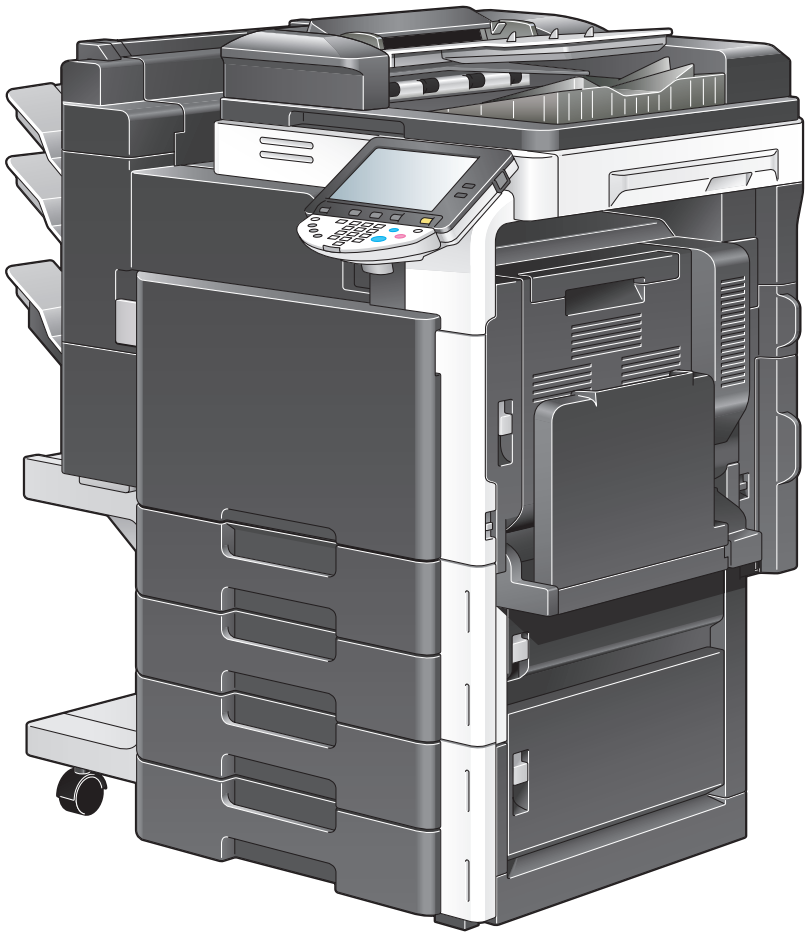
KONICA MINOLTA

The essentials of imaging

bizhub C353/C253/C203

User's Guide [Copy Operations]



Introduction

Thank you for choosing this machine.

This manual contains details on the operation of the various functions of the machine, precautions on its use, and basic troubleshooting procedures. In order to ensure that this machine is used correctly and efficiently, carefully read this manual as needed.

In order to operate the machine safely and properly, be sure to read the Quick Guide [Copy/Print/Fax/Scan/Box Operations].

For descriptions on trademarks and copyrights, refer to [Trademarks/Copyrights].

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

Contents

Introduction

Contents **x-2**
Available features **x-10**
Selecting the print color x-10
Automatically selecting the paper x-10
Adjusting copies to the size of the paper x-10
Specifying separate horizontal and vertical zoom ratios x-10
Scanning the original in separate batches x-10
Center binding and folding in half x-10
Sorting copies x-10
Stapling copies x-11
Punching holes in copies x-11
Copying multiple original pages onto a single page x-11
Copying an original containing various page sizes x-11
Adjusting copies according to the image quality of the original x-11
Inserting paper between copies of OHP x-11
Adding a cover page x-12
Inserting different paper into copies x-12
Inserting pages from a different original at specified locations in a copy x-12
Printing double-sided copies with the specified page on the front side x-12
Copying with reversed colors x-12
Printing a mirror image x-13
Copying with a background color x-13
Improving the copy color quality x-13
Separately copying a page spread x-13
Repeating copy images x-13
Printing the enlarged image on multiple pages x-13
Creating booklets from copies of pamphlets x-14
Making copies for filing x-14
Adjusting the image to fit the paper size x-14
Copying with the page layout of a magazine x-14
Erasing sections of copies x-14
Printing a sample copy x-15
Printing date/time or page number on copies x-15
Managing jobs x-15
Programming copy settings x-15
Checking the copy settings x-15
Enlarging the size of text in touch panel screens x-15
Displaying explanations of functions and settings x-15
Interrupting a copy job x-15
Explanation of manual conventions **x-16**
Descriptions of originals and paper **x-18**
User's Guides **x-19**
Printed manual x-19
User's Guide CD manuals x-19

1 Before making copies

1.1 Part names and their functions **1-2**
1.1.1 Options 1-2
1.1.2 Outside of machine 1-4
1.1.3 Inside of machine 1-7
1.1.4 Finisher FS-519/Output tray OT-602/Punch kit PK-515 1-9
1.1.5 Saddle stitcher SD-505/Mailbin kit MT-502 1-11
1.1.6 Finisher FS-609/Punch kit PK-501 1-13
1.1.7 Job separator JS-505 1-14
1.1.8 Control panel 1-16
1.1.9 Basic settings screens 1-18
1.1.10 Icons that appear in the screen 1-19

1.2 Adjusting the angle of the control panel 1-21
1.2.1 To adjust the angle of the control panel 1-21
1.3 Turning on the main power and the sub power 1-24
1.3.1 Turning on the machine 1-24
1.3.2 Scanning during warm-up 1-25
1.3.3 Turning off the machine 1-26
1.3.4 Automatically clearing settings (automatic panel reset) 1-27
1.3.5 Automatically canceling the mode screen (System Auto Reset) 1-27
1.3.6 Automatically conserving energy (Low Power mode) 1-27
1.3.7 Automatically conserving energy (Sleep mode) 1-28
1.3.8 Manually conserving energy 1-29
1.3.9 Automatically turning the machine on/off (Weekly Timer) 1-29
1.3.10 Controlling each user's use of this machine (User Authentication) 1-31
1.3.11 Controlling each account's use of this machine (Account Track) 1-34
1.3.12 Controlling use of this machine with authentication unit (biometric type) 1-36
When "1-to-many authentication" has been specified 1-37
When "1-to-1 authentication" has been specified 1-38
1.3.13 Controlling use of this machine with the authentication unit (IC card type) 1-39
When "Card Authentication" has been specified 1-39
When "Card Authentication + Password" has been specified 1-40
1.4 Loading paper into tray 1/2/3/4 1-42
1.5 Loading paper into the LCT 1-44
1.6 Loading paper into the bypass tray 1-46

2 Basic copy operations

2.1 General copy operation 2-2
2.2 Operations that cannot be combined 2-4
2.2.1 Operations where the setting specified last is given priority 2-4
2.2.2 Operations where the setting specified first is given priority 2-5
2.3 Feeding the original 2-6
2.3.1 Loading the original into the ADF 2-6
2.3.2 Placing the original on the original glass 2-7
2.3.3 Scanning the original in separate batches ("Separate Scan" setting) 2-9
2.3.4 Scanning a multi-page original from the original glass 2-12
2.4 Specifying original settings 2-16
2.4.1 Specifying the original size (Original Size settings) 2-16
2.4.2 Copying originals of mixed sizes ("Mixed Original" setting) 2-18
2.4.3 Loading folded (Z-folded) originals 2-20
2.4.4 Selecting the original orientation (Original Direction settings) 2-21
2.4.5 To select an Original Direction setting 2-22
2.4.6 Selecting the position of the binding margin (Binding Position settings) 2-23
2.4.7 To select a Binding Position setting 2-24
2.4.8 Reducing the effects of dust on the left partition glass 2-25
2.4.9 Changing scan settings for each original 2-26
2.5 Selecting a Color setting 2-29
2.5.1 To select a Color setting 2-29
2.6 Selecting a Paper Setting 2-31
2.6.1 Automatically selecting the paper size ("Auto" Paper setting) 2-31
2.6.2 Manually selecting the desired paper size 2-32
2.7 Specifying a Zoom setting 2-34
2.7.1 Automatically selecting the zoom ratio ("Auto" Zoom setting) 2-34
2.7.2 Specifying the zoom ratio of the original ("Full Size" setting) 2-35
2.7.3 Typing in the zoom ratio (XY Zoom setting) 2-35
2.7.4 Slightly reducing the copy ("Minimal" setting) 2-37
2.7.5 Selecting a preset zoom ratio (Enlarge and Reduce settings) 2-38

2.7.6 Typing in separate X and Y zoom ratios (Individual Zoom settings)....2-39
2.7.7 Selecting a stored zoom ratio....2-41
2.7.8 Storing the desired zoom ratio....2-42
2.8 Selecting an Original > Copy setting....2-44
2.8.1 Selecting single-sided copies....2-45
2.8.2 Selecting double-sided copies....2-46
2.9 Selecting a combined copy setting....2-49
2.9.1 Copying multiple original pages onto a single page (combined copy settings)....2-50
2.10 Selecting the quality of the original....2-52
2.10.1 Loading originals with small print or photos (Original Type settings)....2-52
2.10.2 To select an Original Type setting....2-53
2.11 Selecting the Density settings....2-55
2.11.1 Adjusting the print density (Density settings)....2-55
2.11.2 Adjusting the background density (Background Removal settings)....2-57
2.11.3 Adjusting the reproduction quality of text....2-58
2.11.4 Printing with a glossy finish ("Glossy" setting)....2-59
2.12 Selecting Finishing settings....2-60
2.12.1 Separating copies by sets ("Sort" setting)....2-63
2.12.2 Separating copies by pages ("Group" Setting)....2-64
2.12.3 Selecting the output tray....2-65
2.12.4 Stapling copies (Staple settings)....2-66
2.12.5 Punching holes in copies (Punch settings)....2-69
2.13 Selecting a folding setting....2-72
2.13.1 Folding copies in half ("Half-Fold" setting)....2-72
2.13.2 Binding copies at the center ("Center Staple" and "Half-Fold" setting/"Center Staple & Fold" setting)....2-74
2.14 Selecting not to rotate the image....2-78
2.15 Scanning the next original to be copied while a copy job is being printed (next job reservation) 2-79
2.16 Temporarily stopping scanning/printing....2-80
2.17 Deleting a paused job....2-81

3 Additional copy operations

3.1 Checking the Copy Settings (Check Job)....3-2
3.1.1 To check the settings....3-2
3.1.2 To change the settings....3-5
3.2 Printing a proof to check the settings (Proof Copy)....3-6
3.3 Checking the print image as a preview image (Advanced Preview)....3-9
3.3.1 Preview screen....3-9
Zoom....3-10
Page Rotation....3-10
View Finishing....3-11
Change Setting....3-11
3.3.2 Checking the advanced preview....3-12
3.4 Interrupting a copy job (Interrupt mode)....3-14
3.5 Registering copy programs (Mode Memory)....3-15
3.5.1 Deleting a copy program....3-17
3.6 Copying with programmed copy settings (Mode Memory)....3-18
3.7 Displaying function descriptions (Help)....3-20
3.7.1 Overview of Help screens....3-20
3.7.2 Displaying main Help screens....3-23
3.8 Specifying control panel settings (Accessibility mode)....3-25
3.8.1 Displaying the Accessibility Setting screen....3-25
3.8.2 Setting the "Touch Panel Adjustment" function....3-25
3.8.3 Setting the Key Repeat Start/Interval Time functions....3-26
3.8.4 Setting the "System Auto Reset Confirmation" function....3-28

3.8.5 Setting the "Auto Reset Confirmation" function 3-30
3.8.6 Setting the "Enlarge Display Mode Confirmation" function 3-32
3.8.7 Setting the "Message Display Time" function 3-33
3.8.8 Setting the "Sound Setting" functions 3-34

4 Troubleshooting

4.1 When an error code appears 4-2
4.2 When the message "Misfeed detected." appears 4-4
4.2.1 Location of paper misfeed 4-4
4.2.2 Paper misfeed indications 4-5
4.2.3 Clearing a paper misfeed in the ADF (feed section) 4-7
4.2.4 Clearing a paper misfeed in the ADF (transport section) 4-10
4.2.5 Clearing a paper misfeed in the ADF (scanning section) 4-13
4.2.6 Clearing a paper misfeed in the ADF (output section) 4-16
4.2.7 Clearing a paper misfeed in the ADF (turnover section) 4-18
4.2.8 Clearing a paper misfeed in the fusing unit 4-20
4.2.9 Clearing a paper misfeed in the main unit 4-23
4.2.10 Clearing a paper misfeed in the automatic duplex unit 4-26
4.2.11 Clearing a paper misfeed in the bypass tray 4-27
4.2.12 Clearing a paper misfeed in the paper transport section 4-30
4.2.13 Clearing a paper misfeed in tray 1 4-31
4.2.14 Clearing a paper misfeed in tray 2 4-34
4.2.15 Clearing a paper misfeed in paper feed cabinet (Tray 3/4) 4-36
4.2.16 Clearing a paper misfeed in the LCT 4-37
4.2.17 Clearing a banner paper misfeed 4-39
4.2.18 Clearing a paper misfeed in finisher FS-519 4-43
4.2.19 Clearing a paper misfeed in the mailbin 4-46
4.2.20 Clearing a paper misfeed in the saddle stitcher 4-48
4.2.21 Clearing a paper misfeed in finisher FS-609 4-49
4.2.22 Clearing a paper misfeed in the separator 4-52
4.3 When the message "Unable to staple." appears 4-54
4.3.1 Clearing jammed staples in finisher FS-519 4-55
4.3.2 Clearing jammed staples in the saddle stitcher 4-57
4.3.3 Clearing jammed staples in finisher FS-609 4-58
4.4 When the message "Replenish paper." appears 4-61
4.5 When the message "... due to insufficient memory." appears 4-62
4.6 When the message "Please replace following unit(s)." appears 4-63
4.7 When the message "XXXX needs to be replaced." appears 4-64
4.8 When the message "Now remote operating. Please do not turn off the power." appears 4-65
4.9 Simple troubleshooting 4-66
4.10 Main messages and their remedies 4-69

5 Specifications

5.1 Specifications 5-2
5.1.1 Main unit 5-2
5.1.2 Automatic duplex unit 5-3
5.1.3 Reverse automatic document feeder DF-611 5-4
5.1.4 Paper feed cabinet PC-104 5-4
5.1.5 Paper feed cabinet PC-204 5-4
5.1.6 Paper feed cabinet PC-405 5-5
5.1.7 Finisher FS-519 5-5
5.1.8 Punch kit PK-515 5-6
5.1.9 Saddle stitcher SD-505 5-6
5.1.10 Output tray OT-602 5-6

5.1.11 Mailbin kit MT-502 5-6
5.1.12 Finisher FS-609 5-7
5.1.13 Punch kit PK-501 5-7
5.1.14 Job Separator JS-505 5-8

6 Copy paper/originals

6.1 Copy paper 6-2
6.1.1 Possible paper sizes 6-2
6.1.2 Paper types and paper capacities 6-3
6.1.3 Special paper 6-3
6.1.4 Precautions for paper 6-4
6.1.5 Paper storage 6-5
6.1.6 Auto tray switch feature 6-5
6.1.7 Order for selecting paper trays 6-5
6.2 Selecting the Paper settings 6-6
6.2.1 Automatically detecting the paper size ("Auto Detect" setting) 6-6
6.2.2 Selecting a paper size setting (Size Setting) 6-7
6.2.3 Specifying a non-standard paper size (Custom Size settings) 6-9
6.2.4 Storing a non-standard paper size (Custom Size settings) 6-11
6.2.5 Selecting a setting for oversized paper (Wide Paper settings) 6-13
6.2.6 Specifying a setting for special paper 6-15
6.2.7 Printing double-sided copies manually 6-17
6.3 Originals 6-19
6.3.1 Originals that can be loaded into the ADF 6-19
6.3.2 Precautions for loading originals into the ADF 6-20
6.3.3 Originals that can be placed on the original glass 6-20
6.3.4 Precautions for positioning originals on the original glass 6-20

7 Application functions

7.1 Color Adjust parameters and samples 7-2
7.1.1 General information about color 7-3
7.1.2 "Red" parameter 7-5
7.1.3 "Green" parameter 7-6
7.1.4 "Blue" parameter 7-7
7.1.5 "Color Balance" parameter (CMYK color adjustment) 7-8
7.1.6 "Brightness" parameter 7-10
7.1.7 "Contrast" parameter 7-11
7.1.8 "Saturation" parameter 7-12
7.1.9 "Sharpness" parameter 7-13
7.1.10 "Hue" parameter 7-14
7.1.11 "Copy Density" parameter 7-15
7.1.12 "Single Color" function 7-16
7.1.13 "2 Color" function 7-17
7.1.14 "Background Color" function 7-18
7.1.15 "Neg-/Pos. Reverse" function 7-19
7.1.16 "Mirror Image" function 7-20
7.2 Inserting paper between OHP transparencies ("OHP Interleave" function) 7-21
7.3 Adding cover pages ("Cover Sheet" function) 7-23
7.4 Inserting different paper into copies ("Insert Sheet" function) 7-26
7.5 Inserting copies of a different original for a specified page ("Insert Image" function) 7-29
7.6 Specifying pages to be printed on the front side ("Chapters" function) 7-32
7.7 Scanning originals with different settings and printing copies all together ("Program Jobs" function) 7-35
7.8 Copying with image colors inversed ("Neg./Pos. Reverse" function) 7-39
7.9 Copying in a mirror image ("Mirror Image" function) 7-41

7.10 Adding a background color to copies ("Background Color" function) 7-44
7.11 Adjusting the copy color quality (Color Adjust parameters) 7-46
7.11.1 To adjust the Color Adjust parameters 7-46
7.11.2 Checking the print result of the Color Adjust settings (Sample Copy) 7-48
7.12 Producing separate copies of each page in a page spread ("Book Copy" function) 7-50
7.13 Tiling copy images ("Image Repeat" function) 7-54
7.14 Copying an enlarged image on multiple pages ("Poster Mode" function) 7-58
7.15 Copying booklets ("Booklet Original" function) 7-62
7.16 Adding a binding margin to copies ("Page Margin" function) 7-65
7.17 Adjusting the image to fit the paper (Image Adjust settings) 7-68
7.18 Copying with the page layout of a booklet ("Booklet" function) 7-71
7.19 Erasing specified areas of copies ("Frame Erase" function) 7-73
7.20 Printing the date/time or page number on copies (Stamp/Composition functions) 7-75
7.20.1 Printing the date/time ("Date/Time" function) 7-76
7.20.2 Printing the page number ("Page Number" function) 7-79
7.20.3 Printing previously registered stamps ("Stamp" function) 7-82
7.20.4 Printing copy protection text ("Copy Protect" function) 7-86
7.20.5 Printing repeating stamps ("Stamp Repeat" function) 7-93
7.20.6 Printing the image scanned first overlapped by the remaining original pages ("Overlay" function) 7-98
7.20.7 Saving a scanned image as a registered overlay ("Overlay" function) 7-101
7.20.8 Using a registered overlay ("Overlay" function) 7-102
7.20.9 Printing a header/footer ("Header/Footer" function) 7-103
7.21 Saving the scanned original in a user box ("Save in User Box" function) 7-105

8 Replacing toner cartridges and staple cartridges and emptying punch scrap box

8.1 Replacing the toner cartridge 8-2
8.1.1 To replace the toner cartridge 8-4
8.2 Replacing the waste toner box 8-7
8.2.1 To replace the waste toner box 8-8
8.3 Replacing an imaging unit 8-11
8.3.1 To replace the imaging unit 8-13
8.4 Replacing the staple cartridge 8-18
8.4.1 To replace the staple cartridge in the finisher FS-519 8-19
8.4.2 To replace the staple cartridge in saddle stitcher 8-20
8.4.3 To replace the staple cartridge in the finisher FS-609 8-23
8.5 Emptying the punch scrap box 8-27
8.5.1 To empty the punch scrap box in the finisher FS-519 8-30
8.5.2 To empty the punch scrap box in the finisher FS-609 8-31

9 Care of the machine

9.1 Cleaning 9-2
9.1.1 Housing 9-2
9.1.2 Original glass 9-2
9.1.3 Left partition glass 9-3
9.1.4 Control panel 9-3
9.1.5 Original pad 9-4
9.1.6 Electrostatic charger wire 9-4
9.1.7 Print head 9-5
9.2 Viewing counters (Meter Count) 9-6
9.2.1 Viewing counters 9-6
9.2.2 Viewing the coverage rate 9-7
9.3 When the message "It is time for the scheduled inspection of the device." appears 9-8

10 Managing jobs

10.1 Overview of Job List screen 10-2
10.1.1 Jobs 10-2
10.1.2 Multi-job feature 10-2
10.1.3 Job List screens 10-3
10.1.4 Left panel Job List 10-5
10.2 Performing operations on jobs 10-6
10.2.1 Deleting a job 10-6
10.2.2 Checking job settings 10-7
10.2.3 Checking job details 10-8
10.2.4 Displaying the Current Jobs list (stored jobs and active jobs) 10-9
10.2.5 Displaying the Job History list 10-10
10.2.6 Printing a proof copy of a stored job 10-10
10.2.7 Printing a stored job 10-11
10.2.8 Increasing printing priority 10-13

11 Utility mode

11.1 Overview of Utility mode parameters 11-2
11.1.1 List of registration information and parameters 11-2
11.2 Registering a destination 11-7
11.2.1 Create One-Touch Destination 11-7
11.2.2 Create User Box 11-7
11.2.3 Limiting Access to Destinations 11-7
Access Level 11-7
Level settings 11-8
Group 11-8
Specifying a group setting 11-9
Specifying a destination level 11-10
Specifying a user level 11-12
11.2.4 Displaying the destination registration screen 11-13
11.3 Specifying user settings 11-15
11.3.1 System Settings 11-15
11.3.2 Custom Display Settings 11-17
11.3.3 Copier Settings 11-18
11.3.4 Scan/Fax Settings 11-20
11.3.5 Printer Settings 11-21
11.3.6 Change Password 11-21
11.3.7 Change E-Mail Address 11-21
11.3.8 Change Icon 11-21
11.3.9 Displaying the User Settings screen 11-21
11.4 Specifying administrator settings 11-23
11.4.1 System Settings 11-23
11.4.2 Administrator/Machine Settings 11-28
11.4.3 One-Touch/User Box Registration 11-28
11.4.4 User Authentication/Account Track 11-29
11.4.5 Network Settings 11-31
11.4.6 Copier Setting 11-32
11.4.7 Printer Settings 11-32
11.4.8 Fax Settings 11-33
11.4.9 System Connection 11-33
11.4.10 Security Settings 11-33
11.4.11 License Settings 11-36
11.4.12 Displaying the Administrator Settings screen 11-36
11.5 Check Consumable Life 11-38
11.5.1 Displaying the Check Consumable Life screen 11-38

11.6 Overview of weekly timer settings 11-40
11.7 Printer Adjustment 11-41
11.7.1 Leading Edge Adjustment 11-41
11.7.2 Centering 11-42
11.7.3 Leading Edge Adjustment (Duplex Side 2) 11-44
11.7.4 Centering (Duplex 2nd Side) 11-45
11.7.5 Adjusting printing according to the media 11-47
11.8 Finisher Adjustment 11-49
11.8.1 Center Staple Position Adjustment 11-49
11.8.2 Half-Fold Position 11-51
11.8.3 Punch Horizontal Position Adjustment 11-53
11.8.4 Punch Regist Loop Size Adjustment 11-54
11.9 Color Registration Adjust 11-56
11.9.1 Adjusting the color registration for yellow, magenta and cyan 11-56
11.10 Gradation Adjustment 11-59
11.11 Header/Footer Settings 11-62
11.11.1 Specifying headers/footers 11-62
11.11.2 Editing headers/footers 11-64
11.12 Authentication Method 11-65
11.12.1 User authentication and account track 11-65
11.12.2 When user authentication and account track are synchronized 11-65
11.12.3 When user authentication and account track are used separately 11-66
11.12.4 Selecting an authentication method 11-66
11.13 User Authentication Setting 11-70
11.13.1 Administrative Settings—List 11-70
11.13.2 Default Function Permission 11-70
11.13.3 Public User Access 11-71
11.13.4 User Registration 11-72
11.13.5 User Counter 11-77
11.13.6 Viewing user counters 11-78
11.14 Account Track Setting 11-79
11.14.1 Account Track Registration 11-79
11.14.2 Account Track Counter 11-82
11.14.3 Viewing account counters 11-82
11.15 Password Rules 11-84
11.15.1 Conditions of the password rules 11-84
11.16 Enhanced Security Mode 11-86

12 Appendix

12.1 Entering text 12-2
12.1.1 Enlarging the keyboard 12-3
12.1.2 To type text 12-4
12.1.3 List of Available Characters 12-4
12.2 Glossary 12-5

13 Index

13.1 Index 13-2

Available features

Selecting the print color

The color used to print copies can be specified, for example, the copy can be printed in full color or in black and white.

For details, refer to "Selecting a Color setting" on page 2-29.

Automatically selecting the paper

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

For details, refer to "Automatically selecting the paper size ("Auto" Paper setting)" on page 2-31.

Adjusting copies to the size of the paper

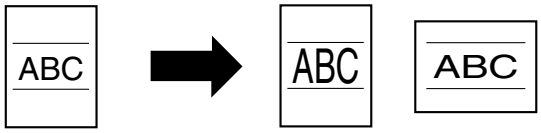
The most appropriate zoom ratio can automatically be selected based on the size of the loaded original and the specified paper size.

For details, refer to "Automatically selecting the zoom ratio ("Auto" Zoom setting)" on page 2-34.

Specifying separate horizontal and vertical zoom ratios

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

For details, refer to "Typing in separate X and Y zoom ratios (Individual Zoom settings)" on page 2-39.



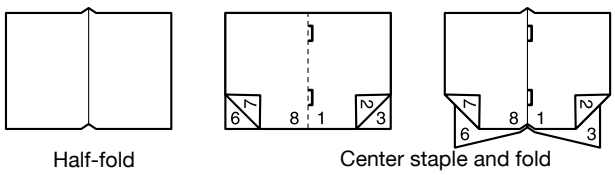
Scanning the original in separate batches

An original with a large number of pages can be divided and scanned in separate batches. Double-sided copies can be produced by using the original glass or the original pages can be alternately loaded onto the original glass or into the ADF, and then all pages can be copied together as a single job.
For details, refer to "Scanning the original in separate batches ("Separate Scan" setting)" on page 2-9 and "Scanning a multi-page original from the original glass" on page 2-12.

Center binding and folding in half

Copies can be folded at their center ("Half-Fold" setting) or bound with staples ("Center Staple & Fold" setting).

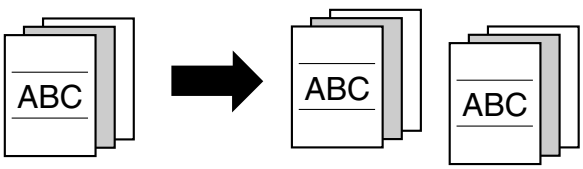
For details, refer to "Selecting a folding setting" on page 2-72.



Sorting copies

The finishing method for copies can be selected.

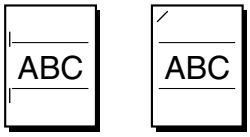
For details, refer to "Separating copies by sets ("Sort" setting)" on page 2-63, "Separating copies by pages ("Group" Setting)" on page 2-64.



Stapling copies

Multi-page originals can be copied and stapled together.

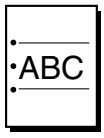
For details, refer to "Stapling copies (Staple settings)" on page 2-66.



Punching holes in copies

Holes for filing can be punched in the copies.

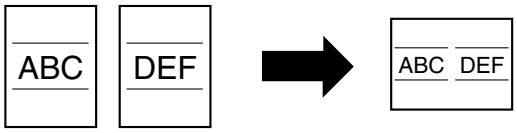
For details, refer to "Punching holes in copies (Punch settings)" on page 2-69.



Copying multiple original pages onto a single page

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

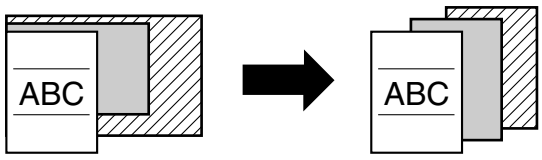
For details, refer to "Copying multiple original pages onto a single page (combined copy settings)" on page 2-50.



Copying an original containing various page sizes

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

For details, refer to "Copying originals of mixed sizes ("Mixed Original" setting)" on page 2-18.



Adjusting copies according to the image quality of the original

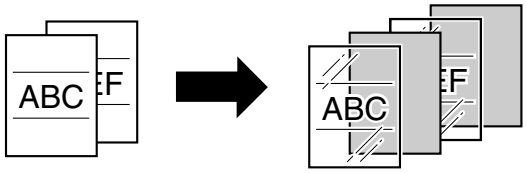
The copies can be adjusted according to the image quality of the original.

For details, refer to "Loading originals with small print or photos (Original Type settings)" on page 2-52 or "Adjusting the print density (Density settings)" on page 2-55.

Inserting paper between copies of OHP

In order to prevent OHP from becoming stuck to each other, a page (interleaf) can be inserted between the transparency copies.

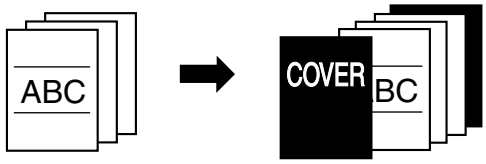
For details, refer to "Inserting paper between OHP transparencies ("OHP Interleave" function)" on page 7-21.



Adding a cover page

Cover pages can be added to copies, or copies can be made using different paper (for example, colored paper) for only the cover pages.

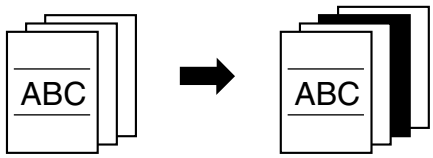
For details, refer to "Adding cover pages ("Cover Sheet" function)" on page 7-23.



Inserting different paper into copies

Different paper (such as colored paper) can be inserted for specified pages in the copies.

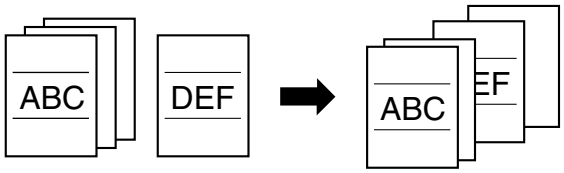
For details, refer to "Inserting different paper into copies ("Insert Sheet" function)" on page 7-26.



Inserting pages from a different original at specified locations in a copy

An original scanned later can be inserted for specified pages in an original scanned earlier for copying.

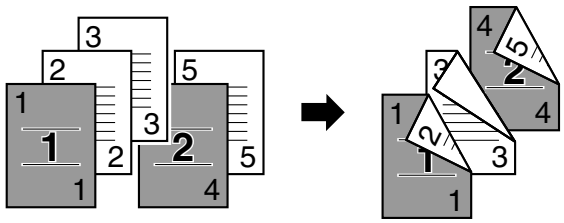
For details, refer to "Inserting copies of a different original for a specified page ("Insert Image" function)" on page 7-29.



Printing double-sided copies with the specified page on the front side

Double-sided copies can be printed with the specified pages on the front side.

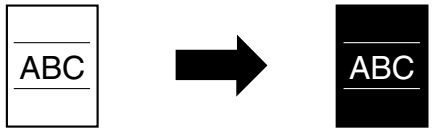
For details, refer to "Specifying pages to be printed on the front side ("Chapters" function)" on page 7-32.



Copying with reversed colors

An original can be copied with the light- and dark-colored areas of the original image inversed. With Color setting "Full Color", copies are printed with the hues and brightness inversed. With Color setting "Black" or "Single Color", copies are printed with the hues inversed.

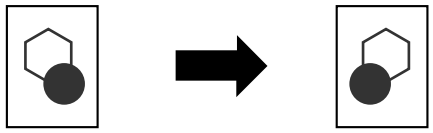
For details, refer to "Copying with image colors inversed ("Neg./Pos. Reverse" function)" on page 7-39.



Printing a mirror image

An original can be copied in its mirror image.

For details, refer to "Copying in a mirror image ("Mirror Image" function)" on page 7-41.



Copying with a background color

An original can be copied using one of the 18 colors available as the color of the background (blank areas).

For details, refer to "Adding a background color to copies ("Background Color" function)" on page 7-44.

Improving the copy color quality

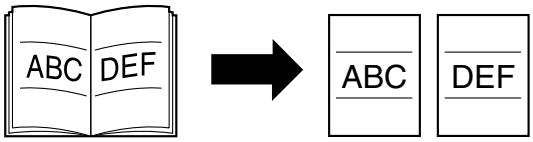
You can adjust color copies to the quality for the desired image.

For details, refer to "Adjusting the copy color quality (Color Adjust parameters)" on page 7-46.

Separately copying a page spread

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

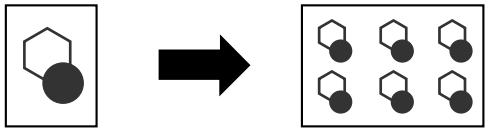
For details, refer to "Producing separate copies of each page in a page spread ("Book Copy" function)" on page 7-50.



Repeating copy images

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

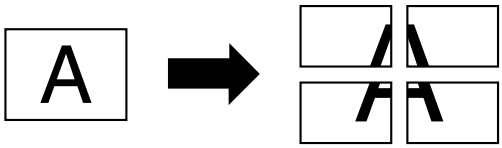
For details, refer to "Tiling copy images ("Image Repeat" function)" on page 7-54.



Printing the enlarged image on multiple pages

A single original page can be automatically split into parts with each part printed enlarged.

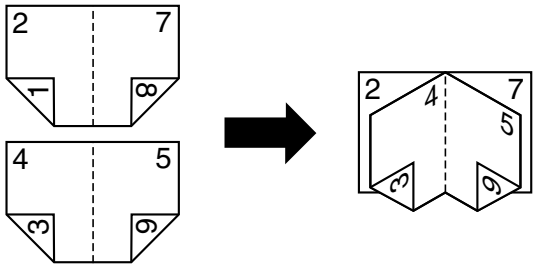
For details, refer to "Copying an enlarged image on multiple pages ("Poster Mode" function)" on page 7-58.



Creating booklets from copies of pamphlets

Pamphlets with their staples removed can be copied and bound with staples.

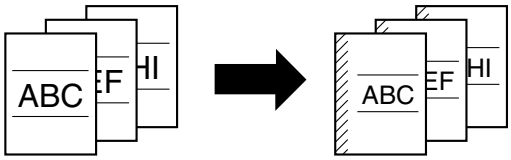
For details, refer to "Copying booklets ("Booklet Original" function)" on page 7-62.



Making copies for filing

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

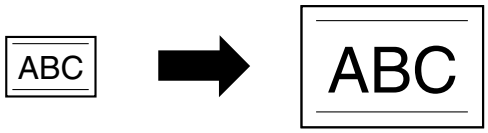
For details, refer to "Adding a binding margin to copies ("Page Margin" function)" on page 7-65.



Adjusting the image to fit the paper size

When the copy paper is larger than the original, copies can be printed so that the original image fills the paper.

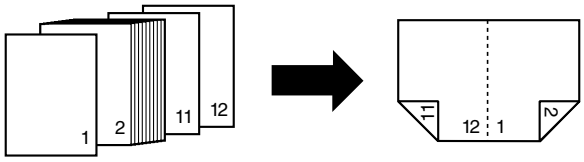
For details, refer to "Adjusting the image to fit the paper (Image Adjust settings)" on page 7-68.



Copying with the page layout of a magazine

Copies can be made with the pages arranged in a layout for center binding, such as for a magazine.

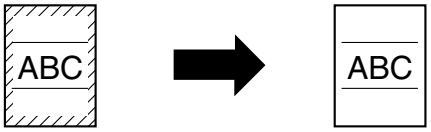
For details, refer to "Copying with the page layout of a booklet ("Booklet" function)" on page 7-71.



Erasing sections of copies

Areas, such as the shadows of punched holes and transmission information in received faxes, can be erased in copies.

For details, refer to "Erasing specified areas of copies ("Frame Erase" function)" on page 7-73.



Printing a sample copy

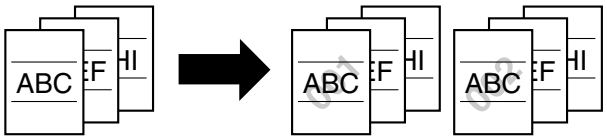
Before printing a large number of copies, a single sample copy can be printed so that it can be checked.

For details, refer to "Printing a proof to check the settings (Proof Copy)" on page 3-6.

Printing date/time or page number on copies

The date/time, page number or copy protection text (hidden text that prevents improper copying) can be printed on copies, or each copy set can be printed with distribution numbers.

For details, refer to "Printing the date/time or page number on copies (Stamp/Composition functions)" on page 7-75.



Managing jobs

The print status of copy jobs can be checked and the jobs can be managed.

For details, refer to "Managing jobs" on page 10-2.

Programming copy settings

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

For details, refer to "Registering copy programs (Mode Memory)" on page 3-15.

Checking the copy settings

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

For details, refer to "Checking the Copy Settings (Check Job)" on page 3-2.

Enlarging the size of text in touch panel screens

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

For details, refer to the User's Guide [Enlarge Display Operations].

Displaying explanations of functions and settings

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

For details, refer to "Displaying function descriptions (Help)" on page 3-20.

Interrupting a copy job

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

For details, refer to "Interrupting a copy job (Interrupt mode)" on page 3-14.

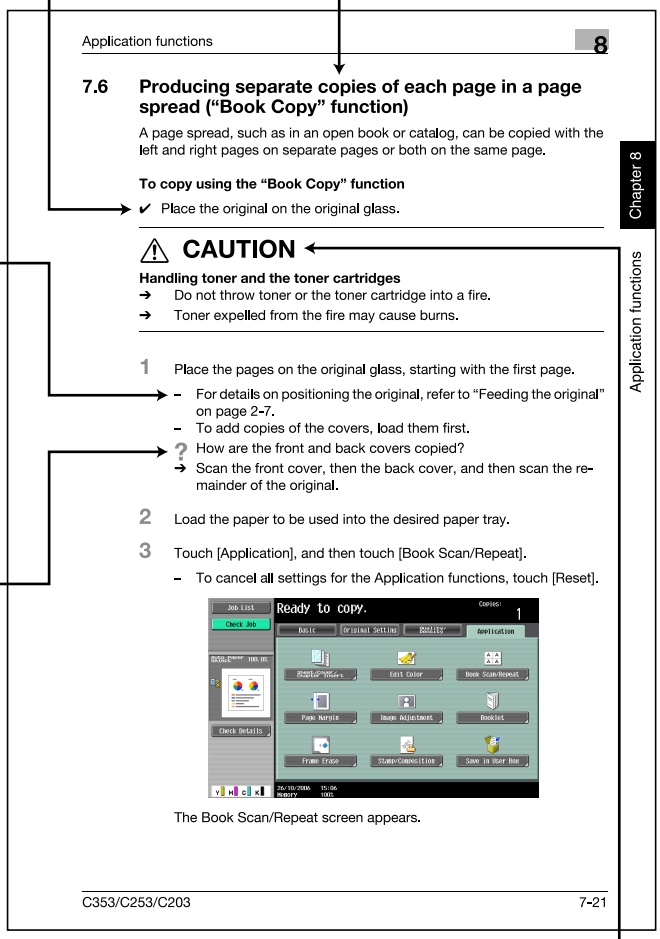
Explanation of manual conventions

Titles indicate the contents of the section.

Text that appears in this manner describes the function limitations and options required to use certain functions.

Text that appears in this manner describes supplemental information, such as precautions, references and actions, relating to steps.

Text that appears in this manner provides answers to problems and questions that may occur during operation.



Application functions 8

7.6 Producing separate copies of each page in a page spread ("Book Copy" function)

A page spread, such as in an open book or catalog, can be copied with the left and right pages on separate pages or both on the same page.

To copy using the "Book Copy" function

✔ Place the original on the original glass.

⚠ CAUTION

Handling toner and the toner cartridges

➔ Do not throw toner or the toner cartridge into a fire.

➔ Toner expelled from the fire may cause burns.

1 Place the pages on the original glass, starting with the first page.

– For details on positioning the original, refer to "Feeding the original" on page 2-7.

– To add copies of the covers, load them first.

? How are the front and back covers copied?

➔ Scan the front cover, then the back cover, and then scan the remainder of the original.

2 Load the paper to be used into the desired paper tray.

3 Touch [Application], and then touch [Book Scan/Repeat].

– To cancel all settings for the Application functions, touch [Reset].

The Book Scan/Repeat screen appears.

C353/C253/C203 7-21

Chapter 8

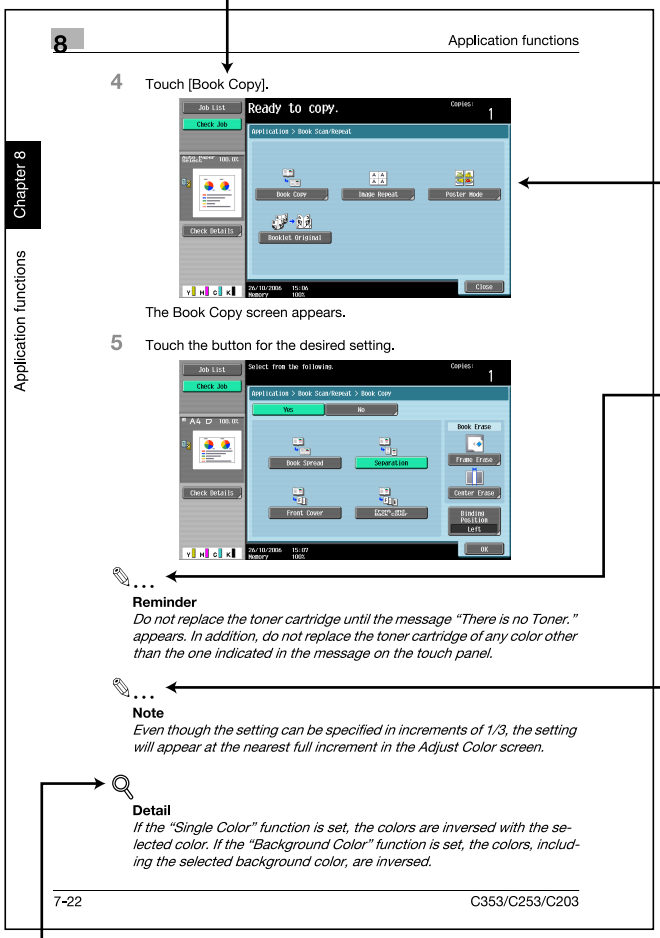
Application functions

⚠ WARNING , CAUTION

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

(The page shown above is an example only.)

[ ]
Names highlighted as shown above indicate keys on the control panel, buttons in the touch panel, and the power switches.



Touch panel screens are shown to check the actual display.

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

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

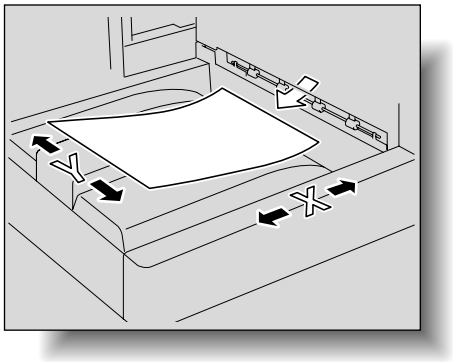
Note
Text highlighted in this manner contains references and supplemental information concerning operating procedures and other descriptions. We recommend that this information be read carefully.

(The page shown above is an example only.)

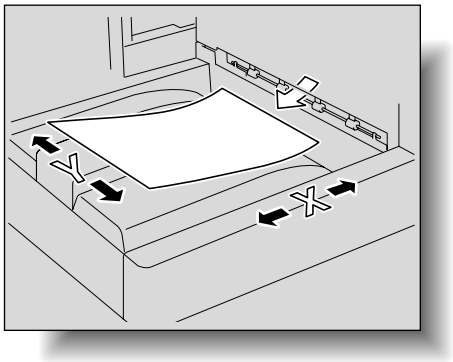
Descriptions of originals and paper

The descriptions used in this manual for originals and paper are explained below.

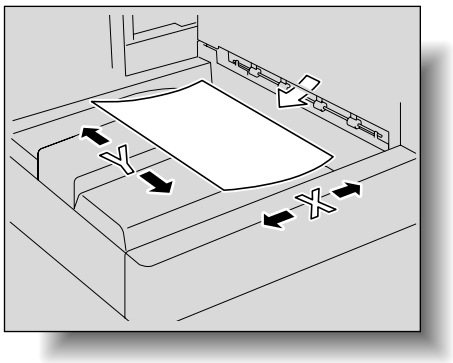
Whenever original and paper dimensions are mentioned in this manual, the value shown as Y in the illustration refers to the width, and the value shown as X refers to the length.



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



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



User's Guides

This machine is provided with printed manuals and PDF manuals on the User's Guide CD.

Printed manual

Quick Guide [Copy/Print/Fax/Scan/Box Operations]

This manual contains operating procedures and descriptions of the most frequently used functions, allowing the machine to immediately be used.

In addition, this manual contains notes and precautions that should be followed for safe use of the machine.

Be sure to read this manual before using the machine.

User's Guide CD manuals

User's Guide [Copy Operations] (this manual)

This manual contains descriptions of the Copy mode operations and machine maintenance.

Refer to this manual for details on the paper and originals, copy procedures using convenient Application functions, replacing consumables, and troubleshooting operations such as clearing paper misfeeds.

User's Guide [Enlarge Display Operations]

This manual contains details on operating procedures in Enlarge Display mode.

Refer to this manual for details on using copy, scanner, G3 fax, and network fax operations in Enlarge Display mode.

User's Guide [Print Operations]

This manual contains details of the printing functions that can be specified with the standard built-in printer controller.

Refer to this manual for operating procedures on using the printing functions.

User's Guide [Box Operations]

This manual contains operating procedures for using the user boxes on the hard disk.

Refer to this manual for details on saving data in user boxes, retrieving data from user boxes and transferring data.

User's Guide [Network Scan/Fax/Network Fax Operations]

This manual contains details on the network scan, G3 fax, and network fax operations.

Refer to this manual for details on using network scan function by E-Mail or FTP, G3 fax, Internet fax and IP address fax operations.

In order to use the fax functions, the optional fax kit must be purchased separately.

User's Guide [Fax Driver Operations]

This manual contains details of the fax driver functions that can be used to send a fax directly from a computer.

Refer to this manual for operating procedures on using the PC-FAX functions.

In order to use the fax functions, the optional fax kit must be purchased separately.

User's Guide [Network Administrator]

This manual contains descriptions on setting methods for each function utilizing network connection, mainly using the PageScope Web Connection.

Refer to this manual for details on using network functions.

User's Guide [Advanced Function Operations]

This User's Guide describes overview and usage of functions that become available by registering the optional license kit and enabling its function, and functions that become available by connecting the MFP with applications.

In order to use the functions effectively, please read this User's Guide.

The following models support the advanced function.

bizhub C650/C550/C451/C353/C253/C203

Trademarks/Copyrights

This manual contains descriptions on trademarks and copyrights.

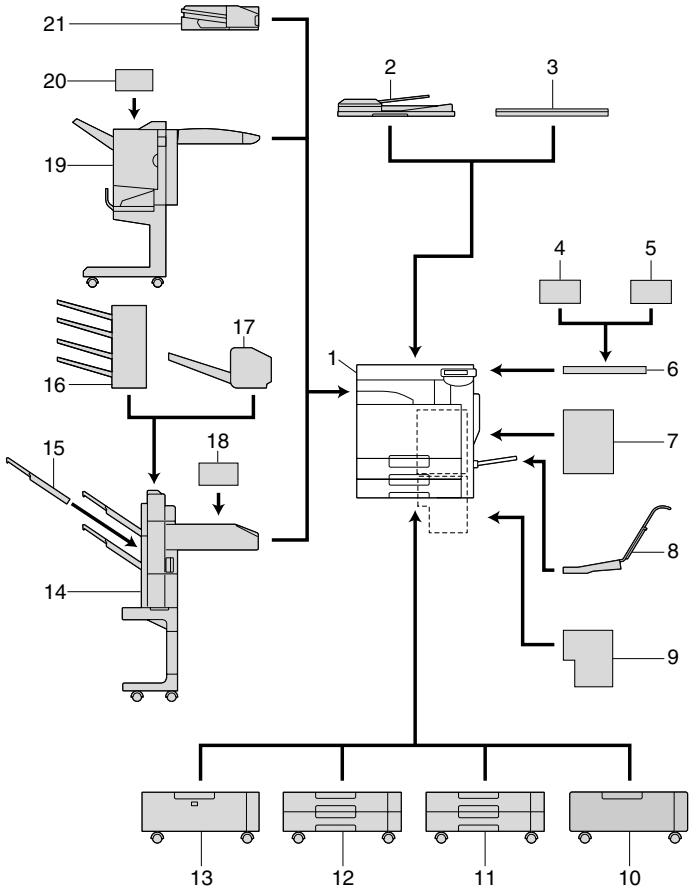
Be sure to read this manual before using the machine.

1 Before making copies

1 Before making copies

1.1 Part names and their functions

1.1.1 Options



No.	Part name	Description
1	Main unit	The original is scanned by the scanner section, and the scanned image is printed by the printer section. Referred to as the "machine", the "main unit", or the "C353/C253/C203" throughout the manual.
2	Reverse automatic document feeder DF-611	Automatically feeds one original sheet at a time for scanning, and automatically turns over double-sided originals for scanning. Referred to as the "ADF" throughout the manual.
3	Original cover OC-507	Presses down on the loaded original to keep it in place. Referred to as the "original cover" throughout the manual.
4	Authentication unit (biometric type) AU-101	Performs user authentication by scanning vein patterns in the finger. For details, refer to the manual provided with the authentication unit (biometric type).
5	Authentication unit (IC card type) AU-201	Performs user authentication by reading the information registered on IC cards. For details, refer to the manual provided with the authentication unit (IC card type).
6	Working table WT-502	Provides an area to temporarily place an original or other materials. This is also used when the authentication unit is installed.
7	Mount kit MK-711	Used for installing the fax kit, local interface kit, scan accelerator kit, and fax multi line.
8	Mount kit MK-713	Used for banner printing.

No.	Part name	Description
9	Image controller IC-409	The external image controller connecting to bizhub C353/C253. Allows this machine to be used as a color printer configured into a computer network. For details, refer to the corresponding User's Guide. **Detail** *To install the image controller, any of the desk, LCT, single paper feed cabinet, or double paper feed cabinet must be installed to the machine.*
10	Desk DK-504	Allows this machine to be set up on the floor. Referred to as the "desk" throughout the manual.
11	Paper feed cabinet PC-104	The top tray can be loaded with up to 500 sheets of paper, and the bottom tray can be used as storage. Referred to as the "single paper feed cabinet" throughout the manual.
12	Paper feed cabinet PC-204	Both the top and bottom trays can each be loaded with up to 500 sheets of paper. Referred to as the "double paper feed cabinet" throughout the manual.
13	Paper feed cabinet PC-405	Can be loaded with up to 2,500 sheets of paper. Referred to as the "LCT" throughout the manual.
14	Finisher FS-519	Feeds out finished printed pages. The "Sort" setting (separating by copy set), "Group" setting (separating by pages), Staple settings ("Corner" and "2 position") Center Staple setting, and Half-Fold setting are available.
15	Output tray OT-602	Installed onto finisher FS-519 to divide printed pages. Referred to as the "output tray" throughout the manual.
16	Mailbin kit MT-502	Installed onto finisher FS-519 to divide printed pages (only with computer printing) and feed them into the appropriate tray assigned to a specific individual or group. Collects printed pages. Referred to as the "mailbin kit" throughout the manual.
17	Saddle stitcher SD-505	Installed onto finisher FS-519 so that copies can be bound or folded at the center. Referred to as the "saddle stitcher" throughout the manual.
18	Punch kit PK-515	Installed onto finisher FS-519 to allow hole punching to be used.
19	Finisher FS-609	Feeds out finished printed pages. The "Sort" setting (separating by copy set), "Group" setting (separating by pages), Staple settings ("Corner" and "2 position"), and Center Staple & Fold setting are available. **Detail** *To install the finisher, any of the desk, LCT, single paper feed cabinet, or double paper feed cabinet must be installed to the machine.*
20	Punch kit PK-501	Installed onto finisher FS-609 to allow hole punching to be used.
21	Job separator JS-505	Installed onto the output tray to divide printed pages. Referred to as the "separator" throughout the manual.
22	Local interface kit EK-603*1	Used for connecting the authentication unit (biometric type), the authentication unit (IC card type) and external memory (USB memory).
23	Fax kit FK-502*1	Allows this machine to be used as a fax machine.
24	Scan accelerator kit SA-501*1	Creates images at high speed when sending scans.
25	Fax multi line ML-501	Installed to increase the telephone lines available for faxing.
26	Video interface kit VI-504*2	Necessary for connecting the image controller to bizhub C353/C253.
27	Stamp unit SP-501*2	Applies a stamp to originals that have been scanned. For details, refer to the User's Guide [Network scan/Fax/Network Fax Operations].
28	Security kit SC-503*1	Installed to encode the entire data saved on the hard disk. Even if an unexpected accident such as hard disk theft occurs, encoded data in the hard disk is protected against disclosure.
29	Assist handle AH-101*3	Used when closing the original cover or ADF.
30	i-Option LK-101*3	Allows the Web Browser and Image Panel functions to be used from the control panel. For details, refer to the User's Guide [Advanced Function Operations].
31	i-Option LK-102*3	Allows PDF encryption, digital signatures and properties to be specified when transmitting PDF documents with Scan mode or User Box mode operations. For details, refer to the User's Guide [Advanced Function Operations].

No.	Part name	Description
32	i-Option LK-103*3	Functions for both the i-Option LK-101 and i-Option LK-102 are available. **Detail** *This option may not be available depending on the service area. For details, contact your technical representative.*
33	Upgrade kit UK-201*3	Required in order to use i-Option LK-101, i-Option LK-102 or i-Option LK-103.

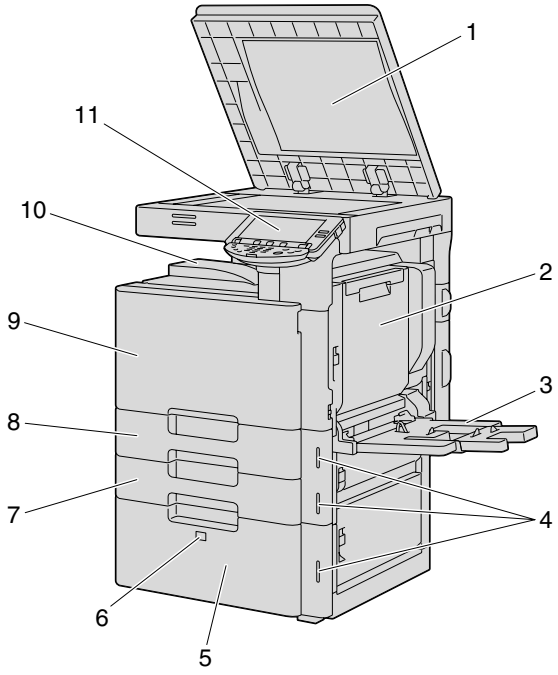
*1 Parts marked with an asterisk are to be installed to the mount kit, and therefore are not shown in the illustration.

*2 Parts marked with an asterisk are internal options and therefore are not shown in the illustration.

*3 Parts marked with an asterisk are not shown in the illustration.

Reminder
To keep the features and quality of the machine, use the desk or paper feed cabinet to place the machine on the floor.

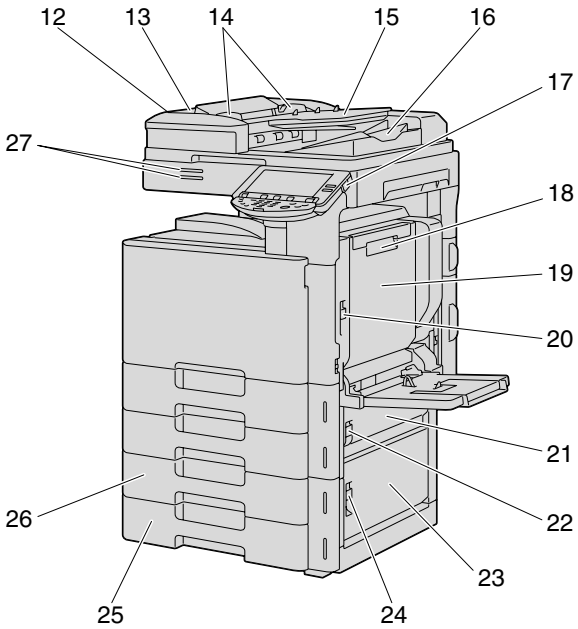
1.1.2 Outside of machine



*The illustration above shows the main unit with the optional original cover and LCT installed.

No.	Part name	Description
1	Original pad	Holds down the placed originals to keep it in place.
2	Automatic duplex unit	Turns over the paper for double-sided printing.
3	Bypass tray	Used when printing onto paper with a size not loaded into a paper tray or onto thick paper, OHP transparencies, postcards, envelopes, label sheets or banner paper. Can be loaded with up to 150 sheets of plain paper, 20 sheets of thick paper 1, thick paper 2, thick paper 3, thick paper 4, OHP transparencies, postcards, or label sheets, 10 envelopes, or 10 sheets of banner paper.
4	Paper-empty indicator	Flashes in orange when very few pages remain in the paper tray, and lights up when the tray is empty.
5	LCT	Can be loaded with up to 2,500 sheets of plain paper. Can be loaded with up to 1,000 sheets of thick paper 1, thick paper 2 or thick paper 3.
6	Tray release button	Press this button to pull out the LCT.

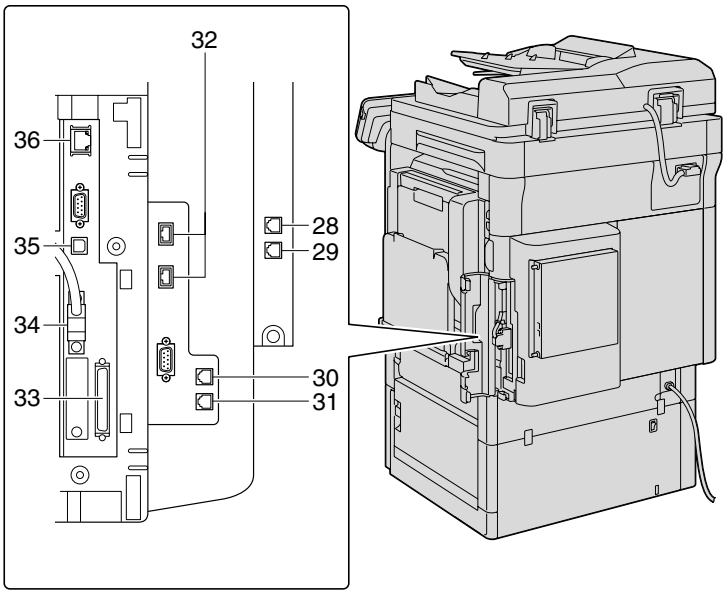
No.	Part name	Description
7	Tray 2	Can be loaded with up to 500 sheets of plain paper. Can be loaded with up to 150 sheets of thick paper 1, thick paper 2 or thick paper 3.
8	Tray 1	Can be loaded with up to 500 sheets of plain paper. Can be loaded with up to 150 sheets of thick paper 1, thick paper 2 or thick paper 3.
9	Front door	Opened when replacing the toner cartridge, waste toner box, or imaging unit, or when cleaning the print head.
10	Output tray	Collects printed pages.
11	Control panel	Used to specify the various machine settings.



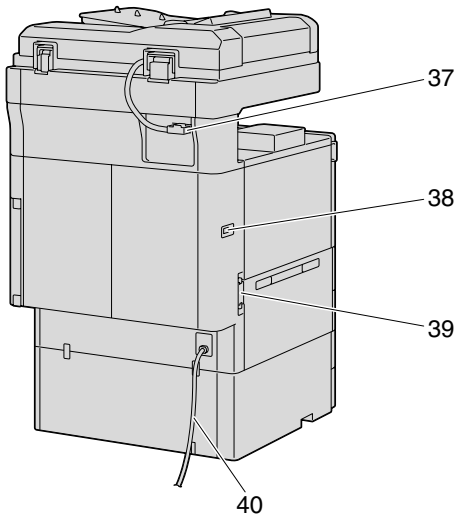
*The illustration above shows the main unit with the optional ADF and double paper feed cabinet installed.

No.	Part name	Description
12	Left-side cover release lever	Used to open the left-side cover.
13	Left-side cover	Opened when clearing paper misfeeds.
14	Lateral guide	Adjusted to the width of the original.
15	Original feed tray	Loaded with originals facing up.
16	Original output tray	Collects originals that have been scanned. Open the output tray when clearing a misfeed in the ADF.
17	Sub power switch	Pressed to turn on/off machine operations. When turned off, the machine enters a state where it conserves energy.
18	Automatic duplex unit release lever	Used to open the automatic duplex unit door when clearing paper misfeeds.
19	Automatic duplex unit door	Opened when clearing paper misfeeds in the automatic duplex unit.
20	Upper right-side door release lever	Used to open the upper right-side door.
21	Center right-side door	Opened when clearing paper misfeeds from the paper transport section of tray 2.
22	Center right-side door release lever	Used to open the centerright-side door.
23	Lower right-side door	Opened when clearing paper misfeeds from the paper transport section of tray 2, 3 or 4.
24	Lower right-side door release lever	Used to open the Lower right-side door.

No.	Part name	Description
25	Tray 4/storage box	Used as the storage box when the single paper feed cabinet is installed. Can be loaded with up to 500 sheets of plain paper when the double paper feed cabinet is installed. Can be loaded with up to 150 sheets of thick paper 1, thick paper 2 or thick paper 3.
26	Tray 3	Can be loaded with up to 500 sheets of plain paper. Can be loaded with up to 150 sheets of thick paper 1, thick paper 2 or thick paper 3.
27	Status indicator	The machine's current status is indicated by the color and lighting/flashing of the indicator. Flashing in blue: Printing normally Flashing in orange: Warning Lit in orange: Stopping operating



*The illustration above shows the main unit with the optional fax multi line, ADF, LCT, video interface kit and mount kit (fax kit, local intarface kit and fax multi line) installed.

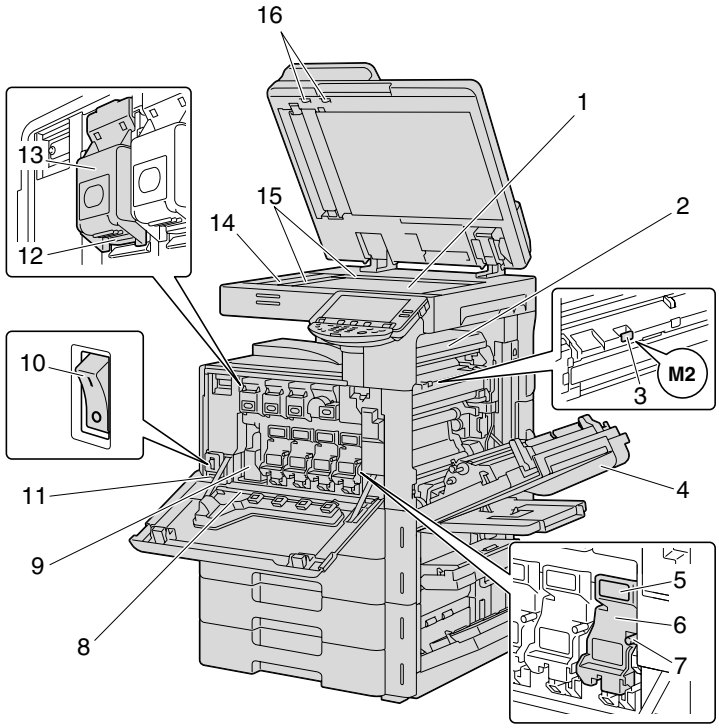


*The illustration above shows the main unit with the optional ADF and double paper feed cabinet installed.

No.	Part name	Description
28	Jack for connecting a telephone (TEL PORT2)	Used for connecting the cord from a telephone.

No.	Part name	Description
29	Telephone jack 2 (LINE PORT2)	Used for connecting a general subscriber line. This jack is used when the optional fax multi line is installed.
30	Jack for connecting a telephone (TEL PORT1)	Used for connecting the cord from a telephone.
31	Telephone jack 1 (LINE PORT1)	Used for connecting a general subscriber line.
32	USB port (type A) USB 2.0/1.1	Used for connecting the USB cable for the authentication unit (biometric type), the authentication unit (IC card type) or external memory (USB memory).
33	External controller port	Used for connecting the cable from the image controller.
34	Internal controller port	Used for connecting the internal controller.
35	USB port (type B) USB 2.0/1.1	Used for making connections when the machine is used as a USB printer.
36	Network connector (10Base-T/100Base-TX/1000Base-T)	Used for connecting the network cable when this machine is used for network printing and network scanning.
37	ADF connector	Used for connecting the ADF hookup cord.
38	Finisher connector	Used for connecting the finisher hookup cord.
39	Ozone filter	Collects the ozone generated in the machine.
40	Power cord	Supplies power to the machine.

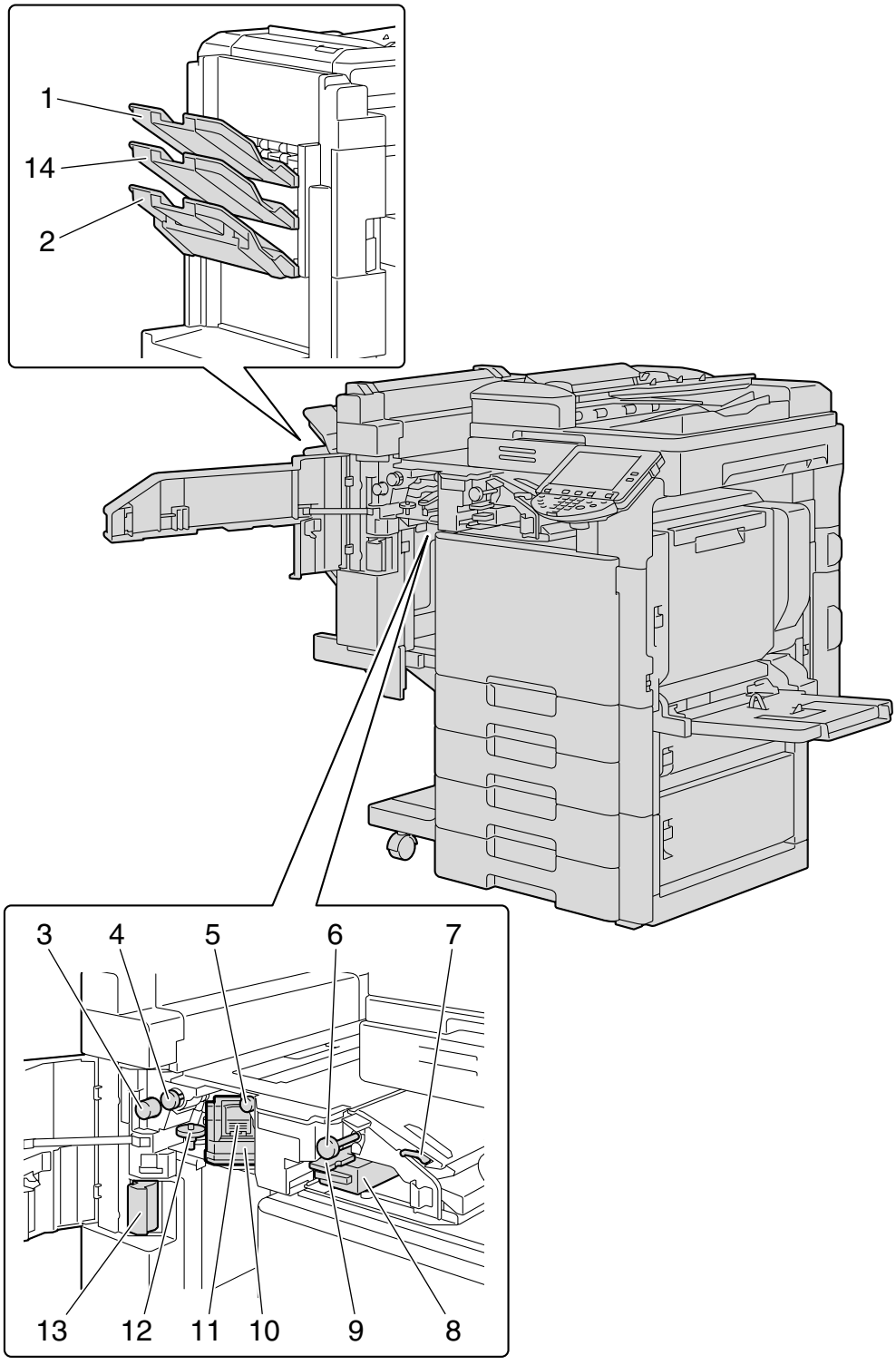
1.1.3 Inside of machine



No.	Part name	Description
1	Original glass	The original placed on the glass is scanned.
2	Fusing unit upper cover	Opened when cleaning paper misfeeds in the fusing unit.
3	Fusing cover lever M2	Opened when cleaning paper misfeeds in the fusing unit.
4	Upper right-side door	Opened when clearing paper misfeeds from inside the main unit.
5	Unlock lever	Used when removing an imaging unit.
6	Imaging unit	Creates the print image.

No.	Part name	Description
7	Charger-cleaning tool	Used to clean the electrostatic charger wire, for example, when incorrect copies are produced.
8	Print head glass cleaning tool	Used to clean the surface of the print head glass, for example, when replacing the imaging unit.
9	Waste toner box	Collects used waste toner.
10	Main power switch	Used to turn the machine on and off.
11	Total counter	Shows the total number of pages that have been printed.
12	Lock tub	Used when removing the toner cartridge.
13	Toner cartridges	There are four toner cartridges: cyan (C), magenta (M), yellow (Y) and black (K). The combination of the four toners generates full-color images.
14	Left partition glass	Used to scan the original image in this area when the ADF is used.
15	Original scales	Position the original so that it is aligned with the scales. Also, use the scales to measure the loaded original.
16	Misfeed-clearing dial	Turned when clearing paper misfeeds within the ADF.

1.1.4 Finisher FS-519/Output tray OT-602/Punch kit PK-515



Finisher FS-519

No.	Part name	Description
1	Output tray 1	Collects printed pages.
2	Output tray 2	Collects printed pages.
3	Misfeed-clearing dial FN6	Turned when clearing paper misfeeds within the finisher.
4	Misfeed-clearing dial FN5	Turned when clearing paper misfeeds within the finisher.
5	Misfeed-clearing dial FN4	Turned when clearing paper misfeeds within the finisher.
6	Misfeed-clearing dial FN2	Turned when clearing paper misfeeds within the finisher.
7	Guide lever FN1	Raised when clearing paper misfeeds within the finisher.
8	Punch scrap box FN3.1	Removed when emptying punch scraps that have accumulated from using the Punch settings.
9	Guide lever FN3	Raised when clearing paper misfeeds within the finisher.
10	Stapler	Moved to the front when clearing jammed staples.
11	Staple cartridge holder	Removed from the stapler when replacing the staple cartridge or clearing jammed staples.
12	Dial	Turned to move the stapler to the front when clearing jammed staples.
13	Finisher release lever 1	Used to disconnect the finisher and move it from the main unit when clearing paper misfeeds.

Output tray OT-602

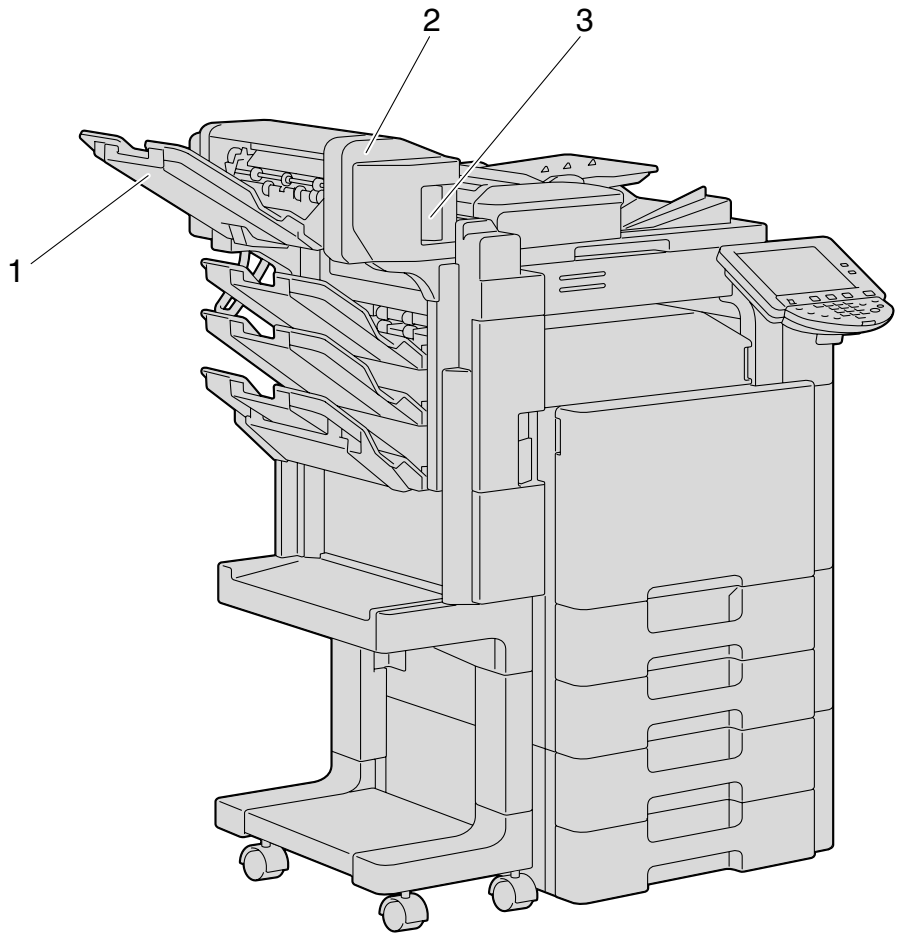
No.	Part name	Description
14	Optional output tray	Collects printed pages.

Punch kit PK-515

No.	Part name	Description
15	Punch kit*	Punches holes for filing printed pages when the punch kit is installed onto finisher.

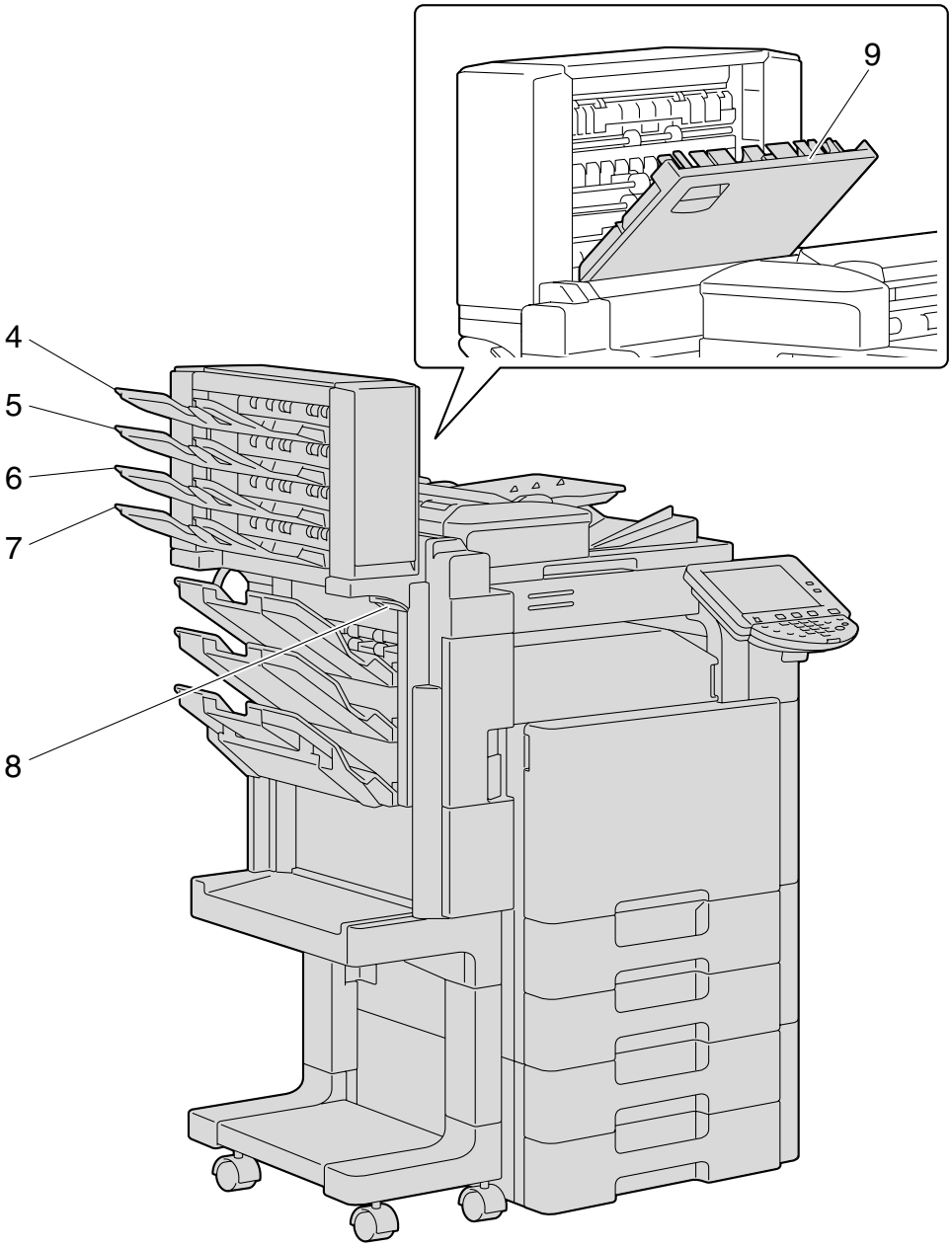
* Parts marked with an asterisk are internal options and therefore are not shown in the illustration.

1.1.5 Saddle stitcher SD-505/Mailbin kit MT-502



Saddle stitcher SD-505

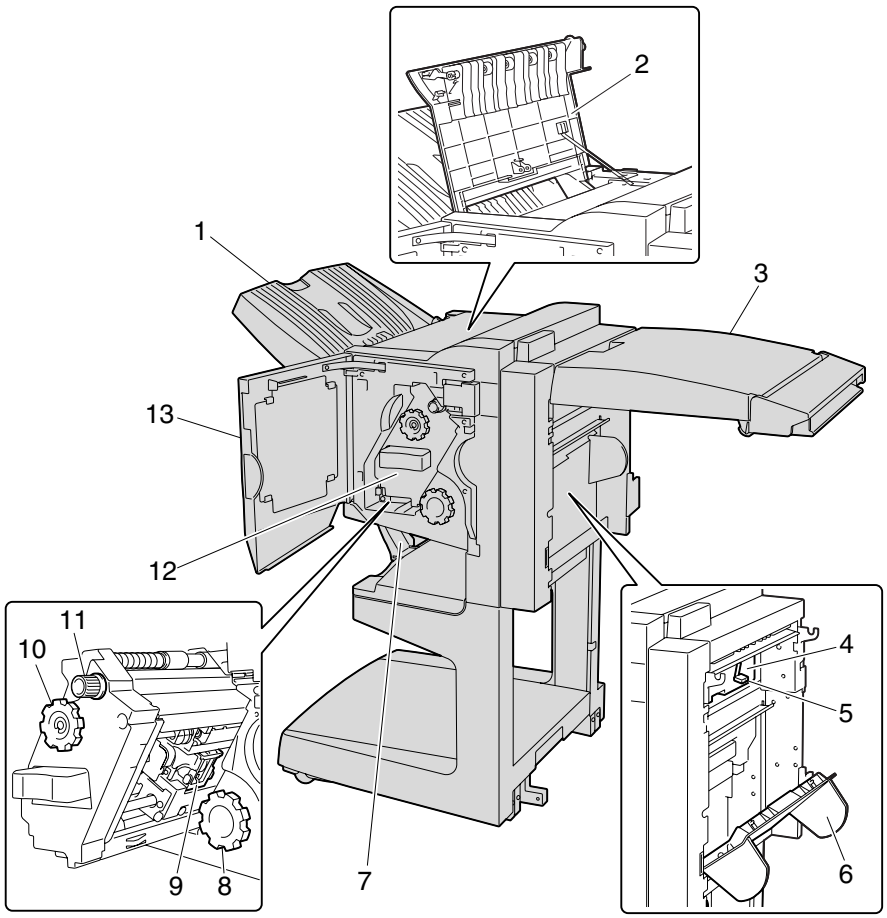
No.	Part name	Description
1	Output tray	Collects printed pages.
2	Misfeed-clearing door	Opened when clearing paper misfeeds within the saddle stitcher.
3	Misfeed-clearing door release lever	Used to open the Misfeed-clearing door.



Mailbin kit MT-502

No.	Part name	Description
4	Bin 4	Collects printed pages.
5	Bin 3	Collects printed pages.
6	Bin 2	Collects printed pages.
7	Bin 1	Collects printed pages.
8	Guide lever FN7	Moved when clearing paper misfeeds within the mailbin kit.
9	Misfeed-clearing door	Opened when clearing paper misfeeds within the mailbin kit.

1.1.6 Finisher FS-609/Punch kit PK-501



Finisher FS-609

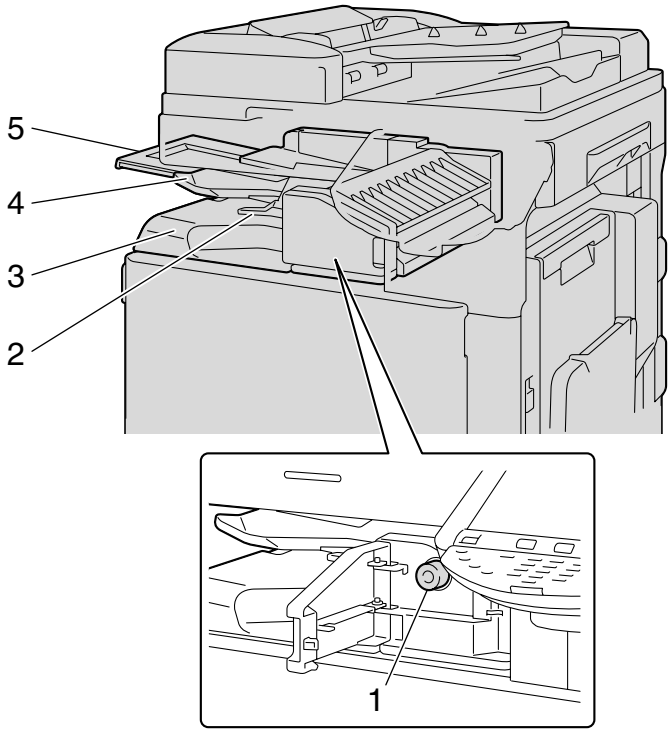
No.	Part name	Description
1	Output tray 1	Collects printed pages.
2	Upper cover	Opened when clearing paper misfeeds.
3	Horizontal transport unit cover	Opened when clearing paper misfeeds from the horizontal transport unit.
4	Punch scrap box	Removed when emptying hole-punch waste that has accumulated from using the Punch settings.
5	Misfeed-clearing guide	Opened when clearing paper misfeeds within the finisher.
6	Right-side door	Opened when clearing paper misfeeds within the finisher.
7	Output tray 2	Collects copies printed using the "Fold & Staple" setting.
8	Misfeed-clearing dial in folding section	Turned when clearing paper misfeeds in the folding section.
9	Staple cartridge holder	Removed from the stapler unit when clearing jammed staples or replacing the staple cartridge.
10	Misfeed-clearing dial 1	Turned when clearing paper misfeeds within the finisher.
11	Misfeed-clearing dial 2	Turned when clearing jammed staples or replacing the staple cartridge, or for moving the staple cartridge holder out to the front.
12	Stapler unit	Pulled out when clearing jammed staples or replacing the staple cartridge.
13	Front door	Opened when clearing paper misfeeds or jammed staples or when replacing the staple cartridge.

Punch kit PK-501

No.	Part name	Description
14	Punch kit*	Punches holes for filing printed pages when punch kit is installed onto finisher.

* Parts marked with an asterisk are installed within the finisher and therefore are not shown in the illustration.

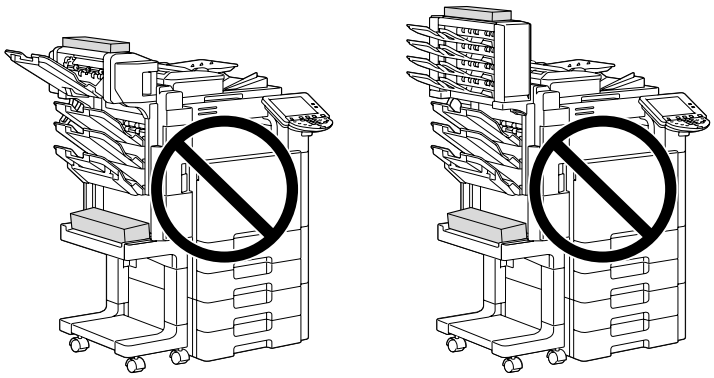
1.1.7 Job separator JS-505



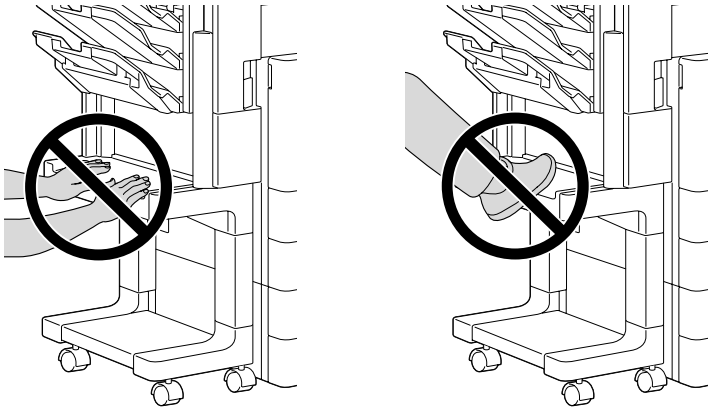
No.	Part name	Description
1	Misfeed-clearing dial	Turned when clearing paper misfeeds within the separator.
2	Assist lever	Used when removing printed pages.
3	Output tray 2	Collects printed pages.
4	Output tray 1	Collects printed pages.
5	Tray extension	Pulled out when feeding papers longer than 8-1/2 × 11 ▭ size.

Precautions for using the finisher:

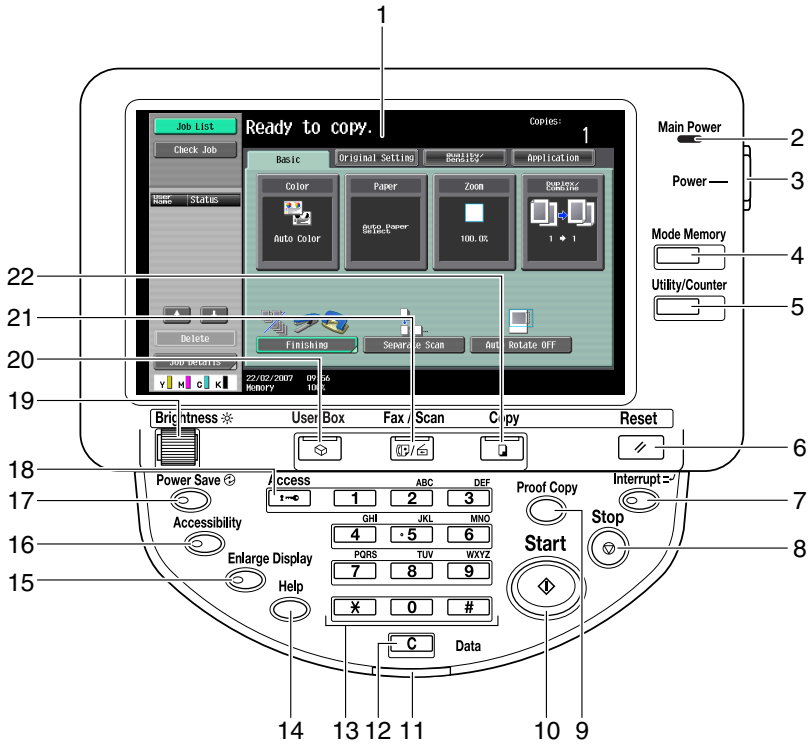
- Do not place objects on top of the finisher and below the paper output trays, otherwise the machine may be damaged.



- Do not place your hand below or rest your foot on top of the output trays for finisher.



1.1.8 Control panel



No.	Part name	Description
1	Touch panel	Displays various screens and messages. Specify the various settings by directly touching the panel.
2	Main Power indicator	Lights up in green when the machine is turned on with the main power switch.
3	Sub power switch	Press to turn on/off machine operations. When turned off, the machine enters a state where it conserves energy.
4	[Mode Memory] key	Press to register (store) the desired copy/fax/scan settings as a program or to recall a registered program. (See p. 3-15.)
5	[Utility/Counter] key	Press to display the Meter Count screen and the Utility screen.
6	[Reset] key	Press to clear all settings (except programmed settings) entered in the control panel and touch panel.
7	[Interrupt] key	Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the [Interrupt] key lights up in green and the message "Now in Interrupt mode." appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again.
8	[Stop] key	Pressing the [Stop] key while copying, scanning or printing temporarily stops the operation.
9	[Proof Copy] key	Press to print a single proof copy to be checked before printing a large number of copies. (See p. 3-6.) Press the [Proof Copy] key before pressing the [Start] key to display the preview image of the currently specified settings on the touch panel. (p. 3-9)
10	[Start] key	Press to start the copy, scan or fax operation. When this machine is ready to begin the operation, the indicator on the [Start] key lights up in blue. If the indicator on the [Start] key lights up in orange, copying cannot begin. Press to restart a stopped job. For details on jobs, refer to "Overview of Job List screen" on page 10-2.
11	Data indicator	Flashes in blue while a print job is being received. Lights up in blue when a print job is queued to be printed or while it is being printed. The indicator lights up in blue when there is saved fax data or unprinted fax data.
12	[C] (clear) key	Press to clear a value (such as the number of copies, a zoom ratio, or a size) entered using the keypad.

No.	Part name	Description
13	Keypad	Use to type in the number of copies to be produced. Use to type in the zoom ratio. Use to type in the various settings.
14	[Help] key	Press to display the Help Menu screen. From this screen, descriptions of the various functions and details of operations can be displayed. (See p. 3-20.)
15	[Enlarge Display] key	Press to enter Enlarge Display mode. If authentication is performed with PageScope Authentication Manager, it does not enter Enlarge Display mode.
16	[Accessibility] key	Press to display the screen for specifying settings for user accessibility functions.
17	[Power Save] key	Press to enter Power Save mode. While the machine is in Power Save mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off. To cancel Power Save mode, press the [Power Save] key again.
18	[Access] key	If user authentication or account track settings have been applied, press this key after entering the user name and password (for user authentication) or the account name and password (for account track) in order to use this machine.
19	[Brightness] dial	Use to adjust the Brightness of the touch panel.
20	[User Box] key	Press to enter User Box mode. While the machine is in User Box mode, the indicator on the [User Box] key lights up in green. For details, refer to the User's Guide [Box Operations].
21	[Fax/Scan] key	Press to enter Fax/Scan mode. While the machine is in Fax/Scan mode, the indicator on the [Fax/Scan] key lights up in green. For more details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations].
22	[Copy] key	Press to enter Copy mode. (As a default, the machine is in Copy mode.) While the machine is in Copy mode, the indicator on the [Copy] key lights up in green.

Reminder

Do not apply extreme pressure to the touch panel, otherwise it may be scratched or damaged.

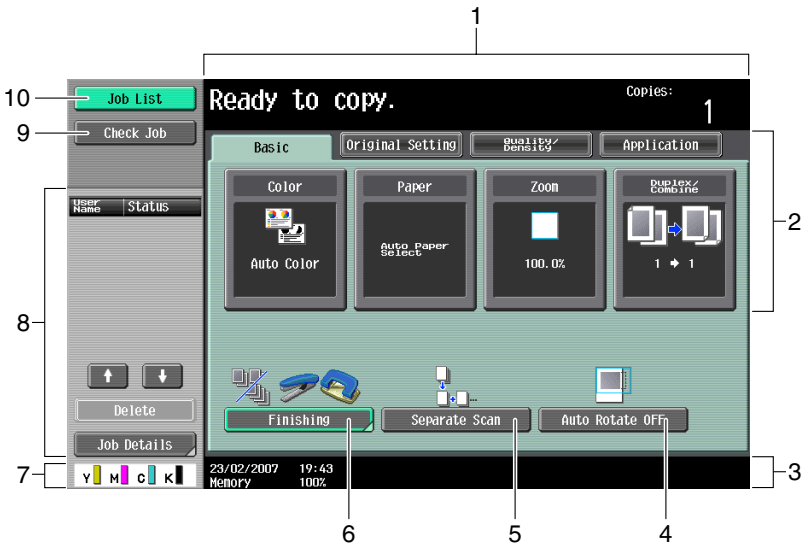
Never push down on the touch panel with force, and never use a hard or pointed object to make a selection in the touch panel.

1.1.9 Basic settings screens

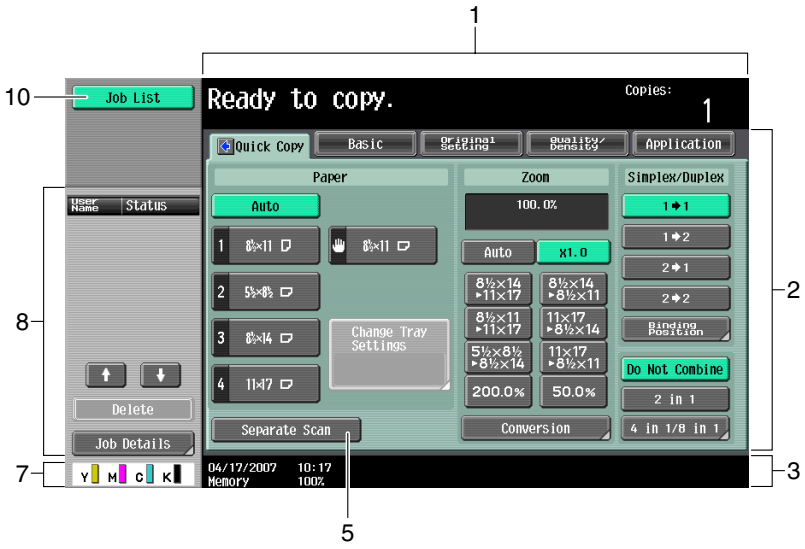
When the machine is ready to begin making copies after being turned on, the Basic screen appears.

To activate a function or to select a setting, lightly touch the desired button in the touch panel.

Basic screen



Quick Copy screen



Touching displays the Color settings, [Finishing] and [Auto Rotate OFF] in the left panel.

No.	Item Name	Description
1	Message display area	The status of the machine and details on operations are displayed.
2	Functions/settings display area	Tabs and buttons for displaying screens containing various functions are displayed. Touch a tab or button to display the corresponding screen for specifying the settings.
3	Icon display area	Icons indicating the status of jobs and the machine are displayed.
4	[Auto Rotate OFF] button	Touch to copy with the image not rotated to fit the orientation of the loaded paper.
5	[Separate Scan] button	Touch to scan the original in separate batches. An original scanned in different batches can be treated as a single copy job.
6	[Finishing] button	Touch to specify settings for collating, grouping, stapling, or hole punching.
7	Toner supply indicators	These indicators show the amount of toner remaining for cyan (C), magenta (M), yellow (Y), and black (K).
8	Left panel	When the [Job List] button is pressed, a screen showing the jobs currently being performed or waiting to be performed is displayed. When the [Check Job] button is pressed, a screen showing the result of the specified settings is displayed.
9	[Check Job] button	The result of the specified settings is displayed.
10	[Job List] button	Jobs currently being performed or waiting to be performed are displayed. Various commands for checking and managing jobs are available.

Detail

The basic settings screen (Basic screen or Quick Copy screen) that appears can be set with the "Copier Settings" parameter in the Custom Display Settings screen (displayed from the User Setting screen). The arrangement of the buttons and screens differ with the Basic screen and Quick Copy screen; however, the functions that can be set are the same. As a default, "Basic" is selected. This manual contains descriptions of procedures using the Basic screen that appears when "Basic" is selected.

The Quick Copy screen displays all of the settings from the Basic screen so that many settings can easily be specified.

Detail

For details on switching the basic settings screen, refer to "Custom Display Settings" on page 11-17.

Note

If settings have been changed from the factory defaults, the tab for the screen containing the changed settings appears framed with a green line.

The green line can be changed to another color with the "Color Selection Settings" parameter in the Custom Display Settings screen (displayed from the User Setting screen in Utility mode).

1.1.10 Icons that appear in the screen

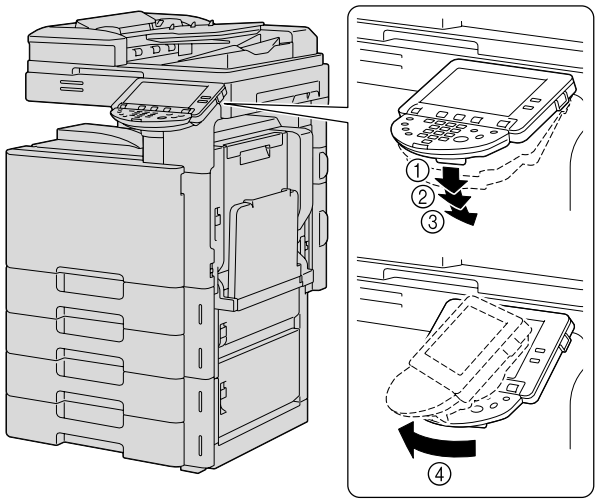
Icon	Description
	Indicates that data is being sent from the machine, regardless of the current mode.
	Indicates that data is being received from the machine, regardless of the current mode.
	Indicates that an error occurred during an image stabilization operation, a print operation or a scan operation. Touch this icon to view a screen containing a warning code.
	If the warning screen was closed when a warning occurred, touch this button to display the warning screen again.

Icon	Description
	Appears when there is a message indicating that consumables must be replaced or the machine requires maintenance. Touch this icon to display the message, and then perform the replacement or maintenance procedure.
	Appears when an error occurs with the connection to the POP server.
	Indicates that paper is not loaded in the paper tray.
	Indicates that very little paper remains in the paper tray.
	When the optional image controller has been installed onto bizhub C353/C253, touch this icon to display the image controller screen.
	Indicates that "Enhanced Security Mode" is set to "ON".
	Appears when a USB memory is connected.

1.2 Adjusting the angle of the control panel

The control panel can be adjusted to any of three angles. In addition, the control panel can be tilted to the left.

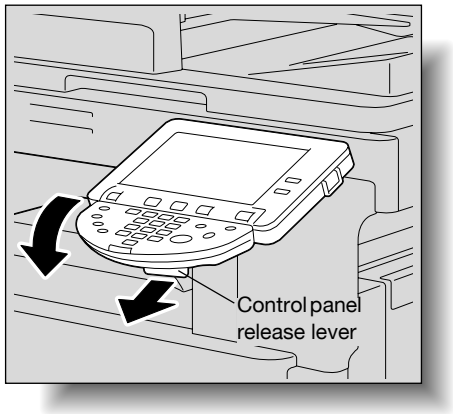
Adjust the control panel to the angle that allows for easy operation.



① Upper position (base position)
② Middle position
③ Lower position
④ Left tilt position

1.2.1 To adjust the angle of the control panel

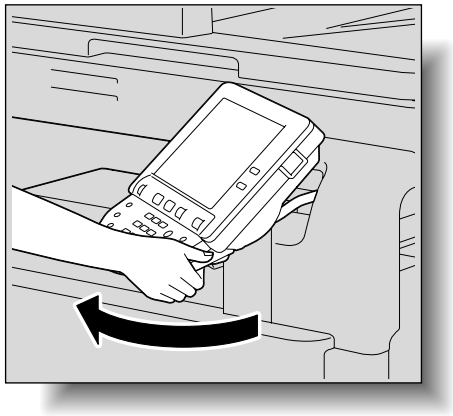
1 Pull the control panel release lever toward you, and then push down on the control panel.



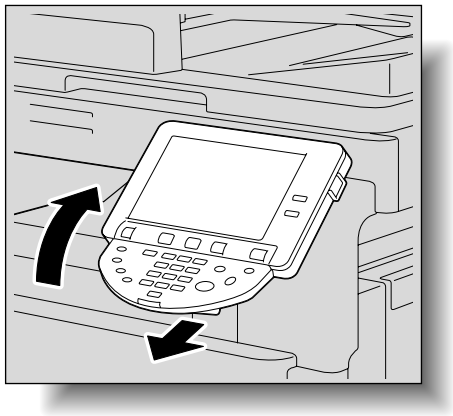
The control panel stops at the middle position.

2 To tilt the control panel even further, pull the control panel release lever toward you, and then push down on the control panel again.
The control panel stops at the lowest position.

3 To tilt the control panel to the left, hold the bottom of the control panel, and then tilt the panel to the left.



4 To return the control panel to the upper position, pull the control panel release lever toward you, and then pull up on the control panel.



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Reminder

When tilting the control panel, do not grab the touch panel.

1.3 Turning on the main power and the sub power

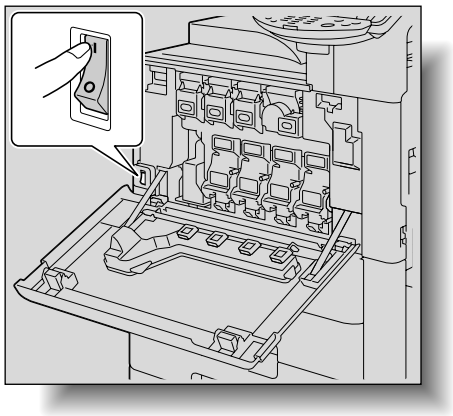
This machine has two power controls: the main power switch and the sub power switch.

1.3.1 Turning on the machine

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

The sub power switch turns on/off machine operations, for example, for copying, printing or scanning. When the sub power switch is turned off, the machine enters a state where it conserves energy.

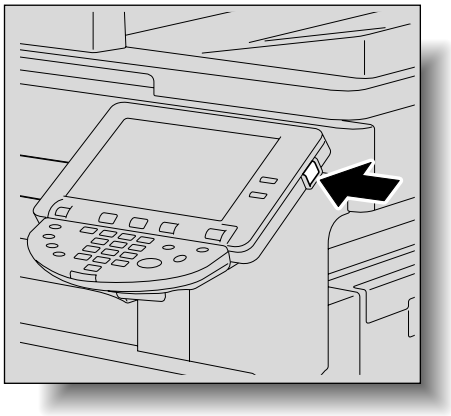
1 Open the front door, and then set the main power switch to "|".



2 Close the front door.

3 Press the sub power switch.

Check that the touch panel is turned on.



Detail

When the sub power switch is turned on, the indicator on the [Start] key lights up in orange, and a screen indicating that the machine is starting up appears.
After a few seconds, the message "Warming up. Ready to scan." appears on the touch panel, and the indicator on the [Start] key lights up in blue, indicating that a job can now be queued.

The default settings are the settings that are selected immediately after the machine is turned on (the power switch is set to "|") and before any setting is specified from the control panel or touch panel, and those that are selected when the [Reset] key is pressed to cancel all settings specified from the control panel or touch panel. The default settings can be changed. For more details, refer to ***"Copier Settings" on page 11-18****.*
The factory default settings are the settings that were selected when this machine was sent from the factory.

Note

A job can also be queued while the machine is warming up after the sub power switch is turned on. For details, refer to "Scanning during warm-up" on page 1-25.
After the machine has finished warming up, the scanned image will be printed.
Refer to "Main unit" on page 5-2 for warm-up time.

1.3.2 Scanning during warm-up

1 Press the sub power switch.

– For details on turning on the machine, refer to "Turning off the machine" on page 1-26.

The indicator on the [Start] key lights up in orange.
After the warm-up message is displayed, the Basic screen appears. The indicator on the [Start] key lights up in blue.

2 Check that the message "Warming up. Ready to scan." appears on the touch panel.

3 Position the original to be copied.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.

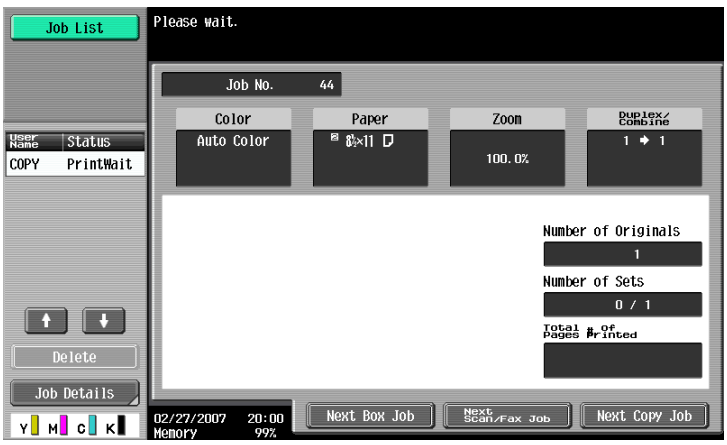
4 Specify any other desired copy settings.

5 Using the keypad, specify the desired number of copies.

– For details on specifying the number of copies, refer to "General copy operation" on page 2-2.

6 Press the [Start] key.
The original is scanned, and the job is added to the list of queued jobs.

– If the "Copy Operating Screen" parameter in Utility mode was set to "Yes", touch [Next Copy Job] to display the Basic screen.



– After the machine has finished warming up, the jobs will automatically be printed.

? How can the job being printed be stopped?

➔ Press the [Stop] key. For details, refer to "Temporarily stopping scanning/printing" on page 2-80.

Detail

While the machine is warming up to begin printing after it is turned on using the sub power switch, copy settings can be specified and an original can be scanned to reserve a copy job. After the machine has finished warming up, the copies are automatically printed.

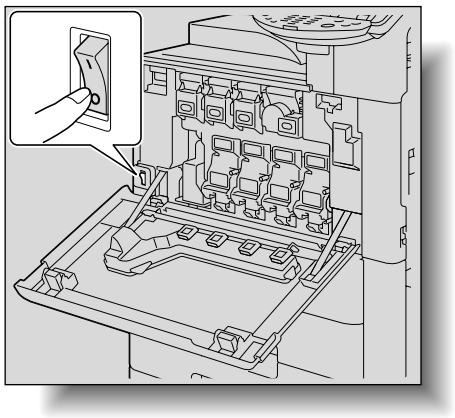
The print order can be changed or jobs can be deleted from the Detail screen of a job from the Current Jobs list in the Job List screen. For details, refer to "Managing jobs" on page 10-2.

1.3.3 Turning off the machine

1 Press the sub power switch.

Check that the touch panel is turned off.

2 Open the front door, and then set the main power switch to "○".



3 Close the front door.

Reminder

When the machine is turned off, then on again with the main power switch, wait at least 10 seconds to turn the machine on after turning it off. The machine may not operate correctly if it is turned on immediately after being turned off.

Do not turn off the machine with the main power switch or the sub power switch while it is making copies or printing, otherwise a paper misfeed may occur.

Do not turn off the machine with the main power switch or the sub power switch while it is scanning or sending or receiving data, otherwise all scan data or transmission data will be deleted.

Do not turn off the machine with the main power switch while a queued job or stored data is waiting to be printed, otherwise the jobs will be deleted.

Detail

The following are cleared when the main power switch and sub power switch are turned off.
Settings that have not been programmed
Jobs queued to be printed

1.3.4 Automatically clearing settings (automatic panel reset)

If no operation is performed for a specified length of time (even if the [Reset] key is not pressed), settings that have not been programmed, such as the number of copies, are cleared and return to their default settings.

This is the automatic panel reset operation.

As the factory default, the automatic panel reset operation is performed after 1 minute.

Detail

The length of time until the automatic panel reset operation is performed and whether or not it is performed can be set from Utility mode. For details, refer to "System Settings" on page 11-23.

Whether or not the automatic panel reset operation is performed when there is a change of user can be set from the Utility mode. For details, refer to "System Settings" on page 11-23.

1.3.5 Automatically canceling the mode screen (System Auto Reset)

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

This is the System Auto Reset operation.

As the factory default, the Copy mode screen is displayed after 1 minute.

Detail

The mode screen that is displayed when the System Auto Reset operation is performed can be changed from the Utility mode. For details, refer to "System Settings" on page 11-23.

1.3.6 Automatically conserving energy (Low Power mode)

If no operation is performed for a specified length of time, the touch panel goes off and the machine automatically enters a mode where it conserves energy.

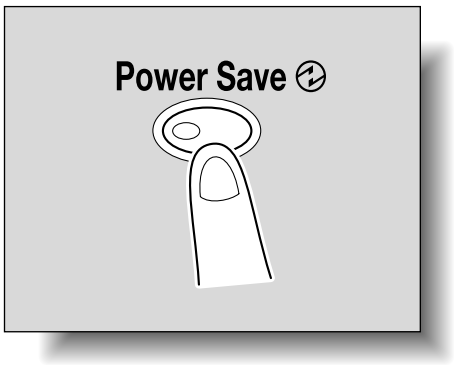
This is the Low Power mode.

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

As the factory default, the machine enters Low Power mode after 15 minutes.

To recover from Low Power mode

➔ Press the [Power Save] key.
– The touch panel is turned on, and the machine starts warming up.



Note

As the factory default, pressing the [Power Save] key causes the machine to enter Low Power mode. Settings in the Administrator Settings mode can be changed to put the machine in Sleep mode instead. For details, refer to "System Settings" on page 11-23.

The Low Power mode can also be canceled by pressing any key in the control panel or by touching the touch panel.

Detail

The length of time until the machine enters Low Power mode can be changed. For details, refer to "System Settings" on page 11-15 and page 11-23.

1.3.7 Automatically conserving energy (Sleep mode)

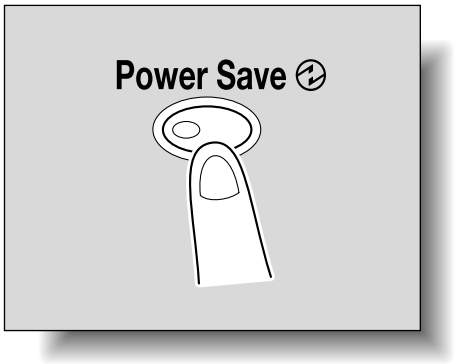
If no operation is performed for a specified length of time, the machine automatically enters a mode where it conserves energy.

Although the machine conserves more energy in Sleep mode than in Low Power mode, the machine must warm up when Sleep mode is canceled to begin printing again, therefore taking more preparation time than Low Power mode.

As the factory default, the machine enters Sleep mode after 20 minute.

To recover from Sleep mode

➔ Press the [Power Save] key.
– The touch panel is turned on, and the machine starts warming up.



Note

The Sleep mode can also be canceled by pressing any key in the control panel or by touching the touch panel.

Detail

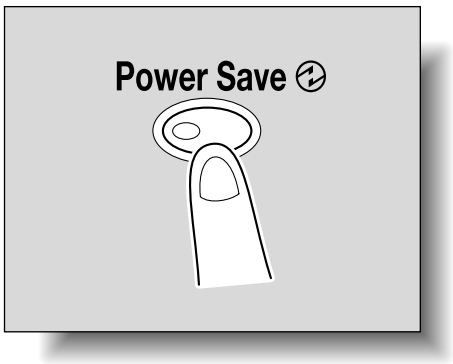
As a default, the machine enters Low Power mode if no operation is performed for 15 minutes, and then the machine enters Sleep mode after 20 minutes have elapsed.

The length of time until the machine enters Sleep mode can be changed. For details, refer to "System Settings" on page 11-15 and page 11-23.

1.3.8 Manually conserving energy

The machine can be manually set to an energy conservation mode (Low Power mode or Sleep mode).

➔ Press the [Power Save] key (or press the sub power switch).
– As the factory default, the machine enters Low Power mode.



Detail
Whether the machine enters Low Power mode or Sleep mode when the [Power Save] key is pressed can be set from the Administrator Settings mode.

For details, refer to "System Settings" on page 11-23.

1.3.9 Automatically turning the machine on/off (Weekly Timer)

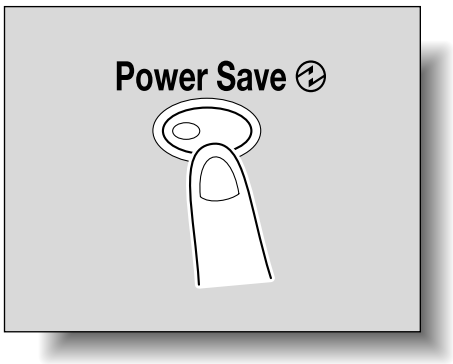
The machine can be set to automatically enter Sleep mode according to a usage schedule determined by the administrator so the machine's use can be limited.

This is the Weekly Timer.

Follow the procedure described below to use the machine while the Weekly Timer is being used.

Detail
As the factory default, the Weekly Timer is not set. For details on setting the Weekly Timer, refer to "System Settings" on page 11-23.

1 Press the [Power Save] key.



2 Type in the password (up to 8 digits) for non-business hours.

– For details on setting the password for non-business hours, refer to "System Settings" on page 11-23.

3 Touch [OK].

The message "It is now non-business hour. Set the Sleep Mode time." appears.

4 Using the keypad, again type in the length of time until the machine enters Sleep mode.

– Specify a length of time between 5 minutes and 9 hours and 59 minutes.

? How can a single digit be entered?

➔ First, type in "0". If a minutes setting of less than 5 is entered, the setting changes to 5 minutes. In addition, a minutes setting of 60 or more cannot be specified.

5 Touch [OK].

The message "Ready to copy." appears on the touch panel.

Note

If the message "It is now non-business hour. Set the Sleep Mode time." or "It is now non-business hour. To use the device, enter password using the keyboard or keypad and then touch [OK]." appears after the sub power switch is pressed, the Weekly Timer is set.

Detail

During the set time, the copy operations can be performed as usual.

From the Password for Non-Business Hours screen (displayed from Administrator Settings mode), the machine can be set so that the screen for entering the password for non-business hours is not displayed.

The default setting for the "Password for Non-Business Hours" parameter is "No" (the screen is not displayed).

1.3.10 Controlling each user's use of this machine (User Authentication)

If user authentication settings have been specified by the administrator, only users that have been registered can use this machine. In addition, the number of printed pages can be managed for each user.

- ✔ When user authentication settings have been specified, only users who enter passwords for specified users can use this machine.
- ✔ Contact the administrator for a user name and password and for the server name.
- ✔ If machine authentication or external server authentication has been set, a total of 1,000 users and accounts can be registered.

1 Touch [User Name].

- If a list of user names can be displayed, the desired user name can be selected from the list. Touch [User Name List], touch the button for the desired user name to select it, and then touch [OK].
- Users who have no access to a user name and password can touch [Public User Access] to use this machine. For details on specifying public user settings, refer to **"Selecting an authentication method" on page 11-66** and **"Public User Access" on page 11-71**.
- If "Enhanced Security Mode" is set to "ON", [Public User Access] and [User Name List] do not appear.

– If external server authentication was selected as the user authentication method, [Server Name] appears with the name of the default server.
Touch [Server Name] to display the names of the registered servers, and then select the desired server. For details on specifying settings for an external server authentication, refer to "Selecting an authentication method" on page 11-66.

– If any print job exists in the ID & Print User Box, [Begin Printing] and [Print & Login] appear. For details, refer to the User's Guide [Box Operations].
– If authentication is performed with PageScope Authentication Manager, contact your server administrator for log on.

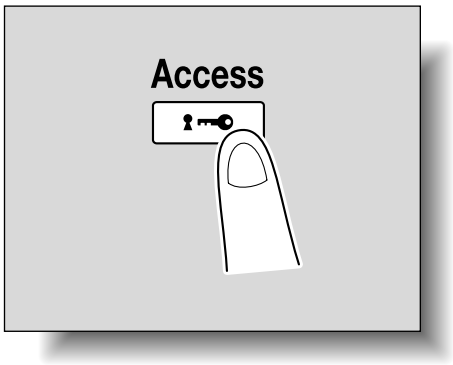
2 Type in the user name, and then touch [OK].

3 Touch [Password].

4 Type in the password, and then touch [OK].

5 Touch [Login] or press the [Access] key.

The Basic screen appears.
If account track settings have been applied, the account track screen appears. However, if "Synchronize User Authentication & Account Track" has been set to "Synchronize", the account track screen does not appear if the users and accounts are synchronized.



6 Make copies using the desired copy settings.

7 When you are finished printing, press the [Access] key.

A message appears, requesting confirmation to log off.

8 Touch [Yes], and then touch [OK].

The user authentication screen appears.

Detail

For details on specifying user authentication settings, refer to *"User Authentication/Account Track" on page 11-29*.

It is possible to specify so that the logging-off confirmation screen does not appear.For details, refer to *"User Authentication/Account Track" on page 11-29*.

Note

The user authentication settings can be used together with the account track settings. If the "Synchronize User Authentication & Account Track" parameter is set to "Synchronize", complete user authentication, and then log on by using the account track screen.

User authentication settings can be specified using the User Authentication parameters in Administrator Settings mode, available from the Utility mode. Settings should be specified by the administrator.

1.3.11 Controlling each account's use of this machine (Account Track)

If the account track settings have been specified by the administrator, only users of registered accounts can use this machine. In addition, the number of prints produced with each account can be controlled.

This is account track.

- ✔ When account track settings have been specified, only users who enter passwords for specified accounts can use this machine.
- ✔ If you do not know the account name or password, contact your administrator.
- ✔ A total of 1,000 users and accounts can be registered.

1 Touch [Account Name].

- If "Password Only" is specified in the Administrator Settings, the following screen appears. Touch [Password] and continue with step 4.
- If the "Account Track Input Method" in the Administrator Settings is set to "Password Only", only [Password] is displayed in the authentication screen. The password can be directly entered in the authentication screen using the keypad. If the password consists of numerals only, touching [Login] or pressing the [Access] key allows logging on without displaying a keyboard screen.
- If the password consists of alphabet characters, numerals and symbols, touch [Password] and continue with step 4.
- After entering numerals using the keypad, touching [Password] allows alphabet characters or symbols to be entered in succession.

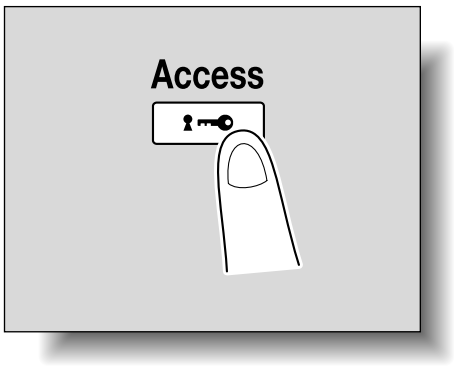
2 Type in the account name, and then touch [OK].

3 Touch [Password].

4 Type in the password, and then touch [OK].

5 Touch [Login] or press the [Access] key.

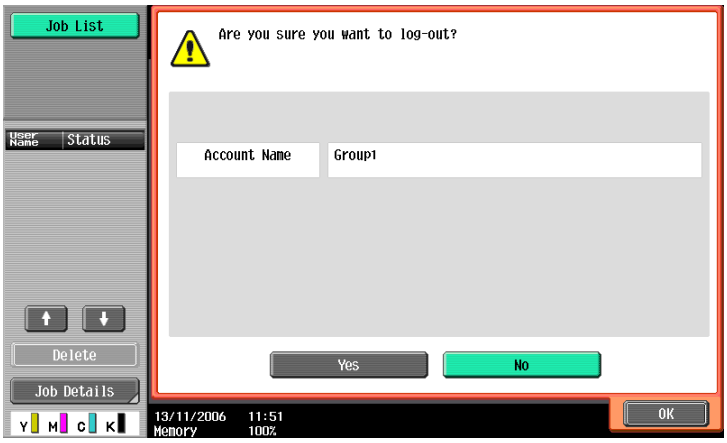
The Basic screen appears.



6 Make copies using the desired copy settings.

7 When you are finished printing, press the [Access] key.

A message appears, requesting confirmation to log off.



8 Touch [Yes], and then touch [OK].

The account track screen appears.

Detail

The accounts can be managed in Administrator Settings mode, available from the Utility mode. Settings should be specified by the administrator. For details, refer to "User Authentication/Account Track" on page 11-29.

For details on specifying account track settings, refer to "Selecting an authentication method" on page 11-66.

It is possible to specify so that the logging-off confirmation screen does not appear.For details, refer to "User Authentication/Account Track" on page 11-29.

1.3.12 Controlling use of this machine with authentication unit (biometric type)

A authentication unit (biometric type) can be used with this machine to perform authentication. The authentication unit (biometric type) authenticates the user by scanning the vein patterns in the finger.

Note

1-to-many authentication: Authentication is performed simply by positioning the finger.

1-to-1 authentication: Authentication is performed by typing in the user name and positioning the finger.

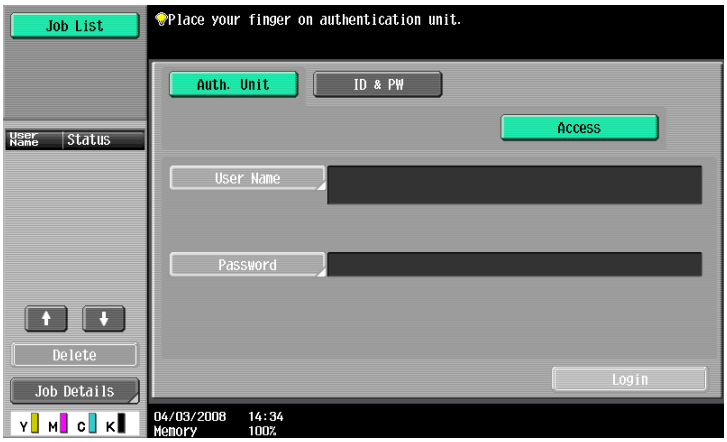
To log on by entering the user name and password without using the authentication unit, touch [ID & PW].

Detail

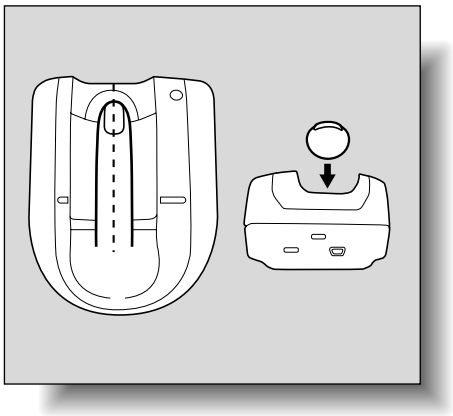
To use biometric authentication, register the vein patterns in the finger in advance.

For details on specifying authentication settings for the authentication unit (biometric type) and on registering finger vein patterns, refer to the User's Guide provided with the authentication unit (biometric type).

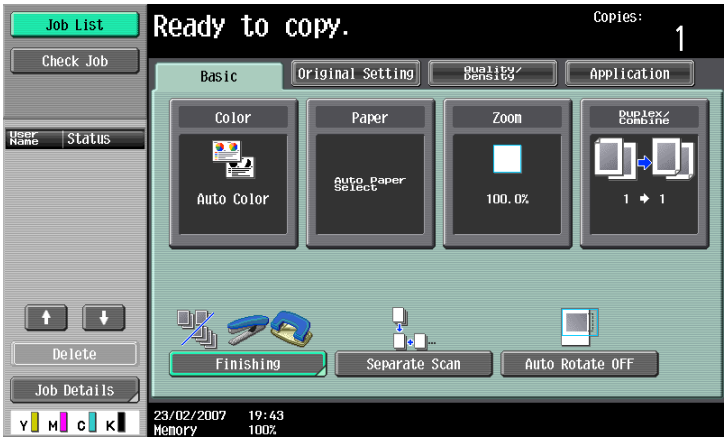
When "1-to-many authentication" has been specified



➔ Place your finger on the authentication unit (biometric type).



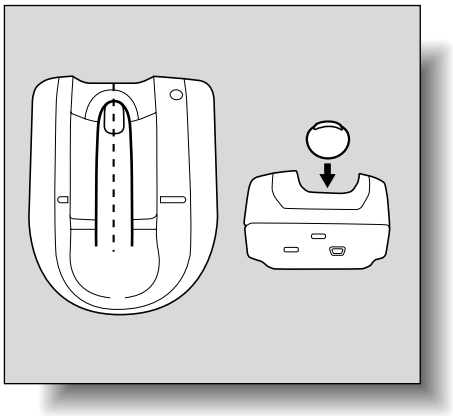
The basic screen appears.



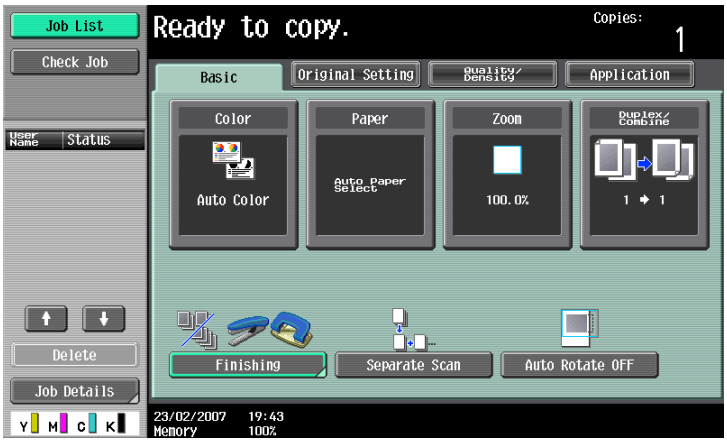
When "1-to-1 authentication" has been specified

1 Type in the user name.

2 Place your finger on the authentication unit (biometric type).



The basic screen appears.



1.3.13 Controlling use of this machine with the authentication unit (IC card type)

An authentication unit (IC card type) can be used with this machine to perform authentication. The authentication unit (IC card type) authenticates users by reading the information registered on their IC card.

Note

Card Authentication: Authentication is performed simply by positioning the IC card.

Card Authentication + Password: Authentication is performed by positioning the IC card and entering the password.

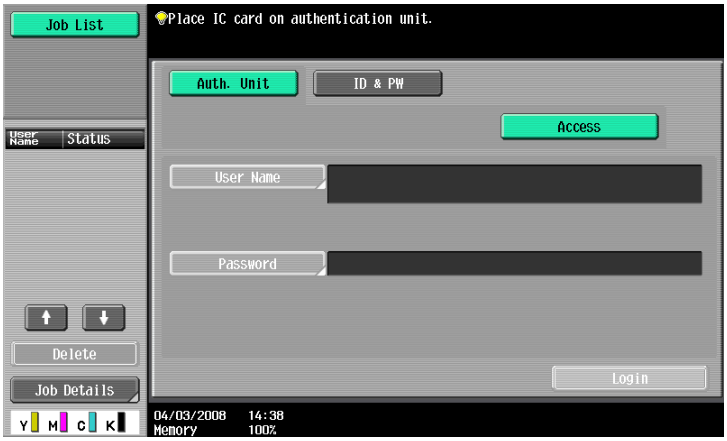
To log on by entering the user name and password without using the authentication unit, touch [ID & PW].

Detail

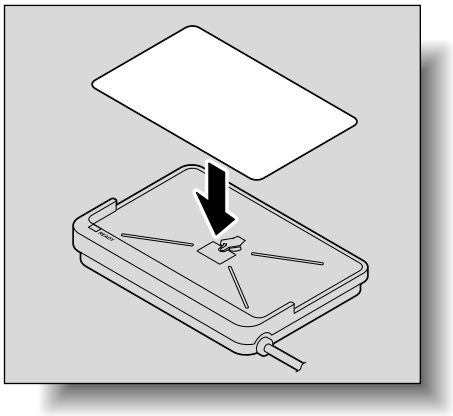
To use card authentication, register the card information in advance.

For details on specifying authentication settings for the authentication unit (IC card type) and on registering IC card information, refer to the manual provided with the authentication unit (IC card type).

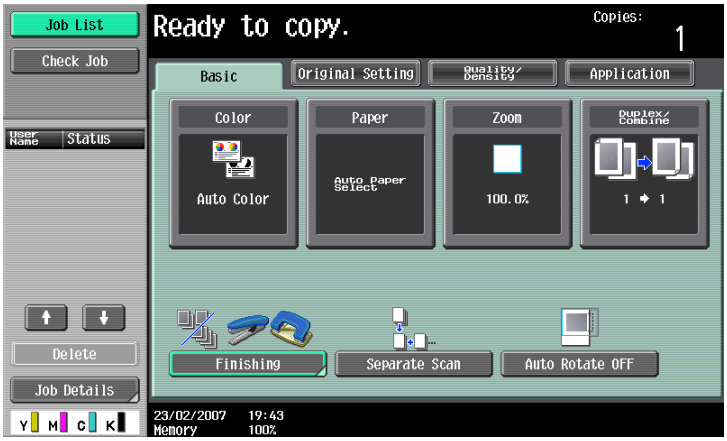
When "Card Authentication" has been specified



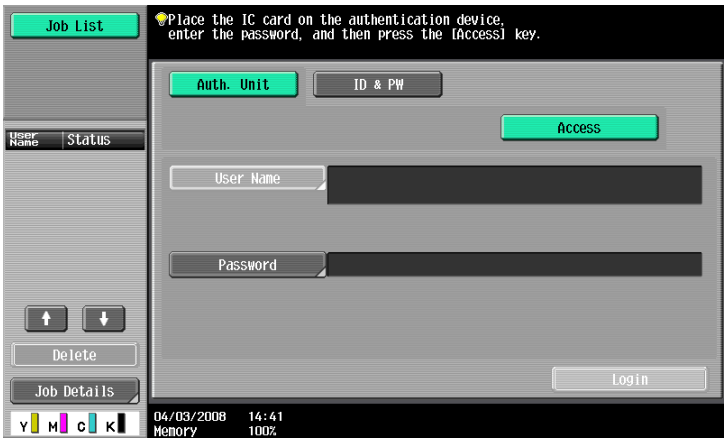
➔ Place the IC card horizontally on the card scanning area of the authentication unit (IC card type).



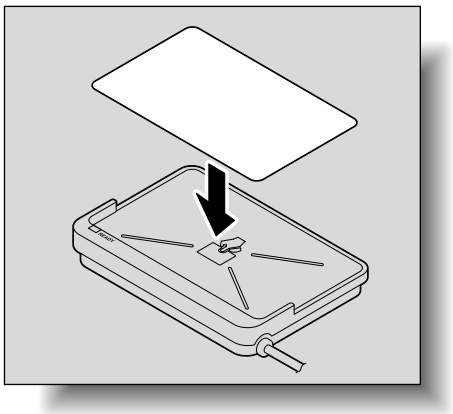
The Basic screen appears.



When "Card Authentication + Password" has been specified

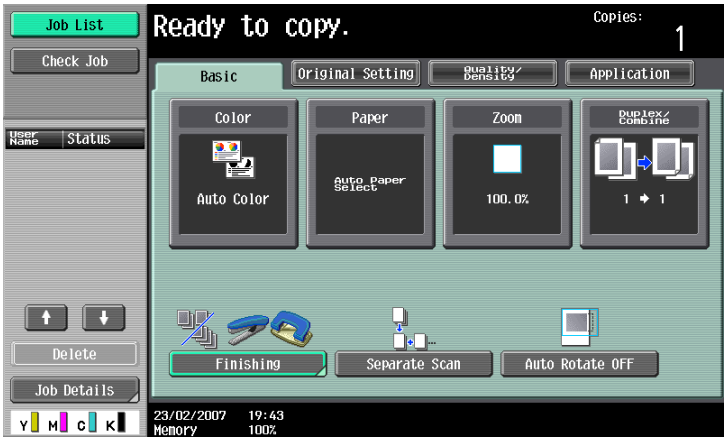


1 Place the IC card horizontally on the card scanning area of the authentication unit (IC card type).



2 Type in the password and then touch [Login] or press the [Access] key.

The Basic screen appears.



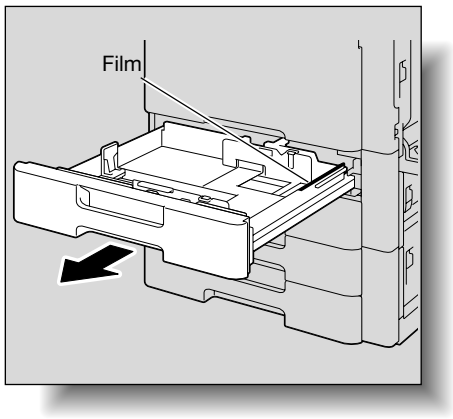
1.4 Loading paper into tray 1/2/3/4

The paper loading method is the same for trays 1, 2, 3, and 4.

The following describes the paper loading procedure for tray 1.

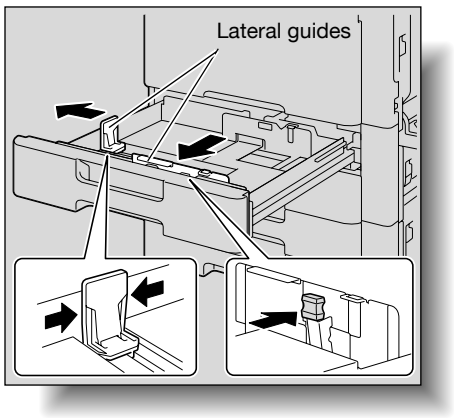
✔ Tray 3/4 is an option.

1 Pull out tray 1.



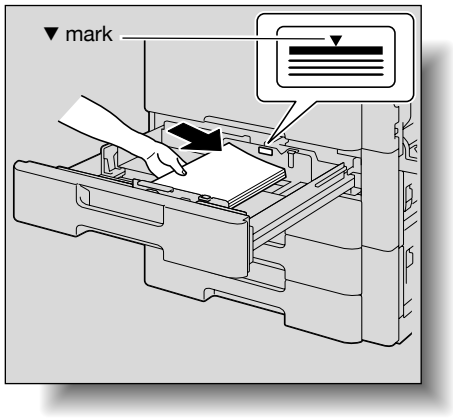
2 Slide the lateral guides to fit the size of paper to be loaded.

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

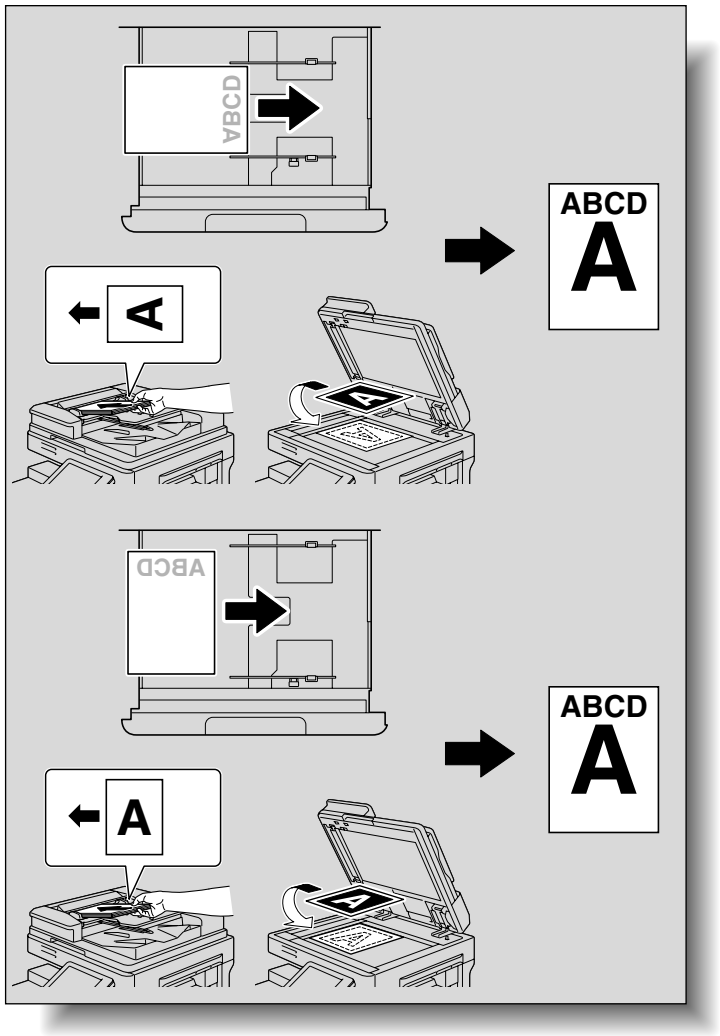


3 Load the paper into the tray so that the side of the paper to be printed on (the side facing up when the package was unwrapped) faces up.

– Load letterhead paper so that the side to be printed on faces down.



– If letterhead paper is loaded as shown below to make a single-sided copy, the document image is printed on the side that was previously printed on. The paper will be fed out facing down.



? How is curled paper loaded?
→ Flatten the paper before loading it.

? How many sheets of paper and other media can be loaded?
→ Do not load so many sheets of plain paper that the top of the stack is higher than the ▼ mark.

4 Close tray 1.

Detail
If special paper is loaded, the paper type setting must be specified. For details, refer to *"Specifying a setting for special paper" on page 6-15**.*

Reminder
Be careful not to touch the film.

For details on selecting the size and type of paper loaded in tray 1/2/3/4, refer to *"Copy paper" on page 6-2**.*

To print on OHP transparencies, thick paper 4, envelopes or postcards, use the bypass tray.

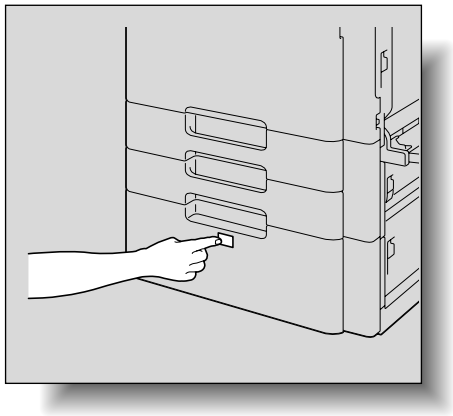
1.5 Loading paper into the LCT

✔ If the sub power switch is turned off, even while the main power switch is on, the LCT cannot be pulled out, even after the tray release button is pressed. Be sure that the machine is turned on with the sub power switch.

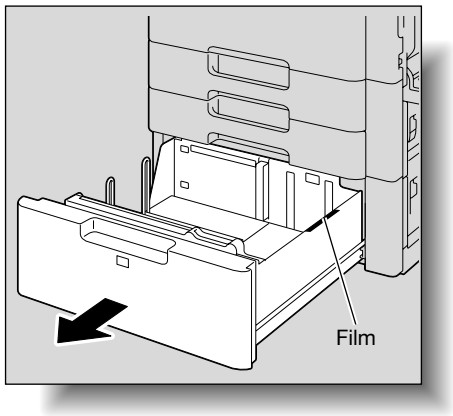
✔ LCT is an option.

1 Press the tray release button.

The LCT is unlocked and the LCT tray slides out slightly to the front.

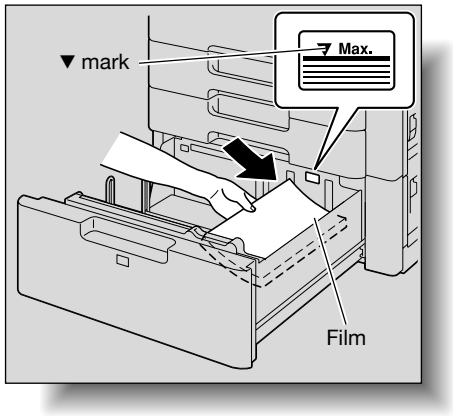


2 Pull out the LCT.

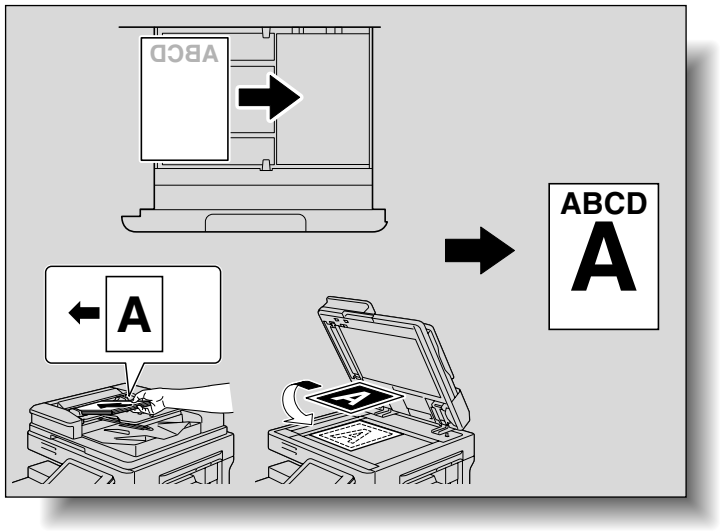


3 Load the paper into the right side of the LCT so that the side of the paper to be printed on (the side facing up when the package was unwrapped) faces up.

– To print on OHP transparencies, thick paper 4, envelopes or postcards, use the bypass tray.

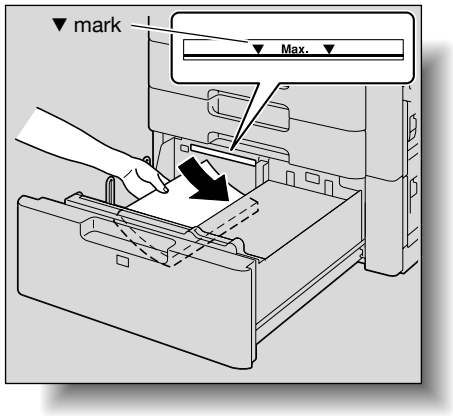


– Load letterhead paper so that the side to be printed on faces down.
– If letterhead paper is loaded as shown below to make a single-sided copy, the document image is printed on the side that was previously printed on. The paper will be fed out facing down.



? How is curled paper loaded?
➔ Flatten the paper before loading it.

4 Load the paper into the left side of the LCT so that the side of the paper to be printed on (the side facing up when the package was unwrapped) faces up.



5 Close the LCT.

– If special paper is loaded, the paper type setting must be specified. For details, refer to **"Specifying a setting for special paper" on page 6-15**.

✎ ...

Reminder

Be careful not to touch the film.

Do not load so many sheets of paper that the top of the stack is higher than the ▼ mark.

*For details on the paper that can be loaded into the LCT, refer to **"Copy paper" on page 6-2**.*

✎ ...

Note

If the machine has entered Low Power mode or Sleep mode, the LCT cannot be pulled out, even after the tray release button is pressed. Be sure to first cancel Low Power mode or Sleep mode.

1.6 Loading paper into the bypass tray

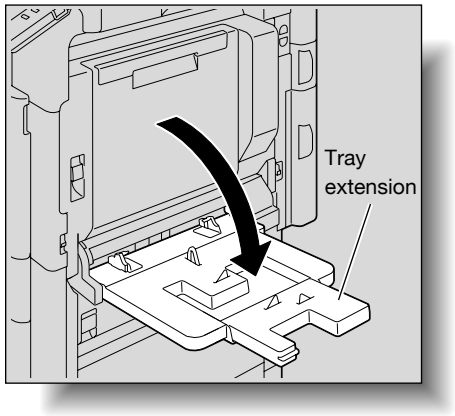
Paper can be fed manually through the bypass tray if you wish to copy onto paper that is not loaded into a paper tray, or if you wish to copy onto thick paper 4, postcards, envelopes, OHP transparencies or label sheets.

Detail

For thick paper 4, only 11 × 17 ▭, 8-1/2 × 11 ▯, A3 ▭ and A4 ▯ are available for printing.

1 Open the bypass tray.

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



2 With the side to be printed on facing down, insert the paper as much as possible into the feed slot.

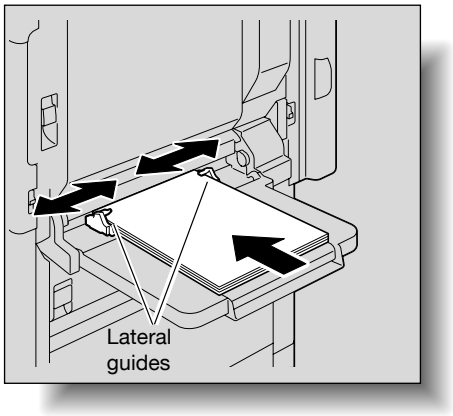
3 Slide the lateral guides to fit the size of paper being loaded.

? How is curled paper loaded?

➔ Flatten the paper before loading it.

? How many sheets of paper and other media can be loaded?

➔ Do not load so many sheets of plain paper that the top of the stack is higher than the ▼ mark.



4 Select the paper type.

– To print on colored paper, envelopes or letterheads, touch [↓], and then select the paper type.

– If "4 × 6 ▭" is selected, the paper type is automatically set to "Thick 3".
– For details on selecting a setting for non-standard-size paper, refer to **"Specifying a non-standard paper size (Custom Size settings)" on page 6-9**.
– For details on selecting a setting for wide paper, refer to **"Selecting a setting for oversized paper (Wide Paper settings)" on page 6-13**.
– For details on special paper, refer to **"Special paper" on page 6-3**.

5 Touch [OK], and then touch [OK] in the next screen that appears.

The Basic screen appears again.

Reminder

Push the paper guides firmly up against the edges of the paper.

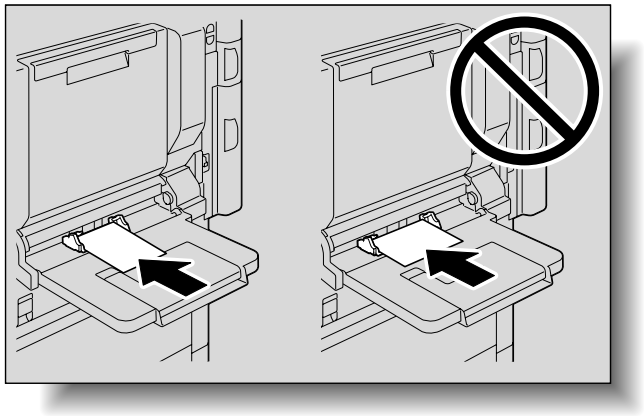
When loading postcards, load them in the ▭ orientation, as shown in the illustration. Do not load postcards in the ▯ orientation.

