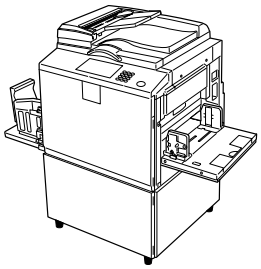
CP6340D
LDD350d
DX 4640PD
3585*DNP****2***

Operating Instructions



1 Before Using the Machine
2 Basics
3 Printing Functions
4 Troubleshooting
5 User Tools
6 Remarks
7 Entering Text
8 Specifications

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information before using the machine.

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good print quality, the supplier recommends that you use genuine master and ink from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120V, 60Hz, 4.5A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see p.202 “Power Connection”.

Trademark

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Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

Symbols

In accordance with IEC 60417, this machine uses the following symbols for the main switch:

- | means POWER ON.
- ○ means POWER OFF.

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

❒ Manuals provided are specific to machine type.

❒ Adobe Acrobat Reader/Adobe Reader is necessary to view the manuals as a PDF file.

❒ To view HTML manuals, a Web browser must be installed.

❖ **Safety Information (paper)**
Describes information about the safety precautions.

❖ **Easy Operation Guide (paper/PDF file - CD-ROM [*1])**
Describes information about the control panel and basic operations.

❖ **Operating Instructions (this manual)**
Describes operations, functions, User Tools (initial setting, mode setting, etc.) and troubleshooting.

❖ **Network Guide (PDF file - CD-ROM [*1])**
Describes procedures for configuring the machine and computers in a network environment.

❖ **Printer Reference (PDF file - CD-ROM [*1])**
Describes system settings and operations for the machine's printer function.

❖ **Preparations for Use as a Printer (paper/PDF file - CD-ROM [*1])**
Describes procedures for connecting the Ethernet and USB cables to the machine.

❖ **Manuals for DeskTopBinder Lite**
DeskTopBinder Lite is a utility included on the CD-ROM labeled "Document Management Utility".

- DeskTopBinder Lite Setup Guide (HTML - CD-ROM [*2])
  Describes the installation of, and the operating environment for DeskTopBinder Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder Lite is installed.
- DeskTopBinder Introduction Guide (HTML - CD-ROM [*2])
  Describes operations of DeskTopBinder Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder Lite is installed.

❖ **Other manuals**

- PostScript3 (PDF file - CD-ROM [*1])

[*1] Provided on the CD-ROM labeled "Operating Instructions"
[*2] Provided on the CD-ROM labeled "Document Management Utility"

What You Can do with this Machine

Below is a quick summary of this machine's features and where to look for more information.

❖ **Basic Procedure**
See p.49 “Basic Procedure”.

❖ **Saving Energy**
See p.51 “Saving Energy”.

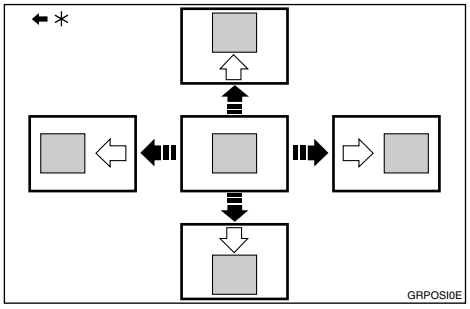
❖ **Printing onto Various Kinds of Paper**
See p.52 “Printing onto Various Kinds of Paper”.

❖ **Image Rotation**
See p.56 “Image Rotation”.

❖ **Selecting Original Type**
See p.57 “Selecting Original Type”.

❖ **Master Making Density**
See p.58 “Master Making Density”.

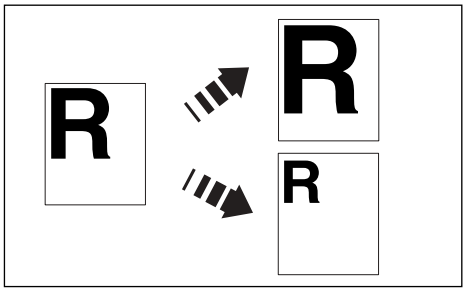
❖ **Adjusting the Position of Printed Images**
See p.59 “Adjusting the Position of Printed Images”.



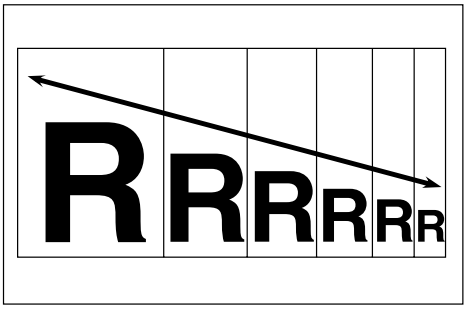
*Paper feed direction

❖ **Changing the Printing Speed**
See p.60 “Changing the Printing Speed”.

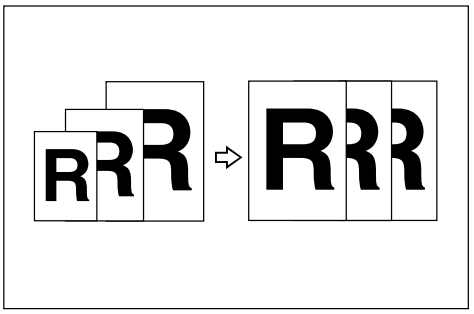
❖ **Preset Reduce/Enlarge**
See p.63 “Preset Reduce/Enlarge”.



❖ **Zoom**
See p.64 “Zoom”.

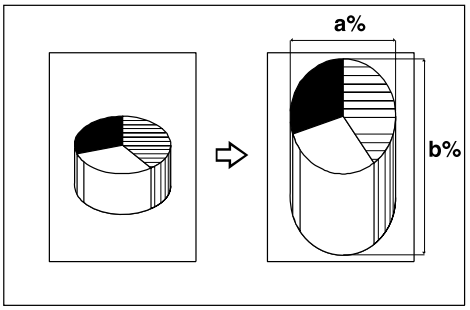


❖ **Auto Reduce/Enlarge**
See p.66 “Auto Reduce/Enlarge”.



❖ Directional Magnification (%)

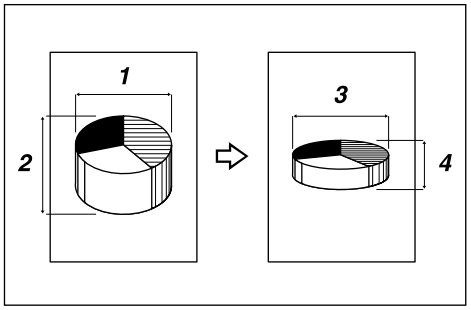
See p.68 “Directional Magnification (%)”.



CP2P01EE

❖ Directional Size Magnification (mm)

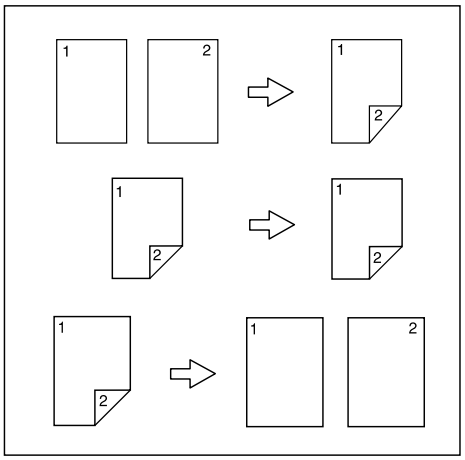
See p.69 “Directional Size Magnification (mm)”.



CP2M01EE

❖ Duplex

See p.70 “Duplex”

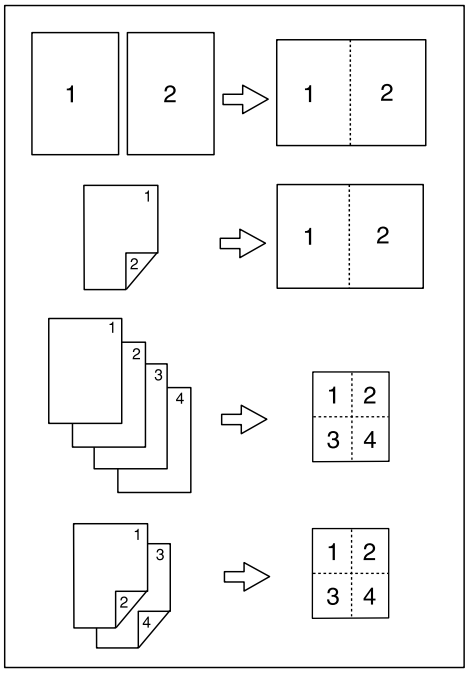


AUX160S

❖ Combine

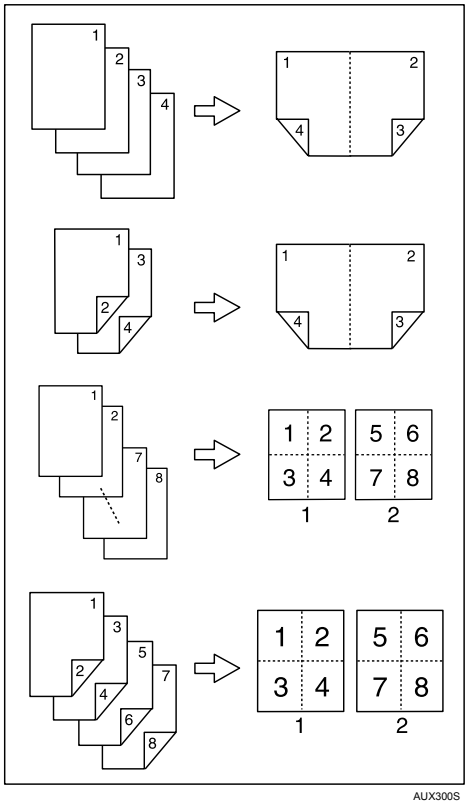
See p.74 “Combine”.

- One-Sided Combine



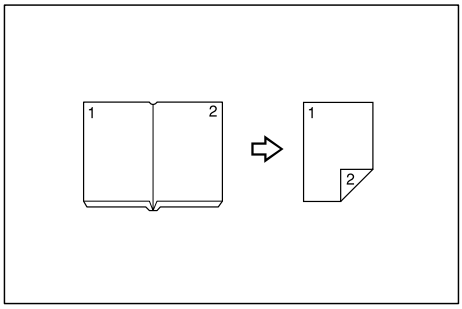
AUX157S

- Two-Sided Combine



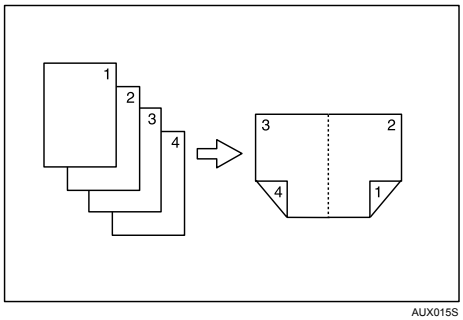
AUX300S

❖ **Series**
See p.85 “Series”

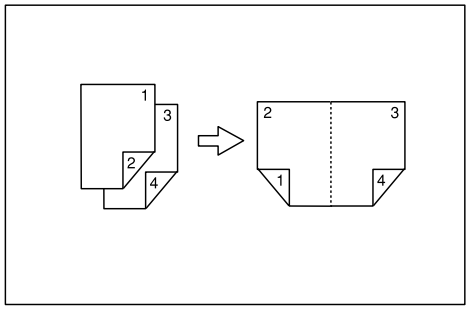


AUX014S

❖ **Booklet/Magazine**
See p.86 “Booklet/Magazine”

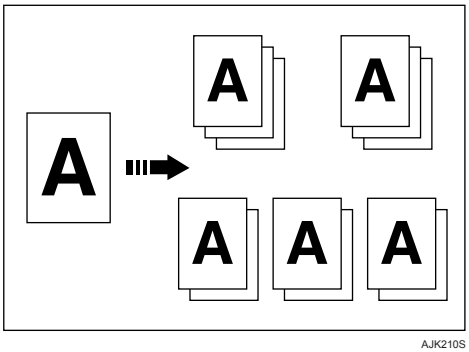


AUX015S



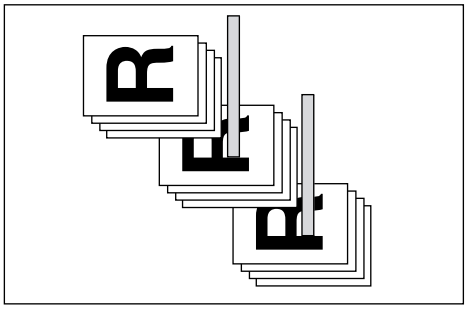
AUX018S

❖ **Class Settings**
See p.90 “Class Settings”.



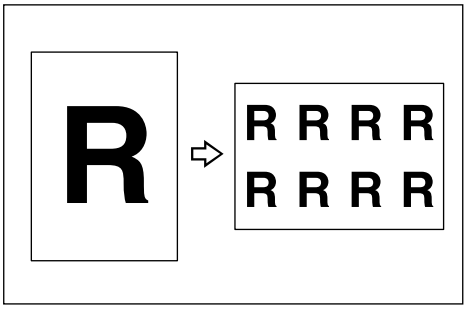
AJK210S

❖ **Separate**
See p.95 “Separate”.

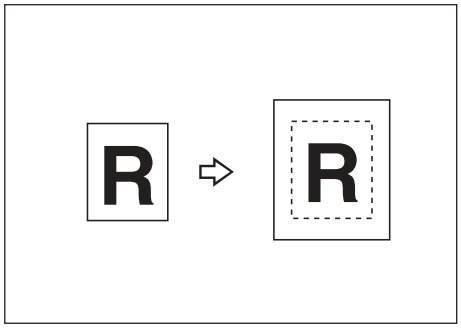


AUY037S

❖ **Image Repeat**
See p.96 “Image Repeat”.

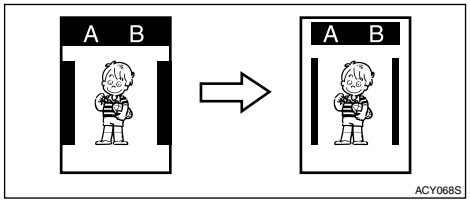


❖ **Centring**
See p.100 “Centring”.



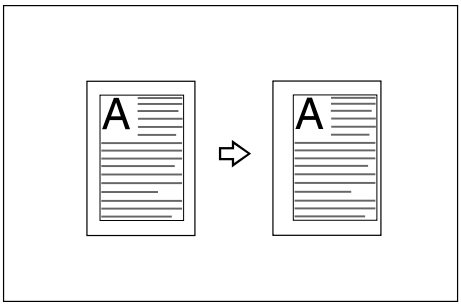
GCCNTR0E

❖ **Erase Border**
See p.100 “Erase Border”.

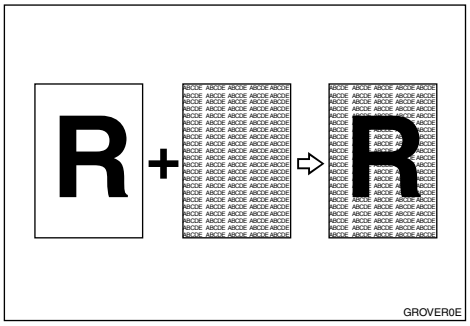


ACY068S

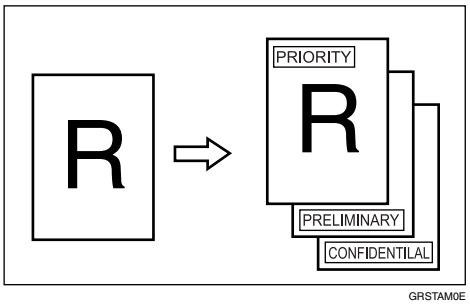
❖ **Margin Adjustment**
See p.101 “Margin Adjustment”.



❖ **Overlay**
See p.102 “Overlay”.



❖ **Preset Stamp**
See p.105 “Preset Stamp”.



❖ **Make–up**
See p.107 “Make-Up Printing Features”, p.110 “Command Sheets for Make-Up Printing”, and p.117 “Make-Up Printing”.

❖ **Quality Start**
See p.121 “Quality Start”.

❖ **Economy Mode**
See p.121 “Economy Mode”.

❖ **Skip Feed**
See p.122 “Skip Feed”.

❖ **Security**
See p.123 “Security”.

❖ **Conserving the Master**
See p.124 “Conserving the Master”.

❖ **Storing Files**
See p.125 “Storing Files”.

❖ **Programs**
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❖ **Making Colour Prints**
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Notice

Important

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The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Notice To Wireless LAN Interface (optional) Users

Notes to users in the United States of America

Notice:

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

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

This device complies with part 15 of the FCC Rules.

Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Warning:

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Note:

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

Operation is subject to the following two conditions:

(1) This device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

IEEE 802.11b I/F Unit Type 1:

This device complies with RSS-210 of Industry Canada.

The term “IC:” before the certification/registration number only signifies that the Industry Canada technical specifications were met.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

Remarque concernant les utilisateurs au Canada

Avertissement:

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

L'utilisation de ce dispositif est autorisée seulement aux conditions suivantes: (1) il ne doit pas produire de brouillage et (2) l'utilisateur du dispositif doit être prêt á accepter tout brouillage radioélectrique reçu, même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif.

IEEE 802.11b I/F Unit Type 1:

Ce dispositif est conforme á la norme CNR-210 d'Industrie Canada.

L'expression «IC:» avant le numéro d'homologation/enregistrement signifie seulement que les spécifications techniques d'Industrie Canada ont été respectées.

Pour empêcher que cet appareil cause du brouillage au service faisant l'objet d'une licence, il doit être utilisé á l'intérieur et devrait être placé loin des fenêtres afin de fournir un écran de blindage maximal.

Si le matériel (ou son antenne d'emission) est installe á l'extérieur, il doit faire l'objet d'une licence.

Information about Installed Software

expat

- The software including controller, etc. (hereinafter “software”) installed on this product uses the expat Version 1.95.2 (hereinafter “expat”) under the conditions mentioned below.
- The product manufacturer provides warranty and support to the software of the product including the expat, and the product manufacturer makes the initial developer and copyright holder of the expat, free from these obligations.
- Information relating to the expat is available at:
  http://expat.sourceforge.net/

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NetBSD

1. Copyright Notice of NetBSD

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This product contains NetBSD operating system:

For the most part, the software constituting the NetBSD operating system is not in the public domain; its authors retain their copyright.

The following text shows the copyright notice used for many of the NetBSD source code. For exact copyright notice applicable for each of the files/binaries, the source code tree must be consulted.

A full source code can be found at http://www.netbsd.org/.

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How to Read This Manual

Symbols

The following set of symbols is used in this manual.

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates information or preparations required prior to operating.

Note
This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's display panel.

【 】
Keys built into the machine's control panel.

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ ***WARNING:***

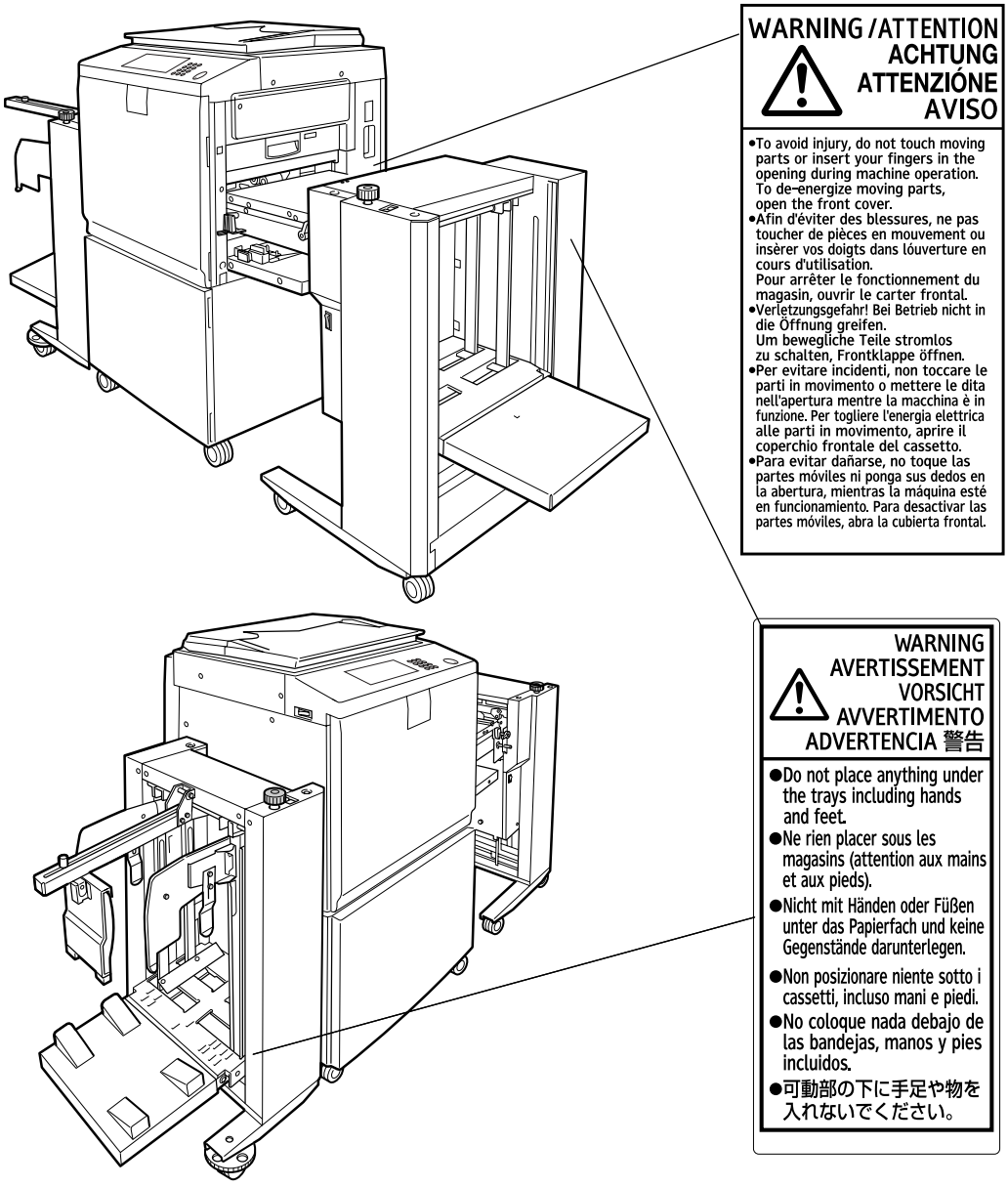
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:***
  - ***You spill something into the machine.***
  - ***You suspect that your machine needs service or repair.***
  - ***The external housing of your machine has been damaged.***
- ***Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.***
- ***Connect the power cord directly into a wall outlet and never use an extension cord.***
- ***Only connect the machine to the power source described in this manual.***
- ***Disposal can take place at our authorized dealer or at appropriate collection sites.***

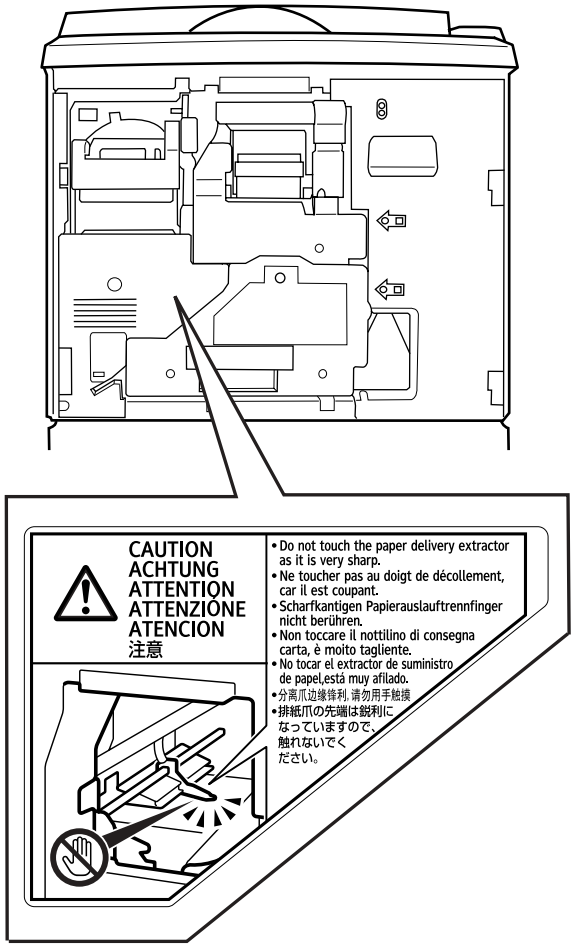
⚠ *CAUTION:*

- *After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.*
- *If you use the machine in a confined space, make sure there is a continuous air turnover.*
- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *When disposing of a used ink container, reattach the cap to prevent ink from splattering.*
- *Be careful not to get ink on your clothes when replacing an ink container. Ink stains on clothes are hard to remove.*
- *Be careful not to cut yourself on any sharp edges when you reach inside the machine to remove misfed sheets of paper or masters.*
- *If ink comes into contact with your eyes, rinse immediately in running water. For other symptoms, consult a doctor.*
- *Keep the ink or ink container out of reach of children.*
- *If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.*
- *If your skin comes into contact with ink, wash the affected area thoroughly with soap and water.*
- *While printing, do not touch the belt at the end of the paper delivery tray. Otherwise, an injury might occur.*
- *Our products are engineered to meet the high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

Positions of ⚠WARNING and ⚠CAUTION Labels

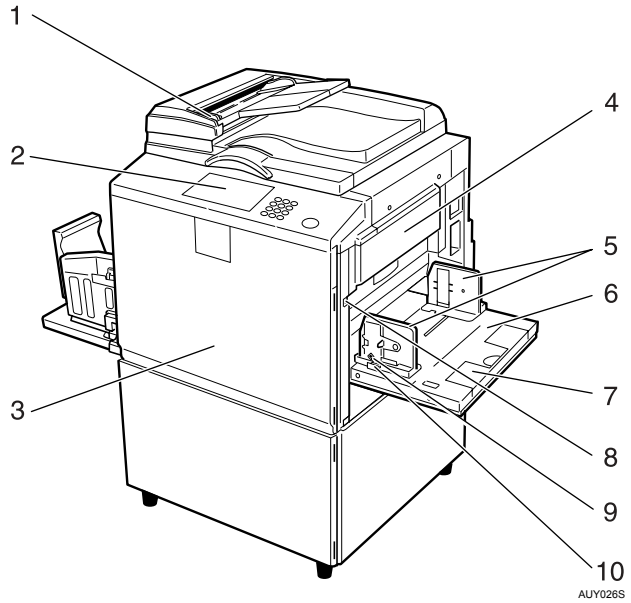
This machine has labels for ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.




CAUTION
ACHTUNG
ATTENTION
ATTENZIONE
ATENCION
注意
• Do not touch the paper delivery extractor as it is very sharp.
• Ne toucher pas au doigt de décollement, car il est coupant.
• Scharfkantigen Papierauslauftrennfinger nicht berühren.
• Non toccare il nottilino di consegna carta, è moito tagliente.
• No tocar el extractor de suministro de papel,está muy afilado.
• 分离爪边缘锋利,请勿用手触摸
• 排紙爪の先端は鋭利になっていますので、触れないでください。

AUX167S

Guide To Components



1. **Exposure glass cover (optional) or Auto Document Feeder capable of scanning both sides of a sheet (ARDF) (optional)**

Lower this cover over an original on the exposure glass. If you have the ARDF, load a stack of originals here. They will be fed automatically, one by one.

(The illustration shows the ARDF.)

2. **Control panel**

See p.21 “Control Panel”.

3. **Front cover**

Open to access the inside of the machine.

4. **Master making unit**

Open this unit when installing the master.

5. **Paper feed side plates**

Prevent paper skewing.

6. **Paper feed tray**

Load paper here.

7. **Extender**

Slide out when loading larger paper.

8. **Paper feed tray down key**

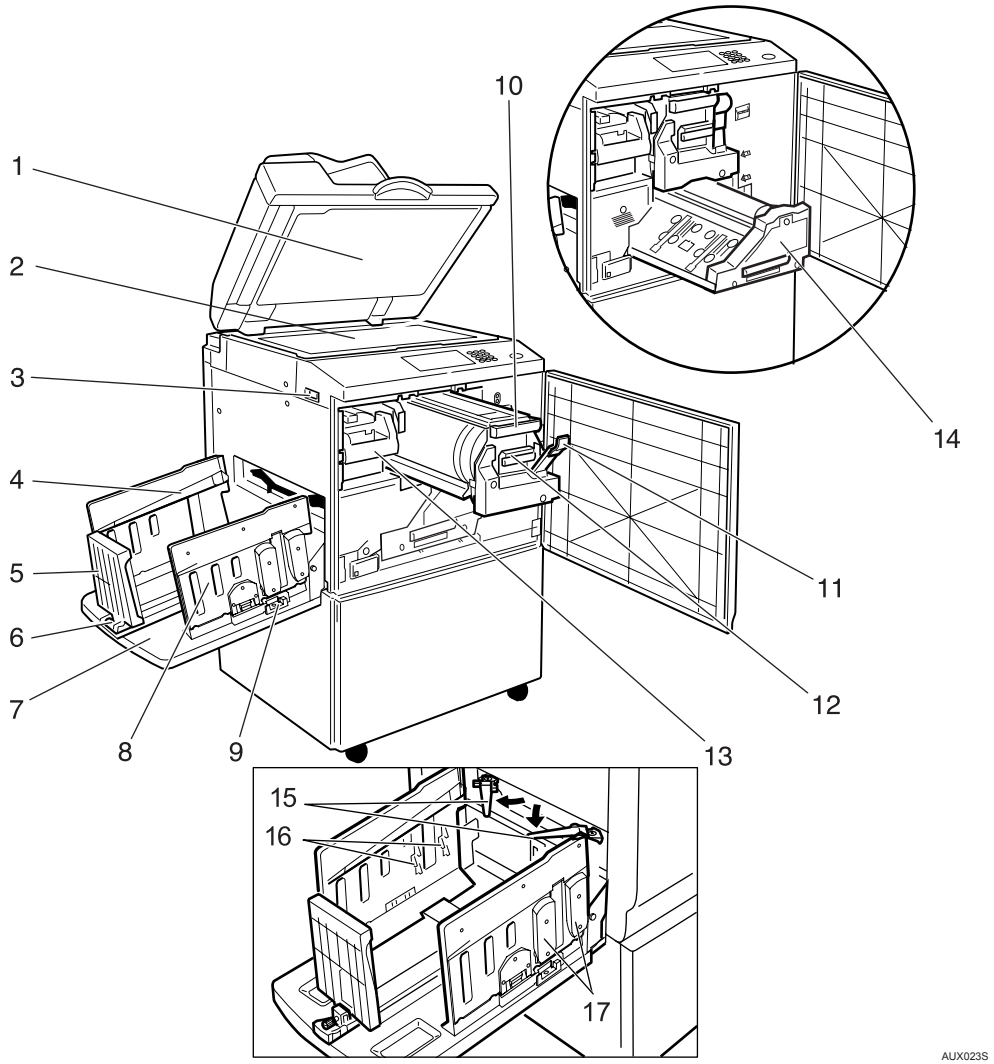
Press to lower the paper feed tray.

9. **Paper feed side plates knob lock lever**

Locks the paper feed side plates.

10. **Paper feed side plates knob**

Use to move the side plates.



1. Exposure glass cover (optional) or Auto Document Feeder capable of scanning both sides of a sheet (ARDF) (optional)

Lower this cover over an original on the exposure glass. If you have the ARDF, load a stack of originals here. They will be fed automatically, one by one.

(The illustration shows the ARDF.)

2. Exposure glass

Position originals here face down for printing.

3. Main switch

Use to turn the power on or off.

4. Paper alignment wings

Lift or lower the wings depending on the type of paper being used.

5. Paper delivery end plate

This plate aligns the leading edge of prints.

6. Paper delivery end plate knob

Use to move the end plate.

7. Paper delivery tray

Completed prints are delivered here.

8. Paper delivery side plates

Use to align the prints on the paper delivery tray.

9. Paper delivery side plate knobs

Use to move the side plates.

10. Drum unit

The master is wrapped around this unit.

11. Drum unit lock lever B1

Lower to unlock and pull out the drum unit.

12. Ink holder
Set the ink cartridge in this holder.

13. Master eject unit handle E1
Use to pull out the master eject unit.

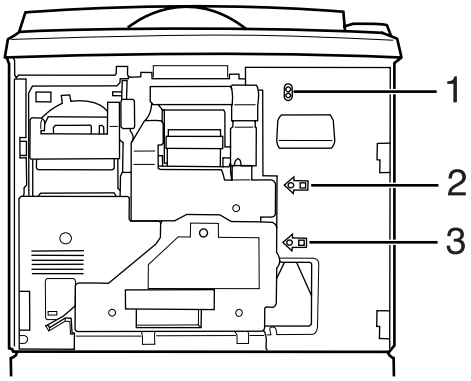
14. Duplex unit
Allows you to print on both sides of a piece of paper.

15. Trailing edge guides
Swing out these guides when you use A4, $8^1/_2$" × 11" paper.

16. Buffer fins
Use to stack prints neatly.

17. Chocks
Use to adjust the buffer fins.

Internal Indicators



1. Drum position indicator
This indicates the stopped position of the drum.

- Green: A green light indicates the drum is in the standard (normal) position.
- Red: The drum cannot be removed.

2. Drum Unit unlocking switch
To take out the drum, press the switch to release the lock. When the drum is unlocked, the green indicator will light.

3. Duplex Unit unlocking switch
To take out the duplex unit, press the switch to release the lock. When the duplex unit is unlocked, the green indicator will light.

Note

❒ The unit can be taken out only when the unlocking switch light is green.

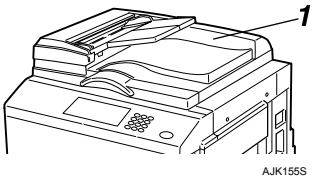
❒ The drum and the duplex unit cannot be taken out at the same time.

Options

Option List

Options	Model Name
Auto Document Feeder capable of scanning both sides of a sheet (ARDF)	ARDF Type 4640
Exposure Glass Cover	Platen Cover Type 1018
Large Capacity System (LCS)	LS3000R
Drum unit	Drum Type 4640(L)
Twin colour press roller printing system	TC-IIR
PostScript board	PostScript3 Board Type 2
IEEE 1284 parallel board	IEEE 1284 Parallel Board Type 1
IEEE 802.11b interface board	IEEE 802.11b I/F Unit Type 1
Memory unit	Memory Unit Type C (128 MB/256 MB)
HDD board	Extension HDD Type 1
Tape dispenser	–
Key counter	–

❖ **Auto Document Feeder capable of scanning both sides of a sheet (ARDF)**
Load a stack of originals here. They will be fed automatically, one by one.

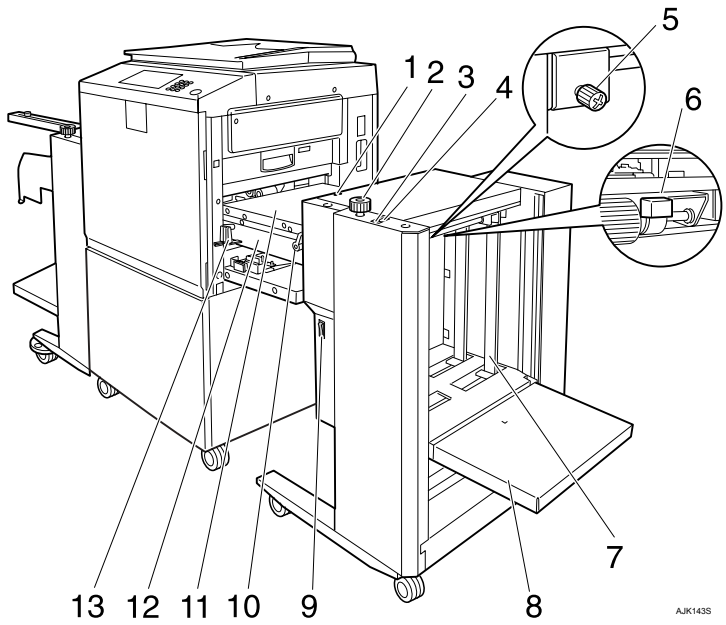


1. **ARDF capable of scanning both sides of a sheet**

Note

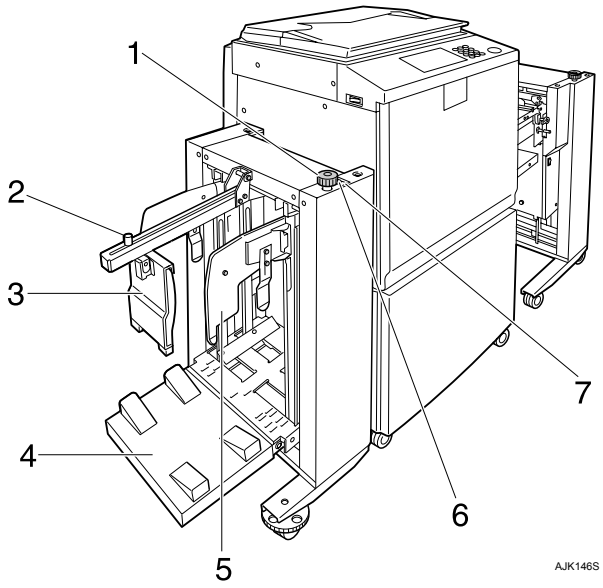
❒ Two-sided originals can be scanned using ARDF. Place the original with the first page face-up.

❖ **Large Capacity System (LCS): Large capacity input tray (LCIT)**



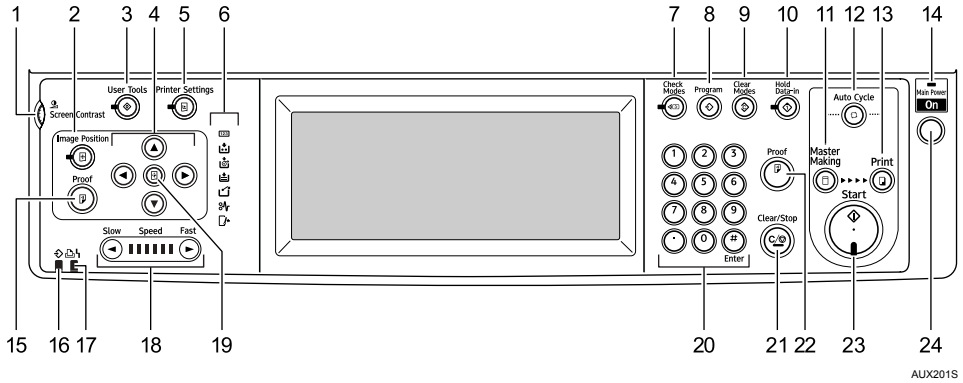
1. **Indicators**
2. **Side guide adjustment knob**
3. **Down button**
4. **Up button**
5. **Side guide screw**
6. **Feeding pressure lever**
7. **Side guides**
8. **Input tray**
9. **Power switch**
10. **Cover release lever**
11. **Cover**
12. **Intermediate feeding section**
13. **LCIT release lever**

❖ **Large Capacity System (LCS): Large capacity output tray (LCOT)**



1. **Side guide adjustment knob**
2. **End plate screw**
3. **End plate**
4. **Output tray**
5. **Side guides**
6. **Up button**
7. **Down button**

Control Panel



1. Screen contrast knob

Use to adjust the brightness of the display panel.

2. 【Image Position】 key

Press to activate the position setting keys.

3. 【User Tools】 key

Press to change the default settings to meet your requirements.

4. Position Setting keys

Press to adjust the position of printed images.

5. 【Printer Settings】 key

Press to change the default settings for online printing.

6. Indicators

: Open Cover/Unit indicator. See p.174 "When the Open Cover/Unit Indicator Lights".

Let you know the status of the machine.

: Key Counter indicator. The light turns on when Key Counter mode is on and **[Restricted Access]** is on in the settings and the Key Counter or Key card is not set. If **[User Code Management]** is On, The light turns on when the user code entry screen is displayed. See p.188 "Administrator Tools"

: Add Ink indicator. See p.152 "Adding Ink".

: Master End indicator. See p.154 "Replacing the Master Roll".

: Load Paper indicator. See p.150 "Loading Paper".

: Master Eject indicator. See p.175 "Removing the Used Master".

: Misfeed indicator. See p.157 "Clearing Misfeeds".

7. 【Check Modes】 key

Press this key to check settings.

8. 【Program】 key

Press to register frequently used settings, or to recall registered settings.

9. 【Clear Modes】 key

Press to clear previously entered print job settings.

10. 【Hold Data-in】 key

Press to reject the online print temporarily.

11. 【Master Making】 mode select key

Press to select the master making mode.

12. 【Auto Cycle】 key

Press to make masters and prints in a single operation.

13. 【Print】 mode select key

Press to select the print mode.

14. Main power indicator

The main power indicator lights up when the main switch is turned on.

15. 【Proof】key

Press to make a proof print.

Note

❒ Same as 22.

16. Data In indicator (Green)

- On: Master Making is in progress.
- Blinking: Data is being received.
- Off: Master Making and printing are completed.

17. Error indicator (Red)

- On: An error has occurred. Master Making and printing stops.
- Off: Normal status

18. Speed setting keys

Press to adjust the printing speed. See p.60 “Changing the Printing Speed”.

19. 【Initial position】key

Press to reset to the default image position.

20. Number keys

Press to enter the desired number of prints and data for selected modes.

21. 【Clear/Stop】key

- Clear
  Press to delete a number entered.
- Stop
  Press to stop a job in progress.

22. 【Proof】key

Press to make a proof print.

Note

❒ Same as 15.

23. 【Start】key

Press to start making masters or printing.

24. Operation switch

Press to operate the machine in Energy Saver mode.

To go back into the Energy Saver mode, press this switch.

Display Panel

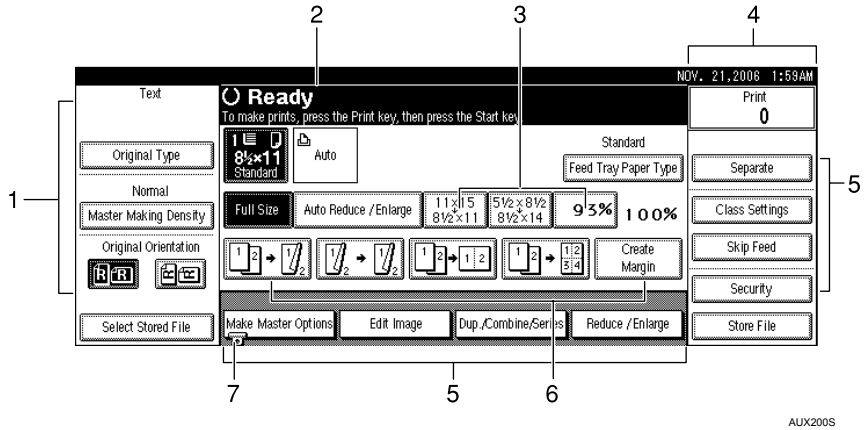
The display panel shows machine status, error messages and function menus.

The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like Full Size. Keys appearing as OK cannot be used.

Important

❒ A force or impact of more than 30 N (about 3 kgf) will damage the display panel.



1. **Original functions.**

2. **Operational status and messages.**

3. **You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios.**

4. **Numbers of prints set.**

5. **Displays available functions. Press a function name to display its menu. For example, press [Reduce / Enlarge] to bring up the Reduce/Enlarge menu.**

6. **Displays contents of the Shortcut keys. You can register frequently used functions in these keys.**

7. **A clip mark indicates the currently selected function.**

Common Key Operations

The following keys are common to all screens.

❖ Key list

[OK]	Acknowledges a selected function or entered values, and then returns to the previous display
[Cancel]	Deletes a selected function or entered values, and then returns to the previous display
[▲Prev.], [▼Next]	Moves to the previous page or the next page when all functions cannot be displayed on one page.
[OK] [Yes]	Closes displayed messages.
[Clear]	Clears entered values and does not change the settings.
[Exit]	Returns to the previous display.

Turning On the Power

❖ **Main switch (left side of the machine)**
Turning off this switch will completely turn off power to the machine.

❖ **Operation switch (right side of the control panel)**
Press to activate the machine. When the machine has finished warming up, you can make master and prints.

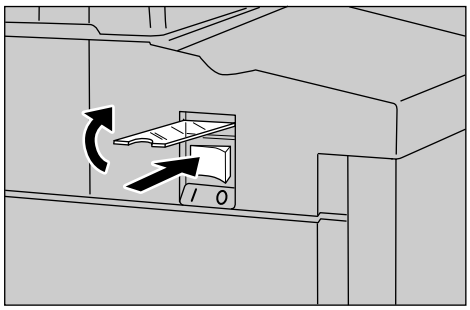
Note

❒ This machine automatically enters Energy Saver Mode or turns itself off if you do not use it for a certain period. See p.51 “Saving Energy” and p.51 “Auto Off Timer”.

Turning On the Main Power

1 **Make sure that the power cord is firmly plugged into the wall outlet.**

2 **Open the switch cover and turn on the main switch.**



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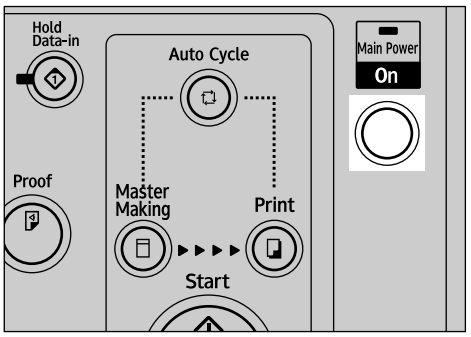
The main power indicator turns on.

Important

❒ Do not turn off the main power immediately after it has been turned on. Otherwise it may result in damage to the hard disk or memory, leading to the malfunctioning of the machine.

Turning On the Power

1 **Press the operation switch.**



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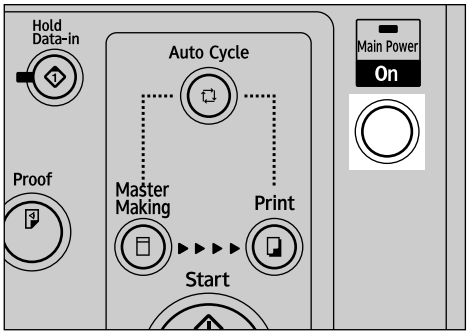
Note

❒ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If not, turn it on.

Turning Off the Power

1 **Press the operation switch.**



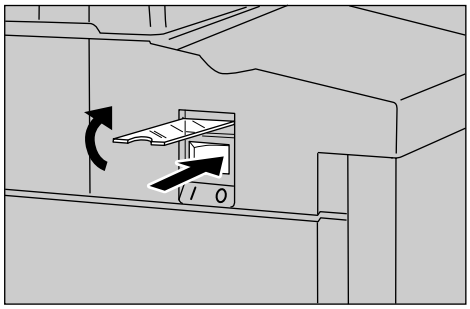
AJK806S

Turning Off the Main Power

Important

❒ Be sure to turn off the main switch before pulling out the power plug. Not doing this may result in damage to the hard disk or memory.

1 **Open the switch cover, and turn off the main switch.**



AJK145S

The main power indicator goes off.

Originals

Size and Weights of Recommended Originals

❖ Metric version

Where original is placed	Original size	Original weight
Exposure glass	A3 ⊐, B4 JIS (Japanese Industrial Standard) ⊐, A4 ⊐⊐, B5 JIS ⊐⊐	--
ARDF	A3 ⊐, B4 JIS ⊐, A4 ⊐⊐, B5 JIS ⊐⊐, A5 ⊐⊐	❖ **1 sided original** 52–128 g/m^2 ❖ **2 sided original** 52–105 g/m^2

❖ Inch version

Where original is placed	Original size	Original weight
Exposure glass	11" × 17" ⊐, 8$^1/_2$" × 14" ⊐, 8$^1/_2$" × 11" ⊐⊐	--
ARDF	11" × 17" ⊐, 8$^1/_2$" × 14" ⊐, 8$^1/_2$" × 11" ⊐⊐, 5$^1/_2$" × 8$^1/_2$" ⊐⊐	❖ **1 sided original** 14–34 lb. ❖ **2 sided original** 14–28 lb.

Note

❒ The maximum number of originals that can be placed in the ARDF is about 50 (80 g/m^2, 20 lb).

❒ If you do not lift the exposure glass cover more than 30° when you place another original, the machine might not detect the next original size correctly.

Non compatible originals for the ARDF

Placing the following types of originals in the ARDF can cause paper misfeeds or result in damage to the originals. Place these originals on the exposure glass instead.

- Originals other than those specified on p.27 “Size and Weights of Recommended Originals”
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, label paper, aluminum foil, carbon paper, or conductive paper.
- Originals with indexes, tags, other projecting parts
- Stapled or clipped original
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Sizes difficult to detect

It is difficult for the machine to automatically detect the sizes of the following types of originals, Set the desired range when using **[Erase Boarder]** function to print..

