

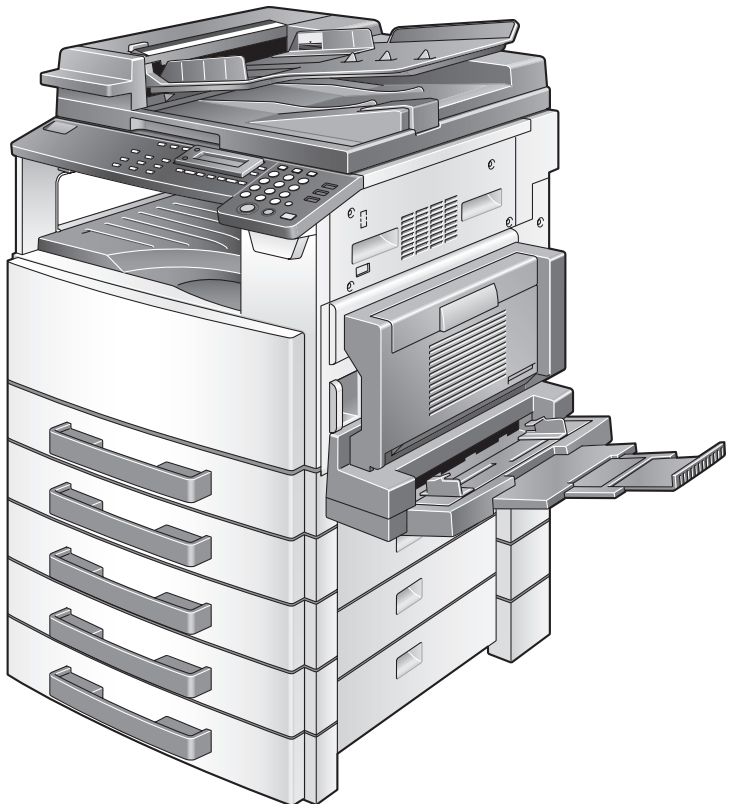


KONICA MINOLTA

# **bizhub** 162/210

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## **User Manual**



The essentials of imaging





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# Contents

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# Introduction



# 1 Introduction

## 1.1 We want you to be a satisfied customer

Thank you for choosing the bizhub 162/210.

This user manual describes the functions, operating procedures, precautions, and basic troubleshooting for the bizhub 162/210.

Before using this machine, be sure to read the user manual thoroughly in order to ensure that you use the machine efficiently. After you have gone through user's guide, store it in the holder and keep it handy at all times.

Note that some of the illustrations of the machine used in the user manual may be different from what you actually see on your machine.

## 1.2 Trademarks and registered trademarks

KONICA MINOLTA, KONICA MINOLTA Logo, and The essentials of imaging are registered trademarks or trademarks of KONICA MINOLTA HOLDINGS, INC.

PageScope and bizhub are registered trademarks or trademarks of KONICA MINOLTA BUSINESS TECHNOLOGIES, INC.

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PageScope Box Operator:

This software is based in part on the work of the Independent JPEG Group.

Compact-VJE

Copyright 1986-2003 VACS Corp.

## 1.3 Regulation notices

### **CE Marking (Declaration of conformity) for users of the European Union (EU)**

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

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

---



### **CAUTION**

#### **Interference with radio communications.**

- This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under EU directives.
- 

#### **For users in countries subject to class B regulations**

---



### **CAUTION**

#### **Interference with radio communications.**

- This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.
- 

#### **For users in countries not subject to class B regulations**

---



### **WARNING**

#### **Interference with radio communications.**

- This is a class A product. In a domestic environment, this product may cause radio interference in which case the user may be required to take adequate measures.
  - This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.
-



## Laser safety

This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within a protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a class 1 laser product. In other words, the machine does not produce hazardous laser radiation.

## Internal laser radiation

Specifications	
Maximum average radiation power	6.32 $\mu$ W at the laser aperture of the print head unit
Wavelength	770-795 nm

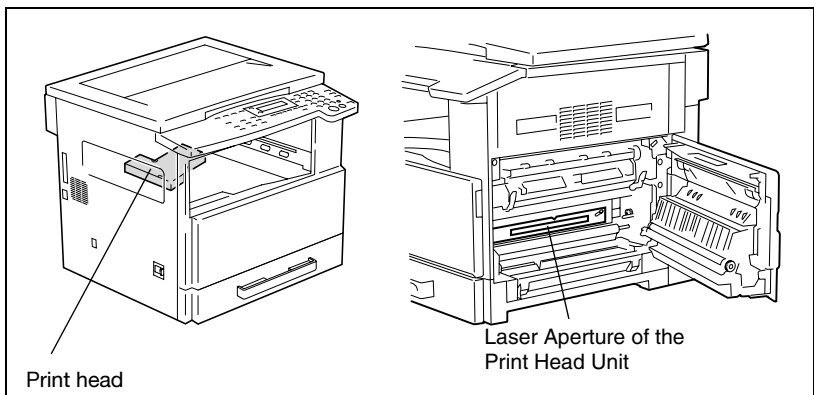
This product employs a class 3b laser diode that emits an invisible laser beam.

The laser diode and the scanning polygon mirror are incorporated in the print head unit.

## WARNING

**Incorrect handling may result in hazardous radiation exposure.**

- The print head unit is not a field-serviceable item.
- Therefore, the print head unit should not be opened under any circumstances.



## CDRH regulation

This machine is certified as a class 1 laser product under radiation performance standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page 1-9 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.



## CAUTION

**Incorrect handling may result in hazardous radiation exposure.**

- Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

---

This is a semiconductor laser. The maximum power of the laser diode is 5 mW and the wavelength is 770-795 nm.

## For European users



## CAUTION

**Incorrect handling may result in hazardous radiation exposure.**

- Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

---

This is a semiconductor laser. The maximum power of the laser diode is 5 mW and the wavelength is 770-795 nm.

**For Denmark users** **ADVARSEL**

**Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion.**

- Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dette er en halvlederlaser. Laserdiodens højeste styrke er 5 mW og bølglængden er 770-795 nm.

**For Finland, Sweden users**

LOUKAN 1 LASERLAITE  
KLASS 1 LASER APPARAT

 **VAROITUS**

**Tämä on puolijohdelaser.**

- Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin sunrin teho on 5 mW ja aallonpituus on 770-795 nm.

 **VARNING**

**Det här är en halvledarlaser.**

- Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstråling, som överskrider gränsen för laserklass 1.

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 5 mW och våglängden är 770-795 nm.



## **VAROITUS**

Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle.

→ Älä katso säteeseen.

---



## **VARNING**

Osynlig laserstrålning när denna del är öppnad och spärren är urkopp-  
lad.

→ Betrakta ej strålen.

---

**For Norway users**

---



## **ADVARSEL!**

**Dette en halvleder laser.**

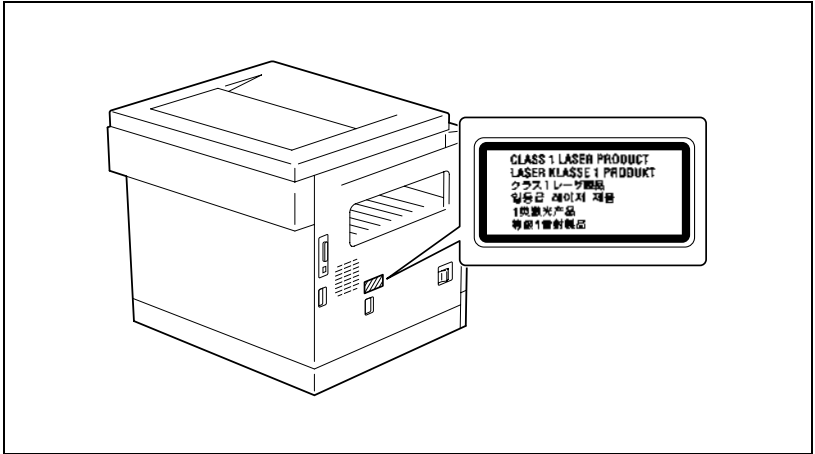
→ Dersom apparatet brukes på annen måte enn spesifisert i denne bruk-  
sanvisning, kan brukeren utsettes for usynlig laserstrålning som over-  
skrider grensen for laser klass 1.

---

Dette en halvleder laser. Maksimal effekt till laserdiode er 5 mW og bølge-  
lengde er 770-795 nm.

## Laser safety label

A laser safety label is attached to the outside of the machine as shown below.



## Ozone release

### CAUTION

**A negligible amount of ozone is generated during normal operation of this machine.**

An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room be well ventilated.

→ Locate the machine in a well-ventilated room.

### ATTENTION

**Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement.**

Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce où se trouve l'appareil.

→ Placer l'appareil dans une pièce largement ventilée.

**Acoustic noise**

For European users

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

## 1.4 Safety information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure you observe all of the precautions appear in each section of this manual.

KM\_Ver.01E\_C



### Note

*Some parts of the contents of this section may not correspond with the purchased product.*

### Warning and precaution symbols

The following indicators are used on the warning labels or in this manual to categorize the level of safety warnings.

---

## WARNING

**Ignoring this warnings could cause serious injury or even death.**

→ Do not ignore this safety advices.

---

---







## CAUTION

**Ignoring this cautions could cause injury or damage to property.**

→ Do not ignore this safety advices.

---

## Meaning of symbols



Symbol	Meaning	Example	Meaning
	A triangle indicates a danger against which you should take precaution.		This symbol warns against possible causes of burns.
	A diagonal line indicates a prohibited course of action.		This symbol warns against dismantling the device.
	A black circle indicates an imperative course of action.		This symbol indicates you must unplug the device.

## Disassemble and modification

### **WARNING**

**Ignoring this warnings could cause serious injury or even death.**

→ Do not ignore this safety advices.

Warning	Symbol
<ul style="list-style-type: none"> <li>Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.</li> </ul>	
<ul style="list-style-type: none"> <li>Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.</li> </ul>	



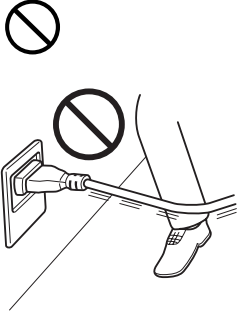


## Power cord

### **WARNING**

**Ignoring this warnings could cause serious injury or even death.**

→ Do not ignore this safety advices.





Warning	Symbol
<ul style="list-style-type: none"> <li>Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.</li> </ul>	
<ul style="list-style-type: none"> <li>Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock.</li> </ul>	
<ul style="list-style-type: none"> <li>Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.</li> </ul>	

## Power source

### **WARNING**

**Ignoring this warnings could cause serious injury or even death.**


→ Do not ignore this safety advices.

Warning	Symbol
<ul style="list-style-type: none"> <li>Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock.</li> </ul>	
<ul style="list-style-type: none"> <li>Connect power plug directly into wall outlet having the same configuration as the plug. Use of an adapter leads to the product connecting to inadequate power supply (voltage, current capacity, grounding), and may result in fire or shock. If proper wall outlet is not available, the customer shall ask qualified electrician for the installation.</li> </ul>	
<ul style="list-style-type: none"> <li>Do not use a multiple outlet adapter nor an extension cord in principle. Use of an adapter or an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.</li> </ul>	
<ul style="list-style-type: none"> <li>Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire.</li> </ul>	

### **CAUTION**

**Ignoring this cautions could cause injury or damage to property.**

→ Do not ignore this safety advices.



Caution	Symbol
<ul style="list-style-type: none"> <li>The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.</li> </ul>	

## Power plug

### **WARNING**

**Ignoring this warnings could cause serious injury or even death.**



→ Do not ignore this safety advices.

Warning	Symbol
<ul style="list-style-type: none"> <li>Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.</li> </ul>	
<ul style="list-style-type: none"> <li>Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.</li> </ul>	

### **CAUTION**

**Ignoring this cautions could cause injury or damage to property.**

→ Do not ignore this safety advices.

Caution	Symbol
<ul style="list-style-type: none"> <li>Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.</li> </ul>	
<ul style="list-style-type: none"> <li>Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.</li> </ul>	


## Grounding



# WARNING

Ignoring this warnings could cause serious injury or even death.

→ Do not ignore this safety advices.

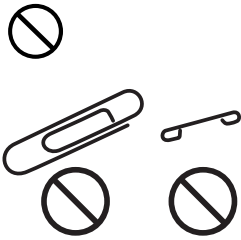
Warning	Symbol
<ul style="list-style-type: none"><li>• Connect the power cord to an electrical outlet that is equipped with a grounding terminal.</li></ul>	

## Installation

### **WARNING**

**Ignoring this warnings could cause serious injury or even death.**






→ Do not ignore this safety advices.

Warning	Symbol
<ul style="list-style-type: none"> <li>Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.</li> </ul>	

### **CAUTION**

**Ignoring this cautions could cause injury or damage to property.**

→ Do not ignore this safety advices.

Caution	Symbol
<ul style="list-style-type: none"> <li>After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.</li> </ul>	
<ul style="list-style-type: none"> <li>Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.</li> </ul>	
<ul style="list-style-type: none"> <li>Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.</li> </ul>	
<ul style="list-style-type: none"> <li>Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.</li> </ul>	
<ul style="list-style-type: none"> <li>Do not use flammable sprays, liquids, or gases near this product, as a fire could result.</li> </ul>	


## Ventilation



### CAUTION

**Ignoring this cautions could cause injury or damage to property.**

→ Do not ignore this safety advices.



Caution	Symbol
<ul style="list-style-type: none"><li>• Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals.</li></ul>	

## Actions in response to troubles

### **WARNING**

**Ignoring this warnings could cause serious injury or even death.**


→ Do not ignore this safety advices.

Warning	Symbol
<ul style="list-style-type: none"> <li>Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.</li> </ul>	
<ul style="list-style-type: none"> <li>Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.</li> </ul>	

### **CAUTION**

**Ignoring this cautions could cause injury or damage to property.**

→ Do not ignore this safety advices.


Caution	Symbol
<ul style="list-style-type: none"> <li>The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label.</li> </ul>	

## Consumables

### **WARNING**

**Ignoring this warnings could cause serious injury or even death.**



→ Do not ignore this safety advices.

Warning	Symbol
<ul style="list-style-type: none"> <li>Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.</li> </ul>	

### **CAUTION**

**Ignoring this cautions could cause injury or damage to property.**

→ Do not ignore this safety advices.

Caution	Symbol
<ul style="list-style-type: none"> <li>Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.</li> </ul>	
<ul style="list-style-type: none"> <li>Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.</li> </ul>	





## When moving the machine

### CAUTION

**Ignoring this cautions could cause injury or damage to property.**

→ Do not ignore this safety advices.

Caution	Symbol
<ul style="list-style-type: none"> <li>Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.</li> </ul>	
<ul style="list-style-type: none"> <li>When moving this product, always hold it by the locations specified in the User's Guide or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.</li> </ul>	


## Before successive holidays

When the optional Fax Kit FK-505 is not installed:

### CAUTION

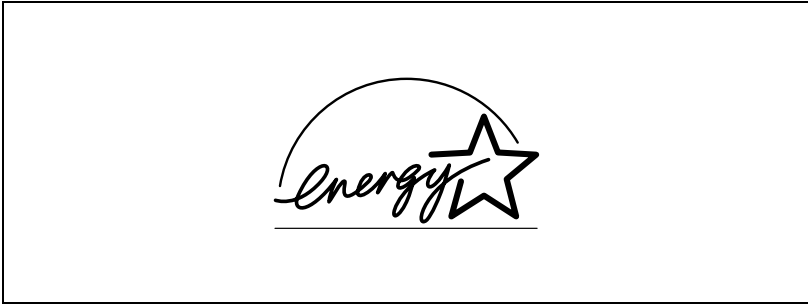
**Ignoring this cautions could cause injury or damage to property.**

→ Do not ignore this safety advices.

Caution	Symbol
<ul style="list-style-type: none"> <li>Unplug the product when you will not use the product for long periods of time.</li> </ul>	

## 1.5 Energy Star®

### Energy Star® partner



As an Energy Star® partner, we have determined that this machine meets the Energy Star® guidelines for energy efficiency.

#### **What is an Energy Star® product?**

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

## 1.6 Explanation of manual conventions

The marks and text formats used in this manual are described below.

### Safety advices

---

#### **WARNING**

**Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.**

- Observe all warnings in order to prevent injuries and to ensure safe use of the copier.
- 

#### **CAUTION**

**Failure to observe instructions highlighted in this manner may result in slight injuries or property damage.**

- Observe all cautions in order to prevent injuries and to ensure safe use of the copier.
- 

### Sequence of action

**1** The number 1 as formatted here indicates the first step of a sequence of actions.

**2** Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.

**?** Text formatted in this style provides additional assistance.

- Text formatted in this style describes the action that will ensure the desired results are achieved.

An illustration inserted here shows what operations must be performed.

## Tips



### Note

*Text highlighted in this manner contains useful information and tips to ensure safe use of the copier.*



### Reminder

*Text highlighted in this manner contains information that should be reminded.*



### Detail

*Text highlighted in this manner contains references for more detailed information.*

## Special text markings

[Copy] key

The names of keys on the control panel are written as shown above.

### MACHINE SETTING

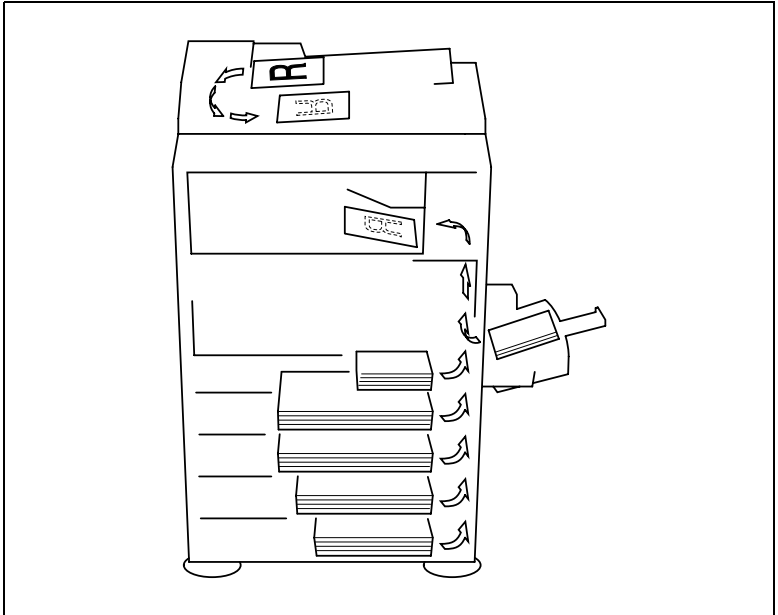
Display texts are written as shown above.

## 1.7 Explanation of basic concepts and symbols

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

### Paper Feeding

During printing, paper is supplied from the right side of the machine and fed into the output tray on top or the output option at the left with the printed surface of the page facing down. The paper feed direction is shown by the arrows in the diagram below.

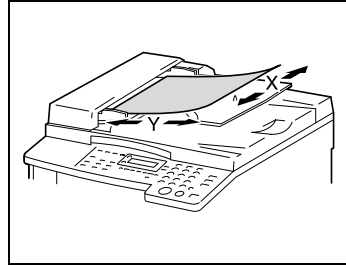


## Width and length


Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper and the second to the length.

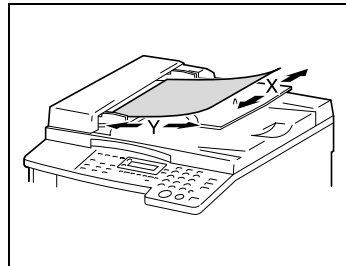
A: Width


B: Length

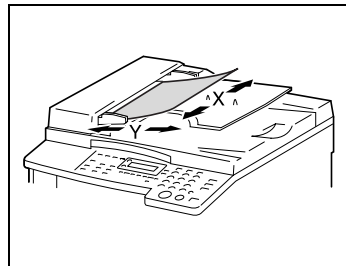


## Lengthwise and crosswise

If the width (A) of the paper is longer than the length (B), the paper has a landscape orientation, indicated by .



If the width (A) of the paper is shorter than the length (B), the paper has a portrait orientation, indicated by .



---

# 2

## Precautions





## 2 Precautions

Observe the following precautions to maintain the machine in its best possible condition.

### 2.1 Installation precautions

#### Installation site

To ensure utmost safety and prevent possible malfunctions, install the machine in a location that meets the following requirements:

- A location away from curtains, etc. that may catch fire and burn easily
- A location that is not exposed to water or other liquids
- A location free from direct sunlight
- A location out of the direct airflow of an air conditioner or heater, and not exposed to extremely high or low temperatures
- A well-ventilated location
- A location that is not exposed to high humidity
- A location that is not extremely dusty
- A location not subjected to undue vibrations
- A stable and level location
- A location where ammonia or other organic gases are not generated
- A location that does not put the operator in the direct airflow of exhaust from the machine
- A location that is not near any kind of heating devices

#### Power source

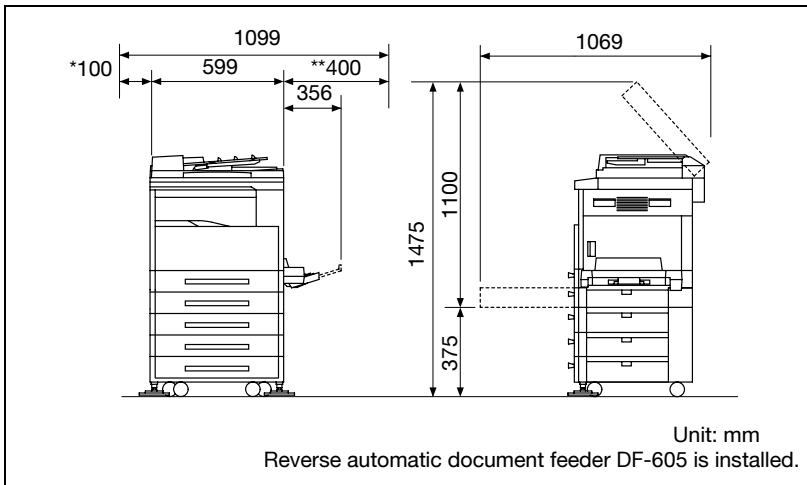
The power source requirements are as follows.

- Voltage fluctuation:  
AC220-240 V  $\pm 10\%$
- Frequency fluctuation:  
Within  $\pm 3\text{Hz}$

Use a power source with as few voltage or frequency fluctuations as possible.

## Space requirements

To ensure easy machine operation, supply replacement, and maintenance, adhere to the recommended space requirements detailed below.



### Note

*Since there is a ventilation duct on the left side of the machine, be sure to allow a clearance of \*100 mm or more on the left side.*

*Allow a clearance of \*\*400 mm or more on the right side of the machine so that the side cover can be opened.*

## 2.2 Operation precautions

### Operating environment

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

- Temperature:  
10°C to 30°C (50°F to 86°F) with fluctuations of no more than 10°C (18°F) within an hour
- Humidity:  
15% to 85% with fluctuations of no more than 10% within an hour

### Proper use

To ensure the optimum performance of the machine, follow the precautions listed below:

- Never place heavy objects on the original glass or subject it to shocks.
- Never open any machine doors or turn off the machine while it is making copies/printing, as a paper misfeed could result.
- Never bring any magnetized object, or use flammable sprays or liquids, near the machine.
- Always make sure that the power plug is completely plugged into the electrical output.
- Always make sure that the machine's power plug is visible and not hidden by the machine.
- Always unplug the machine from the electrical outlet if the machine is not to be used for a long period of time.
- Always provide good ventilation when making a large number of continuous copies/printed pages.



## WARNING

**If the ventilation duct on the left side of the machine is blocked, the inside of the machine will accumulate heat, resulting in a malfunction or fire.**

- Be sure to allow a clearance of 100 mm or more on the left side of the machine for the ventilation duct.
-

 **WARNING**

**The area around the fusing unit is extremely hot.**

- In order to reduce the risk of burns, do not touch any area other than those indicated in the manual. Be especially careful not to touch parts marked with warning labels, and their surrounding areas.
  - If you get burnt, immediately cool the skin under cold water, and then seek professional medical advice.
- 

**Transporting the machine**

If you need to transport the machine over a long distance, consult your service representative.

**Care of machine supplies**

Use the following precautions when handling the machine supplies (toner, paper, etc.).

- Store the supplies in a location that meets the following requirements:
    - Free from direct sunlight
    - Away from any heating apparatus
    - Not subjected to high humidity
    - Not extremely dusty
  - Paper that has been removed from its wrapper but not loaded in the machine should be stored in a sealed plastic bag in a cool, dark place.
  - Use only toner that has been manufactured specifically for this machine. Never use other types of toner.
  - Keep all supplies out of the reach of children.
- 

 **WARNING**

**Be careful not to spill toner inside the machine or get toner on your clothes or hands.**

- If your hands become soiled with toner, immediately wash them with soap and water.
  - If toner gets in your eyes, immediately flush them with water, and then seek professional medical advice.
-

**Storage of copies**

Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.

Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.

## 2.3 Legal restrictions on copying

Certain types of documents must not be copied with the purpose or intent to pass copies of such documents off as the originals.

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

### ***Financial instruments***

- Personal checks
- Travelers checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

### ***Legal documents***

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

### ***General***

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

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

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



**Before making copies**

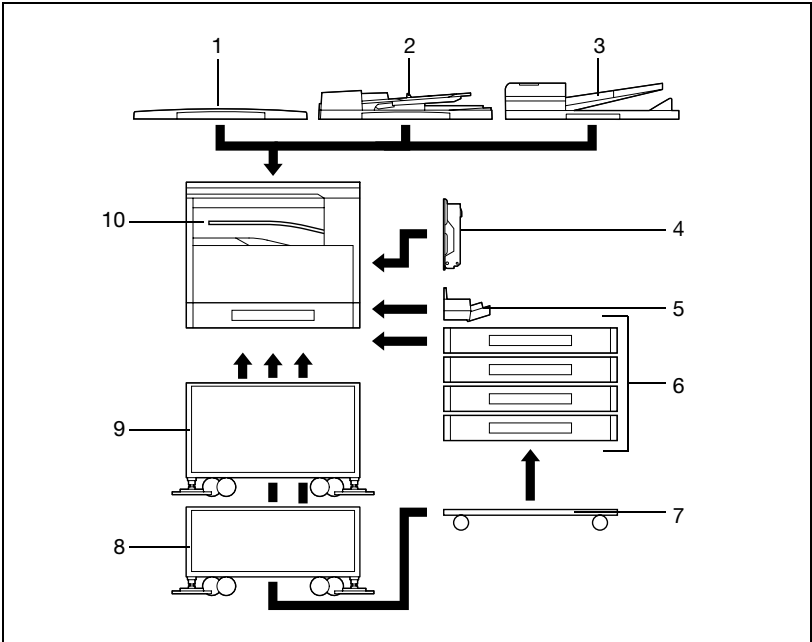
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### 3 Before making copies

#### 3.1 Components and their functions



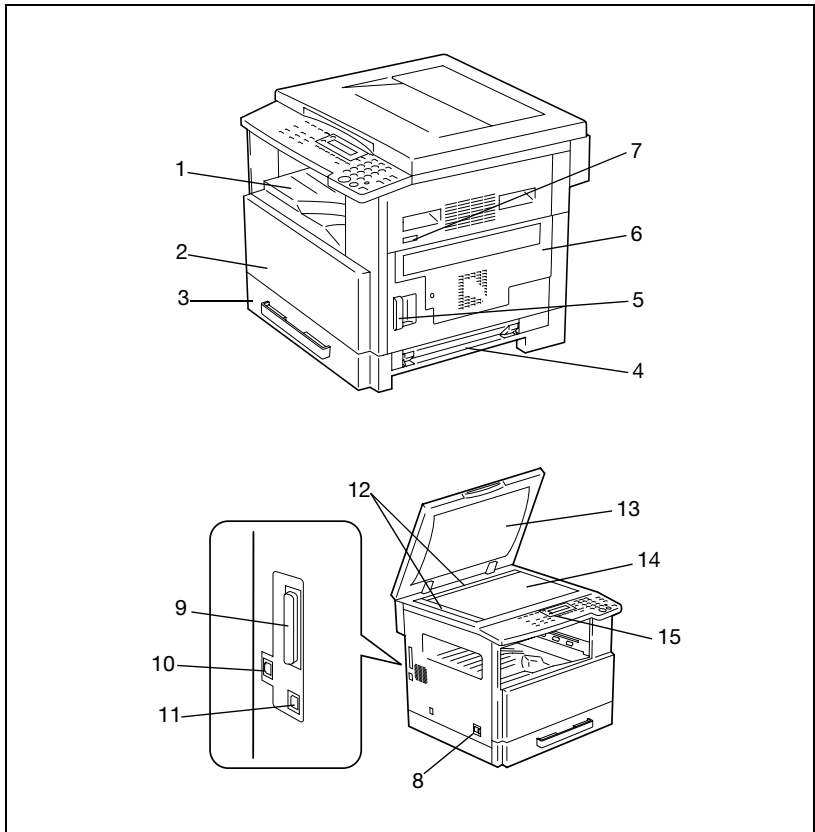
No.	Part name	Description
1	Original cover OC-504	Presses down on the loaded document to keep it in place. Referred to as the “original cover” throughout the manual. Standard on bizhub 162 Optional on bizhub 210
2	Automatic document feeder DF-502 (optional)	Automatically feeds one document sheet at a time for scanning. Referred to as the “document feeder” throughout the manual.
3	Reverse automatic document feeder DF-605 (Option for bizhub 210 only)	Automatically feeds one document sheet at a time for scanning, and automatically turns over double-sided documents for scanning. Referred to as the “reverse automatic document feeder” throughout the manual.
4	Automatic duplex unit AD-504 (Option for bizhub 210 only)	Automatically turns the pages over, and prints on both sides. Referred to as the “duplex unit” throughout the manual.

No.	Part name	Description
5	Multi bypass tray MB-501 (optional)	Can be loaded with 100 sheets of paper. Referred to as the “multi bypass tray” throughout the manual.
6	Paper feed unit PF-502 (optional)	Equipped with a paper drawer that holds up to 250 sheets of paper. Up to four can be installed on the main unit. Referred to as the “2nd tray”, “3rd tray”, “4th tray”, and “5th tray” throughout the manual.
7	Desk DK-703 (optional)	The machine can be placed on the desk. Using the desk allows the machine to be set up on the floor.
8	Desk DK-702 (optional)	The machine can be placed on the desk. Using the desk allows the machine to be set up on the floor.
9	Desk DK-701 (optional)	The machine can be placed on the desk. Using the desk allows the machine to be set up on the floor.
10	Job separator JS-503 (optional)	Allows printed pages to be separated. Referred to as the “job separator” throughout the manual.
11	Shift tray SF-501* (optional)	Shifts copies and printed pages that are fed out. If the job separator is installed, the shifting unit cannot be attached.
12	Image controller IC-205* (optional)	Internal printer controller that allows this machine to be used as a computer printer (PCL) For details, refer to the Image Controller IC-205 User’s Guide.
13	Network interface card NC-502* (optional)	Internal network card that enables network printing from Windows or a NetWare network environment For details, refer to the Network Interface Card NC-502 User’s Guide.
14	Scanner unit SU-502* (optional)	Internal scanner unit that allows this machine to be used as a scanner configured into a computer network For details, refer to the Scanner Unit SU-502 User’s Guide.   ... <b>Note</b> <i>The scanner unit does not function if optional fax kit FK-505 is not installed.</i>
15	Fax kit FK-505* (optional)	Allows this machine to be used as a fax machine
16	Expanded memory unit EM-101* (optional)	32 MB expansion memory that increases the number of document pages that can be processed by the machine Referred to as the “expanded memory unit” throughout the manual.
17	Expanded memory unit EM-102* (optional)	64 MB expansion memory that increases the number of document pages that can be processed by the machine Referred to as the “expanded memory unit” throughout the manual.

\* The internal options are not shown.

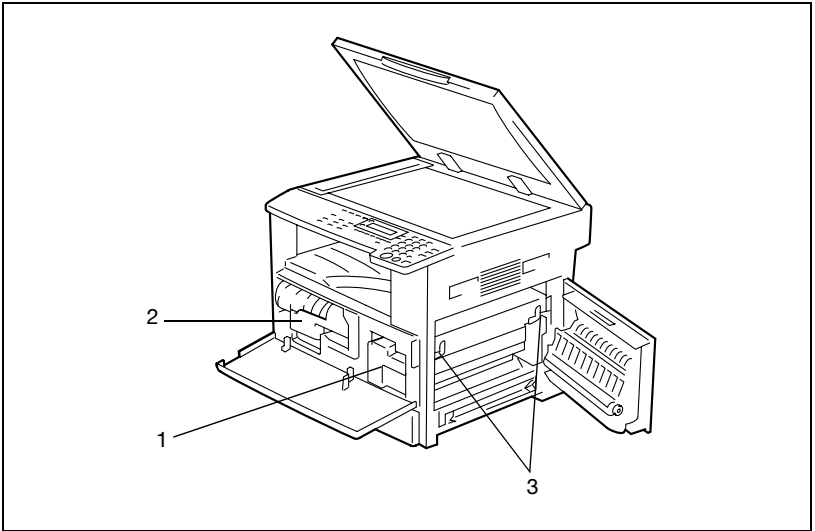
## 3.2 Part names and their functions

### Main unit



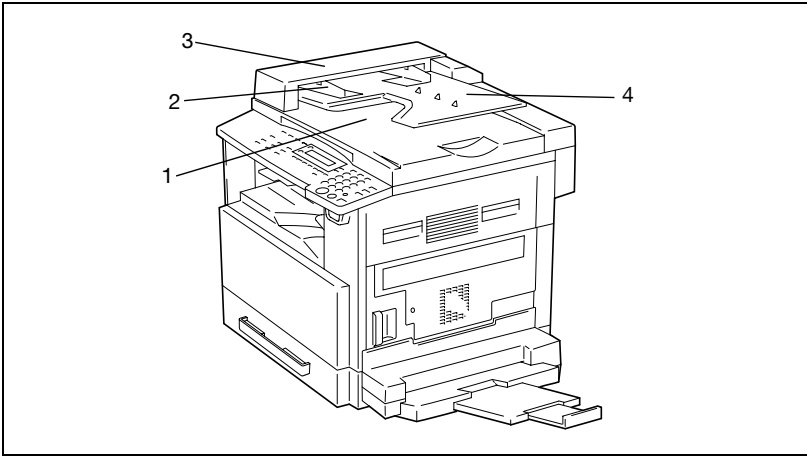
No.	Part name	Description
1	Copy tray	Collects copies and printouts fed out facing down.
2	Front cover	Opened when replacing the toner bottle. (p. 8-4)
3	1st tray	<ul style="list-style-type: none"> <li>• Holds up to 250 sheets of paper.</li> <li>• The paper size can be adjusted freely.</li> <li>• Can be loaded with special paper. (p. 7-13)</li> </ul>
4	Manual bypass	<ul style="list-style-type: none"> <li>• Used for manual feeding of paper.</li> <li>• The paper is fed one sheet at a time.</li> <li>• Can be loaded with special paper. (p. 3-27)</li> </ul>
5	Lock release lever	Used to open and close the side cover.

