



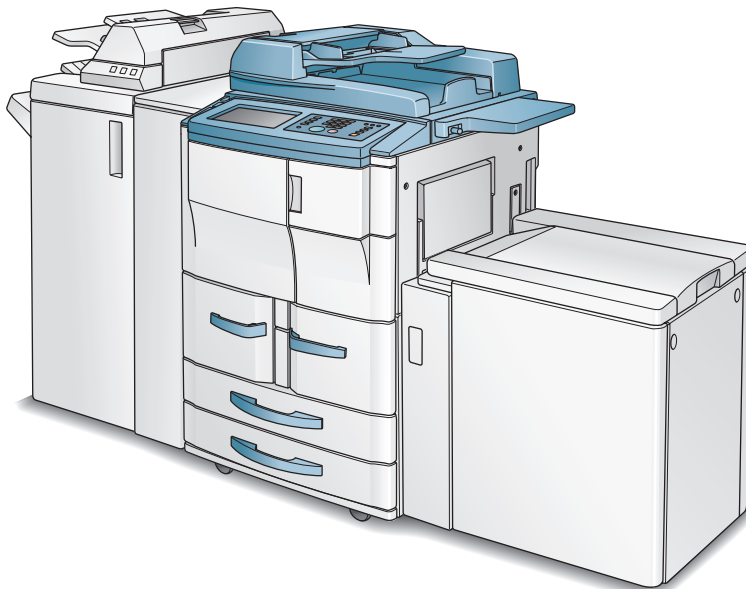
KONICA MINOLTA

# User Manual

The essentials of Imaging

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## Di5510/Di7210





Recycled paper is used for the inside pages of this book.

# Di5510/Di7210

## *User Manual*



### ENERGY STAR® Program

The ENERGY STAR Program has been established to encourage the widespread and voluntary use of energy-efficient technologies that reduce energy consumption and prevent pollution. As an ENERGY STAR Partner, we have determined that this product meets the ENERGY STAR guidelines for energy efficiency, based on the following features.

#### Auto Low Power

This function conserves energy by lowering the set temperature of the fixing unit. In the standard setting, Auto Low Power operates automatically when 15 minutes have elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time.

The time period for the Auto Low Power function can be set for 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes, or 240 minutes. See p. 5-2 for details.

#### Automatic Shut-Off

This function achieves further energy conservation by partially turning the power supply OFF, thereby reducing energy consumption to 20W or less. In the standard setting, Automatic Shut-Off follows Auto Low Power, operating automatically when 90 minutes have elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time.

The time period for the Automatic Shut-Off function can be set for 30 minutes, 60 minutes, 90 minutes, 120 minutes or 240 minutes. See p. 5-3 for details.

#### Automatic Duplex Copying

To reduce paper consumption, use this function to make double-sided (duplex) copies, automatically.

We recommend that you utilize the Auto Low Power function, the Automatic Shut-Off function, and the Automatic Duplex Copying function.

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**MAINTENANCE AGREEMENT:**

The Di5510/Di7210 will give you many years of trouble-free service. To ensure high-quality copying performance and to prevent premature wear or failure of precision parts and components, schedule periodic cleaning and routine adjustments.

We recommend that you contact your service center to discuss the benefits and advantages of Customer Service Maintenance Agreement and to be shown how a maintenance plan can be tailored to your individual copying needs.

**NOTICE:**

Konica Minolta Business Technologies., Inc. has made every effort to ensure that the information in this manual is complete and accurate. However, constant efforts are also being made to improve and update the product. Therefore, Konica Minolta Business Technologies., Inc. shall not be liable for errors in this manual or for any consequential damage resulting from the use of this manual. The information contained herein is subject to change without notice.

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## Section 1: Introduction

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# Introduction

## To the User

Welcome to the Di5510/Di7210. The following topics relate to general product information and provide tips on using this manual.

### Key Operator Functions

Custom settings can be made by the Key Operator or anyone who is responsible for the machine. Access to the Key Operator mode may require a key operator password, if previously set by your authorized service representative. Use the password system to limit use of Key Operator functions to a person who is authorized to handle the responsibility.

### Copier Service, Repairs & Supplies

Copier service and repairs should be performed only by an authorized service representative. To maintain personal safety and to avoid machine damage, never disassemble the machine for any reason. To ensure optimal copy quality, use only supplies that are recommended by Konica Minolta Business Technologies Inc. For convenience, use the form located at the end of *Section 14: Maintenance & Supplies* to record all service, repair, and supply orders.