If media other than postcards are inserted, select the appropriate paper type.

If label sheets are loaded, select "Thick 1".

Printing on OHP transparencies is possible only in black. When selecting OHP transparencies, select the "Black" Color setting, and then select the paper type.

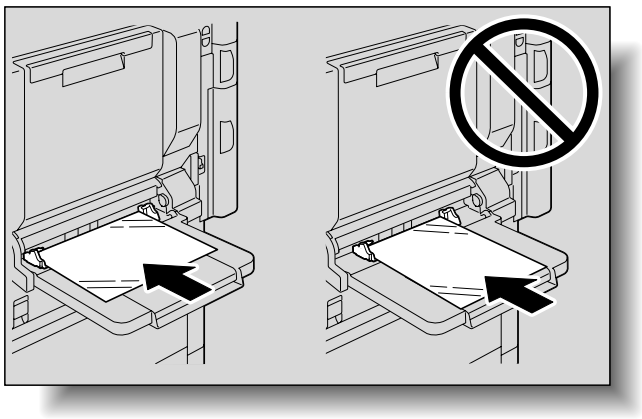
A maximum of 20 postcards can be loaded into the bypass tray.



When loading OHP transparencies, load them in the ▭ orientation, as shown in the illustration. Do not load OHP transparencies in the ▯ orientation.

A maximum of 20 OHP transparencies can be loaded into the bypass tray.

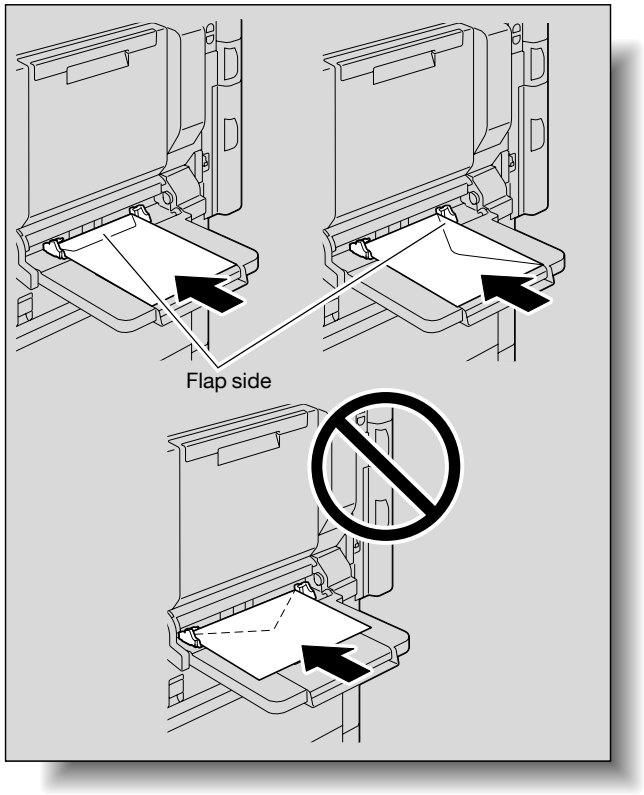
Printing on OHP transparencies is possible only in black.



Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed, otherwise the envelopes may become wrinkled or a paper misfeed may occur.

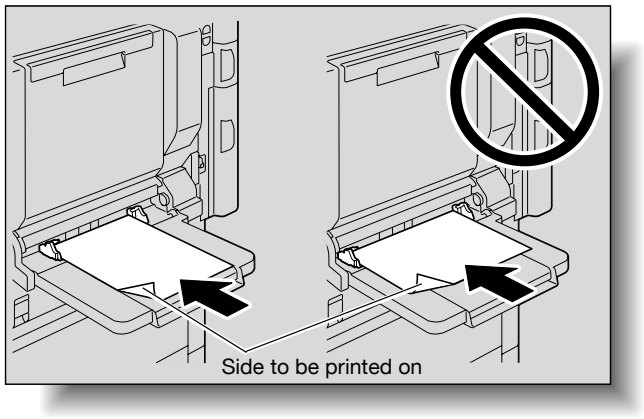
When loading envelopes, load them with the flap side up, as shown in the illustration. If the envelopes are loaded with the flap side down, a paper misfeed may occur. The flap side of envelopes cannot be printed on.

A maximum of 10 envelopes can be loaded into the bypass tray.



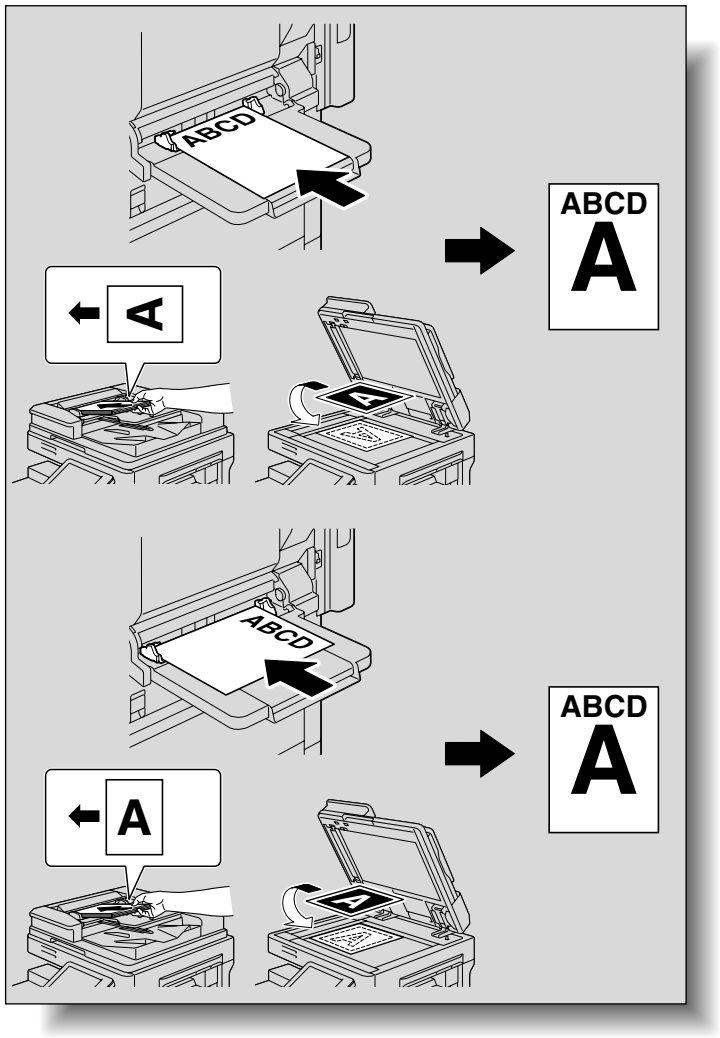
When loading label sheets, load them in the ▭ orientation, as shown in the illustration. Do not load label sheets in the ▯ orientation.

A maximum of 20 label sheets can be loaded into the bypass tray.



Be sure to load letterhead paper so that the side to be printed on faces up.

If letterhead paper is loaded as shown below to make a single-sided copy, the document image is printed on the side that was previously printed on. The paper will be fed out facing down.



Note

The image will be printed on the surface of the paper facing down when the paper is loaded into the bypass tray.

Detail

For details on specifying the paper size for the bypass tray, refer to *"Selecting a paper size setting (Size Setting)" on page 6-7**.*

For details on the paper sizes, refer to *"Copy paper" on page 6-2**.*

2 Basic copy operations

2 Basic copy operations

2.1 General copy operation

This section contains information on the general operation for making copies.

The following procedure describes how to copy a single-sided original using basic copy operations.

Note

The maximum loading capacity of the output trays for the optional finisher may be limited depending on the paper size and selected Finishing settings.
With continuous printing (multiple jobs), the warning "The output tray has reached its capacity. Remove paper from the tray indicated by →." may appear, even if the paper was removed from the output trays. For details on multiple jobs, refer to "Multi-job feature" on page 10-2.

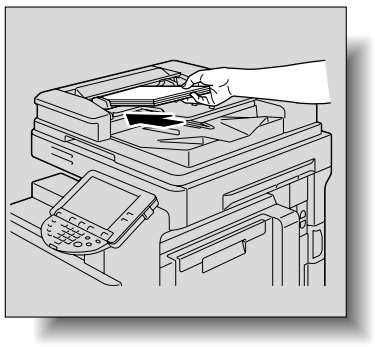
Interrupting a print job resets the loading capacity of the output tray.
For details on the limitations of the loading capacity for the output trays, refer to "Specifications" on page 5-2.

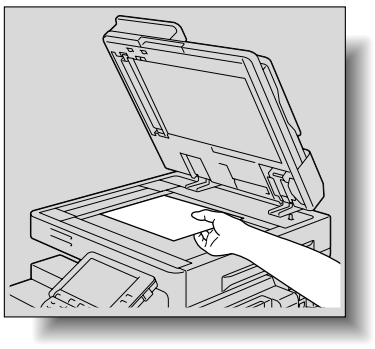
Some settings cannot be used together. For details on the settings that cannot be combined, refer to "Operations that cannot be combined" on page 2-4.

1 Press the [Copy] key to display the Basic screen in Copy mode.

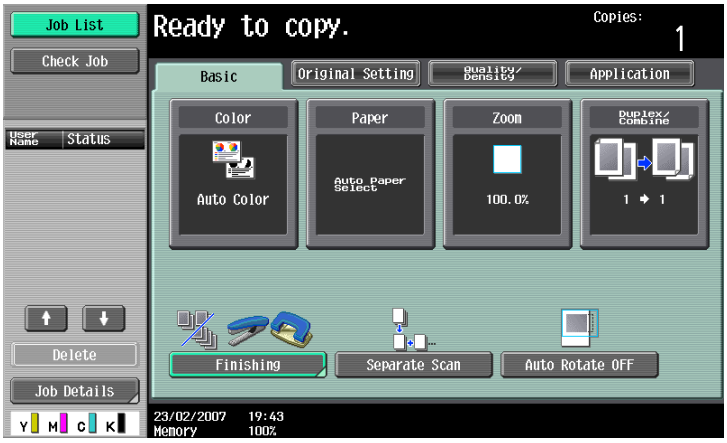
2 Position the original to be copied.

– For details on positioning the original, refer to page 2-6.





3 Specify the desired copy settings.

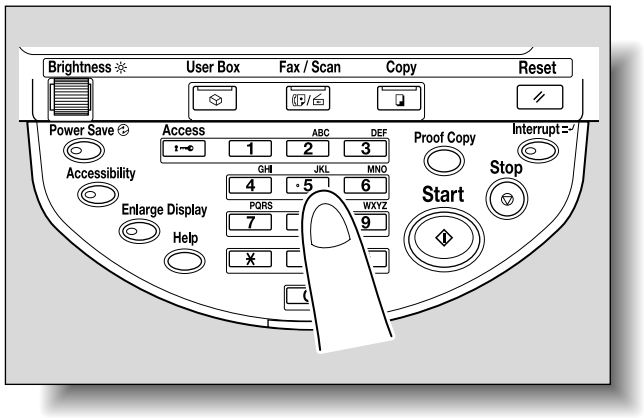


– The factory default settings for this machine are listed below.
[Color]: Auto Color
[Paper]: Auto Paper Select
[Zoom]: Full Size (100.0%)

[Duplex/Combine]: 1 > 1
[Quality/Density]: Text/Photo (Printed Photo)

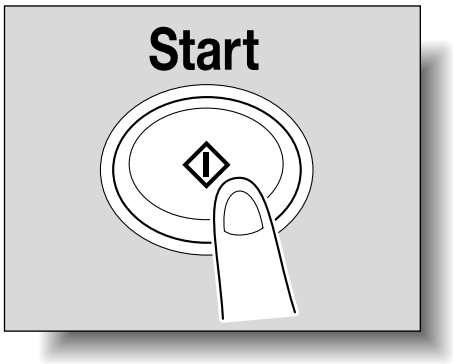
- For details on selecting settings in the Original Setting screen, refer to page 2-16.
- For details on selecting a Color setting, refer to page 2-29.
- For details on selecting a Paper setting, refer to page 2-31.
- For details on specifying a Zoom setting, refer to page 2-34.
- For details on selecting the original and copy settings, refer to page 2-44.
- For details on selecting the original image quality, refer to page 2-52.
- For details on selecting a copy density setting, refer to page 2-55.
- For details on specifying combined copy settings, refer to page 2-49.
- For details on selecting Finishing settings, refer to page 2-60.
- For details on selecting the Fold/Bind settings, refer to page 2-72.
- For details on specifying settings to not rotate the image, refer to page 2-78.
- For details on specifying settings for the Application functions, refer to page 7-2.

4 Using the keypad, type in the desired number of copies.



- If the number of copies was incorrectly entered, press the [C] (clear) key in the keypad, and then specify the correct number of copies.

5 Press the [Start] key.



- To stop the copy operation being performed, press the [Stop] key. For details, refer to page 2-80.
- The next copy operation can be queued while a copy operation is being performed. For details, refer to page 2-79.

2.2 Operations that cannot be combined

Certain copy settings cannot be used together.

Specifying settings that cannot be combined will result in one of the following occurring.

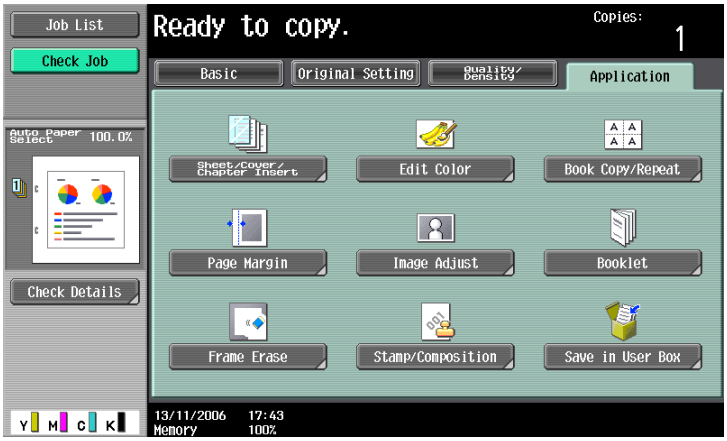
- The setting specified last is given priority. (The setting specified first is canceled.)
- The setting specified first is given priority. (A warning message appears.)

2.2.1 Operations where the setting specified last is given priority

The procedure for setting the "Booklet" function after selecting the "2 Position" Staple setting is described below.

1 Select the "2 Position" Staple setting.

2 Set the "Booklet" function.



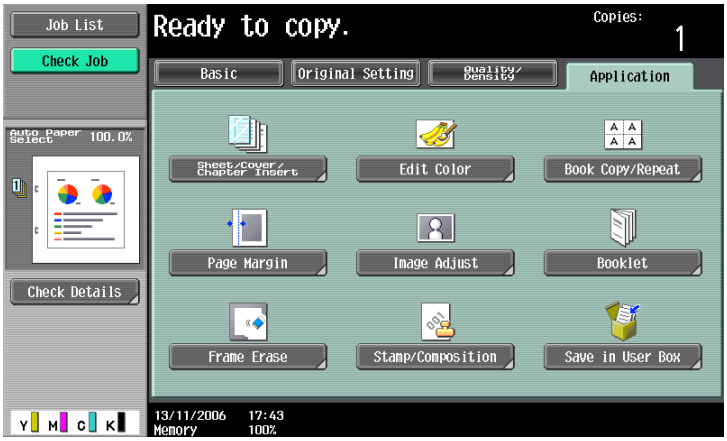
The "2 Position" Staple setting is automatically canceled, and the "Booklet" function is set.
To select the "2 Position" Staple setting, cancel the "Booklet" function, and then select the "2 Position" setting.

2.2.2 Operations where the setting specified first is given priority

If a warning message appears, indicating that settings cannot be combined, those settings cannot be specified together.

The procedure for selecting the "2 Position" Staple setting after setting the "Booklet" function is described below.

1 Set the "Booklet" function.



2 Select the "2 Position" Staple setting.

The message "Cannot be set with Booklet." appears and the "2 Position" Staple setting cannot be selected.
The "Booklet" function remains selected and the "2 Position" Staple setting is canceled.
To select the "2 Position" Staple setting, cancel the "Booklet" function, and then select the "2 Position" Staple setting.

2.3 Feeding the original

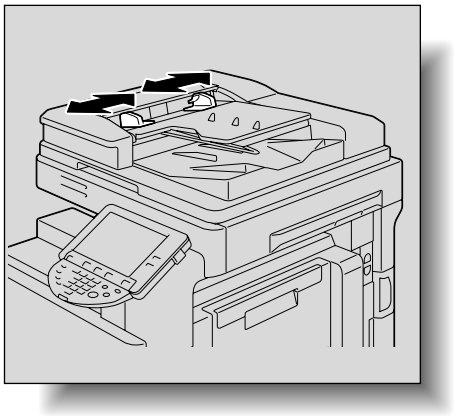
The original can be fed in either of the following two ways. Be sure to position the original correctly according to the type of original being copied.

Original Feed Method	Features
Using the ADF	By using the ADF, a multi-page original can be fed automatically, one page at a time. This feed method can also be used to automatically scan double-sided originals.
Using the original glass	Place the original directly on the original glass so that it can be scanned. This method is best with books and other originals that cannot be fed through the ADF.

2.3.1 Loading the original into the ADF

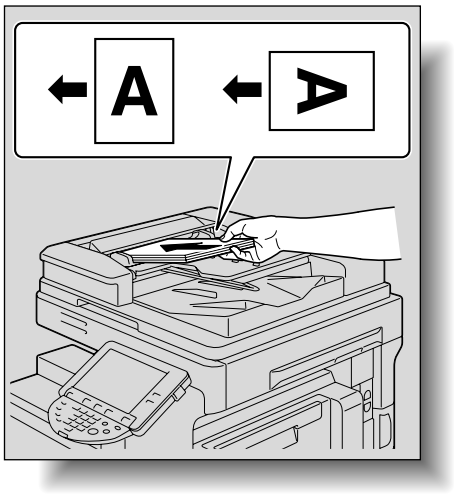
- ✔ The ADF is an option.
- ✔ Do not load originals that are bound together, for example, with paper clips or staples.
- ✔ For details on the types of originals that can be loaded into the ADF, refer to "Originals" on page 6-19.
- ✔ Do not load more than 100 sheets or so many sheets that the top of the stack is higher than the ▼ mark, otherwise an original misfeed or damage to the original or machine may occur. However, a original that exceeds 100 pages can be scanned in separate batches. For details, refer to "Scanning the original in separate batches ("Separate Scan" setting)" on page 2-9.
- ✔ If the original is not loaded correctly, it may not be fed in straight or an original misfeed or damage to the original may occur.
- ✔ If the original is loaded in any orientation other than with the top of the original toward the back of the machine, be sure to select the original orientation. For details on selecting the original orientation, refer to "Selecting the original orientation (Original Direction settings)" on page 2-21.

1 Slide the lateral guides to fit the size of the original.



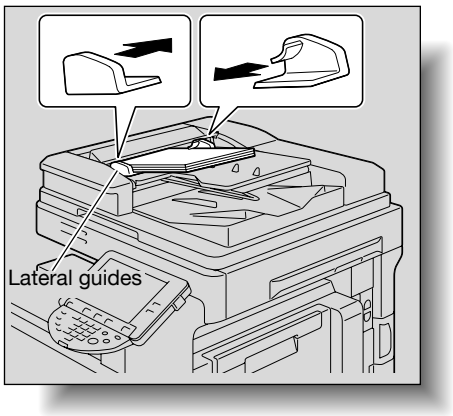
2 Place the original in the original feed tray in the order to be scanned with the side to be scanned faces up.

– Load the original pages so that the top of the original is toward the back or the right side of the machine.



3 Adjust the lateral guides to the size of the original.

- For details on loading originals of mixed sizes, refer to "Copying originals of mixed sizes ("Mixed Original" setting)" on page 2-18.
- For details on specifying the original orientation, refer to "Selecting the original orientation (Original Direction settings)" on page 2-21.
- For details on specifying the binding margin position, refer to "Selecting the position of the binding margin (Binding Position settings)" on page 2-23.



2.3.2 Placing the original on the original glass

✔ For details on the types of originals that can be placed on the original glass, refer to "Originals" on page 6-19.

✔ When placing the original on the original glass, be sure to lift open the ADF or the original cover at least 20°.
If the original is placed on the original glass without the ADF or the original cover being lifted at least 20°, the correct original size may not be detected.

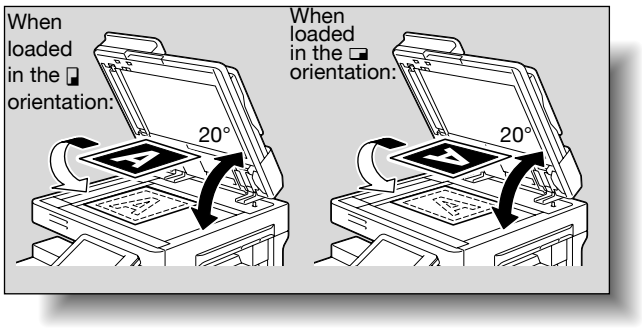
✔ Do not place objects weighing more than 4-1/2 lb on the original glass. In addition, do not press down extremely hard on a book spread on the original glass, otherwise the original glass may be damaged.

✔ For thick books or large objects, make the copy without closing the ADF or the original cover. When an original is being scanned with the ADF or the original cover open, do not look directly at the light that may shine through the original glass. Although the light that shines through the original glass is bright, it is not a laser beam and, therefore, is not as dangerous.

1 Lift open the ADF or the original cover.

2 Place the original face down on the original glass.

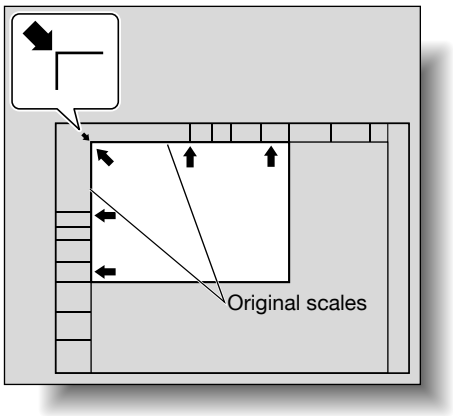
- Load the original pages so that the top of the original is toward the back or the left side of the machine.



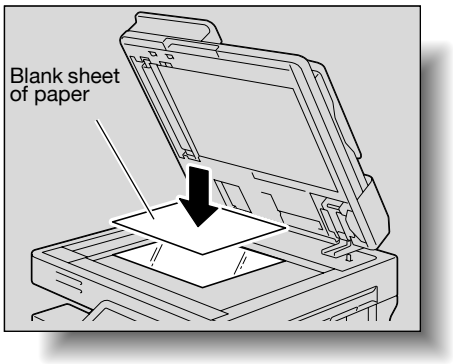
3 Align the original with the mark in the back-left corner of the original scales.

- For details on selecting the original orientation, refer to "Selecting the original orientation (Original Direction settings)" on page 2-21.

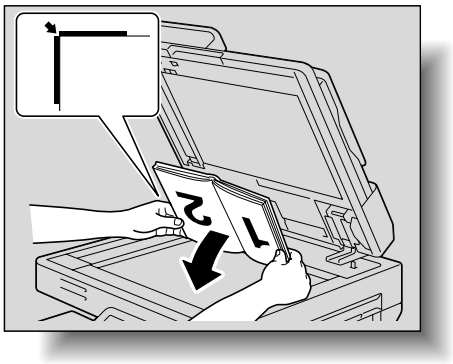
– For details on specifying the binding margin position, refer to "Selecting the position of the binding margin (Binding Position settings)" on page 2-23.



– For transparent or translucent originals, place a blank sheet of paper of the same size as the original over the original.



– For bound originals spread over two facing pages, such as a book or magazine, position the top of the original toward the back of this machine and align the original with the ◥ mark in the back-left corner of the original scales, as shown.

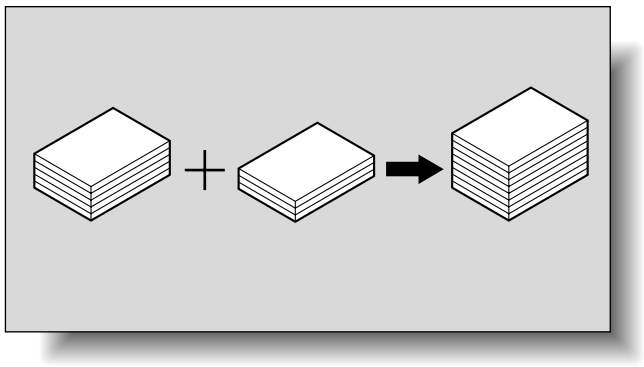


4 Close the ADF or the original cover.

2.3.3 Scanning the original in separate batches ("Separate Scan" setting)

A large original can be divided and scanned in a number of batches.

A maximum of 100 original pages can be loaded into the ADF at one time. However, by specifying the "Separate Scan" setting, an original that exceeds 100 pages can be scanned and treated as a single copy job. In addition, the scanning location can be switched between the original glass and the ADF during the scanning operation.



✔ The loading capacity of the ADF is 100 sheets of plain paper (21-1/4 lb) or 38 sheets of thick paper (55-3/4 lb).

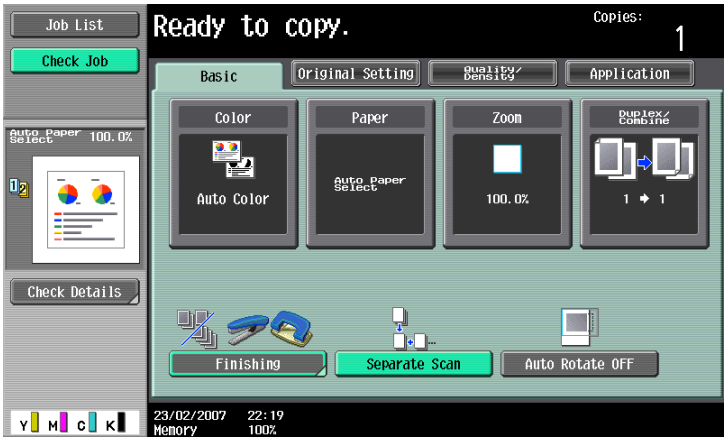
✔ The output method used with the "Separate Scan" setting can be set to "Page Print" or "Batch Print". As a default, "Batch Print" is selected.

✔ For details on the output method used with the "Separate Scan" setting, refer to the description for "Separate Scan Output Method" in "Copier Settings" on page 11-18.

1 Position the original to be copied.

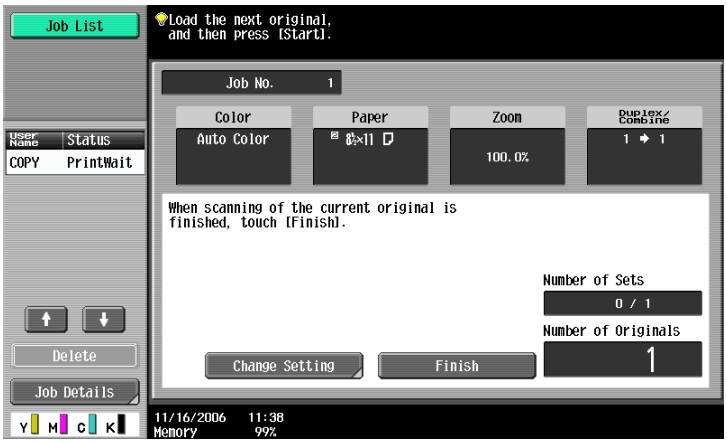
– For details on positioning the original, refer to "Feeding the original" on page 2-6.

2 In the Basic screen, touch [Separate Scan].

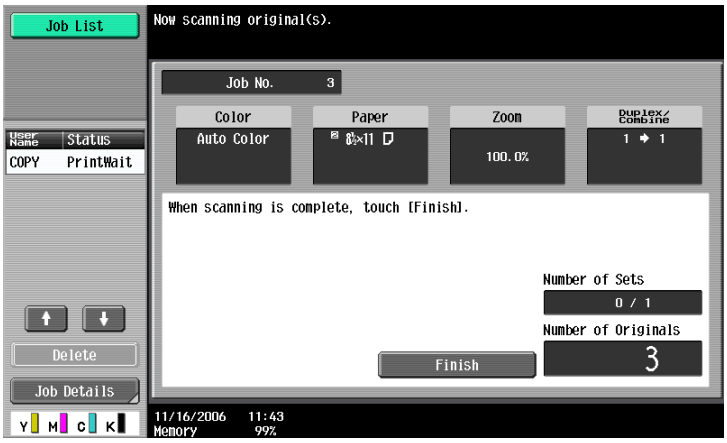


– To cancel the "Separate Scan" setting, touch [Separate Scan] again to deselect it.

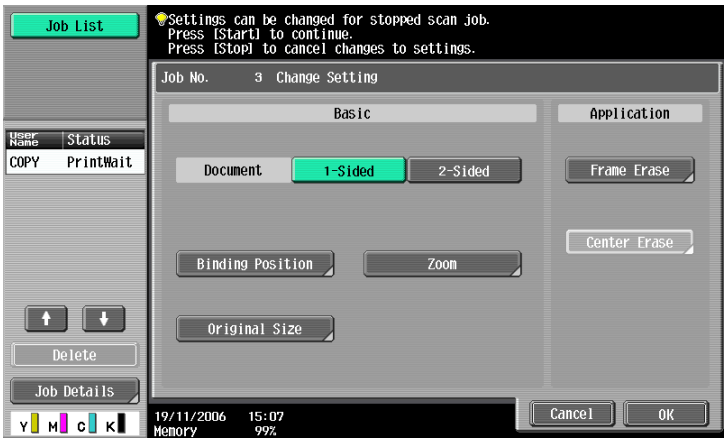
3 Press the [Start] key.
After the original has been scanned, the following message appears.



- Load the next batch of the original, and then press the [Start] key.
- If the "Separate Scan Output Method" parameter is set to "Batch Print", touch [Finish] in the following screen, which appears while the original is scanned with the ADF, to continue to step 5.



- If the original cannot be loaded into the ADF, place it on the original glass. For details on the types of originals that can be loaded into the ADF, refer to "Originals" on page 6-19.
- To change the scanning settings, touch [Change Setting]. For details on changing the scanning settings, refer to "Changing scan settings for each original" on page 2-26.
- The buttons that appear in the screen for changing the settings differ depending on the specified settings. Settings for the following can be changed.
  1-Sided/2-Sided, Binding Position, Zoom, Frame Erase, Center Erase, Original Size
- To cancel changes to the settings, touch [Cancel].

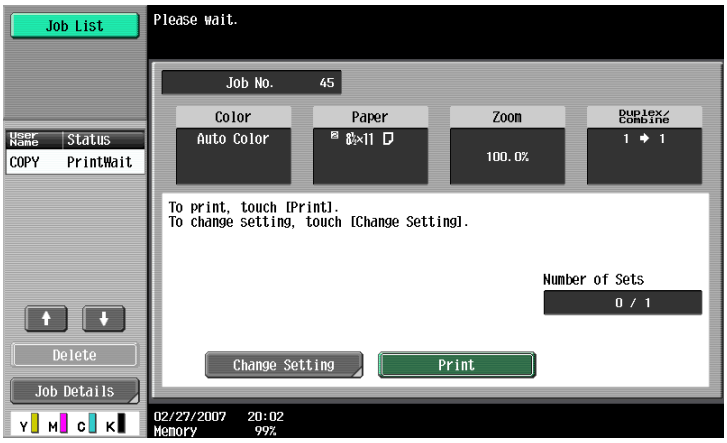


- The amount of memory available can be checked beside "Memory" in the lower-left corner of the screen.
- To delete the image data, press the [Stop] key, and then delete the job. For details, refer to "Temporarily stopping scanning/printing" on page 2-80.

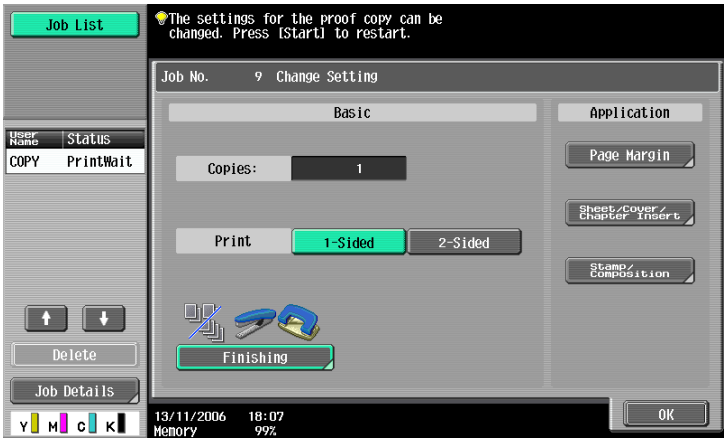
4 After all original pages have been scanned, touch [Finish].

5 Press the [Start] key.

– If the "Separate Scan Output Method" parameter is set to "Batch Print", touch [Print] or press the [Start] key.



– If the "Separate Scan Output Method" parameter is set to "Batch Print", the copy settings can be changed. To change the copy settings, touch [Change Setting], and then touch [OK] after changing the settings as desired.



2.3.4 Scanning a multi-page original from the original glass

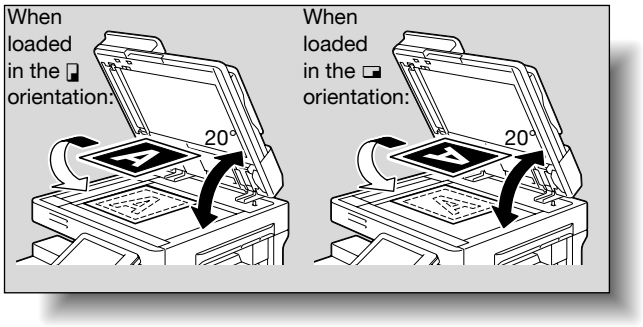
When carrying out sorting or making double-sided or combined copies using the original glass, place multiple numbers of originals on the original glass, and scan them. The following procedure describes how to place single-sided original pages on the original glass to make double-sided copies.

- ✔ If [Group] is specified for the finishing process, each time one page of the original is scanned, the specified number of copies will be produced for that page.
- ✔ If [Sort] is specified for the finishing process, after all pages of the original have been scanned, copies will be produced so that one copy of every page will be bundled together as one copy.
- ✔ The output method used with the "Separate Scan" setting can be set to "Page Print" or "Batch Print". As a default, "Page Print" is selected.
- ✔ For details on the output method used with the "Separate Scan" setting, refer to "Copier Settings" on page 11-18.

1 Lift open the ADF or the original cover.

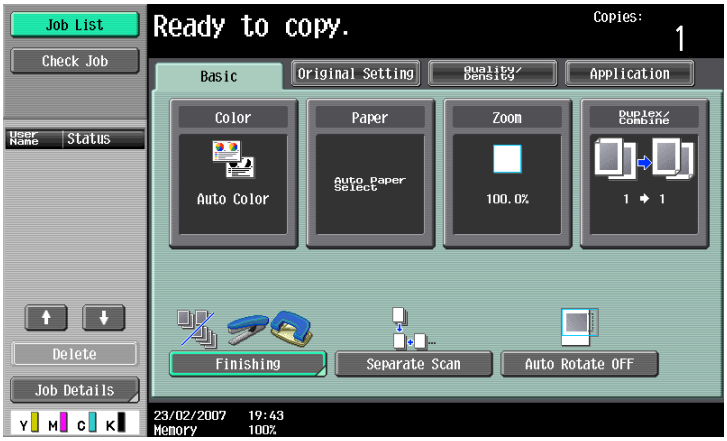
2 Position the first page or the first side of the original face down onto the original glass.

– For details on positioning the original, refer to "Placing the original on the original glass" on page 2-7.



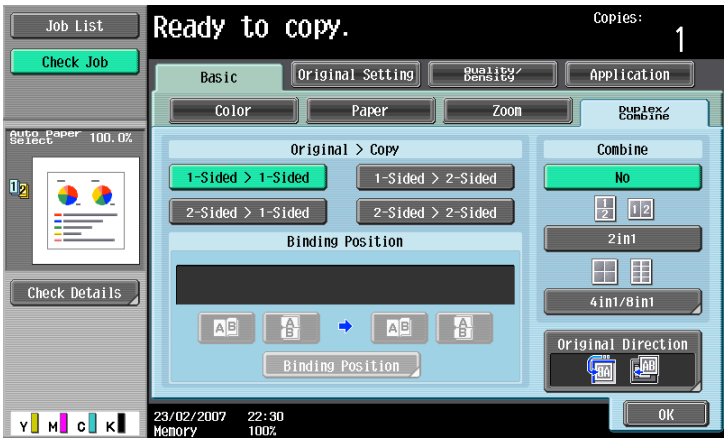
3 Close the ADF or the original cover.

4 In the Basic screen, touch [Duplex/Combine].



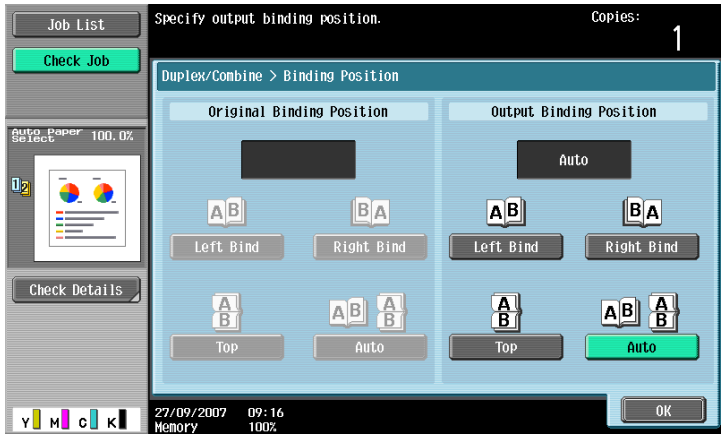
The Duplex/Combine screen appears.

5 Touch [1-Sided > 2-Sided].



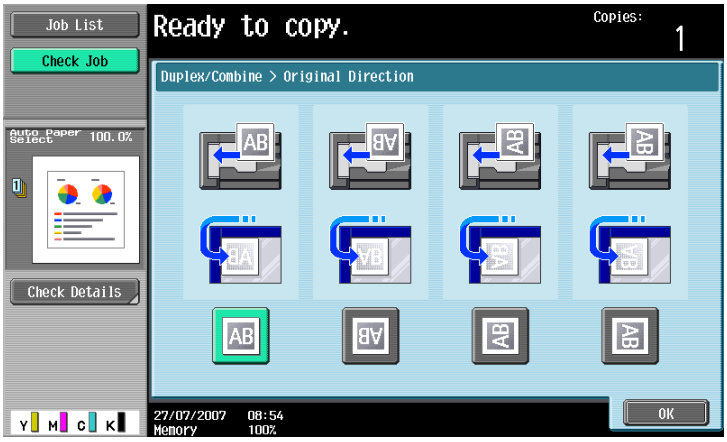
6 Touch [Binding Position], select the binding position for the copy, and then touch [OK].

– For details on specifying the binding position, refer to "Selecting double-sided copies" on page 2-46.



7 Touch [Original Direction], select the orientation of the loaded original, and then touch [OK].

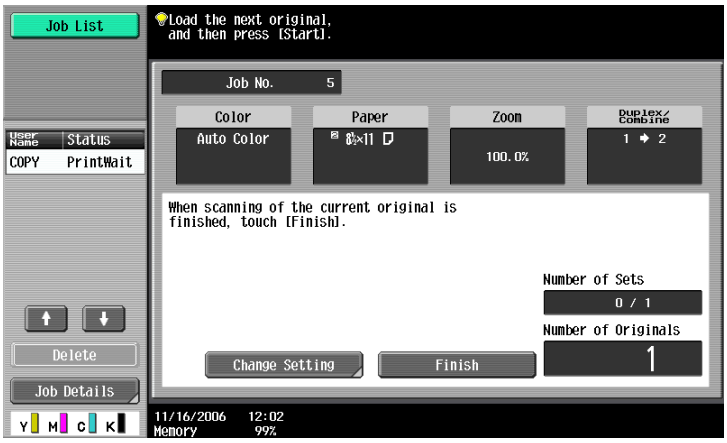
– For details on specifying the original orientation, refer to "Selecting the original orientation (Original Direction settings)" on page 2-21.



8 Touch [OK].

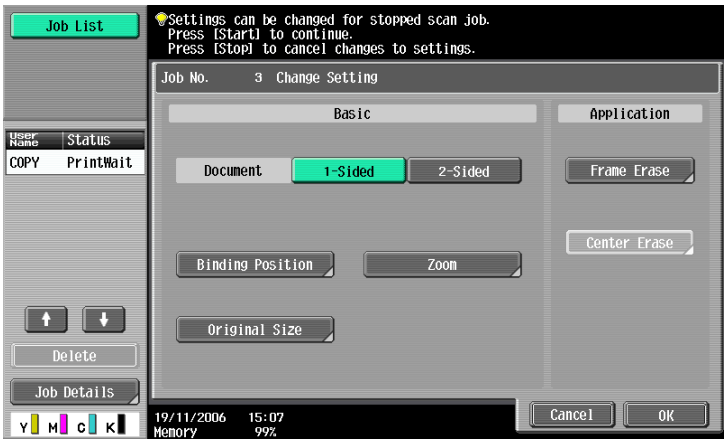
9 Press the [Start] key.

Scanning begins.



10 Position the second page or second side of the original onto the original glass, and then press the [Start] key.

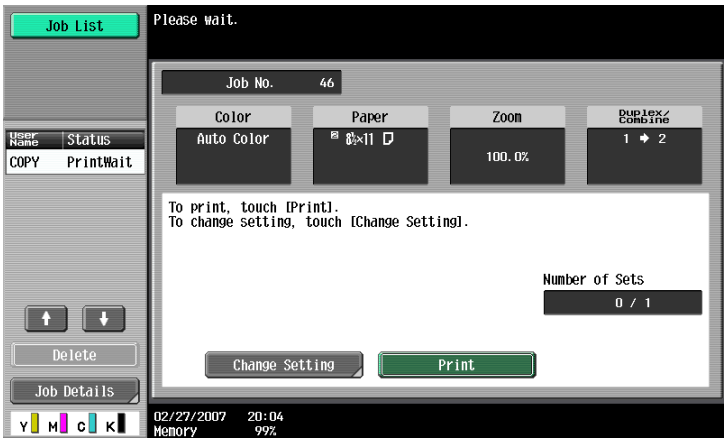
- To scan the remaining pages in the original, repeat step 10.
- To change the scanning settings, touch [Change Setting]. For details on changing the scanning settings, refer to "Changing scan settings for each original" on page 2-26.
- The buttons that appear in the screen for changing the settings differ depending on the specified settings. Settings for the following can be changed.
  1-Sided/2-Sided, Binding Position, Zoom, Frame Erase, Center Erase, Original Size
- To cancel changes to the settings, touch [Cancel].



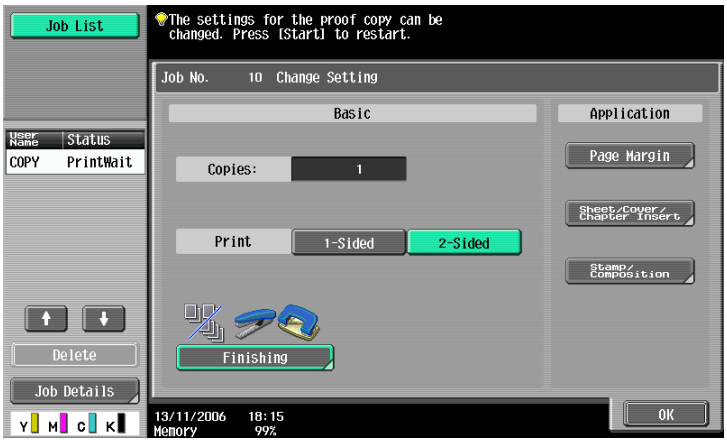
11 After all original pages have been scanned, touch [Finish].

12 Press the [Start] key.

– If the "Separate Scan Output Method" parameter is set to "Batch Print", touch [Print] or press the [Start] key.



– If the "Separate Scan Output Method" parameter is set to "Batch Print", the copy settings can be changed. To change the copy settings, touch [Change Setting], and then touch [OK] after changing the settings as desired.



2.4 Specifying original settings

To make desired copies, specify status, direction and other setting items for originals.

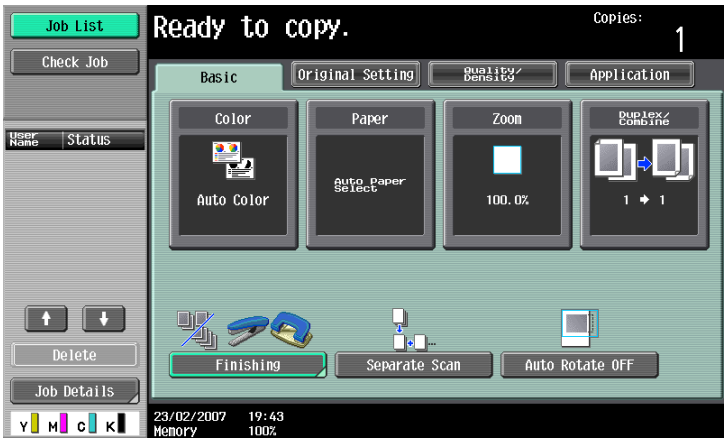
2.4.1 Specifying the original size (Original Size settings)

Copies can be produced after specifying the original scanning size if the original size cannot be detected automatically or if you wish to specify a certain original size.

1 Position the original to be copied.

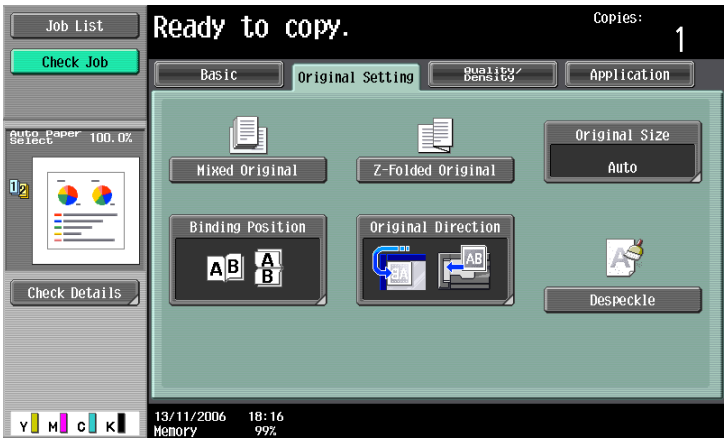
– For details on positioning the original, refer to "Feeding the original" on page 2-6.

2 In the Basic screen, touch [Original Setting].



The Original Setting screen appears.

3 Touch [Original Size].



The Original Size screen appears.

4 Select the original size, and then touch [OK].

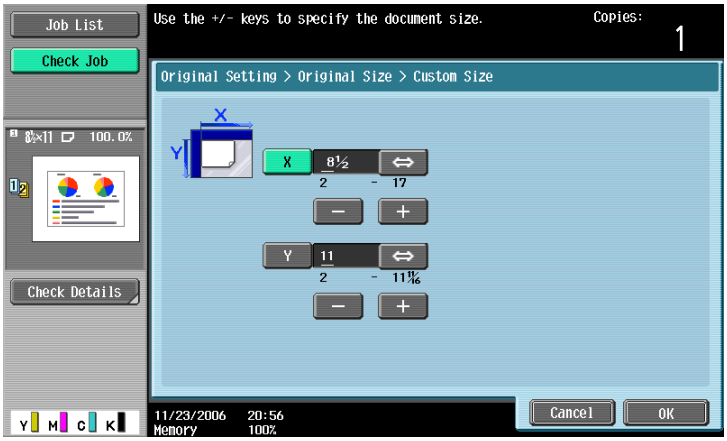
– Touch [↑] or [↓] to display a different list of standard sizes.

– To specify a standard size, touch the button for the desired original size.

Original Size screen

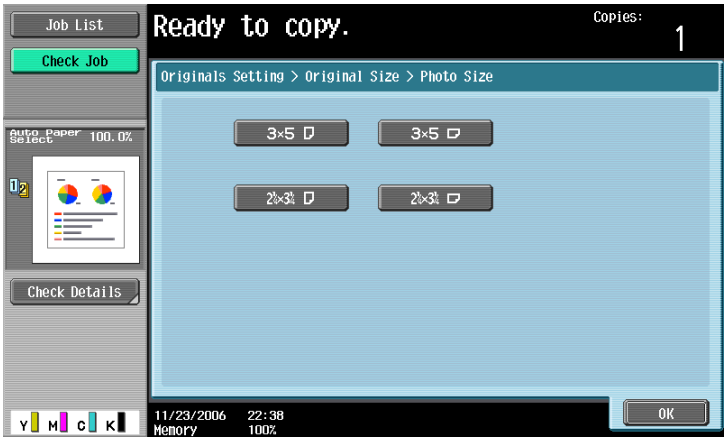
– To specify a custom size, touch [Custom Size] to display the Custom Size screen. Specify the X and Y sides of the paper, and then touch [OK].
– Touch [X] or [Y], touch [<->] to switch between the integer and the fraction, and then touch [-] and [+] to specify the size of the paper.
– If a decimal value is displayed in the Custom Size screen, use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to "System Settings" on page 11-15.
– If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message "Input Error" appears. Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.
– To cancel changes to the settings, touch [Cancel].

Custom Size screen



– To specify a photo size, touch [Photo Size] to display the Photo Size screen. Touch the button for the desired original size, and then touch [OK].

Photo Size screen



The Original Size screen appears again.

2.4.2 Copying originals of mixed sizes ("Mixed Original" setting)

Originals of different sizes can be loaded together into the ADF to be fed and scanned one by one automatically.

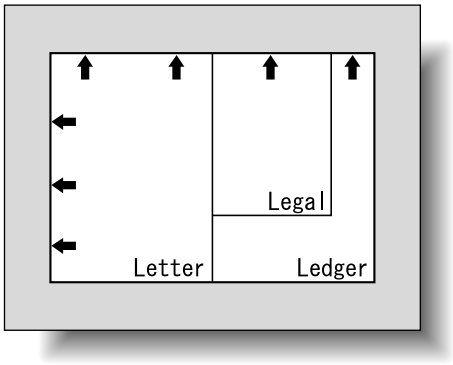
✔ Do not load more than 100 sheets or so many sheets that the top of the stack is higher than the ▼ mark, otherwise an original misfeed or damage to the original or machine may occur. However, an original that exceeds 100 pages can be scanned in separate batches. For details, refer to **"Scanning the original in separate batches ("Separate Scan" setting)" on page 2-9**.

✔ If the original is not loaded correctly, it may not be fed in straight or an original misfeed or damage to the original may occur.

1 Slide the adjustable lateral guides of the ADF to fit the size of the largest page.

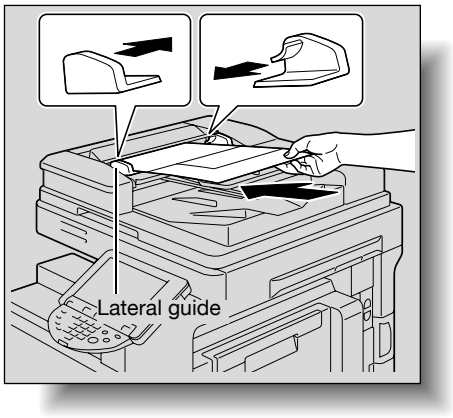
– The possible combinations of original sizes differ depending on the widest original loaded (position of the adjustable lateral guides).
– For details on the mixed original sizes that can be loaded in the ADF, refer to **"Originals that can be loaded into the ADF" on page 6-19**.

2 Align the originals as the references so that the side to be scanned faces up.

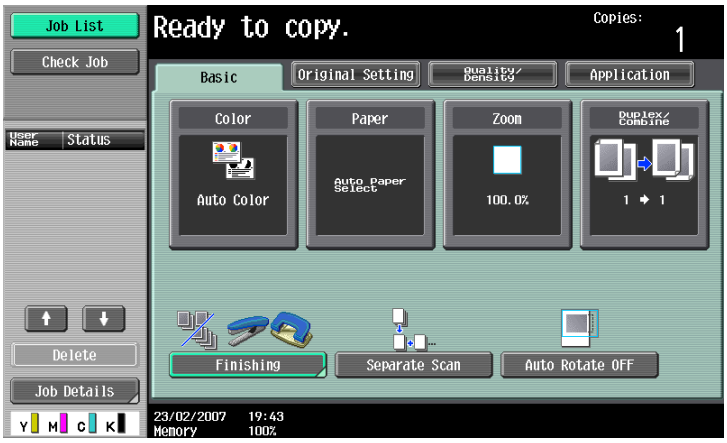


3 Place the original in the original feed tray in the order to be scanned with the side to be scanned faces up.
Slide the adjustable lateral guides against the edges of the original.

– Load the original pages into the ADF so that the top of the pages is toward the back or the left side of the machine.

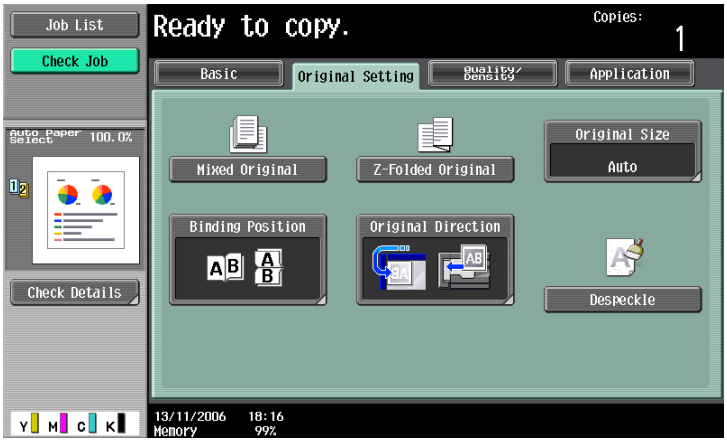


4 In the Basic screen, touch [Original Setting].



The Original Setting screen appears.

5 Touch [Mixed Original].



– To cancel the "Mixed Original" setting, touch [Mixed Original] again to deselect it.

2.4.3 Loading folded (Z-folded) originals

If folded originals are loaded into the ADF to be copied, the original size is correctly detected.

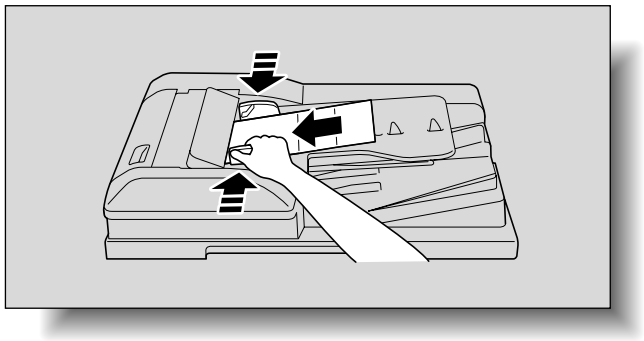
✔ Load the original into the ADF.

✔ The length of the first page of the original is detected, and all pages of the original are scanned at that size.

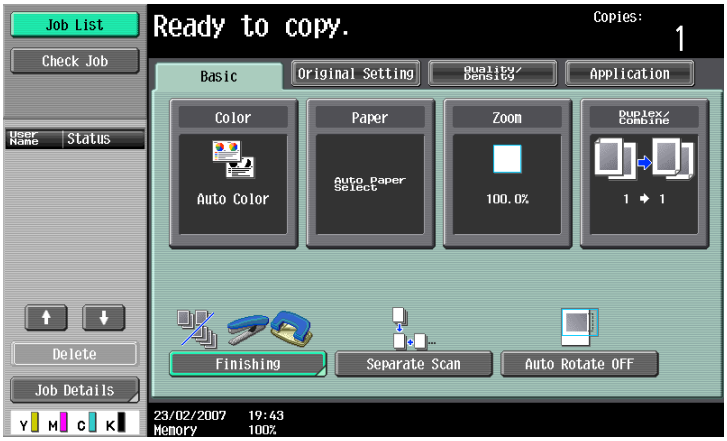
1 Position the original to be copied.

– Unfold folded originals before loading them into the ADF. If the original is copied without being unfolded, a paper misfeed may occur.

– For details on loading the original, refer to "Loading the original into the ADF" on page 2-6.

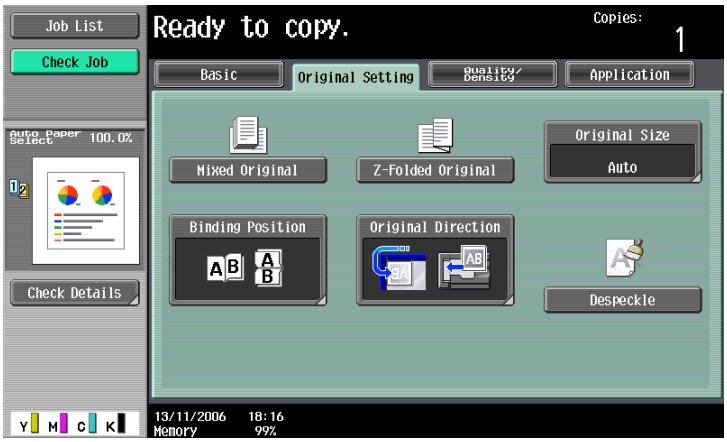


2 In the Basic screen, touch [Original Setting].



The Original Setting screen appears.

3 Touch [Z-Folded Original].



– To cancel the "Z-Folded Original" setting, touch [Z-Folded Original] again to deselect it.

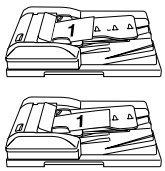
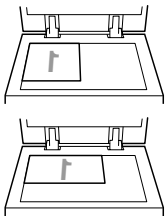
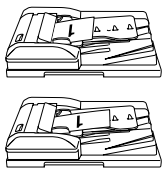
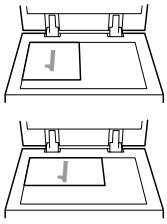
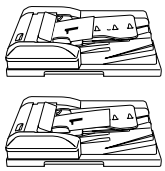
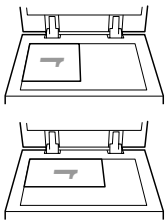
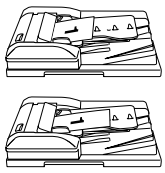
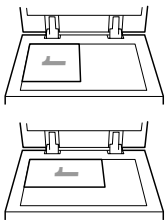
2.4.4 Selecting the original orientation (Original Direction settings)

When copying double-sided originals or making double-sided copies or combined copies, specify the original orientation, otherwise the copies may not be printed in the correct page order or correct front and back page arrangement.

Note

As the factory default, the first setting (with the top of the original at the top (toward the back of the machine)) is selected.

Original loading orientation

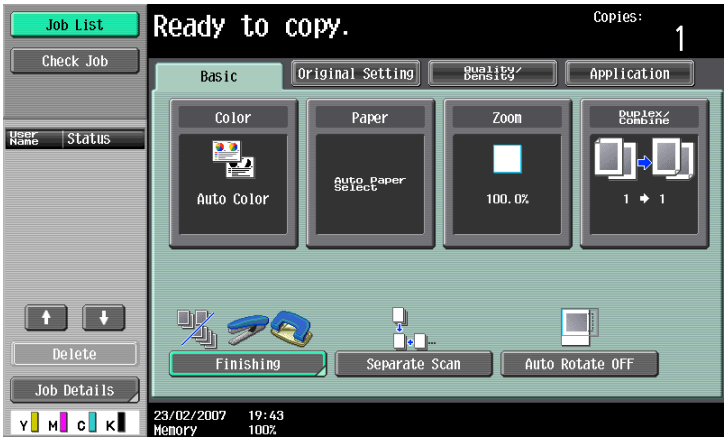
Using the ADF	Using the original glass	Icon	Description
			Select this setting for an original loaded with the top toward the back of this machine.
			Select this setting for an original loaded with the top toward the front of this machine.
			• Select this setting for an original loaded into the ADF with the top of the original toward the left side of this machine. • Select this setting for an original placed on the original glass with the top of the original toward the right side of this machine.
			• Select this setting for an original loaded into the ADF with the top of the original toward the right side of this machine. • Select this setting for an original placed on the original glass with the top of the original toward the left side of this machine.

2.4.5 To select an Original Direction setting

1 Position the original to be copied.

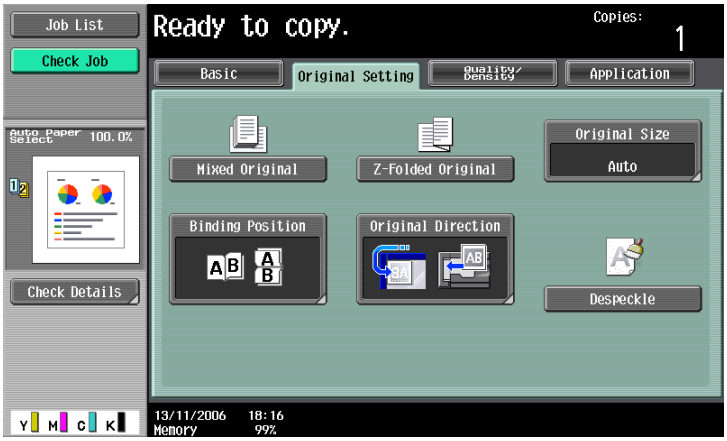
– For details on positioning the original, refer to "Feeding the original" on page 2-6.

2 In the Basic screen, touch [Original Setting].



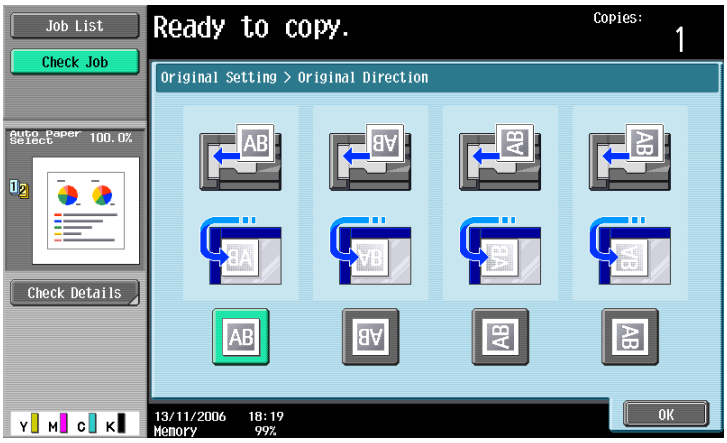
The Original Setting screen appears.

3 Touch [Original Direction].



The Original Direction screen appears.

4 Touch the button for the orientation of the loaded original, and then touch [OK].



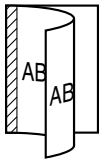
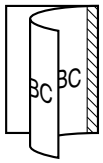
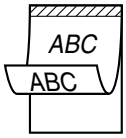
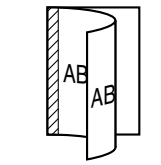
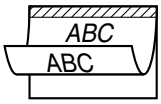
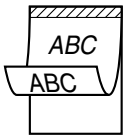
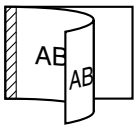
– To cancel the setting and select the default, press the [Reset] key.

2.4.6 Selecting the position of the binding margin (Binding Position settings)

If a double-sided original is loaded into the ADF, specify the position of the top of the back side of the original by specifying the binding margin position for the original.

Note
As the factory default, "Auto" is selected as the position of the binding margin.

Original binding margin position

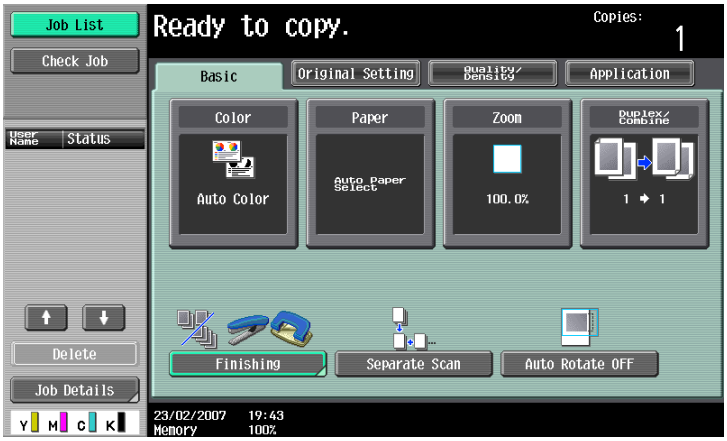
Original binding margin	Icon	Description
	Left	Select this setting if the original is loaded with the binding margin at the left.
	Right	Select this setting if the original is loaded with the binding margin at the right.
	Top	Select this setting if the original that is loaded has a binding margin at the top.
When the original length is 11-11/16 inch or less:   When the original length is more than 11-11/16 inch:  	Auto	Select this setting to automatically select the position of the binding margin. If the original length is 11-11/16 inch or less, a binding position along the long side of the paper is selected. If the original length is more than 11-11/16 inch, a binding position along the short side of the paper is selected. **Note** *If "Auto" is selected, the binding margin is set at the top or at the left.*

2.4.7 To select a Binding Position setting

1 Position the original to be copied.

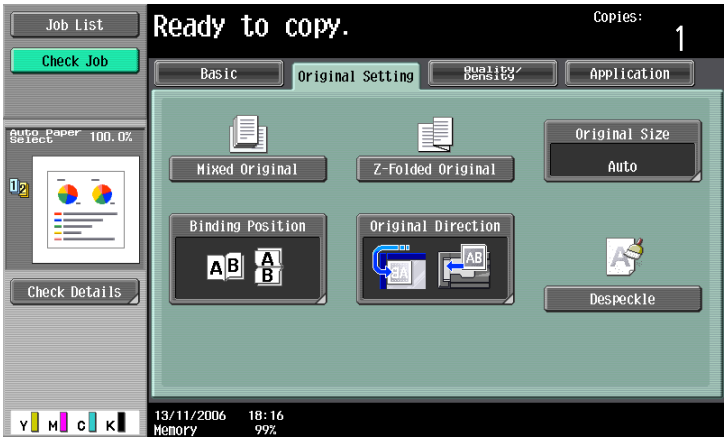
- For details on positioning the original, refer to "Feeding the original" on page 2-6.
- When loading an original with a binding margin, position the top of the original toward the back of the machine.

2 In the Basic screen, touch [Original Setting].



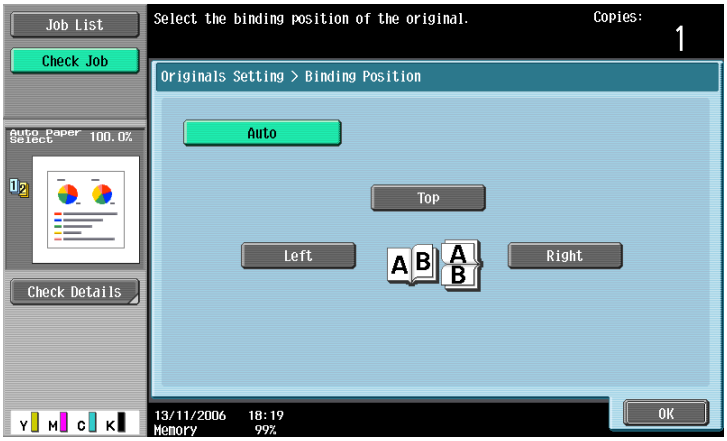
The Original Setting screen appears.

3 Touch [Binding Position].



The Binding Position screen appears.

4 Touch the button for the desired binding margin position, and then touch [OK].



- To cancel the setting and select the default, press the [Reset] key.

2.4.8 Reducing the effects of dust on the left partition glass

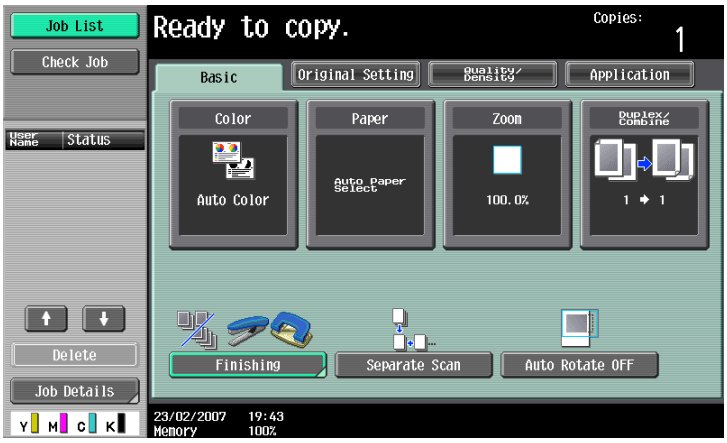
If the "Despeckle" setting is selected, the effect that dust on the left partition glass has on copies can be reduced when scanning an original loaded into the ADF.

Note
For details on cleaning the left partition glass, refer to "Left partition glass" on page 9-3.

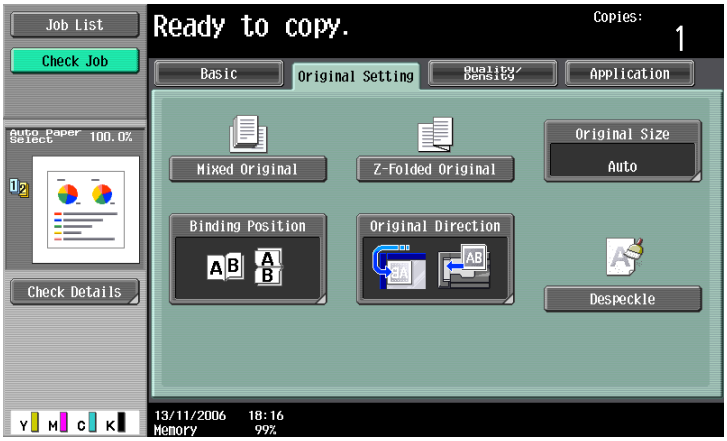
1 Load the original into the ADF.

– For details on loading the original, refer to "Loading the original into the ADF" on page 2-6.

2 In the Basic screen, touch [Original Setting].



3 Touch [Despeckle].



– To cancel the "Despeckle" setting, touch [Despeckle] again to deselect it.

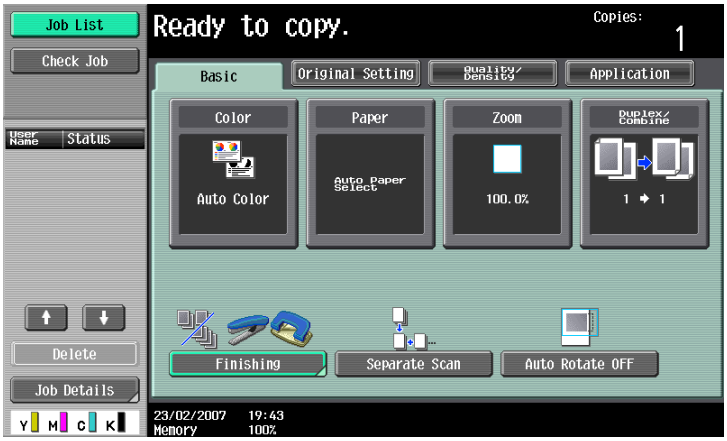
Note
The scanning speed will be reduced.

2.4.9 Changing scan settings for each original

When scanning an original while using the "Separate Scan" setting or when multi-page originals are scanned from the original glass, the scan settings can be changed for each original. The following procedure describes how to change the settings when the "Separate Scan" setting is used.

1 Position the original to be copied.

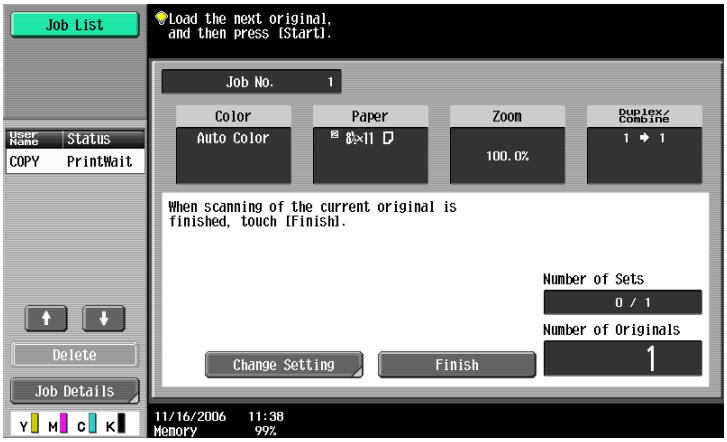
2 In the Basic screen, touch [Separate Scan].



3 Press the [Start] key.

Scanning begins.

4 Touch [Change Setting].

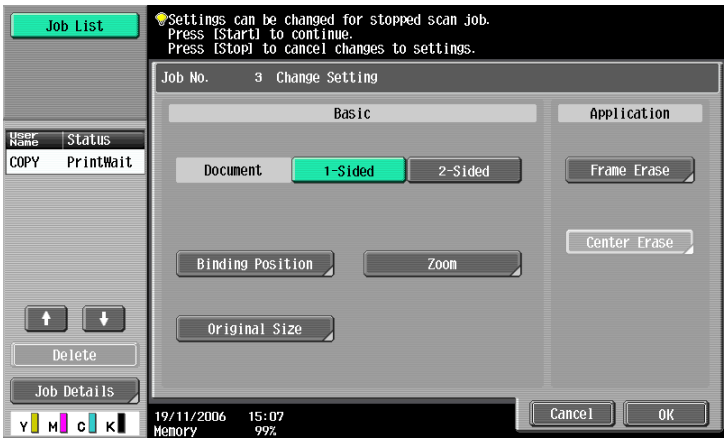


A screen appears, allowing you to change the settings.

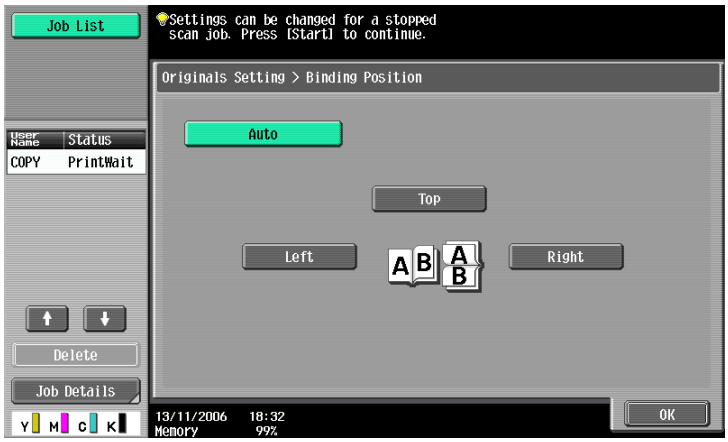
5 Touch the button of the setting to be changed, select the desired setting, and then touch [OK].

– The buttons that appear in the screen for changing the settings differ depending on the specified settings. Settings for the following can be changed.
1-Sided/2-Sided, Binding Position, Zoom, Frame Erase, Center Erase, Original Size

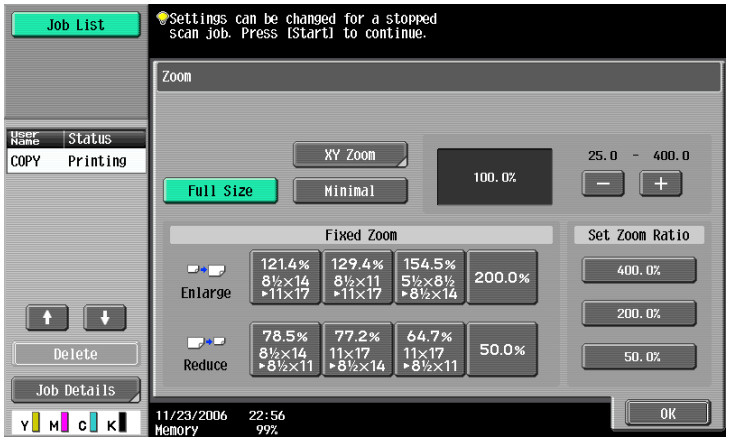
– To cancel changes to the settings, touch [Cancel].



Binding Position screen

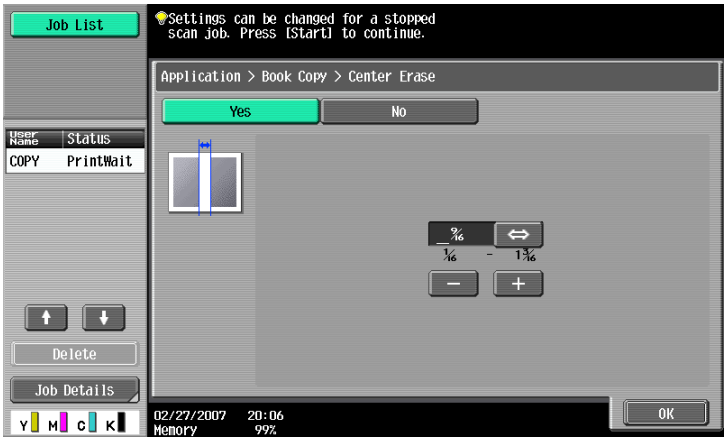


Zoom screen



Frame Erase screen

Center Erace screen



Original Size screen

– For details on specifying the Zoom setting, refer to "Specifying a Zoom setting" on page 2-34. For details on specifying the "Frame Erase" setting, refer to "Erasing specified areas of copies ("Frame Erase" function)" on page 7-73.
– The Center Erase screen appears only when the "Book Copy" function is set to [Yes].
– The Original Size screen appears only when the "Mixed Original" setting is selected.

6 Touch [OK].

2.5 Selecting a Color setting

Select a color setting for making copies.

The following five Color settings are available.

Note

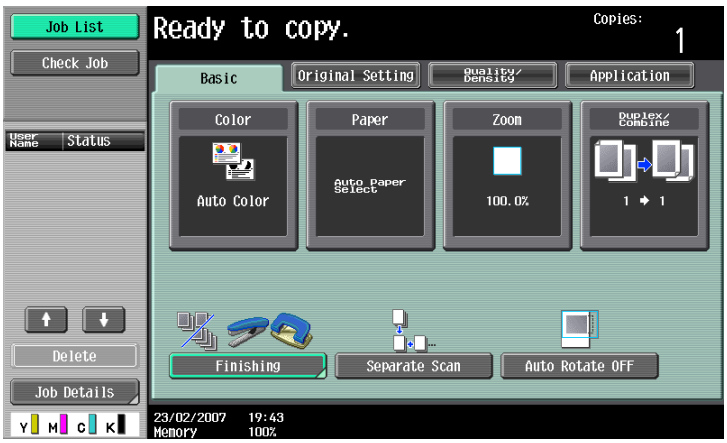
As the factory default, "Auto Color" is selected.

Color setting	Description
Auto Color	Select this setting to automatically detect whether the scanned original is in color or in black and white, and then select the appropriate Color setting ("Full Color" or "Black").
Full Color	Select this setting to print the copy in full color, regardless of whether the scanned original is in color or in black and white.
2 Color	Select this setting to print all areas of the scanned original determined to be in color with the specified color, and print all areas determined to be black in black. (The colors used for the areas printed in color are: red, yellow, blue, magenta, green or cyan. Refer to page 7-17.)
Black	Select this setting to print the copy in black and white, regardless of whether the scanned original is in color or in black and white.
Single Color	Select this setting to print copies in the specified color, regardless of whether the scanned original is in color or in blank and white. (The color used for printing the copy can be set to one of the 21 available. Refer to page 7-16.) When the "Single Color" setting is selected, the following two methods for reproducing gradations in originals are available. Relative luminosity: The original will be copied using concentration variations of a single color to express color differences (color shading that can be seen with the eye) and gradation levels. This enables the color of markers, the blue lines in graphing paper and the red of stamps to be distinctly reproduced in copies. Average brightness: The original will be copied using concentration variations of a single color to only express gradation levels, regardless of the color differences in the original. This is useful for producing monocolor copies of originals containing gradation differences, such as magazines and newspapers, and for offsetting the yellow tint in originals that have yellowed.

2.5.1 To select a Color setting

The following procedure describes how to select a Color setting.

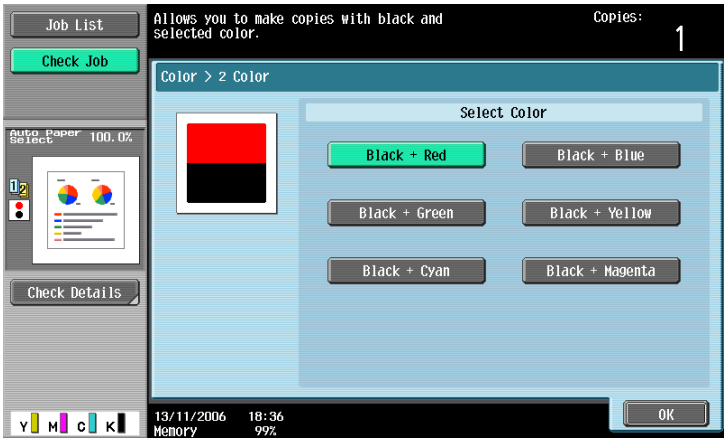
1 In the Basic screen, touch [Color].



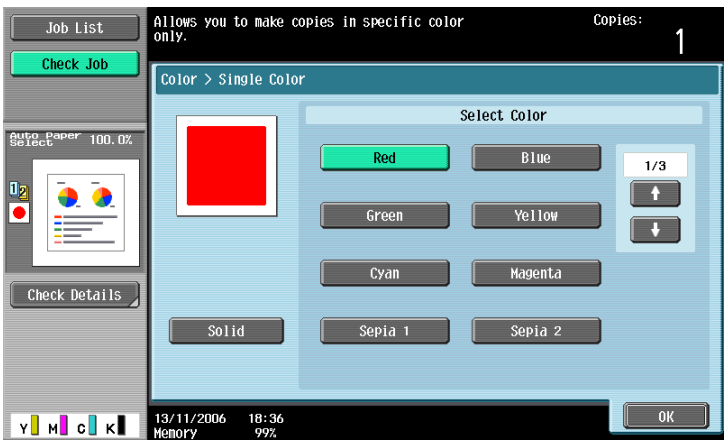
The Color screen appears.

2 Select the desired Color setting.

- If the "2 Color" setting was selected, touch the button for the desired colors, and then touch [OK].
- With the "2 Color" setting, various color combinations are available. Color combinations other than those displayed are not available.



- If the "Single Color" setting was selected, touch the button for the desired color, and then touch [OK].



- Touch [↑] and [↓] to display other available colors.
- To use the average brightness method for reproducing gradations in monocolor originals, touch [Solid].
- If the "Solid" setting is not selected, the relative luminosity method is selected.

3 Touch [OK].

The Basic screen appears again.

2.6 Selecting a Paper Setting

The paper size can be selected automatically according to the original size or it can be specified manually. Specify the paper size according to the corresponding procedure, depending on the desired copy settings.

As the factory default, "Auto" is selected.

Reminder

When copying after selecting a paper tray with letterhead paper selected as the paper type, the copy speed will be slow, even with single-sided copying, since the paper alignment operation is performed.

Note

If a setting for special paper is selected for a paper tray, that tray is not selected automatically with the "Auto" Paper setting. (However, a paper tray set to "Single Side Only" is given priority to be selected with single-sided printing.) Be sure to specify a paper setting when special paper is loaded into a paper tray. For details, refer to *"Specifying a setting for special paper" on page 6-15**.*

If the "Auto Paper Select" was selected at the "Auto Zoom" setting, the Zoom screen appears. Touch the button for the desired zoom ratio.

The "Auto" Paper setting cannot be combined with the "Auto" Zoom setting.

For details on specifying the priority of paper trays, refer to *"Specifying user settings" on page 11-15**.*

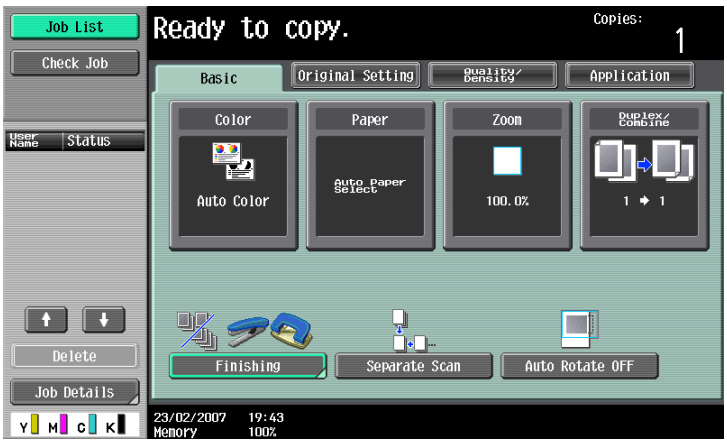
2.6.1 Automatically selecting the paper size ("Auto" Paper setting)

The size of the loaded original is detected, and copies are produced using paper of the same size.

If the "Full Size" Zoom setting was specified, paper of the same size as the original is selected.

If the zoom ratio was increased or decreased, a paper size that corresponds to the specified zoom ratio is automatically selected.

1 In the Basic screen, touch [Paper].



The Paper screen appears.

2 Touch [Auto].

3 Touch [OK].

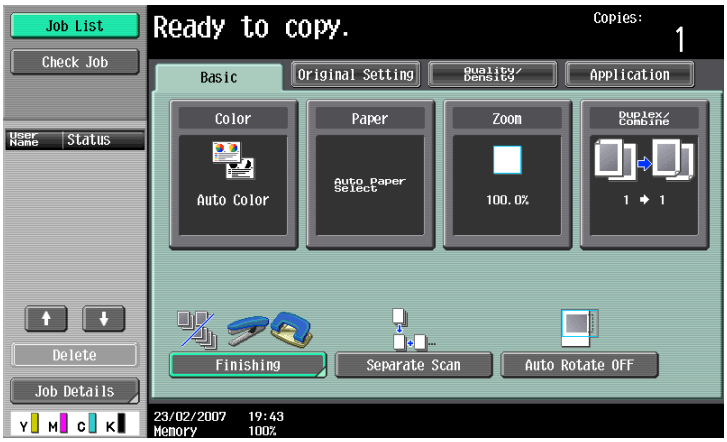
The Basic screen appears again.

2.6.2 Manually selecting the desired paper size

✔ By also selecting the "Auto" Zoom setting, the most appropriate zoom ratio is selected based on the size of the loaded original and the specified paper size. For details on the "Auto" Zoom setting, refer to "Automatically selecting the zoom ratio ("Auto" Zoom setting)" on page 2-34.

✔ Load the appropriate papers into the paper tray in advance.

1 In the Basic screen, touch [Paper].



The Paper screen appears.

2 Select the paper tray loaded with the desired paper.

3 Touch [OK].

The Basic screen appears again.

2.7 Specifying a Zoom setting

The zoom ratio can be set in order to make a copy on paper with a size different than the original or to enlarge or reduce the size of the copy image. As the factory default, "Full Size" is selected.

The following procedures describe how to specify the Zoom setting.

Note

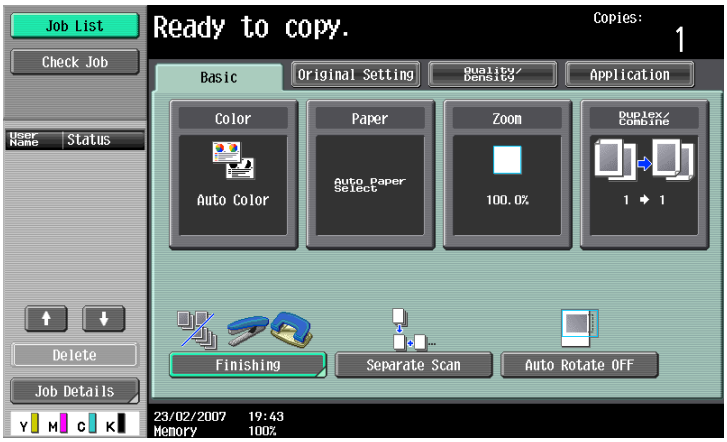
The "Auto" Zoom setting cannot be combined with the "Auto" Paper setting.

2.7.1 Automatically selecting the zoom ratio ("Auto" Zoom setting)

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

- ✔ If the "Auto" Zoom setting is selected and an enlargement is to be copied on paper larger than the original, load the original with the same orientation as the paper.
- ✔ If the "Auto Zoom" was selected at the "Auto Paper Select" setting, the Paper screen appears.

1 In the Basic screen, touch [Zoom].



The Zoom screen appears.

2 Touch [Auto].

3 Touch [OK].

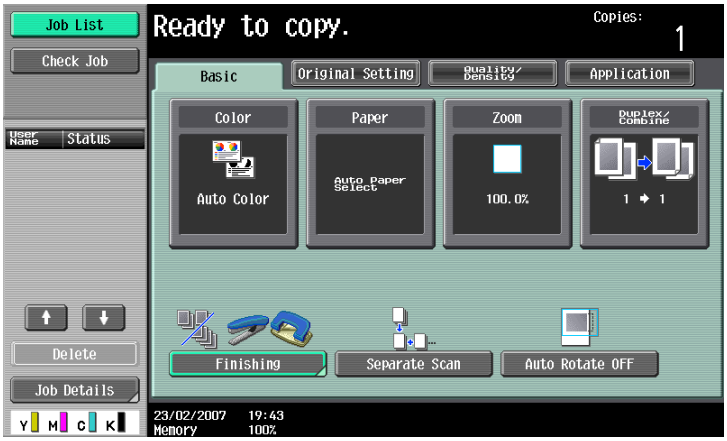
The Basic screen appears again.

2.7.2 Specifying the zoom ratio of the original ("Full Size" setting)

A copy that is the same size as the original (100%) is produced.

✔ Touch [+] to enlarge the zoom ratio, and touch [-] to reduce the zoom ratio in 0.1% increments.

1 In the Basic screen, touch [Zoom].



The Zoom screen appears.

2 Touch [Full Size].

3 Touch [OK].

The Basic screen appears again.

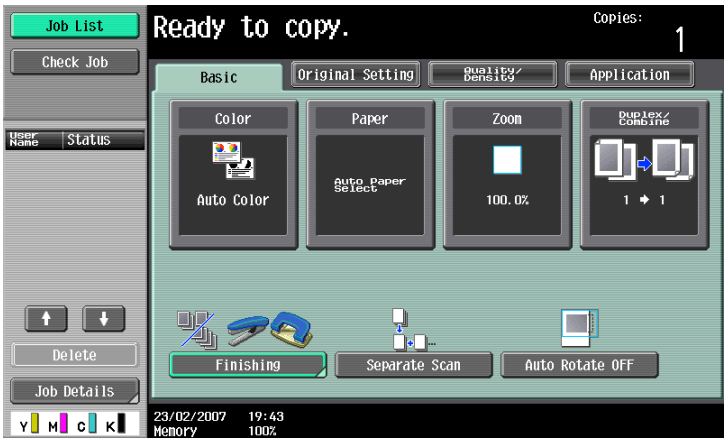
2.7.3 Typing in the zoom ratio (XY Zoom setting)

By using the keypad, a zoom ratio between 25.0% and 400.0% can be typed in directly without changing the height-to-width ratio.

✔ If a value outside the allowable range is specified, the message "Input error" appears. Type a value within the allowable range.
If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

✔ The entered zoom ratio can be stored. For details on storing zoom ratios, refer to "Storing the desired zoom ratio" on page 2-42.

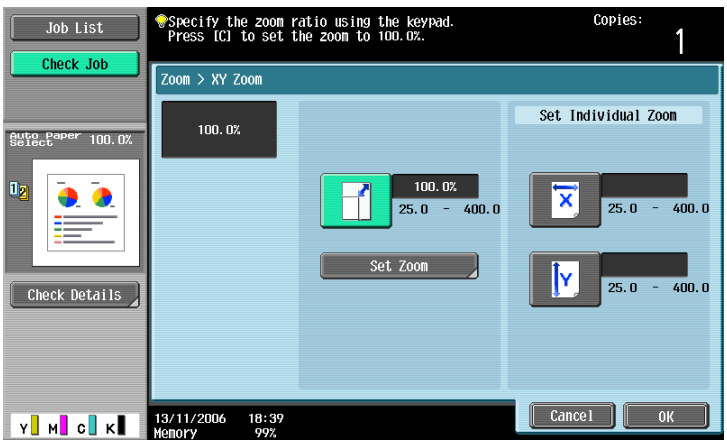
1 In the Basic screen, touch [Zoom].



The Zoom screen appears.

2 Touch [XY Zoom].

3 Using the keypad, type in the desired zoom ratio (between 25.0% and 400.0%).



4 Touch [OK], and then touch [OK] in the next screen that appears.

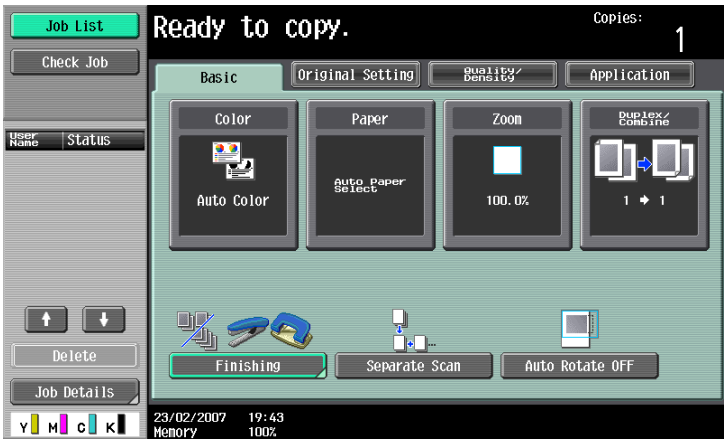
The Basic screen appears again.

2.7.4 Slightly reducing the copy ("Minimal" setting)

An original image can be printed slightly smaller (93.0%) than the original size and centered in the copy.

✔ The zoom ratio of the "Minimal" setting can be changed (between 90.0% and 99.9%). For details on changing the zoom ratio for the "Minimal" setting or programming custom zoom ratios, refer to "Storing the desired zoom ratio" on page 2-42.

1 In the Basic screen, touch [Zoom].



The Zoom screen appears.

2 Touch [Minimal].

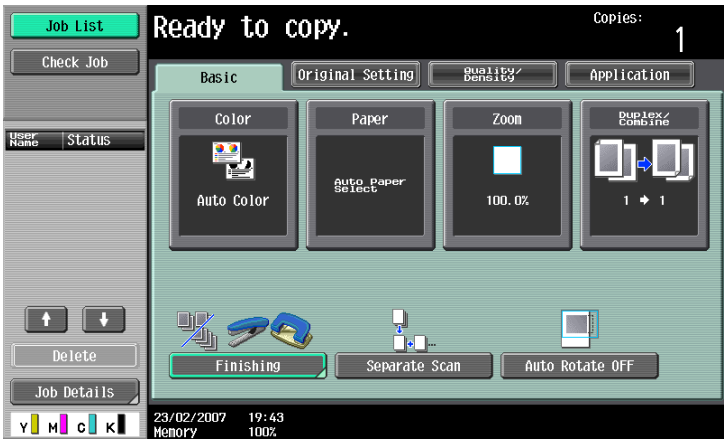
3 Touch [OK].

The Basic screen appears again.

2.7.5 Selecting a preset zoom ratio (Enlarge and Reduce settings)

The most suitable zoom ratios for copying from common standard original sizes to standard paper sizes are preset.

1 In the Basic screen, touch [Zoom].



The Zoom screen appears.

2 Touch the button for the appropriate zoom ratio beside "Enlarge" and "Reduce", depending on the original and paper sizes.

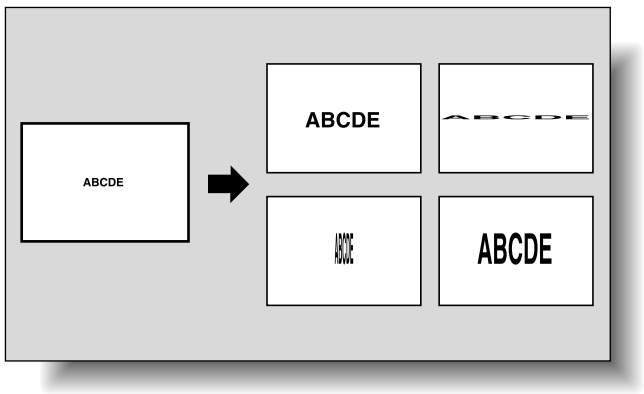
3 Touch [OK].

The Basic screen appears again.

2.7.6 Typing in separate X and Y zoom ratios (Individual Zoom settings)

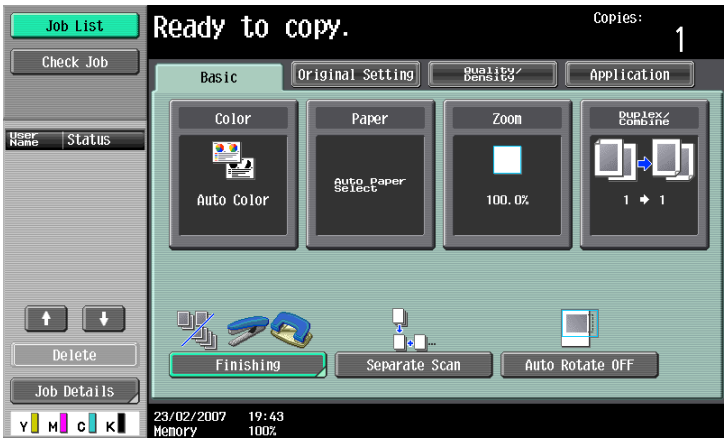
By using the keypad, separate zoom ratios can be typed in directly for the horizontal direction (between 25.0% and 400.0%) and for the vertical direction (between 25.0% and 400.0%).

By combining different horizontal and vertical zoom ratios, the copy image can be adjusted as shown below.



✔ If a value outside the allowable range is specified, the message "Input error" appears. Type a value within the allowable range.
If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

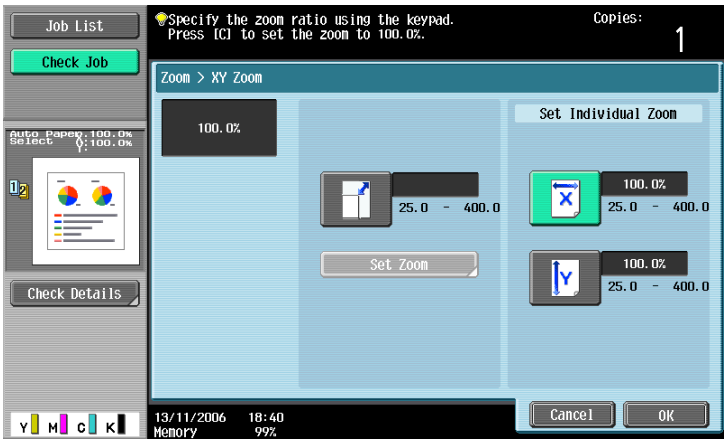
1 In the Basic screen, touch [Zoom].



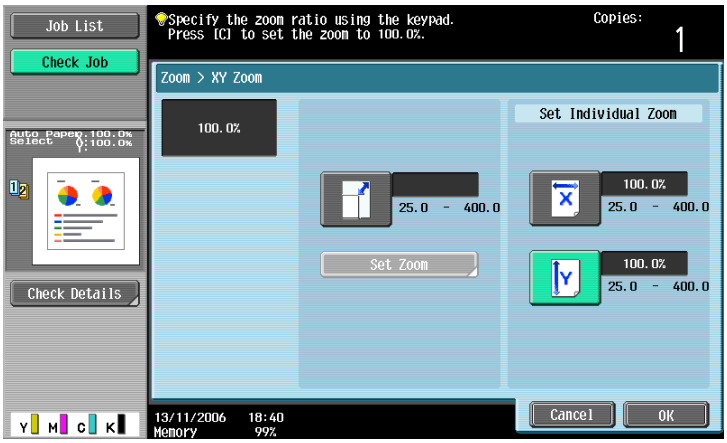
The Zoom screen appears.

2 Touch [XY Zoom].

3 Touch [X] under "Set Individual Zoom", and then use the keypad to type in the desired zoom ratio (between 25.0% and 400.0%) for the X direction.



4 Touch [Y] under "Set Individual Zoom", and then use the keypad to type in the desired zoom ratio (between 25.0% and 400.0%) for the Y direction.



– To cancel changes to the settings, touch [Cancel].

5 Touch [OK], and then touch [OK] in the next screen that appears.

The Basic screen appears again.

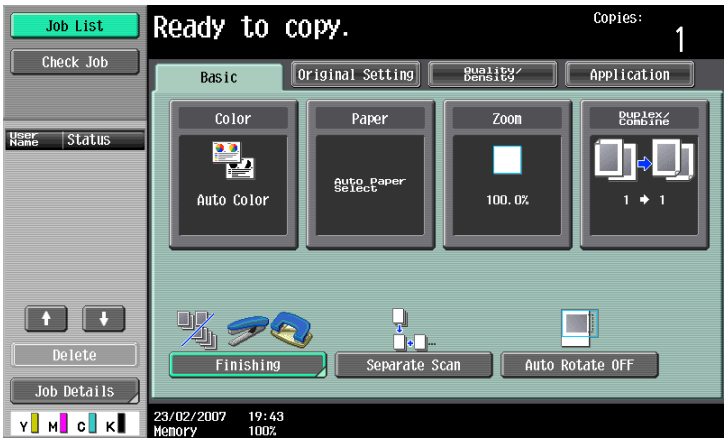
2.7.7 Selecting a stored zoom ratio

Copy zoom ratios that have been stored can be recalled to be used when desired.

In addition, stored copy zoom ratios can be changed.

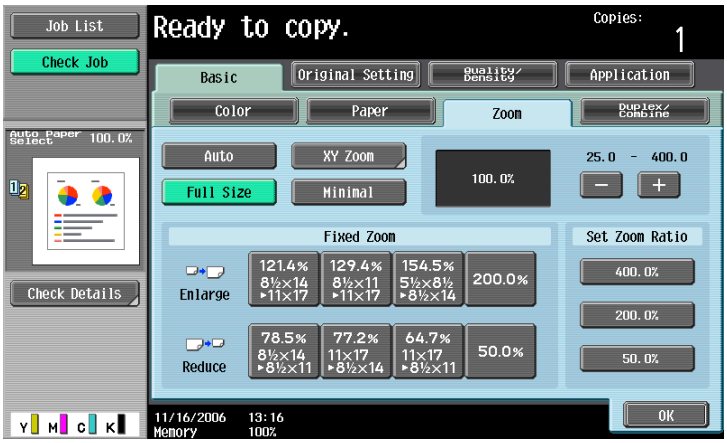
- ✔ As the factory default, "Full Size" is selected.
- ✔ Touch [+] to enlarge the zoom ratio, and touch [-] to reduce the zoom ratio in 0.1% increments.
- ✔ Stored zoom ratios can be changed to desired zoom ratios. For details on storing zoom ratios, refer to "Storing the desired zoom ratio" on page 2-42.

1 In the Basic screen, touch [Zoom].



The Zoom screen appears.

2 Touch the button for the desired zoom ratio under "Set Zoom Ratio".



3 Touch [OK].

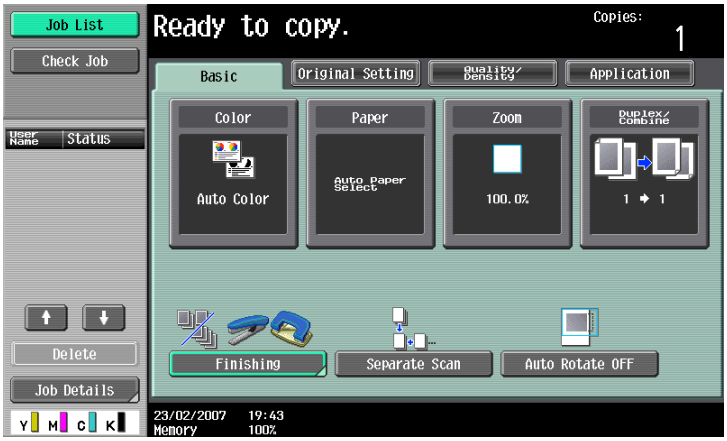
The Basic screen appears again.

2.7.8 Storing the desired zoom ratio

Three frequently used zoom ratios and the zoom ratio for the "Minimal" setting can be stored.

- ✔ If a value outside the allowable range is specified, the message "Input error" appears. Type a value within the allowable range.
  If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.
- ✔ To store a "Minimal" zoom ratio, type in the desired zoom ratio between 90.0% and 99.9%.
- ✔ The default zoom ratios (400.0%, 200.0% and 50.0%) are stored. When a new zoom ratio is stored, it overwrites the zoom ratio stored with the selected button.
  If a button stored with a zoom ratio is not touched before [OK] is touched, no setting is changed.

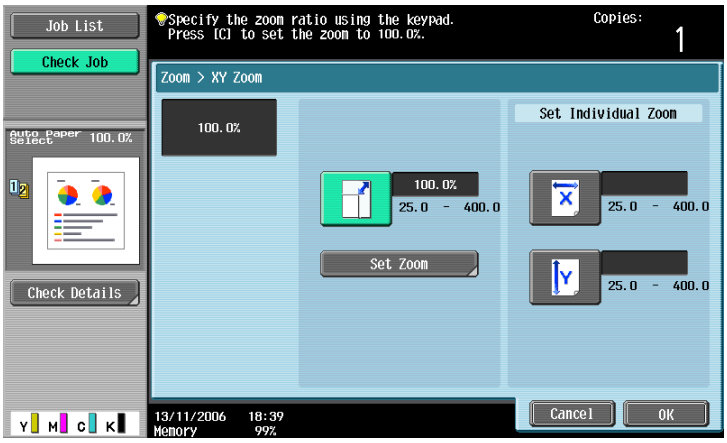
1 In the Basic screen, touch [Zoom].



The Zoom screen appears.

2 Touch [XY Zoom].

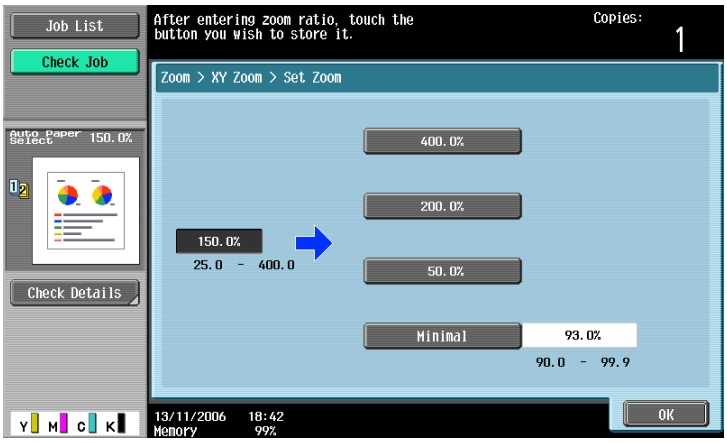
3 Using the keypad, type in the desired zoom ratio (between 25.0% and 400.0%).



– To cancel changes to the settings, touch [Cancel].

4 Touch [Set Zoom].

5 Touch the button or [Minimal] where the new zoom ratio is to be stored.



– To cancel the setting and select the default, press the [Reset] key.

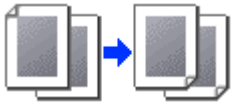
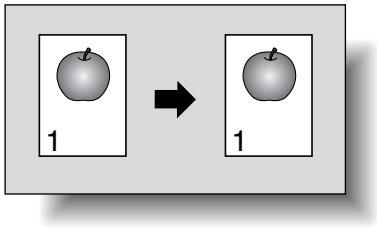
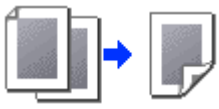
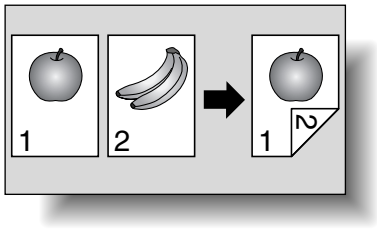
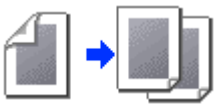
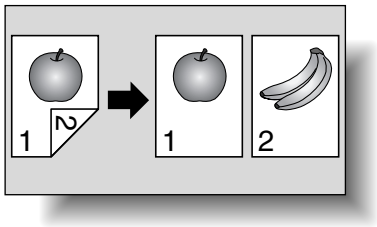
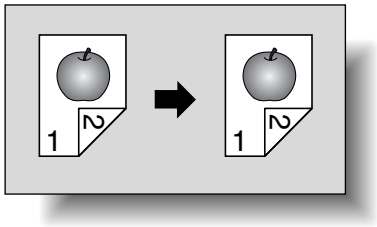
The specified zoom ratio is stored.

6 Touch [OK], and then touch [OK] in the next two screens that appear.

The Basic screen appears again.

2.8 Selecting an Original > Copy setting

The following four Original > Copy setting combinations are possible.

Original > Copy settings	Description
1-Sided > 1-Sided 	Select this setting to produce single-sided copies from single-sided originals. 
1-Sided > 2-Sided 	Select this setting to produce one double-sided copy from two single-sided originals. 
2-Sided > 1-Sided 	Select this setting to produce two single-sided copies from one double-sided original. 
2-Sided > 2-Sided	Select this setting to produce double-sided copies from double-sided originals. 

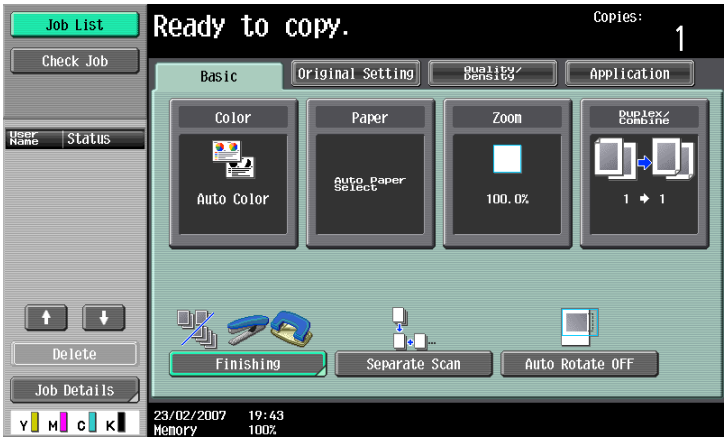
The following procedures describe how to select Original and Copy settings.

2.8.1 Selecting single-sided copies

✔ As the factory default, "1-Sided > 1-Sided" is selected.

✔ For details on using the original glass to scan multi-page originals, refer to "Scanning a multi-page original from the original glass" on page 2-12.

1 In the Basic screen, touch [Duplex/Combine].

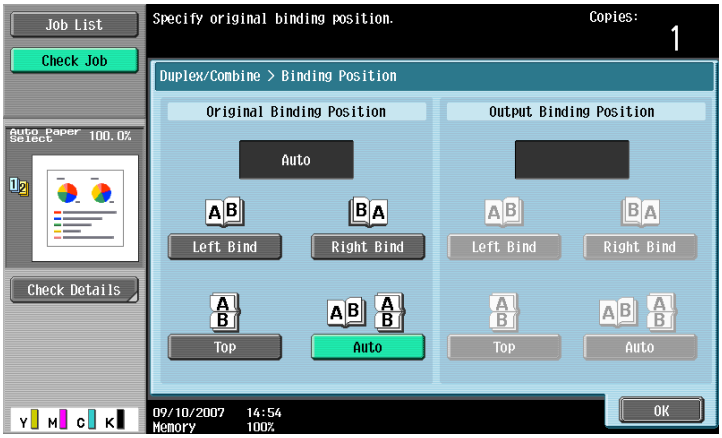


The Duplex/Combine screen appears.

2 Touch [1-Sided > 1-Sided] or [2-Sided > 1-Sided].

– If "2-Sided > 1-Sided" is selected, specify the position of the binding margin and the orientation of the loaded original, otherwise the copies will not be printed as desired.
– If the binding position for the original is set to "Auto", the position of the binding margin is automatically selected. A binding margin along the long side of the paper is selected if the original length is 11-11/16 inch or less. If the original length is more than 11-11/16 inch, a binding margin along the short side of the paper is selected.
– If "Auto" is selected under "Original Bind Direction", the binding margin is set at the top or at the left.

– For a double-sided original, touch [Binding Position], select the binding position of the original, and then touch [OK].



3 Touch [Original Direction], select the orientation of the loaded original, and then touch [OK].

– For details on specifying the original orientation, refer to "Selecting the original orientation (Original Direction settings)" on page 2-21.

4 Touch [OK].

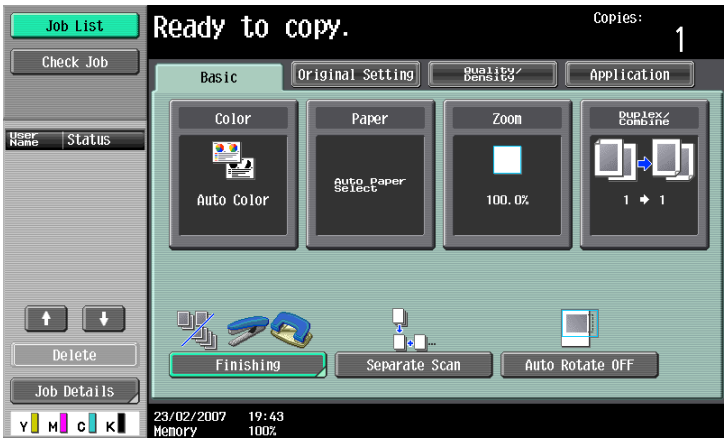
The Basic screen appears again.

2.8.2 Selecting double-sided copies

✔ As the factory default, "1-Sided > 1-Sided" is selected.

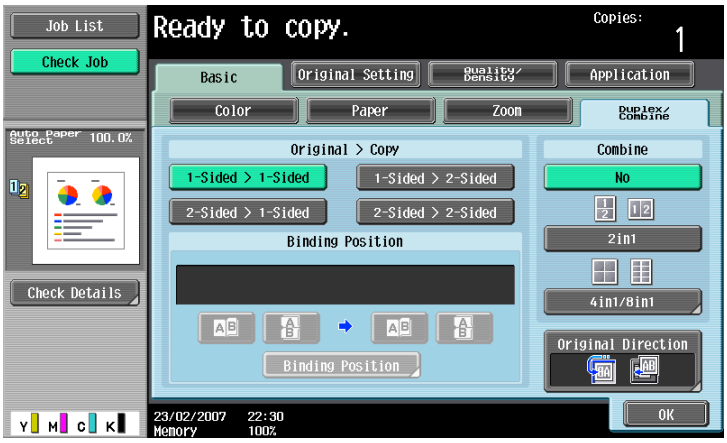
✔ For details on using the original glass to scan multi-page originals, refer to "Scanning a multi-page original from the original glass" on page 2-12.

1 In the Basic screen, touch [Duplex/Combine].



The Duplex/Combine screen appears.

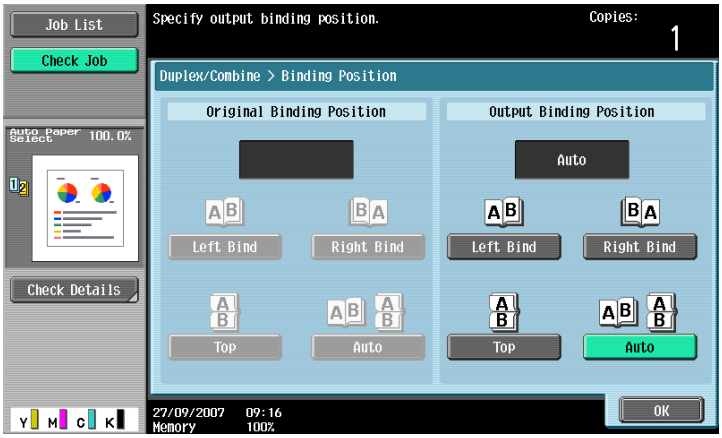
2 Touch [1-Sided > 2-Sided] or [2-Sided > 2-Sided].



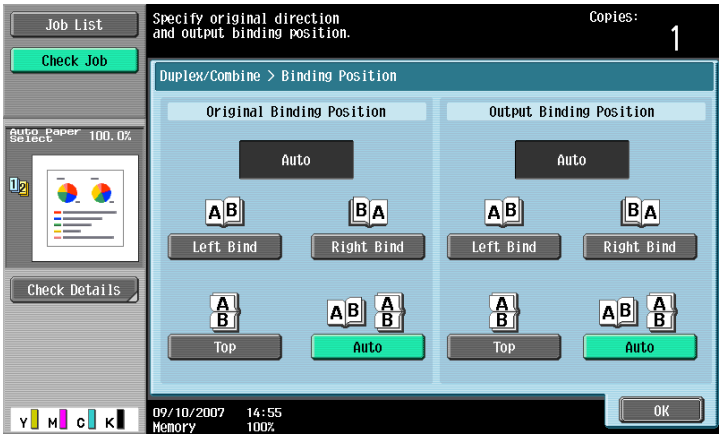
- Specify the position of the binding margin and the orientation of the loaded original, otherwise the copies will not be printed as desired.
- If the binding position for the original is set to "Auto", the position of the binding margin is automatically selected. A binding margin along the long side of the paper is selected if the original length is 11-11/16 inch or less. If the original length is more than 11-11/16 inch, a binding margin along the short side of the paper is selected.
- If "Auto" is selected under "Original Binding Position", the binding margin is set at the top or at the left.
- If the binding position for the copy is set to "Auto", the binding position is automatically determined according to the orientation of the loaded original. If the original length is 11-11/16 inch or less, a binding position along the long side of the paper is selected. If the original length is more than 11-11/16 inch, a binding position along the short side of the paper is selected.
- If the binding position for the copy is set to "Auto", the binding position is set at the top or at the left.

3 Touch [Binding Position].

- For a single-sided original, select the binding position for the copy, and then touch [OK].



– For a double-sided original, select the binding positions for the original and the copy, and then touch [OK].



4 Touch [Original Direction], select the orientation of the loaded original, and then touch [OK].

– For details on specifying the original orientation, refer to **"Selecting the original orientation (Original Direction settings)" on page 2-21**.

5 Touch [OK].

The Basic screen appears again.

2.9 Selecting a combined copy setting

Original images of multiple pages (2, 4 or 8 pages) can be combined and printed on a single page, reducing paper use.

The following three combined copy settings are available.

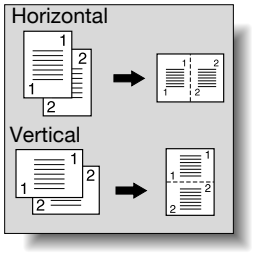
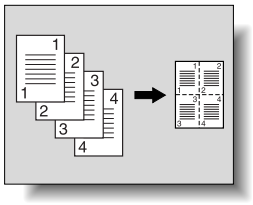
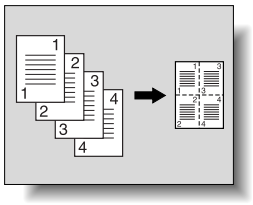
Detail

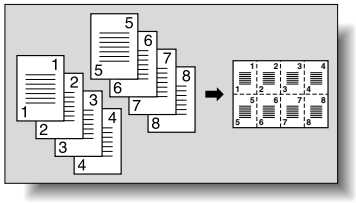
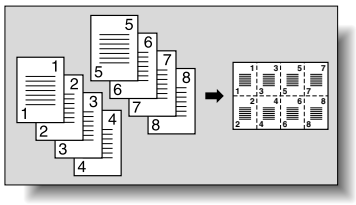
When select the combined copy setting, copies are produced with the most appropriate zoom ratio (recommended zoom ratio) selected for the original and paper size. The zoom ratio that is selected can be changed manually.

Note

As the factory default, "Auto Display Zoom Ratio" is selected.

The "Auto Zoom for Combine/Booklet" parameter in Utility mode can be set so that the recommended zoom ratios are not used. In that case, specify the zoom ratio manually. For details, refer to *"Custom Display Settings" on page 11-17**.*

Setting	Description	
2in1	Select this setting to print two original pages on one page.	
4in1	Select this setting to print four original pages on one page. The page arrangement (Numbering Direction setting) can be specified.	Horizontal  Vertical 

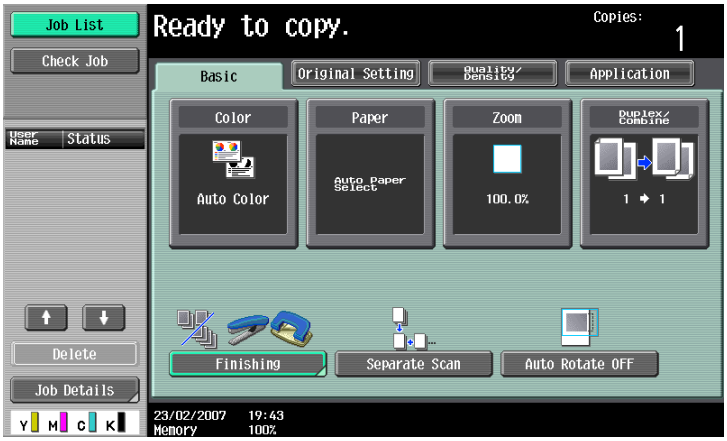
Setting	Description	
8in1	Select this setting to print eight original pages on one page. The page arrangement (Numbering Direction setting) can be specified.	Horizontal  Vertical 

The following procedure describes how to select a combined copy setting.

2.9.1 Copying multiple original pages onto a single page (combined copy settings)

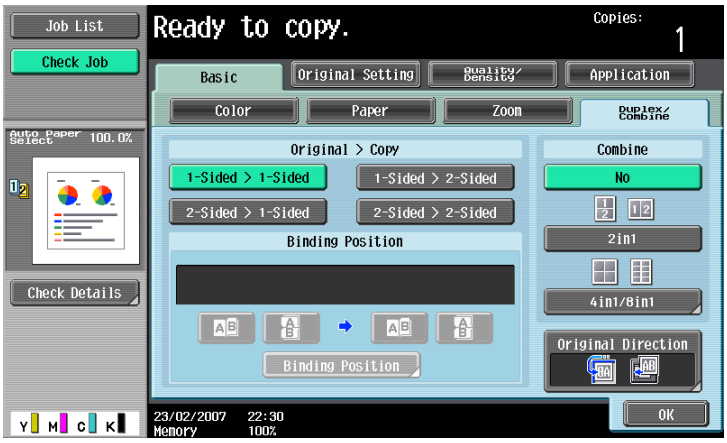
If a combined copy setting is selected, specify the position of the binding margin and the loading orientation for the original, otherwise the copies may not be printed in the desired arrangement.
For details on specifying the position of the binding margin, refer to "Selecting the position of the binding margin (Binding Position settings)" on page 2-23.
For details on specifying the original orientation, refer to "Selecting the original orientation (Original Direction settings)" on page 2-21.

1 In the Basic screen, touch [Duplex/Combine].

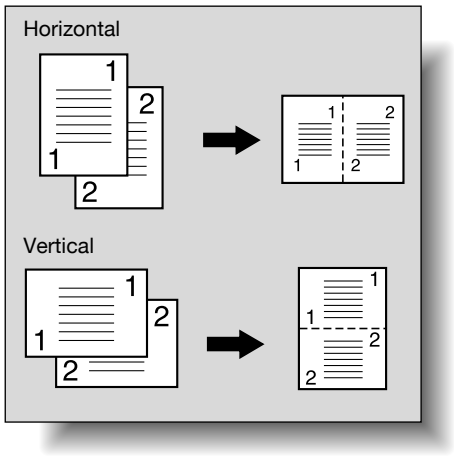


The Duplex/Combine screen appears.

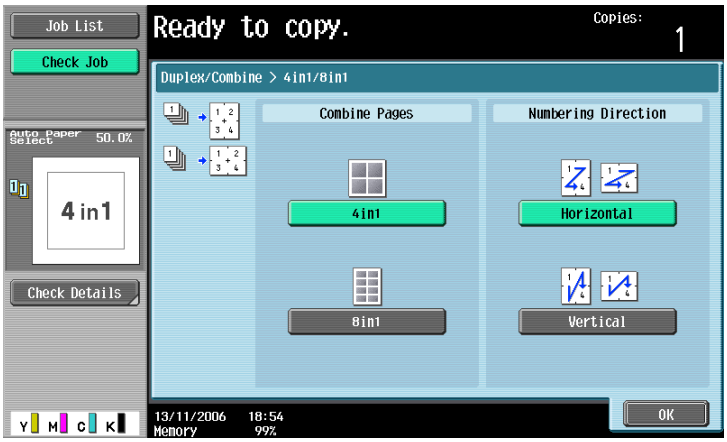
2 Select the desired combined copy setting.



– Select the setting and page arrangement according to the orientation and number of the combined pages.
If "4in1 / 8in1" is selected, whether the "Horizontal" or "Vertical" paper arrangement is selected can be viewed in the touch panel.
However, this appears only if the "Left Pane Display Default" parameter in Utility mode is set to "Check Job Settings".
If "2in1" was selected, the pages will be arranged as shown below.



– If "4in1 / 8in1" was selected, the 4in1/8in1 screen appears. Touch [Vertical] or [Horizontal] to select the page arrangement.



– To cancel the setting, touch [No].

2.10 Selecting the quality of the original

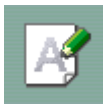
2.10.1 Loading originals with small print or photos (Original Type settings)

Select the setting for the text and image type of the original to better adjust the copy quality.

The following Original Type settings are available.

Note

As the factory default, "Text/Photo" is selected.

Icon		Description
Text		Select this setting when copying originals containing only text. The edges of copied text are reproduced with sharpness, providing an image that is easy to read.
Text/Photo	Photo Paper	Select this setting when printing photos from originals containing both text and images onto photographic paper. A smooth copy image is produced.
	Printed Photo	Select this setting when copying printed originals containing both text and images, such as pamphlets or catalogs.
Photo	Photo Paper	Select this setting when printing photos from originals onto photographic paper. Select this setting to produce better reproductions of halftone original images (photographs, etc.) that cannot be reproduced with the usual settings. A smooth copy image is produced.
	Printed Photo	Select this setting when copying printed originals, such as pamphlets or catalogs. Select this setting to produce better reproductions of halftone original images (photographs, etc.) that cannot be reproduced with the usual settings.
Map		Select this setting when copying originals with a background color or originals containing pencil markings or fine colored lines. A sharp copy image is produced.
 Dot Matrix Original		Select this setting when copying originals containing only text that appears faint (such as that written with a pencil). The copied text is reproduced so that it is darker, making it easier to read.
Copied Paper		Select this setting when copying images (originals) printed with this machine.

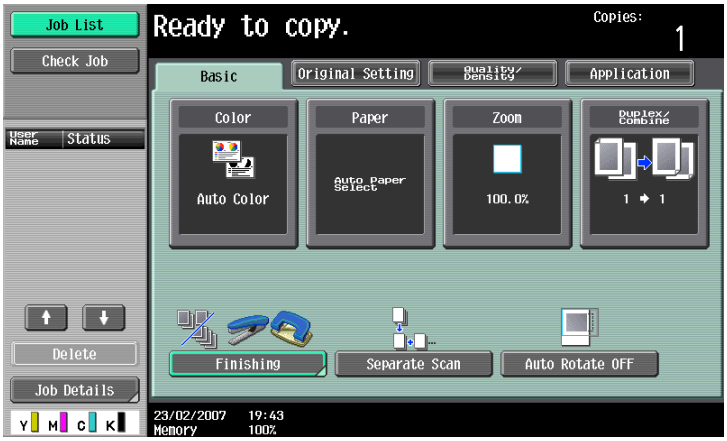
The following procedure describes how to select an Original Type setting.

2.10.2 To select an Original Type setting

1 Position the original to be copied.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.

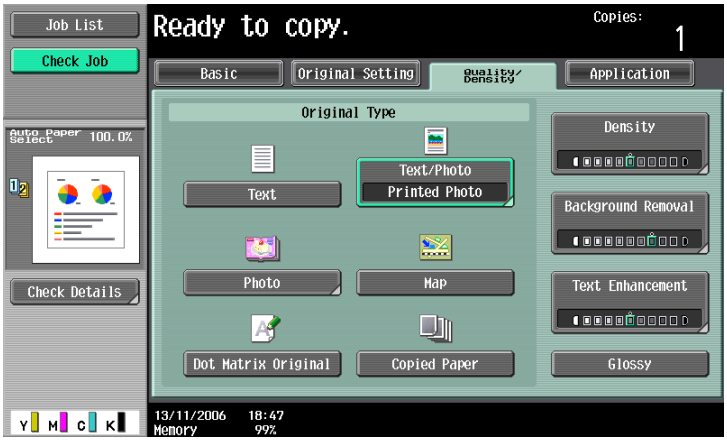
2 In the Basic screen, touch [Quality/Density].



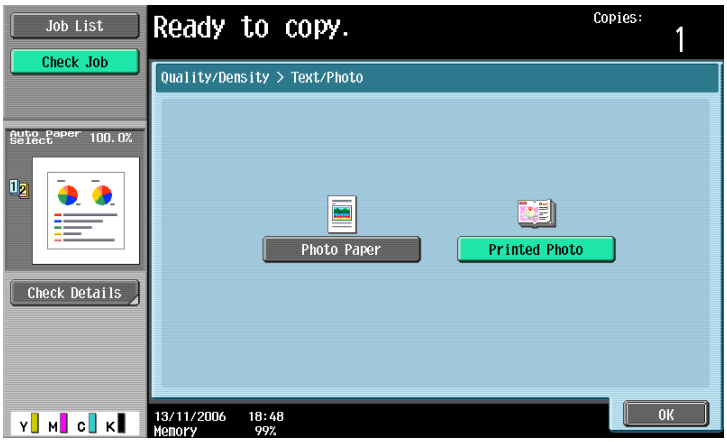
The Quality/Density screen appears.

3 Touch the button for the quality setting most appropriate for the loaded original.

– For an original that contains only text, touch [Text].

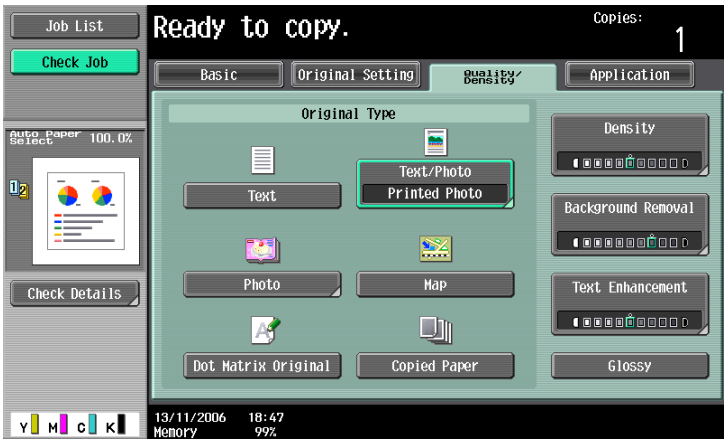


– For an original that contains both text and photos, touch [Text/Photo] to display the Photo Type screen. Touch the button for the appropriate setting, and then touch [OK].



– For an original that contains photos, touch [Photo] to display the Photo Type screen. Touch the button for the appropriate setting, and then touch [OK].

– For an original that contains maps, touch [Map].
– For an original that contains faint text, touch [Dot Matrix Original].
– For an original printed with this machine, touch [Copied Paper].



The Quality/Density screen appears again.

2.11 Selecting the Density settings

The copy density and the background density can be adjusted according to the original. In addition, the copy can be printed with a glossy finish and the reproduction quality of the text can be adjusted.

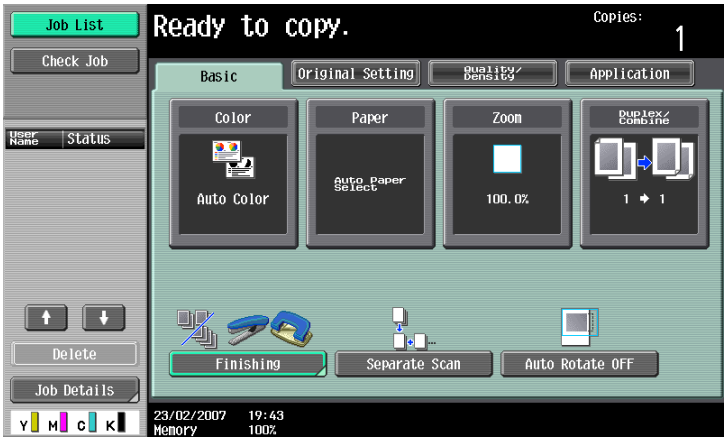
The following density adjustments are available.

Function	Description
Density	The print image density can be adjusted to one of nine levels. Each time [Lighter] or [Darker] is touched, the density is lightened or darkened by one level. Touch [Standard] to select the middle setting of the nine levels.
Background Removal	The density of the background color of the original can be adjusted to one of nine levels. Each time [Light] or [Dark] is touched, the background density is lightened or darkened by one level. Touch [Standard] to select the seventh setting from the "Light" end. Touch [Auto] to automatically adjust the level of the background density according to the original being copied.
Text Enhancement	Select one of nine settings for the reproduction quality of text when copying originals consisting of text that overlaps images such as illustrations or graphs (text with a background). Each time [Lighter Text] or [Darker Text] is touched, the text density is lightened or darkened by one level. To emphasize the text on the background, touch [Darker Text] to adjust the setting toward +. To de-emphasize the text on the background, touch [Lighter Text] to adjust the setting toward –. Touch [Standard] to select the middle setting of the nine levels.
Glossy	Select this setting when copying images with a glossy finish.

The following procedures describe how to specify the density settings.

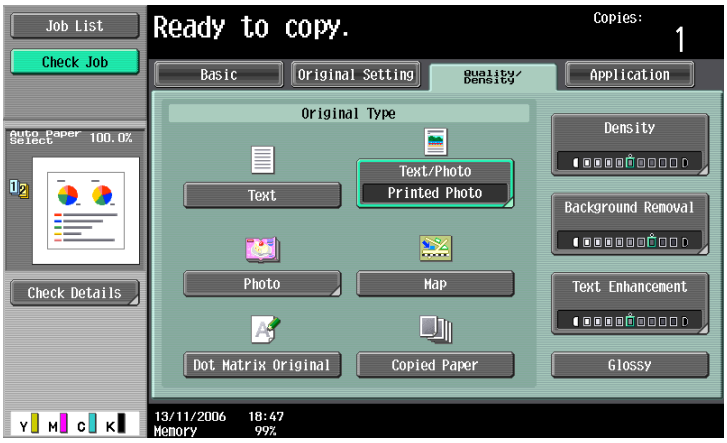
2.11.1 Adjusting the print density (Density settings)

1 In the Basic screen, touch [Quality/Density].



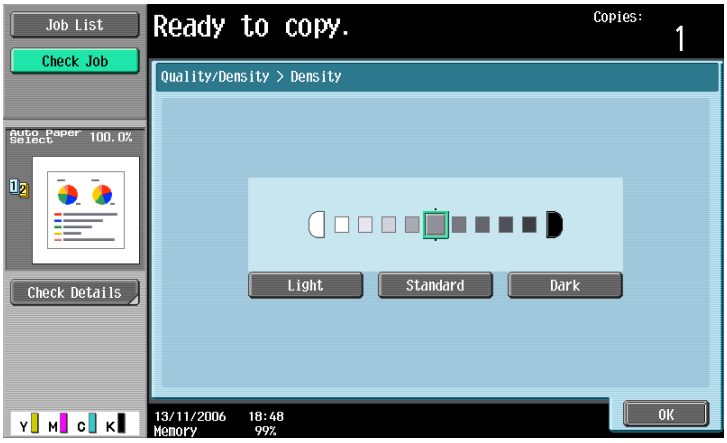
The Quality/Density screen appears.

2 Touch [Density].



The Density screen appears.

3 Select the desired Density setting.

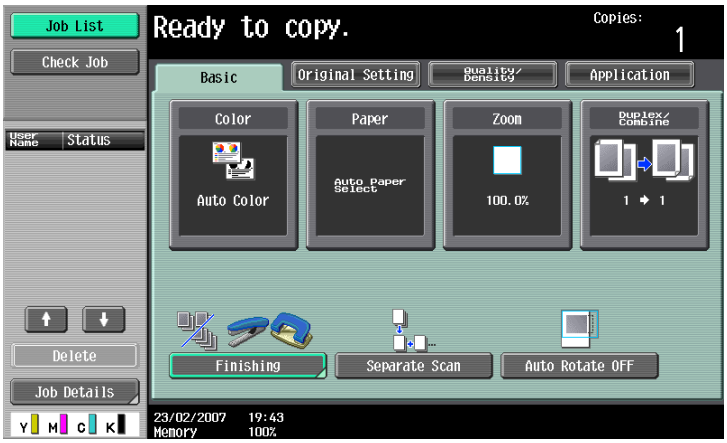


- Each time [Light] or [Dark] is touched, the density is lightened or darkened by one level.
- To select the center setting (default setting), touch [Standard].
- To cancel the setting and select the default, press the [Reset] key.

4 Touch [OK].

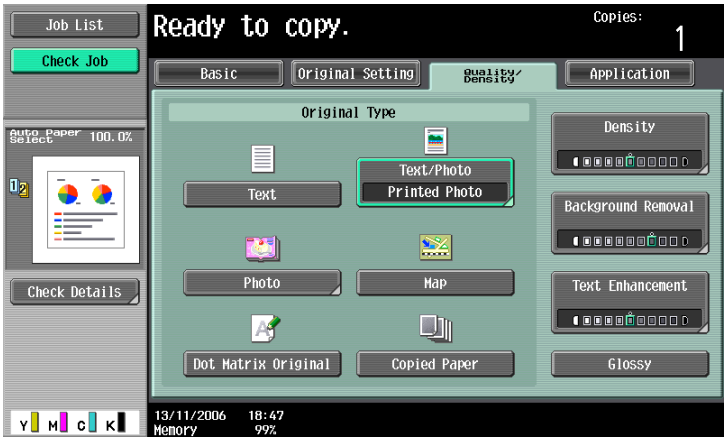
2.11.2 Adjusting the background density (Background Removal settings)

1 In the Basic screen, touch [Quality/Density].



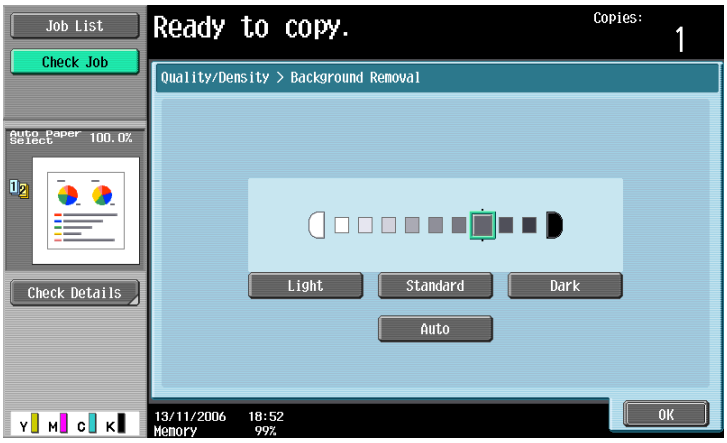
The Quality/Density screen appears.

2 Touch [Background Removal].



The Background Removal screen appears.

3 Select the desired Background Removal setting.



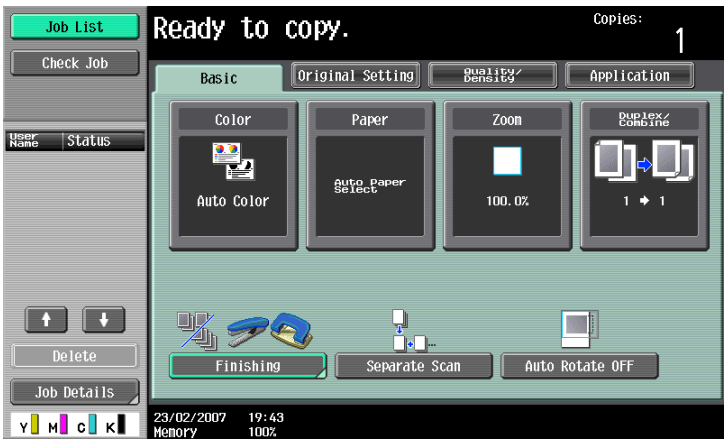
- Each time [Light] or [Dark] is touched, the density is lightened or darkened by one level.
- To select the third setting from the right (default setting), touch [Standard].
- Touch [Auto] to automatically adjust the level of the background density according to the original being copied.
- To cancel the setting and select the default, press the [Reset] key.

4 Touch [OK].

2.11.3 Adjusting the reproduction quality of text

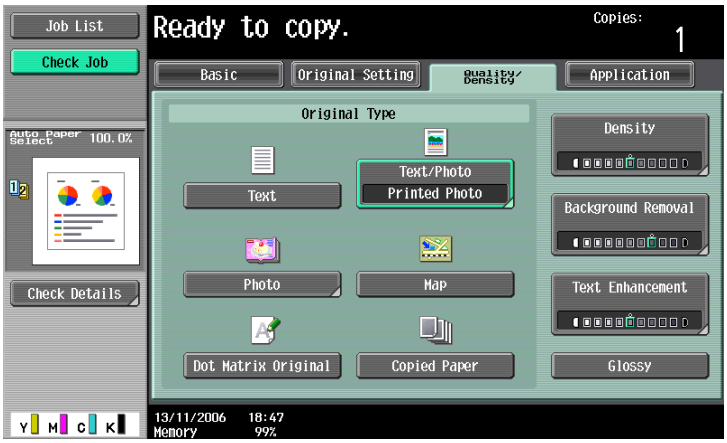
✔ As the factory default, "0" is selected.

1 In the Basic screen, touch [Quality/Density].



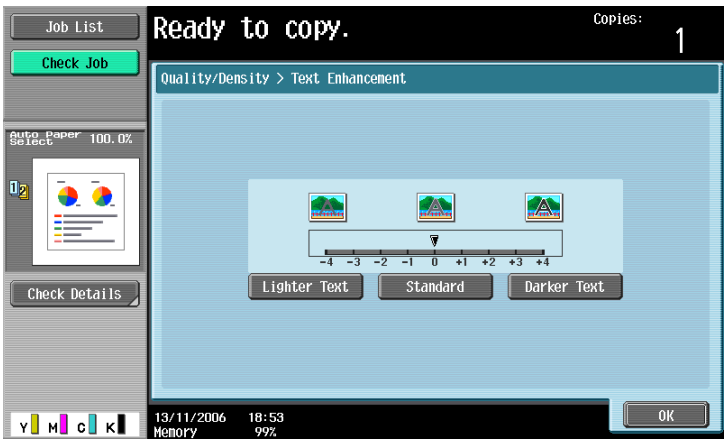
The Quality/Density screen appears.

2 Touch [Text Enhancement].



The Text Enhancement screen appears.

3 Select the desired text density setting.

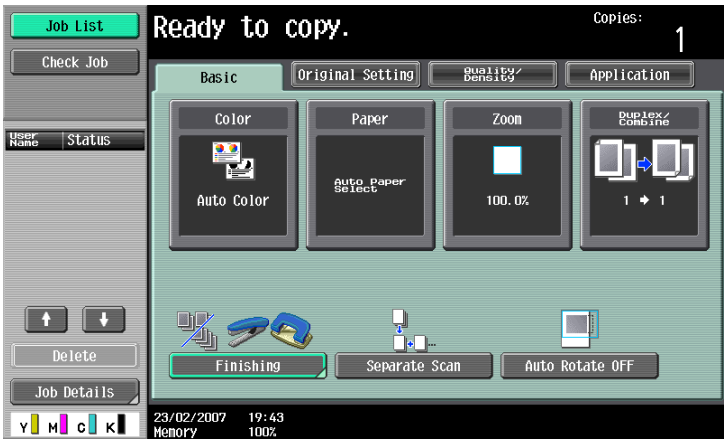


- Each time [Lighter Text] or [Darker Text] is touched, the density is lightened or darkened by one level.
  To select the middle setting of the nine levels ("0"), touch [Standard].
- To cancel the setting and select the default, press the [Reset] key.

4 Touch [OK].

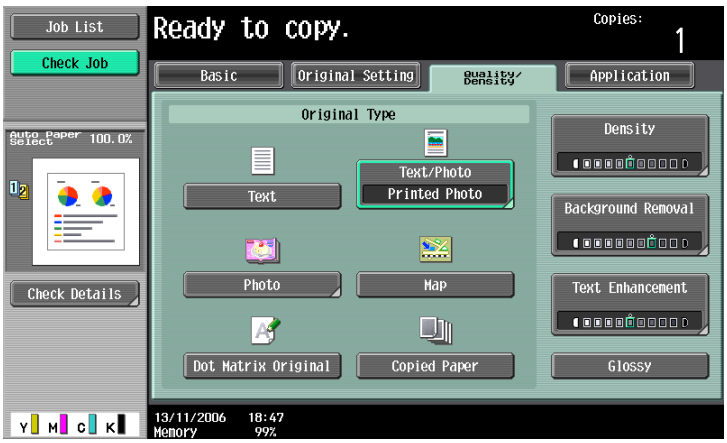
2.11.4 Printing with a glossy finish ("Glossy" setting)

1 In the Basic screen, touch [Quality/Density].



The Quality/Density screen appears.

2 Touch [Glossy].



- To cancel the "Glossy" setting, touch [Glossy] again to deselect it.
- To cancel the setting and select the default, press the [Reset] key.

2.12 Selecting Finishing settings

Various settings can be selected for sorting and finishing copies fed into the copy output tray.

Detail

When loading the original into the ADF, copies will be produced according to the specified finishing method after every page of the original has been scanned, regardless of whether [Sort] or [Group] is selected as the finishing type.

When placing the original on the original glass, copies are produced as follows according to whether [Sort] or [Group] is selected as the finishing type.

