✓ If the output priority of jobs is set when the job which can be interrupted is printed, printing is interrupted and printing of the job given priority begins. Printing of the interrupted job is automatically restarted once printing for the job given priority is finished.
- ✓ When copying a job by interrupt or printing a job by the output priority, another job cannot be copied by interrupt. If the output priority of jobs is set when the job which cannot be interrupted is printed, printing begins after the current printing completes.

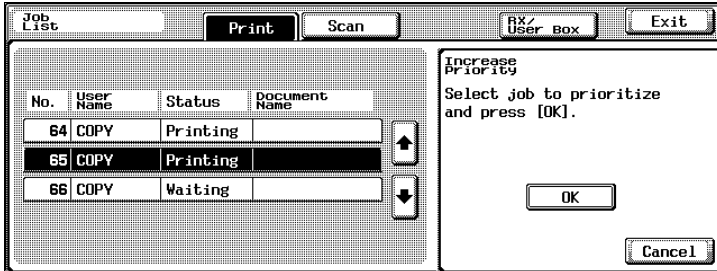
- 1 Touch [Job List] on the touch screen.
- When the current list of jobs using the Print functions is not displayed, touch [Print] tab. The current list of jobs using the Print functions is displayed.

- 2 Touch [Active Jobs].
The Current Jobs list of active jobs will be displayed.
- 3 Touch [Increase Priority].



The Increase Priority Screen will be displayed.

- 4 In the job list of the Increase Priority Screen, touch the key for a job to be given priority to select it, and then touch [OK].
 - Touch [↑] or [↓] to scroll the job keys, and search the job to be checked.
 - Touch the desired job key, and then touch [OK].



The selected job moves to the top of the list and printing of the job begins.

When printing for the job given priority is finished, the Current Job list will be restored.

- ? What to do if an incorrect job key was selected?
→ Select a correct job key, or touch the key for the selected job again to deselect it.
- ? How to stop printing the job given priority?
→ Touch [Cancel]. The Increase Priority Screen will be terminated and the current job list will be restored.

- 5 Close the Job List Screen.
 - To return to the screen that was displayed before [Job List] was touched, touch [Exit], or press [Reset] on the control panel.

8.2.5 Prints a Single Held Job in Current Jobs List and Checks Its Output Result

The Held Jobs list shows jobs that have been automatically reset during proof copying, and jobs that have been performed proof printing using the Box functions.

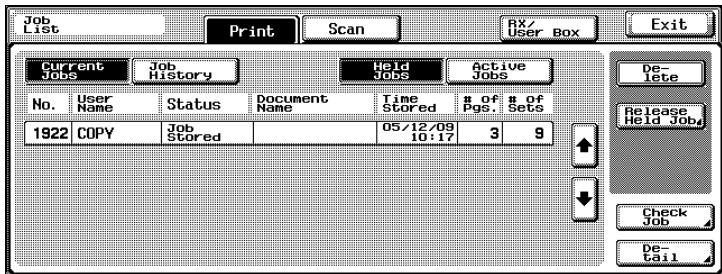
Prints a single held job in the Current Jobs list and checks its output result.

Procedure

- 1 Touch [Job List] on the touch screen.
 - When the current list of jobs using the Print functions is not displayed, touch the [Print] tab.

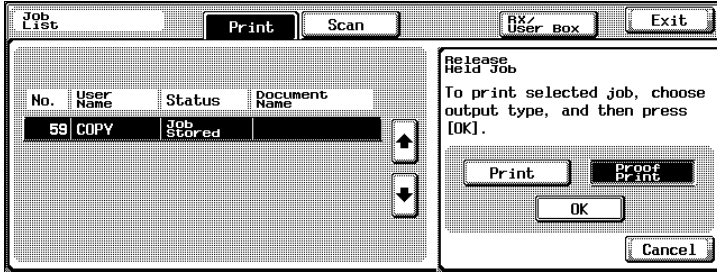
The current list of jobs using the Print functions will be displayed.
- 2 Touch [Held Jobs].

The current list of jobs being held will be displayed.
- 3 Touch [Release Held Job].



The Release Held Job screen will be displayed.

- 4 Touch the key for the job to print a proof copy from the job list, and then touch [Proof Print].
 - Touch [↑] or [↓] to scroll the job keys, and search the job to print a proof copy.
Touch the desired job key, and then touch [Proof Print].



- ? What to do if an incorrect job key was selected?
 - Select a correct job key, or touch the key for the selected job again to deselect it.
- ? How to stop from printing a proof copy before outputting the proof copy?
 - Touch [Cancel]. The Release Held Job Screen is quitted, and the Current Jobs list of the job that has being held is restored.

- 5 Touch [OK].

A single proof copy is printed.

- ? How to stop from printing the proof copy when outputting the proof copy?
 - Press [Stop] on the control panel.

- 6 Check the proof copy.

- 7 The Current Jobs list will be restored.

- To return to the screen that was displayed before [Job List] was touched, touch [Exit], or press [Reset] on the control panel.

8.2.6 Change and Print the Settings of Held Jobs in Current Jobs

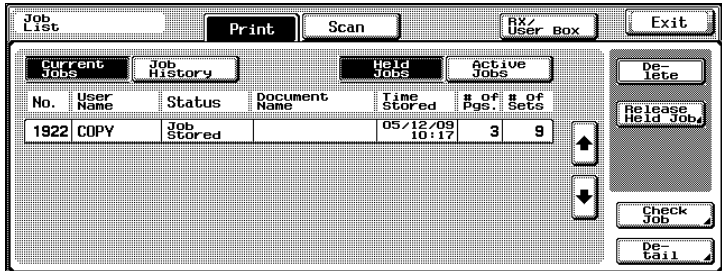
The Held Jobs list shows jobs that have been automatically reset during proof copying, and jobs performing proof printing using the Box functions.

Jobs in the Held Jobs list is printed. The settings of jobs being held can be changed.

Procedure

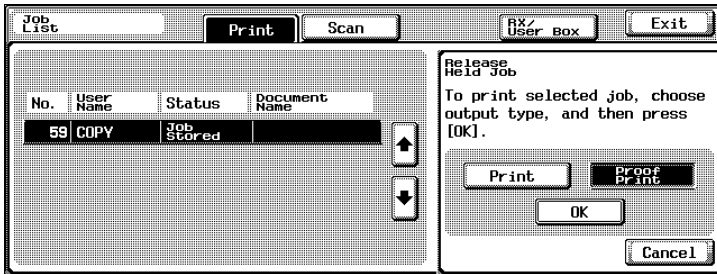
- 1 Touch [Job List] on the touch screen.
 - When the current list of jobs using the Print functions is not displayed, touch the [Print] tab.

The current list of jobs using the Print functions will be displayed.
- 2 Touch [Held Jobs].
- 3 Touch [Release Held Job].



The Release Held Job Screen will be displayed.

- 4 Touch and select the job key to print.
- Touch [↑] or [↓] to scroll the job keys, and search the job to print.



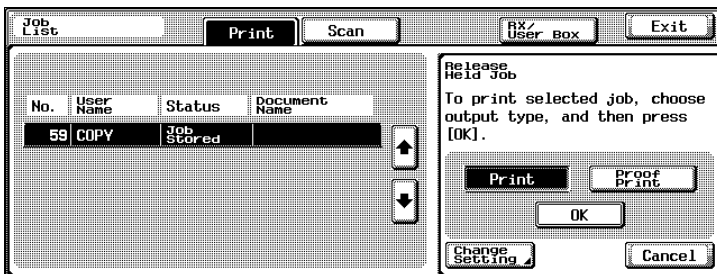
- ? What to do if an incorrect job key was selected?
 - Select a correct job key, or touch the key for the selected job again to deselect it.
- ? How to stop normal printing before outputting the job?
 - Touch [Cancel]. The Release Held Job Screen is quitted, and the Current Jobs list of the job that has being held will be restored.

- 5 Touch [Print].

[Change Setting] will be displayed.

To change the settings of the held job specified, continue with step 6. To leave the settings of the held job specified as is, continue with step 9.

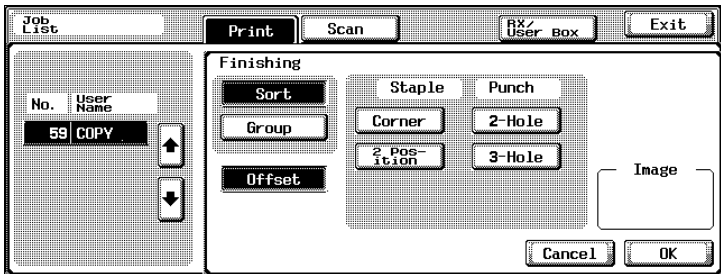
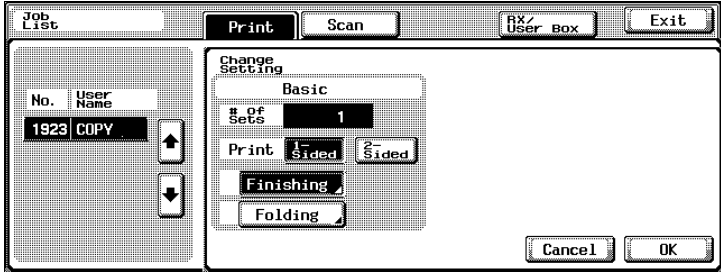
- 6 Touch [Change Setting].



The Change Setting screen will be displayed.

7 Change the settings.

- To change a value, press [C] (clear) on the control panel, and then use the keypad to type in the new value.
- Touch the setting key to be changed, display the setting screen, and then change the settings of each screen.



- To cancel changes to the copy settings, touch [Cancel].
- Touch [OK] on each setting screens and return to the Release Held Job Screen.

- ? Can a proof copy be printed after changing the settings?
→ Yes. Touch [Proof Print] on the Release Held Job Screen, and then touch [OK]. For more details, refer to the “1” on page 8-19.
- ? How to change the settings other than those displayed in the Change Setting Screen?
→ No.

8 Touch [OK].

The job being held is moved to the Current Jobs list of jobs being active, and is printed.

? How to stop printing?

→ Press [Stop] on the control panel.

9 Close the Job List Screen.

- To return to the screen that was displayed before [Job List] was touched, touch [Exit], or press [Reset] on the control panel.

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

Paper and Original Information

9 Paper and Original Information

9.1 Copy Paper

Available paper size/type is restricted in each equipment.

Paper Tray and Equipment

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

- Main unit trays: Tray 1 and 2
- Bypass tray
- Paper Feed Cabinet PC-202: Tray 3 and 4
- Paper Feed Cabinet PC-402: Tray 3
- Large Capacity Unit LU-201

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

- ADU (Automatic Duplex Unit) (built in to the main unit)
- Finisher FS-510 (built-in Staple Unit)
- Finisher FS-511 (built-in Staple/Punch Unit)
- Punch Unit PU-501 (for Finisher FS-510)
- Saddle Stitcher SD-502 (for Finisher FS-510)
- Mailbin Kit MT-501 (for Finisher FS-510)
- Output tray OT-601 (for Finisher FS-510)
- Output tray OT-501 (for the machine without finisher)
- Job Separator JS-502 (for the machine without finisher)

Paper Weight

Paper trays	Paper Weight
Main unit trays (Tray 1 and 2)	16 to 28 lb
Paper Feed Cabinet PC-202 (Tray 3 and 4)	
Paper Feed Cabinet PC-402 (Tray 3)	
Large Capacity Unit LU-201	
Bypass tray	13 to 56 lb Select “thick paper” when loading 29 to 56 lb paper. Select “thin paper” when loading 13 to 15 lb paper

Equipment	Paper Weight
Automatic Duplex Unit	16 to 28 lb
Finisher FS-510	“Sort” and “Group” settings: 13 to 56 lb “Offset” + “Sort” and “Offset” + “Group” settings: 15 to 24 lb Staple: 15 to 24 lb
Finisher FS-510 + Saddle Stitcher SD-502	Staple, “Half Fold” and “Fold & Staple” settings: 15 to 24 lb
Finisher FS-510 + Punch Unit PU-501	Punch: 16 to 35 lb
Finisher FS-510 + Output tray OT-601	13 to 56 lb
Mailbin Kit MT-501	15 to 24 lb
Finisher FS-511	“Sort” and “Group” settings: 13 to 35 lb “Offset” + “Sort” and “Offset” + “Group” settings: 13 to 35 lb Staple: 16 to 24 lb Punch: 16 to 24 lb
Output tray OT-501	13 to 56 lb
Job Separator JS-502	Tray 1 (Secondary tray): 13 to 56 lb Tray 2 (Primary tray): 15 to 24 lb

Paper Tray/ Output Tray Capacity

Paper trays	Capacity
Main unit trays (Tray 1 and 2)	500 sheets (20 lb)
Paper Feed Cabinet PC-202 (Tray 3 and 4)	
Paper Feed Cabinet PC-402	2,500 sheets (20 lb)
Large Capacity Unit LU-201	2,000 sheets (20 lb)
Bypass tray	Normal, Thin paper: 150 sheets Thick paper: 50 sheets Overhead projection transparent film, Labels, Trace Paper: 1 sheet Envelope: 10 sheets

Equipment	Capacity
Automatic Duplex Unit	Unlimited
Finisher FS-510	See page 9-5.
Mailbin Kit MT-501	Max. 125 sheets (20 lb) per bin
Finisher FS-511	Tray 1 (Secondary tray) Normal, recycled paper: 250 sheets (16 to 24 lb) or 36 mm max. Thick paper, Thin paper, Overhead projection transparent film, Envelope, Trace Paper, Labels etc.: 20 sheets or 36 mm max. Tray 2 (Primary tray) 8-1/2 × 14 or more: 1,500 sheets (20 lb) or 187.5 mm max. 8-1/2 × 11 or less: 3,000 sheets (20 lb) or 375 mm max.
Output tray OT-501	100 sheets (16 to 24 lb)
Job Separator JS-502	100 sheets (16 to 24 lb)

Paper Capacity in Finisher FS-510 Output Trays

There are the following six types of Output Tray configuration in Finisher FS-510 according to the optional equipment installed in the machine.

- Finisher only: 2 exit trays
- Finisher with Output tray OT-601: 3 output trays
- Finisher with Saddle Stitcher SD-502: Saddle stitcher tray + 2 output trays
- Finisher with Output tray OT-601 and Saddle Stitcher SD-502: 1 Saddle stitcher tray + 3 output trays
- Finisher with Mailbin MT-501: 4 mail bins + 2 output tray
- Finisher with Output tray OT-601 and Mailbin MT-501: 4 mail bins + 3 output trays

The maximum capacity varies according to each tray configuration type. See the following tables. The former of the two values with a slash in between represents the capacity for A4, 8-1/2×11 or smaller sizes, and the latter represents the capacity for B4, 8-1/2×14 or larger sizes.

Staple capacity is 50 sheets (20 lb) at maximum in Staple mode, and 15 sheets (20 lb) in Fold & Staple mode. The staple capacity should not exceed the non-stapled paper capacity.

Finisher only: 2 output trays

	Tray 1	Tray 2
“Sort” and “Group” settings	200 sheets	1,000/500 sheets
“Offset” + “Sort” and “Offset” + “Group” settings	200 sheets or 20 sets	1,000/250sheets or 100 sets/50 sets

Finisher with Output tray OT-601: 3 output trays

	Tray 1	Tray 2 (Optional output tray)	Tray 3
“Sort” and “Group” settings	200 sheets	200 sheets	500/250sheets
“Offset” + “Sort” and “Offset” + “Group” settings	200 sheets or 20 sets	200 sheets or 20 sets	500/250sheets or 50 sets/25 sets
Staple			

Finisher with Saddle Sticher SD-502: Saddle sticher tray + 2 output trays

	Tray 1	Tray 2	Saddle sticher tray
“Sort” and “Group” settings	200 sheets	500/250 sheets	
“Offset” + “Sort” and “Offset” + “Group” settings	200 sheets or 20sets	500/250 sheets or 50 sets/25 sets	
Staple			
Fold & Staple	200 sheets or 20 sets		200 sheets(20 sets)

Finisher with Output tray OT-601 and Saddle Stitcher SD-502: 1 Saddle stitcher tray + 3 output trays

	Tray 1	Tray 2 (Optional output tray)	Tray 3	Saddle stitcher tray
“Sort” and “Group” settings	200 sheets	200 sheets	200/100 sheets	
“Offset” + “Sort” and “Offset” + “Group” settings	200 sheets or 20 sets	200 sheets or 20 sets	200/100 sheets or 20 sets/10 sets	
Staple				
“Fold & Staple”				200 sheets(20 sets)











Finisher with Mailbin MT-501: 4 mail bins + 2 output trays

	Tray 1	Tray 2	Mail bins
“Sort” and “Group” settings	200 sheets	500/250 sheets	500 sheets
“Offset” + “Sort” and “Offset” + “Group” settings	200 sheets or 20 sets	500/250 sheets or 50 sets/25 sets	

Finisher with Output tray OT-601 and Mailbin MT-501: 4 mail bins + 3 output trays)

	Tray 1	Tray 2 (optional output tray)	Tray 3	Mail bins
“Sort” and “Group” settings	200 sheets	200 sheets	200/100 sheets	500 sheets
“Offset” + “Sort” and “Offset” + “Group” settings	200 sheets or 20 sets	200 sheets or 20 sets	200/100 sheets or 20 sets/10 sets	



Paper Size

Paper Trays	Available Size
Main unit (Tray 1 and 2)	11 × 17  , 8-1/2 × 14  , 8-1/2 × 11  , 5-1/2 × 8-1/2  , A3 
Paper Feed Cabinet PC-202(Tray 3 and 4)	 , A4  , A5  , F4 
Paper Feed Cabinet PC-402	8-1/2 × 11 

Paper Trays	Available Size
Large Capacity Unit LU-201	8-1/2 × 11
Bypass Tray	Standard Size: 11 × 17 , 8-1/2 × 14 , 8-1/2 × 11 / , 5-1/2 × 8-1/2 , A4 Custom Size: 92 mm × 148 mm to 297 mm × 431.8 mm
Equipment	Available Size
Automatic Duplex Unit	Standard Size: 11 × 17 to 5-1/2 × 8-1/2 , A3 to A5
Finisher FS-510 (Exit tray OT-601)	“Sort” and “Group” settings: Standard Size: 11 × 17 to 5-1/2 × 8-1/2 / Custom Size: 100 mm × 139.7 mm to 297 mm × 431.8 mm “Offset” + “Sort” and “Offset” + “Group” settings: Standard Size: 11 × 17 to 8-1/2 × 11 / , 5-1/2 × 8-1/2 Custom Size: 182 mm × 139.7 mm to 297 mm × 431.8 mm Staple: Standard Size: 11 × 17 to 8-1/2 × 11 / , 5-1/2 × 8-1/2 Custom Size: 182 mm × 139.7 mm v to 297 mm × 431.8 mm
Finisher FS-510 + Saddle Stitcher SD-502	“Half Fold”/“Fold & Staple”: Standard Size: 11 × 17 , 8-1/2 × 11 Custom Size: 182 mm × 257 mm to 297 mm × 431.8 mm
Finisher FS-510 + Punch Unit PU-501	Punch: Standard Size 2-hole: 11 × 17 to 8-1/2 × 11 / Custom Size 2-hole: 215.9 mm × 140 mm to 297 mm × 431.8 mm Standard Size 3-hole: 11 × 17 , 8-1/2 × 11 Custom Size: 279.4 mm × 140 mm to 297 mm × 431.8 mm
Mailbin Kit MT-501	Standard Size: 8-1/2 × 11 , 5-1/2 × 8-1/2 Custom Size: 139.7 mm × 182 mm to 216 mm × 297 mm
Finisher FS-511	“Sort” and “Group” settings: Standard Size: 11 × 17 to 8-1/2 × 11 / , 5-1/2 × 8-1/2 Custom Size: 100 mm × 139.7 mm to 314 mm × 457.2 mm “Offset” + “Sort” and “Offset” + “Group” settings: Standard Size: 11 × 17 to 8-1/2 × 11 / Custom Size: 182 mm × 182 mm to 314 mm × 457.2 mm Staple: Standard Size: 11 × 17 to 8-1/2 × 11 / Custom Size: 182 mm × 182 mm to 297 mm × 431.8 mm Punch: Standard Size 2-hole: 8-1/2 × 14 , 8-1/2 × 11 Standard Size 3-hole: 11 × 17 , 8-1/2 × 11
Exit tray OT-501	100 mm × 148 mm to 314 mm × 457.2 mm
Job Separator JS-502	

**Detail**

F4 can select one from four sizes. For details, contact your service representative.

The paper feed cabinet PC-402 and large capacity unit LU-201 can change the paper size from 8-1/2 × 11  to A4 . For details, contact your service representative.

Auto Tray Switch Function

If the selected paper tray runs out of paper while a job is being printed and a different paper tray is loaded with paper meeting the following conditions, the other paper tray is automatically selected so printing can continue. If the optional large capacity unit LU-201 is installed, a maximum of 5,650 copies can be made continuously. (The paper tray is automatically switched only if the “ATS Permission parameter” in the Utility mode is set to “Permit”.)

Operating Conditions (Set the following condition at “1 System Setting>3 Paper Tray Setting” of User Setting.)

- Select the same paper type at “1 Paper Type”.
- Select the paper trays to be selected automatically by “2 Auto Tray Select Setting”, if Auto paper select is functioned.
Tray Priority is available.
- Select “Allow” at “3 Auto Tray Switch ON/OFF”

Load the following paper into the paper trays.







- The same size in the same orientation.
- The same paper type.





Special Paper

When loading the paper except normal (overhead projection transparent film, thick paper, colored paper etc.), select the appropriate name from 10. A paper tray with this setting is not automatically selected when the Auto Paper Select setting is specified or when the paper trays are switched automatically.

The paper types for No. 1 to 6 are specified to Bypass tray only. For details on the paper setting for bypass tray, see "To specify paper type" on page 3-27.

The paper type setting for trays is provided in User Setting of the Utility Screen. See page 14-10 for detail.

No.	Paper type/Icon	Description
1	Thick Paper 	Select this setting when the thick paper that is loaded has a weight of 24 lb to 53 lb.
2	Thin Paper 	Select this setting when the Thin paper that is loaded has a weight of 13 lb to 15 lb.
3	OHP 	Select this setting when overhead projection transparent films are loaded.
4	Envelope 	Select this setting when envelope is loaded.
5	Labels 	Select this setting when label sheets are loaded.
6	Trace Paper 	Select this setting when trace paper is loaded.

No.	Paper type/Icon	Description
7	User Paper 	Select this setting when the paper without selected type is loaded. For details, contact your service representative.
8	Recycled 	Select this setting when recycled paper is loaded.
9	Colored Paper 	Select this setting when colored paper is loaded.
10	Letterhead 	Select this setting when the paper that is loaded is already printed with a company name or preset text and, therefore, should be differentiated from Normal paper.

Precautions for Paper

The following types of paper should not be used, otherwise decreased print quality, paper misfeeds or damage to the machine may occur.

- Overhead projector transparencies that have already been fed through the machine (even if the transparency is still blank)
- Paper that has been printed on by a heat-transfer printer or an inkjet printer
- Paper that is either extremely thick or extremely thin
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Damp paper, perforated paper, or paper with punched holes
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Paper that has been treated, such as carbon-backed, heat-sensitive, pressure-sensitive paper or inkjet printer paper
- Paper that has been decorated with foil or embossing
- Paper of a non-standard shape (not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc. attached

Paper Storage

Observe the following precautions when storing the paper.

- Store paper in a cool, dark location with little humidity.
- If the paper becomes damp, paper misfeeds may occur.
Paper that has not been loaded should be kept wrapped or placed in a plastic bag and stored in a cool, dark location with little humidity.
- Store the paper laying flat, not standing on its edge.
Curled paper may cause paper misfeeds.
- Keep paper out of the reach of children.

9.2 Originals

When making copies, position the original into the ADF or on the original glass.

To copy original that cannot be positioned into the ADF, position them on the original glass.

Unsuitable ADF Originals

The following types of original should not be positioned into the ADF, otherwise paper misfeeds, damage to the original or the machine trouble may occur.









- Wrinkled, folded, curled, or torn original
- Highly translucent or transparent original, such as overhead transparencies or trace paper
- Coated original such as carbon-backed paper
- Original printed on paper thicker than 34 lb
- Original printed on paper thinner than 9-1/4 lb
- Original printed on paper thicker than 13 lb during double-sided copying
- Original that are bound, for example, with staples or paper clips
- Original that are bound in a book or booklet
- Original that are bound together with glue
- Original pages that have been cut or contain cutouts
- Label sheets
- Offset printing masters
- Original with binder holes
- Original that have just been printed with this machine

Positioning Original into the ADF

There are two methods for using the ADF. The machine will detect the original size automatically when the original is positioned in the ADF, then select an appropriate paper size automatically by Auto Paper Select function. There are limits on the types of original that can be positioned with each method.











- Normal method
- For original of mixed sizes

Normal method

Item	Description
Original paper weight	Single-sided original: 9-1/4 lb to 34 lb Double-sided original: 13 lb to 34 lb
Original size	128 mm × 139.7 mm to 297 mm × 431.8 mm
Auto original size detect	11 × 17  , 8-1/2 × 14  , 8-1/2 × 11  , 5-1/2 × 8-1/2  , A3  B4  , A4  , B5 
Curling tolerance	10 mm or less
Paper capacity	80 sheets (21-14 lb) or max. 11 mm

Mixed Original Setting









The following chart shows the possible combinations of standard-size paper that can be used with the “Mixed Original” setting.

Item	Description
Original paper weight	Single-sided original: 9-1/4 lb to 34 lb Double-sided original: 13 lb to 34 lb
Auto original size detect	Two types of size combination are determined by the ADF guide width. Width of 11 × 17  , 8-1/2 × 11  11 × 17  , 8-1/2 × 14  , 8-1/2 × 11  , 5-1/2 × 8-1/2  Width of 8-1/2 × 11  , 5-1/2 × 8-1/2  8-1/2 × 11  , 5-1/2 × 8-1/2 
Curling tolerance	10 mm or less
Paper capacity	80 sheets (21-1/4 lb) or max. 11 mm

Positioning Original on the Original Glass

Use the original glass when originals are not suitable for use with the ADF, or when setting copying conditions incompatible with the ADF.

The machine will detect the original size automatically when the original is positioned on the original glass with ADF closed, then select an appropriate paper size automatically by Auto Paper Select function.

Item	Description
Original type	Sheets, books (spreads), three-dimensional objects
Original Size	128 mm × 139.7 mm to 297 mm × 431.8 mm
Auto Original Size Detect	11 × 17  , 8-1/2 × 14  , 8-1/2 × 11  , 5-1/2 × 8-1/2  , A3  , B4  , A4  , B5 
Maximum original weight	15 lb
Maximum original thickness	30 mm

Observe the following precautions when placing the original on the original glass.

- The size of original printed on paper in inch sizes (such as A3, B4, A4) cannot be automatically detected. The setting must be specified by the service representative. For details, contact the service representative.
- If a custom-sized original is positioned, the “Auto Paper Select” and “Auto Zoom” settings cannot be used since the original size cannot be detected automatically. If a custom-sized original is positioned, select the size of the paper to be copied.
- If highly translucent or transparent original, such as overhead transparencies or trace paper, are positioned, the original size cannot be detected automatically. Place a blank sheet of paper of the same size over the original.
- Do not place objects exceeding 15 lb on the original glass, otherwise the original glass may be damaged.
- If a book is placed on the original glass, do not press it down extremely hard, otherwise the original glass may be damaged.

10

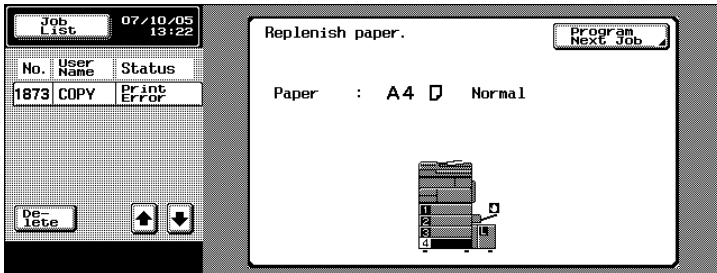
Supplies & Handling

10 Supplies & Handling

10.1 When the Message “Replenish Paper” Is Displayed

If a tray has run out of paper while copying or after printing, the message “Replenish paper.” is displayed.

Check which paper tray appears highlighted in the touch panel, and then load it with paper.

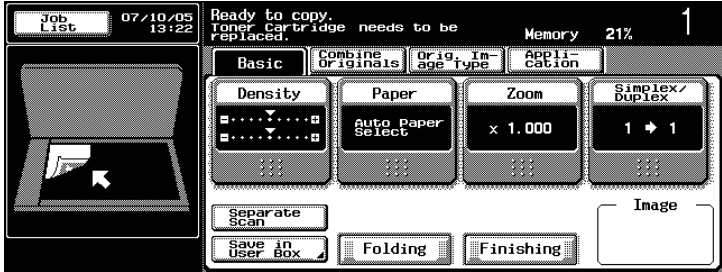


- To load paper in tray 1/2, see page 2-47.
- To load paper into a paper feed cabinet PC-202 (tray 3/4), see page 2-47.
- To load paper into a paper feed cabinet PC-402 (tray 3), see page 2-50.
- To load paper into a large capacity unit LU-201, see page 2-53.
- To load paper into the bypass tray, see page 2-56.

10.2 Replacing Toner Cartridge

When the toner is about to run out, the warning message shown below is displayed.

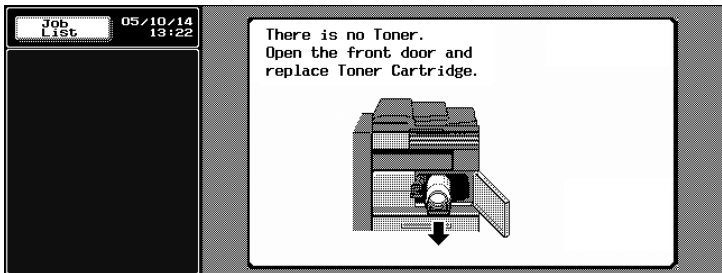
Replace the toner cartridge. See page 10-5.



Detail

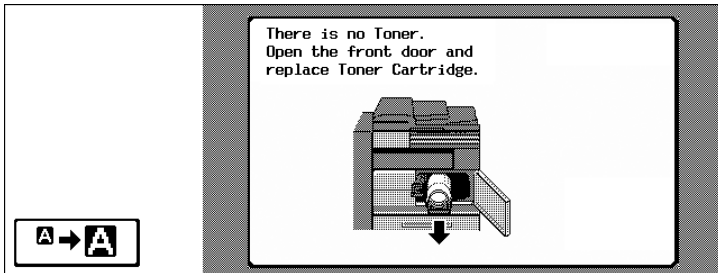
Some copies can be printed between the time that the message "Toner Cartridge needs to be replaced." is displayed until the time that the message "Replace the Toner." is displayed. However, it is recommended that the toner cartridge be replaced when the message "Toner Cartridge needs to be replaced." is displayed.

When the toner is empty, the warning message shown below is displayed and copies can no longer be made.



Display in Enlarge Display Mode

When the toner is empty, the following screen is displayed in enlarge display mode.



Touch [**A**→**A**] to display the message enlarged.



WARNING

Precaution for the empty toner cartridge

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

→ DO NOT THROW toner or the empty toner cartridge into a fire!

CAUTION

Precaution for storing and handling the toner cartridge

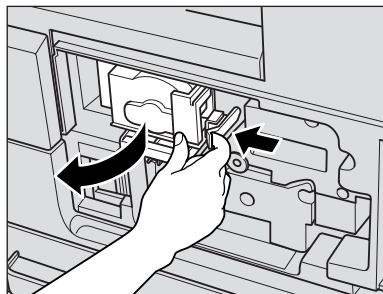
If too much of toner is inhaled or toner gets in your eyes, your health may be affected.

- Keep the toner cartridge away from children.
- Be careful not to spill toner inside the machine or get toner on your clothes or hands.
- If your hands become soiled with toner, immediately wash them with soap and water.
- If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

To replace the toner cartridge

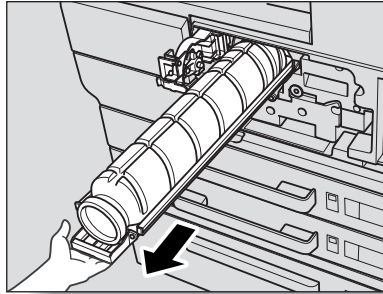
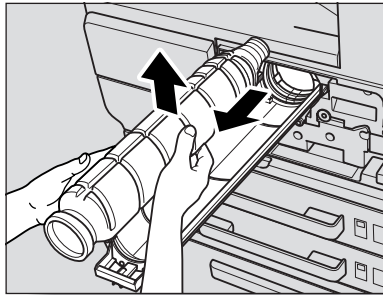
- ✓ Use the same number toner cartridge as described on the label applied on the upper left side of the toner cartridge cover. Otherwise, machine trouble may occur.

- 1 Open the machine front door, then open the toner cartridge door.
 - When opening the toner cartridge cover, release the lock of the cover.

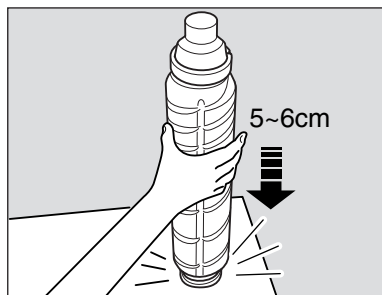


2 Pull out the toner cartridge holder.

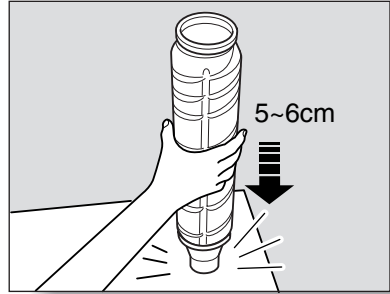
- Fully withdraw the toner cartridge holder straight toward the front until it stops.

**3** Withdraw and pull up the used toner cartridge to remove it.**4** Loosen toner by tapping bottom of the new toner cartridge on a solid surface at least five times.

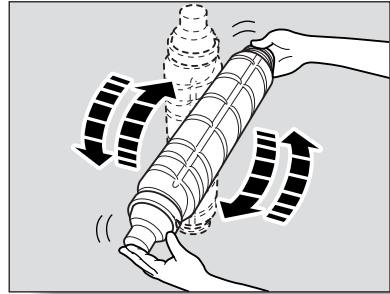
- Remove the new toner cartridge from the box.
- The toner within the toner cartridge may have become compacted. Be sure to handle steps 4 to 6 until the toner is mostly broken up before installing the cartridge.



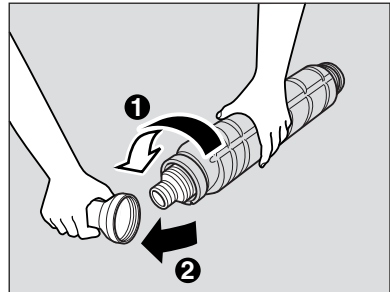
- 5 Loosen toner by tapping top of the new toner cartridge on a solid surface at least five times.



- 6 Shake the new toner cartridge by turning it over about five times.

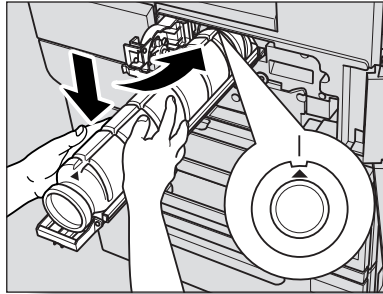


- 7 Remove the cap from the new toner cartridge.

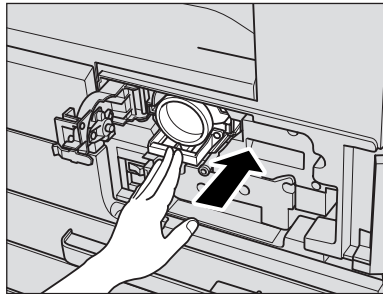


- 8** Set the toner cartridge from its top first, making sure that it is correctly oriented.

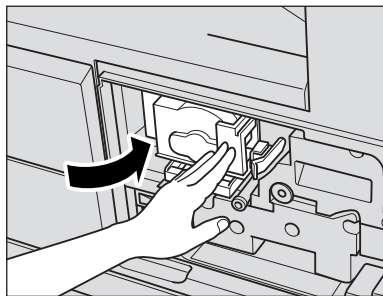
- Be sure the “Up arrow” mark on the toner cartridge is shown on the top; otherwise the toner cartridge cannot be set properly.



- 9** Return the cartridge holder to its original position



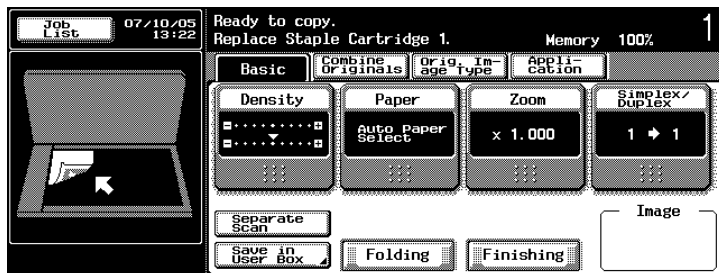
- 10** Close and lock the toner cartridge cover, then close the machine front door.



10.3 Adding Staples

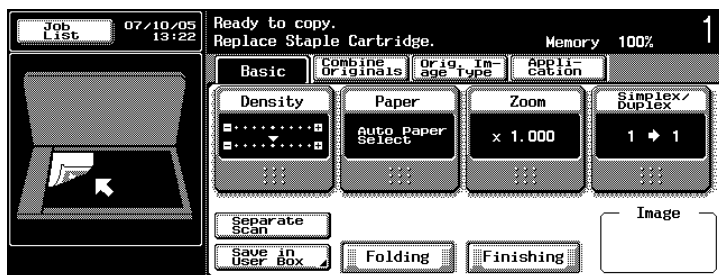
When the staple cartridge of the Finisher FS-511 is empty, the Basic Screen displays the following message in the message area.

To replace the staple cartridge for Finisher FS-511, see page 10-10.



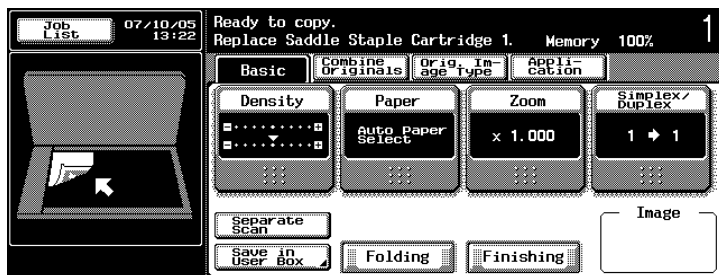
When the staple cartridge of the Finisher FS-510 is empty, the Basic Screen displays the following message in the message area.

To replace the staple cartridge for Finisher FS-510, see page 10-14.



When either of the two staple cartridges becomes empty in the Saddle stitcher SD-502 mounted on Finisher FS-510, the Basic Screen displays the following message in the message area.

For details on replacing the staple cartridge for Saddle stitcher SD-502, see page 10-18.





Reminder

Be sure to replace the staple cartridge only after the message is displayed, otherwise the machine may be damaged.

Display in Enlarge Display Mode

When the staple cartridge is empty, the following screen is displayed in enlarge display mode.

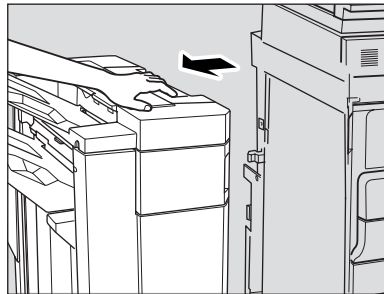


To replace the staple cartridge for Finisher FS-511

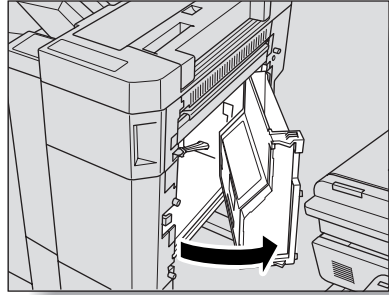
- ✓ Be sure to replace the staple cartridge after displaying the message, otherwise the machine may be damaged.

1 Slide the finisher to the left.

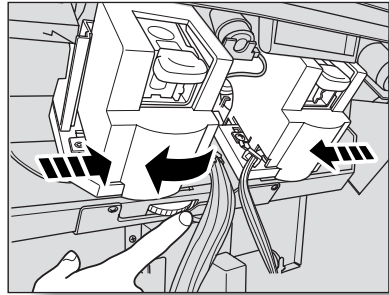
- Holding the finisher handle on the top, slide the finisher to the left until it stops.



- 2 Open the finisher right door FN7.

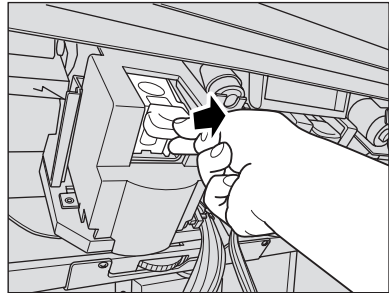


- 3 Turn the dial to the left until the two staplers come to the center.



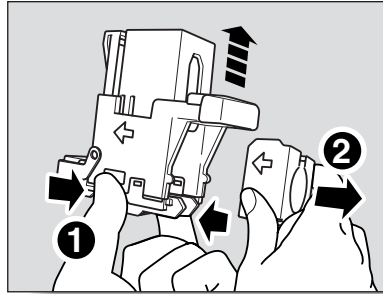
- 4 Pull up then forward the staple holder to remove it from the stapler.

- Please check the message which stapler to remove.
Staple cartridge 1:
rear side
Staple cartridge 2:
front side



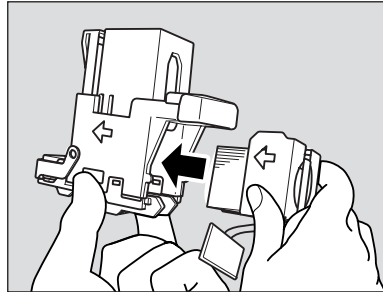
5 Remove the empty staple cartridge.

- Push the two PUSH buttons of the staple holder to slide the top cover upward, then remove the empty staple cartridge.

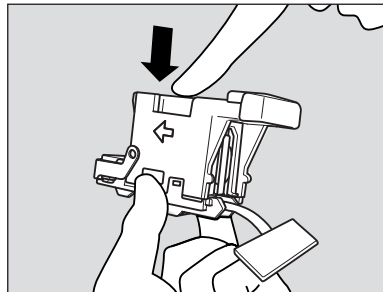


6 Install the new staple cartridge into the staple cartridge.

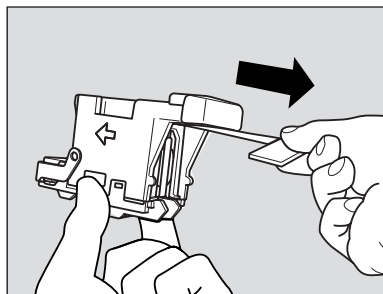
- Push the staple cartridge, and then check that the cartridge is securely installed.



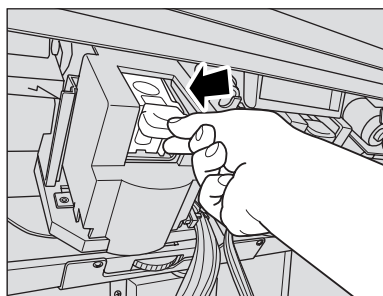
7 Push down the top cover to return it to its original position.



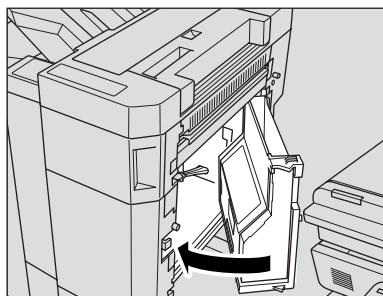
- 8 Remove the lock tape from the cartridge.



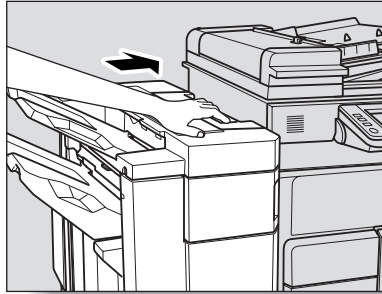
- 9 Return the staple holder to the stapler, and push it down until it clicks in place.



- 10 Close the finisher right door FN7.



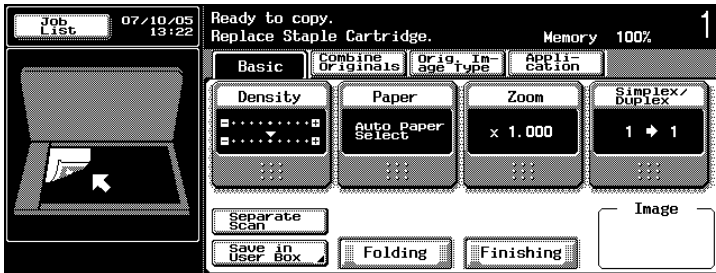
- 11 Close the finisher right side door, then slide the finisher to the right to return it to its original position.



To replace the staple cartridge for Finisher FS-510

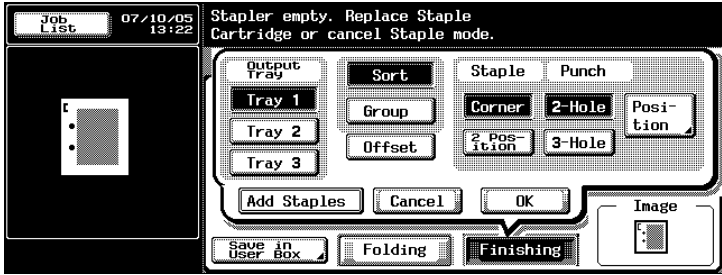
- ✓ Be sure to replace the staple cartridge after displaying the message, otherwise the machine may be damaged.
- ✓ When replacing the staple cartridge, touch [Add Staples] to move the stapler toward the finisher front door. If necessary, turn the stapler moving knob to bring the stapler forward.