No.	Part name	Description
6	Side cover	Opened when clearing paper misfeeds.
7	Mechanical counter (optional)	Indicates the number of copy and printout pages that were printed.
8	Power switch	Used to turn the machine on and off. (p. 3-17)
9	Parallel interface connector	Used for connecting a parallel cable from the computer.
10	RJ45 connector for networking	Used for connecting the network cable when this machine is used for internet faxing, network printing and network scanning.
11	Printer USB connector	Used for connecting a USB cable from the computer.
12	Document scales	Used to align the document. (p. 4-12)
13	Original cover (option)	Presses down on the document positioned on the original glass.
14	Original glass	When manually feeding a document, position it on the original glass so that it can be scanned. Position the document face down on the glass. (p. 4-12)
15	Control panel	Used to start copying or to make various settings. (p. 3-12)

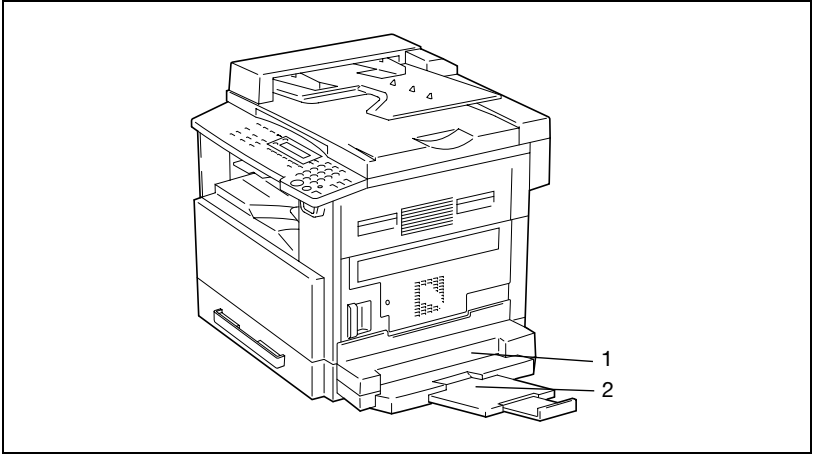
**Inside of main unit**

No.	Part name	Description
1	Imaging unit	Creates the copy image. Replacement of the imaging unit must be performed by a service representative.
2	Toner bottle holder	Opened when replacing the toner bottle.
3	Pressure lever	Used when clearing paper misfeeds in the fusing unit. (p. 8-6)

### Document feeder (option)

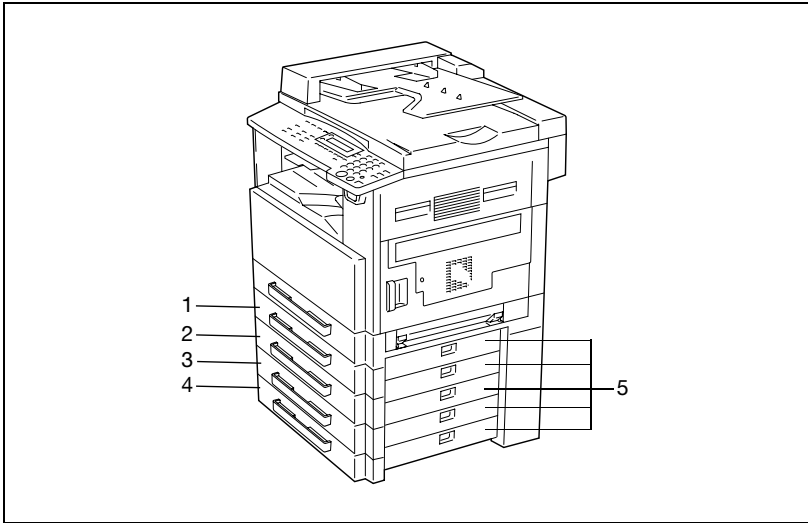


No.	Part name	Description
1	Document exit tray	Collects documents that have been scanned.
2	Document guide plate	Adjusted to the width of the document. (p. 4-10)
3	Document feeder cover	Opened when clearing document misfeeds. (p. 8-13)
4	Document feeder tray	Holds the documents to be scanned; load documents face up. (p. 4-10)

**Multi bypass tray (option)**

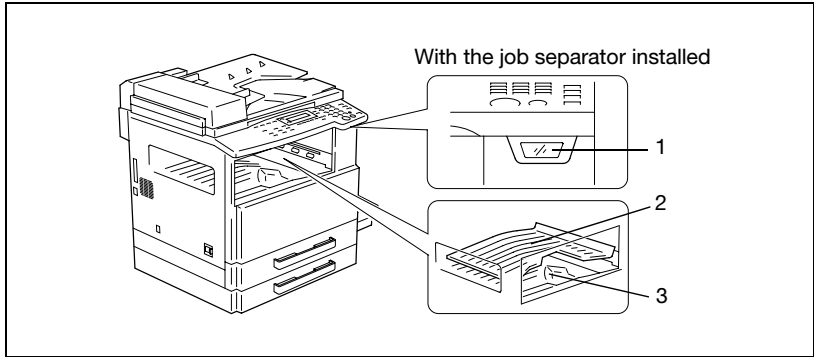
No.	Part name	Description
1	Bypass tray	Holds up to 100 sheets of plain paper, 20 sheets of special paper, or 10 envelopes. (p. 3-29)
2	Bypass tray extender	Pulled out when large-sized paper is loaded.

### Paper feed unit (option)



No.	Part name	Description
1	2nd tray	Holds up to 250 sheets of plain paper. Up to four paper feed units can be installed.
2	3rd tray	
3	4th tray	
4	5th tray	
5	Side cover	Opened when clearing paper misfeeds. (p. 8-10)

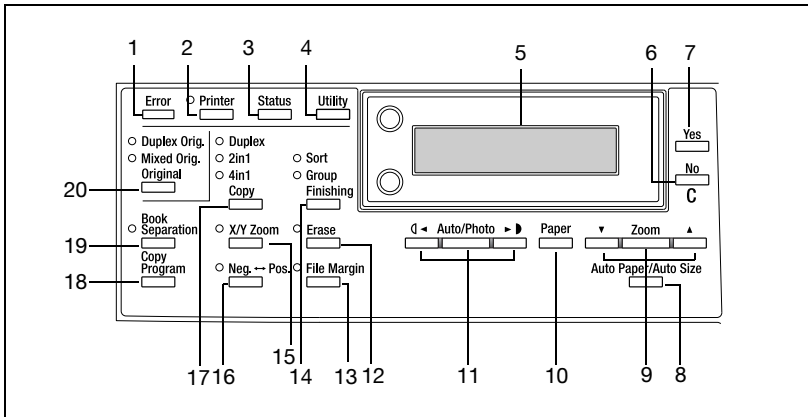


**Job separator (option)**

No.	Part name	Description
1	Copy tray lamp	Lights up when paper remains in the copy tray and the upper copy tray is being moved up.
2	Upper copy tray	Collects computer printouts.
3	Lower copy tray	Collects copies.

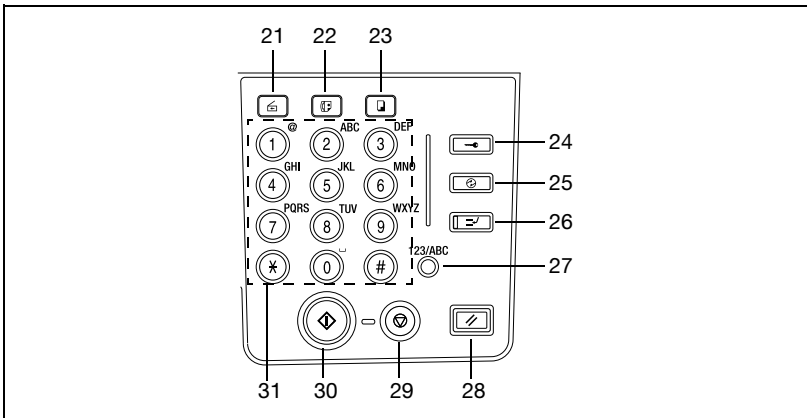
### 3.3 Control panel

#### Names of control panel parts and their functions



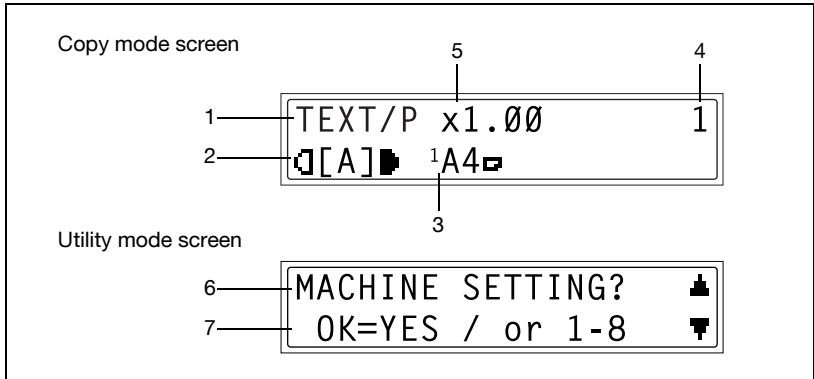
No.	Part name	Function
1	“Error” indicator	Lights up or flashes if an error has occurred. Refer to “When a message appears” on page 8-3.
2	[Printer] key/indicator	Lights up while data is being printed from the computer and flashes while data is being sent. For details, refer to the Printer Controller User’s Guide.
3	[Status] key	Used to view the counters.
4	[Utility] key	Used to enter utility mode and display the first utility mode screen. <ul style="list-style-type: none"> <li>Machine setting, paper source setup, user management, admin. management, copy setting 1 &amp; 2</li> </ul>
5	Display	Displays setting menus, error messages, and specified settings such as the number of copies and the zoom ratio.
6	[No/C] key	Erases the entered numbers and letters. Returns to the previous screen.
7	[Yes] key	Confirms the current setting.
8	[Auto paper/Auto size] key	Used to select between the auto paper or the auto size function.
9	[Zoom] key, ▼ and ▲ keys	<ul style="list-style-type: none"> <li>Used to select a preset enlargement or reduction ratio.</li> <li>A zoom ratio between <math>\times 0.25</math> and <math>\times 4.00</math> can be selected when the paper size is selected manually. (Manual paper selection)</li> <li>A zoom ratio between <math>\times 0.50</math> and <math>\times 2.00</math> can be selected when the paper size is selected automatically. (Auto paper)</li> <li>Used to specify the selection above or below in setting screens and menus.</li> </ul>
10	[Paper] key	Used to select the size of the paper to be printed on.

No.	Part name	Function
11	[Auto/Photo] key, ◀ and ▶ keys	<ul style="list-style-type: none"><li>• Used to specify the scanning density of copies.</li><li>• Used to specify the selection at the left or right in setting screens.</li></ul>
12	[Erase] key	Used to select the area of the document that is erased.
13	[File margin] key	Press to select the file margin function.
14	[Finishing] key	Used to select a copy finishing function.
15	[X/Y zoom] key	Used to specify different scaling proportions for the vertical and horizontal directions.
16	[Neg. ↔ Pos.] key	Press to make copies with the dark- and light-colored areas of the document inverted.
17	Copy key	Used to select between the 2in1 and the 4in1 copy functions.
18	[Copy program] key	<ul style="list-style-type: none"><li>• Copy programs can be stored.</li><li>• Stored copy programs can be selected and recalled.</li></ul>
19	[Book separation] key	Used to select the book separation function.
20	[Original] key	Used to select between the duplex orig. function and the mixed orig. function.



No.	Part name	Function
21	Scan key	Press to enter scan mode. The indicator lights up in green to indicate that the machine is in scan mode. (Available only when the network interface card NC-502, fax kit FK-505 and the scanner unit SU-502 are installed.)
22	Fax key	Does not function on this machine.
23	Copy key	Press to enter copy mode. The indicator lights up in green to indicate that the machine is in copy mode.
24	Access key	Used with user management. (p. 6-24)
25	Energy save key	Press to enter energy save mode. (p. 3-19)
26	Interrupt key	Press to enter interrupt mode. The indicator lights up in green to indicate that the machine is in interrupt mode. Press again to cancel interrupt mode and return to the mode before interrupt mode was entered. (p. 3-56)
27	[123/ABC] key	Does not function on this machine.
28	Panel reset key	<ul style="list-style-type: none"> <li>• Cancels all copy functions and returns them to their default settings.</li> <li>• Deletes all queued jobs.</li> </ul>
29	Stop key	Stops the multi-page copy operation.
30	Start key	<ul style="list-style-type: none"> <li>• Starts copying.</li> <li>• Queues a copy job if pressed while the machine is warming up. (p. 3-20)</li> <li>• The indicator lights up in green to indicate that the machine is ready to start copying, or it lights up in orange to indicate that the machine is not ready to start copying.</li> </ul>
31	10-key pad	<ul style="list-style-type: none"> <li>• Used to specify the number of copies.</li> <li>• Used to enter setting values.</li> <li>• The [*] and [#] keys do not function on this machine.</li> </ul>

## Display indications



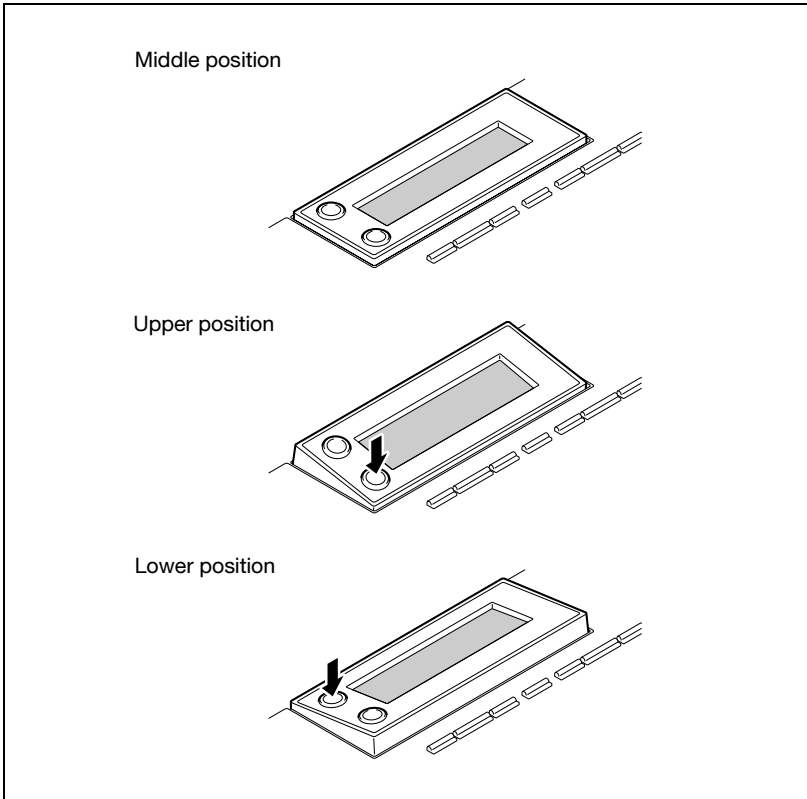
No.	Display indication	Description
1	Copy density (document type)	Indicates the document type for the copy density setting. PHOTO, TEXT, or TEXT/P
2	Copy density (density level)	Indicates the density level for the copy density setting.
3	Paper source	Indicates the selected paper tray. If special paper is selected, the paper type is displayed. AUTO, a paper tray and paper size, or paper type
4	Number of copies	Indicates the specified number of copies.
5	Zoom ratio	Indicates the current zoom ratio setting. AUTO or the current zoom ratio setting is displayed. × [X/Y] indicates that the X/Y zoom function is selected.
6	Menu or function name	<ul style="list-style-type: none"> <li>• Displays the current menu, function or settings.</li> <li>• Error messages are displayed when errors occur.</li> </ul>
7	Messages	Displays messages such as operating instructions.

### Adjusting the angle of the display

The display can be adjusted to any of three angles.

Adjust the display to the angle that allows for easy operation.

→ Press an edge of the display to adjust it to the desired angle.



## 3.4 Power supply

### Turning the machine on

Set the power switch to “I”.

The indicator on the [Start] key lights up in orange, and the message **PLEASE WAIT!** appears in the display.



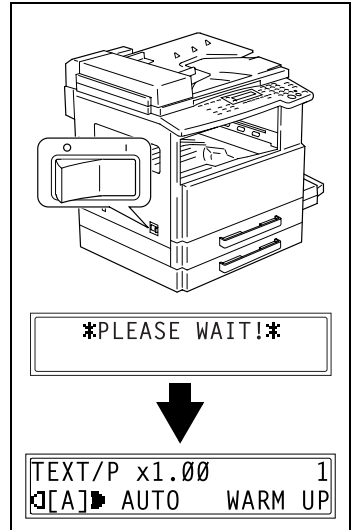
#### Note

*The bizhub 162 finishes warming up within 30 seconds and the bizhub 210 finishes warming up within 15 seconds (at normal room temperature (23 °C)).*

*A copy job can be queued while the machine is warming up.*

### Turn the machine off

- 1 Check that all jobs are finished.
- 2 Set the power switch to “O”.



## 3.5 Default settings

The settings that are automatically selected when the machine is turned off or the [Panel reset] key is pressed are called the “Default settings”. These settings serve as a reference for all functions.

Copy mode

- Number of copies: 1
- Copy density: AUTO
- Zoom ratio: Full size (× 1.00)
- Paper source: AUTO (with the document feeder installed)
- Finishing function: Non-sort

The default settings can be customized from the utility mode.



### **Detail**

*For details, refer to “Copy settings” on page 7-29.*



## 3.6 Useful functions

### Auto panel reset

Even if the [Panel reset] key is not pressed, the machine automatically resets all functions and settings to their defaults 1 min after a copy cycle has been completed or a key operation is performed.

The length of time before the machine automatically resets itself can be set between 1 min and 5 min in addition to 30 seconds. The auto panel reset function can even be disabled.



#### Detail

*For details, refer to “Specifying AUTO PANEL RESET” on page 7-6.*

### Energy save mode

Instead of turning off the machine, it can be set into a standby state (energy save mode).

If the machine is not used for a set length of time, it will automatically enter the energy save mode. The default length of time is 15 min.

To cancel the energy save mode, press any key on the control panel.

The length of time before the machine enters the energy save mode can be set between 1 min and 240 min.

When the machine is in energy save mode, the indicator on the [Start] key remains lit in green, but the display goes off.



...

#### Note

*If the auto shut off function is activated during energy save mode, the machine turns off.*



#### Detail

*For details, refer to “Specifying ENERGY SAVE MODE” on page 7-7.*

**Auto shut off**

With the auto shut off function, the machine automatically turns off if no operation is performed for a specified length of time, in order to conserve energy. The default setting is OFF.

**Queued copy jobs**

Copy jobs can be queued by loading the document and pressing the [Start] key while **WARM UP** appears in the lower-right corner of the display.

When the message **WARM UP** disappears, scanning of the loaded document begins, and copies are produced.

### 3.7 Paper

Use paper that meets the following specifications.

#### Paper types

Paper type Weight (g/m <sup>2</sup> ) Paper source, etc.	Plain paper	Special media	Recycled paper
	60 to 90 g/m <sup>2</sup>	91 to 157 g/m <sup>2</sup>	60 to 90 g/m <sup>2</sup>
Manual bypass	○	○	○
Multi bypass tray	○	○	○
1st paper drawer	○	○	○
2nd paper drawer	○	—	○
3rd paper drawer	○	—	○
4th paper drawer	○	—	○
5th paper drawer	○	—	○
Double-sided copies	○	—	○

Paper type Paper source, etc.	Special media			
	OHP trans- parencies	Postcards	Label sheets	Envelopes
Manual bypass	○	○	○	○
Multi bypass tray	○	○	○	○
1st paper drawer	○	○	○	○
2nd paper drawer	—	—	—	—
3rd paper drawer	—	—	—	—
4th paper drawer	—	—	—	—
5th paper drawer	—	—	—	—
Double-sided copies	—	—	—	—

○: Available —: Not available



#### Note

*The 2nd paper drawer, the 3rd paper drawer, the 4th paper drawer, the 5th paper drawer and the multi bypass tray are optional.*









*If the optional duplex unit is used to make double-sided copies, only plain and recycled paper can be used.*

## Paper sizes

### Non-standard-sized paper

Paper source	Paper width	Paper length
Manual bypass	90 mm to 297 mm	140 mm to 432 mm
Multi bypass tray	90 mm to 297 mm	140 mm to 432 mm
1st paper drawer	90 mm to 297 mm	140 mm to 432 mm
2nd paper drawer	182 mm to 297 mm	140 mm to 432 mm
3rd paper drawer	182 mm to 297 mm	140 mm to 432 mm
4th paper drawer	182 mm to 297 mm	140 mm to 432 mm
5th paper drawer	182 mm to 297 mm	140 mm to 432 mm

### Standard-sized paper

Paper size	A3 	B4 	A4 	A4 	B5 	B5 	A5 	A5 
Paper source, etc.								
Manual bypass	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Multi bypass tray	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1st paper drawer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2nd paper drawer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	–	<input type="radio"/>
3rd paper drawer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	–	<input type="radio"/>
4th paper drawer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	–	<input type="radio"/>
5th paper drawer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	–	<input type="radio"/>
Double-sided copies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	–	<input type="radio"/>

: Available —: Not available



#### Note

*The 2nd paper drawer, the 3rd paper drawer, the 4th paper drawer, the 5th paper drawer and the multi bypass tray are optional.*

*If the optional duplex unit is used to make double-sided copies, only plain and recycled paper can be used.*

## Paper capacity

Paper type	Plain paper	Special media	Recycled paper
Weight (g/m <sup>2</sup> )			
Paper source, etc.	60 to 90 g/m <sup>2</sup>	91 to 157 g/m <sup>2</sup>	60 to 90 g/m <sup>2</sup>
Manual bypass	1 sheet	1 sheet	1 sheet
Multi bypass tray	100 sheets	20 sheets	100 sheets
1st paper drawer	250 sheets	20 sheets	250 sheets
2nd paper drawer	250 sheets	—	250 sheets
3rd paper drawer	250 sheets	—	250 sheets
4th paper drawer	250 sheets	—	250 sheets
5th paper drawer	250 sheets	—	250 sheets

Paper type	Special media			
Paper source, etc.	OHP trans- parencies	Postcards	Label sheets	Envelopes
Manual bypass	1 sheet	1 postcard	1 sheet	1 envelope
Multi bypass tray	20 sheets	20 postcards	20 sheets	10 envel.
1st paper drawer	20 sheets	20 postcards	20 sheets	10 envel.
2nd paper drawer	—	—	—	—
3rd paper drawer	—	—	—	—
4th paper drawer	—	—	—	—
5th paper drawer	—	—	—	—

—: Not available



### Note

*The 2nd paper drawer, the 3rd paper drawer, the 4th paper drawer, the 5th paper drawer and the multi bypass tray are optional.*

*If the optional duplex unit is used to make double-sided copies, only plain and recycled paper can be used.*

### Unsuitable paper

The following types of paper should not be used, otherwise decreased print quality, paper misfeeds or damage to the machine may occur.

- Overhead projector transparencies that have already been fed through the machine  
Even if the transparency is still blank, do not reuse it.
- Paper that has been printed on by a heat-transfer printer or an inkjet printer
- Paper that is either extremely thick or extremely thin
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Damp paper
- Perforated paper or paper with punched holes
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Paper that has been treated, such as carbon-backed, heat-sensitive or pressure-sensitive paper
- Paper that has been decorated with foil or embossing
- Paper of a non-standard shape (not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc. attached
- Curled or wrinkled paper
- Art paper, coated paper or inkjet printer paper

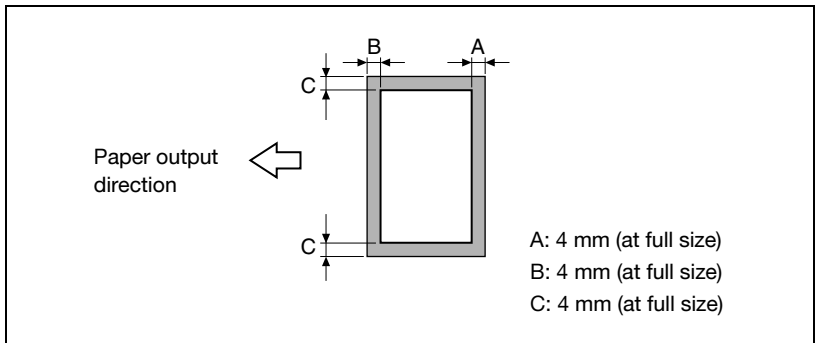
### 3.8 Print area

Any part of the image within the area indicated below is not copied.

- A margin 4 mm (at full size) from the trailing edge of the paper (A)
- A margin 4 mm (at full size) from the leading edge of the paper (B)
- A margin 4 mm (at full size) on both sides of the paper (C)

For details on printing from a computer, refer to the Printer Controller User's Guide.

If optional image controller IC-205 is installed, refer to the Image Controller IC-205 User's Guide.



### 3.9 Paper storage

Observe the following precautions when storing the paper.

- Store the paper in a location that meets the following requirements.
  - Not exposed to direct sunlight
  - Not exposed to a flame
  - Not exposed to high humidity
  - Not extremely dusty
- Unwrapped paper should be placed in a plastic bag and stored in a cool, dark location.
- Keep paper out of the reach of children.



### 3.10 Making copies on manually fed paper

Manually feed the copy paper if you wish to make copies onto paper not loaded into any paper tray, or onto special paper, such as OHP transparencies, postcards or cards.

#### Paper that can be fed manually

Paper types:

- Plain or recycled paper (thickness: 60 g/m<sup>2</sup> to 90 g/m<sup>2</sup>)
- Special paper
  - Cards (thickness: 91 g/m<sup>2</sup> to 157 g/m<sup>2</sup>)
  - OHP transparencies
  - Postcards
  - Label sheets
  - Envelopes

Paper sizes:

- Maximum: 297 mm × 432 mm
- Minimum: 90 mm × 140 mm

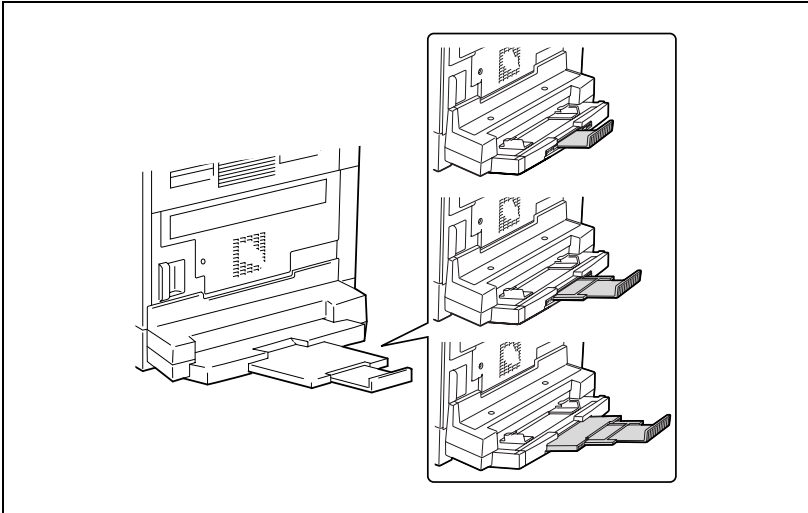


#### **Note**

*When copying using the manual bypass, only one page at a time can be loaded. For details, refer to “Paper capacity” on page 3-23.*

### Adjusting the multi bypass tray

Adjust the bypass tray extender to fit the size of the paper as shown below.



## Loading plain paper into the bypass trays

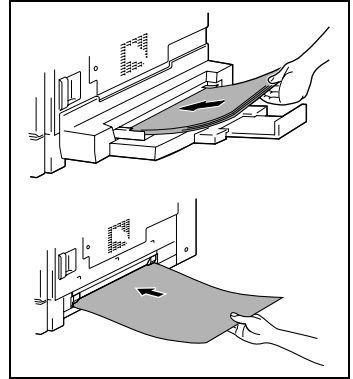
Load the paper into the manual bypass one sheet at a time.

Up to 100 sheets of paper can be loaded into the multi bypass tray. Do not load so much paper into the multi bypass tray that the top of the stack is higher than the ▼ mark.

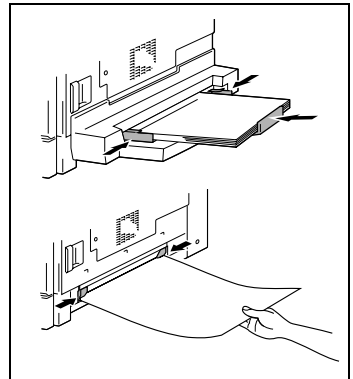
**1** Load the paper into the bypass tray.

**?** Have the necessary precautions been observed when loading the paper?

- Load the paper so that the front side of the paper faces down.
- Make sure that the paper is not curled (rolled).



**2** Adjust the bypass tray extender and the paper guides to fit the size of the paper.




### Note

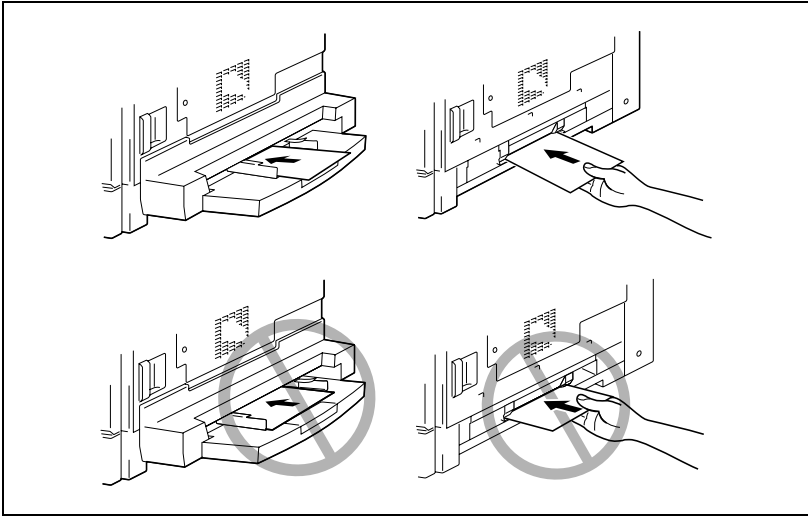
*When paper other than plain paper is loaded, the paper type must be specified.*

### Loading postcards into the bypass trays


Load the paper into the manual bypass one sheet at a time.

Up to 20 sheets of paper can be loaded into the multi bypass tray.

- When loading postcards, load them in the  (lengthwise) orientation, as shown in the illustration, and with the side to be printed on facing down.



#### Note

*Do not load postcards in the  (crosswise) orientation.*

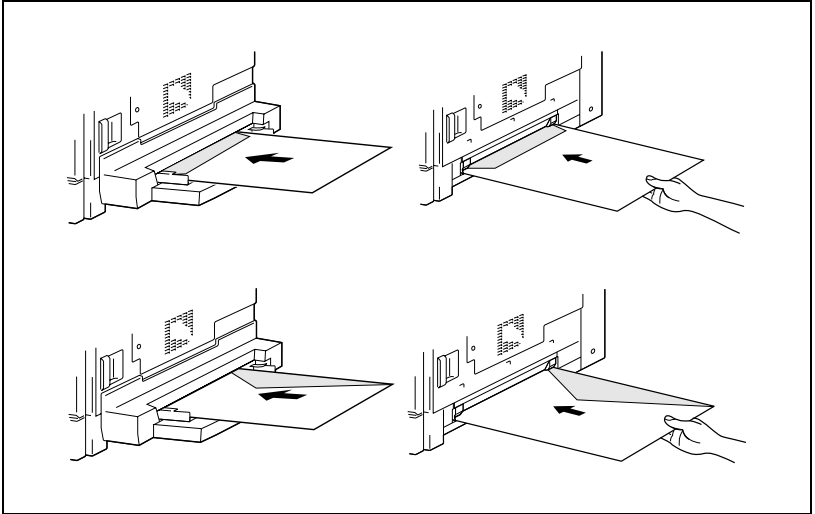
*After you have loaded the postcards, use the control panel to specify the paper size and paper type for the bypass tray.*

**Loading envelopes into the bypass trays**

Load the paper into the manual bypass one sheet at a time.

Up to 10 sheets of paper can be loaded into the multi bypass tray.

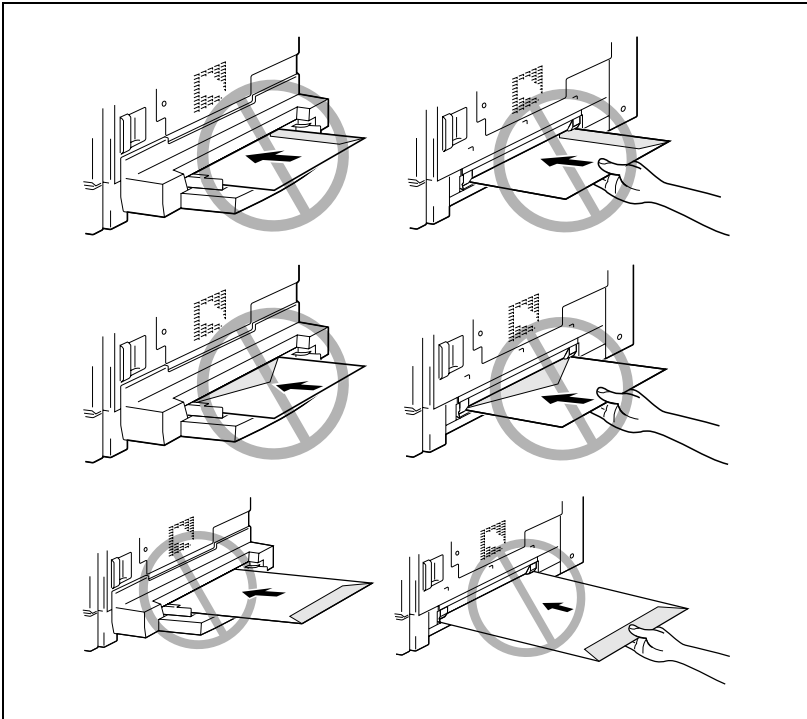
- When loading envelopes, load them with the flap facing up, as shown in the illustration.



**Note**

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

*After you have loaded the envelopes, use the control panel to specify the paper size and paper type for the bypass tray.*

**Note**

*Do not load envelopes in the  (crosswise) orientation.*

*Do not load envelopes with the flap facing down.*

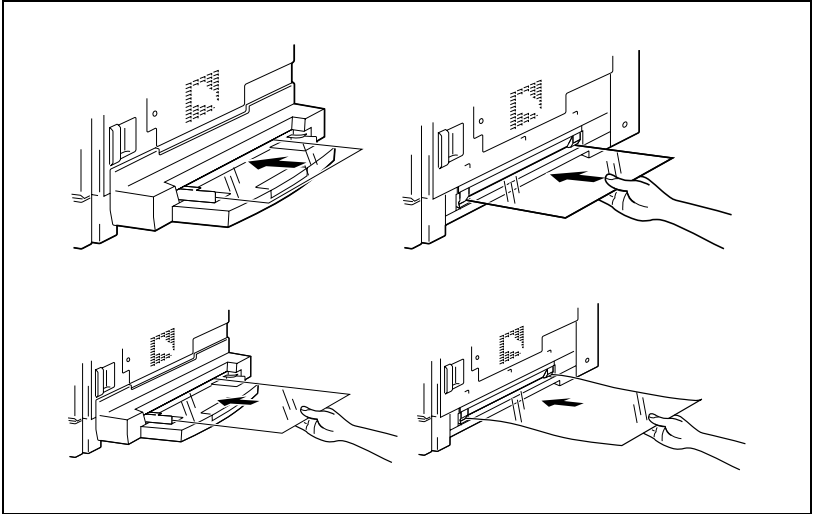
*Do not load envelopes with the flap facing backwards.*

### Loading OHP transparencies into the bypass trays

Load the paper into the manual bypass one sheet at a time.

Up to 20 sheets of paper can be loaded into the multi bypass tray.

- When loading OHP transparencies, load them in the same orientation as the document.