### Machine Labels

Information labels are affixed to the copier to provide quick and easy instructions on basic copying, loading paper, adding toner, and clearing mishandled paper. In addition, safety labels are attached to various internal areas of the copier, to provide cautionary information that must be heeded to prevent personal injury or damage to the copier. Sample machine safety labels are shown in *Section 2: Safety Information*.

### Control Panel with Interactive Touch Screen

The Di5510/Di7210 control panel is user friendly and easy to operate. The far right portion of the panel displays the Copy/Scan/Print indicator and keys to select the mode as well as the Timer indicator and buttons to select Energy Saver, Interrupt and Panel Reset modes. Adjacent to this section is the keypad to select Print Quantity, Clear Quantity and Stop. The next section on the left displays the keys to select Help, Program Memory, Mode Check, Utility and Proof Copy modes. To the left is the LCD screen.

Copying modes, selections, and setting changes can be made from the touch screen. The upper portion of the touch panel automatically displays machine status information, as required. In addition, the [Help] key will display information on each function that is displayed on the screen and will provide step-by-step instructions.

# Introduction

## To the User (continued)

### Overview of the User's Manual

For optimal performance, read this manual before using the copier. Be sure to handle the machine and perform all copying operations only as recommended in the manual. Keep the manual located with the machine so that all users may refer to it, as needed.

#### **Manual Organization:**

This manual includes sixteen topic sections as well as product specifications. Highlights are as follows:

Section 1: General product information and features.

Section 2: Safety information to be read before operating this equipment.

Section 3: Machine information to be used as a reference when performing all copying jobs, especially when capacities, sizes and weights are factors.

Section 4: Paper information to be used as a reference when performing all copying jobs.

Section 5: Copier management information to be read before operating this equipment.

Section 6: Information on using the touch screen and selecting basic copying functions.

Section 7: Information on output modes, including sort, staple-sort, group, face up, folding/stapling & folding, three-folding, punch, Z-folding, cover sheet feed, and manual finishing functions.

Section 8: Information on special original modes.

Section 9: Information on special application functions.

Section 10: Information on program memory functions.

Section 11: Information on network functions.

Section 12: Information on tandem mode functions.

Section 13: Information on Key Operator functions for customizing the machine to suit your working environment. The Key Operator mode should be used by an authorized person.

Section 14: Information on maintaining this equipment and replenishing paper and toner.

Section 15: Troubleshooting information and instructions for clearing mishandled paper.

Section 16: Machine specifications for the main body and accessories.

#### **Page Design:**

The page layout of this manual is designed to help you perform each operation quickly and easily. The basic format includes an introductory explanation of each function, step-by-step procedures, and illustrations to enhance many of the procedures. Caution statements specific to a topic are located on appropriate pages. Special notes are located at the bottom of the page.

### Help Mode

Help can be obtained for any function or mode that is displayed on the screen by pressing the Help button on the control panel.

# Introduction

## Product Overview

The Di5510/Di7210 is a digital printer/copier that can be used as a stand-alone copier or as a high-speed network printer when connected to the optional Pi7200e/Printer Controller.

The Di5510/Di7210 can also be used as a print server on a network operating system.

Separate user's manuals and installation instructions are included with the optional Pi-7200e device.

Digital technology and memory capability of the Di5510/Di7210 provide many advantages over the conventional photocopying process.

In conventional photocopying, a scanned image virtually remains intact as it is represented on the drum and then copied onto the output media. While many conventional settings can be made before outputting the copies to effect image reduction, lens adjustment, image erasure and job store, etc., the conventional photocopying process cannot transform the image into bits or store image data into memory.

In the Di5510/Di7210, a scanned image is electronically digitized into data bits that are represented in code form and stored into memory. Stored data can be retrieved from memory and output in various ways, as controlled by software. The digitized image is represented as pixels on a screen or as dots per inch (dpi) on hard copy. The Di5510/Di7210 resolves image in the copier/printer mode at 600 dpi.

