

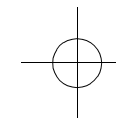
4700W

Operating Instructions

System Settings



## Operating Instructions System Settings



### Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

### Notes

Some illustrations may be slightly different from your machine.

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

### Operator Safety

This machine contains LED Arrey in scanner and writing units.

The machine is considered a class 1 LED device, safe for both office and EDP use.

### Notes:

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

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

### Power Source

220 - 240V, 50Hz/60Hz, 10A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the Copy Reference manual.



### Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC."

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

**I** means POWER ON.

**⏻** means STAND BY.

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Nashuatec shall not be responsible for any damage or expense that might result from the use of parts other than genuine Nashuatec parts in your Nashuatec office product.

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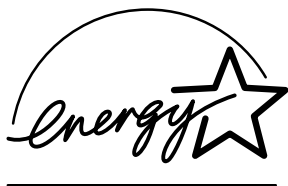
In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

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**⏻** means **STAND BY.**

## ENERGY STAR Program

ENERGY STAR®



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

### ◆ Low Power mode

This product automatically lowers its power consumption 15 minutes after the last copying or printing job has been completed. Printing is available in this mode, but if you use the copier, press the **[Clear Modes/Energy Saver]** key.

- For details about how to change the default interval before entering Low Power mode, see p.25 "Energy Saver Timer"

### ◆ Auto Off mode (Copier only)

To conserve energy, this product automatically turns off 60 minutes after the last copying or printing job has been completed. Printing is available in this mode, but if you use the copier, press the operation switch.

- For details about how to change the default interval before entering Auto Off mode, see p.26 "Auto Off Timer"

### ◆ Sleep mode (Printer installed)

If the printer feature is installed, this product automatically lowers its power consumption even further 60 minutes after the last copy or print job has finished. Printing is still possible in Sleep mode, but if you wish to make copies press the operation switch first.

- For details about how to change the default interval that the machine waits before entering Sleep mode, see p.26 "Auto Off Timer"

## Specification

Low Power mode	Power consumption	200Wh or less
	Default interval	15 minutes
	Recovery time	–
Auto Off mode	Power consumption	65Wh or less
	Default interval	60 minutes
Sleep mode	Power consumption	65Wh or less
	Default interval	60 minutes

## Recycled paper

In accordance with the ENERGY STAR Program, we recommended use of recycled paper which is environment friendly. Please contact your sales representative for recommended paper.



# How to Read this Manual

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## Symbols

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In this manual, the following symbols are used:

### **WARNING:**

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

### **CAUTION:**

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

\* The statements above are notes for your safety.

### **Important**

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

### **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

### **Note**

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

### **Limitation**

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

### **Reference**

This symbol indicates a reference.

[    ]

Keys that appear on the machine's panel display.

[    ]

Keys built into the machine's operation panel.

# Terms in this Manual

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## Guide to Option Components

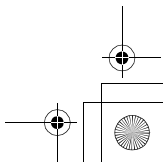
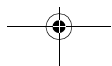
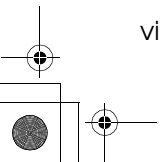
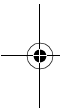
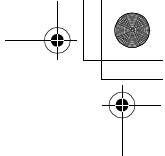
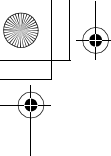
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In this manual, the following abbreviations are used.

- Roll Holder Unit Type A → Roll holder
- 2nd Roll Tray Type A → Lower tray
- Stamp Board Type A → Stamp board
- Original Tray Type G → Original Tray
- Hard Disk Drive Option Type 470 → HDD
- Printer Controller RW-470 → Controller

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# Manuals for This Machine

This machine has several functions and can be used as a copier, printer, or scanner. The manuals for the machine are therefore divided into a manual that describes common operations and functions, and separate manuals for the copier, printer and scanner functions. Please refer to the appropriate manuals to help you learn how to use the machine.

# What You Can Do with This Machine

If you install the options available for this machine, you can further increase its functionality. If you want to add any of the options, please contact your service representative.

