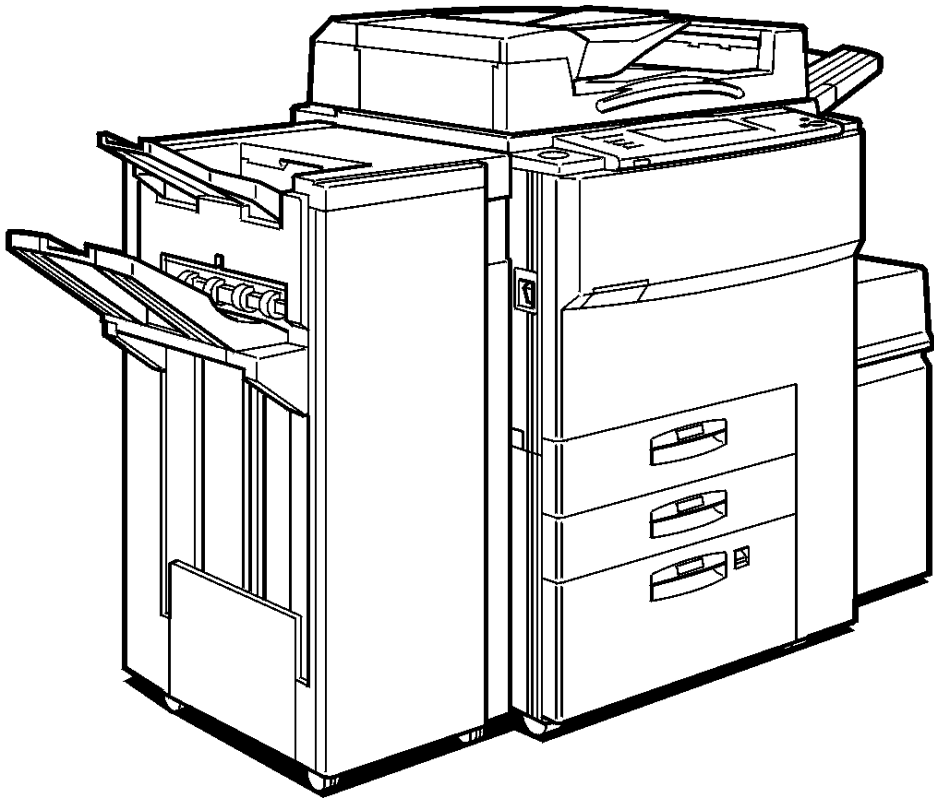
LANIER

Operator Guide

5455/5470



Digital Copier

your document management partner

When ordering supplies or requesting service for your copier, you will need to provide the model and serial number of your machine.

Please take a moment to enter your model and serial numbers here.

MODEL NUMBER: _____

SERIAL NUMBER: _____

To order supplies, call: (___) _____

To request service, call: (___) _____

Customer Vision® -
Our commitment to your
complete satisfaction

As an Energy Star Partner, Lanier Worldwide, Inc. has determined that this product meets the Energy Star guidelines for energy efficiency.

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Copier Terms I-1

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LANIER

We appreciate your business. We have designed the Operator Guide to instruct you on how to perform all the different modes of operation contained in your unit. You are encouraged to look through this Operator Guide and familiarize yourself with its layout and to try using some of the features.

Once you have had a chance to use the Operator Guide in some real-life situations, fill in the card below. Tear it out at the perforation, remove the adhesive cover strip and fold in half for mailing. This information helps us serve your needs better in the future. If you have more comments than space available, address your letters to the same address given on the back of the card. Thank you for your input.

Adhesive strip with peel-off cover

Check the box that best fits your opinion.

1. Has learning to use your new unit been easy or difficult?

Very Easy	Easy	Average	Difficult	Very Difficult

2. How well did the Operator Guide answer your questions?

Very Well	Answered Most	Average	Not So Well	Not At All

3. How well did the Help Messages answer your questions?

Very Well	Answered Most	Average	Not So Well	Not At All

4. Generally speaking, do you:

Read the Operator Guide thoroughly before using the unit	Scan through the Operator Guide for highlights	Consult the Operator Guide only when help is needed.	Seldom or never use the Operator Guide after the first week.

Please fold on this line when complete.

Remove card at perforations.

5. In your opinion, what is the unit's most important feature?

_____

_____

6. Suggestions for improving the Operator Guide or Help Messages are:

_____

_____

_____

7. Additional comments regarding Model 5455/5470 Digital Copier Operator Guide:

_____

_____

8. Before mailing, please fill in the return information on the reverse side. Remove the adhesive cover strip, fold to seal, and drop it in the mail. Thanks for participating!

Customer Vision -
our commitment to your
complete satisfaction

Name:		Title:
Company Name:		Phone Number:
Address:		
City:	State:	Zip:

POSTAL INFOR-
MATION

Lanier Worldwide, Inc.
Documentation Department
4667 N. Royal Atlanta Dr.
Tucker, GA. 30084-9615

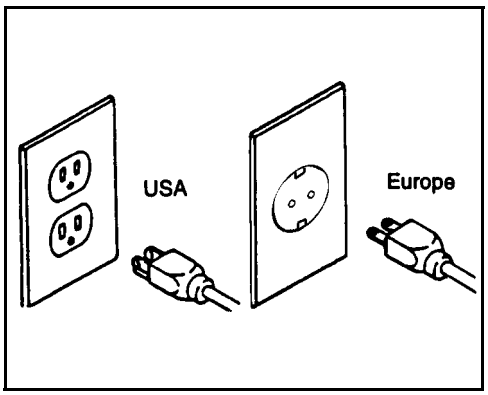
Important Safeguards

Important Safeguards

Always follow these important safeguards:

1. Read all of these instructions before using the unit.

2. Plug the power cord into a 3-conductor (grounded) outlet. Check the Specifications chapter to make sure the outlet meets the ampere rating of this unit.



   - Never ground the power cord to a gas pipe or a water pipe.
   - Keep the power cord away from hot surfaces.
   - Avoid using an extension cord if possible.
   - If you must use an extension cord, use only a 3-conductor cord rated for the ampere rating of your unit. Refer to the Specifications Chapter for this value. Power cords rated for less can overheat and become a fire hazard.

3. Do not operate the unit if any part of it is damaged, or if any part has been dropped, until it is checked by a authorized Lanier Service Technician.

4. The fusing area is hot. Exercise care in this area.

5. Do not install the unit in areas that are:

   - Damp or humid
   - Exposed to direct sunlight
   - Extremely dusty
   - Poorly ventilated
   - Close to machines generating ammonia such as diazo copy machines.
   - Subject to extreme temperature or humidity changes, for example, near an air conditioner or heater

6. Place the unit on a firm, level surface.

7. For proper ventilation and cooling, keep the unit at least 4 inches back from the wall and allow 32 inches of clearance on the left and right sides of the copier. If the optional sorter is used, allow 48 inches on the left side of the copier.

Agency Certifications

Your unit complies with FCC rules, DOC requirements, and other agency certification requirements. Refer to the Specifications chapter of this Operator Guide for further details.

Chapter 1

Making Copies

Chapter Overview

This chapter covers:

- "Main Power Switch" on page 1-1
- "Operation Key" on page 1-1
- "Placing Original Documents" on page 1-2
- "Making Your Copy" on page 1-3

For additional information on the more advanced features of your copier, refer to: Chapter 3- Copier Functions, and Chapter 4 - Copying Methods.

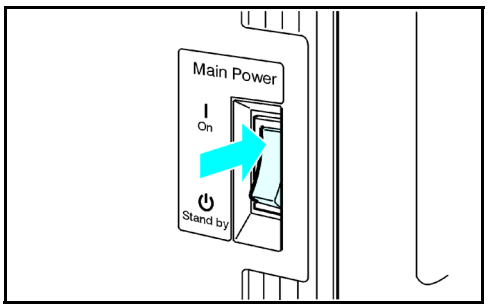
Making Copies

Place your original(s) on the copier in one of the following ways:

- Face-up in the Document Feeder
- Face-down, directly on the Exposure Glass

Main Power Switch

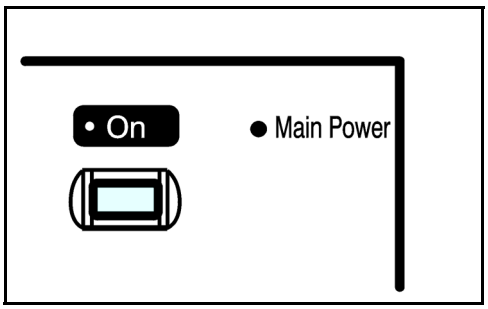
The Main Power switch supplies power to the copier. To supply power to the copier, press the Main Power Switch to ON.



- The Message Display shows, “Now loading....” After about five and one-half minutes your copier comes to its Ready condition and three beeps sound (if beep is turned ON.) This indicates the copier is ready for you to begin copying.
- If the User Code feature is activated, the message "Input user code, then press #" is displayed. Enter your User Code. See “Entering User Codes” on page 3-1.

Operation Key

The Operation key is on the far right side of the Control Panel. It turns the copier operation on and off while maintaining power to the copier.



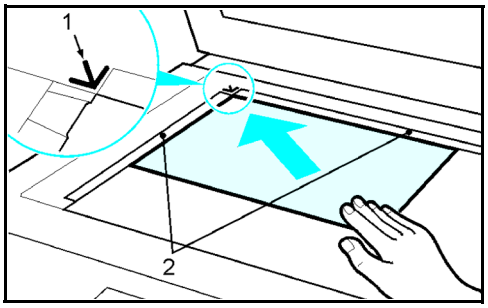
If the On indicator light is OFF and the Main Power indicator light is ON, press the Operation key.

- The On indicator light turns ON and the Message Display lights up.
- To turn the copier OFF, press the Operation key again. The On indicator light turns OFF.

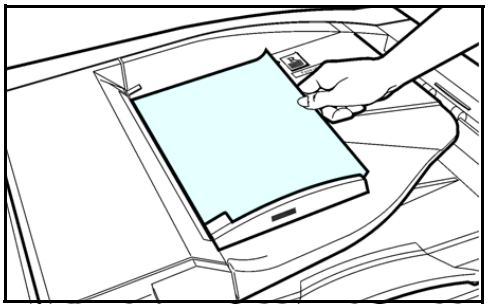
Placing Original Documents

Place original documents:

- Face-down on the Exposure Glass. Align originals to the indicator mark that represent the size of originals you are going to copy.



- Face-up on the Automatic Document Feeder.



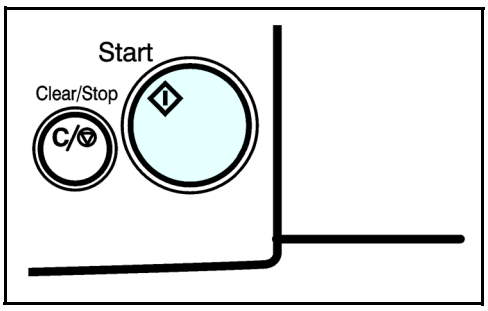
Making Your Copy

1 Select copy options from the Copy Options Table below.

Note: If you only want one copy with no options, proceed to Step 2.

Copy Options You Can Select	Methods To Use For Copy Options
Copy Quantity	Using the keypad, enter the number of copies you desire. The default quantity is 1 and the maximum is 999. See “Selecting Copy Quantities” on page 3-2.
Copy Darkness/Lightness	**Automatic:** Touch Auto Image Density on the Message Display. Auto Image Density is highlighted when activated. See “Using Auto Image Density Mode” on page 3-3. **Manual:** Press either Lighter or Darker keys to change contrast of copies. You may turn Auto Image Density off if desired. See “Using Manual Exposure Mode” on page 3-4. **Combination:** Touch Auto Image Density and press Lighter or Darker. Use with colored background. See “Using Combination Auto Image Density/ Manual Mode” on page 3-4.
Original Mode	The selected mode is indicated above Original Mode on the Message Display. You can select from: Text, Text/Photo, Photo, Pale, and Generation Copy. Just touch Original Mode and then touch the desired mode. See “Selecting the Original Mode” on page 3-6.
Copy Reduction or Enlargement	Touch Enlarge/Reduce to gain access to Preset Ratios and Zoom keys. **Preset Ratios:** Touch the desired ratio. See “Using Preset Copy Ratio Keys” on page 3-9. **Zoom Keys:** Touch the + or - keys to enlarge your original up to 400%, or reduce your original down to 32% of the original size. See “Zoom Keys” on page 3-10.
Copying Methods	Refer to the Table of Contents or Chapter 4, Copying Methods, for detailed information on the many copying methods available.
Using optional Finishers	Refer to Chapter 7 for information on using the optional Finishers.

2 Press the Start key to begin copying.



Notes:

Chapter 2

Component Identification

Chapter Overview

This chapter describes your copier's main components. Included in this chapter are:

- Control Panel
- Display Panel
- Component Location
- Status Display Indicators

Chapter 3

Copier Functions

Chapter Overview

This chapter describes the basic functions of your copier. Included in this chapter are:

- "Entering User Codes" on page 3-1
- "Using Auto Start" on page 3-2
- "Selecting Copy Quantities" on page 3-2
- "Selecting Copy Darkness Modes" on page 3-3
- "Selecting Original Modes" on page 3-5
- "Special Originals" on page 3-7
- "Selecting Copy Paper" on page 3-8
- "Enlargement and Reduction Ratios" on page 3-9
- "Size Magnification" on page 3-11
- "Document Feeder" on page 3-12
- "Horizontal/Vertical Sizing" on page 3-15
- "Directional Size Magnification" on page 3-16
- "Erase Center and Border" on page 3-18
- "Margin Adjustment" on page 3-23
- "Centering Your Copy" on page 3-24

For additional information on the more advanced features, see Chapter 4, Special Copier Functions.

Entering User Codes

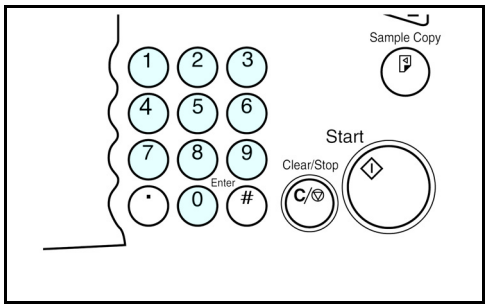
This feature prevents unauthorized use of the copier by limiting copier access to those persons who know an assigned User Code. The User Code feature monitors copier usage by department, project, or persons, and tracks the number of copies made with each User Code.

The Key Operator can activate the User Code feature. When this feature is active, the Key Operator can program up to 50 User Codes into the copier's memory. Each code can be from one to eight digits in length. When this feature is turned ON, the user must enter an assigned User Code, and press the (# Enter) key before the copier can be used.

Note: The following instructions apply only when the User Code feature is turned ON.

1 Enter an assigned User Code using the key pad.

- If you enter an invalid User Code, the Message Display continues to show eight dashes.
- If you do not know which User Code to use, ask your Key Operator.

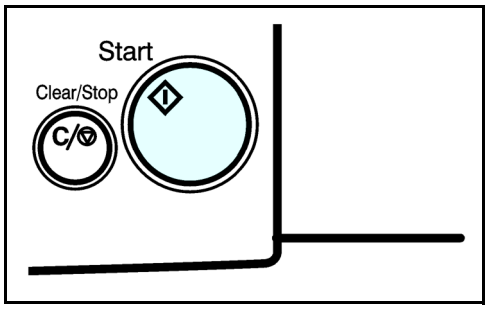


2 Make the copy requirement selections.

3 Press the Start key to begin copying.

4 When copying is complete, clear your User Code by pressing the "Clear Modes/Energy Saver" and Clear/Stop keys at the same time.

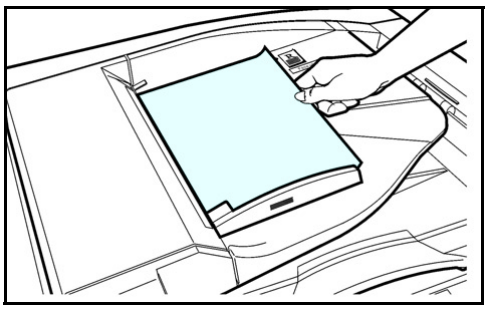
This prevents unauthorized use of your User Code.



Using Auto Start

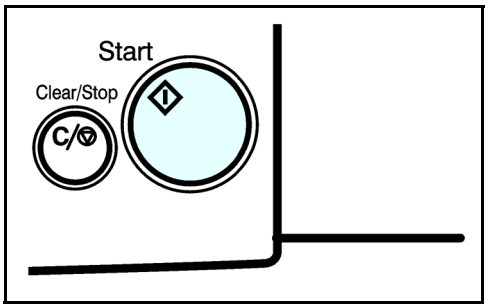
When the copier is first turned ON, it takes five and one-half minutes for it to warm-up and come to its Ready condition. During this time, you can set up your copy job, press the Start key and walk away. You can even do this while your copier is in the Energy Saver mode. When the copier comes to its Ready condition, it automatically copies your job.

1 Place the original document in the Document Feeder or on the Exposure Glass.



2 Make your copy requirement selections.

3 Press the Start key.The indicator light in the Start key flashes alternately green and red.



4 The copier automatically begins copying when the copier comes to its Ready condition.

When the copier comes to its Ready condition, the indicator light in the Start key turns green.

Note: To cancel Auto Start, press the Clear/ Stop key.

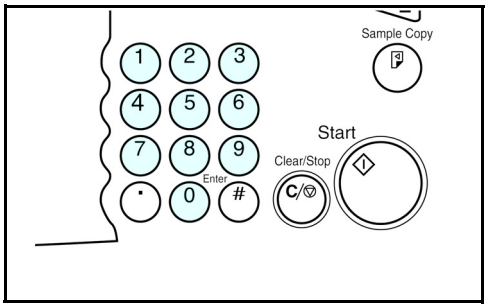
Selecting Copy Quantities

The copier automatically selects a copy quantity of one copy.

- If desired more than one copy, enter the number from the 10-key pad.
- The maximum copy quantity that you can enter is 999.

If more than one copy of your original is required, enter the number of copies you desire using the key pad.

- Press the Clear/Stop key to clear an entry if you entered an incorrect quantity.
- If no quantity is entered, one copy is automatically selected by your copier.



Selecting Copy Darkness Modes

Select the copy darkness modes using:

- Auto Image Density
- Manual
- Combination Auto Image Density/Manual

Select the Copy Darkness setting before making your copy. If you do not, the copier uses Auto Image Density mode, as the default setting.

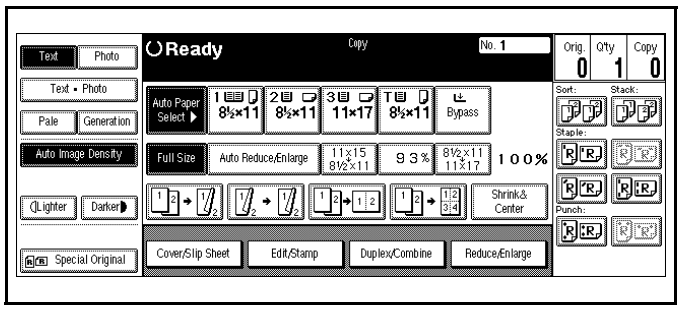
Using Auto Image Density Mode

Auto Image Density, automatically adjust the copier for the best quality copy.

- For example, the dark background on newspapers or recycled paper is not copied when using Auto Image Density.

Touch the Auto Image Density key.

- Auto Image Density is highlighted.
- Copy darkness adjustment is not required for most originals in the Auto Image Density mode.



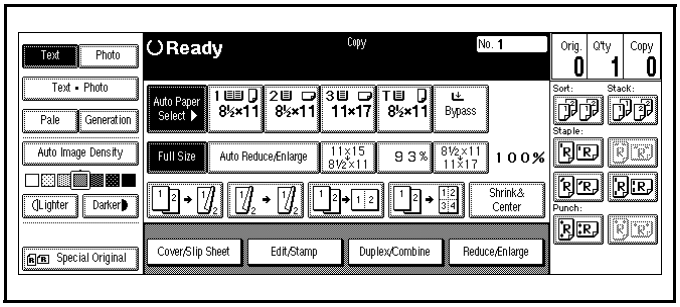
Using Manual Exposure Mode

Manual Exposure mode allows you to manually adjust the image density darker or lighter.

1 Touch the Auto Image Density key.
The Auto Image Density indicator should be OFF.

2 Touch the Lighter or Darker key to select the lightness or darkness of the copy.

There are seven settings to choose from.



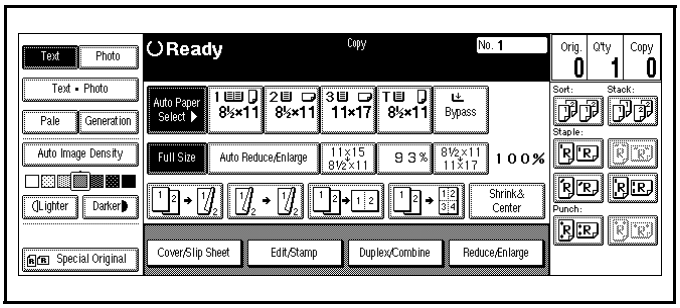
Using Combination Auto Image Density/Manual Mode

Combination Auto Image Density/Manual mode is used when originals have colored background and you want to adjust the copy density without affecting the background.

1 Touch the Auto Image Density key. Auto Image Density is highlighted.

2 Touch the Lighter or Darker key to select the lightness or darkness of the copy.

There are seven settings to choose from.



Selecting Original Modes

Identify the type of original you are copying by selecting:

- Text
- Text - Photo
- Photo
- Pale
- Generation

The selected Original mode is shown above the Original Mode key.

Text

Select text when your original contains only text and no pictures.

Text - Photo

Select Text-Photo when your original contains photographs or picture with letters.

Photo

Select Photo when copying photographs and colored originals. The copier automatically adjust to provide the best copies.

When you are using Photo, you can also use the Manual adjustments to fine tune the darkness or lightness of the copy.

Pale

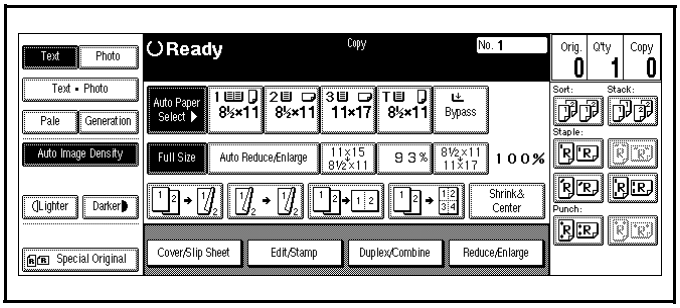
Select this mode for originals that have lighter lines written in pencil, or for faint copies. The faint lines will be clearly copied.

Generation

If your originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

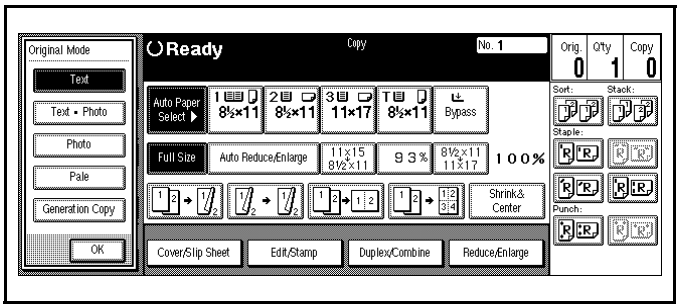
Selecting the Original Mode

1 If the desired mode is not shown above the Original Mode, touch the Original Mode key.



2 Touch the desired Original Mode.

3 Then touch OK.



Special Originals

With your copier, you can select from three special original types:

- Batch (SADF)
- Mixed Sizes
- Thin Originals

Batch (SADF)

Batch or (SADF) Single Automatic Document Feed, allows you to manually feed single sheets into the Document Feeder without having to press the Start key each time to make a copy.

Selecting Mixed Sizes

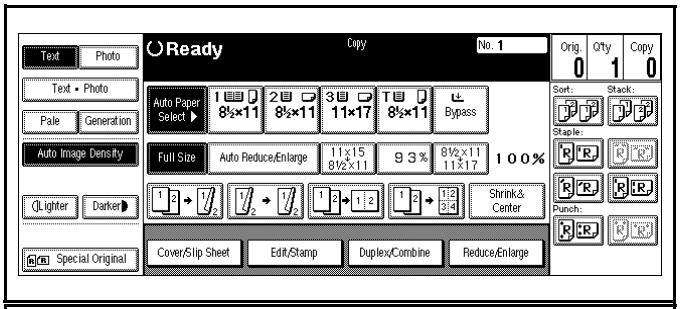
When originals of different sizes are placed on the Document Feeder at the same time, your copier automatically checks the size of the originals and makes the appropriate copy.

Selecting Thin Mode

Use this mode when placing thin originals into the Document Feeder.

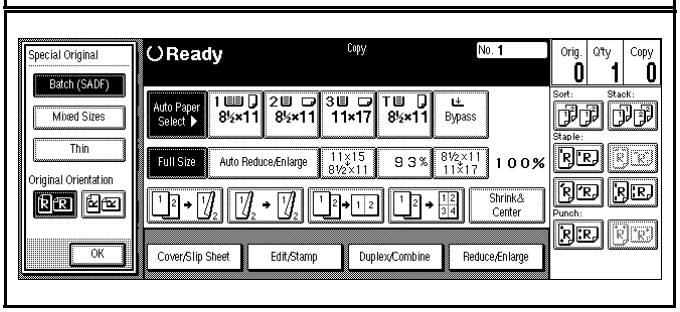
Using Special Original Mode

1 Touch the Special Original key.



2 Touch the desired special original key.

- Batch (SADF)
- Mixed Sizes
- Thin



3 Touch OK.

- The selected "Special Original" key is displayed just above the Special Original key.

4 Set your originals in place.

5 Press the Start key.

Selecting Copy Paper

Your copier provides two ways to select copy paper:

- Auto Paper Select
- Manual Paper Select

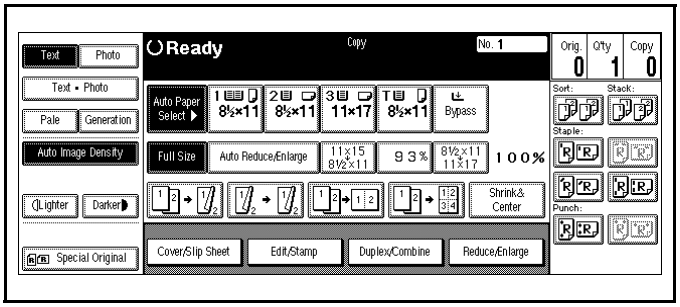
Using Auto Paper Select

Your copier automatically detects the paper size and copies to the proper Paper Drawer.

1 Touch Auto Paper Select.

2 Set up your copy requirements.

3 Press Start to copy.



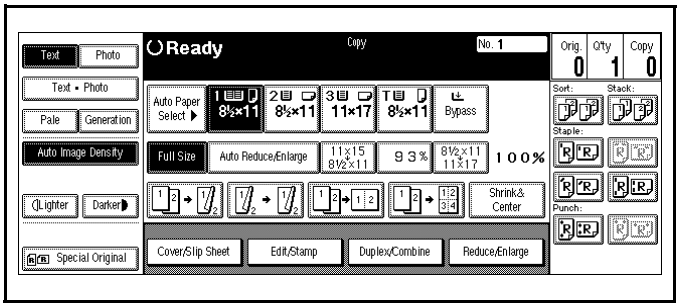
Using Manual Paper Select

You can manually select a desired paper size for copying.

1 Touch Paper Tray 1, Paper Tray 2, Paper Tray 3, LCC, or the Bypass Tray.

2 Proceed with your copy set up selections.

3 Press Start to copy.



Enlargement and Reduction Ratios

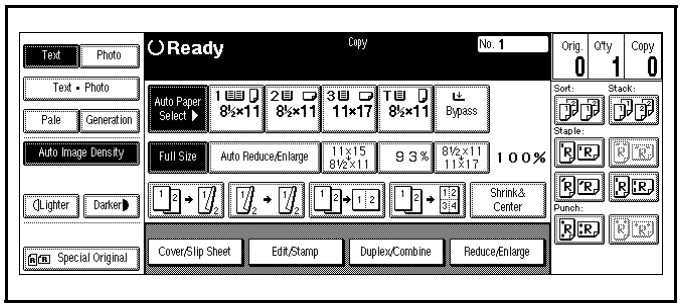
Your copier allows you to enlarge or reduce your copies using:

- Auto Reduce/Enlarge
- Preset Copy Ratios
- Zoom Key: with 1% increments

Using Auto Reduce/Enlarge

Auto Reduce/Enlarge allows the copier to select the appropriate ratio based on the original size and paper size that you select.

1. Touch the Auto Reduce/Enlarge key.
2. Select the copy paper size you desire.
3. Set up your copy requirements.
4. Press Start to copy.

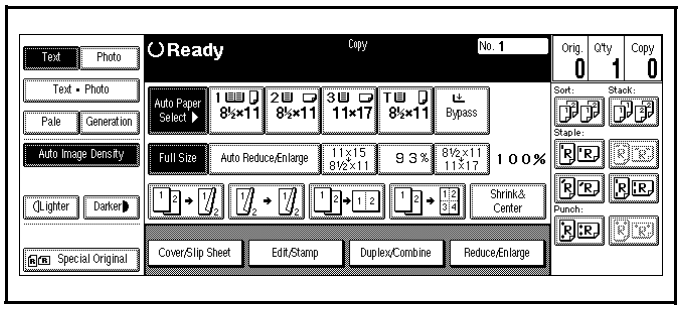


Using Preset Copy Ratio Keys

The preset Copy Ratio keys allows you to select from eleven preset reduction and enlargement ratios.

- There are five preset Enlarge ratios to choose from: 121%, 129%, 155%, 200%, and 400%.
- There are six preset Reduce ratios to choose from: 93%, 85%, 78%, 73%, 65%, and 50%.

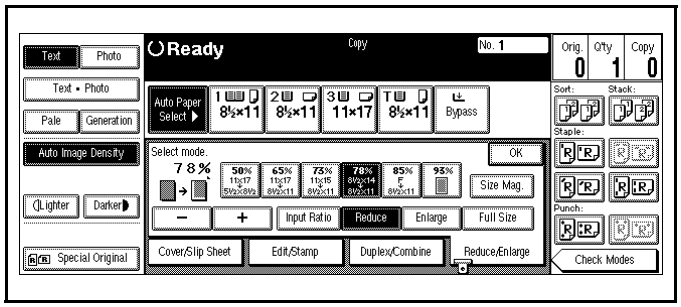
1. Touch the Full Size key.
2. Touch the Reduce/Enlarge key.



3 Select Enlarge or Reduce.

4 Select a copy ratio by touching the appropriate ratio.

5 Touch OK.



6 Set your originals and make your copy set up options.

7 Press the Start key.

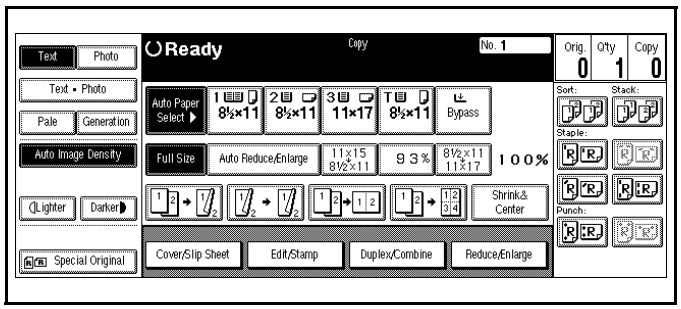
Zoom Keys

The Zoom key allows you to select a precise copy ratio selection from 32% to 400% in one percent increments.

You can use the + or - keys, or the keypad to change the copy ratio.

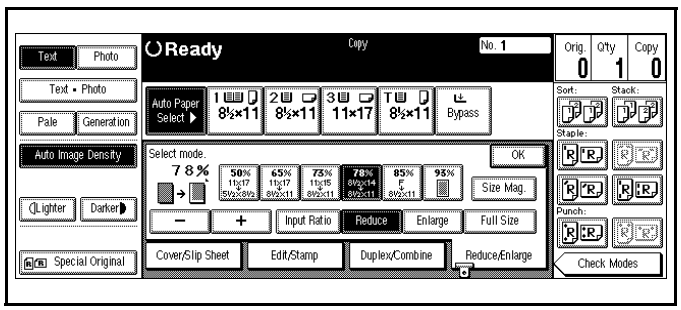
1 Touch the Full Size key.

2 Touch the Reduce/Enlarge key.



3 Enter the percent ratio by touching the + and - keys or entering the percent using the keypad.

- When using the +/- keys, touching the key changes the ratio in 1% increments.
- Holding down the +/- keys causes the ratio to change in 10% increments.



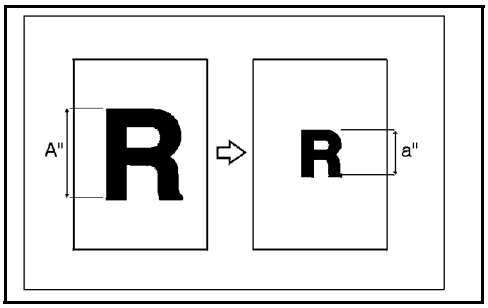
4 After you selected your desired Copy Ratio, touch OK.

5 To return to a 100% ratio, touch Full Size.

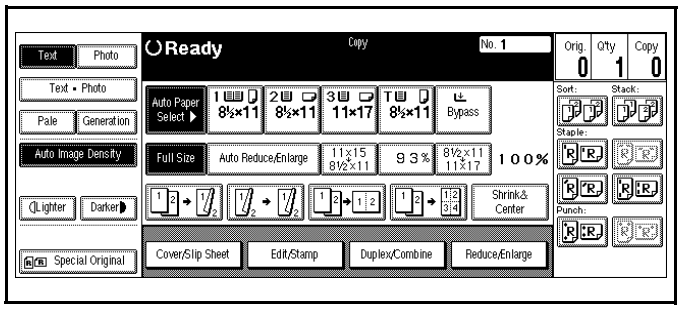
Size Magnification

Calculate a ratio from the lengths of the original and copy for enlarging or reducing the copy.

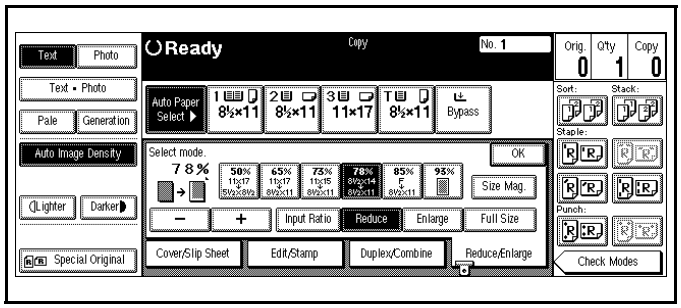
1 Measure and specify the lengths of the original and copy by comparing “A” with “a”.



2 Touch the Reduce/Enlarge key.



3 Touch the Siz Mag. key.

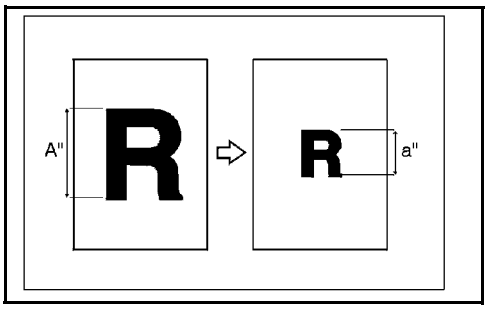


4 Enter the length of the original (A) using the keypad.

5 Touch the # key in the display.

6 Enter the length of the copy (a) with the keypad.

7 Touch the # key in the display.



- To change length entered, touch the Clear key or press the Clear/Stop key. Then enter a new value.
- To change a length entered after touching the # key, select original or copy and enter the desired length.

8 Touch the OK key two times.

Document Feeder

The Reversing Automatic Document Feeder (RADF), feeds originals to the Exposure Glass for copying and if Duplex Copying is selected, it turns the original over for copying the other side of the original. Then, it exits the original onto the Document Tray.

- You can place up to 100 originals in the Document Feeder for automatic feeding of originals to the Exposure Glass for copying.
- You may also select SADF which allows you to feed one original at a time into the Document Feeder without having to press the Start key each time.

Precautions when using Document Feeders

1. Avoid using:
   - Badly wrinkled or folded originals.
   - Clipped or stapled originals.
   - Carbon paper.
   - Torn originals.
   - Taped originals.
   - Damp originals.
2. Folded or curled originals should be smoothed out before inserting into the Document Feeder.
3. Feeding a stack of different width originals through the Document Feeder is not recommended.
   - Feed them through one at a time.
   - You can, however, feed a stack of different length originals through the Document Feeder.
4. If the surface of any two originals are so rough that they cannot be moved when pinched between two fingertips, the friction between the originals may obstruct paper separation even when the paper weight is within specifications.

RADF - Feeding Stack of Originals

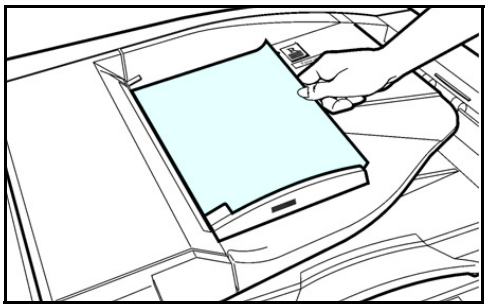
RADF allows you to stack feed up to 100 originals into the Document Feeder by pressing the Start key one time. If you are feeding single sheets into the Document Feeder, switch the copy mode to SADF and you will not have to press the Start key for each original. See SADF- Feeding One Original at a Time, below.