- Originals with indexes, tags, or other protrusions
- Transparent originals such as OHP transparencies or translucent paper
- Text or picture dense original
- Originals containing solid images
- Originals containing solid images around their edges

Sizes Detectable by Auto Paper Select

❍: Detectable size × : Undetectable size

❖ Metric version

Size / Location of the original	A3 ▭	B4 JIS ▭	A4 ▯▭	B5 JIS ▯▭	A5 ▯▭
Exposure glass	❍	❍	❍	❍	×
ARDF	❍	❍	❍	❍	❍

❖ Inch version

Size / Location of the original	11" × 17" ▭	$8^1/_2$" × 14" ▭	$8^1/_2$" × 11" ▯▭	$5^1/_2$" × $8^1/_2$" ▯▭
Exposure glass	❍	❍	❍	×
ARDF	❍	❍	❍	❍

Print Paper

Recommended Paper Size and Type

The following limitations apply:

	Paper Size		Paper Weight
	Metric	**Inch**	
Paper feed tray	A3 ▭, B4 JIS ▭, A4 ▯▭, B5 JIS ▯▭, A5 ▭, B6 JIS ▭, A6 ▭, 8" × 13" ▭ Others (Vertical: 70 - 297 mm, Horizontal: 148 - 432 mm)	11" × 17" ▭, 8 1/2" × 14" ▭, 8 1/2" × 11" ▯▭, 5 1/2" × 8 1/2" ▯▭ Others (Vertical: 2.76" - 11.7", Horizontal: 5.83" - 17")	47.1 - 209.3 g/m², 12.5 - 55.6 lb

Duplex Printing

The following paper are available for duplex printing.

❖ **Paper Size**
A4 ▯, 8 1/2" × 11" ▯, B5 JIS ▯.

❖ **Paper Weight**
64–105 g/m², 17–28 lb.

Recommended for the LCIT

The size and quantity of paper that can be loaded on the LCIT are as follows.

Paper size		Paper weight	Tray capacity
Metric version	**Inch version**		
Maximum: 297 × 432 mm (325 × 447 mm *1) Minimum: 128 × 182 mm	Maximum: 11.6" × 17.0" (12.7" × 17.5" *1) Minimum: 5.1" × 7.1"	47.1 – 209.3 g/m² (12.5 – 55.61 lb.)	3000 sheets (80 g/m², 20 lb.) Paper stack height: Less than 320 mm (12.5")

*1 When the image position is set to 0 mm (0")

Note

❒ Tray capacity is based on using high quality 80 g/m² (20 lb.) paper. The number of sheets shown is approximate.

Recommended for the LCOT

Paper size		Paper weight	Tray capacity
Metric version	**Inch version**		
Maximum: 297 × 432 mm (325 × 447 mm *1) Minimum: 70 × 148 mm (When the LCIT is installed: 128 × 182 mm)	Maximum: 11.6" × 17.0" (12.7" × 17.5" *1) Minimum: 2.8" × 5.9" (When the LCIT is installed: 5.1" × 7.1")	47.1 – 209.3 g/m^2 (12.5 – 55.61 lb.)	3000 sheets (80 g/m^2, 20 lb.) Paper stack height: Less than 345 mm (13.5")

*1 When the image position is set to 0 mm (0")

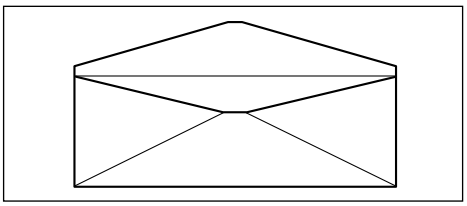
Note

❒ Tray capacity is based on using high quality 80 g/m^2 (20 lb.) paper. The number of sheets shown is approximate.

Non-recommended Paper

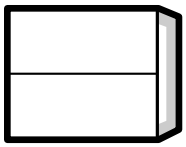
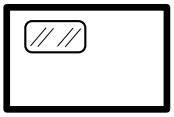
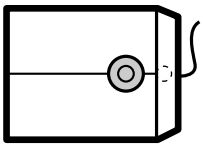
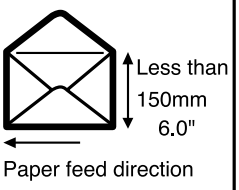
The following types of paper are not recommended for this machine:

- Roughly cut paper
- Paper of different thickness in the same stack
- Envelopes heavier than 85 g/m^2, 22 lb.
- Folded, curled, creased, or damaged paper
- Damp paper
- Torn paper
- Slippery paper
- Rough paper
- Paper with any kind of coating (such as carbon)
- Short grain paper
- Thin paper that has low stiffness
- Paper that is prone to generate a lot of paper dust
- Grained paper loaded with the direction of the grain perpendicular to the feed direction
- Certain types of long thin envelopes.
  E.g. international mail envelopes



ZFXX040E

- The following types of envelopes

Envelopes with glue or gum	Envelopes with windows	Envelopes with round tags	Open envelopes
			

Note

❒ Do not use inkjet paper. It does not absorb ink well, print will smudge if rubbed, and the back of paper may be dirtied.

❒ If you print on rough grained paper, the print image might be blurred.

❒ You can use A3 (297 × 420 mm) or 11" × 17" originals or printing paper. When you want to print the entire image of an A3, 11" × 17" original, select Reduce mode because the maximum print areas are as follows:

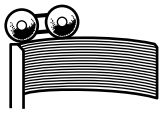
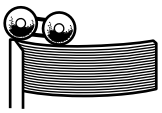
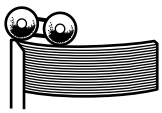
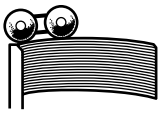
- Metric version: 290 × 412 mm, 11.4" × 16.2"
- Inch version: 290 × 422 mm, 11.4" × 16.6"

❒ When you use A3, 11" × 17" and 209.3 g/m^2, 55.6 lb paper, slow the printing speed down to setting 1, 2, or 3.

❒ Paper that has no margins or has solid images printed on its leading edge can become wrapped around the drum and smudged as a result of contact with the machine's internal components. To prevent these problems, attach a margin of 6 mm (or wider for duplex printing) to the paper's leading edge.To print an original that has a solid image on its leading edge onto thin paper, place the original in the reverse direction. If printing in a high speed, lower the print speed.

Important

❒ Correct curls in the paper before placing it in the machine. When you cannot correct the paper curl, stack the paper with the curl face down or face up as shown in the illustration. If the paper is curled, it might wrap around the drum or stains might appear and while printing in the duplex mode, paper misfeed is more likely to occur near the duplex unit.

	Right	Wrong
Thin Paper		
Thick Paper		

TPEY990E

Storing Paper

Note

❒ When storing paper, the following precautions should always be taken:

- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid (greater than 70%) areas.
- Store on a flat surface.

❒ Keep open reams of paper in the package and store as you would unopened paper.

Printing Size

Maximum print size

❖ 1 Sided

- Metric version:
  290 × 410 mm, 11.4" × 16.1" (approx. A3 size)
- Inch version:
  290 × 420 mm, 11.4" × 16.5"

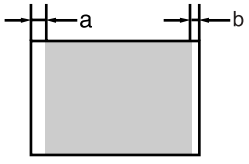
❖ 2 Sided

- Metric version:
  290 × 200 mm, 11.4" × 7.8" (approx. A4 size)
- Inch version:
  275 × 205 mm, 10.8" × 8.0"

At low temperatures, the maximum print size may be somewhat smaller.

Range that cannot be printed

The first 6 mm, 0.24", of the leading edge and the last 2 mm, 0.08", of the trailing edge cannot be printed. Make sure the leading edge margin is at least 6 mm, 0.24", and the trailing edge margin is at least 2 mm, 0.08".

Original	Print
	

a = 6 mm, 0.24"

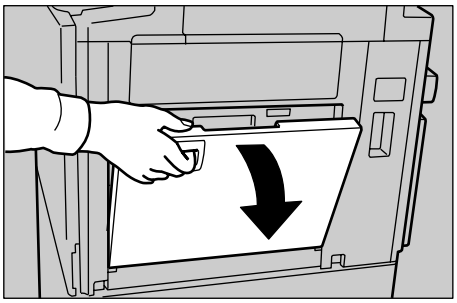
b = 2 mm, 0.08"

Printing Preparations

Using the Paper Feed Tray and Delivery Tray

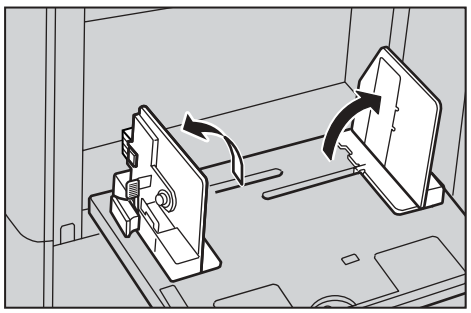
Loading Paper

1 **Carefully open the paper feed tray.**



ZDCY130E

2 **Lift the paper feed side plates.**

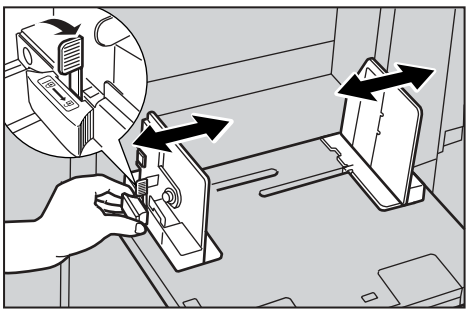


AUY028S

Note

❒ When loading larger paper, slide out the extender.

3 **Make sure that the paper feed side plates knob lock lever is raised (lock is released), and then grasp the paper feed side plates knob and adjust the paper feed side plates to match the paper size.**

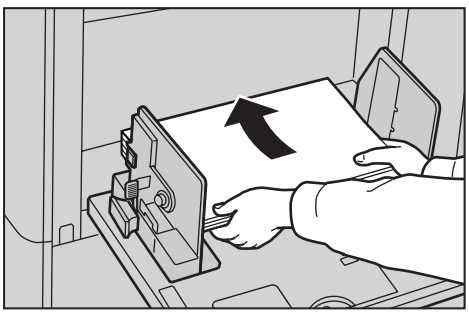


AUY029S

Important

❒ Always adjust the position with the lock lever for the paper feed side plates in the raised position (lock released).

4 **Place the paper on the paper feed tray.**

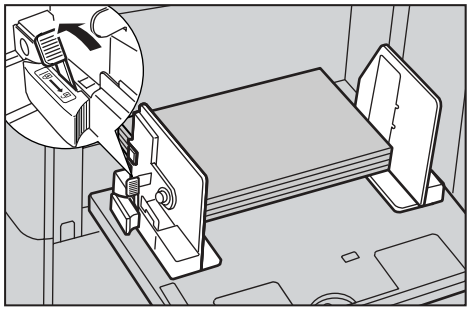


AUY030S

Note

❒ Correct the paper curl before loading the paper. If you cannot do so, stack the paper with the curl face down.

5 **Make sure that the paper feed side plates are touching both sides of the paper, and then push the lock lever for the side plates down to lock the side plates into position.**



AUY041S

Important

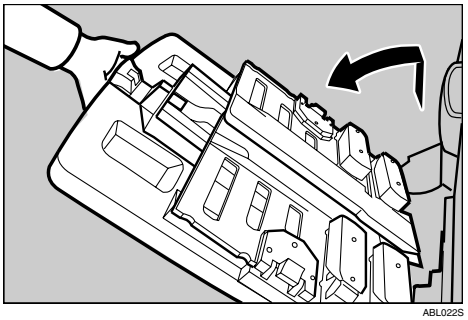
❒ Always make sure that you push the lock lever for the side plates down to lock the side plates into position.

Note

❒ Make sure that the paper size and orientation in the display panel correspond with the actual paper size and orientation set on the paper feed tray.

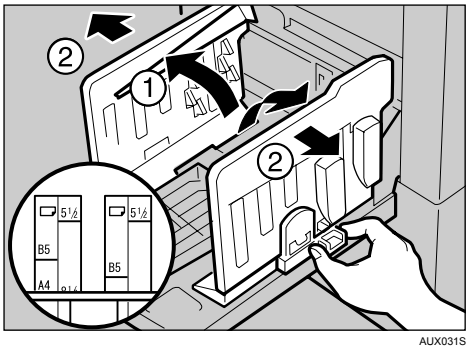
Setting Up The Paper Delivery Tray

1 **Raise the paper delivery tray slightly, and then gently lower it with your hand.**



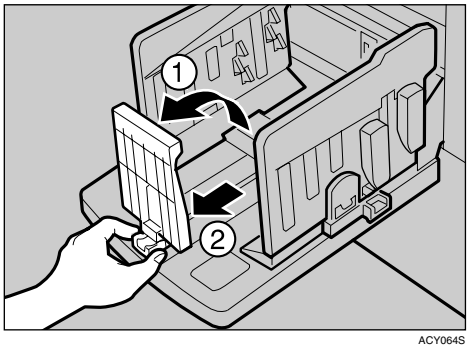
ABL022S

2 **Lift the paper delivery side plates and adjust them to match the paper size.**



AUX031S

3 **Lift the paper delivery end plate and adjust it to match the paper size.**



ACY064S

Note

❒ The inside of the plates should correspond to the paper size.

Adjusting the Paper Alignment Wings and Chocks

Use the paper alignment wings and chocks to stack printed paper neatly.

Note

❒ Prints may be delivered curled up if they contain large areas of solid image. If this happens, raise the paper alignment wings to about 45 degrees. When printing on B5 JIS or A4 of 52.3 g/m², 13.9 lb or thinner, slide the chocks up together.

❒ Depending on the type of paper you are using, you may not be able to load to capacity (1000 sheets) when the wings are raised.

❒ When printing on 52.3 g/m², 13.9 lb or thinner at a fast speed, paper jams (C) may occur in the paper exit area. If this happens, do the following:

- Decrease print speed.

Reference

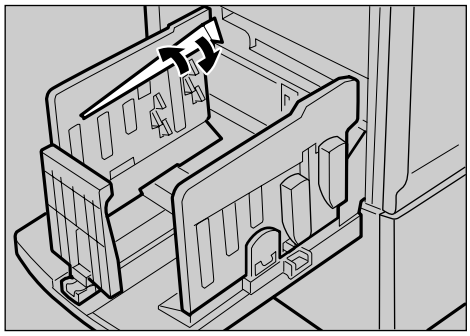
p.60 "Changing the Printing Speed"

- Lower the paper alignment wings.
- Push the end plate toward the paper delivery tray edge.

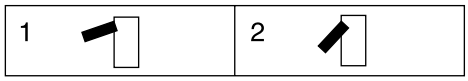
❒ When the paper alignment wings are raised, prints may not be delivered neatly stacked, depending on paper type. If this happens, lower the wings.

❖ Paper alignment wings

Adjust the paper alignment wings.



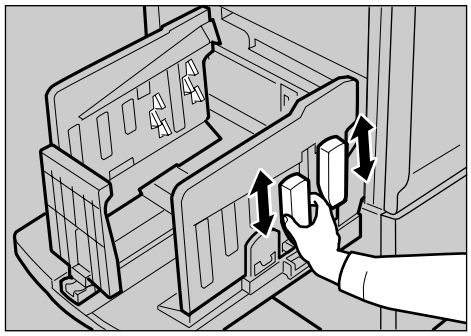
ACY053S



1. **Raise the wings fully.**
2. **Raise the wings to about 45 degrees.**

❖ Chocks

Slide the chocks up or down to adjust the buffer fins to match the paper size and thickness.



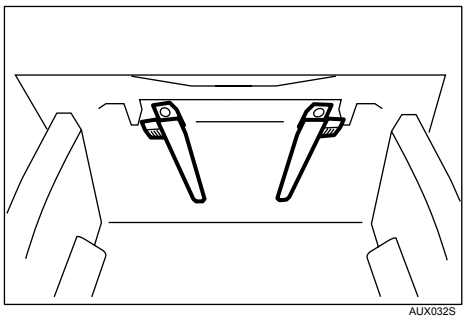
ACY054S

Adjust the paper alignment wings and chocks according to paper size and thickness, as follows:

Paper Weight	Paper Size	Paper alignment wings	Chocks
128 g/m², 34 lb or thicker	A3 ▭, 11" × 17"▭, B4 JIS ▭	Lower the wings.	Down
	A4 ▯▭, B5 JIS ▯▭	Lower the wings.	Down
52.3 g/m² – 128 g/m², 13.9 lb to 34 lb	A3 ▭, 11" × 17"▭, B4 JIS ▭	Raise the wings fully.	Up
	A4 ▯▭, B5 JIS ▯▭	Raise the wings to about 45 degrees.	Up
52.3 g/m², 13.9 lb or thinner	A3 ▭, 11" × 17"▭, B4 JIS ▭	Raise the wings to about 45 degrees.	Down
	A4 ▯▭, B5 JIS ▯▭	Raise the wings to about 45 degrees.	Down

Using the trailing edge guides

When printing on A4 ▯▭, 8 1/2" ▯▭, B5 JIS ▯▭ size paper, swing out the guides as shown below:

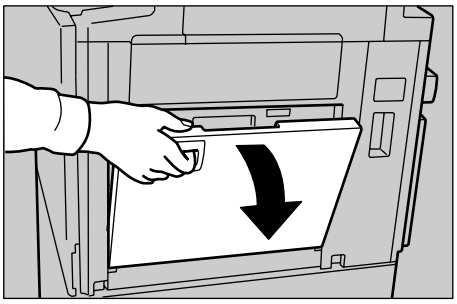


AUX032S

Using the LCIT and LCOT

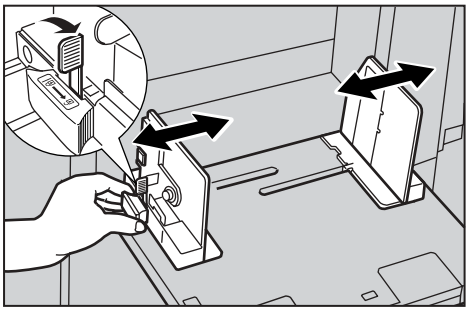
Installing the LCIT

1 **Open the paper feed tray of the machine.**



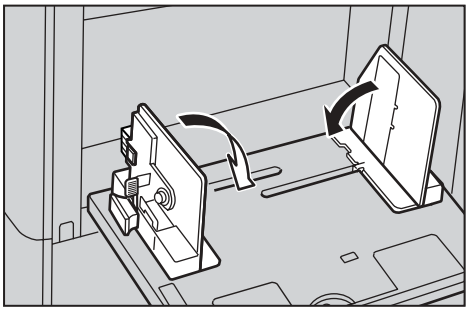
ZDCY130E

2 **Make sure that the paper feed side plates knob lock lever is raised (lock is released), and then grasp the paper feed side plates knob and move the side guides of the paper feed tray of the machine to the widest position.**



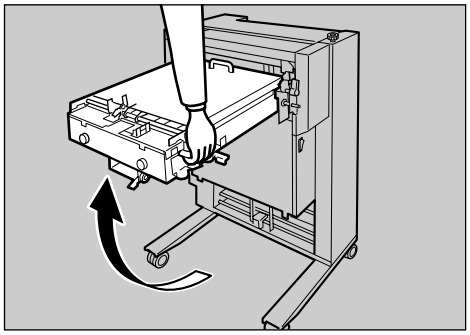
AUY029S

3 **Lower the paper feed side plates.**



AUY044S

4 **Hold the handle and unfold the intermediate feeding section of the LCIT.**

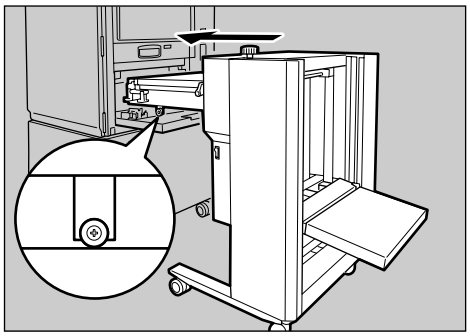


ABQ004S

Note

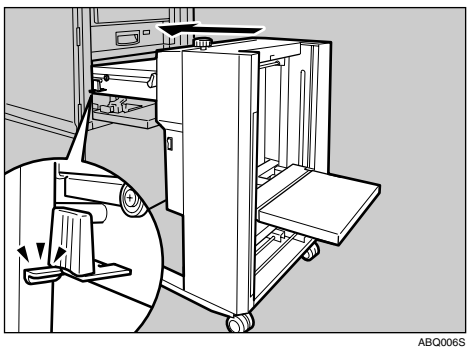
❒ Do not release the handle.

5 **Lift the end of the intermediate feeding section and put it down placing the wheeled support bar onto the paper feed tray.**



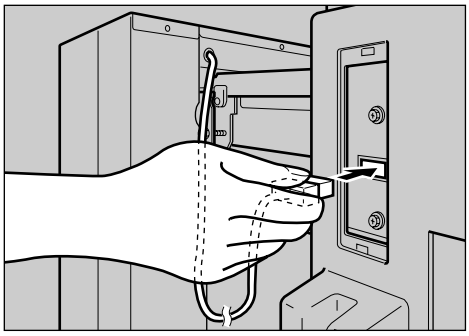
AJK157S

6 **Push the LCIT into the machine until it clicks.**



ABQ006S

7 **Plug the LCIT optical cable into the slot located at the left side of the back of the machine.**



ACY066S

Turning On the Power

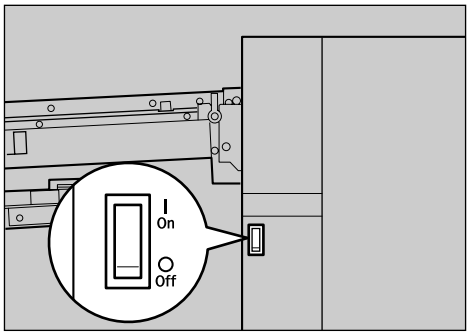
Important

❒ Make sure to turn on the power switch of the LCS first, and then turn on the main switch of the machine.

1 **Make sure that the power cord is firmly plugged into the wall outlet.**

2 **Turn the power switch on.**

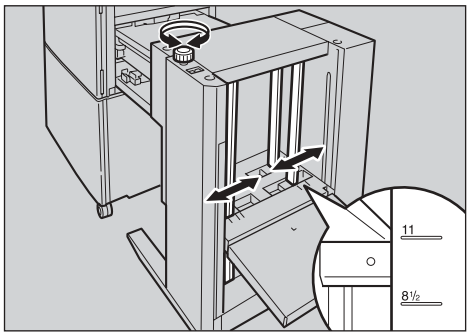
The green indicator blinks.



ABQ011S

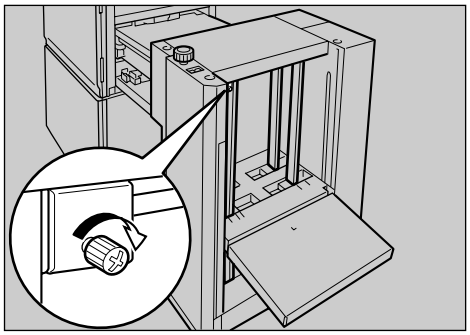
Loading Paper

1 **Turn the side guide adjustment knob to adjust the side guides to the paper size.**



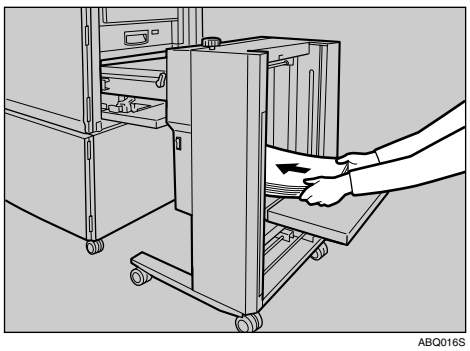
ABQ041S

2 **Tighten the screw to lock the side guides.**



AJK166S

3 **Load paper.**



ABQ016S

Note

❒ The leading edge of the paper must touch the inside of the LCIT.

Loading Paper Smaller than B6 JIS (128 × 182 mm, 5.0" × 7.1")

Paper smaller than B6 JIS must be loaded directly onto the paper feed tray of the machine. The LCIT must be detached.

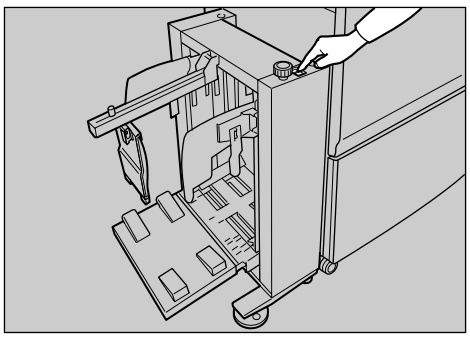
1 **Detach the LCIT.**

2 **Load paper onto the paper feed tray.**

Setting up the LCOT

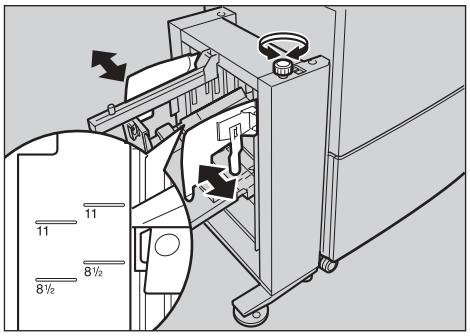
1 **Press the up button to lift the output tray.**

The output tray goes up.



AJK160S

2 **Turn the side guide adjustment knob to adjust the side guides to the paper size.**

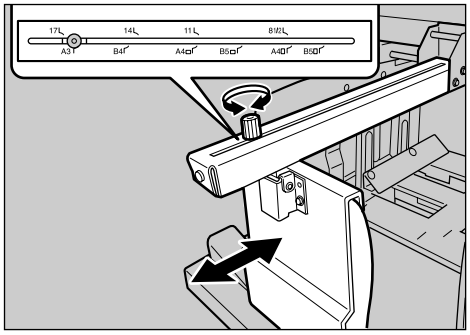


ABQ042S

Note

❒ Align the inside of the side guides with the appropriate mark on the output tray.

3 **Loosen the screw for the end plate, adjust it to the paper size, and then tighten the screw to lock the end plate.**



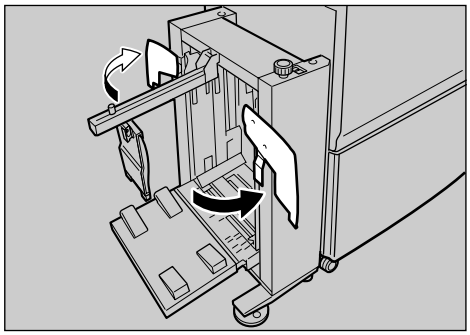
ABQ020S

Note

❒ Align the screw with the appropriate paper size mark.

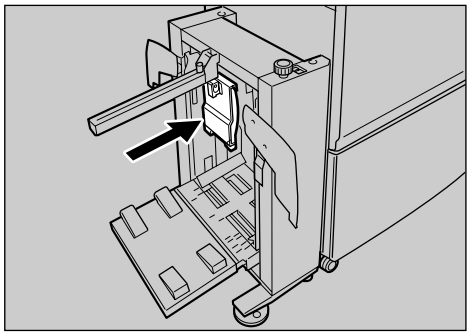
Printing on Paper Smaller than B6 JIS

1 **Move the side guides outward.**



AJK162S

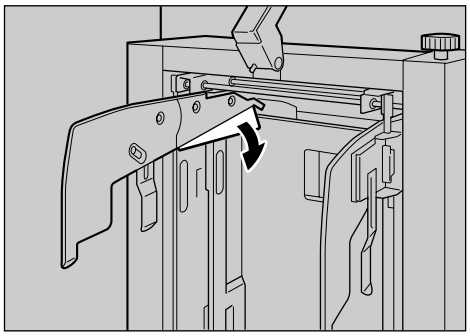
2 **Loosen the screw for the end plate, move it as close to the machine as possible, and then tighten the screw to lock the end plate.**



AJK163S

Printing on 81.4 g/m^2 (21.6 lb.) or Heavier Paper

1 **Lower the paper alignment wings.**



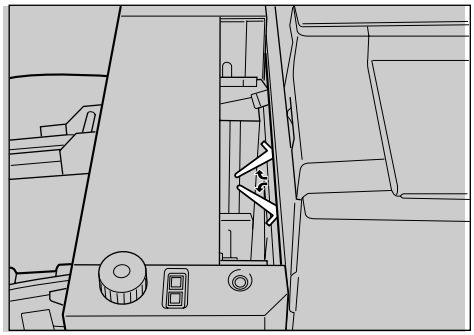
ABQ023S

Note

- ❒ Depending on the type of paper that you are using, you might not be able to use the full capacity (3000 sheets) of the LCOT when the wings are lifted.
- ❒ Lift the paper alignment wings when B5 JIS ▯▭ or A4 ▯ prints are delivered curled up.

Printing on Sizes Smaller than A4 or 8$^1/_2$" × 11" ▯▭ Paper

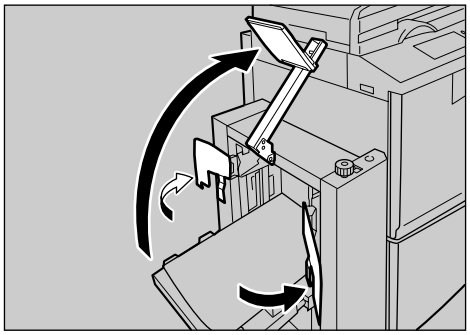
1 **Swing out the guides as shown in the illustration.**



AJK311S

Removing Prints

1 **Move the side guides outward, and then lift the end plate arm.**

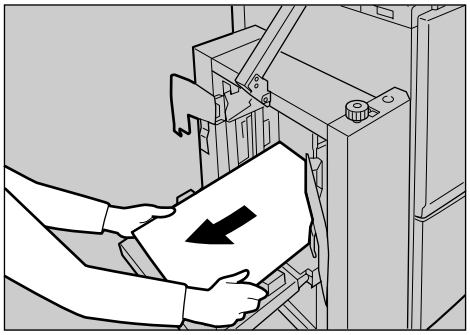


AJK164S

Note

- ❒ Lift the end plate arm completely before releasing it.

2 **Remove prints.**



ABQ027S

3 **Move the side guides and end plate arm back to their original positions.**

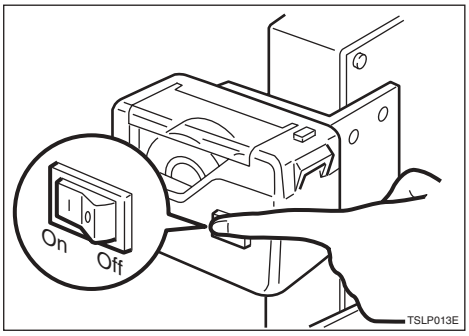
Note

- ❒ Lower the end plate arm completely before releasing it.

Using the Tape Dispenser

When the optional tape dispenser is attached to the machine, turn on the power to the tape dispenser after turning on the machine.

1 Turn on the tape dispenser switch.



Note

❒ Make sure to turn off the power to the tape dispenser when turning off the machine.

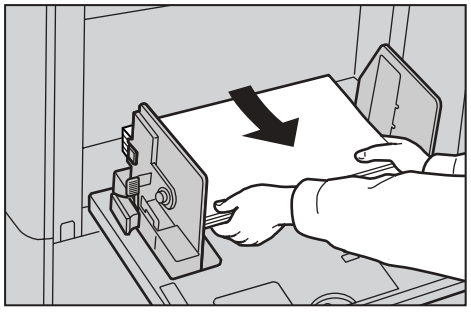
After Printing

This section shows you how to return the paper feed tray and paper delivery tray to their original positions.

Folding the Paper Feed Tray and Delivery Tray

Folding the Paper Feed Tray

1 **Remove the paper from the tray.**

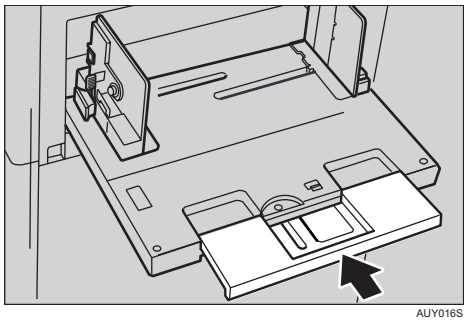


AUY042S

The paper feed tray will lower.

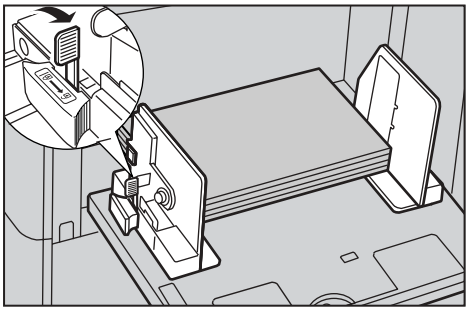
Note

❒ If the extender has been slided out, push it back.



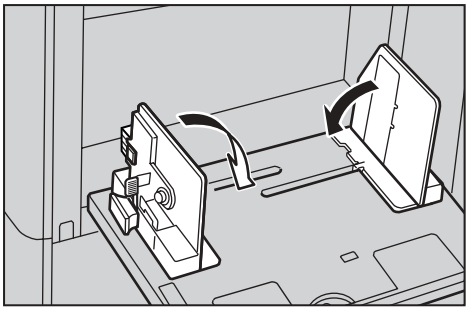
AUY016S

2 **After the paper feed tray has stopped moving, raise the paper feed side plates knob lock lever to release the side plates.**



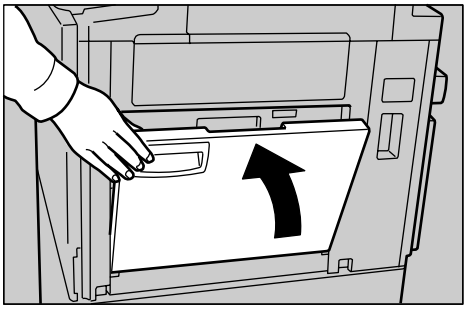
AUY024S

3 **Adjust the side plates to A3□ or A4□, and then lower them.**



AUY044S

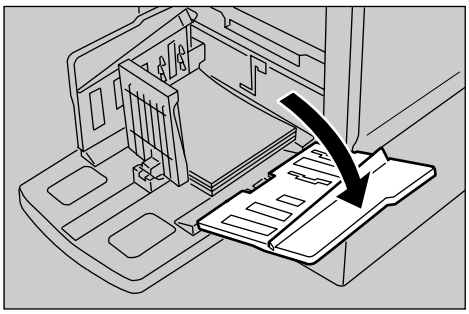
4 **Gently close the paper feed tray.**



ACY013S

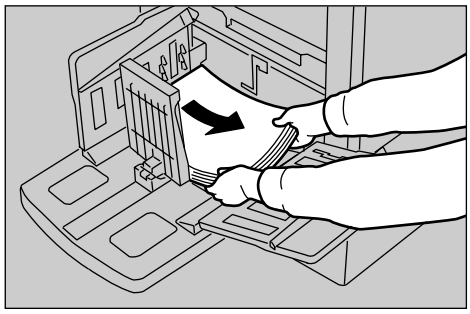
Folding the Paper Delivery Tray

1 Slightly lower one of the side plates.



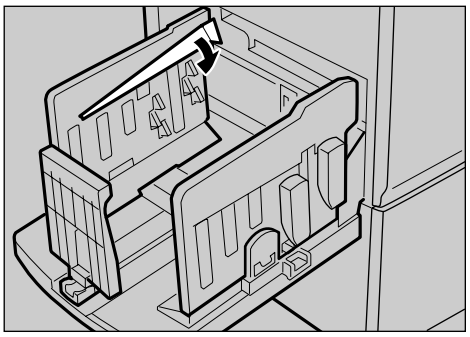
ACY050S

2 Remove the prints from the tray.



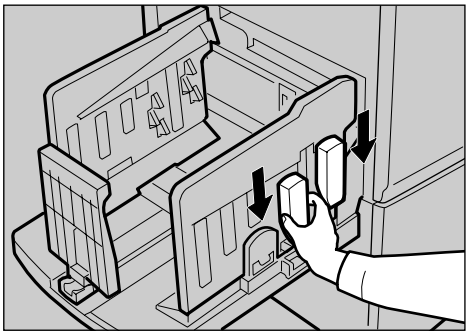
ACY051S

3 Lower the paper alignment wings.



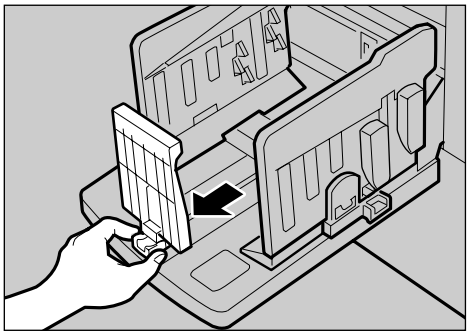
ACY059S

4 Slide the chocks down.



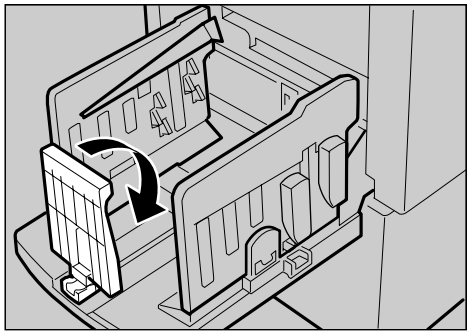
ACY060S

5 Move the paper delivery end plate until its handle is flush with the end of the tray.



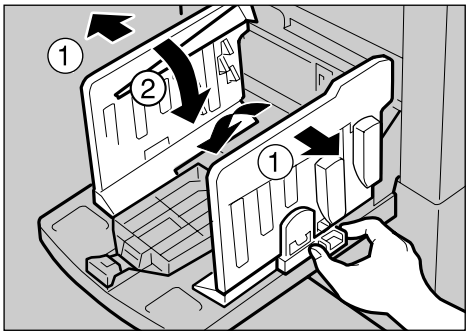
AUX169S

6 Lower the paper delivery end plate.



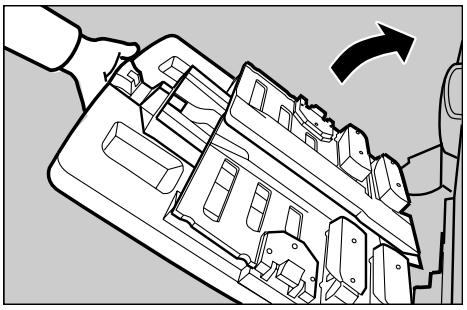
AFG055S

7 **Move the side plates to the widest position, and then lower them.**



ACY055S

8 **Close the paper delivery tray.**



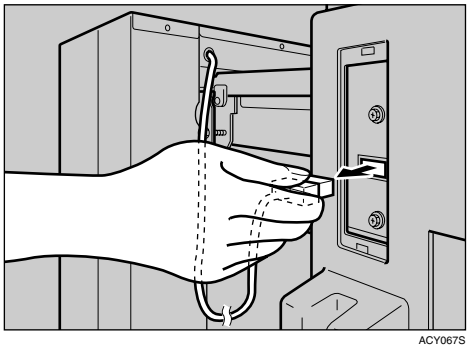
ABL023S

Uninstalling the LCIT

1 **Turn off the main switch of the machine, and then turn off the power switch of the LCIT.**

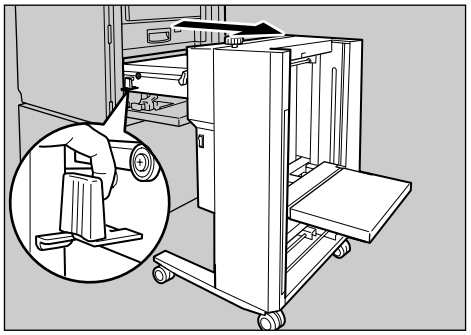
2 **Unplug the power cord of the LCIT from the wall outlet.**

3 **Unplug the LCIT optical cable.**



ACY067S

4 **While pulling the LCIT release lever, detach the LCIT.**

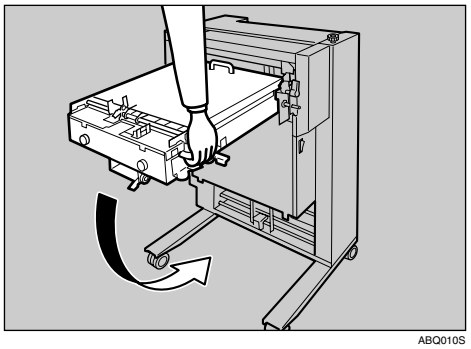


ABQ009S

Note

❒ Be sure to hold the handle of the intermediate feeding section when you detach the LCIT.

5 **Fold the intermediate feeding section.**



ABQ010S

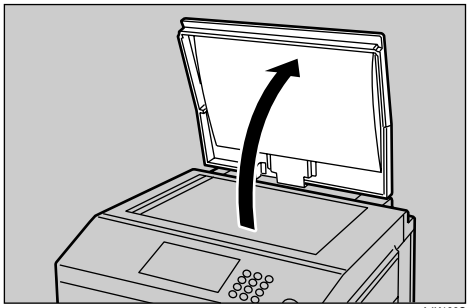
Placing Originals

When using the exposure glass, place the originals face down.

When using the ARDF, place the originals face up.

Placing Originals on the Exposure Glass

1 **Lift the exposure glass cover.**

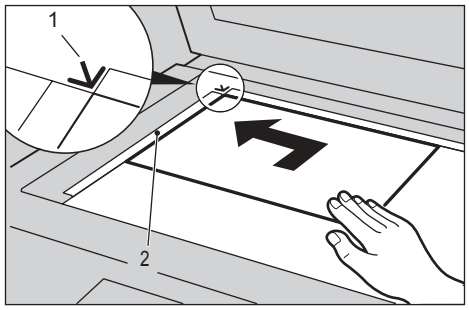


AJK109S

Note

- ❒ Be sure to lift the exposure glass cover more than 30 degrees.
- ❒ When scanning a book or thick original, the "Auto Erase Original Border" function automatically erases all shadows on the border. To scan a thick original without using this function, you can also erase the border by setting margin size. See p.101 "Auto Erase Original Border"

2 **Place the original face down on the exposure glass. The original should be aligned with the left scale.**



AUY010S

1. **Positioning mark**

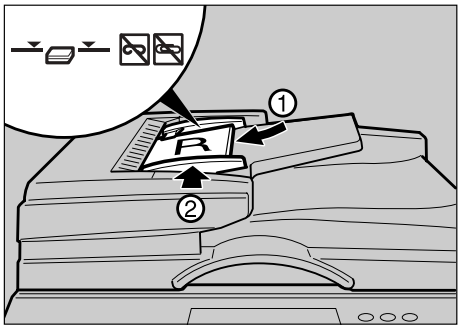
2. **Left scale**

3 **Lower the exposure glass cover.**

Placing Originals in the ARDF

1 Adjust the guide to the original size.

2 Insert the aligned originals face up into the ARDF.



Note

❒ To avoid originals misfeeding, fan the originals before placing them in the ARDF.

Limitation

❒ Approximately 50 originals (80 g/m², 20 lb) can be inserted at a time in the ARDF. The first (top) original will be fed first.

Note

❒ To avoid jamming, fan the originals before placing them in the ARDF.

❒ The guides must fit snugly against both sides of the stack.

3 Adjust print settings as necessary, and then press the [Start] key.

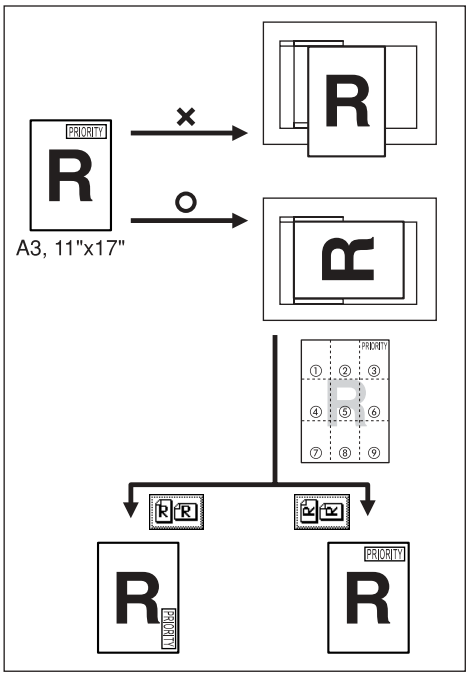
Note

❒ If the next original has been placed in the ARDF before the machine stops, that original is fed automatically.

Original Orientation

When printing A3 ▯, B4 JIS ▯ or 11" × 17" ▯ size originals, select [R] as the Original Orientation. The machine will then rotate the print image by 90°. This is useful for printing large originals using the Combine, or Stamp functions.

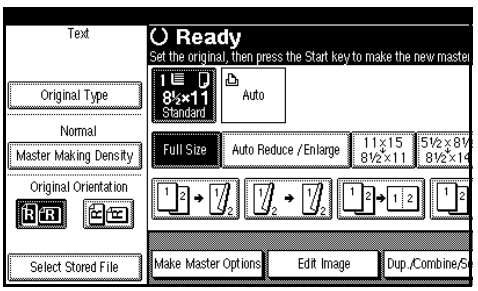
For example, to print A3 ▯ or 11" × 17" ▯ originals with the Stamp function selected:



Note

❒ It is recommended that you use the Original Orientation function with the Auto Paper Select or Preset Reduce/Enlarge function.

1 Select [R] or [R]



Basic Procedure

When Auto Cycle mode is on, you can process masters and make prints in a single operation.

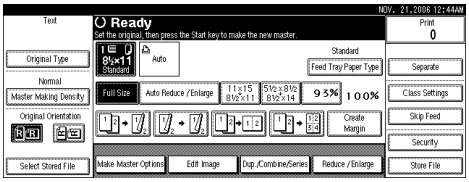
Note

❒ The Auto Cycle mode is set to "on" as default.

❒ For details about step-by-step master and print making, see p.54 "Making a Master and Prints".

1 **Make sure "Ready" appears on the display.**

❖ **Initial print display**



Note

❒ If the machine has user codes set, enter your user code using the number keys, and then press **[#]**.

Reference

p.195 "User Code"

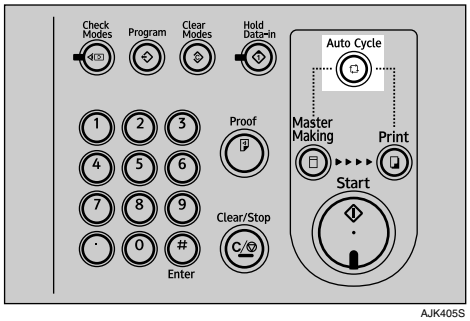
2 **Make sure no previous settings remain.**

Note

❒ If previous settings remain, press the **【Clear Modes】** key before entering your settings.

Note

❒ Check the **【Auto Cycle】** mode select key is lit.



AJK405S

3 **Place the originals.**

Reference

p.47 "Placing Originals"

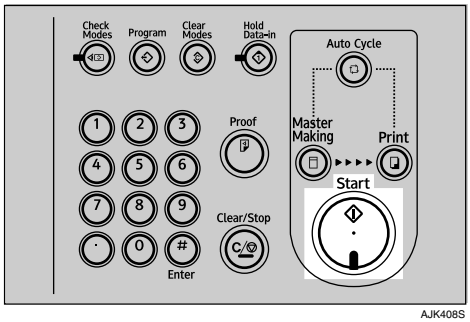
4 **Make the necessary settings.**

5 **Enter the required number of prints using the number keys.**

Note

❒ Set a print quantity between 1 (minimum) and 9999 (maximum).

6 **Press the 【Start】 key.**



AJK408S

Master making and printing starts.

How to operate

❖ **To stop the machine during a multi-print run**
Press the 【**Clear/Stop**】 key.

❖ **To return the machine to the initial condition after printing**
Press the 【**Clear Modes**】 key.

❖ **When clearing entered values**
Press the 【**Clear/Stop**】 key or **[Clear]** on the display.

❖ **To check the settings**
Press the 【**Check Modes**】 key.

Panel Beeper

The beeper sounds and an error message is displayed if you leave originals on the exposure glass after printing. See p.185 "Panel Beeper"

Auto Reset

If not used for a certain period of time after printing, the machine will return to the initial condition. This function is called "Auto Reset".

Note

❒ You can change the time the machine waits before Auto Reset starts. See p.185 "System Auto Reset Timer".

❒ The machine will not enter Auto Reset in the following cases if:

- a warning message appears
- there is no ink
- originals or paper are jammed
- it is making master or printing
- it is printing the second page of a combined print job
- it is loading original images into memory
- you are making changes with User Tools
- there is no paper
- there is no master
- the master delivery box is full
- originals are left in the ARDF
- a cover is open
- you select "Off" for "System Auto Reset Timer" with User Tools

Saving Energy

If not used for a certain period of time after printing, the machine will enter the Energy Saver or Auto Off mode to reduce energy consumption.

❖ **Energy Saver mode**

The display goes off. Printing from a computer is possible in this mode.

To operate the machine, press the Operation switch, or place originals on the exposure glass or in the ARDF.

To go back into the Energy Saver mode, press the Operation switch.

❖ **Auto Off mode**

The machine turns off automatically. To use it, turn the main switch on.

Note

❒ You can select which mode the machine enters after a specified period has passed following job completion. See p.186 "Energy Saver Option".

❒ You can change the time the machine waits before Energy Saver or Auto Off mode starts. See p.185 "Energy Saver Timer".