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## Copier Function

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The machine has all the basic copier functions, plus density adjustment, composite image, and other advanced copy functions. In addition, with the stamp board and HDD installed, you can add stamp functions that can print patterns or user stamps on your copies.

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## Printer Function

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You can also use the machine as a printer. With options installed, you can increase the number of functions.

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## Scanner Function

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You can also use the machine as a scanner. With options installed, you can increase the number of functions.

# Counters

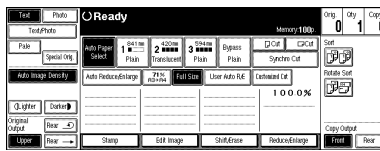
This keeps a separate count of the number sheets output by the machine for the various functions; Copier function and Printer function. You can view or print the totals in these counters.

- **Total Counter**  
This is the combined total for the copier and printer counters.
- **Copy**  
This is the total number of copies made with the Copier function.
- **Printer**  
This is the total number of pages printed with the Printer function. This option becomes available when the optional printer unit has been installed.

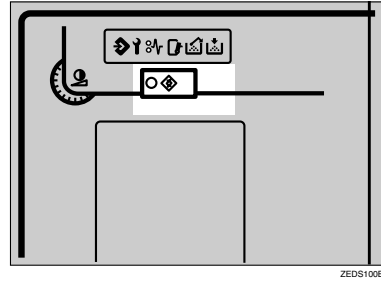
**Note**

In addition to the counters displayed here, if the user code function has been set, you can keep a record of the number of pages used for each user code. For details, see p.26 "User Code Access".

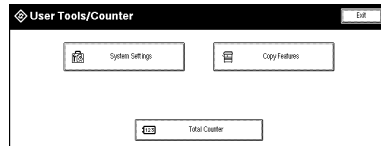
**1** Make sure that the machine is ready to make copies.



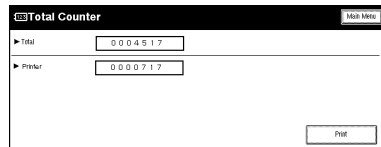
**2** Press the [User Tools/Counter] key.



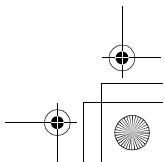
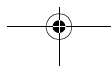
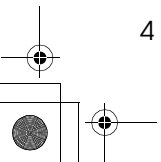
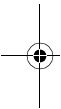
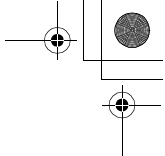
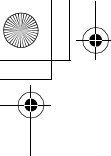
**3** Press the [Total Counter] key.



**4** Check the total in the [Counter] screen. Press the [Print] key to print the total.



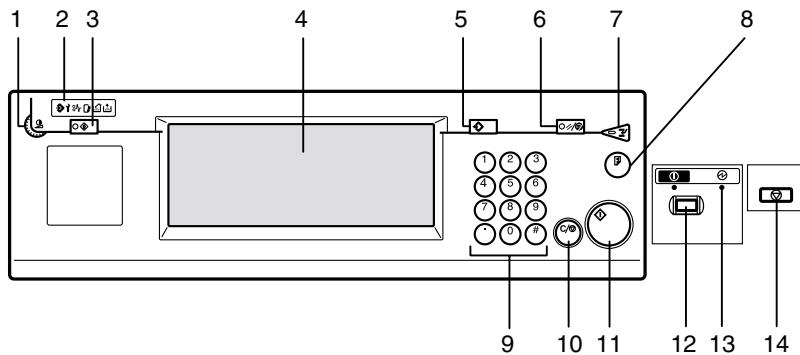
**5** Press the [Exit] key to exit the screen.





# 1. Combined Function Operations

## Operation Panel



ZEDH360E

### 1. Screen contrast knob

Adjusts the brightness of the screen.

### 2. Indicators

These indicators show errors or the status of the machine.

### 3. [User Tools/Counter] key

Press this key to change the default settings and operation conditions to match your requirements. Also displays the total number of copies made.

### 4. Screen

Shows operation status, error messages, and function menus.

### 5. [Program] key

Press to select the program mode.