1 When using the RADF, place your originals face up in the Document Feeder.

2 Adjust the Paper Side Guides to fit the edge of your originals.

3 Set any additional copier features desired.

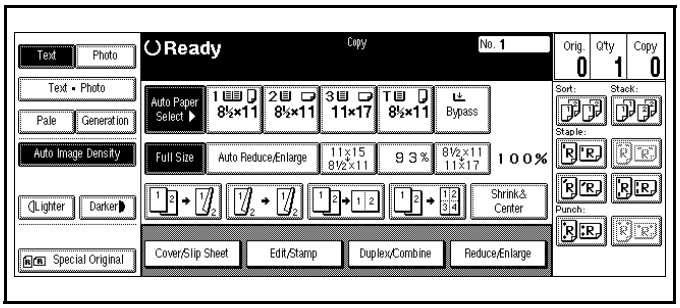
4 Press the Start key.



SADF - Feeding One Original at a Time

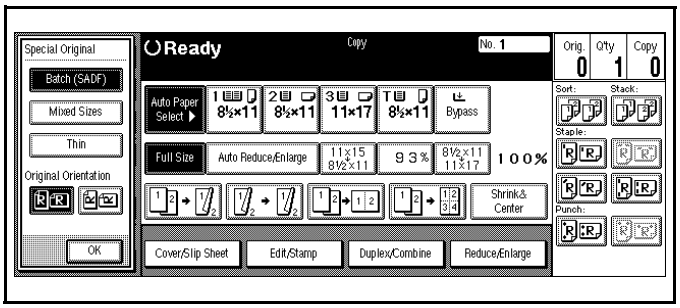
SADF allows you to manually feed multiple single sheets into the Document Feeder without having to press the Start key each time to make a copy. You can also stack feed up to 100 originals just as in the RADF mode.

1 Touch Special Original key.

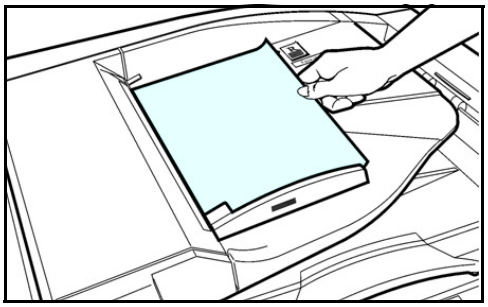


2 Touch the Batch (SADF) key.

3 Touch OK.



4 Set your originals and make your copy selections.



5 Press the Start key. The Auto Feed indicator located on the rear of the RADF is ON.

6 When the Auto Feed indicator light turns ON, you can feed the next original.The second and subsequent originals can be fed automatically without pressing the Start key.

Note: The SADF is on a time setting and will return to the original RADF copy mode after a preset time. To change the time setting, refer to “3 Input/Output” on page 5-20.

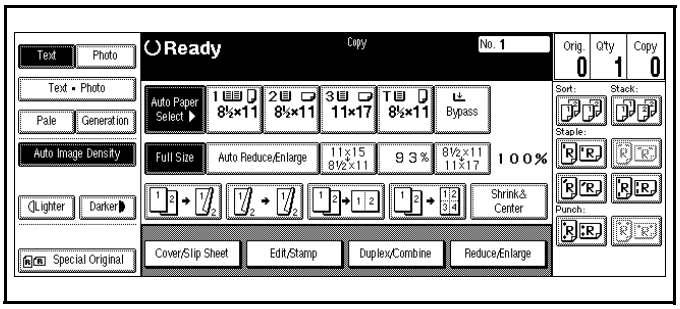
Horizontal/Vertical Sizing

This feature allows you to stretch and squeeze an image by independently changing the horizontal and vertical reproduction ratios.

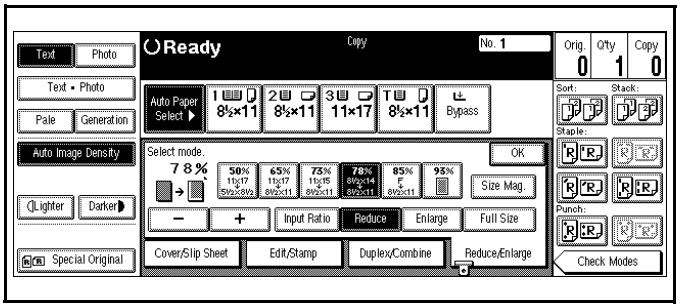
Directional Size Magnification - Inches

- When the original is on the Exposure Glass, the reproduction ratios are 25 to 400%.
- When the original is on the Document Feeder the reproduction ratios are: Vertical 37 to 150%, Horizontal 25 to 400%.
- When entering page size, use the (./*) key to enter the decimal.

1 Touch the Reduce/Enlarge key.



2 Touch the Size Mag. key.

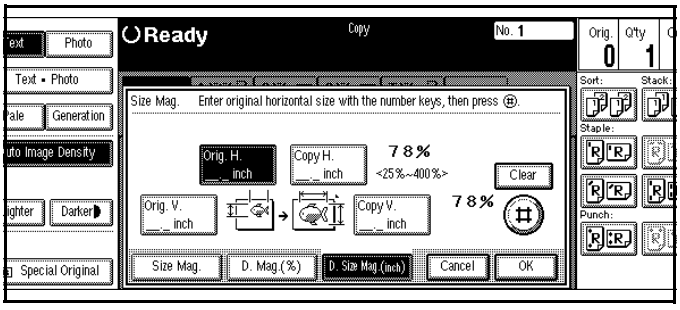


3 Enter the length of the original using the keypad.

4 Press the # key.

5 Enter the length of the copy using the keypad.

6 Touch the # key.



7 Touch the OK key.

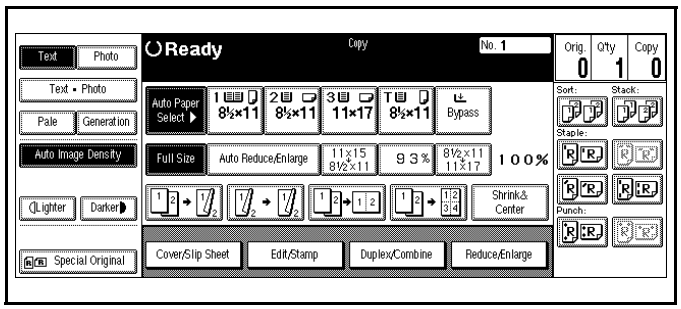
8 Set your originals, then press the Start key.

Directional Size Magnification

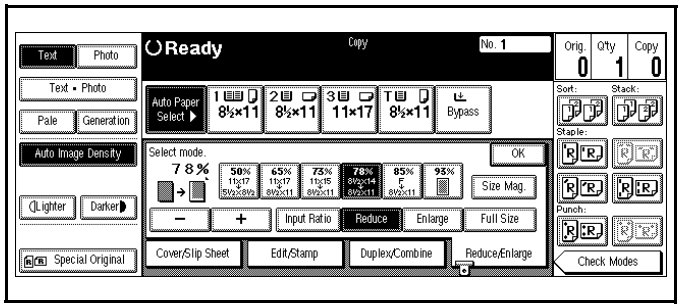
- When your original is on the Exposure Glass, the reproduction ratios are 25 to 400%.
- When your original is on the Document Feeder the reproduction ratios are: Vertical 37 to 150%, Horizontal 25 to 400%.
- When entering page size, use the ./* key to enter the decimal.

Directional Size Magnification - 1% Increments

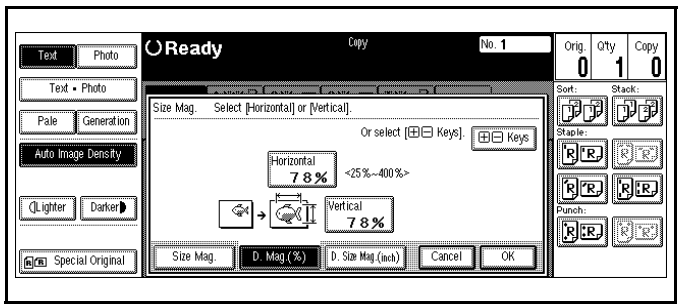
1 Touch the Reduce/Enlarge key.



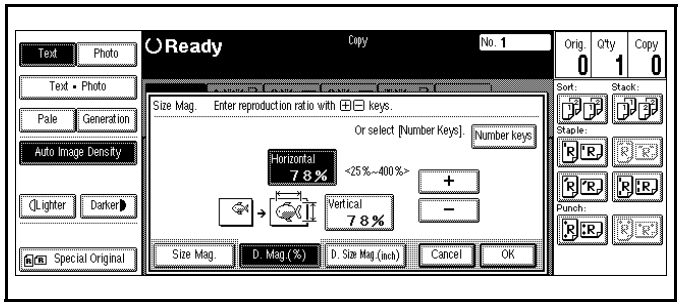
2 Touch the Size Mag. key.



3 Touch the D.Mag% key.



Enter the Ratios Using + /- Keys



1 Touch either the + or - key.

2 Touch the Horizontal key.

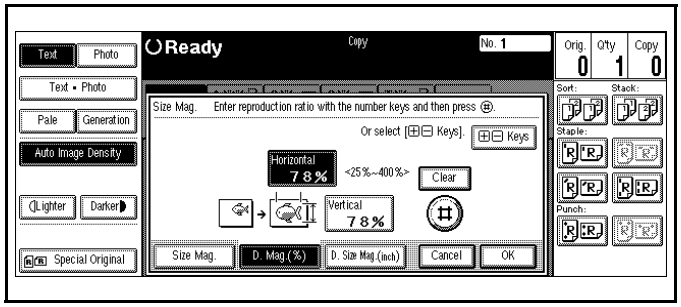
3 Touch either the + or - key to change the ratio in 1% increments.

4 Touch the Vertical key.

5 Touch either the + or - key to change the ratio in 1% increments.

6 Touch the OK key.

Enter the Ratios Using the Keypad



1 Touch the Horizontal key.

2 Enter the desired ratio using the keypad.

3 Touch the Vertical key.

4 Enter the desired ratio using the keypad.

5 Touch the OK key.

6 Touch the OK key.

7 Set your originals, then press the Start key.

Erase Center and Border

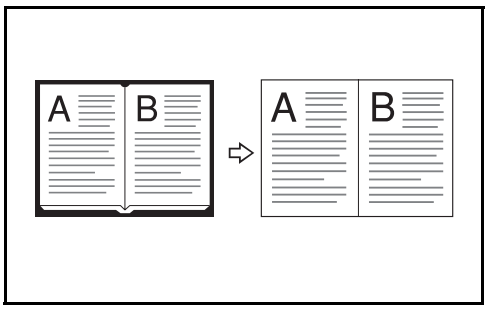
This function erases the center and/or all four sides of the original image. This is useful for avoiding shadows on the copy image caused by the bound originals, such as books.

- Border: erases the edge margin of the original image.
- Center: erases the center margin of the original image.
- Center/Border: erases both center and edge margins of the original image.

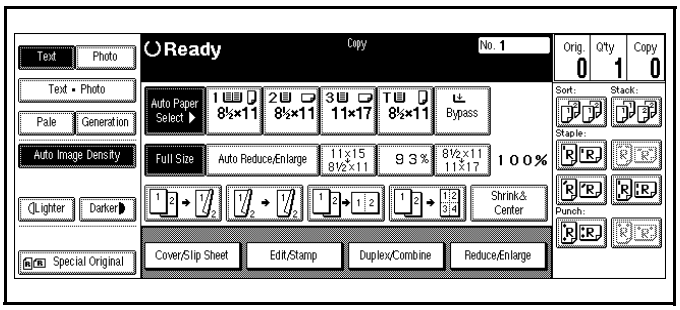
This feature is not active when you are using the Bypass Tray.

Margin width default is 0.4”, 10mm. Using the User Tools, you can change the margin from 0.1” to 2.0” in 0.1” steps (3 to 50mm in 1mm steps). See “General Features - Window 2 of 3” on page 5-12.

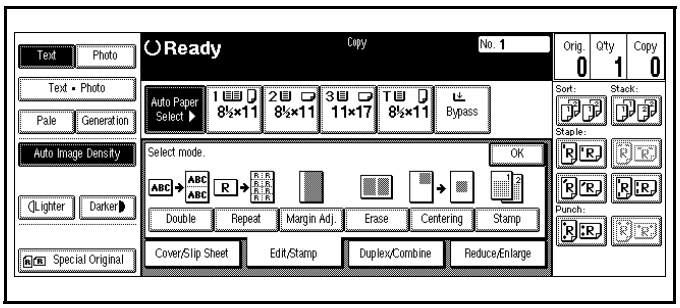
Using Border Erase



1 Touch the Edit/Stamp key.

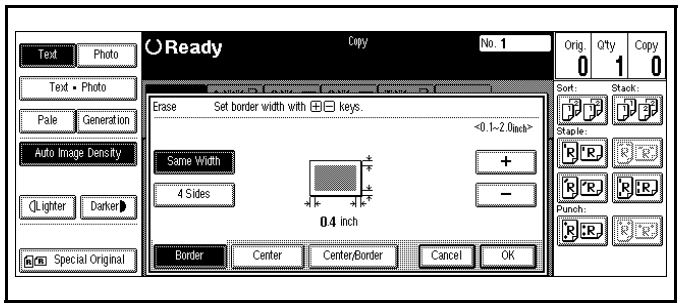


2 Touch the Erase key.



3 Touch the Border key if it is not already selected.

4 Set the border width by selecting wither Same Width or 4 Sides.



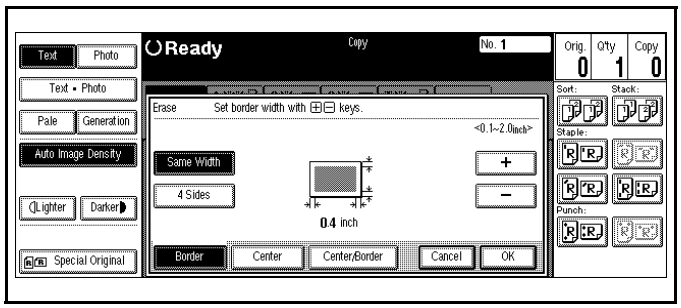
Selecting Same Width

1 If the Same Width key is not selected, select it.

2 Set the erase border width using the + and - keys.

- Each touch of the key changes the value by.1 inch.

3 Touch the OK key.



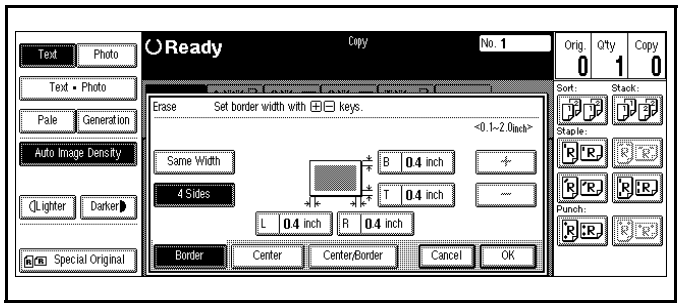
Selecting 4 Sides

1 Touch the 4 Sides key.

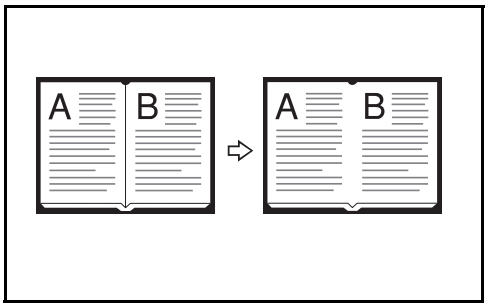
2 Set the erase border width using the + and - keys.

- Each touch of the key changes the value by.1 inch.

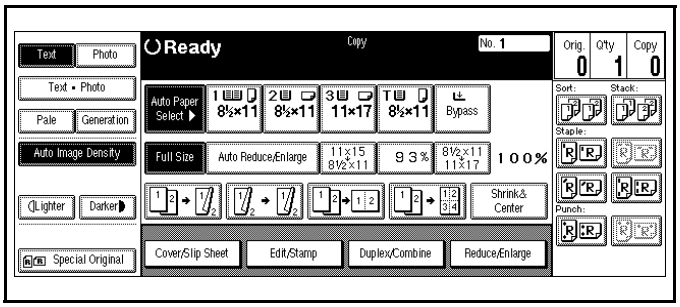
3 Touch the OK key.



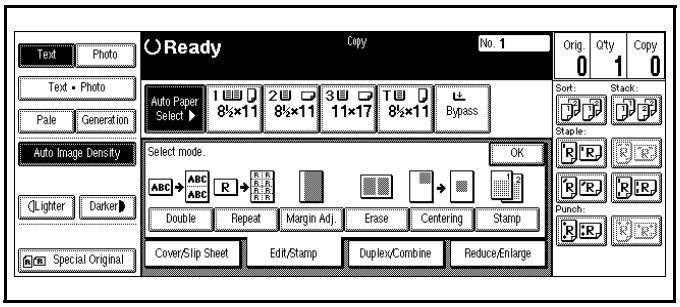
Using Center Erase



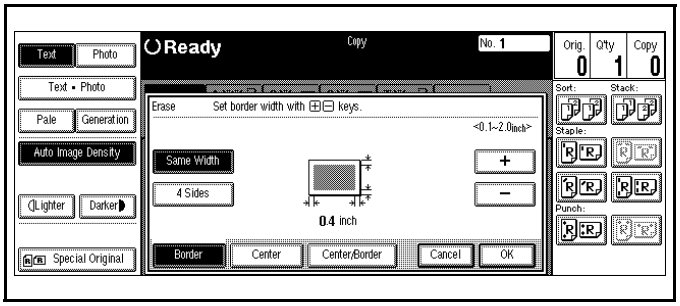
1 Touch the Edit/Stamp key.



2 Touch the Erase key.



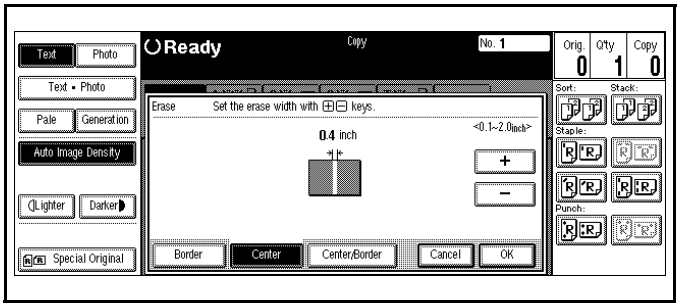
3 Touch the Center key.



4 Set the center width using the + and - keys.

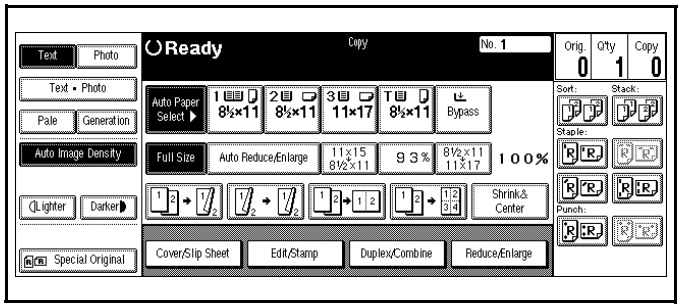
- Each touch of the key changes the value by.1 inch.

5 Touch the OK key.

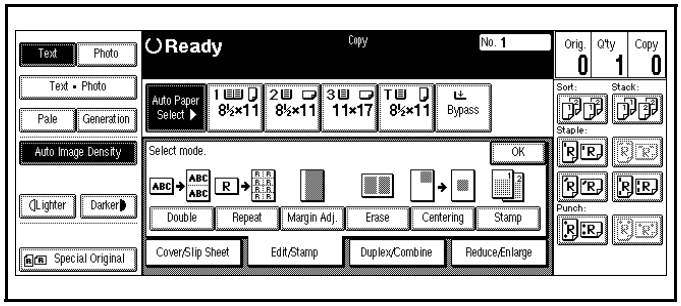


Using Center/Border Erase

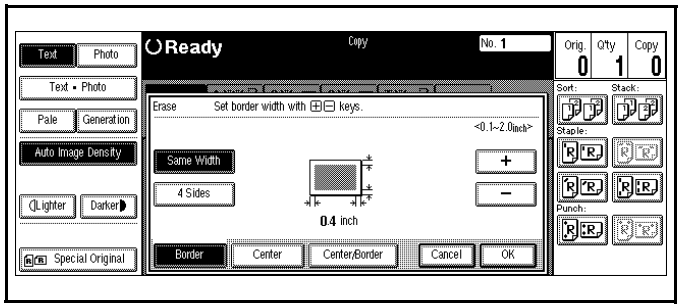
1 Touch the Edit/Stamp key.



2 Touch the Erase key.



3 Touch the Center/Border key.Set the erase margin.



Selecting Same Width

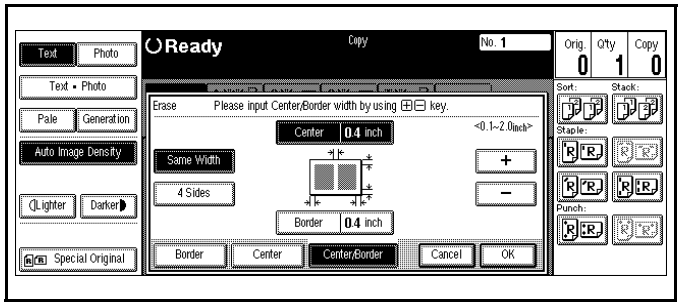
1 Touch the Center key.

2 Touch the Same Width key.

3 Touch the Border key

4 Set the erase border using the + and - keys

5 Touch the OK key.

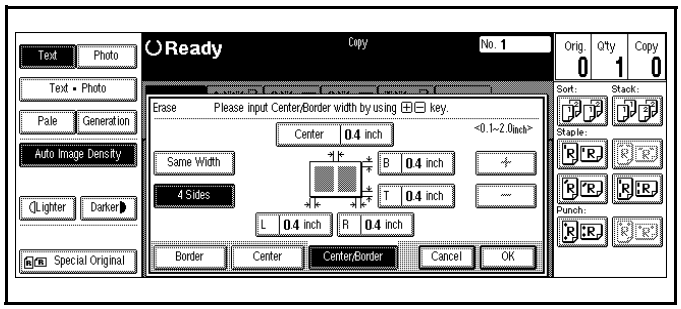


Selecting 4 Sides

1 Touch the 4 Sides key.

2 Touch the key for the part you wish to change and set an erase margin width using the + and - keys.

3 Touch the OK key.



Margin Adjustment

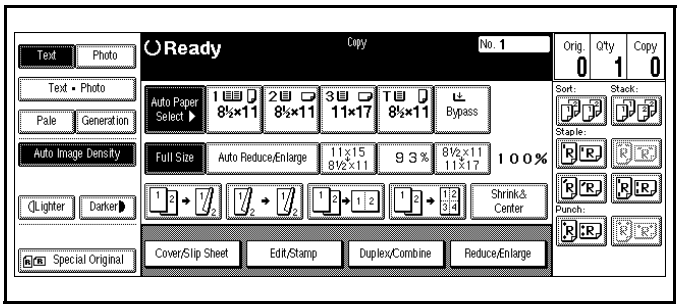
You can shift the image on the page either left or right to make a binding margin.

The default setting is:

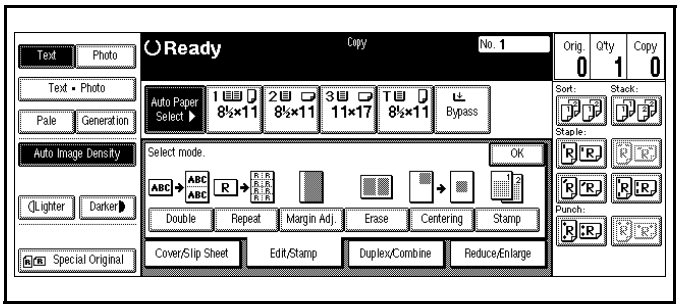
- Front 0.2” left
- Back 0.2” Right

You can change the default setting.

1 Touch the Edit/Stamp key.

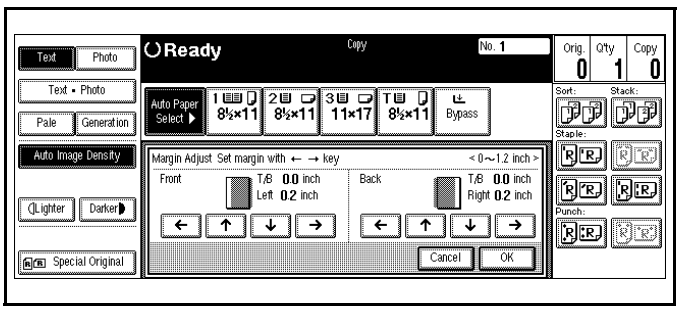


2 Touch the Margin Adj. key.



3 Touch the left and right arrow keys to set the left and right margins for the front and back side of the page.

- Each touch of the arrow key changes the value by 0.1 inch.



4 Touch the up and down arrows to set the top and bottom margins for the front and back side of the page.

- Each touch of the arrow key changes the value by 0.1 inch.

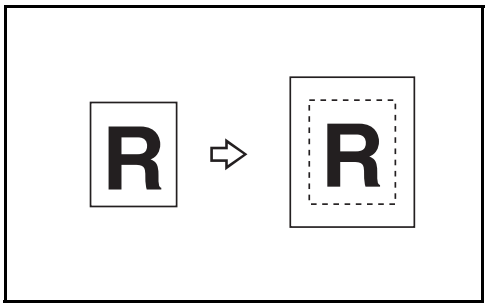
5 When your settings are complete, touch the OK key.

6 Touch the OK key.

7 Set your originals, then press the Start key.

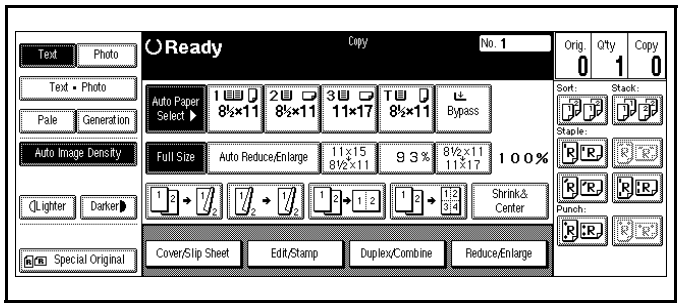
Centering Your Copy

This feature allows you to center an image on a larger sheet of paper.



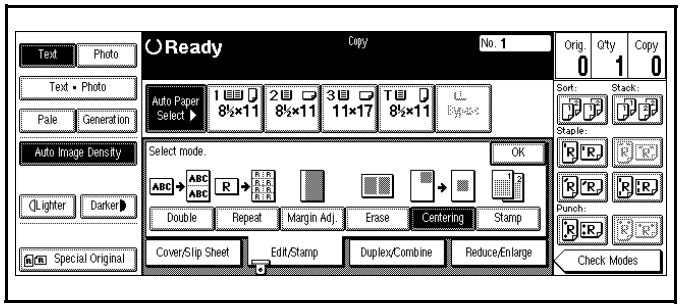
1 Select paper size.

2 Touch the Edit Image key.



3 Touch the Centering key.

4 Touch the OK key.



5 Set your originals, then press the Start key.

Chapter 4

Copying Methods

Chapter Overview

This Chapter explains the various ways to make copies with your unit. Included in this chapter are:

- "Book Copying" on page 4-1
- "Bypass Copying" on page 4-5
- "Combine Copying" on page 4-8
- "Double Copying" on page 4-21
- "Duplex Copying" on page 4-22
- "Image Repeat Copying" on page 4-25
- "Image Repeat Copying" on page 4-25
- "Interrupt Copying" on page 4-26
- "Overhead Transparencies and Thick Paper" on page 4-27
- "Cover and Page Insert Copying" on page 4-28
- "Slip Sheets" on page 4-34
- "Series Copying - Book to 1-Sided Copies" on page 4-35
- "Series Copying - 2-Sided to 1-Sided Copies" on page 4-36

Book Copying

Four methods of Book Copying are possible with your copier.

- Book to 2 Sided
- Multi to 2 Sided
- Booklet
- Magazine

The copier automatically sets the reproduction ratio to meet the paper size and copies the originals together onto the paper.

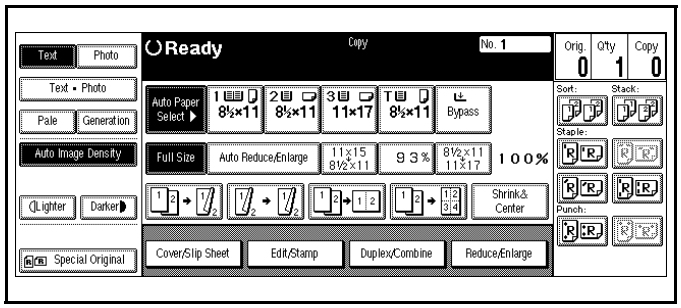
You cannot use the Bypass Tray with this function. Also, the copier cannot copy originals different in size and direction.

Book to 2 Sided

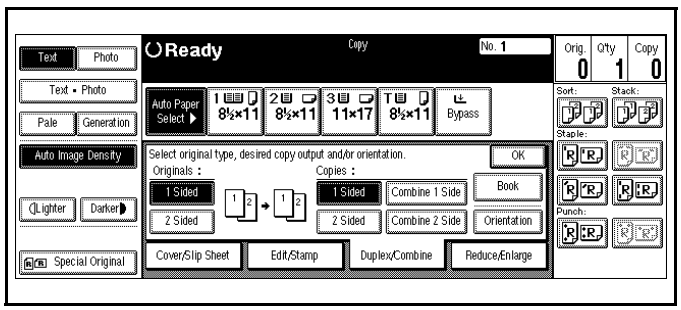
Book to 2 Sided allows you to copy two facing pages of a book to both sides of a sheet.

Note: If Multi to 2 Sided has been selected in Book Duplex of the User Tools, change it to Book to 2 Sided. Refer to "General Features - Window 2 of 3" on page 5-12.

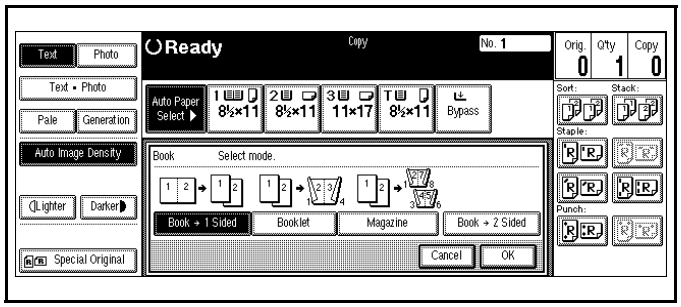
1 Touch the Duplex/Combine key.



2 Touch the Book key.



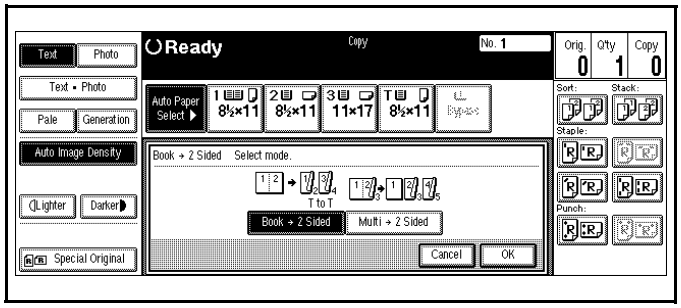
3 Touch the Book > 2 Sided key.



4 Touch the Book > 2 Sided key.

5 Touch the OK key.

6 Set the originals in place, then press the Start key.

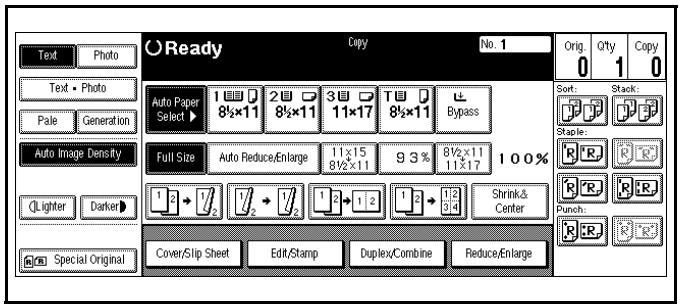


Multi to 2 Sided

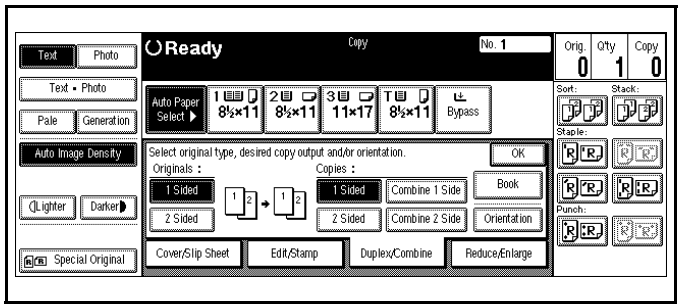
Multi to 2 Sided, copies each two page spread original as it is onto both sides of a sheet.

Note: If Book to 2 Sided has been selected in Book Duplex of the User Tools, change it to Multi to 2 Sided. Refer to “General Features - Window 2 of 3” on page 5-12.

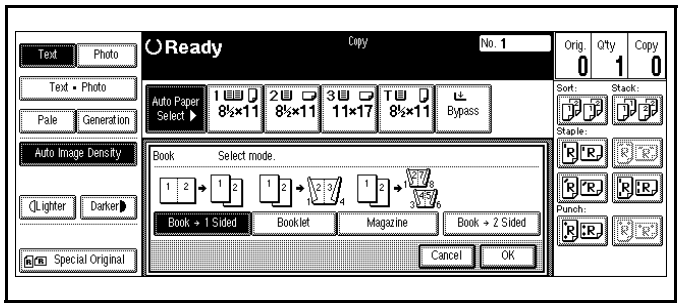
1 Touch the Duplex/Combine key.



2 Touch the Book key.



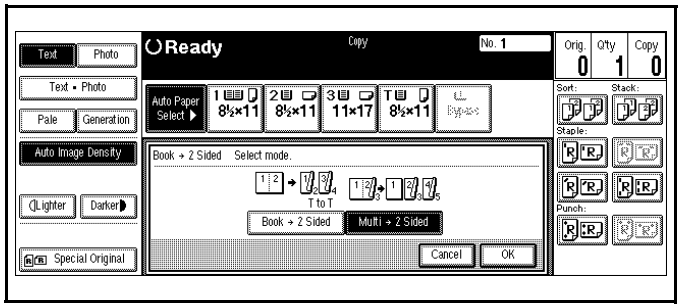
3 Touch the Book > 2 Sided key.



4 Touch the Multi > 2 Sided key.

5 Touch the OK key.

6 Select the paper source.

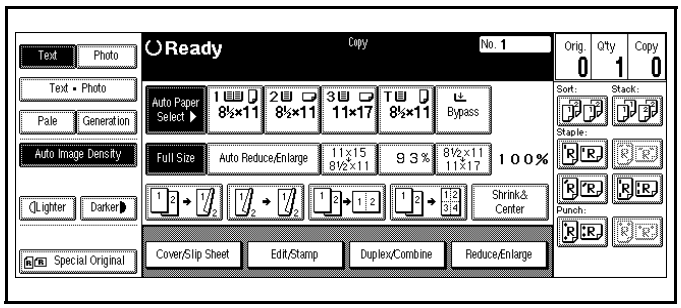


7 Set the originals in place, then press the Start key.

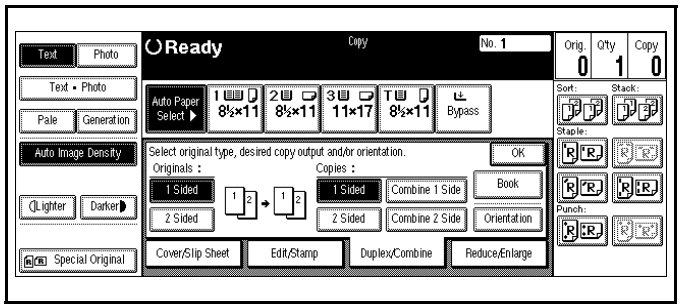
Booklet

Booklet makes copies in page order for a folded booklet. Four originals are copied onto each sheet of copy paper.

1 Touch the Duplex/Combine key.



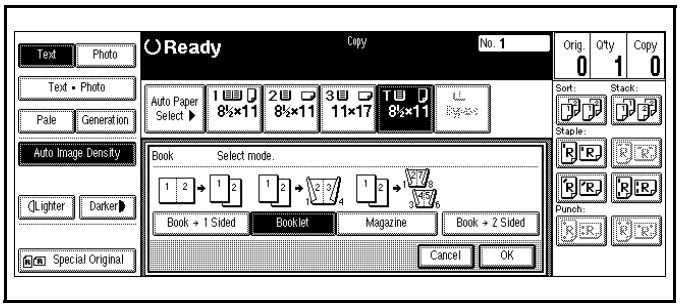
2 Touch the Book key.



3 Touch the Booklet key.

4 Touch the OK key.

5 Select the paper source.

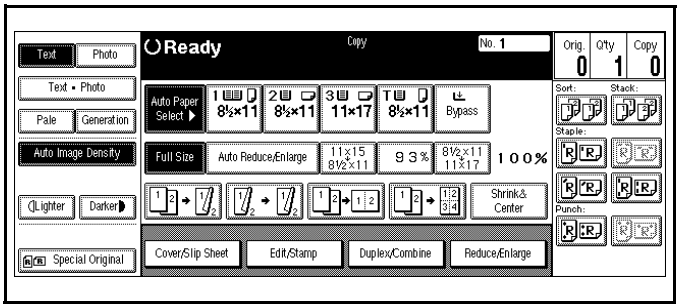


6 Set the originals in place, then press the Start key.

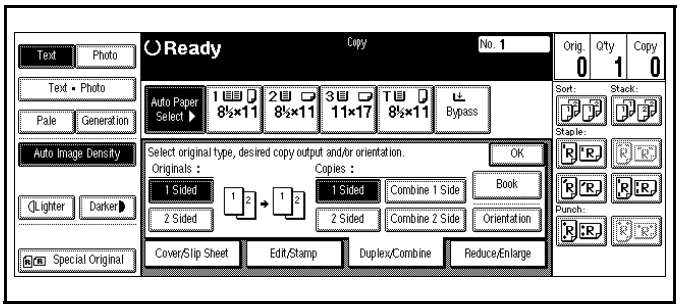
Magazine

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

1 Touch the Duplex/Combine key.



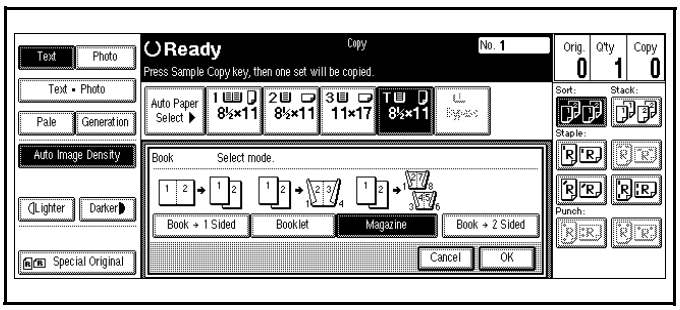
2 Touch the Book key.