Note

❒ The machine will not automatically enter the Energy Saver or Auto Off mode in the following cases if:

- a warning message appears
- there is no ink
- originals or paper are jammed
- it is making master or printing
- it is loading original images into memory
- there is no paper
- there is no master
- originals are left in the ARDF
- a cover is open
- you are making changes with User Tools
- the user code entry screen is displayed
- the Data In indicator is lit or blinking
- you are setting the mode on the control panel
- it is stopping on the online printing mode
- the stored file's screen is displayed
- the overlay mode with selecting stored file is set.

Auto Off Timer

You can set the machine to turn itself off at a specified time everyday.

Make the timer setting in User Tools. See p.185 "Auto Off Timer".

Note

❒ The machine will not automatically turn itself off if you are using it at the set time.

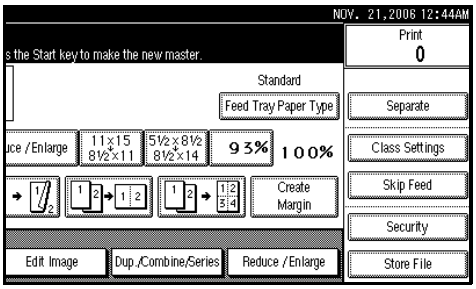
Printing onto Various Kinds of Paper

Before printing onto thick paper, thin paper, envelopes or special kinds of paper loaded in the paper feed tray, you must select the paper type.

Printing onto Thick Paper

If you wish to print onto thick (128 to 209.3 g/m^2, 34 to 55.6 lb or heavier) paper, perform the following steps.

1. **Press [Feed Tray Paper Type].**



2. **Press [Thick Paper].**
3. **Press [OK].**

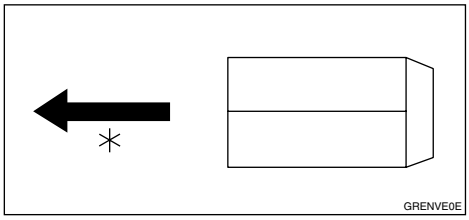
Printing onto Standard Paper

If you wish to print onto standard (47.1 to 105 g/m^2, 12.5 to 28 lb) paper, perform the following steps.

1. **Press [Feed Tray Paper Type].**
2. **Make sure that [Standard] is selected.**
3. **Press [OK].**

Printing onto Envelopes

1. **Press [Feed Tray Paper Type].**
2. **Select [Special Paper] .**
3. **Press [OK].**
4. **Place the envelopes in the paper feed tray as shown in the illustration.**

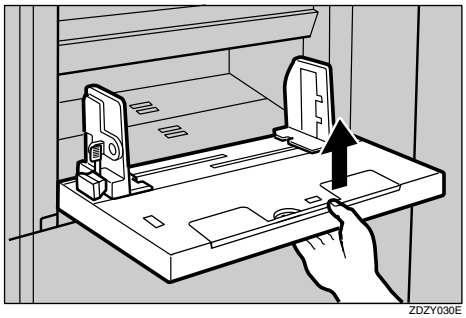


* Paper feed direction

Note

❒ When you use envelopes, the paper feed tray capacity is about 150 sheets (85 g/m^2, 22 lb) or enough to load a stack up to 105 mm, 4.1" high.

5. **If your envelopes do not feed in well, lift the paper feed tray a little, and then lower it so that it slants up slightly.**



Printing onto Special Paper

Preparation

To use this function, you have to register the special paper type in **[User 1]**, or **[User 2]** with User Tools. See p.187 “Paper Type: User1–2”.

1. **Press [Feed Tray Paper Type].**
2. **Select [User 1] or [User 2].**
3. **Press [OK].**

Making a Master and Prints

Using the default settings, you can process masters and make prints in a single operation. This is called "Auto Cycle". You can also make masters and prints in separate operations. See the procedure below.

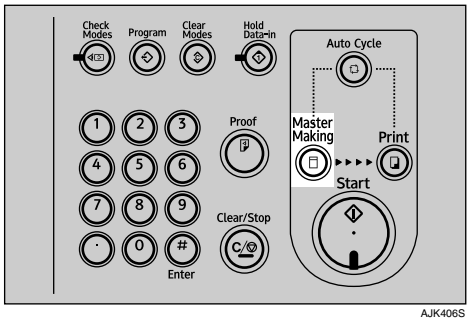
Note

❒ To create masters and make prints in a single operation, see p.49 “Basic Procedure”.

1 **Make sure the 【Master Making】 mode select key is lit.**

Note

❒ If it is not lit, press the 【Master Making】 mode select key.



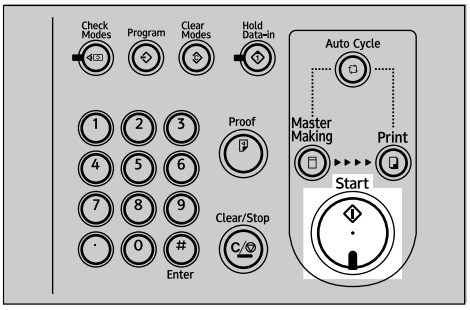
AJK406S

2 **Place your originals.**

Reference

p.47 “Placing Originals”

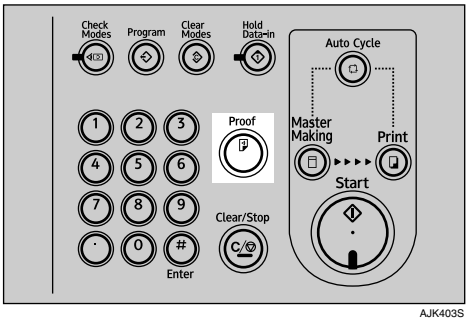
3 **Press the 【Start】 key.**



AJK408S

Note

❒ Press the 【Proof】 key to check the image before making prints.



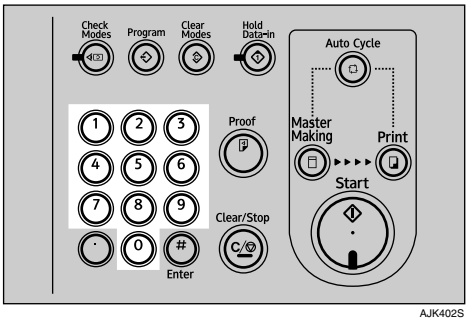
AJK403S

Reference

To change the image position, see p.59 “Adjusting the Position of Printed Images”.

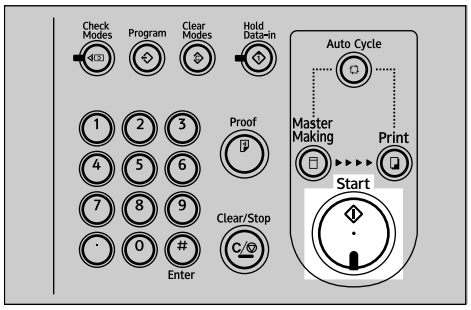
4 **Make sure the 【Print】 mode select key is lit.**

5 **Enter the required number of prints using the number keys.**



AJK402S

6 **Press the【Start】key.**



When the print job finishes, press the【**Clear Modes**】key. Previously entered job settings are cleared.

Selecting Cycle Setting

When printing from a computer, one of the four master making and printing cycles listed below can be selected. For details about Cycle Settings, see *Printer Reference*.

- Auto Cycle
- Original Page Cycle
- Master Cycle
- Master/Print Cycle

Image Rotation

When your original setting orientation is different from the paper orientation, the machine automatically rotates the original image by 90° to match the paper orientation.

Note

❒ The following tables list the combinations that can be used in Image Rotation mode.

❖ Metric version

Original / Paper	A3	B4 JIS	A4	A4	B5 JIS	B5 JIS	A5☆	A5☆
A4	--	--	--	★	--	★	--	★
A4	★	★	★	--	★	--	★	--
B5 JIS	--	--	--	★	--	★	--	★
B5 JIS	★	★	★	--	★	--	★	--
A5	--	--	--	★	--	★	--	★
B6 JIS	--	--	--	★	--	★	--	★

★: The machine automatically rotates the original image by 90° to match the paper orientation.

☆: Place these originals in the optional ARDF.

❖ Inch version

Original / Paper	11" × 17"	8 1/2" × 14"	8 1/2" × 11"	8 1/2" × 11"	5 1/2" × 8 1/2"☆	5 1/2" × 8 1/2" ☆
8 1/2" × 11"	--	--	--	★	--	★
8 1/2" × 11"	★	★	★	--	★	--
5 1/2" × 8 1/2"	--	--	--	★	--	★

★: The machine automatically rotates the original image by 90° to match the paper orientation.

☆: Place these originals in the optional ARDF.

Note

❒ If you use Zoom mode, custom size originals or paper, the image will not be rotated.

❒ It takes longer than usual to make masters in Image Rotation mode.

❒ You can cancel Image Rotation mode with User Tools. See p.194 “Auto Rotation”.

Selecting Original Type

The following can be selected as the original document type.

❖ **Text**
Specify this if the original document consists primarily of text.

❖ **Text/Photo**
If the original document contains a combination of text and photographs, it is printed using the optimum image balance.

Note
❒ Contrast can be selected.

❖ **Photo**
Specify this for photographs, pictures, or coloured documents.

Note
❒ Contrast and screen can be selected.

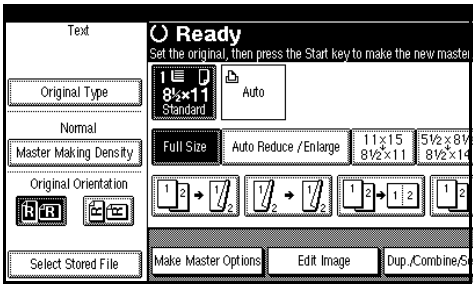
❖ **Pencil**
Specify this for originals drawn/written in pencil.

Note
❒ Set documents drawn/written in pencil on the exposure glass.

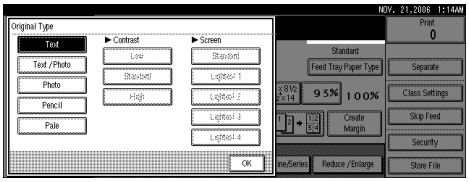
❖ **Pale**
When printing pale colours, the master is created using pale colour print.

Note
❒ Masters are normally produced using **[Text]**.
❒ If **[Photo]** is selected for original documents that contain both text and photographs, text may appear too light. If this is the case, select **[Text / Photo]** .
❒ Black ink printed using **[Pale]** can produce a grayish colour.
❒ Coloured ink printed using **[Pale]** can produce pale colours for background images.

1 **Press [Original Type].**



2 **Select the type of original.**



Adjust the contrast in the **[Text / Photo]**and **[Photo]** modes.

Note

❒ Contrast adjustment is effective only if the **[Text / Photo]** or **[Photo]** mode is selected.

- Selecting **[High]** increases the sharpness of the image outline.
- Selecting **[Low]** increases the smoothness of the image outline.

Adjust the screen in the **[Photo]** modes.

Note

❒ Screen adjustment is effective only if the **[Photo]** mode is selected.

❒ Screen can be selected in five levels, **[Standard]**, **[Lightest 1]**, [**Lightest 2]**, **[Lightest 3]**and **[Lightest 4]**.

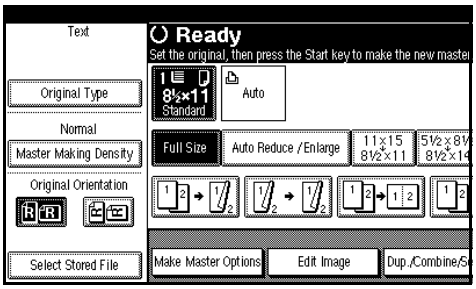
3 **Press [OK].**

Master Making Density

You can adjust the print image density before making a master in the following cases.

- When printing from faint originals, set the image density darker.
- When printing from originals that have many fine lines, set the image density darker.
- When printing from originals that have many bold lines or blurred letters, set the image density lighter.

1 **Press [Master Making Density].**



2 **Select the density, and then press [OK].**

Note

❒ Density can be selected in four levels, **[Light]**, **[Normal]**, **[Dark]** and **[Very Dark]**.

❒ To darken the density, select **[Dark]** or **[Very Dark]**, and to lighten the density, select **[Light]**.

Sample Print and Adjustment

Once the master making has been completed, it is possible to confirm the print finish before pressing the 【Print】 mode select key to start the printing process.

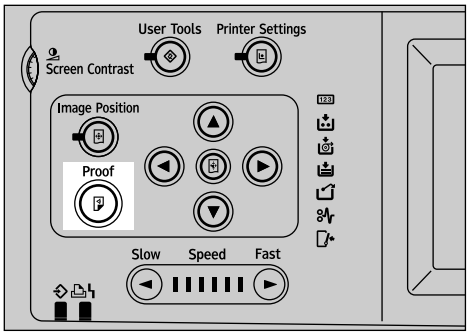
Note

❒ After completing the master making, it is only possible to adjust the print position and speed

1 **Press the 【Proof】 key.**

Note

❒ You can also use the 【Proof】 key arranged in the right part of the control panel.



AUX204S

A single printed page is ejected.

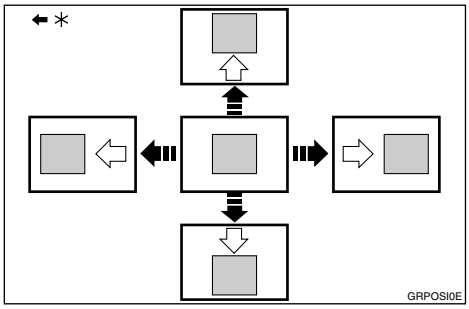
Note

❒ Press the key continuously to eject printed pages in succession.

❒ A sample print in duplex print mode prints at printing speed 1.

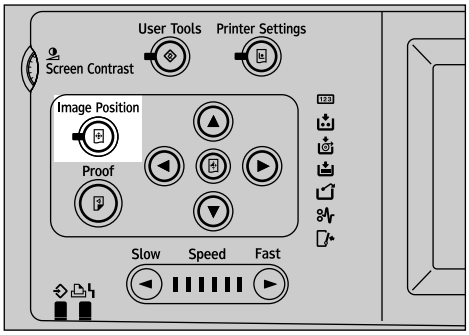
Adjusting the Position of Printed Images

Use the following procedure to adjust the position of print images as required.



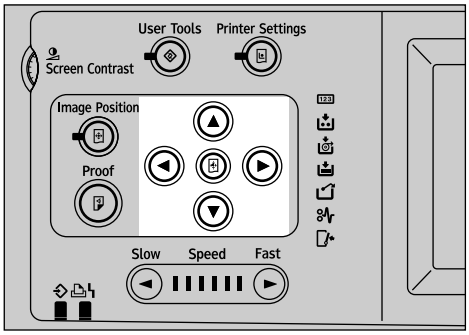
* Paper feed direction

1 **Press 【Image position】.**



AUX203S

2 **Adjust image position using the 【▼】, 【▲】, 【►】, and 【◄】 keys.**



AUX205S

Note

- ❒ When you shift the image forward, leave a 10 mm, 0.4" margin at the leading edge. If there is no margin, paper might wrap around the drum and cause a misfeed.
- ❒ One push of either scroll key shifts the image position by 0.25 mm, 0.01".
- ❒ The 【▼】 and 【▲】 keys shift the image vertically by 10 mm, 0.4" per press up or down for both one- and two-sided printing. In two-sided print mode, margins at the top and bottom of the paper apply equally to both front and back. However, margins on the right and left side of the paper can be set individually.
- ❒ The 【►】 and 【◄】 keys shift the image laterally by 15 mm, 0.6" per press right and left for one-sided printing, or 2.5 mm, 0.1" in either direction for two-sided printing.
- ❒ When you reset to the default position, press the **【Initial position】** key.

3 **Press [Exit].**

4 **Press the 【Proof】 key to check the image position.**

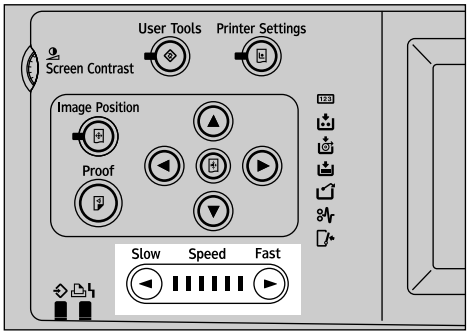
Changing the Printing Speed

Use the 【◄】 or 【►】 key to adjust the printing speed. The relationship between printing speed and print quality depends on the type of paper you use.

Limitation

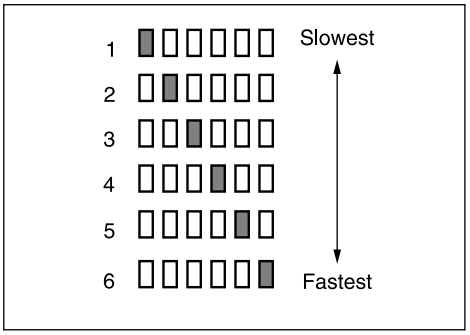
- ❒ When printing on paper longer than 364 mm or 14.4", the maximum print speed is 120 sheets/minute.
- ❒ When selecting thick paper or special paper on "Feed Tray Paper Type", the maximum print speed is 120 sheets/minute.
- ❒ When selecting duplex mode, the maximum print speed is 120 sheets/minute.
- ❒ When duplex printing, the last page prints at printing speed 1 regardless of the printing speed setting.

1 **Press the [▶] key to increase the speed, or the [◀] key to reduce the speed.**



AUX206S

The printing speed changes in six increments as follows:



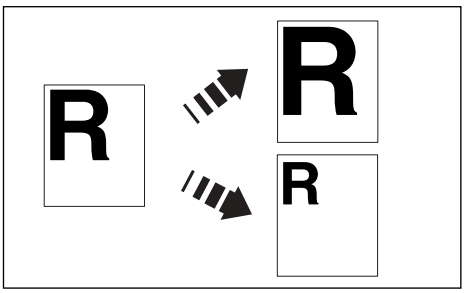
AJK142S

1. **60 sheets/minute**
2. **75 sheets/minute**
3. **90 sheets/minute**
4. **105 sheets/minute**
5. **120 sheets/minute**
6. **135 sheets/minute**

Printing Functions

Preset Reduce/Enlarge

Use this function to reduce or enlarge originals by a preset ratio. A total of 9 ratios are available (3 enlargement ratios, 6 reduction ratios).



Note

- ❒ You can select a ratio regardless of the size of an original or printing paper. With some ratios, parts of the image might not be printed or margins will appear on prints.
- ❒ You can change the preset reproduction ratios with User Tools. See p.190 "Reproduction Ratio".
- ❒ Prints can be reduced or enlarged as follows:

❖ **Metric version**

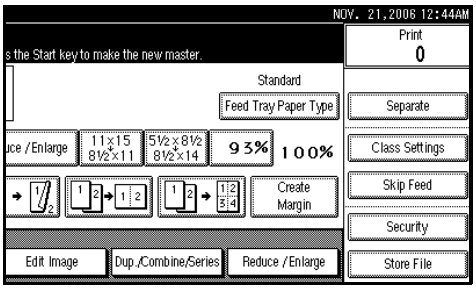
Ratio (%)	Original → Print paper size
200	A5 → A3, B6 JIS → B4 JIS
141	A4 → A3, A5 → A4
122	A4 → B4 JIS, A5 → B5 JIS
115	B4 JIS → A3, B5 JIS → A4
93	—
87	A3 → B4 JIS, A4 → B5 JIS
82	B4 JIS → A4, B5 JIS → A5
71	A3 → A4, B4 JIS → B5 JIS,
61	A3 → B5 JIS, A4 → B6 JIS
50	A3 → A5, B4 JIS → B6 JIS

❖ **Inch version**

Ratio (%)	Original → Print paper size
200	$5\,1/2$" × $8\,1/2$" → 11" × 17"
155	$5\,1/2$" × $8\,1/2$" → $8\,1/2$" × 14"
129	$8\,1/2$" × 11" → 11" × 17"
121	$8\,1/2$" × 14" → 11" × 17"
93	—
85	F → $8\,1/2$" × 11"
77	$8\,1/2$" × 14" → $8\,1/2$" × 11"
74	11" × 15" → $8\,1/2$" × 11"
65	11" × 17" → $8\,1/2$" × 11"
50	11" × 17" → $5\,1/2$" × $8\,1/2$"

1 **Place the originals.**

2 **Press [Reduce / Enlarge].**



Note

❒ To select a preset ratio on the initial display, press the shortcut Reduce/Enlarge key, and then proceed to step 5.

3 **Press [Enlarge] or [Reduce].**

4 **Select a ratio, and then press [OK].**

5 **Press the 【Start】 key.**

Create margin mode

Use Create Margin to reduce the image to 93% of its original size with the center as reference. You can assign this function to a shortcut key on the initial display. By combining it with the Reduce / Enlarge function, you can also provide the Reduce / Enlarge print with a margin.

Reference

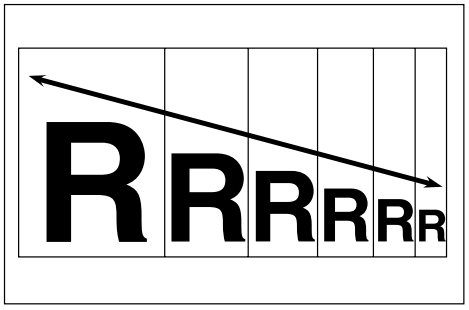
Related initial settings

p.191 “Ratio for Create Margin”

p.194 “Function Key:F1–5”

Zoom

You can change the reproduction ratio in increments of 1%.

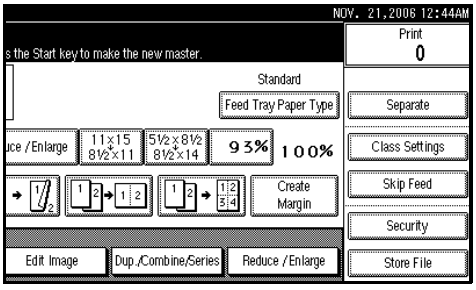


Note

❒ You can select a preset ratio close to the ratio using **[Reduce]** or **[Enlarge]**, and then adjust it further, using **[+]** or **[−]**.

1 **Place the originals.**

2 **Press [Reduce / Enlarge].**



3 **Enter the ratio.**

To select the ratio using **[+]** and **[−]**

❶ **Select a preset ratio close to the ratio using [Reduce] or [Enlarge].**

❷ **Adjust the ratio further, using [+] or [−].**

Note

❒ Pressing **[+]** or **[−]** changes the ratio in increments of 1%. Pressing and holding down **[+]** or **[−]** changes it in increments of 10%.

❒ If you have incorrectly entered the ratio, readjust it using **[+]** or **[−]**.

To enter the ratio using the number keys

❶ **Press [Mag. Ratio].**

❷ **Enter the ratio using the number keys.**

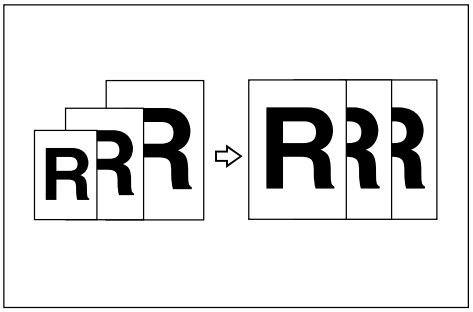
❸ **Press [#].**

❹ **Press [OK].**

4 **Press the 【Start】 key.**

Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



Note

- ❒ The range of ratios you can select are 50 – 200%.
- ❒ The table below shows the reproduction ratios that can be selected for various combinations of original and paper size.

❖ Metric version

Original / Paper	A3	B4 JIS	A4	A4	B5 JIS	B5 JIS	A5 *2	A5 *2
A3	100%	115%	141%	--	163%	--	200%	--
B4 JIS	87%	100%	122%	--	141%	--	173%	--
A4	71%	82%	100%	100% *1	115%	115% *1	141%	141% *1
A4	71% *1	82% *1	100% *1	100%	115% *1	115%	141% *1	141%
B5 JIS	61%	71%	87%	87% *1	100%	100% *1	122%	122% *1
B5 JIS	61% *1	71% *1	87% *1	87%	100% *1	100%	122% *1	122%
A5	50%	50%	71%	71% *1	82%	82% *1	100%	100% *1
B6 JIS	--	50%	61%	61% *1	71%	71% *1	87%	87% *1

*1 The machine automatically rotates the original image by 90° to match the paper direction and selects an appropriate reproduction ratio. See p.56 “Image Rotation”.

*2 Place these originals in the optional ARDF.

❖ Inch version

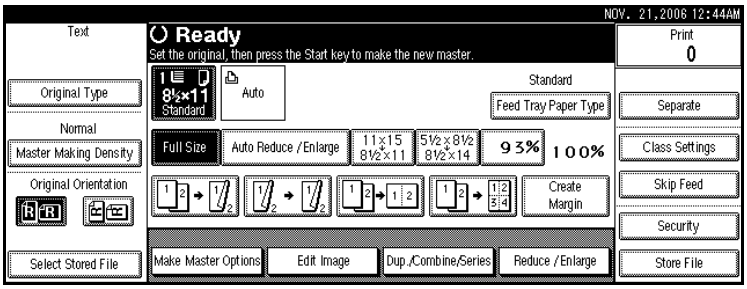
Original Paper	11" × 17"	8½" × 14"	8½" × 11"	8½" × 11"	8½" × 5½" *2	8½ × 5½" *2
11" × 17"	100%	121%	129%	--	200%	--
8½" × 14"	77%	100%	--	--	155%	--
8½" × 11"	65%	77%	100%	100% *1	129%	129% *1
8½" × 11"	65% *1	77% *1	100% *1	100%	129% *1	129%
8½" × 5½"	50%	61%	65%	65% *1	100%	100% *1

*1 The machine automatically rotates the original image by 90° to match the paper direction and selects an appropriate reproduction ratio. See p.56 "Image Rotation".

*2 Place these originals in the optional ARDF.

1 **Place the originals.**

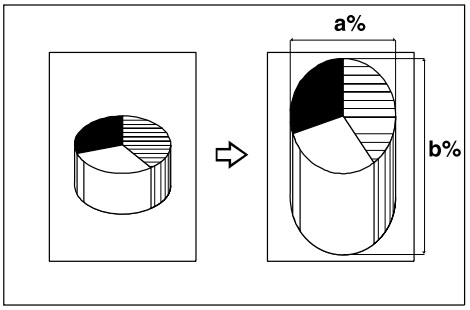
2 **Press [Auto Reduce / Enlarge].**



3 **Press the【Start】key.**

Directional Magnification (%)

Prints can be reduced or enlarged at different reproduction ratios, horizontally and vertically.



a: Horizontal ratio

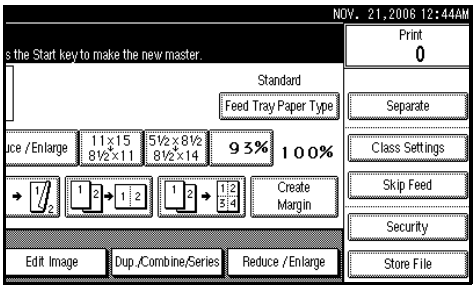
b: Vertical ratio

Note

❒ You can also select a preset ratio close to the ratio using **[Reduce]** or **[Enlarge]**, and then adjust it further, using **[+]** or **[−]**.

1 **Place the originals.**

2 **Press [Reduce / Enlarge].**



3 **Press [Specified Ratio].**

4 **Press [Direct. Mag.%].**

To enter the ratio using the number keys

❶ **Press [Horizontal].**

❷ **Enter the ratio using the number keys, and then press [#].**

❸ **Press [Vertical].**

❹ **Enter the ratio using the number keys, and then press [#].**

❺ **Press [OK].**

To specify a ratio using [+] and [−]

❶ **Press [With +−].**

❷ **Press [Horizontal].**

❸ **Adjust the ratio using [+] or [−].**

Note

❒ Pressing **[+]** or **[−]** changes the ratio in increments of 1%. Pressing and holding down **[+]** or **[−]** changes it in increments of 10%.

❒ If you have incorrectly entered the ratio, readjust it using **[+]** or **[−]**.

❹ **Press [Vertical].**

❺ **Adjust the ratio using [+] or [−].**

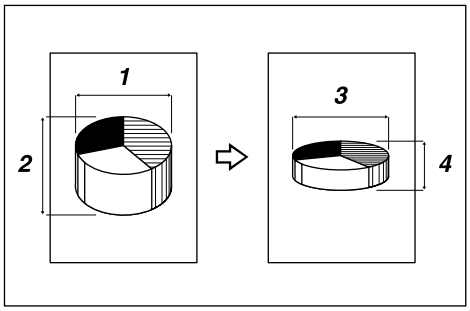
❻ **Press [OK].**

5 **Press [OK].**

6 **Press the [Start] key.**

Directional Size Magnification (mm)

A suitable reproduction ratio is automatically selected when you enter the horizontal and vertical lengths of the original and print image you require.



1. **Horizontal original size**
2. **Vertical original size**
3. **Horizontal print size**
4. **Vertical print size**

Preparation

Specify the vertical and horizontal size of the original and that of the prints, as shown.

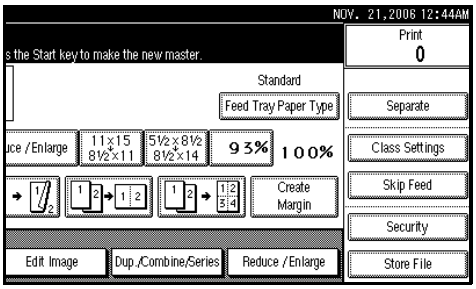
Note

❒ You can enter sizes within the following ranges:

Metric version	Vertical: 1–999 mm (increments of 1 mm) Horizontal: 1–999 mm (increments of 1 mm)
Inch version	0.1"–99.9" (increments of 0.1")

1 **Place the originals.**

2 **Press [Reduce / Enlarge].**



3 **Press [Specified Ratio].**

4 **Press [Direct. Mag. mm].**

5 **Enter the horizontal size of the original using the number keys, and then press [#].**

6 **Enter the horizontal size of the print using the number keys, and then press [#].**

7 **Enter the vertical size of the original using the number keys, and then press [#].**

8 **Enter the vertical size of the print using the number keys, and then press [#].**

Note

❒ To change the length, press the key you want to change, and then enter the new value.

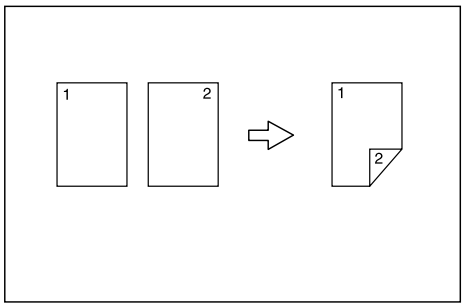
9 **Press [OK] twice.**

10 **Press the [Start] key.**

Duplex

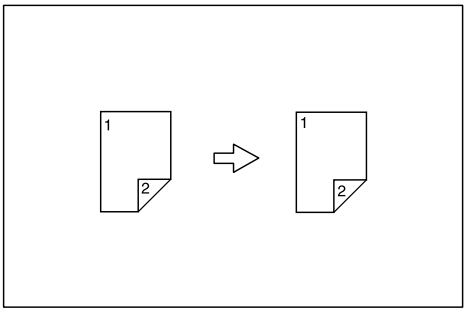
There are three types of duplex mode.

❖ **1 Sided →2 Sided**
Prints 2 one-sided pages on 1 two-sided page.



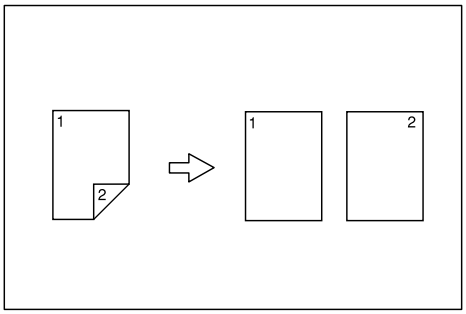
AUX011S

❖ **2 Sided →2 Sided**
Prints 1 two-sided page on 1 two-sided page.



AUX012S

❖ **2 Sided →1 Sided**
Prints each side of a two-sided original onto two separate pages.



AUX013S

Limitation

❒ Some functions cannot be combined, depending on the type of duplex. (O: Available function –: Unavailable function)

	1 Sided →2 Sided	2 Sided →2 Sided	2 Sided →1 Sided
Erase Paper Border⇒ p.100 "Erase Border"	–	–	❍
Make-Up ⇒ p.117 "Make-Up Printing"	–	–	–
Overlay⇒ p.102 "Overlay"	–	–	–
Stamp⇒ p.105 "Preset Stamp"	–	–	❍
Storing Files⇒ p.125 "Storing Files"	–	–	❍
Printing Stored Files⇒ p.129 "Printing Stored Files"	❍	–	–

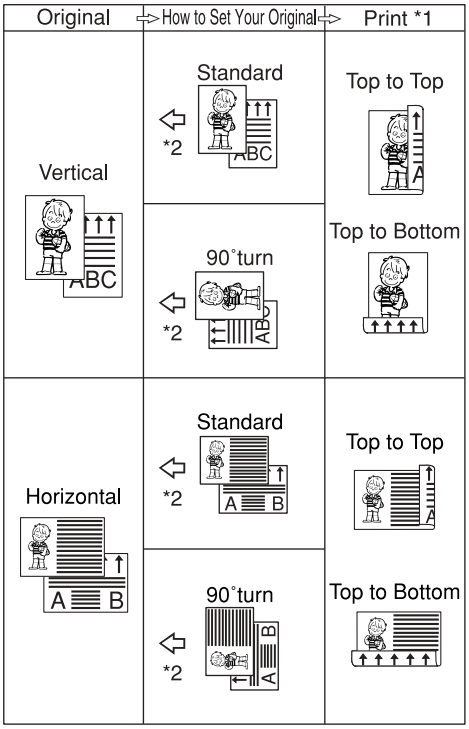
❒ When duplex printing, the machine cannot perform skip feed. If skip feed has been set, cancel skip feed by pressing the【Start】key to begin duplex printing.

Note

- ❒ Two-sided printing is possible if Create Margin is selected.
- ❒ Two-sided printing is possible if Erase Original Border selected. This setting applies to both the front and back sides and cannot be individually specified for either.
- ❒ Settings for two-sided printing are cancelled when the machine is switched off, during Auto Reset, or when the settings are reset with the **【Clear Modes】** key
- ❒ When printing pages with solid images on the leading edge or when printing data in duplex mode, make sure to scan the pages with solid images as the front side of a two-sided page to prevent dirty or smeared prints.

Original orientation and completed prints

The resulting print image will differ according to the orientation in which you place your originals (vertical ▯ or horizontal ▭).



*1 The table shows the orientation of images on the front and back of copies, not the orientation of delivery.

*2 Paper feed direction

Note

- ❒ The following paper size and weight are available for duplex mode.

❖ **Paper Size**
❒ A4 ▯, $8^1/_2$" × 11" ▯, B5 JIS ▯

❖ **Paper Weight**
❒ 64–105 g/m^2, 17–28 lb.

Reference

p.101 “Margin Adjustment”

Related initial settings

p.192 “Front Margin: Left/Right”

p.193 “Back Margin: Left / Right”

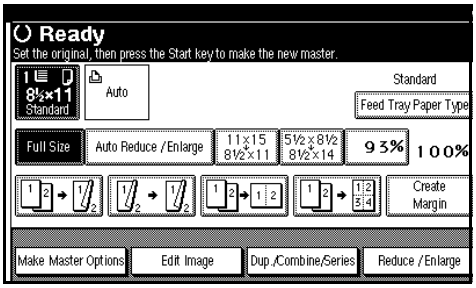
p.193 “Front Margin: Top / Bottom”

p.193 “Back Margin: Top / Bottom”

3

1 **Place the originals.**

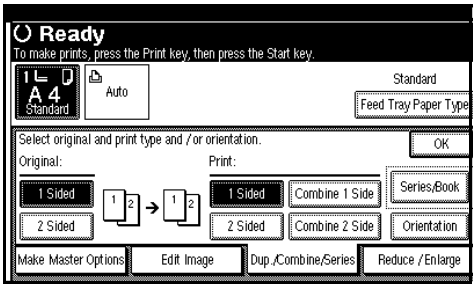
2 **Press [Dup./Combine/Series].**



Note

❒ You can also select “1 Sided to 2 Sided” or ”2 Sided to 2 Sided”directly by pressing the Function Key. In that case, proceed to **5**.

3 **Select [1 Sided] or [2 Sided] for Original, and then select [1 Sided] or [2 Sided] for print.**



Note

❒ To change the print orientation, press **[Orientation]**. See p.72 “Originals and print orientation”.

4 **Press [OK].**

5 **Press the [Start] key.**

Note

❒ When placing an original on the exposure glass, start with the first page to be printed. When placing an original in the ARDF, set the first page on the top.

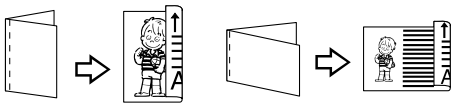
❒ When placing an original on the exposure glass, press the [#] key after all the originals have been scanned.

❒ Prints come out first page face-up.

Originals and print orientation

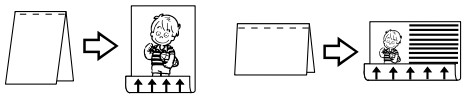
You can select the orientation.

- Top to Top



Duplex1

- Top to Bottom



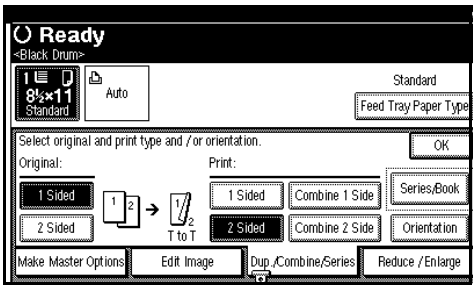
Duplex2

Note

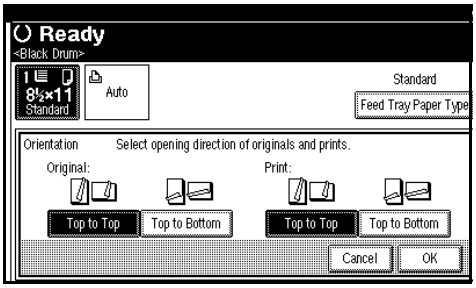
❒ You can change the default orientation with User Tools. See p.192 “Print Orientation in Duplex Mode” and p.192 “Copy Orientation in Duplex Mode”.

1 **Press [Dup./Combine/Series].**

2 **Press [Orientation].**



3 **Select the orientation (Original/Print), and then press [OK].**



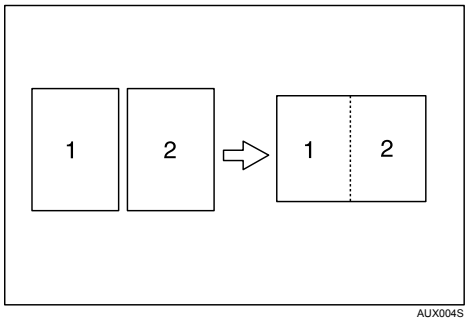
Combine

The Combine function is available in two different modes: One-Sided Combine in which multiple originals are combined and printed together on one side of the page, and Two-Sided Combine in which multiple originals are combined and printed together on both sides of the page.

One-Sided Combine

Use this function to combine originals onto one sheet of paper.

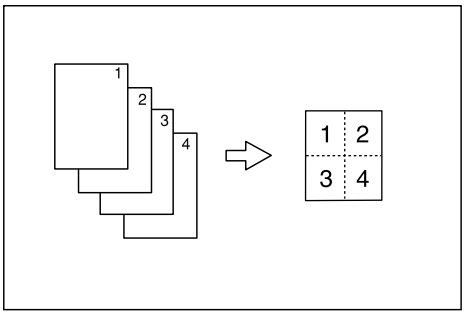
❖ **1 Sided 2 Pages → Combine 1 Side**



AUX004S

Prints 2 one-sided originals to one side of a sheet.

❖ **1 Sided 4 Pages → Combine 1 Side**

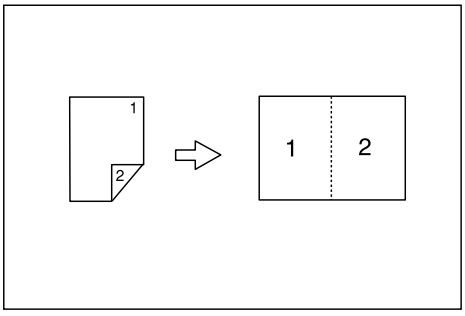


AUX005S

Prints 4 one-sided originals to one side of a sheet.

❖ **2 Sided 2Page → Combine 1 Side**

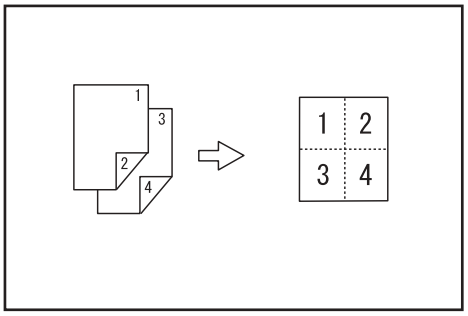
Prints 1 two-sided original to one side of a sheet.



AUX006S

❖ **2 Sided 4 Pages → Combine 1 Side**

Prints 2 two-sided originals to one side of a sheet.



GCSHVYBJ

Limitation

❒ You cannot print with originals different in size and orientation.

❒ If the reproduction ratio is under 49%, it is automatically adjusted to 50%. Parts of the image might not be printed.

Note

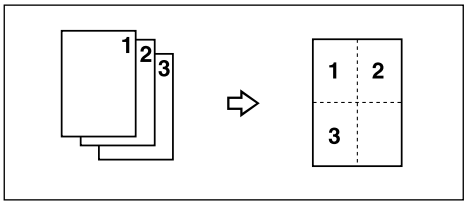
❒ You can print a separation line in between the combined images. See p.191 "Combine/Image Repeat Separation Line".

❒ You can set the machine to automatically cancel Combine mode once you have finished using it. See p.193 "Cancel Combine/Repeat Setting".

❒ If the orientation of originals is different from that of the paper, the machine will automatically rotate the image by 90° to make prints properly.

❒ When the printer finishes scanning in the specified number of originals, it automatically starts master making. However, if the number of originals is less than the number of expected pages to be combined, press the 【#】 key when finished scanning in the originals. Pressing the 【#】 key signals the end of scanning, and initiates master making, even if the actual number of scanned originals falls short of the specified number for combination.

❒ If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown.



❒ Refer to the following tables when you select the original and paper sizes:

❖ Metric version

Original / Paper	A3	B4 JIS	A4	B5 JIS	A5*3
A3	*2	*2	*2	*2	*2
B4 JIS	*1	*2	*2	*2	*2
A4	*1	*1	*2	*2	*2
B5 JIS	–	*1	*1	*2	*2

❒ *1: You can use these original and paper sizes to combine 4 one-sided originals.

❒ *2: You can use these original and paper sizes to combine 2 or 4 one-sided originals.

❒ *3: Only available when placing the original on the exposure glass.

❖ Inch version

Original / Paper	11" × 17"	8 1/2" × 14"	8 1/2" × 11"	5 1/2" × 8 1/2"*3
11" × 17"	*2	*2	*2	*2
8 1/2" × 14"	*1	*2	*2	*2
8 1/2" × 11"	*1	*1	*2	*2
5 1/2" × 8 1/2"	–	–	*1	*2

❒ *1: You can use these original and paper sizes to combine 4 one-sided originals.

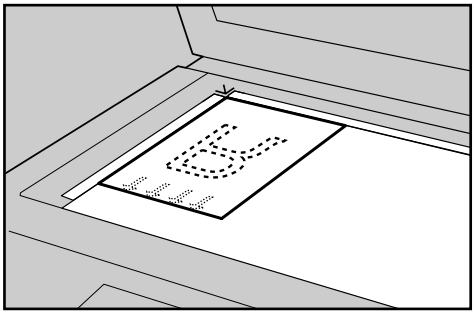
❒ *2: You can use these original and paper sizes to combine 2 or 4 one-sided originals.

❒ *3: Only available when placing the original on the exposure glass.

1 Place the originals.

Placing the original (📄) on the exposure glass

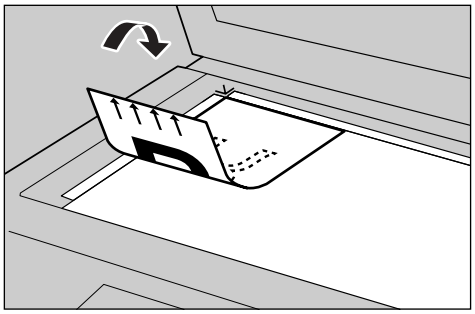
❶ **Place the original face down with its leading edge towards you, as shown below.**



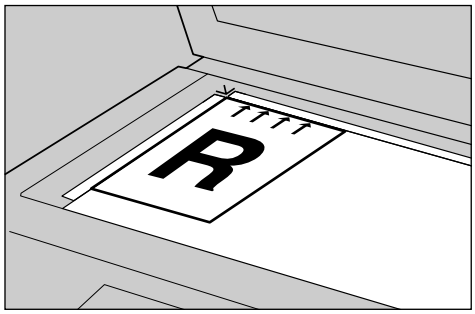
AUY083S

Note

❒ When scanning the back side of two-sided original, turn over as shown below.



AUY084S

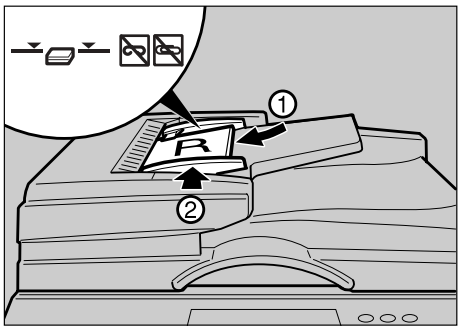


AUY085S

Placing the originals (📄) in the optional ARDF

❶ **Place the originals face up with the first page on the top.**

❷ **Adjust the document guides to the original size.**

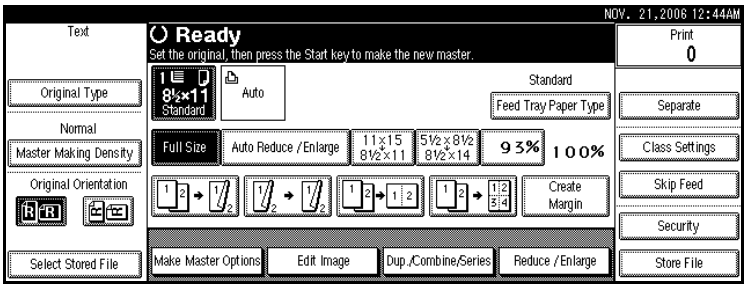


AUY011S

Note

❒ To avoid originals misfeeding, fan the originals before placing them in the ARDF.

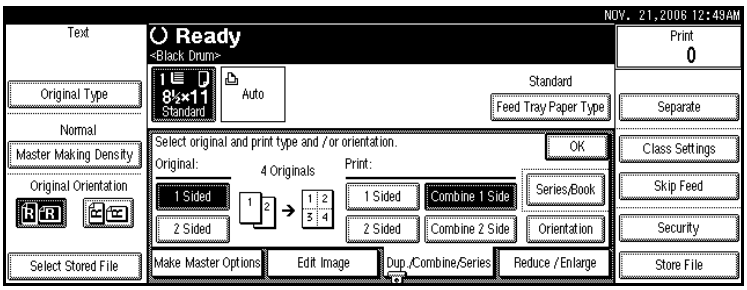
2 **Press [Dup./Combine/Series].**



Note

❒ You can also select "1 Sided to 2 Sided" or "2 Sided to 2 Sided"directly by pressing the Function Key. In that case, proceed to **5**.

3 **Select [1 Sided] or [2 Sided] for Original, and then select [Combine 1 Side] for print.**



4 **Select the number of originals to be combined.**

5 **Press [OK].**

6 **Press the 【Start】 key.**

Note

❒ The machine selects the reproduction ratio automatically.

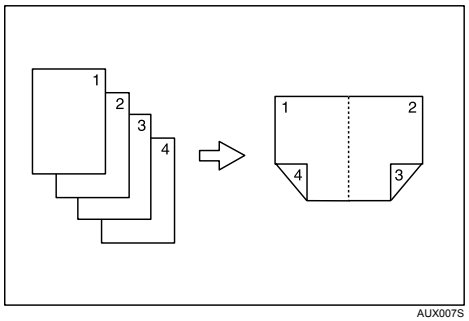
❒ When placing an original on the exposure glass or one sheet at a time in the optional ARDF, repeat steps **1** and **6**. After placing the last original, press the 【#】 key.

Two-Sided Combine

Combines various pages of originals into one sheet with two sides.