### 6. [Clear Modes/Energy Saver] key

Clears the contents of a setting. Also, if pressed for more than one second, the machine is switched to Energy Saver mode.

### 7. [Interrupt] key

Press to make interrupt copies during a copy run.

### 8. [Sample Copy/Partial Copy] key

Allows you to make a Sample Copy (using the current settings) or Partial Copy (copies a specified part of an original) to check the settings before making full copies.

### 9. Number keys

Use to enter the desired number of copies and data for selected modes. Use the Enter key to enter data in selected modes.

Press the [#] key to confirm the values you have entered.

Press the [.] key to enter a decimal point.

### 10. [Clear/Stop] key

Use this key to clear numbers you have entered, or to interrupt or cancel a copy job.

## Combined Function Operations

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### 11. **[Start]** key

Press to start copying. The default setting is for the originals to be scanned first, and then copied. You can also use this key to resume an interrupted copy job (Restart Copy) or repeat a copy job (Repeat Copy).

1

### 12. **Operation Switch**

Use this to turn the power on or off. The power indicator is lit when the power is on.

### 13. **Main power indicator**

Light up when the main power switch is set to on.

### 14. **[Scanner Stop]** key

Press this key if originals are fed at a slant, or if you want to cancel scanning while an original is being fed into the machine.

You can also use this to release the paper edge hold function.

#### **Note**

- If **[Rear: Edge Hold]** is selected for "Original Output Tray" in System Settings, when the originals are output to the rear of the machine, the originals are held after they have been scanned. You can use the **[Scanner Stop]** key to release this paper edge hold function.
- You can change the original output tray setting in User Tools. See p.20 "Original Output Tray"

## Switching between Functions

You can use this machine not only as a copier, but optionally as a printer or scanner machine as well. Command from your computer to switch between functions.

1

### **Note**

- Depending on the options you have installed, you may not be able to switch to some functions.

### **Limitation**

- You cannot switch functions in the following circumstances.
  - While copying
  - While adjusting system settings
  - While the machine is warming up
  - When the machine has been turned off automatically

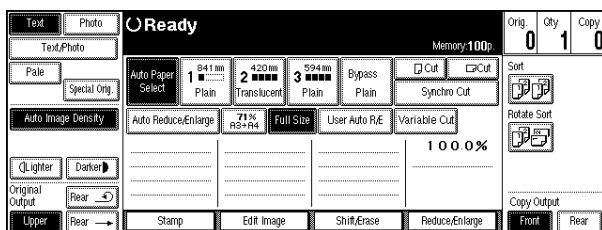
## Combined Function Operations

# Using the Machine as a Copier

## 1

### Switching to Copier Mode

When the printer or scanner function is not using, or finished, the copier screen to be displayed normally.



#### Reference

For details about using the copier functions, see the Copy Reference manual.

### Interrupting Other Functions to Use Copier Functions

You can interrupt a copy job, or another function job, and switch to the copier function. This is called "Interrupt Copy."

#### Limitation

- You cannot use the following functions with the interrupt copy function.
  - Edit Image
  - Stamp
  - Sort/Rotate sort
  - Erase

#### Reference

For details on using interrupt copy during a copy job, see "Interrupt Copy" in the Copy Reference manual.

- 1** Press the **[Interrupt]** key while an original is being scanned or while a job is being copied. When printing, place your originals after pressing the **[Interrupt]** key. The Interrupt copier screen is displayed.
- 2** Set your desired settings, and make the copies.
- 3** When copying has finished, remove the originals and the copy output of the interrupt copy job.
- 4** Press the **[Interrupt]** key.

# Using the Machine as a Printer

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## Switching to Printer Mode

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1

When you send print job from your computer, the job will be printed.

**1** Print the job as you usually do from your computer.

The "Printing..." message is displayed, and printing starts.

 **Reference**

For details on using the printer functions, see the appropriate manual.

## Using the Machine as a Scanner

### 1

### Switching to Scanner Mode

**1** Scan the job as you usually do from your computer.

The "Scanning..." message is displayed.

