



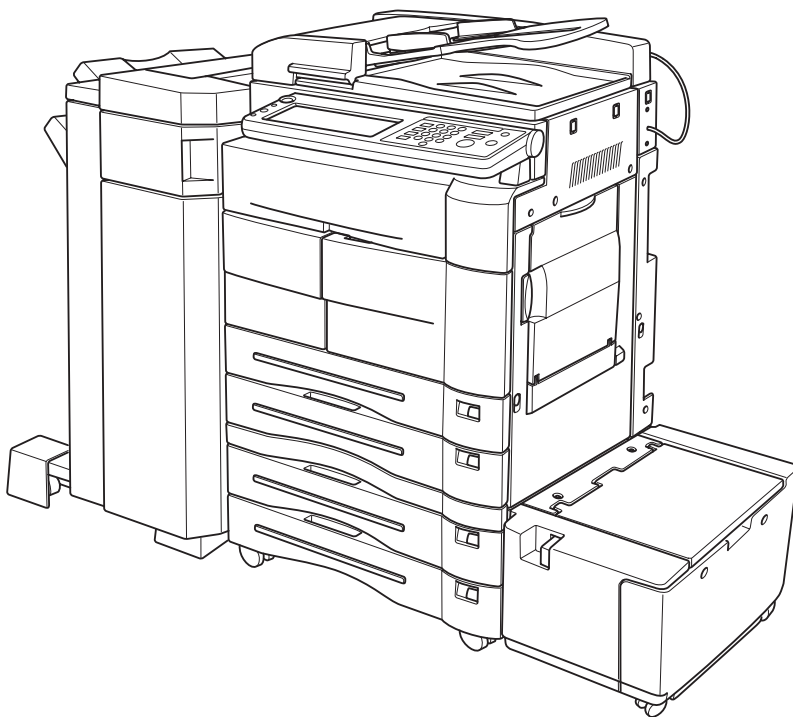
KONICA MINOLTA

**USER'S
MANUAL**

7222

7228

7235



Recycled paper is used for the inside pages of this book.

7222/7228/7235

Workgroup Document System™

User's Guide



ENERGY STAR® Program

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

Auto Low Power

This function conserves energy by lowering the set temperature of the fixing unit. In the standard setting, Auto Low Power operates automatically when 1 minute have elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time.

The time period for the Auto Low Power function can be set for 1 minute, 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes, or 240 minutes. See p. 2-20 for details.

Automatic Shut-Off

This function achieves further energy conservation by partially turning the power supply OFF, thereby reducing energy consumption to 20W or less. In the standard setting, Automatic Shut-Off follows Auto Low Power, operating automatically when 15 minutes have elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time.

The time period for the Automatic Shut-Off function can be set for 1 minute, 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes or 240 minutes. See p. 2-20 for details.

Automatic Duplex Copying

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

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MAINTENANCE AGREEMENT:

The 7222/7228/7235 Workgroup Document System™ will give you many years of trouble-free service. To ensure high-quality performance and to prevent premature wear or failure of precision parts and components, schedule periodic cleaning and routine adjustments.

We recommend that you contact your service center to discuss the benefits and advantages of Customer Service Maintenance Agreement and to be shown how a maintenance plan can be tailored to your individual copying needs.

NOTICE:

Konica Minolta Business Solutions U.S.A., Inc. has made every effort to ensure that the information in this guide is complete and accurate. However, constant efforts are also being made to improve and update the product. Therefore, Konica Minolta Business Solutions U.S.A., Inc. shall not be liable for errors in this guide or for any consequential damage resulting from the use of this guide. The information contained herein is subject to change without notice.

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MANUAL PART NUMBER:

OP-7222/7228/7235MAINBODY-01

Web Site Address:

<http://www.konicabt.com>

CORRESPONDENCE:

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Contents

1
Safety
Information

2
Machine
Information

3
Copying
Operations

4
Helpful
Functions

5
Trouble-
shooting

6
Machine
Specifications

7
Advanced
Information

8
Special
Original

9
Applications

10
Paper &
Original Info

11
Supplies

12
Maintenance

13
Key Operator
Mode

Contents
Features of the 7222/7228/7235

Basic

Section 1: Safety Information

Caution Labels and Indicators.....	1-2
Regulations	1-5
FCC Regulations	1-5
FDA Regulations	1-5
Requirements for Safe Use.....	1-6
Power Source.....	1-6
Environment	1-7
Precautions for Routine Handling.....	1-12

Section 2: Machine Information

Machine Configuration	2-2
External Machine Items	2-2
Internal Machine Items	2-5
Standard/Optional Equipment	2-7
Control Panel Layout.....	2-8
Basic Screen	2-10
FS-113 Finisher	2-12
FS-114 Finisher / PK-114 Punch Kit / BK-114 Branch Kit.....	2-14
SK-114 Saddle Kit.....	2-16
Turning On the Power Switch	2-18
To Turn On the Power	2-18
To Turn Off the Power	2-19
Reducing the Power in Standby Mode (Auto Low Power).....	2-20
Shutting Off Automatically (Auto Shut-Off)	2-20
Shutting Off / Reducing the Power Manually.....	2-21
Entering a User ID (User Account).....	2-22
Loading Paper.....	2-23
Loading Paper in Main Body Trays and DB-211 Trays	2-23
Loading Paper in DB-411 Tray	2-25
Loading Paper in LT-203 Large Capacity Tray.....	2-26
Loading Paper in Multi-Sheet Bypass Tray	2-28
Changing Paper Size of Main Body Trays and DB-211 Trays.....	2-29

Section 3: Copying Operations

Positioning Originals	3-2
Positioning Originals in RADF	3-2
Positioning Original on Platen Glass	3-5
Setting Print Quantity	3-7
To Set Print Quantity	3-7
To Change Print Quantity	3-7
To Stop Scanning/Printing	3-8
Selecting Copy Size	3-9
To Select Copy Size Automatically (APS)	3-9
To Specify Desired Copy Size (AMS)	3-11
Selecting Magnification Ratio (Lens Mode)	3-13
To Copy in 1.00 Magnification Mode	3-13
To Copy in Fixed Magnification Mode	3-14
To Copy in Zoom Mode	3-15
Selecting Density Level	3-16
To Select Copy Density	3-16
Making Double-Sided Copies (1▶2, 2▶2)	3-18
Using RADF	3-18
Using Platen Glass	3-20
Making Single-Sided Copies from Double-Sided Originals (2▶1)	3-22
Copying Using Special Paper (Multi-Sheet Bypass Tray)	3-24
Copying Using Memory	3-26
To Scan Originals into Memory (Store Mode)	3-26
To Set Next Copying Job (Reserve)	3-28
To Check/Control Jobs in Progress (Job List Screen)	3-30
Output Mode for Machine without Finisher	3-32
Output Mode for Machine with Finisher	3-34
Stapling Output Copies (Staple)	3-38
Punching File Holes in Copies (Punch)	3-42
Making Fold in Copies (Fold / Fold & Stitch)	3-47
Output Mode for Machine with Inner Tray IT-101	3-50

1	Safety Information
2	Machine Information
3	Copying Operations
4	Helpful Functions
5	Troubleshooting
6	Machine Specifications
7	Advanced Information
8	Special Original
9	Applications
10	Paper & Original Info
11	Supplies
12	Maintenance
13	Key Operator Mode

Section 4: Helpful Functions

Making Sample Copy (Proof Copy).....	4-2
Checking Feature Selections / Proof Copying (Check Mode).....	4-4
Interrupt Copying.....	4-6
Storing Job Conditions (Job Memory: Job Store)	4-8
Recalling Stored Job Settings (Job Memory: Job Recall)	4-11
Displaying Screen for Operation Guide (Help Mode).....	4-12
To Display the Help Screen from Basic Screen	4-12
To Display Help Screen from Other Screens	4-14

Section 5: Troubleshooting

When “Call for Service” Message Is Displayed.....	5-2
Limited Use of the Copier in Trouble	5-3
Preventive Maintenance.....	5-4
Clearing Mishandled Paper.....	5-5
When “JAM” Appears on Folder Key	5-7
When “ADD PAPER” Appears on Folder Key.....	5-9
When “Memory Full” Message Is Displayed (Memory Overflow).....	5-10
Action 1.....	5-10
Action 2.....	5-11
When Power OFF/ON Screen Is Displayed	5-12
Troubleshooting Tips.....	5-13

Section 6: Machine Specifications

Main Body Specifications.....	6-2
Option Specifications	6-7

Advanced

Section 7: Advanced Information

Programmed Shut-Off (Weekly Timer).....	7-2
Timer Interrupt.....	7-2
Rotation.....	7-4
Vertical/Horizontal Zoom Mode.....	7-5

Section 8: Special Original

Making Copy Quality Closer to Originals (Text/Photo Enhance)	8-2
Copying Mixed Size Originals (Mixed Original).....	8-4
Copying Folded Originals (Folded Original)	8-6
Copying Non-Standard Size Originals (Non-Standard Size).....	8-8

Section 9: Applications

To Display Application Selection Screen	9-2
Inserting Sheets and Covers (Sheet/Cover Insertion).....	9-3
Positioning Title Pages on the Right Side (Chapter).....	9-7
Lay Out Several Pages onto One Sheet (Combination)	9-10
Making a Multiple Page Signature Booklet (Booklet).....	9-13
Copying onto Transparent Films (Transparency Interleave).....	9-16
Inserting Images into Printed Sets (Image Insert).....	9-18
Dividing an Image into Right and Left Pages (Book Copy).....	9-21
Reverse the Second Side in 1-2 Mode (Upside Down).....	9-25
Erasing Outside of the Original (Non-Image Area Erase).....	9-27
Reversing Color in Black and White Image (Reverse Image).....	9-29
Repeating Selected Image Area (Repeat: Vert./Horiz. Mode)	9-31
Repeating Automatically or Selecting Repeating Times (Repeat: AUTO/ Repeat Mode)....	9-34
Eliminating Black Copy Marks Along Borders (Frame/Fold Erasure)	9-37
Copying Image in the Center of Copy Paper (AUTO Layout)	9-40
Adjusting Position of Copy Image (Image Shift).....	9-42
Reducing Images to Create Binding Margin (Reduce&Shift)	9-44
Printing Stamp, Page, Watermark onto Copies (Stamp).....	9-47
Overlaying an Image onto Each Page Copied in the Job (Overlay).....	9-51

Section 10: Paper and Original Information

Paper Information.....	10-2
Paper Weight.....	10-2
Tray / Exit Tray Capacity	10-3
Paper Size	10-6
Special Paper in Multi-Sheet Bypass Tray	10-7
To Store Copy Paper.....	10-7

Section 10: Paper and Original Information (continued)

Original Information.....	10-8
Platen Glass Originals.....	10-8
RADF Originals.....	10-9

Section 11: Supplies

Adding Toner.....	11-2
Inserting a New Staple Cartridge into FS-113 Finisher.....	11-6
Empty Trash Basket of FS-113 Finisher	11-10
Inserting a New Staple Cartridge into FS-114 Finisher.....	11-12
Inserting a New Staple Cartridge into SK-114 Saddle Kit.....	11-16
Empty Trash Basket of PK-114 Punch Kit	11-20

Section 12: Maintenance

Cleaning Image Scanning Section.....	12-2
Cleaning the Platen Glass and Cover	12-2
Cleaning the RADF.....	12-3
Cleaning Image Printing Section.....	12-5
Cleaning the Writing Unit Glass and the Electrode Wires	12-5
Checking Copy Count	12-7
To Display the Counter List Screen	12-7
To Print the Counter List.....	12-8
Maintenance, Repairs, Supplies	12-9
Service.....	12-9
Repairs	12-9
Supplies.....	12-9

Section 13: Key Operator Mode

How to Access the Key Operator Mode	13-2
To Display the Key Operator Mode Screen.....	13-2
[1] System Initial.....	13-4
[1] Time.....	13-4
[2] Language.....	13-5
[2] Copier Initial	13-6
[1] Copy Mode	13-7
[2] Density.....	13-8
[3] Magnification	13-9
[4] Tray	13-10
[5] Output.....	13-11
[6] Non-Image Erase	13-14
[7] Original Mode	13-15

Section 13: Key Operator Mode (continued)

[3] Preset Key..... 13-16
 [1] Density..... 13-16
 [2] Magnification 13-17
[4] User Account (E.C.M.) 13-18
 How to Access the User Account (E.C.M.) Setting Mode..... 13-19
 [1] Change User Account (E.C.M.) Data 13-20
 [2] User Account (E.C.M.) Data List 13-22
 [3] All Counter Reset 13-24
 [4] ECM On/Off Setting..... 13-25
 [5] Copy Limit Reached Effect 13-26
[5] Lock Job Memory 13-27
[6] Paper Type..... 13-28
[7] Panel Contrast 13-29
[8] Key Operator Setting..... 13-30
 [1] Key Operator Data Setting 13-30
 [2] E-Mail Notification Setting 13-31
[9] Weekly Timer 13-33
 How to Access the Weekly Timer Setting Mode..... 13-34
 [1] Weekly Timer Setting 13-35
 [2] Weekly Timer Copier ON/OFF Time Set 13-36
 [3] Machine Working Day Individual Set..... 13-38
 [4] Lunch Hour Off Function 13-39
 [5] Password Setting..... 13-40
[10] Touch Panel Adjustment 13-41
[11] Power Save..... 13-42
[12] Memory Switch..... 13-43
[13] List Print 13-47
[14] Application Customize..... 13-48
[15] Density Shift 13-49
[16] KRDS Host..... 13-50
[17] Machine mail address Setting 13-51
[18] HDD Setting Menu 13-52
[19] Finisher Adjustment 13-55

Index

Features of the 7222/7228/7235

- **AES - Automatic Exposure Selection**

Automatically adjusts exposure to compensate for quality of the original.

- **AMS - Automatic Magnification Selection**

Automatically selects an appropriate magnification ratio when Copy Size is selected manually.

- **APS - Automatic Paper Selection**

Automatically selects copy paper size to match the original documents.

- **ATS - Automatic Tray Switching**

Automatically switches tray to allow printing and copying to continue without interruption if the selected tray empties while printing and copying is in progress.

- **Auto Layout**

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

- **Auto Low Power**

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

- **Auto Reset**

Automatically resets to auto mode defaults after a specified period of system inactivity.

- **Auto Shut-Off**

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

- **Book Copy**

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

- **Booklet**

Creates letter R or ledger size booklets from letter size originals in 1►2 or 2►2 copy mode.

- **Chapter**

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

- **Combination**

Copies a fixed number (2, 4, or 8) of pages onto one sheet of copy paper to save paper while creating a draft copy of your document.

- **Copy Density**

Manually selects up to 9 density levels.

Features of the 7222/7228/7235 (continued)

- **Copy Mode**

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

- **Counter List**

Displays on the screen and prints the following data: total counter of the machine, FAX TX/RX counter, printer counter and the scanner counter.

- **Density Shift**

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

- **Folded Original**

This feature sets the RADF to accept folded originals.

- **Frame/Fold Erasure**

Erases border and/or fold image area using Frame (1 - 15mm), Fold (1 - 30mm), or Frame & Fold.

- **Image Insert**

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

- **Image Shift**

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

- **Interrupt Copying**

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

- **Job List**

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

- **Job Memory**

Programs up to 15 jobs and recalls each job by job number, as needed. All compatible platen glass functions can be programmed into Job Memory directly after they are selected.

- **Lens Mode (Zoom)**

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

- **Machine Status Confirmation**

Displays the current machine status on LCD for confirmation.

Features of the 7222/7228/7235 (continued)

- **Manual Shut-off**

Shuts off the machine's power when pressing [**POWER SAVER ON/OFF**] on the control panel.

- **Mixed Original**

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

- **Non-Image Area Erase**

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

- **Non-Standard Size**

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

- **Output Mode for Machine with FS-113 Finisher Installed:**

Non-Sort, Sort, Staple, Group, and Punch modes using the primary (main) tray
Non-Sort mode using the secondary (sub) tray

- **Output Mode for Machine with FS-114 Finisher Installed:**

Non-Sort, Sort, Staple, and Group modes using the two exit trays (or three exit trays including optional BK-114 tray)
Punch mode with optional PK-114 Punch kit
Fold&Stitch and Fold modes with optional SK-114 Saddle kit

- **Output Mode for Machine with IT-101 Inner Tray Installed:**

Non-Sort, Rotation sort, Rotation group, and Group modes using the two exit trays

- **Output for Machine with no Finisher Installed:**

Non-sort, Rotation sort, Rotation group, and Group modes

- **Overlay**

Stores Overlay images in the system's memory. For example, you may want to incorporate a page heading, graphic design or logo into the pages of your document.

Features of the 7222/7228/7235 (continued)

- **Paper Capacity**

Maximum 2,050 sheets in the machine with DB-211 drawer, including four 500-sheet trays and a 50-sheet Multi-sheet bypass tray.

Maximum 2,550 sheets in the machine with DB-411 drawer, including two 500-sheet trays, a 1,500-sheet tray and a 50-sheet Multi-sheet bypass tray.

Maximum 4,550 sheets in the machine with DB-411 drawer and LT-203 large capacity tray, including two 500-sheet trays, a 1,500-sheet tray, a 2,000-sheet tray and a 50-sheet Multi-sheet bypass tray.

- **Platen Memory**

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

- **Power Saver**

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

- **Proof Copy**

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

- **Punch Mode for Machine with FS-113 Finisher Installed:**

Punches two or three holes in output copies.

- **Repeat**

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

- **Reserve**

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

- **Reverse Image**

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

- **Rotation**

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

- **Rotation Exit (Rotation Sort / Rotation Group)**

When IT-101 Inner Tray or no Finisher is installed, Rotation Exit alternately switches the horizontal and vertical orientation of each sorted set as it outputs to the exit tray. Be sure to load both 8.5"x11" and 8.5"x11"R in separate trays (including the Multi-sheet bypass tray) before selecting this feature.

Features of the 7222/7228/7235 (continued)

- **Sheet/Cover Insertion**

Inserts up to 15 blank or copied sheets from any tray including the Multi-sheet bypass tray, or inserts blank or copied front and back covers from any tray including the Multi-sheet bypass tray to enhance the presentation of multi-page documents.

- **Stamp**

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

- **Staple**

Selects the stapling position and number of staples.

- **Text/Photo Enhance**

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

- **Transparency Interleave**

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

- **Upside Down**

1-2 Upside Down arranges the even pages of the simplex originals upside down on the reverse side of duplex copies.

Similarly, 2-1 Upside Down rearranges the reverse side of duplex originals which reads upside down to make normal simplex copies.

- **Userset Density (USERSET 1, USERSET 2)**

Outputs up to 16 density samples on a total of 4 pages that display 4 samples per page, then programs the desired density under USERSET 1 and/or USERSET 2.

- **Weekly Timer**

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

Basic

1
Safety
Information

2
Machine
Information

3
Copying
Operations

4
Helpful
Functions

5
Trouble-
shooting

6
Machine
Specifications

SECTION

1

Safety Information

Precautions for Installation and Use

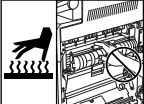
Caution Labels and Indicators.....	1-2
Regulations	1-5
Requirements for Safe Use.....	1-6

Caution Labels and Indicators

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

CAUTION

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

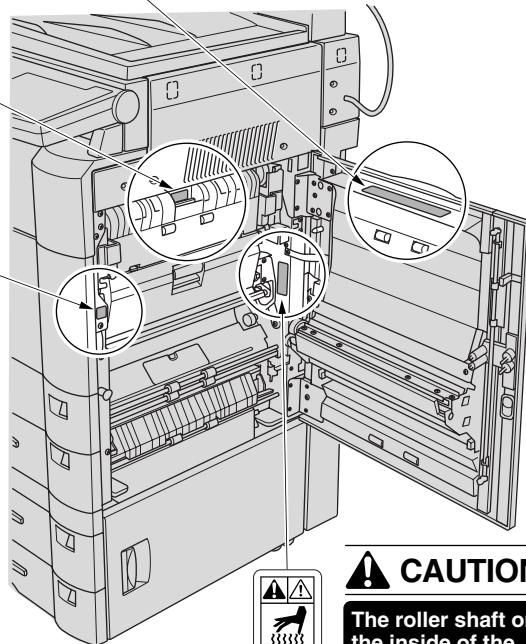
	CAUTION High temperature! Do not touch. Use care when clearing paper.	ATTENTION Température élevée! Risque de brûlure. Soyez prudent en retirant la feuille coincée.	PRECAUCION ¡Temperatura alta! No tocar. Tenga cuidado al remover el papel.	注意 高温! 請勿觸摸。 取出夾紙時請加以注意。
---	--	---	---	--

CAUTION	High temperature!
ATTENTION	Température élevée!
PRECAUCION	¡Temperatura alta!
注意	高温!



WARNING

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



(Inside of the main body right side door)

CAUTION

The roller shaft on the inside of the cover is very hot. To avoid getting burned DO NOT TOUCH. If the cover comes off, return it to its original position.



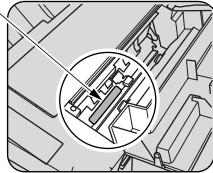
CAUTION

Burns or injury may occur from touching the areas detailed in the caution labels and caution indicators. Do not remove caution labels or indicators. If any caution label or caution indicator is soiled, please clean to make legible. If you cannot make them legible, or if the caution label or indicator is damaged, please contact your service representative for replacement labels.



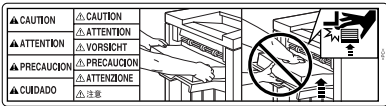
CAUTION

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



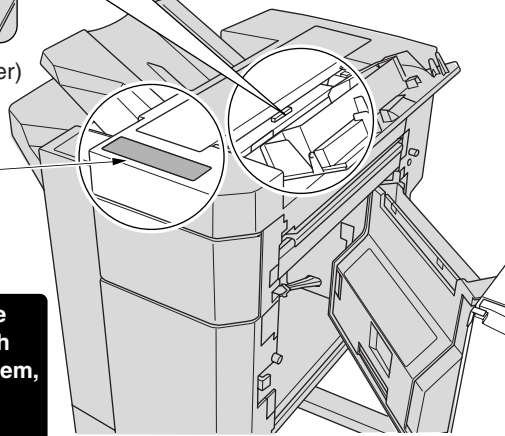
(Inside of the Finisher)

FS-113 Finisher

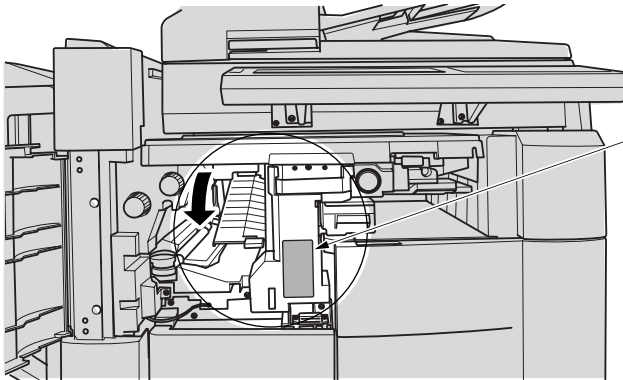


CAUTION

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 primary (main) tray goes up.



FS-114 Finisher



(Inside of the Finisher front door)



CAUTION

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

Caution Labels and Indicators (continued)

The following indicators are used on the caution labels or in this guide to categorize the level of safety cautions.



DANGER:

Action probable to cause death or serious injury.



WARNING:

Action likely to cause death or serious injury.



CAUTION:

Action liable to cause minor injury, machine trouble or physical damage.

If you find any of these indicators when removing jammed paper, adding toner, or reading the guide, be sure to follow the information.



Reminder!

If the safety cautions in the guide become illegible due to soilage, etc., please procure a new copy from your service representative.

Regulations

FCC Regulations

This equipment has been tested and found to comply with limits for a Class B digital device, pursuant to part 15 of FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment to an outlet on a circuit different from the circuit to which the receiver is connected.
- Consult your dealer or an experienced technician for help.

Canadian Department of Communications Regulations

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

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

FDA Regulations

This Copier is certified as a “Class 1” laser product under the U.S. Department of Health and Human Service (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Since radiation emitted inside this printer is completely confined within protective housings and external covers, the laser beam cannot escape during any phase of normal user operation.

Requirements for Safe Use

To ensure your safe use of the machine, you are required to observe the following precautions without fail for the machine's power source and during installation and routine handling. Be sure to read and observe them.

Power Source



CAUTION: Plug Socket

- A socket is limited in capacity. Use only a power source with the correct rating for the machine; otherwise, hazardous situations such as smoking or overheating may occur.
- Avoid multiple connections in the same outlet. Do not use multiple outlet adaptors.



CAUTION: Power Plug and Cord

- Be sure to insert the power plug firmly into the power socket. Otherwise, a hazardous situation such as smoking or overheating may occur. If the inserted power plug is loose in the socket, even after it has been inserted, disconnect the plug and contact your electrical contractor.
- For plug cable equipment, the outlet must be near the equipment and easily accessible.
- Do not bend or crush the power cord. If your copier power cord is bent or damaged in any way, contact your service representative immediately. Do not attempt to repair it yourself, and do not continue to operate the copier. A damaged power cord may result in overheating, short circuit, or fire.
- Do not bundle or coil the power cord of the copier. Otherwise an accident may occur as a result of overheating or fire.



CAUTION: Connecting Multiple Loads to One Outlet Prohibited

Never connect multiple loads to one outlet using a multi-outlet extension cord or branched socket. Otherwise an accident may occur as a result of overheating or fire.



CAUTION: Extension Cord

An extension cord must never be used with this machine.

Environment

! CAUTION: Prevention of Fire

Do not install near flammable materials, curtains or volatile combustibles, that can catch or cause fire.

! CAUTION: Prevention of Short Circuit

Do not install the copier where it could be splashed with rain water, or water from a tap, to avoid a short circuit.

! CAUTION: Temperature and Humidity

- Keep away from direct sunlight, heat sources such as stoves, cool air from an air conditioner and hot air from a heater.
- Avoid any environment that is outside the range shown below:
 - 50 to 86°F (10 to 30°C) in temperature
 - 10 to 80% in humidity

! CAUTION: Ventilation

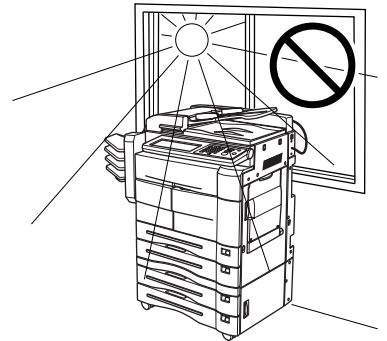
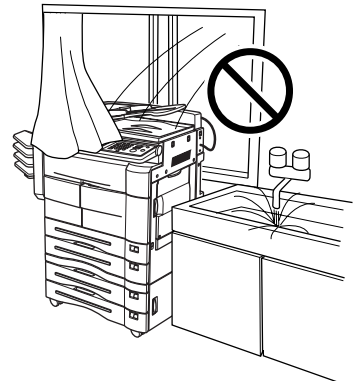
- Install the machine in a well-ventilated place.
- Keep away from dust or corrosive gases. These materials may cause poor image quality.
- During use, the machine generates ozone in an insufficient amount to cause any hazard to the human body.
However, if the machine is used in a poorly ventilated room, many copies are made, or more than one copier is used at the same time, an odor may be detected. Ensure adequate ventilation for a comfortable working environment.

! CAUTION: Vibration

Do not install on a floor which is subject to vibration or is not level.

! CAUTION: Transportation

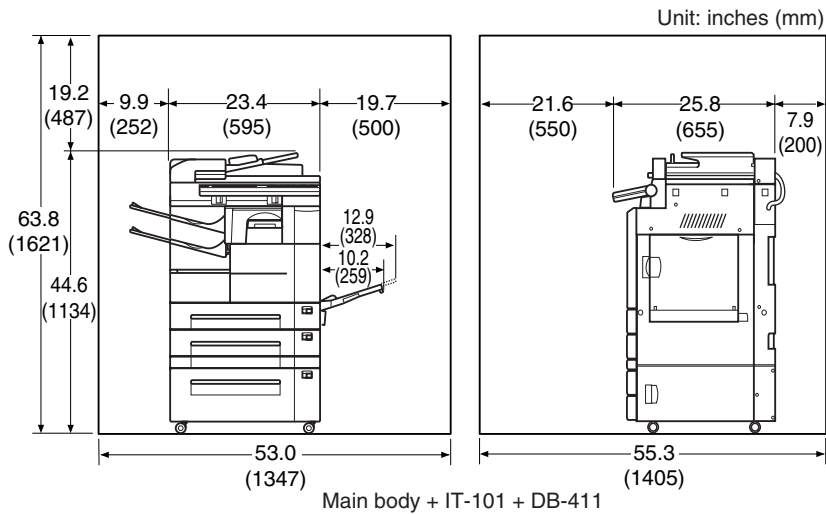
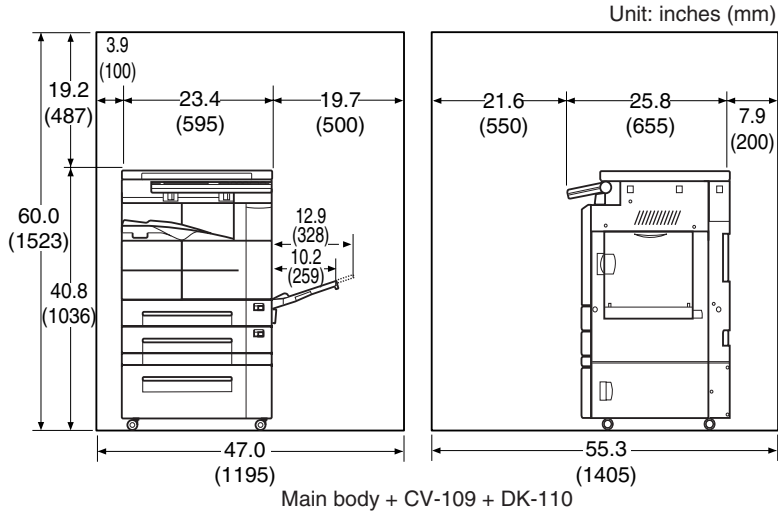
Be sure to contact your service representative when moving or transporting the machine. If you move the machine with the Memory unit installed, machine trouble may be caused by vibration.



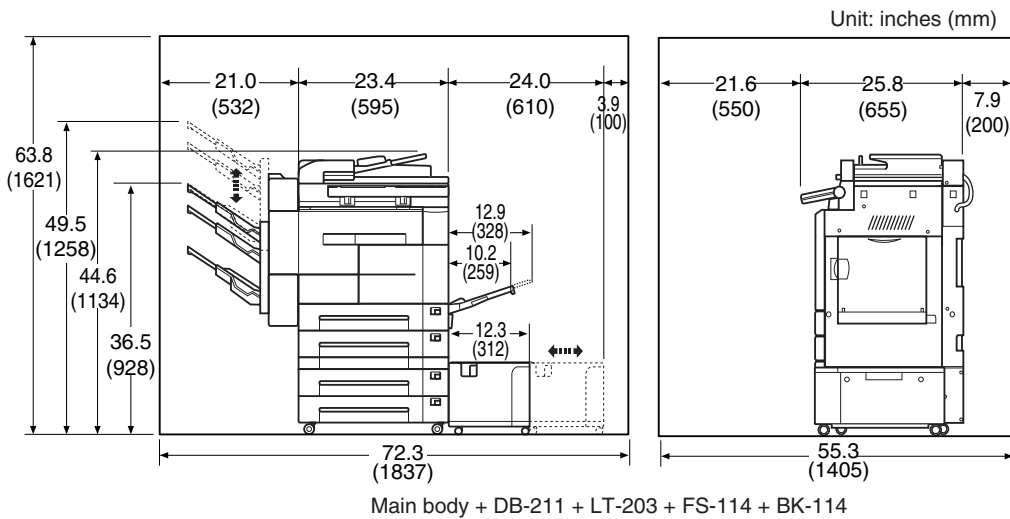
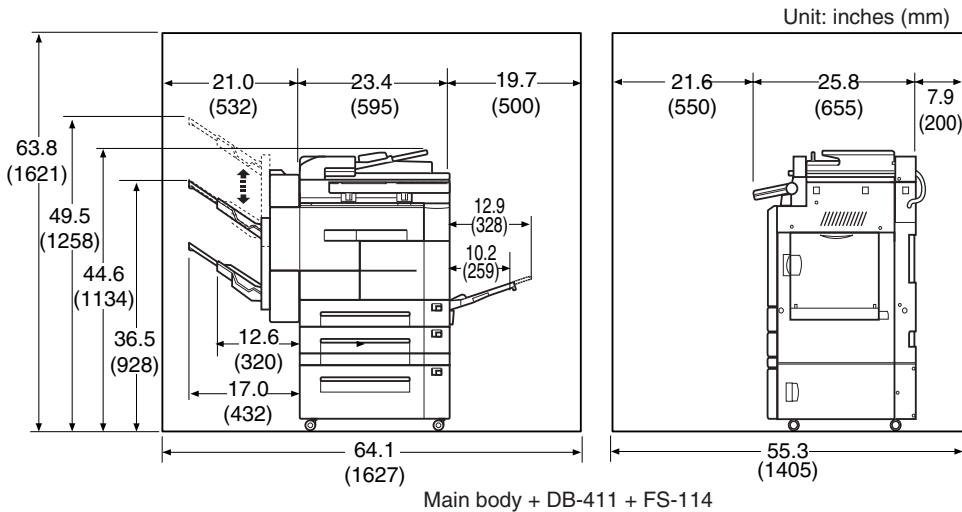
Requirements for Safe Use (continued)

CAUTION: Installation Space

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



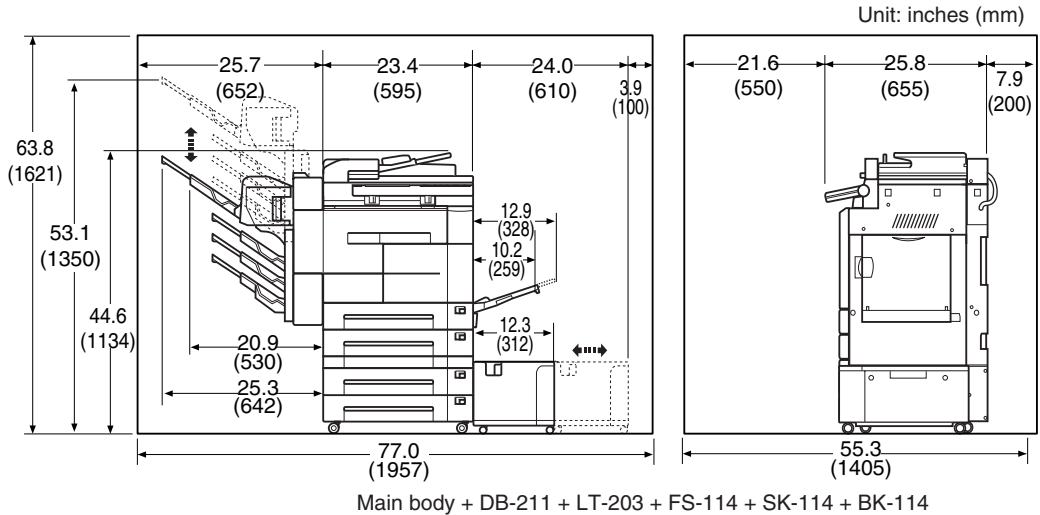
Requirements for Safe Use (continued)



 **Reminder!**

- Finisher FS-114 trays gradually go up/down while printed materials output, depending on the tray selected. With SK-114 Saddle kit, the operation of the trays become greater. DO NOT allow any object to interfere with the tray operation on the left side of the finisher, as any interference may cause damage to the finisher.
- DO NOT place any object or lean on SK-114 Saddle kit installed in Finisher FS-114, otherwise machine trouble may occur.

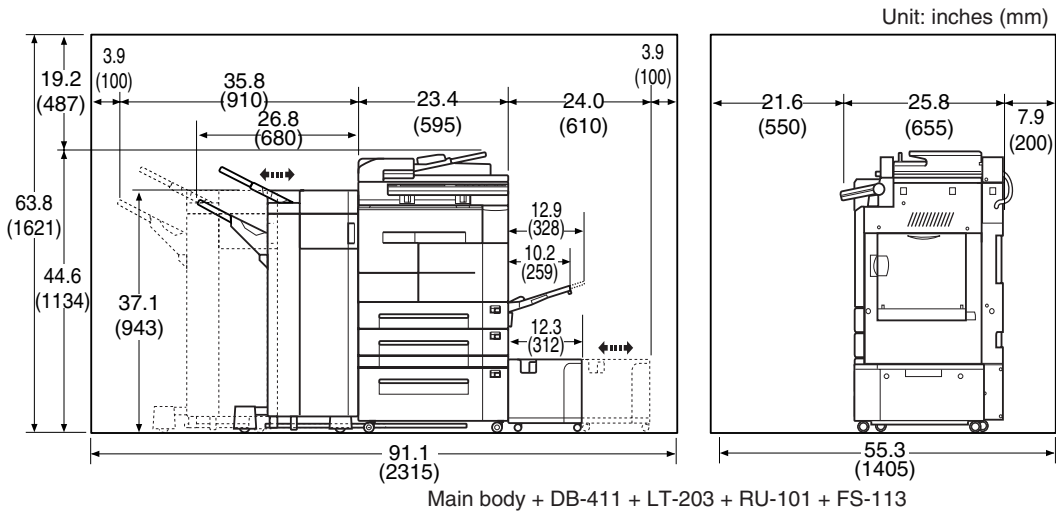
Requirements for Safe Use (continued)



Reminder!

- Finisher FS-114 trays gradually go up/down while printed materials output, depending on the tray selected. With SK-114 Saddle kit, the operation of the trays become greater. DO NOT allow any object to interfere with the tray operation on the left side of the finisher, as any interference may cause damage to the finisher.
- DO NOT place any object or lean on SK-114 Saddle kit installed in Finisher FS-114, otherwise machine trouble may occur.

Requirements for Safe Use (continued)



Reminder!

Finisher FS-113 primary (main) tray gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray on the left side of the finisher, as any interference may cause damage to the finisher.

Requirements for Safe Use (continued)

Precautions for Routine Handling



WARNING: High Voltage

DO NOT TOUCH the high voltage parts indicated with WARNING label or described in the guide.



CAUTION: Actions in Response to Troubles

- If the Service Call screen is displayed and copier operations cannot be continued, stop operation to prevent any unexpected accident. Write down the report code (stated on the 2nd line of the message), then switch off the copier and disconnect from the power socket. Contact your service representative and inform them of the report code.
- Do not touch high temperature parts indicated with CAUTION labels or described in the guide.
- Do not touch the inside of the machine for any purpose other than removing jammed paper or adding toner.
- If machine repair is necessary, be sure to contact your service representative. Never attempt to repair it by yourself.
- If any abnormal sound, smell or smoke comes from the machine, immediately stop using it, turn off the power switch, disconnect the power plug and contact your service representative.
- If the breaker trips or the fuse blows, turn off the power switch, reset the breaker or the fuse, and turn on the machine. If the same situation occurs again, contact your service representative.
- Ensure the replacement fuse conforms with the rating of the power source. Never use a fuse with an incorrect rating.



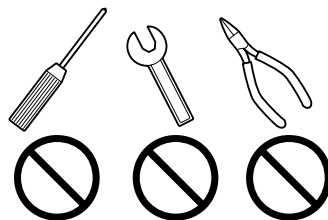
CAUTION: Prevention of Fire

Do not use volatile combustibles, such as thinner or alcohol, near the machine.



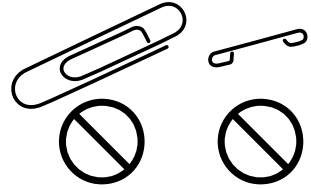
CAUTION: Prohibition of Machine Modification

Do not modify or remove any parts by yourself.



CAUTION: Prevention of Machine Troubles

- Do not drop small metallic objects, such as paper clips or staples, inside the machine.
- Do not place any heavy or hard objects such as a vase, books or ornaments on the machine.



CAUTION: Recommendation of Periodic Check

Be sure to periodically check the following:

- (1) The main cord or the power plug does not generate abnormal heat.
- (2) The power plug is not inserted loosely or the cord is not cut or scratched.
- (3) The grounding wire is correctly connected.
- (4) The power plug or the power outlet is not covered with dust.

If you find anything abnormal with the above items, stop using the machine and contact your service representative.

CAUTION: Toner

- Keep the toner cartridge away from children. The toner is nontoxic; however if you inhale or contact with eyes by accident, flush with water and seek medical advice.
- Do not throw the empty toner cartridge into a fire. If it is thrown into a fire the toner may ignite and cause a dangerous situation.

CAUTION: Paper

Check copy paper to be sure it conforms to the specifications outlined in Section 11.

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

CAUTION: Power Saver and Weekly Timer

- In Power Saver mode, the copier is still connected to the main power supply and power is still applied to certain areas of the machine. To avoid any unexpected troubles, turn the power OFF when not using the copier for long periods of time.
- When the Weekly Timer function is operating, turning power OFF will disable the function.

CAUTION: Fixing Unit

The internal fixing unit is very hot. To avoid getting burned, DO NOT TOUCH. Be careful when withdrawing the fixing unit.

WARNING: Drum Unit

The internal drum unit generates a high voltage. To avoid an electrical shock, DO NOT TOUCH.

Requirements for Safe Use (continued)



CAUTION: Disposal of Copier

Do not dispose of this copier yourself. Contact your service representative, who can arrange for its safe disposal.

If you change the place of installation, please contact your service representative.



CAUTION: Paper Capacity for the Exit Tray

The exit tray capacity is max. 100 sheets. If a copy run of more than 100 is required, be sure to remove the copies from the exit tray before the maximum capacity is reached. Failure to do so will cause the copier to jam.



CAUTION: Paper Capacity for the IT-101 Inner Tray

The IT-101 Inner Tray is equipped with two exit trays.

To prevent paper misfeed, do not exceed the paper capacity of the Inner tray.



CAUTION: FS-113 Finisher Paper Capacity

The FS-113 Finisher is equipped with two exit trays.

Select an exit tray and output mode on the Output Mode popup menu.

To prevent paper misfeed, do not exceed the paper capacity of the Finisher.



CAUTION: FS-114 Finisher Paper Capacity

The FS-114 Finisher is equipped with two exit trays, which may be increased to three or four trays by installing the optional BK-114 Branch kit and/or SK-114 Saddle kit.

Select an exit tray and output mode on the Output Mode popup menu.

To prevent paper misfeed, do not exceed the paper capacity of the Finisher.



CAUTION: FS-113 Finisher Primary (Main) Tray

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

SECTION

2

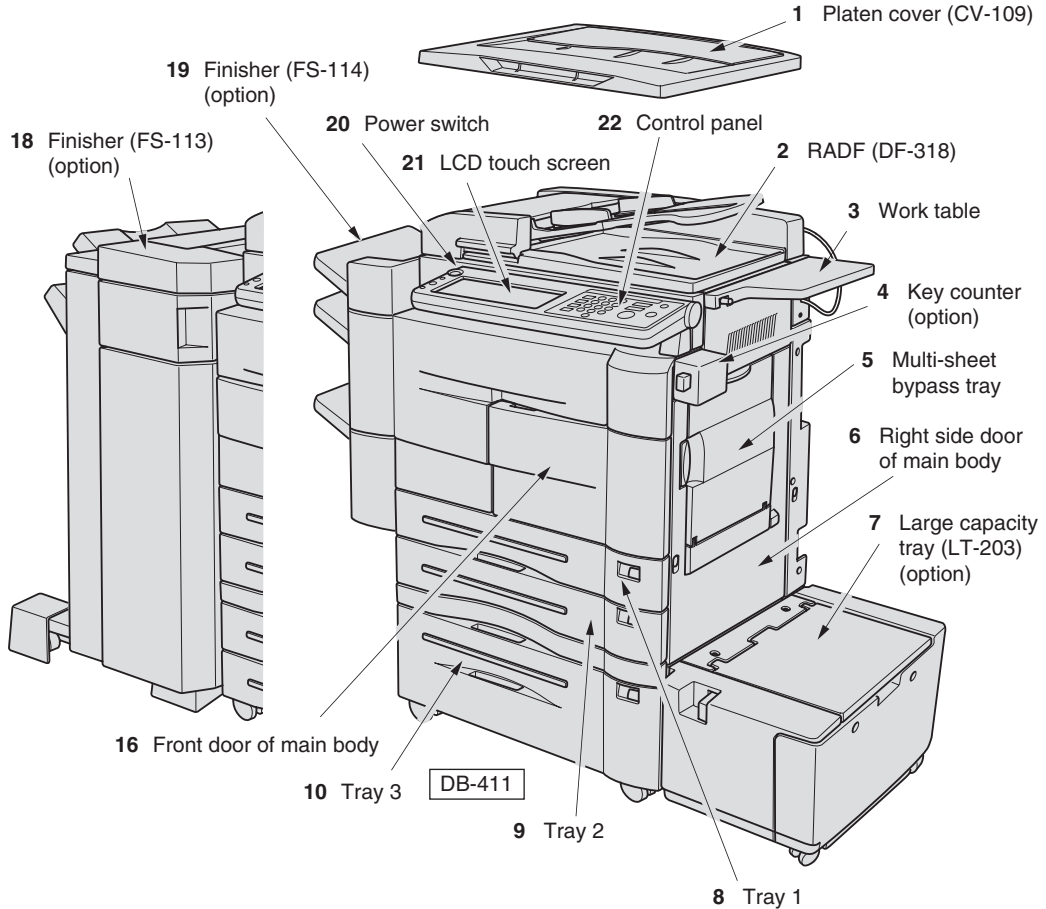
Machine Information

Machine Configuration, Turning On the Power and Loading Paper

Machine Configuration	2-2
Turning On the Power Switch.....	2-18
Loading Paper	2-23
Changing Paper Size of Main Body Trays and DB-211 Trays	2-29

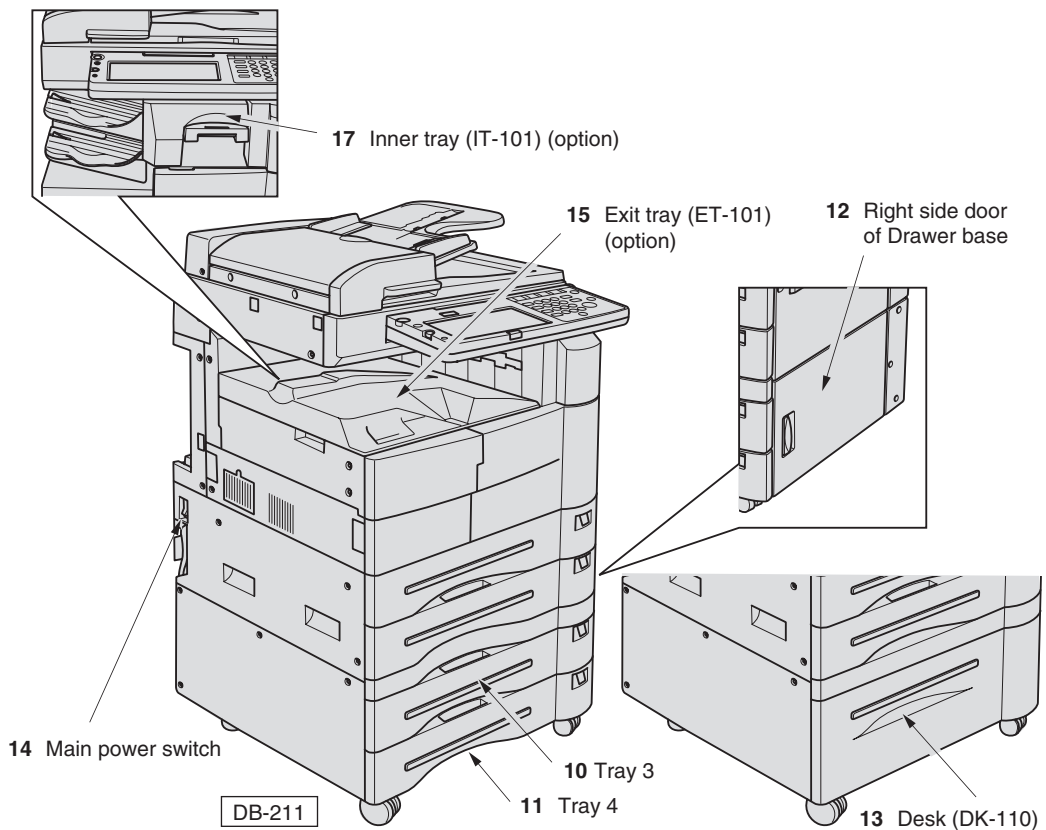
Machine Configuration

External Machine Items



- 1 Platen cover** (option) covers documents to be copied and holds them in place.
- 2 RADF (Reversing Automatic Document Feeder) (DF-320)** (option) automatically feeds multiple originals one at a time to the platen glass for copying.
- 3 Work table** provides a convenient workspace for documents both before and after copying.
- 4 Key counter** (option) manages the number of copies made on the machine.
- 5 Multi-sheet bypass tray** used for small quantity copying onto plain paper or special paper.
- 6 Right side door of main body** opens to allow removal of mishandled paper or cleaning the transfer/separator electrode wire.
- 7 Large Capacity Tray (LT-203)** (option) holds 2,000 sheets of 8.5"x11".
- 8 Tray 1** (main body universal tray) is user-adjustable and holds 500 sheets of either 8.5"x14"/ 8.5"x11"/8.5"x11"R or 5.5"x8.5"R.
- 9 Tray 2** (main body universal tray) is user-adjustable and holds 500 sheets of either 11"x17"/8.5"x14"/ 8.5"x11"/8.5"x11"R or 5.5"x8.5"R.

Machine Configuration (continued)



2 Machine Information

Machine
Configuration

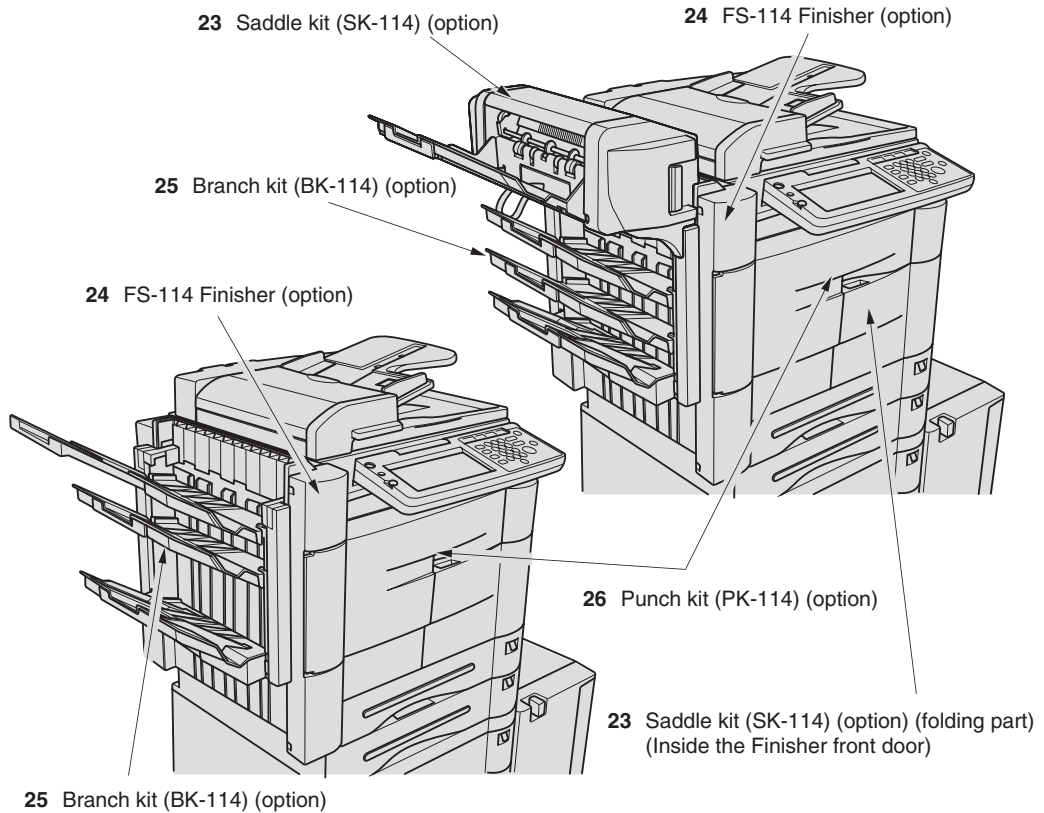
Turn On/Off
the Power

Loading
Paper

Changing
Paper Size

- 10 Tray 3 (DB-211 universal tray) (option)** is user-adjustable and holds 500 sheets of either 11"x17"/8.5"x14"/ 8.5"x11"/8.5"x11"R or 5.5"x8.5"R.
- Tray 3 (DB-411 fixed tray) (option)** is initially fixed at 8.5"x11" and holds 1,500 sheets. It can be reset by service 8.5"x11"R or A4.
- 11 Tray 4 (DB-211 universal tray) (option)** is user-adjustable and holds 500 sheets of either 11"x17"/8.5"x14"/ 8.5"x11"/8.5"x11"R or 5.5"x8.5"R.
- 12 Right side door of Drawer base** opens to allow removal of mishandled paper.
- 13 Desk (DK-110) (option)** accommodates copy paper or copy materials.
- 14 Main power switch** turns machine power ON/OFF to operate it as copier/scanner/printer/facsimile.
- 15 Exit tray (ET-101) (option)** holds copied sheets.
- 16 Front door of main body** opens to the internal copier to allow clearing of mishandled paper, replenishing of toner or cleaning the corona wire.
- 17 Inner tray (IT-101) (option)** sorts, rotation sorts, groups, and rotation groups into finished sets.
- 18 FS-113 Finisher (option)** sorts, staples, groups, and punches into finished sets.
- 19 FS-114 Finisher (option)** sorts, staples and groups into finished sets.
- 20 Power switch** turns copier power On/Off when pressed.
- 21 LCD Touch screen** displays interactive operation screens.
- 22 Control panel** controls copier operations.

Machine Configuration (continued)



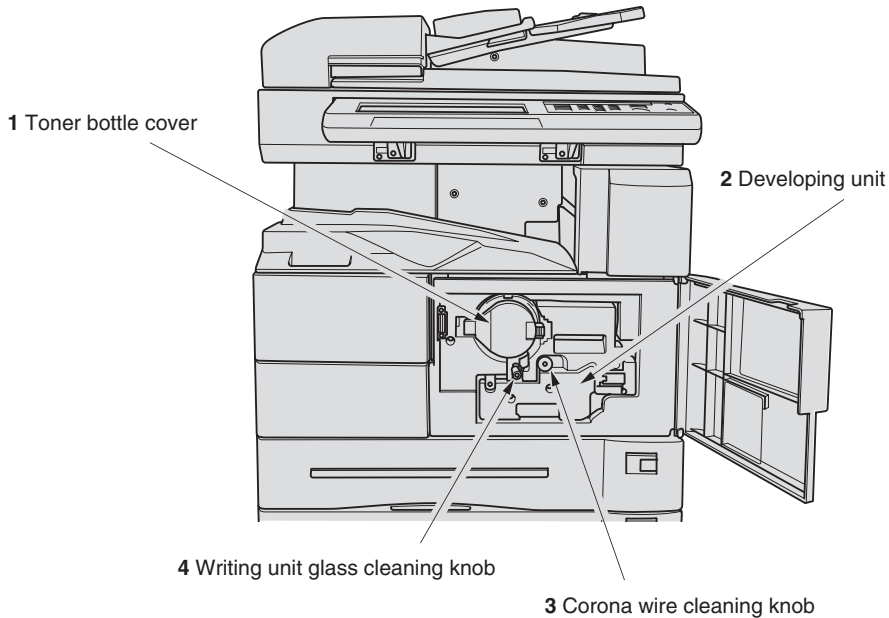
23 Saddle kit (SK-114) (option) staples at two position in the center and/or folds copies into booklet-styled sets.

24 FS-114 Finisher (option) sorts, staples and groups into finished sets.

25 Branch kit (BK-114) (option) holds copied sheets when installed in FS-114 Finisher.

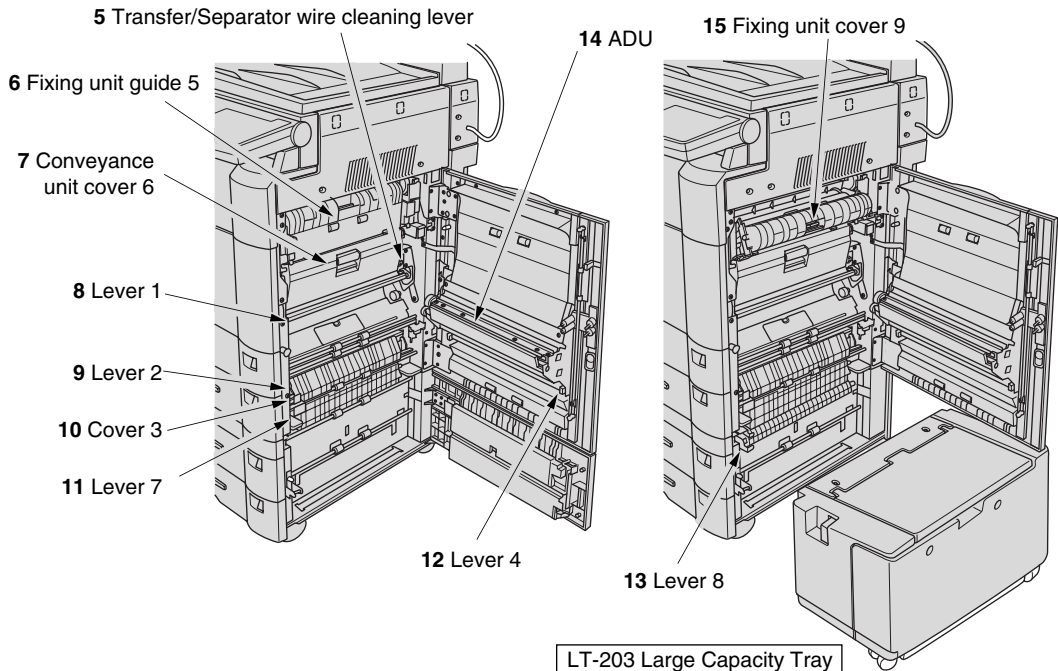
26 Punch kit (PK-114) (option) punches file holes in the output copies.

Internal Machine Items



- 1 Toner bottle cover** is to be opened when supplying toner.
- 2 Developing unit** prints images to the drum, and needs to be replaced periodically.
- 3 Corona wire cleaning knob** is withdrawn to clean the corona wire.
- 4 Writing unit glass cleaning knob** is withdrawn to clean the writing unit glass.

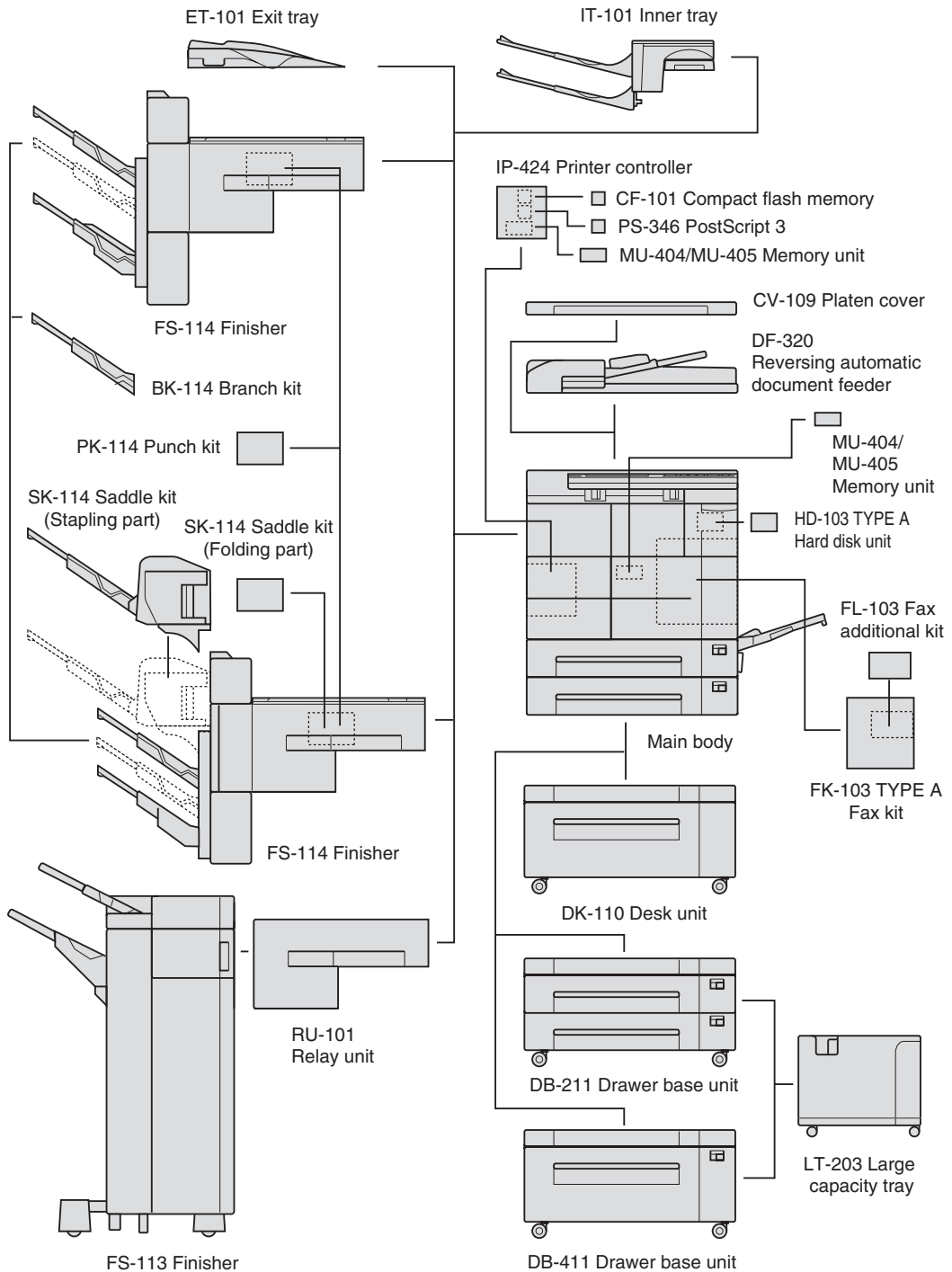
Machine Configuration (continued)



- 5 **Transfer/Separator wire cleaning lever** can be slid to clean the transfer/separator wire.
- 6 **Fixing unit guide 5** fuses the toner onto the copy paper, and is to be opened for removal of mishandled paper.
- 7 **Conveyance unit cover 6** passes the paper through the drum unit, and is to be opened for removal of mishandled paper.
- 8 **Lever 1** can be opened for removal of mishandled paper.
- 9 **Lever 2** can be opened to release the pressure rollers for removal of mishandled paper.
- 10 **Cover 3** can be opened for removal of mishandled paper.
- 11 **Lever 7** can be opened for removal of mishandled paper.
- 12 **Lever 4** can be opened for removal of mishandled paper in ADU.
- 13 **Lever 8** can be opened for removal of mishandled paper.
- 14 **ADU** is used for stackless duplex copying.
- 15 **Fixing unit cover 9** is to be pushed down for removal of mishandled paper.

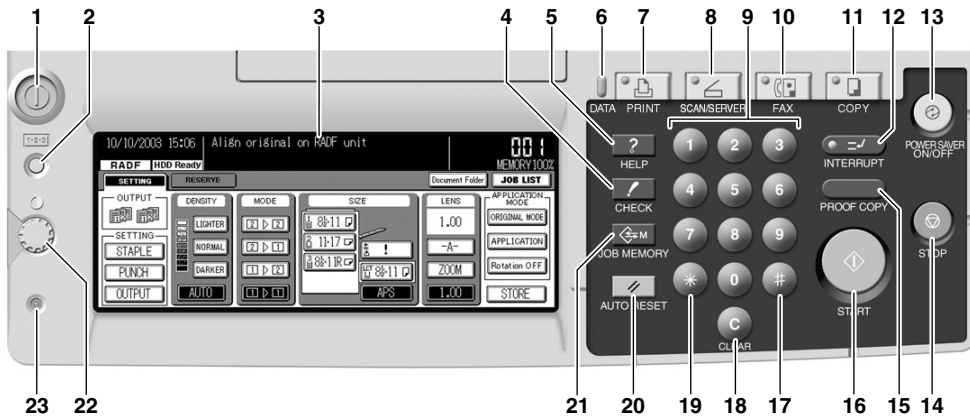
Machine Configuration (continued)

Standard/Optional Equipment



Machine Configuration (continued)

Control Panel Layout



- 1 **POWER SWITCH** turns copier power On/Off when pressed.
- 2 **COUNTER** displays the Counter List Screen when pressed.
- 3 **LCD TOUCH SCREEN** displays machine and copying status, help information, interactive screens, and touch keys for selecting all functions.
- 4 **CHECK** displays a screen showing all settings that are selected for the current job.
- 5 **HELP** displays a screen with help for the currently selected function, and access to the Key Operator Mode Screen.
- 6 **DATA** blinks while receiving print data in printer mode, then lights after completing it.
- 7 **PRINT** switches the machine operation mode to print.
- 8 **SCAN/SERVER** switches the machine operation mode to scan/server.
- 9 **KEYPAD** enters numeric values.
- 10 **FAX** switches the machine operation mode to facsimile.
- 11 **COPY** switches the machine operation mode to copy.
- 12 **INTERRUPT** stops copying/facsimile/printing/scanning in progress to allow copying from the platen glass.
- 13 **POWER SAVER ON/OFF** activates power-saving mode for times when the copier is inactive.
- 14 **STOP** stops the copying sequence; deletes the stored memory.
- 15 **PROOF COPY** outputs a single set of copies to confirm whether the current settings are selected properly.
- 16 **START** activates copying or scanning.
- 17 **[#]** accesses programming modes for setting facsimile and special functions.
- 18 **[C] (CLEAR)** allows resetting of print quantity.
- 19 **[*]** accesses facsimile functions.
- 20 **AUTO RESET** restores copier to default settings or to Key Operator settings.

Machine Configuration (continued)

- 21 **JOB MEMORY** displays screens for selecting job store / job recall functions.
- 22 **CONTRAST ADJUSTMENT DIAL** can be turned to adjust the touch panel contrast.
- 23 **MAIN POWER INDICATOR** goes On/Off when the main power switch is turned On/Off.

2 Machine Information

Machine
Configuration

Turn On/Off
the Power

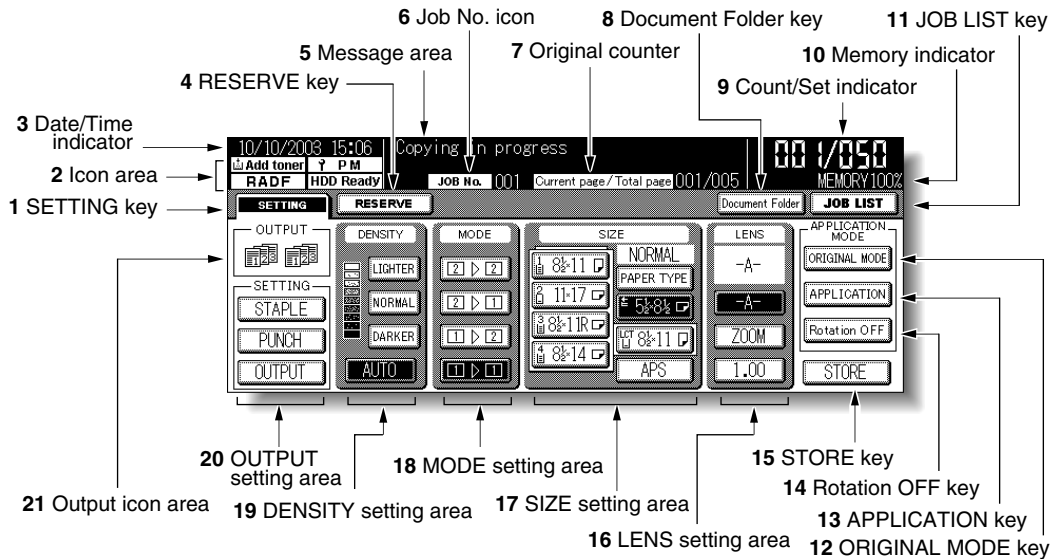
Loading
Paper

Changing
Paper Size

Machine Configuration (continued)

Basic Screen

The Basic Screen displays when copying operation becomes available after warm-up.