3 Touch the Magazine key.

4 Touch the OK key.

5 Select your paper source.



6 Set the originals in place, then press the Start key.

Bypass Copying

If you want to make a copy on a transparency for overhead projection (OHP), or have the need to use special paper, letterhead, or paper other than that which is in the copier Paper Tray, you may feed this paper into the Stack Feed Bypass Tray. See “Using Stack Feed Bypass” on page 4-5.

- Bypass does not work in the Duplex mode.
- Bypass copying bypasses the Paper Trays and feeds copy paper from the Stack Feed Bypass Tray.

Using Stack Feed Bypass

Use the Stack Feed Bypass to feed standard paper, transparency, label stock, tracing paper, letterhead, and other special purpose papers measuring from 8.5” x 5.5” to 11” x 17”.

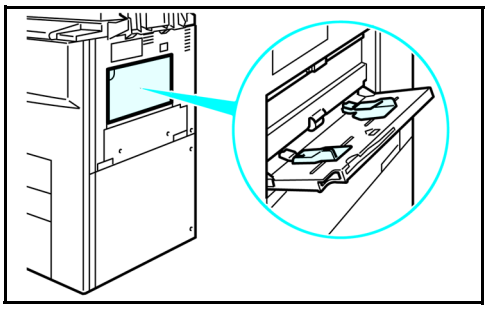
- The copier automatically detects standard paper sizes: 11" x 17", 8.5" x 11", 5.5" x 8.5".
- If you are using non-standard size paper, you should enter the paper size. See “Non-Standard Size Paper” on page 4-6.

1 If Duplex mode is selected, touch the Duplex/Combine key and turn it OFF.

2 Place your original on the Document Feed Tray or on the Exposure Glass.

3 Open the Bypass Paper Tray.

- The Bypass Tray indicator turns ON in the display.
- If the indicator does not turn ON, the copy mode is set for duplex. Change the copy mode to single side copying.

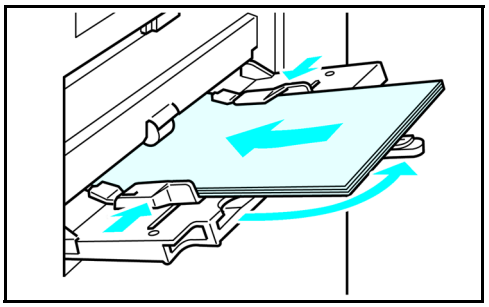


4 Adjust the Bypass Paper Guides to the width of the copy paper.

- Be sure to place the copy paper in the same direction as the original.

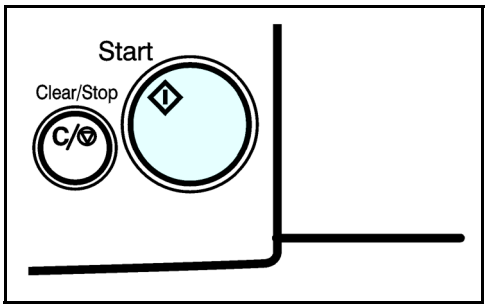
5 Insert a single sheet or stack of paper all the way into the Stack Feed Bypass Tray until a beep is heard.

- A maximum of 50 sheets can be placed in the Stack Feed Bypass Tray.
- If necessary, pull out the paper extension bar to support longer sheets of paper.



6 Press the Start key to begin copying.

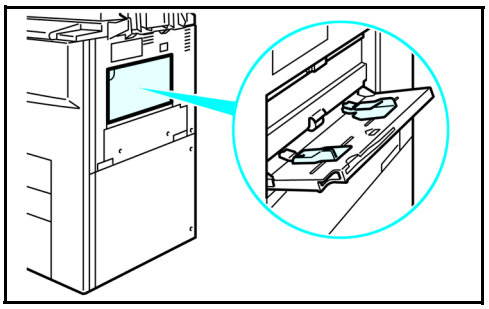
- The sheet of paper in the Bypass Feed Slot feeds into the copier.
- The copy exits to the Exit Tray or Finisher.



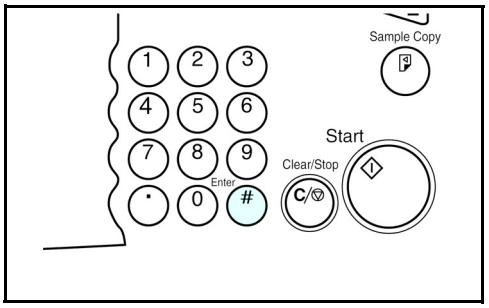
Non-Standard Size Paper

Non-standard paper dimensions are from 4" - 11.7" vertical and 6" - 17" horizontal.

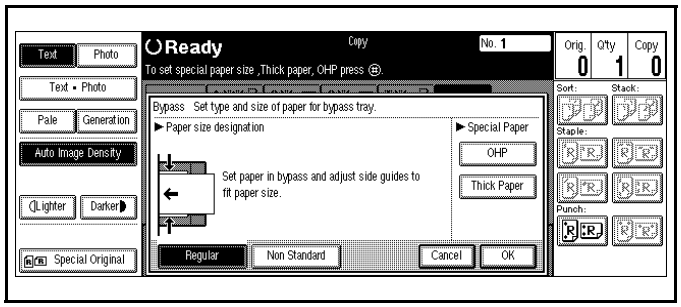
1 Open the Bypass Paper Tray.



2 Press the (#) key on the keypad.



3 Touch the Non Standard key.

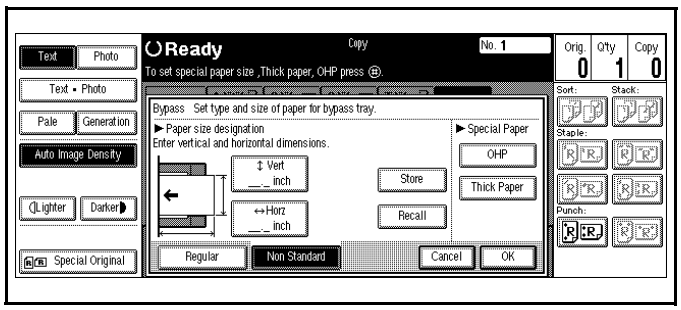


4 Touch the Vert key.

5 Enter the vertical size of the paper using the keypad.

6 Press the (#) key to enter this value.

7 Touch the Horz key.

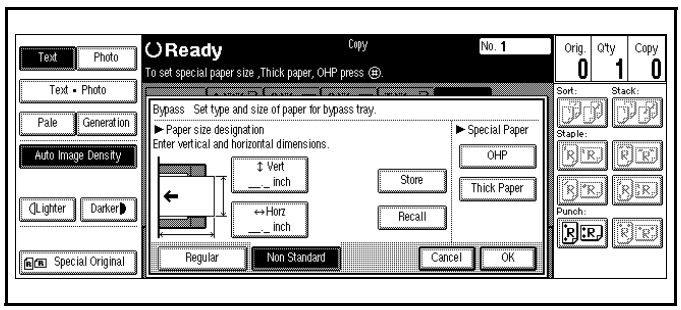


8 Enter the horizontal size of the paper using the keypad.

9 Press the (#) key to enter this value.

10 To register the non-standard size entered, touch the Store key.

Note: Only one non-standard value can be entered.



11 Touch the OK key.

12 Set the originals in place, then press the Start key.

Combine Copying

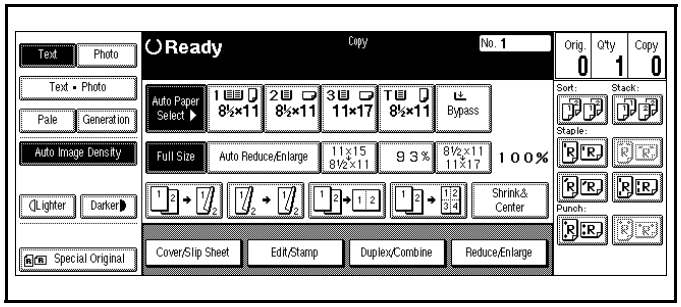
Combine copy, combines originals into one copy. You cannot use the Duplex or the Bypass Tray with this feature. There are twelve types of copies that you can make in this mode:

1. **1 Sided 2 Pages to Combine 1 Side:**
   Copies two 1-sided originals to one side of a sheet.
2. **1 Sided 4 Pages to Combine 1 Side:**
   Copies four 1-sided originals together to one side of a sheet.
3. **1 Sided 8 Pages to Combine 1 Side:**
   Copies eight 1-sided originals together to one side of a sheet.
4. **1 Sided 4 Pages to Combine 2 Side:**
   Copies four 1-sided original together to one side of a sheet.
5. **1 Sided 8 Pages to Combine 2 Side:**
   Copies eight 1-sided originals to the two-page spread on both sides of a sheet.
6. **1 Sided 16 Pages to Combine 2 Side:**
   Copies 16 1-sided originals together to both sides of a sheet.
7. **2 Sided 2 Pages to Combine 1 Side:**
   Copies one 2-sided original to one side of a sheet.
8. **2 Sided 4 Pages to Combine 1 Side:**
   Copies two 2-sided original to one side of a sheet.
9. **2 Sided 8 Pages to Combine 1 Side:**
   Copies four 2-sided originals to one side of a sheet.
10. **2 Sided 4 Pages to Combine 2 Side:**
    Copies two 2-sided originals together to both sides of a sheet.
11. **2 Sided 8 Pages to Combine 2 Side:**
    Copies four 2-sided originals together to both sides of a sheet.
12. **2 Sided 16 Pages to Combine 2 Side:**
    Copies eight 2-sided originals together to both sides of a sheet.

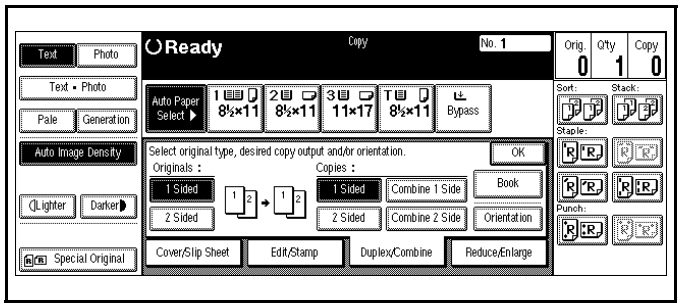
1 Sided 2 Pages to Combine 1 Side

Copies two 1-sided originals to the two-pages spread of a sheet.

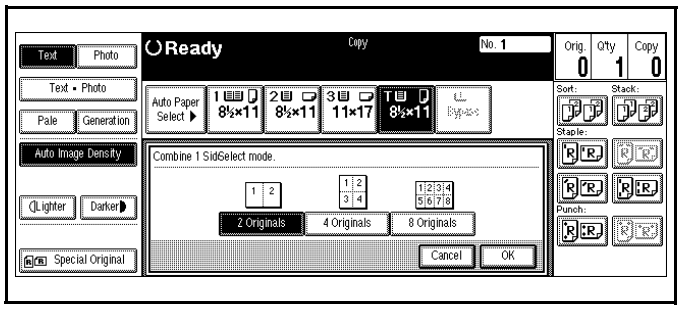
1 Touch the Duplex/Combine key.



2 Touch the 1-Sided key for original, then touch the Combine 1 Side key for your copy.

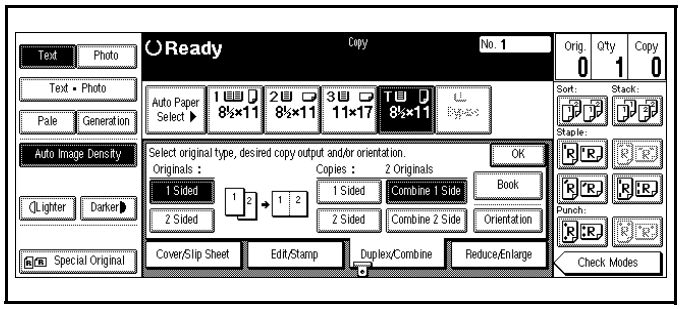


3 Touch the 2 Originals key, then touch the OK key.



4 Select the paper source.

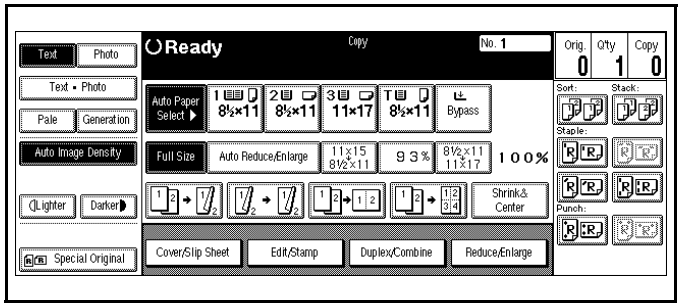
5 Set the originals in place, then press the Start key.



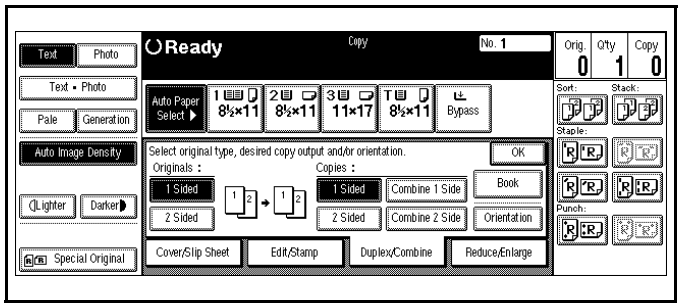
1 Sided 4 Pages to Combine 1 Side

Copies four 1-sided originals together to one side of a sheet.

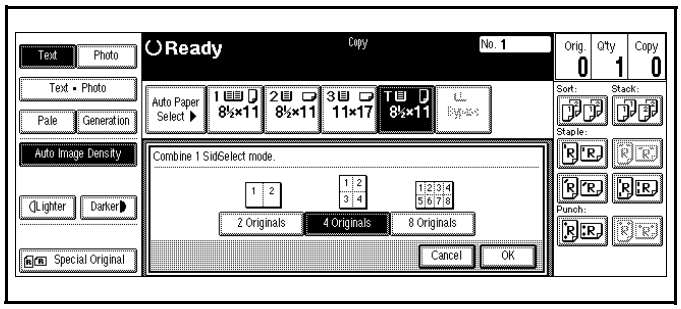
1 Touch the Duplex/Combine key.



2 Touch the 1-Sided key for original, then touch the Combine 1 Side key for your copy.

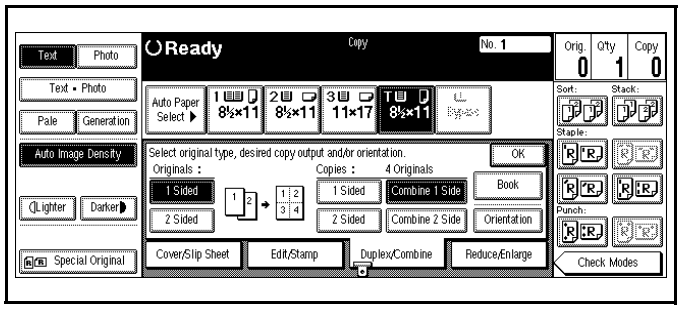


3 Touch the 4 Originals key, then touch the OK key.



4 Select the paper source.

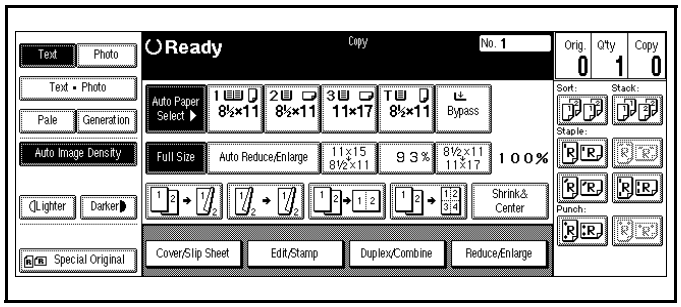
5 Set the originals in place, then press the Start key.



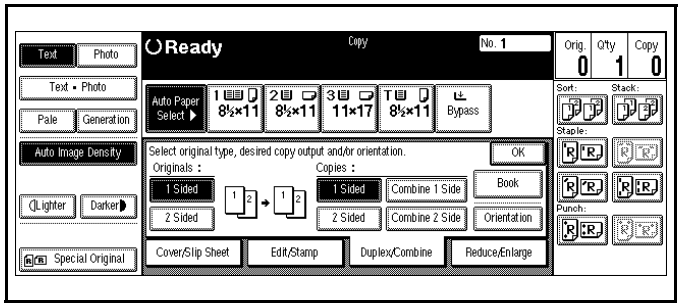
1 Sided 8 Pages to Combine 1 Side

Copies eight 1-sided originals together to one side of a sheet.

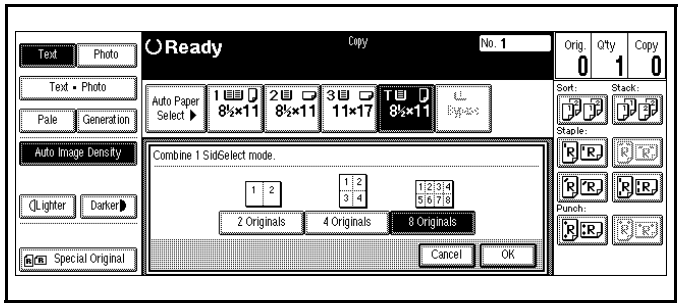
1 Touch the Duplex/Combine key.



2 Touch the 1-Sided key for original, then touch the Combine 1 Side key for your copy.

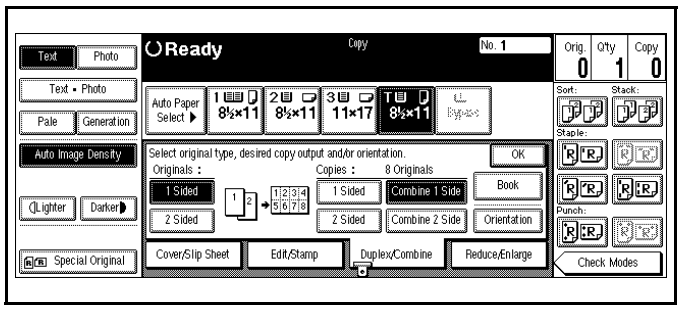


3 Touch the 8 Originals key, then touch the OK key.



4 Select the paper source.

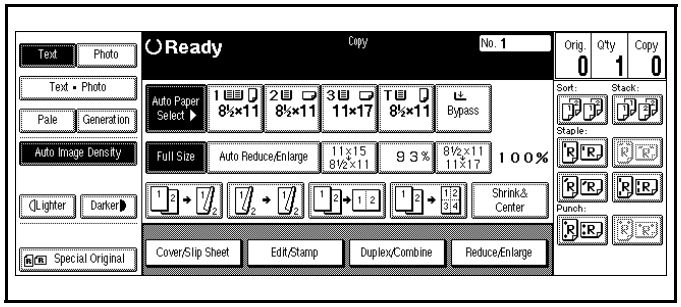
5 Set the originals in place then press the Start key.



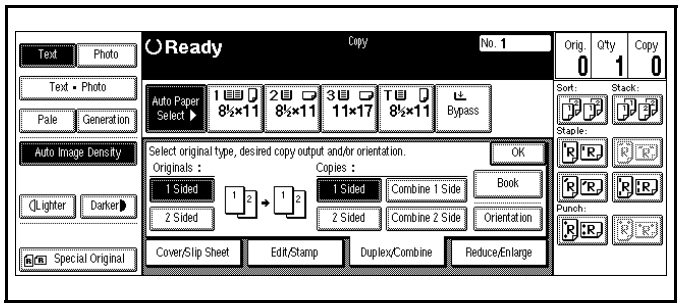
1 Sided 4 Pages to Combine 2 Side

Copies eight 1-sided original together to one side of a sheet.

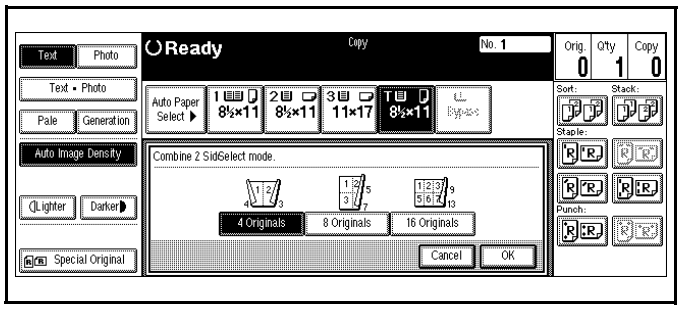
1 Touch the Duplex/Combine key.



2 Touch the 1-Sided key for original, then touch the Combine 2 Side key for your copy.

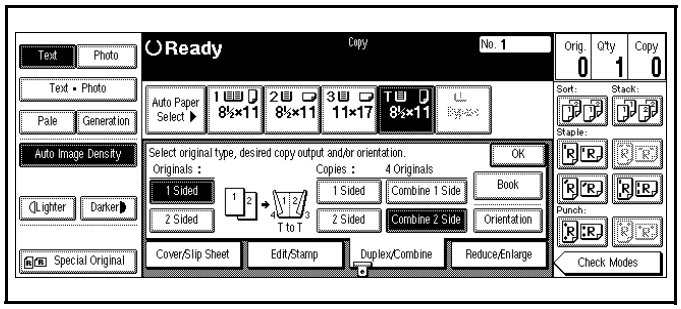


3 Touch the 4 Originals key, then touch the OK key.



4 Check the paper orientation.

5 Touch the OK key.



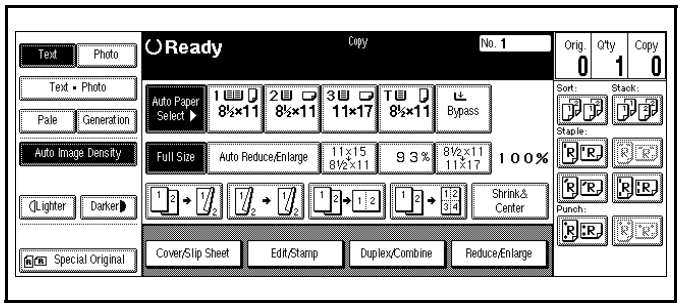
6 Select the paper source.

7 Set the originals in place, then press the Start key.

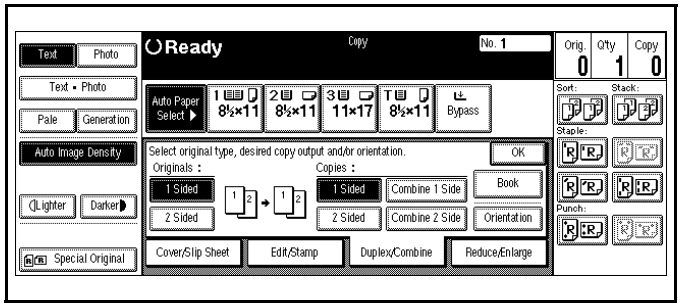
1 Sided 8 Pages to Combine 2 Side

Copies eight 1-sided originals to the two-page spread on both sides of a sheet.

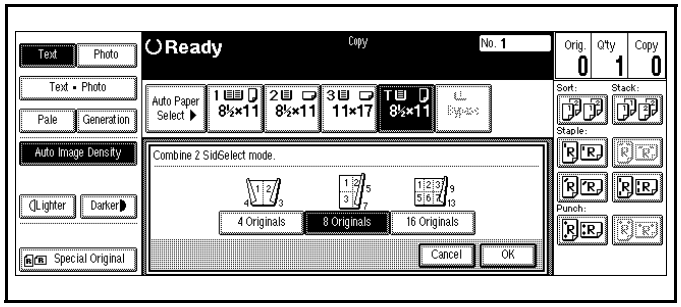
1 Touch the Duplex/Combine key.



2 Touch the 1-Sided key for original, then touch the Combine 2 Side key for your copy.

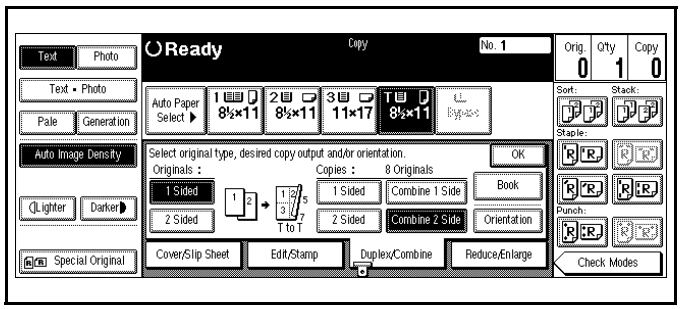


3 Touch the 8 Originals key, then touch the OK key.



4 Check the paper orientation.

5 Touch the OK key.



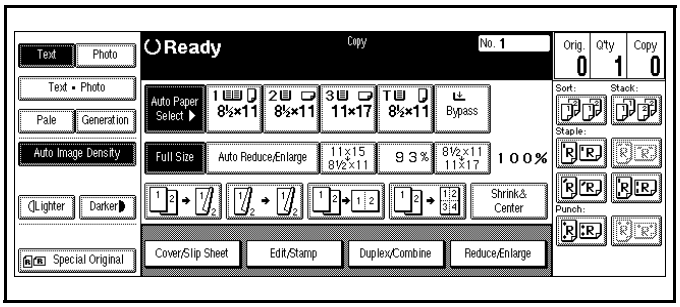
6 Select your paper source.

7 Set your originals and then press the Start key.

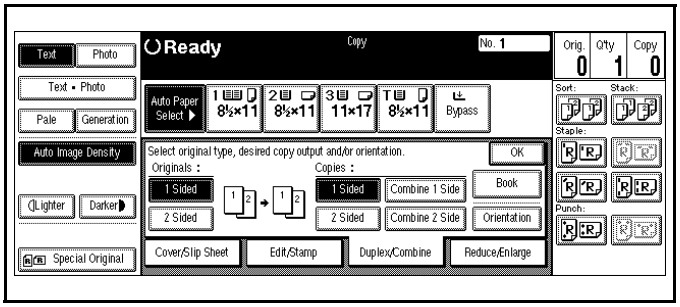
1 Sided 16 Pages to Combine 2 Side

Copies 16 1-sided originals together to both sides of a sheet.

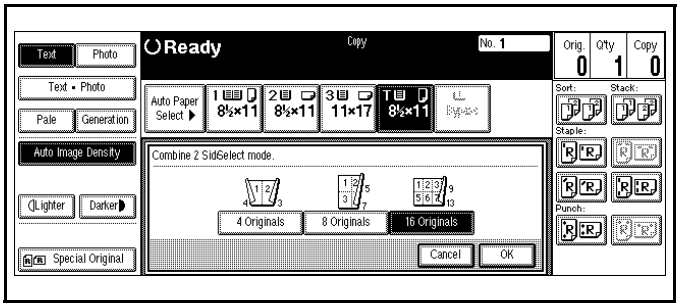
1 Touch the Duplex/Combine key.



2 Touch the 1-Sided key for original, then touch the Combine 2 Side key for your copy.

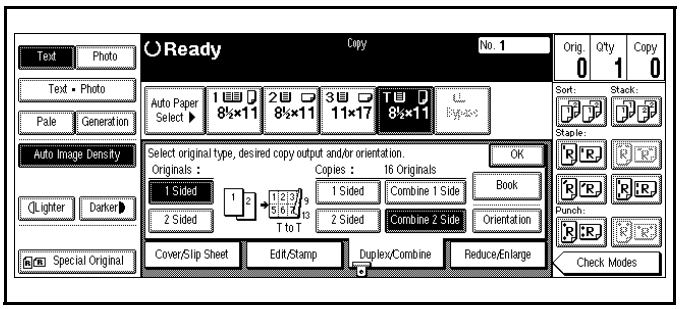


3 Touch the 16 Originals key, then touch the OK key.



4 Check the paper orientation.

5 Touch the OK key.



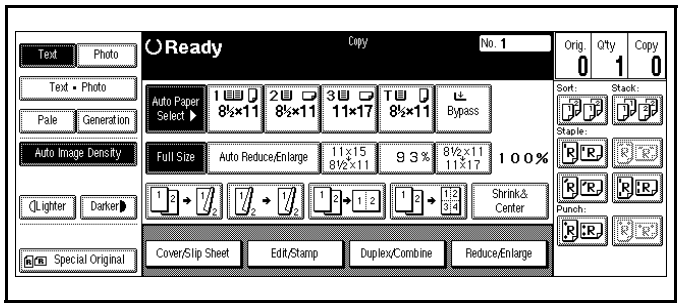
6 Select the paper source.

7 Set the originals in place, then press the Start key.

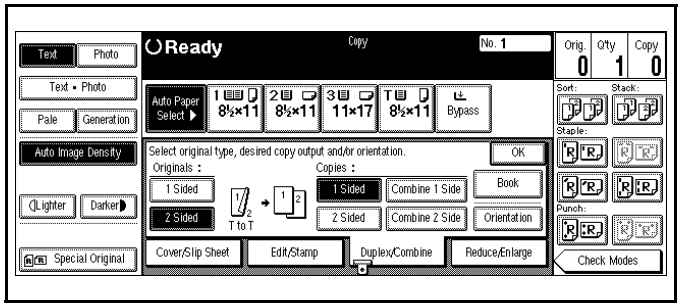
2 Sided 2 Pages to Combine 1 Side

Copies one 2-sided original to one side of a sheet.

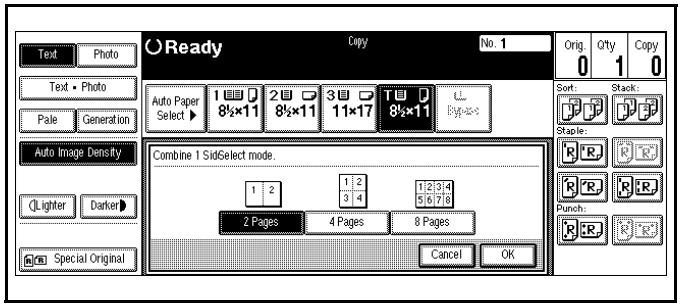
1 Touch the Duplex/Combine key.



2 Touch the 2-Sided key for original, then touch the Combine 1 Side key for your copy.

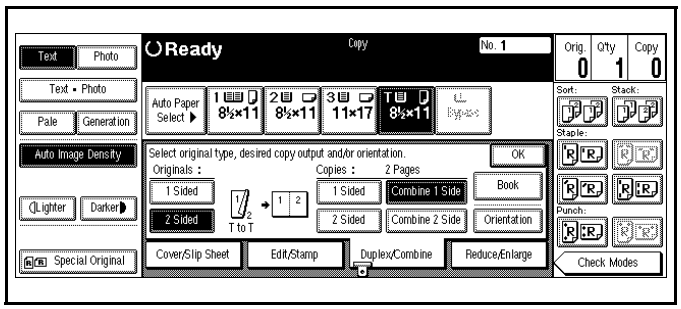


3 Touch the 2 Pages key, then touch the OK key.



4 Check the paper orientation.

5 Touch the OK key.



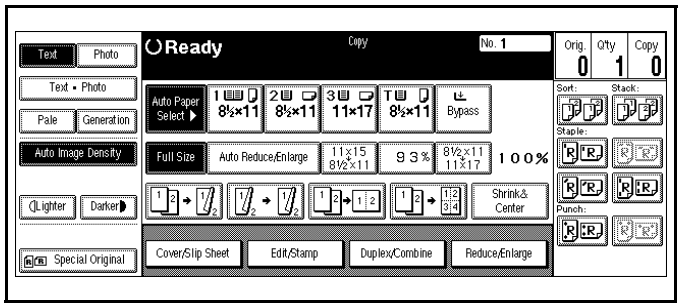
6 Select the paper source.

7 Set the originalsin place, then press the Start key.

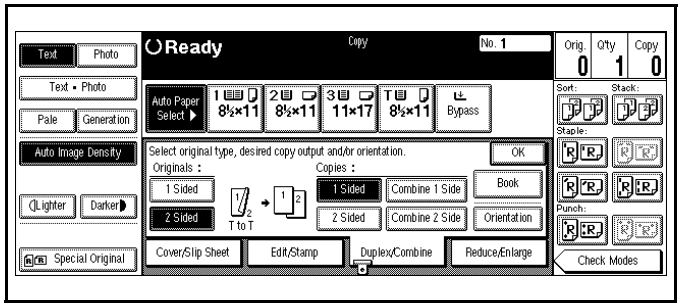
2 Sided 4 Pages to Combine 1 Side

Copies one 2-sided original to one side of a sheet.

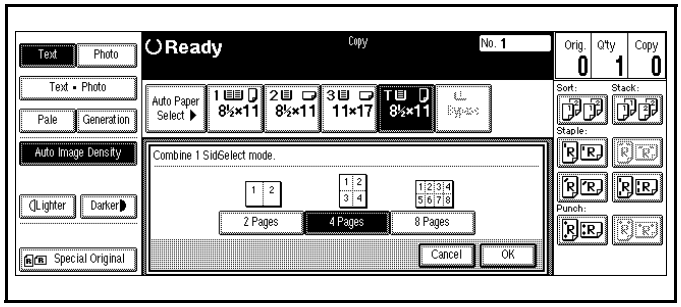
1 Touch the Duplex/Combine key.



2 Touch the 2-Sided key for original, then touch the Combine 1 Side key for your copy.

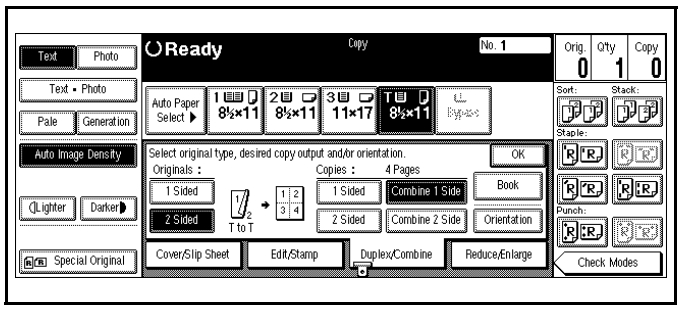


3 Touch the 4 Pages key, then touch the OK key.



4 Check the paper orientation.

5 Touch the OK key.



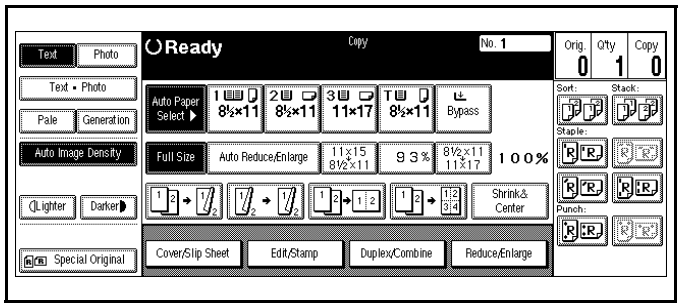
6 Select the paper source.

7 Set the originals in place, then press the Start key.

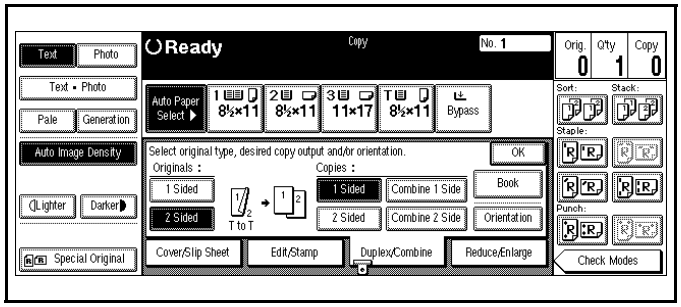
2 Sided 8 Pages to Combine 1 Side

Copies four 2-sided originals to one side of a sheet.

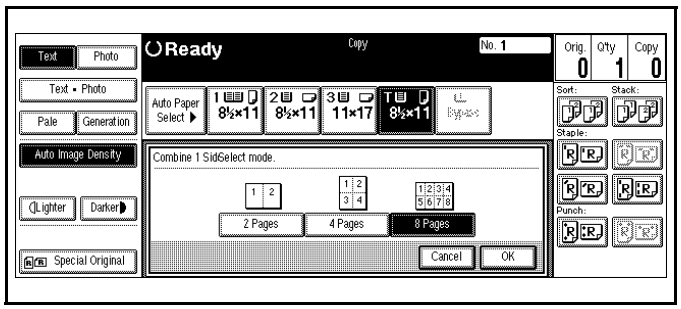
1 Touch the Duplex/Combine key.