#### **Note**

*After you have loaded the transparencies, use the control panel to specify the paper size and paper type for the bypass tray.*

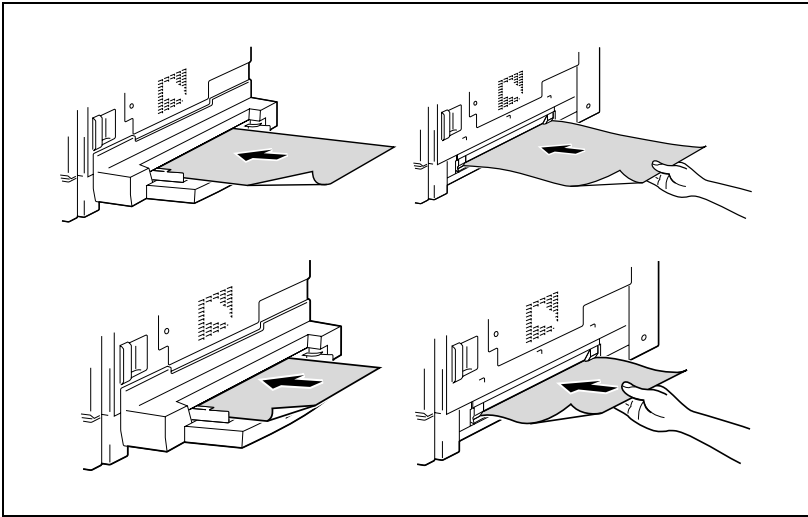
### Loading label sheets into the bypass trays

Load the paper into the manual bypass one sheet at a time.

Up to 20 sheets of paper can be loaded into the multi bypass tray.

- When loading label sheets, load them in the same orientation as the document.

Place documents with the side to be printed facing down.



#### Note

*After you have loaded the label sheets, use the control panel to specify the paper size and paper type for the bypass tray.*

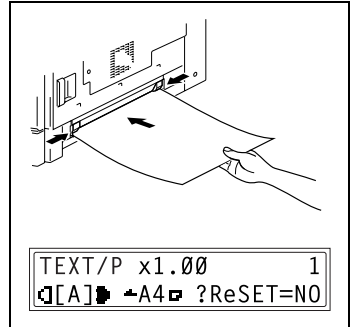



### Copying onto manually fed paper by manual bypass

- 1 Position the documents.  
For details refer to "Loading the document" on page 4-10.

- 2 Adjust the paper guides to fit the size of the paper.

- 3 Insert one sheet of paper with the front side facing down, lightly sliding the paper as much as possible into the feed slot.



The manual bypass mark (  ) appears in the bottom line of the screen.

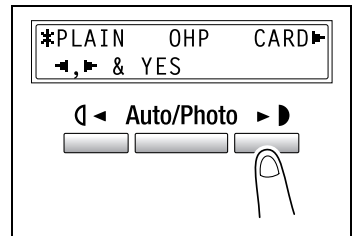
- ? Is a card or a postcard loaded?  
→ Make sure that it is not curled (rolled).

- 4 Press the [No/C] key.  
The paper source setup menu appears.

- 5 Press the [◀] and [▶] keys to select the type of paper loaded.

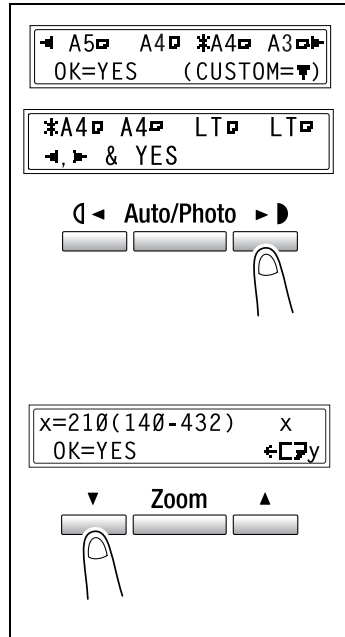
Select from the following four paper type settings.

PLAIN  
OHP  
CARD  
ENVELOPE



- 6 Press the [Yes] key.  
The paper size menu appears.

- 7** Press the [◀] and [▶] keys to select the size of the paper loaded.
- ? Was OHP selected in step 5?
- Select from the following four paper size settings:
- A4
- A4
- Letter
- Letter
- ? Is paper with a non-standard size loaded?
- Press the [▼] key, and then use the 10-key pad to enter the paper size. For details, refer to “To copy onto label sheets” on page 5-9.
- ? Do you know the size of FLS paper?
- The default FLS size is 210 mm × 330 mm. To change the FLS size, contact your service representative.



- 8** Press the [Yes] key.  
The main screen appears.
- 9** Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.
- 10** Press the [Start] key.  
This will start the copy cycle.

**Note**

*To copy onto more pages using the same settings, feed paper into the manual bypass to begin making copies automatically.*

*To make continuous copies onto cards, postcards, OHP transparencies or envelopes, load them into the 1st tray.*

*If paper other than plain paper is specified and the manual bypass is used, the screen changes as shown below.*


Cards	OHP transparencies
<div style="border: 1px solid black; padding: 5px;">           TEXT/P x1.00 1            □[A]■ ↵A4□C?ReSET=NO         </div>	<div style="border: 1px solid black; padding: 5px;">           TEXT/P x1.00 1            □[A]■ ↵A4□0?ReSET=NO         </div>
Postcards or envelopes	
<div style="border: 1px solid black; padding: 5px; margin-left: auto; margin-right: auto;">           TEXT/P x1.00 1            □[A]■ ↵A4□E?ReSET=NO         </div>	

### Copying onto manually fed paper by multi bypass tray

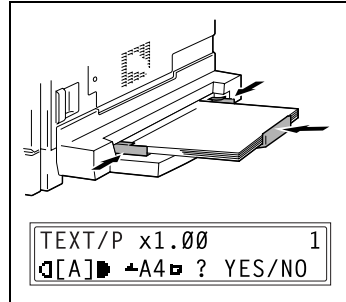
- 1 Position the documents.  
For details refer to “Loading the document” on page 4-10.

- 2 Adjust the bypass tray extender and the paper guides to fit the size of the paper.

- 3 Load the paper with the front side facing down, lightly sliding the paper as much as possible into the feed slot.

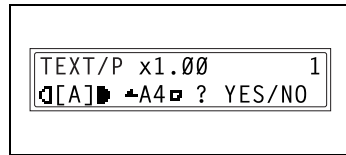
The manual bypass mark (  ) appears in the bottom line of the screen.

- ? Are sheets of cards or postcards loaded?  
→ Make sure that they are not curled (rolled).



- 4 Check that **YES/NO** appears in the bottom line of the screen, and then press the [No/C] key.

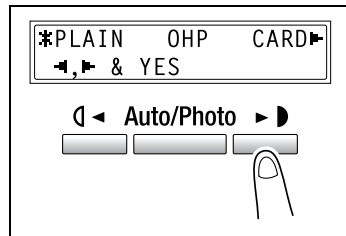
**YES/NO** is displayed for approximately 5 seconds after paper is loaded into the multi bypass tray. The paper source setup menu appears.



- 5 Press the [◀] and [▶] keys to select the type of paper loaded.

Select from the following four paper type settings.

**PLAIN**  
**OHP**  
**CARD**  
**ENVELOPE**



- 6 Press the [Yes] key.

The paper size menu appears.

- 7 Press the [◀] and [▶] keys to select the size of the paper loaded.

? Was OHP selected in step 5?

- Select from the following four paper size settings:

A4

A4

Letter

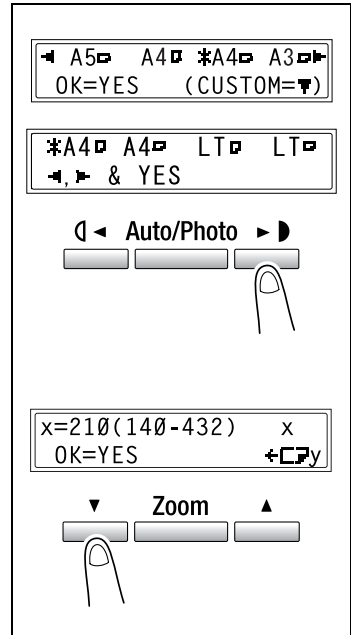
Letter

? Is paper with a non-standard size loaded?

- Press the [▼] key, and then use the 10-key pad to enter the paper size. For details, refer to “Copying onto various types of media” on page 5-7.

? Do you know the size of FLS paper?

- The default FLS size is 210 mm × 330 mm. To change the FLS size, contact your service representative.



- 8 Press the [Yes] key.

The main screen appears.

- 9 Specify the desired copy settings.

For details, refer to “Making a basic copy” on page 4-3.

- 10 Press the [Start] key.

This will start the copy cycle.

**Note**

*If paper other than plain paper is specified and the multi bypass tray is used, the screen changes as shown below.*

Cards	OHP transparencies								
<table border="1"><tr><td>TEXT/P x1.00</td><td>1</td></tr><tr><td>[A] A4 CARD</td><td></td></tr></table>	TEXT/P x1.00	1	[A] A4 CARD		<table border="1"><tr><td>TEXT/P x1.00</td><td>1</td></tr><tr><td>[A] A4 OHP</td><td></td></tr></table>	TEXT/P x1.00	1	[A] A4 OHP	
TEXT/P x1.00	1								
[A] A4 CARD									
TEXT/P x1.00	1								
[A] A4 OHP									
Postcards or envelopes									
<table border="1"><tr><td>TEXT x1.00</td><td>1</td></tr><tr><td>[A] A4 ENVELOPE</td><td></td></tr></table>		TEXT x1.00	1	[A] A4 ENVELOPE					
TEXT x1.00	1								
[A] A4 ENVELOPE									

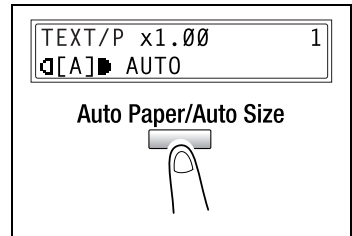
### 3.11 Selecting the paper source

The paper used for making copies can be selected in two ways.

- Auto paper:  
If the auto paper function is selected, the paper tray containing the most suitable size of paper is selected based on the size of the document and the specified zoom ratio.
- Manual paper selection:  
The paper that you wish to use for copying can be selected.

#### To make copies using the auto paper function

- 1 Load the document in the document feeder.  
For details, refer to “Loading the document” on page 4-10.
- 2 Press the [Auto paper/Auto size] key until the auto paper function is selected.  
**AUTO** appears in the bottom line of the screen.
- 3 Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.
- 4 Using the 10-key pad, enter the number of copies to be made.
- 5 Press the [Start] key.  
This will start the copy cycle.

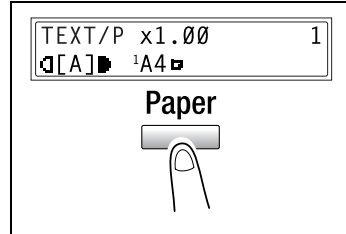


#### Note

If **APS SIZE ERROR** appears in the display immediately after the [Start] key is pressed, no tray is loaded with paper of the most suitable size. Either load paper with the appropriate size, or press the [Paper] key and select the desired paper size, and then press the [Start] key again.

### To copy with a manually selected paper size

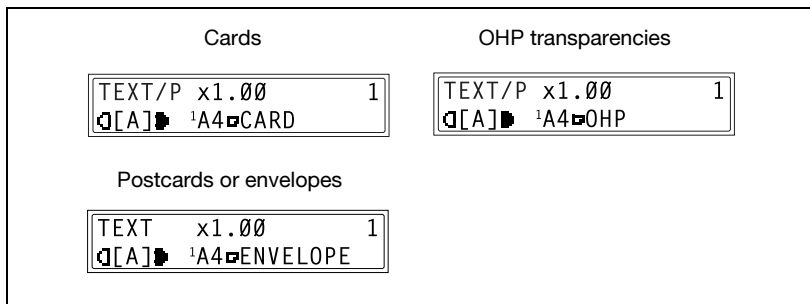
- 1 Position the documents.  
For details refer to “Loading the document” on page 4-10.
- 2 Press the [Paper] key, and then select the desired paper size.  
The selected paper size appears in the bottom line of the screen.
- 3 Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.
- 4 Using the 10-key pad, enter the number of copies to be made.
- 5 Press the [Start] key.  
This will start the copy cycle.



### To load special paper into the 1st tray

If special paper, such as OHP transparencies, postcards or cards are loaded into the 1st tray, first set the tray1 paper function in the paper source setup menu. For details, refer to “Specifying TRAY1 PAPER” on page 7-14.

Depending on the paper type set for the tray1 paper function, the screen changes as shown below.





### Automatically selecting the paper source

With the auto tray switching feature, printing can continue with paper from a different paper drawer if the currently selected drawer runs out of paper during printing.

The auto tray switching feature functions if the currently selected paper drawer and another paper drawer (except the manual bypass) meet the following conditions.

- The paper is the same size.
- The paper is the same type.
- The paper is positioned in the same orientation.
- The paper type function is set to PLAIN, RECYCLE or 1-SIDE for both paper trays.



#### **Note**

*If paper is loaded into the manual bypass, the auto tray switching feature does not function.*

*If the optional multi bypass tray and the 5th paper drawer are installed, a maximum of 1350 copies can be made continuously.*

*When making a large number of copies continuously, load all paper drawers (except the manual bypass) with paper meeting the conditions listed above.*

*If there is no paper in any paper drawer, a message appears indicating that paper must be replenished. Copying may not continue if paper is loaded into other paper drawers than the one specified in the message.*

### Order for automatically switching paper drawers

When a different paper drawer is automatically selected, the next paper drawer in the following list is chosen.

1st paper drawer → 2nd paper drawer → 3rd paper drawer → 4th paper drawer → 5th paper drawer → Multi bypass tray



#### **Note**

*If special media, such as OHP transparencies or label sheets, are loaded into the 1st paper drawer or the multi bypass tray, the auto tray switching feature may cause the paper to be fed incorrectly.*

*In this case, we recommend that the settings be changed as follows. For the 1st paper drawer, change the paper type using the tray1 paper function on the paper source setup menu. For details, refer to “Specifying TRAY1 PAPER” on page 7-14.*

*For the multi bypass tray, specify the paper type after loading the paper. For details, refer to “Copying onto manually fed paper by multi bypass tray” on page 3-38.*

## 3.12 Original documents

### Using the document feeder

The document feeder automatically feeds in, scans, then feeds out each page of a multi-page document, one page at a time. The correct type of document must be loaded in order for the document feeder to function properly.

Using an incorrect type of document may cause a paper misfeed or damage to the document or machine.

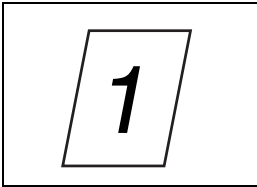


#### Note

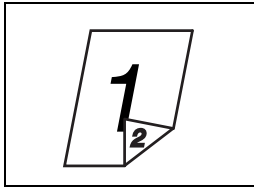
*In order to copy double-sided documents, the reverse automatic document feeder DF-605 (for bizhub 210) must be installed.*

### Document types

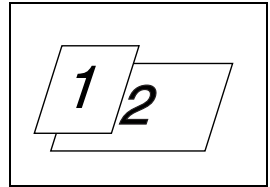
Single-sided documents



Double-sided documents



Documents of mixed sizes



## Documents of uniform sizes

Document feed method	Document type	Document size
Document feeder	Sheet documents <ul style="list-style-type: none"> <li>Single-sided documents <b>DF-502</b> Capacity: 50 g/m<sup>2</sup> to 110 g/m<sup>2</sup> <b>DF-605</b> Capacity: 35 g/m<sup>2</sup> to 128 g/m<sup>2</sup></li> <li>Double-sided documents <b>DF-605</b> Capacity: 50 g/m<sup>2</sup> to 128 g/m<sup>2</sup></li> <li>Documents of mixed sizes <b>DF-502</b> Capacity: 60 g/m<sup>2</sup> to 90 g/m<sup>2</sup> <b>DF-605</b> Capacity: 50 g/m<sup>2</sup> to 128 g/m<sup>2</sup></li> </ul>	<b>DF-502</b> A3 ☐, B4 ☐, A4 ☐/☐, B5 ☐/☐, A5 ☐/☐ <b>DF-605</b> A3 ☐, B4 ☐, A4 ☐/☐, B5 ☐/☐, A5 ☐/☐, B6 ☐ Document width: 90 mm to 297 mm Document length: 210 mm to 432 mm <ul style="list-style-type: none"> <li>With mixed documents widths <b>DF-502</b> A3 ☐ and A4 ☐ B4 ☐ and B5 ☐ <b>DF-605</b> Refer to the table below.</li> </ul>
Original glass	Sheet documents, books, and large objects Maximum weight: 3 kg	A3 ☐, B4 ☐, A4 ☐/☐, B5 ☐/☐, A5 ☐/☐ Document width: Up to 297 mm Document length: Up to 432 mm

## Mixed width document sizes (DF-605)

Maximum document width	Mixed width document detection	297 mm		257 mm		210 mm		182 mm	182 mm
		A3 ☐	A4 ☐	B4 ☐	B5 ☐	A4 ☐	A5 ☐	B5 ☐	A5 ☐
297 mm	A3 ☐	○	○	—	—	—	—	—	—
	A4 ☐	○	○	—	—	—	—	—	—
257 mm	B4 ☐	○	○	○	○	—	—	—	—
	B5 ☐	○	○	○	○	—	—	—	—
210 mm	A4 ☐	○	○	○	○	○	○	—	—
	A5 ☐	○	○	○	○	○	○	—	—
182 mm	B5 ☐	—	—	○	○	○	○	○	—
148 mm	A5 ☐	—	—	—	—	—	—	○	○

○: Copying possible —: Copying not possible

### Precautions concerning the documents

The following types of documents should not be loaded into the document feeder, otherwise paper misfeeds or damage to the document may occur. Instead, these types of documents should be positioned on the original glass.

Documents on special paper:

- Folded documents (folded in half or fanned)
- Highly translucent or transparent documents, such as diazo photosensitive paper
- Documents with binder holes
- Documents with many binder holes, such as loose-leaf paper
- Coated documents, such as heat-sensitive or carbon-backed paper
- Inkjet printer paper
- Documents that have just been printed with this machine

Documents on paper that cannot be fed:

- Curled documents
- Wrinkled or torn documents
- Overhead transparencies

If non-standard-sized paper is determined to be close to a standard size, copying with the auto paper or auto size functions is possible.



#### **Note**

*If a document of a non-standard size is positioned on the original glass, the auto paper and the auto size functions are not available.*

*After loading a document of a non-standard size, press the [Paper] key to select a paper size or press the [Zoom] key to select a zoom ratio.*

### 3.13 Specifying a zoom setting

By specifying a zoom ratio, the copy can be enlarged or reduced.

#### Zoom settings

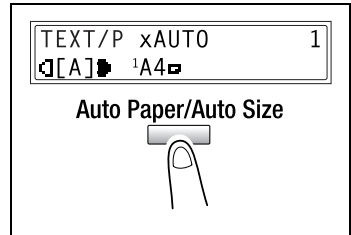
Zoom setting	Description
Full size	Copies are made at the same size as the document ( $\times 1.00$ ).
Auto zoom ratio	The most appropriate zoom ratio is automatically selected based on the size of the document loaded and the specified paper size.
Preset zoom ratios	The following common zoom ratios for copying from various standard document sizes to standard paper sizes are available. $\times 0.25$ $\times 0.50$ $\times 0.70$ (A3→A4 and B4→B5) $\times 0.81$ (B4→A4 and B5→A5) $\times 1.15$ (B4→A3 and B5→A4) $\times 1.41$ (A4→A3 and B5→B4) $\times 2.00$ $\times 4.00$ $\times 0.25$ and $\times 4.00$ can be set only when the paper size is selected manually. These settings are not available when the paper size is selected automatically.
Zoom ratios selected using the [▼] and [▲] Zoom keys	Using the [▼] and [▲] keys, the zoom ratio can be adjusted (increased or reduced) in 0.01 increments. When the paper size is selected manually: A zoom ratio between $\times 0.25$ and $\times 4.00$ can be set. (Manual paper selection) When the paper size is selected automatically: A zoom ratio between $\times 0.50$ and $\times 2.00$ can be set. (Auto paper)
X/Y zoom function	Copies can be made using different scaling proportions for the vertical and horizontal directions. Using the [▼] and [▲] keys, the zoom ratio can be adjusted (increased or reduced) in 0.01 increments. Vertical direction: A zoom ratio between $\times 0.50$ and $\times 2.00$ can be set. Horizontal direction: A zoom ratio between $\times 0.50$ and $\times 1.00$ can be set.

**To make copies using the auto zoom setting**

- 1 Position the documents.  
For details refer to “Loading the document” on page 4-10.

- 2 Press the [Auto paper/Auto size] key until the auto size function is selected.

**AUTO** appears in the top line of the screen.

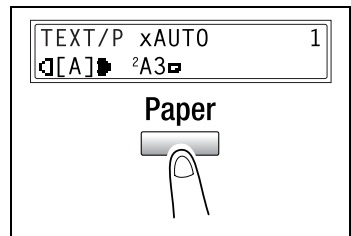


- 3 Press the [Paper] key to select the desired paper size.

- 4 Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.

- 5 Using the 10-key pad, enter the number of copies to be made.

- 6 Press the [Start] key.  
This will start the copy cycle.



**To make copies using a fixed zoom setting**

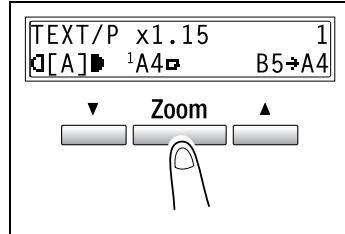
- 1 Position the documents.  
For details refer to “Loading the document” on page 4-10.

- 2 Press the [Zoom] key to select the desired zoom ratio.

Each press of the [Zoom] key changes the zoom ratio as shown below.

× 1.15 → × 1.41 → × 2.00 → × 4.00 →  
× 0.25 → × 0.50 → × 0.70 → × 0.81 →  
× 1.00 ...

Zoom ratios × 0.25 and × 4.00 do not appear if the auto paper function is selected.

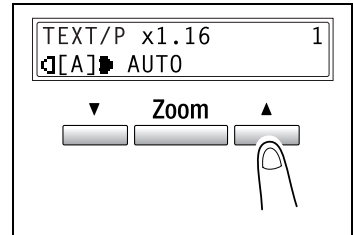


- 3 Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.
- 4 Using the 10-key pad, enter the number of copies to be made.
- 5 Press the [Start] key.  
This will start the copy cycle.



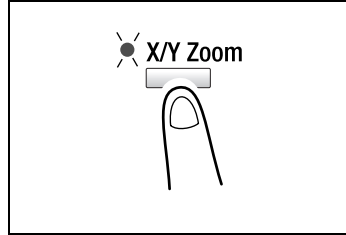
**To make copies using a specific zoom setting**

- 1** Position the documents.  
For details refer to “Loading the document” on page 4-10.
- 2** Press the [Zoom] key.
- 3** Press the [▼] and [▲] keys to specify the desired zoom ratio  
The zoom ratio is set in 0.01 increments.
- 4** Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.
- 5** Using the 10-key pad, enter the number of copies to be made.
- 6** Press the [Start] key.  
This will start the copy cycle.



### To make copies using the X/Y zoom function

- 1 Position the documents.  
For details refer to “Loading the document” on page 4-10.
- 2 Press the [X/Y zoom] key until the X/ Y zoom indicator lights up.



- 3 Press the [▼] and [▲] keys to select the desired zoom ratio for the length (X). The zoom ratio increases and decreases in 0.01 increments.

*or*

Press the [Zoom] key to select the desired zoom ratio. Each press of the [Zoom] key changes the zoom ratio as shown below.

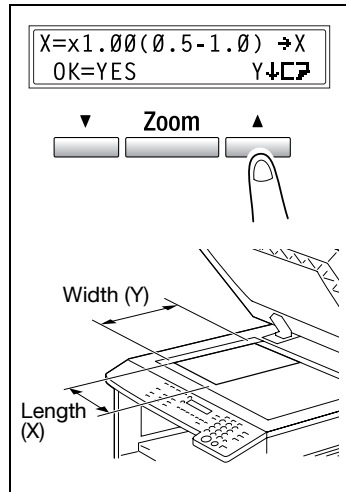
$\times 0.50 \rightarrow \times 0.70 \rightarrow \times 0.81 \rightarrow \times 1.00 \rightarrow \times 0.50 \dots$

? Do you want to return to the main screen?

→ Press the [No/C] key.

? Do you want to correct the specified zoom ratio?

→ Press the [No/C] key, and then perform the operation again from step 2.



- 4 Press the [Yes] key.

- 5 Press the [▼] and [▲] keys to select the desired zoom ratio for the width (Y). The zoom ratio increases and decreases in 0.01 increments.

*or*

Press the [Zoom] key to select the desired zoom ratio. Each press of the [Zoom] key changes the zoom ratio as shown below.

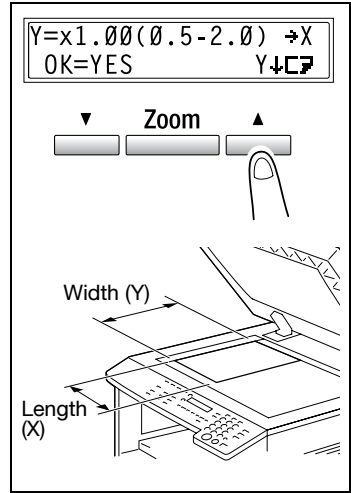
$\times 0.50 \rightarrow \times 0.70 \rightarrow \times 0.81 \rightarrow \times 1.00 \rightarrow$   
 $\times 1.15 \rightarrow \times 1.41 \rightarrow \times 2.00 \rightarrow \times 0.50$   
 ....

? Do you want to return to the main screen?

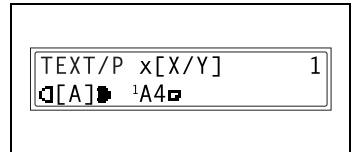
→ Press the [No/C] key.

? Do you want to correct the specified zoom ratio?

→ Press the [No/C] key, and then perform the operation again from step 2.



- 6 Press the [Yes] key.
- 7 Specify the desired copy settings. For details, refer to “Making a basic copy” on page 4-3.
- 8 Using the 10-key pad, enter the number of copies to be made.
- 9 Press the [Start] key.  
 This will start the copy cycle.



### 3.14 Specifying the copy density

Document type and copy density settings:

- **TEXT** setting:
  - Select the TEXT setting when copying text documents. Select this setting to emphasize contours and reproduce text documents with sharpness. The automatic density level and 9 manual density levels are available.
  - [A] (automatic) density level:
    - The density level is automatically adjusted according to the document being copied.
  - Manual density levels:
    - Select a level between the lightest and darkest settings, depending on the document to be copied.
- **PHOTO** setting:
  - Select this setting when copying documents containing many areas with halftones (intermediate colors), such as photographs. The [A] (automatic) density level cannot be selected if the PHOTO setting is selected.
- **TEXT/P** setting:
  - Select the TEXT/P setting when copying documents containing both text and photos. The automatic density level and 9 manual density levels are available.
  - [A] (automatic) density level:
    - The density level is automatically adjusted according to the document being copied.
  - Manual density levels:
    - In order to prevent the image on the back of newspaper or magazine articles from appearing in the copy, press the [◀] key to select a lighter density level. In order to reproduce pale colors in bright areas of the image, press the [▶] key to select a darker density level.



#### Note

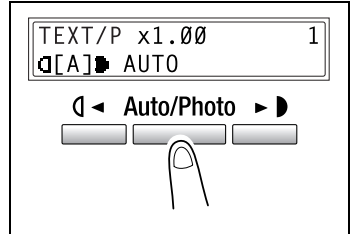
*Selecting a density level that is too dark may cause the media color of the document to be reproduced, and selecting a level that is too light may produce a very faint copy. Therefore, select the appropriate level depending on the document.*

**To make copies after specifying a copy density**

**1** Position the documents.  
For details refer to “Loading the document” on page 4-10.

**2** Press the [Auto/Photo] key to select between the **TEXT/P[A]** (AUTO), **TEXT[A]** (AUTO), **PHOTO**, **TEXT/P**, or **TEXT** settings.

The current setting appears on the left side of the screen.

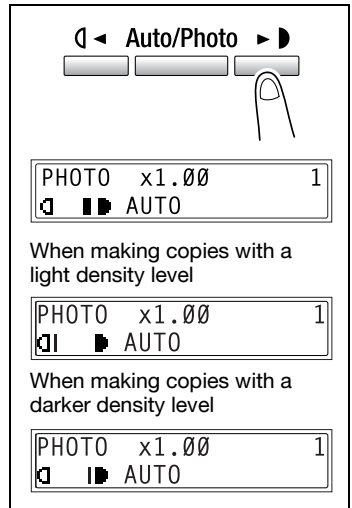


**3** If the **PHOTO**, **TEXT** or **TEXT/P** setting was selected, press the [◀] and [▶] keys to adjust the density level.

**4** Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.

**5** Using the 10-key pad, enter the number of copies to be made.

**6** Press the [Start] key.  
This will start the copy cycle.



### 3.15 Interrupting copy jobs

Long continuous copy operations can quickly be paused by pressing the [Interrupt] key in order to copy a different document.



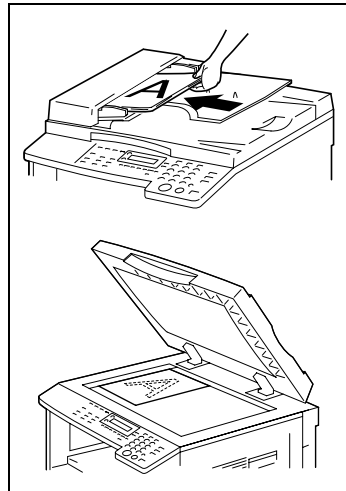
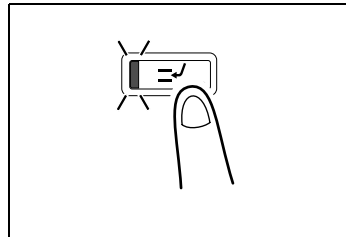
#### Note

*Some functions cannot be interrupted. In addition, some functions are not available while a copy job is interrupted. For details, refer to “Function combination matrix” on page 9-10.*

*If the document is placed on the original glass and 2in1 or 4in1 copies are being produced, the copy job cannot be interrupted.*

#### To interrupt a copy job

- 1 Press the [Interrupt] key.  
The interrupt indicator lights up. The current copy operation is paused. All functions are reset to their defaults.
- 2 Remove the current document. Position the other document that you wish to copy.
- 3 Specify the desired copy settings. For details, refer to “Making a basic copy” on page 4-3.
- 4 Using the 10-key pad, enter the number of copies to be made.
- 5 Press the [Start] key.  
This will start the copy cycle.
- 6 After the other document is copied, press the [Interrupt] key.  
The interrupt indicator goes off. All copy functions return to their previous settings.



- 7 Reload the document that was removed in step 2.
- 8 Press the [Start] key.  
The interrupted copy job continues.





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## **Making copies**



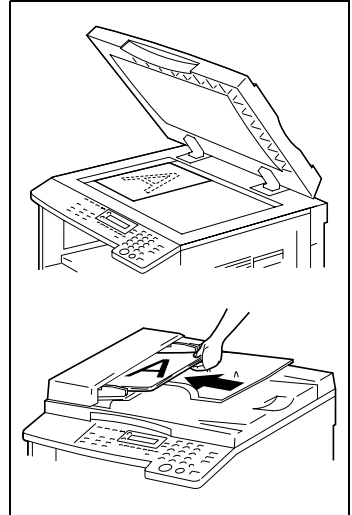
## 4 Making copies

### 4.1 Basic copies

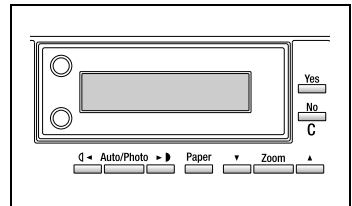
The following procedure describes how to place an original and make a basic copy of it.

#### Making a basic copy

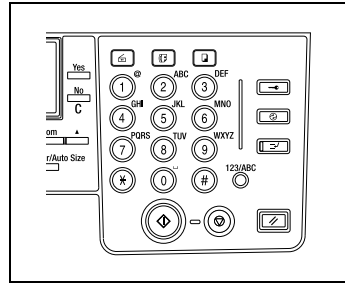
- 1 Position the original.  
For details, refer to “Loading the document” on page 4-10



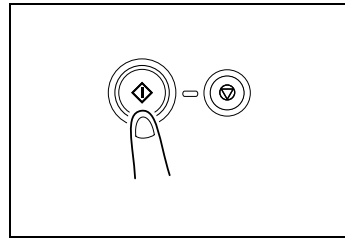
- 2 Specify the desired copy settings.
  - Paper (p. 3-41)
  - Zoom (p. 3-48)
  - Copy density (p. 3-54)
  - Advanced copy operations (p. 6-3)



- 3** Using the 10-key pad, enter the number of copies to be made.
- The number of copies can be set to any number between 1 and 99.
  - To clear the entered value, press the [No/C] key.


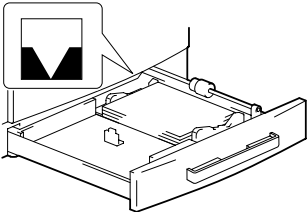
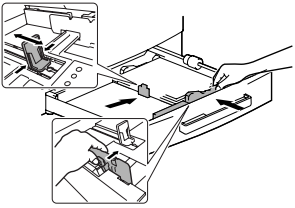
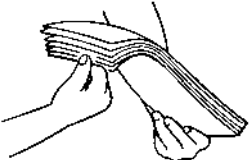


- 4** Press the [Start] key.  
This will start the copy cycle.
- To stop copying before the set number of copies have been made, press the [Stop] key.



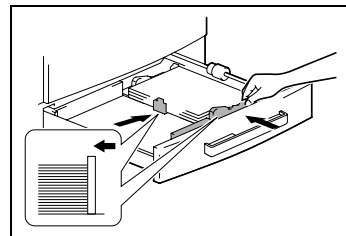
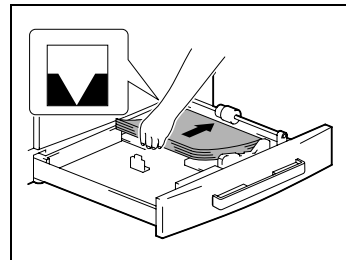
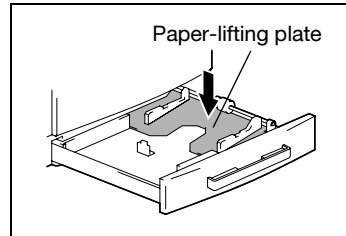
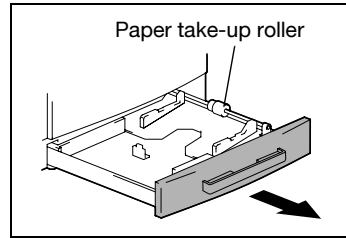
## 4.2 Loading paper

While loading paper, be sure to observe the following precautions.

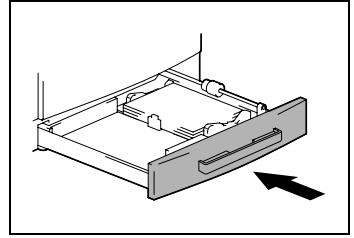
Precautions	Illustration
<p>If the paper is curled, flatten it before loading it.</p>	
<p>Do not load so much paper that the top of the stack is higher than the ▼ mark or exceeds the specified number of sheets.</p>	
<p>Push the paper guides firmly up against the edges of the paper.</p>	
<p>When loading additional paper, remove any paper remaining in the drawer, place it on top of the new paper, and then align the paper in the stack well before loading it into the drawer.</p>	

## Loading paper into the 1st tray

- 1 Pull out the 1st tray.
  - ? Have the necessary precautions been observed when pulling out the tray?
  - Be careful not to touch the surface of the Paper take-up roller with your hands.
  