- SETTING key** is selected when the screen displays basic copying conditions. Touch this key to return to the current print job settings when making selections for a reserve job. When any trouble occurs during a reserve setting, “SETTING” changes to flashing “JAM” or “ADD PAPER” according to the problem. See p. 5-7 to p. 5-9.
- Icon area** displays the following icons.
 - Add toner**: **ADD TONER icon** is displayed when toner supply becomes low.
 - PM**: **PM icon** is displayed when preventive maintenance is due.
 - RADF**: **RADF icon** is displayed when the RADF is used in a copying operation.
 - HDD Ready**: **HDD Ready icon** is displayed when the optional HD-103 Type A Hard Disk is mounted to show the status of the hard disk.
- Date/Time indicator** displays the current date and time.
- RESERVE key** is touched to select copy conditions for a subsequent job while the current scan/print job is in progress.
- Message area** displays the machine status and procedure required at that time.
- Job No. icon** is displayed when [**START**] is pressed to start a reserve job of that number. Your service representative can set the machine to display the page count while scanning the originals, and also the copy count when printing job starts, instead of the job number.

Machine Configuration (continued)

2 Machine Information

Machine
Configuration

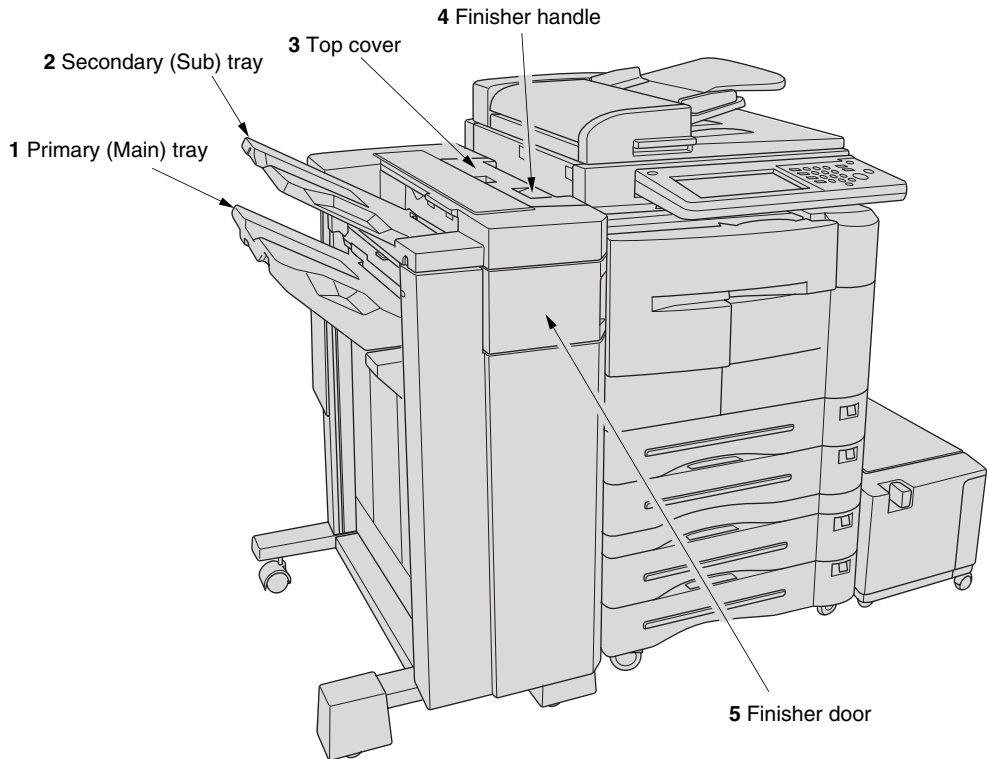
Turn On/Off
the Power

Loading
Paper

Changing
Paper Size

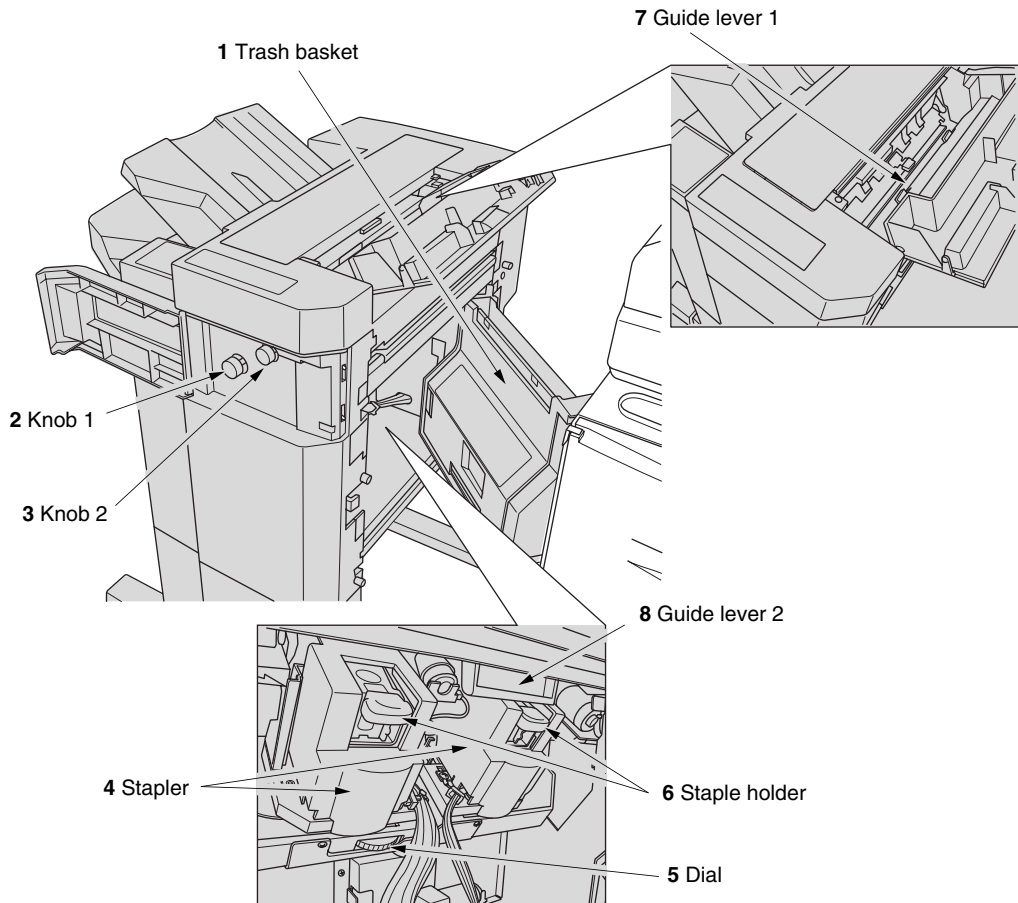
- 7 **Original counter** indicates the original count scanned from the RADF or the platen glass, and also indicates the page count on the left of the original count while printing.
- 8 **Document Folder key** is touched when using Document Folder function.
- 9 **Count/Set indicator** indicates the print quantity entered from the control panel keypad, and also indicates the print count on the left of the set count while printing.
- 10 **Memory indicator** indicates the remaining memory available for the next operation.
- 11 **JOB LIST key** is touched to view the current job status, to change the printing order of reserve jobs, or to cancel printing a reserve job.
- 12 **ORIGINAL MODE key** is touched to specify the condition of originals to be scanned.
- 13 **APPLICATION key** is touched to select various application functions.
- 14 **Rotation OFF key** is touched to release the Rotation function.
- 15 **STORE key** is touched to store scanned images into memory.
- 16 **LENS setting area** is used to select the desired magnification ratio.
- 17 **SIZE setting area** is used to select the desired copy size or APS.
- 18 **MODE setting area** is used to select the copy mode (1▶1, 1▶2, 2▶1, or 2▶2).
- 19 **DENSITY setting area** is used to specify the desired exposure level.
- 20 **OUTPUT setting area** is used to specify the desired output mode.
- 21 **OUTPUT icon area** displays the appropriate output icon according to the selected output mode.

FS-113 Finisher



- 1 Primary (Main) tray** holds sets output in Non-sort, Sort (offset), Staple, Group (offset), or Punch mode.
- 2 Secondary (Sub) tray** holds sets output in Non-sort mode, or special paper that cannot be delivered to the primary tray.
- 3 Top cover** opens to allow clearing mishandled paper.
- 4 Finisher handle** withdraws the Finisher to allow removal of mishandled paper and clearing the trash basket.
- 5 Finisher door** opens to the internal Finisher to allow clearing mishandled paper.

Machine Configuration (continued)



2 Machine Information

Machine
Configuration

Turn On/Off
the Power

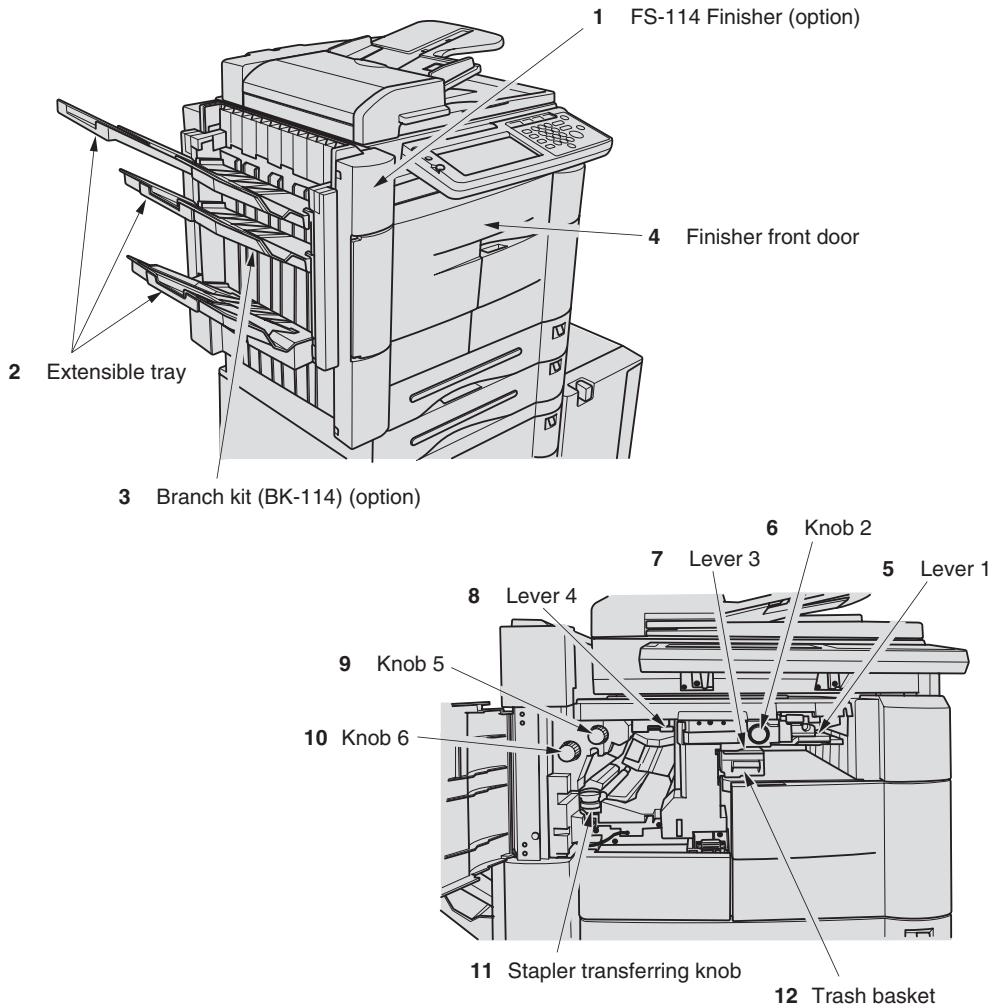
Loading
Paper

Changing
Paper Size

- 1 Trash basket** holds waste paper punched out.
- 2 Knob 1** can be turned to ease removal of mishandled paper.
- 3 Knob 2** can be turned to ease removal of mishandled paper.
- 4 Stapler** staples the copied sets.
- 5 Dial** can be turned to the left to move the stapler to the center for replacement of the staple cartridge.
- 6 Staple holder** is to be removed from the stapler when supplying staples.
- 7 Guide lever 1** opens to remove mishandled paper.
- 8 Guide lever 2** opens to remove mishandled paper.

Machine Configuration (continued)

FS-114 Finisher / PK-114 Punch Kit / BK-114 Branch Kit



- 1 **FS-114 Finisher** (option) sorts, staples and groups into finished sets.
- 2 **Extensible tray** can be withdrawn to hold large-sized copies.
- 3 **Branch kit (BK-114)** (option) holds copied sheets when installed in FS-114 Finisher.
- 4 **Finisher front door** opens to the internal Finisher to allow removal of mishandled paper, clearing trash basket, or supplying staples.
- 5 **Lever 1** opens downward to remove mishandled paper.
- 6 **Knob 2** can be turned counterclockwise to ease removal of mishandled paper.
- 7 **Lever 3** opens downward to remove mishandled paper after removing the trash basket.

Machine Configuration (continued)

- 8 **Lever 4** opens downward to remove mishandled paper.
- 9 **Knob 5** can be turned clockwise or counterclockwise to ease removal of mishandled paper.
- 10 **Knob 6** can be turned counterclockwise to ease removal of mishandled paper.
- 11 **Stapler transferring knob** can be turned to remove or set the stapler.
- 12 **Trash basket** holds waste paper punched out and can be withdrawn to clear.

2 Machine Information

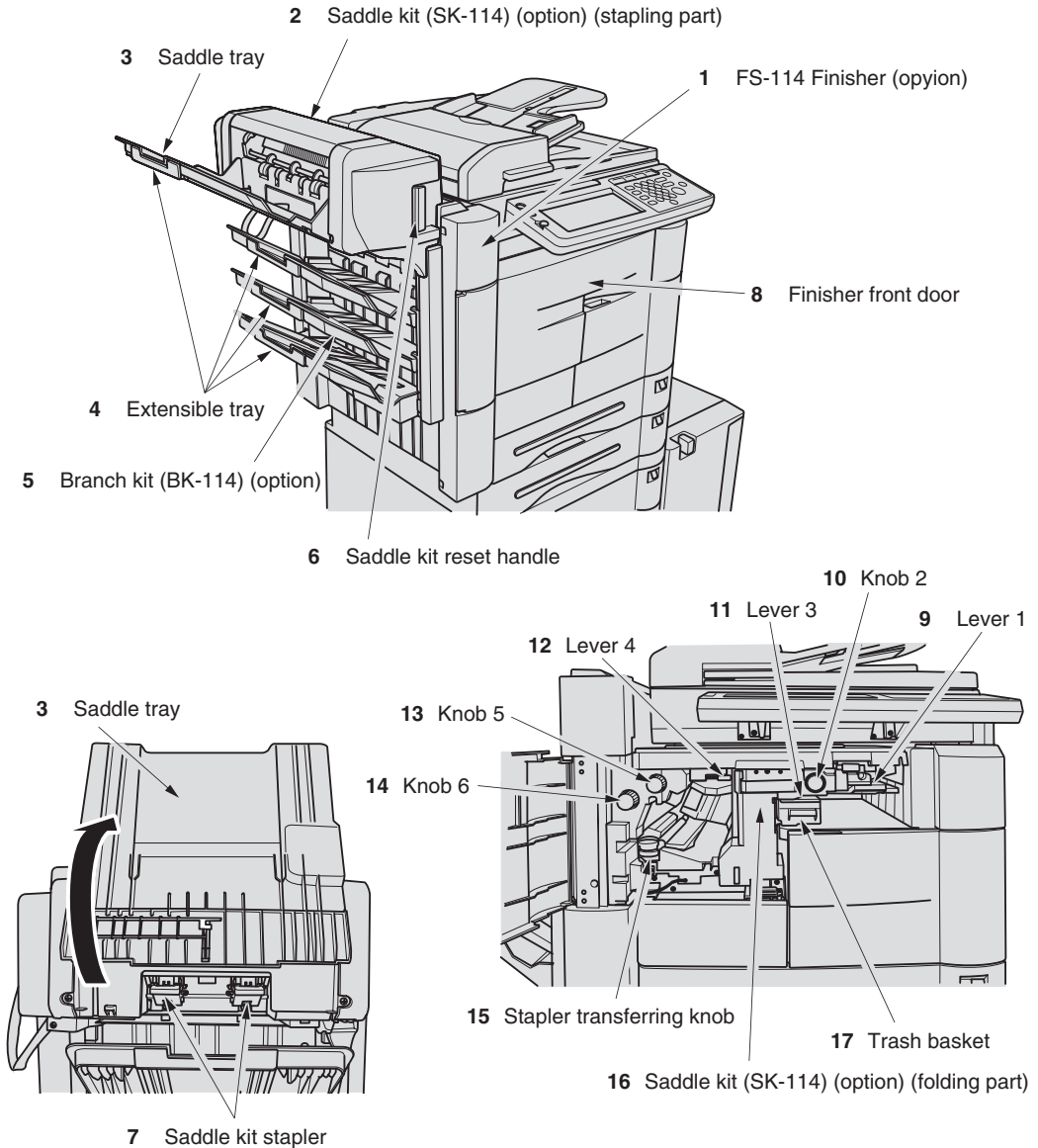
Machine
Configuration

Turn On/Off
the Power

Loading
Paper

Changing
Paper Size

SK-114 Saddle Kit



Machine Configuration (continued)

2 Machine Information

Machine
Configuration

Turn On/Off
the Power

Loading
Paper

Changing
Paper Size

- 1 **FS-114 Finisher** (option) sorts, staples and groups into finished sets.
- 2 **Saddle kit (SK-114)** (option) (stapling part) staples at two positions in the center of output copies.
- 3 **Saddle tray** holds creased and stitched sets, and opens when supplying staples in the stapler.
- 4 **Extensible tray** can be withdrawn to hold large-sized copies.
- 5 **Branch kit (BK-114)** (option) holds copied sheets when installed in FS-114 Finisher.
- 6 **Saddle kit reset handle** opens and then closes to reset the saddle kit (stapling part) after supplying staples into the saddle kit stapler.
- 7 **Saddle kit stapler** staples into finished sets when using Fold&Stitch mode.
- 8 **Finisher front door** opens to the internal Finisher to allow removal of mishandled paper, clearing trash basket, or supplying staples.
- 9 **Lever 1** opens downward to remove mishandled paper.
- 10 **Knob 2** can be turned counterclockwise to ease removal of mishandled paper.
- 11 **Lever 3** opens downward to remove mishandled paper after removing the trash basket.
- 12 **Lever 4** opens downward to remove mishandled paper.
- 13 **Knob 5** can be turned clockwise or counterclockwise to ease removal of mishandled paper.
- 14 **Knob 6** can be turned counterclockwise to ease removal of mishandled paper.
- 15 **Stapler transferring knob** can be turned to remove or set the stapler.
- 16 **Saddle kit (SK-114)** (option) (folding part) makes a fold line in the center of output copy.
- 17 **Trash basket** holds waste paper punched out and can be withdrawn to clear.

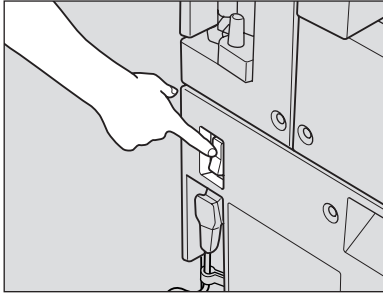
Turning On the Power Switch

To Turn On the Power

Usually, the main power switch should be kept ON so that the machine may function as facsimile or printer.

The main power switch is located on the rear left side of the main body.

When the main power switch is turned ON, the main power indicator located on the far left side of the control panel will go on.



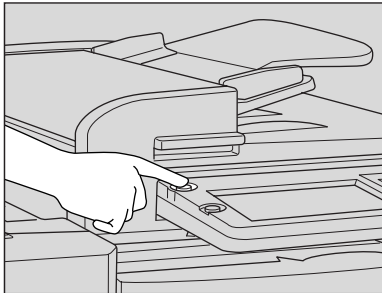
Reminder!

When turning the main power switch or power switch OFF then ON, wait for 3 seconds or longer before turning it ON again; otherwise the copier may not function normally.

To turn ON the power by the power switch:

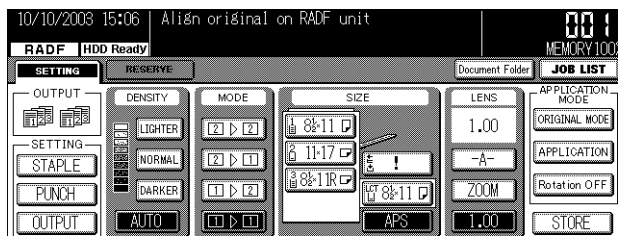
1. Turn ON the power switch.

The power switch is located on the far left side of the control panel. Warm-up takes approximately 30 seconds or less.



2. The Basic Screen will be displayed.

The message on the Basic Screen will inform you that copying job is possible.



Turning On the Power Switch (continued)



DETAILS

- When the initial settings are changed by the Key Operator, the modified conditions will be displayed on the Basic Screen.
- When “Enter User ID” is displayed, enter your User ID to use the machine.

2 Machine Information

Machine
Configuration

Turn On/Off
the Power

Loading
Paper

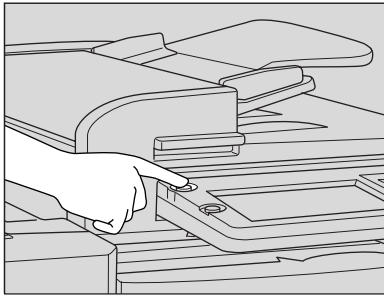
Changing
Paper Size

To Turn Off the Power

1. Turn OFF the power switch.

The power switch is located on the far left side of the control panel.

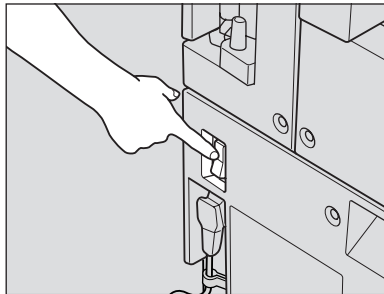
The touch screen and all the LEDs on the control panel except the main power indicator will go out.



2. Turn OFF the main power switch.

The main power switch is located on the rear left side of the main body.

The main power indicator will go out.



DETAILS

- When using the machine as facsimile or printer, do not turn off the main power switch.
- When the machine is using the Weekly Timer function, turning off the main power switch will deactivate the function.

Turning On the Power Switch (continued)

Reducing the Power in Standby Mode (Auto Low Power)

This function automatically lowers the power after a specified period (initially 1 minute) of copier inactivity. The [**POWER SAVER ON/OFF**] LED will be lit, the [**START**] LED will turn orange to show copier inactivity, and all other LEDs except those of the main power indicator and operation mode keys will be turned off.

HINT

The Auto Low Power function can be set to 1 minute/ 5 minutes/ 10 minutes/ 15 minutes/ 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes in the Key Operator mode. For the Key Operator setting, see p. 13-42.

If the machine is not being used as a printer or fax, the power will be turned off after 1 minute of copier inactivity, as the Auto Shut-Off function activates at the same time.

To start a copying job, press any key on the control panel or touch the LCD screen. The Auto Low Power will be released and the LCD screen recovers brightness.

DETAILS

- If the Auto Shut-Off function activates at the same time, the power will be turned off without the LCD screen becoming dark.
- The LCD screen will not become dark during a duplex copying job or when the Jam Position Screen is displayed.

Shutting Off Automatically (Auto Shut-Off)

This function automatically shuts off the power after a specified period (15 minutes) of copier inactivity. The [**POWER SAVER ON/OFF**] LED will be lit. All other LEDs and the LCD screen will be turned off.

To start a copying job, press [**POWER SAVER ON/OFF**].

Copying will become available.



HINTS

- The Auto shut-off can be set for 1 minute/ 5 minutes/ 10 minutes/ 15 minutes/ 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes in the Key Operator mode. For the Key Operator setting, see p. 13-42.
- When “Timer interrupt mode / Enter password” is displayed after pressing [**POWER SAVER ON/OFF**], see p. 7-2 and follow the procedure to continue.

Turning On the Power Switch (continued)

2

Machine Information

Machine Configuration

Turn On/Off the Power

Loading Paper

Changing Paper Size

Shutting Off / Reducing the Power Manually

Follow the procedure below to shut off or reduce the power manually.

1. Press [**POWER SAVER ON/OFF**].



2. The Power save mode will be activated.

The machine is initially set to automatically activate the Low Power mode.

The [**POWER SAVER ON/OFF**] LED will be lit, the [**START**] LED will turn orange to show copier inactivity. All other LEDs except those of the main power indicator and operation mode keys will be turned off.

DETAILS

The Key operator can set the machine to activate the Shut-Off mode when [**POWER SAVER ON/OFF**] is pressed. See p. 13-43 to p. 13-46.

To release the mode, press [**POWER SAVER ON/OFF**].

The machine will be available for copying operation.



Turning On the Power Switch (continued)

Entering an User ID (User Account)

The User Account (Electronic Copy Monitor) allows the Key Operator to monitor all copying activities by controlling User ID accounts. Copy quantity limits for specific accounts can be set.

The User Account (E.C.M.) is not factory-set. An User ID is required only when the User Account is activated, a User Password is assigned, and "Enter User ID" is displayed on the touch screen.

Use the following procedures to copy:



HINT

For details of the User Account setting, see p. 13-18 to p. 13-26.

1. Enter User ID.

Enter your 8-digit User ID, using the keypad.



HINT

For setting a User ID, see p. 13-20 to p. 13-21.



DETAILS

If an invalid User ID is entered, continue by entering the correct ID.

2. Press [START].

Your current copy count and copy limit will be displayed for 3 sec.

Current count / limit 018888/025000
--

3. Start a copying job.

When the message changes to "Ready to copy," copying job is available on the machine.




DETAILS


When your copy count reaches the copy limit, the message "Copy limit reached" will be displayed. In that case, contact the Key Operator to reset your copy limit.

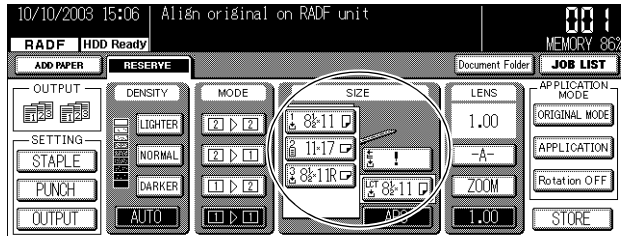
4. Press [#] while pressing [*].

The initial state will be restored, with the message "Enter User ID" displayed on the screen.

Loading Paper


A paper indicator is shown on each tray key of the Basic Screen to indicate the paper level of the tray. (Four levels are provided: )

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



Follow the procedure below to insert paper in the empty tray.

DETAILS

When the Multi-sheet bypass tray is empty, “” will be displayed on the bypass tray key instead of the copy size indication.

HINT

The Key Operator can set the machine to indicate the paper type for each tray selected on the screen. For details, see p. 13-28.

Loading Paper in Main Body Trays and DB-211 Trays

Main body trays: Tray 1 and 2

DB-211 trays: Tray 3 and 4

1. Withdraw the main body tray or DB-211 tray.

HINT

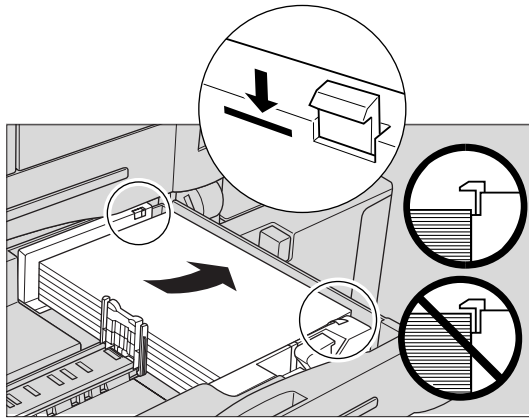
See p. 2-2 to check positions of each tray.

Reminder!

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

2. Stack paper with curl side up.

Load paper, aligning it to the right side of the tray.

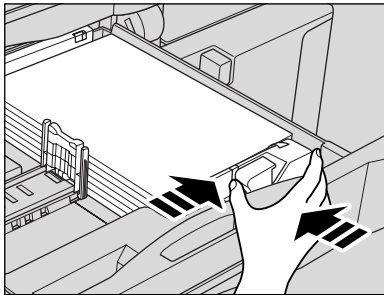


Reminder!

- Do not load paper above the red line on the side guide plates.
- Be sure that the rear guide plate is correctly positioned according to the paper size loaded; otherwise machine trouble may occur.

3. While pressing the release knob, move the side guide plate against the paper.



Release the release knob to lock the slide guide plate.



Reminder!

Do not change the paper size indication of the size indication dial at the front of the tray.
Copying using a tray with a different size indicated may cause a paper misfeed.

4. Push in the tray until it locks into place.

The indicator on the tray key will change from “” to “”.

Loading Paper in DB-411 Tray

DB-411 tray: Tray 3

1. Withdraw the DB-411 tray.



HINT

See p. 2-2 to check positions of each tray.



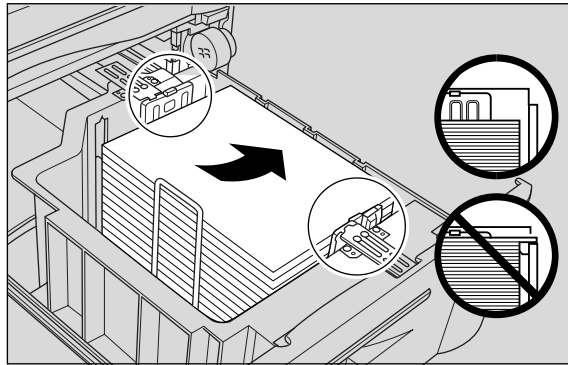
Reminder!

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

2. Stack paper with curl side up.

Load paper, aligning it to the right side of the tray.



The tray bottom will lower due to the stacker paper weight.



Reminder!

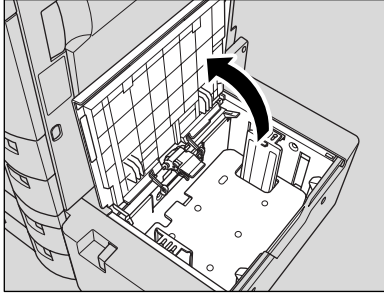
- Do not load paper above the right side plate of the tray.
- Be sure that the rear guide plate is correctly positioned according to the paper size loaded; otherwise machine trouble may occur.

3. Push in the tray until it locks into place.

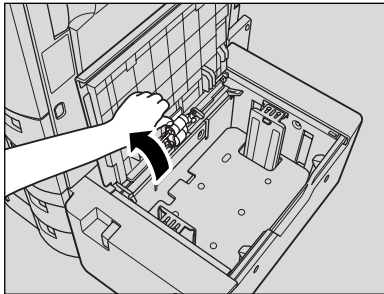
The indicator on the tray 3 key will change from “” to “”.

Loading Paper in LT-203 Large Capacity Tray

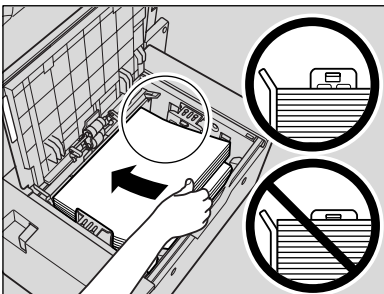
1. Open the LCT top door.



2. Open the paper feed roller.



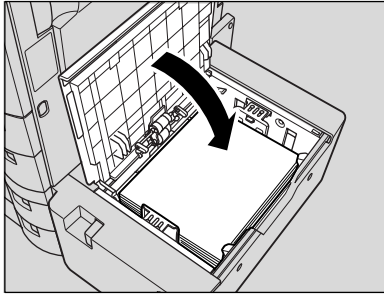
3. Load the paper into the LCT.
Load paper, aligning it to the left side of the tray.





Reminder!

- Do not load paper above the bent line of the guide plate.
- Be sure that the rear guide plate is correctly positioned according to the paper size loaded; otherwise machine trouble may occur.

4. Close the LCT top door.



The indicator on the LCT key will change from “” to “”.

2 Machine Information

Machine
Configuration

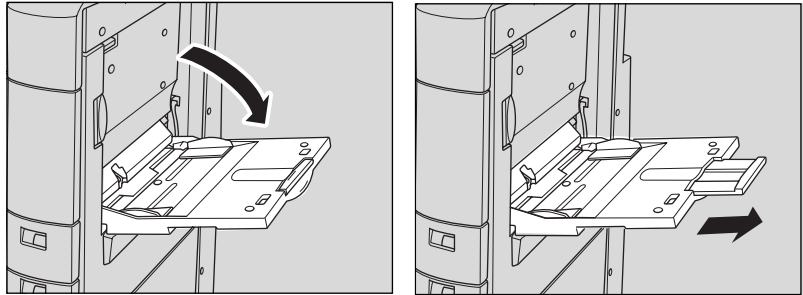
Turn On/Off
the Power

Loading
Paper

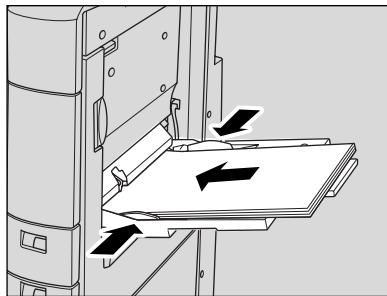
Changing
Paper Size

Loading Paper in Multi-Sheet Bypass Tray

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



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



The loaded paper size will be indicated on the bypass tray key of the Basic Screen.

DETAILS

- Load transparency film one sheet at a time.
- A maximum of 50 20 lb. sheets can be loaded at one time.

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

Changing Paper Size of Main Body Trays and DB-211 Trays

The main body trays and DB-211 trays are user-adjustable. Change the paper size of the tray according to the procedure below.

2 Machine Information

Machine
Configuration

Turn On/Off
the Power

Loading
Paper

Changing
Paper Size

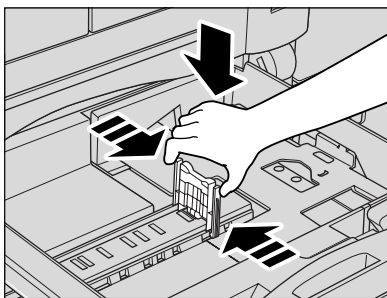
1. Withdraw the tray for which the paper size will be changed.



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

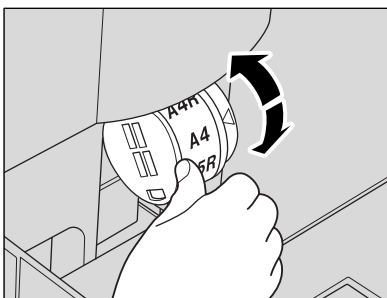
2. Remove the rear guide plate, then insert it into the position designated for your desired paper size.

Remove the rear guide plate while pressing both edges of it. The rear guide plate positions are marked on the tray base plate.



Be sure to insert the rear guide plate into the position of the paper size to be set; otherwise machine trouble may occur.

3. Set the size indication dial at the correct paper size.



Be sure that the correct paper size is indicated; otherwise a paper misfeed may occur.

4. Push in the tray until it locks into place.

The tray key on the Basic Screen will indicate the paper size currently specified.

SECTION

3

Copying Operations

How to Make a Basic Copy

3 Copying Operations

Positioning
Originals

Setting Print
Quantity

Stop
Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet
Bypass Tray

Using
Memory

Output without
Finisher

Output with
Finisher

Staple

Punch

Fold/
Fold&Stitch

Output with
Inner Tray

Positioning Originals	3-2
Setting Print Quantity	3-7
To Stop Scanning/Printing	3-8
Selecting Copy Size	3-9
Selecting Density Level	3-16
Making Double-Sided Copies (1▶2, 2▶2)	3-18
Making Single-Sided Copies from Double-Sided Originals (2▶1)	3-22
Copying Using Special Paper (Multi-Sheet Bypass Tray)	3-24
Copying Using Memory	3-26
Output Mode for Machine without Finisher	3-32
Output Mode for Machine with Finisher	3-34
Stapling Output Copies (Staple)	3-38
Punching File Holes in Copies (Punch)	3-42
Making Fold in Copies (Fold / Fold & Stitch)	3-47
Output Mode for Machine with Inner Tray IT-101	3-50

Positioning Originals

Positioning Originals in RADF

The document feeder (RADF) automatically feeds up to 50 originals directly to the platen area, starting with the top sheet. The RADF should only be used for unstapled, smooth, flat originals.

Positioning originals in Normal mode

1. Arrange originals in order.

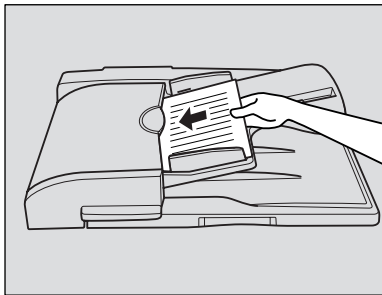


Reminder!

- Before placing originals in the tray, be sure the document feeder is fully closed. Once closed, do not open the document feeder, otherwise selected copy conditions may be automatically altered.
- Be sure not to use unsuitable RADF originals. See p. 10-7 for details.

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

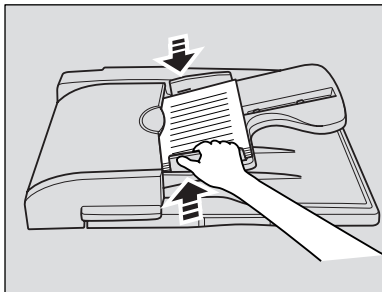
Place two-sided originals with page one FACE UP.
Up to 50 originals can be set at a time.



Reminder!

- Do not set more than 50 originals or set originals over the red line indicated on the paper guides; otherwise a paper misfeed will occur.
- If the number of originals exceeds 50, divide them into blocks not exceeding 50 sheets, then load them from the block with the first page. See p. 3-26 to p. 3-27.

3. Adjust paper guides.



Positioning Originals (continued)

Positioning originals in Mixed original mode

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

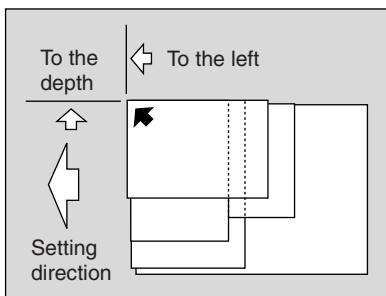


HINT

To use the Mixed original mode, see procedure on p. 8-4 to p. 8-5.

1. Arrange originals in order.

Arrange the mixed size originals as illustrated below.



Reminder!

- Before placing originals in the tray, be sure the document feeder is fully closed. Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.
- Be sure not to use unsuitable RADF originals. See p. 10-7 for details.



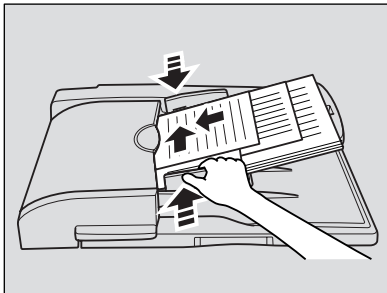
HINT

See p. 10-8 for allowable combinations of mixed originals.

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

Place two-sided originals with page one FACE UP.
Up to 50 originals can be set at a time.

3. Adjust paper guides.



3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

Fold/
Fold&Stitch

Output with Inner Tray

Positioning Originals (continued)

Positioning originals in Folded original mode

Folded original mode detects the folded original size without using the size detection sensor of the RADF.



To use the Folded original mode, see procedure on p. 8-6 to p. 8-7.

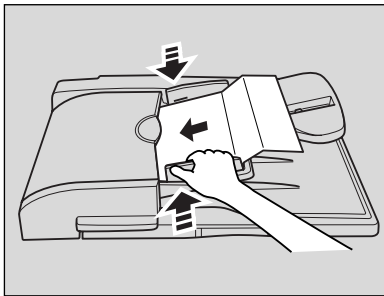
- 1. Arrange originals in order.**
- 2. Position original(s) FACE UP in the document feeder tray.**

Place two-sided originals with page one FACE UP.
Up to 50 originals can be set at a time.



- Before placing originals in the tray, be sure the document feeder is fully closed. Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.
- Be sure not to use unsuitable RADF originals. See p. 10-7 for details.

- 3. Adjust paper guides.**



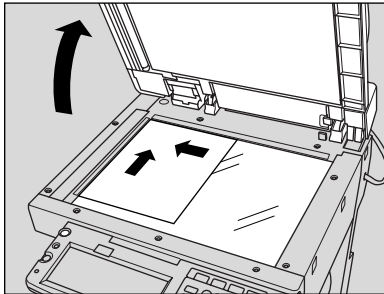
Positioning Originals (continued)

Positioning Original on Platen Glass

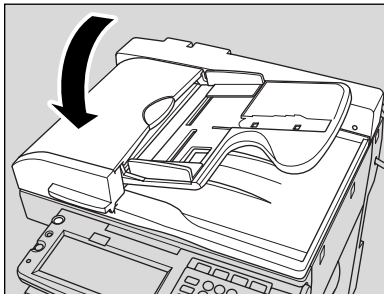
Use the platen glass when originals are not suitable for use with the document feeder, e.g., when size is incompatible, when originals are folded, stapled, torn, or in otherwise poor condition.

1. Raise the document feeder (or platen cover).

Place original FACE DOWN in the left rear corner, aligning the edge with the left measuring guide.



2. Gently close the document feeder (or platen cover) to prevent the original from shifting on the glass.



Reminder!

When selecting Book Copy, Non-Image Area Erase, AUTO mode in Repeat, or AUTO Layout, DO NOT CLOSE the document feeder or platen cover. For details on each function, see Section 9.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

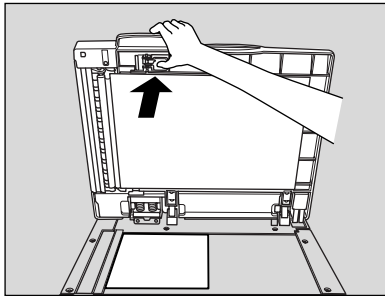
Punch

Fold/ Fold&Stitch

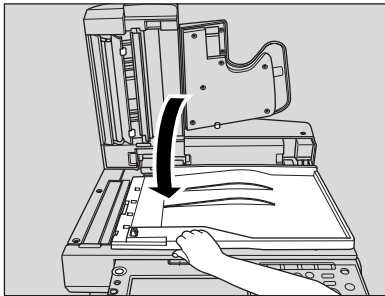
Output with Inner Tray

Positioning Originals (continued)

3. When repeating the original placement, press the release lever under the document feeder.



4. Use only the lower cover to ease the original placement.



5. When completed, close the upper unit of the document feeder.



Reminder!

Be sure to join the upper unit and lower cover of the document feeder securely.



CAUTION

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

Setting Print Quantity

This section describes how to set or change print quantity.

To Set Print Quantity

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

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

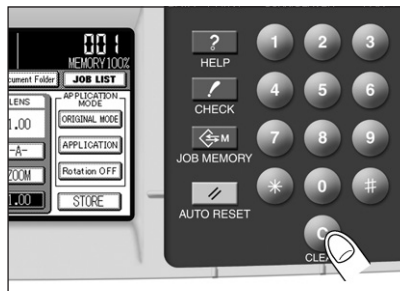


Entered quantity will be displayed on the touch panel.

To Change Print Quantity

Follow the procedure below to change the print quantity after it has been entered.

1. Press [C (CLEAR)].



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

2. Enter the correct quantity.

Entered quantity will be displayed on the touch panel.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

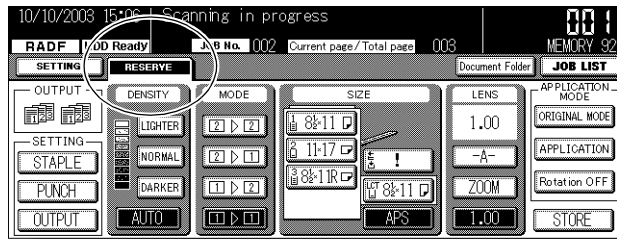
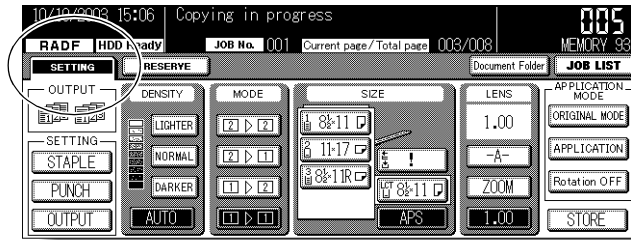
Fold/Fold&Stitch

Output with Inner Tray

To Stop Scanning/Printing

Follow the procedure below to stop scanning or printing.

1. Touch to highlight the **SETTING** or **RESERVE** key for the printing/scanning job to be cancelled.



HINT

The jobs can also be cancelled from the Job List Screen. See p. 3-30 for details.

2. Press **[STOP]**.



The current machine operation of the selected job will stop immediately, and the data stored in memory will be deleted.

Selecting Copy Size

To select an appropriate copy size for getting your desired copy result, use APS (Automatic Paper Selection), or select copy size manually on the touch screen, as required.

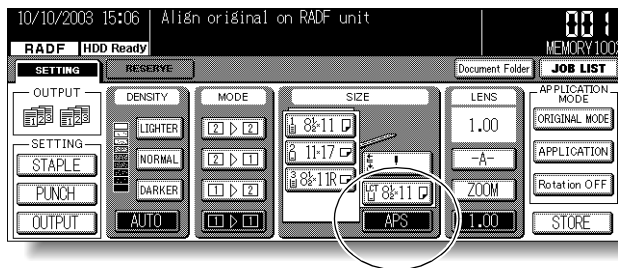
To Select Copy Size Automatically (APS)

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

HINTS

- See the table on the following page for the relation of original size, magnification ratio and copy paper size.
- The initial settings may have been altered by Key Operator. See p. 13-6 to p. 13-15.

1. Touch to highlight **APS** on the Basic Screen.



APS is already highlighted when the initial settings are restored.

2. Select additional copy conditions, as desired.

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

HINT

See p. 3-7 for details on setting print quantity.

4. Position original(s).

HINTS

- See p. 10-7 to p. 10-9 for paper sizes detectable from the RADF or on the platen glass.
- See p. 3-2 to p. 3-6 for details on positioning originals.
- Key Operator can deactivate APS when original is set in the RADF or on the platen glass. See p. 13-43 to p. 13-46.

5. Press [START].

DETAILS

- If the appropriate copy paper is not loaded in any tray, no copying will be performed, and a message will prompt you to load the appropriate paper.
- Copy result may not be satisfactory due to the Rotation function. In this case, turn the function OFF manually. See. p. 7-4.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

Fold/Fold&Stitch

Output with Inner Tray

Selecting Copy Size (continued)

DETAILS

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

Copy size		Original size					Copy size	
		11x17	8.5x14	8.5x11	8.5x11R	5.5x8.5		
Magnification ratio	0.25 - 0.50	5.5x8.5R	5.5x8.5R	5.5x8.5R	5.5x8.5R	5.5x8.5R	5.5x8.5R	0.25 - 0.50
	0.51 - 0.61	8.5x11R (8.5x11)						0.51 - 0.61
	0.62 - 0.65	8.5x14	8.5x11R (8.5x11)	8.5x11 (8.5x11R)	8.5x11R (8.5x11)	5.5x8.5R	5.5x8.5R	0.62 - 0.65
	0.66 - 0.77							0.66 - 0.77
	0.78 - 0.79	11x17	8.5x14	11x17	11x17	5.5x8.5R	5.5x8.5R	0.78 - 0.79
	0.80 - 1.00							0.80 - 1.00
	1.01 - 1.29	11x17	11x17	11x17	11x17	5.5x8.5R	5.5x8.5R	1.01 - 1.29
	1.30 - 1.55							1.30 - 1.55
	1.56 - 4.00							1.56 - 4.00

(): Rotation functions

Selecting Copy Size (continued)

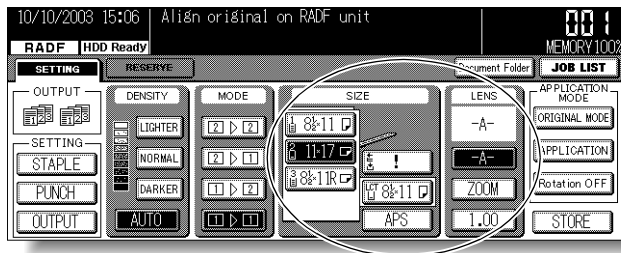
To Specify Desired Copy Size (AMS)

When a copy size is specified on the touch screen, an appropriate reduction or enlargement ratio will be selected automatically according to the original size detected from the RADF or the platen glass.

HINTS

- See the table on the following page for the relation of original size, copy paper size, and magnification ratio.
- Wide paper size can be specified when AMS is in use. In this case, the same magnification ratio as that of the standard size will be selected automatically.
- To copy in 1.00 (100%) magnification mode and specifying a copy size, see p. 3-13.

- 1. Touch a tray key on the Basic Screen to select the desired paper size.**
The selected tray key will be highlighted, and under LENS, **-A-** will also be highlighted.



- 2. Select additional copy conditions, as desired.**
- 3. Enter the desired print quantity from the control panel keypad.**

HINT

See p. 3-7 for details on setting print quantity.

- 4. Position original(s).**

HINTS

- See p. 10-7 to p. 10-9 for original sizes detectable from the RADF or on the platen glass.
- See p. 3-2 to p. 3-6 for details on positioning originals.

- 5. Press [START].**

The scanned image will be printed on the specified copy size in the selection magnification ratio.

DETAILS

Copy result may not be satisfactory due to the Rotation function. In this case, turn the function OFF manually. See. p. 7-4.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

Fold/Fold&Stitch

Output with Inner Tray

Selecting Copy Size (continued)

DETAILS

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

AMS TABLE		ORIGINAL SIZE				
		11"x17"	8.5"x14"	8.5"x11"R	8.5"x11"	5.5"x8.5"
COPY SIZE	11"x17"	1.00	1.21	1.29	1.29*	2.00
	8.5"x14"	0.77	1.00	1.00	1.00*	1.54
	8.5"x11"R	0.64	0.78	1.00	0.77	1.29
	8.5"x11"	0.50	0.60	0.77	1.00	1.00
	5.5"x8.5"	0.50	0.60	0.64	0.50	1.00

*: When Rotation Copy of Enlarge function is activated.

Selecting Magnification Ratio (Lens Mode)

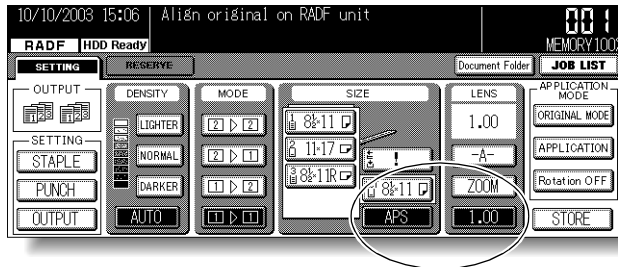
When the copier is turned ON, the magnification ratio is set to 1.00 (100%) automatically on the Basic Screen.

Follow each procedure described in this section to select the desired magnification ratio.

To Copy in 1.00 Magnification Mode

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

1. Close the RADF securely, then press [AUTO RESET].



The initial settings are restored. Check that **APS** indicates that the 1.00 magnification is selected.



HINT

The initial settings may be altered by the Key Operator. See p. 13-6 to p. 13-15.

2. Select additional copy conditions, as desired.



DETAILS

Specifying copy size will release 1.00 magnification and set **-A-** (AMS) automatically. In this case, touch **1.00** to highlight it again.

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



HINT

See p. 3-7 for details on setting print quantity.

4. Position original(s).



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

5. Press [START].

3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

Fold/Fold&Stitch

Output with Inner Tray

Selecting Magnification Ratio (Lens Mode) (continued)

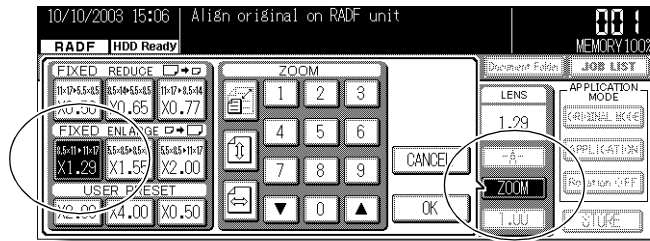
To Copy in Fixed Magnification Mode

Use the 6 preset ratios (0.50, 0.65, 0.77, 1.29, 1.55, 2.00) and 3 user preset ratios to increase or decrease magnification in fixed amounts.

Specification for Fixed Magnification Mode

- Incompatible Conditions: AMS, Repeat mode in Repeat, Reduce & Shift in Image Shift

1. Touch **ZOOM** on the Basic Screen.



The popup menu for selecting the desired preset/user preset ratio will be displayed.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Select the desired magnification, then touch **OK**.

The popup menu will disappear, and the selected ratio will be displayed on the Basic Screen.



DETAILS

Three user preset ratios are adjustable by the Key Operator. See p. 13-17.

3. Select additional copy conditions, as desired.

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



HINT

See p. 3-7 for details on setting print quantity.

5. Position original(s).



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

6. Press [**START**].

Selecting Magnification Ratio (Lens Mode) (continued)

To Copy in Zoom Mode

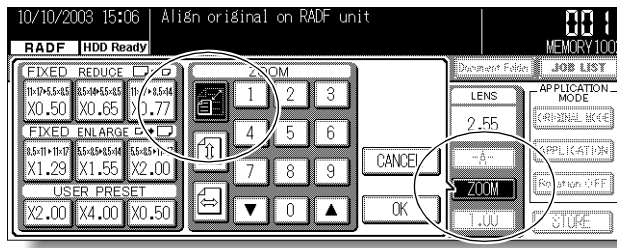
Use the Zoom mode to reduce or enlarge the copied original image in 1% increments.

Specification for Zoom Mode

Zoom range: 25% to 400%

Incompatible Conditions: AMS, Repeat mode in Repeat, Reduce & Shift in Image Shift

1. Touch **ZOOM** on the Basic Screen.



The popup menu for setting a zoom ratio will be displayed.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press **[AUTO RESET]**.

2. Touch the **Vertical/Horizontal zoom** key on the popup menu, if it is not highlighted, then set the desired zoom ratio.



DETAILS

Use the keypad on the popup menu to enter the desired magnification ratio in 3 digits, or use arrows (**▲** / **▼**) to scroll to the desired ratio. If an incorrect ratio is entered, continue by entering the correct 3-digit ratio.

3. Touch **OK**.

The popup menu disappears automatically and the specified zoom ratio will be displayed on the Basic Screen.

4. Select additional copy conditions, as desired.

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



HINT

See p. 3-7 for details on setting print quantity.

6. Position original(s).



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

7. Press **[START]**.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

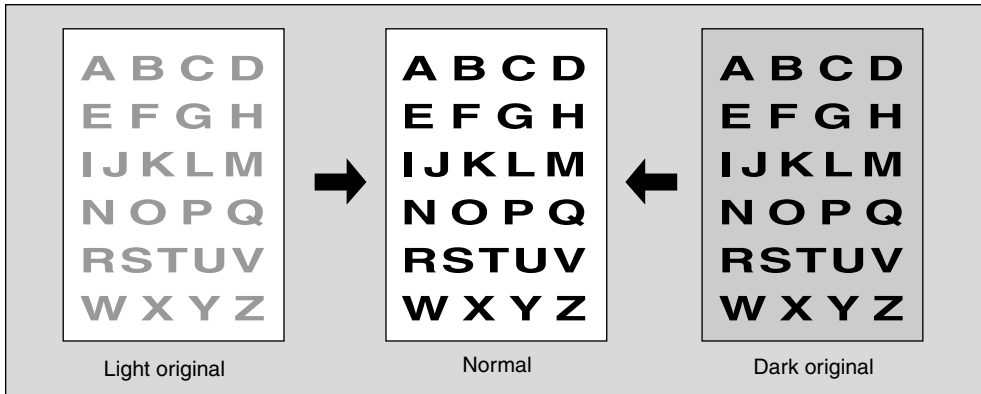
Punch

Fold/ Fold&Stitch

Output with Inner Tray

Selecting Density Level

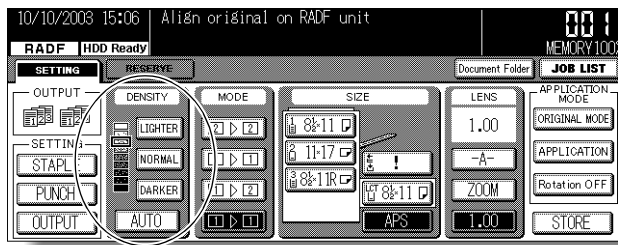
Automatic Exposure Selection (AES) operates with the default settings. It detects the density of the original image and automatically selects the appropriate exposure for the copy.




To Select Copy Density

Select manual copy density to adjust exposure (density) when originals are too light or too dark. Manual adjustments can be made in 9 levels on the Basic Screen.

1. Touch **DARKER** to darken, or touch **LIGHTER** to lighten the copy image.



Move the cursor () to the desired exposure level indicator.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].



DETAILS

- Touch **NORMAL** to select the middle density level.
- To use the user-set density (User-set 1 or User-set 2), see p. 13-16.
- When resuming AES, touch **AUTO**.

2. Select additional copy conditions, as desired.
3. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

Selecting Density Level (continued)

4. Position original(s).



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

5. Press [**START**].

3 Copying Operations

Positioning
Originals

Setting Print
Quantity

Stop
Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet
Bypass Tray

Using
Memory

Output without
Finisher

Output with
Finisher

Staple

Punch

Fold/
Fold&Stitch

Output with
Inner Tray

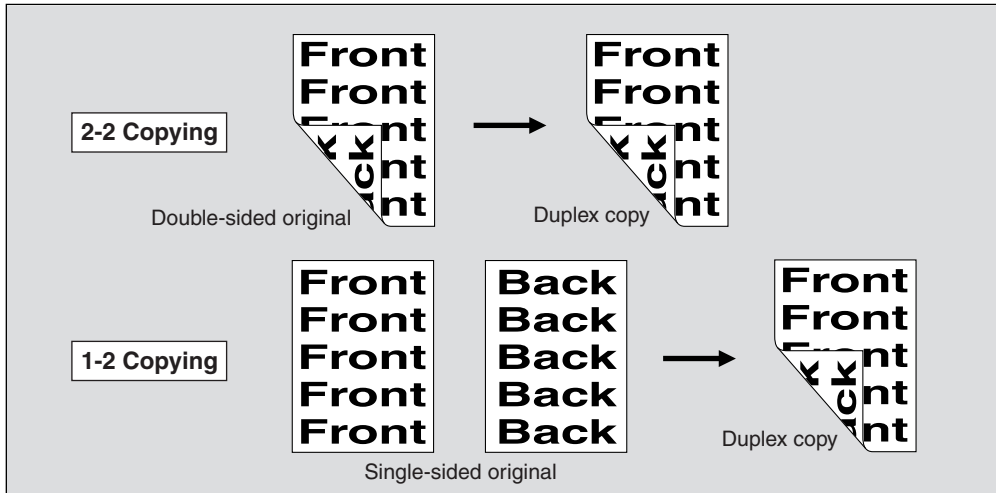
Making Double-Sided Copies (1▶2, 2▶2)

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

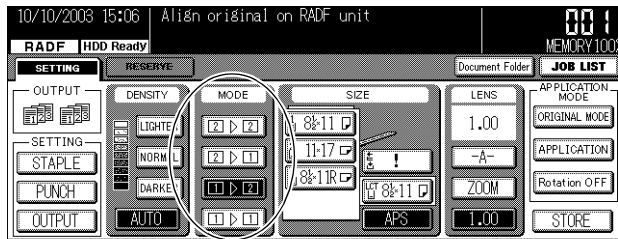
Follow the procedure below to make double-sided copies from the originals scanned from the document feeder or from the platen glass.

Using RADF

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



1. Touch 1▶2 or 2▶2 on the Basic Screen to highlight it.



When starting a new copying job, be sure to close the RADF securely, then press **[AUTO RESET]**.

Making Double-Sided Copies (1▶2, 2▶2) (continued)

2. Select additional copy conditions, as desired.



DETAILS

Some incompatible conditions may automatically release the selected copy mode. In this case, arrange the settings so that they are compatible with the selected copy mode.

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



HINT

See p. 3-7 for details on setting print quantity.

4. Position originals **FACE UP** in the document feeder.



HINTS

- See p. 3-2 to p. 3-4 for details on positioning originals.
- Use RADF store mode (p. 3-26 to p. 3-27) when the original count exceeds 50.

5. Press [**START**].

The machine scans originals, then prints duplex copies when they are ready for output. Press [**STOP**] to suspend the scanning or printing job.



CAUTION

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3 Copying Operations

Positioning
Originals

Setting Print
Quantity

Stop
Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet
Bypass Tray

Using
Memory

Output without
Finisher

Output with
Finisher

Staple

Punch

Fold/
Fold&Stitch

Output with
Inner Tray

Making Double-Sided Copies (1▶2, 2▶2) (continued)

Using Platen Glass

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

Specification for Double-Sided Copying Using Platen Glass

- Use the Platen store mode.
- See p. 10-7 for the information on unsuitable RADF originals.
- Incompatible Conditions: Using RADF, Non-Standard Size, Transparency Interleave, Image Insert

1. Open the document feeder.

The RADF indication on the Basic Screen will disappear and the 1-2 and 2-2 keys will be dimmed to show inactivity.

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

Be sure to start from the first page.

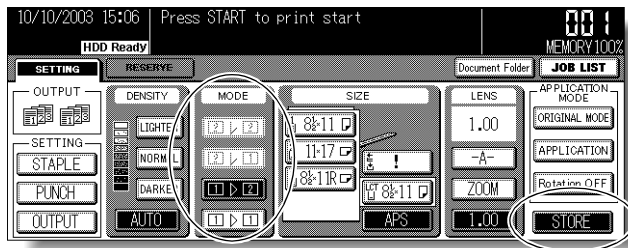


HINTS

- See p. 10-7 for original sizes detectable on the platen glass.
- See p. 3-5 to p. 3-6 for details on positioning originals.

3. Touch **1▶2** on the Basic Screen to highlight it.

The STORE key will be highlighted automatically.



Reminder!

DO NOT press [**AUTO RESET**] at this point, otherwise the selected mode will be released and the copier cannot scan the original placed on the glass.

4. Select additional copy conditions, as desired.



DETAILS

Some incompatible conditions may automatically release the selected copy mode. In this case, arrange settings so that they are compatible with the selected copy mode.

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



HINT

See p. 3-7 for details on setting print quantity.

6. Press [**START**] to scan.

The front side image of the double-sided copy will be scanned into memory.

Making Double-Sided Copies (1▶2, 2▶2) (continued)

7. Replace the original on the platen glass with the back side down, then press [**START**].



DETAILS

Repeat this step until all originals are scanned.

Memory indicator on the upper right of the Basic Screen allows you to check the remaining memory.

To delete the scanned data without printing, press [**STOP**].

8. Touch **STORE** to exit the Store mode.
STORE will return to the normal display.

9. Press [**START**] to print.

All the data in memory will be output.

Press [**STOP**] to suspend the printing job.



CAUTION

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3 Copying Operations

Positioning
Originals

Setting Print
Quantity

Stop
Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet
Bypass Tray

Using
Memory

Output without
Finisher

Output with
Finisher

Staple

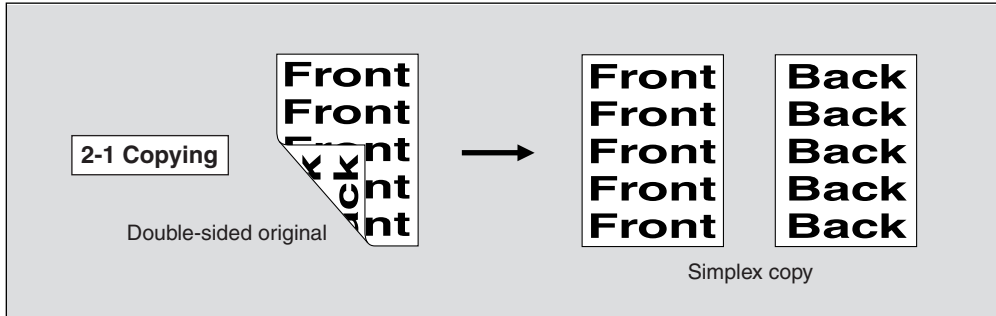
Punch

Fold/
Fold&Stitch

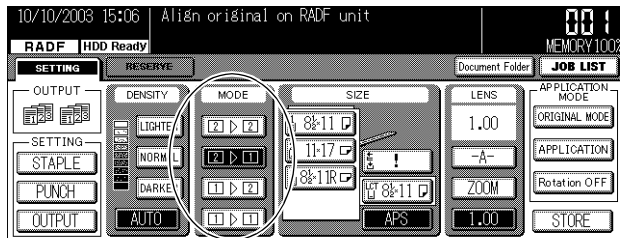
Output with
Inner Tray

Making Single-Sided Copies from Double-Sided Originals (2▶1)

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



1. Touch **2▶1** on the Basic Screen to highlight it.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Select additional copy conditions, as desired.

DETAILS

Some incompatible conditions may automatically release the selected copy mode. In this case, arrange settings so that they are compatible with the selected copy mode.

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

HINT

See p. 3-7 for details on setting print quantity.

4. Position originals **FACE UP** in the document feeder.

HINTS

- See p. 3-2 to p. 3-4 for details on positioning originals.
- Use RADF store mode (p. 3-26 to p. 3-27) when the original count exceeds 50.

Making Single-Sided Copies from Double-Sided Originals (2►1) (continued)

5. Press [START].

The machine starts to scan originals, then prints simplex copies when they are ready for output.

Press [STOP] to suspend the scanning or printing job.



CAUTION

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

Fold/
Fold&Stitch

Output with Inner Tray

Copying Using Special Paper (Multi-Sheet Bypass Tray)

Use the Multi-sheet bypass tray to copy using special paper.
Specify the paper type to be loaded on the Multi-sheet bypass tray, as described below.

CAUTION

Do not use paper with any staples, or paper that conducts electricity (silver, carbon, etc.), otherwise an accident may occur as a result of fire.

Reminder!

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

HINT

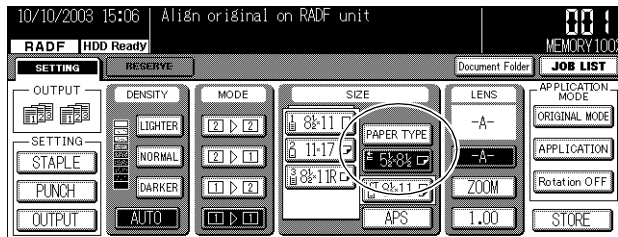
When loading special paper in the main body tray or in the LCT to use on a regular basis, the paper type should be specified in the Key Operator setting. See p. 13-28.