2 Touch the 2-Sided key for original, then touch the Combine 1 Side key for your copy.

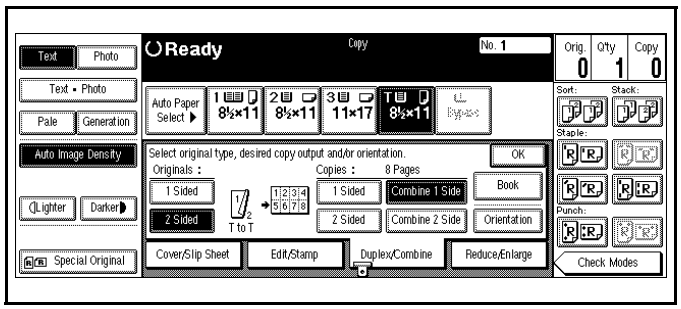


3 Touch the 8 Pages key, then touch the OK key.



4 Check the paper orientation.

5 Touch the OK key.



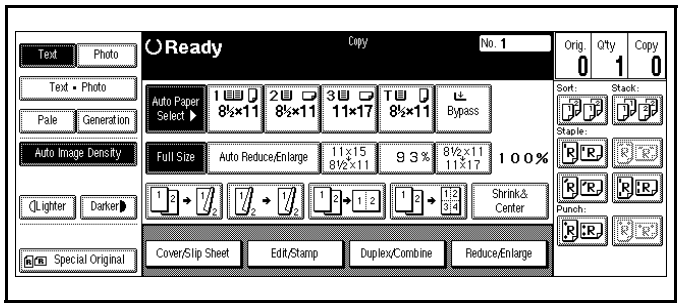
6 Select the paper source.

7 Set the originals in place, then press the Start key.

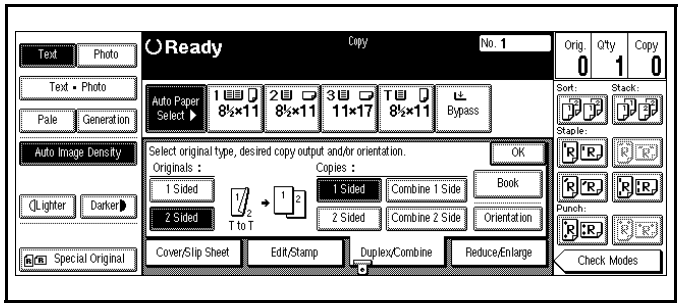
2 Sided 4 Pages to Combine 2 Side

Copies two 2-sided originals together to both sides of a sheet.

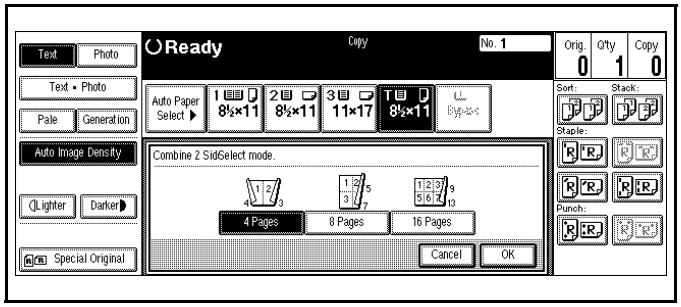
1 Touch the Duplex/Combine key.



2 Touch the 2-Sided key for original, then touch the Combine 2 Side key for your copy.

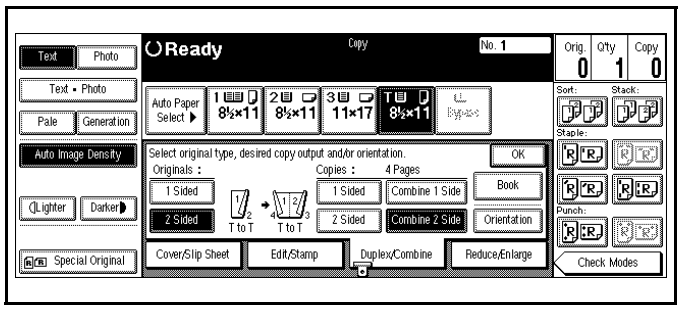


3 Touch the 4 Pages key, then touch the OK key.



4 Check the paper orientation.

5 Touch the OK key.



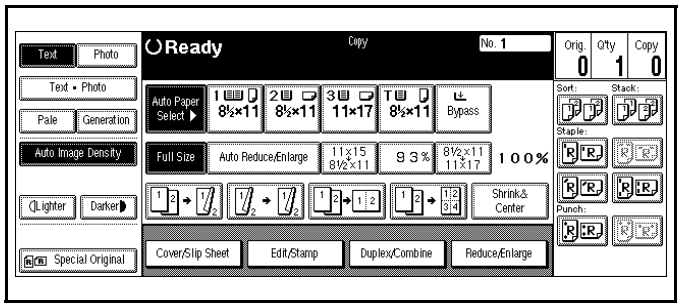
6 Select the paper source.

7 Set the originals in place, then press the Start key.

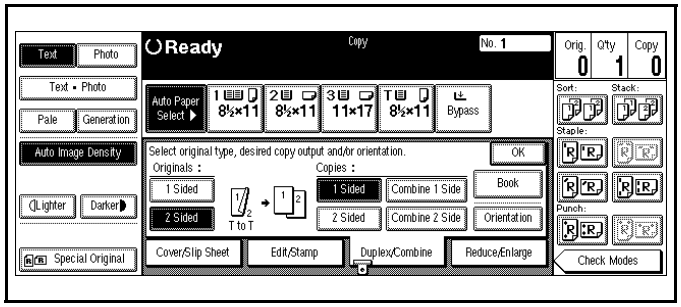
2 Sided 8 Pages to Combine 2 Side

Copies four 2-sided originals together to both sides of a sheet.

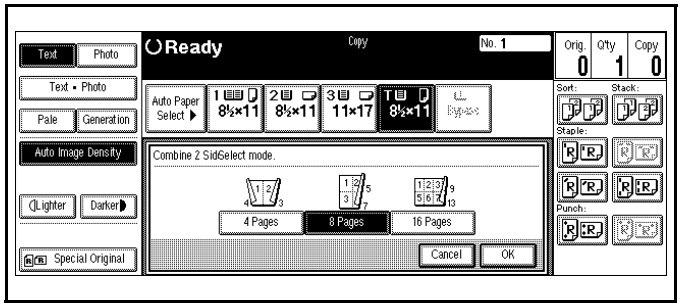
1 Touch the Duplex/Combine key.



2 Touch the 2-Sided key for original, then touch the Combine 2 Side key for your copy.

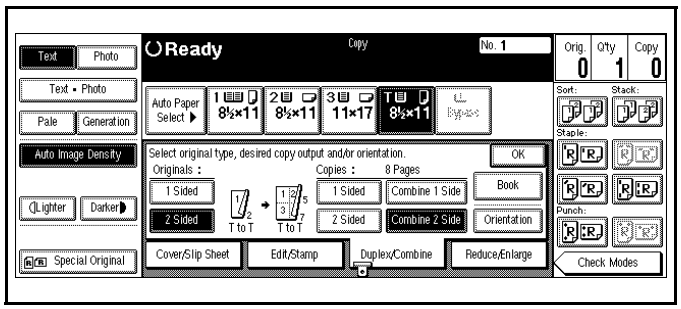


3 Touch the 8 Pages key, then touch the OK key.



4 Check the paper orientation.

5 Touch the OK key.



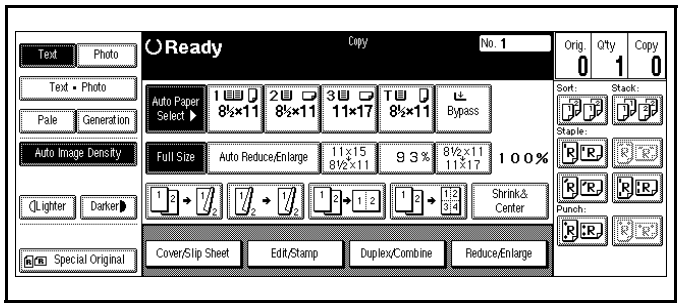
6 Select the paper source.

7 Set the originals in place, then press the Start key.

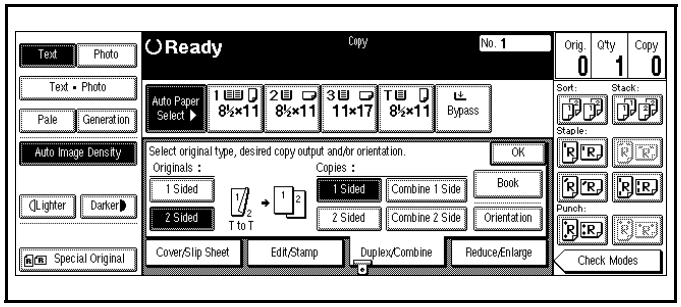
2 Sided 16 Pages to Combine 2 Side

Copies eight 2-sided originals together to both sides of a sheet.

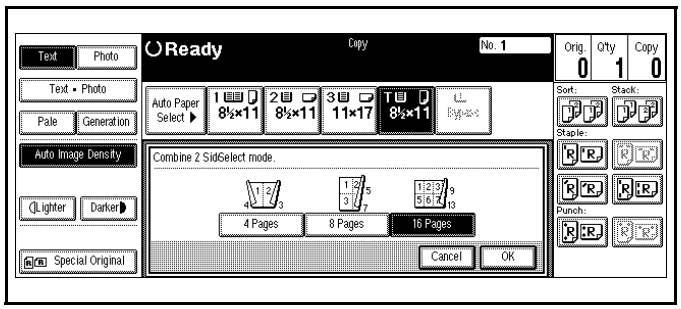
1 Touch the Duplex/Combine key.



2 Touch the 2-Sided key for original, then touch the Combine 2 Side key for your copy.

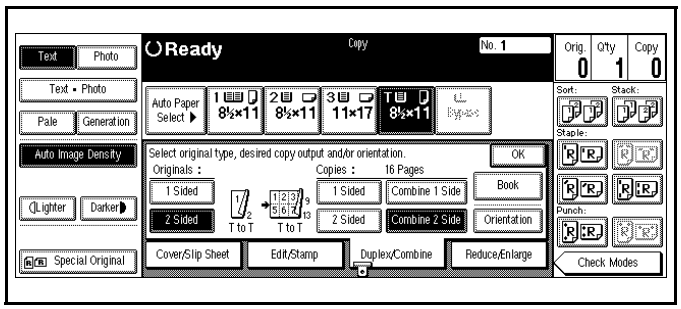


3 Touch the 16 Pages key, then touch the OK key.



4 Check the paper orientation.

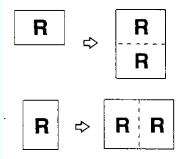
5 Touch the OK key.



6 Select the paper source.

7 Set the originals in place, then press the Start key.

Double Copying

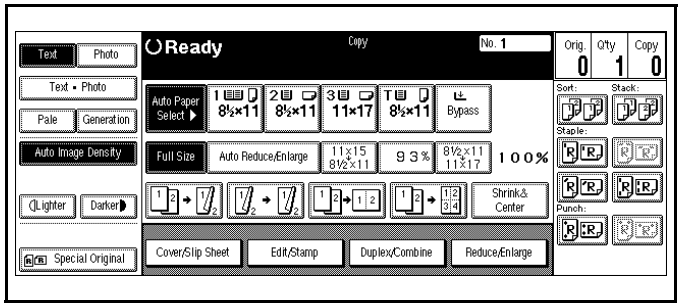


Using Double Copy, you can make two copies of the same image on one sheet.

Note:

- You cannot use the Bypass Tray for this feature.
- You can insert separated lines between the repeated images. See “Page Format - Window 2 of 2” on page 5-16.

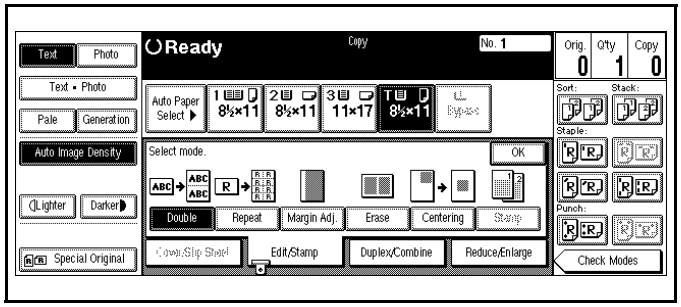
1 Touch the Edit/Stamp key.



2 Touch the Double key.

3 Touch the OK key.

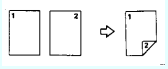
4 Select the paper.



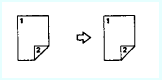
5 Set the originals in place, then press the Start key.

Duplex Copying

There are two ways to make duplex copies with this copier:



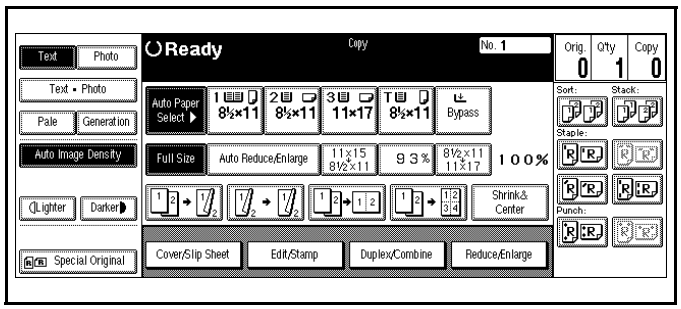
1-Sided to 2-Sided Copying: This mode makes two-sided copies from one-sided originals.



2-Sided to 2-Sided Copying: This mode makes two-sided copies from two-sided originals.

1-Sided to 2-Sided Copying

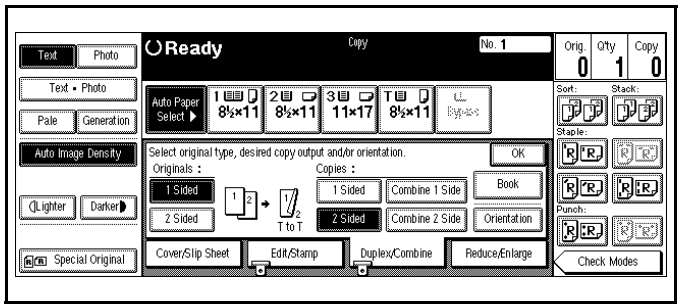
1 Touch the Duplex/Combine key.



2 Touch the 1 Sided key for the original.

3 Touch the 2 sided key for the copy.

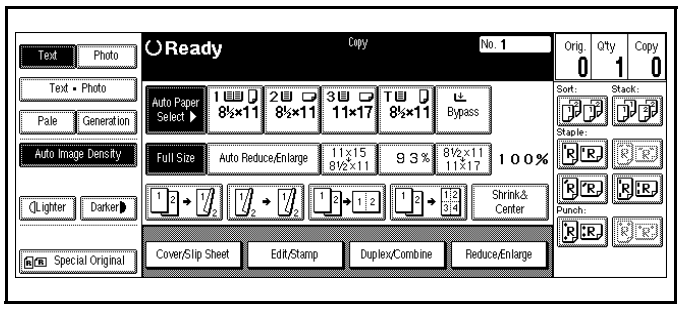
4 Touch the OK key.



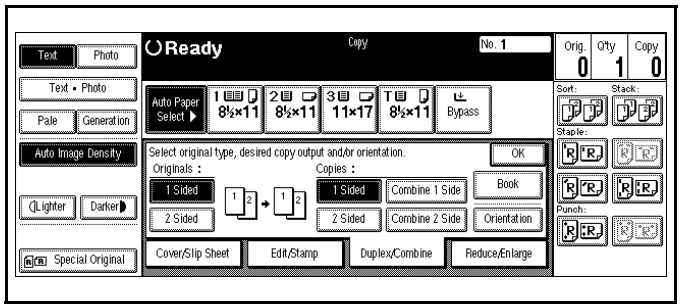
Specify the Orientation of Bound Originals

- If the binding is on the side, use Top to Top. This is the default setting.
- If the binding is on the top of the page, use top to bottom. Your copies are automatically orientated top to bottom.

1 Touch the Duplex/Combine key.

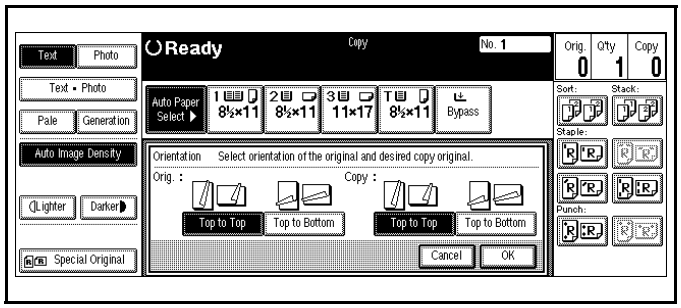


2 Touch the Orientation key.



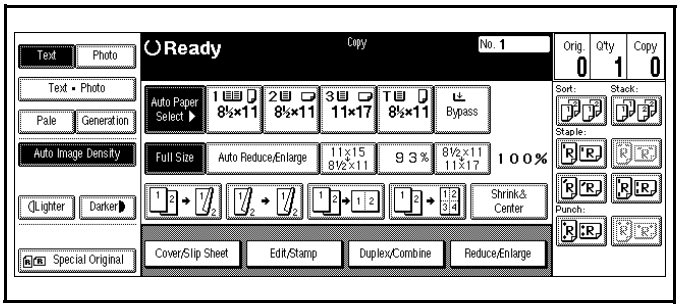
3 Select an original and copy orientation.

4 Touch the OK key.



2-Sided to 2-Sided Copying

1 Touch the Duplex/Combine key.



2 Touch the 2 Sided key for the original.

3 Touch the 2 sided key for the copy.

4 Touch the OK key.

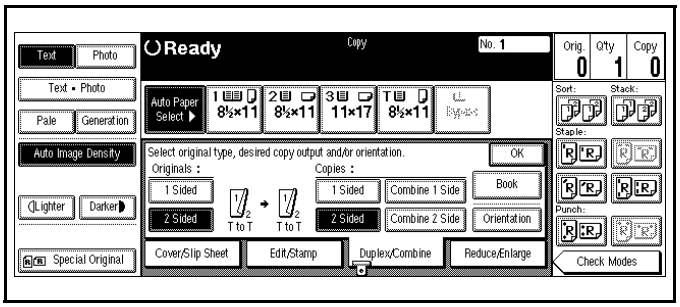
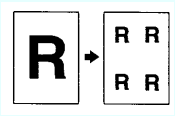


Image Repeat Copying



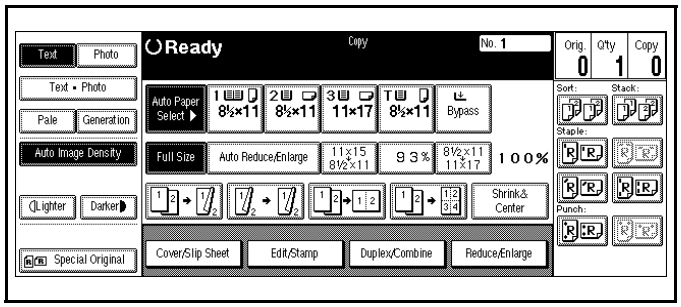
Using Image Repeat, the same image can be copied repeatedly on the same paper.

Note:

- The number of repeated images depends on the original size, copy paper size, and reproduction ratio.
- Original Size: 5.5” x 8.5”, Copy Paper Size: 8.5” x 11.0” (landscape to landscape, or portrait to portrait).
  4 repeats (71%), 16 repeats (35%)
- Original Size: 5.5” x 8.5”, Copy Paper Size: 8.5” x 11.0” (portrait to landscape, or portrait to landscape).
  2 repeats (100%), and 8 repeats (50%)

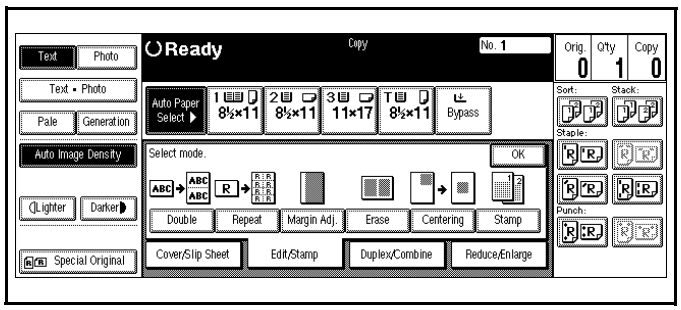
1 Select the size of copy paper and the reproduction ratio.

2 Touch the Edit/Stamp key.



3 Touch the Repeat key.

- To repeat the whole original, select All area.
- To repeat selected areas, select Select area and enter the Horiz and Vert dimensions.



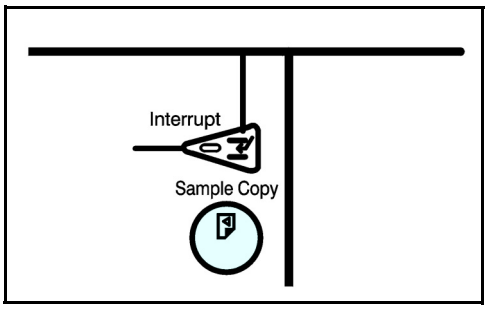
4 Touch the OK key.

5 Set the originals in place, then press the Start key.

Interrupt Copying

You can interrupt a copy job that is in progress to make a quick copy of another original, without disrupting the original copy job settings or copy count. Do this by using the Interrupt feature.

1 Press the Interrupt key.

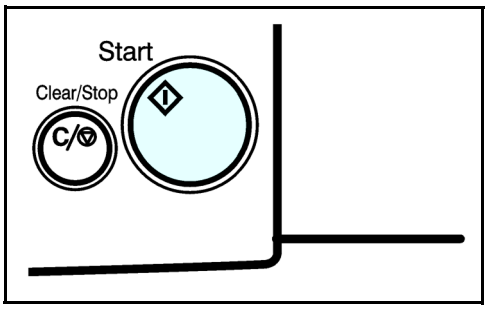


2 When the copier stops:

- Remove the remaining originals from the Document Feeder.
- Position the new original on the Exposure Glass.

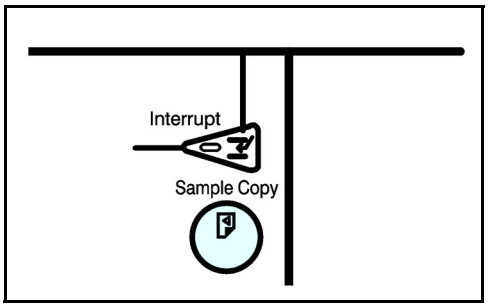
3 Make the copy requirement selections. See “Making Your Copy” on page 1-3.

4 Press the Start key.



5 When all Interrupt Copies are finished, press the Interrupt key again to cancel the Interrupt mode.

Note: The previous copy quantity, copy ratio, copy darkness, and paper size are automatically reset.



6 Put the remaining originals that you removed in Step 2, back into the Document Feeder.

7 Press the Start key to continue the original copy job.

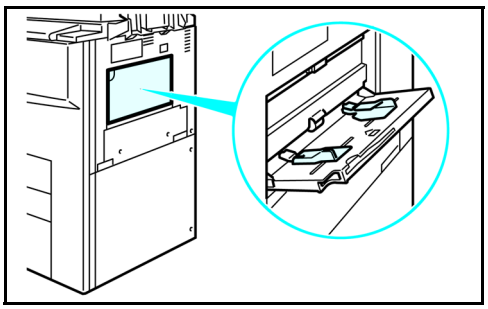
Overhead Transparencies and Thick Paper

To make copies on OHP transparencies or thick paper, you need to specify the paper type. This function is not available in Duplex mode.

1 If Duplex mode is selected, touch the Duplex key to turn it OFF.

2 Place the original on the Document Feed Tray or on the Exposure Glass.

3 Open the Bypass Paper Tray.



4 Adjust the Bypass Paper Guides to the width of the transparencies.

- Be sure to place the transparencies in the same direction as your original.

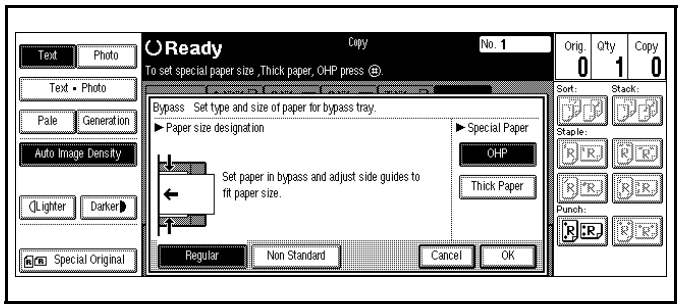
5 Insert the OHP transparency or thick paper face up until the beep sounds.

6 Press the (#) key on the keypad.

7 Select OHP or Thick Paper by touching the appropriate key.

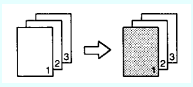
8 Touch the OK key.

9 With the originals set, press the Start key.

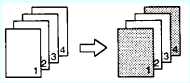


Cover and Page Insert Copying

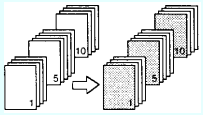
There are four types of copying in this mode:



Front Cover: The first page of the original is copied on a specific paper sheets for covers. You can specify it to copied on or left blank. Refer to “Front Cover” on page 4-28.



Front and Back Covers: The first and last pages of the originals are copied on specific paper sheets for covers. Refer to “Front and Back Covers” on page 4-29.



Page Insert: Any specific page of the document is copied on specific paper sheets for slip sheets. Refer to “Page Insert” on page 4-30.

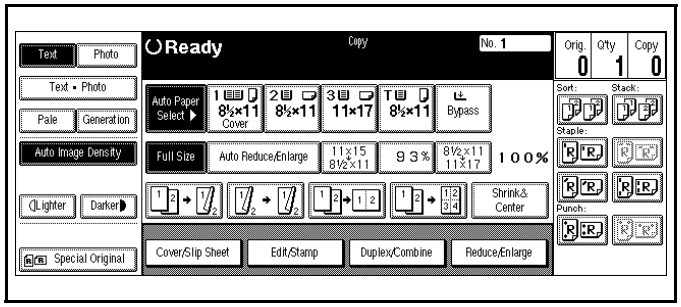
Chapters: Separate one-sided originals into chapters of two-sided copies. Refer to “Chapters” on page 4-32.

Note:

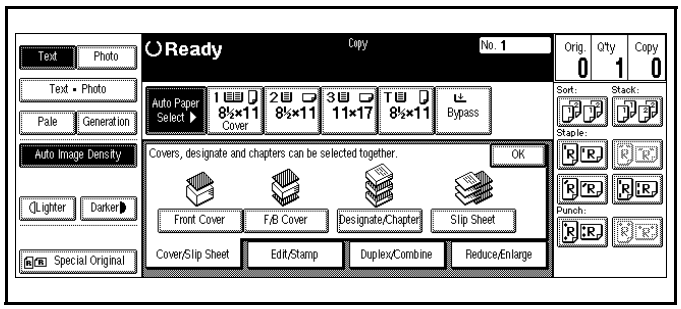
- The cover or slip sheets should be identical in size and direction with the copy paper.
- If Blank Cover mode is selected, the cover is not counted as a copy.

Front Cover

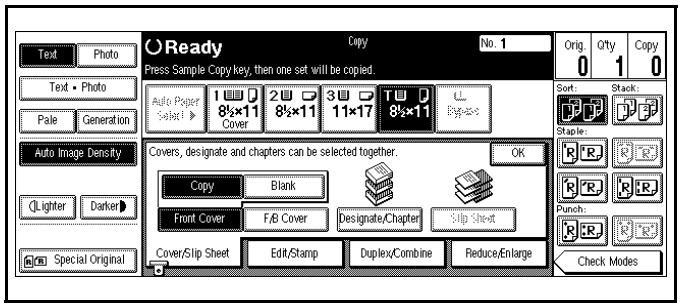
1 Touch the Cover/Slip Sheet key.



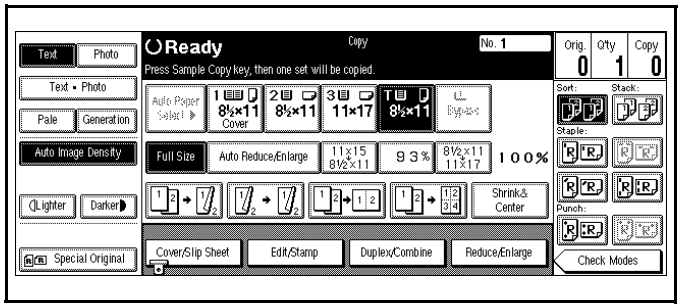
2 Touch the Front/ Cover key.



3 Select Copy or Blank and then touch the OK key.



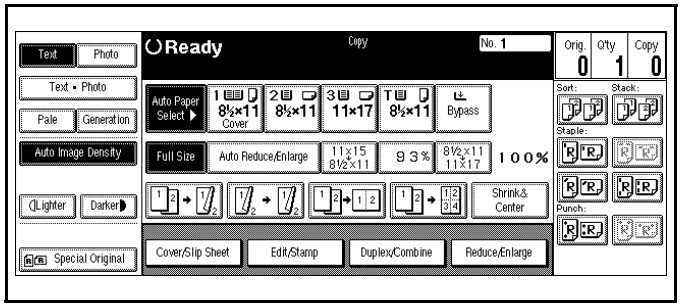
4 Select the tray you use.



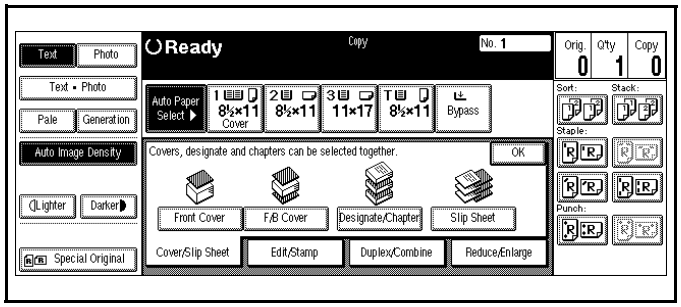
5 Set the originals in the Document Feeder and then press the Start key.

Front and Back Covers

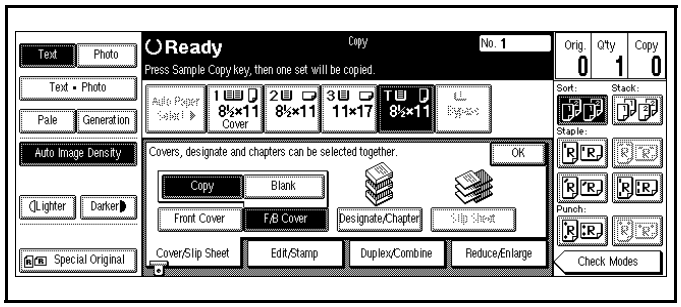
1 Touch the Cover/Slip Sheet key.



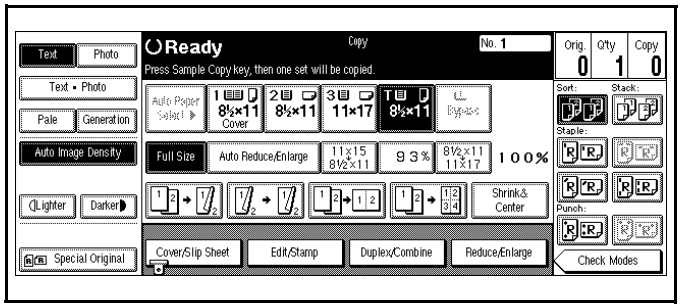
2 Touch the F/B Cover key.



3 Select Copy or Blank and then touch the OK key.



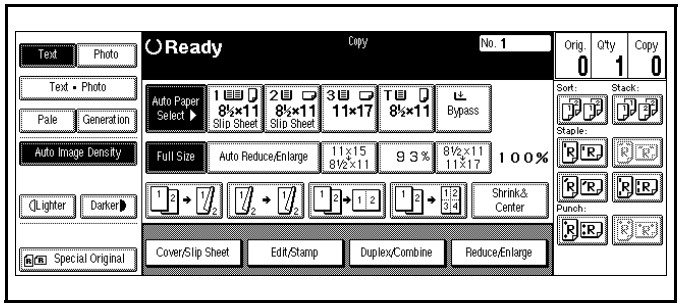
4 Select the tray you use.



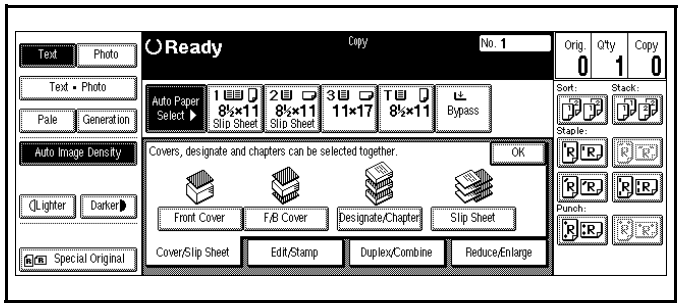
5 Set the originals in the Document Feeder and then press the Start key.

Page Insert

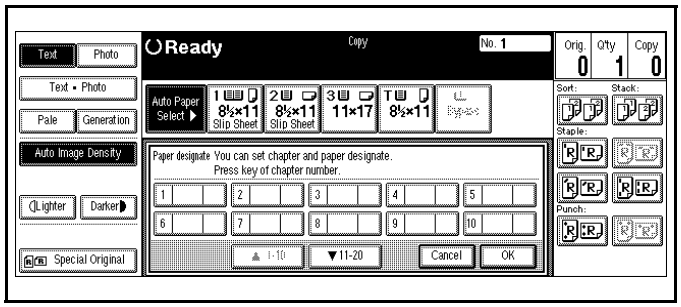
1 Touch the Cover/Slip Sheet key.



2 Touch the Designate/Chapter key.



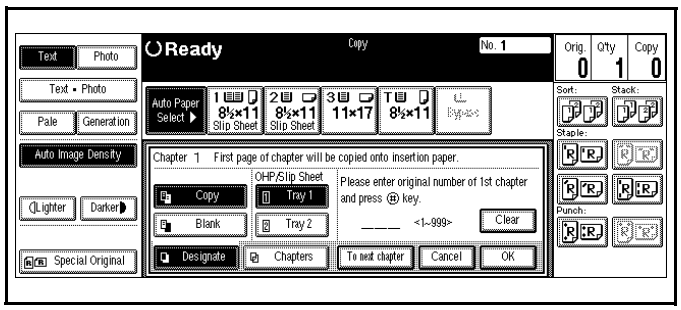
3 Touch the key to select the chapter number.



4 Using the keypad, enter the page number of the original's location you want to copy onto a slip sheet with.

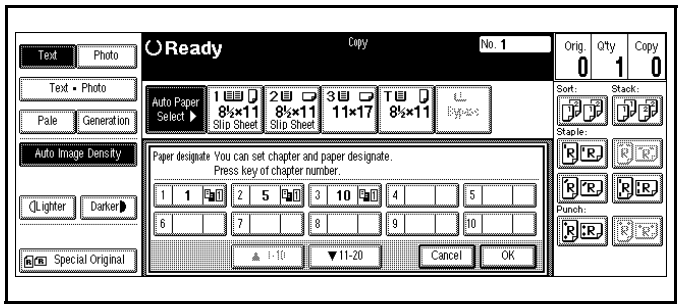
5 Press the (#) key to enter the value.

6 Select Copy of Blank for a slip sheet.



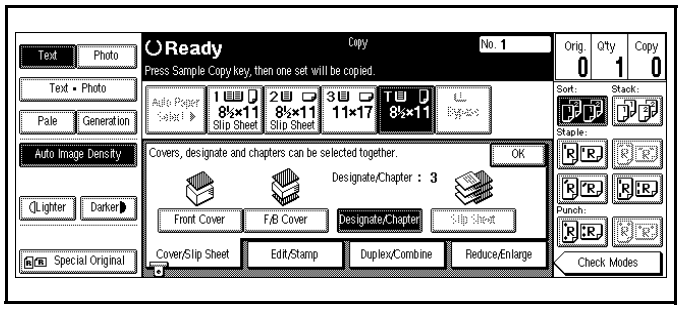
7 Select the paper tray you wish to use for the slip sheets.

8 Touch the OK key.



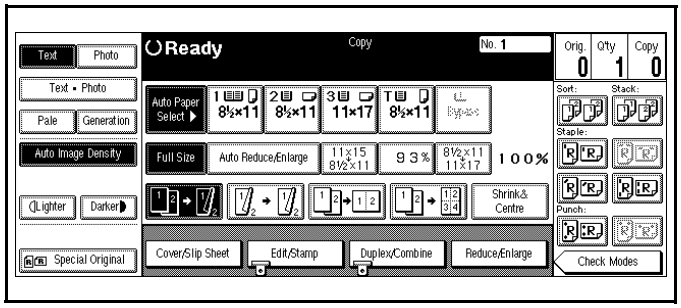
9 Select the paper tray containing the non-slip sheet paper.

10 Set the originals in place, then press the Start key.

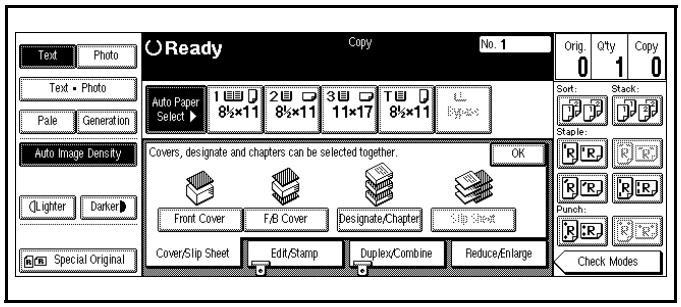


Chapters

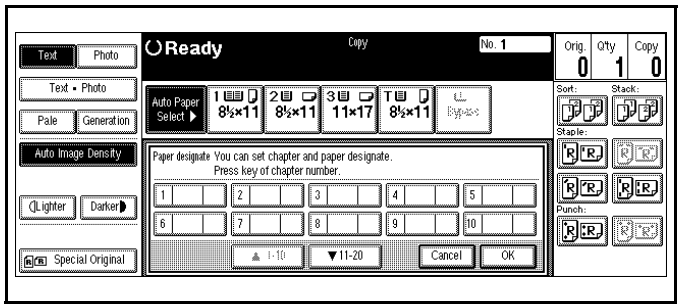
1 Touch the Cover/Slip Sheet key.