<If [Sort] is specified>
After all pages of the original have been scanned, copies will be produced so that one copy of every page will be bundled together as one copy. For details on placing the original, refer to ***"Scanning a multi-page original from the original glass" on page 2-12****.*

<If [Group] is specified>
Each time one page of the original is scanned, the specified number of copies will be produced for that page.

Note

As the factory default, "Group" is selected.

Detail

If no finisher or separator is installed and all of the following conditions are met, printed copies are fed out and sorted in an alternating crisscross pattern.

8-1/2 × 11- or 5-1/2 × 8-1/2-size paper is used.

Paper of the same size and type is loaded with the ▭ orientation in one paper tray and with the ▯ orientation in another tray.

The "Auto" Paper setting is selected.

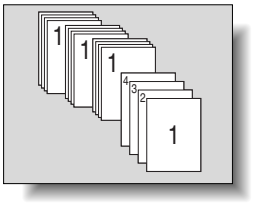
The "Auto" Paper setting is not selected when the "Mixed Original" setting is selected.

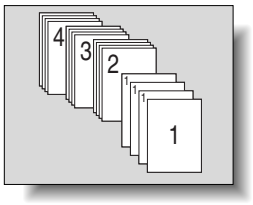
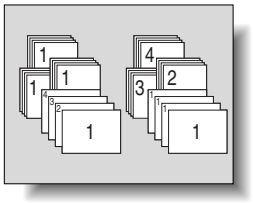
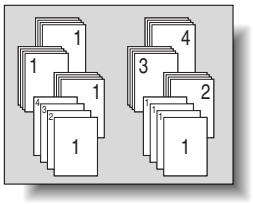
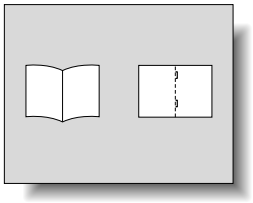
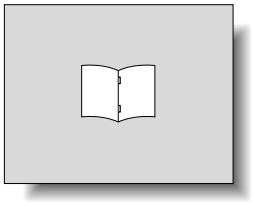
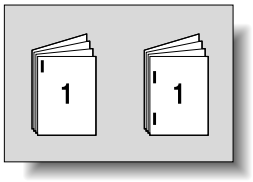
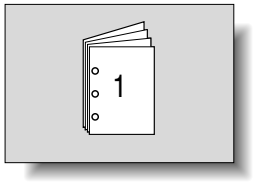
Note

From Administrator Settings mode, the machine can be set so that copies are fed out without being shifted when the finisher or the separator is installed. As a factory default, the machine is set to shift the copies that are fed out.

For details on specifying settings for shifting copies that are fed out when the finisher or the separator is installed, refer to ***"System Settings" on page 11-23****.*

For details on "Center Staple/Fold" or "Center Staple & Fold", refer to ***"Selecting a folding setting" on page 2-72****.*

Setting	Description	
Sort	Select this setting to separate each set of a multi-page original.	

Setting	Description
Group	Select this setting to separate the copies of each page in a multi-page original. 
Offset	If no finisher or separator is installed If the sorting conditions are met, printed copies are fed out and sorted in an alternating criss-cross pattern. 
	If a finisher or a separator is installed The copies are fed out and stacked on top of each other with each set shifted to separate it. 
Center Staple/Fold	Select this setting to fold copies. The copies are bound with staples and fed out. The copies can also be folded and bound with staples at the same time, and then fed out. The "Center Staple/Fold" setting can be used if the saddle stitcher is installed on optional finisher FS-519. 
Output Tray	Select the output tray where the finished copies are to be fed.
Center Staple & Fold	Select this setting to fold the printed copies and bound them with staples before feeding them out. The "Center Staple & Fold" setting can be used if the optional finisher FS-609 is installed. 
Staple	Select one of these settings to bind the copies with a staple in the corner or with two staples. 
Punch	Holes are punched (2 or 3 holes) in the copies for filing them. 

The following procedures describe how to select Finishing settings.

Reminder

The Staple settings are available only if the optional finisher is installed.

The Punch settings are available only if the punch kit is installed on the optional finisher.

Available Finishing Settings

	Standard	FS-519*1	FS-519*1 + Punch kit	FS-519*1 + Punch kit + Saddle stitcher	FS-519*1 + Punch kit + Mailbin
Sort	○	○	○	○	○
Group	○	○	○	○	○
Offset	○	○	○	○	○
Staple	×	○	○	○	○
Punch	×	×	○	○	○
Center Staple & Fold	×	×	×	○	×
Half-Fold	×	×	×	○	×
Select Output Tray	×	○	○	○	○

	FS-609*2	FS-609*2 + Punch kit	Separator
Sort	○	○	○
Group	○	○	○
Offset	○	○	○
Staple	○	○	×
Punch	×	○	×
Center Staple & Fold	○	○	×
Half-Fold	×	×	×
Select Output Tray	○	○	○

*1 "FS-519" indicates finisher FS-519.

*2 "FS-609" indicates finisher FS-609.

2.12.1 Separating copies by sets ("Sort" setting)

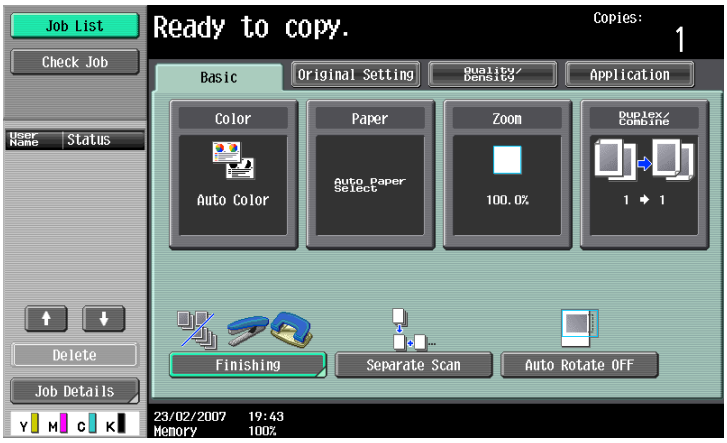
✔ As the factory default, "Group" is selected.

✔ If finisher FS-519 is installed, the output tray can be selected. For details, refer to "Selecting the output tray" on page 2-65.

✔ If offset sorting is selected while no finisher or separator is installed, printed copies will be fed out and sorted in an alternating ▭ and ▯ pattern if the following conditions are met.
8-1/2 × 11- or 5-1/2 × 8-1/2-size paper is used.
Paper of the same size and type is loaded with the ▭ orientation in one paper tray and with the ▯ orientation in another tray.
The "Auto" Paper setting is selected.
The "Auto" Paper setting is not selected when the "Mixed Original" setting is selected.

✔ If offset sorting is selected while a finisher or a separator is installed, printed copies are fed out and stacked on top of each other with each set shifted to separate it.

1 In the Basic screen, touch [Finishing].



The Finishing screen appears.

2 Touch [Sort].

– To separate each set of copies, touch [Yes] under "Offset".

3 Touch [OK].

The Basic screen appears again.

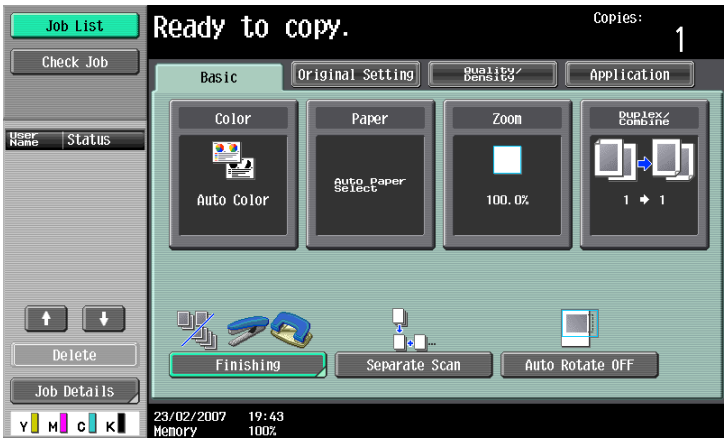
2.12.2 Separating copies by pages ("Group" Setting)

✔ As the factory default, "Group" is selected.

✔ If finisher FS-519 is installed, the output tray can be selected. For details, refer to "Selecting the output tray" on page 2-65.

✔ If offset sorting is selected while no finisher or separator is installed, printed copies will be fed out and sorted in an alternating ▭ and ▯ pattern if the following conditions are met.
8-1/2 × 11- or 5-1/2 × 8-1/2-size paper is used.
Paper of the same size and type is loaded with the ▭ orientation in one paper tray and with the ▯ orientation in another tray.
The "Auto" Paper setting is selected.
The "Auto" Paper setting is not selected when the "Mixed Original" setting is selected.
If offset sorting is selected while a finisher or a separator is installed, printed copies are fed out and stacked on top of each other with each set shifted to separate it.

1 In the Basic screen, touch [Finishing].



The Finishing screen appears.

2 Touch [Group].

– To separate each set of pages, touch [Yes] under "Offset".

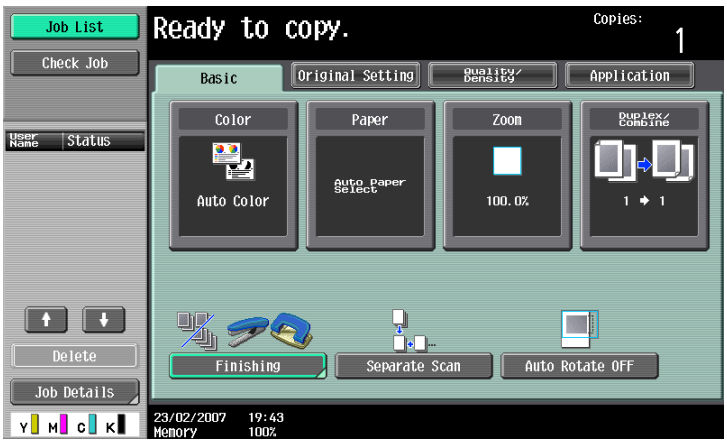
3 Touch [OK].

The Basic screen appears again.

2.12.3 Selecting the output tray

✔ The output tray can be selected only if optional finisher FS-519 is installed.

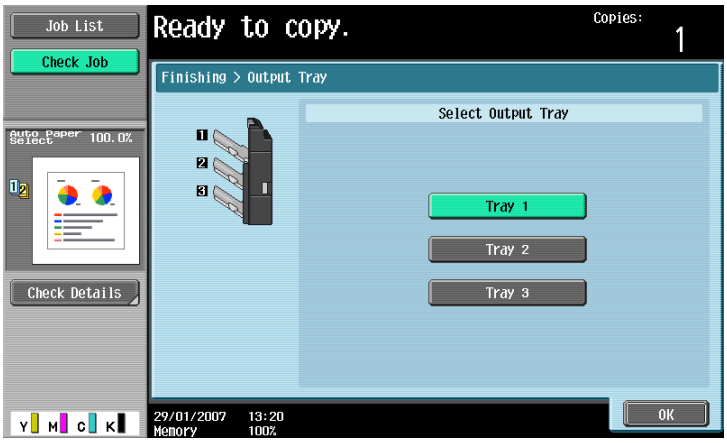
1 In the Basic screen, touch [Finishing].



The Finishing screen appears.

2 Touch [Output Tray].

3 Touch the button of the desired output tray.



4 Touch [OK], and then touch [OK] again.

The Basic screen appears again.

2.12.4 Stapling copies (Staple settings)

Copies can be fed out stapled either in the corner or at two places.

Reminder

Copies can be fed out stapled either in the corner or at two places only when the finisher is installed.

When Finisher FS-519 is installed

Tray	Paper Weight	Paper Size	Loading Capacity
Finishing tray 1	16 lb to 55-1/2 lb	11 × 17 ◪ to 8-1/2 × 11 ◪/◨	1-1/4 inches (Equivalent of 200 sheets)*1
Finishing tray 2	16 lb to 55-1/2 lb	8-1/2 × 11 ◪/◨	5-1/4 inches (Equivalent of 1,000 sheets)*1
		11 × 17 ◪, 8-1/2 × 14 ◪	2-1/2 inches (Equivalent of 500 sheets)*1
Optional finishing tray	16 lb to 55-1/2 lb	11 × 17 ◪ to 8-1/2 × 11 ◪/◨	1 inch (Equivalent of 200 sheets)*1

*1 The value in parentheses is reference value when using 16 lb to 24 lb paper.

Number of Bound Pages

Examples of the possible number of bound pages are listed below.

- 50 sheets of 24 lb paper

Detail

In order for the copies to be stapled, all of the following conditions must be met.
- The paper width must be between 7-1/4 inch and 11-3/4 inch.
- The paper length must be between 5-3/4 inch and 17 inch.
- If the "Mixed Original" setting is selected, all copies must have the same paper width.

When Finisher FS-609 is installed

Paper Weight	Paper Size	Loading Capacity
16 lb to 55-1/2 lb	8-1/2 × 11 ◪/◨	6 inches (Equivalent of 1,000 sheets)*1
	11 × 17 ◪, 8-1/2 × 14 ◪	3 inch (Equivalent of 500 sheets)*1

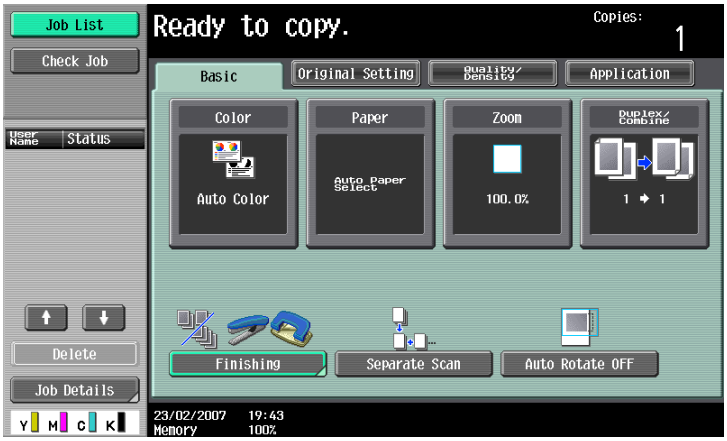
*1 The value in parentheses is reference value when using 16 lb to 24 lb paper.

	Number of Bound Pages	Maximum Number of Sets		
		One place towards the back	One place towards the front	Two places
8-1/2 × 11 ◪ or smaller	2 sheets	100 sets	40 sets	40 sets
	3 sheets to 5 sheets	80 sets	40 sets	40 sets
	6 sheets to 10 sheets	60 sets	40 sets	40 sets
	11 sheets to 20 sheets	30 sets	30 sets	30 sets
	21 sheets to 30 sheets	30 sets	30 sets	30 sets
	31 sheets to 50 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets
8-1/2 × 14 ◪ or larger	2 sheets	100 sets	50 sets	50 sets
	3 sheets to 5 sheets	80 sets	40 sets	40 sets
	6 sheets to 10 sheets	40 sets	40 sets	40 sets
	11 sheets to 20 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets
	21 sheets to 25 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets

Detail

In order for the copies to be stapled, all of the following conditions must be met.
- The paper width must be between 7-1/4 inch and 11-3/4 inch.
- The paper length must be between 7-1/4 inch and 17 inch.
- If the "Mixed Original" setting is selected, all copies must have the same paper width.

1 In the Basic screen, touch [Finishing].



The Finishing screen appears.

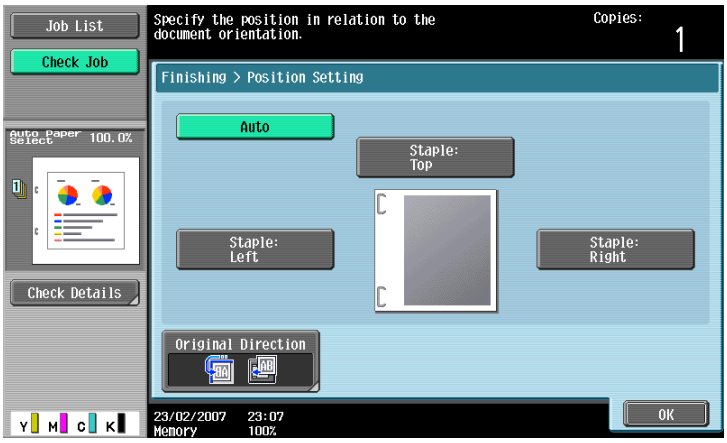
2 Under "Staple", touch either [Corner] or [2 Position].

– To cancel the Staple setting, touch [None].

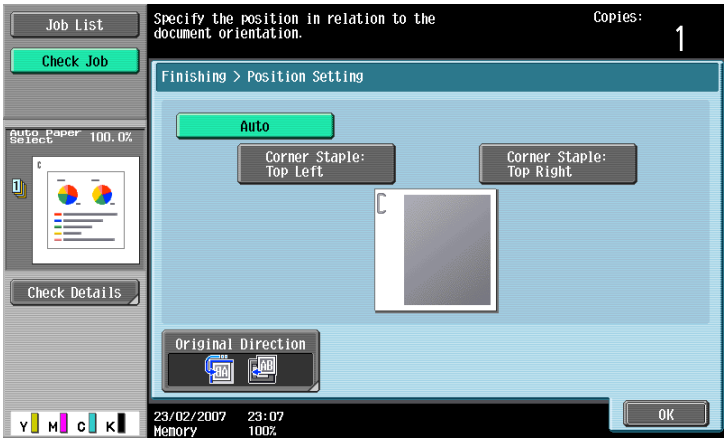
3 Touch [Position Setting].

– Select the stapling position, and then touch [OK].

– When the "2 Position" Staple setting is selected.



– When the "Corner" Staple setting is selected.



– Touch [Auto] to automatically determine the stapling position according to the orientation of the loaded original. If the original length is 11-11/16 inch or less, the long side of the paper is stapled. If the original length is more than 11-11/16 inch, the short side of the paper is stapled.
– If "Auto" is selected for the stapling position, load the original with the top toward the back of the machine. If the original is loaded in any other orientation, the stapling will not be correctly positioned.
– If "Auto" is selected, the stapling position is set at the top or at the left.
– To cancel the setting and select the default, press the [Reset] key.

4 If desired, touch [Original Direction], and then select the setting appropriate for the original.

– For details on specifying the original orientation, refer to **"Selecting the original orientation (Original Direction settings)" on page 2-21**.

5 Touch [OK].

The Basic screen appears again.

2.12.5 Punching holes in copies (Punch settings)

Detail

In order for holes to be punched in the copies on the finisher FS-609, all of the following conditions must be met.

2-hole: The paper width must be 8-1/2 inch or between 11 inch and 11-3/4 inch.

3-hole: The paper width must be between 11 inch and 11-3/4 inch.

The paper length must be between 7-3/16 inch and 17 inch.

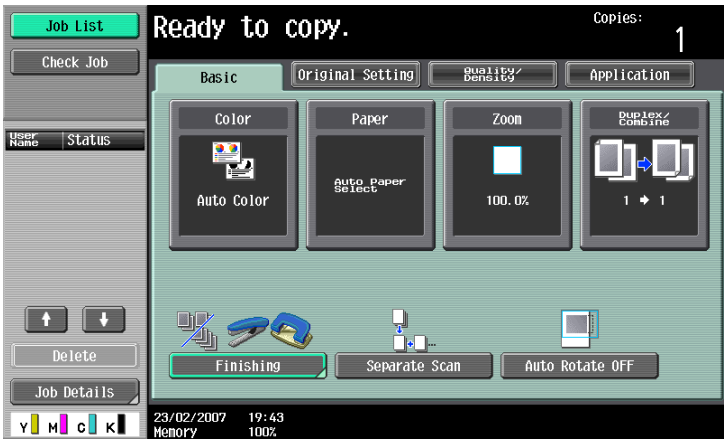
If a Punch setting is to be selected, select the orientation in which the original is positioned. If an Original Direction setting is not selected, holes may not be punched in the copies as desired.
For details on specifying the original orientation, refer to *"Selecting the original orientation (Original Direction settings)" on page 2-21*.

Note

The Punch settings are available only if the punch kit is installed on the optional finisher.

Type of punch kit	Paper weight	Paper size
Punch kit PK-515	16 lb to 68 lb	2-hole: 11×17 ▭ to 8-1/2×11 ▭/▯ 3-hole: 11×17 ▭, 8-1/2×11 ▯
Punch kit PK-501	16 lb to 55-1/2 lb	2-Hole: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ 3-Hole: 11 × 17 ▭, 8-1/2 × 11 ▯

1 In the Basic screen, touch [Finishing].



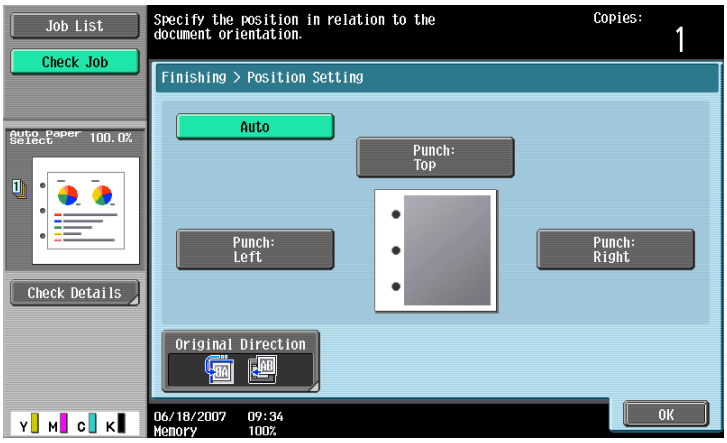
The Finishing screen appears.

2 Under "Punch", touch [2-Hole] or [3-Hole].

– To cancel the Punch setting, touch [None].

3 Touch [Position Setting].

– Select the punched hole position, and then touch [OK].



– Touch [Auto] to automatically determine the position of the punched holes according to the orientation of the loaded original. If the original length is 11-11/16 inch or less, the holes are punched along the long side of the paper. If the original length is more than 11-11/16 inch, the holes are punched along the short side of the paper.
– If "Auto" is selected for the stapling position, load the original with the top toward the back of the machine. If the original is loaded in any other orientation, the stapling will not be correctly positioned.
– If "Auto" is selected, the punched hole position is set at the top or at the left.
– To cancel the setting and select the default, press the [Reset] key.

4 If desired, touch [Original Direction], and then select the setting appropriate for the original.

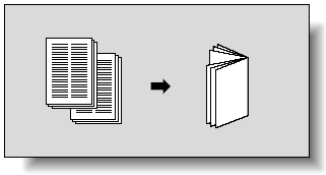
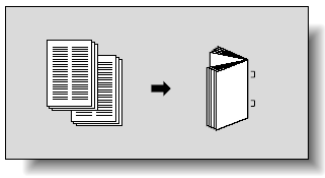
– For details on specifying the original orientation, refer to "Selecting the original orientation (Original Direction settings)" on page 2-21.

5 Touch [OK].

The Basic screen appears again.

2.13 Selecting a folding setting

By installing optional equipments, copies can be folded, or folded and bound with staples at the same time, and then fed out. Available settings differ depending on the optional equipments installed.

Setting	Description	Compatible models
Half-Fold	Select this setting to fold copies in half before feeding them out. (Refer to page 2-72.) 	Finisher FS-519 + Saddle stitcher
Center Staple & Fold	Select this setting to staple copies at two places along the center, then fold the copies in half before feeding them out. (Refer to page 2-74.) 	Finisher FS-519 + Saddle stitcher Finisher FS-609

Note

Copies can be folded in half and bound at the center only if finisher FS-609 is installed or finisher FS-519 is installed with the saddle stitcher attached.

Copies can be folded in half only if finisher FS-519 is installed with the saddle stitcher attached.

2.13.1 Folding copies in half ("Half-Fold" setting)

When Finisher FS-519 is installed with the saddle stitcher attached

Paper weight	Paper size	Maximum number of bound sheets
16 lb to 24 lb	8-1/2 × 11 ◪, 11 × 17 ◪	200 sheets or 20 sets

Number of sheets folded in half

Examples of the possible number of sheets folded in half are listed below.

- 2 to 15 sheets of 24 lb paper (maximum of 60 pages)

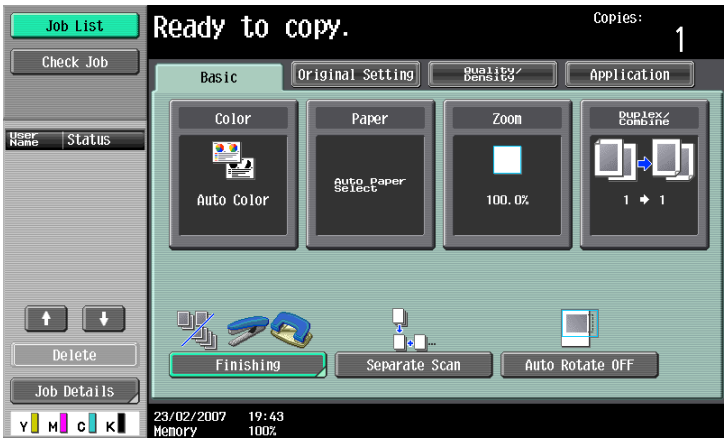
Detail

In order for copies to be bound at the center or folded in half, all of the following conditions must be met.

The paper width must be between 7-1/4 Inch and 11-3/4 inch.

The paper length must be between 10 inch and 17 inch.

1 In the Basic screen, touch [Finishing].

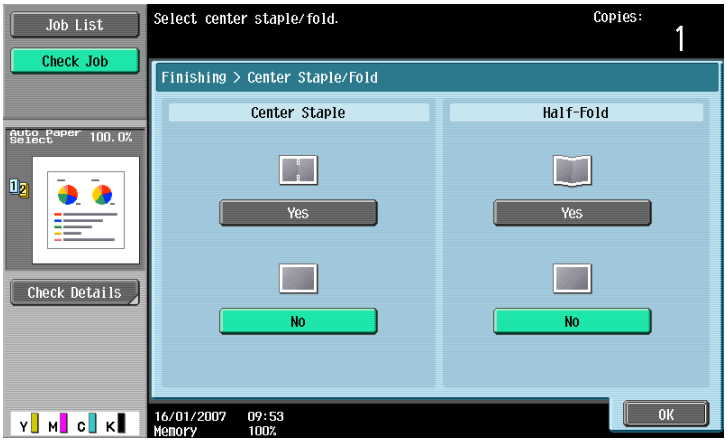


The Finishing screen appears.

2 Touch [Center Staple/Fold].

The Center Staple/Fold screen appears.

3 Touch [Yes] below "Half-Fold".



- As the factory default, the "Booklet" function is automatically specified when Half-Fold is selected.
- To cancel the "Half-Fold" setting, touch [No] or the button for a different setting.

4 Touch [OK], and then touch [OK] again.

2.13.2 Binding copies at the center ("Center Staple" and "Half-Fold" setting/"Center Staple & Fold" setting)

When Finisher FS-519 is installed with the saddle stitcher attached

Paper weight	Paper size	Maximum number of bound sheets
16 lb to 24 lb	8-1/2 × 11 ◪, 11 × 17 ◪	200 sheets or 20 sets

Number of bound pages

Examples of the possible number of bound pages are listed below.

- 2 to 15 sheets of 24 lb paper (maximum of 60 pages)

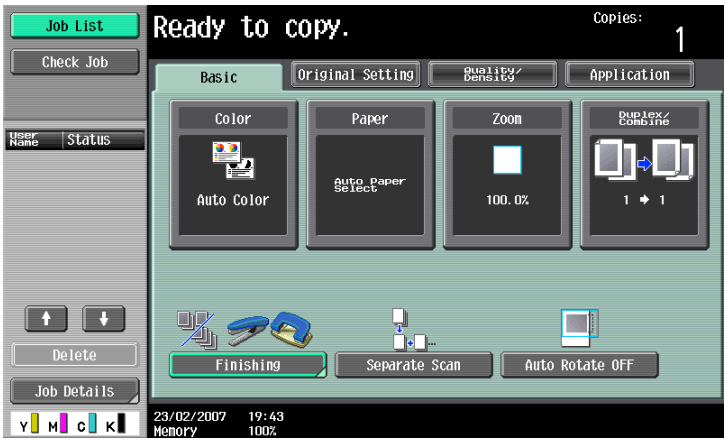
Detail

In order for copies to be bound at the center or folded in half, all of the following conditions must be met.

The paper width must be between 7-1/4 inch and 11-3/4 inch.

The paper length must be between 10 inch and 17 inch.

1 In the Basic screen, touch [Finishing].



The Finishing screen appears.

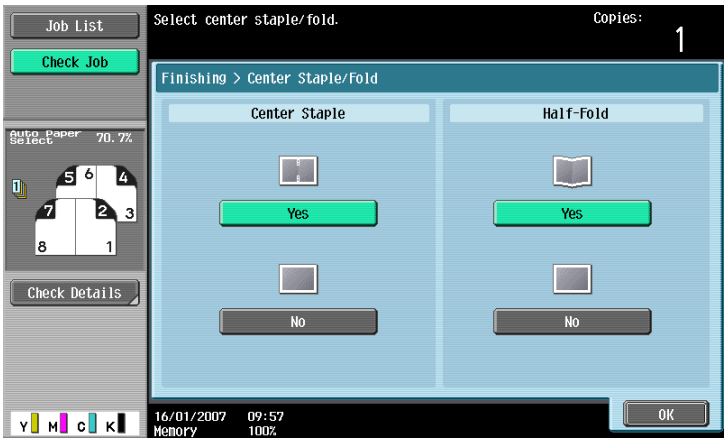
2 Touch [Center Staple/Fold].

The Center Staple/Fold screen appears.

3 Specify the settings for binding pages.

– To staple copies at the center in two places, touch [Yes] below "Center Staple" and [No] below "Half-Fold".

– To bind copies at the center, touch [Yes] below "Center Staple" and [Yes] below "Half-Fold".



– If a cover sheet is added with the "Cover Sheet" function, the cover sheet (16 lb to 55-1/2 lb) can be stapled.
– When the "Center Staple" and "Half-Fold" setting is selected, the following factory default settings are automatically selected.
1-Sided > 2-Sided
Booklet
Recommended zoom ratio (64.7%) when the "Booklet" function is selected
– When the "Center Staple" and "Half-Fold" setting is selected, the following Finishing settings are not available.
Group
Offset
Staple
Punch
– To cancel the "Center Staple" and "Half-Fold" setting, touch [No].

4 Touch [OK], and then touch [OK] again.

When Finisher FS-609 is installed

Paper Weight	Paper Size	Number of Bound Pages
16 lb to 24 lb	8-1/2 × 11 ◪, 11 × 17 ◪	2 sheets to 15 sheets*

Number of Bound Pages	Maximum Number of Sets
2 sheets to 5 sheets	20 sets
6 sheets to 10 sheets	10 sets
11 sheets to 15 sheets*	10 sets

* The number of sheets that can be bound together differs depending on the paper weight.
17 lb paper: 15 sheets
21-1/4 lb paper: 10 sheets

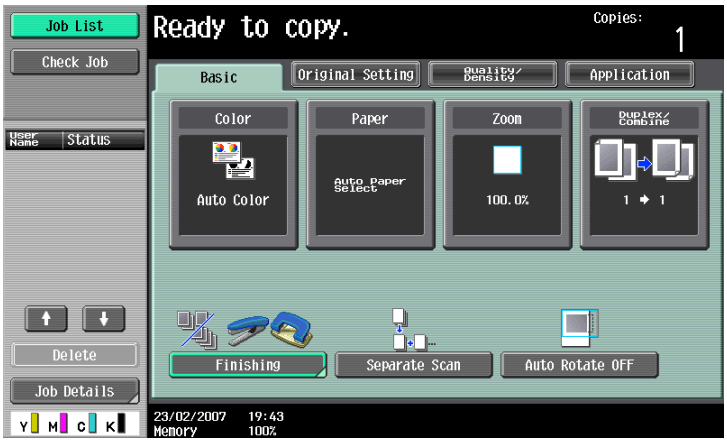
Detail

In order for copies to be bound at the center, all of the following conditions must be met.

The paper width must be between 8-1/4 inch and 11-3/4 inch.

The paper length must be between 11 inch and 17 inch.

1 In the Basic screen, touch [Finishing].



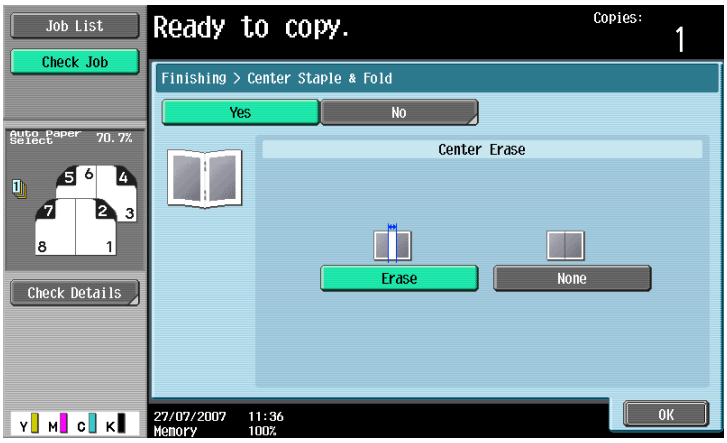
The Finishing screen appears.

2 Touch [Center Staple & Fold].

The Center Staple & Fold screen appears.

3 Touch the button for the desired Center Erase setting.

– To erase the area along the center, touch [Erase]. To not erase the area along the center, touch [None].



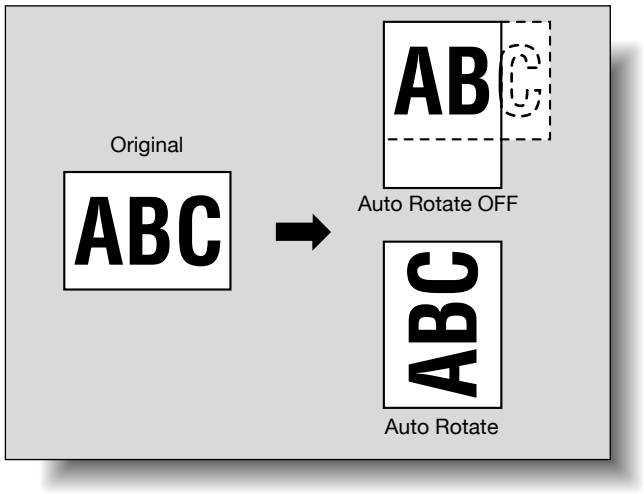
– If a cover sheet is added with the "Cover Sheet" function, the cover sheet (16 lb to 40 lb) can be stapled.

- When the "Center Staple & Fold" setting is selected, the following factory default settings are automatically selected.
  1-Sided > 2-Sided
  Sort
  Booklet
  Recommended zoom ratio (64.7%) when the "Booklet" function is selected
- When the "Center Staple & Fold" setting is selected, the following Finishing settings are not available.
  Group
  Offset
  Staple
  Punch
- To cancel the "Center Staple & Fold" setting, touch [No].
- If "Erase" is selected under "Center Erase", an area of 10 mm along the binding is erased.
- If paper misfeeds often occur when "None" is selected under "Center Erase", select "Erase" to reduce the number of paper misfeeds.

4 Touch [OK], and then touch [OK] again.

2.14 Selecting not to rotate the image

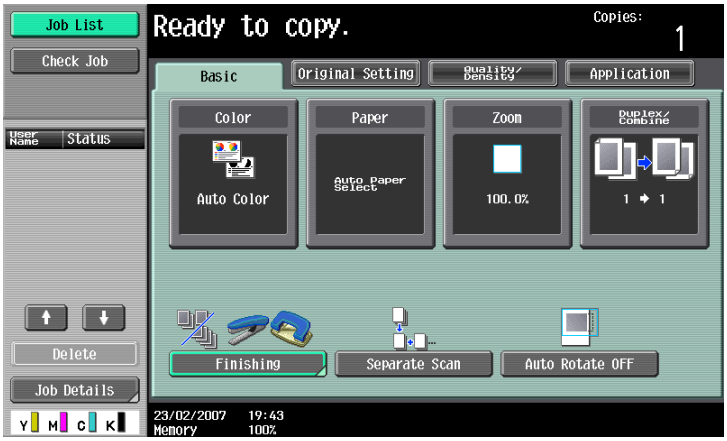
Copies can be printed with the image not rotated to fit the orientation of the loaded paper.



Note

Depending on the paper size and zoom ratio, some parts of the image may be lost.

➔ In the Basic screen, touch [Auto Rotate OFF].



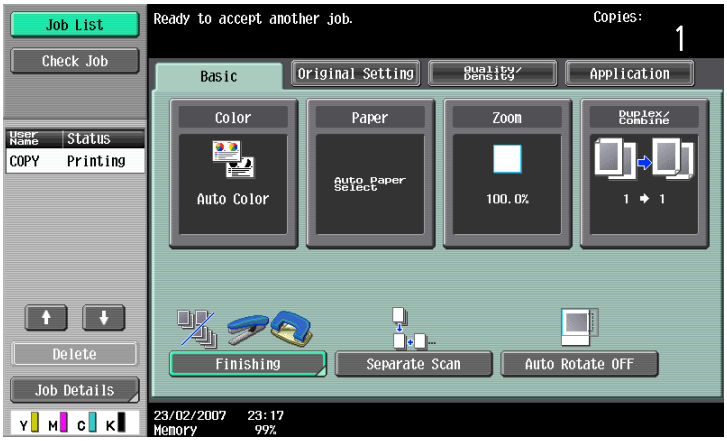
2.15 Scanning the next original to be copied while a copy job is being printed (next job reservation)

The settings for the next copy job can be specified and the original can be scanned while a copy job is being printed so that it can be printed once the current copy job is finished.

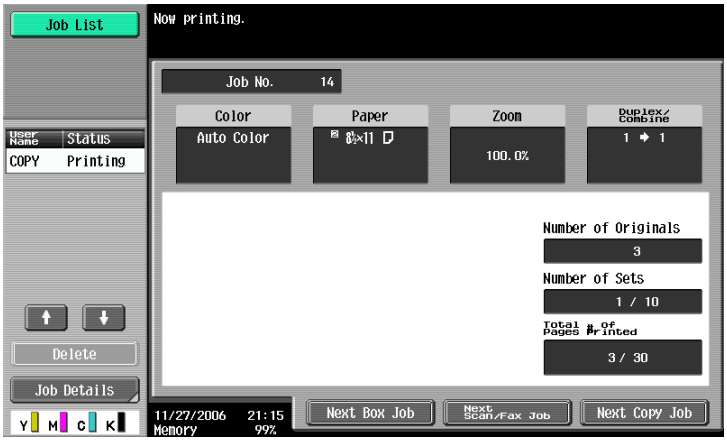
- ✔ Up to 61 copy jobs, including the current copy job, can be reserved.
- ✔ A copy job can be reserved after scanning of the loaded original is finished. The next job cannot be reserved while an original is being scanned.
- ✔ To delete a reserved copy job, touch [Job List] in the left panel, and then touch [Job Details]. For details, refer to "Deleting a job" on page 10-6.

1 When the message "Ready to accept another job." appears while the current job is being printed, an original can be loaded, and copy settings can be specified for the next copy job.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.



– If the "Copy Operating Screen" parameter in Utility mode is set to "Yes", touch [Next Copy Job] while printing to display the Basic screen.



– For details on specifying the screen that appears while printing, refer to "Custom Display Settings" on page 11-17.

2 Press the [Start] key.

3 After the current copy job is finished, the next copy job begins.

2.16 Temporarily stopping scanning/printing

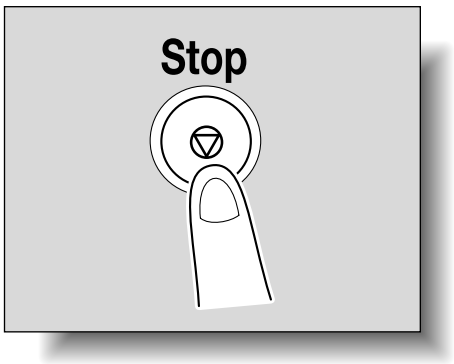
Follow the procedure described below to temporarily stop scanning the original and stop the printing operation.

✔ If an original is being scanned for a job, pressing the [Stop] key stops scanning.

✔ For details on deleting a temporarily stopped job, refer to "Deleting a paused job" on page 2-81.

1 Press the [Stop] key while an original is being scanned or a job is being printed.

Scanning/printing stops.



The Stopped Jobs screen appears.

2 To continue all stopped jobs, press the [Start] key.

2.17 Deleting a paused job

Follow the procedure described below to delete a temporarily stopped job.

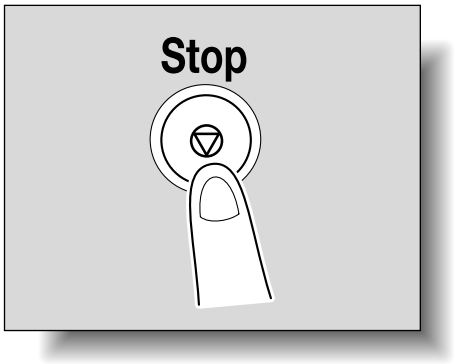
✔ For details on temporarily stopping a job being scanned or printed, refer to "Temporarily stopping scanning/printing" on page 2-80.

✔ Select only one job at a time to be deleted.

✔ To continue a temporarily stopped job, press the [Start] key.

1 Press the [Stop] key while an original is being scanned or a job is being printed.

Scanning/printing stops.
The Stopped Jobs screen appears.



2 Select the job to be deleted, and then touch [Delete].

The selected job is deleted.

3 Additional copy operations

3 Additional copy operations

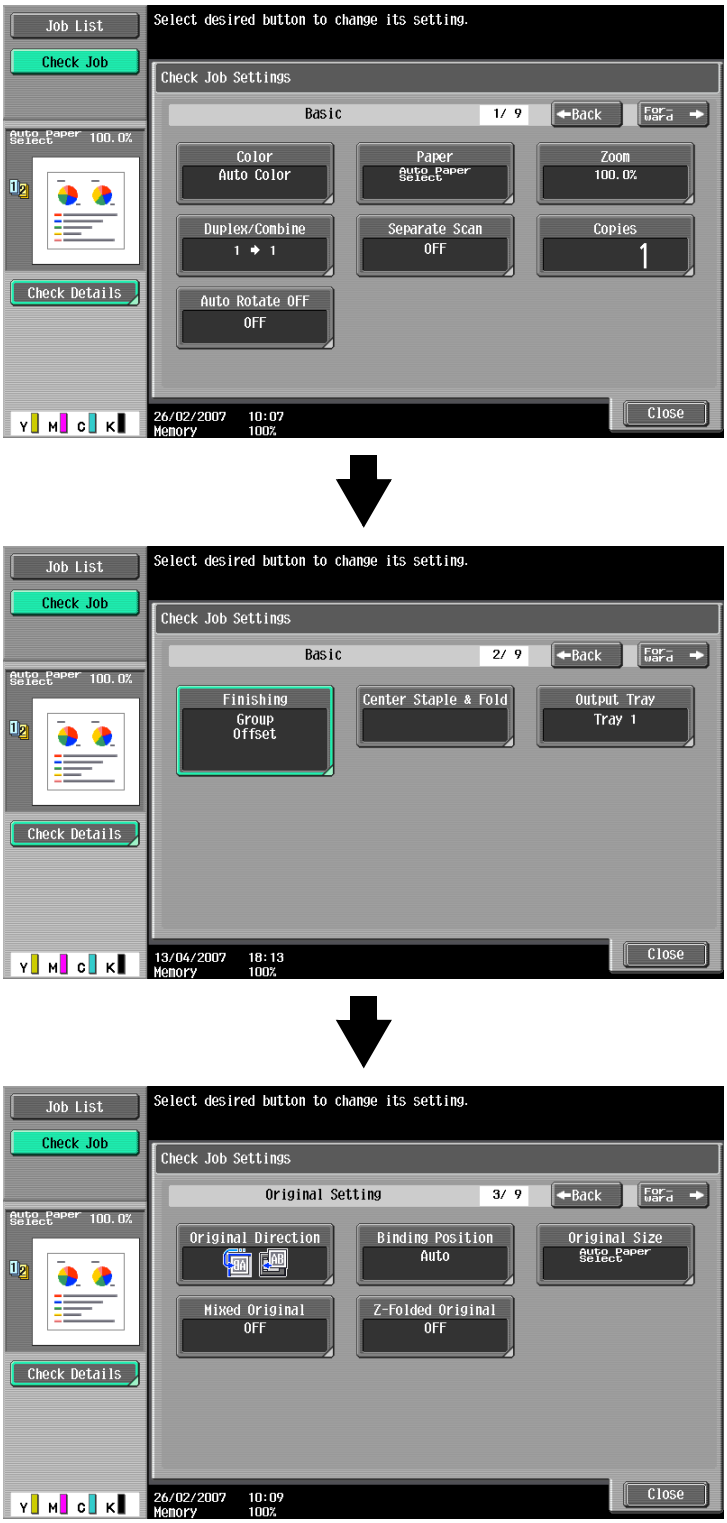
3.1 Checking the Copy Settings (Check Job)

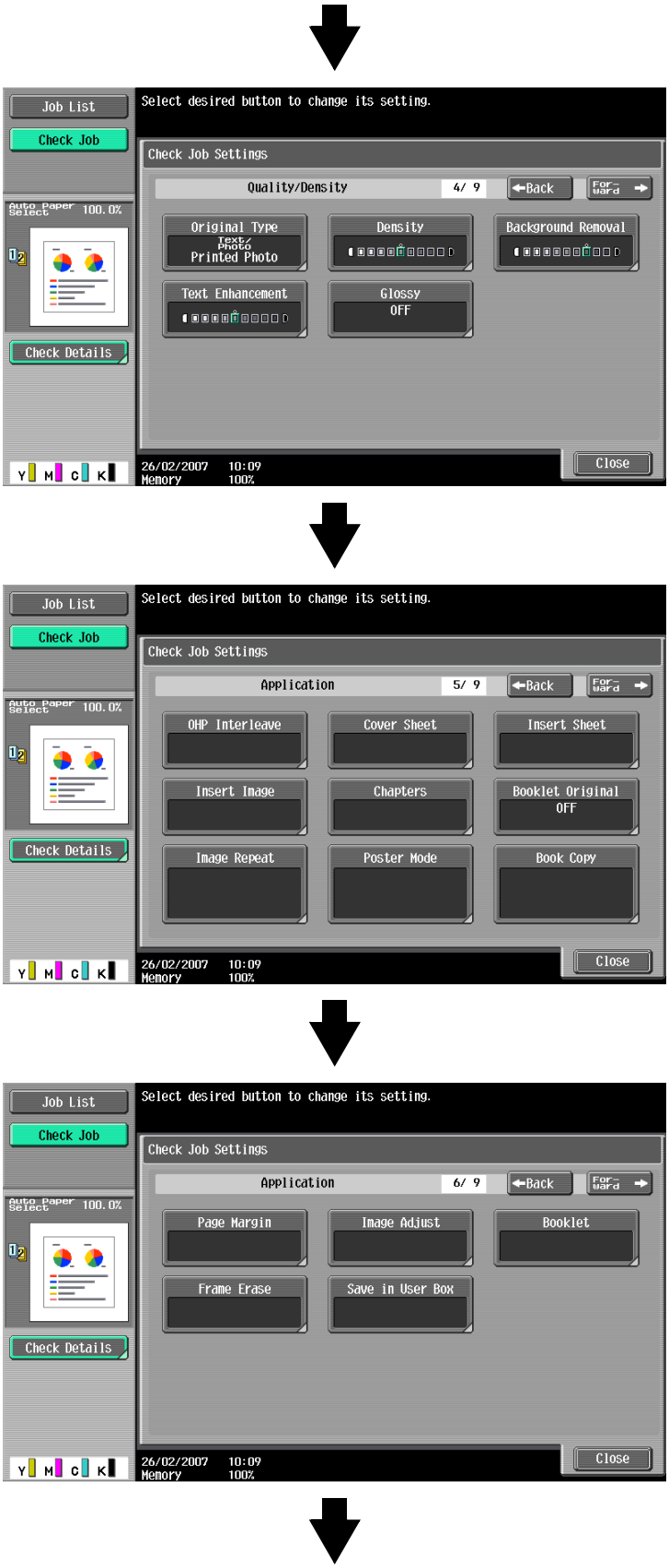
From the Check Job Details screens, the current copy settings can be checked and changed if desired.

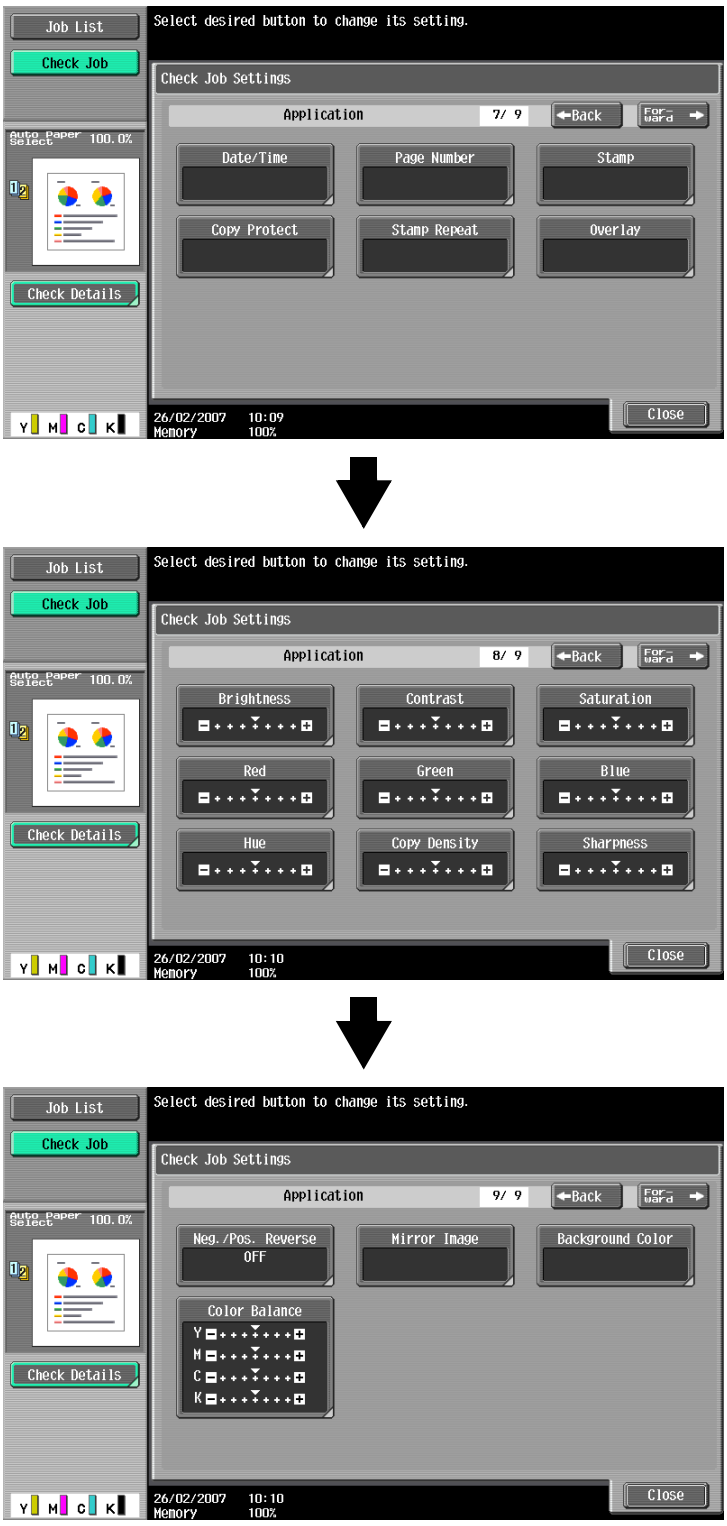
3.1.1 To check the settings

1 Touch [Check Job] in the left panel, and then touch [Check Details].

The Check Job Settings screen appears.




Job List
Check Job
Select desired button to change its setting.
Check Job Settings
Quality/Density 4/ 9
Back
Forward
Original Type
Text/Photo/Printed Photo
Density
Background Removal
Text Enhancement
Glossy
OFF
Check Details
Auto Paper Select 100.0%
26/02/2007 10:09
Memory 100%
Close
Job List
Check Job
Select desired button to change its setting.
Check Job Settings
Application 5/ 9
Back
Forward
OHP Interleave
Cover Sheet
Insert Sheet
Insert Image
Chapters
Booklet Original
OFF
Image Repeat
Poster Mode
Book Copy
Check Details
Auto Paper Select 100.0%
26/02/2007 10:09
Memory 100%
Close
Job List
Check Job
Select desired button to change its setting.
Check Job Settings
Application 6/ 9
Back
Forward
Page Margin
Image Adjust
Booklet
Frame Erase
Save in User Box
Check Details
Auto Paper Select 100.0%
26/02/2007 10:09
Memory 100%
Close



2 After checking the settings, touch [Close].

The Basic screen appears again.

Detail

There are nine Check Job Settings screens. The number of the currently displayed screen appears to the right of the screen title.

To display the previous screen, touch [←Back]. To display the next screen, touch [Forward→].

If the setting for a function has been changed from the default, the button for that function appears with a colored box around it.

3.1.2 To change the settings

1 Touch [Check Job] in the left panel, and then touch [Check Details].

2 Touch [←Back] or [Forward→] until the button for the function to be changed is displayed.

3 Touch the button for the function whose setting is to be changed.

The screen for specifying the setting appears.

4 Follow the appropriate procedure to change the setting.

3.2 Printing a proof to check the settings (Proof Copy)

Before printing a large number of copies, a single proof copy can first be printed so that it can be checked. This prevents copy errors from occurring.

1 Position the original to be copied.

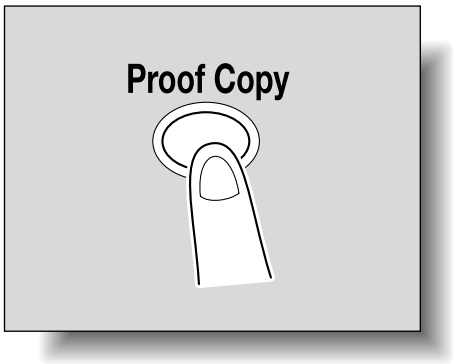
– For details on positioning the original, refer to "Feeding the original" on page 2-6.

2 Select the desired copy settings.

– When printing a proof copy, specify multiple copies.

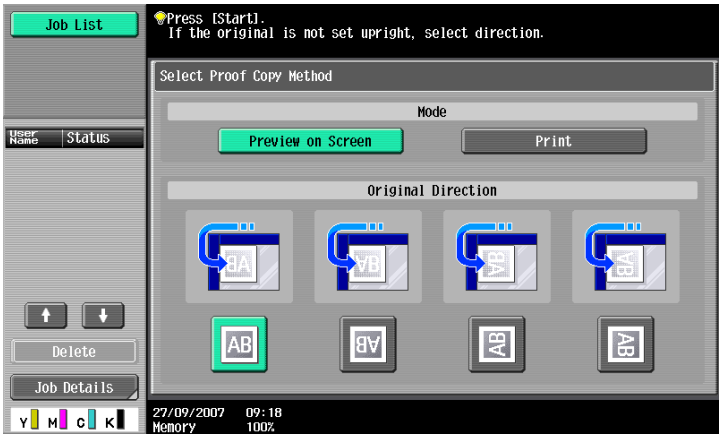
3 Press the [Proof Copy] key.

The Select Proof Copy Method screen appears.

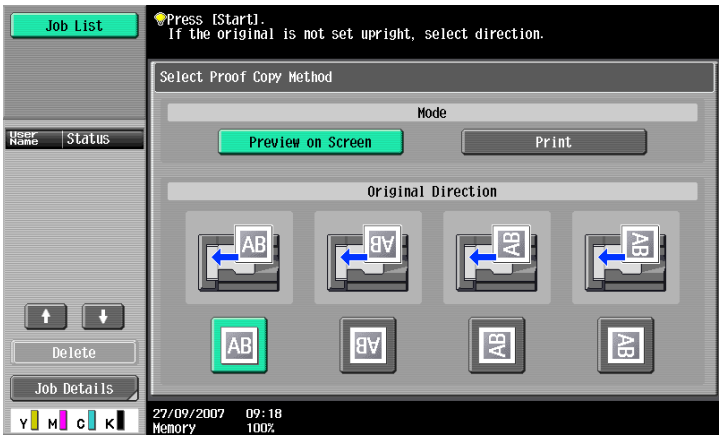


4 Touch [Print] for Mode, and then select the original direction.

– When the original is placed on the original glass:



– When the original is loaded into the ADF:



5 Press the [Start] key.

6 If the original was placed on the original glass, touch [Finish], and then press the [Start] key.

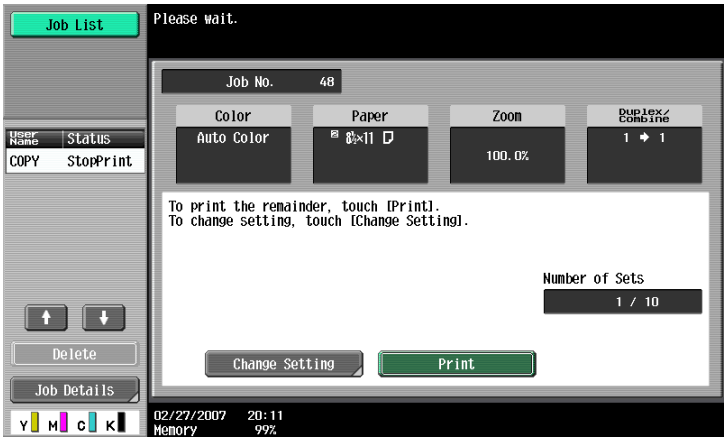
– If the original was loaded into the ADF, printing of the proof copy begins without the screen appearing confirming that scanning of the original is finished.

A single proof copy is printed.

7 Check the proof copy.

– If the proof copy was printed as desired, continue with step 11.
– To change the copy settings, continue with step 8.

8 Touch [Change Setting] in the screen that appeared when the proof copy was printed.

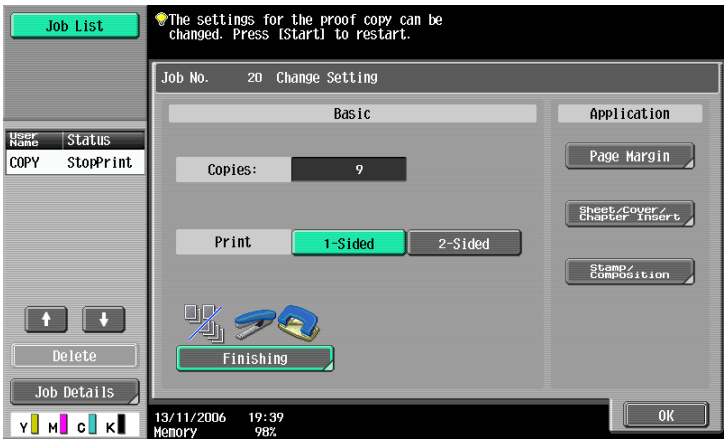


– To stop copying while the proof copy screen is displayed, press the [Reset] key or the [C] (clear) key. Otherwise, select the proof copy job to be stopped from the list of jobs in the left panel, and then touch [Delete]. In the screen that appears, requesting confirmation to delete the job, touch [Yes], and then touch [OK].
– If no operation is performed within the specified length of time while this screen is displayed, the copy job being proofed is registered as a stored job and the Basic screen appears again. Jobs are registered as stored jobs under the following conditions.
When the automatic system reset operation is performed
After one minute (when "System Auto Reset" is set to "OFF")
For details on stored jobs, refer to page 10-10. If "System Auto Reset" is set to "OFF", the job is stored if no operation is performed for 1 minute.
– For details on the automatic system reset operation, refer to "Automatically conserving energy (Sleep mode)" on page 1-28.
– The number under "Number of Sets" in the screen that appeared when a proof copy is printed indicates the number of sets printed as proof copies/total Number of Sets specified.
– The number under "Total # of Pages Printed" in the screen that appeared when a proof copy is printed indicates the number of copies printed as proof copies/the number of pages printed in the proof copy.

9 In the screen allowing you to change the settings, change the copy settings as desired, and then touch [OK].
To cancel changes to the settings, touch [Cancel].

– If the copy settings cannot be changed, stop printing the proof copy. Next, press the [Reset] key to cancel the copy settings, and then specify the desired settings.
– To stop copying while the screen for changing the settings is displayed, select the proof copy job to be stopped from the list of jobs in the left panel, and then touch [Delete]. In the screen that appears, requesting confirmation to delete the copy program, touch [Yes], and then touch [OK].
– To cancel changes to the settings in the screen for changing the settings, press the [Reset] key while the screen for changing the settings is displayed to reset the settings to those specified in step 2.

– The number beside "Copies" in the screen for changing the settings is the number of copies that will be printed when [Finish] is touched.



10 Press the [Proof Copy] key to print another proof copy.

– To stop the proof copy while scanning or printing, perform the operation described in **"Temporarily stopping scanning/printing" on page 2-80**.

11 Touch [Print].

The remaining copies are queued as a copy job.

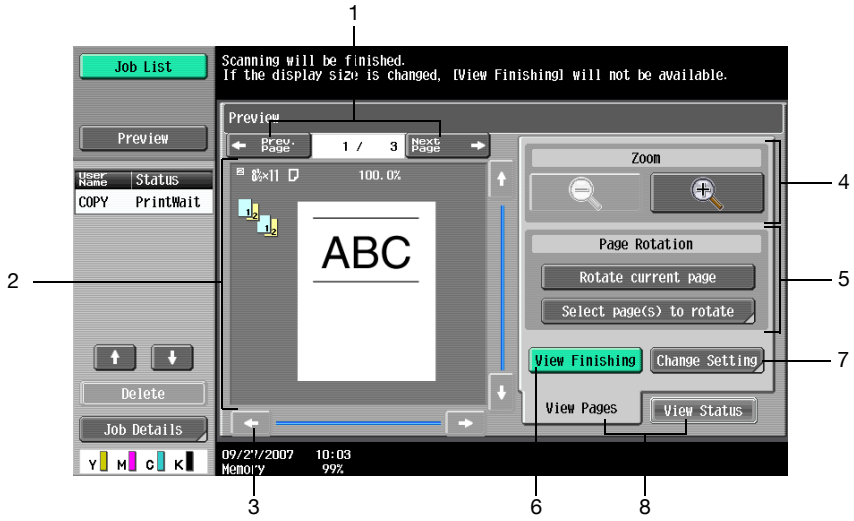
3.3 Checking the print image as a preview image (Advanced Preview)

Print image can be checked as a preview image before printing. This prevents print errors from occurring.

3.3.1 Preview screen

In the Preview screen, originals that have been scanned in a wrong direction can be rotated and settings specified before scanning can be changed.

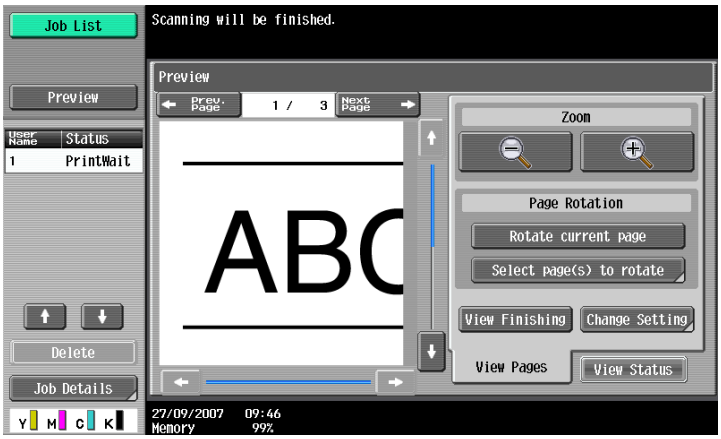
Screen Layout



No.	Part name	Description
1	[← Prev. Page]/[Next Page →]	Moves to the previous or next page from the current page.
2	-	The preview image appears. Press [View Finishing] to apply the finishing status to the preview image.
3	Scroll bar	If the preview image is enlarged, use the scroll bar to scroll up or down, or to the left or right of the image.
4	Zoom	Enlarges or reduces the preview image. For details, refer to "Zoom" on page 3-10.
5	Page Rotation	Rotates the preview image by 180 degrees. For details, refer to "Page Rotation" on page 3-10.
6	[View Finishing]	Applies the finishing state to the preview image. Touching [View Finishing] again cancels the finishing preview. For details, refer to "View Finishing" on page 3-11.
7	[Change Setting]	Settings for the scanned originals can be changed. For details, refer to "Change Setting" on page 3-11.
8	[View Status]/[View Pages]	Switches the Preview screen between the status view and the page view. Images can be rotated and settings can be changed in [View Pages]. Loading of the image is finished in [View Status].

Zoom

In Zoom, the preview image can be enlarged to check the original in detail. By touching [+] or [-], the zoom ratio can be changed between the full size or at a size of 2, 4 or 8 times the normal size. Use the scroll bars in the right end and bottom end of the image to view the desired section of the image.



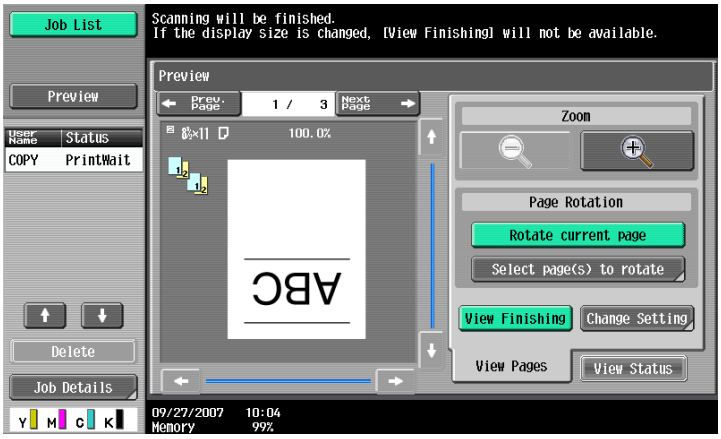
Detail

If the display size is changed, the finishing status cannot be viewed.

Page Rotation

In Page Rotation, a preview image can be rotated by 180 degrees to correct wrong original direction.

Touch [Rotate current page] to rotate the currently displayed page by 180 degrees.

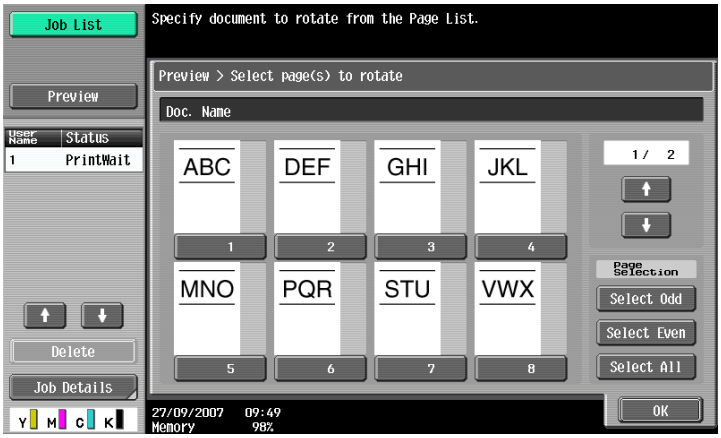


Touch [Select page(s) to rotate] to display the list of scanned pages. Up to 8 scanned pages can be displayed, and touching [↑] or [↓] switches between the pages.

Touch [Select Odd] to rotate the odd pages among the scanned pages.

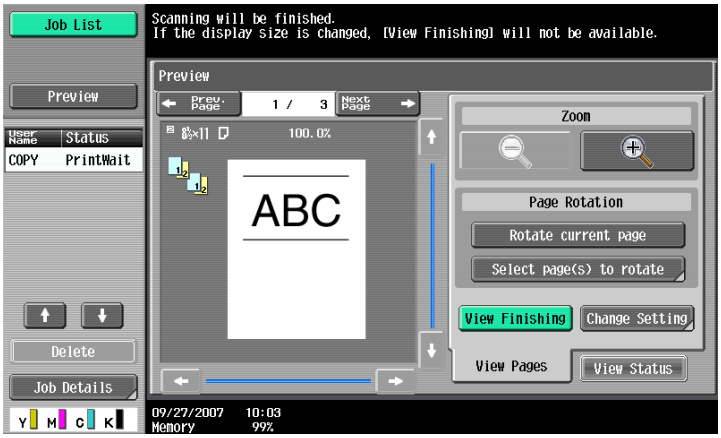
Touch [Select Even] to rotate the even pages among the scanned pages.

Touch [Select All] to rotate all the scanned pages. Directly selecting a scanned page rotates the selected page.



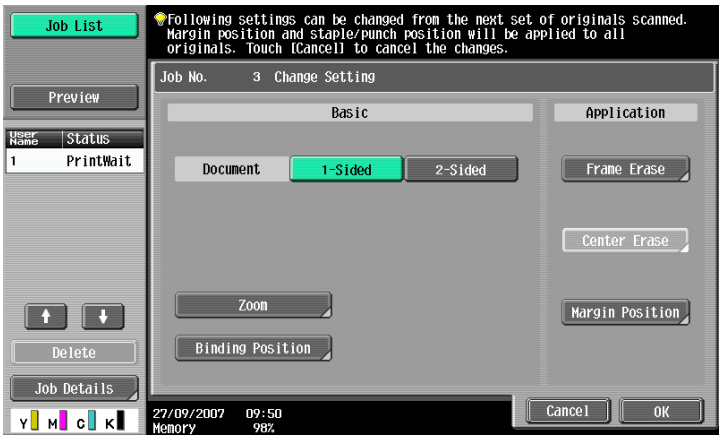
View Finishing

Touch [View Finishing] to display the finishing settings in the preview image with icons and texts, and finishing status can be checked. Press [View Finishing] again to cancel the finishing view of the preview image.



Change Setting

In Change Setting, settings for the original to be scanned next can be changed.



Note

For details on the setting method, refer to the appropriate description section.

Touching [Preview] in the left pane displays the preview image. The settings displayed in the preview image are limited to those apply to all original pages.

3.3.2 Checking the advanced preview

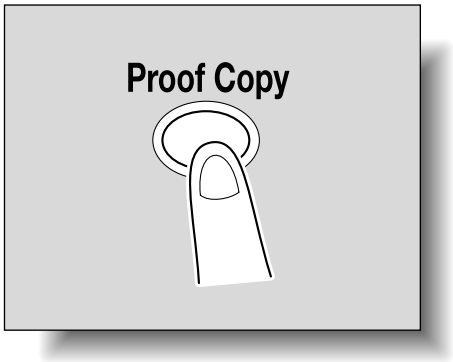
In Preview, finishing image of copies can be checked before printing.

1 Place the original on the original glass, or load the original into the ADF.

2 Select the desired copy settings.

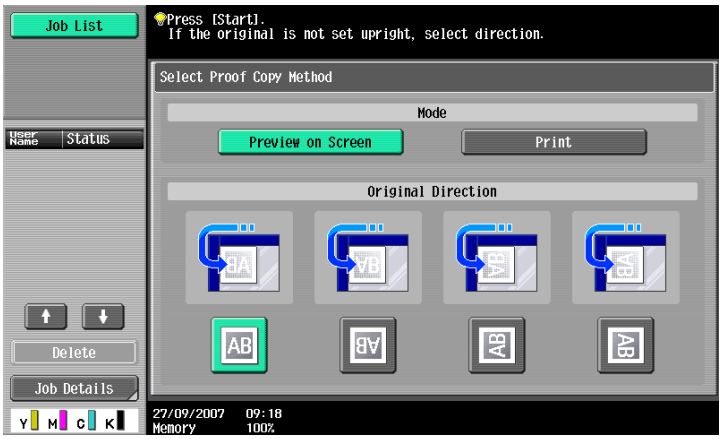
3 Press the [Proof Copy] key.

The Select Proof Copy Method screen appears.

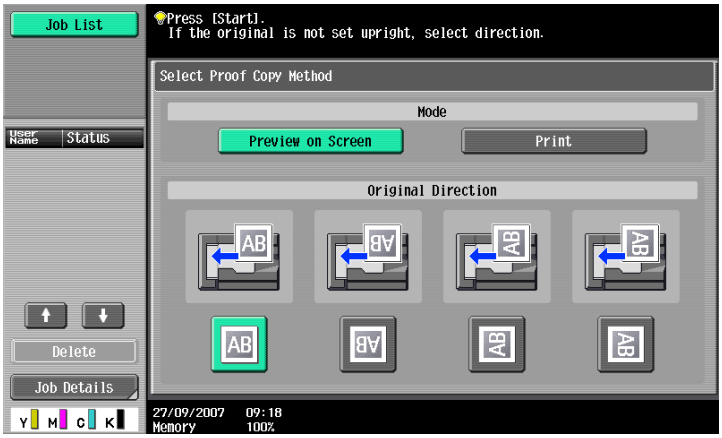


4 Touch [Preview on Screen] for Mode, and then select the original direction.

– When the original is placed on the original glass:



– When the original is loaded into the ADF:



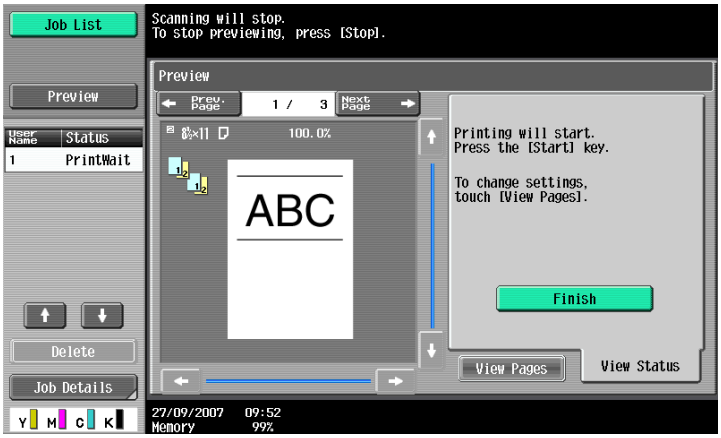
5 Press the [Start] key.

Scanning of the original starts, and the Preview screen (View Status) appears.

6 Check the preview image.

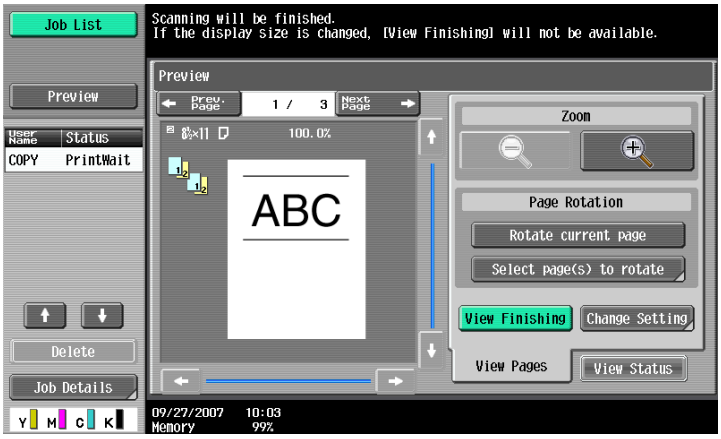
– To change the settings, touch [View Pages]. Go to step 7.
– To start printing, press the [Start] key.

– To scan more originals, touch [Finish], place (or load) the originals, and then press the [Start] key.
– Press the [Stop] key to cancel the preview.



7 Change the settings, and then touch [View Status].

– For details on the View Pages screen, refer to "Preview screen" on page 3-9.



8 Press the [Start] key.

Start printing.

Detail

When originals are scanned using the Program Jobs function, the finishing image can be previewed after all the originals are scanned and [Finish] is touched. For details on the Program Jobs function, refer to "Scanning originals with different settings and printing copies all together ("Program Jobs" function)" on page 7-35.

When originals are scanned with the insert pages specified, the finishing image can be previewed both after the originals are scanned first and after the insert pages are scanned. For details on the insert pages, refer to "Inserting copies of a different original for a specified page ("Insert Image" function)" on page 7-29.

When the Book Copy function or Booklet function is specified, the finishing status cannot be checked. Print and check the finishing.

3.4 Interrupting a copy job (Interrupt mode)

The current jobs can be temporarily interrupted so an original can be copied with different copy settings.

This is convenient for quickly making a copy.

Detail

For details on making a copy after printing of the current job is finished, refer to "Increasing printing priority" on page 10-13.

1 Position the original to be copied.

– For details on loading the original, refer to "Feeding the original" on page 2-6.

2 Press the [Interrupt] key.

– If a job is being printed, the message "The job is stopping." appears.

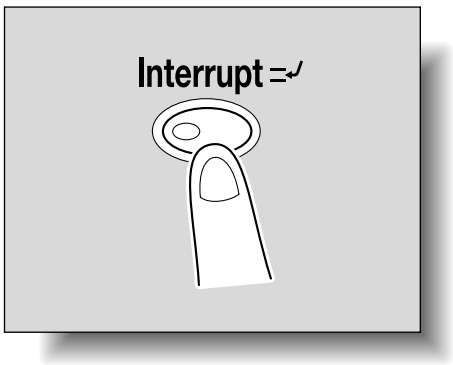
The indicator on the [Interrupt] key lights up in green and printing of the current job stops.

? What settings are selected when the [Interrupt] key is pressed?

➔ When the [Interrupt] key is pressed, all functions and settings are reset to their defaults.

? Why is the [Interrupt] key not available?

➔ The [Interrupt] key cannot be pressed while an original is being scanned.



3 Select the desired copy settings.

4 Press the [Start] key.

Printing for the interrupting job begins.

5 After the interrupting job has finished printing, press the [Interrupt] key.

The indicator on the [Interrupt] key goes off.
The copy settings return to those specified before printing was interrupted.

Note

If the interrupting job is cancelled, printing for the interrupted job automatically restarts.

3.5 Registering copy programs (Mode Memory)

Frequently used copy settings can be stored together as a program to easily be recalled. A maximum of 30 programs can be registered.

A name of up to 16 characters can be specified for the registered copy programs.

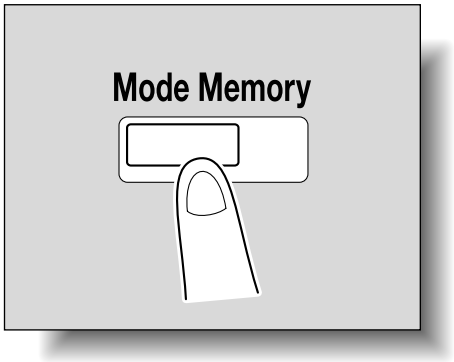
1 Using the touch panel and control panel keys, specify the copy settings to be registered in the copy program.

? Can the current settings be checked?

➔ To check the currently specified copy settings, touch [Check Job] in the left panel, and then touch [Job Details]. For details, refer to "Checking the Copy Settings (Check Job)" on page 3-2.

2 Press the [Mode Memory] key.

The Recall Copy Program screen appears.



3 From the copy program buttons that appear in the screen, touch the button where you wish to store the copy settings, and then touch [Register Program].

– There are three Recall Copy Program screens. Touch [↑] and [↓] to display a different screen.
– If 30 copy programs have been registered, delete an unnecessary copy program. For details on deleting copy programs, refer to "Deleting a copy program" on page 3-17.

The Register Copy Program screen appears.

4 Use the control panel keypad and the keyboard that appears in the touch panel to type in the name of the copy program.

– The program name can contain a maximum of 16 characters.

– For details on typing in text, refer to "Entering text" on page 12-2.

5 After typing in the name, touch [OK].

– The copy program can be given the same name as a copy program that has already been registered.
– To stop specifying the name of the copy program, touch [Cancel].

The Recall Copy Program screen appears again. The copy program is registered and a button with the entered copy program name appears.

? Can the copy program name be corrected?

➔ To change the entered copy program name, touch the button whose name is to be changed, and then touch [Edit Name]. The Edit Name screen appears. Return to step 4 and repeat the procedure to change the copy program name.

? Can the specified settings for a copy program be checked?

➔ To check the programmed copy settings, touch the button for the desired copy program, and then touch [Check Program Settings]. For details, refer to "Copying with programmed copy settings (Mode Memory)" on page 3-18.

6 Touch [OK] or [Cancel].

– To return to the Basic screen, press the [Mode Memory] key.

Detail

To stop registering the program, press the [Reset] key or the [Mode Memory] key.
No matter which screen is displayed, the registration is cancelled.
Otherwise, continue to touch [Cancel] until the Basic screen is displayed.

The settings of a copy program cannot be changed.
If the copy program that was selected has been locked, [Edit Name] and [Delete] do not appear. For details, refer to "System Settings" on page 11-15.

3.5.1 Deleting a copy program

1 In the Recall Copy Program screen, touch the button for the copy program to be deleted.

– If the copy program to be recalled is not displayed, touch [↑] and [↓] until the desired copy program is displayed.

2 Touch [Delete].

A message appears, requesting confirmation to delete the copy program.

3 Touch [Yes], and then touch [OK].

The Recall Copy Program screen appears again. The copy settings registered in the copy program are erased.

3.6 Copying with programmed copy settings (Mode Memory)

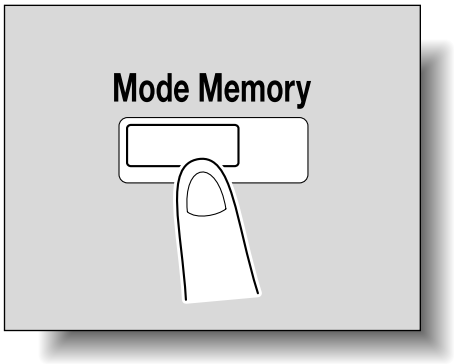
Programmed copy settings can be recalled to be used again for copying.

1 Position the original to be copied.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.

2 Press the [Mode Memory] key.

The Recall Copy Program screen appears.



3 Touch the button for the copy program registered with the copy settings to be recalled.

– If the copy settings in the selected copy program are not to be checked, continue with step 8.
– If the copy program to be recalled is not displayed, touch [↑] and [↓] until the desired copy program is displayed.

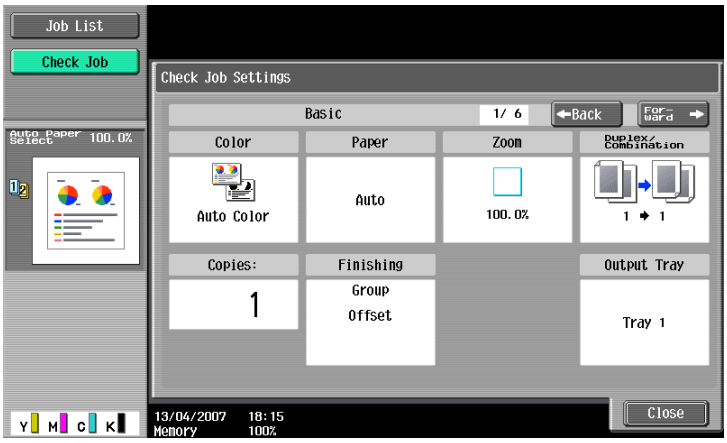
4 Press the [Check Program Settings] key.

The Check Job Settings screen appears.

5 Check the copy settings registered with the selected copy program.

– The copy settings cannot be changed from the Check Job Settings screens.

– There are six Check Job Settings screens. The number to the right of the screen title indicates the number of the currently displayed screen.
– To display the previous screen, touch [←Back]. To display the next screen, touch [Forward→].



6 Touch [Close].

The Recall Copy Program screen appears again.

7 Again touch the button for the copy program registered with the copy settings to be recalled.

– If [OK] is touched with no copy program selected, the Basic screen appears again without a copy program being recalled.

8 Touch [OK].

The programmed copy settings are recalled and the Basic screen appears again.

9 Press the [Start] key.

Copying begins with the recalled copy settings.

Note

To stop recalling a copy program, press the [Reset] key or the [Mode Memory] key or touch [Cancel].

3.7 Displaying function descriptions (Help)

Descriptions of the various functions and details of operations can be viewed.

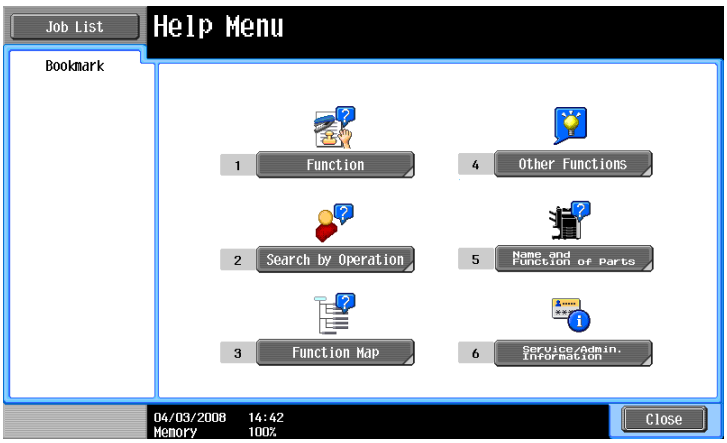
There are two methods for displaying the Help screens.

- Main Help screens (from the Basic screen)
- Help screens for settings (from screens other than the Basic screen)

3.7.1 Overview of Help screens

The following items are provided in the Help Menu screen.

Help Menu screen (1st level)



Item	Description
[Function]	Use to search for descriptions from a Help menu divided by the function types and names.
[Search by Operation]	Use to search for descriptions from a Help menu divided by the operations.
[Function Map]	Displays the Function Map screen, which contains a chart of the available functions and settings.
[Other Functions]	Use to search for descriptions from a Help menu divided by useful functions.
[Name and Function of Parts]	Displays the Help menu for the name and function of each part. Use to check the description of the main unit and its options.
[Service/Admin. Information]	Displays the name, extension number and e-mail address of the administrator.

Detail

The Help screens cannot be displayed when the following operations are being performed.
While scanning, while printing, while printing a proof copy, while previewing, during Enlarge Display mode, during Accessibility mode

While the Help screens are displayed, the following keys are not available.
[Start], [Stop], [C] (clear), [Interrupt], [Proof Copy], [Access], [Mode Memory], [Enlarge Display]

Items in the Help Menu screen and other Help screens can be selected by touching the button or by pressing the key in the keypad for the number of the desired item.

To display the next screen higher in the menu structure, touch [Close].

Touch [Exit] to exit the Help mode and return to the screen that was displayed before the [Help] key was pressed.

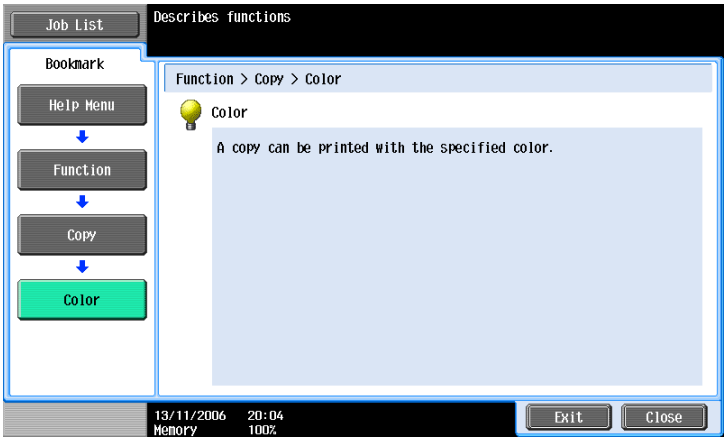
Help screen (2nd level) (Example: Function)

Item	Description
[Copy], [Scan/Fax], [User Box], [Job List], [Print], [Customize], [Image Panel], [Web-Browser]	Displays the first Help screen for each description.

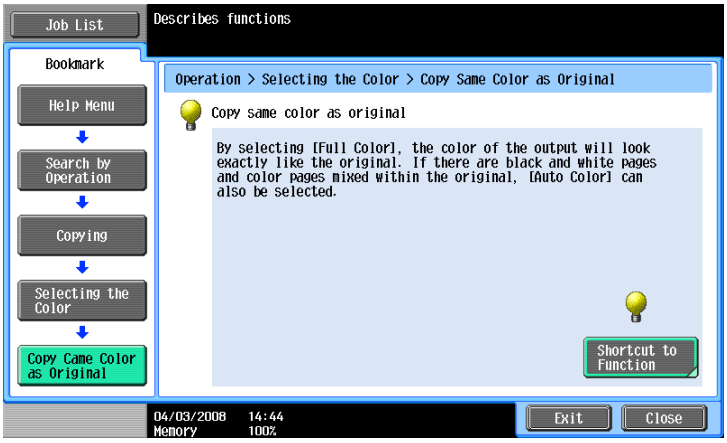
Detail

The items displayed in the Help menu for the name and function of each part differ depending on the options that are installed.

Help screen (bottom level) (Example: Function → Copy → Color)



Help screen (bottom level) (Example: Search by Operation → Copying → Selecting the Color → Copy same color as original)



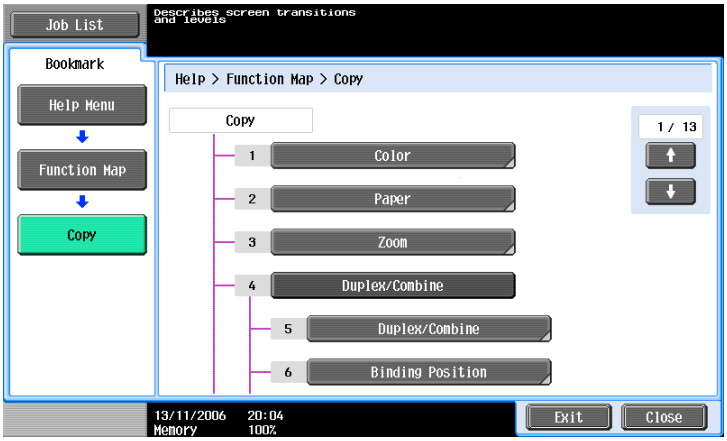
Touch [Shortcut to Function] to set the selected function.

Detail

If you are viewing the Help screen of a different function from the one that is currently selected, [Shortcut to Function] cannot be selected.

For example, if you are in the Fax/Scan mode, [Shortcut to Function] on the Help screen for the Copy mode, which is a different function from the Fax/Scan mode, cannot be selected.

Function Map screen (Example: Copy)



A chart of the available functions and settings are displayed in the function maps. Select an item from the chart for the Help screen that you wish to view.

Detail

There are 13 Function Map screens for Copy mode. The top number indicates the number of the 13 screens that is currently displayed.

To display the previous screen, touch [↑]. To display the next screen, touch [↓].

Press the key in the keypad for the number of the desired item in the Function Map screen.

To display the Help screen for "Function" that contains the selected item, touch [Close] in the Help screen displayed by selecting an item in a Function Map screen.

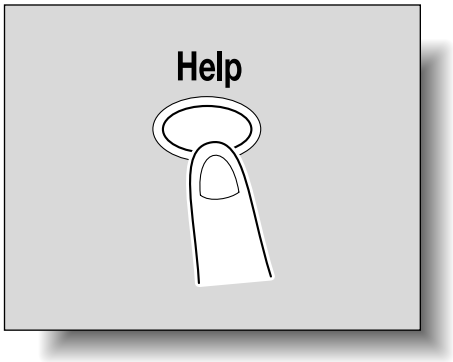
To quit the Help mode, press the [Help] key or touch [Exit].

3.7.2 Displaying main Help screens

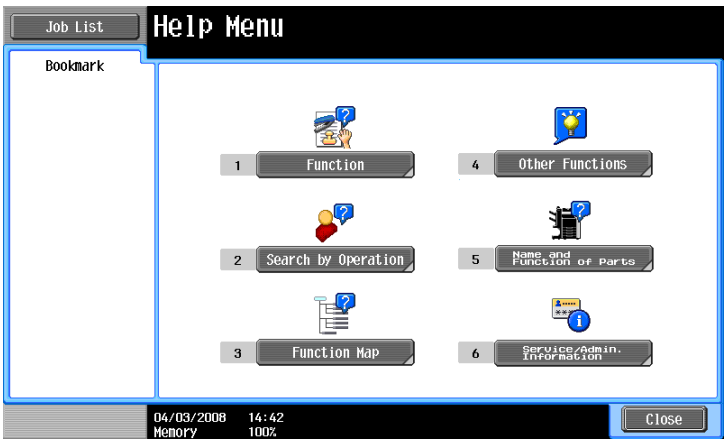
As an example, the following procedures describe the Help screens that are displayed for copy operations by using "Function".

1 With the Basic screen displayed, press the [Help] key.

The Help Menu screen appears.



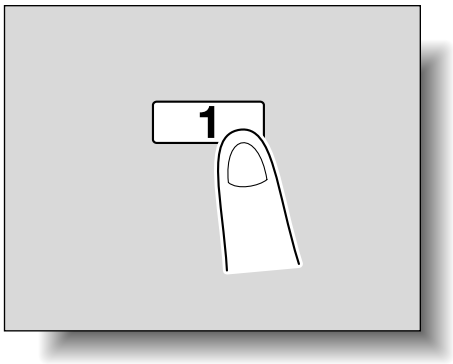
2 Touch [Function] or press the [1] key in the keypad.



The Help screen for "Function" appears.

? Is there more information about the buttons of the Help screens?

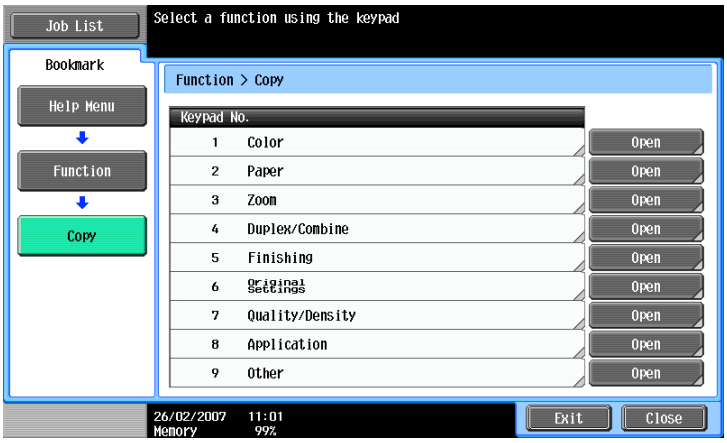
➔ Refer to "Overview of Help screens" on page 3-20.



3 Touch [Copy] or [Open], or press the [1] key in the keypad.

The Copy Help screen appears.

4 Touch [Open] or the right of the desired information, or press the key in the keypad for the number to the left of the desired information to display the corresponding Help screen.



5 After checking the Help information, touch [Exit] or press the [Help] key again.

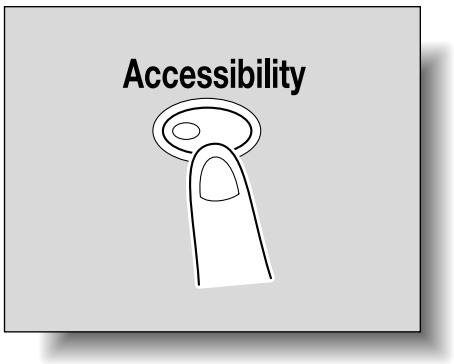
The Basic screen appears again.

3.8 Specifying control panel settings (Accessibility mode)

This section contains details on the procedures for specifying control panel settings and adjusting the touch panel.

3.8.1 Displaying the Accessibility Setting screen

➔ Press the [Accessibility] key.
The Accessibility Setting screen appears.



Detail

To exit the Accessibility Setting screen and return to the Basic screen, press the [Accessibility] key or the [Reset] key, or touch [Close].

When the Enlarge Display mode is selected, the [Default Enlarge Display Setting] button appears to allow specifying the default settings of the copy and fax/scan operations in the Enlarge Display mode.

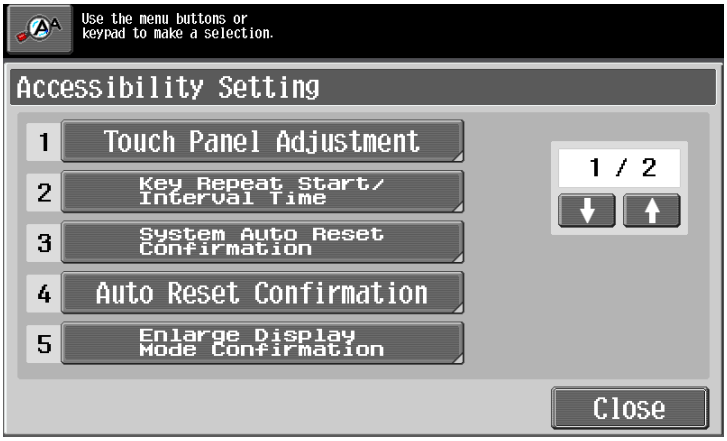
3.8.2 Setting the "Touch Panel Adjustment" function

If the touch panel buttons do not respond correctly, the position of buttons in the touch panel may not be correctly aligned with the position of the actual touch sensor and may need to be adjusted.

1 Display the Accessibility Setting screen.

– For details on displaying the Accessibility Setting screen, refer to "Displaying the Accessibility Setting screen" on page 3-25.

2 Touch [Touch Panel Adjustment] or press the [1] key in the keypad.

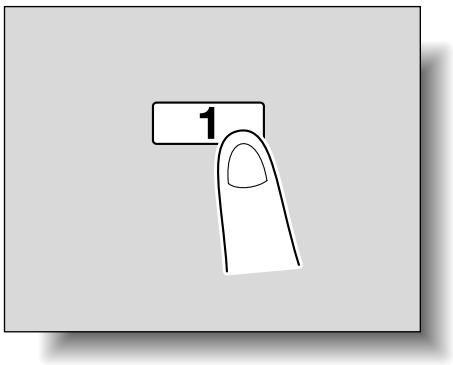


The Touch Panel Adjustment. screen appears.

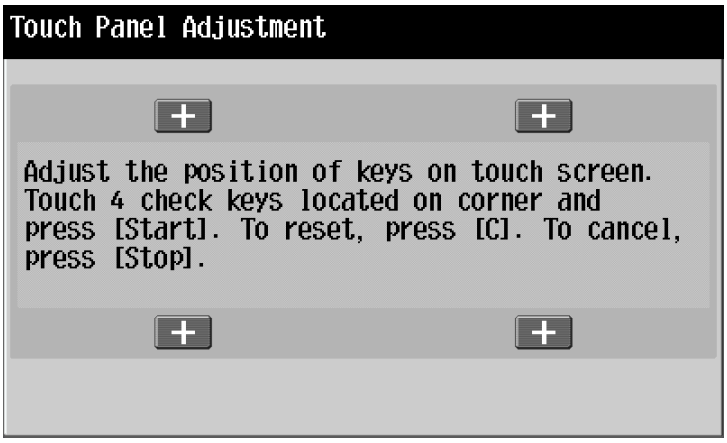
? Why does the machine not respond when [Touch Panel Adjustment.] is touched?

The touch sensors are not aligned on the touch panel.

➔ Press the [1] key in the keypad.



3 Touch the four check points [+], making sure that a sound is produced with each.



– The check points [+] can be touched in any order.
– To reset the adjustment, press the [C] (clear) key, and then touch the four check points [+].

If the check points have been touched correctly, the indicator on the [Start] key lights up in blue.

4 Press the [Start] key.

The touch panel is adjusted, and the Accessibility Setting screen appears again.

5 Touch [Close] or press the [Accessibility] key.

The Basic screen appears again.

Note
If the touch panel cannot be adjusted, contact the service representative.

Detail
To cancel the touch panel adjustment, press the [Stop] key or the [Reset] key.

3.8.3 Setting the Key Repeat Start/Interval Time functions

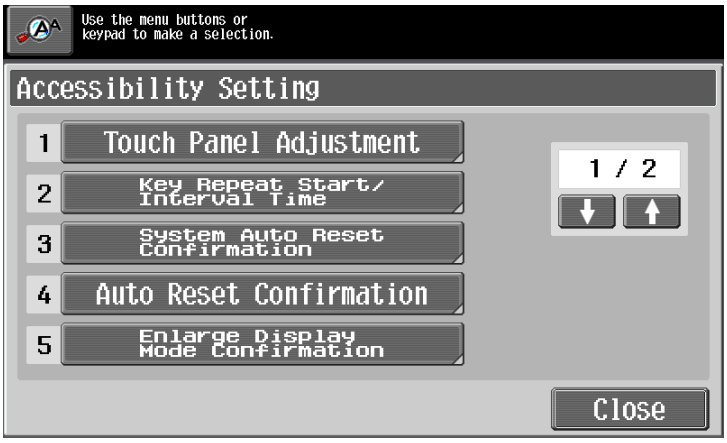
The length of time until the value begins to change after a touch panel button is held down and the length of time for the value to change to the next number can be specified.

✔ The settings specified for the Key Repeat Start/Interval Time functions are only applied in the Enlarge Display mode.

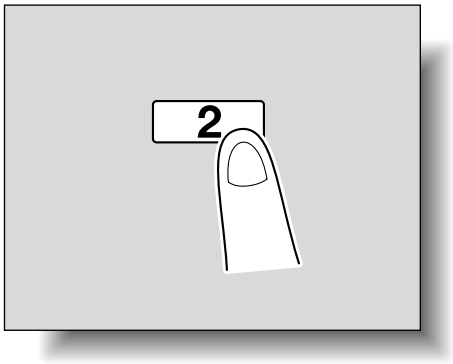
1 Display the Accessibility Setting screen.

– For details on displaying the Accessibility Setting screen, refer to **"Displaying the Accessibility Setting screen" on page 3-25**.

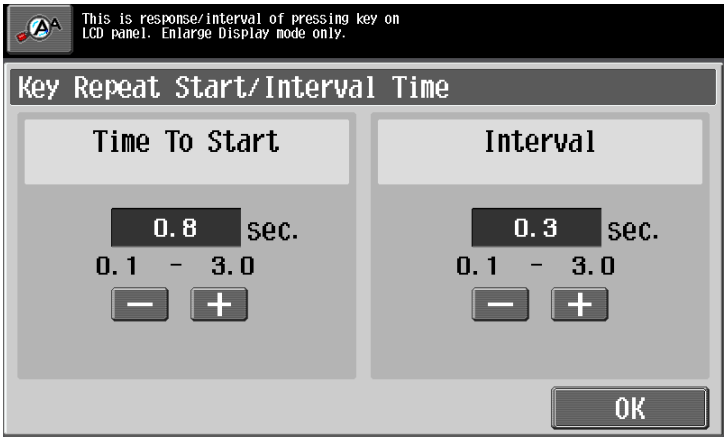
2 Touch [Key Repeat Start/Interval Time] or press the [2] key in the keypad.



The Key Repeat Start/Interval Time screen appears.



3 Touch [+] and [-] to specify the starting time and the interval for the key repeat feature.



- To extend the time, touch [+].
- To reduce the time, touch [-].
- Both settings can be set between 0.1 second and 3.0 seconds in 0.1-second increments.
- To cancel changes to the settings, press the [Reset] key.

4 Touch [OK].

The Accessibility Setting screen appears again.

5 Touch [Close] or press the [Accessibility] key.

The Basic screen appears again.

Note

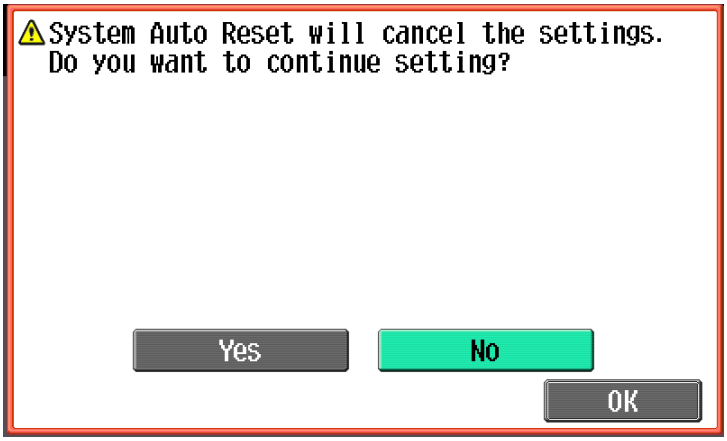
The Enlarge Display mode is compatible with basic copy, scanning and fax functions. With the Enlarge Display mode, text and illustrations are displayed at a larger size so that they can be seen more easily. For details, refer to the User's Guide [Enlarge Display Operations].

As the factory default, "Time To Start" is set to 0.8 second and "Interval" is set to 0.3 second.

3.8.4 Setting the "System Auto Reset Confirmation" function

When the system auto reset operation is performed in Enlarge Display mode, a message can be displayed, allowing you to choose either to continue operating without exiting Enlarge Display mode or to exit Enlarge Display mode and return to the Basic screen.

In addition, it is possible to specify the display time for the message requesting confirmation to exit Enlarge Display mode.



Yes: Enlarge Display mode is not exited.

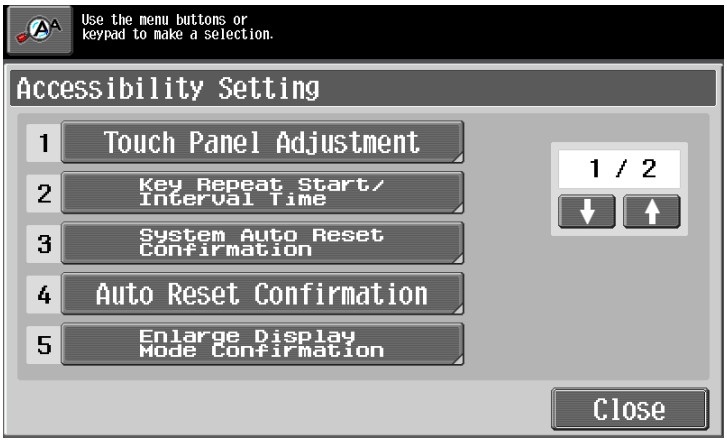
No: Enlarge Display mode is exited, and the Basic screen is displayed.

1 Display the Accessibility Setting screen.

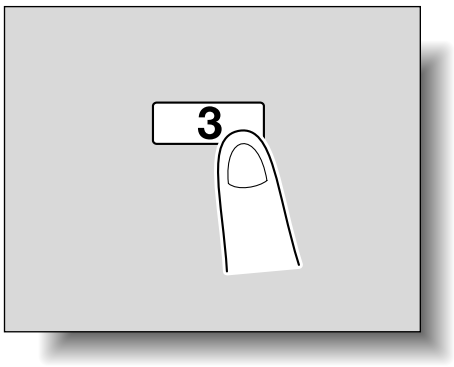
– For details on displaying the Accessibility Setting screen, refer to "Displaying the Accessibility Setting screen" on page 3-25.

For details on the automatic system reset operation, refer to "Automatically conserving energy (Sleep mode)" on page 1-28.

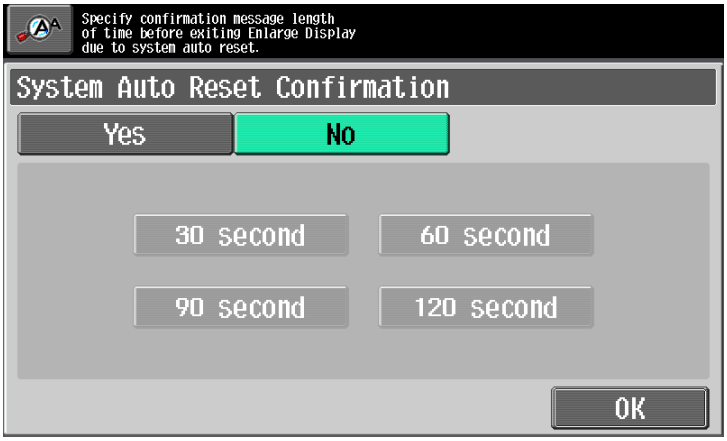
2 Touch [System Auto Reset Confirmation] or press the [3] key in the keypad.



The System Auto Reset Confirmation screen appears.



3 Touch the button for the desired display time.



- To not display the message requesting confirmation to exit Enlarge Display mode, touch [No].
- To display the message requesting confirmation to exit Enlarge Display mode, touch the button ([30 second], [60 second], [90 second] or [120 second]) for the length of time that the message is to be displayed.
- To cancel changes to the settings, press the [Reset] key. All changes to the settings are canceled.

4 Touch [OK].

The Accessibility Setting screen appears again.

5 Touch [Close] or press the [Accessibility] key.

The Basic screen appears again.

Note

The Enlarge Display mode is compatible with basic copy, scanning and fax functions. With the Enlarge Display mode, text and illustrations are displayed at a larger size so that they can be seen more easily. For details, refer to the User's Guide [Enlarge Display Operations].

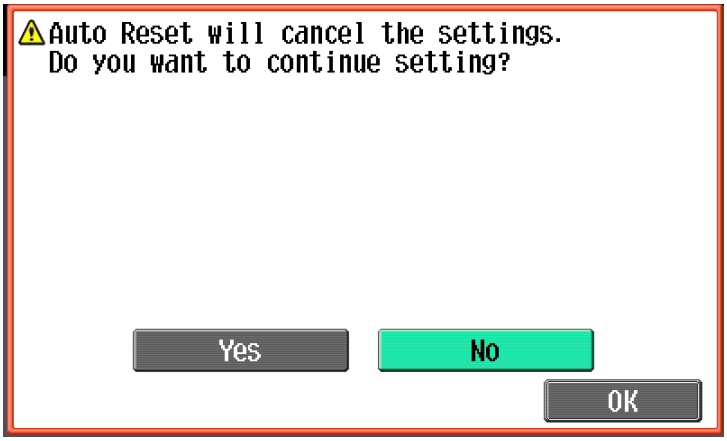
As the factory default, "No" is selected.

3.8.5 Setting the "Auto Reset Confirmation" function

When the automatic panel reset operation is performed in Enlarge Display mode, a message can be displayed, allowing you to choose either to continue operating without resetting the current settings or to reset the settings.

In addition, it is possible to specify when the message is displayed, requesting confirmation to reset the settings in Enlarge Display mode.

As the factory default, "No" is selected.



Yes: The current settings are not reset.

No: The current settings are reset to the default settings.

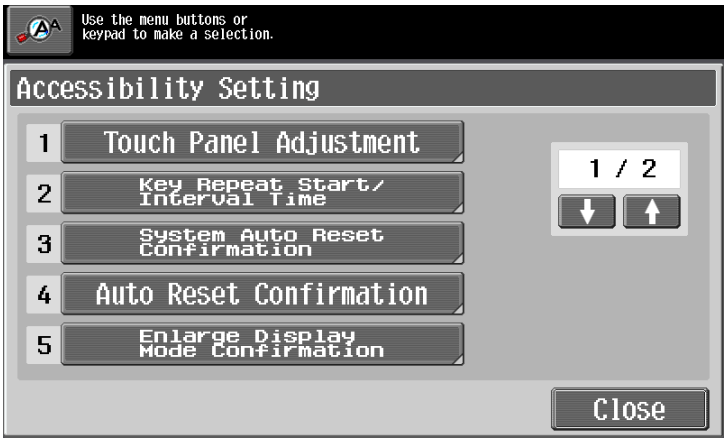
Note

For details on the automatic panel reset operation, refer to "Automatically clearing settings (automatic panel reset)" on page 1-27.

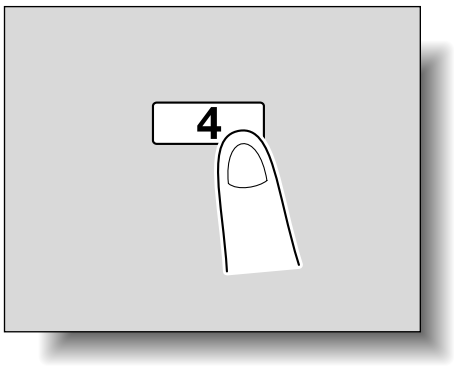
1 Display the Accessibility Setting screen.

– For details on displaying the Accessibility Setting screen, refer to "Displaying the Accessibility Setting screen" on page 3-25.

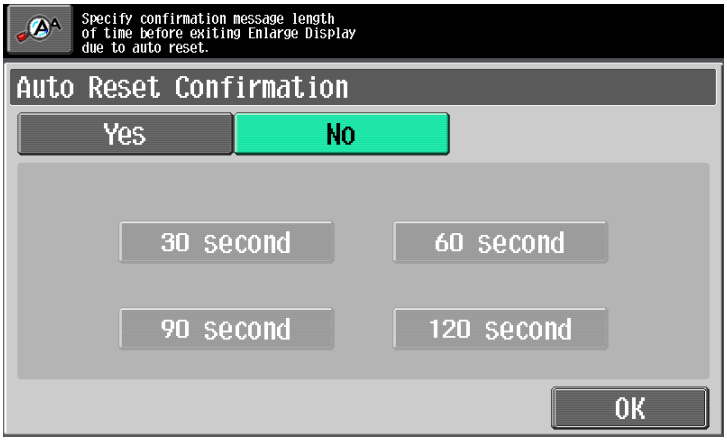
2 Touch [Auto Reset Confirmation] or press the [4] key in the keypad.



The Auto Reset Confirmation screen appears.



3 Touch the button for the desired display time.



- To not display the message requesting confirmation to reset the settings, touch [No].
- To display the message requesting confirmation to reset the settings, touch the button ([30 second], [60 second], [90 second] or [120 second]) for the length of time that the message is to be displayed.
- To cancel changes to the settings, press the [Reset] key. All changes to the settings are canceled.

4 Touch [OK].

The Accessibility Setting screen appears again.

5 Touch [Close] or press the [Accessibility] key.

The Basic screen appears again.

Note

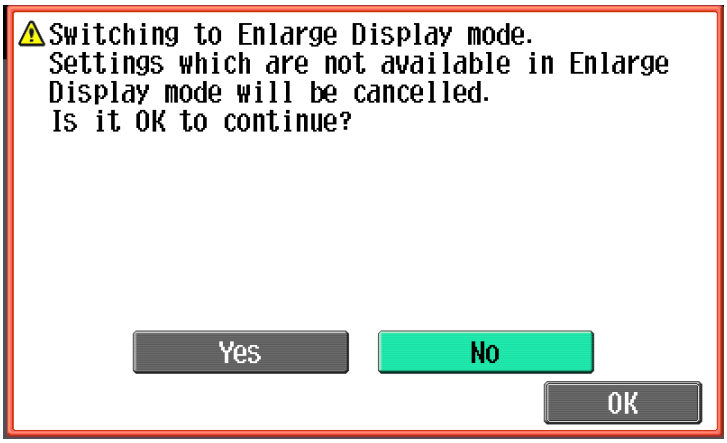
The Enlarge Display mode is compatible with basic copy, scanning and fax functions. With the Enlarge Display mode, text and illustrations are displayed at a larger size so that they can be seen more easily. For details on the Enlarge Display mode, refer to the User's Guide [Enlarge Display Operations].

If the time setting is the same for the automatic panel reset operation and the automatic system reset operation, the display of the message requesting confirmation to exit Enlarge Display mode is given priority and the message requesting confirmation to reset the settings in Enlarge Display mode is not displayed.

3.8.6 Setting the "Enlarge Display Mode Confirmation" function

When the [Enlarge Display] key is pressed to change the display of the screen, a message can be displayed, requesting confirmation to cancel the settings that cannot be specified in Enlarge Display mode.

As the factory default, "OFF" is selected.



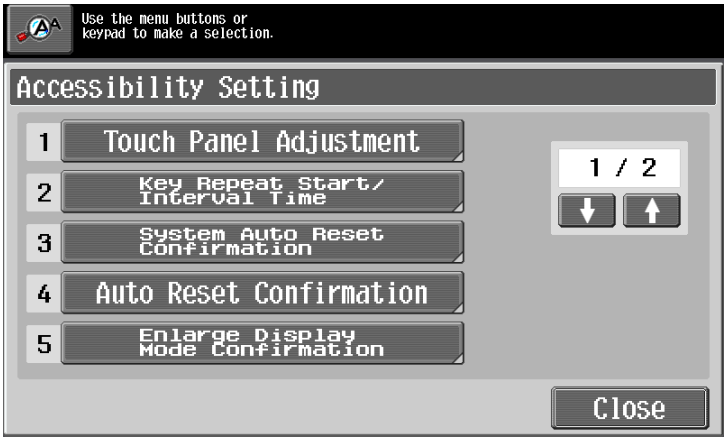
Yes: The settings that cannot be displayed are cancelled, and the Enlarge Display mode is entered.

No: The Enlarge Display mode is not entered.

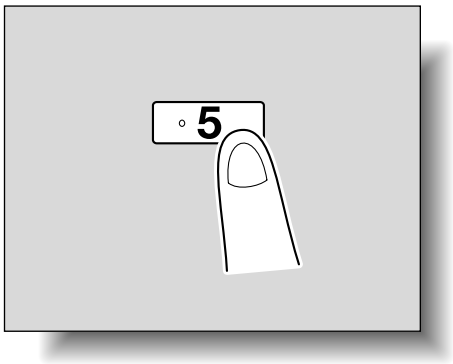
1 Display the Accessibility Setting screen.

– For details on displaying the Accessibility Setting screen, refer to "Displaying the Accessibility Setting screen" on page 3-25.

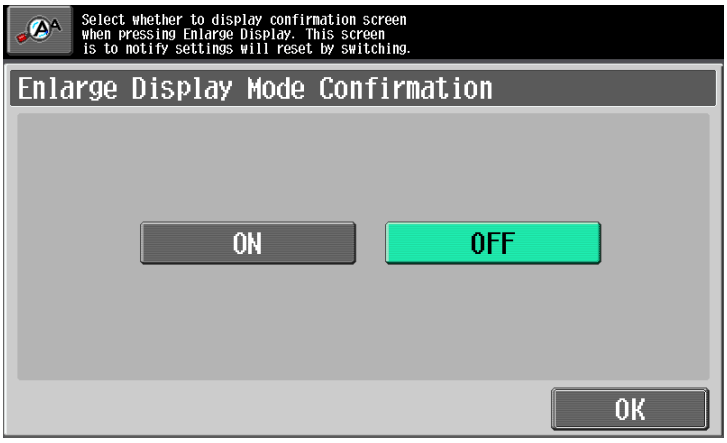
2 Touch [Enlarge Display Mode Confirmation] or press the [5] key in the keypad.



The Enlarge Display Mode Confirmation screen appears



3 Select whether or not the message is displayed.



– To cancel changes to the settings, press the [Reset] key. All changes to the settings are canceled.

4 Touch [OK].

The Accessibility Setting screen appears again.

5 Touch [Close] or press the [Accessibility] key.

The Basic screen appears again.

Note

The Enlarge Display mode is compatible with basic copy, scanning and fax functions. With the Enlarge Display mode, text and illustrations are displayed at a larger size so that they can be seen more easily. For details on the Enlarge Display mode, refer to the User's Guide [Enlarge Display Operations].

If "OFF" is selected in the Enlarge Display Mode Confirmation screen, the screen is not displayed.

3.8.7 Setting the "Message Display Time" function

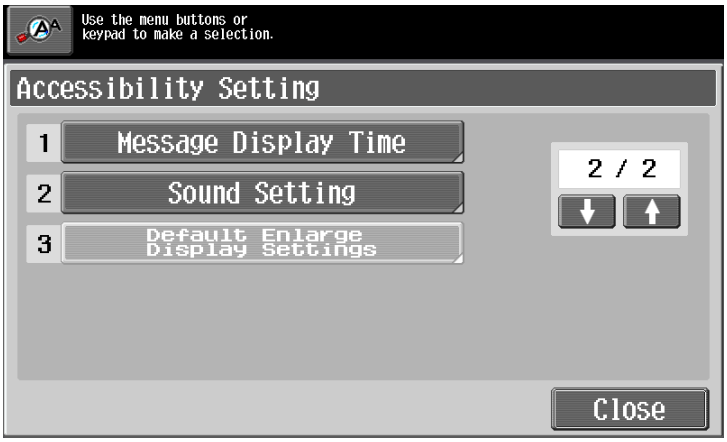
It is possible to specify the length of time for displaying warning messages, which appear, for example, when an incorrect operation is performed.

As the factory default, "3 seconds" is selected.

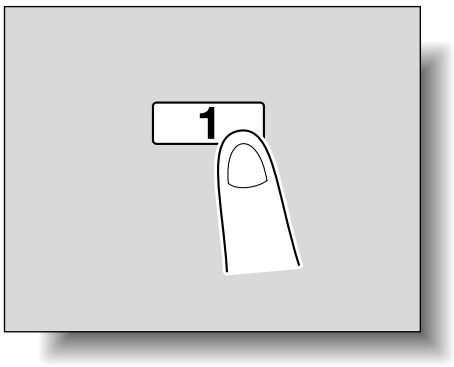
1 Display the Accessibility Setting screen, and then touch [↓] to display the next screen.

– For details on displaying the Accessibility Setting screen, refer to "Displaying the Accessibility Setting screen" on page 3-25.

2 Touch [Message Display Time] or press the [1] key in the keypad.



The Message Display Time screen appears.



3 Select setting for the desired amount of time that messages are displayed.

– Touch [3 seconds] or [5 seconds] to select how long messages are displayed.
– To cancel changes to the settings, press the [Reset] key. All changes to the settings are canceled.

4 Touch [OK].

The Accessibility Setting screen appears again.

5 Touch [Close] or press the [Accessibility] key.

The Basic screen appears again.

3.8.8 Setting the "Sound Setting" functions

With the Sound Setting functions, settings can be specified for the sounds that are produced, for example, when a key is pressed.

The following Sound Setting functions are available.

As the factory default, "Medium" is selected for all operation sounds.

		Operation Confirmation Sound
Operation Confirmation Sound	Input Accept Sound	When pressing a key in the control panel or a button on the touch panel
	Invalid Input Sound	When incorrectly pressing a key in the control panel or a button on the touch panel
	Basic Sound	When switching settings and the default setting is selected
Successful Completion Sound	Completed Operation Sound	When an operation is completed successfully
	Completed Transmission Sound	When a communication operation is completed successfully
Completed Preparation Sound		When a device has finished setting up

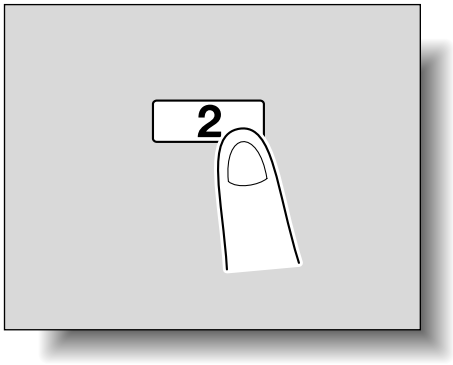
		Operation Confirmation Sound
Caution Sound	Simple Caution Sound (Level 1)	When it is almost time to replace consumables or a replaceable part and a message appears in the touch panel
	Simple Caution Sound (Level 2)	When a user has performed an operation incorrectly
	Simple Caution Sound (Level 3)	When an error occurs that can be corrected by the user by referring to the message that appeared or the User's Guide
	Service Caution Sound	When an error occurs that cannot be corrected by the user or requires a service representative

1 Display the Accessibility Setting screen, and then touch [↓] to display the next screen.

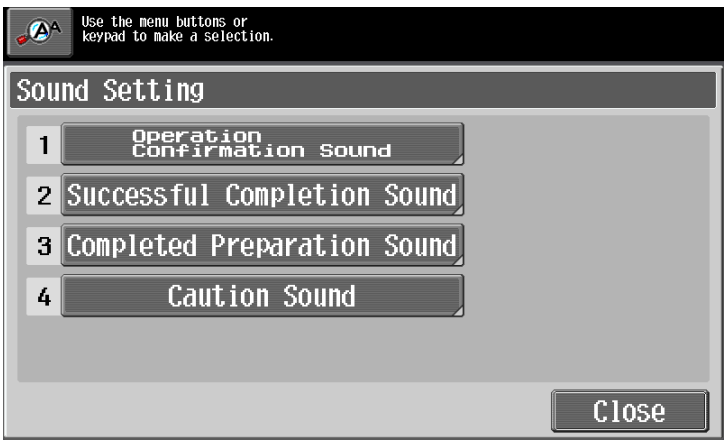
– For details on displaying the Accessibility Setting screen, refer to "Displaying the Accessibility Setting screen" on page 3-25.

2 Touch [Sound Setting] or press the [2] key in the keypad.

The Sound Setting screen appears.



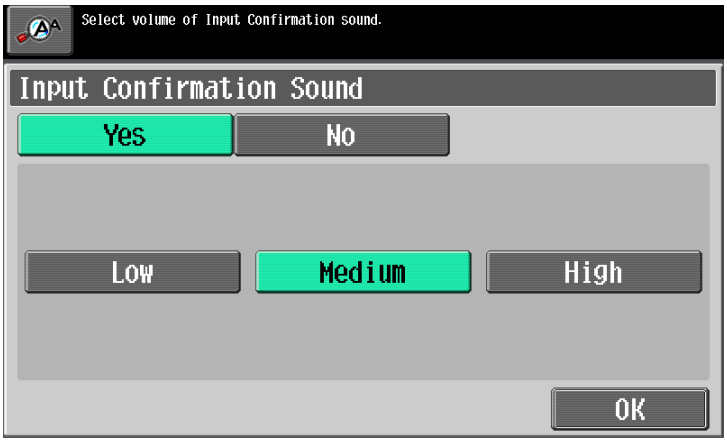
3 Touch the button or press the key in the keypad for the Sound Setting function to be set.



The Sound Setting screen appears.

4 Specify the sound setting.

– To produce a sound, touch [Yes], and then touch [Low], [Medium] or [High]. To not produce a sound, touch [No].



– To cancel changes to the settings, press the [Reset] key. All changes to the settings are canceled.

5 Touch [OK].

The Sound Setting screen appears again.

6 Touch [Close].

The Accessibility Setting screen appears again.

7 Touch [Close] or press the [Accessibility] key.

The Basic screen appears again.

4 Troubleshooting

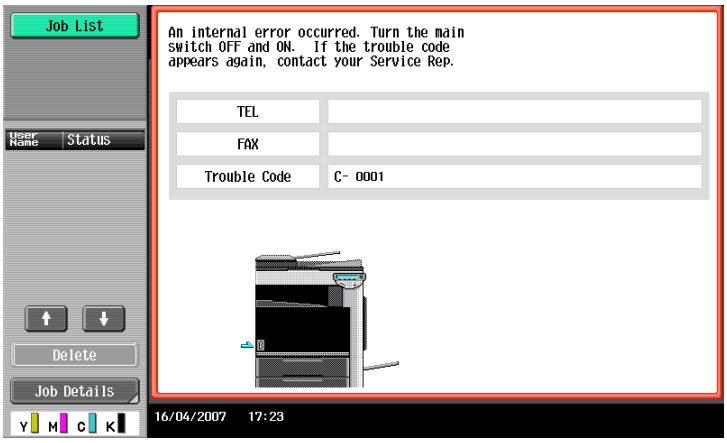
4 Troubleshooting

4.1 When an error code appears

There are three types of errors; errors that can be cleared by opening/closing the front door, errors that can be cleared by turning the power off/on, and errors that cannot be cleared.Clear the error by following the on-screen instructions.If the error cannot be cleared or released, contact your service representative with the error code.

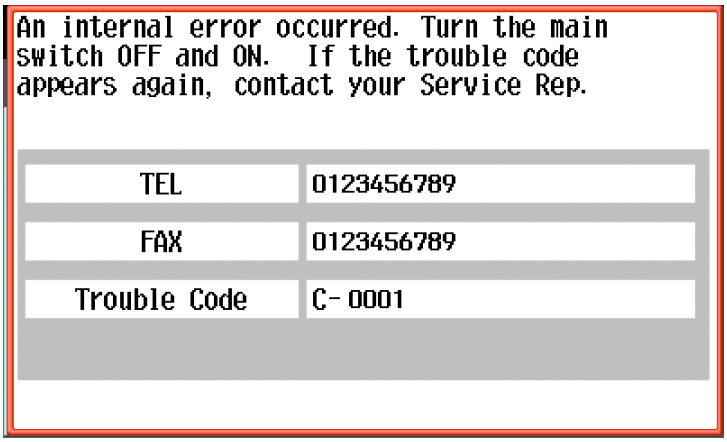
The phone number and fax number for the usual service representative appear in the center of the screen.

Example: Error that can be cleared by turning the power off/on (C-0001)



Display in Enlarge Display mode

If the internal error occurs, the screen shown below appears.



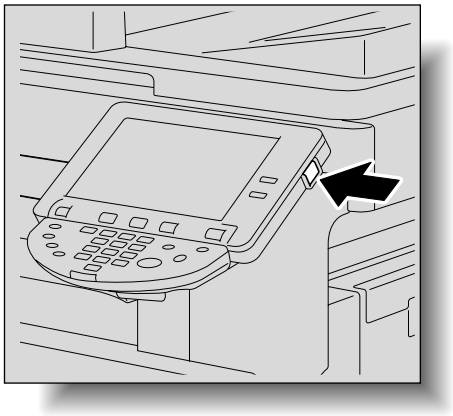
...

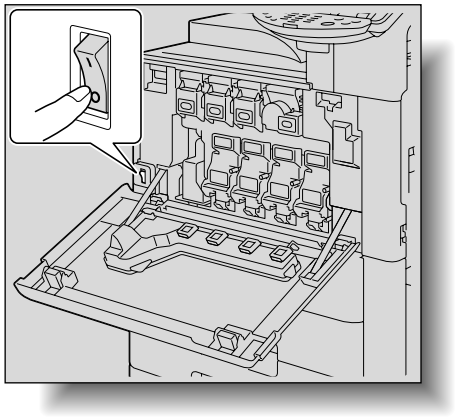
Reminder

Since the machine may be damaged, contact the service representative according to the procedure described below as soon as the call service representative screen appears.

1 Write down the trouble code (for example, C-0001) in the call service representative screen.

2 Turn the machine off by using the sub power switch and the main power switch.





3 Unplug the machine.

4 Contact the service representative, and inform them of the trouble code.

4.2 When the message "Misfeed detected." appears

If a misfeed occurs during printing, the message "Misfeed detected." appears and the location of the misfeed is indicated in the screen. (misfeed location screen)

At this time, printing cannot continue until the misfeed is adequately cleared.

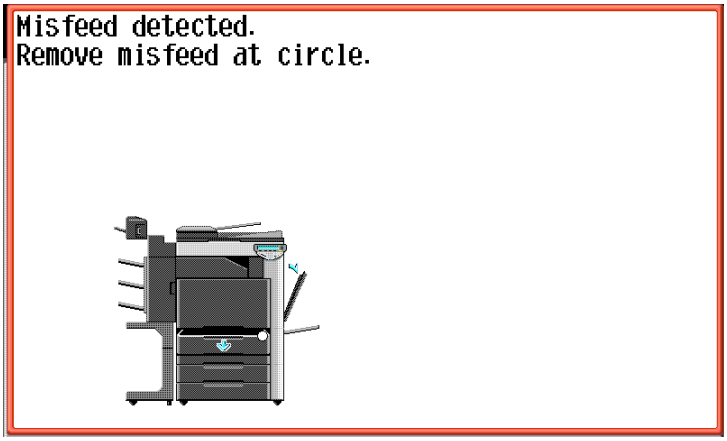
4.2.1 Location of paper misfeed

A flashing "◯" indicates the location of the paper misfeed. In addition, a lit "◯" indicates areas where paper may have been misfed and that should be checked.

Example: Screen when a paper misfeed occurs in tray 1

Display in Enlarge Display mode

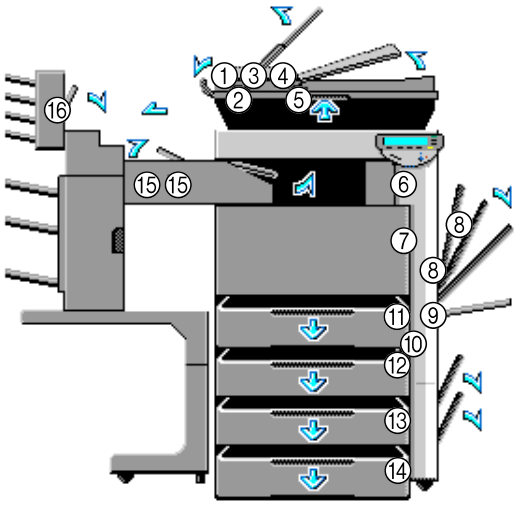
If a paper misfeed occurs, the screen shown below appears.



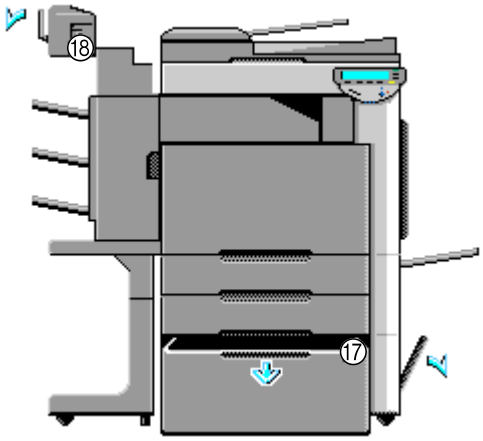
Note

The procedure for clearing misfed paper differs depending on where the misfeed occurs. Determine the misfeed location by looking at the illustration displayed with the error message, and then clear the misfeed according to the appropriate procedure.

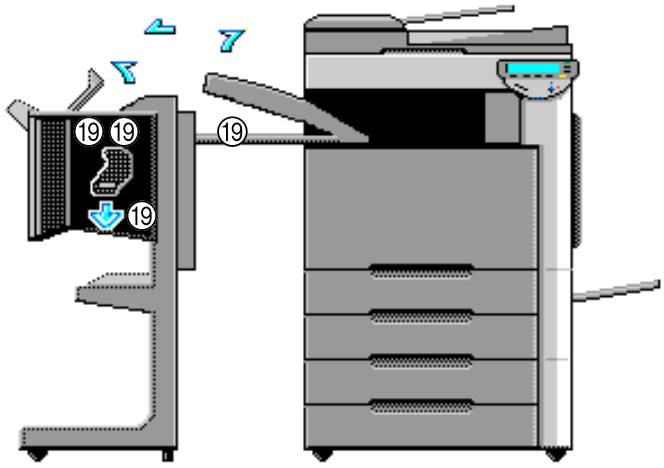
4.2.2 Paper misfeed indications



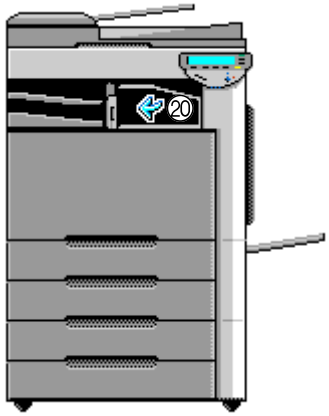
*The illustration above shows the main unit with optional finisher FS-519, mailbin kit and the double paper feed cabinet installed.



*The illustration above shows optional finisher FS-519, saddle stitcher and the LCT installed.



*The illustration above shows optional finisher FS-609 and double paper feed cabinet installed.

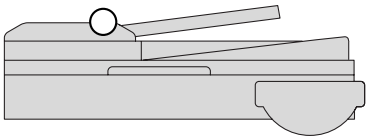


*The illustration above shows optional separator and the double paper feed cabinet installed.

No.	Description
1	Paper misfeed in the ADF (transport section) (p. 4-10)
2	Paper misfeed in the ADF (scanning section) (p. 4-13)
3	Paper misfeed in the ADF (feed section) (p. 4-7)
4	Paper misfeed in the ADF (output section) (p. 4-16)
5	Paper misfeed in the ADF (turnover section) (p. 4-18)
6	Paper misfeed in the fusing area (p. 4-20)
7	Paper misfeed in the main unit (p. 4-23)
8	Paper misfeed in the automatic duplex unit (p. 4-26)
9	Paper misfeed in the bypass tray (p. 4-27)
10	Paper misfeed in the paper transport section (p. 4-30)
11	Paper misfeed in tray 1 (p. 4-31)
12	Paper misfeed in tray 2 (p. 4-34)
13	Paper misfeed in tray 3 (p. 4-36)
14	Paper misfeed in tray 4 (p. 4-36)
15	Paper misfeed in the finisher FS-519 (p. 4-43)
16	Paper misfeed in a mailbin (p. 4-46)

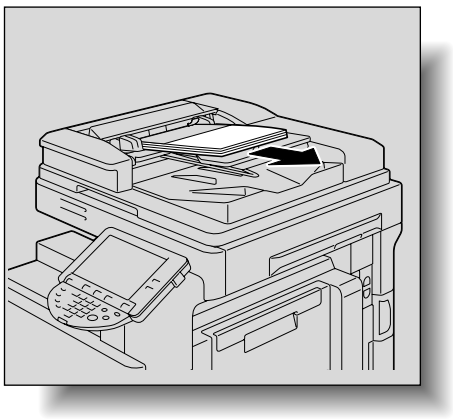
No.	Description
17	Paper misfeed in the LCT (p. 4-37)
18	Paper misfeed in the saddle stitcher (p. 4-48)
19	Paper misfeed in the finisher FS-609 (p. 4-49)
20	Paper misfeed in separator (p. 4-52)

4.2.3 Clearing a paper misfeed in the ADF (feed section)

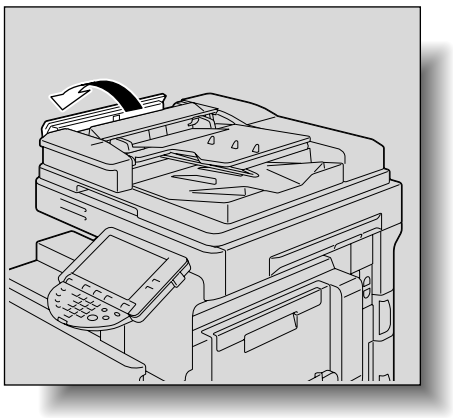


Detail
For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

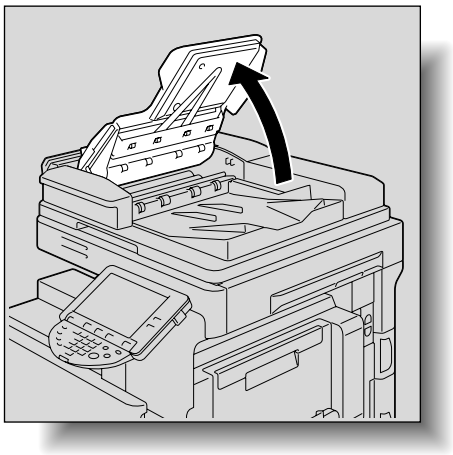
1 Remove all original pages remaining in the original feed tray.



2 Open the left-side cover.



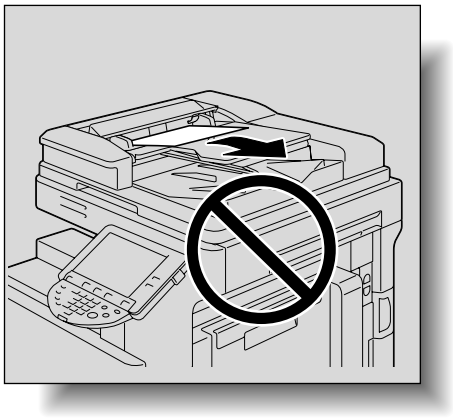
3 Raise the original feed tray as far as possible.



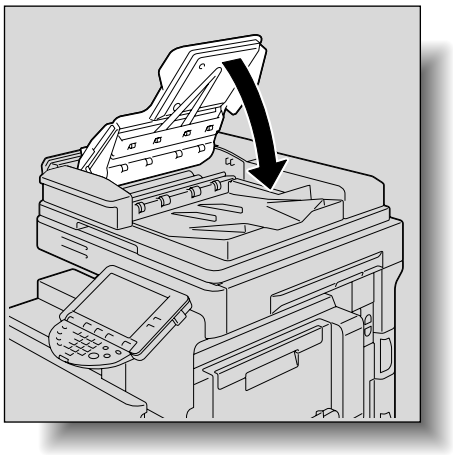
4 Slowly remove any misfed original pages.

– Since the original pages may be damaged, raise the original feed tray before removing any misfed pages.

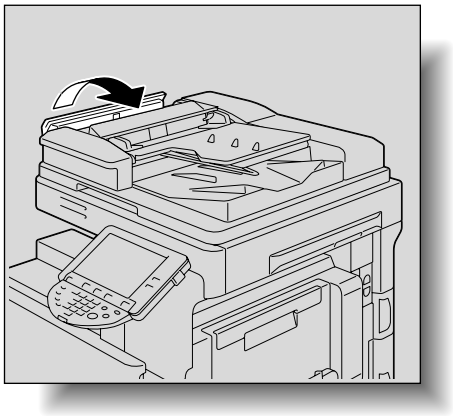
– When removing misfed paper, be sure to pull it in the feed direction.



5 Return the original feed tray to its original position.

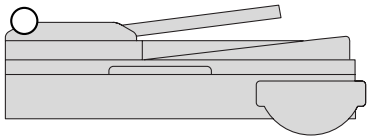


6 Close the left-side cover.



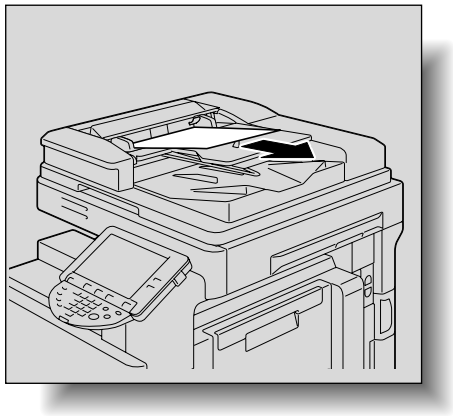
7 Load the original into the original feed tray according to the instructions that appear on the screen.

4.2.4 Clearing a paper misfeed in the ADF (transport section)

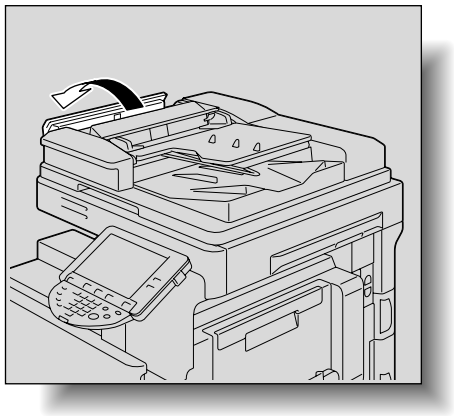


Detail
For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

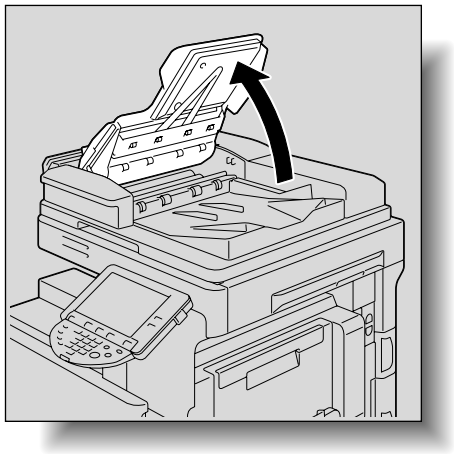
1 Remove all original pages remaining in the original feed tray.



2 Open the left-side cover.



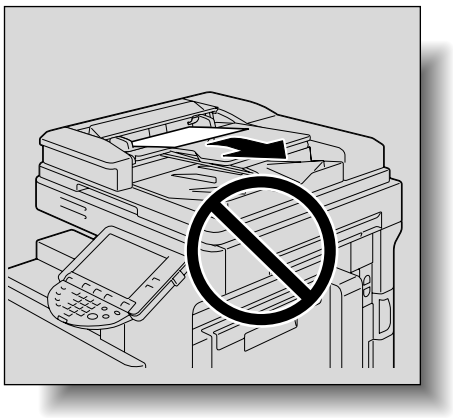
3 Raise the original feed tray as far as possible.



4 Slowly remove any misfed original pages.

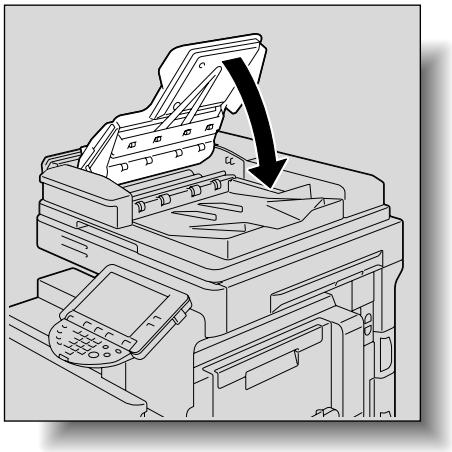
– Since the original pages may be damaged, raise the original feed tray before removing any misfed pages.

– When removing misfed paper, be sure to pull it in the feed direction.

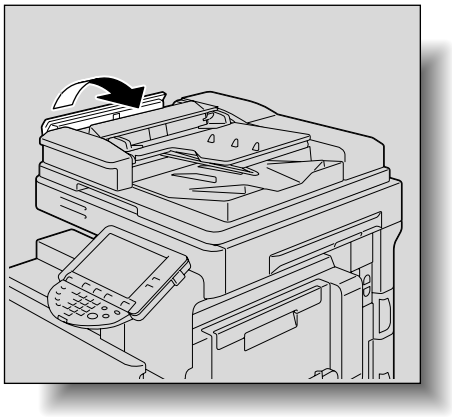


– If the misfeed occurred with the second side of a double-sided original, open the transparent guide in the left-side cover, and then turn misfeed-clearing dial 2 in the direction of the arrow to feed out the page.

5 Return the original feed tray to its original position.

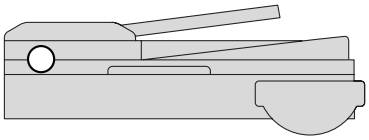


6 Close the left-side cover.



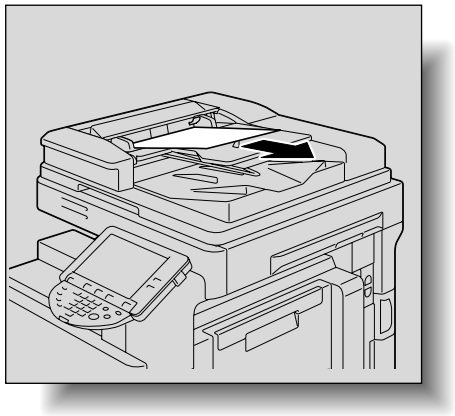
7 Load the original into the original feed tray according to the instructions that appear on the screen.