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

HINT

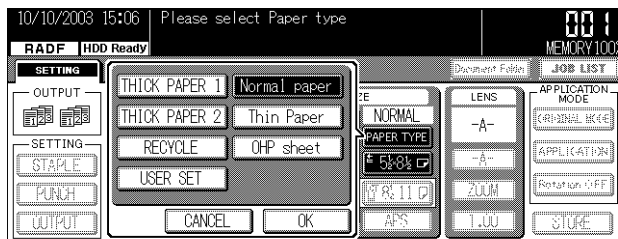
See p. 2-23 for further details.

2. Touch the Bypass key to highlight it.



The **PAPER TYPE** key will appear above the Bypass key. **APS** will be deselected, and **-A-** will be highlighted on the Basic Screen.

3. Touch **PAPER TYPE**.



The Paper Type popup menu will be displayed.

Copying Using Special Paper (Multi-Sheet Bypass Tray) (continued)

4. Touch the desired paper type key.

When **Thick Paper 1**, **Thick Paper 2**, **Thin**, **Recycled Paper**, **Userset**, **Thin Paper**, **OHP sheet** is highlighted, a print job will conform to the selected paper type. If no paper type indication is needed, touch **Normal Paper**.

The selection will be reflected on the Basic Screen when restored.

5. Touch **OK** to return to the Basic Screen.

6. Select additional copy conditions, as desired.



HINT

See p. 9-16 to p. 9-17 for details on copying onto transparency films.

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



HINT

See p. 3-7 for details on setting print quantity.

8. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

9. Press [**START**].

3 Copying Operations

Positioning
Originals

Setting Print
Quantity

Stop
Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet
Bypass Tray

Using
Memory

Output without
Finisher

Output with
Finisher

Staple

Punch

Fold/
Fold&Stitch

Output with
Inner Tray

Copying Using Memory

This section describes various copying features available on this machine using its built-in memory.

To Scan Originals into Memory (Store Mode)

Store mode allows you to scan all the originals first, then to start a continuous printing job.

Use RADF store mode to scan a large amount of originals.

Use Platen store mode for originals that cannot be fed through the document feeder due to thickness, size or condition.

DETAILS

RADF tray capacity is 50; however, more than 50 originals can be scanned into memory using RADF store mode.

Specification for Store Mode

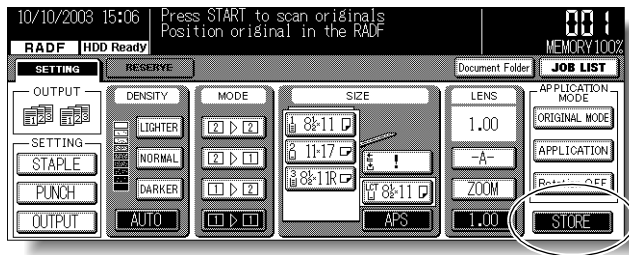
- Incompatible with RADF store mode: Image Insert, Book Copy
- Incompatible with Platen store mode: None

1. Make copying selections, as desired.

Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

2. Touch **STORE** on the Basic Screen to highlight it.



You may find the key already highlighted due to the copying selections made.

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

HINT

See p. 3-7 for details on setting print quantity.

Copying Using Memory (continued)

4. Position original(s).

Using platen glass:

Place original FACE DOWN. Start scanning from the first page.



Reminder!

When Book Copy, Non-Image Area Erase, Auto detection mode of Repeat, or AUTO Layout is selected, keep the RADF (or platen cover) open throughout the scanning procedure.

Using RADF:

Position originals FACE UP.

If the number of originals exceeds 50, divide them into blocks not exceeding 50 sheets and load them from the block with the first page.



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

5. Press [START] to scan.



DETAILS

Repeat steps 4 and 5 until all originals are scanned.

Memory indicator on the upper right of the Basic Screen allows you to check the remaining memory.

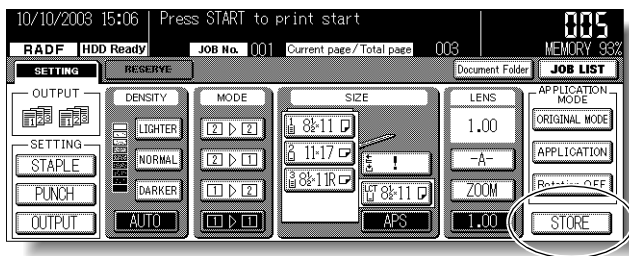
To delete the scanned data without printing, press [STOP].



HINT

Should memory overflow occur frequently, it is recommended that you contact your service representative to expand the memory capacity in your machine.

6. Touch STORE to exit the Store mode.



STORE will return to the normal display.

7. Press [START] to print.

All the data in memory will be output.

Press [STOP] to suspend the printing job.



CAUTION

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

Fold/ Fold&Stitch

Output with Inner Tray

Copying Using Memory (continued)

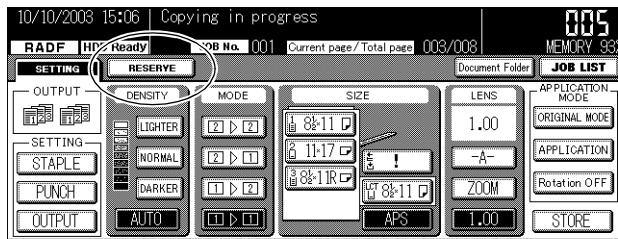
To Set Next Copying Job (Reserve)

The Reserve function allows you to set up a new job while a current job is in progress. When the current job is finished, the Reserve job starts printing immediately.

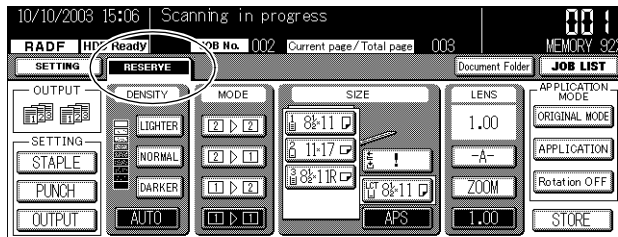
Specifications for Reserve

- Job settings: Max. 5 (current job plus 4 reserve jobs)
- When the current job is in Store mode, Image Insert, or Book Copy, the reserve job setting will be available after the copier starts to print the current job.
- Incompatible Conditions: Interrupt copying, Scanning in Store mode

1. Press **[START]** to start scanning/printing for the current job.
RESERVE will become active to show that the reserve job setting is now available.



2. Touch **RESERVE** to highlight it.
The Reserve Job Setting Screen will be displayed.



On the Reserve Job Setting Screen, all keys on the LCD and control panel will function for the reserve job.

3. Select copy conditions for the reserve job, as desired.



HINT

When trouble occurs while setting the reserve job, the **SETTING** key on the Basic Screen will change to **JAM** or **ADD PAPER** key. See p. 5-7 to p. 5-9.

4. Position original(s) after completing the scan for the current job.



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

Copying Using Memory (continued)

5. Press **[START]** to start scanning the reserve job.



DETAILS

When setting more than one reserve job, the next reserve job setting will be available after the copier starts to scan for the previous reserve job.

When completed, the Basic Screen for the current printing job will be restored. Repeat steps **2** to **5** to reserve more than one job.

6. Output of the reserve job will start automatically after completing the current job.



CAUTION

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

Fold/
Fold&Stitch

Output with Inner Tray

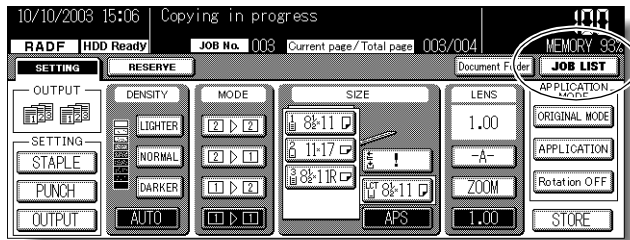
Copying Using Memory (continued)

To Check/Control Jobs in Progress (Job List Screen)

The Job List Screen allows you to perform the following functions.

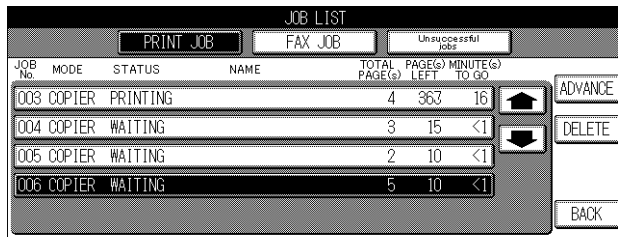
- Confirm machine status
- Change order of reserve job
- Delete reserve job
- View unsuccessful job list

1. Touch **JOB LIST** on the Basic Screen.



The Job List Screen will be displayed.
Check the current status of the machine.

2. Perform the desired setting on the screen.



DETAILS

The HDD capacity will be displayed instead of the File capacity, if the optional HDD is installed in the machine.



HINT

See the next page for details of the screen.

To change the order of a reserve job:

Touch the lower/upper arrow key to highlight the desired reserve job, then touch **ADVANCE**.

The highlighted reserve job is advanced by one in printing order unless the job preceding it is already in progress.


To clear reserve job:


Touch the lower/upper arrow key to highlight the desired reserve job, then touch **DELETE**. The Job Clear Confirmation Screen will be displayed.

Touch **YES** to clear the highlighted reserve job, or **NO** to cancel.

Copying Using Memory (continued)

To display unsuccessful job list:
Touch **Unsuccessful jobs** to display the Unsuccessful Job List Screen.

Touch  to scroll to the next page.
Up to 16 unsuccessful jobs (4 pages) can be displayed.

Touch  to return to the previous page.
Touch **BACK** to return to the Job List Screen.



3. Touch **BACK** on the Job List Screen.

The Basic Screen will be restored.

Contents of Job List Screen

JOB No. : Displays the No. (001-999) for each job assigned to the machine.

MODE: Displays the machine's current mode of operation. Three modes are listed below.
COPIER
FAX
PRINTER
SCANNER

STATUS: Displays the current status of the machine for each job.
ERROR : Error in each mode
PRINTING : Printing in each mode
NO PAPER : No paper in each mode
STOP : Stop in each mode
JAM : Jam in each mode
SCANNING: Scanning original(s) in copy mode
WAITING : Waiting to be output

NAME: Displays the file name or the user name of the job, if specified.

TOTAL PAGE(s): Displays the number of scanned pages for each job.

PAGE(s) LEFT: Displays the remaining copy count of the job.
0 to 999
Copy count = No. of scanned pages x Print quantity
The count exceeding 999 will be displayed as "# sets".

MINUTE(s) TO GO: Displays the time (in minutes) required for completing the job.
Shorter than 1 minute: <1
2 ~ 999



The time displayed is an approximation; output may take slightly longer.

3 Copying Operations

Positioning
Originals

Setting Print
Quantity

Stop
Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet
Bypass Tray

Using
Memory

Output without
Finisher

Output with
Finisher

Staple

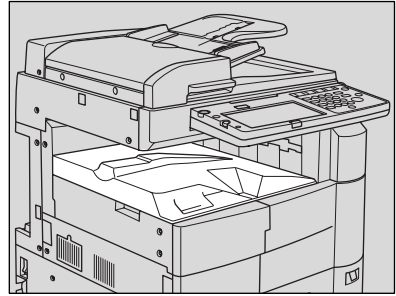
Punch

Fold/
Fold&Stitch

Output with
Inner Tray

Output Mode for Machine without Finisher

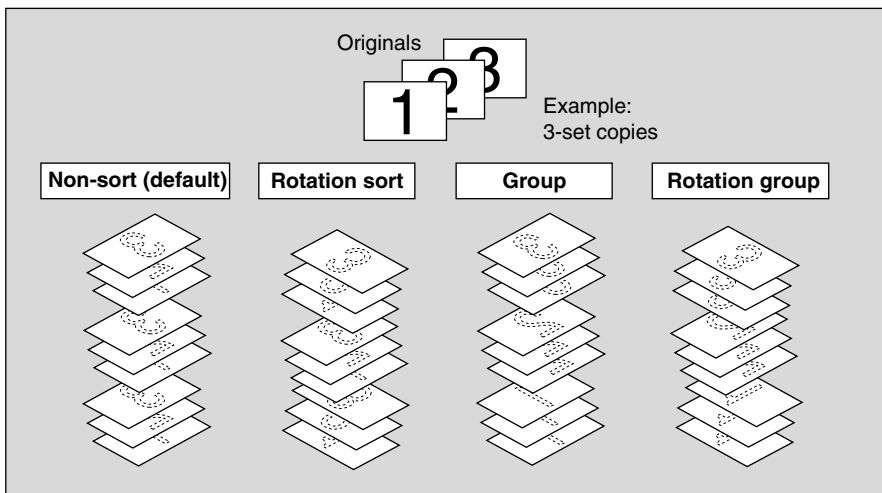
This section describes the output modes for the copier without a Finisher.
The Non-sort mode is initially selected.



- 1 Non-sort mode** copies the original set in amounts determined by the print quantity setting, then outputs sorted sets normally.
- 2 Rotation sort mode** rotates every other set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., 8.5"x11" and 8.5"x11"R.
- 3 Group mode** copies each original page in amounts determined by the print quantity setting, then outputs grouped sets normally.
- 4 Rotation group mode** rotates every other grouped set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., 8.5"x11" and 8.5"x11"R.

Specifications for Output Modes without Finisher

- Incompatible with Group mode: Proof Copy, Sheet/Cover Insertion, Booklet, Transparency Interleave, Image Insert, Non-Image Area Erase, Repeat, AUTO Layout, Stamp (Numbering)
- Incompatible with Rotation sort mode: Mixed Original, Sheet/Cover Insertion, Booklet, Transparency Interleave, Non-Image Area Erase, Repeat, AUTO Layout
- Incompatible with Rotation group mode: Using platen glass (unless Chapter with Platen store mode, Image Shift, Upside Down, or Stamp (excluding Numbering) is used), Proof Copy, Mixed Original, Sheet/Cover Insertion, Booklet, Transparency Interleave, Image Insert, Non-Image Area Erase, Repeat, AUTO Layout, Stamp (Numbering)



Output Mode for Machine without Finisher (continued)

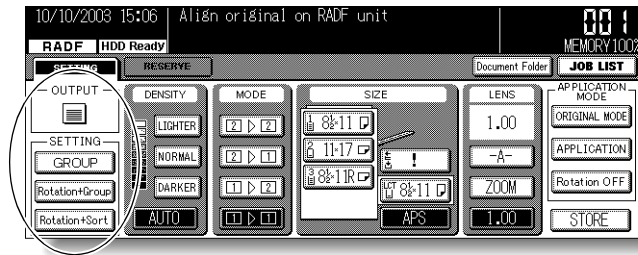
1. When using Rotation sort or Rotation group mode, load the same paper size into two trays in different orientation.



HINT

Non-sort mode is initially selected. Key Operator can change the initial output mode. See p. 13-11 to p. 13-12.

2. Select the desired output mode.



Touch the desired output mode key to highlight it.
To select Non-sort mode, deselect all the keys.

3. Select additional copy conditions, as desired.
4. Enter the desired print quantity from the control panel keypad.



HINTS

- See p. 10-3 to be sure that the exit tray capacity is not exceeded.
- See p. 3-7 for details on setting print quantity.

5. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

6. Press [**START**].
Press [**STOP**] to suspend the scanning or printing job.



CAUTION

When the paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

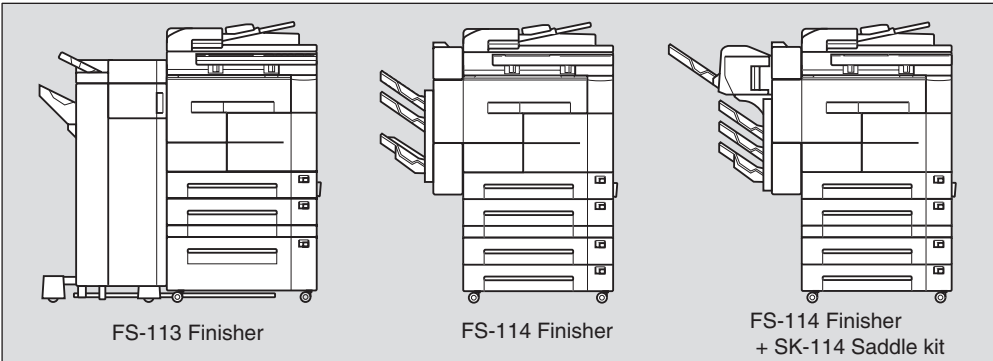
Punch

Fold/ Fold&Stitch

Output with Inner Tray

Output Mode for Machine with Finisher

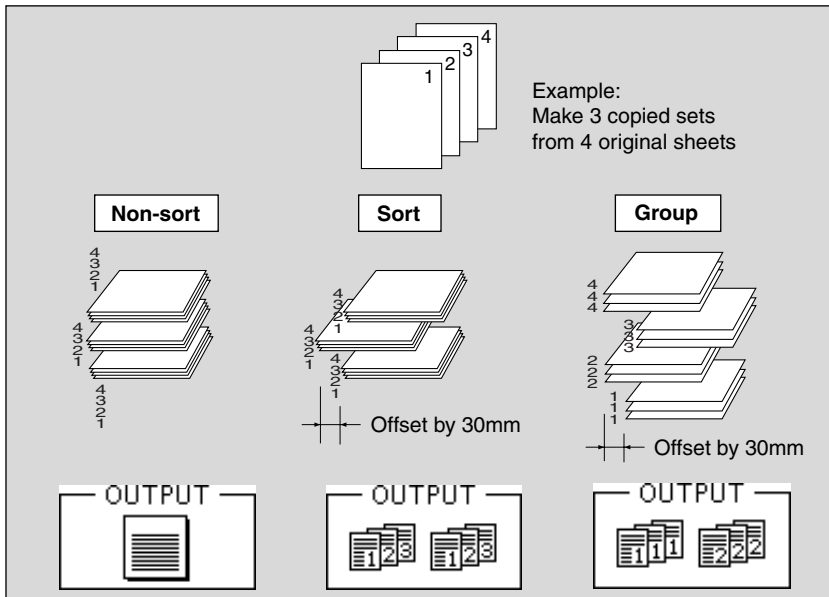
The machine with Finisher FS-113/FS-114 provides output modes as described below.



- 1 **Non-sort mode** means that the offset-stacker finisher modes are not selected. Copies will be stacked upon exit without being offset by sorted sets.
- 2 **Sort mode** outputs multiple copies of the original set; each sorted set will be offset by 30mm upon exit.
- 3 **Group mode** groups together multiple copies of each original and offsets the sets by 30mm upon exit.

Finisher FS-113 provides the ability to staple and punch. See p. 3-38 to use the Staple mode, or see p. 3-42 to use the Punch mode.

Finisher FS-114 provides the ability to staple, punch, fold, and fold&stitch. See p. 3-38 to use the Staple mode, see p. 3-42 to use the Punch mode, and see p. 3-47 to use the Fold or Fold&Stitch mode.



Output Mode for Machine with Finisher (continued)

DETAILS

Finisher FS-113 is equipped with a primary (main) and a secondary (sub) exit trays.

Finisher FS-114 is initially equipped with two exit trays, and one optional exit tray (BK-114 Branch kit) can be installed. Contact your service representative, if desired.

The copier with FS-114 is initially set to output to tray 1 in Sort mode, and the copier with FS-113 is initially set to output to the primary (main) tray in Sort mode.

Follow the procedure below to change the output mode, as desired.

Specifications for Output Modes with Finisher

- If using the transparent film to copy in the copier with FS-113, be sure to select the secondary (sub) tray as an output tray.
- Incompatible with Sort mode: Using platen glass (unless Image Insert, Book Copy, or Platen store mode is used), Transparency Interleave, Non-Image Area Erase, Repeat, AUTO Layout
- Incompatible with Group mode: Proof Copy, Sheet/Cover Insertion, Booklet, Transparency Interleave, Image Insert, Non-Image Area Erase, Repeat, AUTO Layout, Stamp (Numbering)

1. Close the RADF securely, then press [AUTO RESET].

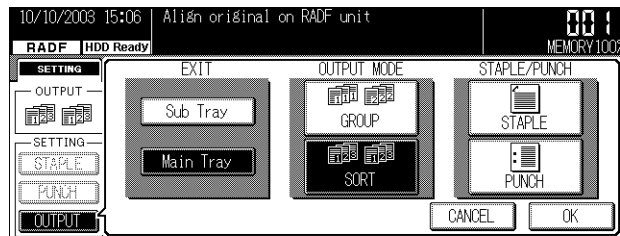
HINT

Key Operator can change the initial output mode. See p. 13-11 to p. 13-12.

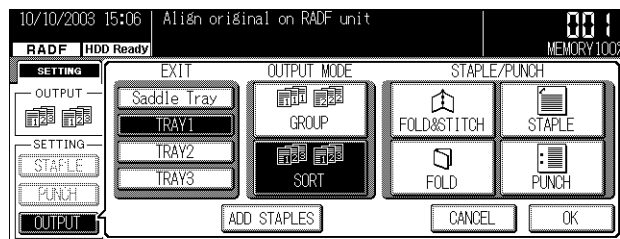
2. Select the desired output mode.

- (1) Touch **OUTPUT** on the Basic Screen to display the Output Mode popup menu.

Output Mode popup menu (FS-113)



Output Mode popup menu (FS-114 with SK-114 Saddle kit)



3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

Fold/Fold&Stitch

Output with Inner Tray

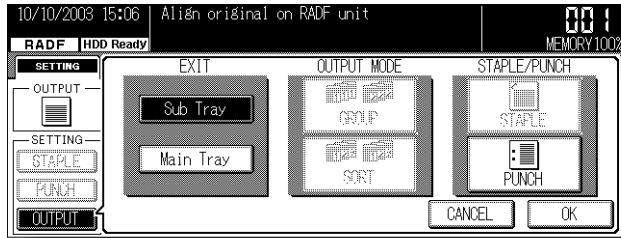
Output Mode for Machine with Finisher (continued)

(2) FS-113:

Select the desired output tray in the EXIT area, then select the desired output mode in the OUTPUT MODE area.

If selecting **Sub Tray**, the Non-sort mode will be fixed and the output mode keys will appear dimmed to show inactivity.

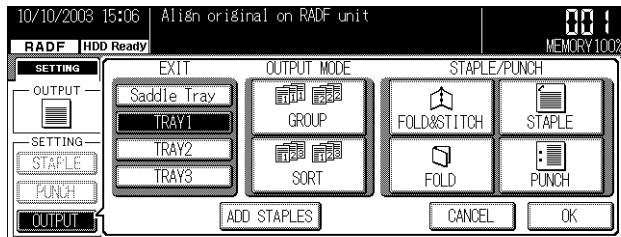
To select Non-sort mode using the primary (main) tray, deselect all the output mode keys.



FS-114:

Select the desired output tray in the EXIT area, then select the desired output mode in the OUTPUT MODE area.

To select Non-sort mode, deselect all the output mode keys.



3. Touch **OK** to restore the Basic Screen.

The output icon of the selected output mode will be displayed in the OUTPUT icon area.

4. Select additional copy conditions, as desired.

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



HINT

See p. 10-3 for finisher capacity specifications.

6. Position original(s).



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

Output Mode for Machine with Finisher (continued)

7. Press [START].

Press [STOP] to suspend the scanning or printing job.



Reminder!

- Finisher FS-113 primary (main) tray gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray on the left side of the finisher, as any interference may cause damage to the finisher.
- Finisher FS-114 trays gradually go up/down while printed materials output, depending on the tray selected. With SK-114 Saddle kit, the operation of the trays become greater. DO NOT allow any object to interfere with the tray operation on the left side of the finisher, as any interference may cause damage to the finisher.



CAUTION

When the finisher exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

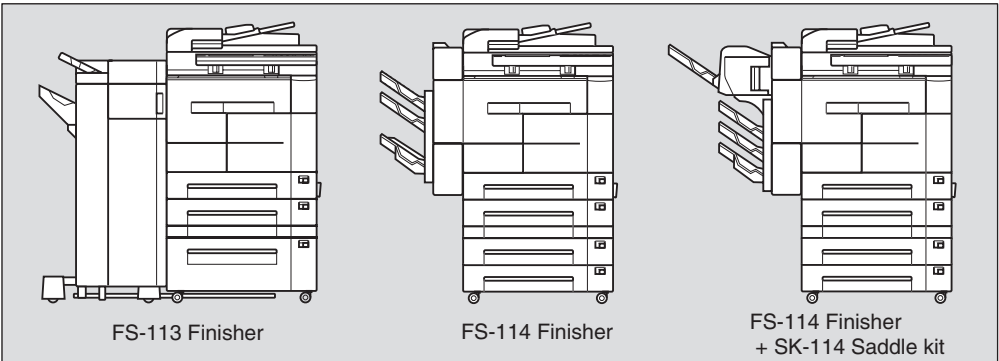
Fold/
Fold&Stitch

Output with Inner Tray

Stapling Output Copies (Staple)

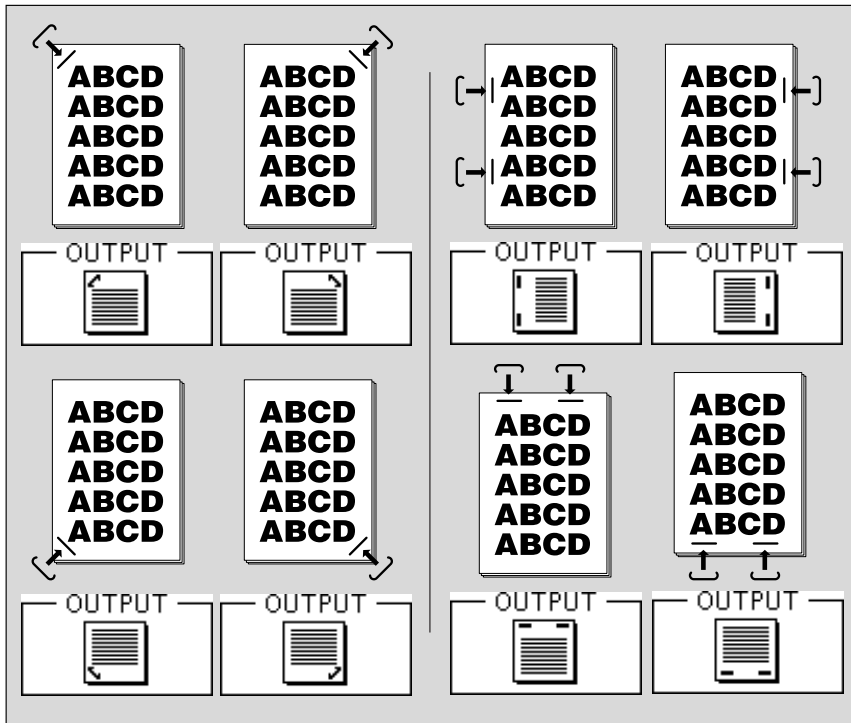
The FS-113/FS-114 finisher provides the ability to staple.

Staple mode staples each sorted set. Up to 50 sheets (or a stack up to 5 mm thick) can be stapled.



Specifications for Staple Mode

- Staple mode cannot offset the finished sets, or cannot be used with Group mode.
- Using excessively curled paper or some types of thin paper in Staple mode may cause poor results in arrangement of the stapled sets.
- Incompatible with Staple mode: Using platen glass (unless Image Insert, Book Copy, or Platen store mode is used), Booklet, Transparency Interleave, Non-Image Area Erase, Repeat, AUTO Layout



Stapling Output Copies (Staple) (continued)

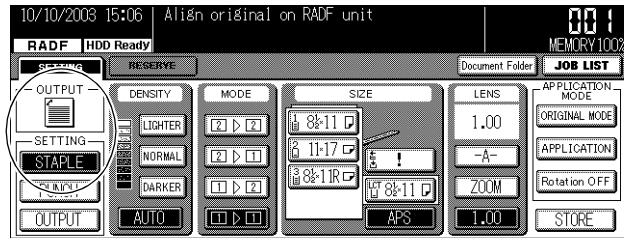
1. Close the RADF securely, then press [AUTO RESET].



HINT

Key Operator can change the initial output mode. See p. 13-11 to p. 13-12.

2. Touch **STAPLE** on the Basic Screen to highlight it.

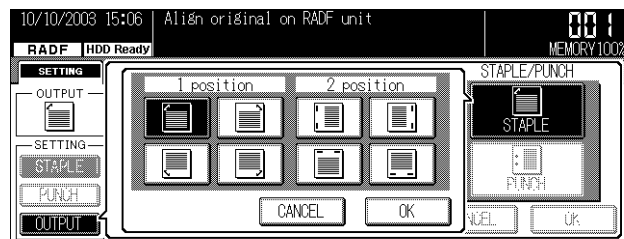


The staple position icon will be displayed in the OUTPUT icon area. Using FS-114, Tray 1 will be initially selected, while the primary (main) tray will be fixed when using FS-113. To change the output tray or staple position, follow the procedure below. If the staple position currently set is desired, proceed to step 4.

3. Touch **OUTPUT** on the Basic Screen to display the Output Mode popup menu.

FS-113:

Touch **STAPLE** twice to display the Staple Position Selection popup menu. Select the desired staple position, then touch **OK** to restore the Output Mode popup menu.



3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

Fold/ Fold&Stitch

Output with Inner Tray

Stapling Output Copies (Staple) (continued)

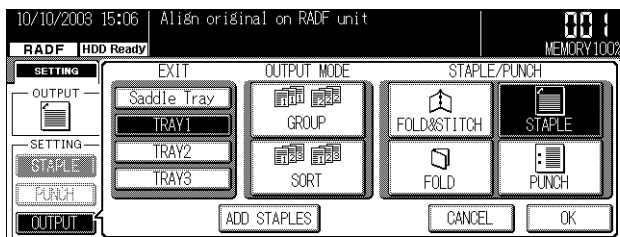
FS-114:

Select the desired output tray in the EXIT area.

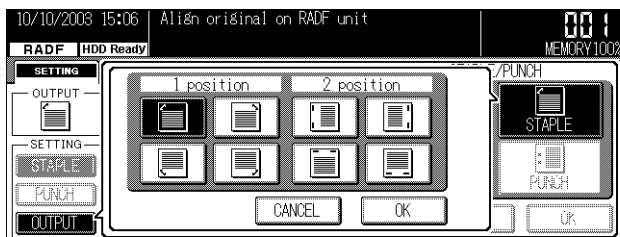


DETAILS

The Saddle Tray key appears when SK-114 Saddle kit is installed, however it cannot be used for the output tray in the Staple mode.



Touch **STAPLE** twice to display the Staple Position Selection popup menu. Select the desired staple position, then touch **OK** to restore the Output Mode popup menu.



4. Touch **OK** to restore the Basic Screen.

The selected staple position icon will be displayed in the OUTPUT icon area.

5. Select additional copy conditions, as desired.

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



HINT

See p. 10-3 to be sure that the finisher capacity is not exceeded.

7. Position original(s).



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

8. Press **[START]**.

Press **[STOP]** to suspend the scanning or printing job.

Stapling Output Copies (Staple) (continued)



Reminder!

- Finisher FS-113 primary (main) tray gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray on the left side of the finisher, as any interference may cause damage to the finisher.
- Finisher FS-114 trays gradually go up/down while printed materials output, depending on the tray selected. With SK-114 Saddle kit, the operation of the trays become greater. DO NOT allow any object to interfere with the tray operation on the left side of the finisher, as any interference may cause damage to the finisher.



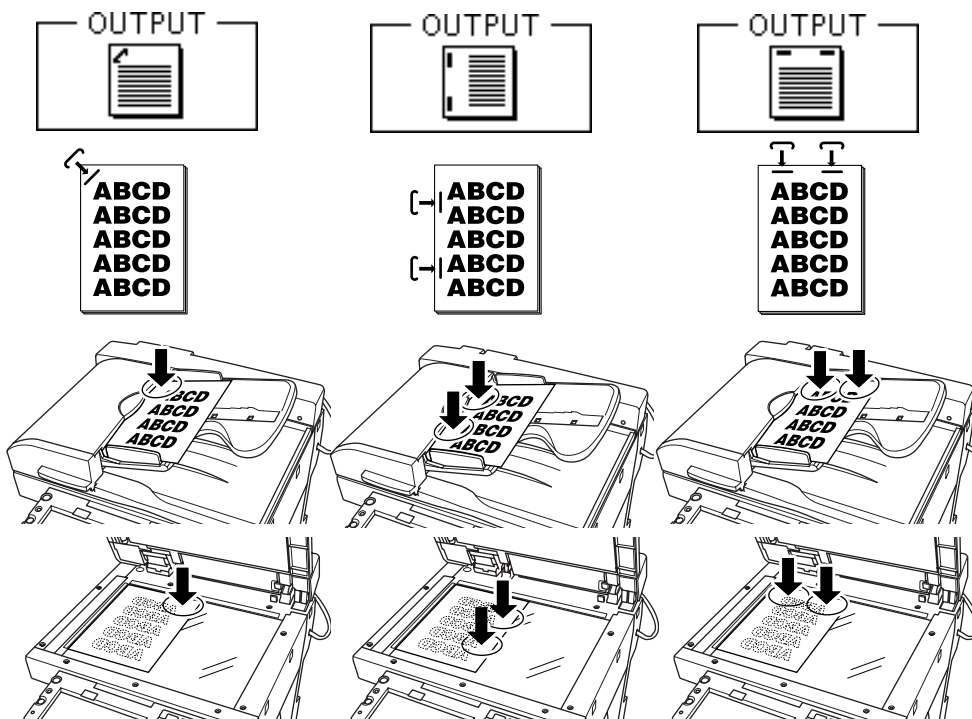
CAUTION

When the finisher exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



DETAILS

Position originals as illustrated below to have the finished sets stapled in the specified position.



3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

Fold/
Fold&Stitch

Output with Inner Tray

Punching File Holes in Copies (Punch)

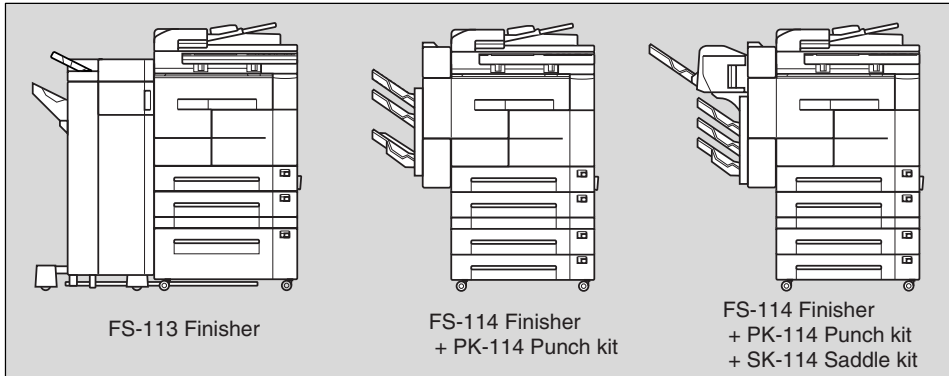
The Punch mode is available when one of the following Finisher options is installed in the machine.

FS-113 Finisher:

When the Punch mode is selected in combination with any of the Non-sort, Sort, Staple, and Group modes, each copied sheet is punched and output to the primary (main) tray according to the selected output mode. The secondary (sub) tray provides the Non-sort mode only.

FS-114 Finisher:

When the Punch mode is selected in combination with any of the Non-sort, Sort, Staple, and Group modes, each copied sheet is punched and output to the tray selected (tray 1, 2 or 3 if installed), according to the selected output mode.



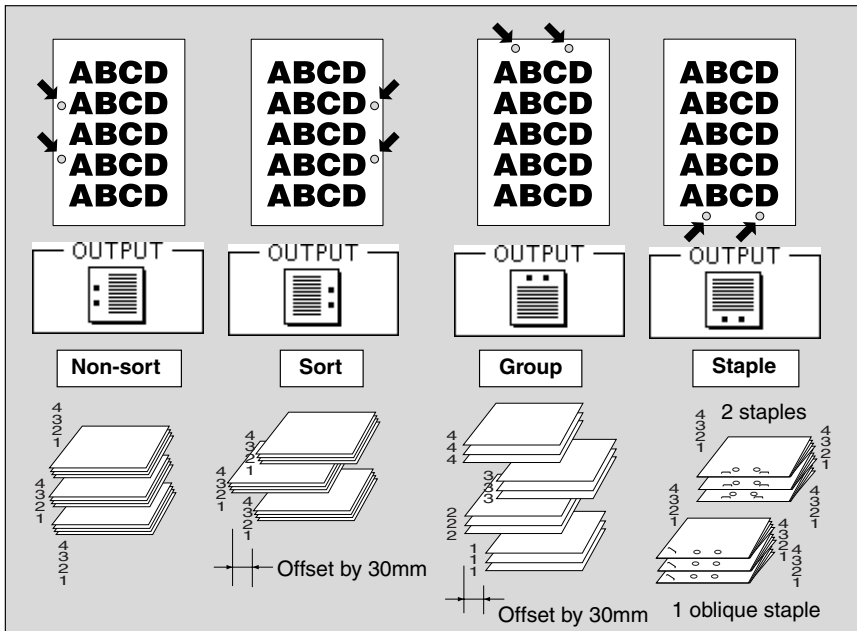
Specifications for Punch Mode

- 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.
- If the ATS (Automatic Tray Switching) functions while the machine uses the Punch mode, the punch holes may be slightly off the appropriate positions.
- Number of punch holes: 2 holes/ 3 holes (switching automatically)
- Copy paper size: 11"x17", 8.5"x11" (3 holes)
11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11" (2 holes)

When punching holes in the upper/lower side of 8.5" x 11" paper, load the paper in landscape orientation; otherwise the copied paper may not be punched.

- Paper weight: 16 ~ 24 lb (20 lb paper recommended)
- Incompatible with Punch mode: Using platen glass (unless Image Insert, Book Copy, or Platen store mode is used), Mixed Original with APS, Sheet/Cover Insertion, Chapter with Copy Insertion, Booklet, Transparency Interleave

Punching File Holes in Copies (Punch) (continued)



DETAILS

Some staple positions previously selected may conflict with this function.



Reminder!

Do not punch special paper type such as transparent films, labels, etc. Otherwise, machine trouble may occur.

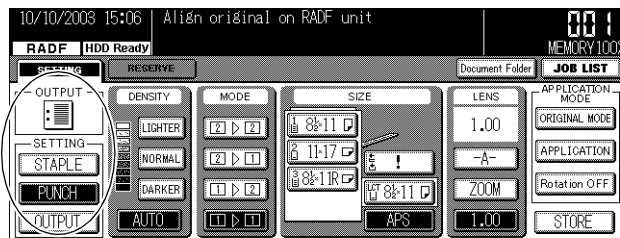
1. Close the RADF securely, then press [**AUTO RESET**].



HINT

Key Operator can change the initial output mode. See p. 13-11 to p. 13-12.

2. Touch **PUNCH** on the Basic Screen to highlight it.



The punch location icon will be displayed in the OUTPUT icon area. To change the punch location or output tray, follow the procedure below.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

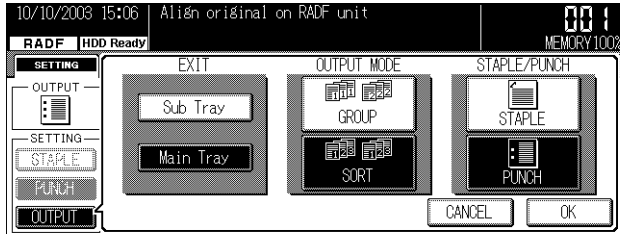
Fold/ Fold&Stitch

Output with Inner Tray

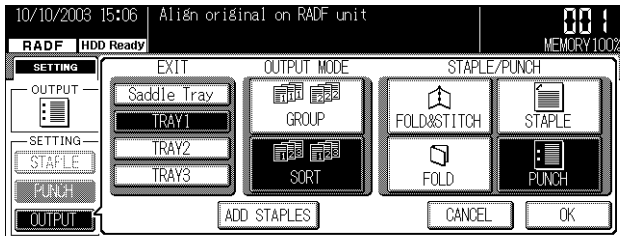
Punching File Holes in Copies (Punch) (continued)

3. Touch **OUTPUT** on the Basic Screen to display the Output Mode popup menu. Select the desired output tray in the EXIT area, then select the desired output mode in the OUTPUT MODE area.

Output Mode Popup Menu (FS-113 Finisher)

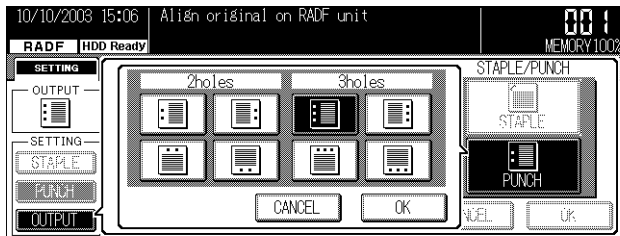


Output Mode Popup Menu (FS-114 Finisher + SK-114 Saddle Kit)

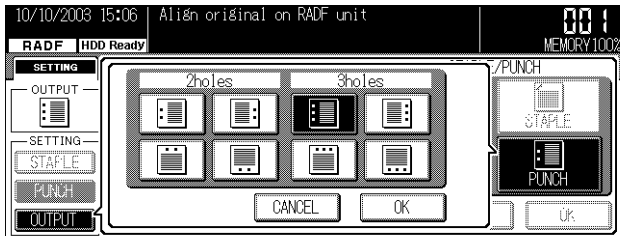


- Touch **PUNCH** twice to display the Punch Location Selection popup menu. Select the desired punch location, then touch **OK**.

Punch Location Selection Popup Menu (FS-113 Finisher)



Punch Location Selection Popup Menu (FS-114 Finisher + SK-114 Saddle Kit)



Punching File Holes in Copies (Punch) (continued)

4. Touch **OK** on the **Output Mode** popup menu to restore the **Basic Screen**.
The selected punch location icon will be displayed in the **OUTPUT** icon area.
5. Select additional copy conditions, as desired.
6. Enter the desired print quantity from the control panel keypad.



HINT

See p. 10-3 for the finisher capacity specifications.

7. Position original(s).



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

8. Press [**START**].

Press [**STOP**] to suspend the scanning or printing job.



Reminder!

- Finisher FS-113 primary (main) tray gradually goes down while printed materials output. **DO NOT** allow any object to interfere with the operation of the tray on the left side of the finisher, as any interference may cause damage to the finisher.
- Finisher FS-114 trays gradually go up/down while printed materials output, depending on the tray selected. With SK-114 Saddle kit, the operation of the trays become greater. **DO NOT** allow any object to interfere with the tray operation on the left side of the finisher, as any interference may cause damage to the finisher.



CAUTION

When the finisher exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

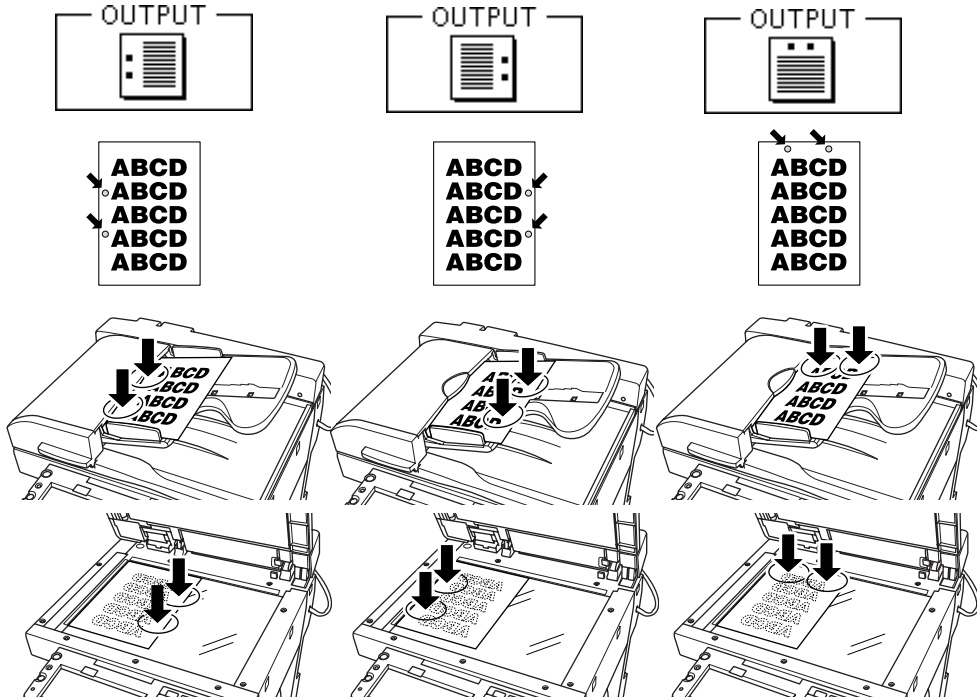
Fold/
Fold&Stitch

Output with Inner Tray

Punching File Holes in Copies (Punch) (continued)

DETAILS

Position originals as illustrated below to have the finished sets punched in the specified position.

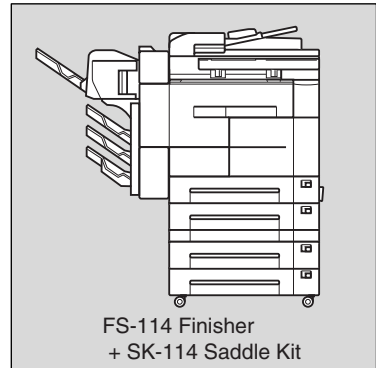


Making Fold in Copies (Fold / Fold & Stitch)

The Fold and Fold & Stitch modes are available only when the SK-114 Saddle kit is installed in FS-215 Finisher.

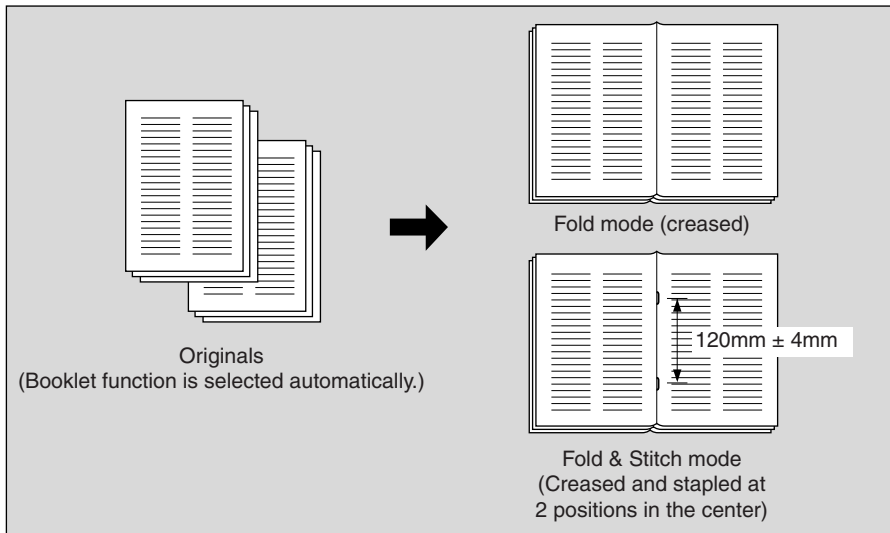
The following copy results may be expected when using Fold or Fold & Stitch mode:

- In the Fold mode, each copied sheet is creased and output to the Saddle tray.
- In the Fold & Stitch mode, each copied set is creased and stapled at two positions (saddle stitched), then output to the Saddle tray.



Specifications for Fold / Fold & Stitch Mode

- The Booklet feature is automatically selected and indicated on the Application Selection Screen. See p. 9-13 for details.
- AMS is automatically selected (can be released manually).
- Paper size: 11"x17", 8.5"x14", 8.5"x11"R, A4R
- Paper weight: 16~28 lb; Special stock (20 lb paper is recommended)
- Max. number of sheets in Fold mode: Unlimited (creased one sheet at a time)
- Max. number of sheets in Fold & Stitch mode: 15 sheets (4 pages x 15 = 60 pages max.)
- Staple position: 2 staples in the center (saddle stitch), pitch 120 mm +/- 4 mm (staple width 11 mm)
- Saddle tray capacity: 200 sheets or 20 sets
- Incompatible conditions with Booklet selected: APS, 1-1, 2-1, Sort, Staple, Group, Punch, Rotation Sort, Mixed Original, Non STD size, Sheet/Cover Insertion, Combination, Transparency Interleave, Upside Down, Non-Image Area Erase, Repeat, AUTO Layout
- Incompatible conditions without Booklet: Sort, Staple, Group, Punch, Rotation Sort, Rotation Group, Transparency Interleave, Reverse Image



3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

Fold/
Fold&Stitch

Output with Inner Tray

Making Fold in Copies (Fold / Fold & Stitch) (continued)

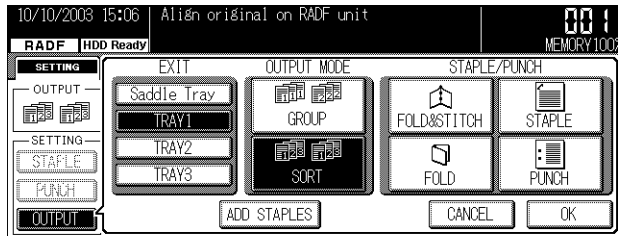
1. Close the RADF securely, then press [AUTO RESET].



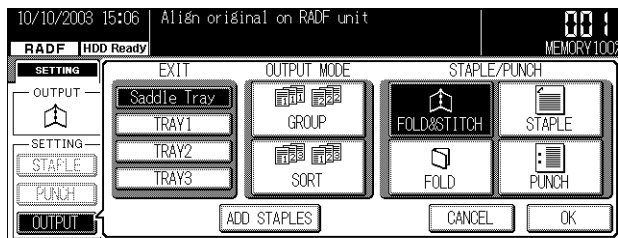
HINT

Key Operator can change the initial output mode. See p. 13-11 to p. 13-12.

2. Touch **OUTPUT** on the Basic Screen to display the Output Mode popup menu.



3. Touch **FOLD** or **FOLD&STITCH**, as desired.



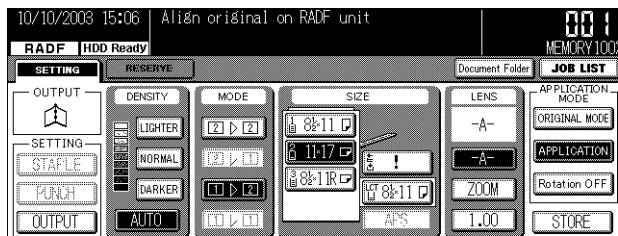
Selecting **FOLD** or **FOLD&STITCH** will automatically switch the output tray to Saddle tray.



DETAILS

Any tray other than Saddle tray cannot be selected for Fold or Fold&Stitch mode. Changing the selection of the output tray will release the Fold or Fold&Stitch mode.

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



The Basic Screen will be restored and the selection made in the output mode will be reflected in the OUTPUT icon area.

AMS and 1-2 copy mode are automatically selected, and the APPLICATION key is highlighted to indicate that Booklet function is automatically selected.

Making Fold in Copies (Fold / Fold & Stitch) (continued)

3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

Fold/
Fold&Stitch

Output with Inner Tray

5. Select additional copy conditions, as desired.



DETAILS

- 2-2 copy mode is also available. Simplex copy mode (1-1 or 2-1) cannot be selected.
- To release the Booklet selection, touch **APPLICATION** on the Basic Screen to display the Application Selection Screen, then touch **Booklet** to deselect it.

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



HINTS

- See p. 10-3 to be sure that the Saddle tray capacity is not exceeded.
- See p. 3-7 for details on setting print quantity.

7. Position original(s).

When loading originals, heed the following limits on capacity:

Fold mode: no limit

Fold & Stitch mode: 60 sheets or less (single-sided)

30 sheets or less (double-sided)

Exceeding the above capacity limits may cause trouble in the finisher.



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

8. Press [START].

Press [STOP] to suspend the scanning or printing job.

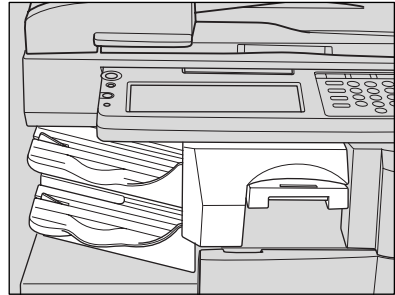


CAUTION

When the Saddle tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Output Mode for Machine with Inner Tray IT-101

This section describes the following four output modes for a copier with the Inner Tray. The Inner Tray IT-101 is equipped with two exit trays. The output to Tray 1 in Non-sort mode is initially selected.

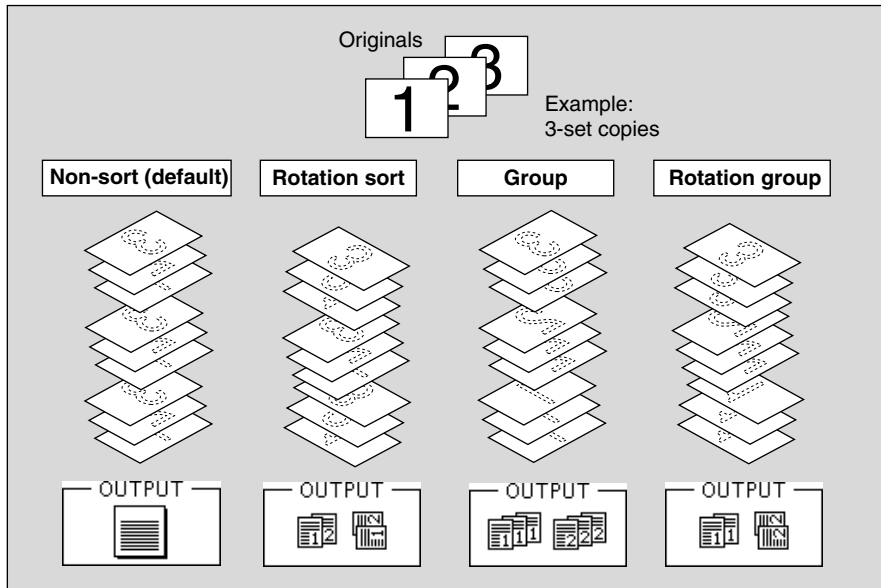


- 1 **Non-sort mode** copies the original set in amounts determined by the print quantity setting, then outputs sorted sets normally.
- 2 **Rotation sort mode** rotates every other sorted sets by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., 8.5"x11" and 8.5"x11"R.
- 3 **Group mode** copies each original page in amounts determined by the print quantity setting, then outputs grouped sets normally.
- 4 **Rotation group mode** rotates every other grouped set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., 8.5"x11" and 8.5"x11"R.

Specification for Output Modes with Inner Tray

- Incompatible with Group mode: Proof Copy, Sheet/Cover Insertion, Booklet, Transparency Interleave, Image Insert, Non-Image Area Erase, Repeat, AUTO Layout, Stamp (Numbering)
- Incompatible with Rotation sort mode: Mixed Original, Sheet/Cover Insertion, Booklet, Transparency Interleave, Non-Image Area Erase, Repeat, AUTO Layout
- Incompatible with Rotation group mode: Using platen glass (unless Chapter with Platen store mode, Image Shift, Upside Down, or Stamp (excluding Numbering) is used), Proof Copy, Mixed Original, Sheet/Cover Insertion, Booklet, Transparency Interleave, Image Insert, Non-Image Area Erase, Repeat, AUTO Layout, Stamp (Numbering)

Output Mode for Machine with Inner Tray IT-101 (continued)



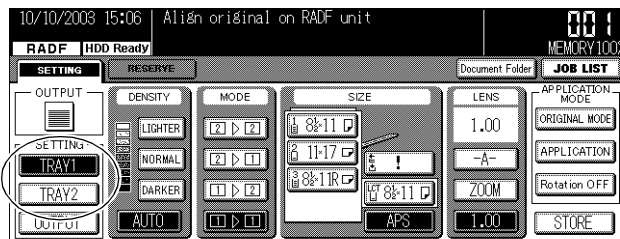
1. When using **Rotation sort** or **Rotation group** mode, load the same paper size into two trays in different orientation.



HINT

Non-sort mode is initially selected. Key Operator can change the initial output mode. See p. 13-11 to p. 13-12.

2. **Select the desired output tray.**
Touch **TRAY 1** or **TRAY 2** on the Basic Screen.



3. Touch **OUTPUT** on the Basic Screen.
The Output Mode popup menu will be displayed.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Stop Scan/Print

Copy Size

Lens Mode

Density

1-1, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Output with Finisher

Staple

Punch

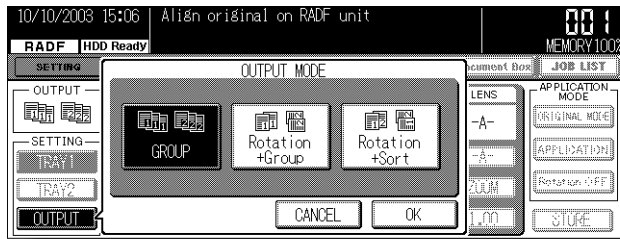
Fold/ Fold&Stitch

Output with Inner Tray

Output Mode for Machine with Inner Tray IT-101 (continued)

4. Select the desired output mode.

Touch the desired output mode key to highlight it.
To select Non-sort mode, deselect all the keys.



5. Touch **OK**.

The Basic Screen will be restored.

6. Select additional copy conditions, as desired.

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

HINTS

- See p. 10-3 to be sure that the exit tray capacity is not exceeded.
- See p. 3-7 for details on setting print quantity.

8. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.

HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

9. Press [**START**].

Press [**STOP**] to suspend the scanning or printing job.

CAUTION

When the inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

SECTION

4

Helpful Functions

How to Use Helpful Functions

4 Helpful Functions

Proof Copy

Check Mode

Interrupt
Mode

Job Memory

Help Mode

Making Sample Copy (Proof Copy).....	4-2
Checking Feature Selections / Proof Copying (Check Mode)	4-4
Interrupt Copying.....	4-6
Storing Job Conditions (Job Memory: Job Store)	4-8
Recalling Stored Job Settings (Job Memory: Job Recall)	4-11
Displaying Screen for Operation Guide (Help Mode).....	4-12

Making Sample Copy (Proof Copy)

Use Proof copy to produce a sample of the copied set before making multiple copies. This is a convenient and cost effective way of viewing the results of the following copying selections.

- Copying conditions using Store mode
- Sheet/Cover insertion
- Chapter
- Combination
- Booklet
- Image insert
- Book Copy

Specifications for Proof Copy

- Proof copy is available when using RADF or Platen store mode for multiple originals.
- Proof copy is not compatible with Group or Rotation group output mode.

1. Select the desired copy conditions and enter the desired print quantity.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Position original(s).



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

3. Press [**PROOF COPY**] on the control panel.



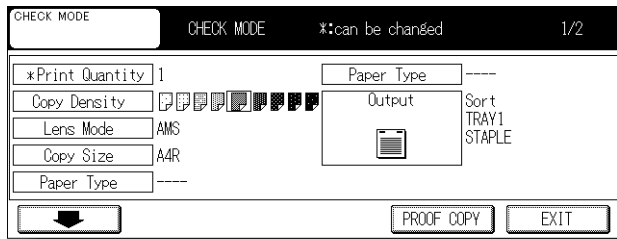
A sample copy will be output, and the Check Screen will be displayed.



DETAILS

- Press [**STOP**] to suspend the proof copying. In this case, the scanned image data will not be deleted from memory.
- You can change selections with an asterisk (*) displayed on the left side after proof copying.

Making Sample Copy (Proof Copy) (continued)



If the copy result is satisfactory, proceed to step **6**.
If any setting changes are required, proceed to the next step.



DETAILS

If the desired selection cannot be changed, press [**STOP**] to delete all the data in memory, then press [**AUTO RESET**] to restart the job setting.

- 4. Touch *EXIT* (or press [*CHECK*]) to return to the Basic Screen.**
Change the settings, as required.
- 5. Repeat steps 3 to 4 until the copy result becomes satisfactory.**
- 6. Change the print quantity, as required.**



DETAILS

Proof copy can be performed as needed, until the print quantity amount on the Basic Screen reaches zero.

If required, change the print quantity on the Basic Screen.

- 7. Press [*START*].**

If the print quantity is not changed, the copier will output the rest, except the sample sets.



CAUTION

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

4 Helpful Functions

Proof Copy

Check Mode

Interrupt
Mode

Job Memory

Help Mode

Checking Feature Selections / Proof Copying (Check Mode)

Use the Check mode to confirm copying selections before starting print operation. In this mode, also use Proof copy to produce a sample of the copied set before making multiple copies.

Specifications for Check Mode and Proof Copy

- Proof copy is available when using RADF or Platen store mode for multiple originals.
- Proof copy is not compatible with Group or Rotation group output mode.

1. Select the desired copy conditions and enter the desired print quantity.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

2. Position original(s).



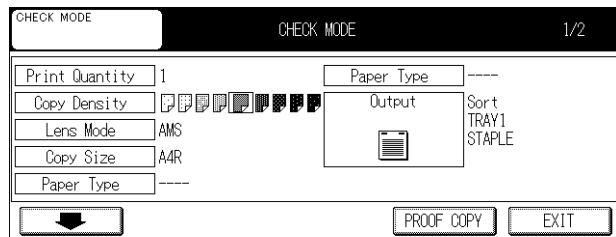
HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

3. Press [CHECK] on the control panel.



The Check Screen will be displayed.



Verify the settings made for the current job.

- If settings are OK, proceed to step 8.
- If a sample copy is needed, proceed to the next step.

4. If any setting change is required before proofcopying, touch EXIT to return to the Basic Screen, then change settings, as required.

Checking Feature Selections / Proof Copying (Check Mode) (continued)

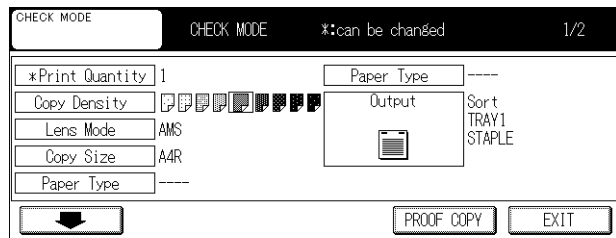
5. Touch **PROOF COPY** on the Check Screen.

A sample copy will be output.



DETAILS

- Press [**STOP**] to suspend the proof copying. In this case, the scanned image data will not be deleted from memory.
- You can change selections with an asterisk (*) displayed on the left side after proof copying.



If the copy result is satisfactory, proceed to step 7.
If any setting changes are required, proceed to the next step.



DETAILS

If the desired selection cannot be changed, press [**STOP**] to delete all the data in memory, then press [**AUTO RESET**] to restart the job setting.

6. Touch **EXIT** (or press [**CHECK**]) to return to the Basic Screen.

Change the settings, as required.

7. Change the print quantity, as required.



DETAILS

Proof copy can be performed as needed, until the print quantity amount on the Basic Screen reaches zero.
If required, change the print quantity on the Basic Screen.

8. Press [**START**].

If the print quantity is not changed, the copier will output the rest, except the sample sets.



CAUTION

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

4 Helpful Functions

Proof Copy

Check Mode

Interrupt
Mode

Job Memory

Help Mode

Interrupt Copying

Use the Interrupt mode to interrupt copying in progress to perform a simple job. When interrupt copying is completed, the settings for the initial job restore automatically and the Basic Screen displays.

Interrupt copying is available when the copier is performing the following operations:

- Continuously printing the image stored in memory
- Scanning the originals into memory
- Scanning the originals into memory while printing in Reserve mode

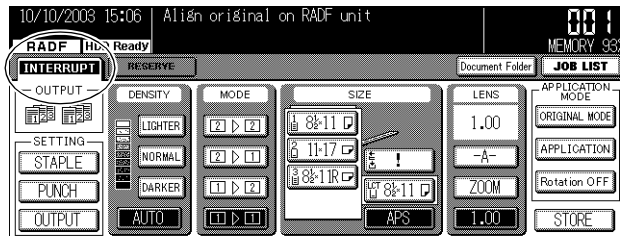
The Interrupt mode cannot be selected with the following copier conditions:

- The Basic Screen is not displayed.
- The Call for Service message displays or a paper misfeed occurs.
- The Auto Low Power or Auto Shut-off will not function during the Interrupt mode.

1. Press [INTERRUPT] on the control panel.



The [INTERRUPT] LED turns on and the **SETTING** indicator on the Basic Screen changes to **INTERRUPT**.



HINT

The timing to enter the Interrupt mode varies according to the job in progress on the machine when [INTERRUPT] is pressed. See the following page.

DETAILS

In Reserve mode, pressing [INTERRUPT] before the copier finishes scanning the reserve job originals clears the settings selected for the reserve job. For details of Reserve mode, see p. 3-28 to p. 3-29.

2. Set copy conditions, as desired.

The initial settings in Interrupt mode are as follows.

Copy Mode : 1-1
RADF : ON
Density : AUTO
Lens Mode : 1.00 (100%)
Copy Size : APS ON
Print Quantity : 1
Output : Primary (main) tray in Sort mode (FS-113) / Tray 1 in Sort mode (FS-114)
Tray 1 in Non-sort mode (IT-101) / Exit tray in Non-sort mode



DETAILS

Remove any document from the platen glass or from the document feeder, if present.

3. Position original(s).



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

4. Press [START] to start the interrupt copying.

5. When Interrupt copying is completed, press [INTERRUPT] again.

The [INTERRUPT] LED turns out and the **INTERRUPT** indicator on the Basic Screen returns to the **SETTING** indicator.

The settings of the initial job will be restored on the Basic Screen.

6. Press [START] to resume copying.



CAUTION

When the finisher / paper exit / inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



DETAILS

For certain jobs in progress, copying will cease only after certain phases of the immediate operation are completed, as indicated by the [INTERRUPT] light conditions described below.

Collectively printing image stored in memory:

The light blinks until one set of the current job is printed. Then the light remains steady for the temporary job performed in Interrupt mode.

Scanning originals into memory:

The light blinks until scanning is completed for all originals placed in the document feeder. Then, the light remains steady for the temporary job performed in Interrupt mode.

Scanning originals into memory while printing in Reserve mode:

The light blinks until the copier completes the current printing job, scans all originals placed on the document feeder, and prints one set of the Reserved job. The light remains steady for the temporary job performed in Interrupt mode.

Storing Job Conditions (Job Memory: Job Store)

Use Job Store to store up to 15 frequently used copy job settings, which can be recalled at any time. The stored jobs can be given alphabetical names.

Specifications for Job Memory

- All copying functions can be selected.
- Interrupt mode cannot be used while in Job Memory.

1. Make job selections from the Basic Screen and/or Application Selection Screen.



Reminder!

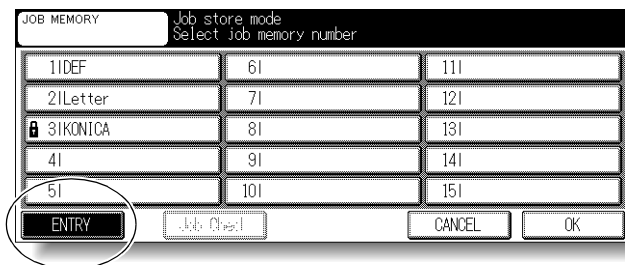
When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Press [**JOB MEMORY**] on the control panel.



The Job No. Selection Screen will be displayed.

3. Touch **ENTRY**.



The Job Store Check Screen will be displayed.



DETAILS

To suspend the storing job, press [**AUTO RESET**].
Job Memory mode will be cancelled, and the Basic Screen will return from any screen.