- 1 Touch [Finishing] on the Basic Screen.



The Finishing Screen will be displayed. The [Add Staples] key will appear on the Finishing Screen.

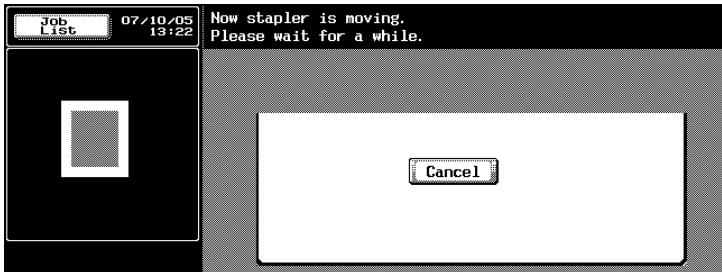
2 Touch [Add Staples].



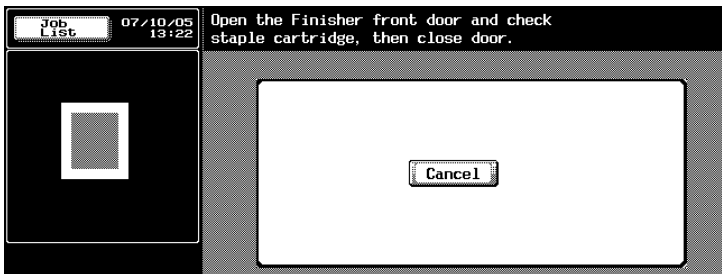
The Moving Stapler Screen will be displayed while the stapler deeply positioned inside the finisher moves toward the finisher front door. When moving toward completely, the Check Stapler Screen will be displayed.

3 When the Check Stapler Screen is displayed, open the finisher front door.

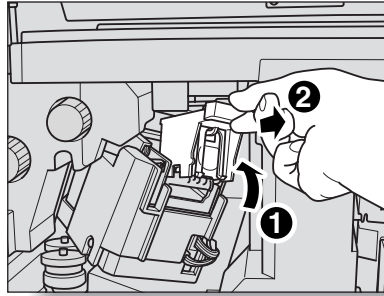
- Moving Stapler Screen
DO NOT open the finisher door while the Moving Stapler Screen is displayed.



- Check Stapler Screen

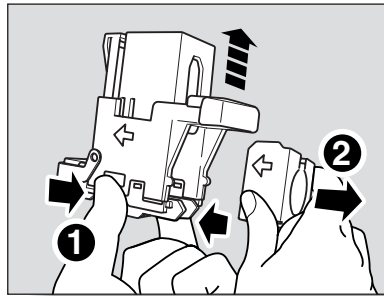


- 4 Remove the stapler holder from the stapler.



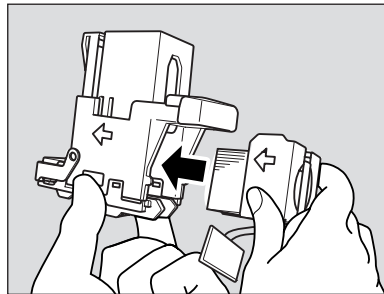
- 5 Remove the empty staple cartridge from the staple cartridge holder.

- Push the two “PUSH” buttons of the staple holder to slide the top cover upward, then remove the empty staple cartridge.

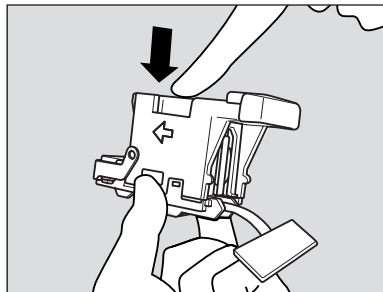


- 6 Install the new staple cartridge into the staple cartridge holder.

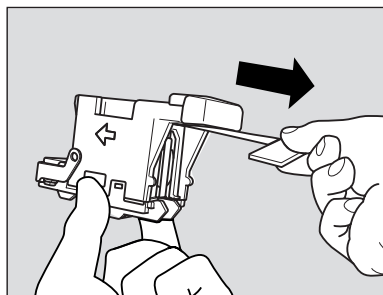
- Firmly insert the new cartridge into staple holder.



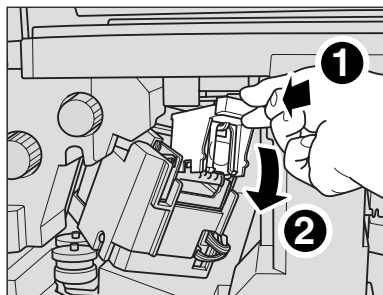
- 7 Push down the top cover to return it to its original position.



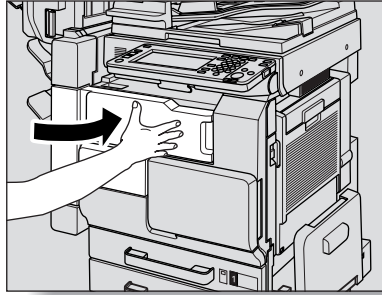
- 8 Remove the lock tape from the cartridge.



- 9 Return the staple holder to the stapler, and push it down until it clicks in place.



10 Close the finisher front door.



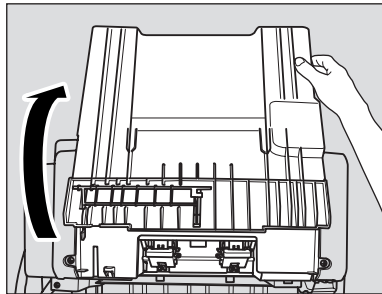
Stapler will return to its original position, then the Basic screen will be restored.

To replace the staple cartridge for Saddle stitcher SD-502

- ✓ Be sure to replace the saddle staple cartridge after displaying the message, otherwise the machine may be damaged.

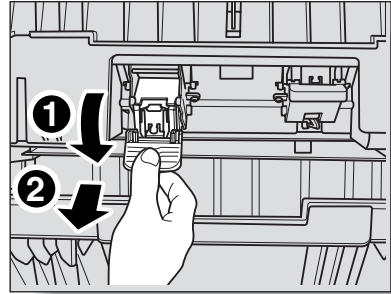
1 Pull the saddle stitcher tray open and hold it as it is.

- It is not possible to leave the tray is kept open. Do not release it suddenly.
- If the extensible tray of the tray 1 just under the saddle stitcher tray is withdrawn, push it back to its original position, otherwise it may disturb you in the following procedure or machine trouble may occur.



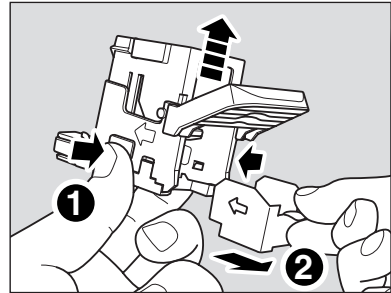
2 Remove the staple holder.

- Push down the staple holder as shown right, then pull forward to remove it.
- Please check the message which stapler to remove.
Saddle staple cartridge 1: rear side
Saddle staple cartridge 2: front side
- Gently return the saddle stitcher tray to its original position.



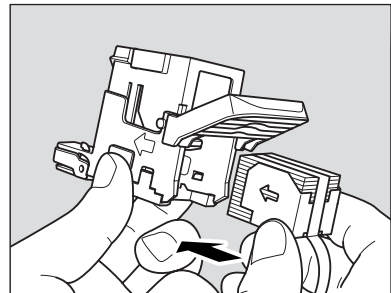
3 Remove the empty saddle staple cartridge.

- Push the two "PUSH" buttons of the staple holder to slide the top cover upward, then remove the empty saddle staple cartridge.

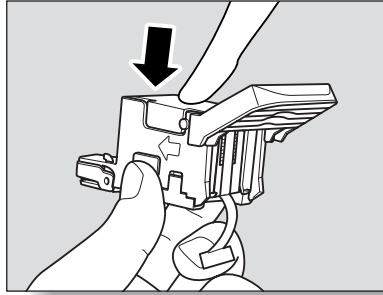


4 Install the new saddle staple cartridge into the staple cartridge.

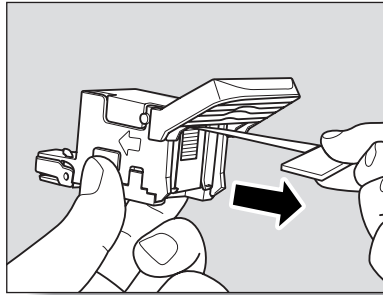
- Firmly insert the new cartridge into staple holder.



- 5 Push down the top cover to return it to its original position.

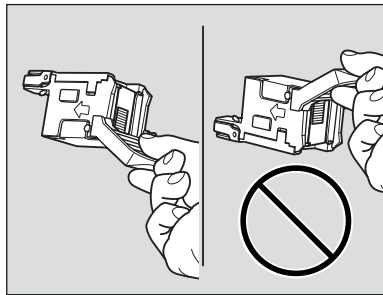


- 6 Remove the lock tape from the cartridge.

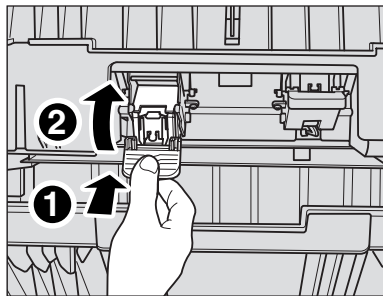


- 7 Return the staple holder to the stapler.

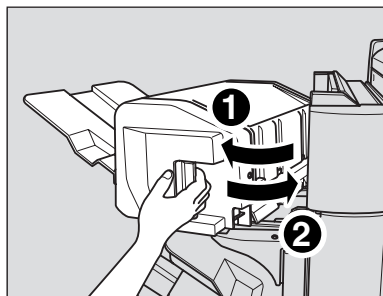
- Hold the staple holder as shown right.



- While keeping the saddle sticher tray open, push in the staple holder to its original position, then pull it up until it clicks in place.
- Gently return the saddle sticher tray to its original position.



- 8 Open the stapling part of the saddle sticher, then close it.

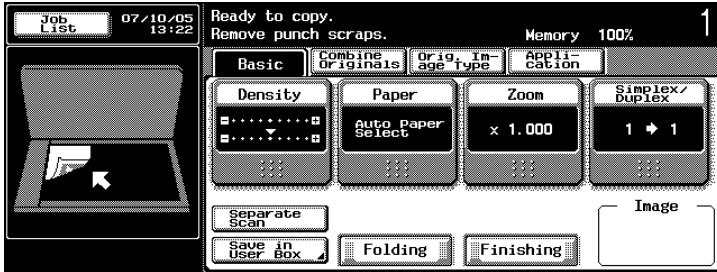


The saddle sticher will be reset, and the copying job using Fold & Staple mode will be available.

10.4 Emptying Dust Boxes

Even when the punch dust box of the Finisher FS-511 is full, the message is not displayed. Before using punch mode, perform the following procedure to check if the punch dust box, if needed. To empty the dust box, see the following pages.

When the punch dust box of the Punch unit PU-501 mounted on the Finisher FS-510, the following message will be displayed on the screen, and the finished set will be output without being punched. To empty the dust box, see page 10-24.

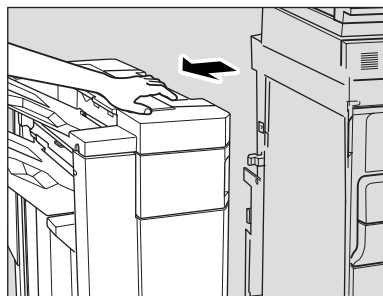


To empty the dust box of FS-511

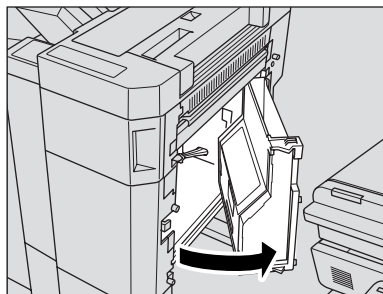
- ✓ Even when the punch dust box is full, the message is not displayed. Before using punch mode, perform the following procedure to check if the punch dust box, if needed.
- ✓ The punch dust box is not disposable. Be sure to return it to its original position.

1 Slide the finisher to the left.

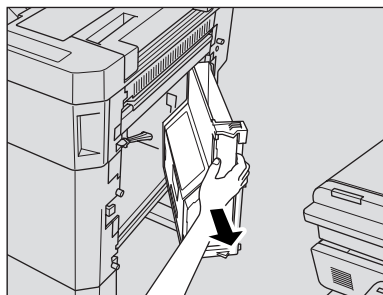
- Holding the finisher handle on the top, slide the finisher to the left until it stops.



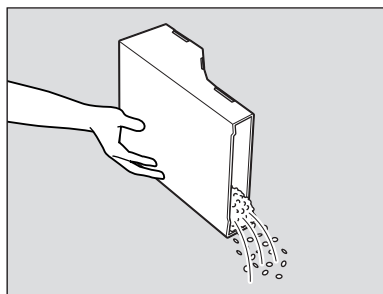
- 2 Open the finisher right door FN7.



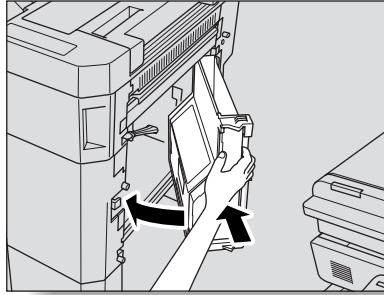
- 3 Pull out the punch dust box.



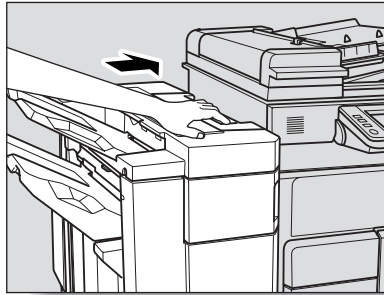
- 4 Empty the punch dust box.



- 5 Return the punch dust box, then close the finisher right door [FN7].

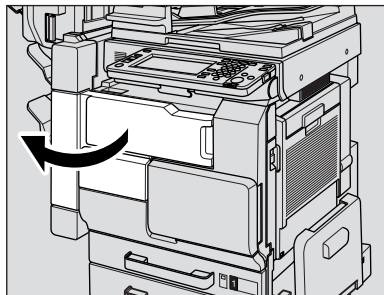


- 6 Slide the finisher to the right to return it to its original position.

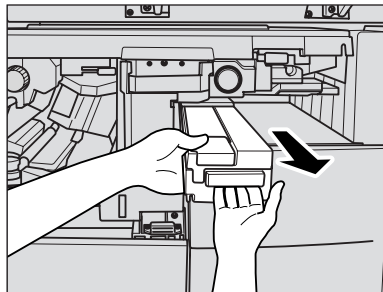


To empty the dust box of PU-501

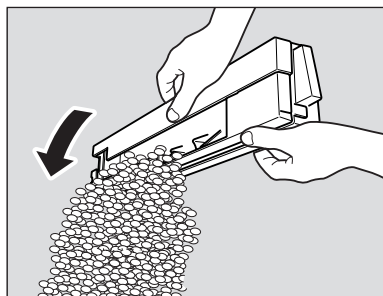
- 1 Open the finisher front door.



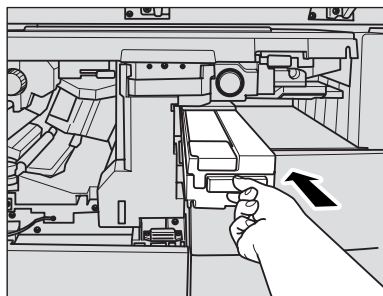
- 2 Pull out the punch dust box.



- 3 Empty the punch dust box.



- 4 Return the punch dust box, then close the finisher front door.
- Firmly reinstall the punch dust box.



The number '11' is rendered in a large, bold, black sans-serif font. The first '1' is positioned slightly to the left of the second '1'. Both digits are set against a light gray rectangular background that is wider than the digits themselves.

Troubleshooting

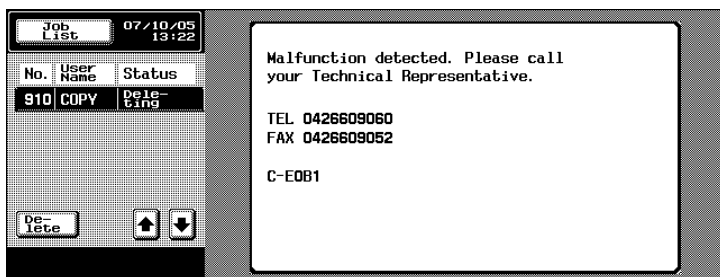
11 Troubleshooting

11.1 When the Message “Malfunction Detected” Appears (Call Technical Representative)

If a malfunction that cannot be corrected by the user occurred, the message “Malfunction detected. Please call your Technical Representative.” is displayed. (Call Technical Representative Screen)

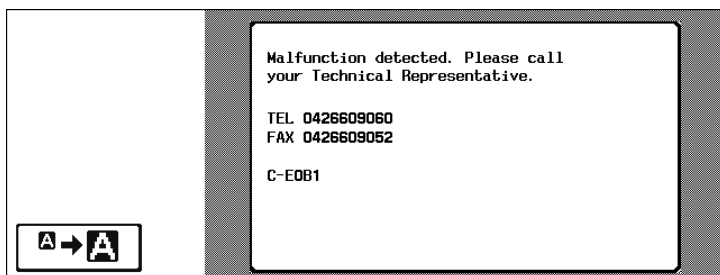
The phone number and fax number for the usual technical representative is displayed on the center of the Call Technical Representative Screen.

When the screen is displayed, be sure to contact your technical representative immediately by following the procedure below.

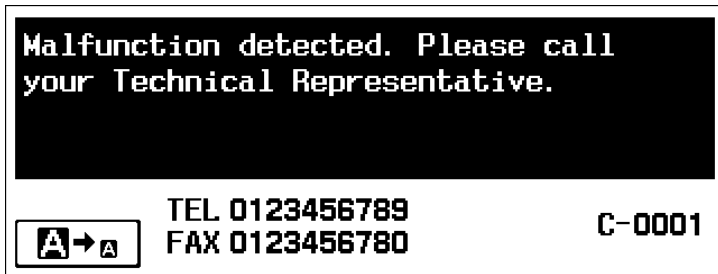


Display in Enlarge Display Mode

If a malfunction occurs, the screen shown below is displayed.



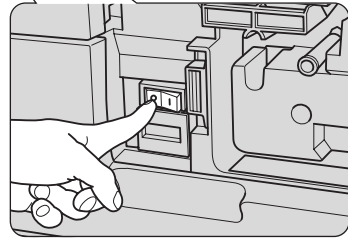
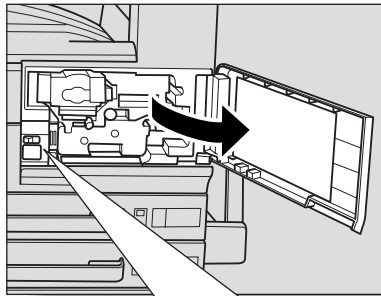
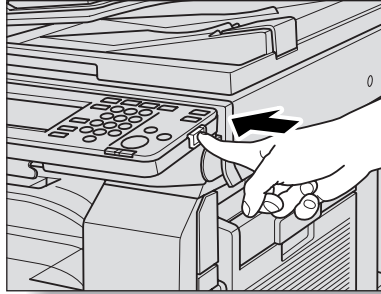
Touch  to display the message shown in the following illustration.



To call the technical representative

- 1 Write down the malfunction code (for example, C-0001) in the Call Technical Representative Screen.

- 2 Turn off the sub power switch and the main power switch.



- 3 Unplug the machine.
- 4 Contact the service representative, and inform them of the malfunction code.

**Detail**

If CS Remote Care is being operated from the service representative, the service representative is automatically notified of the malfunction code. After the message "Malfunction was detected. CS Remote Care has called the Service Center." is displayed, turn off the sub power switch and the main power switch, and then unplug the machine from the electrical outlet.

11.2 When the Message “Misfeed Detected” Is Displayed

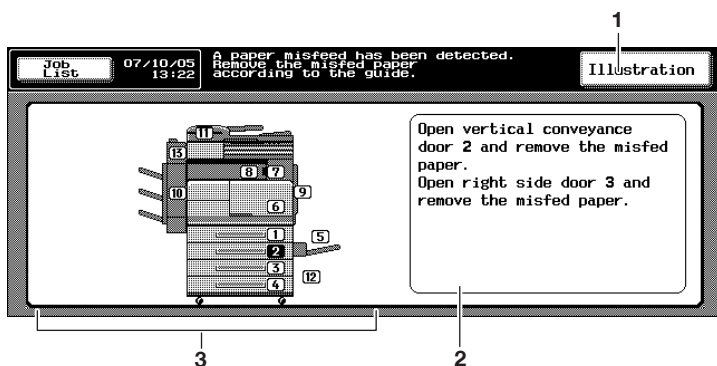
If a misfeed occurs during copying or printing, the message “Misfeed detected.” is displayed and the location of the misfeed is indicated in the screen. (Misfeed Screen)

At this time, copying and printing cannot continue until the misfeed is adequately cleared.

If paper misfeeds have occurred at multiple locations, multiple jam numbers and arrows appear or flash.

The flashing jam number and arrow indicate locations where the paper misfeed should be cleared first.

Clear the paper misfeeds according to the messages that appear in the guidance display area.



No.	Item	Description
1	[Illustration]	Touch this button to display a screen that contains illustrations describing the recommended procedure for clearing the paper misfeed.
2	Guidance display area	Displays the basic procedures for clearing paper misfeeds.
3	Illustration description area	Jam number indicates the location of the paper misfeed, and the arrow indicates the operation for clearing the misfeed.



Reminder

Before clearing paper misfeeds, be sure to check pages 1-13 to 1-14 for the locations of caution labels.

**Note**

The illustration above shows all jam numbers and arrows displayed; however, normally, all marks will not be displayed.

Error codes may appear in the illustration description area of the JAM Location Display Screen. For details, contact your service representative.

To clear a paper misfeed

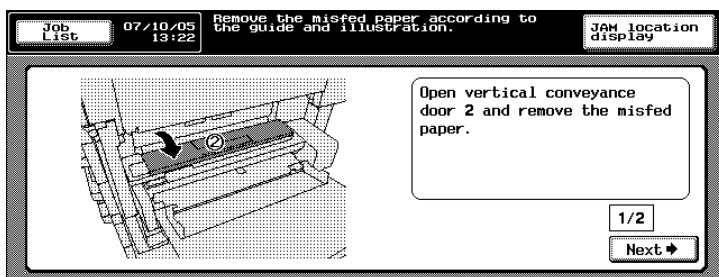
- ✓ When removing misfeed paper, be careful that the paper does not tear and remain in the machine.
- ✓ When the right side door and conveyance cover are opened, it is possible to touch the drum. Do not touch or scratch the surface of the drum. Do not leave opened the conveyance cover for a long time. The drum may be damaged by a long period of exposure.

1 The illustration screen is displayed.

Touch [Illustration] on the JAM Location Display Screen.

2 Clear the paper misfeed according to the instructions that are displayed on the screen.

- If the description of the illustration extends over multiple pages, [Next →] is displayed on the lower-right corner of the screen. Touch [Next →] to display the next screen.
- To return to the previous illustration description screen, touch [← Back].



- 3 After the procedure is finished, the Basic Screen is displayed.
 - If paper misfeeds occurred at multiple locations, the JAM Location Display Screen is restored. Check the screen for messages and the location of the next misfeed to be cleared, and then repeat steps 1 and 2.
 - After all paper misfeeds have been cleared, the Basic Screen is restored.

CAUTION

Precaution for electrical shock

High voltage is generated around the drum unit inside the right side door of the machine.

- In order to reduce the risk of electric shock, do not touch any part in this unit when clearing paper misfeeds.

CAUTION

Precaution for high temperature

The fusing unit inside the right side door of the machine is extremely hot.

- In order to reduce the risk of burns, do not touch any part in this unit when clearing paper misfeeds.

CAUTION

Precaution for getting injured

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

CAUTION

Precaution for high temperature

Parts around the rail for stapler of the Finisher FS-510 are extremely hot.

- In order to reduce the risk of burns, do not touch any part in this unit when clearing paper misfeeds.

11.3 When the Message "... Not Enough Remaining Memory" Is Displayed

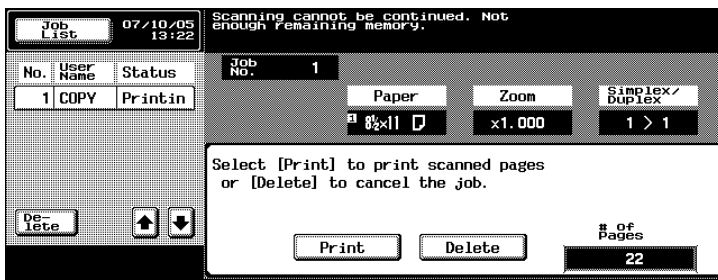
This machine uses the memory to produce copies.

Since the amount of memory available is limited, the message "Scanning cannot be continued. Not enough remaining memory." or "The job has been deleted. Not enough remaining memory." is displayed if the memory becomes full while copying.

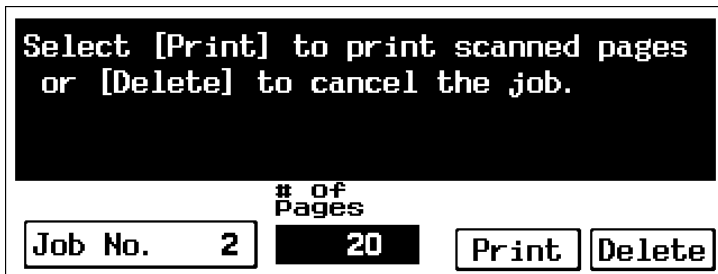
Continue the operation according to the corresponding instructions.

Memory Becomes Full While Scanning

This message is displayed when the memory becomes full and scanning stops while scanning in Copy mode.



Display in Enlarge Display Mode

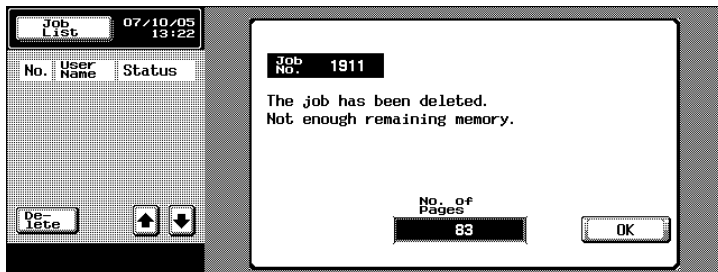


Continue the operation according to the following instructions.

- To print all pages that have been scanned, touch [Print].
- To delete the job for the scanned pages, touch [Delete].

Memory Becomes Full While Queuing a Job

This message is displayed when the memory becomes full and the scanned job was deleted while scanning a document for a job to be queued.



Display in Enlarge Display Mode



Check the number of pages counted for the document, and then adjust the number of pages in the job to be queued.

11.4 Simple Troubleshooting

	Symptom	Possible Cause	Remedy
Main body	The machine does not start up when the main power switch is turned on.	Is no power supplied from the electrical outlet?	After the main power switch and sub power switch are turned off, correctly insert the power supply plug into the electrical outlet.
		Has the sub power switch been turned on?	Turn on the sub power switch.
	Correctly insert the power supply plug into the electrical outlet.	Are the doors, such as the front doors (left and right) or the finisher door, open?	Securely close the doors, such as the front doors (left and right) and the finisher door.
		Is there no paper that matches the document?	Load paper of the appropriate size into the paper tray.
	The printed output is too light.	Is the copy density set too light?	Touch [Dark] in the Density Screen to copy at the desired copy density. (page 3-14)
		Is the paper damp?	Replace the paper with new paper.
	The printed output is too dark.	Is the copy density set too dark?	Touch [Light] in the Density Screen to copy at the desired copy density. (page 3-14)
		Was the document not pressed close enough against the original glass?	Position the document so that it is pressed closely against the original glass.
	The printed output is blurry.	Is the paper damp?	Replace the paper with new paper.
		Was the document not pressed close enough against the original glass?	Position the document so that it is pressed closely against the original glass.
	There are dark specks or spots throughout the printed output. There are streaks in the printed output.	Is the original glass dirty?	Wipe the glass with a soft, dry cloth. (page 12-2)
		Is the left partition glass dirty?	Wipe the glass with a soft, dry cloth. (page 12-2)
		Is the document pad dirty?	Wipe the document pad with a soft, dry cloth. (page 12-3)
		Was the original document printed on highly translucent material, such as trace paper or overhead projector transparencies?	Place a blank sheet of paper on top of the document.

	Symptom	Possible Cause	Remedy
		Is a double-sided document being copied?	If a thin double-sided document is being copied, the information on the back side may be reproduced in the copy. Touch [Lighter] on the Background Removal Screen to select a lighter background density. (page 3-14)
	The image is not aligned properly on the paper.	Is the document incorrectly positioned?	Correctly position the document against the measuring guide. (page 3-9) Load the document into the ADF, and slide the adjustable document guides to fit the size of the document. (page 3-7)
		Is the document incorrectly positioned in the ADF?	If the document cannot be fed correctly through the ADF, make copies by positioning the document on the original glass. (page 9-12)
		Is the original glass dirty (while using the ADF)?	Wipe the glass with a soft, dry cloth. (page 12-2)
		Are the adjustable document guides incorrectly positioned against the edges of the document?	Slide the document guides against the edges of the document.
		Was curled paper loaded into the paper tray?	Flatten the paper before loading it.
		The printed page is curled.	Was paper that curls easily (as with recycled paper) used?
	The edge of the printed output is dirty.	Is the document pad dirty?	Wipe the document pad with a soft, dry cloth. (page 12-3)
		Was the selected paper size larger than the document (with a Zoom setting of "×1.000")?	Select a paper size that is the same size as the document. Otherwise, select the "Auto Zoom" setting to enlarge the copy to the selected paper size. (page 3-43)
		Is the orientation of the document different from the orientation of the paper (with a Zoom setting of "×1.000")?	Select a paper size that is the same size as the document. Otherwise, select a paper orientation that is the same as that of the document.
		Was the copy reduced to a size smaller than the paper (with a reduced zoom ratio specified)?	Select a zoom ratio that adjusts the document size to the selected paper size. Otherwise, select the "Auto Zoom" setting to reduce the copy to the selected paper size. (page 3-43)

	Symptom	Possible Cause	Remedy
	Even though the paper misfeed was cleared, copies cannot be produced.	Are there paper misfeeds at other locations?	Check the touch panel for JAM location display and then remove any misfeed paper at all other locations. (page 11-5)
	Copying is not possible even though the password is entered on a machine with user authentication/account track set.	Did the message "Your account has reached its maximum allowance." is displayed?	Contact your administrator.
ADF	The document is not fed.	Is the ADF slightly open?	Securely close the ADF.
		Is the document one that does not meet the specifications?	Replace the document with one that meets the specifications. (page 9-12)
		Is the document correctly loaded?	Position the document correctly. (page 3-7)
Finisher	The finisher cannot be used.	Is there a paper misfeed in the finisher?	If there is a paper misfeed, clear it.
		Is the finisher door fully closed?	Securely close the finisher door.
	The pages cannot be stapled.	Have the staples run out?	Replace the staple cartridge. (page 10-9)
	The staple is incorrectly positioned by 90 degrees.	Are the staples positioned as specified?	Select the desired position for the staples. (page 6-10)
	The pages that were fed out were not uniformly loaded and the punched holes or staples are incorrectly positioned.	Is the paper curled?	Remove the paper from the paper tray, turn it over, and then load it again.
		Is there a gap between the lateral guides in the paper tray and the side of the paper?	Slide the lateral guides in the paper tray against the side of the paper so that there is no gap.
	Even though a Punch setting was selected, holes are not punched. (when PU-501 is installed on FS-510)	Did the message "Remove Punch Scraps." is displayed?	Empty the punch dust box.

If any message other than those listed above is displayed, perform the operation described in the message. If the problem is not corrected after the described operation is performed, contact your service representative.

11.5 Main Messages and Their Remedies

Message	Cause	Remedy
Original left on glass.	The document was left on the original glass.	Remove the document from the original glass.
Matching paper size is not available. Select paper size.	Paper of a suitable size is not loaded in a paper tray.	Either select paper of a different size or load paper of a suitable size.
Original size cannot be detected. Select paper size.	The document is not positioned correctly.	Position the document correctly.
	A document with a non-standard size or with a size too small to be detected is loaded.	Select the correct paper size.
This mode cannot be set with XXX.	A setting was selected that gives priority to the setting selected first.	Make copies using only one of the settings, for example, by canceling the setting selected first.
The Exit Tray has reached its capacity. Please remove all pages from → section tray.	Since the maximum amount of copies for the indicated finisher exit tray has been exceeded, the machine is unable to make copies.	Remove all copies from the indicated tray.
Input User Name and Password to login.	User authentication settings have been specified. Copies cannot be made unless a user name and its correct password are entered.	Type in your user name and password. (page 2-39)
Input Account Name and Password to login.	Account track settings have been specified. Copies cannot be made unless an account name and its correct password are entered.	Type in your account name and password. (page 2-42)
Your account has reached its maximum allowance.	The limit on the number of copies that can be made has been reached.	Contact your administrator.
Section → is open. Close → Section properly.	Since a machine door or cover is open or an option is not installed correctly, the machine is unable to make copies.	Make sure that all doors and covers are closed and that all options are installed correctly.
Replenish paper.	The indicated tray has run out of paper.	Load paper into the indicated tray. (page 2-46)
Replace the Toner Cartridge.	Since the toner has run out, the machine is unable to make copies.	Replace the toner cartridge.
Stapler empty. Replace Staple Cartridge or cancel Staple mode.	The staples have run out.	Replace the staple cartridge. (page 10-9)

Message	Cause	Remedy
Misfeed detected.	Since a paper misfeed occurred, the machine is unable to make copies.	Clear the paper misfeed.
Malfunction detected. Please call your Service Representative.	The machine malfunctioned and is unable to make copies.	Turn OFF the main and sub power switch and unplug the machine. Then inform your service representative of the code displayed on the touch panel.

If any message other than those listed above is displayed, perform the operation described in the message. If the problem is not corrected after the described operation is performed, contact your service representative.

12

Machine Maintenance

12 Machine Maintenance

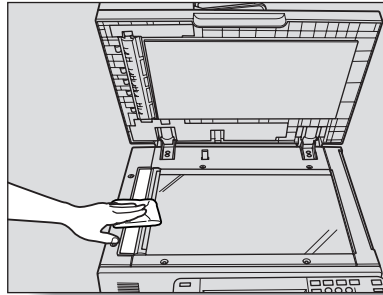
12.1 Cleaning

This section describes the procedures for cleaning each part.

Cleaning the left partition glass

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

Raise the ADF, and clean the left partition glass by wiping it with a soft, dry cloth.



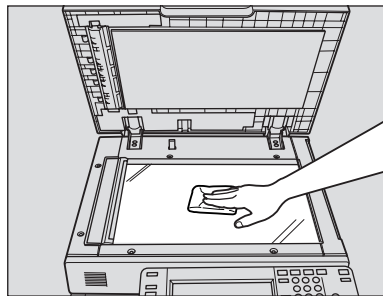
Reminder

Never use solvents, such as benzene or thinner, to clean the left partition glass.

Cleaning the original glass

Keep the glass clean; otherwise spots may be copied.

Raise the ADF, and clean the surface of the original glass by wiping it with a soft, dry cloth.



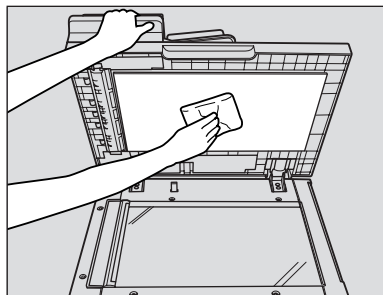
Reminder

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

Cleaning the document pad

Keep the pad clean; otherwise spots may be copied

Raise the ADF, and clean the document pad by wiping it with a soft, dry cloth.



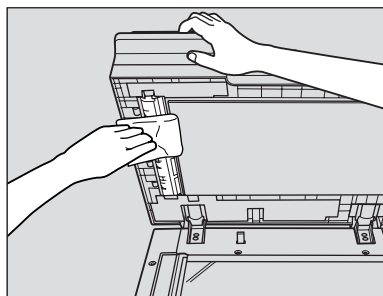
Reminder

Never use solvents, such as benzene or thinner, to clean the document pad.

Cleaning the paper take-up roller

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

Clean the paper take-up rollers by wiping them with a soft, dry cloth.



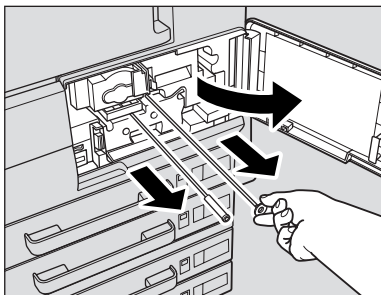
Reminder

Never use solvents, such as benzene or thinner, to clean the paper take-up roller.

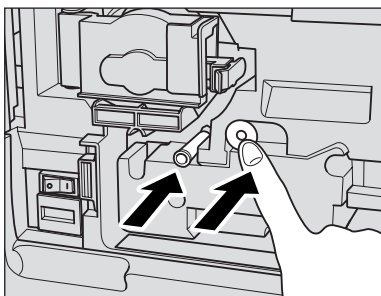
Cleaning the writing unit glass and the electrode wires

Keep the writing unit glass and the electrode wires clean; otherwise soil marks may be copied, resulting in dark lines on the copies.

Open the main front door, then withdraw and push in the writing unit glass cleaning knob and the corona wire cleaning knob, several times.

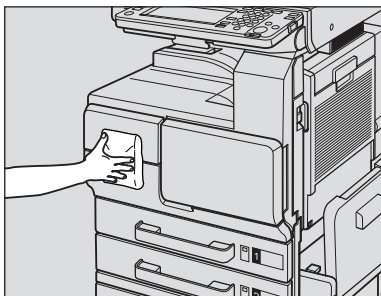


Firmly push in these knobs, then close the machine front door.



Cleaning the main unit

Clean the surface of the main unit by wiping it with a soft cloth dampened with a mild household detergent.



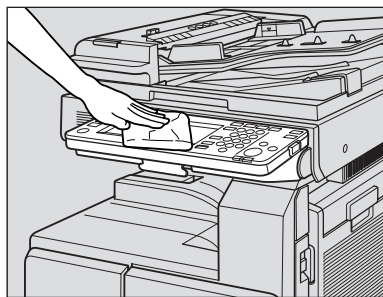
Reminder

Be sure to turn off the main power switch before cleaning it.

Never use solvents, such as benzene or thinner, to clean the main unit.

Cleaning the control panel

Clean the control panel by wiping it with a soft, dry cloth.



Reminder

Pressing too hard on the control panel or the touch panel may damage them. Never use a mild household detergent, glass cleaner, benzoin or thinner to clean the control panel or touch panel.

12.2 Viewing Counters (Meter Count)

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

List items:

- Total
- No. of Originals
- No. of Prints
- Total Duplex

The detailed counter can be verified to touch [Details] in the sub display area.

The list of counters can be printed.

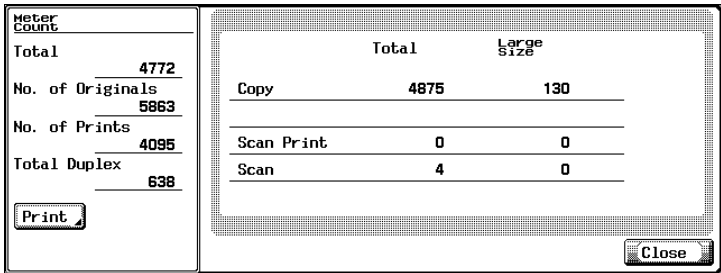
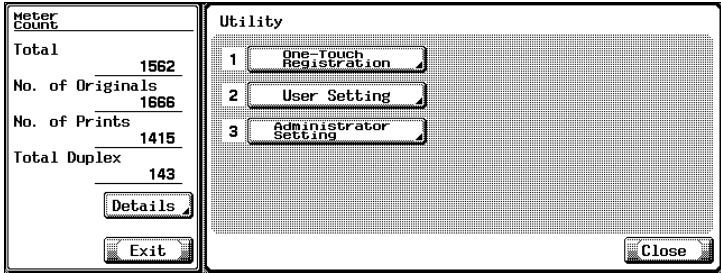
To check and print the counter list

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



The Utility/Counter Screen will be displayed.
Check the list.

- 2 Touch [Details] in the sub display area.



- Print the counter list, if desired.
Touch [Print] to display the Paper Screen. Select the desired paper tray, then press [Start].



- 3 Touch [Close] on the Utility/Counter Screen.
The Basic Screen will be restored.



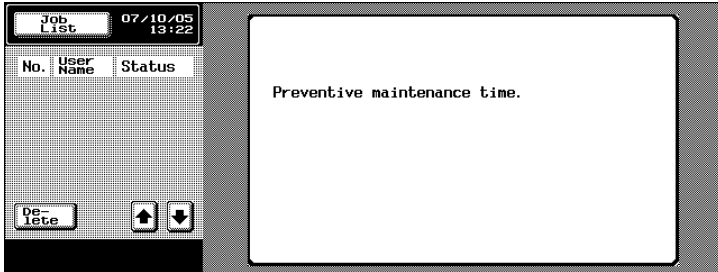
Note

The list of counters can be displayed even while the copying or printing operation is in progress.

12.3 When the Message “Preventive Maintenance Time” Is Displayed

After a set number of copies (250,000 copies) have been made on your machine, Preventive maintenance will be required for maintaining optimal performance.

If the message “Preventive maintenance time.” is displayed, contact your technical representative and request a periodic maintenance inspection.






































13











Specifications





13 Specifications

13.1 Main Unit Specifications

Main Unit

Item	Description
Name	bizhub 500/420
Type	Desktop
Document holder	Stationary
Photoconductor	OPC
Luminous source	Xenon lamp
Copying system	Laser electrostatic transfer method
Developing system	Dry-type dual-component reverse magnetic brush developing
Fusing system	Heat roller
Resolution	600 dpi × 600 dpi
Document	Types: sheets, books (spread), three-dimensional objects Size: Max. 297 mm × 431.8 mm Thickness: Max. 30 mm, Weight: 15 lb Detectable sizes for original glass: 11 × 17  , 8-1/2 × 14  , 8-1/2 × 11  , 5-1/2 × 8-1/2   , A3  , B4  , A4  , B5  Detectable sizes for ADF: 11 × 17  , 8-1/2 × 14  , 8-1/2 × 11  , 5-1/2 × 8-1/2   , A3  , B4  , A4  , B5 
Paper types	Normal paper: 16 lb to 28 lb, thin paper: 13 lb to 15 lb, thick paper: 29 lb to 56 lb (210 g/m ²), overhead projector transparencies*, envelopes*, labels*, trace paper*, recycled paper, colored paper, letterhead *Can only be fed through the bypass tray.
Paper sizes	Trays 1 and 2: 11 × 17  , 8-1/2 × 14  , 8-1/2 × 11  , 5-1/2 × 8-1/2   , A3  , A4  , A5  , F4 *1  Bypass tray: Standard sizes: 11 × 17  , 8-1/2 × 14  , 8-1/2 × 11   , 5-1/2 × 8-1/2  , A4  Custom sizes: 92 mm × 148 mm  to 297 mm × 431.8 mm 
Image blank	Leading edge, front and rear: Less than 1.5 mm ± 1.5 mm Trailing edge: Less than 3.0 mm ± 3.0 mm
Paper tray capacity	Trays 1 and 2 500 sheets (20 lb paper) Bypass tray 150 sheets (20 lb paper)









Item	Description
Warm-up time	bizhub 500: approx. 60 seconds, bizhub 420: approx. 30 seconds
First copy	bizhub 500: within 3.2 seconds, bizhub 420: within 3.6 seconds
Copy speed	bizhub 500: 50 sheets/min. (8-1/2 × 11 ) , 27 sheets/min. (11 × 17 ) , 31 sheets/min. (8-1/2 × 14 ) , 37 sheets/min. (8-1/2 × 11 ) , 50 sheets/min. (5-1/2 × 8-1/2 ) bizhub 420: 42 sheets/min. (8-1/2 × 11 ) , 23 sheets/min. (11 × 17 ) , 26 sheets/min. (8-1/2 × 14 ) , 31 sheets/min. (8-1/2 × 11 ) , 42 sheets/min. (5-1/2 × 8-1/2 )
Magnification ratios	Full size: × 1.000 ± 1.0% or less Enlargement (Fixed Zoom): × 1.214, × 1.294, × 1.545, × 2.000 Reduction (Fixed Zoom): × 0.500, × 0.647, × 0.772, × 0.785 Minimal Copy: 0.930 Zoom with Constant X and Y Ratio: × 0.250 to 4.000 (in 0.001 increments) Independent Zoom: vertical × 0.250 to 4.000 (in 0.001 increments), horizontal × 0.250 to 4.000 (in 0.001 increments) User-set zoom ratio: 3
Multiple copies/sets	1 to 999 copies/1 to 999 sets
Density adjustment	Copy Density: Automatic and manual (9 levels) Background adjustment: Manual (9 levels)
Power requirements	AC 120 V, 12 A, 60 Hz
Noise	75 dB or less (bizhub 500) 73.7 dB or less (bizhub 420)
Power consumption	Max. 1,560 W (including options)
Dimensions	677 (W) × 708 (D) × 895 (H) mm (main unit and ADF)
Space requirements *2	978 (W) × 708 (D) (main unit and ADF)
Memory	192 MB (Max. 320 MB)
Weight	Approx. 201 lb

*1: F4 (Foolscap) includes the following 4 types: 8-1/4 × 13 , 8-1/2 × 13-1/4 , 8-1/2 × 13 , and 8 × 13 , one of which can be selected. For details, contact the service representative.