4.2.5 Clearing a paper misfeed in the ADF (scanning section)

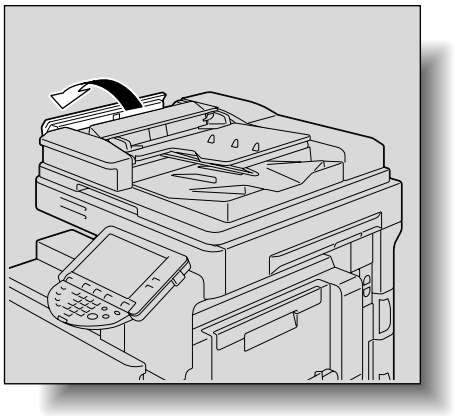


Detail
For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

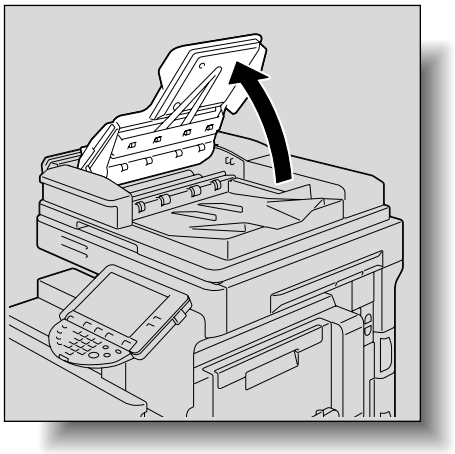
1 Remove all original pages remaining in the original feed tray.



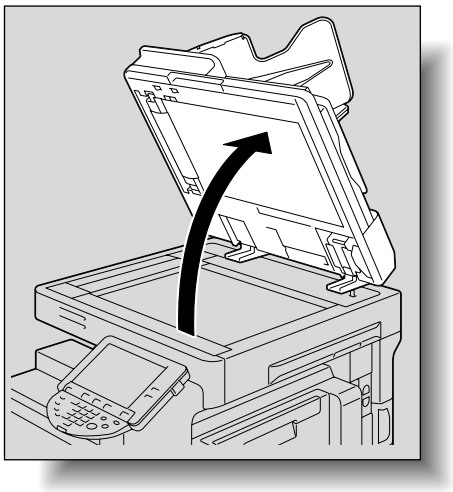
2 Open the left-side cover.



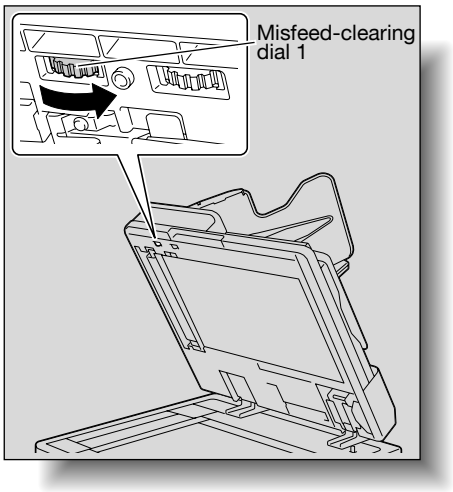
3 Raise the original feed tray as far as possible.



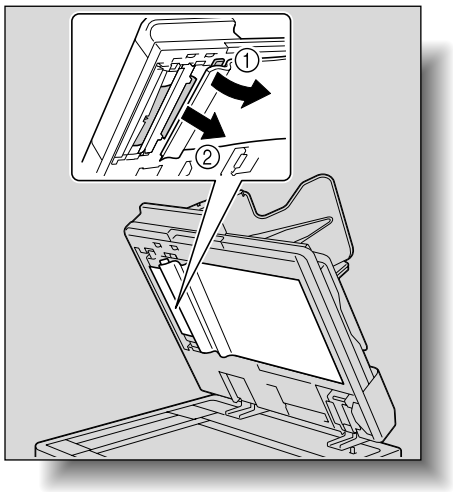
4 Lift open the ADF.



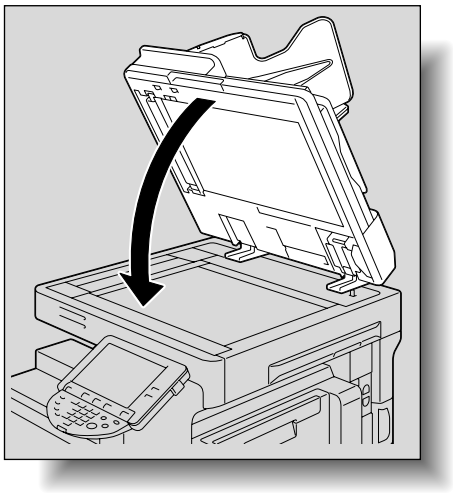
5 Turn misfeed-clearing dial 1 in the direction of the arrow to feed out the original page.



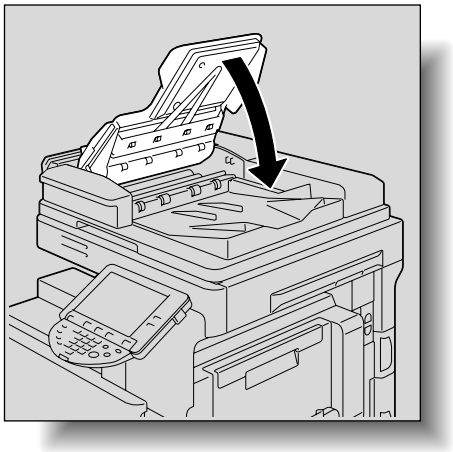
– If the edge of the paper is not visible in the original output tray, open the guide and pull out the edge of the paper, and then turn misfeed-clearing dial 1 in the direction of the arrow to feed out the original page.



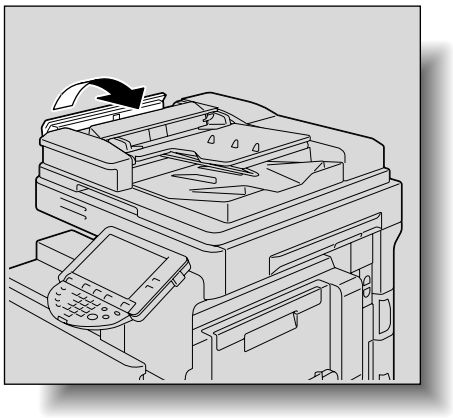
6 Close the ADF.



7 Return the original feed tray to its original position.

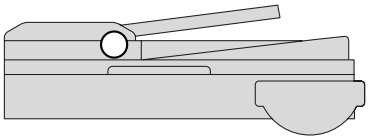


8 Close the left-side cover.



9 Load the original into the original feed tray according to the instructions that appear on the screen.

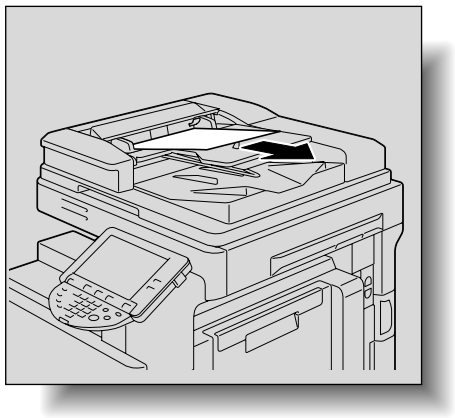
4.2.6 Clearing a paper misfeed in the ADF (output section)



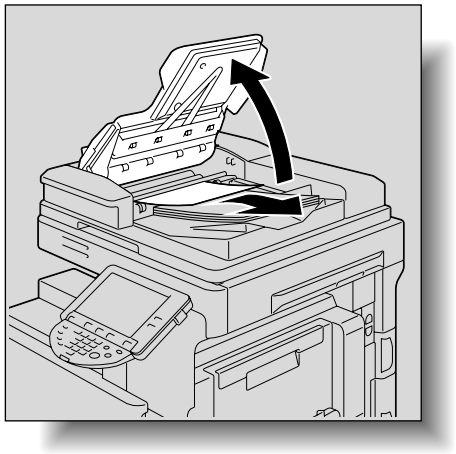
Detail

For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

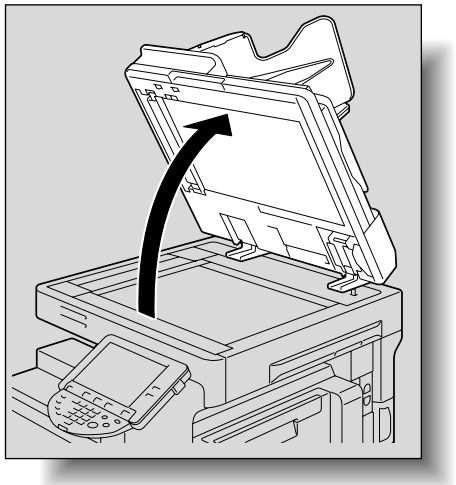
1 Remove all original pages remaining in the original feed tray.



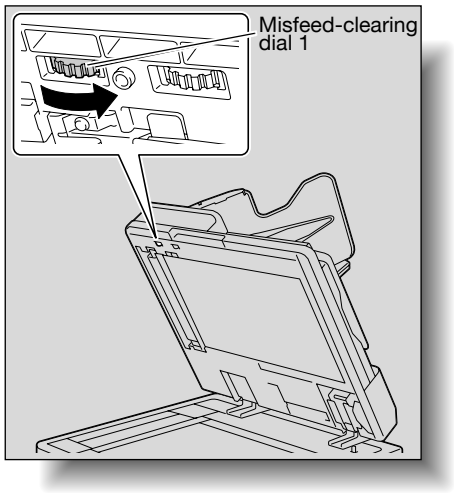
2 Raise the original feed tray as far as possible, and then slowly pull out any misfed original pages.



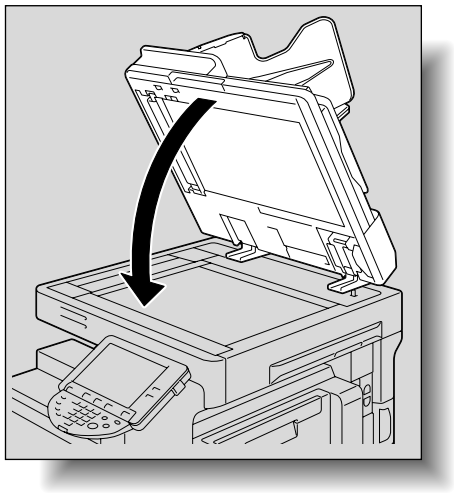
3 If the misfed paper could not be removed, open the ADF.



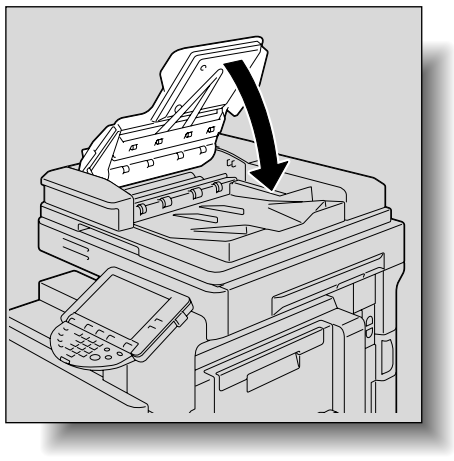
4 Turn misfeed-clearing dial 1 in the direction of the arrow to feed out the original page into the original output tray.



5 Close the ADF.

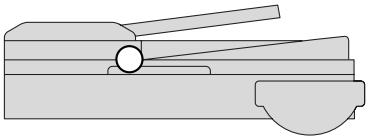


6 Return the original feed tray to its original position.



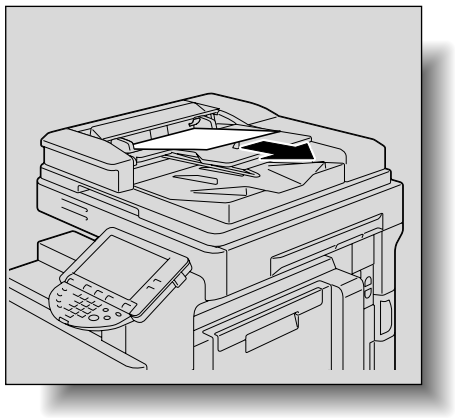
7 Load the original into the original feed tray according to the instructions that appear on the screen.

4.2.7 Clearing a paper misfeed in the ADF (turnover section)

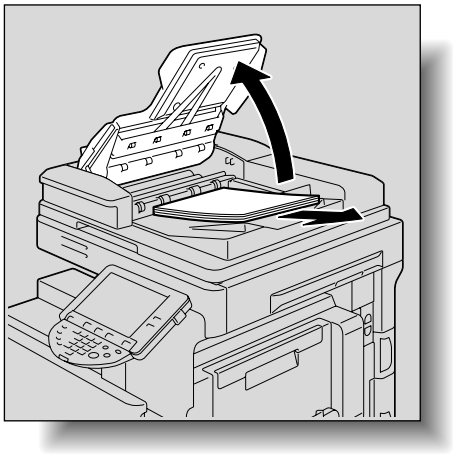


Detail
For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

1 Remove all original pages remaining in the original feed tray.

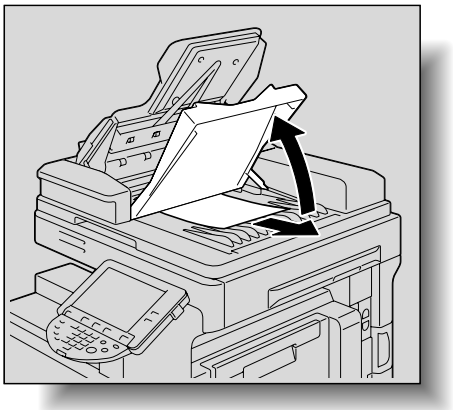


2 Raise the original feed tray as far as possible, and then remove all original pages from the original output tray.

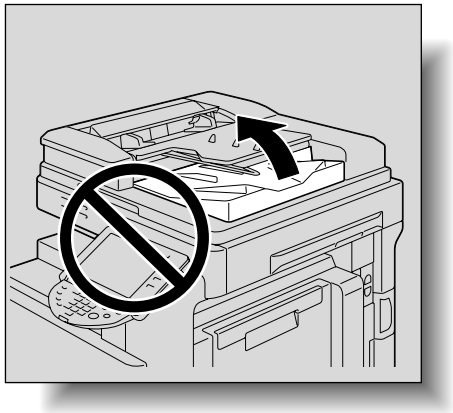


3 Raise the original output tray as far as possible, and then pull out any misfed original pages.

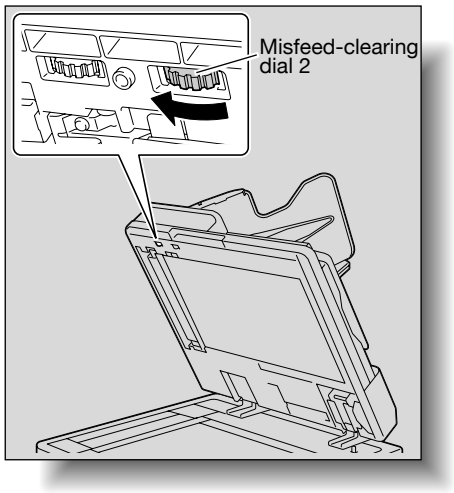
– Raise the original feed tray as far as possible, and then raise the original output tray as far as possible.



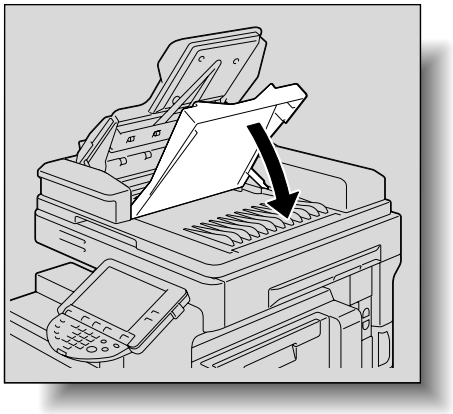
– Do not raise the original feed tray together with the original output tray.



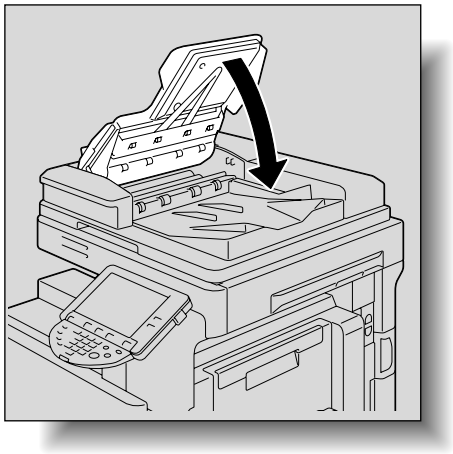
– If the original page cannot be removed, open the ADF, and then turn misfeed-clearing dial 2 in the direction of the arrow to feed out the page.



4 Return the original output tray to its original position.



5 Return the original feed tray to its original position.



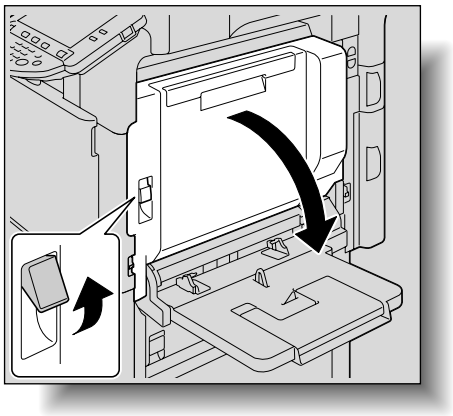
6 Load the original into the original feed tray according to the instructions that appear on the screen.

4.2.8 Clearing a paper misfeed in the fusing unit

Detail

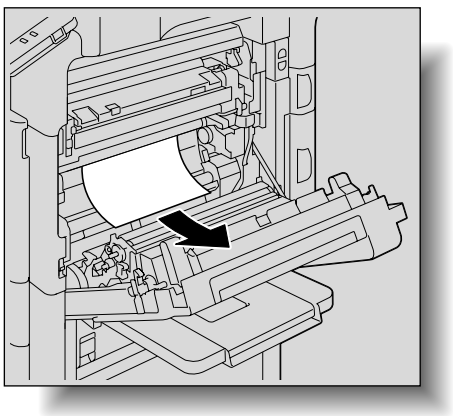
For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

1 Pull up the upper right-side door release lever, and then open the upper right-side door.

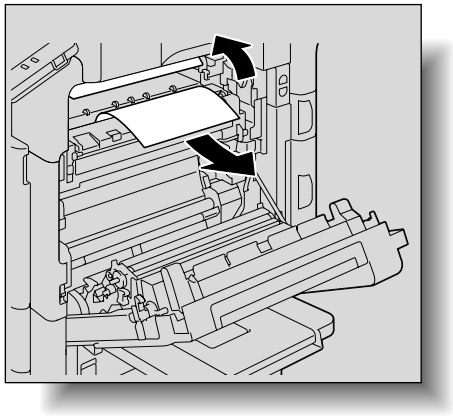


2 Slowly remove any misfed paper from the fusing unit.

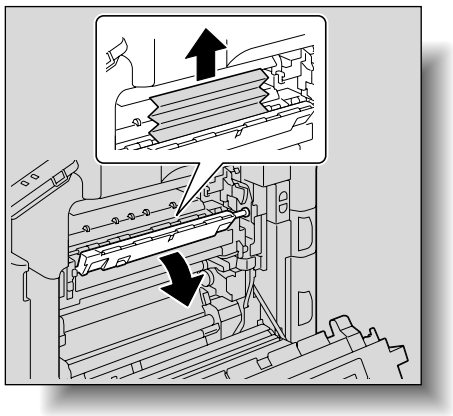
- Pull down any misfed paper from the fusing unit.
- Toner that did not pass through the fusing unit may get on your hands or clothes. Be extremely careful when removing the paper.



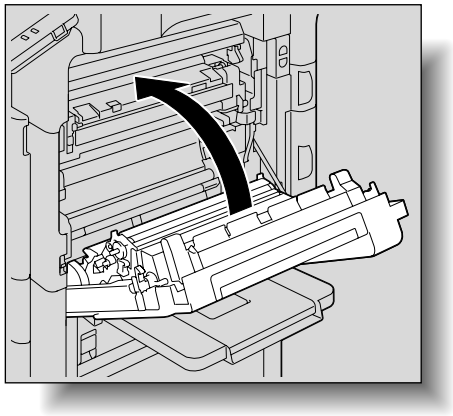
– If the paper cannot be removed by pulling it down, open the fusing unit upper cover, and then pull it up.



– If the paper is zigzag folded and jammed in the fusing unit, open the fusing cover, and then remove the paper.

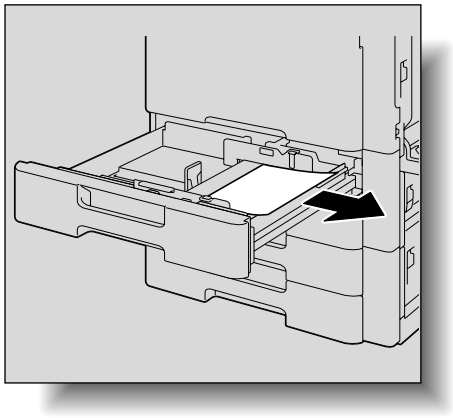


3 Close the upper right-side door.



4 Pull out the tray being used.

5 Remove any misfed paper.

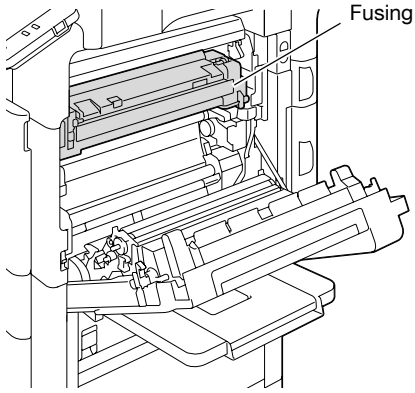


6 Close the tray.

⚠ CAUTION

The area around the fusing unit is extremely hot.

➔Touching anything other than the indicated levers and dials may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.



⚠ CAUTION

Precautions for toner spills

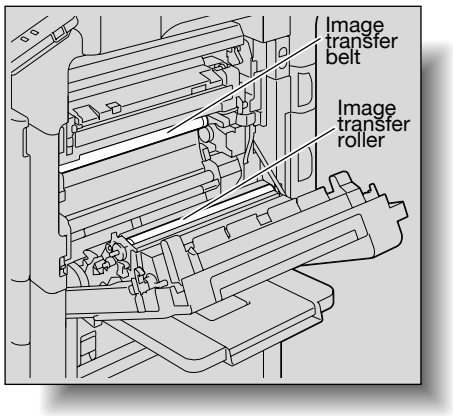
- ➔ Be careful not to spill toner inside the machine or get toner on your clothes or hands.
- ➔ If your hands become soiled with toner, immediately wash them with soap and water.
- ➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

...

Reminder

If the paper is misfed as described below, contact your service representative.
The paper is wrapped around the roller in the fusing unit.
The paper is folded or shredded by the roller in the fusing unit.
The paper that was removed tore and remains in the fusing unit.

Decreased image quality may result if the surface of the image transfer belt or image transfer roller is touched. Be careful not to touch the surface of the image transfer belt or the image transfer roller.



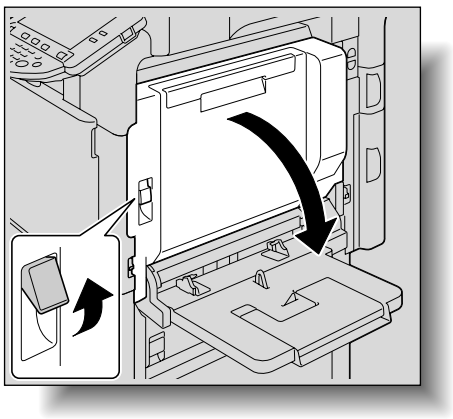
Be careful not to touch the film with your hands.

4.2.9 Clearing a paper misfeed in the main unit

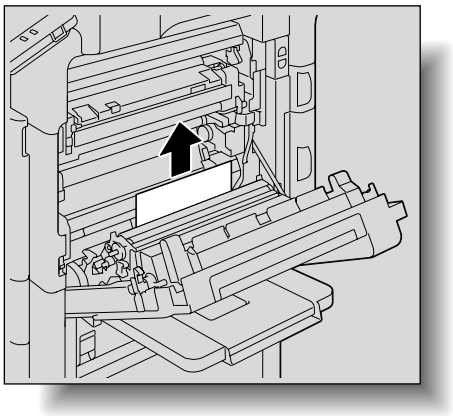
Detail

For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

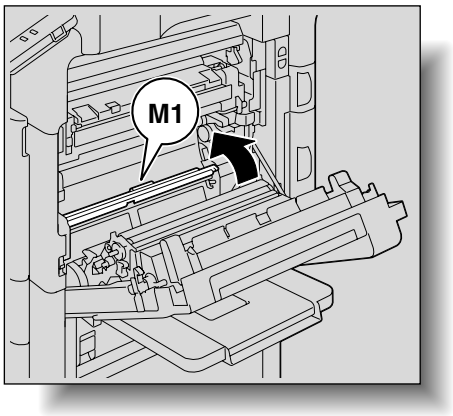
1 Pull up the upper right-side door release lever, and then open the upper right-side door.



2 Slowly remove any misfed paper from the main unit.

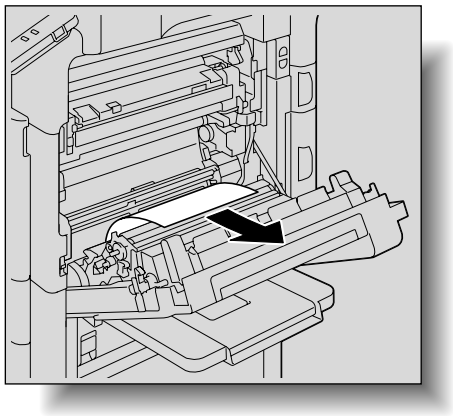


3 If the edge of the paper is around the timing roller, open the internal cover M1.

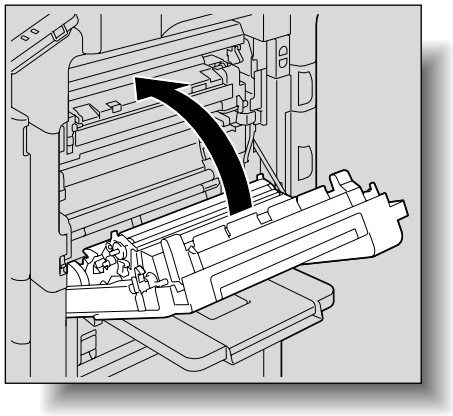


4 Slowly remove any misfed paper from the timing roller.

– Toner that did not pass through the fusing unit may get on your hands or clothes. Be extremely careful when removing the paper.

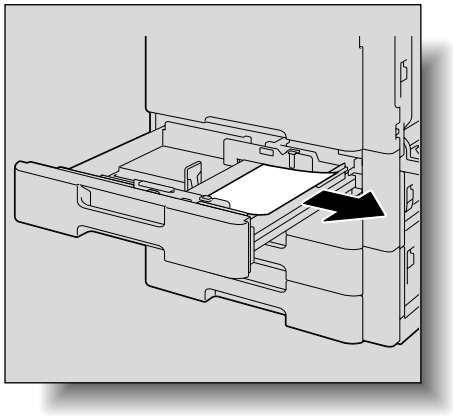


5 Close the upper right-side door.



6 Pull out the tray being used.

7 Remove any misfed paper.

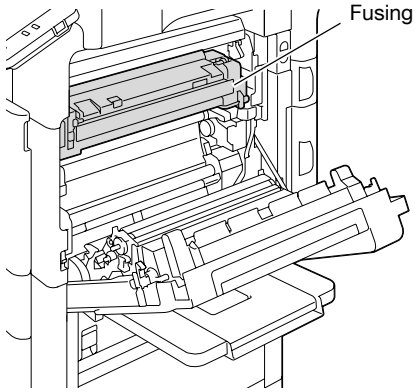


8 Close the tray.

⚠ CAUTION

The area around the fusing unit is extremely hot.

➔Touching anything other than the indicated levers and dials may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.



⚠ CAUTION

Precautions for toner spills

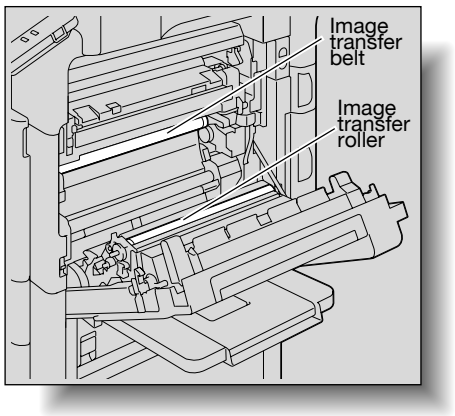
- ➔ Be careful not to spill toner inside the machine or get toner on your clothes or hands.
- ➔ If your hands become soiled with toner, immediately wash them with soap and water.
- ➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

✎ . . .

Reminder

If the paper is misfed as described below, contact your service representative.
The paper is wrapped around the timing roller.
The paper is folded or shredded by the timing roller.

Decreased image quality may result if the surface of the image transfer belt or image transfer roller is touched. Be careful not to touch the surface of the image transfer belt or the image transfer roller.



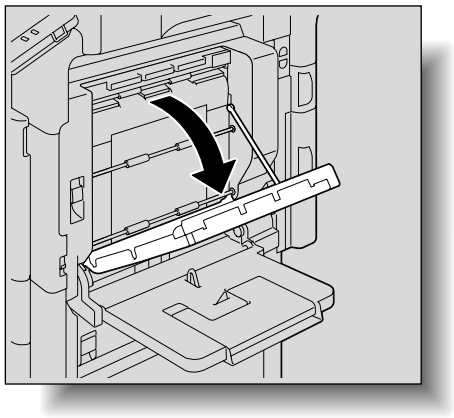
Be careful not to touch the film with your hands.

4.2.10 Clearing a paper misfeed in the automatic duplex unit

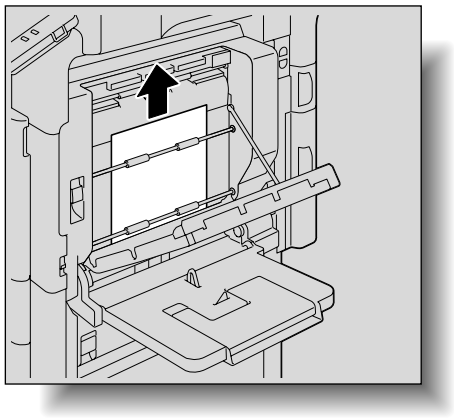
Detail

For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

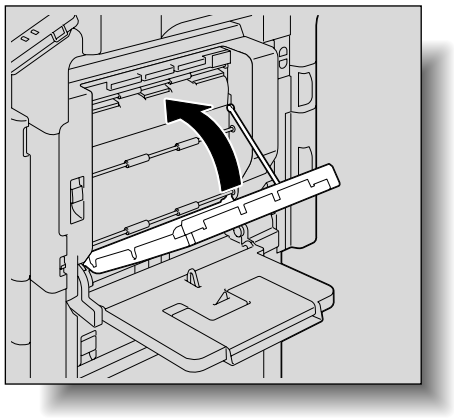
1 Open the door of the automatic duplex unit.



2 Slowly remove any misfed paper from the automatic duplex unit.

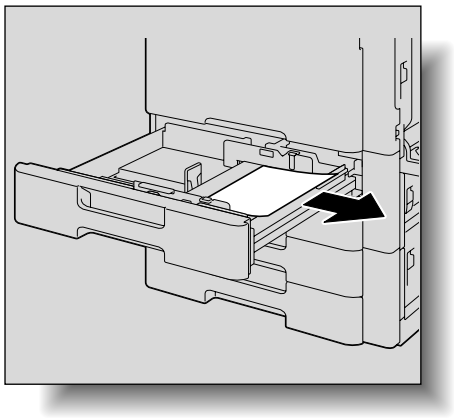


3 Close the door of the automatic duplex unit.



4 Pull out the tray being used.

5 Remove any misfed paper.



6 Close the tray.

...

Reminder

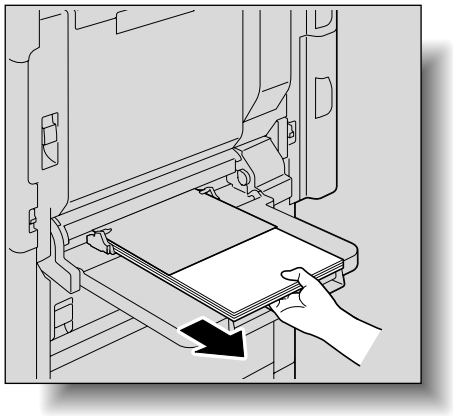
Be careful not to touch the film with your hands.

4.2.11 Clearing a paper misfeed in the bypass tray

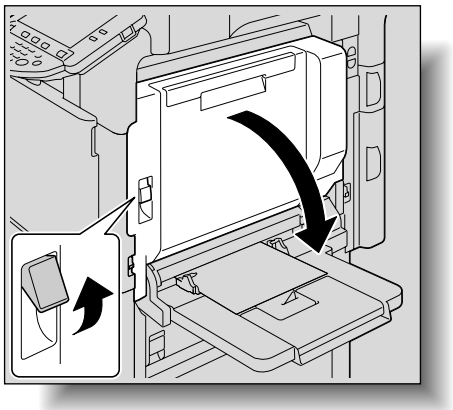
Detail

For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

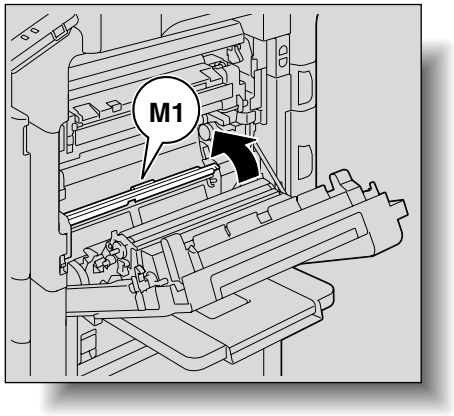
1 Remove the paper from the bypass tray.



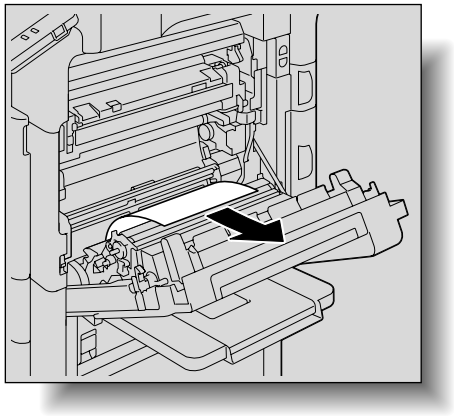
2 Open the upper right-side door.



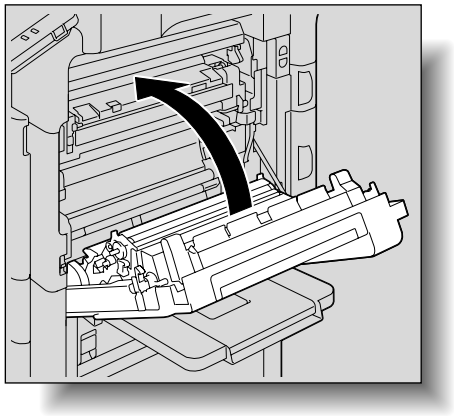
3 Open the internal cover M1.



4 Slowly remove any misfeed paper.



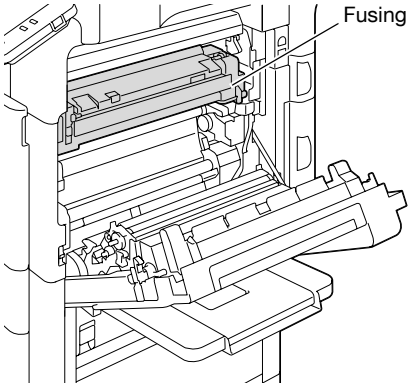
5 Close the upper right-side door.



⚠ CAUTION

The area around the fusing unit is extremely hot.

➔Touching anything other than the indicated levers and dials may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.



⚠ CAUTION

Precautions for toner spills

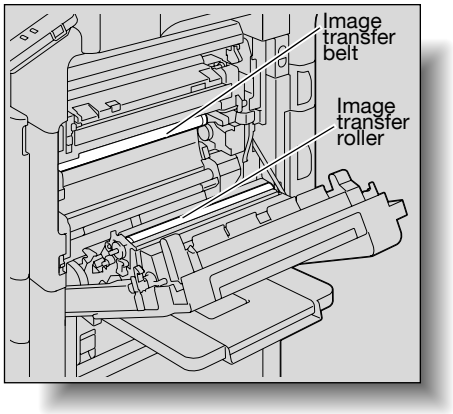
- ➔ Be careful not to spill toner inside the machine or get toner on your clothes or hands.
- ➔ If your hands become soiled with toner, immediately wash them with soap and water.
- ➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

✎ . . .

Reminder

If the paper is misfed as described below, contact your service representative.
The paper is wrapped around the timing roller.
The paper is folded or shredded by the timing roller.

Decreased image quality may result if the surface of the image transfer belt or image transfer roller is touched. Be careful not to touch the surface of the image transfer belt or the image transfer roller.

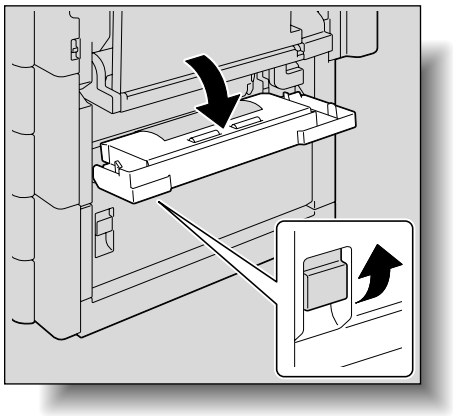


4.2.12 Clearing a paper misfeed in the paper transport section

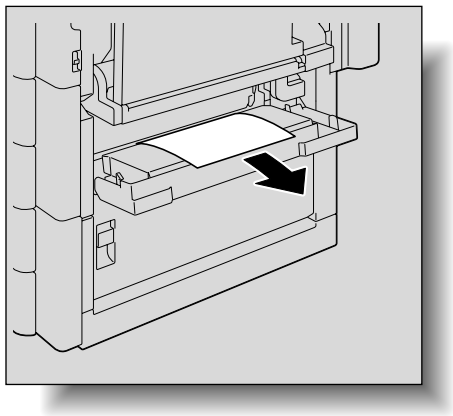
Detail

For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

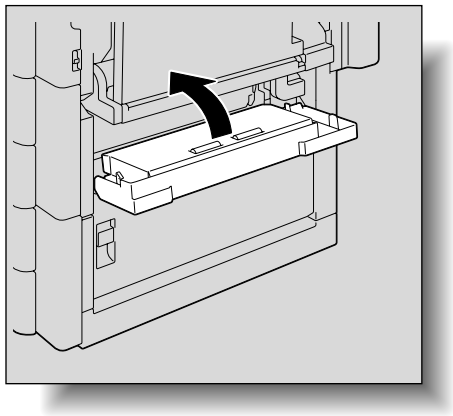
1 Pull up the center right-side door release lever, and then open the center right-side door.



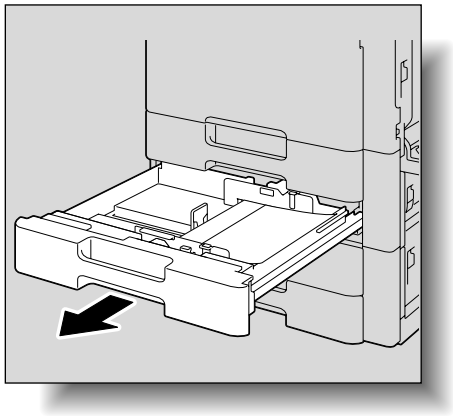
2 Carefully remove any misfed paper.



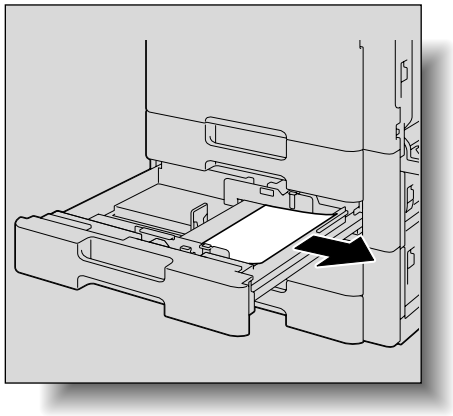
3 Close the center right-side door.



4 Pull out the tray being used.



5 Remove any misfed paper.



6 Close the tray.

...

Reminder

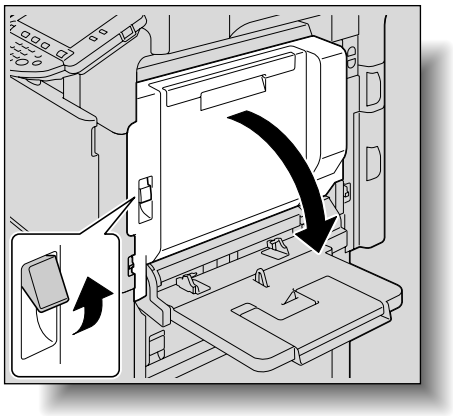
Be careful not to touch the film.

4.2.13 Clearing a paper misfeed in tray 1

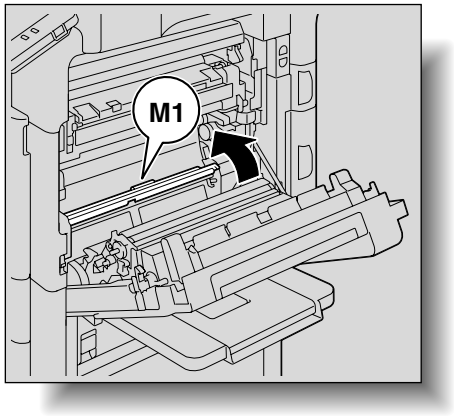
Detail

For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

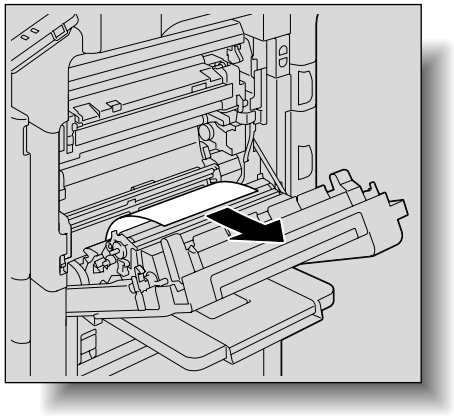
1 Pull up the upper right-side door release lever, and then open the upper right-side door.



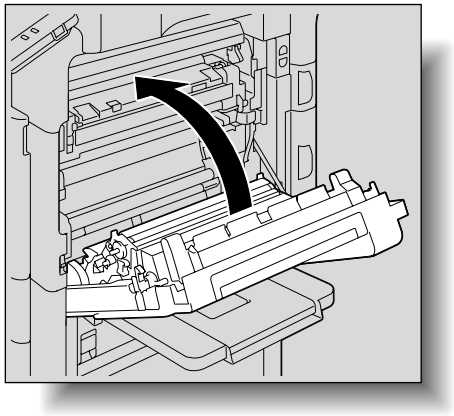
2 Open the internal cover M1.



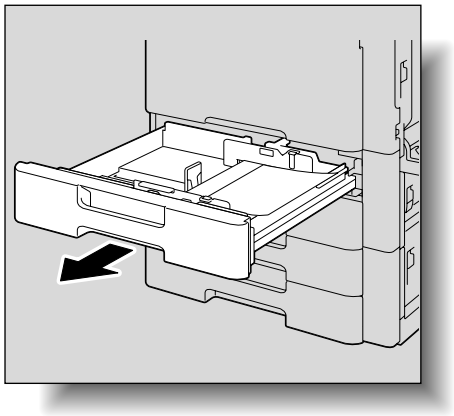
3 Carefully remove any misfed paper.



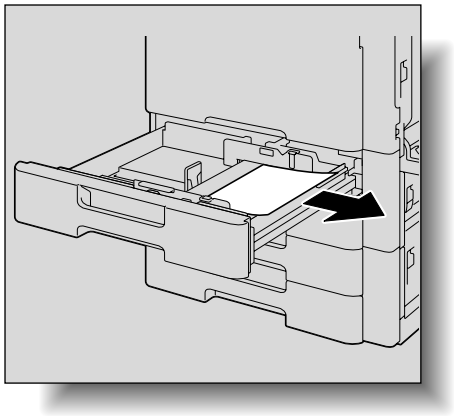
4 Close the upper right-side door.



5 Pull out tray 1.



6 Remove any misfed paper.

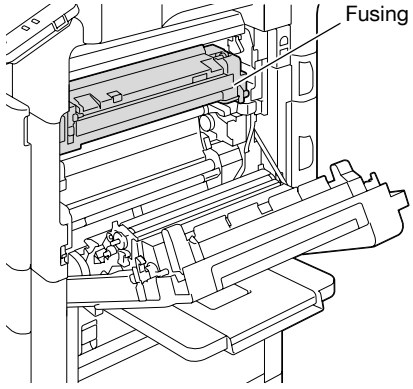


7 Close the tray.

⚠ CAUTION

The area around the fusing unit is extremely hot.

➔Touching anything other than the indicated levers and dials may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.



⚠ CAUTION

Precautions for toner spills

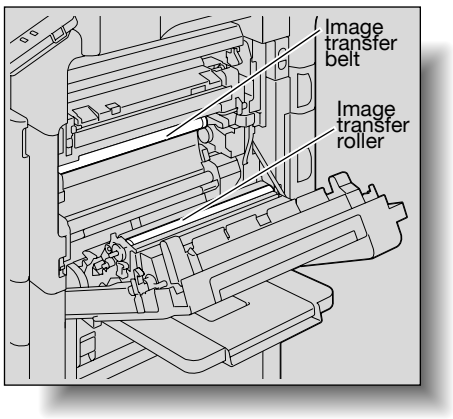
- ➔ Be careful not to spill toner inside the machine or get toner on your clothes or hands.
- ➔ If your hands become soiled with toner, immediately wash them with soap and water.
- ➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

...

Reminder

If the paper is misfed as described below, contact your service representative.
The paper is wrapped around the timing roller.
The paper is folded or shredded by the timing roller.

Decreased image quality may result if the surface of the image transfer belt or image transfer roller is touched. Be careful not to touch the surface of the image transfer belt or the image transfer roller.



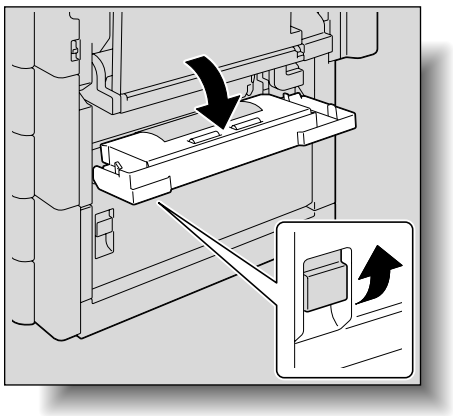
Be careful not to touch the film.

4.2.14 Clearing a paper misfeed in tray 2

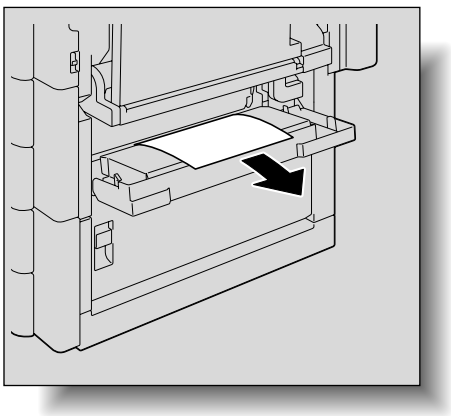
Detail

For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

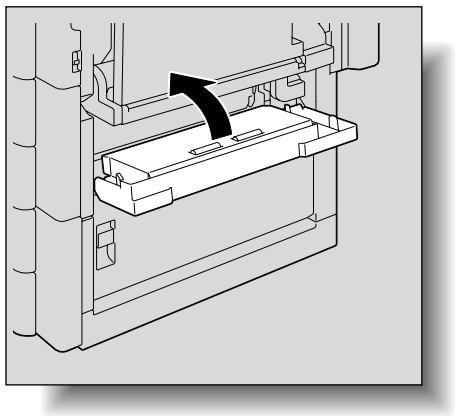
1 Pull up the center right-side door release lever, and then open the center right-side door.



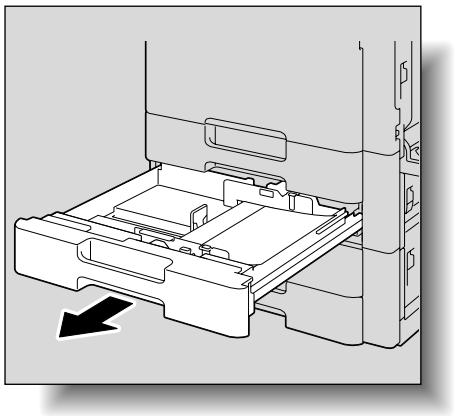
2 Carefully remove any misfed paper.



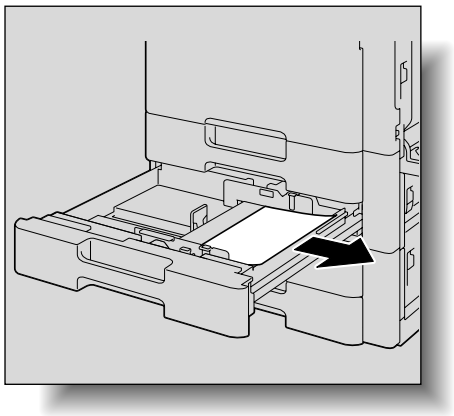
3 Close the center right-side door.



4 Pull out tray 2.



5 Remove any misfed paper.



6 Close the tray.

...

Reminder

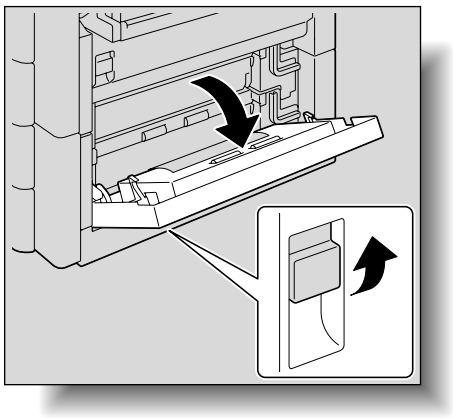
Be careful not to touch the film.

4.2.15 Clearing a paper misfeed in paper feed cabinet (Tray 3/4)

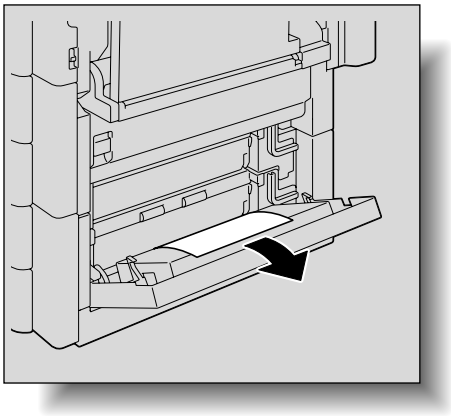
Detail

For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

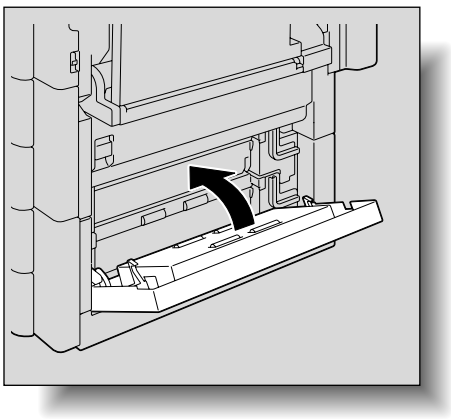
1 Pull up the lower right-side door release lever, and then open the lower right-side door.



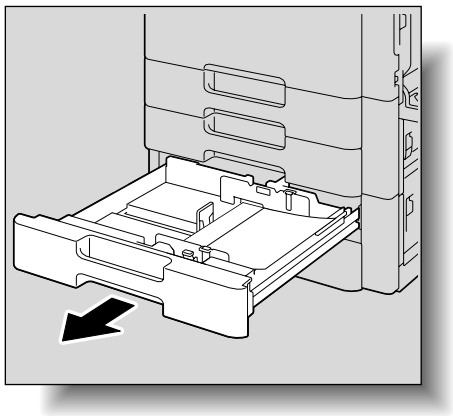
2 Carefully remove any misfed paper.



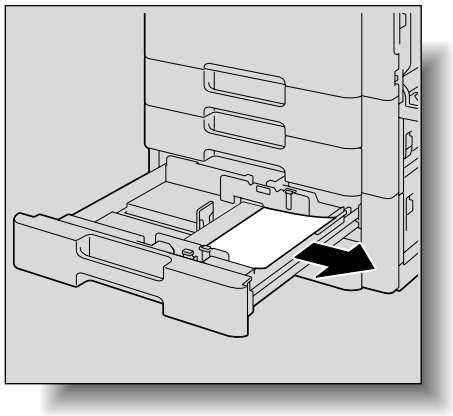
3 Close the lower right-side door.



4 Pull out paper tray.



5 Remove any misfed paper.



6 Close the tray.

...

Reminder

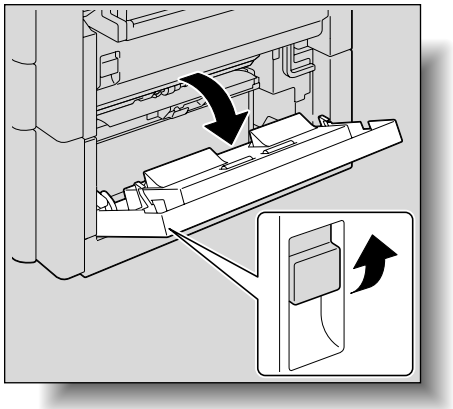
Be careful not to touch the film with your hands.

4.2.16 Clearing a paper misfeed in the LCT

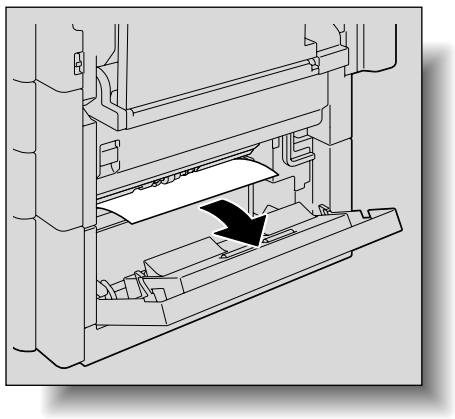
Detail

For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

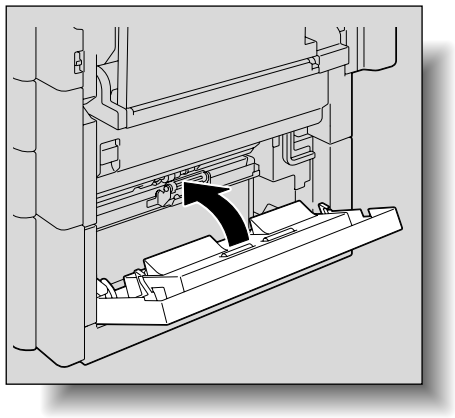
1 Pull up the lower right-side door release lever, and then open the lower right-side door.



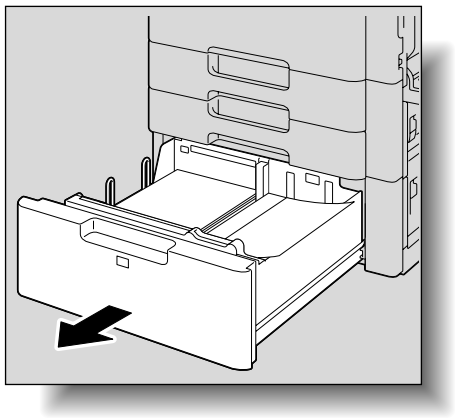
2 Carefully remove any misfed paper.



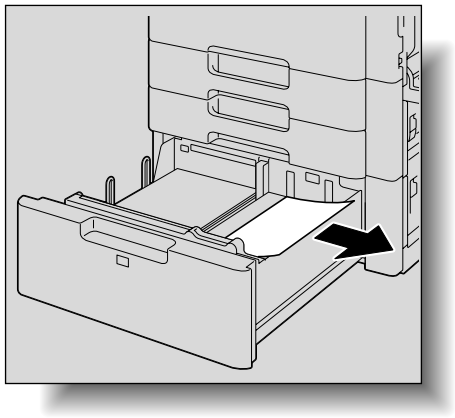
3 Close the lower right-side door.



4 Press the tray release button, and then pull out the LCT.



5 Remove any misfed paper.



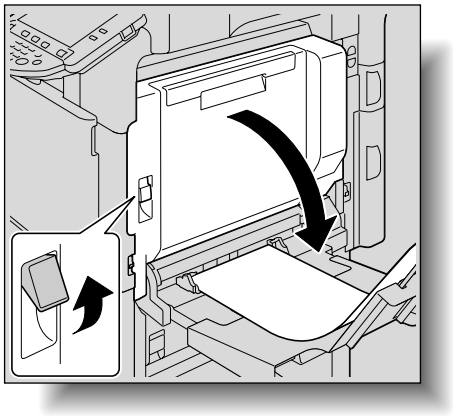
6 Close the LCT.

...

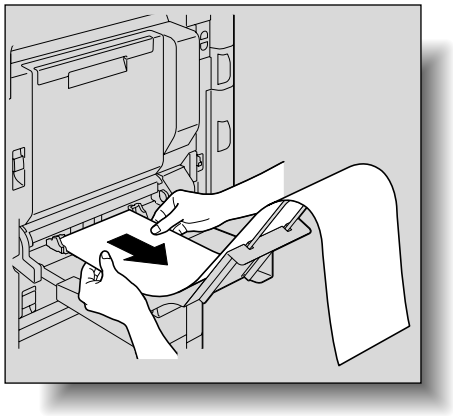
Reminder
Be careful not to touch the film.

4.2.17 Clearing a banner paper misfeed

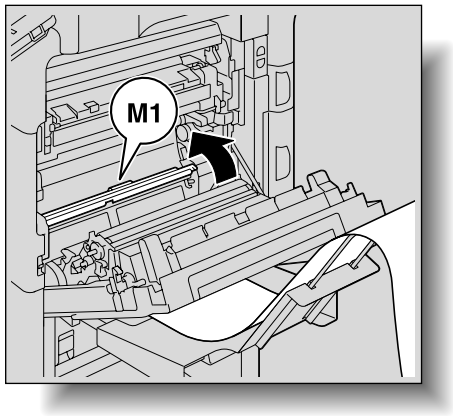
1 Pull up the upper right-side door release lever, and then open the upper right-side door.



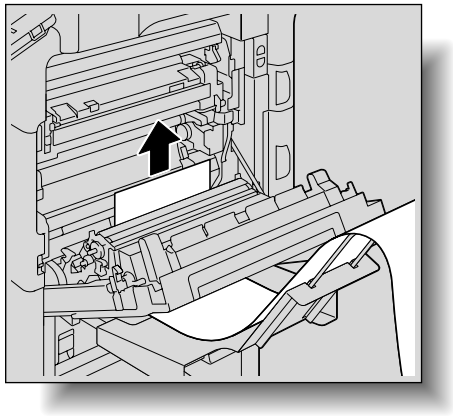
– If the end of the paper cannot be seen or cannot be grabbed, remove the paper in the direction of the arrow.



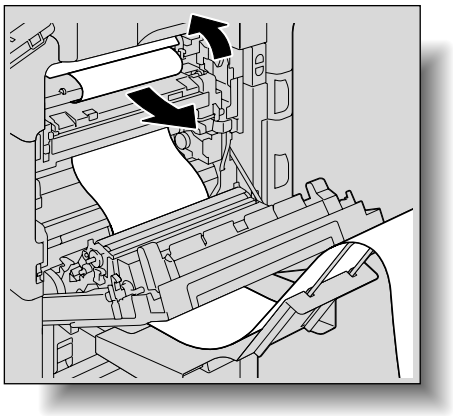
2 Open inside cover M1.



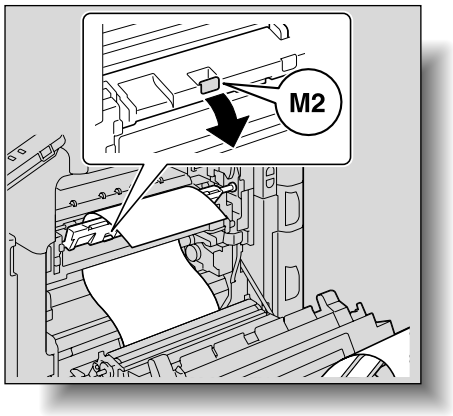
3 Remove any paper caught in the timing roller section.



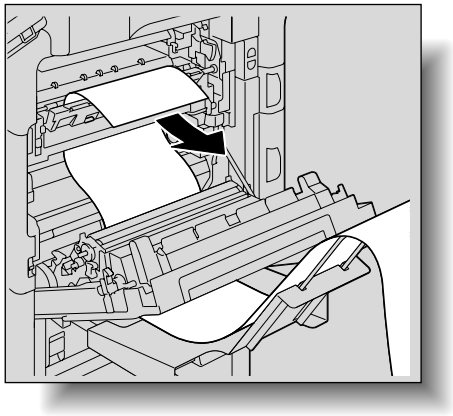
4 Push up the fusing unit upper cover, and then remove any misfed paper.



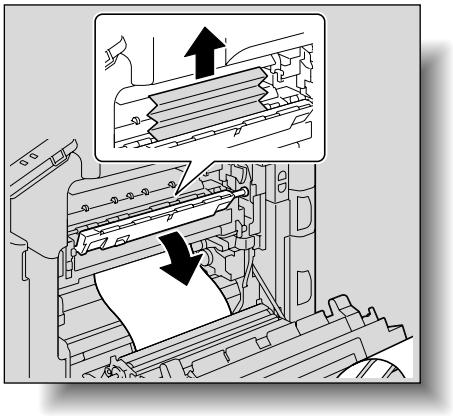
5 Open the fusing cover M2.



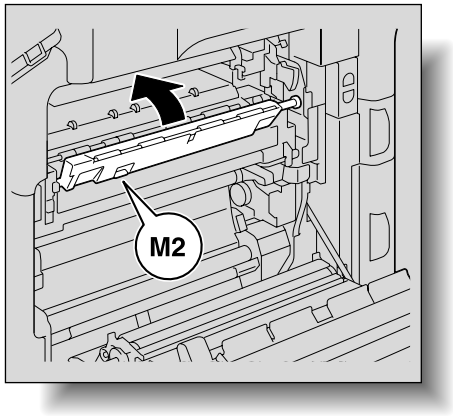
6 Remove any misfed paper.



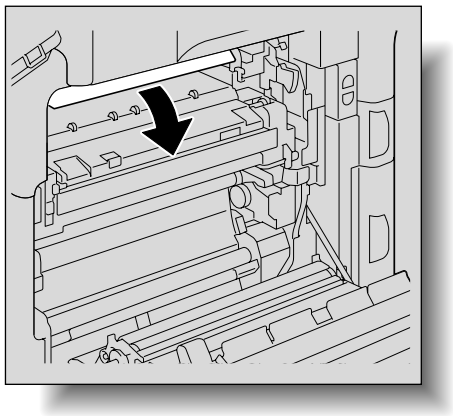
7 Remove any paper caught in the fusing unit.



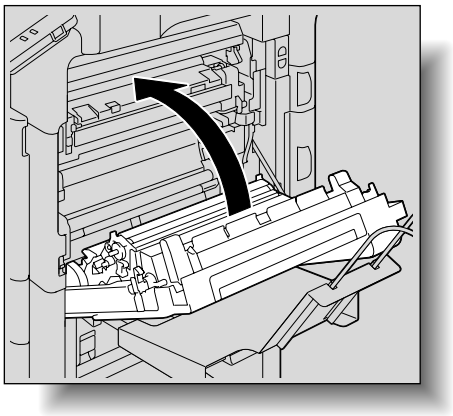
8 Close the fusing cover M2.



9 Close the fusing unit upper cover.



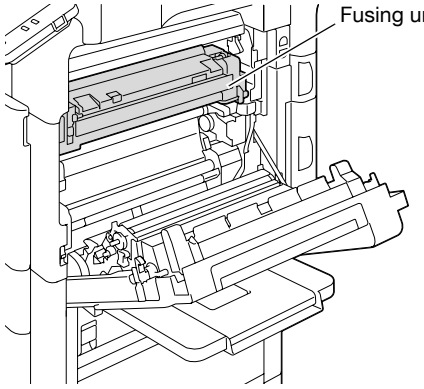
10 Close the upper right-side door.



⚠ CAUTION

The area around the fusing unit is extremely hot.

➔Touching anything other than the indicated levers and dials may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.



⚠ CAUTION

Precautions for toner spills

- ➔ Be careful not to spill toner inside the machine or get toner on your clothes or hands.
- ➔ If your hands become soiled with toner, immediately wash them with soap and water.
- ➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

✎ ...

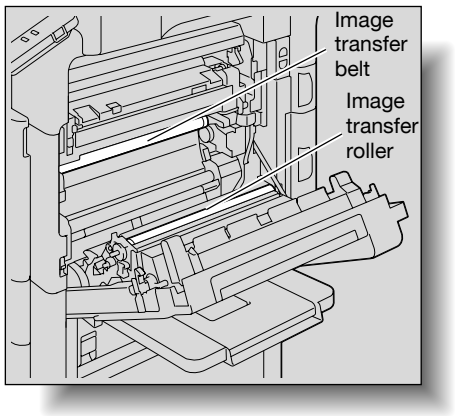
Reminder

If the paper is misfed as described below, contact your service representative.

The paper is wrapped around the timing roller.

The paper is folded or shredded by the timing roller.

Decreased image quality may result if the surface of the image transfer belt or the image transfer roller is touched. Be careful not to touch the surface of the image transfer belt or the image transfer roller.

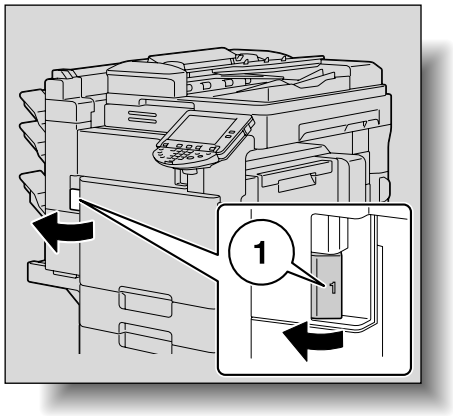


4.2.18 Clearing a paper misfeed in finisher FS-519

Detail

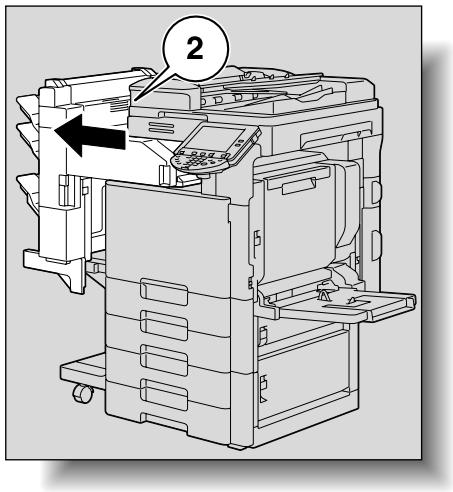
For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

1 Pull the finisher release lever 1 to unlock the finisher.

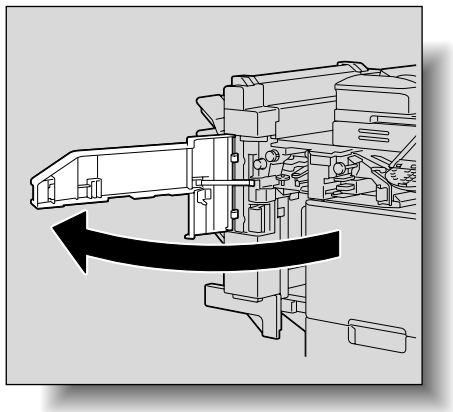


2 Grab the finisher at "2", and then slide the finisher away from the main unit.

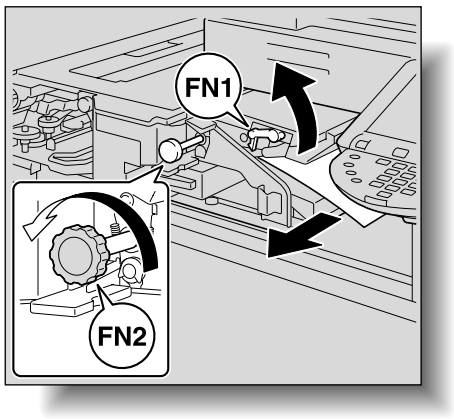
– To move the finisher away from the main unit, be sure to grab it at "2". Do not grab the mailbins or saddle stitcher to move the finisher, otherwise they may be damaged.



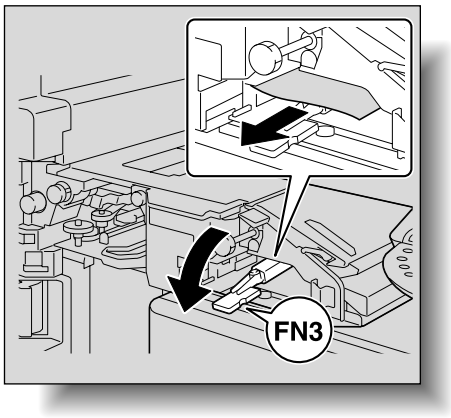
3 Open the front door.



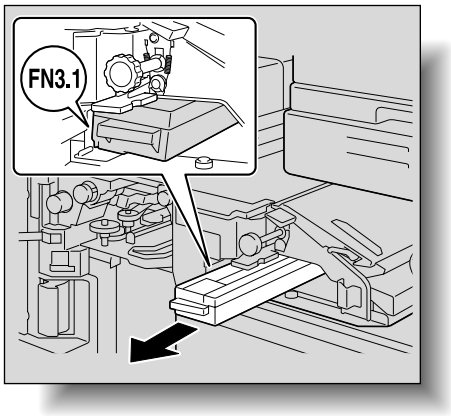
4 Raise lever FN1, turn dial FN2, and then pull out any paper.



5 Lower guide FN3, and then remove any paper.



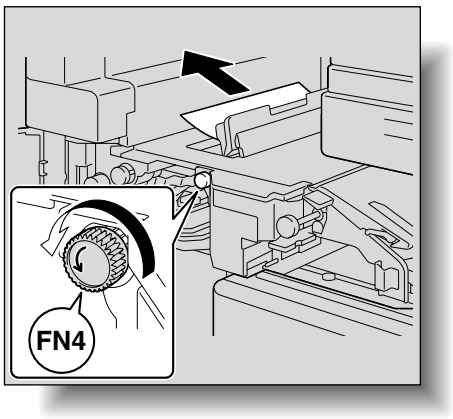
– If the punch kit is installed, pull out the punch scrap box FN3.1.



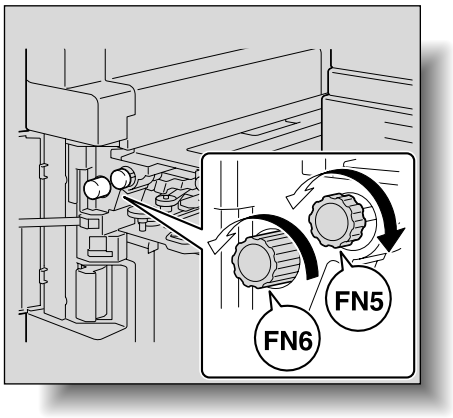
6 Return guide FN3 to its original position.

– If the punch kit is installed, insert the punch scrap box FN3.1 into its original position.

7 Turn dial FN4 to feed the paper, open the transport unit cover, and then remove any paper.



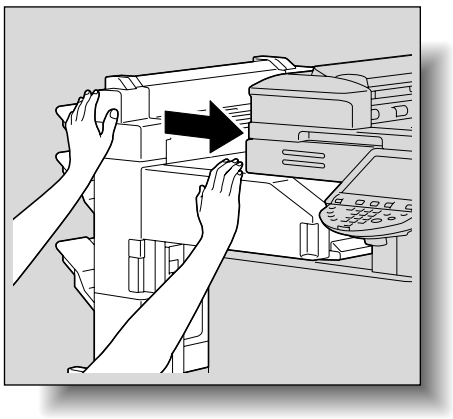
8 Turn dial FN5 or dial FN6, and then remove any paper.

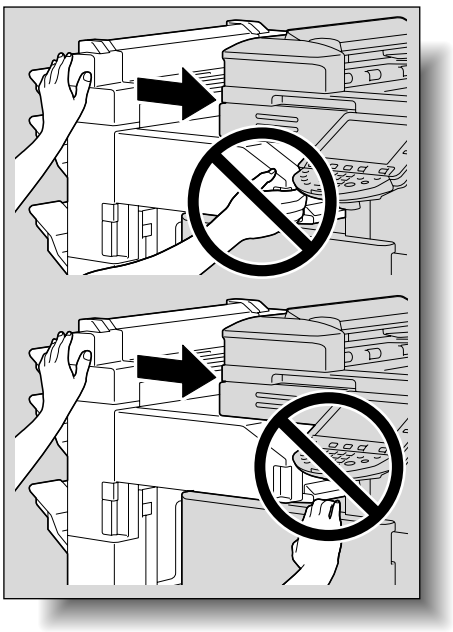


9 Close the front door.

10 Return the finisher to its original position.

– When returning the finisher to its original position, do not grab the handle on the front door, the control panel, the mail bins, or the saddle stitcher.



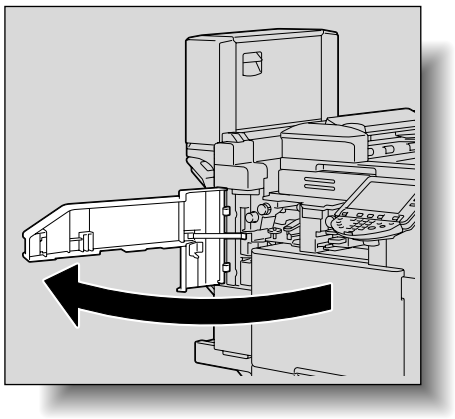


4.2.19 Clearing a paper misfeed in the mailbin

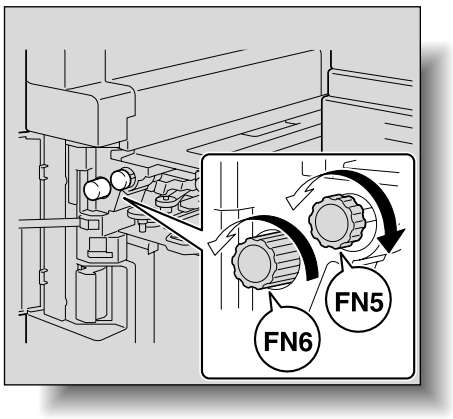
Detail

For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

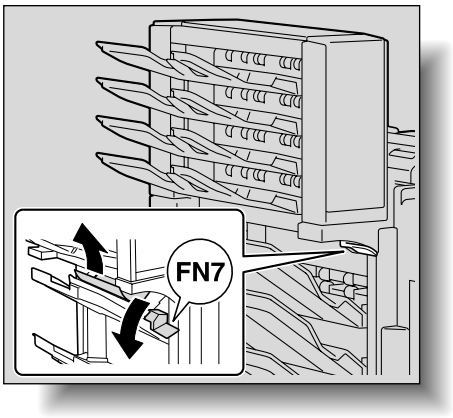
1 Open the front door.



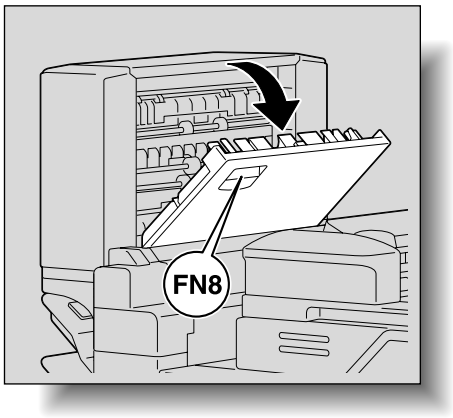
2 Turn dial FN5 or dial FN6 to feed out the paper.



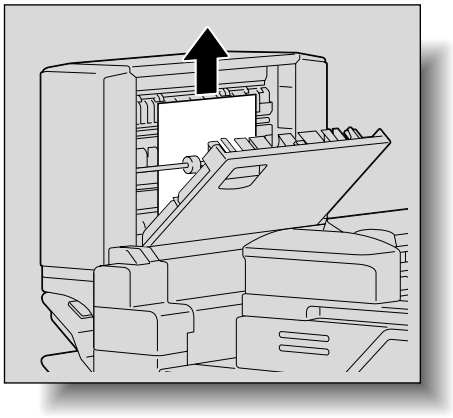
3 While pressing down lever FN7, pull out any paper.



4 Pull lever FN8 to open the misfeed-clearing door.



5 Remove any paper in the mailbin.



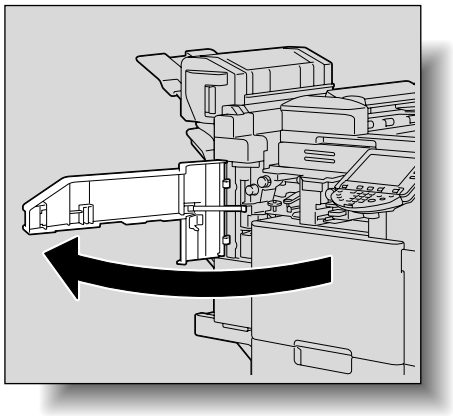
6 Close the misfeed-clearing door.

7 Close the front door.

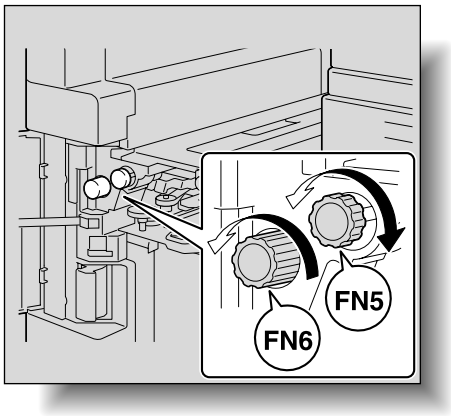
4.2.20 Clearing a paper misfeed in the saddle stitcher

Detail
For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

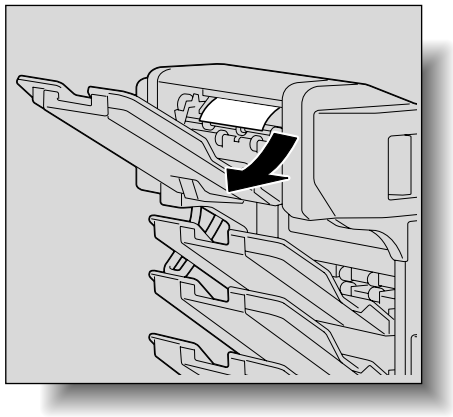
1 Open the front door.



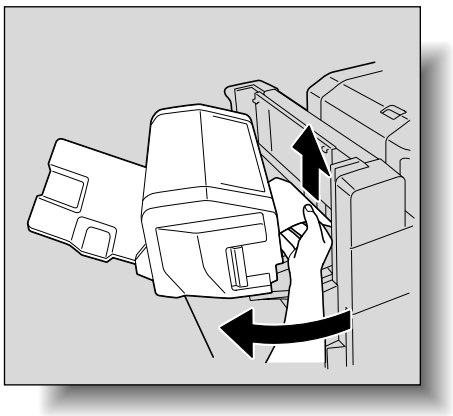
2 Turn dial FN5 or dial FN6 to feed out the paper.



3 Remove all paper from the finishing tray.



4 Open the misfeed-clearing door, and then pull out any paper.



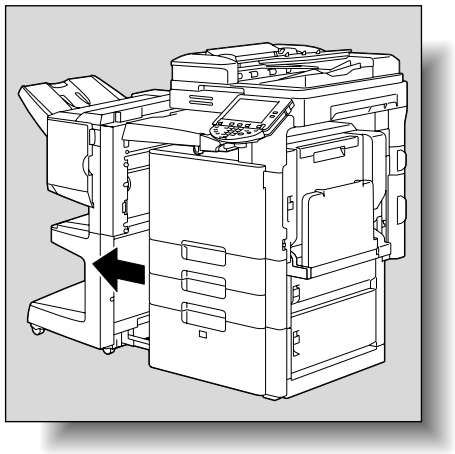
5 Close the misfeed-clearing door.

6 Close the front door.

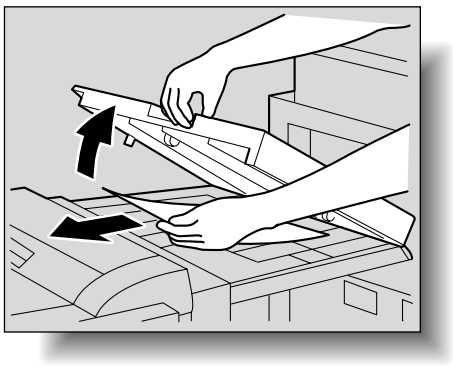
4.2.21 Clearing a paper misfeed in finisher FS-609

Detail
For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

1 Slide the finisher away from the main unit.

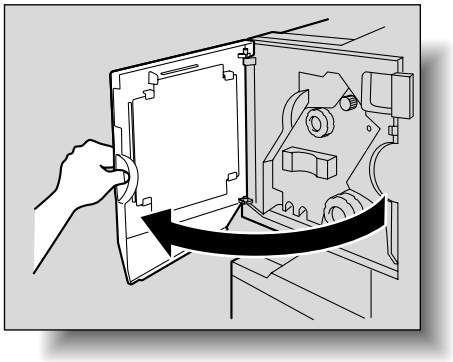


2 Open the horizontal transport unit cover, and then remove any misfed paper.



3 Close the horizontal transport unit cover.

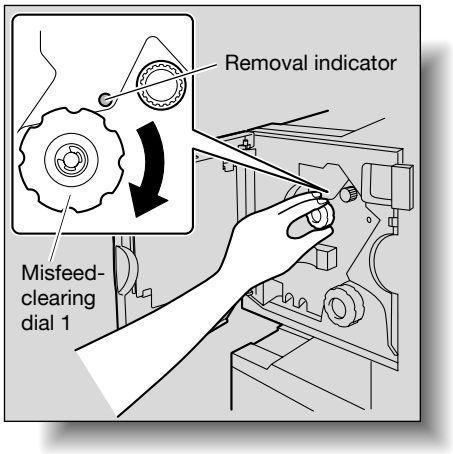
4 Open the front door.



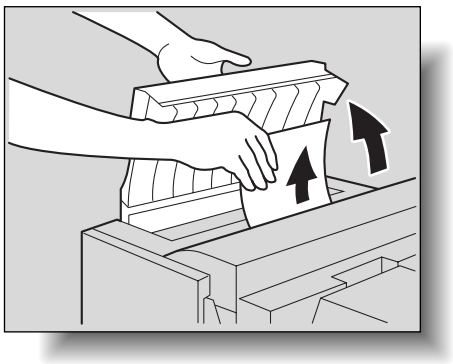
5 Turn misfeed-clearing dial 1 clockwise until the removal indicator is completely blue.

? What should be done if the misfeed-clearing dial 1 is turned too far?

➔ Turn the misfeed-clearing dial 1 counterclockwise to finely adjust it.

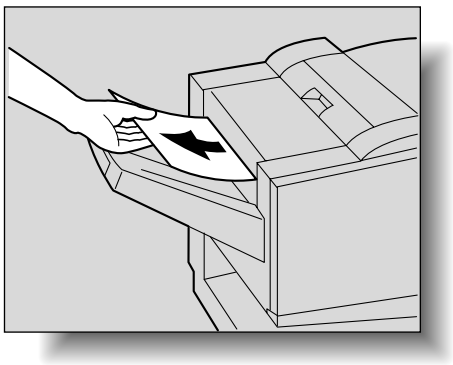


6 Open the upper cover, and then remove any paper in the feed section.

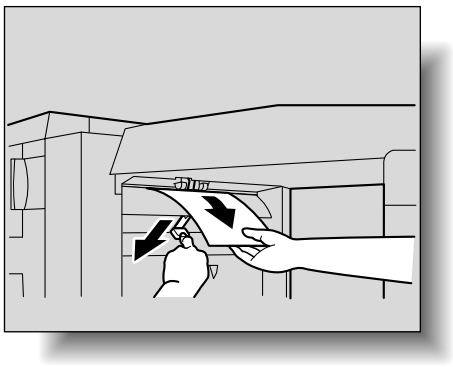


7 Close the upper cover.

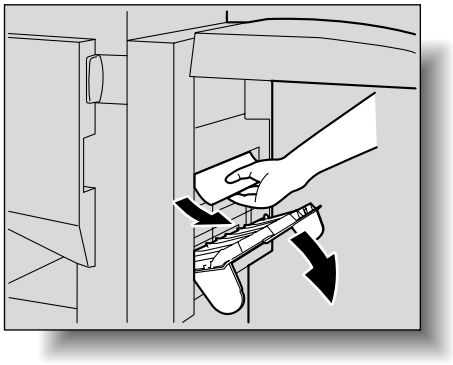
8 Remove all paper fed into the output tray 1.



9 Open the misfeed-clearing guide, and then remove any misfed paper.

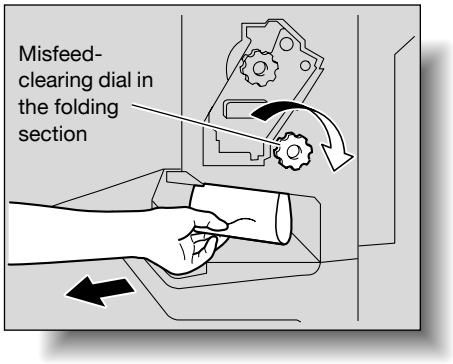


10 Open the right-side door, and then remove any misfed paper in the transport section.

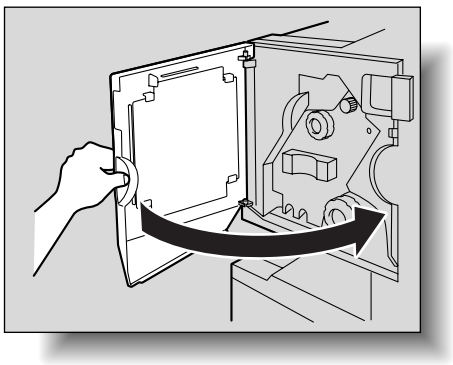


11 If the paper could not be removed in step 10, turn the misfeed-clearing dial in the folding section clockwise.

Feed the paper into the output tray 2, and then remove it.



12 Close the front door.



13 Return the finisher to its original position.

Reminder

If the message "Misfeed detected." appears, be sure to open the front door, turn the misfeed-clearing dial until the removal indicator is completely blue, and then remove the paper. If the paper is removed with too much force, the finisher may be damaged.

Do not remove paper remaining in the transfer unit with too much force, otherwise the folding unit may be damaged.

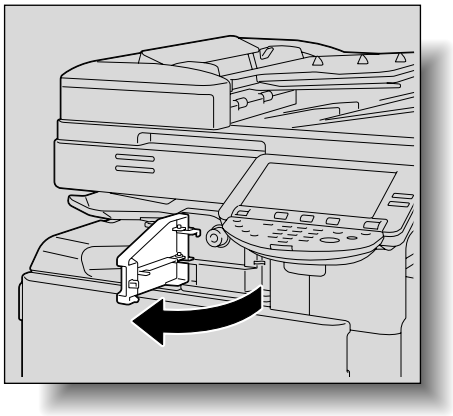
Be careful that your fingers are not pinched when the front door is closed.

4.2.22 Clearing a paper misfeed in the separator

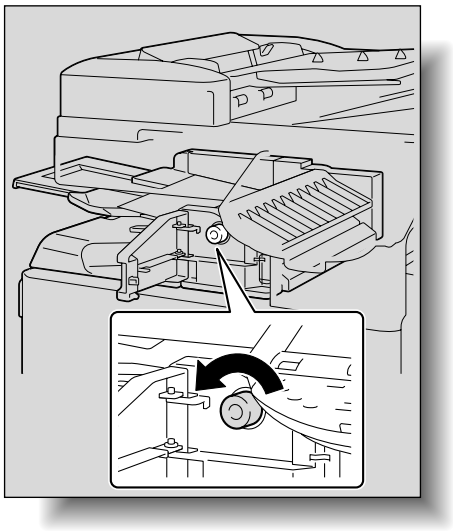
Detail

For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 4-5.

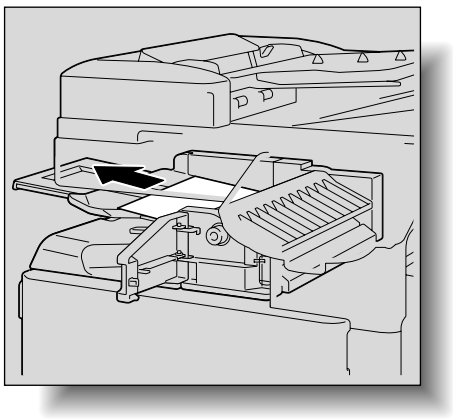
1 Open the misfeed-clearing door.



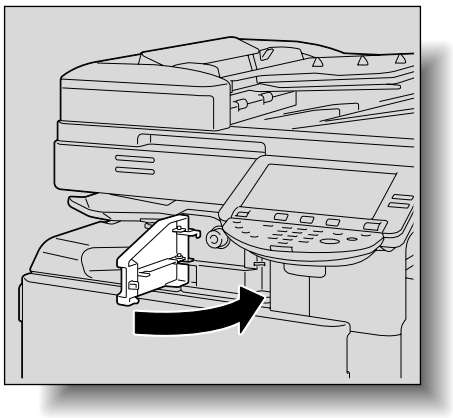
2 Turn the dial to feed out the paper.



3 Remove the paper from the output tray.

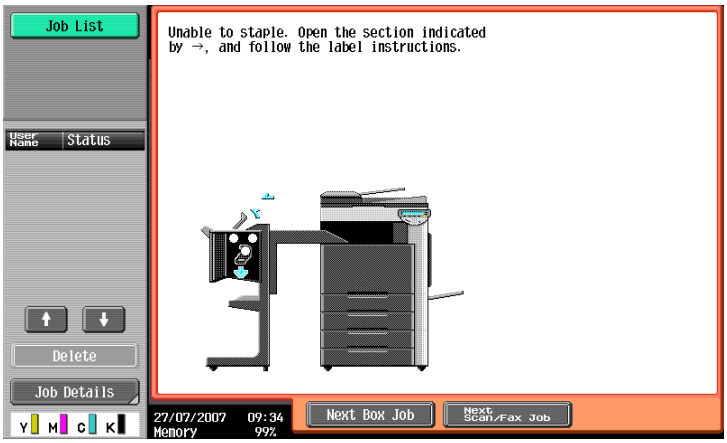


4 Close the misfeed-clearing door.

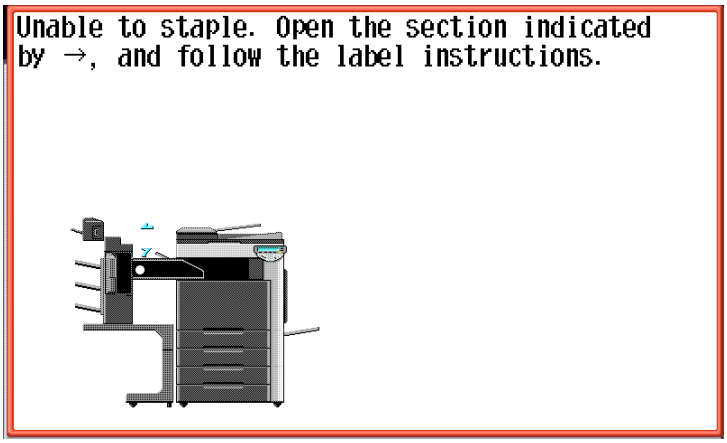


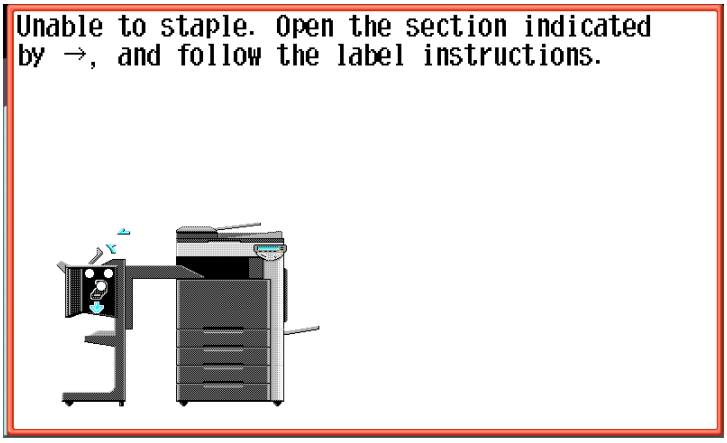
4.3 When the message "Unable to staple." appears

If a staple jam occurs in the finisher, the message shown below appears.



Display in Enlarge Display mode





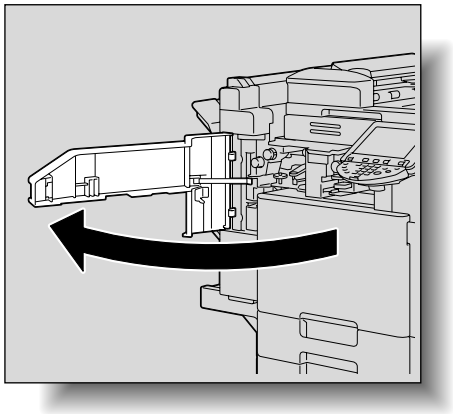
Reminder
Be careful when clearing jammed staples since injuries may result.

4.3.1 Clearing jammed staples in finisher FS-519

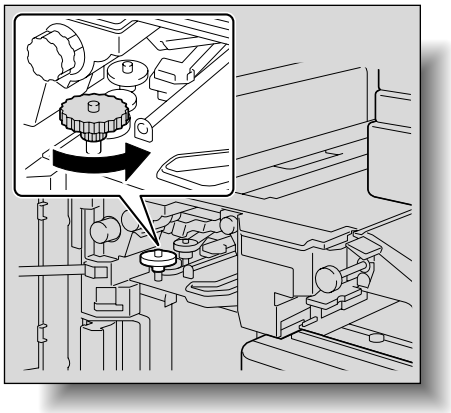
Detail
For details on clearing misfed paper in the finisher FS-519, refer to "Clearing a paper misfeed in finisher FS-519" on page 4-43.

1 Remove all paper from the finisher.

2 Open the front door.

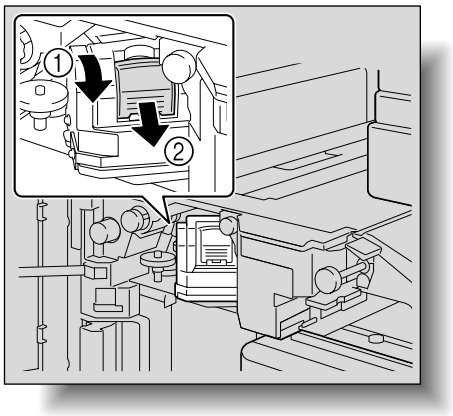


3 Turn the dial to the left to move the stapler toward the front.

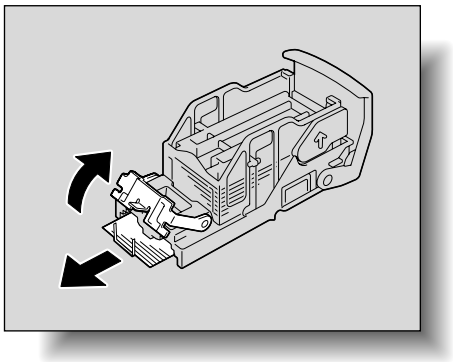


4 Remove the staple cartridge holder.

– Pull the staple cartridge holder toward you to remove it.



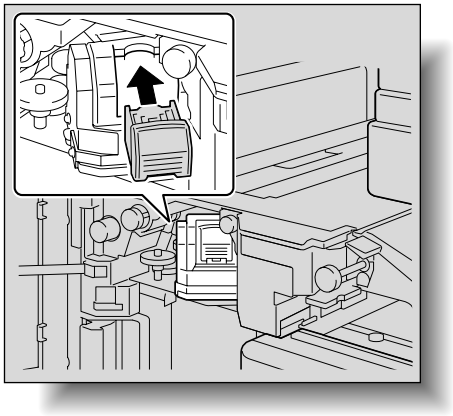
5 Raise the shutter of the staple cartridge holder, and then remove one sheet of staples.



6 Return the shutter of the staple cartridge holder to its original position.

7 Insert the staple cartridge holder, sliding it along the rails in the compartment.

– Check that the staple cartridge holder is securely inserted as far as possible.



8 Close the front door.

...

Reminder

If stapling still cannot be resumed, even after performing the above procedure, contact your service representative.

4.3.2 Clearing jammed staples in the saddle stitcher

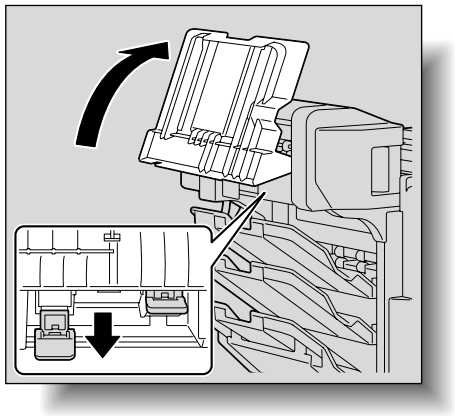
Detail

For details on clearing misfed paper in the finisher FS-519, refer to *"Clearing a paper misfeed in finisher FS-519" on page 4-43*.

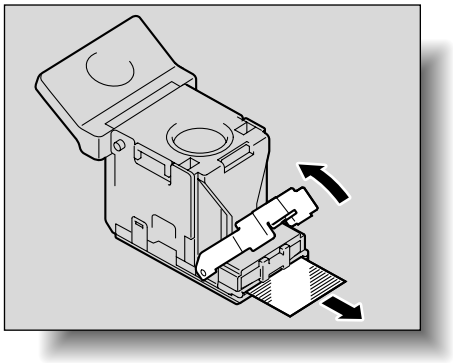
For details on clearing misfed paper in the saddle stitcher, refer to *"Clearing a paper misfeed in the saddle stitcher" on page 4-48*

1 Remove all paper from the finisher.

2 Raise the output tray, and then push down the staple cartridge holder to remove it.

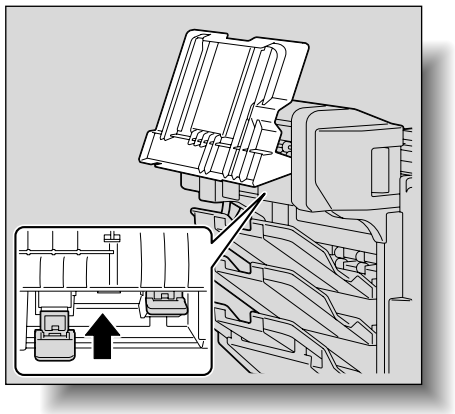


3 Raise the shutter of the staple cartridge holder, and then remove one sheet of staples.



4 Return the shutter of the staple cartridge holder to its original position.

5 Insert the staple cartridge holder, and then push it up until it locks into place.



6 Return the output tray to its original position.

4.3.3 Clearing jammed staples in finisher FS-609

Reminder

If the message "Unable to staple." appears, be sure to perform the following procedure.

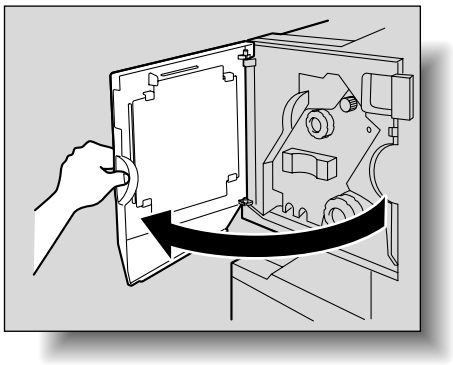
If the following procedure is not followed and the paper is removed with too much force, the stapler unit may be damaged.

Detail

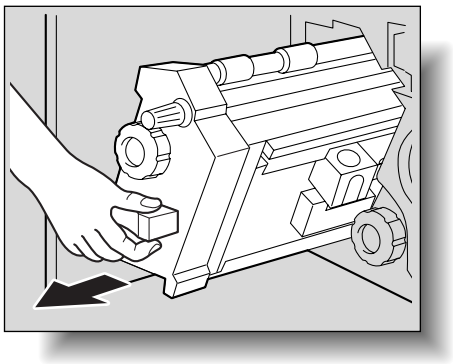
For details on clearing misfeed paper in the finisher FS-609, refer to *"Clearing a paper misfeed in finisher FS-609" on page 4-49*

1 Remove all paper from the finisher.

2 Open the front door.



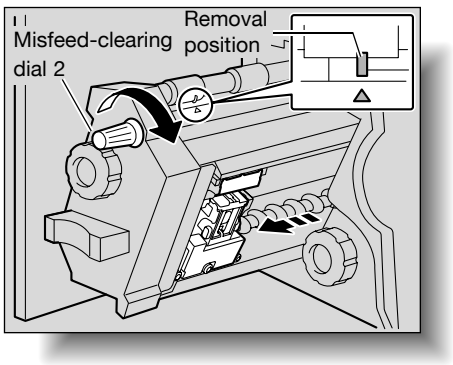
3 Slowly pull out the stapler unit as far as possible.



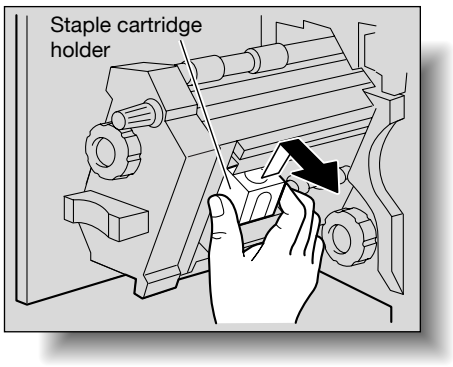
4 Turn misfeed-clearing dial 2 clockwise until the cartridge removal indicators are aligned.
The staple cartridge moves to a position from where it can be removed.

? What should be done if the misfeed-clearing dial 2 is turned too far?

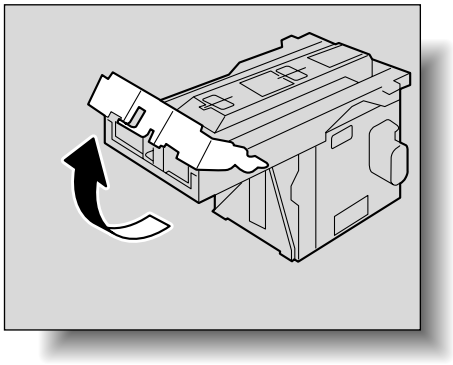
➔ Turn the misfeed-clearing dial 2 counterclockwise to adjust it so the cartridge removal indicators are aligned.



5 Grasp both sides of the staple cartridge holder, lift it up, and then pull it out.

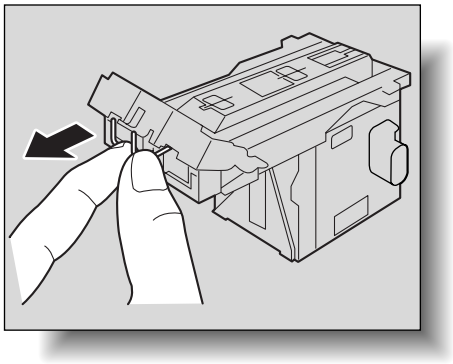


6 Swing open the shutter of the staple cartridge.



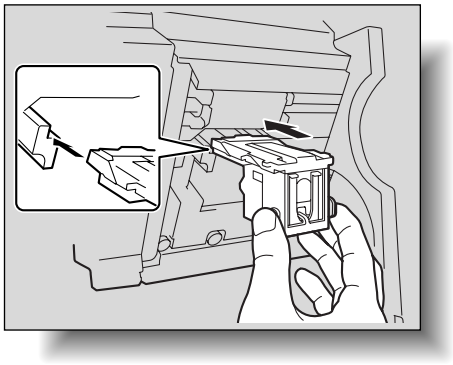
7 Pull out toward you the two staples jammed at the end of the staple cartridge.

? What happens if both staples are not removed?
➔ Stapling cannot continue correctly.



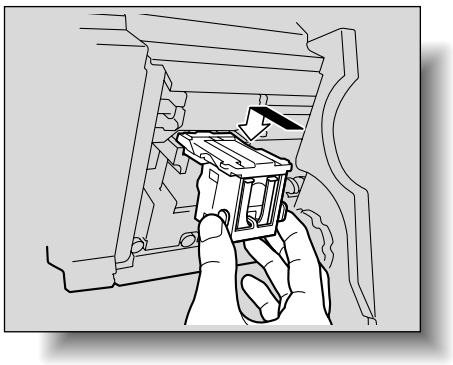
8 Return the shutter of the staple cartridge to its original position.

9 Insert the staple cartridge holder, making sure the tabs on the holder slide along the rails in the compartment.

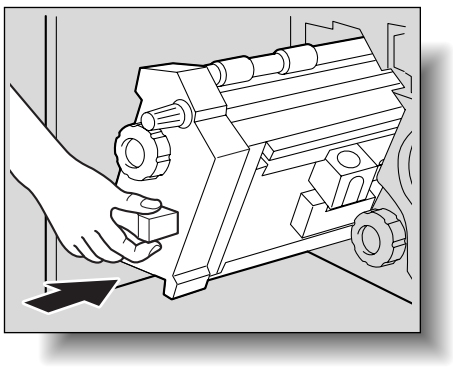


10 Insert the staple cartridge holder until it locks into place.

– Check that the staple cartridge holder is securely installed.



11 Carefully move the stapler unit back into its original position.



12 Close the front door.

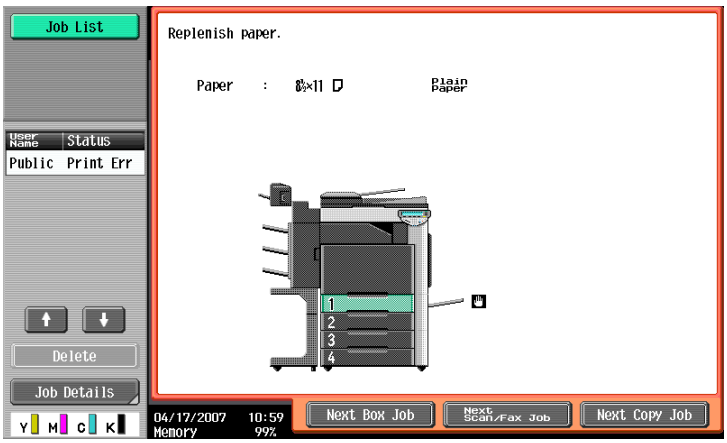
...

Reminder

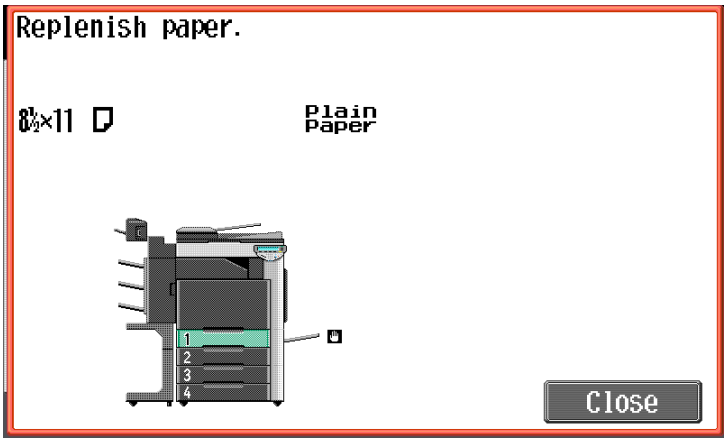
Do not pull out paper with too much force, otherwise the folding unit may be damaged.
If stapling still cannot be resumed, even after performing the above procedure, contact your service representative.

4.4 When the message "Replenish paper." appears

If a tray has run out of paper during printing, the message "Replenish paper." appears.



Displays in Enlarge Display mode



➔ Check which paper tray is indicated in color, and then load it with paper.

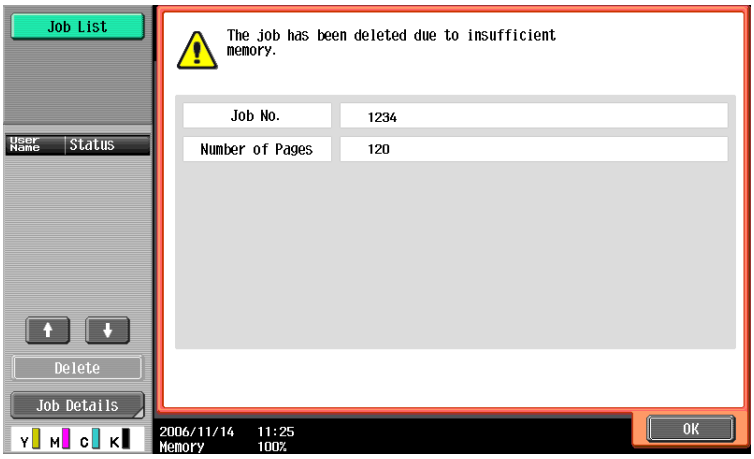
Detail

For details on loading paper, refer to "Loading paper into tray 1/2/3/4" on page 1-42, and "Loading paper into the LCT" on page 1-44, and "Loading paper into the bypass tray" on page 1-46.

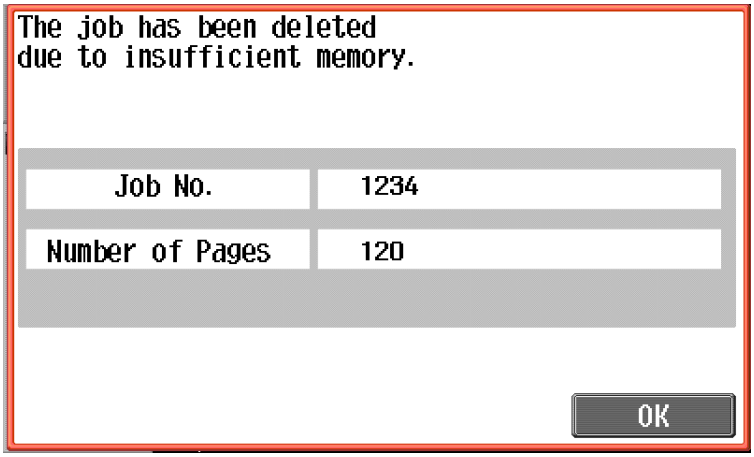
4.5 When the message "... due to insufficient memory." appears

This machine uses the memory to produce copies.

When the amount of memory available is limited while copy operations are being performed, the message "The job has been deleted due to insufficient memory." appears.



Display in Enlarge Display mode

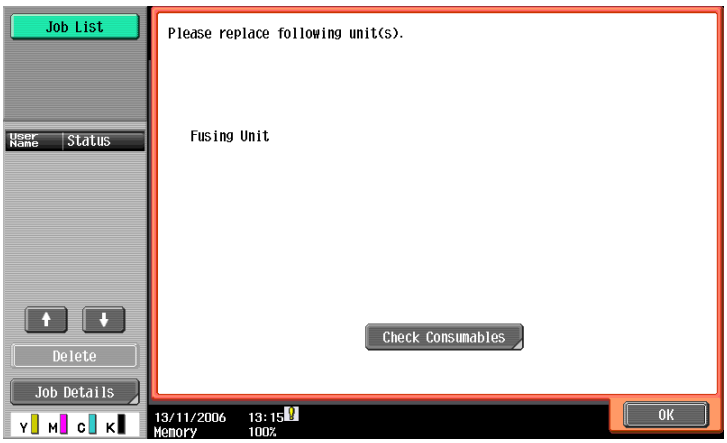


Note

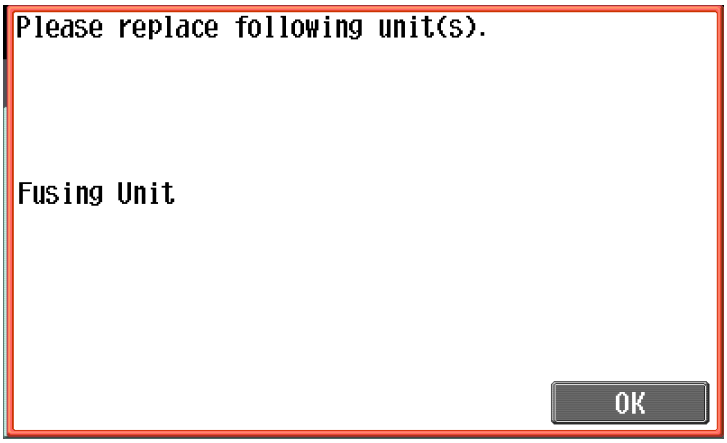
If the amount of memory available becomes limited while copy operations are being performed, the scanned job is erased. Check the number of pages counted for the original, and then adjust the number of pages in the original to be scanned.

4.6 When the message "Please replace following unit(s)." appears

When it is almost time to replace consumables or a part within this machine, a message similar to the one shown below appears, warning about the replacement period.



Display in Enlarge Display mode



Detail

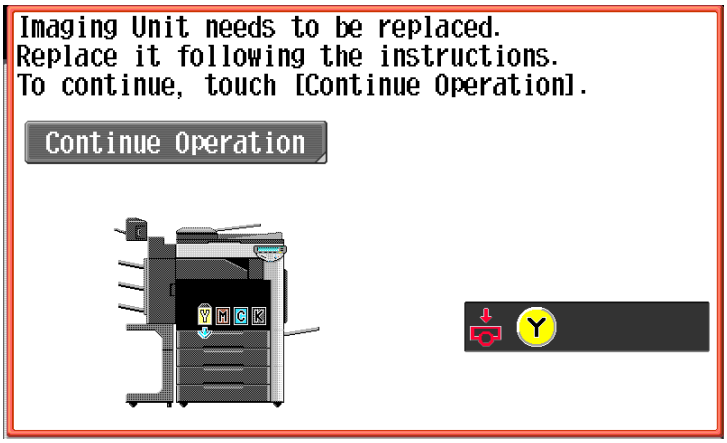
When the message appears, replace the specified consumables or part according to your maintenance agreement.

After the message "Please replace following unit(s)." appears, the message "XXXX needs to be replaced." appears and the machine stops operating.
The number of pages that can be printed after the message "Please replace following unit(s)." appears and before the message "XXXX needs to be replaced." appears differs depending on the printing conditions, the consumables and the part to be replaced.

4.7 When the message "XXXX needs to be replaced." appears

When it is time to replace consumables or a part within this machine, a message similar to the one shown below appears.

Display in Enlarge Display mode



Note

When the message appears, replace the specified consumables or part according to your maintenance agreement.

Detail

Do not throw away used consumables or parts. Instead, keep them in their boxes to be collected by your service representative.

4.8 When the message "Now remote operating. Please do not turn off the power." appears

This message appears when the machine is being accessed in Administrator mode of PageScope Web Connection.

Reminder

Do not turn off the machine while this message is displayed. After access to the machine with PageScope Web Connection has ended, the Basic screen appears again.

4.9 Simple troubleshooting

	Symptom	Possible cause	Remedy
Main unit	The machine does not start up when the main power switch is turned on.	Is no power supplied from the electrical outlet?	Correctly insert the power supply plug into the electrical outlet.
		Has the sub power switch been turned on?	Turn on the sub power switch.
	Copying does not start.	Is the upper right-side door of the machine open?	Securely close the upper right-side door of the machine.
		Is there no paper that matches the original?	Load paper of the appropriate size into the paper tray.
	The printed output is too light.	Is the copy density set too light?	Touch [Dark] in the Density screen to copy at the desired copy density. (See p. 2-55.)
		Is the paper damp?	Replace the paper with new paper. (See p. 1-42, p. 1-44 and p. 1-46.)
	The printed output is too dark.	Is the copy density set too dark?	Touch [Light] in the Density screen to copy at the desired copy density. (See p. 2-37.)
		Was the original not pressed close enough against the original glass?	Position the original so that it is pressed closely against the original glass. (See p. 2-7.)
	The printed output is blurry.	Is the paper damp?	Replace the paper with new paper. (See p. 1-42, p. 1-44 and p. 1-46.)
		Was the original not pressed close enough against the original glass?	Position the original so that it is pressed closely against the original glass. (See p. 2-7.)
	There are dark specks or spots throughout the printed output. There are streaks in the printed output.	Is the original glass dirty?	Wipe the glass with a soft, dry cloth. (See p. 9-2.)
		Is the left partition glass dirty?	Clean the left partition glass with the left partition glass cleaner. (See p. 9-3.)
		Is the original pad dirty?	Clean the original pad with a soft cloth dampened with a mild detergent. (See p. 9-3.)
		Was the original printed on highly translucent material, such as diazo photosensitive paper or OHP transparencies?	Place a blank sheet of paper on top of the original. (See p. 2-7.)
		Is a double-sided original being copied?	If a thin double-sided original is being copied, the print on the back side may be reproduced in the copy. Touch [Light] on the Background Removal screen to select a lighter background density. (See p. 2-46.)
		Is the electrostatic charger wire dirty?	Use the charger-cleaning tool to clean the electrostatic charger. (See p. 9-4.)

	Symptom	Possible cause	Remedy
	The image is not aligned properly on the paper.	Is the original incorrectly positioned?	Correctly position the original against the original scales. (See p. 2-7.) Load the original into the ADF, and slide the adjustable lateral guides to fit the size of the original. (See p. 2-6.)
		Is the original incorrectly positioned in the ADF?	If the original cannot be fed correctly through the ADF, make copies by positioning the original on the original glass. (See p. 2-7.)
		Is the left partition glass dirty (while using the ADF)?	Clean the left partition glass with the left partition glass cleaner. (See p. 9-3.)
		Are the adjustable lateral guides incorrectly positioned against the edges of the original?	Slide the adjustable lateral guides against the edges of the original.
		Was curled paper loaded into the paper tray?	Flatten the paper before loading it.
	The printed page is curled.	Was paper that curls easily (as with recycled paper) used?	Remove the paper from the paper tray, turn it over, and then load it again.
			Replace the paper with paper that is not damp. (See p. 1-42, p. 1-44 and p. 1-46.)
	The edge of the printed output is dirty.	Is the original pad dirty?	Clean the original pad with a soft cloth dampened with a mild detergent. (See p. 9-4.)
		Was the selected paper size larger than the original (with a Zoom setting of "Full Size" (100.0%)?	Select a paper size that is the same size as the original. Otherwise, select the "Auto" Zoom setting to enlarge the copy to the selected paper size. (See p. 2-31.)
		Is the orientation of the original different from the orientation of the paper (with a Zoom setting of "Full Size" (100.0%)?	Select a paper size that is the same size as the original. Otherwise, select a paper orientation that is the same as that of the original.
		Was the copy reduced to a size smaller than the paper (with a reduced zoom ratio specified)?	Select a zoom ratio that adjusts the original size to the selected paper size. (See p. 2-31.) Otherwise, select the "Auto" Zoom setting to reduce the copy to the selected paper size. (See p. 2-34.)
	Even though the paper misfeed was cleared, copies cannot be produced.	Are there paper misfeeds at other locations?	Check the touch panel for other paper misfeed indications, and then remove any misfed paper at all other locations. (See p. 4-5.)
	Printing with the "2-Sided > 1-Sided" or "2-Sided > 2-Sided" settings are not possible.	Have settings been selected that cannot be combined?	Check the combinations of the selected settings.
	Copying is not possible even though the password is entered on a machine with user authentication/account track settings specified.	Did the message "Your account has reached its maximum allowance." appear?	Contact your administrator.
ADF	The original is not fed.	Is the ADF slightly open?	Securely close the ADF.
		Is the original one that does not meet the specifications?	Check that the original is one that can be loaded into the ADF. (See p. 6-19 and p. 6-20.)
		Is the original correctly loaded?	Position the original correctly. (See p. 2-6.)

	Symptom	Possible cause	Remedy
Finisher	The finisher cannot be used.	Is no power supplied to the connector?	Check that the cord is correctly inserted into the connector.
	The pages cannot be stapled.	Have the staples run out?	Replace the staple cartridge. (See p. 8-18.)
	The staple is incorrectly positioned by 90 degrees.	Is the staple position correctly specified?	Specify the desired position for stapling. (See p. 2-66.)
	The pages that were fed out were not uniformly loaded and the punched holes or staples are incorrectly positioned.	Is the paper curled?	Remove the paper from the paper tray, turn it over, and then load it again.
		Is there a gap between the lateral guides in the paper tray and the sides of the paper?	Slide the lateral guides in the paper tray against the sides of the paper so that there is no gap.
	Even though a Punch setting was selected, holes are not punched. (when the punch kit is installed on the finisher)	Did the message "Empty punch scraps box." appear?	Empty the punch scrap box. (See p. 8-27)

If any message other than those listed above appears, perform the operation described in the message.

If the problem is not corrected after the described operation is performed, contact your service representative.

4.10 Main messages and their remedies

Message	Cause	Remedy
Originals left on original glass.	The original was left on the original glass.	Remove the original from the original glass.
Paper of matching size is not available. Select the paper size.	Paper of a suitable size is not loaded in a paper tray.	Either select paper of a different size or load paper of a suitable size.
Load paper into the bypass tray.	Paper of a suitable size is not loaded in the bypass tray.	Load paper of the appropriate size into the bypass tray.
The original size cannot be detected. Select the paper size.	① The original is not positioned correctly. ② An original with a non-standard size or with a size too small to be detected is loaded.	① Position the original correctly. ② Select the correct paper size.
The image will not fit on selected paper. Change the direction of the original.	The image does not fit in the paper.	Load the original turned 90 degrees.
Cannot be set with XXX.	Functions that cannot be used together are selected.	Make copies using only one of the functions.
The output tray has reached its capacity. Remove all paper from the tray indicated by →.	Since the maximum amount of copies for the indicated finisher output tray has been exceeded, the machine is unable to make copies.	Remove all paper from the indicated tray.
Enter User Name and password, and then touch [Login] or press the [Access] key.	User authentication settings have been specified. Copies cannot be made unless a user name and its correct password are entered.	Type in your user name and password. (See p. 1-31.)
Enter Account Name and password, and then touch [Login] or press the [Access] key.	Account track settings have been specified. Copies cannot be made unless an account name and its correct password are entered.	Type in your user name and password. (See p. 1-34.)
Your account has reached its maximum allowance.	The limit on the number of pages that can be printed has been reached.	Contact the administrator of the machine.
The part indicated by → is open. Ensure that it is properly closed.	Since a machine door or cover is open or an option is not installed correctly, the machine is unable to make copies.	Make sure that all doors and covers are closed and that all options are installed correctly.
Install toner cartridge, and close all doors.	The indicated toner cartridge is not installed correctly.	Reinstall the consumables or parts, or contact your service representative.
Install the waste toner box and close all doors.	The waste toner box is not installed correctly.	
Replenish paper.	The indicated tray has run out of paper.	Load paper into the indicated tray. (See p. 1-42, p. 1-44, and p. 1-46.)
Toner (X) is low. Please prepare new cartridge.	The toner for the indicated color is about to run out.	Prepare to replace the toner cartridge according to your maintenance agreement. (See p. 8-2)
No more staples. Replace the staple cartridge, or cancel stapling.	The staples have run out.	Replace the staple cartridge. (See p. 8-18.)
Misfeed detected.	Since a paper misfeed occurred, the machine is unable to make copies.	Clear the paper misfeed. (See p. 4-4.)
Reinsert the following # of originals.	After clearing a paper misfeed, it is necessary to reload certain pages of the original that have already been fed through the ADF.	Load the indicated original pages into the ADF.
An internal error occurred. Open and then close the front door. If the trouble code appears again contact your Service Rep.	The machine malfunctioned and is unable to make copies.	Clear the error by following the on-screen instructions. If the error cannot be cleared or released, contact your service representative with the error code displayed on the screen.
An internal error occurred. Turn the main switch OFF and ON. If the trouble code appears again, contact your Service Rep.		

Message	Cause	Remedy
Malfunction detected. Please call your Service Rep.	The machine malfunctioned and is unable to make copies.	Inform your service representative of the code displayed on the touch panel.
Now Downloading Program Data from Firmware server.	① CS Remote Care was activated by the service representative. ② Internet ISW is being downloaded.	Do not turn off the machine with the sub power switch while this message is displayed. After turning off the machine with the sub power switch, turn off the main power switch, and then contact the service representative.
Cannot be accessed due to unauthorized access. Please contact your administrator.	The authentication information has become invalid since the authentication attempts have failed the specified number of times.	Contact the administrator of the machine.
The Administrator Password is not valid due to unauthorized access.	The administrator password has become invalid since the authentication attempts have failed the specified number of times.	Turn the machine off, then on again. Turn off the main power switch, and then wait about 10 seconds before turning it on again.
The log has reached its maximum. Contact your administrator.	The upper limit of the write area of the audit log has been reached and authentication and job operations cannot be performed.	In the Administrator Settings of the machine, set "TCP Socket" to [ON]. Also, acquire the audit log in the Log Management Utility.

If any message other than those listed above appears, perform the operation described in the message.

5 Specifications

5 Specifications

5.1 Specifications

5.1.1 Main unit

Specifications	
Type	Desktop/freestanding scanner/printer
Original holder	Stationary (mirror scanning)
Photoconductor	OPC
Luminous source	White inert gas fluorescent lamp
Copying system	Laser electrostatic copy method
Developing system	Dry-type dual-component HMT developing method
Fusing system	Roller fixing
Resolution	Scanning: 600 dpi × 600 dpi; Printing: 1800 dpi × 600 dpi
Original	Types: Sheets, books (page spreads), three-dimensional objects Size: Maximum 11 × 17 (A3) Weight: 4-1/2 lb (three-dimensional objects)
Paper types	Plain paper (16 lb to 24 lb), thick paper 1 (24-1/4 lb to 40 lb), thick paper 2 (40-1/4lb to 55-1/2 lb), thick paper 3 (55-3/4 lb to 68 lb), thick paper 4 (68-1/4 lb to 72 lb)*, OHP transparencies*, postcards*, letterheads, colored paper, envelopes*, label sheets*, banner paper (33-3/4 lb to 55-3/4 lb)* Duplex: Plain paper (17 lb to 24 lb), thick paper1/2/3 (24-1/4 lb to 68 lb) *Can only be fed through the bypass tray.
Copy sizes	Tray 1: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯, 5-1/2 × 1/2 ▭, A3 ▭ to B5 ▭/▯, 8x13 ▭ *1, 16K ▯,8K ▭ Tray 2: 12-1/4 × 18 ▭*2, 12 × 18 ▭ *2 to 8-1/2 × 11 ▭/▯, 5-1/2 x1/2 ▭, A3 ▭ to B5 ▭/▯, 8 × 13 ▭ *1, 16K ▯, 8K ▭ Bypass tray:* 12-1/4 × 18 ▭*2, 12 × 18 ▭*2 to 5-1/2 × 8-1/2 ▭/▯, 4 × 6 ▭, A3 ▭ to B6 ▭, A6 ▭, banner paper, 8 ×13 ▭ *1, 16K ▭/▯, 8K ▭ Width: 3-9/16 to 12-1/4; length: 5-1/2 to 47-1/4 * For thick paper 4, only 11 × 17 ▭, 8-1/2 × 11 ▯, A3 ▭ and A4 ▯ are available for printing.
Paper tray capacity	Tray 1 and tray 2: Plain paper: 500 sheets; thick paper 1/2/3: 150 sheets Bypass tray: Plain paper: 150 sheets; thick paper 1/2/3/4, OHP transparencies, postcards, label sheets: 20 sheets; envelopes: 10 sheets; banner paper: 10 sheets
Copy output tray capacity	Plain paper: 250 sheets Thick paper: 10 sheets OHP transparencies: 1 sheet
Warm-up time	The time from when the sub power switch is turned on with the main power switch on, until the machine is ready to begin making copies (at room temperature (73.4 °F)). bizhub C353 Full color: 41 seconds or less/Black: 30 seconds or less bizhub C253/C203 Full color: 37 seconds or less/Black: 27 seconds or less The time from when the main power switch is turned on, until the machine is ready to begin making copies (at room temperature (73.4 °F)). bizhub C353: 75 seconds or less bizhub C253/C203: 80 seconds or less
Image loss width	Leading edge: 3/16; trailing edge: 1/8; rear edge: 1/8; front edge: 1/8

Specifications	
First copy	bizhub C353 Full color: 8.5 seconds or less Black: 5.9 seconds or less (when printing on 8-1/2 × 11 ▯ paper) bizhub C253/C203 Full color: 11.7 seconds or less Black: 7.7 seconds or less (when printing on 8-1/2 × 11 ▯ paper)
Copy speed	bizhub C353 Full color/Black: 35 ppm (single-sided/double-sided) bizhub C253 Full color/Black: 25 ppm (single-sided/double-sided) bizhub C203 Full color/Black: 20 ppm (single-sided/double-sided)
Magnification ratios	Full size: 100.0% ± 0.5% or less Enlarge: 121.4%, 129.4%, 154.5%, 200.0% Reduce: 78.5%, 73.3%, 64.7%, 50.0% Minimal (93.0%)* Zoom: 25.0% to 400.0% (in 0.1% increments) Stored zoom ratios: 3 *"Minimal" zoom ratio (between 90.0% and 99.9%)
Multiple copies	1 to 999 sheets
Density control	Copy density: Manual density adjustment (9 levels) Background density: Automatic and manual density adjustment (9 levels)
Power requirements	AC120 V, 12 A, 60 Hz
Power consumption	1,500 W or less
Dimensions	25-1/4 (W) × 33-1/2 (D) × 30-1/4 (H)
Space requirements*3	65-3/4 (W) × 46-1/2 (D) (Finisher FS-519/saddle stitcher is installed) 67-3/4 (W) × 46-1/2 (D) (Finisher FS-609 is installed)
Memory (available hard disk space)	1,024 MB (60 GB)
Weight	Approx. 218 lb

*1 There are five Foolscap sizes: 220 × 330 mm ▭, 8-1/2 × 13 ▭, 8-1/4 × 13 ▭, 8-1/8 × 13-1/4 ▭ and 8 × 13 ▭. Any one of these sizes can be selected. For details, contact your service representative.

*2 This is one size larger than A3. 12-1/4 × 18 is equivalent to 311.1 mm × 457.2 mm, and 12 × 18 is equivalent to 304.8 mm × 457.2 mm

*3 The indicated space requirements represent the space required to open the paper trays.

In order to incorporate improvements, these product specifications are subject to change without notice.

5.1.2 Automatic duplex unit

Specifications	
Paper types	Plain paper (17 lb to 24 lb), thick paper 1 (24-1/4 lb to 40 lb), thick paper 2 (40-1/4 lb to 55-1/2 lb), thick paper 3 (55-3/4 lb to 68 lb)
Paper sizes	12 × 18 ▭ *1 to 5-1/2 × 8-1/2 ▭, 12-1/4 × 18 ▭*1, A3 ▭ to A5 ▭/▯, 8 × 13 ▭*2, 8K ▭, 16K ▭/▯ Width: 5-1/2 to 12-1/4; length: 5-3/4 to 18
Power requirements	Supplied from main unit

*1 This is one size larger than A3. 12-1/4 × 18 is equivalent to 311.1 mm × 457.2 mm, and 12 × 18 is equivalent to 304.8 mm × 457.2 mm

*2 There are five Foolscap sizes: 220 × 330 mm ▭, 8-1/2 × 13 ▭, 8-1/4 × 13 ▭, 8-1/8 × 13-1/4 ▭ and 8 × 13 ▭. Any one of these sizes can be selected. For details, contact your service representative.

5.1.3 Reverse automatic document feeder DF-611

Specifications	
Original feed methods	Standard functions: Single-sided and double-sided originals "Mixed Original" setting: Combination of single-sided and double-sided originals
Original types	Single-sided: Plain paper (9-1/4 lb to 55-3/4 lb) Double-sided or mixed: Plain paper (13-1/4 lb to 34 lb)
Original sizes	Single-sided/double-sided originals: 11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯, A3 ▭, A4 ▭/▯, B4 ▭, B5 ▭/▯ Mixed original sizes: Refer to Table 1.
Capacity of original feeder	Single-sided/double-sided originals: Maximum 100 sheets (21-1/4 lb)
Power requirements	Supplied from main unit
Power consumption	60 W or less
Dimensions	24-1/4 (W) × 22-3/4 (D) × 5 (H)
Weight	Approx. 35-1/2 lb

Table 1: Possible combinations for mixed original sizes

Maximum Original Width→ ↓ Original Size	11 × 17 ▭	8-1/2 × 11 ▯	8-1/2 × 14 ▭	8-1/2 × 11 ▭	5-1/2 × 8-1/2 ▯	5-1/2 × 8-1/2 ▭
11 × 17 ▭	○	○	–	–	–	–
8-1/2 × 11 ▯	○	○	–	–	–	–
8-1/2 × 14 ▭	○	○	○	○	○	–
8-1/2 × 11 ▭	○	○	○	○	○	–
5-1/2 × 8-1/2 ▯	–	–	○	○	○	–
5-1/2 × 8-1/2 ▭	–	–	–	–	–	○

○: Possible

—: Not possible

5.1.4 Paper feed cabinet PC-104

Specifications	
Paper types	Plain paper (16 lb to 24 lb) Thick paper 1 (24-1/4 lb to 40 lb) Thick paper 2 (40-1/4 lb to 55-1/2 lb) Thick paper 3 (55-3/4 lb to 68 lb)
Paper sizes	11 × 17 ▭ to 8-1/2 × 11 ▭/▯, 5-1/2 × 8-1/2 ▭, A3 ▭ to B5 ▭/▯, 8 × 13 ▭ *, 16K ▯, 8K ▭
Tray paper capacity	Tray 3; Plain paper: 500 sheets, thick paper 1/2/3: 150 sheets
Power requirements	Supplied from main unit
Power consumption	Less than 15 W
Dimensions	23-1/2 (W) × 22-3/4 (D) × 11-3/4 (H)
Weight	Approx. 52-3/4 lb
Unit structure	1 paper tray

* There are five Foolscap sizes: 220 × 330 mm ▭, 8-1/2 × 13 ▭, 8-1/4 × 13 ▭, 8-1/8 × 13-1/4 ▭ and 8 × 13 ▭. Any one of these sizes can be selected. For details, contact your service representative.

5.1.5 Paper feed cabinet PC-204

Specifications	
Paper types	Plain paper (16 lb to 24 lb) Thick paper 1 (24-1/4 lb to 40 lb) Thick paper 2 (40-1/4 lb to 55-1/2 lb) Thick paper 3 (55-3/4 lb to 68 lb)
Paper sizes	11 × 17 ▭ to 8-1/2 × 11 ▭/▯, 5-1/2 × 8-1/2 ▭, A3 ▭ to B5 ▭/▯, 8 × 13 ▭ *, 16K ▯, 8K ▭

Specifications	
Tray paper capacity	Upper tray (Tray 3); Plain paper: 500 sheets, thick paper 1/2/3: 150 sheets Lower tray (Tray 4); Plain paper: 500 sheets, thick paper 1/2/3: 150 sheets
Power requirements	Supplied from main unit
Power consumption	Less than 15 W
Dimensions	23-1/2 (W) × 22-3/4 (D) × 11-3/4 (H)
Weight	Approx. 61-3/4 lb
Unit structure	2 paper trays

* There are five Foolscap sizes: 220 × 330 mm ▭, 8-1/2 × 13 ▭, 8-1/4 × 13 ▭, 8-1/8 × 13-1/4 ▭ and 8 × 13 ▭. Any one of these sizes can be selected. For details, contact your service representative.

5.1.6 Paper feed cabinet PC-405

Specifications	
Paper types	Plain paper (16 lb to 24 lb) Thick paper 1 (24-1/4 lb to 40 lb) Thick paper 2 (40-1/4 lb to 55-1/2 lb) Thick paper 3 (55-3/4 lb to 68 lb)
Paper sizes	8-1/2 × 11 ▯, A4 ▯
Tray paper capacity	Plain paper: 2,500 sheets, thick paper 1/2/3: 1,000 sheets
Power requirements	Supplied from main unit
Power consumption	Less than 45 W
Dimensions	23-1/2 (W) × 22-3/4 (D) × 11-3/4 (H)
Weight	Approx. 61-3/4 lb

5.1.7 Finisher FS-519

Specifications	
Finishing trays	Finishing tray 1, finishing tray 2
Feed settings	"Group", "Sort", "Offset/Group", "Offset/Sort" and "Staple"
Paper types	Finishing tray 1, finishing tray 2: "Group/Sort": Plain paper (16 lb to 24 lb), thick paper (24-1/4 lb to 72 lb), OHP, postcards, envelopes, label sheets, letterheads "Offset/Group", "Offset/Sort": Plain paper (16 lb to 24 lb), thick paper (24-1/4 lb to 72 lb) "Staple" settings: Plain paper (16 lb to 24 lb), thick paper (24-1/4 lb to 55-1/2 lb)
Paper sizes	11 × 17 ▭, 8-1/2 × 11 ▭/▯, 5-1/2 × 8-1/2 ▭/▯, 12-1/4 × 18 ▭*
Paper capacity	Output tray 1: Plain paper (16 lb to 24 lb): 200 sheets Thick paper (24-1/4 lb to 72 lb), OHP, postcards, envelopes, or label sheets, letterheads: 20 sheets Output tray 2: Plain paper (16 lb to 24 lb): 1,000 sheets of 8-1/2 × 11 ▭ or smaller, or 500 sheets of 8-1/2 × 14 ▭ or larger Thick paper (24-1/4 lb to 72 lb), OHP, postcards, envelopes, or label sheets, letterheads: 20 sheets
Amount of shift	1-1/4
Staple settings	Paper sizes (no. of bound pages): 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ (Plain paper: 2 sheets to 50 sheets
Punch settings	By optional punch kit
Power requirements	Supplied from main unit
Power consumption	Less than 66 W
Dimensions	13-3/4 (W) × 22 (D) × 22-1/2 (H) When the tray is pulled out: 18-1/2 (W)
Weight	Approx. 73-1/4 lb
Consumables	Staples SK-602 (containing 5,000 staples) × 1

* 12-1/4 × 18 is equivalent to 311.1 mm × 457.2 mm, which is one size larger than A3.

5.1.8 Punch kit PK-515

Specifications	
Punched holes	2, 3
Paper types	Plain paper (16 lb to 24 lb), thick paper (24-1/4 lb to 68 lb)
Paper sizes	2-hole: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ 3-hole: 11 × 17 ▭, 8-1/2 × 11 ▯
Power requirements	Supplied from finisher
Dimensions	4-1/2 (W) × 18-1/4 (D) × 4-1/4 (H)
Weight	Approx. 4-1/4 lb

5.1.9 Saddle stitcher SD-505

Specifications	
Number of bins	1 bin
Paper types	Plain paper (16 lb to 24 lb), thick paper (24-1/4 lb to 55-1/2 lb)
Paper sizes	11 × 17 ▭, 8-1/2 × 11 ▭
Paper capacity	Plain paper (16 lb to 24 lb): Maximum 200 sheets or 20 sets
Staple settings	Number of bound pages: 2 to 15 sheets
Dimensions	17-1/2 (W) × 18-3/4 (D) × 8 (H) When the tray is pulled out: 22-3/4 (W) × 11 (D)
Weight	16-1/4 lb
Consumables	MS-2C cartridge (for 2,000) × 1
Power requirements	Supplied from finisher

5.1.10 Output tray OT-602

Specifications	
Number of bins	1 bin
Paper types	Finishing tray 1, finishing tray 2: "Group/Sort": Plain paper (16 lb to 24 lb), thick paper (24-1/4 lb to 72 lb), OHP, postcards, envelopes, label sheets, letterheads "Offset/Group", "Offset/Sort": Plain paper (16 lb to 24 lb), thick paper (24-1/4 lb to 72 lb) "Staple" settings: Plain paper (16 lb to 24 lb), thick paper (24-1/4 lb to 55-1/2 lb)
Paper sizes	11 × 17 ▭, 8-1/2 × 11 ▭/▯, 5-1/2 × 8-1/2 ▭/▯, 12-1/4 × 18 ▭*
Paper capacity	Plain paper (16 lb to 24 lb): 200 sheets Thick paper (24-1/4 lb to 72 lb), postcards, envelopes, OHP, or label sheets, letterheads: 20 sheets
Dimensions	11 (W) × 14-1/2 (D) × 2-1/4 (H)
Weight	1-1/2 lb

* 12-1/4 × 18 is equivalent to 311.1 mm × 457.2 mm, which is one size larger than A3.

5.1.11 Mailbin kit MT-502

Specifications	
Number of bins	4 bins
Paper types	Plain paper (16 lb to 24 lb)
Paper sizes	8-1/2 × 11 ▯, 5-1/2 × 8-1/2 ▭
Paper capacity	Maximum 125 sheets per bin
Dimensions	13-1/2 (W) × 20 (D) × 15-1/4 (H)
Weight	Approx. 17-1/2 lb (unit weight)
Power requirements	Supplied from finisher

5.1.12 Finisher FS-609

Specifications	
Output trays	Output tray 1, Output tray 2
Settings	Normal settings: "Group", "Sort", "Offset/Group", "Offset/Sort", "Offset/Staple", and "Saddle Staple"
Paper types	Output tray 1: "Group/Sort" setting: Plain paper (16 lb to 24 lb), thick paper (24-1/4 lb to 68 lb), envelopes, OHP, label sheets "Offset/Sort" setting, "Offset/Group" setting: Plain paper (16 lb to 24 lb) Staple: Plain paper (16 lb to 24 lb) Output tray 2: Plain paper (16 lb to 24 lb)
Paper sizes	Output tray 1: "Group" setting: 11 × 17 ◪ to 5-1/2 × 8-1/2 ◪/▯, 12-1/4 × 18 ◪*1 "Sort" setting: 11 × 17 ◪ to 5-1/2 × 8-1/2 ▯ "Staple" setting: 11 × 17 ◪ to 5-1/2 × 8-1/2 ▯ Output tray 2: 11 × 17 ◪, 8-1/2 × 11 ◪
Paper capacity	Output tray 1: Plain paper (16 lb to 24 lb): 1,000 sheets of 8-1/2 × 11 ◪-size paper or smaller, or 500 sheets of 8-1/2 × 14 ◪-size paper or larger Thick paper (24-1/4 lb to 68 lb), envelopes, OHP, label sheets: 20 sheets Output tray 2: 10 copies (6 bound pages to 15 bound pages)*2 20 copies (2 bound pages to 5 bound pages)
Amount of shift	13/16
Staple settings	Output tray 1: Paper sizes (no. of bound pages): 8-1/2 × 11◪/▯ (2 pages to 50 pages), 11 × 17 ◪, 8-1/2 × 14 ◪ (2 pages to 25 pages) Output tray 2: Paper sizes (no. of bound pages): 11 × 17 ◪, 8-1/2 × 11 ◪ (2 pages to 15 pages)
Punch settings	By optional punch kit
Power requirements	Supplied from main unit
Power consumption	Less than 65 W
Dimensions	23-1/4 (W) × 23-3/4 (D) × 38-3/4 (H)
Weight	Approx. 92-1/2 lb (including the horizontal transport unit)
Consumables	Staples MS-5D (5,000 staples for stapling 50 sheets) × 1

*1 12-1/4 × 18 is equivalent to 311.1 mm × 457.2 mm, which is one size larger than A3.

*2 The number of pages that can be bound together differs depending on the paper weight. If 17 lb paper is used, 6 pages to 15 pages can be bound together. If 21-1/4 lb paper is used, 6 pages to 10 pages can be bound together.

5.1.13 Punch kit PK-501

Specifications	
Number of punched holes	2, 3
Paper types	Plain paper (16 lb to 14 lb), thick paper (24-1/4 lb to 55-1/2 lb)
Paper sizes	2-hole: 11 × 17 ◪ to 8-1/2 × 11 ◪/▯ 3-hole: 11 × 17 ◪, 8-1/2 × 11 ▯
Power requirements	Supplied from finisher
Dimensions	3-1/2 (W) × 22 (D) × 6-3/4 (H)
Weight	Approx. 6-1/2 lb

5.1.14 Job Separator JS-505

Specifications	
Output tray	Output tray 1, Output tray 2
Feed settings	"Group", "Sort", "Offset/Group", "Offset/Sort"
Paper type	Output tray 1: Plain paper (16 lb to 24 lb) Output tray 2: Plain paper (16 lb to 24 lb), thick paper (24-1/4 lb to 72 lb), OHP transparencies, post-cards, label sheets, envelopes, banner paper
Paper size	12-1/4 × 18 ◪*, 11 × 17 ◪ to 5-1/2 × 8-1/2 ◪/▯, A3 ◪ to B6 ◪, A6 ◪, post cards (26-5/8 lb to 39-3/8 lb) ◪, banner paper
Paper capacity	Output tray 1: Plain paper (16 lb to 24 lb): 50 sheets Output tray 2: Plain paper (16 lb to 24 lb): 150 sheets Thick paper (24-1/4 lb to 72 lb), OHP transparencies, postcards, label sheets: 20 sheets Envelopes: 10 sheets Banner paper: 1 sheet
Power requirements	Supplied from the main unit
Power consumption	40 W or less
Amount of shift	1-1/4 inch
Offset function	Output tray 2: Plain paper, thick paper 11 × 17 ◪ to 8-1/2 × 11 ◪/▯, A3 ◪ to B5 ◪
Dimensions	16-1/4 (21-3/4: Length in parentheses is with the paper tray pulled out) (W) × 18-3/4 (D) × 5-1/16 (H)
Weight	Approx. 11 lb

* 12-1/4 × 18 is equivalent to 311.1 mm × 457.2 mm, which is one size larger than A3.