❖ **1 Sided 4 Pages → Combine 2 Side**

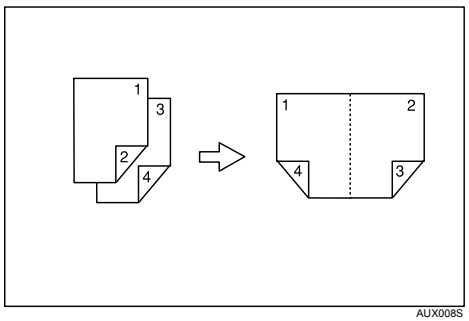
Prints 4 one-sided originals to one sheet with two pages per side.



AUX007S

❖ **2 Sided 4 Pages → Combine 2 Side**

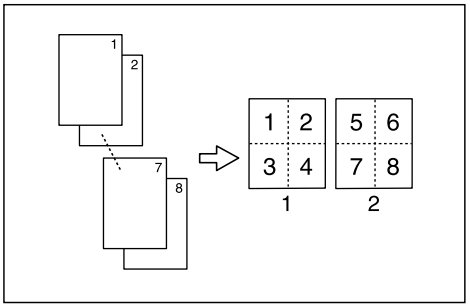
Prints 2 two-sided originals to one sheet with two pages per side.



AUX008S

❖ **1 Sided 8 Pages → Combine 2 Side**

Prints one-sided originals to one sheet with four pages per side.

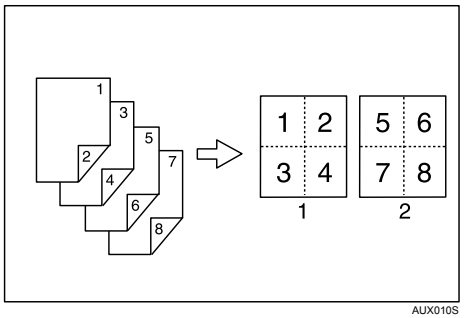


AUX009S

1. **Front**
2. **Back**

❖ **2 Sided 8 Pages → Combine 2 Side**

Prints 4 two-sided originals to one sheet with four pages per side.



AUX010S

1. **Front**
2. **Back**

Limitation

- ❒ The paper sizes you can use are A4 ▯, $8^1/_2$" × 11" ▯ or B5 JIS ▯.
- ❒ You cannot print with originals different in size and orientation.
- ❒ If the reproduction ratio is under 49%, it is automatically adjusted to 50%. Parts of the image might not be printed.
- ❒ The following paper size and weight are available for 2 sided combine.

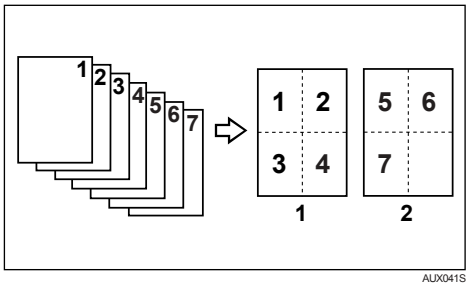
❖ **Paper Size**
❒ A4 ▯, $8^1/_2$" × 11" ▯, B5 JIS ▯

❖ **Paper Weight**
❒ 64–105 g/m^2, 17–28 lb.

- ❒ When selected Two-Sided Combine, following functions cannot be used together.
  - Erase Paper Border
  - Make-Up
  - Overlay
  - Stamp
  - Storing Files
  - Searching for Printing Stored Files

Note

- ❒ You can print a separation line in between the combined images. See p.191 "Combine/Image Repeat Separation Line".
- ❒ You can set the machine to automatically cancel Combine mode once you have finished using it. See p.193 "Cancel Combine/Repeat Setting".
- ❒ If the orientation of originals is different from that of the paper, the machine will automatically rotate the image by 90° to make prints properly.
- ❒ If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown.



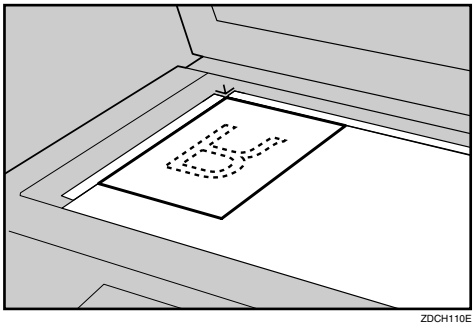
1. **Front**

2. **Back**

1 Place the originals.

Placing the original (📄) on the exposure glass

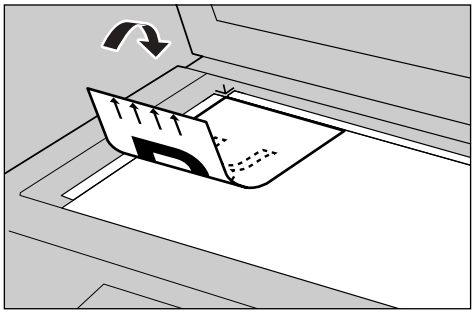
❶ **Place the original face down with its leading edge towards you, as shown below.**



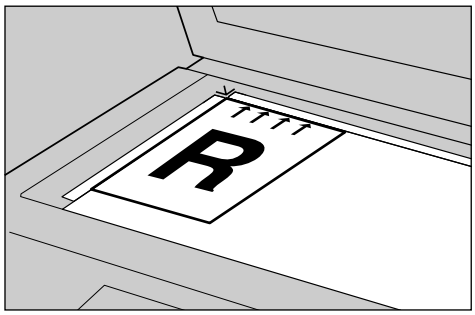
ZDCH110E

Note

❒ When scanning the back side of two-sided original, turn over as shown below.



AUY084S

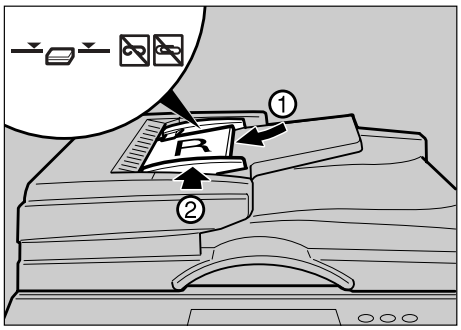


AUY085S

Placing the originals ( ) in the optional ARDF

❶ Place the originals face up with the first page on the top.

❷ Adjust the document guides to the original size.

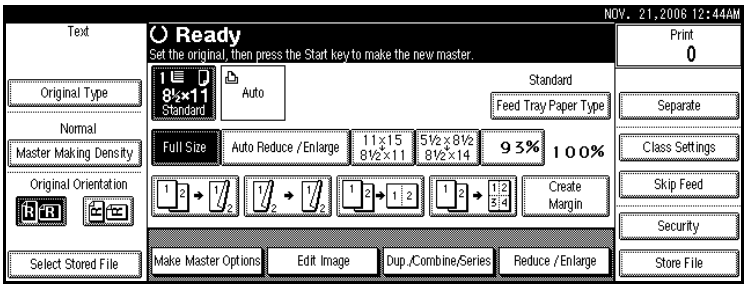


AUY011S

Note

❒ To avoid originals misfeeding, fan the originals before placing them in the ARDF.

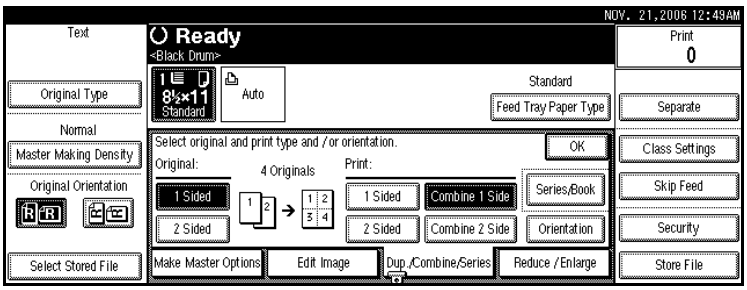
2 Press [Dup./Combine/Series].



Note

❒ You can also select "1 Sided to 2 Sided" or "2 Sided to 2 Sided"directly by pressing the Function Key. In that case, proceed to **4**.

3 Select [1 Sided] or [2 Sided] for Original, and then select [Combine 2 Side] for print.



4 **Select the number of originals to be combined.**

5 **Press [OK] twice.**

6 **Press the 【Start】 key.**

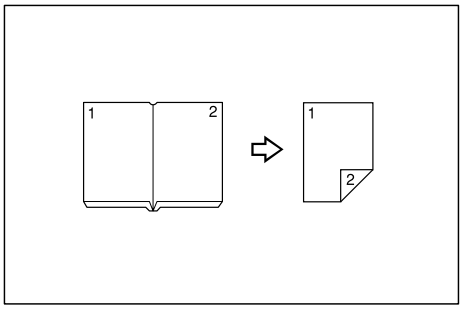
Note

❒ The machine selects the reproduction ratio automatically.

❒ When placing an original on the exposure glass or one sheet at a time in the optional ARDF, repeat steps 1 and 6. After placing the last original, press the 【#】 key.

Series

Separately prints the two facing pages of a bound original onto two sheets.



Limitation

❒ You cannot use the Series function from the ARDF.

❒ When selected Series function, following functions cannot be used together.

- Erase Paper Border
- Make-Up
- Overlay
- Stamp
- Storing Files
- Searching for Printing Stored Files

Note

❒ See the following table for original and print paper sizes when using a 100% ratio.

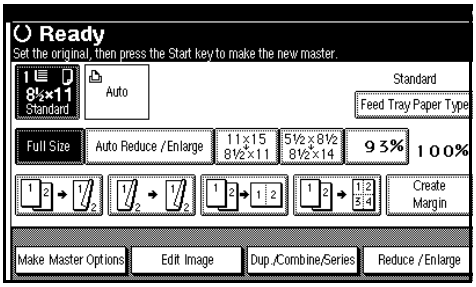
❖ Metric version

Original	Paper for two-sided printing
A3	A4 × 1 sheet (two-sided)
B4 JIS	B5 JIS × 1 sheet (two-sided)

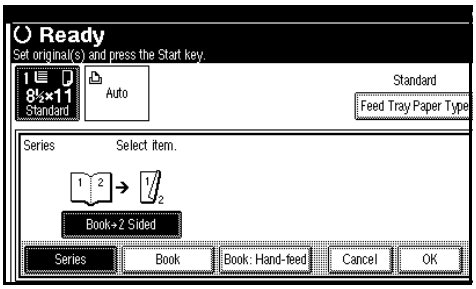
❖ Inch version

Original	Paper for two-sided printing
11" × 17"	$8^1/_2$" × 11" × 1 sheet (two-sided)

1. **Place the originals.**
2. **Press [Dup./Combine/Series].**



3. **Press [Series/Book].**
4. **Press [Series].**
5. **Select [Book→2 Sided], and then press [OK].**



6. **Press [OK].**
7. **Press the 【Start】 key.**

Booklet/Magazine

Multiple Originals are printed in paginated order using two methods of bookbinding:

- Booklet/Magazine
  This is the normal binding method and uses the two-sided printing function to print in paginated order on A4▯, $8^1/_2$" × 11" ▯ and B5 JIS▯.
- Booklet/Magazine (Hand-feed)
  This method requires the user to manually turn the prints over and place them on the paper tray. It prints in paginated order on A3▭, 11"×17"▭ and B4▭.

Note

❒ In bookbinding mode, the printer automatically selects Auto Reduce/Enlarge, which automatically sets the scale of the original to fit the size of the paper.

Reference

Related initial settings

p.192 “Orientation: Booklet, Magazine”

❖ 1 Sided→Booklet / 1 Sided→Booklet (Hand-feed)

Prints multiple one-sided originals as a page-ordered foldable booklet (as in the illustration).

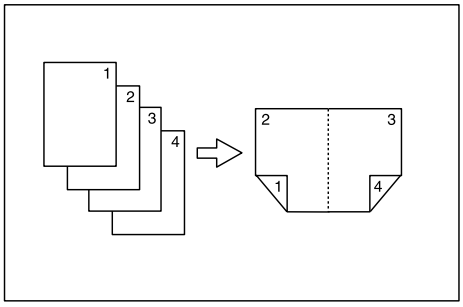
Limitation

❒ "1 Sided→Booklet (Hand-feed)" can be used only if the optional HDD board is installed.

Note

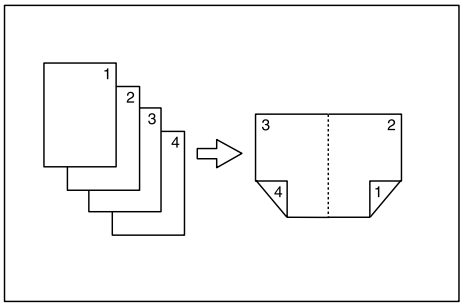
❒ The Hand-feed method requires you to manually turn over each printed sheet and place them one at a time in the paper feed tray.

❖ Open to left



AUX016S

❖ Open to right



AUX015S

❖ 2 Sided→Booklet / 2 Sided→Booklet (Hand-feed)

Prints multiple two-sided originals as a page-ordered foldable booklet (as in the illustration).

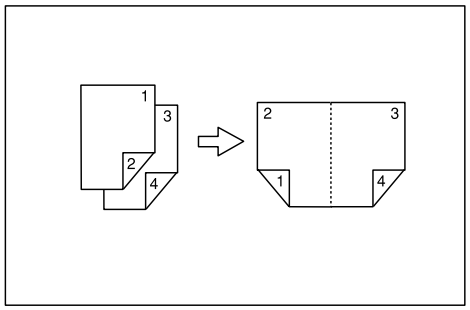
Limitation

❒ "2 Sided→Booklet (Hand-feed)" can be used only if the optional HDD board is installed.

Note

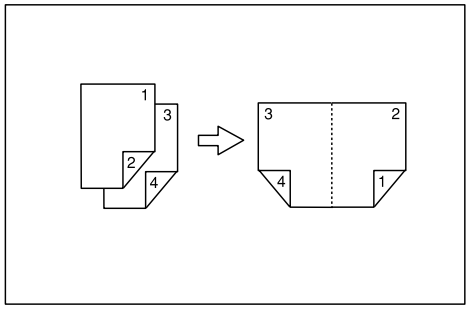
❒ The Hand-feed method requires you to manually turn over each printed sheet and place them one at a time in the paper feed tray.

❖ Open to left



AUX018S

❖ Open to right



AUX017S

❖ 1 Sided→Magazine / 1 Sided→Magazine (Hand-feed)

Prints two or more originals to make prints in page order when they are folded and stacked.

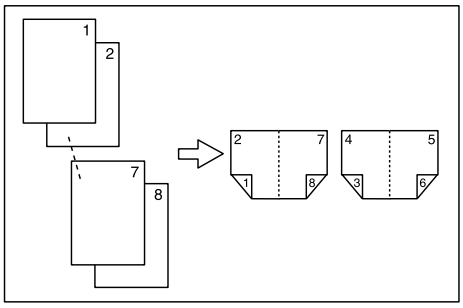
Limitation

❒ These functions can be used only if the optional HDD board is installed.

Note

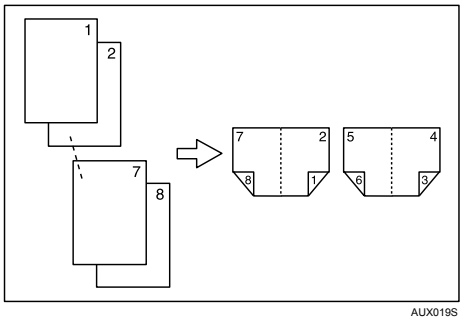
❒ The Hand-feed method requires you to manually turn over each printed sheet and place them one at a time in the paper feed tray.

❖ Open to left



AUX020S

❖ Open to right



AUX019S

❖ **2 Sided→Magazine / 2 Sided→Magazine (Hand-feed)**

Prints two or more originals of two-sided to make prints in page order when they are folded and stacked.

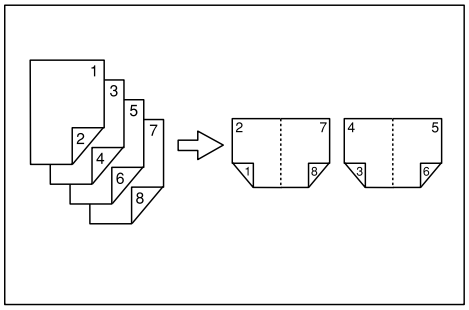
Limitation

❒ These functions can be used only if the optional HDD board is installed.

Note

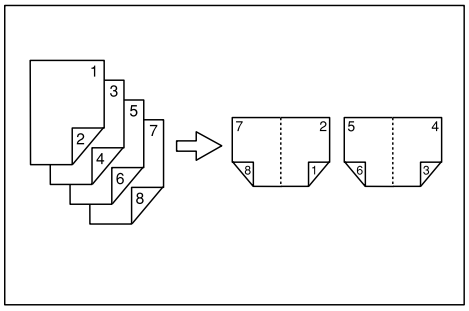
❒ The Hand-feed method requires you to manually turn over each printed sheet and place them one at a time in the paper feed tray.

❖ **Open to left**



AUX021S

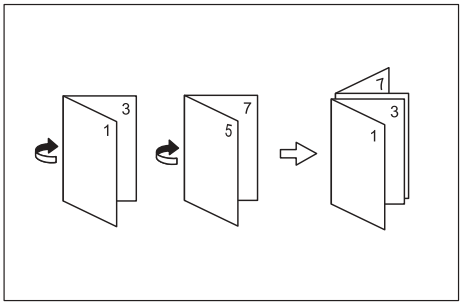
❖ **Open to right**



AUX022S

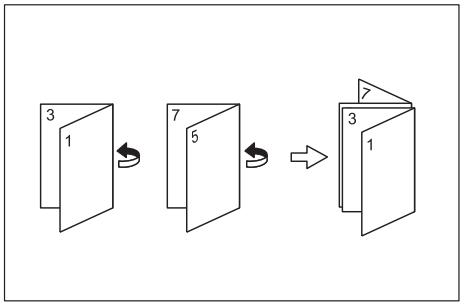
How to fold and unfold prints to make a booklet

❖ **Open to left**



AUX152S

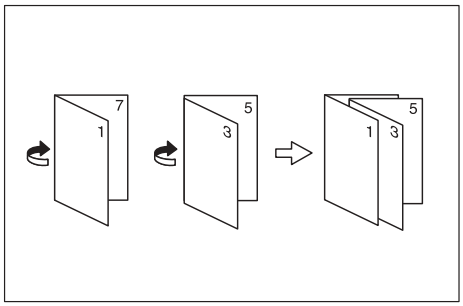
❖ **Open to right**



AUX151S

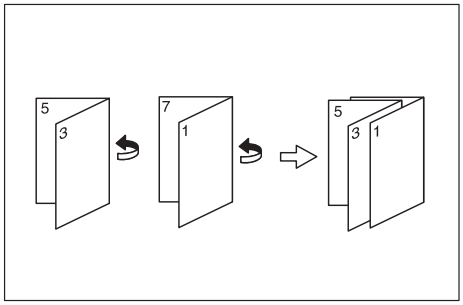
How to fold and unfold prints to make a magazine

❖ **Open to left**



AUX154S

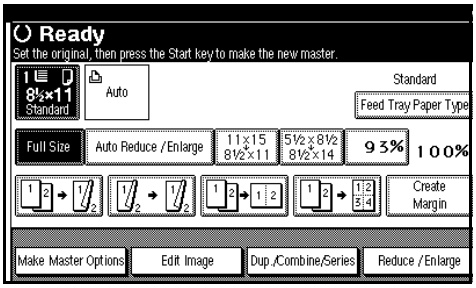
❖ **Open to right**



AUX153S

1 **Place the originals.**

2 **Press [Dup./Combine/Series].**



3 **Press [Series/Book].**

4 **Press [Book] or [Book: Hand-feed].**

5 **Select [1 Sided→Booklet], [2 Sided→Booklet], [1 Sided→Magazine] or [2 Sided→Magazine], and then press [OK].**

6 **Press [OK].**

7 **Press the 【Start】 key.**

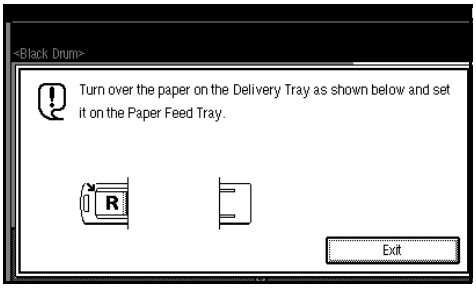
Note

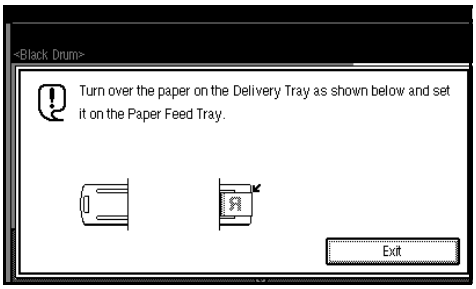
❒ When placing an original on the exposure glass, press the 【#】 key after all the originals have been scanned.

❒ In Booklet mode, the machine automatically starts master making when the four originals have been scanned. If there are less than four pages of originals, press the 【#】 key after scanning the last page. Pressing the 【#】 key signals the end of scanning, and initiates master making. Likewise, pressing the 【#】 key after scanning the last page in Magazine mode also signals the end of scanning, and initiates master making.

When selecting the Hand-feed mode

❶ Turn the printed side over and place it on the paper feed tray in the same direction indicated in the display.





Note

❒ Be sure to place the printed paper in the paper feed tray in the right direction as indicated on the display.

❷ Press [Exit].

❸ Press the【Start】key.

Class Settings

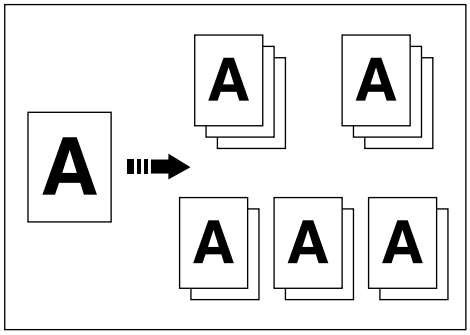
You can use the Class Setting function to make different numbers of prints for different classes from the same original. All stored numbers of prints are made for each set. You can also make the same number of prints for the same class from a number of different originals.

This feature is useful for teachers who frequently make multiple print sets (notes, handouts, tests etc) for their classes.

The following class function modes are available:

❖ **Class mode**

Make the same number of prints from the same original for multiple classes. You must enter the numbers of prints and classes.
You can set the multiple pattern of the number of prints and classes.
You can also register frequently used pattern settings in the machine's memory and recall these for future use.

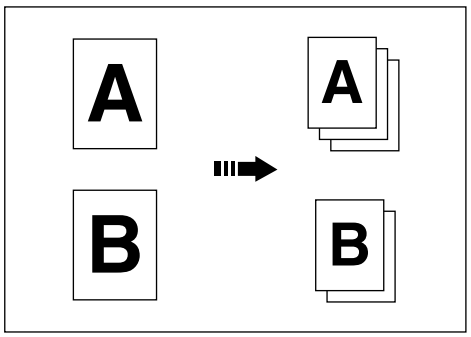


AJK210S

❖ **Separate per Original mode**

Make prints from different originals for multiple classes. You must enter the numbers of prints for each original manually.

You can also register frequently used settings of the numbers of originals and prints in the machine's memory and recall these for future use.

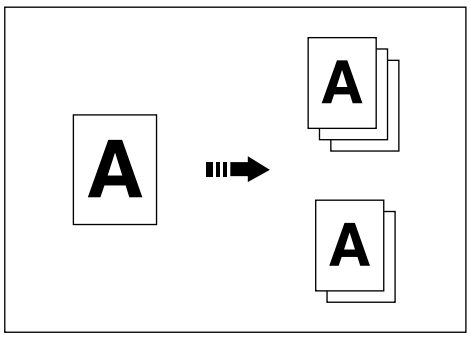


AJK211S

❖ **Separate Prints Mode**

Make prints from the same original for multiple classes. You must enter the numbers of prints for each class manually.

You can also register frequently used settings of the numbers of prints in the machine's memory and recall these for future use.

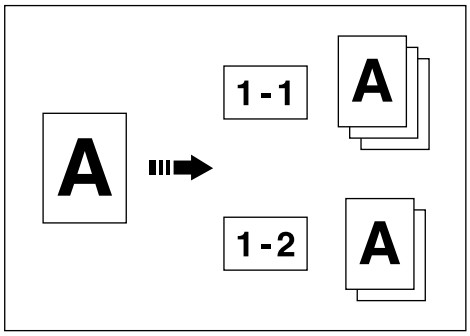


AJK212S

❖ **Year/Class Mode**

Make prints from the same originals for all registered classes, years.

This mode allows you to store the number of students in each class in the machine's memory beforehand.



AJK213S

Note

❒ When you select the Class Setting function, Separate mode can be automatically enabled. When the machine is equipped with the optional tape dispenser, inserts tapes at the boundary of prints. See p.95 “Separate”.

❒ For details about settings of the auto separate mode, see p.193 “Auto Separate (Class)”.

❒ When you do not use Separate mode, you can select the machine condition after each print set is fed out to the paper delivery tray with User Tools. See p.187 “Auto Class”.

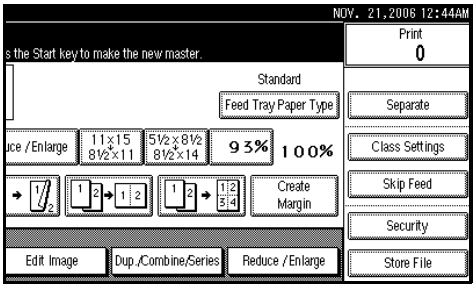
Class mode

Preparation

Before using this function, make sure that the tape dispenser switch is turned on.

1 Place one original on the exposure glass or in the optional ARDF.

2 Press [Class Settings].



3 Press [Class].

4 Enter the number of prints and classes per pattern using the number keys, and then press the [#] key.

Registering a program

You can also register frequently used settings in machine memory.

❶ Press [Program / Recall].

❷ Press [Program].

❸ Press the program number you want to store.

Note

❒ Program numbers displayed with ⇨ next to them already have settings.

❹ Enter the program name using the letter keys on the display panel.

You can enter up to 40 characters.

Reference

For details about entering characters, see p.211 "Entering Text" .

❺ Press [OK].

When the settings are successfully stored, the ⇨ indicator followed by the program number and program name will be displayed. After a while, the screen reverts back to the initial display.

Recalling a Program

You can recall the program if you have registered it already.

❶ Press [Program / Recall].

❷ Press [Recall].

The stored settings are displayed.

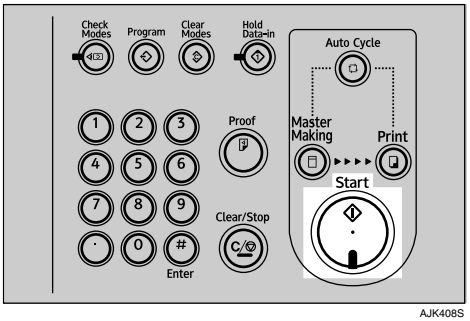
Note

❒ Program numbers displayed with ⇨ next to them already have settings.

❸ Press the number of the program you want to recall.

5 Press [OK] twice.

6 Press the [Start] key.

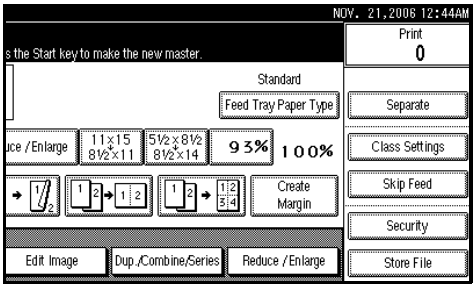


Separate per Original mode

Preparation

Before using this function, make sure that the tape dispenser switch is turned on.

1. **Place first original on the exposure glass or in the optional ARDF.**
2. **Press [Class Settings].**



3. **Press [Separate per Orig.].**
4. **Enter the number of prints per original using the number keys, and then press the [#] key.**

Note

- ❒ Up to 30 originals can be set.
- ❒ If you use this setting frequently you can register and recall a program. For details, see p.92 “Registering a program” and p.92 “Recalling a Program”.

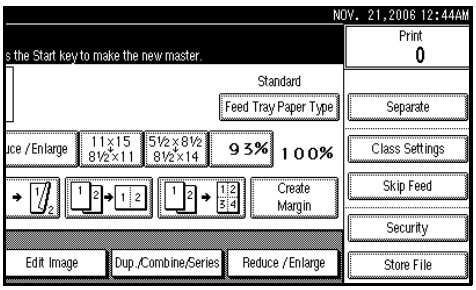
5. **Press [OK] twice.**
6. **Press the [Start] key.**

Separate Prints mode

Preparation

Before using this function, make sure that the tape dispenser switch is turned on.

1. **Place one original on the exposure glass or in the optional ARDF.**
2. **Press [Class Settings].**



3. **Press [Separate Prints].**
4. **Enter print quantity per number of class using the number keys, and then press the [#] key.**

Note

- ❒ Up to 30 classes can be set.
- ❒ If you use this setting frequently you can register and recall a program. See procedure of “Registering a Program” and “Recalling a Program” on p.92 “Class mode”

5. **Press [OK] twice.**
6. **Press the [Start] key.**

Year/Class mode

Preparation

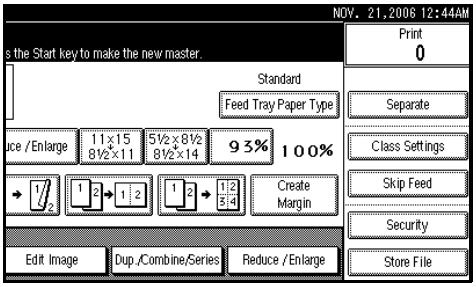
Before using this function, make sure that the tape dispenser switch is turned on.

You must register the number of students in each class. See p.94 “Registering Classes” .

3

1 **Place one original on the exposure glass or in the optional ARDF.**

2 **Press [Class Settings].**



3 **Press [Year / Class].**

4 **Press the registered class for each year you want.**

Note

❒ To select all classes of year, press **[All]** of the desired year.

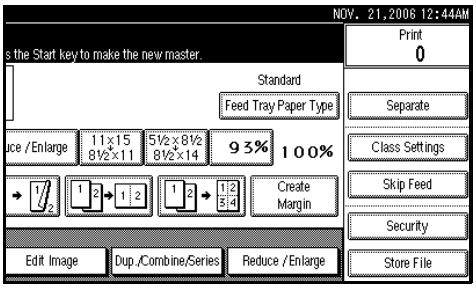
❒ Make prints for all registered classes, press **[All Years]**.

5 **Press [OK] twice.**

6 **Press the [Start] key.**

Registering Classes

1 **Press [Class Settings].**



2 **Press [Year / Class].**

3 **Press [Program / Change].**

4 **Press the class number.**

5 **Enter the number of students using the number keys, and then press the [#] key.**

Note

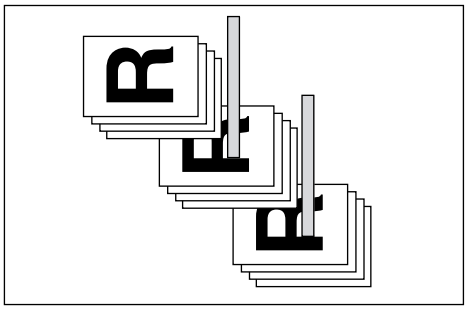
❒ Repeat steps **4** and **5** until you have finished registering the number of students in each class for each year.

❒ Up to 9 years and 12 classes for each year can be set

6 **Press [OK] twice.**

Separate

Inserts tapes at the top of each print set in the paper delivery tray. This function is useful when you make two or more print sets.



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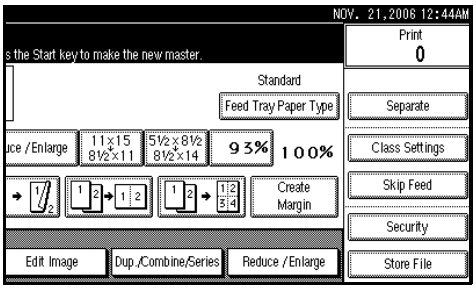
Preparation

Before using this function, make sure that the tape dispenser switch is turned on.

1 **Place the originals.**

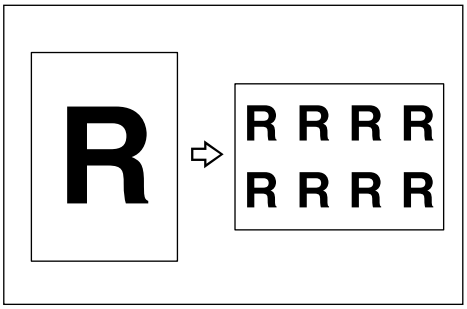
2 **Press [Separate].**



3 **Press the【Start】key.**

Image Repeat

Use this function to repeat the image on the same sheet of paper. You can select to print 2, 4, 8 or 16 repeated images.



Limitation

❒ Part of the repeated image might not be printed depending on the paper sizes, reproduction ratio and paper orientation.

Note

❒ You can print a separation line in between the repeated images. See p.191 "Combine/Image Repeat Separation Line".

Refer to the following tables when you select the original and paper sizes:

❖ Placing originals in the optional ARDF (metric version)

Original / Paper	A3	B4 JIS	A4	B5 JIS	A5
A3	*2	*2	*3	*3	*4
B4 JIS	*1	*2	*2	*3	*3
A4	*1	*1	*2	*2	*3
B5 JIS	--	*1	*1	*2	*2

*1: You can use these original and paper sizes to repeat 2 images.
*2: You can use these original and paper sizes to repeat 2 or 4 images.
*3: You can use these original and paper sizes to repeat 2, 4 or 8 images.
*4: You can use these original and paper sizes to repeat 2, 4, 8 or 16 images.

❖ Placing originals in the optional ARDF (inch version)

Original / Paper	11" × 17"	8 1/2" × 14"	8 1/2" × 11"	8 1/2" × 5 1/2"
11" × 17"	*2	*2	*3	*4
8 1/2" × 14"	*1	*2	*2	*3
8 1/2" × 11"	*1	*1	*2	*3
5 1/2" × 8 1/2"	--	--	*1	*2

*1: You can use these original and paper sizes to repeat 2 images.
*2: You can use these original and paper sizes to repeat 2 or 4 images.
*3: You can use these original and paper sizes to repeat 2, 4 or 8 images.
*4: You can use these original and paper sizes to repeat 2, 4, 8 or 16 images.

❖ Placing originals on the exposure glass (metric version)

Original / Paper	A3	B4 JIS	A4	B5 JIS
A3	*2	*2	*3	*3
B4 JIS	*1	*2	*2	*3
A4	*1	*1	*2	*2
B5 JIS	--	*1	*1	*2

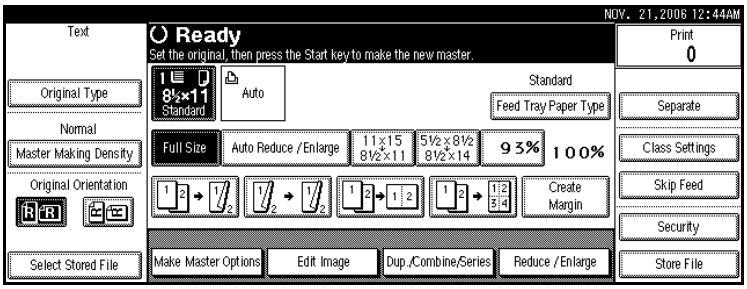
*1: You can use these original and paper sizes to repeat 2 images.
*2: You can use these original and paper sizes to repeat 2 or 4 images.
*3: You can use these original and paper sizes to repeat 2, 4 or 8 images.

❖ Placing originals on the exposure glass (inch version)

Original / Paper	11" × 17"	8 1/2" × 14"	8 1/2" × 11"
11" × 17"	*2	*2	*3
8 1/2" × 14"	*1	*2	*2
8 1/2" × 11"	*1	*1	*2
5 1/2" × 8 1/2"	--	--	*1

*1: You can use these original and paper sizes to repeat 2 images.
*2: You can use these original and paper sizes to repeat 2 or 4 images.
*3: You can use these original and paper sizes to repeat 2, 4 or 8 images.

1. Place the originals.
2. Press [Edit Image].



3. Press [Edit Image].
4. Press [Image Repeat].
5. Select [2 Repeat], [4 Repeat], [8 Repeat], or [16 Repeat].
6. Press [OK] three times.
7. Press the 【Start】 key.

Custom Repeat

Use this function to print repeated images from a small original, such as a memo or name card. Images are repeated as often as the paper size allows.

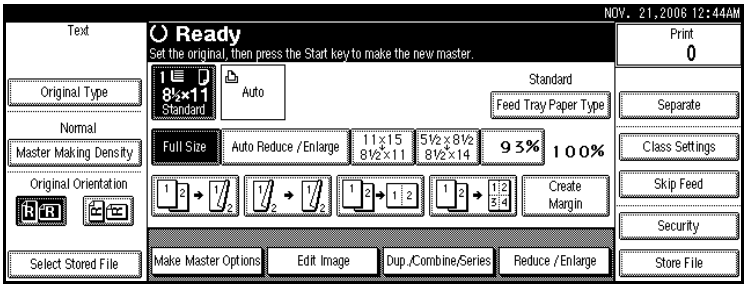
The sizes of originals you can use are as follows:

Metric version	Vertical: 50 – 300 mm Horizontal: 50 – 432 mm
Inch version	Vertical: 2.0 – 11.7 inch Horizontal: 2.0 – 18 inch

Limitation

❒ You cannot use Image Rotation, Size Magnification, or Erase Border with this function.

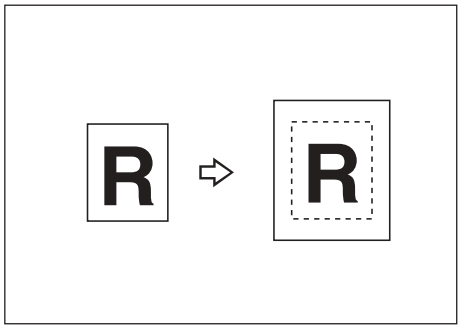
1. **Place the originals.**
2. **Press [Edit Image].**
3. **Press [Edit Image].**



4. **Press [Image Repeat].**
5. **Press [Custom Repeat].**
6. **Enter the vertical size of the original using the number keys, and then press [#].**
7. **Enter the horizontal size of the original using the number keys, and then press [#].**
8. **Press [OK] four times.**
9. **Press the 【Start】 key.**

Centring

You can make prints with the image moved to the centre.



Note

❒ Original sizes and orientations for centring are listed below.

❒ Confirm the original size and the paper size beforehand. If the original size is not detected automatically, enter the size using the number keys.

❒ The position of centring might shift when original size is selected automatically as a custom size.

❖ Metric version

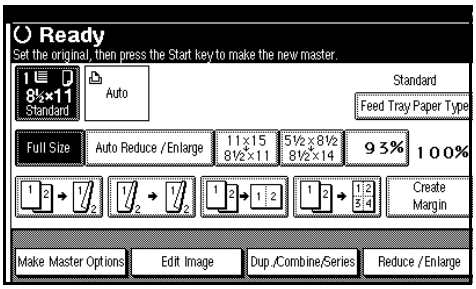
Original placed on:	Original size and orientation
Exposure glass	A3, B4 JIS, A4, B5 JIS
ARDF	A3, B4 JIS, A4, B5 JIS, A5

❖ Inch version

Original placed on:	Original size and orientation
Exposure glass	11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11"
ARDF	11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"

1 **Place the originals.**

2 **Press [Edit Image].**



3 **Press [Edit Image].**

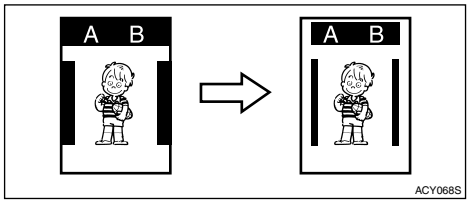
4 **Press [Centring].**

5 **Press [OK] twice.**

6 **Press the [Start] key.**

Erase Border

This function erases all four margins of the original or paper. You can select the Erase Original Border mode or Erase Paper Border mode.



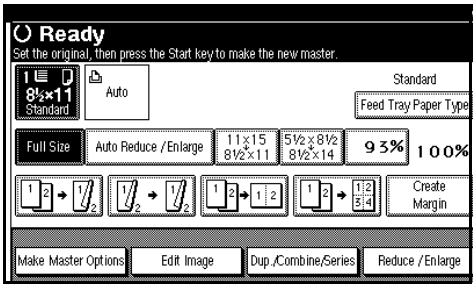
Note

❒ You can adjust the size of the margins with User Tools. The default is 2 mm, 0.1". See p.192 “Erase Original Border Width”p.192 “Erase Paper Border Width”.

❒ When using duplex mode, "Erase Original Border" is available as a setting, but "Erase Paper Border" is not. The "Erase Original Border" setting applies to margins on both the front and back sides of a page.

Erase Original Border

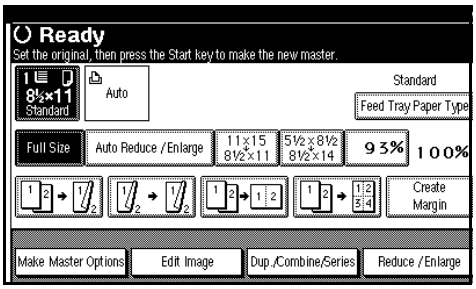
1. **Place the originals.**
2. **Press [Edit Image].**



3. **Press [Edit Image].**
4. **Press [Erase Border].**
5. **Press [Erase Original Border].**
6. **Select the size and direction of the original.**
7. **Press [OK] four times.**
8. **Press the 【Start】 key.**

Erase Paper Border

1. **Place the originals.**
2. **Press [Edit Image].**



3. **Press [Edit Image].**
4. **Press [Erase Border].**
5. **Press [Erase Paper Border].**
6. **Select the size and direction of the paper.**
7. **Press [OK] four times.**
8. **Press the 【Start】 key.**

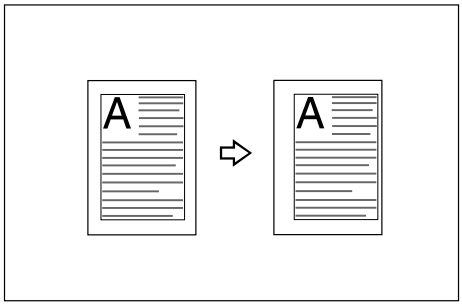
Auto Erase Original Border

This machine can automatically erase page border shadow, which is created if Erase Original Border or Erase Paper Border is not selected before printing from a thick original such as a book (thick originals prevent the ARDF or exposure glass cover closing fully).

However, use of this function can result in loss of light characters on dark backgrounds. To reproduce such detail, select Erase Original Border or Erase Paper Border on the machine.

Margin Adjustment

You can make a binding margin.



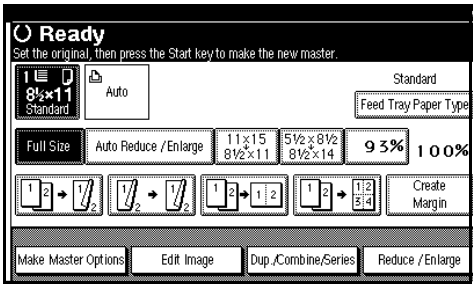
Note

❒ You can change the width of the binding margin as follows:

Metric version	0–30 mm (increments of 1 mm)
Inch version	0"–1.2" (increments of 0.1")

1. **Place the originals.**

2 **Press [Edit Image].**



3 **Press [Edit Image].**

4 **Press [Margin Adjust].**

5 **Set a binding margin. Press [←] and [→] when setting the left and right margins, and [↓] and [↑] when setting the top and bottom margins.**

Note

❒ To change the value entered, press **[←]**, **[→]**, **[↓]**, **[↑]** to set it.

6 **Press [OK] three times.**

7 **Press the 【Start】 key.**

Overlay

The machine can merge two different originals onto a single sheet.

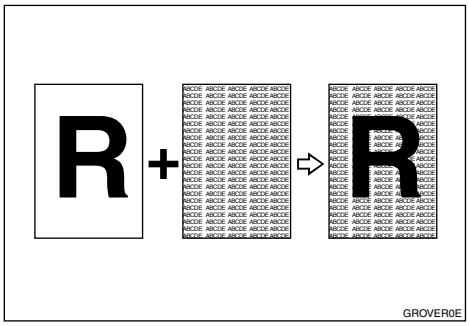
Three types of merging are available.

Limitation

❒ When using duplex mode, you can not use this function.

❖ **Image Overlay**

Two different originals are merged onto a single sheet.

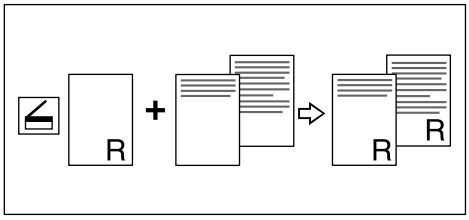


Note

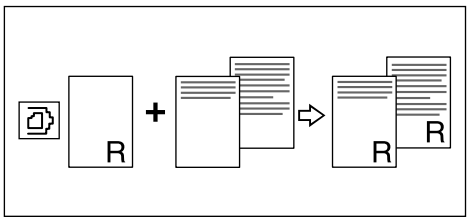
❒ You can select 1st data from online data, scanned data or stored file, and then select 2nd data from scanned data.

❖ **Format Overlay (Scan + Scan)**

The image of the original scanned first becomes the background image for all subsequent prints.



❖ **Format Overlay (Stored + Stored)**
The image of the first page original selected from stored files first becomes the background image for all subsequent prints. The following originals selected from stored files are printed with this background.



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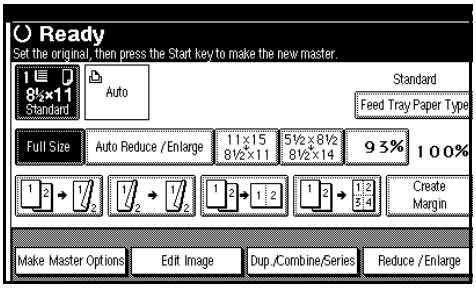
Note

❒ When using stored files to make overlay images, check if the orientation of stored files is appropriate.

Image Overlay

1 **Place the original.**

2 **Press [Edit Image].**



3 **Press [Overlay].**

4 **Press [Image Overlay].**

5 **Select the original overlay 1.**

You can select the online data, scanner or stored file.

Select online data

❶ **Press [Online Data].**

❷ **Press [OK] three times.**

❸ **Start printing with your computer.**

Select scanner

❶ **Press [Scanner].**

❷ **Press [OK] three times.**

❸ **Press the 【Start】 key.**

❹ **Place the second original, and then press the 【Start】 key.**

Select stored file

Note

❒ This function can be used only if the optional HDD board is installed.

❶ **Press [Stored File].**

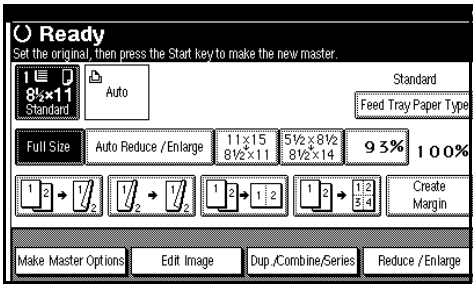
❷ **Press the stored file name you want to select, and then press [OK].**

❸ **Press [OK] three times.**

❹ **Press the 【Start】 key.**

Format Overlay (Scan + Scan)

1. **Place the first original.**
2. **Press [Edit Image].**



3. **Press [Overlay].**
4. **Press [Format Overlay (Scan + Scan)], and then press [OK] twice.**
5. **Press the 【Start】 key.**

   Master making starts.

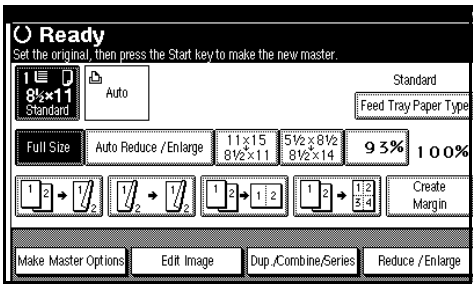
6. **Place the second original, and then press the 【Start】 key.**

Format Overlay (Store + Store)

Limitation

❒ This function can be used only if the optional HDD board is installed.

1. **Press the 【Master Making】 mode select key.**
2. **Press [Edit Image].**



3. **Press [Overlay].**
4. **Press [Format Overlay (Store + Store)].**
5. **Press [Stored File (Page 1)].**
6. **Press the stored file name you want to select as an original format, and then press [OK].**
7. **Press [Stored File].**

   ### Note

   ❒ You can not select the same stored file data selected in step 5.