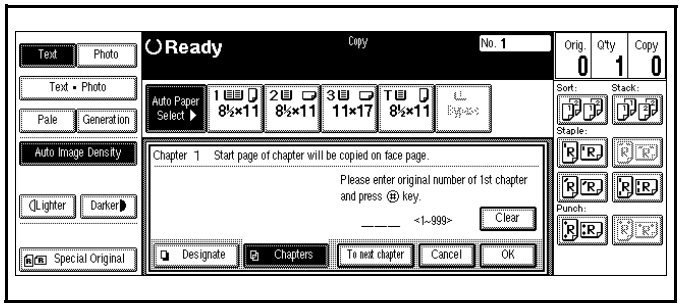
2 Touch the Designate/Chapter key.



3 Touch the key to select the chapter number.



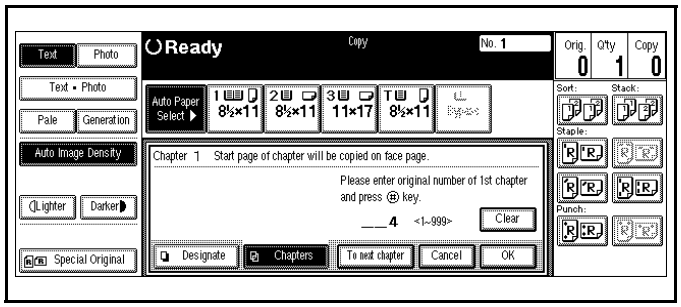
4 Touch the Chapters key.



5 Using the keypad, enter the page number of the first page of the first chapter.

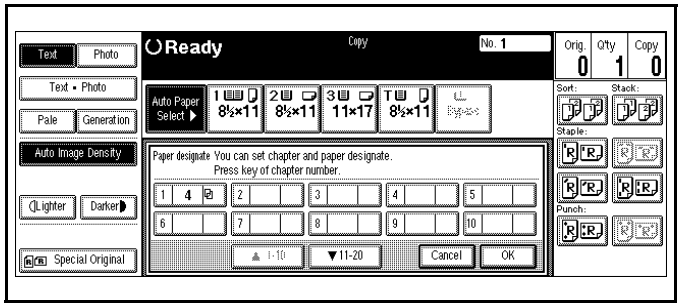
6 Press the # key.

7 To specify another page number, repeat Steps 3-6.



8 When you wish to finish specifying page numbers, touch the OK key.

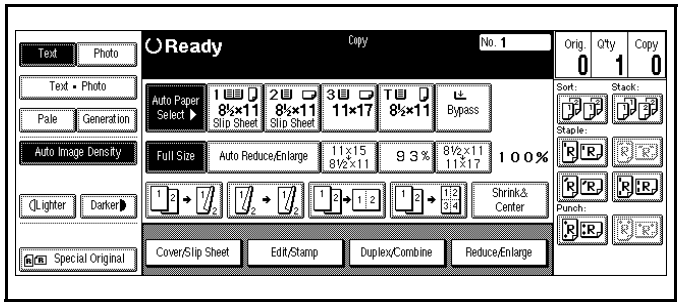
9 Set the originals in place, then press the Start key.



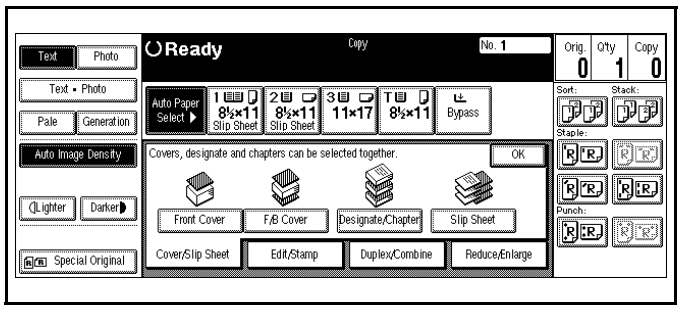
Slip Sheets

This function can be used to insert a slip sheet automatically between every OHP transparencies copied or used as a stack function. You can also copy onto the slip sheets if desired.

1 Touch the Cover/Slip Sheet key.

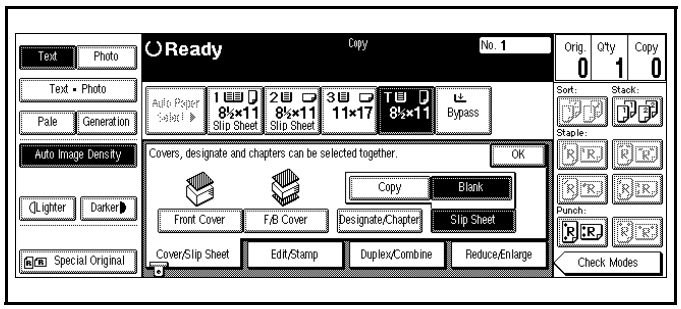


2 Touch the Slip Sheet key.



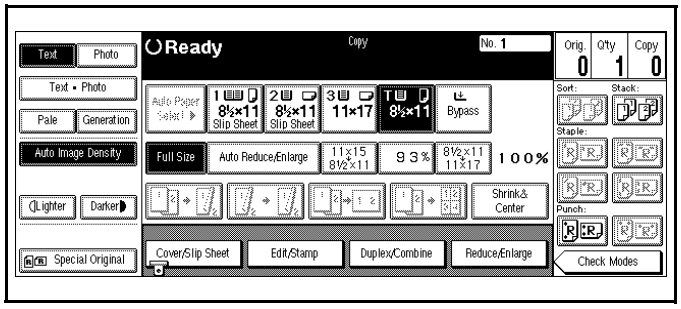
3 Select Copy or Blank.

4 Touch the OK key.

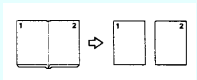


5 Select the paper tray containing the non-slip sheet paper.

6 Set the originals in place, then press the Start key.

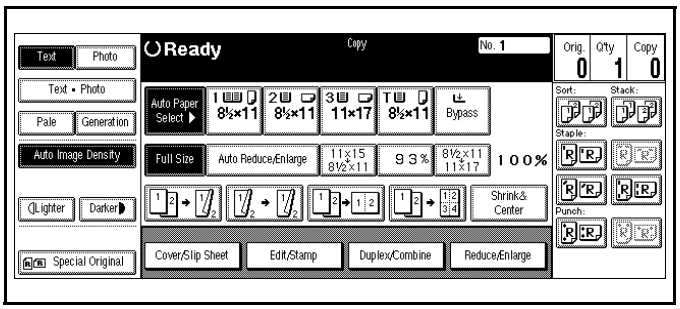


Series Copying - Book to 1-Sided Copies

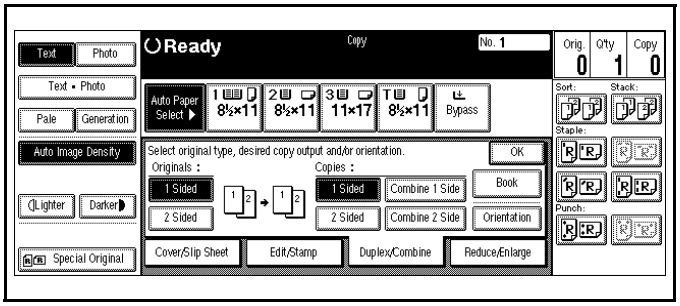


Use Series Copy, to make two separate one-sided copies from two facing pages of a bound book or magazine.

1 Touch the Duplex/Combine key.



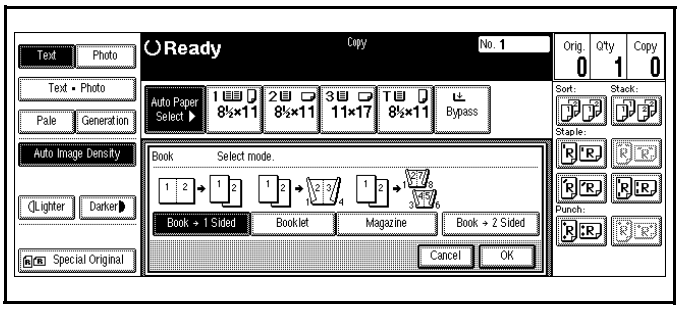
2 Touch the Book key.



3 Touch the Book > 1 Sided key.

4 Touch the OK key.

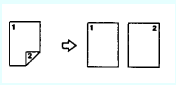
5 Touch the OK key again.



6 Make sure the Auto Paper Select is selected.

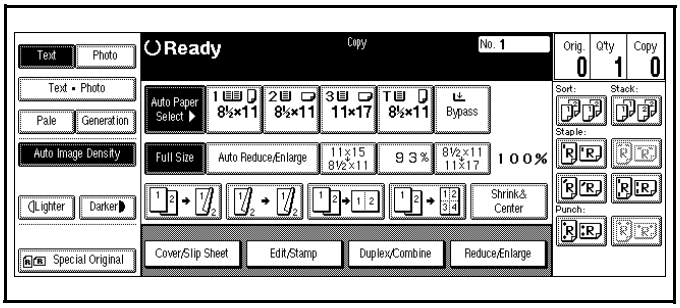
7 Set the originals in place, then press the Start key.

Series Copying - 2-Sided to 1-Sided Copies

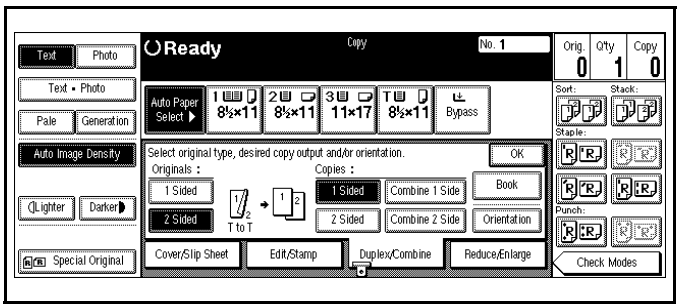


Use Series Copy, to make two separate one-sided copies from a 2-sided original. You cannot use this feature in the Duplex Mode.

1 Touch the Duplex/Combine key.



2 Touch the 2 Sided key for original. Then touch 1 Sided key for copy.



3 Check the orientation.

- Orientation is indicated as T to T and T to B
- Touch the orientation key to make changes

4 Touch the OK key.

5 Set the originals in place, then press the Start key.

Chapter 5

User Tools

Chapter Overview

This chapter covers User Tools for System and Copy operations.

- "User Tool Settings" on page 5-1
- "System Settings" on page 5-2
- "Copy/Document Server Settings" on page 5-9

User Tool Settings

The User Tools feature allow you to change default settings for: System and Copy features to operations that you use most.

System

System's User Tools has five window tabs.

- Basic Page 1
- Basic Page 2
- Set Time
- Paper Size Setting
- Count Manager

Copy/Document Server

Copy/Document Server User Tools has six window tabs.

- General Features - 3 windows
- Reproduction Ratio - 2 windows
- Page Format - 2 windows
- Stamp Setting
- Input/Output
- Count Manager

System Settings

Follow the basic steps to access System Settings.

The Message Display for System Settings consist of five windows.

- Basic Page 1
- Basic Page 2
- Set Time
- Paper Size Setting
- Count Manager

Note: Default settings are shown in italics.

Basic Steps to Accessing System Settings

Step	Procedure to Perform
1	Press the User Tools/Counter key.
2	Touch the Systems Settings key.
3	Touch the desired Window Tab. • Basic Page 1 • Basic Page 2 • Set Time • Paper Size Setting • Count Manager
4	Touch the key for the desired item. Change settings by following the instructions on the panel display.
5	Touch the OK key.

The tables on the following pages provide you with information necessary to access the System Settings

Exiting from User Tools

After changing the User Tools settings, touch the Exit key, or press the User Tools/Counter key.

System Setting - Basic Page 1

Menu	Description
Operation Panel Beeper	The beeper (key tone) sounds when a key is pressed. This beeper can be turned ON or OFF. Default is *On*.
Ready Operation Panel Beeper	Specify whether to sound the beeper when your unit comes to Ready for copying immediately after Energy Saver mode is deactivated or the power is turned ON. When the Control Panel beeper is set to Off, the beeper does not sound even if the Ready Control Panel Beeper is set to On. Default is *On.*
Copy Count Display	The copy counter can be set to show the number of copies made (count up) or the number of copies to be made (count down). Default is *Up (count up).*
Auto Response (Human) Sensor	If your copier does not detect anyone using it for a certain period of time, it switches automatically to one of the preset modes: • AutoReset • System Reset • Low Power mode • Auto Off
Auto Tray Switching (Paper Drawers)	If you load paper of the same size in two or more trays, your copier automatically shifts to the other tray when the tray in use runs out of paper. You can set or cancel this setting. • If you select Yes, and a paper of a different orientation is loaded, limitless paper loading will take place for loading. • If you select No, and paper of the same size and orientation is not loaded, your copier will stop and instruct you to load paper. Default is *Yes*.
Auto Off Timer	Your copier turns itself off automatically to conserve energy after your copy job is finished, after the selected time. This function is called “Auto Off”. The time can be set from 1 to 240 minutes. Default is *90 minutes*.

Menu	Description
Low Power Shift TIme	Your copier enters Low Power mode automatically after your job is finished, after selected time. The time can be set form 1 to 240 minutes. Default is *15 minutes.*
Low Power Timer	Your copier enters the Energy Saver mode automatically after your copy job is finished, after the selected time. The time can be set from 10 to 999 seconds, or 0. When set to 0, Energy Saver mode will not be activated, Default is *60 seconds.*
ADF Orig. Ejection (RADF)	As a default setting, the scanned originals from the Document Feeder (RADF) are ejected to the RADF external tray. But, if there is no space to attach an RADF External Tray, you can change the output tray to the RADF tray. Default is *ADF Ext. Tray.*
<F/F4> Size Setting	Currently, three types of F sizes are available; 8.5" x 13". 8.25" x 13", and 8" x 13". The Document Feeder sensor cannot distinguish these three types of originals. This function sets the F size from the Document Feeder sensor. Auto Paper Select or Auto Reduce/Enlarge is the case of F size originals functions based on this setting. Default is *8.5" x 13"*.

System Setting - Basic Page 2

Menu	Description
System Reset	If no operation is performed for a selected time after interrupt copying, the interrupt copying is canceled. The time can be set from 10 to 999 seconds, or 0 When time is set to 0, System Reset is not activated. Default is *60 seconds.*
Function Priority	You can specify the mode that is displayed when the Operation Switch is pressed or System Reset is activated. Select Copy or Document Server. Default is *Copy.*
Copy Output Tray	You can specify to which tray your documents are delivered. • Exit Tray (when Finisher is not installed) • Finisher-Shift Tray • Finisher-Proof Tray

System Setting - Set Time

Menu	Description
NOTE: Key Operator Code must be entered to access these settings.	
Set Date	Set the date for your copiers's internal clock. This feature needs to be set for the weekly timer to work properly.
Set Time	Set the time for your copier's internal clock. This feature needs to be set for the weekly timer to work properly.
Weekly Timer: Monday Weekly Timer: Tuesday Weekly Timer: Wednesday Weekly Timer: Thursday Weekly Timer: Friday Weekly Timer: Saturday Weekly Timer: Sunday	Set the times when you want your copier to turn itself on and off for each day of the week. • Timers do not work if the main power switch is turned off or the power cord is unplugged. • To keep the power on throughout the day, set both the On and Off timers to zero.

Menu	Description
Key Operator Code for Off Setting	Set a Key Operator Code (up to 8 digits) to temporarily cancel the power off setting of the weekly timer. When the weekly timers are set and the Operation Key is OFF, you can still use the copier by doing one of the following: • If the Key Operator Code is set, turn ON the Operation Switch and enter the code. • If the Key Operator Code is not set, just turn ON the Operator Key. The copier must be plugged in and the Main Power Switch must be turned ON. When the power is OFF due to the activation of the Weekly Timer, you can temporarily cancel the power off state by entering the Key Operator Code.

System Setting - Paper Size Setting

Menu	Description
Paper Tray Priority	Select the paper tray which will be selected as a default. Default: Machine with LCC: *LCC* Machine without LCC: *Tray 1*
Tray 1: Paper Size Setting Tray 2: Paper Size Setting Tray 3: Paper Size Setting	Select the size of copy paper set in the Paper Tray. • Paper Tray 2, the setting of the paper size selector has priority • If the specified paper size differs from the size of paper actually set in the Paper Tray, a paper misfeed might occur because the paper size is not detected correctly. • To set a paper size for the LCT (Large Capacity Tray), contact your Lanier Service Representative.

Menu	Description
Bypass Tray: Special Paper Indication Tray 1: Special Paper Indication Tray 2: Special Paper Indication LCT: Special Paper Indication	Set an indication to identify the type of paper loaded in each tray. • Your copier cannot auto-select trays that you have designated as Thin or Special Paper, using the Special Paper Indication function. Therefore, if all trays designated as Thin or Special Paper, the Auto Paper Select function is not available. • Recycled Paper appears on the display when recycled paper is selected. Special Paper displays when Special Paper is selected, and Thin appears when Thin Paper is selected. • You can also have Cover and Slip Sheet displayed. • To display Cover or Slip Sheet, select either Full Time or Mode Selected. If you select Mode Selected, Cover or Slip Sheet is displayed only when Cover or Slip Sheet function is selected. • When displaying the settings of Cover and Slip Sheet, you cannot select Full Time for the same tray for both at the same time. Priority is given to whichever setting is set first. • If Cover or Slip Sheet has already been selected for another tray. Cancel the setting of the other tray and start over again. Default is: Bypass Tray: *Cover (Mode Selected) and Slip Sheet (Mode Selected),* Tray 1: *No Display,* Tray 2: *No Display,* Tray 3: *No Display,* LCT: *No Display*
Cover Slip Sheet 1 Slip Sheet 2	Specify any tray as a Cover Sheet, Slip Sheet 1, or Slip Sheet 2.

System Setting - Count Manager

Menu	Description
NOTE: Key Operator Code must be entered to access these settings.	
Set User Code	Specify whether to employ user codes to restrict copier users and manage the number of copies made. For registering User Codes, refer to User Tools, Copier Features, Count Manager.
Key Operator Code	If you select Yes, only the operators who know the Key Operator Code can access the Set TIme and Count Manager user tools.
Set Key Card	-----
Key Operator Code	If yes is selected, only operators who know the Key Operator Code can access User Tools (System and Copy/Document Server features).
AOF (Keep it ON)	This is for the automatic off feature. It disables the Energy Saver mode. Leave this set to ON.
Counter/Print	Various counters can be displayed or printed • Display counter for each function. • Print counter list.isplayed or printed.

Copy/Document Server Settings

Follow the five basic steps to access Copy Feature Settings.

- General Features - 3 windows
- Reproduction Ratio - 2 windows
- Page Format - 2 windows
- Input/Output
- Count Manager

Note: Default settings are shown in italics.

Basic Steps to Accessing Copy/Document Server Features

Step	Procedure to Perform
1	Press the User Tools/Counter key.
2	Touch the Copy/Document Server Features key.
3	Touch the desired Window Tab. • General Features • Reproduction Ratio • Page Format • Stamp Setting • Input/Output • Count Manager
4	Touch the key for the desired item. Change settings by following the instructions on the panel display.
5	Touch the OK key.

The tables on the following pages provide you with information necessary to access the functions of the six copy features.

Exiting from User Tools

After changing the User Tools settings, touch the Exit key, or press the User Tools/Counter key.

General Features - Window 1 of 3

Menu	Description
Auto Paper Select Priority	As a default setting, Auto Paper Select is selected. You can cancel this setting. Default is *Yes*.
Auto Paper Select Tray Display	You can choose whether the available paper trays/sizes are shown on the initial display. If you choose to hide the display, then when auto paper is selected, the paper sizes appear in the display. Default is *Yes*.
Auto Image Density Priority	As a default setting, Auto Image Density is selected. You can change this setting. Default is *Yes*.
Original Mode Priority	As a default setting, Text is selected as originals type. You can change it to: Text-Photo, Photo, Pale, or Generation. Default is *Text.*
Original Mode Display	You can choose whether the original modes are shown on the initial display. Default is *Yes*.
Original Mode Quality Level	You can adjust the quality level of copies for each of the original types (Text, Text-Photo, Photo, Pale, Generation).
Text	Adjust sharpness of text. Default is *Normal*.
Text-Photo	When there are photos and text on the original determine whether photo or text should take priority. Default is *Normal.*
Photo	For a photo original, adjust the finish quality level to match the type of photo original. Screen Printed for photos with coarse dots. Continuous Tone for photos with fine dots. Default is *Normal*.
Pale	Adjust the quality level for the finish of a pale original with normal density. Default is *Normal*.
Generation	Adjust the quality level so as not to thicken the lines of the finish image.
Original Image Density Level	You can select one of seven original image density levels for each of the original types. Default is *Normal.*

Menu	Description
Auto Reset Timer	Your copier returns to its initial condition automatically after your job is finished. The time can be set from 10 to 999 seconds, or to 0. To turn the Auto Reset OFF, input 0 seconds. Default is *60 seconds.*
Paper Tray Priority	You can select the paper tray which will be selected as a default in the following conditions: • When the Operation Key is turned ON. • When the System Reset or AUto Reset mode is turned ON. • When the Clear Modes/Energy Saver key is pressed. • When the Auto Paper Select mode is selected. Default settings are: Copier with LCT: *LCT* Copier without LCT: *Tray 1*

General Features - Window 2 of 3

Menu	Description
Duplex Mode Priority	You can select the type of Duplex function effective when the unit is turned ON, Energy Saver mode is OFF, or Auto Reset is ON. Default is *1 Sided to 2 Sided*.
Copy Orientation in Duplex Mode	You can set the copy orientation when making two-sided copies. Default is *Top to Top.*
Original Orientation in Duplex Mode	You can set the original orientation when making two-sided copies. Default is *Top to Top.*
Initial Mode	You can select the initial mode or Program No. 10 as the mode effective when the copier is turned ON, or modes are cleared. Default is *Normal.*
Maximum Copy Quantity	The maximum copy quantity can be set between 1 and 999. Default is *999*.
Original Beeper	The beeper (key tone) sounds when you forget to remove originals after copying. Default is *On.*
Job End Call	You can choose whether or not the beeper sounds when the copying is complete, when copying is interrupted, when the paper tray runs out of paper, and when there is a paper jam. When Auto Response (human) Sensor is ON and the machine sense a person present, it determines that copying operations are not complete and the beeper does not sound. Default is *on.*
Time for Indicating Job Status	The machine returns to its initial condition automatically from the Job List display. The time can be set from 10 -999 seconds, or 0. To turn this feature off, enter (0). Default is *15 seconds*
Book Duplex	You can set the type of copy to be displayed with priority given when making two-sided copies from a book original. Default is *Book to 2 Sided.*

General Features - Window 3 of 3

Menu	Description
Shrink&Center	You can set a Reduce/Enlarge ratio when registering "Shrink&Center" in a Shortcut Key. Default is *93%*.
Shortcut Key: F1 Shortcut Key: F2 Shortcut Key: F3 Shortcut Key: F4 Shortcut Key: F5	You can register frequently used functions in Shortcut Keys F1 to F5. You can also change the registered functions. Default values are: Shortcut Key:F1: *1 Sided to 2 Sided, T to T* Shortcut Key:F2: *2 Sided to 2 Sided, T to T* Shortcut Key:F3: *1 Sided to Combine 1 Sided, 2 originals* Shortcut Key:F4: *1 Sided to Combine 1 Sided, 4 originals* Shortcut Key:F5: Shrink&Center

Reproduction Ratio - Window 1 of 2

Menu	Description
Shortcut R/E	You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change the registered Reduce/Enlarge ratios. If no Reduce/Enlarge ratio has been set when selecting (User Ratio1) (User Ratio 2) (User Ratio 3), enter the desired Reduce/ Enlarge ratio using the keypad.
R/E Priority	Specify which Reduce, Enlarge, or Input ratio is shown on the panel display with priority when the Reduce/Enlarge key is touched. Default is *Reduce.*
Enlarge 1 Enlarge 2 Enlarge 3 Enlarge 4 Enlarge 5	You can substitute the enlargement rations available when you touch the Reduce/ Enlarge key. Default: Enlarge 1: *121%* Enlarge 2: *129%* Enlarge 3: *155%* Enlarge 4: *200%* Enlarge 5: *400%*
Priority Setting: Enlarge	You can set the ratio with priority when Enlarge/Reduce is touched, followed by Enlarge. Default is *155%.*

Reproduction Ratio - Window 2 of 2

Menu	Description
Reduce 1 Reduce 2 Reduce 3 Reduce 4 Reduce 5 Reduce 6	You can customize the reduction ratios available when you touch the Reduce/ Enlarge key followed by the Reduce key. Defaults are: *Reduce 1: 50%* *Reduce 2: 65%* *Reduce 3: 73%* *Reduce 4: 78%* *Reduce 5: 85%* *Reduce 6: 93%*
Priority Setting: Reduce	You can set the ratio with priority when Reduce/Enlarge is touched, followed by Reduce. Default: *78%*
Shrink&Center Ratio	You can set a Reduce/Enlarge ratio when registering "Shrink&Center" in a Shortcut key. Default is *Yes*

Page Format - Window 1 of 2

Menu	Description
Front Margin: Left/Right	You can specify left and right margins on the front side of copies in Margin Adjust mode. Default is: Metric version*: Left 5mm* Inch version: *Left 0.2*
Back Margin: Left/Right	You can specify left and right margins on the back side of copies in Margin Adjust mode. Default is: Metric version: *Right 5mm* Inch version: *Right 0.2"*
Front Margin: Top/Bottom	You can specify front top and bottom margins on the front side of copies in Margin Adjust mode. Default is: Metric version: *Bottom 0mm* Inch version: *0.0"*
Back Margin: Top/Bottom	You can specify back top and bottom margins on the front side of copies in Margin Adjust mode. Default is: Metric version: *Bottom 0mm* Inch version: *Bottom 0.0"*

Menu	Description
1 to 2 Duplex Auto Margin Adjust	In 1 sided to 2 sided Duplex mode, you can specify whether to automatically set the margins on the back side. Default is *Yes*.
Erase Border	The default setting of the width of the erased margins in the Erase Border mode can be changed as follows: Metric version: 3-50mm in 1mm steps Inch version: 0.1-2.0" in 0.1" steps. Default is: Metric version: *10mm* Inch version: *0.4"*
Combine Original Shadow Erase	In Combine Copy or Booklet/Magazine Copy mode, you can specify whether to erase a 3mm, 0.1" bounding margin around all four edges of original. Default is: *Yes.*
Erase Center	The default setting of the width of the erased margins in Erase Center mode can be changed as follows: 0.1" to 2.0" in 0.1" steps. Default is *0.4"*.
Repeat Separation Line	You can select a separation line in Image Repeat mode from no line, Solid Line, Broken Line 1, Broken Line 2, of Crop. Default is *None*.

Page Format - Window 2 of 2

Menu	Description
Double Copies Separation Line	You can select a separation line in Double Copy mode from no line, Solid Line, Broken Line 1, Broken Line 2, of Crop. Default is *None*.
Combine Separation Line	You can select a separation line in Combine mode from no line, Solid Line, Broken Line 1, Broken Line 2, of Crop. Default is *None.*
Copy Back Cover	When copying the back cover, you can specify whether to issue the back cover outside (outside page) or inside (inside page). Default is *Outside (Reverse).*
Cover Page in Combine Mode	You can specify whether to make a combined copy on the front cover sheet when you select Copy in Front Cover mode. Default is *Combine.*
Designated Slip Sheet Copy in Combine	You can specify whether to make a combined copy on the inserted slip sheets in Designate: Copy mode. Default is *Combine.*
Booklet/Magazine Original Orientation	You can select the type of originals for Booklet or Magazine mode. Default is *Portrait.*
Copy Order in Combine Mode	You can set the copy order in COmbine mode to “Left to Right” or “Top to Bottom” Default is *Left to Right*

Stamp Setting

Background Numbering

Menu	Description
Size	You can set the size of the numbers. Default is *normal.*
Density	You can set the density of the numbers. Default is *Normal.*
Superimpose	You can select whether the numbering is printed negative when it overlaps black parts of the image. Default is *Off*.

Preset Stamp

Menu	Description
Stamp Priority	You can select the stamp type priority detected in Stamp mode. Default is *COPY.*
Stamp Language	You can select the language of the message that is printed in Stamp mode. Default is *English.*
Stamp Position	You can set the position at which the stamp is printed. Press the arrow keys to adjust the position. Defaults are: Position: *TopRight* Top/Bottom Margin: *0.9″* Left/Right Margin: *0.9″*
Stamp Condition	You can adjust the size, density, and print page for the stamp.
Size	You can set the size of the stamp. Default: *1X*
Density	You can set the pattern used to print the stamp. Normal: Stamp is printed on the image. Lighter: The image can be seen through the stamp. Light: You can see the image even clearer than in the lighter setting. Default is *Normal.*
Print Page	You can select whether the stamp is printed on the first page or all pages. Default is *All Pages.*
Superimpose	You can select whether the Preset Stamp is printed negative when it overlaps black parts of the image.

User Stamp

Menu	Description
Program/Delete Stamp	You can register up to four custom stamps with your favorite design. You can register/change/delete your favorite design as a user stamp.
Stamp Position	You can set the position at which the stamp is printed. Press the arrow keys to adjust the position. Defaults are: Position: *Top Right* Top/Bottom Margin: *0.9″* Left/Right Margin: *0.9″*
Stamp Condition	You can adjust the print page for User Stamp 1 to 4 you registered.
Print Page	You can select whether the stamp is printed on the first page or all pages. Default is *All Pages.*

Date Stamp

Menu	Description
Format	You can select the date format for Date Stamp mode. Default is *MM/DD/YYY.*
Font	You can select the Date Stamp font. Default is *Font 1.*
Position Priority	You can set the position at which the stamp is printed. Press the arrow keys to adjust the position. Defaults are: Position: *Top Left* Top/Bottom Margin: *0.3″* Left/Right Margin: *0.8″*
Size	You can set the Date Stamp size. Default is *Auto Select.*
Superimpose	You can select whether the Date Stamp is printed negative when it overlaps black parts of the image. Default is *Off.*

Page Numbering

Menu	Description
Format Priority	You can select the page number format priority detected in Page Numbering mode. Default is *P1, P2.*
Font	You can select the font of the page number that is printed in Page Numbering mode. Default is *Font 1.*
Size	You can set the size of the stamp that is printed in Page Numbering mode. Default is *Auto Select.*
Duplex Back Page Numbering Position	You can set the position of the duplex back page number that is printed in Duplex mode. Default is *Opposite Position.*
Page Numbering in Combine Mode	You can set how the pages are numbered when you use the Combine function and Page Numbering function together. Default is *Per Original.*
Copy on Slip Sheet in Designate Mode	You can select whether to print the page number onto slip sheets when you use the Designate function set to “Copy” and Page Numbering function together. Default is *Don’t copy.*
Position Priority: P1, P2... Position Priority: 1/5, 2/5... Position Priority: -1-, -2-... Position Priority: P.1, P.2... Position Priority: 1, 2... Position Priority: 1-1, 1-2...	You can set the position at which the stamp is printed. Press the arrow keys to adjust the position. Defaults are: Position: P1, 1/5, P.1,:*Top Right,* -1-, 1-1:*Bottom Center* Top/Bottom Margin: P1, 1/5,P.1, 1: *0.5”,* -1-, 1-1,: *0.3”* Left/Right Margin: P1, 1/5, P.1,1: *0.5”*, -1-, 1-1: *0.0”*
Superimpose	You can select whether page numbers are printed negative when they overlap black parts of the image. Default is *Off.*

3 Input/Output

Menu	Description
Batch (SADF) Auto Reset Time	When you set one original at a time in the Document Feeder, the Auto Feed Indicator lights for a selected time after an original is fed to show that the Document Feeder is ready for another original. You can adjust this time from 3 seconds to 99 seconds. Default is *10 seconds.*
ARDF Original Table Rise Time	You can set the Document Feeder original table rise time. Default is *When Original is Set*.
Face-Up/Down Selection in Platen Mode	When copying an original placed on the Exposure Glass or one original loaded in the Document Feeder, you can specify which way up it is ejected. Default is *Face Up Exit*.
Rotate Sort Auto Paper Continue	You can specify whether to continue copying when the paper of the required orientation has run our during rotate sorting. If you select No: When paper of the required orientation runs out, the copier stops copying and prompts your to load more paper. If you select Yes: Copying continues using copy paper of a different direction. The copy job will finish even if you have left the copier. Default is *No*.
Auto Sort Mode	You can specify whether Sort mode is selected when the copier is turned ON or the mode is cleared. Default is *No.*
Memory Full Auto Scan Restart	When the memory becomes full while scanning originals, the machine can make copies of the scanned originals first, then automatically proceed scanning the remaining originals. If you select Yes: When the memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray. If you select No: You can leave the machine unattended to make all the copies, but the resulting sorted pages will not be sequential. Default is *No.*
Select Stack or Rotate Sort	Specify which Stack or Rotate Sort is shown on the initial display with priority. Default is *Stack.*

Menu	Description
Staple Position	Specify which Top 2 staples or Bottom is shown on the initial display with priority. Default is *Stack.*
Paper Eject: Always Rotate 180 degrees	If you want to copy on the paper with letterhead, the machine rotates the image correctly. To use this function, select Yes. Default is *No.*
Duplex: Auto Eject	When making two-sided copies from one-sided originals, if the last original is an odd page, the last copy is automatically delivered with the reverse side blank. You can cancel this setting. When you set one original at a time in the Document Feeder or set an original on the Exposure Glass, this function does not come into effect. The default is *Yes.*
Combine: Auto Eject	As a default setting, even if the number of originals in the optional Document Feeder is less than the number required in the selected Combine mode, the lacking number of copies are automatically made in blank. You can cancel this setting. When you set one original at a time in the Document Feeder or set an original on the Exposure Glass, this function does not come into effect. The default is *Yes.*
Memory Full Auto Scan Restart	When the memory becomes full while scanning originals, the copier can make copies of the scanned originals first, then automatically proceed to scanning the remaining originals. You can enable or disable this function. If you select Yes: When the memory becomes full, the copier stops operating, allowing you to remove the copy pages delivered on the output tray. If you select No: You can have the copier unattended to make all the copies, but the resulting sorted pages will not be sequential. Default is *No*.

Count Manager

Menu	Description
Key OPerator Code must be entered to access these settings.	
Check/Reset/Print Copy Counter You can check or print the number of copies made under each user code. You can also reset each user code's counter to "0". If more than 10 user codes are registered, you can view all the counters using the Prev or Next key.	
Print	You can print the copied quantity of the counter for each user code. To start the printing, press the Start key. To stop the printing, touch the Cancel key.
Reset Counter	You can reset each user code's counter to "0".
Reset All	You can reset all counters to "0".
User Code Register/Change/Delete You can resister, change, or delete user codes (8 digits or less). Up to 500 user codes can be registered. Even if you change the user code, the counter value will not be cleared. When the user code is deleted, the counter value will automatically be deleted.	
Register	You can register user codes.
Change	You can change user codes. The number of copies under the old code is added to the new code.
Delete User Codes	You can delete user codes.
Delete All User Codes	You can delete all user codes.
Face-Up/Down Selection in Bypass Mode	You can set whether copies are delivered face-up or face-down when making copies from the Bypass Tray. Use only Face Down Exit when copying onto standard high quality paper. When you select OHP or Thick Paper, copy paper is delivered face-up even if you have set the Face Up/Down Selection in Bypass Mode settings to Face Down Exit. Default is *Face Up Exit.*
Connect Copy Master	You can select whether the Connect key is displayed or not. If you choose N0, the Connect key will not be displayed and this unit cannot become the master unit. The default is *Yes.*
Auto File Delete	Old files stored on the Document Server can be deleted automatically. The time can be set from 1 to 180 days. To turn AUto File Delete off, enter 0. The default is *1 day*

Menu	Description
Delete All The Saved FIles	You can delete all the saved documents by pressing the Delete All The Saved Files key, and the Yes key in the confirmation dialog box. All documents, including those with passwords are deleted.

Notes:

Chapter 6

Special Copier Functions

Chapter Overview

This Chapter includes:

- "Energy Saving Modes" on page 6-1
- "Presetting the Next Copy Job" on page 6-2
- "Sample Copy" on page 6-5
- "Storing Copy Settings In Memory" on page 6-6
- "Dual Connect Copying" on page 6-21

Energy Saving Modes

The copier has three types of Energy Saving modes.

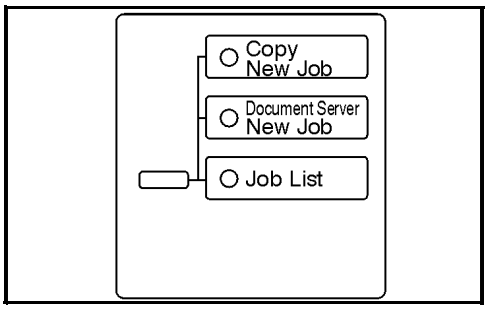
- Low Power Timer: saves 25% power
- Low Power Shift Time: saves 30% power
- Auto Shut-Off Mode: Shuts down your copier while maintaining a low voltage to maintain information in your copiers memory.

Energy Saver Modes	Energy Savings	How To Put Copier Into Energy Saver Mode	How to Return To Ready Condition	Display Conditions When Energy Saver Mode is Active
Low Power Timer	25%	**Manual Mode:** Press Energy Saver/ Clear Modes key. **Automatic Mode:** Enters Energy Saver automatically after the preset time of the Low Power Timer. Set from 0, 10-999 seconds. See "System Setting - Basic Page 1" on page 5-3.	Human Sensor detects presence of the copier operator and automatically turns the copier ON. **OR** Press the Energy Saver/Clear Modes key.	Message Display: OFF Start Key Indicator: OFF Operation Switch: ON
Low Power Shift Time	30%	Automatically goes into Low Power Shift Time mode after the preset time of the Low Power Shift Time. Set from 1-240 minutes. See "System Setting - Basic Page 1" on page 5-3.	Human Sensor detects presence of the copier operator and automatically turns the copier ON. **OR** Press the Energy Saver/Clear Modes key.	Message Display: OFF Start Key Indicator: OFF Operation Switch: ON
Auto Off	100%	**Manual Mode:** Press the Operation key. **Automatic Mode:** Automatically goes into an OFF condition after the preset time of the Auto Off Timer. Set from 1-240 minutes. See "System Setting - Basic Page 1" on page 5-3.	Press the Operation Switch.	Main Power Indicator: ON All other Indicators: OFF.

