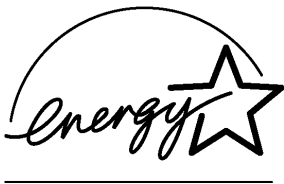# Konica

7020

INSTRUCTION MANUAL

ENERGY STAR ® Program

The ENERGY STAR Program has been established to encourage the widespread and voluntary use of energy-efficient technologies that reduce energy consumption and prevent pollution. With its automatic energy saving features Auto Low Power and Auto Shutoff (see item 6.3 Power Saver Mode) and its automatic duplex function, this product meets the Energy Star guidelines for energy efficiency. The key operator can adjust the interval after which the system goes into power saver mode.

CE Declaration

This product complies with EC Directives 73/23/EEC, 89/336/EEC, 92/31/EEC and 93/68/EEC.

What KONICA 7020 has to offer:

High-Speed Copying
20 A4 or 13 A3 pages per minute.

Extensive Paper Supply
Equipped with a drawer base unit*, Konica 7020 makes available up to 2,550 sheets in its trays and multi-sheet bypass.

Automatic Duplexing
Konica 7020 offers high productivity also when duplex copying. Even double-sided originals are processed and reversed automatically.

Job Memory
15 different copy patterns can be stored and instantly recalled.

Touch Screen for Convenient Operation
All settings are quickly and easily entered via the interactive touch screen. The **CHECK** key calls up a display to confirm all active settings. And a **JOB LIST** informs which job is processed at any time and how long this will take.

Help Function
Konica 7020 provides a **HELP** key with which a corresponding Help screen can be called up at any time. If there is a problem (e.g. a paper jam), a Help menu appears automatically.

Automatic Settings
The following functions are active when
– the unit is switched on;
– **AUTO RESET** is pressed;
– the unit returns to the initial settings automatically:

● Preselection 1
● Same-size copying 1:1
● automatic paper selection (APS)
● automatic exposure adjustment (AE)
● automatic processing of originals (RADF*)
● copies exit into the exit tray

These initial settings can be changed by the key operator or the Konica service technician.

The key operator can individually adjust the delay for the automatic return to the initial settings. Or the function can be deactivated altogether.

Digital Image Editing
Various digital functions allow easy editing of copies and enable the creation of completely new layouts.

Versatile Copying Comfort
A variety of special functions enables the combination of custom-made copied sets which can be compiled e.g. as a booklet or with cover sheets and chapter inserts.

Complete Finishing
In the finisher* copies are sorted and can be stapled in various positions.

Access and Cost Control
The key operator can activate the electronic key counter and allocate up to 128 user codes.

Please note:
Konica 7020 is equipped with a special Key Operator Function. In this mode, the operator can monitor the machine performance, adjust default settings, and control user activity, e.g. allocate user codes and key counters.
Access and operation of the Key Operator Function are explained in a separate manual.

Optional Accessories* (not standard)
This product can be upgraded with various options. Optionals or functions, which are not part of the standard configuration, are marked with a blue *.

Contents

* Option

Contents

1. Advice on Installation and User Safety

Dear User,

The following concerns the safe use of your new equipment. Please take the time to read the following precautions carefully.

1.1 Safety Warnings

1. ATTENTION: While in use, a high voltage is generated inside the equipment. Do not touch to avoid electrical shock!

2. Do not attempt to repair any parts of this equipment. All repairs must be carried out exclusively by approved Konica service technicians.

3. While in use, some parts inside the unit get very hot. To avoid getting burned, follow instructions carefully when clearing paper jams and only touch designated parts.

4. In case of liquid running into the unit, immediately switch off the equipment, disconnect from the mains and inform your Konica service.

5. To disconnect the unit from the mains, pull the plug from the socket, which has to be located close to the equipment and must not be obstructed at any time!

6. While toner is not hazardous to your health, it should be kept out of reach of children. If toner is inhaled, swallowed or gets into contact with the eye, consult your doctor.

7. If the equipment has to be opened, only the green knobs and handles should be touched.

8. Before switching on the equipment, always ensure that the unit is securely closed.

9. This equipment is not to be confused with shelves or other office furniture. Do not obstruct the top of the unit with any items but keep free at all times.

10. Avoid dropping anything into the unit (e.g. paper clips, staples or else).

11. The touch screen of the operating panel is protected with a thin glass. Only make function selections with your fingertips, and avoid pressing on the display with hard or pointed items (e.g. pens).

12. Do not load stapled or folded paper into the document feeder, the paper trays or the sheet bypass.

Care Advice:
One precondition for a good copy quality is a clean platen glass! We suggest to clean the platen glass and the underside of the doucment feeder daily with a clean soft, possibly damp cloth or the special Konica cleaning liquid. Never use volatile or corrosive cleaners or solvents with this equipment!

# 1. Advice on Installation and User Safety

1.2 Installation
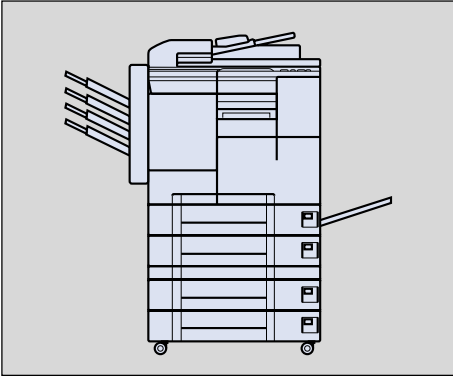
An inadequate location of the system can lead to a loss in copy quality and can even damage the equipment. The following should therefore be considered before installing the unit. Also see 1.3 Installation Space for the minimum space requirements of Konica 7020.

1. The location of the equipment must be level and must not be subject to vibration.

2. The unit should only be installed in surroundings which are dry, clean and well ventilated.

3. The equipment and its exclusive power outlet must be easily accessible and not be obstructed in any way.

4. Only connect the unit to a tested socket which is approved by the local electricity board. Ensure that neither the socket nor the connecting lead are damaged in any way. Do not use any extension lead or branched socket.

5. The unit is intended for use in temperatures between 10° and max. 30° Celsius as well as humidity between 10% and max. 80%. Avoid installing this equipment in locations with greatly varying temperatures (close to heating or window) as well as direct sunlight.

6. When in use ozone is generated by this equipment, however in small, not hazardous amounts. An odour may be detected after long periods of use in a poorly ventilated room. This can be avoided by adequate ventilation at regular intervals.

7. Ammonia or other gaseous fumes, extremely dusty conditions as well as strongly varying levels of humidity and/or room temperature can have a negative effect on the performance of the system, leading to a deterioration of the copy quality.

1. Advice on Installation and User Safety

1.3 Installation Space

Basic Model with Basic Pedestal*
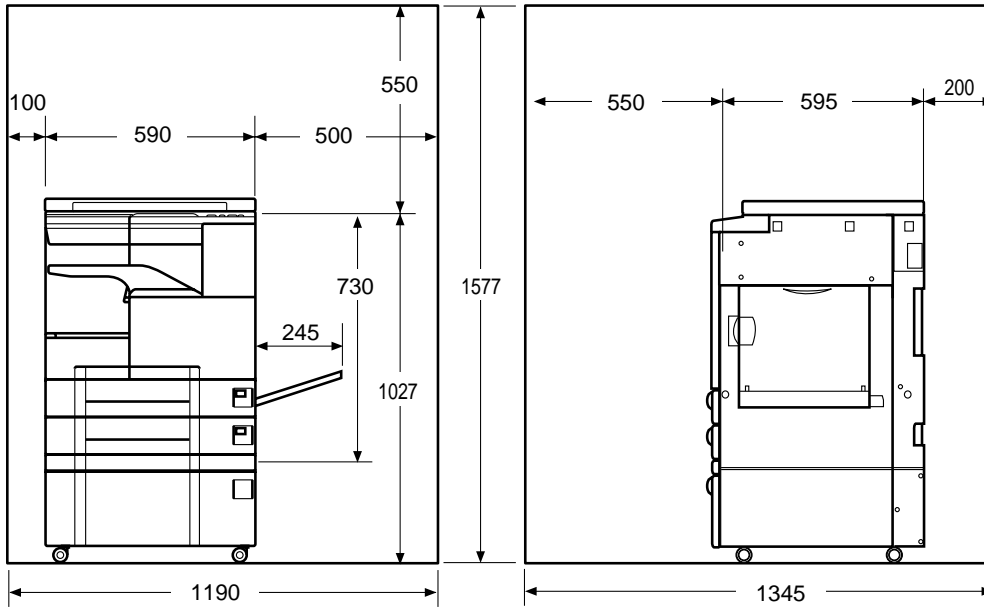
System with RADF*, DB-Unit (DB-209)* and Finisher*
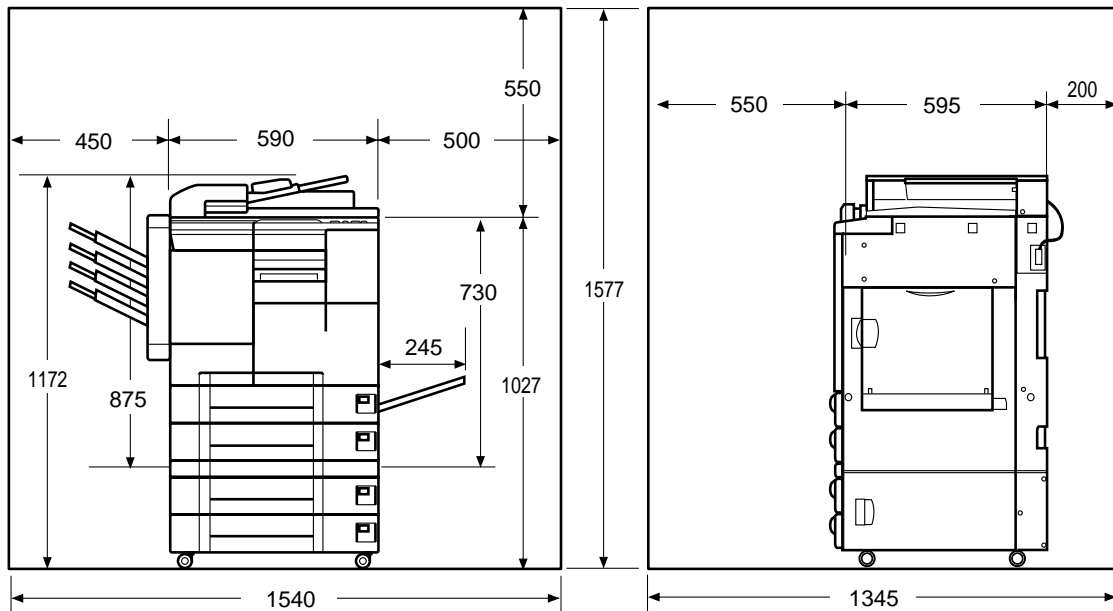
All dimensions in mm

2. Main Components

2.1 External Machine

Original Insertion in RADF*

RADF*

On / Off Copier Function

Finisher*

Front door

Main power switch
see below

Tray 1:
Universal Tray
for 500 Sheets
A5R – B4

Multi-Sheet Bypass Tray
50 Sheets A5R – A3

Right Side Paper Conveyance

Tray 2:
Universal Tray
for 500 Sheets A5R – A3

DB-Unit DB-209*
with Trays 3 and 4:
Universal Trays,
each for 500 Sheets A5R – A3
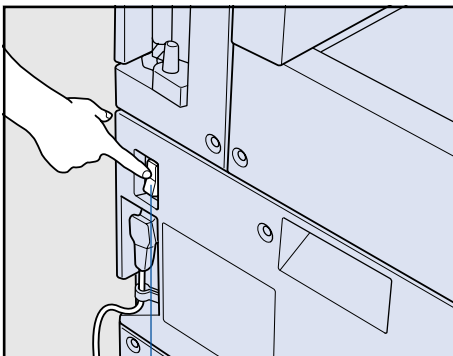
Release Button

Main Power Switch
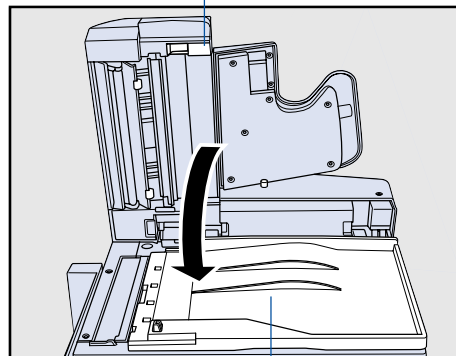
Original Cover

For easier manual copying, separate the
RADF by pressing the green release button.
The heavy left part remains open.
After placing all originals, firmly close the
left RADF part until it clicks into place.