8. **Press the stored file name you want to select as an overlay original, and then press [OK].**
9. **Press [OK] three times.**
10. **Press the 【Start】 key.**

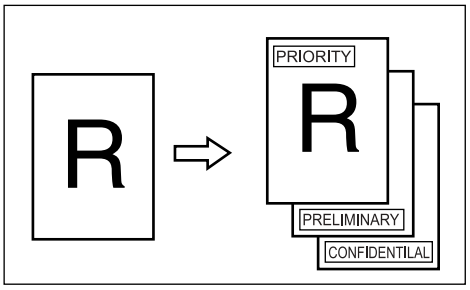
Preset Stamp

One of the following three messages can be stamped on prints with a frame around it:

CONFIDENTIAL

PRIORITY

PRELIMINARY



GRSTAM0E

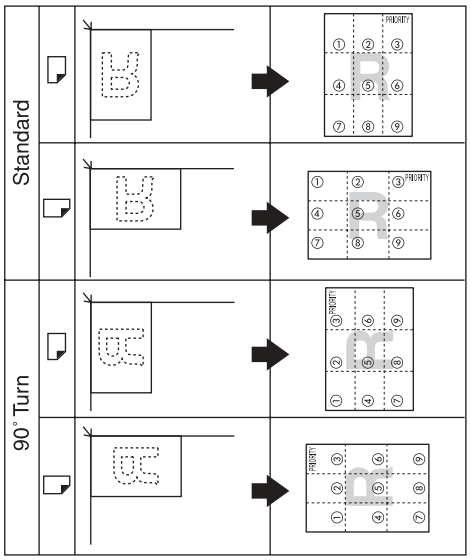
Limitation

- ❒ This function can be used only if the optional HDD board is installed.
- ❒ Only one message can be stamped at a time.
- ❒ When using duplex mode, you can not use this function.

Note

- ❒ The message "CONFIDENTIAL" is selected as a default. You can change this setting with User Tools. See p.192 "Stamp Type Defaults".

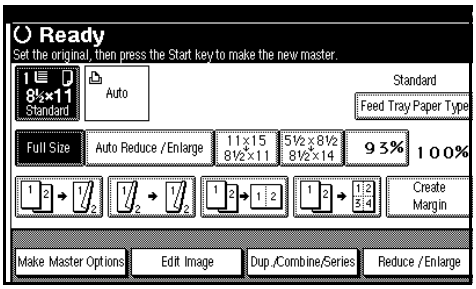
Stamp position and original orientation



GCSTMP5E

1 **Place the originals.**

2 **Press [Edit Image].**



3 **Press [Preset Stamp].**

4 **Select the stamp type.**

5 **Press [All Pages] or [1st Page Only] to select the print page.**

Note

- ❒ You can change the stamp position, size, and density of the stamp. See p.106 "To change the stamp position, size, and density".

6 After you have specified all necessary settings, press [OK].

7 Press [OK].

8 Press the 【Start】 key.

To change the stamp position, size, and density

1 Press [Change].

2 Select the position for print, size, and density, and then press [OK].

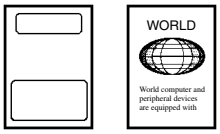
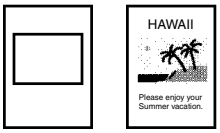
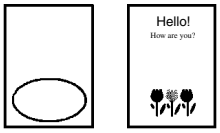
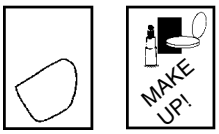
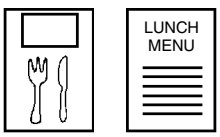
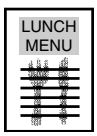
Make-Up Printing Features

Make-Up mode enables you to do more than just make an exact print of the original. A variety of editing and image processing functions allow you to quickly and easily customize your prints.

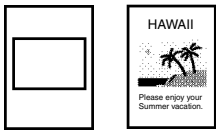
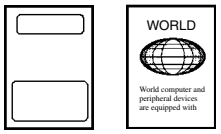
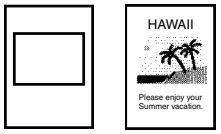
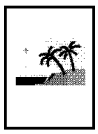
Main Features

Command sheet allows you to create special effects without cutting and pasting. By combining Make-Up modes and printing with different colour drums, you can create a variety of printing effects.

Make-Up Modes for Inside Areas

Mode		Sample	
		Command sheet/Original (Closed area method)	Print
1.	Text mode		
2.	Photo mode		
3.	Erase mode		
4.	Centre Erase mode		
5.	All Area mode		

Make-Up Modes for Outside Areas

Mode		Sample	
		Command sheet/Original	Print
1.	Text mode: The area outside designated areas is printed in Letter mode.		
2.	Photo mode: The area outside designated areas is printed in Photo mode.		
3.	Erase mode: The area outside the designated areas is deleted.		

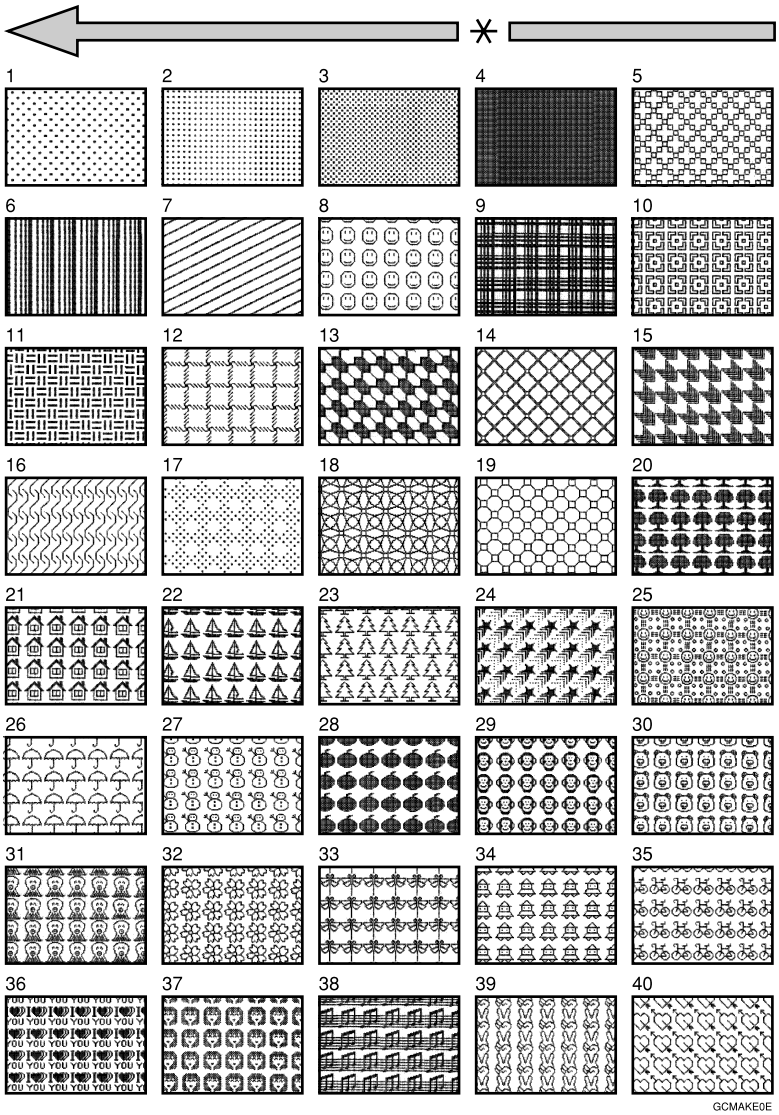
Note

❒ In Make-Up mode, commands must be given for both inside areas and outside areas.

Background Patterns

A total of 160 background patterns is available in Make-Up mode:

- 40 basic patterns
- 40 patterns similar to the basic patterns but with patterns elements at 4 times the size.
- 80 variants based on 90° rotations of all the basic and enlarged patterns.



* Paper Feed Direction

Note

❒ The basic patterns are numbered 1 to 40.

Command Sheets for Make-Up Printing

Command sheets are fed first so that the machine can recognize the areas of the original which are to be edited as designated areas.

Command Sheets

The command sheet is a sheet of paper designating the areas to be edited. Command sheets must be made on white or translucent paper, and should be the same size as the original.

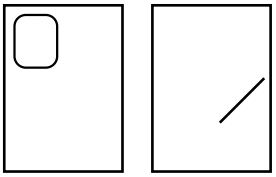
Do not designate areas within 5 mm, 0.2" from the top.

Note

- ❒ Poor quality paper (such as newsprint, recycled paper, etc.) should not be used for command sheets because any dark spots or streaks will be read as designated areas.
- ❒ Do not use blotting paper or other absorbent paper for command sheets because ink might leak through the paper and get the exposure glass dirty.

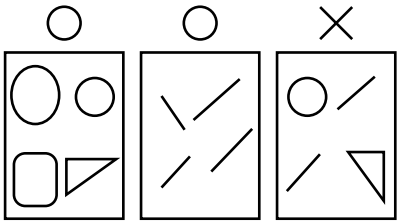
Making a Command Sheet

There are two ways of designating areas: the closed area method and the diagonal line method.

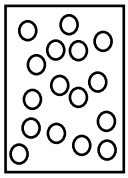


Features

- You cannot use both the closed and diagonal line method on the same command sheet.



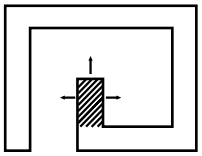
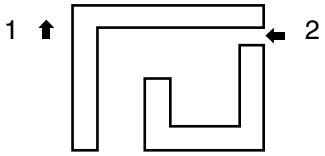
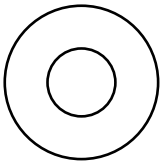
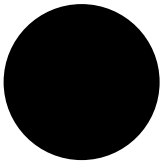
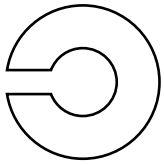
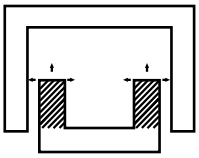
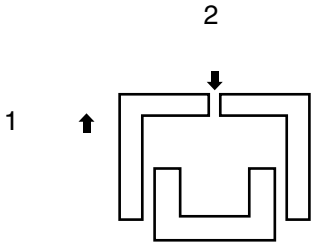
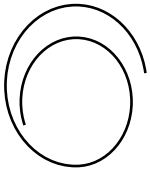
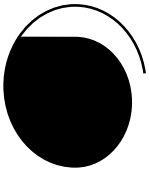
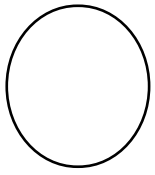
- There is no limit to the number of areas you can designate on a single command sheet.



- If you use Outline mode for letter images with a thickness of less than 3mm, 0.12", the print image might come out as expected.

Notes

The image might differ depending on how the designated area is drawn, so remember the following when making the command sheet.

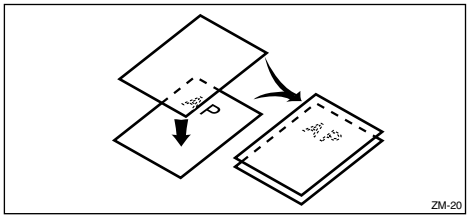
Designated area	Area recognized	Preferred designated area
Part of the designated area is surrounded by 3 sides of the entire area. 		Make a space of at least 2mm, 0.08", in front of the area surrounded by 3 sides (relative to the feed direction).  1, 2 = 2mm, 0.08"
Double line pattern. 	Only the outer line is recognized. 	Make a gap of at least 2mm, 0.08" in width. 
The designated area is surrounded by 3 sides of another designated area. 		Make a space of at least 2mm, 0.08" in front of the area surrounded by 3 sides (relative to the feeding direction).  1, 2 = 2mm, 0.08"
Non-closed line 		Designate the area with a closed line. 

Diagonal line method

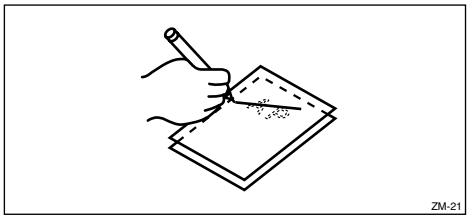
Note

❒ A diagonal line must be drawn through the area that you wish to edit.

1 **Put the command sheet on top of the original.**



2 **Draw a line using a felt tip pen (black, red or blue) with a thickness of at least 1mm.**

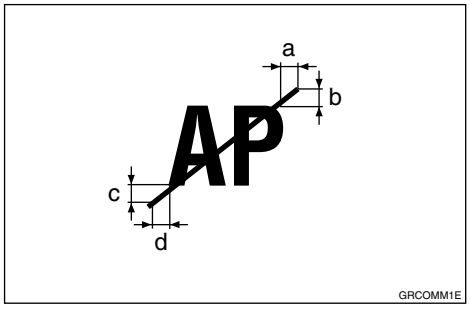


Note

❒ Make sure there is no break in the line.

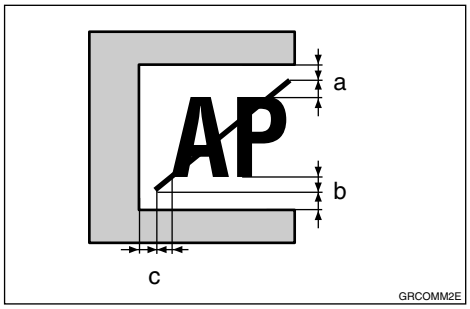
❒ The diagonal line can be drawn from left to right or vice versa.

❒ Draw the line at least 2mm, 0.08", away from the image so that the whole image can be recognized.



a, b, c, d = 2mm, 0.08"

❒ The line marking the designated area should be more than 2mm, 0.08", from any neighboring image.



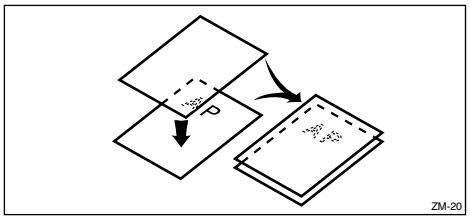
a, b, c = 2mm, 0.08"

Closed area method

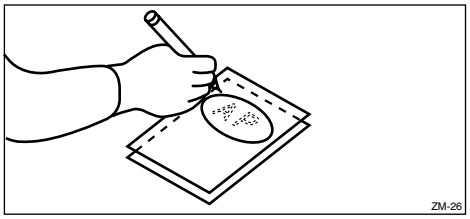
Note

❒ The line designating the area must be a closed loop.

1 Put the command sheet on top of the original.



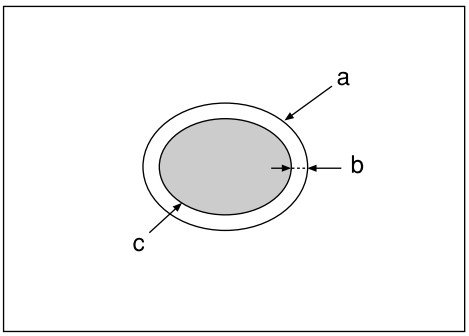
2 Using a black, red, or blue felt tip pen, draw a line around the area to designate. The line should have a thickness of at least 1mm.



Note

❒ Make sure there is no break in the line.

❒ Draw the line at least 2mm, 0.08", away from the image so that the whole image can be recognized.

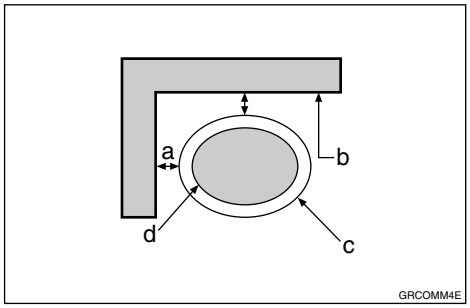


a = Line marking the designated area

b = 2mm, 0.08"

c = Image within the designated area

❒ The line marking the designated area should be more than 2mm, 0.08", from any neighboring image.



a = 2mm, 0.08"

b = Neighboring image

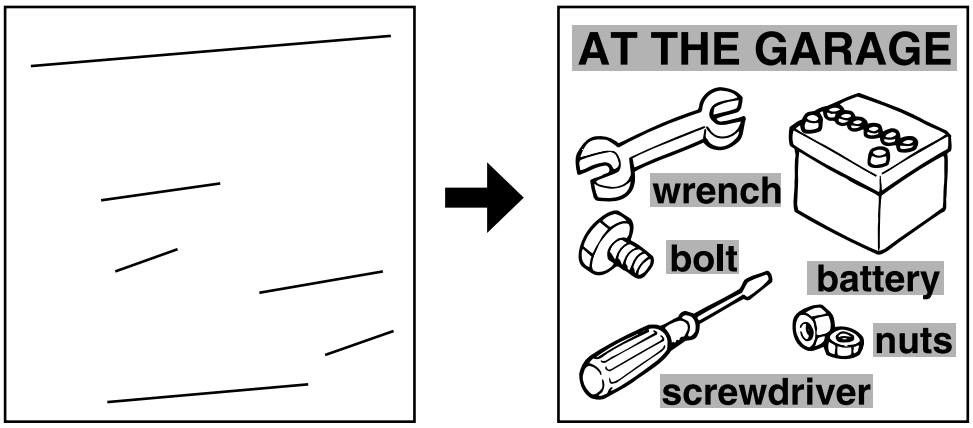
c = Line marking the designated area

d = Image within the designated area

Command Sheets and Finished Prints

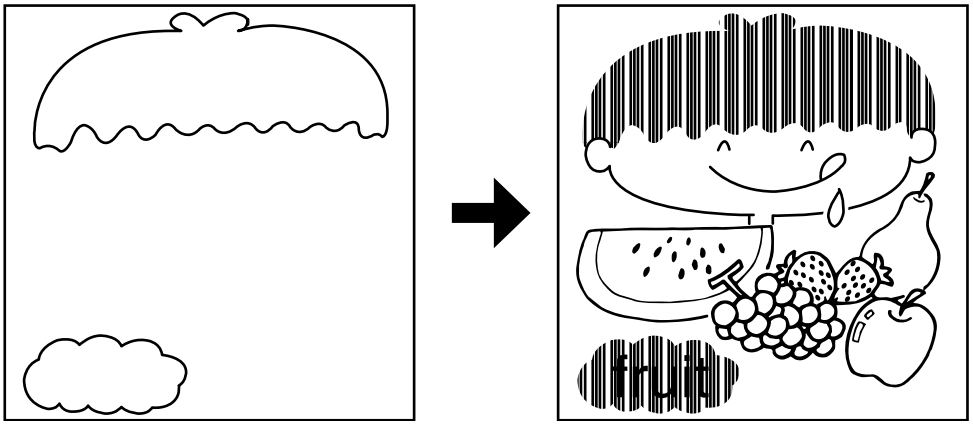
The following illustrations will help you understand how to draw a command sheet.

❖ Drawing a command sheet using a diagonal line



The diagonal line method is easy to use for designating rectangular areas. It is also more precise, but it is difficult to use for designating complex areas.

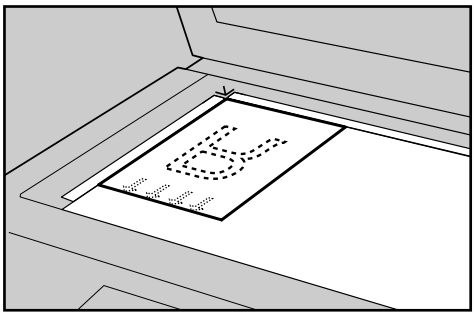
❖ Drawing a command sheet using a closed line



The closed line method is easier to use for complex areas, but it is less precise. It also takes longer to draw a command sheet with the closed line method.

Make-Up Printing

1 **Place the command sheet face down on the exposure glass.**



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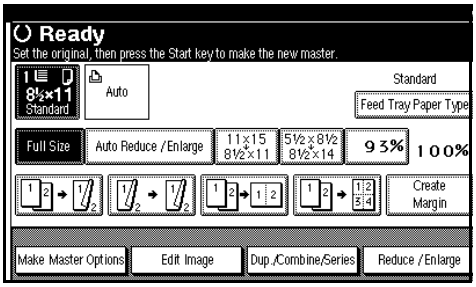
2 **Press [Edit Image].**



3 **Press [Make-Up].**

4 **Select Area Select Method.**

5 **Press [Edit Method].**

6 **Select the mode of inside area.**

When you select the Photo mode

❶ **Select the contrast and screen type, and then press [OK].**

When you select the All Area mode

❶ **Select the background pattern, and then press [OK].**

❷ **Select the size and orientation of background pattern.**

7 **Select the mode of outside area.**

When you select the Photo mode

❶ **Select the contrast and screen type, and then press [OK].**

8 **Press the [OK] key.**

Note

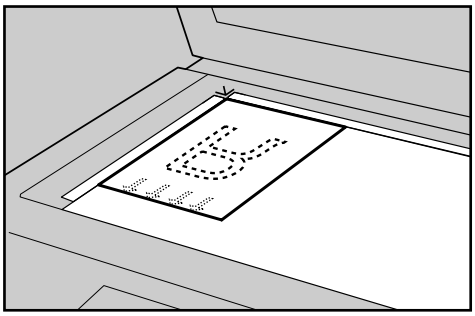
❒ When you select Photo mode for both inside and outside areas, you cannot select different dot patterns and contrast.

❒ When you want to confirm your settings, press **[Make-Up]**.

9 **Press the 【Start】 key.**

10 **Place the originals face down on the exposure glass or face up into the ARDF, and then press the 【Start】 key.**

❖ Exposure glass



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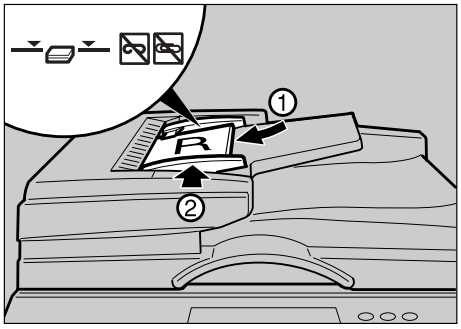
❖ ARDF



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Note

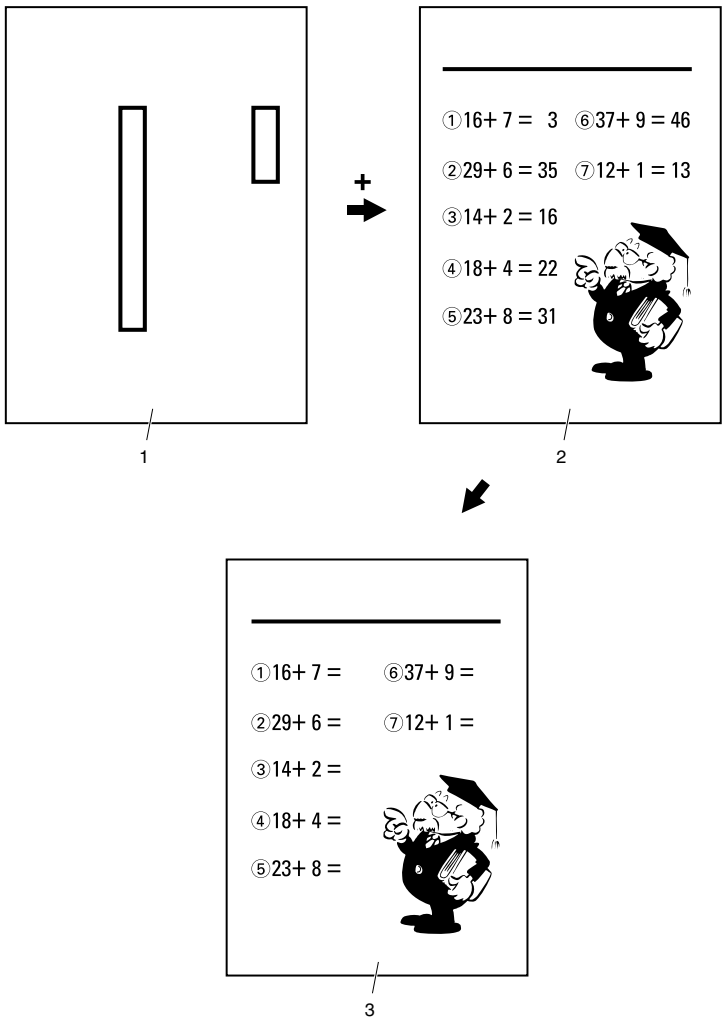
❒ If a command sheet or original misfeeds from the ARDF, remove the misfed sheet or original and reset it in the ARDF.

❒ It is not necessary to reset the previous command sheets or original.

Printing Samples

Sample 1

① Command Sheet, Frame shape, Inside area: Erase Area mode
② Outside area: Text mode
③ Print



ZM-50

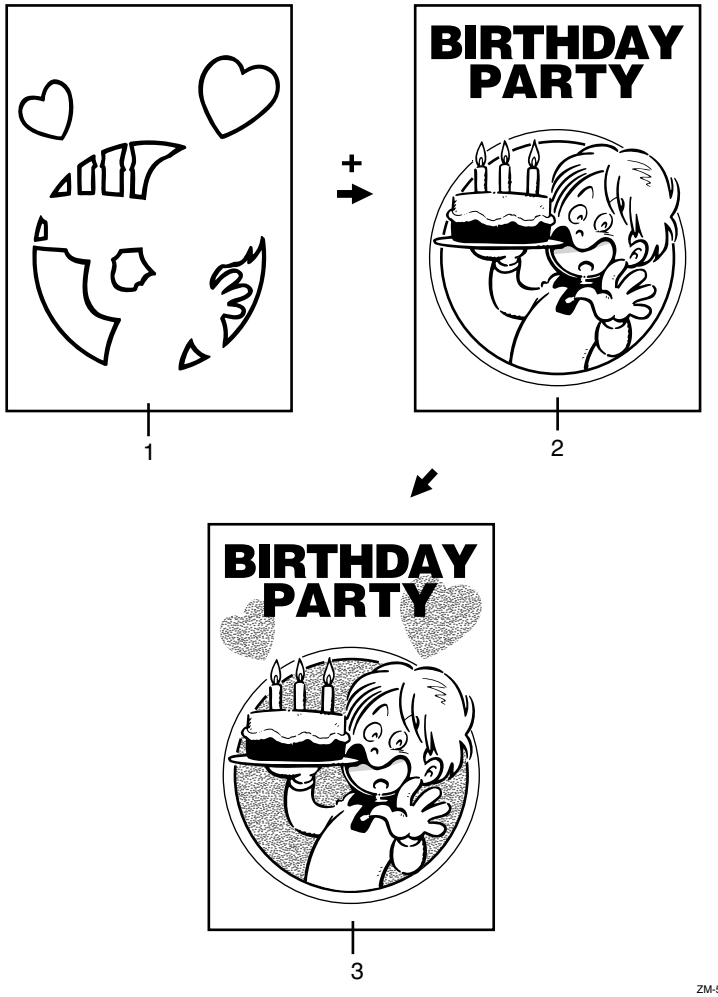
1. **Command sheet**

2. **Original**

3. **Print**

Sample 2

① Print the original as it is
② Change the drum unit for colour printing
③ Command Sheet, Frame shape, Inside area: All Area pattern No. 39
④ Outside area: Text mode
⑤ Print



1. **Command sheet**

2. **Original**

3. **Print**

Quality Start

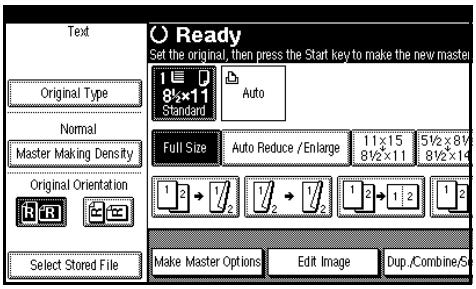
If the machine is not used for a long time, or when you change to a colour drum unit that has not been used recently, the ink on the drum may dry up. This might affect the print quality. To solve this problem, you can have the machine carry out a few idle spins of the drum before a print run.

Note

❒ You can change the number of spins in Quality Start mode with User Tools. See p.187 "No.of ldling Rotations: Quality Start".

1 **Place the originals.**

2 **Press [Make Master Options].**



3 **Press [Quality Start], and then press [OK].**

4 **Press the 【Start】 key.**

The drum unit idles.

Auto Quality Start

You can program the machine to automatically carry out a few idle spins before a print run. This is called Auto Quality Start.

Note

❒ To use this function, you need to set Auto Quality Start to **[On]** using User Tools. See p.186 "Auto Quality Start Setting".

❒ To specify the number of idle spins according to the length of time for which the machine is not used, see p.186 "No.of ldling Rotations: Auto Quality Start".

Economy Mode

When you want to save ink, select economy mode.

Note

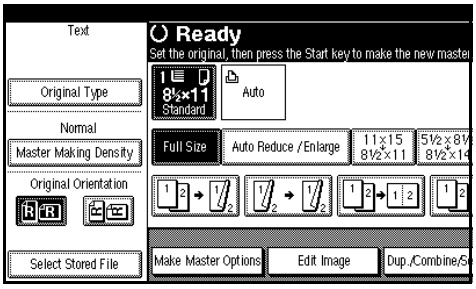
❒ Prints will be lighter in this mode.

❒ You can select the two kind of economy mode , level 1 and level 2.

❒ Level 2 will be lighter than level 1.

1 **Place the originals.**

2 **Press [Make Master Options].**



3 **Press [Eco. Mode: Level 1] or [Eco. Mode: Level 2], and then press [OK].**

4 **Press the 【Start】 key.**

Skip Feed

If the backs of prints are dirty, you can use the Skip Feed function to make the drum rotate twice instead of once with every sheet of paper fed. This gives you time to remove prints one by one from the paper delivery tray or to insert a sheet of paper between two prints.

Preparation

The number of rotations can be set from 2 to 9. The default is 2. To change this setting, see p.186 “Skip Feed”.

Limitation

❒ When duplex printing, the machine cannot perform skip feed. If skip feed has been set, cancel skip feed by pressing the 【Start】 key to begin duplex printing.

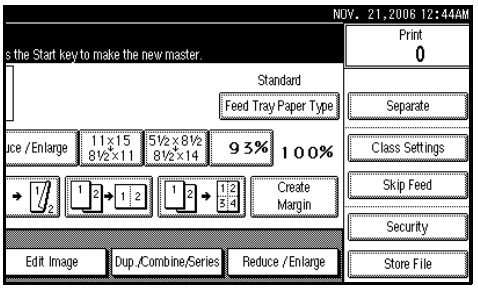
Note

❒ As the paper feeding time is longer than usual, you can use paper longer than the length limitation. The maximum length of paper in Skip Feed mode is 460 mm, 18.1". Before use this function, you change the default of longer paper setting, see p.186 “Longer Paper”.

❒ When you use paper longer than 447 mm, 17.6", prints will not be delivered to the paper delivery tray properly, so lower the paper delivery end plate and take out the prints by hand.

1 **Place the originals.**

2 **Press [Skip Feed].**



To change the number of drum rotations

In this step, you can change the number of rotations temporarily. You can also have this step omitted by adjusting the User Tools settings. See p.186 “Skip Feed”.

❶ **Select the number of drum rotations per sheet of paper fed with number keys.**

❷ **Press [OK].**

3 **Press the 【Start】 key.**

Security

When printing confidential documents such as examination papers, use this function to prevent others from using the master.

If you select Higher Security in the Security Option setting, the master eject unit will be locked and cannot be taken out.

Preparation

This function has two security options. Select which option to use in User Tools before using this function. See p.189 “Security Option”.

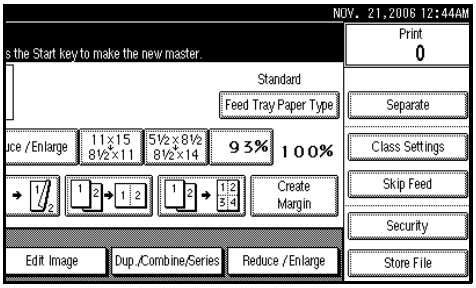
- Normal: No additional prints can be made and the drum unit cannot be pulled out.
- Higher Security: No additional prints can be made. The drum unit and the master eject unit cannot be pulled out.

Note

❒ The selected security mode cannot be cleared by turning off the main switch.

Setting “Normal” Security

1 **After making prints, press [Security].**



A confirmation dialog box will appear.

2 **Press [OK].**

The master is protected by the security function.

Disabling “Normal” Security

1 **Place a new original, and then press the 【Start】 key.**

The security function is canceled.

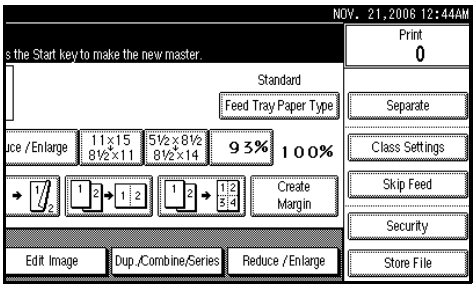
Setting “Higher” Security

1 **Select “Higher Security” in “Security Option” with the User Tools. See p.189 “Security Option”.**

2 **Register a security code.**

Disabling "Higher" Security

1 **Press [Security].**



2 **Enter the security code using the number keys, and then press [OK].**

The lock is canceled. You can pull out the master unit and drum unit.

Note

❒ Under this option, security can only be disabled temporarily and resumes automatically when following occurs:

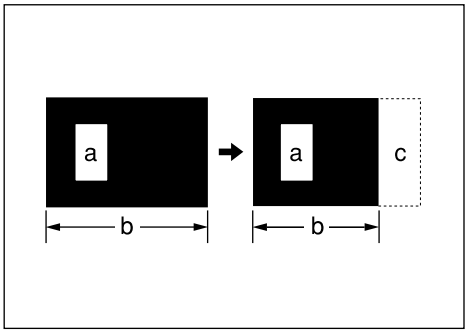
- the present print job finishes
- you return the master eject unit to its original position after pulling it out
- you close the front cover after pulling out the drum unit and returning it to its original position
- a certain period passes, during which neither the master eject unit nor the drum unit was pulled out, following security function cancellation
- you press the 【Start】 key
- the machine enters the Energy Saver or Auto Off mode
- the machine enters the Auto Reset mode

Setting Security Timer

You can set the time that shifts to the security mode automatically. See p.189 "Security Timer".

Conserving the Master

The machine automatically changes the master length depending on the paper size you use. This saves both master and ink.



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a = Images on the master

b = Masters

c = Conserved area

Limitation

❒ This function is automatically turned on when you place two or more originals in the optional ARDF or send the two or more pages of data from the PC.

❒ Specify one of the following sizes: A4 ▯, $8\frac{1}{2}$" × 11" ▯, or B5 JIS ▯.

You can cancel Master Saving mode with User Tools. See p.188 "Master Cut Length".

- When you select **[A3]** in Master Length, the masters are cut into A3 size.
- When you select **[Auto]** in Master Length, the masters are cut into A4 ▯ size. Only the last page is cut into A3 ▯ size.

Storing Files

Storing Data

Note

❒ This function can be used only if the optional HDD board is installed.

❖ **User Name**

You can register a user name to distinguish the user that stored the files.

❖ **File Name**

Stored files will automatically be named as "COPY0001", "COPY 0002". You can change assigned file names.

❖ **Password**

You can set a password for stored files, and use it to prevent others printing them.

Important

❒ Data stored in the machine might be lost if some kind of failure occurs. The supplier shall not be responsible for any damage that might result from the loss of data.

❒ Be careful not to let anyone know your password, especially when entering a password or recording it. Keep any record of your password in a secure place.

❒ Avoid using a single number or consecutive numbers for a password such as "0000" or "1234", since the numbers like this are easy to guess, so using them will not provide a worthwhile level of security.

❒ A file accessed with a correct password remains selected even after operations are complete, and it can be accessed by other users. To stop this, be sure to press the **【Clear Modes】** key to cancel the file selection.

❒ The user name used when adding a file to the machine is to identify the file creator and type. It is not to protect confidential files from others.

Note

❒ Enter a four-digit password.

❒ You can access to the files without entering a password temporarily. See p.189 "Temporarily Unlock Stored Files"

❒ You can specify the time taken for the stored data to be deleted automatically. See p.189 "Auto Delete File".

❒ If you do not want stored data to be automatically deleted, select **[No]** in Auto Delete File before storing a file. If you select **[Yes]** later, data stored afterward will be automatically deleted.

❒ When storing files sent from computers, the orientation may be changed depending on the paper orientation on the paper feed tray.

❒ Storing file stores files as one-sided originals.

❒ Stored data cannot be printed enlarged or reduced.

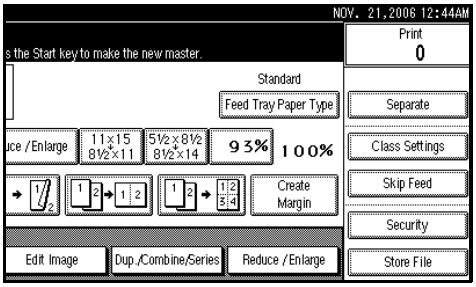
❒ Stored data can be printed in two-sided print mode. When printing two-sides, opening direction and margins can be specified. However, two-sided printing is not possible if different sizes are mixed in a document (i.e., if the document contains pages of different paper sizes).

1 **Place the originals.**

Reference

For details on the types of originals and how to place them, see p.47 “Placing Originals”.

2 **Press [Store File].**



3 **Enter a user name, file name, or password if necessary.**

Note

❒ If you do not enter a file name, one will be automatically assigned.

Reference

p.126 “To register a user name”

p.126 “To change a file name”

p.127 “To set or change a password”

4 **Make settings as desired.**

Reference

For details, see p.63 “Printing Functions”

5 **Press the 【Start】 key.**

The file is stored in the machine.

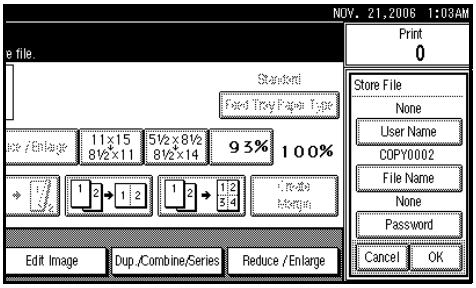
Note

❒ When using the exposure glass, after the first original is scanned, place the subsequent one on the exposure glass, and then press the 【Start】 key again. After all the originals are scanned, press the 【#】key.

To register a user name

1 **Press [Store File].**

2 **Press [User Name].**



The User Name display appears.

3 **Enter a user name, and then press [OK].**

Reference

p.211 “Entering Text”

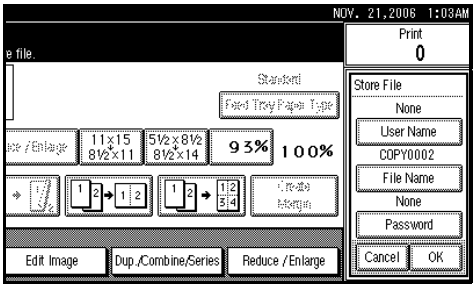
Note

❒ Up to 20 characters can be entered as a file name, but only 16 characters of each file name will be displayed in the file list.

To change a file name

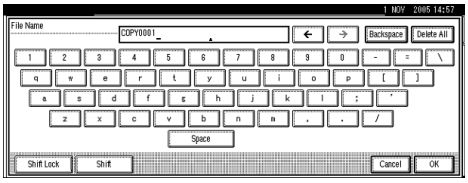
1 **Press [Store File].**

2 **Press [File Name].**



The File Name display appears.

3 **Press [Delete All] to delete the old file name.**



Note

❒ You can also use **[Backspace]** to delete unwanted characters.

4 **Enter a new file name, and then press [OK].**

Reference

p.211 “Entering Text”

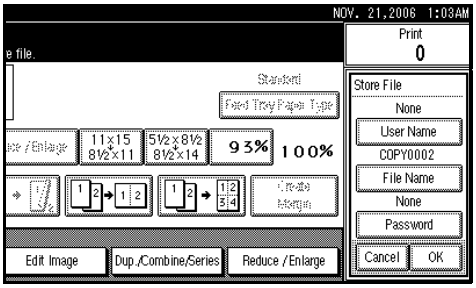
Note

❒ Up to 20 characters can be entered as a file name, but only 16 characters of each file name will be displayed in the file list.

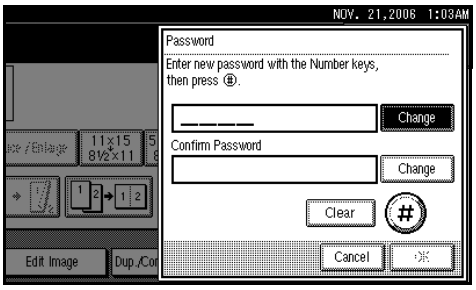
To set or change a password

1 **Press [Store File].**

2 **Press [Password].**



3 **Enter the password (four-digits) using the number keys, and then press [#].**

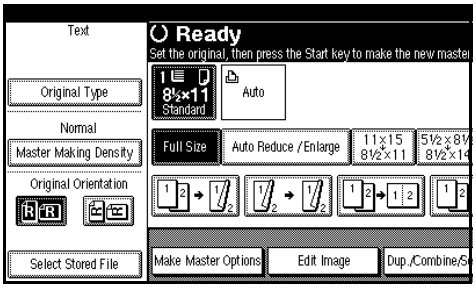


4 **Reenter the password (four-digits) for verification, and then press [#].**

5 **Press [OK].**

Changing a Stored File's User Name, File Name, or Password

1 **Press [Select Stored File].**

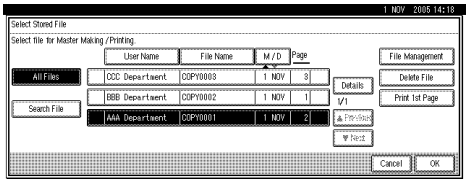


2 **Select the file with the user name, file name, or password you want to change.**

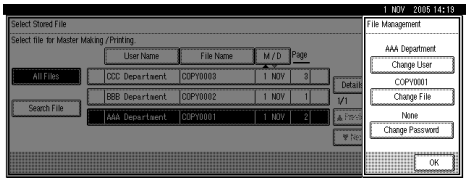
Note

❒ If a password has been set for the file, enter the password and press **[OK]**.

3 **Press [File Management].**



4 **Press [Change User], [Change File], or [Change Password].**



5 **Enter the new user name, file name, or password, and then press [OK].**

Reference

p.126 “To register a user name”

p.126 “To change a file name”

p.127 “To set or change a password”

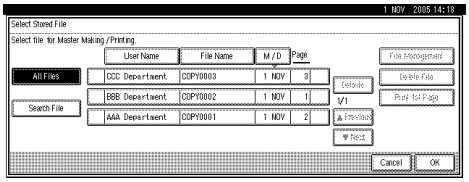
6 **Press [OK].**

Searching for Stored Files

You can search for stored files in the machine. You can also list stored files in your order of preference.

1 **Press [Select Stored File].**

2 **Press [Search File].**



3 **Enter the file name, and then press [OK].**

Files beginning with the name entered appear.

Reference

p.211 “Entering Text”

Note

❒ To display all files stored in the machine, press **[All Files]**.

To Check Details of Stored Files

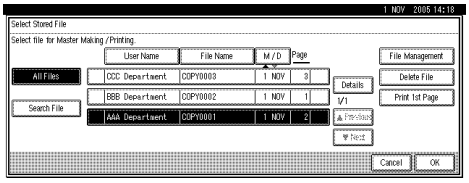
1 **Press [Select Stored File].**

2 **Select the file.**

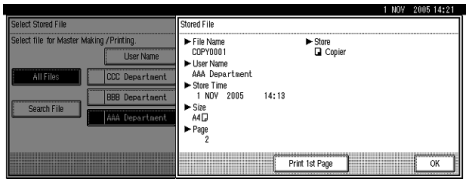
Note

❒ If a password has been set for the file, enter the password, and then press **[OK]**.

3 **Press [Details].**



Detailed information about the file is displayed.



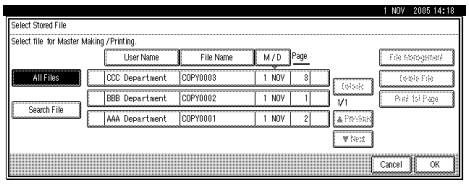
Printing Stored Files

Note

❒ You can also print stored files via a Web browser from a computer in the network. For details on how to start the Web browser, see *Network Guide*.

1 **Press [Select Stored File].**

2 **Select the file to be printed, and then press [OK].**



Note

❒ If a password has been set for the file, enter the password and then press **[OK]**.

❒ You can search for a file using **[Search File]**.

❒ You can sort file names in the list by user name, file name or date. To sort files, press **[User Name]**, **[File Name]** or **[M / D]**.

❒ If you cannot determine the contents of a file by its file name, you can print only the first page of the file for checking purposes. See p.129 "Printing the First Page".

❒ To cancel a selection, press the highlighted file name again.

3 **Make settings as desired.**

4 **Enter the required number of prints using the number keys.**

Note

❒ Up to 9999 can be entered.

5 **Press the [Start] key.**

Printing the First Page

You can print the first page of a file selected to check its contents.

1 **Press [Select Stored File].**

2 **Select the file.**

Note

❒ If a password has been set for the file, enter the password and then press **[OK]**.

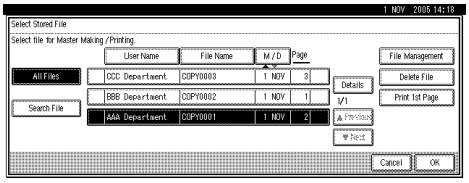
❒ You can search for a file using **[Search File]**.

❒ You can sort file names in the list by user name, file name or date. To sort files, press **[User Name]**, **[File Name]** or **[M / D]**.

❒ If you cannot determine the contents of a file by its file name, you can print only the first page of the file for checking purposes.

❒ To cancel a selection, press the highlighted file name again.

3 **Press [Print 1st Page].**



4 **Press the [Start] key.**

Deleting Stored Files

Important

❒ You can store up to 3,000 files in the machine. No more files can be stored when the limit is reached, and you should delete unnecessary files.

Note

❒ You can delete all stored files at once with User Tools. See p.189 “Delete All Files”.

❒ You can also delete stored files via a Web browser from a computer in the network. For details on how to start the Web browser, see *Network Guide*.

1 **Press [Select Stored File].**

2 **Select the file to be deleted.**

Note

❒ If a password has been set for the file, enter the password and then press **[OK]**.

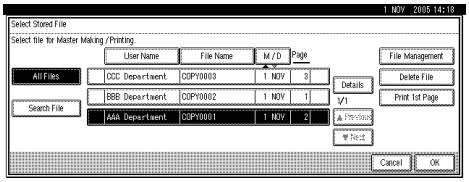
❒ You can search for a file using **[Search File]**.

❒ You can sort file names in the list by user name, file name or date. To sort files, press **[User Name]**, **[File Name]** or **[M / D]**.

❒ If you cannot determine the contents of a file by its file name, you can print only the first page of the file for checking purposes.

❒ To cancel a selection, press the highlighted file name again.

3 **Press [Delete File].**



A confirmation dialog box will appear.

4 **Press [Delete] to delete the file.**

Printing or Deleting Stored Files Using a Web Browser

You can also print or delete the stored files using a web browser. For details, see the web browser's help.

Programs

You can store frequently used print job settings in machine memory and recall them for future use.

Note

❒ You can store up to 10 programs.

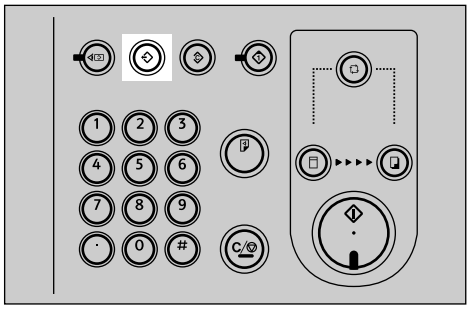
❒ You can select the standard mode or Program No.10 as the default mode to be set when modes are cleared or reset, or immediately after the operation switch is turned on.

❒ Programs are not deleted by turning the power off or pressing the 【Clear Modes】 key. They are canceled only when you delete or overwrite them with another program.

Storing a Program

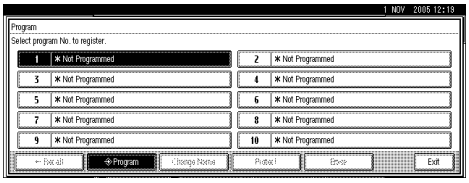
1 **Edit the print settings so all functions you want to store in this program are selected.**

2 **Press the 【Program】 key.**



AJK131S

3 **Press [Program].**

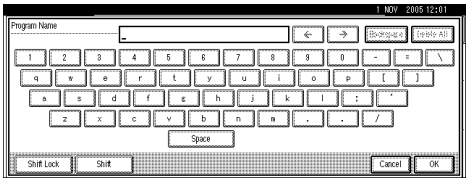


Note

❒ Program numbers displayed with ➔ next to them already have settings.

4 **Press the program number you want to store.**

5 **Enter the program name using the letter keys on the display panel.**



You can enter up to 40 characters.

Reference

For details about entering characters, see p.211 “Entering Text”.

Note

❒ If you do not want to enter a program name, proceed to step **6**.

6 **Press [OK].**

When the settings are successfully stored, the ➔ indicator followed by the program number and program name will be displayed.

Recalling a Program

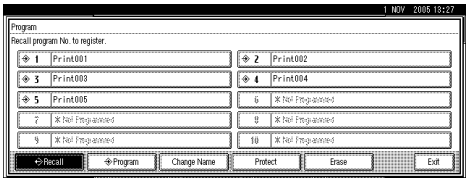
1. **Place the originals.**
2. **Press the 【Program】 key.**

   The stored settings are displayed.

   Note

   ❒ Program numbers displayed with ➔ next to them already have settings.

3. **Press the number of the program you want to recall.**



4. **Press the 【Start】 key.**

Changing a Stored Program

1. **Edit the print settings so all functions you want to store in this program are selected.**
2. **Press the 【Program】 key.**
3. **Press [Program].**
4. **Press the program number you want to change.**

   A confirmation dialog box will appear.