Storing Job Conditions (Job Memory: Job Store) (continued)

4. Review the settings on the Job Store Check Screen.

Check that the selections made in step 1 are correctly entered.

DETAILS

If any correction is required, touch **CANCEL** to return to the Basic Screen. Make new selections, then restart the Job Store operation from step 2.

5. Touch **OK**.

The Job No. Selection Screen will be restored.

6. Touch to highlight one of the keys numbered from 1~15 to store the job under that number.

A blank key indicates that no job is stored under that number.

The job with a lock icon () is locked and cannot be selected.

A job without a lock icon () displayed can be overwritten.

HINT

To lock or unlock a job, and to delete a locked job, see p. 13-27.

DETAILS

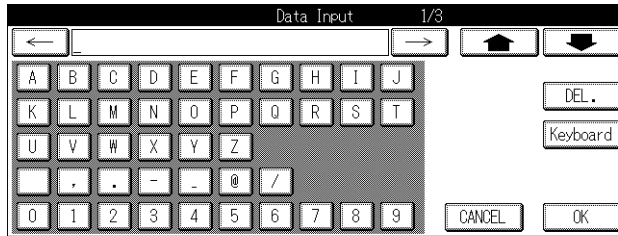
If you wish to cancel the job number selection, touch **CANCEL** to restore the Basic Screen, which displays the settings made in step 1. If you wish to cancel the settings, press [**AUTO RESET**].

7. Touch **OK**.

The Job Name Registration Screen will be displayed.

Storing Job Conditions (Job Memory: Job Store) (continued)

8. Enter a job name.



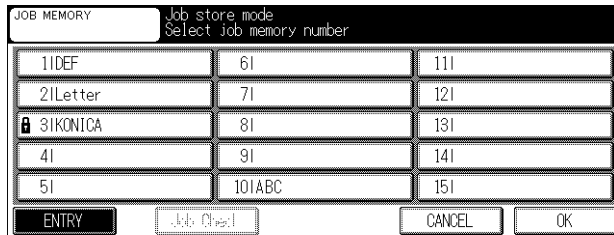
Enter a job name in up to 24 characters, using the touch screen keypad. If required, scroll with the upper and lower arrows to use lower case and symbol keys. To correct an entry, touch **DEL.** repeatedly to delete each character entered, then enter the correct job name.

DETAILS

If you do not wish to enter a name, simply touch **OK**. The key displays asterisks (*) in place of a name.

9. Touch **OK**.

The Job No. Selection Screen will be restored. Check that the job name has been correctly entered.



10. Touch **OK** to complete the setting and return to the Basic Screen.

Recalling Stored Job Settings (Job Memory: Job Recall)

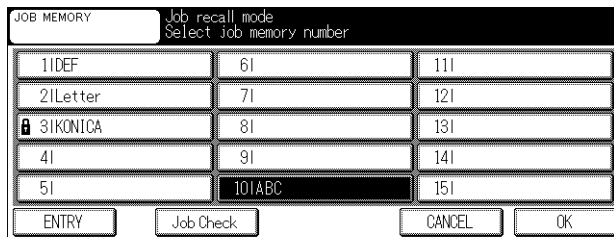
Use Job Recall to recall jobs that are already stored in Job Memory.

1. Press [JOB MEMORY] on the control panel.



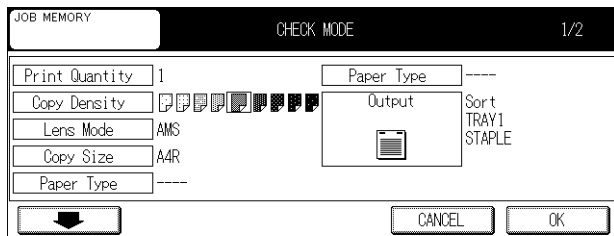
The Job No. Selection Screen will be displayed.

2. Touch to highlight a job number key to select a job you want to recall.



3. If desired, touch **Job Check**.

The Job Recall Check Screen displays to enable you to review the settings.



4. Touch **OK**.

The settings of the selected job will be recalled on the restored Basic Screen. To cancel the recall mode, touch **CANCEL** to return to the Basic Screen.

5. Position original(s), then press [START] to print.

Displaying Screen for Operation Guide (Help Mode)

The Help Screen provides you with the information about the current screen mode and about setting procedures. Help mode can be accessed from any screen except Job Memory and Key Operator Screens.

Help mode provides two types of Help Screens according to the current screen mode:

- 1 Help Screen accessed from Basic Screen
- 2 Help Screen accessed from screens other than Basic Screen

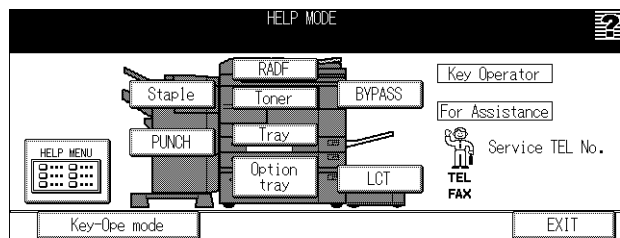
To Display the Help Screen from Basic Screen

1. Return to the Basic Screen, then press [HELP].



The Help Screen will be displayed.

2. Touch the desired key to display specific information.





- **Staple** provides information on replacing staple cartridge.
- **PUNCH** provides information on emptying trash basket.
- **RADF** provides information on positioning originals in the document feeder.
- **Toner** provides information on adding toner.
- **Tray**, **Option tray**, **BYPASS**, and **LCT** provide information on loading paper in each tray.
- **HELP MENU** displays the Help Menu Screen which provides a list of all of the copier functions. When a function item is touched, the Help Screen displays information specific to that topic.
- **Key Operator** displays the extension number of the Key Operator.
- **For Assistance** displays the phone/fax number of your service representative.

Displaying Screen for Operation Guide (Help Mode) (continued)



DETAILS

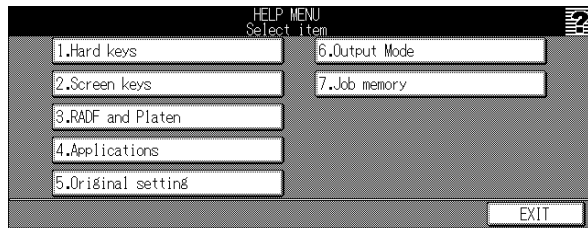
- Touch  on the Help Screen, if provided, to scroll to the next page.
- Touch  to return to the previous page.
- Touch **Key-Open mode** to enter the Key Operator mode. See p. 13-2.

3. Touch **EXIT** or press [**HELP**] to return to the Basic Screen.





DETAILS

Help Menu Screen



Select one of the 7 help menu items on the Help Menu Screen to display subsequent Help Screens.

Touch  on the Help Screen, if provided, to scroll to the next page. Touch  to return to the previous page.

Touch **MENU** on the subsequent Help Screen to return to the Help Menu Screen, then touch **EXIT** to restore the Basic Screen.

- “1. Hard keys” displays the information on control panel buttons.
- “2. Screen keys” displays the information on the keys provided on the LCD touch screen.
- “3. RADF and Platen” displays the information on unsuitable RADF originals and maintenance of the document feeder and platen glass.
- “4. Applications” displays the operational information on 15 application functions provided on the Application Selection Screen.
- “5. Original setting” displays the information on functions provided on the Special Original popup menu.
- “6. Output Mode” displays the information on Finisher functions.
- “7. Job memory” displays the information on Job Memory.

4 Helpful Functions

Proof Copy

Check Mode

Interrupt
Mode

Job Memory

Help Mode

Displaying Screen for Operation Guide (Help Mode) (continued)

To Display Help Screen from Other Screens

1. While in any screen other than the Basic Screen, press [**HELP**].



The Help Screen displays to provide the information about the current screen mode and setting procedures.

2. Touch **EXIT**.

The screen that was displayed before pressing [**HELP**] will be restored.

SECTION

5

Troubleshooting

How to Handle Machine Troubles

When “Call for Service” Message Is Displayed.....	5-2
Preventive Maintenance.....	5-4
Clearing Mishandled Paper.....	5-5
When “JAM” Appears on Folder Key	5-7
When “ADD PAPER” Appears on Folder Key	5-9
When “Memory Full” Message Is Displayed (Memory Overflow)	5-10
When Power OFF/ON Screen Is Displayed	5-12
Troubleshooting Tips	5-13

5

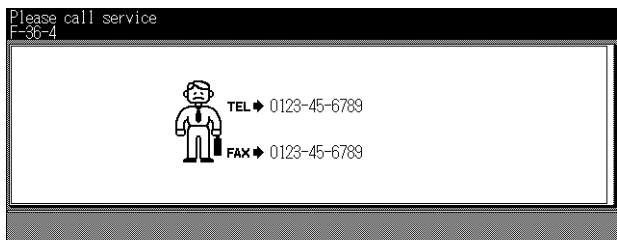
Troubleshooting

Call for Service
Preventive Maintenance
Clearing Mishandled Paper
JAM Key
ADD PAPER Key
Memory Overflow
Power OFF/ON Screen
Troubleshooting Tips

When “Call for Service” Message Is Displayed

A “Call for Service” message indicates a machine condition that requires the attention of your service representative.

The Call for Service Screen usually displays the telephone and facsimile numbers of your service representative.



CAUTION

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

- 1. Make note of the Report code No. indicated in the second line of the message area.**

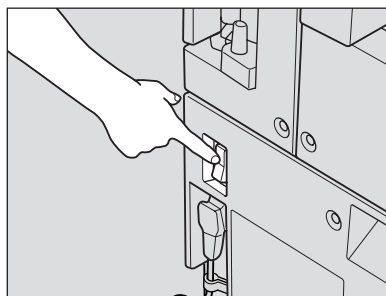
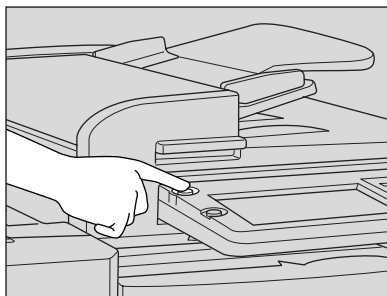
HINT

If your machine uses the Remote Diagnostics option and is automatically monitored by your service representative, the Key Operator can call for service using the Key Operator setting. See p. 13-50.

Reminder!

After calling for service using the Key Operator setting, be sure to turn OFF the power switch and main power switch immediately, then unplug the machine.

- 2. Turn OFF the power switch and main power switch.**



When “Call for Service” Message Is Displayed (continued)

3. Unplug the machine.
4. Contact your service representative and report the condition and code No.

Limited Use of the Copier in Trouble

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

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

ex.

Tray 2 failure
Press AUTO to select except this tray

2. Press [**AUTO RESET**].

Please switch ON/OFF
E 18-2

Make note of the Report code No.

3. Turn OFF then ON the power switch.

A copying job can continue without using the troubled portion of the machine (ex. Tray 2).

CAUTION

Even if the copying job can be continued with the above operation, be sure to contact with your service representative immediately when the Call For Service Screen is displayed.

5
Trouble-
shooting

Call for
Service

Preventive
Maintenance

Clearing
Mishandled
Paper

JAM Key

ADD PAPER
Key


Memory
Overflow

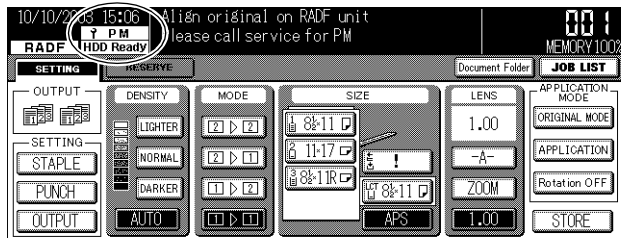
Power OFF/ON
Screen

Troubleshooting
Tips

Preventive Maintenance

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

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



Clearing Mishandled Paper

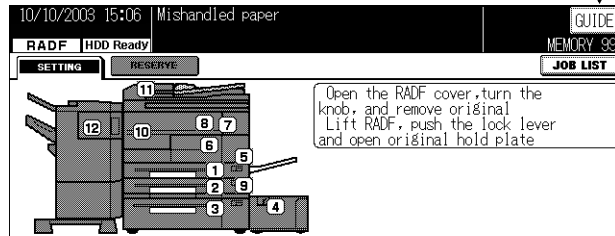
When a paper misfeed occurs, the copier stops making copies and mishandled paper codes display on the screen to indicate misfeed area(s). Copying operation cannot be continued until all the misfeed locations are cleared.

GUIDE key

Touch to display the subsequent screens for the disposal action.

Paper jam position display

Numbers flashing or lighting indicate the jammed positions.



Instruction message area

An action will be displayed.

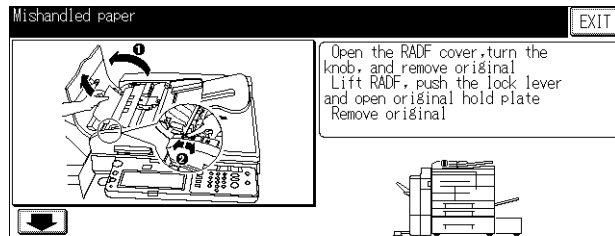


DETAILS

The above screen displays all the jam locations for the sake of explanation. Only the relevant numbers appear when a paper misfeed actually occurs.

1. Touch **GUIDE** on the screen.


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



Reminder!

Before performing the clearing procedure, see p. 1-2 for the caution label locations inside the machine.

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

Touch  on the screen, if provided, to go to the next page of a series of illustrations.



Reminder!

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

5

Troubleshooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

Power OFF/ON Screen

Troubleshooting Tips

Clearing Mishandled Paper (continued)

3. When completed, the Basic Screen will be restored.

If any misfeed remaining, the screen displays the next disposal procedure in the instruction message area and the location number in the jam position display. Repeat steps 1 to 2 until all the locations are cleared.



WARNING

The internal drum unit and the area near the conveyance unit cover (labeled 6) generates high voltage. To avoid bodily electrical shock, NEVER TOUCH the area.



CAUTION

The area near the internal fixing unit guide (labeled 5) is very hot. To avoid getting burned, DO NOT TOUCH.



CAUTION

The roller shaft with the shaft cover on the inside of the right side door of the main body may be hot when a large amount of copies has been made. To avoid getting burned, DO NOT TOUCH. If the shaft cover comes off, be sure to return it to its original position.



CAUTION

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

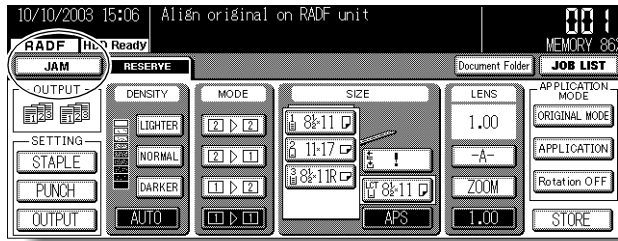


CAUTION

The area exposed by opening the lever 4 inside the FS-114 Finisher is very hot. To avoid getting burned, DO NOT TOUCH.

When “JAM” Appears on Folder Key

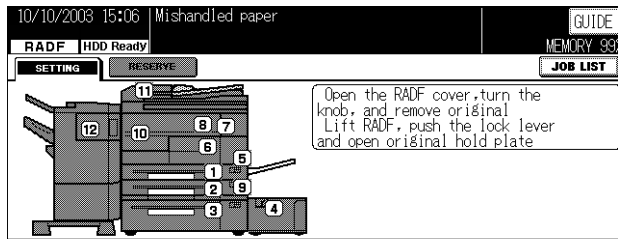
If a misfeed occurs with the print/scan job in progress while you are setting a reserve job, **SETTING** folder key on the Basic Screen will change to flashing **JAM**.



Follow the procedure below to remove mishandled paper.

1. Display the Jam Position Screen.

Touch **JAM**. The Jam Position Screen will be displayed.



HINT

If ADD PAPER is displayed instead of JAM, see p. 5-9.



DETAILS

The above screen displays all the jam numbers for the sake of explanation. Only the relevant numbers appear when a paper misfeed actually occurs.

2. Touch **GUIDE**.

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



HINT

See p. 5-5 to p. 5-6 for details on clearing procedure.

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

When all procedures are completed, the Basic Screen will be restored.



DETAILS

JAM has changed to **SETTING**, and the settings for the current printing job are displayed on the screen.

4. Press **[START]**.

The scan/print job will resume.

5 Troubleshooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

Power OFF/ON Screen

Troubleshooting Tips

When “JAM” Appears on Folder Key (continued)

5. Touch *RESERVE* to continue the reserve job setting.

 **WARNING**

The internal drum unit and the area near the conveyance unit cover (labeled 6) generates high voltage. To avoid bodily electrical shock, NEVER TOUCH the area.

 **CAUTION**

The area near the internal fixing unit guide (labeled 5) is very hot. To avoid getting burned, DO NOT TOUCH.

 **CAUTION**

The roller shaft with the shaft cover on the inside of the right side door of the main body may be hot when a large amount of copies has been made. To avoid getting burned, DO NOT TOUCH. If the shaft cover comes off, be sure to return it to its original position.

 **CAUTION**

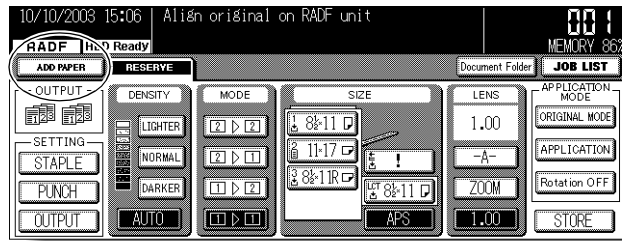
Be careful of removing staples stuck inside the machine so as not to get injured.

 **CAUTION**


The area exposed by opening the lever 4 inside the FS-114 Finisher is very hot. To avoid getting burned, DO NOT TOUCH.

When “ADD PAPER” Appears on Folder Key

If the paper supply for a print job in progress becomes depleted while you are setting a reserve job, **SETTING** on the Basic Screen will change to flashing **ADD PAPER**.



Follow the procedure below to continue the copying operation.

- 1. Touch *ADD PAPER*.**
The Basic Screen for the print job will be displayed.
- 2. Check the empty tray, then supply that tray with paper.**
 **HINT**
See p. 2-18 to p. 2-23 for details on loading paper.
- 3. Press [START].**
The *ADD PAPER* will change to **SETTING** and the print job will resume.
- 4. Touch *RESERVE* to continue the reserve job setting.**

5 Troubleshooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

Power OFF/ON Screen

Troubleshooting Tips

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

In certain modes, this printer/copier uses memory to make operations convenient and smooth. Occasional memory overflow may occur if the installed memory is inadequate for the copy conditions selected.

To handle the Memory overflow condition while performing a job, take the appropriate action described below. These actions enable you to continue the job or suspend the job.

- Copying in Group mode without Store mode selected. Action 1
- Copying under conditions other than the above Action 2



DETAILS

Should memory overflow occur frequently, it is recommended that you contact your service representative to extend the memory capacity in your machine.

Action 1

Action 1 is required when the machine prematurely stops copying and displays the Memory Overflow message after producing only one copied set, irrespective of the print quantity setting.

1. Wait until the current operation is completed.

The following Memory Overflow message is displayed on the touch screen, and all the data in memory is erased.

If continuous working check output after copying

2. Check the original pages, then position originals again.



DETAILS

Positioning the same number of originals may cause the memory overflow again. Arrange the original pages to lighten a burden to memory.

3. Press [START] to complete the job.

When “Memory Full” Message Is Displayed (Memory Overflow) (continued)

Action 2

Action 2 is required when a job ceases with Memory Overflow messages displayed. In this case, the scanned data still remains in memory.

Action 2 enables you to continue the job or suspend the job.

1. Wait until the current operation is completed.

The machine stops copying after producing one copied set, irrespective of the set print quantity. When scanning in Store mode, however, the machine stops without producing a copied set.

At this time, all the data still remains in memory, and the following Memory Overflow message is displayed on the touch screen.

-Memory full- Start=>START key
Cancel=>STOP key

2. Press [START] to continue copying.

The machine will output the scanned data for job completion in the amount remaining in the print quantity setting.



DETAILS

To suspend the job, press [**STOP**] to save the job settings. All scanned data will be erased.

Or, press [**AUTO RESET**] to clear the job and resume initial settings.

3. The following message displays.

If continuous working
check output after copying

All the data in memory will be erased when this message is displayed.

4. Check the original pages, then press [START] to complete the job.

Check pages of the output set to confirm the amount of missing data, then complete the job according to the print quantity remaining.

When Power OFF/ON Screen Is Displayed

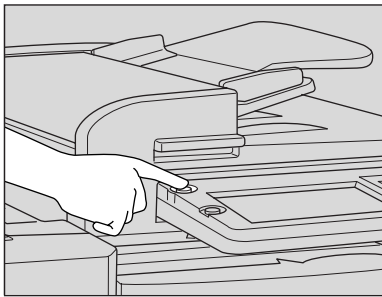
When any trouble affects the electrical signal of the copier, the Power OFF/ON Screen will be displayed.



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

1. Turn OFF the power switch.

The main power switch does not have to be turned off.



2. After a while, the power will be turned ON automatically.

The Basic Screen will be restored.



If desired, turn ON the power switch manually.

Troubleshooting Tips

COPIER DOES NOT OPERATE WHEN POWER SWITCH IS ON

Fully insert paper trays.

Close RADF.

Check to be sure main power switch is ON.

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

COPY IMAGE IS TOO LIGHT

Manually adjust copy density to darker density.

Check toner indicator and add toner, if required.

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

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

Check the Density shift.

COPY IMAGE IS TOO DARK

Manually adjust copy density to lighter density.

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

Check the Density shift.

COPY IMAGE IS NOT CLEAN OR SHOWS SPOTS

Use clean originals since dirt marks may be copied.

Keep platen glass and inner surface of document feeder or platen cover clean.

Call for service if “Call for service” is displayed in the message area.

Check density indicator and lighten if required.

COPY PAPER MISHANDLES DURING COPYING

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

COPY IMAGE CAN BE RUBBED OFF

Check copy paper thickness. Use Thick paper mode, if paper weight requires it.

MAGNIFICATION CANNOT BE CHANGED

Image Shift and Reduce & Shift are incompatible with magnification.

Press [**AUTO RESET**] and set desired copying conditions without using Image Shift or Reduce & Shift.

THE TOUCH SCREEN COPY SIZE INDICATOR DISPLAYS [!] ON THE TRAY

The [!] symbol indicates that the paper loaded in the tray is inconsistent with the tray position setting.

DUPLEX MODES CANNOT BE SELECTED

Fully close ADU and RADF, then select Duplex mode again.

COPYING DOES NOT BEGIN AFTER PRESSING [START]

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

Close document cover firmly.

Close right side door completely.

5 Troubleshooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

Power OFF/ON Screen

Troubleshooting Tips

Troubleshooting Tips (continued)

COPYING DOES NOT RESUME AFTER MISHANDLED PAPER IS REMOVED

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

COPY QUALITY IS POOR

Check paper for dampness, and replace it if necessary.

THE ORIGINAL PAPER IS MISHANDLED OR SKEWED IN THE DOCUMENT FEEDER

Originals should conform to the recommended size and weight.

Be sure originals are not stapled.

Align originals evenly in the RADF.

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

COPY IMAGE IS SKEWED WHEN BYPASS IS USED

Be sure copy paper is inserted straight.

USING USER ACCOUNT (ECM), COPIES CANNOT BE MADE AFTER PASSWORD IS ENTERED

Check to see if the message EXCEEDS LIMIT is displayed.

Contact Key Operator to reset limit.

FINISHER DOES NOT OPERATE

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

RADF INDICATOR WILL NOT LIGHT AFTER [AUTO RESET] IS PRESSED

Fully close RADF.

ADD TONER MESSAGE IS DISPLAYED

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

CALL FOR PM IS DISPLAYED IN MESSAGE AREA

Contact your service representative for Preventive Maintenance.

APS SELECTS THE WRONG COPY SIZE

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

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

Paper sizes loaded in the trays must be consistent with the tray position size; otherwise, the [!] symbol will be displayed on the Copy Size indicator of the Basic Screen.

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

Check with the Key Operator, as Initial Settings may have been changed.

Troubleshooting Tips (continued)

“PLEASE CHECK ORIGINAL”

This message displays when the copier detects a non-standard paper size on the platen glass.

Select copy size and press [**START**]. 1.00 magnification will be selected automatically.

If this message continues to display after selecting copy size, select 1.00 magnification, even if it is already indicated, then press [**START**].

If desired, ask your service representative to enable the machine to default to 1.00 magnification in this situation.

SHEET INSERTION RESULT IS NOT AS EXPECTED

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

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

COPIES SKEW IN THE STAPLED SETS

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

Reload the copy paper upside down.

COPIES CANNOT BE STAPLED OR PUNCHED IN POSITION

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

USING PUNCH, COPIES CANNOT BE PUNCHED (FS-114 FINISHER WITH PK-114 PUNCH KIT)

Check to see if the message “Trash basket of Punch kit is full” is displayed.

Empty the trash basket.

5 Troubleshooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

Power OFF/ON Screen

Troubleshooting Tips

SECTION

6

Machine Specifications

Main Body & Option Specifications

Main Body Specifications	6-2
Option Specifications	6-7



Main Body Specifications

Product Name	7222/7238/7235
Configuration	Desktop
Photoreceptor	OPC drum
Method	Laser Electrostatic
Toner	Black, cartridge type
Recommended Operating Environment	50°~86°F (10°~30°C), 10~80% RH
Warm Up	30 seconds or less @68°(20°C), 50% RH
Auto Reset	Off/ 30 sec./ 1 min./ 1.5 min./ 2 min./2.5 min./ 3 min./ 3.5 min./ 4 min./ 4.5 min./ 5 min.
First Copy Out Time	From Platen Glass (8.5"x11") 7222/7228: 5.0 sec. 7235: 4.3 sec.
Copy Rate	7222: 22 cpm: 8.5"x11", 5.5"x8.5"R 18 cpm: 8.5"x11"R 16 cpm: 8.5"x14" 14 cpm: 11"x17" 7228: 28 cpm: 8.5"x11", 5.5"x8.5"R 20 cpm: 8.5"x11"R 17 cpm: 8.5"x14" 15 cpm: 11"x17" 7235 35 cpm: 8.5"x11", 5.5"x8.5"R 24 cpm: 8.5"x11"R 20 cpm: 8.5"x14" 17 cpm: 11"x17"
Continuous Copy	1~999 copies
Voltage	120V / 12A
Frequency	60Hz
Grounding	Isolation recommended
Power Consumption	Max. 1,400 VA (full option)
Noise Level (full system)	Approx. 66 dB (7222/7228) / 71 dB (7235) (A) or less, during copying
Automatic Modes	AMS, AES (plus 9-level manual density), APS detects 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"R
Magnification	Presets: 0.50, 0.65, 0.77, 1.29, 1.55, 2.00 3 User Sets - 0.25~4.00, set by key operator Zoom range - 0.25~4.00 in 1% steps

These specifications are subject to change without notice.

Main Body Specifications (continued)

Originals on Platen	Max. size: 11"x17" (280 mm x 432 mm)
Originals in Document Feeder	ADF mode: 1>1, 1>2 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5", 5.5"x8.5"R Max. 50 sheets (20 lb) feed/exit capacity RADF mode: 2>2, 2>1 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5", 5.5"x8.5"R Max. 50 sheets (20 lb) feed/exit capacity Mixed mode: 11"x17" + 8.5"x14" + 8.5"x11" + 5.5"x8.5" or 8.5"x14" + 8.5"x11"R + 8.5"x11" + 5.5"x8.5" Max. 50 sheets (20 lb) feed/exit capacity Original weight: 13~34 lb bond, curl max. 10 mm or less (Transparency, Paste-up, Offset master, Labels, & Intermediate papers not included)
Paper Source	Main body trays 1/2: 500 sheets each DB-211 trays 3/4: 500 sheets each DB-411 tray 3: 1,500 sheets LT-203 LCT: 2,000 sheets Multi-sheet bypass tray: 50 sheets Main body trays 1/2 and DB-211 trays 3/4 user adjustable DB-411 tray 3 and LT-203 LCT adjusted by service
Paper Exit Tray	100 sheets max. (20 lb)
Paper Weight	16 lb ~ 24 lb bond recommended (Max. range: 13 lb ~ 32 lb) OHP sheet, Transparency, Labels, Tab, 3-hole
Main Body Safety Standard	UL 60950, CSA 22.2 No. 60950
Radio Interference	FCC Rules part 15, sub-part B Class B

Main Body Specifications (continued)

Options Finisher (FS-113/FS-114)
Inner Tray (IT-101)
Drawer Base Unit (DB-211/DB-411)
Desk Unit (DK-110)
Large Capacity Tray (LT-203)
RADF (DF-320)
Platen Cover (CV-109)
Expanded Memory Unit (MU-404: 64MB)/(MU-405: 128MB)
Fax Kit (FK-103)
Fax Additional Kit (FL-103)
Punch Kit (PK-114 for FS-114 Finisher)
Saddle Kit (SK-114 for FS-114 Finisher)
Branch Kit (BK-114 for FS-114 Finisher)
Hard Disk Unit (HD-103 TYPE A)
Image Processor (IP-424)
PostScript 3 Unit (PS-346)
Compact Flash Memory (CF-101)
Relay Unit (RU-101 for FS-113 Finisher)
Exit Tray (ET-101)
Key Counter

Machine Weight 201.1 lb (91.2 kg)
+57.3 lb (26 kg) w/DB-211
+54.0 lb (24.5 kg) w/DB-411
+00.0 lb (00.0 kg) w/DK-110
+28.7 lb (13 kg) w/LCT (LT-203)
+24.5 lb (11 kg) w/RADF
+8.8 lb (4 kg) w/Relay unit (RU-101)
+86.4 lb (39.2 kg) w/Finisher (FS-113)
+47.2 lb (21.4 kg) w/Finisher (FS-114)
+20.5 lb (9.3 kg) w/Saddle kit (SK-114)
+4.2 lb (1.9 kg) w/Punch kit (PK-114)
+7.9 lb (3.6 kg) w/Inner tray (IT-101)

Machine Dimensions Main Body (with RADF)
Width: 23.4 in. (595 mm)
Depth: 25.8 in. (655 mm)
Height: 32.4 in. (823 mm)

Document Feeder (RADF)
Width: 22.7 in. (576 mm)
Depth: 19.8 in. (502 mm)
Height: 3.9 in. (100 mm)
Max. open angle: 70 ± 5°

These specifications are subject to change without notice.

Main Body Specifications (continued)

Stapler-Finisher (FS-113)

Width: 21.2 in. (538 mm)

Depth: 25.1 in. (637 mm)

Height: 38.4 in. (976.6 mm)

Relay Unit (RU-101)

Width: 18.7 in. (474.5 mm)

Depth: 18.5 in. (469.5 mm)

Height: 10.0 in. (254.4 mm)

Stapler-Finisher (FS-114)

Width: 12.7 in. (323 mm)

Depth: 21.7 in. (552 mm)

Height: 22.3 in. (566 mm)

With BK-114 installed

Width: 17.2 in. (436 mm)

Depth: 21.7 in. (552 mm)

Height: 22.6 in. (575 mm)

Saddle Kit (SK-114)

Stapling part

Width: 17.6 in. (445 mm)

Depth: 18.8 in. (478 mm)

Height: 8.0 in. (203 mm)

With BK-114 installed

Width: 22.7 in. (576 mm)

Depth: 18.8 in. (478 mm)

Height: 11.1 in. (281 mm)

Folding part

Width: 1.9 in. (48 mm)

Depth: 15.7 in. (399 mm)

Height: 5.7 in. (146 mm)

Punch Kit (PK-114)

Width: 4.5 in. (114 mm)

Depth: 18.1 in. (461 mm)

Height: 5.4 in. (136 mm)

Inner Tray (IT-101)

Width: 16.9/22.9* in. (430/582* mm)

Depth: 17.7 in. (449 mm)

Height: 15.4 in. (392 mm)

*: when the tray is extended.

Drawer Base Unit (DB-211/411)

Width: 22.8 in. (580 mm)

Depth: 23.4 in. (590 mm)

Height: 12.0 in. (304 mm)

These specifications are subject to change without notice.

Main Body Specifications (continued)

Desk Unit (DK-110)

Width: 22.8 in. (580 mm)

Depth: 23.5 in. (597 mm)

Height: 12.2 in. (311 mm)

Large Capacity Tray (LT-203)

Width: 13.3 in. (339 mm)

Depth: 20.3 in. (515 mm)

Height: 11.8 in. (299 mm)

These specifications are subject to change without notice.

Option Specifications

Stapling Finisher (FS-113)	Power source: Main body Exit tray: 2 For exit tray capacity, see p. 10-3.
Relay Unit (RU-101)	FS-113 device for conveying copied sheets
Stapling Finisher (FS-114)	Power source: Main body Exit tray: 2 3 w/BK-114 For exit tray capacity, see p. 10-3.
Punch Kit (PK-114)	Power source: Finisher Punch holes: 2 or 3
Saddle Kit (SK-114)	Power source: Finisher Staple cartridge: 2 (2000 staples/cartridge)
Inner Tray (IT-101)	Power source: Main body Exit tray: 2 Capacity: Exit tray 1; 50 sheets max. Exit tray 2; 100 sheets max.
Staple Cartridge for Finisher	5000 staples/cartridge

Advanced

7
Advanced
Information

8
Special
Original

9
Applications

10
Paper &
Original Info

11
Supplies

12
Maintenance

13
Key Operator
Mode

SECTION

7

Advanced Information

How to Use Advanced Functions

Programmed Shut-Off (Weekly Timer)	7-2
Rotation	7-4
Vertical/Horizontal Zoom Mode	7-5

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

7
Advanced
Information

Programmed Shut-Off (Weekly Timer)

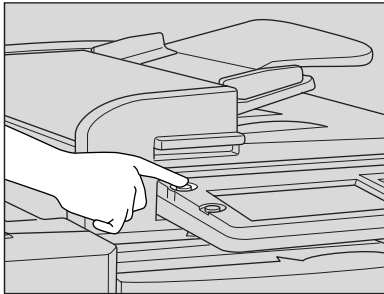
The Weekly Timer function turns a copier on and off at the time specified by the Key Operator.

This function is not factory-set. When a copier is under control of the Weekly Timer function, the Timer Interrupt mode message will be displayed after pressing the power switch, and copying is unavailable.

However, copying can be available by using the following procedure.

Timer Interrupt

1. Press the power switch.



HINT

For details of the Weekly Timer function, see p. 13-33 to p. 13-40.

The Basic screen will be displayed along with the message shown below.

Timer interrupt mode
Enter password



DETAILS

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

The Timer Interrupt password is not factory set and must be entered by the Key Operator. In the event the Timer Interrupt password has not been entered by the Key Operator, the following message will display instead.

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

When the above message displays, proceed to step **4**.

Programmed Shut-Off (Weekly Timer) (continued)

2. Enter the password.

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



For setting the Timer Interrupt password, see p. 13-40.



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

3. Press [START].

The following message will be displayed on the Basic Screen.

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

4. Set the duration for the interrupt use.

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

5. Press [START].

6. Set the minute for the interrupt use.

Enter a 2-digit minute (ex. 7 minutes is 07) using the keypad on the control panel.



Entering a number smaller than 5 will set the time to 5 minutes.

7. Press [START].

Copying is available until the set time is expired.

8. When Timer Interrupt of the copier is finished, press [POWER SAVER ON/OFF] for one second or longer, then release it.

The copier returns to the OFF condition and copying is again disabled.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

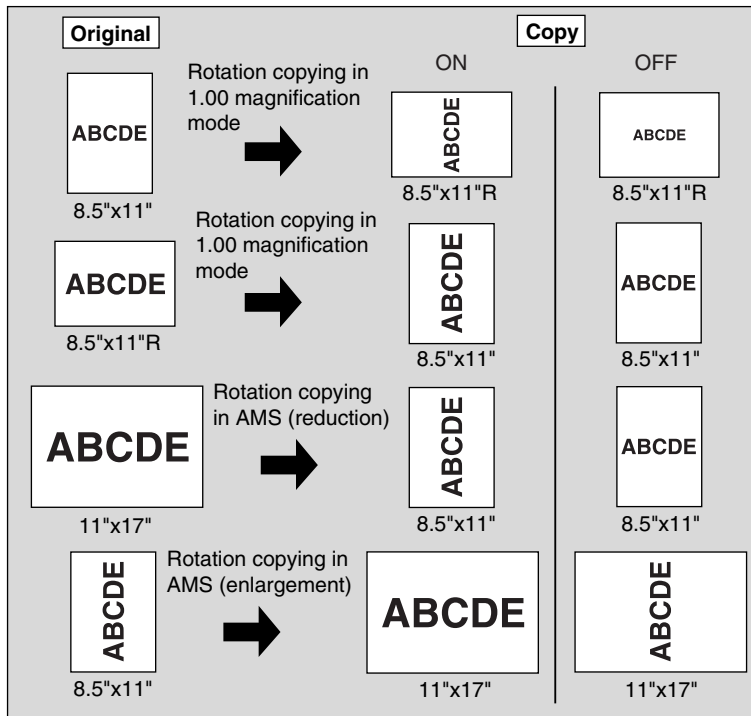
7
Advanced
Information

Rotation

This function allows you to utilize APS or AMS and copy the original documents onto larger or smaller paper size, irrespective of the copy paper feeding direction.

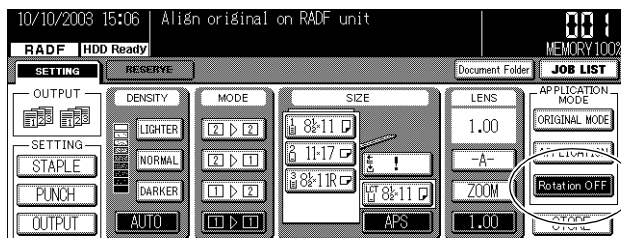
DETAILS

By default, Rotation requires APS or AMS to function. The Key Operator can set this function ON, or to operate when APS, AMS or reduce functions. Also, Rotation copy of enlarge function can be turned ON/OFF. See p. 13-43 to p. 13-46.



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

1. Touch **Rotation OFF** on the Basic Screen to highlight it.



The Rotation function is canceled.

2. To resume Rotation, touch **Rotation OFF** to deselect it.

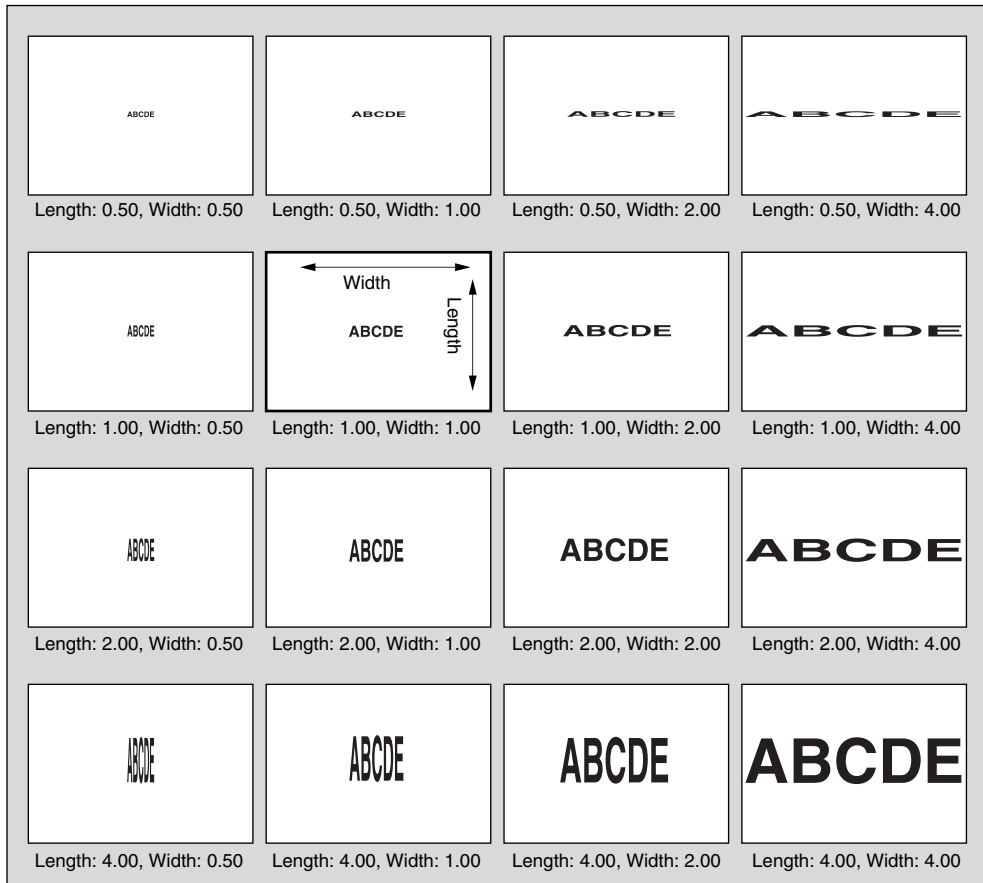
Vertical/Horizontal Zoom Mode

Use the Vertical/Horizontal zoom mode to reduce or enlarge vertical and horizontal dimensions, independently.

Vertical/Horizontal Zoom Mode Specifications

- Vertical/Horizontal zoom range: 0.25~4.00
- Incompatible Conditions: APS, AMS, Reduce & Shift in Image Shift, Repeat mode in Repeat

The figure shown below is a sample image using the Vertical/Horizontal zoom.



Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

7
Advanced
Information

Vertical/Horizontal Zoom Mode (continued)

1. Touch ZOOM on the Basic Screen.

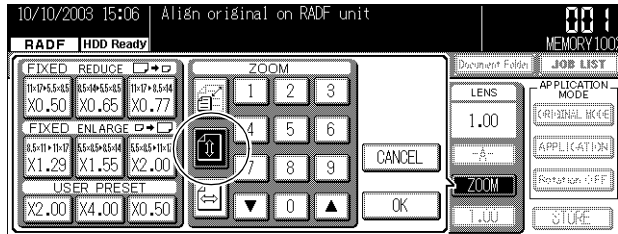
The popup menu for setting a zoom ratio will be displayed.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

2. Touch the vertical zoom key on the popup menu to highlight it, then set the vertical zoom ratio.



Use the keypad on the popup menu to enter a 3-digit vertical zoom ratio, or use arrow keys (▲/▼) to scroll to the desired ratio.

Similarly, touch the horizontal zoom key to highlight it, then set the horizontal zoom ratio.

3. Touch OK.

The popup menu disappears automatically and the specified zoom ratio will be displayed on the Basic Screen.

4. Select additional copy conditions, as desired.

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



HINT

See p. 3-7 for details on setting print quantity.

6. Position original(s).



HINT

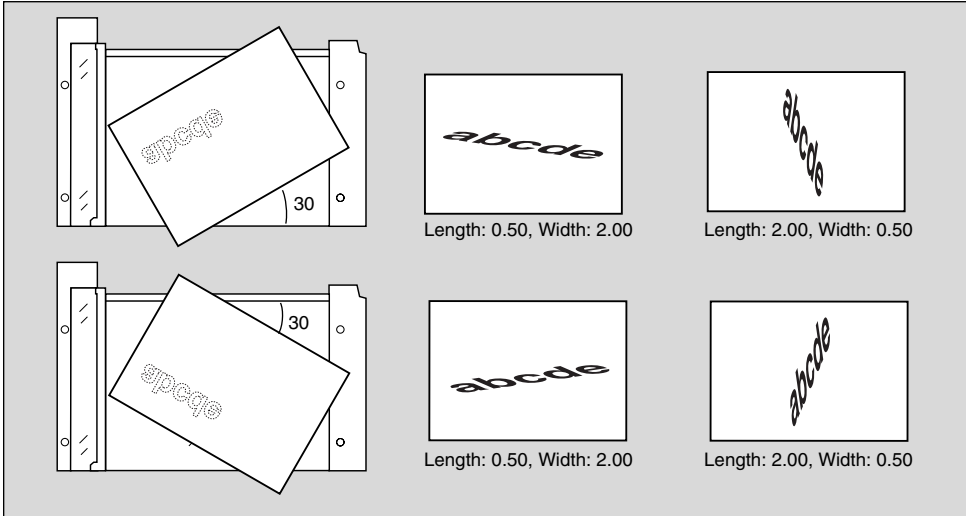
See p. 3-2 to p. 3-6 for details on positioning originals.

7. Press [START].

Vertical/Horizontal Zoom Mode (continued)

DETAILS

The figure shown below is the sample image using the Vertical/Horizontal zoom with an original placed diagonally on the platen glass.



Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

7
Advanced
Information

SECTION

8

Special Original

How to Make a Copy of Special Original

Making Copy Quality Closer to Originals (Text/Photo Enhance).....	8-2
Copying Mixed Size Originals (Mixed Original).....	8-4
Copying Folded Originals (Folded Original).....	8-6
Copying Non-Standard Size Originals (Non-Standard Size).....	8-8

Text/Photo
Enhance

Mixed
Original

Folded
Original

Non-Standard
Size

8
Special
Original

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

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

Text Mode

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

Photo Mode

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

Increase Contrast Mode

Select Increase Contrast to darken lightly printed images (e.g., pencil) without changing background exposure. In cases where the image is light and background is dark, the background will not be changed.

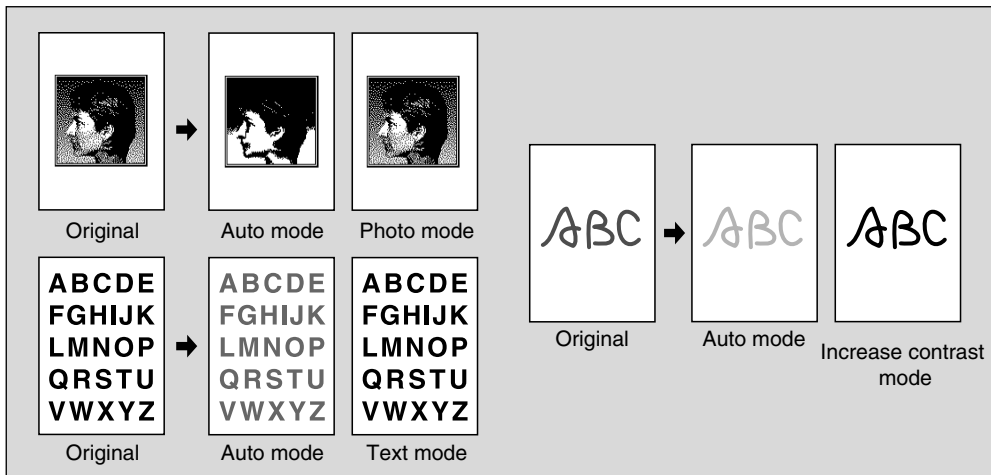


DETAILS

- In each enhance mode, the copy density level can be shifted three levels darker or three levels lighter (Density Shift). See p. 13-49 if this setting is desired.
- PHOTO/TEXT is initially selected. To change this initial setting, see p. 13-15.

Specifications for Text/Photo Enhance

Incompatible Copying Conditions: None



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

1. Touch **ORIGINAL MODE** on the Basic Screen.

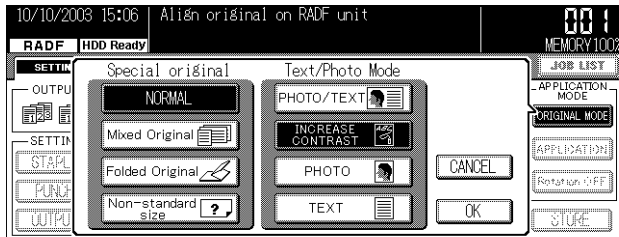
The Special Original popup menu will be displayed.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **TEXT**, **PHOTO**, or **INCREASE CONTRAST**, as required.



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

4. Select additional copying features, as desired.

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



HINT

See p. 3-7 for details on setting print quantity.

6. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



HINTS

- See p. 3-2 to p. 3-6 for details on positioning originals.
- Use RADF store mode (p. 3-26 to p. 3-27) when the original count exceeds 50.

7. Press [**START**].



CAUTION

When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Text/Photo
Enhance

Mixed
Original

Folded
Original

Non-Standard
Size

8
Special
Original

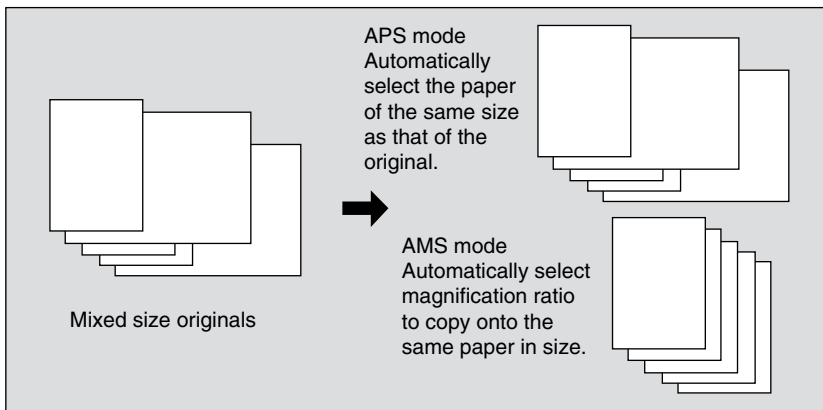
Copying Mixed Size Originals (Mixed Original)

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

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

Specifications for Mixed Original

- Use RADF.
- Combination of original sizes to be mixed depends on the width of the RADF original guides. See p. 10-6 for details.
- Incompatible Conditions: Using platen glass (unless Platen store mode is used), Rotation Sort, Rotation Group, Folded Original, Non-Standard Size, Sheet/Cover Insertion, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Non-Image Area Erase, Repeat, Fold Erasure, AUTO Layout, Image Shift, Stamp, Overlay



1. Touch **ORIGINAL MODE** on the Basic Screen.

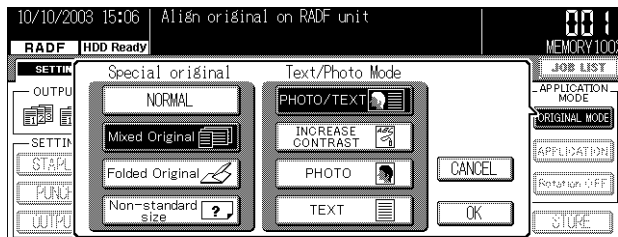
The Special Original popup menu will be displayed.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **Mixed Original**.



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

Copying Mixed Size Originals (Mixed Original) (continued)

4. Select additional copying features, as desired.



DETAILS

APS is automatically selected on the Basic Screen.

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

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



HINT

See p. 3-7 for details on setting print quantity.

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



HINTS

- See p. 3-3 for details on positioning originals.
- Use RADF store mode when the original count exceeds 50 (p. 3-26 to p. 3-27).

7. Press [START].



CAUTION

When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Text/Photo
Enhance

Mixed
Original

Folded
Original

Non-Standard
Size

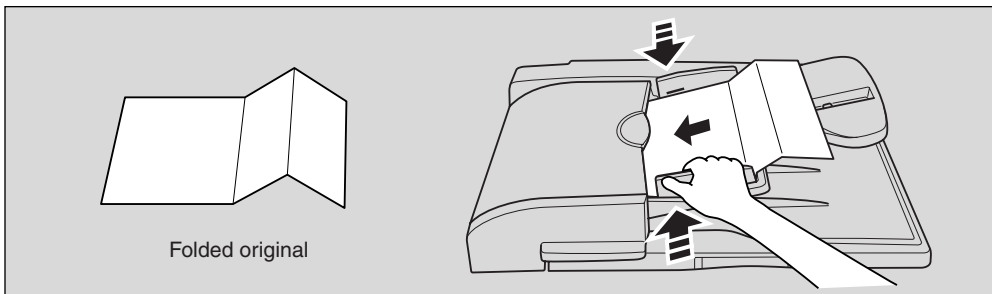
8
Special
Original

Copying Folded Originals (Folded Original)

Use the Folded original mode with the document feeder to copy folded originals. Otherwise, the size detection sensor of the RADF may function incorrectly. This mode requires more scanning time to detect the original size.

Specifications for Folded Original

- Use RADF.
- Incompatible Conditions: Using platen glass, Mixed Original, Non-Standard Size, Non-Image Area Erase, AUTO Layout



1. Touch **ORIGINAL MODE** on the Basic Screen.

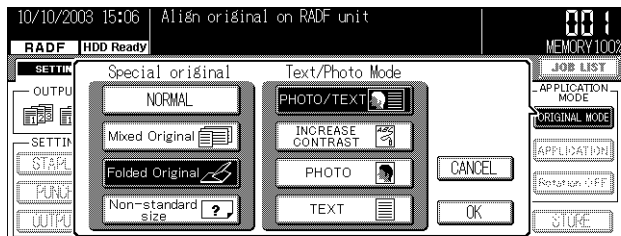
The Special Original popup menu will be displayed.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **Folded Original**.



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

4. Select additional copying features, as desired.

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



HINT

See p. 3-7 for details on setting print quantity.

Copying Folded Originals (Folded Original) (continued)

6. Position folded original(s) **FACE UP** in the document feeder.



HINTS

- See p. 3-4 for details on positioning originals.
- Use RADF store mode when the original count exceeds 50 (p. 3-26 to p. 3-27).

7. Press [**START**].



CAUTION

When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Text/Photo
Enhance

Mixed
Original

Folded
Original

Non-Standard
Size

8
Special
Original

Copying Non-Standard Size Originals (Non-Standard Size)

Feeding special size originals through the RADF without selecting Non-standard size mode may cause the copier to stop scanning and mistakenly sense that the size detection sensor has malfunctioned or cause a paper misfeed. Using Non-standard size mode, the copier will search and copy onto the standard size copy paper that is closest to the original size.

Specifications for Non-Standard Size

- ❑ Incompatible Conditions: APS, AMS, Mixed Original, Folded Original, Combination, Booklet, Image Insert, Book Copy, Upside Down, Non-Image Area Erase, Repeat, Frame/Fold Erasure, AUTO Layout, Image Shift, Stamp, Overlay

1. Touch **ORIGINAL MODE** on the Basic Screen.

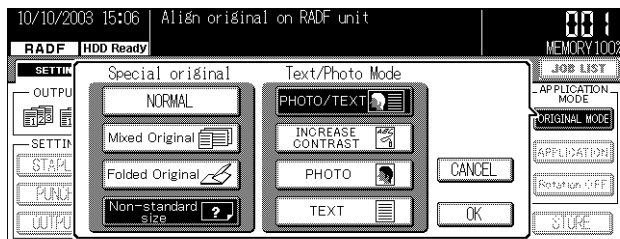
The Special Original popup menu will be displayed.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **Non-standard size**.



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

4. Select additional copying features, as desired.

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



HINT

See p. 3-7 for details on setting print quantity.

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



HINTS

- See p. 3-2 for details on positioning originals.
- Use RADF store mode when the original count exceeds 50 (p. 3-26 to p. 3-27).

7. Press [**START**].



CAUTION

When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

SECTION

9

Applications

How to Use Application Functions

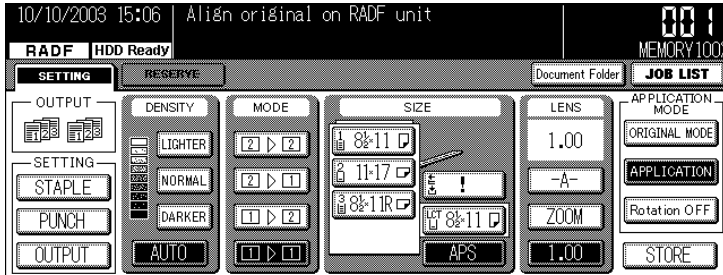
Application Selection Screen
Sheet/Cover Insertion
Chapter
Combination
Booklet
Transparency
Image Insert
Book Copy
Upside Down
Non-Image Area Erase
Reverse Image
Repeat
Frame/Fold Erasure
AUTO Layout
9 Applications
Image Shift
Reduce & Shift
Stamp
Overlay

To Display Application Selection Screen	9-2
Inserting Sheets and Covers (Sheet/Cover Insertion).....	9-3
Positioning Title Pages on the Right Side (Chapter)	9-7
Lay Out Several Pages onto One Sheet (Combination)	9-10
Making a Multiple Page Signature Booklet (Booklet)	9-13
Copying onto Transparent Films (Transparency Interleave)	9-16
Inserting Images into Printed Sets (Image Insert).....	9-18
Dividing an Image into Right and Left Pages (Book Copy)	9-21
Reverse the Second Side in 1-2 Mode (Upside Down).....	9-25
Erasing Outside of the Original (Non-Image Area Erase).....	9-27
Reversing Color in Black and White Image (Reverse Image)	9-29
Repeating Selected Image Area (Repeat: Vert./Horiz. Mode).....	9-31
Repeating Automatically or Selecting Repeating Times (Repeat: AUTO/ Repeat Mode).....	9-34
Eliminating Black Copy Marks Along Borders (Frame/Fold Erasure).....	9-37
Copying Image in the Center of Copy Paper (AUTO Layout)	9-40
Adjusting Position of Copy Image (Image Shift).....	9-42
Reducing Images to Create Binding Margin (Reduce&Shift)	9-44
Printing Stamp, Page, Watermark onto Copies (Stamp)	9-47
Overlaying an Image onto Each Page Copied in the Job (Overlay)	9-51

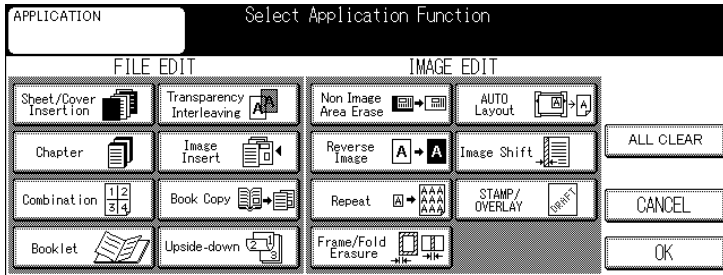
To Display Application Selection Screen

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

1. Touch **APPLICATION** on the Basic Screen.



The Application Selection Screen will be displayed on the touch panel.



DETAILS

- When a function key is touched, it becomes highlighted. If you touch a function key, another screen or two will display to enable you to enter the appropriate settings.
- If one function on the menu is incompatible with another, it will appear dimmed.
- The **APPLICATION** key will be highlighted when the Basic Screen is restored after application selections have been made.

To restore the original copying conditions, touch **CANCEL**.
To clear all Application settings, touch **ALL CLEAR**.

2. Touch **OK** on the Application Selection Screen.

Selections will be completed and the Basic Screen will be restored.

Reminder!

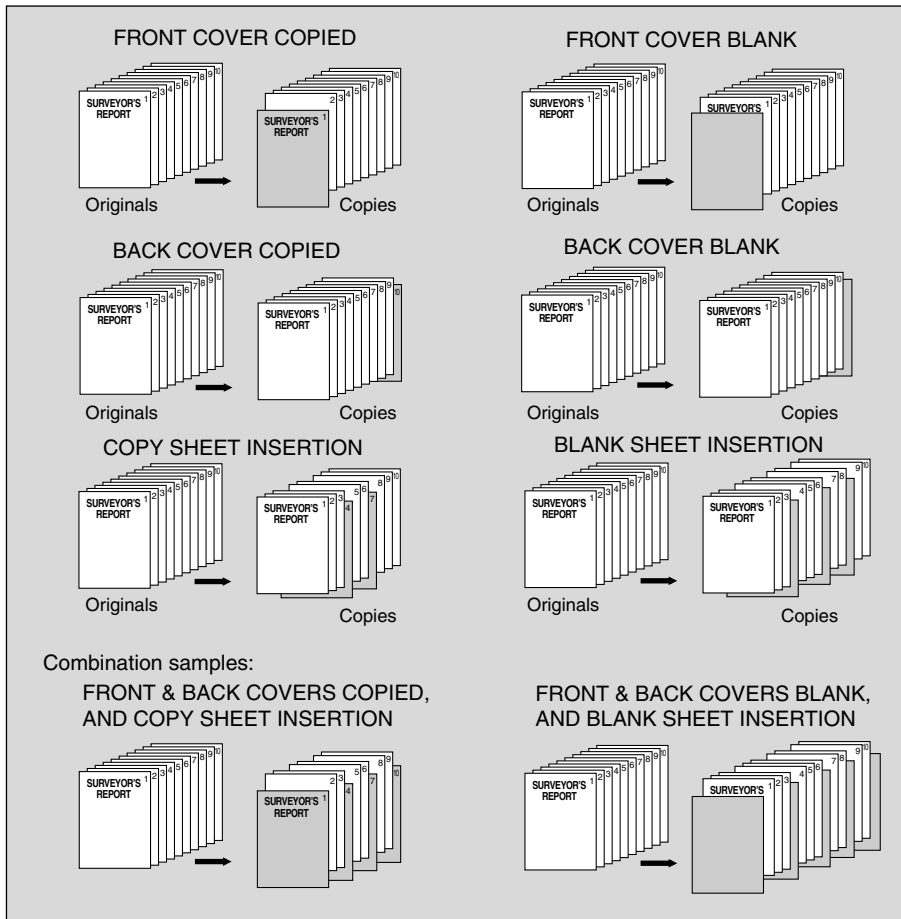
With the Basic Screen displayed, you can press [**START**] to perform the operation.

Inserting Sheets and Covers (Sheet/Cover Insertion)

Use Sheet/Cover Insertion in copy mode or blank mode to insert chapter sheets or separator sheets into the finished set, as well as front and back covers.

Specifications for Sheet/Cover Insertion

- Use RADF.
- The same tray will be specified as the source of insertions and covers. If using thick or other paper for front/back cover, select the Multi-sheet bypass tray as the cover sheet tray source individually on the screen.
- AMS (Automatic Magnification Selection) is automatically selected. The paper size in insertion tray and original size are detected, and the correct ratio will be automatically selected.
- Max. insert sheets: 15 locations, from 1~999, including front and back covers
- Incompatible Conditions: APS, Group, Rotation Sort, Rotation Group, Mixed Original, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Non-image Area Erase, Repeat, AUTO Layout, Stamp (Page, Numbering), Overlay



Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image Area Erase

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

9 Applications

Image Shift

Reduce & Shift

Stamp

Overlay

Inserting Sheets and Covers (Sheet/Cover Insertion) (continued)

1. Load insert/cover sheets into the desired tray, and load regular sheets of the same size into copy paper tray source.

If different paper type is desired for covers, load them into the Multi-sheet bypass tray.

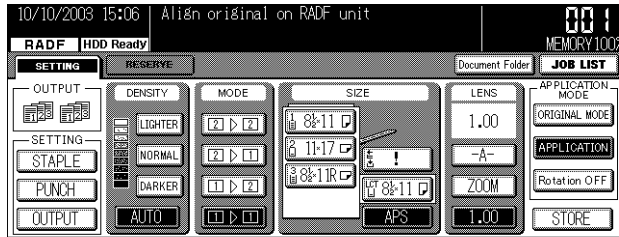


DETAILS

If using thick or other paper for covers, load them into the Multi-sheet bypass tray and touch **BYPASS** in step 4.

Be sure that the trays for copy paper, front/back covers, and insertions have the same paper size loaded.

2. Touch **APPLICATION** on the Basic Screen.



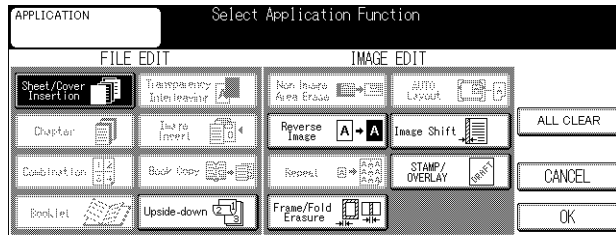
The Application Selection Screen will be displayed on the touch panel.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press **[AUTO RESET]**.

3. Touch **Sheet/Cover Insertion** on the Application Selection Screen.



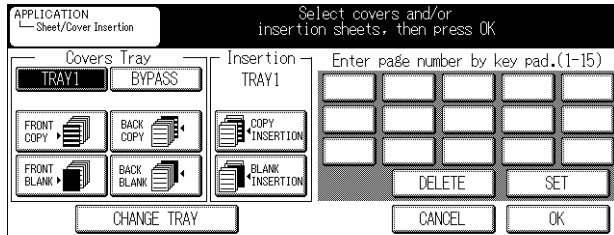
The Sheet/Cover Insertion Screen will be displayed.

Inserting Sheets and Covers (Sheet/Cover Insertion) (continued)

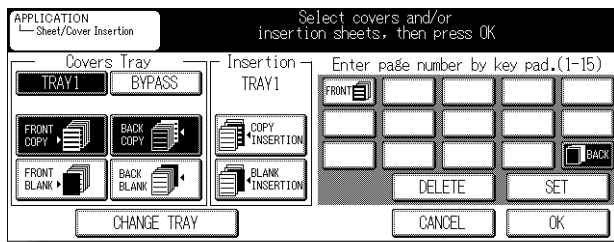
4. Select the cover and insertion sheet tray source.

Touch **CHANGE TRAY** to select the cover and insertion sheet tray source.

The same tray will be specified as the source of insertions and covers. If using thick or other paper for covers, load them into the Multi-sheet bypass tray and touch **BYPASS** individually on the screen.

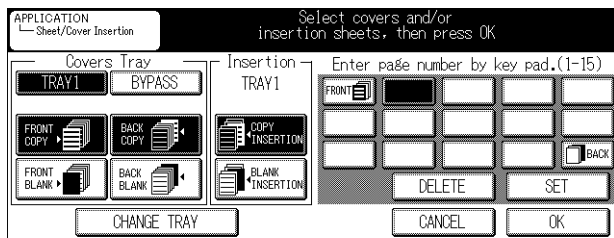


5. Select the desired cover mode.



Example: Touch **FRONT COPY** to insert a copied front cover. If no insertion is desired, touch **OK** to return to the Application Selection Screen, then proceed to step 8.

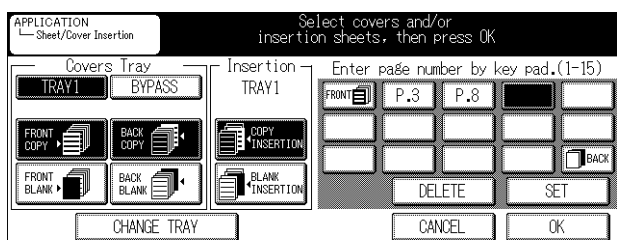
6. Select the desired insertion mode.



Example: Touch **COPY INSERTION** to insert copied sheets.

Inserting Sheets and Covers (Sheet/Cover Insertion) (continued)

7. Enter the page number.



Use the control panel keypad to enter the page number of insertion location. Touch **SET** after each entry to move to the next key. To clear an incorrect entry, touch **DELETE** or press [**C (CLEAR)**]. The insertion location will be deleted.



HINT

See p. 9-6 for details on entering page numbers.

Touch **OK** to complete the page setting and return to the Application Selection Screen.

8. When all settings are completed, touch **OK** on the Application Selection Screen to return to the Basic Screen.

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



HINT

See p. 3-7 for details on setting print quantity.

10. Position originals **FACE UP** in the document feeder.



HINTS

- For details on positioning originals, see p. 3-2 to p. 3-4.
- Use RADF store mode when the original count exceeds 50 (p. 3-26 to p. 3-27).

11. Press [**START**].



CAUTION

When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



DETAILS: Entering Page Numbers

Fifteen keys are displayed on the screen to designate each insertion location. The first (upper left) key displays the Front Cover icon if selected. The Back Cover icon appears, if selected, as the last (lower right) key. Example: If p. 4 is entered in blank mode, a blank sheet will be inserted between p. 4 and p. 5; in copy mode, a copied sheet is inserted at p. 4.