6 Copy paper/originals

6 Copy paper/originals

6.1 Copy paper

Use paper that meets the following specifications.

6.1.1 Possible paper sizes

Non-standard-sized paper:

Paper source	Paper width	Paper length
Bypass tray*	3-1/2 to 12-1/4	5-1/2 to 47-1/4
Tray 1	–	–
Tray 2		
Single/Double paper feed cabinets		
LCT		
Double-sided copies	5-1/2 to 12-1/4	5-3/4 to 18

* Banner paper
Paper width: 8-1/4 to 11-3/4
Paper length: 18 to 47-1/4

Standard-sized paper:

Paper source	Paper size
Bypass tray*1	12-1/4 × 18 ▭*1, 12 × 18 ▭*1 to 5-1/2 × 8-1/2 ▭/▯, A3 ▭ to B6 ▭, A6 ▭, 8 × 13 ▭*2, 16K ▭/▯, 8K ▭
Tray 1	11 × 17 ▭ to 8-1/2 × 11 ▭/▯, 5-1/2 × 8-1/2 ▭, A3 ▭ to B5 ▭/▯, 8 × 13 ▭ *2, 16K ▯, 8K ▭
Tray 2	12-1/4 × 18 ▭*1, 12 × 18 ▭*1 to 8-1/2 × 11 ▭/ ▯, 5-1/2 × 8-1/2 ▭, A3 ▭ to B5 ▭/▯, 8 × 13 ▭*2, 16K ▯, 8K ▭
Single/Double paper feed cabinets	11 × 17 ▭ to 8-1/2 × 11 ▭/▯, 5-1/2 × 8-1/2 ▭, A3 ▭ to B5 ▭/▯, 8 × 13 ▭ *2, 16K ▯, 8K ▭
LCT	8-1/2 × 11▯, A4 ▯
Double-sided copies	12-1/4 × 18 ▭*1, 12 × 18 ▭*1 to 5-1/2 × 8-1/2, 4 × 6 ▭, A3 ▭ to A5 ▭/▯, 8 × 13 ▭*2, 16K ▭/▯, 8K ▭

*1 This is one size larger than A3. 12-1/4 × 18 is equivalent to 311.1 mm × 457.2 mm, and 12 × 18 is equivalent to 304.8 mm × 457.2 mm

*2 There are five Foolscap sizes: 220 × 330 mm ▭, 8-1/2 × 13 ▭, 8-1/4 × 13 ▭, 8-1/8 × 13-1/4 ▭, and 8 × 13 ▭. Any one of these sizes can be selected. For details, contact your service representative.

Loaded equipment	Paper sizes that can be loaded
Finisher FS-519 Optional Output Tray OT-602	Output tray 1, 2 and optional Output Tray 12-1/4 × 18 ▭*1, 11 × 17 ▭, 8-1/2 × 11 ▭/▯, 5-1/2 × 8-1/2 ▭/▯ "Group"/"Sort" settings: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ Staple settings: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ Punch settings*2: 2-hole: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ 3-hole: 11 × 17 ▭, 8-1/2 × 11 ▯
Saddle Stitcher SD-505	Fold & staple: 11× 17 ▭, 8-1/2 × 11 ▭
Mailbin Kit MT-502	8-1/2 × 11 ▯, 5-1/2 × 8-1/2 ▭

Loaded equipment	Paper sizes that can be loaded
Finisher FS-609	Output tray 1: "Group" setting: 12-1/4 × 18 ▭*1, 11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯ "Sort" setting: 11 × 17 ▭ to 5-1/2 × 8-1/2 ▯ Staple setting*: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ Punch settings*2: 2-hole: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ 3-hole: 11 × 17 ▭, 8-1/2 × 11 ▯ Output tray 2: 11 × 17 ▭, 8-1/2 × 11 ▭
Job separator JS-505	Finishing tray 1 and finishing tray 2 12- 1/4 × 18 ▭*1, 11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯, A3 ▭ to B6 ▭, A6

*1 12-1/4 × 18 is equivalent to 311.1 mm × 457.2 mm, which is one size larger than A3.

*2 Can be used when the optional punch kit is installed on the finisher.

6.1.2 Paper types and paper capacities

Paper type	Plain paper	Thick paper 1	Thick paper 2	Thick paper 3	Thick paper 4*1
Weight (lb) **Paper source**	**15-15/16 lb to 24 lb**	**24-1/4 lb to 39-7/8 lb**	**40-3/16 lb to 55-1/2 lb**	**55-3/4 lb to 68 lb**	**68-1/4 lb to 72-1/16 lb**
Bypass tray	150 sheets	20 sheets	20 sheets	20 sheets	20 sheets
Tray 1 and tray 2	500 sheets	150 sheets	150 sheets	150 sheets	–
Single/Double paper feed cabinet	500 sheets	150 sheets	150 sheets	150 sheets	–
LCT	2,500 sheets	1,000 sheets	1,000 sheets	1,000 sheets	–

Paper type	Transparencies	Postcards	Envelopes	Label sheets	Banner paper*2
Paper source					**33-3/4 lb to 55-3/4 lb**
Bypass tray	20 sheets	20 sheets	10 sheets	20 sheets	10 sheets
Tray 1 and tray 2	–	–	–	–	–
Single/Double paper feed cabinet	–	–	–	–	–
LCT	–	–	–	–	–

*1 For thick paper 4, only 11 × 17 ▭, 8-1/2 × 11 ▯, A3 ▭ and A4 ▯ are available for printing.

*2 The setting can be specified when using printing functions.

6.1.3 Special paper

Paper other than plain paper, such as OHP transparencies and colored paper, is called special paper. Be sure to select a special paper setting for paper trays loaded with media such as OHP transparencies and colored paper. If the paper type is not correctly selected, paper misfeeds may occur.

Paper type	Icon	Descriptions
Single Side Only		Select this setting when paper that should not be used with double-sided copying (for example, when one side has already been printed on) is loaded as plain paper with a weight of 15-15/16 lb to 24 lb. A paper tray with the "Single Side Only" setting selected is given priority when the "Auto" Paper setting is specified. A paper tray with this setting is not automatically selected during double-sided printing.
Special Paper		Select this setting when special paper, for example, high-quality paper, is loaded as plain paper with a weight of 15-15/16 lb to 24 lb. A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified.

Paper type		Icon	Descriptions
Letterhead			Select this setting when paper already printed with a company name or preset text is loaded as plain paper with a weight of 15-15/16 lb to 24 lb. A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified.
Colored Paper			Select this setting when colored paper is loaded as plain paper with a weight of 15-15/16 lb to 24 lb. A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified.
Transparency			Select this setting when OHP transparencies are loaded. A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified. When selecting OHP transparencies, select the "Black" Color setting, and then select the paper type.
Thick 1			Select this setting when the thick paper that is loaded has a weight of 24-1/4 lb to 39-7/8 lb. A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified.
Thick 2			Select this setting when the thick paper that is loaded has a weight of 40-3/16 lb to 55-1/2 lb. A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified.
Thick 3			Select this setting when the thick paper that is loaded has a weight of 55-3/4 lb to 68 lb. A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified.
Thick 4			Select this setting when the thick paper that is loaded has a weight of 68-1/4 lb to 72-1/16 lb. A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified.
Envelopes			Select these settings when envelopes are loaded. A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified.
Duplex 2nd Side	Plain Paper		Select these settings when loading paper that has already been printed on one side. "2nd Side" can be selected only if plain paper, thick paper 1, thick paper 2, thick paper 3 or thick paper 4 is loaded in the bypass tray.
	Thick 1		
	Thick 2		
	Thick 3		
	Thick 4		

6.1.4 Precautions for paper

Do not use the following types of paper.

Otherwise, decreased print quality, paper misfeeds or damage may result.

- OHP transparencies that have already been fed through the machine (even if the transparency is still blank)
- Paper that has been printed on with a heat-transfer printer or an inkjet printer
- Paper that is either extremely thick or extremely thin
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Damp paper, perforated paper, or paper with punched holes

- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Paper that has been treated, such as carbon-backed, heat-sensitive or pressure-sensitive paper
- Paper that has been decorated with foil or embossing
- Paper of a non-standard shape (not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc., attached

6.1.5 Paper storage

Store paper in a cool, dark location with little humidity.

If the paper becomes damp, paper misfeeds may occur.
Paper that has not been loaded should be kept wrapped or placed in a plastic bag and stored in a cool, dark location with little humidity.

Store the paper laying flat, not standing on its edge. Curled paper may cause paper misfeeds.

Keep paper out of the reach of children.

6.1.6 Auto tray switch feature

If the selected paper tray runs out of paper while a job is being printed and a different paper tray is loaded with paper meeting the following conditions, the other paper tray is automatically selected so printing can continue. If the optional LCT is installed, a maximum of 3,650 copies (with 8-1/2 × 11 ▯ paper) can be made continuously. (The paper tray is automatically switched only if the "Auto Tray Switch ON/OFF" parameter in the Utility mode is set to "Allow".)

Operating conditions

- The paper is the same size.
- The paper is positioned in the same orientation.
- The paper is the same type.
- The paper trays are selected when the paper tray is automatically switched.

Detail
For details on the specifying the paper trays that are selected when the paper tray is automatically switched, refer to "System Settings" on page 11-23.

6.1.7 Order for selecting paper trays

As a factory default, when a different paper tray is automatically selected, the next paper tray in the following list is chosen.

When the Standard tray is installed:

Tray 1 → Tray 2 → Bypass tray

When a single paper feed cabinet is installed:

Tray 1 → Tray 2 → Tray 3 → Bypass tray

When a double paper feed cabinet is installed:

Tray 1 → Tray 2 → Tray 3 → Tray 4 → Bypass tray

When the LCT is installed:

Tray 1 → Tray 2 → Tray 3 → Bypass tray

Detail
To change the order in which the paper trays are selected, refer to "System Settings" on page 11-23.

6.2 Selecting the Paper settings

This section describes the procedures for specifying the size and type of paper loaded in each paper tray.

Detail

For details on loading the paper into tray 1/2/3/4, refer to "Loading paper into tray 1/2/3/4" on page 1-42.

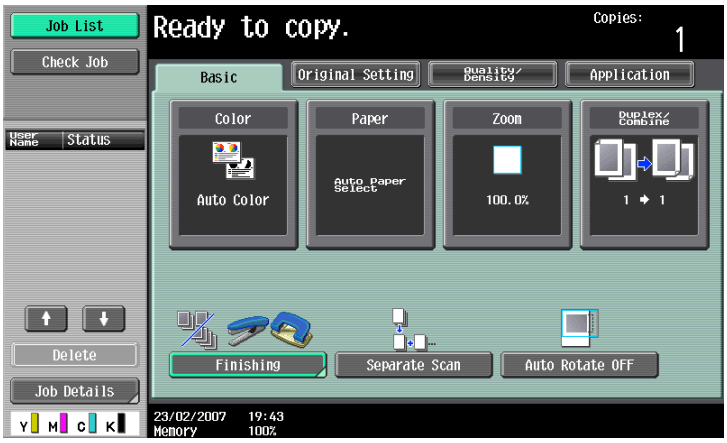
For details on loading the paper into the bypass tray, refer to "Loading paper into the bypass tray" on page 1-46.

6.2.1 Automatically detecting the paper size ("Auto Detect" setting)

The size of the paper loaded into tray 1/2/3/4 and the bypass tray can be detected automatically.

The following procedure describes how to specify the setting for automatically detecting the paper loaded into tray 1.

1 In the Basic screen, touch [Paper].



The Paper screen appears.

2 Touch the button for tray 1.

– To select the automatic paper detection setting for tray 2/3/4 or the bypass tray, touch the button for the corresponding paper tray.

3 Touch [Change Tray Settings].

4 Touch [Auto Detect].

As the factory default, "Auto Detect" is selected.

5 Touch [OK], and then touch [OK] in the next screen that appears.

The Basic screen appears again.

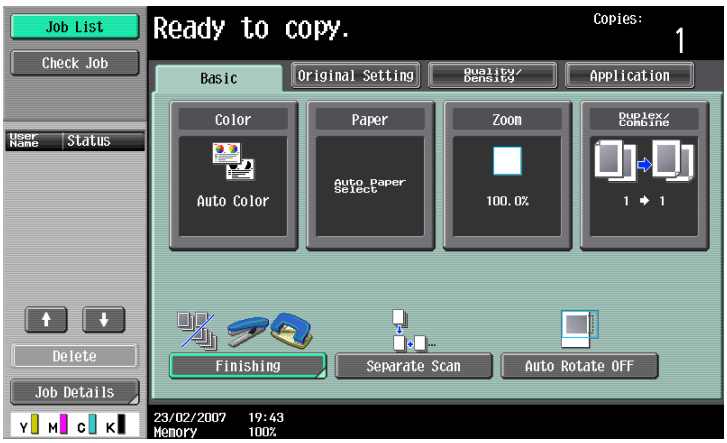
6.2.2 Selecting a paper size setting (Size Setting)

The paper size can be set for the bypass tray so that it can be used with the specified paper size.

This is useful, for example, when the size of the paper that is loaded cannot be automatically detected (such as with postcards or paper in metric sizes).

The following procedure describes how to specify the setting for 4 × 6 ◪ loaded into the bypass tray.

1 In the Basic screen, touch [Paper].



The Paper screen appears.

2 Select the button for the bypass tray.

3 Touch [Change Tray Settings].

4 Touch [Standard Size].

The Standard Size screen appears.

5 Touch [↓] twice, and then touch [4 × 6 ▭].

– Touch [↑] and [↓] until the button for the desired paper size is displayed.
– If "4 × 6 ▭" is selected, "Thick 3" is automatically selected. If paper other than postcards are loaded, change the paper type setting. For details on the paper type settings, refer to "Specifying a setting for special paper" on page 6-15.

6 Touch [OK], and then touch [OK] in the next two screens that appear.

The Basic screen appears again.
The paper size for the bypass tray is set.

Reminder

If paper other than the specified paper size is loaded, a paper misfeed may occur since the paper size is not automatically detected.

Detail

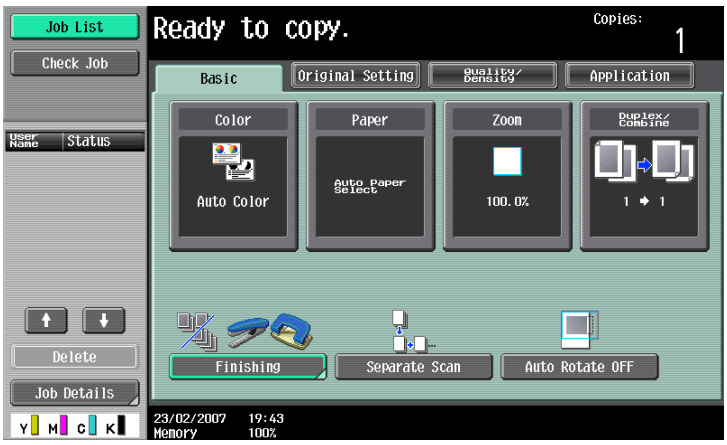
For tray 2, "12-1/4 × 18 ◪" is available.

6.2.3 Specifying a non-standard paper size (Custom Size settings)

Non-standard-sized paper can be loaded into the bypass tray.

If wide paper is loaded, it will be necessary to enter the paper size.

1 In the Basic screen, touch [Paper].



The Paper screen appears.

2 Select the button for the bypass tray.

3 Touch [Change Tray Settings].

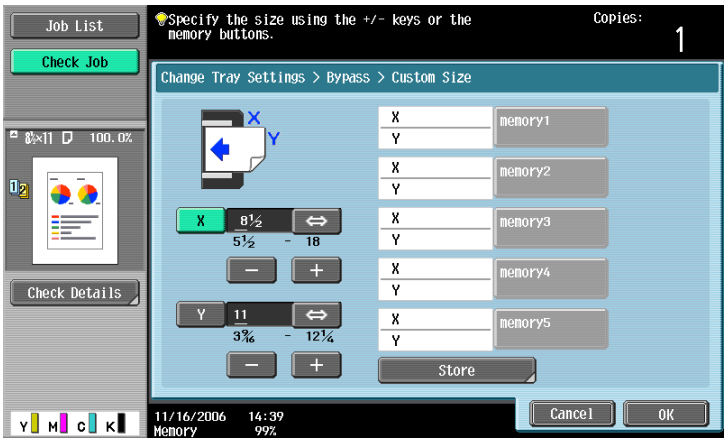
4 Touch [Custom Size].

The Custom Size screen appears.

5 Type in the length (X) and width (Y) of the paper.

- Make sure that [X] is selected, touch [˽] to switch between the integer and the fraction, and then touch [–] and [+] to type in the length of side X. (5-1/2 inch to 18 inch)
- Make sure that [Y] is selected, touch [˽] to switch between the integer and the fraction, and then touch [–] and [+] to type in the length of side Y. (3-9/16 inch to 12-1/4 inch)
- If a decimal value is displayed in the Custom Size screen, use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to "System Settings" on page 11-15.
- If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message "Input Error" appears. Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

To cancel changes to the settings, touch [Cancel].



? Can paper sizes be stored?

➔ Five non-standard paper sizes can be stored.

➔ To recall a stored paper size, touch the corresponding memory key.

➔ The names "memory1" through "memory5" can be changed. For details on changing the names, refer to "Storing a non-standard paper size (Custom Size settings)" on page 6-11.

➔ For details on storing paper sizes, refer to "Storing a non-standard paper size (Custom Size settings)" on page 6-11.

6 Touch [OK], and then touch [OK] in the next two screens that appear.

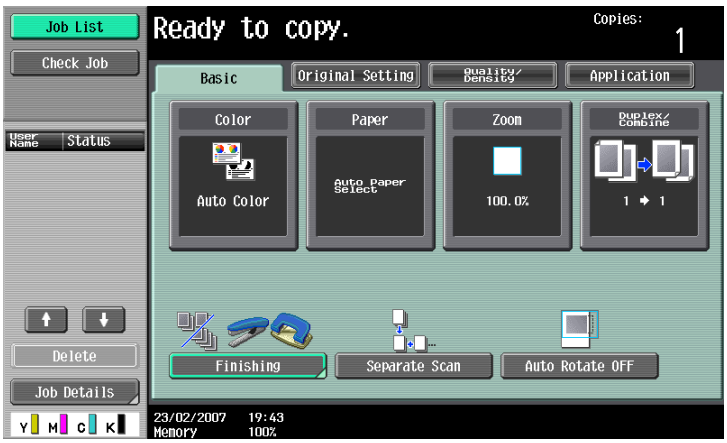
The Basic screen appears again.

6.2.4 Storing a non-standard paper size (Custom Size settings)

Five non-standard paper sizes can be stored.

Storing paper sizes that are used often allows the paper size to be quickly selected, without having to re-enter the setting.

1 In the Basic screen, touch [Paper].



The Paper screen appears.

2 Select the button for the bypass tray.

3 Touch [Change Tray Settings].

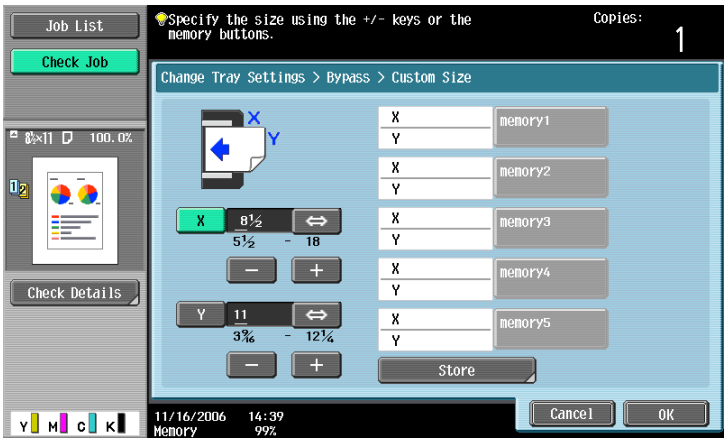
4 Touch [Custom Size].

The Custom Size screen appears.

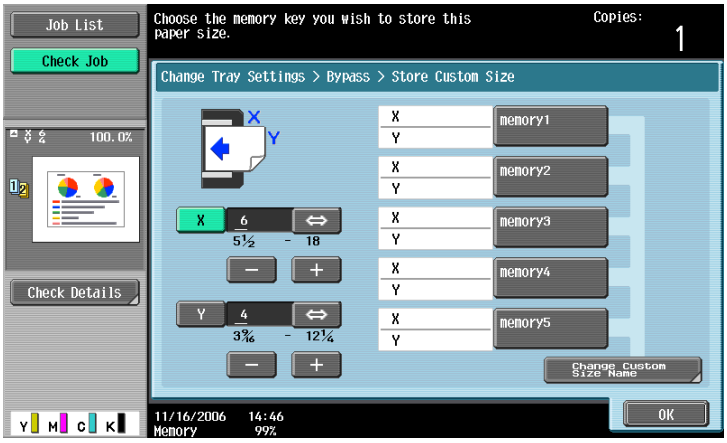
5 Specify the X and Y sides of the paper, and then touch [Store].

- Make sure that [X] is selected, touch [↔] to switch between the integer and the fraction, and then touch [–] and [+] to type in the length of side X. (5-1/2 inch to 18 inch)
- Make sure that [Y] is selected, touch [] to switch between the integer and the fraction, and then touch [–] and [+] to type in the length of side Y. (3-9/16 inch to 12-1/4 inch)
- If a decimal value is displayed in the Custom Size screen, use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to "System Settings" on page 11-15.
- If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message "Input Error" appears. Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

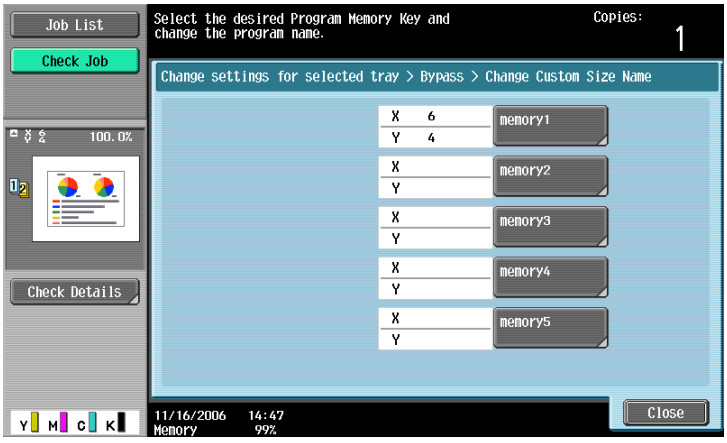
To cancel changes to the settings, touch [Cancel].



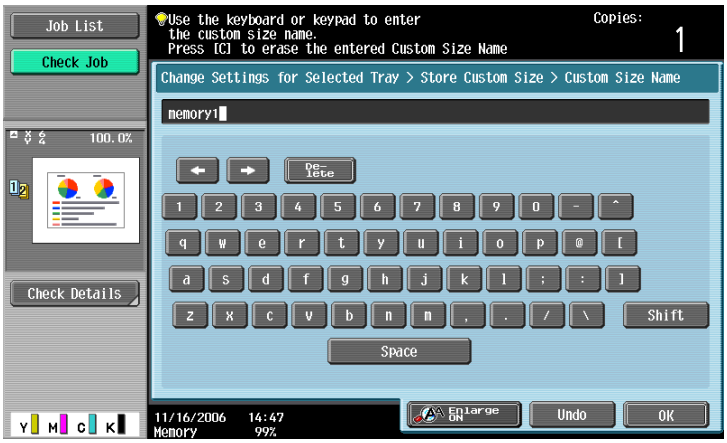
6 Touch the memory button where the paper size is to be stored.



- To change the name of a memory key, touch [Change Custom Size Name], and then touch the key to be renamed.



Using the keyboard that appears, type in the name of the key, touch [OK], and then touch [Close]. For details on typing in text, refer to "Entering text" on page 12-2.



7 Touch [OK], and then touch [OK] in the next three screens that appear.

The Basic screen appears again.

6.2.5 Selecting a setting for oversized paper (Wide Paper settings)

By specifying paper one size larger than the document as wide paper, the document can be copied at the center so that there is no loss of the document image.

Wide paper can be specified for tray 1/2/3/4 or the bypass tray.

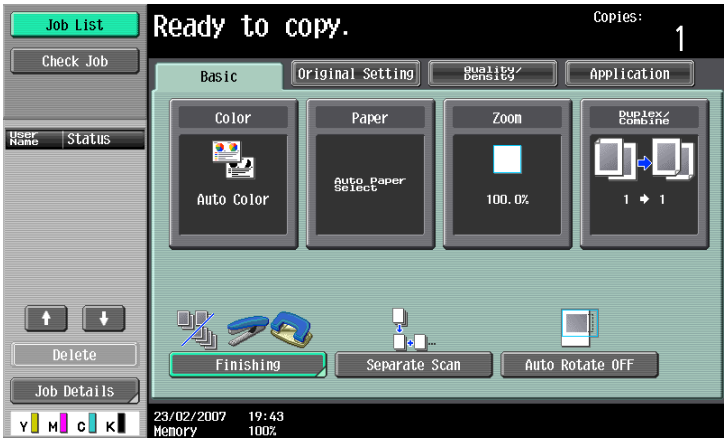
Detail

Only standard-sized wide paper can be specified for tray 1/2/3/4.

When specifying wide paper for the bypass tray, non-standard-sized paper can be specified. When using non-standard-sized paper, enter the paper size.

The following procedure describes how to specify the setting for wide paper loaded into the bypass tray.

1 In the Basic screen, touch [Paper].



The Paper screen appears.

2 Touch the button for the bypass tray.

– To set the paper size for tray 1/2/3/4, touch the button for the corresponding paper tray.

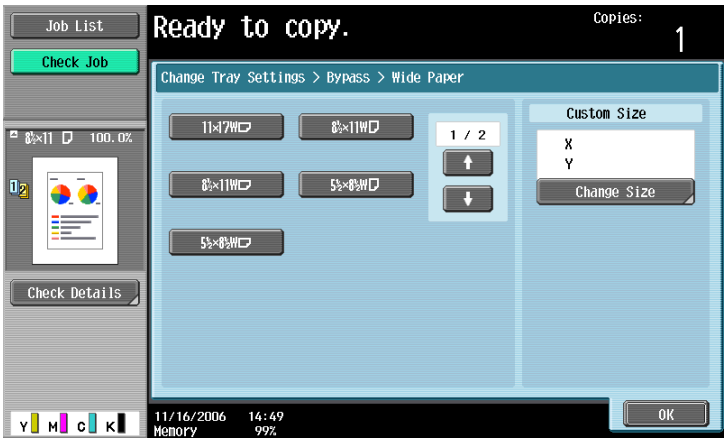
3 Touch [Change Tray Settings].

4 Touch [Wide Paper].

The Wide Paper screen appears.

5 Select the size of the paper to be loaded.

– Touch [↑] and [↓] until the button for the desired paper size is displayed.
– If tray 1/2/3/4 is set for wide paper, the size cannot be changed.



6 To change the size, touch [Change Size].

The Change Size screen for oversized paper appears.

7 Specify the X and Y sides of the paper, and then touch [OK].

- Touch either [X] or [Y], press the [C] (clear) key to clear the current setting, and then use the keypad to type in the size.
- To store a paper size of 12 × 18 ◪, touch [12 × 18 ◪]. Enter values for "X" and "Y".
- If a decimal value is displayed in the Custom Size screen, use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to "System Settings" on page 11-15.
- If the orientation of the loaded paper does not match the sizes specified for "X" and "Y", "Input error" appears, even if the values are within the allowable range. In addition, do not enter the same size for "X" and "Y".
- If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message "Input Error" appears. Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

To cancel changes to the settings, touch [Cancel].

8 Touch [OK], and then touch [OK] in the next two screens that appear.

The Basic screen appears again.

Note

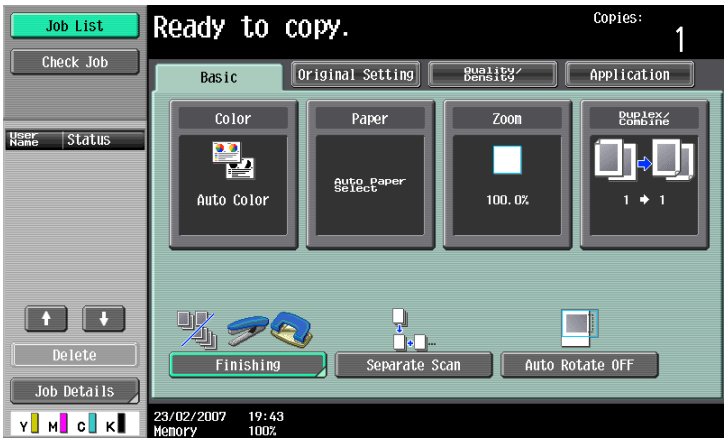
The selected size button is programmed with the entered paper size, so that the paper size is available to be selected again without being typed in. In addition, the size can be changed.

6.2.6 Specifying a setting for special paper

If paper other than plain paper, such as OHP transparencies or special paper, is loaded in a paper tray, be sure to change the paper type setting for that tray.

The following procedure describes how to specify the setting for special paper loaded into tray 1.

1 In the Basic screen, touch [Paper].



The Paper screen appears.

2 Touch the button for tray 1.

– To specify a setting for special paper for tray 2/3/4 or the bypass tray, touch the button for the corresponding paper tray.
– If a setting for special paper is selected for a paper tray, that tray is not selected automatically with the "Auto" Paper setting. However, if the paper cannot be used for double-sided printing and the "Single Side Only" setting is selected for the paper tray, that tray is given priority.
– The auto tray switch feature applies only to paper trays specified with the same paper type setting.

3 Touch [Change Tray Settings].

4 Select the appropriate setting for the type of special paper that is loaded.

– Touch the button for the desired paper type.

? What types of paper can be loaded in the paper tray?

➔ There are limits on the types of paper that can be loaded in a paper tray. For details on the type of paper that can loaded, refer to "Specifications" on page 5-2.

➔ If postcards were loaded, select "Thick 3".

5 Touch [OK], and then touch [OK] in the next screen that appears.

The Basic screen appears again.

Reminder

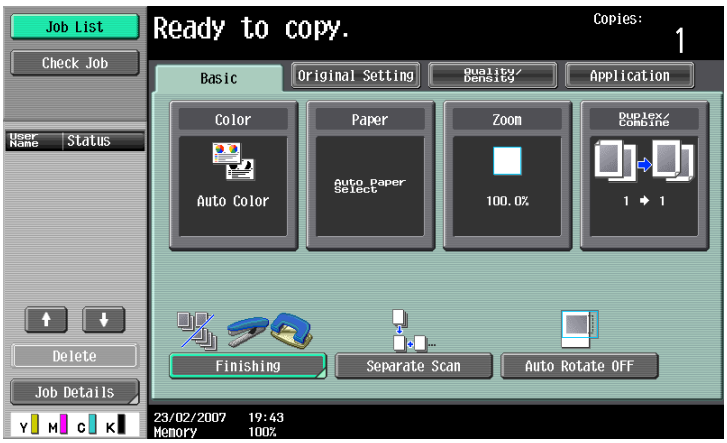
If special paper is loaded into the paper tray, be sure to select the corresponding paper type, otherwise a paper misfeed may occur.

6.2.7 Printing double-sided copies manually

The "2nd Side" setting is used to print double-sided copies on paper that cannot be fed through the automatic duplex unit.

The paper to be used for printing the second side can be loaded into the bypass tray.

1 In the Basic screen, touch [Paper].



The Paper screen appears.

2 Touch the button for the bypass tray.

– A paper tray set to "2nd Side" is not selected when the "Auto" Paper setting is selected.

3 Touch [Change Tray Settings].

4 Select the type of paper to be loaded.

5 Touch [Duplex 2nd Side].

6 Touch [OK], and then touch [OK] in the next screen that appears.

The Basic screen appears again.

6.3 Originals

When making copies, load the original into the ADF or position it on the original glass.

To copy originals that cannot be loaded into the ADF, position them on the original glass.

6.3.1 Originals that can be loaded into the ADF

There are three methods for using the automatic document feeder.

- Normal method
- For originals of mixed sizes
- For Z-folded originals

There are limits on the types of originals that can be loaded with each method.

Normal method

	Single-sided originals	Double-sided originals
Original paper type/Weight	Plain paper: 9-1/4 lb to 55-3/4 lb	Plain paper: 13-1/4 lb to 34 lb
Original size	11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯	
Paper capacity	100 sheets (21-1/4 lb)	

For originals of mixed sizes

	Single-sided originals	Double-sided originals
Original paper type/Weight	Plain paper: 13-1/4 lb to 34 lb	
Original size	Refer to "Mixed originals paper sizes".	
Paper capacity	100 sheets (21-1/4 lb)	

Mixed originals paper sizes

The following chart shows the possible combinations of standard-sized paper that can be used with the "Mixed Original" setting.

Maximum Original Width[*1]→ ↓ **Original Size**[*2]	**11 × 17 ▭**	**8-1/2 × 11 ▯**	**8-1/2 × 14 ▭**	**8-1/2 × 11 ▭**	**5-1/2 × 8-1/2 ▯**	**5-1/2 × 8-1/2 ▭**
11 × 17 ▭	○	○	–	–	–	–
8-1/2 × 11 ▯	○	○	–	–	–	–
8-1/2 × 14 ▭	○	○	○	○	○	–
8-1/2 × 11 ▭	○	○	○	○	○	–
5-1/2 × 8-1/2 ▯	–	–	○	○	○	–
5-1/2 × 8-1/2 ▭	–	–	–	–	–	○

○: Possible

—: Not possible

Detail

*[*1] Indicates the width of the widest original size of the mixed originals (width of the adjustable lateral guides of the automatic document feeder).*

*[*2] Indicates original sizes that can be specified together with the maximum original width.*

6.3.2 Precautions for loading originals into the ADF

The following types of originals should not be loaded into the ADF, otherwise paper misfeeds or damage to the original may occur.

- Wrinkled, folded, curled, or torn originals
- Highly translucent or transparent originals, such as OHP transparencies or diazo photosensitive paper
- Coated originals such as carbon-backed paper
- Originals printed on paper thicker than 55-3/4 lb
- Originals printed on paper thicker than 34 lb during double-sided printing
- Originals that are bound, for example, with staples or paper clips
- Originals that are bound in a book or booklet
- Originals with pages bound together with glue
- Originals with pages that have had cutouts removed or are cutouts
- Label sheets
- Offset printing masters
- Originals with binder holes
- Originals that have just been printed with this machine

Reminder

Before loading folded originals, such as those folded in half or in a zigzag, into the ADF, be sure to flatten the pages.

6.3.3 Originals that can be placed on the original glass

To copy originals that cannot be loaded into the ADF, position them on the original glass.

	Original glass originals
Original types	Sheets, books (page spreads), three-dimensional objects
Original sizes	11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯, A3 ▭ to B6 ▭, A6 ▭, 8K ▭, 16K ▯/▭
Maximum weight	4-1/2 lb

6.3.4 Precautions for positioning originals on the original glass

Observe the following precautions when placing the original on the original glass.

- If an original of non-standard paper size is loaded, the "Auto" Paper setting and "Auto" Zoom setting cannot be used since the original size cannot be detected automatically.
  If an original of a non-standard paper size is loaded, select the paper drawer and zoom ratio or touch [Original Setting] and select the original size.
- If highly translucent or transparent originals, such as OHP transparencies or diazo photosensitive paper, are loaded, the original size cannot be detected automatically. Place a blank sheet of paper of the same size over the original.
- Do not place objects exceeding 2 kg on the original glass, otherwise the original glass may be damaged.
- Do not press down extremely hard on a book spread on the original glass, otherwise the original glass may be damaged.

7 Application functions

7 Application functions

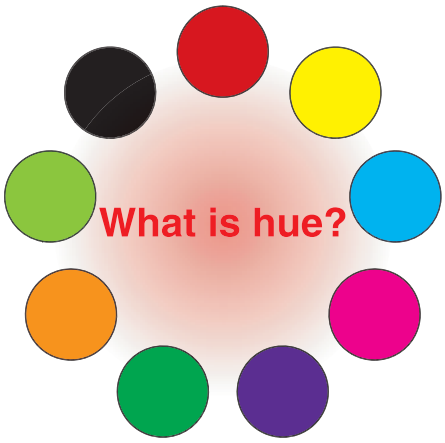
7.1 Color Adjust parameters and samples

This section provides copy samples that are a helpful reference for setting the wide variety of parameters, functions and settings available with this full-color copier.

Section	Description	Section	Description
General Information About Color	Provides information on hue, brightness and saturation (p. 7-3)	"Contrast" Parameter	Provides information on the adjustment of the contrast level (p. 7-11)
"Red" Parameter	Provides information on the adjustment of the red hues (p. 7-5)	"Saturation" Parameter	Provides information on the adjustment of the vividness (p. 7-12)
"Green" Parameter	Provides information on the adjustment of the green hues (p. 7-6)	"Sharpness" Parameter	Provides information on the adjustment of the sharpness of text (p. 7-13)
"Blue" Parameter	Provides information on the adjustment of the blue hues (p. 7-7)	"Hue" Parameter	Provides information on the adjustment of the hue (p. 7-14)
"Color Balance" Parameter	Provides information on the adjustment of the density of the colors CMYK (p. 7-8)	"Copy Density" Parameter	Provides information on the adjustment of the copy density (p. 7-15)
"Brightness" Parameter	Provides information on the adjustment of the brightness (p. 7-10)	"Single Color" Function	Provides information on copying with a single selected color (monotone) (p. 7-16)
"2 Color" Function	Provides information on copying using only black and one selected color (p. 7-17)	"Neg-/Pos. Reverse" Function	Provides information on copying an original with the light- and dark-colored areas of the image inversed (p. 7-19)
"Background Color" Function	Provides information on copying with the selected background color (p. 7-18)	"Mirror Image" Function	Provides information on producing a copy in the mirror image of the original (p. 7-20)

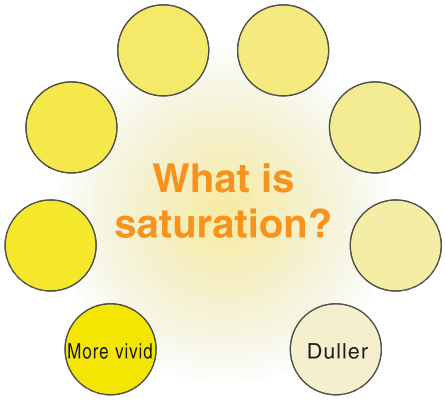
* Since the print samples provided are photographs, they may slightly differ in color with actual color copies.

7.1.1 General information about color



Everybody has an idea of what hue an object has, for example, an apple is red, a lemon is yellow, and the sky is blue. Hue is the tint by which the color of an object is classified as red, yellow, blue, etc.

Brightness is the degree of lightness in a color, as compared with another color, which makes it a light color or a dark color. For example, when comparing the yellow of a lemon and the yellow of a grapefruit, it is obvious that the yellow of the lemon is brighter. But what about when comparing the yellow of a lemon and the red of a bean? Obviously, the yellow of the lemon is brighter. Brightness is this degree of lightness that enables comparison regardless of the hue.



What makes the difference between the yellow of a lemon and the yellow of a pear? By saying that the lemon is a more vivid yellow and the pear is a duller yellow, the difference between the two colors is stated in terms of saturation, as opposed to brightness. As opposed to hue and brightness, saturation is the characteristic that indicates the degree of vividness.

Relationship between hue, brightness and saturation (color model)

Hue, brightness and saturation are the elements that we call the "three attributes of color". We can think of their affects using the solid object shown in figure 1, where the outer edge is the hue, the vertical axis is the brightness, and the horizontal axis from the center is the saturation.

Assigning colors to the solid object, representing the three attributes of color, shown in figure 1 produces the color model shown in figure 2. Although the level of saturation differs for each hue and degree of brightness, creating a complex color model, we can get a better understanding of the conditions under which the hue, brightness and saturation vary.

Figure 1

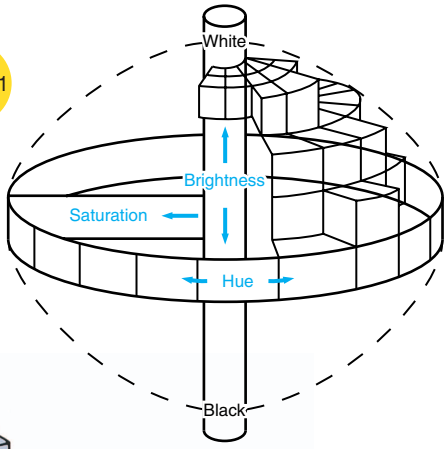
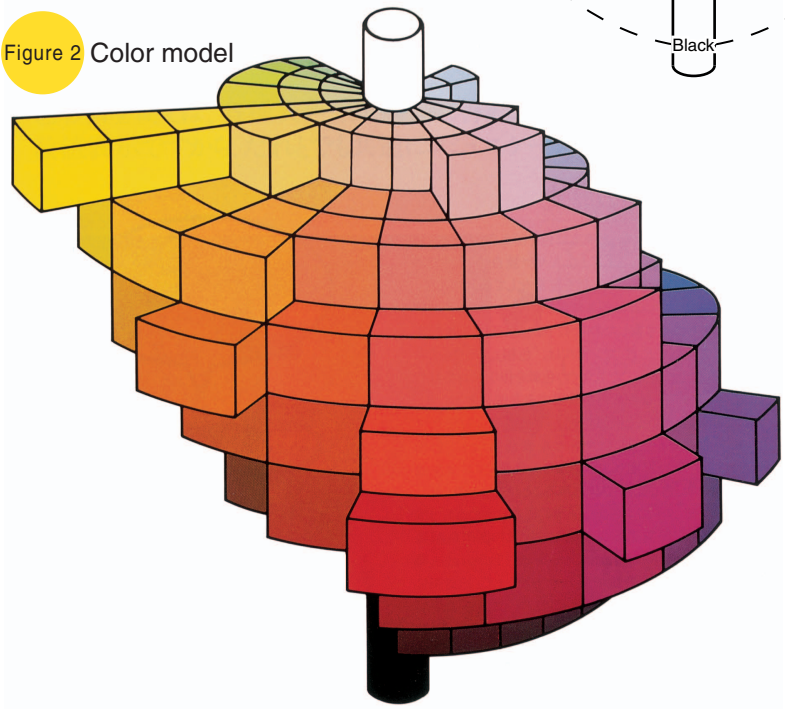


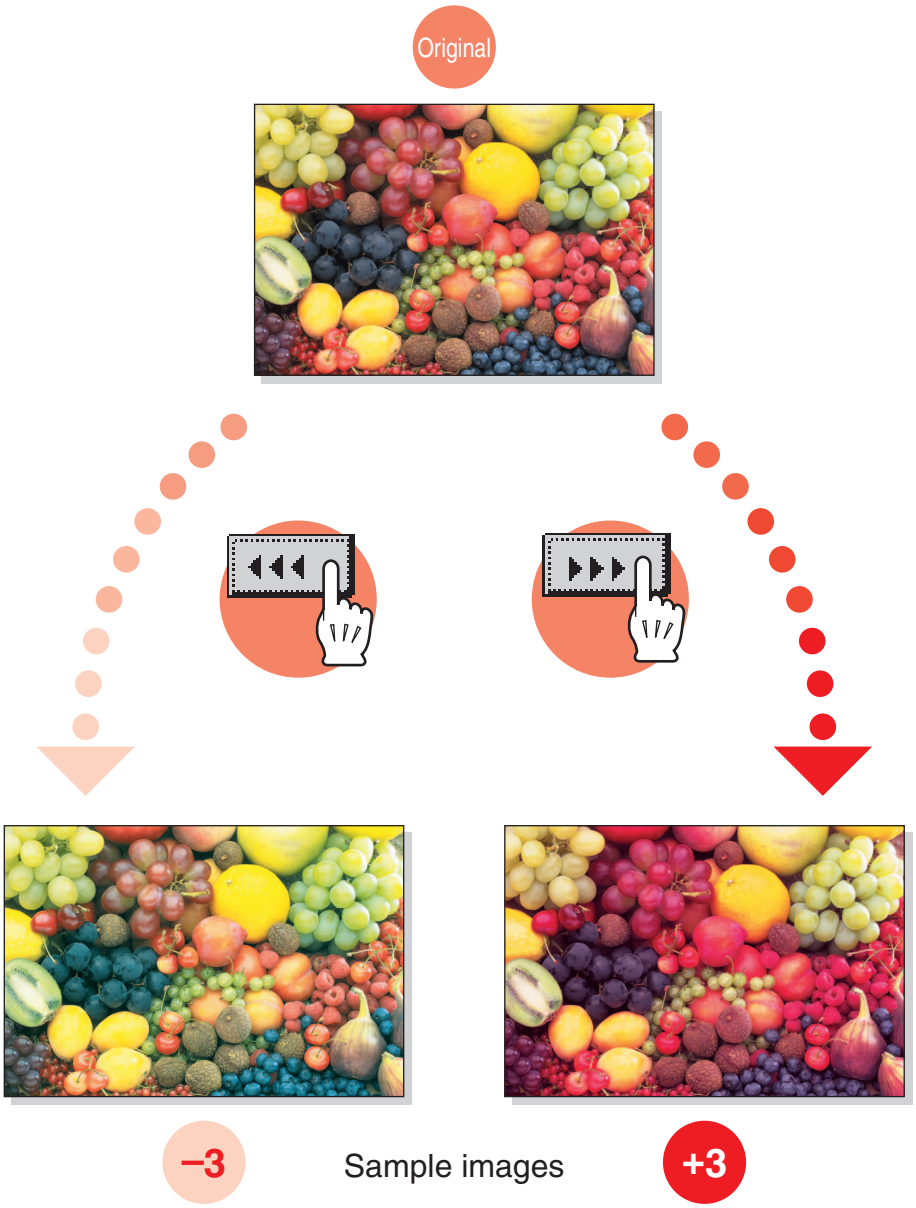
Figure 2 Color model



7.1.2 "Red" parameter

This parameter can be used to adjust the degree of red in the image to one of 19 levels.

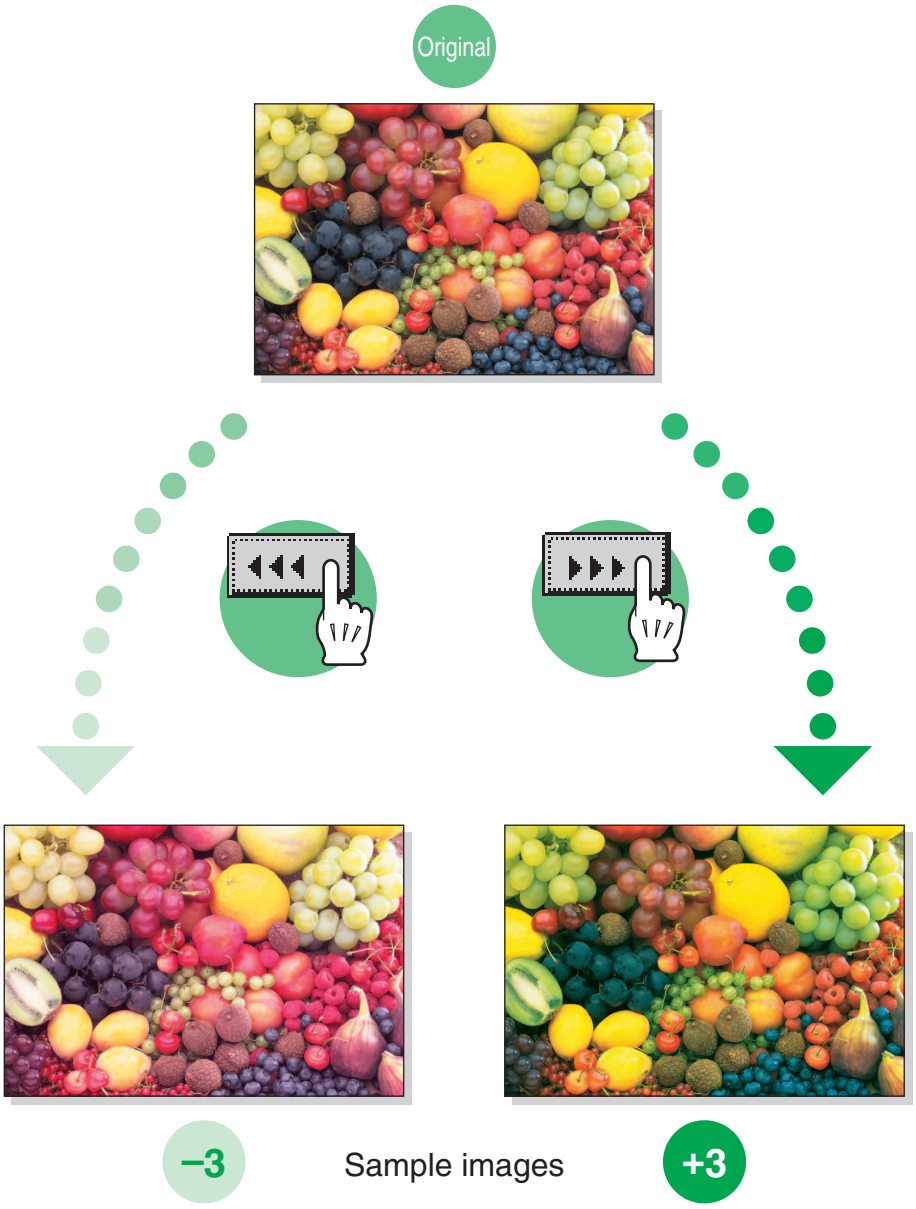
For details on the setting procedure, refer to page 7-46.



7.1.3 "Green" parameter

This parameter can be used to adjust the degree of green in the image to one of 19 levels.

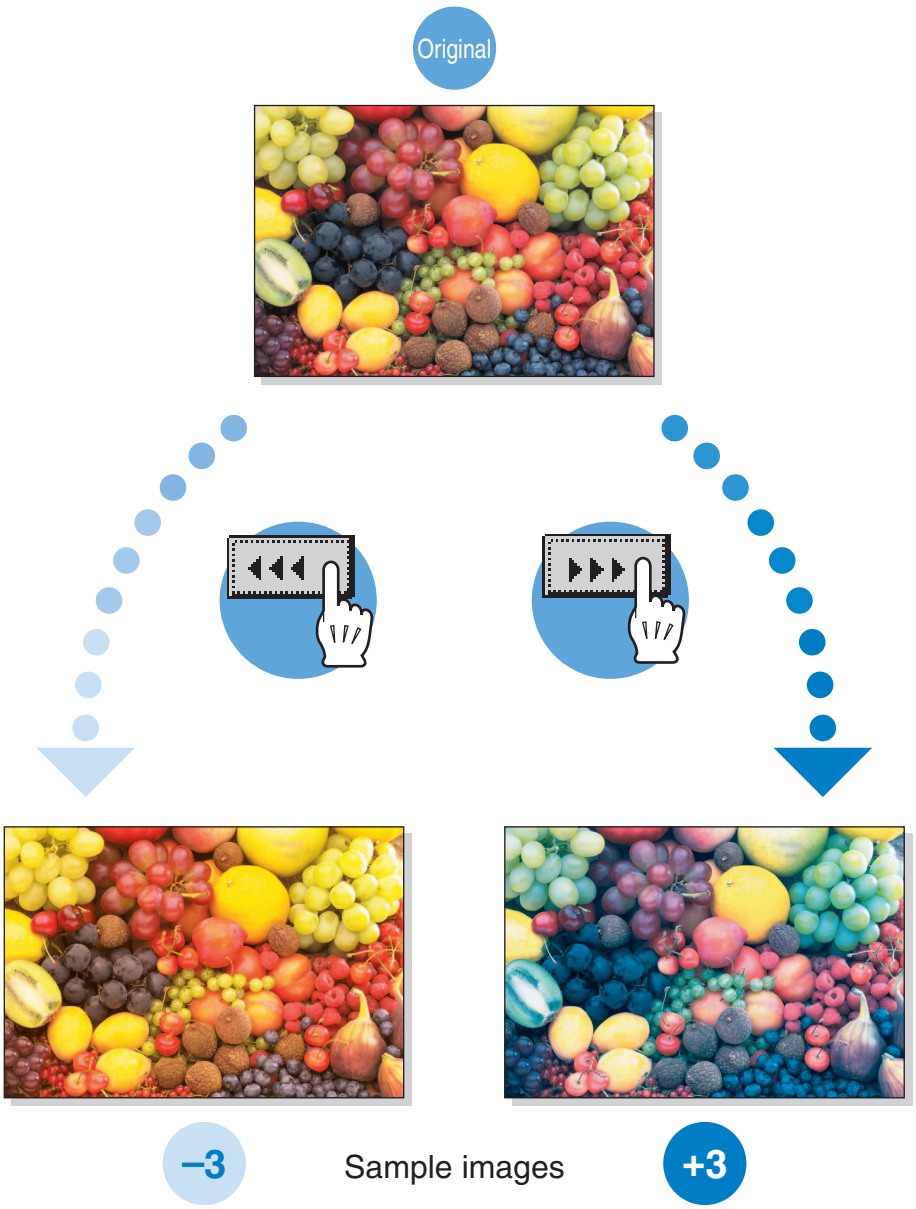
For details on the setting procedure, refer to page 7-46.



7.1.4 "Blue" parameter

This parameter can be used to adjust the degree of blue in the image to one of 19 levels.

For details on the setting procedure, refer to page 7-46.

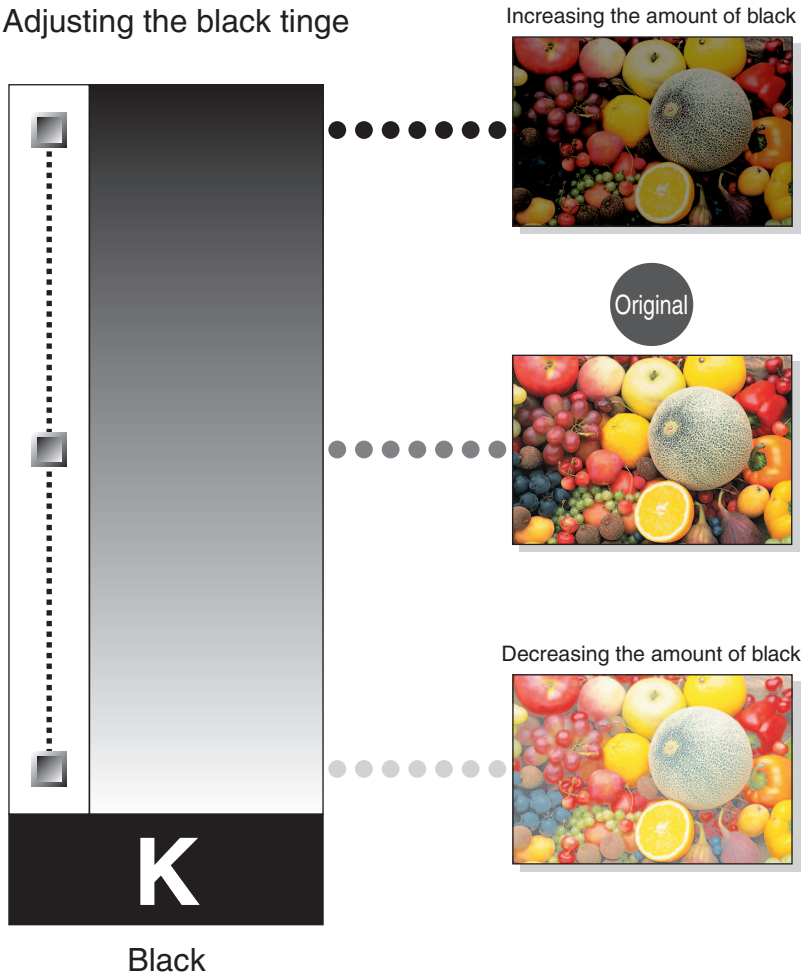


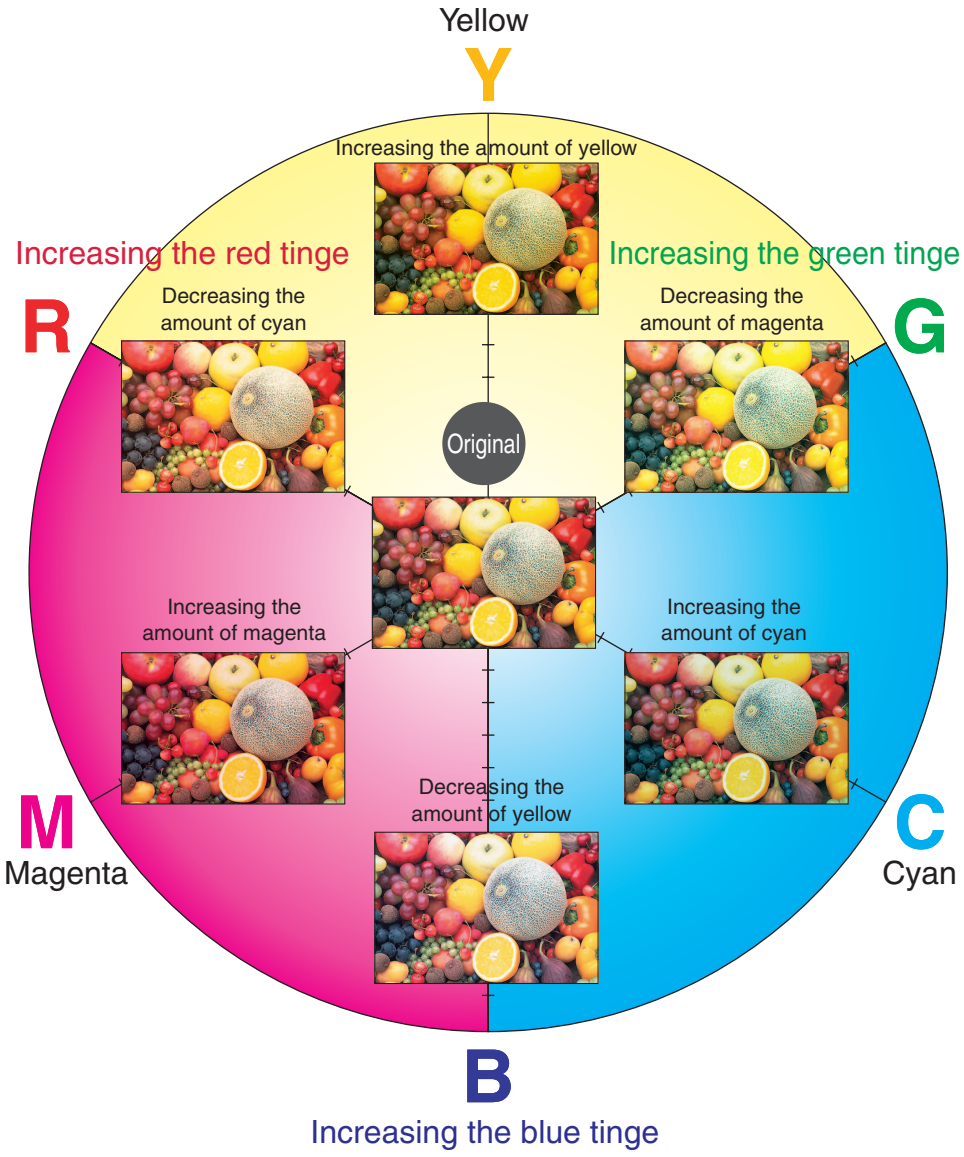
7.1.5 "Color Balance" parameter (CMYK color adjustment)

By mixing the four toner colors (yellow, magenta, and cyan in addition to black) in a full-color copy, the colors of the original can be reproduced.

Changing the amount of each color of toner enables the tints in the copy to be finely adjusted. Each color can be adjusted to any of 19 levels.

For details on the setting procedure, refer to page 7-46.

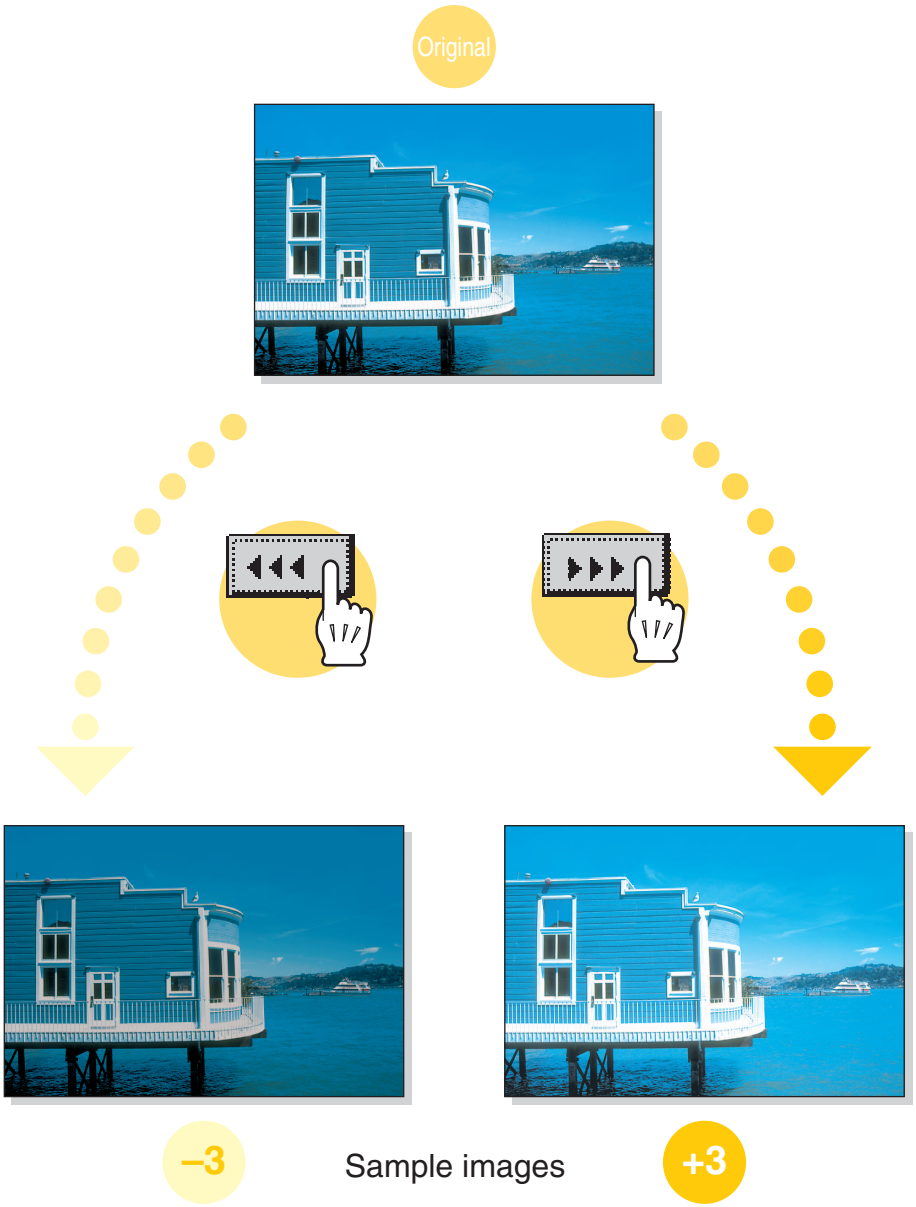



Yellow
Y
Increasing the amount of yellow
Increasing the red tinge
Increasing the green tinge
R
G
Decreasing the amount of cyan
Decreasing the amount of magenta
Original
Increasing the amount of magenta
Increasing the amount of cyan
Decreasing the amount of yellow
M
Magenta
C
Cyan
B
Increasing the blue tinge

7.1.6 "Brightness" parameter

This parameter can be used to finely adjust the brightness of the image to one of 19 levels.

For details on the setting procedure, refer to page 7-46.

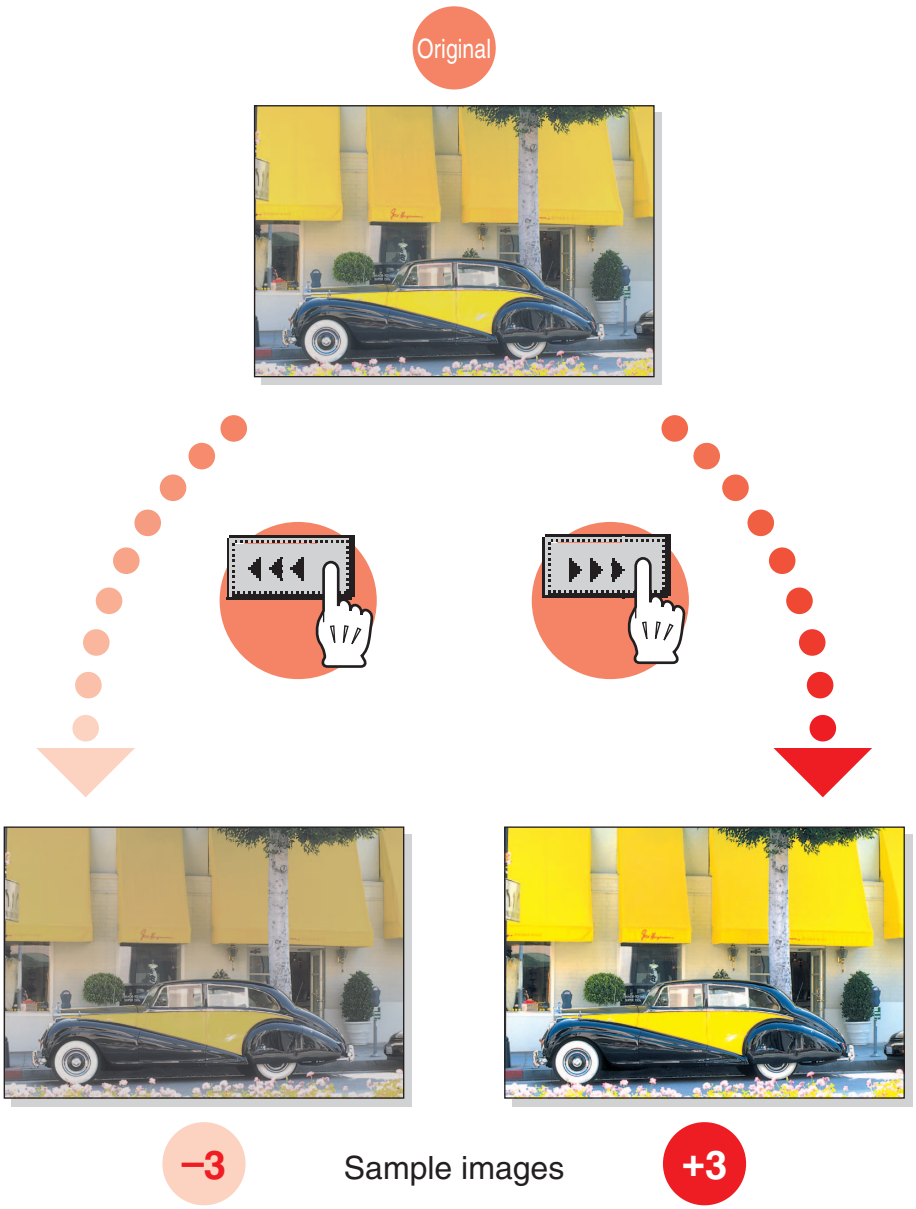


Sample images

7.1.7 "Contrast" parameter

This parameter can be used to finely adjust the image to one of 19 levels between soft/smooth and crisp.

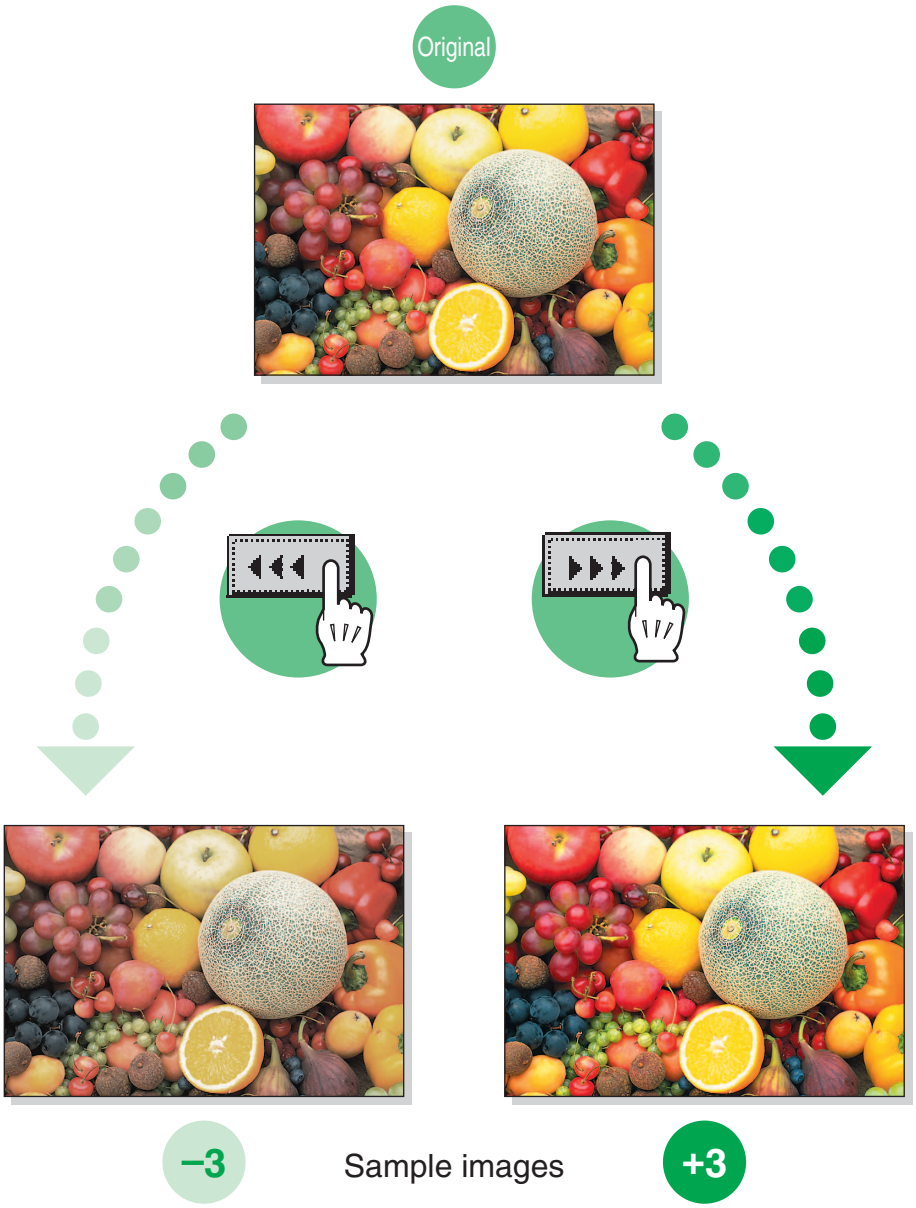
For details on the setting procedure, refer to page 7-46.



7.1.8 "Saturation" parameter

This parameter can be used to finely adjust the vividness of the image to one of 19 levels.

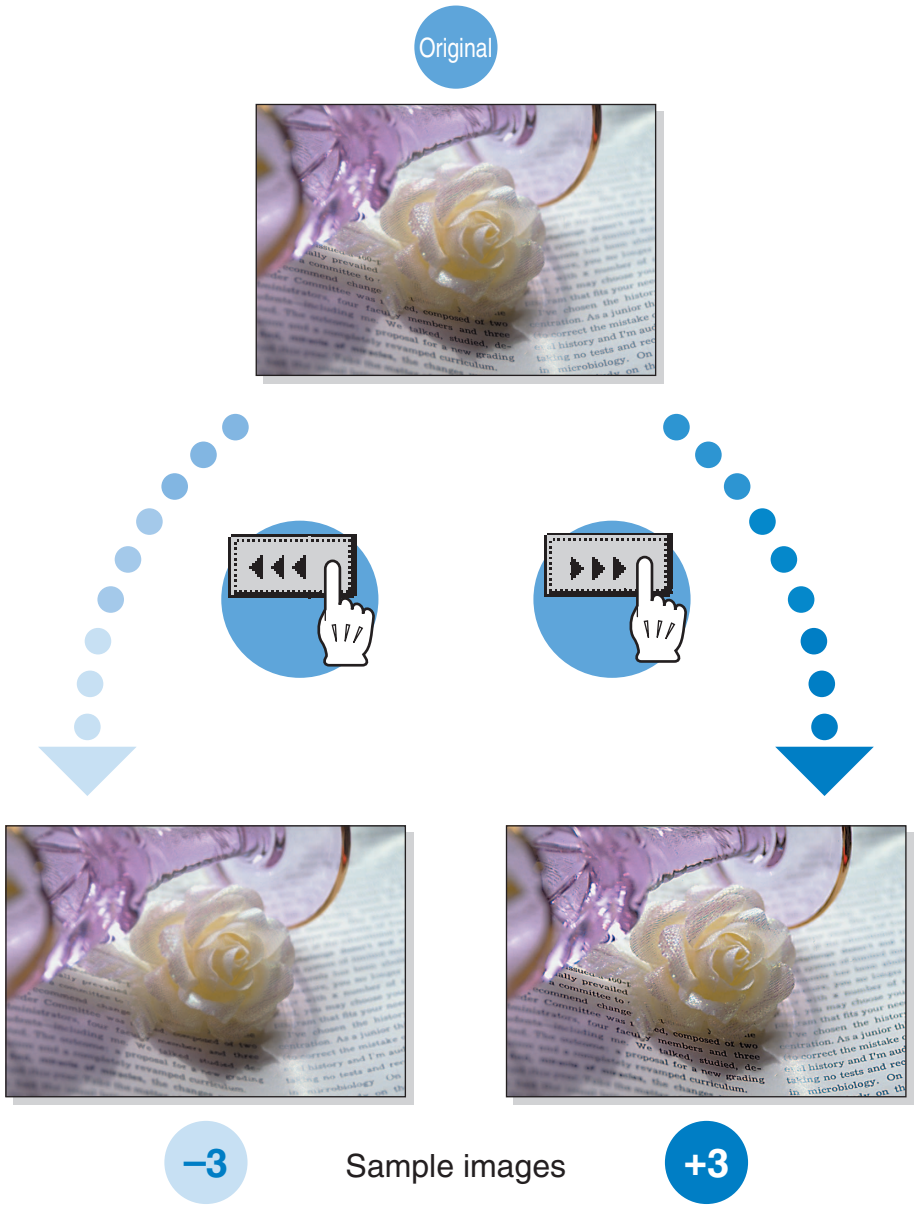
For details on the setting procedure, refer to page 7-46.



7.1.9 "Sharpness" parameter

This parameter can be used to adjust the amount of contours in text and images to one of 7 levels.

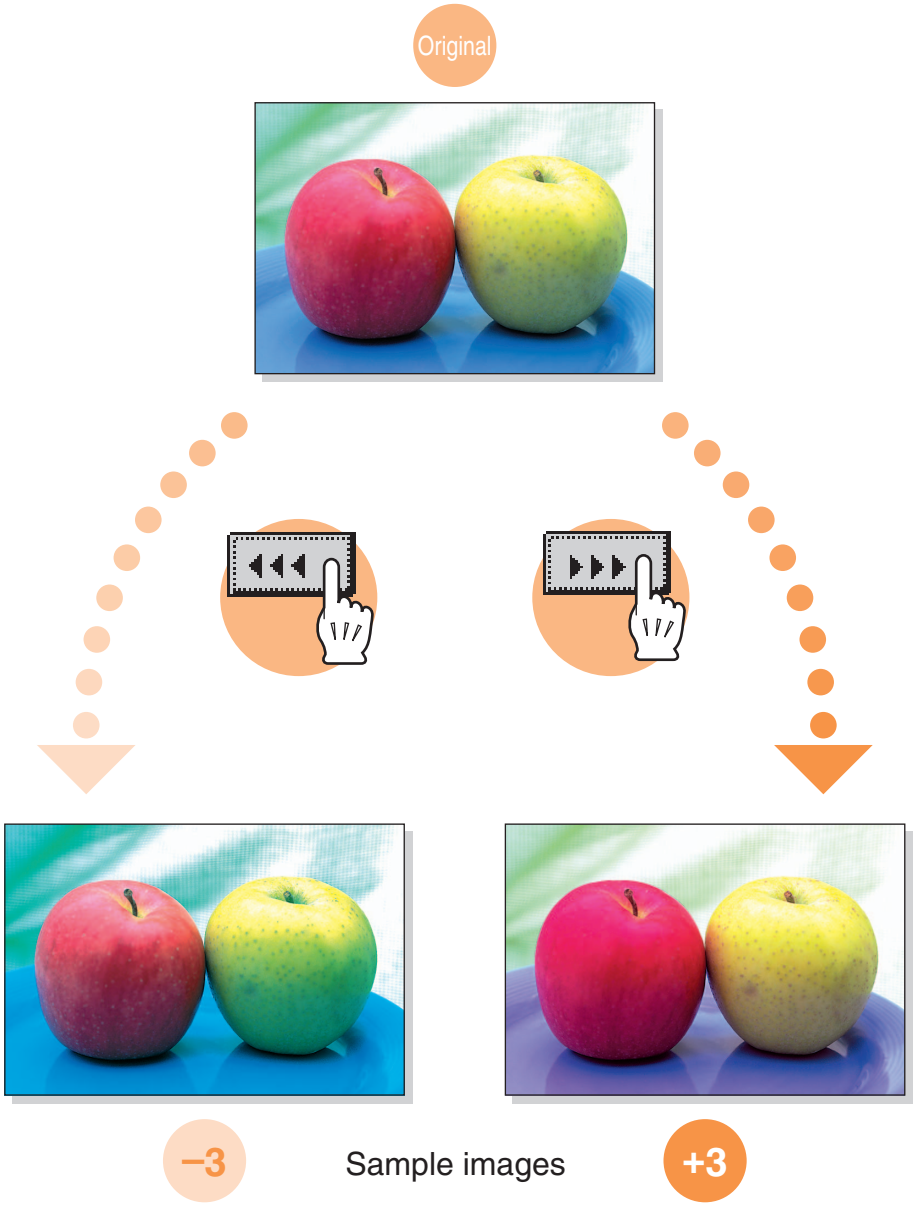
For details on the setting procedure, refer to page 7-46.



7.1.10 "Hue" parameter

This parameter can be used to finely adjust the hue of the image to one of 19 levels.

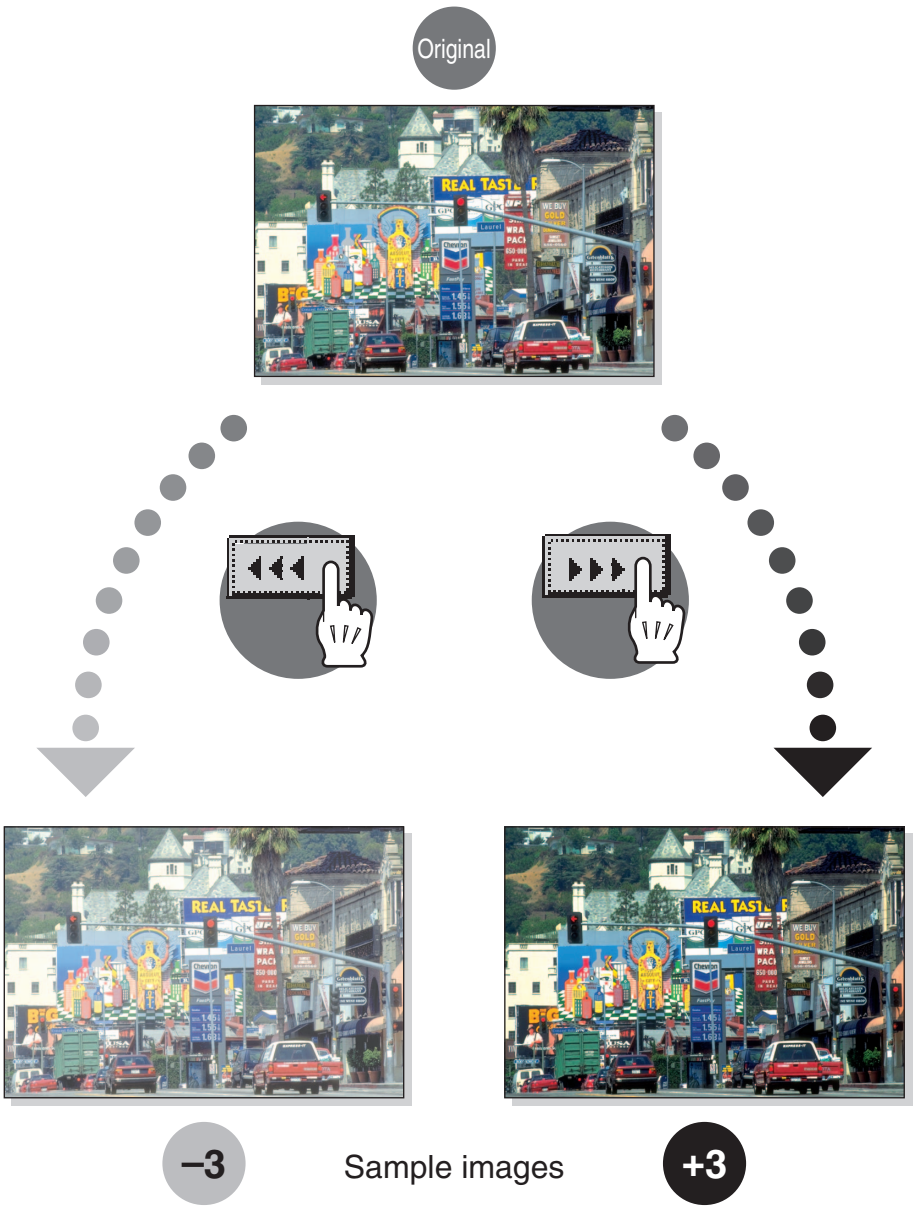
For details on the setting procedure, refer to page 7-46.



7.1.11 "Copy Density" parameter

This parameter can be used to finely adjust the light and shading of the image to one of 19 levels.

For details on the setting procedure, refer to page 7-46.



7.1.12 "Single Color" function

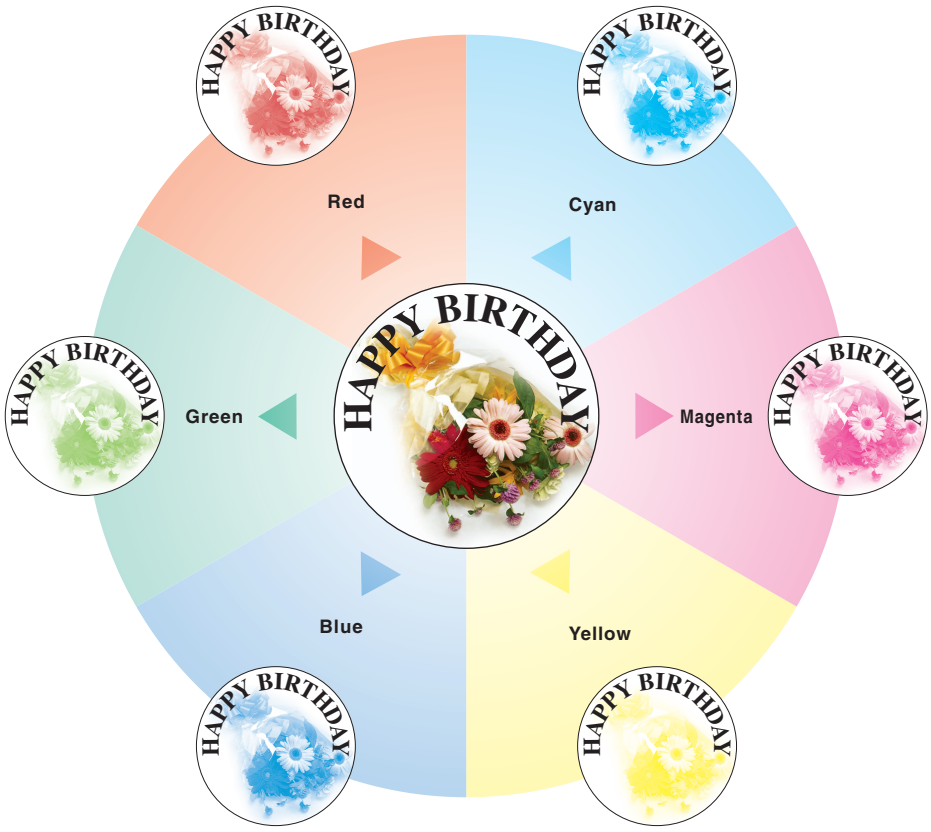
This function allows you to copy an original using only one of the 21 colors available.

For details on the setting procedure, refer to page 2-29.

7.1.13 "2 Color" function

This setting allows you to produce copies with the black areas of the original printed in black and the color areas of the original printed in one of the six colors available.

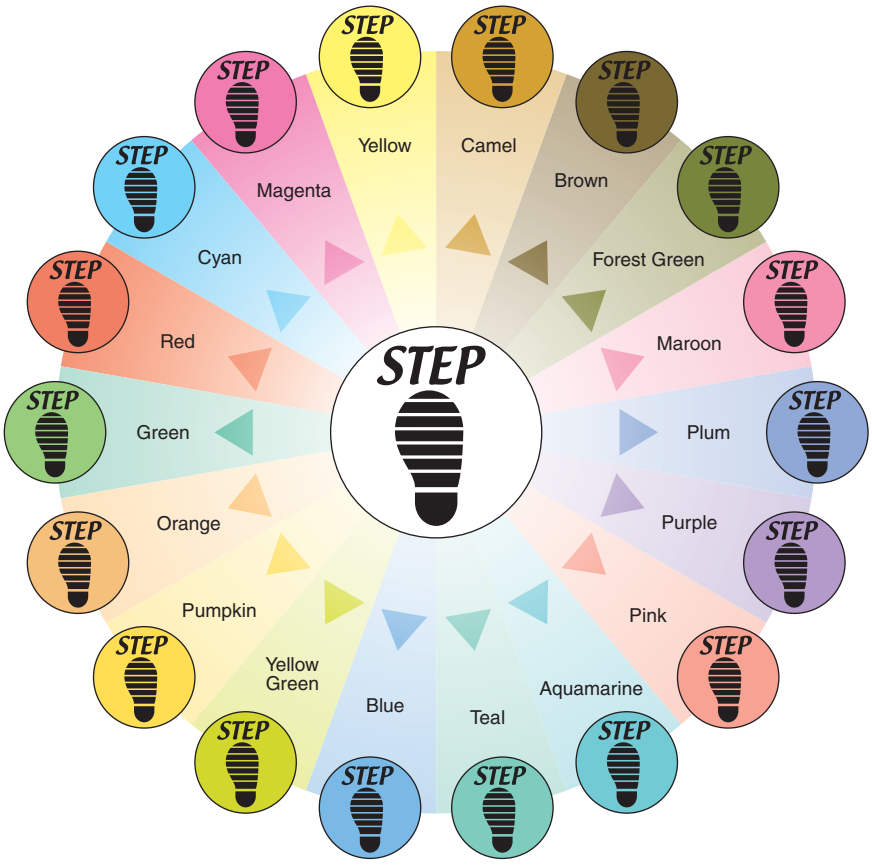
For details on the setting procedure, refer to page 2-29.



7.1.14 "Background Color" function

This function allows you to copy an original using one of the 18 colors available as the color of the background (blank areas).

For details on the setting procedure, refer to page 7-44.



7.1.15 "Neg-/Pos. Reverse" function

This function allows you to copy an original with the light-colored areas and the dark-colored areas of the image inversed.

For details on the setting procedure, refer to page 7-39.

Monotone copy

Full-color copy and "Background Color" function

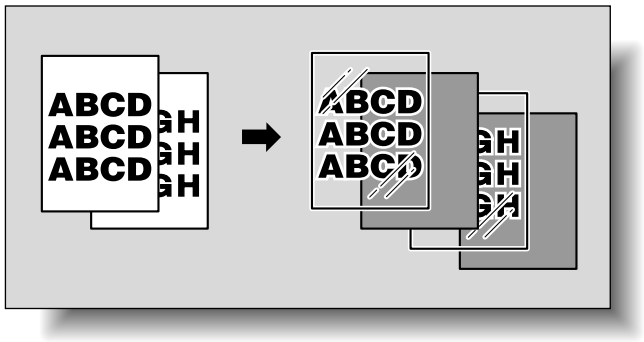
7.1.16 "Mirror Image" function

This function allows you to copy a mirror image of the original.

For details on the setting procedure, refer to page 7-41.

7.2 Inserting paper between OHP transparencies ("OHP Interleave" function)

In order to prevent copies printed onto OHP transparencies from sticking together as a result of the heat that is produced during copying, paper (interleaves) can be inserted between the transparencies



✔ No Finishing setting can be used.

1 Position the original to be copied.

- For details on positioning the original, refer to "Feeding the original" on page 2-6.
- For details on loading OHP transparencies, refer to "Paper types and paper capacities" on page 6-3 and "Loading paper into the bypass tray" on page 1-46.

2 In the Basic screen, touch [Color], and then touch [Black].

- Printing on OHP transparencies is possible only in black.

3 Load the OHP transparencies into the bypass tray, and load the interleaf paper into the desired paper tray.

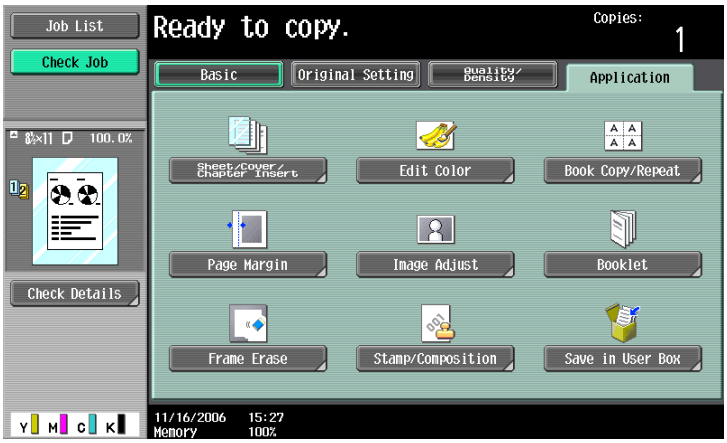
- Use interleaf paper with the same size as the OHP transparencies.

4 Select [Transparency] as the paper type for the bypass tray, and then touch [OK].

- For details on specifying the paper type settings, refer to "Specifying a setting for special paper" on page 6-15.

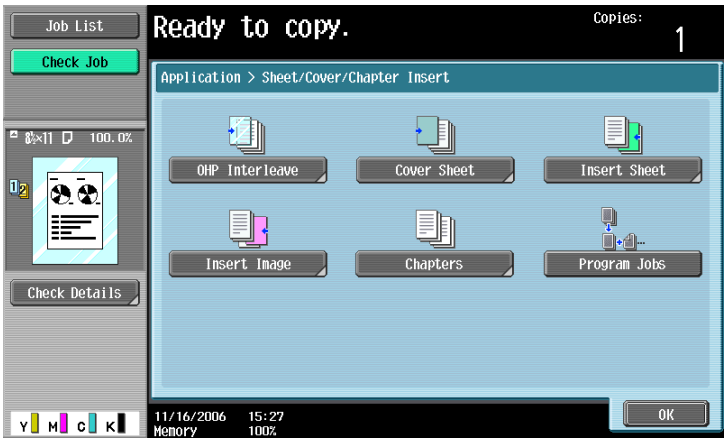
5 Touch [Application], and then touch [Sheet/Cover/Chapter Insert].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Sheet/Cover/Chapter Insert screen appears.

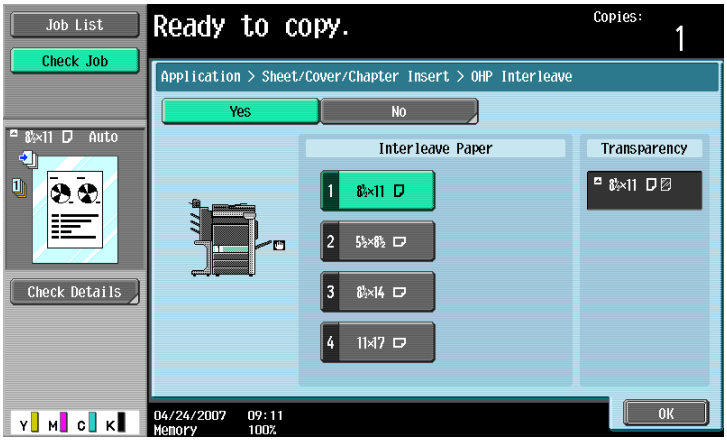
6 Touch [OHP Interleave].



The OHP Interleave screen appears.

7 Select the paper tray loaded with the interleaf paper.

– To cancel the setting and select the default, press the [Reset] key.
– To cancel the "OHP Interleave" function, touch [No].



8 Touch [OK].

9 Specify any other desired copy settings.

– The number of copies is set to "1" and cannot be changed.

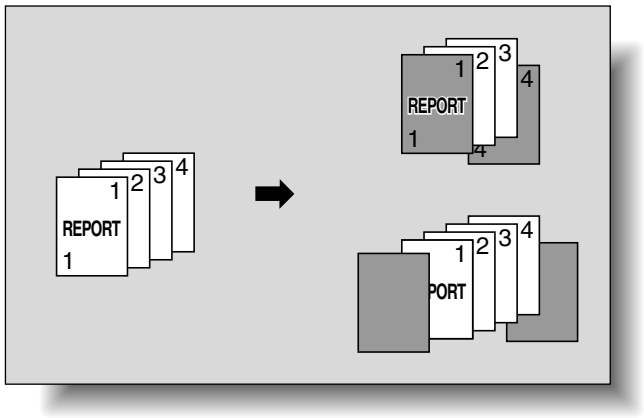
10 Press the [Start] key.

7.3 Adding cover pages ("Cover Sheet" function)

Copies can be made using paper different from the main body of the original (excluding the cover pages), and cover pages can be added using paper different from the copy.

The following types of cover pages and front and back cover page settings are available.

Setting		Description
Front Cover	Front (Copy)	The first page of the original is copied onto paper for the front cover sheet. With double-sided copying, the second page of the original is copied onto the back of the front cover sheet.
	Front (Blank)	Paper for the front cover sheet is added as the first page of the copy. The same operation is performed with double-sided copying.
Back Cover	Back (Copy)	The last page of the original is copied onto the back cover page. With double-sided copying, a double-sided copy of the last two pages of the original is printed on paper for the back cover sheet if the original contains an even number of pages.
	Back (Blank)	Paper for the back cover sheet is added after the last page of the copy. The same operation is performed with double-sided copying.



1 Position the original to be copied.

- For details on positioning the original, refer to "Feeding the original" on page 2-6.
- For an original that exceeds 100 pages, refer to "Scanning the original in separate batches ("Separate Scan" setting)" on page 2-9.

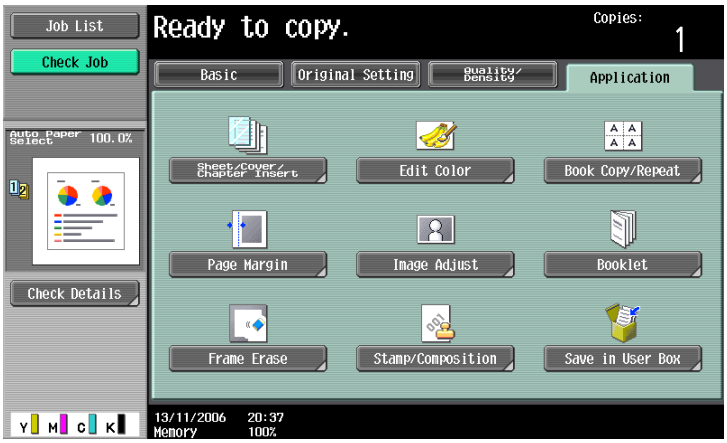
2 Load the paper for the cover pages and the paper for the main body of the original into separate paper trays.

- Use paper with the same size for the cover pages and for the main body of the original, and load them in the same orientation.

3 Touch [Application], and then touch [Sheet/Cover/Chapter Insert].

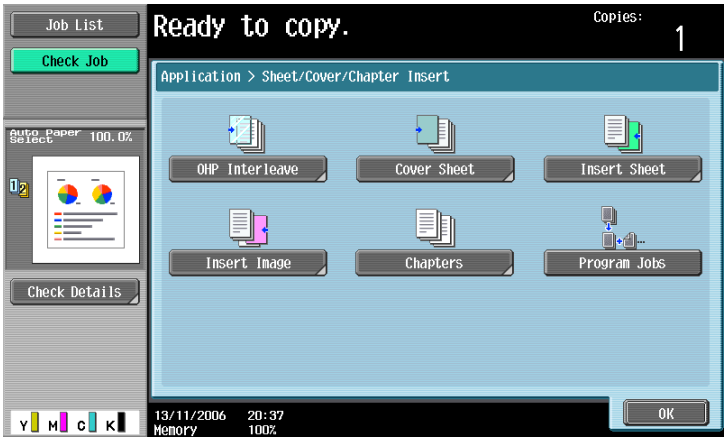
- For details on using thick paper for the cover sheets and on loading the paper, refer to "Paper types and paper capacities" on page 6-3 and "Loading paper into the bypass tray" on page 1-46.

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Sheet/Cover/Chapter Insert screen appears.

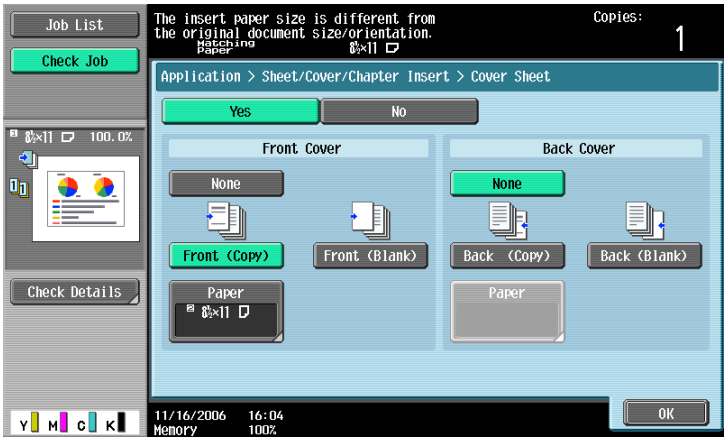
4 Touch [Cover Sheet].



The Cover Sheet screen appears.

5 Select the desired cover page settings.

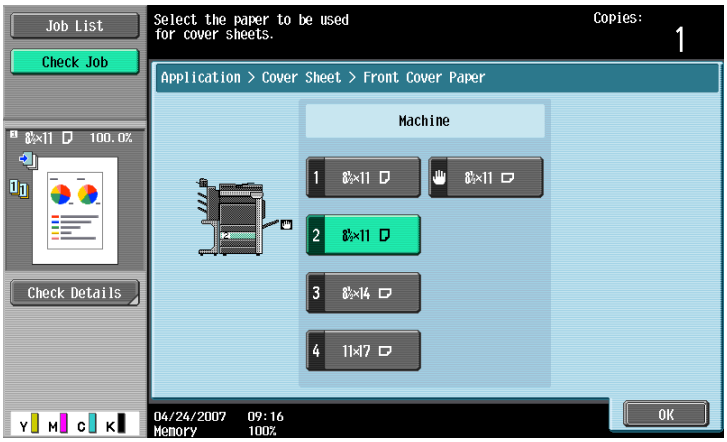
– To cancel the setting and select the default, press the [Reset] key.
– To cancel the "Cover Sheet" function, touch [No].
– The default setting for the paper tray loaded with cover pages can be specified from the Utility mode. For details, refer to "Copier Settings" on page 11-18.



6 If desired, touch [Paper] under "Front Cover" or "Back Cover".

The corresponding Cover Paper screen appears.

7 Select the paper tray loaded with the paper for the cover pages.



8 Touch [OK], and then touch [OK] in the next two screen that appears.

9 Specify any other desired copy settings.

10 Using the keypad, type in the desired number of copies.

11 Press the [Start] key.

7.4 Inserting different paper into copies ("Insert Sheet" function)

Different paper (such as colored paper) can be inserted for specified pages in the copies.

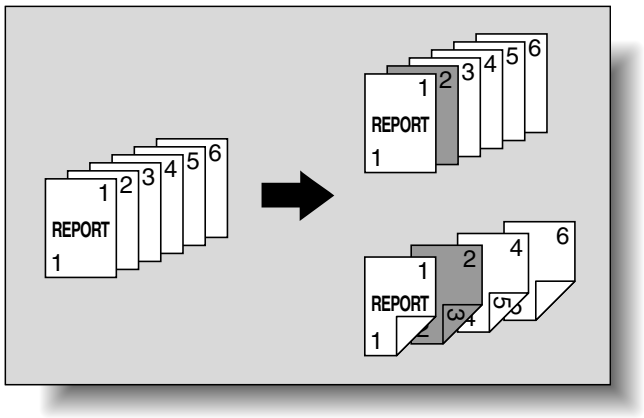
There are settings ("Copy" and "Blank") for selecting whether or not the inserted pages are printed. When the settings are combined with single-sided copying or double-sided copying, the copies are printed as shown below.

If "Copy" is selected, the original is copied with the specified paper inserted for the specified pages.

When page 2 is specified

Finishing	Description
Single-sided copies	The specified paper is inserted for the 2nd sheet of the copy, and the 2nd sheet of the original is copied onto it.
Double-sided copies	The back side of the 1st sheet of the copy is left blank, the specified paper is inserted for the 2nd sheet of the copy, and a double-sided copy of the 2nd and 3rd sheets of the original are printed onto it.

Copy

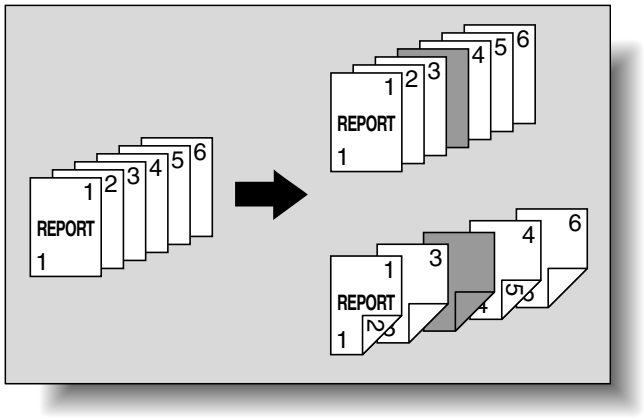


If "Blank" is selected, the specified paper is inserted after the specified page.

When page 3 is specified

Finishing	Description
Single-sided copies	The specified paper is inserted as the 4th sheet of the copy.
Double-sided copies	The back side of the 2nd sheet of the copy is left blank, and the specified paper is inserted for the 3rd sheet of the copy.

Blank



Detail

The specified paper can be inserted at a maximum of 30 locations within an original of up to 999 pages.

In double-sided originals, one double-sided page is considered to be two pages (one for the front and one for the back).

1 Position the original to be copied.

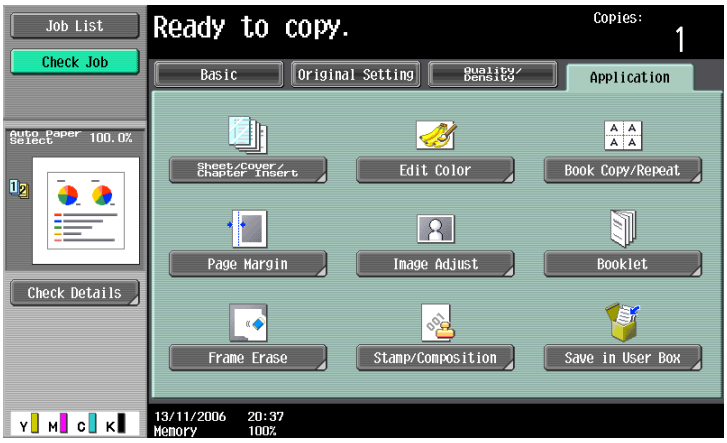
- For details on positioning the original, refer to "Feeding the original" on page 2-6.
- For an original that exceeds 100 pages, refer to "Scanning the original in separate batches ("Separate Scan" setting)" on page 2-9.

2 Load the paper to be used for the insertions sheets and the main body of the original into the desired paper trays.

- Use paper with the same size for the insertion sheets and for the main body of the original, and load them in the same orientation.
- To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.

3 Touch [Application], and then touch [Sheet/Cover/Chapter Insert].

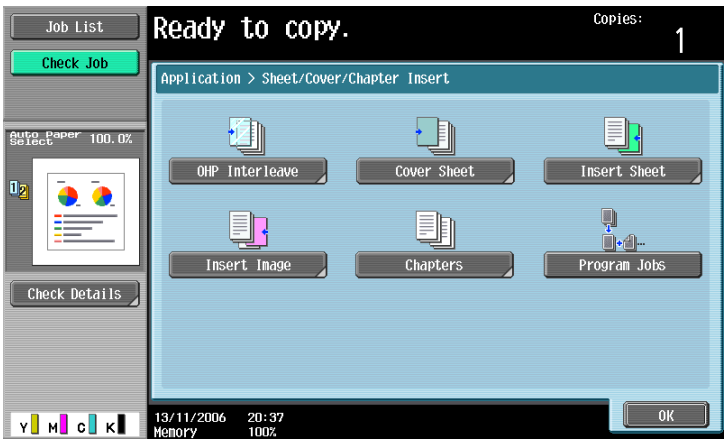
- For details on using thick paper for the insertion sheets and on loading the paper, refer to "Paper types and paper capacities" on page 6-3 and "Loading paper into the bypass tray" on page 1-46.
- To cancel the setting and select the default, press the [Reset] key.



The Sheet/Cover/Chapter Insert screen appears.

4 Touch [Insert Sheet].

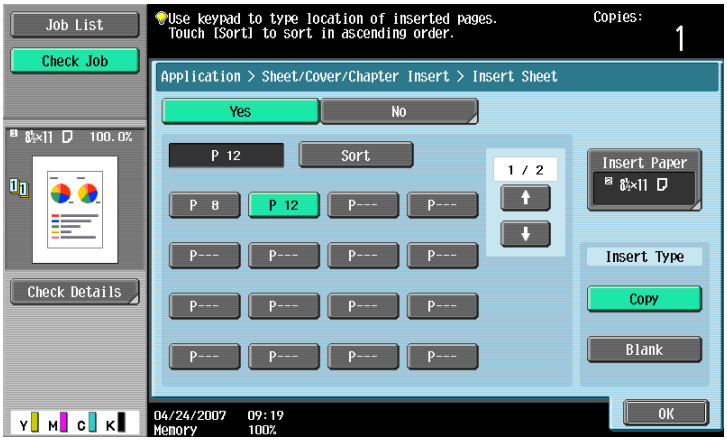
- To cancel the "Insert Sheet" function, touch [No].



The Insert Sheet screen appears.

5 Touch a button for a page number, and then use the keypad to type in the number of the page where the paper is to be inserted.

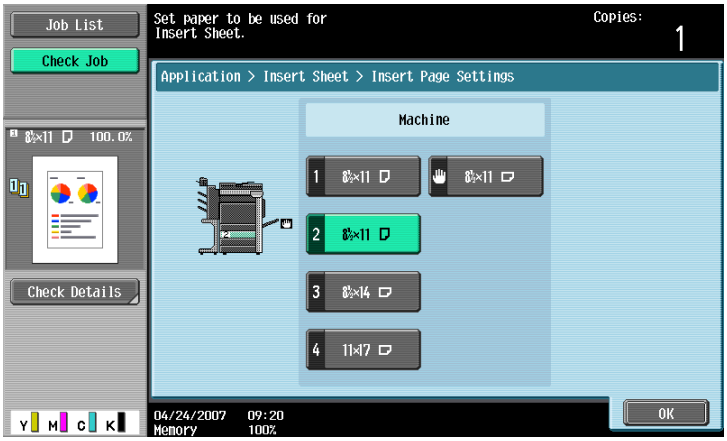
- There are two Insert Sheet screens. Touch [↑] and [↓] to display a different screen.
- To arrange the page numbers in order, starting with the lowest number, touch [Sort].
- To remove a page number that has been specified, touch the button for the page to be removed, and then press the [C] (clear) key.
- If the same page number is entered multiple times, copying is not possible. Delete repeated page numbers.
- If the entered page number is greater than the number of pages in the original, paper is not inserted.



6 Touch [Insert Paper].

The Insert Paper Settings screen appears.

7 Select the paper tray loaded with the paper for the insertion sheets, and then touch [OK].



8 Under "Insert Type", touch either [Copy] or [Blank].

- If "Copy" is selected, the original is copied with the specified paper inserted for the specified page. If "Blank" is selected, the specified paper is inserted after the specified page.

9 Touch [OK], and then touch [OK] in the next screen that appears.

10 Specify any other desired copy settings.

11 Using the keypad, type in the desired number of copies.

12 Press the [Start] key.

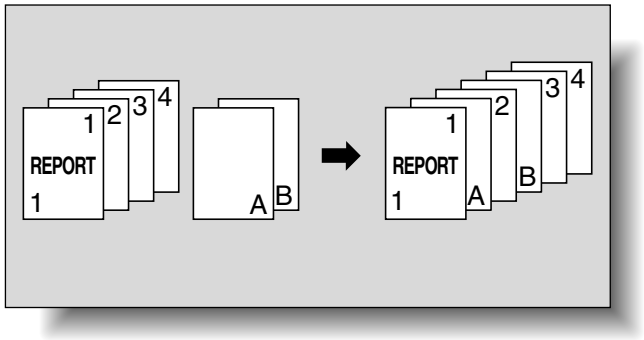
7.5 Inserting copies of a different original for a specified page ("Insert Image" function)

A multi-page original later scanned from the original glass can be inserted at the specified location in an original first scanned with the ADF. The inserted original is added after the specified pages.

Detail

A separate original can be inserted at a maximum of 30 locations within an original of up to 999 pages.

In double-sided originals, one double-sided page is considered to be two pages (one for the front and one for the back).

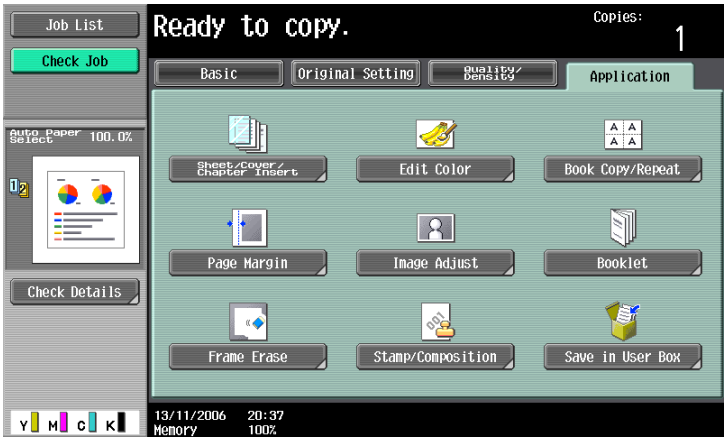


1 Load the original into the ADF.

- For details on positioning the original, refer to "Feeding the original" on page 2-6.
- For an original that exceeds 100 pages, refer to "Scanning the original in separate batches ("Separate Scan" setting)" on page 2-9.

2 Touch [Application], and then touch [Sheet/Cover/Chapter Insert].

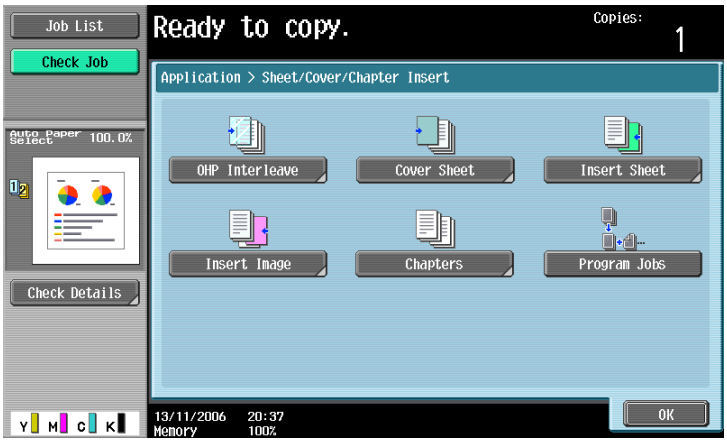
- To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Sheet/Cover/Chapter Insert screen appears.

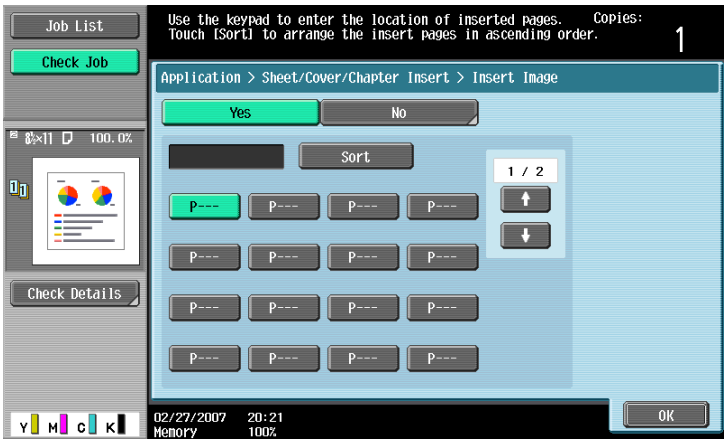
3 Touch [Insert Image].

- To cancel the setting and select the default, press the [Reset] key.
- To cancel the "Insert Image" function, touch [No].



The Insert Image screen appears.

4 Using the keypad, specify the pages where the image is to be inserted.



- There are two Insert Image screens. Touch [↑] and [↓] to display a different screen.
- The inserted original is added after the specified page.
- To arrange the page numbers in order, starting with the lowest number, touch [Sort].
- To remove a page number that has been specified, touch the button for the page to be removed, and then press the [C] (clear) key.
- If the original scanned from the original glass has more pages than the number of pages specified in the Insert Image screen, the extra pages of the insertion original are printed at the end of the original.
- If the original scanned from the original glass has fewer pages than the number of pages specified in the Insert Image screen, the missing insertion pages are not printed.
- If the same page number is specified twice, two insertion original pages are added at the specified location.
- If the specified page number is greater than the total number of pages in the main original, the corresponding insertion original page is added at the end of the original copy.

5 Touch [OK], and then touch [OK] in the next screen that appears.

6 Specify any other desired copy settings.

7 Using the keypad, type in the desired number of copies.

8 Press the [Start] key.

Scanning begins.

9 Place the original to be inserted on the original glass.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.

10 Press the [Start] key.

Scanning begins.

11 Touch [Finish].

– To insert a multi-page original, repeat steps 9 and 10 until all pages of the insertion original are scanned in the order that they are to be inserted.

12 Press the [Start] key.

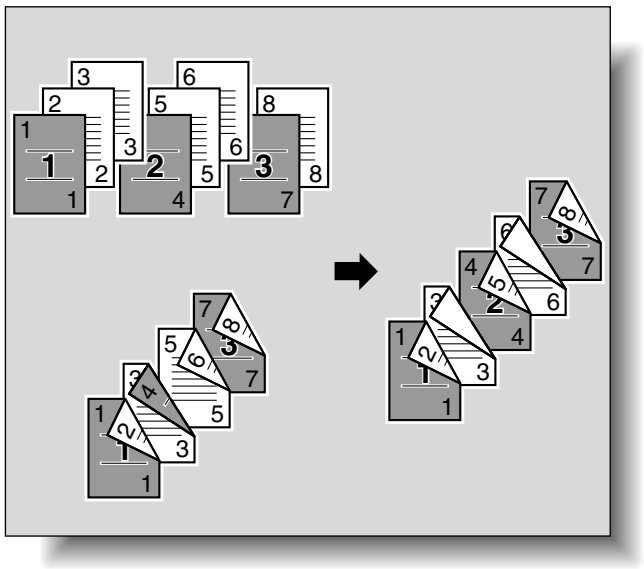
7.6 Specifying pages to be printed on the front side ("Chapters" function)

When making double-sided copies, the pages specified as the first page of a chapter can be printed on the front side of the paper. If the original was arranged so that the specified page would be printed on the back side of a page, the page is left blank and the specified page is printed on the front side of the next page. In addition, the specified page can be printed on different paper.

Detail

A maximum of 30 pages can be specified to be printed on the front side of the paper within an original of up to 999 pages.

In double-sided originals, one double-sided page is considered to be two pages (one for the front and one for the back).



Note

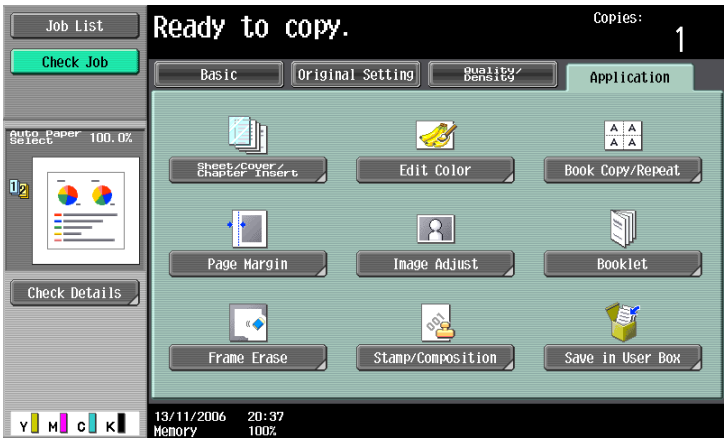
Make sure that the paper loaded for the first page of the chapter and for the copy have the same size and orientation.

1 Position the original to be copied.

- For details on positioning the original, refer to "Feeding the original" on page 2-6.
- For an original that exceeds 100 pages, refer to "Scanning the original in separate batches ("Separate Scan" setting)" on page 2-9.

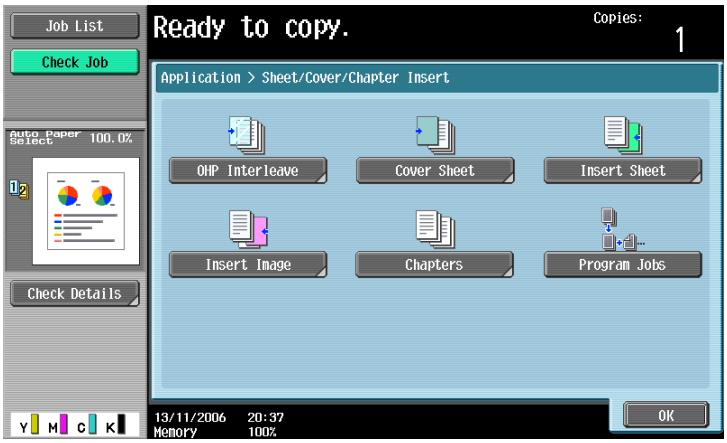
2 Touch [Application], and then touch [Sheet/Cover/Chapter Insert].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



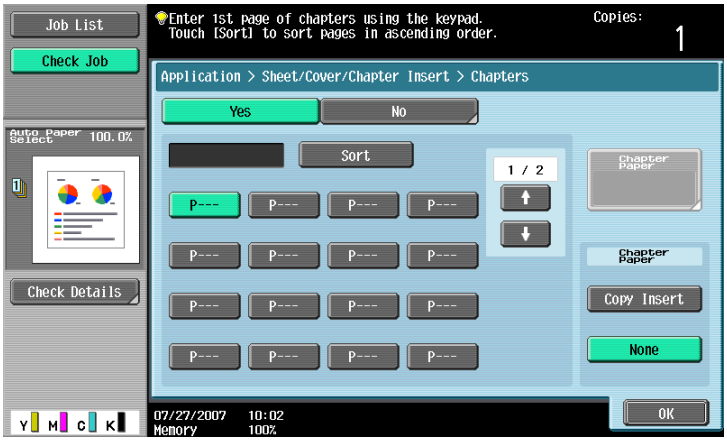
The Sheet/Cover/Chapter Insert screen appears.

3 Touch [Chapters].



The Chapter screen (for editing) appears.

4 Using the keypad, specify the first page of the chapters.

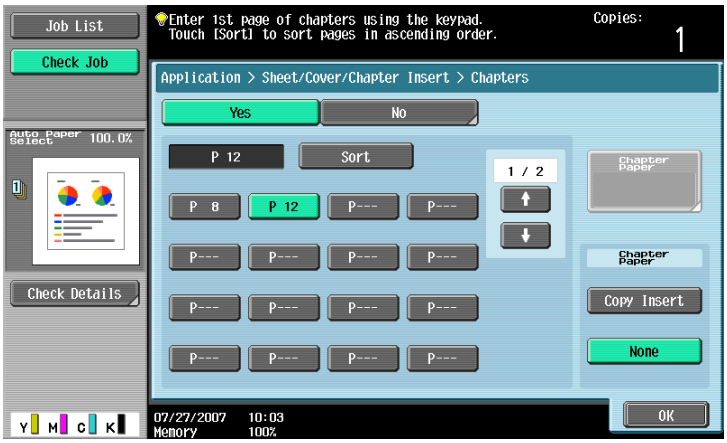


– There are two Chapter screens. Touch [↑] and [↓] to display a different screen.
– To arrange the page numbers in order, starting with the lowest number, touch [Sort].
– To remove a page number that has been specified, touch the button for the page to be removed, and then press the [C] (clear) key.
– Under "Original > Copy", select "1-Sided > 2-Sided".
– If the same page number is entered multiple times, copying is not possible. Delete repeated page numbers.

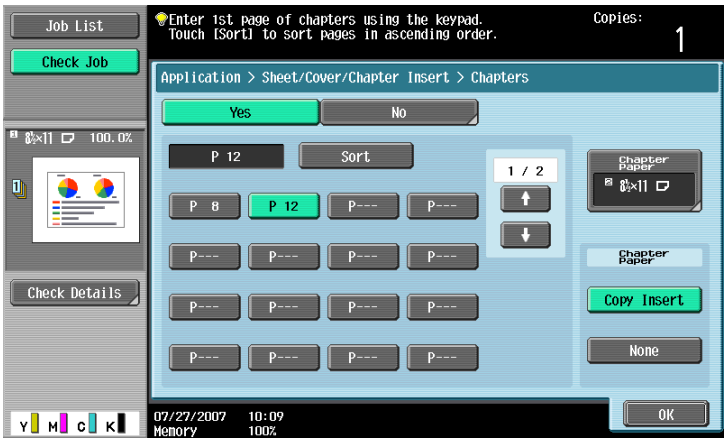
– If the specified page number is greater than the number of pages in the original, that page number is ignored.

5 Under "Chapter Paper", touch [Copy Insert] or [None].

– If "None" is selected, all pages of the copy are printed on the same paper.
– To cancel the setting and select the default, press the [Reset] key.
– To cancel the "Chapters" function, touch [No].



– If "Copy Insert" is selected, [Chapter Paper] appears. Touch [Chapter Paper], select the paper to be used for the first page of the chapter, and then touch [OK].



6 Touch [OK], and then touch [OK] in the next screen that appears.

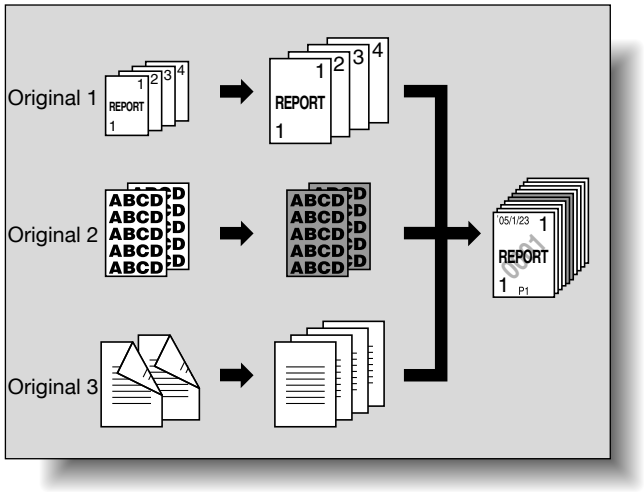
7 Specify any other desired copy settings.

8 Using the keypad, type in the desired number of copies.

9 Press the [Start] key.

7.7 Scanning originals with different settings and printing copies all together ("Program Jobs" function)

Loaded original pages can be scanned with different settings and their copies can be printed together. Different Zoom or Paper settings can be specified for a part of the original or Finishing settings or a numbering function can be set after the entire original is scanned, and then all copies can be printed together.



Note

100 original batches can be set.

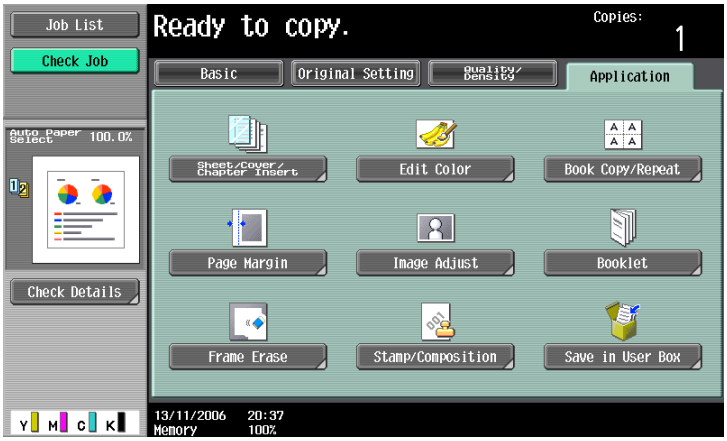
The "Group" Finishing setting is not available when programming jobs. Instead, select "Sort".

1 Position the original to be copied.

- For details on positioning the original, refer to "Feeding the original" on page 2-6.
- When saving scanned data in a user box, some scanned data may be lost if more than 10,000 pages are saved in the box.

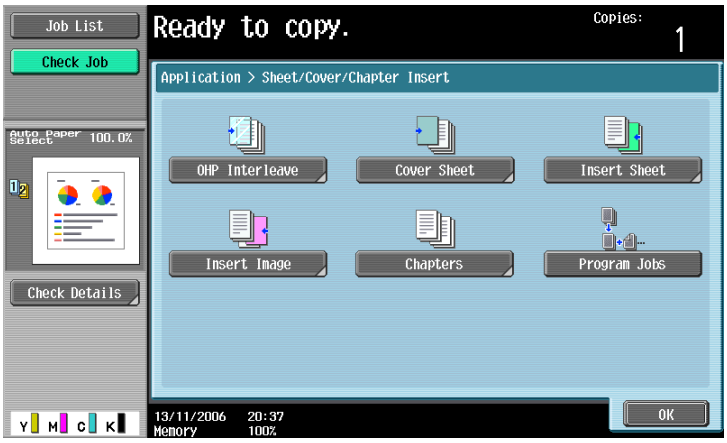
2 Touch [Application], and then touch [Sheet/Cover/Chapter Insert].

- To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Sheet/Cover/Chapter Insert screen appears.

3 Touch [Program Jobs], and then touch [OK].



4 Select the desired copy settings, and then press the [Start] key.

– To print a single copy or to display the preview image to be checked, press the [Proof Copy] key.

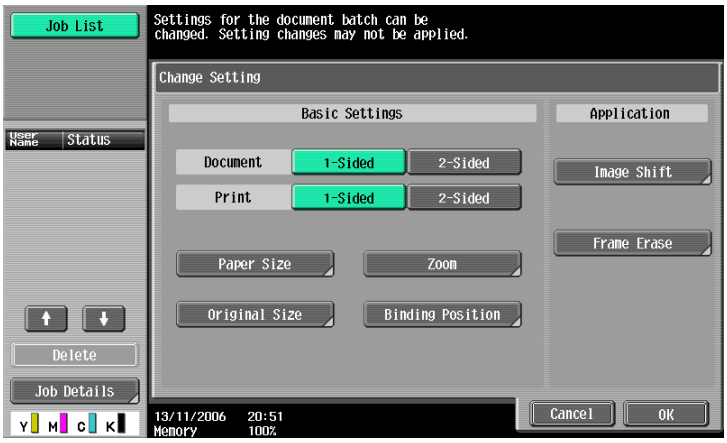
Scanning begins.

5 Touch [Fix], and then touch [OK].

– If the original was loaded on the original glass, touch [Finish] in the screen that appears, requesting confirmation that scanning is finished.
– If "Retry" was selected, touch [Change Setting] to change the copy settings.

6 Position the next original, and then touch [Change Setting].

7 Select the desired copy settings, and then press the [Start] key.



- To print a single copy to be checked, press the [Proof Copy] key.
- Repeat steps 5 to 7 until all originals have been scanned. The amount of memory available can be checked beside "Memory" in the lower-left corner of the screen. In addition, the number of original batches can be checked beside "Scanned Batches".
- When the memory is full, a message appears. Select whether to delete the last part of the data and scan it again, delete the last part of the data and print, or delete all of the original data.
- To cancel changes to the settings, touch [Cancel].

Scanning begins. After scanning is finished, touch [Fix], and then touch [OK].

? Is there more information about the settings?

➔ Refer to the appropriate section.

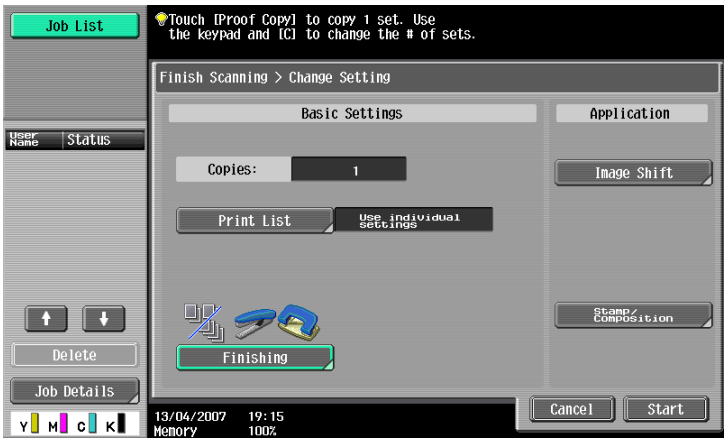
8 After all original pages have been scanned, touch [Finish].

A message appears, requesting confirmation that scanning is finished.

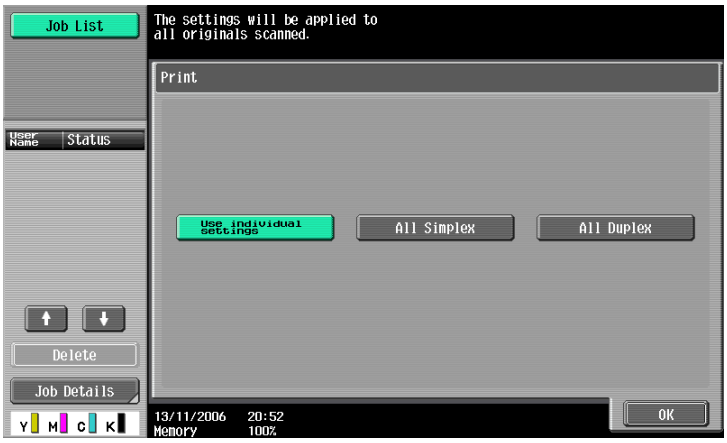
9 Touch [Yes], and then touch [OK].

- If "No" was selected, touch [Change Setting] to change the copy settings.

10 Specify any other desired copy settings.



– Touch [Print List], and then specify the printing method for the entire scanned original.



? Is there more information about the settings?
➔ Refer to the appropriate section.

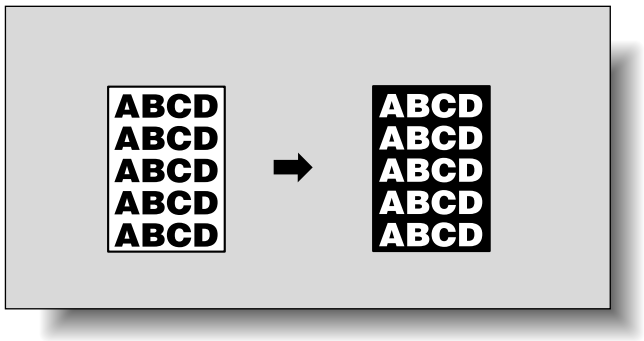
11 Using the keypad, type in the desired number of copies.

12 Touch [Start] or press the [Start] key.

– If [Cancel] is touched, a message appears, requesting confirmation to delete the data. To stop printing, touch [Yes], and then touch [OK].

7.8 Copying with image colors inversed ("Neg./Pos. Reverse" function)

An original can be copied with the light and dark coloring or the colors (gradations) of the image inversed.



Detail

If a single color has been selected, the colors are inversed with the selected color.

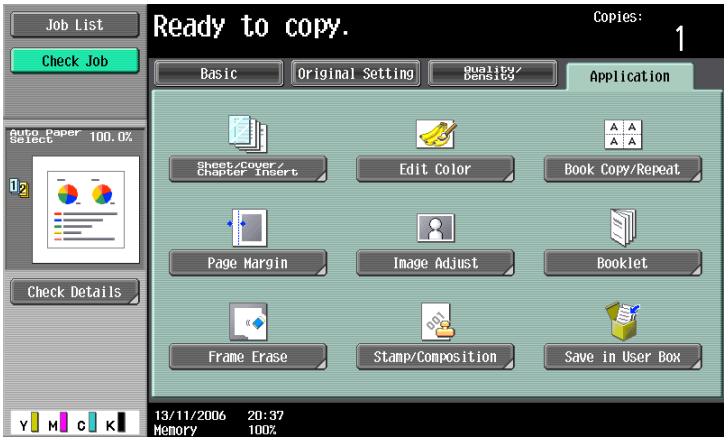
If a background color has been selected, the colors, including the selected background color, are inversed.

1 Position the original to be copied.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.

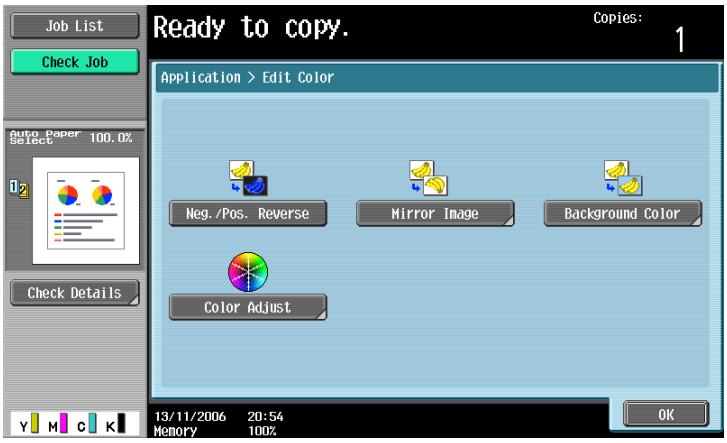
2 Touch [Application], and then touch [Edit Color].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Edit Color screen appears.

3 Touch [Neg./Pos. Reverse], and then touch [OK].



? To cancel the "Neg./Pos. Reverse" function
➔ Touch [Neg./Pos. Reverse] again.

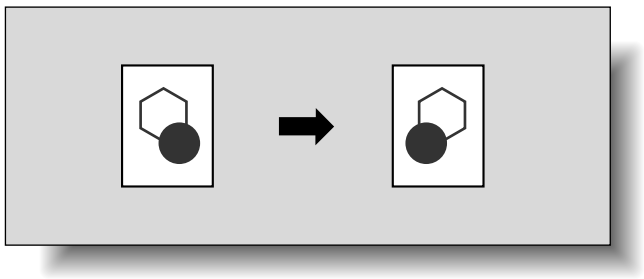
4 Specify any other desired copy settings.

5 Using the keypad, type in the desired number of copies.

6 Press the [Start] key.

7.9 Copying in a mirror image ("Mirror Image" function)

A copy can be printed in the mirror image of the original.



Detail

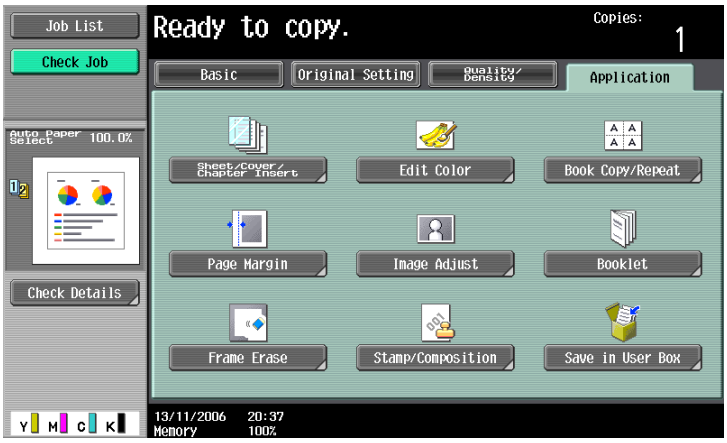
The mirror image is created by flipping the image along an axis that passes through the original length. For details on which dimension is considered the original length, refer to "Descriptions of originals and paper" on page x-18.

1 Position the original to be copied.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.

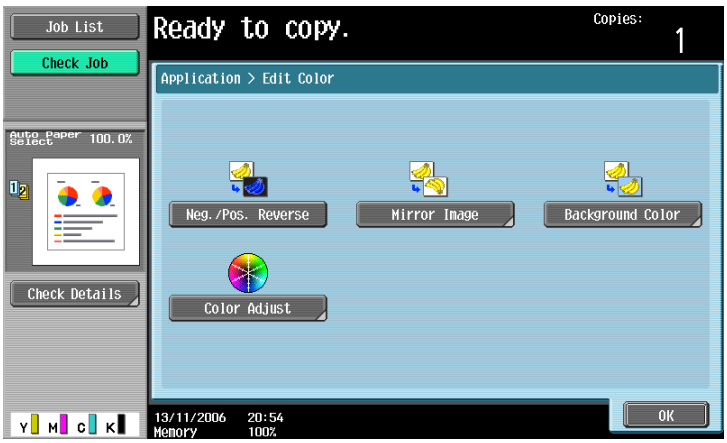
2 Touch [Application], and then touch [Edit Color].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Edit Color screen appears.

3 Touch [Mirror Image].



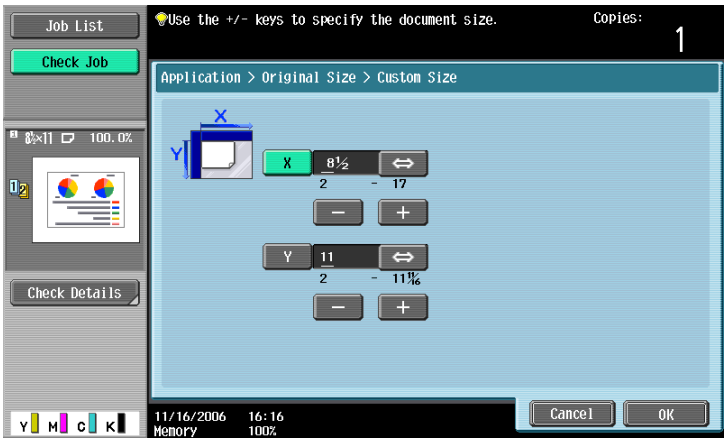
The Mirror Image screen appears.

4 Check the original size under "Original Size", and then touch [OK].

- If the original size cannot be detected automatically or to specify the original size, touch [Original Size], and then specify the original size from any of the screens.
- If a non-standard-sized original is loaded, the original size cannot be detected. Therefore, specify the original size in the Custom Size screen, and then press the [Start] key.
- To cancel the "Mirror Image" function, touch [No].
  To cancel changes to the settings, touch [Cancel].

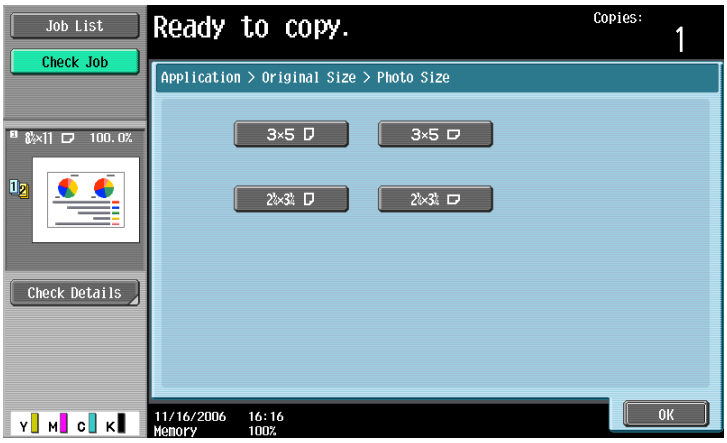
Original Size screen

Custom Size screen



– Touch [Photo Size] to display the Photo Size screen.

Photo Size screen



? Can sizes in inches be displayed?

➔ Touch [↑] or [↓] to display a different list of sizes.

? Can any size be specified?

➔ Any size can be specified from the Custom Size screen. Touch [X] or [Y], touch [<-->] to switch between the integer and the fraction, and then touch [–] and [+] to specify the size of the document. If a decimal value is displayed in the screen, press the [C] (clear) key, and then use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to **"System Settings" on page 11-15**.
If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message "Input Error" appears. Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

5 Specify any other desired copy settings.

– To cancel the setting and select the default, press the [Reset] key.

6 Using the keypad, type in the desired number of copies.

7 Press the [Start] key.

7.10 Adding a background color to copies ("Background Color" function)

This function allows you to copy an original using one of the 18 colors available as the color of the background (blank areas).

Detail

For samples of the background colors, refer to ""Background Color" function" on page 7-18.

1 Position the original to be copied.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.

2 Touch [Application], and then touch [Edit Color].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.

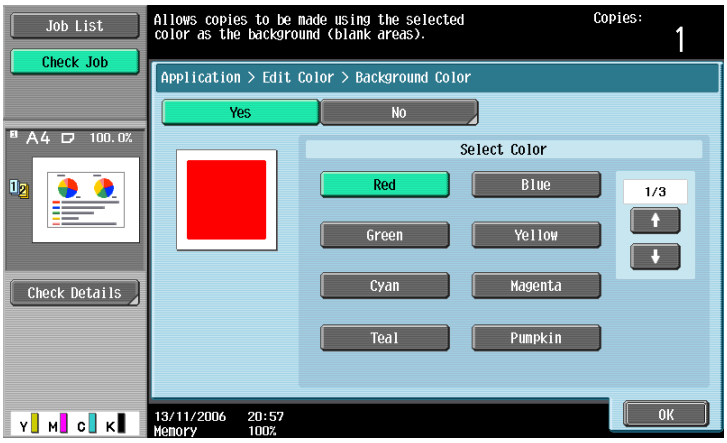
The Edit Color screen appears.

3 Touch [Background Color].

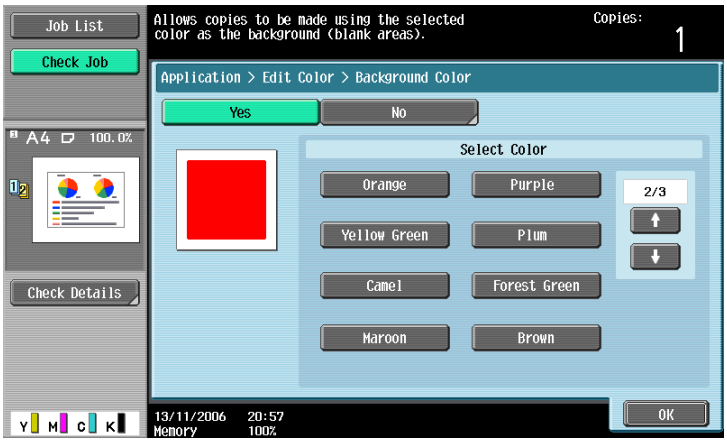
The Background Color screen appears.

4 Select the desired background color.

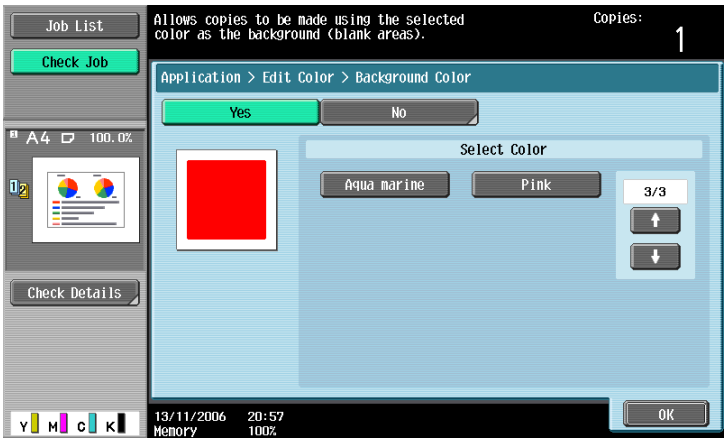
1/3 screen



2/3 screen



3/3 screen



– To cancel the "Background Color" function, touch [No].

? Can other background colors be displayed?

➔ Touch [↑] or [↓] to display a different list of colors.

5 Touch [OK].

6 Specify any other desired copy settings.

– To cancel the setting and select the default, press the [Reset] key.

7 Using the keypad, type in the desired number of copies.

8 Press the [Start] key.

7.11 Adjusting the copy color quality (Color Adjust parameters)

You can adjust the quality of color copies as desired.

There are 10 Color Adjust parameters that can be used in any combination. In addition, you can check the specified settings by printing a proof copy.

Parameter	Description
Brightness	This parameter can be used to make the image either lighter or darker.
Contrast	This parameter can be used to make the image either crisper or smoother.
Saturation	This parameter can be used to adjust the vividness of the colors in the image.
Red	This parameter can be used to adjust the level of red in the image.
Green	This parameter can be used to adjust the level of green in the image.
Blue	This parameter can be used to adjust the level of blue in the image.
Hue	This parameter can be used to adjust the hue. The hue is divided into red, blue and yellow. By adjusting the hue, the image can be made either more reddish or more bluish.
Copy Density	This parameter can be used to adjust the copy density.
Sharpness	This parameter emphasizes the edges of text so that they can be read more easily. In addition, this parameter can be used to make an overly sharp image softer or a blurry image clearer.
Color Balance	This parameter can be used to adjust the individual concentrations of yellow (Y), magenta (M), cyan (C), and black (K). • Increasing the red tinge increases the amount of yellow and magenta or decreases the amount of cyan. • Increasing the green tinge increases the amount of yellow and cyan or decreases the amount of magenta. • Increasing the blue tinge increases the amount of magenta and cyan or decreases the amount of yellow. • Increasing the yellow tinge increases the amount of yellow or decreases the amount of magenta and cyan. • Increasing the black tinge increases the amount of black.