5. **Press [Yes].**

   Repeat steps 5 and 6 of "Storing a program".

Changing a Program Name

1. **Press the 【Program】 key.**
2. **Press [Change Name].**
3. **Press the program number you want to change the name.**
4. **Enter the new program name using the letter keys on the display panel.**
5. **Press [OK].**

Protecting a Program

If you want to prevent someone from writing over your program, do the following.

Note

❒ If all the user programs have been protected, you cannot store any setting in program menu.

1. **Press the 【Program】 key.**
2. **Press [Protect].**
3. **Press the number of the program you want to protect.**

   Note

   ❒ Already protected program number are shown in highlight.

Deleting a Program

1. **Press the 【Program】 key.**
2. **Press [Erase].**
3. **Press the number of the program you want to delete.**

   A confirmation dialog box will appear.
4. **Press [Delete].**

   The program is deleted, and the screen returns to the initial display.

Making Colour Prints

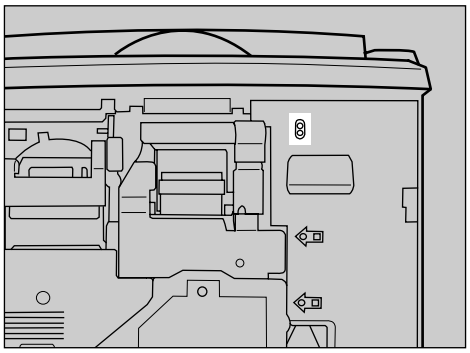
Colour drum units are available as options in addition to the standard black unit. For making colour prints, a separate drum unit is necessary for each colour.

Changing the Colour Drum Unit

1 **Open the front cover.**

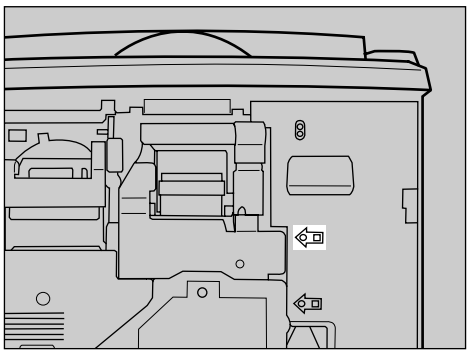
Note

❒ Make sure the green light beside the drum unit lock lever is on before sliding out the drum. If the red light is on, close the front cover, wait for five seconds, and then open it.



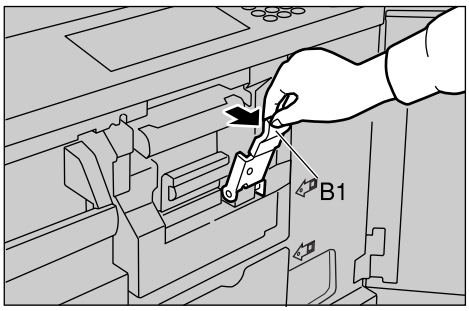
AUY061S

2 **Press the drum unlocking switch.**



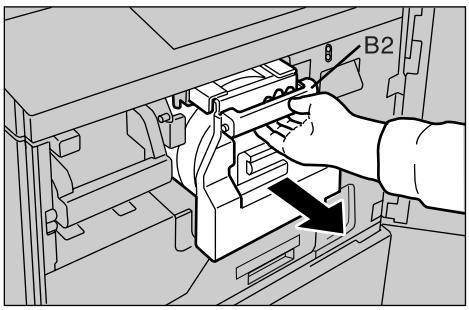
AUY062S

3 **Lower the drum unit lock lever (B1).**



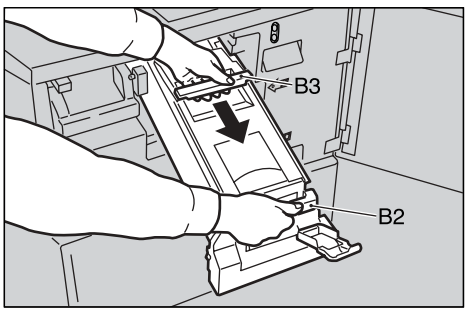
AUY047S

4 **Pull the drum unit handle out slowly (B2).**



AUY049S

5 **Lift the upper drum stay (B3) a little to unlock the drum unit, and then pull out the drum unit while holding the drum unit handle (B2) and the upper drum stay (B3).**

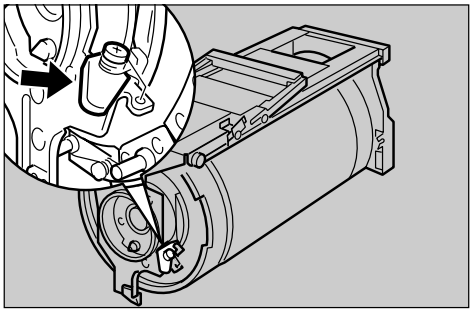


AUY052S

Important

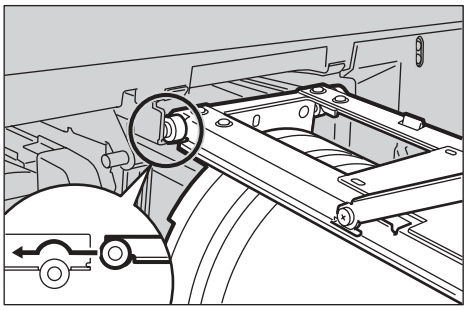
❒ Be careful not to let the drum unit fall.

6 **Make sure the optional colour drum lock is securely set.**



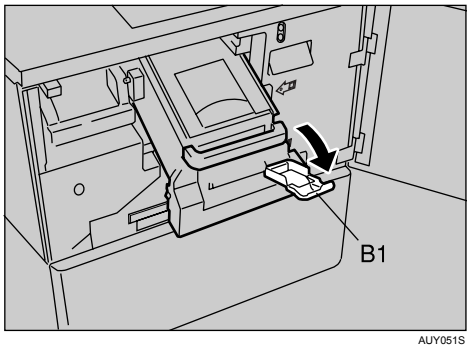
ZBHH220E

7 **Insert the colour drum unit along the guide rail.**



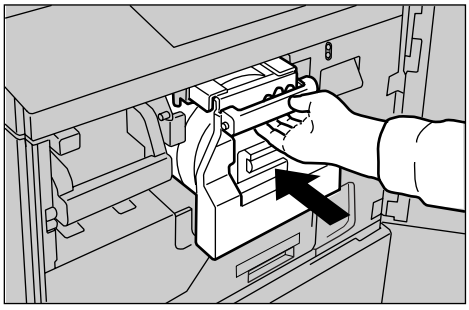
AUY055S

8 **Lower the drum unit lock lever (B1) of the inserted drum.**



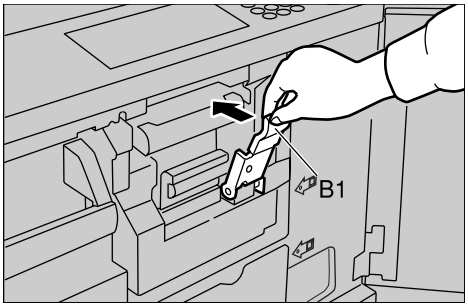
AUY051S

9 **Slide in the drum unit until it locks in position.**



AUY053S

10 **Lift drum unit lock lever (B1).**



AUY048S

11 **Close the front cover.**

Note

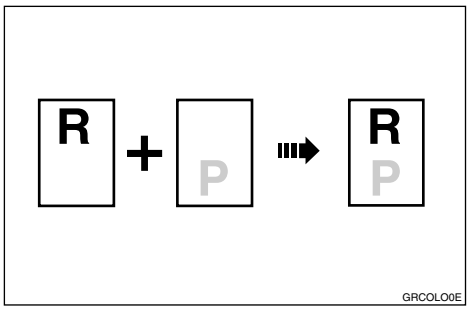
❒ Make sure that the **Open Cover/Unit** indicator turns off, and the colour drum status message appears on the display panel.

Making Colour Prints

1. Make sure that the colour drum status message displays on the display panel.
2. Place the originals.
3. Press the [Start] key.

Printing in Two Colours

After printing in one colour, you can print in another colour on the same side of the print.



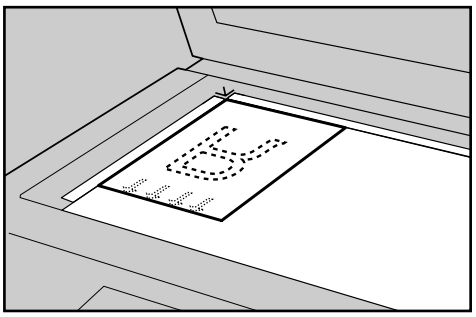
GRCOLO0E

Note

- ❒ Let the ink on the prints dry for a while before printing on them again.
- ❒ If the prints are not dry, the paper feed roller might become dirty. In this case, wipe the roller with a cloth.
- ❒ You cannot print in two colours at a time.

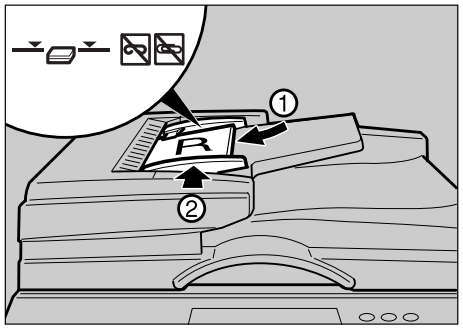
1. Prepare the two originals. Place the first original on the exposure glass or in the ARDF.

❖ Exposure glass



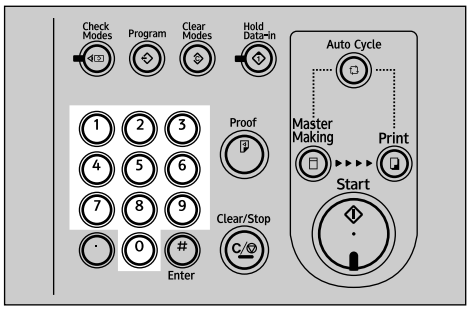
AUY083S

❖ ARDF



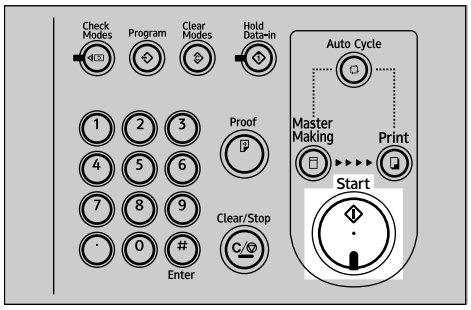
AUY011S

2. Enter the number of prints with the number keys.

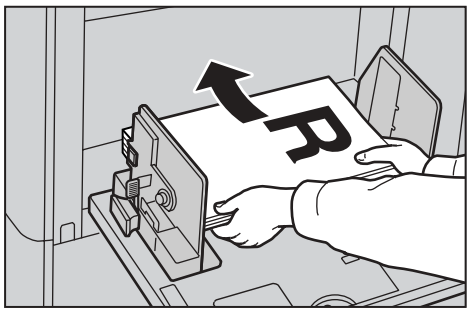


AJK402S

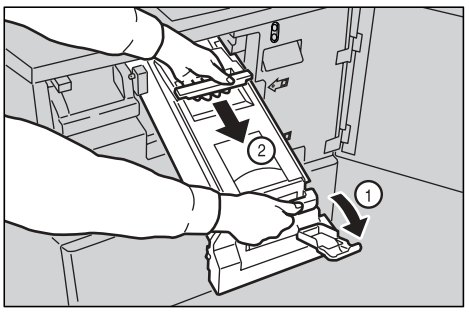
3 Press the【Start】key.



4 Remove the prints from the paper delivery tray and place them on the paper feed tray again as shown in the illustration.



5 Change the drum unit. See p.134 "Changing the Colour Drum Unit".



6 Place the second original, and then press the【Start】key.

Combination Chart

This combination chart shows which functions can be used together.

	Can be used together.
×	Cannot be used together.
1	Cannot be used together. The first function selected takes priority.
2	Cannot be used together. The second function selected takes priority.

1.Function selected first \ 2.Function selected after	Master Making Density	Selecting Original Type	Economy Mode	Auto Cycle	Cycle Setting	Preset Reduce / Enlarge	Zoom	Auto Reduce / Enlarge	Directional Magnification (%)	Directional Magnification (size)	Create Margin	Combine (2/4 images ⇒ 1 sheet)	Image Repeat (2/4/8/16 images ⇒ 1 sheet)	Custom Repeat	Erase Original Border	Erase Paper Border	Class Settings	Separate	Image Overlay (Select online data)	Image Overlay (Select scanner)	Image Overlay (Select stored file)	Format Overlay (Scan + Scan)	Format Overlay (Store + Store)
Master Making Density																							2
Selecting Original Type																							2
Economy Mode																							
Auto Cycle					2																		
Cycle Setting				2																			
Preset Reduce / Enlarge							2	2	2	2									2		2		2
Zoom						2		2	2	2									2		2		2
Auto Reduce / Enlarge						2	2		2	2				2					2		2		2
Directional Magnification (%)						2	2	2		2									2		2		2
Directional Magnification (size)						2	2	2	2										2		2		2
Create Margin												1	1	1					1	1	1	1	1
Combine (2/4 images ⇒ 1 sheet)											1		1	1					1	1	1	1	1
Image Repeat (2/4/8/16 images ⇒ 1 sheet)											1	1		2					1	1	1	1	1
Custom Repeat								1			1	1	2		1				1	1	1	1	1
Erase Original Border														2									2
Erase Paper Border																			2				
Class Settings																			2				
Separate																							
Image Overlay (Select online data)						1	1	1	1	1	1	1	1	1		1	1			2	2	2	2
Image Overlay (Select scanner)											1	1	1	1					2		2	2	2
Image Overlay (Select stored file)						1	1	1	1	1	1	1	1	1					2	2		2	2
Format Overlay (Scan + Scan)											1	1	1	1					2	2	2		2
Format Overlay (Store + Store)	1	1				1	1	1	1	1	1	1	1	1	1				2	2	2	2	
Preset Stamp											1	1	1	1					1	1	1	1	1
Make-up		1									1	1	1	1					1	1	1	1	1
Skip Feed																							
Auto Paper Select								2						2		2			2				
Adjusting the Position of Printed Images																							
Online	1	1		2	1	1	1	1	1	1	1	1	1	1	1	1	1			1	1	1	1
Storing File			1					*1			1					1			1	1	1	1	1
Printing Stored Files	1	1				1	1	1	1	1	1	1	1	1	1				1	1	1	1	1
Printing Stored Files Using a Web Browser	1	1				1	1	1	1	1	1	1	1	1	1	1			1	1	1	1	1
Centring											1	1	1	1					1	1	1	1	1
Margin Adjustment											1		1	1					1	1	1	1	1
Changing the Printing Speed																							
Security																							
1 Sided → 2 Sided												2				1			1	1	1	1	1
2 Sided → 2 Sided												2				1			1	1	1	1	1
2 Sided → 1 Sided																			1	1	1	1	1
1 Sided → Combine 2 Side (4/8 images ⇒ 1 sheet)											1	2	1	1		1			1	1	1	1	1
2 Sided → Combine 2 Side (2/4 images ⇒ 1 sheet)											1	2	1	1		1			1	1	1	1	1
Booklet											1	2	1	1		1			1	1	1	1	1
Magazine											1	2	1	1		1			1	1	1	1	1
Booklet (Hand-feed)											1	2	1	1		1			1	1	1	1	1
Magazine (Hand-feed)											1	2	1	1		1			1	1	1	1	1
Book → 2 Sided												2	1	1		1			1	1	1	1	1
Image Rotation							×	×	×	×	×		×	×					×	×	×	×	×

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1.Function selected first \ 2.Function selected after	Preset Stamp	Make-up	Skip Feed	Auto Paper Select	Adjusting the Position of Printed Images	Online	Storing File	Printing Stored Files	Printing Stored Files Using a Web Browser	Centring	Margin Adjustment	Changing the Printing Speed	Security	1 Sided → 2 Sided	2 Sided → 2 Sided	2 Sided → 1 Sided	1 Sided → Combine 2 Side (4/8 images ⇒ 1 sheet)	2 Sided → Combine 2 Side (2/4 images ⇒ 1 sheet)	Booklet	Magazine	Booklet (Hand-feed)	Magazine (Hand-feed)	Book → 2 Sided
Master Making Density						2		2	2														
Selecting Original Type		2				2		2	2														
Economy Mode							2																
Auto Cycle																							
Cycle Setting						2																	
Preset Reduce / Enlarge						2		2	2														
Zoom						2		2	2														
Auto Reduce / Enlarge				2	*2	2		2	2														
Directional Magnification (%)						2		2	2														
Directional Magnification (size)						2		2	2														
Create Margin	1	1				2	1	2	2	1	1						1	1	1	1	1	1	1
Combine (2/4 images ⇒ 1 sheet)	1	1				2		2	2	1				2	2		2	2	2	2	2	2	2
Image Repeat (2/4/8/16 images ⇒ 1 sheet)	1	1				2		2	2	1	1						1	1	1	1	1	1	1
Custom Repeat	1	1		1		2		2	2	1	1						1	1	1	1	1	1	1
Erase Original Border						2		2	2														
Erase Paper Border				1		2	2		2					1	1		1	1	1	1	1	1	1
Class Settings						2																	
Separate																							
Image Overlay (Select online data)	1	1		1			1	1	2	1	1			1	1	1	1	1	1	1	1	1	1
Image Overlay (Select scanner)	1	1				2	1	1	2	1	1			1	1	1	1	1	1	1	1	1	1
Image Overlay (Select stored file)	1	1				2	1	1	2	1	1			1	1	1	1	1	1	1	1	1	1
Format Overlay (Scan + Scan)	1	1				2	1	1	2	1	1			1	1	1	1	1	1	1	1	1	1
Format Overlay (Store + Store)	1	1				2	1	1	2	1	1			1	1	1	1	1	1	1	1	1	1
Preset Stamp		1				2	1	1	2	1				1	1		1	1	1	1	1	1	1
Make-up	1					2	1	1	2	1	1			1	1	1	1	1	1	1	1	1	1
Skip Feed																							
Auto Paper Select						2																	
Adjusting the Position of Printed Images																							
Online	1	1		1			1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1
Storing File	1	1				2		1	1	1	1		1	1	1		1	1	1	1	1	1	1
Printing Stored Files	1	1				1	1		1	1			1		1	1	1	1	1	1	1	1	1
Printing Stored Files Using a Web Browser	1	1				1	1	1		1			1		1	1	1	1	1	1	1	1	1
Centring	1	1				2	1	1	2		1												
Margin Adjustment		1				2	1			1							1	1	1	1	1	1	
Changing the Printing Speed																							
Security						2	2	2	2														
1 Sided → 2 Sided	1	1				2	1							2	2	2	2	2	2	2	2	2	2
2 Sided → 2 Sided	1	1				2	1	1	1					2	2	2	2	2	2	2	2	2	2
2 Sided → 1 Sided		1				2		2	2					2	2	2	2	2	2	2	2	2	2
1 Sided → Combine 2 Side (4/8 images ⇒ 1 sheet)	1	1				2	1	1	1	1				2	2	2	2	2	2	2	2	2	2
2 Sided → Combine 2 Side (2/4 images ⇒ 1 sheet)	1	1				2	1	1	1	1				2	2	2	2	2	2	2	2	2	2
Booklet	1	1				2	1	1	1	1				2	2	2	2	2	2	2	2	2	2
Magazine	1	1				2	1	1	1	1				2	2	2	2	2	2	2	2	2	2
Booklet (Hand-feed)	1	1				2	1	1	1	1				2	2	2	2	2	2	2	2	2	2
Magazine (Hand-feed)	1	1				2	1	1	1	1				2	2	2	2	2	2	2	2	2	2
Book → 2 Sided	1	1				2	1	1	1					2	2	2	2	2	2	2	2	2	2
Image Rotation	×	×				2	×	×	×	×	×												

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*1: When "combine" is not selected, "Storing File" and "Auto Reduce / Enlarge" cannot be used together. The first function selected takes priority.

*2: When "combine" is not selected, "Storing File" and "Auto Reduce / Enlarge" cannot be used together. The second function selected takes priority.

Limitation

❒ When duplex printing, the machine cannot perform skip feed. If skip feed has been set, cancel skip feed by pressing the【Start】key to begin duplex printing.

If Your Machine Does Not Operate as You Want

The following chart gives explanations of common problems and messages. If other messages appear, follow the instructions displayed. If a malfunction or a misfeed occurs, the following messages will appear on the display.

Note

❒ For "Troubleshooting" about printing from a computer, refer to the other manuals for this machine.

❖ When a Message is Displayed

Message	Causes	Solutions
Check the paper size and paper direction.	The paper is not placed in the same direction as the original.	Place the original in the same direction as the paper.
		If you press the【Start】key, the selected paper will be used for printing.
#### and paper size mismatch.	The paper you loaded does not match with the reproduction ratio you selected.	Set a paper size that matches the reproduction ratio you have selected and your original.
	The reproduction ratio selected by Auto Magnification mode is too big or too small.	**Note** ❒ You can make prints if you press the【Start】key.
Set original.	You have not changed the original on the exposure glass before pressing the【Start】key.	Place the next original on the exposure glass or in the ARDF.
	Original is not placed.	Place your originals.
Maximum quantity: ####	The number of prints exceeds the maximum print quantity.	Change the maximum print quantity. See p.194 "Maximum Print Quantity".
Minimum quantity: ####	The number of prints does not exceed the minimum print quantity.	Change the minimum print quantity. See p.194 "Minimum Print Quantity".
Drum Unit is not set correctly.	—	Slide in the drum until it clicks. Make sure that the drum is completely set in position.

Message	Causes	Solutions
Communication error has occurred. Turn the main power switch off then on.	—	Turn the operation switch off and on. If the message appears again, contact your service representative.
Print image is larger than the selected paper size. Change paper size.	The master image previously printed is larger than the paper. The image exceeds the paper size.	Make prints after pressing **[Exit]** and selecting the paper size again.
Duplex Unit is not set correctly.	The duplex unit is not set correctly.	Set the duplex unit correctly.
2 sided print is not available with this paper size.	Two-sided printing cannot be performed on the selected paper size.	Specify one of the following Duplex mode-compatible sizes: A4 ▯, $8^1/_2$" × 11" ▯ and B5 JIS ▯.
2 sided print and Thick Paper settings cannot be set simultaneously.	Thick paper was used for two-sided printing.	Change to a thinner, and then start the print job again.
Master size and paper size mismatch. Set A4 ▯ size paper.	Two-sided printing was selected, but the selected paper size is smaller than A4 portrait.	Set A4 ▯ size paper, and then start the print job again.

When a service call message is shown on the display panel

Press **[Exit]**. Then turn the main switch off and back on again. If a service code appears again, contact your service representative.

Note

❒ If a service code appears on the display panel after you turn the main switch off and on a few times, do not continue turning it on and off. Leave the machine off.

❒ When you make masters continuously using originals with solid images, "SC203" tends to appear on the display panel. In this case, turn off the main switch and wait for a while. Then turn on the main switch.

If you Cannot Make Clear Prints

Faint Prints

If the machine is not used for a long period of time or you change the colour drum unit, the ink on the drum might dry causing print quality to deteriorate. To solve this problem, use Quality Start mode. See p.121 “Quality Start”.

If the print density is still too light even if you use Quality Start mode, remake the master.

Black Lines/Stained Prints

Check the exposure glass cover and clean it if dirty. See p.204 “Cleaning the exposure glass cover”.

Check the exposure glass and clean it if dirty. See p.204 “Cleaning the Exposure Glass”.

Check the sheet of the optional ARDF and clean it if dirty. See p.205 “Cleaning the Auto Document Feeder”.

Note

❒ If black lines or stains still appear on prints even following the cleaning procedures above, please contact your service representative.

Dirty Background

If the background of prints is dirty, the drum unit might be dirty.

⚠ ***CAUTION:***

- *If ink comes into contact with your eyes, rinse immediately in running water. For other symptoms, consult a doctor.*

⚠ ***CAUTION:***

- *Keep the ink or ink container out of reach of children.*

⚠ ***CAUTION:***

- *If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.*

⚠ ***CAUTION:***

- *If your skin comes into contact with ink, wash the affected area thoroughly with soap and water.*

Note

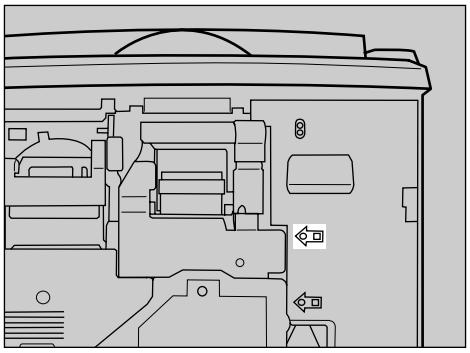
❒ To avoid getting dirty background prints when printing onto paper smaller than the original image, select a suitable reduction ratio or use larger print paper.

❒ When printing onto paper that does not absorb ink well, like postcards, the background of prints might be dirty. In this case, lower the printing speed or use Skip Feed mode to dry the ink on the prints.

❒ The drum unit is locked if the security mode is active. See p.123 “Security”.

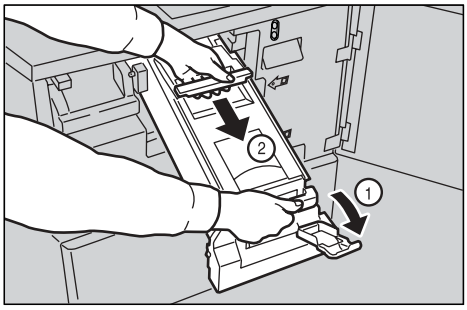
1 **Open the front cover.**

2 **Push the drum unlocking switch to unlock the unit.**



AUY062S

3 **Pull out the drum unit.**

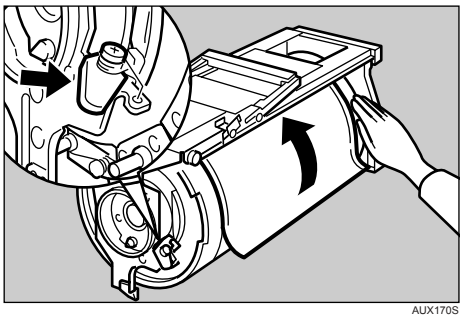


AUY054S

Note

❒ For taking out the drum unit, see p.134 “Changing the Colour Drum Unit”.

4 **While pressing the drum lock, turn the drum until you can see the trailing edge of the master.**



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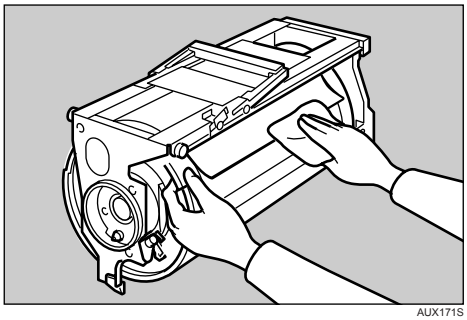
5 **With a dry soft cloth, remove any ink that has accumulated on the trailing edge of the drum unit.**

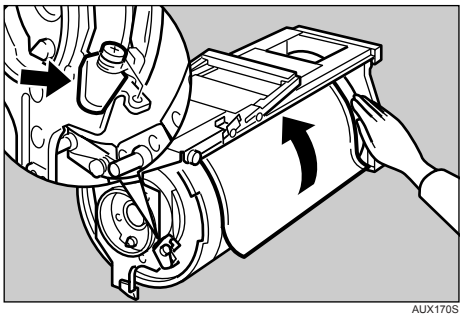


AUX171S

Important

❒ Do not use benzine, thinner, or other organic liquids—doing so can damage the machine.

6 **Turn the drum unit and lock it after cleaning.**



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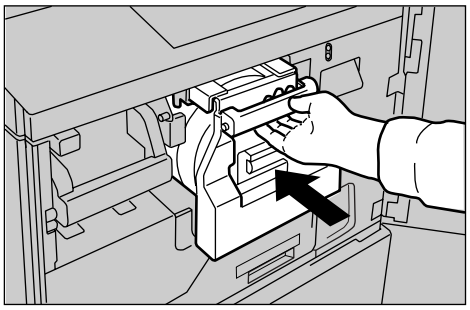
7 **Insert the drum unit until it locks into position, and then lower the drum unit lock lever.**



AUY053S

8 **Close the front cover.**

Dotted Prints

If prints come out covered with dots (on both front and back), the drum unit might be dirty.

Cleaning the press roller

When the printed paper is dirty and misfeeds occur frequently, perform automatic press roller cleaning.

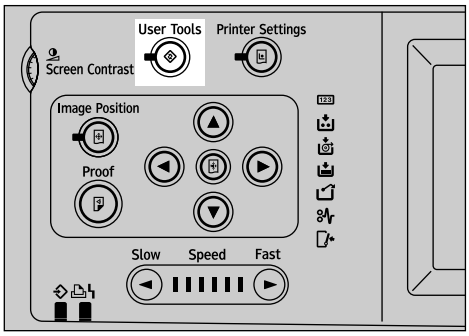
When using paper with a lot of paper dust that dirties prints, clean the press roller by hand with a soft damp cloth or soft cloth and a little alcohol.

Automatic cleaning

Note

❒ The machine uses one piece of clean master during Automatic Cleaning.

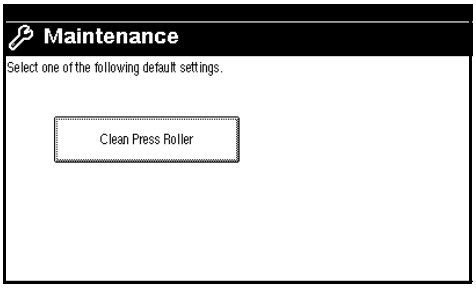
1 **Press the 【User Tools】 key.**



AUX202S

2 **Press [Maintenance].**

3 **Press [Clean Press Roller].**



Confirmation message will be displayed.

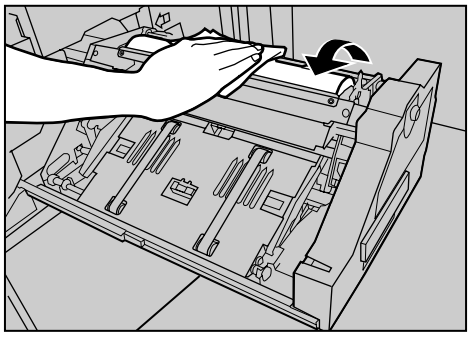
4 **Press [Yes].**

Cleaning of press roller starts.

5 **Press [Exit].**

Cleaning by hand

1 **Clean the press roller with a soft damp cloth or soft cloth and a little alcohol.**



AUY086S

Note

❒ Turn the press roller by hand as you wipe to clean the entire surface.

If You Cannot Make Prints as You Want

Problem	Causes	Solutions
Misfeeds occur frequently.	Improper paper type is selected.	Select proper paper type. See p.52 “Printing onto Various Kinds of Paper”.
When you try to set several functions at a time, you cannot set some functions.	Some functions cannot be used together.	See p.138 “Combination Chart”.
Parts of the image are not printed in Erase border mode.	Erase margin is too wide.	Set a narrower erase margin with User Tools. See p.100 “Erase Border”.
	Edge margins of original are too narrow.	
Prints are blank or parts of the image are not printed.	The paper feed side plates are not set correctly.	Make sure that the paper feed side plates touch the paper lightly and the proper paper size is displayed in the display.
2nd printing with another drum is unsatisfactory.	The 1st print image is still wet.	Wait until the 1st image becomes dry.
An uneven solid image appears.	Large solid image wrinkles the master.	Increase the print speed or select photo mode.
“Double feed detected at output. Check the output.” is displayed frequently.	The reverse or the face of printed paper is printed again.	Set to “OFF” in “Double Feed Warning” with User Tools.

Combine

Problem	Causes	Solutions
Prints are blank or parts of the image are not printed.	Original size and orientation are not correct.	You cannot use originals of different sizes and orientation in Combine function. Use originals of same size and orientation.
Print image is not correct.	Original set order is not correct.	Place originals face up in the optional ARDF. The first original should be on top.
		Place original face down on the exposure glass. The first original should be set first.

Storing Files

Problem	Solution
"Exceeded max. number of pages per file. Do you want to store the scanned pages as 1 file?" appears.	The number of scanned pages exceeds the capacity per file of the machine. To store scanned pages as a file, press **[Yes]**. Scanned data is stored as a file in the machine. If you don't want to store scanned pages, press **[No]**. Scanning data will be cleared.
You forgot your password.	You can access password-protected files temporarily. Press **[Unlock]** in Temporarily Unlock Stored File in User Tools. See p.189 "Temporarily Unlock Stored Files". . You can delete all stored files at once with User Tools. See p.189 "Delete All Files". Make sure no important files are stored in the machine before deleting all stored files.
You cannot find out what is stored in a file.	Check the date or time column on the display in the machine.
	Check the contents of the document by printing the first page. Press the desired file on the display in the machine, and press **[Print 1st Page]** followed by the **【Start】** key.
Memory becomes full frequently.	Press **[Delete File]** to delete selected files, thereby increasing available memory.

Duplex

Problem	Causes	Solutions
When using duplex mode, print is made Top/Bottom even though Left/Right is selected.	You placed the originals in the wrong orientation.	Place the originals in the correct orientation. See p.71 "Original orientation and completed prints" .
Prints are not in correct order.	You placed the originals in the incorrect order.	When placing a stack of originals in the ARDF, the last page should be on the bottom.
		If you place an original on the exposure glass, start with the first page to be printed.

Loading Paper

Loading Paper into the Paper Feed Tray

Important

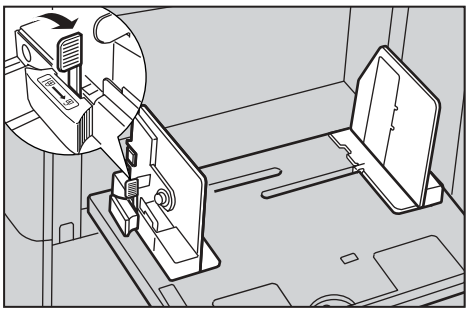
❒ Load paper when the paper feed tray is completely empty. If you add paper when some paper is left in the tray, it may cause multiple feeds or misfeeds.

Reference

For available paper sizes, see p.30 “Recommended Paper Size and Type”.

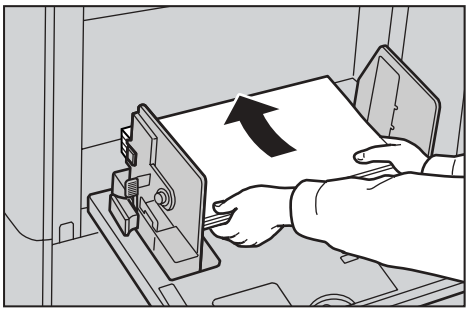
For loading paper into the LCIT, see p.151 “Loading Paper into LCIT”.

1 Raise the lock lever for the paper feed side plates to release the lock.



AUY043S

2 Load the paper in the paper feed tray.

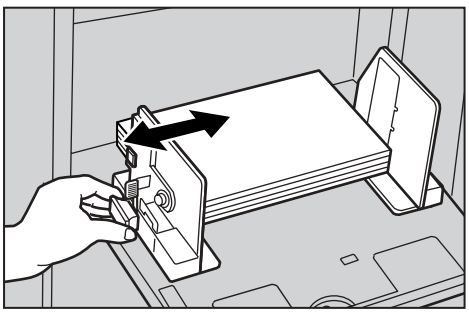


AUY030S

Note

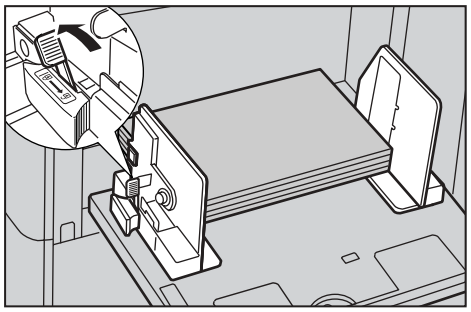
❒ Correct any paper curl before loading the paper.

3 Adjust the paper feed side plates to match the paper size.



AUY046S

4 **Push the lock lever for the paper feed side plates down to lock the side plates into position.**



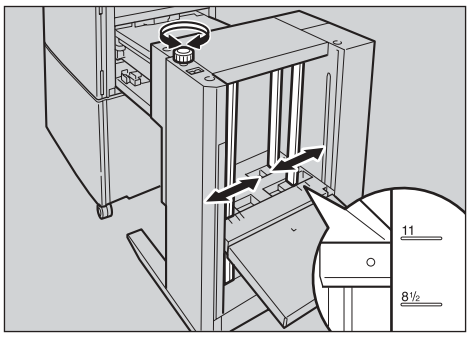
AUY041S

Note

❒ Make sure that the paper size and orientation shown on the display panel match the size and orientation of paper loaded in the paper feed tray.

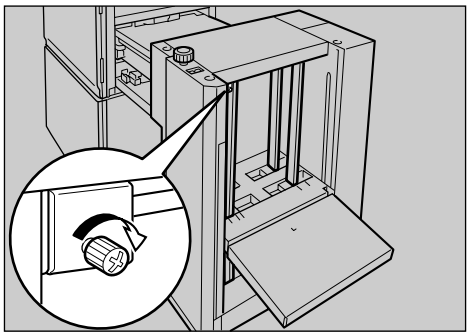
Loading Paper into LCIT

1 **Turn the side guide adjustment knob to adjust the side guides to the paper size.**



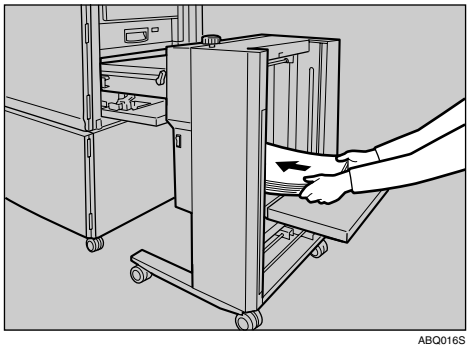
ABQ041S

2 **Tighten the screw to lock the side guides.**



AJK166S

3 **Load paper.**



ABQ016S

Note

❒ The leading edge of the paper must touch the inside of the LCIT.

Adding Ink

When lights, it is time to supply ink.

⚠ ***CAUTION:***

- *Keep the ink or ink container out of reach of children.*

⚠ ***CAUTION:***

- *Be careful not to get ink on your clothes when replacing an ink container. Ink stains on clothes are hard to remove.*

⚠ ***CAUTION:***

- *When disposing of a used ink container, reattach the cap to prevent ink from splattering.*

⚠ ***CAUTION:***

- *If your skin comes into contact with ink, wash the affected area thoroughly with soap and water.*

⚠ ***CAUTION:***

- *If ink comes into contact with your eyes, rinse immediately in running water. For other symptoms, consult a doctor.*

⚠ ***CAUTION:***

- *If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.*

Important

❒ Faults may occur if you use ink other than the recommended type.

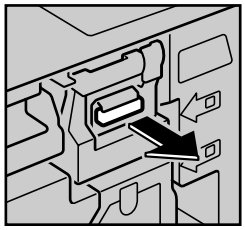
❒ Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.

Note

❒ Be sure to supply ink of the same colour as the current drum.

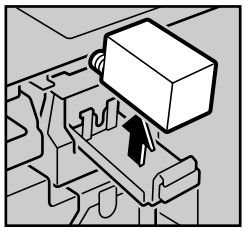
❒ Store ink in a cool, dry place. Do not store ink where it will be exposed to heat or direct sunlight.

❒ Store ink on a flat surface.



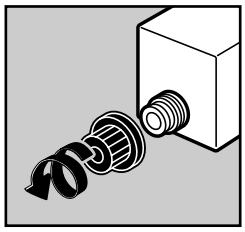
AUX122S

- 1: Open the front cover.
  2: Pull out the ink holder.



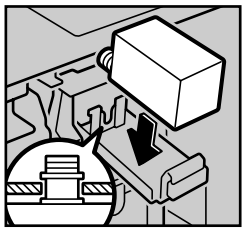
AUX123S

- 3: Remove the used ink cartridge.



AUX124S

- 4: Remove the cap of the new ink cartridge.

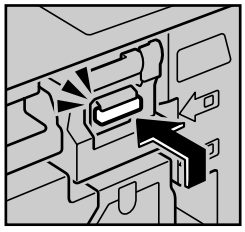


AUX125S

- 5: Insert the new cartridge into the ink holder.

Note

❒ Always supply ink of the same colour.



AUX126S

- 6: Return the ink holder to its original position until it clicks.
  7: Close the front cover.

The machine will start idling to supply ink to the drum.

Replacing the Master Roll

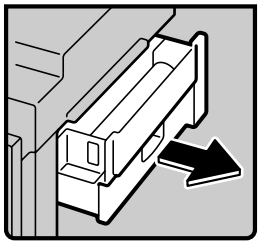
When lights, it is time to replace the master roll. It also lights when the master roll is not set properly.

Important

❒ Faults may occur if you use the master roll other than the recommended type.

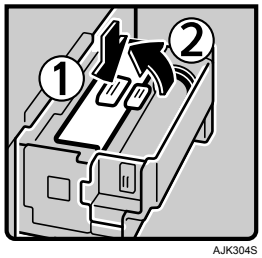
Note

❒ When the **Master End** indicator is lit, it is necessary to replace the master roll even if some master remains on the old roll.



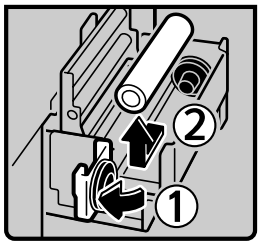
ACY040S

- 1: Pull out the master tray until it stops.



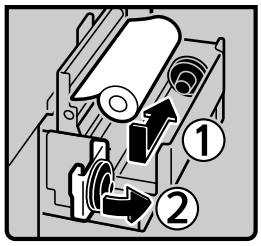
AJK304S

- 2: Push the button.
- 3: Open the master guide.



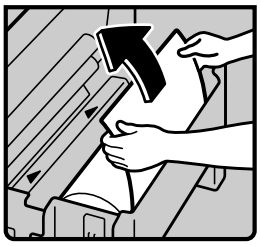
ACY042S

- 4: Open the master tray cover.
- 5: Remove the used master roll.

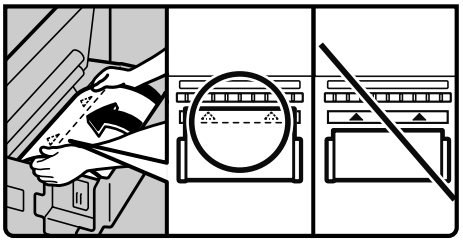


ACY043S

- 6: The new master roll must be positioned as shown in the illustration.
- 7: Close the master tray cover.

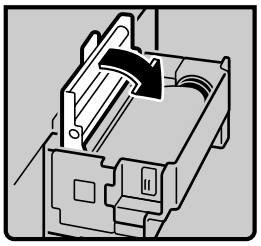

ACY044S

- 8: Insert the master roll.

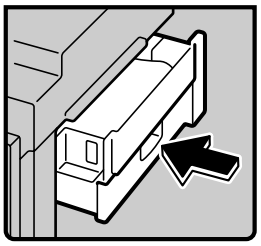

ACY045S

Note

❒ Make sure the leading edge reaches the interior of the master holder.


ACY046S

- 9: Close the master guide.


ACY047S

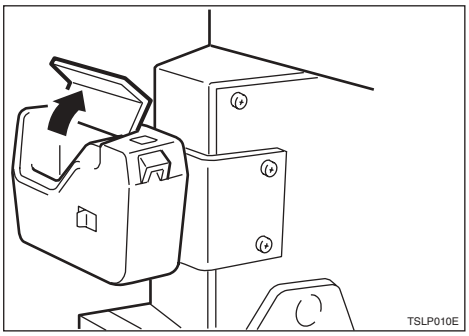
- 10: Push in the master tray until it stops.

Placing a New Roll of Tape in the Optional Tape Dispenser

Note

❒ Make sure that the main switch is turned on and the power switch of the tape dispenser is off.

1 **Open the cover of the tape dispenser.**

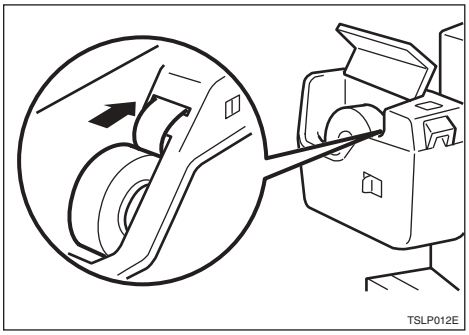


2 **Set the roll in the dispenser.**

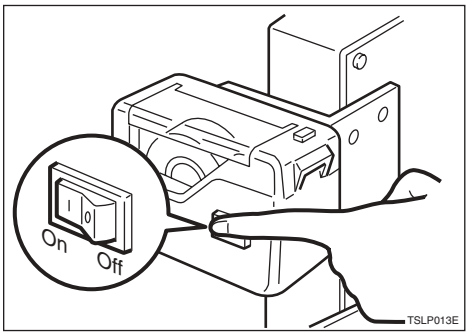
Note

❒ Make sure that the tape is in the correct direction. If not, the tape dispenser will not work properly.

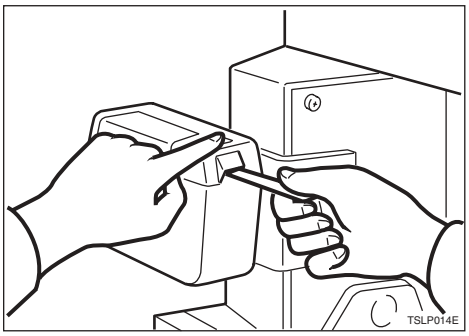
3 **Insert the tape into the slot as far as it can go. Close the cover of the tape dispenser.**



4 **Turn on the power of the tape dispenser.**



5 **Press the manual cut button to trim off the leading edge of the tape.**



Clearing Misfeeds

⚠ ***CAUTION:***

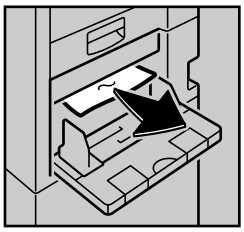
- *Be careful not to cut yourself on any sharp edges when you reach inside the machine to remove misfed sheets of paper or masters.*

Note

- ❒ After clearing misfeeds, make sure that all the doors, covers, and units are closed and the indicator is off.
- ❒ To prevent misfeeds, do not leave any torn scraps of paper, originals, or masters in the machine.
- ❒ When clearing misfeeds, do not turn off the main switch. If you do, your print settings will be cleared.
- ❒ The master eject unit or the drum unit may be locked if the security mode is active. Enter the security code or ask your administrator if necessary.
- ❒ If misfeeds occur repeatedly, contact your service representative.

"+ A" Paper Misfeeds in the Paper Feed Section

1 **Remove the misfed paper.**

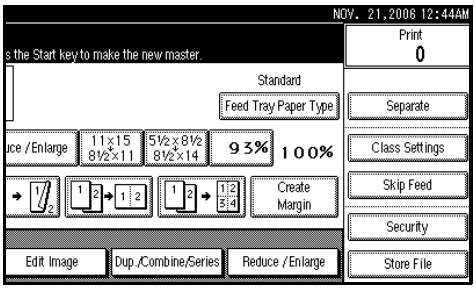


AUX140S

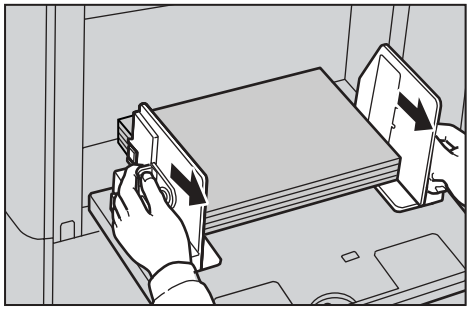
To prevent paper misfeeds:

Check the following before restarting the printing run.

- Did you select an appropriate paper type with **[Feed Tray Paper Type]**?



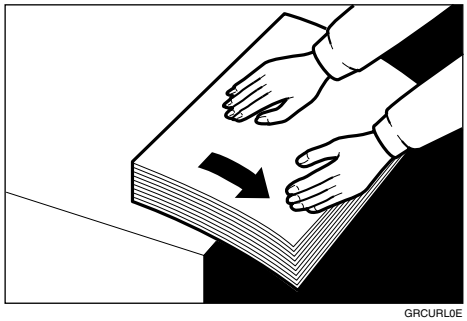
- Are the side pads in the correct positions?



AUY031S

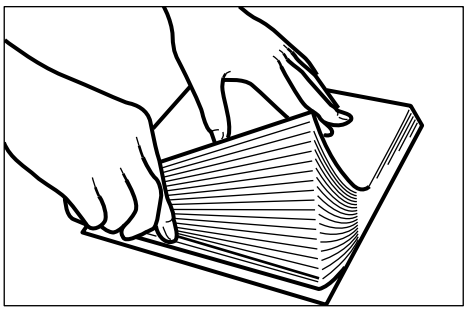
To print on thin paper (47.1 g/m^2, 12.5 lb), slide the levers behind the paper feed side plates in the direction of the arrow (see illustration).