NOTES:

- Page numbers entered out of order will be sorted automatically.
- Entering "0" or the same page number twice will be ignored on the screen.
- When a page number entered is larger than the total original page count, it will be ignored.

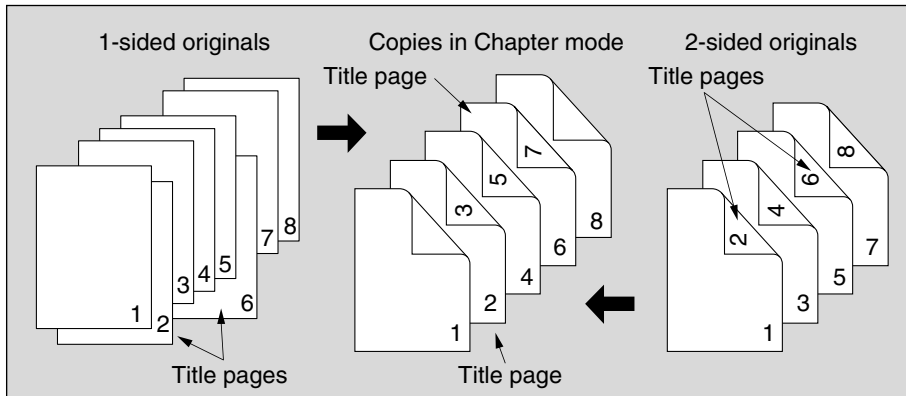
Positioning Title Pages on the Right Side (Chapter)

Chapter is used with RADF in 1-2 or 2-2 mode for the purpose of inserting title or chapter pages on the right side of a duplex copy to improve the presentation of double-sided copies.

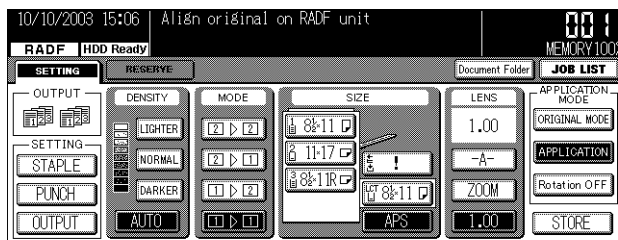
To effectively place the title page on the right, a blank sheet will be automatically created on the reverse side of a sheet, if required.

Specifications for Chapter

- Use RADF.
- Max. title pages: 15 sheets, from 1 ~ 999
- Incompatible Conditions: 1-1, 2-1, Group, Sheet/Cover Insertion, Combination, Transparency Interleave, Image Insert, Book Copy, Non-Image Area Erase, Repeat, AUTO Layout, Overlay



1. Touch **APPLICATION** on the Basic Screen.



The Application Selection Screen will be displayed on the touch panel.



When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image Area Erase

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

9 Applications

Image Shift

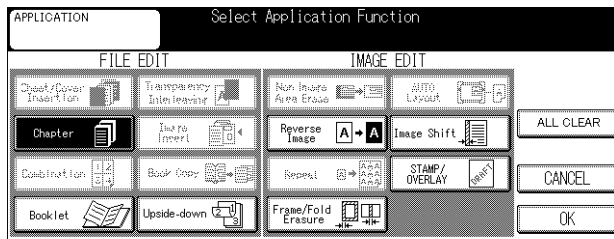
Reduce & Shift

Stamp

Overlay

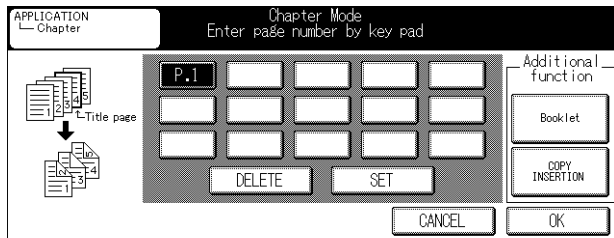
Positioning Title Pages on the Right Side (Chapter) (continued)

2. Touch *Chapter* on the Application Selection Screen.



The Chapter Page Setting Screen will be displayed.

3. Use the control panel keypad to enter the page number of each title page.



Touch **SET** after each entry to move to the next key.

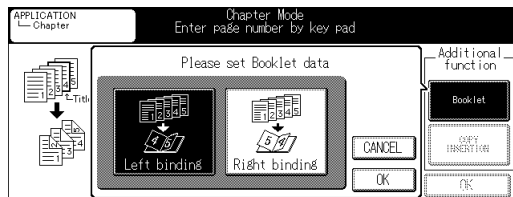
To clear an incorrect entry, touch **DELETE**. The entered number will be deleted.

DETAILS

- Entering "0" or the same page number twice will be ignored on the screen.
- Chapter insertions occur in sequence even if original page numbers are entered out of sequence.
- When a page number is larger than the total original page count, insertion occurs as the last page of the document.

OPTION

- Touch **Booklet** to specify this function directly from the Chapter Page Setting Screen. The Booklet Mode Selection popup menu will be displayed. Touch the desired mode key, then touch **OK** to restore the Chapter Page Setting Screen.



- To change the selection of paper tray for copying title pages, touch **COPY INSERTION** to use this function. The title pages will be copied using paper from the insertion tray source. See p. 9-4.

Positioning Title Pages on the Right Side (Chapter) (continued)

4. When all entries are made, touch **OK**.

The Application Selection Screen will be restored.

5. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

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

See p. 3-7 for details on setting print quantity.

7. Position originals **FACE UP** in the document feeder.



HINTS

- For details on positioning originals, see p. 3-2 to p. 3-4.
- Use RADF store mode when the original count exceeds 50 (p. 3-26 to p. 3-27).

8. Press [**START**].



CAUTION

When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Application
Selection Screen

Sheet/Cover
Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image
Area Erase

Reverse
Image

Repeat

Frame/Fold
Erasure

AUTO
Layout

9
Applications

Image Shift

Reduce &
Shift

Stamp

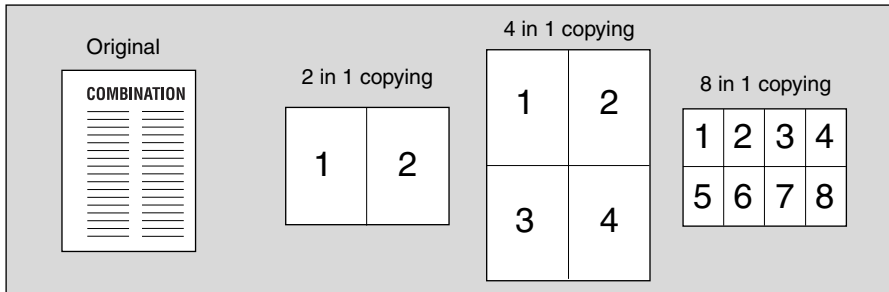
Overlay

Lay Out Several Pages onto One Sheet (Combination)

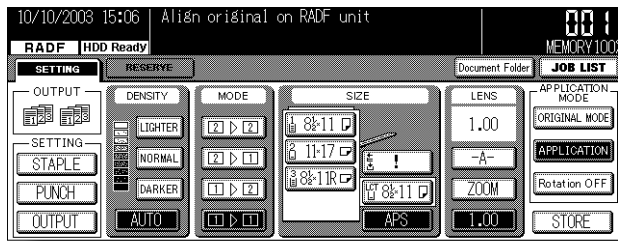
Use this function to lay out and copy a fixed number (2, 4, or 8) of pages onto one sheet of copy paper (2 in 1, 4 in 1, or 8 in 1).

Specifications for Combination

- Use RADF.
- AMS is automatically selected. (Normally the fixed size of Tray 1 will be selected.)
- Incompatible Conditions: APS, Mixed Original, Non-Standard Size, Sheet/Cover Insertion, Chapter, Booklet, Image Insert, Book Copy, Upside Down, Non-Image Area Erase, Repeat, Frame/Fold Erasure, AUTO Layout, Overlay



1. Touch **APPLICATION** on the Basic Screen.

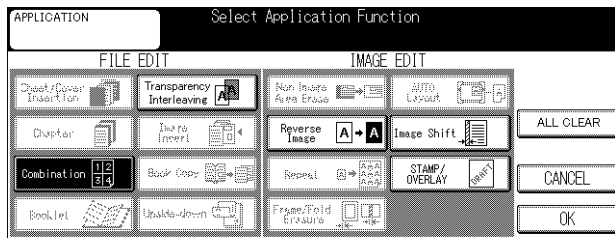


The Application Selection Screen will be displayed on the touch panel.



When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

2. Touch **Combination** on the Application Selection Screen.



The Combination Mode Selection Screen will be displayed.

Lay Out Several Pages onto One Sheet (Combination)

Application
Selection Screen

Sheet/Cover
Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image
Area Erase

Reverse
Image

Repeat

Frame/Fold
Erasure

AUTO
Layout

9
Applications

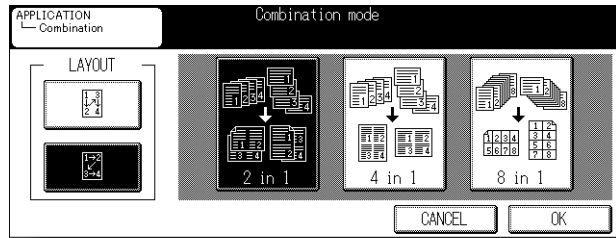
Image Shift

Reduce &
Shift

Stamp

Overlay

3. Select the desired Combination mode.



Touch **2 in 1**, **4 in 1** or **8 in 1**, and select a key in the LAYOUT area, referring to the illustration on the following page.

4. Touch **OK**.

The Application Selection Screen will be restored.

5. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

AMS is automatically selected, and tray 1 is selected. When selecting any other tray, touch the desired tray key.

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



HINT

See p. 3-7 for details on setting print quantity.

7. Position originals **FACE UP** in the document feeder.



HINTS

- For details on positioning originals, see p. 3-2 to p. 3-4.
- Use RADF store mode when the original count exceeds 50 (p. 3-26 to p. 3-27).

8. Press [**START**].



CAUTION


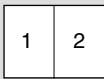

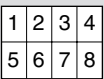
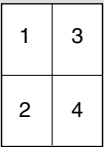
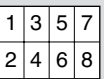


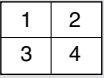


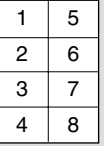
When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Lay Out Several Pages onto One Sheet (Combination)



DETAILS: Original Type and Layout Order

Refer to the table below to select the desired Combination mode.

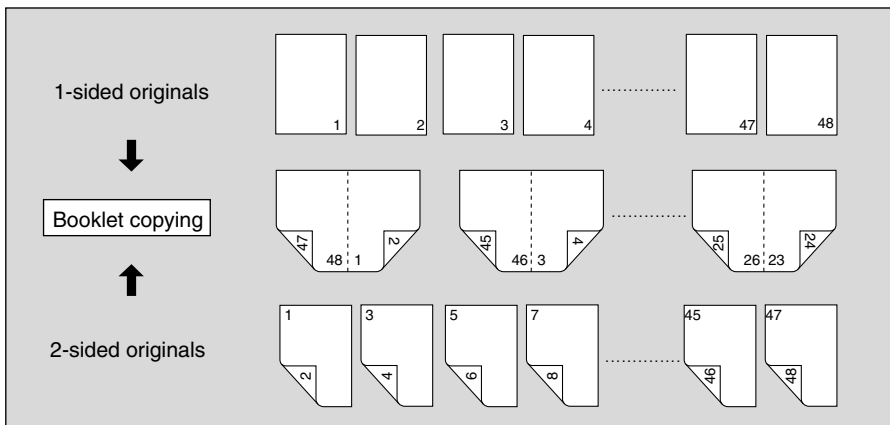
Original \ Layout	Horizontal order			Vertical order	
	2 in 1	4 in 1	8 in 1	4 in 1	8 in 1
Portrait type 					
Landscape type 					

Making a Multiple Page Signature Booklet (Booklet)

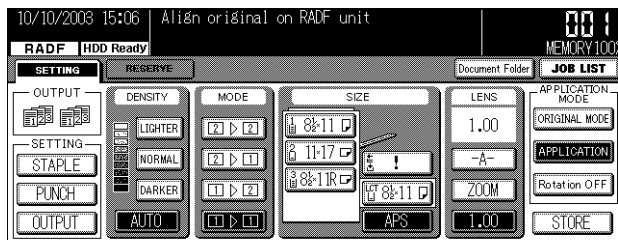
Use the Booklet function to make a multiple page signature booklet copied on both sides of the paper from any tray. Original images are scanned into memory and automatically arranged in booklet format in the correct order.

Specifications for Booklet

- Use RADF.
- Original pages should be a multiple of 4 in 1-2 mode or a multiple of 2 in 2-2 mode; otherwise blank pages are automatically inserted at the end of the document.
- AMS is automatically selected. Select the desired paper size.
- Original Size: 8.5"x11" or 5.5"x8.5"
- Incompatible Conditions: APS, 1-1, 2-1, Staple, Punch, Group, Rotation Sort, Rotation Group, Mixed Original, Non-Standard Size, Sheet/Cover Insertion, Combination, Transparency Interleave, Upside Down, Non-Image Area Erase, Repeat, Fold Erasure, AUTO Layout, Stamp (Page, Numbering), Overlay



1. Touch **APPLICATION** on the Basic Screen.



The Application Selection Screen will be displayed on the touch panel.



Reminder!
When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image Area Erase

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

9 Applications

Image Shift

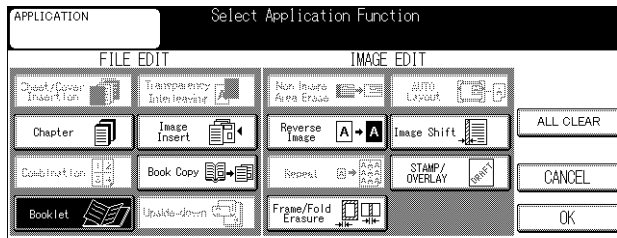
Reduce & Shift

Stamp

Overlay

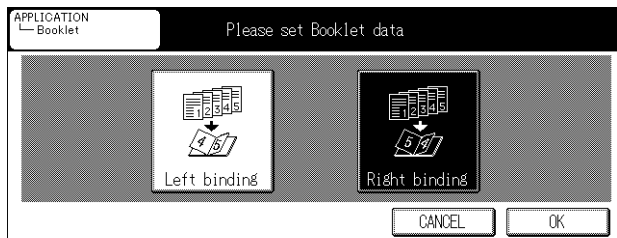
Making a Multiple Page Signature Booklet (Booklet) (continued)

2. Touch *Booklet* on the Application Selection Screen.



The Booklet Mode Selection Screen will be displayed.

3. Touch to highlight the desired Booklet mode key.



4. Touch *OK*.

The Application Selection Screen will be restored.
Select additional Applications, as desired.

5. Touch *OK* on the Application Selection Screen.

The Basic Screen will be restored.

6. Select the 1►2 or 2►2 copy mode and the desired paper size.

AMS is selected automatically.

To release AMS, select the desired magnification, then select paper size.

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

See p. 3-7 for details on setting print quantity.

8. Position originals **FACE UP** in the document feeder.

HINTS

- For details on positioning originals, see p. 3-2 to p. 3-4.
- Use RADF store mode when the original count exceeds 50 (p. 3-26 to p. 3-27).

Reminder!

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

Making a Multiple Page Signature Booklet (Booklet) (continued)

9. Press [START].



CAUTION

When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Application
Selection Screen

Sheet/Cover
Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image
Area Erase

Reverse
Image

Repeat

Frame/Fold
Erasure

AUTO
Layout

9
Applications

Image Shift

Reduce &
Shift

Stamp

Overlay

Copying onto Transparent Films (Transparency Interleave)

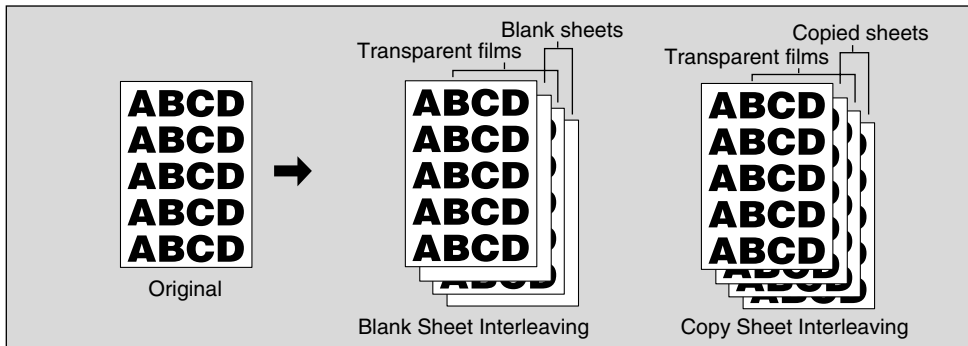
Use the Transparency Interleave function in 1-1 or 2-1 mode to copy onto overhead projection transparent films, and output a blank or copied interleaf sheet with each copied transparent film.

In the Blank sheet interleaving mode, a blank interleaf sheet is output with each transparent film to keep the film material from sticking together.

In the Copy sheet interleaving mode, a copied interleaf sheet is output with each transparent film to provide reference during a presentation, a version for photocopying, and a set for filing or inserting into a binder.

Specifications for Transparency Interleave

- Transparent film source: Multi-sheet bypass tray
- Print quantity: 1
- Finisher functions cannot be used. The Non-sort mode is used automatically, and printed sheets will be delivered to TRAY 1 in the machine with FS-114, or to primary (main) tray in the machine with FS-113.
- AMS is automatically selected.
- Incompatible Conditions: APS, 1-2, 2-2, Sort, Staple, Punch, Group, Rotation Sort, Rotation Group, Mixed Original, Non-Standard Size, Sheet/Cover Insertion, Chapter, Booklet, Image Insert, Non-Image Area Erase, Repeat, AUTO Layout



1. Insert a sheet of transparent film into the Multi-sheet bypass tray.

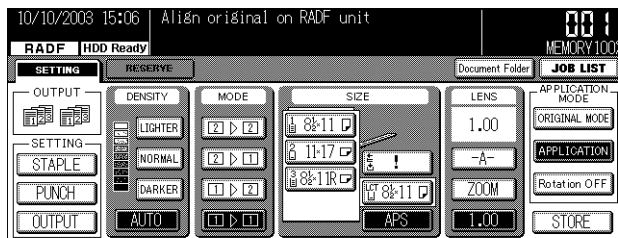


Reminder!

- Do not load transparent films into any tray other than the bypass tray.
- Specify the Bypass paper type as OHP sheet. See p. 3-24.

2. When interleaf sheet is needed, load copy paper in any other tray to match the size of transparent films.

3. Touch **APPLICATION** on the Basic Screen.



9-16 The Application Selection Screen will be displayed on the touch panel.

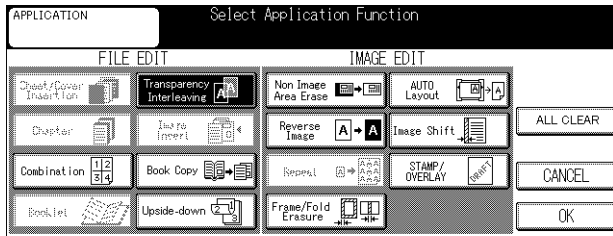
Copying onto Transparent Films (Transparency Interleave) (continued)



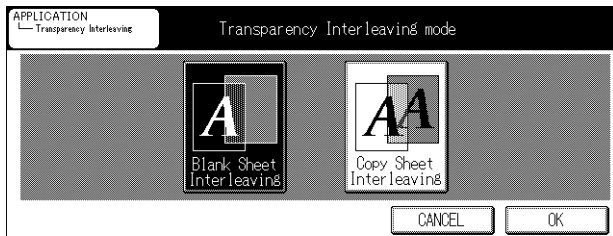
Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

4. Touch *Transparency Interleave* on the Application Selection Screen.



5. Select the desired Transparency Interleave mode, then touch *OK*.



6. Touch *OK* on the Application Selection Screen.

The Basic Screen will be restored.



DETAILS

- AMS is selected automatically.
To release AMS, select the desired magnification.
- Print quantity is already set to 1. You cannot enter any other quantity.

7. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



HINT

For details on positioning originals, see p. 3-2 to p. 3-6.

8. Press [**START**].

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image Area Erase

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

9 Applications

Image Shift

Reduce & Shift

Stamp

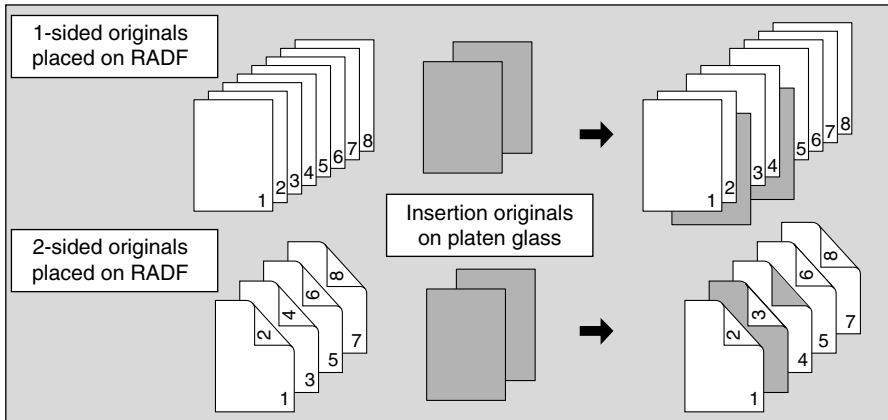
Overlay

Inserting Images into Printed Sets (Image Insert)

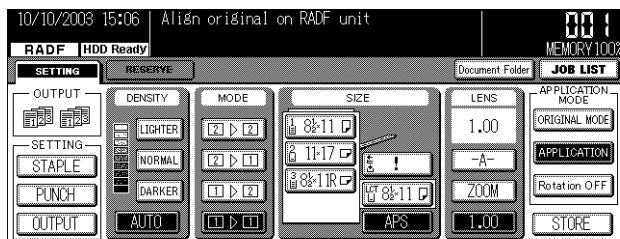
Use the Image insert mode to combine images scanned from the platen glass, such as photos, paste-ups, newspaper articles, graphs, etc., with images scanned from the document feeder. Then, output the combined images as a finished set. The selected copy paper size is determined by the size of originals loaded in the document feeder.

Specifications for Image Insert

- Use RADF and platen glass.
- Max. image insert: 15 locations, from p. 1 to p. 999
- Incompatible Conditions: Group, Rotation Group, Mixed Original, Non-Standard Size, Sheet/Cover Insertion, Chapter, Combination, Transparency Interleave, Book Copy, Non-image Area Erase, Repeat, AUTO Layout, Image Shift, Overlay



1. Touch **APPLICATION** on the Basic Screen.

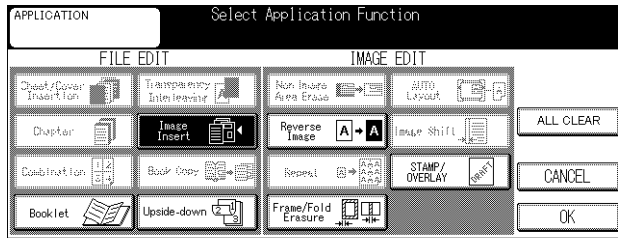


Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

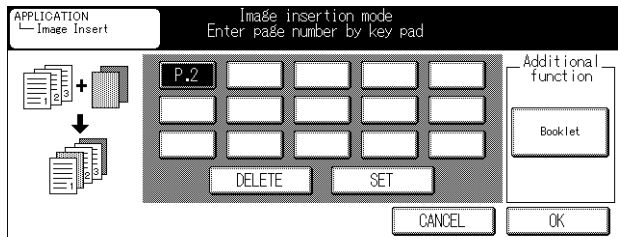
Inserting Images into Printed Sets (Image Insert) (continued)

2. Touch Image Insert on the Application Selection Screen.



The Image Insertion Page Setting Screen will be displayed.

3. Use the control keypad to enter the page number.



Touch **SET** after each entry to move to the next key.

To clear an incorrect entry, touch **DELETE**. The entered page number will be deleted.



HINT

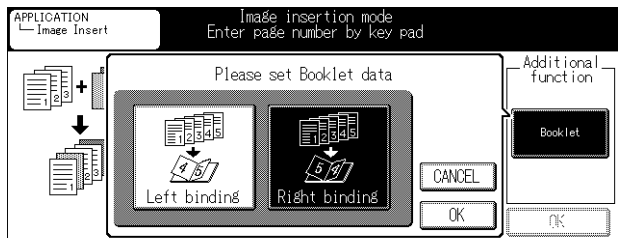
See p. 9-20 for detailed example.



OPTION

Touch **Booklet** on the Image Insertion Page Setting Screen to use this function.

On the Booklet Mode Selection popup menu, touch the desired mode key, then touch **OK** to restore the Image Insertion Page Setting Screen.



4. When all page number entries are made, touch **OK**.

The Application Selection Screen will be restored.

5. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored. The **STORE** key appears highlighted to show that the Store mode is automatically selected.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image Area Erase

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

9 Applications

Image Shift

Reduce & Shift

Stamp

Overlay

Inserting Images into Printed Sets (Image Insert) (continued)

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



See p. 3-7 for details on setting print quantity.

7. Position originals **FACE UP** in the document feeder.

If the number of originals exceeds 50, divide them into blocks not exceeding 50 sheets and load them from the block with the first page.

8. Press [**START**].

The originals positioned in the document feeder will be scanned into memory. Repeat steps 7 and 8 for all originals.

9. Scan the platen glass images.

Open the document feeder. Position an original **FACE DOWN** on the platen glass, then close the document feeder.



Place and scan the originals according to pagination.

10. Press [**START**].

Repeat steps 9 and 10 for all originals.



- Memory overflow may occur during scanning. See p. 5-10 to p. 5-11 for troubleshooting information.
- Should memory overflow occur frequently, it is recommended that you contact your service representative to expand the memory capacity in your machine.

11. Touch **STORE** to exit the Store mode.

12. Press [**START**].

The copier will start printing when ready for output.



When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



For example, if insertion locations are [2/2/6], scanned platen images will be inserted as follows:

The first scanned platen image will be inserted after page 2.

The second scanned platen image will be inserted directly after the first scanned image insertion.

The third scanned platen image will be inserted after page 6.

NOTES:

- When a page number is larger than the total original count, a blank sheet is inserted as the last page.
- Insertions occur in sequence, even if page numbers are entered out of sequence.
- Entering the same page number twice will insert two sheets at that location.

Dividing an Image into Right and Left Pages (Book Copy)

The Book Copy mode performs image division on the original image. Use this function to copy an open book or a ledger sheet onto two 8.5"x11" sheets in 1-1 or 2-1 mode, or onto the front and back sides of one 8.5"x11" sheet in 1-2 or 2-2 mode.

The following three modes can be selected from the Book Copy Screen.

- Full Scan mode: Image division starts from the first scan.
- Front Cover + Full Scan mode: Image division starts from the second scan, after the first scan copies normally.
- Front/Back + Full Scan mode: Image division starts from the third scan, after the first and second scan copy normally.

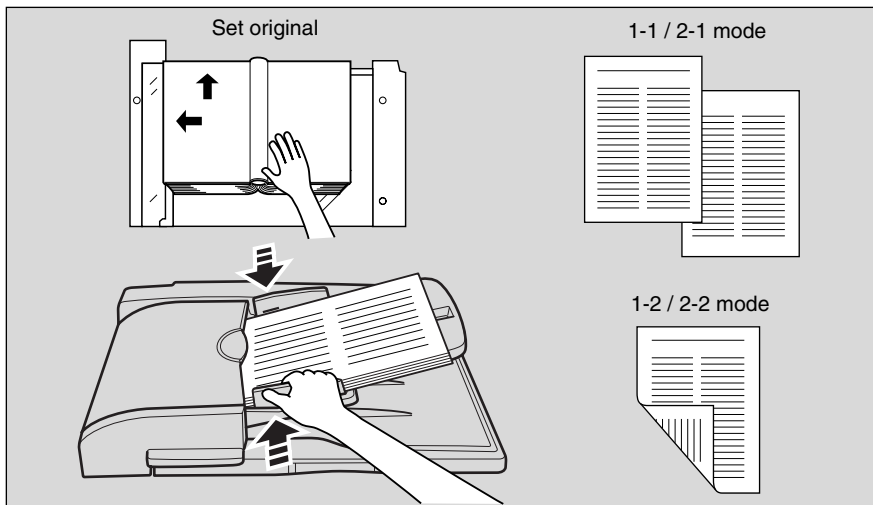
Specifications for Book Copy

- Store mode is automatically selected.
- Original size: 11"x17", 8.5"x11"R, A3, B4, A4R

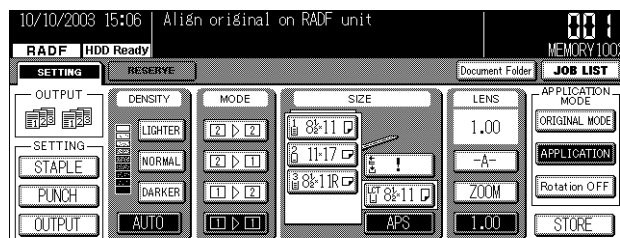
NOTE:

Originals are not limited in size, however, carefully select an appropriate magnification ratio and setting orientation when copying original size other than the above.

- Paper size: 8.5"x11", 8.5"x11"R (use Rotation), 5.5"x8.5"R (use Rotation)
- Incompatible Conditions: APS, Mixed Original, Folded Original, Non-Standard Size, Sheet/Cover Insertion, Chapter, Combination, Image Insert, Upside Down, Repeat, Fold Erasure, Image Shift, Stamp, Overlay



1. Touch **APPLICATION** on the Basic Screen.



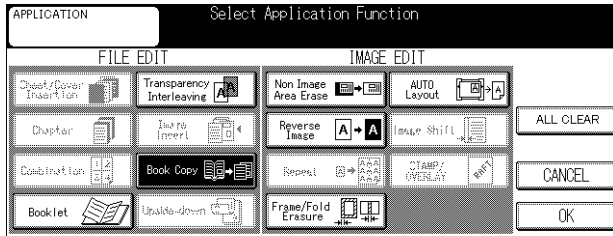
Dividing an Image into Right and Left Pages (Book Copy) (continued)



Reminder!

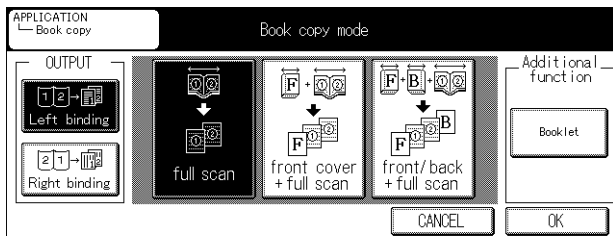
When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

2. Touch **Book Copy** on the Application Selection Screen.



The Book Copy Screen will be displayed.

3. Select the desired Book Copy mode.



Touch to highlight the desired mode key.

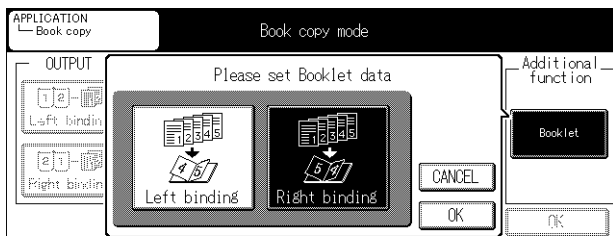
4. Select the desired scanning order according to the original pagination.



OPTION

Touch **Booklet** on the Book Copy Screen to use this function.

On the Booklet Mode Selection popup menu, touch the desired Booklet mode key, then touch **OK** to restore the Image Insertion Page Setting Screen.



5. Touch **OK**.

The Application Selection Screen will be restored.

Dividing an Image into Right and Left Pages (Book Copy) (continued)

6. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

APS and AMS are automatically released, and the **STORE** key appears highlighted to show that the Store mode is automatically selected.

7. Select the desired copy mode and magnification.



DETAILS

- When selecting Full scan mode and scanning from the platen glass, select 1-1 or 1-2 copy mode.
- APS and AMS are released and 1.00 magnification is selected automatically. Change the magnification manually, if desired.

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

See p. 3-7 for details on setting print quantity.

9. Position original(s).

When using platen glass to scan, position the first page **FACE DOWN** with document feeder or platen cover kept open.

When using document feeder, position original(s) **FACE UP**.

For details on scanning originals in Front cover + Full scan and Front/Back + Full scan mode, see the description on the following page.

10. Press [**START**] to scan.

11. Repeat steps 9 and 10 for all originals.



Reminder!

When using platen glass, Non-Image Area Erase and AUTO Layout are automatically selected.

12. Touch **STORE** to exit the Store mode.

13. Press [**START**].

The copier will start printing when ready for output.



CAUTION

When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Application
Selection Screen

Sheet/Cover
Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image
Area Erase

Reverse
Image

Repeat

Frame/Fold
Erasure

AUTO
Layout

9
Applications

Image Shift

Reduce &
Shift

Stamp

Overlay

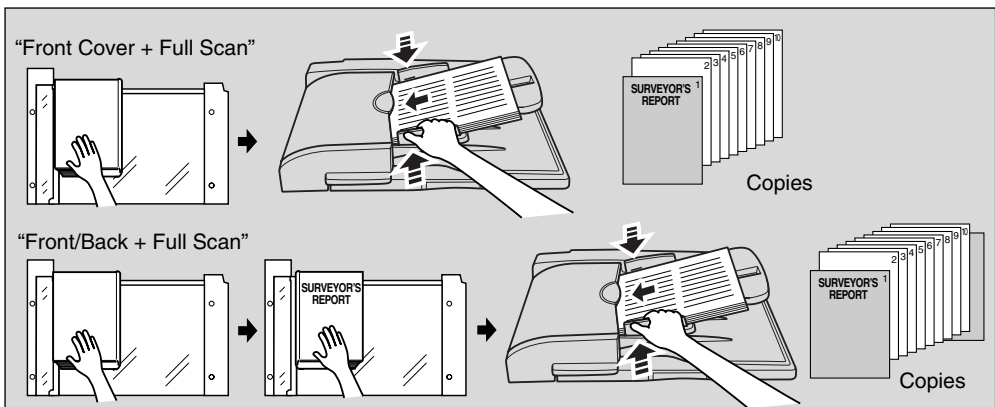
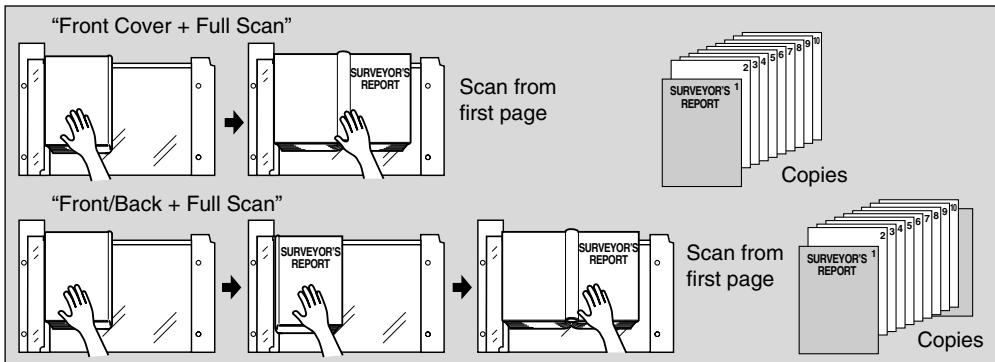
Dividing an Image into Right and Left Pages (Book Copy) (continued)

DETAILS

Scanning Original for Cover

Use platen glass for scanning original for cover.

- 1 Open the document feeder or platen cover.
- 2 Position original for front cover FACE DOWN on the platen glass.
- 3 Press [**START**] to start scanning.
- 4 When Front/Back + Full scan is selected, scan original for back cover according to the above steps 2 and 3.
- 5 Use platen glass or document feeder, as required, for scanning body text originals.
To output the set in the same order as the originals, start scanning from the first page.
- 6 Press [**START**] to start scanning.
- 7 Repeat steps 5 and 6 for subsequent originals.



NOTES:

- Memory overflow may occur during scanning. See p. 5-10 to p. 5-11.
- When using platen glass, Non-Image Area Erase and AUTO Layout are automatically selected.
DO NOT CLOSE the document feeder or platen cover throughout the scanning job.

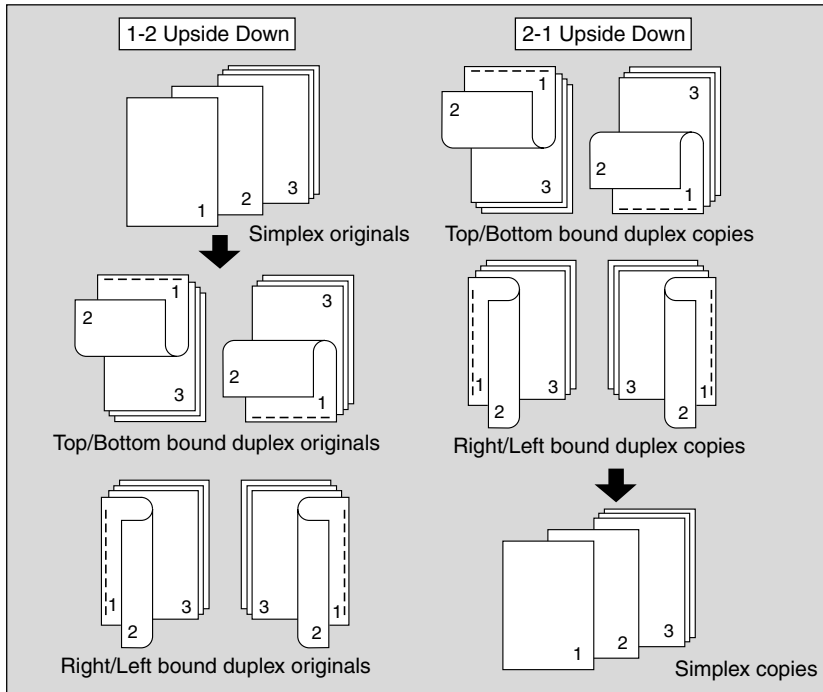
Reverse the Second Side in 1-2 Mode (Upside Down)

1-2 Upside Down arranges the even pages of simplex originals upside down on the reverse side of duplex copies.

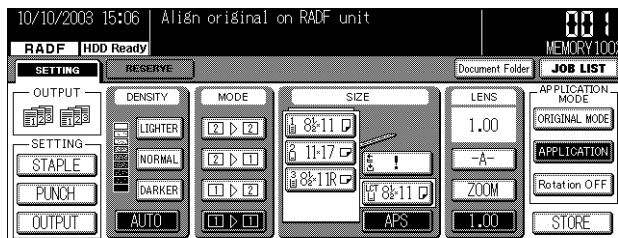
Similarly, 2-1 Upside Down rearranges the reverse sides of duplex originals which read upside down to make normal simplex copies.

Specifications for Upside Down

- 1-2 Upside Down functions only when 1-2 copy mode is selected. 2-1 Upside Down functions only when 2-1 copy mode is selected and RADF is used.
- Incompatible Conditions: Mixed Original, Non-Standard Size, Combination, Booklet, Book Copy, Non-Image Area Erase, Repeat, AUTO Layout, Image Shift



1. Touch **APPLICATION** on the Basic Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image Area Erase

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

9 Applications

Image Shift

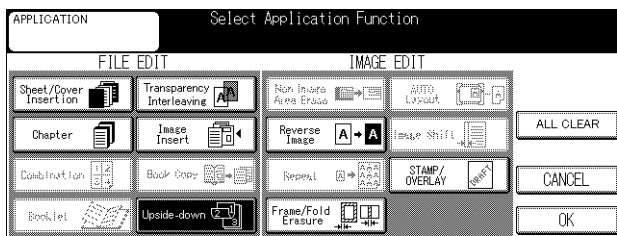
Reduce & Shift

Stamp

Overlay

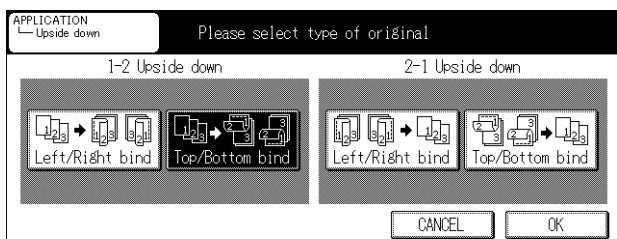
Reverse the Second Side in 1-2 Mode (Upside Down) (continued)

2. Touch *Upside Down* on the Application Selection Screen.



The Upside Down Screen will be displayed.

3. Touch the desired binding type key.



4. Touch *OK*.

The Application Selection Screen will be restored.

5. Touch *OK* on the Application Selection Screen.

The Basic Screen will be restored.

6. Select additional copying features, as desired.

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

See p. 3-7 for details on setting print quantity.

8. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.

When selecting 2-1 Upside Down mode, use RADF to scan originals.



HINTS

- See p. 3-2 to p. 3-6 for details on positioning originals.
- Use RADF store mode when the original count exceeds 50 (p. 3-26 to p. 3-27).

9. Press [*START*].



CAUTION

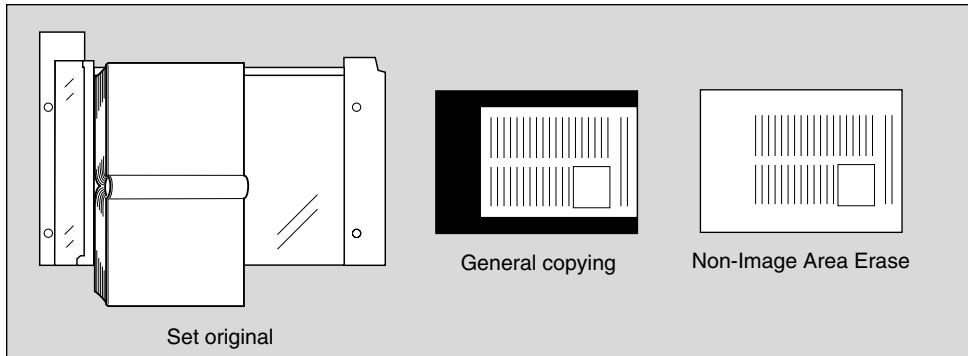
When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

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

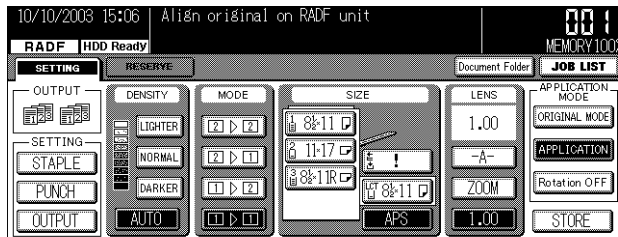
The Non-image area erase mode is used to copy non standard or special originals, such as books, magazines, paste-ups, graphs, thick or thin materials, etc. from the platen glass. The exposed glass area outside the borders of the original will not be copied.

Specifications for Non-Image Area Erase

- ❑ Use the platen glass only. Keep RADF or platen cover open throughout the procedure.
- ❑ Incompatible Conditions: Using RADF, 2-2, 2-1, APS, Sort, Staple, Punch, Group, Rotation Sort, Rotation Group, Mixed Original, Folded Original, Non-Standard Size, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Upside Down, Reverse Image, Image Shift, Stamp, Overlay



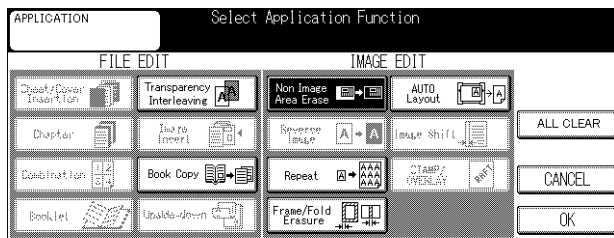
1. Touch **APPLICATION** on the Basic Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

2. Touch **Non-Image Area Erase** on the Application Selection Screen.



The incompatible function keys will be dimmed to show inactivity.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image Area Erase

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

9 Applications

Image Shift

Reduce & Shift

Stamp

Overlay

Erasing Outside of the Original (Non-Image Area Erase) (continued)

3. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

4. Select magnification and paper size, as desired.



DETAILS

- APS and AMS are automatically released.
- Copy mode is automatically set to 1-1. When selecting 1-2 mode, Platen store mode will function automatically.

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



HINT

See p. 3-7 for details on setting print quantity.

6. Position original **FACE DOWN** on the platen glass.



Reminder!

DO NOT CLOSE THE DOCUMENT FEEDER OR PLATEN COVER.
Original size should be larger than 10 mm x 10 mm.

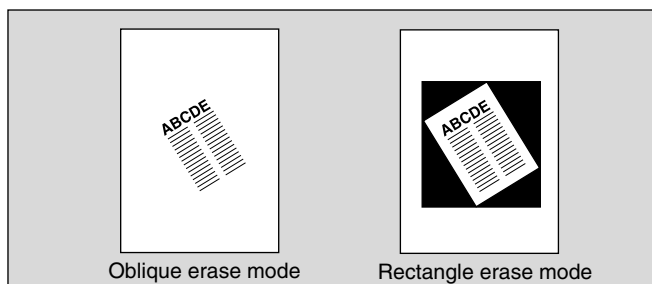
7. Press [**START**].



DETAILS

Oblique Erase and Rectangle Erase Modes

The Non-image area erase has two modes; Rectangle erase mode and Oblique erase mode. The copier is initially set to Oblique erase mode. If copy result is not satisfactory in the initial setting, ask Key Operator to select the Rectangle erase mode, or to specify the original density level to obtain the optimum copy effect. See p. 13-13.



DETAILS

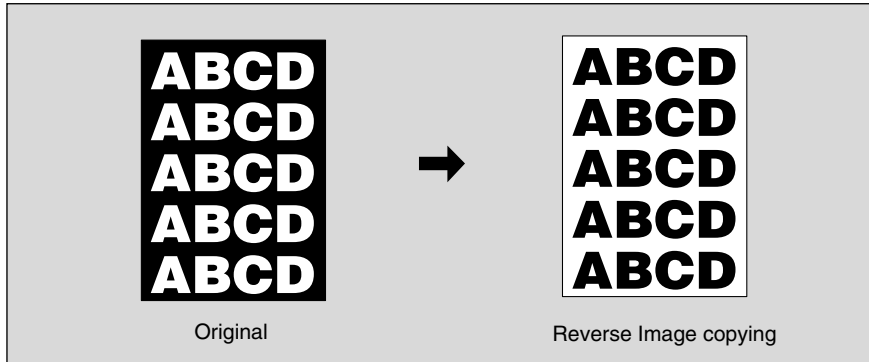
This function may perform incorrectly if lighting is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.

Reversing Color in Black and White Image (Reverse Image)

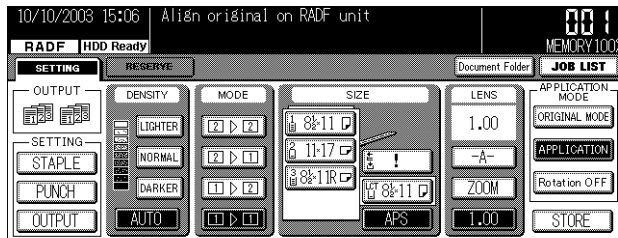
Use Reverse image to reverse the image from black-on-white to white-on-black, and vice versa. This is convenient for copying white-on-black originals and reversing them to fax.

Specifications for Reverse Image

- ❑ Incompatible Conditions: Non-Image Area Erase, AUTO Layout



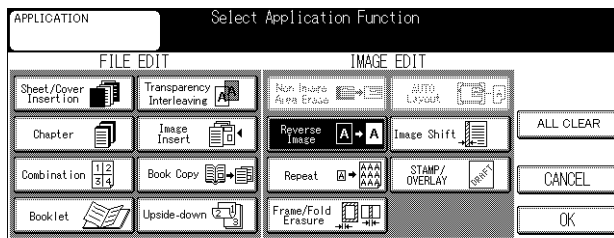
1. Touch **APPLICATION** on the Basic Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

2. Touch **Reverse Image** on the Application Selection Screen.



The incompatible function keys will be dimmed to show inactivity.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image Area Erase

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

9 Applications

Image Shift

Reduce & Shift

Stamp

Overlay

Reversing Color in Black and White Image (Reverse Image) (continued)

3. Touch *OK* on the Application Selection Screen.

The Basic Screen will be restored.

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



HINT

See p. 3-7 for details on setting print quantity.

5. Position original(s) *FACE UP* in the document feeder or *FACE DOWN* on the platen glass.



HINT

For details on positioning originals, see p. 3-2 to p. 3-6.

6. Press [*START*].



CAUTION

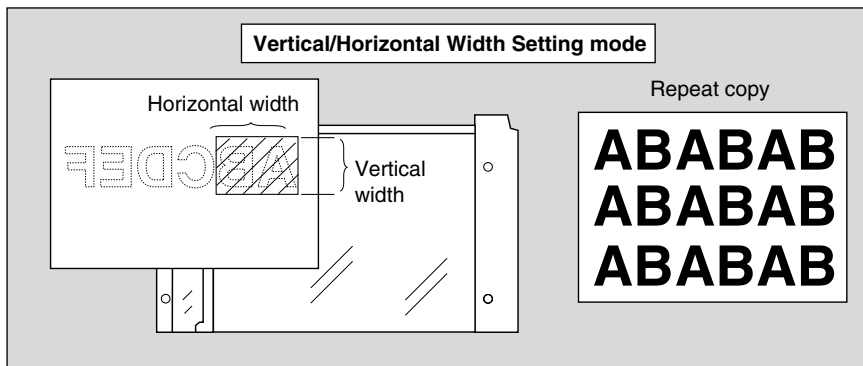
When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Repeating Selected Image Area (Repeat: Vert./Horiz. Mode)

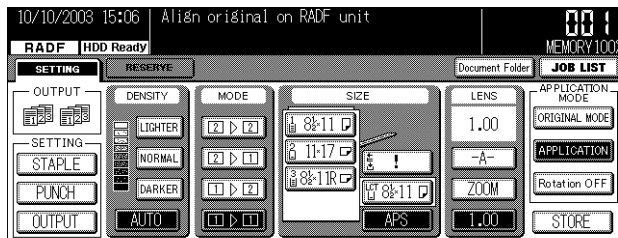
Use this function to repeat the selected image area of 10 mm ~ 150 mm in both vertical and horizontal widths measured from the rear left corner of the 11"x17" original area indicated on the left edge of the platen glass.

Vertical/Horizontal Width Setting Mode Specifications

- Use the platen glass. (RADF cannot be used.)
- Incompatible Conditions: Using RADF, 2-2, 2-1, APS, AMS, Sort, Staple, Punch, Group, Rotation Sort, Rotation Group, Mixed Original, Folded Original, Non-Standard Size, Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Upside Down, Non-Image Area Erase, Frame/Fold Erasure, AUTO Layout, Image Shift, Stamp, Overlay



1. Touch **APPLICATION** on the Basic Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image Area Erase

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

9 Applications

Image Shift

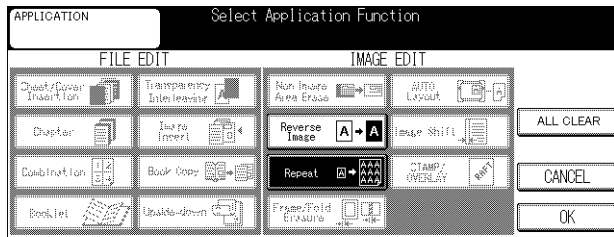
Reduce & Shift

Stamp

Overlay

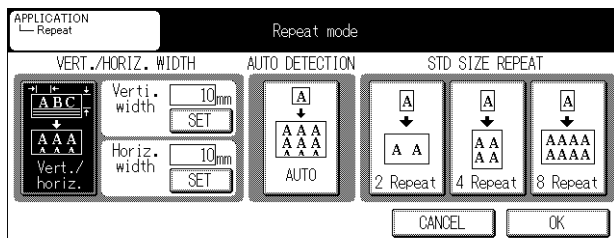
Repeating Selected Image Area (Repeat: Vert./Horiz. Mode) (continued)

2. Touch *Repeat* on the Application Selection Screen.

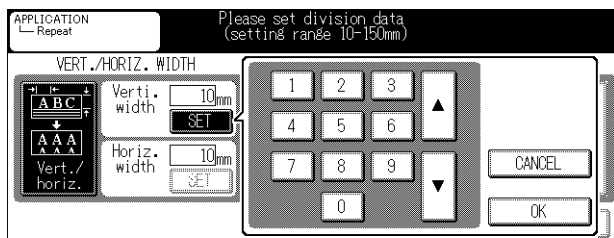


The Repeat Mode Selection Screen will be displayed.

3. Touch *Vert./horiz.*



4. Specify the vertical and horizontal widths of the scanning area.



Touch **SET** to display the Vertical/Horizontal Width Setting popup menu. Use the up/down arrow key or numeric keypads to enter the width from 10 to 150 mm in 1 mm increments.

Touch **OK** on the popup menu to restore the Repeat Mode Selection Screen.

5. Touch **OK**.

The Application Selection Screen will be restored.

6. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

Repeating Selected Image Area (Repeat: Vert./Horiz. Mode) (continued)

7. Select the desired magnification and paper size.



DETAILS

- APS and AMS are automatically released, and 1.00 (100%) is selected as a magnification ratio.
- Copy mode is automatically set to 1-1. When selecting 1-2 mode, Platen store mode will function automatically.

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



HINT

See p. 3-7 for details on setting print quantity.

9. Position original **FACE DOWN** on the platen glass.



HINT

See the illustration on p. 9-31 for details.

10. Press **[START]**.



CAUTION

When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Application
Selection Screen

Sheet/Cover
Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image
Area Erase

Reverse
Image

Repeat

Frame/Fold
Erasure

AUTO
Layout

9
Applications

Image Shift

Reduce &
Shift

Stamp

Overlay

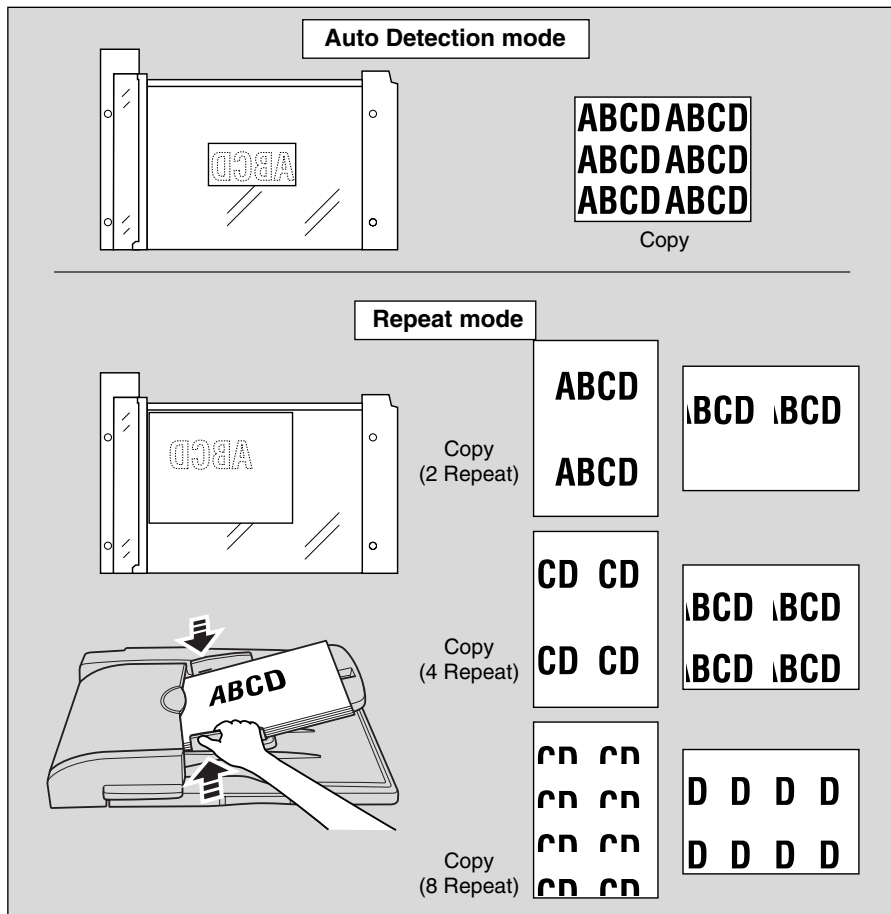
Repeating Automatically or Selecting Repeating Times (Repeat: AUTO/ Repeat Mode)

Auto Detection mode will automatically set the equal repeat area to the size of the original placed onto the platen glass by activating Non-image area erase.

Repeat mode will scan the image area specified by the selected paper size and mode (2 Repeat, 4 Repeat, or 8 Repeat), then arrange the image by specified times in one copy sheet.

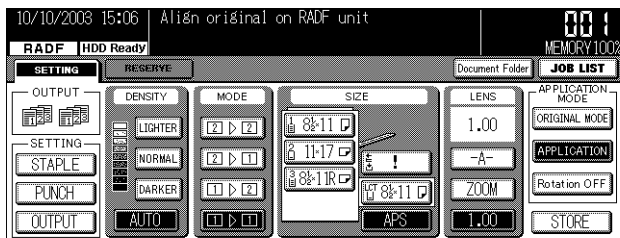
Auto Detection/ Repeat Mode Specifications

- Auto Detection Mode: Use the platen glass. RADF cannot be used.
- Repeat Mode Magnification ratio: 1.00 (100 %) fixed
- Incompatible Conditions: Using RADF (Auto Detection mode only), 2-2 (Auto Detection mode only), 2-1 (Auto Detection mode only), APS, AMS, Sort, Staple, Punch, Group, Rotation Sort, Rotation Group, Mixed Original, Folded Original (available in Repeat mode using RADF to scan), Non-Standard Size, Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Upside Down, Reverse Image (Auto Detection mode only), Frame/Fold Erasure, AUTO Layout, Image Shift, Stamp, Overlay



Repeating Automatically or Selecting Repeating Times (Repeat: AUTO/ Repeat Mode) (continued)

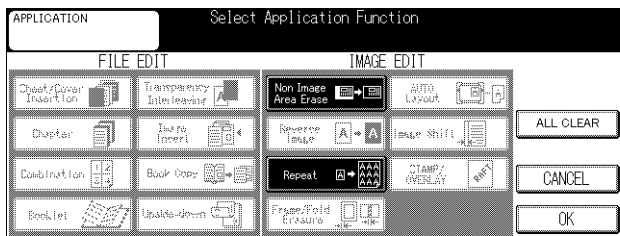
1. Touch **APPLICATION** on the Basic Screen.



Reminder!

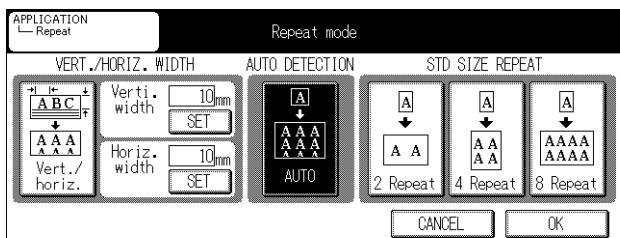
When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

2. Touch **Repeat** on the Application Selection Screen.



The Repeat Mode Selection Screen will be displayed.

3. Touch **AUTO**, **2 Repeat**, **4 Repeat**, or **8 Repeat**, as desired.



Touch **OK** to return to the Repeat Mode Selection Screen.

4. Touch **OK**.

The Application Selection Screen will be restored.



DETAILS

Non-Image Area Erase is automatically selected on the Application Selection Screen when AUTO mode is selected.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image Area Erase

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

9 Applications

Image Shift

Reduce & Shift

Stamp

Overlay

Repeating Automatically or Selecting Repeating Times (Repeat: AUTO/ Repeat Mode) (continued)

5. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

6. Select the desired magnification and paper size.



DETAILS

- APS and AMS are automatically released, and 1.00 (100%) is selected as a magnification ratio.
- When 2 Repeat, 4 Repeat, or 8 Repeat is selected, the scanning area will be a portion of the selected paper size equally divided according to the selected mode.
In this case, magnification ratio will be fixed to 1.00 (100%).
- Copy mode is automatically set to 1-1. When selecting 1-2 mode, Platen store mode will function automatically.

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



HINT

See p. 3-7 for details on setting print quantity.

8. Position original.

For AUTO mode original, open the document feeder or platen cover, then position the original **FACE DOWN** on the platen glass.

For 2 Repeat, 4 Repeat or 8 Repeat mode original, RADF is also available.



HINT

See the illustration on p. 9-34 for details.



Reminder!

When AUTO mode is selected, Non-Image Area Erase functions automatically. **DO NOT** close the document feeder or platen cover.

9. Press [**START**].



CAUTION

When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



DETAILS

The AUTO mode may not operate properly if lighting is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.

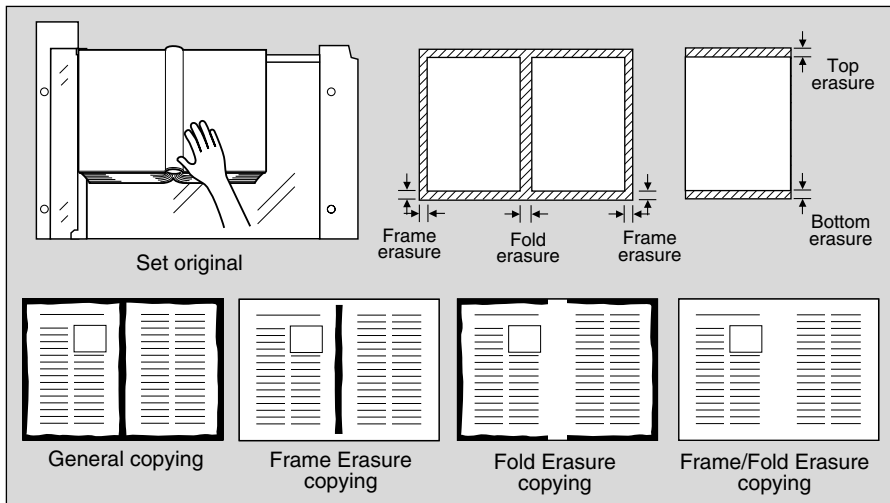
Eliminating Black Copy Marks Along Borders (Frame/Fold Erasure)

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

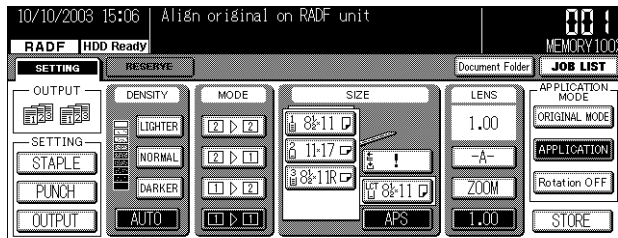
Use Top/Bottom erasure mode to erase the black copy marks at the top and/or bottom of the copy image.

Specifications for Frame/Fold Erasure

- Incompatible with Frame Erasure and Top/Bottom Erasure: Non-Standard Size, Combination, Repeat
- Incompatible with Fold Erasure: Mixed Original, Non-Standard Size, Combination, Booklet, Book Copy, Repeat



1. Touch **APPLICATION** on the Basic Screen.

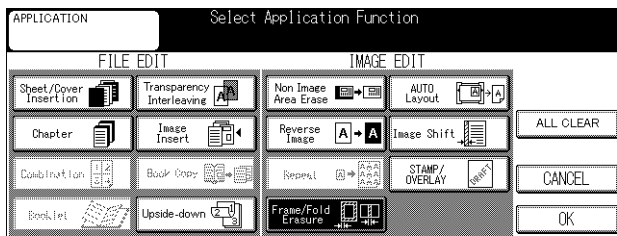


Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

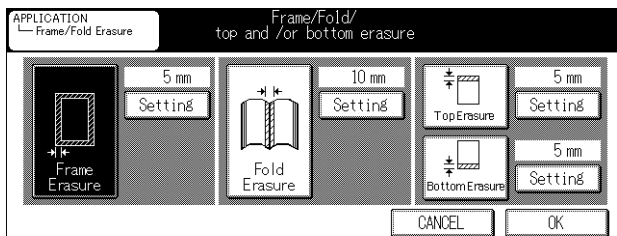
Eliminating Black Copy Marks Along Borders (Frame/Fold Erasure) (continued)

2. Touch *Frame/Fold Erasure* on the Application Selection Screen.

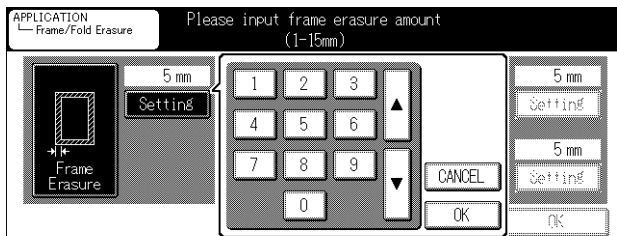


The Frame/Fold Erasure Selection Screen will be displayed.

3. Select the desired erasure mode, then specify the erasure amount.



Touch **Frame Erasure**, **Fold Erasure**, **Top Erasure**, or **Bottom Erasure** to highlight it. To specify the erasure amount, touch **Setting** in the selected erasure mode area to display the popup menu, then use arrow keys or the numeric keypads to specify the desired erasure amount, from 1 ~ 15 mm (Frame erasure) / 1 ~ 30 mm (Fold erasure) / 1 ~ 100 mm (Top/Bottom erasure) in 1 mm increments.



Touch **OK** on the popup menu to restore the Frame/Fold Erasure Selection Screen. Frame erasure, Fold erasure and Top/Bottom erasure can be selected in combination.

4. Touch **OK**.

The Application Selection Screen will be restored.

5. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

Eliminating Black Copy Marks Along Borders (Frame/Fold Erasure) (continued)

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



See p. 3-7 for details on setting print quantity.

7. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



For details on positioning originals, see p. 3-2 to p. 3-6.



When closing the document feeder or platen cover on a thick original (e.g. open book), do not press it down too hard. Keep the document feeder or platen cover open, if required.

8. Press [**START**].



When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Application
Selection Screen

Sheet/Cover
Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image
Area Erase

Reverse
Image

Repeat

Frame/Fold
Erasure

AUTO
Layout

9
Applications

Image Shift

Reduce &
Shift

Stamp

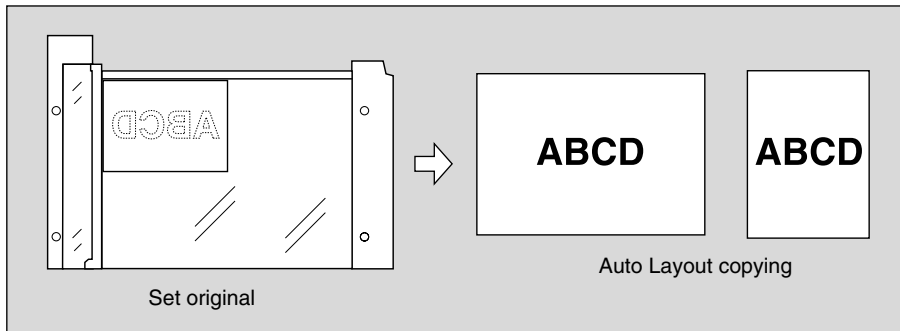
Overlay

Copying Image in the Center of Copy Paper (AUTO Layout)

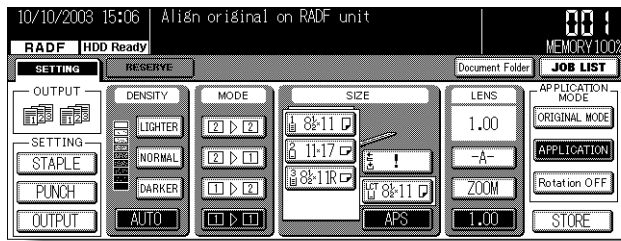
Use this function to detect the image area of the original and center the whole image on the copy paper making it easy to copy small pieces of paper.