- 2 Press down on the paper-lifting plate until it locks into place.
  
- 3 Load the paper into the tray.
  - ? Have the necessary precautions been observed when loading the paper?
  - Do not load so much paper that the top of the stack is higher than the ▼ mark.
  
- 4 Slide the paper guides against the edges of the paper.
  - ? Is the paper guide positioned correctly?
  - Make sure that the paper guides are pushed up against the edges of the paper.



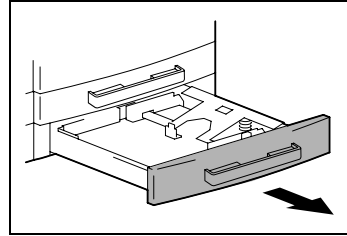
5 Close the 1st tray.



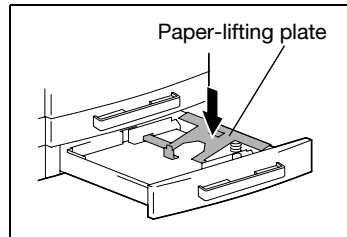
### Loading paper into the 2nd paper tray

Load paper into the 3rd, 4th and 5th paper trays using the same procedure described below.

- 1** Pull out the 2nd tray.



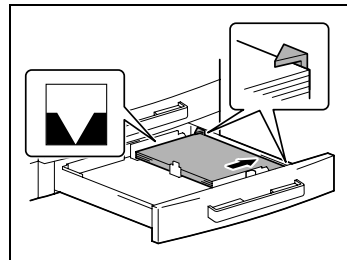
- 2** Press down on the paper-lifting plate until it locks into place.



- 3** Load the paper into the tray.

? Have the necessary precautions been observed when loading the paper?

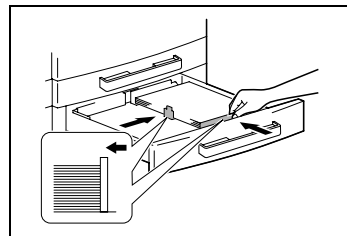
→ Do not load so much paper that the top of the stack is higher than the ▼ mark.



- 4** Slide the paper guides against the edges of the paper.

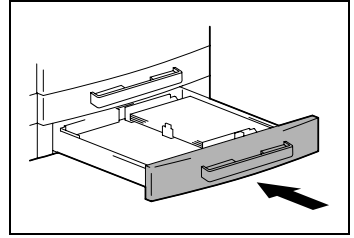
? Is the paper guide positioned correctly?

→ Make sure that the paper guides are pushed up against the edges of the paper.





5 Close the 2nd tray.



### 4.3 Loading the document

The document can be loaded into the document feeder (optional) or positioned on the original glass. Position the document correctly according to the type of document being copied.

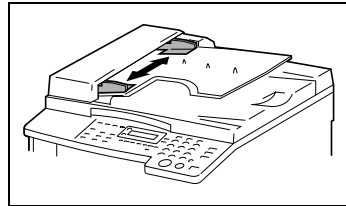
#### Loading documents into the document feeder

## CAUTION

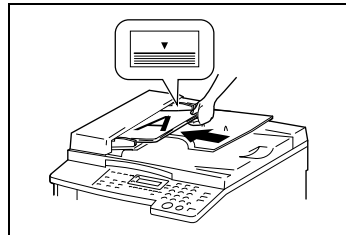
### Paper jam in fact of overloaded document feeder.

- DF-502: A maximum of 50 document pages can be loaded.
- DF-605: A maximum of 80 document pages can be loaded.
- Do not load so many pages that the top of the stack is higher than the ▼ mark.
- Be sure to adjust the document guides so that they are against the edges of the document, otherwise the document may not be fed in straight.

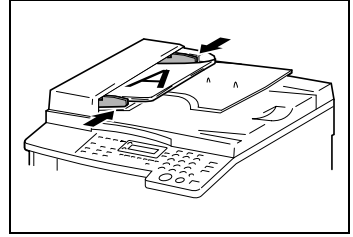
- 1 Slide out the document guide plates.



- 2 Load the document pages to be copied face up into the document feeder.



- 3 Adjust the document guide plates to fit the size of the document.
- 4 Specify the desired copy settings. For details, refer to “Making a basic copy” on page 4-3.
- 5 Press the [Start] key.  
This will start the copy cycle.

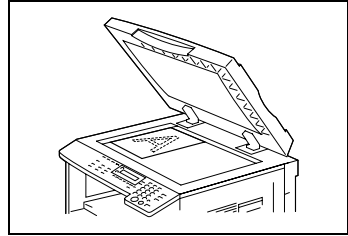
**Note**

*Be sure to load the document correctly, otherwise the pages may not be fed in straight.*

### Positioning a sheet document on the original glass

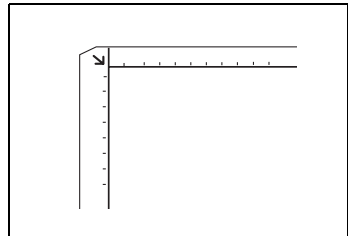
Use the following procedure to position plain paper or an original that is not suitable for use in the document feeder.

- 1 Raise the document feeder or original cover.



- 2 Place the document face down on the original glass.

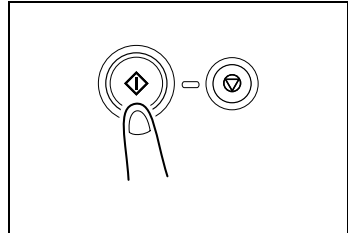
- 3 Position the document on the scales above and to the left of the original glass.



- 4 Gently lower the document feeder or original cover.

- 5 Specify the desired copy settings. For details, refer to “Making a basic copy” on page 4-3.

- 6 Press the [Start] key.  
This will start the copy cycle.

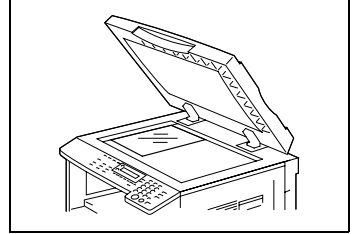


### Positioning transparent documents on the original glass

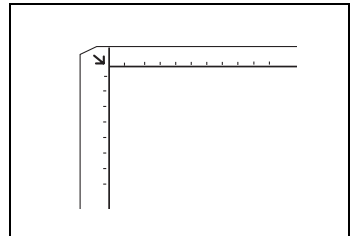
When making a copy from OHP transparencies, translucent paper, or other highly transparent original, position the original as detailed below.

**1** Raise the document feeder or original cover.

**2** Place the document face down on the original glass.



**3** Position the document on the scales above and to the left of the original glass.

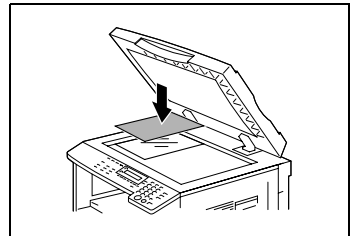


**4** Place a blank sheet of paper of the same size over the document.

**5** Gently lower the document feeder or original cover.

**6** Specify the desired copy settings. For details, refer to “Making a basic copy” on page 4-3.

**7** Press the [Start] key.  
This will start the copy cycle.



### Positioning books on the original glass


When copying an open book or magazine, position the original as detailed below.

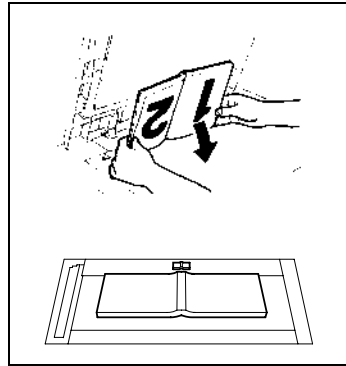
- 1 Raise the document feeder or original cover.

## WARNING

### Broken original glass by incorrect handling.

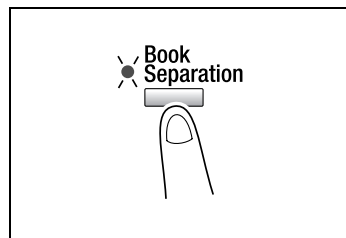
- Do not place books weighing more than 3 kg on the original glass. In addition, do not press down extremely hard on the original, otherwise the machine may be damaged.

- 2 Position the book face down onto the original glass, with the top of the book toward the rear of the machine and with the center of the book aligned with the  mark in the document scale.



- 3 Gently lower the document feeder or original cover.

- 4 Press the [Book separation] key.  
The book separation indicator lights up

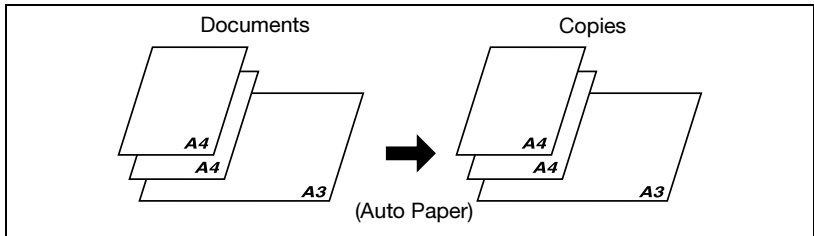


- 5 Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.

- 6 Press the [Start] key.  
This will start the copy cycle.

### Loading documents of mixed sizes in the document feeder

Documents containing pages of different sizes can be loaded as a set into the document feeder.



Precautions for loading documents of mixed sizes:

#### **DF-502**

Documents of different sizes can be copied only if all pages have the same width.

For example: A document consisting of A3 □- and A4 □-size pages.

#### **DF-605**

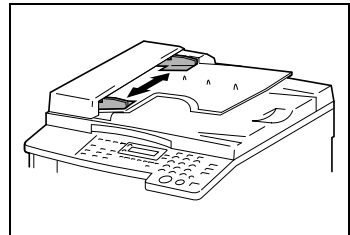
Refer to “Mixed width document sizes (DF-605)” on page 3-46.

## CAUTION

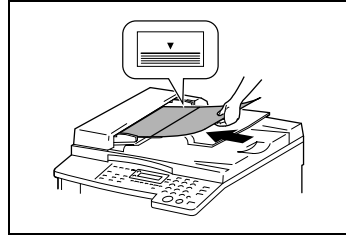
### Paper jam in fact of overloaded document feeder.

- DF-502: A maximum of 50 document pages can be loaded.
- DF-605: A maximum of 80 document pages can be loaded.
- Do not load so many pages that the top of the stack is higher than the ▼ mark.
- Be sure to adjust the document guides so that they are against the edges of the document, otherwise the document may not be fed in straight.

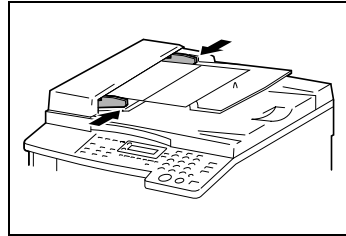
- 1 Slide out the document guide plates.



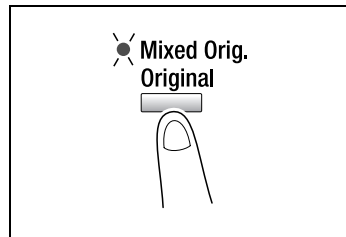
- 2 Load the document pages to be copied face up.



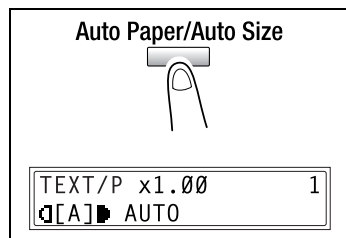
- 3 Adjust the document guide plates to fit the size of the document.



- 4 Press the [Original] key twice.  
The mixed orig. indicator lights up.

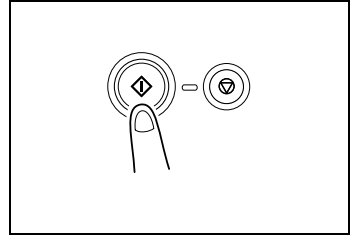


- 5 Press the [Auto paper/Auto size] key until the auto paper function is selected.  
**AUTO** appears in the bottom line of the screen.





- 6 Press the [Start] key.  
This will start the copy cycle

**Note**

*Be sure to load the document correctly, otherwise the pages may not be fed in straight.*

## 4.4 Stopping a copy job

Follow the procedure described below to stop a copy job.

### Stopping, restarting, cancelling a copy job

**1** Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.

**2** Press the [Start] key.  
This will start the copy cycle

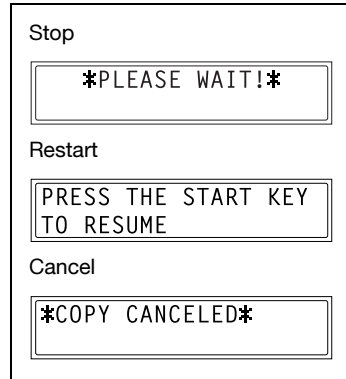
**3** During printing, press the [Stop] key.  
The message **PLEASE WAIT!** appears, and printing is stopped.

**?** How can the stopped job be re-started?

→ When the message **PRESS THE START KEY TO RESUME** appears, press the [Start] key.  
Printing continues.

**?** How can the stopped job be cancelled?

→ When the message **PRESS THE START KEY TO RESUME** appears, press the [No/C] key.  
The message **COPY CANCELED** appears, and the job is cancelled.



## 4.5 Checking the machine counters

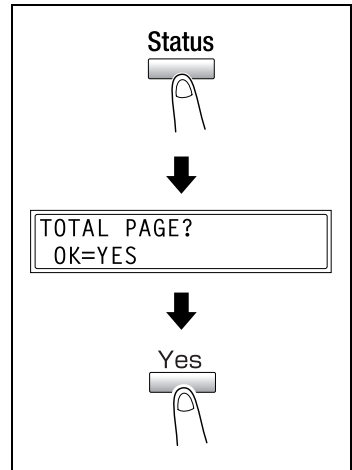
The number of operations performed since this machine was installed can be checked using the functions available when the [Status] key is pressed.

Items that can be checked from the machine counter menu:

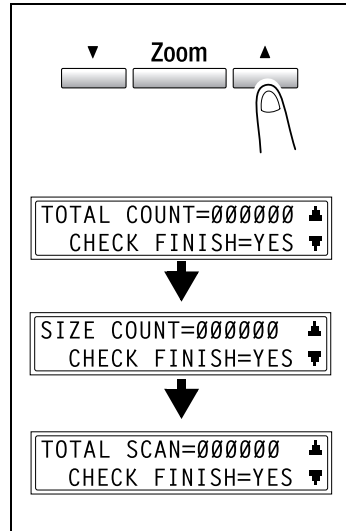
Machine counter	Description
TOTAL COUNT	This count shows the total number of prints made since this machine was installed.
SIZE COUNT	This count shows the total number of prints made for the specified paper size. (The paper size that is counted should be set by the service representative.)
TOTAL SCAN	This count shows the total number of scans made since this machine was installed. However, the number of pages scanned while making copies is not included.

### To check the counters

- 1 Press the [Status] key.
- 2 Press the [Yes] key.  
The machine counter menu appears.

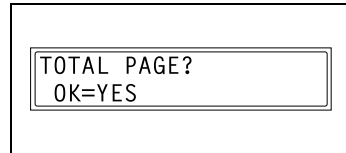


- 3 Press the [▼] and [▲] keys to select the counter that you wish to check.



- 4 Press the [Yes] key.  
**TOTAL PAGE?** appears.

- 5 Press the [No/C] key.  
The main screen appears.



## 4.6 Reducing electricity usage

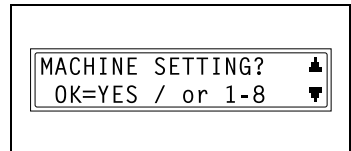
The sleep and auto power-off modes are extremely useful for conserving energy.

The procedure for specifying the energy save mode and auto shut off is described below.

### Specifying energy save mode and auto shut off

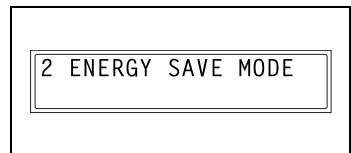
- 1 Press the [Utility] key.

**MACHINE SETTING** appears.

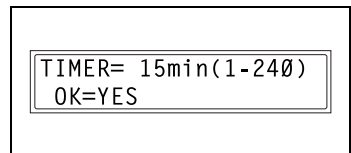


- 2 From the 10-key pad, press the [2] key.

**ENERGY SAVE MODE** appears.



- 3 Using the 10-key pad, specify the length of time the machine is idle before it enters energy save mode. The timer can be set between 1 min and 240 min.



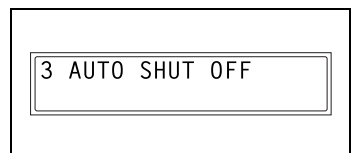
? Do you want to correct the setting?

→ Press the [No/C] key, and then enter the correct number.

- 4 Press the [Yes] key.

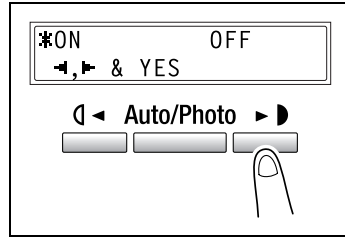
- 5 From the 10-key pad, press the [3] key.

**AUTO SHUT OFF** appears.

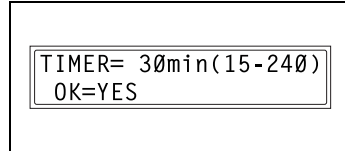


If the **AUTO SHUT OFF** function in the **ADMIN.MANAGEMENT** menu is set to **ENABLE**, the screen shown at the right appears.

Press the [◀] and [▶] keys to select **ON**, and then press the [Yes] key.



- 6** Using the 10-key pad, specify the length of time the machine is idle before it turns off. The timer can be set between 15 min and 240 min.



**?** Do you want to correct the setting?

→ Press the [No/C] key, and then enter the correct number.

- 7** Press the [Yes] key.

- 8** Press the [No/C] key.

The main screen appears.

---



## **Useful operations**





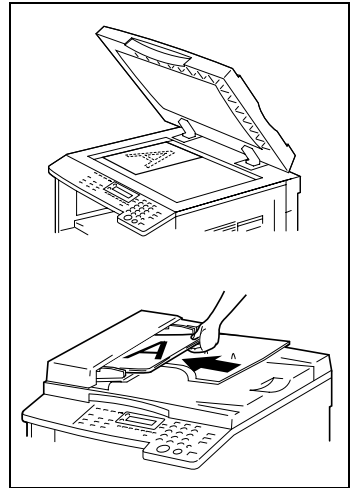
## 5 Useful operations

### 5.1 Specifying a zoom setting

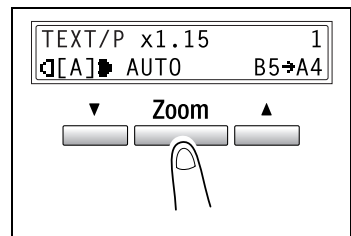
#### To zoom a standard-sized document to a different standard size

As an example, the following procedure describes how to enlarge a B5-size document to an A4-size document.

- 1 Position the documents.  
For details refer to “Loading the document” on page 4-10.

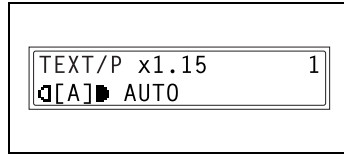


- 2 Press the [Zoom] key.  
**B5 > A4** appears in the display. With each press of the [Zoom] key, the preset zoom ratio that is displayed changes one setting at a time



3 Check the setting for the size of paper to be printed on.

- If **AUTO** is displayed, check that A4-sized paper is loaded into the paper tray.
- If **AUTO** is not displayed, press the [Paper] key until **AUTO** is displayed.
- For details on changing the paper size setting for the paper tray, refer to “Paper source settings” on page 7-12.



4 Specify the desired copy settings.

For details, refer to “Making a basic copy” on page 4-3.

5 Press the [Start] key.

This will start the copy cycle.



**Note**

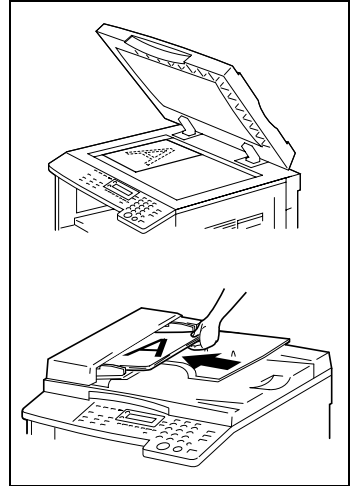
*When making copies using the manual bypass, continue loading paper into the tray.*

## 5.2 Using the Auto/Photo function

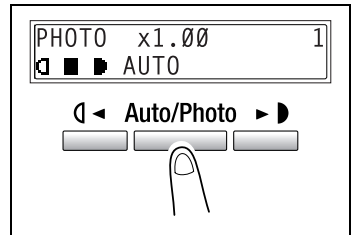
### To make sharp copies of illustrations or photos

Select the appropriate setting (TEXT, PHOTO, or TEXT/P) for the quality of the document to be copied in order to make sharp copies of the document.

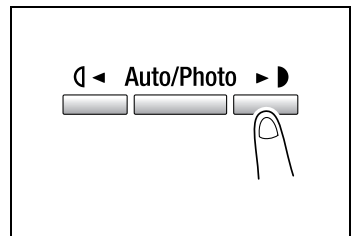
- 1 Position the documents.  
For details refer to “Loading the document” on page 4-10.



- 2 Press the [Auto/Photo] key to select either **PHOTO** or **TEXT/P**.

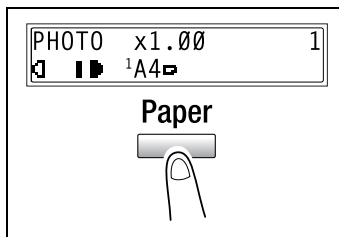


- 3 Press the [◀] or [▶] key to select the appropriate density for the color and density of the text and paper of the document.



- 4 Check the setting for the size of paper to be printed on.
  - To select either **AUTO** or a specific paper source, continue pressing the [Paper] key until the desired paper size is displayed.
- 5 Specify the desired copy settings. For details, refer to “Making a basic copy” on page 4-3.
- 6 Press the [Start] key.

This will start the copy cycle.

**Note**

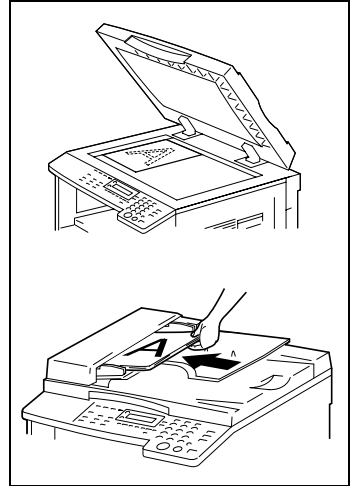
*When making copies using the manual bypass, continue loading paper into the tray.*

## 5.3 Copying onto various types of media

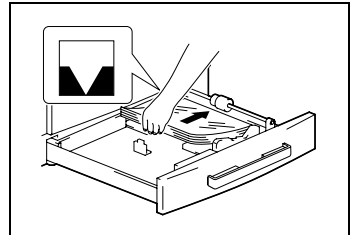
### To copy onto OHP transparencies

As an example, the following procedure describes how to make copies onto OHP transparencies loaded into the 1st tray.

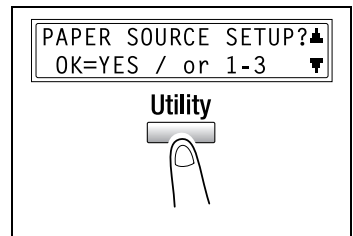
- 1 Position the A4-sized documents.  
For details refer to “Loading the document” on page 4-10.



- 2 Adjust the paper guides in the 1st tray, and load the OHP transparencies in the same orientation as the document. A maximum of 20 OHP transparencies can be loaded.

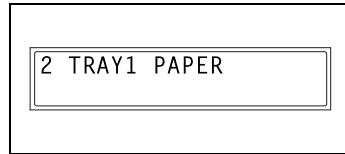


- 3 Press the [Utility] key twice.  
**PAPER SOURCE SETUP?** appears.



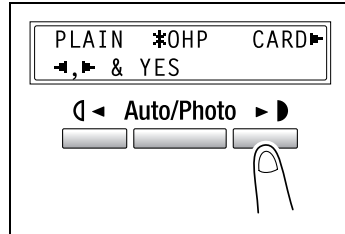
- 4** From the 10-key pad, press the [2] key.

TRAY1 PAPER appears.



- 5** Press the [◀] or [▶] key to select OHP.

- 6** Press the [Yes] key.

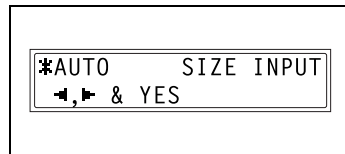


- 7** Press the [◀] or [▶] key to select AU-TO.

- 8** Press the [Yes] key.

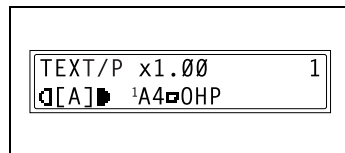
- 9** Press the [No/C] key.

The main screen appears.



- 10** Press the [Paper] key to select the paper loaded into the 1st tray.

- 11** Specify the desired copy settings. For details, refer to "Making a basic copy" on page 4-3.



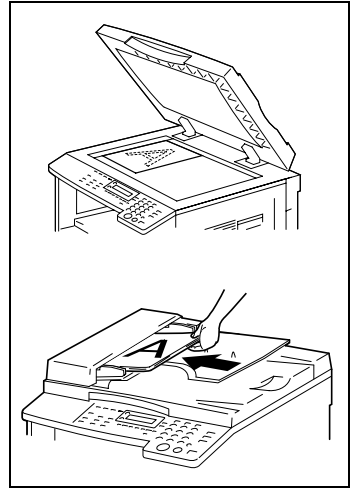
- 12** Press the [Start] key.

This will start the copy cycle.

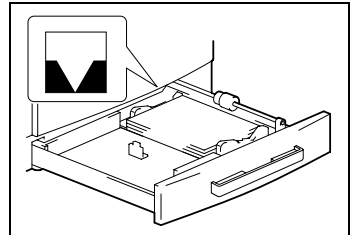
### To copy onto label sheets

As an example, the following procedure describes how to make copies onto 200 mm × 250 mm label sheets loaded into the 1st tray.

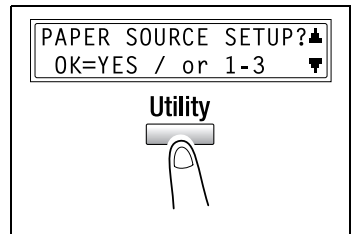
- 1 Position the documents.  
For details refer to “Loading the document” on page 4-10.



- 2 Adjust the paper guides in the 1st tray, and load the label sheets so that the surface to be printed on faces upward.

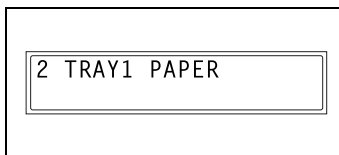


- 3 Press the [Utility] key twice.  
**PAPER SOURCE SETUP** appears.



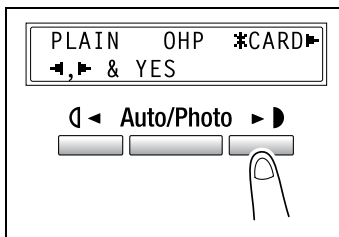
- 4 From the 10-key pad, press the [2] key.

TRAY1 PAPER appears.



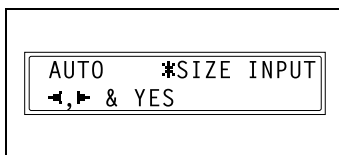
- 5 Press the [◀] or [▶] key to select **CARD**.

- 6 Press the [Yes] key.



- 7 Press the [◀] or [▶] key to select "SIZE INPUT".

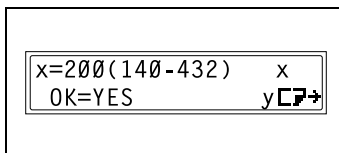
- 8 Press the [Yes] key.



- 9 Using the 10-key pad, type in "200" for the length (x). The length of the paper (x) can be set between 140 mm and 432 mm.

? Do you want to correct the setting?

→ Press the [No/C] key, and then enter the correct number.

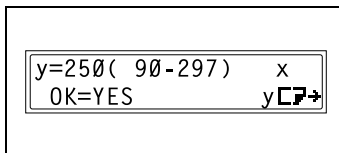


- 10 Press the [Yes] key.

- 11 Using the 10-key pad, type in "250" for the width (y). The width of the paper (y) can be set between 90 mm and 297 mm.

? Do you want to correct the setting?

→ Press the [No/C] key, and then enter the correct number.



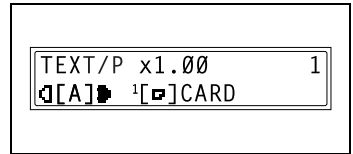
- 12 Press the [Yes] key.



- 13** Press the [No/C] key.  
The main screen appears.

- 14** Press the [Paper] key to select the paper loaded into the 1st tray.

- 15** Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.



- 16** Press the [Start] key.  
This will start the copy cycle.

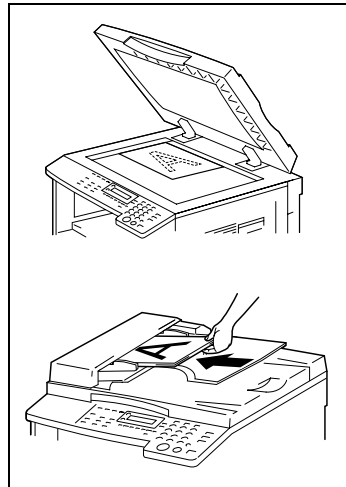
### To copy onto envelopes (non-standard size)

As an example, the following procedure describes how to make copies onto 200 mm × 150 mm envelopes loaded into the manual bypass.

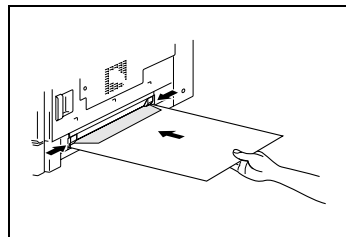
Note the following precautions:

- ✓ When loading non-standard-sized documents and paper, be sure to first measure their size. The document scales at the edges of the original glass are useful for measuring documents and paper.
- ✓ Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed
- ✓ With the manual bypass, only one envelope can be loaded at a time.

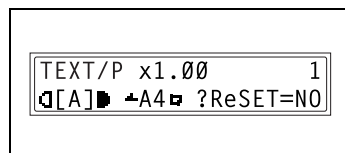
- 1 Position the documents.  
For details refer to “Loading the document” on page 4-10.



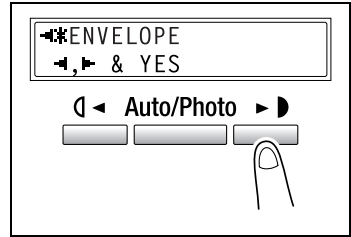
- 2 Adjust the paper guides for the manual bypass, and load the envelopes with the flap facing up so that the surface to be printed on faces downward.



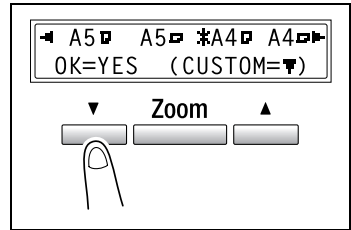
- 3 Press the [No/C] key.  
**PAPER SOURCE SETUP** menu appears.



- 4 Press the [◀] or [▶] key to select **ENVELOPE**.

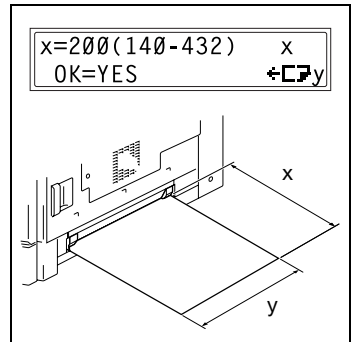


- 5 Press the [Yes] key.  
The **PAPER SIZE** menu appears.



- 6 Press the [▼] key.  
The length (x) setting appears.

- 7 Using the 10-key pad, type in "200" for the length (X). The length of the paper (x) can be set between 140 mm and 432 mm

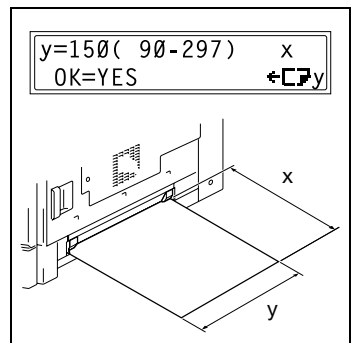


? Do you want to correct the entered value?

→ Press the [No/C] key, and then enter the correct number.

- 8 Press the [Yes] key.

- 9 Using the 10-key pad, type in "150" for the width (y). The width of the paper (y) can be set between 90 mm and 297 mm

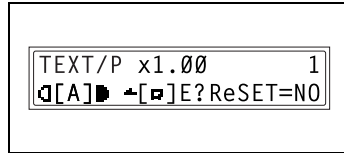


? Do you want to correct the entered value?

→ Press the [No/C] key, and then enter the correct number.

- 10** Press the [Yes] key.

The main screen appears.



- 11** Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.

- 12** Press the [Start] key.

This will start the copy cycle.



**Note**

*When making copies using the manual bypass, continue loading paper into the tray.*

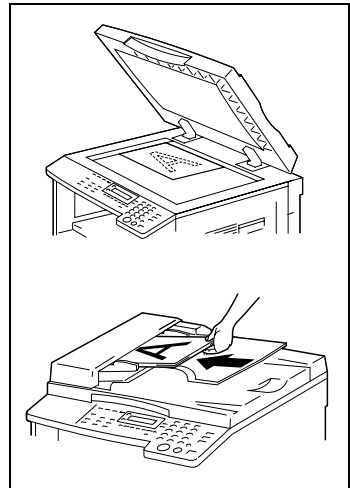
### To copy onto postcards

As an example, the following procedure describes how to make copies onto 148 mm × 100 mm postcards loaded into the manual bypass or multi bypass tray.

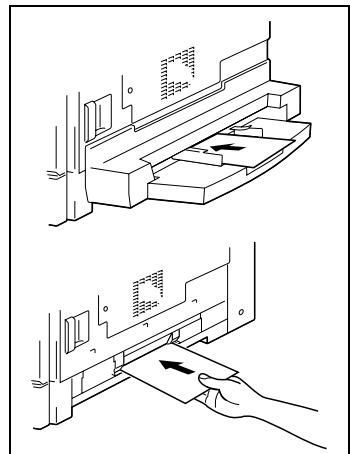
Note the following precautions:

- ✓ Load postcards so that the surface to be printed on faces downward.
- ✓ With the manual bypass, only one postcard can be loaded at a time.
- ✓ A maximum of 20 postcards can be loaded into the multi bypass tray.

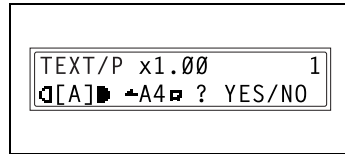
- 1 Position the documents.  
For details refer to “Loading the document” on page 4-10.