2. Main Components

2.2 Internal Machine

Writing unit glass cleaning knob

Finisher knob

Toner bottle cover

Corona wire
cleaning knob

Developing unit

Fixing unit guide

Transfer/Separator wire
cleaning lever

Conveyance unit cover

ADU
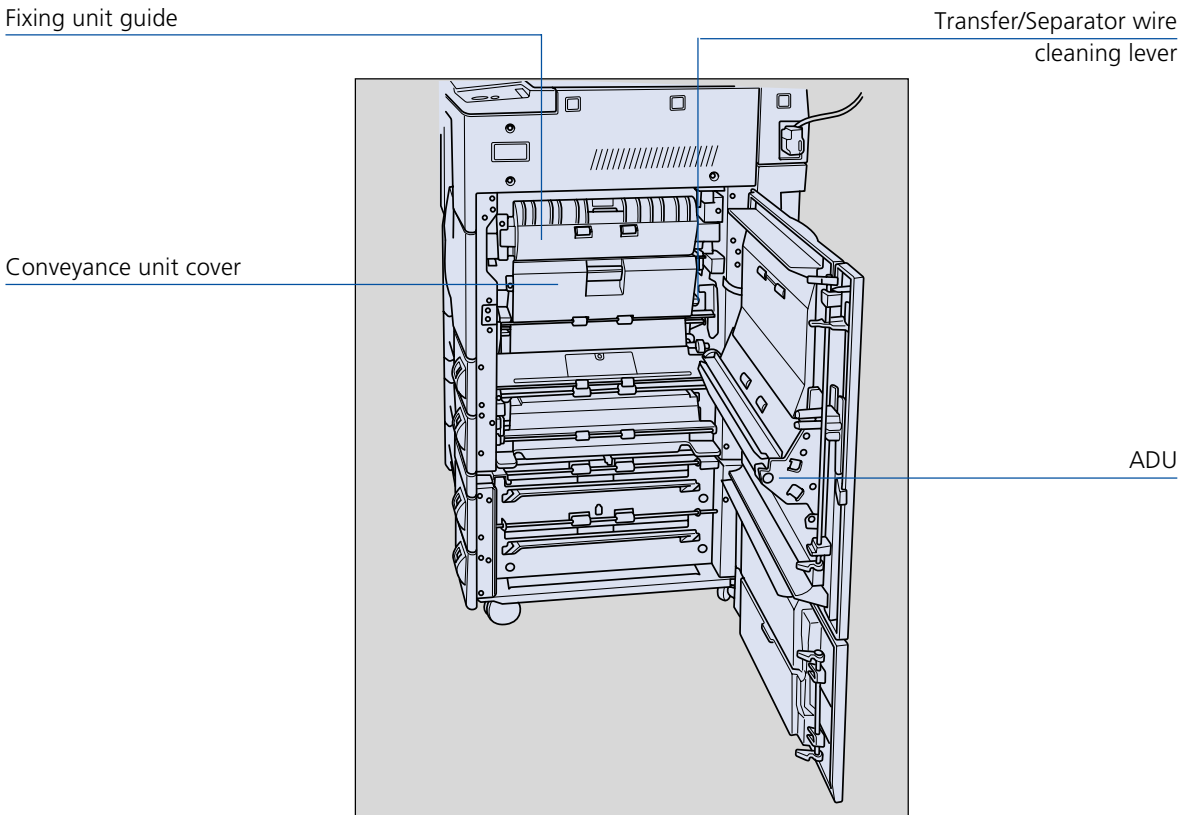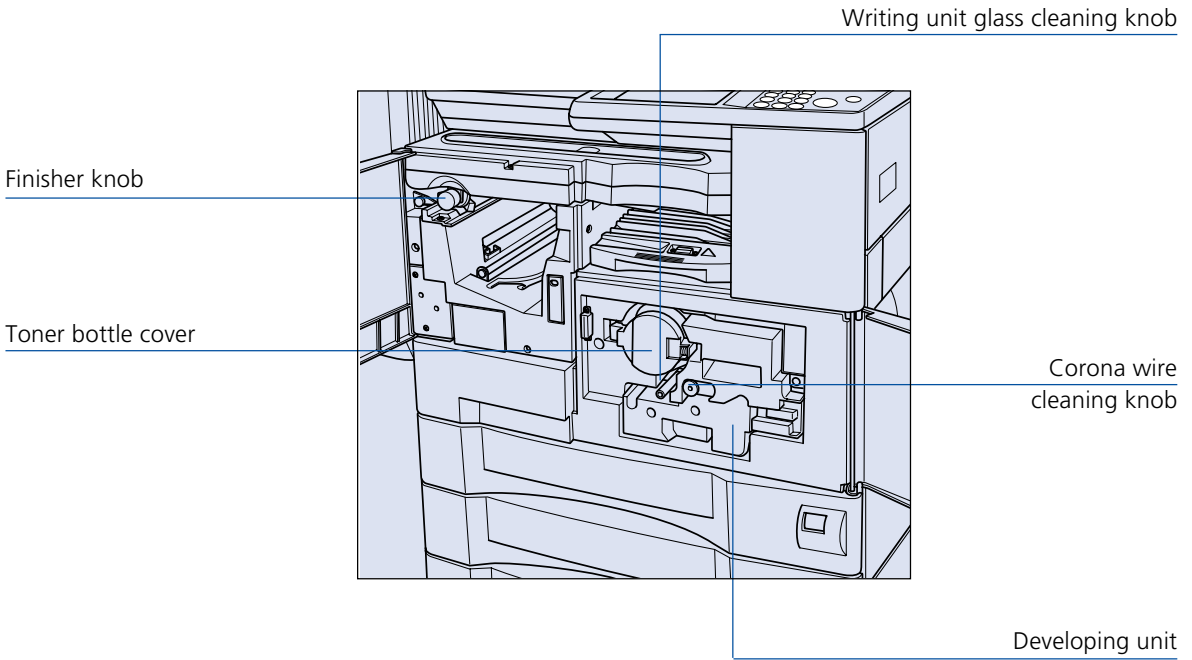
2. Main Components

2.3 Standard/Optional Equipment

Finisher Exit Trays
FT-107

RADF DF-314

Platen cover

Print Server
EasyCom Xpress

FaxKit
(FK-101)

Network
Interface Card
(KN-304)

Print
Controller
(IP-011)

Network
Interface Card
(KN-303)

HDD (HD-103)

Print
Controller
(IP-421)

PostScript 3 Option
(PS-341)

Finisher
FS-107
The finisher can be equipped
with up to 4 exit trays

Main body

DK-109
Basic Pedestal

DB-209
with 2 trays for
500 sheets each

DB-409
with LCT for 1,500 sheets
(A4/A4R)

3. All Functions at a Glance

3.1 Operation Panel

Help

Activates a general help menu or detailed user instructions for a selected function.

Check

All user selections are displayed.

Application

Activates the Application Selection Screen, and provides access to Store Mode and Job Memory.

Output

Activates the Output Mode Screen, in which finishing functions are selected (exit tray, sort, group, staple mode)

Auto Reset

Restores initial settings.

Data

Indicator blinks while receiving print data in printer mode; lights upon completion of receiving process.

Scanner / Printer

Switches to scanner* and printer* mode.

Fax

Switches to fax mode*.

Copy

Switches to copier mode.

* Option

3. All Functions at a Glance

LCD Touch Screen

displays machine and copying status, help information, interactive screens, and touch keys for function selections. Depending on the service adjustment, additional status information is displayed:

Automatic Rotation

Sort

Add Toner

Routine maintenance

Copy Preselection
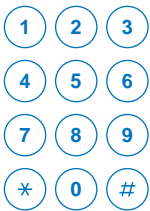
Numeric keypad to enter copy quantity, user codes, numeric values for various functions and to read counters.

Counters

Displays the counter list screen.

Clear Quantity

Clears the selected copy quantity.

Interrupt

To interrupt copying job in progress, in order to copy another job in-between.

Stop/Clear

Interrupts the copying process and erases the memory.

Start

Press to start copying.

3. All Functions at a Glance

3.2 The Touch Screen

The interactive touch screen serves to enter all software selections, which are then shown in the display.

Functions are selected with the soft keys. Selections are shown automatically resp. after calling up the Check screen.

Soft keys, which can be activated in the LCD, show a dark shadow underneath and on the right of the key.

Keys of activated functions are shown inverted, i.e. in black with white text. Keys of functions, which are not available, are shown in grey.

3.2.1 The Basic Screen

Basic Screen

In the **Basic Screen** under the **SETTING** tab, the basic functions are activated:

COPY MODE / Single- and Double-sided Copying

double-sided original	► double-sided copy
double-sided original	► single-sided copy
single-sided original	► double-sided copy
single-sided original	► single-sided copy

COPY DENSITY
Adjust for darker or lighter copies. Press **AUTO** for automatic contrast setting.

LENS MODE
6 preset magnification ratios and 3 userset ratios are provided. Zoom range 25% to 400%. 1.00 = same size copying.
–A– = The correct magnification ratio is automatically selected.

PAPER SIZE
If APS is active, originals are automatically copied in the same size. If a specific paper tray is selected, this switches APS off.

The **RESERVE Screen** is identical to the Basic screen and allows function selections for another 4 copy jobs during copying.

The **JOB LIST Screen** displays the present and waiting copy and print jobs.

The **SCAN Key** activates the store mode to scan originals (page 25).

The **MEMORY Indicator** displays the remaining memory capacity.

3. All Functions at a Glance

3.2.2 The Application Selection Screen
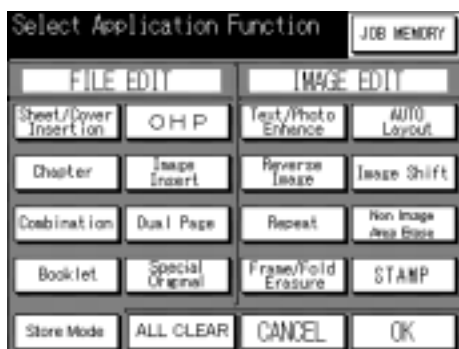
Application Selection Screen

> The operator can suppress the access to particuler functions respectively can change the sequence of functions on the display. In this case, the display looks different.

The **APPLICATIONS** hard key calls up the screen for the special functions.

In this screen **Store Mode** can be selected (page 25). The **JOB MEMORY** key (page 32) activates the Job Memory for programming and retrieval of complete copy patterns.

The following functions can be selected:

FILE EDIT

Sheet / Cover Insertion
To program positions for covers and inserts (page 39).

OHP Interleave
To copy OHP films with inserts (page 40).

Chapter
To start each new chapter on a righthand (front) page (page 40).

Image Insert
To insert an original from the platen glas into a document set copied via the RADF (page 41).

Combination
To combine from 2 to 8 originals on one copy (page 42).

Dual Page
To copy from books, magazines etc. automatically onto two separate A4 pages (page 42).

Booklet
To combine several pages automatically as an A4 or A5 booklet (page 43).

Special Originals
To process originals of mixed sizes, Z-folded originals, special sizes, and to fix the direction for duplex copies and for double sided originals. (page 43).

IMAGE EDIT

Text / Photo Enhance
For improved reproduction of halftone originals (page 35).

Auto-Layout
To center an original image on the copy (page 35).

Reverse Image
Negative reproduction of the original, black is copied white and vice versa (page 35).

Image Shift
Shifts the image on the front and the back of the page by up to 250 mm left or right; also with automatic reduction (page 36).

Repeat
Places a defined area from the original onto the copy as often as possible (page 36).

Non Image Area Erase
For copying from the platen glass with open RADF; automatically eliminates black shadows (page 37).

Frame / Fold Erasure
Creates a frame of 1 to 15 mm and/or a center fold of 1 to 30 mm (page 37).

Stamp / Watermark
Watermarks, stamps, date and time as well as page and set numbers can automatcally be printed onto copies.
(page 38).

4. The Help Function

4.1 The Help Key
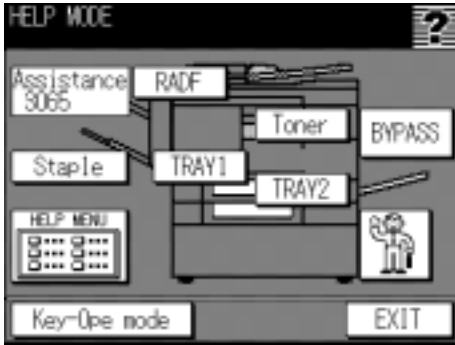
The **HELP** hard key calls up varied help information.

General information regarding the functions is available, as well as detailed user instructions, explaining the operation procedures step by step.

There are two ways to call up the required information:

1. Press **HELP**, while the basic screen is displayed in the LCD, to call up the Basic Help screen. Press any of the **soft keys** (e.g. RADF, etc.) for detailed information on the relevant copier part. Pressing the **HELP MENU** soft key calls up the Help Menu screen, in which general information regarding the use of the machine and its functions can be activated. Touching **Key-Ope mode** the operator has direct access to the key operator-mode.

2. Pressing **HELP**, while any function is activated, calls up help screens with detailed operation instructions for the corresponding function.
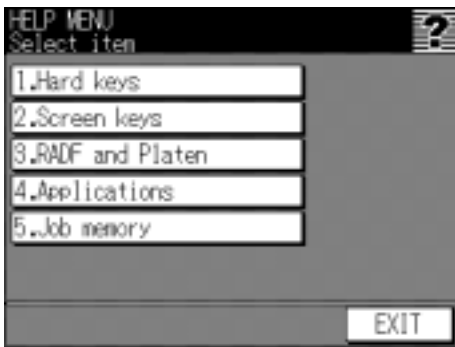
4.2 Automatic Help Mode

A similar screen appears automatically if a paper jam occurs, showing where the jam is located. Further screens follow, explaining the necessary operation steps to clear the paper jam.

If there is a problem, copying will be interrupted and a help information is displayed on the screen. If the service icon is displayed, please inform your key operator or the Konica service.