*2: The indicated spaced requirements represent the space required to fully extend the bypass tray.











In order to incorporate improvements, these product specifications are subject to change without notice.

Reverse Automatic Document Feeder DF-607


Item	Description
Name	DF-607
Document feed methods	Standard original: Single-sided, double-sided Mixed original: Single-sided, double-sided
Original paper types	Single-sided original: 9-1/4 to 34 lb Double-sided original: 13-1/4 to 34 lb
Original sizes	128 mm × 139.7 mm to 297 mm × 431.8 mm Detectable sizes: 11 × 17  , 8-1/2 × 14  , 8-1/2 × 11  , 5-1/2 × 8-1/2  , A3  , B4  , A4  , B5 
Capacity of document feeder	Max. 80 sheets (20 lb) or 11 mm of thickness
Power requirements	Supplied from main unit
Dimensionst	582 (W) × 145 (D) × 558 (H) mm
Weight	Approx. 22 lb

13.2 Option Specifications


Paper Feed Cabinet PC-202

Item	Description
Name	PC-202
Papertypes	Normal paper (16 to 28 lb)
Paper sizes	11 × 17  , 8-1/2 × 14  , 8-1/2 × 11  /  , 5-1/2 × 8-1/2  , A3  , A4  /  , A5  , F4 
Paper tray capacity	Upper tray (tray 3): 500 sheets (20 lb) Lower tray (tray 4): 500 sheets (20 lb)
Power requirements	Supplied from main unit
Maximum power consumption	15 W or less
Dimensions	570 (W) × 548 (D) × 263 (H) mm
Weight	Approx. 57.3 lb
Configuration	2 paper trays

Paper Feed Cabinet PC-402

Item	Description
Name	PC-402
Paper types	Normal paper (16 to 28 lb)
Paper sizes	8-1/2 × 11 
Paper tray capacity	2,500 sheets (20 lb)
Power requirements	Supplied from main unit
Maximum power consumption	45 W or less
Dimensions	570 (W) × 548 (D) × 263 (H) mm
Weight	Approx. 57.3 lb
Configuration	1 paper tray (loaded to right and left)























Large Capacity Unit LU-201

Item	Description
Name	LU-201
Paper types	Normal paper (16 to 28 lb)
Paper sizes	8-1/2 × 11 
Paper tray capacity	2,000 sheets (20 lb)
Power requirements	Supplied from main unit
Maximum power consumption	30 W or less
Dimensions	356 (W) × 515 (D) × 299 (H) mm
Weight	Approx. 28.7 lb
Configuration	1 paper tray

Desk DK-501

Item	Description
Name	DK-501
Function	Stores copying material
Configuration	Storage racks





Finisher FS-510

Item	Description
Name	FS-510
Function	Straight delivery (sorted, grouped) Offset delivery (sort and offset, group and offset) Staple delivery (corner staple, 2 staples)
Staple/punch settings	The following options can be installed to add further functions. Punch Unit PU-501: Punching file holes in copies Saddle Stitcher SD-502: Half fold, crease & center staple Mailbin Kit MT-501: Adding 4 output trays Output Tray OT-601: Adding an output tray
Output tray	Trays 1 and 2
Offset width	1-1/16 in.
Paper types	Sort, group: Normal paper (16 to 24 lb), thick paper (25 to 116 lb), thin paper (13 to 15 lb), overhead projector transparencies, envelopes, labels, etc. Staple: 15 to 24 lb paper Punch: 16 to 34 lb paper (when optional Punch Unit PU-501 is installed)
Paper sizes	Sort, group: Standard sizes: 11 × 17  to 5-1/2 × 8-1/2  /  Custom sizes: 100 mm × 139.7 mm  to 297 mm × 431.8 mm  Sort and offset, group and offset: Standard sizes: 11 × 17  to 8-1/2 × 11  /  , 5-1/2 × 8-1/2  Custom sizes: 182 mm × 139.7 mm  to 297 mm × 431.8 mm  Staple: Standard sizes: 11 × 17  to 8-1/2 × 11  /  , 5-1/2 × 8-1/2  Custom sizes: 182 mm × 139.7 mm  to 297 mm × 431.8 mm  Punch (when optional Punch Unit PU-501 is installed): Standard sizes (2 holes): 11 × 17  to 8-1/2 × 11  /  Standard sizes (3 holes): 11 × 17  , 8-1/2 × 11 
Output tray capacity	Refer to page 9-4.
Power requirements	Supplied from main unit
Maximum power consumption	66 W or less
Dimensions	319 (435 when trays are pulled out) (W) × 558 (D) × 573 (H) mm
Weight	Approx. 47.2 lb
Consumables	Staples: 2 sets of MS-5D (Binding max. 50 sheets, containing 5,000 staples/set)





Output Tray Kit OT-601

Item	Description
Name	OT-601
Function	Optional output tray for Finisher FS-510
Dimensions	282 (W) × 368 (D) × 57 (H) mm
Weight	Approx. 1.5 lb
Configuration	1 tray





Punch Unit PU-501

Item	Description
Name	PU-501
Function	Punches file holes in copies
Number of holes	2 holes/3 holes (Auto change)
Hole diameter	0.315" ± 0.020" (8.0 mm ± 0.5 mm)
Hole pitch	2-hole: 2.75" ± 0.020" (70 mm ± 0.5 mm) 3-hole: 4.252" ± 0.020" (108 mm ± 0.5 mm)
Paper types	16 to 34 lb paper
Paper sizes	Standard sizes (2 holes): 11 × 17  to 8-1/2 × 11  / Standard sizes (3 holes): 11 × 17  , 8-1/2 × 11 
Power requirements	Supplied from finisher
Dimensions	114 (W) × 461 (D) × 136 (H) mm
Weight	Approx. 4.2 lb
















Saddle Stitcher SD-502

Item	Description
Name	SD-502
Function	Half fold, crease & center staple
Binding pitch	120 mm ± 4 mm (Stitch length: 11 mm)
Binding capacity	2 to 15 sheets (max. 60 pages)
Paper Types	15 to 24 lb paper
Paper Sizes	Standard sizes: 11 × 17  , 8-1/2 × 11  Custom sizes: 182 mm × 257 mm  to 297 mm × 431.8 mm 
Paper tray capacity	200 sheets or 20 copies
Power requirements	Supplied from finisher
Maximum power consumption	66 W or less
Dimensions	445 (576 when trays are pulled out) (W) × 203 (281) (D) × 478 (H) mm
Weight	Approx. 20.5 lb
Consumables	Staples: 2 sets of MS-2C (Binding max. 15 sheets, containing 2,000 staples/set)
Configuration	Binder, folder, one finishing tray

Mailbin Kit MT-501

Item	Description
Name	MT-501
Function	Distributes output
Paper types	15 to 24 lb paper
Paper sizes	Standard sizes: 8-1/2 × 11  , 5-1/2 × 8-1/2  Custom sizes: 139.7 mm × 182 mm  to 216 mm × 297 mm 
Bin tray capacity	125 sheets/tray (500 sheets in total)
Power requirements	Supplied from finisher
Dimensions	340 (W) × 509 (D) × 387 (H) mm
Weight	Approx. 17.6 lb (product), Max. 26.5 lb (gross)

Finisher FS-511

Item	Description
Name	FS-511
Function	Straight delivery (sorted, grouped) Offset delivery (sort and offset, group and offset) Staple delivery (corner staple, 2 staples)
Punch settings	Punching file holes in copies
Output tray	Tray 1 (Secondary tray) Tray 2 (Primary tray)
Paper types	Tray 1 (Secondary tray) Sort, group: Normal paper (16 to 24 lb), thick paper (25 to 115 lb), thin paper (13 to 15 lb), overhead projector transparencies, envelopes, labels, etc. Tray 2 (Primary tray) Sort, group: Normal paper (16 to 24 lb), thick paper (25 to 115 lb), thin paper (13 to 15 lb) Staple: 16 to 24 lb paper Punch: 16 to 24 lb paper (when optional Punch Unit PU-501 is installed)
Offset width	30 mm
Paper sizes	Sort, group: Standard sizes: 11 × 17  to 8-1/2 × 11  , 5-1/2 × 8-1/2  Custom sizes: 100 mm × 139.7 mm  to 314 mm × 457.2 mm  Sort and offset, group and offset: Standard sizes: 11 × 17  to 8-1/2 × 11  Custom sizes: 182 mm × 182 mm to 314 mm × 457.2 mm  Staple: Standard sizes: 11 × 17  to 8-1/2 × 11  Custom sizes: 182 mm × 182 mm to 297 mm × 431.8 mm  Punch: Standard sizes (2 holes): 8-1/2 × 14  , 8-1/2 × 11  Standard sizes (3 holes): 11 × 17  , 8-1/2 × 11 
Output tray capacity	Tray 1 (Secondary tray): Normal paper, Recycled paper: 250 sheets (16 to 24 lb paper) or within 36 mm of thickness thick paper, thin paper, overhead projector transparencies, labels: 20 sheets or within 36 mm of thickness Tray 2 (Primary tray): 8-1/2 × 14 or larger: 1,500 sheets (20 lb paper) or within 187.5 mm of thickness 8-1/2 × 11 or smaller: 3,000 sheets (20 lb paper) or within 375 mm of thickness
Staple capacity	50 sheets (20 lb paper) or within 5 mm of thickness
Punch	Number of holes: 2 or 3 (Auto change) Hole diameter: 0.315" ± 0.020" (8.0 mm ± 0.5 mm) Hole pitch: 2-hole punch: 2.756" ± 0.020" (70 mm ± 0.5 mm) 3-hole punch: 4.252" ± 0.020" (108 mm ± 0.5 mm)
Power requirements	Supplied from main unit

Item	Description
Maximum power consumption	63 W or less
Dimensions	538 (669 when trays are pulled out) (W) x 637 (D) x 978 (1,055) (H) mm
Weight	Approx. 86.4 lb
Consumables	Staples: 2 sets of MS-5D (Binding max. 50 sheets, containing 5,000 staples/set)

Output Tray OT-501

Item	Description
Name	OT-501
Function	Paper output tray for main unit
Paper types	Normal paper (16 to 24 lb), thick paper (25 to 115 lb), thin paper (13 to 15 lb), overhead projector transparencies, envelopes, labels, etc.
Output tray capacity	100 sheets
Dimensions	437 (W) x 511 (D) x 183 (H) mm
Weight	Approx. 2.9 lb

Job Separator JS-502

Item	Description
Name	JS-502
Function	Distributes output
Paper types	Normal paper (16 to 24 lb), thick paper (251 to 115 lb), thin paper (13 to 15 lb), overhead projector transparencies, envelopes, labels, etc.
Output tray capacity	100 sheets
Dimensions	450 (W) x 511 (D) x 183 (H) mm
Weight	Approx. 3.7 lb

Other Options

Relay Unit RU-502

Image Controller IC-204

Mounting Kit MK-708

Fax Kit FK-502

Hard Disk HD-505

Stamp Unit SP-501

Staple MS-2C

Staple MS-5D

Key Counter Kit (TBD)

Key Counter Kit 4 (TBD)

Key Counter Mounting Kit (TBD)

Dehumidifier Heater IC

14

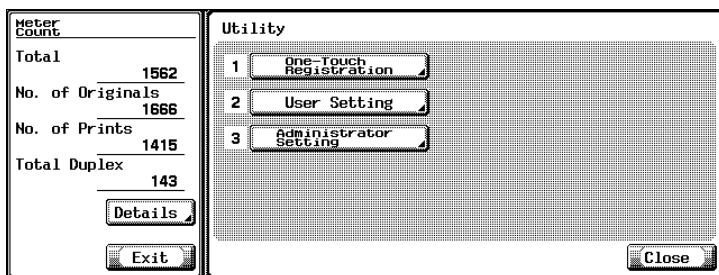
Utility <User Setting>

14 Utility <User Setting>

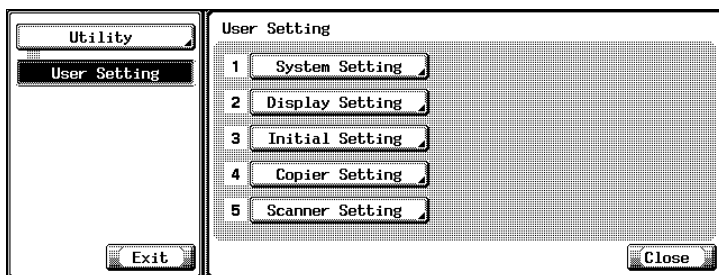
14.1 User Setting Outlines

The screens which develop succeedingly when the [Utility/Counter] key on the control panel is pressed are generally referred to as Utility Screen.

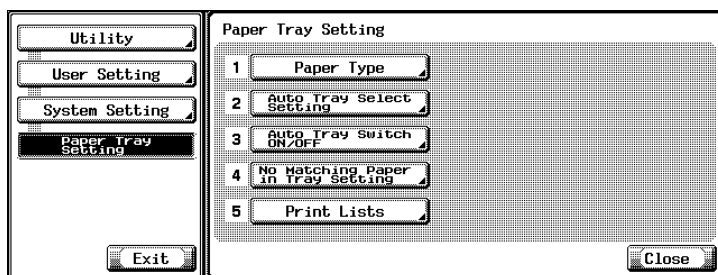
The top menu, referred to as Utility/Counter Screen, appears right after [Utility/Counter] is pressed.



The Utility Screen includes two types of setting items: one in which a user can set and the other in which an administrator is required to enter a password. This section describes the user setting.



How to use [Close], [Exit], and layer keys



Touch [Close] to return to the previous screen.

Touch the desired layer key on the left side area of the screen to jump to that screen.

Touch [Exit] to restore the Basic Screen.

Function list of User Setting

Setting Item/Description	Default
1 System Setting	
1 Language Selection Select the language used in the LCD. English/French/Spanish/Japanese	English
2 Measurement Unit Setting Select the unit of measurement for the value to be entered by user and to be displayed on the touch panel. mm (Numerical Value)/ inch (Numerical Value)/ inch (Fraction)	inch (Fraction)
3 Paper Tray Setting	
1 Paper Type Specify the paper size and type for each tray. Normal/User/Recycled/Colored Paper/Letterhead	Normal
2 Auto Tray Select Setting Specify the trays and their priority to be detected in Auto Tray Switch function. <ul style="list-style-type: none"> • Auto Tray Select: All trays • Tray Priority: All trays 	Auto Tray Select: All trays deselected Tray Priority: All trays deselected
3 Auto Tray Switch ON/OFF Set Auto Tray Switch function ON or OFF. Allow/Restrict	Restrict
4 No Matching Paper in Tray Setting Select the machine operation to be performed when designated tray is out of corresponding paper size. Stop Printing (Tray Fixed)/ Switch Trays (Tray Priority)	Stop Printing (Tray Fixed)

Setting Item/Description	Default
5 Print Lists Select the tray to feed copy paper for printing lists, such as the sales counter. Tray 1/ Tray 2/ Tray 3/ Tray 4/ LCT Bypass	Tray 1
4 Reset Setting	
1 System Auto Reset Set the machine to automatically switch to the selected priority mode after specified period of machine inactivity. <ul style="list-style-type: none"> • Priority Mode: Copy/Scan • System Auto Reset Time: 1-9 min./OFF 	Priority Mode: Copy System Auto Reset Time: 1 min.
2 Auto Reset Set the machine to restore the default copier/scanner settings when the specified period of time has elapsed without any operation on the touch panel or control panel made. <ul style="list-style-type: none"> • Copy: 1-9 min./OFF • Scan: 1-9 min./OFF 	Copy: 1 min. Scan: 1 min.
3 Job Reset	
When Account is changed Select whether or not to initialize the settings currently specified when the machine takes it that the user has changed. Reset/Do Not Reset	Reset
When Originals Set on ADF Select whether or not to initialize the settings currently specified when original document is loaded into the ADF. Reset/Do Not Reset	Do Not Reset
When NEXT JOB is selected Select the settings to be initialized each time a single job has been completed. <ul style="list-style-type: none"> • Staple Setting: ON/OFF • Original Set/Bind Direction: ON/OFF • Reset Data After Job: ON/OFF 	Staple Setting: OFF Original Set/Bind Direction: OFF Reset Data After Job: ON
2 Display Setting	
1 Sub Screen Display ON/OFF Select either the setting value or simple job list to be displayed in the sub area (left side) of the Basic Screen. Setting Value/Job List	Setting Value
2 Scan Basic Screen Default Setting Specify the settings concerning scanner function. For details, see the User's Guide <Network Scanner Operations>.	---
4 Copy Screen Select whether or not to display a specific screen while printing. ON/OFF	OFF
3 Initial Setting Specify the copy settings to be set automatically when the machine is reset. Current Setting/Factory Default	Factory Default

Setting Item/Description	Default
4 Copier Setting	
Auto Booklet ON When Fold & Staple Set the machine to automatically select the Booklet function when Fold & Staple is selected. Auto Select Booklet/OFF	Auto Select Booklet
Auto Zoom for Combine/Booklet Set the machine to automatically select an appropriate magnification ratio when Combine Originals or Booklet function is selected along with Auto Paper Select. Auto Display Zoom Ratio/OFF	Auto Display Zoom Ratio
Sort/Group Auto Change Set the machine to automatically select the Sort mode when two or more sheets of the original are to be printed in a single job. ON/OFF	ON



Detail

The Administrator Security Level setting in the Administrator Setting can allow general users to specify the following settings to be performed regularly by an administrator. For setting procedure of each item, see Section 15: Utility <Administrator Setting>.

Power Save Setting, Output Setting, DateTime Setting, Daylight Saving Time Setting, Original Image Density, Auto Zoom (Platen), Auto Zoom (ADF), Select Tray when APS OFF, Select Tray for Insert Sheet, Print Jobs During Copy Operation

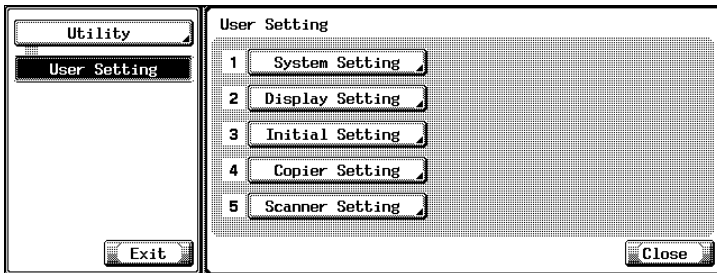
14.2 1 System Setting

14.2.1 1 Language Selection

Select the language used on the touch panel.
The initial setting is English.

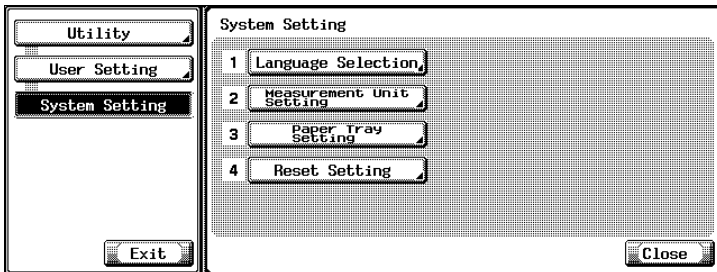
To specify Language Selection

- 1 Press the [Utility/Counter] to display the Utility/Counter Screen.
- 2 Touch [2 User Setting] to display the User Setting Screen.
- 3 Touch [1 System Setting].



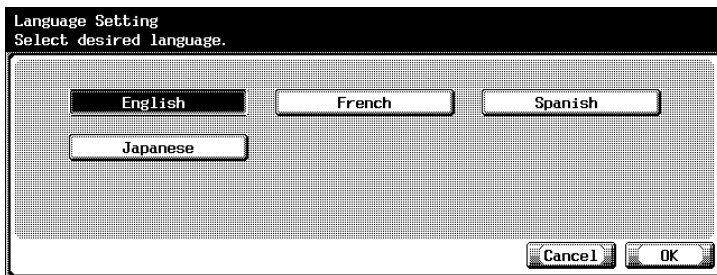
The System Setting Screen will be displayed.

- 4 Touch [1 Language Selection].



The Language Selection Screen will be displayed.

- 5 Touch the desired language key to highlight it.



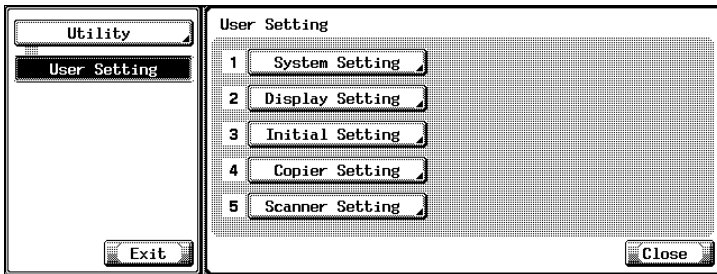
- 6 Touch [OK] to complete the setting.
 - To cancel the change, touch [Cancel].
In either case, the System Setting Screen will be restored.
- 7 If further changes are required, touch the desired key.

14.2.2 2 Measurement Unit Setting

Select the unit of measurement for the value to be entered by user and to be displayed on the touch panel.

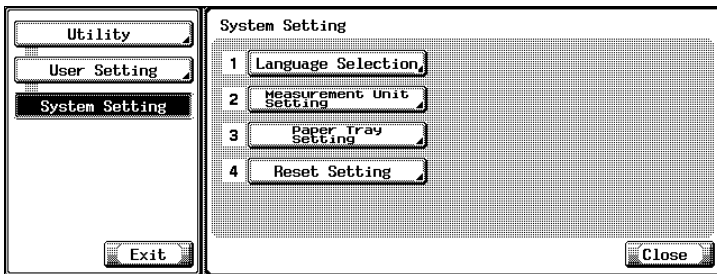
To specify Measurement Unit Setting

- 1 Press the [Utility/Counter] to display the Utility/Counter Screen.
- 2 Touch [2 User Setting] to display the User Setting Screen.
- 3 Touch [1 System Setting].



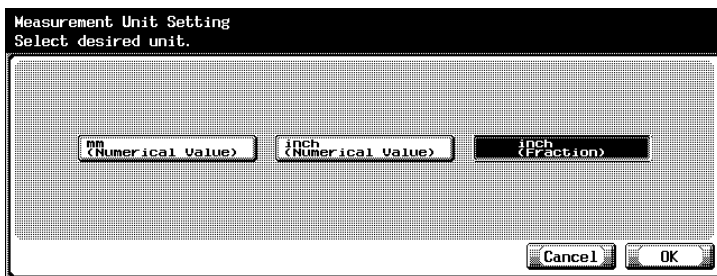
The System Setting Screen will be displayed.

- 4 Touch [2 Measurement Unit Setting].



The Measurement Unit Setting Screen will be displayed.

- 5 Touch the desired unit key to highlight it.



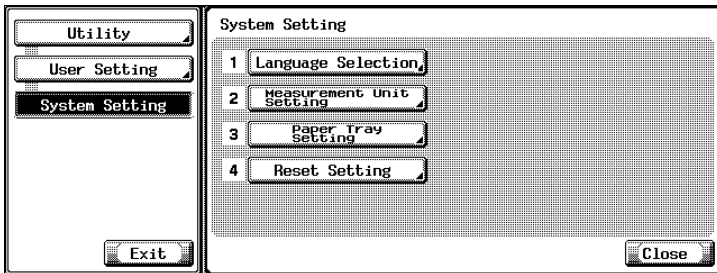
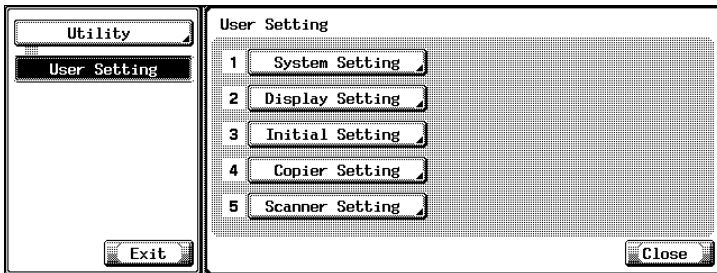
- 6 Touch [OK] to complete the setting.
 - To cancel the change, touch [Cancel].
In either case, the System Setting Screen will be restored.
- 7 If further changes are required, touch the desired key.

14.2.3 3 Paper Tray Setting > 1 Paper Type

Specify the paper size and type for each tray.

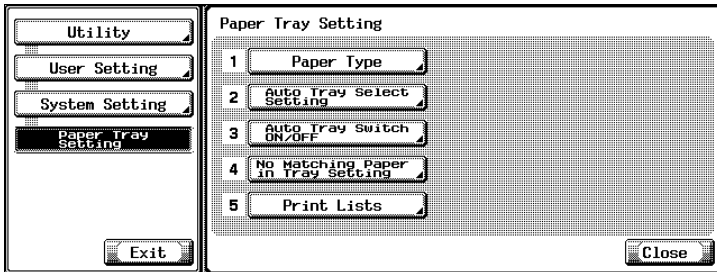
To specify Paper Type

- 1 Press the [Utility/Counter] to display the Utility/Counter Screen.
- 2 Touch [2 User Setting] to display the User Setting Screen.
- 3 Touch [1 System Setting], then touch [3 Paper Tray Setting].



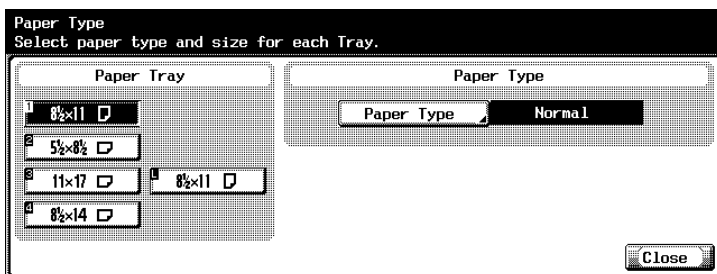
The Paper Tray Setting Screen will be displayed.

- 4 Touch [1 Paper Type].

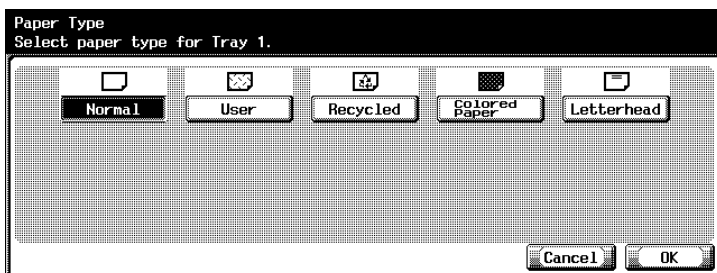


The Paper Type Setting Screen will be displayed.

- 5 Touch to highlight the desired tray key under “Paper Tray” in the left side area of the screen.



- 6 Touch [Paper Type].
The Paper Type Screen will be displayed.
- 7 Touch the desired paper type key to highlight it.



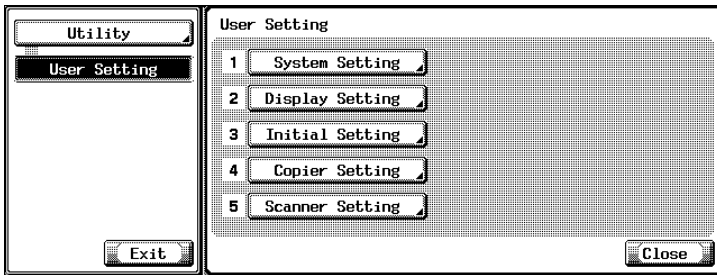
- 8 Touch [OK] to complete the setting.
 - To cancel the change, touch [Cancel].
In either case, the Paper Type Setting Screen will be restored.
- 9 If further changes are required, touch the desired key.

14.2.4 3 Paper Tray Setting > 2 Auto Tray Select Setting

Specify the trays and their priority to be detected by Auto Tray Switch.

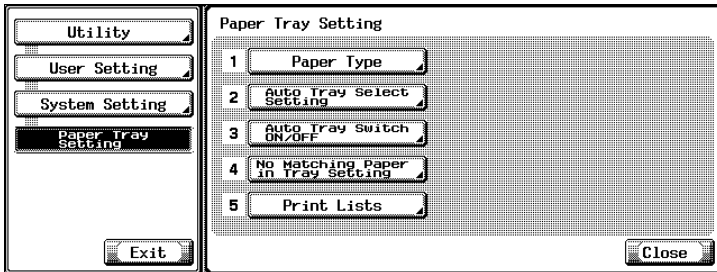
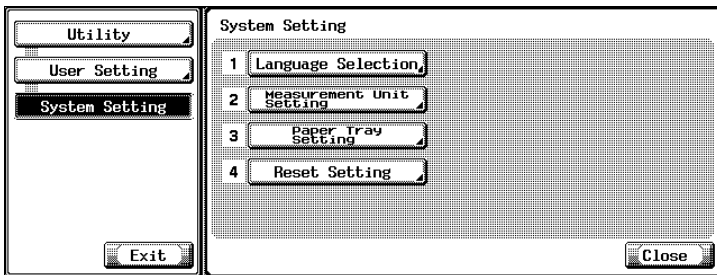
To specify Auto Tray Select Setting

- 1 Press the [Utility/Counter] to display the Utility/Counter Screen.
- 2 Touch [2 User Setting] to display the User Setting Screen.
- 3 Touch [1 System Setting].



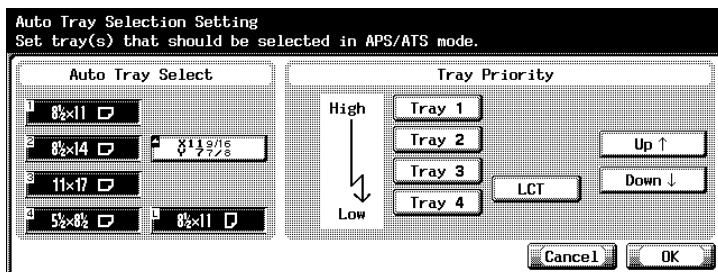
The System Setting Screen will be displayed.

- 4 Touch [3 Paper Tray Setting], then touch [2 Auto Tray Select Setting].



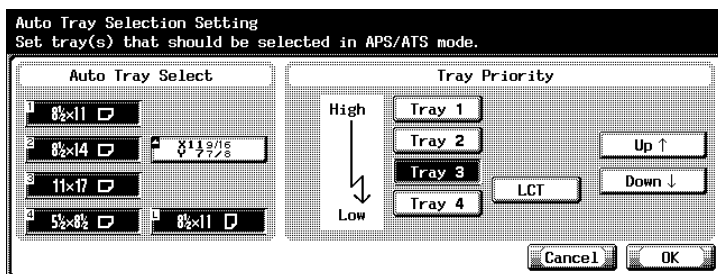
The Auto Tray Select Setting Screen will be displayed.

- 5 Touch to highlight the desired tray keys under “Auto Tray Select” in the left side area of the screen.
 - The selected trays are automatically detected when Auto Tray Switch functions.
 - The tray not selected here will not be detected even when Auto Tray Switch functions.



The selected trays will be displayed as tray keys under “Tray Priority” in the right side area of the screen.

- 6 Specify the priority of the trays to be detected in Auto Tray Switch using the tray keys in the right side area of the screen.
 - Touch to highlight the desired tray key, then touch [Up] or [Down] to change its priority.



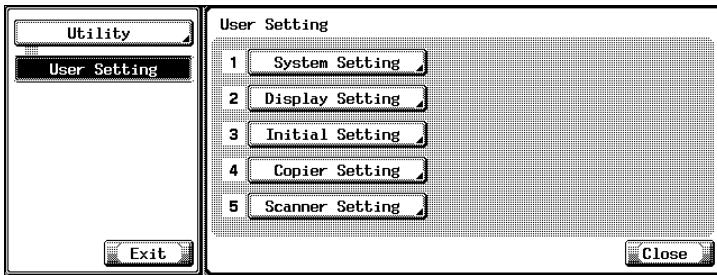
- 7 Touch [OK] to complete the setting.
 - To cancel the change, touch [Cancel].
In either case, the Paper Tray Setting Screen will be restored.
- 8 If further changes are required, touch the desired key.

14.2.5 3 Paper Tray Setting > 3 Auto Tray Switch ON/OFF

Set Auto Tray Switch function ON or OFF.

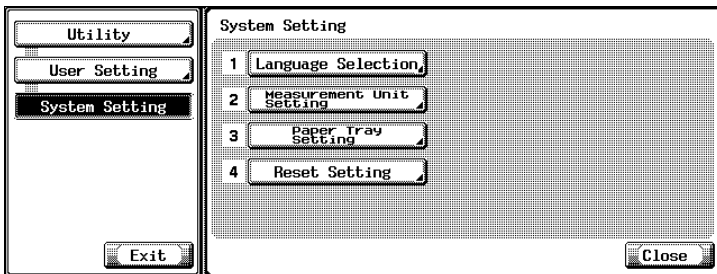
To specify Auto Tray Switch ON/OFF

- 1 Press the [Utility/Counter] to display the Utility/Counter Screen.
- 2 Touch [2 User Setting] to display the User Setting Screen.
- 3 Touch [1 System Setting].



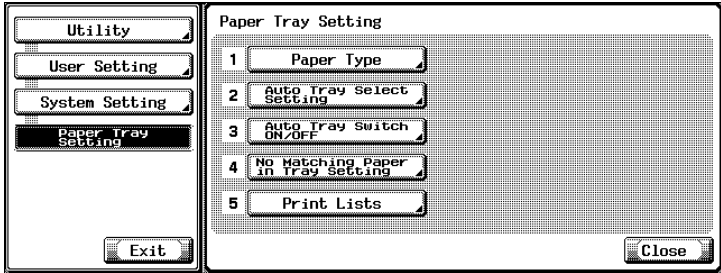
The System Setting Screen will be displayed.

- 4 Touch [3 Paper Tray Setting].



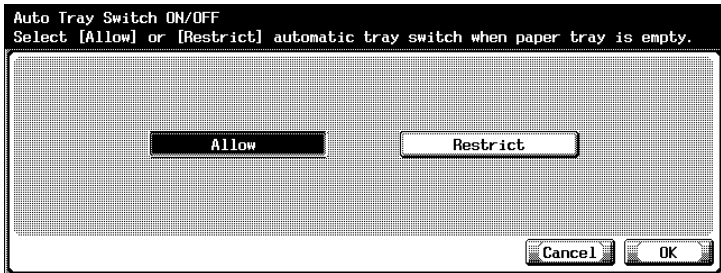
The Paper Tray Setting Screen will be displayed.

- 5 Touch [3 Auto Tray Switch ON/OFF].



The Auto Tray Switch ON/OFF Screen will be displayed.

- 6 Touch [Allow] to use Auto Tray Switch, or [Restrict] to deactivate this function.



- 7 Touch [OK] to complete the setting.
- To cancel the change, touch [Cancel].
In either case, the Paper Tray Setting Screen will be restored.
- 8 If further changes are required, touch the desired key.

14.2.6 3 Paper Tray Setting > 4 No Matching Paper in Tray Setting

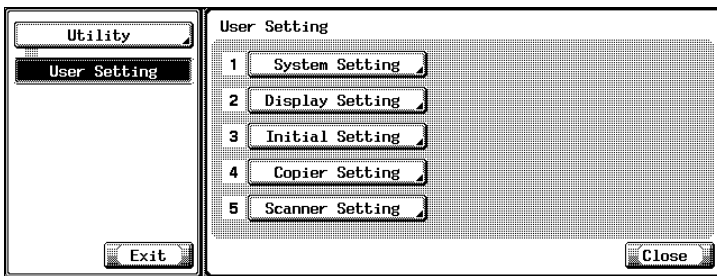
Select the machine operation to be performed in the case when the tray automatically selected by Auto Tray Switch is loaded with different paper type from that has been used for the current job.

With [Stop Printing (Tray Fixed)] selected, the machine ceases the current operation.

With [Switch Trays (Tray Priority)] selected, the machine makes a search for another tray loaded with the same paper type as that has been used, then continues the current job if any substitute is found.

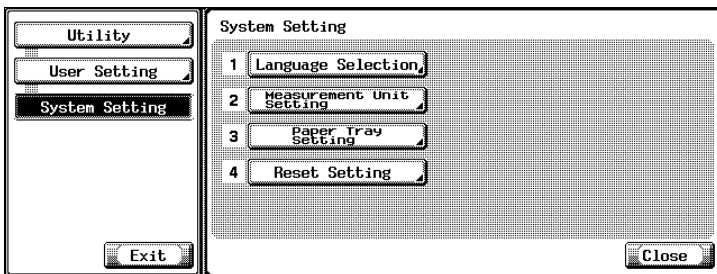
To specify No Matching Paper in Tray Setting

- 1 Press the [Utility/Counter] to display the Utility/Counter Screen.
- 2 Touch [2 User Setting] to display the User Setting Screen.
- 3 Touch [1 System Setting].



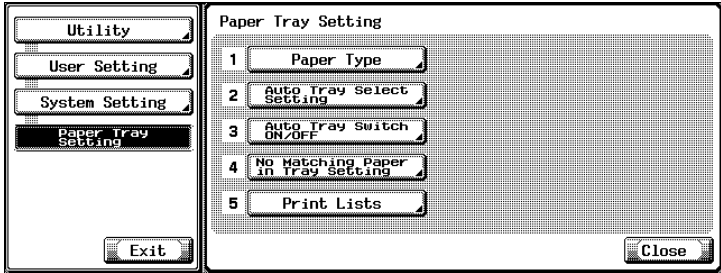
The System Setting Screen will be displayed.

- 4 Touch [3 Paper Tray Setting].



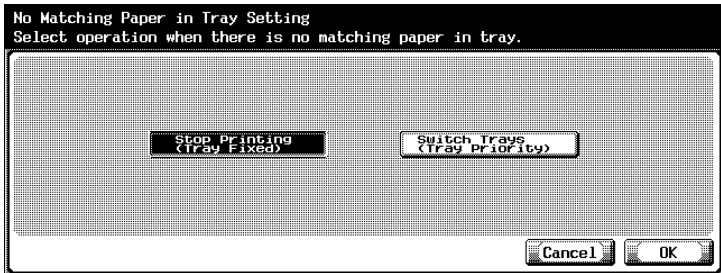
The Paper Tray Setting Screen will be displayed.

- 5 Touch [4 No Matching Paper in Tray Setting].



The No Matching Paper in Tray Setting Screen will be displayed.

- 6 Touch [Stop Printing (Tray Fixed)] or [Switch Trays (Tray Priority)] to highlight it.



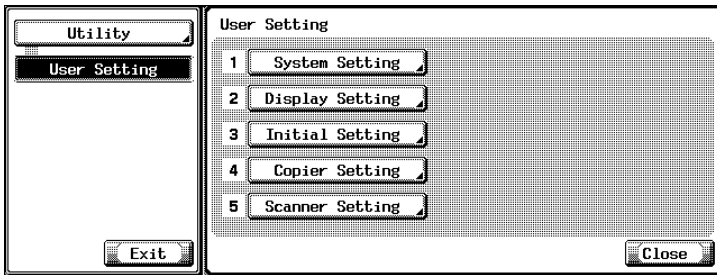
- 7 Touch [OK] to complete the setting.
- To cancel the change, touch [Cancel].
In either case, the Paper Tray Setting Screen will be restored.
- 8 If further changes are required, touch the desired key.

14.2.7 3 Paper Tray Setting > 5 Print Lists

Select the tray to feed copy paper for printing lists, such as the sales counter.

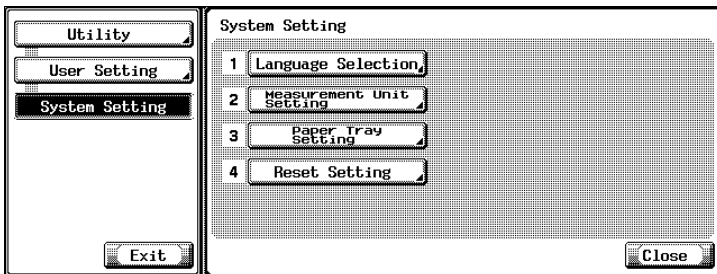
To specify Print Lists

- 1 Press the [Utility/Counter] to display the Utility/Counter Screen.
- 2 Touch [2 User Setting] to display the User Setting Screen.
- 3 Touch [1 System Setting].



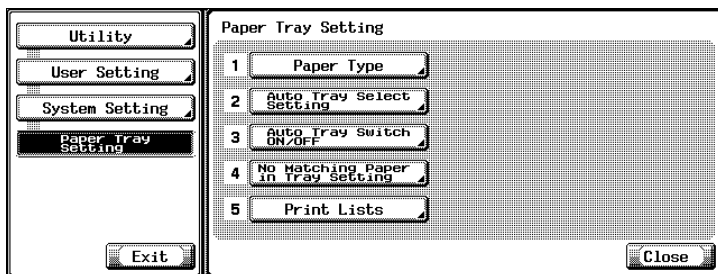
The System Setting Screen will be displayed.

- 4 Touch [3 Paper Tray Setting].



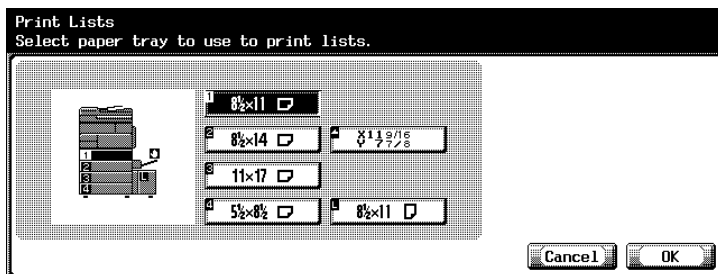
The Paper Tray Setting Screen will be displayed.

- 5 Touch [5 Print Lists].



The Print Lists Screen will be displayed.

- 6 Touch the desired tray key to highlight it.



- 7 Touch [OK] to complete the setting.
- To cancel the change, touch [Cancel].
In either case, the Paper Tray Setting Screen will be restored.
- 8 If further changes are required, touch the desired key.

14.2.8 4 Reset Setting > 1 System Auto Reset

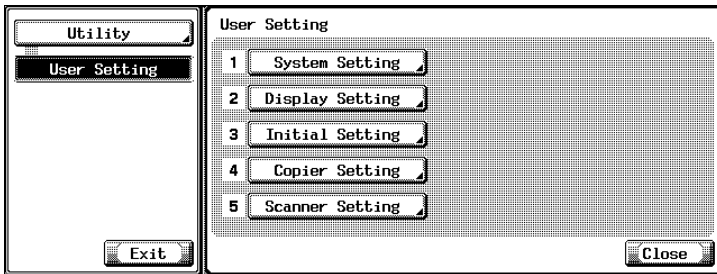
The machine can be set to automatically switch to the specified priority mode (Copy or Scan) after a certain period of machine inactivity. This function is referred to as System Auto Reset.

Use this setting to specify the priority mode and period of time to be elapsed before the touch panel displays the priority mode screen.

According to the factory default, the machine will switch to the Copy mode with Basic Screen displayed after one minute of machine inactivity.

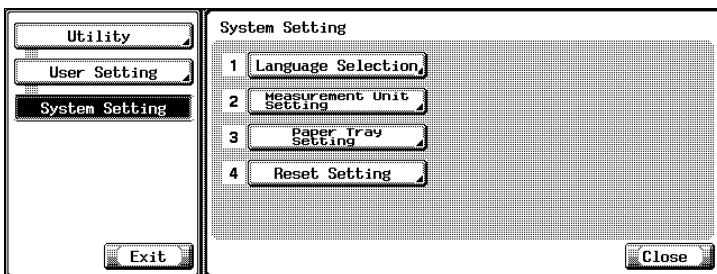
To specify System Auto Reset

- 1 Press the [Utility/Counter] to display the Utility/Counter Screen.
- 2 Touch [2 User Setting] to display the User Setting Screen.
- 3 Touch [1 System Setting].



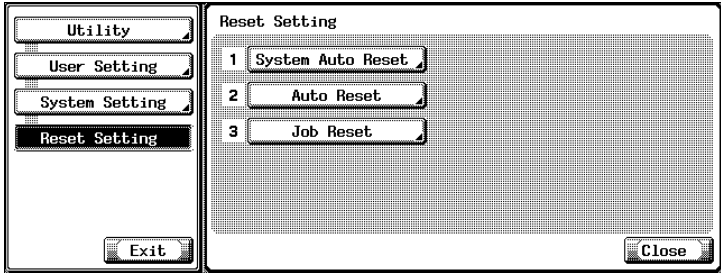
The System Setting Screen will be displayed.

- 4 Touch [4 Reset Setting].



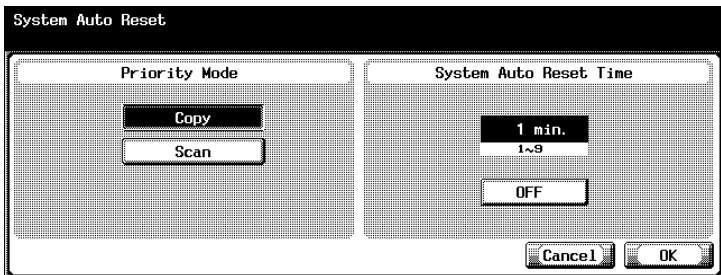
The Reset Setting Screen will be displayed.

- 5 Touch [1 System Auto Reset].



The System Auto Reset Screen will be displayed.

- 6 Select the desired priority mode in the left side area of the screen. Touch [Copy] or [Scan] to highlight it. In the right side area of the screen, specify the period of time before System Auto Reset is activated. Select the desired time from 1 to 9 minutes. When touching [OFF] to highlight it, System Auto Reset is not activated.



- 7 Touch [OK] to complete the setting.
- To cancel the change, touch [Cancel].
In either case, the Reset Setting Screen will be restored.
- 8 If further changes are required, touch the desired key.



Note

With OFF selected for System Auto Reset function, the Enlarge Display mode will not be released, while User Authentication/ Account Track function will be canceled in one minute.