**2** Place your originals.

**3** Specify the scan settings from your computer.

**4** Scan the originals from your computer.

 **Reference**

For details, see the appropriate manual or the on-line help.

 **Limitation**

- You cannot use the machine as a scanner when originals are being scanned for the copier function.

## Multi-access

You can switch to, and use, another function, when you are using one of the other functions (Copier, Printer, or Scanner) without interrupting the first function. This ability to use different functions simultaneously is called Multi-access. You can use the machine flexibly, for greatly improved productivity. For example you can use the machine in the following ways.

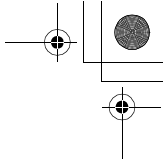
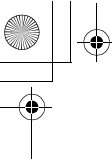
- Print data from your computer while the machine is copying another job.
- Print data from your computer while the machine is scanning.

Task	Copier	Printer	Scanner
Current Task			
Copier	–	×	×
Printer	× <sup>*1</sup>	–	○ <sup>*2</sup>
Scanner	×	○ <sup>*3</sup>	–

<sup>\*1</sup> You can make copies after pressing the **[Interrupt]** key to interrupt a printer job.

<sup>\*2</sup> You cannot use the Printer function when a job uses the Sort/Rotate Sort function or uses long length paper.

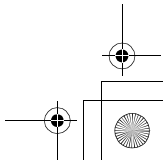
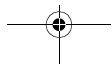
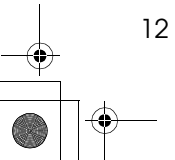
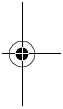
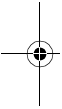
<sup>\*3</sup> You cannot use the Printer function for jobs that use Sort/Rotate Sort function or uses long length paper when using the machine as scanner.



### Combined Function Operations

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## 2. User Tools (System Settings)

### Accessing the User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

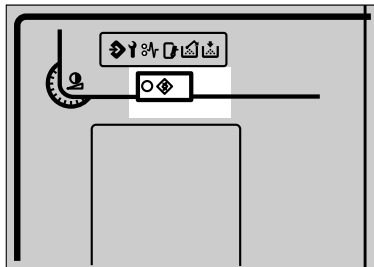
#### Preparation

Any changes you make with the User Tools remain in effect even if the main power switch or the operation switch is turned off, or the **[Clear Modes/Energy Saver]** key is pressed.

#### Reference

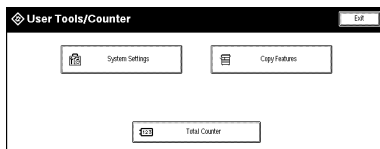
For details of the Copier, Printer, and Scanner function settings, see the relevant manual.

- 1** Press the **[User Tools/Counter]** key.



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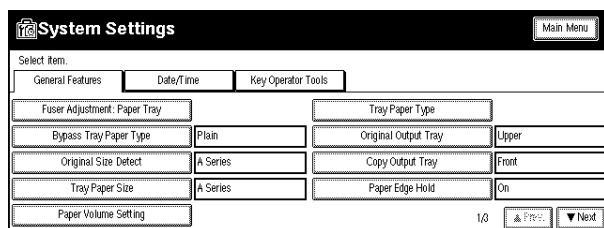
The System Settings menu appears.



- 2** Press the **[System Settings]** key.
- 3** Select the desired menu and press the key.

## User Tools (System Settings)

A screen is displayed describing the setting for item you selected.



2

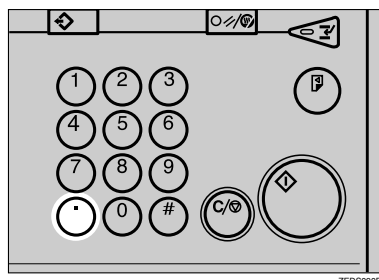
### Reference

⇒ p.15 "User Tools Menu (System Settings)"

- 4** Change the settings by following the instructions on the screen, and then press the [OK] key.

### Note

- Use the [.] key to enter a decimal point.



- Press the [Cancel] key to cancel the settings and return to the previous screen.

### Reference

For details about how to specify, or change settings, see p.16 "Settings You Can Change with the User Tools".