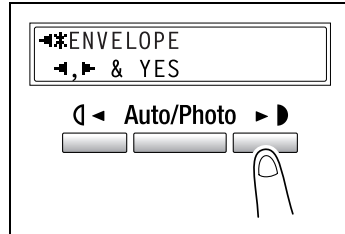
- 2 Adjust the paper guides on the manual bypass or multi bypass tray, and load the postcards with the shorter side as the leading edge.



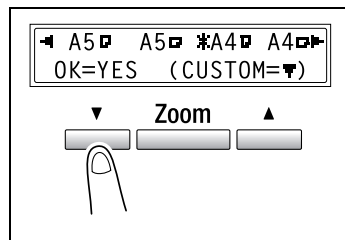
- 3 Press the [No/C] key.  
PAPER SOURCE SETUP appears.



- 4 Press the [◀] or [▶] key to select ENVELOPE.  
PAPER SIZE appears.



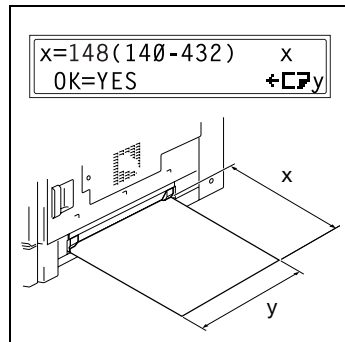
- 6 Press the [▼] key.  
The length (x) setting appears.



- 7 Using the 10-key pad, type in "148" for the length (x). The length of the paper (x) can be set between 140 mm and 432 mm.

- ? Do you want to correct the entered value?  
→ Press the [No/C] key, and then enter the correct number.

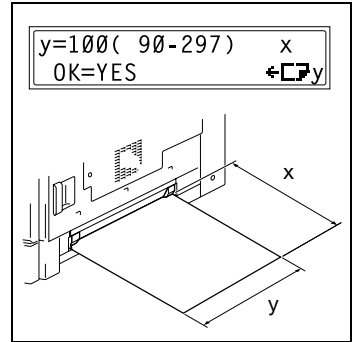
- 8 Press the [Yes] key.



- 9 Using the 10-key pad, type in “100” for the width (y). The width of the paper (y) can be set between 90 mm and 297 mm.

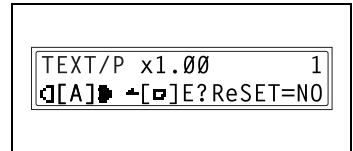
? Do you want to correct the entered value?

→ Press the [No/C] key, and then enter the correct number.



- 10 Press the [Yes] key.  
The main screen appears.

- 11 Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.



- 12 Press the [Start] key.  
This will start the copy cycle.



**Note**

*When making copies using the Manual Bypass, continue loading paper into the tray.*





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# 6

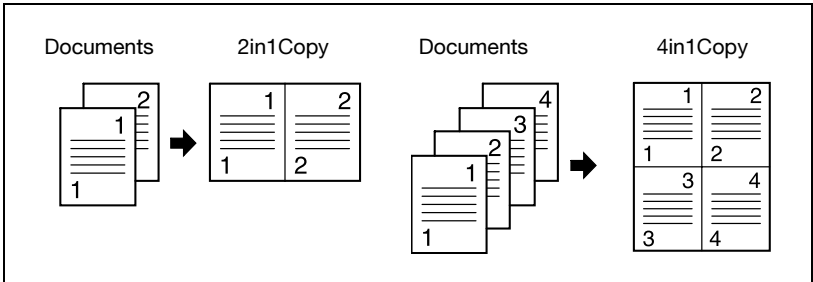
## **Advanced copy operations**



## 6 Advanced copy operations

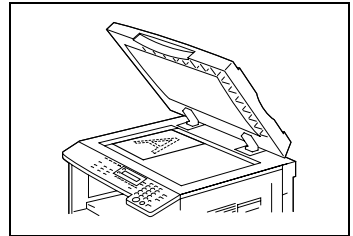
### 6.1 Single-sided copies

#### Specifying settings for 2in1 (or 4in1) copies

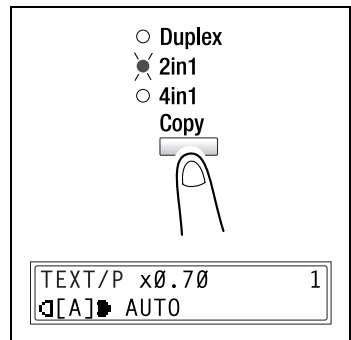


#### Using the original glass

- 1 Open the document feeder or original cover.
- 2 Place the document on the original glass.  
For details refer to “Loading the document” on page 4-10.



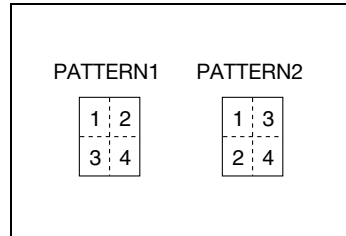
- 3 Press the [Copy] key.  
The 2in1 (or 4in1) indicator lights up.



- 4 Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.

? Do you know the copy order for the 4in1 copy function?

→ The copy order can be set to one of the two shown at the right. For details, refer to “Specifying 4IN1 COPY ORDER” on page 7-40. The default setting is PATTERN1.

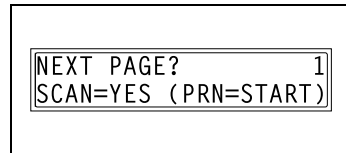


- 5 Using the 10-key pad, enter the number of copies to be made.

– If multiple copies are to be printed, press the [Finishing] key until **Sort** is selected.

- 6 Place the next document page on the original glass, and then press the [Start] key.

– Repeat this step for all pages of the document.  
– The number of document pages that have been scanned is displayed.



- 7 After all document pages have been scanned, press the [Start] key.

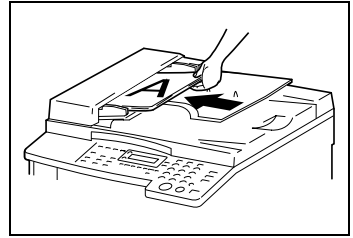


**Note**

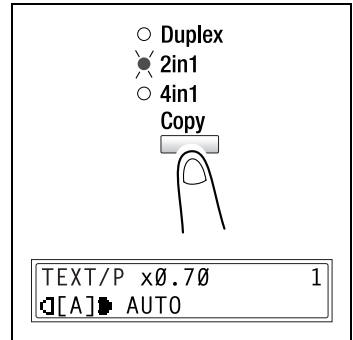
*If the document is placed on the original glass and 2in1 or 4in1 copies are being produced, the copy job cannot be interrupted.*

## Using the document feeder

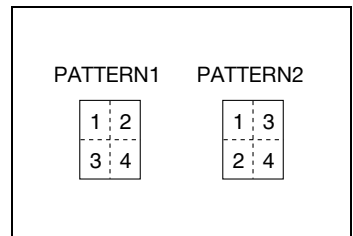
- 1 Load the documents in the document feeder.  
For details refer to “Loading the document” on page 4-10.



- 2 Press the [Copy] key.  
The 2in1 (or 4in1) indicator lights up.

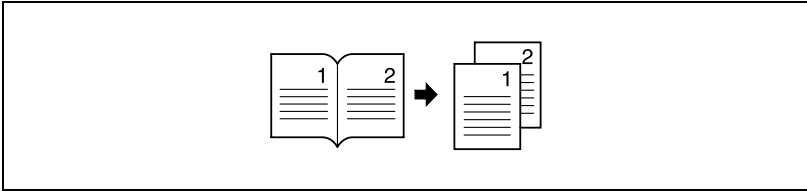


- 3 Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.  
**?** Do you know the copy order for the 4in1 copy function?  
→ The copy order can be set to one of the two shown at the right. For details, refer to “Specifying 4IN1 COPY ORDER” on page 7-40.  
The default setting is PATTERN1.



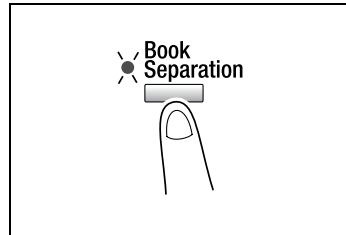
- 4 Using the 10-key pad, enter the number of copies to be made.
- 5 Press the [Start] key.  
This will start the copy cycle.

## Specifying settings for book separation copies



- 1 Position the documents.  
For details refer to “Loading the document” on page 4-10

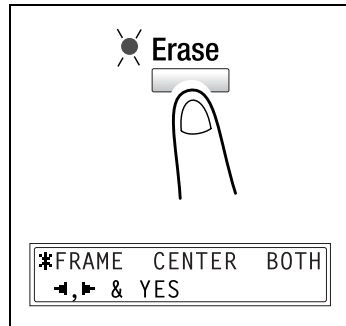
- 2 Press the [Book separation] key.  
The book separation indicator lights up.



- 3 To erase around the text or along the binding, press the [Erase] key.  
*or*  
To begin copying, continue with step 5.

? Do you know how large an area is erased?

- The width of the erased area for the **FRAME** setting can be set between 5 mm and 20 mm, in 1 mm increments. The default setting is 10 mm.
- The width of the erased area for the **CENTER** setting is fixed at 10 mm.
- The width of the erased area for the **FRAME** setting can be changed. For details, refer to “Specifying ERASE SETTING” on page 7-36.



- 4 Press the [Yes] key.  
The main screen appears.

- 5 Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.
- 6 Using the 10-key pad, enter the number of copies to be made.
- 7 Press the [Start] key.  
This will start the copy cycle.

**Note**

*The default binding setting is for left-bound books. To copy right-bound books, change the document type using the binding position function. For details, refer to “Specifying BINDING POSITION” on page 7-35.*

There are three erase settings available:

Erase setting	Explanation	Finishing
FRAME	The pages are copied with a blank area framing the text.	<p>Documents      Copies</p>
CENTER	The pages are copied with a blank area along the binding.	<p>Documents      Copies</p>
BOTH	The pages are copied with blank areas framing the text and along the binding.	<p>Documents      Copies</p>

## 6.2 Double-sided copies

Double-sided copies in addition to 2in1 and 4in1 double-sided copies can be made from single-sided or double-sided documents.



### Note

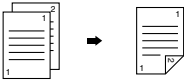

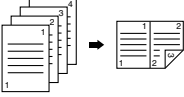
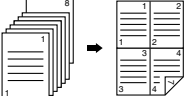
*The optional duplex unit must be installed. (bizhub 210 only)*

*The type of double-sided copy that can be made depends on the options that are installed.*

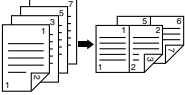
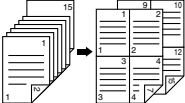
*When making 2in1 and 4in1 copies, use the document feeder.*

*When copying double-sided documents, use the reverse automatic document feeder DF-605.*

### Types of double-sided copying

Double-sided copy methods	Indicator	Original cover OC-504	Automatic document feeder DF-502	Reverse automatic document feeder DF-605
Single-sided documents → Double-sided copy 	<input checked="" type="radio"/> Duplex <input type="radio"/> 2in1 <input type="radio"/> 4in1	○	○	○
Double-sided document → Double-sided copy 	<input checked="" type="radio"/> Duplex <input type="radio"/> 2in1 <input type="radio"/> 4in1	○	×	○
Single-sided documents → 2in1 double-sided copy 	<input checked="" type="radio"/> Duplex <input checked="" type="radio"/> 2in1 <input type="radio"/> 4in1	×	○	○
Single-sided documents → 4in1 double-sided copy 	<input checked="" type="radio"/> Duplex <input type="radio"/> 2in1 <input checked="" type="radio"/> 4in1	×	○	○



Double-sided copy methods	Indicator	Original cover OC-504	Automatic document feeder DF-502	Reverse automatic document feeder DF-605
Double-sided documents → 2in1 double-sided copy 	<input type="radio"/> Duplex <input type="radio"/> 2in1 <input type="radio"/> 4in1	x	x	<input type="radio"/>
Double-sided documents → 4in1 double-sided copy 	<input type="radio"/> Duplex <input type="radio"/> 2in1 <input type="radio"/> 4in1	x	x	<input type="radio"/>

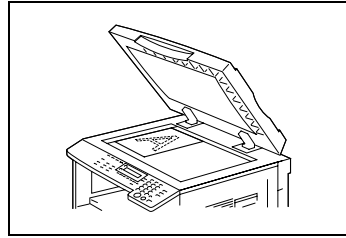
### Precautions on double-sided copying

Double-sided copying is not possible under the following conditions:

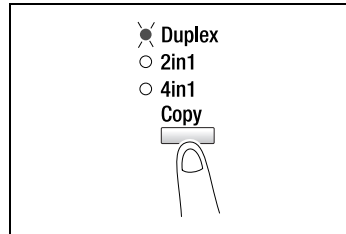
- Double-sided documents are loaded into the automatic document feeder DF-502.
- The manual bypass is selected.
- Special paper (cards, OHP transparencies, envelopes, or label sheets) is loaded.
- The paper type function is set to 1-SIDE.
- Paper with a width less than 140 mm is selected.

## To make double-sided copies using the original glass

- 1 Position the first document on the original glass.  
For details refer to “Loading the document” on page 4-10.



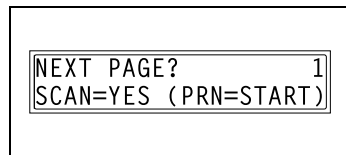
- 2 Press the [Copy] key.  
The duplex indicator lights up.



- 3 Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.

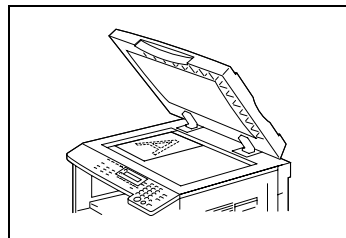
- 4 Using the 10-key pad, enter the number of copies to be made.

- 5 Press the [Yes] key.  
After the document page is scanned, the message **NEXT PAGE SCAN=YES** appears.



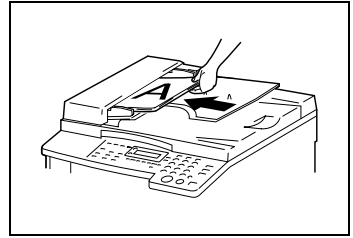
- 6 Position the second document page.

- 7 Press the [Start] key.  
After the document page is scanned, a double-sided copy is printed.

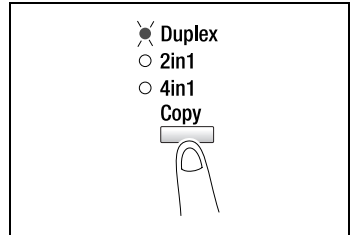


**To make double-sided copies using the document feeder**

- 1 Load the documents in the document feeder.  
For details refer to “Loading the document” on page 4-10.



- 2 Press the [Copy] key.  
The desired double-sided copy function is selected.



- 3 Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.

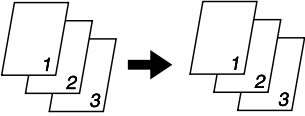
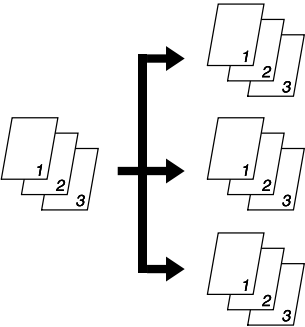
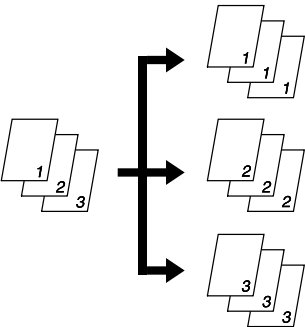
- 4 Using the 10-key pad, enter the number of copies to be made.

- 5 Press the [Start] key.  
This will start the copy cycle.

## 6.3 Finishing copies

When copying or printing two or more sets of a document, the copies can be divided either by sets containing a copy of each page (sorted) or by pages (grouped).

### Finishing functions

Function	Example
<p><b><i>Non-sort function</i></b> The copies are stacked on top of each other as they are fed out.</p>	<p>Documents      Copies</p> 
<p><b><i>Sort function</i></b> The copies are automatically divided into sets with each set containing a copy of each page</p>	<p>Documents      Copies</p> 
<p><b><i>Group function</i></b> The copies are automatically divided into stacks containing all copies of the same page.</p>	<p>Documents      Copies</p> 

**Notes on using the sort and group functions**

Conditions for sorting:

- The number of copies is set to 2 or more.

Conditions for crisscross sorting:

- A4 or B5 paper is used.
- Paper of the same size and type is loaded horizontally in one paper drawer and vertically in another drawer.
- The auto paper function is selected.
- The mixed orig. function must not be selected.
- The crisscross mode function in the utility mode is set to ON. (p. 7-41)
- The optional shift tray is not installed.

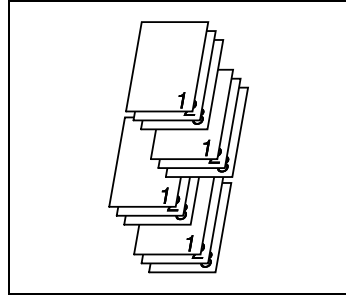
### Shift sorting

Each copy set is fed out shifted to alternating side.



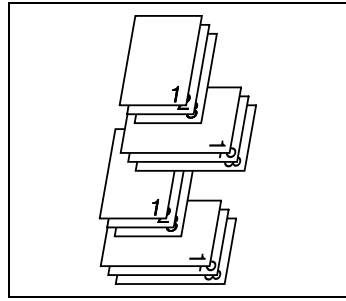
#### Note

*The optional shift tray must be installed.*



### Crisscross sorting

Each copy set is fed out in an alternating crisscross pattern.



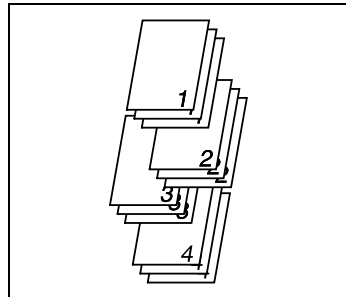
### Shift grouping

Each page set is fed out shifted to alternating sides.



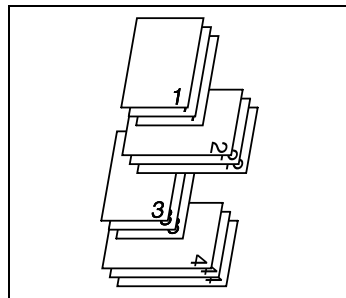
#### Note

*The optional shift tray must be installed.*



### Crisscross grouping

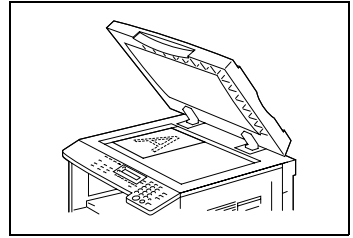
Each page set is fed out in an alternating crisscross pattern.



### Specifying finishing settings (sorting using the original glass)

**1** Open the document feeder or original cover.

**2** Place the document on the original glass.  
For details refer to “Loading the document” on page 4-10.

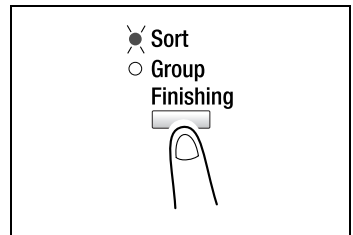


**3** Press the [Finishing] key until **Sort** is selected.

The “Sort” indicator lights up.

**?** Are neither the sort nor the group indicators lit?

→ The non-sort function is selected.



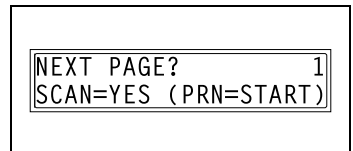
**4** Using the 10-key pad, enter the number of copies to be made.

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

This will start the copy cycle.

**6** Place the next document page on the original glass, and then press the [Yes] key.

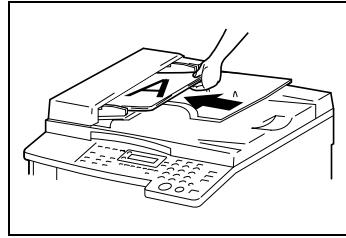
- Repeat this step for all pages of the document.
- The number of document pages that have been scanned is displayed.



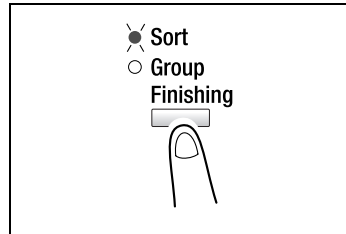
**7** After all document pages have been scanned, press the [Start] key.

**Specifying finishing settings (using the document feeder)**

- 1 Load the documents in the document feeder.  
For details refer to “Loading the document” on page 4-10.



- 2 Press the [Finishing] key.  
The indicator for the finishing function lights up.  
? Are neither the sort nor the group indicators lit?  
→ The non-sort function is selected.



- 3 Using the 10-key pad, enter the number of copies to be made.
- 4 Press the [Start] key.  
This will start the copy cycle.


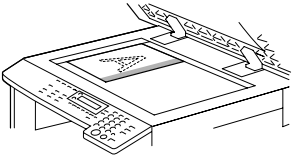
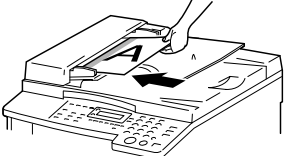

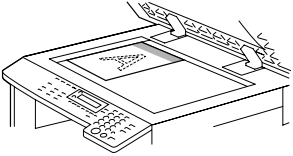
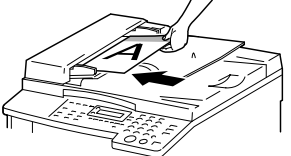

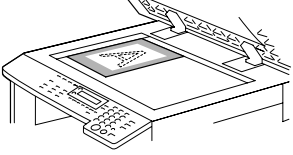
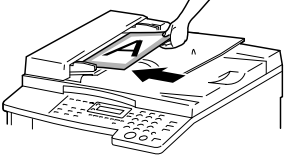


## 6.4 Erasing sections of copies

Areas such as the unclean-looking frames around copies can be erased.

### Precautions on the erased margin location

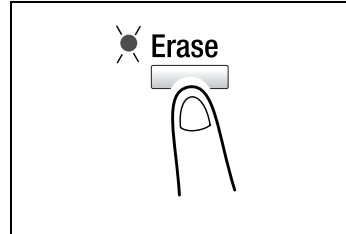
The location of the erased area in the copy depends on how the document is positioned.

Erase setting	Original glass	Document feeder
LEFT 		
UPPER 		
FRAME 		

## To make copies using an erase setting

- 1 Position the documents.  
For details refer to “Loading the document” on page 4-10.

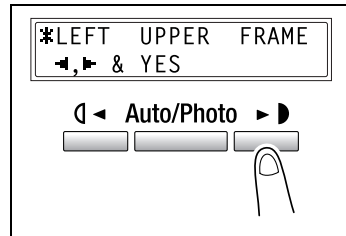
- 2 Press the [Erase] key.  
The erase indicator lights up.



- 3 Press the [◀] and [▶] keys to select **LEFT**, **UPPER** or **FRAME** to specify the area that will be erased.

? Do you know how large an area is erased?

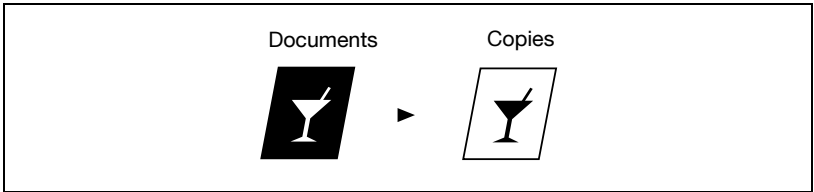
- The width of the erased area for the **LEFT**, **UPPER** and **FRAME** settings can be set between 5 mm and 20 mm, in 1 mm increments. The default setting is 10 mm.
- The width of the erased area for the **LEFT**, **UPPER** and **FRAME** settings can be changed using the erase setting function. For details, refer to “Specifying ERASE SETTING” on page 7-36.



- 4 Press the [Yes] key.  
The main screen appears.
- 5 Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.
- 6 Using the 10-key pad, enter the number of copies to be made.
- 7 Press the [Start] key.  
This will start the copy cycle.

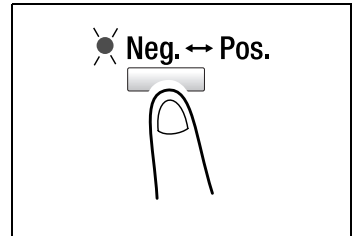
## 6.5 Negative/Positive inverted copying

Copies can be made with the light-colored areas of the document (media) and the dark-colored areas of the document (text) inverted.



### To make copies using the negative/positive inverted copy function

- 1 Position the documents.  
For details refer to “Loading the document” on page 4-10.
- 2 Press the [Neg. ↔ Pos.] key.  
The neg. ↔ pos. indicator lights up.
- 3 Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.
- 4 Using the 10-key pad, enter the number of copies to be made.
- 5 Press the [Start] key.  
This will start the copy cycle.

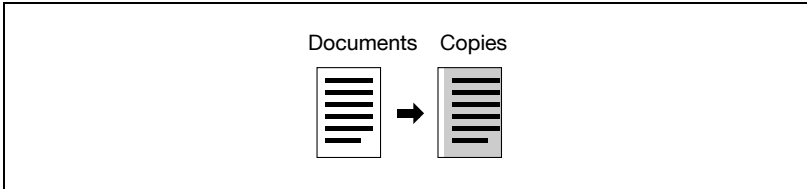


## 6.6 Making copies for filing

So that copies can easily be stored in filing binders, copies can be made with a file margin.

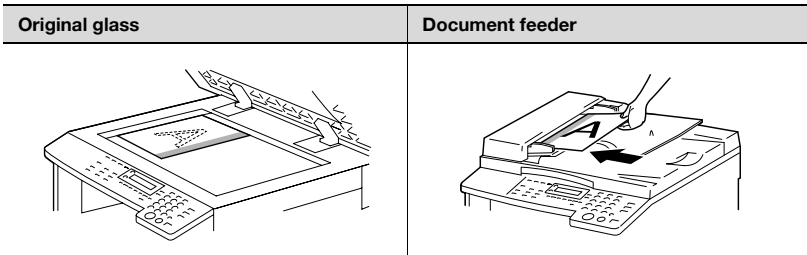
Left-side binding:

Copies are printed with the contents of the document slightly shifted to the right in order to create a binding margin at the left.



### Precautions on the binding margin location

The location of the binding margin area in the copy depends on how the document is positioned.



**To make copies using the file margin function**

- 1 Position the documents.  
For details refer to “Loading the document” on page 4-10.

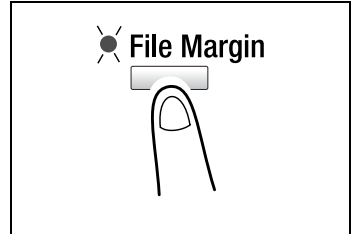
- 2 Press the [File margin] key.

The file margin indicator lights up.

? Do you know how large a binding margin is created?

→ The width for the binding can be set between 0 mm and 20 mm, in 1 mm increments. The default setting is 10 mm.

→ The width of the binding margin can be changed using the margin setting function. For details, refer to “Specifying BINDING POSITION” on page 7-35.



- 3 Specify the desired copy settings.

For details, refer to “Making a basic copy” on page 4-3.

- 4 Using the 10-key pad, enter the number of copies to be made.

- 5 Press the [Start] key.

This will start the copy cycle.

## 6.7 Programmed copy jobs

Store up to two of the more frequently used copy setting programs for immediate recall when necessary.



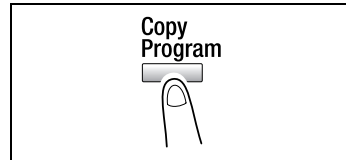
### Note

*Copy programs cannot be stored while the machine is warming up or while a copy job is paused (Interrupt mode).*

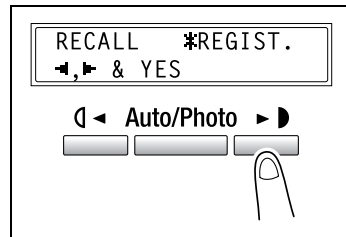
### To store a copy program

- 1 Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.
  - The zoom ratio can be set between  $\times 0.50$  and  $\times 2.00$ .

- 2 Press the [Copy program] key.

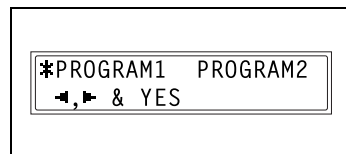


- 3 Press the [◀] and [▶] keys to select **REGIST..**



- 4 Press the [Yes] key.

- 5 Using the [◀] and [▶] keys, select the program number where you wish to store the copy program.



- 6 Press the [Yes] key.

This will start the copy cycle.



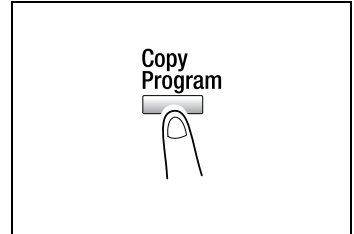
### Note

*If two copy programs have already been stored, the copy settings previously stored under the selected program number are deleted and replaced with the new ones.*

**To recall a copy program**

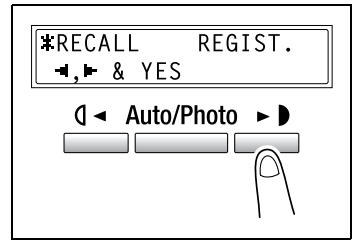
- 1 Position the documents.  
For details refer to "Loading the document" on page 4-10.

- 2 Press the [Copy program] key.



- 3 Press the [◀] and [▶] keys to select **RECALL.**

- 4 Press the [Yes] key.

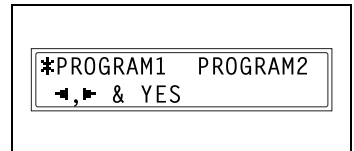


- 5 Press the [◀] and [▶] keys to select the program number of the copy program that you wish to recall.

- 6 Press the [Yes] key.

- 7 Press the [Start] key.

This will start the copy cycle.



## 6.8 Access numbers

If access numbers have been specified, use of the machine can be limited to a specific user and the number of copies for each user can be controlled. As an example, the following procedure describes how to enter the access number in order to make copies.



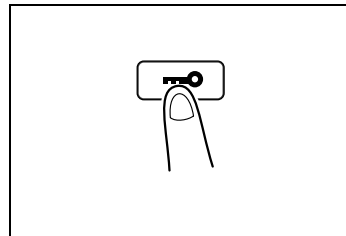
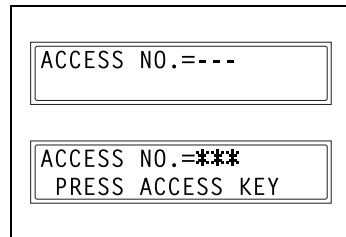
### Note

*If access numbers have been specified, the machine cannot be used unless the access number is entered first.*

*In order to use this function, the access numbers must be specified with the copy track function. For details, refer to “Turning on/off user management” on page 7-22.*

### To enter an access number

- 1 Using the 10-key pad, enter the 3-digit account access number.
  - ? Do you want to correct the entered access number?
  - Press the [No/C] key, and then enter the correct number.
- 2 Press the [Access] key.  
The copy mode screen appears.
- 3 Position the documents.  
For details refer to “Loading the document” on page 4-10.
- 4 Specify the desired copy settings.  
For details, refer to “Making a basic copy” on page 4-3.
- 5 Using the 10-key pad, enter the number of copies to be made.
- 6 Press the [Start] key.  
This will start the copy cycle.
- 7 When you are finished making copies, press the [Access] key.





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## Using the utility mode



## 7 Using the utility mode

There are six menus in the utility mode.



No.	Name	Description
1	MACHINE SETTING	Used to specify settings for the machine's operating environment.
2	PAPER SOURCE SETUP	Used to specify various settings for each paper tray.
3	USER MANAGEMENT	Used to perform various service operations in order to maintain the machine's efficiency.
4	ADMIN. MANAGEMENT	Used to control the use of the machine.
5	COPY SETTING 1	Used to specify the default settings for each copy function.
6	COPY SETTING 2	

**Note**

*Depending on the options installed, some functions may not be available. If an unavailable functions is selected, an error message appears.*

## 7.1 Machine settings

From the MACHINE SETTING menu, various settings for the machine's operating environment can be specified. Refer to the following table for details on each function.

No.	Name	Description
1	AUTO PANEL RE-SET	Whether the auto panel reset function is disable or the time (0.5 min, 1 min, 2 min, 3 min, 4 min, or 5 min) until the machine is reset after finishing copying/printing or after performing the last operation can be selected. If the auto panel reset function is enabled, all functions are automatically reset to their default settings. <ul style="list-style-type: none"> <li>• Default setting: 1 min.</li> </ul>
2	ENERGY SAVE MODE	If the machine performs no operations for a set length of time, it will automatically enter the energy save mode. The length of time until the machine enters energy save mode can be set between 1 and 240 min (in 1 min increments). <ul style="list-style-type: none"> <li>• Default setting: 15 min.</li> </ul>
3	AUTO SHUT OFF	This function can be used to set the length of time until the machine automatically turns off after the last operation is finished. <ul style="list-style-type: none"> <li>• The manufacturer's default setting is "OFF".</li> </ul>
4	DENSITY (ADF)	The scanning density when using the optional document feeder can be adjusted. <p><b>Mode 1:</b> For printing lighter copies of dark documents to avoid darkening of copies.</p> <p><b>Mode 2:</b> For printing copies with same density as documents.</p> <ul style="list-style-type: none"> <li>• Default setting: Mode 1.</li> </ul>
5	DENSITY (BOOK)	The density when scanning from the original glass can be adjusted. <p><b>Mode 1:</b> For printing copies with same density as documents.</p> <p><b>Mode 2:</b> For printing lighter copies of dark documents to avoid darkening of copies.</p> <ul style="list-style-type: none"> <li>• Default setting: Mode 1.</li> </ul>
6	PRINT DENSITY	The copy/print density can be adjusted to one of five levels. <ul style="list-style-type: none"> <li>• Default setting:  .</li> </ul>
7	LCD CONTRAST	The brightness of the display can be set to one of four levels. <ul style="list-style-type: none"> <li>• Default setting:  .</li> </ul>
8	LANGUAGE	The display language can be selected. <ul style="list-style-type: none"> <li>• Default setting: English.</li> </ul>

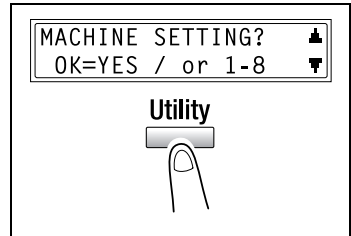
## Selecting the MACHINE SETTING menu

- 1 Press the [Utility] key.  
**MACHINE SETTING?** appears.
- 2 From the 10-key pad, press the key [1] to [8] for the machine setting function that you wish to set.

The machine setting functions are as follows:

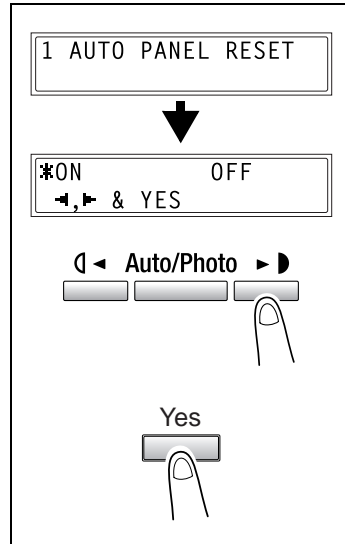
- 1 AUTO PANEL RESET
- 2 ENERGY SAVE MODE
- 3 AUTO SHUT OFF
- 4 DENSITY (ADF)
- 5 DENSITY (BOOK)
- 6 PRINT DENSITY
- 7 LCD CONTRAST
- 8 LANGUAGE

- ? Do you want to quit changing the machine settings?
- Press the [No/C] key. **STOP SETTING?** appears.
  - Press the [Yes] key to quit changing the settings.