Di5510/Di7210 digital technology enables you to:

- feed originals only once to make multiple copies, thereby preserving the condition of originals
- store images in memory and perform Sheet/Cover insertion, Chapter, Combination, Booklet, Image insert, Book copy, Program job, Mixed original, Repeat, Image shift, Stamp/Overlay
- enhance photos, complex text image quality, and enhance lighter images
- reduce toner consumption and produce clean copies with Non-image area erase
- organize images into booklet format
- insert images scanned from the platen into a set scanned from the EDH (document handler)
- check copying conditions and produce a proof copy before making multiple copied sets
- confirm the current machine status
- select offset-sort or offset-group output mode using optional Shift tray (OT-104)
- select offset-sort, offset-group, staple-sort, or punching output mode using optional Finisher (FN-122)
- select offset-sort, offset-group, staple-sort, folding, or stapling & folding output mode using optional Finisher (FN-121/FN-10/FN-115)
- select punching output mode using optional Finisher (FN-121/FN-10) with optional Punch kit (PK-2/PK-5/PK-5 (US 2 HOLES))



# Introduction

## Product Overview (continued)

- select punching or Z -folding output mode using optional Finisher (FN-121/FN-10/FN-115) with optional Z-Fold kit (ZK-3)
- set reserve jobs to make copies of different types in succession
- overlay stamp, watermark, or scanned images on the scanned originals
- store image data in HDD (option) for future printing

# Introduction

## Features of the Di5510/Di7210

- All-Image Area

Makes copies printed completely to the edges of the paper to avoid image loss.

- AES - Automatic Exposure Selection

Automatically adjusts exposure to compensate for quality of the original.

- AMS - Automatic Magnification Selection

Automatically selects an appropriate magnification ratio when Copy Size is selected manually. Automatically selected when [AMS] key is touched.

- APS - Automatic Paper Selection

Automatically selects copy paper size to match the original documents.

- ATS - Automatic Tray Switching

Automatically switches trays to allow copying to continue without interruption if the selected tray empties while copying is in progress.

- Auto Layout

The original image on the platen glass or in the EDH is copied and centered on a sheet.

- Auto Low Power

Automatically lowers the power after a specified period of copier inactivity.

- Auto Shut-Off

Automatically shuts off the main power after a specified period of copier inactivity.

- Book Copy

Copies both pages of an open book or book-size sheet separately onto two letter sheets in 1-1 mode or separately onto each side of one letter sheet in 1-2 mode. You can use the Book Copy mode with the Front or Front/Back cover mode. The cover page(s) will be scanned and copied normally before image division is performed on the other pages.

- Booklet

Creates letter R or ledger size booklets from letter size originals in 1-2 or 2-2 copy mode.

- Chapter

Starts chapter pages on the right side (front pages) of the finished document. Only duplex mode (1-2) is compatible with this feature.

- Combination

Copies a fixed number (2, 4, or 8) of pages onto one sheet of copy paper.

# Introduction

## Features of the Di5510/Di7210 (continued)

- Copy Density

Manually selects up to 9 density levels.

- Copy Mode

Selects the desired simplex mode (1-1 or 2-1); or duplex mode (1-2 or 2-2).

- Counter List

Displays on the screen and prints the following data: total counter of the machine, copier counter, print counter and the date when the counter started.

- Density Shift

Shifts each of nine density levels in four density modes (Auto, Text, Photo, Increase Contrast) to three levels lighter or three levels darker.

- Energy Saver

Automatically turns off all but nominal power supply after a specified period of copier inactivity, for optimal efficiency. Power is returned after a brief warm up period by pressing the [Energy Saver] key on the Control panel.

- Frame/Fold Erasure

Erases border and/or fold image area using Frame (1 - 300 mm), Fold (1 - 99 mm), or Frame & Fold.

- HDD Store

While copying, stores image data in HDD (HDD-2) (option) for future printing.

- Image Insert

Stores pages in memory from the platen glass, and inserts the pages into a document copied from the EDH.

- Image Rotation

Image Rotation rotates the image before copying when the portrait/landscape orientation of the original is different from the orientation of the copy paper.

In 1-2 copy mode, Rotation arranges the even pages of simplex originals so that the reverse sides of the duplex copies appear upside down.

In 2-1 copy mode, Rotation rearranges the reverse sides of duplex originals, when the reverse side is upside down, so that they can be read as normal simplex copies.