Specifications for AUTO Layout

- ❑ Use platen glass. RADF cannot be used.
- ❑ Non-Image Area Erase is automatically selected (can be released manually).
- ❑ Incompatible Conditions: Using RADF, 2-2, 2-1, APS, Sort, Staple, Group, Rotation Sort, Rotation Group, Mixed Original, Folded Original, Non-Standard Size, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Upside Down, Reverse Image, Repeat, Image Shift, Stamp, Overlay



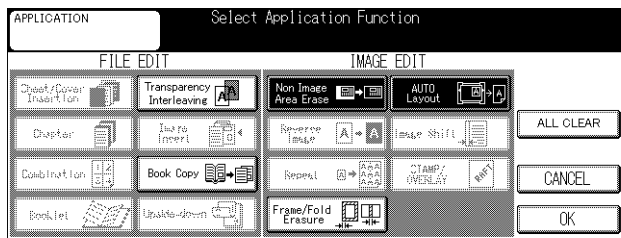
1. Touch **APPLICATION** on the Basic Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

2. Touch **AUTO Layout** on the Application Selection Screen.



The incompatible function keys will be dimmed to show inactivity.

Copying Image in the Center of Copy Paper (AUTO Layout) (continued)



DETAILS

- Non-Image Area Erase will be selected automatically.
- When using the Book Copy with this function, an original smaller than the selected paper size will be printed in the center of the copy paper without image division performed.

3. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

4. Select the desired magnification and paper size on the Basic Screen.



DETAILS

- APS and AMS are automatically released, and 1.00 (100%) is selected as a magnification ratio.
- Copy mode is automatically set to 1-1. When selecting 1-2 mode, Platen store mode will function automatically.

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



HINT

See p. 3-7 for details on setting print quantity.

6. Position original **FACE DOWN** on the platen glass.



HINT

For details on positioning originals, see p. 3-5 to p. 3-6.



Reminder!

DO NOT close the RADF or platen cover when Non-Image Area Erase is selected.

Placing original obliquely on the platen glass may cause black copy marks.

7. Press [**START**].



CAUTION

When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



DETAILS

The AUTO layout function may not operate properly if lighting is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.

Application
Selection Screen

Sheet/Cover
Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image
Area Erase

Reverse
Image

Repeat

Frame/Fold
Erasure

AUTO
Layout

9

Applications

Image Shift

Reduce &
Shift

Stamp

Overlay

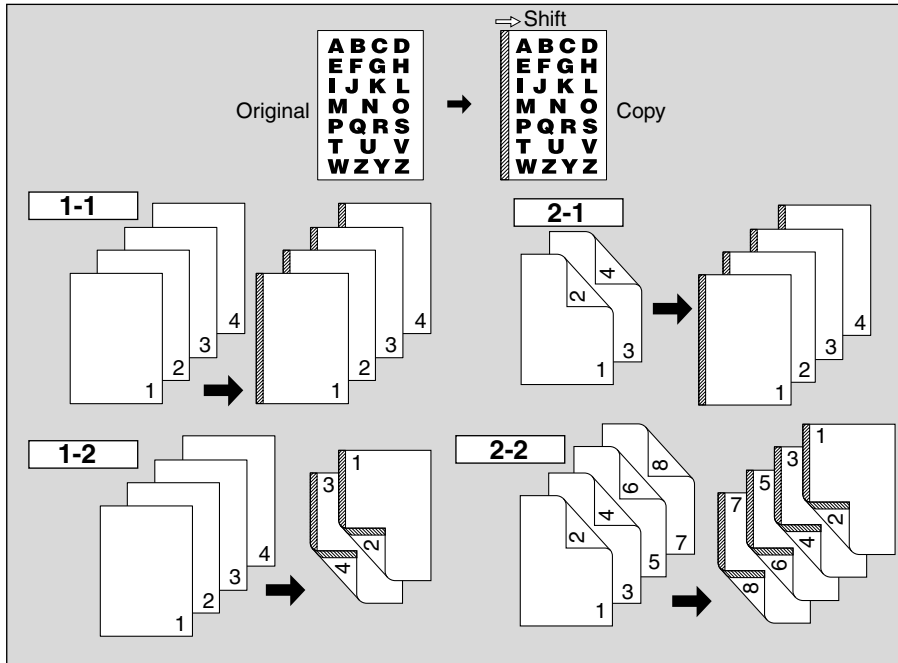
Adjusting Position of Copy Image (Image Shift)

Use Image Shift to adjust the position of copy images, e.g. for the purpose of creating a new binding margin on originals to make it easier for filing purposes.

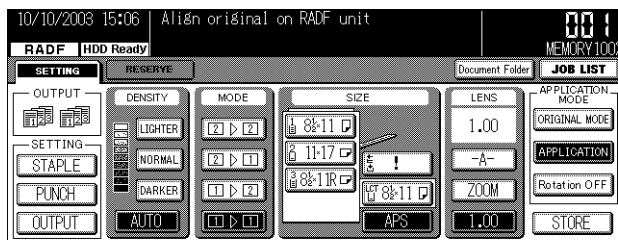
If image loss is likely, select the Reduce & Shift mode instead of regular Image shift. See p. 9-44.

Specifications for Image Shift

- Shift amount: -250 to +250 mm in 1 mm increments
- Incompatible Conditions: APS, Punch, Mixed Original, Non-Standard Size, Booklet, Image Insert, Book Copy, Upside Down, Non-Image Area Erase, Repeat, AUTO Layout, Stamp, Overlay



1. Touch **APPLICATION** on the Basic Screen.

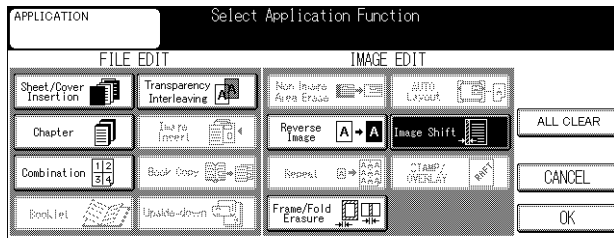


Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

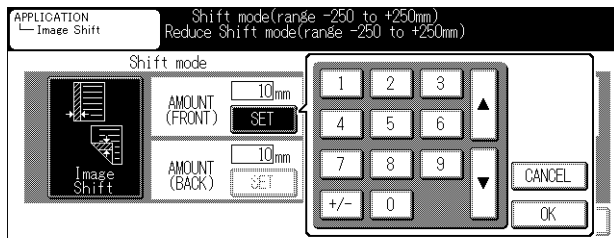
Adjusting Position of Copy Image (Image Shift) (continued)

2. Touch *Image Shift* on the Application Selection Screen.



The Image Shift Setting Screen will be displayed.

3. Touch *Image Shift*, then specify the shift amount.



Touch **SET** to display the popup menu, then use the up/down arrow key or the numeric keypads to enter the desired shift amount, from -250 to +250 mm in 1 mm increments. Touch **OK** on the popup menu to restore the Image Shift Setting Screen.

4. Touch **OK**.

The Application Selection Screen will be restored.

5. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

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



HINT

See p. 3-7 for details on setting print quantity.

7. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



HINT

For details on positioning originals, see p. 3-2 to p. 3-6.

8. Press [**START**].



CAUTION

When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image Area Erase

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

9 Applications

Image Shift

Reduce & Shift

Stamp

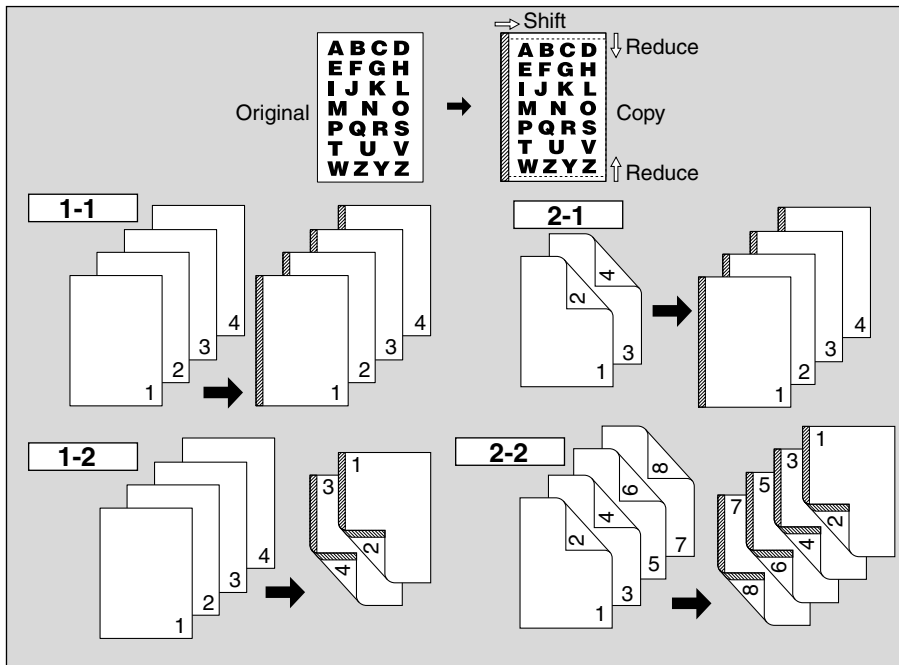
Overlay

Reducing Images to Create Binding Margin (Reduce&Shift)

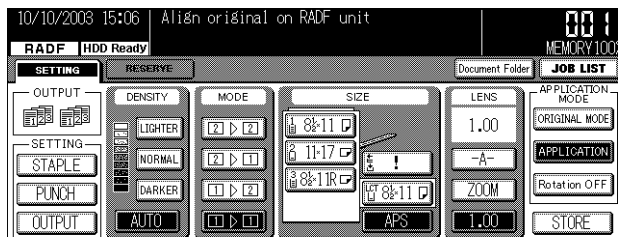
Use Reduce & Shift instead of regular Image Shift to prevent image loss when creating a binding margin.

Specifications for Reduce & Shift

- AMS is automatically selected and cannot be released.
- Shift amount: -250 to +250 mm in 1 mm increments
- Incompatible Conditions: Mixed Original, Non-Standard Size, Image Insert, Book Copy, Upside Down, Non-Image Area Erase, Repeat, AUTO Layout, Stamp, Overlay



1. Touch **APPLICATION** on the Basic Screen.

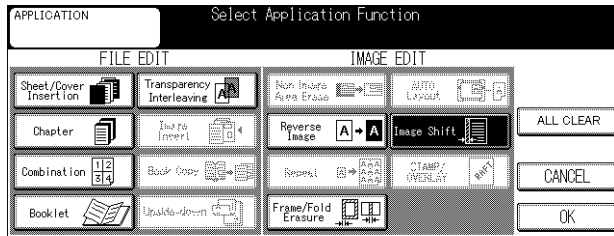


Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

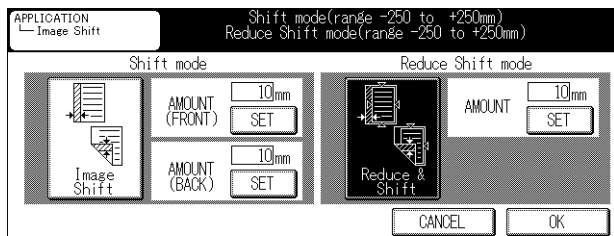
Reducing Images to Create Binding Margin (Reduce&Shift) (continued)

2. Touch *Image Shift* on the Application Selection Screen.

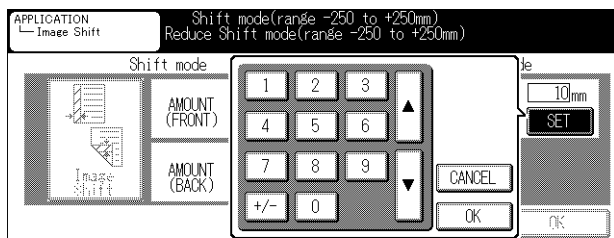


The Image Shift Setting Screen will be displayed.

3. Touch *Reduce & Shift*, then specify the shift amount.



Touch **SET** to display the popup menu, then use the up/down arrow key or the numeric keypads to enter the desired shift amount, from -250 to +250 mm in 1 mm increments.



Touch **OK** on the popup menu to restore the Image Shift Setting Screen.

DETAILS

The AMS will automatically determine the magnification ratio according to the shift amount specified. The shift amount and magnification ratio determined will be automatically applied to both the front and back pages.

4. Touch **OK**.

The Application Selection Screen will be restored.

5. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image Area Erase

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

9 Applications

Image Shift

Reduce & Shift

Stamp

Overlay

Reducing Images to Create Binding Margin (Reduce&Shift) (continued)

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



See p. 3-7 for details on setting print quantity.

7. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



For details on positioning originals, see p. 3-2 to p. 3-6.

8. Press [**START**].



CAUTION

When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Printing Stamp, Page, Watermark onto Copies (Stamp)

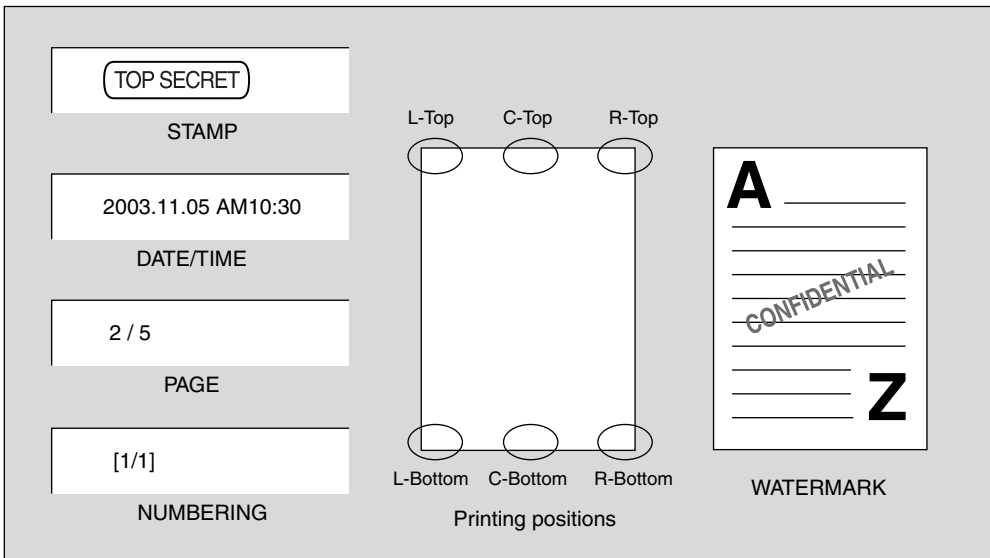
This function allows you to print onto output copies the desired type of stamp, date/time, page number and numbering at the location designated on the screen, and to print the desired letter type obliquely in the center of the page (WATERMARK).

The four stamp types and watermark provided on the Stamp Menu Screen can be used individually or in multiple combinations.

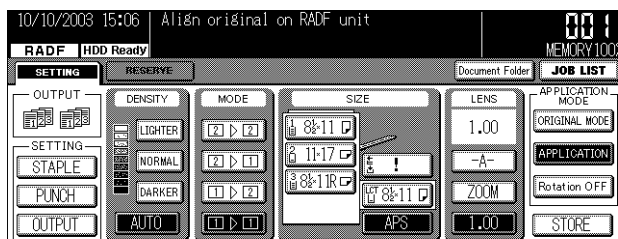
Specification for STAMP

- Incompatible Conditions: Group (with NUMBERING), Rotation Group (with NUMBERING), Mixed Original, Non-Standard Size, Image Insert, Book Copy, Non-Image Area Erase, Repeat, AUTO Layout, Image Shift, Overlay

* Some copy conditions except the above mentioned may be incompatible depending on the combination of the selected copy conditions.



1. Touch **APPLICATION** on the Basic Screen.

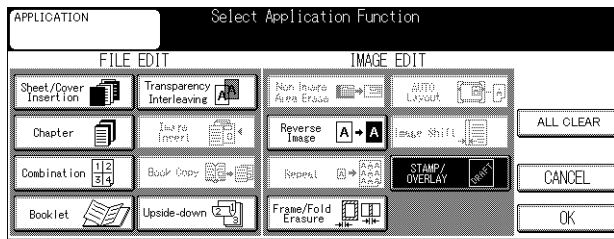


Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

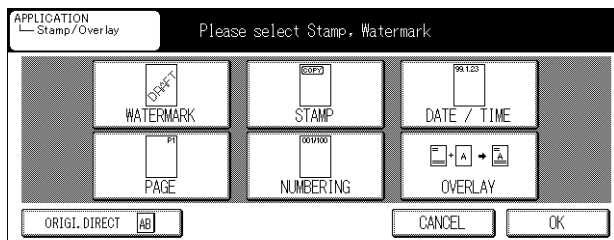
Printing Stamp, Page, Watermark onto Copies (Stamp) (continued)

2. Touch **STAMP/OVERLAY** on the Application Selection Screen.

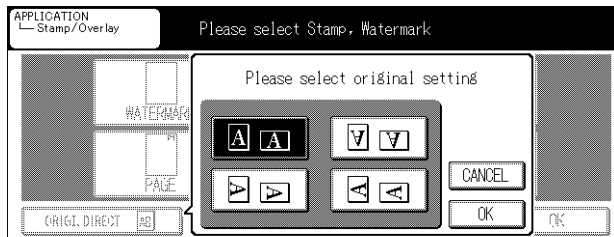


The Stamp Menu Screen will be displayed.

3. Touch **ORIGI. DIRECT.**



The Original Direction popup menu will be displayed.

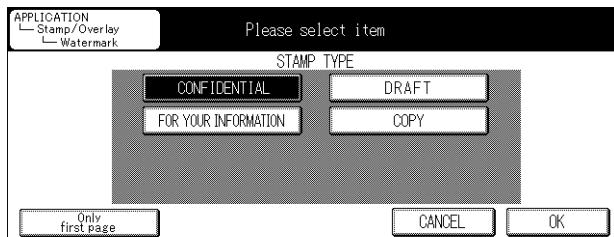


Touch the key to match the originals to be copied, then touch **OK**.

4. Touch to select the desired key.

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

5. When selecting **WATERMARK**: Specify the watermark type and pages to print on.



Touch to highlight the desired watermark key on the screen.

Touch **Only first page** to print the selected watermark on the first page only.

Printing Stamp, Page, Watermark onto Copies (Stamp) (continued)

When selecting **STAMP**: Specify the stamp type, printing position, and pages to print on.

APPLICATION
Stamp/Overlay
Stamp

Please select item

STAMP TYPE

TOP SECRET COPY
IMPORTANT CONFIDENTIAL
URGENT DRAFT
PLEASE REPLY

SELECT POSITION

L-Top C-Top R-Top
L-Bottom C-Bottom R-Bottom

Only first page

CANCEL OK

Touch to highlight the desired stamp type key on the screen.
Touch the desired position key to select the stamp position.
Touch **Only first page** to print the selected stamp on the first page only.

When selecting **DATE/TIME**: Specify the date/time type, printing position, and pages to print on.

APPLICATION
Stamp/Overlay
Data/Time

Please select date & time type

DATE

yy.mm.dd
dd-mm-yy
mm-dd-yy

TIME

AM/PM hh:mm hh:mm
None

SELECT POSITION

L-Top C-Top R-Top
L-Bottom C-Bottom R-Bottom

Only first page

CANCEL OK

Touch to highlight the desired date and time keys on the screen.
Touch the desired position key to select the stamp position.
Touch **Only first page** to print the selected stamp on the first page only.

When selecting **PAGE**: Specify the **PAGE** type and printing position.

APPLICATION
Stamp/Overlay
Page

Please select item

STAMP TYPE

P1,P2,P3 1,2,3
1/5,2/5,3/5 -1,-2,-3-

SELECT POSITION

L-Top C-Top R-Top
L-Bottom C-Bottom R-Bottom

CANCEL OK

Touch to highlight the desired page type key on the screen.
Touch the desired position key to select the stamp position.

DETAILS

Service can set the machine to white out the print area of the page number, so that the page number is readable when it overlaps the copy image. Contact your service representative, if desired.

Application
Selection Screen

Sheet/Cover
Insertion

Chapter

Combination

Booklet

Transparency

Image Insert

Book Copy

Upside Down

Non-Image
Area Erase

Reverse
Image

Repeat

Frame/Fold
Erasure

AUTO
Layout

9
Applications

Image Shift

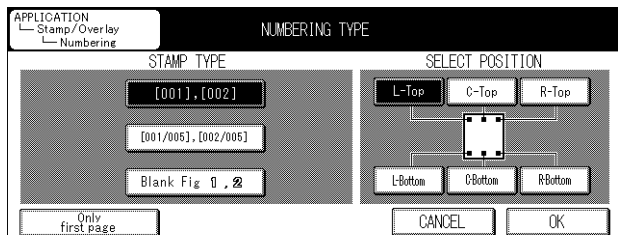
Reduce &
Shift

Stamp

Overlay

Printing Stamp, Page, Watermark onto Copies (Stamp) (continued)

When selecting **NUMBERING**: Specify the numbering type, printing position, and pages to print on.



Touch to highlight the desired numbering type key on the screen.
Touch the desired position key to select the stamp position.
Touch **Only first page** to print the selected stamp on the first page only.



DETAILS

Service can set the machine to white out the print area of the number, so that the number is readable when it overlaps the copy image. Contact your service representative, if desired.

6. Touch **OK**.

The Stamp Menu Screen will be restored.
Touch to select another stamp function key to use in combination, if desired.

7. Touch **OK** on the Stamp Menu Screen.

The Application Selection Screen will be restored.

8. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

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



HINT

See p. 3-7 for details on setting print quantity.

10. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



HINT

For details on positioning originals, see p. 3-2 to p. 3-6.

11. Press [**START**].



CAUTION

When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

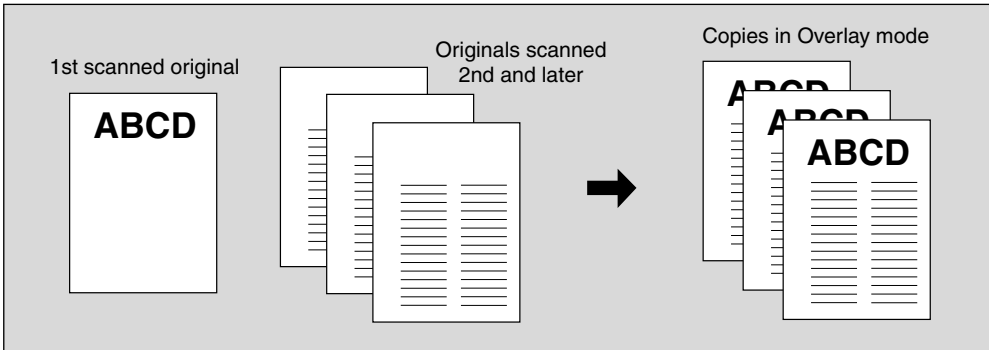
Overlaying an Image onto Each Page Copied in the Job (Overlay)

- Application Selection Screen
- Sheet/Cover Insertion
- Chapter
- Combination
- Booklet
- Transparency
- Image Insert
- Book Copy
- Upside Down
- Non-Image Area Erase
- Reverse Image
- Repeat
- Frame/Fold Erasure
- AUTO Layout
- 9 Applications**
- Image Shift
- Reduce & Shift
- Stamp
- Overlay

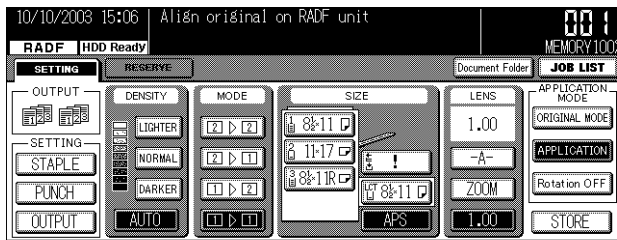
Use this function to scan an image, then overlay the image onto each page copied in the job.

Specification for Overlay

- Store mode is automatically selected.
 - Incompatible Conditions: Rotation Sort, Rotation Group, Mixed Original, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Book Copy, Non-Image Area Erase, Repeat, AUTO Layout, Image Shift, Stamp
- * Some copy conditions except the above mentioned may be incompatible depending on the combination of the selected copy conditions.



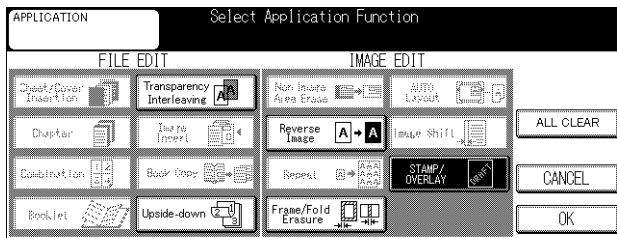
1. Touch **APPLICATION** on the Basic Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

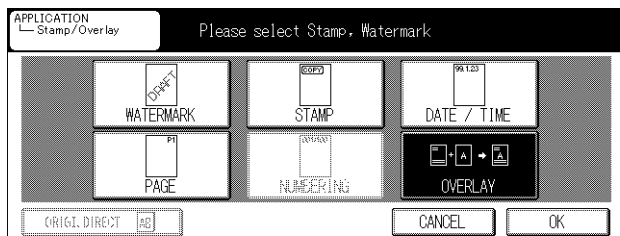
2. Touch **STAMP/OVERLAY** on the Application Selection Screen.



The Stamp Menu Screen will be displayed.

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

3. Touch **OVERLAY**.



4. Touch **OK** on the Stamp/Overlay Selection Screen.

The Application Selection Screen will be restored.

5. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored. The **STORE** key appears highlighted to show that the Store mode is automatically selected.

6. Select the desired paper size and magnification on the Basic Screen.

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



HINT

See p. 3-7 for details on setting print quantity.

8. Position the overlaying original.

Position the original FACE UP in the document feeder or FACE DOWN on the platen glass.



HINT

For details on positioning originals, see p. 3-2 to p. 3-6.

9. Press [**START**].

The original image will be scanned into memory.

10. Position the original(s) to be overlaid.

Position the original FACE UP in the document feeder or FACE DOWN on the platen glass.

11. Press [**START**] to scan.

12. Repeat steps 10 and 11 for all originals.

13. Touch **STORE** to exit the Store mode.

14. Press [**START**] to print.



CAUTION

When the finisher / inner / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

SECTION

10

Paper and Original Information

Paper Information.....	10-2
Original Information.....	10-8

Paper
Information

Original
Information

10
Paper &
Original Info

Paper Information

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

- Tray 1 and 2 (Main body trays)
- Tray 3 (DB-211/DB-411 Drawer Base Unit)
- Tray 4 (DB-211 Drawer Base Unit)
- LCT (LT-203)
- Multi-sheet bypass tray

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

- ADU (Automatic Duplex Unit)
- Finisher (FS-113/FS-114)
- Punch kit (PK-114)
- Saddle kit (SK-114)
- Inner tray (IT-101)
- Branch kit (BK-114)
- Exit tray (ET-101) (for the machine without Finisher)

Refer to the following information on paper capacity for each.

Paper Weight

Paper Trays	Weight
Tray 1 and 2 (Main body trays) Tray 3 (DB-211/411) Tray 4 (DB-211)	16 ~ 24 lb
Multi-sheet bypass tray	13 ~ 32 lb 13 ~ 15 lb when specified as Thin paper 25 ~ 32 lb when specified as Thick paper 1 * Specify the paper type as Thick paper 2 when using paper of poor fixability, irrespective of the paper weight. Special (transparency film, labels, hole punch)
Equipment	Weight
ADU	16 ~ 24 lb
Finisher (FS-113)	13 ~ 32 lb 16 ~ 24 lb in Staple mode
Finisher (FS-114)	13 ~ 32 lb in Non-sort mode
Branch kit (BK-114)	16 ~ 24 lb in Sort, Group, or Staple mode
Finisher (FS-114) with Punch kit (PK-114)	13 ~ 32 lb
Finisher (FS-114) with Saddle kit (SK-114)	16 ~ 24 lb
Inner tray (IT-101)	13 ~ 32 lb
Exit tray (ET-101)	



HINT

See p. 13-28 for Paper Type setting of each tray.

Tray / Exit Tray Capacity

Paper Trays	Capacity
Tray 1 and 2 (Main body tray)	500 sheets (20 lb)
Tray 3 and 4 (DB-211)	500 sheets (20 lb)
Tray 3 (DB-411)	1,500 sheets (20 lb)
LCT (LT-203)	2,000 sheets (20 lb)
Multi-sheet bypass tray	50 sheets (20 lb) 1 sheet each for special stock
Equipment	Capacity
ADU	Unlimited
Finisher (FS-113)	Secondary (Sub) tray: 250 sheets max. (or 36 mm max.) (20 lb) 20 sheets max. for thick paper and transparent film Primary (Main) tray: 1,500 sheets max. (or 187.5 mm max.): 11"x17", 8.5"x14" 3,000 sheets max. (or 375 mm max.): 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R See the table below for paper capacity in Staple mode.
Finisher (FS-114)	See the tables on p. 10-4 to p. 10-5.
Inner tray (IT-101)	50 sheets max. for Exit tray 1 100 sheets max. for Exit tray 2
Exit tray (ET-101)	100 sheets max.



DETAILS

Tray Capacity for FS-113 Finisher in Staple mode

No. of copies	Tray capacity (set)	Tray capacity (sheet)
2 sheets	100 sets	200 sheets
3 - 5 sheets	80 sets	400 sheets
6 - 10 sheets	60 sets	600 sheets
11 - 20 sheets	40 sets	800 sheets
21 - 30 sheets	60 sets	1,800 sheets
31 - 40 sheets	60 sets	2,400 sheets
41 - 50 sheets	60 sets	3,000 sheets

Paper Information

Original Information

10
Paper & Original Info

Paper Information (continued)



DETAILS

Tray Capacity for FS-114 Finisher

FS-114 Finisher only: 2 exit trays

Exit tray/Output mode		Copy size/Paper type			
		5.5"x8.5"R	8.5"x11", 8.5"x11"R	11"x17", 8.5"x14"	Thick/Thin paper, Transparency
Exit tray 1	Non-sort	200 sheets	200 sheets	200 sheets	20 sheets
	Sort/Group	–	200 sheets	200 sheets	–
	Staple	–	200 sheets/20 sets	200 sheets/20 sets	–
Exit tray 2	Non-sort	1000 sheets	1000 sheets	500 sheets	20 sheets
	Sort/Group	–	1000 sheets	500 sheets	–
	Staple	–	1000 sheets/100 sets	500 sheets/50 sets	–

FS-114 Finisher with BK-114 Branch Kit: 3 exit trays

Exit tray/Output mode		Copy size/Paper type			
		5.5"x8.5"R	8.5"x11", 8.5"x11"R	11"x17", 8.5"x14"	Thick/Thin paper, Transparency
Exit tray 1	Non-sort	200 sheets	200 sheets	200 sheets	20 sheets
	Sort/Group	–	200 sheets	200 sheets	–
	Staple	–	200 sheets/20 sets	200 sheets/20 sets	–
Exit tray 2	Non-sort	200 sheets/20 sets	200 sheets/20 sets	200 sheets/20 sets	20 sheets
	Sort/Group	–	200 sheets/20 sets	200 sheets/20 sets	–
	Staple	–	200 sheets/20 sets	200 sheets/20 sets	–
Exit tray 3	Non-sort	500 sheets	500 sheets	250 sheets	20 sheets
	Sort/Group	–	500 sheets	250 sheets	–
	Staple	–	500 sheets/50 sets	250 sheets/25 sets	–

FS-114 Finisher with SK-114 Saddle Kit: Saddle tray + 2 exit trays

Exit tray/Output mode		Copy size/Paper type			
		5.5"x8.5"R	8.5"x11", 8.5"x11"R	11"x17", 8.5"x14"	Thick/Thin paper, Transparency
Saddle tray	Fold/Fold&Stitch	–	200 sheets/20 sets	200 sheets/20 sets	–
Exit tray 1	Non-sort	200 sheets	200 sheets	200 sheets	20 sheets
	Sort/Group	–	200 sheets	200 sheets	–
	Staple	–	200 sheets/20 sets	200 sheets/20 sets	–
Exit tray 2	Non-sort	500 sheets	500 sheets	250 sheets	20 sheets
	Sort/Group	–	500 sheets	250 sheets	–
	Staple	–	500 sheets/50 sets	250 sheets/25 sets	–

Paper Information (continued)

FS-114 Finisher with SK-114 Saddle Kit and BK-114 Branch Kit: Saddle tray + 3 exit trays

Exit tray/Output mode		Copy size/Paper type			
		5.5"x8.5"R	8.5"x11", 8.5"x11"R	11"x17", 8.5"x14"	Thick/Thin paper, Transparency
Saddle tray	Fold/Fold&Stitch	–	200 sheets/20 sets	200 sheets/20 sets	–
Exit tray 1	Non-sort	200 sheets	200 sheets	200 sheets	20 sheets
	Sort/Group	–	200 sheets	200 sheets	–
	Staple	–	200 sheets/20 sets	200 sheets/20 sets	–
Exit tray 2	Non-sort	500 sheets	500 sheets	250 sheets	20 sheets
	Sort/Group	–	500 sheets	250 sheets	–
	Staple	–	500 sheets/50 sets	250 sheets/25 sets	–
Exit tray 3	Non-sort	200 sheets	200 sheets	100 sheets	20 sheets
	Sort/Group	–	200 sheets	100 sheets	–
	Staple	–	200 sheets/20 sets	100 sheets/10 sets	–

Paper
Information

Original
Information

10
Paper &
Original Info

Paper Information (continued)

Paper Size

Paper Trays	Available Sizes
Tray 1 (Main body tray)	8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R
Tray 2 (Main body tray)	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R
Tray 3 (DB-211)	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R
Tray 3 (DB-411)	8.5"x11", 8.5"x11"R, or A4R fixed (Service adjustable)
Tray 4 (DB-211)	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R
LCT (LT-203)	8.5"x11" fixed
Multi-sheet bypass tray	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R
Equipment	Available Sizes
ADU	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"* * Landscape orientation only.
Finisher (FS-113)	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R
Finisher (FS-114)	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R
Finisher (FS-114) with Branch kit (BK-114)	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R
Finisher (FS-114) with Saddle kit (SK-114)	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R Saddle tray: 11"x17", 8.5"x14", 8.5"x11"R, 5.5"x8.5"R
Inner tray (IT-101)	Exit tray 1/2: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"R
Exit tray (ET-101)	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R

Special Paper in Multi-Sheet Bypass Tray

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

Transparent film, labels, hole punched, paper of poor fixability



CAUTION

Do not use paper with any staples, or paper that conducts electricity (silver, carbon, etc.), otherwise an accident may occur as a result of fire.



Reminder!

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

To Store Copy Paper

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

Original Information

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

Platen Glass Originals


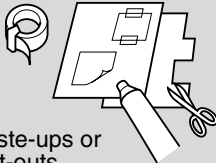
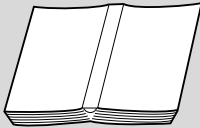
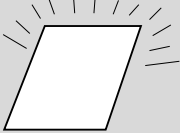
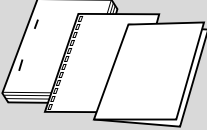

Use the platen glass when originals are not suitable for use with the document feeder, e.g., when size is incompatible, or when originals are folded, stapled, torn, or in generally poor condition.



HINT

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

Unsuitable RADF Originals

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

Platen Glass Original Specifications

- Max. original size: 11"x17" (280 mm x 432 mm), sheet or book
- Max. book weight/thickness: 15 lb [6.8 kg] / 1.2" [30 mm]
- Original placement: Face down on left depth side of glass



CAUTION

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

RADF Originals

Following three modes are provided when using the document feeder (RADF) to scan originals.

- Normal mode
- Mixed Original mode
- Folded Original mode

Specifications for each mode are described as follows.

Normal mode

- Detectable original size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R, A4 (297 mm x 432 mm ~ 140 mm x 216 mm)
- Original weight: 13 ~ 34 lb
- Max. feeder capacity: 50 sheets (20 lb paper)
- Curling tolerance: 10 mm or less
- Original placement: Face up, orientation same as copy paper

Mixed Original mode

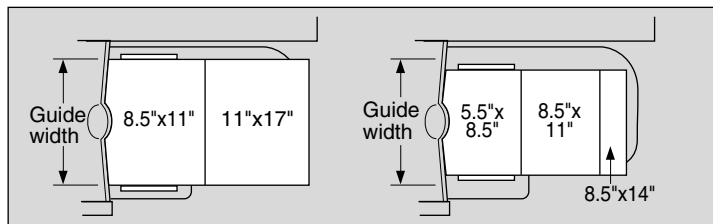
Use Mixed Original mode to copy mixed size originals. See p. 8-4 to p. 8-5 for details.

- Original size: Two types of size combination are determined by the RADF guide width.
11"x17", 8.5"x14", 8.5"x11", and 5.5"x8.5"* mixed
8.5"x14", 8.5"x11"R, 8.5"x11", and 5.5"x8.5"* mixed
* 5.5"x8.5" original is available in portrait type feeding only.
- Original weight: 13 ~ 34 lb
- Max. feeder capacity: 50 sheets (20 lb paper)
- Curling tolerance: 10 mm or less
- Original placement: Face up (see p. 3-3 for details.)



DETAILS

See below for the guide width of each combination.



Original Information (continued)

Folded Original mode

Use Folded Original mode to scan folded originals without using the size detection sensor of the RADF. See p. 8-6 to p. 8-7 for details.

- Detectable original size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R, A4 (297 mm x 432 mm ~ 140 mm x 216 mm)
- Original weight: 13 ~ 34 lb (no special stock)
- Max. feeder capacity: 50 sheets (20 lb paper)
- Curling tolerance: 10 mm or less
- Original placement: Face up; orientation same as copy paper

SECTION

11

Supplies

How to Add Toner, Replace Staple Cartridge and Empty Trash Basket

Adding Toner	11-2
Inserting a New Staple Cartridge into FS-113 Finisher	11-6
Empty Trash Basket of FS-113 Finisher.....	11-10
Inserting a New Staple Cartridge into FS-114 Finisher	11-12
Inserting a New Staple Cartridge into SK-114 Saddle Kit.....	11-16
Empty Trash Basket of PK-114 Punch Kit.....	11-20

Add Toner

Add Staple (FS-113)

Empty Trash Basket(FS-113)


Add Staple (FS-114)

Add Staple (SK-114)

Empty Trash Basket(PK-114)

11
Supplies

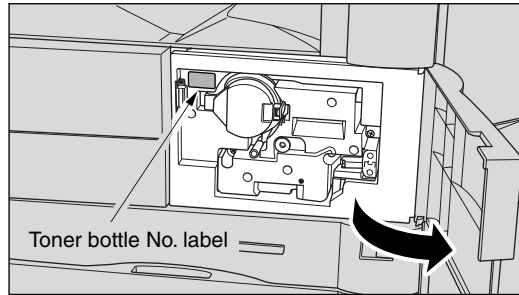
Adding Toner

When toner supply is low, the message “Please add toner” and the icon ( Add toner) display on the touch screen.



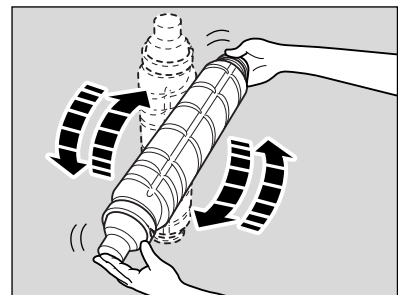
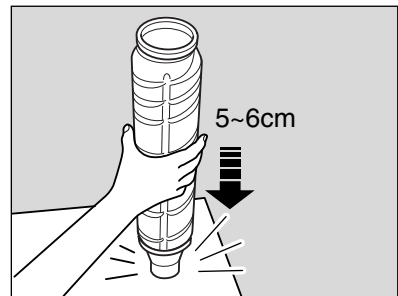
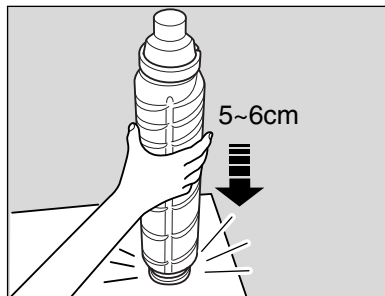
Reminder!

Use the same number toner bottle as written on the label on the upper left side of the toner bottle cover. Otherwise, machine trouble may occur.



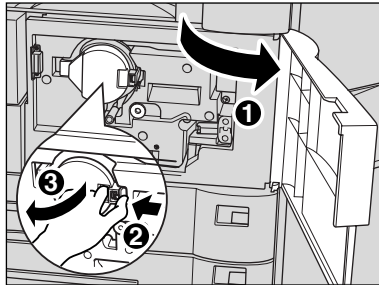
Add toner according to the procedure as follows.

- 1. Loosen toner by tapping both top and bottom of the new toner bottle on a solid surface at least five times, then shake the bottle at least five times.**

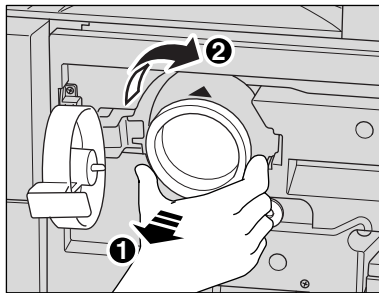


Adding Toner (continued)

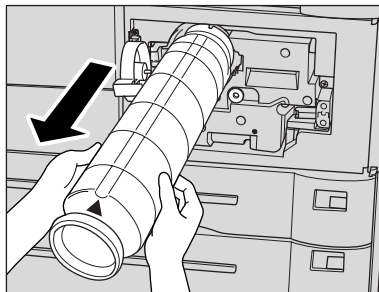
2. Open the machine front door, then unlock and open the toner bottle cover.



3. Withdraw the toner bottle, then turn it clockwise to position the “Up arrow” mark at the top.



4. Fully withdraw the toner bottle straight toward the front to remove the bottle.



Add Toner

Add Staple
(FS-113)

Empty Trash
Basket(FS-113)

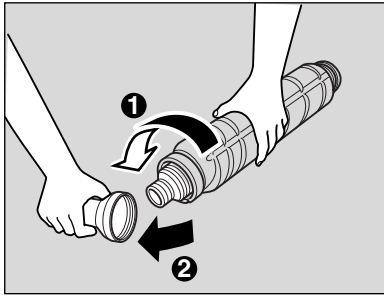
Add Staple
(FS-114)

Add Staple
(SK-114)

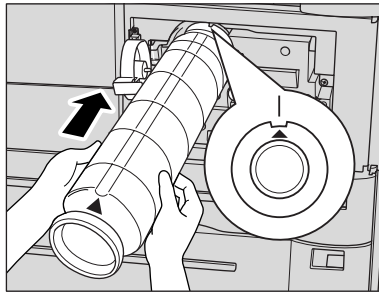
Empty Trash
Basket(PK-114)

11
Supplies

5. Remove the cap of the new toner bottle.



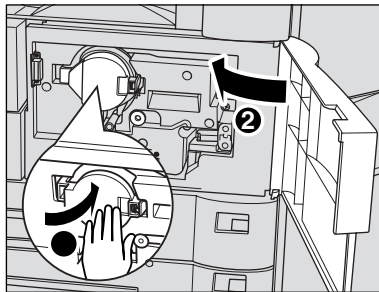
6. Fully insert the new toner bottle until it locks into place, positioning the "Up arrow" mark at the top.



Reminder!

Be sure the "Up arrow" mark on the toner bottle is shown on the top; otherwise the toner bottle cannot be set properly.

7. Close and lock the toner bottle cover, then close the machine front door.



DETAILS

The toner bottle cover cannot be locked if the toner bottle is not set in place.



CAUTION

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



CAUTION

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

Add Toner

Add Staple
(FS-113)

Empty Trash
Basket(FS-113)

Add Staple
(FS-114)

Add Staple
(SK-114)

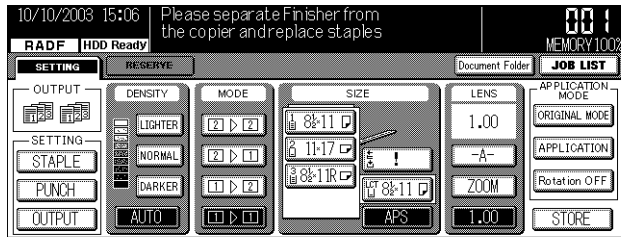
Empty Trash
Basket(PK-114)

11

Supplies

Inserting a New Staple Cartridge into FS-113 Finisher

When the staple cartridge of the FS-113 Finisher is empty, the Basic Screen displays the following message in the message area.



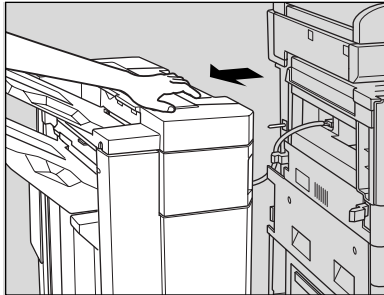
Follow the procedure below to replace the staple cartridge.



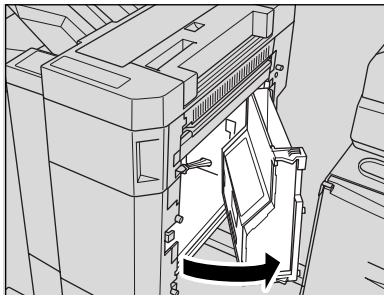
Reminder!

Use only the staples supplied by us. To purchase, please contact your service representative.

- 1. Holding the finisher handle on the top, slide the Finisher to the left until it stops.**

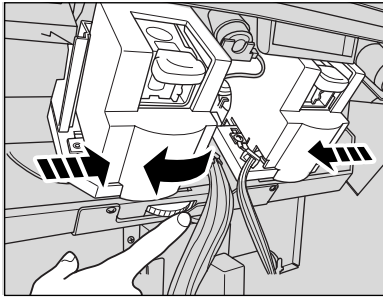


- 2. Open the finisher right side door.**

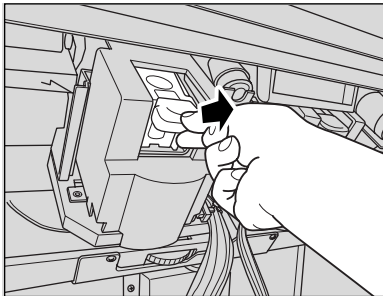


Inserting a New Staple Cartridge into FS-113 Finisher (continued)

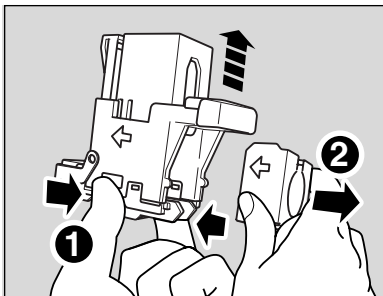
3. Turn the dial to the left until the two staplers come to the center.



4. Pull up then forward the staple holder to remove it from the stapler.
Remove each staple holder from both stapler 1 (right) and stapler 2 (left).



5. Push the two “PUSH” buttons of the staple holder to slide the top cover upward, then remove the empty staple cartridge.



Reminder!

The staple cartridge cannot be removed from the staple holder if any staples remain inside the staple cartridge. Do not remove it forcibly, otherwise the staple holder may be damaged.

Add Toner

Add Staple
(FS-113)

Empty Trash
Basket(FS-113)

Add Staple
(FS-114)

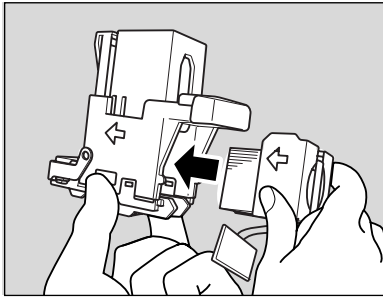
Add Staple
(SK-114)

Empty Trash
Basket(PK-114)

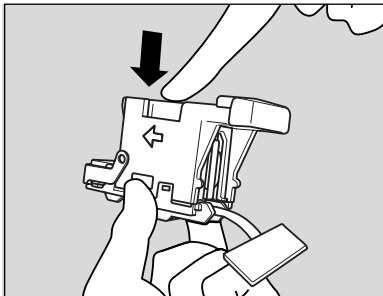
11
Supplies

Inserting a New Staple Cartridge into FS-113 Finisher (continued)

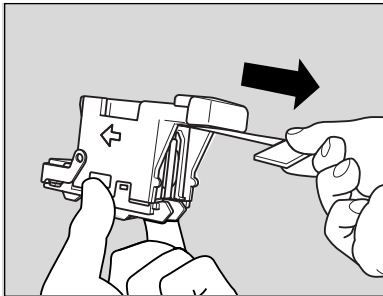
- 6.** Firmly insert the new staple cartridge into the staple holder.



- 7.** Push down the top cover to return it to its original position.

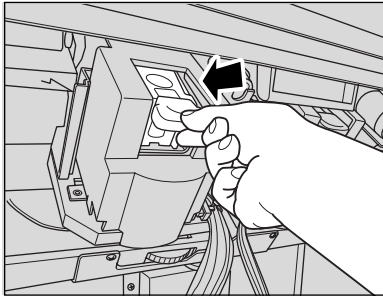


- 8.** Remove the lock tape.

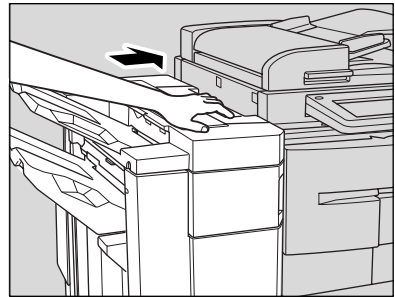
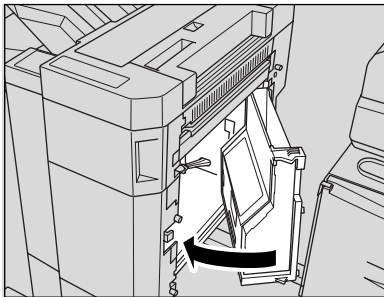


Inserting a New Staple Cartridge into FS-113 Finisher (continued)

- Return the staple holder to the stapler, and push it down until it clicks in place.



- Close the finisher right side door, then slide the Finisher to the right to return it to its original position.



Add Toner

Add Staple
(FS-113)

Empty Trash
Basket(FS-113)

Add Staple
(FS-114)

Add Staple
(SK-114)

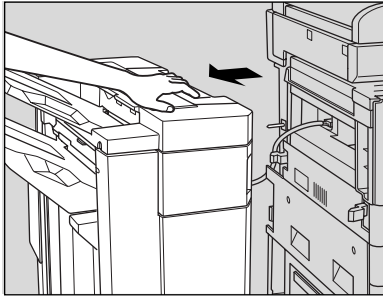
Empty Trash
Basket(PK-114)

11
Supplies

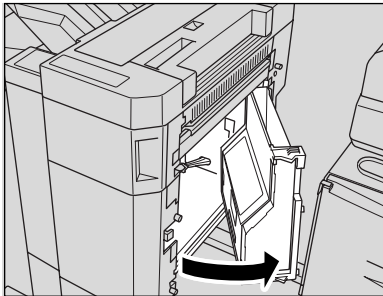
Empty Trash Basket of FS-113 Finisher

Before using Punch mode, perform the following procedure to check if the trash basket is full, then empty the trash basket, if needed.

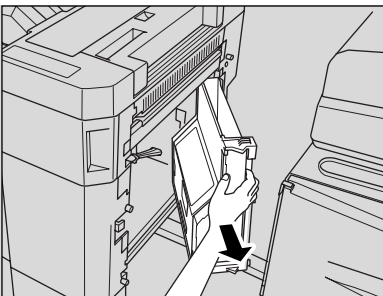
- 1. Holding the finisher handle on the top, slide the Finisher to the left until it stops.**



- 2. Open the finisher right side door.**

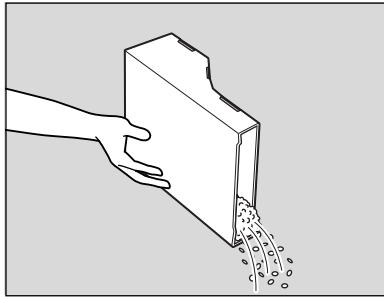


- 3. Withdraw the trash basket.**

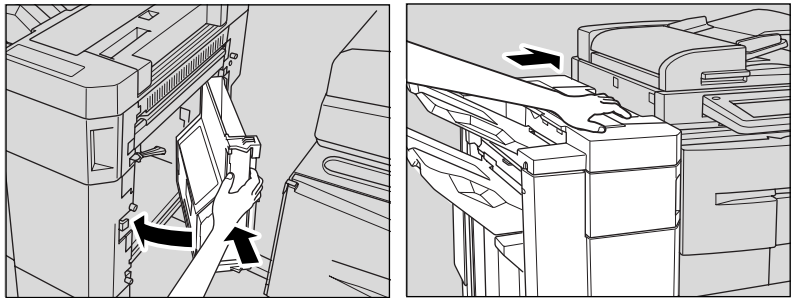


Empty Trash Basket of FS-113 Finisher (continued)

4. Empty the trash basket.



5. Return the trash basket, close the finisher right side door, then slide the Finisher to the right to return it to its original position.



Reminder!

The trash basket is not disposable. Be sure to return it to its original position.

Add Toner

Add Staple
(FS-113)

Empty Trash
Basket(FS-113)

Add Staple
(FS-114)

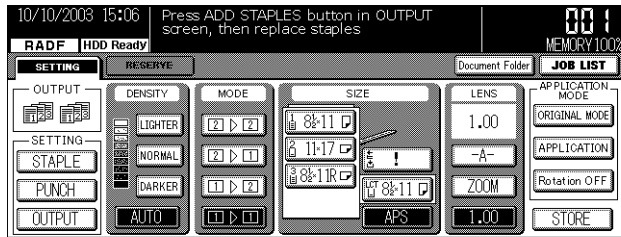
Add Staple
(SK-114)

Empty Trash
Basket(PK-114)

11
Supplies

Inserting a New Staple Cartridge into FS-114 Finisher

When the staple cartridge becomes empty in the FS-114 Finisher, the Basic Screen displays the following message in the message area.



Follow the procedure below to replace the staple cartridge.

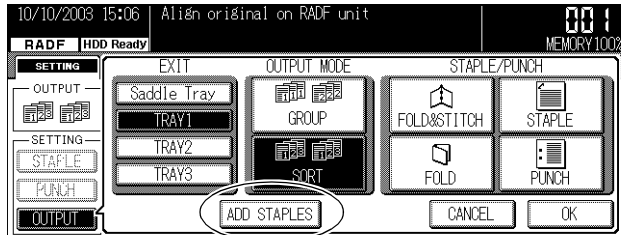


Reminder!

Use only the staples supplied by us. To purchase, please contact your service representative.

1. Touch **[OUTPUT]** on the Basic Screen to display the Output Mode Popup Menu.
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.

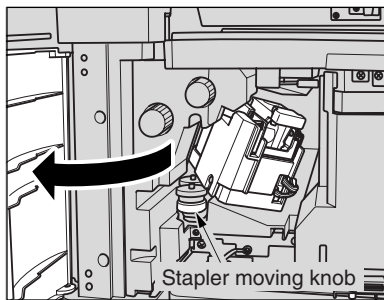


Reminder!

DO NOT open the finisher front door while the Moving Stapler Screen is displayed; otherwise the stapler stops before completing the movement and cannot be reached to replace the staple cartridge.

Inserting a New Staple Cartridge into FS-114 Finisher (continued)

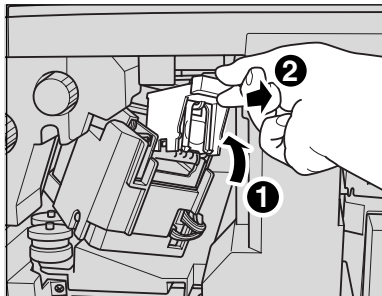
3. When the Check Stapler Screen is displayed, open the finisher front door.



DETAILS

If necessary, turn the stapler moving knob to bring the stapler forward.

4. Remove the staple holder from the stapler.



Add Toner

Add Staple (FS-113)

Empty Trash Basket(FS-113)

Add Staple (FS-114)

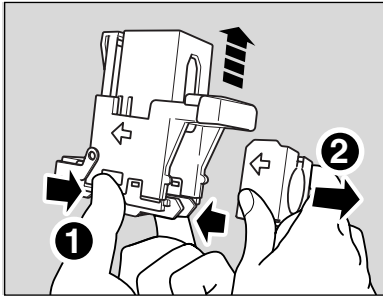
Add Staple (SK-114)

Empty Trash Basket(PK-114)

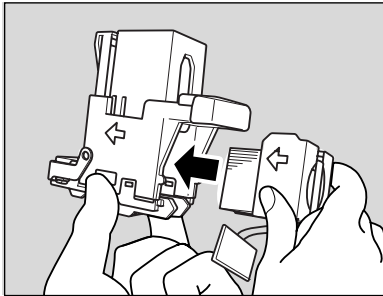
11
Supplies

Inserting a New Staple Cartridge into FS-114 Finisher (continued)

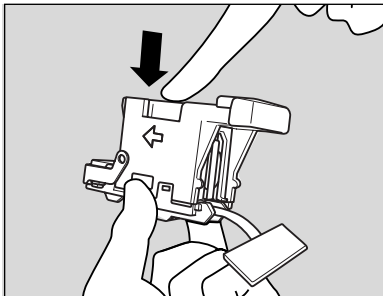
5. Push the two “PUSH” buttons of the staple holder to slide the top cover upward, then remove the empty staple cartridge.



6. Firmly insert the new staple cartridge into the staple holder.

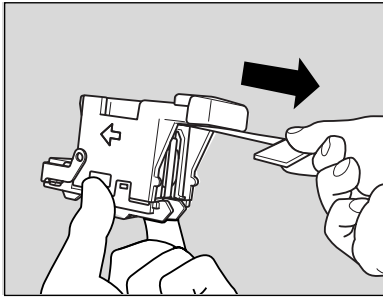


7. Push down the top cover to return it to its original position.

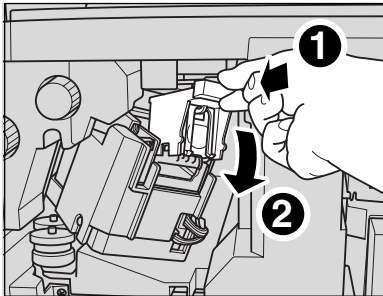


Inserting a New Staple Cartridge into FS-114 Finisher (continued)

- 8.** Remove the lock tape.



- 9.** Return the staple holder to the stapler as shown in the illustration.



- 10.** Close the finisher front door.

- 11.** Touch *OK* on the Output Mode popup menu to return to the Basic Screen.

Add Toner

Add Staple
(FS-113)

Empty Trash
Basket(FS-113)

Add Staple
(FS-114)

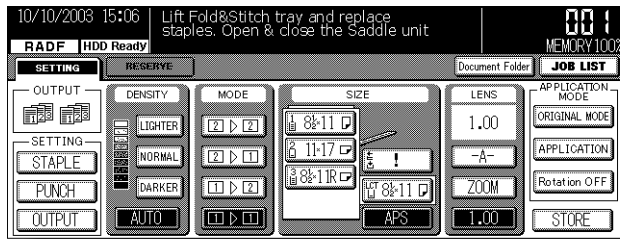
Add Staple
(SK-114)

Empty Trash
Basket(PK-114)

11
Supplies

Inserting a New Staple Cartridge into SK-114 Saddle Kit

When either of the two staple cartridges becomes empty in the SK-114 Saddle kit mounted on FS-114 Finisher, the Basic Screen displays the following message in the message area.



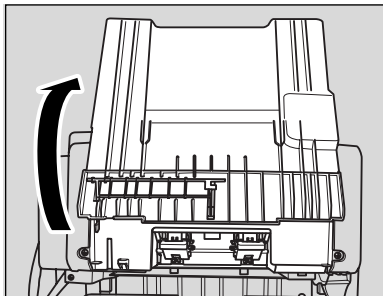
Follow the procedure below to replace the staple cartridge. The screen message does not tell which staple holder is out of staples. Remove both staple holders and check the cartridge to be replaced.



Reminder!

Use only the staples supplied by us. To purchase, please contact your service representative.

1. Pull the Saddle tray open and hold it as it is.



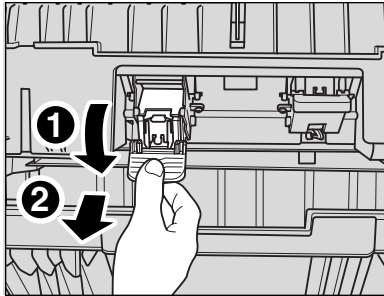
DETAILS

If the extensible tray of the Exit tray 1 just under the Saddle tray is withdrawn, push it back to its original position, otherwise it may disturb you in the following procedure or machine trouble may occur.

Inserting a New Staple Cartridge into SK-114 Saddle Kit (continued)

2. Remove the staple holder.

Push down the staple holder as shown below, then pull forward to remove it.



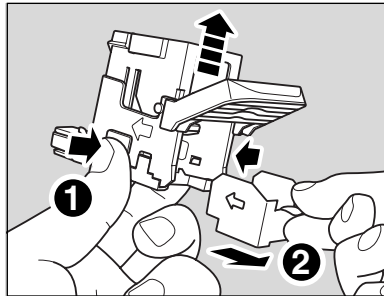
Gently return the Saddle tray to its original position.



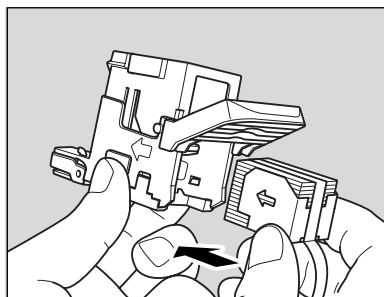
Reminder!

Do not let the Saddle tray go abruptly,

3. Push the two “PUSH” buttons of the staple holder to slide the top cover upward, then remove the empty staple cartridge.



4. Firmly insert the new staple cartridge into the staple holder.



Add Toner

Add Staple
(FS-113)

Empty Trash
Basket(FS-113)

Add Staple
(FS-114)

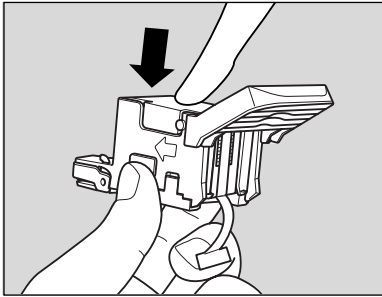
Add Staple
(SK-114)

Empty Trash
Basket(PK-114)

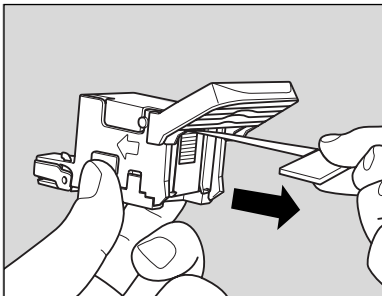
11
Supplies

Inserting a New Staple Cartridge into SK-114 Saddle Kit (continued)

- 5.** Push down the top cover to return it to its original position.

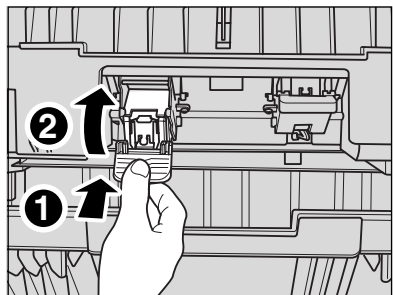
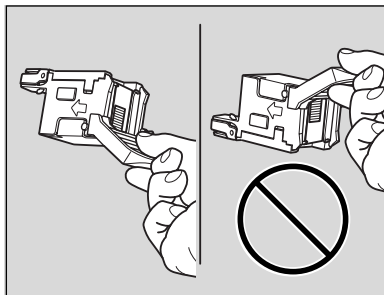


- 6.** Remove the lock tape.



- 7.** Return the staple holder to the stapler as shown in the illustration.

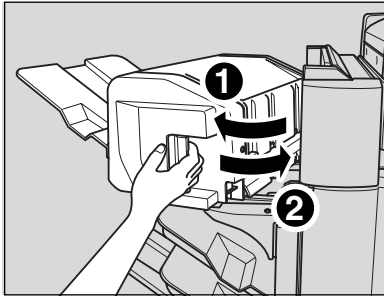
Hold the staple holder as shown below. While keeping the Saddle tray open, push in the staple holder to its original position, then pull it up until it clicks in place.



Inserting a New Staple Cartridge into SK-114 Saddle Kit (continued)

8. Open the stapling part of the Saddle kit, then close it.

The Saddle kit will be reset, and the copying job using Fold&Stitch mode will be available.



Add Toner

Add Staple
(FS-113)

Empty Trash
Basket(FS-113)

Add Staple
(FS-114)

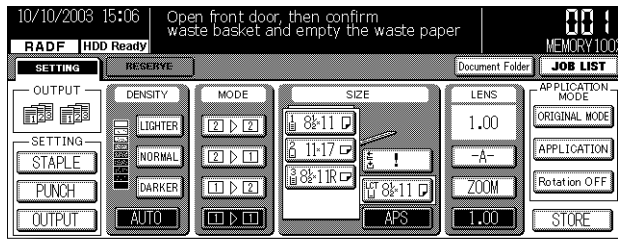
Add Staple
(SK-114)

Empty Trash
Basket(PK-114)

11
Supplies

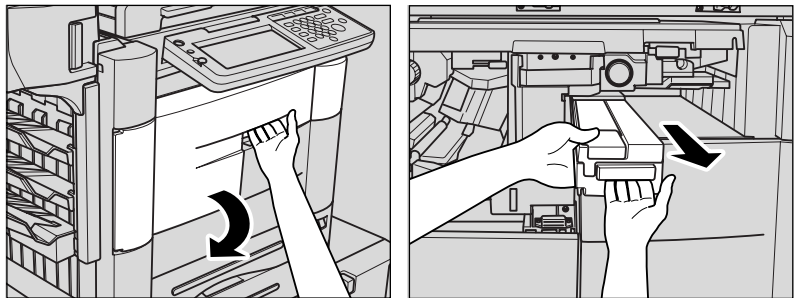
Empty Trash Basket of PK-114 Punch Kit

When the trash basket of the PK-114 Punch kit mounted on the FS-114 Finisher, the following message will be displayed on the touch screen, and the finished set will be output without being punched.

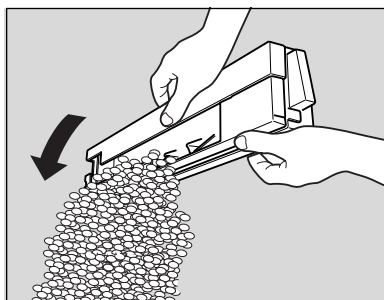


Follow the procedure below to empty the trash basket.