- When paper is curled, correct as shown.



GRCURL0E

- When paper edges stick together or paper is not fed in, fan the paper as shown.



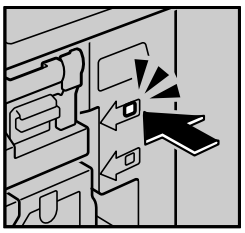
TPEY080J

- When printing onto postcards or thick paper, lower the printing speed to setting 1 or 2. See p.60 "Changing the Printing Speed".
- When a multiple feed occurs or the paper comes out skewed, make sure that the paper feed side plates are properly adjusted. When you load paper in the paper feed tray, make sure that the paper edge touches the back fence and paper is placed on the proper paper size scale. Only use paper where the leading edge has two right angle corners.

"+ A + B" Paper Misfeeds in the Paper Feed Section

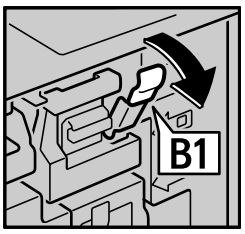
1 **Open the front cover.**

2 **Push the drum unlocking switch to unlock the unit.**



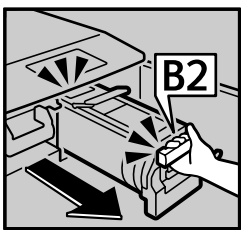
AUX115S

3 **Lower drum unit lock lever (B1).**

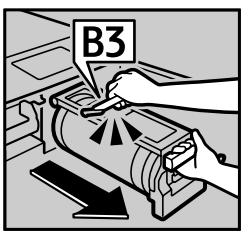


AUX116S

4 **Take out the drum.**



AUX117S



AUX118S

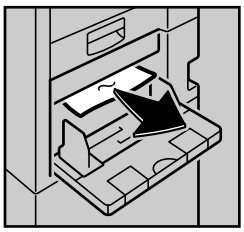
Note

❒ For taking out the drum unit, see p.134 "Changing the Colour Drum Unit".

5 **Gently pull out the misfed paper from the inside.**

AUX131S

6 **If you cannot remove the misfed paper, remove it from the paper feed tray.**



AUX140S

7 **Set the drum unit and close the front cover.**

Note

❒ For setting the drum unit, see p.134 “Changing the Colour Drum Unit”.

To prevent paper misfeeds:

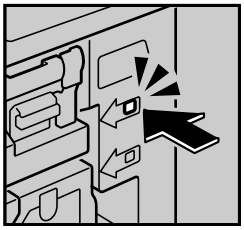
See p.157 ““ + A” Paper Misfeeds in the Paper Feed Section”.

“ + B” Paper or Master Wrapped Around the Drum

When the master is wrapped around the drum

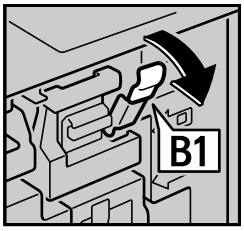
1 **Open the front cover.**

2 **Push the drum unlocking switch to unlock the unit.**



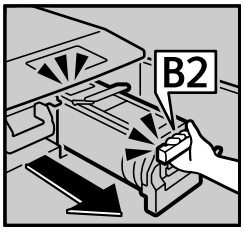
AUX115S

3 **Lower drum unit lock lever (B1).**

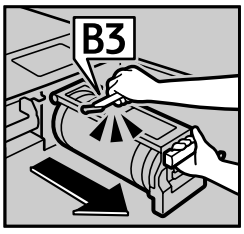


AUX116S

4 **Take out the drum.**



AUX117S

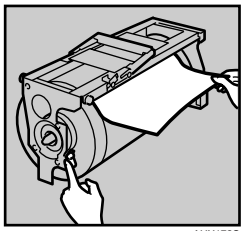


AUX118S

Note

❒ For taking out the drum unit, see p.134 "Changing the Colour Drum Unit".

5 **While pressing the drum lock, grasp the edge of the master (the white area) and peel it off.**



AUX172S

6 **Return the drum lock to its original position.**

7 **Set the drum unit and close the front cover.**

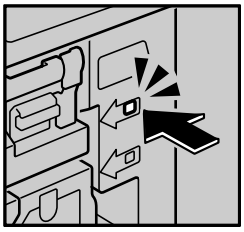
Note

❒ For setting the drum unit, see p.134 "Changing the Colour Drum Unit".

When paper is wrapped around the drum

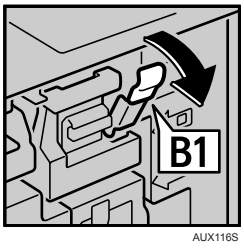
1 **Open the front cover.**

2 **Push the drum unlocking switch to unlock the unit.**



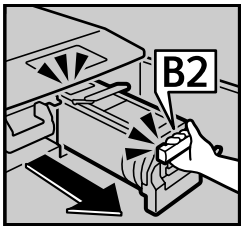
AUX115S

3 **Lower drum unit lock lever (B1).**

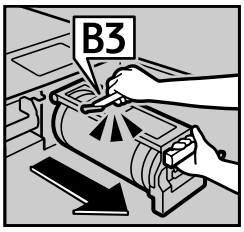


AUX116S

4 **Take out the drum.**



AUX117S

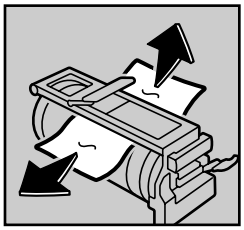


AUX118S

Note

❒ For taking out the drum unit, see p.134 "Changing the Colour Drum Unit".

5 **Remove the misfed paper from the drum.**



AUX130S

6 **Set the drum unit and close the front cover.**

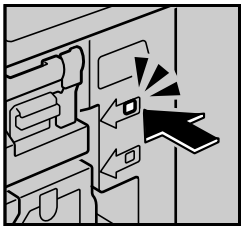
Note

❒ For setting the drum unit, see p.134 “Changing the Colour Drum Unit”.

When master is misfed inside the machine

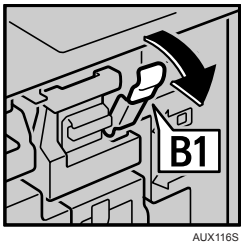
1 **Open the front cover.**

2 **Push the drum unlocking switch to unlock the unit.**



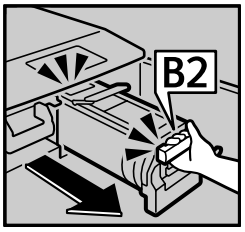
AUX115S

3 **Lower drum unit lock lever (B1).**

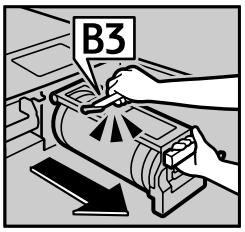


AUX116S

4 **Take out the drum.**



AUX117S

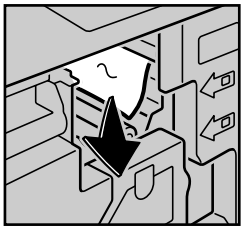


AUX118S

Note

❒ For taking out the drum unit, see p.134 “Changing the Colour Drum Unit”.

5 **Remove the misfed master from inside as shown below.**



AUX132S

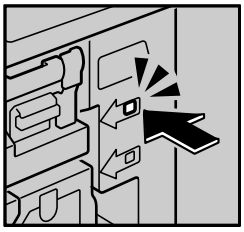
6 **Set the drum unit and close the front cover.**

Note

❒ For setting the drum unit, see p.134 “Changing the Colour Drum Unit”.

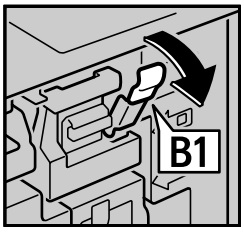
When paper is misfed inside the machine

1. **Open the front cover.**
2. **Push the drum unlocking switch to unlock the unit.**



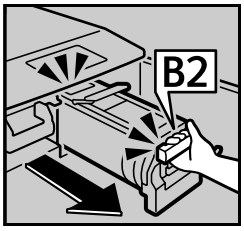
AUX115S

3. **Lower drum unit lock lever (B1).**

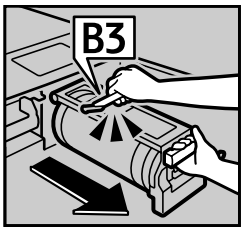


AUX116S

4. **Take out the drum.**



AUX117S



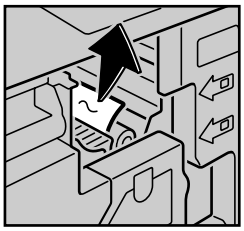
AUX118S

Note

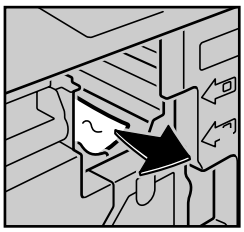
❒ For taking out the drum unit, see p.134 “Changing the Colour Drum Unit”.

5. **Remove the any misfed paper from the inside as shown in the illustrations.**

AUX131S



AUX133S



AUX135S

6. **Set the drum unit and close the front cover.**

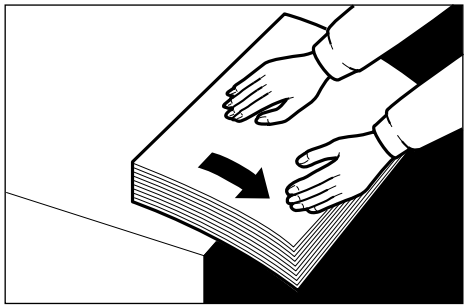
Note

❒ For setting the drum unit, see p.134 “Changing the Colour Drum Unit”.

To prevent paper misfeeds:

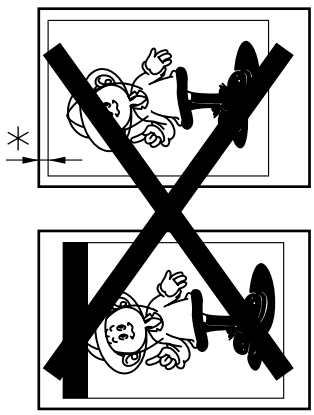
If the paper is curled or the original's leading edge margin is too narrow, the following action is necessary.

- When you use curled paper, correct as shown.



GRCURL0E

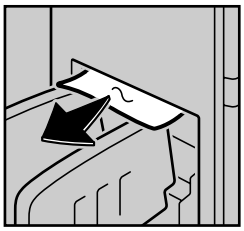
- When the leading edge margin of the original is less than 6 mm, 0.24" or there is a solid image on the leading edge, insert the original with the widest margin first or make a leading edge margin by making a print.



*: Less than 6 mm, 0.24"

"+ C" Paper Misfeeds in the Paper Exit Section

1 **Slowly, but firmly pull out the misfed paper.**



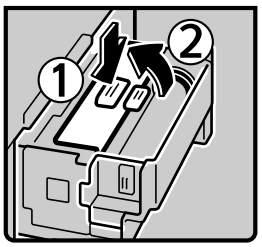
AUX139S

To prevent paper misfeeds:

When thin paper misfeeds in the paper exit section, reduce the printing speed with the [◄][►] of speed setting keys. See p.60 "Changing the Printing Speed". If you cannot reduce the printing speed, close the trailing edge guides or move the end plate toward the paper delivery tray edge.

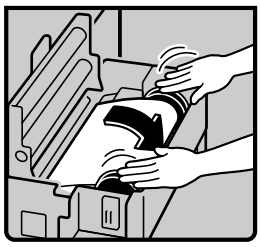
"⚠ + D" Master Misfeeds in the Master Feed Section

1. Pull out the master tray until it stops.
2. Push the button and open the master guide.

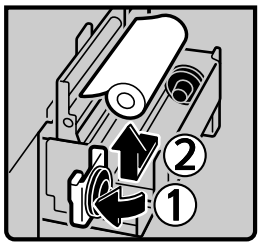


AJK304S

3. Rotate the spool backward to remove the remaining masters.

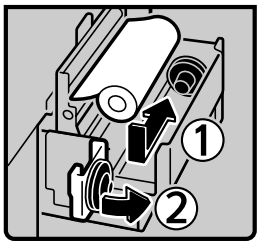

ACY071S

4. Open the master tray cover (1), and then remove the master roll (2).



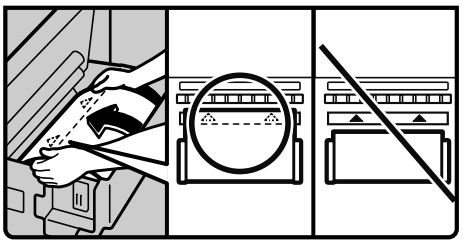
ACY072S

5. Reset the master roll (1), and then close the master tray cover (2).

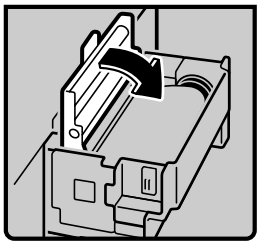


ACY043S

6. Position the master roll so that the edge reaches the interior of the master holder.


ACY045S

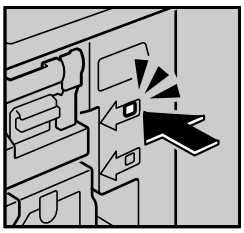
7. Close the master guide.


ACY046S

8. Push in the master tray until it stops.

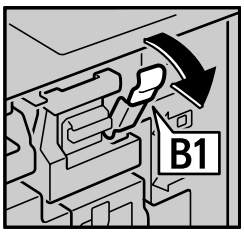
"+ B + D" Master Misfeeds in the Master Feed Section

1. **Open the front cover.**
2. **Push the drum unlocking switch to unlock the unit.**



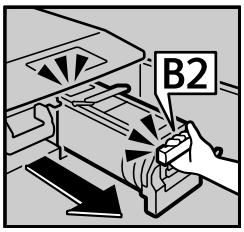
AUX115S

3. **Lower drum unit lock lever (B1).**

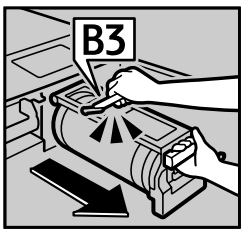


AUX116S

4. **Take out the drum.**



AUX117S

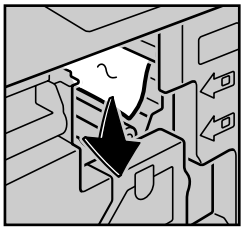


AUX118S

Note

❒ For taking out the drum unit, see p.134 "Changing the Colour Drum Unit".

5. **Pull out the misfed master from inside.**



AUX132S

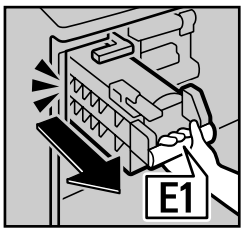
6. **Set the drum unit and close the front cover.**

Note

❒ For setting the drum unit, see p.134 "Changing the Colour Drum Unit".

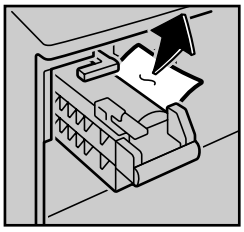
"+ E" Master Misfeeds in the Master Eject Section

1. **Open the front cover.**
2. **Grasp handle (E1) and pull out the master eject unit until it stops.**



AUX127S

3. **Check where the misfed master is. Remove the misfed master.**



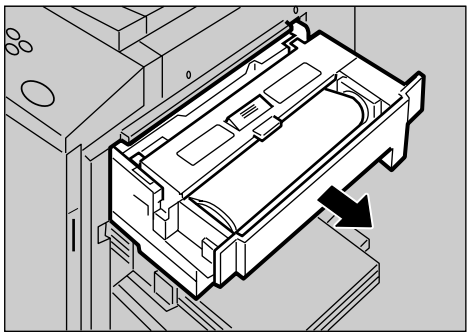
AUX138S

4. **Return the master eject unit to its original position and close the front cover.**

If master misfeeds occur frequently

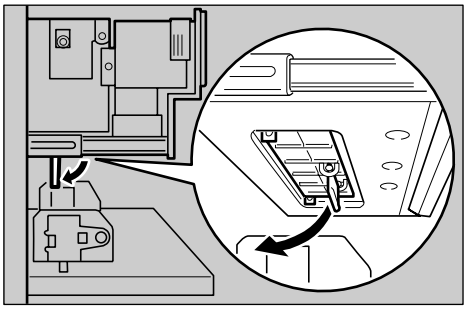
If the master misfeeds frequently, fragments of the master might be left in the bottom of the master tray. Remove the fragments.

1 **Slide out the master tray.**



ACY048S

2 **Open the cover at the bottom of the master tray while holding the lever and remove the fragments.**



ZFXH201E

3 **Close the cover and slide in the master tray.**

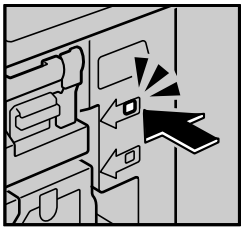
Note

❒ Make sure that you securely close the cover before sliding in the master tray.

"⚠ + B + E" Master Misfeeds in the Master Eject Section

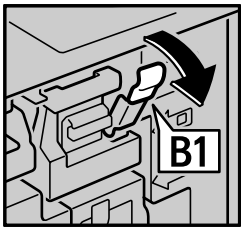
1 **Open the front cover.**

2 **Push the drum unlocking switch to unlock the unit.**



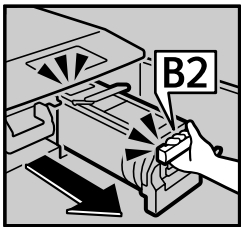
AUX115S

3 **Lower drum unit lock lever (B1).**

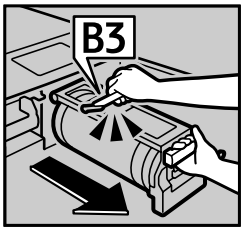


AUX116S

4 **Take out the drum.**



AUX117S

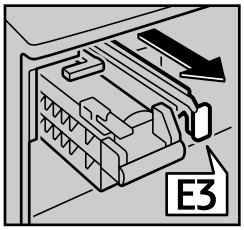


AUX118S

Note

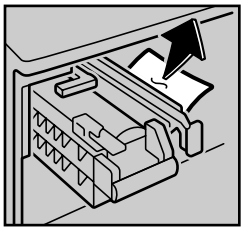
❒ For taking out the drum unit, see p.134 "Changing the Colour Drum Unit".

5 **Pull out lever (E3) and pull out the master eject unit until it stops.**



AUX136S

6 **Remove the misfed master.**


AUX137S

7 **Return lever (E3) and the master eject unit to their original positions.**

8 **Set the drum unit and close the front cover.**

Note

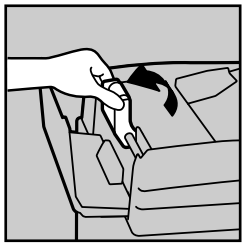
❒ For setting the drum unit, see p.134 “Changing the Colour Drum Unit”.

“ + P” Original Misfeeds Occur in the ARDF

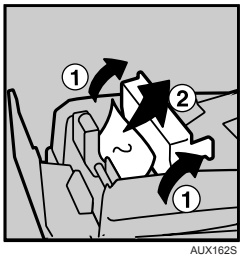
1 **Open the ARDF cover, and then remove the misfed original.**

AUX173S

2 **Lift the lever.**

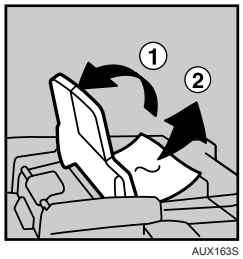

AUX161S

3 **Open the cover, and then remove the misfed original.**



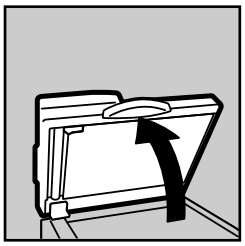
AUX162S

4 **If you cannot remove the misfed original, open the ARDF external cover, and then remove the misfed original.**

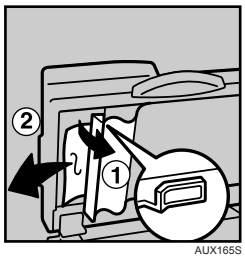


AUX163S

5 **Open the ARDF.**


AUX164S

6 **Pull the green lever in the upper left cover, and then remove the misfed original.**



AUX165S

To prevent originals misfeeding:

Placing some kinds of originals in the ARDF may cause paper misfeeds. Place them on the exposure glass instead.

Note

❒ Do not mix different sizes of originals in the optional ARDF.

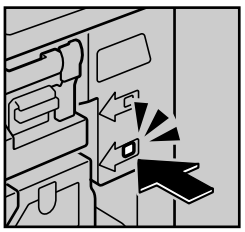
❒ Remove staples or paper clips from originals. Fan originals that have had staples or paper clips removed.

❒ Do not stack originals above the limit mark.

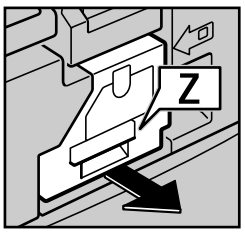
"⚡ + Z" Paper Misfeeds in the Duplex Unit

1 **Open the front cover.**

2 **Push the duplex unit unlocking switch to unlock the unit.**

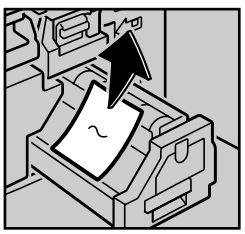

AUX141S

3 **Take out the duplex unit.**



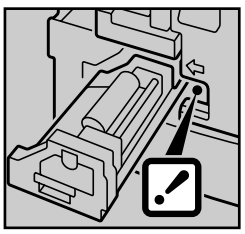
AUX142S

4 **Remove the misfed paper.**

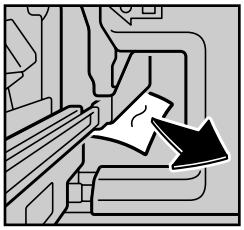

AUX143S

Note

❒ If you cannot find the misfed paper, check the back of duplex unit.


AUX149S

5 **Remove the paper that is dropped in the back of duplex unit.**

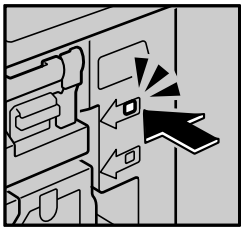


AUX150S

6 **Return the duplex unit to its original position, and then close the front cover.**

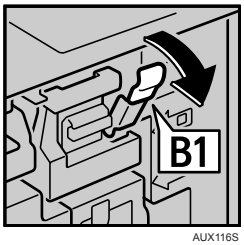
"+ B + Z" Paper Misfeeds in the Duplex Unit

1 **Push the drum unlocking switch to unlock the unit.**



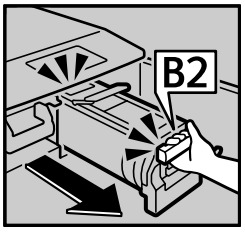
AUX115S

2 **Lower drum unit lock lever (B1).**

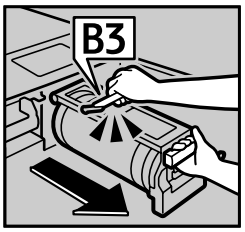


AUX116S

3 **Take out the drum.**



AUX117S



AUX118S

Note

❒ For taking out the drum unit, see p.134 "Changing the Colour Drum Unit".

4 **Remove the misfed paper.**

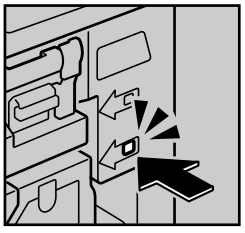
AUX133S

5 **Set the drum unit.**

Note

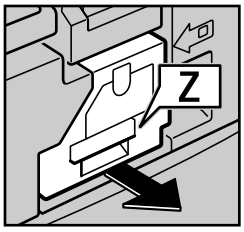
❒ For setting the drum unit, see p.134 "Changing the Colour Drum Unit".

6 **Push the duplex unit unlocking switch to unlock the unit.**



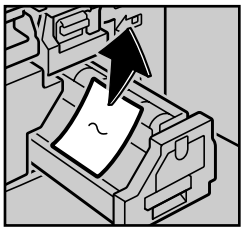
AUX141S

7 **Take out the duplex unit.**



AUX142S

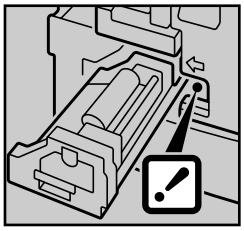
8 **Remove the misfed paper.**



AUX143S

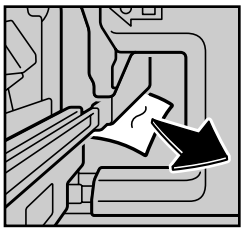
Note

❒ If you cannot find the misfed paper, check the back of duplex unit.



AUX149S

9 **Remove the paper that is dropped in the back of duplex unit.**

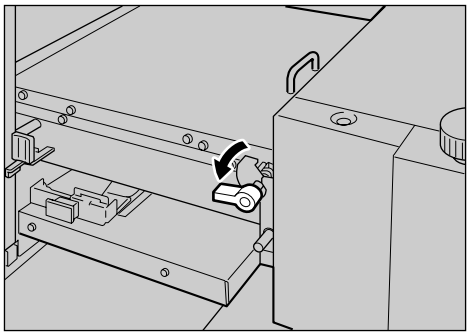


AUX150S

10 **Return the duplex unit to its original position, and then close the front cover.**

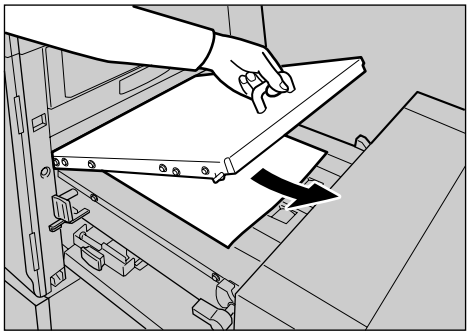
When Paper Misfeeds in the LCIT

1 **Turn the cover release lever to unlock the cover of the intermediate feeding section of the LCIT.**



ABQ029S

2 **Open the cover, and then remove the paper.**



ABQ031S

Important

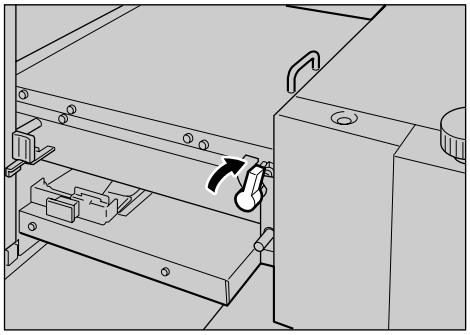
❒ When opening the cover, always hold the handle to prevent the cover from dropping and causing an injury.

Note

❒ If you open the cover, be sure to remove the paper even if it is not misfed.

❒ When small size paper is misfed and cannot be removed, detach the LCIT, and then remove the paper.

3 **Close the cover, and then move the cover release lever back to the original position.**



ABQ030S

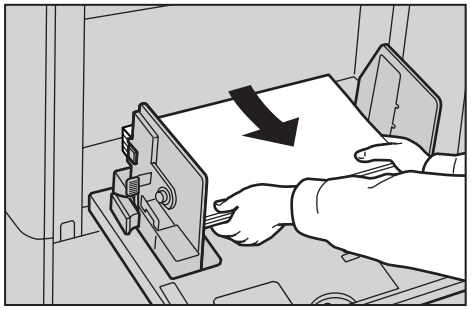
Note

❒ If a paper misfeed message appears on the machine, remove the paper misfed in the machine also.

Changing the Paper Size

Changing the Paper Size of the Paper Feed Tray

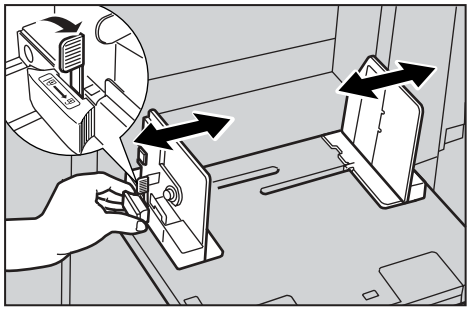
1 **Remove the paper from paper feed tray.**



AUY042S

The paper feed tray will lower.

2 **Make sure that the paper feed side plates knob lock lever is raised (lock is released), and then grasp the paper feed side plates knob and adjust the paper feed side plates to match the paper size.**

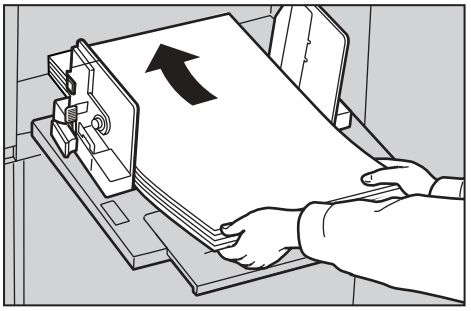


AUY029S

Important

❒ Always adjust the position with the lock lever for the paper feed side plates in the raised position (lock released).

3 **Place the paper on the paper feed tray.**

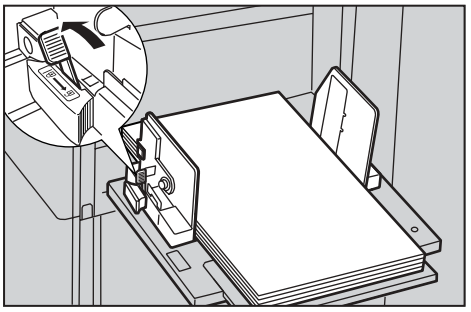


AUX114S

Note

❒ Correct the paper curl before loading the paper. If you cannot do so, stack the paper with the curl face down.

4 **Make sure that the paper feed side plates are touching both sides of the paper, and then push the lock lever for the side plates down to lock the side plates into position.**



AUX039S

Important

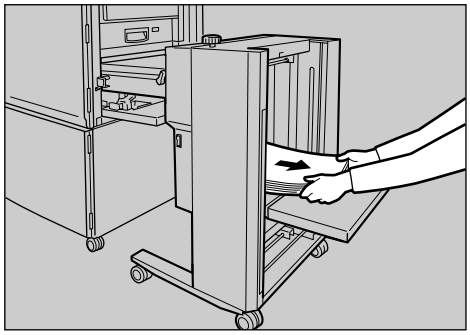
❒ Always make sure that you push the lock lever for the side plates down to lock the side plates into position.

Note

❒ Make sure that the paper size and orientation in the display panel correspond with the actual paper size and orientation set on the paper feed tray.

Changing the Paper Size of LCIT

1 **Take the paper stack out of the input tray.**



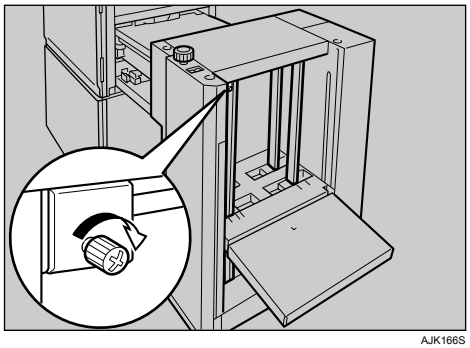
ABQ033S

2 **Remove the paper remaining in the intermediate feeding section.**

Reference

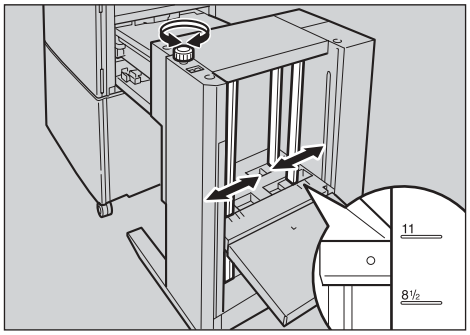
p.170 “When Paper Misfeeds in the LCIT”

3 **Loosen the screw to unlock the side guides.**



AJK166S

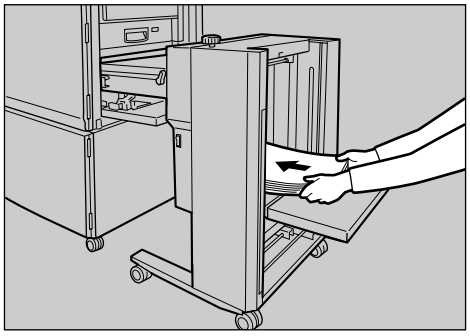
4 **Turn the side guide adjustment knob to adjust the side guides to the new paper size.**



ABQ041S

5 **Tighten the screw to lock the side guides.**

6 **Load paper.**



ABQ016S

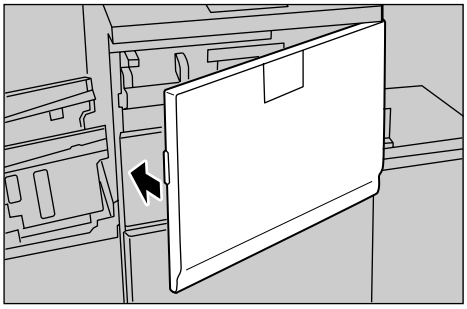
Note

❒ The leading edge of the paper must touch the inside of the LCIT.

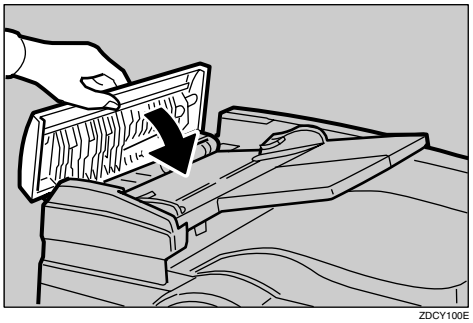
When the Open Cover/Unit Indicator Lights

A message is displayed explaining the place where the doors/covers are not properly closed.

❖ **front cover**
Close the front cover completely.

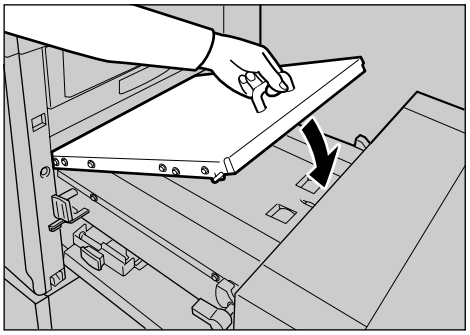

AJK112S

❖ **Optional ARDF cover**
Close the ARDF over until it locks in position.

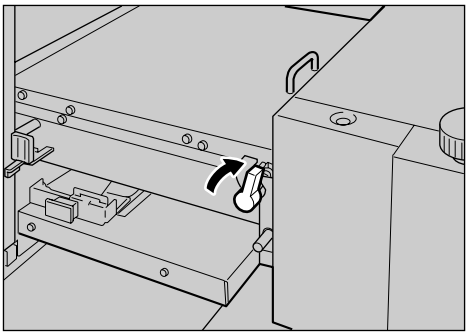

ZDCY100E

❖ **Optional LCIT Unit**

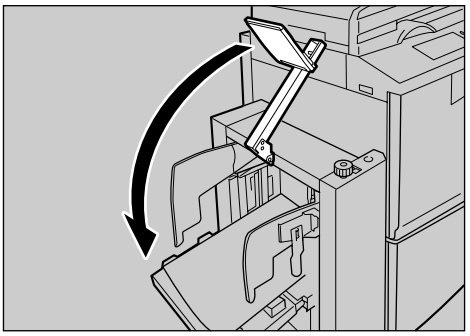
① Close the LCIT Unit cover.


ACY052S

② Move the cover release lever back to the original position.


ABQ030S

❖ **Optional LCOT Unit**
Lower the end plate arm.


AJK164S

Removing the Used Master

When lights, it is time to empty the master eject unit. It also lights when the master eject unit is not set properly.

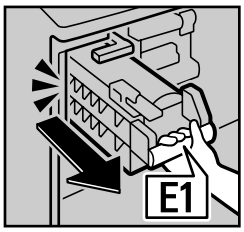
Note

- ❒ Ink is easily removed from skin by waterless hand cleaners followed by washing with soap and water.
- ❒ Be careful not to get any ink on your clothing while emptying the master eject unit.
- ❒ When Higher Security is on, you have to enter the security code to unlock the master eject unit.

1 **Prepare a container for the used master.**

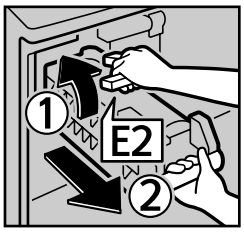
2 **Open the front cover.**

3 **Use handle (E1) to pull out the master eject unit until it stops.**



AUX127S

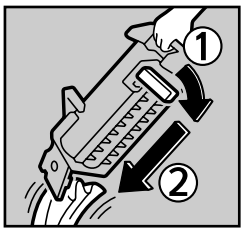
4 **Pull up handle (E2) and pull out the master eject unit completely.**



AUX128S

5 **Hold the master eject unit upper handle and turn it clockwise with one hand while holding handle (E1) with other hand (1).**

6 **Remove the used master by pushing down the handle (1) towards the waste container (2).**



AUX129S

Note

- ❒ If you cannot remove the used master completely, repeat step **6** until all the master is removed.

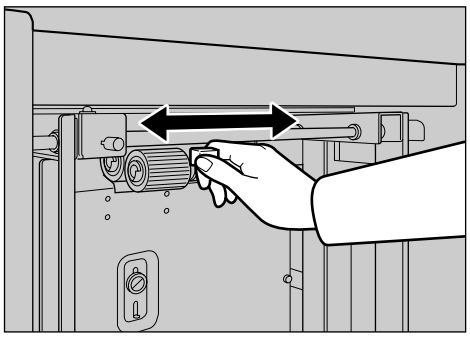
7 **Reinstall the master eject unit, making sure it clicks into position.**

8 **Close the front cover.**

When Multiple Sheets Are Fed at the Same Time

Follow the procedure below to correct a multiple sheet feed problem of the LCIT.

1 Adjust the feeding pressure lever of the LCIT according to the thickness of the paper loaded.



ABQ025S

Note

❒ The appropriate feeding pressure lever positions according to the weight of the paper are as follows.

	Metric version	Inch version
Thick	127.9 – 209.3 g/m^2	34.0 – 55.6 lb.
Standard	52.3 – 127.9 g/m^2	13.9 – 34.0 lb.
Thin	47.1 – 52.3 g/m^2	12.5 – 13.9 lb.

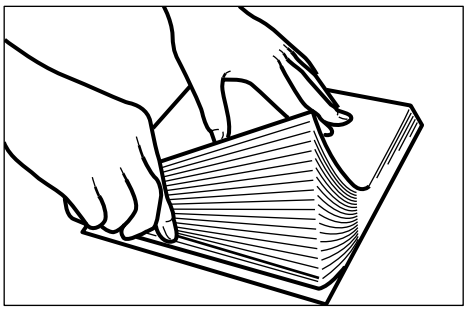
❒ If multiple sheets of paper are fed at the same time when the feeding pressure lever is set to Standard, set the feeding pressure lever to Thin.

❒ If paper is not fed at all when the feeding pressure lever is set to Thin, set the feeding pressure lever to Standard.

❒ Paper heavier than 127.9 – 209.3 g/m^2 (34.0 – 55.6 lb.) is categorized as thick paper. However, for B5 JIS paper heavier than 127.9 g/m^2 (34.0 lb.), set the feeding pressure lever to Standard.

❒ When paper is still not fed properly even after the feeding pressure lever is adjusted, increase the paper feeding pressure of the machine.

2 If the problem still persists, take the paper out and fan it before loading it again.

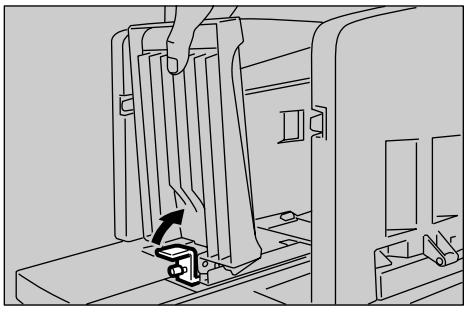


TPEY080J

When Prints Are Not Delivered in a Neat Stack

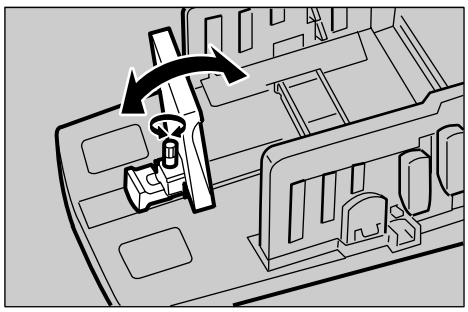
When Printing on Small Size Paper

1 **Slightly lower the end plate to raise the screw.**



ZADH110J

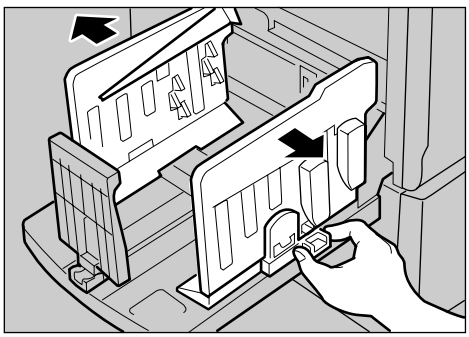
2 **Adjust the angle of the end plate by turning the screw clockwise or counterclockwise.**



ABL034S

When paper sides do not stack neatly

Adjust the paper delivery side plates to a size a little larger than the paper size.



ABL046S

User Tools Menu

System Settings

❖ General Features (See p.185 "General Features".)

	Default
Panel Beeper	*Warning Only*
mm/inch	• Metric version: *mm* • Inch version: *inch*

❖ Timer Settings (See p.185 "Timer Settings".)

	Default
Set Date	--
Set Time	--
System Auto Reset Timer	*On*
Energy Saver Timer	*3 min.*
Auto Off Timer	*Off*

❖ Mode Settings (See p.186 “Mode Setting”.)

	Default
Energy Saver Option	*Energy Saving*
Auto Cycle	*On*
Ignore Paper Size	*Do not Ignore*
Longer Paper	*Do not Use*
Skip Feed	*2 times*
Auto Quality Start Setting	*On*
No.of ldling Rotations: Auto Quality Start	--
No.of ldling Rotations: Quality Start	*7 times*
Deflector Angle	*Auto*
Auto Class	*Stop*
Master/Ink Remaining Volume	*Off*
Paper Type	*Standard*
Paper Type: User1–2	*Standard: No Feed*
Master Cut Length	*Auto*
Duplex Unit Paper Guide Settings	*Fixed Max Width*

❖ Interface Settings

- For details about network settings, see “User Tools Menu (System Settings)”, *Network Guide*.

❖ Administrator Tools (See p.188 “Administrator Tools”.)

	Default
User Code Management	*Off*
Key Operator Code	*Off*
Restricted Access	*Off*
Security Option	*Normal*
Security Timer	*Off*
Display/Clear/Print Counter per User	--
Program/Change/Delete User Code and Name	--
Auto Delete File	*No*
Delete All Files	--
Temporarily Unlock Stored Files	*Do not Unlock*

Maintenance

❖ **Clean Press Roller**

For details about Clean Press Roller, see p.147 “Cleaning the press roller”

Master Making/Print Settings

❖ **Reproduction Ratio (See p.190 “Reproduction Ratio”.)**

	Default
Shortcut Reduce/Enlarge 1–3	Metric version •Shortcut Reduce/Enlarge 1: *71%* •Shortcut Reduce/Enlarge 2: *141%* •Shortcut Reduce/Enlarge 3: *93%* Inch version •Shortcut Reduce/Enlarge 1: *74%* •Shortcut Reduce/Enlarge 2: *155%* •Shortcut Reduce/Enlarge 3: *93%*
Enlarge 1–4	Metric version •Enlarge 1: *115%* •Enlarge 2: *122%* •Enlarge 3: *141%* •Enlarge 4: *200%* Inch version •Enlarge 1: *121%* •Enlarge 2: *129%* •Enlarge 3: *155%* •Enlarge 4: *200%*
Priority Setting: Enlarge	Metric version *141%* Inch version *155%*
Reduce 1–5	Metric version •Reduce1: *50%* •Reduce2: *61%* •Reduce3: *71%* •Reduce4: *82%* •Reduce5: *87%* Inch version •Reduce1: *50%* •Reduce2: *65%* •Reduce3: *74%* •Reduce4: *77%* •Reduce5: *85%*

	Default
Priority Setting: Reduce	Metric version *71%* Inch version *74%*
Ratio for Create Margin	*93%*
Reduce/Enlarge Priority	*Reduce*

❖ Original Setting (See p.191 "Original Setting".)

	Default
Master Making Density	*Normal*
Original Type	*Text*
Text/Photo Contrast	*Standard*
Photo Contrast	*Standard*
Photo (Screen)	*Standard*
Background Correction	*Off*

❖ Edit Setting (See p.191 "Edit Setting".)

	Default
Combine/Image Repeat Separation Line	*None*
Erase Original Border Width	Metric version: *2 mm* Inch version: *0.1"*
Erase Paper Border Width	Metric version: *2 mm* Inch version: *0.1"*
Stamp Type Defaults	*CONFIDENTIAL*
Stamp Size	*1 X*
Stamp Density	*Normal*
Stamp Position	Metric version • Position: *Top Right* • Top Margin: *24 mm* • Right Margin: *24 mm* Inch version • Position: *Top Right* • Top Margin: *1.0"* • Right Margin: *1.0"*
Orientation: Booklet, Magazine	*Open to Left*
Print Orientation in Duplex Mode	*Top to Top*
Copy Orientation in Duplex Mode	*Top to Top*
Front Margin: Left / Right	Metric version: *Left 5 mm* Inch version: *Left 0.2"*

	Default
Back Margin: Left / Right	Metric version: *Right 5 mm* Inch version: *Right 0.2″*
Front Margin: Top / Bottom	Metric version: *T / B 0 mm* Inch version: *T / B 0″*
Back Margin: Top / Bottom	Metric version: *T / B 0 mm* Inch version: *T / B 0″*
1 Sided→2 Sided Auto Margin: TtoT	Metric version: *L / R 0 mm* Inch version: *L / R 0″*
1 Sided→2 Sided Auto Margin: TtoB	Metric version: *T / B 0 mm* Inch version: *T / B 0″*

❖ Others (See p.193 “Others”.)

	Default
Ignore ADF Original Size	*Do not Ignore*
Ignore Exposure Glass Original Size	*Do not Ignore*
Cancel Combine/Repeat Setting	*Do not Cancel*
Auto Separate (Class)	*On*
Auto Rotation	*On*
Minimum Print Quantity	*0 sheet(s)*
Maximum Print Quantity	*9999 sheet(s)*
Economy Mode	*Off*

❖ Prog.Key Settings (See p.194 “Prog.Key Settings”.)

	Default
Function Key:F1–F5	• F1: *1 Sided→2 Sided: T to T* • F2: *2 Sided: T to T→2 Sided: T to T* • F3: *1 Sided →1 Sided Combine: 2 originals* • F4: *1 Sided →1 Sided Combine: 4 originals* • F5: *Create Margin*

Accessing User Tools (System Settings/Master Making/Print Settings)

User Tools allow you to change or set defaults.

Note

❒ Operations for system settings are different from normal operations. Always quit User Tools when you have finished.

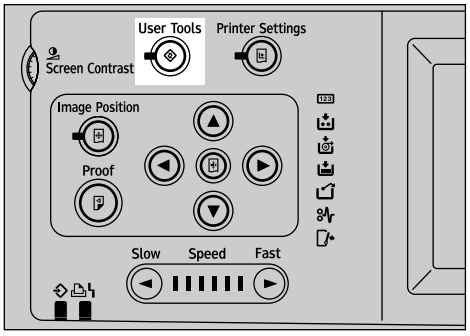
❒ Any changes you make with User Tools remain in effect even if the main switch or operation switch is turned off, or the 【Clear Modes】 key is pressed.

Changing Default Settings

Note

❒ If a key operator code is already set, the operator code entry display appears. Enter the key operator code, and then press **[OK]**. See p.188 “Key Operator Code”.

1 **Press the 【User Tools】 key.**



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2 **Press [System Settings] or [Master Making / Print Settings].**

3 **Select the desired menu, and then press the appropriate key.**

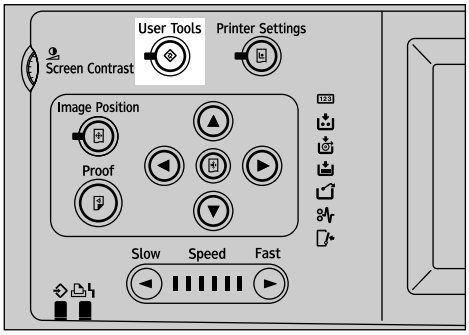
4 **Change settings by following instructions on the display panel, and then press [OK].**

Note

❒ To cancel changing settings and return to the initial display, press the 【User Tools】 key.

Quitting User Tools

1 **Press the 【User Tools】 key.**



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Note

❒ You can also exit from User Tools by pressing **[Exit]**.

Settings You Can Change with User Tools

System Settings

General Features

❖ **Panel Beeper**
Turns the beeper on or off.

- All On (The beeper sounds when you press a key or when warning messages appear on the display.)
- Warning Only (The beeper sounds only when warning messages are shown on the display and not when you press a key.)
- All Off (The beeper does not sound at all.)