14.2.9 4 Reset Setting > 2 Auto Reset

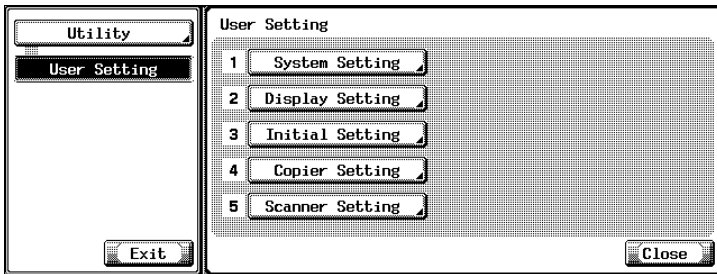
Auto Reset is the function to automatically restore the copier/scanner settings specified as initial setting when the specified period of time has elapsed without any operation on the touch panel or control panel made.

Use this setting mode to specify the period of time to be elapsed before Auto Reset is activated.

According to the factory default, the machine will activate Auto Reset in one minute.

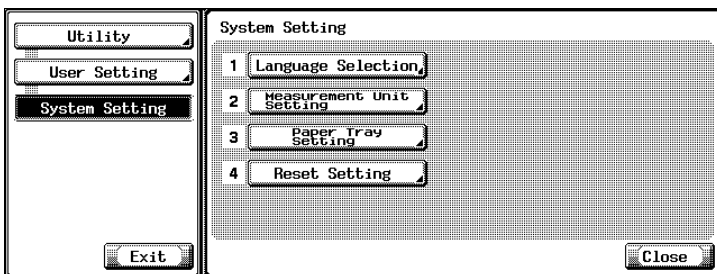
To specify Auto Reset

- 1 Press the [Utility/Counter] to display the Utility/Counter Screen.
- 2 Touch [2 User Setting] to display the User Setting Screen.
- 3 Touch [1 System Setting].



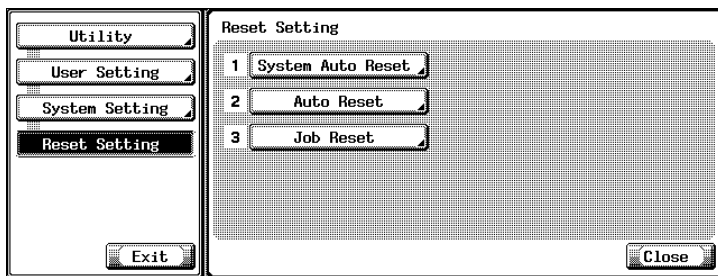
The System Setting Screen will be displayed.

- 4 Touch [4 Reset Setting].



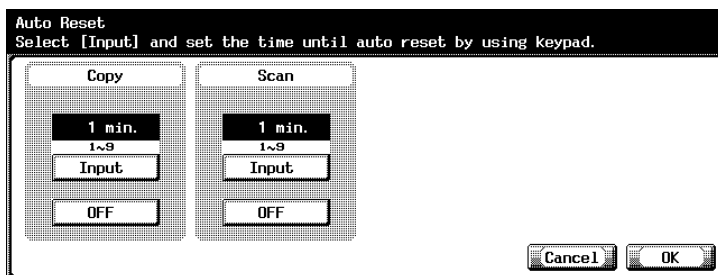
The Reset Setting Screen will be displayed.

- 5 Touch [2 Auto Reset].



The Auto Reset Screen will be displayed.

- 6 Touch [Input] in each area of Copy and Scan, then use the control panel keypad to enter the desired period of time to be elapsed before Auto Reset is activated.
When touching [OFF] to highlight it, Auto Reset for each is not activated.



- 7 Touch [OK] to complete the setting.
- To cancel the change, touch [Cancel].
In either case, the Reset Setting Screen will be restored.
- 8 If further changes are required, touch the desired key.

14.2.10 4 Reset Setting > 3 Job Reset

Select whether or not to initialize the settings currently specified when the machine takes it that the user has changed or original document is loaded into the ADF.

Also, select the copy condition to be initialized each time a single job has been completed. The following settings are provided.

Staple Setting: Initializes specified conditions in Staple mode.

Original Set Bind Direction: Initializes specified conditions in Original Direction and Margin.

Reset Data After Job: Initializes all copy conditions specified for the completed job.



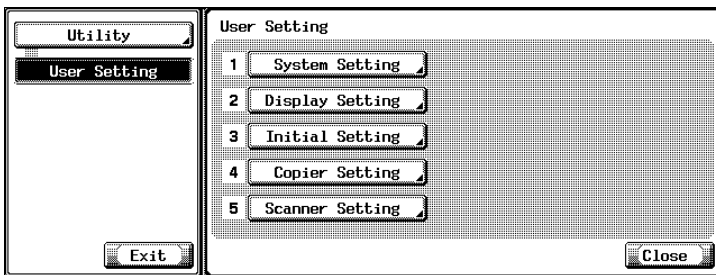
Note

This machine considers the following cases as user change (When Account is Changed):

- When the optional key counter or magnetic card of the data controller is removed.
- When [Access] is pressed after the User Authentication/ Account Track setting has once been performed.

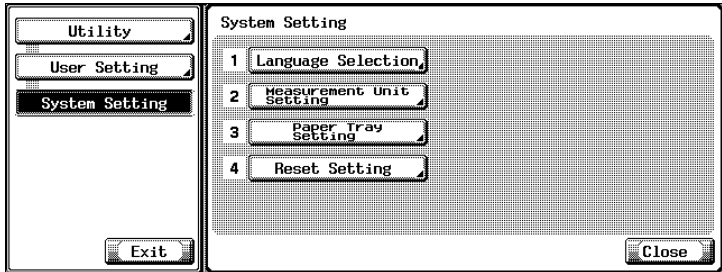
To specify Job Reset

- 1 Press the [Utility/Counter] to display the Utility/Counter Screen.
- 2 Touch [2 User Setting] to display the User Setting Screen.
- 3 Touch [1 System Setting].



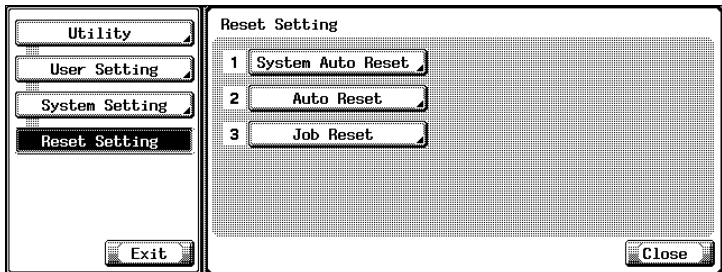
The System Setting Screen will be displayed.

4 Touch [4 Reset Setting].



The Reset Setting Screen will be displayed.

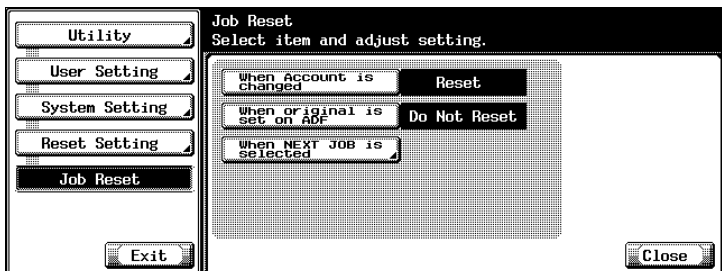
5 Touch [3 Job Reset].



The Job Reset Screen will be displayed.

6 Specify the reset setting for account change.

- Touch [When Account is changed] to display the setting menu on the right side of the screen.
- Select [Reset] to initialize the current settings and to clear the current account and password when key counter is removed.

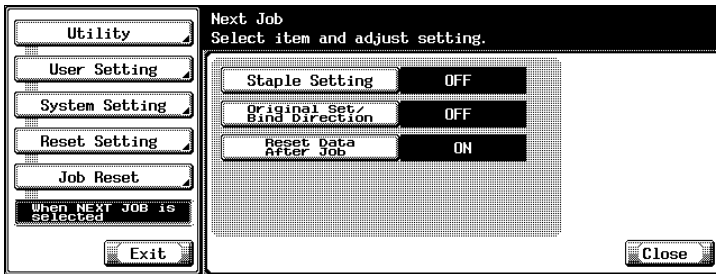


- 7 Specify the reset setting for original change.
Select whether or not to initialize the previous job settings when original document is loaded into the ADF.

- Touch [When Original is set on ADF] to display the setting menu on the right side of the screen.
- Select [Reset] to initialize the previous job settings when original is loaded into the ADF. Copy settings are to be made each time the original document is loaded into the ADF.

- 8 Specify the setting for job change.
Select whether or not to release the Staple Setting and Original Set/ Bind Direction, and to reset all the setting data after completion of each job.

- Touch [When NEXT JOB is selected] to display the Next Job Screen.



- Touch the key to be specified. The setting menu will be displayed on the right side of the screen.
Select either [ON] or [OFF] for each.

- 9 If further changes are required, touch the desired key.

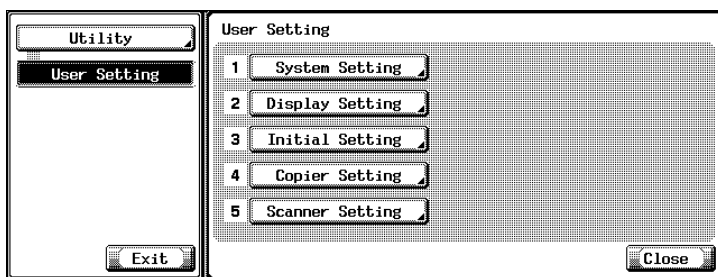
14.3 2 Display Setting

14.3.1 1 Sub Screen Display ON/OFF

To specify Sub Screen Display ON/OFF

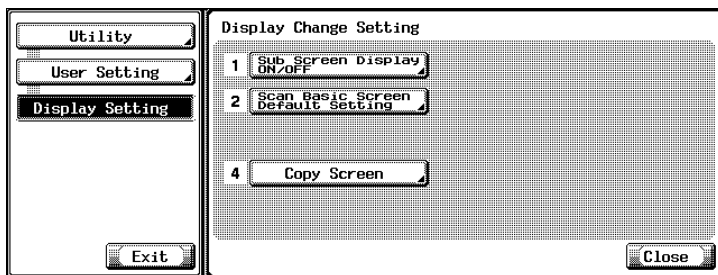
Select either the setting value or simple job list to be displayed in the sub area (left side) of the Basic Screen.

- 1 Press the [Utility/Counter] to display the Utility/Counter Screen.
- 2 Touch [2 User Setting] to display the User Setting Screen.
- 3 Touch [2 Display Setting].



The Display Change Setting Screen will be displayed.

- 4 Touch [1 Sub Screen Display ON/OFF].



The Sub Screen Display ON/OFF Screen will be displayed.

- 5 Select either [Setting Value] or [Job List].



- 6 Touch [OK] to complete the setting.
- To cancel the change, touch [Cancel].
In either case, the Display Change Setting Screen will be restored.
- 7 If further changes are required, touch the desired key.

14.3.2 2 Scan Basic Screen Default Setting

Specify the settings concerning scanner function. For details, refer to the User's Guide - Network/Scanner.

14.3.3 4 Copy Screen

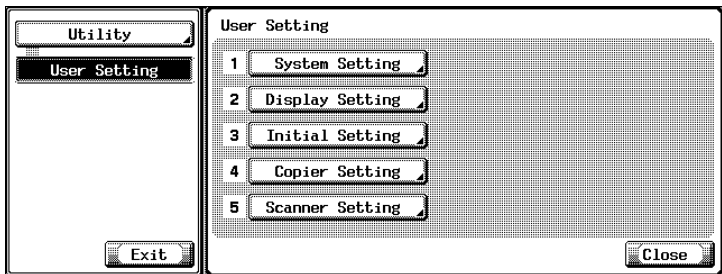
Select whether or not to display a specific screen while printing.

With [ON] selected, the Copy Operating Screen appears while printing job is in progress, allowing the user to reserve the next job by touching [Next Job Reservation].

With [OFF] selected, the Basic Screen (Copy mode) appears while printing job is in progress, directly allowing the user to reserve the next job.

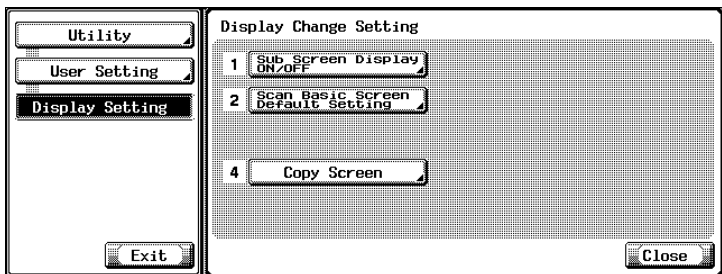
To specify Copy Screen

- 1 Press the [Utility/Counter] to display the Utility/Counter Screen.
- 2 Touch [2 User Setting] to display the User Setting Screen.
- 3 Touch [2 Display Setting].



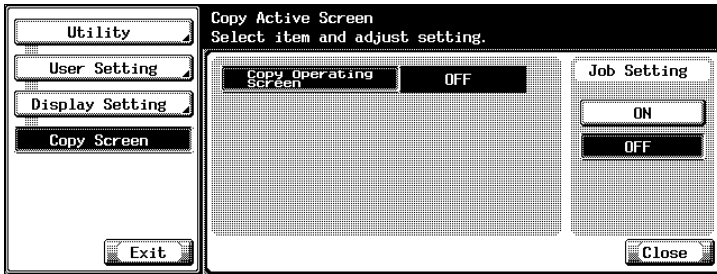
The Display Change Setting Screen will be displayed.

- 4 Touch [4 Copy Screen].



The Copy Active Screen will be displayed.

- 5 Touch [Copy Operating Screen] to highlight it, then select either [ON] or [OFF] under Job Setting on the right side area of the screen.



- 6 If further changes are required, touch the desired key.

14.4 3 Initial Setting

Specify the copy settings to be set automatically when the machine is reset.

The following two types of initial setting can be specified.

- Factory default: Settings specified when the machine is set up.
- Current setting: Settings specified from the touch panel before Utility mode is entered.



...

Note

The machine will be reset:

- when the machine is powered on
- when Auto Reset is operated
- when Power Save is operated
- when copy operation becomes available after the user/account authentication has been successfully made
- when a key counter or copy card is inserted
- when [Reset] on the control panel is pressed



...

Note

Factory default settings are as follows.

Basic settings: Print quantity 001, Simplex/Duplex 1>1, ADF On, Density AE, Zoom 1.000, Auto Paper Select On

Combine Originals: Combine Pages Off, Original Direction Normal, Margin Auto

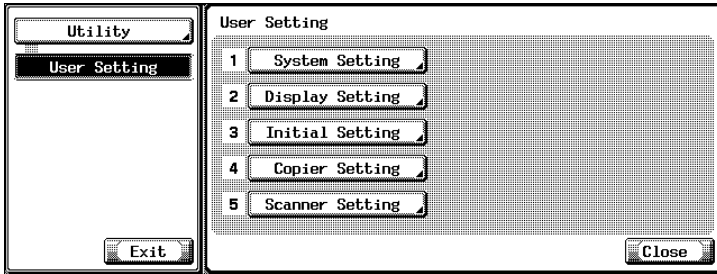
Original Image Type: Text/Photo

Application: Off

To specify the initial setting

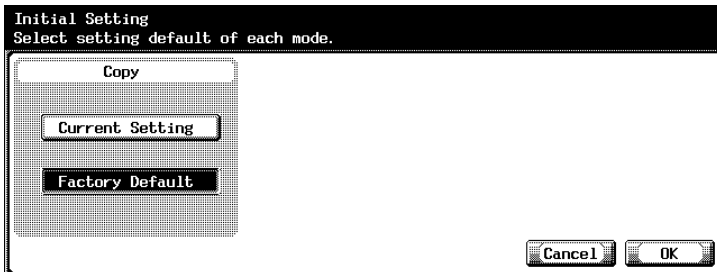
- 1 First specify the copy settings to be used as initial setting, if factory default is not desired.
- 2 Press the [Utility/Counter] to display the Utility/Counter Screen.
- 3 Touch [2 User Setting] to display the User Setting Screen.

- 4 Touch [3 Initial Setting].



The Initial Setting Screen will be displayed.

- 5 Touch [Current Setting] or [Factory Default] to highlight it.



- 6 Touch [OK] to complete the setting.
- To cancel the change, touch [Cancel].
In either case, the User Setting Screen will be restored.
- 7 If further changes are required, touch the desired key.

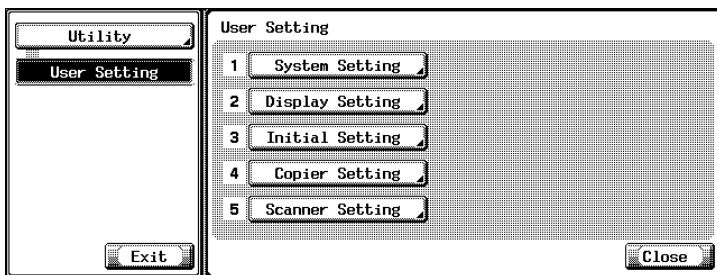
14.5 4 Copier Setting

14.5.1 Auto Booklet ON When Fold & Staple

Set the machine to automatically select the Booklet function when Fold & Staple is selected.

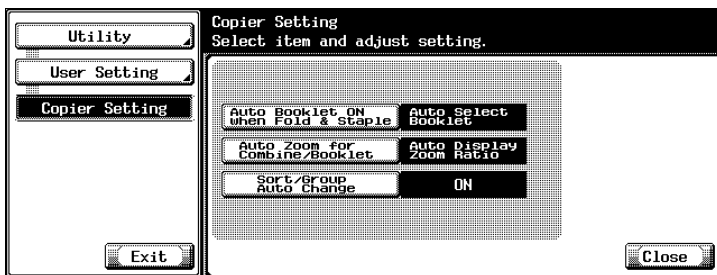
To specify Auto Booklet ON When Fold & Staple

- 1 Press the [Utility/Counter] to display the Utility/Counter Screen.
- 2 Touch [2 User Setting] to display the User Setting Screen.
- 3 Touch [4 Copier Setting].



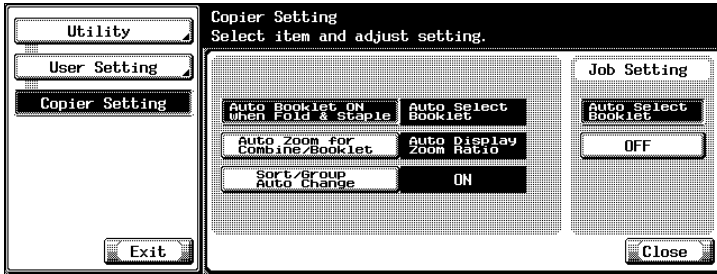
The Copier Setting Screen will be displayed.

- 4 Touch [Auto Booklet ON When Fold & Staple].



The setting menu will be displayed on the right side of the screen.

- 5 Touch either [Auto Select Booklet] or [OFF] to highlight it.



- 6 If further changes are required, touch the desired key.



Note

This setting is available only for the machine with Finisher FS-510 with Saddle stitcher SD-502 option installed.

14.5.2 Auto Zoom for Combine/Booklet

Set the machine to automatically select an appropriate magnification ratio when Combine Originals or Booklet function is selected along with Auto Paper Select.

With [Auto Display Zoom Ratio] selected:

×0.647 for 2 in 1, Booklet

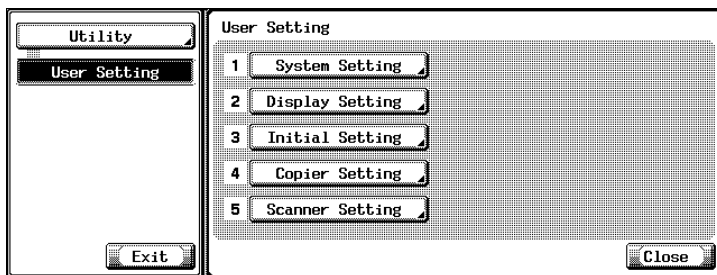
×0.500 for 4 in 1, Booklet

×0.323 for 8 in 1, Booklet

To specify Auto Zoom for Combine/Booklet

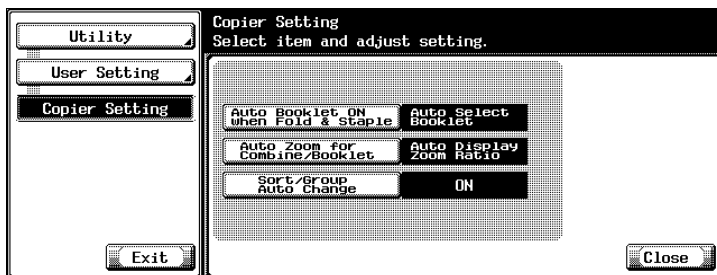
With [OFF] selected: Not selected automatically

- 1 Press the [Utility/Counter] to display the Utility/Counter Screen.
- 2 Touch [2 User Setting] to display the User Setting Screen.
- 3 Touch [4 Copier Setting].



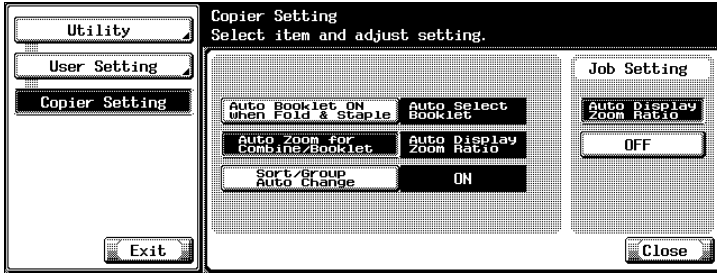
The Copier Setting Screen will be displayed.

- 4 Touch [Auto Zoom for Combine/Booklet].



The setting menu will be displayed on the right side of the screen.

- 5 Touch either [Auto Display Zoom Ratio] or [OFF] to highlight it.



The magnification ratio to be selected for each mode is as follows.

- 6 If further changes are required, touch the desired key.

14.5.3 Sort/Group Auto Change

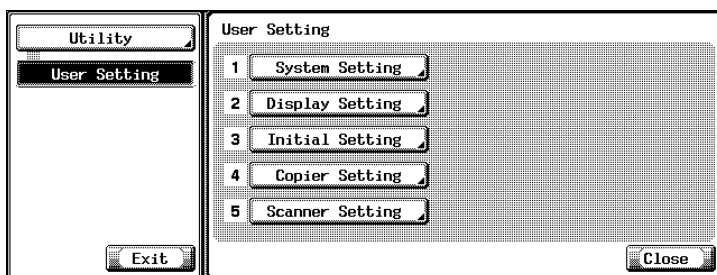
Set the machine to automatically select the Sort mode when two or more sheets of the original are to be printed in a single job.

With [ON] selected When the original document is loaded into ADF and [Start] is pressed, the machine will automatically select the Group mode if original count is one, or select the Sort mode if original count is two or more.

With [OFF] selected: The machine will not select the finishing mode automatically.

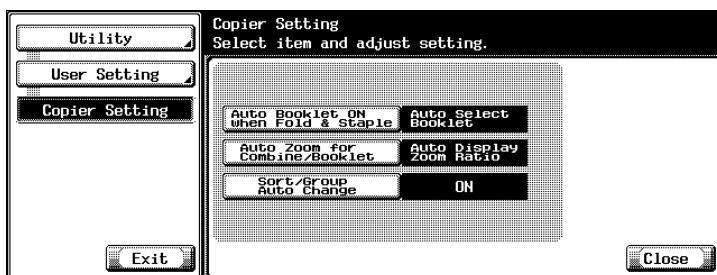
To specify Sort/Group Auto Change

- 1 Press the [Utility/Counter] to display the Utility/Counter Screen.
- 2 Touch [2 User Setting] to display the User Setting Screen.
- 3 Touch [4 Copier Setting].



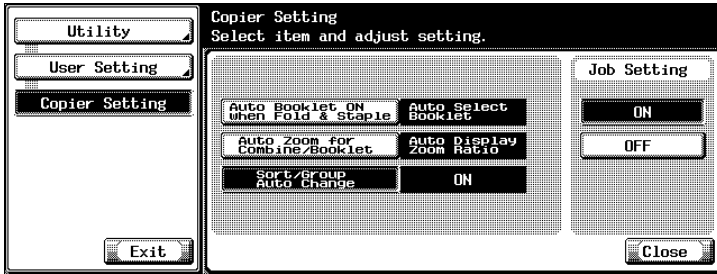
The Copier Setting Screen will be displayed.

- 4 Touch [Sort/Group Auto Change].



The setting menu will be displayed on the right side of the screen.

- 5 Touch either [ON] or [OFF] to highlight it.



- 6 If further changes are required, touch the desired key.

15

Utility <Administrator Setting>

15 Utility <Administrator Setting>

15.1 Administrator Setting Outlines

This section describes the items in [3 Administrator Setting] of the Utility/Counter Screen, and setting procedure of these items.

The Administrator Setting can only be specified by the administrator after a specific administrator password is entered.

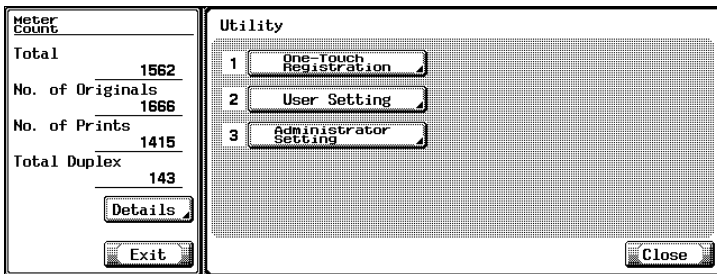
How to access the Administrator Setting Screen

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



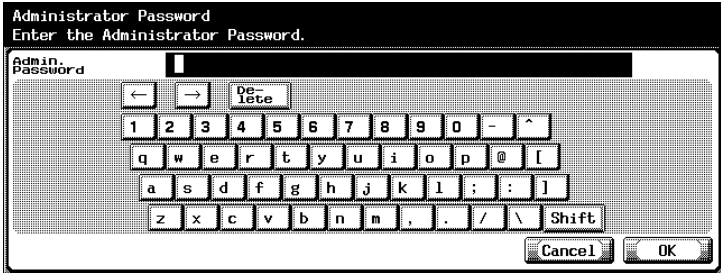
The Utility/Counter Screen will be displayed.

- 2 Touch [3 Administrator Setting].



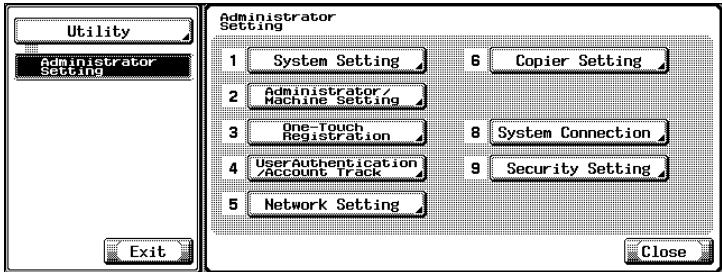
The Administrator Password Screen will be displayed.

- 3 Enter an eight-digit administrator password, then touch [OK].



The Administrator Setting Screen will be displayed.

- 4 Set each function item.

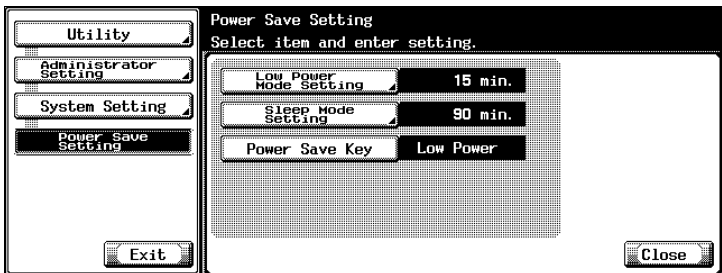


How to use [Close], [Exit], and layer keys

Touch [Close] to return to the previous screen.

Touch the desired layer key on the left side area of the screen to jump to that screen.

Touch [Exit] to restore the Basic Screen.



15.1.1 Chart of Setting Items on Utility Screens

This section uses a systematic chart to describe the setting items provided on layered Utility Screens.

This chart includes not only the Administrator Setting items to be performed by an administrator but User Setting items described in Section 14, network/scanner setting items, and fax setting items.

Administrator Security Level

The Administrator Security Level setting in the Administrator Setting can allow general users to specify some settings to be performed regularly by an administrator.

The settings that can be performed by general users are classified into two levels according to its importance. With Level 2 settings allowed, the users can perform more administrative settings.

For details and procedure of the settings allowed in the User Setting mode, see appropriate pages in this Administrator Setting section.



Detail

For the Administrator Security Level setting, see “Administrator Security Level” on page 15-108.

Marks and indication in the chart

The dimmed items will be allowed in User Setting mode by the Administrator Security Level setting.

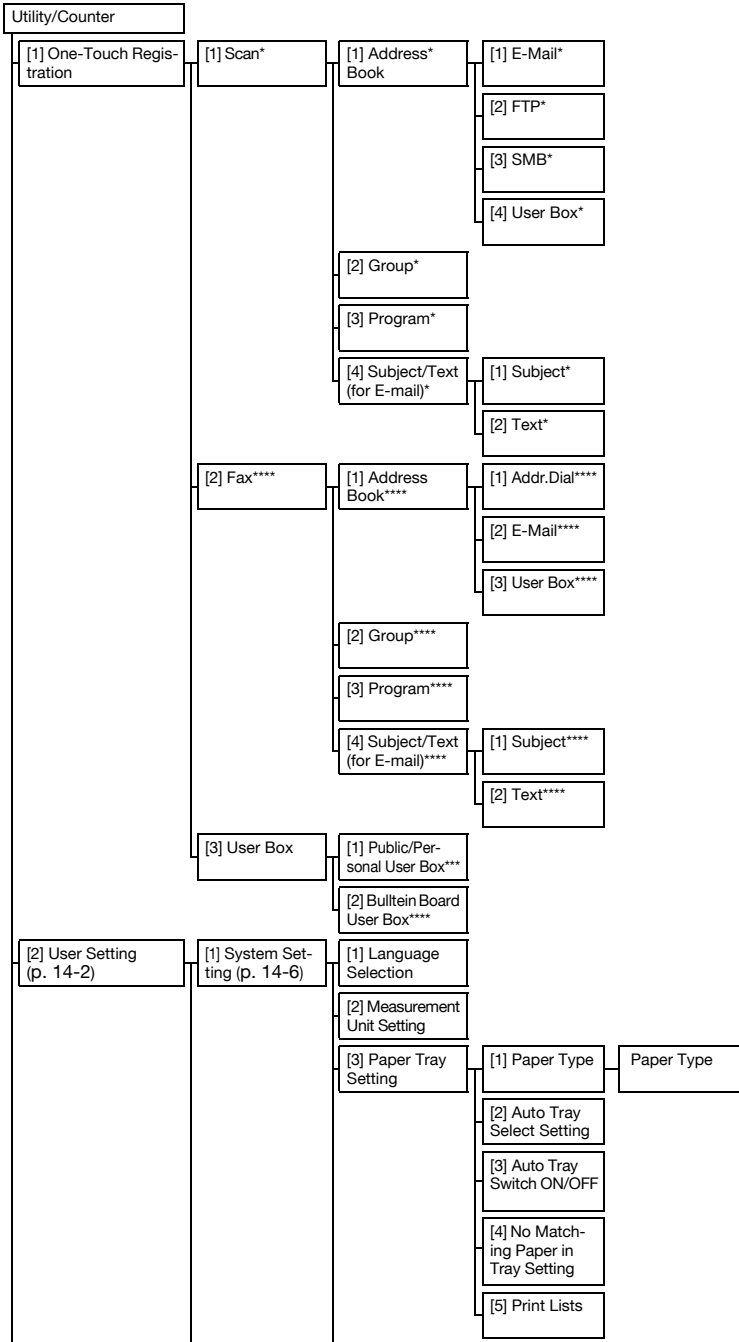
For details of the items marked with “*”, refer to the User’s Guide [Network Scanner Operations].

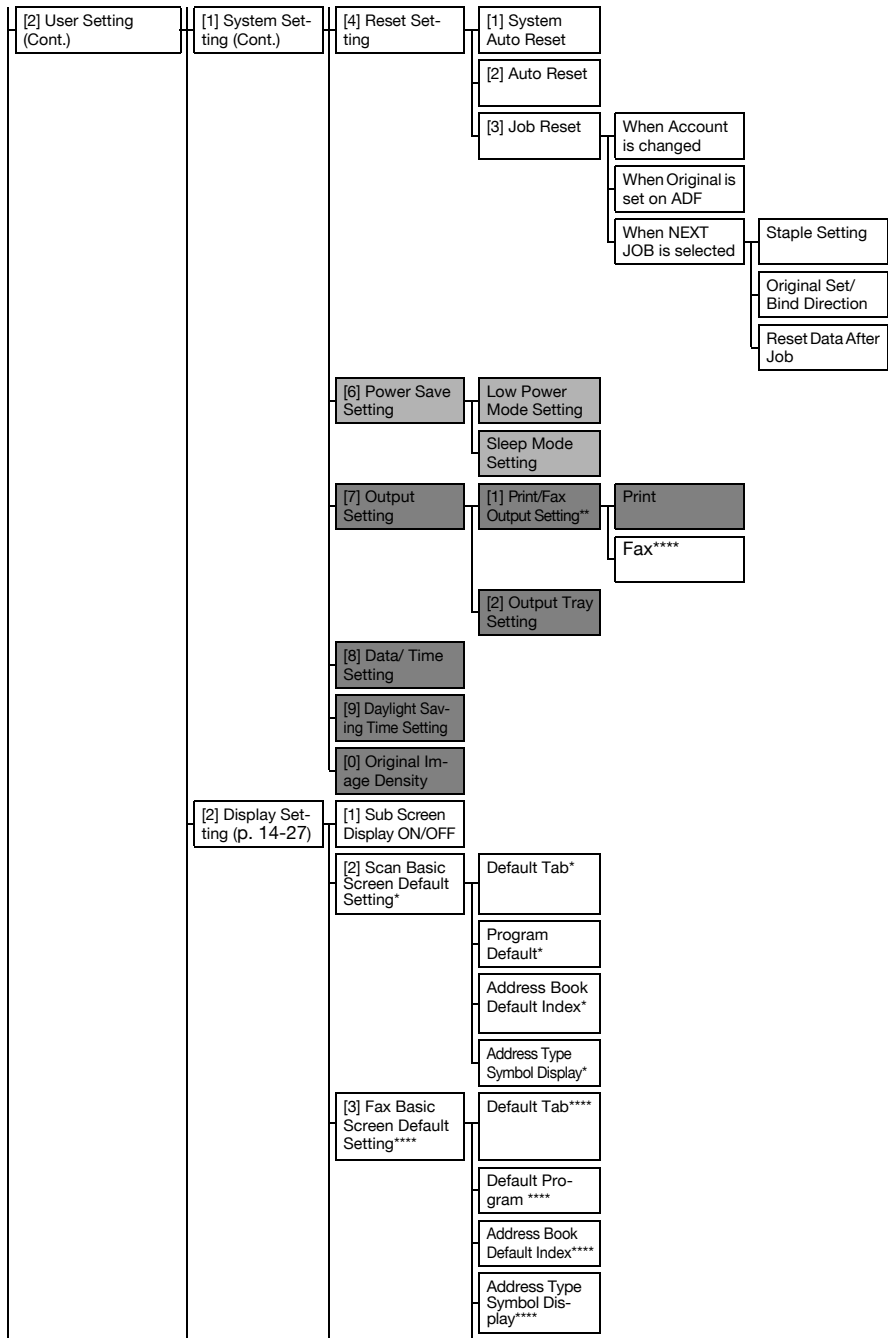
For details of the items marked with “****”, refer to the IC-204 User’s Guide.

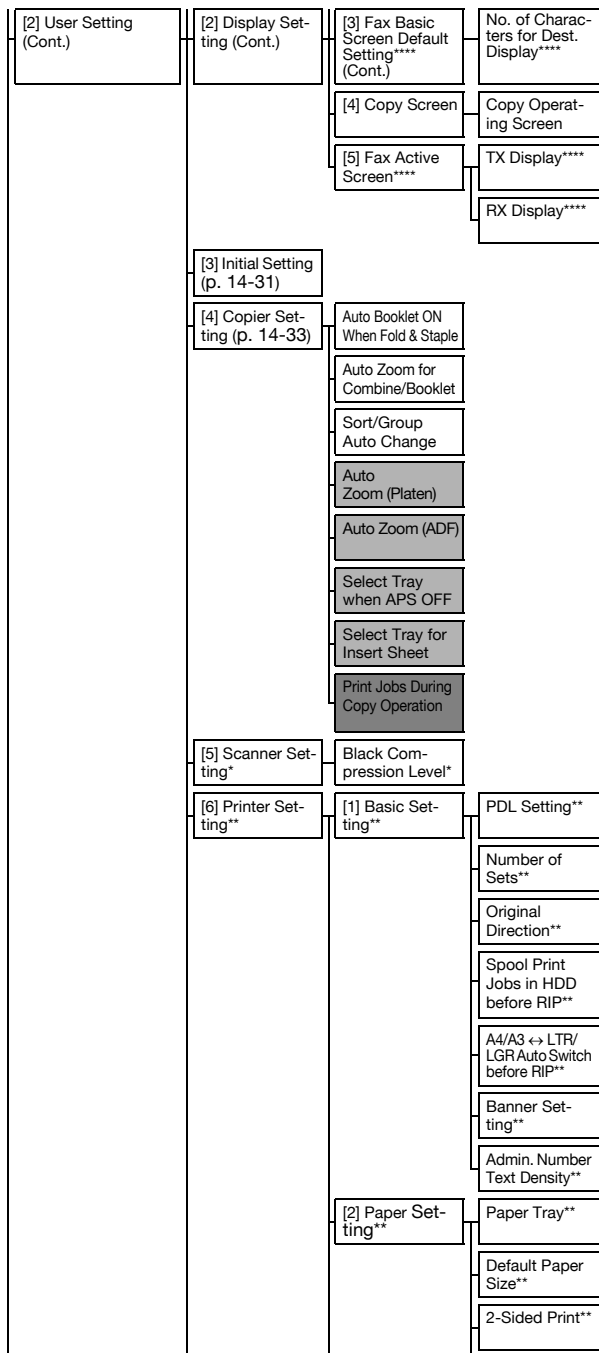
For details of the items marked with “*****”, refer to the User’s Guide [Box Operations].

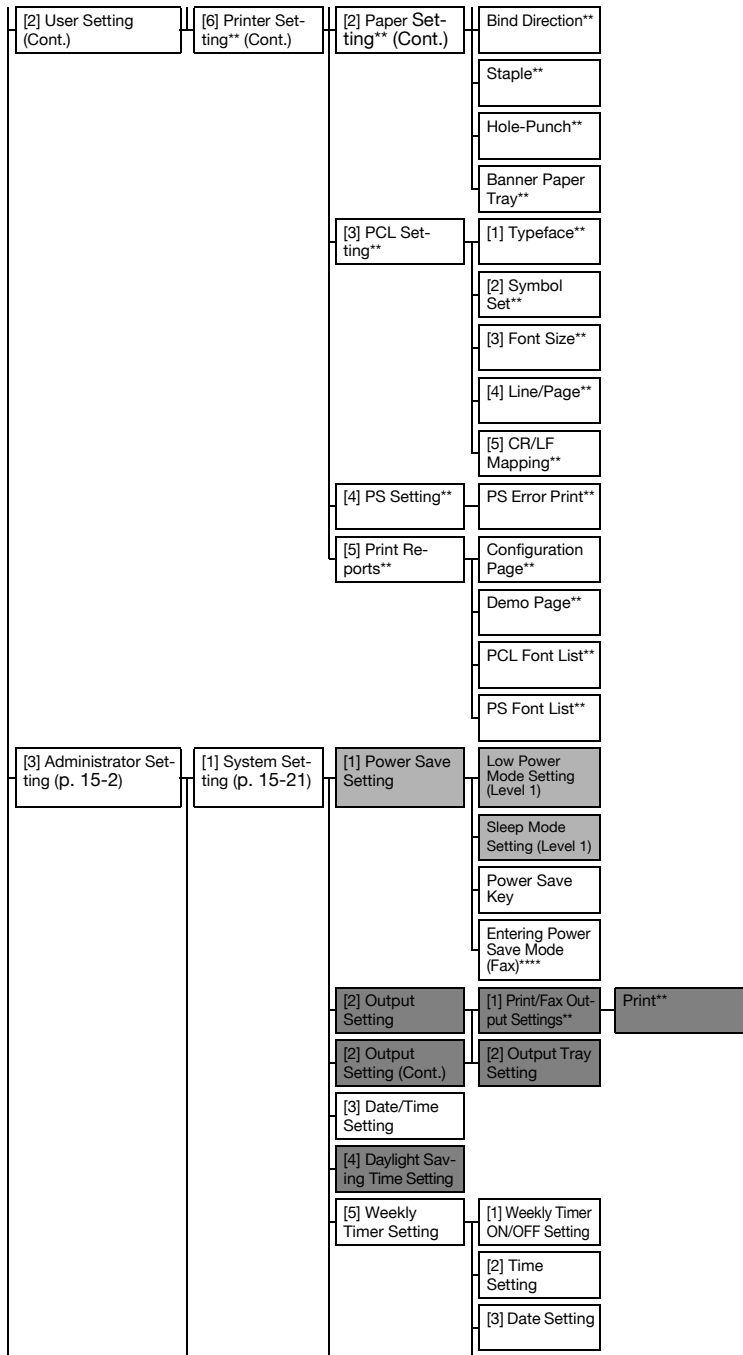
For details of the items marked with “*****”, refer to the User’s Guide [Fax Operations].

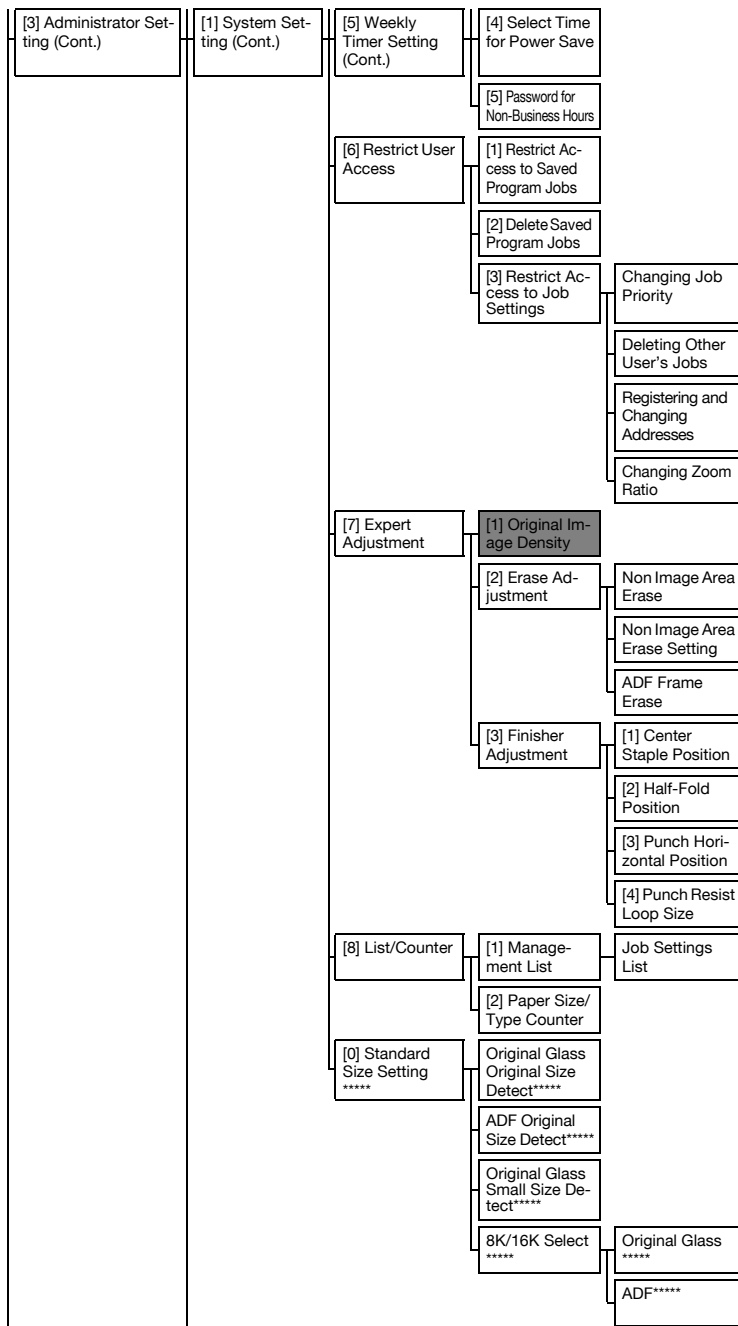
For details of the items marked with “*****”, contact your service representative.