If the problem is a paper jam, please follow exactly the instructions displayed on the screen. As you carry out operation steps, new screens appear automatically. Once the problem is solved, the help screens will disappear.

Press the **GUIDE** key, if you need more details regarding the relevant operation steps.

5. How to Supply Paper, Toner, Staples

This section contains information regarding the paper trays, how to refill toner and replace staples.

5.1 Supply Paper

General

This system is equipped with up to 4 paper trays and a multi-sheet bypass. If paper of a certain size has been used up, the corresponding paper size indicator on the screen will fade.
The ⛏ Symbol appears on the display and blinks whenever the chosen paper tray is empty.
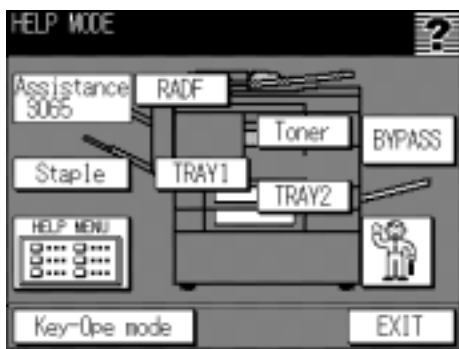
Press the **HELP** key, while the basic screen is displayed, to call up the Basic Help Screen. Pressing the soft key for any of the paper trays will display a help screen explaining how to refill paper.
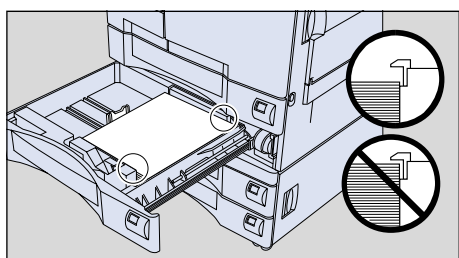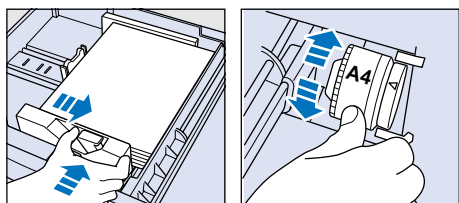
How to supply paper in the 500-sheet-trays

1. Withdraw the tray from the unit as far as it will go.

2. If required, the guide plates (universal trays) can be adjusted to a different size. In this case, set the size indication dial (at the right side) at the correct copy size!

3. Fan the paper before inserting it!

4. Stack paper into the tray with the curly side up. Paper must not be stacked higher than the red mark. If trays are over-stacked, the system might not copy!

5. Push the paper tray into the unit until it locks into place.

5. How to Supply Paper, Toner, Staples
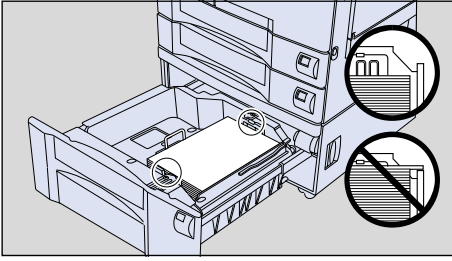
Loading Paper in DB-409*

1. Withdraw the tray from the unit as far as it will go.

2. Fan the paper before inserting it!

3. Stack paper into the tray with the curly side up. Paper must not be stacked higher than the red mark. If trays are over-stacked, the system might not copy!

4. Push the paper into the unit. Do not change copy size!
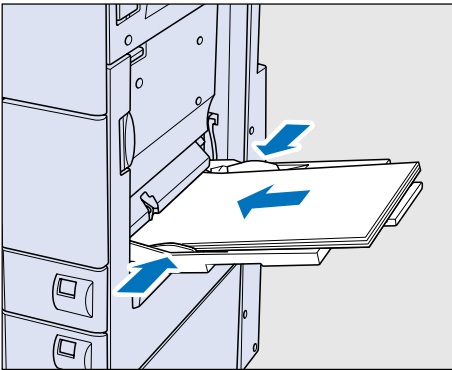
Multi-Sheet Bypass

The sheet bypass is located on the right of the unit. Paper in sizes A3 to A5R can be processed, as well as thick and thin paper, OHP films and special materials (e.g. labels, transparencies).

1. Open the bypass tray.

2. Insert the paper and adjust the paper guides.

3. To copy onto the material inserted into the bypass tray, press the **PAPER SIZE** key in the basic screen and in the next screen, select the sheet bypass with the corresponding key.

5.2 Supply Toner

If the toner runs low, a warning message appears in the LCD.

Important:
Toner should be kept out of reach of children. If toner is inhaled, swallowed or gets into contact with the eye, consult your doctor.
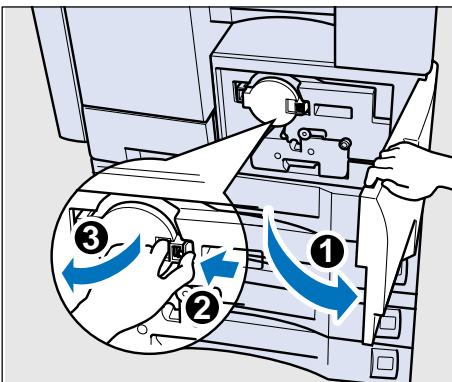
How to Supply Toner:

1. To loosen the toner inside the cartridge, lightly tap the cartridge on a solid surface and shake it a few times. Remove the plastic cap from the cartridge.

2. Open the front door. Unlock and open the green lid.

5. How to Supply Paper, Toner, Staples
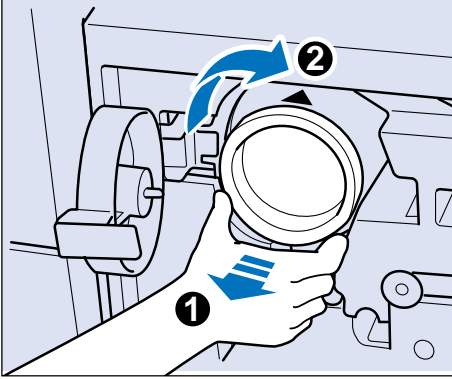
3. Withdraw the toner bottle, then turn it clockwise to position the mark ▲ at the top.

4. Fully withdraw the toner bottle straight toward the front and dispose it.
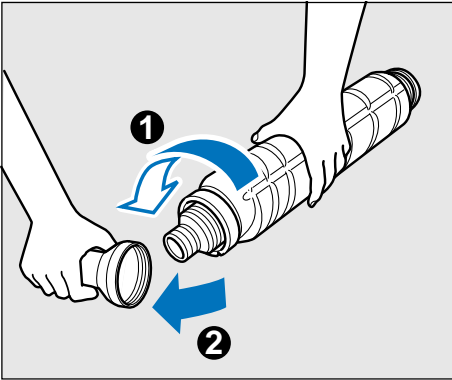
5. Remove the cap of the new toner bottle.
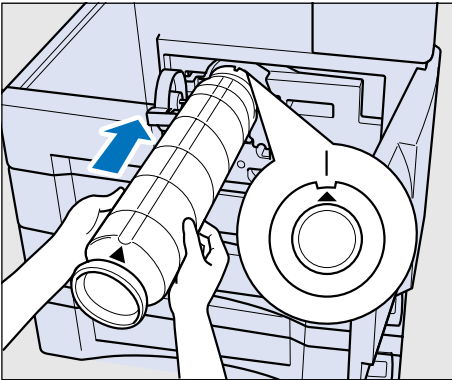
6. Insert the new toner bottle, positioning the ▲ mark at the top.
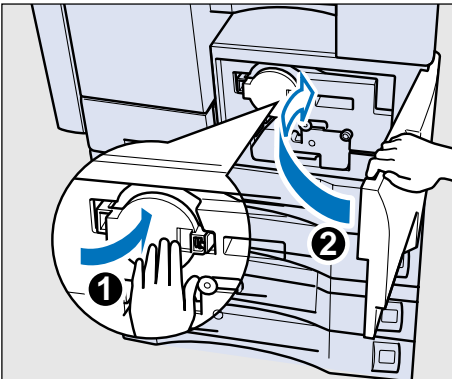
7. Close and lock the toner bottle cover, then close the front door.

The procedure how to refill toner is of course also explained in the help function.

5. How to Supply Paper, Toner, Staples

5.3 Supply Staples

If the staple cartridge is empty, a warning message appears.

Please only use original Konica staple cartridges as a refill!
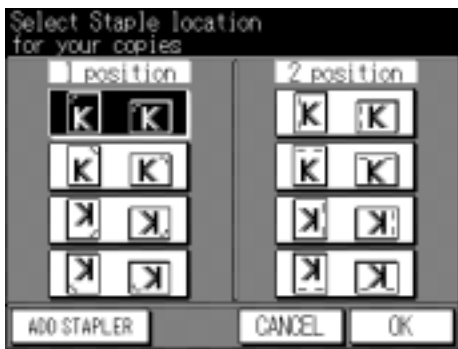
To access the display shown, press **OUTPUT** key first, then **STAPLE SET**. Press **ADD STAPLER** now. The staple cartridge now moves into a position at the finisher* front door.

The display shows a warning sign. Do not open the finisher front door before the check stapler screen is displayed.
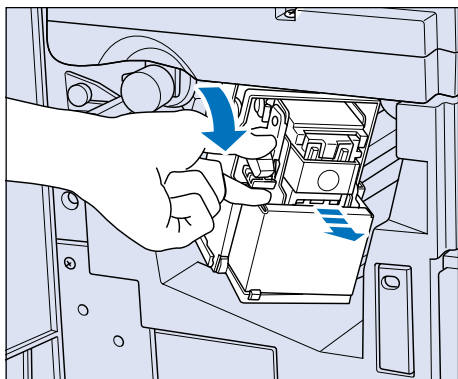
Push the two green levers together as shown, to release the staple cartridge from the cartridge holder.

5. How to Supply Paper, Toner, Staples
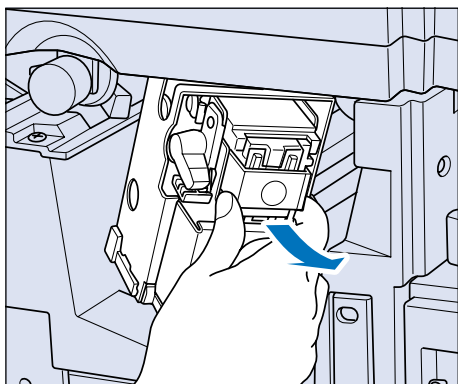
Remove the staple cartridge.
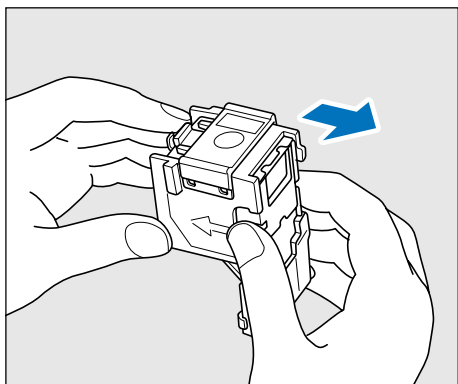
Remove the empty staple case.
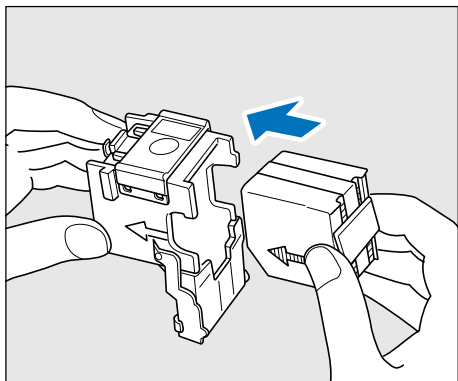
Insert the new staple case into the cartridge, until the arrows on the case and the cartridge are aligned over each other. Only now remove the tape holding the staples in place.
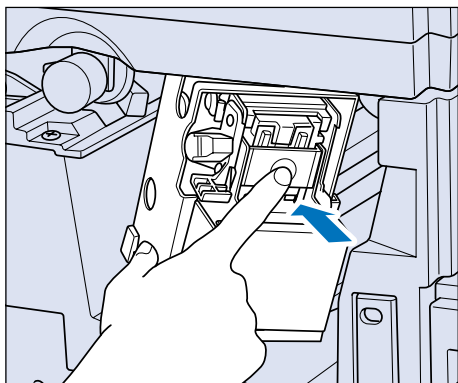
Insert the staple cartridge into the finisher in such a way, that the green part is visible. Press on this green area until the cartridge clicks into place.

Close the finisher front door. Touch **BACK** on the check stapler screen and wait until the stapler returns to its original position. The basic screen will be restored.

6. Before Copying

6.1 Weekly Timer

Please contact the operator if a timer interrupt password is needed or a change of the ON/OFF times is required.

The copier provides a timer function that can be activated by the operator. In this case, please do not switch the unit on and off at the main power switch; the machine turns on and off automatically.

Timer Interrupt

– Press the **Power** switch on the left side of the panel.

– A four digit timer interrupt password is needed if the operator has installed a password. Enter the code and touch **START**.

– Now specify the actual ON-time period; hours one-digit and minutes two-digit numbers (e.g. 2 h, 05 minutes). Confirm each input by pressing **START**.

– After the specified period, the system will automatically go off again.

6.2 User Password / Electronic Key Counter (EKC)

This unit has an integrated electronic key counter, which manages up to 128 user accounts. Copies can be allocated to users, accounts or projects, if the key operator has activated this function. A copy limit can be allocated to each counter.