Note
❒ Default: *Warning Only*

❖ **mm/inch**
You can select the units of measurement shown on the display.

Note
❒ Default:
- Metric version: *mm*
- Inch version: *inch*

Timer Settings

❖ **Set Date**
You can set the date for the machine's internal clock using the number keys.

Note
❒ To change between year, month and day, press **[←]** and **[→]**.

❖ **Set Time**
You can set the time for the machine's internal clock using the number keys.

Note
❒ To change between hours, minutes and seconds, press **[←]** and **[→]**.

❖ **System Auto Reset Timer**
The System Reset setting automatically switches to the initial screen when no operations are in progress, or when an interrupted job is cleared. This setting determines the system reset interval.

Note
❒ Default: *Off*
❒ The time can be set from 1 to 5 minutes.

❖ **Energy Saver Timer**
You can set the time that the machine waits before switching to lower power mode after printing has finished or the last operation is performed.
The time can be set from 1 minute to 120 minutes.

Note
❒ Default: *3 min.*
❒ When in "Energy Saver Mode", the machine is ready for use within 240 seconds.

❖ **Auto Off Timer**
You can select to use the auto off timer and set the daily power off time.

Note
❒ Default: *Off*

Mode Setting

❖ **Energy Saver Option**
You can select to **[Energy Saving]** or **[Auto Off]**.

Note
❒ Default: *Energy Saving*

❖ **Auto Cycle**
Specifies whether Auto Cycle mode is selected at power on.

Note
❒ Default: *On*

❖ **Ignore Paper Size**
If you are making prints on custom size paper and the original image does not entirely appear on the print, select "Ignore". The machine will not detect the paper length.

Note
❒ Default: *Do not Ignore*

❖ **Longer Paper**
You can select "Use" to allow the use of paper longer than 432 mm, 17.0".

Note
❒ Default: *Do not Use*

❖ **Skip Feed**
You can select **[Display]** or **[Do not Display]** and set the number of Skip Feed.

Note
❒ Default: *2 times*
❒ The time can be set from 2 to 9 times.

❖ **Auto Quality Start Setting**
You can select **[On]** to have the machine automatically carry out a few idle spins when the power is turned on. When selecting **[Off]**, you can restore the density by making a few extra prints or by using the Manual Quality Start mode.

Note
❒ Default: *On*

❖ **No.of Idling Rotations: Auto Quality Start**
You can select how many times the drum unit idles after the displayed time periods have passed in Auto Quality Start mode.

Note
❒ Default settings are follows.

		Time period			
		0 – 4 hours	4 – 24 hours	24 – 72 hours	Over than 72 hours
Temperature	Low Tmp. *1	0	7	7	7
	Normal Tmp. *2	0	5	5	5
	High Tmp. *3	0	5	5	5

*1 (Below 19°C or 66.2°F)
*2 (19 – 29°C, 66.2 – 84.2°F)
*3 (Over 29°C or 84.2°F)

❒ To increase the print image density, increase the number of drum rotations, and vice versa.

❖ **No.of Idling Rotations: Quality Start**
When you use the Quality Start mode, you can select how many times the drum unit idles.

Note
❒ Default: *7 times*

❖ **Deflector Angle**
You can select the deflector angle mode.

- Auto (Changes automatically the angle of the wing guide depending on the paper type you use.)
- UP (Select this setting when A4 – B5 JIS, $8^1/_2$" × 11" thick paper is not delivered properly to the paper delivery tray.)
- Down (Select this setting when standard thickness or thin paper misfeeds at the paper exit section occur frequently.)

Note
❒ Default: *Auto*

❖ **Auto Class**
Instead of using the Separate mode, you can make the following settings:

- Start Automatically (After the last page of each printing set is fed out to the paper delivery tray, the machine stops for a few seconds. Then, the next cycle begins.)
- Stop (After the last page of each printing set is fed out to the paper delivery tray, the machine stops. If you press the **【Start】** key, the next cycle begins.)

Note
❒ Default: *Stop*

❖ **Master/Ink Remaining Volume**
Specifies whether you can check the amount of ink and master.

- **[Off]** (You cannot check the remaining amount of ink or master.)
- **[On (Below half)]** (When the remaining amount of ink or master is less than half, the display panel indicates these amounts when you turn on the main switch.)

Note
❒ Default: *Off*

❖ **Paper Type**
You can select the paper type.

Note
❒ Default: *Standard*

❖ **Paper Type: User1–2**
You can register a frequently used paper type and have it shown on the paper type menu as **[User 1]** or **[User 2]**.

Note
❒ Default: *Standard: No Feed*

① Select the paper type.
- Standard: "No feed" "Double feed"
- Thick Paper: "No feed" "Double feed" "Medium"

② Press **[OK]**.

❖ **Master Cut Length**
The machine determines the master length according to the number of originals placed in the optional ARDF and the paper sizes. If you wish to use A3, 11" × 17" master regardless of the number of originals set and the paper sizes, select "A3".

Note
❒ Default: *Auto*

❖ **Duplex Unit Paper Guide Settings**
Specifies the mode of duplex unit guide. For general usage, set the "Fixed Max Width".

Note
❒ Default: *Fixed Max Width*

Administrator Tools

❖ **User Code Management**
You can select whether or not to use User Code mode. If user codes are turned on, users must enter their user codes before they can operate the machine. The machine keeps count of the number of copies made under each user code. User code must registered for User Code Management. See p.195 "User Code".

Note
❒ Default: *Off*

❖ **Key Operator Code**
You can specify whether or not to use key operator codes to control Administrator Tools settings for access codes.

Note
❒ Default: *Off*
❒ If you select **[On]**, enter the key operator code (max.4 digits) using the number keys, and then select **[Partial]** or **[All Initial Settings]** to set the access limit.
- If you selected **[Partial]**
  A key operator code is only required to access Administrator Tools for System Settings.
- If you selected **[All Initial Settings]**
  A key operator code is required to access all items in System Settings, Master Making/Print Settings, and Online Print Features.

❒ If you select **[On]**, you must enter an access code to access the Key Operator Code display.

❖ **Restricted Access**
In Key Counter mode, you have to set the key counter before making prints. (To turn on Key Counter mode, contact your service representative.) If Key Counter mode is on, Restricted Access is turned on automatically. If you turn Restricted Access off, you can make prints without inserting the key counter.

Note
❒ Default: *Off*

❖ **Security Option**
You can specify the setting of security mode.

Note
❒ Default: *Normal*
❒ You have to set a security code (4 digits) to enable Higher Security mode.
❒ When selecting Higher Security mode, a security mark [⚿] appears on the left side of the date, in the upper right of the display panel.

Reference
See p.123 “Security”.

❖ **Security Timer**
Set the amount of time the machine waits before switching to the Higher Security mode.

Note
❒ Default: *Off*

❖ **Display/Clear/Print Counter per User**
Allows you to view and print the various counters accessed with users and to set the values to 0.

Note
❒ Press **[▲Prev.]** and **[▼Next]** to show all counters.
- Print Counter List
  Prints the counter values for all the users.
- Clear All Counter
  Sets the counter value of all users to 0.
- Clear Per User
  Sets the counter value of a selected user to 0.

❖ **Program/Change/Delete User Code and Name**
You can register, change, or delete user codes and names.

Note
❒ Up to 200 user codes (up to 4 digits) can be registered.

Reference
p.195 “User Code”.

❖ **Auto Delete File**
You can specify whether documents stored in the machine will be deleted or not after a specified period of time.

Note
❒ Default: *No*
❒ If you select **[Yes]**, documents stored subsequently will be deleted.
❒ If you select **[No]**, documents will not be deleted automatically.
❒ If you select **[Yes]**, enter a number of days in the range of 1 to 180.

❖ **Delete All Files**
All documents stored will be deleted.

Note
❒ Even if a password has been set, all documents will be deleted.
❒ A confirmation dialog box will appear. To delete all documents, select **[Yes]**.

❖ **Temporarily Unlock Stored Files**
Access to the files will be temporarily available without entering a password.

Note
❒ Default: *Do not Unlock*
❒ Select **[Unlock]** only when you forget the password. After accessing the document, be sure to select **[Do not Unlock]**.

Master Making/Print Settings

Reproduction Ratio

❖ **Shortcut Reduce/Enlarge 1–3**
You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change registered Reduce/Enlarge ratios.
If no Reduce/Enlarge ratio has been set when selecting **[Shortcut Reduce / Enlarge 1]**, **[Shortcut Reduce / Enlarge 2]**, or **[Shortcut Reduce / Enlarge 3]**, enter the ratio using the number keys.

❖ **Enlarge 1–4**
You can customize available enlargement ratios by pressing **[Reduce / Enlarge]**, followed by **[Enlarge]**.

Note

❒ Default:
- Metric version:
  - Enlarge 1: *115%*
  - Enlarge 2: *122%*
  - Enlarge 3: *141%*
  - Enlarge 4: *200%*
- Inch version:
  - Enlarge 1: *121%*
  - Enlarge 2: *129%*
  - Enlarge 3: *155%*
  - Enlarge 4: *200%*

❒ When selecting **[User Enlrg. Ratio]**, enter a ratio using the number keys (in the range of 101 to 200%).

❖ **Priority Setting: Enlarge**
You can set the ratio with priority when **[Reduce / Enlarge]** is pressed, followed by **[Enlarge]**.

Note

❒ Default:
- Metric version: *141%*
- Inch version: *155%*

❖ **Reduce 1–5**
You can customize available reduction ratios by pressing **[Reduce / Enlarge]**, followed by **[Reduce]**

Note

❒ Default:
- Metric version:
  - Reduce 1: *50%*
  - Reduce 2: *61%*
  - Reduce 3: *71%*
  - Reduce 4: *82%*
  - Reduce 5: *87%*
- Inch version:
  - Reduce 1: *50%*
  - Reduce 2: *65%*
  - Reduce 3: *74%*
  - Reduce 4: *77%*
  - Reduce 5: *85%*

❒ When selecting **[User Redc. Ratio]**, enter a ratio using the number keys (in the range of 25 to 99%).

❖ **Priority Setting: Reduce**
You can set the ratio with priority when **[Reduce / Enlarge]** is pressed, followed by **[Reduce]**.

Note

❒ Default:
- Metric version: *71%*
- Inch version: *74%*

❖ **Ratio for Create Margin**
You can set a Reduce/Enlarge ratio when registering Create Margin in a shortcut key.

Note
❒ Default: *93%*

❖ **Reduce/Enlarge Priority**
Specifies which tab has priority on the display panel when **[Reduce / Enlarge]** is pressed.

Note
❒ Default: *Reduce*

Original Setting

❖ **Master Making Density**
Specifies the image density at power on.

Note
❒ Default: *Normal*

❖ **Original Type**
Specifies the original type at power on.

Note
❒ Default: *Text*

❖ **Text/Photo Contrast**
Specify the contrast level for text/Photo when the power is switched on or after mode settings are cleared.

Note
❒ Default: *Standard*

❖ **Photo Contrast**
Specify the contrast level for Photo when the power is switched on or after mode settings are cleared.

Note
❒ Default: *Standard*

❖ **Photo (Screen)**
Specify the screen image in Photo mode when you press **[Original Type]**

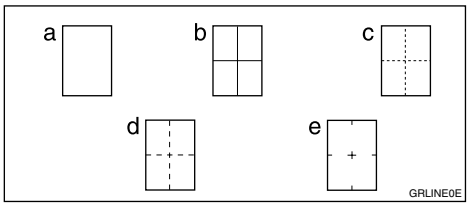
Note
❒ Default: *Standard*

❖ **Background Correction**
When you make prints in Photo, Text/Photo, or Pale mode, the background of the prints might become dirty. You can select "On" to improve the clarity of your prints.

Note
❒ Default: *Off*

Edit Setting

❖ **Combine/Image Repeat Separation Line**
You can select a separation line using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks.



- a=None
- b=Solid
- c=Broken A
- d=Broken B
- e=Crop Marks

Note
❒ Default: *None*

❖ **Erase Original Border Width**
You can specify the width of erased border margins for originals using this function.

Note
❒ Default:
- Metric version: *2 mm*
- Inch version: *0.1″*

❖ **Erase Paper Border Width**
You can specify the width of erased border margins for prints using this function.

Note
❒ Default:
- Metric version: *2 mm*
- Inch version: *0.1″*

❖ **Stamp Type Defaults**
You can select the stamp message at power on with the Stamp mode.

Note
❒ Default: *CONFIDENTIAL*

❖ **Stamp Size**
You can edit the preset stamp sizes.

Note
❒ Default: *1 X*

❖ **Stamp Density**
You can select the density of the stamps.

Note
❒ Default: *Normal*

❖ **Stamp Position**
You can set the position where the stamp is printed.
Press the arrow keys to adjust the position.

Note
❒ Default:
- Metric Version:
  - Position: *Top Right*
  - Top Margin: *24 mm*
  - Right Margin: *24 mm*
- Inch Version:
  - Position: *Top Right*
  - Top Margin: *1.0″*
  - Right Margin: *1.0″*

❖ **Orientation: Booklet, Magazine**
You can select the orientation of prints to open when using Booklet or Magazine mode.

Note
❒ Default: *Open to Left*

❖ **Print Orientation in Duplex Mode**
You can set the print orientation when making duplex prints.

Note
❒ Default: *Top to Top*

❖ **Copy Orientation in Duplex Mode**
You can set the original orientation when making duplex prints.

Note
❒ Default: *Top to Top*

❖ **Front Margin: Left/Right**
You can specify left and right margins on the front side of prints in Margin Adjustment mode.

Note
❒ Default:
- Metric version: *Left 5 mm*
- Inch version: *Left 0.2″*

❖ **Back Margin: Left / Right**
You can specify left and right margins on the back side of prints in Margin Adjustment mode.

Note
❒ Default:
- Metric version: *Right 5 mm*
- Inch version: *Right 0.2"*

❖ **Front Margin: Top / Bottom**
You can specify top and bottom margins on the front side of prints in Margin Adjustment mode.

Note
❒ Default:
- Metric version: *Top / Bottom 0 mm*
- Inch version: *Top / Bottom 0.0"*

❖ **Back Margin: Top / Bottom**
You can specify top and bottom margins on the back side of prints in Margin Adjustment mode.

Note
❒ Default:
- Metric version: *Top / Bottom 0 mm*
- Inch version: *Top / Bottom 0.0"*

❖ **1 Sided→2 Sided Auto Margin: TtoT**
In 1 sided → 2 sided duplex mode, you can specify the margins on the back side.
The margin is set to the same value of "Back Margin: Left/Right".

Note
❒ Default:
- Metric version: *Left / Right 0 mm*
- Inch version: *Left / Right 0"*

❖ **1 Sided→2 Sided Auto Margin: TtoB**
In 1 sided → 2 sided duplex mode, you can specify the margins on the back side. The value set for "Back Margin: Top/Bottom" is used.

Note
❒ Default:
- Metric version: *Top / Bottom 0 mm*
- Inch version: *Top / Bottom 0.0"*

Others

❖ **Ignore ADF Original Size**
When you place long originals in the optional ARDF, set original detection to "Ignore". The machine will not detect the original size.

Note
❒ Default: *Do not Ignore*

❖ **Ignore Exposure Glass Original Size**
When you place custom sizes originals on the exposure glass, set original detection to "Ignore". The machine will not detect the original size.

Note
❒ Default: *Do not Ignore*

❖ **Cancel Combine/Repeat Setting**
Specifies whether Combine settings is cleared after finishing your print job.

Note
❒ Default: *Do not Cancel*

❖ **Auto Separate (Class)**
Specifies whether Separate mode is automatically selected when you make prints in Class Setting mode.

Note
❒ Default: *On*

❖ **Auto Rotation**
When the orientation in which your original is placed differs from that of the paper, the machine automatically rotates the original image by 90° to match the paper orientation.

Note
❒ Default: *On*

❖ **Minimum Print Quantity**
The minimum print quantity can be set between 0 and 9999.
Example: If you specify 20 as the minimum number of prints, runs of 20 or more prints will be accepted, print runs of less than 20 prints will not be accepted.

Note
❒ Default: *0 sheet(s)*

❖ **Maximum Print Quantity**
The maximum print quantity can be set between 0 and 9999.

Note
❒ Default: *9999 sheet(s)*

❖ **Economy Mode**
Specify the economy mode level of ink.

Note
❒ Default: *Off*

Prog.Key Settings

❖ **Function Key:F1–5**
You can assign frequently used functions to function keys F1 to F5.

Note
❒ Default:

- Function Key: F1: *1 Sided→ 2 Sided: T to T*
- Function Key: F2: *2 Sided: T to T→2 Sided: T to T*
- Function Key: F3: *1 Sided → 1 Sided Combine: 2 originals*
- Function Key: F4: *1 Sided → 1 Sided Combine: 4 originals*
- Function Key: F5: *Create Margin*

User Code

If the machine has user codes set, users must enter their user code before they can use the machine. The machine keeps count of the number of masters and prints made under each user code.

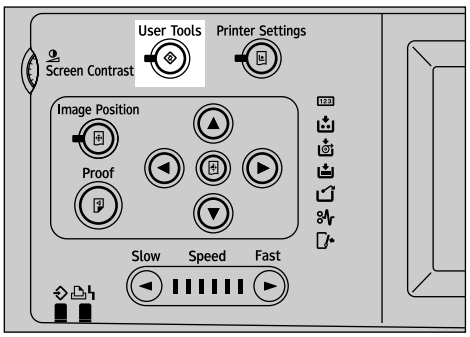
Note

❒ If you want to use this feature, select **[On]** in "User Code Management"with User Tools menu. See p.188 "User Code Management".

Registering a User Code

You can register up to 200 user codes.

1 **Press the 【User Tools】 key.**



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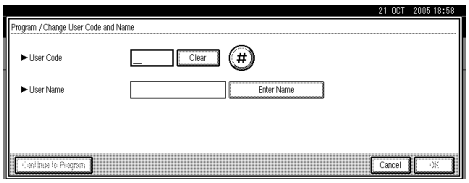
2 **Press [System Settings].**

3 **Press [Administrator Tools].**

4 **Press [Program / Change / Delete User Code and Name].**

5 **Press [New Program].**

6 **Enter the user code (up to four digits) using the number keys, and then press [#].**

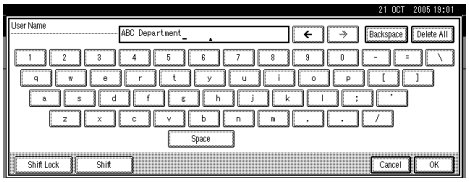


Note

❒ If you make a mistake, press **[Clear]** or the 【Clear/Stop】 key, and then enter the code again.

7 **Press [Enter Name].**

8 **Enter the user name, and then press [OK].**



Reference

p.211 "Entering Text"

9 **Press [OK].**

10 **Press [Exit].**

Note

❒ To continue registering user codes and name, repeat the procedure from step **5**.

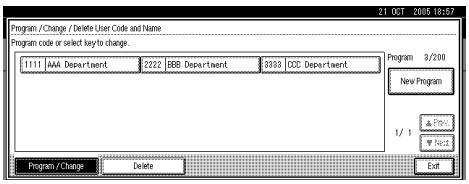
11 **Press the 【User Tools】 key.**

Changing a User Code

Note

❒ Even if you change a user code, the counter value will not be cleared.

1. **Press the 【User Tools】 key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools].**
4. **Press [Program / Change / Delete User Code and Name].**
5. **Select the registered user code you want to change.**



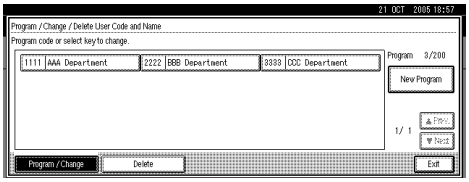
6. **Enter the new user code and user name, and then press[OK].**
7. **Press [Exit].**
8. **Press the 【User Tools】 key.**

Deleting a User Code

Note

❒ After clearing the user code, the counter is automatically cleared.

1. **Press the 【User Tools】 key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools].**
4. **Press [Program / Change / Delete User Code and Name].**
5. **Press [Delete].**



6. **Select the user code you want to delete, and then press [OK].**

Note

❒ If you want to delete all user codes, press **[Delete All]**.

❒ To delete all user codes on the page, press **[All on The Page]**.

A confirmation dialog box will appear.

7. **Press [Yes].**
8. **Press [Exit].**
9. **Press the 【User Tools】 key.**

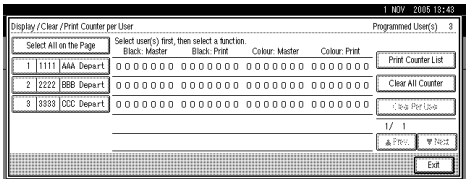
Displaying the Counter for Each User Code

1. **Press the 【User Tools】 key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools].**
4. **Press [Display / Clear / Print Counter per User].**

Counters of each user code appear.

Printing the Counter for All User Codes

1. Press the 【User Tools】 key.
2. Press [System Settings].
3. Press [Administrator Tools].
4. Press [Display / Clear / Print Counter per User].
5. Press [Print Counter List].



A confirmation dialog box will appear.

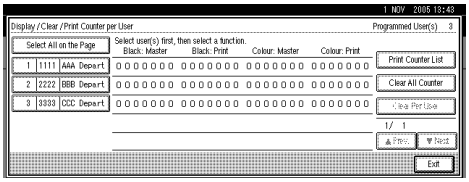
6. Press [Yes].

Clearing the Counter

1. Press the 【User Tools】 key.
2. Press [System Settings].
3. Press [Administrator Tools].
4. Press [Display / Clear / Print Counter per User].
5. Select the user code to clear.

To clear the counter for each user code

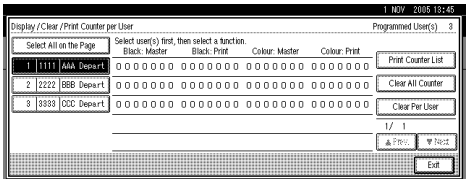
❶ Select the user code from the left side of the display.



Note

❒ Press **[Select All on the Page]** to select all user codes on the page.

❷ Press [Clear Per User].

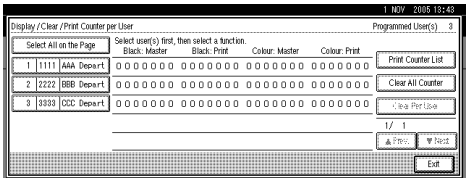


A confirmation dialog box will appear.

❸ Press [OK].

To clear the counters for all user codes

❶ Press [Clear All Counter].



A confirmation dialog box will appear.

❷ Press [OK].

6. Press [Exit].
7. Press the 【User Tools】 key.

Do's and Don'ts

⚠ ***WARNING:***

- ***Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.***

⚠ ***CAUTION:***

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

Important

❒ Make sure that the Data In indicator is off before unplugging the power cord.

- While printing, do not turn off the main switch.
- While printing, do not unplug the power cord.
- While printing, do not open the door or covers.
- While printing, do not move the machine.
- Open and close all doors and covers carefully.
- When printing onto paper that contains images on the back, make sure there is a 6 mm (0.24") margin at the back leading edge. If there is no margin, the machine might wrongly detect that paper is wrapped around the drum and stop printing.
- When you use envelopes or pasted print paper, the leading edge of the prints might be damaged.
- Always make a few trial prints to check the image position because the image position of the trial print might not correspond with that of the original.
- The leading edge of the prints might become stained if the edge touches the image of prints on the paper delivery tray.
- Print ink on the paper delivery tray might stick to the back side of the next print.
- Press the 【**Proof**】 key to perform a test print as the image density of the first few prints might be light.
- When the machine is on and the power source is less than 90% of the specified amount, printing quality will decrease. Therefore, make sure the supply from your electrical outlet is at least 90% of the required amount.
- When you make a lot of prints from a small image, ink might ooze out from the edges of the master, especially in high temperatures and when printing in two or more colours. In these cases, make a new master.

- Remove the paper from the tray before relocating the machine. If you relocate the machine leaving the paper on the tray, reset the paper after the relocation. If the main switch of the machine is turned on without resetting the paper correctly, the sensor might be broken.
- If the printed paper is stored for more than one day, the paper may become wrinkled. If this paper is used, wrinkles may also appear on the master. If the paper will be stored for more than one day, store it in its original wrapping paper or other protective covering.
- Shadowing may occur if the printed image at the rear edge of the paper is a solid colour, when the printing speed is set to 1. If this occurs, print the image with the printing speed set to 3.
- If there are fine lines within 5 mm to 10 mm, 0.2" to 0.4" of the edge of the image, shadowing may occur.
- Depending on the type of paper being used, speckles may appear within 5 mm to 10 mm, 0.2" to 0.4" of the edge of the image at around 1000 prints.
- When two or more sheets of paper feed at once, set paper on the paper feed side plates securely. See p.35 “Using the Paper Feed Tray and Delivery Tray”
- When paper misfeeds occur, select the proper paper type from **[Feed Tray Paper Type]**. See p.52 “Printing onto Various Kinds of Paper”. If the problem persists, fan or turn the paper over.
- If the paper skews, make sure to set the paper feed side plates securely. See p.35 “Using the Paper Feed Tray and Delivery Tray”.
- Make sure originals on the exposure glass are correctly positioned and aligned with the scale.
- If the edges of the paper are rounded, skewing might occur. Change the paper's orientation or replace.
- If the paper becomes creased, make sure the correct paper type has been selected in **[Feed Tray Paper Type]**. See p.52 “Printing onto Various Kinds of Paper”.
- If custom paper crease frequently, use the standard paper type.
- Adjusting the position of the print image during printing will cause the following prints to be dirtied. Adjust the image position after master making to prevent this.

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ ***CAUTION:***

- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*

⚠ ***CAUTION:***

- *Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.*

⚠ ***CAUTION:***

- *After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.*

- Temperature: 10 – 30°C, 50 – 86°F
- Humidity: 20 – 90% RH
- A strong and level floor.
- The machine must be level within 5 mm, 0.2" both front to rear and left to right.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater (sudden temperature changes might cause condensation within the machine).
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Moving

⚠ ***CAUTION:***

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

Important

❒ When moving the machine, the following precautions should always be followed:

- Turn off the main switch.
- Unplug the power cord from the wall outlet. When you do, grip the plug to avoid damaging the cord and causing fire or electric shock.
- Close all covers and trays including the front cover.

Limitation

❒ Carefully move the machine. If you do not, the machine might be damaged or a stored file might be deleted.

❒ Avoid any strong shock to the machine. This could damage the hard disk and cause stored files to be deleted. For precautionary reasons, files should be copied to another local computer.

Power Connection

⚠ ***WARNING:***

- ***Connect the power cord directly into a wall outlet and never use an extension cord.***
- ***Only connect the machine to the power source describe in the manual.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***

⚠ ***CAUTION:***

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

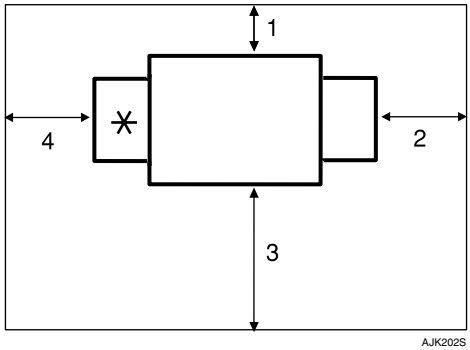
⚠ ***CAUTION:***

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*

- The socket-outlet shall be installed near the machine and shall be easily accessible.
- Voltage must not fluctuate more than 10%.

Access to the Machine

Place the machine near the power source, providing the clearance areas as shown.



* Paper delivery tray

1. More than 10 cm, 4.0"
2. More than 60 cm, 23.7"
3. More than 60 cm, 23.7"
4. More than 60 cm, 23.7"

Note

❒ For the required space when options are installed, contact your service representative.

Maintaining Your Machine

To maintain high print quality, clean the following parts and units regularly.

❖ **Cleaning the machine**

Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove the water.

Important

❒ Do not use chemical cleaner or organic solvents, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.

❒ Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

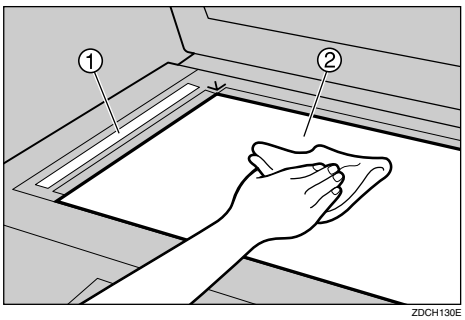
Cleaning the Exposure Glass

1 **Lift the exposure glass cover or ARDF.**

2 **Clean ① and ②.**

Note

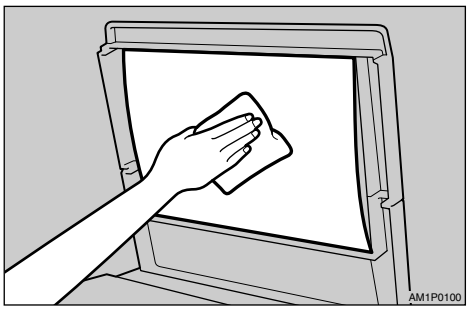
❒ When using the exposure glass, clean ② only.



Cleaning the exposure glass cover

1 **Lift the exposure glass cover.**

2 **Clean the exposure glass cover with a damp cloth and wipe it with a dry cloth.**

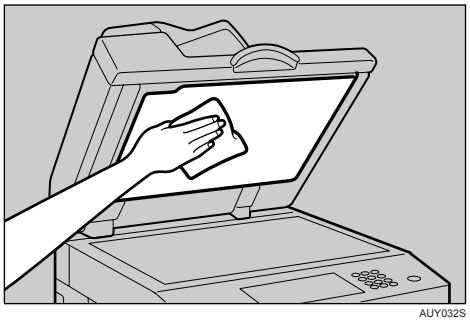


Note

❒ If you do not clean the exposure glass cover, marks on the cover will be printed.

Cleaning the Auto Document Feeder

1. **Lift the ARDF.**
2. **Clean the sheet with a damp cloth and wipe it with a dry cloth.**

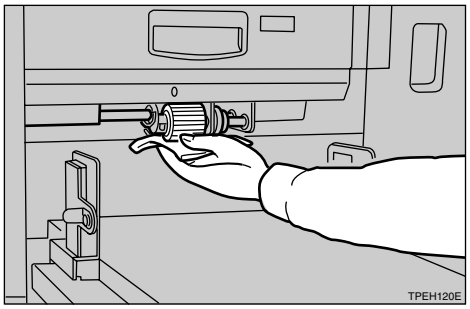


Note

❒ If you do not clean the sheet, marks on the sheet will be printed.

Cleaning the paper feed roller (paper feed tray)

1. **Wipe dust off the paper feed roller with a damp cloth, and then wipe it with a dry cloth.**

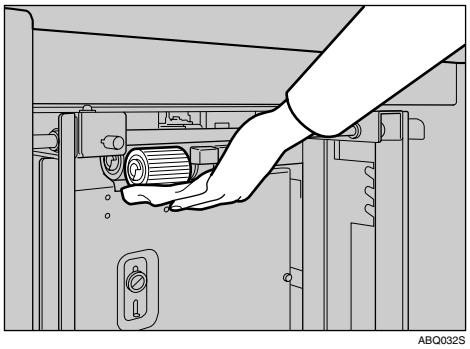


Note

❒ If you do not clean the paper feed roller, paper misfeeds tend to occur.

Cleaning the paper feed roller (LCIT)

1. **Wipe dust off the paper feed roller with a damp cloth, and then wipe it with a dry cloth.**



Note

❒ Keep the paper feed roller clean to avoid paper misfeeds.

Other Functions

Enquiry

The inquiry functions lets you confirm the telephone numbers to contact for repairs or to order ink. Be sure to contact your service engineer to verify the following:

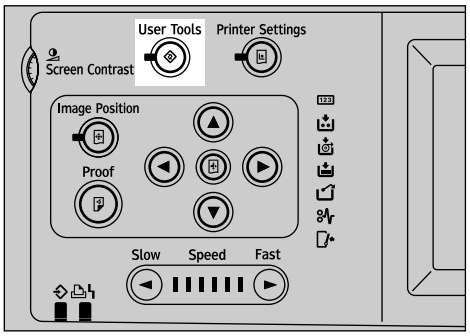
❖ **Machine Maintenance/Repair**

- Telephone No.
- Serial No. of Machine

❖ **Sales Representative**

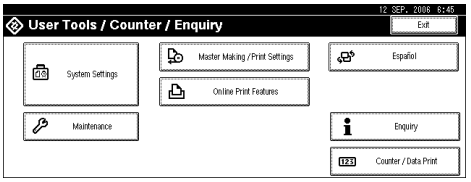
- Telephone No.

1 **Press the 【User Tools】 key.**



AUX202S

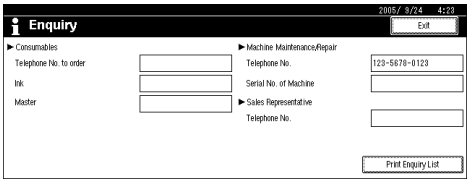
2 **Press [Enquiry].**



Enquiry information is displayed.

Printing Enquiry information

❶ **Press [Print Enquiry List].**



❷ **Press [Yes].**

Enquiry information is printed.

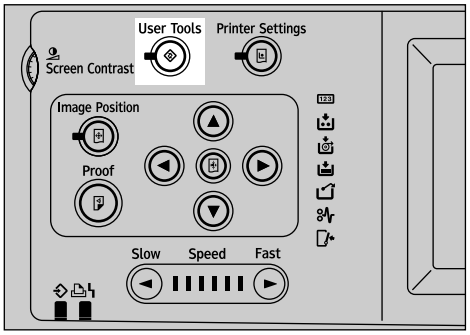
3 **Press [Exit].**

4 **Press [Exit].**

Changing the Display Language

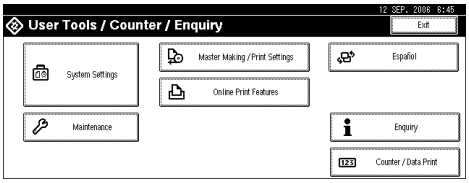
You can change the language used on the display. English is set as default setting.

1 **Press the【User Tools】key.**



AUX202S

2 **Press [Español].**



The display language is changed to Spanish.

3 **Press [Salir].**

The menu appears in French.

Note

❒ If you want to return the display language to "English", repeat step **1** and press **[English]**.

Counter/Data Print

Displaying the Counter

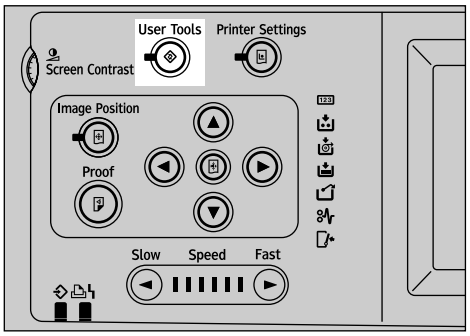
Display the number of sheets used for master making and the number of sheets used for printing.

Two types of counter can be displayed.

You can check the number of total sheets using counter, and check the number of sheet after resetting.

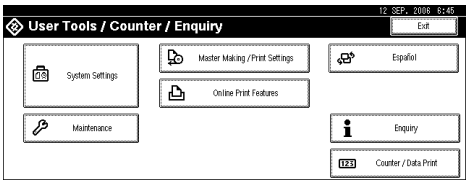
You can also reset the resettable counter.

1 **Press the [User Tools] key.**



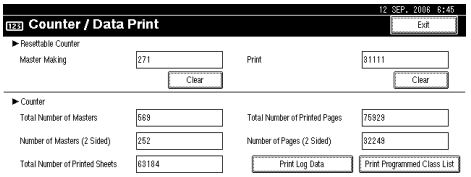
AUX202S

2 **Press [Counter / Data Print].**



Reset the Counter

❶ **Press [Clear] below the master making figures and print figures in the resettable counter area.**



Print the log data and programmed class list

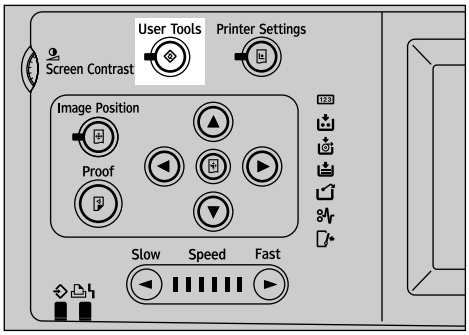
Print the log data or programmed class list.

❖ **Log Data**
Check the making master and print log data.

❖ **Program Class List**
Check the programmed class registered in the Class Settings function.

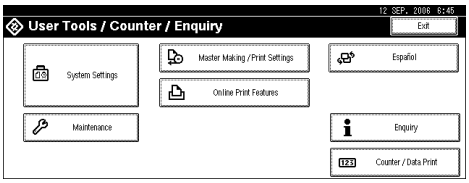
Reference
p.90 "Class Settings"

1 **Press the [User Tools] key.**

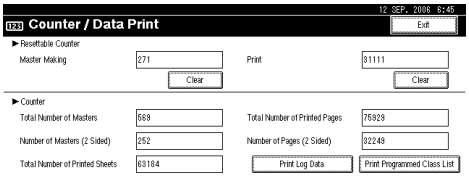


AUX202S

2 **Press [Counter / Data Print].**



3 **To print a log data , press [Print Log Data].**



Note

❒ When you need the programmed class list, press **[Print Programmed Class List]**.

4 **Press [Yes].**

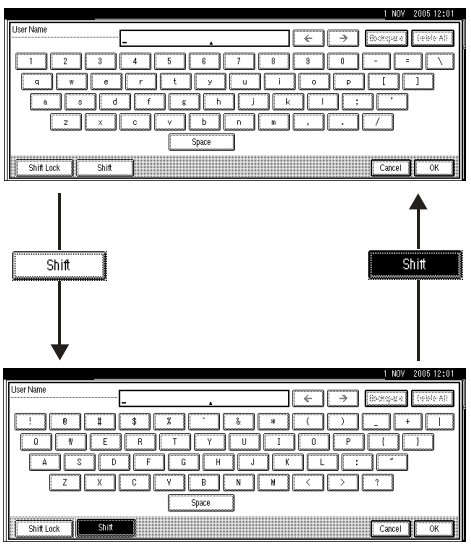
Entering Text

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before that character.

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
  0123456789

Keys



AFU110S

Note

❒ When entering uppercase or lowercase letters continuously, use **[Shift Lock]** to lock the case.

Entering Text

Entering letters

1. Press [Shift] to switch between uppercase and lowercase.
2. Press the letters you want to enter.

Deleting characters

1. Press [Backspace] or [Delete All] to delete characters.

Main Unit

❖ **Configuration:**
Floor standing

❖ **Printing Process:**
Full automatic one drum system

❖ **Original Type:**
Sheet/Book

❖ **Original Size:**
Maximum 300 mm × 432 mm, 11.8" × 17.0"

❖ **Pixel Density:**
400 × 400 dpi (dots per inch)

❖ **Image Mode:**
Text mode
Text/Photo mode
Photo mode
Pencil mode
Pale mode

❖ **Reduction Ratios:**

- Metric version:
  93%, 87%, 82%, 71%, 61%, 50%
- Inch version:
  93%, 85%, 77%, 74%, 65%, 50%

❖ **Enlargement Ratios:**

- Metric version:
  200%, 141%, 122%, 115%
- Inch version:
  200%, 155%, 129%, 121%

❖ **Zoom:**
From 50% to 200% in increments of 1%

❖ **Directional Magnification:**

- Vertical:
  From 50% to 200% in increments of 1%
- Horizontal:
  From 50% to 200% in increments of 1%

❖ **Printing Area:**

- Metric version:
  - One-sided
    More than 290 × 410 mm, 11.4" × 16.1"
  - Two-sided
    More than 290 × 200 mm, 11.4" × 7.8"
- Inch version:
  - One-sided
    More than 290 × 420 mm, 11.4" × 16.5"
  - Two-sided
    More than 275 × 205 mm, 10.8" × 8.0"

❖ **Print Paper Size:**

- One-sided
  Maximum recommended: 297 mm × 432 mm, 11.6" × 17.0" (Maximum: 325 mm × 447 mm, 12.8" × 17.6")
  Minimum: 70 mm × 148 mm, 2.8" × 5.8"
- Two-sided
  A4 ▯, $8^1/_2$" × 11" ▯, B5 JIS ▯

❖ **Leading Edge Margin:**
Less than 6 mm, 0.24"

❖ **Print Paper Weight:**

- One-sided
  47.1 – 209.3 g/m^2, 12.5 – 55.6 lb
- Two-sided
  64 – 105 g/m^2, 17 – 28 lb

❖ **Print Speed:**

- One-sided
  Paper length of 364 mm, 14.4" or more: 60 – 120 cpm (5 increments)
  Paper length of less than 364 mm, 14.4": 60 – 135 cpm (6 increments)
- Two-sided
  60 – 120 cpm (5 increments)

❖ **First print Time (Master Process Time):**

- One-sided
  Less than 16 seconds (A3, 11" × 17" ▭)
  Less than 12 seconds (A4, $8^1/_2$" × 11" ▯)
- Two-sided
  Less than 46 seconds (A4, $8^1/_2$" × 11" ▯)

❖ **Colour Printing:**
Drum unit replacement system

❖ **Image Position:**

- Metric version
  - Vertical:
    One-sided ± 15 mm, ± 0.6"
    Two-sided ± 7.5 mm, ± 0.3"
  - Side:
    ± 10 mm, ± 0.4" (for either side)
- Inch version:
  - Vertical:
    One-sided ± 10 mm, ± 0.4"
    Two-sided ± 2.5 mm, ± 0.1"
  - Side:
    ± 10 mm, ± 0.4" (for either side)

❖ **Paper Feed Tray Capacity:**
1,000 sheets (80 g/m^2, 20 lb)

❖ **Paper Delivery Tray Capacity:**
1,000 sheets (80 g/m^2, 20 lb)

❖ **Master Eject Unit Capacity:**

- A3/11" × 17" drum
  More than 100 masters

❖ **Dimensions (W × D × H)**

	Width	Depth	Height
Stored	750 mm, 29.5"	720 mm, 28.3"	585 mm, 23"
Stored with ARDF	750 mm, 29.5"	720 mm, 28.3"	695 mm, 27.4"
Set up	1420 mm, 55.9"	720 mm, 28.3"	585 mm, 23"
Set up with cabinet	1420 mm, 55.9"	720 mm, 28.3"	1020 mm, 40.2"
Set up with cabinet and ARDF (when you use A3, 11" × 17" or larger paper)	1420 mm, 55.9"	720 mm, 28.3"	1130 mm, 44.5"

❖ **Weight:**

- Machine:
  Less than 117 kg, 258 lb

❖ Noise Emission [*1]

Sound power level

	Printing speed	Noise emission
Stand-by	--	53dB (A)
During printing (One-sided)	135 cpm	80dB (A)
During printing (Two-sided)	120 cpm	82dB (A)

Sound pressure level [*2]

	Printing speed	Noise emission
Stand-by	--	35dB (A)
During printing (One-sided)	135 cpm	65dB (A)
During printing (Two-sided)	120 cpm	67dB (A)

[*1] The above measurements made in accordance with ISO 7779 are actual value.
[*2] It is measured at the position of the operator.

❖ Power Consumption:

- Making a master:
  Less than 0.450 kW
- Printing:
  Less than 0.320 kW (when one-sided printing speed is 135 cpm)
  Less than 0.390 kW (when two-sided printing speed is 120 cpm)

Options

Auto Document Feeder capable of scanning both sides of a sheet (ARDF Type 4640)

❖ **Original Type:**
Sheet

❖ **Original Weight:**

- 1 sided
  52 g/m^2 to 128 g/m^2, 14 lb to 34 lb
- 2 sided
  52 g/m^2 to 105 g/m^2, 14 lb to 28 lb

❖ **Original Size:**
Max. 297 mm × 864 mm, 11.7" × 34.0"
Min. 149 mm × 210 mm, 5.9" × 8.3"

❖ **First print Time:**
Less than 33 seconds (A3, 11" × 17")
Less than 25 seconds (A4, $8^1/_2$" × 11")

❖ **Original Capacity:**
50 sheets (80 g/m^2, 20 lb)
7.5 mm, 0.3" height

Twin Colour Press Roller Printing System TC-IIR

❖ **Configuration:**
Floor standing

❖ **Printing Process:**
Twin colour press roller printing system

❖ **Print Paper Size:**
Maximum: 297 mm × 432 mm, 11.6" × 17.0"
Minimum: 70 mm × 250 mm, 2.8" × 9.8"

❖ **Print Paper Weight:**

- 52.3 – 209.3 g/m^2, 13.9 – 55.6 lb

❖ **Print Speed:**
90 – 120 cpm (3 increments)

❖ **Colour Printing:**
Drum unit replacement system

❖ **Paper Size and Paper Capacity:**
1,000 sheets (80 g/m^2, 20 lb)

❖ **Paper Delivery Tray Capacity:**
1,000 sheets (80 g/m^2, 20 lb)

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❖ **Dimensions (W × D × H)**

	Width	Depth	Height
Stored	920 mm, 36.2"	630 mm, 24.8"	555 mm, 21.9"
Set up	1,610 mm, 63.4"	630 mm, 24.8"	555 mm, 21.9"

❖ **Weight:**

- Machine:
  Less than 88 kg, 194 lb

❖ **Power Consumption:**

- Printing:
  0.55kW(Max)

❖ **Optional Equipment:**

- Drum Type 4640(L) (A3/ 11" × 17")

Large Capacity System (LS3000R)

❖ **Configuration:**
Optional large paper capacity system

❖ **Paper type:**
Corresponds to the machine specification

❖ **Printing paper size:**

- LCIT:
  Maximum 297 × 432 mm, 11.6" × 17.0" (325 × 447 mm, 12.7" × 17.5" *1)
  Minimum 128 × 182 mm, 5.1" × 7.1"
- LCOT:
  Maximum 297 × 432 mm, 11.6" × 17.0" (325 × 447 mm, 12.7" × 17.5" *1)
  Minimum 70 × 148 mm, 2.8" × 5.9" (When the LCIT is installed: 128 × 182 mm, 5.1" × 7.1")

*1 When the image position is set to 0 mm (0").

❖ **Print paper weight:**
47.1 – 209.3 g/m^2, 12.5 – 55.61 lb.

❖ **Feed tray capacity:**
3000 sheets (80 g/m^2, 20 lb.)
Paper stack height: Less than 320 mm (12.5")

❖ **Output tray capacity:**
3000 sheets (80 g/m^2, 20 lb.)
Paper stack height: Less than 345 mm (13.5")

❖ **Print speed:**
Corresponds to the machine specification

❖ **Power consumption:**

Standby	Less than 25 W
Printing	Less than 88 W

❖ **Dimensions (W×D×H):**

- LCIT: 968 × 545 × 778 mm (38.1" × 21.4" × 30.6")
- LCOT: 560 × 512 × 778 mm (22" × 20.1" × 30.6")

❖ **Weight:**

- LCIT: Less than 45 kg, 99 lb.
- LCOT: Less than 30 kg, 66 lb.

Other Options

- Drum Type 4640(L) (A3/11" × 17")
- Platen Cover Type 1018
- Key Counter
- Tape Dispenser
- PostScript3 Board Type 2
- IEEE 1284 Parallel Board Type 1
- IEEE 802.11b I/F Unit Type 1
- Memory Unit Type C (128 MB/256 MB)
- Extension HDD Type 1

Note

❒ Specifications are subject to change without notice.

Consumables

Name	Size	Remarks
Master:	Length: 115 m, 410 ft/roll Width: 320 mm, 12.6" 2 rolls/case	A3/11" × 17" drum More than 200 masters can be made per roll
Ink-Black	1,000ml/pack	Environmental conditions: -5 to 40°C 10 – 95% RH
Ink-Red	1,000ml/pack	
Ink-Blue		
Ink-Green		
Ink-Brown		
Ink-Purple		
Ink-Yellow		
Ink-Navy		
Ink-Maroon		
Ink-Teal		
Ink-Orange		
Ink-Gray		
Ink-Violet		
Ink-Hunter green		
Ink-Burgundy		
Ink-Gold		
Ink-Reflex Blue		

Note

❒ Specifications are subject to change without notice.

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Note to users in the United States of America

Note:

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

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Caution:

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Caution (In case of IEEE 1284 environment):

Properly shielded and grounded cables and connectors must be used for connections to a host computer (and/or peripheral) in order to meet FCC emission limits.

Caution (In case of 100BaseTX environment):

Network interface cable with ferrite core must be used for RF interference suppression.

Use a commercially available cable after attaching the ferrite core provided.

Caution (In case of USB2.0 environment):

Use a commercially available shielded USB cable.

Declaration of Conformity

Product Name: Duplicator

Model Number:

3585DNP2/CP6340D/LDD350d/DX 4640PD

Responsible Party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number:973-882-2000

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received,

including interference that may cause undesired operation.

Note to users in Canada

Note:

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

Remarque concernant les utilisateurs au Canada

Avertissement:

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

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Operating Instructions

Type for 3585DNP2/CP6340D/LDD350d/DX 4640PD

EN (USA) C269-0756