## Exiting from the User Tools

- 1** Press the [User Tools/Counter] key.

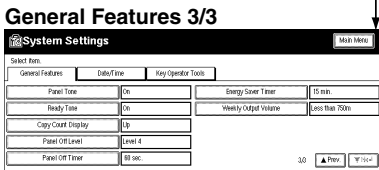
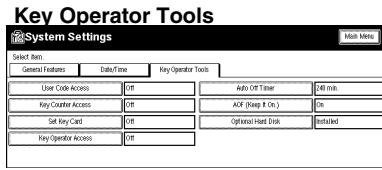
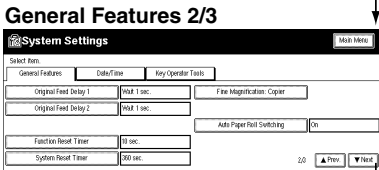
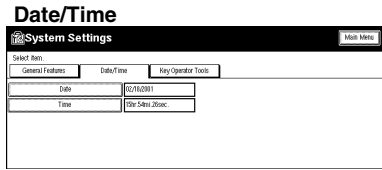
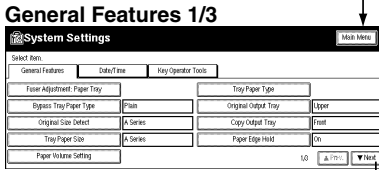
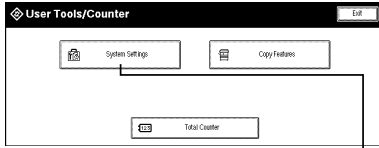
Changing the User Tools is completed, and the machine is ready for copying.

### Note

- Press the [Exit] key in the User Tools menu screen, or press the [Clear Modes/Energy Saver] key.

# User Tools Menu (System Settings)

2



ZEDX170E

## Settings You Can Change with the User Tools

For details on how to display the settings, see p.13 “Accessing the User Tools (System Settings)”.

### 2

#### General Features 1/3

##### ◆ Fusing Adjustment: Paper Tray

Specifies the characteristics of the paper roll in the paper tray. If the image on copies is scratched, or the paper wrinkles when using translucent paper, you can change the setting to get better copies.

You can specify separate settings for Plain, Translucent paper, and Film.

##### ✎ Note

- Default: 3
- The paper thickness can be set from 1 (Thicker) to 5 (Thinner).
- Refer to the chart below when selecting the mode for the paper thickness.

Mode	1	2	3	4	5
Paper Type					
Plain paper	110g/m <sup>2</sup> (29.3 lb)	90g/m <sup>2</sup> (23.9 lb)	70g/m <sup>2</sup> (Standard mode) (18.6 lb)	60g/m <sup>2</sup> (15.9 lb)	50g/m <sup>2</sup> (13.3 lb)
Translucent paper	70 – 90g/m <sup>2</sup> (18.6 – 29.3 lb)	70 – 80g/m <sup>2</sup> (18.6 – 21.3 lb)	70 – 80g/m <sup>2</sup> (18.6 – 21.3 lb) (Standard mode)	50 – 70g/m <sup>2</sup> (13.3 – 18.6 lb)	50-60 g/m <sup>2</sup> (13.3-15.9 lb) *1
	* If the paper wrinkles when using mode 3, try using mode 2 or mode 1.				
Film	0.07mm – 0.095mm (2.8 Mil – 3.7 Mil)	0.07mm – 0.095mm (2.8 Mil – 3.7 Mil)	0.07mm – 0.095mm (2.8 Mil – 3.7 Mil) (Standard mode)	0.07mm – 0.095mm (2.8 Mil – 3.7 Mil) (Standard mode)	—

\*1 Out of guarantee

- Depending on the type of paper and the operating conditions, the toner fusing condition changes. To improve the toner fusing, change the mode setting to 3→2→1.
- When using thin paper, or soft, limp paper, the toner fusing may be wrinkled or the image may be blurred. In these cases, change the setting to mode 3→4→5.
- When using Film, do not set to mode 5.