Detail

For sample images of the Color Adjust parameters, refer to "Color Adjust parameters and samples" on page 7-2.

7.11.1 To adjust the Color Adjust parameters

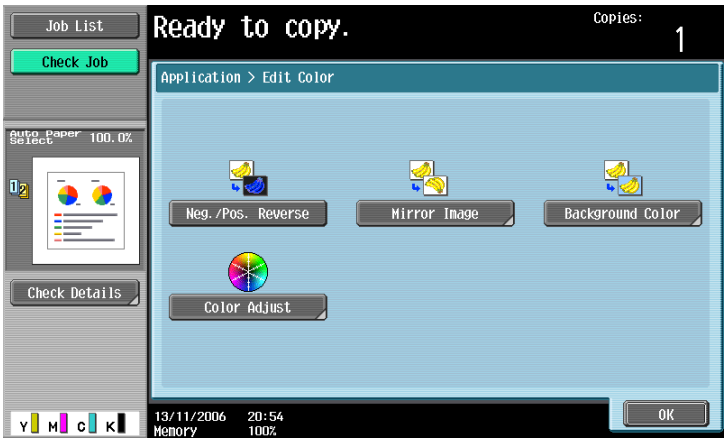
As an example, the procedure for adjusting the Brightness parameter is described below.

1 Touch [Application], and then touch [Edit Color].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.

The Edit Color screen appears.

2 Touch [Color Adjust].



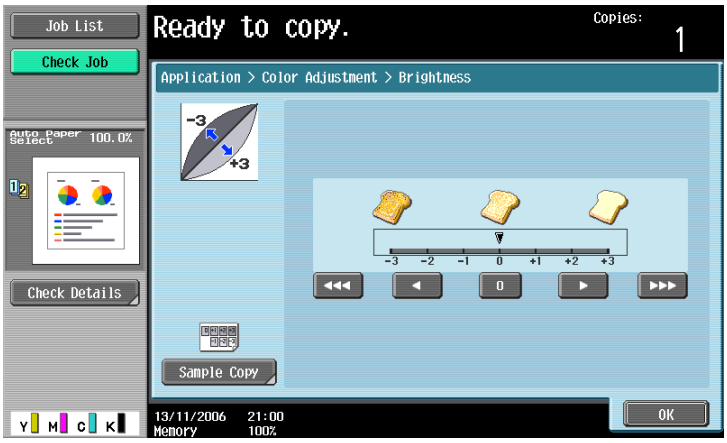
The Color Adjustment screen appears.

3 Touch [Brightness].

– From the Color Adjustment screen, select the desired parameter.

The Brightness screen appears.

4 Touch [◀◀◀], [◀], [▶] or [▶▶▶] to specify the adjustment amount.



– To cancel the setting and select the default, press the [Reset] key.
– The settings can be adjusted in 1- or 1/3-step increments between –3 and +3.
– The "Sharpness" parameter can only be specified in single increments.
– In the Color Balance screen, touch the button for a color, and then specify the adjustment setting.
– [Sample Copy] does not appear in the Color Balance screen.

5 Touch [OK], and then touch [OK] in the next screen that appears.

– To print a sample copy in order to check the print result with the current settings, touch [Sample Copy]. For details about proof copies, refer to "Checking the print result of the Color Adjust settings (Sample Copy)" on page 7-48.

Note

Even though the setting can be specified in 1/3-step increments, the setting will appear at the nearest full increment in the Color Adjustment screen.

7.11.2 Checking the print result of the Color Adjust settings (Sample Copy)

You can make a sample copy of your original to see how it will appear with the currently specified color adjustment settings.

As an example, the procedure for adjusting the Brightness parameter is described below.

Detail

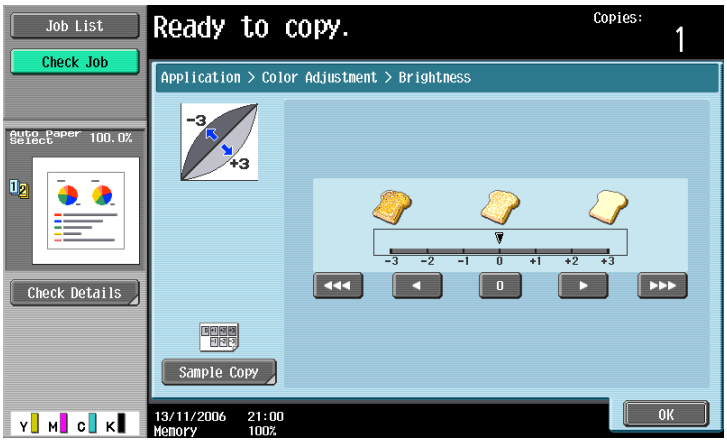
For details on displaying the screens for the Color Adjust parameters, refer to "Adjusting the copy color quality (Color Adjust parameters)" on page 7-46.

Note

When the Sample Copy screen is displayed, no key other than [Reset] or [Start] can be used.

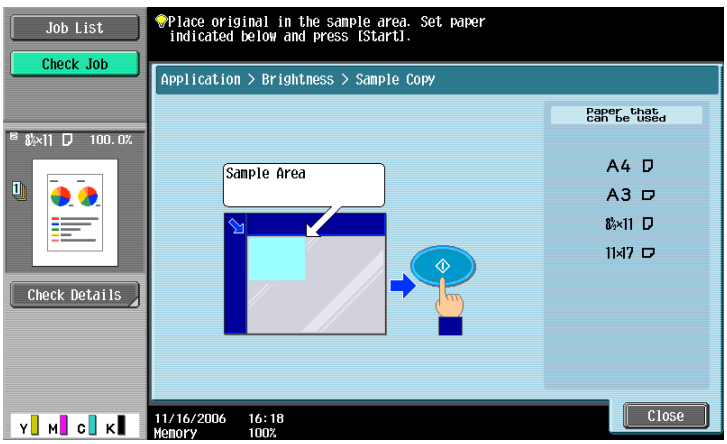
Place the original on the original glass with the image to be checked positioned within the sample area. The sample copy will be printed even if the edges of the original extend off the original glass.

1 In the Brightness screen, touch [Sample Copy].



The Sample Copy screen appears.

2 Load paper of a size listed under "Paper that can be used" into the paper tray.



3 Place the original within the sample area of the original glass.

4 Press the [Start] key.

The sample copy is printed.

5 Touch [Close].

The screen for the function appears again.

Note

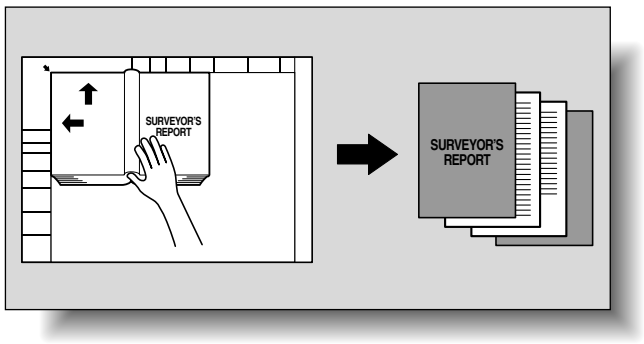
Each sample copy that is printed is counted in the print counter.

7.12 Producing separate copies of each page in a page spread ("Book Copy" function)

An open book or catalog can be copied with the left and right pages on separate sheets of paper.

The following copy methods are available, and there are settings for adding front and back covers.

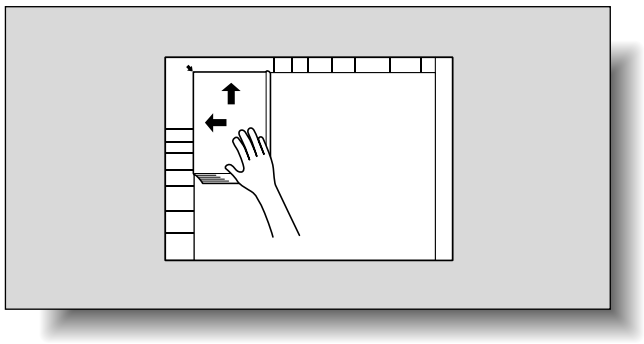
Setting	Description
Book Spread	Both pages of the page spread are printed on the same page.
Separation	Separate copies of each page in the page spread are printed in the original page order. The original is scanned to fit the size of paper that will be used.
Front Cover	The front cover and separate copies of each page in the page spreads are printed in the original page order.
Front and Back Cover	The front cover, separate copies of each page in the page spreads and the back cover are printed in the original page order.



✔ Place the original on the original glass.

1 Place the pages on the original glass, starting with the first page.

- For details on positioning the original, refer to "Feeding the original" on page 2-6.
- If "Front and Back Cover" was selected, the front cover is scanned before the back cover, and then all page spreads are scanned in order.



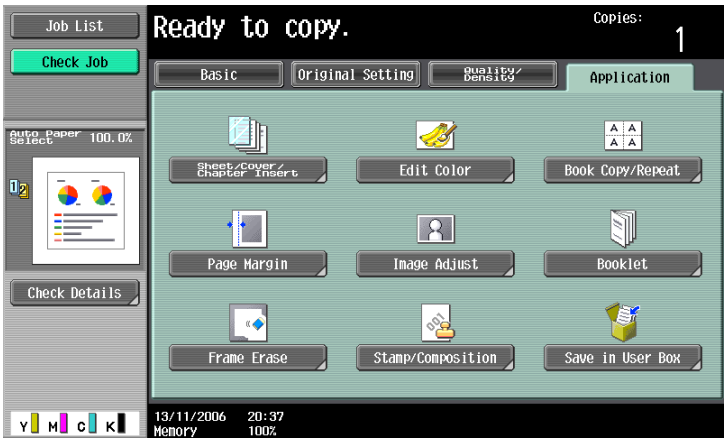
? How are the front and back covers copied?

➔ Scan the front cover, then the back cover, and then scan the remainder of the original.

2 Load the paper to be used into the desired paper tray.

3 Touch [Application], and then touch [Book Copy/Repeat].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



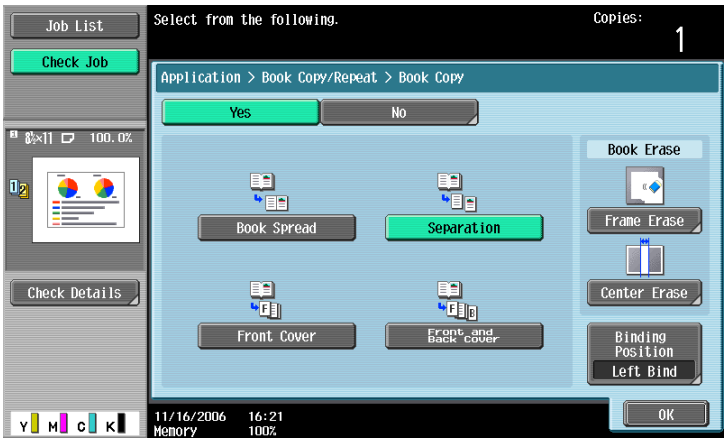
The Book Copy/Repeat screen appears.

4 Touch [Book Copy].

– [Booklet Original] appears if optional finisher FS-609 is installed or optional finisher FS-519 is installed with the saddle stitcher attached.

The Book Copy screen appears.

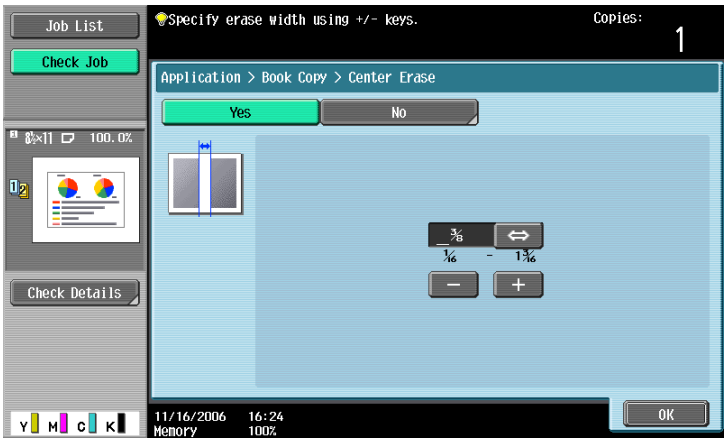
5 Touch the button for the desired setting.



– If "Separation", "Front Cover" or "Front and Back Cover" is selected, [Binding Position] appears. Select the binding position of the original.
– If desired, specify a Book Erase function. Touch the button for the erasing method, touch [-] and [+] to specify the width of the area to be erased, and then touch "OK".

– Touch [<-->] on the Frame Erase screen/Center Erase screen to switch between the integer and the fraction, touch [–] and [+] to specify the width to be erased, and then touch [OK].
– If a decimal value is displayed in the Frame Erase screen/Center Erase screen, use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to "System Settings" on page 11-15.
– If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message "Input Error" appears. Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.
– To cancel the "Book Copy" function, touch [No].

Center Erase screen



? What do the Book Erase functions do?
➔ The shadow of the book binding and the shadow of the book edges can be erased from the copies. The "Frame Erase" and "Center Erase" functions can be used together.

? How are settings specified for the "Frame Erase" function?
➔ Refer to "Erasing specified areas of copies ("Frame Erase" function)" on page 7-73. In addition, if the "Frame Erase" function in the Application screen is specified, [Frame Erase] under "Book Erase" will be selected.

6 Touch [OK], and then touch [Close].

7 In the Basic screen, touch [Paper], and then select the paper tray loaded with the paper.

8 Specify any other desired copy settings.

– To cancel the setting and select the default, press the [Reset] key.

9 Using the keypad, type in the desired number of copies.

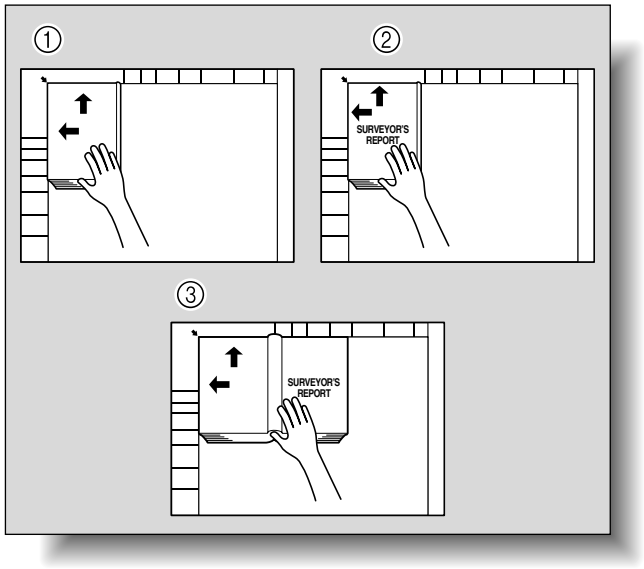
10 Press the [Start] key.

– For details on positioning the original, refer to "Scanning a multi-page original from the original glass" on page 2-12.
– Position the next page and repeat step 10 until all pages of the original are scanned.

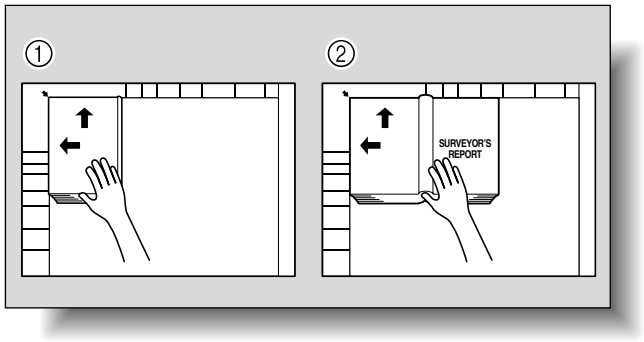
Scanning begins.
If "Book Spread" or "Separation" is selected, printing begins.
If "Front Cover" or "Front and Back Cover" is selected, continue with step 11.

11 After all original pages have been scanned, touch [Finish].

– If "Front and Back Cover" was selected, the back cover is scanned after the front cover, and then all page spreads are scanned in order.



– If "Front Cover" was selected, all page spreads are scanned in order after the front cover.



12 Press the [Start] key.

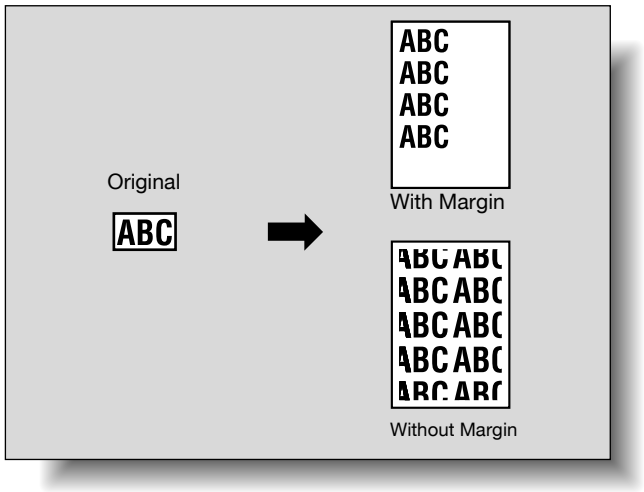
7.13 Tiling copy images ("Image Repeat" function)

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

The possible number of repeating images is automatically selected based on the size of the loaded original, the specified paper size and the zoom ratio.

The following repeating formats and settings are available.

Setting	Description
With Margin	Multiple copies are printed of the entire image within the specified area. The area around the image appears as a margin.
Without Margin	Multiple copies of the selected area of the image are printed to fill the paper; however, a part of the image may be cut off.
2/4/8 Repeat	A fixed number of copies of the selected image area are printed in the paper. The number of repeating copies can be set to 2, 4 or 8 times. However, any part of the image that does not fit within its specific section of the paper is cut off.



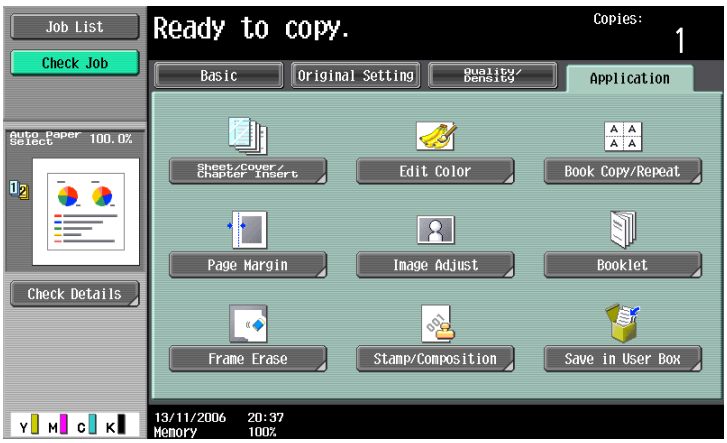
1 Position the original to be copied.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.

2 Load the paper to be used into the desired paper tray.

3 Touch [Application], and then touch [Book Copy/Repeat].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Book Copy/Repeat screen appears.

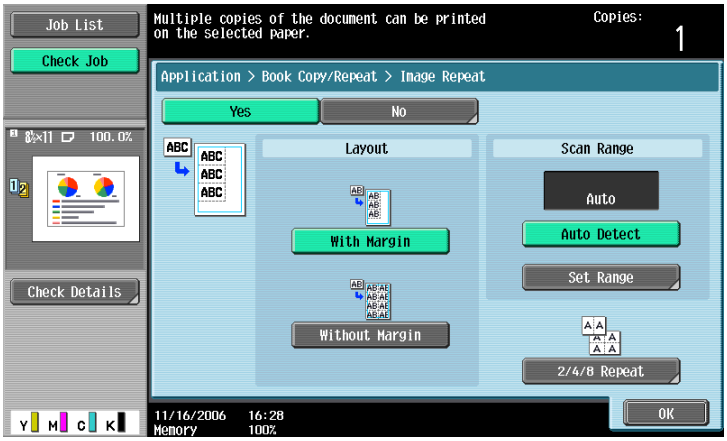
4 Touch [Image Repeat].

– [Booklet Original] appears if optional finisher FS-609 is installed or optional finisher FS-519 is installed with the saddle stitcher attached.

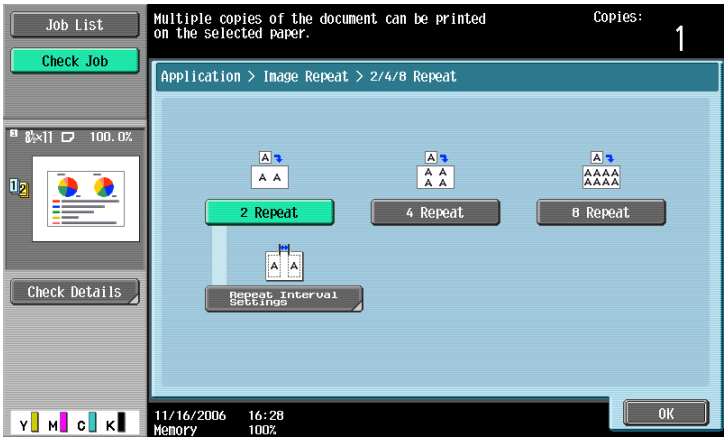
The Image Repeat screen appears.

5 Under "Layout", touch [With Margin] or [Without Margin], or touch [2/4/8 Repeat].

– To cancel the "Image Repeat" function, touch [No].



– Touching [2/4/8 Repeat] displays the 2/4/8 Repeat screen, where the number of repeats and the interval can be selected.



6 Check the scanning size under "Scan Range", touch [OK], and then touch [Close] in the next screen that appears.

– If the original size does not appear under "Scan Range" or to specify the scanning area, touch [Set Range], and then specify the scanning area from any of the screens.
– Touch [Photo Size] to display the Photo Size screen.

– To cancel changes to the settings, touch [Cancel].

Set Range screen

Custom Size screen

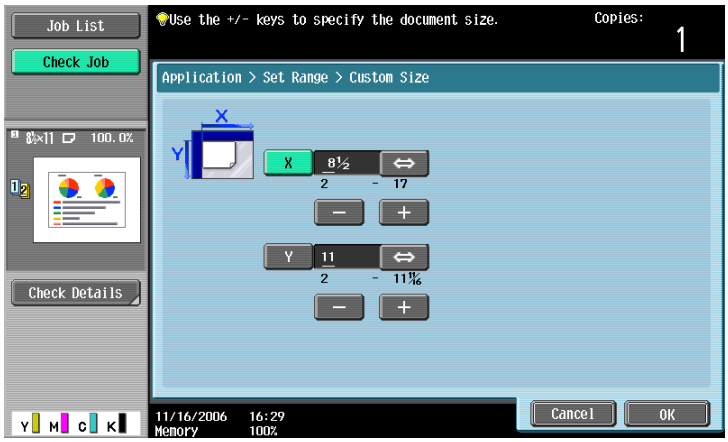


Photo Size screen

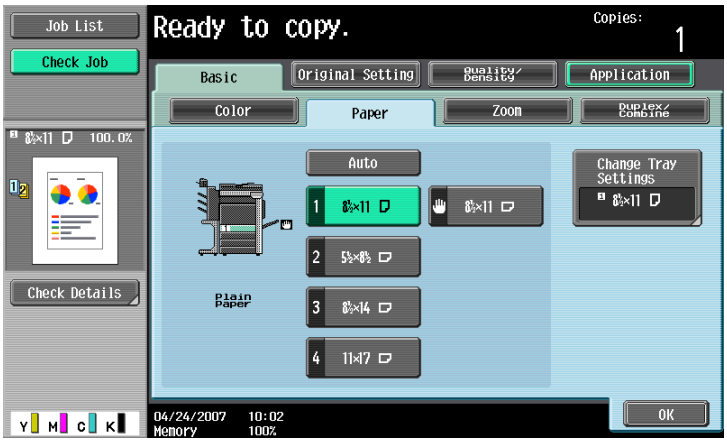
? Can sizes in metrics be displayed?

➔ Touch [↑] or [↓] to display a different list of sizes.

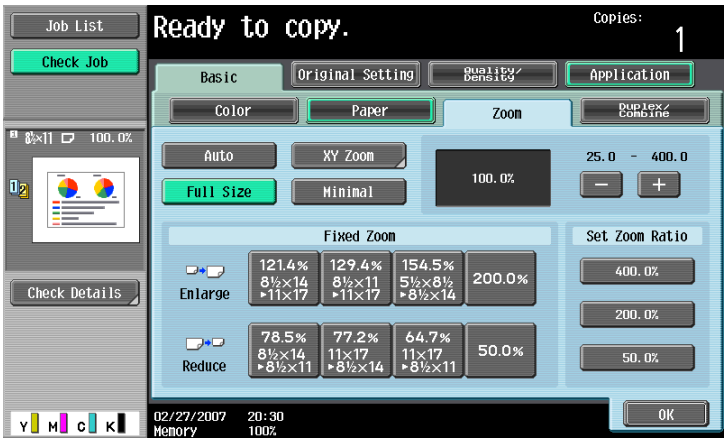
? Can any size be specified?

➔ Any size can be specified from the Custom Size screen. Touch [X] or [Y], touch [<-->] to switch between the integer and the fraction, and then touch [–] and [+] to specify the size of the document. If a decimal value is displayed in the screen, press the [C] (clear) key, and then use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to **"System Settings" on page 11-15**.
If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message "Input Error" appears. Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

7 In the Basic screen, touch [Paper], and then select the paper tray loaded with the paper.



– If settings were specified in the 2/4/8 Repeat screen, touch [Zoom] in the Basic screen, and then specify the zoom ratio setting.



8 Specify any other desired copy settings.

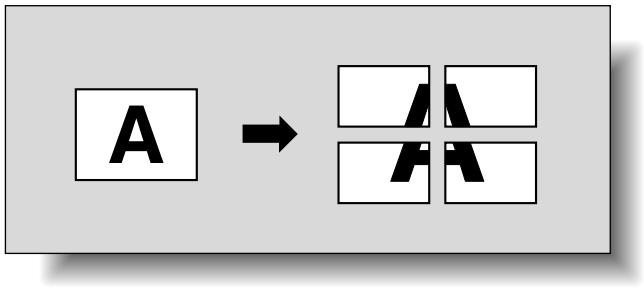
– To cancel the setting and select the default, press the [Reset] key.

9 Using the keypad, type in the desired number of copies.

10 Press the [Start] key.

7.14 Copying an enlarged image on multiple pages ("Poster Mode" function)

An original image can be divided, and each section of the image can be printed enlarged. The finished size can be specified by the image size, zoom ratio or paper size.

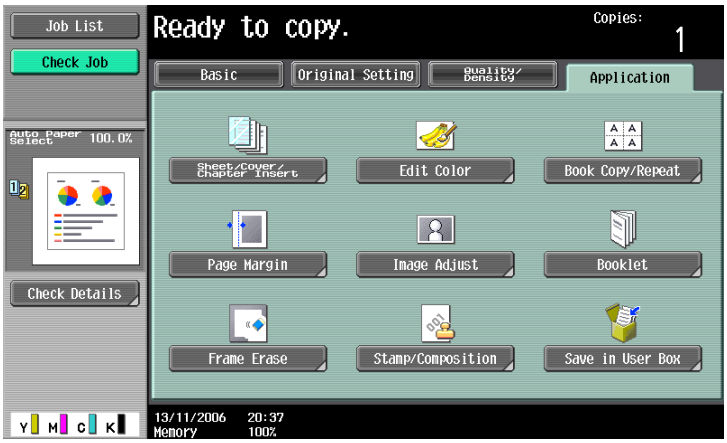


1 Place the original on the original glass.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.

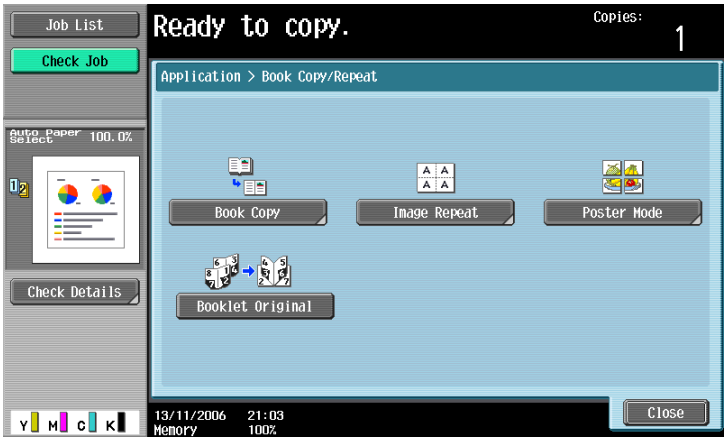
2 Touch [Application], and then touch [Book Copy/Repeat].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Book Copy/Repeat screen appears.

3 Touch [Poster Mode].

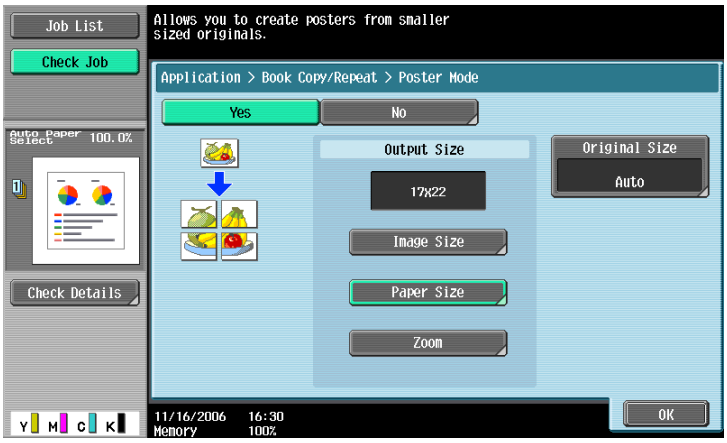


– [Booklet Original] appears if optional finisher FS-609 is installed or optional finisher FS-519 is installed with the saddle stitcher attached.

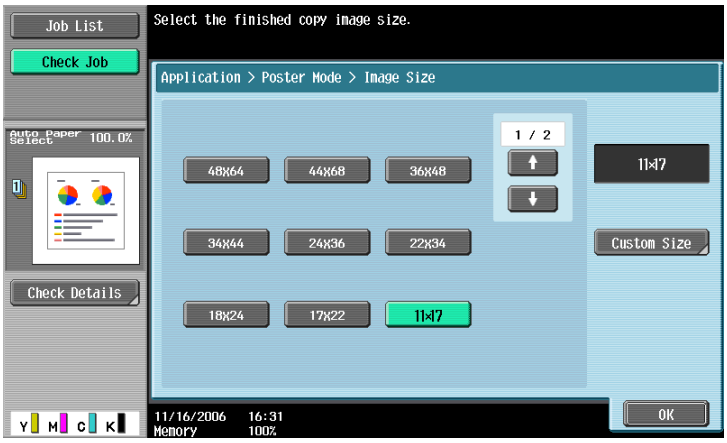
The Poster Mode screen appears.

4 Under "Output Size", touch [Image Size], [Paper Size] or [Zoom].

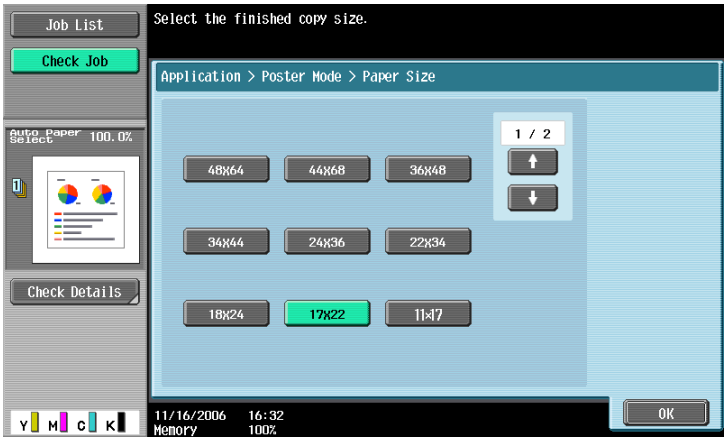
– The factory default setting for the finished size is "17 × 22".



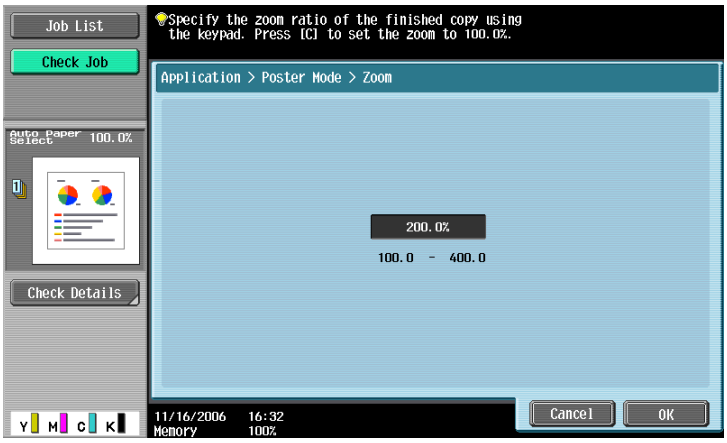
– Touch [Image Size], select the finished image size, and then touch [OK].
– Touch [↑] or [↓] to display a different list of standard sizes.
– If [Custom Size] is touched, the Custom Size screen appears.
Touch [X] or [Y] to, touch [<-->] to switch between the integer and the fraction, and then touch [-] and [+] to specify the desired value.
– If a decimal value is displayed in the screen, use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to "System Settings" on page 11-15.



– Touch [Paper Size], select the finished paper size, and then touch [OK].
– Touch [↑] or [↓] to display a different list of paper sizes.



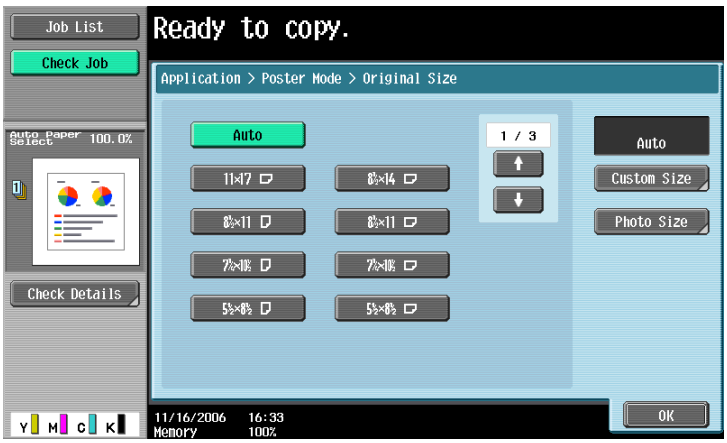
– Touch [Zoom], use the keypad to type in the desired value, and then touch [OK].



5 Check the original size, and then touch [OK].

– If the original size cannot be detected automatically or to specify the original size, touch [Original Size], and then specify the original size from any of the screens.
– Touch [Photo Size] to display the Photo Size screen.
To cancel changes to the settings, touch [Cancel].

Original Size screen



Custom Size screen

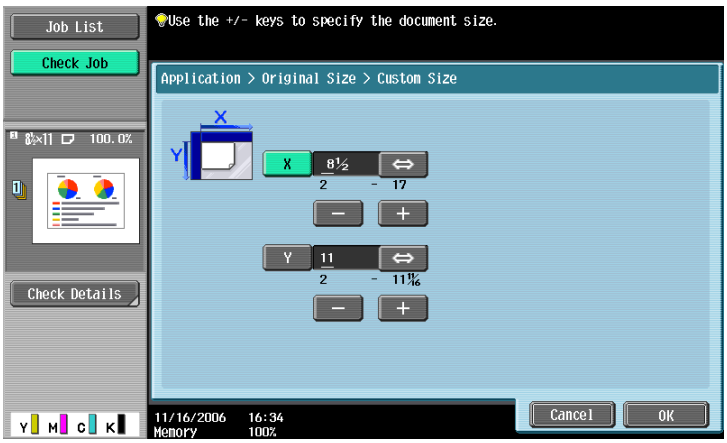
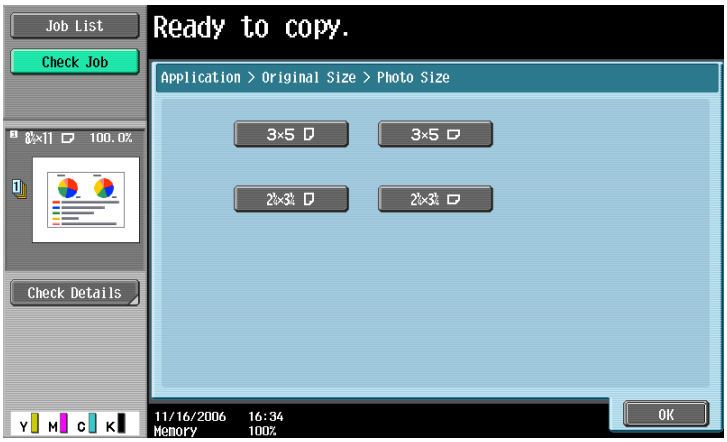


Photo Size screen



? Can sizes in metrics be displayed?

➔ Touch [↑] or [↓] to display a different list of sizes.

? Can any size be specified?

➔ Any size can be specified from the Custom size screen. Touch [X] or [Y], touch [<-->] to switch between the integer and the fraction, and then touch [–] and [+] to specify the size of the document. If a decimal value is displayed in the screen, press the [C] (clear) key, and then use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to **"System Settings" on page 11-15**.
If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message "Input Error" appears. Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

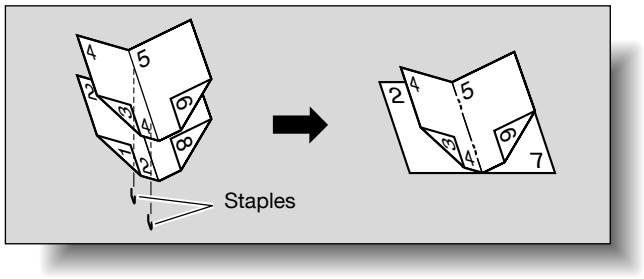
6 Specify any other desired copy settings.

– The number of copies is set to "1" and cannot be changed.

7 Press the [Start] key.

7.15 Copying booklets ("Booklet Original" function)

A booklet with its staples removed can be copied and bound with staples at the center to create copies of the original booklet.



Detail

For details on stapling, refer to ***"Binding copies at the center ("Center Staple" and "Half-Fold" setting/"Center Staple & Fold" setting)" on page 2-74****.*

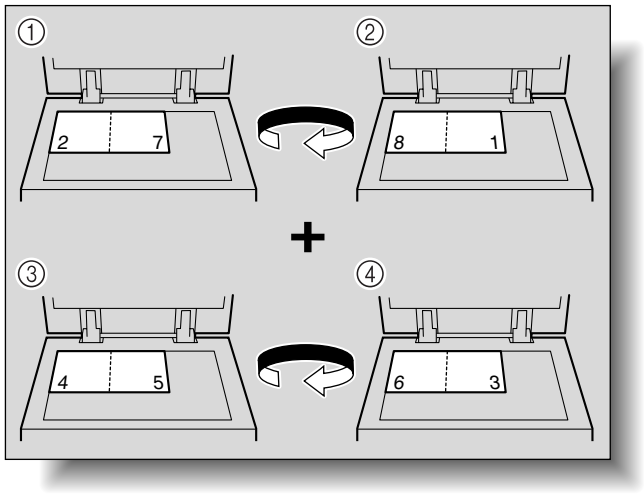
With the "Booklet Original" function, copies are made of the entire page, including the center of the original (area bound with staples).

For details on positioning the original, refer to ***"Feeding the original" on page 2-6****.*

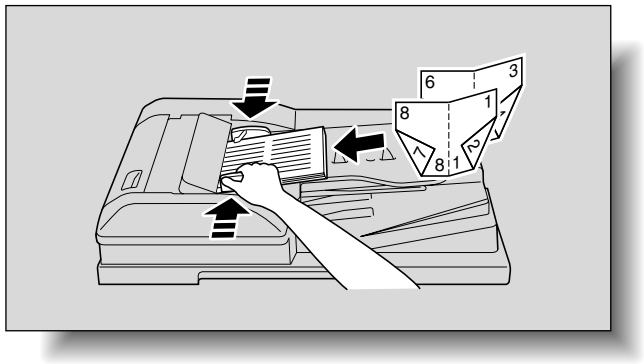
✔ This function can be used when optional finisher FS-609 is installed or optional finisher FS-519 is installed with the saddle stitcher attached.

1 Position the original to be copied.

- Load a booklet with the staples removed.
- The number of sheets that can be stapled together is no more than 15 and differs depending on the paper type. For details, refer to **"Selecting a folding setting" on page 2-72**.
- When using the original glass, position the pages in order, starting with the side that includes the first page, then the side that includes the second page, then the side that includes the third page.

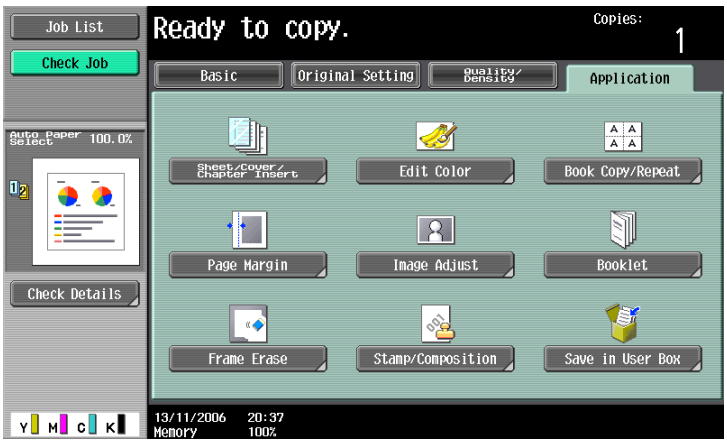


– When using the ADF, load the pages with the side that includes the first page on top.



2 Touch [Application], and then touch [Book Copy/Repeat].

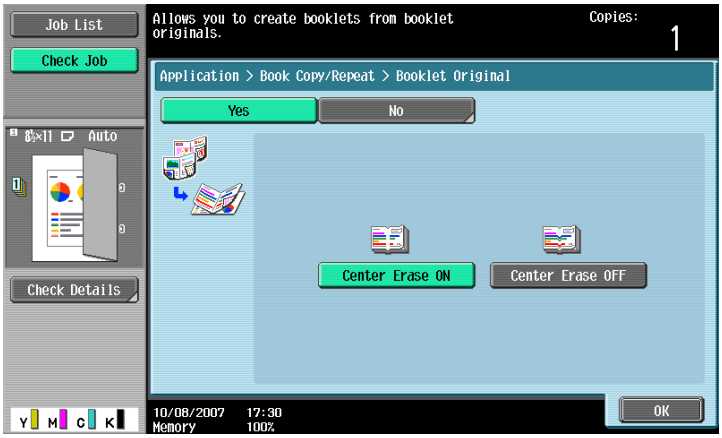
– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Book Copy/Repeat screen appears.

3 Touch [Booklet Original].

Finisher FS-609



– Select [Center Erase ON] or [Center Erase OFF], and then touch [OK].

4 Touch [Close].

5 Specify any other desired copy settings.

6 Using the keypad, type in the desired number of copies.

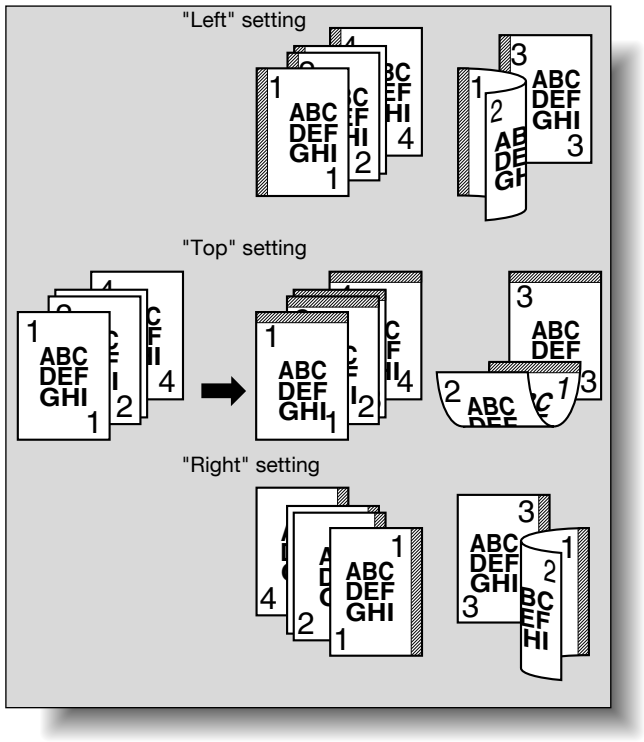
7 Press the [Start] key.

- If the original is placed on the original glass, scanning begins.
- For details on scanning an original from the original glass, refer to **"Scanning a multi-page original from the original glass" on page 2-12**.

8 After all original pages have been scanned, touch [Finish] and then press the [Start] key.

7.16 Adding a binding margin to copies ("Page Margin" function)

Copies can be printed with a binding margin so that the pages can easily be filed. When making double-sided copies, the image orientation can be adjusted by specifying the position of the binding margin. In addition, the image orientation can be adjusted without creating a binding margin.



Detail

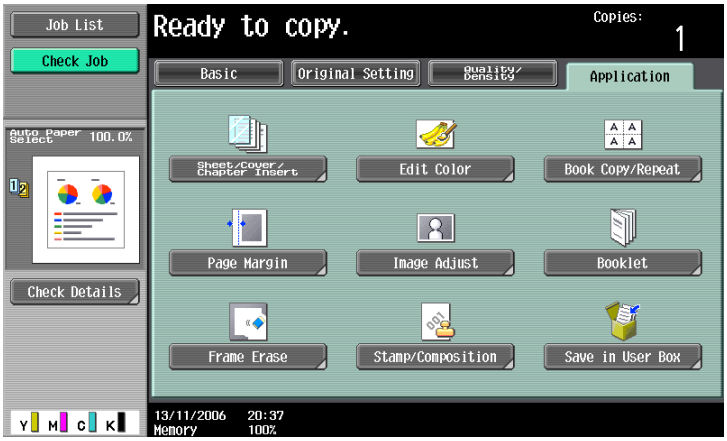
If the positions of the staples or punched holes are different from the binding position, the positions of the staples or punched holes are given priority.

1 Position the original to be copied.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.

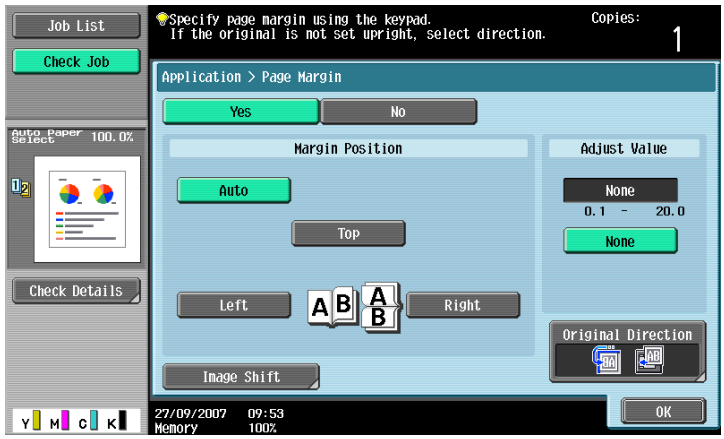
2 Touch [Application], and then touch [Page Margin].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Page Margin screen appears.

3 Select the position of the binding margin.



- To cancel the setting and select the default, press the [Reset] key.
- To cancel the "Page Margin" function, touch [No].
- If "Auto" is selected, the binding margin is set at the top or at the left.
- If "Auto" is selected for the binding position, load the original with the top toward the back of the machine. If the original is loaded in any other orientation, the correct position will not be selected.

? What happens when "Auto" is selected?

→ The factory default setting is "Auto". Touch [Auto] to automatically determine the binding position according to the orientation of the loaded original. If the original length is 11-11/16 inches or less, a binding position along the long side of the paper is selected. If the original length is more than 11-11/16 inch, a binding position along the short side of the paper is selected.

4 Touch [-] or [+] to specify the binding margin width.

- If "None" is selected, the binding margin width is set to 0 inches. When making double-sided copies, the image orientation can adjusted without creating a binding margin.
- If a decimal value is displayed in the screen, use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to **"System Settings" on page 11-15**.
- If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message "Input Error" appears.
  Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

? How can the entered margin position be corrected?

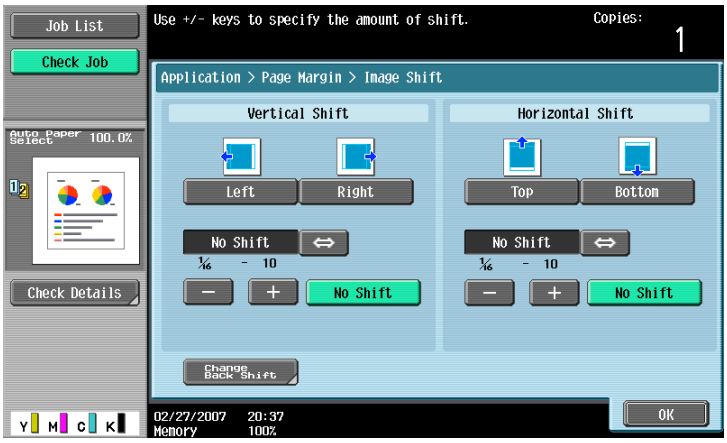
→ Without changing the margin width, change the margin position.

5 If necessary, touch [Image Shift].

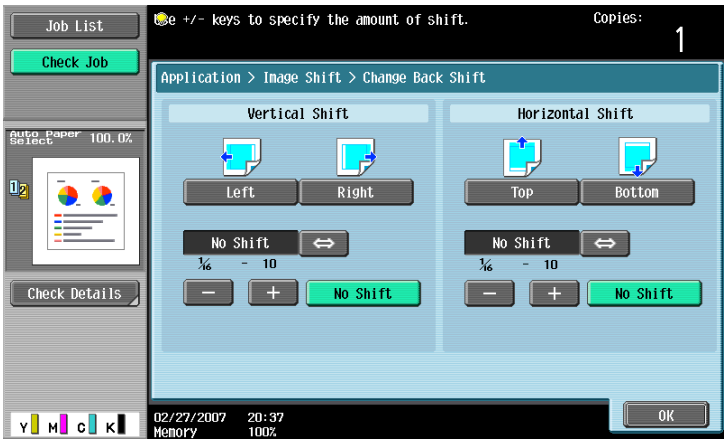
The Image Shift screen appears.

6 Adjust the position of the image, and then touch [OK].

- Touch [Left], [Right], [Top] or [Bottom] to select the direction to be adjusted, and then use the keypad or touch [-] and [+] to specify the adjustment amount.
- To cancel the shift, touch [No Shift].



– To adjust the position of the image on the back side of the paper when printing double-sided copies, touch [Change Back Shift].



7 If desired, touch [Original Direction], and then select the setting appropriate for the original.

– For details on specifying the original orientation, refer to "Selecting the original orientation (Original Direction settings)" on page 2-21.

8 Touch [OK].

9 Specify any other desired copy settings.

10 Using the keypad, type in the desired number of copies.

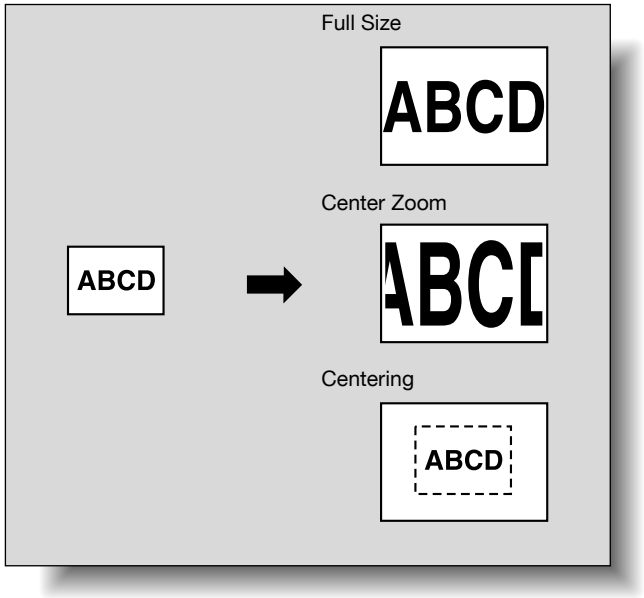
11 Press the [Start] key.

7.17 Adjusting the image to fit the paper (Image Adjust settings)

When the copy paper is larger than the original, copies can be made with the original image centered and enlarged to fill the paper.

The image can be adjusted in any of the following ways.

Setting	Description
Full Size	The area that contains the entire image is centered and enlarged to the size of the paper.
Center Zoom	The image is enlarged to the size of the paper so that the paper is filled. However, some parts of the image may be lost.
Centering	The image is centered in the paper without being enlarged.



1 Position the original to be copied.

- For details on positioning the original, refer to "Feeding the original" on page 2-6.
- If "Full Size" or "Center Zoom" is to be set, position the original on the original glass.

2 Touch [Application], and then touch [Image Adjust].

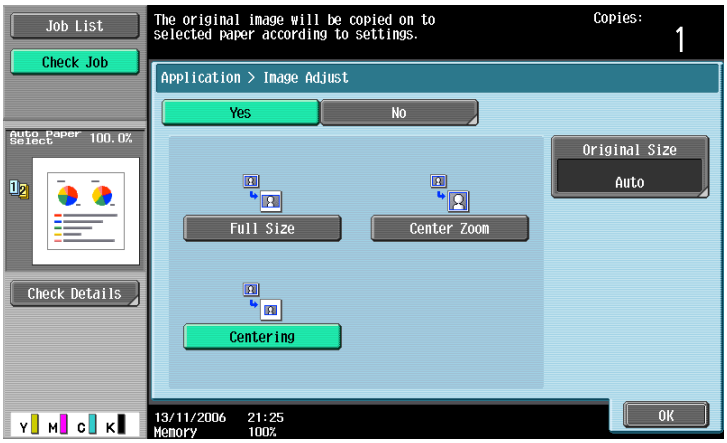
- To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.

The Image Adjust screen appears.

3 Touch the button for the desired setting.

- To cancel the Image Adjust settings, touch [No].

– If a non-standard-sized original is loaded, the original size is not detected. Therefore, specify the original size in the Custom Size screen, and then press the [Start] key.

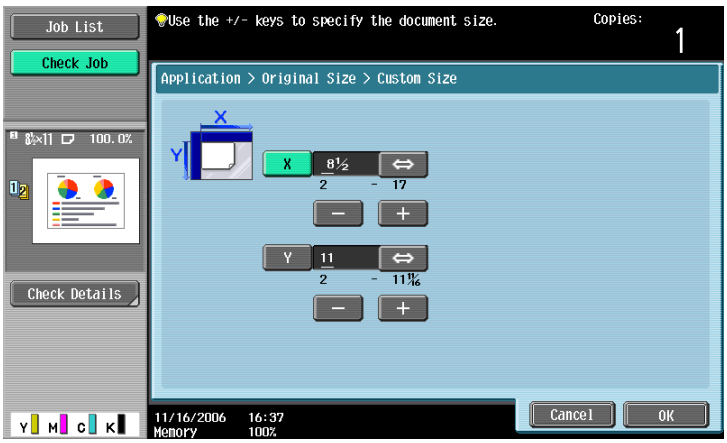


4 Check the original size, and then touch [OK].

– If the original size cannot be detected automatically or to specify the original size, touch [Original Size], and then specify the original size from any of the screens.
To cancel changes to the settings, touch [Cancel].

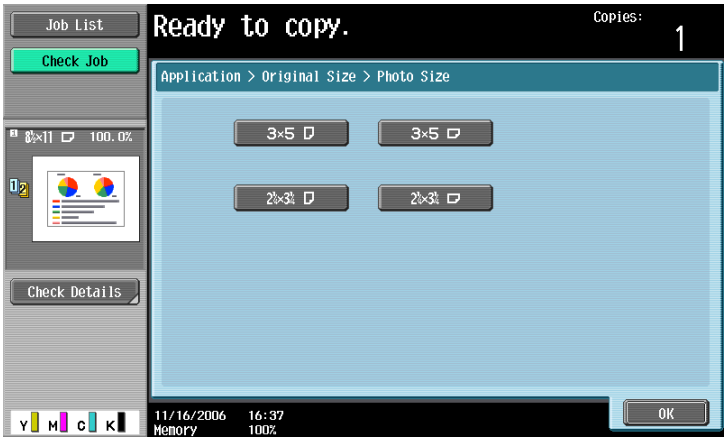
Original Size screen

Custom Size screen



– Touch [Photo Size] to display the Photo Size screen.

Photo Size screen



? Can sizes in inches be displayed?

➔ Touch [↑] or [↓] to display a different list of sizes.

? Can any size be specified?

➔ Any size can be specified from the Custom Size screen. Touch [X] or [Y], touch [<-->] to switch between the integer and the fraction, and then touch [–] and [+] to specify the size of the document. If a decimal value is displayed in the screen, press the [C] (clear) key, and then use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to **"System Settings" on page 11-15**.
If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message "Input Error" appears. Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

5 Specify any other desired copy settings.

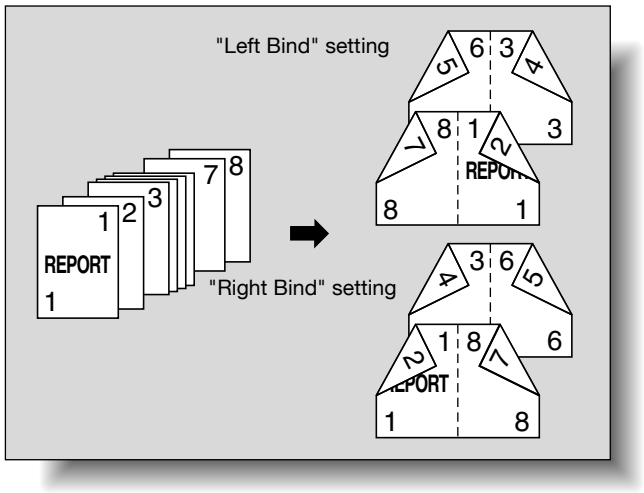
– To cancel the setting and select the default, press the [Reset] key.

6 Using the keypad, type in the desired number of copies.

7 Press the [Start] key.

7.18 Copying with the page layout of a booklet ("Booklet" function)

The page order of the scanned original is automatically arranged to produce double-sided copies in a page layout for center binding, such as for a magazine. Stapling is possible only when optional finisher FS-609 is installed or optional finisher FS-519 is installed with the saddle stitcher attached.



Detail

Generally, a multiple of 4 original pages is required with a single-sided original, and a multiple of 2 original pages is required with a double-sided original. If there are not enough pages, blank pages are automatically added at the end.

For details on stapling, refer to ***"Binding copies at the center ("Center Staple" and "Half-Fold" setting/"Center Staple & Fold" setting)" on page 2-74****.*

For an original that exceeds 100 pages, refer to ***"Scanning the original in separate batches ("Separate Scan" setting)" on page 2-9****.*

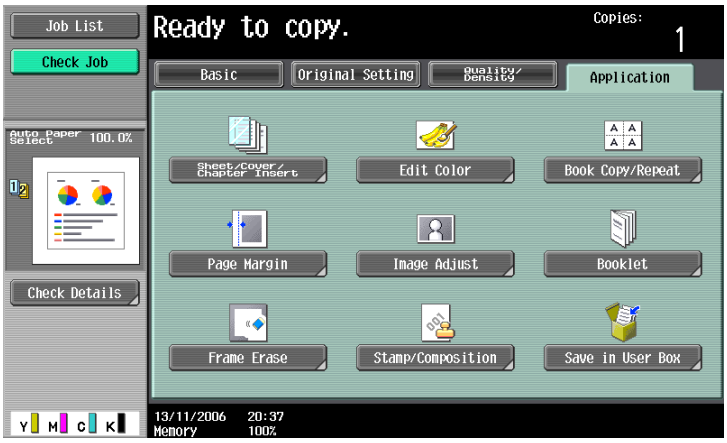
The width of the binding margin is automatically specified.

1 Position the original to be copied.

– For details on positioning the original, refer to **"Feeding the original" on page 2-6**.

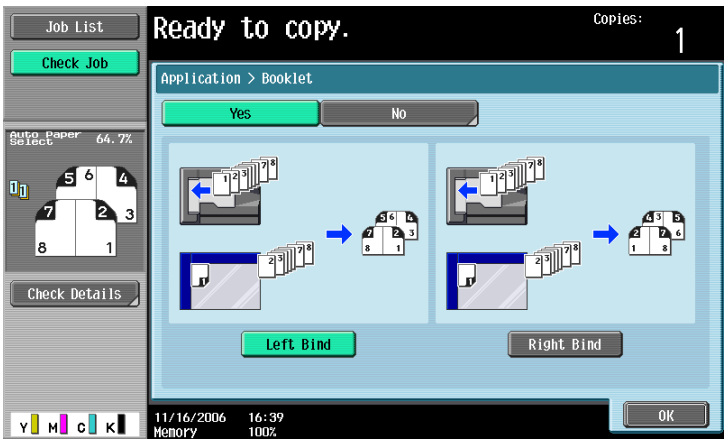
2 Touch [Application], and then touch [Booklet].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



3 Touch [Left Bind] or [Right Bind].

- If the original contains only pages in the landscape orientation, they will be bound at the top, regardless of which setting is selected.
- To cancel the setting and select the default, press the [Reset] key.
- To cancel the "Booklet" function, touch [No].



4 Touch [OK].

5 Specify any other desired copy settings.

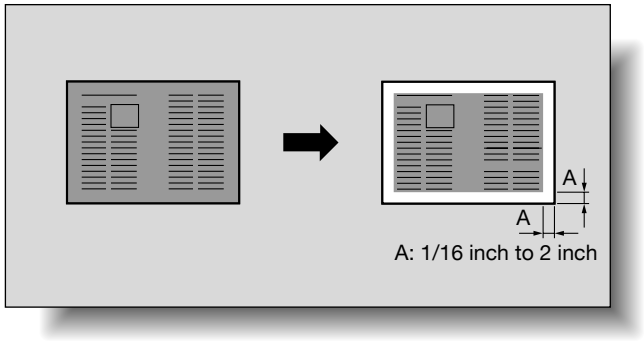
6 Using the keypad, type in the desired number of copies.

7 Press the [Start] key.

7.19 Erasing specified areas of copies ("Frame Erase" function)

Copies can be produced by erasing unwanted areas around the original, such as the transmission information on received faxes and the shadows of punched holes.

With frame erasing, the same width can be erased along all four sides of the original or a different width can be erased along each side of the original.

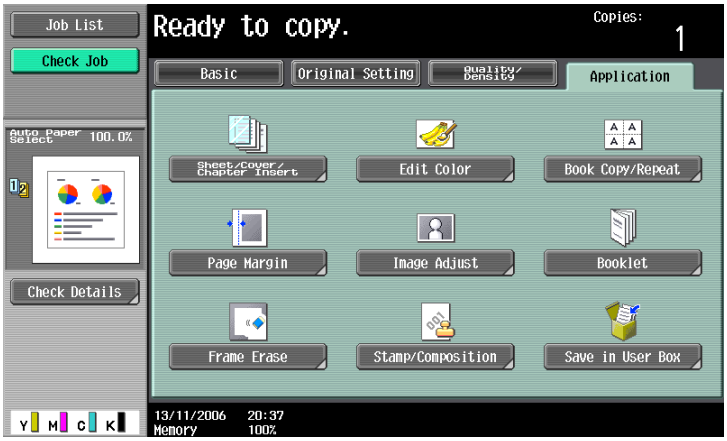


1 Position the original to be copied.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.

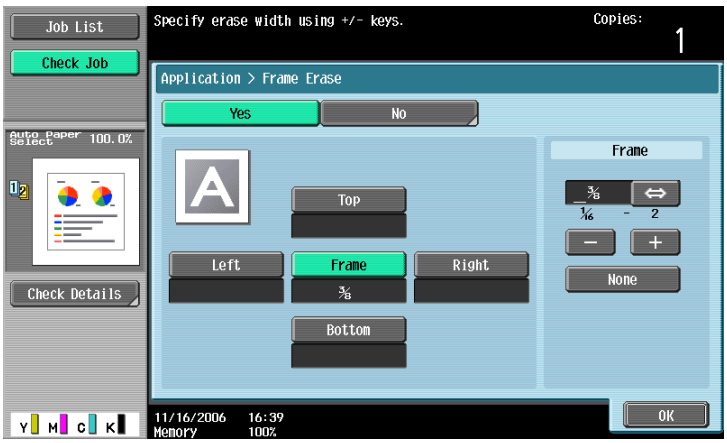
2 Touch [Application], and then touch [Frame Erase].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Frame Erase screen appears.

3 Touch the button for the desired position to be erased.



– To cancel the setting and select the default, press the [Reset] key.
– To cancel the "Frame Erase" function, touch [No].

? What happens when [Frame] is selected?
➔ The same width is erased on all four sides of the original. The factory default setting is "Frame".

? Can the settings be combined?
➔ "Frame" cannot be combined with the other settings ("Top", "Left", "Right" or "Bottom").

4 Touch [<->] to switch between the integer and the fraction, and then touch [–] and [+] to specify the width to be erased.

- To specify a different width to be erased depending on the position, specify different settings for "Top", "Left", "Right", and "Bottom".
- When using the keypad to specify the settings, press the [C] (clear) key, and then specify the setting.
- If a decimal value is displayed in the screen, press the [C] (clear) key, and then use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to **"System Settings" on page 11-15**.
- If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message "Input Error" appears.
  Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

5 Touch [OK].

6 Specify any other desired copy settings.

7 Using the keypad, type in the desired number of copies.

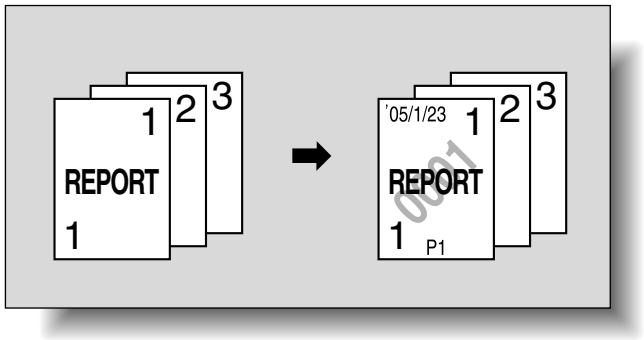
8 Press the [Start] key.

7.20 Printing the date/time or page number on copies (Stamp/Composition functions)

The date/time or page number can be added to copies at the specified location, or a distribution number can be added when multiple copies are made.

The following Stamp/Composition functions are available and can be combined.

Function	Description
Date/Time	Select a format and print the date or time on the specified pages.
Page Number	Select a format and print page numbers starting with the specified page number.
Stamp	• Preset Stamp Print copies with previously stored preset stamps overlapping pages. • Registered Stamp Print copies with a stamp registered with the Copy Protection Utility overlapping pages.
Copy Protect	Print copies with copy protection text (hidden text that prevents unauthorized copying), such as a preset stamp or the date.
Stamp Repeat	Print copies with text (such as registered stamps, preset stamps or the date) repeating throughout the page.
Overlay	Copies can be printed with the contents of the first original page overlapped by (as an overlay image) the remaining original pages.
Header/Footer	The date and time or a distribution number can be printed on each page. This function is available only when specified by the administrator.



Detail

For details on printing a date/time stamp, refer to page 7-76.

For details on printing a page number stamp, refer to page 7-79.

For details on printing a stamp, refer to page 7-82.

For details on printing a copy protection stamp, refer to page 7-86.

To details on printing a repeating stamp, refer to page 7-93.

For details on printing an overlay, refer to page 7-102.

For details on printing a header/footer, refer to page 7-103.

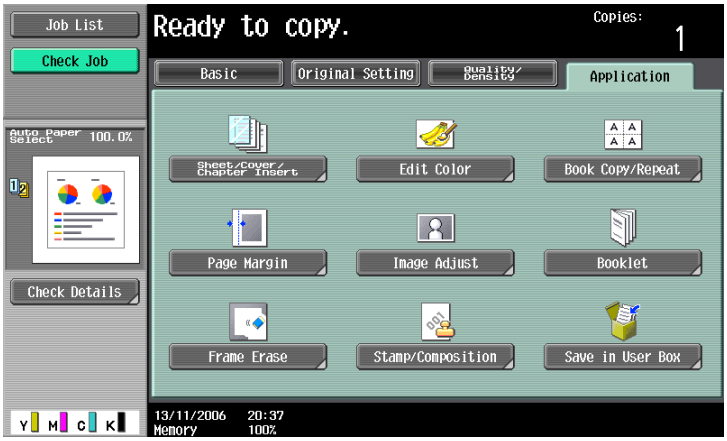
7.20.1 Printing the date/time ("Date/Time" function)

1 Position the original to be copied.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.

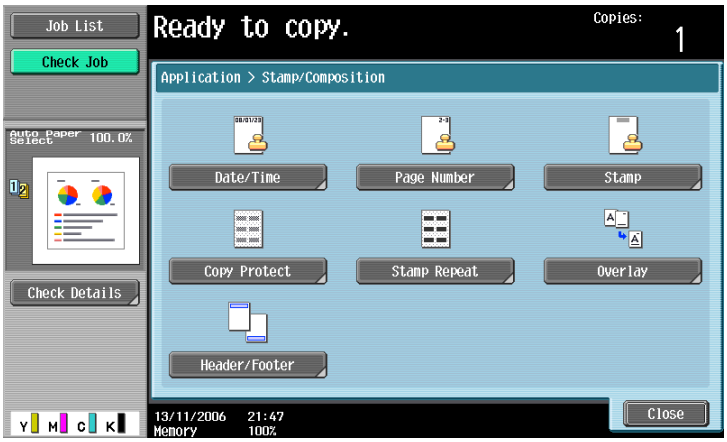
2 Touch [Application], and then touch [Stamp/Composition].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



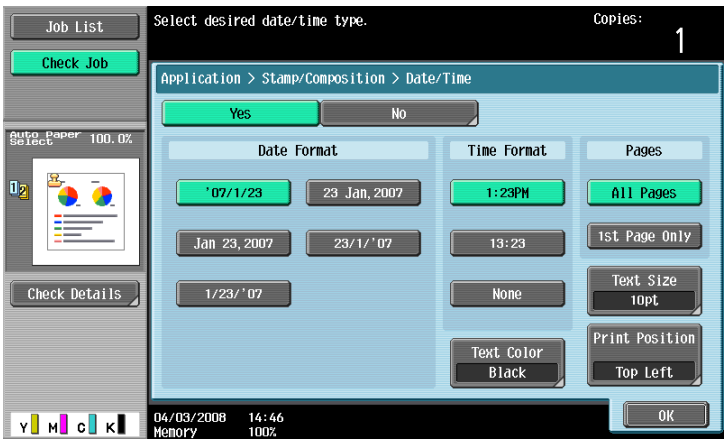
The Stamp/Composition screen appears.

3 Touch [Date/Time].



The Date/Time screen appears.

4 Touch buttons under "Date Format", "Time Format" and "Pages" to specify the various settings.



– To cancel the "Date/Time" function, touch [No].
– To print the date/time only on the first page, touch [1st Page Only].

– The stamp will not be printed on blank pages inserted using the "Cover Sheet", "Insert Sheet" and "Chapters" functions.

? Can the time be omitted?

➔ If "None" is selected, the time is not printed.

5 Touch [Print Position].

The Print Position screen appears.

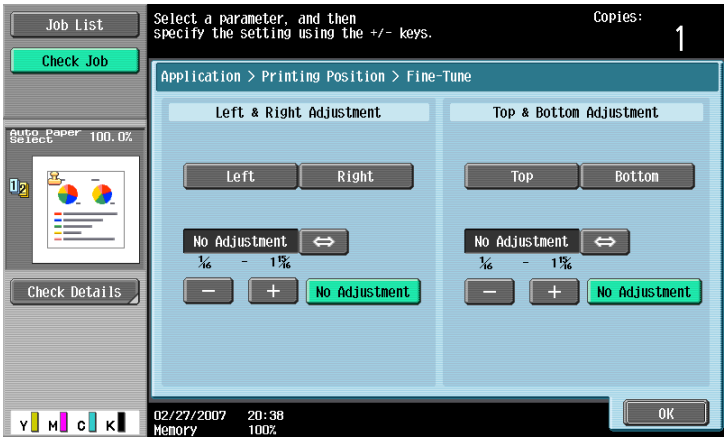
6 Select the printing position, and then touch [OK].

– As the factory default, "Top Left" is selected.

– To make fine adjustments to the printing position, touch [Adjust Position]. Select the desired direction under "Left & Right Adjustment" or "Top & Bottom Adjustment", touch [] to switch between the integer and the fraction, touch [–] and [+] to specify the adjustment amount, and then touch [OK].

– If a decimal value is displayed in the screen, press the [C] (clear) key, and then use the keypad to type in the adjustment amount. For details on switching between decimal and fraction values, refer to "System Settings" on page 11-15.

– If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message "Input Error" appears.
Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.



? What are the limits on the adjustment amount?

➔ The print position can be finely adjusted in 1/16 inch increments.

? Can no adjustments be made?

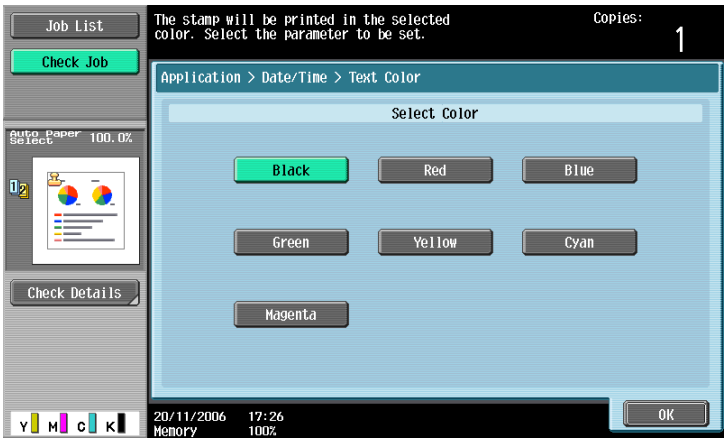
➔ To make no left/right or up/down adjustments, touch [No Adjustment].

7 Touch [Text Color].

The Text Color screen appears.

8 Select the color, and then touch [OK].

– As the factory default, "Black" is selected.

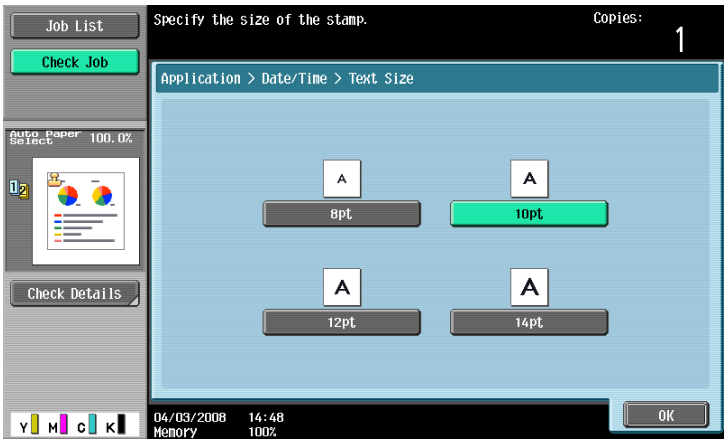


9 Touch [Text Size].

The Text Size screen appears.

10 Select the text size, and then touch [OK].

– As the factory default, "10pt" is selected.



11 Touch [OK], and then touch [Close] in the next screen that appears.

12 Specify any other desired copy settings.

– To cancel the setting and select the default, press the [Reset] key.

13 Using the keypad, type in the desired number of copies.

14 Press the [Start] key.

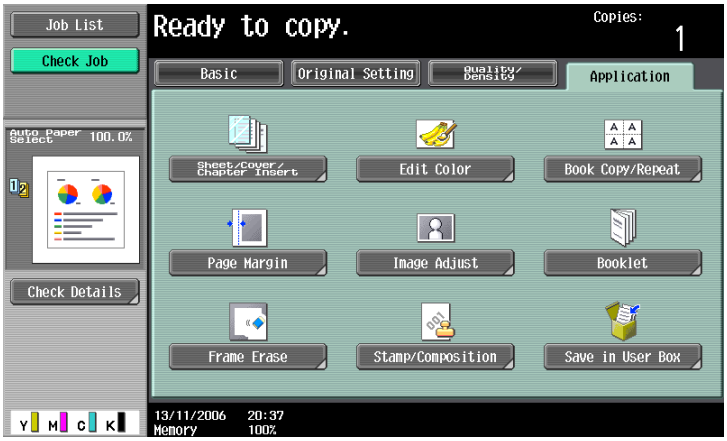
7.20.2 Printing the page number ("Page Number" function)

1 Position the original to be copied.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.

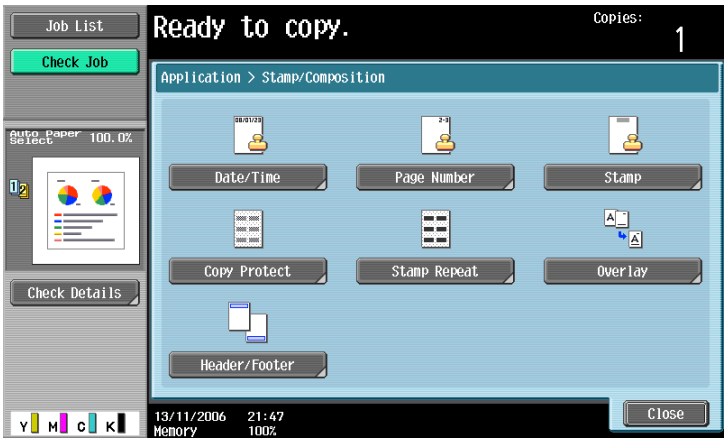
2 Touch [Application], and then touch [Stamp/Composition].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



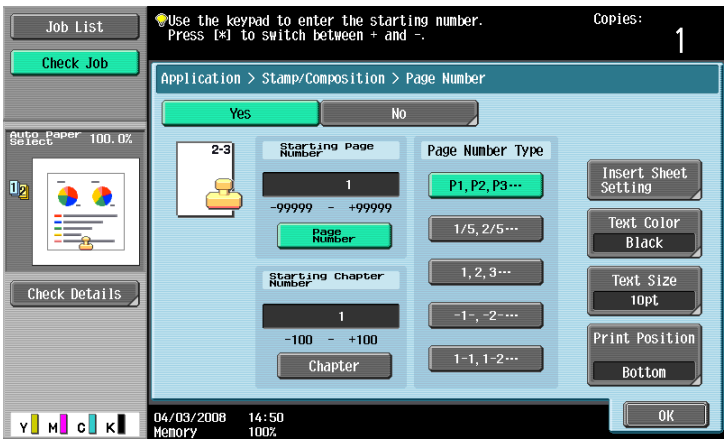
The Stamp/Composition screen appears.

3 Touch [Page Number].



The Page Number screen appears.

4 Using the keypad, type in the starting page number for printing.



– If desired, touch [Chapter], and then use the keypad to type in the chapter number. The entered chapter number is printed if "1-1, 1-2...." is selected under "Page Number Type".

- The setting for "Page Number" can be set to a number between –99999 and 99999, and the setting for "Chapter" can be set to a number between –100 and 100.
- When specifying a setting for "Starting Page Number", switch the number between positive and negative by pressing the [⁎] key.
- If a negative value is specified, the numbers are not printed until the numbering reaches 1. For example, if "–1" was specified, the numbers are printed starting with "1" on the third copied page.
- To print multiple chapters, specify the first page of each chapter using the "Chapters" function.For details, refer to "Specifying pages to be printed on the front side ("Chapters" function)" on page 7-32.
- To cancel the "Page Number" function, touch [No].

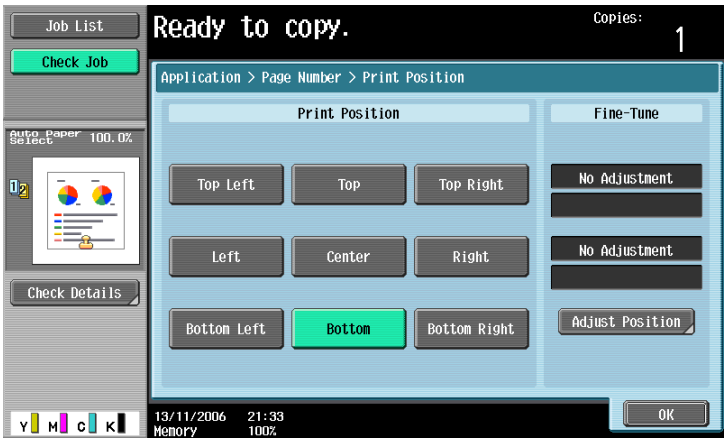
5 Select a setting under "Page Number Type".

6 Touch [Print Position].

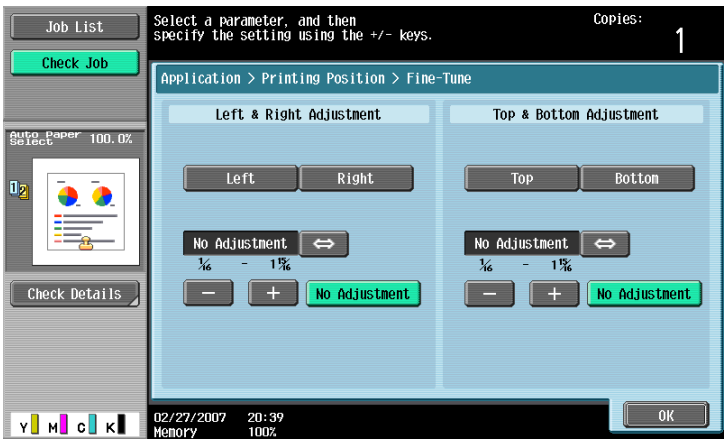
The Print Position screen appears.

7 Select the printing position, and then touch [OK].

- As the factory default, "Bottom" is selected.



- To make fine adjustments to the printing position, touch [Adjust Position]. Select the desired direction under "Left & Right Adjustment" or "Top & Bottom Adjustment", touch [] to switch between the integer and the fraction, touch [–] and [+] to specify the adjustment amount, and then touch [OK].
- If a decimal value is displayed in the screen, press the [C] (clear) key, and then use the keypad to type in the adjustment amount. For details on switching between decimal and fraction values, refer to "System Settings" on page 11-15.
- If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message "Input Error" appears.
  Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.



? What are the limits on the adjustment amount?
➔ The print position can be finely adjusted in 1/16 inch increments.

? Can no adjustment be made?
➔ To make no left/right or up/down adjustments, touch [No Adjustment].

8 Touch [Insert Sheet Setting].

– Specify [Insert Sheet Setting] when specifying simultaneously with "Cover Sheet", "Insert Sheet" or "Chapter" settings of the Application functions.

The Insert Sheet Setting screen appears.

9 Select the pages to be printed, and then touch [OK].

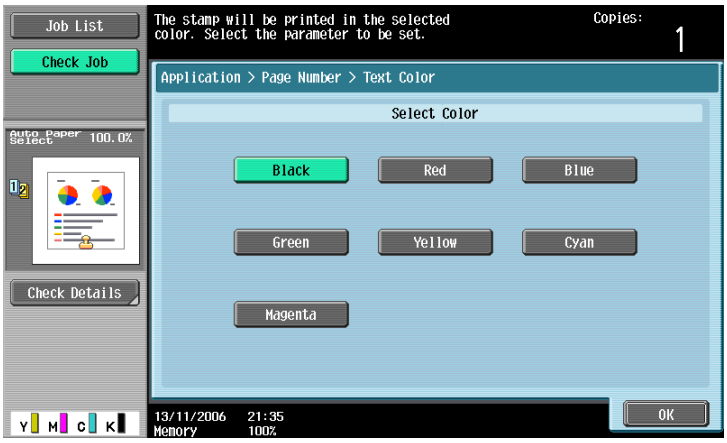
– Blank pages inserted using the "Cover Sheet", "Insert Sheet" and "Chapters" functions are only counted, but page numbers are not printed on them.
– If "Print on Back Cover Only" or "Do Not Print Page Number" is selected under "Cover Sheet", page numbers are printed starting with "2" in single-sided copies and starting with "3" in double-sided copies.
– If "Do Not Print #" is selected, inserted pages are only counted, but page numbers are not printed on them. If "Skip the Page(s)" is selected, inserted pages are not counted and page numbers are not printed on them.

10 Touch [Text Color].

The Text Color screen appears.

11 Select the color, and then touch [OK].

– As the factory default, "Black" is selected.

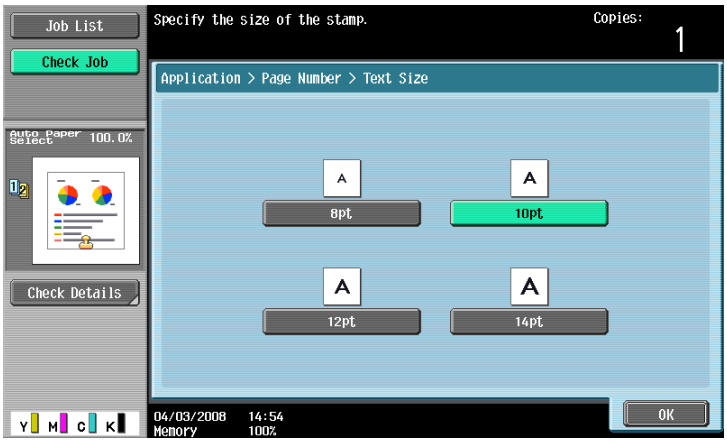


12 Touch [Text Size].

The Text Size screen appears.

13 Select the text size, and then touch [OK].

– As the factory default, "10pt" is selected.



14 Touch [OK], and then touch [Close] in the next screen that appears.

15 Specify any other desired copy settings.

– To cancel the setting and select the default, press the [Reset] key.

16 Using the keypad, type in the desired number of copies.

17 Press the [Start] key.

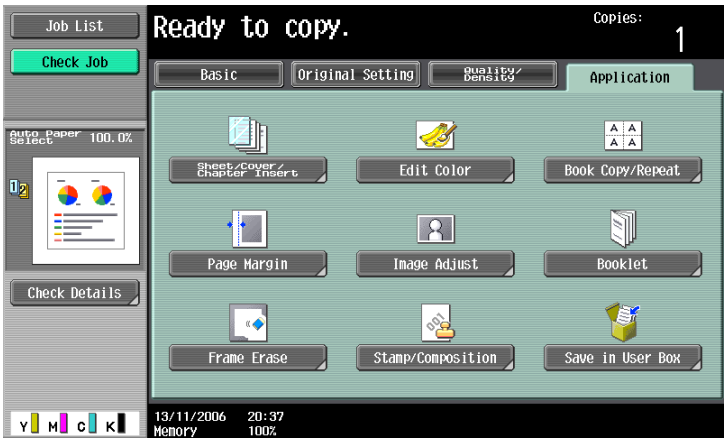
7.20.3 Printing previously registered stamps ("Stamp" function)

1 Position the original to be copied.

– Use the Copy Protection Utility to register a registered stamp. For details on registering stamps, refer to the manual of the Copy Protection Utility.
– For details on positioning the original, refer to "Feeding the original" on page 2-6.

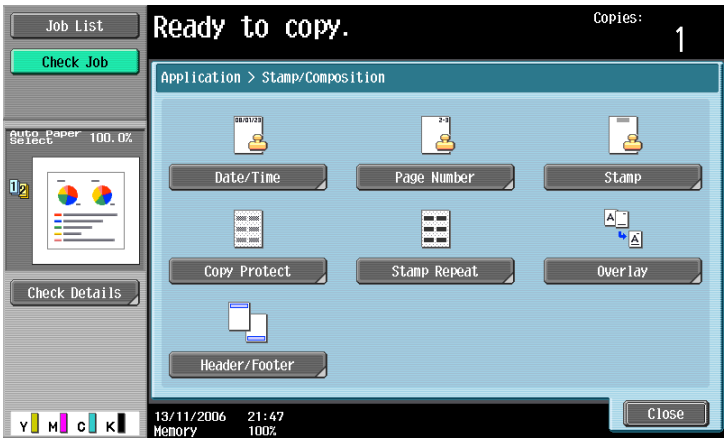
2 Touch [Application], and then touch [Stamp/Composition].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Stamp/Composition screen appears.

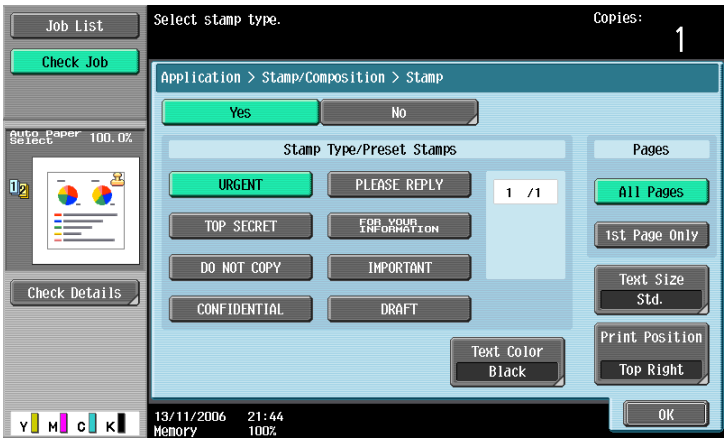
3 Touch [Stamp].



The Stamp screen appears.

4 Select the desired stamp under "Stamp Type/Preset Stamps" or "Stamp Type/Registered Stamps".

– To cancel the "Stamp" function, touch [No].



– Touch [↑] or [↓] to display a different list of preset or registered stamps.
– The stamp of "Stamp Type/Registered Stamps" is displayed only when it is registered with the Copy Protection Utility.
– Only one stamp can be selected.

5 Select the desired setting under "Pages".

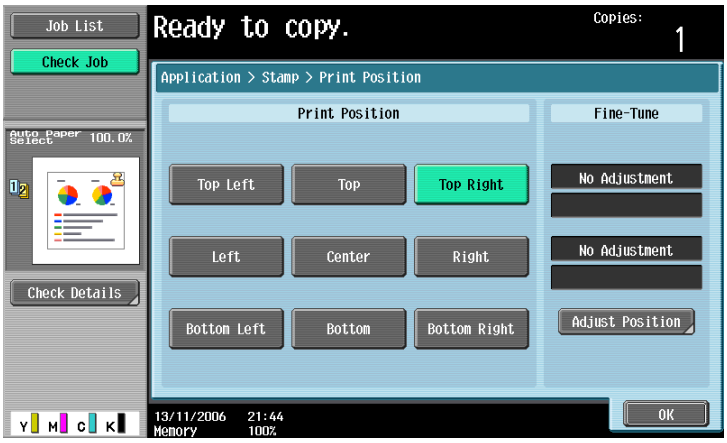
– To print the stamp only on the front cover, touch [1st Page Only].
– The stamp will not be printed on blank pages inserted using the "Cover Sheet", "Insert Sheet" and "Chapters" functions.

6 Touch [Print Position].

The Print Position screen appears.

7 Select the printing position, and then touch [OK].

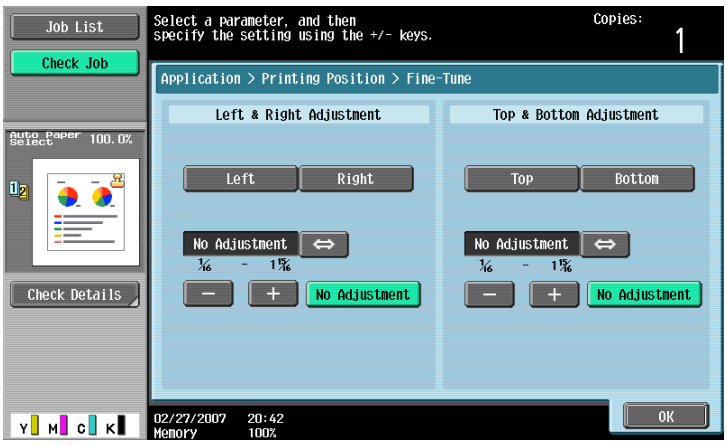
– As the factory default, "Top Right" is selected.



– To make fine adjustments to the printing position, touch [Adjust Position]. Select the desired direction under "Left & Right Adjustment" or "Top & Bottom Adjustment", touch [˙] to switch between the integer and the fraction, touch [–] and [+] to specify the adjustment amount, and then touch [OK].

– If a decimal value is displayed in the screen, press the [C] (clear) key, and then use the keypad to type in the adjustment amount. For details on switching between decimal and fraction values, refer to "System Settings" on page 11-15.

– If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message "Input Error" appears.
Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.



? What are the limits on the adjustment amount?

➔ The print position can be finely adjusted in 1/16 inch increments.

? Can no adjustments be made?

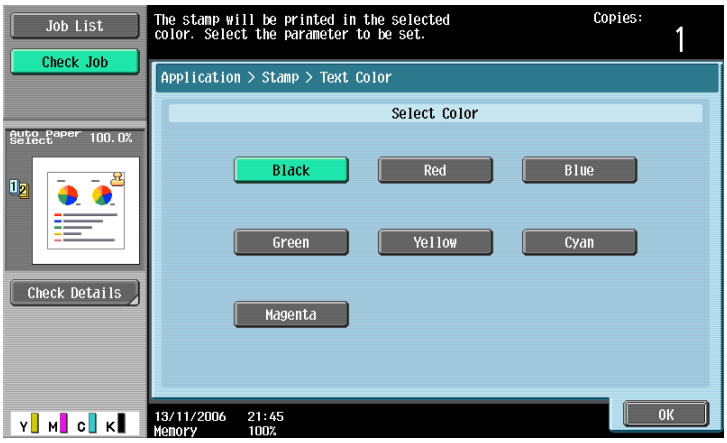
➔ To make no left/right or up/down adjustments, touch [No Adjustment].

8 Touch [Text Color].

The Text Color screen appears.

9 Select the color, and then touch [OK].

– As the factory default, "Black" is selected.

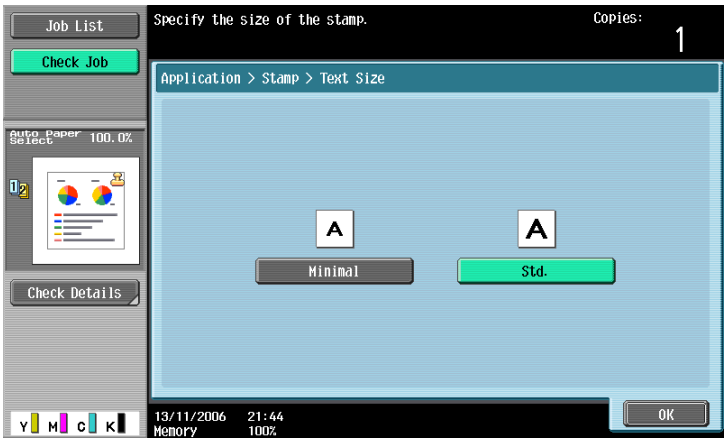


10 Touch [Text Size].

The Text Size screen appears.

11 Select the text size, and then touch [OK].

– As the factory default, "Std." is selected.



12 Touch [OK], and then touch [Close] in the next screen that appears.

13 Specify any other desired copy settings.

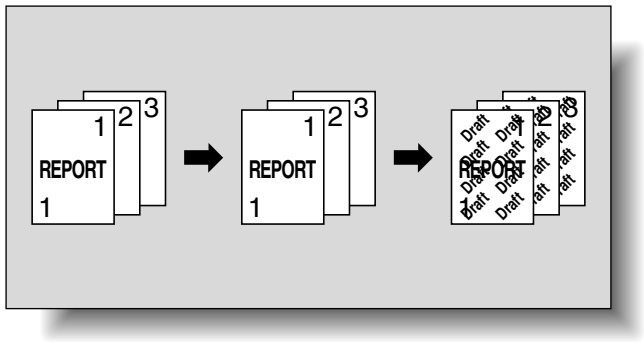
14 Using the keypad, type in the desired number of copies.

15 Press the [Start] key.

Note

Pages printed with the "Single Color" setting and different settings for the print color and stamp color are included in the 2 Color count of the Meter Count.
If "Color" is set to "2 Color", copies where the second color is different from the stamp text color are included in the Full Color count of the Meter Count.

7.20.4 Printing copy protection text ("Copy Protect" function)



Detail

If the "Copy Protect" function is set, hidden text is printed in order to prevent unauthorized copying. When an original printed with copy protection text is copied, the hidden text appears clearly repeated in the copies so that the reader knows that it is a copy.

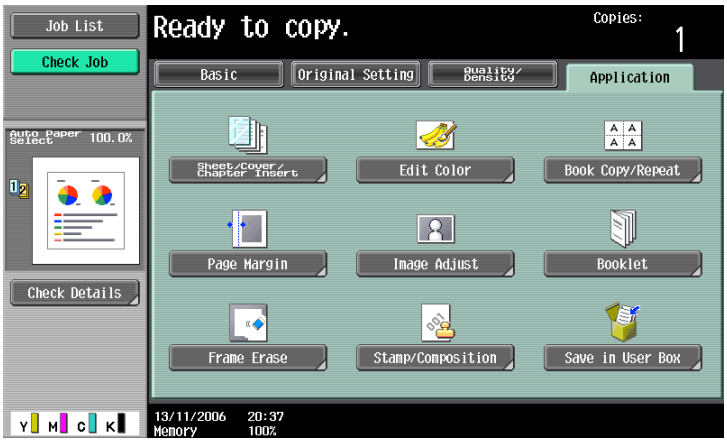
The copy protection text is printed on all pages. The pages cannot be specified.

1 Position the original to be copied.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.

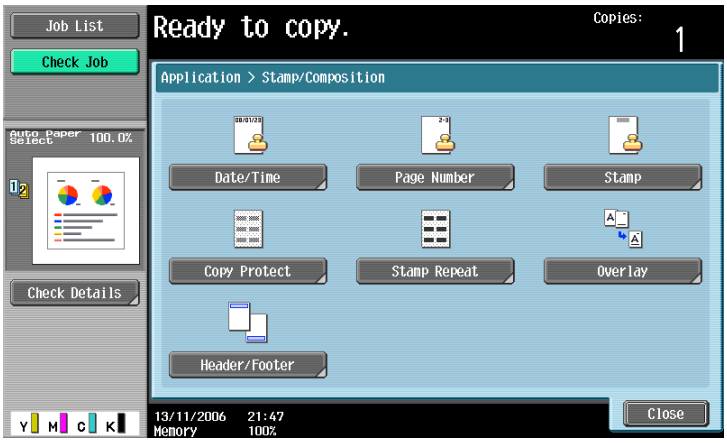
2 Touch [Application], and then touch [Stamp/Composition].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Stamp/Composition screen appears.

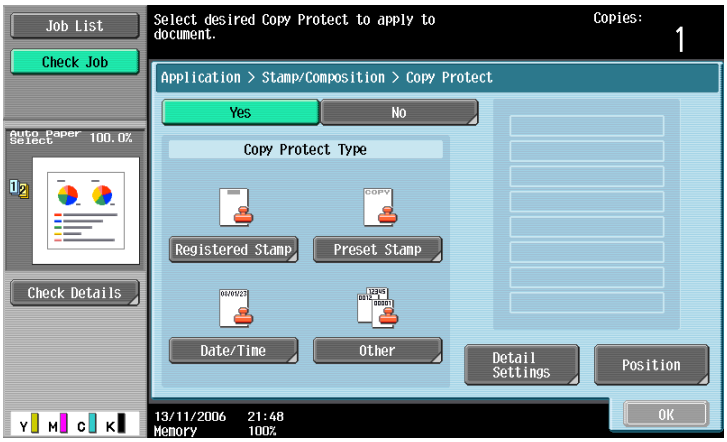
3 Touch [Copy Protect].



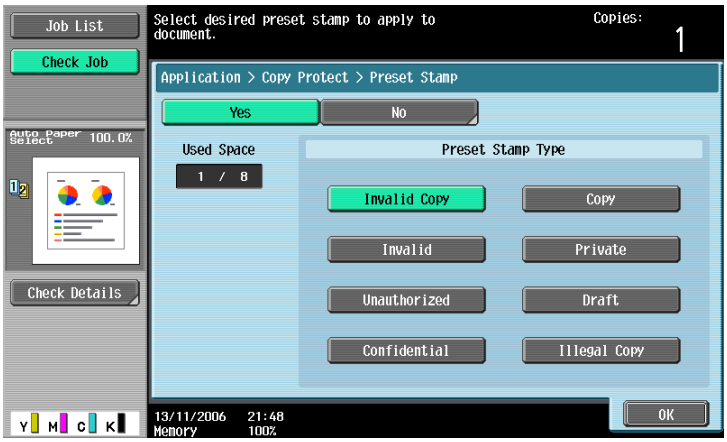
The Copy Protect screen appears.

4 Select the desired type of copy protection text.

– To cancel the "Copy Protect" function, touch [No].

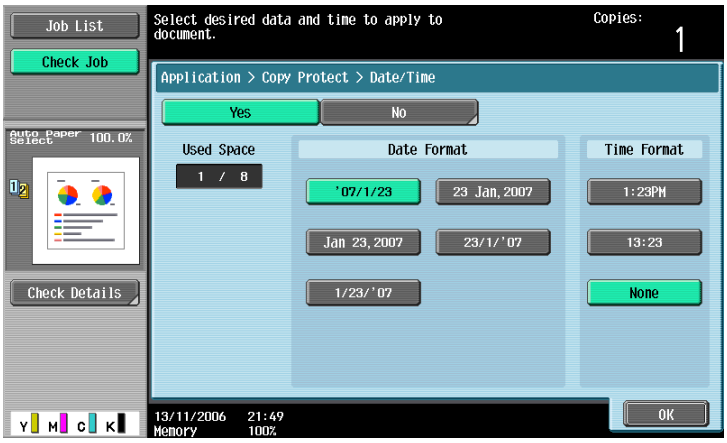


– Touching [Registered Stamp] or [Preset Stamp] displays a screen containing buttons for the available stamps. Touch the button for the desired stamp, and then touch [OK].
– Use the Copy Protection Utility to register a registered stamp. For details on registering stamps, refer to the manual of the Copy Protection Utility.
– The selected copy protection text formats appear in a column at the center of the screen. Up to eight text lines can be combined.
– Multiple registered stamps or preset stamps cannot be selected.

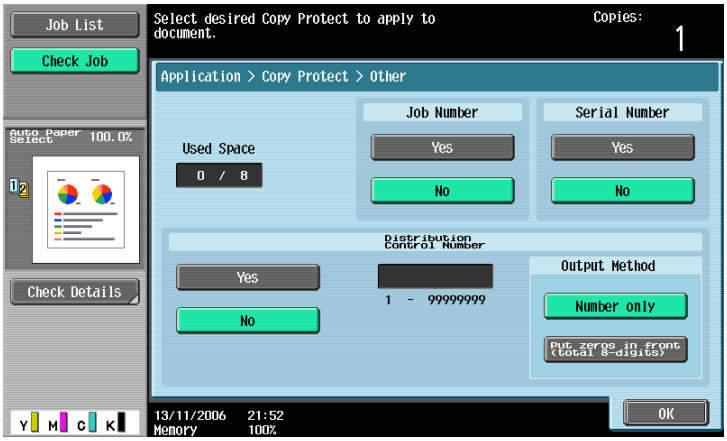


– Touching [Date/Time] displays the Copy Protect > Date/Time screen. Select the desired settings under "Date Format" and "Time Format", and then touch [OK].

– The copy protection date and time that is printed is the date and time when the original is scanned.



– Touching [Other] displays a screen for specifying settings for other stamps. Touch the button for the desired stamp, and then touch [OK].
– To cancel the changes to the settings in each copy protection settings screen, touch [No].
– To print the copy job number, touch [Yes] under "Job Number".
– To print the serial number of this machine, touch [Yes] under "Serial Number". For details on specifying settings for the serial number, contact your service representative.
– To print the copy distribution number, touch [Yes] under "Distribution Control Number". A distribution number between 1 and 99,999,999 can be specified.



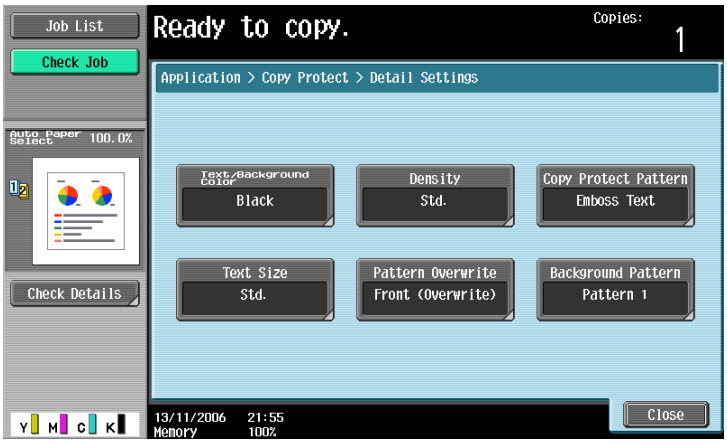
5 Touch [Detailed Settings].

The Detailed Settings screen appears.

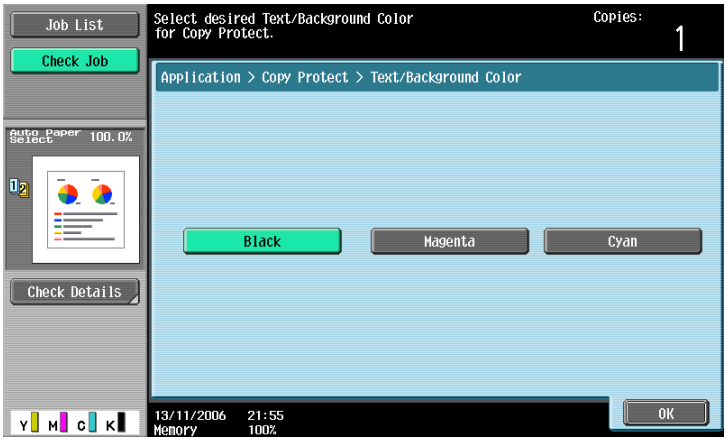
6 Touch the desired button to change the setting values in each setting screen, and then touch [Close].

– As the factory default, the following settings are selected.
Text/Background Color: Black; Density: Std.; Copy Protect Pattern: Emboss Text; Text Size: Std.; Pattern Overwrite: Front (Overwrite); Background Pattern: Pattern 1

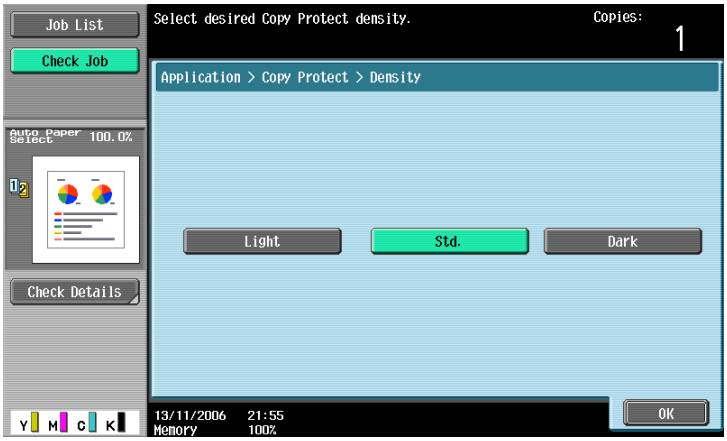
– The setting under "Pattern Contrast" in the Copy Protect Pattern screen can only be specified in single increments between –2 and +2.



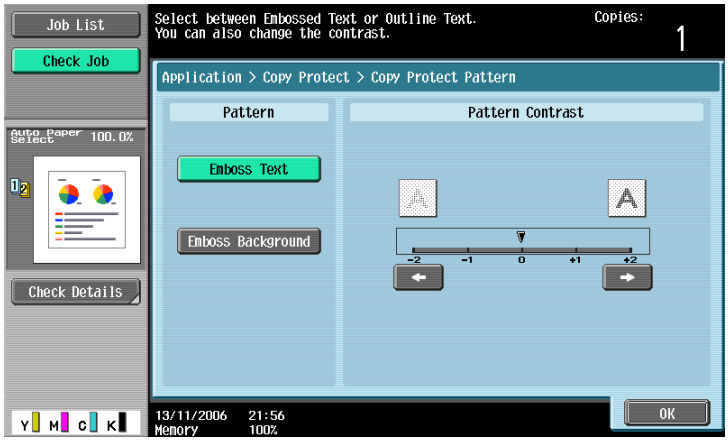
Text/Background Color screen



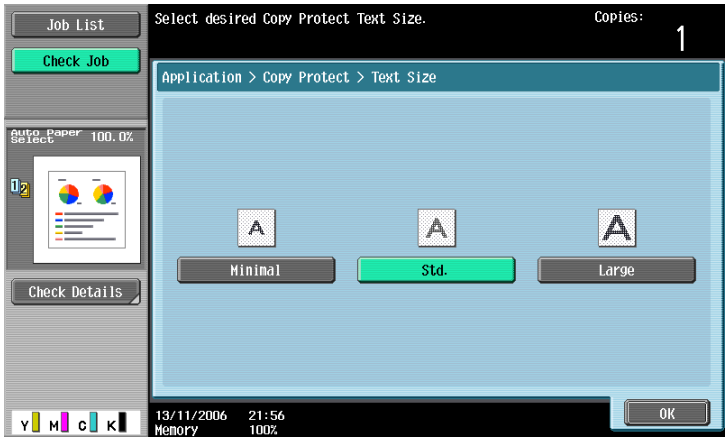
Density screen



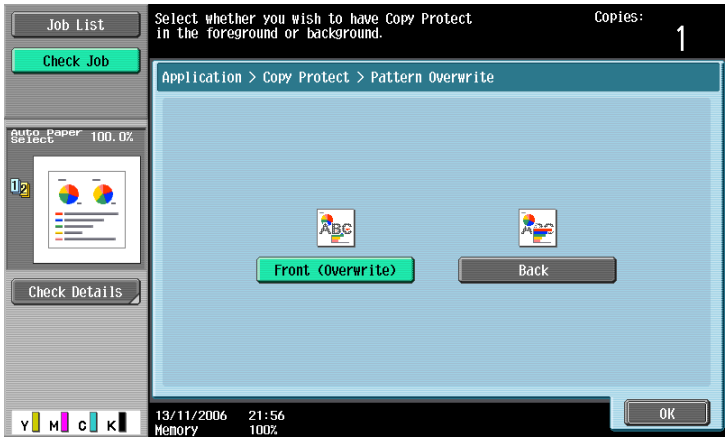
Copy Protect Pattern screen



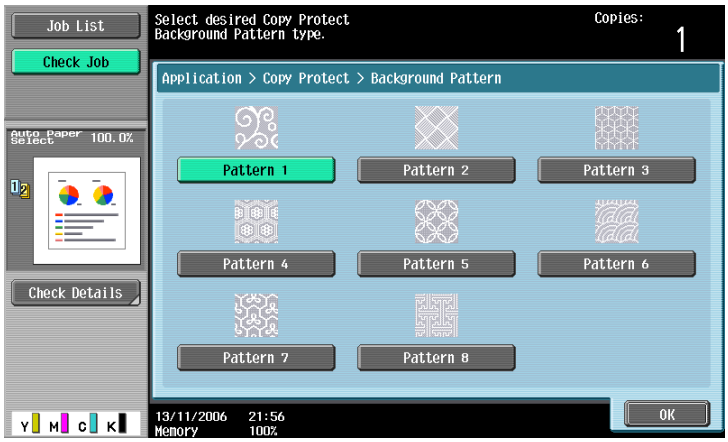
Text Size screen



Pattern Overwrite screen



Background Pattern screen

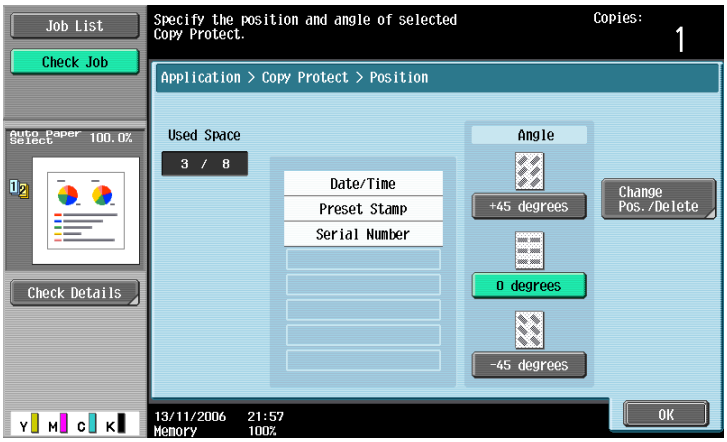


7 Touch [Position].

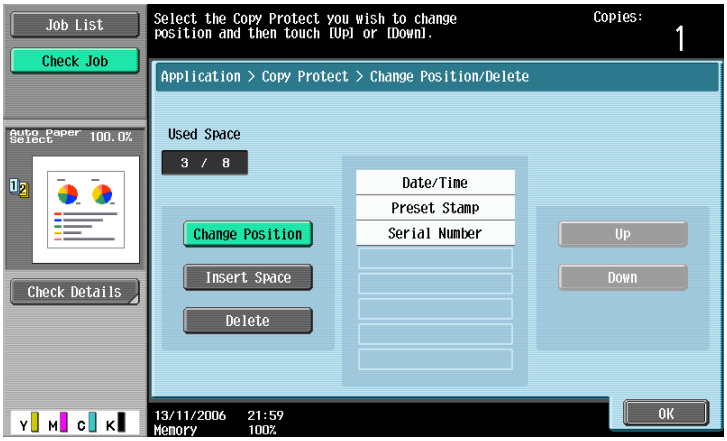
The Position screen appears.

8 Select the text angle, and then touch [OK].

- As the factory default, "0 degrees" is selected.
- If there are no more than four lines in the selected copy protection text, the angle can be changed.

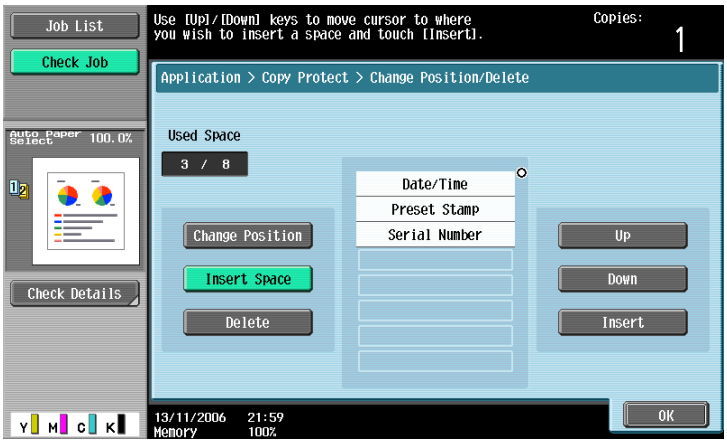


- If desired, touch [Change Pos./Delete] in the Position screen, and then change the arrangement of the text.
- To change the arrangement order, touch [Change Position], select the copy protection text to be moved, and then touch either [Up] or [Down].



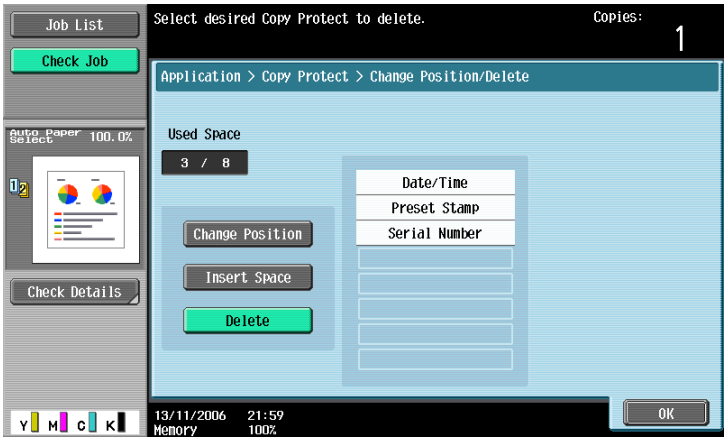
– To add a space to the copy protection text, touch [Insert Space]. Touch either [Up] or [Down] to move the round mark that appeared beside the specified copy protection text type, and then touch [Insert].

Insert Space screen



– To delete the copy protection text, touch [Delete], and then touch the button for the copy protection text to be deleted.

Delete screen



9 Touch [OK] and then touch [Close] in the next screen that appears.

10 Specify any other desired copy settings.

– To cancel the setting and select the default, press the [Reset] key.

11 Using the keypad, type in the desired number of copies.

12 Press the [Start] key.

Note

Pages printed with the "Single Color" setting and different settings for the print color and the color of the copy protection text are included in the 2 Color count of the Meter Count. If "Color" is set to "2 Color", copies where the second color is different from the color of the copy protection text are included in the Full Color count of the Meter Count.

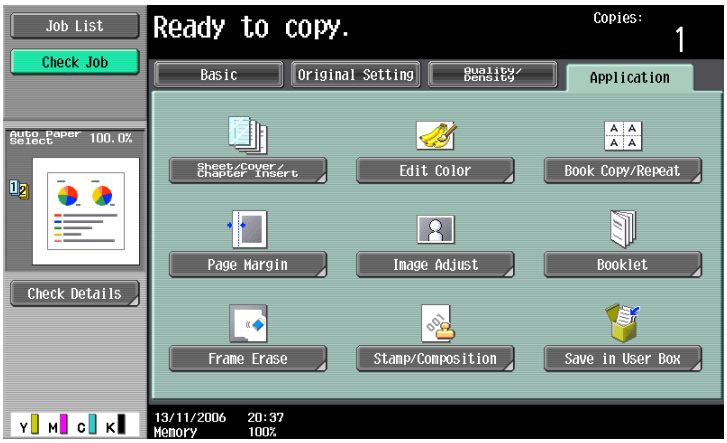
7.20.5 Printing repeating stamps ("Stamp Repeat" function)

1 Position the original to be copied.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.

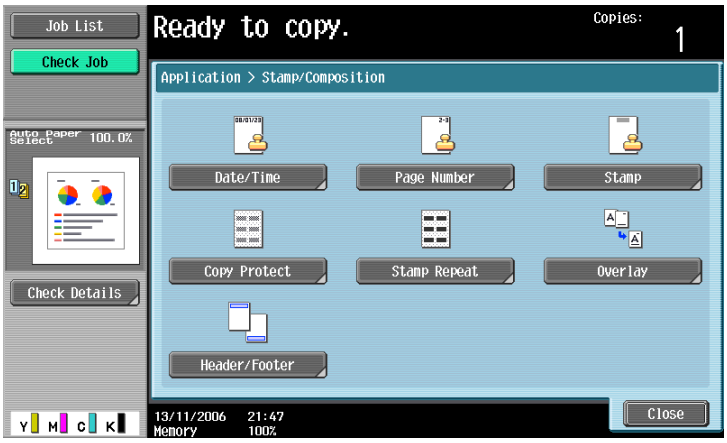
2 Touch [Application], and then touch [Stamp/Composition].

– To cancel all settings for the Application functions, press the [Reset] key.



The Stamp/Composition screen appears.

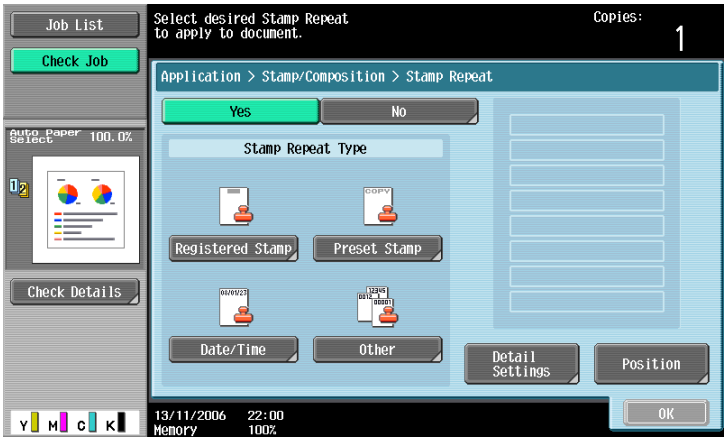
3 Touch [Stamp Repeat].



The Stamp Repeat screen appears.

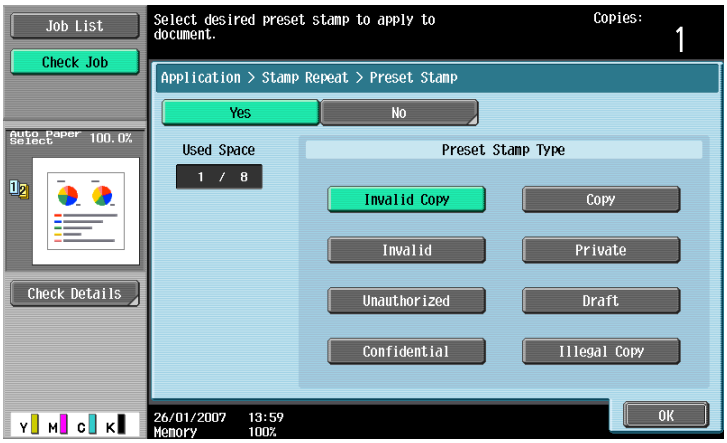
4 Select the desired type of repeating stamp.

– To cancel the "Stamp Repeat" function, touch [No].



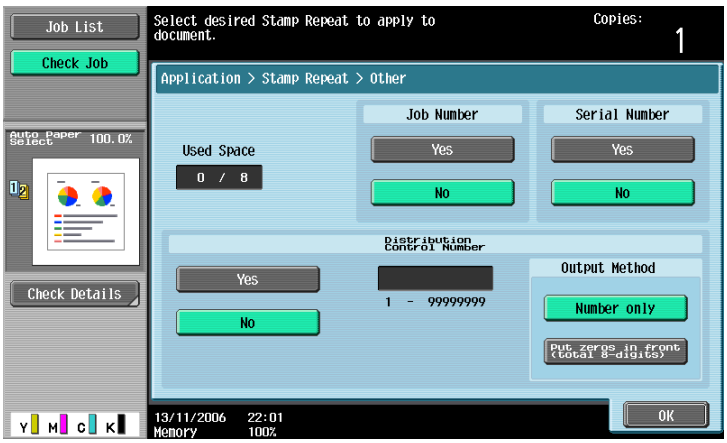
– Touch [Registered Stamp] or [Preset Stamp] to display a screen containing buttons for the available stamps. Touch the button for the desired stamp, and then touch [OK].

- Use the Copy Protection Utility to register a registered stamp. For details on registering stamps, refer to the manual of the Copy Protection Utility.
- The selected repeating stamp formats appear in a column at the center of the screen. Up to eight text lines can be combined.
- Multiple registered stamps or preset stamps cannot be selected.



- Touching [Date/Time] displays the Stamp Repeat > Date/Time screen. Select the desired settings under "Date Type" and "Time Type", and then touch [OK].
- The repeating stamp date and time that is printed is the date and time when the original is scanned.

- Touching [Other] displays a screen for specifying settings for other stamps. Touch the button for the desired stamp, and then touch [OK].
- To cancel the changes to the settings in each repeating stamp settings screen, touch [No].
- To print the copy job number, touch [Yes] under "Job Number".
- To print the serial number of this machine, touch [Yes] under "Serial Number". For details on specifying settings for the serial number, contact your service representative.
- To print the copy distribution number, touch [Yes] under "Distribution Control Number". A distribution number between 1 and 99,999,999 can be specified.

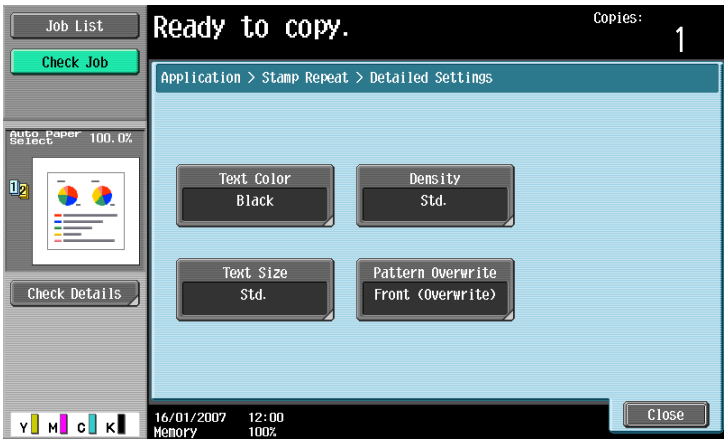


5 Touch [Detailed Settings].

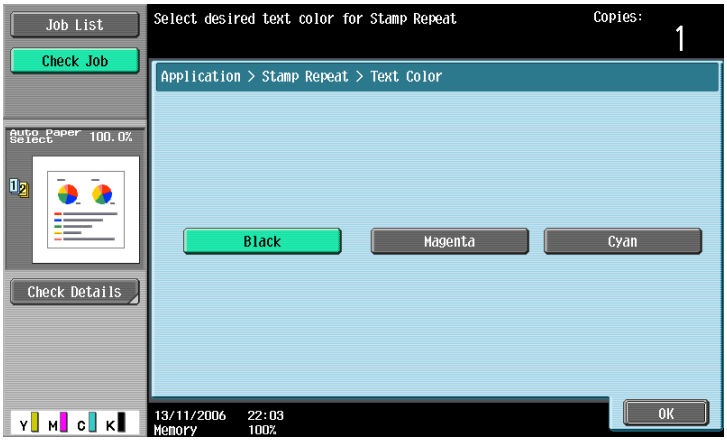
The Detailed Settings screen appears.

6 Touch the desired button to change the setting values in each setting screen, and then touch [Close].

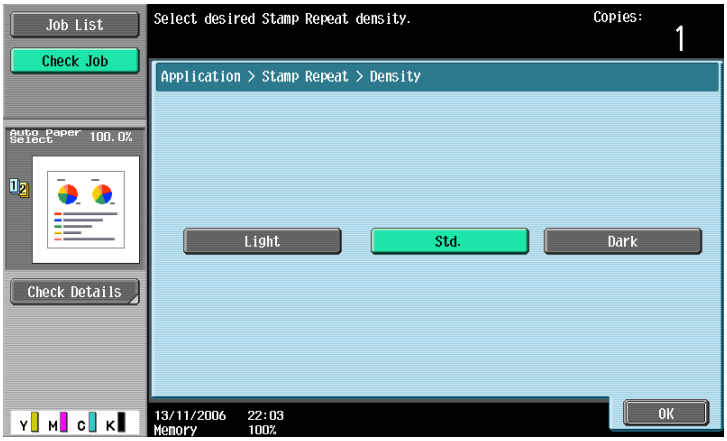
– As the factory default, the following settings are selected. Text Color: Black; Density: Std.; Text Size: Std.; Pattern Overwrite: Font (Overwrite)



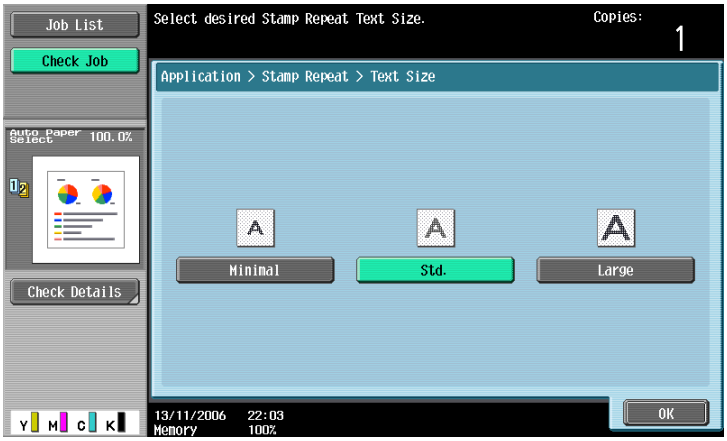
Text Color screen



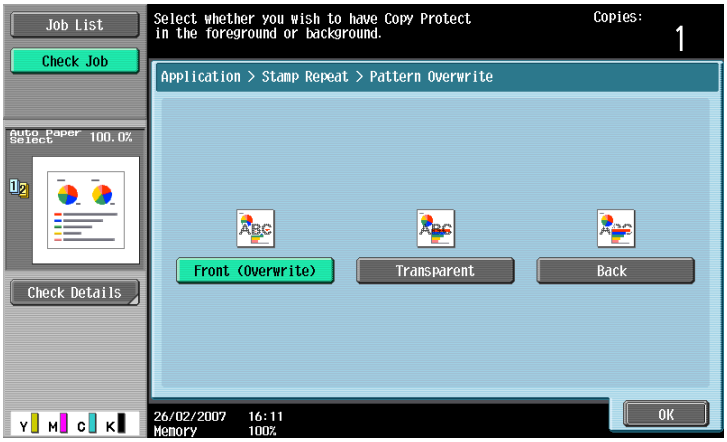
Density screen



Text Size screen



Pattern Overwrite screen

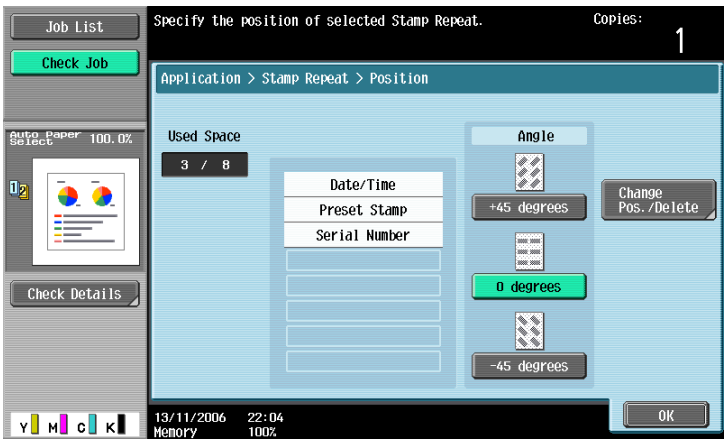


7 Touch [Position].

The Position screen appears.

8 Select the text angle, and then touch [OK].

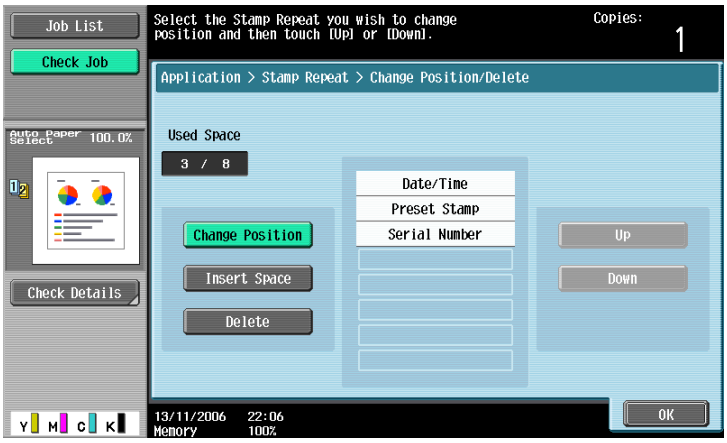
- As the factory default, "0 degrees" is selected.
- If there are no more than four lines in the selected repeating stamp, the angle can be changed.



- If desired, touch [Change Pos./Delete] in the Position screen, and then change the arrangement of the text.

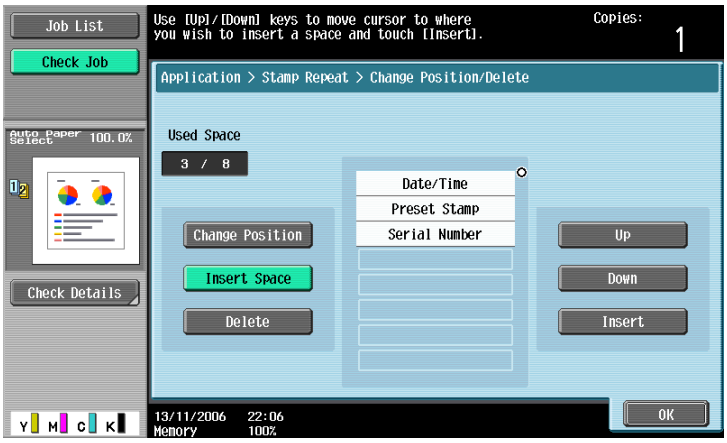
– To change the arrangement order, touch [Change Position], select the repeating stamp text to be moved, and then touch either [Up] or [Down].

Change Position screen



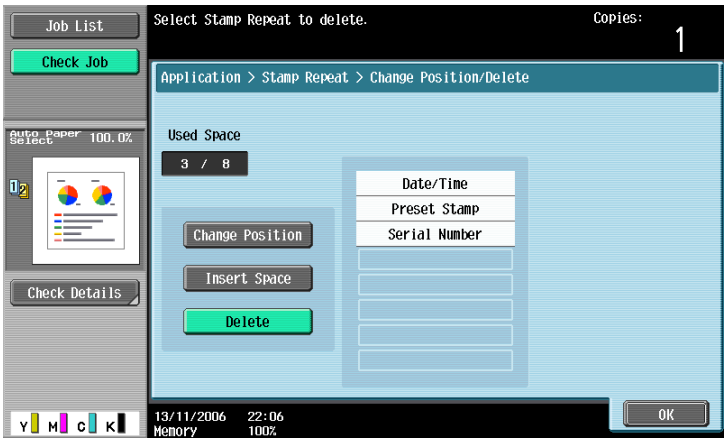
– To add a space to the repeating stamp, touch [Insert Space]. Touch either [Up] or [Down] to move the round mark that appeared beside the specified repeating stamp type, and then touch [Insert].

Insert Space screen



– To delete the repeating stamp text, touch [Delete], and then touch the button for the repeating stamp text to be deleted.

Delete screen



9 Touch [OK], and then touch [Close].

10 Specify any other desired copy settings.

11 Using the keypad, type in the desired number of copies.

12 Press the [Start] key.

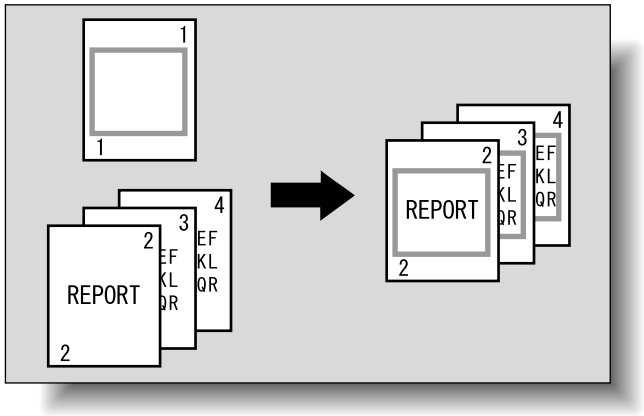
Note

If the original is a single color and "Magenta" or "Cyan" was selected as the color for the repeating stamp, the copies are included in the 2 Color count of the Meter Count. The same will occur if the original is a single color other than black and the color for the repeating stamp is set to "Black".

7.20.6 Printing the image scanned first overlapped by the remaining original pages ("Overlay" function)

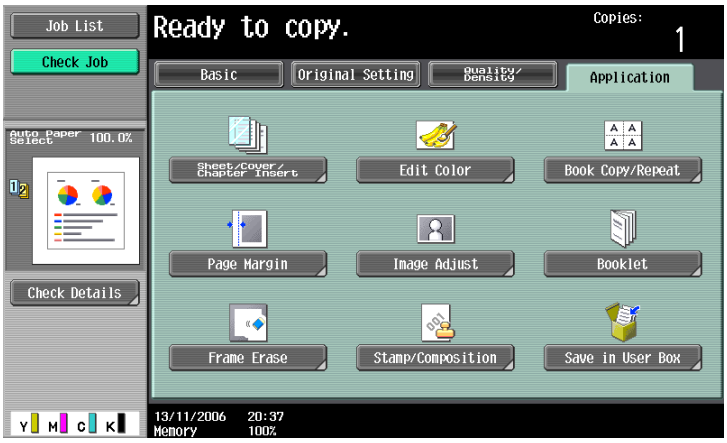
Copies can be printed with the contents of the first scanned original page overlapped by the remaining original pages.

In addition, a scanned original can be stored as a registered overlay and recalled and used later.



1 Position the original for the overlay.

2 Touch [Application], and then touch [Stamp/Composition].



The Stamp/Composition screen appears.

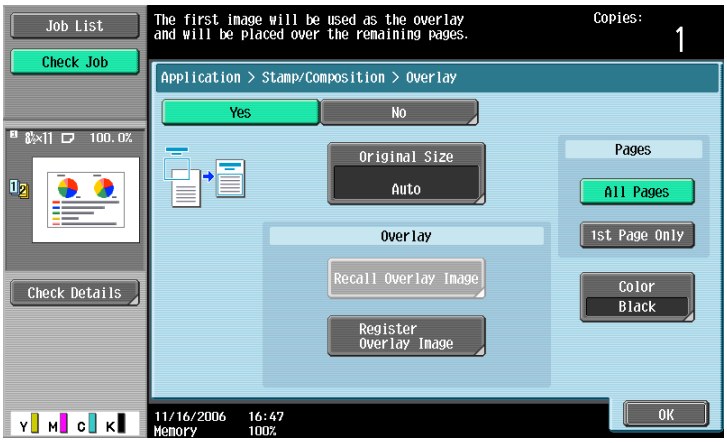
3 Touch [Overlay].

– To cancel the "Overlay" function, touch [No].

The Overlay screen appears.

4 Select pages to be printed in "Pages".

– To print the overlay image only on the first copied page, touch [1st Page Only] under "Pages".

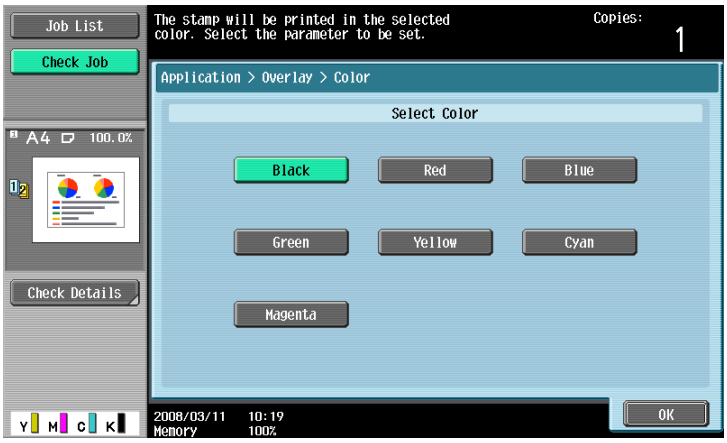


5 Touch [Color].

The Color screen appears.

6 Select the color, and then touch [OK].

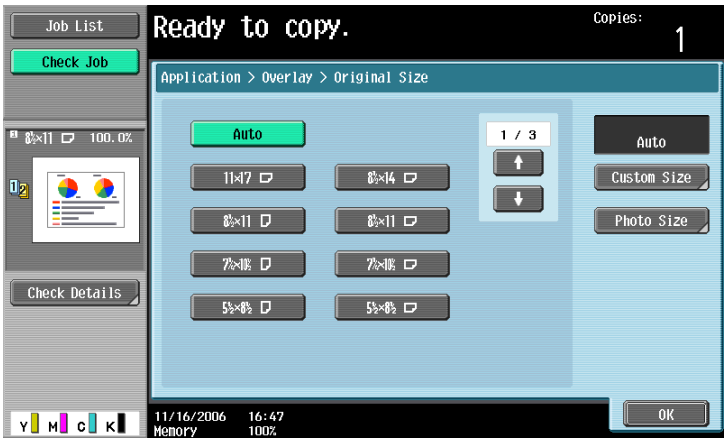
– As the factory default, "Black" is selected.



7 Check the original size of [Original Size], and then touch [OK].

– If the original size cannot be detected automatically or to specify the original size, touch [Original Size], and then specify the original size from any of the screens.
To cancel changes to the settings, touch [Cancel].

Original Size screen



Custom Size screen

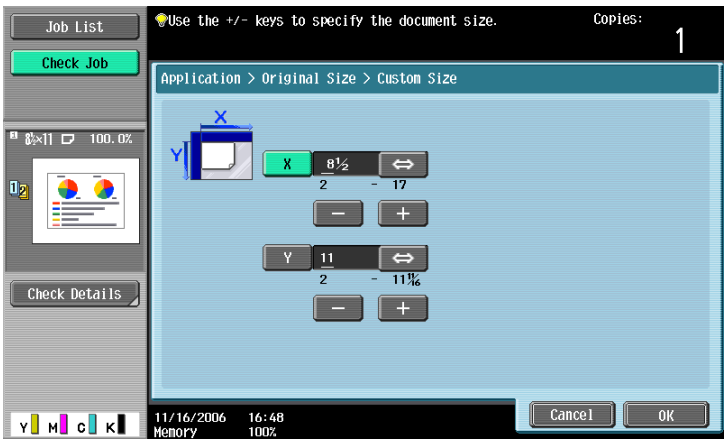
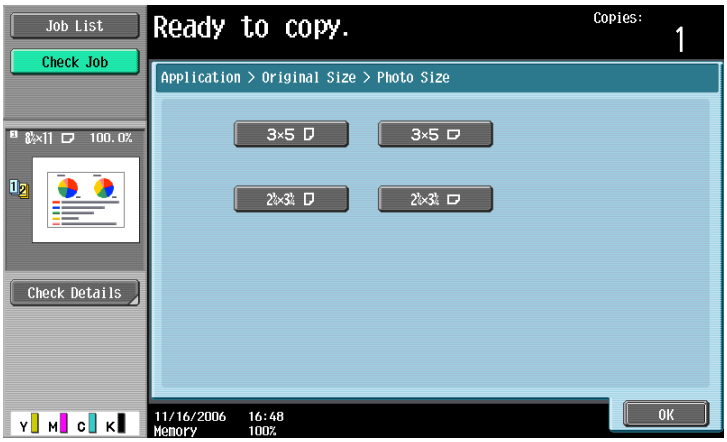


Photo Size screen



8 Touch [Close].

9 Specify any other desired copy settings.

10 Using the keypad, type in the desired number of copies.

11 Press the [Start] key.

7.20.7 Saving a scanned image as a registered overlay ("Overlay" function)

1 In the Overlay screen, touch [Register Overlay Image] under "Overlay".

The Register Overlay Image screen appears.

2 Touch [New].

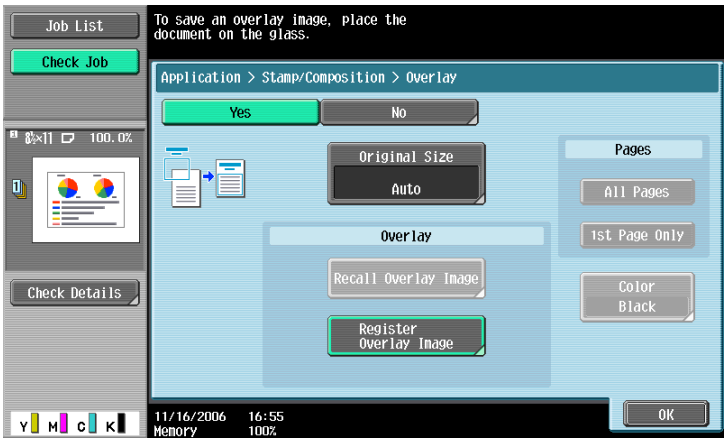
- To overwrite the registered overlay with the new image, select a registered overlay, and then touch [Overwrite].
- To delete a registered overlay, select a registered overlay, and then touch [Delete].
- After touching the button for the registered overlay, the date that the overlay was registered appears.

The Image Name Registration screen appears.

3 Type in the image name, and then touch [OK].

- Touch the buttons in the keyboard that appears in the screen to type. For details on typing in text, refer to "Entering text" on page 12-2.

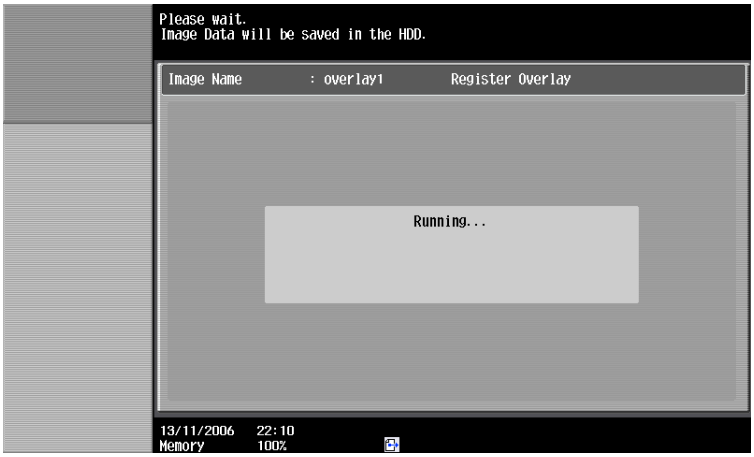
4 Touch [OK], and then touch [Close].



5 Specify any other desired copy settings.

6 Press the [Start] key.

7 The original is scanned, then saved as a registered overlay.



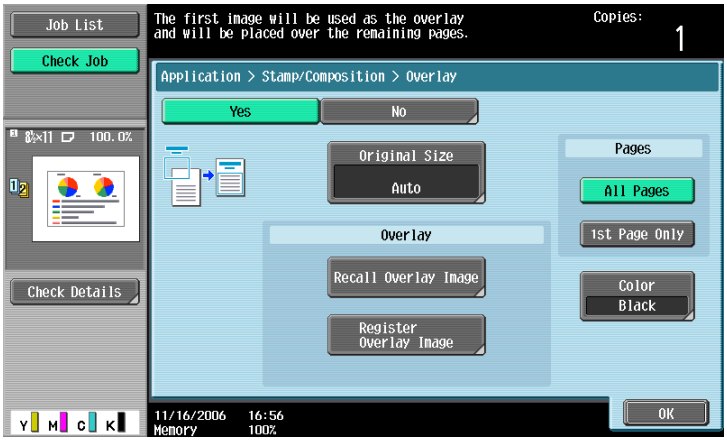
Note

With the "Restrict User Access" parameter in Administrator mode, changes to a registered overlay without administrator permission can be prevented.