If the electronic key counter is activated in this unit, a user password has to be entered to access the machine. Please contact your key operator, if you need a password or can't remember your allocated password.

The message on the screen instructs you to enter a user password.

Password Access:

– After switching on the system, a request to enter a password is displayed on the screen.

– Enter your 5-digit code over the keypad, and press **START**.

– If you hit a wrong key, still enter 5 digits in total, and then press **START**. Now repeat the procedure with the correct code.

– The number of copies made as well as the copy limit for this counter are now displayed for a moment.

– If the copy limit has been reached for any password, the system will not produce any further copies under this code. Depending on how the copier is adjusted, a copy job in progress can either be completed or will be interrupted.

6. Before Copying

6.3 Power Saver Mode

If the Power Saver Mode is active, the LCD goes dark.

Auto Low Power / Auto Shut-Off

– The key operator can adjust this system, so that the unit will automatically switch into Auto Low Power Mode after a delay of 5 minutes or more after copying. In this mode the temperature of the fixing unit is lowered to conserve energy. After a further delay which can be specified by the key operator, the system goes into Auto Shut-Off mode in which the energy consumption is further lowered.
– To switch on the unit when in one of these energy saving modes, press any key except the Start key.

Power Saver Key

– There is a certain warm-up time, if the system is activated again from this mode.
– To deactivate the mode, press the Power key again on the left side of the panel.

7. Simple Copying

This section deals with the functions needed for simple, straight-forward copying jobs.

Some features and functions of this system cannot be activated simultaneously. The table after page 50 shows, which functions are compatible.

7.1 Automatic Copying

– Switch the unit on at the main switch (see also 6.1 Timer), and wait until the system is ready. Warm-up time is approx. 30 sec.
– The display shows the Basic screen.
– If the copier is also connected as a printer* and/or Fax*, press the **COPY** key, until the basic screen appears.
– If the Electronic Key Counter (EKC) is active, enter your password and press **START** (see also 6.2 Electronic Key Counter).
– Insert original(s) into the RADF*, select the desired copy quantity and press **START**.
– Copies exit into the Finisher* or into the exit tray inside the unit.

Automatic Functions

These functions are active under **AUTO RESET**:

Basic Screen

Automatic Paper Size Selection (APS)

– The copier automatically selects a tray with the paper size of the original.
– The original is copied same size.
– If the corresponding paper size is not available, the image will be rotated by 90° on the copy, where possible (e.g. A4 to A4R).
– Press **OUTPUT** if the automatic rotation does not work. Activate this function in the finishing screen.
– If no paper of a suitable size is available, a message will appear on the screen to supply paper of the required size.
– APS does not work with AMS or if an individual magnification ratio was entered.

Automatic Magnification Selection (AMS)

– If you specify a particular tray to copy from resp. a particular paper size to copy onto, the system automatically calculates the correct magnification ratio.
– The original is copied in the corresponding size onto the copy paper.
– AMS does not work with APS or if an individual magnification ratio was entered.

Automatic Exposure (AE)

– The original is scanned and exposed with a suitable density.
– For a manual darker/lighter exposure press the corresponding arrows.
– The **AUTO** key on the Basic screen activates AE.

AUTO RESET

– A short time after the last copy or the last selection is made, the system returns to the initial settings.
– The key operator can adjust the interval until Auto Reset is performed, or switch off Auto Reset altogether.

7. Simple Copying

7.2 Position Originals
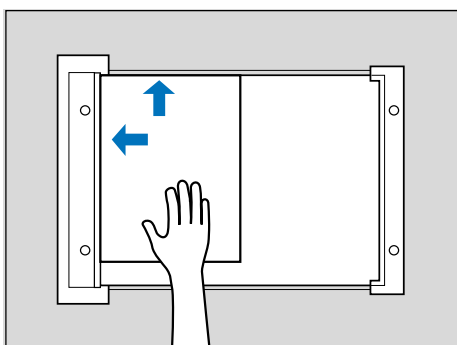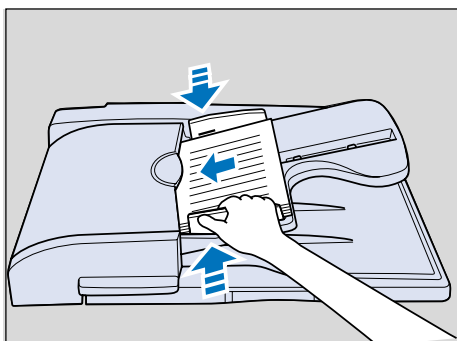
Insert Originals into RADF*

Originals in sizes A3 to A5R are processed automatically. Double-sided originals can be reversed automatically. Up to 50 originals can be inserted into the RADF* at one time (for documents of more than 50 originals, see 7.3 Store Mode).

– Close the RADF* securely.

– Insert originals face-up into the RADF*. Transparencies, torn, mounted or stuck, stapled, as well as very thin and very thick originals must not be copied via the RADF*.

– Align the original guides to the original size.

Position Original on Platen Glass (also see page 9)

– Open the RADF*.

– Position the original face-down on the platen glass in the upper left corner.

– Close the RADF*. It can also remain open, e.g. for 3-dimensional originals, such as books, etc. (in this case, see also 9.1.6 Non-Image Area Erase).

Auto-Start:
The operator can adjust the unit to start copying automatically, if an original is placed on the platen glass and the platen cover/RADF* is closed. Originals in sizes A5 and larger are detected.

7.3 Store Mode

This function allows to scan originals via the platen glass into the image memory, in order to produce copied sets. It allows to process original sets of more than 50 pages through the RADF*, and lets you combine originals fed via the RADF* with originals placed on the platen glass.

– Press **APPLICATION** key to access the display shown.

– Touch **Store Mode** and **OK** to return to the Basic Screen.

– Make other required function selections.

– Position originals, which cannot be fed through the RADF*, one after the other onto the platen glass, starting with the first page.

– If you want to use the function to extend the RADF* capacity, insert a maximum of 50 originals into the RADF* at one time, starting with the beginning of the document.

– Always press the **SCAN** key, to scan originals into the image memory.

– You can also combine originals fed via the RADF* with originals positioned on the platen glas. In this case you have to keep the page order. Different sizes cannot be combined.

– When all originals have been scanned, start copying by pressing **START**.

Advice:
Store Mode may also be activated directly in the Basic Screen with the **SCAN** key. Press **SCAN**: Originals are scanned into memory. Touch **STOP/CLEAR** and **AUTO RESET** to switch **Store Mode** off again.

7. Simple Copying

7.4 Select Finishing Functions / Stapling Position*
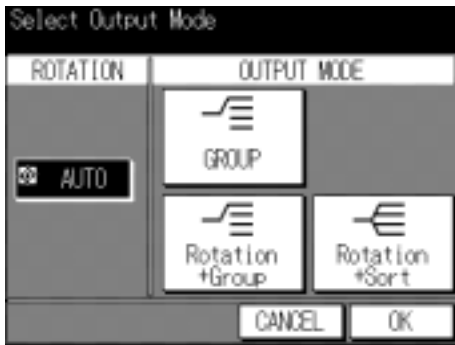
In this screen, also the **Auto Rotation** function can be switched on and off. The default setting for Auto Rotation is ON. **Rotation + Group** and **Rotation + Sort** cannot be selected, while **ROTATION** is deactivated.

Unit without Finisher*

The copy exit tray has a capacity for up to 100 sheets. The following functions are available:

Press **OUTPUT** to call up the screen shown on the left.

GROUP

All copies of the first original are exited, followed by all copies of the second original, and so on.

The following functions are possible only when rotation is active and the same paper size (e.g. A4) is available in portrait and landscape direction.

Rotation + Group

All copies of the first original are exited, followed by all copies of the second original turned by 90°, and so on.

Rotation + Sort

One complete set of copies is exited in page order, followed by the second complete copied set, and so on. Every set of copies exits turned by 90° in relation to the previous set, clearly separating one set from the next one.

In this screen, also the **Auto Rotation** function can be switched on and off. The default setting for Auto Rotation is ON.

Unit with Finisher*

The finisher* has at least 2 and up to 4 exit trays. Each tray is shown on the display.
An unlimited amount of copies can be stacked in the Finisher*, because the unit switches automatically to an empty exit tray, if the max. capacity of an exit tray has been reached. To ensure continuous stacking of copies, filled exit trays have to be emptied to become available again.

– Press **OUTPUT** to call up the screen shown on the left.

– Select a function and, if required, specify an exit tray.

GROUP

All copies of the first original are exited into the selected exit tray; on top all copies of the second original are exited, offset by 3 cm, and so on. If the max. tray capacity has been reached, further copies automatically exit into the next tray.

SORT

One complete set of copies after the other – each offset by 3 cm – is exited into the selected exit tray. Once the max. tray capacity has been reached, further copied sets automatically exit into the next tray.

7. Simple Copying
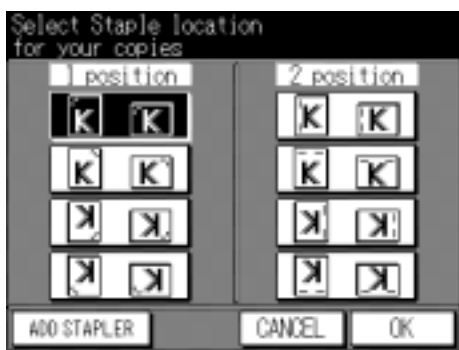
*Only press the **ADD STAPLER** key when the copier does not staple any more (see page 20).*

STAPLE

– The presently selected stapling position is shown in the **STAPLE** key. For a different stapling position, press the key **STAPLE SET** to call up the screen shown on the left.

– Select the required stapling position for your document, and confirm the setting with **OK**.

7.5 Basic Functions

The basic functions are selected on the Basic screen shown on the left, which consists of the following two parts.

User instructions appear on the left side at the top.

The lower area of the screen displays the present basic function selections.

The soft keys on the screen are pressed to select the functions.

For some functions pop-up menus appear, in which further selections are made.

7.5.1 Copy Mode / Duplex Copying

– Press one of the four keys.

double-sided original ► double-sided copy

double-sided original ► single-sided copy

single-sided original ► double-sided copy

single-sided original ► single-sided copy

7. Simple Copying

7.5.2 Copy Density

- For a lighter or a darker copy, press the corresponding arrow key.
- Pressing **AUTO** activates the automatic exposure.
- The key operator can program two individual density settings under the **USER** settings.
- The key operator can individually adjust the scale for the 9 lighter to darker density settings.

7.5.3 Magnification: Reduce & Enlarge / Zoom / Vertical/Horizontal Zoom

You have several different options to adjust the magnification ratio:

- Pressing the **1.00** key in this screen, will produce size to size copies. This deactivates **AMS** (Automatic Magnification Selection). To reactivate press **–A–**.
- Exact magnification ratios (e.g. A3 to A4) are preset. Press **RE** to display the pop-up menu shown on the left and select the desired magnification.
- The three **X** keys provide individual magnification ratios and can be programmed by the key operator.

- For individual adjustments, press the **ZOOM** key, and the display on the left will be called up. Use the arrows to set the required magnification ratio; or enter the value via the keypad. You can select a ratio from 0.25 to 4.00 (25% to 400%). Confirm your selection by pressing **OK**.
- For individual adjustment of the vertical and the horizontal magnification ratio do the same but select an individual value for each direction. Enter the values for both directions via the keypad, and press **OK** to confirm.

This screen appears after pressing "Zoom". You can adjust the zoom ratio with the arrow keys or by entering a value via the keypad.

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7. Simple Copying

7.5.4 Paper Size Selection

– In this screen, simply press the key corresponding to the desired paper source. Your originals will then automatically be reduced or enlarged onto the selected copy size (AMS).

– If you press **APS**, the copier looks for the size corresponding to the original size. Same-size copies will be produced. If paper of the same size is not available, the image will automatically be rotated by 90°, providing this is possible (e.g. from A4 to A4R). If no suitable paper size can be detected, you will be prompted with a user instruction to supply the missing paper size.

– If the **Automatic Rotation** function does not work, you can activate the function in the Output screen. If not, ask your operator.

8. Other Basic Functions

This section provides information on further basic copying functions, which this system makes available.

8.1 Job Programming / Reserve Mode

While a copy job is being processed, you can make all selections for the next job. Up to four copy jobs can be programmed.

– Press **RESERVE**. You can only call up this screen, while a copy job is being processed.

– Make all required selections for the next job. Job Memory settings cannot be recalled in Reserve mode.

– Insert your originals and press **START**. Originals will be scanned and the Basic screen appears automatically.

– For further job programming press **RESERVE** again.

– The new copy job will be started automatically, once the previous job is completed.

– Press **JOB LIST** to call up a list of pre-programmed jobs (see below).

– If a problem occurs in the job being processed, in place of the **SETTING** key another key will appear, e.g. **ADD PAPER** or **JAM**. If this happens, press the corresponding key and follow the instructions.

8.2 Check Screen / Proof Copy

This screen is displayed after a sample copy was printed; the star mark indicates the selections, to which changes can be made.

This screen allows to check if all required settings have been made; and in order to check a correct copy result, you have the option to print a single sample copy without deletion of the image memory afterwards.