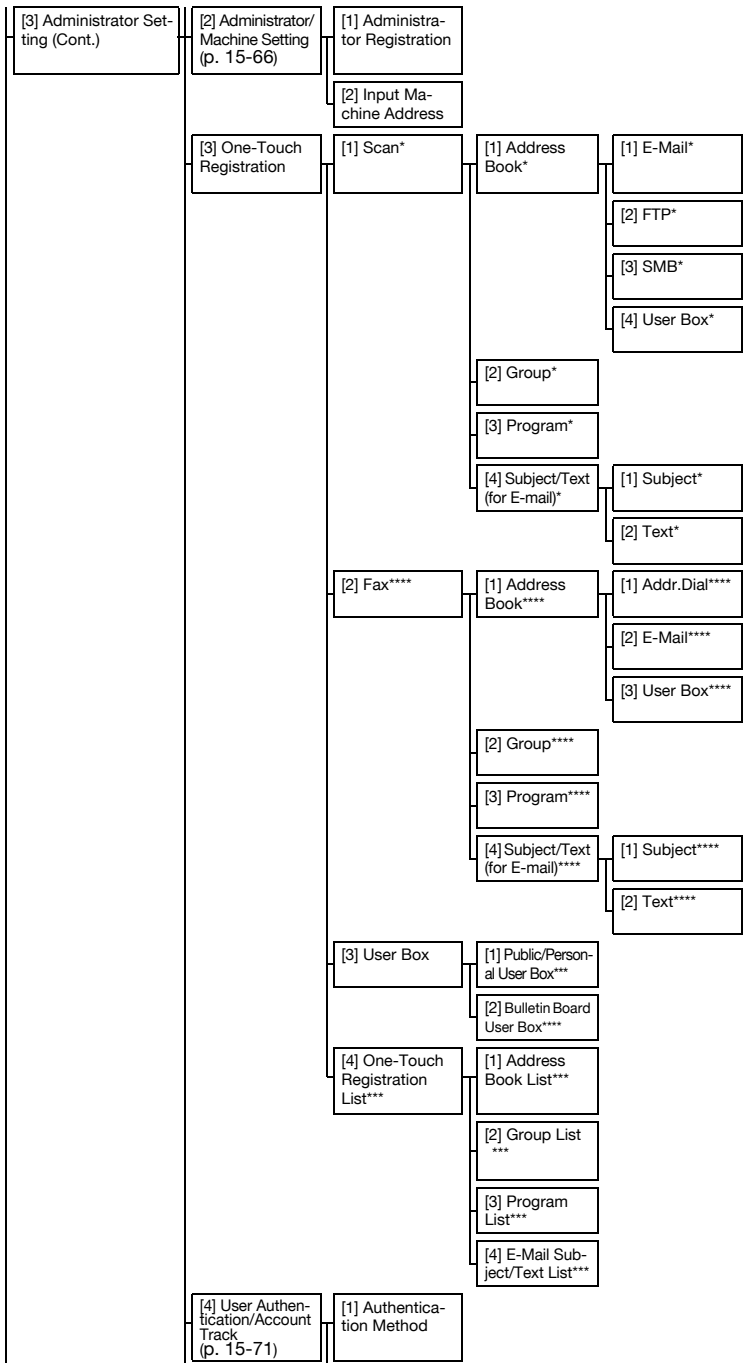


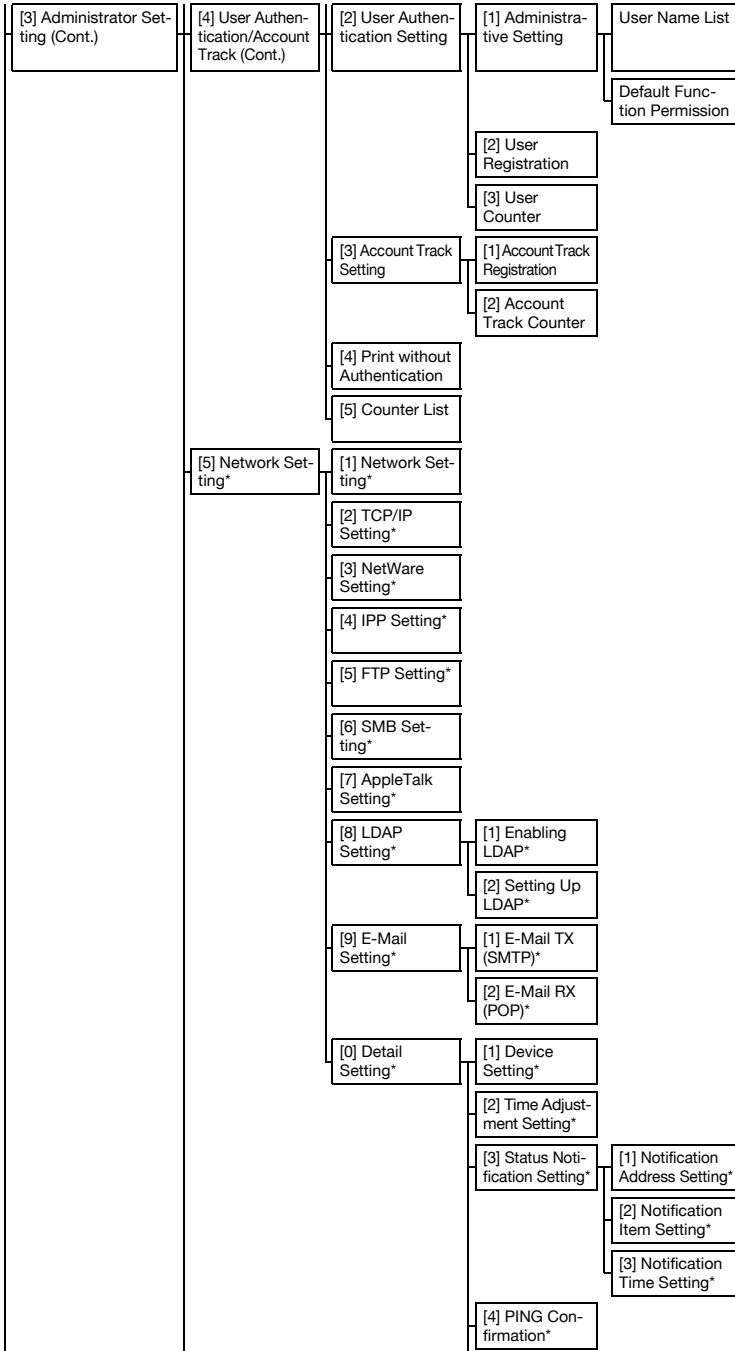


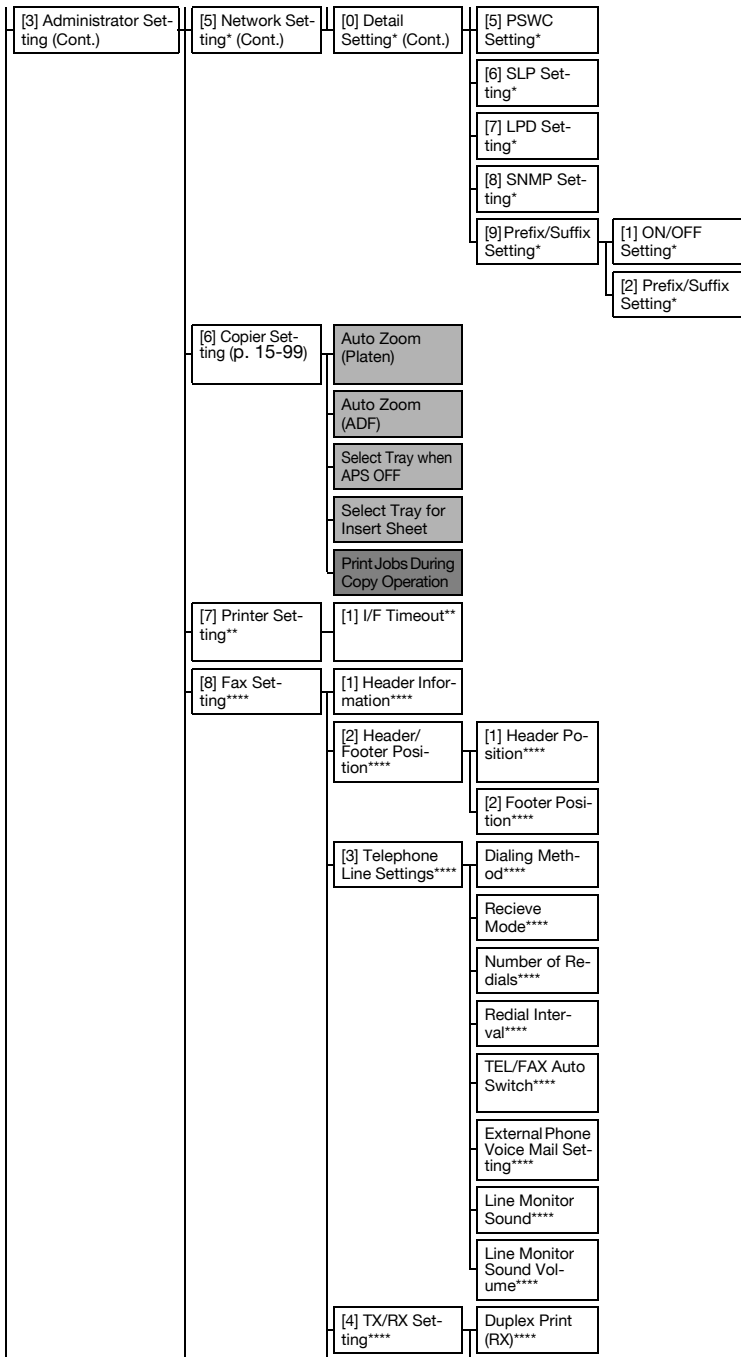


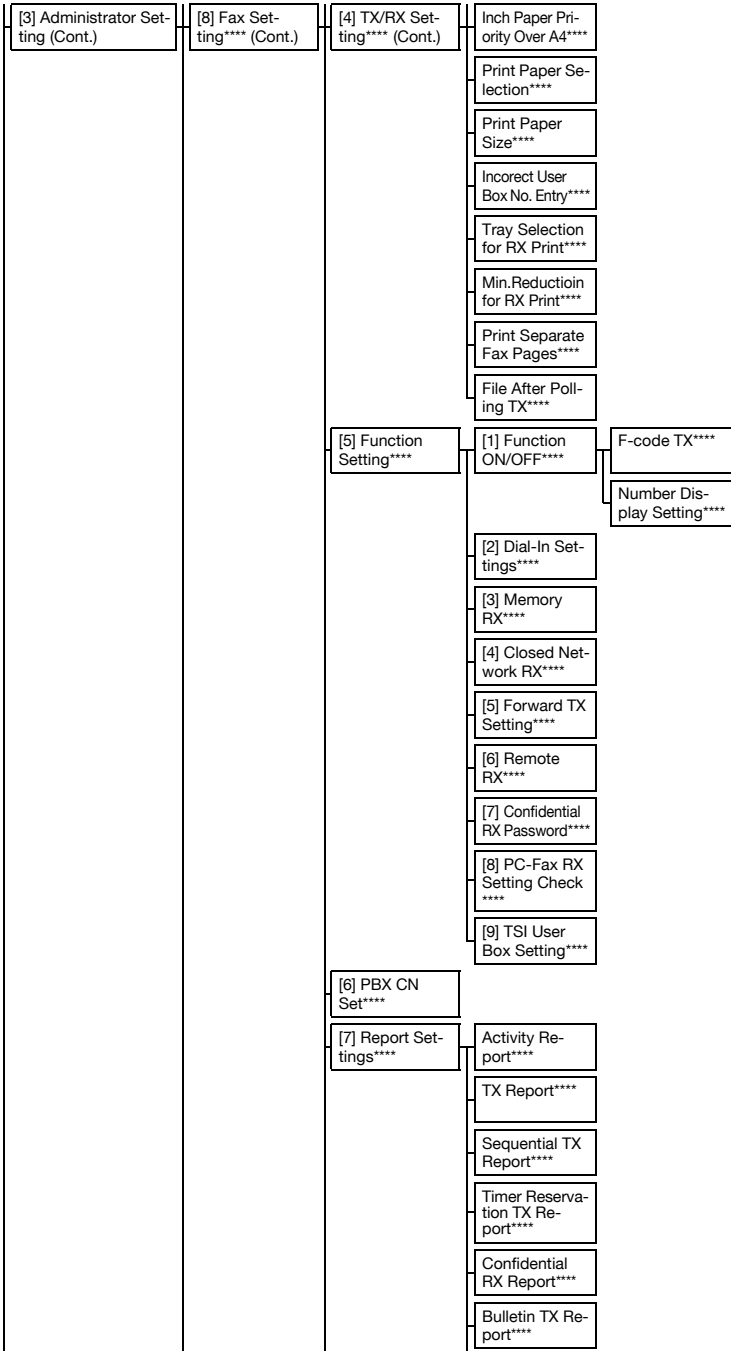


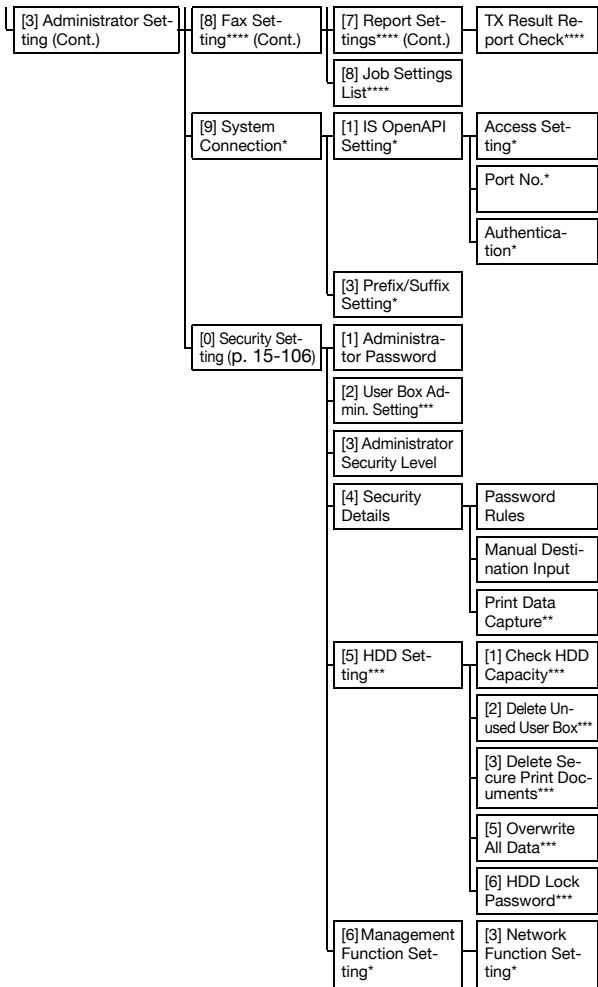












15.1.2 Function List of Administrator Setting

As for the function list of User Setting, see Section 14.

Setting Item/Description	Default
1 System Setting	
1 Power Save Setting (Level 1)	
Low Power Mode Setting Specify the interval of time to elapse before the machine automatically operates Low Power. 1 to 240 min. in 1 min. increments	15 min. (bizhub 500) 1 min. (bizhub 420)
Sleep Mode Setting Specify the interval of time to elapse before the machine automatically operates Sleep. 1 to 240 min. in 1 min. increments	90 min. (bizhub 500) 15 min. (bizhub 420)
Power Save Key Select either Low Power or Sleep as Power Save function. Low Power/Sleep	Low Power
2 Output Setting	
1 Print/Fax Output Settings** Specify the settings for printer/fax function. For details, refer to the IC-204 User's Guide.	
2 Output Tray Setting <ul style="list-style-type: none"> • Copy Specify the output tray to be used as default for copying. Tray 1/Tray 2/Tray 3 • Print Specify the output tray to be used as default for printing. Tray 1/Tray 2/Tray 3 • Reports Specify the output tray to be used as default for reports. Tray 1/Tray 2/Tray 3 	Copy: Tray 1 Print: Tray 1 Reports: Tray 2
3 Date/Time Setting Set the current date, time, and also the time difference (Time Zone) for the internal clock of the machine. Current Time Time Zone: -12:00 to 13:00 in 30 min. increments	00:00
4 Daylight Saving Time Setting Select whether or not to use the summer time (daylight-saving time) for the internal clock of the machine, and also specify the minutes to gain. ON/OFF 1 to 150 min. in 1 min. increments	OFF 60 min.

Setting Item/Description	Default
5 Weekly Timer Setting	
1 Weekly Timer ON/OFF Setting Enable or disable the Weekly Timer. ON/OFF	OFF
2 Time Setting Set the on/off times in hours and minutes for each day of the week.	---
3 Date Setting Set the timer on/off for a given day of a given month.	---
4 Select Time for Power Save Select whether or not to use off-time interval function while the machine is turned on according to the Weekly Timer setting. ON/OFF	OFF
5 Password for Non-Business Hours Set a password to turn on the machine temporarily while the machine power is shut down by Weekly Timer function. ON/OFF	OFF
6 Restrict User Access	
1 Restrict Access to Saved Program Jobs Lock the registered jobs (programmed contents of Mode Memory) in order to prevent it from being deleted during other store/delete operations.	---
2 Delete Saved Program Jobs Delete the registered jobs (programmed contents of Mode Memory).	---
3 Restrict Access to Job Settings	
Changing Job Priority Allow/Restrict to change the priority order in printing. Allow/Restrict	Allow
Deleting Other User's Jobs Allow/Restrict to delete other user's job when user authentication has been made on the machine. Allow/Restrict	Restrict
Registering and Changing Addresses Allow/Restrict to enter the address of recipient manually on the Scanner Screen. Allow/Restrict	Allow
Changing Zoom Ratio Allow/Restrict to alter already programmed magnification ratios. Allow/Restrict	Allow

Setting Item/Description	Default
7 Expert Adjustment	
1 Original Image Density Specify the original image type and adjust the density. <ul style="list-style-type: none"> • Function: Copy/Fax • Original Type: Text/Photo/Text Photo/Dot Matrix • Density Adjustment Text/Photo: 0 (Light) ~ 5 (Dark): 3 Text: 0 (Light) ~ 5 (Dark): 3 Photo: 0 (Light) ~ 5 (Dark): 1 Dot Matrix: 0 (Light) ~ 5 (Dark): 2 	<ul style="list-style-type: none"> • Function: Copy • Original Type: Text/Photo • Density Adjustment Text/Photo: 3 Text: 3 Photo: 1 Dot Matrix: 2
2 Erase Adjustment Specify the conditions in operating the Non Image Area Erase function, and also specify the erase amount of the ADF Frame Erase function.	
Non Image Area Erase: Always/Only when Auto Size or $\times 1.0$ is selected/Do Not Erase when $\times 1.0$ is selected	Do Not Erase when $\times 1.0$ is selected
Non Image Area Erase Setting: Auto/Specify <ul style="list-style-type: none"> • How to Erase: Diagonal Erase/Square Erase • Original Density: 1 (Light) ~ (Dark) 	Specify <ul style="list-style-type: none"> • How to Erase: Square Erase • Original Density: 3 (Std.)
ADF Frame Erase: 0 to 5 mm in 1 mm increments	3 mm
3 Finisher Adjustment	
1 Center Staple Position Adjust the dislocation of the center staple position on each paper size. -5.0 to 5.0 mm in 0.5 mm increments	0.0 mm
2 Half-Fold Position Adjust the dislocation of half-fold position on each paper size. -5.0 to 5.0 mm in 0.5 mm increments	0.0 mm
3 Punch Horizontal Position Adjust the horizontal position of punch holes. -5.0 to 5.0 mm in 0.5 mm increments	0.0 mm
4 Punch Resist Loop Size Adjust the slanted punch position in double-sided copies or in cover sheet. -4 to 4 mm in 1 mm increments	0 mm
8 List/Counter	
1 Management List Print out the machine management lists.	- - -
2 Paper Size/Type Counter Register up to nine combinations of paper size and type to be counted.	- - -

Setting Item/Description	Default				
<p>0 Standard Size Setting</p> <p>Original Glass Original Size Detect Specify the size system of the original to be detected on the original glass. AB series/Inch series/A series/Full Size</p> <p>ADF Original Size Detect Specify the size system of the original to be detected in the ADF. AB series/Inch series/A series/Full Size</p> <p>Original Glass Small Size Detect Specify the minimum original size to be detected on the original glass. Detected size/A4 <input type="checkbox"/> 8-1/2 × 11 <input type="checkbox"/></p> <p>Foolscap Size Setting***** Specify the size of foolscap paper 8-1/2 × 13/ 8-1/4 × 13/ 8-1/2 × 13-1/4/ 8 × 13</p> <p>8K/16K Select***** Select either K size or B series to be detected each on the original glass and ADF.</p> <table border="1" data-bbox="303 663 721 735"> <tr> <td data-bbox="303 663 721 703">Original Glass: 8K/16K/B4/B5</td> <td data-bbox="721 663 981 703">B4/B5</td> </tr> <tr> <td data-bbox="303 703 721 735">ADF: 8K/16K/B4/B5</td> <td data-bbox="721 703 981 735">B4/B5</td> </tr> </table>	Original Glass: 8K/16K/B4/B5	B4/B5	ADF: 8K/16K/B4/B5	B4/B5	<p>Full Size</p> <p>Full Size</p> <p>Detected size</p> <p>8-1/2×13</p>
Original Glass: 8K/16K/B4/B5	B4/B5				
ADF: 8K/16K/B4/B5	B4/B5				
<p>2 Administrator/Machine Setting</p> <p>1 Administrator Registration Register an administrator name, extension number, and e-mail address. Name/Extension No./E-Mail/Address</p> <p>2 Input Machine Address Register the name and e-mail address of the machine. Machine Name/E-Mail</p>					
<p>4 Use Authentication/Account Track</p> <p>1 Authentication Method Specify User Authentication, Public User Access, Account Track, Account Track Input Method, When # of Jobs Reach Maximum, Synchronize User Authentication & Account Track, and # of Counters Assigned for Users settings.</p> <ul style="list-style-type: none"> • User Authentication: OFF/ON (External Server)/ON (MFP) • Public User Access: Restrict/Allow • Account Track: OFF/ON • Account Track Input Method: Account Name & Password/Password Only • When # of Jobs Reach Maximum: Skip Job/Stop Job • Synchronize User Authentication & Account Track: Synchronize/Do Not Synchronize • # of Counters Assigned for Users: 1 to 99 	<ul style="list-style-type: none"> • User Authentication: OFF • Public User Access: Restrict • Account Track: OFF • Account Track Input Method: Account Name & Password • When # of Jobs Reach Maximum: Skip Job • Synchronize User Authentication & Account Track: Do Not Synchronize • # of Counters Assigned for Users: 50 				

Setting Item/Description	Default
2 User Authentication Setting <ul style="list-style-type: none"> 1 Administrative Setting <ul style="list-style-type: none"> User Name List Specify whether or not to display the User Name List. ON/OFF 	
Default Function Permission If external server authentication is enabled, the following functions available to authenticated users can be limited. <ul style="list-style-type: none"> • Copy: Allow/Restrict • Scan: Allow/Restrict • User Box: Allow/Restrict 	<ul style="list-style-type: none"> • Copy: Allow • Scan: Allow • User Box: Allow
2 User Registration Register/Change/Delete a user. User Name/User Password/E-Mail Address/Account Track/Max. Allowance Set/Function Permission	
3 User Counter The total print count/ copy count/ scan count of the following modes can be checked for each user. Copy + Print/Copy/Scan	
3 Account Track Setting	
1 Account Track Registration Account names, passwords, and the maximum number of sheets for printing can be set for each account using this machine. Account Name/Password/Max. Allowance Set	
2 Account Track Counter The total print count/ scan count of the following modes can be checked for each account. Copy + Print/Copy/Scan	
4 Print without Authentication Specify whether or not to allow unspecified users or accounts to print. Allow/Restrict	Restrict
5 Counter List Print the User Counter and the Account Track Counter.	- - -
6 Copier Setting	
Auto Zoom (Platen) Specify whether or not to enable Auto Zoom when making a copy using the original glass. ON/OFF	OFF
Auto Zoom (ADF) Specify whether or not to enable Auto Zoom when making a copy using the ADF. ON/OFF	ON
Select Tray when APS OFF Specify the tray to be selected when Auto Paper Select is released. Tray Before APS ON/Default Tray	Tray Before APS ON

Setting Item/Description	Default
Select Tray for Insert Sheet Specify the tray to be loaded with paper for Cover Mode and Insert Sheet functions. Tray 1/Tray 2/Tray 3/Tray 4/LCT Bypass	Tray 2
Print Jobs During Copy Operation Specify whether or not to accept print data while copy operation is in process. Accept/Receive Only/Do Not Accept	Accept
0 Security Setting	
1 Administrator Password Set a new administrator password.	1 2 3 4 5 6 7 8
3 Administrator Security Level Specify the administrator settings to be allowed to general users. Level 1/Level 2/Prohibit	Prohibit
4 Security Details	
Password Rules Select whether or not to apply the password rules. Select ON to enhance the security. ON/OFF	OFF
Manual Destination Input Select whether or not to allow users to input the destination manually. Allow/Restrict	Allow
6 Management Function Setting	
3 Network Function Setting Some network functions can be restricted in use in order to enhance the security. Allow/Disable	Allow

15.2 1 System Setting

15.2.1 1 Power Save Setting

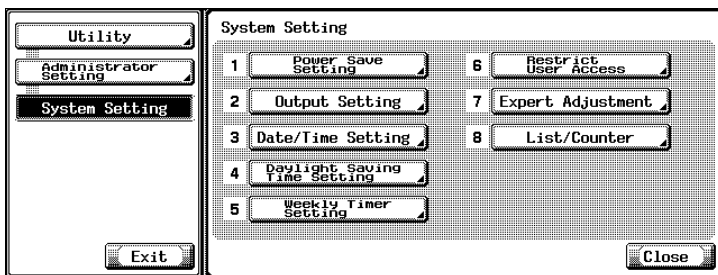
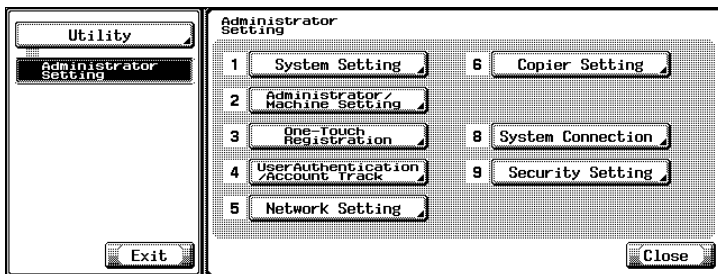
Specify the interval of time to elapse before the machine automatically operates Low Power and Sleep.

Select either Low Power or Sleep as Power Save function to be activated when the [Power Save] key on the control panel is pressed, and also select whether or not to immediately return to the power saving condition after receiving a fax transmission during the Power Save mode.

To specify Power Save Setting

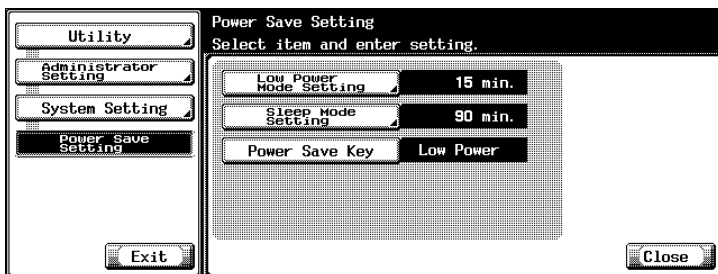
- ✓ Low Power setting: 1 to 240 min. in 1 min. increments; factory default 15 min. (bizhub 500)/ 1 min. (bizhub 420)
- ✓ Low Power will not function if the period of time specified for Low Power exceeds the Sleep setting.
- ✓ Sleep setting: 1 to 240 min. in 1 min. increments; factory default 90 min. (bizhub 500)/ 15 min. (bizhub 420)
- ✓ If the period of time selected for Sleep is longer than the Low Power setting, Low Power operates first, then Sleep will take it over.
If the Sleep setting is shorter than the Low Power setting, Low Power does not function while Sleep keeps operating.

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [1 System Setting], then touch [1 Power Save Setting].

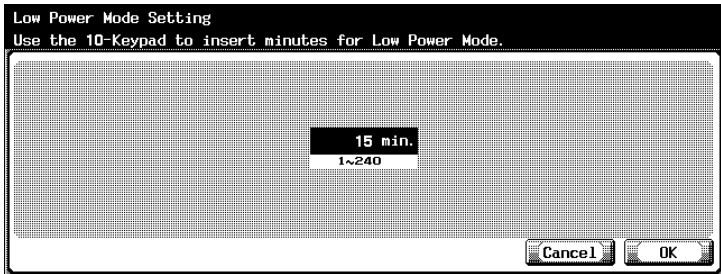


The Power Save Setting Screen will be displayed.

- 3 Select the interval of time to elapse before Low Power operates automatically.
 - Touch [Low Power Mode Setting] to display the Low Power Mode Setting Screen.

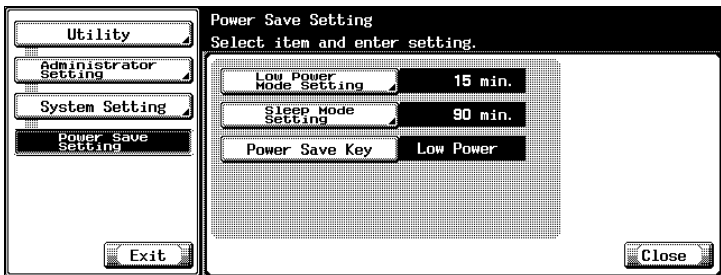


Use the control panel keypad to enter the desired waiting period.

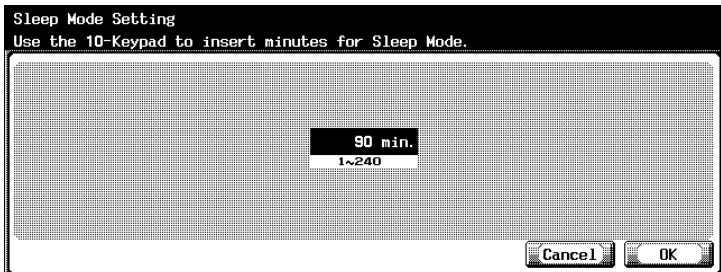


- Touch [OK] to complete the setting, or touch [Cancel] to restore the previous setting. In either case, the Power Save Setting Screen will be restored.

- 4 Select the interval of time to elapse before Sleep operates automatically.
- Touch [Sleep Mode Setting] to display the Sleep Mode Setting Screen.

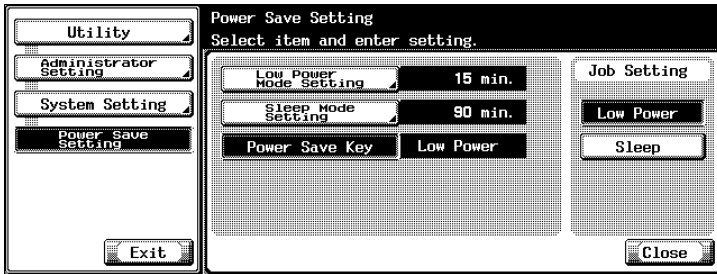


Use the control panel keypad to enter the desired waiting period.



- Touch [OK] to complete the setting, or touch [Cancel] to restore the previous setting. In either case, the Power Save Setting Screen will be restored.

- 5 Select the Power Save mode to be set manually when [Power Save] on the control panel is pressed.
 - Touch [Power Save Key].



Select [Low Power] or [Sleep] under “Job Setting” in the right side area of the screen.

Low Power selected: Energy saving condition will be entered with the touch panel blacked out.

Sleep selected: More energy can be conserved than Low Power. However, it takes longer to recover the standby state because the machine needs warmup.

- 6 Touch [OK] to complete the setting.
 - To cancel the change, touch [Cancel].
In either case, the Power Save Setting Screen will be restored.
- 7 If further changes are required, touch the desired key.



Note

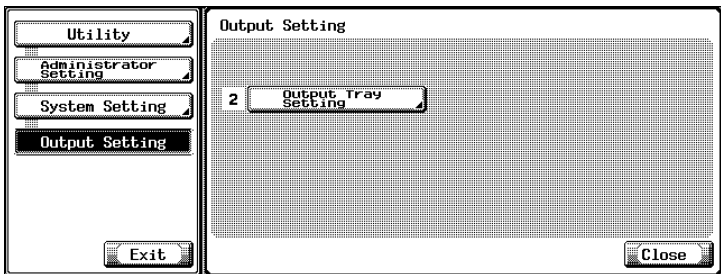
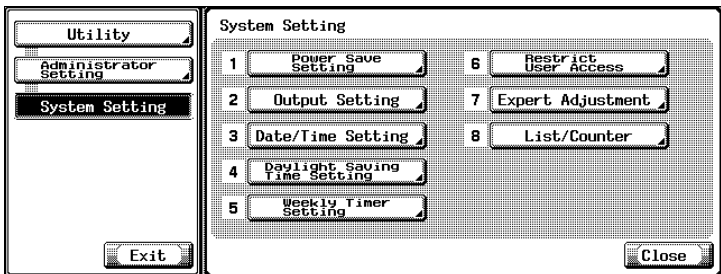
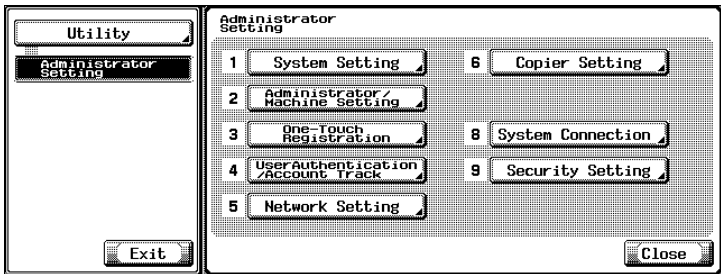
The Low Power Mode Setting and Sleep Mode Setting can be accessed also from the User Setting Screen if the Administrator Security Level in the Administrator Setting is set to Level 1 or Level 2.

15.2.2 2 Output Setting>2 Output Tray Setting

Select the output tray of high priority for each job type (Copy, Print, and Reports).

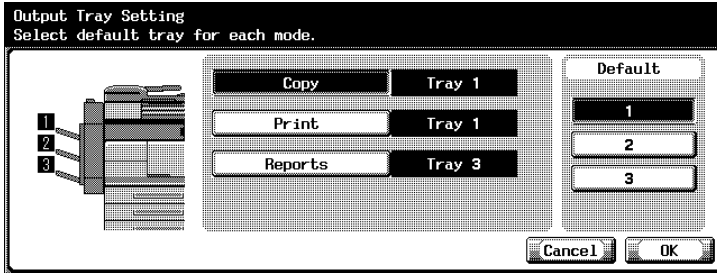
To specify Output Tray Setting

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [1 System Setting], [2 Output Setting], and then [2 Output Tray Setting].



The Output Tray Setting Screen will be displayed.

- 3 Select the default output tray to be used in copy jobs.



- Touch [Copy], then select the desired tray number under Default in the right side area of the screen.
- 4 Similarly, touch [Print] and [Reports] to select the desired output tray.
- 5 Touch [OK] to complete the setting.
- To cancel the change, touch [Cancel].
In either case, the Output Setting Screen will be restored.
- 6 If further changes are required, touch the desired key.



Note

This setting is available on the condition that the machine is mounted with the optional Finisher FS-510/FS-511 or Job Separator JS-502.



Note

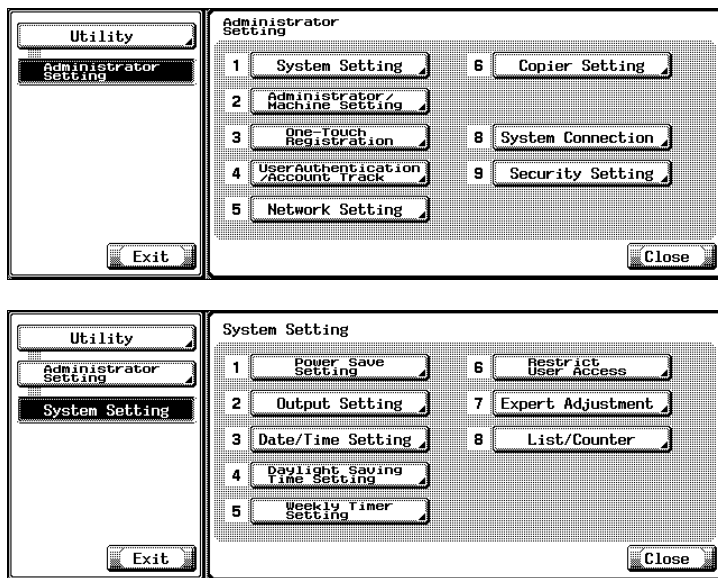
The Output Tray Setting can be accessed also from the User Setting Screen if the Administrator Security Level in the Administrator Setting is set to Level 2.

15.2.3 3 Date/Time Setting

Set the current date, time, and also the time difference (Time Zone) for the internal clock of the machine.

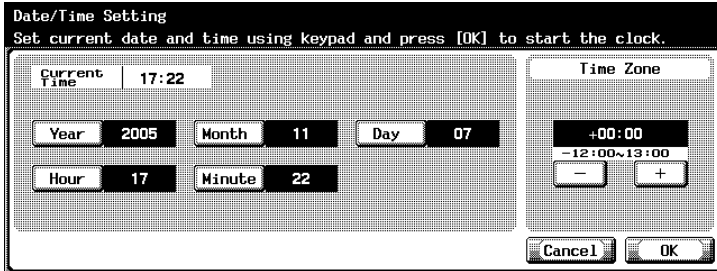
To specify Date/Time Setting

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [1 System Setting], then touch [3 Date/Time Setting].



The Date/Time Setting Screen will be displayed.

- 3 Adjust the time for the internal clock of the machine.
On the left side of the screen is indicated the current time in the order of year, month, day, hour, and minute.



- Touch [Year] to highlight it, then enter the current year using the control panel keypad.
 - Similarly, touch each key to highlight the digits before entering the month, day, hour, and minute.
- 4 Set the Time Zone.
This setting is provided in order to give the time difference information when an e-mail is received.
- Use [+] and [-] in the Time Zone area to specify the time difference between the Universal time and the local time in the machine setting area.
Touching [+] will increase the time by 30 minutes, while [-] decreases by 30 minutes. (e.g. Touch [-] six times to display “-0300” for six hours later than the Universal time.)
- 5 Touch [OK] to complete the setting.
- To cancel the change, touch [Cancel].
In either case, the System Setting Screen will be restored.
- 6 If further changes are required, touch the desired key.



Note

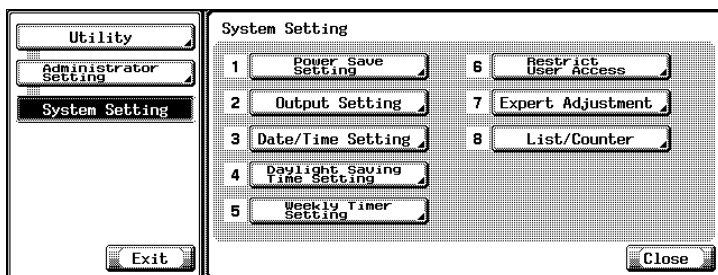
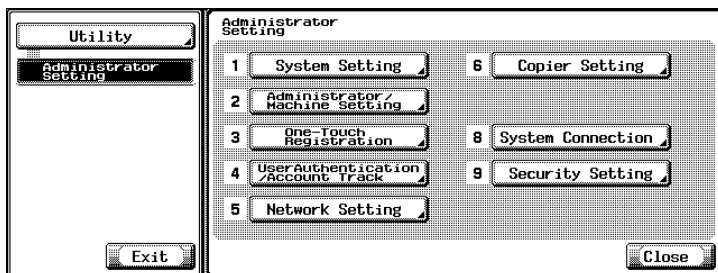
The Date/Time Setting can be accessed also from the User Setting Screen if the Administrator Security Level in the Administrator Setting is set to Level 2.

15.2.4 4 Daylight Saving Time Setting

Select whether or not to use the summer time (daylight-saving time) for the internal clock of the machine, and also specify the minutes to gain. The default setting for the summer time is OFF.

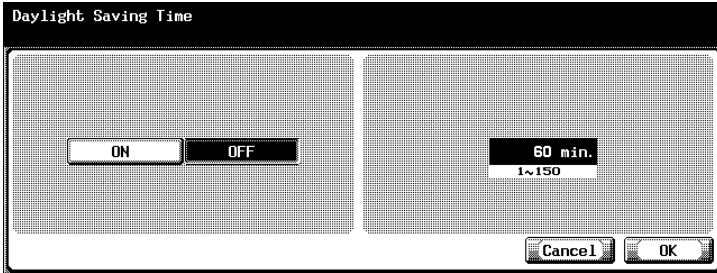
To specify Daylight Saving Time Setting

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [1 System Setting], then touch [4 Daylight Saving Time Setting].



The Daylight Saving Time Setting Screen will be displayed.

- 3 Select whether or not to use the summer time.



The Daylight Saving Time function is initially deactivated.

- To activate this function, touch [ON] to highlight it.

- 4 Specify the time to gain.

- Use the control panel keypad to enter the desired amount of time from 1 to 150 minutes in 1 minute increments. Entered amount will be displayed on the right side of the screen.

- 5 Touch [OK] to complete the setting.

- To cancel the change, touch [Cancel]. In either case, the System Setting Screen will be restored.

- 6 If further changes are required, touch the desired key.



Note

The Daylight Saving Time Setting can be accessed also from the User Setting Screen if the Administrator Security Level in the Administrator Setting is set to Level 2.

15.2.5 Weekly Timer Setting Outlines

The Weekly Timer is a function accessed only by the administrator that manages the machine as follows.

- Specify the timer working day individually or weekly in Date Setting.
- Specify the time to turn on/off the machine individually for each day of the week in Time Setting.
- Basically turn on and off the machine once a day. However, power saving time can also be programmed once a day while the machine is powered by Weekly Timer function.
- A specific password can be set by the administrator and then used when [Power Save] on the control panel is pressed, in order to allow temporary use of the machine while power is shut down by Weekly Timer function.

The Weekly Timer is disabled as factory default.

Conditions required to use the Weekly Timer

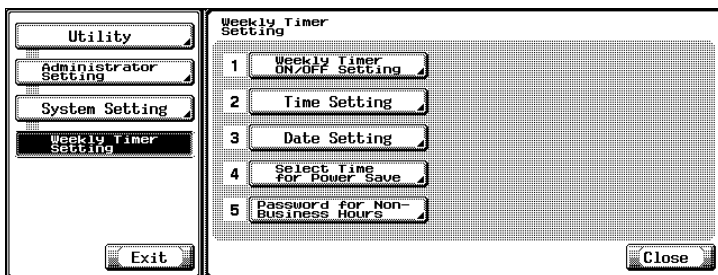
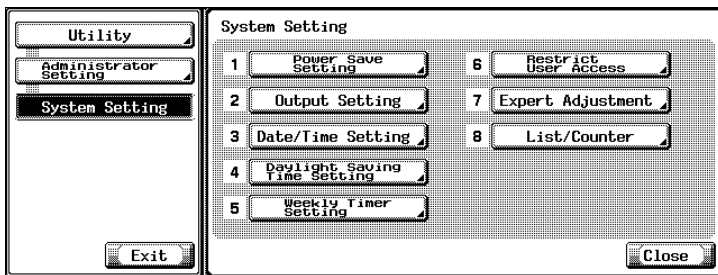
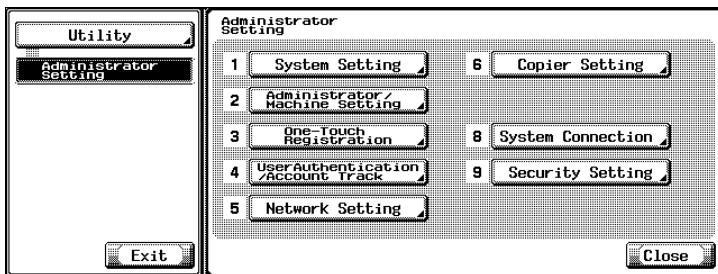
- The power plug is inserted into the wall socket.
If the machine is unplugged, the Weekly Timer will not function while the setting data such as on/off time will be kept stored.
- The main power switch and sub power switch are turned on.
- The current date and time are correctly set.

15.2.6 5 Weekly Timer Setting>1 Weekly Timer ON/OFF Setting

Use this function to enable or disable the Weekly Timer.

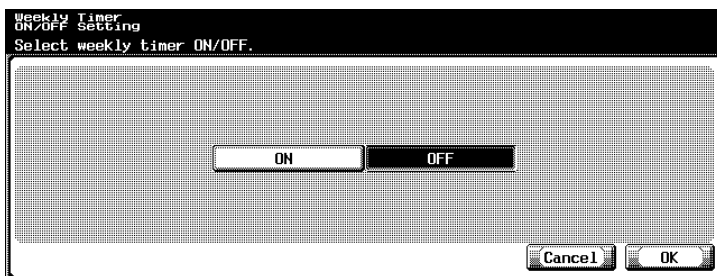
To specify Weekly Timer ON/OFF Setting

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [1 System Setting], [5 Weekly Timer Setting], and then [1 Weekly Timer ON/OFF Setting].



The Weekly Timer ON/OFF Setting Screen will be displayed.

- 3 Touch [ON] or [OFF] to highlight it.
The default setting is OFF.



- [ON]: Enables the Weekly Timer. With this setting ON, the machine should be kept powered.
 - [OFF]: Disables the Weekly Timer. Use the main power switch and sub power switch to turn on/off the machine.
- 4 Touch [OK] to complete the setting.
 - To cancel the change, touch [Cancel].
In either case, the Weekly Timer Setting Screen will be restored.
 - 5 If further changes are required, touch the desired key.