7.20.8 Using a registered overlay ("Overlay" function)

1 In the Overlay screen, touch [Recall Overlay Image].

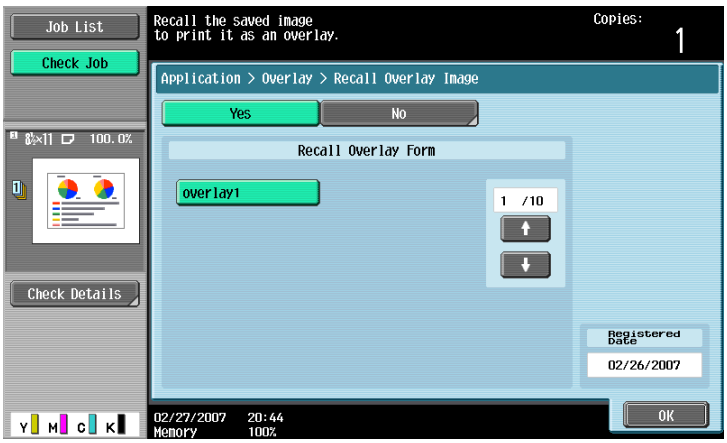
– To cancel the "Overlay" function, touch [No].



The Recall Overlay Image screen appears.

2 Touch the button for the registered overlay to be used, and then touch [OK].

– After touching the button for the registered overlay, the date that the overlay was registered appears.



3 Touch [OK] and then touch [Close] in the next screen that appears.

4 Specify any other desired copy settings.

5 Using the keypad, type in the desired number of copies.

6 Press the [Start] key.

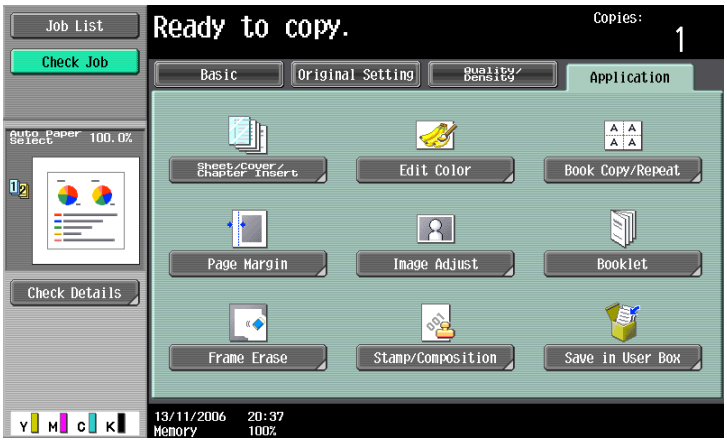
7.20.9 Printing a header/footer ("Header/Footer" function)

✔ In order to use headers/footers, a header/footer must be registered in advance from Administrator mode. For details on registering headers/footers, refer to "Specifying headers/footers" on page 11-62.

1 Position the original to be copied.

– For details on positioning the original, refer to "Feeding the original" on page 2-6.

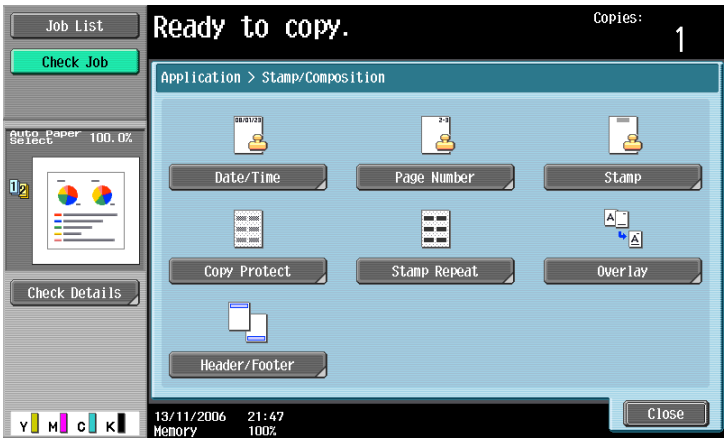
2 Touch [Application], and then touch [Stamp/Composition].



3 Touch [Header/Footer].

– To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.

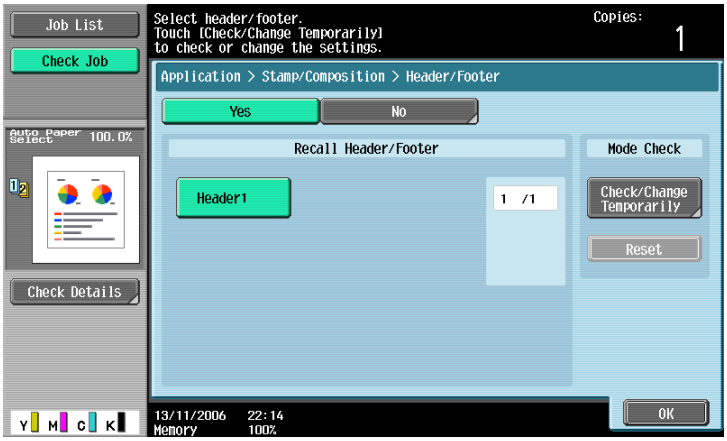
– If no header/footer is registered in Administrator mode, [Header/Footer] does not appear.



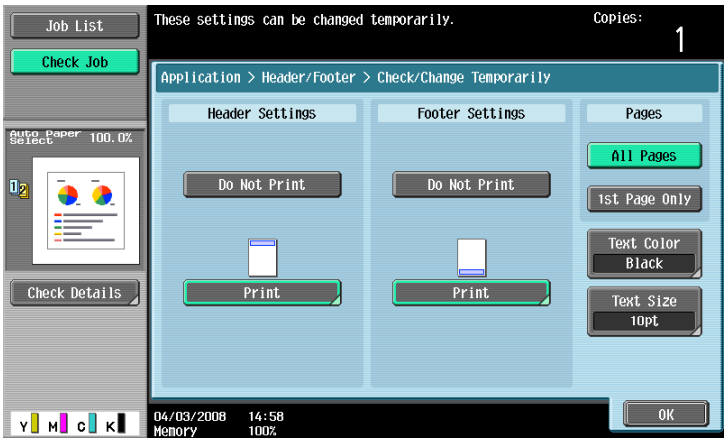
The Header/Footer screen appears.

4 Under "Recall Header/Footer", touch the button of the header/footer to be used, and then touch [OK].

– If the printing color and the specified color of the header/footer are different, the copies are included in the 2 Color count of the Meter Count.
If "Color" is set to "2 Color", copies where the second color is different from the stamp text color are included in the Full Color count of the Meter Count.



– To check or temporarily change the header/footer settings, touch [Check/Change Temporarily].



5 Touch [OK], and then touch [Close].

6 Specify any other desired copy settings.

7 Using the keypad, type in the desired number of copies.

8 Press the [Start] key.

7.21 Saving the scanned original in a user box ("Save in User Box" function)

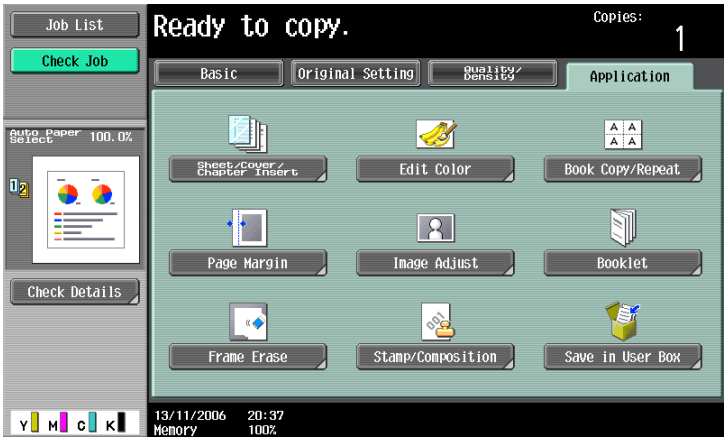
A scanned original can be saved in a user box. Documents saved in user boxes can be printed when necessary.

Detail

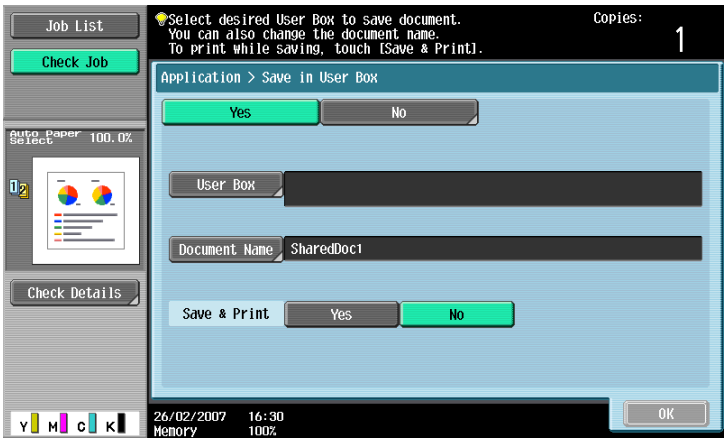
For details on the user box settings, refer to the User's Guide [Box Operations].

1 Position the original to be copied.

2 Touch [Application], and then touch [Save in User Box].



3 Touch [User Box].

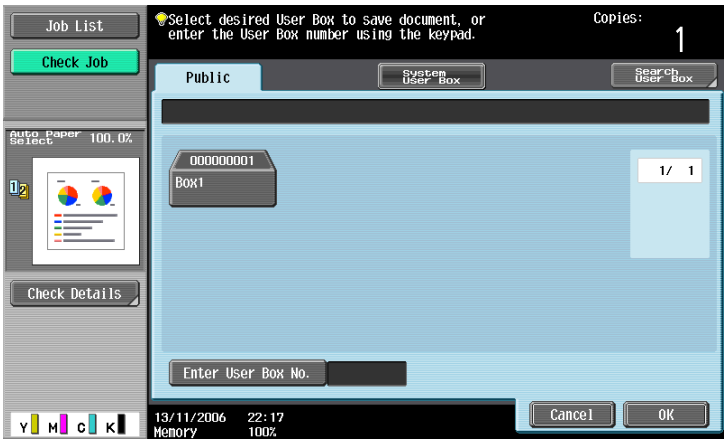


A screen for selecting a user box appears.

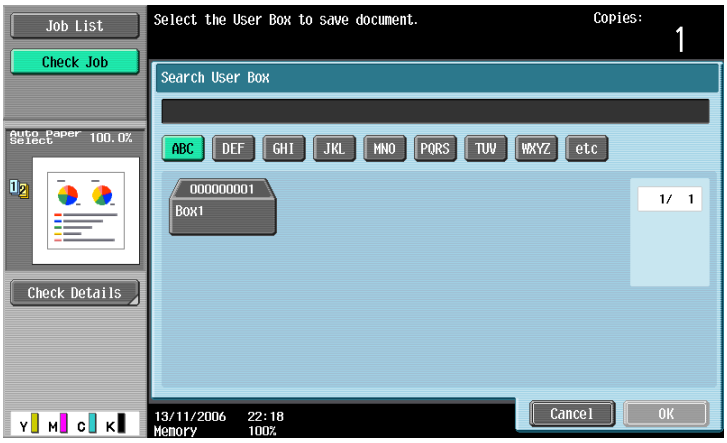
4 Select the user box where the data is to be saved.

- Touch the tab containing the desired user box, and then button for the user box.
- To type in a user box number to specify the user box, touch [Enter User Box No.].

– It is not necessary to enter the password when saving data, even if a password has been specified for the box.

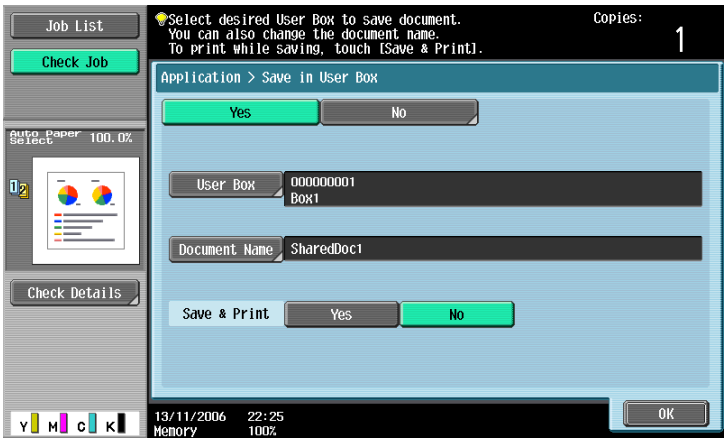


– Touching [Search User Box] displays the Search User Box screen.
User boxes can be searched for by the first letter of their name. Touch [etc] or the button that includes the first letter of the user box name to display a list of user boxes starting with the selected letter. A user box can be selected from this screen.



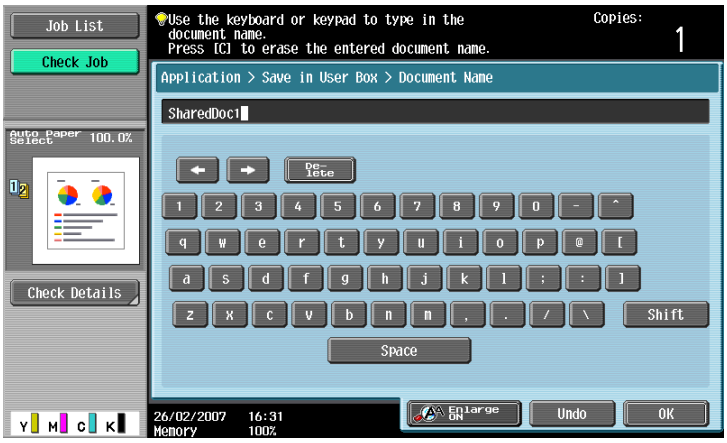
5 Touch [OK].

6 Check the name of the document to be saved. To change the name that is automatically specified, touch [Document Name].

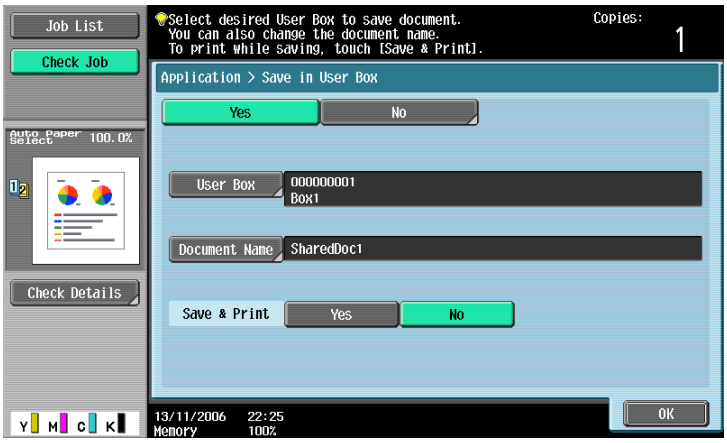


7 After typing in the name, touch [OK].

– For details on typing in text, refer to "Entering text" on page 12-2.



8 Select whether or not a copy will also be printed when the data is saved. To print a copy, touch [Yes] beside "Save & Print".



9 Touch [OK].

– To cancel the "Save in User Box" function, touch [No].

The Application screen appears again.

10 Specify any other desired copy settings.

11 Press the [Start] key.

If [Yes] beside "Page Print" was selected, the scanned original is copied and the document data is saved in the specified user box.
If [No] beside "Page Print" was selected, the data for the scanned original is saved in the specified user box.

Detail

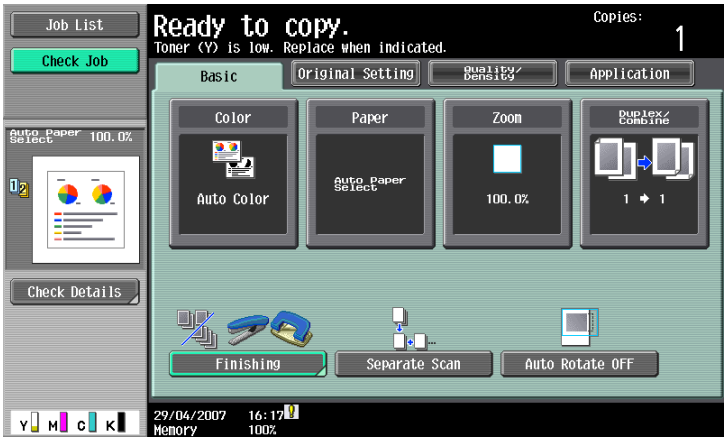
For details on using documents saved in user boxes, refer to the User's Guide [Box Operations].

8 Replacing toner cartridges and staple cartridges and emptying punch scrap box

8 Replacing toner cartridges and staple cartridges and emptying punch scrap box

8.1 Replacing the toner cartridge

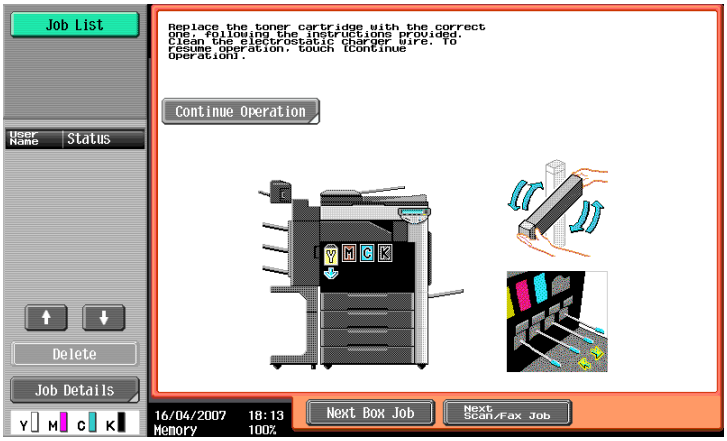
When the toner is about to run out, an advanced warning message similar to the one shown below appears.



Detail

When the message appears, prepare to replace the toner cartridge according to your maintenance agreement.

When the toner is empty, a message similar to the one shown below appears, warning that the toner cartridge should be replaced.



Note

After the message appears, the machine stops operating. Replace the toner cartridge according to your maintenance agreement. In addition, do not replace the toner cartridge for any color not indicated in the message.

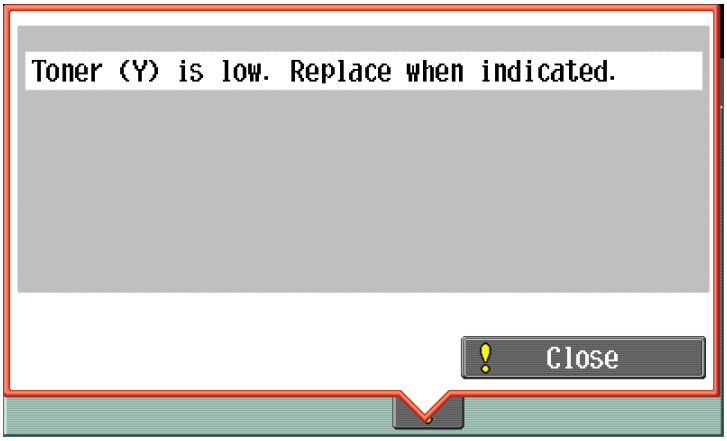
If toner other than black is empty, printing can continue in black.
Touch [Continue Operation], and then select the job to be printed.

Detail

For details on replacing the toner cartridge, refer to "To replace the toner cartridge" on page 8-4.

Display in Enlarge Display mode

When the toner is about to run out, a screen similar to the one shown below appears.



When the toner is empty, the screen shown below appears.

⚠ CAUTION

Handling toner and the toner cartridges

➔ Do not throw toner or the toner cartridge into a fire.

➔ Toner expelled from the fire may cause burns.

⚠ CAUTION

Precautions for toner spills

➔ Be careful not to spill toner inside the machine or get toner on your clothes or hands.

➔ If your hands become soiled with toner, immediately wash them with soap and water.

➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

8.1.1 To replace the toner cartridge

The procedure for replacing any of the toner cartridges (yellow (Y), magenta (M), cyan (C) or black (K)) is the same.

Example: Replacing the black toner cartridge

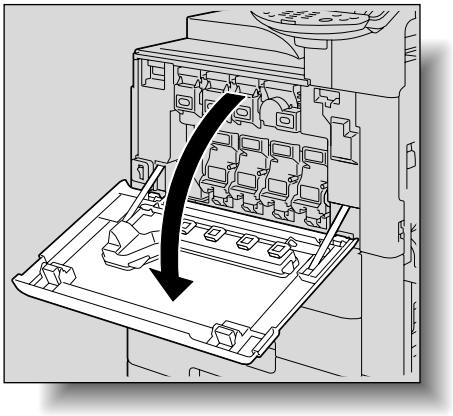
Note

Be careful about the installation location of the toner cartridges, since it is different for other colors.

The shape of the black toner cartridge is different from the shapes of the toner cartridges for the other colors.

1 Open the machine's front door.

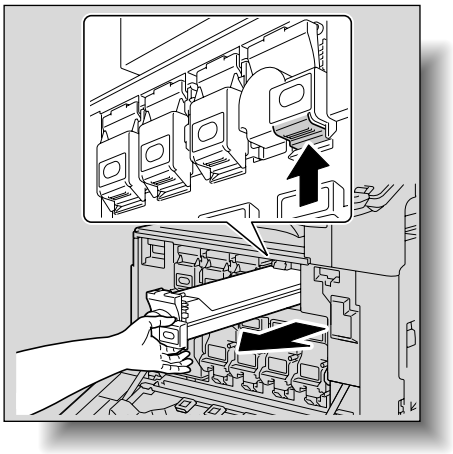
– Check that a toner cartridge of the same color as the one to be replaced has been prepared.



2 Pull up the locking tab of the empty toner cartridge to unlock it. Pull out the toner cartridge as far as possible, and then pull it up to remove it.

? How are used toner cartridges disposed of?

➔ Do not throw away used toner cartridges. Instead, keep them in their boxes to be collected by your service representative.



3 Prepare the new toner cartridge.

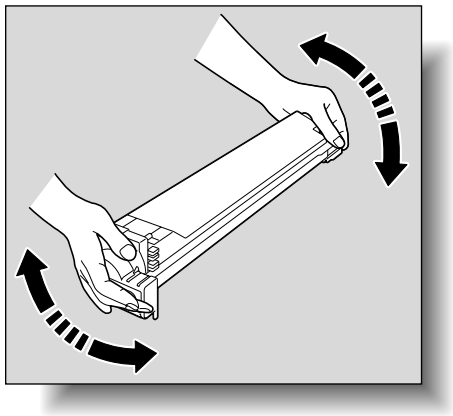
– Make sure that the toner cartridge is the same color as the label in the cartridge compartment.

? Can a toner cartridge of a different color be installed?

➔ The toner cartridge of a color different than the one that was removed cannot be installed. If the wrong toner cartridge is installed with extreme force, the machine may be damaged.

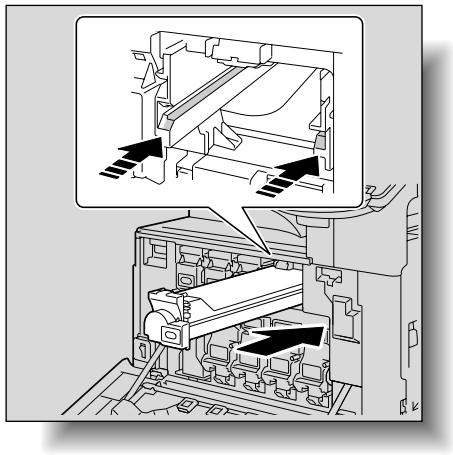
4 Remove the new toner cartridge from its packaging, and then shake the cartridge up and down 5 to 10 times.

– The toner within the toner cartridge may have become compacted. If it has, be sure to shake the toner cartridge until the toner is mostly broken up before installing the cartridge.

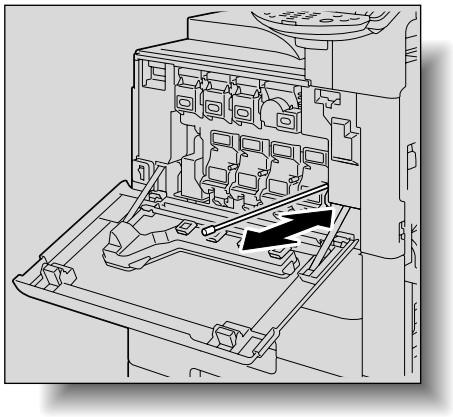


5 Align the toner cartridge with the slots in the machine, and then insert the cartridge until the locking tab locks into place.

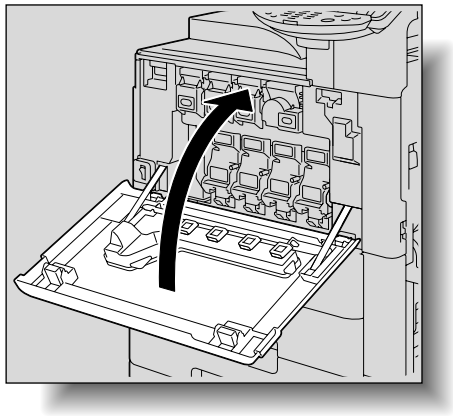
– When inserting the new toner cartridge, fully insert it until it snaps into place.



6 Slowly pull out the charger-cleaning tool as far as possible.
Next, slowly push in the charger-cleaning tool as far as possible.
Repeat the above operations three times.



7 Close the front door.



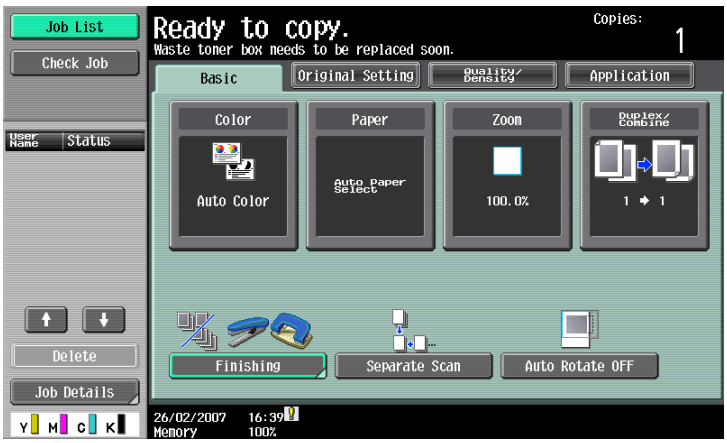
...

Reminder

When replacing a toner cartridge, be sure to clean the electrostatic charger wire corresponding to the color of the replaced toner cartridge.

8.2 Replacing the waste toner box

When it is almost time to replace the waste toner box (and if it is replaceable by the user), the message shown in the following illustration appears, warning about the replacement period.



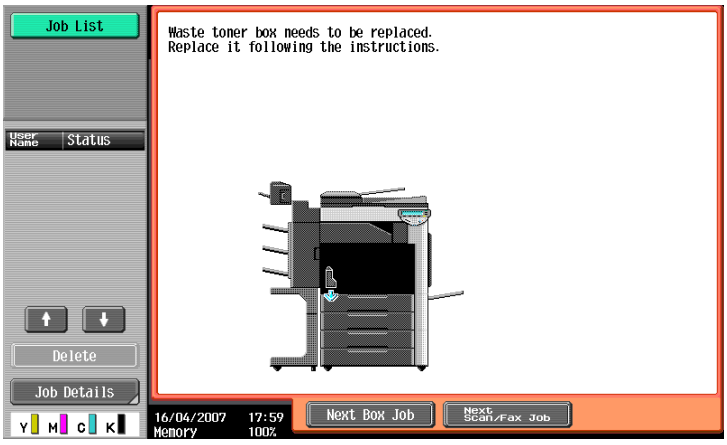
Note

When the message appears, replace the waste toner box according to your maintenance agreement.

Detail

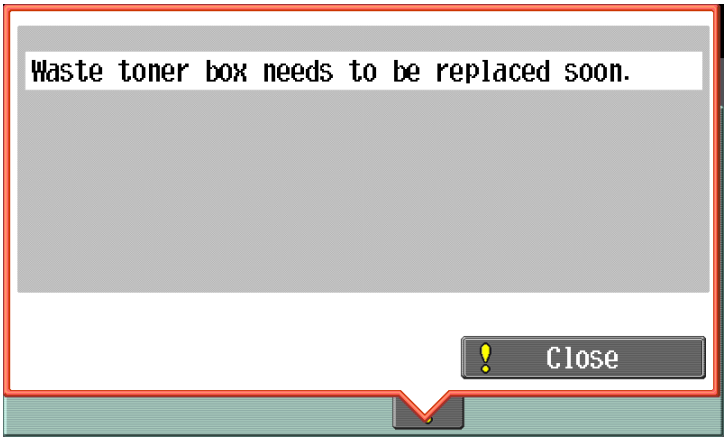
The number of copies that can be made from the time that the message "Waste toner box needs to be replaced soon." appears until the time that the message "Waste toner box needs to be replaced. Replace it following the instructions." appears differs depending on the specified copy settings and the consumables/parts.

When it is time to replace the waste toner box (and if it is replaceable by the user), the message "Waste toner box needs to be replaced. Replace it following the instructions." appears and the machine stops operating.

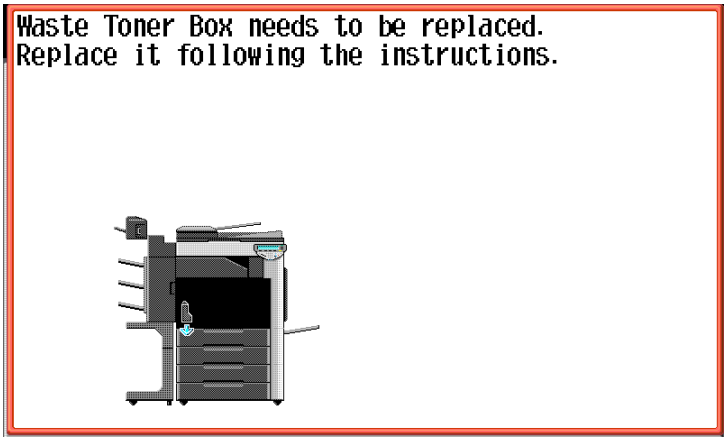


Display in Enlarge Display mode

When it is almost time to replace the waste toner box, the screen shown below appears.

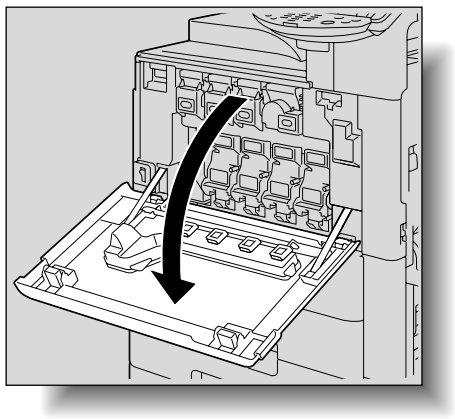


When the time to replace the part is reached, the following screen appears.

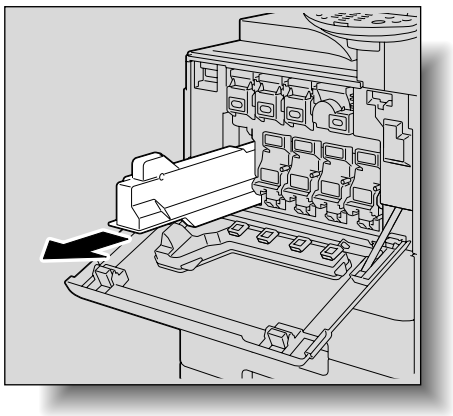


8.2.1 To replace the waste toner box

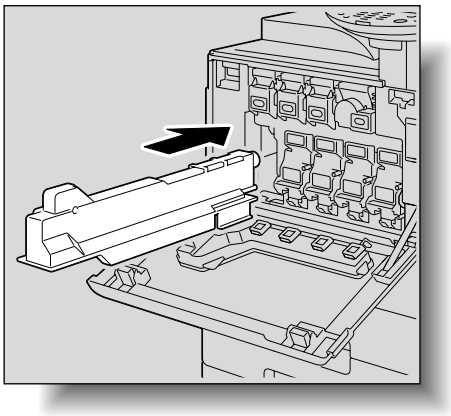
1 Open the machine's front door.



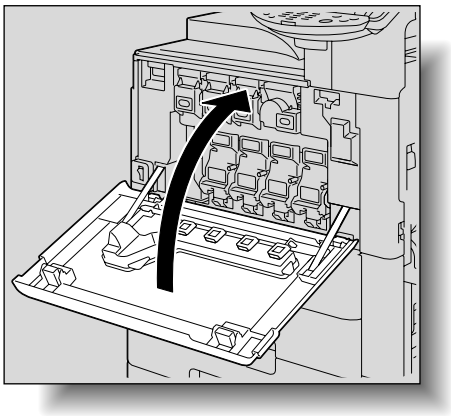
2 Lift up and remove the waste toner box.



3 Install the new waste toner box.



4 Close the front door.



⚠ CAUTION

Handling toner and the waste toner box

➔ Do not throw toner or the waste toner box into a fire.

➔ Toner expelled from the fire may cause burns.

⚠ CAUTION

Precautions for toner spills

➔ Be careful not to spill toner inside the machine or get toner on your clothes or hands.

➔ If your hands become soiled with toner, immediately wash them with soap and water.

➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

...

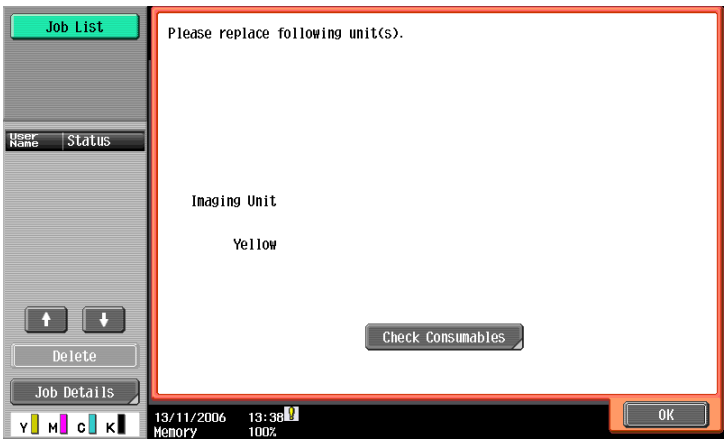
Reminder

Do not tilt the removed waste toner box, otherwise waste toner may spill.

Do not throw away used waste toner boxes. Instead, keep them in their boxes to be collected by your service representative.

8.3 Replacing an imaging unit

When it is almost time to replace an imaging unit, an advanced warning message similar to the one shown below appears (when performed by the user).



Note

When the message appears, prepare to replace the imaging unit according to your maintenance agreement.

When the time to replace the imaging unit is reached, an advanced warning message similar to the one shown below appears.

Note

When the message appears, replace the imaging unit according to your maintenance agreement.

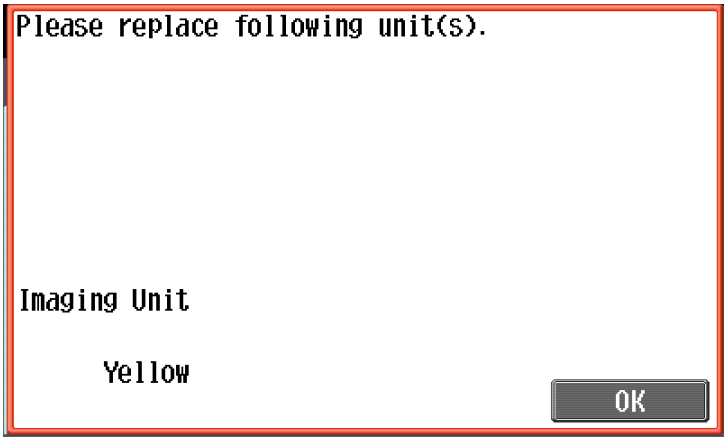
If it is time to replace an imaging unit other than the black imaging unit, printing can continue in black. Touch [Continue Operation], and then select the job to be printed.

Detail

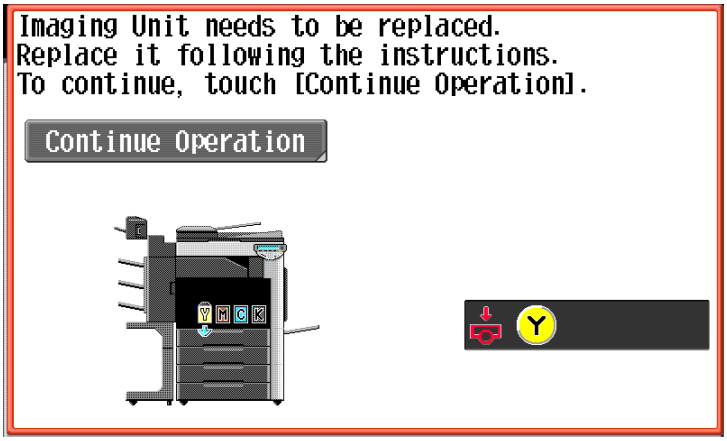
For details on replacing the imaging unit, refer to "To replace the imaging unit" on page 8-13.

Display in Enlarge Display mode

When it is almost time to replace the waste toner box, the screen shown below appears.



When it is time to replace the part, the screen shown below appears.



...

Reminder

Be sure to replace the imaging unit only after the message "Please replace following unit(s)." appears. In addition, do not replace the imaging unit of any color other than the one indicated in the message on the touch panel.

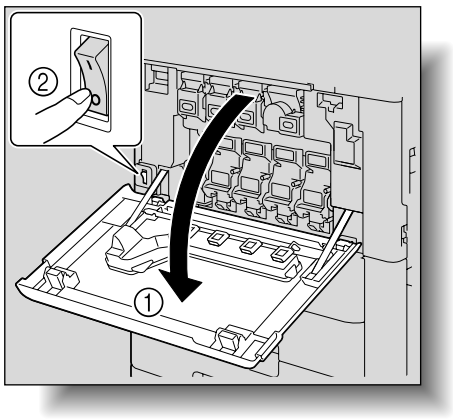
8.3.1 To replace the imaging unit

1 Press the sub power switch.

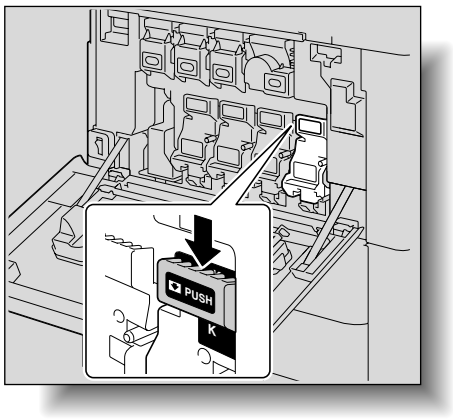
Check that the touch panel is turned off.

2 Open the front door, and then set the main power switch to "○".

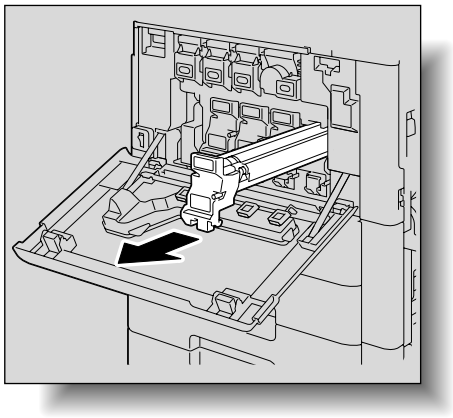
– Check that an imaging unit of the same color as the one to be replaced has been prepared.



3 Press down to release the unlock lever of the imaging unit to be replaced.

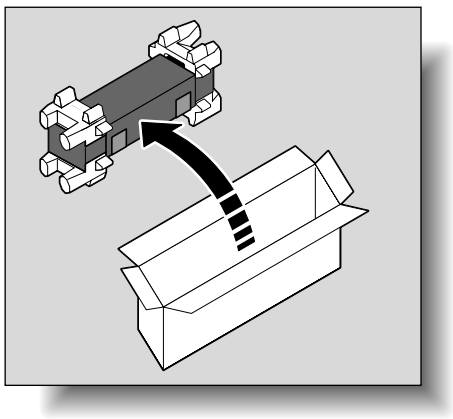


4 Pull the imaging unit towards you to remove it.

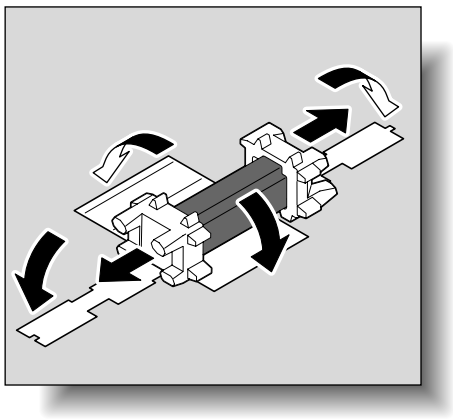


5 Remove the imaging unit from its packaging.

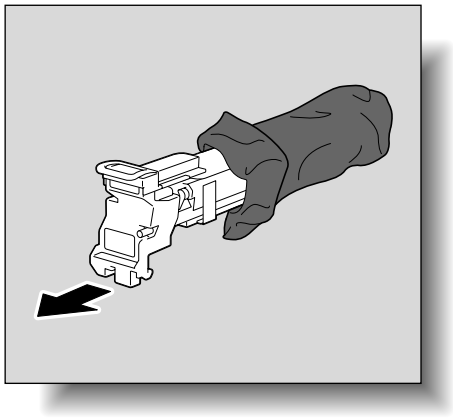
- The imaging unit can easily be damaged by light. Leave the imaging unit in the black protective bag until immediately before it is to be installed.
- Do not hold the top part of the imaging unit, otherwise the PC drum may be damaged, resulting in decreased image quality.



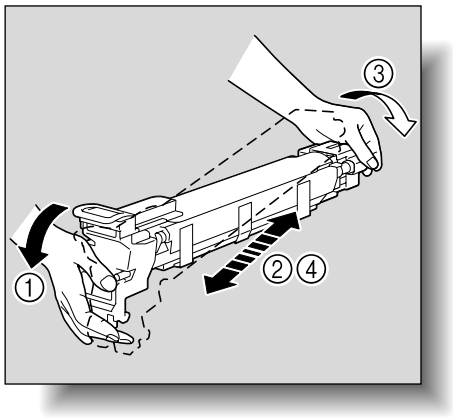
6 Peel off the tape, and then remove the packing material.



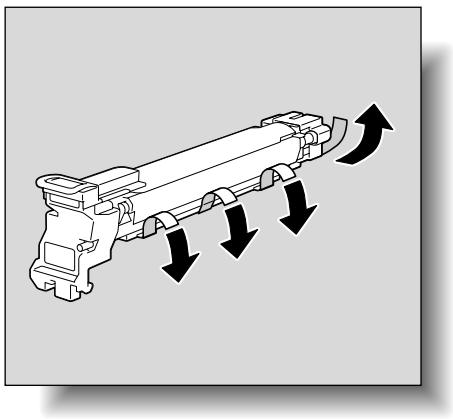
7 Remove the imaging unit from the black protective bag.



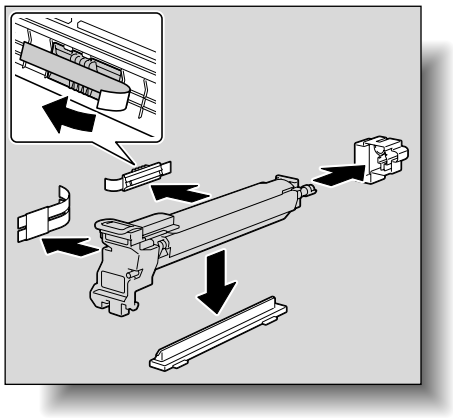
8 Tilt the imaging unit to the right and lightly shake it twice in the direction of the tilt, and then tilt the unit to the left and lightly shake it twice in the direction of the tilt.



9 Peel off the tape.

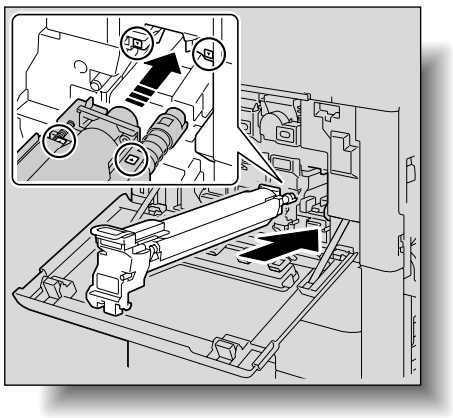


10 Remove the packing material and securing material.

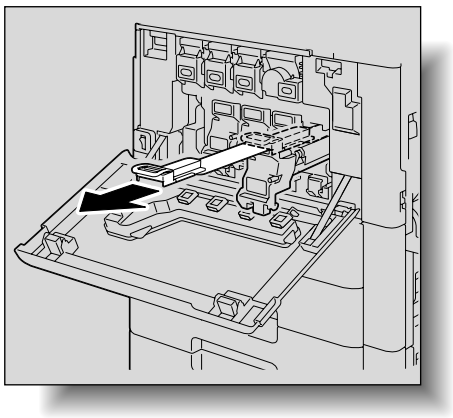


11 Align the ▲ mark of the imaging unit and the ▼ mark of the machine. Insert the imaging unit into the machine.

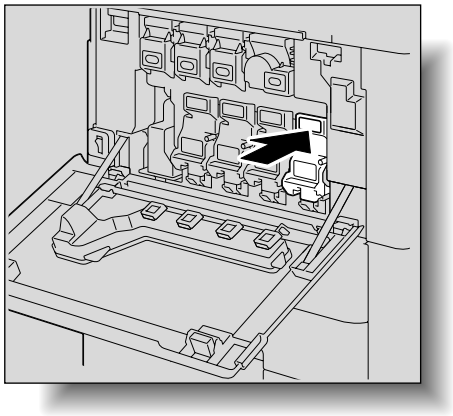
- Make sure that the imaging unit is the same color as the label on the imaging unit compartment.
- Do not insert the imaging unit into its compartment at an angle.
- Make sure that the imaging unit is fully inserted into its compartment.



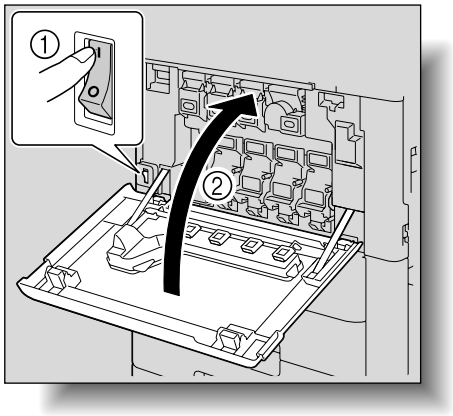
12 Lift up and slowly pull out the handle of the protective sheet for the PC drum.



13 Push the imaging unit until it bottoms.



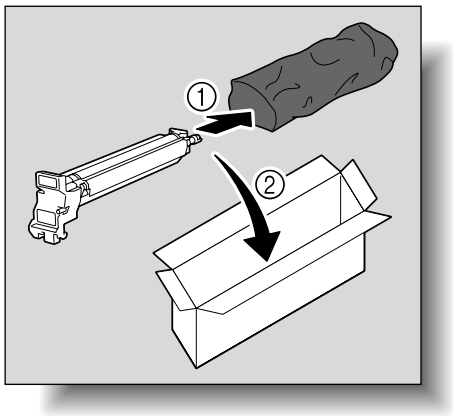
14 Set the main power switch to "|", and then close the front door.



15 Insert the used imaging unit into the empty black protective bag and box of the new imaging unit.

? How are used imaging units disposed of?

➔ Do not throw away used imaging units. Instead, keep them in their boxes to be collected by your service representative.



16 Adjust the gradation levels.

– For details on adjusting the gradation levels, refer to "Gradation Adjustment" on page 11-59.

⚠ CAUTION

Precautions for toner spills

➔ Be careful not to spill toner inside the machine or get toner on your clothes or hands.

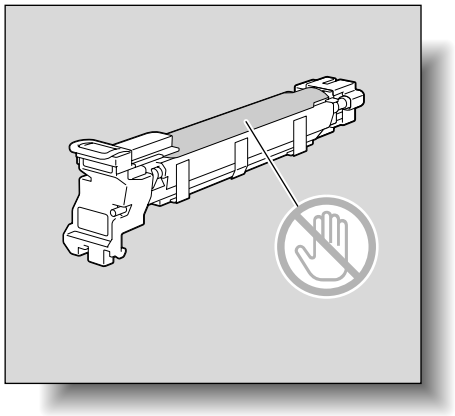
➔ If your hands become soiled with toner, immediately wash them with soap and water.

➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

...

Reminder

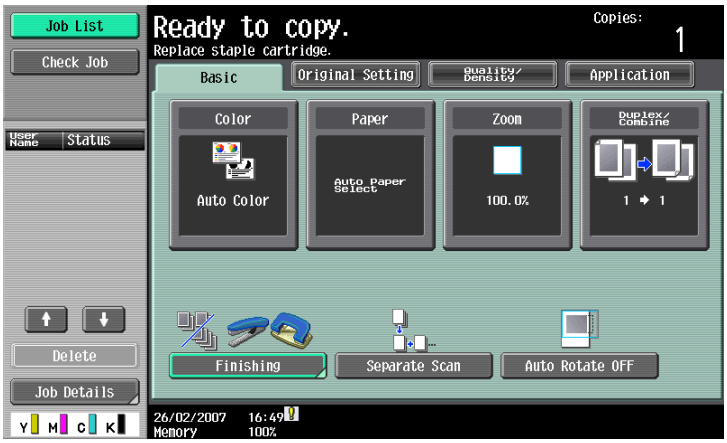
Be careful not to touch the PC drum.



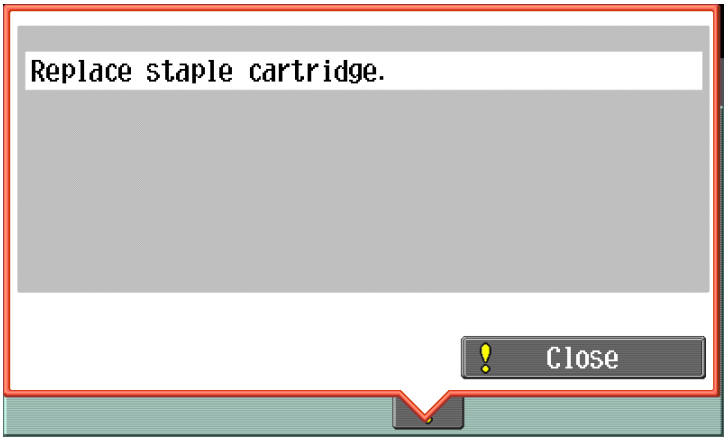
8.4 Replacing the staple cartridge

When the staple cartridge is empty, the message "Replace staple cartridge." appears.

Replace the staple cartridge.



Display in Enlarge Display mode

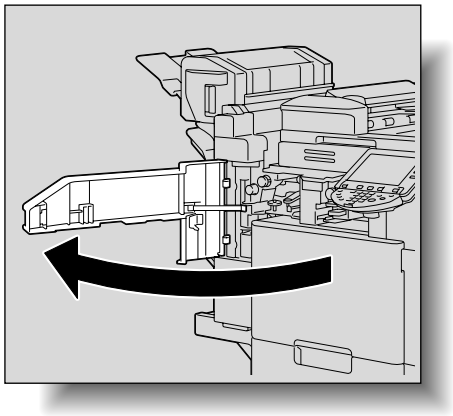


Reminder

Be sure to replace the staple cartridge only after the message appears, otherwise the machine may be damaged.

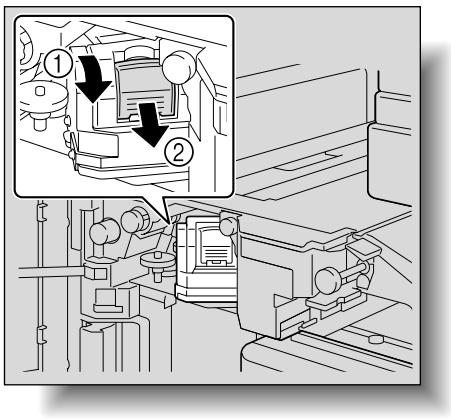
8.4.1 To replace the staple cartridge in the finisher FS-519

1 Open the front door.

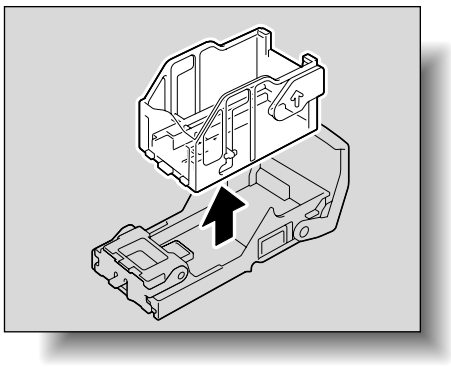


2 Remove the staple cartridge holder.

– Pull the staple cartridge holder toward you to remove it.
– Only touch the blue parts of the staple cartridge.

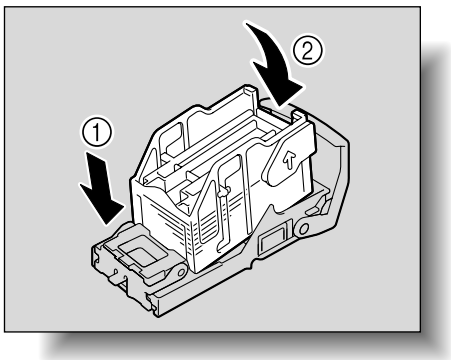


3 Remove the empty cartridge from the staple cartridge holder.



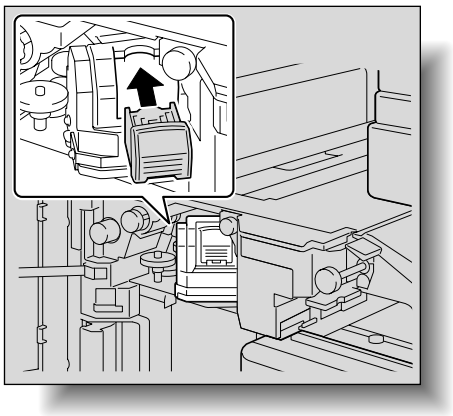
4 Load the new staple cartridge into the staple cartridge holder.

– Do not remove the remaining staples, otherwise the machine will not be able to staple after the cartridge is replaced.



5 Insert the staple cartridge holder along the rails in the compartment until it snaps into place.

– Check that the staple cartridge holder is securely installed.



6 Close the front door.

...

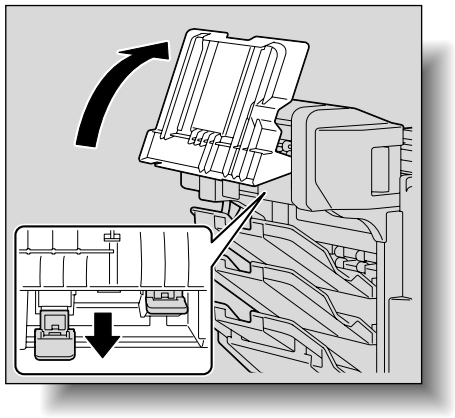
Reminder

Replace the staple cartridge only after the message has appeared.

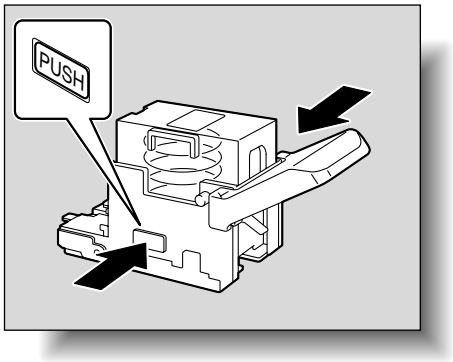
If the staple cartridge is replaced before the message appears, the machine may be damaged.

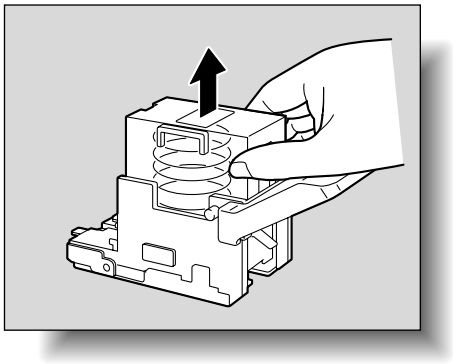
8.4.2 To replace the staple cartridge in saddle stitcher

1 Raise the copy output tray, and then push down the staple cartridge holder and remove it.

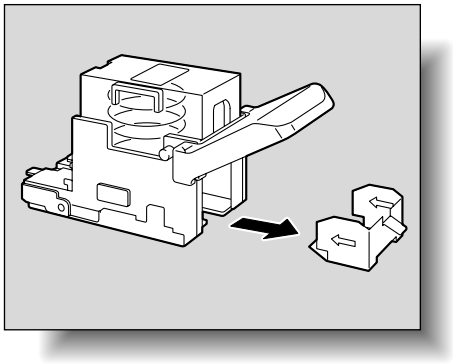


2 Press in the area marked "PUSH" to unlock the staple cartridge holder.

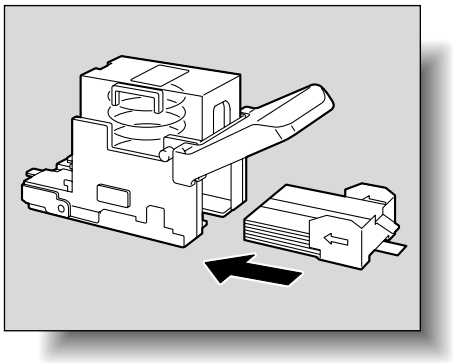


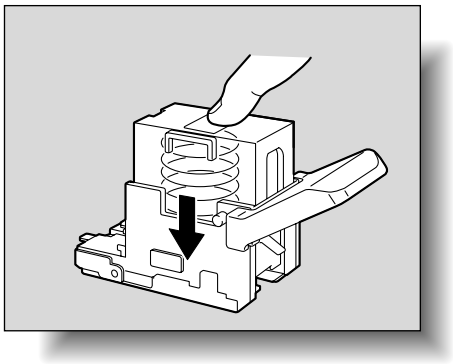


3 Remove the empty staple cartridge from the staple cartridge holder.

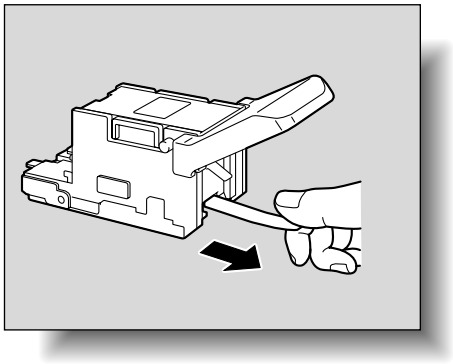


4 Load the new staple cartridge into the staple cartridge holder.



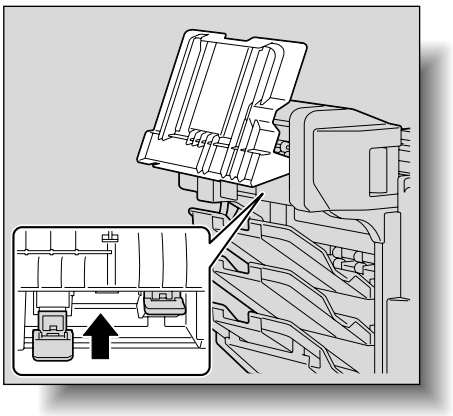


5 Slowly pull off the seal.



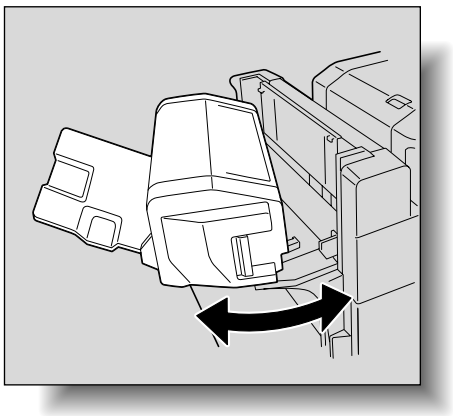
6 Insert the staple cartridge holder, and then push it up until it locks into place.

– When inserting the staple cartridge holder, be sure to insert it so that it faces the correct direction.



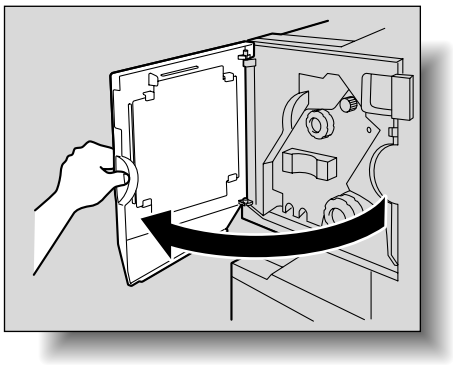
7 Return the copy output tray to its original position.

8 Pull the handle of the misfeed-clearing door to open it, and then close it.

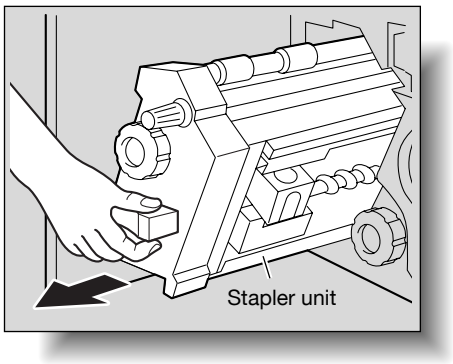


8.4.3 To replace the staple cartridge in the finisher FS-609

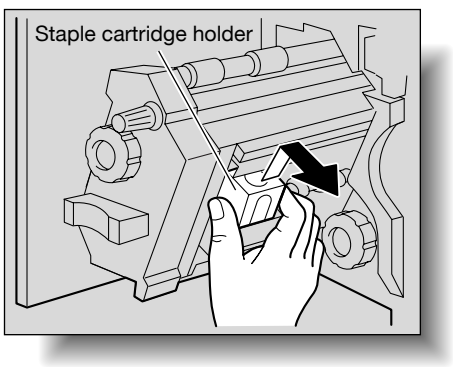
1 Open the front door.



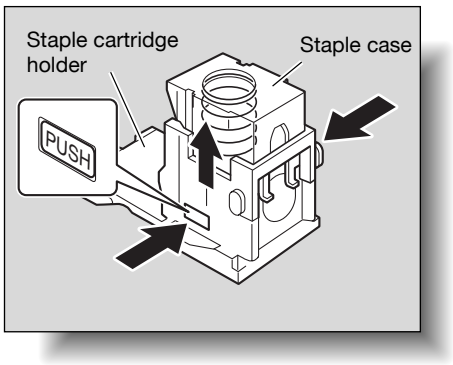
2 Slowly pull out the stapler unit as far as possible.



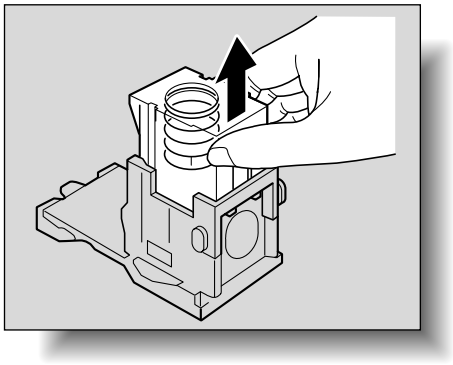
3 Grasp both sides of the staple cartridge holder, lift it up, and then pull it out.



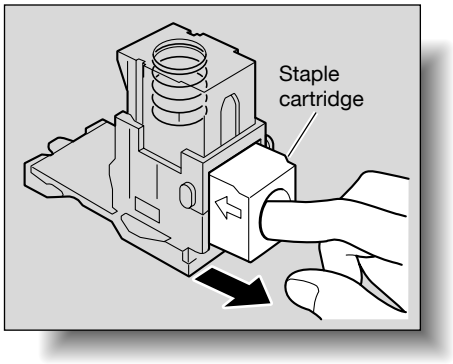
4 Press the button marked "PUSH" on the side of the staple cartridge holder.
The staple case is released.



5 Pull up the staple case.

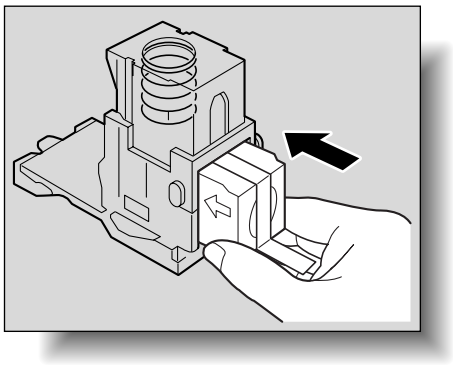


6 Remove the staple cartridge from the staple case.

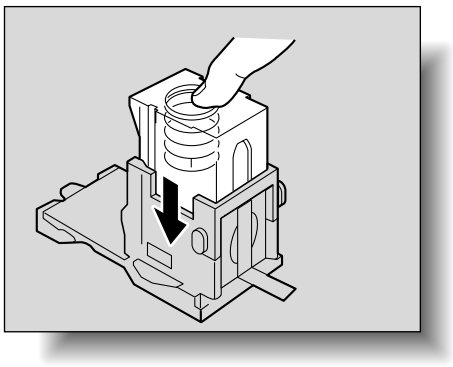


7 Load the new staple cartridge into the staple cartridge holder.

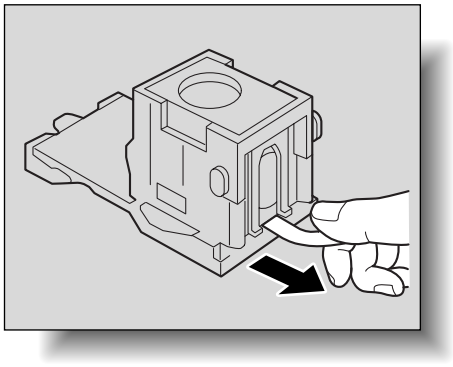
– Fully insert the staple cartridge as far as possible.



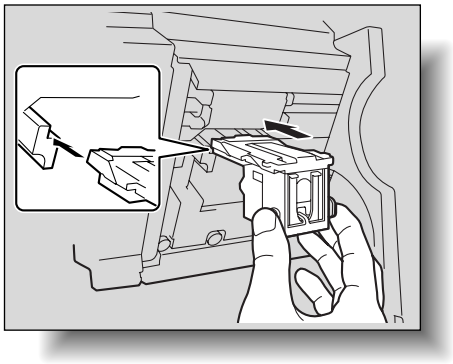
8 Press the staple case down.



9 Peel the tape off of the staple cartridge.

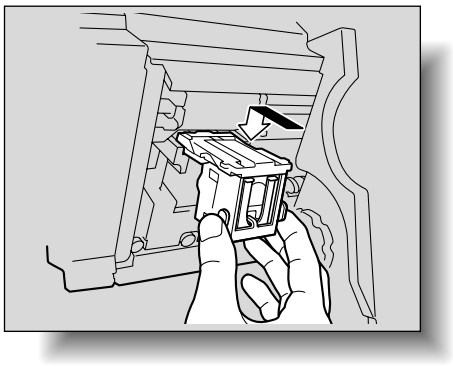


10 Insert the staple cartridge holder, making sure the tabs on the holder slide along the rails in the compartment.



11 Insert the staple cartridge holder until it locks into place.

– Check that the staple cartridge holder is securely installed.



12 Carefully move the stapler unit back into its original position.

13 Close the front door.

...

Reminder

Be sure to replace the staple cartridge only after the message appears, otherwise the machine may be damaged.

8.5 Emptying the punch scrap box

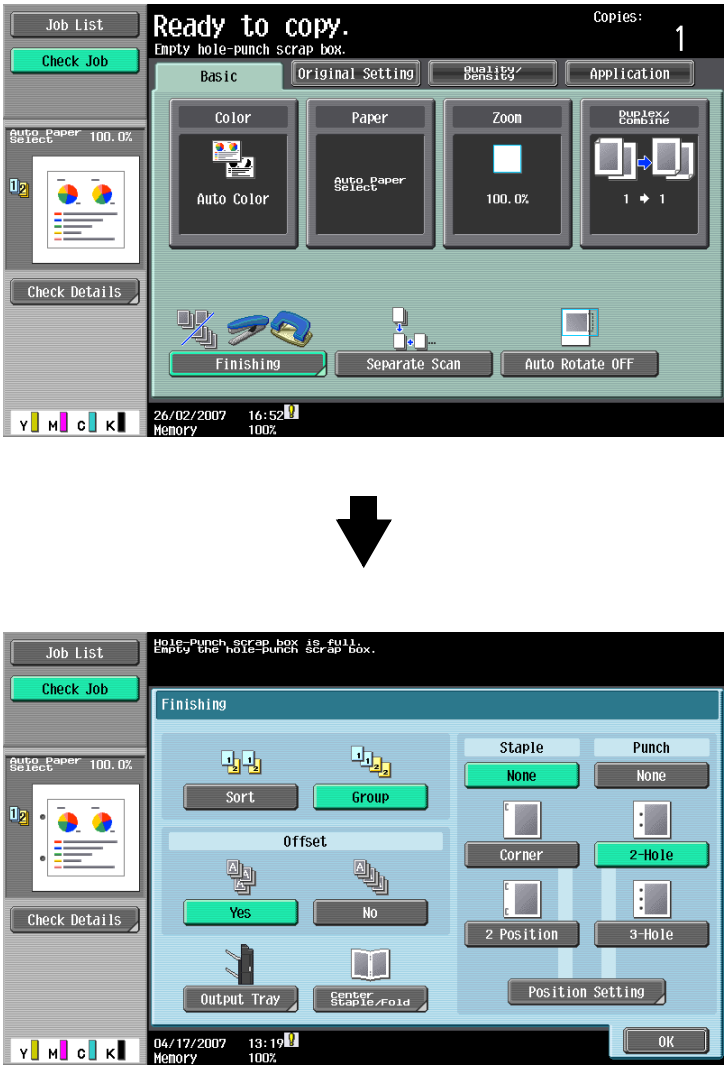
If the punch scrap box in the punch kit installed on the finisher becomes full, the message shown below appears (if the box can be emptied by the user).

Note

The setting for emptying the punch scrap box should be specified by the service representative. For details, contact the service representative.

The default setting is "Service". If a message appears, immediately contact the service representative.

Screen when a Punch setting is selected



Screen while a job is being performed

Detail

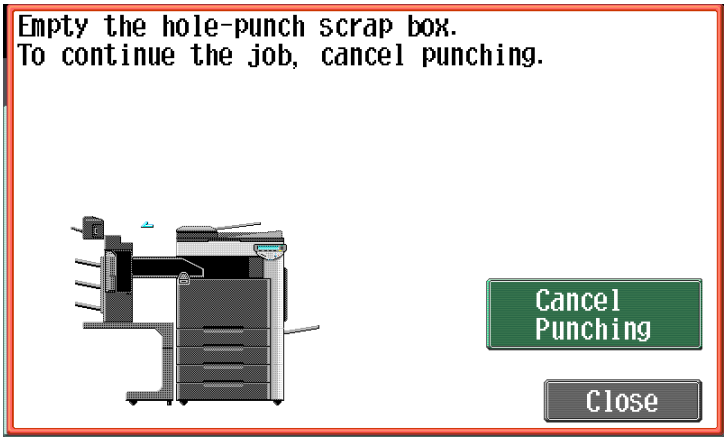
When performed by user

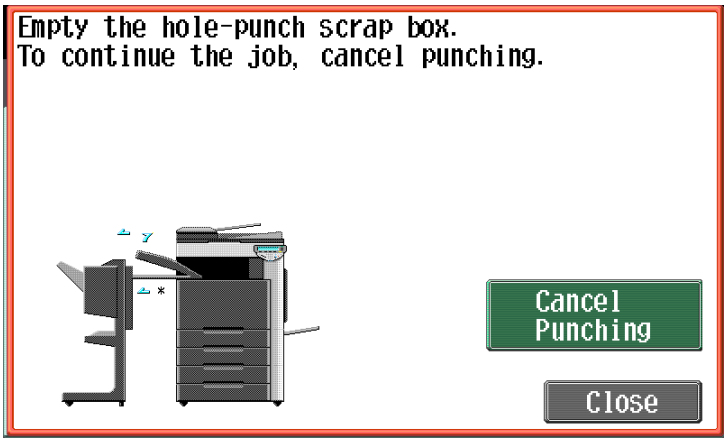
If the punch scrap box has become full while a job is being performed, the job being performed is paused. To continue the job without canceling the Punch setting, empty the punch scrap box. To cancel the Punch setting and continue the job, touch [Cancel Punching].

When performed by service representative

If the punch scrap box has become full while a job is being performed, the job being performed is paused. To continue the job, touch [Cancel Punching]. However, the continued job is printed without holes being punched.

Display in Enlarge Display mode

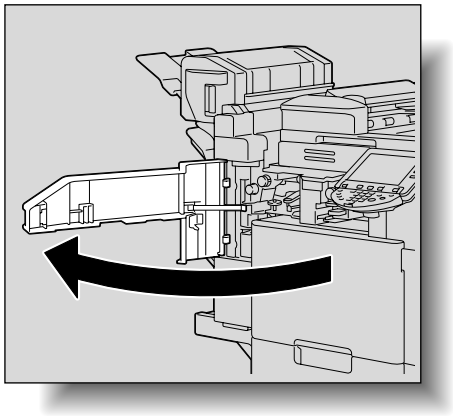




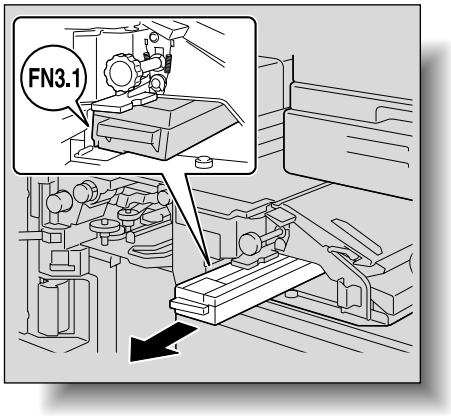
8.5.1 To empty the punch scrap box in the finisher FS-519

Follow the procedure described below to empty the punch scrap box.

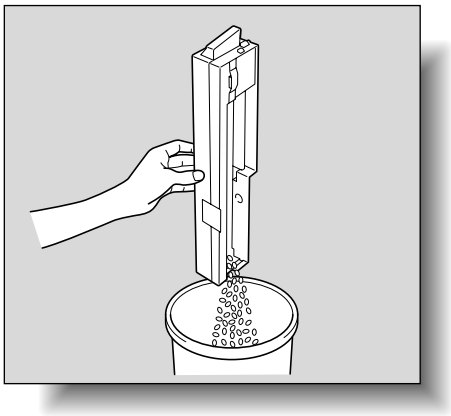
1 Open the front door.



2 Pull out the punch scrap box FN3.1.



3 Empty the punch scrap box.



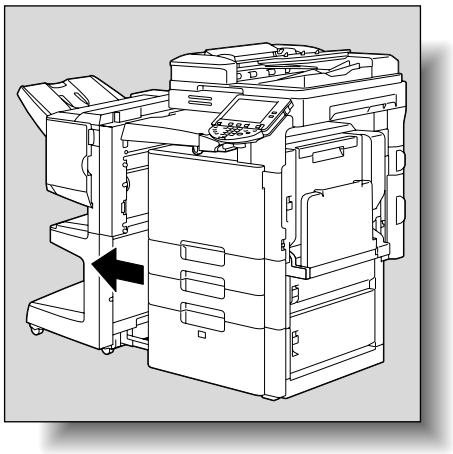
4 Insert the punch scrap box into its original position.

5 Close the front door.

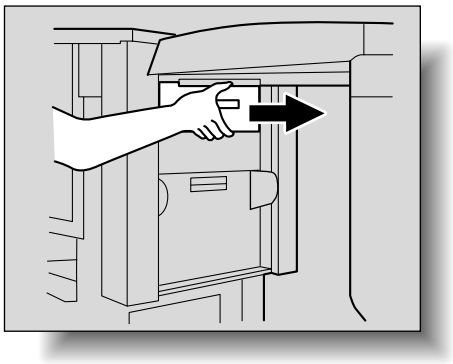
8.5.2 To empty the punch scrap box in the finisher FS-609

Follow the procedure described below to empty the hole-punch waste container.

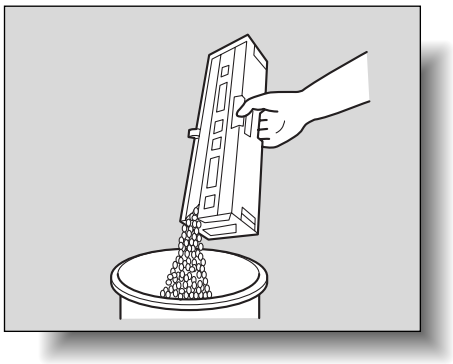
1 Slide the finisher away from the main unit.



2 Pull out the punch scrap box.



3 Empty the punch scrap box.



4 Install the punch scrap box into its original position.

5 Return the finisher to its original position.

9 Care of the machine

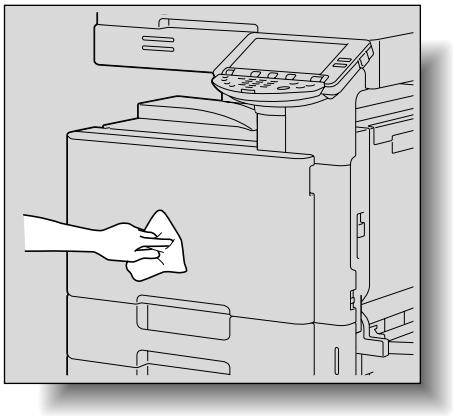
9 Care of the machine

9.1 Cleaning

This section describes the procedures for cleaning each part.

9.1.1 Housing

➔ Clean the surface of the housing by wiping it with a soft cloth dampened with a mild household detergent.



...

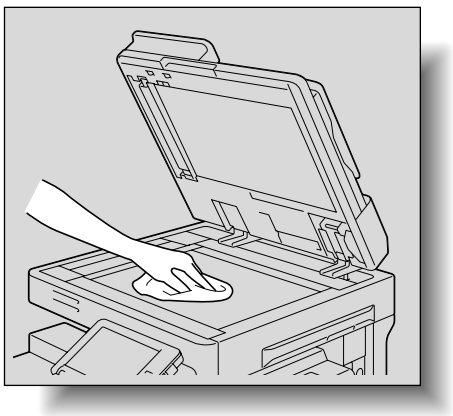
Reminder

Be sure to turn off the machine (set the main power switch to ◯) before cleaning it. For details on how to turn off the machine, refer to *"Turning off the machine" on page 1-26**.*

Never use solvents, such as benzene or thinner, to clean the housing.

9.1.2 Original glass

➔ Clean the surface of the original glass by wiping it with a soft, dry cloth.



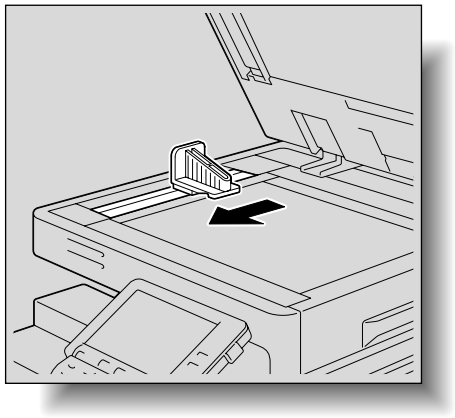
...

Reminder

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

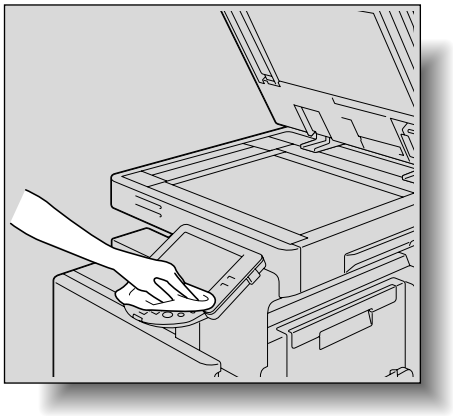
9.1.3 Left partition glass

➔ Clean the left partition glass with the left partition glass cleaner.



9.1.4 Control panel

➔ Clean the control panel by wiping it with a soft, dry cloth.



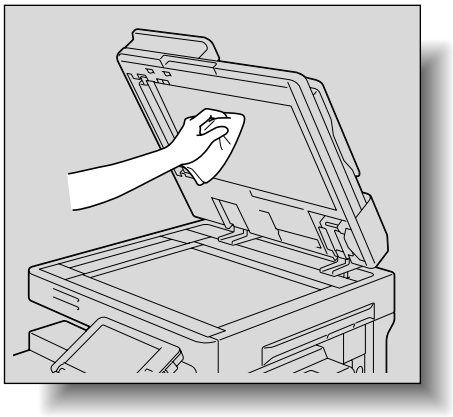
...

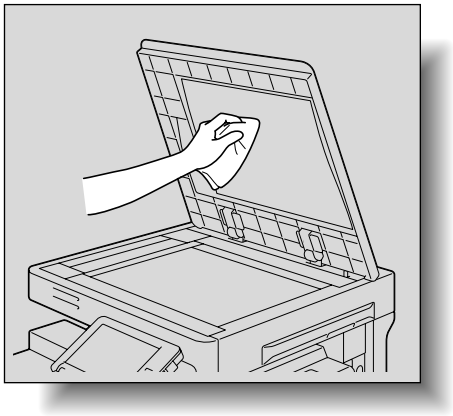
Reminder

Pressing too hard on a key in the control panel or on the touch panel may damage them. In addition, never use a mild household detergent, glass cleaner, benzene or thinner to clean the control panel or touch panel.

9.1.5 Original pad

➔ Clean the original pad by wiping it with a soft cloth dampened with a mild household detergent.





...

Reminder

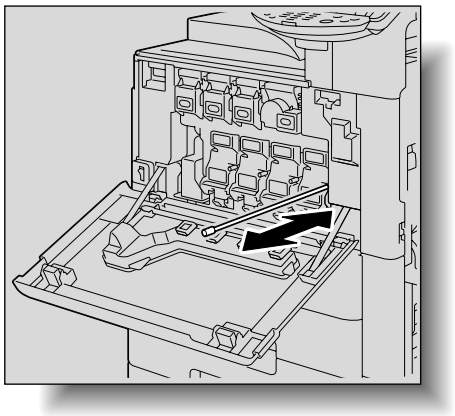
Never use solvents, such as benzene or thinner, to clean the original pad.

9.1.6 Electrostatic charger wire

If the electrostatic charger wire is dirty, streaks will appear though the printed images. If this occurs, follow the procedure described below to clean the electrostatic charger wire.

1 Open the machine's front door.

2 Slowly pull out the charger-cleaning tool as far as possible.
Next, slowly push in the charger-cleaning tool as far as possible.
Repeat the above operations three times.

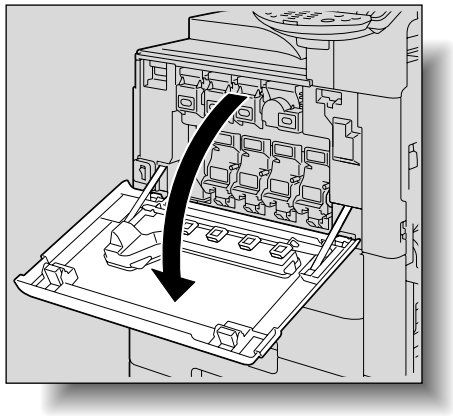


3 Securely insert the charger-cleaning tool, and then close the front door.

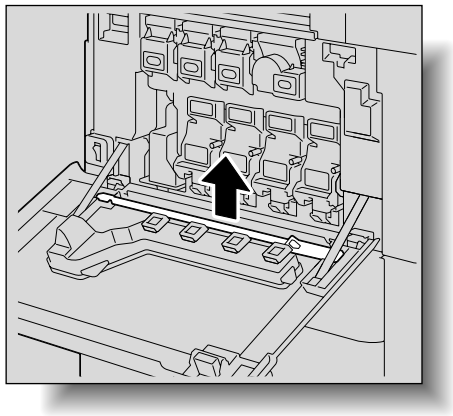
9.1.7 Print head

If the print head becomes dirty, decreased print quality may result. If this occurs, clean the print head according to the following procedure.

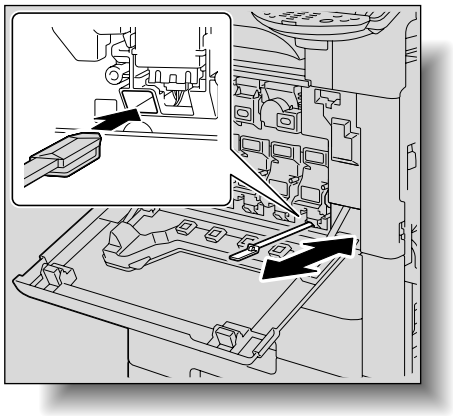
1 Open the machine's front door.



2 Remove the print head glass cleaning tool from the front door of the machine.



3 Insert the print head glass cleaning tool into the print head cleaning opening, pull it out, and then repeat this back-and-forth movement twice or three times.



9.2 Viewing counters (Meter Count)

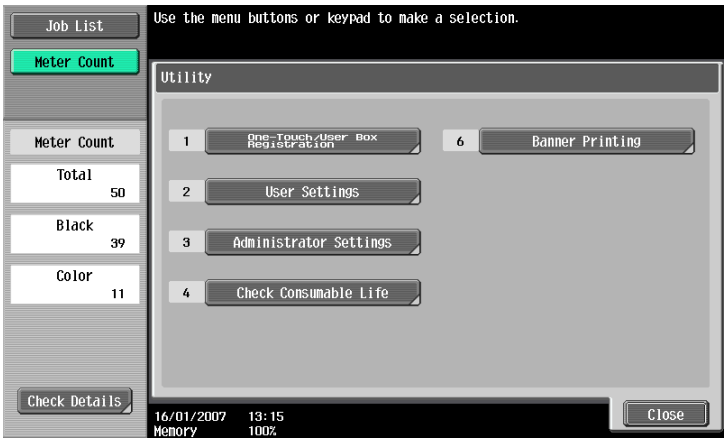
9.2.1 Viewing counters

The Meter Count screen can be displayed so that the total number of prints since counting started can be viewed.

In addition, the list of counters can be printed.

1 Press the [Utility/Counter] key.

2 Touch [Meter Count], and then touch [Check Details] in the left panel.



The Meter Count screen appears.

? Can the list of counters be printed?

➔ Touch [Print List], select the paper size, and then press the [Start] key.

3 Touch [Close], and then touch [Close] in the next screen that appears.

The Basic screen appears again.

Note

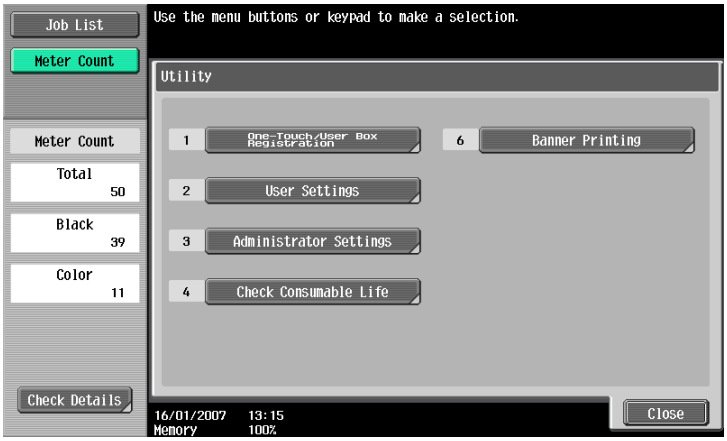
The list of counters can be displayed even while the machine is copying or printing.

9.2.2 Viewing the coverage rate

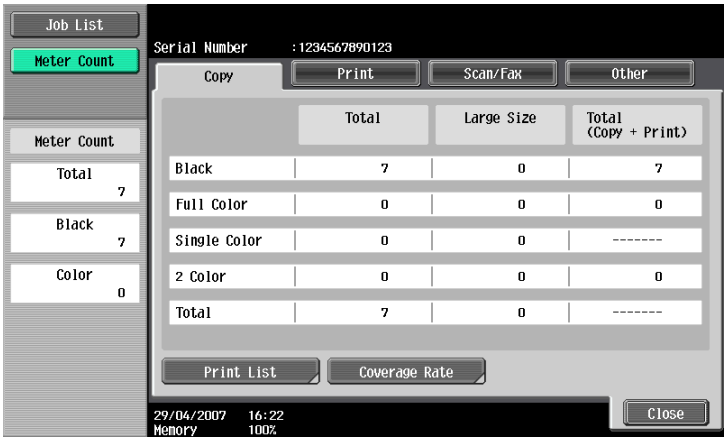
The amount of toner that was used can be viewed in the Coverage Rate screen.

1 Press the [Utility/Counter] key.

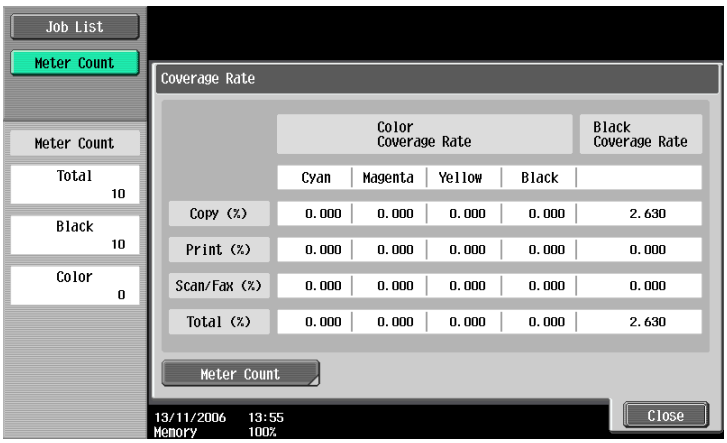
2 Touch [Meter Count], and then touch [Check Details] in the left panel.



The Meter Count screen appears.



3 Touch [Coverage Rate].

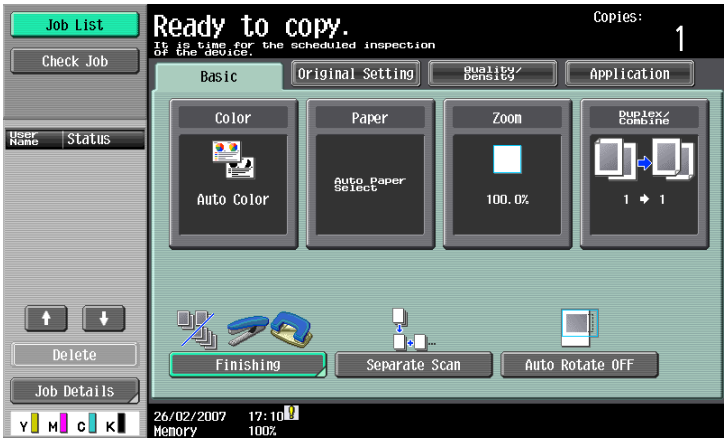


4 Touch [Close], and then touch [Close] in the next screen that appears.

The Basic screen appears again.

9.3 When the message "It is time for the scheduled inspection of the device." appears

If the message "It is time for the scheduled inspection of the device." appears, contact your service representative and request a periodic maintenance inspection.



10 Managing jobs

10 Managing jobs

10.1 Overview of Job List screen

10.1.1 Jobs

Specifying the desired copy settings, then pressing the [Start] key queues the copy operation in this machine. This queued operation is called a job. In the same way, operations for making scans and computer printouts are also queued as jobs.

- Jobs that are being performed and the job log can be checked from the Job List screens.
- Jobs are printed starting with the one at the top of the Current Jobs list.
- Jobs are numbered in the order that they were programmed and are queued to be performed (printed).

Note

The job number identifies the job; it does not indicate the printing order. In addition, the job number does not change until the job is deleted.

By using the "Increase Priority" function, the selected job can be moved to the front of the queue so that it is printed first.

10.1.2 Multi-job feature

While one job is being printed, another job can be queued. A total of 251 jobs can be queued.

The number of jobs possible for each operation is listed below.

Operation	Number of jobs
Copy	5
Interrupted copy	1
Scan	5
TWAIN (Push, Pull)	1
Print	10
Fax (Quick Memory TX)	1
Fax (Memory TX)	50
Fax (Timer TX)	20
Fax RX	100
Fax (Polling RX)	1
Fax (Polling TX)	1
Sharing	56
Total	251

*The values listed above are for reference and may differ from the actual values depending on other settings.

When one job is finished being printed, the next queued job automatically begins.

Note

Up to 251 jobs, including print jobs, scanner transmission jobs, fax transmission jobs and received fax/save jobs, can be queued.

10.1.3 Job List screens

From the Job List screen, lists of jobs being performed by this machine and the jobs that have been performed in addition to the job details can be viewed, and the job settings can be changed.

Detail

To display the Job List screen, touch [Job List] in the left panel, and then touch [Job Details].

From the Job List screen, the following tabs for the various functions can be displayed.

- Print
  Lists print jobs for copying, computer printing, and received faxes.
- Send
  Lists fax and scanner transmission jobs.
- Receive
  Lists fax transmission jobs.
- Save
  Lists jobs for saving documents in user boxes.

Note

As the factory default, the Current Jobs list on the Print tab is displayed in the Job List screen.

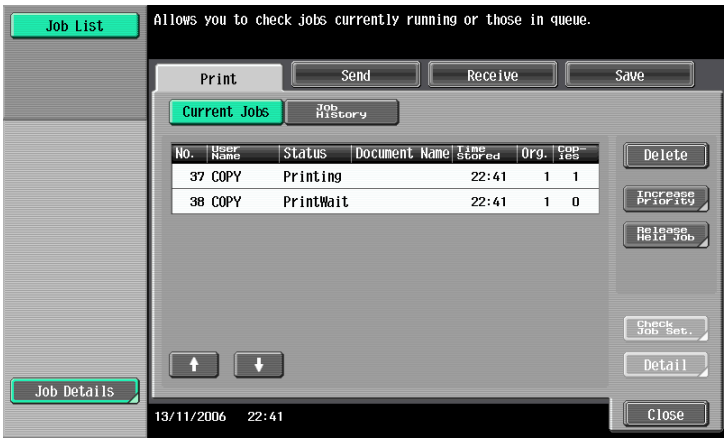
The screen for each function listed above can be displayed from any other Job List screen. However, if a different tab is selected while a setting is being changed, that setting is canceled.

A Current Jobs list and a Job History list can be displayed for each function.

- Current Jobs:
  Lists jobs that are queued and being performed, allowing you to check the current status of the machine.
- Job History:
  Lists jobs that have been completed, including jobs that were not performed due to an error, allowing you to check the history and result of all jobs.

The type of jobs to be displayed can be selected from the Current Jobs list and Job History list. For example, the lists of stored jobs and active jobs can be displayed in the Current Jobs list on the Print tab, and the lists of deleted jobs, completed jobs and all jobs can be displayed in the Job History list. The types of jobs that can be selected differ depending on the selected tab.

The function of each button in the Job List screens is described below.



Button name	Description
[Print] button	Touch to display the Print tab of the Job List screen.
[Send] button	Touch to display the Send tab of the Job List screen. For details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations].

Button name		Description
[Receive] button		Touch to display the Receive tab of the Job List screen. For details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations].
[Store] button		Touch to display the Store tab of the Job List screen. For details, refer to the User's Guide [Box Operations].
[Current Jobs] button	A selected button indicates which job list is currently displayed.	Touch to switch from the Job History list to the Current Jobs list. This lists the jobs that are currently being performed and the jobs that are queued (waiting) to be performed.
[Job History] button		Touch to switch from the Current Jobs list to the Job History list. This list the jobs that have been performed.
[Delete] button*1		A job can be deleted from the Current Jobs list. For details, refer to "Deleting a job" on page 10-6.
[Increase Priority] button (displayed on the Current Jobs list of the Print tab)		The next job to be printed after the current job is finished can be changed. For details, refer to "Increasing printing priority" on page 10-13. The buttons that appear differ depending on the tab or list (Current Jobs or Job History) that is displayed.
[Release Held Job] button (displayed on the Current Jobs list of the Print tab)		Touch to display the list of stored jobs. The settings of a stored job can be changed, or the job can be printed or deleted.
[Check Job Set.] button*1		The settings for a job in the Current Jobs list can be checked. For details, refer to "Checking job settings" on page 10-7.
[Deleted Jobs] button [Finished Jobs] button [All Jobs] button (displayed on the Job History list of the Print tab)		Touch to select the type of jobs displayed in the Job List screen. Change the display mode by touching the appropriate button.
[Detail] button		Touch to display screens for checking the status, results, error details, user name, queued time, completed time, number of original pages and number of copies for jobs in the Current Jobs and Job History lists. For details, refer to "Checking job details" on page 10-8.
[↑] and [↓] buttons		When there are more jobs than the seven that can be displayed at one time, touch these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
[Close] button		Touch to quit Job List mode and returns to the screen that was displayed before [Job List] was touched.

*1 Displayed when the Current Jobs list is displayed.

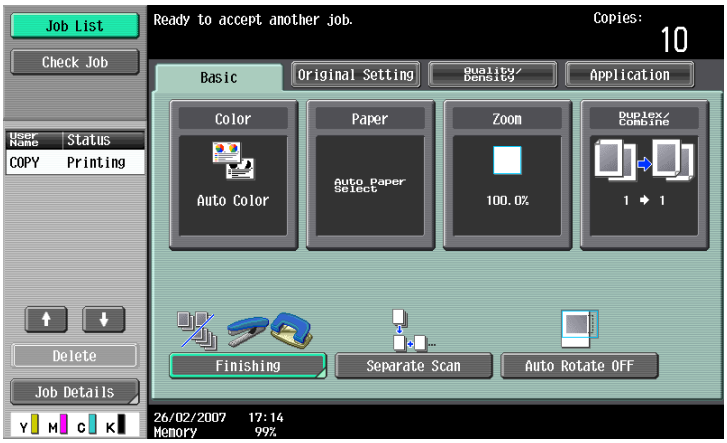
The following information is listed in the Print tab.

Item Name	Description
No.	Job identification number assigned when the job is queued
User Name	Displays the type (source) of the job. "COPY" is displayed for copy jobs.
Status (Current Jobs list only)	Displays the status of the job
Document Name	Displays the name of the file for print jobs sent from the computer. If user authentication settings have been applied, the names of documents are not displayed for other users. The name of confidential documents is not displayed.
Time Stored	Displays the time that the job was queued.
Org.	Displays the number of pages in the original.
Copies	Displays the number of Copies to be printed. With jobs listed as "Printing" in the Current Jobs list, a count of the number of Copies printed is displayed.
Result (Job History list only)	Displays the result of the operation (Job Complete, Deleted Due To Error, Deleted by User, Reset Modes).

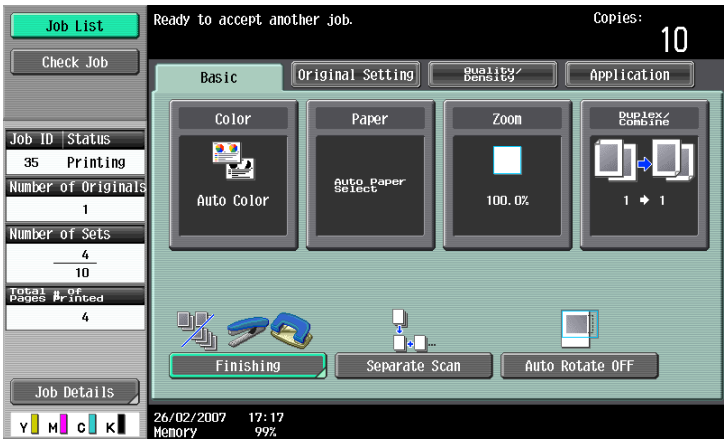
10.1.4 Left panel Job List

The job list or the job status can be displayed in the left panel of the main screen.

1 Touch [Job List] in the left panel.
A list of jobs appears in the left panel.



– If the "Job Display Setting" parameter (available from the User Setting screen) is set to "Status Display", the job status is displayed in the left panel.



– To display the Job List screen, touch [Job Details].
– To delete a job, select the job from the job list, and then touch [Delete].
– When there are more jobs than the seven that can be displayed at one time, touch [↑] and [↓] to display other jobs.

Detail

As the factory default, the display for the sub display area is that when "Job Display Setting" is set to "List Display".

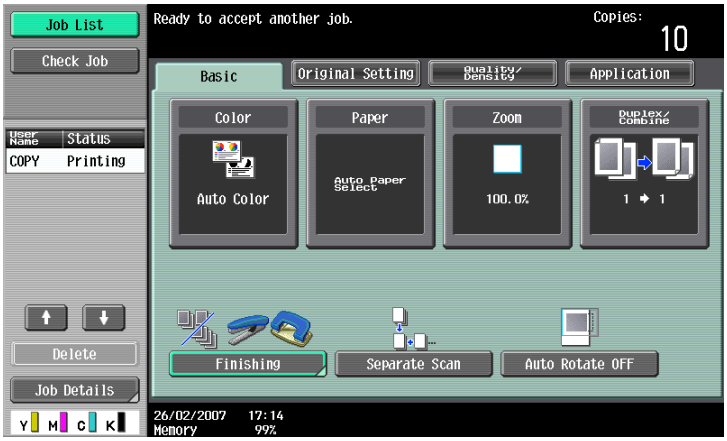
For details on specifying the default display for the left panel and the display method for the left panel Job List, refer to *"Custom Display Settings" on page 11-17**.*

10.2 Performing operations on jobs

10.2.1 Deleting a job

A queued job or job being printed (job on the Current Jobs list) can be deleted.

1 Touch [Job List] in the left panel, and then touch [Job Details].



The Job List screen appears.

2 In the Print tab, display the job to be deleted.

– Jobs on the Job History list cannot be deleted.

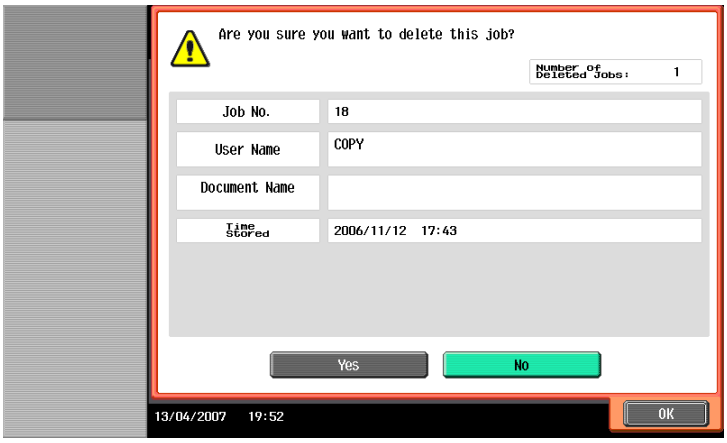
3 Select the job to be deleted, and then touch [Delete].

– If the job to be deleted is not displayed, touch [↑] or [↓] until the desired job is displayed.
– If an incorrect job was selected, select a different job or touch the button for the selected job again to deselect it.

A message requesting confirmation to delete the job appears.

4 Check the information that is displayed, touch [Yes] if the correct job is indicated, and then touch [OK].

– To quit deleting the job, touch [No], and then touch [OK].



The screen displayed before [Delete] was touched appears again, and the job is deleted from the Current Jobs list.

5 Touch [Close] or press the [Reset] key.

The Basic screen appears again.

Note

If user authentication settings have been applied and the machine is set so that jobs cannot be deleted by other users, the job is not deleted.

A job being performed can also be deleted by selecting the job in the sub display area, then touching [Delete].

10.2.2 Checking job settings

Job settings for stored jobs, jobs being printed, jobs queued to be printed and held jobs can be checked.

1 Touch [Job List] in the left panel, and then touch [Job Details].

The Job List screen appears.

2 Display the list containing the job whose settings are to be checked.

3 Select the job to be deleted, and then touch [Check Job Set.].

– If an incorrect job was selected, select a different job or touch the button for the selected job again to deselect it.
– The contents and number of Job Settings screens differ depending on the job that was selected.
– The upper number to the left of [←Back] indicates the number of the currently displayed screen. The lower number indicates the total number of screens.
– To display the previous screen, touch [←Back]. To display the next screen, touch [Forward→].

The Check Job Settings screen appears.

4 After checking the settings, touch [Close] or press the [Reset] key.

– To return to the screen displayed before [Check Job Set.] was touched, touch [Close].
– To return to the Basic screen, press the [Reset] key.

10.2.3 Checking job details

The following information can be checked from the Job List screen.

- Print tab
  Status (Receiving, PrintWait, Printing, StopPrint, Print Err, Job Stored)*1, Result (Job Complete, Deleted Due To Error, Deleted by User, Reset Modes)*2, Error Details*2, User Name, Document Name, Output Tray, hours (Job Start, Job End*2), Prints (Original, # of Sets)
- Send tab
  Status (Transferring, Waiting, Dialing, Waiting To Redial)*1, Result (Job Complete, Deleted Due To Error, Deleted by User)*2, User Name, Document Name, Address Type (E-Mail, FTP, File (SMB), TWAIN, Fax, Others), Dest (Detail*3), hours (Job Start, Type), Prints (Document), External Server Information*4
- Receive tab
  Status (Receiving, Dialing (only with polling reception), Print Wait, Printing, StopPrint, Print Err, Saving to Memory)*1, Result (Job Complete, Deleted Due To Error, Deleted by User, Reset Modes)*2, Error Details*2, User Name, Document Name, Output Tray, hours (Job Start, Type), Prints (Document)
- Save tab
  Status (Receiving, Saving to Memory)*1, Result (Job Complete, Deleted Due to Error, Deleted by User, Reset Modes,Write Error)*2, Document Name, User Name, hours (Job Start), Prints (Original)

*1 Displayed only for jobs on the Current Jobs list

*2 Displayed only for jobs on the Job History list

*3 Displayed only for jobs on the Currently Jobs list transmitted to multiple destinations

*4 Displayed only with external server authentication

1 Touch [Job List] in the left panel, and then touch [Job Details].

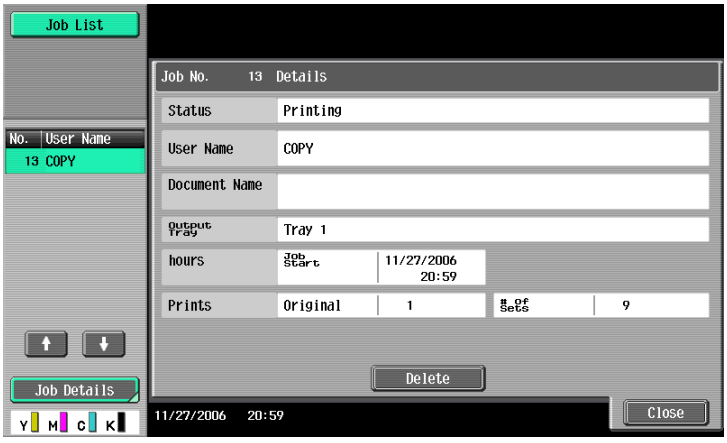
The Job List screen appears.

2 Display the list containing the job whose details are to be checked.

3 Select the job whose details are to be checked, and then touch [Detail].

– If an incorrect job was selected, select a different job or touch the button for the selected job again to deselect it.

The Detail screen appears.



4 After the desired information has been checked, touch [Close] or press the [Reset] key.

– To return to the screen displayed before [Job Details] was touched, touch [Close].
– To return to the Basic screen, press the [Reset] key.

Detail

To delete the job, touch [Delete] in the Detail screen.

If [Detail] appears in the Detail screen for a job selected from the Send tab, detailed information is available on the multiple destinations that the data was sent to with broadcast transmission. To view the information, touch [Detail].

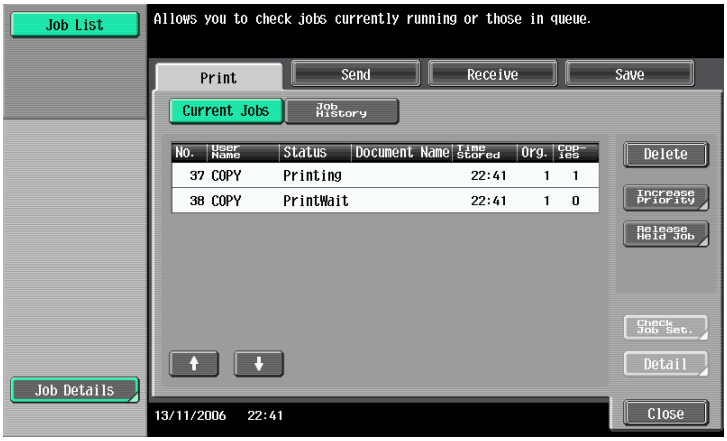
10.2.4 Displaying the Current Jobs list (stored jobs and active jobs)

The Current Jobs list of received print jobs for Copy mode and Fax mode and for computer printing is displayed.

1 Touch [Job List] in the left panel, and then touch [Job Details].

The Job List screen appears.

2 Touch the button for the desired list.



– To display the stored jobs, touch [Release Held Job] to display the Release Held Job screen.

To return to the Job List screen, touch [Cancel].

Detail

For details on the function of each button, refer to "Job List screens" on page 10-3.

From the Release Held Job screen, proof copies of stored jobs can be printed. For details, refer to "Printing a proof copy of a stored job" on page 10-10.

Stored jobs can be printed from the Release Held Job screen. For details, refer to "Printing a stored job" on page 10-11.

To give priority for output to a job, touch [Increase Priority] in the Current Jobs list. For more details, refer to "Increasing printing priority" on page 10-13.

10.2.5 Displaying the Job History list

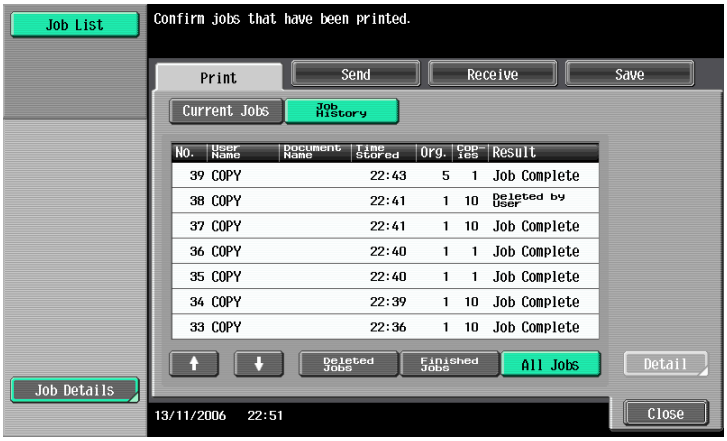
1 Touch [Job List] in the left panel, and then touch [Job Details].

The Job List screen appears.

2 Touch [Job History].

The Job History list of the Print tab appears.

3 Touch the button for the desired list.



- Deleted Jobs: Displays only jobs that were deleted before they were finished.
- Finished Jobs: Displays only jobs that were correctly completed.
- All Jobs: Displays all jobs.

10.2.6 Printing a proof copy of a stored job

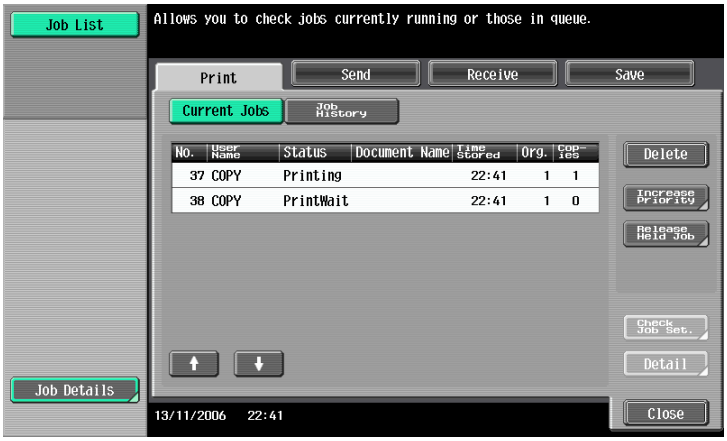
A single copy of a stored job can be printed in order to be checked.

The Held Jobs list contains jobs such as those for which a proof copy was being printed when the automatic system reset operation was performed.

Note

For details on displaying the screen, refer to "Displaying the Current Jobs list (stored jobs and active jobs)" on page 10-9.

1 In the Current Jobs list of the Print tab, touch [Release Held Job].



The Release Held Job screen appears.

2 From the job list, select the job whose proof copy is to be printed, and then touch [Proof Copy] key.

– If the job to be removed from the Held Jobs list is not displayed, touch [↑] or [↓] until the desired job is displayed.
– If an incorrect job was selected, touch the button for the selected job again to deselect it.
– After the single proof copy is printed, check the print result.

? How is printing of a proof copy stopped?

➔ Press the [Stop] key.

Detail

To change the settings, touch [Check Job Set.] in the Release Held Job screen. For details, refer to "Printing a stored job" on page 10-11.

10.2.7 Printing a stored job

A job is removed from the Held Jobs list and printed.

Note

For details on displaying the screen, refer to "Displaying the Current Jobs list (stored jobs and active jobs)" on page 10-9.

1 In the Current Jobs list of the Print tab, touch [Release Held Job].

The Release Held Job screen appears.

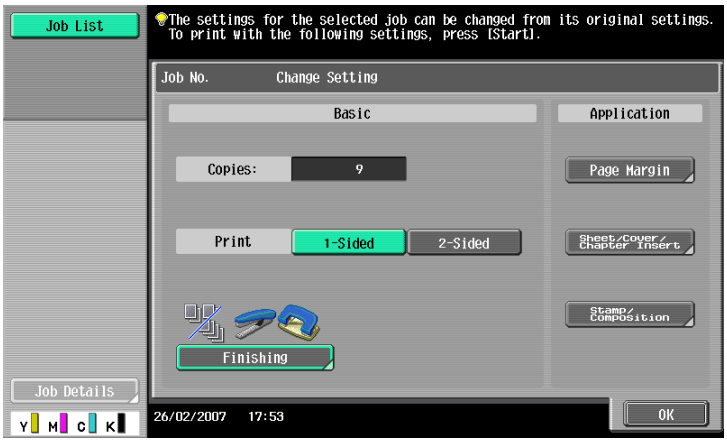
2 Select the job to be removed from the Held Jobs list.

- If the job to be removed from the Held Jobs list is not displayed, touch [↑] and [↓] until the desired job is displayed.
- If an incorrect job was selected, select a different job or touch the button for the selected job again to deselect it.
- To continue without changing the specified copy settings, continue with step 5.

3 Touch [Change Setting].

The Change Setting screen appears.

4 In the Change Setting screen, change the copy settings as desired, and then touch [OK].



? Is there more information about the settings?
➔ Refer to the appropriate section.

? Can a proof copy be printed?
➔ For details on printing a proof copy, refer to **"Printing a proof copy of a stored job" on page 10-10**.

5 In the Release Held Job screen, touch [OK] or press the [Start] key.

The stored job appears in the Current Jobs list and is printed.

? How is the removal of a job from the Held Jobs list stopped?
➔ Touch [Cancel].

10.2.8 Increasing printing priority

The next job to be printed after the current job being printed can be selected.

If an Administrator mode parameter was set so that the output priority of jobs cannot be changed, [Increase Priority] does not appear and the output priority of the jobs cannot be specified.

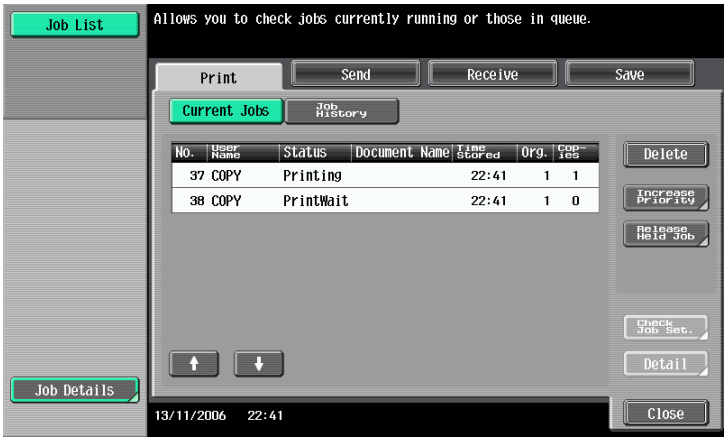
If the job currently being printed can be interrupted, printing is interrupted and printing of the job given priority begins. Printing of the interrupted job is automatically restarted once printing for the job given priority is finished.

If the job currently being printed cannot be interrupted (a job has already been interrupted or a job was already given priority), printing is interrupted after printing for the current job is finished.

1 Display the Job History list of the Print tab.

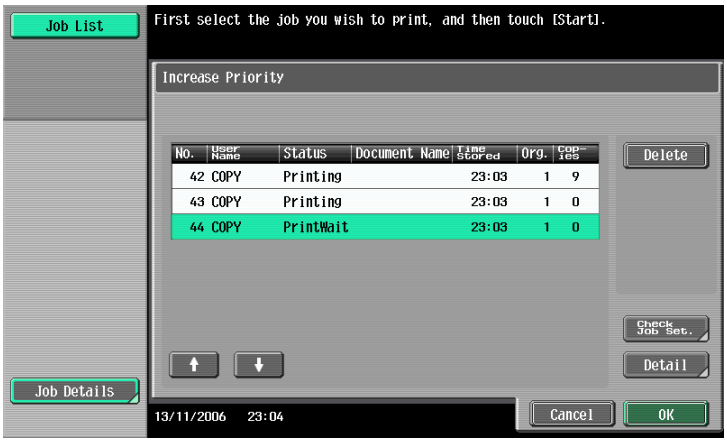
– For details on displaying the screen, refer to "Displaying the Current Jobs list (stored jobs and active jobs)" on page 10-9.

2 Touch [Increase Priority].



The Increase Priority screen appears.

3 In the job list, touch the button for the job to be given priority to select it, and then touch [OK].



– If the job to be given priority is not displayed, touch [↑] and [↓] until the desired job is displayed.
– If an incorrect job was selected, select a different job or touch the button for the selected job again to deselect it.

The selected job moves to the top of the list and printing of the job begins.

? How can the change in the printing priority be stopped?

→ Touch [Cancel].

11 Utility mode

11 Utility mode

11.1 Overview of Utility mode parameters

11.1.1 List of registration information and parameters

This section describes the buttons available when the [Utility/Counter] key is pressed.

Note

The buttons that appear in the Utility mode parameters differ depending on the specified settings.

List of Utility mode parameters

First-level menu	Second-level menu	Third-level menu	Details
[1] One-Touch/User Box Registration	[1] Create One-Touch Destination	[1] Address Book (Public)	Refer to "Create One-Touch Destination" on page 11-7.
		[3] Group	
		[4] E-mail Settings	
	[2] Create User Box	[1] Public/Personal User Box	Refer to "Create User Box" on page 11-7.
		[2] Bulletin Board User Box	
		[3] Relay User Box	
	[3] Limiting Access to Destinations	[1] Apply Levels/Groups to Destinations	Refer to "Limiting Access to Destinations" on page 11-7
[2] User Settings	[1] System Settings	[1] Language Selection	Refer to "System Settings" on page 11-15.
		[2] Measurement Unit Settings	
		[3] Paper Tray Settings	
		[4] Auto Color Level Adjust.	
		[5] Power Save Settings	
		[6] Output Settings	
		[7] AE Level Adjustment	
		[8] Auto Paper Select for Small Original	
		[9] Blank Page Print Settings	
	[2] Custom Display Settings	[1] Copier Settings	Refer to "Custom Display Settings" on page 11-17.
		[2] Scan/Fax Settings	
		[3] Copy Screen	
		[4] Fax Active Screen	
		[5] Color Selection Settings	
		[6] Left Panel Display Default	
		[7] Search Option Settings	

First-level menu	Second-level menu	Third-level menu	Details
	[3] Copier Settings	Auto Booklet ON when Fold & Staple	Refer to "Copier Settings" on page 11-18.
		Auto Zoom For Combine/ Booklet	
		Auto Sort/Group Selection	
		Default Copy Settings	
		Default Enlarge Display Settings	
		When AMS Direction is Incorrect	
		Separate Scan Output Method	
		Enlargement Rotation	
		Auto Zoom (Platen)	
		Auto Zoom (ADF)	
		Specify Default Tray when APS Off	
		Select Tray for Insert Sheet	
		Print Jobs During Copy Operation	
		Automatic Image Rotation	
	[4] Scan/Fax Settings	JPEG Compression Level	Refer to "Scan/Fax Settings" on page 11-20.
		Black Compression Level	
		TWAIN Lock Time	
		Default Scan/Fax Settings	
		Default Enlarge Display Settings	
		Compact PDF/XPS Compression Level	
	[5] Printer Settings	[1] Basic Settings	Refer to "Printer Settings" on page 11-21.
		[2] Paper Setting	
		[3] PCL Settings	
		[4] PS Setting	
		[5] XPS Settings	
		[6] Print Reports	
	[6] Change Password		Changes the password for the user who is currently logged on.
	[7] Change E-Mail Address	E-Mail Address	Changes the e-mail address for the user who is currently logged on.
	[8] Change Icon		Changes the icon for the user who is currently logged on.

First-level menu	Second-level menu	Third-level menu	Details
[3] Administrator Settings	[1] System Settings	[1] Power Save Settings	Refer to "System Settings" on page 11-23.
		[2] Output Settings	
		[3] Date&Time Settings	
		[4] Daylight Saving Time	
		[5] Weekly Timer Settings	
		[6] Restrict User Access	
		[7] Expert Adjustment	
		[8] List/Counter	
		[9] Reset Settings	
		[0] User Box Settings	
		(next screen)	
		[2] Stamp Settings	
		[3] Blank Page Print Settings	
		[5] Application Key Settings	
	[2] Administrator/Machine Settings	[1] Administrator Registration	Refer to "Administrator/Machine Settings" on page 11-28.
		[2] Input Machine Address	
	[3] One-Touch/User Box Registration	[1] Create One-Touch Destination	Refer to "One-Touch/User Box Registration" on page 11-28.
		[2] Create User Box	
		[3] One-Touch/User Box Registration List	
		[4] Maximum Number of User Boxes	
	[4] User Authentication/Account Track	[1] General Settings	Refer to "User Authentication/Account Track" on page 11-29.
		[2] User Authentication Settings	
		[3] Account Track Settings	
		[4] Print without Authentication	
		[5] Print Counter List	
		[6] External Server Settings	
		[7] Limiting Access to Destinations	
		[8] Authentication Device Setting	
		[9] Auth/Acct Track Common Setting	

First-level menu	Second-level menu	Third-level menu	Details
	[5] Network Settings	[1] TCP/IP Settings	Refer to "Network Settings" on page 11-31.
		[2] NetWare Settings	
		[3] HTTP Server Settings	
		[4] FTP Settings	
		[5] SMB Settings	
		[6] LDAP Settings	
		[7] E-Mail Settings	
		[8] SNMP Settings	
		[9] AppleTalk Settings	
		[0] Bonjour Setting	
		(next screen)	
		[1] TCP Socket Settings	
		[2] Network Fax Settings	
		[3] WebDAV Settings	
		[4] Web Service Settings	
		[6] Detail Settings	
	[6] Copier Settings	Auto Zoom (Platen)	Refer to "Copier Settings" on page 11-18.
		Auto Zoom (ADF)	
		Specify Default Tray when APS Off	
		Select Tray for Insert Sheet	
		Print Jobs During Copy Operation	
		Automatic Image Rotation	
	[7] Printer Settings	USB Timeout	Refer to "Printer Settings" on page 11-21.
		Network Timeout	
		Print XPS Errors	
	[8] Fax Settings	[1] Header Information	Refer to "Fax Settings" on page 11-33.
		[2] Header/Footer Position	
		[3] Line Parameter Setting	
		[4] TX/RX Settings	
		[5] Function Settings	
		[6] PBX Connection Setting	
		[7] Report Settings	
		[8] Job Settings List	
		[9] Multi Line Setting	
		[0] Network Fax Setting	
	[9] System Connection	[1] Open API Settings	Refer to "System Connection" on page 11-33.

First-level menu	Second-level menu	Third-level menu	Details
	[0] Security Settings	[1] Administrator Password	Refer to "Security Settings" on page 11-33.
		[2] User Box Administrator Setting	
		[3] Administrator Security Levels	
		[4] Security Details	
		[5] Enhanced Security Mode	
		[6] HDD Settings	
		[7] Function Management Settings	
		[8] Stamp Settings	
		[0] Driver Password Encryption Setting	
	(next screen)		
	[1] License Settings	[1] Get Request Code	Refer to "License Settings" on page 11-36.
		[2] Install License	
		[3] List of Enabled Functions	
[4] Check Consumable Life	Print List		Refer to "Check Consumable Life" on page 11-38.
[6] Banner Printing	Allow		For details on the banner printing, refer to the User's Guide [Print Operations].
	Restrict		

11.2 Registering a destination

This section describes the function and main registration parameters that can be specified after pressing the [Utility/Counter] key, then touching [One-Touch/User Box Registration].

11.2.1 Create One-Touch Destination

Parameter	Description
Address Book (Public)	Specify settings for registering fax and scan destinations. For details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations].
Group	
E-mail Settings	

Note

If user authentication settings have been specified, [1 One-Touch Destination/User Box Registration] does not appear when no user has logged on. However, after a user has logged on, [1 One-Touch Destination/User Box Registration] appears.

Items for registering fax destinations appear only when the fax kit is installed or when Internet fax functions are available.

11.2.2 Create User Box

Parameter	Description
Public/Personal User Box	Specify settings for registering user box destinations. For details, refer to the User's Guide [Box Operations] and the User's Guide [Network Scan/Fax/Network Fax Operations].
Bulletin Board User Box	
Relay User Box	

Note

[2 Bulletin Board User Box] and [3 Relay User Box] appear only when the fax kit is installed or when Internet fax functions are available.

11.2.3 Limiting Access to Destinations

Access Level

Using the Access Level settings on this machine, the security of registered destinations can be managed by permitting/prohibiting viewing of the destination information or fax transmissions to the destination.

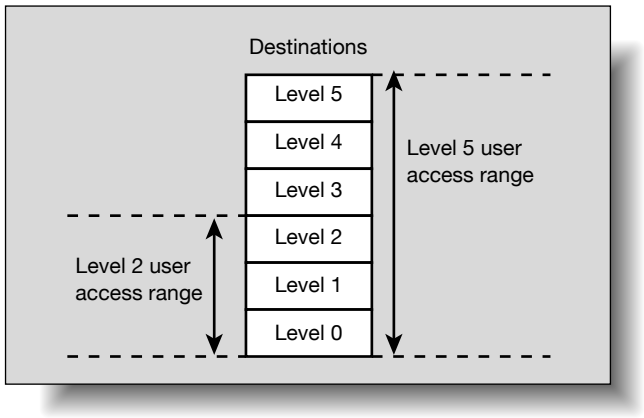
Access permission levels can be set to one of six levels between 0 and 5, with the higher number indicating higher security.

Note

The access level that is set for user, destination, and group level on the Limiting Access to Destinations can be used when user authentication settings have been specified.

Level settings

The access permission level can be specified for each user and destination.
The destinations that can be accessed by users can be limited according to the access permission levels specified for the user and destination.
For example, a level 2 user can access destinations in levels 0 through 2, but cannot access destinations in levels 3 through 5. A level 5 user can access all destinations in levels 0 through 5.



Note

For details on the access permission level settings for user, refer to "User Authentication/Account Track" on page 11-29.

As a default, the access permission level specified for public users is level 0.

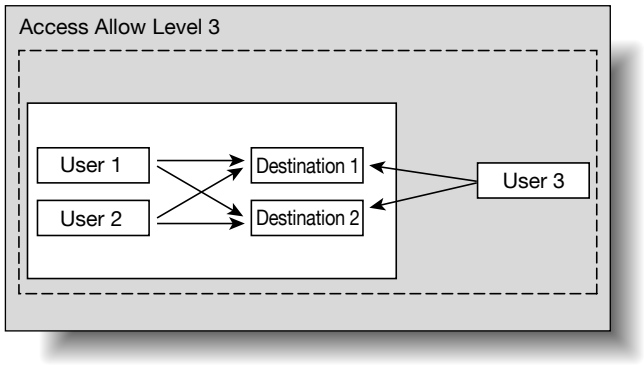
Group

In addition to users and destinations, groups with access permissions can be created and given a name.

When users and destinations are registered in these groups, a destination registered in a group can be accessed by users registered to the same group.

In addition, by applying access permission levels to groups, users not registered in a group can be given access permissions according to the conditions of the specified level.

A destination can be registered in only one group. However, a user can be registered in multiple groups.



Specifying a group setting

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

3 Touch [8 Limiting Access to Destinations].

The Limiting Access to Destinations screen appears.

4 Touch [1 Create Group].

– A maximum of 20 groups can be registered.
– In the Create Group screen, touch the button for a group, touch [Details], and then check the destinations and names of users belonging to that group.

The Create Group screen appears.

5 Touch the button for the desired group, and then touch [Edit].

The Edit screen appears.

6 Touch [Group Name].

The Group Name screen appears.

7 Type in the group name (up to 64 characters), and then touch [OK].

– For details on typing in text, refer to "Entering text" on page 12-2.

The group name is specified.

8 Select the desired access permission level.

The access permission level for the group is specified.

9 Touch [OK].

Specifying a destination level

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

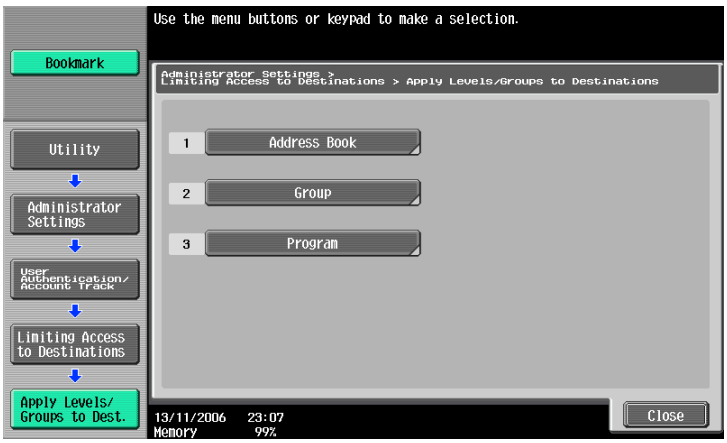
3 Touch [7 Limiting Access to Destinations].

The Limiting Access to Destinations screen appears.

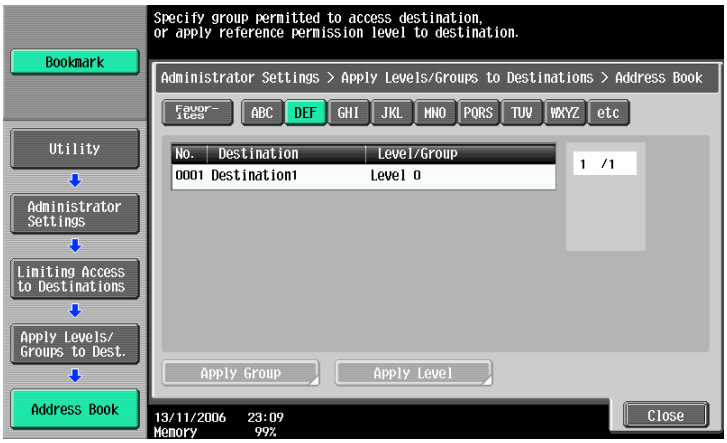
4 Touch [2 Apply Levels/Groups to Destinations].

The Apply Levels/Groups to Destinations screen appears.

5 Touch the button for the desired destination.

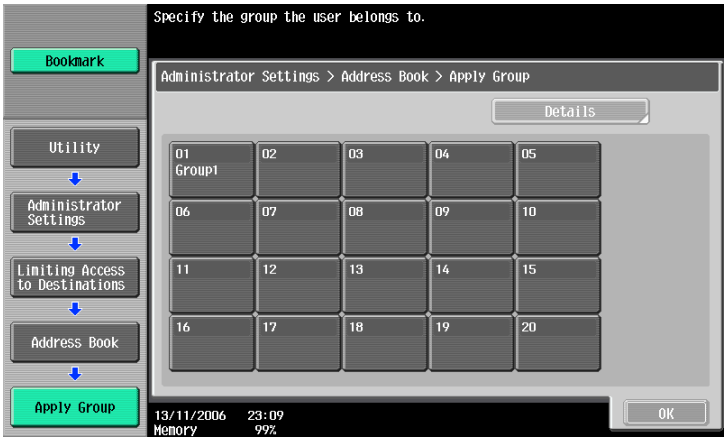


– For an address book destination, touch the index button for the first letter of the destination, and then search for the destination.



6 Touch the button for the desired setting.

– Either an access permission level or an access permission group can be specified for each destination.
– Only one access permission group can be specified for a single destination.
– To specify the destination group, touch [Apply Group]. Touch the button for the desired group, and then touch [OK].
– Touch the button for a group, touch [Details], and then check the destinations and names of users belonging to that group.



– To specify the destination level, touch [Apply Level]. Touch the button for the desired level, and then touch [OK].

Specifying a user level

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

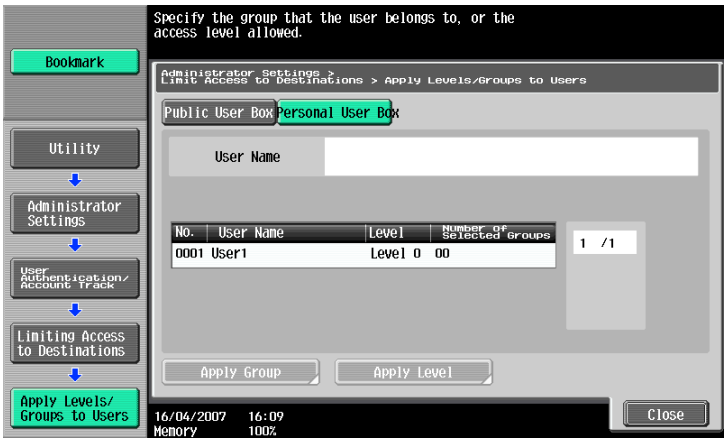
3 Touch [7 Limiting Access to Destinations].

The Limiting Access to Destinations screen appears.

4 Touch [3 Apply Levels/Groups to Users].

The Apply Levels/Groups to Users screen appears.

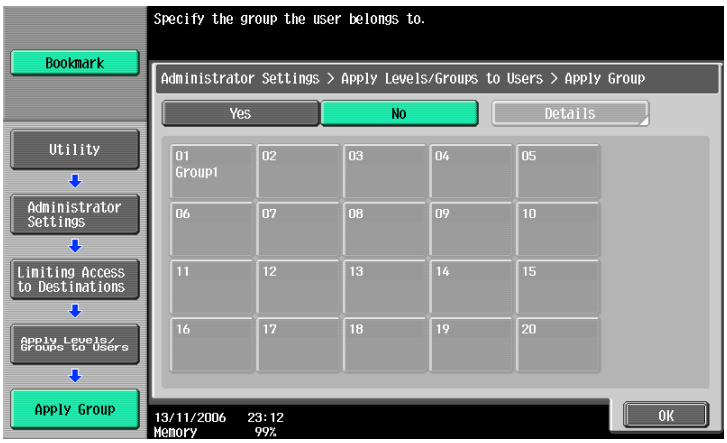
5 Select either "Public User Box" or "Personal User Box" as the user type, and then touch the button for the desired User.



– The "Public User Box" and "Personal User Box" settings appear only when access by a public user is permitted.
– If use by a public user is permitted, "Public" appears as the user name. As the default, level 0 is specified.

6 Touch the button for the desired setting.

– Both an access permission level and an access permission group can be specified for each user.
– A single user can be registered in multiple access permission groups.
– To specify the user group, touch [Apply Group]. Touch [Yes], touch the button for the desired group, and then touch [OK].
– Touch the button for a group, touch [Details], and then check the destinations and names of users belonging to that group.

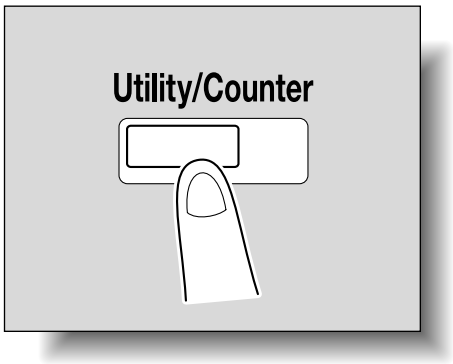


– To specify the user level, touch [Apply Level]. Touch [Yes], touch the button for the desired level, and then touch [OK].

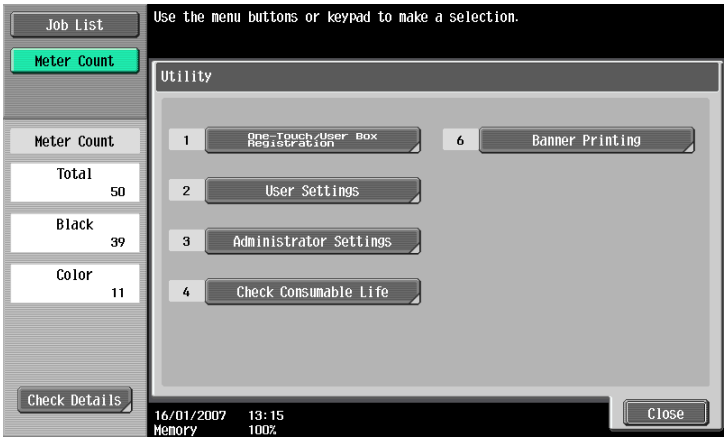
11.2.4 Displaying the destination registration screen

Follow the procedure described below to display the One-Touch/User Box Registration screen by pressing [Utility/Counter] key.

1 Press the [Utility/Counter] key.



2 Touch [1 One-Touch/User Box Registration].



– An item can also be selected by pressing the key in the keypad for the number beside the desired button.
For [1 One-Touch/User Box Registration], press the [1] key in the keypad.

The One-Touch/User Box Registration screen appears.

Note

To finish specifying settings in the Utility mode, press the [Utility/Counter] key. Otherwise, exit the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax/Scan or Box mode appears.

11.3 Specifying user settings

This section describes the function and main registration parameters that can be specified after pressing the [Utility/Counter] key, then touching [User Settings].

11.3.1 System Settings

Language Selection

Description	Default Setting
Select the language of the touch panel message.	English

Measurement Unit Settings

Description	Default Setting
Select one of the following as the measurement units in which values are displayed in the touch panel. mm (Numerical Value), inch (Numerical Value), inch (Fraction)	inch (Fraction)

Paper Tray Settings

Parameter	Description	Default Setting
Auto Tray Selection Settings	Select the paper trays that are selected automatically when the "Auto" Paper setting is specified. In addition, specify the priority of the paper trays when the auto tray switch operation is performed.	Tray priority order: Tray 1 → Tray 2 → Tray 3*1*2 → Tray 4*1
Auto Tray Switch ON/OFF	Select whether or not a paper tray loaded with paper of the same size is selected automatically when a paper tray that was selected manually becomes empty while printing copies.	Restrict
No Matching Paper in Tray Setting	Select the operation that is performed when there is no paper of the corresponding size in the specified paper tray. • Stop Printing (Tray Fixed): The machine stops operating. • Switch Trays (Tray Priority): Whether or not the specified paper tray contains paper of the corresponding size is determined and, if it does not, a different paper tray is selected if it contains paper of the corresponding size.	Stop Printing (Tray Fixed)
Print Lists	Select the paper tray used for printing lists, such as the sales counter and consumables indicators.	Tray1, 1-Sided

*1 Appears when optional double paper feed cabinet.

*2 Appears when optional single paper feed cabinet or LCT.

Auto Color Level Adjustment

Description	Default Setting
Adjust the reference level for detecting a color or black-and-white original when the "Auto Color" setting is selected. The reference level can be set to one of 5 settings.	Standard (3)

Power Save Settings

Parameter	Description	Default Setting
Low Power Mode Settings	Specify the desired length of time (between 2 minutes and 240 minutes) until the machine enters Power Save mode.	15 minutes
Sleep Mode Settings	Specify the desired length of time (between 2 minutes and 240 minutes) until the machine enters Sleep mode.	20 minutes

Note
[Low Power Mode Settings] appears only if the "Administrator Security Levels" parameter in Administrator mode is set to [Level 1], [Level 2].

Detail
For details on the "Administrator Security Levels" parameter, refer to "Security Settings" on page 11-33.

Output Settings

Parameter	Description	Default Setting
Print/Fax Output Settings	Specify settings for faxing and printing. For details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations] and the User's Guide [Print Operations].	
Output Tray Setting	Select the copy output tray for each type of job (copies, printouts, reports and faxes).	Copy: Tray 1*1 Print: Tray 1*1 Print Reports: Tray 3*2 Fax: Tray 3*2
Bin Assignment	Select whether or not Tray 1 is specified as mailbin 5 and the optional output tray is specified as mailbin 6.	Not Set

*1 If optional separator is installed, "Tray 2" is selected as the factory default.

*2 If optional separator is installed, "Tray 1" is selected as the factory default.

Note
The "Output Tray Settings" parameter is available only if the optional finisher FS-519 or separetor is installed.

When an additional output tray is installed on finisher FS-519, the additional output tray is assigned as Tray 2, and Tray 2 is assigned as Tray 3, in "Output Tray Setting".

[Bin Assignment] only appears if the optional mailbin kit is installed on finisher FS-519.

The "Bin Assignment" parameter is set to "Tray 2" only if the optional output tray is installed on finisher FS-519.

AE Level Adjustment

Description	Default Setting
Specify the initial value for auto exposure. The higher the setting, the more that the original background is emphasized.	Standard (2)

Auto Paper Select for Small Original

Description	Default Setting
Select whether copying is permitted when the "Auto" Paper setting is selected and either no original is placed on the original glass or the original placed on the original glass is too small for its size to be detected. • Copy on Small Size: The original size is determined to be 5-1/2 × 8-1/2, and copies are produced on 5-1/2 × 8-1/2-size paper. • Copy on Letter: The original size is determined to be 8-1/2 × 11, and copies are produced on 8-1/2 × 11-size paper. • Prohibit Copy: Copies cannot be produced since the original size cannot be detected. Before pressing the [Start] key, the paper tray (paper to be printed on) must be selected.	Prohibit Copy

Blank Page Print Settings

Description	Default Setting
Select whether or not stamps and overlays are printed on blank pages.	Do Not Print

Note
[Output Settings], [AE Level Adjustment] and [Blank Page Print Settings] appear only if the "Administrator Security Levels" parameter in Administrator mode is set to "Level 2".

11.3.2 Custom Display Settings

Copier Settings

Parameter	Description	Default Setting
Default Tab	Specify the default display for the Basic screen in Copy mode. • Basic: This is the normal basic display. • Quick Copy: Displays all selectable items for the "Paper" function, "Zoom" function and "Duplex/Combine" function. All can also be displayed for the "Color" function. The normal Basic screen appears as a different tab.	Basic
Shortcut Key 1	Shortcut keys for frequently used Application functions can be added to the Basic screen of Copy mode.	OFF
Shortcut Key 2		

Note
If the image controller icon appears in the Basic screen on bizhub C353/C253, only one shortcut key for the Basic screen can be specified.