– Press the **CHECK** key on the operating panel to call up a screen which displays all settings made for the next copy job.

– If originals are inserted in the RADF* or have been scanned, a sample set of copies can be generated. Press **PROOF COPY** for a set of copies. The display now indicates, which previously made settings can still be adjusted.

– If you do not need to make any adjustments, press **START**. In this case the sample copy set will be counted for the total set quantity.

– If the sample copy is no good and you want to start again, press the **STOP/CLEAR** key on the panel to delete the image memory.

> **Advice:**
> The scanned originals will only remain in the image memory after the printing of a sample copy, if the copy quantity setting is more than 1.

8. Other Basic Functions

8.3 Job List / Advance or Delete Jobs

Job List Screen

In the Basic screen, press the **JOB LIST** key to call up this screen. It displays which copy and/or print jobs are waiting to be processed and how long each individual job will need for completion. The screen also gives information on the present system status (see below).

You can change the order, in which jobs are processed; and you can delete jobs before or while they are processed. Use the arrows to mark the job you want to bring forward or delete; then press the corresponding key.

If you press **ADVANCE**, the marked job will move up one position in the Job List. Press **OK** to leave the Job List screen.

The displays in the Job List screen have the following meaning:

'Mode' refers to the mode in which the system will process the job:

COPIER	=	System works in copier mode
PRINTER	=	System works in printer mode
SCANNER	=	System works in scanner mode

'Status' refers to the present status of the system. The following indications are displayed:

READY	=	Ready to use in each mode
WAITING	=	Warming up
PRINTING	=	A copy or scan or print job is being processed
INTERRUPT	=	Present copy was interrupted for copying in-between
SCANNING	=	Originals are scanned for copying
ERROR	=	Some problem occurred
NO PAPER	=	Paper of the required size is not available
STOP	=	The present job was interrupted
JAM	=	Paper jam occurs
RESERVE	=	The reserved job will be started immediately

8. Other Basic Functions

8.4 Copy Interrupt

A special tab indicates the screen for in-between copying.

This function allows to interrupt a copy job that is being processed, in order to quickly produce a few copies in-between. The settings of the initial job and the image memory remain.

– Press the **INTERRUPT** key on the operation panel. The key blinks first and lights as soon as the unit is available.

– Set the required functions and select the copy quantity.

– Position the originals and press **START**.

– After the in-between copies have been made, press **INTERRUPT** again to switch the function off.

– Press **START**, to complete the previous job.

8.5 Job Memory: Save and Recall Job Settings
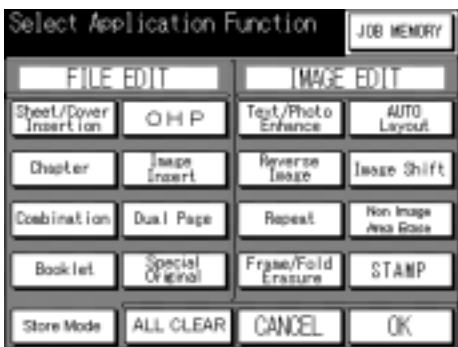
This function allows to save all settings for frequently needed jobs once, and to recall them whenever needed.

– The settings for 15 jobs can be saved. (The key operator can 'lock' saved jobs to protect them against inadvertent deletion.)

– All basic functions, all special funtions, as well as the finishing settings and the copy quantity can be programmed and saved.

– Enter your required selections.

– On the operating panel, press the **APPLICATION** key to call up the display shown on the left. Now press J**OB MEMORY** and **ENTRY** next.

– The following screen displays all selections made. Press **OK** to call up the Job Store screen.

8. Other Basic Functions

– In the screen displayed on the left, you select a place for the job to be stored. If all 5 places in this screen have been used, use the arrows to call up further screens with more memory places.

– Select a free number by pressing on it, and confirm with **OK**.

– If there is no free job memory available, you can overwrite a job which does not show the padlock symbol. Jobs which display the little padlock symbol, are protected against over-writing. Contact your key operator if you want to have your job protected.

– In the next screen, you can allocate a name to your job (there are three screens for capitals, small letters and symbols.) Use the arrows at the bottom to access screens 2 and 3. Wrong letters can be deleted with the **CANCEL** key.

– Once the name is complete, press **OK**, to save the job name. This name is displayed in the next screen. Confirm with **OK**, to save the job and return to the basic screen.

Programmed job memory settings can be recalled whenever required:

– On the operating panel, press the **JOB MEMORY** key.

– Use the arrows to scroll the job numbers until the required job name is displayed in the screen.

– Select the job by pressing the job number. Confirm your selection with **OK**; or press **Job Check**, to display the settings programmed in this job. Press **OK** to confirm.

– The system is now set to the selections of the recalled job.

– After copying, you can recall the intitial settings by pressing **AUTO RESET**.

9. Special Functions

This section deals with the system's special functions and explains how they are operated.

The Application Selection Screen displays all Special Functions.

The operator can suppress the access to particuler functions respectively can change the sequence of functions on the display. In this case, the display looks different.

How to Select Special Functions:

– Pressing the **APPLICATION** key on the operating panel calls up the Application Selection screen.

– To activate a function, simply press the corresponding soft key.

– For some functions another screen is displayed, in which further selections must be made.

– To confirm your selections, press **OK**. If you press **CANCEL**, the function(s) will not be active resp. your adjustments will not be programmed.

– Pressing **ALL CLEAR** will cancel all previously selected special functions; and you will return to the Basic screen.

– After you have made your selections among the special functions, leave the Application Selection screen by pressing **OK**.

– The Basic screen will be displayed again.

– As long as any special function is selected, the indicator in the **APPLICATION** key is lit.

The function keys are either white, black or shaded grey.

White   = *Function is not selected*
Black   = *Function is selected*
Grey Shade = *Function is not available in this combination*

How to Change Special Function Settings:

– Press the **APPLICATION** key on the operating panel to call up the Application Selection screen.

– The keys of all selected functions are inverted, i.e. black with white type. To call up the adjustment screen for any activated function, press the inverted function key **twice**.

– Now make your adjustments in the screen, and confirm with **OK**, until you are back in the Basic screen.

How to Switch Off Special Functions:

– Pressing **AUTO RESET** cancels all present settings and returns the system to initial settings. If you only want to cancel a particular special function, call up the Application Selection screen.

– The keys of all selected functions are inverted, i.e. black with white type.

– Press the black key once. The key is now white with black type. The function is no longer active.

– Press **OK** to return to the Basic screen.

– If you want to cancel all special functions but keep the other copier settings, you can do this by pressing **ALL CLEAR** in the Application Selection screen.

9. Special Functions

9.1 Image Editing Functions

The following functions allow the editing of the original, so that the copy will show a changed image. You can for example shift the image, repeat a portion of the image, and so on.

9.1.1 Text/Photo Enhance
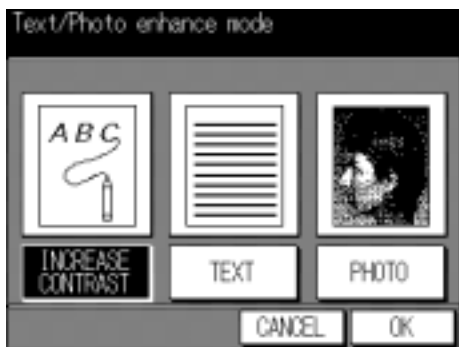
This function improves the reproduction of halftones. The copied image is lighter and has more detail.

– Select **PHOTO** for halftone photo originals.

– Select **TEXT** to improve the contrast in text originals.

– Select **INCREASE CONTRAST** for lightly printed originals.

> **Advice:**
> The key operator can adjust the density scale for each of the 3 modes (see Key Operator Manual, 15. Density Adjustment).

9.1.2 Auto Layout
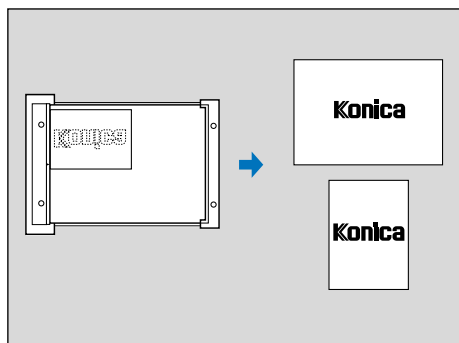
This function allows easy centering of the image on the copy. Careful positioning of the original is not necessary.

– Press the function key. Together with **AUTO Layout** the **Non Image Area Erase** function is automatically selected, but can be switched off.

– Originals can only be copied via the platen glas; the RADF* is not available and has to remain open, unless you switch off **Non Image Area Erase**.

– For duplex copying in this mode, you have to select the **Store Mode** and scan your originals.

– An A4 size copy is produced; but you can select a different size if required.

9.1.3 Reverse Image
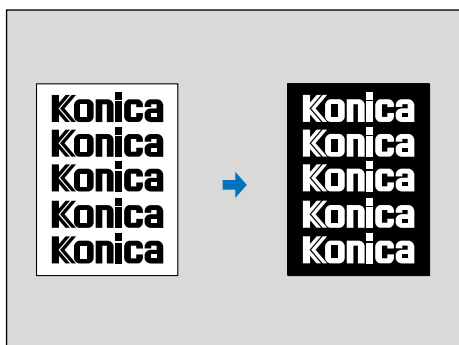
The white areas of the originals are reproduced in black, and vice versa.

9. Special Functions

9.1.4 Image Shift
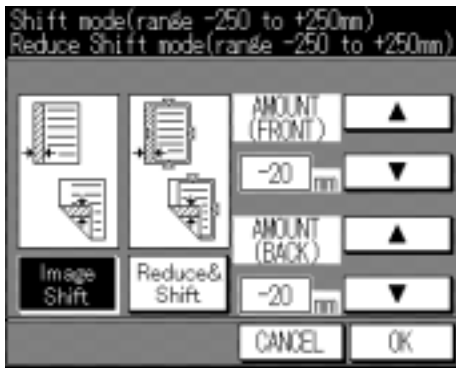
With this function you can shift the image left or right by up to 250 mm, e.g. to create a filing margin. You can also shift and reduce the image at the same time, so that no portion of the image is lost at the opposite edge.

– Press the required function key.

– For **Image Shift**, now use the arrows to define the margin width for the front page and the back page, if you want to produce double-sided copies.

– For a left margin (filing margin) on the front page, enter positive values. If you enter negative values (e.g -25 mm), the front page margin will be created on the right. On the back page, the margin is always opposite, i.e. on the right with positive values, on the left with negative values.

– In the **Reduce & Shift** function, the specified margin is created on the front and the back of the page. At the same time the image is reduced in relation to the margin width, so that nothing is cut off at the opposite edge.

9.1.5 Image Repeat
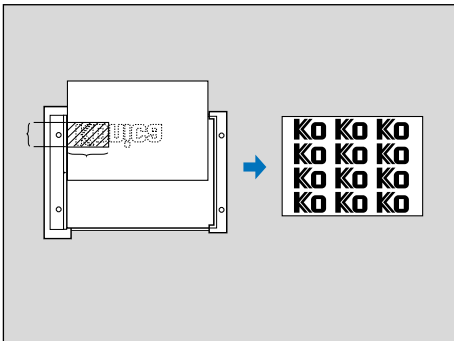
This function lets you fill the copy with repeated small motifs or a defined portion of an original.
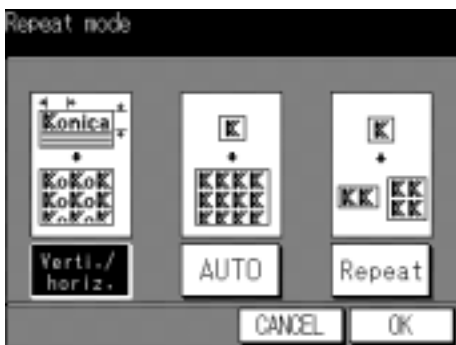
– Press the function key to call up the display on the left. If you select **AUTO**, the **Non Image Area Erase** function is also active. The original is repeated as often as possible on the copy.

– Position the original on the platen glass and, in this case, leave the RADF* open.

9. Special Functions
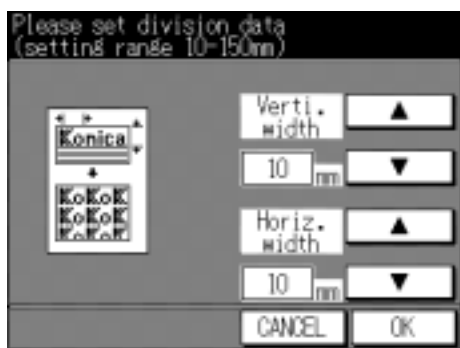
– Select **Verti./horiz.**, if you want to repeat a portion of an original. Use the arrows to specify the width and the height of the original portion. Both values can range from 10 mm to 150 mm.

– Press **Repeat** to specify the number of repeats on the copy (2, 4 or 8 times). The repeated part of the original will not be reduced. Its size depends on the number of repetitions.

– Position the original on the platen glas. The specified area is measured from left to right and from top to bottom.

– An A4 size copy is produced; but you can select a different size if required.