15.2.7 5 Weekly Timer Setting>2 Time Setting

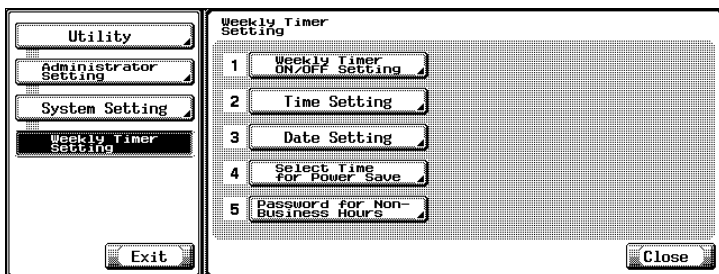
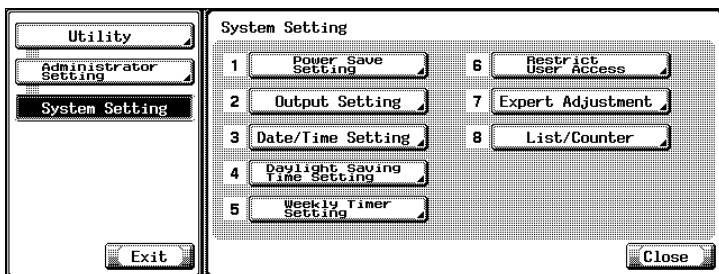
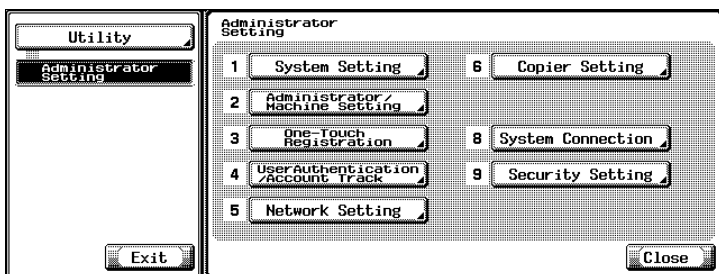
Use this function to set the on/off times in hours and minutes for each day of the week.

To specify Time Setting

- ✓ If ON-time and OFF-time are the same, the power will not be turned on.
- ✓ Setting on/off times will not turn on the power on that day. To turn on the machine power, specify the days to operate the timer in the next setting (Date Setting).

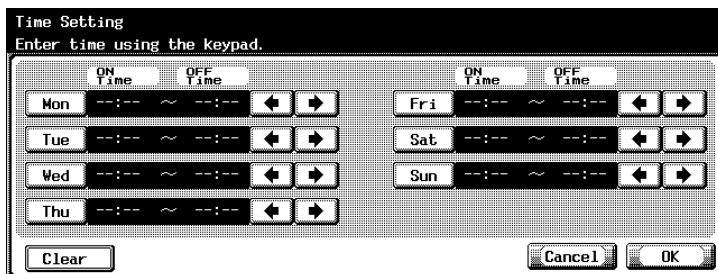
- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.

- 2 Touch [1 System Setting], [5 Weekly Timer Setting], and then [2 Time Setting].



The Time Setting Screen will be displayed.

3 Specify the on/off times.



- Touch the key for the desired day to highlight it, then use the control panel keypad to enter a two-digit ON hour in terms of the 24-hour clock. (e.g. 14 for 2 p.m.)
Use the right arrow key to move the cursor to ON minute, then enter the desired ON minute. (e.g. 07 for 7 min.)
Similarly enter the OFF hour and OFF minute.
- If wrong number is entered, touch [Clear] to delete it, then enter the correct number.
Press [C] (Clear) on the control panel to delete both ON and OFF time of the selected day of the week.

4 Touch [OK] to complete the setting.

- To cancel the change, touch [Cancel].
In either case, the Weekly Timer Setting Screen will be restored.

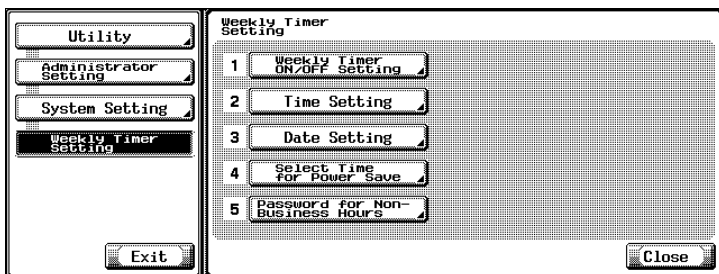
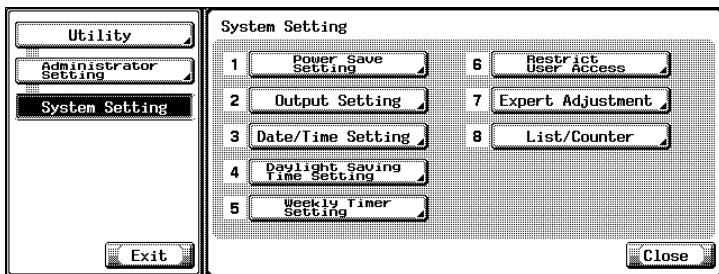
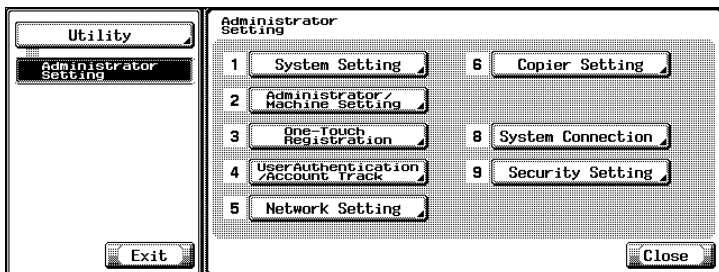
5 If further changes are required, touch the desired key.

15.2.8 5 Weekly Timer Setting>3 Date Setting

Use this function to set the timer on/off for a given day of a given month. Set the on-off condition for specific days individually or collectively for all Mondays through Sundays of the given month.

To specify Date Setting

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [1 System Setting], [5 Weekly Timer Setting], and then [3 Date Setting].



The Date Setting Screen will be displayed.

- 3 Touch to highlight the key of the desired date of the calendar to activate the timer on that day.



- Use the [-] and [+] keys to scroll to the desired year/month.
- 4 To collectively set the on/off data for the entire month by the day of the week, use the keys under Daily Setting to switch on/off.
 - Touch the bidirectional arrow key to switch ON/OFF indication of the keys beside the day to be specified, then touch it. Touching [ON] will highlight all corresponding dates of the calendar, while [OFF] will deselect them. Use up/down arrow keys to scroll to the desired day of the week, if not displayed.
 - 5 Touch [OK] to complete the setting.
 - To cancel the change, touch [Cancel]. In either case, the Weekly Timer Setting Screen will be restored.
 - 6 If further changes are required, touch the desired key.



Note

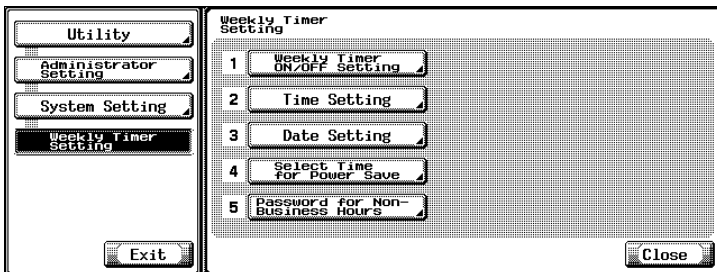
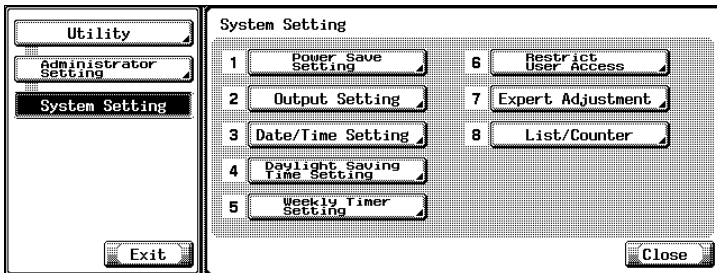
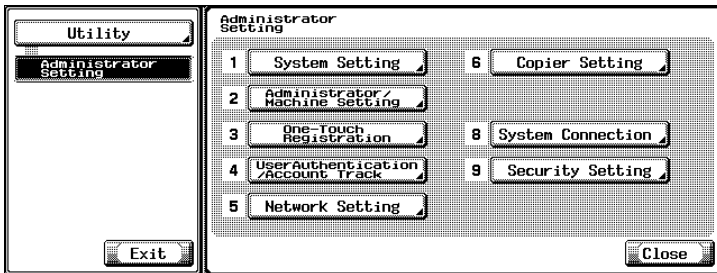
The default setting is ON for Mondays through Saturdays, and OFF for Sundays.

15.2.9 5 Weekly Timer Setting>4 Select Time for Power Save

The Weekly Timer function turns the machine on and off once a day. Use Select Time for Power Save to shut down the power and then turn it on again while the machine is turned on according to the Weekly Timer setting. Only one off-time interval can be programmed. The factory default of this setting is OFF.

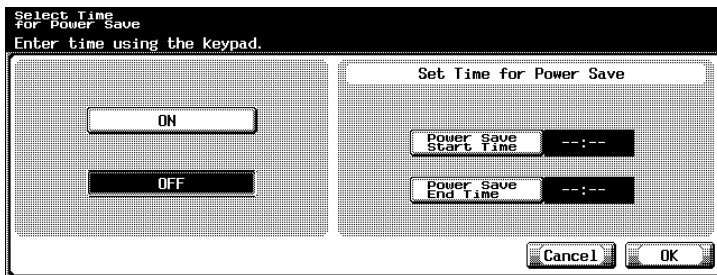
To specify Select Time for Power Save

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [1 System Setting], [5 Weekly Timer Setting], and then [4 Select Time for Power Save].



The Select Time for Power Save Screen will be displayed.

- 3 To enable this function, touch [ON] to highlight it.



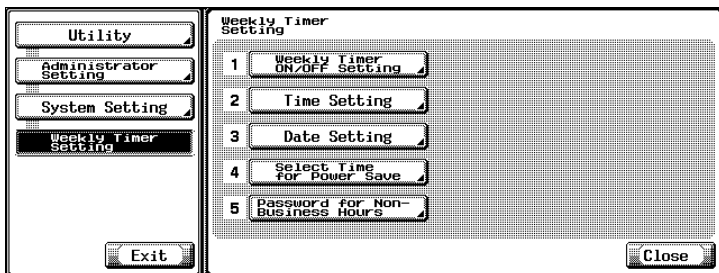
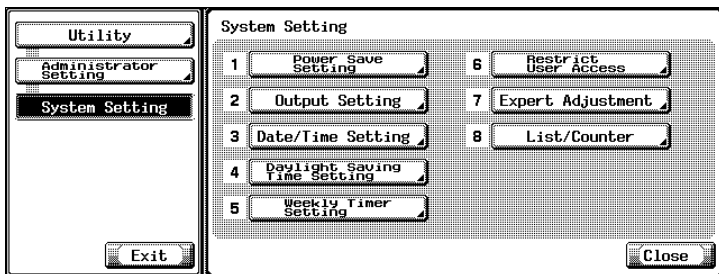
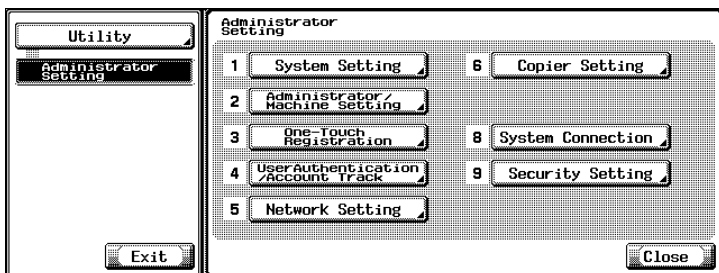
- Touch [Power Save Start Time] to highlight it, then enter the start time using the control panel keypad.
 - Similarly, touch [Power Save End Time] to highlight it, then enter the end time using the control panel keypad.
 - With [OFF] selected, this function will be disabled.
- 4 Touch [OK] to complete the setting.
- To cancel the change, touch [Cancel].
In either case, the Weekly Timer Setting Screen will be restored.
- 5 If further changes are required, touch the desired key.

15.2.10 5 Weekly Timer Setting>5 Password for Non-Business Hours

Use this function to turn on the machine temporarily while the machine power is shut down by Weekly Timer function. Establishing a password with this function, you will be able to use the machine by entering the specified password after [Power Save] on the control panel is pressed.

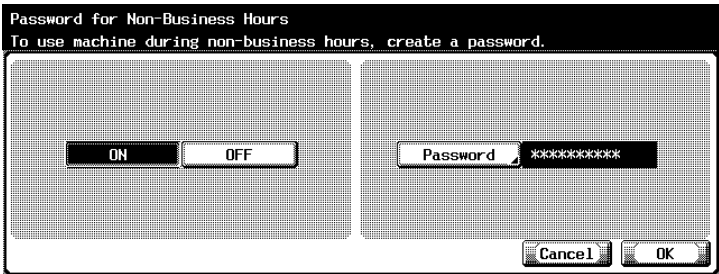
To specify Password for Non-Business Hours

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [1 System Setting], [5 Weekly Timer Setting], and then [5 Password for Non-Business Hours].



The Password for Non-Business Hours Screen will be displayed.

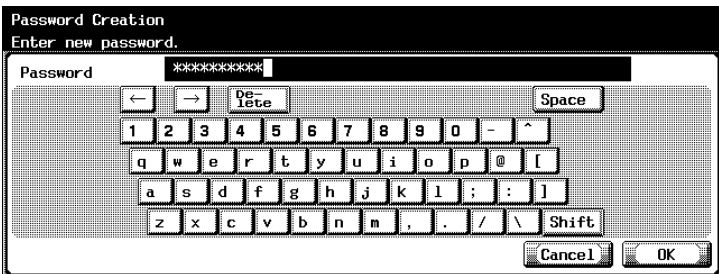
- 3 Select whether or not to allow the use of the machine during non-business hours.



- Touch [ON] or [OFF] in the left side area of the screen to highlight it.

- 4 Specify a password, if desired.

- Touch [Password] in the right side area of the screen.



The Password Creation Screen will be displayed.

- Use the control panel keypad to enter the desired password. Up to eight digits can be entered.

- 5 Touch [OK] to complete the setting.

- To cancel the change, touch [Cancel].
In either case, the Weekly Timer Setting Screen will be restored.

- 6 If further changes are required, touch the desired key.



Note

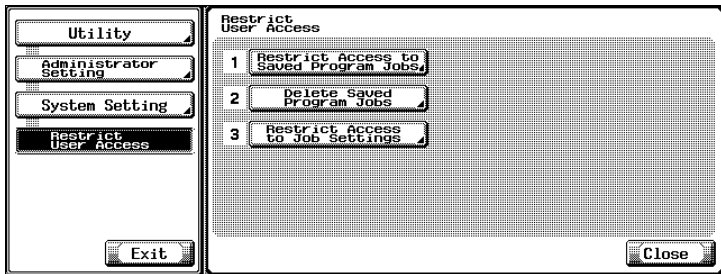
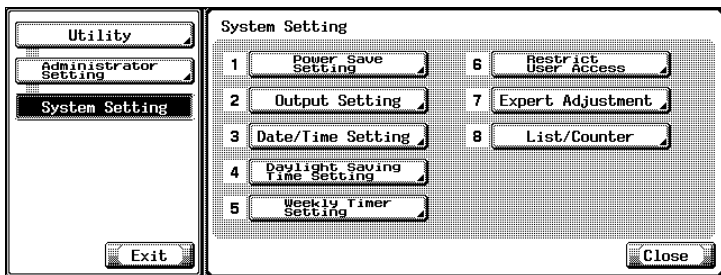
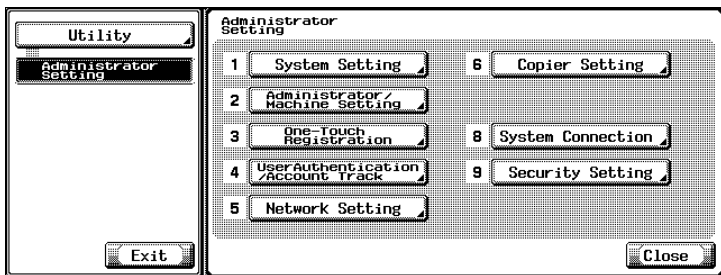
If any password has not been specified, the temporary use of the machine will be allowed by pressing [Power Save] on the control panel and simply touching [OK] on the Password Entry Screen.

15.2.11 6 Restrict User Access>1 Restrict Access to Saved Program Jobs

Use this function to lock the registered jobs (programmed contents of Mode Memory) in order to prevent it from being deleted during other store/delete operations.

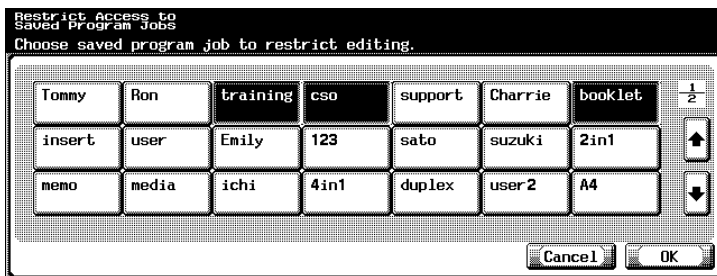
To specify Restrict Access to Saved Program Jobs

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [1 System Setting], [6 Restrict User Access], and then [1 Restrict Access to Saved Program Jobs].



The Restrict Access to Saved Program Jobs Screen will be displayed.

- 3 Select the program to be locked.



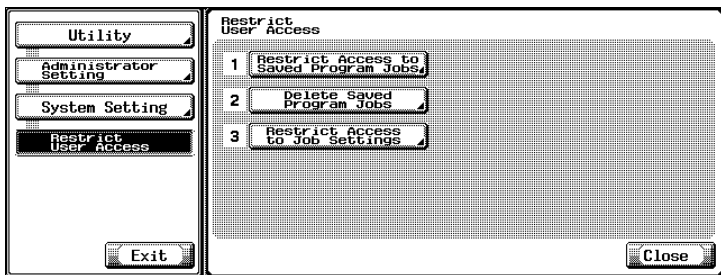
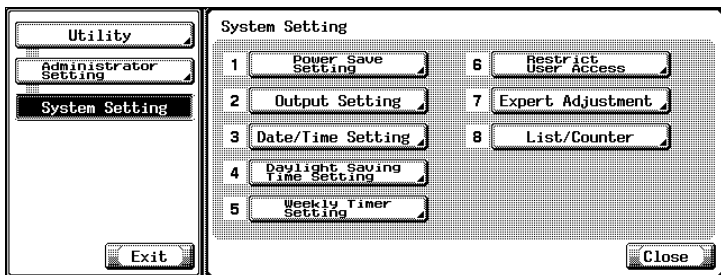
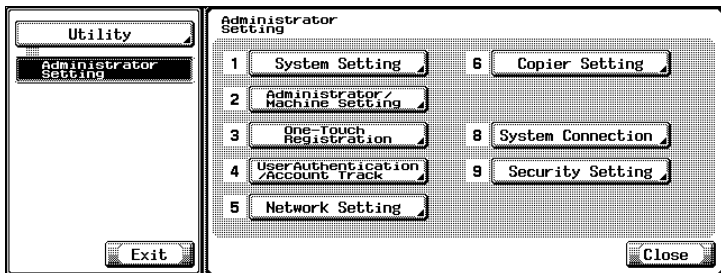
- Touch the desired program key to highlight it.
If more than one program is to be locked, continue touching the desired keys to highlight them all.
 - To release the lock, touch the highlighted key to deselect it.
- 4 Touch [OK] to complete the setting.
 - To cancel the change, touch [Cancel].
In either case, the Restrict User Access Screen will be restored.
 - 5 If further changes are required, touch the desired key.

15.2.12 6 Restrict User Access>2 Delete Saved Program Jobs

Use this function to delete the registered jobs (programmed contents of Mode Memory).

To specify Delete Saved Program Jobs

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [1 System Setting], [6 Restrict User Access], and then [2 Delete Saved Program Jobs].



The Delete Saved Program Jobs Screen will be displayed.

- 3 Touch to highlight the job to be deleted, then touch [Delete].



The selected job will be deleted with the name on that key and highlight also cleared.

- 4 If further changes are required, touch the desired key.



Note

All registered jobs are subject to this deleting procedure, irrespective of the lock indication. Note that the job once deleted cannot be recalled.

Up to 30 jobs can be stored. Use up/down arrow keys to scroll to the desired job.

15.2.13 6 Restrict User Access>3 Restrict Access to Job Settings

Select whether or not to allow the users to change the following job settings.

Changing Job Priority: Allow/Restrict to change the priority order in printing.

Deleting Other User's Jobs: Allow/Restrict to delete other user's job when user authentication has been made on the machine.

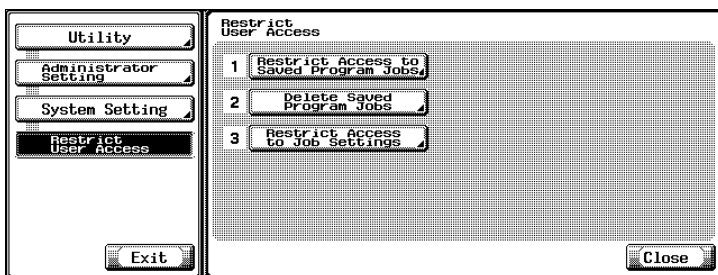
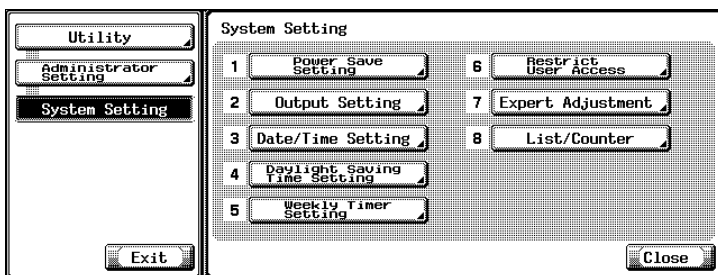
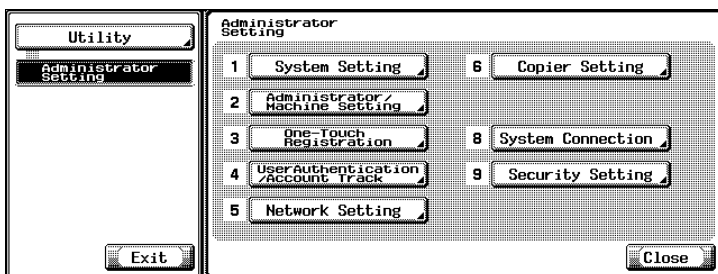
Registering and Changing Addresses: Allow/Restrict to enter the address of recipient manually on the Scanner Screen.

Changing Zoom Ratio: Allow/Restrict to alter already programmed magnification ratios.

To specify Restrict Access to Job Settings

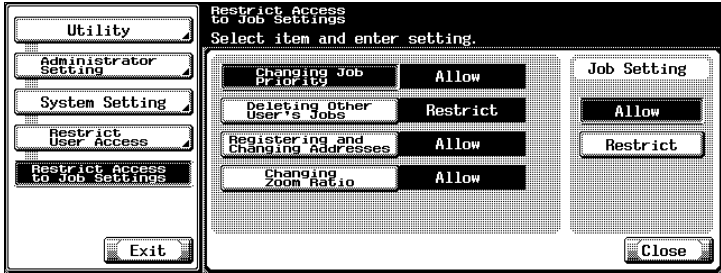
- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.

- 2 Touch [1 System Setting], [6 Restrict User Access], and then [3 Restrict Access to Job Settings].



The Restrict Access to Job Settings Screen will be displayed.

- 3 Touch the desired item to highlight it, then select [Allow] or [Restrict] in the right side area of the screen.



- 4 If further changes are required, touch the desired key.

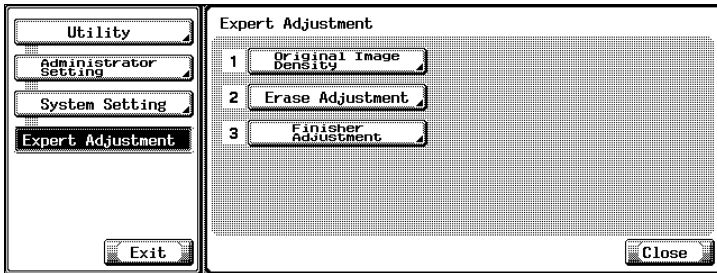
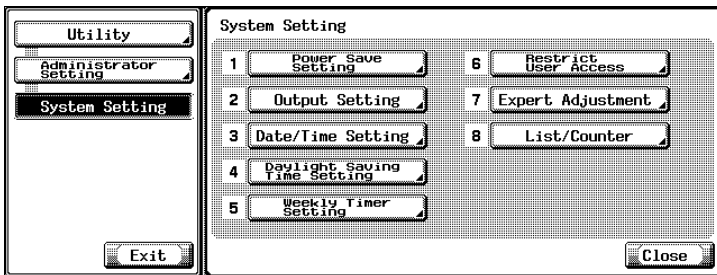
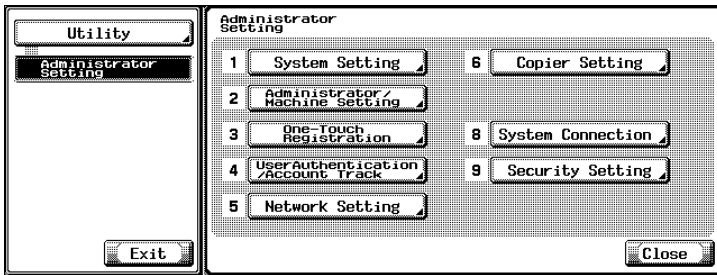
15.2.14 7 Expert Adjustment>1 Original Image Density

Shift the nine density levels that can be selected manually on the Basic Screen to three levels lighter or three levels darker.

This function can be applied to each of three original image types (Photo, Text, Dot Matrix) in addition to the regular setting (Text/Photo).

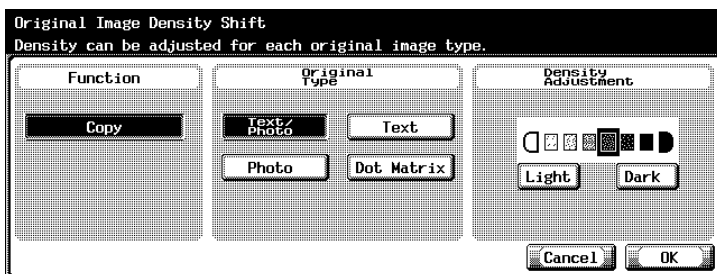
To specify Original Image Density

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [1 System Setting], [7 Expert Adjustment], and then [1 Original Image Density].



The Original Image Density Screen will be displayed.

- 3 Touch either [Copy] or [Fax] under Function in the left side area of the screen.



- 4 Select the original type to be adjusted in the center of the screen, then touch [Light] or [Dark] in the right side area of the screen to specify the desired adjustment level.
 - Repeat this step to make an adjustment for each original type.
- 5 Touch [OK] to complete the setting.
 - To cancel the change, touch [Cancel].
In either case, the Expert Adjustment Screen will be restored.
- 6 If further changes are required, touch the desired key.



Note

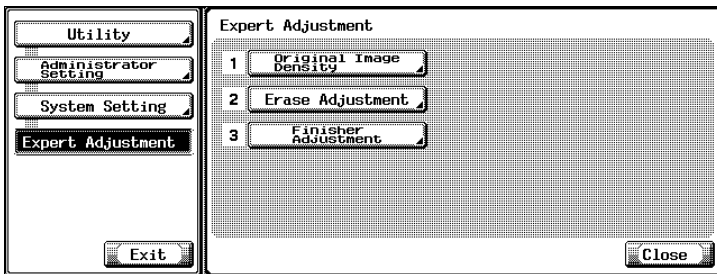
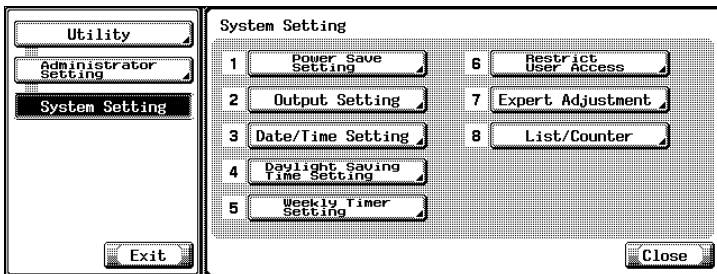
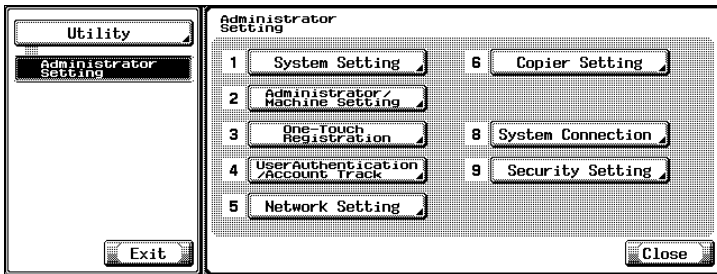
The Original Image Density can be accessed also from the User Setting Screen if the Administrator Security Level in the Administrator Setting is set to Level 2.

15.2.15 7 Expert Adjustment>2 Erase Adjustment

Specify the conditions in operating the Non Image Area Erase function, and also specify the erase amount of the ADF Frame Erase function.

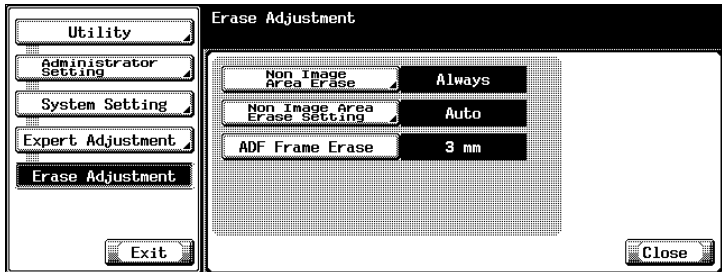
To specify Erase Adjustment

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [1 System Setting], [7 Expert Adjustment], and then [2 Erase Adjustment].

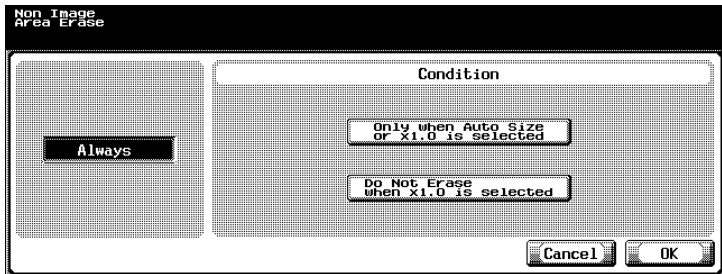


The Erase Adjustment Screen will be displayed.

- 3 Select the condition to operate the Non Image Area Erase function.
- Touch [Non Image Area Erase] to display the Non Image Area Erase Screen.



- Select the desired condition to operate this function.
[Always]: No condition is specified.

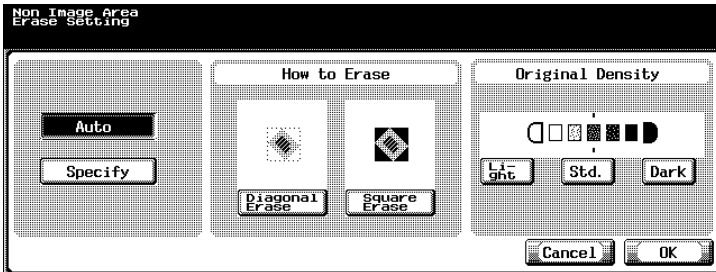


[Only when Auto Size or $\times 1.0$ is selected]: Operates only when Auto Size or $\times 1.0$ magnification ratio is selected.

[Do Not Erase when $\times 1.0$ is selected]: Operates when any magnification ratio except $\times 1.0$ is specified.

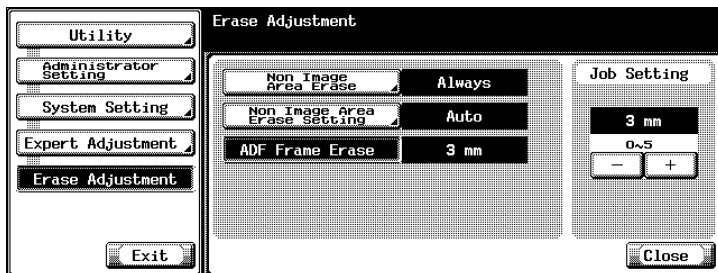
- Touch [OK] to complete the setting.
To cancel the change, touch [Cancel]. In either case, the Non Image Area Erase Screen will be restored.

- 4 Select the desired operation of Non Image Area Erase function.
- Touch [Non Image Area Erase Setting] to display the Non Image Area Erase Setting Screen.



- Select the desired machine operation of this function.
[Auto]: Erases automatically.
[Specify]: Erase type and original density specified on this screen will be applied. Five levels are provided to adjust the original density.
- Specify the erase type and original density.
Touch either [Diagonal Erase] or [Square Erase] to highlight it.
To specify the original density level, touch [Light] or [Dark] to highlight the desired level. Touch [Std.] to restore the standard level.
- Touch [OK] to complete the setting.
To cancel the change, touch [Cancel]. In either case, the Non Image Area Erase Screen will be restored.

- 5 Select the condition to operate the ADF Frame Erase function. Select whether or not to operate this function whenever using ADF, and also specify the erase amount.



- Touch [ADF Frame Erase] to highlight it, then specify the desired erase amount using [+] and [-] under Job Setting in the right side area of the screen. Available range is 1 to 5 mm. Over 5 mm of the erase amount cannot be specified.
- To disable this function, specify 0 mm as erasure amount.
- This setting will be valid just after specified.

- 6 If further changes are required, touch the desired key.

15.2.16 7 Expert Adjustment>3 Finisher Adjustment

Use this function to make the following adjustments for finisher options.

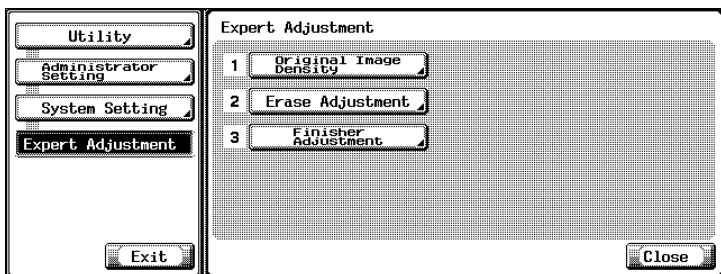
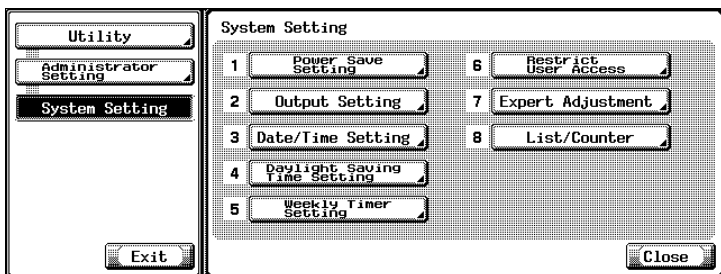
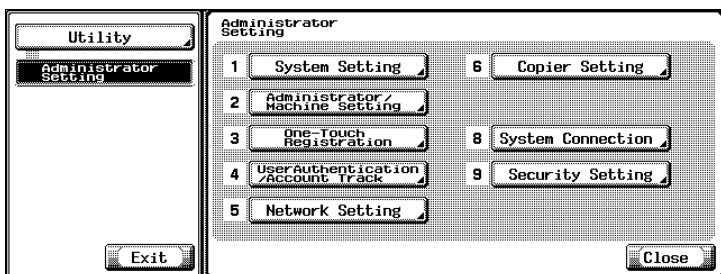
Adjustment menu items may differ depending upon the configuration of the machine options being installed.

To specify Finisher Adjustment

- ✓ Perform Center Staple Position and Half-Fold Position for the machine with Finisher FS-510 and Saddle stitcher SD-502 installed.
- ✓ Perform Punch Horizontal Position and Punch Resist Loop Size for the machine with Finisher FS-510 and Punch unit PU-501 installed, or for the machine with Finisher FS-511 installed.
- ✓ Follow the steps as 1-2-3-7-8 for making Center Staple Position. Follow the steps as 1-2-4-7-8 for making Half-Fold Position. Follow the steps as 1-2-5-7-8 for making Punch Horizontal Position. Follow the steps as 1-2-6-7-8 for making Punch Resist Loop Size.

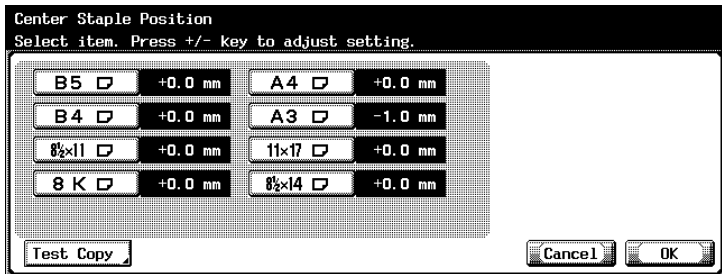
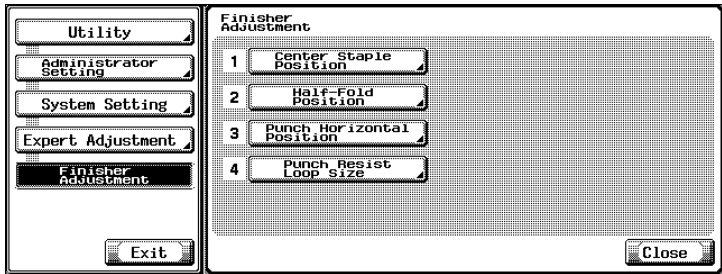
- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.

- 2 Touch [1 System Setting], [7 Expert Adjustment], and then [3 Finisher Adjustment].



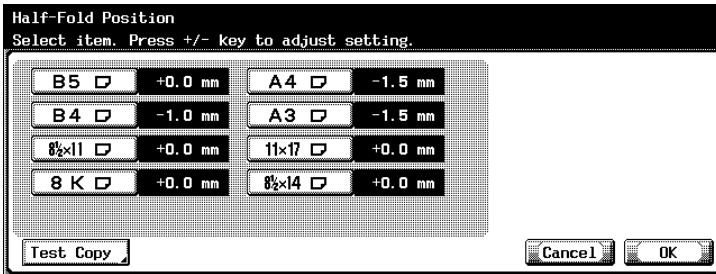
The Finisher Adjustment Screen will be displayed.

- 3 Adjust the dislocation of staple position on each paper size, referring to a sample copy made by using Fold & Staple mode.



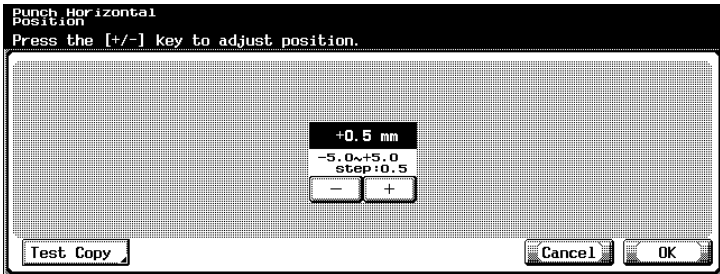
- Touch [1 Center Staple Position] to display the Center Staple Position Screen.
- Select the paper size to be adjusted, then touch [Test Copy]. The Test Copy Screen will be displayed.
- Press [Start] to make a sample copy. When completed, touch [Close] to return to the Center Staple Position Screen.
- Compare the page widths of left and right pages to check the center line of the sample copy. Change the adjustment value if satisfactory result is not obtained.
 - Touch [+] to enter the adjustment value if the staple position is off the center to the right. (Range: 0.5 mm ~ 5.0 mm)
 - Contrary, touch [-] if it is off the center to the left. (Range: -0.5 mm ~ -5.0 mm)
- Repeat this procedure until a satisfactory result is obtained.

- 4 Adjust the dislocation of fold position on each paper size, referring to a sample copy made by using Half-Fold mode.



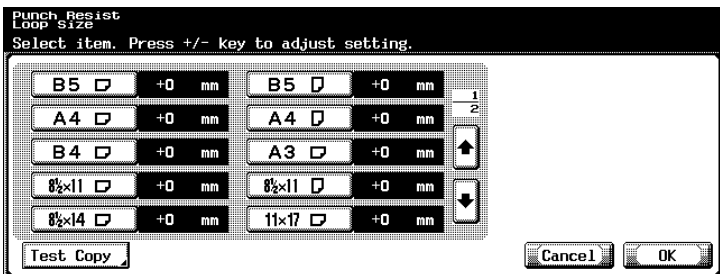
- Touch [2 Half-Fold Position] to display the Half-Fold Position Screen.
- Select the paper size to be adjusted, then touch [Test Copy]. The Test Copy Screen will be displayed.
- Press [Start] to make a sample copy. When completed, touch [Close] to return to the Half-Fold Position Screen.
- Compare the page widths of left and right pages to check the center line of the sample copy. Change the adjustment value if satisfactory result is not obtained.
Touch [+] to enter the adjustment value if the fold position is off the center to the right. (Range: 0.5 mm ~ 5.0 mm)
Contrary, touch [-] if it is off to the left. (Range: -0.5 mm ~ -5.0 mm)
- Repeat this procedure until a satisfactory result is obtained.

- 5 Adjust the horizontal position of punch holes, referring to a sample copy made by using Punch mode.



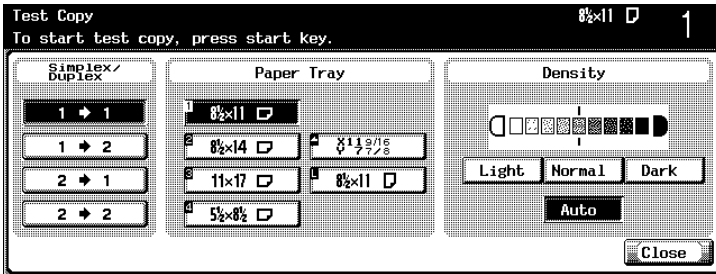
- Touch [3 Punch Horizontal Position] to display the Punch Horizontal Position Screen.
- Touch [Test Copy].
The Test Copy Screen will be displayed.
- Press [Start] to make a sample copy. When completed, touch [Close] to return to the Punch Horizontal Position Screen.
- Check the hole positions of the sample copy. Change the adjustment value if satisfactory result is not obtained.
Touch [+] to increase the adjustment value for shifting the hole positions to the right. (Range: 0.5 mm ~ 5.0 mm)
Contrary, touch [-] if it is off to the left. (Range: -0.5 mm ~ -5.0 mm)
- Repeat this procedure until a satisfactory result is obtained.

- 6 Adjust the Punch Resist Loop Size, i.e., the slanted punch position in double-sided copies or in cover sheet, referring to a sample copy made by using Punch mode.



- Touch [4 Punch Resist Loop Size] to display the Punch Resist Loop Size Screen.

- Select the menu item to be adjusted, then touch [Test Copy].
The Test Copy Screen will be displayed.



- Press [Start] to make a sample copy. When completed, touch [Close] to return to the Punch Resist Loop Size Screen.
- Check the hole positions of the sample copy.
Touch [+] or [-] to change the adjustment value if satisfactory result is not obtained.
Too much adjustment value may cause a fold at the end of paper.
- Repeat this procedure until a satisfactory result is obtained.

7 Touch [OK] to complete the setting.

- To cancel the change, touch [Cancel].
In either case, the Expert Adjustment Screen will be restored.

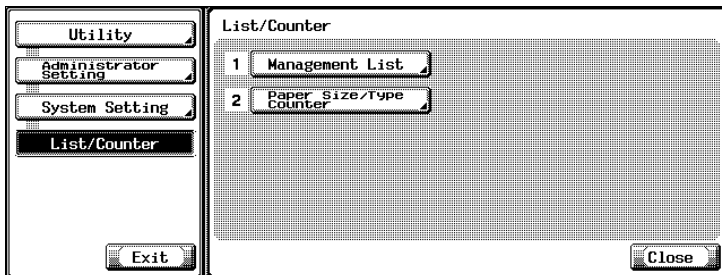
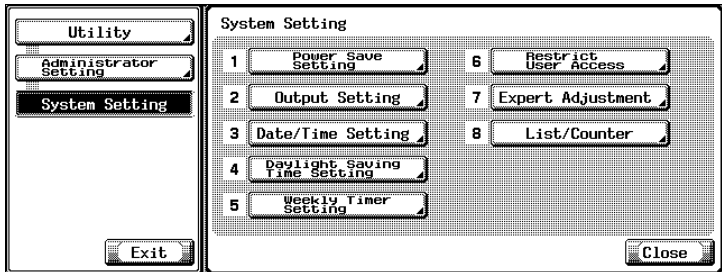
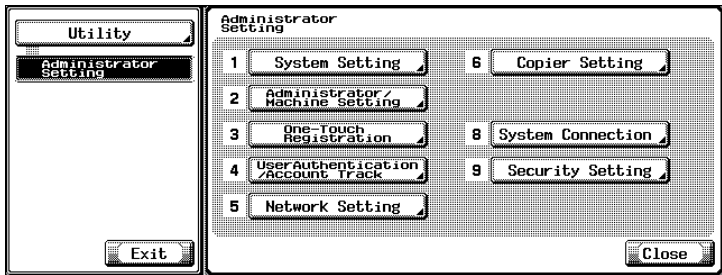
8 If further changes are required, touch the desired key.

15.2.17 8 List/Counter>1 Management List

Use this function to print out the machine management lists.

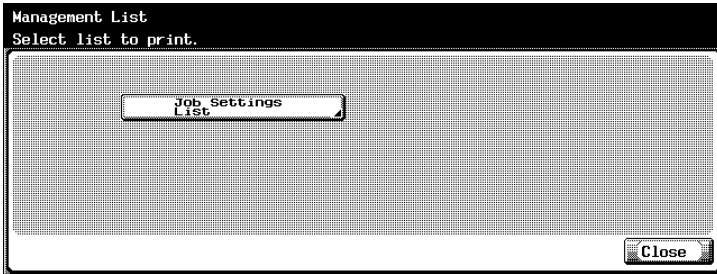
To specify Management List

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [1 System Setting], [8 List/Counter], and then [1 Management List].

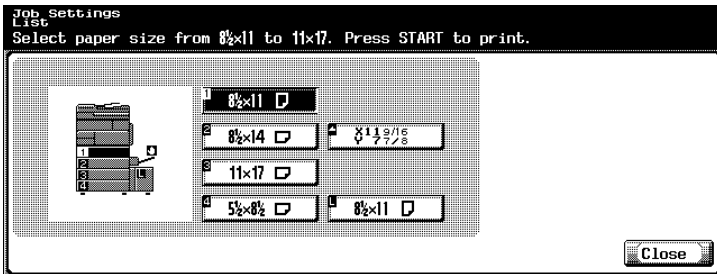


The Management List Screen will be displayed.