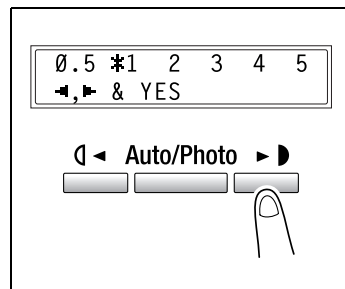


## Specifying AUTO PANEL RESET

- 1 Select **AUTO PANEL RESET** in the **MACHINE SETTING** menu.  
For details, refer to page 7-5.
- 2 Press the [◀] and [▶] keys to select either **ON** or **OFF**, and then press the [Yes] key.
  - ? Do you want to disable the panel reset function?
  - Select **OFF**. The auto panel reset function is disabled. The **MACHINE SETTING** menu appears again.

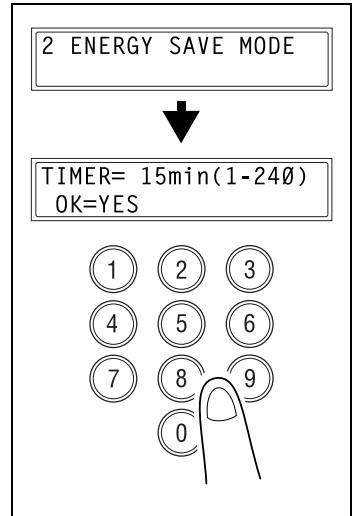


- 3 Press the [◀] and [▶] keys to select the desired time period (min).
- 4 Press the [Yes] key.  
The **MACHINE SETTING** menu appears again.



## Specifying ENERGY SAVE MODE

- 1 Select **ENERGY SAVE MODE** in the **MACHINE SETTING** menu.  
For details, refer to page 7-5.
- 2 Use the 10-key pad to specify the desired length of time until the machine enters energy save mode. The timer can be set between 1 min and 240 min.
  - ? Do you want to clear the entered value?  
→ Press the [No/C] key and enter the correct value.
- 3 Press the [Yes] key.  
The **MACHINE SETTING** menu appears again.



## Specifying AUTO SHUT OFF

Whether or not auto shut-off is possible depends on the AUTO SHUT OFF function in the ADMIN. MANAGEMENT menu.

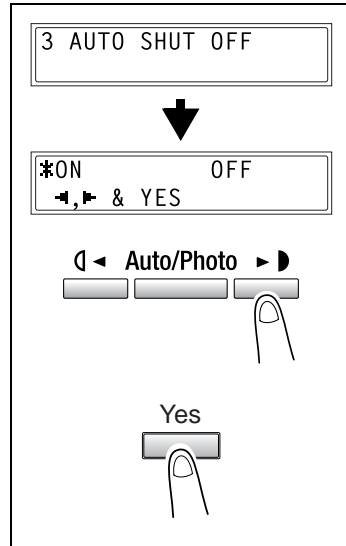
- 1 Select **AUTO SHUT OFF** in the **MACHINE SETTING** menu.  
For details, refer to page 7-5.

? Is the AUTO SHUT OFF function in the ADMIN. MANAGEMENT menu is set to DISABLE?

→ Skip to step 4.

- 2 Press the [◀] and [▶] keys to select either **ON** or **OFF**.

- 3 Press the [Yes] key.

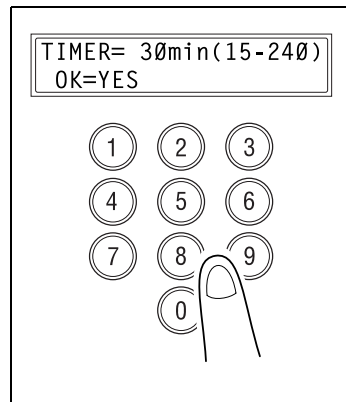


- 4 Use the 10-key pad to specify the desired length of time until the machine automatically turns off. The timer can be set between 15 min and 240 min

? Do you want to clear the entered value?

→ Press the [No/C] key and enter the correct value.

- 5 Press the [Yes] key.  
The **MACHINE SETTING** menu appears again.



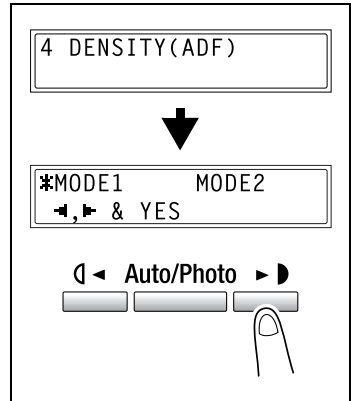
### Note

*If the auto shut off function is performed and the machine is turned off, it will no longer be possible to make copies or print from a computer. To make copies or print from a computer, turn on the machine.*



### Specifying DENSITY (ADF)

- 1 Select **DENSITY (ADF)** in the MACHINE SETTING menu.  
For details, refer to page 7-5.
- 2 Press the [◀] and [▶] keys to select either **Mode 1** or **Mode 2**.
- 3 Press the [Yes] key.  
The MACHINE SETTING menu appears again.



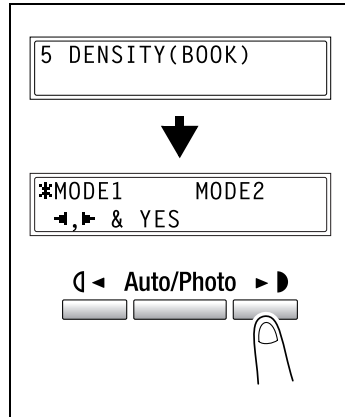
#### Note

*If the document feeder is not installed, NOT AVAILABLE appears.*



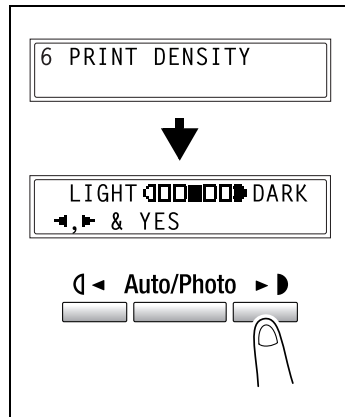
### Specifying DENSITY (BOOK)

- 1 Select **DENSITY (BOOK)** in the **MACHINE SETTING** menu.  
For details, refer to page 7-5.
- 2 Press the [◀] and [▶] keys to select either **Mode 1** or **Mode 2**.
- 3 Press the [Yes] key.  
The **MACHINE SETTING** menu appears again.



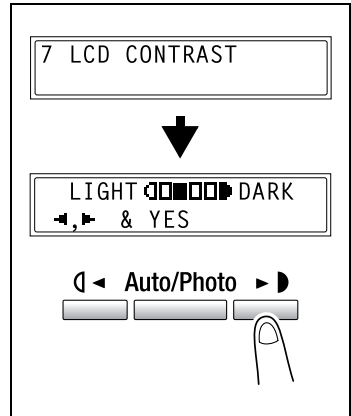
### Specifying PRINT DENSITY

- 1 Select **PRINT DENSITY** in the **MACHINE SETTING** menu.  
For details, refer to page 7-5.
- 2 Press the [◀] and [▶] keys to select one of the seven print density levels between **LIGHT** and **DARK**.
- 3 Press the [Yes] key.  
The **MACHINE SETTING** menu appears again.



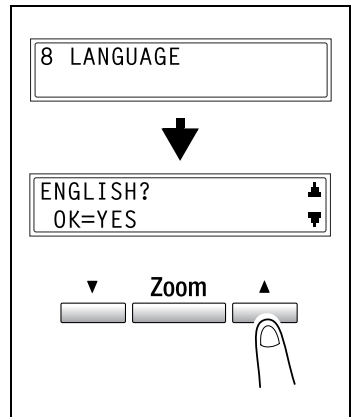
### Specifying LCD CONTRAST

- 1 Select **LCD CONTRAST** in the MACHINE SETTING menu.  
For details, refer to page 7-5.
- 2 Press the [◀] and [▶] keys to select one of the four display contrast levels between **LIGHT** and **DARK**.
- 3 Press the [Yes] key.  
The MACHINE SETTING menu appears again.



### Specifying LANGUAGE

- 1 Select **LANGUAGE** in the MACHINE SETTING menu.  
For details, refer to page 7-5.
- 2 Press the [▼] and [▲] keys to select the desired language.
- 3 Press the [Yes] key.  
The MACHINE SETTING menu appears again.



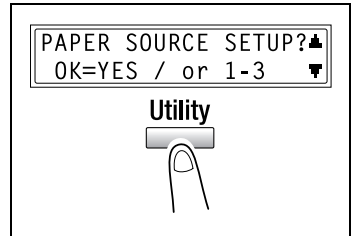
## 7.2 Paper source settings

From the PAPER SOURCE SETUP menu, the various settings for each paper tray can be specified.

No.	Name	Description
1	INCH/METRIC	<p>This function can be used to set the size measurement system for the paper loaded in each tray. It can be used to select whether paper measured in centimeters (METRIC), such as A4 and B5 sizes, or paper measured in inches (INCH), such as Letter size, is loaded. If no particular setting is selected, the paper size is detected automatically.</p> <ul style="list-style-type: none"> <li>• Default setting: METRIC.</li> </ul>
2	TRAY1 PAPER	<p>This function can be used to set the type of paper (PLAIN, OHP, CARD or ENVELOPE) loaded into the 1st tray, and the size of the paper (AUTO or SIZE INPUT). If the paper size is set to SIZE INPUT, type in the paper size.</p> <ul style="list-style-type: none"> <li>• Default setting: PLAIN and AUTO.</li> </ul>
3	PAPER TYPE	<p>This function can be used to specify the type of paper loaded into a tray, which determines whether or not the paper is available with the Auto Paper function or the tray is available with the auto tray switching feature. Select the paper type (PLAIN, RECYCLE or SPECIAL) to specify whether the paper is available with the Auto Paper function or the tray is available with the auto tray switching feature.</p> <p>If special paper is loaded into the tray, PLAIN, RECYCLE, SPECIAL or 1-SIDE must be selected.</p> <p><b>PLAIN</b> The Auto Paper function can be selected, the auto tray switching feature is available, and double-sided copies can be made.</p> <p><b>RECYCLE</b> The Auto Paper function cannot be selected; however, the auto tray switching feature is available, and double-sided copies can be made.</p> <p><b>SPECIAL</b> The Auto Paper function cannot be selected, and the auto tray switching feature is not available; however, double-sided copies can be made.</p> <p><b>1-SIDE</b> The Auto Paper function can be selected and the auto tray switching feature is available only when making single-sided copies. In addition, double-sided copies can be made.</p> <ul style="list-style-type: none"> <li>• Default setting: PLAIN.</li> </ul>

## Selecting the PAPER SOURCE SETUP menu

- 1 Press the [Utility] key twice.  
**PAPER SOURCE SETUP?** appears.



- 2 From the 10-key pad, press the key [1] or [3] for the paper source setup function that you wish to set.

The paper source setup functions are as follows:

- 1 INCH/METRIC
- 2 TRAY1 PAPER
- 3 PAPER TYPE

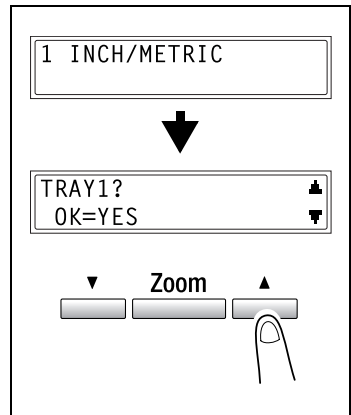
? Do you want to quit changing the paper source settings?

→ Press the [No/C] key. **STOP SETTING?** appears.

→ Press the [Yes] key to quit changing the settings.

## Specifying INCH/METRIC

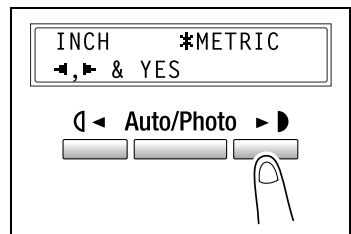
- 1 Select **INCH/METRIC** in the PAPER SOURCE SETUP menu.  
For details refer to page 7-13.



- 2 Press the [▼] and [▲] keys to select a paper tray.

- 3 Press the [Yes] key.

- 4 Press the [◀] and [▶] keys to select either **METRIC** or **INCH**.

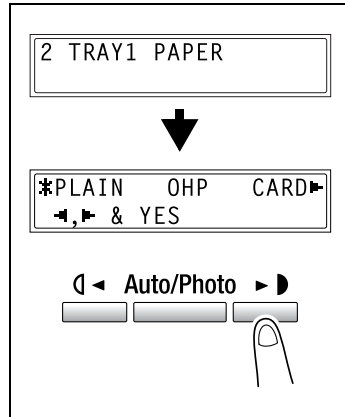


- 5 Press the [Yes] key.

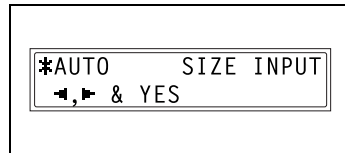
The **PAPER SOURCE SETUP** menu appears again.

## Specifying TRAY1 PAPER

- 1 Select **TRAY1 PAPER** in the PAPER SOURCE SETUP menu.  
For details refer to page 7-13.
- 2 Press the [◀] and [▶] keys until the type of paper loaded is selected.
- 3 Press the [Yes] key.

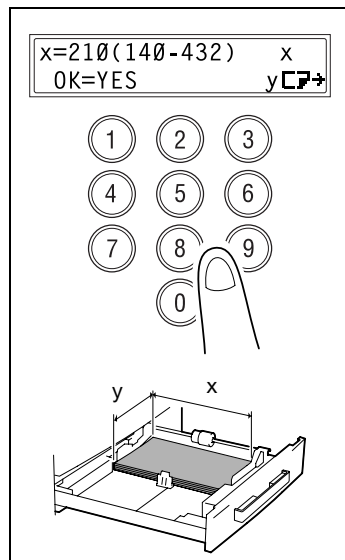


- 4 Press the [◀] and [▶] keys to select either **AUTO** or **SIZE INPUT**.
  - **AUTO:**  
The PAPER SOURCE SETUP menu appears again.
  - **SIZE INPUT:**  
A screen appears, allowing you to specify the paper size.

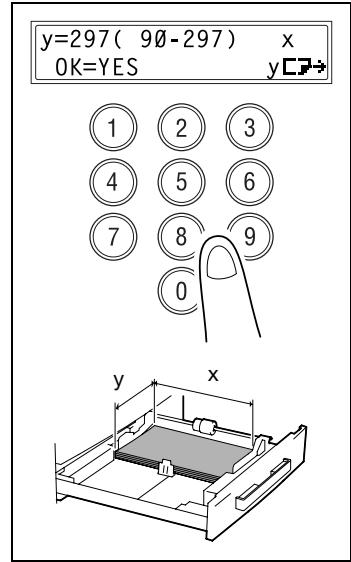


- 5 Using the 10-key pad, enter the length (X) of the loaded paper. The paper length can range from 140 mm to 432 mm.

- ? Do you want to clear the entered value?  
→ Press the [No/C] key.
- ? Have the necessary precautions been observed when entering the paper size?  
→ Refer to the diagram at the right and be sure to specify the paper width and length measurements correctly.



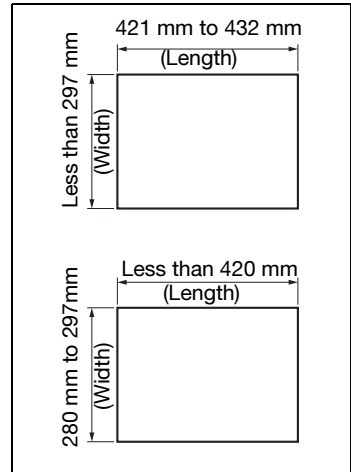
- 6 Using the 10-key pad, enter the width (Y) of the loaded paper. The paper width can range from 90 mm to 297 mm.
- ? Do you want to clear the entered value?  
→ Press the [No/C] key.
- 7 Press the [Yes] key.  
The PAPER SOURCE SETUP menu appears again.



**Note**

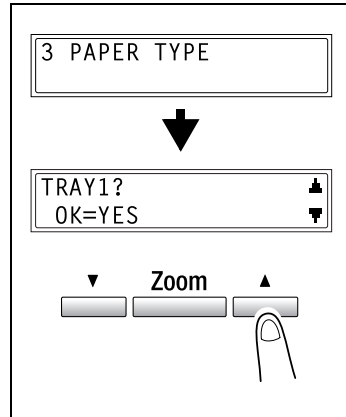
*The paper length is set between 421 mm and 432 mm, the maximum width that can be set is 279 mm.*

*The paper width is set between 280 mm and 297 mm, the maximum length that can be set is 420 mm.*

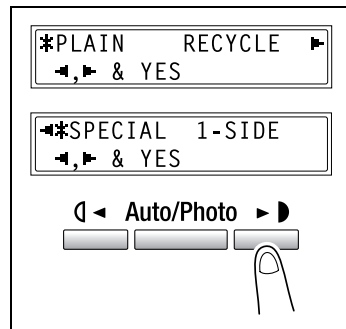


## Specifying PAPER TYPE

- 1 Select **PAPER TYPE** in the PAPER SOURCE SETUP menu.  
For details refer to page 7-13.
- 2 Press the [▼] and [▲] keys to select a paper tray.
- 3 Press the [Yes] key.



- 4 Press the [◀] and [▶] keys to select either **PLAIN**, **RECYCLE** or **SPECIAL, 1-SIDE**.
- 5 Press the [Yes] key.  
The PAPER SOURCE SETUP menu appears again.



### Note

*1-SIDE is displayed only when the machine is equipped with the duplex unit (option for the bizhub 210 only).*



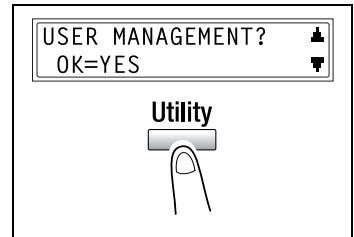
## 7.3 User management settings

From the USER MANAGEMENT menu, the various service operations can be performed in order to maintain the machine's efficiency.

No.	Name	Description
1	DRUM DEHUMIDIFY	When the room temperature changes drastically (such as when a heater is used in the winter) or when the machine is used in an extremely humid location, condensation may form on the surface of the PC drum inside the machine, resulting in decreased print quality. If this occurs, use this function to dry the drum and eliminate the condensation. The drum dehumidifying operation lasts three minutes.
2	TONER REPLENISHER	After many documents containing large printed areas (such as photos) or many negative/positive-inverted copies are printed, the print density may temporarily become too light if toner is not automatically replenished. If this occurs, use this function to force replenishing of the toner and immediately return the density to its normal level.

### Selecting the USER MANAGEMENT menu

- 1 Press the [Utility] key three times.  
**USER MANAGEMENT?** appears.
- 2 Press the [Yes] key.
- 3 Press the key [▼] or [▲] for the user management function that you wish to perform.

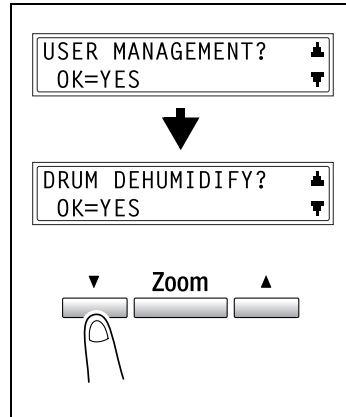


The user management functions are as follows:

- 1 DRUM DEHUMIDIFY
- 2 TONER REPLENISHER

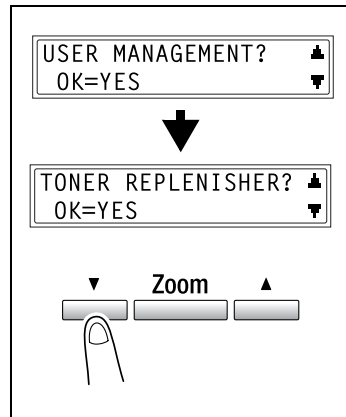
## Performing DRUM DEHUMIDIFY

- 1 Select **DRUM DEHUMIDIFY** in the USER MANAGEMENT menu.  
For details refer to page 7-17.
- 2 Press the [Yes] key.  
Drum drying begins, and the main screen appears.



## Performing TONER REPLENISHER

- 1 Select **TONER REPLENISHER** in the USER MANAGEMENT menu.  
For details refer to page 7-17.
- 2 Press the [Yes] key.  
Toner replenishing begins, and the main screen appears.



### Note

*While the toner is being replenished, do not turn off the machine or open the front cover.*

*If the density of the toner is suitable, do not perform the toner replenishing operation.*

## 7.4 Administrative settings

From the ADMIN. MANAGEMENT menu, various functions for controlling the use of the machine can be set. In order to set an ADMIN. MANAGEMENT function, the administrator access number must be entered.

No.	Name	Description
1	AUTO SHUT OFF	This function can be used to set whether or not the auto power-off function is performed. <ul style="list-style-type: none"><li>• Default setting: ENABLE</li></ul>
2	COPY TRACK	A maximum of 20 accounts can be specified in order to control the use of the machine. <ul style="list-style-type: none"><li>• Turn on/off user management.</li><li>• Register account access numbers.</li><li>• Change/delete account access numbers.</li><li>• Display/clear the total count for a specific account.</li><li>• Clear the total counts for all accounts.</li></ul>



...

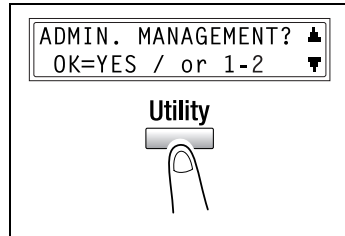
### Note

*The registering and setup of the administrator access number should be performed by the service representative. For details, contact the service representative.*

*The administrator of this machine should be sure not to lose the administrator access number.*

## Selecting the ADMIN. MANAGEMENT menu

- 1 Press the [Utility] key four times.  
ADMIN. MANAGEMENT? appears.



- 2 From the 10-key pad, press the key [1] or [2] for the admin. management function that you wish to set.

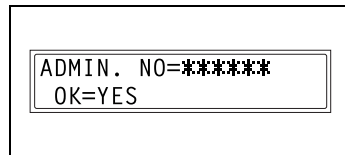
The admin. management functions are as follows:

- 1 AUTO SHUT OFF
- 2 COPY TRACK

- ? Do you want to quit changing the admin. management settings?  
 → Press the [No/C] key. **STOP SETTING?** appears.  
 → Press the [Yes] key to quit changing the settings.

- 3 Using the 10-key pad, enter the 6-digit administrator access number.

- ? Do you want to correct the administrator access number?  
 → Press the [No/C] key and enter the correct number.

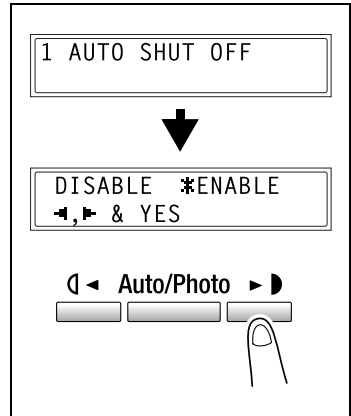


- 4 Press the [Yes] key.

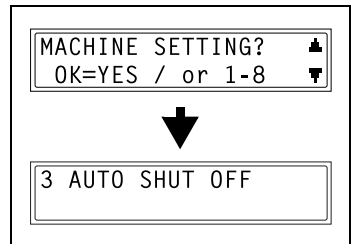
The desired function appears.

## Specifying AUTO SHUT OFF

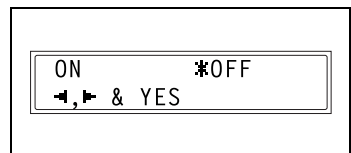
- 1 Select **AUTO SHUT OFF** in the ADMIN. MANAGEMENT menu.  
For details refer to page 7-20.
- 2 Press the [◀] and [▶] keys to select **ENABLE**.
- 3 Press the [Yes] key.  
The ADMIN. MANAGEMENT menu appears again.



- 4 Select **AUTO SHUT OFF** in the MACHINE SETTING menu.  
For details, refer to page 7-5.



- 5 Press the [◀] and [▶] keys to select **OFF**.
- 6 Press the [Yes] key.  
The MACHINE SETTING menu appears again.



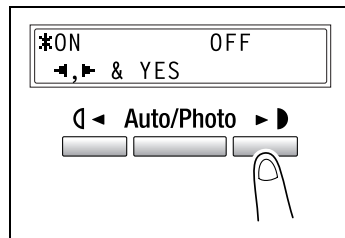
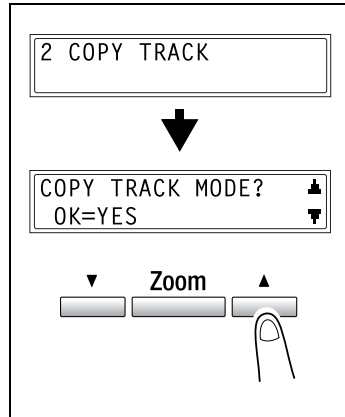
### Note

*If the auto shut off function on the ADMIN. MANAGEMENT menu is set to **DISABLE**, it will no longer be possible to make copies or print from a computer after the auto shut off function is performed and the machine is turned off.*

*To make copies or print from a computer, turn on the machine.*

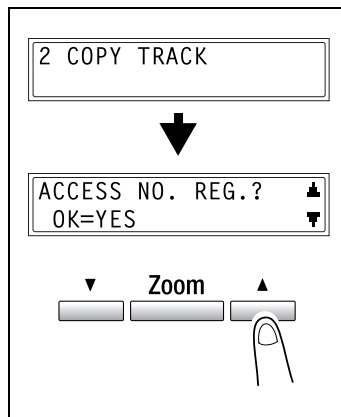
### Turning on/off user management

- 1 Select **COPY TRACK** in the ADMIN. MANAGEMENT menu.  
For details refer to page 7-20.
- 2 Press the [▼] and [▲] keys to select **COPY TRACK MODE?**.
- 3 Press the [Yes] key.
- 4 Press the [◀] and [▶] keys to select either **ON** or **OFF**.
- 5 Press the [Yes] key.  
The copy track mode function appears again.



## Registering user access numbers

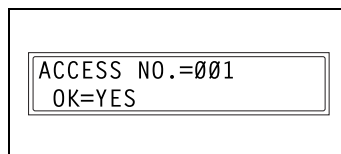
- 1 Select **COPY TRACK** in the ADMIN. MANAGEMENT menu.  
For details refer to page 7-20.
- 2 Press the [▼] and [▲] keys to select **ACCESS NO. REG.?**.
- 3 Press the [Yes] key.



- 4 Using the 10-key pad, enter the desired access number (3-digit) for the account.

? Do you want to correct the access number?

→ Press the [No/C] key and enter the correct number.

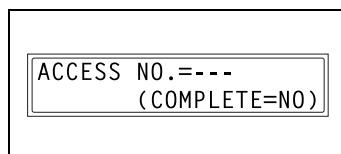


- 5 Press the [Yes] key.

A screen appears, allowing you to enter the next access number to be registered.

? Do you want to finish registering access numbers?

→ Press the [No/C] key. The access no. reg. function appears again.



### Note

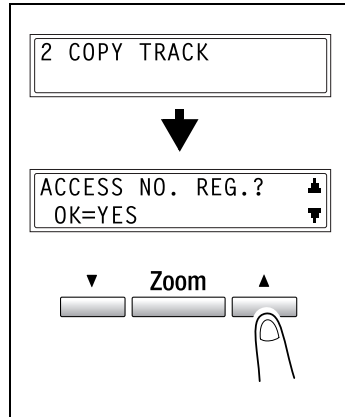
If you try to register more than 20 access numbers, the message **UP TO 20 SECTIONS** appears.

## Changing/deleting user access numbers

- 1 Select **COPY TRACK** in the ADMIN. MANAGEMENT menu.  
For details refer to page 7-20.

- 2 Press the [▼] and [▲] keys to select **ACCESS NO. REG.?**

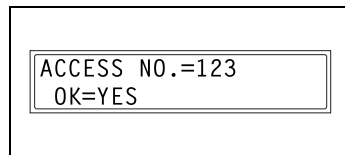
- 3 Press the [Yes] key.



- 4 Using the 10-key pad, enter the access number (3-digit) that you wish to change/delete.

? Do you want to correct the access number?

→ Press the [No/C] key and enter the correct number.

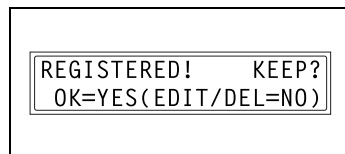


- 5 Press the [Yes] key.

A confirmation message appears, asking whether or not to keep the registered access number.

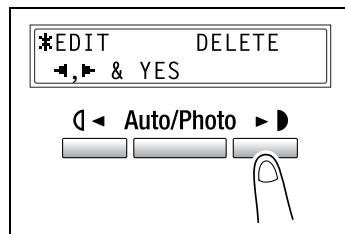
? Do you want to keep the access number?

→ Press the [Yes] key.



- 6 Press the [No/C] key.

- 7 Press the [◀] and [▶] keys to select **EDIT**.





8 Press the [Yes] key.

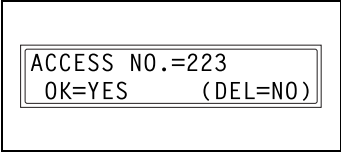
– **EDIT:**

A screen appears, allowing you to change the access number.

– **DELETE:**

The current access number is deleted. The message **ACCESS NO. XXX DELETED** appears. To change or delete other access numbers, return to step 4.

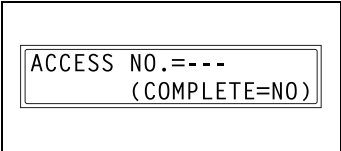
9 Using the 10-key pad, enter the new number.



```
ACCESS NO.=223
OK=YES (DEL=NO)
```

10 Press the [Yes] key.

After the message **ACCESS NO. XXX EDITED** appears, a screen appears, allowing you to enter the next access number to be changed/deleted.



```
ACCESS NO.=---
(COMPLETE=NO)
```

? Do you want to finish changing/deleting access numbers?

→ Press the [No/C] key. The access no. reg. function appears again.

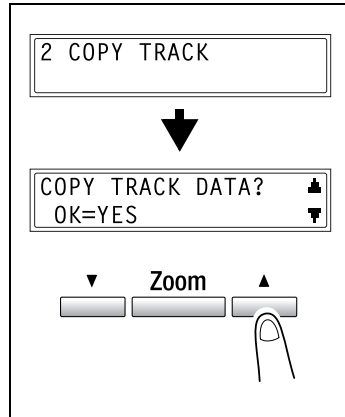


### Note

*If the new access number has already been registered, the message **ACCESS NO. IS USE** appears. Press the [No/C] key, and then enter a different access number.*

### Displaying/clearing the total count for a specific account

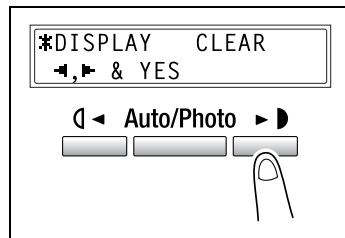
- 1 Select **COPY TRACK** in the ADMIN. MANAGEMENT menu.  
For details refer to page 7-20.



- 2 Press the [▼] and [▲] keys to select **COPY TRACK DATA?**.

- 3 Press the [Yes] key.

- 4 Press the [◀] and [▶] keys to select **DISPLAY**.

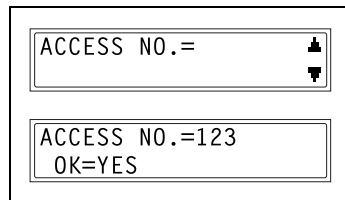


- 5 Press the [Yes] key.

- 6 Press the [▼] and [▲] keys to select the access number for the counter that you wish to check.

*or*

Enter the desired access number using the 10-key pad.

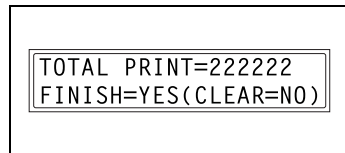


- 7 Press the [Yes] key.

The total count for the selected account is displayed.

? Do you want to finish without clearing the counter?

→ Press the [Yes] key. The copy track data function appears again.



- 8 Press the [No/C] key.  
The counter is cleared.  
? Do you want to reset the counter  
to the previous count?  
→ Press the [Interrupt] key.

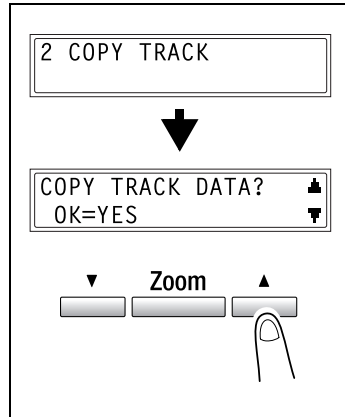


```
TOTAL PRINT=000000
FINISH=YES
```

- 9 Press the [Yes] key.  
The copy track data function appears again.

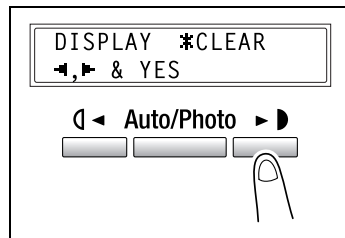
## Clearing the total counts for all accounts

- 1 Select **COPY TRACK** in the ADMIN. MANAGEMENT menu.  
For details refer to page 7-20.



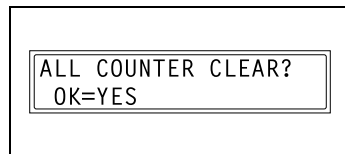
- 2 Press the [▼] and [▲] keys to select **COPY TRACK DATA?**.
- 3 Press the [Yes] key.

- 4 Press the [◀] and [▶] keys to select **CLEAR**.



- 5 Press the [Yes] key.  
A confirmation message appears, asking whether or not to clear all counters.



- 6 Press the [Yes] key.  
The message **SECTION COUNTER CLEARED** appears. The copy track data function appears again



## 7.5 Copy settings

When the machine is turned on or the [Panel reset] key is pressed, the machine is automatically reset to its default settings. By changing the default settings, you can change the initial mode. Refer to the following tables for the default settings for each function.