Scan/Fax Settings

Parameter	Description
Default Tab	Specify settings for faxing and scanning. For details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations].
Program Default	
Address Book Index Default	
Shortcut Key 1	
Shortcut Key 2	
Default Address Book	

Copy Screen

Parameter	Description	Default Setting
Copy Operating Screen	Select the screen that is displayed while printing. • Yes: A screen for reserving a copy job appears while printing and, if [Program Next Job] is touched, a job can be reserved. • No: A copy job can be reserved while the Basic screen in Copy mode is displayed.	No

Fax Active Screen

Parameter	Description
TX Display	Specify settings for faxing. For details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations].
RX Display	

Color Selection Settings

Parameter	Description	Default Setting
Select Color	Select the color that indicates that the button is selected.	Green

Left Panel Display Default

Parameter	Description	Default Setting
Left Panel Display Default	Select the information displayed as the default in the left panel. • Job List: A list of the jobs that are being performed and queued to be performed is displayed. • Check Job Settings: The currently specified copy settings are displayed.	Job List
Job Display Setting	Select the job list information displayed in the left panel. • List Display: A list of the jobs that are being performed and queued to be performed is displayed. • Status Display: The progress of the job being performed is displayed.	List Display

Search Option Settings

Parameter	Description	Default Setting
Uppercase and Lowercase Letters	Select whether or not to differentiate between uppercase and lowercase letters.	Differentiate
Search Option Screen	Select whether or not to display [Uppercase and Lowercase Letters] setting in the advanced search.	OFF

11.3.3 Copier Settings

Parameter	Description	Default Setting
Auto Booklet ON when Fold & Staple	Select whether or not the "Booklet" function is selected automatically when the "Center Staple & Fold" setting is selected. This parameter is available only if optional finisher FS-609 is installed or optional finisher FS-519 is installed with the saddle stitcher attached.	Auto Select Booklet
Auto Zoom For Combine/ Booklet	Select whether or not the preset zoom ratios are automatically selected when the "Auto" Paper setting is selected and a combined copy setting or the "Booklet" function is selected. • Auto Display Zoom Ratio: The following zoom ratios are specified. 2in1, Booklet: 64.7% 4in1: 50.0% 8in1: 32.3% • Off: The zoom ratio is not selected automatically.	Auto Display Zoom Ratio
Auto Sort/Group Selection	Select whether or not the "Sort" setting is automatically selected when 2 or more copies are set to be printed in a single job. • Yes: When an original is loaded into the automatic document feeder and the [Start] key is pressed, the "Group" setting is automatically selected if the original consists of only one page, and the "Sort" setting is automatically selected if the original consists of two or more pages. • No: The "Sort" or "Group" setting is not selected automatically.	Yes

Parameter	Description	Default Setting
Default Copy Settings	Specify the default settings for Copy mode. The copy settings selected when the machine is turned on (the power switch is set to "|") or the [Reset] key is pressed can be specified. • Current Setting: The settings specified from the touch panel before Utility mode was entered are set as the default settings for Copy mode. • Factory Default: The factory default settings are set as the default settings for Copy mode.	Factory Default
Default Enlarge Display Settings	Specify the default copy settings for the Enlarge Display mode. This parameter appears if the machine had previously entered the Enlarge Display mode of Copy mode. • Current Setting: The settings specified from the touch panel before Utility mode was entered are set as the default settings for Copy mode. • Factory Default: The factory default settings are set as the default settings for Copy mode.	Factory Default
When AMS Direction is Incorrect	Select whether or not printing continues when the paper and original orientations are different with the "Auto Zoom" setting selected. • Print: The Zoom setting is automatically set and the copy is printed on paper of the specified size in the specified orientation. • Delete Job: The job is deleted, and no copies are printed.	Print
Separate Scan Output Method	Select whether copies are printed as the original is being scanned or after the entire original has been scanned when scanning an original in separate batches or when scanning a multiple-page original from the original glass. • Page Print: Printing of copies that can be printed begins while the original is being scanned. • Batch Print Printing begins after all pages of the original have been scanned.	Page Print
Enlargement Rotation	Select whether an image that exceeds 11-11/16 inch in the main scanning direction (left/right direction on the original glass and ADF) is rotated when the copies are printed. • Allow: An enlargement rotation is performed. However, this is applied only when the "Black" Color setting is selected. • Restrict: The enlargement rotation is prohibited, regardless of the selected Color setting.	Restrict
Auto Zoom (Platen)	Select whether or not the "Auto" Zoom setting is automatically selected when a paper tray is selected (except when the "Auto" Paper setting is selected) while an original is placed on the original glass.	OFF
Auto Zoom (ADF)	Select whether or not the "Auto" Zoom setting is automatically selected when a paper tray is selected (except when the "Auto" Paper setting is selected) while an original is loaded into the ADF.	ON
Specify Default Tray when APS Off	Select which paper tray is selected when the "Auto" Paper setting is canceled. • Tray Before APS ON: The paper tray that was being used before the "Auto" Paper setting was selected is selected. • Default Tray: Tray 1 is used.	Tray Before APS ON
Select Tray for Insert Sheet	Select the default paper tray loaded with paper for the cover pages (front cover), inserted pages and chapter title pages.	Tray 2

Parameter	Description	Default Setting
Print Jobs During Copy Operation	Select whether or not print data or fax data can be accepted for printing while a copy operation is being performed. • Accept: Print data and fax data can be accepted and printed. • Receive Only: Print data and fax data is printed after the copy operation is finished.	Accept
Automatic Image Rotation	Select with which setting the image is automatically rotated when the document and copy paper orientations are different. • When Auto Paper / Auto Zoom / Reduce is set: If the "Auto" Paper setting, "Auto" Zoom setting or a Reduce setting is selected, the image is automatically rotated to fit the orientation of the paper. • When Auto Paper / Auto Zoom is set: If the "Auto" Paper setting or "Auto" Zoom setting is selected, the image is automatically rotated to fit the orientation of the paper. • When Auto Zoom / Reduce is set: If the "Auto" Zoom setting or a Reduce setting is selected, the image is automatically rotated to fit the orientation of the paper. • When Auto Zoom is set: If the "Auto" Zoom setting is selected, the image is automatically rotated to fit the orientation of the paper.	When Auto Paper/Auto Zoom is set

Note

[Auto Zoom (Platen)], [Auto Zoom (ADF)], [Specify Default Tray when APS Off], [Select Tray for Insert Sheet] and [Automatic Image Rotation] appear only if the "Administrator Security Levels" parameter in Administrator mode is set.

[Print Jobs During Copy Operation] appears only if the "Administrator Security Levels" parameter in Administrator mode is set to "Level 2".

Detail

*For details on the "Administrator Security Level" parameter, refer to **"Security Settings" on page 11-33**.*

*For details on the default settings and the factory default settings, refer to **page 1-24**.*

To change the default settings for Fax/Scan mode, press the [Fax/Scan] key, enter Utility mode, and then select a setting for this parameter.

11.3.4 Scan/Fax Settings

Parameter	Description
JPEG Compression Level	Specify settings for scanning. For details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations].
Black Compression Level	
TWAIN Lock Time	
Default Scan/Fax Settings	
Default Enlarge Display Settings	
Compact PDF/XPS Compression Level	
Color TIFF Type	

Note

With the "Default Enlarge Display Settings" parameter, the default fax/scanning settings for the Enlarge Display mode can be specified.
This parameter appears if the machine had previously entered the Enlarge Display mode of Fax/Scan mode.

11.3.5 Printer Settings

Parameter	Description
Basic Settings	Specify settings for printing. For details, refer to the User's Guide [Print Operations].
Paper Settings	
PCL Settings	
PS Setting	
XPS Settings	
Print Reports	The Print function settings can be printed as a report. For details, refer to the User's Guide [Print Operations].

11.3.6 Change Password

Description
The password for the user who is currently logged on can be changed. After typing in the current password, type in the new password. This parameter is available when "User Authentication" is set to "ON (MFP)".

11.3.7 Change E-Mail Address

Description
The e-mail address for the user who is currently logged on can be changed. This parameter appears only when a user other than a public user is logged on.

Note

[Change E-Mail Address] appears only if the "Administrator Security Levels" parameter in Administrator mode is set to "Level 2"

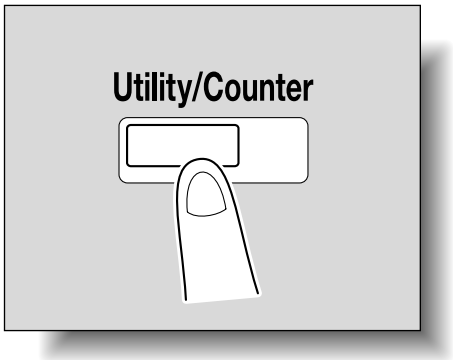
11.3.8 Change Icon

Description
The icon registered for the user who is currently logged on can be changed. This parameter appears only when a user other than a public user is logged on.

11.3.9 Displaying the User Settings screen

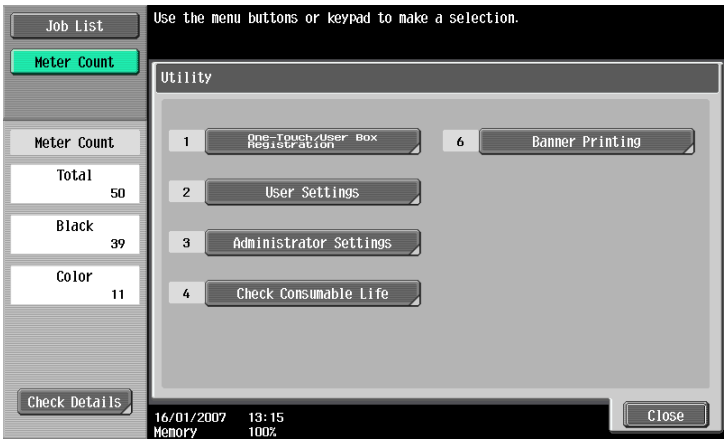
Follow the procedure described below to display the User Settings screen by pressing [Utility/Counter] key.

1 Press the [Utility/Counter] key.

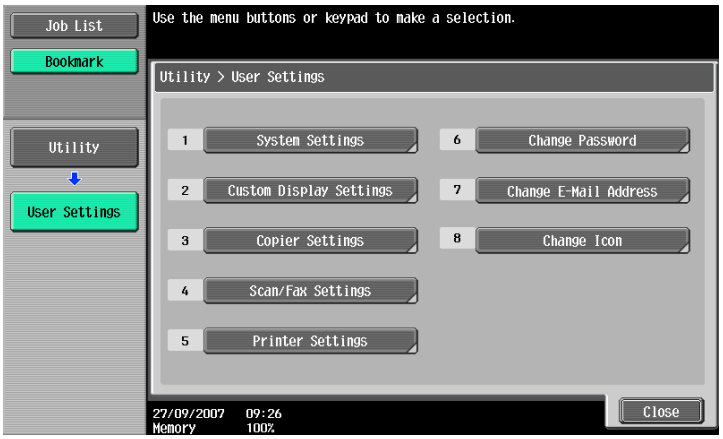


2 Touch [2 User Settings].

– An item can also be selected by pressing the key in the keypad for the number beside the desired button.
For [2 User Settings], press the [2] key in the keypad.



The User Settings screen appears.



Note

To finish specifying settings in the Utility mode, press the [Utility/Counter] key. Otherwise, exit the Utility mode by touching [Close] in each screen until the screen for the Copy or Box mode appears.

11.4 Specifying administrator settings

This section describes the function and main registration parameters that can be specified after pressing the [Utility/Counter] key, then touching [Administrator Settings].

11.4.1 System Settings

Power Save Settings

Parameter	Description	Default Setting
Low Power Mode Settings	Specify the desired length of time (between 2 minutes and 240 minutes) until the machine enters Power Save mode.	15 minutes
Sleep Mode Settings	Specify the desired length of time (between 2 minutes and 240 minutes) until the machine enters Sleep mode.	20 minutes
Power Save Key	Select which low power mode is entered when the [Power Save] key is pressed. • Low Power: The touch panel goes off and the machine enters a mode where it conserves energy. • Sleep: Although the machine conserves more energy in Sleep mode than in Power Save mode, the machine must warm up when Sleep mode is canceled, therefore taking more preparation time than Power Save mode.	Low Power
Enter Power Save Mode	Specify settings for faxing. For details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations].	Normal

Output Settings

Parameter	Description	Default Setting
Print/Fax Output Settings	Specify settings for faxing and printing. For details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations] and the User's Guide [Print Operations].	
Output Tray Settings	Select the finishing tray for each type of job (copies, printouts, reports and faxes).	Copy: Tray 1*1 Printer: Tray 1*1 Print Reports: Tray 3*2 Fax: Tray 3*2
Bin Assignment	Select whether or not Tray 1 is specified as mailbin 5 and the optional output tray is specified as mailbin 6.	Not Set
Shift Output Each Job	Select whether or not printed copies are fed out shifted when "Offset" is selected while optional finisher or separator is installed. • Yes: Pages are fed out shifted. • No: Pages are fed out without being shifted.	Yes

*1 If optional separator is installed, "Tray 2" is selected as the factory default.

*2 If optional separator is installed, "Tray 1" is selected as the factory default.

Reminder

The "Output Tray Settings" parameter is available only if the optional finisher FS-519 or separetor is installed.

When an additional output tray is installed on finisher FS-519, the additional output tray is assigned as Tray 2, and Tray 2 is assigned as Tray 3, in "Output Tray Setting".

[Bin Assignment] only appears if the optional mailbin kit is installed on finisher FS-519.

The "Bin Assignment" parameter is set to "Tray 2" only if the optional output tray is installed on finisher FS-519.

Date/Time Settings

Description	Default Setting
Specify the current date and time. In addition, the time zone can be set between -12:00 and 13:00 (in 30-minute increments).	Time Zone: +00:00

Daylight Saving Time

Description	Default Setting
Select whether or not the machine's internal clock observes daylight saving time. If "Yes" is selected, a setting appears so that the length of time for adjusting the current time can be set. The length of time applied for daylight saving time can be set between 1 minute and 150 minutes in 1-minute increments.	No

Weekly Timer Settings

Parameter	Description	Default Setting
Weekly Timer ON/OFF Settings	Select whether or not the weekly timer is used.	OFF
Time Settings	Specify the time of each day that the machine is turned on/off.	-
Date Settings	Specify the individual dates or the days of the week that the machine is turned on/off.	-
Select Time for Power Save	If the machine is turned off at a specific time, for example, during the lunch break, the time for turning the machine off and on can be specified.	No
Password for Non-Business Hours	If the machine is turned off with the weekly timer function, select whether or not use is limited with a password. In addition, if "Yes" is selected, specify the password that must be entered up to 8 characters.	No

Detail

If the weekly timer is set, the machine will be turned on/off at the specified time. Settings can be specified to require a password in order to turn the machine on after the machine has been turned off by the timer.

Various weekly timer settings in the Weekly Timer Settings screen can be combined. For details on the various settings, refer to *"Overview of weekly timer settings" on page 11-40**.*

Restrict User Access

Parameter		Description	Default Setting
Copy Program Lock Settings		Select the registered copy programs that are prevented from being changed or deleted.	-
Delete Saved Copy Program		Select the registered copy programs to be deleted.	-
Restrict Access to Job Settings	Changing Job Priority	Select whether or not to allow the print priority of jobs to be changed.	Allow
	Delete Other User Jobs	Select whether or not jobs from other users can deleted when the user authentication settings have been specified.	Restrict
	Registering and Changing Addresses	Select whether or not to allow registered destinations to be changed.	Allow
	Changing Zoom Ratio	Select whether or not to allow stored zoom ratios to be changed.	Allow
	Change the "From" Address	Select whether or not to allow the specified From address to be changed.	Allow
	Change Registered Overlay	Select whether or not to allow registered image overlays to be changed.	Allow
Restrict Operation	Restrict Broadcasting	Select whether to prevent multiple recipients from being specified for fax transmissions.	OFF

Expert Adjustment

Parameter		Description	Default Setting
AE Level Adjustment		Specify the initial value for auto exposure (AE) between 0 and 4. The higher the setting, the more that the original background is emphasized.	Standard (2)
Printer Adjustment	Leading Edge Adjustment	Adjust the starting print position between -3.0 mm and 3.0 mm at the leading edge of the paper (with respect to the paper feed direction). Adjustments can be specified for each paper type.	0.0 mm
	Centering	Adjust the starting print position between -3.0 mm and 3.0 mm at the left edge of the paper (with respect to the paper feed direction). Adjustments can be specified for each paper tray.	0.0 mm
	Leading Edge Adjustment (Duplex Side 2)	Adjust the starting print position between -3.0 mm and 3.0 mm at the leading edge of the paper for the second side during automatic double-sided copying. Adjustments can be specified for each paper tray.	0.0 mm
	Centering (Duplex 2nd Side)	Adjust the starting print position between -3.0 mm and 3.0 mm at the left edge of the paper for the second side during automatic double-sided copying. Adjustments can be specified for each paper tray.	0.0 mm
	Media Adjustment	If the print image is flawed (missing print, white spots, or uneven printing) due to the characteristics of the type of paper that is used, adjust this parameter between -8 and +7 according to the paper type.	
Finisher Adjustment	Center Staple Position	Adjust the stapling position when printing with the "Center Staple & Fold" setting. Finisher FS-519: -10 to 10 Finisher FS-609: -7 mm to 7 mm	0 0.0 mm
	Half-Fold Position	Adjust the folding position when printing with the "Center Staple & Fold" setting. Finisher FS-519: -10 to 10 Finisher FS-609: -7 mm to 7 mm	0 0.0 mm
	Punch Horizontal Position Adjustment*	Adjust the horizontal position of the punched holes between -10 and 10.	0
	Punch Regist Loop Size Adjustment*	Adjust the hole-punching shift for double-sided printing and outputting cover pages between -4 and 4.	0
Density Adjustment	Thick –Yellow	Adjust the image density for printing on thick paper or OHP transparencies. The density can be adjusted separately for each color (yellow, magenta, cyan and black for a color image and the black image density). The higher the setting, the darker the density. Adjust the setting for yellow, magenta, cyan and black between -5 and +5. Adjust the setting for "Black Image Density" between -2 and +2.	0
	Thick –Magenta		0
	Thick –Cyan		0
	Thick –Black		0
	Black Image Density		0
Image Stabilization		Perform an image stabilization if the image is incorrect, even after the gradation levels have been adjusted. • Image Stabilization Only: Perform a normal image stabilization. • Initialize + Image Stabilization: Select when a good result was not achieved after "Image Stabilization Mode" was selected.	Image Stabilization Only
Color Registration Adjust	Color Registration Adjust (Yellow)	Adjust the color registration if color shifts can be seen in the print result.	-
	Color Registration Adjust (Magenta)		-
	Color Registration Adjust (Cyan)		-

Parameter		Description	Default Setting
Gradation Adjustment	Image Stabilization Only	When adjusting the gradation levels, first press the [Start] key to perform image stabilization.	-
	Copy	Adjust the gradation levels if there are changes in the color gradations of the print image. The adjustment is made with stress on increasing the number of images stored in the memory.	-
	Printer (Gradation)	Adjust the gradation levels if there are changes in the color gradations of the print image. The adjustment is made with stress on the gradations in images.	-
	Printer (Resolution)	Adjust the gradation levels if there are changes in the color gradations of the print image. The adjustment is made with stress on the reproducibility of text and lines.	-
Line Detection	Prior Detection Setting	Select whether or not a warning appears when the left partition glass is dirty, and specify the dirt detection level. The dirt detection operation is performed before and after scanning an original using the ADF.	Yes Warning Display: TYPE2 Detection Level: Std.
	Detection While Feeding Setting	Specify the level at which dirt is detected when scanning an original using the ADF. • Do not remove: The operation to remove lines is not performed. • Remove: The operation to remove lines is performed.	1

* Appears when finisher is installed with the punch kit attached.

Detail

For the procedure on adjusting the printer, refer to "Printer Adjustment" on page 11-41.

For the procedure on adjusting the finisher, refer to "Finisher Adjustment" on page 11-49.

For the procedure on adjusting the color registration, refer to "Color Registration Adjust" on page 11-56.

For the procedure on adjusting the gradation levels, refer to "Gradation Adjustment" on page 11-59.

[Finisher Adjustment] appears only when optional finisher FS-609 is installed or finisher FS-519 is installed with the saddle stitcher attached.

Only "Black Image Density" is available for OHP transparencies.

List/Counter

Parameter		Description
Management List	Job Settings List	The machine settings can be printed.
Paper Size/Type Counter		Store combinations of paper sizes and paper types to be counted.

Reset Settings

Parameter	Description	Default Setting
System Auto Reset	Specify the desired length of time until the automatic system reset operation is performed. • Priority Mode: Select the setting ("User Box", "Scan/Fax" or "Copy") for the mode that the machine enters when the automatic system reset operation is performed. • System Auto Reset Time: Specify the setting (between 1 minute and 9 minutes or "OFF") for the desired length of time until the automatic system reset operation is performed.	Priority Mode: Copy System Auto Reset Time: 1 Minute

Parameter		Description	Default Setting
Auto Reset		Select the setting (between 1 minute and 9 minutes or "OFF") for the desired length of time until the automatic panel reset operation is performed for each mode (Copy, Scan/Fax and User Box).	Copy: 1 Minute Scan/Fax: 1 Minute User Box: 1 Minute
Job Reset	When Account is changed	Select whether or not the settings are reset (initialized) when the user has changed. This machine detects that the user has changed when the optional key counter has been removed or when the user has logged off if user authentication or account track settings are specified.	Reset
	When original is set on ADF	Select whether or not the settings are reset when an original is loaded into the automatic document feeder.	Do Not Reset
	Next Job	Staple Setting: Select whether the same Staple setting from the previous job is set or the setting is canceled when that job begins and the settings for the next job can be specified.	OFF
		Original Set/Bind Direction: Select whether the same Original Direction and Binding Position settings from the previous job are set or the settings are canceled when that job begins and the settings for the next job can be specified.	OFF
		Reset Data After Job: Select whether or not to reset the address and other settings after scanning or fax transmission. When "Confirm with User" is specified, whether or not to hold the address and other settings can be selected after scanning or fax transmission.	Reset All

Reminder

Even if the System Auto Reset Time is [OFF], the System Auto Reset function is activated after 1 minute of no operation of the machine during the User Authentication or Account Track.However, when in the Enlarge Display mode, the System Auto Reset function is not activated.

If user authentication settings have been specified or "Enhanced Security Mode" has been set to "ON", the logoff from Administrator mode or user authentication mode will be performed according to the "System Auto Reset Time" parameter.

User Box Settings

Parameter		Description	Default Setting
Delete Unused User Box		Specify settings for using boxes. For details, refer to the User's Guide [Box Operations].	
Delete Secure Print Documents			
Auto Delete Secure Document		Specify settings for using boxes. For details, refer to the User's Guide [Box Operations].	1 day
Encrypted PDF Delete Time			1 day
ID & Print Delete Time			1 day
Document Hold Setting			ON
External Memory Function Settings	Save Document		OFF
	Print Document		ON

Stamp Settings

Parameter	Description	Default Setting
Header/Footer Settings	Program the date or time to be printed in the header or footer. Before using headers/footers, first program the header/footer.	-
Fax TX Settings	Select whether or not the stamp settings are canceled when a fax is sent.	Cancel

Blank Page Print Settings

Description	Default Setting
Select whether or not stamps and overlays are printed on blank pages when a Stamp/Composition function is set.	Do Not Print

Application Key Settings

Description	Default Setting
Functions can be assigned to Key 1 and Key 2.	Key 1: Scan/Fax Key 2: Copy

11.4.2 Administrator/Machine Settings

Parameter	Description
Administrator Registration	Specify the administrator information displayed in the Service Representative/Administrator Information screen of the Help screen and the From address for sending e-mail from the machine.
Input Machine Address	Register the name of the machine and its e-mail address. The registered machine name is added to the names of files that are sent and to originals saved in user boxes. As the factory default, the machine name is specified as "KMBT_C353/C253/C203". The registered e-mail address is used with Internet faxing.

Note

When entering the device name while registering the machine address, do not use characters that cannot be used by the operating system.

11.4.3 One-Touch/User Box Registration

Parameter	Description
Create One-Touch Destination	Specify settings for registering fax, scan and user box destinations. For details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations] and the User's Guide [Box Operations].
Create User Box	
One-Touch/User Box Registration List	The lists of address book destinations, group destinations, program destinations and titles/text can be printed to be checked. For details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations].
Maximum Number of User Boxes	Specify the maximum number of user boxes for each user. For details, refer to the User's Guide [Box Operations].

11.4.4 User Authentication/Account Track

General Settings

Description	Default Setting
Specify user authentication and account track settings in order to control the use of this machine. • User Authentication: Select either "ON (External Server)" or "ON (MFP)" as the user authentication method. To quit user authentication, select "OFF". • Public User Access: Select whether or not the machine can be used by an unauthenticated user. This cannot be selected if "User Authentication" is set to "OFF". The machine can be used without authentication if [ON (Without Login)] is touched when logging on as a public user. When logging on as an authorized user, the [Access] key must be pressed first to display the authentication screen. • Account Track: Select whether or not account tracking is used to control the machine. • Account Track Input Method: To authenticate using an account name and password, touch [Account Name & Password]. To authenticate using only a password, touch [Password Only]. No setting can be selected when "Account Track" is set to "OFF". If both user authentication and account track settings are specified, "Account Name & Password" cannot be selected. • Synchronize User Authentication & Account Track: Select whether or not user authentication and group authentication are synchronized. This appears only when "User Authentication" is set to "External Server Authentication" or "ON (MFP)" and "Account Track" is set to "On". • When # of Jobs Reach Maximum: To stop the job being printed and begin printing the next job when the limit specified for account track or user authentication is reached, touch [Skip Job]. To stop the all jobs when the limit is reached, select [Stop Job]. • Number of User Counters Assigned: Adjust the number of users and accounts that can be registered. Example: When "Number of User Counters Assigned" is set to "50", 950 accounts can be registered. • Ticket Hold Time Setting: Specify the desired length of holding time (between 1 minute and 60 minutes) of Kerberos authentication ticket. The holding time setting is applied when Active Directory is selected as the authentication server type.	User Authentication: OFF Account Track: OFF When # of Jobs Reach Maximum: Skip Job Ticket Hold Times Settings: 60 min

User Authentication Settings

Parameter		Description	Default Setting
Administrative Settings	User Name List	Select whether or not a list of user names is displayed in the user authentication screen.	OFF
	Default Function Permission	Operations that are possible with this machine can be limited when authenticating with an external server.	Copy: Allow Scan: Allow Fax: Allow Print: Allow User Box: Allow Print Scan/Fax TX: Allow Save to External Memory: Allow Manual Destination Input: Allow
	ID & Print Settings	Whether or not to use the ID & Print function can be selected. Also, whether to print unauthorized jobs or public user jobs immediately or to save them in the ID & Print User Box can be selected.	ID & Print: OFF Public User:Print Immediately
	ID & Print Operation Settings	Specify the printing method when using the ID & Print function. • Print All Jobs: All the jobs are printed with a single authentication operation. • Print Each Job: The stored jobs are printed one at a time.	Print All Jobs
User Registration		Register the users of this machine. In addition, the password, printing permissions, number of prints allowed, authentication information and function permissions can be specified for each user.	-
User Counter		The copy, print and fax/scan use for each user can be checked.	-

Note

The user authentication parameters appear only if "User Authentication" on the General Settings screen is set to any setting other than "OFF".

[Save to External Memory] appears if "Save Document "is set to "ON" (displayed by touching [User Box Settings] on the System Settings screen, then [External Memory Function Settings]).

If authentication is performed with PageScope Authentication Manager, [User Registration] does not appear.

Detail

When user authentication is performed using an optional authentication unit, by placing your finger or IC card on the authentication unit, jobs saved in the ID & Print User Box can be printed.

Account Track Settings

Parameter	Description
Account Track Registration	Register the accounts using this machine. In addition, the password, printing permissions and number of prints allowed can be specified for each account.
Account Track Counter	The copy, print and scan/fax use for each account can be checked.

Note

The account track parameters appear only if "Account Track" on the General Settings screen is set to "ON".

If authentication is performed with PageScope Authentication Manager, [Account Track Settings] does not appear.

Print Without Authentication

Description	Default Setting
Select whether or not printing is permitted without specifying a user or account. If printing is permitted, prints are counted for public users.	Restrict

Printer Counter List

Description	Default Setting
This parameter appears only if user authentication or account track settings have been specified. The use for each user or account can be checked.	Tray 1/1-Sided

External Server Settings

Description
Specify the external server that performs user authentication.

Limiting Access to Destinations

Parameter	Description
Create Group	Groups for permitting access to destinations can be registered and edited.
Apply Levels/Groups to Destinations	The access permission level and the group with access permissions can be specified for each destination.
Apply Levels/Groups to Users	The access permission level and the group with access permissions can be specified for each user.

Authentication Device Settings

Parameter	Description	Default setting
General Settings	Specify the settings for the installed authentication unit. • Card Authentication: Select the IC card type and operation settings. • Bio Authentication: Select the beep and operation settings.	When the authentication unit (IC card type) has been installed: IC Card Type: FeliCa Operation Settings: Card Authentication When the authentication unit (biometric type) has been installed: Beep Sound: ON Operation Settings: 1-to-many authentication
Logoff Settings	Select whether or not the user is logged off after a scan or fax is sent or after the copy original is scanned.	Do not log off

Detail

The Authentication Device Settings parameters are available only if the optional authentication unit is installed.

The authentication units of the IC card type and the biometric type cannot be installed at the same time.

If [SSFC] is selected for the IC card type, specify company code and company identification code. For details, refer to the manual provided with the authentication unit.

Auth/Acct Track Common Setting

Parameter	Description	Default setting
Logout Confirmation Screen Display Setting	Select whether or not to display the logging-off confirmation screen after pressing the [Access] key.	ON

11.4.5 Network Settings

Parameter	Description
TCP/IP Settings	Specify settings for using the network. For details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations].
NetWare Settings	
HTTP Server Settings	
FTP Settings	
SMB Settings	
LDAP Settings	
E-mail Settings	
SNMP Settings	
AppleTalk Settings	
Bonjour Setting	
TCP Socket Settings	
Network Fax Settings	
WebDAV Settings	
Web Service Settings	
Detail Settings	

11.4.6 Copier Setting

Parameter	Description	Default Setting
Auto Zoom (Platen)	Select whether or not the "Auto" Zoom setting is automatically selected when a paper tray is selected (except when the "Auto" Paper setting is selected) while an original is placed on the original glass.	OFF
Auto Zoom (ADF)	Select whether or not the "Auto" Zoom setting is automatically selected when a paper tray is selected (except when the "Auto" Paper setting is selected) while an original is loaded into the ADF.	ON
Specify Default Tray when APS Off	Select which paper tray is selected when the "Auto" Paper setting is canceled. • Tray Before APS ON: The paper tray that was being used before the "Auto" Paper setting was selected is selected. • Default Tray: Tray 1 is used.	Tray Before APS ON
Select Tray for Insert Sheet	Select the default paper tray loaded with paper for the cover pages (front cover), inserted pages and chapter title pages.	Tray 2
Print Jobs During Copy Operation	Select whether or not print data or fax data can be accepted for printing while a copy operation is being performed. • Accept: Print data and fax data can be accepted and printed. • Receive Only: Print data and fax data is printed after the copy operation is finished.	Accept
Automatic Image Rotation	Select with which setting the image is automatically rotated when the document and copy paper orientations are different. • When Auto Paper / Auto Zoom / Reduce is set: If the "Auto" Paper setting, "Auto" Zoom setting or a Reduce setting is selected, the image is automatically rotated to fit the orientation of the paper. • When Auto Paper / Auto Zoom is set: If the "Auto" Paper setting or "Auto" Zoom setting is selected, the image is automatically rotated to fit the orientation of the paper. • When Auto Zoom / Reduce is set: If the "Auto" Zoom setting or a Reduce setting is selected, the image is automatically rotated to fit the orientation of the paper. • When Auto Zoom is set: If the "Auto" Zoom setting is selected, the image is automatically rotated to fit the orientation of the paper.	When Auto Paper/Auto Zoom is set

11.4.7 Printer Settings

Parameter	Description
USB Timeout	Specify settings for registering print destinations. For details, refer to the User's Guide [Print Operations].
Network Timeout	
Print XPS Error	

11.4.8 Fax Settings

Parameter	Description
Header Information	Specify settings for registering fax destinations. For details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations].
Header/Footer Position	
Line Parameter Setting	
TX/RX Settings	
Function Settings	
PBX Connection Setting	
Report Settings	
Job Settings List	
Multi Line Setting	
Network Fax Settings	

Note
[8 Fax Settings] appears only when the fax kit is installed or when Internet fax functions are available.

11.4.9 System Connection

Parameter	Description
Open API Settings	Specify settings for registering network connections. For details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations].

11.4.10 Security Settings

Administrator Password

Description	Default Setting
The administrator password used to specify the Administrator mode settings can be specified or changed. The administrator password can contain between 0 digits and 8 digits (characters). If the "Password Rules" parameter is set to "Enabled", only an administrator password with 8 digits can be specified.	12345678

User Box Administrator Setting

Description
Specify settings for using boxes. For details, refer to the User's Guide [Box Operations].

Administrator Security Levels

Description	Default Setting
Specify the range of Administrator mode parameters available to users. • Level 1: Low Power Mode Settings, Auto Zoom (Platen), Auto Zoom (ADF), Specify Default Tray when APS Off, Select Tray for Insert Sheet, Automatic Image Rotation are available to users. • Level 2: Low Power Mode Settings, Output Settings, AE Level Adjustment, Blank Page Print Settings, Auto Zoom (Platen), Auto Zoom (ADF), Specify Default Tray when APS Off, Select Tray for Insert Sheet, Automatic Image Rotation, Copy Operating Screen, Change E-Mail Address are available to users. • Prohibit: None of the parameters that are available to users with "Level 1" or "Level 2" are available.	Prohibit

Security Details

Parameter	Description	Default Setting
Password Rules	Select whether or not password rules are applied.	Invalid
Prohibited Functions When Authentication Error	Select the operations that are prohibited if user authentication failed. • Mode 1: Operations cannot be performed for a fixed length of time. • Mode 2: When authentication has failed repeatedly, the control panel can no longer be operated. The number of times of failed authentication can be set between 1 and 5. If operation of the control panel is restricted, touch [Release], and then select the items whose operation restrictions are canceled. • Users & Accounts: Operations for user authentication and account track • Secure Print: Operations for confidential documents • User Box: Operations for password-protected boxes • SNMP: Operations for SNMP v3 Write user authentication • WebDAV Server: Operations for WebDAV Server • Release Time Settings: Specify the length of time until prohibited operations are automatically unlocked. The time can be set between 1 minute and 60 minutes.	Mode 1 Release Time Settings: 5 min.
Confidential Document Access Method	The operation method for confidential documents can be viewed. If "Prohibited Functions When Authentication Failed" is set to "Mode 1", this parameter is set to "Mode 1". If "Prohibited Functions When Authentication Failed" is set to "Mode 2", this parameter is set to "Mode 2". Mode 1: Type in the ID and password for the confidential document, and then select the document. Mode 2: Enter the Secure Print ID, select the document, and then enter the password for authentication.	Mode 1
Manual Destination Input	Select whether or not a recipient can be typed in manually in a recipient input screen. If "Restrict" is selected, LDAP searches cannot be performed.	Allow
Print Data Capture	Select whether or not data for a print job can be captured. For details, refer to the User's Guide [Print Operations].	
Restrict Fax TX	Select whether or not fax transmissions are prohibited.	OFF
Hide Personal Information	Select whether or not the file name and destination are hidden in the job log.	OFF
Display Activity Log	Select whether or not the communication log is displayed.	ON
Delete Job Log	The entire job log can be cleared.	-

Detail

The operation of the "Prohibited Functions When Authentication Error" parameter applies to the following passwords.
User passwords, account passwords, user box passwords, passwords for confidential documents, and the administrator password

If the control panel cannot be operated even after touching [Release] from the "Prohibited Functions When Authentication Error" parameter to specify the items whose operation restrictions are canceled or if an operation is prohibited from a failed attempt to authenticate the administrator password, restart the machine. Restart the machine, wait for the time specified in "Release Time Settings", and then perform the administrator authentication.

Reminder

When the machine is turned off, then on again with the main power switch, wait at least 10 seconds to turn the machine on after turning it off. The machine may not operate correctly if it is turned on immediately after being turned off.

Enhanced Security Mode

Description
Settings necessary for applying enhanced security mode appear. Select whether or not to apply enhanced mode settings when the necessary settings are specified. For details, contact your service representative.

HDD Settings

Parameter	Description	Default Setting
Check HDD Capacity	Information concerning the hard disk capacity is displayed.	
Overwrite Temporary Data	Specify whether or not to overwrite the temporary image data saved on the hard disk with all operations for copying, scanning, faxing and computer printing. For details on the settings, refer to the User's Guide [Box Operations]. By specifying a setting to overwrite temporary data, the area of the hard disk where image data is saved after printing or sending can be overwritten, and the data can be erased. This process prevents disclosure of image data on the hard disk.	NO
Overwrite All Data	Select this parameter to overwrite and delete all data on the entire hard disk in the specified patterns for mode 1 through mode 8 when returning the machine from lease or disposing the machine in order to prevent disclosure of the data. For details on the settings, refer to the User's Guide [Box Operations]. Before performing this operation, contact your service representative.	Mode 1
HDD Lock Password	Specify the password for protecting data on the hard disk. For details, refer to the User's Guide [Box Operations].	
Format HDD	Format the hard disk. For details, refer to the User's Guide [Box Operations].	
HDD Encryption Setting	This setting appears when the optional Security kit is installed. Specify an encryption passphrase to encrypt data in the hard disk. For details, refer to the User's Guide [Box Operations]. When a setting is specified, all data written to the hard disk is encrypted to protect it. If the encryption key is changed, the hard disk will be reformatted.	

Function Management Settings

Parameter	Description	Default Setting
Network Function Usage Settings	Specify settings for network functions that are difficult to count when managing operations.	ON

Detail

The following functions cannot be used if "Network Function Usage Settings" is set to "OFF".

PC-FAX transmission

Using the HDD TWAIN driver to view and retrieve documents in user boxes

Using PageScope Box Operator to view and retrieve documents in user boxes

Using PageScope Scan Direct to retrieve documents in user boxes

Box operations using the PageScope Web Connection (The User Box tab does not appear.)

Stamp Settings

Parameter	Description
Apply Stamps	Select whether or not a stamp is added when printing or sending.
Delete Registered Stamp	Select whether or not stamps registered for copy protection can be deleted.

Note

If a stamp is set to be added with the "Apply Stamps" parameter, print settings cannot be changed with the functions on the Stamp/Composition screen (displayed from the Application screen).

Driver Password Encryption Setting

Description	Default setting
The encryption password for the printer driver can be changed. For details, refer to the User's Guide [Print Operations].	Use Factory Default

11.4.11 License Settings

Parameter	Description
Get Request Code	Issues the request code for this machine that registers in the License Management Server (LMS).
Install License	Select the function to be enabled, and then type in the license code acquired from the License Management Server (LMS).
List of Enabled Functions	Enabled functions can be checked.

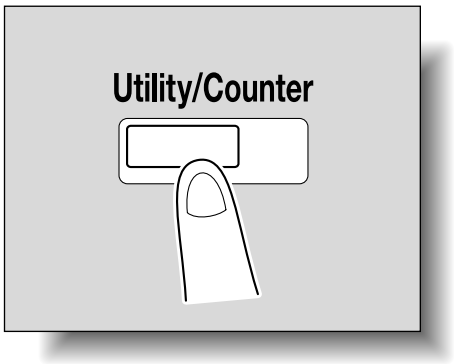
Note

For details on Install License, refer to the Quick Guide [Copy/Print/Fax/Scan/Box Operations].

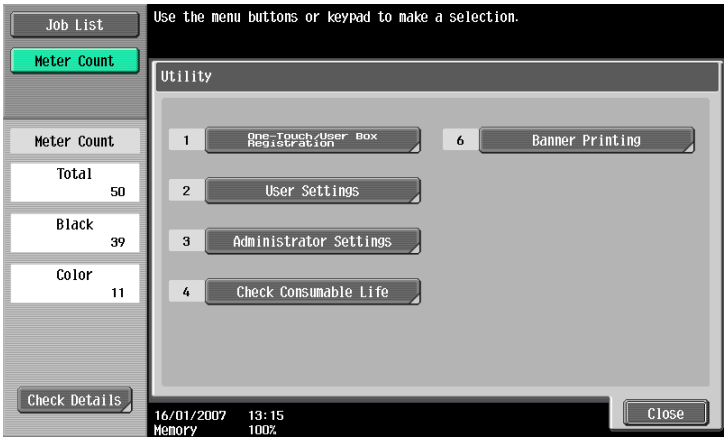
11.4.12 Displaying the Administrator Settings screen

Follow the procedure described below to display the Administrator Settings screen by pressing [Utility/Counter] key.

1 Press the [Utility/Counter] key.



2 Touch [3 Administrator Settings].

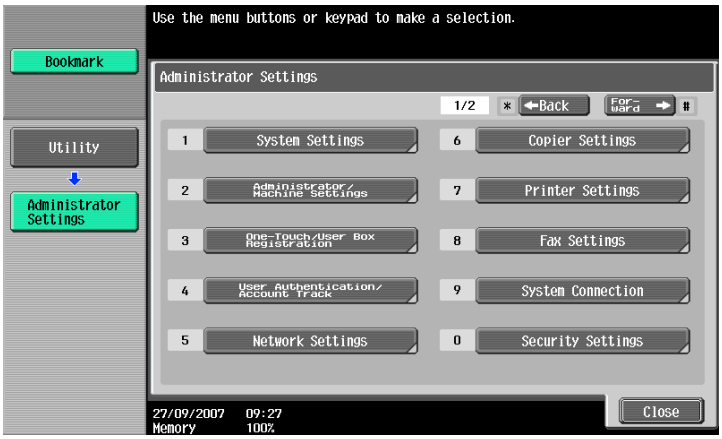


– An item can also be selected by pressing the key in the keypad for the number beside the desired button. For [3 Administrator Setting], press the [3] key in the keypad.

3 Type in the administrator password, and then touch [OK].

– For details on typing in text, refer to "Entering text" on page 12-2.

The Administrator Settings screen appears.



Note

To finish specifying settings in the Utility mode, press the [Utility/Counter] key. Otherwise, exit the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax/Scan or Box mode appears.

Reminder

The default administrator password is "12345678". The administrator of this machine should change the administrator password.

Be sure to keep the administrator password in a safe place. If the administrator password is lost, it must be specified by the service representative. For details, contact the service representative.

11.5 Check Consumable Life

This section describes the information that can be viewed after pressing the [Utility/Counter] key, then touching [Check Consumable Life].

From the Check Consumable Life screen, the status (usage level) of the following consumables can be viewed.

- Imaging unit (C)
- Imaging unit (M)
- Imaging unit (Y)
- Imaging unit (K)
- Fusing unit
- Image transfer belt unit

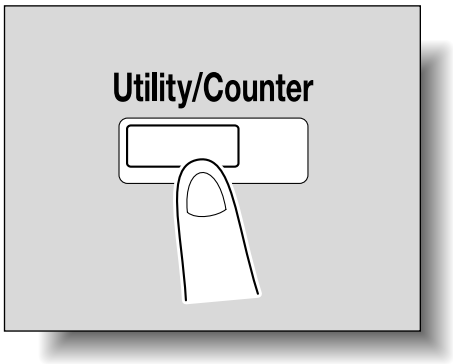
The usage levels are shown as graphs.

Note

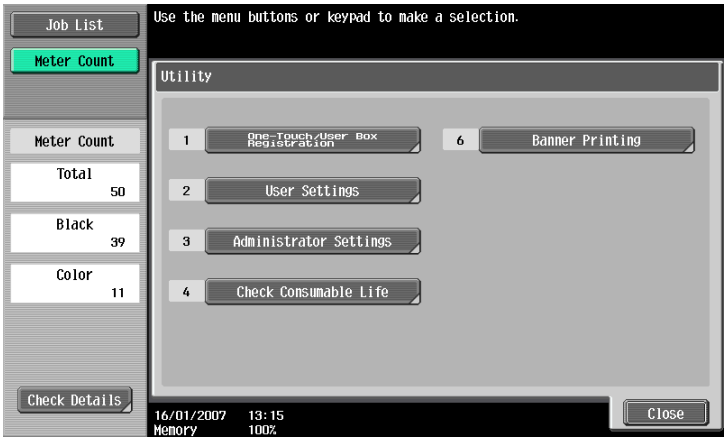
The consumables mentioned above are replaceable. For replacements, contact your service representative.

11.5.1 Displaying the Check Consumable Life screen

1 Press the [Utility/Counter] key.

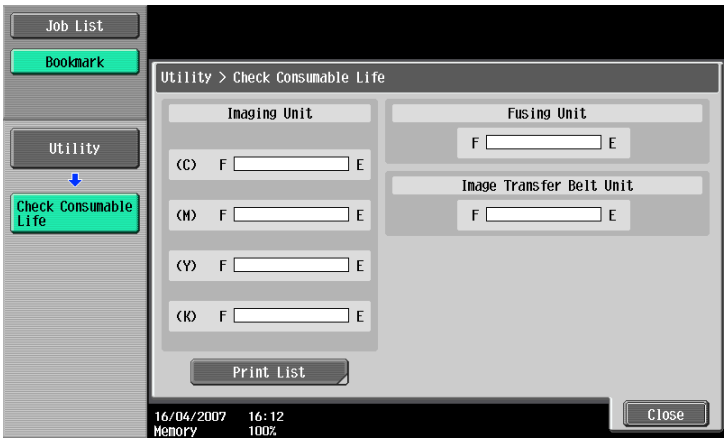


2 Touch [4 Check Consumable Life].



– An item can also be selected by pressing the key in the keypad for the number beside the desired button. For [4 Check Consumable Life], press the [4] key in the keypad.

The Check Consumable Life screen appears.



Note

To print the list of usage levels, touch [Print List], and then touch [Start] or press the [Start] key.

To finish specifying settings in the Utility mode, press the [Utility/Counter] key. Otherwise, exit the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax/Scan or Box mode appears.

11.6 Overview of weekly timer settings

Various weekly timer settings in the Weekly Timer Setting screen can be combined. A general procedure is described below.

✔ If the weekly timer has been set, leave the machine plugged into the electrical outlet even if the machine has been turned off.

✔ Press the [Utility/Counter] key, touch [Administrator Settings], then [System Settings], then [Weekly Timer Setting], and correctly specify the necessary settings.

1 Set "Weekly Timer ON/OFF Settings" to "ON".

2 Specify times for "Time Settings".

3 Specify dates for "Date Settings".

4 Specify the desired settings for "Select Time for Power Save" and "Password for Non-Business Hours".

The weekly timer is set.

11.7 Printer Adjustment

11.7.1 Leading Edge Adjustment

The starting print position at the leading edge of each type of paper (with respect to the paper feed direction) can be adjusted.

✔ The starting print position is adjusted during manufacturing of the machine. Normally, the starting print position will not need to be adjusted.

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [1 System Settings].

The System Settings screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

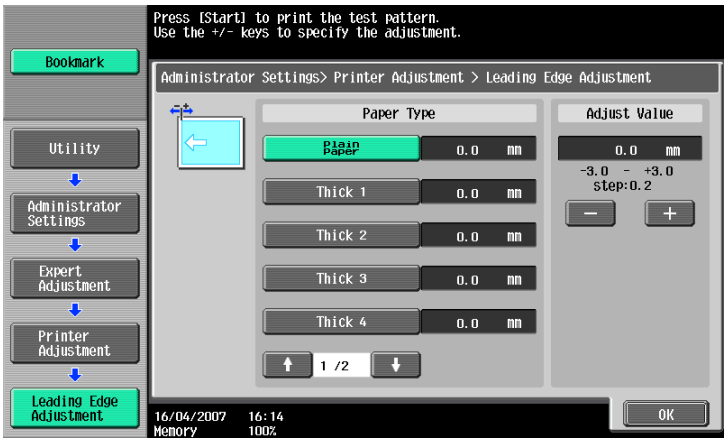
4 Touch [2 Printer Adjustment].

The Printer Adjustment screen appears.

5 Touch [1 Leading Edge Adjustment].

The Leading Edge Adjustment screen appears.

6 Touch the button for the paper type to be set.



7 Press the [Start] key.

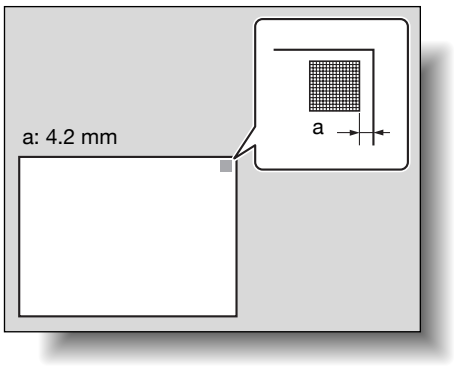
– Only paper loaded into the bypass tray can be used.

A test pattern is printed.

8 Check that the distance from the starting print position of the test pattern to the edge of the paper (a) is 4.2 mm.

– If the distance is less than 4.2 mm, touch [+] to increase the adjustment (between 0.2 mm and 3.0 mm).
– If the distance is more than 4.2 mm, touch [-] to reduce the adjustment (between -0.2 mm and -3.0 mm).

– Each time [+] or [-] is touched, the value is increased or decreased by one increment.



9 Press the [Start] key.

The adjusted test pattern is printed.

10 Check the distance from the starting print position of the test pattern to the edge of the paper.

– Check that the width has been adjusted to 4.2 mm.
– If more adjustment is necessary, repeat steps 8 and 9.
– To adjust the print position for a different type of paper, return to step 6.

11 Touch [OK].

– To cancel the setting and select the default, press the [Reset] key.

The print position is adjusted.

Note
Set the value by mm. Refer to the conversion rate below.
1 inch = 25.4 mm

11.7.2 Centering

The starting print position at the left edge of the paper (with respect to the paper feed direction) for each paper tray can be adjusted.

✔ The starting print position is adjusted during manufacturing of the machine. Normally, the starting print position will not need to be adjusted.

✔ Only 8-1/2 × 11 ▯ paper can be used to adjust the bypass tray.

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to **"Displaying the Administrator Settings screen" on page 11-36**.

2 Touch [1 System Settings].

The System Settings screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

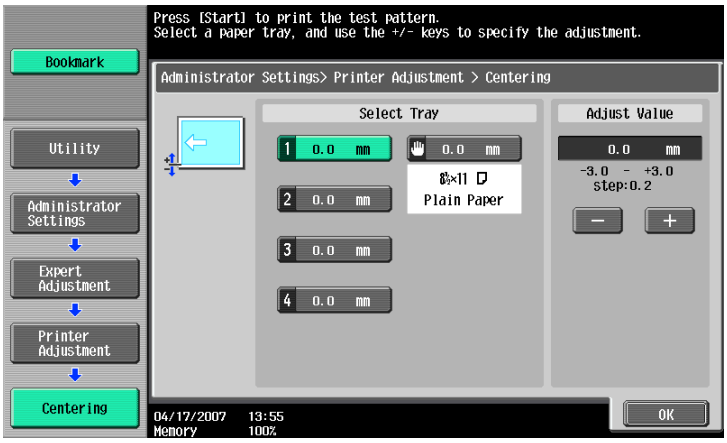
4 Touch [2 Printer Adjustment].

The Printer Adjustment screen appears.

5 Touch [2 Centering].

The Centering screen appears.

6 Touch the button for the paper tray to be set.



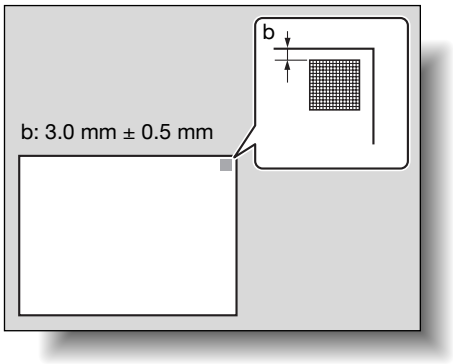
7 Press the [Start] key.

– Only paper loaded into the bypass tray can be used.

A test pattern is printed.

8 Check that the distance from the starting print position of the test pattern to the edge of the paper (b) is 3 mm (±0.5 mm).

– If the distance is 2.4 mm or less, touch [+] to increase the adjustment (between 0.2 mm and 3.0 mm).
– If the distance is 3.6 mm or more, touch [-] to reduce the adjustment (between -0.2 mm and -3.0 mm).
– If the distance is between 2.5 mm and 3.5 mm, continue with step 10.
– Each time [+] or [-] is touched, the value is increased or decreased by one increment.



9 Press the [Start] key.

The adjusted test pattern is printed.

10 Adjust the distance from the starting print position of the test pattern to the edge of the paper.

– Check that the distance has been adjusted to between 2.5 mm and 3.5 mm.
– If more adjustment is necessary, repeat steps 8 and 9.
– To adjust the print position for a different paper tray, return to step 6.

11 Touch [OK].

– To cancel the setting and select the default, press the [Reset] key.

The print position is adjusted.

Note

Set the value by mm. Refer to the conversion rate below.
1 inch = 25.4 mm

11.7.3 Leading Edge Adjustment (Duplex Side 2)

The starting print position at the leading edge for the second side during automatic double-sided copying with each type of paper (with respect to the paper feed direction) can be adjusted.

✔ The starting print position is adjusted during manufacturing of the machine. Normally, the starting print position will not need to be adjusted.

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [1 System Settings].

The System Settings screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

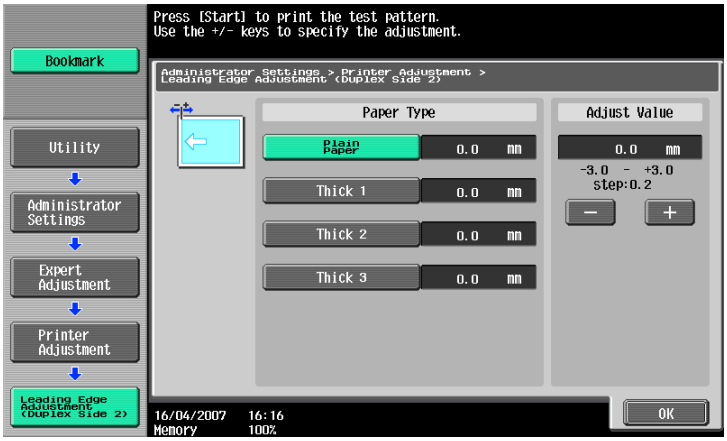
4 Touch [2 Printer Adjustment].

The Printer Adjustment screen appears.

5 Touch [3 Leading Edge Adjustment (Duplex Side 2)].

The Leading Edge Adjustment (Duplex Side 2) screen appears.

6 Touch the button for the paper type to be set.



7 Press the [Start] key.

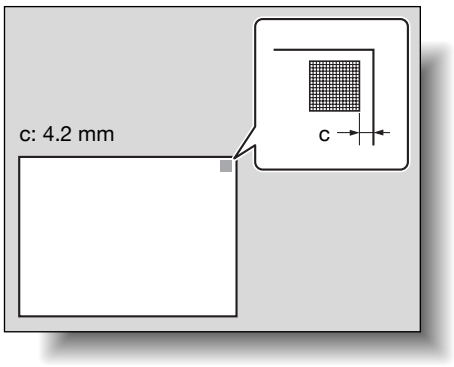
– Only paper loaded into the bypass tray can be used.

A test pattern is printed.

8 Check that the distance from the starting print position of the test pattern to the edge of the paper (c) is 4.2 mm.

– If the distance is less than 4.2 mm, touch [+] to increase the adjustment (between 0.2 mm and 3.0 mm).
– If the distance is more than 4.2 mm, touch [-] to reduce the adjustment (between -0.2 mm and -3.0 mm).

– Each time [+] or [-] is touched, the value is increased or decreased by one increment.



9 Press the [Start] key.

The adjusted test pattern is printed.

10 Check the distance from the starting print position of the test pattern to the edge of the paper.

– Check that the distance has been adjusted to 4.2 mm.
– If more adjustment is necessary, repeat steps 8 and 9.
– To adjust the print position for a different paper type, return to step 6.

11 Touch [OK].

The print position is adjusted.

Note
Set the value by mm. Refer to the conversion rate below.
1 inch = 25.4 mm

11.7.4 Centering (Duplex 2nd Side)

The starting print position at the left edge of the paper for the second side during automatic double-sided copying for each paper tray can be adjusted.

✔ The starting print position is adjusted during manufacturing of the machine. Normally, the starting print position will not need to be adjusted.

✔ Only 8-1/2 × 11 ▯ paper can be used to adjust the bypass tray.

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to **"Displaying the Administrator Settings screen" on page 11-36**.

2 Touch [1 System Settings].

The System Settings screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

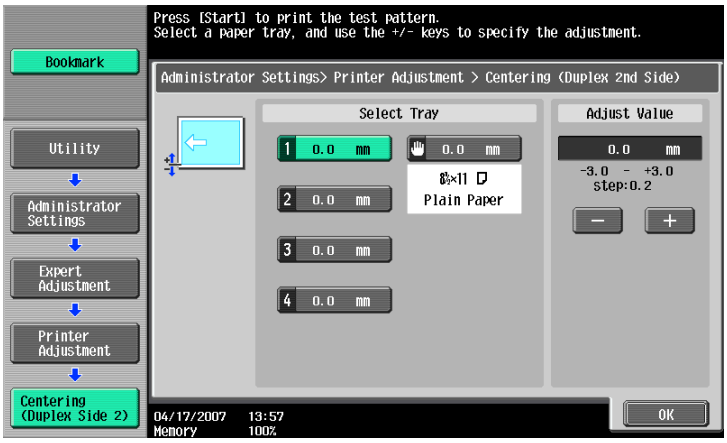
4 Touch [2 Printer Adjustment].

The Printer Adjustment screen appears.

5 Touch [4 Centering (Duplex 2nd Side)].

The Centering (Duplex 2nd Side) screen appears.

6 Touch the button for the paper tray to be set.

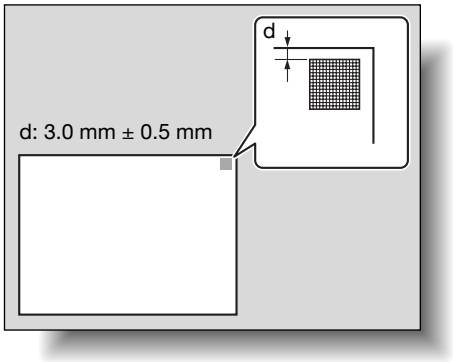


7 Press the [Start] key.

A test pattern is printed.

8 Check that the distance from the starting print position of the test pattern to the edge of the paper (d) is 3 mm (±0.5 mm).

- If the distance is 2.4 mm or less, touch [+] to increase the adjustment (between 0.2 mm and 3.0 mm).
- If the distance is 3.6 mm or more, touch [-] to reduce the adjustment (between -0.2 mm and -3.0 mm).
- If the distance is between 2.5 mm and 3.5 mm, continue with step 10.
- Each time [+] or [-] is touched, the value is increased or decreased by one increment.



9 Press the [Start] key.

The adjusted test pattern is printed.

10 Adjust the distance from the starting print position of the test pattern to the edge of the paper.

- Check that the distance has been adjusted to between 2.5 mm and 3.5 mm.
- If more adjustment is necessary, repeat steps 8 and 9.
- To adjust the print position for a different paper tray, return to step 6.

11 Touch [OK].

- To cancel the setting and select the default, press the [Reset] key.

The print position is adjusted.

Note

Set the value by mm. Refer to the conversion rate below.
1 inch = 25.4 mm

11.7.5 Adjusting printing according to the media

The print image can be adjusted for each type of paper that is used.

1 Display the Administrator Setting screen.

– For details on displaying the Administrator Setting screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [1 System Setting].

The System Setting screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

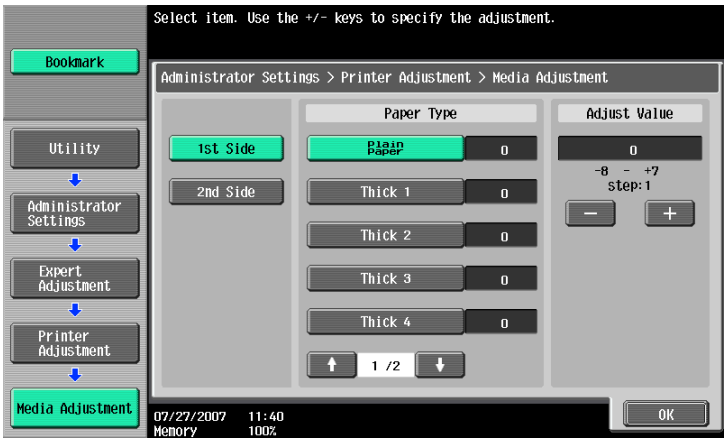
4 Touch [2 Printer Adjustment].

The Printer Adjustment screen appears.

5 Touch [5 Media Adjustment].

The Media Adjustment screen appears.

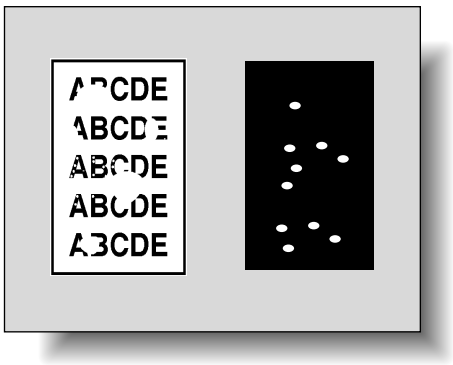
6 Touch the button for the paper type to be set.



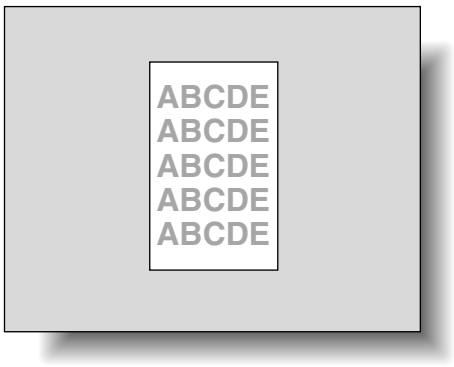
– If the image is distorted with single-sided copying, select a paper type below "Font".
– If the image on the back side is distorted with double-sided copying, select a paper type below "Back".

7 Touch [+] or [–] to adjust the setting between –8 and +7. An adjustment is possible if the size of the white areas in missing print or the white spots is 0.5 mm or less.

– For missing print or white spots in the print image, touch [–] to reduce the adjustment.



– For uneven printing of the print image, touch [+] to increase the adjustment.
– Each time [+] or [–] is touched, the value is increased or decreased by one increment.



8 Touch [OK].

9 Touch [Close].

Try performing the copy cycle again.

10 Check the printed image, and finish the adjustment if there are no flaws.

– If more adjustment is necessary, repeat steps 1 through 9.
– If the print image flaws are worse, adjust the setting in step 7 in the opposite direction.

11.8 Finisher Adjustment

11.8.1 Center Staple Position Adjustment

The stapling position when printing with the "Center Staple & Fold" setting can be adjusted for each paper size.

Note

[Center Staple Position Adjustment] appears if optional finisher FS-609 is installed or optional finisher FS-519 is installed with the saddle stitcher attached.

If the angle of the staple must be adjusted, contact your service representative.

Detail

For details on the "Center Staple & Fold" setting, refer to "Binding copies at the center ("Center Staple" and "Half-Fold" setting/"Center Staple & Fold" setting)" on page 2-74.

For the procedure on adjusting the center folding position, refer to "Half-Fold Position" on page 11-51.

✔ Adjust the center folding position before adjusting the center stapling position.

✔ Before making any adjustments, use the "Center Staple & Fold" setting to print a single sample copy. Perform the adjustment while checking the sample that was created.

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [1 System Settings].

The System Settings screen appears.

3 Touch [7 Expert Adjustment].

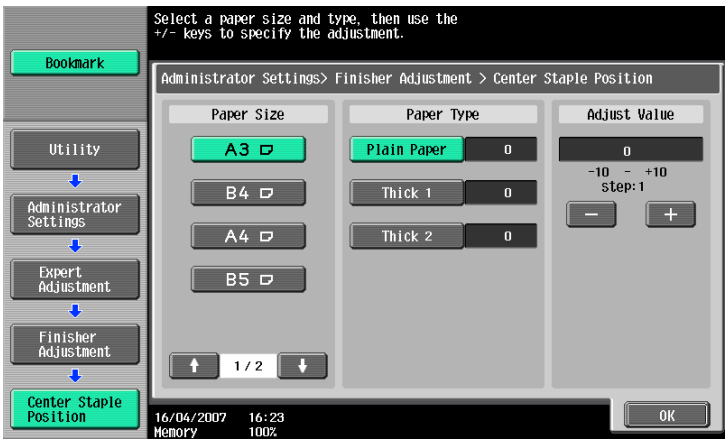
The Expert Adjustment screen appears.

4 Touch [3 Finisher Adjustment].

The Finisher Adjustment screen appears.

5 Touch [1 Center Staple Position].
The Center Staple Position screen appears.

Finisher FS-519 + Saddle stitcher



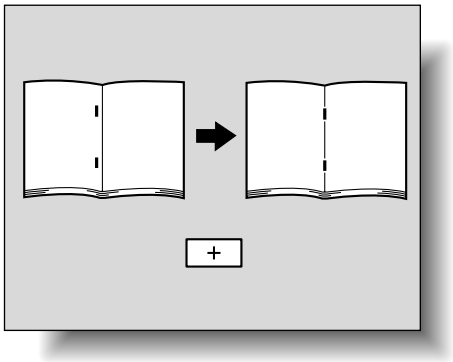
– If the saddle stitcher is installed on optional finisher FS-519, touch buttons for the paper size and for the paper type.

Finisher FS-609

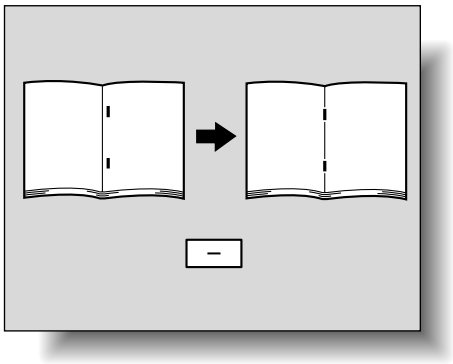
– If the paper size to be adjusted is not displayed, touch [↑] and [↓] until the desired paper size is displayed.

6 Compare the width of the left pages of the copy sample with the width of the right pages to check for the center of the paper.

– If the staple position is too far to the left of the center of the paper, touch [+] to increase the adjustment.
– Each time [+] or [-] is touched, the value is increased or decreased by one increment.
– With Finisher FS-519, a range between -10 and 10 is available for setting.
– With Finisher FS-609, a range between -7 mm and 7 mm is available for setting.



– If the staple position is too far to the right of the center of the paper, touch [-] to reduce the adjustment.



7 Touch [OK].

– To cancel the setting and select the default, press the [Reset] key.

The stapling position is adjusted.
If the stapling position was at the center of the paper in step 6, this completes the procedure.

8 Use the "Center Staple & Fold" setting to print another sample copy.

9 Check the print result.

– Check that the stapling position is adjusted to the center of the paper.

– If more adjustment is necessary, repeat steps 5 through 8.

Note
Set the value by mm. Refer to the conversion rate below.
1 inch = 25.4 mm

11.8.2 Half-Fold Position

The folding position when printing with the "Half-Fold" setting can be adjusted for each paper size and for each paper type.

Note
[Half-Fold Position] appears if optional finisher FS-609 is installed or optional finisher FS-519 is installed with the saddle stitcher attached.

If the angle of the center folding position must be adjusted, contact your service representative.

Detail
For details on the "Center Staple & Fold" setting, refer to "Binding copies at the center ("Center Staple" and "Half-Fold" setting/"Center Staple & Fold" setting)" on page 2-74.

✔ Before making any adjustments, use the "Half-Fold" setting to print a single sample copy. Perform the adjustment while checking the sample that was created.

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [1 System Settings].

The System Settings screen appears.

3 Touch [7 Expert Adjustment].

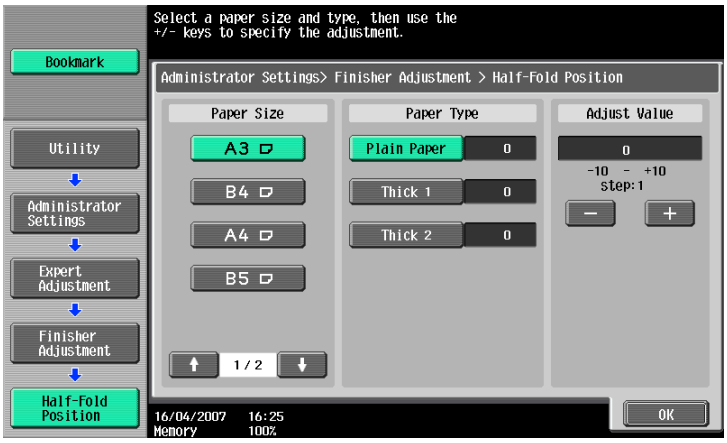
The Expert Adjustment screen appears.

4 Touch [3 Finisher Adjustment].

The Finisher Adjustment screen appears.

5 Touch [2 Half-Fold Position].
The Half-Fold Position screen appears.

Finisher FS-519 + Saddle stitcher



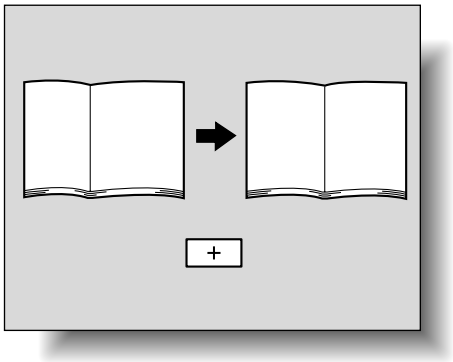
– If the saddle stitcher is installed on optional finisher FS-519, touch buttons for the paper size and for the paper type.

Finisher FS-609

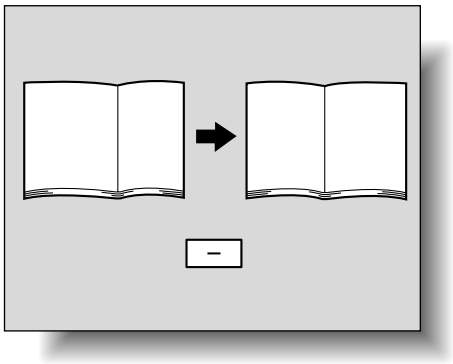
– If the paper size to be adjusted is not displayed, touch [↑] and [↓] until the desired paper size is displayed.

6 Compare the width of the left pages of the copy sample with the width of the right pages to check for the center of the paper.

– If the folding position is too far to the left of the center of the paper, touch [+] to increase the adjustment.
– Each time [+] or [-] is touched, the value is increased or decreased by one increment.
– With Finisher FS-519, a range between -10 and 10 is available for setting.
– With Finisher FS-609, a range between -7 mm and 7 mm is available for setting.



– If the folding position is too far to the right of the center of the paper, touch [-] to reduce the adjustment.



7 Touch [OK].

– To cancel the setting and select the default, press the [Reset] key.

The center folding position is adjusted.
If the folding position was at the center of the paper in step 6, this completes the procedure.

8 Use the "Half-Fold" setting to print another sample copy.

9 Check the print result.

– Check that the folding position is adjusted to the center of the paper.

– If more adjustment is necessary, repeat steps 5 through 8.

Note
Set the value by mm. Refer to the conversion rate below.
1 inch = 25.4 mm

11.8.3 Punch Horizontal Position Adjustment

When printing with a Punch setting, the angle of punched holes along the side of the paper can be adjusted.

Note
[Punch Horizontal Position Adjustment] does not appear if optional finisher and punch kit are not installed.

Detail
For details on the Punch settings, refer to "Punching holes in copies (Punch settings)" on page 2-69.

✔ Before making any adjustments, use a Punch setting to print a sample copy. Perform the adjustment while checking the sample that was created.

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [1 System Settings].

The System Settings screen appears.

3 Touch [7 Expert Adjustment].

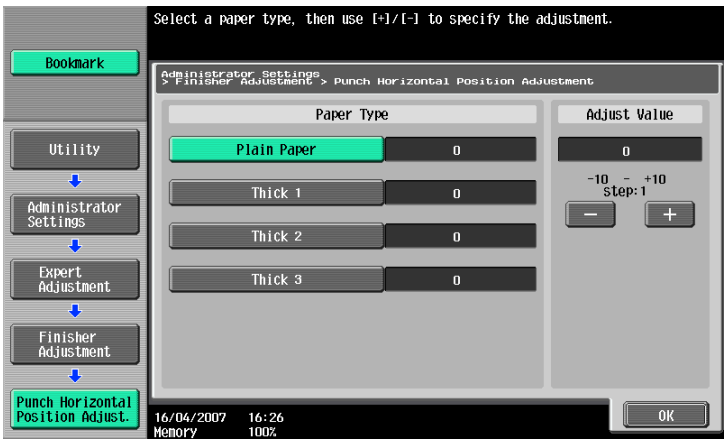
The Expert Adjustment screen appears.

4 Touch [3 Finisher Adjustment].

The Finisher Adjustment screen appears.

5 Touch [3 Punch Horizontal Position Adjustment].

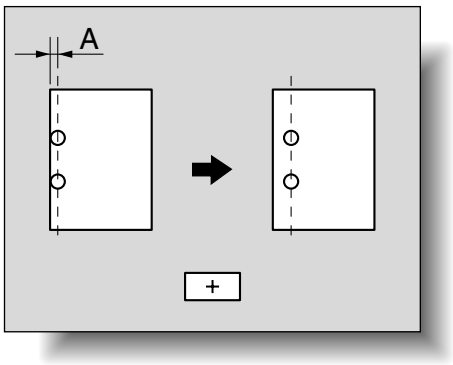
The Punch Horizontal Position Adjustment screen appears.



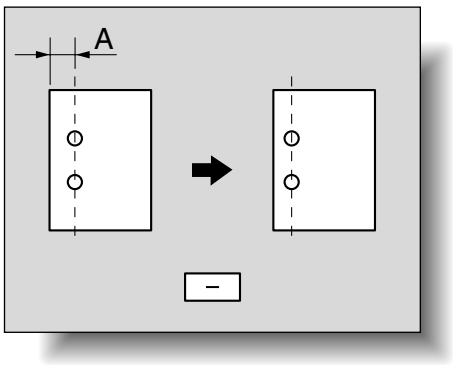
6 Touch the button for the paper type to be adjusted.
Check the horizontal position of the punched holes.

– To increase width A, touch [+] to increase the adjustment.

– Each time [+] or [-] is touched, the value is increased or decreased by one increment.
– A range between -10 and 10 is available for setting.



– To decrease width A, touch [-] to decrease the adjustment.



7 Touch [OK].

– To cancel the setting and select the default, press the [Reset] key.

The horizontal position of the punched holes is adjusted.
If no adjustment of the horizontal position of the punched holes was necessary in step 6, this completes the procedure.

8 Use a Punch setting to print another sample copy.

9 Check the print result.

– Check that the horizontal position of the punched holes was adjusted.
– If more adjustment is necessary, repeat steps 6 through 9.

Note
Set the value by mm. Refer to the conversion rate below.
1 inch = 25.4 mm

11.8.4 Punch Regist Loop Size Adjustment

When printing with a Punch setting, the angle of punched holes along the side of the paper can be adjusted.

Note
[Punch Regist Loop Size Adjustment] does not appear if optional finisher and punch kit are not installed.

Detail
For details on the Punch settings, refer to *"Punching holes in copies (Punch settings)" on page 2-69*.

✔ Before making any adjustments, use a Punch setting to print a sample copy. Perform the adjustment while checking the sample that was created.

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Setting screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [1 System Settings].

The System Settings screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

4 Touch [3 Finisher Adjustment].

The Finisher Adjustment screen appears.

5 Touch [4 Punch Regist Loop Size Adjustment].

The Punch Regist Loop Size Adjustment screen appears.

6 Check the angle of the punched holes.

- If the punched holes are angled, touch [+] to change the adjustment. If the angle cannot be adjusted by touching [+] or if the paper is wrinkled, touch [-] to change the adjustment.
- Each time [+] or [-] is touched, the value is increased or decreased by one increment.
- A range between -4 mm and 4 mm is available for setting.

7 Touch [OK].

- To cancel the setting and select the default, press the [Reset] key.

The angle of the punched holes is adjusted.
If no adjustment of the angle of the punched holes was necessary in step 6, this completes the procedure.

8 Use a Punch setting to print another sample copy.

9 Check the print result.

- Check that the angle of the punched holes was adjusted.
- If more adjustment is necessary, repeat steps 6 and 7.

Note

Set the value by mm. Refer to the conversion rate below.
1 inch = 25.4 mm

11.9 Color Registration Adjust

11.9.1 Adjusting the color registration for yellow, magenta and cyan

The color registration can be adjusted if color shifts can be seen in the print result.

Each color can be adjusted for plain paper, thick paper 1, 2, 3 or thick paper 4.

The procedure for adjusting the color registration is the same for yellow, magenta and cyan.

The following procedure uses 11 × 17-size plain paper to adjust the color registration for cyan.

✔ The test pattern can be printed on A3 ▭, 11 × 17 ▭, A4 ▯ or 8-1/2 × 11 ▯ paper that can only be loaded into the bypass tray.

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [1 System Settings].

The System Settings screen appears.

3 Touch [7 Expert Adjustment].

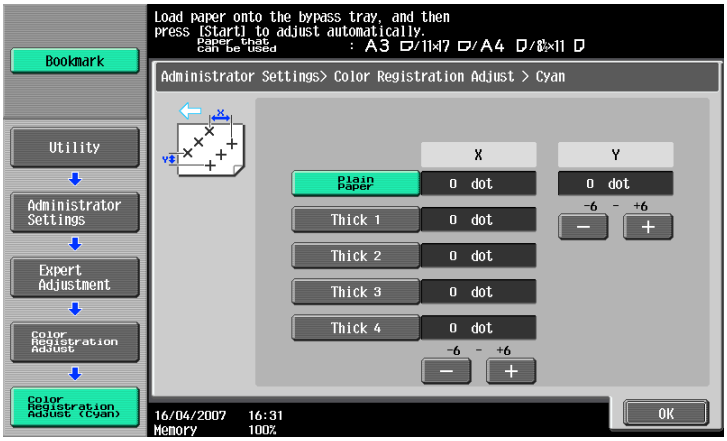
The Expert Adjustment screen appears.

4 Touch [7 Color Registration Adjust].

The Color Registration Adjust screen appears.

5 Touch [3 Color Registration Adjust (Cyan)].

The Color Registration Adjust > Cyan screen appears.

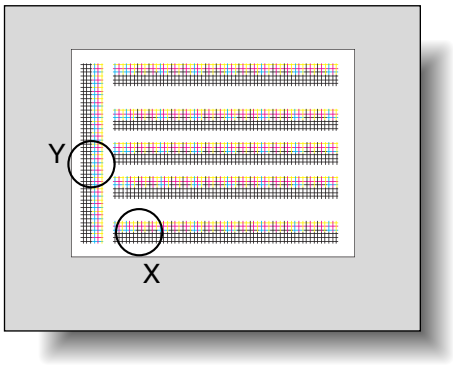


6 Load the paper into the bypass tray.

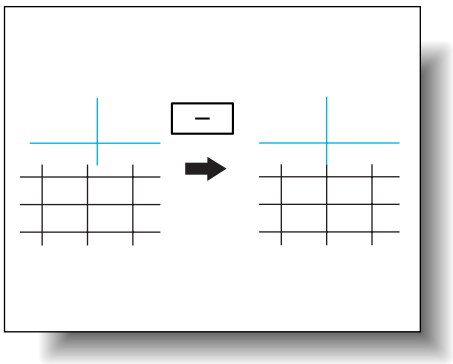
7 Press the [Start] key.

A test pattern is printed.

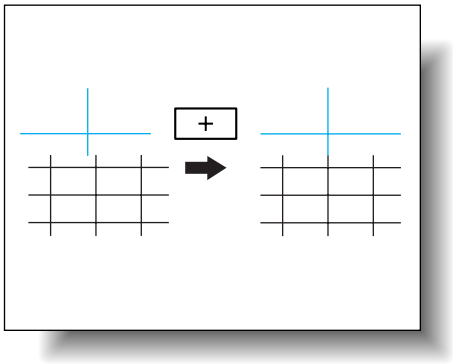
8 Check the distance from the reference black lines to the cyan lines in the test pattern along the X and Y directions.



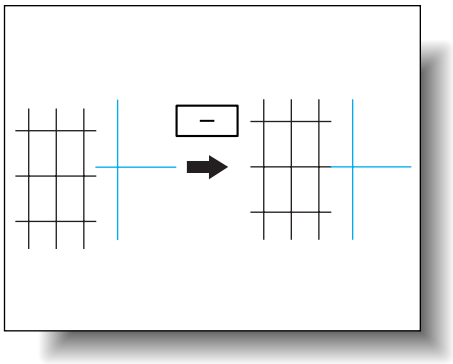
– If the lines are shifted in the X direction as shown below, touch [-] under "X" to reduce the adjustment.
– Each time [+] or [-] is touched, the value is increased or decreased by one increment.
– A range between -6 dots and 6 dots is available for setting.



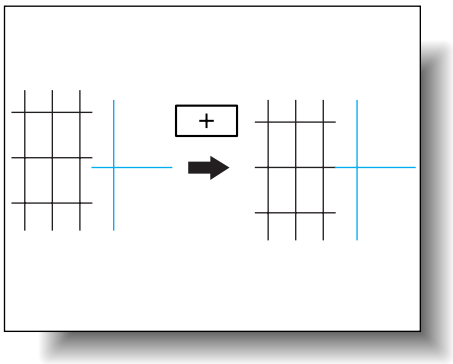
– If the lines are shifted in the X direction as shown below, touch [+] under "X" to increase the adjustment.



– If the lines are shifted in the Y direction as shown below, touch [-] under "Y" to reduce the adjustment.



– If the lines are shifted in the Y direction as shown below, touch [+] under "Y" to increase the adjustment.



– If the lines are not shifted from the reference lines, continue with step 10.

9 Press the [Start] key.

– The adjustment is applied when the [Start] key is pressed. To cancel the adjustment, press the [Reset] key instead of pressing the [Start] key.

The adjusted test pattern is printed.

10 Check the print result.

- If there is no shift between the black and cyan lines, continue with step 11.
- If more adjustment is necessary, repeat steps 8 and 9.

11 Touch [OK].

- To cancel the setting and select the default, press the [Reset] key.

11.10 Gradation Adjustment

The gradation levels can be adjusted if there are changes in the color gradations of the print image.

The following color gradation adjustments can be performed.

- Copy:
  The adjustment is made with stress on increasing the number of images stored in the memory.
- Printer (Gradation): The adjustment is made with stress on the gradations in images.
- Printer (Resolution): The adjustment is made with stress on the reproducibility of text and lines.

The procedure for adjusting the gradation levels of the copy is described below.

✔ Before performing the gradation adjustment, be sure to restart the machine.

✔ After replacing an imaging unit, be sure to adjust the gradation levels.

✔ When the machine is turned off, then on again with the main power switch, wait at least 10 seconds to turn the machine on after turning it off. The machine may not operate correctly if it is turned on immediately after being turned off.

✔ The test pattern is printed on plain paper from a paper tray loaded with one of the following sizes (listed in order of priority): A3 ▭, 11 × 17 ▭, A4 ▯ or 8-1/2 × 11 ▯. Paper in the bypass tray cannot be selected.

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to **"Displaying the Administrator Settings screen" on page 11-36**.

2 Touch [1 System Settings].

The System Settings screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

4 Touch [8 Gradation Adjustment].

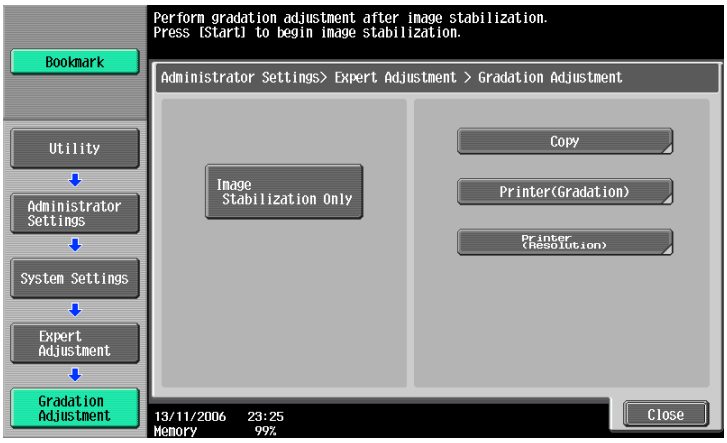
The Gradation Adjustment screen appears.

5 Press the [Start] key.

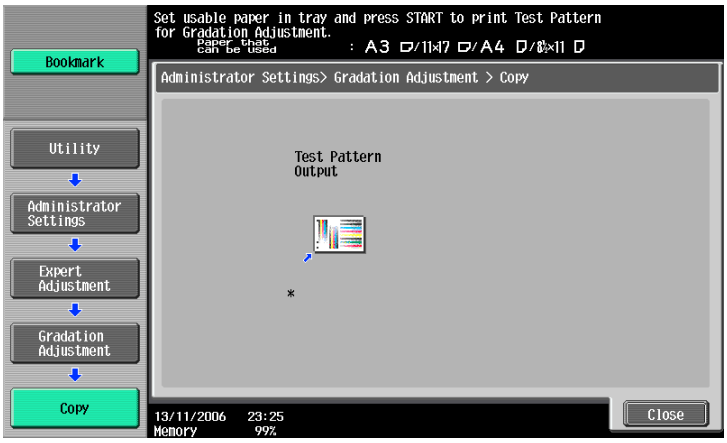
– The gradation levels cannot be adjusted if an image stabilization operation is not performed.

The image stabilization operation begins.

6 Touch the button for the mode to be adjusted.



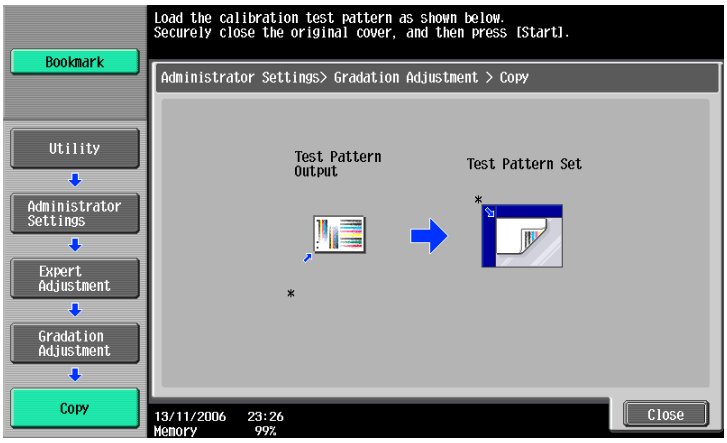
7 Press the [Start] key.



A test pattern is printed.

8 Place the printed test pattern on the original glass.

– Be sure to load the paper in the orientation shown on the screen.



9 Place on top of the test pattern 10 or more sheets of blank paper of the same size as the printed test pattern page.

? Why are blank pages placed on top of the test pattern?

➔ Place 10 sheets of blank paper on top of the test pattern to prevent it from becoming transparent. Otherwise, the gradation levels may not be correctly adjusted.

10 Close the ADF or original cover.

11 Press the [Start] key.

The printed test pattern is scanned.
When the test pattern is scanned, the gradation levels are automatically adjusted based on the scanned image.

12 Repeat steps 6 through 11 three times.

13 Touch [Close].

11.11 Header/Footer Settings

Follow the procedures described below to specify headers/footers used with the Stamp/Composition functions available from the Application tab.

11.11.1 Specifying headers/footers

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

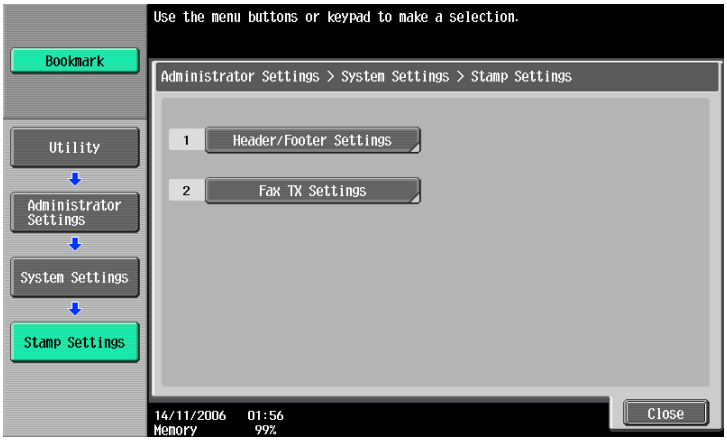
2 Touch [1 System Settings].

The System Settings screen appears.

3 Touch [Forward→], and then touch [2 Stamp Settings].

The Stamp Settings screen appears.

4 Touch [1 Header/Footer Settings].

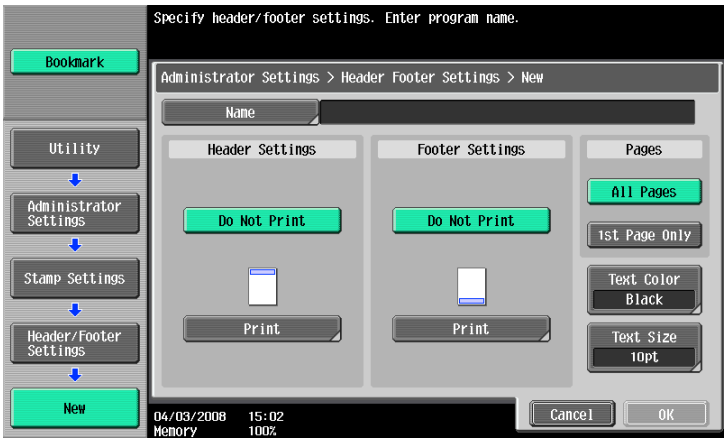


The Header/Footer Settings screen appears.

5 Touch [New].

The Header/Footer Settings > New screen appears.

6 Touch [Name].



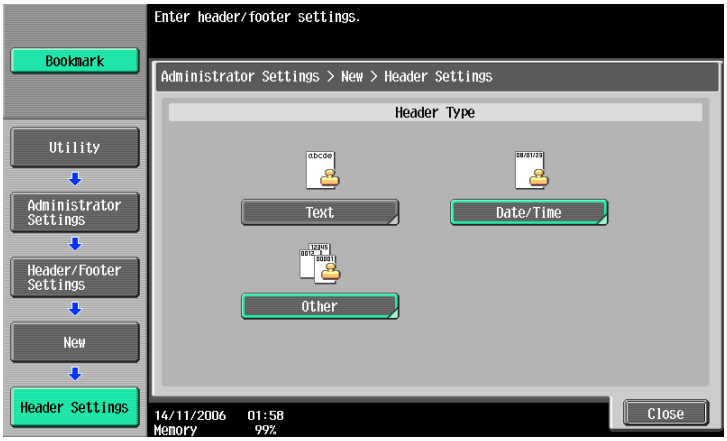
The New > Name screen appears.

7 Type in the header/foot name (up to 16 characters long), and then touch [OK].

– For details on typing in text, refer to "Entering text" on page 12-2.

The header/foot name is specified.

8 Under "Header Settings" or "Footer Settings", touch [Print], and then select the type of header/footer to be printed.



9 Select the desired setting under "Pages", and specify the desired settings for "Text Color" and "Text Size".

10 Touch [OK].

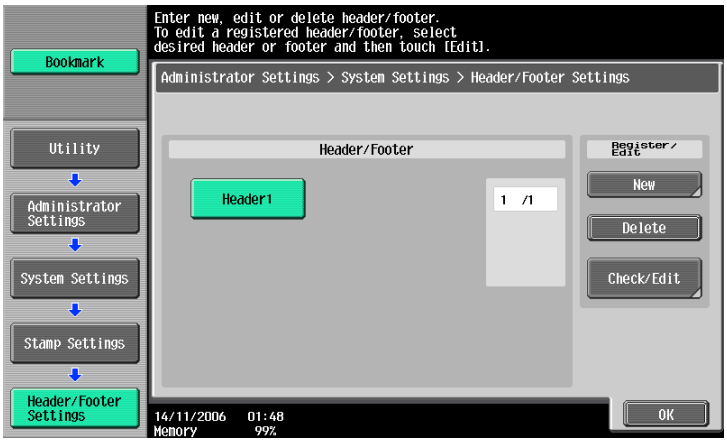
Detail

To print the header/footer only on the first page, touch [1st Page Only].

11.11.2 Editing headers/footers

1 In the Header/Footer Settings screen, touch the button of the header/footer to be edited.

2 Touch [Check/Edit].



– To delete the header/footer, touch [Delete].

The Check/Edit screen appears.

3 Touch [OK].

11.12 Authentication Method

Specify user authentication and account track settings in order to control the use of this machine.

User authentication settings are specified to manage individuals, and account track settings are specified to manage groups and multiple users.

By specifying both user authentication and account track settings, the number of prints made by each account can be managed for each individual user.

Note

A total of 1,000 users and accounts can be registered on this machine. To register more than 1,000 users and accounts, use PageScope Authentication Manager. Up to 30,000 users and accounts can be registered with PageScope Authentication Manager.

If an authentication mode is set, the authentication screen is displayed while this machine is in standby. In order to use this machine when user authentication or account track settings are specified, the user name and password must be entered. For details, refer to *"Controlling each user's use of this machine (User Authentication)" on page 1-31**.*

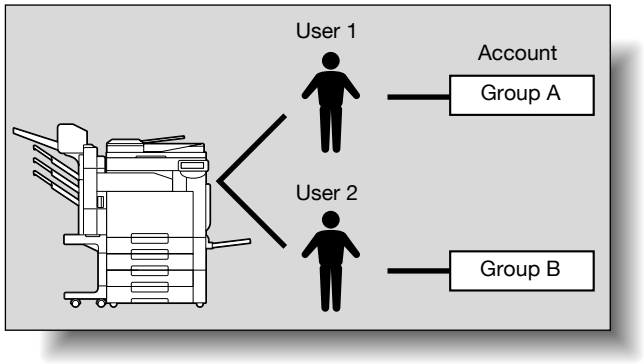
User authentication and account track can be specified without synchronizing.

11.12.1 User authentication and account track

User authentication and account track can be used to specify the following settings.

- User Authentication
  - Limits on the available functions (copy operations, scanning operations, fax operations, printing, document storing operations, transmitted document printing, saving document to the external memory and manual destination input)
  - Counters for printing/scanning by each user
  - Limits on using color or black printing and on the number of copies that can be set
  - Management of group user boxes and personal user boxes for each owner
  - Management of the level and the group with permissions to access destinations by each owner
  - Delete jobs of other users
- Account Track
  - Counters for printing/scanning from each account
  - Limits on using color or black printing and on the number of copies that can be set
  - Operates the group box

11.12.2 When user authentication and account track are synchronized



This setup is used when the machine is used by multiple departments and the use by each employee is managed by each department. With this setup, statistics can be maintained on each employee (each user) and on each department (each account).

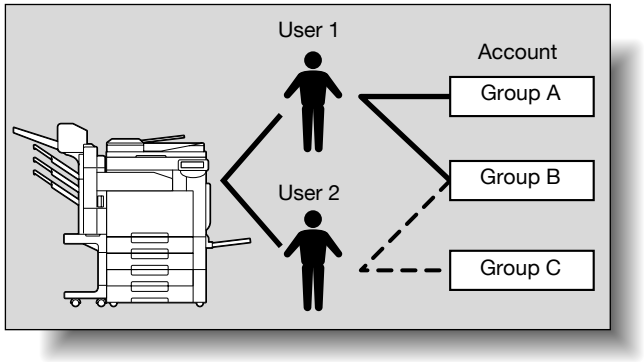
To manage the use of this machine in this way, specify the following authentication settings.

Parameter on Authentication Method screen	Settings
User Authentication	Select "ON (External Server)" or "ON (MFP)".
Account Track	Select "ON", and then specify the account name and password.
Synchronize User Authentication & Account Track	Select "Synchronize".
Account Name (on User Registration screen)	Select an account name if "ON (MFP)" was selected.

Note

For details on external server authentication, refer to the User's Guide [Network Administrator].

11.12.3 When user authentication and account track are used separately



This setup is used when the machine is used by multiple employees with each employee performing multiple duties, which are to be totaled separately. With this setup, statistics can be maintained for each employee (each user) and on each duty of the employee (each account). In addition, totals can be maintained on each employee (each user) and each duty (each account) even if the same duty is performed by two different employees.

To manage the use of this machine in this way, specify the following authentication settings.

Parameter on Authentication Method screen	Settings
User Authentication	Select "ON (External Server)" or "ON (MFP)".
Account Track	Select "ON", and then specify the account name and password.
Synchronize User Authentication & Account Track	Select "Do Not Synchronize".

11.12.4 Selecting an authentication method

1 Display the Administrator Settings screen.

- For details on displaying the Administrator Settings screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

3 Touch [1 General Settings].

The General Settings screen appears.

4 Specify a setting for "User Authentication".

- To cancel user authentication, touch [OFF].
- To use an external server to perform user authentication, touch [External Server Authentication], and then select the server type.
- In order to use an external server, the external server must first be registered.

– To use this machine's authentication system to perform user authentication, touch [ON (MFP)].

5 Specify a setting for "Public User Access".

– To prohibit unregistered users from using this machine, touch [Restrict].
– To allow this machine to be used by touching [Public User Access] in the authentication screen without entering a user name or password even though user authentication settings have been applied, touch [Allow].
– "ON (Without Login)" allows the machine to be used without authentication when logging on as a public user. When logging on as an authorized user, the [Access] key must be pressed first to display the authentication screen.

6 Specify a setting for "Account Track".

– To cancel account tracking, touch [OFF].
– To use the account track function, touch [ON].

7 Specify a setting for "Account Track Input Method".

– To allow this machine to be used after the account name and password are entered in the account track screen, touch [Account Name & Password].
– To allow this machine to be used after the password is entered in the account track screen, touch [Password Only].

8 Specify a setting for "Synchronize User Authentication & Account Track".

– Synchronize
"ON (MFP)" is set and "Account Track" is set to "ON", this setting allows this machine to be used simply by entering user authentication information the first time that the machine is used if the corresponding account was specified during user registration.
When "External Server Authentication" is selected and "Account Track" is "ON", and once the machine is used with the appropriate user authentication and account track information entered, this setting allows the machine to be used simply by entering user authentication information by being synchronized with the authenticated account.
– Do Not Synchronize
This setting requires that all information be entered for user authentication and account track each time that the machine is used.

9 Touch [↓].

The second screen is displayed.

10 Specify a setting for "When # of Jobs Reach Maximum".

– To skip the job when the limit specified with user authentication or account track is reached, touch [Skip Job].

– To stop all jobs when the limit specified with user authentication or account track is reached, touch [Stop Job].

11 Specify a setting for "Number of User Counters Assigned".

– Press the [C] (clear) key to erase the value, and then use the keypad to specify the desired value (between 1 and 999).
– If user authentication and account track settings have been applied, counters can be assigned to both accounts and users, and counts for both can be totaled.

12 Specify "Ticket Hold Time Setting".

– Use the keypad to type in the time. (1 minute to 60 minutes)
– Specify the holding time of Kerberos authentication ticket. The holding time setting is applied when Active Directory is selected as the authentication server type.

13 Touch [OK].

If the setting for "User Authentication", "Account Track" or "Number of User Counters Assigned" was changed, the message "Are you sure you want to clear all data?" appears.

14 Touch [Yes], and then touch [OK].

– To stop clearing the usage data without changing the settings, touch [No].
– If the setting for any of the following is changed, the data is not cleared.
"Public User Access", "When # of Jobs Reach Maximum", "Synchronize User Authentication & Account Track" or "Ticket Hold Time Setting"
– To cancel the setting and select the default, press the [Reset] key.

The authentication method is set.
Continue by specifying settings for user authentication and account track.

Reminder

Do not use a name including uppercase and lowercase of the same character for the user name of the external server. Since the C353/C253/C203 cannot differentiate between uppercase and lowercase letters, the operation may not be performed correctly.

Note

"Synchronize User Authentication & Account Track" can be specified if "User Authentication" is set to "ON (External Server)" or "ON (MFP)" and "Account Track" is set to "ON".

If "Synchronize User Authentication & Account Track" is set to "Do Not Synchronize", even when "Public User Access" is set to "Allow", "Public User Access" changes to "Restrict".

"Number of User Counters Assigned for Users" can be specified if "User Authentication" is set to "ON (External Server)" or "ON (MFP)" and "Account Track" is set to "ON".

If the number of user counters is set to "50", up to 950 accounts can be registered.

Detail

For details on external server authentication, refer to the User's Guide [Network Administrator].

If "Synchronize User Authentication & Account Track" was set to "Do Not Synchronize", use by a public user is not permitted.

If both user authentication and account track settings have been applied, "Account Name & Password" is selected.

A public user can be set to provide temporary access to this machine. If public user access is permitted, it is recommended that limitations be placed on the machine functions that can be used. For details, refer to ***"User Registration" on page 11-72****.*

If account track settings have been applied while "User Authentication" is set to "ON (MFP)" or "ON (External Server)", type in the user name and password in the user authentication screen, and then type in the account name and password in the account track screen.

If authentication is performed with PageScope Authentication Manager, "Account Track" cannot be specified.

When "ON (MFP)" is selected and "Account Track" is "ON", and once the machine is used with the appropriate user authentication and account track information entered, the authenticated account is registered to the account name.The machine can be used simply by entering user authentication information from the next time.

11.13 User Authentication Setting

User authentication settings can be specified.

11.13.1 Administrative Settings—List

User authentication settings can be specified to display [List] in the user authentication screen and the User Name screen. Touch [List] to display a list of registered user names from which the desired user name can simply be selected. (The default setting is "OFF".)

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

3 Touch [2 User Authentication Settings].

The User Authentication Setting screen appears.

? Why is [2 User Authentication Settings] not available?

→ [2 User Authentication Settings] is not available if "User Authentication" on the General Settings screen is set to "OFF".

4 Touch [1 Administrative Settings].

5 Touch [User Name List].

Buttons for the available settings appear.

6 Touch the button for the desired setting.

Whether or not a user name list button appears is set.

11.13.2 Default Function Permission

If external server authentication was selected, limitations can be placed on the machine functions that can be used by an authorized user. (The default setting is "Allow".)

The following operations can be limited.

- Copy operations
- Scan operations
- Fax operations
- Printing from a printer
- Saving documents on the hard disk
- Printing the transmitted document
- Saving the document to the external memory
- Manual destination input

Note

To limit machine use by registered users, specify settings in the User Registration screen.

With "Print Scan/Fax TX", printing can be prevented when scanning or faxing a document saved in a box.

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

3 Touch [2 User Authentication Settings].

The User Authentication Setting screen appears.

? Why is [2 User Authentication Settings] not available?

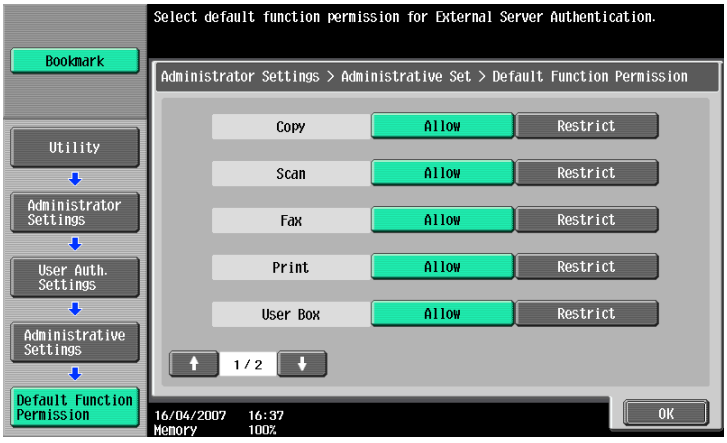
→ [2 User Authentication Settings] is not available if "User Authentication" on the General Settings screen is set to "OFF".

4 Touch [1 Administrative Settings].

5 Touch [Default Function Permission].

The Function Permission screen appears.

6 Touch the button for the desired settings.



7 Touch [OK].

The default function permissions are set.

11.13.3 Public User Access

If user authentication settings have been specified and public user access is permitted, there are two methods for authenticating the public user.

Allow: Touch [Public User] in the authentication screen to display the Basic Screen and operate the machine.

ON (Without Login): The machine can be used without authentication when logging on as a public user. When logging on as an authorized user, the [Access] key must be pressed first to display the authentication screen.

(The default setting is "Restrict".)

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

3 Touch [1 General Settings].

4 Touch [Public User Access].

Buttons for the available settings appear.

5 Touch the button for the desired setting.

The public user authentication method is set.

Detail

[Public User Access] is not available if "User Authentication" is set to "OFF".

To log on as a general user when "Public User Access" is set to "On (Without Login)", press the [Access] key to display the Basic screen.

11.13.4 User Registration

The password, printing permissions, number of prints allowed, and function permissions can be specified for each user of this machine.

In addition, if an authentication unit is installed on this machine, the user's IC card or the vein patterns of their finger can be registered.

As an example, the following procedure describes how to register a user with authentication performed by the machine.

✔ A total of 1,000 users and accounts can be registered on this machine.

✔ If "Public User Access" on the General Settings screen is set to "Allow", a public user is added. Function limitations can be specified for the public user.

✔ If "Account Track" on the General Settings screen is set to "ON", the number of users set for "Number of User Counters Assigned" can be registered.

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to **"Displaying the Administrator Settings screen" on page 11-36**.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

3 Touch [2 User Authentication Settings].

The User Authentication Setting screen appears.

? Why is [2 User Authentication Settings] not available?

→ [2 User Authentication Settings] is not available if "User Authentication" on the General Settings screen is set to "OFF".

4 Touch [2 User Registration].

5 Touch the button for the desired user, and then touch [Edit].

The Edit screen for the user appears.

6 Touch [User Name].

The User Name screen appears.

7 Type in the user name (up to 64 characters long), and then touch [OK].

- For details on typing in text, refer to "Entering text" on page 12-2.
- Once a user name is registered, it cannot be changed.
- A user name that has already been registered cannot be used again.

The user name is set.

8 Touch [Password].

The Password screen appears.

? Why is [Password] not available?

→ [Password] is not available if "User Authentication" on the General Settings screen is set to "ON (External Server)".

9 Type in the password (up to 64 characters long), and then touch [OK].

For confirmation, the Password screen appears again. Retype the same password, and then touch [OK]. The user password is set.

10 Touch [E-Mail Address].

The E-Mail Address screen appears.

11 Type in the e-mail address (up to 320 characters), and then touch [OK].

The e-mail address is set.
If the e-mail address exceeds 101 characters, [Detail] appears in the User Registration screen. Touch [Details] to display the E-Mail Address Details screen and the entire e-mail address.

12 To use the account track function, touch [Account Name].

- [Account Name] appears only if "Account Track" on the General Settings screen been set to "ON".

The Account Name screen appears.

13 Touch the button for the desired account, and then touch [OK].

– Before an account name can be selected, accounts must have been registered. For details on registering accounts, refer to "Account Track Registration" on page 11-79.

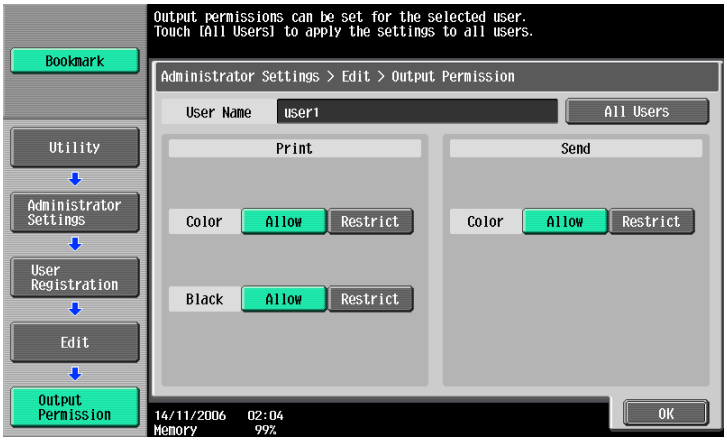
The account is set.

14 Touch [Output Permission].

The Output Permission screen appears.

15 Touch a button under "Print" or "Send" to specify the desired settings, and then touch [OK].

– To permit printing by the user, touch [Allow].
– To prohibit printing by the user, touch [Restrict].
– Touch [All Users] to apply the settings in the current screen to all registered users. Touch [All Users], touch [OK], and then touch [OK] in the next screen that appears in order to display a message and apply the settings to all users. At this time, do not turn off the machine with the main power switch.
– If color printing is restricted, printing is not possible with the "Auto Color", "Full Color", "2 Color" or "Single Color" settings.
– If black printing is restricted, printing is not possible with the "Auto Color" or "Black" setting.
– If both color and black printing are restricted, the message "Copying is prohibited." appears, even if authentication was completed correctly.
– If "Color" is set to "Restrict" under "Send", color scanning is not possible.



The output permissions are set.

16 Touch [Max. Allowance Set].

The Max. Allowance Set screen appears.

17 Touch [Total Allowance] or [Individual Allowance].

– To specify the maximum number of combined color and black prints allowed, touch [Total Allowance].
– To separately specify the maximum number of color and black prints allowed, touch [Individual Allowance].
– To specify no maximum for color and black prints, touch [No Limit].

18 Touch [Total], [Color] or [Black], and then use the keypad to type in the desired value.

- Touch [All Users] to apply the settings in the current screen to all registered users. Touch [All Users], touch [OK], and then touch [OK] in the next screen that appears.

19 Touch [OK].

The maximum number of prints allowed is set.

20 To use authentication unit (biometric type) or authentication unit (IC card type), touch [Register Auth. Info.].

- [Register Auth. Info.] appears only if an authentication unit is installed on this machine.
- For details on using the authentication unit, refer to the User's Guide for the authentication unit.

The Register Auth. Info. screen appears.

21 Touch [Edit].

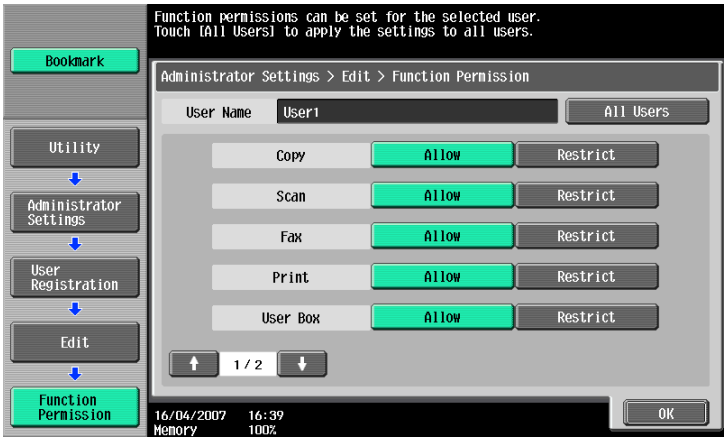
- When using authentication unit (biometric type), place a finger on the authentication unit and register the vein patterns.
- When using authentication unit (IC card type), place an IC card on the authentication unit and register the card information.

22 Touch [Function Permission].

The Function Permission screen appears.

23 Touch the button for the desired setting for each operation, and then touch [OK].

- To permit the operation to be performed, touch [Allow].
- To prohibit the operation to be performed, touch [Restrict].



- Touch [All Users] to apply the settings in the current screen to all registered users. Touch [All Users], touch [OK], and then touch [OK] in the next screen that appears.
- With "Print Scan/Fax TX", printing can be prevented when scanning or faxing a document saved in a box.
- Depending on the function limitation settings that are specified, a different Basic screen may appear when logging on. The Basic screen that appears changes in the following order: Copy → Scan → Fax → Box.
- If no operation is permitted, user authentication cannot be performed.

The function permissions are set.

24 Touch [Forward→], and then touch [Icon].

The Select Icon screen appears.

25 Select an icon to display in the user list, and then touch [OK].

The icon is set.

26 Touch [OK].

- To cancel the settings in the current screen, touch [Cancel].
- To delete the selected user information, touch [Delete] in the User Registration screen.

11.13.5 User Counter

The following data for each user can be checked.

Copy + Print

This table shows the total number of pages printed with copy and print operations.

- Total: Total number of pages printed using all Color settings, the "Black" setting, the "Full Color" setting, the "2 Color" setting, and the "Single Color" setting
- Max Allowance: Limits specified during user registration for the number of pages that can be printed using all Color settings (Total), the color settings ("Full Color", "Single Color", and "2 Color") and the "Black" setting
- Large Size: Total number of pages printed on large-sized paper using all Color settings, the "Black" setting, the "Full Color" setting, the "2 Color" setting, and the "Single Color" setting

Copy

This table shows the total number of pages printed with copy operations.

- Total: Total number of pages copied using all Color settings, the "Black" setting, the "Full Color" setting, the "2 Color" setting, and the "Single Color" setting
- Large Size: Total number of pages copied on large-sized paper using all Color settings, the "Black" setting, the "Full Color" setting, the "2 Color" setting, and the "Single Color" setting

Print

This table shows the total number of pages printed with print operations.

- Total: Total number of printout pages printed using all Color settings, the "Black" setting, the "Full Color" setting, and the "2 Color" setting
- Large Size: Total number of printout pages printed on large-sized paper using all Color settings, the "Black" setting, the "Full Color" setting, and the "2 Color" setting

Fax/Scan

- Total: Total number of pages scanned/total number of black and color prints in the Fax and Scan modes.
- Large Size: Total number of pages scanned/total number of black and color prints in the Fax and Scan modes for paper specified as large-size paper

Original Counter

- This counter shows the number of original pages that were scanned.

Paper Counter

- This counter shows the number of pages used for printing.

Fax TX

- Fax TX: Total number of pages transmitted with fax operations

Note

Counting automatically continues with user counters when using external server authentication.

The public user access is counted as "public" of the counter.

The user box administrator access is counted as "BoxAdmin" of the counter.

11.13.6 Viewing user counters

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

3 Touch [2 User Authentication Settings].

The User Authentication Setting screen appears.

? Why is [2 User Authentication Settings] not available?

➔ [2 User Authentication Settings] is not available if "User Authentication" on the General Settings screen is set to "OFF".

4 Touch [3 User Counter].

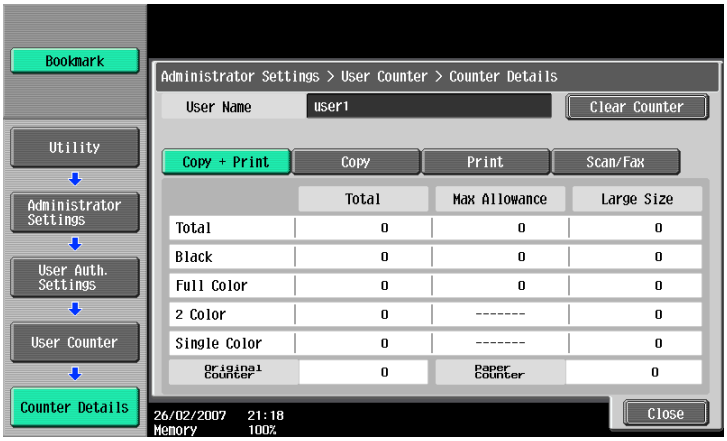
5 Touch the button for the desired user, and then touch [Counter Details].

The Counter Details screen for the user appears.

6 Touch the button for the counter to be viewed, and then check the counter.

– To clear the counters for the current user, touch [Clear Counter] in the Counter Details screen for the current user. A confirmation message appears, asking whether the counter should be cleared. To clear the counters for the displayed user, touch [Yes] in the confirmation message screen, and then touch [OK]. The maximum number allowed is not cleared.

– To clear the counters for all users, touch [Reset All Counters] in the User Counter screen. A confirmation message appears, asking whether the counters should be cleared. To clear the counters for all users, touch [Yes] in the confirmation message screen, and then touch [OK]. The maximum number allowed is not cleared.



7 Touch [Close].

11.14 Account Track Setting

11.14.1 Account Track Registration

The password, printing permissions, and number of prints allowed can be specified for each account using this machine.

Note
A total of 1,000 users and accounts can be registered on this machine.

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to "Displaying the Administrator Settings screen" on page 11-36.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

3 Touch [3 Account Track Settings].

The Account Track Setting screen appears.

4 Touch [1 Account Track Registration].

5 Touch the button for the desired account, and then touch [Edit].
The Edit screen for the account appears.

If "Account Name & Password" was selected:

– If "Account Name & Password" was selected, the same account name cannot be used more than once.

If "Password Only" was selected:

– The screen that appears differs depending on the setting selected for "Account Track Input Method".

6 Touch [Account Name].

The Account Name screen appears.

7 Type in the account name (up to 8 characters long), and then touch [OK].

– For details on typing in text, refer to "Entering text" on page 12-2.
– If [Name] was displayed, type in the account name (up to 20 characters), and then touch [OK].
– If "Account Track Input Method" was set to "Account Name & Password", the same account name cannot be registered more than once.

The account name is set.

8 Touch [Password].

– If "Account Track Input Method" was set to "Password Only", the same password cannot be registered more than once.

The Password screen appears.

9 Type in the password (up to 8 characters long), and then touch [OK].

A screen for retyping the password appears.

10 Retype the password specified in step 9, and then touch [OK].

The user password is set.

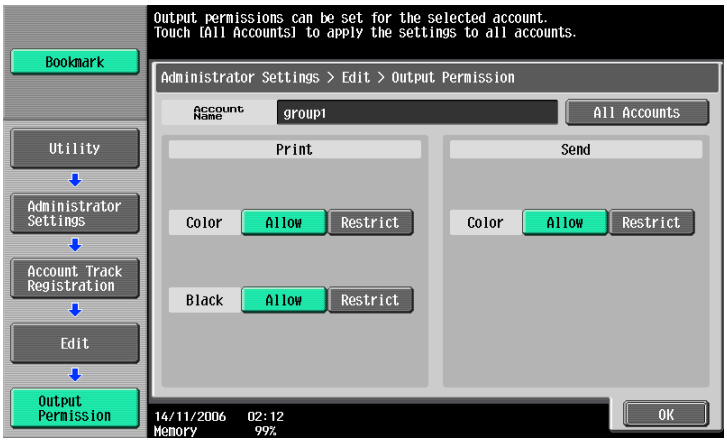
11 Touch [Output Permission].

The Output Permission screen appears.

12 Touch a button under "Print" or "Send" to specify the desired settings.

– To permit printing by the account, touch [Allow].
– To prohibit printing by the account, touch [Restrict].

– Touch [All Accounts] to apply the settings in the current screen to all registered accounts. Touch [All Accounts], touch [OK], and then touch [OK] in the next screen that appears in order to display a message and apply the settings to all accounts. At this time, do not turn off the machine with the main power switch.



– If color printing is restricted, printing is not possible with the "Auto Color", "Full Color", "2 Color" or "Single Color" settings.
– If black printing is restricted, printing is not possible with the "Auto Color" or "Black" setting.
– If both color and black printing are restricted, the message "Copying is prohibited." appears, even if authentication was completed correctly.
– If "Color" is set to "Restrict" under "Send", color scanning is not possible.

13 Touch [OK].

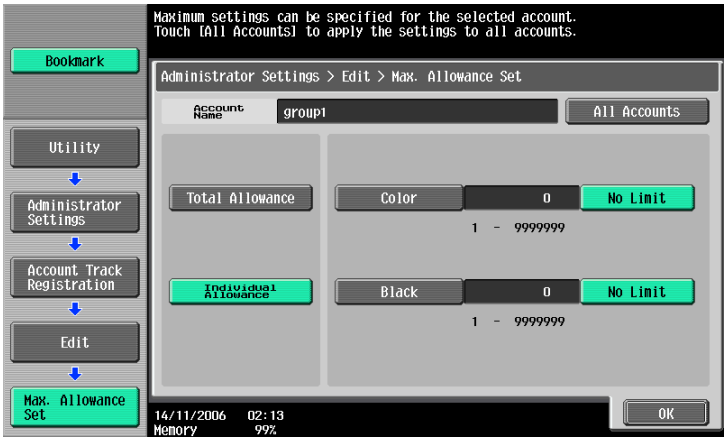
The output permissions are set.

14 Touch [Max. Allowance Set].

The Max. Allowance Set screen appears.

15 Touch [Total Allowance] or [Individual Allowance].

– To specify the maximum number of combined color and black prints allowed, touch [Total Allowance].
– To separately specify the maximum number of color and black prints allowed, touch [Individual Allowance].
– To specify no maximum for color and black prints, touch [No Limit].



16 Select the parameter to be specified, and then use the keypad to type in the maximum number allowed.

– Touch [All Accounts] to apply the settings in the current screen to all registered accounts. Touch [All Accounts], touch [OK], and then touch [OK] in the next screen that appears in order to display a message and apply the settings to all accounts. At this time, do not turn off the machine with the main power switch.

17 Touch [OK].

The maximum number of prints allowed is set.

18 Touch [OK].

– To delete the selected account information, touch [Delete].

11.14.2 Account Track Counter

The following data for each account can be checked.

Copy + Print

This table shows the total number of pages printed with copy and print operations.

- Total: Total number of pages printed using all Color settings, the "Black" setting, the "Full Color" setting, the "2 Color" setting, and the "Single Color" setting
- Max Allowance: Limits specified during account registration for the number of pages that can be printed using all Color settings (Total), the color settings ("Full Color", "Single Color", and "2 Color") and the "Black" setting
- Large Size: Total number of pages printed on large-sized paper using all Color settings, the "Black" setting, the "Full Color" setting, the "2 Color" setting, and the "Single Color" setting

Copy

This table shows the total number of pages printed with copy operations.

- Total: Total number of pages copied using all Color settings, the "Black" setting, the "Full Color" setting, the "2 Color" setting, and the "Single Color" setting
- Large Size: Total number of pages copied on large-sized paper using all Color settings, the "Black" setting, the "Full Color" setting, the "2 Color" setting, and the "Single Color" setting

Print

This table shows the total number of pages printed with print operations.

- Total: Total number of printout pages printed using all Color settings, the "Black" setting, the "Full Color" setting, and the "2 Color" setting
- Large Size: Total number of printout pages printed on large-sized paper using all Color settings, the "Black" setting, the "Full Color" setting, and the "2 Color" setting

Fax/Scan

- Total: Total number of pages scanned/total number of black and color prints in the Fax and Scan modes.
- Large Size: Total number of pages scanned/total number of black and color prints in the Fax and Scan modes for paper specified as large-size paper

Original Counter

- This counter shows the number of original pages that were scanned.

Paper Counter

- This counter shows the number of pages used for printing.

Fax TX Count

- Total number of pages transmitted with fax operations

Note

The public user access is counted as "public" of the counter.

11.14.3 Viewing account counters

1 Display the Administrator Settings screen.

– For details on displaying the Administrator Settings screen, refer to **"Displaying the Administrator Settings screen" on page 11-36**.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

3 Touch [3 Account Track Settings].

The Account Track Setting screen appears.

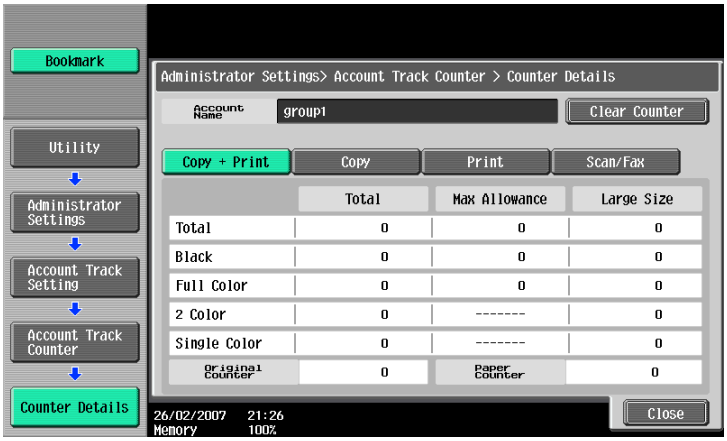
4 Touch [2 Account Track Counter].

5 Touch the button for the desired account, and then touch [Counter Details].

The Counter Details screen for the account appears.

6 Touch the button for the counter to be viewed, and then check the counter.

- To clear the counters for the current account, touch [Clear Counter] in the Counter Details screen for the current account. A confirmation message appears, asking whether the counter should be cleared. To clear the counters for the displayed account, touch [Yes] in the confirmation message screen, and then touch [OK]. The maximum number allowed is not cleared.
- To clear the counters for all accounts, touch [Reset All Counters] in the Account Track Counter screen containing a list of all accounts. A confirmation message appears, asking whether the counters should be cleared. To clear the counters for all accounts, touch [Yes] in the confirmation message screen, and then touch [OK]. The maximum number allowed is not cleared.



7 Touch [Close].

11.15 Password Rules

If password rules have been applied, the following limitations are applied to the passwords in order to increase security.

If password rules are applied and already specified passwords do not meet the password rules, those passwords are not accepted when they are entered. In that case, ask the administrator to change the passwords to meet the following conditions.

Detail

The following conditions apply to the characters used in passwords.
Uppercase and lowercase letters are differentiated.
1-byte symbols can be used. However, usage of quotation marks ("), plus signs (+) and spaces is partially restricted.

11.15.1 Conditions of the password rules

Administrator password

Limitations on the number of characters	Limitations on registering/changing
8 alphanumeric characters and symbols	• A password that consists of a repetition of the same character cannot be registered. • The same password as one before being changed cannot be registered.

Note

Use when specifying administrator settings.

User passwords

Limitations on the number of characters	Limitations on registering/changing
8 or more alphanumeric characters and symbols	• A password that consists of a repetition of the same character cannot be registered. • The same password as one before being changed cannot be registered.

Note

Use when specifying user authentication settings.

Account passwords

Limitations on the number of characters	Limitations on registering/changing
8 alphanumeric characters and symbols	• A password that consists of a repetition of the same character cannot be registered. • The same password as one before being changed cannot be registered.

Note

Use when specifying account track settings.

Box passwords

Limitations on the number of characters	Limitations on registering/changing
8 alphanumeric characters and symbols	• A password that consists of a repetition of the same character cannot be registered. • The same password as one before being changed cannot be registered.

Note
*Specify 8 characters (numbers, * or #) as the fax transmission password for boxes.*

Confidential document passwords

Limitations on the number of characters	Limitations on registering/changing
8 alphanumeric characters and symbols	• A password that consists of a repetition of the same character cannot be registered.

Note
If any password not following the Password Rules, Secure Print cannot be performed.

11.16 Enhanced Security Mode

When enhanced security mode is applied on this machine, various security settings are set in order to increase security when managing scan data. Restrictions are applied to user operations, public user access is prohibited, and box operations and print jobs are limited.

There are various settings that must first be specified or are forcibly set in order for "Enhanced Security Mode" to be set to "ON". Before setting "Enhanced Security Mode" to "ON", be sure to check the settings for the security functions.

Reminder

If there are settings that are incompatible with the enhanced security mode, "Enhanced Security Mode" cannot be set to "ON".

Detail

Certain conditions must be met in order for the enhanced security features to be applied. For details, contact your service representative.

The settings that must be specified or are forcibly set cannot be changed after "Enhanced Security Mode" is set to "ON".

Required settings

The following settings must first be specified in order to set "Enhanced Security Mode" to "ON".

Administrator mode parameters	Settings
User Authentication/Account Track—General Settings—User Authentication	Select "ON (External Server)" or "ON (MFP)".
System Connection—Open API Settings—SSL	The button must be displayed.
Security Settings—Administrator Password	Specify a password that meets the password rules.
Security Settings—HDD Settings—HDD Lock Password *Otherwise, install the optional security kit, and specify an encryption key.	Specify the hard disk locking password.
Security Settings—Security Details—Prohibited Functions When Authentication Error—Release Time Settings	Specify 5 minutes or longer.

Detail

If "Account Track" is set to "ON" in the General Settings screen, set "Account Track Input Method" to "Account Name & Password".

[SSL] appears when a certificate is registered with PageScope Web Connection.

Changed settings

For increased security, the following settings are set when "Enhanced Security Mode" is set to "ON".

Administrator mode parameters	Changed settings
System Settings—Restrict User Access—Restrict Access to Job Settings—Registering and Changing Addresses	Set to "Restrict".
User Authentication/Account Track—General Settings—Public User Access	Set to "Restrict".
User Authentication/Account Track—User Authentication Settings—Administrative Settings—User Name List	Set to "OFF".
User Authentication/Account Track—Print Without Authentication	Set to "Restrict".
Security Settings—User Box Administrator Setting	Set to "Restrict".
Security Settings—Security Details—Password Rules	Set to "Enable".
Security Settings—Security Details—Prohibited Functions When Authentication Error	Set to "Mode 2" and three times or less for checking.

Administrator mode parameters	Changed settings
Security Settings—Security Details—Confidential Document Access Method	Set to "Mode 2".
Security Settings—HDD Setting—Overwrite Temporary Data	Set to "Mode 1".

Note

The number of times for checking for "Prohibited Functions When Authentication Error" can be changed to a number between 1 and 3.

A changed setting cannot be changed when "Enhanced Security Mode" is set to "OFF".

When "Password Rules" is set to "Enable", a password that does not meet the password rules is considered a failed attempt during authentication. For details on the password rules, refer to *"Password Rules" on page 11-84**.*

When "Overwrite Temporary Data" is set to "Mode 2", it cannot be changed to "Mode 1" even if "Enhanced Security Mode" is "ON".

For details on the changed network settings, refer to the User's Guide [Network Scan/Fax/Network Fax Operations].

User operation limitations

When "Enhanced Security Mode" is set to "ON", an icon appears in the screen and limitations are placed on the user for the following operations.

- A public user cannot use this machine.
- The list of users does not appear in the user authentication screen.
- When user authentication has failed the specified number of times, the control panel can no longer be operated. If operation of the control panel is restricted, touch [Release], and then select the items whose operation restrictions are canceled.
- The destination cannot be changed by the user.
- This machine's counter data cannot be retrieved by PageScope Net Care or PageScope VISUALCOUNT-MASTER.
- An application performing the write operation with SNMP v1/v2c cannot be connected.
- Write users using SNMP v3 must be authenticated.

Note

For details on the limitations placed on the user for box operations, refer to the User's Guide [Box Operations].

For details on the limitations placed on the user for printing, refer to the User's Guide [Print Operations].

For details on canceling operation restrictions applied when authentication failed, refer to *"Security Settings" on page 11-33**.*

12 Appendix

12 Appendix

12.1 Entering text

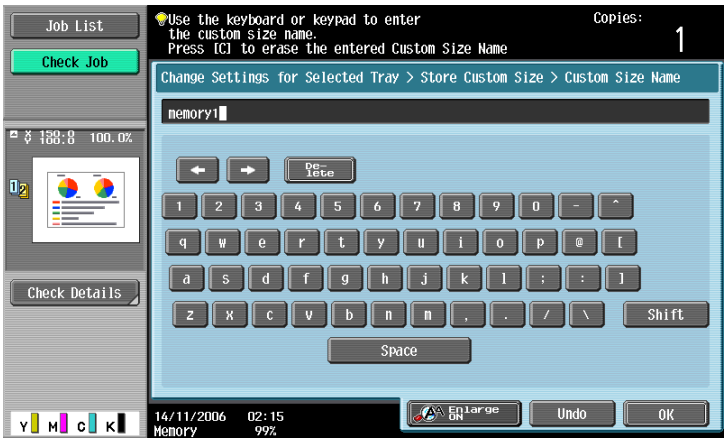
The following procedure describes how to use the keyboard that appears in the touch panel for typing in the names of registered users and custom paper sizes. The keypad can also be used to type in numbers.

Any of the following keyboards may appear.

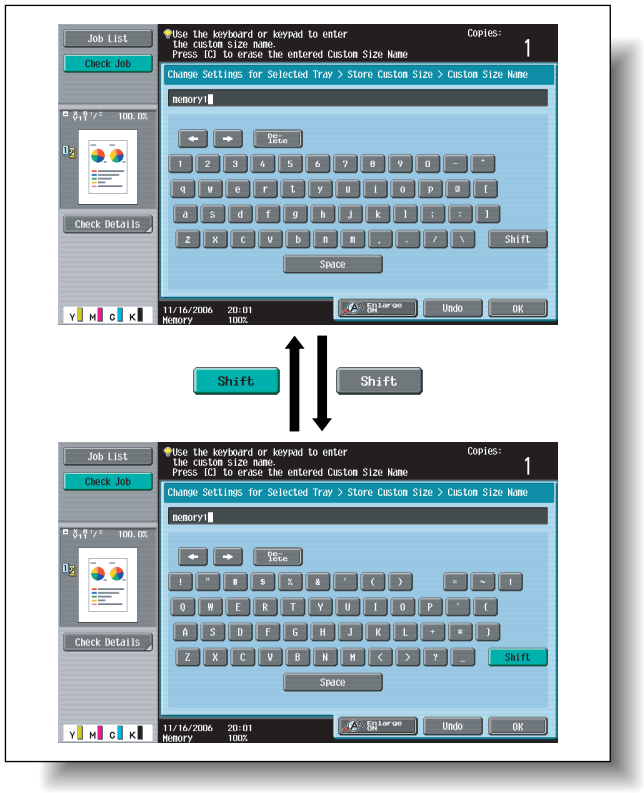
Example

Password input screen:

Screen for entering the name of a custom paper size:



Touching [Shift] switches the keyboard display between lowercase letters (numbers) and uppercase letters (symbols).



12.1.1 Enlarging the keyboard

The keyboard can be displayed larger so that it easier to read.

1 While the keyboard is displayed, touch [Enlarge ON].

The keyboard is displayed enlarged.

2 To cancel the enlarged display and return the keyboard to its normal size, touch [Enlarge OFF] while the keyboard is displayed enlarged.

Note

The keyboard is used in the same way, even when it is displayed enlarged.

12.1.2 To type text

➔ Touch the button for the desired character from the keyboard that appeared.
- To type in uppercase letters or symbols, touch [Shift].
- Numbers can also be typed in with the keypad.

The entered characters appear in the text box.

Note

To revert to the setting when the keyboard was displayed, touch [Cancel].

To clear all entered text, press the [C] (clear) key.

Some buttons may not appear, depending on the characters being entered.

Detail

To change a character in the entered text, touch [←] and [→] to move the cursor to the character to be changed, touch [Delete], and then type in the desired letter or number.

12.1.3 List of Available Characters

Alphanumeric characters/ symbols	ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz (space)!"#$%&'()+,-./\:;<=>?@[]^_`{|}~*0123456789

12.2 Glossary

The words used in Copy mode are described below.

Abbreviation

ADF
Reverse automatic document feeder; Can be used to automatically scan the original

A

AE Level Adjustment
Set this parameter to adjust the background of the original. The higher the setting, the more that the original background is emphasized. (AE = Auto exposure)

Adjust Color
Set these parameters to adjust the quality of color copies.

APS
"Auto Paper Select" setting

ATS
Automatic paper-tray-switching feature (ATS = Auto Tray Switch)

Auto Zoom
Select this setting to automatically select the appropriate zoom ratio after an original is placed on the original glass or loaded into the ADF and the paper size is selected.

Auto Paper Select
Select this setting to detect the original placed on the original glass or loaded into the ADF, then automatically select paper of the same size if "×1.0" is selected or select the paper size appropriate for the specified zoom ratio.

B

Background Color
Set this function to copy the original using one of the 18 colors available as the color of the background (blank areas).

Background Removal
Select a setting to adjust the density of the background color of the original to one of nine levels.

Blue
Set this parameter to adjust the level of blue in the image, for example, if you wish to emphasize the blue of water or the sky.

Brightness
Set this parameter to make the image either lighter or darker.

C

Change Tray Settings
Touch this button to specify a paper size not loaded in a paper tray or to copy on paper other than normal paper.

Chapters
Set this function to specify chapter title pages that must be printed on the front side of the paper when printing double-sided copies.

Color Balance
Set this parameter to adjust the balance in the concentrations of cyan (C), magenta (M), yellow (Y) and black (K). Each color can be finely adjusted to any of 19 levels between –3 and +3.

Combine Originals
Select a setting to arrange reduced copies of multiple original pages on a single copy page. The settings for the number of pages that can be combined are "2 in 1", "4 in 1" and "8 in 1".

Contrast
Set this parameter to adjust the contrast between light and dark.

Copy Density
Set this parameter to finely adjust the copy density to any of 19 levels between –3 and +3.

Copy Protection
Set this function to print hidden text in order to prevent improper copying. When an original printed with copy protection text is copied, the hidden text appears clearly repeated in all pages of the copies so that the reader knows that it is a copy.

Cover Mode
Set this function to add paper from the specified paper tray to the copies as a cover page.

D

Density
Select a setting to adjust the density of the print image to one of nine levels.

Duplex 2nd-Side
Select this setting to switch the image transfer current of this machine when copying on paper that has already been printed on one side.

E

Edit Color
Set the functions and parameters that are available to adjust the print image as desired

F

Fold & Staple
Set this function to fold the copies in half and staple them together at the center.

Finishing
Select from the settings that are available for sorting and finishing copies when they are fed into the finishing tray.

G

Glossy
Select this setting for an improved glossy finish of images.

Green
Set this parameter to adjust the level of green in the image, for example, if you wish to emphasize the green of forests and trees.

Group (Copy/Finishing)
Select this setting to separate the copies of each page in the original. The specified number of copies of the second page is printed after all copies of the first page are finished.

Group (reference permission)
Use this feature to limit the addresses that each user can reference and to manage security.

H

Hue
Set this parameter to make the image either more reddish or more bluish.

I

Insert Image
Set this function to later scan multiple images from the original glass and insert them at the desired locations in an original scanned with the ADF, then feed out all copies together.

Insert Sheet
Set this function to insert paper from the specified paper tray into the copies as chapter title pages.

M

Margin
Select the setting for the position of the binding margin for the loaded original. Selecting the appropriate setting prevents the copy from being printed upside-down when making double-sided copies from single-sided original or when making single-sided copies from double-sided originals.

Memory Scan
Scans an original exceeding the maximum 100 pages that can be loaded into the ADF by scanning the original in separate batches. The original can be scanned and treated as a single copy job. In addition, the scanning location can be switched between the original glass and the ADF during the scanning operation.

Minimal
Select this setting to produce a copy with the original image slightly reduced.

Mirror Image
Set this function to produce a copy in the mirror image of the original.

Mixed Original
Select this setting to detect the size of each original page and print a copy on paper of the appropriate size when an original with different page sizes is loaded together into the ADF.

N

Neg-/Pos. Reverse
Set this function to copy the original with the light- and dark-colored areas or the colors (gradations) of the image inversed.

O

Offset
Select this setting to separate copies that are fed out.

OHP Interleave
Set this function to insert paper between OHP that are being copied.This prevents OHP from sticking together.

Original Type
Select the setting for the image type of the original to better adjust the copy quality.

Original Direction
Select the setting for the orientation that the original is placed on the original glass or loaded into the ADF.

P

Paper
Select settings for the type and size of paper to be printed on.

Preview
Print image can be checked as a preview image before printing.

Proof Copy
Press this key to print a single sample copy and stop the machine so that it can be checked before printing a large number of copies. This prevents copy errors from occurring in a large number of copies.

Punch
Select the setting to punch holes in the copies for filing.

R

Red
Set this parameter to adjust the level of red in the image, for example, if you wish to redden skin tones.

S

Saturation
Set this parameter to adjust the degree of vividness of the colors in the image.

Save in User Box
Temporarily saves the job on the hard disk so that it can later be recalled and used again

Sharpness
Set this parameter to emphasize the edges of text so that they can be read more easily. In addition, this parameter can be used to adjust the original image.

Sheet/Cover/Chapter Insert
Select from the functions that are available to edit copies as desired

Simplex/Duplex
Select the setting to specify if the scanned original and the printed copy are printed on just one side or both sides.

Sort
Select this setting to separate each set of the copies. The second copy set is printed after all of the first copy set is finished.

Staple
Select a setting to staple copies together.

T

Text Enhancement
Select a setting for the reproduction quality of text when copying originals consisting of text that overlaps images such as illustrations or graphs (text with a background).

X

XY Zoom
Touch this button to use the keypad to specify the zoom ratio for producing an enlarged/reduced copy of the loaded original.

Z

Zoom
Specify the zoom ratio of the copy.

13 Index

13 Index

13.1 Index

Numerics

2 Color 2-29, 7-17
2in1 2-49
4in1 2-49
8in1 2-49

A

Accessibility 3-25
Account track 1-34
Account Track Settings 11-79
ADF 1-4, 2-6, 4-7, 4-20, 5-4, 6-19
Adjust color parameters 7-2
Administrator Settings 11-23
Administrator/Machine Setting 11-28
Authentication method 11-65
Authentication unit 1-36
Authentication unit (biometric type) 1-37
Authentication unit (IC card type) 1-39
Auto Color 2-29
Auto Paper setting 2-31
Auto Reset Confirmation 3-30
Auto tray switch 6-5
Auto Zoom setting 2-34
Automatic document feeder 5-4
Automatic duplex unit 1-4, 4-26, 5-3
Automatic panel reset 1-27

B

Background Color 7-18, 7-44
Background Removal 2-55, 2-57
Banner paper 4-39, 6-2, 11-2
Basic screen 1-18
Binding Position 2-23
Biometric authentication 1-36
Black 2-29
Blue 7-7
Blue parameter 7-7
Book Copy 7-50
Booklet 7-71
Booklet Original 7-62
Brightness 7-10
Bypass tray 1-4, 1-46, 4-27

C

Call service representative 4-2
Center Staple & Fold 2-72, 2-74
Center Staple Position 11-49
Centering 11-42
Centering (Duplex 2nd Side) 11-45
Change E-Mail Address 11-21
Change Icon 11-21
Change Password 11-21
Chapters 7-32
Check Consumable Life 11-38
Cleaning 9-2
Clearing a paper misfeed in the LCT 4-37
CMYK color adjustment 7-8
Color adjustments 7-46
Color Balance 7-8
Color Registration Adjust 11-56
Color settings 7-16, 7-17
Combined pages 2-49
Conserving energy 1-27, 1-28, 1-29
Consumables 8-2, 8-7, 8-11, 8-18
Contrast 7-11
Control panel 1-16, 1-21, 9-3
Copier Settings 11-18, 11-32
Copy Density 7-15
Cover Sheet 7-23
Coverage rate 9-7
Create One-Touch Destination 11-7
Create User Box 11-7
Current Jobs list 10-9
Custom Display Settings 11-17

D

Deleting jobs 10-6
Density 2-55
Destination registration 11-7, 11-28
Double-sided copying 2-46

E

Electrostatic charger wire 9-4
Enlarge Display Mode Confirmation 3-32
Enlarge/Reduce settings 2-38
Entering text 12-2

F

Fax Settings 11-33
Fax/Scan Settings 11-20
Features x-10
Finisher Adjustment 11-49
Finisher FS-519 .....1-9, 5-5
Finisher FS-609 .....1-13, 5-7
Finishing 2-60
Folding 2-72
Frame Erase 7-73
Full Color 2-29
Full Size 2-35
Fusing unit area 1-7

G

Glossary 12-5
Glossy 2-55, 2-59
Gradation Adjustment 11-59
Green 7-6
Green parameter 7-6
Group 2-60, 2-64

H

Half-Fold 2-72
Half-Fold Position 11-51
Header/Footer 11-62
Help 3-20
Housing 9-2
Hue 7-3, 7-14

I

IC card authentication 1-39
Icons 1-19
Image Adjustment 7-68
Image Repeat 7-54
Imaging unit 8-11
Increase Priority 10-13
Individual Zoom 2-39
Insert Image 7-29
Insert Sheet 7-26
Inside of machine 1-7, 4-23
Interrupt 3-14

J

Job History list 10-10
Job List screen 10-2
Job separator JS-505 ....1-14, 5-8

K

Key Repeat Start/Interval Time 3-26

L

LCT 1-44, 4-37, 5-5
Leading Edge Adjustment 11-41
Leading Edge Adjustment (Duplex Side 2) 11-44
Left panel Job List 10-5
Left partition glass 9-3
License Settings 11-36
Limiting Access to Destinations 11-7
Loading paper 1-42, 1-44, 1-46
Low power mode 1-27

M

Mailbin kit MT-502 ....1-11, 4-46, 5-6
Main power switch 1-24
Maintenance 9-2
Memory 4-62
Message 4-62, 4-63, 4-64, 4-65, 4-69, 9-8
Message Display Time 3-33
Meter Count 9-6
Minimal 2-37
Mirror Image 7-20, 7-41
Misfeed 4-37
Mixed Original 2-18, 12-5
Mode Check 3-2
Mode Memory 3-15

N

Neg./Pos. Reverse 7-19, 7-39
Negative/positive reverse 7-19
Network Setting 11-31
Non-standard-sized paper 6-9

O

OHP Interleave 7-21
One-Touch Destination/User Box Registration 11-28
Options 1-2
Original > Copy settings 2-44
Original Direction 2-21, 12-5
Original feeding 2-6
Original glass 2-7, 6-20, 9-2
Original orientation x-18
Original pad 9-4
Original Type 2-52, 12-5
Originals 6-19
Output tray OT-602 ....1-9, 5-6
Oversized paper 6-13

P

Page Margin 7-65
Paper capacity 6-3
Paper feed cabinet PC-104 5-4
Paper feed cabinet PC-204 5-4
Paper feed cabinet PC-405 5-5
Paper misfeed 4-4, 4-37
Paper misfeed indications 4-5
Paper settings 6-6
Paper sizes 6-2
Paper storage 6-5
Paper transport section 4-30
Paper types 6-3
Paper-empty indicator 1-4
Part name 1-2
Password Rules 11-84
Periodic maintenance 9-8
Poster Mode 7-58
Power save 1-27, 1-28, 1-29
Preview 3-9
Print colors 2-29
Print head 9-5
Printer Adjustment 11-41
Printer Settings 11-21, 11-32
Program Jobs 7-35
Proof Copy 3-6
Punch Horizontal Position Adjustment 11-53
Punch kit PK-515 ....1-9, 5-6
Punch Regist Loop Adjustment 11-54
Punch scrap 8-27

Punch settings 2-60, 2-69

Q

Queuing copy jobs 2-79
Quick copy screen 1-18

R

Recall Copy Program 3-18
Red 7-5
Red parameter 7-5
Remove Dust 2-25

S

Saddle stitcher SD-505 ..... 1-11, 4-48, 4-57, 5-6, 8-20
Sample Copy 7-48
Saturation 7-3, 7-12
Save in User Box 7-105
Security Settings 11-33
Separate Scan 2-9
Set Zoom 2-42
Sharpness 7-13
Single Color 2-29, 7-16
Single-sided copying 2-45
Sleep mode 1-28
Sort 2-60, 2-63
Sound Setting 3-34
Special paper 6-3, 6-15
Stamp/Composition 7-75
Staple 8-18
Staple cartridge 8-18
Staple jam 4-54
Staple settings 2-60, 2-66
Status indicator 1-4
Stored jobs 10-10, 10-11
sub power switch 1-24
Supplying paper 4-61
System auto reset 1-27
System Auto Reset Confirmation 3-28
System Connection 11-33
System Settings 11-15, 11-23

T

Temporarily stopping 2-80
Text Enhancement 2-55, 2-58
Text entry 12-2
Toner cartridge 8-2
Touch panel 1-18, 3-25
Tray 1 .....1-4, 1-42, 4-31
Tray 2 .....1-4, 1-42, 4-34
Tray 3 .....1-4, 4-36
Tray 4 1-4
Trouble code 4-2
Troubleshooting 4-66

U

User authentication 1-31
User Authentication Setting 11-70
User Authentication/Account Track 11-29
User Settings 11-15
User's guide conventions x-16
User's guides x-19
Utility mode 11-2

W

Warm-up 1-25
Waste toner box 8-7
Weekly timer 1-29, 11-40

X

XY Zoom 2-35

Z

Z-Folded Original 2-20

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