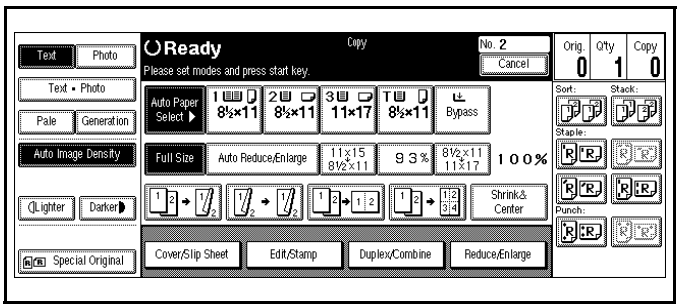
Presetting the Next Copy Job

After the first copying job has been scanned, you can set up the next copy job while the first job is copying. The maximum number of copy jobs that can be preset at one time is eight.

1 Press the Copy New Job key while the current copy job is running. The message "Please set modes and press the start key", is displayed in the Message Display.

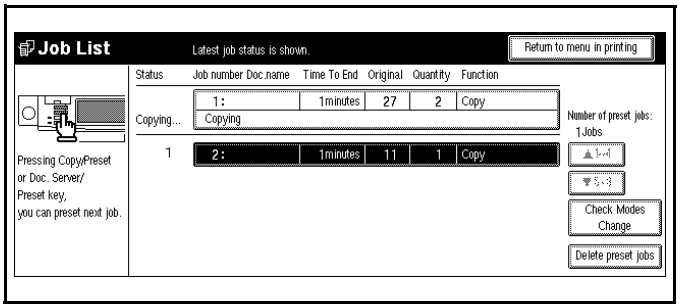


2 Select the next copy job settings.



3 Set the originals in the Document Feeder.

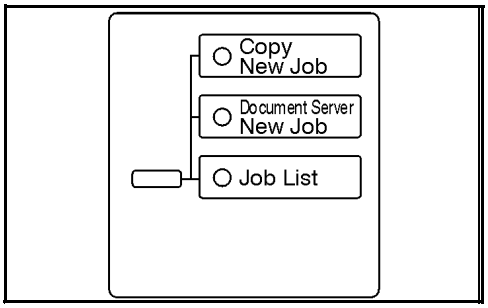
4 Press the Return to menu in printing key.



- After the current copy job, the next copy jobs automatically begins.
- You can switch the display to the current copy job by pressing the Return to menu in printing or Return to menu in scanning key.
- You can switch the display to the preset copy job by pressing the Return to menu in setting new job key.

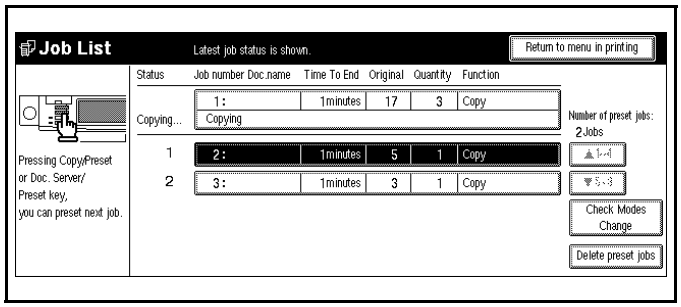
Edit Preset Copy Job

1 Press the Job List key.



2 Press the preset job you want to edit.

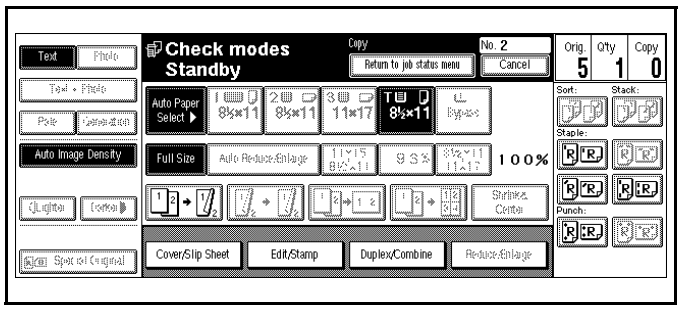
Note: If the desired job is not shown and more than 5 jobs are preset, press the 5-8 key to display the desired job.



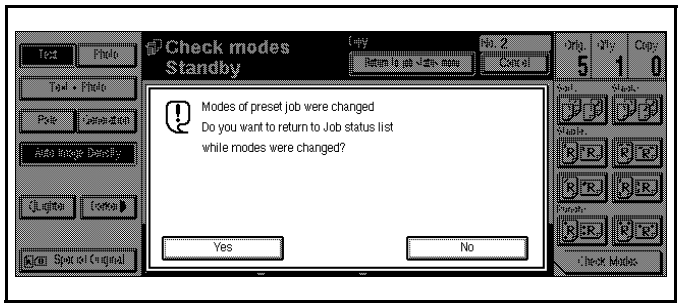
3 Touch the Check Modes/Change key.

4 Make changes to the settings.

5 Touch the Return to job status menu key.



6 Touch the Yes key.

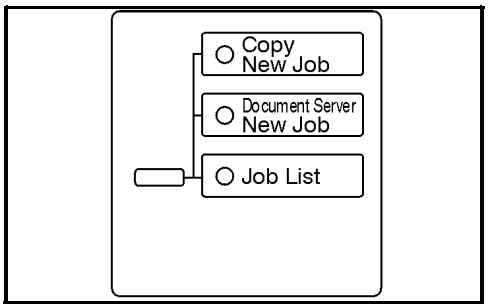


7 If you want to change the settings for other preset copy jobs, repeat 2 to 6.

8 Touch the Return to menu in printing key.

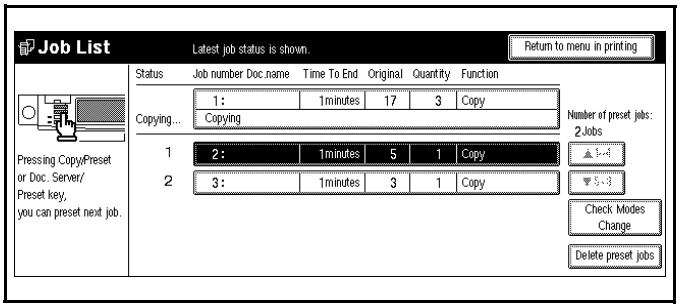
Delete Preset Copy Job

1 Press the Job List key.



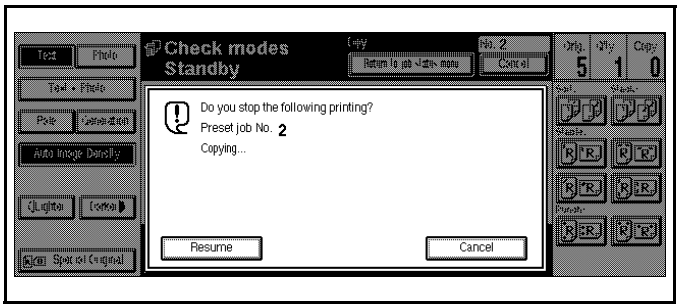
2 Press the preset job you want to delete.

Note: If the desired job is not shown and more than 5 jobs are preset, press the 5-8 key to display the desired job.



3 Touch the Delete preset jobs key.

4 Touch the Cancel key.



5 If you want to delete other preset copy jobs, repeat steps 2-4.

6 Press the Return to menu in printing key.

Sample Copy

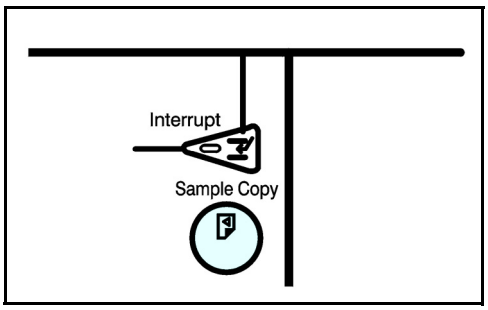
When copying sets of copies to the Finisher, you can run one sample set to verify that all of your copy settings are as you want them. Then you can run the rest of your copy job. This saves paper and time, by not having to throw out your entire copy job if you do not like the way it was set up.

1 Set the functions to be used with the Sort function.See “Finishers” on page 7-1.

2 Enter the number of copies to be made.

3 Set the originals in place.

4 Press the Sample Copy key. One copy set is delivered for proof copying.



5 Check the proof copy to make sure it is what you want.

6 If it is acceptable and you want to continue the copy job, touch the Yes key. To make changes, touch the No key.

7 The number of copy sets you requested are made, excluding the one proof copy.

Storing Copy Settings In Memory

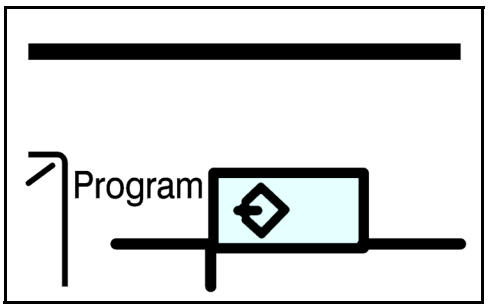
All of the functions such as copy quantity, percent reduction, copy darkness, margin shift, etc., for frequently used copy jobs can be stored in Memory Copy.

- Recall these copy job settings in the future with the press of a button.
- Store up to ten copy jobs in the copiers memory.

Storing Your Settings

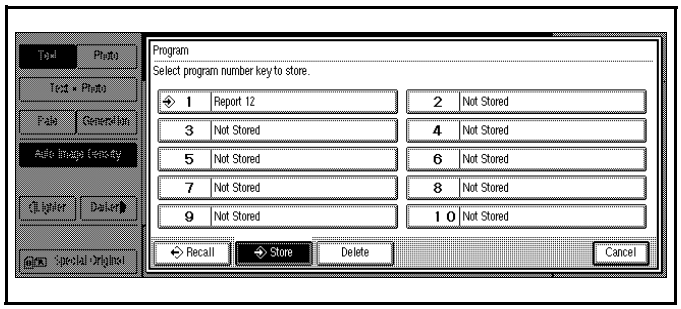
1 Edit the copy settings so that all of the function you want to store in this program are selected.

2 Press the Program key.



3 Touch the Store key.

4 Touch the Program Number you want to store these copy settings to.

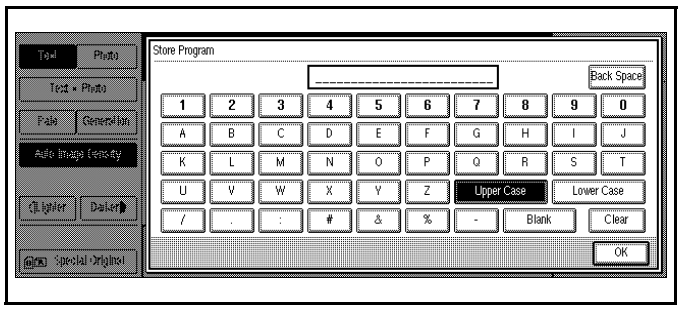


- If the Program Number has programmed setting in it, the Program-In symbol appears in front of the Program Number.
- You will be asked if you wish to overwrite it. Touch either Yes or No.

5 Enter the program name using the letter keys.

- Up to 25 character can be used.
- If no program name is desired, proceed to Step 6.

6 Touch the OK key.

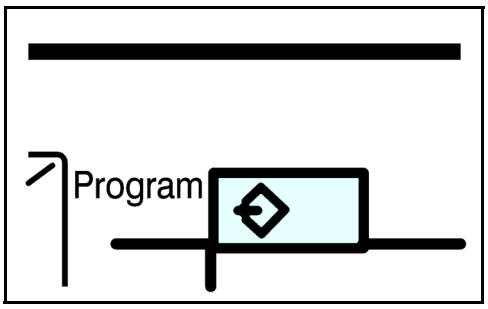


Changing a Stored Program

1 Touch the stored program number key and make setting changes.

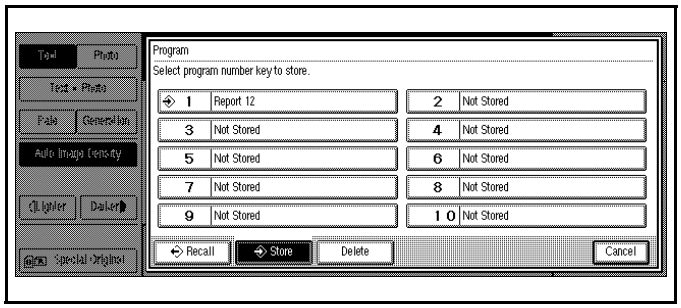
2 Edit the copy settings so that all of the function you want to store in this program are selected.

3 Press the Program key.



4 Touch the Store key.

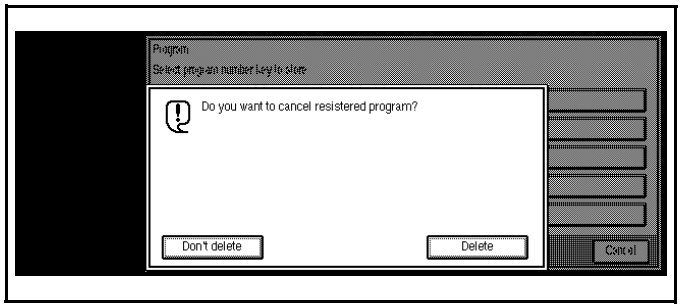
5 Touch the Program Number you want to store these copy settings to.



- If the Program Number has programmed setting in it, the Program-In symbol appears in front of the Program Number.
- You will be asked if you wish to overwrite it. Touch either Yes or No.

To Overwrite Program

1. Touch the Delete key.
2. Enter the program name using the letter keys.
   - Up to 25 character can be used.
   - If no program name is desired, repeats Steps 5 and 6 in Storing Your Settings.
3. Touch the OK key.

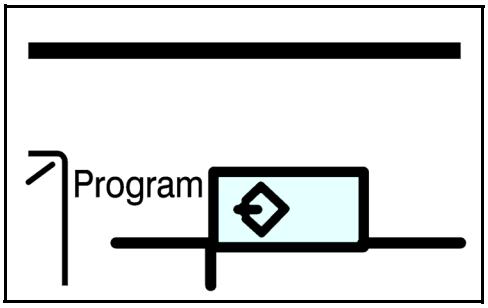


Not to Overwrite a Program

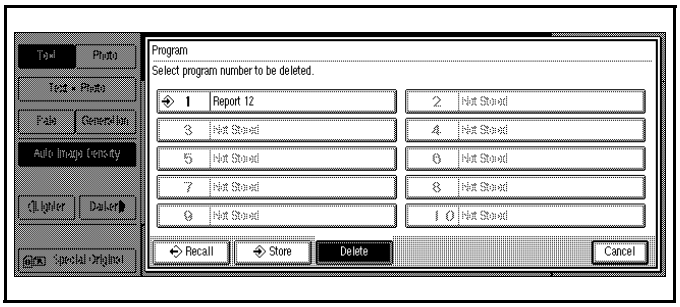
Touch the Don't Delete key.

Cancelling a Program

1 Press the Program key.

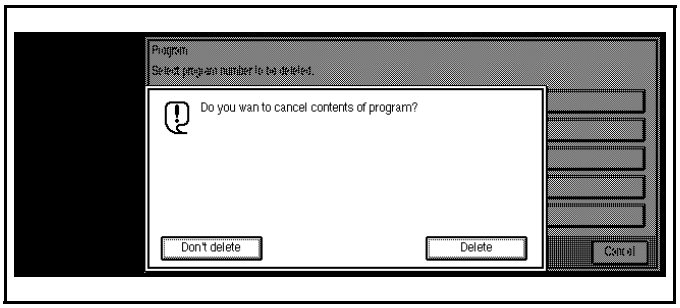


2 Touch the Delete key.



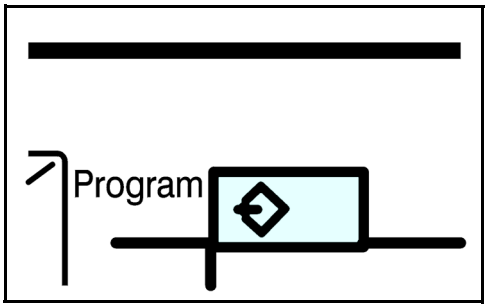
3 Touch the Program Number you want to cancel.Touch the Yes key.

4 To cancel another program. repeat steps 3 and 4.



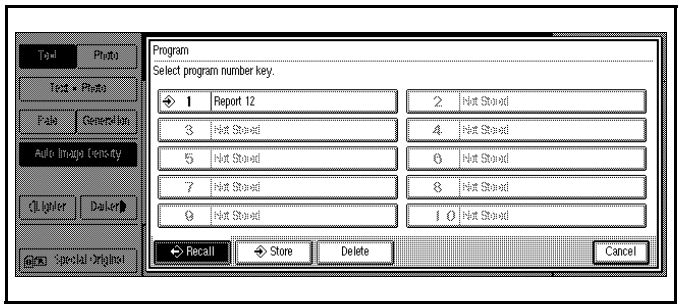
Recalling a Program

1 Touch the Program key.



2 Touch the Recall key.

3 Touch the Program Number you want to recall.The stored settings of the selected Program Number are displayed.



4 Set the originals in place, then press the Start key.

Document Server

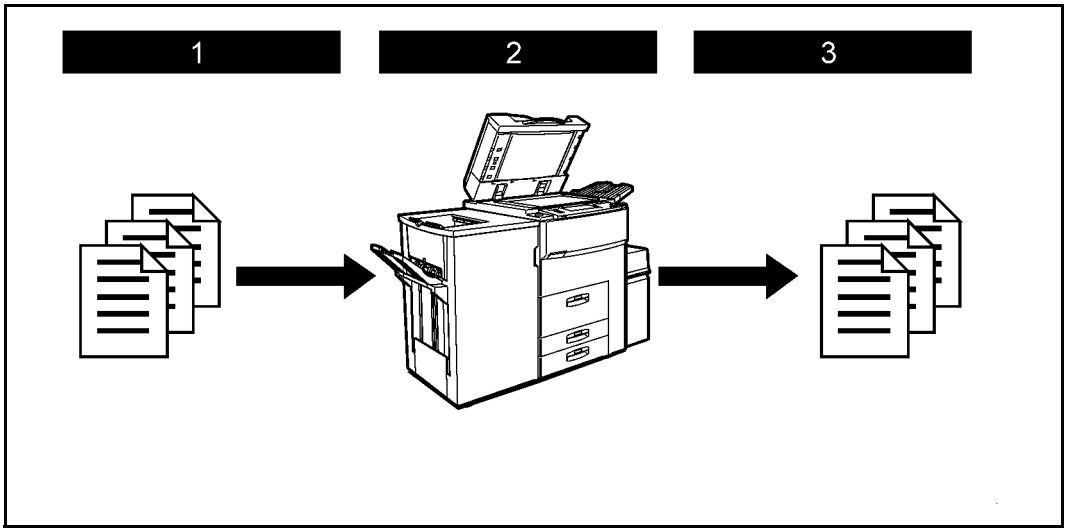
The Document Server enables you to save documents in the machine memory and then edit and print them as you want.

There are two ways to save documents.

- Scanning from the Document Feeder
- Scanning from the Exposure Glass

The following printing features are available with the Document Server.

- On Demand Printing:
  You can print the saved documents as you want at any time.
- File Merge Printing:
  You can combine multiple documents to print them in one set.



1. Prepare the documents you want to save.
2. Save the documents.
   The documents are saved in the machine memory.
3. Print the documents.
   You can print saved documents with any settings you desire at any time.

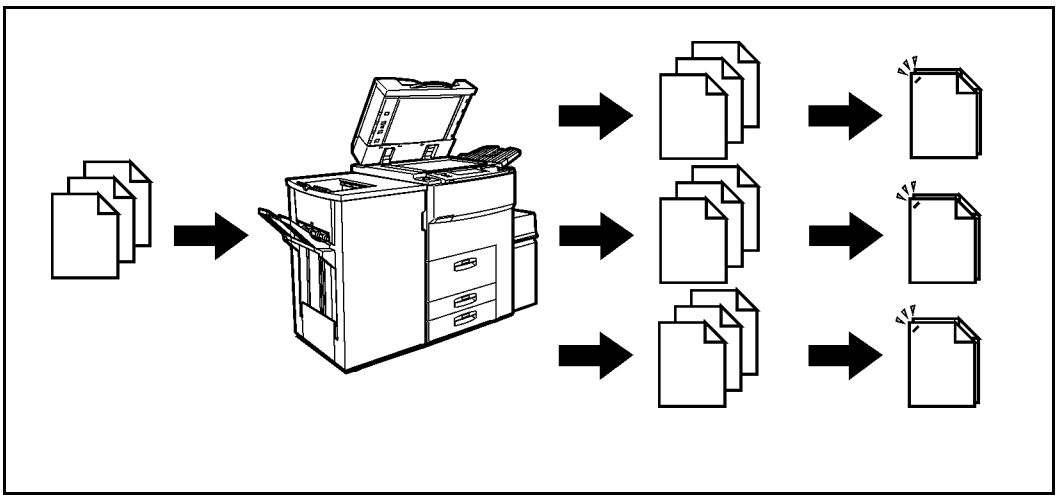
Features and Benefits

On Demand Printing

Use to print any saved document as required.

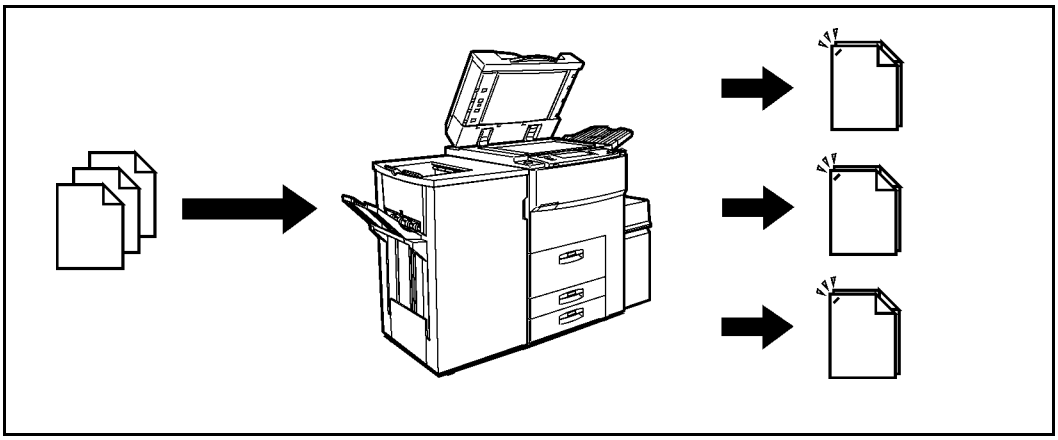
Your current situation might be…

When you need to print multiple sets of documents double-sided and stapled together, you normally print the originals, make duplex copies and then staple them together manually.



With the Document Server

If you save your document in the Document Server, you can print it out at any time with the necessary print settings, such as duplex and stapling. Your documents will not be confused with those of others in the exit tray.



- Stapling requires the installation of the optional finisher.
- Punching requires the installation of the optional punch kit in the finisher.
- You can use a password to prevent others from printing saved documents.

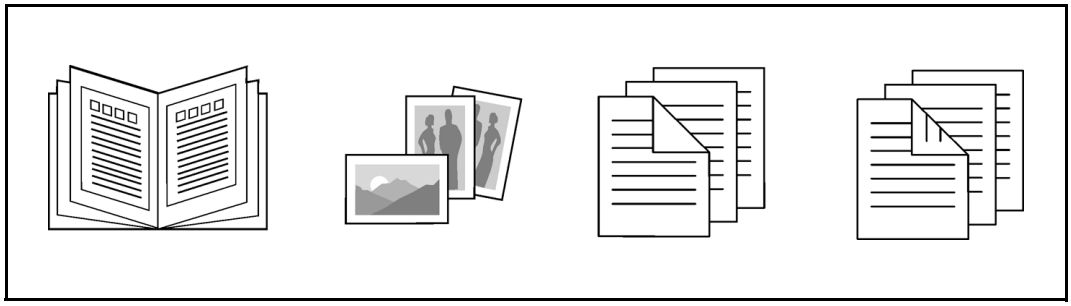
File Merge Printing

You can combine multiple scanned documents to print them in one set.

Your current situation might be…

You want to combine several originals that are different in density, size, and paper weight, e.g.

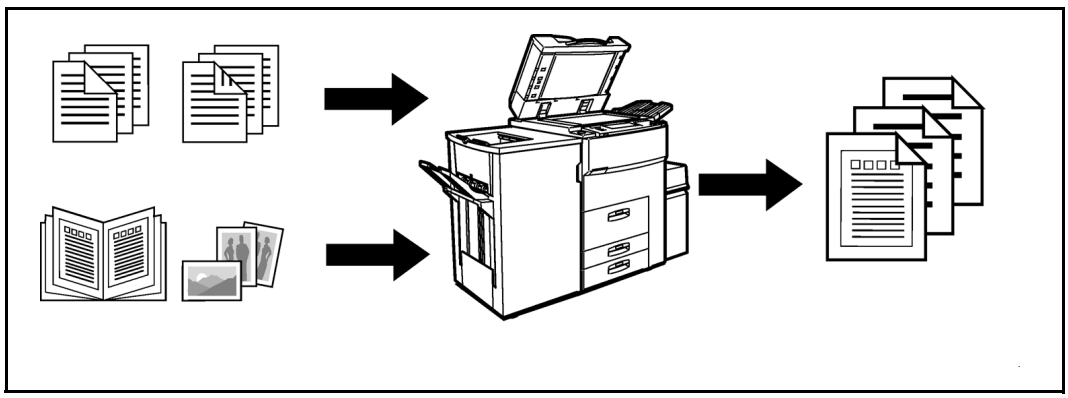
- Scrapped and pasted originals
- Photo originals
- One sided originals
- Two sided originals



With the Document Server

You can save the originals individually by making the best settings for each original, and edit them as a file.

It does not matter whether the originals were scanned using the document feeder or the exposure glass. As you can specify the print order for several files, you can combine them as you want, and print them as a file.



You can check the print result by printing a sample set before making a large print run by pressing the Sample Copy key.

If you are not satisfied with the print result of some pages of the set, you have only to scan that part again.

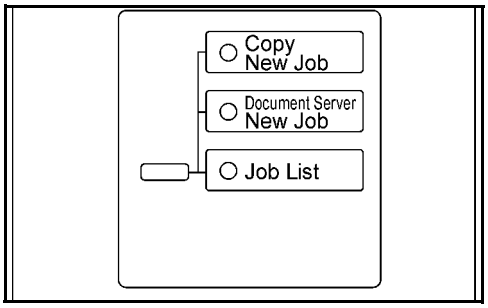
Scanning Originals

You can scan the originals you want to save in the Document Server using the control panel of the machine. The originals can be set either on the exposure glass or into the document feeder.

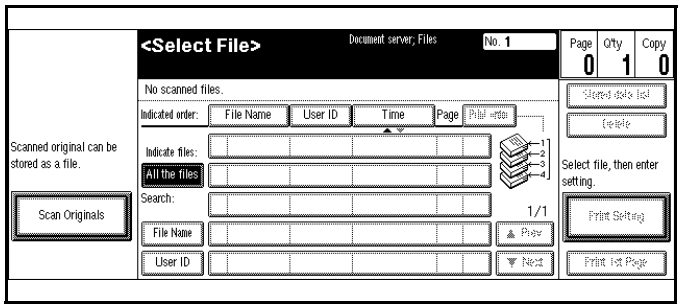
The saved documents will automatically be named in the order of scanning as “Scan001”, “Scan002”….

- You can set the timer to delete the documents stored in the Document Server with the User Tools. See “Auto File Delete”.
- You can change the file names that are assigned automatically.
- You can use a password to prevent others from printing saved documents.

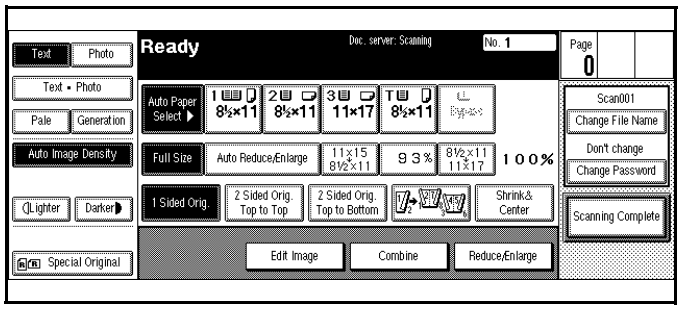
1 Press the Document Server/New Job key.
The “Document Server: Files” display appears.



2 Touch the Scan Originals key.



The “Doc. server: Scanning” display appears.



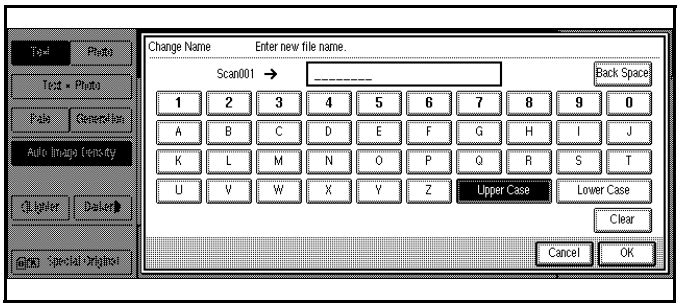
3 Enter a file name.

- If you do not wish to register a file name, go to step 4.
- If you do not register a file name, it is stored automatically.

To set the file name

- Touch the Change File Name key.

- Enter the new file name using the letter keys on the display panel.



Note: You can enter up to 8 letters.

Note: To switch to the capital letter mode or small letter mode, press the Upper Case or Lower Case key.

Note: To change the letter entered, press the Back Space, Clear, or Clear/Stop key and enter new letters. To delete the entered letters in 1 letter steps, press the BackSpace key. To delete all the entered letters, press the Clear or Clear/Stop key.

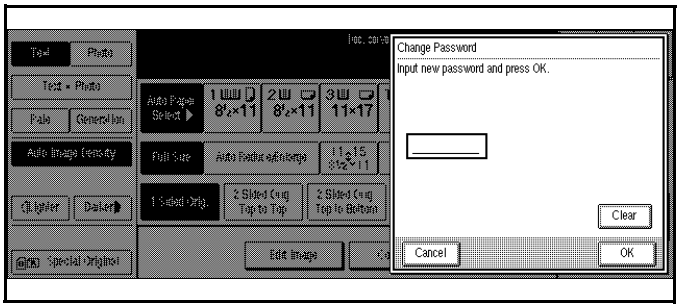
- Touch the OK key.

4 Enter your password.

Note: If you do not wish to enter a password, go to step 5.

To set the password

- Touch the Change Password key.
- Enter the password using the number keys (4 digits).

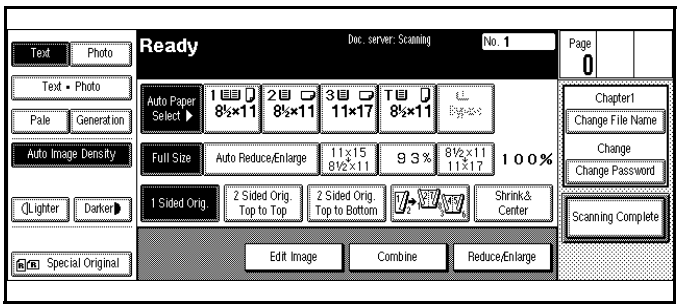


Note: To change the number entered, press the Clear or Clear/Stop key and enter a new number.

- Touch the OK or # key.

5 Set your originals either on the exposure glass or into the document feeder.

6 Make any desired settings.



Note: Touch the Scanning Complete key to cancel the file name, password, or print settings and return to the "Document Server: Files" display.

Note: For details, see the explanations of each function in this manual.

7 Press the Start key.
The document is saved in the Document Server. The saved documents are displayed on the "Document Server: Files" display.

Note: If you have set your originals in the document feeder, the “Document Server: Files” display appears automatically after all originals have been scanned.

Note: If you have set your originals on the exposure glass, press the Scanning Complete key after all originals have been scanned. The “Document Server: Files” display appears.

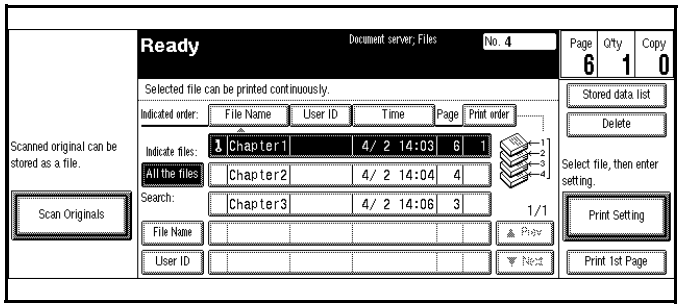
Note: To stop scanning, press the Clear/Stop key.

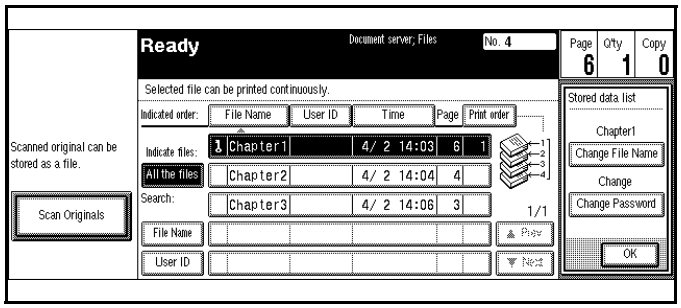
Note: To resume the paused scanning job, press the [Resume] key in the confirmation dialog box. To delete the saved images and cancel the job, press the Cancel key.

Note: When storing a password, 1 appears on the left side of the file name.

To change the file name or password

- Touch the line of the document whose file name or password you want to change.
- If you select a document which requires a password, the “Input the Password” window appears. Input the password using the number keys, then press the OK key.
- Touch the Stored data list key.
- Touch the Change File Name or Change Password key.
- Enter the new file name or password using the letter keys or number keys.
- Touch the OK key.



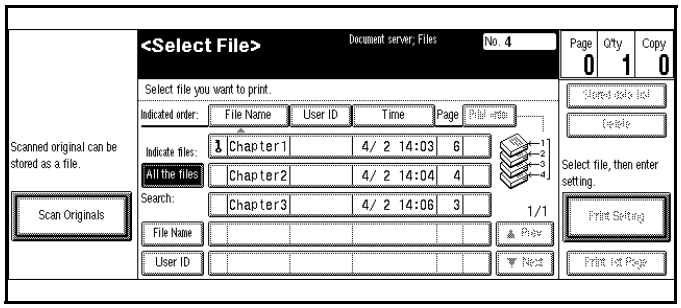


Printing Saved Documents

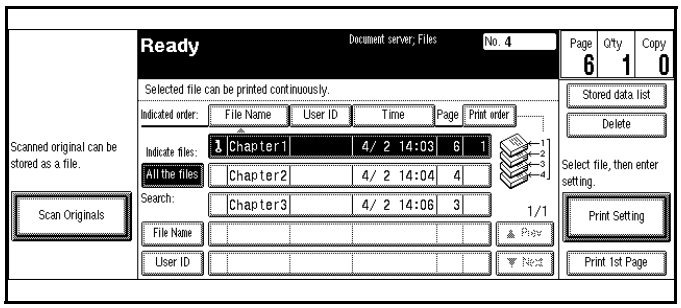
You can print any of the documents saved in the Document Server. Follow these steps to select a document and print it out.

1 Press the Document Server/New Job key.
The “Document Server: Files” display appears.

2 Touch the line for the document you want to print.



The selected line is highlighted.

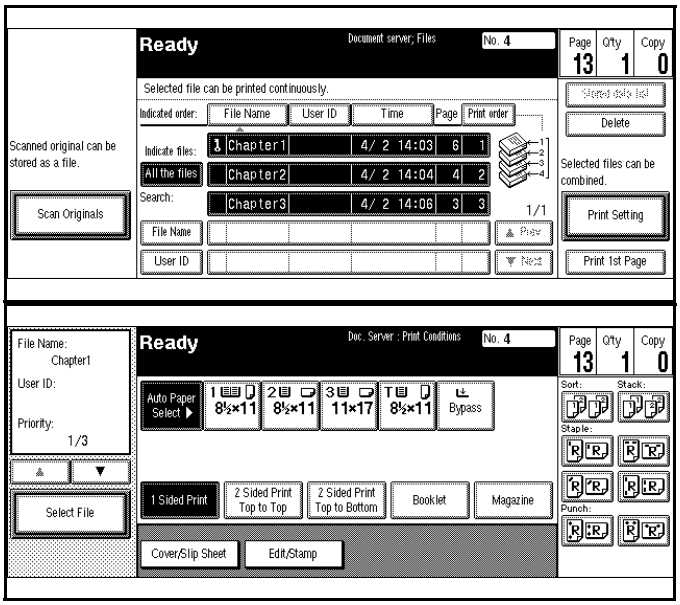


- You can search the document you desire by the file name.
- You can sort the files in order of File Name, Time, or Print order. Press the key you want to sort by.
- If the desired file name is not shown, see the next or previous screen using the Next and Prev. keys.
- If you cannot choose the desired document by its name, you can print the first page to check the contents. Press the line for the desired document, and press the Print 1st Page key followed by the Start key.
- Touch the selected line again to cancel the print job.
- If you select a document which requires a password, the “Input the Password” window appears. Enter your password using the number keys, then press the OK key. To delete the value entered, press the Clear or Clear/Stop key. To cancel a selected document, press the Cancel key.