# Introduction

## Features of the Di5510/Di7210 (continued)

- Image Shift

Creates or removes a binding margin at the top, bottom, right and left edges (shift amount from 0 ~ 250 mm, in 1 mm increments); reduces image to prevent image loss (reduce & shift amount from 0 ~ 250 mm, in 1 mm increments).

- Interrupt Copying

Interrupts copying in progress to perform copying from the platen glass.

- Job Status

Displays the Job Status Screen to view the machine status, changes the operation order of reserve jobs, deletes the unused reserve job, or displays the previous job list.

- Lens Mode (Preset, Zoom)

Selects Preset ratios, four reduction and four enlargement ratios.

Zoom ratios can be selected from 25.0% ~ 400.0%, in 0.1% increments.

- Machine Status Confirmation

Displays the current machine status on LCD for confirmation.

- Magnification

Sets user-programmable ratios under User Set 1, User Set 2 and User Set 3.

- Manual Shut-off

Shuts off the main power when pressing [Energy Saver] key.

- Mixed Original

Copies mixed size originals from the EDH in APS or AMS mode. APS automatically selects the copy size of each original. AMS mode allows you to select one paper size for all originals.

- Network Function (option)

When the machine is connected to a PC over a network, it uses a web browser on the PC to manage the stored data, to check the machine or job information, and to perform the Key Operator settings concerning the network environment.

- Non-Image Area Erase

When copying from the platen glass when the document cover is open, copies only the image area and not the exposed area of glass, which would otherwise copy as black.

# Introduction

## Features of the Di5510/Di7210 (continued)

- Non STD Size for Multi-Sheet Bypass Tray

Enters the special paper size to be loaded on the Multi-sheet bypass tray using the touch screen keypad in order to avoid paper misfeed.

- Non STD Size for Original

Identifies the special original size which the Di5510/Di7210 cannot detect, in order to select the optimal paper size for copying or printing.

- Output mode for Machine with FN-121/FN-10/FN-115 Finisher Installed:

Non-Sort, Sort, Staple-Sort, and Group modes using the primary (main) tray

Non-Sort Face Down exit, Non-Sort Face Up exit, Group Face Down exit, and

Group Face Up exit modes using the secondary (sub) tray

Folding, Stapling & Folding, and 3-Folding modes using the booklet tray (FN-10 only)

Selects an output tray and output mode on the Output Mode popup menu. For details of each output mode, see Section 7: Output Modes.

- Output mode for Machine with OT-104 Shift Tray Installed:

Non-sort, Sort, and Group modes are available.

Selects an output mode on the Output Mode popup menu.

- Output mode for Machine with no Finisher Installed:

Non-sort, Rotation sort, Group, and Rotation group modes are available in combination with Face down or Face up exit.

Selects an output mode on the Output Mode popup menu.

- Output mode for FN-121/FN-10 Finisher with Cover Inserter E Installed:

Cover Sheet mode

Manual Staple mode

For details of each output mode, see Section 7: Output Modes.

- Overlay

Imprints a scanned image onto the copy image.

- Overlay Memory

Stores the overlaying image in HDD and prints a stored image onto the copy image.

- Panel Reset

Automatically resets to auto mode defaults after a specified period of copier inactivity.

# Introduction

## Features of the Di5510/Di7210 (continued)

- Paper Capacity

Total 3,600 sheets, including two 500-sheet trays, a 1,500-sheet tray, a 1,000-sheet tray, and a 100-sheet Multi-sheet bypass tray.

Total 7,600 sheets, including 4,000-sheet optional large capacity Cassette.

- Platen Memory

Scans documents into memory from the platen glass and/or the EDH and inserts the pages into another document copied from the EDH. If an incompatible function is selected in this mode, the latter function will not be selected, and a Error message will be displayed.

- Program Job

Scans documents into memory while designating a different copy condition for each original, then prints all the documents collectively.

- Program Memory

Programs up to 30 jobs and recalls each job by job number, as needed. All compatible platen glass functions can be programmed into Program Memory directly after they are selected.

- Proof Copy

To ensure correct output before running multiple copies, run a proof copy by touching **PROOF COPY** on the Mode Check Screen or pressing [Proof Copy] key on the Control panel.

- Punch Mode for FN-121/FN-10 Finisher with PK-2/PK-5 Punch Kit Installed:

Punches three holes in output copies.

- Punch Mode for FN-121/FN-10 Finisher with PK-5 (US 2 HOLES) Punch Kit Installed:

Punches two holes in output copies.