- When Translucent Paper modes 1 or 2 are selected, and you change the paper type from Plain or Film to Translucent Paper, it may take longer for the machine to get ready for copying. (Up to two minutes).

#### ◆ Bypass Tray Paper Type

Specifies the thickness for the paper in the bypass tray. If the image on copies is scratched, or the paper wrinkles when using translucent paper, you can change the setting to get better copies. Select Plain, Translucent Paper, or Film.

##### Note

- For a guide to paper thickness, see the p.16 "Fusing Adjustment: Paper Tray" chart. However, the results for hemmed paper cannot be guaranteed.

##### Note

- Default: 3
- The paper thickness can be set from 1 (Thicker) to 5 (Thinner).

#### ◆ Original Size Detect

Specifies whether the scanning area when detecting the size of an original.

- Metric version
  - A Series
  - JIS B Series
- Inch version
  - Engineering
  - Architecture

##### Note

- Default:
  - Metric version: A series
  - Inch version: Engineering
- When you change the setting, the following changes are made to the User Auto R/E Original Size Detect setting in User Tools (Copier Features).

##### ◆ Metric version

- For A series→JIS-B series, if B1 is set for the User Auto Reduce/Enlarge settings, the User Auto R/E Original Size Detect setting is changed to vertical.
- B series→JIS-A series, if A0 is set for the User Auto Reduce/Enlarge settings, the User Auto R/E Original Size Detect setting is changed to vertical.

##### ◆ Inch version

When switching Engineering ↔ Architecture, if E is set for the User Auto Reduce/Enlarge settings, the User Auto R/E Original Size Detect Setting is changed to vertical.

## User Tools (System Settings)

---

### Reference

See "User Auto R/E Original Size Detect" in the Copy Reference manual.

See "User Auto Reduce/Enlarge" in the Copy Reference manual.

### ◆ Tray Paper Size

Specifies the size of the paper roll in the paper tray separately.

2

- Metric version
  - A Series
    - 210mm
    - 297mm
    - 420mm
    - 594mm
    - 660mm
    - 800mm
    - 841mm
    - 880mm
    - 914mm
  - JIS B Series
    - 257mm
    - 364mm
    - 515mm
    - 728mm
- Inch version
  - Engineering
    - 8<sup>1</sup>/<sub>2</sub>"
    - 11"
    - 17"
    - 22"
    - 34"
  - Architecture
    - 9"
    - 12"
    - 18"
    - 24"
    - 30"
    - 36"

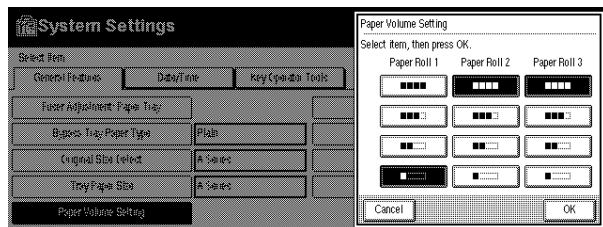
**Note** Default:

- Metric version:
  - Paper Roll 1: 841mm
  - Paper Roll 2: 841mm
  - Paper Roll 3: 594mm
- Inch version:
  - Paper Roll 1: 34"
  - Paper Roll 2: 17"
  - Paper Roll 3: 22"

**❖ Paper Volume Setting**

Specifies how the paper volume should be indicated when a paper roll is loaded in the paper tray. When a new 175m (167 yard) roll is loaded, the display is **[New (Full)]**.

- New (Full)
- Partially used (3/4)
- Half used (2/4)
- Most used (1/4)

**Note** Default: *New (Full)***❖ Tray Paper Type**

Specifies the type of paper in a paper tray.

Specify the type of paper in each of the paper trays (front, rear, and upper.)

- Plain
- Translucent
- Film
- Recycled

**Note** Default: *Plain*

## User Tools (System Settings)

2

◆ **Original Output Tray**

Specifies the original output to use when the power is turned on, or the **[Clear Modes/Energy Saver]** key is pressed.