9.1.6 Non Image Area Erase
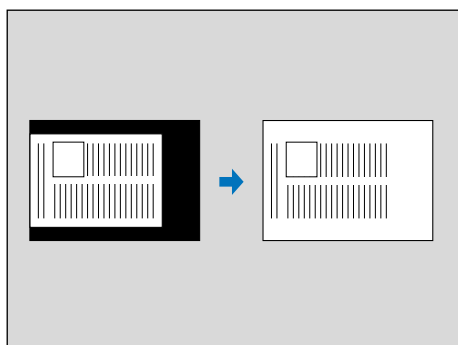
Dark areas around the original are automatically erased. With this function, the RADF* is not available and has to remain open.

– Position the original on the platen glas.

– For duplex copying in this mode, you have to select the **Store Mode** and scan your originals.

– An A4 size copy is produced; but you can select a different size if required.

Advice:
The factory setting for this function is, that black areas are erased along straight lines. The technical service can also adjust the function to erase the black areas exactly along the contours of the originals, e.g. objects.

9.1.7 Frame / Fold Erasure
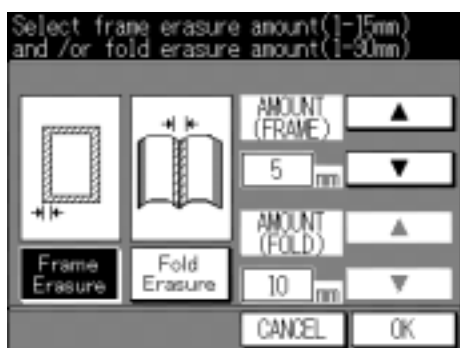
This function helps to avoid dark shadows, which appear when copying 3-dimensional originals, e.g. books. A specified area around the original and in the centerfold can be erased.

You can specify a frame erasure width between 1 and 15 mm and a fold erasure width between 1 and 30 mm.

– Select the desired function. Both functions can be combined.

– Use the arrows to adjust the frame and/or fold erasure width.

9. Special Functions

9.1.8 Stamp, Watermark, and other Imprints

This function allows you to print watermark, regular stamp, date/ time, page and set numbers onto the copies. These 5 types of stamp can be used individually or in multiple combinations.

Watermark
Prints the letters selected from 4 options over the scanned image, positioning it on the centre of the page.

Stamp
Prints the letters selected from 7 options over the scanned image at the location designated on the screen.

Date/Time
Prints the date and time in the specified form over the scanned image at the location designated on the screen.

Page
Prints the page numbers in the specified form over the scanned image at the location designated on the screen.

Numbering
Prints the set numbers in the specified form over the scanned image at the location designated on the screen.

The position for watermarks cannot be changed. For the other imprints one of the six positions can be selected.

– Select the desired key on the Stamp Menue screen, e.g. **STAMP**. Choose one text option (for watermark or stamp) respectively a format (for date/time, page and set numbers) for the stamp.

– Press **POSITION** and in the next screen determine the position of the stamp. The **WATERMARK** position cannot be changed.

– Confirm with **OK**. Press **Only first page** to print the selected stamp on the first page only. Touch **OK** to leave the display.

– Press **ORIGI. DIRECT** to change the direction of the original. Press **OK** until the Basic display appears on the screen.

– Position originals in the RADF*. If you want to position your originals on the platen glass, select the **Store Mode** and scan each original by pressing the **SCAN** key.

9. Special Functions

9.2 File Editing Functions

Use the functions described in this section to determine how copies or copied sets should be completed, i.e. as a booklet, or with each chapter beginning on a right (front) page, etc.

9.2.1 Sheet / Cover Insertion

Copied sets can be individually completed with front and back covers and inserted sheets. Covers and inserts are fed from tray 1 (the key operator can specify a different tray). Covers can also be fed from the Multi-Sheet Bypass.

Insert the desired paper into the specified tray; thicker paper (for covers) has to be fed from the bypass. The size of covers and inserted sheets has to be identical to the size of the copy set.

Options for Sheet & Cover Insertion:

– Select the required functions by pressing the corresponding keys. All combinations are possible, e.g:

– Copied front and back cover, blank inserts.
– Copied front cover, blank back cover, copied inserts; etc.
– If you want to have covers of a different colour or material from inserts, position the cover material in the bypass tray and select **BYPASS** as source for covers.
– Thick paper for front and back covers, can only be processed in the bypass tray.
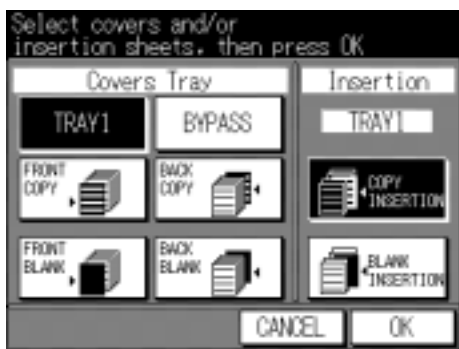
Entering Insert Positions:

Once the function is selected and confirmed with **OK**, the Setting screen shown on the left appears. The screen is identical for copied and blank inserts.

A selected front and back cover is automatically indicated in the first and last position of this screen.

– Use the keypad to enter the page number of a **copied insert**. If you have selected **blank inserts**, enter the page number **after** which you require a blank insert.

– Press **SET** to confirm. The next insert position can now be entered.

– The **DELETE** key deletes a wrongly entered position, which can then be corrected.

– If you have entered all required insert positions, confirm by pressing **OK**, until you have returned to the Basic screen.

– Position originals in the RADF*. If you want to position your originals on the platen glass, select the **Store Mode** and scan each original by pressing the **SCAN** key.

9. Special Functions

9.2.2 OHP Function
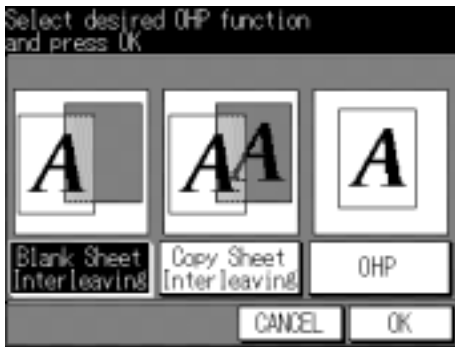
This function allows copying onto OHP films as well as automatic insertion of blank or copied sheets into the set of transparencies.

– OHP films can only be fed via the Multi-Sheet Bypass. They should not be placed on top of paper. Empty the bypass tray before inserting the transparencies.

– Only A4 size is possible.

– Copy preselection is fixed to one (1) copy.

– Position originals in the RADF*. If you want to position your originals on the platen glass, select the **Store Mode** and scan each original by pressing the **SCAN** key.

OHP

Each original is copied onto an OHP film.

OHP films with blank interleaves

Each original is copied onto an OHP film. Blank interleaves and copied OHP films exit alternatingly.

OHP films with copied interleaves

Each original is copied onto paper and onto an OHP film. Copied interleaves and copied OHP films exit alternatingly.

9.2.3 Chapter
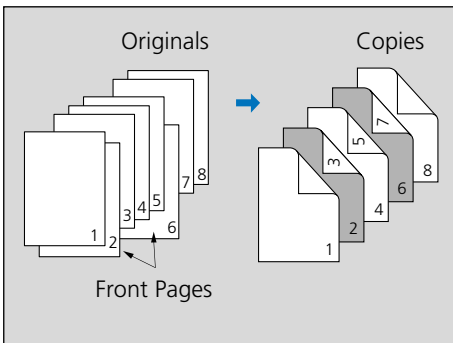
When duplex copying, you can use this function to start each new chapter on a right (front) page. Up to 15 positions can be specified for chapter beginnings, with page numbers up to 999. This function is only possible in combination with duplex copying 1 ► 2 or 2 ► 2.

Chapter can be combined with the **Booklet** function. Or special (e.g. coloured) paper can be selected for the specified pages; this paper is then fed from the sheet insertion tray.
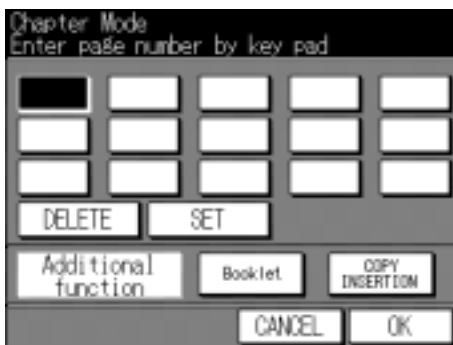
– Select the function and use the keypad, to enter page numbers for front pages. The first entry should be an even page number.

– Press **SET** after each entry. If you want to change an entry, press **DELETE**.

– After entering all required page numbers, confirm by pressing **OK**, until you have returned to the Basic screen.

– 1 ► 2 is automatically selected. Change this to 2 ► 2 for double-sided originals; and make further required selections.

– Position originals in the RADF*. If you want to position your originals on the platen glass, select the **Store Mode** and scan each original by pressing the **SCAN** key.

9. Special Functions

9.2.4 Image Insert

This function serves to combine originals which are processed via the RADF* with pages, which cannot be fed through the RADF* (e.g. photos, pasted or thick originals). These images are scanned from the platen glass and are automatically positioned after the specified pages in the copied set. A total of 15 inserts with page numbers up to 999 is possible.

Images are inserted __after__ the specified pages, in this example after pages 2 and 4.

– Select the function; and use the keypad to enter the page numbers, after which the images are to be inserted. If several inserts should follow after the same page number, enter that figure as many times, i.e. once for every insert.

– Confirm each page number by pressing **SET**. The last number entered can be cancelled at any time by pressing **DELETE**.

– After entering all required page numbers, confirm by pressing **OK**, until you have returned to the Basic screen. If you want to combine this function with **Booklet**, you have to activate this function here; it can no longer be selected afterwards.

– Select other functions as required, and set the number of copies.

– First, position the original set in the RADF*, and press **SCAN**.

– The unit now prompts you to scan the inserts via the platen glass, one after the other in the order, in which they are to be inserted into the copied set.

– Press **START** to start copying. The specified quantity of copied sets is now automatically produced from memory.

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9. Special Functions

9.2.5 Combination
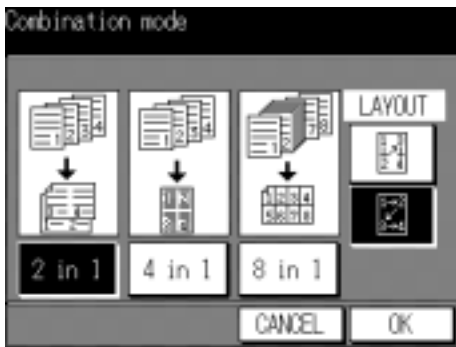
This function lets you combine two, four or eight original images on one page.

– Press the key for the required combination: **2-in-1**, **4-in-1** or **8-in-1**. With the selections under **LAYOUT**, you specify the page order: from top to bottom, or from left to right.

– If you want to place up to 16 originals on the front and back of a single sheet, select 1 ► 2 or 2 ► 2 (for double-sided originals); now make other required settings.

– A4 copy size is automatically selected; but you can specify another size if required.

– Position originals in the RADF*. If you want to position your originals on the platen glass, select the **Store Mode** and scan each original by pressing the **SCAN** key.

– When all originals have been scanned, start copying by pressing **START**.

9.2.6 Dual Page / Book Copy
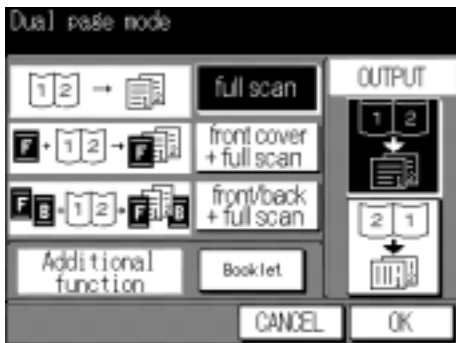
Use this function to automatically copy the left and right page of an open book onto two separate A4 sheets or the front and back of one A4 sheet. The front and back cover can be included, and the booklet mode also selected.

– Press the function key. This automatically activates also **Auto Layout**, **Non Image Area Erase** and the **Store Mode**.

– Select the required output option and one of the three book copy modes. Confirm by pressing **OK**, until you have returned to the Basic screen.

– Position the book on the platen glass; the RADF* has to remain open. Follow the user instructions in the display and start by scanning the front and back cover of the book.

– Scan the required pages of the book in reading order.

– Make further selections, e.g. 1 ► 2, if the pages of the book are to be copied on the front and back of A4 sheets.

– Press **START** to start copying.

9. Special Functions

9.2.7 Booklet Mode
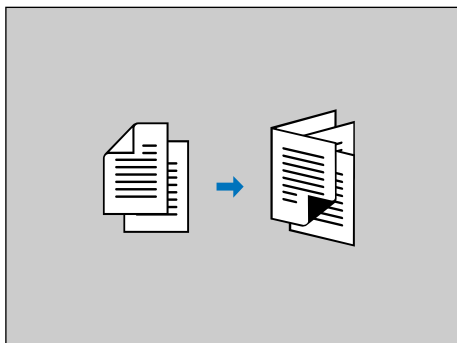
Single pages are combined on the front and back of copies in such a way, that you only need to fold the copied set in the center to have a booklet with correct page order. The booklets can be A4 size (folded A3 copies) or A5 size (folded A4 copies).
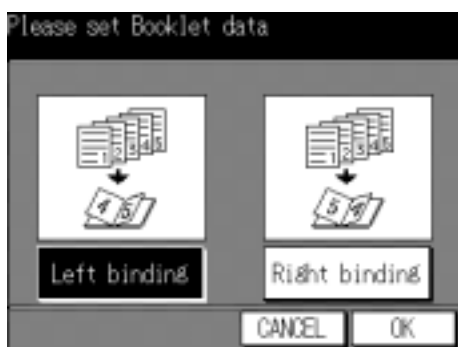
– Press the function key. This will also activate 1 ► 2. For double-sided originals you have to change this to 2 ► 2.