3 To print more than one document, repeat step 2 to select the desired documents in the order you want to print them out. The selected order is shown in the priority column next to the selected document(s).

- To change the print order, press the highlighted lines to return to the normal conditions, then select them again in the order you want to print.
- Press the Clear Modes/Energy Saver key to cancel all the settings.

4 If you need to change any of the print settings, touch the Print Setting key.



The "Document Server: Print Conditions" display appears.

- The print settings remain in the machine after printing.
- The print settings of the document you select first are applied to the merged documents.
- If you select multiple files, you can confirm the file names or print order of the files you selected in step 3 by scrolling through the list with the Up and Down Arrow keys.
- Touch the Select File key to return to the "Document Server: Files" display.

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

- Up to 999 can be entered.
- To change the value entered, press the Clear/Stop key and enter new value.
- If you print more than one set using the Sort function, you can check the print result by printing out only the first set.

6 Press the Start key. The machine starts printing.
To pause the print job, press the Clear/Stop key. In the confirmation dialog box, press the Resume key to resume it, or press the Cancel key to cancel it.

Sample Printing

If you print multiple sets using the Sort function, you can check if the print order or the print settings are correct by printing out only the first set using the Sample Copy key.

Note: This function can be used only when the Sort function has been turned on.

1 Follow steps 1 to 5 of the preceding procedure.

2 Press the Sample Copy key.

3 After the first set is printed out, press the Resume key to print the rest of the print job. Press the Cancel key to cancel it and return back to the "Document Server: Print Conditions" menu for changing the setting.

Print First Page

You can print the first page of the document selected in the “Document Server: Files” display to check the contents.

If more than one document is selected, the first page of each document is printed.

1 Touch the line for the desired document(s) in the “Document Server: Files” display, and press the Print 1st Page key.

2 Press the Start key.The first page is printed out.

To Search by File Name

You can search the document stored in the Document Server by the file name.

1 Press the Document Server/New Job key. The “Document Server: Files” display appears.

2 Touch the File Name key.

3 Enter the file name using the letter keys.

- You can enter up to 8 letters.
- To switch to the capital letter mode or small letter mode, press the Upper Case or Lower Case key.
- To change the letter entered, press the Back Space, Clear, or Clear/Stop key and enter new letters. To delete the entered letters in 1 letter steps, press the Back Space key. To delete all the entered letters, press the Clear or Clear/Stop key.

4 Touch the OK key.
Only the files beginning with the letters appear in the “Document Server: Files” display.

- To display all the files saved in the Document Server, press the All the files key.

Deleting Saved Documents

You should delete any of the saved documents using the control panel of the machine.

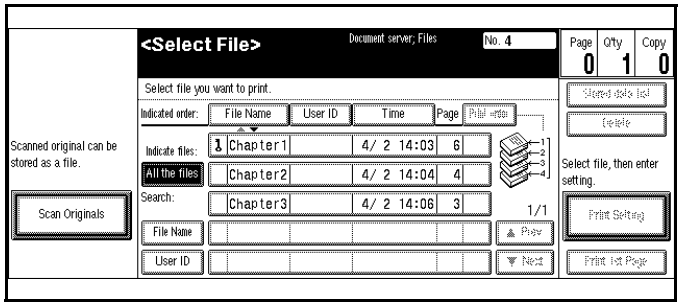
This section describes how to delete saved documents.

- You can save up to 200 documents in the Document Server. No more documents can be saved, when there are 200 documents in the Document Server. You should delete unnecessary documents.
- You can set the timer to delete the documents stored in the Document Server with the User Tools. See “Auto File Delete”.
- You can delete all the saved documents at a time with the User Tools. See “Delete All The Saved Files”.

Follow these steps to delete saved documents.

1 Press the Document Server/New Job key. The “Document Server: Files” display appears.

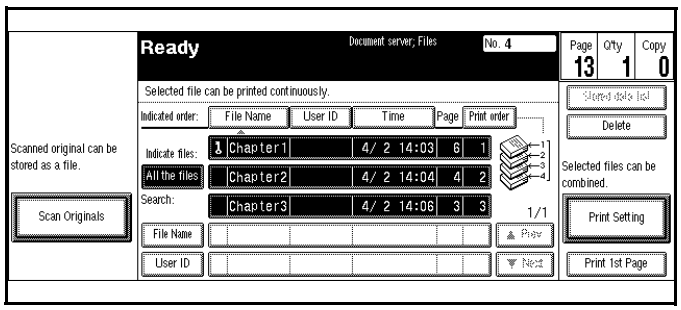
2 Select a document you want to delete by pressing the name of it.The selected name is highlighted.



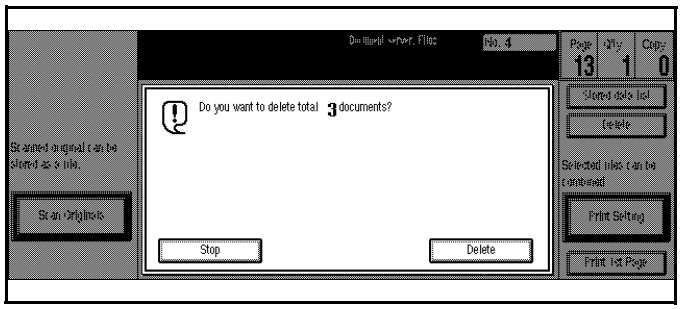
- You can search the document you desire by the file name.
- You can sort the files in order of File Name, Time, or Print order. Press the key you want to sort by.
- If the desired file name is not shown, see the next or previous screen using the Next and Prev. keys.
- If you cannot choose the desired document by its name, you can print the first page to check the contents. Press the line for the desired document, and press the Print 1st Page key followed by the Start key.
- Touch the selected line again to cancel the print job.
- If you select a document which requires a password, the “Input the Password” window appears. Enter your password using the number keys, and press the OK key. To delete the value entered, press the Clear or Clear/Stop key. To cancel a selected document, press the Cancel key.

3 Repeat step 2 if you want to select more than one document.

4 Touch the Delete key.
A confirmation dialog box appears.



5 Press the Delete key to delete it. To cancel the delete operation, press the Stop key.

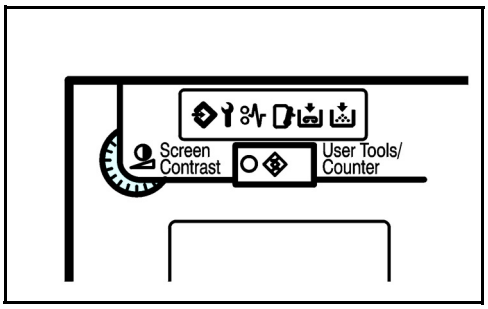


Screen Contrast

The copy control panel uses a LCD to display the functions and operations or the copier. Condition under which the copier is placed, may make it necessary for you to adjust the contrast of the LCD panel.

1 Adjust the brightness of the LCD panel using the Display Adjust Knob.

2 Rotate the knob clockwise to lighten the display. Rotate the knob counter clockwise to darken the display.



Original Beeper

About two seconds after the copy job is done, a beeper beeps twice and an error message is displayed when you leave your originals on the Exposure Glass.

You can adjust when the beeper sounds using the Auto Response Sensor setting.

- If set to YES the beeper sounds as soon as you leave the copier after copying.
- If set to NO, the beeper sounds two seconds after copying.
- You can also cancel this feature. See “System Setting - Basic Page 1” on page 5-3.

Dual Connect Copying

Dual Connect Copying option allows you to connect two copiers together and effectively double your copy volume in the same amount of time.

The master copier acts as your primary copier and the other copier as your secondary copier. Whichever copier is selected first, becomes the master or primary copier. After the originals are scanned into the master copier, the copying begins. Each copier copies the required copy job, thereby cutting the copy time in half.

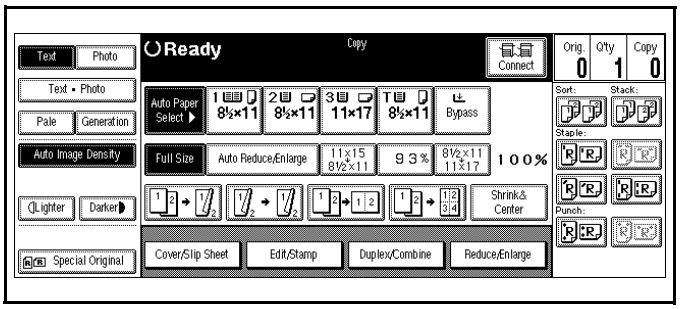
For example; if you were to print 70 copies from just one copier, it would take one minute. However, if you use Dual Connect Copying and were to print 140 copies, it would take one minute to print, as 70 copies would be printed from each copier.

You can use Interrupt Copying during a copy job when using Dual Connect Copying. See "Interrupt Copying" on page 4-26.

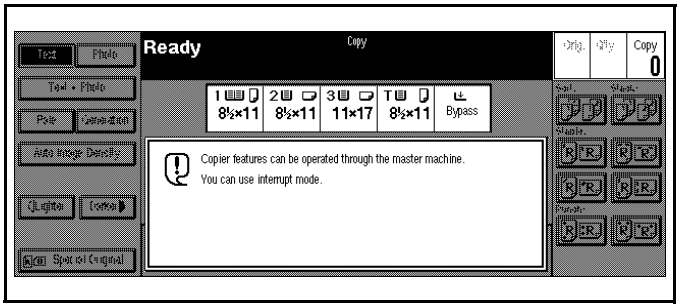
1 Set up the copy job as you normally would and include any optional Finisher settings.

2 Touch the Connect key in the Display Panel.

- Only one copier can be the master copier.

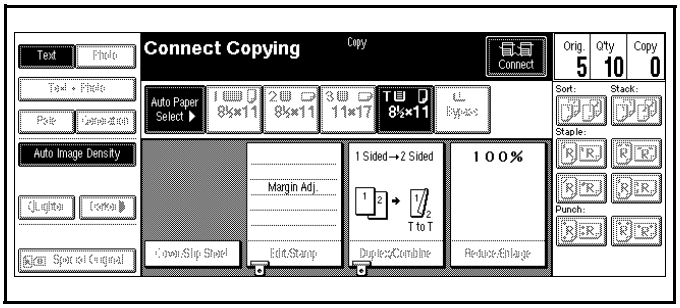


- A message on the secondary copier states: "Copier features can be operated through the master machine. You can use interrupt."



3 Press the Start key.

- The Display Panel shows: Connect Copying.
- After all originals are scanned, copying begins.
- If the copy quantity is an odd number, the extra copy is copies on the master copier. For example: Copy quantity of 5 is selected. Three copies are printed on the master copier and two copies are printed on the secondary copier.



Notes:

Chapter 7

Using the Finisher

Chapter Overview

Included in this chapter are:

- "F-585 Finisher" on page 7-1
- "F-550 Finisher (50 sheet stapler)" on page 7-1
- "SSF-550 Finisher (saddle stitch finisher)" on page 7-1
- "Selecting Non-Sort Mode" on page 7-2
- "Selecting Sort Mode" on page 7-3
- "Selecting Stack Mode" on page 7-3
- "Selecting Staple Mode" on page 7-4
- "Selecting Punch Mode" on page 7-4

Finishers

Three optional finishers are available for these copiers.Below are general descriptions of the finishers. For additional specifications refer to the Specifications chapter.

F-585 Finisher

This finisher has:

- Proof Tray: 500 sheets
- Shift Tray: 3000 sheets without punch
- Stapler: 5 positions
- Staples: up to 100 sheets at a time
- Punch (optional): 3 holes

F-550 Finisher (50 sheet stapler)

This finisher has:

- Proof Tray: 250 sheets without punch, 200 sheets with punch
- Shift Tray: 3,000 sheets without punch, 2,500 with punch
- Stapler: 4 positions
- Staples: up to 50 sheets at a time
- Punch (optional): up to 3 holes

SSF-550 Finisher (saddle stitch finisher)

This finisher has:

- Proof Tray: 150 sheets
- Shift Tray: 1,000 sheets without staples, 750 sheets with staples
- Booklet Tray: up to 25 sets of 1 to 5 sheets
- Stapler: 5 positions
- Stapler - 1 position (saddle stitch)
- Folder

Using the Finisher

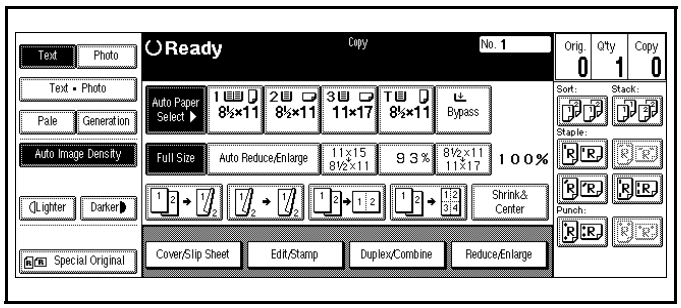
The Finisher functions available when using the optional Finisher are:

- Making Non-Sorted Copies: All copies exit to the Finisher Proof Tray (top tray).
- Making Sorted Copy Sets: One copy of each original exits into the Finisher Shift Tray. Each set (or the top sheet only of each set in the saddle stitch finisher) is shifted for ease of separation when you retrieve your copies.
- Making Stacked Copy Sets: The copies of each original are stacked together in the Finisher Shift Tray. Each stack is shifted for ease of separation when you retrieve your copies.
- Stapling your copy sets.
- Three hole punching copy sets with optional Punch. (not available with the saddle stitch finisher).

Selecting Non-Sort Mode

Non-Sort copying is the default setting. Non-Sort copying is for making copies that require no stacking or sorting.

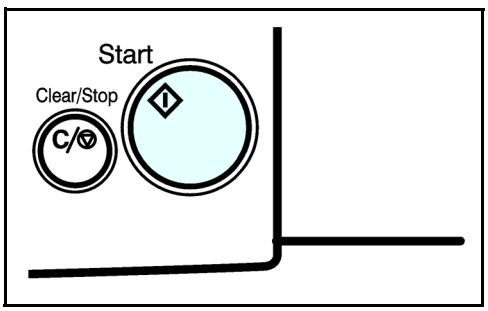
1 If either the Sort, Rotate Sort, Stack, or Staple Indicator are highlighted, touch the highlighted key(s) until all Sort, Stack, and Staple keys are OFF.



2 Place the originals face-up in the Document Feeder or face-down on the Exposure Glass.

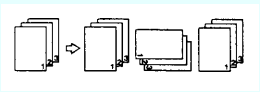
3 Make the copy requirement selections. See “Making Your Copy” on page 1-3.

4 Press the Start key to begin copying. Your copies exit into the Finisher Proof Tray (top bin) of the Finisher.

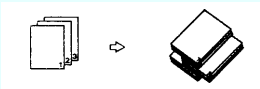


Selecting Sort Mode

Sorting saves you a lot of time. You can have your copies sort in two ways:



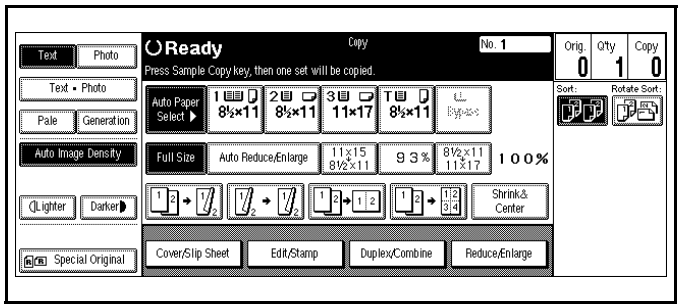
Rotate Sort: Every other copy set is rotated by 90 degrees and delivered to the exit tray. Note: the same size paper must be in two different paper trays and one must e landscape and the other portrait.



Shift Sort: Every other copy set is shifted for ease of separation. The saddle stitch finisher shifts only the top sheet of each set.

1 Touch the Sort or Rotate Sort key.

Note: If Rotate Sort is not shown, it may be selected with User Tools. Refer to "3 Input/Output" on page 5-20.



2 Using the keypad, enter the number of copy sets you desire.

3 Set the originals in place, then press the Start key.

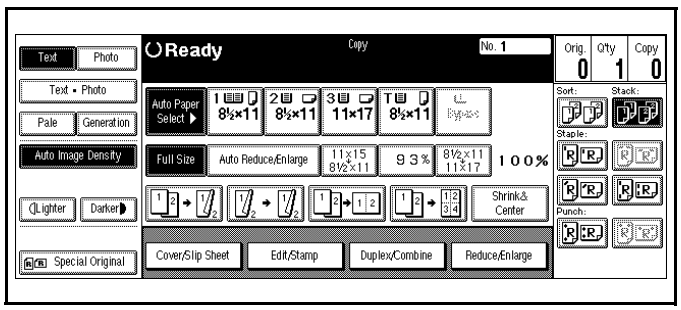
Note: If an original is misfed during sort copying, reset your originals in the Document Feeder, according to the instructions on the display. The display will indicate the number of scanned originals.

Selecting Stack Mode

Stacking keeps the copies of each original together. Every other page set is shifted for ease of separation. The shift tray of the Finisher provides this function by sliding from side to side. The saddle stitch finisher shifts only the top sheet of each set.

1 Touch the Stack key.

Note: If Stack is not shown, it may be selected with User Tools. Refer to "3 Input/Output" on page 5-20.



2 Using the keypad, enter the number of copies you desire.

3 Set the originals in place, then pess the Start key.

Selecting Staple Mode

Depending on the finisher that you have, the following staple positions are available:

Top: Staples on the upper left corner, left margin.

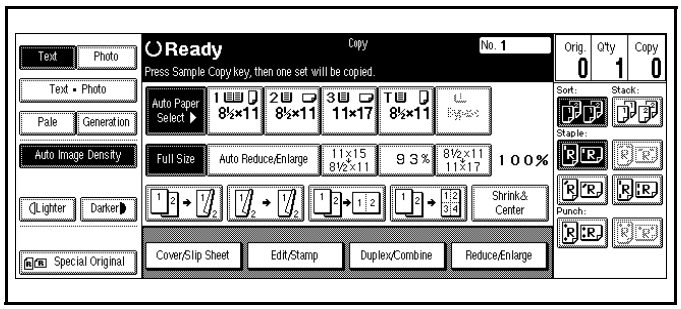
Top: Staples on the upper left corner, diagonal.

Top: Staples on the lower left corner, left margin.

Double: Staples on the left margin in two places.

Saddle Stitch: Staples two staples in the center

1 Touch the desired Staple Position key.



2 Using the keypad, enter the number of copy sets you require.

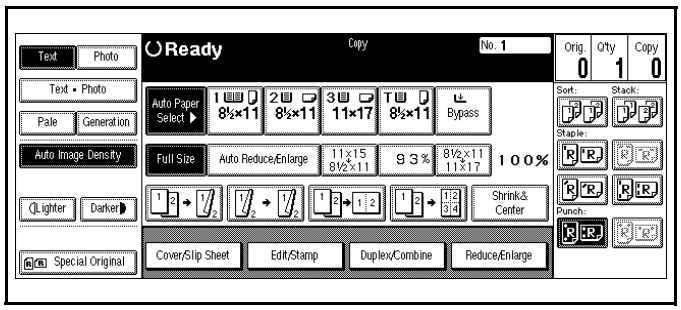
3 Set the originals in place, then press the Start key.Your copy sets are stapled and exit to the Finisher Shift Tray.

Selecting Punch Mode

With the optional punch installed, you can have three holes punched into your copy sets.

1 Touch the Punch key.

2 Set the originals in place, then press the Start key. Your copies will exit on the Finishers Shift Tray with holes punched in them.

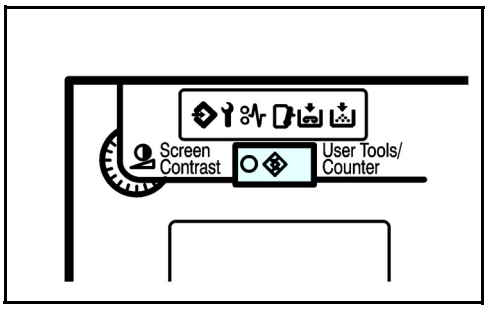


3 To remove the paper punch outs from the finisher, refer to “Removing Punch -outs” on page 8-13.

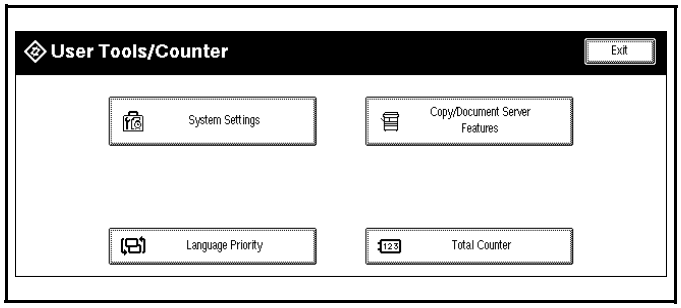
Selecting the Output Tray

You can have your copies exit to the Finisher Proof Tray (top tray) or to the Finisher Shift Tray during a non-sort copy run. When copies are sorted or stacked, they automatically go to the Finisher Shift Tray (bottom tray).

1 Press the User Tools/Counter key.



2 Touch System Settings key.



3 Touch the Basic Page 2 key.

4 Touch the Copy/Document Server: Output Tray

- Finisher Shift Tray
- Finisher Proof Tray

5 Touch the OK key.

6 Touch the Exit key.

7 Touch the Exit key again.

Notes:

Chapter 8

Service and Supplies

Chapter Overview

This Chapter explains how to add supplies and remove misfeeds from your copier. The use of Lanier supplies gives the best results over the life of your copier. The use of unauthorized supplies may cause damage to your copier.

Included in this chapter are:

- "Loading Paper" on page 8-1
- "Changing Paper Tray Sizes" on page 8-4
- "Adding Toner" on page 8-5
- "Removing Misfeeds" on page 8-7
- "Finisher" on page 8-8
- "Paper Punch" on page 8-13
- "Cleaning" on page 8-14

Loading Paper

To save space, this copier is designed with an adjustable, front-loading Paper Trays, which easily open for paper loading.

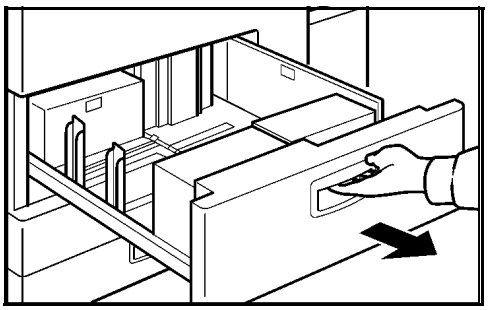
The Add Paper Indicator turns ON when there is no copy paper in the selected Paper Tray, or when the Paper Tray is not fully closed.

Loading Paper in Tray 1 (Tandem Tray)

The tandem tray consist of a right and left side. Each side holds up to 1550 sheets of copy paper, for a total of 3100 sheets of paper. During a copy run when the tandem tray is selected, paper from the right tray is fed into the copier. When the paper in the right tray runs out, the paper stack in the left tray is automatically moved over to the right tray.

During a copy job when the tandem tray is selected and the tandem drawer is opened, only the left tray will come out as the tandem tray is pulled out. At that point, you can add paper to the left tray.

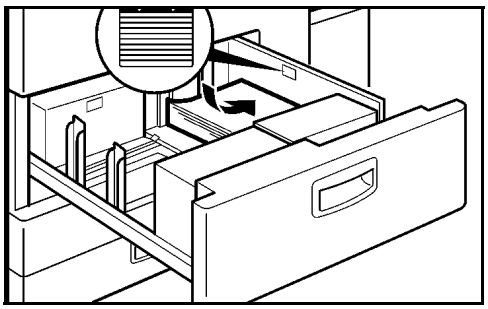
1 Gently pull out the Paper Tray until it stops. The right tray disconnects.



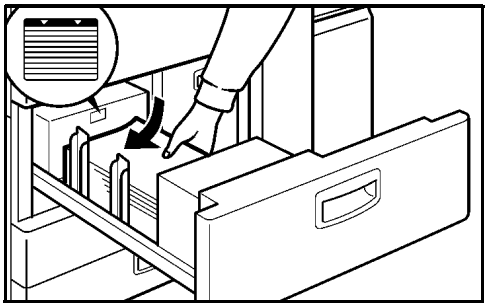
2 Fan the copy paper and insert it into the right side Paper Tray.

- When adding paper to the Paper Tray, first remove remaining paper, combine it with the paper to be added and then reload the paper as a single stack.
- Do not load paper above the maximum height line.

3 Push the right tray back into the copier.

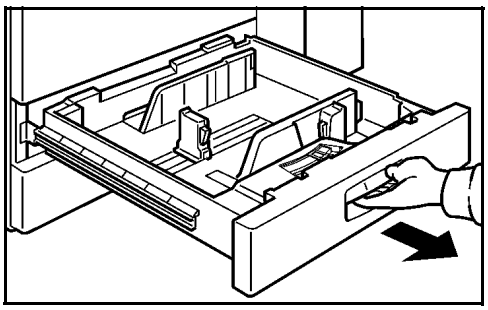


4 Load copy paper into the left tray.

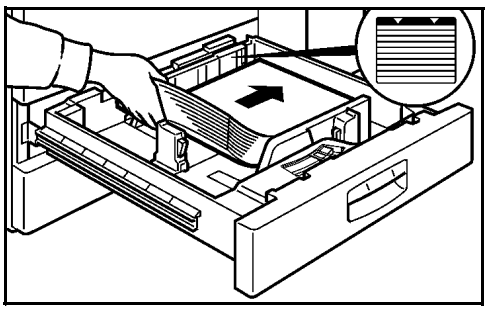


Loading Paper in Tray 2 and 3 (550 Sheet Tray)

1 Gently pull out the Paper Tray until it stops.



2 Fan the copy paper and insert it into the Paper Tray.



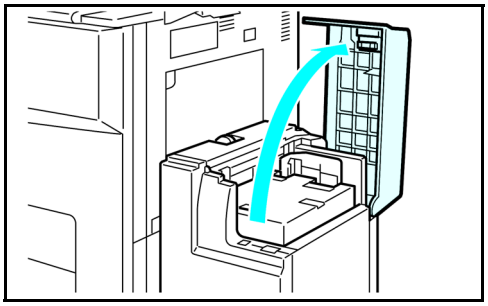
- When adding paper to the Paper Tray, first remove remaining paper, combine it with the paper to be added and then reload the paper as a single stack.
- The tray holds up to 500 sheets of 20 lb. bond paper.
- Do not load paper above the maximum height line.

3 Push the Paper Tray fully back into the copier.

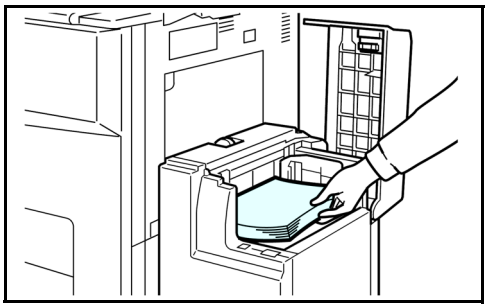
Loading Paper in the Large Capacity Cassette (3500 Sheet LCC)

You can load up to 3500 sheets of paper in the LCC. When the LCC is out of paper, the Paper Down key flashes. Also, the indicator in the Message Display next to the (LCT) LCC paper size, shows a paper out condition

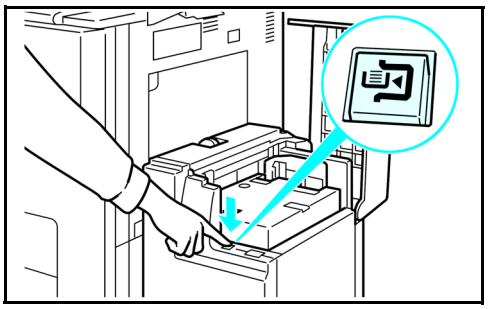
1 Open the Top Cover of the LCC.



2 Place the paper in the tray along the edge on the left.



3 Press the Down key.



4 Load paper by repeating steps 2 and 3.

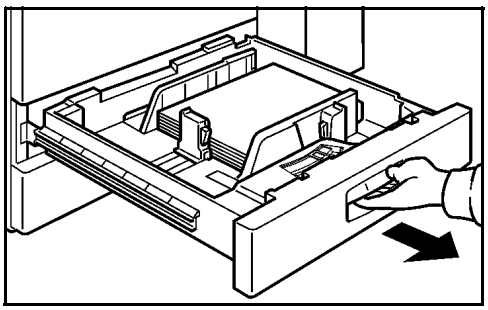
5 Close the Top Cover.

Changing Paper Tray Sizes

You can change the paper size in Tray 2 to accept additional sizes of paper. To change the size of paper you use in Tray 1 and Tray 3, you must call your Lanier Service Technician.

Changing Paper Size of Tray 2

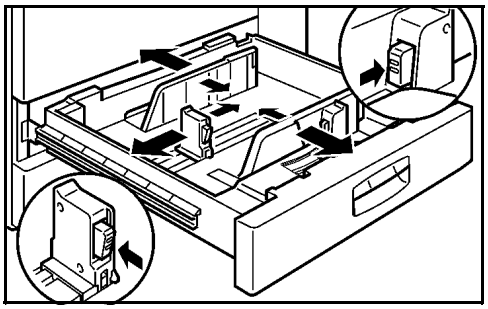
1 Pull the Paper Tray out until it stops.



2 While pushing the Release Lever, adjust the Paper Side Guides and the Rear Guide to the new paper size.

3 Fan the copy paper and insert it into the Paper Tray.

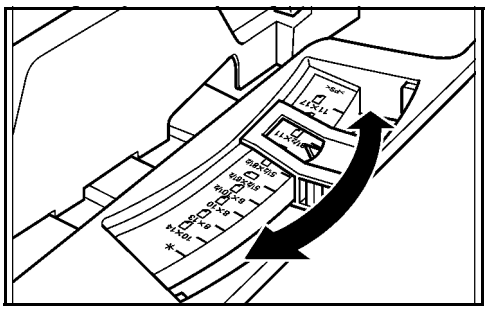
- The tray holds up to 550 sheets of 20 lb. bond paper.
- Do not load paper above the maximum height line.



4 Set the Paper Size Selector at the innermost part of the Tray to the new paper size.

- To adjust the paper size to one not available with the paper size selector:

1. Set the Paper Size Selector to the * mark on the right.
2. Press the Users Tool/Counter key.
3. Touch the System Settings key.
4. Touch the Paper Size Setting key.
5. Touch the Tray 2: Paper Size Setting key.
6. Select your desired paper size.
7. Touch the OK key.
8. Touch the Exit key.



Adding Toner

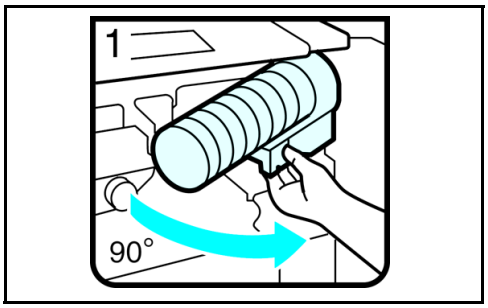
The Add Toner Indicator turns ON when toner is needed. If copying is continued while the Toner Indicator is ON, copies will gradually become lighter until the copier stops and the Add Toner Indicator begins flashing.

The Add Toner Indicator may also begin flashing during long copy runs of multiple dark originals, even though there is toner left. Should the Add Toner Indicator begins to flash, the copier stops making copies. Open and close the Front Cover. When sufficient toner has been fed, the Add Toner Indicator turns OFF and the Ready Indicator in the Start key turns ON. Press the Start key to resume copying.

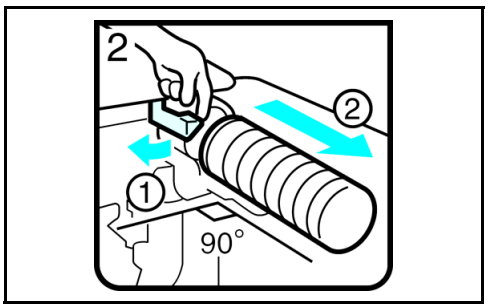
For best copying results, use only Lanier supplies which are designed, engineered, and tested to maximize the life and performance of Lanier copiers.

1 Open the Front Cover.

2 Pull out on the handle on the Toner Bottle Holder until the Toner Bottle holder is fully opened.

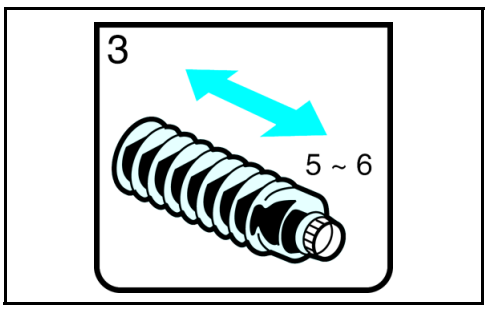


3 Pull the green lever and gently pull the Toner Bottle out.



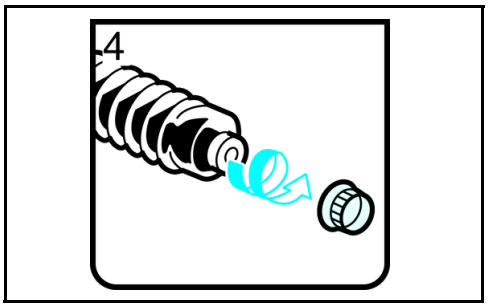
4 Hold a new Toner Bottle horizontally and shake it five or six times to loosen the toner.

Note: Do Not remove the cap before shaking the Toner Bottle.

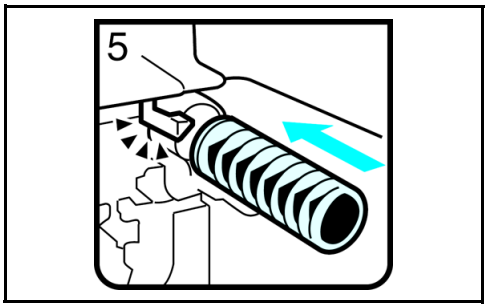


5 Remove the outer cap.

Note: Do Not remove the Inner Cap.

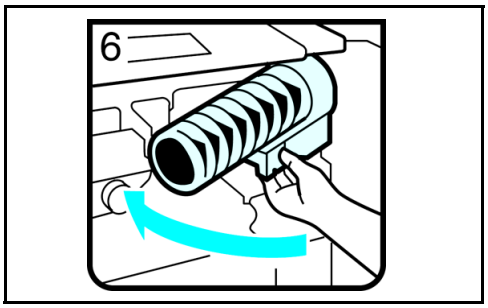


6 Place the new Toner Bottle in position, turn it clockwise, then return the green lever back to its closed position.



7 Return the Toner Bottle Holder to its original position.

8 Close the Front Cover of the copier.



Removing Misfeeds

When a misfeed occurs:

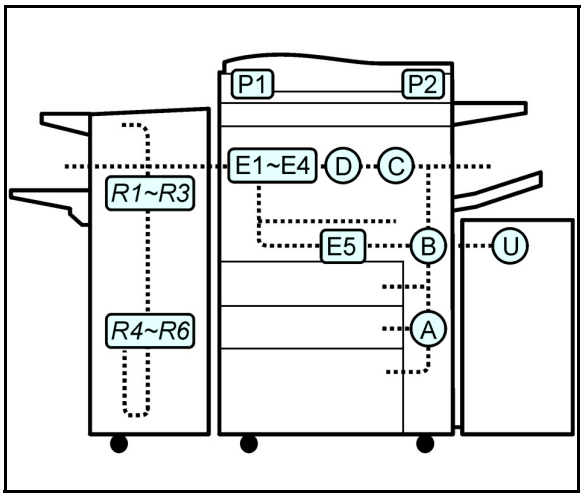
- The copier stops.
- The Misfeed Indicator turns ON.
- The Message Display indicates a paper misfeed and provides a letter designator of the location of the paper misfeed.
- Inside the Front Cover identifies the locations of the letter designators.

When a Paper Misfeed Occurs

1 Check the Message Display to see where the misfeed is located.

2 Open the Front Cover and identify the location of the misfeed letter designator.

- Misfeed in the Paper Path: B, C, D, E
- Misfeed in the Duplexer: A
- Misfeed in the Document Feeder: P
- Misfeed in the Bypass Feeder: Z
- Misfeed in the System Stand: Y
- Misfeed in the Sorter: R
- Misfeed in the LCC: U



3 Remove the paper misfeed following the instructions on the inside Front Cover.

Finisher

On the inside of the front cover of the Finisher, are pictorial instructions for:

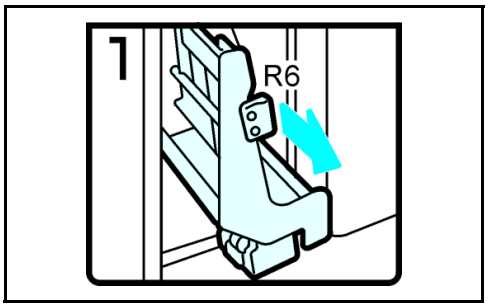
- Adding staples
- Removing staple jams
- Removing a paper misfeed

When adding staples, removing a staple jam , or a paper misfeed, refer to the pictorial instructions.

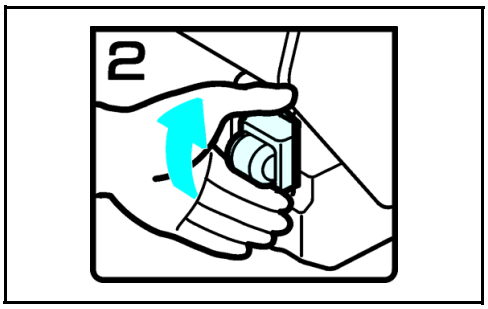
Adding Staples

1 Open the Front Cover of the Finisher.

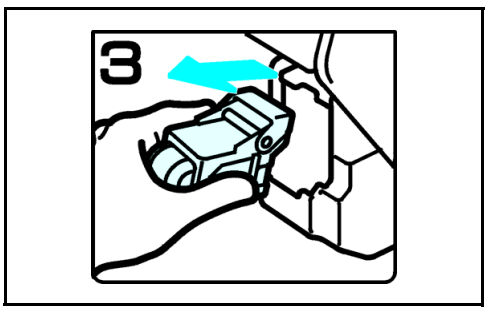
- Locate the pictorial instructions.
- Pull out the Staple Unit.