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

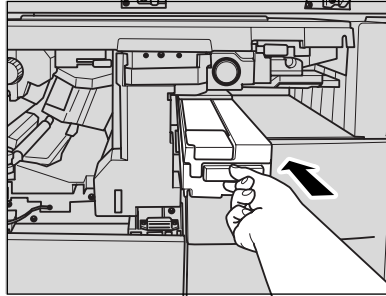


- 2. Empty the trash basket.**



Empty Trash Basket of PK-114 Punch Kit (continued)

3. Return the trash basket, then close the finisher front door.



Add Toner

Add Staple
(FS-113)

Empty Trash
Basket(FS-113)

Add Staple
(FS-114)

Add Staple
(SK-114)

Empty Trash
Basket(PK-114)

11
Supplies

SECTION

12

Maintenance

How to Maintain the Copier

Cleaning Image Scanning Section	12-2
Cleaning Image Printing Section	12-5
Checking Copy Count	12-7
Maintenance, Repairs, Supplies	12-9

Cleaning
Scanning
Section

Cleaning
Printing
Section

Checking
Copy Count

Service, Repairs,
Supplies

12
Maintenance

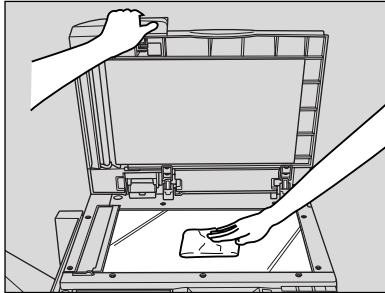
Cleaning Image Scanning Section

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

Cleaning the Platen Glass and Cover

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

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

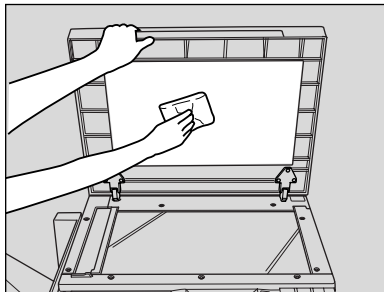


Reminder!

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

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

Raise the document cover, and clean the inner surface of the document cover with a clean soft cloth.



Reminder!

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

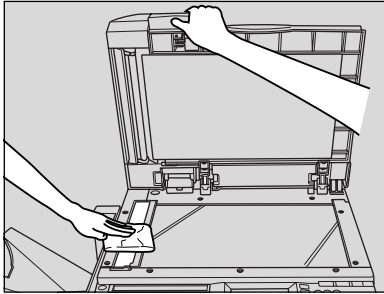
Cleaning Image Scanning Section (continued)

Cleaning the RADF

Cleaning the Left Partition Glass

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

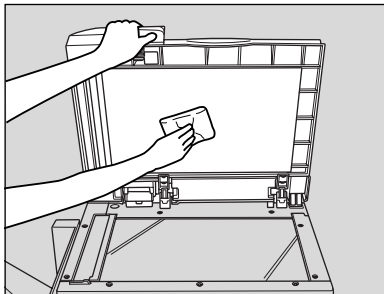
Raise the document feeder, and clean the left partition glass with a clean soft cloth.



Cleaning the RADF Platen Guide Cover

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

Raise the document feeder, and clean the RADF platen guide cover with a clean soft cloth.



Reminder!

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

Cleaning
Scanning
Section

Cleaning
Printing
Section

Checking
Copy Count

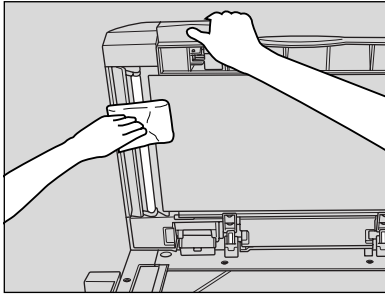
Service, Repairs,
Supplies

12
Maintenance

Cleaning Image Scanning Section (continued)

Cleaning the RADF Roller

Raise the document feeder, and clean the RADF roller with a clean soft cloth. You may also clean with a soft cloth dampened slightly with water, if it is difficult to clean.



Reminder!

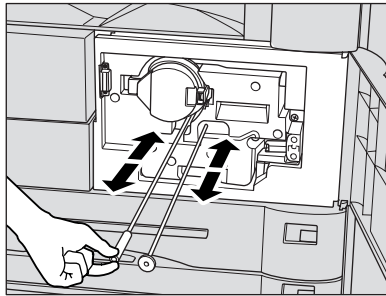
Never use paint solvents, such as benzene or thinners, to clean the RADF roller.

Cleaning Image Printing Section

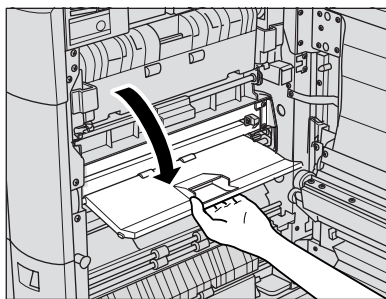
Cleaning the Writing Unit Glass and the Electrode Wires

Keep the writing unit glass and the electrode (corona, transfer and separator) wires clean; otherwise soil marks may be copied, resulting in dark lines on the copies. Follow the procedure below to periodically clean them.

- 1. Open the machine front door.**
- 2. Withdraw and push in the writing unit glass cleaning knob and the corona wire cleaning knob, several times.**



- 3. Firmly push in these knobs, then close the machine front door.**
- 4. Open the right side door of the main body, release the two hooks on the top edge of the conveyance unit cover (labeled 6), then open its front cover.**



DETAILS

If the hooks cannot be released easily, open the conveyance unit cover (labeled 6) to perform the following steps.

In this case, use care not to touch the drum inside the conveyance unit cover (labeled 6), and quickly perform the cleaning procedure to close the cover as soon as possible. The drum may be damaged by a long period of exposure.

Cleaning
Scanning
Section

Cleaning
Printing
Section

Checking
Copy Count

Service, Repairs,
Supplies

12
Maintenance

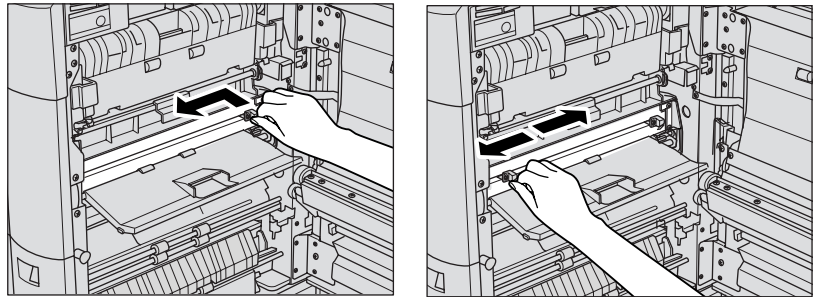
Cleaning Image Printing Section (continued)



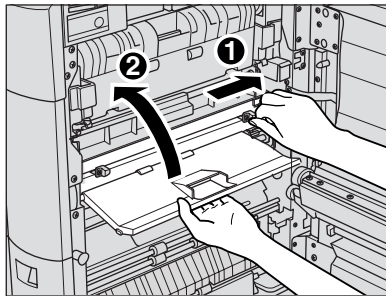
WARNING

The area near the conveyance unit cover (labeled 6) generates high voltage. If touched, electrical shock may occur. DO NOT TOUCH!

- 5.** Push and slide the transfer/separator wire cleaning lever to the left and right, several times.



- 6.** Move the lever to the right until it stops, then close the front cover.



- 7.** Close the right side door of the main body.

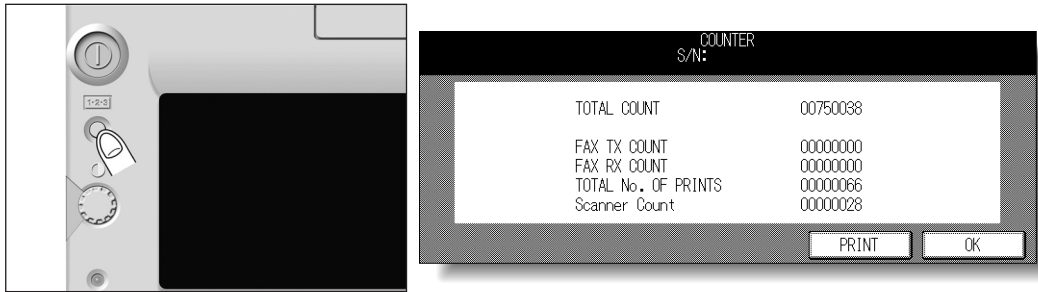
Checking Copy Count

This function allows you to view the current indication of the following items as a list on the touch panel: Total counter, FAX TX/RX counter (machine with the fax kit installed), Printer counter (machine with the IP kit installed), and Scanner counter (machine provided with Scanner function).

Check the count, then print it from the Counter List Screen, if desired.

To Display the Counter List Screen

1. Press [**COUNTER**] on the control panel.

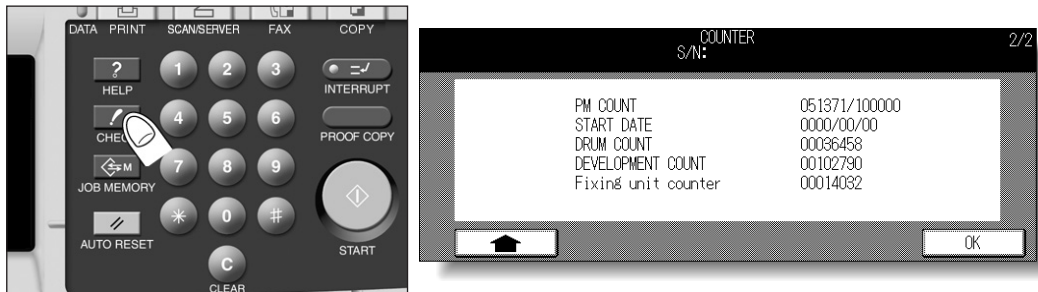


The Counter List Screen will be displayed.



The Counter List Screen can be displayed even if printing job is in progress.

To display the PM Counter Screen, press [**CHECK**]. Touching the Up arrow key on the PM Counter Screen will resume the Counter List Screen.



2. Touch **OK** to return to the Basic Screen.

Cleaning
Scanning
Section

Cleaning
Printing
Section

Checking
Copy Count

Service, Repairs,
Supplies

12
Maintenance

To Print the Counter List

1. Press [**COUNTER**] on the control panel.

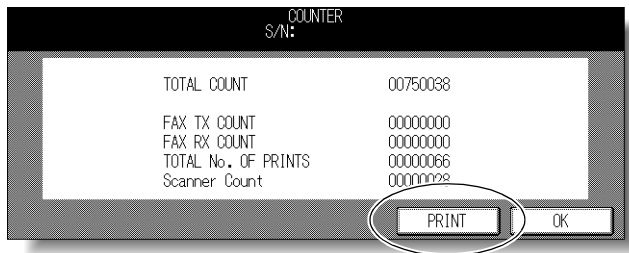


The Counter List Screen will be displayed.



The Counter List Screen can be displayed even if printing job is in progress.

2. Touch **PRINT**.



The Basic Screen will be displayed.

3. Touch the desired tray key to select the copy size.

4. Press [**START**].

The counter list will be printed out.

When completed, the Counter list mode will be released automatically, with the Basic Screen restored.

Maintenance, Repairs, Supplies

Service

Enter the name and telephone number of your service representative, plus the machine serial number in the space provided below:

(Service Representative)

(Tel. No.)

(Machine Serial No.)

Repairs

When calling for repairs, be sure to have all necessary information at hand, such as the machine serial number and your own telephone number. If copy quality is the concern, bring a sample copy with you to the phone so that it can be described to your service representative.

Enter the telephone number for Repairs in the space provided below:

(Repairs Tel. No.)

Supplies

Be sure to use only supplies recommended by Konica Minolta Business Solutions U.S.A., Inc.

To maintain your supply inventory, check your supplies at regular intervals, and order supply items before they are depleted or even nearly depleted.

Enter the telephone number for ordering supplies in the space provided below.

(Supplies Tel. No.)

Cleaning
Scanning
Section

Cleaning
Printing
Section

Checking
Copy Count

Service, Repairs,
Supplies

12
Maintenance

SECTION

13

Key Operator Mode

How to Monitor Copier Activity and Modify Machine Settings

How to Access the Key Operator Mode	13-2
[1] System Initial.....	13-4
[2] Copier Initial	13-6
[3] Preset Key.....	13-16
[4] User Account (E.C.M.)	13-18
[5] Lock Job Memory	13-27
[6] Paper Type	13-28
[7] Panel Contrast	13-29
[8] Key Operator Setting.....	13-30
[9] Weekly Timer	13-33
[10] Touch Panel Adjustment	13-41
[11] Power Save	13-42
[12] Memory Switch.....	13-43
[13] List Print	13-47
[14] Application Customize.....	13-48
[15] Density Shift.....	13-49
[16] KRDS Host.....	13-50
[17] Machine mail address Setting	13-51
[18] HDD Setting Menu	13-52
[19] Finisher Adjustment	13-55

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu

Finisher Adjustment

13
Key Operator Mode

How to Access the Key Operator Mode

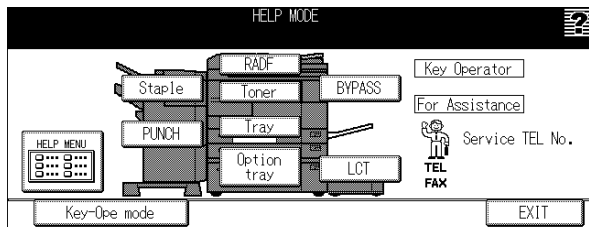
The Key Operator is trained to handle all special Key Operator functions that are not accessible to the general user, such as monitoring overall copier activity, machine performance, and service information, modifying machine settings, and controlling user activity, for billing purposes.

A unique 1 to 8-digit Key Operator password is normally set by service at installation. If the unique code is not set by service, the copier will not display Key Operator Password Entry Screen when the Key Operator mode is being accessed, and a Key Operator password will not be required. A service-set 8-digit User account (E.C.M.) master key code must be entered by the Key Operator to access the Electronic Copy Monitor functions, and a service-set 4-digit Weekly Timer master key code must be entered by the Key Operator to access the Weekly Timer functions.

To ensure the security of Key Operator mode, it is recommended that you establish a unique Key Operator password, along with the User account (E.C.M.) master key code and Weekly Timer master key code, and keep them in a confidential file.

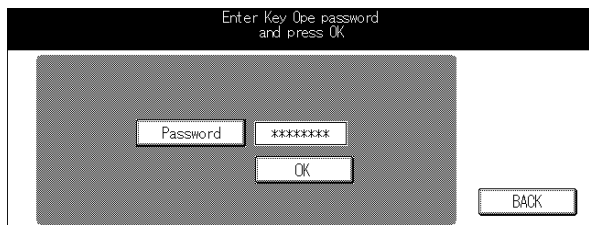
To Display the Key Operator Mode Screen

1. Press [HELP] on the control panel to display the Help Screen.
2. Touch *Key-Ope mode* on the Help Screen.



The Password Entry Screen will appear.

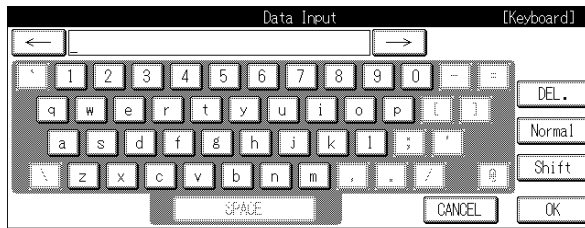
3. Touch **Password**. If Enhanced Security mode hasn't been set up, touch **Password**, enter a 1 to 8-digit Key Operator password using the touch screen keypad, then touch **OK**.



DETAILS

If Enhanced Security mode has been setup, refer to the Security guide.

How to Access the Key Operator Mode (continued)

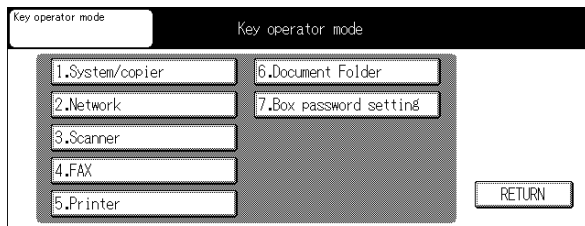


On the Password Entry Screen, touch **OK**. The Key Operator Mode Screen will be displayed.

DETAILS

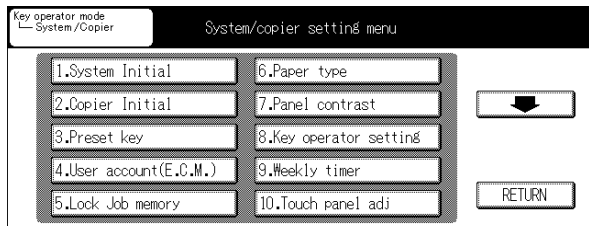
- If an invalid Key Operator password is entered, continue by entering the valid 4-digit password. If the Key Operator password is not valid, check with your service representative.
- Use the control panel keypad to enter the Key Operator password if it consists of numbers only.

4. Touch 1. *System/copier*.



The System/Copier Setting Menu Screen will be displayed.

5. Make setting changes from the System/Copier Setting Menu Screen, as described on the following pages.



DETAILS

- To scroll to menus 11 to 19, touch .
To return to the previous screen, touch .
- The function number **16. KRDS host** will be dimmed and cannot be selected without the remote diagnostics activated.
- The function number **18. HDD management setting** will not be displayed on this screen without the HDD mounted on the machine.
- Touch **RETURN** to restore the Key Operator Mode Screen for the Key Operator settings in another mode.

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu

Finisher Adjustment

13
Key Operator Mode

[1] System Initial

Set the following initial conditions of the copier.

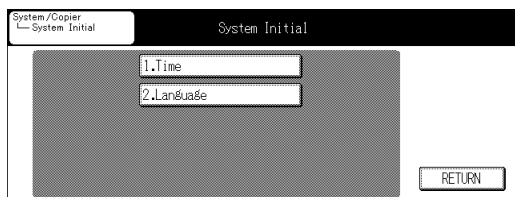
- Time: Current date and time, summer time, difference in time
- Language: Language used in LCD

[1] Time

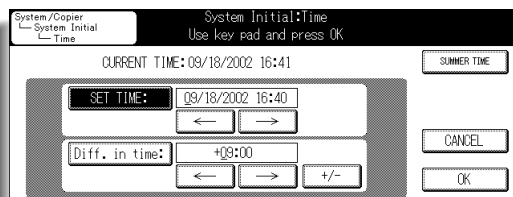
Set the current date and time, the summer time, and also the time difference.

- Default setting: Summer time off

System Initial Setting Menu Screen



Date & Time Setting Screen



Procedure

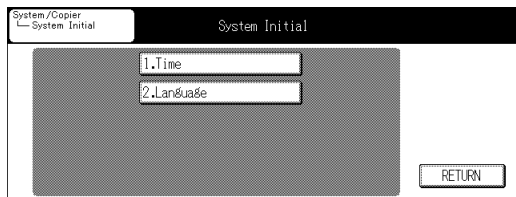
- 1 Touch **1. System initial** on the System/Copier Setting Menu Screen to display the System Initial Setting Menu Screen.
- 2 Touch **1. Time** to display the Date & Time Setting Screen.
- 3 Adjust the time.
The time that the copier currently has is displayed in the CURRENT TIME line, in the order of date, month, year, and time (in 24-hour expression).
 - (1) Touch ← or → to move the cursor to the number to be changed.
 - (2) Use the control panel keypad to enter the number.
- 4 To activate the summer time function, touch **SUMMER TIME** to highlight it. The current time will gain an hour.
- 5 The Difference in time setting is provided in order to give the time difference information at the same time when E-mail is received.
To set this function, follow the procedure below.
 - (1) Touch **Diff. In time** to highlight it.
 - (2) Touch +/- to display "+" when the local time is earlier than Universal time, or "-" when the local time is later.
 - (3) Touch ← or → to move the cursor to the number to be changed.
 - (4) Use the control panel keypad to enter the time difference between Universal time and the local time in the machine setting area.
(e.g. Enter "-09:00" for 9 hours later than Universal time.)
 - (5) Touch **OK** to complete the setting and return to the Date & Time Setting Screen.
- 6 Touch **OK** to update the current time by the set time and return to the System Initial Setting Menu Screen, or touch **CANCEL** to restore the previous setting.
- 7 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 8 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

[2] Language

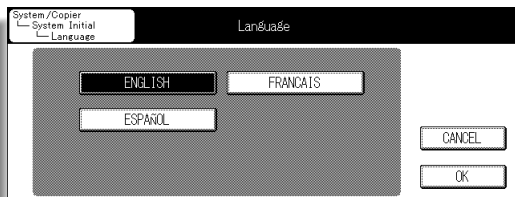
Select the language used on the LCD screen.

- Default setting: English

System Initial Setting Menu Screen



Language Selection Screen



Procedure

- 1 Touch **1. System initial** on the System/Copier Setting Menu Screen to display the System Initial Setting Menu Screen.
- 2 Touch **2. Language** to display the Language Selection Screen.
- 3 Select the desired language mode.
- 4 Touch **OK** to complete the setting and return to the System Initial Setting Menu Screen.
- 5 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 6 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu

Finisher Adjustment

13
Key Operator Mode

[2] Copier Initial

Initial settings are the settings that display automatically when the copier is powered on, when Auto Reset timer is operated, or when [**AUTO RESET**] key is pressed. These settings can be changed by the Key Operator, as shown in this section.

Initially (i.e., at installation), the Basic Screen displays the following conditions to meet Energy Star requirements:

Initial Setting

Copy Mode	: 1-1
Copy Density	: AES ON
Lens Mode	: 1.00
Paper Tray	: APS ON
Output Mode	: Offset sort (machine with Finisher) Sort (machine with Inner tray or machine without Finisher)
Original Mode	: Photo/Text

When Initial settings are changed by the Key Operator, the new initial settings display when the copier is powered on, when Auto Reset timer is activated, or when [**AUTO RESET**] key is pressed.

The following initial settings can be changed by the Key Operator:

Copy mode	: [RADF; 1-1, 1-2, 2-2, 2-1]
Copy density	: [AES; manual]
Lens mode	: [AMS; ratio 0.25~4.00]
Paper tray	: [APS; trays 1, 2, 3, 4, LCT, or Multi-sheet bypass tray]
Output mode	: [Main tray, Sub tray; Non-sort, Sort, Group, Staple, Punch; Staple location; Punch position] (machine with FS-113) [Exit tray 1, 2, 3; Non-sort, Sort, Group, Staple, Punch, Fold, Fold&Stitch; Staple location; Punch position] (machine with FS-114) [Exit tray 1, 2; Non-sort, Group, Rotation sort, Rotation group] (machine with Inner tray) [Non-sort, Group, Rotation sort, Rotation group] (machine without Finisher)
Non-Image	
Area Erase	: [Oblique erase, Rectangular erase; Original density]
Original mode	: [Photo/Text, Increase Contrast, Photo, Text]

Setting procedures are described on the following pages.

NOTES:

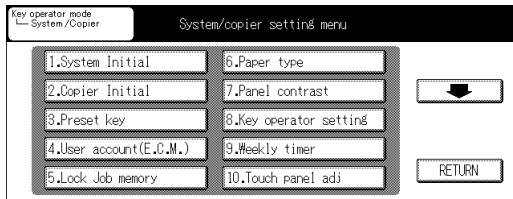
- The most commonly-used settings are established at installation. Before changing any of the copier settings, be sure that you understand the overall and long-range effect of the change.
- The machine will restore the initial settings specified by the Key Operator unless the Memory switch No. 18 "Job memory recall" is turned ON with the Job memory No. 15 registered.

[1] Copy Mode

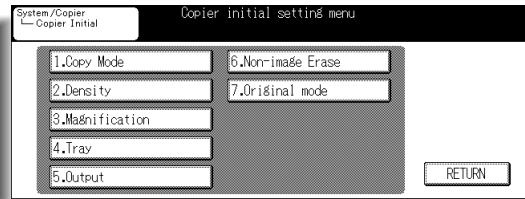
Set Copy mode to occur after power on or after Auto Reset occurs.

- Setting options: RADF; 1-1; 1-2; 2-2; 2-1
- Default setting: RADF on, 1-1

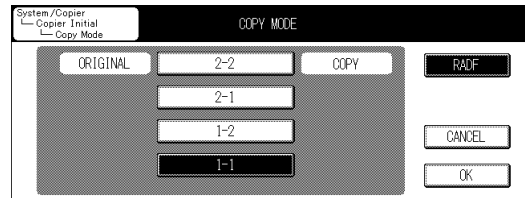
System/Copier Setting Menu Screen



Copier Initial Setting Screen



Copy Mode Initial Setting Screen



Procedure

- 1 Touch **2. Copier Initial** on the System/Copier Setting Menu Screen to display the Copier Initial Setting Screen, then touch **1. COPY MODE** to display the Copy Mode Initial Setting Screen.
- 2 Touch the setting you want for the initial condition of the copier.
If 1-2, 2-2 or 2-1 mode is selected, RADF will also be selected automatically. In this case, the RADF must be in a closed position when power is turned ON, or when Auto Reset is functioning. Otherwise, the message "Please close RADF" will be displayed.
- 3 Touch **OK** to complete the setting and return to the Copier Initial Setting Menu Screen.
If other copier initial setting changes are required, touch the desired key.
- 4 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 5 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu

Finisher Adjustment

13
Key Operator Mode

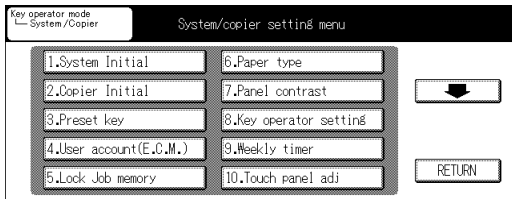
[2] Copier Initial (continued)

[2] Density

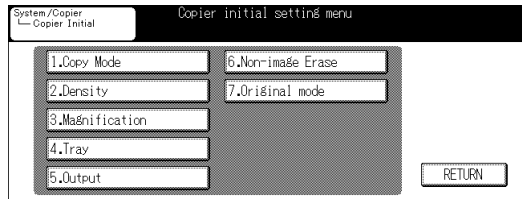
Set Copy density to be effective after power on or after Auto Reset occurs.

- Setting options: AES; manual
- Default setting: AES on

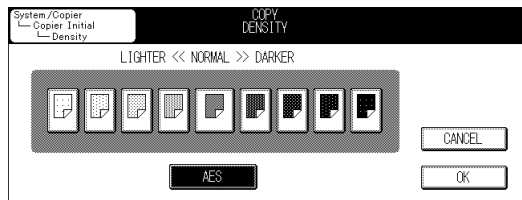
System/Copier Setting Menu Screen



Copier Initial Setting Screen



Copier Density Initial Setting Screen



Procedure

- 1 Touch **2. Copier Initial** to display the Copier Initial Setting Menu Screen, then touch **2. Density** to display the Copy Density Initial Setting Screen.
- 2 Touch **AES** to select the AES mode, or touch the density level required. Nine exposure levels are displayed.
- 3 Touch **OK** to complete the setting and return to the Copier Initial Setting Menu Screen. If other copier initial setting changes are required, touch the desired key.
- 4 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 5 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

[3] Magnification

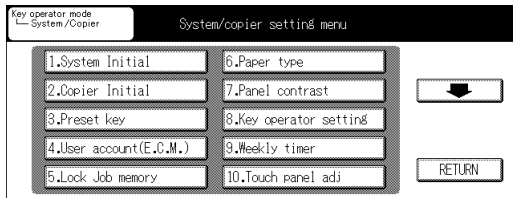
Set the magnification ratio you initially want to display after the user turns the power on or after Auto Reset restores the Initial settings.

NOTICE:

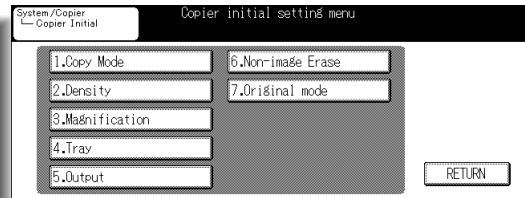
This setting should not conflict with the Initial setting for Paper Tray. For example, if APS is selected for the initial paper tray setting, a ratio setting other than AMS will be ignored.

- Setting options: AMS; 1.00; ratio 0.25~4.00

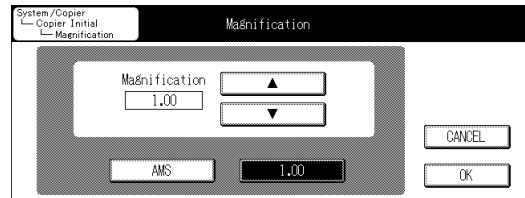
System/Copier Setting Menu Screen



Copier Initial Setting Screen



Magnification Initial Setting Screen



Procedure

- 1 Touch **2. Copier Initial** to display the Copier Initial Setting Menu Screen, then touch **3. Magnification** to display the Magnification Initial Setting Screen.
- 2 The default setting is 1.00.
Select the desired setting from the Magnification Initial Setting Screen:
To select 1.00 if it is not already highlighted, touch **1.00**.
To select another ratio, touch upper/lower arrow key to display the desired ratio, or enter a 3-digit ratio using the keypad on the control panel.
To select AMS, touch **AMS**.
- 3 Touch **OK** to complete the setting and return to the Copier Initial Setting Menu Screen.
If other copier initial setting changes are required, touch the desired key.
- 4 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 5 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu

Finisher Adjustment

13
Key Operator Mode

[2] Copier Initial (continued)

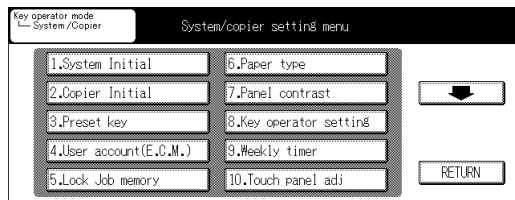
[4] Tray

Set paper tray priority to be in effect after power is turned on or after Auto Reset occurs. This function sets tray priority, not paper size priority. Therefore, if paper size is changed in the tray, the tray will still remain the priority tray.

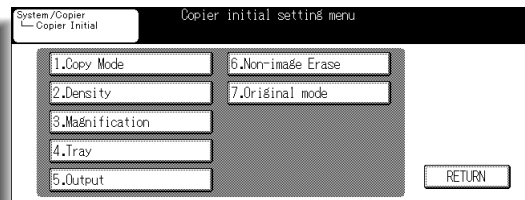
The initial paper tray setting should not conflict with the initial setting for Lens Mode. For example, if the initial paper tray setting is APS, the initial setting for paper tray priority will be ignored.

- Setting options: APS; trays 1, 2, 3, 4, LCT (option), or Multi-sheet bypass tray
- Default setting: APS on, no specified tray

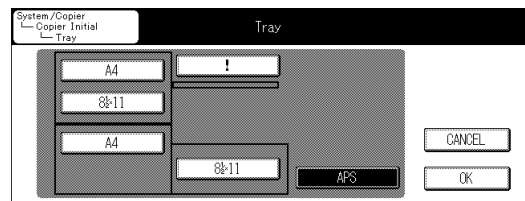
System/Copier Setting Menu Screen



Copier Initial Setting Screen



Tray Initial Setting Screen



Procedure

- 1 Touch **2. Copier Initial** to display the Copier Initial Setting Menu Screen, then touch **4. Tray** to display the Tray Initial Setting Screen.
- 2 Touch **APS**, or touch any tray key to select a specific tray.
- 3 Touch **OK** to complete the setting and return to the Copier Initial Setting Menu Screen. If other copier initial setting changes are required, touch the desired key.
- 4 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 5 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

[5] Output

Set initial Output mode of the Finisher, Inner tray or Exit tray to be effective after power is turned on or after Auto Reset occurs.

Machine with FS-113 Finisher

- Setting options: EXIT Main tray/ Sub Tray; OUTPUT MODE Non-sort/ Group/ Sort; STAPLE/ PUNCH Staple/ Punch; Staple Location; Punch position
- Default setting: EXIT Main tray; OUTPUT MODE Sort

Machine with FS-114 Finisher

- Setting options: EXIT Tray 1/ Tray 2/ Tray 3 (option)/ Saddle Tray (with SK-114 Saddle kit); OUTPUT MODE Non-sort/ Sort/ Group; STAPLE/PUNCH Staple/ Punch (with PK-114 Punch kit)/ Fold and Fold&Stitch (with SK-114 Saddle kit); Staple Location; Punch position
- Default setting: EXIT Tray 1; OUTPUT MODE Sort

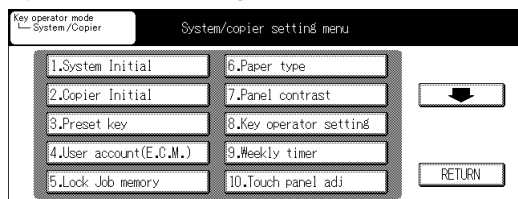
Machine with IT-101 Inner Tray

- Setting options: EXIT Tray 1/ Tray 2; OUTPUT MODE Non-sort/ Group/ Rotation Sort/ Rotation Group
- Default setting: EXIT Tray 1; OUTPUT MODE Non-sort

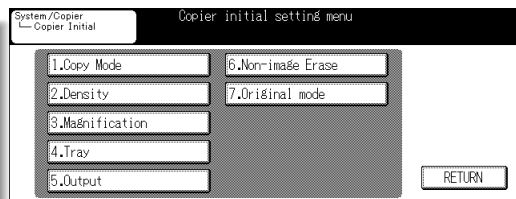
Machine without Finisher

- Setting options: OUTPUT MODE Non-sort/ Group/ Rotation Sort/ Rotation Group
- Default setting: OUTPUT MODE Non-sort

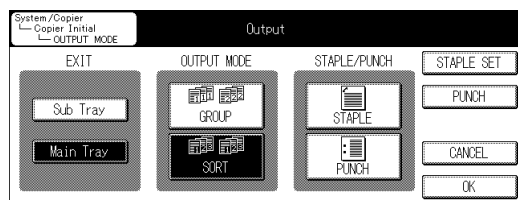
System/Copier Setting Menu Screen



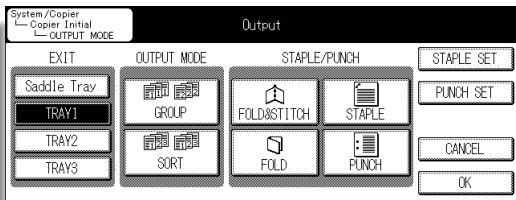
Copier Initial Setting Screen



Output Mode Initial Setting Screen (machine with FS-113 Finisher)



Output Mode Initial Setting Screen (machine with FS-114 Finisher)



Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

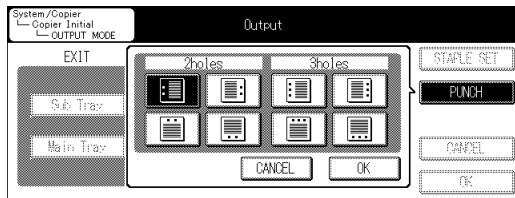
HDD Setting Menu

Finisher Adjustment

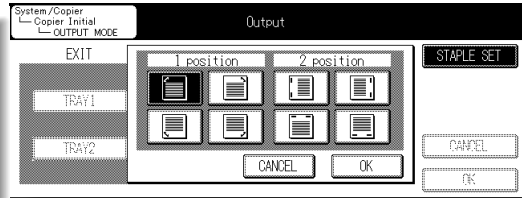
13
Key Operator Mode

[2] Copier Initial (continued)

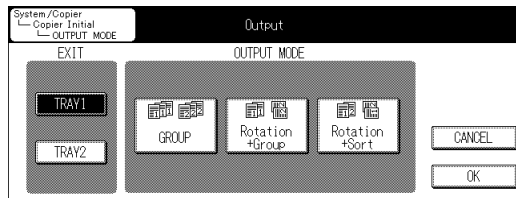
Punch Position Initial Setting popup menu



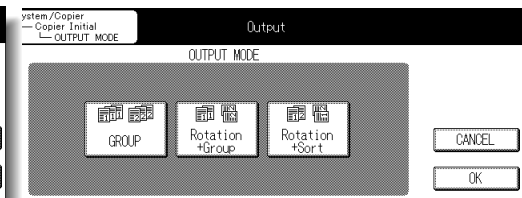
Staple Location Initial Setting popup menu



Output Mode Initial Setting Screen
(machine with IT-101)



Output Mode Initial Setting Screen
(machine without Finisher)



Procedure

- 1 Touch **2. Copier Initial** to display the Copier Initial Setting Menu Screen, then touch **5. Output** to display the Output Mode Initial Setting Screen.

- 2 For the machine with FS-113 Finisher, perform the following operation and proceed to step 6.

To select the exit tray, touch **MAIN TRAY** or **SUB TRAY**.

NOTE:

Select **MAIN TRAY** to specify the Sort or Staple-sort mode.

To select the Output mode, touch **SORT** or **GROUP**.

To use the Staple mode, touch **STAPLE**.

NOTES:

1. If **STAPLE** is selected, **SORT** is automatically highlighted.

2. If selecting Non-sort mode, do not highlight any of the **SORT**, **GROUP**, or **STAPLE**.

To select the desired staple location, touch **STAPLE SET**. Touch the desired location on the Staple Location Initial Setting popup menu, and touch **OK**.

To use the Punch mode, touch **PUNCH**.

To select the desired punch position, touch **PUNCH** under the STAPLE SET key. Touch the desired punch position on the Punch Position Initial Setting popup menu, and touch **OK**.

If desired, touch **SORT**, **GROUP**, or **STAPLE** to use one of these modes along with the Punch mode.

- 3 For the machine with FS-114 Finisher, perform the following operation and proceed to step 6.

To select the exit tray, touch the desired tray key in the EXIT area.

NOTE:

Select **Saddle Tray** to specify the Fold or Fold&Stitch mode.

To select the Output mode, touch **SORT** or **GROUP**.

To use the Staple mode, touch **STAPLE**.

[2] Copier Initial (continued)

NOTES:

1. If **STAPLE** is selected, **SORT** is automatically highlighted.
2. If selecting Non-sort mode, do not highlight any of the **SORT**, **GROUP**, or **STAPLE**.

To select the desired staple location, touch **STAPLE SET**. Touch the desired location on the Staple Location Initial Setting popup menu, and touch **OK**.

If the Finisher is mounted with SK-114 Saddle kit, the Fold or Fold&Stitch mode is also available. To use these modes, touch **FOLD** or **FOLD&STITCH**.

If the Finisher is mounted with PK-114 Punch kit, the Punch mode is also available. To use the Punch mode, touch **PUNCH**.

To select the desired punch position, touch **PUNCH SET** under the STAPLE SET key. Touch the desired punch position on the Punch Position Initial Setting popup menu, and touch **OK**. If desired, touch **SORT**, **GROUP**, or **STAPLE** to use one of these modes along with the Punch mode.

- 4 For the machine with IT-101 Inner tray, perform the following operation and proceed to step 6.
To select the exit tray, touch **TRAY 1** or **TRAY 2**.
To select the Output mode, touch **GROUP**, **Rotation Sort**, or **Rotation Group**.
- 5 For the machine without Finisher, perform the following operation and proceed to step 6.
To select the Output mode, touch **GROUP**, **Rotation Sort**, or **Rotation Group**.
- 6 Touch **OK** to complete the setting and return to the Copier Initial Setting Menu Screen. If other copier initial setting changes are required, touch the desired key.
- 7 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 8 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

User
Account

Lock Job
Memory

Paper Type

Panel Contrast

Key Operator
Setting

Weekly
Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

Machine
Mail Address

HDD Setting
Menu

Finisher
Adjustment

13
Key Operator
Mode

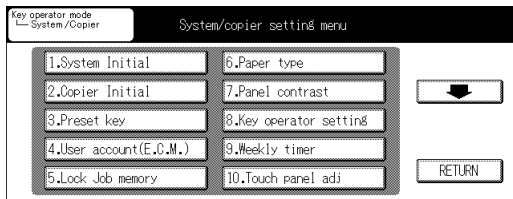
[2] Copier Initial (continued)

[6] Non-Image Erase

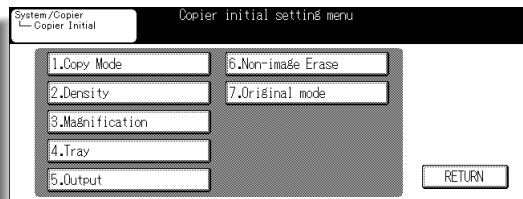
Select the mode of Non-Image Area Erase function to be in effect when this feature is selected on the Application Selection Screen after power is turned on or after Auto Reset occurs.

- Setting options: Oblique erase, Rectangular erase; Original density Auto/Manual
- Default setting: ERASE MODE Rectangular erase; ORIGINAL DENSITY AUTO

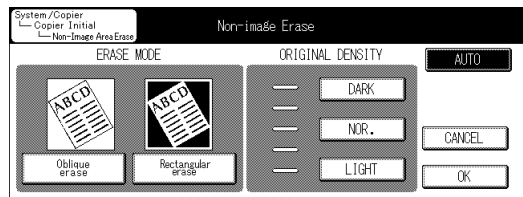
System/Copier Setting Menu Screen



Copier Initial Setting Screen



Non-Image Erase Initial Setting Screen



Procedure

- 1 Touch **2. Copier Initial** to display the Copier Initial Setting Menu Screen, then touch **6. Non-image Erase** to display the Non-Image Erase Initial Setting Screen.
- 2 Touch **Oblique erase** or **Rectangular erase**, as desired.
You can also select the original density level to obtain the optimum copy effect using this function. Touch **AUTO**, or select the density level required. Five exposure levels are provided.
- 3 Touch **OK** to complete the setting and return to the Copier Initial Setting Menu Screen. If other copier initial setting changes are required, touch the desired key.
- 4 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 5 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

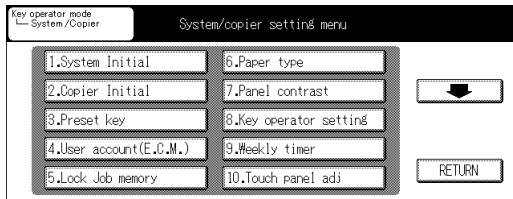
[2] Copier Initial (continued)

[7] Original Mode

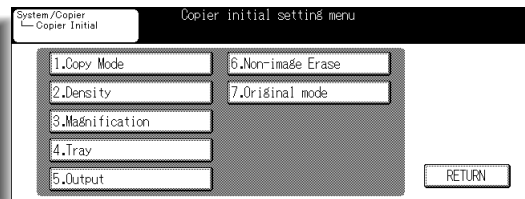
Set the original mode to be effective after the user turns the power on or after Auto Reset restores the Initial settings.

- Setting options: PHOTO/TEXT, INCREASE CONTRAST, PHOTO, TEXT
- Default setting: PHOTO/TEXT

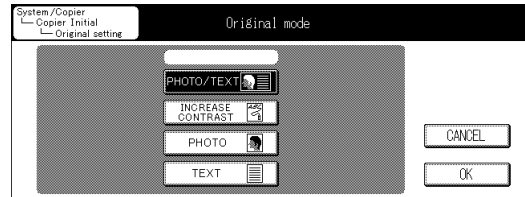
System/Copier Setting Menu Screen



Copier Initial Setting Screen



Original Mode Initial Setting Screen



Procedure

- 1 Touch **2. Copier Initial** to display the Copier Initial Setting Menu Screen, then touch **7. Original mode** to display the Original Mode Initial Setting Screen.
- 2 Touch the desired original mode key to highlight it.
- 3 Touch **OK** to complete the setting and return to the Copier Initial Setting Menu Screen. If other copier initial setting changes are required, touch the desired key.
- 4 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 5 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu

Finisher Adjustment

13
Key Operator Mode

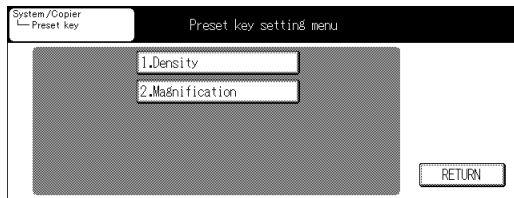
[3] Preset Key

Set two userset density levels and three USER PRESETs of magnification.

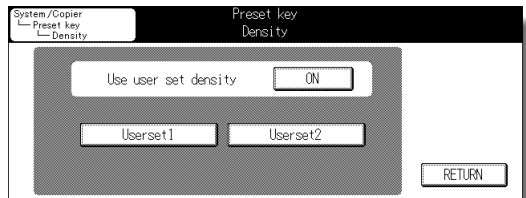
[1] Density

Output copying samples from 16 density levels from Lighter to Normal or Normal to Darker, then select the desired exposure and program it as USER SET 1. The programmed copy density can be recalled by selecting USER SET 1 on the Basic Screen.

Preset Key Setting Menu Screen



Userset Density Selection Screen



Procedure

- 1 Touch **3. Preset key** on the System/Copier Setting Menu Screen to display the Preset Key Setting Menu Screen.
- 2 Touch **1. Density** to display the Userset Density Selection Screen.
- 3 Place the original on the platen glass or in the RADF.
- 4 Touch **ON** to highlight it. The USERSET key will be displayed on the Basic Screen when restored.
- 5 Touch **Userset1** or **Userset2**. The Userset Density Darker Setting Screen will be displayed.

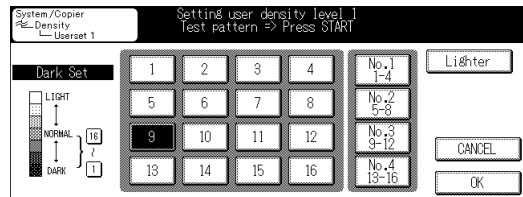
- 6 To program Userset (1 or 2) to a darker level, perform the following operation, then proceed to step 7.

- (1) Touch the desired number key to select the density level. If the darker level sample sheet is desired, touch **No.1 1~4**, **No.2 5~8**, **No.3 9~12**, or **No.4 13~16**, then press [**START**].
- (2) Select the desired darker exposure from the sample sheet(s), then touch the density number from **1** to **16**.

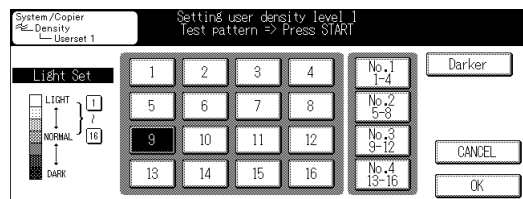
To program Userset (1 or 2) to a lighter level, perform the following operation, then proceed to step 7.

- (1) Touch **Lighter** to display the Userset Density Lighter Setting Screen.
- (2) Touch the desired number key to select the density level. If the lighter level sample sheet is desired, touch **No.1 1~4**, **No.2 5~8**, **No.3 9~12**, or **No.4 13~16**, then press [**START**].
- (3) Select the desired lighter exposure from the sample sheet(s), then touch the density number from **1** to **16**.

Userset Density Darker Setting Screen



Userset Density Lighter Setting Screen



[3] Preset Key (continued)

- 7 Touch **OK** to complete the setting and return to the Preset Key Setting Menu Screen.
- 8 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 9 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

[2] Magnification

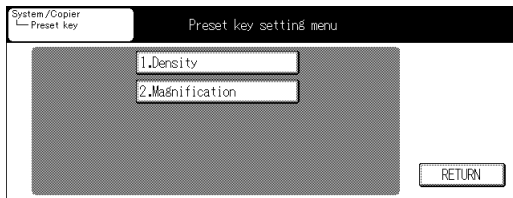
The preset and user set ratios are used to reduce and enlarge the original image to accommodate copy paper size, and are available on the Basic Screen.

NOTE:

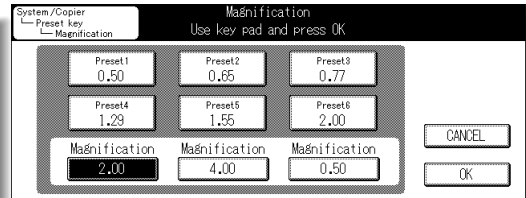
Normally, users are allowed to change the three USER PRESETs in the bottom line on the Userset Magnification Setting Screen. The preset keys in the top and middle lines can also be programmed in 2-5 DIPSW mode; however, changing them is not recommended.

- Setting options : User set or Preset ratio
- Default setting : USER PRESET1: 2.00
USER PRESET2: 4.00
USER PRESET3: 0.50

Preset Key Setting Menu Screen



Userset Magnification Setting Screen



Procedure

- 1 Touch **3. Preset key** on the System/Copier Setting Menu Screen to display the Preset Key Setting Menu Screen.
- 2 Touch **2. Magnification** to display the Userset Magnification Setting Screen.
- 3 Touch the desired Magnification key you want to change, then enter a ratio from 0.25~4.00, using the keypad.
If a ratio under 0.25 is entered, 0.25 will be displayed.
If a ratio over 4.00 is entered, 4.00 will be displayed.
- 4 Touch **OK** to complete the setting and return to the Preset Key Setting Menu Screen.
- 5 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 6 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu

Finisher Adjustment

13
Key Operator Mode

[4] User Account (E.C.M.)

This function can only be accessed by the Key Operator after an 8-digit User Account (Electronic Copy Monitor) master code is entered. The User Account (E.C.M.) allows you to monitor all copying activity by controlling User ID accounts.

This feature can track copier usage for individual users and/or accounts as well as limit access to the copier to authorized users. Copy quantity limits for specific accounts can also be set. Use the ECM Key Operator Form provided at the end of this section to record User ID information.

The User Account (E.C.M.) stores up to 256 User IDs, each of which represents a separate account that can be used for billing and recordkeeping. The number of users assigned to each account may depend upon the billing system in operation and the number of individuals and departments using the copier. When the User Account (E.C.M.) is activated, copying can be performed only after a valid User ID is entered. Copy quantity and copy limit for each account can be visually confirmed on the screen.

If User Account (E.C.M.) needs to be activated on your machine, contact your service representative.

The following User Account (E.C.M.) settings can be made:

1. Change User Account (E.C.M.) Data:

Create up to 256 individual User IDs, 00000~99999, and limit copy counts for each User ID to a max. 999,999 copies.

2. User Account (E.C.M.) Data List:

Display the copy count for each User ID, and change limit settings.

3. All Counter Reset:

Clear the copy count for all passwords.

4. ECM On/Off Setting:

Select the function to be on or off. The initial setting is Off.

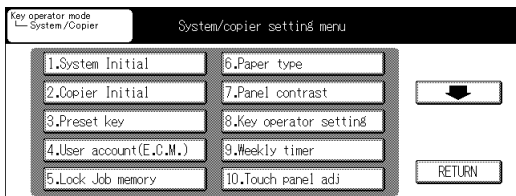
5. Copy Limit Reached Effect:

Set the machine condition when the copy limit is reached. The machine can be set to stop immediately or after a job is completed, or to only display a warning message.

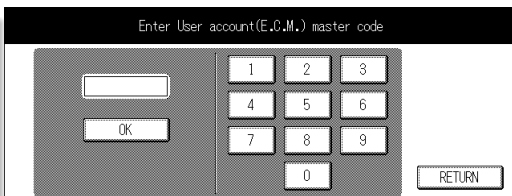
[4] User Account (E.C.M.) (continued)

How to Access the User Account (E.C.M.) Setting Mode

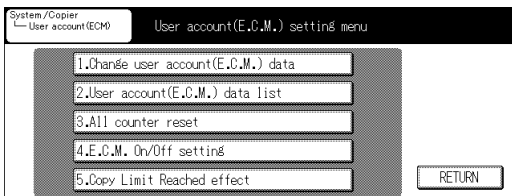
System/Copier Setting Menu Screen



User Account (E.C.M.) Master Code Screen



User Account (E.C.M.) Setting Menu Screen



Procedure

- 1 Touch **4. User account (E.C.M.)** on the System/Copier Setting Menu Screen. The User Account (E.C.M.) Master Code Screen displays, if a code is required.
- 2 Use the touch screen keypad or control panel keypad to enter your 8-digit User account (E.C.M.) master code, then touch **OK** to display the User Account (E.C.M.) Setting Menu Screen.

NOTE:

If an invalid User account (E.C.M.) master code is entered, continue by entering the valid 8-digit code.

- 3 Select the desired User Account (E.C.M.) function, and make settings, as required. To exit the User Account (E.C.M.) setting mode, touch **RETURN** on User Account (E.C.M.) Setting Menu Screen.
- 4 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 5 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu

Finisher Adjustment

13
Key Operator Mode

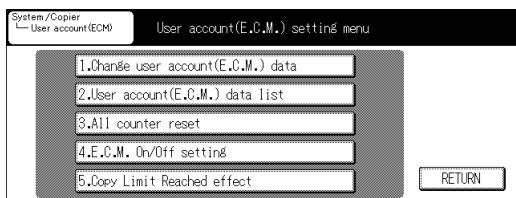
[4] User Account (E.C.M.) (continued)

[1] Change User Account (E.C.M.) Data

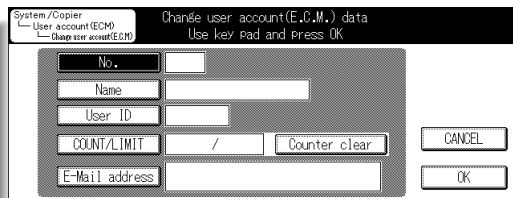
Assign an account number for an individual or for a group, then create individual password(s) for each user. You can specify a name and E-Mail address for each password.

- No.: account number from 000~255, designated by key operator
- Name: Max. 20 characters
- User ID: Unique 8-digit numeric code programmed by key operator for user
- E-Mail address: E-Mail address of the user
- Limit: 6-digit copy limit or print limit, clearing the counter

User Account (E.C.M.) Setting Menu Screen



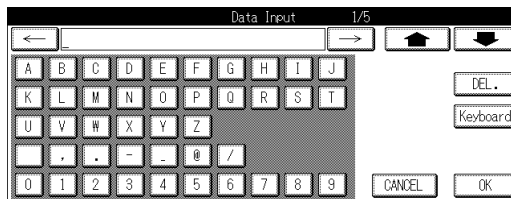
User Account Data Input Screen



Procedure

- 1 Touch **1. Change user account (E.C.M.) data** on the User Account (E.C.M.) Setting Menu Screen to display the User Account Data Input Screen.
- 2 The **No.** key is highlighted, enabling you to immediately enter an account number. Enter a 3-digit account number from 000~255 using the keypad on the control panel.
- 3 Touch **Name** to display the Name Input Screen. If you do not specify the name, proceed to step 6. This operation can be completed normally without the name specified.
- 4 Input the desired name according to the procedure below.
 - (1) Max. 20 characters can be entered.
 - (2) Use Upper arrow and Lower arrow keys on the Name Input Screen to input uppercase and lowercase letters and symbols.
 - (3) Touch **DEL.** to delete the input character.
 - (4) Touching **CANCEL** on the Name Input Screen will clear all the input characters.
 - (5) To change the existing name, touch **DEL.** to delete it and enter the new name.
- 5 Touch **OK** on the Name Input Screen to return to the User Account Data Input Screen.
- 6 Touch **User ID** to highlight it. Enter a 8-digit User ID using the keypad on the control panel.

Name Input Screen



NOTES:

1. Do not enter "00000000". The initial User ID value is "00000000".
2. We recommend that you make a list of all User IDs and account numbers.

[4] User Account (E.C.M.) (continued)

- 7 Touch **COUNT/LIMIT** to highlight it.
Enter a 6-digit limit for the account number using the control panel keypad.
To clear the counter to zero, touch **Counter clear**.

NOTES:

1. If an invalid limit is entered, continue by entering the valid 6-digit limit.
 2. Entering "000000" signifies no copy limit.
- 8 Touch **E-Mail address**. The key will be highlighted, enabling you to immediately enter the E-Mail address (up to 60 characters). If you do not specify the E-Mail address, proceed to step 10.
 - 9 Enter the E-Mail address of the user using the control panel keypad. Max. 64 characters can be entered.
 - 10 Touch **OK** to complete the settings and return to the User Account (E.C.M.) Setting Menu Screen.

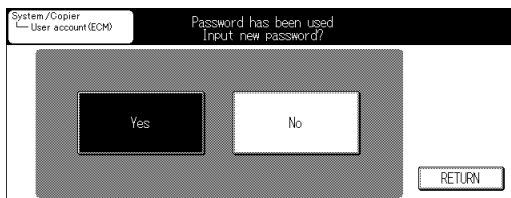
When the same User ID has been used for another account number, the Password Duplication Screen will be displayed. To re-enter new User ID, touch **YES** and return to the step 6. To create duplicate User ID, touch **NO**, then touch **OK**.

NOTE:

It is possible to assign the same User ID to different account numbers. Note, however, that the number of copies will be counted only for the User ID with the smallest account number. Copy count for the other account numbers will not be monitored. We recommend you do not duplicate User IDs.

- 11 If other User Account (E.C.M.) setting changes are required, touch the desired key.
- 12 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 13 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Password Duplication Screen



Key Operator
Mode

System Initial

Copier Initial

Preset Key

User
Account

Lock Job
Memory

Paper Type

Panel Contrast

Key Operator
Setting

Weekly
Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

Machine
Mail Address

HDD Setting
Menu

Finisher
Adjustment

13
Key Operator
Mode

[4] User Account (E.C.M.) (continued)

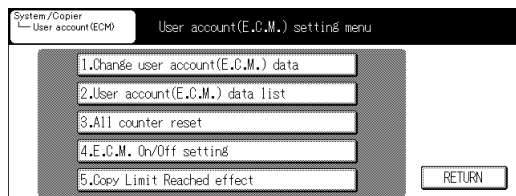
[2] User Account (E.C.M.) Data List

Use this setting to display the list of account numbers, and to edit or delete these User Account (E.C.M.) data.

If the machine has the optional Fax kit and Printer Controller installed, the ECM Count List Screen also allows you to check the facsimile transmission page count for each account number.

- Edit items: Account No., Name, E-Mail address, copy limit, copy count

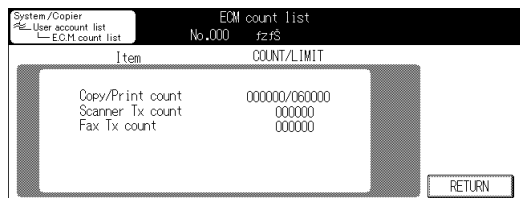
User Account (E.C.M.) Setting Menu Screen



User Account Data List Screen (COPY/PRINTER mode)



ECM Count List Screen



Procedure

- 1 Touch **2. User Account (E.C.M.) data list** on the User Account (E.C.M.) Setting Menu Screen to display the User Account Data List Screen.
- 2 To scroll the count list, touch the upper/lower bold arrow key on the right side of the screen.
- 3 To check the count list, touch the upper/lower arrow key on the right side of the list to highlight the User account data to be checked, then touch **ECM count**. The ECM Count List Screen will be displayed. Touch **RETURN** to restore the User Account Data List Screen.

NOTE:

If the machine is equipped with Fax kit and Printer Controller, the ECM Count List Screen includes the scanner transmission count and facsimile transmission count.

- 4 To delete the User account data, touch the upper/lower arrow key on the right side of the list to highlight the User account data to be deleted, then touch **DEL**. The selected User account data will be deleted from the list.
- 5 To edit the User account data, touch the upper/lower arrow key on the right side of the list to highlight the User account data to be edited, then touch **EDIT**. The User Account Data Input Screen will be displayed.
 - (1) To edit the User ID, touch **User ID**. Enter a new 8-digit User ID using the keypad on the control panel. Do not enter "00000000".
 - (2) To edit the name, touch **Name**. The Name Input Screen will be displayed. See p. 13-20.

[4] User Account (E.C.M.) (continued)

- (3) To edit the copy or printer limit, touch **Limit** to display the Limit Count Setting Screen. Enter a new 6-digit limit using the keypad on the control panel. Entering "000000" signifies no limit.
- (4) To clear the copy count, touch **Counter clear**.
- 6 Touch **OK** on the User Account Data Input Screen to complete the settings and return to the User Account Data List Screen.
To cancel the changes made in step 5, touch **CANCEL** to restore the User Account Data List Screen.
- 7 Touch **RETURN** on the User Account Data List Screen to restore the User Account (E.C.M.) Setting Menu Screen. If other User Account (E.C.M.) setting changes are required, touch the desired key.
- 8 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 9 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

User
Account

Lock Job
Memory

Paper Type

Panel Contrast

Key Operator
Setting

Weekly
Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

Machine
Mail Address

HDD Setting
Menu

Finisher
Adjustment

13
Key Operator
Mode

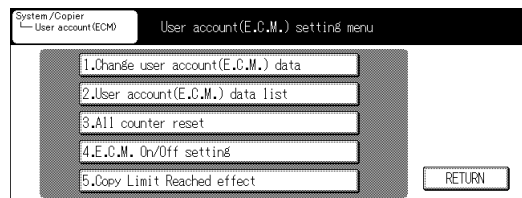
[4] User Account (E.C.M.) (continued)

[3] All Counter Reset

Reset the count for all account numbers.

- Setting options: Reset All Counters yes or no

User Account (E.C.M.) Setting Menu Screen



All Counter Reset Screen



Procedure

- 1 Touch **3. All counter reset** on the User Account (E.C.M.) Setting Menu Screen to display the All Counter Reset Screen.
- 2 Touch **Yes** to reset all counters to zero.
Or, touch **No** not to reset. The selected key will be highlighted.
- 3 Touch **RETURN** to complete the settings and return to the User Account (E.C.M.) Setting Menu Screen. If other User Account (E.C.M.) setting changes are required, touch the desired key.
- 4 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 5 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

[4] User Account (E.C.M.) (continued)

[4] ECM On/Off Setting

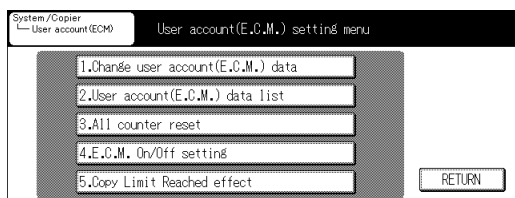
Use this function to turn ECM ON or OFF. If the machine has the optional Fax kit and Printer Controller installed, set ECM ON or OFF individually for COPIER, FAX, SCANNER and PRINTER mode.

NOTE:

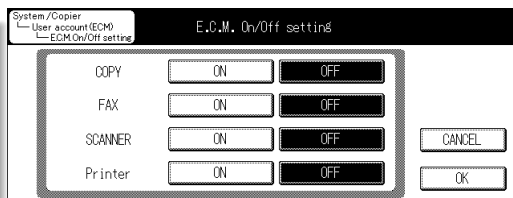
If ECM OFF is selected while User Account (E.C.M.) functions, the copier will be enabled to perform copying jobs without a User ID entered, and both copy count and copy limit functions will be discontinued.

Default setting: ECM on

User Account (E.C.M.) Setting Menu Screen



ECM On/Off Setting Screen



Procedure

- 1 Touch **4. E.C.M. On/Off setting** on the User Account (E.C.M.) Setting Menu Screen to display the ECM On/Off Setting Screen.
- 2 Touch **ON** to activate User Account (E.C.M.) or touch **OFF** to de-activate User Account (E.C.M.).
The selected key will be highlighted.
- 3 Touch **OK** to complete the settings and return to the User Account (E.C.M.) Setting Menu Screen.
If other User Account (E.C.M.) setting changes are required, touch the desired key.
- 4 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 5 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu

Finisher Adjustment

13
Key Operator Mode

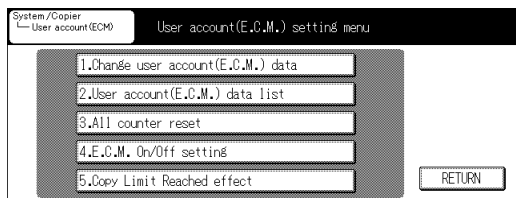
[4] User Account (E.C.M.) (continued)

[5] Copy Limit Reached Effect

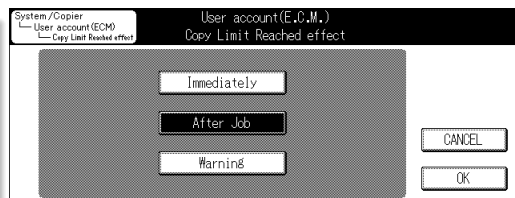
Use this function to select whether the copier will stop when the count limit is reached, or if the copier will complete the copy job before stopping when reaching maximum copy count.

- Setting options: Immediately, After job, Warning
- Default setting: After job

User Account (E.C.M.) Setting Menu Screen



Copy Limit Reached Effect Screen



Procedure

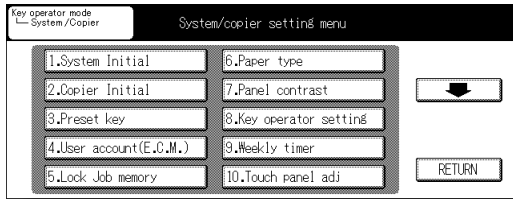
- 1 Touch **5. Copy Limit Reached effect** on the User Account (E.C.M.) Setting Menu Screen to display the Copy Limit Reached Effect Screen.
- 2 Select setting option:
 - Touch **Immediately** to stop the copier when the copy limit is reached. In this case, the paper in process will be completed, and the message “Enter User ID” will display after the copier stops.
 - Touch **After job** to stop the copier after the current job is completed.
 - Touch **Warning** only to display a warning message when copy limit is reached.
- 3 Touch **OK** to complete the settings and return to the User Account (E.C.M.) Setting Menu Screen. If other User Account (E.C.M.) setting changes are required, touch the desired key.
- 4 Touch **RETURN** to restore the System/Copier Setting Menu Screen. If other key operator settings are required, touch the desired key.
- 5 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

[5] Lock Job Memory

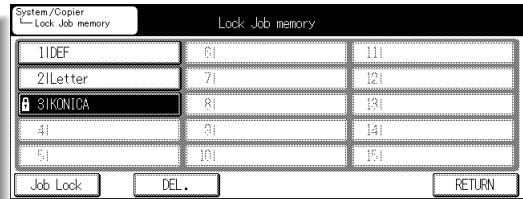
Use this function to lock/unlock or delete a Job that has been programmed. A locked Job is indicated by a lock icon (🔒) on the Lock Job Memory Screen. The settings of a locked job cannot be changed.

- Setting options: Lock Job memory, Unlock Job memory, Delete Job memory

System/Copier Setting Menu Screen



Lock Job Memory Screen



Procedure

- 1 Touch **5. Lock Job memory** on the System/Copier Setting Menu Screen to display the Lock Job Memory Screen.
- 2 To lock/unlock a job memory;
 - (1) Touch the desired job number key to highlight it.
 - (2) Touch **Job Lock**. The lock icon will appear on the touched key to show that the selected job is locked. The previously locked job will be unlocked when selected, and the lock icon on the touched key will disappear.

To delete a job memory;

- (1) Touch the job number you want to delete.
- (2) Touch **DEL.**

Selected programs and the name will be deleted from the job memory.

NOTES:

- A locked job can also be deleted, with the lock on the job number released at the same time.
- Once deleted, the programs cannot be restored.

- 3 Touch **RETURN** to complete the setting and return to the System/Copier Setting Menu Screen.
- 4 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu

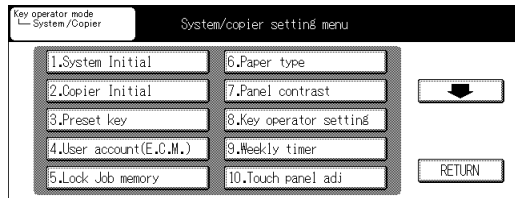
Finisher Adjustment

13
Key Operator Mode

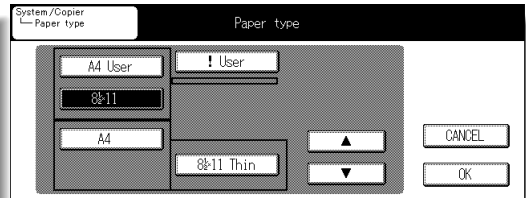
[6] Paper Type

Use this function to indicate a specific paper type for each tray key on the Basic Screen. This is especially useful when special paper is used on a regular basis and is always placed in a specific paper tray.