- Upper
- Rear Straight: Edge Hold
- Rear Straight: Release
- Rear (Document Roller)

✎ **Note**

- Default: *Upper*
- Select the output tray as follows:
  - For output to the Front → Upper
  - For output to the Rear with the originals being gathered → Rear: Edge Hold
  - For straight output to the rear, without the originals being gathered → Rear (Straight)
  - For the document roller → Rear: Release

◆ **Copy Output Tray**



Specifies the paper output tray to use when the power is turned on or the **[Clear Modes/Energy Saver]** key is pressed.

- Front
- Rear

✎ **Note**

- Default: *Front*

◆ **Paper Edge Hold**

When copying with copy output to the front tray with large paper sizes, such as A0(E)  or A1(D) , you can have the machine gather the trailing edge of the paper so that the paper does not fall on the floor. This setting specifies whether to use that function or not.

To use the function, select the **[On]** key, if you do not want to use the function select the **[Off]** key.

- On
- Off

✎ **Note**

- Default: *On*



---

## General Features 2/3

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### ◆ Original Feed Delay 1

Specifies the length of the delay before an original is fed into the machine after it has been set. If the originals are frequently fed at a slant, or you are using special originals, set the delay to an appropriate setting.

 **Note**

- Default: *1 second*
- The time can be set from 1 to 5 seconds.

### ◆ Original Feed Delay 2

Specifies the length of the pause immediately after the originals are first fed into the machine. If the originals are frequently fed at a slant, or you are using special originals, set the delay to an appropriate setting.

 **Note**

- Default: *1 second*
- The time can be set from 0 to 5 seconds.

### ◆ Function Reset Timer

Specifies the length of the delay in switching from Copier function to the Printer function, when the machine receives a print job.

- Instant
- Set Time (3-30 seconds)

 **Note**

- Default: *3 seconds*
- The time can be set from 3 to 30 seconds.

### ◆ System Reset Timer

After copying, or no other key operations are performed, the machine displays the function selected in the Function Priority setting after a specified period. This is called a System Reset. This setting specifies the time interval for the System Reset function.

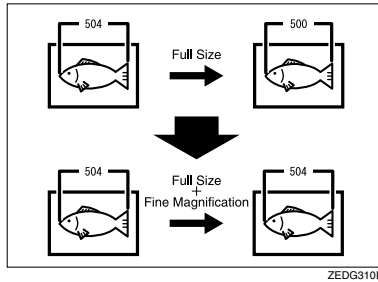
 **Note**

- Default: *60 seconds*
- The time can be set to 0 and from 10 to 999 seconds.
- If this setting is set to 0, the System Reset function is turned off.

User Tools (System Settings)

◆ Fine Magnification: Copier

2



Depending on the type of paper, and on the effects of humid or hot conditions, the copy paper can expand or shrink slightly. This can mean that the size of the copy and the original do not match. If this happens, you can specify the vertical and horizontal magnification ratio. You can specify this setting for each paper type. (Plain paper, Translucent Paper, Film, Other)

- -1.0% to 1.0% (in 0.1% steps)

**Note**

- Default: 0
- The value can be set from -1.0% to 1.0% (in 0.1% steps).
- To set the Fine Magnification setting, measure the length of the original and the copy image to calculate the ratio.

**Calculating the Correction Value (%)**

Example)

To copy at the same size as the original

$$\frac{(a - b)}{b} \times 100 = \text{correction value(\%)}$$

... For the example above:

$$\frac{(504 - 500)}{500} \times 100 = 0.8\%$$

Set the correction value (horizontal) to 0.8%.

◆ **Auto Paper Roll Switching**

The machine can automatically switch to another paper tray with the same paper size and paper type, if available, when the paper from one paper tray runs out during copying.

This setting specifies whether or not to automatically switch the paper rolls.

- On
- Off

 **Note**

Default: *On*

2

## General Features 3/3

### ❖ Panel Tone

Specifies whether or not the machine should emit a tone when the keys on the panel are pressed.

- On
- Off

#### Note

- Default: *On*

### ❖ Ready Tone

Specifies whether or not the machine should emit a tone when the "Ready" message is displayed.