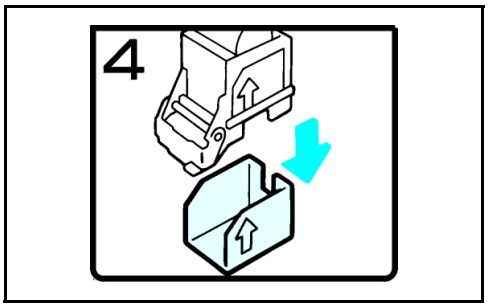
2 Lift the Staple Cartridge until it clicks.



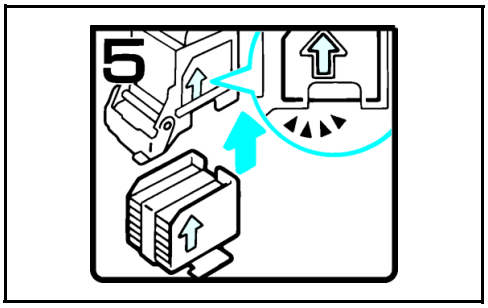
3 Gently, pull out the Staple Cartridge.



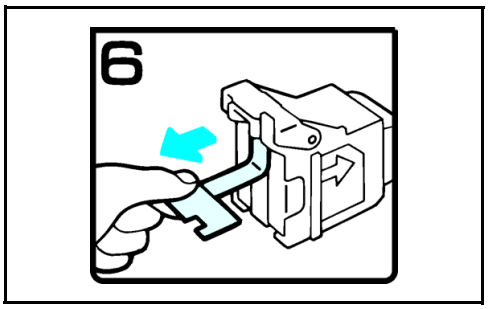
4 Remove the empty refill in the direction of the arrow.



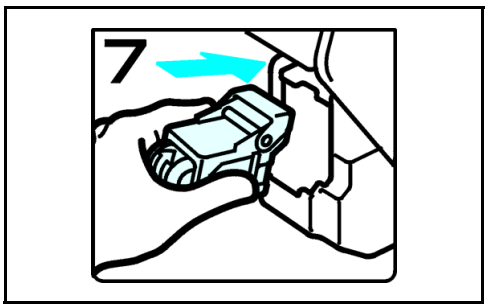
5 Align the arrows on the new refill and the cartridge, then push the refill in until it clicks in place.



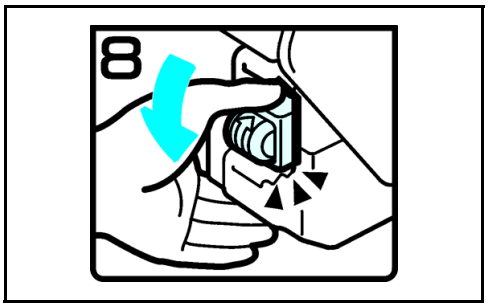
6 Pull out the ribbon.



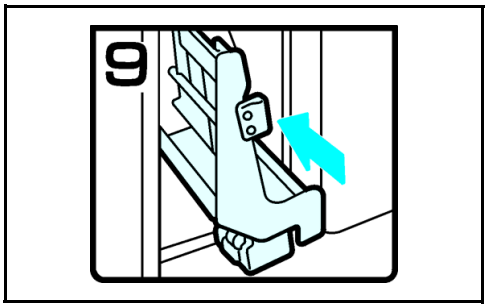
7 Reinstall the Staple Cartridge.



8 Press down on the Staple Cartridge until it clicks.



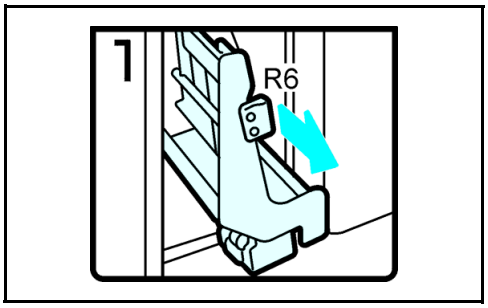
9 Bring the Staple Unit back into place and close the Front Cover of the Finisher.



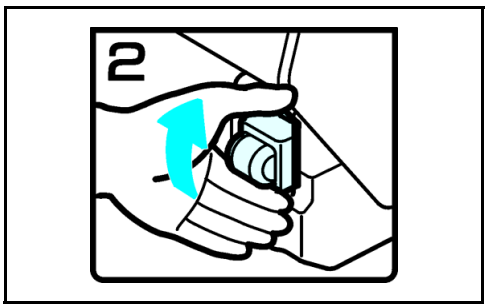
Removing Jammed Staples

1 Open the Front Cover of the Finisher.

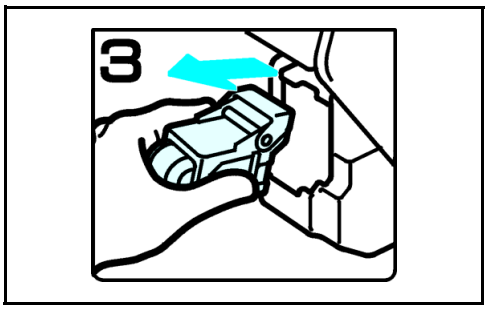
- Locate the pictorial instructions for removing staple jams (green) on the inside of the Finisher Front Cover.
- Pull out the Staple Unit.



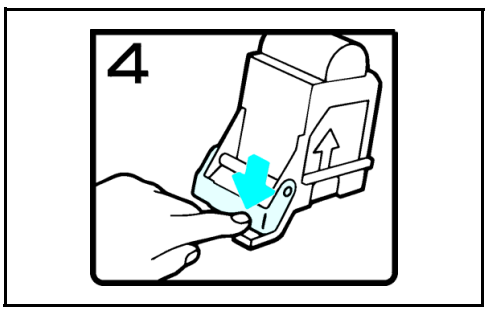
2 Lift the Staple Cartridge until it clicks.



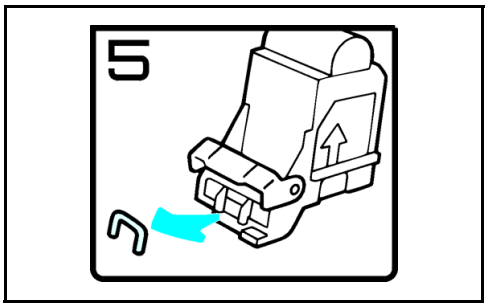
3 Pull out the Staple Cartridge.



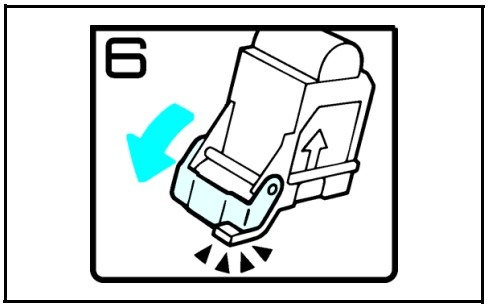
4 Open the Face Plate by pressing the lock on the right.



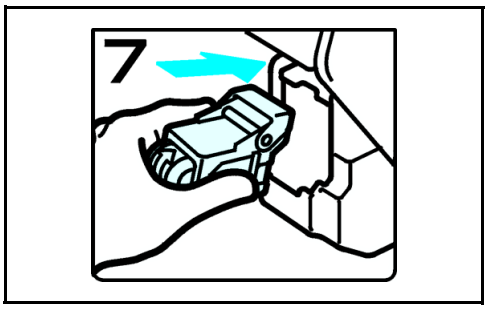
5 Remove the jammed staples.



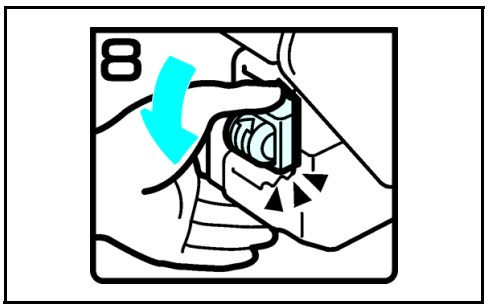
6 Close the Face Plate by pressing it until it clicks.



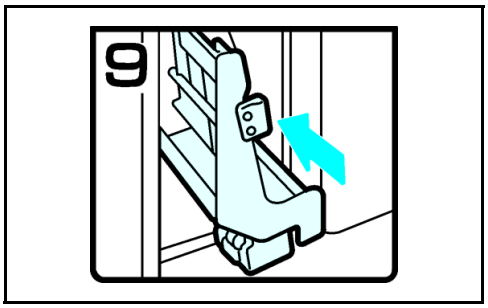
7 Reinstall the Staple Cartridge.



8 Press down on the Staple Cartridge until it clicks in place.



9 Bring the Staple Unit back into place and close the Front Cover of the Finisher.

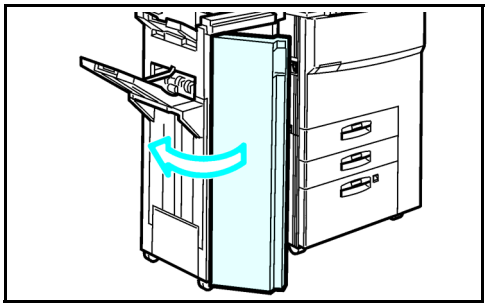


Paper Punch

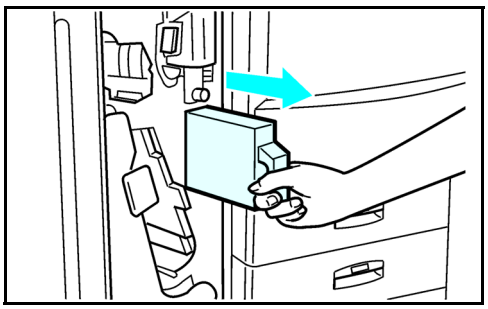
The optional 3-hole punch is located inside of the Finisher. The punch outs fall into a container which is easily removable for emptying.

Removing Punch -outs

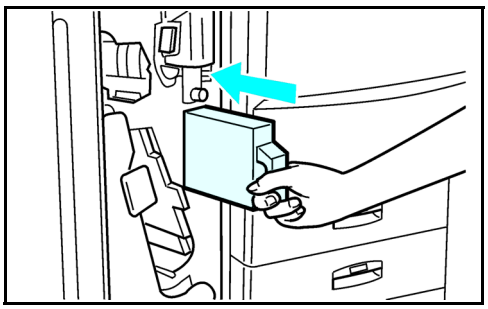
1 Open the Front Cover of the Finisher.



2 Pull out the Punch-out container and properly dispose of the punch-outs.



3 Slide the Punch-out Container back into the Finisher and close the Front Cover.



Cleaning

A dirty Exposure Glass or Document Feeder Belt may have an effect on the quality of your copies. Inspect them and clean as necessary.

Cleaning the Machine

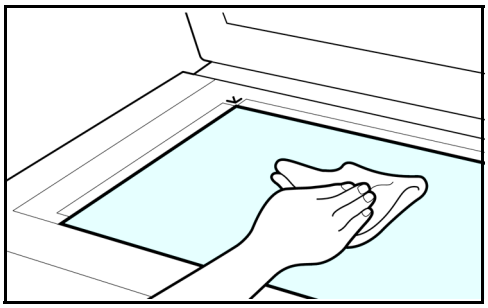
Wipe the copier with a soft, damp cloth and then dry it.

Note: Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the copier of melt plastic parts, a failure might occur.

Do not clean parts other than those specified in this Operator Guide. Such parts should be cleaned by your service representative.

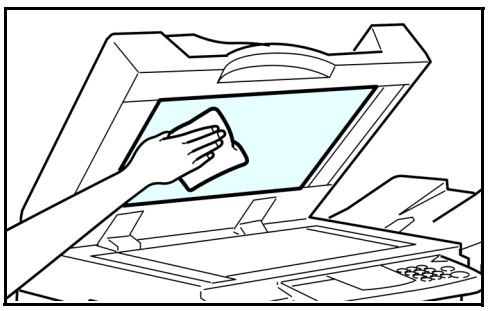
Cleaning the Exposure Glass

Clean the Exposure Glass using a clean dry cloth.



Cleaning the Document Feeder

Clean the Document Feeder Belt using a dry clean cloth.



Chapter 9

Specifications

Chapter Overview

This chapter lists the specifications for the copier and its accessories. Please note that some of these accessories are optional. Specifications are subject to change for improvement without notice. Included in this chapter are:

- "Main Copier Unit" on page 9-1
- "Noise Emission" on page 9-2
- "RADF Unit" on page 9-3
- "LCC-565 (option)" on page 9-3
- "F-550 Finisher (option)" on page 9-4
- "F-585 Finisher (option)" on page 9-5
- "SSF-550 Finisher (option)" on page 9-6
- "PP-585 Punch Unit (option)" on page 9-6
- "Agency Certifications" on page 9-7
- "Paper Sizes" on page 9-9
- "Enlargement and Reduction Percentages" on page 9-10

Specifications

Main Copier Unit

Item	Description	Note
Configuration:	Console	
Copy Process:	Dry electrostatic transfer system	
Original:	Sheet/Book/Objects	
Original Size	Maximum: Ledger (A3)	
Copy Paper Size:	Maximum: Ledger (A3) Minimum: Statement (A5) lengthwise (Paper tray / Duplex) Bypass non standard: Vertical size: 4.0" to 11.7" Horizontal size: 5.6" to 17.0"	
Copy Paper Weight:	System stand/Duplex: 14 to 34 lb, 64 to 105 g/m^2 By-pass: 14 to 110 lb, 52 - 157 g/m^2	
Reproduction Ratios:	Inch version (%): 400, 200, 155, 129, 121, 100, 93, 85, 78, 73, 65, 50 Metric version (%): 400, 200, 141, 122, 115, 100, 93, 82, 75, 71, 65, 50	
Zoom:	Inch version: 25% to 400% in 1% steps Metric version: 25% to 400% in 1% steps	
Copying Speed	5455: 55 CP/M (Letter, A4, sideways) 5470: 70 CP/M (Letter, A4, sideways) 34 CP/M (Ledger, A3)	Full size Repeat copy mode
Resolution:	Scanning: 600 dpi Printing:400/600 dpi	
Gradation:	Scanning and Printing: 256 levels	
Warm-up Time:	Less than 330 seconds from Off mode Less than 30 seconds from low power mode	
First Copy Time (1st Tray):	Less than 3.5 seconds	Letter, A4 sideways
Copy Number Input:	Ten-key pad, 1 to 999	Count up or count down
Manual Image Density Selection:	5 steps	
Automatic Reset:	60 seconds is the standard setting; it can be changed with a UP mode.	
Auto Shut Off:	60 min. is the standard setting; it can be changed with a UP mode.	
Copy Paper Capacity:	Paper Tray: 500 sheets (up to 56 mm, 2.2") x 2 By-pass Feed: 50 sheets (up to 5.5 mm, 0.2")	

Item	Description	Note
Duplex Paper Size	Standard sizes: HLT to DLT, A5 lengthwise to A3 Non-standard sizes: Width: 3.93 x 12” (100 to 305 mm) Length: 5.8 x 17” (148 to 432 mm) Paper Weight: 20 lb ~ 28 lb, 64 g/m^2 ~ 105 g/m^2	
Copy Tray Capacity:	Tray 1 (Tandem): 1550 sheets each side for a total of 3100 Tray 2: 550 sheets Tray 3: 550 sheets Bypass: 50 sheets (20 - 28 lb) LCC: 3500	
Power Source:	North America: 120V/60Hz, More than 12 A Europe/Asia: 220V 240V/50, 60Hz, More than 8 A	
Power Consumption (complete system)	Warn-up: approximately 1.29 kw Stand-by: approximately 0.26 kw During Printing: approximately 1.6 kw Maximum: less than 1.75 kw	
Dimensions (W x D x H)	27.2" x 29.6" x 44.9" (690 x 750 x 1138 mm) Height is to Exposure Glass.	
Weight:	414.5 pounds (188 kg)	

Noise Emission

Item	Mainframe Only	System
1. Sound Power Level		
Copying	59 dB(A)	59 dB(A)
Stand-by	40 dB(A)	40 dB(A)
2. Sound Pressure Level at the Operator’s Position		
Copying	71 dB(A)	71 dB(A)
Stand-by	50 dB(A)	50 dB(A)

Notes:
1. The above measurements were made in accordance with ISO 7779.
2. Full system measurements do not include the optional fax unit and the printer controller.
3. In the above stand-by condition, the polygon motor is not rotating.

RADF Unit

Item	Description
Original Size:	Normal Original Mode: DLT to HLT, A3 to B6 Thin Original Mode: DLT to HLT, A3 to B6 sideways Duplex Original Mode: DLT to HLT, A3 to B5
Original Weight:	Normal Original Mode: 14 ~ 34 lb, 52 ~ 128 g/m^2 Special Original Mode: 11 ~ 34 lb, 40 ~ 128 g/m^2 Duplex Original Mode: 14 ~ 28 lb, 52 ~ 105 g/m^2,
Table Capacity:	50 sheets (80 g/m^2, 20 lb)
Original Standard Position:	Rear left corner
Separation:	FRR (Feed and Reverse Roller)
Original Transport:	One flat belt
Original Feed Order:	From the top original
Power Source:	DC 24V from the copier
Dimensions (W x D x H):	600 x 580 x 150 mm (23.6” x 22.8” x 5.9”)
Weight:	12 kg (26.5 lbs)

LCC-565 (option)

Item	Description
Paper Size:	Letter, A4 sideways
Paper Weight:	16 lb ~ 24 lb, 64 g/m^2 ~ 105 g/m^2
Tray Capacity:	3500 sheets (80 g/m^2, 20lb)
Remaining Paper Detection:	5 steps (100%, 75%, 50%, 25%, Near end)
Power Consumption	48 watts
Power Source:	24 Vdc, 5 Vdc (from copier)
Weight:	48.6 pounds (22 kg)
Size (W x D x H):	15.9” x 20.9” x 24.0” , (403 mm x 529 mm x 608 mm)

F-550 Finisher (option)

Item	Description
Paper Sizes	Proof Tray: Statement to Ledger Shift Tray: Statement to Ledger Staple Mode: Letter to Ledger Punch Mode: Statement, Letter, Legal, Ledger
Paper Weight	Stack: 14-42 lb bond Staple: 17-20 lb bond Punch: 14 lb bond
Stack Capacity	Proof Tray: 250 sheets (letter or smaller, 20 lb) 50 sheets (legal or larger, 20 lb) Proof Tray (with punch): 200 sheets (letter or smaller, 20 lb) 50 sheets (legal or larger, 20 lb) Shift Tray: 3,000 sheets (letter, 20 lb) Shift Tray (with punch): 50 sheets (letter, 20 lb)
Staple Capacity	Without punch: 50 sheets Letter or smaller With punch: 30 sheets Legal or larger
Staple Position	4 positions: top, top slant, bottom, 2 staples
Power Consumption	48 watts, power supplies form copier
Dimensions	24.7" x 21.5" x 37.8"
Weight	99.3 lb

F-585 Finisher (option)

Item	Description
Paper Sizes	Proof Tray: Statement to Ledger Shift Tray: Statement to Ledger Staple Mode: Letter to Ledger Punch Mode: Statement, Letter, Legal, Ledger
Paper Weight	Stack: 14 lb bond, 80 lb covers Staple: 17-20 lb bond Punch: 14 lb bond, 90 lb index
Stack Capacity	Proof Tray: 500 sheets (letter or smaller, 20 lb) 250 sheets (legal or larger, 20 lb) Shift Tray: 3,000 sheets (letter, 20 lb) Shift Tray (with punch): 2,500 sheets (letter, 20 lb) Shift Tray (with staple): 1,500 sheets (legal or larger, 20 lb)
Staple Capacity	Without punch: 50 sheets Letter or smaller With punch: 30 sheets Legal or larger
Staple Position	5 positions: top, top slant, bottom, left 2, top 2 staples
Power Consumption	140 watts, power supplies form copier
Dimensions	31.5" x 28.7" x 38.6"
Weight	130.1 lb

SSF-550 Finisher (option)

Item	Description
Paper Sizes	Proof Tray: Statement to Ledger Shift Tray: Statement to Ledger Staple Mode: Letter to Ledger Punch Mode: Statement, Letter, Ledger
Paper Weight	Stack: 14-42 lb bond Staple: 17-20 lb bond Saddle Stitch:17-20 lb bond, Cover - up to 1 cover sheet can be stapled
Stack Capacity	Proof Tray: 150 sheets (letter or smaller, 20 lb) 75 sheets (letter or larger, 20 lb) Shift Tray (without staple): 1,000 sheets (letter, 20 lb) 500 sheets (letter or larger, 20 lb) Shift Tray (with staple): 750 sheets (letter, 20 lb) 500 sheets (letter or larger) Booklet Tray: 25 sets (1-5 sheets, 20 lb 15 sets (6-10 sheets, 20 lb) 10 sets (11-15 sheets, 20 lb)
Staple Capacity	Without punch: 50 sheets Letter or smaller With punch: 30 sheets Legal or larger
Staple Position	5 positions: top, top slant, bottom, left 2, top 2 staples Saddle Stitch: one position
Power Consumption	60 watts, power supplies form copier
Dimensions	27.2" x 23.8" x 41.6"
Weight	130.1 lb

PP-585 Punch Unit (option)

Item	Description
Paper Sizes	Statement to Ledger
Paper Weight	14 lb bond, 90 lb index
Power Consumption	33.6 watts, power supplies form copier
Dimensions	3.7" x 18.5" x 4.0"
Weight	5.3 lb

Agency Certifications

USA RFI

This equipment generates and uses radio frequency energy. If not installed and used properly, i.e., in strict accordance with these operating instructions, it may cause harmful interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment.

Operation of this equipment in a residential area is likely to cause interference, in which case the user will be required to take whatever measures may be required to correct the interference at their own expense.

Canada RFI

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as set out in the Radio Interference Regulations of the Canadian Department of Communications.

Cet appareil numerique ne depasse pas les limites de Categorie A pour les emissions de bruit radio emanant d'appareils numereques, tel que prevu dans les Reglements sur l'Interference Radio du Department Canadien de Communications.

CE This product complies with the requirements of the EMC Directive 89/336/EEC, Low Voltage Directive 73/23/EEC, and the Harmonisation Directive 93/68/EEC.

Lanier Worldwide, Inc.
Im Taubental 6
41468 Neuss 1
Germany

UL

The 5455 AG and 5470 AG digital copiers are intended for use in areas with 120V, 60 Hz, AC line voltage. 5455 AH and 5470 AH digital copiers are intended for use in areas with 230V, 50 Hz, AC line voltage. You should ensure you are connecting your equipment into the proper line voltage.

EPA Energy Star

The United States Environmental Protection Agency (EPA) has introduced a voluntary program, the Energy Star Program, to encourage the widespread and voluntary use of energy-efficient technologies that enhance the workplace, improve product performance, and prevent pollution. As an Energy Star Partner, Lanier Worldwide, Inc. has determined Lanier's 5455/5470 copiers meet the Energy Star guidelines for energy efficiency. Energy Star guidelines require that all Energy Star copiers have an 'OFF MODE' feature that automatically turns the copier off after a period of inactivity, ensuring night and weekend shut-off.

In addition to the above requirements, the 5455/5470 copiers have been successfully been tested with the following recycled paper:

- Lanier Recycled Copy Paper: 50% of Fiber Weight recycled with minimum 20% post-consumer waste.

Note: Specifications are subject to change without notice.

Paper Sizes

Type	Paper	Size	Size
USA	STATEMENT LETTER LEGAL COMPUTER LEDGER FOOLSCAP and OFFICIO	5.5 x 8.5 inches 8.5 x 11 inches 8.5 x 14 inches 10.125 x 14 inches 11 x 17 inches 8.5 x 13 inches	140 x 216mm 216 x 279mm 216 x 356mm 257 x 356mm 279 x 432mm 216 x 330mm
UK	FOOLSCAP	8 x 13 inches	203 x 330mm
EUROPE	FOLIO	8.25 x 14 inches	210 x 356mm
DIN	A0=841 x 1189mm A1=594 x 841mm A2=420 x 594mm A3=297 x 420mm A4=210 x 297mm A5=148 x 210mm A6=105 x 148mm	B0=1000 x 1414mm B1=707 x 1000mm B2=500 x 707mm B3=353 x 500mm B4=250 x 353mm B5=176 x 250mm B6=125 x 176mm	C0=917 x 1297mm C1=647 x 917mm C2=458 x 648mm C3=324 x 458mm C4=223 x 324mm C5=162 x 223mm C6=114 x 162mm
B-FORMAT	ISO 216 JAPAN ISO 216 JAPAN ISO 216 JAPAN	B4=353 x 250mm B4=364 x 257mm B5=250 x 176mm B5=257 x 182mm B6=176 x 125mm B6=182 x 129mm	

Enlargement and Reduction Percentages

Type	Inch Version	Metric Version
Enlargement	400%	400%
	200%	200%
	155%	141%
	129%	122%
	121%	115%
Full Size	100%	100%
Reduction	93%	93%
	85%	87%
	78%	82%
	73%	71%
	65%	65%
	50%	50%
	32%	35%
	25%	25%

Glossary

Chapter Overview

Definitions for the most often used terms are listed here.

Copier Terms

% (percentage) The ratio of the original image size to the copied image size. If the copy image is larger than the original, the % number is larger. A copied image that is twice the size of the original is said to be 200%. If the copy image is smaller than the original, the % number is lower. A copied image that is half the size of the original is said to be 50%.

10-key pad The portion of the Control Panel with numerical keys. These keys are used primarily to input the desired number of copies and are also used to input numerical data into the copier during programming.

Book Originals Any bound original that cannot be fed through the Feeder. Because the pages cannot be separated, they must be copied manually from the Exposure Glass. The Book Original features can be used to make the book copying process more efficient.

Bypass Feed Tray A Tray used to feed single sheets of special or transparent stock into the copier to be copied. Because sheets from this tray feed straight through the copier paper path, the Tray is especially useful for feeding heavy stock. See also: Stack Feed Bypass Tray.

Casual Operator An operator that uses the copier to make copies but does not have Key Operator responsibilities such as adding Toner or calling for service.

Charge Corona A device located near the Drum that activates the light sensitivity of the Drum and prepares it to be exposed and imaged.

Cleaning Unit An assembly that cleans any residual image toner from the Drum in preparation for the next image.

Clear/Stop Key The Key used to stop a copy job while it is still running. It may also be used to clear program functions from a previous job and return to the default settings.

Control Panel The surface at the front of the copier containing Keys used to control the operation of the copier. It usually also contains the display that shows the status of the copier or the job in progress.

Copies The imaged paper output from a copier. It might be a direct reproduction of the input document or it can contain any number of changes as programmed into the copier such as Enlargement/Reduction, Trim/Mask, etc.

Copies in Progress This display or part of a display shows how many copies of the total have been made.

Copies Selected This display is the same as Copy Quantity, in that it shows the number of copies requested.

Copy Paper	See: paper
Copy Quantity	This display or part of a Touch Screen shows the requested number of copies.
Copy Size Keys	Keys used to input the desired size of the copy.
Darker Copies	This term refers to the amount of toner placed on the copy through the imaging process. The amount of toner is controlled by the “darkness” of the original and the amount of light used during the exposure process; more light means less toner or image density.
Developer Material	This is a supply used in the copier. It usually consists of two parts; a carrier material and the toner. The developer material is only used by a technician when installing a new unit or when cleaning a Developer Unit.
Developer Unit	An assembly located near the drum inside the copier that delivers the toner to the drum. It allow the correct amount of toner to be placed on the drum for each image.
Display Panel	This is an LCD panel showing: operation status, error messages, and function menus.
Document Feed Tray	The Tray where an original document is placed to feed into an ADF for automatic feeding and copying.
Document Guide	These Guides are located in the Document Feed Tray. When correctly positioned against the sides of an original document, they help to position the pages of the document.
Document Receiving Tray	A Tray used to accumulate the pages of an original document that have completed the copying process.
Document Scale	Two scales located to the front and left of the Exposure Glass intended to help locate original documents placed on the Glass for manual copying and to identify a part of an original during the Editing process.
Documents	The set of pages either placed on the Exposure Glass or in the ADF to be copied.
Drum Assembly	The unit located inside the copier that receives the image during the exposure and imaging process and transfers this image to the copy paper. It is light sensitive and should be protected from bright lights.
Duplexed Copies	Copies that have been imaged on both sides of the sheet.
Energy Saver Key	A Key used to place the copier into, or bring it out of an Energy Saver Mode. In the Energy Saver Mode, the amount of energy consumed by the copier is reduced.

Energy Star — A voluntary program introduced by the United States Environmental Protection Agency (EPA) intended to encourage the use of energy-efficient technologies in the workplace. Requirements to qualify for certification vary based on the speed of a Copier. For specifics on your Copier, check the Specifications section of this Guide.

Exit Tray — A tray attached to the output end of the copier to collect copies. This tray is usually removed when a Sorter or Finisher is installed. In this case, the top tray of the Sorter or Finisher serves as the Exit Tray.

Exposure Glass — The glass surface located under the Document Cover or Document Feeder. The original is placed here to make a copy. If an RADF is present, it transports the original to this location. Once here, the original is exposed by the Exposure Lamp located directly below the glass.

Exposure Lamp — The light source located directly below the Exposure Glass. It is the light from this lamp that exposes the original, reflects off the original, travels through the optics and exposes the Drum.

Exposure Pad — A Pad located on the bottom side of a Document Cover used to hold an original in place on the Exposure Glass during the exposure process.

Factory Default — A setting in the copier that is set at the factory. You can change some of these settings. Others can be changed by a Service Technician. See also Initial Setting.

Front Cover — The Cover located at the front of the copier designed to allow access to the interior of the copier. This allows the operator to add supplies, remove paper misfeeds, or perform other maintenance as prescribed by the Operator Guide.

Fused Toner — The image, usually black, that adheres to the surface of the copy paper. This Toner is “Fused” to the surface of the paper using pressure and heat.

Fuser Assembly — The unit located inside the exit area of the copier that provides heat and pressure to attach the toner to the paper surface.

Fuser Cleaning Pad — In certain copiers, it is necessary to clean toner residue and paper dust from the Fuser Rollers. This provides extended life of the Rollers and cleaner copies. At certain intervals, this pad must be replaced.

Graphic Display — A Display that shows icons related to service or supply related error condition. In some copiers, these icons may be incorporated into a graphic representation of the copier to show the approximate position of an error.

Gray Scale — A term referring to the shades of gray between the black and the white areas on an original or copy. Normal copies reduce the shades of gray to produce very dense blacks and clean whites. During the photo copy modes, the copier is set to reproduce the shades of gray more faithfully, but usually at the expense of the black density.

Initial Settings Those settings displayed by a copier when it comes to the READY condition. These settings may be either the Factory Default settings, or Factory Default settings that have been modified permanently by either you or your Service Technician to better fit your application.

Interrupt Key The Key used to interrupt a long copy job in process in order to run a single copy. Interrupt copies are limited to one, and the interrupt original must be copied from the Exposure Glass.

Key Operator The main operator responsible for the copier. This individual performs all operator prescribed maintenance and is the main contact in the event of a service call.

LCC (LCT) This is the Large Capacity Cassette or sometimes referred to as LCT - Large Capacity Tray. It is usually used as the main paper source.

Lighter Copies This term refers to the amount of toner placed on the copy through the imaging process. The amount of toner is controlled by the “darkness” of the original and the amount of light used during the exposure process; more light means less toner or image.

Message Display This display or part of a Touch Screen shows messages related to the status of the copier, Help messages and program information.

On/Stand by Switch A switch located on the exterior of the copier used to control the power to the copier.

Original Cover On copiers not equipped with a Document Feeder, a Cover protects the Exposure Glass and prevents stray light from entering the copier during the copy process. Unless copying a 3-dimensional object, the cover should be down.

Original Direction Indicator This icon instructs the operator which direction to place the document in the Document Feeder or on the Exposure Glass. This is particularly helpful when different paper sizes are available and when certain features are used such as; when reducing a legal sheet to letter-size paper, the icon would instruct you to feed the original lengthwise.

Paper Tray A paper carrier designed as part of the base of the copier. It is used to store and feed a stack of paper of one size. Some are designed to be adjusted but can only accommodate one size at a time.

Paper Weight Throughout the Operator Guide there are references to 20 lb. or 24 lb. paper. This refers to a standard measuring technique. A certain number of sheets cut to a particular size weighs 20 or 24 pounds. The weight specification usually correlates with the thickness of the paper. It also generally implies stiffness with the lighter papers being more limber and the heavier papers being stiffer. Copiers are designed to feed certain weight papers through the Drawers or Cassettes. Heavier stock, such as cover stock, can be fed through the Bypass Feed Tray.

Power Cord — The cord used to connect the copier to the power receptacle. The plug design is specified depending on the amount of power the copier requires. Make sure the receptacle is the correct one for your copier.

READY Indicator — This is an indicator that shows when the copier has warmed up and is ready to make copies. It appears in several forms; a light, an icon, and the message itself.

Release Lever — The lever located inside the Front Cover used to release the Upper Unit for access to the paper path.

Sample Key — This key allows you to run a sample copy set using the finisher.

Separation Corona — One of the Coronas inside the copier. It is usually located near the Drum and separates the paper from the Drum. Because it attracts the toner, and since it is located below the paper, it has a tendency to get dirty. This can require the Key Operator to either clean the coronas or call for service.

Sheet Feed Bypass — A tray that opens from the side of the machine, usually just above the Primary Paper Tray or LCC. It is designed to feed a single sheet at a time. This tray can be used to feed paper or transparency stock that would normally not be placed in the Feed Drawers. Since it bypasses the normal paper feeding mechanism and feeds straight through the paper path, heavier stocks (like cover stock) feed better.

Sorter — An accessory attached to the output of a copier designed to perform a sorting function. The sort function allows you to make multiple copy sets of an original in such a way that the pagination matches the original document.

Stack Feed Bypass Feed Tray — A tray that opens from the side of the machine, usually just above the LCC or Primary Paper Tray, and is designed to feed a stack of paper. This tray can be used to feed paper or transparency stock that would normally not be placed in the Feed Drawers. Since it bypasses the normal paper feeding mechanism and feeds straight through the paper path, heavier stocks (like cover stock) feed better.

Stack Key — This key is used to program the Stack functions. This is available only if a Sorter or Finisher is present. In the stack mode, multiples of a single page of a document are placed in separate Sorter Trays or are offset in the Finisher Tray.

Start Key — This Key is used to start the copying process once all selections have been made. On a Lanier copier, it is always green in color.

Toner — The black powder that is used to form the image on copy paper. In a color copier, it would be colored. PLEASE NOTE: Toners are designed to operate specifically in a copier and differ greatly on the copier requirements. Toner from other copiers should never be mixed. At best, the image would be too light or too dark. At worst, it can damage your

copier and require a service call to have the toner cleaned out and replaced with the correct toner.

Toner Container — A container designed to simplify the reloading of toner in your copier. Make sure the toner you add is correct for your copier before loading. See the NOTE above.

Transparencies — A clear plastic stock used to make an overhead transparency. Because they are clear, they don't feed from paper Drawers or Cassettes. However, many Bypass Feed Trays are designed to handle transparency stock. Place your transparency stock in the Bypass Feed Tray and use a normal copy procedure.

Transport Belt — The rubber surface on the under side of an ADF. It grips an original and moves it across the Exposure Glass and returns it to the Document Exit Area of the Document Feeder. To keep it operating correctly and to prevent the buildup of dirt which can cause dirty copies, it must be cleaned periodically.

User Codes — An option, usually built into a copier that, when activated by a Technician, requires the operator to enter a User Code to make copies. The copier can contain many accounts thereby allowing the Key Operator to track copies made by individuals or departments.

Zoom Keys — The Zoom Keys are actually several keys that control the Enlargement or Reduction of the image on the copy. In most cases, there is a 100% (actual size) key, a key representing the highest Enlargement ratio, and a key representing the lowest Reduction ratio. Pressing these last two keys steps the copier optics in 1% increments. Pressing the 100% key returns the copier to the actual size mode.

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Use the index to locate topics listed in the Operator Guide.

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New Machine Warranty and Limitation of Liability

Warranty — 90 days

Lanier warrants that its equipment and accessories will be free from defective parts and workmanship for a period of ninety (90) days from the date of first installation by Lanier's Authorized Dealer. Customers must notify a Lanier servicing dealer or Lanier of a warranty claim within the warranty period. For a listing of authorized Lanier servicing dealers or to notify Lanier of a warranty claim, write to Lanier Worldwide, Inc., 2300 Parklake Drive, N.E., Atlanta, Georgia 30345-2979.

Warranty Exclusions

THE FOREGOING EXPRESS WARRANTY IS MADE IN LIEU OF ALL OTHER PRODUCT WARRANTIES, EXPRESS OR IMPLIED, INCLUDING MERCHANTABILITY AND FITNESS AND THOSE ARISING FROM A COURSE OF DEALING OF USAGE OF TRADE. The Express Warranty will not apply to drums, cleaning blades, fuser cleaning felts, toner, developer or paper or to defects of damage incurred in transportation, or due to accident; neglect; misuse such as use of harmful or unapproved supplies; alterations; operator error; power surges; failure to properly install, clean, maintain, or repair; improper operating environment; or failure to provide proper utilities. The Express Warranty also will not apply to used or refurbished Lanier equipment unless Lanier expressly authorizes resale with its original equipment warranty.

Limitation of Liability

Fulfillment of Lanier's warranty obligation shall be the Customer's exclusive remedy and Lanier's and the Lanier Dealer's limit of liability for any breach of warranty or otherwise. In no event will Lanier or Lanier's Dealers be responsible or liable for special, incidental or consequential losses or damages.

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