- 3 Touch the desired list key.



- On the subsequent screen, select paper for printing the list, then press [Start] on the control panel. To suspend printing, press [Stop].



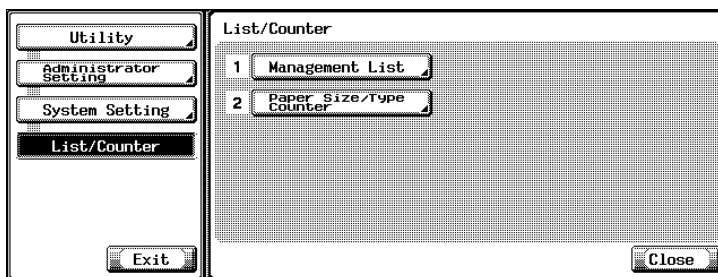
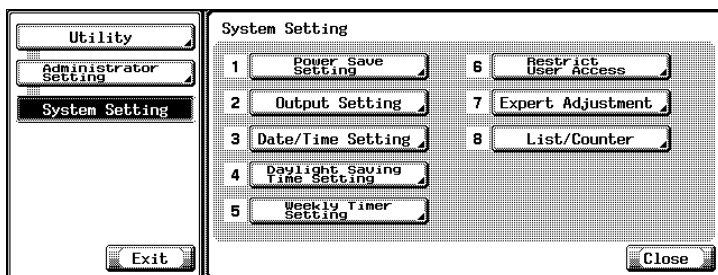
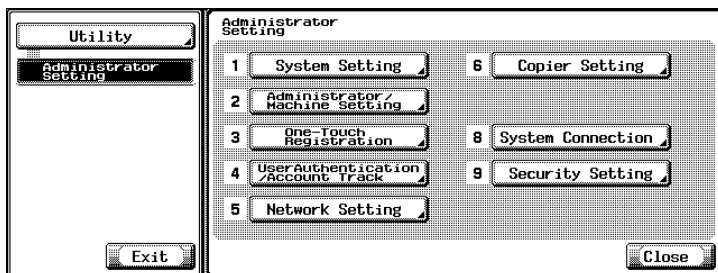
- 4 Touch [Close] repeatedly to return to the List/Counter Screen. If further changes are required, touch the desired key.

15.2.18 8 List/Counter>2 Paper Size/Type Counter

Use this function to register up to nine combinations of paper size and type to be counted.

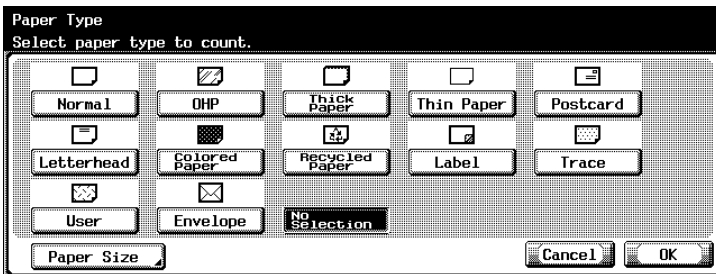
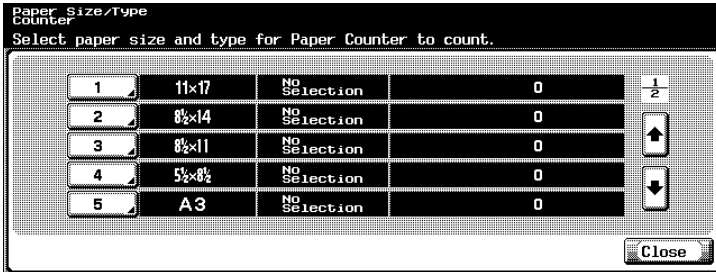
To specify Paper Size/Type Counter

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [1 System Setting], [8 List/Counter], and then [2 Paper Size/Type Counter].



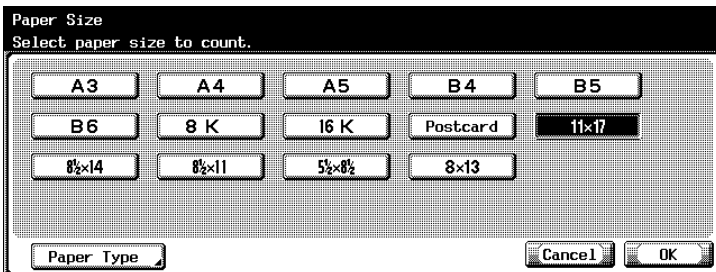
The Paper Size/Type Counter Screen will be displayed.

- 3 Touch the number to register/change the setting.



The Paper Type Screen will be displayed.
Select the paper type, as desired.

- 4 Touch [Paper Size].



The Paper Size Screen will be displayed.
Select the paper size, as desired.

- 5 Touch [OK] to complete the setting.
- To cancel the change, touch [Cancel].
In either case, the Paper Size/Type Counter Screen will be restored.
- 6 If further changes are required, touch the desired key.

15.2.19 10 Standard Size Setting

Use this function to select the original size system to be detected and minimum original size available on the original glass.

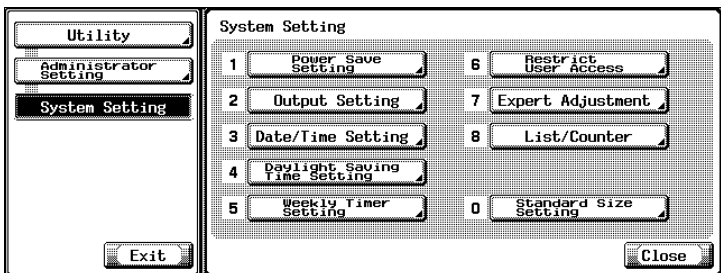
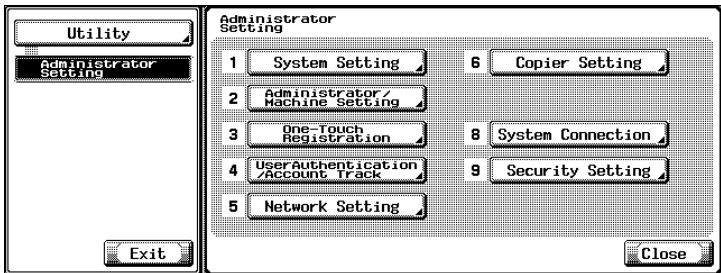


Note

The [0 Standard Size Setting] Key is not initially displayed. If this setting is desired, contact your service representative.

To specify Standard Size Setting

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [1 System Setting], then touch [0 Standard Size Setting].



The Standard Size Setting Screen will be displayed.

- 3 Touch [Original Glass Original Size Detect] to specify the size system of the original to be detected on the original glass.



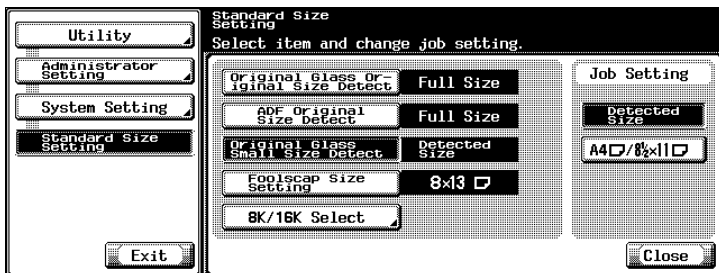
- Select the desired size system under Job Setting in the right side area of the screen.

- 4 Touch [ADF Original Size Detect] to specify the size system of the original to be detected in the ADF.



- Select the desired size system under Job Setting in the right side area of the screen.

- 5 Touch [Original Glass Small Size Detect] to specify the minimum original size to be detected on the original glass.



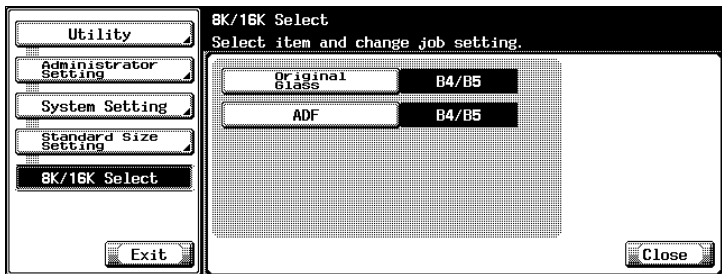
- Touch [Detected Size] or [A4 8-1/2 x 11] to select the desired size under Job Setting in the right side area of the screen.

- 6 Touch Foolscape Size Setting to specify the foolscap size to be detected.



- The following four sizes are provided as foolscap.
8-1/4 x 13 [Change], 8-1/8 x 13-1/4 [Change], 8-1/2 x 13 [Change], 8 x 13 [Change]
For details, consult your service representative.
- Select the desired foolscap size under Job Setting in the right side area of the screen.

- 7 Touch [8K/16K Select] to display the 8K/16K Select Screen.



- To specify the sizes to be detected, touch [Original Glass] or [ADF], then select either [8K/16K] or [B4/B5] under Job Setting in the right side area of the screen.

- 8 If further changes are required, touch the desired key.

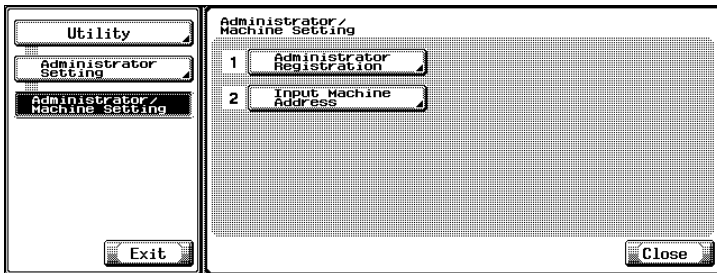
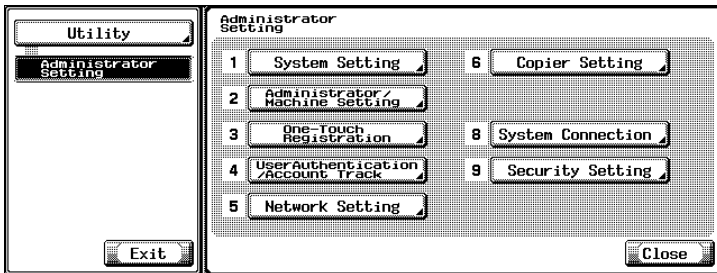
15.3 2 Administrator/Machine Setting

15.3.1 1 Administrator Registration

Use this function to register an administrator name, extension number, and e-mail address to be displayed on the Help Screen.

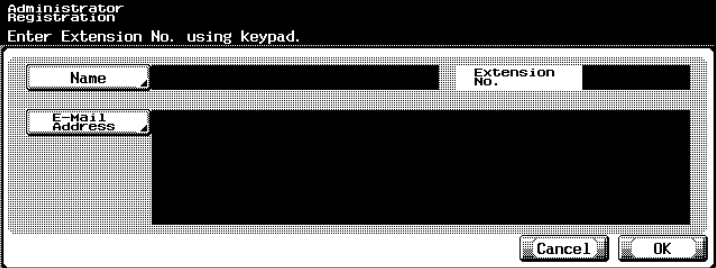
To specify Administrator Registration

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [2 Administrator/Machine Setting], then touch [1 Administrator Registration].



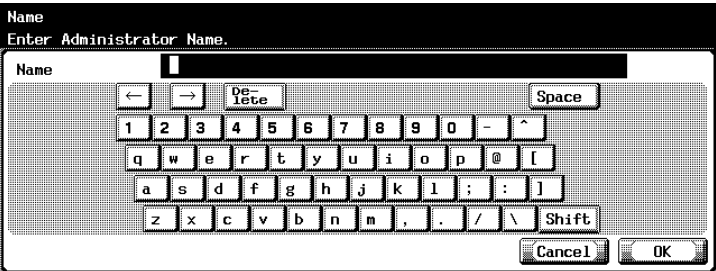
The Administrator Registration Screen will be displayed.

3 Enter an administrator name.



The screenshot shows the 'Administrator Registration' screen. At the top, it says 'Administrator Registration' and 'Enter Extension No. using keypad.' Below this, there are two input fields: 'Name' and 'Extension No.'. Below the 'Name' field is an 'E-Mail Address' field. At the bottom right, there are 'Cancel' and 'OK' buttons.

- Touch [Name] to display the Administrator Name Input Screen.



The screenshot shows the 'Administrator Name Input Screen'. At the top, it says 'Name' and 'Enter Administrator Name.' Below this, there is a 'Name' input field. Below the input field is a virtual keypad with the following layout:

- Row 1: Left arrow, Right arrow, Delete, Space
- Row 2: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, -, ^
- Row 3: q, w, e, r, t, y, u, i, o, p, @, [
- Row 4: a, s, d, f, g, h, j, k, l, ;, :,]
- Row 5: z, x, c, v, b, n, m, , . / \, Shift

 At the bottom right, there are 'Cancel' and 'OK' buttons.

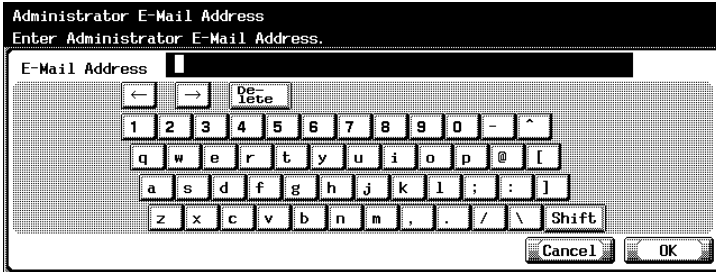
Use the touch panel keypad to register the administrator name. Up to eight characters including hyphen (-) can be entered.

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

4 Enter the extension number of the administrator from the control panel keypad. Five-digit number including a hyphen (-) can be entered.

- If the extension number is less than five digits, enter hyphens to make it five. First entered hyphen will be indicated as a space in the Help Screen.
- Entered number will be displayed from the last digit, and will shift leftward as the next number is entered.

- 5 Enter the e-mail address of the administrator.
 - Touch [E-Mail Address] to display the Administrator E-Mail Address Input Screen will be displayed.



Use the touch panel keypad to enter the e-mail address of the administrator.

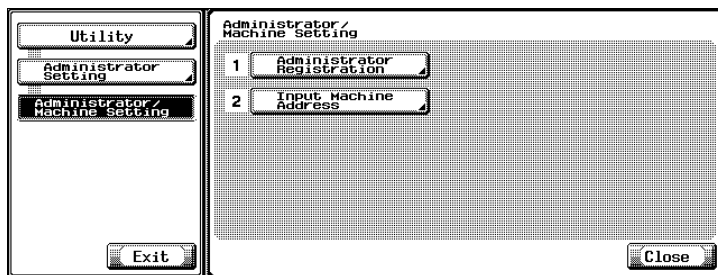
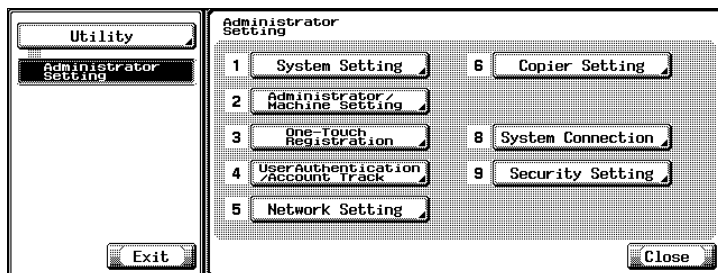
- Touch [OK] to complete the setting and return to the previous screen.
- 6 Touch [OK] to complete the setting.
 - To cancel the change, touch [Cancel].
In either case, the Administrator/Machine Setting Screen will be restored.
 - 7 If further changes are required, touch the desired key.

15.3.2 2 Input Machine Address

Use this function to register the name and e-mail address of the machine. The registered address can be used as one of the From address for scan jobs and for receiving e-mail to the machine's box.

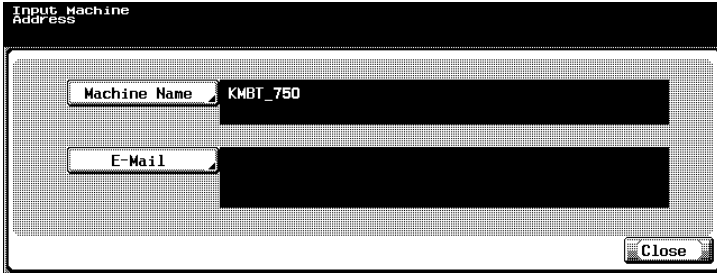
To specify Input Machine Address

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [2 Administrator/Machine Setting], then touch [2 Input Machine Address].

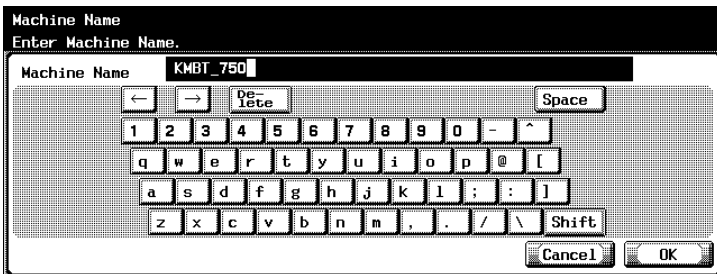


The Input Machine Address Screen will be displayed.

3 Enter the machine name.



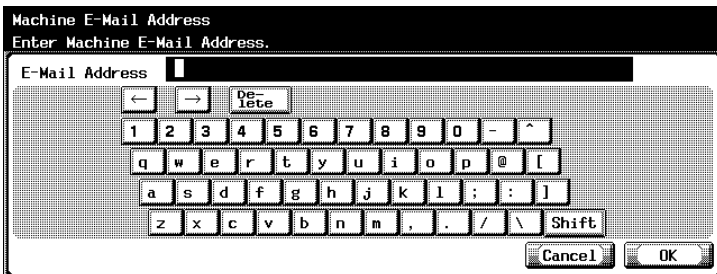
- Touch [Machine Name] to display the Machine Name Input Screen.



Use the touch panel keypad to enter the machine name. Up to eight characters including hyphen (-) can be entered.

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

4 Touch [E-Mail] to display the Machine E-Mail Address Input Screen.



- Use the touch panel keypad to enter the e-mail address of the machine.
- Touch [OK] to complete the setting and return to the previous screen.

5 If further changes are required, touch the desired key.

15.4 4 User Authentication/Account Track

User authentication and account track settings can be specified to limit the use of this machine.

User authentication settings are specified to manage individuals, while account track settings are specified to manage groups and multiple users. Specifying both user authentication and account track settings, the number of prints made by each group can be managed along with each individual user.

User Authentication and Account Track

User authentication and account track can be used to specify the following settings.

- User authentication
 - Limits available functions (copy operations, scanning operations and printing)
 - Counts printing/scanning made by each user
 - Limits the number of printing pages
 - Manages personal boxes owned by each user
- Account track
 - Counts printing/scanning made from each account
 - Limits the number of printing pages



Reminder

It is recommended to distribute authentication number for both user and account. If all numbers are assigned to one party, the other party cannot use this authentication function.



Detail

A total of 100 users and accounts can be registered on this machine.

If authentication mode is enabled, the Authentication Screen will be displayed while the machine is on standby. In order to use this machine, a user name and password must be entered to clear the authentication. For details, refer to "Making Authentication" on page 2-39.

**Note**

The account track and user authentication settings can be specified separately. Check the differences between these features, and then make the appropriate setting.

Synchronizing user authentication and account track:

This setup is suitable when the machine is jointly used by multiple departments and every use of the machine by employees is to be managed also in terms of each department. With this setup, totals can be maintained not only on each employee (each user) but on each department (each account).

Making user authentication and account track separately:

This setup is suitable when the machine is used by multiple employees with each employee performing multiple duties, which are to be totaled separately. With this setup, totals can be maintained on each employee (each user) as well as on each duty of the employee (each account).

15.4.1 1 Authentication Method

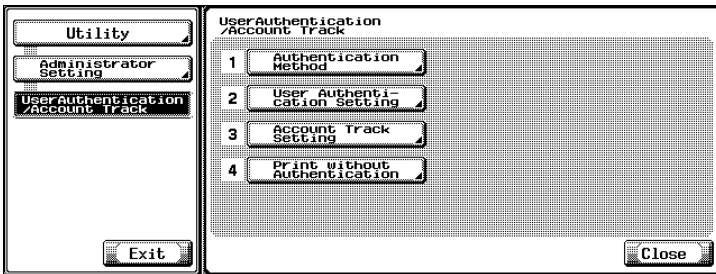
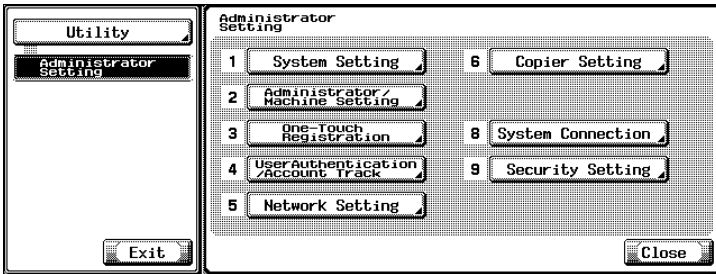
To specify Authentication Method

When setting to use an external server for authentication, please give heed to the followings.

- ✓ When selecting [Active Directory] for user authentication setting, be sure to specify a specific password (one character or more); otherwise the authentication may not be performed successfully.
Also, be sure to specify the IP address, subnet mask, priority DNS server in the TCP/IP setting. For details of TCP/IP setting, refer to the User's Guide <Network Scanner Operations>.
- ✓ Do not use another user name of the same spelling distinguished by capital letters. The machine cannot discriminate between capitals and small letters, so that the authentication procedure may not be completed properly.
- ✓ "" and "+" cannot be used in a password specified for the external server.
- ✓ Please contact your network administrator for details of operational conditions of the external server.
- ✓ Specify the authentication using an external server according to your network environment.
- ✓ Public User Access setting will be unavailable if user authentication is disabled, or [Do Not Synchronize] is selected for Synchronize User Authentication & Account Track setting.
- ✓ Account Track Input Method setting will be unavailable if Account Track is set to OFF.
- ✓ Synchronize User Authentication & Account Track and # of Counters Assigned for Users settings will be unavailable if User Authentication or Account Track is set to OFF.

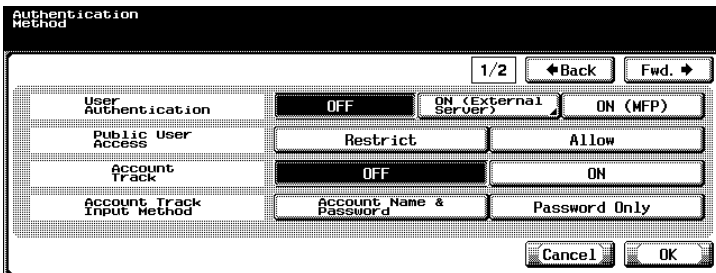
- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.

- 2 Touch [4 User Authentication/Account Track], then touch [1 Authentication Method].



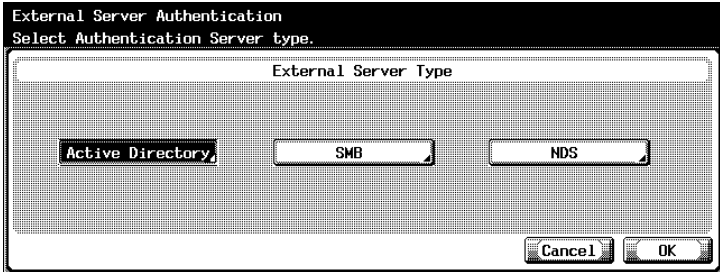
The Authentication Method Screen will be displayed.

- 3 Make the User Authentication setting.

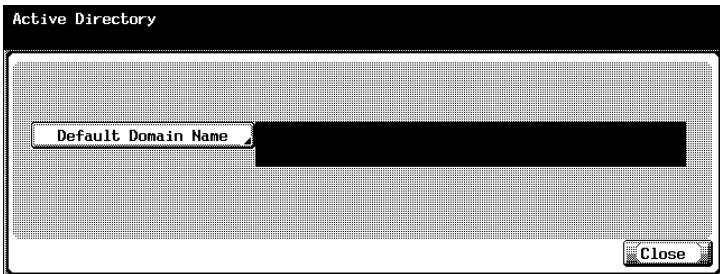


- Select [OFF] to disable user authentication, then proceed to step 5. Select [ON (MFP)] to use the authentication system of the machine, then proceed to step 5. To use the authentication system of external server, proceed to the next step.

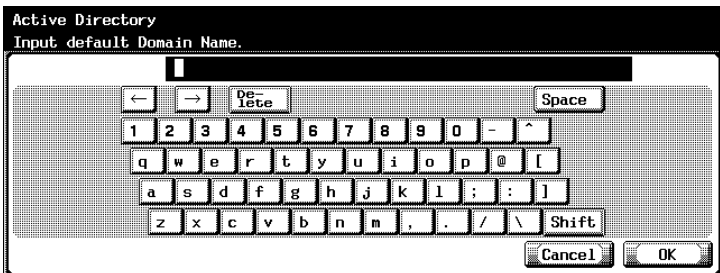
- 4 Make the authentication using an external server.
- **Using Windows 2000 Server**
Touch [ON (External Server)] on the Authentication Method Screen to display the External Server Authentication Screen.



Touch [Active Directory] to display the Active Directory Screen.



Touch [Default Domain Name], then enter the desired default domain name using the screen keypad.



Touch [OK] to complete the setting, then touch [Close] on the Active Directory Screen to return to the External Server Authentication Screen.

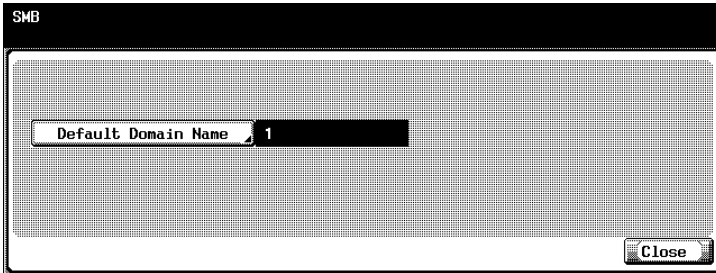
Touch [OK] to complete the setting. To cancel the change, touch [Cancel]. In either case, the Authentication Method Screen will be restored.

Proceed to step 6.

– **Using Windows NT 4.0 Server**

Touch [ON (External Server)], then touch [SMB].

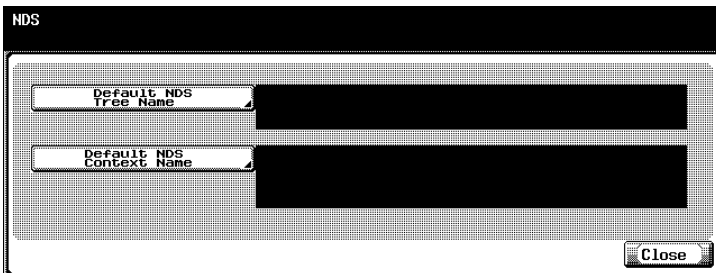
Touch [Default Domain Name] to enter the desired default domain name, complete the setting to return to the Authentication Method Screen as described above, then proceed to the next step.



– **Using NetWare 5.1, NetWare 6.0**

Touch [ON (External Server)], then touch [NDS].

Touch [Default NDS Tree Name] to specify the default NDS tree name, and also touch [Default NDS Context Name] to specify the default NDS context name.



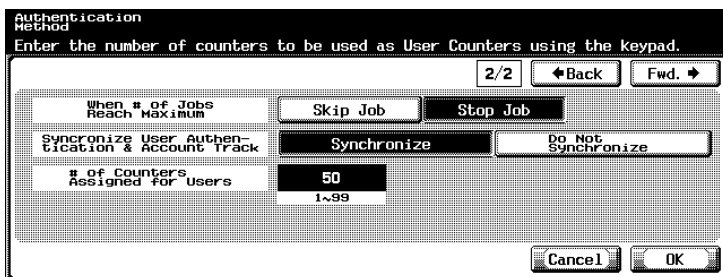
Complete the setting as described above, then proceed to the next step.

5 Make the Public User Access setting.

- Select [Restrict] to prohibit the nonregistered users from using the machine.

Select [Allow] to permit the nonregistered users to use the machine. With this option selected, the machine does not ask a user to enter the user name and password while the user authentication setting is active.

- 6 Make the Account Track setting.
 - Select [ON] to activate, or [OFF] to deactivate the account track setting.
- 7 Make the Account Track Input Method setting.
 - Touch [Account Name & Password] or [Password Only] to highlight it.
- 8 Make the When # of Jobs Reach Maximum setting.



- Touch [Fwd.] to scroll to the second page of the Authentication Method Screen.
 - Touch [Skip Job] or [Stop Job] to highlight it.
- 9 Make the Synchronize User Authentication & Account Track setting.
 - With [Synchronize] selected, required authentication procedure varies depending on the authentication system to be used. Using external server, the first use of the machine will be available with making both user authentication and account track, and only the user name will be required from the second use. Using the authentication system of the machine (MFP), the machine use will be available with making user authentication only.
 - With [Do Not Synchronize] selected, the user authentication and account track setting will be required each time of the machine use.
 - 10 Make the # of Counters Assigned for Users setting.
 - If 50 counters are assigned, available number of account registry will be 50.
 - Press [C] (Clear), then enter the desired value from the control panel keypad. (1 to 100)
When making the user authentication and account track synchronize each other, the counters can be distributed to both users and accounts, and the aggregate counts can be calculated.

- 11 Touch [OK] to complete the setting.
 - To cancel the change, touch [Cancel].
In either case, the User Authentication/Account Track Screen will be restored.
- 12 If further changes are required, touch the desired key.

15.4.2 2 User Authentication Setting>1 Administrative Setting

User Name List

If authentication mode is enabled, [List] can be displayed on the User Authentication Setting Screen and the User Registration Screen. When [List] is touched, user names registered in the unit will be displayed, so you can set a user name simply by selecting from the list.

Default Function Permission

If external server authentication is enabled, functions available to authenticated users can be limited.

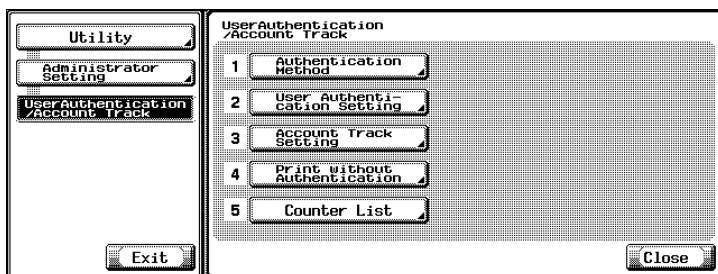
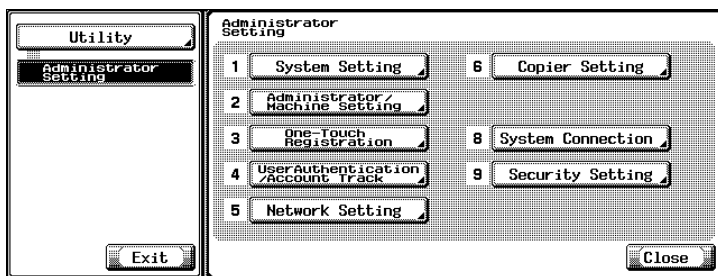
The following functions are subject to restrictions.

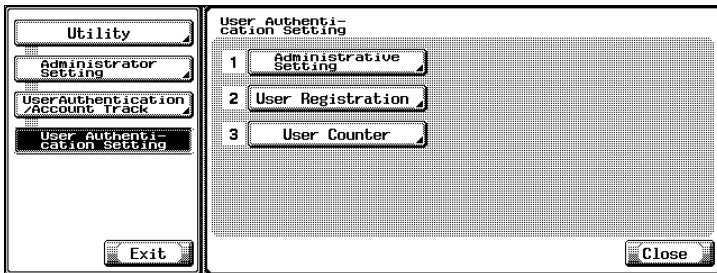
- Copy
- Scan
- Print from printer
- Modifying documents stored on the hard disk

To specify Administrative Setting

- ✓ User Registration setting will be unavailable if user authentication is disabled

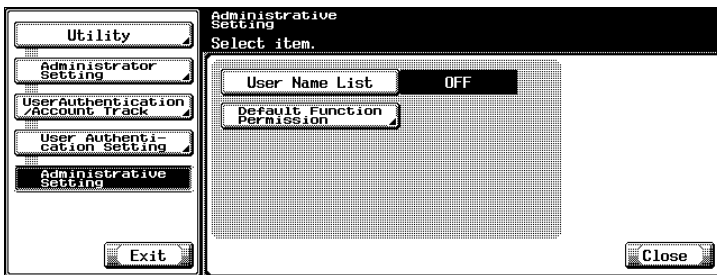
- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [4 User Authentication/Account Track], [2 User Authentication Setting], and then [1 Administrative Setting].





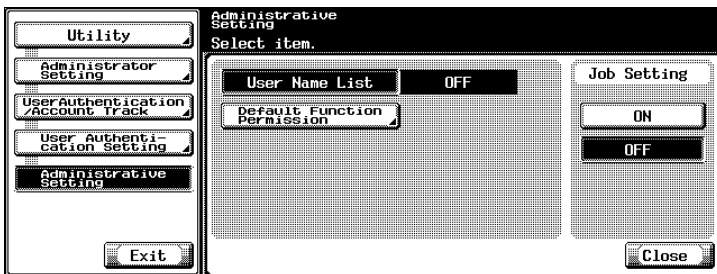
The Administrative Setting Screen will be displayed.

3 Touch [User Name List].



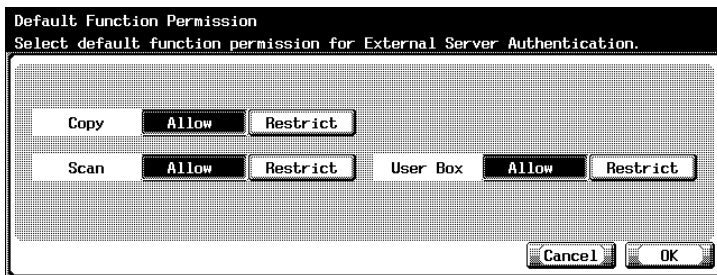
- Select either [ON] or [OFF] in the Job Setting at the right of the screen.

4 Touch [Default Function Permission].



The Default Function Permission Screen will be displayed.

- 5 Select either [Allow] or [Restrict] for each function.



- 6 Touch [OK] to complete the setting.
- To cancel the change, touch [Cancel].
In either case, the Administrative Setting Screen will be restored.
- 7 If further changes are required, touch the desired key.

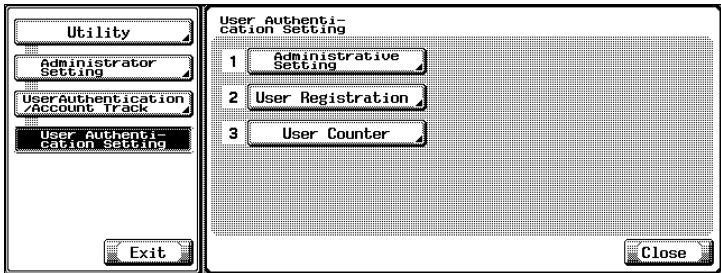
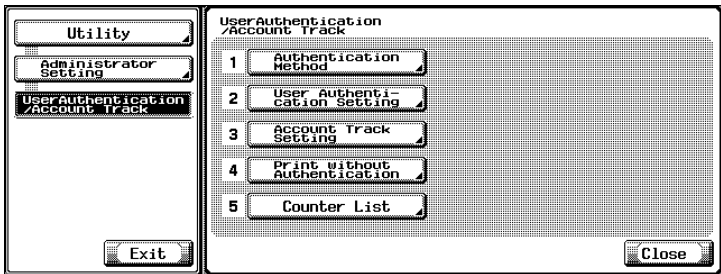
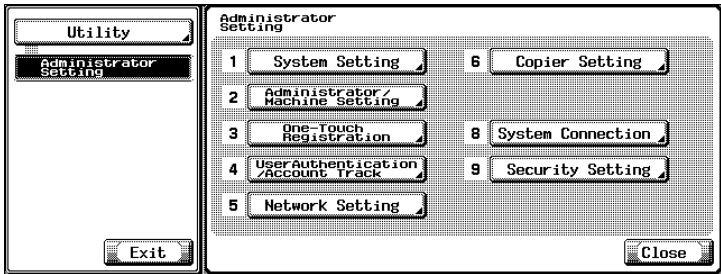
15.4.3 2 User Authentication Setting>2 User Registration

In this screen, you can allocate a user No. to each user, and register a user name, password, account, print permission, maximum number of sheets for printing, and available functions for each user No. You can also select a registered user to change, reset, or delete data.

To specify User Registration

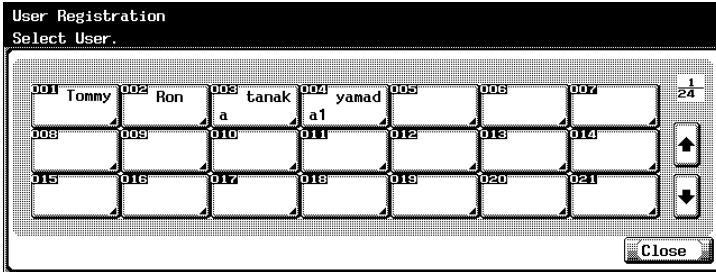
- ✓ A total of 100 user authentications and account tracks can be registered in this machine. For the machine mounted with HDD, a total of 1,000 can be registered. Contact your service representative, if desired.
 - ✓ If public user is set to [Allow] in the Authentication Method, one Public account will be added. You can also set function permissions for the public user.
 - ✓ If account track is set to [ON] in Authentication Method, you can register accounts up to the number set in the counter assignment.
 - ✓ If external server authentication is enabled, it will be automatically registered in User Registration. If it's registered in advance, you can set function permissions.
 - ✓ If [Delete] is touched, selected user information will be deleted.
- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.

- 2 Touch [4 User Authentication/Account Track], [2 User Authentication Setting], and then [2 User Registration].

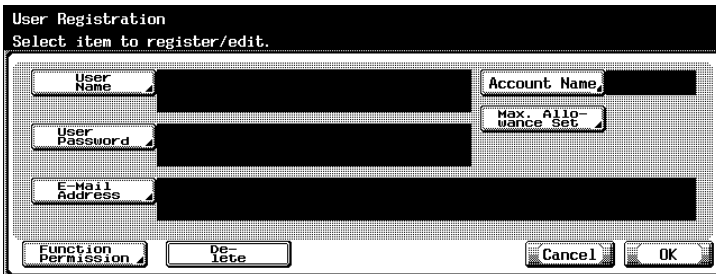


The User Registration Screen will be displayed.

- 3 Touch up/down arrow keys on the User Registration Screen to display the desired user name box, and touch the key to select it. The User Registration Screen for that user will be displayed.
- To delete user registration, proceed to step 10.

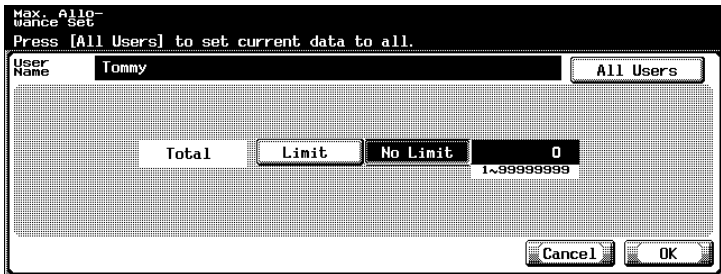


- 4 Touch [User Name] to display the User Name screen, enter the user name, and touch [OK].
- User names can be entered using up to 64 alphanumerical characters.



- 5 Touch [User Password] to display the User Password Screen, enter a password, and touch [OK].
- Passwords can be entered using up to 64 alphanumerical characters.
 - [User Password] will not be displayed if user authentication in the Authentication Method is set to ON (External Server).
- 6 Touch [E-Mail Address] to display the E-Mail Address Screen, enter an e-mail address, and touch [OK].
- If an e-mail address is 116 characters or longer, [Details] will be displayed in User Registration Screen for that user. If you touch [Details], an E-mail Address Details Screen will be displayed so that you can check the e-mail address.

- 7 Touch [Account Name] to display the Account Name Screen.
 - Touch up/down arrow keys to display the desired account, select it and touch [OK].
 - If Synchronize User Authentication & Account Track is set to [Synchronize], you can set the [Account Name].
- 8 Touch [Max. Allowance Set]. The Max Allowance Set Screen will be displayed. Select either [Limit] or [No Limit].
 - If [Limit] is touched, enter a maximum number using the numerical keypad, then touch [OK]. The maximum number will be set.
 - If [All Users] is touched, current screen settings will be reflected to other user registrations. If [All Users] is touched and [OK] is touched twice, a data processing message will be displayed and the maximum allowance value is set for all users.



- 9 Touch [Function Permission]. The Function Permission Screen will be displayed.
 - Select either [Allow] or [Restrict] for each function.

- 10** To delete user registration, follow the procedure below.
- Touch [Delete]. The Delete Confirmation popup menu will be displayed.
 - Touch [Yes] to delete, or [No] to cancel. In either case, the User Registration Screen will be restored.
- 11** Touch [OK] to complete the setting.
- To cancel the change, touch [Cancel].
In either case, the User Registration Screen will be restored.
- 12** Touch [Close] to return to the User Authentication Setting Screen. If further changes are required, touch the desired key.

15.4.4 2 User Authentication Setting>3 User Counter

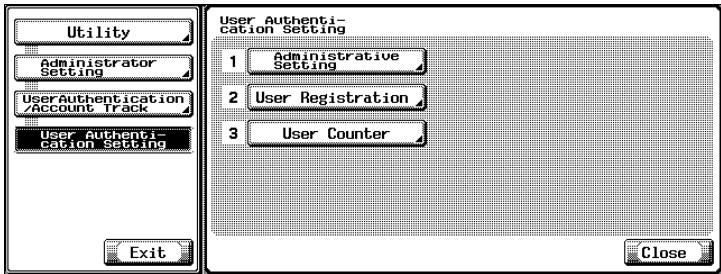
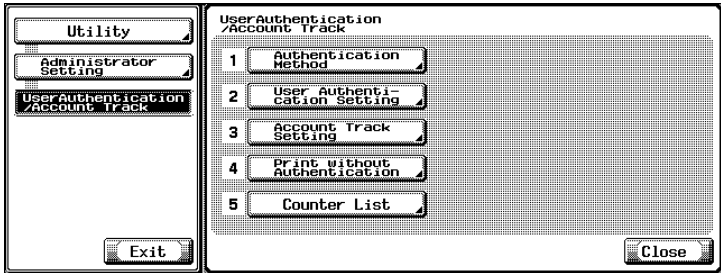
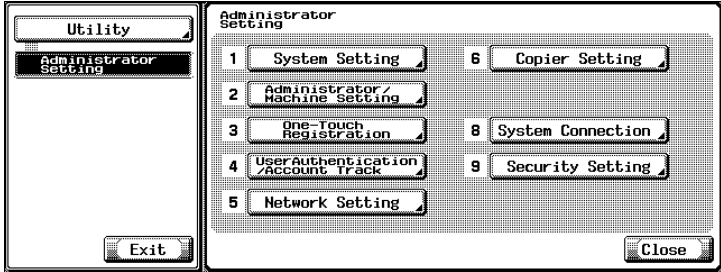
The following items can be checked for each user.

- Copy + Print
The total number of printed pages made with the copier and printer will be displayed.
Total: The total number of printed pages.
Max Allowance: The maximum number of printed pages set in User Registration.
Large Size: The total number of printed pages using large size paper.
Original Counter: The number of scanned sheets will be displayed.
Paper Counter: The number of sheets used for printing will be displayed.
- Copy
The total number of printed pages made with the copier will be displayed.
Total: The total number of printed pages made with the copier.
Large Size: The total number of printed pages made with the copier using large size paper.
- Printer
The total number of printed pages made with the printer will be displayed.
Total: The total number of printed pages made with the printer.
Large Size: The total number of printed pages made with the printer using large size paper.
- Scanner
Total: The total number of sheets scanned and printed with the scanner.
Large Size: The total number of sheets scanned and printed with the scanner using large size paper.

To specify User Counter

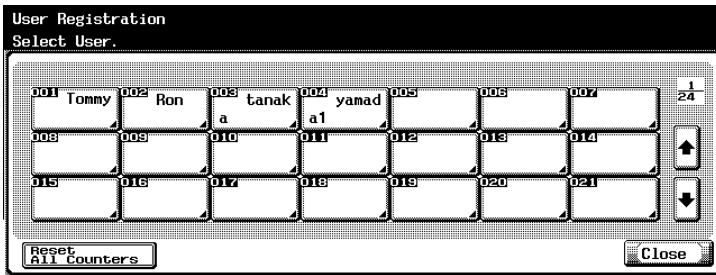
- ✓ When external server authentication is enabled, the user counter is automatically counted.

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [4 User Authentication/Account Track], [2 User Authentication Setting], and then [3 User Counter].



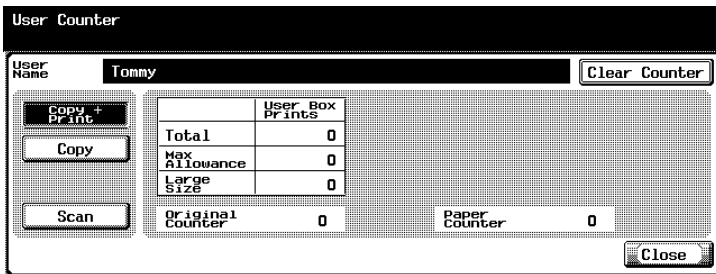
The User Counter Screen will be displayed.