– A4 copy size is automatically selected (for a booklet in A5 size). For an A4 booklet you have to select A3 copy size.

– Position originals in the RADF. If you want to position your originals on the platen glass, select the **Store Mode** and scan each original by pressing the **SCAN** key.

9.2.8 Special Originals
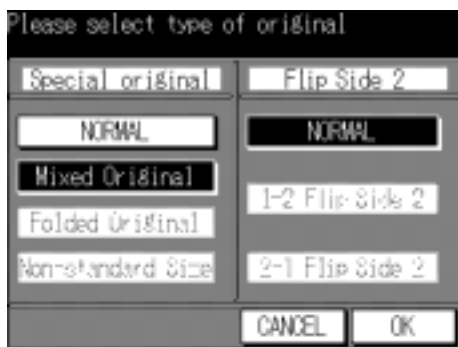
In this screen different modes can be selected to obtain the optimum copying result according to the original type. Some modes are incompatible.
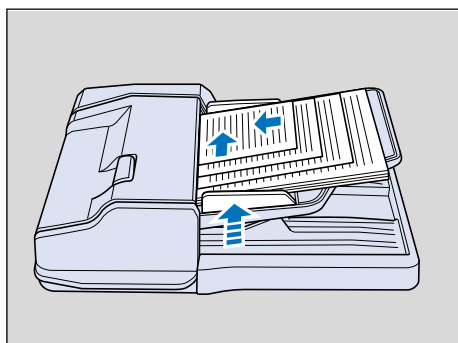
Mixed Originals
If this function is active, you can position originals of the following mixed sizes together in the RADF*:

– A3, B4, A4R, A4, B5, and A5; or

– A4R, B5R, and A5; or

– B5R and A5R

You have two options for the size of the copies:

– APS is automatically active, so that each copy will be identical in its size to the corresponding original.

– If you want all copies to have the same size, select the required size (e.g. A4). Each original will then be copied with the corresponding magnification ratio onto the specified copy size.

9. Special Functions
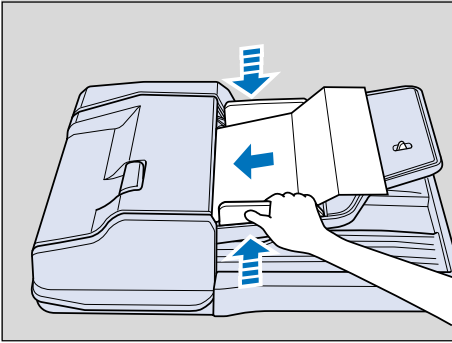
Folded Originals
Use the Folded Original mode with the document feeder to copy A3 originals, which have previously been folded.

Non-standard Size
Using Non-standard Size mode, the copier will search and copy onto the standard size copy paper that is closest to the original size.
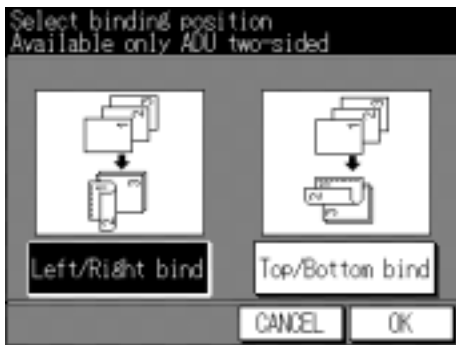
Duplex 1 ► 2
Select this function to arrange the even pages of simplex originals upside down on the reverse side of duplex copies.

– Press the key for the desired upside-down direction and confirm with **OK**.
– Duplex **1 ► 2** is not automatically active. It needs to be activated.

Advice:
Choose **Left/Right bind** for A4R originals (e.g. for A3 copies) where the reverse side shall not be positioned upside down.
Choose **Top/Bottom bind** if the A4 reverse side shall be positioned upside down.
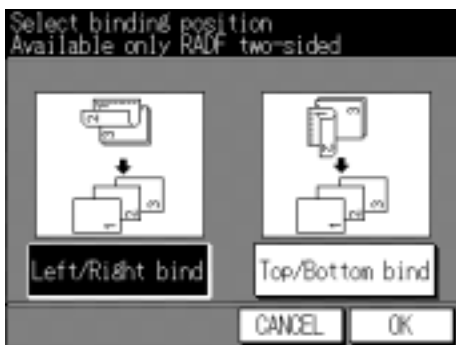
Duplex 2 ► 1
Select this function to rearrange the reverse side of duplex originals which read upside down to make normal simplex copies. This avoids having to turn every 2nd copy by hand.

– Press the key for the desired upside-down direction and confirm with **OK**.
– Duplex **2 ► 1** is not automatically active. It needs to be activated.

Advice:
Choose this function only for originals with an "upside-down" reverse side:
Left/Right bind for originals which are fed in landscape direction (A3 oder A4R),
Top/Bottom bind for A4 originals.

10. Troubleshooting

10.1 Selfdiagnostic System

This copier has an integrated selfdiagnostic system. You can easily recall a variety of information, e.g. read the total copy counter (see below). Detailed information regarding any type of problem is automatically displayed on the screen.

The following status information will be displayed:

– Periodic maintenance

– Memory overflow

– Call service (electronic problem)

– Paper jam

– Refill toner (for procedure, see page 18)

10.2 Periodic Maintenance / Reading the Copy Counter

This system should undergo a routine maintenance after every 100.000 copies. A user instruction prompting you to call the service, will be displayed on the screen. You can easily call up the information, how many copies have been made since the last PM.

– Press ✱-key on the keypad.

– The Counter List screen is displayed. The PM count is indicated in the third line of the screen. The number of copies produced since the last routine maintenance as well as the targeted PM volume (100.000 copies) and the date of the last PM are displayed.

– Press **PRINT** for a pritout of the Counter List screen.

– Press **OK** to return to the Basic screen.

10. Troubleshooting

10.3 Memory Overflow

The copier is equipped with an integrated image memory, into which originals are scanned and from which the information is printed. The remaining memory capacity is displayed in the top part of the screen. If extensive documents are scanned, or if many originals should be copied with high resolution, this can use the complete memory capacity. In this case a user prompt like the one on the left will be displayed. You can decide to copy the originals already scanned or to abandon the job and start again with fewer originals resp. different functions.

In any case, check that already printed copy sets are complete.

> **Advice:**
> If this problem frequently occurs with your applications, you should contact your Konica service with regard to an extension to the image memory.

10.4 Call Service

If an electronic problem occurs, which can only be rectified by an authorized Konica service technician, the information shown on the left is displayed on the screen.

– Note down the error code and the telephone number of the Konica service.

– Switch off the power switch and the main power switch on the left side of the copier, and unplug it from the socket.

– Call the Konica service, and report the error code.
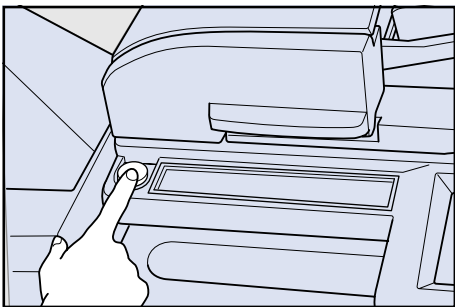
> **Advice: Overriding of Problems**
> As far as possible, parts of the system might still be available, even when an electronic problem occurs. In this case, corresponding information will be displayed, prompting you to isolate the faulty component by pressing **AUTO RESET**. After this, switch the unit off and on; and copying will again be possible.
>
> **Important:** Do not forget to report the problem to the Konica service anyway, quoting the corresponding error code.
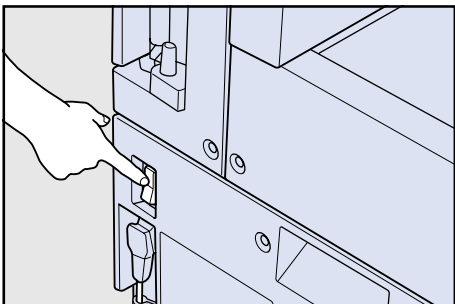
10. Troubleshooting

10.5 Paper Jam

If a paper jam occurs, the touch screen will automatically display an illustration with all jam positions and instructions how to clear the jam. Pressing **GUIDE** calls up step-by-step operating instructions and more detailed graphical displays.

If there is more than one paper jam, the help screens appear in the order, in which jams need to be cleared. After clearing one jam, a new screen will appear until all jams are cleared and the Basic screen is displayed again.

Paper Jam Position Screen.

How to Clear a Paper Jam:

– Have a look at the paper jam positions.

– If you are not sure what to do, press the **GUIDE** key. The first operation step will be displayed on the screen. Call up further operation steps with the arrows. The **GUIDE** screen will disappear, once the jam has been cleared or you press **EXIT**.

– If there is another paper jam, follow the user instructions on the next screen.

– Once all paper jams have been cleared, the Basic screen appears again.
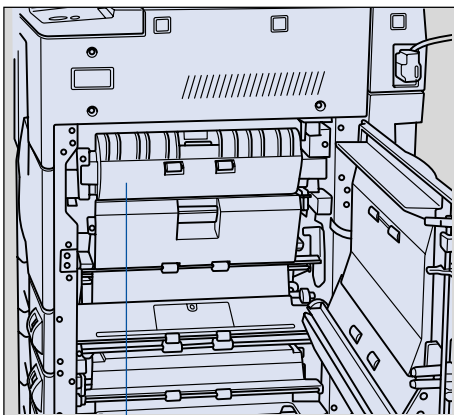
The Fixing Unit is behind this cover.

Attention!
During copying, the fixing unit gets very hot! Avoid touching the areas of the fixing unit, or you might get burned.

Only touch and move the green levers and dials, as instructed. No other parts inside the system must be touched or moved!

10. Troubleshooting

10.6 Care Advice
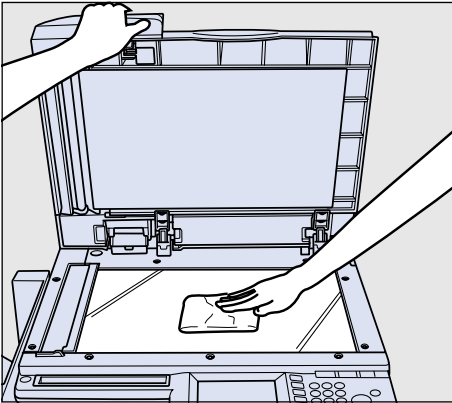
One precondition for a good copy quality is a clean platen glass! We suggest to clean the platen glass and the underside of the document feeder daily with a clean soft, possibly damp cloth or the special Konica cleaning liquid.
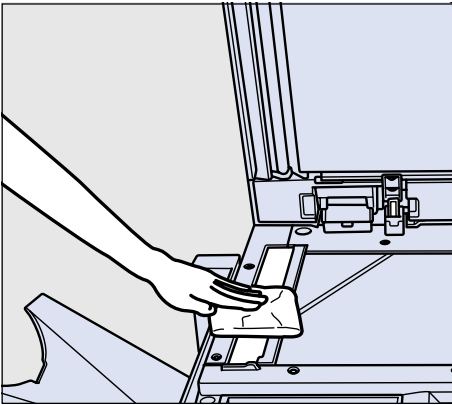
Raise the document cover*, and also clean the left partition glass and the RADF* roller with a clean soft cloth.

Never use volatile or corrosive cleaners or solvents with this equipment!
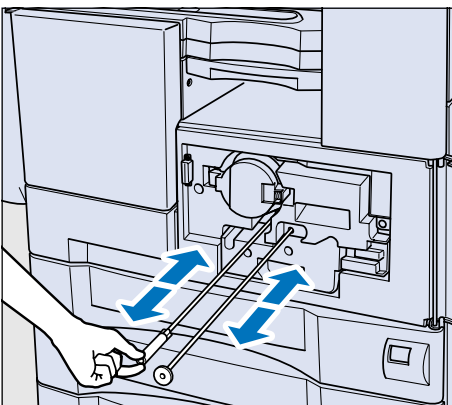
Keep the writing unit glass and the electrode wires clean; otherwise soil marks may be copied, resulting in dark lines on the copies.

Open the machine front door. Withdraw and push in the writing unit glass cleaning knob and the corona wire cleaning knob, several times. Firmly push in these knobs, then close the machine front door.