System/Copier Setting Menu Screen



Paper Type Setting Screen



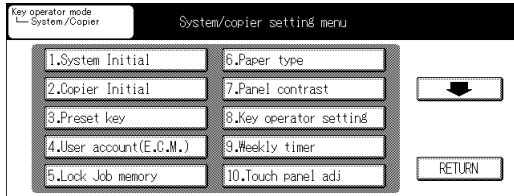
Procedure

- 1 Touch **6. Paper type** on the System/Copier Setting Menu Screen to display the Paper Type Setting Screen.
- 2 Touch the desired paper tray to highlight it.
- 3 Touch the ▲ Upper arrow or ▼ Lower arrow key to select paper type.
The name of paper type displayed on the highlighted tray key will change as follows:
Main body tray / Drawer base unit tray / LCT
---(blank)→ RECYCL → User
Multi-sheet bypass tray
---(blank)→ OHP → Thin → Thick1 → Thick2. → RECYCL → User
Touch the arrow keys until the desired name appears.
- 4 Touch **OK** on the Paper Type Setting Screen to complete the setting and return to the System/Copier Setting Menu Screen.
- 5 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

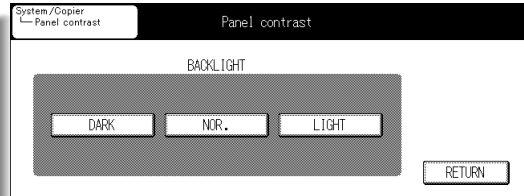
[7] Panel Contrast

Use this feature to adjust the level of brightness of the touch screen portion of the control panel.

System/Copier Setting Menu Screen



Panel Contrast Screen



Procedure

- 1 Touch **7. Panel contrast** on the System/Copier Setting Menu Screen to display the Panel Contrast Screen.
- 2 Adjust the backlight contrast, as desired.
Touch **DARK**, **NOR.**, or **LIGHT** to make the backlight contrast dimmer or brighter than the current condition.
- 3 Touch **RETURN** to complete the setting and return to the System/Copier Setting Menu Screen.
- 4 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu

Finisher Adjustment

13
Key Operator Mode

[8] Key Operator Setting

Use this screen to enter the Key Operator data indicated on the Help Screen selected from the Basic Screen, and also to allow the network PC of the Key Operator to be informed of the current machine status by E-mail.

[1] Key Operator Data Setting

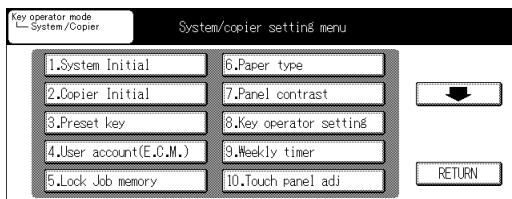
Enter the name, extension number and the e-mail address of the Key Operator indicated on the Help Screen.

NOTE:

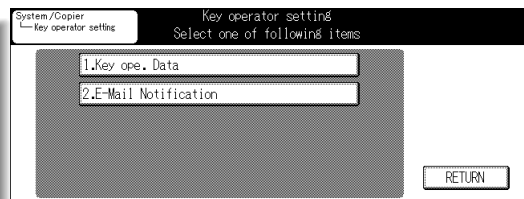
This setting does not necessarily have to be entered.

- Setting options: Max. 20-character Key Operator name; 8-digit Key Operator telephone extension; Max. 64-character Key Operator e-mail address

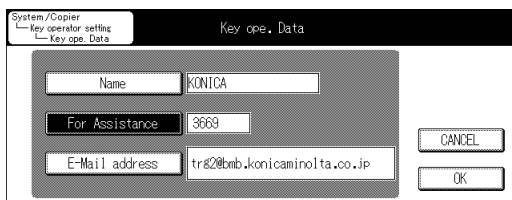
System/Copier Setting Menu Screen



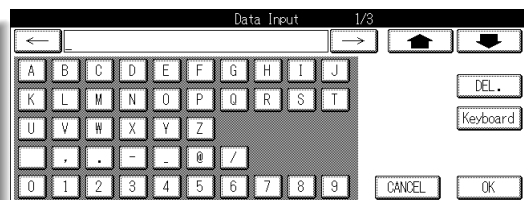
Key Operator Setting Menu Screen



Key Operator Data Input Screen



Name Input Screen



Procedure

- 1 Touch **8. Key operator setting** on the System/Copier Setting Menu Screen to display the Key Operator Setting Menu Screen.
- 2 Touch **1. Key ope. Data** to display the Key Operator Data Input Screen.
- 3 Touch **Name** to display the Name Input Screen, then enter the Key Operator name up to 20 characters from the touch screen keypad.

NOTE:

For details of Name Input Screen, see p. 13-20.

- 4 Touch **For Assistance** to highlight it, then enter an 8-digit extension number from the control panel keypad.
The first entered number will appear at far right then shift to the left as you enter new number.
- 5 Touch **E-mail address** to display the Name Input Screen, then enter the E-Mail address of the Key Operator from the touch screen keypad.

[8] Key Operator Setting (continued)

- 6 Touch **OK** to complete the setting and return to the System/Copier Setting Menu Screen.
- 7 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

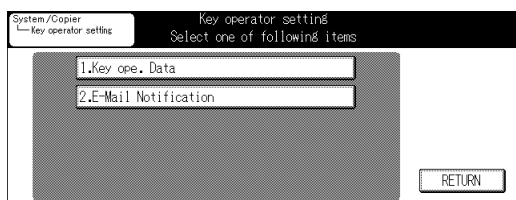
[2] E-Mail Notification Setting

When the machine requires troubleshooting or maintenance such as paper or toner supply, this setting allows the network PC of the Key Operator to be informed of the current machine status by E-mail.

The following information items are provided, and more than one e-mail address can be registered to receive this information.

- No Paper
- Toner Stop
- Paper Jam
- Operator Attention
- PM
- Fatal Error
- Out of Stapler
- Dispose of Waste Basket

Key Operator Setting Menu Screen



System/Copier
Key operator setting
Select one of following items

1.Key ope. Data
2.E-Mail Notification

RETURN

E-Mail Notification Setting Menu Screen



System/Copier
E-Mail Notification
Select one of following items

1.Enable E-Mail Notice
2.E-Mail Notify item

RETURN

E-Mail Notification ON/OFF Setting Screen



System/Copier
E-Mail Notification
Enable E-Mail Notice
Select one of following items

E-Mail Notification ON OFF

Notification address: trz2@bmb.konicaminolta.co.jp

CANCEL
OK

E-Mail Notification Address Setting Screen

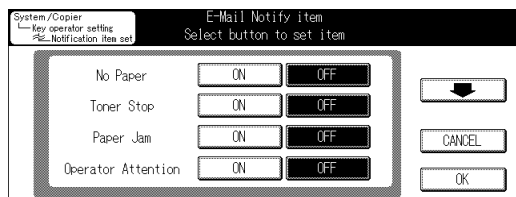


System/Copier
E-Mail Notification
E-Mail Notification address setting
Set address is for E-Mail notification

Notification address: trz2@bmb.konicaminolta.co.jp

Key operator E-Mail Enter address CANCEL
OK

E-Mail Notification Item Setting Screen



System/Copier
Key operator setting
E-Mail Notification
E-Mail Notify item
Select button to set item

No Paper ON OFF
Toner Stop ON OFF
Paper Jam ON OFF
Operator Attention ON OFF

DOWN ARROW
CANCEL
OK

E-Mail Notification Item Setting Screen



System/Copier
Key operator setting
E-Mail Notification
E-Mail Notify item
Select button to set item

PM ON OFF
Fatal Error ON OFF
out of Stapler ON OFF
Dispose of waste basket ON OFF

HOME ARROW
CANCEL
OK

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu



Finisher Adjustment

13
Key Operator Mode

[8] Key Operator Setting (continued)

Procedure

- 1 Touch **8. Key operator setting** on the System/Copier Setting Menu Screen to display the Key Operator Setting Menu Screen.
- 2 Touch **2. E-Mail Notification** to display the E-Mail Notification Setting Menu Screen.
- 3 Specify whether to enable or disable this function.
 - (1) Touch **1. Enable E-Mail Notice** to display the E-Mail Notification ON/OFF Setting Screen.
 - (2) Touch **ON** to enable this function, or touch **OFF** to disable it.
 - (3) Touch **OK** to complete the setting, or touch **CANCEL** to restore the previous setting. The E-Mail Notification Setting Menu Screen will be restored.
- 4 Enter the e-mail address to be informed.
 - (1) Touch **1. Enable E-Mail Notice** to display the E-Mail Notification ON/OFF Setting Screen.
 - (2) Touch **Notification address** to display the E-Mail Notification Address Setting Screen.
 - (3) Touch **Key operator E-Mail** to designate the e-mail address of the Key Operator that has already been specified in the Key Operator data setting.
 - (4) To newly enter the e-mail address, touch **Enter address** to display the Data Input Screen, then enter the desired e-mail address from the touch screen keypad. (Max. 64 characters)

NOTE:
More than one address can be entered using comma as a separator.
- (5) Touch **OK** to complete the setting, or touch **CANCEL** to restore the previous setting. The E-Mail Notification Setting Menu Screen will be restored.
- 5 Specify the information item.
 - (1) Touch **2. E-Mail Notify item** to display the E-Mail Notification Item Setting Screen.
 - (2) Touch the arrow keys  and  at the upper right to scroll the screen.
 - (3) To select the information item, touch **ON** to highlight it.
 - (4) Touch **OK** to complete the setting, or touch **CANCEL** to restore the previous setting. The E-Mail Notification Setting Menu Screen will be restored.
- 6 Touch **RETURN** to complete the setting and return to the System/Copier Setting Menu Screen.
- 7 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

[9] Weekly Timer

This function can be accessed only by the Key Operator after a unique 4-digit Weekly Timer master key code is entered.

The Weekly Timer is a copier management function that shuts down power to the machine on a daily or hourly basis, and can be programmed specifically for lunch breaks, weekends and holidays, or any time the copier is not required.

In Addition, Timer Interrupt can be enabled (with or without a password requirement) to allow temporary use of the machine during periods when power is shut down by the Timer function.

Conditions required to use the Weekly Timer:

- The power plug is inserted into the socket.
- The power switch is turned on.
- The current date and time are correctly set.

If the Weekly Timer needs to be activated on your machine, contact your service representative.

The following Weekly Timer settings can be made.

[1] Weekly Timer Setting

Enable and disable the Timer function.

[2] Weekly Timer Copier ON/OFF Time Set

Specify the times that the copier will turn ON and OFF for each day of the week or the entire week.

[3] Machine Working Day Individual Set

Specify the working days of the machine by the Timer, for all Mondays through Sundays, and/or individually for each day of the given month.

[4] Lunch Hour Off Function

Specify the lunch time interval during which the copier will go off and on.

[5] Password Setting

Require Password entry for the Timer off function and establish the amount of usage time.

NOTES:

- 1 The time is set in terms of the 24 hour clock, where hour [1] is the first hour after midnight and hour [24] is the hour of midnight. For example, 6 a.m. is 06:00 hours; 6 p.m. is 18:00 hours.
- 2 The [**AUTO RESET**] key is used to change numbers determined by the **SET** touch key.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

User
Account

Lock Job
Memory

Paper Type

Panel Contrast

Key Operator
Setting

Weekly
Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

Machine
Mail Address

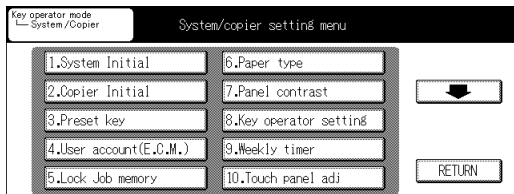
HDD Setting
Menu

Finisher
Adjustment

13
Key Operator
Mode

How to Access the Weekly Timer Setting Mode

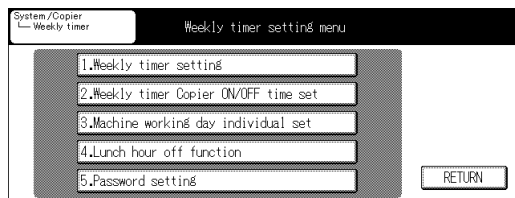
System/Copier Setting Menu Screen



Weekly Timer Master Key Code Screen



Weekly Timer Setting Menu Screen



Procedure

- 1 Touch **9. Weekly timer** on the System/Copier Setting Menu Screen. The Weekly Timer Master Key Code Screen displays when the 4-digit Weekly Timer master key code is set by service. Otherwise, the Weekly Timer Setting Menu Screen displays without the code requirement.
- 2 If the Weekly Timer Master Key Code Screen is displayed, use the touch screen keypad or control panel keypad to enter your 4-digit Weekly Timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen.

NOTE:

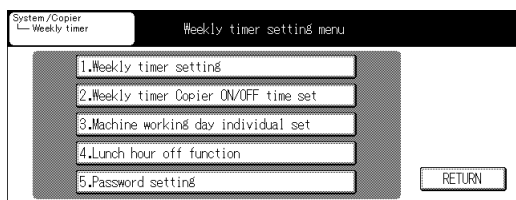
If an invalid Weekly Timer master key code is entered, continue by entering the valid 4-digit code.

- 3 Select the desired Weekly Timer function, and make settings, as required.
- 4 To exit the Weekly Timer mode, touch **RETURN** on the Weekly Timer Setting Menu Screen.
- 5 To exit the Key Operator mode, turn off the machine power.

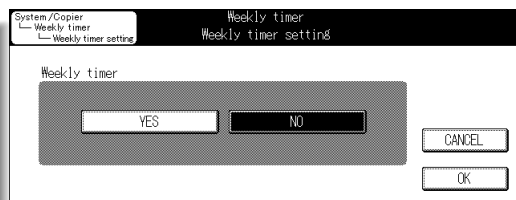
[1] Weekly Timer Setting

- ❑ Default setting: Weekly timer OFF

Weekly Timer Setting Menu Screen



Weekly Timer On/Off Setting Screen



Procedure

- 1 Touch **1. Weekly timer setting** to display the Weekly Timer On/Off Setting Screen.
- 2 Touch **YES** to activate Weekly Timer, or touch **NO** to de-activate Weekly Timer. The selected key will be highlighted.
- 3 Touch **OK** to complete the setting and return to the Weekly Timer Setting Menu Screen.
- 4 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 5 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu

Finisher Adjustment

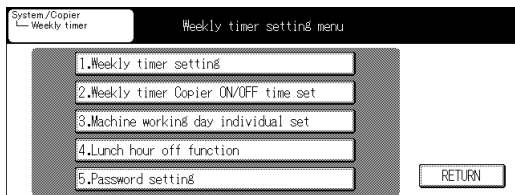
13
Key Operator Mode

[9] Weekly Timer (continued)

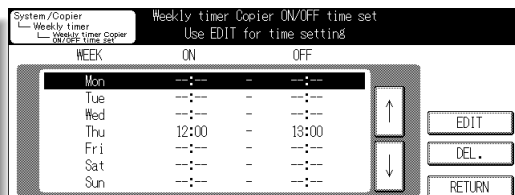
[2] Weekly Timer Copier ON/OFF Time Set

Use this function to set the On/Off times in hours and minutes for each day of the week or set the block time for the entire week, i.e., the same On/Off time for each day.

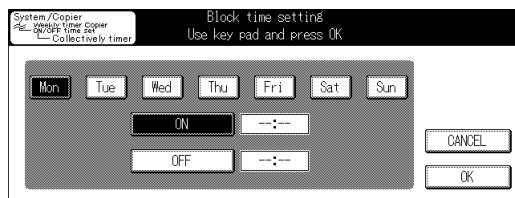
Weekly Timer Setting Menu Screen



Weekly Timer On/Off Time Setting Screen



Weekly Timer On/Off Time Block Setting Screen



Procedure

- 1 Touch **2. Weekly timer Copier ON/OFF time set** to display the Weekly Timer On/Off Time Setting Screen.
 - 2 Use the procedure below to set the ON time and OFF time for the desired days of the week.
 - (1) Touch **EDIT** to display the Weekly Timer On/Off Time Block Setting Screen.
 - (2) Touch and highlight the keys of the desired day of the week from Monday through Sunday to set the same ON time and OFF time.
 - (3) Touch **ON** to enter the ON time.
Enter a 2-digit ON-hour (ex. 8 a.m. is 08) and a 2-digit ON-minute (ex. 7 min. is 07) using the control panel keypad.
 - (4) Touch **OFF** to enter the OFF time.
Enter a 2-digit OFF-hour (ex. 6 p.m. is 18) and a 2-digit OFF-minute using the control panel keypad.
- NOTES:**
- If ON-time and OFF-time are the same, power will not go on.
 - Be sure to enter both ON time and OFF time.
 - Be sure to enter the ON/OFF time for a day off also, so that you can specify the machine working days on the Weekly Timer Working Day Individual/Collective Setting Screen.
- (5) Touch **OK** to complete the settings and return to the Weekly Timer On/Off Time Setting Screen.
 - (6) Confirm the ON time and OFF time on the screen.
- 3 Use the procedure below to delete the ON time and OFF time of the day of the week.
 - (1) Use the upper/lower arrow key to select the day of the week to be deleted.
 - (2) Touch **DEL.**
 - (3) ON time and Off the of the day of the week are deleted and "--:--" are displayed.

[9] Weekly Timer (continued)

NOTE:

On the day of the week with the ON/OFF time deleted, you can not turn on the power.

- 4 Touch **RETURN** to complete the settings and return to the Weekly Timer Setting Menu Screen.
- 5 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 6 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

User
Account

Lock Job
Memory

Paper Type

Panel Contrast

Key Operator
Setting

**Weekly
Timer**

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

Machine
Mail Address

HDD Setting
Menu

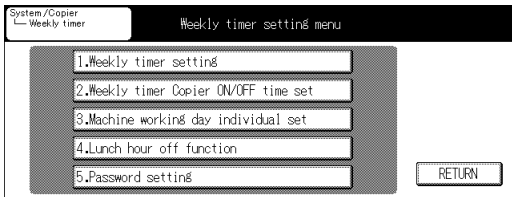
Finisher
Adjustment

13
Key Operator
Mode

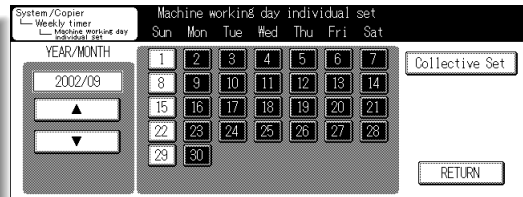
[3] Machine Working Day Individual Set

Use this function to set the On/Off condition of the copier for a given month. Set the On/Off condition for specific days; or set it collectively, for all Mondays through Sundays of the given month. The default setting is collective: On for Mondays through Saturdays, and Off for Sundays.

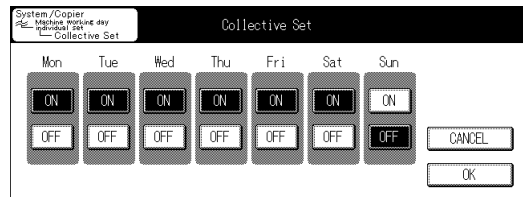
Weekly Timer Setting Menu Screen



W.T. Working Day Individual Setting Screen



W.T. Working Day Collective Setting Screen



Procedure

- 1 Touch **3. Machine working day individual set** to display the W.T. Working Day Individual Setting Screen.
The days of the current month are displayed on the left half of the screen, with timer-active days highlighted.
- 2 To activate or deactivate the Timer for any individual day, touch the key for that day to change its indication.
To change the month, use arrows to scroll to the desired month.
- 3 To collectively set the on/off data for the entire month by the day of the week, touch **Collective Set** to display the W.T. Working Day Collective Setting Screen.
Touch the **ON** or **OFF** key for the desired day. If you touch an already-highlighted key, no change will occur.
Touch **OK** to complete the settings and return to the W.T. Working Day Individual Setting Screen.

NOTE:

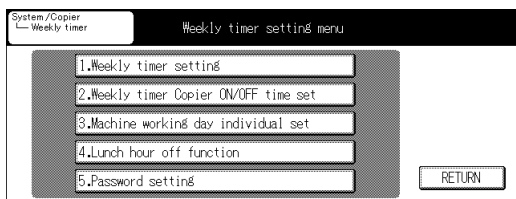
The selected days will be highlighted in black on the W.T. Working Day Individual Setting Screen when restored, however, the working day individual setting has priority so that you can make setting change for each day on that screen, if desired.

- 4 Touch **RETURN** to complete the settings and return to the Weekly Timer Setting Menu Screen.
- 5 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 6 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

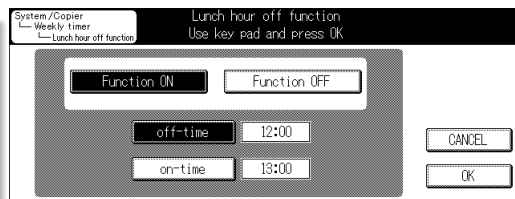
[4] Lunch Hour Off Function

The Weekly Timer function turns the copier ON and OFF once a day. Use this Lunch hour off function to shut down power for lunch break then turn on again while the copier is turned on due to the Weekly Timer function. Only one off-time interval can be programmed.

Weekly Timer Setting Menu Screen



Lunch Hour Off Setting Screen



Procedure

- 1 Touch **4. Lunch hour off function** to display the Lunch Hour Off Setting Screen.
- 2 Use the procedure below to activate the Lunch hour off function.
 - (1) Touch **Function ON** to highlight it.
 - (2) Touch **off-time**.
Enter a 2-digit off-hour (ex. 9 a.m. is 09) and a 2-digit off-minute (ex. 7 min. is 07) using the control panel keypad.
 - (3) Touch **on-time**.
Enter a 2-digit on-hour and a 2-digit on-minute using the control panel keypad.
- 3 Touch **Function OFF** to de-activate the Lunch hour off function. The time setting area will appear grayed out and cannot be selected. The Function OFF setting is the factory default setting.
- 4 Touch **OK** to complete the setting and return to the Weekly Timer Setting Menu Screen.
- 5 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 6 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu

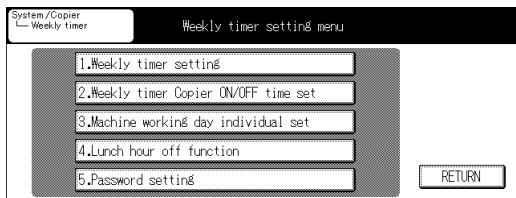
Finisher Adjustment

13
Key Operator Mode

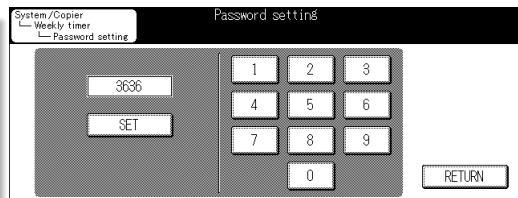
[5] Password Setting

Use this password setting mode to establish a 4-digit password requirement for using Timer Interrupt function. The default password of 0000 allows the timer function to be interrupted without the requirement for password entry.

Weekly Timer Setting Menu Screen



W.T. Interrupt Password Setting Screen



Procedure

- 1 Touch **5. Password setting** to display the W.T. Interrupt Password Setting Screen.
- 2 Use the touch screen keypad to enter a 4-digit password, and then touch **OK** to complete the setting.

NOTE:

When the password setting is 0000, timer interrupt can be used simply by turning the copier OFF, then ON.

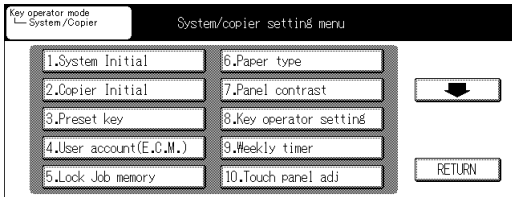
- 3 Touch **RETURN** to return to the Weekly Timer Setting Menu Screen.
- 4 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 5 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

[10] Touch Panel Adjustment

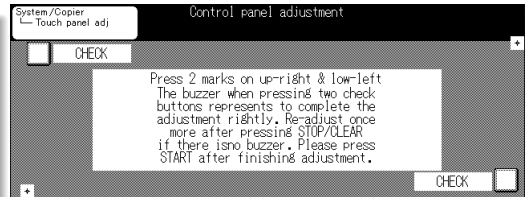
Use this feature to check malfunctions of the LCD touch screen due to the shift in position of the touch sensor.

- When the Touch Panel Adjustment Screen does not display in step 2, press any key from the control panel keypad [0] ~ [9].

System/Copier Setting Menu Screen



Touch Panel Adjustment Screen



Procedure

- 1 Touch **10. Touch panel adj.** on the System/Copier Setting Menu Screen to display the Touch Panel Adjustment Screen.
- 2 Touch the “+” indication at the upper right corner, then lower left corner on the screen. The present coordinates will be displayed in the message area of the screen.

NOTE:

When touching the “+” indications, it is recommended that you use a sharp point such as a pencil to be more accurate.

- 3 Check that the X coordinate and Y coordinate displayed in the first line of the message area fall within the standard value displayed in the second line.
- 4 Touch the **CHECKs** at the upper left and lower right corners on the screen to check if the buzzer tone functions normally.
- 5 If the coordinates fall out of the range of the standard value in step 3, or the buzzer tone does not sound in step 4, repeat the adjustment procedure from 2 to 4.
- 6 Press [**START**] on the control panel to complete the setting and restore the System/Copier Setting Menu Screen.
- 7 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu

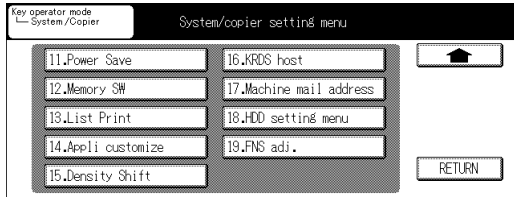
Finisher Adjustment

13
Key Operator Mode

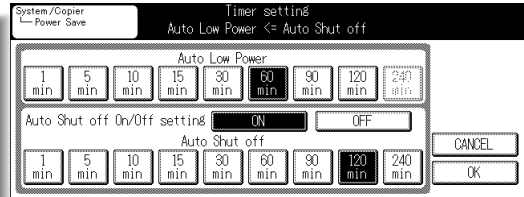
[11] Power Save

Select the interval of time that must elapse before Auto Low Power and Auto Shut Off become activated. Or, select the Auto Shut Off function to ON or OFF.

System/Copier Setting Menu Screen



Power Save Timer Setting Screen



Procedure

- 1 Touch **11. Power Save** on the System/Copier Setting Menu Screen to display the Power Save Timer Setting Screen.
- 2 Touch the timer key in each area to select a specific waiting period before activating the Auto Low Power or Auto Shut Off.

NOTES:

- 1 The period of time selected for Auto Low Power cannot exceed the Auto Shut Off setting.
 - 2 If the same period of time as Auto Shut Off is selected for Auto Low Power, the Auto Shut Off will function instead of Auto Low Power.
- 3 To use the Auto Shut Off function, touch **ON** to highlight the key, or touch **OFF** to deactivate it. The default setting is ON.
 - 4 Touch **RETURN** to complete the setting and restore the System/Copier Setting Menu Screen.
 - 5 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

[12] Memory Switch

This function allows you to change the Memory Settings listed below. See pp. 13-44~13-46 for details on Memory Settings.

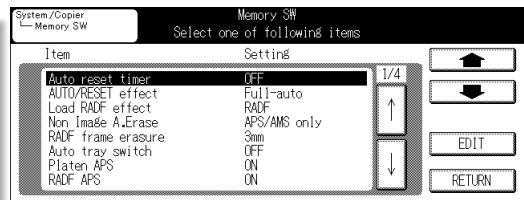
SW No.	Item	Setting (default is underlined)
No. 01:	Auto reset timer	<u>OFF</u> / 30 sec. / 60 sec. / 90 sec. / 120 sec./ 150 sec. / 180 sec. / 210 sec. / 240 sec. / 270 sec. / 300 sec.
No. 02:	AUTO/RESET effect	Full-Auto / <u>Initial setting</u>
No. 03:	Load RADF effect	<u>RADF</u> / RADF+Auto Reset
No. 04:	Non Image A. Erase	<u>ON</u> / APS/AMS only
No. 05:	RADF frame erasure	None / 1 mm / 2 mm / <u>3 mm</u> / 4 mm / 5 mm
No. 06:	Auto tray switch	<u>OFF</u> / ON
No. 07:	Platen APS	<u>OFF</u> / ON
No. 08:	RADF APS	<u>OFF</u> / ON
No. 09:	ATS/APS (Bypass)	<u>OFF</u> / ON
No. 10:	ATS/APS SW (Tray 1)	<u>OFF</u> / ON
No. 11:	ATS/APS SW (Tray 2)	<u>OFF</u> / ON
No. 12:	ATS/APS SW (Tray 3)	<u>OFF</u> / ON
No. 13:	ATS/APS SW (Tray 4)	<u>OFF</u> / ON
No. 14:	ATS/APS SW (LCT)	<u>OFF</u> / ON
No. 15:	Platen AMS	<u>OFF</u> / ON
No. 16:	RADF AMS	<u>OFF</u> / ON
No. 17:	Staple mode reset	<u>OFF</u> / ON
No. 18:	Key click sound	<u>OFF</u> / Low / High
No. 19:	Job memory recall	<u>OFF</u> / ON
No. 20:	Sheet insertion	<u>Tray 1</u> / Tray 2 / Tray 3 / Tray 4 / LCT / Bypass
No. 21:	5.5"x8.5" orig.type	<u>Landscape</u> / Portrait
No. 22:	Rotation	<u>OFF</u> / ON / APS/AMS/Reduce / <u>APS/AMS only</u> / APS only
No. 23:	1 SHOT indication	1 sec. / 2 sec. / <u>3 sec.</u> / 4 sec. / 5 sec.
No. 24:	AUTO START	<u>OFF</u> / ON
No. 25:	No- printing timer	<u>OFF</u> / 15 sec. / 30 sec. / 60 sec. / 90 sec.
No. 26:	Power save key	<u>Power Save</u> / Shut Off
No. 27:	Bypass tray size	<u>Standard size</u> / Non-stdn size / Long length
No. 28:	Letter Head	Tray 1 / Tray 2 / Tray 3 / Tray 4 / <u>OFF</u>
No. 29:	APS priority	<u>Tray 1</u> / Tray 2 / Tray 3 / Tray 4 / LCT
No. 30:	Rotation copy of enlarge	<u>OFF</u> / ON

- Key Operator Mode
- System Initial
- Copier Initial
- Preset Key
- User Account
- Lock Job Memory
- Paper Type
- Panel Contrast
- Key Operator Setting
- Weekly Timer
- Touch Panel Adjustment
- Power Save
- Memory Switch
- List Print
- Application Customize
- Density Shift
- KRDS Host
- Machine Mail Address
- HDD Setting Menu
- Finisher Adjustment

System/Copier Setting Menu Screen

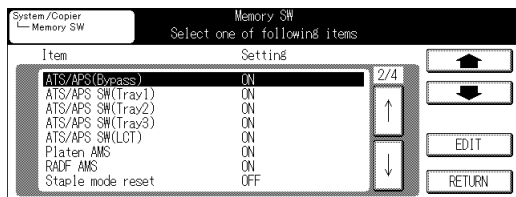


Memory Switch Screen

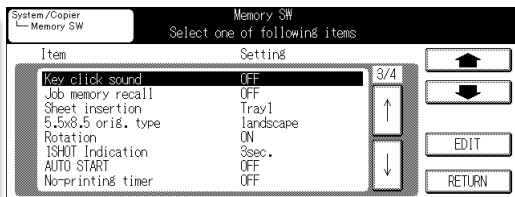


[12] Memory Switch (continued)

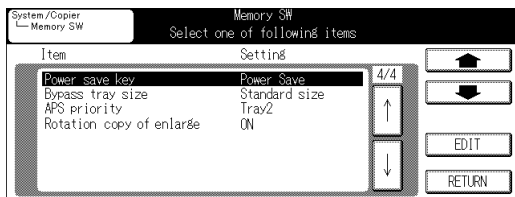
Memory Switch Screen 2





Memory Switch Screen 3



Memory Switch Screen 4



Procedure

- 1 Touch **12 Memory SW** on the System/Copier Setting Menu Screen to display the Memory Switch Screen.
- 2 Use the procedure below to select the desired item and change the setting.
 - (1) Touch the arrow keys at the right side of the item list to select the desired item.
 - (2) Touch the arrow keys  and  at the upper right to scroll the screen.
 - (3) Touch **EDIT** to change the setting of the highlighted item.
 - (4) Repeat above steps (1) to (3) to make several changes in succession.
- 3 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 4 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

The following functions can be provided by the Memory switch settings.

[1] Auto reset timer

Sets the time interval for the machine to reset to the initial condition.

Options: Off or 30/60/90/120/150/180/210/240/270/300 seconds.

[2] AUTO/RESET effect

Sets the condition of Copy mode, Copy density, Magnification, and Paper tray selection when the [**AUTO RESET**] key is pressed.

Options: Full-auto (factory setting) or Initial setting (key operator setting). Initial is the default setting.

[3] Load RADF effect

Determines how the machine initializes when it is in the platen copy mode (non RADF) and an original is inserted in the RADF feed tray.

Options: RADF and RADF + Auto Reset. The RADF option will activate the RADF without resetting any other features. The RADF + Auto Reset option will activate the RADF and reset the machine to the features programmed in memory switch #2.

[12] Memory Switch (continued)

[4] Non Image Area Erase

Establishes how the machine determines the image area of the copy.

Options: ON and APS/AMS only. ON option limits the copy image area to that of the original. The APS/AMS only option limits the copy image area to that of the copy paper sizes and the magnification automatically selected by the machine.

[5] RADF frame erasure

Sets the amount of frame erase when using the RADF.

Options: None, 1 mm/ 2 mm/ 3 mm/ 4 mm/ 5 mm.

[6] Auto tray switch

During a copy job when ATS is on and multiple paper trays are loaded with the same size paper, the machine will automatically switch to another tray when the initial tray runs out of paper. Refer to memory switches 9 through 14 to activate this feature for each tray.

[7] Platen APS

This feature allows the machine to automatically detect the size of the original placed on the glass and select the same size copy paper. Refer to 9 through 14 to activate this feature for each tray.

[8] RADF APS

This feature allows the machine to detect the size of the original fed through the RADF. Refer to switches 9 through 14 to activate this feature for each tray.

[9] ATS/APS (Bypass)

This setting activates ATS and APS (platen and RADF) for Multi-sheet bypass.

[10] ATS/APS SW (Tray 1)

This setting activates ATS and APS (platen and RADF) for Tray 1.

[11] ATS/APS SW (Tray 2)

This setting activates ATS and APS (platen and RADF) for Tray 2.

[12] ATS/APS SW (Tray 3)

This setting activates ATS and APS (platen and RADF) for Tray 3.

[13] ATS/APS SW (Tray 4)

This setting activates ATS and APS (platen and RADF) for Tray 4.

[14] ATS/APS SW (LCT)

This setting activates ATS and APS (platen and RADF) for LCT.

[15] Platen AMS

This feature allows the machine to automatically select the proper magnification ratio when copy paper size is selected manually and an original is placed on the platen glass.

[16] RADF AMS

This feature allows the machine to automatically select the proper magnification ratio when copy paper size is selected manually and an original is fed from the RADF.

[17] Staple mode reset

When copying in the sort/staple mode, this setting allows the machine to automatically reset to non-staple mode when the job in progress is completed.

Key Operator
Mode

System Initial

Copier Initial

Presets Key

User
Account

Lock Job
Memory

Paper Type

Panel Contrast

Key Operator
Setting

Weekly
Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

Machine
Mail Address

HDD Setting
Menu

Finisher
Adjustment

13
Key Operator
Mode

[12] Memory Switch (continued)

[18] Key click sound

When this feature is Low or High, the machine activates a buzzer sound when the touch sensitive screen is touched or any key is pressed. This confirms the machine recognition of the selection.

[19] Job memory recall

This feature allows the machine to initialize using selections stored in job memory No.15 when the power is turned on or the [**AUTO RESET**] key is pressed.

NOTE:

This function works only when job memory No.15 is registered.

[20] Sheet insertion

This setting allows selection of tray 1, tray 2, tray 3, tray 4, LCT, or Bypass as the source of the inserted sheets.

[21] 5.5"x8.5" orig. type

Selects orientation of 5.5"x8.5" size originals.

Options: Landscape or portrait.

[22] Rotation

When turned on the feature allows the machine to automatically rotate an 8.5"x11" original image to match the manually selected paper size. For example, if an original is placed in the RADF or on the platen glass in the 8.5"x11"R position and the 8.5"x11" paper size is selected, the machine will rotate the image to fit the 8.5"x11" paper.

[23] 1 SHOT indication time

Determines the duration of messages that are displayed, i.e., 50 SHEETS MAXIMUM IN STAPLE MODE. Options: 1/ 2/ 3/ 4 or 5 seconds.

[24] AUTO START

This feature allows the machine to start the copying operation as soon as the document feeder/platen cover is closed down over the platen original.

[25] No-printing timer

Sets the timer to allow the printing job to start after operating the copying job.

[26] Power save key

Selects the power saver mode to be activated by pressing [**POWER SAVER ON/OFF**] key.

[27] Bypass tray size

Selects the paper size detectable on the Multi-sheet bypass tray.

[28] Letter Head

This setting allows selection of tray 1, tray 2, tray 3, tray 4, or none as the source of the letterhead paper so that the top of the image data of the reverse side always comes under the letterhead in duplex copying. When using this function, load the letterhead paper with the letterhead side FACE DOWN.

[29] APS priority

Sets the priority tray in APS mode.

[30] Rotation copy of enlarge

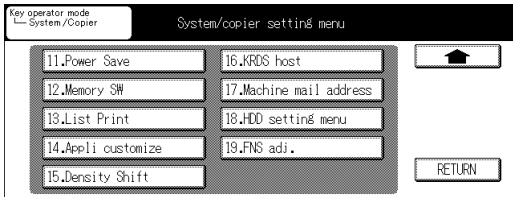
When turned on the feature allows the machine to automatically rotate and enlarge a long-edge-fed original image to match the manually selected short-edge-fed paper size.

[13] List Print

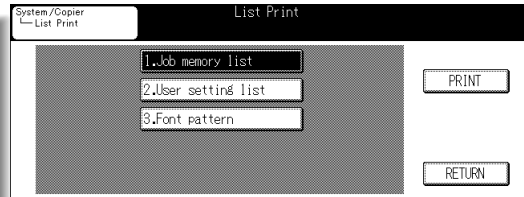
Use this function to print out the list selected from the following items.

- Job memory list: Programmed contents of Job memory
- User setting list: Machine information managed by User Account (E.C.M.) setting and home position settings selected by user
- Font pattern: Font patterns used in the machine

System/Copier Setting Menu Screen



List Print Screen



Procedure

- 1 Touch **13. List Print** on the System/Copier Setting Menu Screen to display the List Print Screen.
- 2 Touch the desired item on the screen to highlight it.
- 3 Touch **PRINT** to print out the desired list.
To suspend printing, press [**STOP**].
After completion of printing, the copier will automatically return to the List Print Screen.
When printing other lists, select the key and touch **PRINT**.
- 4 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 5 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu

Finisher Adjustment

13
Key Operator Mode

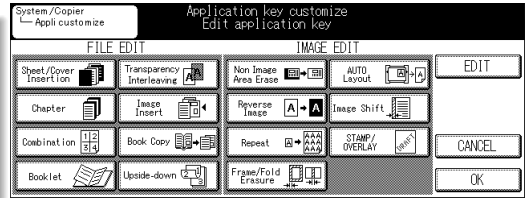
[14] Application Customize

Use this function to rearrange, display, or hide the application keys on the Application Selection Screen.

System/Copier Setting Menu Screen



Application Customize Screen



Item Selection Screen



File Edit Customize Screen

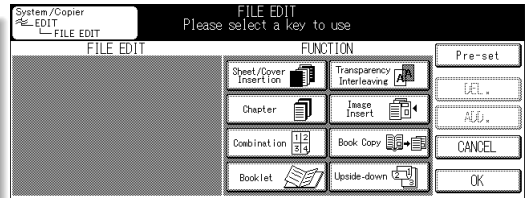
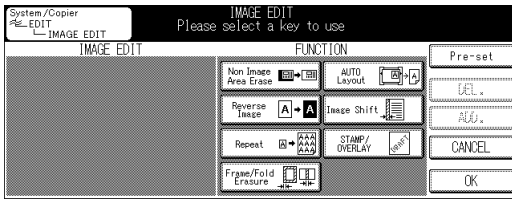


Image Edit Customize Screen



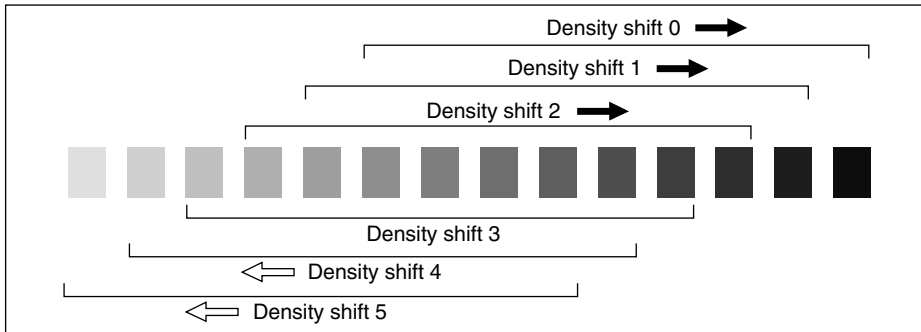
Procedure

- 1 Touch **14. Appli customize** to display the Application Customize Screen. The application function keys currently set are displayed on the screen. When setting change is desired, touch **EDIT** to display the Item Selection Screen.
- 2 Touch **FILE EDIT** or **IMAGE EDIT**, as desired. The File/Image Edit Customize Screen will be displayed. Touch **Initialize** to restore the factory setting, if desired, then proceed to step 5.
- 3 On the File/Image Edit Customize Screen, touch to highlight the desired application function key on the right, then touch **ADD**. Selected key will move to the left part of the screen, while the key on the right will be dimmed to show inactivity. To cancel the selection you made, touch to highlight the desired key on the left, then touch **DEL**. The selected key will disappear. Touch **Pre-set** to restore the previous setting.
- 4 Touch **OK** to complete the settings and return to the Item Selection Screen. Touch another item key, if desired.
- 5 Touch **RETURN** to restore the Application Customize Screen. Confirm the setting you made on this screen.
- 6 Touch **OK** to restore the System/Copier Setting Menu Screen.
- 7 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

[15] Density Shift

Density shift divides each of nine density levels into two levels of lighter and three levels of darker when used in combination with Text/Photo Enhance. Density shift selection can be made in each of four Text/Photo Enhance modes; Text/Photo (general), Text, Photo, and Increase Contrast.

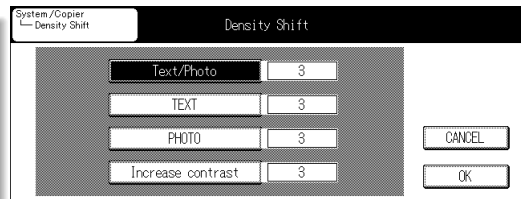
- Setting options: Density shift 0/ 1/ 2/ 3 (standard)/ 4/ 5



System/Copier Setting Menu Screen



Density Shift Setting Screen



Procedure

- 1 Touch **15. Density Shift** to display the Density Shift Setting Screen.
- 2 Select the Text/Photo Enhance mode.
Touch **Text/Photo**, **TEXT**, **PHOTO**, or **Increase contrast** to highlight it, then enter the desired density shift (from 0 to 5) using the control panel keypad.
- 3 Touch **OK** to complete the settings and return to the System/Copier Setting Menu Screen.
- 4 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

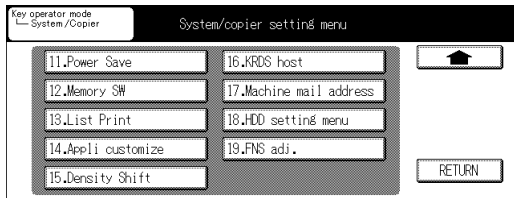
- Key Operator Mode
- System Initial
- Copier Initial
- Preset Key
- User Account
- Lock Job Memory
- Paper Type
- Panel Contrast
- Key Operator Setting
- Weekly Timer
- Touch Panel Adjustment
- Power Save
- Memory Switch
- List Print
- Application Customize
- Density Shift
- KRDS Host
- Machine Mail Address
- HDD Setting Menu
- Finisher Adjustment

[16] KRDS Host

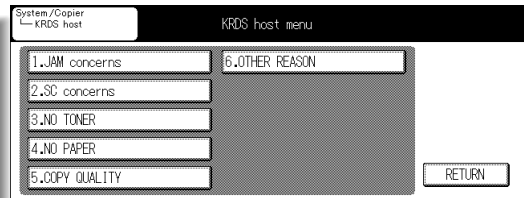
When activated, the Remote Diagnostics option is automatically monitored by a service representative. In case of machine trouble, select the KRDS host option. Your service representative will contact you to determine the appropriate means for resolving the problem.

- Setting options: Call for JAM; SC; No toner; No paper; Copy quality; Other reason

System/Copier Setting Menu Screen



KRDS Host Menu Screen



Start Call Screen



Procedure

- 1 Touch **16. KRDS host** to display the KRDS Host Menu Screen.
- 2 Touch **1. JAM concerns, 2. SC concerns, 3. NO TONER, 4. NO PAPER, 5. COPY QUALITY, or 6. OTHER REASON**, as required.
The Start Call Screen will be displayed.
- 3 Touch **START** to call remote service representative.
- 4 Touch **RETURN** to restore the System/Copier Setting Menu Screen.
- 5 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

[17] Machine mail address Setting

Use this function to specify the E-mail address for the machine to receive Internet fax, or to use it as a From address of scanner.

Machine mail address Setting Screen



Procedure

- 1 Touch **17. Machine mail address** to display the Machine mail address Setting Screen.
- 2 Touch **E-mail address** to input the mail address. Touch **OK** to restore the Machine mail address Setting Screen.
- 3 Touch **OK** to complete the settings or touch **CANCEL** not to change, and the System/Copier Setting Menu Screen will be restored.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

User
Account

Lock Job
Memory

Paper Type

Panel Contrast

Key Operator
Setting

Weekly
Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

Machine
Mail Address

HDD Setting
Menu

Finisher
Adjustment

13
Key Operator
Mode

[18] HDD Setting Menu

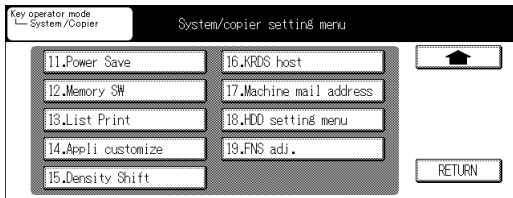
If the machine is mounted with the optional HD-103 TYPE A hard disk unit, the following functions are provided to manage the HDD.

- HDD Format: displays the HDD Format Screen to format the HDD.
- HDD capacity confirm/delete: displays the HDD Capacity Confirm/Delete Screen to check the current capacity of the HDD, or delete the data stored in HDD.
- Unnecessary Document Box delete: displays the Unnecessary Document Box Delete Screen to delete the unnecessary document box.

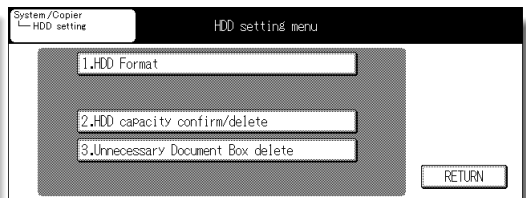
Without the optional hard disk unit, the RAM disk may require to be formatted. In this case, follow the procedure on the next page to format the RAM disk.

Procedure (HDD Management Setting)

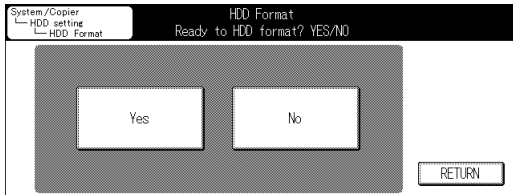
System/Copier Setting Menu Screen



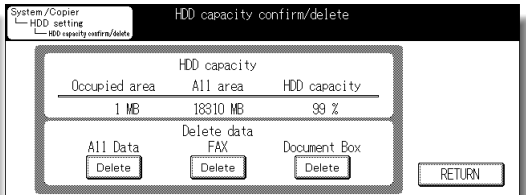
HDD Setting Menu Screen



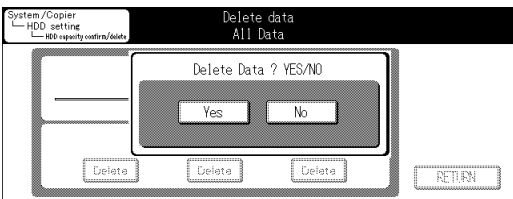
HDD Format Screen



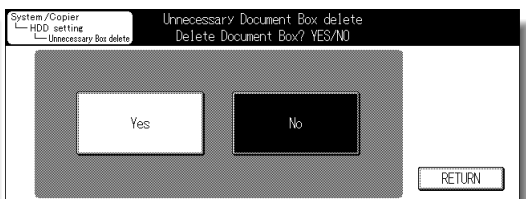
HDD Capacity Confirm/Delete Screen



Delete Confirmation Popup Menu



Unnecessary Document Box Delete Screen



- 1 Touch **18. HDD Setting menu** to display the HDD Setting Menu Screen.

NOTE:

When the System/Copier Setting Menu Screen is displayed at the first time on the machine, the 18. HDD Setting menu key may appear dimmed to show inactivity until a certain period of time passes.

It will become active sooner after the machine checks if the optional HDD is installed.

[18] HDD Setting Menu (continued)

- 2 Touch **1. HDD Format**, **2. HDD capacity confirm/delete**, or **3. Unnecessary Document Box delete**, as required.

To format the HDD:

- (1) Touch **1. HDD Format** to display the HDD Format Screen.
- (2) Touch **YES**. All the data stored in the HDD will be cleared.
Turn OFF then ON the main power switch to complete the formatting procedure.
Or, touch **NO** to cancel.
Touch **RETURN** on the HDD Format Screen to restore the HDD Setting Menu Screen.

To check the current state of the HDD capacity or delete the HDD data:

- (1) Touch **2. HDD capacity confirm/delete** to display the HDD Capacity Confirm/Delete Screen.
The used area and whole area of the HDD capacity will be indicated in MB, and the available area in percentage.
- (2) To delete the data stored in the HDD, touch **DELETE** under the desired data item. The popup menu will appear to confirm that the selected data should be deleted.
- (3) Touch **YES** to delete the data, or **NO** to cancel. After touching **YES**, be sure to turn OFF the main power switch, then turn it ON again.
Touch **RETURN** to restore the HDD Setting Menu Screen.

To delete the unnecessary document box:

- (1) Touch **3. Unnecessary Document Box delete** to display the Unnecessary Document Box Delete Screen.
 - (2) Touch **YES** to delete the unnecessary box, or **NO** to cancel. After touching **YES**, be sure to turn OFF the main power switch, then turn it ON again.
Touch **RETURN** to restore the HDD Setting Menu Screen.
- 3 Touch **RETURN** on the HDD Setting Menu Screen to restore the System/Copier Setting Menu Screen.
 - 4 If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Procedure (RAM Disk Format)

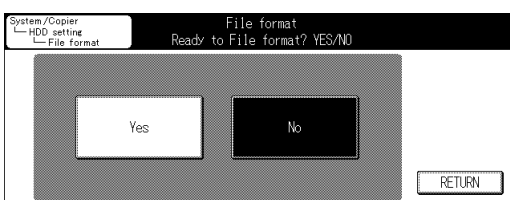
System/Copier Setting Menu Screen



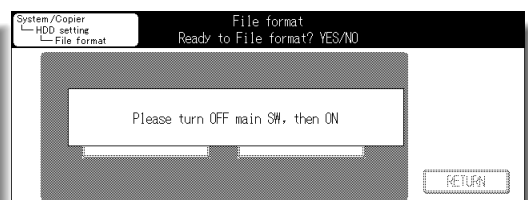
HDD Setting Menu Screen



File Format Screen



File Format Screen



- 1 Touch **18. HDD Setting menu** to display the HDD Setting Menu Screen.

Key Operator Mode

System Initial

Copier Initial

Preset Key

User Account

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Setting

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

Machine Mail Address

HDD Setting Menu

Finisher Adjustment

13
Key Operator Mode

[18] HDD Setting Menu (continued)

NOTE:

When the System/Copier Setting Menu Screen is displayed at the first time on the machine, the 18. HDD Setting menu key may appear dimmed to show inactivity until a certain period of time passes.

It will become active sooner after the machine checks if the optional HDD is installed.

- 2 Touch **1. File format** to display the File Format Screen.
- 3 Touch **YES**.

NOTE:

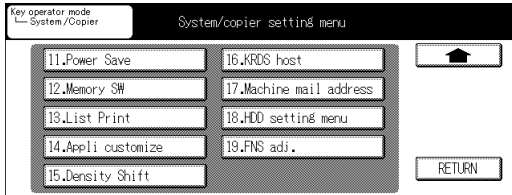
To cancel this procedure, touch **NO** to highlight it, then touch **RETURN**. The HDD Setting Menu Screen will be restored.

- 4 The message "Please turn OFF main SW, then ON" will be displayed. Turn OFF the main power switch, then turn it ON again.
- 5 The Basic Screen will be restored.

[19] Finisher Adjustment

If optional FS-114 Finisher mounted with SK-114 Saddle kit / PK-114 Punch kit is installed in your machine, use this mode to make fine adjustments to each function of the finisher.

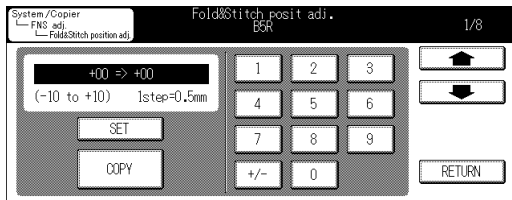
System/Copier Setting Menu Screen



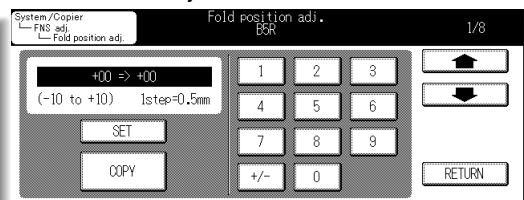
Finisher Adjustment Menu Screen



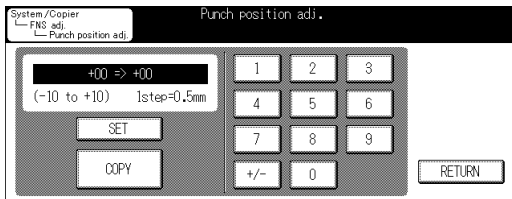
Fold&Stitch Position Adjustment Screen



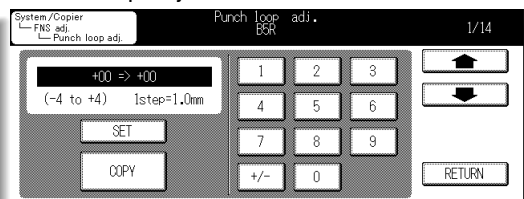
Fold Position Adjustment Screen



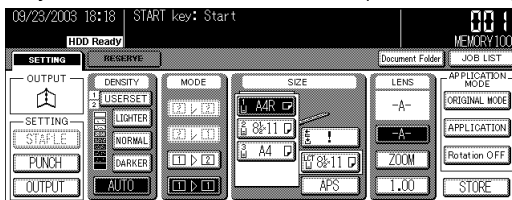
Punch Position Adjustment Screen



Punch Loop Adjustment Screen



Adjustment Confirmation Screen (Basic Screen)



- Key Operator Mode
- System Initial
- Copier Initial
- Preset Key
- User Account
- Lock Job Memory
- Paper Type
- Panel Contrast
- Key Operator Setting
- Weekly Timer
- Touch Panel Adjustment
- Power Save
- Memory Switch
- List Print
- Application Customize
- Density Shift
- KRDS Host
- Machine Mail Address
- HDD Setting Menu
- Finisher Adjustment



Procedure

- 1 Touch **19. FNS adj.** to display the Finisher Adjustment Menu Screen.
- 2 Touch the desired menu key to display the adjustment screen for each function.
- 3 Specify the paper size.
Touch upper/lower arrow key to display the desired paper size in the message area.

NOTE:

This paper size setting is not required on the Punch Position Adjustment Screen.

- 4 Specify the adjustment value.
Touch +/- to select "+" or "-" as desired, then enter the value using the screen keypad.

[19] Finisher Adjustment (continued)

Check the entered value and previous value displayed in the upper-left side area.

NOTE:

- If entered value does not fall within the limit indicated on each screen, the largest value within the limit (according to the +/- sign) will be displayed.
- If wrong number is entered, continue entering the correct number.

- 5** Check the copy result of the adjustment.

Touch **COPY** on each adjustment screen to display the Basic Screen. Touch the size key of the paper size specified in step **3**, then press [**START**] on the control panel.

Check the output copy, then press [*] and [#] on the control panel to return to the adjustment screen.

NOTE:

Repeat the steps **4** to **5** till the desired adjustment result is obtained.

- 6** Touch **SET** to complete the setting.

Touch **RETURN** to restore the Finisher Adjustment Menu Screen.

- 7** Touch **RETURN** to restore the System/Copier Setting Menu Screen.

- 8** If no further changes are required, turn the machine power OFF then ON for normal copying operations.

Index

Index

Symbols

key 2-8

* key 2-8

Numerics

1 SHOT indication time 13-46

1.00 magnification mode 3-13

2 in 1 9-10

2 Repeat 9-34

4 in 1 9-10

4 Repeat 9-34

5.5"x8.5" orig. type 13-46

8 in 1 9-10

8 Repeat 9-34

A

-A- key 3-11

ADD PAPER key 5-9

ADD STAPLES key 11-12

ADD TONER icon 2-10

Add toner icon 11-2

Adding Toner 11-2

ADU 2-6

AES (Automatic Exposure Selection) 3-16

All Counter Reset 13-24

AMS (Automatic Magnification Selection) 3-11

Application Customize 13-48

APPLICATION key 2-11, 9-2

Application Selection Screen 9-2

APS (Automatic Paper Selection) 3-9

APS priority 13-46

ATS/APS (Memory Switch) 13-45

AUTO Layout 9-40

Auto Low Power 2-20

AUTO RESET key 2-8

Auto reset timer 13-44

Auto Shut-Off 2-20

AUTO START 13-46

Auto tray switch 13-45

AUTO/RESET effect 13-44

B

Basic Screen 2-10

BK-114 Branch kit 2-14, 2-17

Book Copy 9-21

Booklet 9-13

Bypass key 3-24

Bypass tray size 13-46

C

C (CLEAR) key 2-8

Call for Service message 5-2

Call for Service Screen 5-2

Canadian Department of Communications Regulations 1-5

CAUTION 1-4

Caution label 1-2

Change User Account (E.C.M.) Data 13-20

Chapter 9-7

CHECK key 2-8

Check mode 4-4

Combination 9-10

Contrast adjustment dial 2-9

Control panel 2-8

Conveyance unit cover 6 2-6

Copier Initial 13-6

Copy density 3-16

COPY key 2-8

Copy Limit Reached Effect 13-26

Copy Mode (Initial setting) 13-7

Copy size 3-9

Corona wire cleaning knob 2-5

Count/Set indicator 2-11

Counter 2-8

Counter List Screen 12-7

D

DANGER 1-4

DATA indicator 2-8

Date/Time indicator 2-10

Density (Initial setting) 13-8

Density (Preset key) 13-16

DENSITY setting area 2-11

Density Shift 13-49

Desk 2-3

Dial 2-13

Double-sided copy 3-18

Double-sided original 3-22

E

E.C.M. 2-22, 13-18

ECM On/Off Setting 13-25

Electrode wire 12-5

Electronic Copy Monitor (E.C.M.) 13-18

E-Mail Notification Setting 13-31

Environment 1-7

Exit tray 2-3

Extension cord 1-6

F

FAX key 2-8
FCC Regulations 1-5
FDA Regulations 1-5
Finisher Adjustment 13-55
Finisher front door 2-14
Fixed magnification mode 3-14
Fixing unit guide 5 2-6
Fold & Stitch mode 3-47
Fold erasure mode 9-37
Fold mode 3-47
Folded Original 8-6
Frame erasure mode 9-37
Frame/Fold Erasure 9-37
FS-113 Finisher 2-12, 2-14
FS-114 Finisher 2-14

G

Group mode 3-32, 3-34, 3-50
GUIDE key 5-5

H

HDD Management Setting 13-52
HDD Ready icon 2-10
HELP key 2-8
HELP MENU key 4-12
Help Menu Screen 4-13
Help mode 4-12
Help Screen 4-12, 13-2

I

Icon area 2-10
Image Insert 9-18
Image printing section 12-5
Image scanning section 12-2
Image Shift 9-42
Increase Contrast mode 8-2
Initial Setting 13-6
Initial settings 4-7
Installation Space 1-8
INTERRUPT key 2-8
Interrupt mode 4-6

J

JAM key 5-7
JOB LIST key 2-11
Job List Screen 3-30
Job memory 4-8
JOB MEMORY key 2-9

Job memory recall (Memory Switch) 13-46
Job No. icon 2-10
Job recall mode 4-11
Job store mode 4-8

K

Key click sound 13-46
Key counter 2-2
Key Ope mode key 13-2
Key Operator Data Setting 13-30
Key Operator Password Entry Screen 13-2
Key Operator Setting 13-30
Key-Ope mode key 4-13
Keypad 2-8
KRDS Host 13-50

L

Language 13-5
Large capacity tray 2-2
LCD touch screen 2-8
LCT top door 2-26
Left partition glass 12-3
Lens Mode 3-13
LENS setting area 2-11
Letter Head 13-46
Limited use of the copier 5-3
List Print 13-47
Load RADF effect 13-44
Loading Paper 2-23
Lock icon 13-27
Lock Job Memory 13-27
Lunch Hour Off Function 13-39

M

Machine Configuration 2-2
Machine mail address Setting 13-51
Machine Working Day Individual Set 13-38
Magnification (Initial setting) 13-9
Magnification (Preset key) 13-17
Main power indicator 2-9
Main power switch 2-3
Maintenance, Repairs, Supplies 12-9
Memory Full message 5-10
Memory indicator 2-11
Memory overflow 5-10
Memory Switch 13-43
Message area 2-10
Mishandled paper 5-5
Mixed Original 8-4

MODE setting area 2-11
Multi-sheet bypass tray 2-2, 3-24

N

Non Image Area Erase (Memory Switch) 13-45
Non-Image Area Erase 9-27
Non-Image Erase (Initial setting) 13-14
Non-sort mode 3-32, 3-34, 3-50
Non-Standard Size 8-8
No-printing timer 13-46

O

Oblique erase mode 9-28
Optional equipment 2-7
Original counter 2-11
Original Information 10-8
Original mode (Initial setting) 13-15
ORIGINAL MODE key 2-11
Output (Initial setting) 13-11
OUTPUT icon area 2-11
Output Mode with Finisher 3-34
Output Mode with Inner Tray 3-50
Output Mode without Finisher 3-32
OUTPUT setting area 2-11
Overlay 9-51

P

Panel Contrast 13-29
Paper feed roller 2-26
Paper indicator 2-23
Paper Information 10-2
Paper misfeed 5-5
Paper Size 10-6
Paper Type (Key Operator mode) 13-28
PAPER TYPE key 3-24
Paper Weight 10-2
Password Setting (Weekly Timer) 13-40
Photo mode 8-2
PK-114 Punch kit 2-4
Platen AMS 13-45
Platen APS 13-45
Platen cover 2-2
Platen Glass Originals 10-8
Platen store mode 3-26
Plug Socket 1-6
PM icon 2-10
Positioning Original on Platen Glass 3-5
Positioning originals in Folded original mode 3-4
Positioning originals in Mixed original mode 3-3

Positioning Originals in RADF 3-2
Power cord 1-6
Power OFF/ON Screen 5-12
Power plug 1-6
Power Save 13-42
Power save key 13-46
POWER SAVER ON/OFF key 2-8
Power Source 1-6
Power switch 2-3, 2-8
Precautions 1-12
Preset Key 13-16
Preset ratio 3-14
Preventive Maintenance (PM) 5-4
Primary (Main) tray 2-12
PRINT key 2-8
Proof copy 4-2
PROOF COPY key 2-8
Punch mode 3-42

R

RADF 2-2
RADF AMS 13-45
RADF APS 13-45
RADF frame erasure 13-45
RADF icon 2-10
RADF Originals 10-9
RADF platen guide cover 12-3
RADF roller 12-4
RADF store mode 3-26
Rear guide plate 2-24
Rectangle erase mode 9-28
Reduce & Shift 9-44
Regulations 1-5
Release knob 2-24
Repairs 12-9
Repeat
 Auto Detection/ Repeat mode 9-34
 Vertical/Horizontal Width Setting mode 9-31
Report code No. 5-2
Reserve 3-28
RESERVE key 2-10
Reverse Image 9-29
Rotation 7-4
Rotation (Memory Switch) 13-46
Rotation copy of enlarge 13-46
Rotation group mode 3-32, 3-50
Rotation OFF key 2-11
Rotation sort mode 3-32, 3-50

S

Saddle kit stapler 2-17
Saddle tray 2-17
Sample copy 4-2
SCAN/SERVER key 2-8
Secondary (Sub) tray 2-12
Service 12-9
SETTING key 2-10
Setting Print Quantity 3-7
Sheet insertion (Memory Switch) 13-46
Sheet/Cover Insertion 9-3
Side guide plate 2-24
Size indication dial 2-29
SIZE setting area 2-11
SK-114 Saddle kit 2-17
Sort mode 3-34
Special Paper 10-7
Special paper 3-24
Stamp 9-47
Standard equipment 2-7
Staple cartridge 11-6, 11-12, 11-16
Staple holder 2-13
Staple mode 3-38
Staple mode reset 13-45
Stapler 2-13
Stapler transferring knob 2-15
START key 2-8
STOP key 2-8
STORE key 2-11
Store mode 3-26
Summer time 13-4
Supplies 12-9
System Initial 13-4
System/Copier Setting Menu Screen 13-3

T

Text mode 8-2
Text/Photo Enhance 8-2
Time 13-4
Timer Interrupt mode 7-2
Timer Interrupt password 7-3
Toner bottle 11-2
Toner bottle cover 2-5
Top/Bottom erasure mode 9-37
Total counter 12-7
Touch Panel Adjustment 13-41
Transfer/Separator wire cleaning lever 2-6
Transparency Interleave 9-16
Trash basket 2-13, 2-15, 2-17, 11-10, 11-20
Tray (Initial setting) 13-10

Tray/ Exit Tray Capacity 10-3
Troubleshooting Tips 5-13

U

Unsuccessful Job List Screen 3-31
Unsuitable RADF Originals 10-8
Upside Down 9-25
User Account (E.C.M.) 2-22, 13-18
User Account (E.C.M.) Data List 13-22
User Account (E.C.M.) Master Code Screen 13-19
User Account (E.C.M.) Setting Menu Screen 13-19
User ID 2-22

V

Vertical/Horizontal zoom mode 7-5

W

WARNING 1-4
Watermark 9-47
Weekly Timer 7-2
Weekly Timer (Key Operator mode) 13-33
Weekly Timer Copier ON/OFF Time Set 13-36
Weekly Timer master key code 13-34
Weekly Timer Setting 13-35
Weekly Timer Setting Menu Screen 13-34
Work table 2-2
Writing unit glass 12-5
Writing unit glass cleaning knob 2-5

Z

ZOOM key 3-14, 3-15
Zoom mode 3-15



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