### COPY SETTING 1 menu

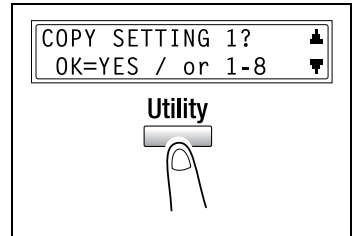
No.	Name	Description
1	PAPER PRIORITY	This function can be used to specify the tray that should be given priority when the AUTO Zoom setting is selected. <ul style="list-style-type: none"> <li>• Default setting: 1ST</li> </ul>
2	DENSITY PRIORITY	This function can be used to set the density to TEXT, PHOTO or TEXT/P when the machine is turned off or the [Panel Reset] key is pressed. <ul style="list-style-type: none"> <li>• Default setting: TEXT/P</li> </ul>
3	DENSITY LEVEL(A)	This function can be used to set the density level of the AUTO Density setting to one of the three settings between LIGHT and DARK. <ul style="list-style-type: none"> <li>• Default setting: </li> </ul>
4	DENSITY LEVEL(M)	This function can be used to set the density level of the manual density setting to one of the nine settings between LIGHT and DARK. <ul style="list-style-type: none"> <li>• Default setting: </li> </ul>
5	BINDING POS.	This function can be used to set whether the first page of a book to be scanned is on the left (left-bound) or on the right (right-bound). <ul style="list-style-type: none"> <li>• Default setting: LEFT</li> </ul>
6	MARGIN SETTING	This function can be used to specify the width of the binding area (margin) between 0 mm and 20 mm (in units of 1 mm) when copying documents to be bound. <ul style="list-style-type: none"> <li>• Default setting: 10 mm</li> </ul>
7	ERASE SETTING	This function can be used to specify between 5 mm and 20 mm (in units of 1 mm) the width that is erased when making copies with the erase function set to LEFT, UPPER or FRAME. <ul style="list-style-type: none"> <li>• Default setting: LEFT, UPPER and FRAME erase settings is 10 mm.</li> </ul>
8	SMALL ORIGINAL	This function is used to specify whether or not copying is possible after loading a small document whose size cannot be automatically detected. <ul style="list-style-type: none"> <li>• Default setting: is ENABLE.</li> </ul>

## COPY SETTING 2 menu

No.	Name	Description								
1	MIXED ORIGINAL	<p>This function can be used to set whether or not the mixed orig. function is selected when the machine starts up or after the control panel is reset.</p> <p>This function can be set if an optional document feeder is installed.</p> <ul style="list-style-type: none"> <li>• Default setting: OFF.</li> </ul>								
2	COPY PRIORITY	<p>This function can be used to set whether the automatic paper or automatic zoom ratio setting is selected when the machine starts up or after the Control Panel is reset.</p> <ul style="list-style-type: none"> <li>• Default setting: AP (auto paper selection).</li> </ul>								
3	OUTPUT PRIORITY	<p>This function can be used to specify if the selected finishing mode is NON, SORT or GROUP when the machine is turned off or the [Panel Reset] key is pressed.</p> <p>This function can be set if an optional document feeder is installed.</p> <ul style="list-style-type: none"> <li>• Default setting: NON.</li> </ul>								
4	4IN1 COPY ORDER	<p>This function can be used to select from the following for the page order when the 4in1 Copy mode is selected.</p> <p>PATTERN1</p> <table border="1" data-bbox="464 703 524 783"> <tr> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> </tr> </table> <p>PATTERN2</p> <table border="1" data-bbox="748 703 807 783"> <tr> <td>1</td> <td>3</td> </tr> <tr> <td>2</td> <td>4</td> </tr> </table> <ul style="list-style-type: none"> <li>• Default setting: PATTERN1.</li> </ul>	1	2	3	4	1	3	2	4
1	2									
3	4									
1	3									
2	4									
5	CRISSCROSS MODE	<p>This function can be used to set whether or not copies are fed out in a crisscross pattern when the crisscross output conditions are met.</p> <p>This function can be set if an optional shift tray is installed.</p> <ul style="list-style-type: none"> <li>• Default setting: ON.</li> </ul>								
6	DUPLEX COPY	<p>This function is used to select whether or not double-sided printing is used.</p> <p>The optional duplex unit must be installed. (Option only for the bizhub 210)</p> <ul style="list-style-type: none"> <li>• Default setting: OFF.</li> </ul>								

## Selecting the COPY SETTING 1 menu

- 1 Press the [Utility] key five times.  
**COPY SETTING 1?** appears.



- 2 From the 10-key pad, press the key [1] or [8] for the copy setting 1 function that you wish to set.

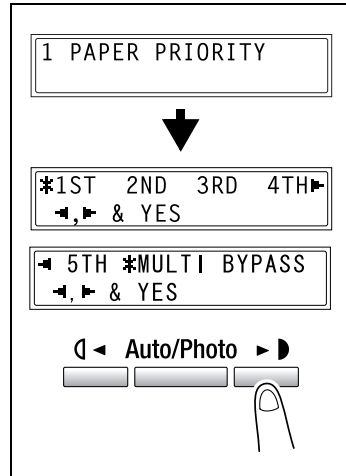
The copy setting 1 functions are as follows:

- 1 PAPER PRIORITY
- 2 DENSITY PRIORITY
- 3 DENSITY LEVEL(A)
- 4 DENSITY LEVEL(M)
- 5 BINDING POS.
- 6 MARGIN SETTING
- 7 ERASE SETTING
- 8 SMALL ORIGINAL

- ?** Do you want to quit changing the copy settings 1?
- Press the [No/C] key. **STOP SETTING?** appears.
  - Press the [Yes] key to quit changing the settings.

## Specifying PAPER PRIORITY

- 1 Select **PAPER PRIORITY** in the COPY SETTING 1 menu.  
For details refer to page 7-31.
- 2 Press the [◀] and [▶] keys to select a paper size or paper tray.  
1st tray, 2nd tray, 3rd tray, 4th tray,  
5th tray, Multi bypass tray
- 3 Press the [Yes] key.  
The COPY SETTING 1 menu appears again.



### Note

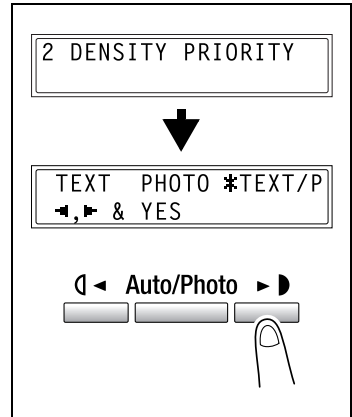
*If there are multiple paper drawers loaded with paper of the same size and type as that loaded into the paper drawer given priority with the paper priority function, and if the paper in all of these paper drawers are used, a message may appear indicating that paper be loaded into a paper drawer that was not given priority.*

*In this case, load paper according to the message that appears.*

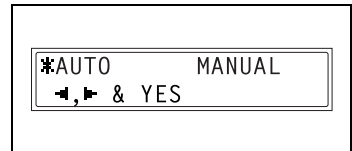


## Specifying DENSITY PRIORITY

- 1 Select **DENSITY PRIORITY** in the COPY SETTING 1 menu.  
For details refer to page 7-31.
- 2 Press the [◀] and [▶] keys to select either **TEXT**, **PHOTO** or **TEXT/P**.



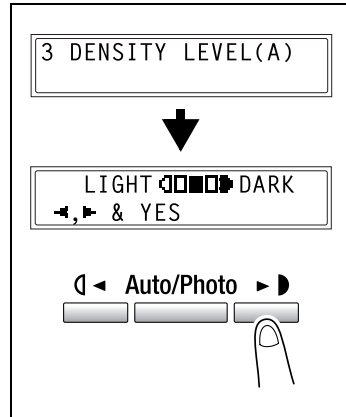
- 3 Press the [Yes] key.  
If **TEXT** or **TEXT/P** selected:  
A screen appears, allowing you to select either **AUTO** or **MANUAL**.  
*or*  
The COPY SETTING 1 menu appears again.



- 4 **only if TEXT or TEXT/P selected**  
Press the [◀] and [▶] keys to select either **AUTO** or **MANUAL** and press the [Yes] key.  
The COPY SETTING 1 menu appears again.

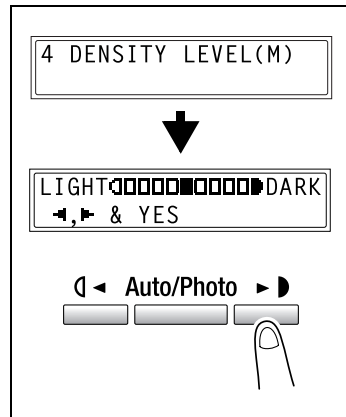
### Specifying DENSITY LEVEL (A)

- 1 Select **DENSITY LEVEL (A)** in the COPY SETTING 1 menu. For details refer to page 7-31.
- 2 Press the [◀] and [▶] keys to select one of the three print density levels between **LIGHT** and **DARK**.
- 3 Press the [Yes] key.  
The COPY SETTING 1 menu appears again.



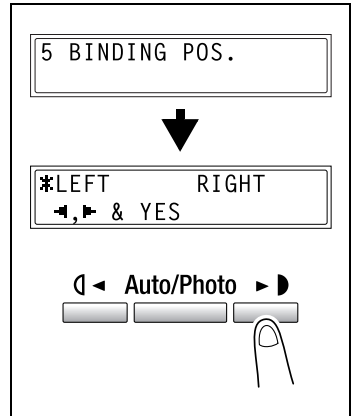
### Specifying DENSITY LEVEL (M)

- 1 Select **DENSITY LEVEL (M)** in the COPY SETTING 1 menu. For details refer to page 7-31.
- 2 Press the [◀] and [▶] keys to select one of the nine print density levels between **LIGHT** and **DARK**.
- 3 Press the [Yes] key.  
The COPY SETTING 1 menu appears again.



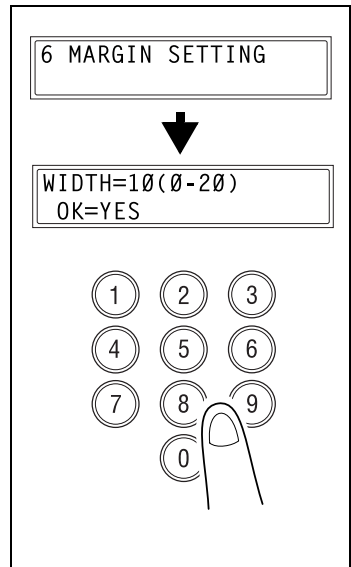
### Specifying BINDING POSITION

- 1 Select **BINDING POS.** in the COPY SETTING 1 menu.  
For details refer to page 7-31.
- 2 Press the [◀] and [▶] keys to select either **LEFT** or **RIGHT**.
- 3 Press the [Yes] key.  
The COPY SETTING 1 menu appears again.



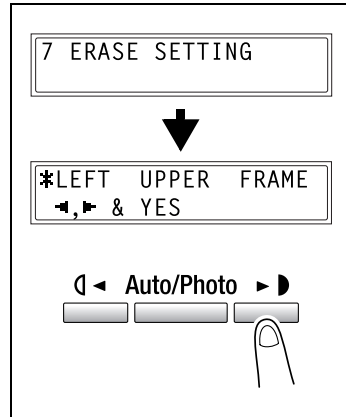
### Specifying MARGIN SETTING

- 1 Select **MARGIN SETTING** in the COPY SETTING 1 menu.  
For details refer to page 7-31.
- 2 Using the 10-key pad, enter the binding width (margin). The binding width can be set between 0 mm.
  - ? Do you want to correct the margin setting?
    - Press the [No/C] key and enter the correct setting.
- 3 Press the [Yes] key.  
The COPY SETTING 1 menu appears again.

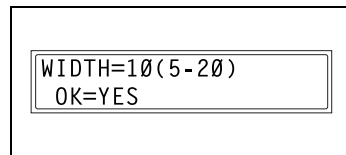


## Specifying ERASE SETTING

- 1 Select **ERASE SETTING** in the COPY SETTING 1 menu.  
For details refer to page 7-31.
- 2 Press the [◀] and [▶] keys to select either **LEFT**, **UPPER** or **FRAME**.
- 3 Press the [Yes] key.



- 4 Using the 10-key pad, enter the width of the area to be erased. The width of the area to be erased can be set between 5 mm and 20 mm.



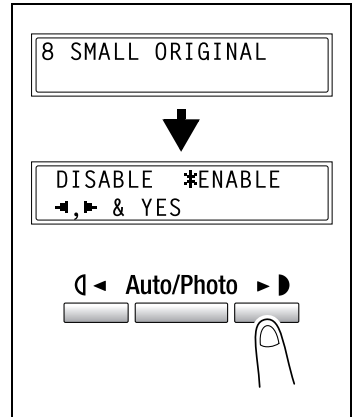
? Do you want to correct the erase setting?

→ Press the [No/C] key and enter the correct setting.

- 5 Press the [Yes] key.  
The COPY SETTING 1 menu appears again.

## Specifying **SMALL ORIGINAL**

- 1 Select **SMALL ORIGINAL** in the COPY SETTING 1 menu.  
For details refer to page 7-31.
- 2 Press the [◀] and [▶] keys to select either **DISABLE** or **ENABLE**.
- 3 Press the [Yes] key.  
The COPY SETTING 1 menu appears again.

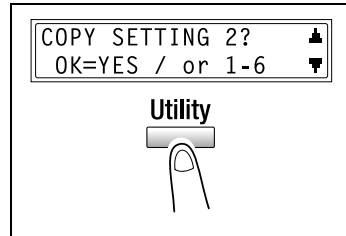


### Note

*If a document that cannot be detected is loaded and **ENABLE** is selected, the paper given priority is used for copying.*

## Selecting the COPY SETTING 2 menu

- 1 Press the [Utility] key six times.  
**COPY SETTING 2?** appears.



- 2 From the 10-key pad, press the key [1] or [6] for the copy setting 2 function that you wish to set.

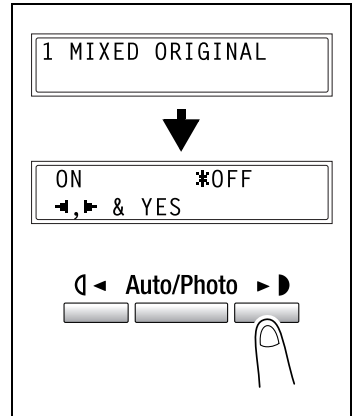
The copy setting 2 functions are as follows:

- 1 MIXED ORIGINAL
- 2 COPY PRIORITY
- 3 OUTPUT PRIORITY
- 4 4IN1 COPY ORDER
- 5 CRISSCROSS MODE
- 6 DUPLEX COPY

- ?** Do you want to quit changing the copy settings 2?
- Press the [No/C] key. **STOP SETTING?** appears.
  - Press the [Yes] key to quit changing the settings.

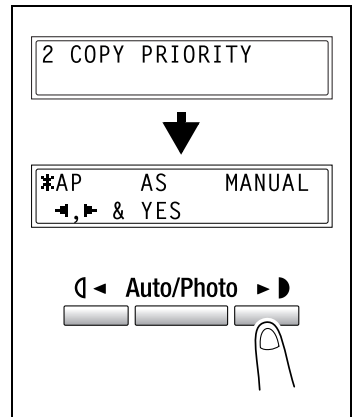
### Specifying MIXED ORIGINAL

- 1 Select **MIXED ORIGINAL** in the COPY SETTING 2 menu.  
For details refer to page 7-38.
- 2 Press the [◀] and [▶] keys to select either **ON** or **OFF**.
- 3 Press the [Yes] key.  
The COPY SETTING 2 menu appears again.



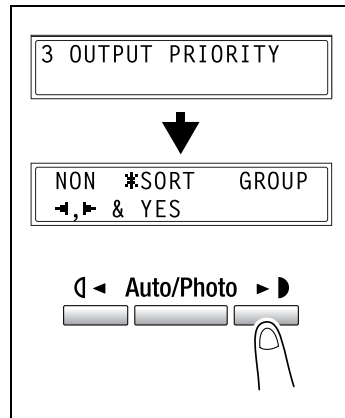
### Specifying COPY PRIORITY

- 1 Select **COPY PRIORITY** in the COPY SETTING 2 menu.  
For details refer to page 7-38.
- 2 Press the [◀] and [▶] keys to select either **AP** (auto paper selection), **AS** (auto zoom ratio) or **MANUAL**.
- 3 Press the [Yes] key.  
The COPY SETTING 2 menu appears again.



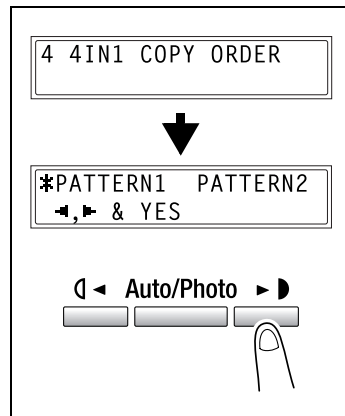
### Specifying OUTPUT PRIORITY

- 1 Select **OUTPUT PRIORITY** in the COPY SETTING 2 menu.  
For details refer to page 7-38.
- 2 Press the [◀] and [▶] keys to select either **NON**, **\*SORT** or **GROUP**.
- 3 Press the [Yes] key.  
The COPY SETTING 2 menu appears again.



### Specifying 4IN1 COPY ORDER

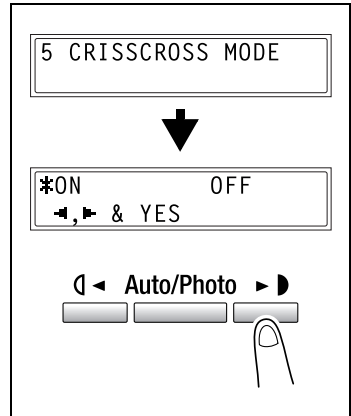
- 1 Select **4IN1 COPY ORDER** in the COPY SETTING 2 menu.  
For details refer to page 7-38.
- 2 Press the [◀] and [▶] keys to select either **\*PATTERN1** or **PATTERN2**.
- 3 Press the [Yes] key.  
The COPY SETTING 2 menu appears again.





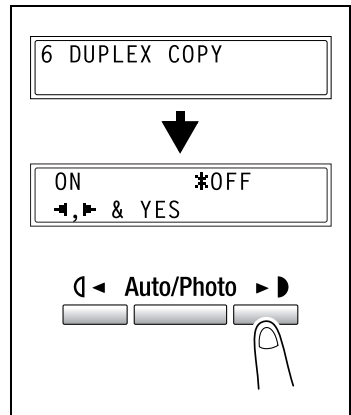
### Specifying **CRISSCROSS MODE**

- 1 Select **CRISSCROSS MODE** in the COPY SETTING 2 menu.  
For details refer to page 7-38.
- 2 Press the [◀] and [▶] keys to select either **ON** or **OFF**.
- 3 Press the [Yes] key.  
The COPY SETTING 2 menu appears again.

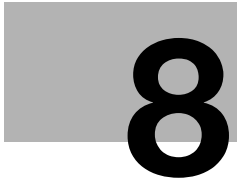


### Specifying **DUPLEX COPY**

- 1 Select **DUPLEX COPY** in the COPY SETTING 2 menu.  
For details refer to page 7-38.
- 2 Press the [◀] and [▶] keys to select either **ON** or **OFF**.
- 3 Press the [Yes] key.  
The COPY SETTING 2 menu appears again.







**When a message appears**

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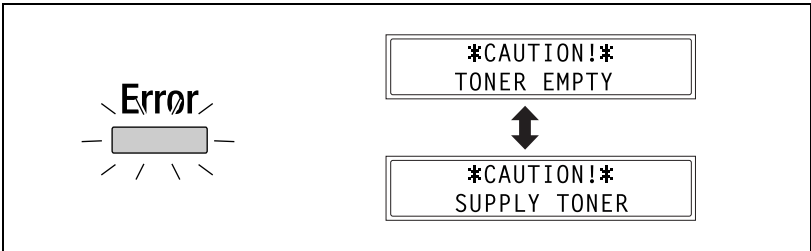


## 8 When a message appears

### 8.1 When the message TONER EMPTY appears

#### TONER EMPTY message

When toner is about to run out, the message shown below appears. When this message appears, replace the toner bottle with a new one.



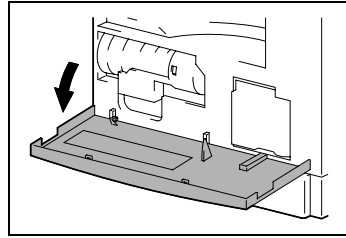
### CAUTION

#### Used toner cartridges.

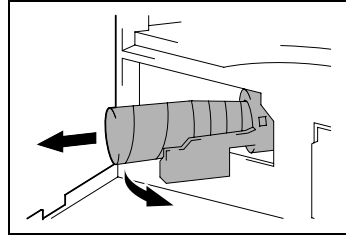
- In order to prevent the used toner cartridge from dirtying anything, keep it in the box.
- Dispose of the used toner cartridge according to your local regulations.
- Use only the toner that has been manufactured specifically for this machine. Never use any other types of toner, as a malfunction could result. For details, contact your service representative.

## Replacing the toner bottle

- 1 Open the front cover.

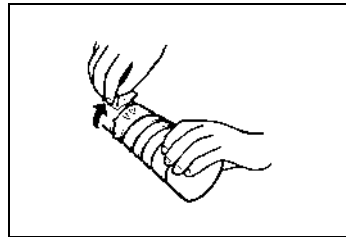


- 2 Swing out the toner bottle holder, and then remove the toner bottle.



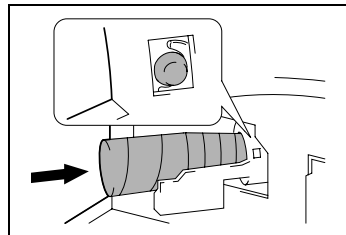
- 3 Holding the sealed end of the new toner bottle up, slowly peel off the seal toward you.

- ? Have the necessary precautions been observed when peeling off the seal?
- Since some toner may spurt out while the seal is being peeled off, be sure to peel off the seal slowly.

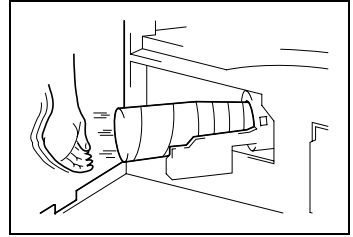


- 4 With the side of the toner bottle marked "UP" facing up, insert the toner bottle into the toner bottle holder.

- ? Have the necessary precautions been observed while inserting the toner bottle?
- As shown at the right, the tab on the toner bottle should securely fit into the notch in the toner bottle holder.



- 5 Lightly tap the bottom of the toner bottle three or four times.

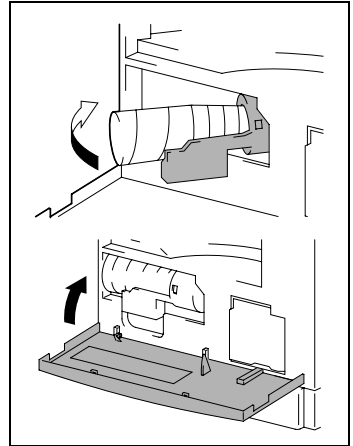


- 6 Close the toner bottle holder, and then close the front cover.

When the front cover is closed, the toner automatically begins refilling.

? Are copies faint immediately after the toner bottle is replaced?

- Perform the toner replenisher function in the utility mode. For details, refer to “Performing TONER REPLENISHER” on page 7-18.

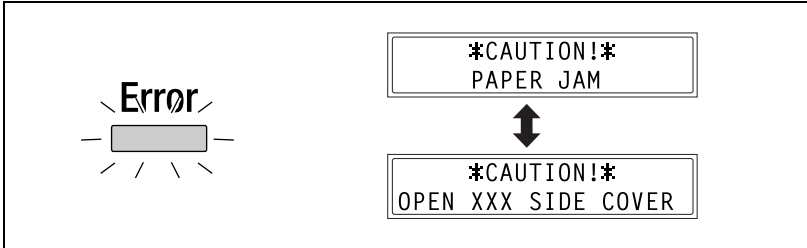


## 8.2 When the message PAPER JAM appears

### PAPER JAM message

If a paper misfeed occurs while copying or printing, the message shown below appears, and copying or printing stops.

Follow the appropriate procedure described below to clear the misfed paper.



A message indicating the location of the paper misfeed appears in the bottom line of the screen.

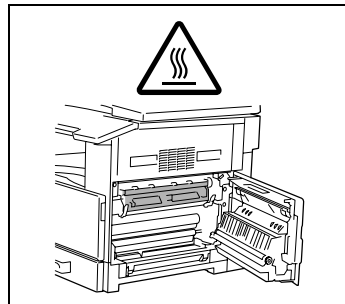
Message	Location of the paper misfeed
OPEN 1st SIDE COVER	Multi bypass tray (p. 8-11) Inside the main unit or 1st tray (p. 8-7)
OPEN 2nd (3rd/4th/5th) SIDE COVER	2nd tray (3rd/4th/5th tray) (p. 8-10)



## CAUTION

The area around the fusing unit is extremely hot.

- Touching any part other than those indicated may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.

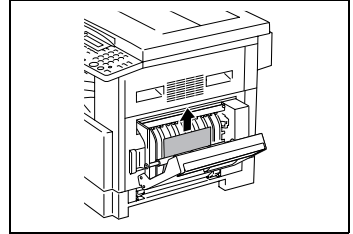




### Clearing a paper misfeed in the duplex unit

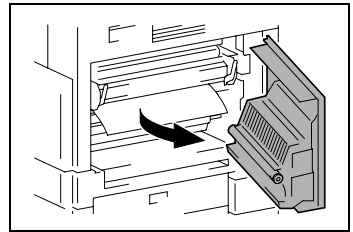
The optional duplex unit must be installed. (bizhub 210 only)

- 1 Open the duplex unit door.
- 2 Carefully pull out any misfeed paper.
- 3 Close the duplex unit door.



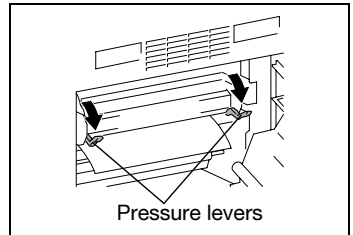
### Clearing a paper misfeed in the main unit or 1st tray

- 1 Open the side cover of the main unit.

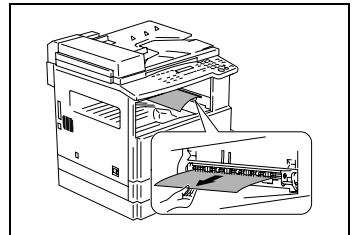


- 2 Pull down the pressure levers.

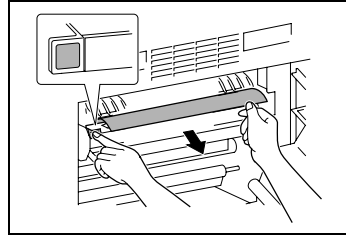
- ? Have the necessary precautions been observed when pulling down the pressure levers?
- Only hold the green part of the Pressure levers when pulling them down.



- 3 Slowly pull out the paper.



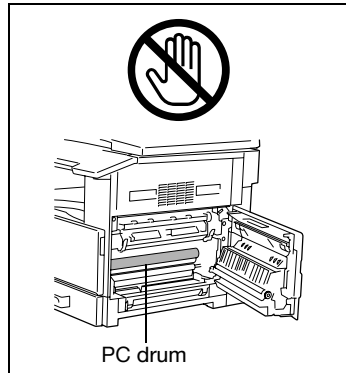
- 4 While holding the guide plate pressed down, slowly pull out the paper.



## CAUTION

Decreased copy quality may result if the surface of the PC drum is touched.

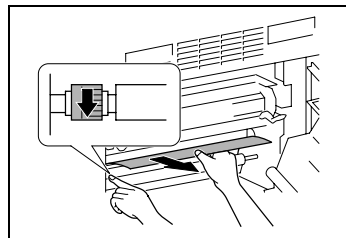
- Be careful not to touch the surface of the PC drum.



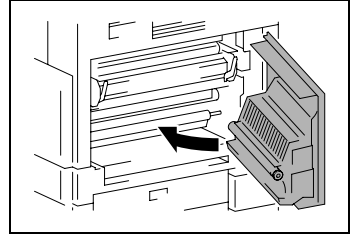
- 5 While turning the knob on the roller, slowly pull out the paper.

? Have the necessary precautions been observed when turning the roller?

- Only turn the green knob when turning the roller.
- Be careful not to touch the surface of the PC drum.

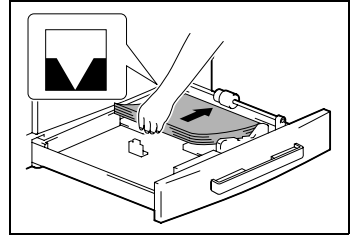


- 6 Close the side cover of the main unit.



- 7 Pull out the 1st tray.

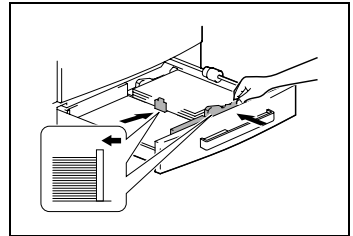
- 8 Remove all paper from the tray, and then place the paper into the tray again.



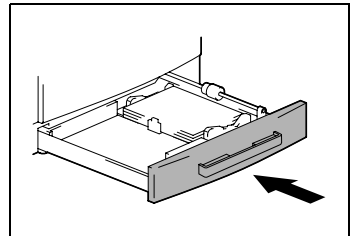
- 9 Slide the paper guides against the edges of the paper.

? Is the paper guide positioned correctly?

→ Make sure that the paper guides are pushed up against the edges of the paper.

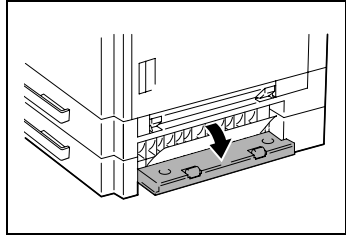


- 10 Close the 1st tray.

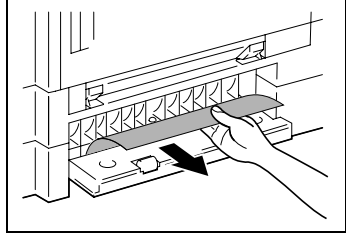


**Clearing a paper misfeed in the 2nd/3rd/4th/5th tray**

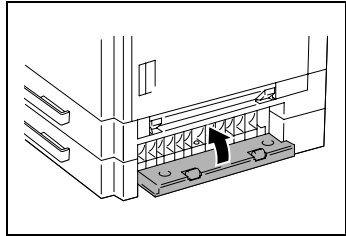
- 1** Open the side cover of the 2nd/3rd/4th/5th tray.



- 2** Slowly pull out the paper.



- 3** Close the side cover of the 2nd/3rd/4th/5th tray.

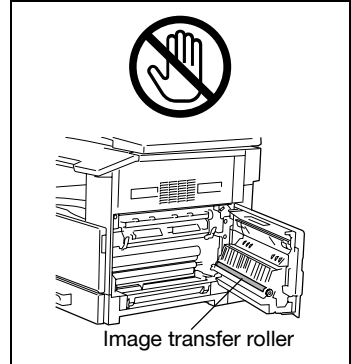


## Clearing a paper misfeed in the multi bypass tray

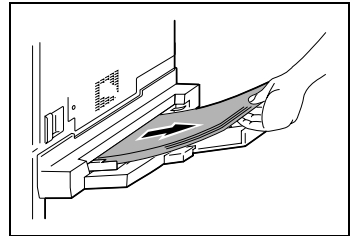
### CAUTION

Decreased copy quality may result if the surface of the image transfer roller is touched.

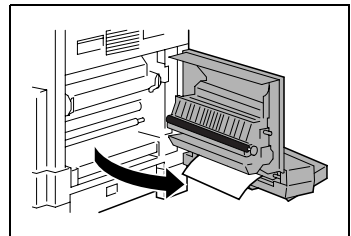
- Be careful not to touch the surface of the image transfer roller.



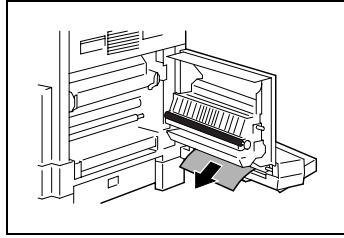
- 1 Remove all paper from the multi bypass tray.



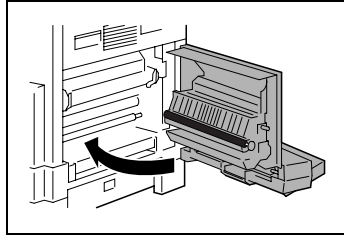
- 2 Open the side cover of the main unit.



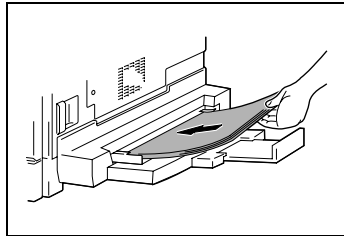
- 3 Slowly pull out the paper.



- 4 Close the side cover of the main unit.



- 5 Load the paper into the multi bypass tray again.

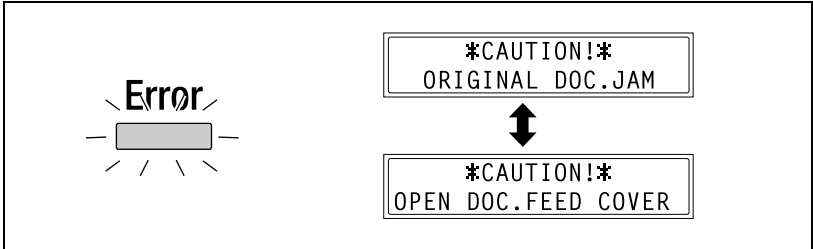


## 8.3 When the message ORIGINAL DOC. JAM appears

### ORIGINAL DOC. JAM message

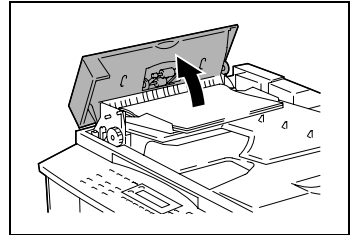
If a document misfeed occurs while the document is being fed, the message shown below appears, and copying or printing stops.

Remove the misfed document according to the following procedure.

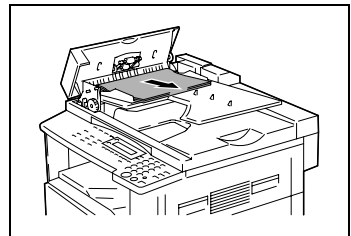


### Clearing a misfeed in the automatic document feeder (DF-502)

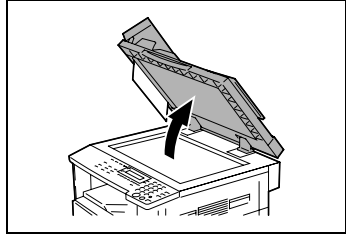
- 1 Open the document feeder cover.



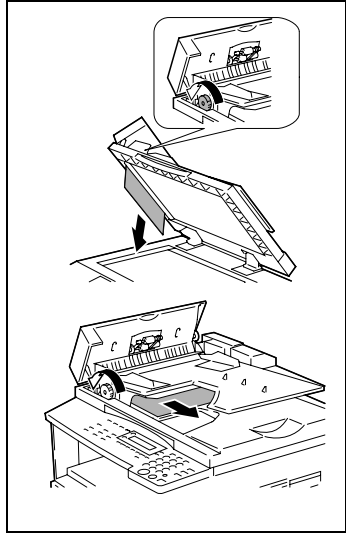
- 2 Unload the document from the document feeder tray.



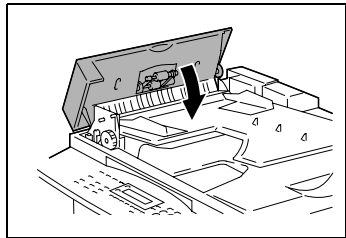
- 3 Raise the automatic document feeder.



- 4 While turning the document feed knob in the direction of the arrow, gently pull out the original.

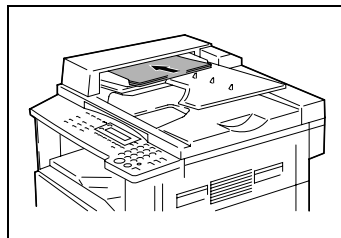


- 5 Close the automatic document feeder and the document feeder cover.





- 6 Load the documents removed in step 2 back into the tray.