10. Troubleshooting
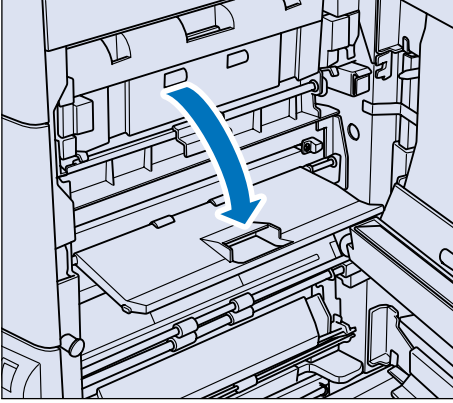
Open the right side door of the main body. Pull on the green lever to open the paper conveyance unit. Release the two hooks on the top edge of the conveyance unit cover, then open its front cover. Now, close the paper conveyance unit again.
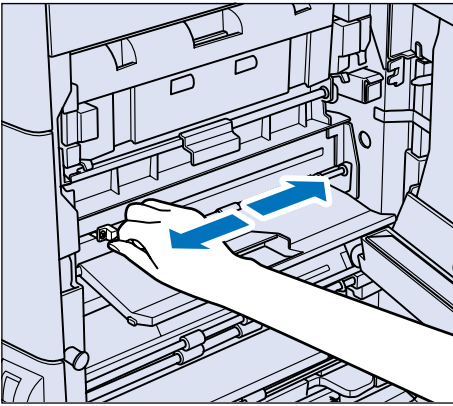
Push and slide the transfer/separator wire cleaning lever to the left and right, several times. Move the lever to the right until it stops, then close the conveyance unit front cover. Close the right side door of the main body.

10. Troubleshooting

10.7 Solving Simple Problems

Problem	Check	Solution
The copier is not working.	– Was the system switched on? – Is the plug in the socket?	– Switch the system on. Also check the main switch at the left side of the unit. – Insert the plug into the socket.
No copies are produced after pressing **START**.	– Is the front door of the unit closed? – Is a suitable paper size available? – Is the copy preselection set to 0? – Was a user password entered? – Does the Touch Screen show the Basic screen?	– Securely close the front door. – Refill paper of a corresponding size to the original. – Enter a copy quantity. – Enter your EKC password. – Call up the screen.
When copying under the EKC/key counter mode, no copies are produced after entering the user code.	– Was the user code entered correctly? – Has your key counter reached the allocated copy limit?	– Carefully enter your code again. – Ask your key operator for information regarding your copy limit.
The copy has a dirty look.	– Is the platen glas clean? – Is the original clean? – Is the density adjusted too dark?	– Clean the platen glas. – The copy can only be as good as the original. – Change the density adjustment to a more suitable setting.
The copy is too light.	– Is the density adjustment suitable? – Does the screen show a "Refill toner" prompt? – Was the copy paper inserted correctly?	– Change the adjustment to a more suitable setting. – Refill toner. – Turn the copy paper. When refilling copy paper, check the arrow on the wrapping. Paper must always inserted with the arrow mark pointing downwards (except in the bypass tray).
The copy is too weak.	– Is the copy paper damp? – Is the service call screen displayed?	– Insert dry copy paper. Make sure you store copy paper correctly. – Call the Konica service.
The magnification ratio cannot be adjusted.	– Has a special function been selected, such as Frame & Fold Erasure or Dual Page?	– Switch off the special function.
The functions 1▶2 or 2▶2 cannot be selected.	– Is the paper conveyance unit on the right side fully closed?	– Check the conveyance unit and close the right side door securely.
The functions 2▶1 or 2▶2 cannot be selected.	– Is the RADF* properly closed?	– Securely close the RADF*.

10. Troubleshooting

Problem	Check	Solution
Paper jams occur repeatedly.	– Was thin or thick paper or OHP film inserted into a tray and not into the sheet bypass?	– Only feed special papers via the sheet bypass.
After a paper jam has been cleared, copying is still not possible.	– Can you find other paper jams than the indicated one?	– Try to clear all paper jams that you can find.
Some screens look different from the illustrations in this operator manual.	– Did your key operator make special adjustments?	– If you press the **CHECK** key, a list of all active settings will be called up. Ask your key operator for more information.
Copies are reduced or enlarged, even though the full size ratio 1:1 has been selected.	– Is **AMS** active?	– If a paper tray was selected in the **PAPER SIZE** screen, **AMS** is active. Select APS or press the **1.00** indicator.
The copying process is interrupted.	– Is there a paper jam indication? – Have you reached the copy limit of your key counter?	– Clear the paper jam. – Contact your key operator.
RADF*		
The RADF* indicator does not light after pressing **AUTO RESET**.	– Is the RADF* closed?	– Close the RADF* properly.
Originals are not fed by the RADF*.	– Are original size and paper quality within the specifications? – Were too many originals inserted into the RADF*?	– Thick and pasted originals must be positioned on the platen glass. – Only up to 50 originals can be inserted at any one time.
Finisher*		
The finisher* does not work.	– Is there a paper jam in the finisher*? – Is the finisher* fully inserted into the mainbody?	– Clear the paper jam. – Securely push the finisher* into the copier, until it clicks into place.
The stapling is in the wrong place.	– Is the automatic rotation active?	– Reposition the originals, so that the images will not be rotated.
Duplex		
Automatic duplexing is not possible.	– Check the duplex unit for a copy left in it.	– Remove the copy from the duplex unit.

Fold out this page:

The table **Function Combinations** shows, which functions can be selected together.

11. Function Combinations

	TextPhoto Enhance	Staple	Stamp / Watermark	Sort	Sheet/Cover Insertion	Rotation	Reverse Image	Reduce & Shift	RADF	Proof Copy	OHP Function	Non-standard-size Originals	Non Image Area Erase	Multi-Sheet Bypass	Mixed Originals	Magnification	Job Programming/Reserve
1 ▶ 1	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
1 ▶ 2	•	•	•	•	•	•	•	•	•	•			•	•	•	•	•
2 ▶ 1	•	•	•	•	•	•	•	•	•	•		•		•	•	•	
2 ▶ 2	•	•	•	•	•	•	•	•	•	•		•		•	•	•	•
AMS (–A–)	•	•	•	•	•	•	•		•	•	•		•	•	•		•
APS	•	•	•	•		•	•	•	•	•			•	•	•	•	•
Auto Layout	•					•				•	•		•	•		•	•
Booklet	•		•	•		•	•	•	•	•				•		•	
Chapter	•	•	•	•		•	•	•	•	•		•		•	•	•	
Combination (2-in-1/4-in-1/8-in-1)	•	•	•	•		•	•	•	•	•	•	•		•			•
Copy Interrupt	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
Dual Page	•	•		•		•	•			•	•		•	•		•	
Duplex 1 ▶ 2	•	•	•	•	•	•	•		•	•				•		•	•
Duplex 2 ▶ 1	•	•	•	•	•	•	•		•	•				•		•	•
Electronic Group	•		•			•	•	•	•		•	•		•	•	•	•
Electronic Sort	•		•			•	•	•	•	•		•		•	•	•	•
Folded Original	•	•	•	•	•	•	•	•	•	•				•	•	•	•
Fold Erasure	•	•	•	•	•	•	•	•	•	•			•	•		•	•
Frame Erasure	•	•	•	•	•	•	•	•	•	•			•	•		•	•
Group	•		•			•	•	•		•	•		•	•	•	•	•
Image Insert	•	•	•	•		•	•		•	•				•		•	•
Image Repeat	•					•	•			•				•	•	•	
Image Shift	•	•		•	•	•	•		•	•	•			•		•	•
Job Programming/Reserve	•	•	•	•	•	•	•	•	•			•	•	•	•	•	
Magnification	•	•	•	•	•	•			•	•	•	•	•	•	•		
Mixed Originals	•	•		•		•	•		•	•				•			
Multi-Sheet Bypass	•	•	•	•	•	•	•	•	•	•	•	•	•				
Non Image Area Erase	•					•				•	•						
Non-standard-size Original	•	•		•	•	•	•		•	•	•						
OHP Function	•		•			•	•	•	•								
Proof Copy	•	•	•	•	•	•	•	•	•								
RADF	•	•	•	•	•	•	•	•									
Reduce & Shift	•	•		•	•	•	•										
Reverse Image	•	•	•	•	•	•											
Rotation	•	•	•	•	•												
Sheet/Cover Insertion	•	•	•	•													
Sort	•	•	•														
Stamp / Watermark	•	•															
Staple	•																

Job Program Prg/Reserve	Image Shift	Image Repeat	Image Insert	Group	Frame Erasure	Fold Erasure	Folded Original	Electronic Sort	Electronic Group	Duplex 2 ▲ 1	Duplex 1 ▲ 2	Dual Page	Copy Interupt	Combination (2-in1/4-in-1/8-in-1)	Chapter	Booklet	Auto Layout	APS	AMS (–A–)	2 ▲ 2	2 ▲ 1	1 ▲ 2
•	•	•	•	•	•	•	•	•	•	•	•	•	•	•			•	•	•			
•	•	•	•	•	•	•	•	•	•		•	•	•	•	•	•	•	•	•			
	•		•	•	•	•	•	•	•	•			•	•				•	•			
•	•		•	•	•	•	•	•	•				•	•	•	•		•	•			
•	•	•	•	•	•	•	•	•	•	•	•		•	•	•	•	•					
•	•			•	•	•	•	•	•	•	•		•		•							
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The table shows which functions are compatible and which functions cannot be active at the same time.

• Only these functions can be selected together.

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12. Technical Specifications Konica 7020

Type:	Console type with fixed platen glass
Transfer Process:	Indirect electrostatic laser method, OPC drum
Light Source:	Xenon lamp, 280 W
Image Memory:	32 MB standard, 288 MB max.
Copy Speed:	20 A4 / 13 A3 copies / minute 1. A4 copy after 5 seconds
Warm-up Time:	approx. 30 seconds
Original Size:	max. A3
Copy Sizes:	A5 to A3
Paper Sources: (Standard)	Tray 1: 500 sheets A5R to B4, user-adjustable (universal tray) Tray 2: 500 sheets A5R to A3, user-adjustable (universal tray) Multi-Sheet Bypass: 50 sheets A5R to A3; single sheets of special materials
Paper Weights:	60 to 90 g/m^2 from the trays 50 to 130 g/m^2 via the Multi-Sheet Bypass
Duplex:	Direct, stackless duplexing process for sizes A5 to A3
Exposure:	Automatic or manual; 2 density user sets
Magnification:	1. Fixed ratios: 1:1, 71%, 82%, 86%, 115%, 122%, 141% 2. Three user sets for special ratios between 25% and 400% 3. Zoom 25% to 400% in 1% steps; individual horizontal/vertical adjustment
Copy Preselection:	max. 999
Toner Yield:	approx. 26.000 copies at 6% toner coverage
Power:	220 to 240 V, 50 Hz; 16A
Power Consumption:	max. 1.030 W Copying 960 Wh Idling 90 Wh Low Power Mode 70 Wh (without options)
Dimensions:	Width 590 mm, Depth 595 mm, Height 730 mm
Weight:	approx. 72 kg (without options)

12. Technical Specifications Konica 7020

Optional Accessories:

Platen Cover

RADF

Function:	Automatic original feeder for single- and double-sided originals
Originals:	Plain paper 60 to 90 g/m^2
Original Sizes:	A3 to A5R
Capacity:	max. 50 sheets

Pedestals

Basic Pedestal:	With front door and storage space	
DB-209:	Magazin 3:	500 sheets A5R to A3, user-adjustable (universal tray)
	Magazin 4:	500 sheets A5R to A3, user-adjustable (universal tray)
DB-409:	Magazin 3:	1.500 sheets A4 (can be adjusted by the service to A4R, B5/B5R)

Finisher

Functions:	Sort/Group by offsetting; Stapling
No. of Trays:	2 trays standard; upgradable with one or two optional trays
Capacity:	2 exit trays: 1 x 100 sheets + 1000 sheets
	3 exit trays: 2 x 100 sheets + 600 sheets
	4 exit trays: 4 x 100 sheets
	Extended capacity by automatic switching to an empty tray, if one is filled to capacity
Stapling Capacity:	max. 50 sheets
Stapling Positions:	4 positions for single stapling
	4 positions for double stapling
Dimensions:	Width 705 mm, Depth 502 mm, Height 392 mm

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Finisher Tray:	The finisher can be upgraded with one or two trays
Fax Kit:	Super G3 Fax with 33.600 bps
Print Controller:	IP-011 for WIN Styler
	IP-421 for PCL 6
Network Interface Cards:	EasyCom Xpress Print Server for IP-011
	KN-304 for IP-011(alternatively)
	KN-303 for IP-421
Memory Extensions:	64/128 MB for the Konica 7020 image memory
	32/64 MB for the IP-011 print controller
	32/64/128 MB for the IP-421 print controller
PostScript 3 Option:	for IP-421
Hard Disk:	6 GB for IP-421

All Technical Specifications are Subject to Change without Notice!
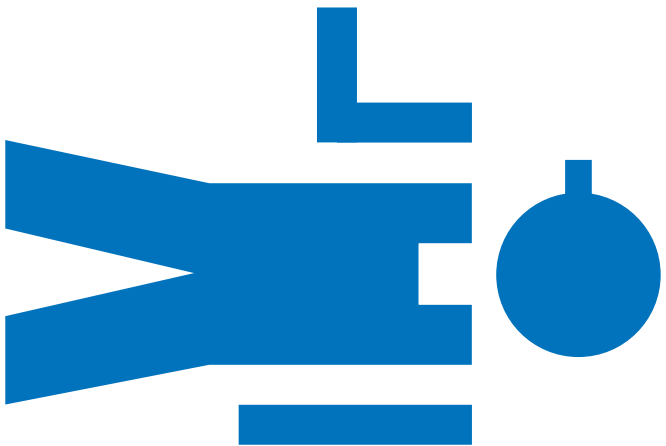
OUT OF ORDER!

Service has been called.

If a problem occurs: Open this page and place manual on the unit!