- 3 Touch the desired user key. The User Counter Screen for the user will be displayed.



- If [Reset All Counters] on the User Counter Screen is touched, all user counters will be cleared. If [Reset All Counters] is touched, the confirmation screen will be displayed. If [Yes] on the confirmation screen is touched, all user counters will be cleared. The maximum allowance value will not be cleared.

- 4 Touch the desired item to check the counter.



- If [Clear Counter] on the User Counter Screen for each user is touched, the counter for the displayed user will be cleared. If [Clear Counter] is touched, the confirmation screen will be displayed. If [Yes] on the confirmation screen is touched, the counter for the displayed user will be cleared. The maximum allowance value will not be cleared.
- 5 Touch [Close] to return to the User Authentication Setting Screen.

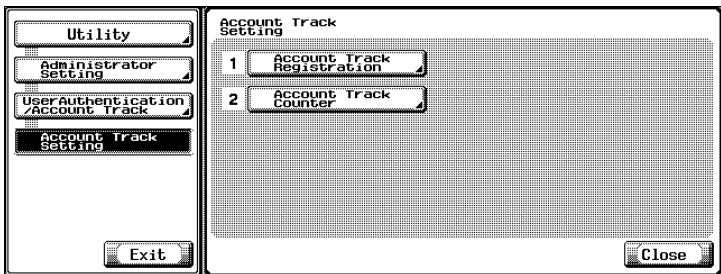
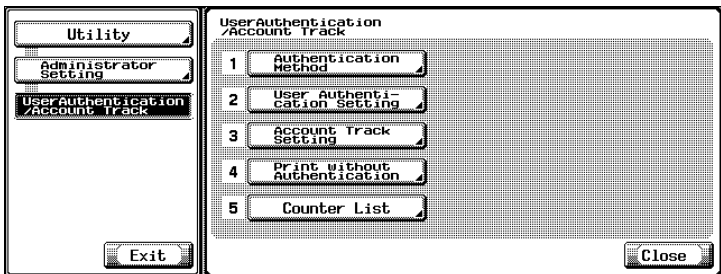
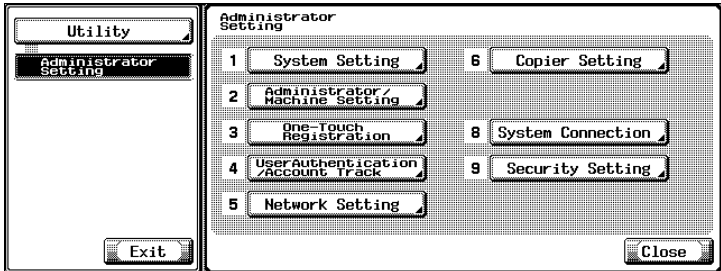
15.4.5 3 Account Track Setting>1 Account Track Registration

Account names, passwords, and the maximum number of sheets for printing can be set for each account using this machine.

This section describes an example of setting the account track authentication method to [Account Name & Password].

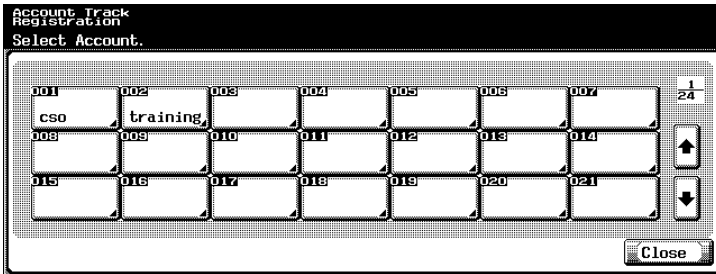
To specify Account Track Registration

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [4 User Authentication/Account Track], [3 Account Track Setting], and then [1 Account Track Registration].



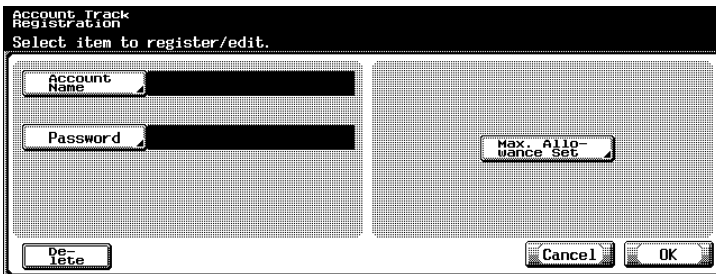
The Account Track Registration Screen will be displayed.

- 3 Touch the desired account key. The Account Track Registration Screen will be displayed.



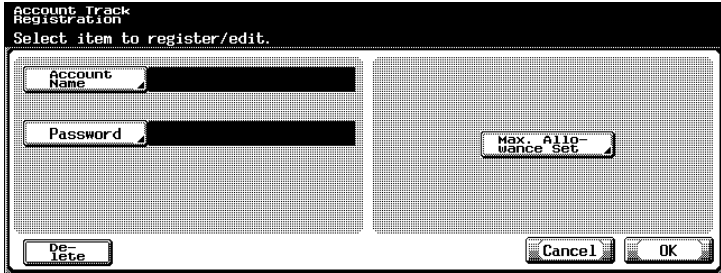
- A total of 100 user authentications and account tracks can be registered in this machine. If the machine is mounted with HDD, a total of 1,000 can be registered. Contact your service representative, if desired.

- 4 Touch [Account Name]. The Account Name Entry Screen will be displayed.



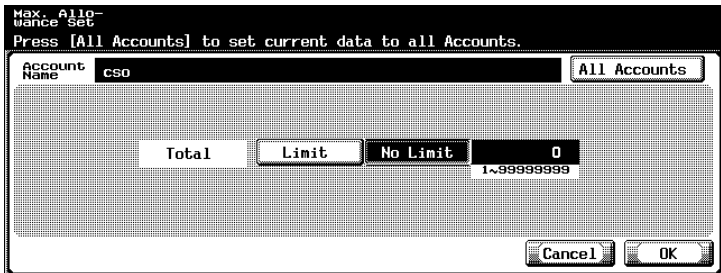
- Enter an account name (up to 8 alphanumeric characters), and touch [OK]. The account name will be set.
- If [Name] is displayed, enter an account name (maximum of 20 alphanumeric characters), and touch [OK].
- If the authentication method is set to [Account Name & Password], the same account name cannot be registered.
- If [Delete] is touched, selected account information will be deleted.
- A different screen will be displayed depending on the account track authentication method.

- 5 Touch [Password]. The Password Screen will be displayed.



- Enter a password (up to 8 one-byte characters), and touch [OK]. The Password Screen will be displayed again.
- If the Security Setting/ Password Rules are set to [ON], the following passwords cannot be used.
 - Same password as the one currently set
 - One-character password
 - Example: "11111111"
 - Password of less than eight characters

- 6 Touch [Max. Allowance Set]. The Max. Allowance Set Screen will be displayed.



- If [All Accounts] is touched, the current screen settings will be reflected to other account registrations. If [All Accounts] is touched and [OK] is touched twice, a data processing message will be displayed and the maximum allowance value is set for all accounts.

- 7 Touch either [No Limit] or [Limit].

- If [Limit] is selected, enter the maximum number using the numerical keypad.
- Touch [OK]. The maximum number will be set.

- 8 Touch [OK] to complete the setting.
 - To cancel the change, touch [Cancel].
In either case, the Account Track Registration Screen will be restored.
- 9 Touch [Close] to return to the Account Track Setting Screen. If further changes are required, touch the desired key.

15.4.6 3 Account Track Setting>2 Account Track Counter

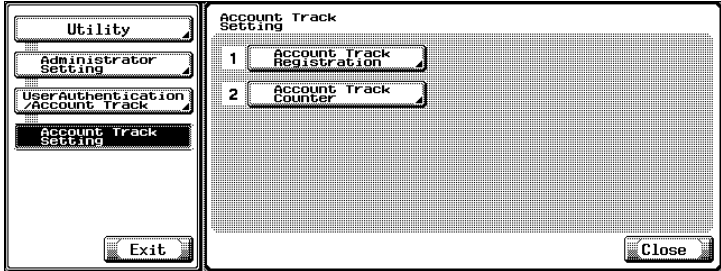
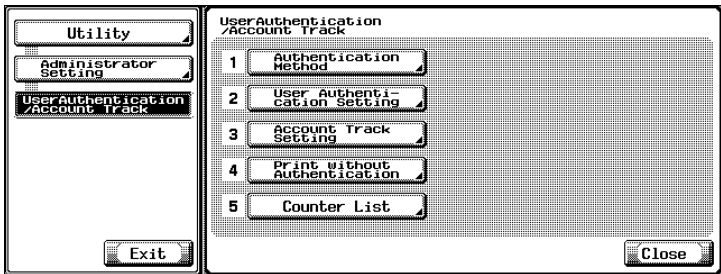
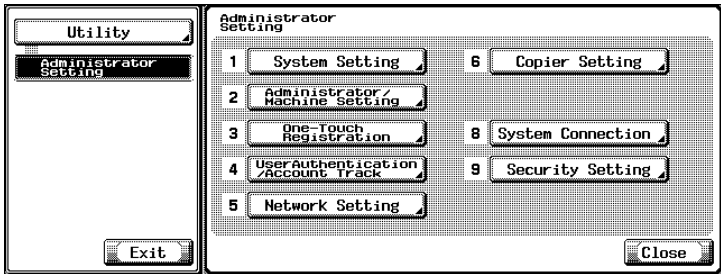
The following items can be checked for each account.

- Copy + Print
The total number of printed pages made with the copier and printer will be displayed.
Total: The total number of printed pages.
Max Allowance: The maximum number of printed pages set in the Account Registration.
Large Size: The total number of printed pages using large size paper.
Original Counter: The number of scanned sheets will be displayed.
Paper Counter: The number of sheets used for printing will be displayed.
- Copy
The total number of printed pages made with the copier will be displayed.
Total: The total number of printed pages made with the copier.
Large Size: The total number of printed pages made with the copier using large size paper.
- Printer
The total number of printed pages made with the printer will be displayed.
Total: The total number of printed pages made with the printer.
Large Size: The total number of printed pages made with the printer using large size paper.
- Scanner
Total: The total number of sheets scanned and printed with the scanner.
Large Size: The total number of sheets scanned and printed with the scanner using large size paper.

To specify Account Track Counter

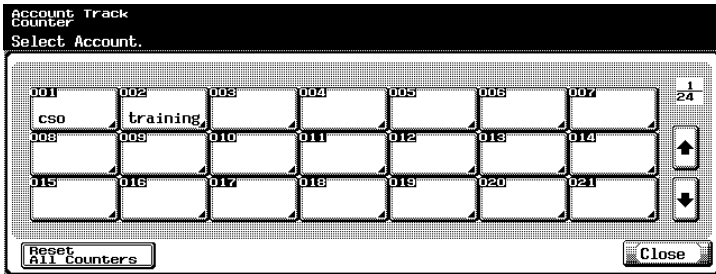
- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.

- 2 Touch [4 User Authentication/Account Track], [3 Account Track Setting], and then [2 Account Track Counter].



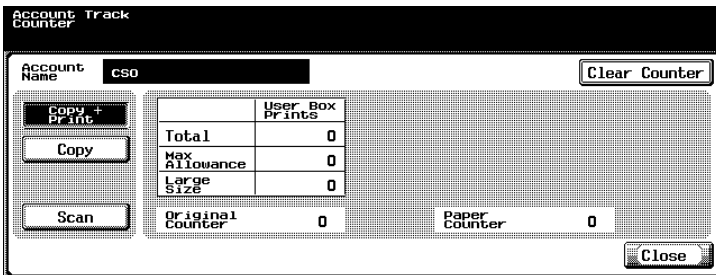
The Account Track Counter Screen will be displayed.

- 3 Touch the desired account key. The Account Track Counter Screen for the account will be displayed.



- If [Reset All Counters] on the Account Track Counter Screen is touched, all account track counters will be cleared. If [Reset All Counters] is touched, the confirmation screen will be displayed. If [Yes] on the confirmation screen is touched, all account track counters will be cleared. The maximum allowance value will not be cleared.

- 4 Touch the desired item to check the counter.



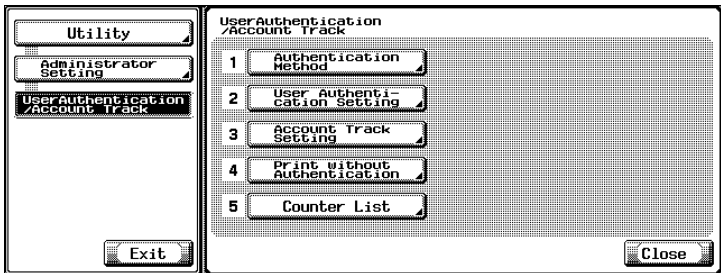
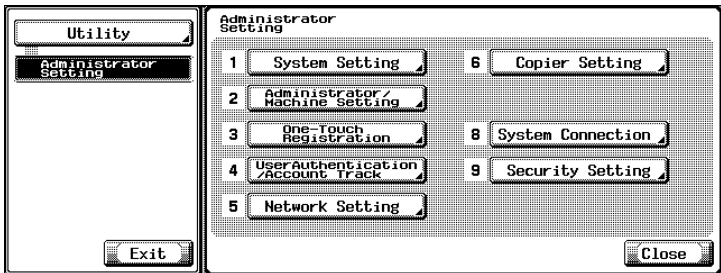
- If [Clear Counter] on the Account Track Counter Screen for each account is touched, the counter for the displayed account will be cleared. If [Clear Counter] is touched, the confirmation screen will be displayed. If [Yes] on the confirmation screen is touched, the counter for the displayed account will be cleared. The maximum allowance value will not be cleared.
- 5 Touch [Close] to return to the Account Track Setting Screen. If further changes are required, touch the desired key.

15.4.7 4 Print without Authentication

This setting is available whether or not printing is allowed for unspecified users or accounts. When allowed, the number of printed pages will be counted as a public user.

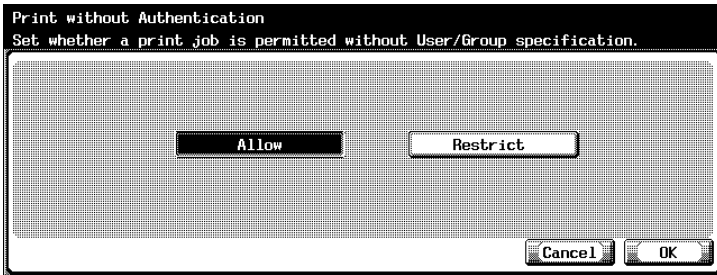
To specify Print without Authentication

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [4 User Authentication/Account Track], then touch [4 Print without Authentication].



The Print without Authentication Screen will be displayed.

- 3 Select either [Allow] or [Restrict] on the Print without Authentication Screen.



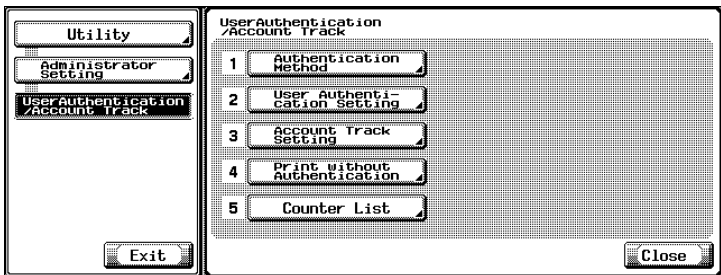
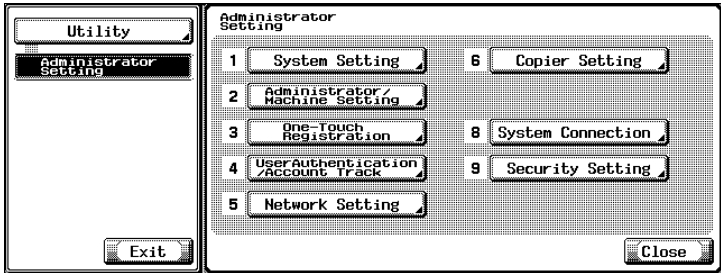
- 4 Touch [OK] to complete the setting.
 - To cancel the change, touch [Cancel].
In either case, the User Authentication/Account Track Screen will be restored.
- 5 If further changes are required, touch the desired key.

15.4.8 5 Counter List

The User Counter and the Account Track Counter can be printed.

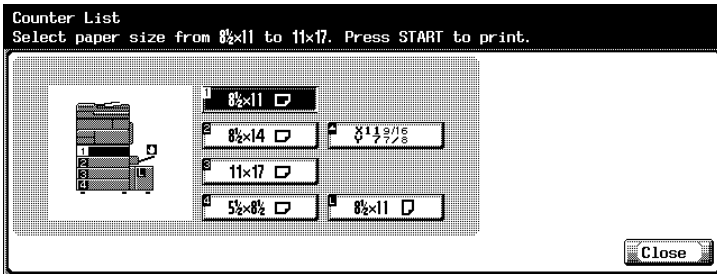
To specify Counter List

- ✓ Counter List cannot be selected in the following situations.
 - [User Authentication] is set to [OFF]
 - [Account Track] is set to [OFF]
- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
 - 2 Touch [4 User Authentication/Account Track], and then touch [5 Counter List].



The Counter List Screen will be displayed.

- 3 Select the desired paper tray to print the list on the Counter List Screen.



- 4 Touch [Close] to return to the User Authentication/Account Track Screen.
If further changes are required, touch the desired key.

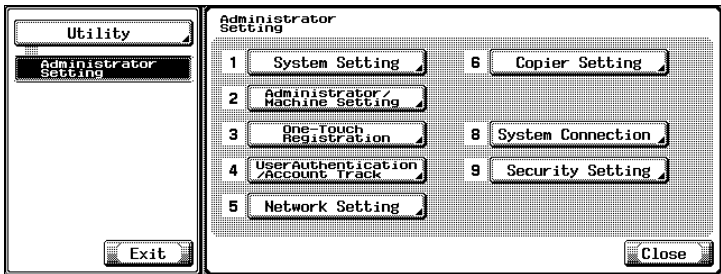
15.5 6 Copier Setting

15.5.1 Auto Zoom (Platen)

Specify whether or not to enable Auto Zoom when making a copy using the original glass.

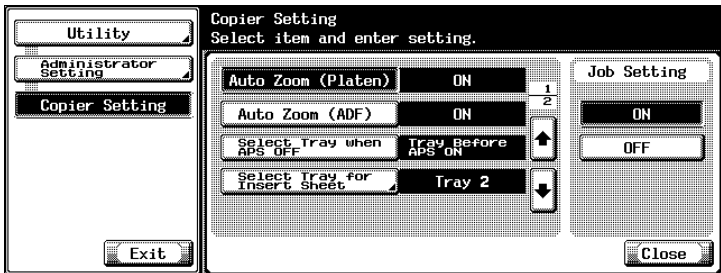
To specify Auto Zoom (Platen)

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [6 Copier Setting].



The Copier Setting Screen will be displayed.

- 3 Touch [Auto Zoom (Platen)] on the Copier Setting Screen. Select either [ON] or [OFF] under Job Setting in the right side area of the screen.



- 4 Touch [Close] to return to the Administrator Setting Screen. If further changes are required, touch the desired key.



Note

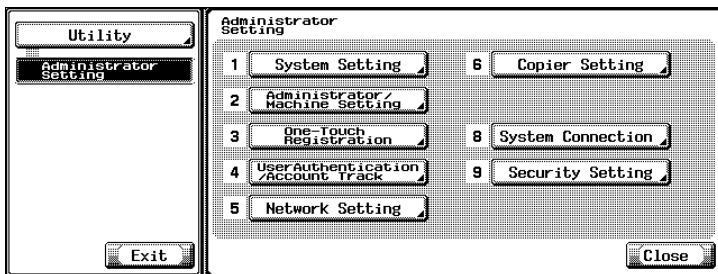
The Auto Zoom (Platen) can be accessed also from the User Setting Screen if the Administrator Security Level in the Administrator Setting is set to Level 1 or Level 2.

15.5.2 Auto Zoom (ADF)

Specify whether or not to enable Auto Zoom when making a copy using the ADF.

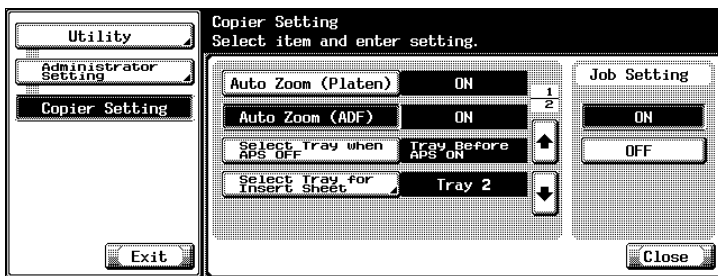
To specify Auto Zoom (ADF)

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [6 Copier Setting].



The Copier Setting Screen will be displayed.

- 3 Touch [Auto Zoom (ADF)] on the Copier Setting Screen. Select either [ON] or [OFF] under Job Setting in the right side area of the screen.



- 4 Touch [Close] to return to the Administrator Setting Screen. If further changes are required, touch the desired key.



Note

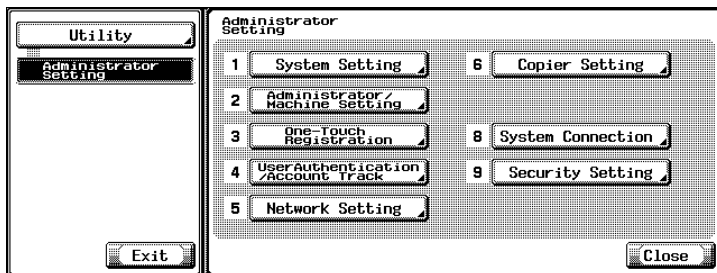
The Auto Zoom (ADF) can be accessed also from the User Setting Screen if the Administrator Security Level in the Administrator Setting is set to Level 1 or Level 2.

15.5.3 Select Tray when APS OFF

Specify the tray to be selected when Auto Paper Select is released.

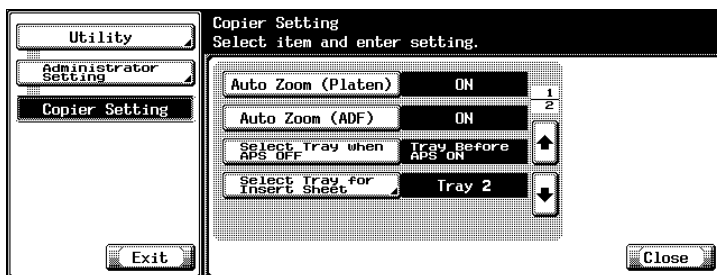
To specify Select Tray when APS OFF

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [6 Copier Setting].



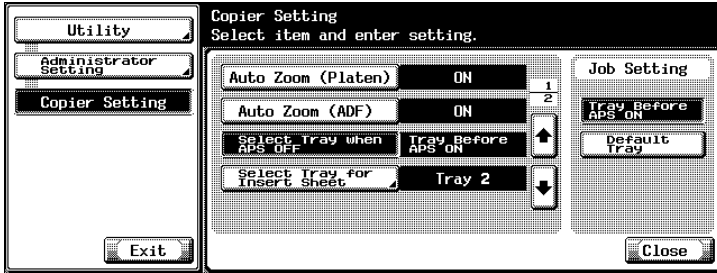
The Copier Setting Screen will be displayed.

- 3 Touch [Select Tray when APS OFF] on the Copier Setting Screen. Select either [Tray Before APS ON] or [Default Tray] under Job Setting in the right side area of the screen.



- [Tray Before APS ON]: Use the tray selected before APS is specified.

- [Default Tray]: Use the tray specified as factory default.



- 4 Touch [Close] to return to the Administrator Setting Screen. If further changes are required, touch the desired key.



Note

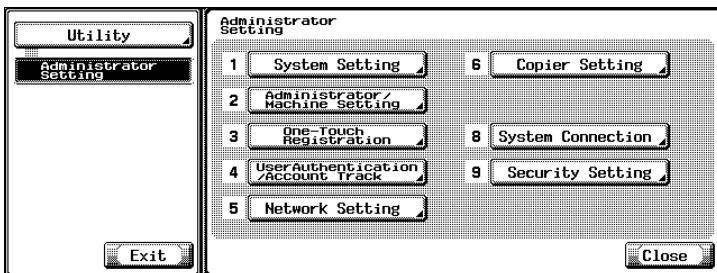
The Select Tray when APS OFF can be accessed also from the User Setting Screen if the Administrator Security Level in the Administrator Setting is set to Level 1 or Level 2.

15.5.4 Select Tray for Insert Sheet

Specify the tray to be loaded with paper for Cover Mode and Insert Sheet functions.

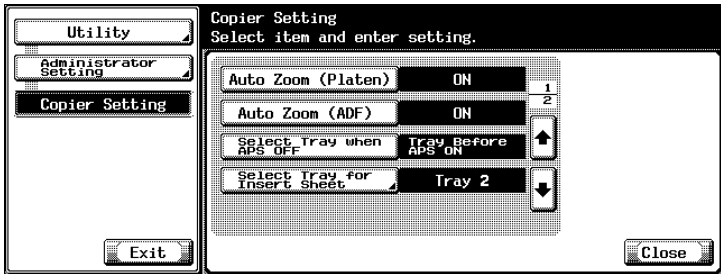
To specify Select Tray for Insert Sheet

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [6 Copier Setting].

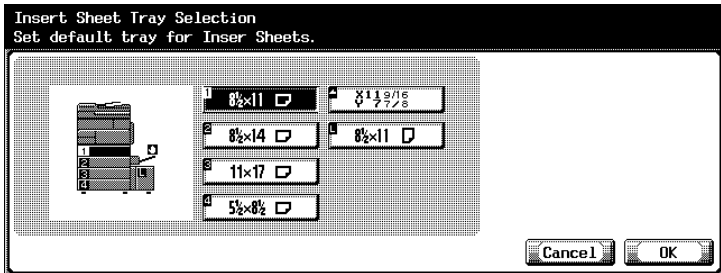


The Copier Setting Screen will be displayed.

- 3 Touch [Select Tray for Insert Sheet] on the Copier Setting Screen. The Insert Sheet Tray Selection Screen will be displayed.



- 4 Touch the desired tray key to highlight it.



- 5 Touch [OK] to complete the setting.
- To cancel the change, touch [Cancel].
In either case, the Copier Setting Screen will be restored.
- 6 Touch [Close] to return to the Administrator Setting Screen.
If further changes are required, touch the desired key.



Note

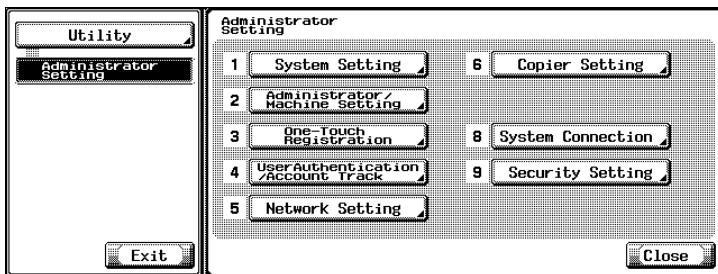
The Select Tray for Insert Sheet can be accessed also from the User Setting Screen if the Administrator Security Level in the Administrator Setting is set to Level 1 or Level 2.

15.5.5 Print Jobs During Copy Operation

Specify whether or not to accept print data while copy operation is in process.

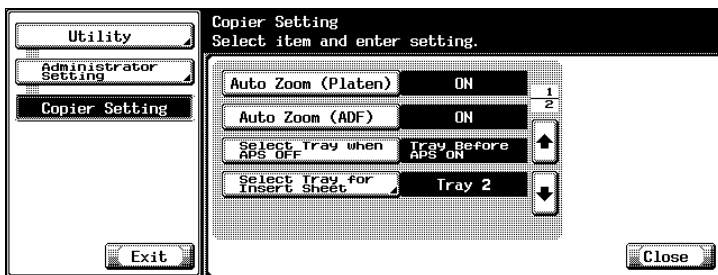
To specify Print Jobs During Copy Operation

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [6 Copier Setting].



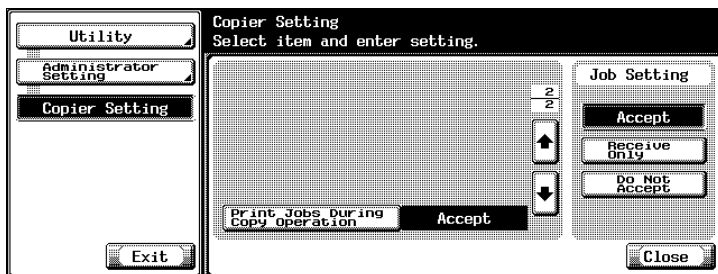
The Copier Setting Screen will be displayed.

- 3 Touch the down arrow key to scroll to the next page, then touch [Print Jobs During Copy Operation]. Select the desired condition key under Job Setting in the right side area of the screen.



- [Accept]: Accept print data and start printing immediately.
- [Receive Only]: Accept print data and start printing when copy operation is completed.

- [Do Not Accept]: Do not receive print data.



- 4 Touch [Close] to return to the Administrator Setting Screen.
If further changes are required, touch the desired key.

**Note**

The Print Jobs During Copy Operation can be accessed also from the User Setting Screen if the Administrator Security Level in the Administrator Setting is set to Level 2.

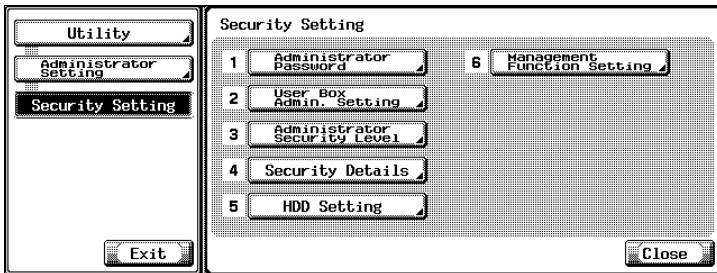
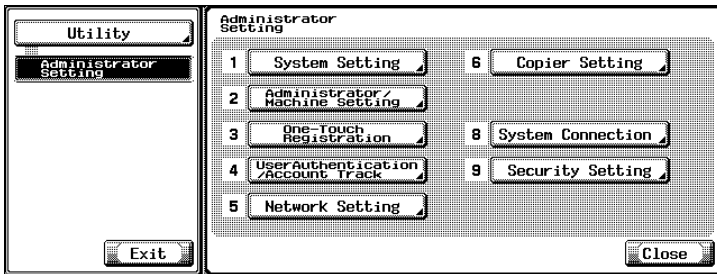
15.6 9 Security Setting

15.6.1 1 Administrator Password

Set the new administrator password.

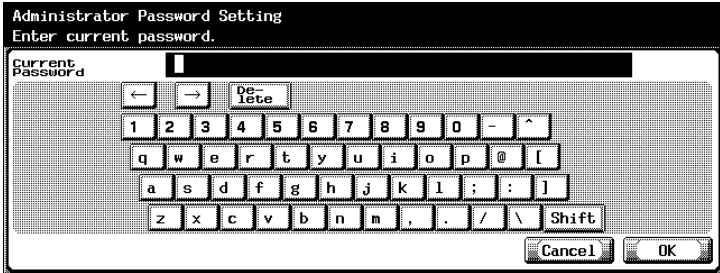
To specify Administrator Password

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [9 Security Setting], then touch [1 Administrator Password].



The Administrator Password Setting Screen will be displayed.

- 3 Enter the current password.



- Password entry is limited to 8 alphanumeric characters.
 - The password is case sensitive.
 - If entered password is wrong or less than 8 characters, an error message will be displayed on touching [OK] and any key on the control/touch panel will be unavailable for the next five seconds. Enter the correct password after five seconds.
 - Wrong operations will be recorded in the audit log.
- Touch [OK].

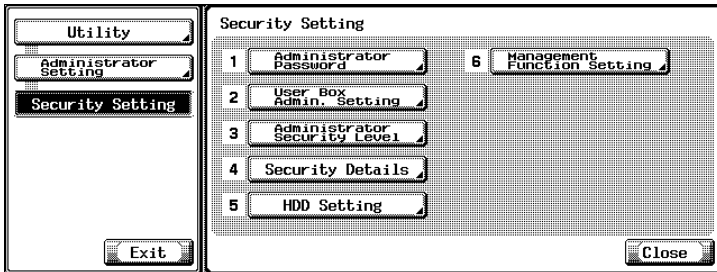
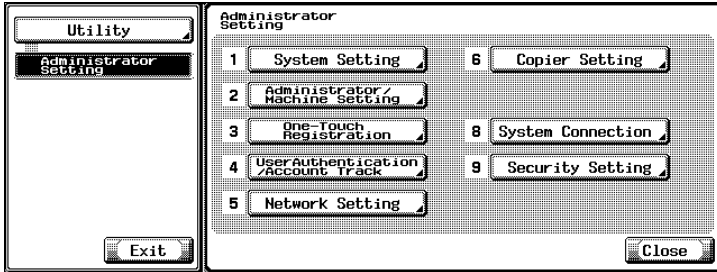
- 4 Enter the new password, then touch [OK].
- 5 Enter the new password again for confirmation, then touch [OK]. Or, touch [Cancel] to cancel the change. In either case, the Security Setting Screen will be restored.
- 6 If further changes are required, touch the desired key.

15.6.2 3 Administrator Security Level

Specify the administrator settings to be allowed to general users.

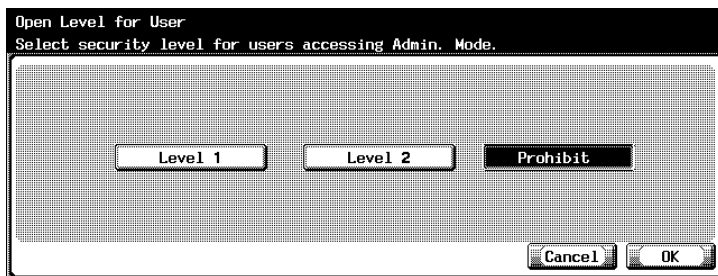
To specify Administrator Security Level

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [9 Security Setting], then touch [3 Administrator Security Level].



The Administrator Security Level Screen will be displayed.

- 3 Select the desired security level from [Level 1], [Level 2], and [Prohibit].

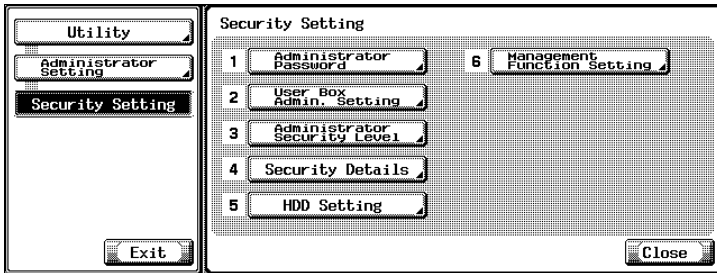
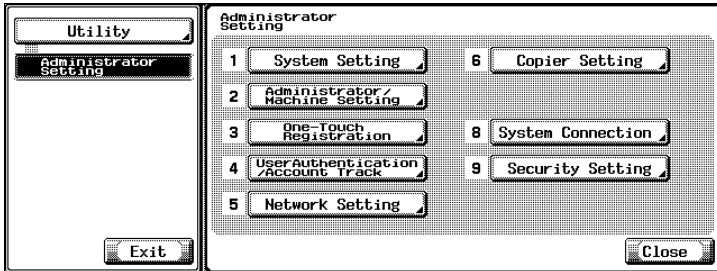


- [Level 1]: Allow the general users to specify the Power Save Setting, Auto Zoom (Platen), Auto Zoom (ADF), Select Tray when APS OFF, and Select Tray for Insert Sheet.
 - [Level 2]: Allow the general users to specify the Power Save Setting, Output Setting, Daylight Saving Time Setting, Original Image Density, Auto Zoom (Platen), Auto Zoom (ADF), Select Tray when APS OFF, Select Tray for Insert Sheet, and Print Jobs During Copy Operation.
 - [Prohibit]: Both Level 1 and Level 2 settings are not allowed.
- 4 Touch [OK] to complete the setting.
- To cancel the change, touch [Cancel].
In either case, the Security Setting Screen will be restored.
- 5 If further changes are required, touch the desired key.

15.6.3 4 Security Details

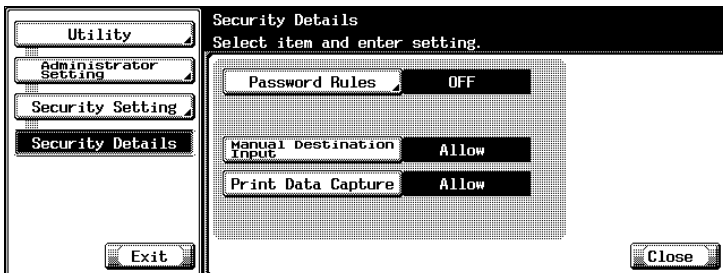
To specify Security Details

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [9 Security Setting], then touch [4 Security Details].

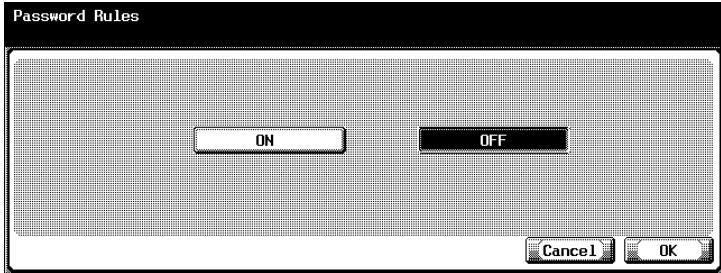


The Security Details Screen will be displayed.

- 3 Select whether or not to apply the password rules. Select [ON] to enhance the security.

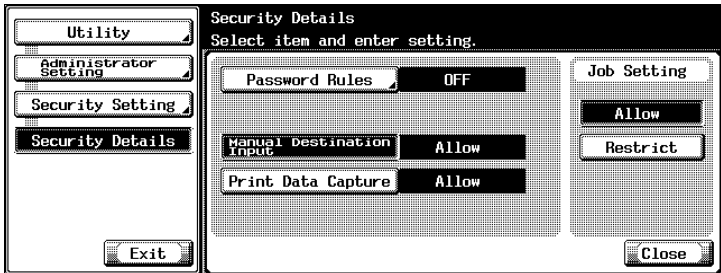


- Touch [Password Rules] to display the Password Rules Screen, then select either [ON] or [OFF].
Touch [OK] to complete the setting.



To cancel the change, touch [Cancel]. In either case, the Security Details Screen will be restored.

- 4 Select whether or not to allow users to input the destination manually.
 - Touch [Manual Destination Input]. Select either [Allow] or [Restrict] under Job Setting in the right side area of the screen.



- 5 Specify the Print Data Capture setting, if desired.
 - This is the setting concerning Printer function. For details, refer to the IC-204 User's Guide.
- 6 If further changes are required, touch the desired key.

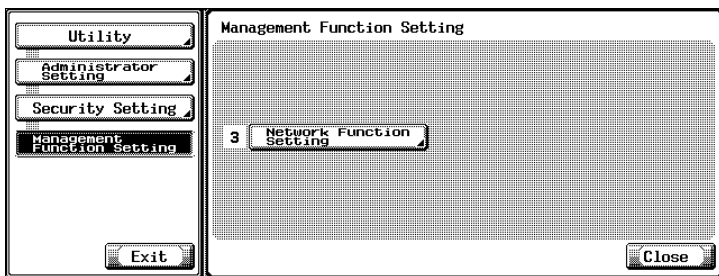
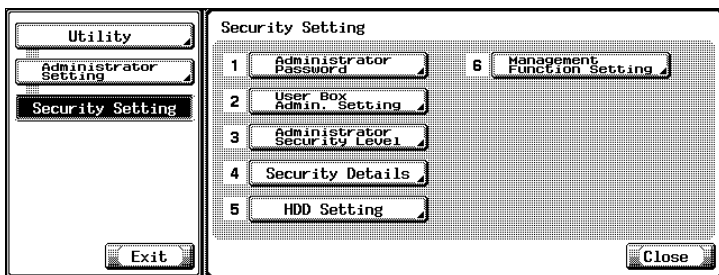
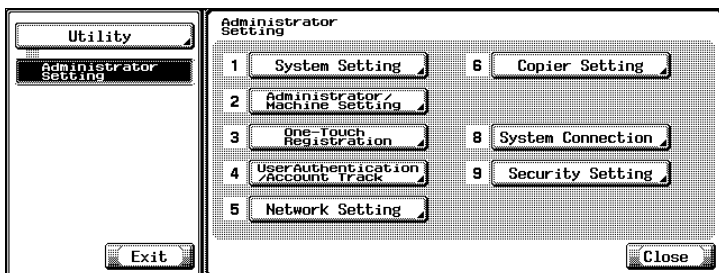
15.6.4 6 Management Function Setting>3 Network Function Setting

The following network functions can be restricted in use in order to enhance the security.

PC FX Transmission, HDD TWAIN, PageScope Box Operator, PageScope Scan Direct, PageScope Job Spooler

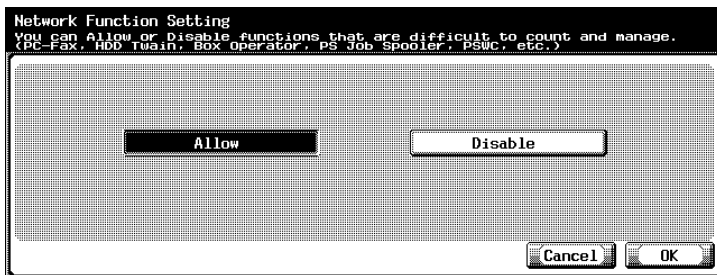
To specify Network Function Setting

- 1 Follow the procedure on page 15-2 to display the Administrator Setting Screen.
- 2 Touch [9 Security Setting], [6 Management Function Setting], and then [3 Network Function Setting].



The Network Function Setting Screen will be displayed.

- 3 Select whether or not to use this function.



- Select [Use] to use the network functions, or [Not Use] to disable those functions.

- 4 If further changes are required, touch the desired key.



Detail

For details of the network functions to be restricted by this function, refer to the User's Guide [Network Scanner Operations] and [Fax Operations].

16

Appendix

16 Appendix

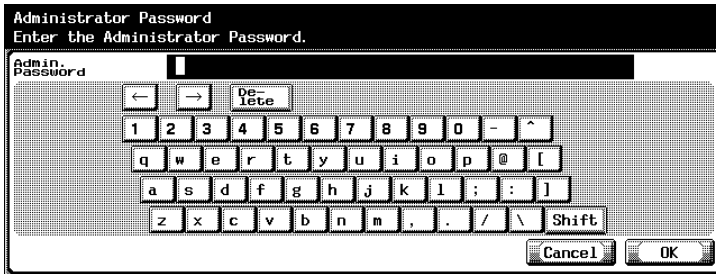
16.1 Entering Text

The following procedure describes how to use the keyboard that appears in the touch panel for typing in the names of registered accounts and custom paper sizes. The keypad can also be used to type in numbers.

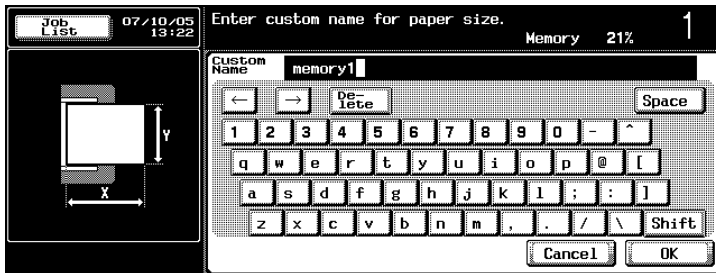
Any of the following keyboards may appear.

Example

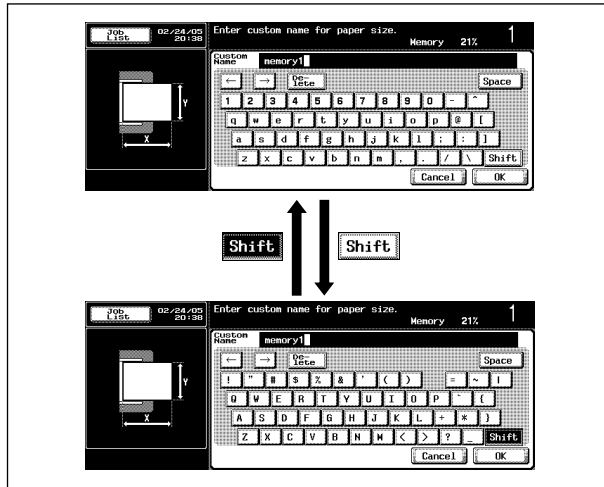
Password input screen:



Screen for entering the name of a custom paper size:

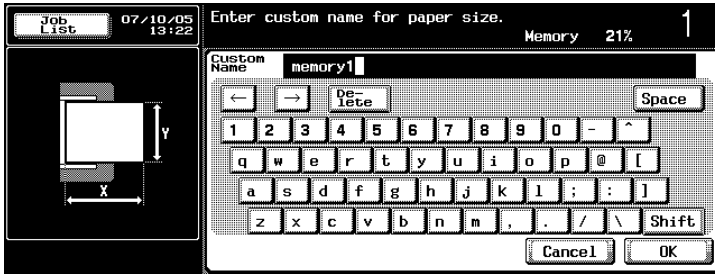


Touching [Shift] switches the keyboard display between lowercase letters (numbers) and uppercase letters (symbols).



To type text

- Touch the button for the desired character from the keyboard that appeared.
 - To type in uppercase letters or symbols, touch [Shift].
 - Numbers can also be typed in with the keypad.
- The entered characters appear in the text box.



Note

To cancel changes to the settings, touch [Cancel].

To clear all entered text, press [C] (clear).



Detail

To change a character in the entered text, touch [←] and [→] to move the cursor to the character to be changed, touch [Delete], and then type in the desired letter or number.

List of Available Characters

Alphanumeric characters / symbols	ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz(Space)!"#\$%&'()+,-./:;<=>?@[^_{}*~0123456789
-----------------------------------	--

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