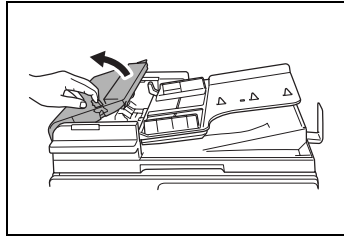


**Note**

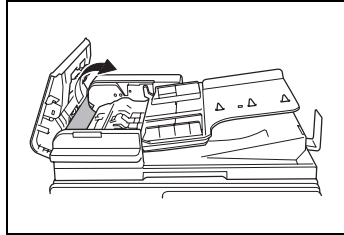
*If RETURN 1 (2) ORIG. to ADF and PRESS START KEY appears on the display, also load the one or two document pages that caused the paper misfeed.*

**Clearing a misfeed in the reverse automatic document feeder (DF-605)**

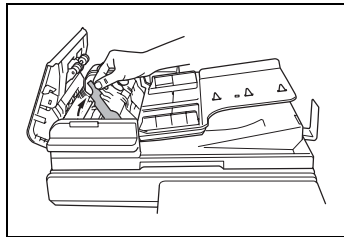
- 1** Pull up the lever for the document feeder cover to open the cover.



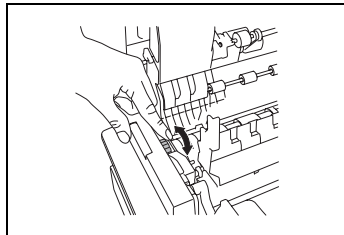
- 2** Carefully pull out any misfed documents.



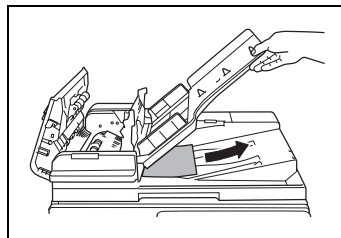
- 3** Swing up the document guide lever.



- 4** Turn the document feed knob to feed out any misfed documents.






- 5 While supporting the document feed tray with your right hand, carefully pull out any misfed documents.
- 6 Return the document guide lever to its original position, and then close the document feeder cover.



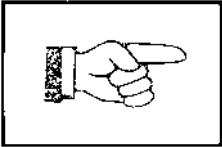
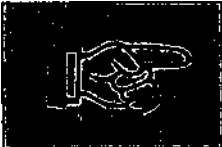



## 8.4 What does each message mean?

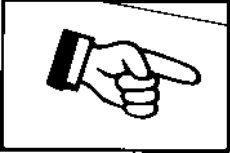
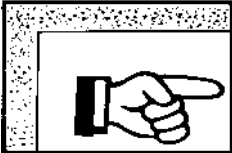
Message	Cause	Remedy
PAPER JAM  (Flashing alternately) OPEN XXX SIDE COVER	A paper misfeed occurred in the main unit.  All misfed paper was not removed from the main unit.	Open the cover at the indicated location, and then remove the misfed paper. ("When the message PAPER JAM appears" on page 8-6)
ORIGINAL DOC.JAM  (Flashing alternately) OPEN DOC.FEED COVER	A paper misfeed occurred in the document feeder. All misfed paper was not removed from the document feeder.	Open the document feeder cover and the document feeder, and then remove the misfed paper. ("When the message ORIGINAL DOC. JAM appears" on page 8-13)
REMOVE PAPER IN BYPASS TRAY	Paper is loaded in the manual bypass.	Remove the paper from the manual bypass.
FRONT COVER OPEN  (Flashing alternately) CLOSE FRONT COVER	The front cover of the main unit is open or not securely closed.	Securely close the front cover.
DUPLEX COVER OPEN  (Flashing alternately) CLOSE DUPLEX COVER	The duplex unit cover is open or not securely closed.	Securely close the duplex unit cover.
DOCUMENT COVER OPEN  (Flashing alternately) CLOSE DOCUMENT COVER	The document feeder is lifted up (while a document is loaded into it).	Securely close the document feeder.
DOC.FEED COVER OPEN  (Flashing alternately) CLOSE DOC.FEED COVER	The document feeder cover is open.	Securely close the document feeder cover.
TONER EMPTY  (Flashing alternately) SUPPLY TONER	The toner is empty. Copying and printing cannot be performed.	Replace the toner bottle with a new one. ("Replacing the toner bottle" on page 8-4)
PAPER EMPTY  (Flashing alternately) LOAD PAPER (#XXX)	The selected paper tray has run out of paper. "#" indicates the paper tray, and "XXX" indicates the paper size.	Load paper of the specified size into the specified paper tray.

Message	Cause	Remedy
SET ORIGINAL TO ADF	A document was not loaded into the document feeder before beginning a copy function (such as, "2in1" copying or "Mixed orig." copying) that uses the document feeder. Otherwise, the document feeder is lifted up.	Load a document into the document feeder. Securely close the document feeder.
REMOVE PAPER	When interrupting a copy job to perform a different copy operation other than the "Book separation" function, the document for the interrupted copy job was left in the document feeder.	Remove the document from the document feeder.
TEXT/P×1.00 ([A])#XXX:EMPTY	(While specifying copy settings) The selected paper tray has run out of paper. "#" indicates the paper tray, and "XXX" indicates the paper size.	Either load paper of the specified size into the specified paper tray, or press the [Paper] key and select a different paper size.
NO SUITABLE PAPER  (Flashing alternately) LOAD PAPER (#XXX)	<ul style="list-style-type: none"> <li>While copying, the size of the paper in the selected paper tray has changed.</li> <li>While copying documents with mixed sizes using the auto paper function, paper of a suitable size could not be found. "#" indicates the paper tray, and "XXX" indicates the paper size.</li> </ul>	Either load paper of the specified size, or press the [Paper] key and select a different paper size.
APS SIZE ERROR	While copying using the auto paper function, paper of a suitable size could not be found.	Either load paper of a suitable size, or press the [Paper] key and select a different paper size.
AMS SIZE ERROR	While copying using the auto size function, the combination of the document and paper sizes caused the zoom ratio to exceed the range between ×0.5 and ×2.0.	Either load paper of a suitable size, or use the [▼] and [▲] keys to specify the zoom ratio.
PAPER SIZE ERROR  (Flashing alternately) RESET PAPER (#XXX)	The paper loaded in the paper tray caused a size error. "#" indicates the paper tray, and "XXX" indicates the paper size.	Pull open the paper tray with the size error, and then close it again. Check if a custom paper size has been entered, and correct the paper size using the appropriate utility mode function.
MEMORY FULL  (Flashing alternately) PRESS ANY KEY	The size of the data for the scanned image has exceeded the capacity of the memory.	Press any key, or turn the machine off, then on again. (The scanned data should be cleared from the memory.)

Message	Cause	Remedy
PC PRINT MEMORY FULL	The image data received from the computer has exceeded the capacity of the memory.	Press any key, or turn the machine off, then on again. (The received image data should be cleared from the memory.)
SET PLUG-IN COUNTER	A counter key is not inserted.	Insert the counter key.
UPPER TRAY FULL ↕ (Flashing alternately) REMOVE PAPER	If the optional job separator is installed and the paper in the upper copy tray has reached the maximum capacity, printing cannot continue.	Remove all paper from the upper copy tray of the job separator.
TRAY MOVEMENT ERROR ↕ (Flashing alternately) PRESS ANY KEY	The optional job separator is installed and the paper in either the upper copy tray or the lower copy tray has reached the maximum capacity when the machine is turned on, when copying begins, or when starting to print.	Remove the paper from the upper copy tray or the lower copy tray of the job separator, and then press any key.
CALL SERVICE(M1)	A maintenance is due.	Contact your service representative.
CALL SERVICE(M2)	The imaging unit should be replaced.	Contact your service representative.
MACHINE TROUBLE ↕ (Flashing alternately) (C####)	Some problem occurred in the machine.	Turn the machine off, then on again. If the error is still displayed, contact your service representative.


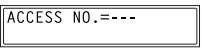
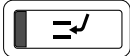
## 8.5 When incorrect copies are produced

Symptom	Possible cause	Remedy
The copy is too light. 	The copy density is set to light.	Use the Auto/Photo key [▶] to select a darker copy density (p. 3-54).
	The paper is damp.	Change the paper. (p. 4-6)
The copy is too dark. 	The copy density is set to dark.	Use the Auto/Photo key [◀] to select a lighter copy density (p. 3-54).
	The original is not held tightly against the original glass.	Place the original in position so that it is held tightly against the original glass. (p. 4-12)
The copy is blurry. 	The paper is damp.	Change the paper. (p. 4-6)
	The original is not held tightly against the original glass.	Place the original in position so that it is held tightly against the original glass. (p. 4-12)
The copy has dark specks or spots. 	The original glass surface is dirty.	Wipe the original glass clean with a soft, dry cloth. (p. 9-8)
	The document pad is dirty.	Clean the document pad with a soft cloth dampened with a mild detergent. (p. 9-8)
	The original is highly transparent.	Place a blank sheet of paper over the original. (p. 4-13)
The copy has lines. 	The original is 2-sided.	If a thin double-sided document is being copied, the information on the back side may be reproduced in the copy. Use the Auto/Photo key [◀] to select a lighter density for the background. (p. 3-54)
	The imaging unit has reached the end of its service life.	Contact your service representative.
	The document pad is dirty.	Clean the document pad with a soft cloth dampened with a mild detergent. (p. 9-8)

Symptom	Possible cause	Remedy
<p>The image is not aligned properly on the paper.</p> 	The original is not placed in the correct position.	Correctly position the document against the document scales. (p. 4-12) If the document feeder is installed, correctly adjust the document guide plates for the size of the document. (p. 4-10)
	The document is not positioned correctly in the document feeder.	Lift open the document feeder, and correctly position the document against the document scales. (p. 4-12)
	The document guide plates are not slid up against the edges of the document.	Slide the document guide plates against the edges of the document.
	The paper has an excessive curl.	Smooth out curls in the paper and reload the paper stack in the tray.
<p>The edge of the copy is dirty.</p> 	The document pad is dirty.	Clean the document pad with a soft cloth dampened with a mild detergent. (p. 9-8)
	The selected paper size is larger than the document (with a Zoom setting of $\times 1.00$ ).	Select a copy paper size that is the same as the size of the document. (p. 3-41) Otherwise, select the auto size function to enlarge the copy to the selected paper size. (p. 3-48)
	The orientation of the document is different from the orientation of the copy (with a Zoom setting of $\times 1.00$ ).	Select a copy paper size that is the same as the size of the document. Otherwise, select a copy orientation that is the same as the orientation of the document.
	The copy was reduced to a size smaller than the paper (with a reduced zoom ratio).	Select a zoom ratio that adjusts the copy size to the size of the selected paper. (p. 3-48) Otherwise, select the auto size function to reduce the copy to the selected paper size. (p. 3-41)



## 8.6 When copying is not performed correctly

Symptom	Possible cause	Remedy
Nothing appears in the display.	Is only the [Start] key lit green?	The energy save mode is enabled. Press any key on the control panel to cancel energy save mode. (p. 3-19)
	The "AUTO SHUT OFF" function was activated.	Set the power switch to  (p. 3-17).
The [Start] key indicator does not light up green.	A user (section) access number has not been entered. 	Enter the user (section) access number according to the instructions in access numbers (p. 6-24).
Even though the [Start] key is pressed, no copies are made.	If the "Error" indicator on the control panel is lit, an error has occurred.	Follow the instructions in any messages that appear on the display.
	The machine has just been turned on and is warming up.	It takes the machine less than 30 seconds to be ready to make copies after it has been turned on. Please wait.
The machine cannot be set to copy mode.	The machine is in Interrupt mode (the Interrupt indicator is lit). 	Press the [Interrupt] key to cancel Interrupt mode. (p. 3-56)
The machine does not operate when it is turned on.	The power cord is left unplugged.	Plug the power cord into the power outlet.
	The room's circuit breaker is open.	Close the room's circuit breaker.





**Miscellaneous**

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## 9 Miscellaneous

### 9.1 Specifications

#### Main unit bizhub 162/210

Specification	bizhub 162	bizhub 210
Type	Desktop/Console*	
Platen	Stationary	
Photo conductor	OPC	
Copying system	Electro photographic printing system	
Developing system	HMT system	
Fusing system	Heat-roller-fixing system	
Resolution	600 dpi × 600 dpi	
Document	<ul style="list-style-type: none"> <li>• Types: Sheets, books, and other three-dimensional objects</li> <li>• Size: Maximum A3 □, Ledger □ (11 × 17 □)</li> <li>• Weight: 3 kg</li> </ul>	
Paper types	<ul style="list-style-type: none"> <li>• Plain paper (60 g/m<sup>2</sup> to 90 g/m<sup>2</sup>), recycled paper (60 g/m<sup>2</sup> to 90 g/m<sup>2</sup>)</li> <li>• Special paper: Thick paper (91 g/m<sup>2</sup> to 157 g/m<sup>2</sup>), OHP transparencies, postcards, envelopes and label sheets</li> </ul> Special paper can only be fed through the 1st tray and the manual bypass.	
Paper sizes	<b>1st Tray</b> <ul style="list-style-type: none"> <li>• In metric: A3 □, B4 □, A4 □/□, B5 □/□, A5 □/□, FLS (210 mm × 330 mm)</li> <li>• In inches: Ledger □, 11 × 14 □, Legal □, Letter □/□, Invoice □/□ (5-1/2 × 8-1/2 □/□)</li> </ul> <b>Manual bypass</b> Width: 90 mm to 297 mm, length: 140 mm to 432 mm	
Paper capacity	<b>1st Tray</b> <ul style="list-style-type: none"> <li>• Plain or recycled paper: 250 sheets</li> <li>• Special paper (cards, OHP transparencies, postcards, label sheets): 20 sheets</li> <li>• Envelopes: 10 envelopes</li> </ul> <b>Manual bypass</b> <ul style="list-style-type: none"> <li>• Plain, recycled or special paper: 1 sheet</li> </ul>	
Warm-up time	Less than 30 seconds (at room temperature (23°C))	Less than 15 seconds (at room temperature (23°C))
First-page print time	Less than 7 seconds (using the original glass and 1st tray) Less than 11 seconds (using the document feeder and 1st tray)	

Specification	bizhub 162	bizhub 210
Copy speed	7 sheets/minute (A3 ☐) 13 sheets/minute (A4 ☐) 16 sheets/minute (A4 ☒) 18 sheets/minute (B5 ☒)	12 sheets/minute (A3 ☐) 16 sheets/minute (A4 ☐) 21 sheets/minute (A4 ☒) 23 sheets/minute (B5 ☒)
Magnification ratios	<ul style="list-style-type: none"> <li>• Full size: × 1.00</li> <li>• Enlargement ratios: × 1.15, × 1.41, × 2.00, and × 4.00</li> <li>• Reduction ratios: × 0.81, × 0.70, × 0.50, and × 0.25</li> <li>• Zoom ratios: × 0.25 to × 4.00 (in 0.01 increments)</li> </ul>	
Multiple copies	1 to 99 sheets	
Density control	Automatic, manual	
Image loss	<ul style="list-style-type: none"> <li>• Leading edge: 4 mm,                      Trailing edge: 4 mm,</li> <li>• Rear edge: 4 mm,                         Front edge: 4 mm</li> </ul>	
Power requirements	AC 220 to 240 V: 4.5 A (bizhub 162), 5.7 A (bizhub 210), 50/60 Hz	
Power consumption	AC 230 V: 1050 W (bizhub 162), 1250 W (bizhub 210)	
Size	599 mm (width) × 620 mm (depth) × 520 mm (height) (including original cover)	
Weight	38 kg	
Standard memory	Copier: 32 MB (Can be increased to a maximum of 96 MB.)	

\* Depend on number of paper feed unit option.

### Automatic duplex unit AD-504

Specification	
Paper types	Plain paper (60 g/m <sup>2</sup> to 90 g/m <sup>2</sup> ), recycled paper (60 g/m <sup>2</sup> to 90 g/m <sup>2</sup> )
Paper sizes	A3 ☐, A4 ☐/☒, A5 ☐/☒, B4 ☐, B5 ☐/☒, FLS ☐, Ledger ☐, Legal ☐, Letter ☐/☒, Invoice ☐/☒
Power requirements	Supplied from main unit
Power consumption	Less than 9 W
Dimensions	412 mm (width) × 88 mm (depth) × 215 mm (height)
Weight	1.4 kg

## Reverse automatic document feeder DF-605










Specification	
Document feed method	<ul style="list-style-type: none"> <li>• Standard method: Single-sided documents and double-sided documents</li> <li>• Mixed document sizes: Single-sided documents and double-sided documents</li> </ul>
Document type	<ul style="list-style-type: none"> <li>• Standard method: Plain paper Single-sided: 35 g/m<sup>2</sup> to 128 g/m<sup>2</sup> Double-sided: 50 g/m<sup>2</sup> to 128 g/m<sup>2</sup></li> <li>• "Mixed orig." function: Plain paper (50 g/m<sup>2</sup> to 128 g/m<sup>2</sup>)</li> </ul>
Document size	<ul style="list-style-type: none"> <li>• Standard method: A3 ☐, B4 ☐, A4 ☐/☐, B5 ☐/☐, A5 ☐/☐, B6 ☐</li> <li>• Mixed document sizes: Refer to the table below.</li> </ul>
Document loading capacity	Maximum 80 sheets (80 g/m <sup>2</sup> )
Power consumption	Less than 48 W
Size	582 mm (width) × 558 mm (depth) × 145 mm (height)
Weight	Less than 9.4 kg

## Mixed width document sizes (DF-605)












Maximum document width	297 mm		257 mm		210 mm		182 mm	148 mm
	A3 ☐	A4 ☐	B4 ☐	B5 ☐	A4 ☐	A5 ☐	B5 ☐	A5 ☐
297 mm	A3 ☐	○	○	—	—	—	—	—
	A4 ☐	○	○	—	—	—	—	—
257 mm	B4 ☐	○	○	○	○	—	—	—
	B5 ☐	○	○	○	○	—	—	—
210 mm	A4 ☐	○	○	○	○	○	○	—
	A5 ☐	○	○	○	○	○	○	—
182 mm	B5 ☐	—	—	○	○	○	○	○
148 mm	A5 ☐	—	—	—	—	—	—	○

\* ○: Copying possible —: Copying not possible

## Automatic document feeder DF-502

Specification	
Document feed method	<ul style="list-style-type: none"> <li>• Standard method: Single-sided documents</li> <li>• Mixed document sizes: Single-sided documents</li> </ul>
Document type	<ul style="list-style-type: none"> <li>• Standard method: Plain paper (50 g/m<sup>2</sup> to 110 g/m<sup>2</sup>)</li> <li>• "Mixed orig." function: Plain paper (60 g/m<sup>2</sup> to 90 g/m<sup>2</sup>)</li> </ul>
Document size	<ul style="list-style-type: none"> <li>• Standard method: A3 , B4 , A4 , B5 , A5 </li> <li>• Mixed document sizes: Combination of A3  and A4 , B4  and B5 </li> </ul>
Document loading capacity	Maximum 50 sheets (80 g/m <sup>2</sup> )
Power consumption	Less than 36 W
Size	598 mm (width) × 483 mm (depth) × 102 mm (height)
Weight	Less than 6.3 kg

## Paper feed unit PF-502

Specification	
Paper types	Plain paper (60 g/m <sup>2</sup> to 90 g/m <sup>2</sup> ), recycled paper (60 g/m <sup>2</sup> to 90 g/m <sup>2</sup> )
Paper sizes	<ul style="list-style-type: none"> <li>• In metric: A3 , B4 , A4 , B5 , A5 , FLS (210 mm × 330 mm)</li> <li>• In inches: Ledger , 11 × 14 , Legal , Letter , Invoice  (5-1/2 × 8-1/2 </li> </ul>
Paper capacity	250 sheets
Power consumption	Less than 9 W
Size	590 mm (width) × 558 mm (depth) × 108 mm (height)
Weight	5.5 kg








**Shift tray SF-501**

Specification	
Shifting amount	28 mm
Paper capacity	250 sheets
Power consumption	Less than 63 W

**Job separator JS-503**

Specification	
Paper types	<ul style="list-style-type: none"> <li>• Plain paper (60 g/m<sup>2</sup> to 90 g/m<sup>2</sup>), recycled paper (60 g/m<sup>2</sup> to 90 g/m<sup>2</sup>)</li> <li>• Special paper: Cards (91 g/m<sup>2</sup> to 157 g/m<sup>2</sup>), OHP transparencies, post-cards, envelopes, and label sheets</li> </ul>
Paper capacity	<p><b>Upper Copy Tray</b></p> <ul style="list-style-type: none"> <li>• Plain or recycled paper: 100 A4-size sheets, 50 sheets of other than A4 size (stacked up to 22 mm high)</li> <li>• Special paper: 10 sheets</li> </ul> <p><b>Lower Copy Tray</b></p> <ul style="list-style-type: none"> <li>• Plain or recycled paper: 150 A4-size sheets, 75 sheets of other than A4 size</li> <li>• Special paper: 20 sheets</li> </ul>
Power consumption	Less than 24 W

**Multi bypass tray MB-501**

Specification	
Paper types	<ul style="list-style-type: none"> <li>• Plain paper (60 g/m<sup>2</sup> to 90 g/m<sup>2</sup>), recycled paper (60 g/m<sup>2</sup> to 90 g/m<sup>2</sup>)</li> <li>• Special paper: Cards (91 g/m<sup>2</sup> to 157 g/m<sup>2</sup>), OHP transparencies, post-cards, envelopes, and label sheets</li> </ul>
Paper sizes	A3  , B4  , A4  , B5  , A5  , FLS (210 mm × 330 mm) (Width: 90 mm to 297 mm; Length: 140 mm to 432 mm)
Paper capacity	<ul style="list-style-type: none"> <li>• Plain or recycled paper: 100 sheets</li> <li>• Special paper (cards, OHP transparencies, postcards, label sheets): 20 sheets</li> <li>• Envelopes: 10 envelopes</li> </ul>
Power consumption	Less than 9 W
Size	(Maximum) 439 mm (width) × 435 mm (depth) × 137 mm (height)
Weight	3.1 kg

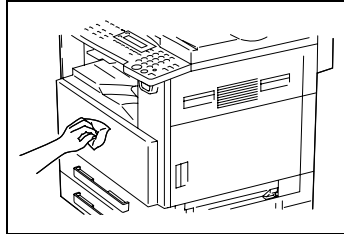
## 9.2 Care of the machine

### Cleaning

Turn off the machine before cleaning it.

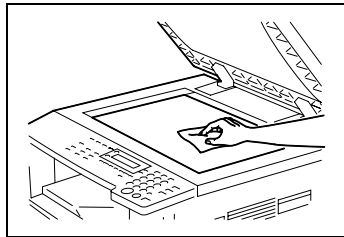
### Housing cover

- Wipe the surface of the housing cover with a soft cloth dampened with a mild household detergent.



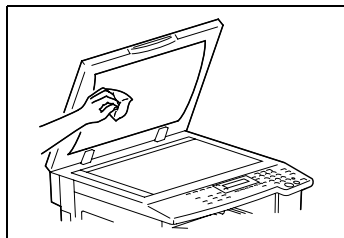
### Original glass

- Wipe the surface of the original glass clean with a soft, dry cloth.



### Document pad

- Wipe the surface of the document pad clean with a soft cloth dampened with alcohol.



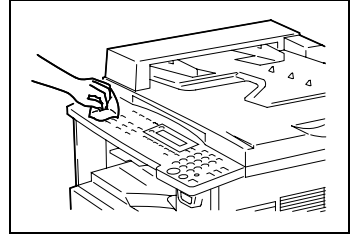
## Control panel

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### **CAUTION**

**Incorrectly cleaning the control panel keys may damage them.**

- Never use mild household detergent or glass cleaner to clean the control panel.
- Wipe the surface of the control panel clean with a soft, dry cloth.



### 9.3 Function combination matrix

Function combination matrix for bizhub 162

Function	Media 0: Not supported										Paper source		Tray: 0: Not supported		Zoom ratio		Image			Zoom		Scan		Fax		E-mail		
	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS	MMS
<b>M: In A: S: Line</b>																												
<b>Registration</b>																												
Registration (Manual Paper)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Registration (Manual Paper, Tray Paper)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Registration (Manual Paper, Tray Paper, Duplex)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Registration (Manual Paper, Tray Paper, Duplex, Two-Sided)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Registration, setting</b>																												
MMS	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Zoom ratio</b>																												
Zoom (1:1)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Image</b>																												
Image (Manual Paper)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Image (Manual Paper, Tray Paper)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Image (Manual Paper, Tray Paper, Duplex)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Image (Manual Paper, Tray Paper, Duplex, Two-Sided)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Zoom</b>																												
Zoom (Manual Paper)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Zoom (Manual Paper, Tray Paper)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Zoom (Manual Paper, Tray Paper, Duplex)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Scan</b>																												
Scan (Manual Paper)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Scan (Manual Paper, Tray Paper)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Scan (Manual Paper, Tray Paper, Duplex)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Fax</b>																												
Fax (Manual Paper)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Fax (Manual Paper, Tray Paper)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Fax (Manual Paper, Tray Paper, Duplex)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>E-mail</b>																												
E-mail (Manual Paper)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
E-mail (Manual Paper, Tray Paper)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
E-mail (Manual Paper, Tray Paper, Duplex)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>M: In A: S: Power</b>																												
Power (Manual Paper)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Power (Manual Paper, Tray Paper)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Power (Manual Paper, Tray Paper, Duplex)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*

### Function combination matrix for bizhub 210

	Mode B: Set second	Paper source	Zoom ratio	Mode	Document	Copy	Erase	Finishing	
	AMS	Manual Paper Selection (1st Bypass Tray) Paper set	Fixed Zoom Ratio	Text Auto Density	Duplex Document	Duplex 2in Copy	Upper	Sort Copy	White/Black Reversal
	AMS	Manual Paper Selection (Manual Bypass Tray) Paper set	Zoom Up/Down Ratio	Photograph Manual Density	Mixed Document	4in1 Copy	Frame	Non-sort Copy	
	AMS	Manual Paper Selection (Multiple Bypass Tray) Paper set	Zoom Up/Down Ratio	Text/Photo Manual Density	Duplex + Mixed Document	Duplex 2in1 Copy	Center	Frame + Center	
	AMS	AMS	Text/Photo Auto Density	Text Manual Density	Book Separation	Duplex 4in1 Copy	Margin Copy	Sort Copy	
	AMS	AMS	Text/Photo Auto Density	Sheet Document (One-sided)	One-sided Copy	Margin Copy	Left	Group Copy	
	AMS	AMS	Text/Photo Auto Density	Duplex Document	Duplex Copy	Margin Copy	Upper	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	Mixed Document	2in1 Copy	Margin Copy	Frame	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	Duplex + Mixed Document	4in1 Copy	Margin Copy	Center	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	Book Separation	Duplex 2in1 Copy	Margin Copy	Margin Copy	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	One-sided Copy	Duplex 4in1 Copy	Margin Copy	Left	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	Duplex Copy	Margin Copy	Margin Copy	Upper	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	2in1 Copy	Margin Copy	Margin Copy	Frame	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	4in1 Copy	Margin Copy	Margin Copy	Center	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	Duplex 2in1 Copy	Margin Copy	Margin Copy	Margin Copy	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	Duplex 4in1 Copy	Margin Copy	Margin Copy	Margin Copy	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	Margin Copy	Margin Copy	Margin Copy	Margin Copy	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	Left	Margin Copy	Margin Copy	Left	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	Upper	Margin Copy	Margin Copy	Upper	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	Frame	Margin Copy	Margin Copy	Frame	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	Center	Margin Copy	Margin Copy	Center	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	Frame + Center	Margin Copy	Margin Copy	Frame + Center	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	Non-sort Copy	Margin Copy	Margin Copy	Non-sort Copy	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	Sort Copy	Margin Copy	Margin Copy	Sort Copy	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	Group Copy	Margin Copy	Margin Copy	Group Copy	White/Black Reversal	
	AMS	AMS	Text/Photo Auto Density	White/Black Reversal	Margin Copy	Margin Copy	White/Black Reversal	White/Black Reversal	White/Black Reversal
	AMS	AMS	Text/Photo Auto Density	White/Black Reversal	Margin Copy	Margin Copy	White/Black Reversal	White/Black Reversal	White/Black Reversal
Mode A: Set first									
APPS	/	/	/	/	/	/	/	/	/
Manual Paper Selection (1st Bypass Tray) Paper set	/	/	/	/	/	/	/	/	/
Manual Paper Selection (Manual Bypass Tray) Paper set	/	/	/	/	/	/	/	/	/
Manual Paper Selection (Multiple Bypass Tray) Paper set	/	/	/	/	/	/	/	/	/
Copy quantity setting	/	/	/	/	/	/	/	/	/
AMS	/	/	/	/	/	/	/	/	/
Fixed Zoom Ratio	/	/	/	/	/	/	/	/	/
Zoom Up/Down Ratio	/	/	/	/	/	/	/	/	/
Zoom/Photo Zoom Ratio	/	/	/	/	/	/	/	/	/
Text/Photo Auto Density	/	/	/	/	/	/	/	/	/
Text Auto Density	/	/	/	/	/	/	/	/	/
Photograph Manual Density	/	/	/	/	/	/	/	/	/
Text/Photo Manual Density	/	/	/	/	/	/	/	/	/
Text Manual Density	/	/	/	/	/	/	/	/	/
Sheet Document (One-sided)	/	/	/	/	/	/	/	/	/
Duplex Document	/	/	/	/	/	/	/	/	/
Mixed Document	/	/	/	/	/	/	/	/	/
Duplex + Mixed Document	/	/	/	/	/	/	/	/	/
Book Separation	/	/	/	/	/	/	/	/	/
One-sided Copy	/	/	/	/	/	/	/	/	/
Duplex Copy	/	/	/	/	/	/	/	/	/
2in1 Copy	/	/	/	/	/	/	/	/	/
4in1 Copy	/	/	/	/	/	/	/	/	/
Duplex 2in1 Copy	/	/	/	/	/	/	/	/	/
Duplex 4in1 Copy	/	/	/	/	/	/	/	/	/
Margin Copy	/	/	/	/	/	/	/	/	/
Left	/	/	/	/	/	/	/	/	/
Upper	/	/	/	/	/	/	/	/	/
Frame	/	/	/	/	/	/	/	/	/
Center	/	/	/	/	/	/	/	/	/
Frame + Center	/	/	/	/	/	/	/	/	/
Non-sort Copy	/	/	/	/	/	/	/	/	/
Sort Copy	/	/	/	/	/	/	/	/	/
Group Copy	/	/	/	/	/	/	/	/	/
White/Black Reversal	/	/	/	/	/	/	/	/	/
White/Black Reversal	/	/	/	/	/	/	/	/	/

### Function combination codes

Code	Description
○	The functions can be combined.
x	When mode B is set, mode A is canceled automatically.
-	The functions cannot be combined. Mode B cannot be set.
\	This combination possibility does not exist during operation.
(1)	APPS is skipped.
(2)	Book separation can be combined with sort/group. However, regardless of the selected finishing setting, the final output is the same.
(3)	Book separation + duplex can be combined with sort/group. However, regardless of the selected finishing setting, the final output is the same.

## 9.4 Paper size and zoom ratio tables

### Paper sizes

Paper format	Metric size	English size
A3	297 mm × 420 mm	11-3/4 × 16-1/2
A4	210 mm × 297 mm	8-1/4 × 11-3/4
A5	148 mm × 210 mm	5-3/4 × 8-1/4
A6	105 mm × 148 mm	4-1/4 × 5-3/4
B4	257 mm × 364 mm	10 × 14-1/4
B5	182 mm × 257 mm	7-1/4 × 10
B6	128 mm × 182 mm	5 × 7-1/4

Paper format		English size	Metric size
Ledger		11 × 17	279 mm × 432 mm
11 × 14		11 × 14	279 mm × 356 mm
Computer		10-1/8 × 14	257 mm × 356 mm
10 × 14		10 × 14	254 mm × 356 mm
9-1/4 × 14		9-1/4 × 14	236 mm × 356 mm
Legal		8-1/2 × 14	216 mm × 356 mm
Foolscap	Government Legal	8-1/2 × 13	216 mm × 330 mm
Foolscap		8 × 13	203 mm × 330 mm
Foolscap		8-2/3 × 13	220 mm × 330 mm
Foolscap	Folio	8-1/4 × 13	210 mm × 330 mm
8-1/4 × 11-3/4		8-1/4 × 11-3/4	210 mm × 301 mm
Letter		8-1/2 × 11	216 mm × 279 mm
Government Letter		8 × 10-1/2	203 mm × 267 mm
Quarto		8 × 10	203 mm × 254 mm
Statement	Invoice	5-1/2 × 8-1/2	140 mm × 216 mm

**Zoom ratios**

<b>Metric sizes</b>		
<b>Document paper size</b>	<b>Desired paper size</b>	<b>Zoom ratio</b>
A3 297 mm × 420 mm 11-3/4 × 16-1/2	A4	× 0.70
	A5	× 0.50
	B4	× 0.86
	B5	× 0.61
A4 210 mm × 297 mm 8-1/4 × 11-3/4	A5	× 0.70
	A6	× 0.50
	B5	× 0.86
	B6	× 0.61
	A3	× 1.41
A5 148 mm × 210 mm 5-3/4 × 8-1/4	B4	× 1.22
	A6	× 0.70
	B6	× 0.86
	A4	× 1.41
	A3	× 2.00
	B4	× 1.73
A6 105 mm × 148 mm 4-1/4 × 5-3/4	B5	× 1.22
	A4	× 2.00
	A5	× 1.41
	B5	× 1.73
B4 257 mm × 364 mm 10 × 14-1/4	B6	× 1.22
	A4	× 0.81
	A5	× 0.57
	B5	× 0.70
	B6	× 0.50
B5 182 mm × 257 mm 7-1/4 × 10	A3	× 1.15
	A5	× 0.81
	A6	× 0.57
	B6	× 0.70
	A3	× 1.64
	A4	× 1.15
B4	B4	× 1.41
	A4	× 1.15

Metric sizes		
Document paper size	Desired paper size	Zoom ratio
B6 128 mm × 182 mm 5 × 7-1/4	A6	× 0.81
	A4	× 1.64
	A5	× 1.15
	B4	× 2.00
	B5	× 1.41

English sizes		
Document paper size	Desired paper size	Zoom ratio
Ledger 11 × 17 279.4 mm × 431.8 mm	11 × 14	× 0.82
	Legal	× 0.72
	Foolscap	× 0.76
	Letter	× 0.64
	Invoice	× 0.50
11 × 15 279.4 mm × 381 mm	11 × 14	× 0.93
	Legal	× 0.77
	Foolscap	× 0.77
	Letter	× 0.73
	Invoice	× 0.50
11 × 14 279.4 mm × 355.6 mm	Legal	× 0.77
	Foolscap	× 0.77
	Letter	× 0.77
	Invoice	× 0.50
Legal 8-1/2 × 14 215.9 mm × 355.6 mm	Foolscap	× 0.92
	Letter	× 0.78
	Invoice	× 0.60
	11 × 17	× 1.21
Foolscap 8-1/2 × 13 215.9 mm × 330.2 mm	Letter	× 0.84
	Invoice	× 0.64
	11 × 17	× 1.29
	11 × 14	× 1.07
Letter 8-1/2 × 11 215.9 mm × 279.4 mm	Invoice	× 0.64
	11 × 17	× 1.29
	11 × 14	× 1.27



English sizes		
Document paper size	Desired paper size	Zoom ratio
Invoice 5-1/2 × 8-1/2 139.7 mm × 215.9 mm	11 × 17	× 2.00
	11 × 14	× 1.64
	Legal	× 1.54
	Foolscap	× 1.52
	Letter	× 1.29

Zoom ratio = Paper size/document size

1 inch = 25.4 mm

1 mm = 0.0394 inch



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# 10

**Index**

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## 10 Index

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