- On
- Off

#### Note

- Default: *On*

### ❖ Copy Count Display

Specifies the type of display for the copy count.

If you press the **[Up]** key, the display counts upwards, if you press the **[Down]** key, the display counts downwards.

- Up
- Down

#### Note

- Default: *Up*

### ❖ Panel Off Level

Specifies the energy saving level for when the machine enters standby mode.

#### Note

- Default: *Level 2*
- The level can be set from 1 to 4.

Level	Energy saving	Warm-up time
Standby level 1	Compared to normal operation, approx. 0% reduction	Approx. 0 sec. <sup>*1</sup>
Standby level 2	Compared to normal operation, approx. 10% reduction	Approx. 0 sec. <sup>*1</sup>
Standby level 3	Compared to normal operation, approx. 20% reduction	Approx. 0 sec. <sup>*1</sup>
Standby level 4	Compared to normal operation, approx. 30% reduction	Approx. 0 sec. <sup>*1</sup>

<sup>\*1</sup> If the warm-up time is set to 0 seconds, it will take longer to print continuous copy jobs. (Continuous copying speed reduction.)

**◆ Panel Off Timer**

After copying, or no other key operations, have been performed the machine switches to standby mode after a specified period.

- 0, 10 – 999 sec.
- 60 sec.

**✎ Note**

- Default: 60 seconds
- The time can be set to 0 and from 10 to 999 seconds.
- If this setting is set to 0, the machine will not switch to standby mode.

2

**◆ Energy Saver Timer**

After copying, or no other key operations have been performed, the machine switches to energy saver mode after a specified period.

**✎ Note**

- Default: 15 minutes
- The time can be set from 1 to 240 minutes.

**◆ Weekly Output Volume**

Specifies the amount of paper used per week.

The machine adjusts the toner density according to this amount.  
Five paper rolls is approximately 750m (2500ft).

- Metric version
  - Less than 750m
  - More than 750m
- Inch version
  - Less than 2500ft
  - More than 2500ft

**✎ Note**

- Default:
  - Metric version: *Less than 750m*
  - Inch version: *Less than 2500ft*

---

**Date/Time**

---

**◆ Date**

Set the date for the machine's internal clock.

**◆ Time**

Set the time for the machine's internal clock.

## Key Operator Tools

If the access code function has been set, you cannot access the key operator function unless you enter the access code (up to 8 digits).

### ◆ Key Operator Access

The encrypted code used to access the management settings is called the access code.

This setting specifies whether to use an access code (up to 8 digits) or not. You can also store the access code when you use the management settings.

- Off
- On

#### Note

Default: *Off*

### ◆ User Code Access

Specifies whether to use user codes to limit or monitor the count for the [Copier] function.

### ◆ Key Counter Access

Specifies whether to use the optional key counter to manage the count for the [Copier] function.

### ◆ Set Key Card

Specifies whether to use the optional key card to manage the count for the [Copier] function.

### ◆ Auto Off Timer

After copying, or no other key operations are performed, the machine turns itself off (apart from the main power switch) after a specified period. This is called a Auto Off. This setting specifies the time interval before entering this mode.

#### Note

- Default: *60 minutes*
- The time can be set from 1 to 240 minutes.

### ◆ AOF (Keep It On.)

Makes the Auto Off Timer setting active. Leave this set to on.

For details about this function, contact your service representative.

- On
- Off

#### Note

Default: *On*

**◆ Optional Hard Disk**

When the optional hard disk is not installed, this should be left set to not installed.

When the optional hard disk is installed, if the hard disk should fail, you can still use the machine temporarily if you turn the hard disk off. (Some functions may not be available.)

- Installed
- Not Installed

**✎ Note**

- Default: *Not Installed*

**⚠ Limitation**

- When the optional hard disk is installed, if you turn the hard disk off, you can not use the following functions.
  - Repeat Copy (longer than A0(E) )
  - Stamp
  - Sort
  - Rotate Sort
  - Restart Copy (longer than A0(E))
  - Format Overlay
  - Sample Copy (longer than A0(E))

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