- Punch Mode for FN-122 Finisher Installed:

Punches three holes in output copies.

- Punch / Z-Folding Mode for FN-121/FN-10/FN-115 Finisher with ZK-3 Punch Kit Installed:

Punches two or three holes in output copies and Z-fold copied sheets.

- Repeat Image

Selects the horizontal image area across the page, and repeats it down the page as many times as the repeat width setting (10 ~ 150 mm) permits, in manual or auto.

# Introduction

## Features of the Di5510/Di7210 (continued)

- Reserve

Scans in subsequent copy jobs while the Di5510/Di7210 is busy printing or copying.

- Reverse Image

Reverses the image from black-on-white to white-on-black or vice versa.

- Rotation Exit (Rotation Sort/ Rotation Group)

When no Finisher is installed, Rotation Exit alternately switches the horizontal and vertical orientation of each sorted set as it outputs to the exit tray. Be sure to load both 8.5"x11" and 8.5"x11"R in separate trays (including the Multi-sheet bypass tray) before selecting this feature.

- Server Function (option)

Stores image data in the HDD for future printing (or transmits the data to a PC over a network for editing and printing).

- Sheet/Cover Insertion

Inserts up to 30 blank or copied sheets from any tray including the Multi-Sheet Bypass Tray, or inserts blank or copied front and back covers from any tray including the Multi-Sheet Bypass Tray.

- Stamp

Imprints a stamp, watermark, or scanned image onto the copy image.

- Staple

Selects the stapling position and number of staples (3 positions).

- STD Size (Special)

Detects standard paper sizes which cannot normally be detected (A4R and A5) when loaded in a main body tray. A5R and F4 sizes are detected when loaded in the Multi-sheet bypass tray.

- Tab Paper

Copies onto tabbed sheets from tabbed originals, allowing the image on the tab part of the original to be printed on the same part of the tabbed copy paper.

- Tandem Mode for Two Copiers

Works in tandem to distribute a large copying job in half the time of non-tandem mode.

# Introduction

## Features of the Di5510/Di7210 (continued)

- Text/Photo Enhance

Enhances photo image in Photo mode, regular image in Auto mode, text image in Text mode, lighter image in Increase Contrast mode.

- Transparency Interleave

Copies onto transparency film and interleave blank or copied paper for each original copied.

- Userset Density (USERSET 1, USERSET 2)

Outputs up to 16 density samples on a total of 4 pages that display 4 samples per page, then programs the desired density under USERSET 1 and/or USERSET 2.

- Weekly Timer

Can be set according to the needs of each work environment. Turns main body power Off/ On daily or weekly, during lunch time, on holidays, and also enables the Timer Interrupt mode, which allows temporary use of the machine even when the machine is in the daily, weekly, or holiday Off Mode.

- Wide Size Paper

Copies onto paper slightly larger than the specified regular size.

- Z-Folded Original

This feature sets the EDH to accept Z-folded originals.



# Introduction

## Copier Features

### Standard Equipment

Main Body with 4 Paper Trays (1,500/1,000/500/500 sheets)

Electronic Document Handler (EDH) (EDH-7)

Automatic Duplex Unit (ADU)

Configuration Options:

with Multi-Sheet Bypass Tray (100 sheets)

### Optional Equipment

Stapler Finisher (FN-121/FN-115/FN-122)

This finisher is equipped with two exit trays.

Secondary (sub) tray: Four output types can be specified on the Output Mode popup menu.

- (1) Face-down non-sort exit
- (2) Face-up non-sort exit
- (3) Face-down group exit
- (4) Face-up group exit

Primary (main) tray: Four output types can be specified by STAPLE SORT and SORT keys on the Basic Screen and by the setting on the Output Mode popup menu. Face-up exit is not available.

- (1) Sort exit
- (2) Staple sort exit
- (3) Non-sort exit
- (4) Group exit

Stapler Finisher (FN-10)

This finisher is equipped with three exit trays and a cover inserter E (option).

Secondary (sub) tray: Four output types can be specified on the Output Mode popup menu.

- (1) Face-down non-sort exit
- (2) Face-up non-sort exit
- (3) Face-down group exit
- (4) Face-up group exit

Primary (main) tray: Four output types can be specified by STAPLE SORT and SORT keys on the Basic Screen and by the setting on the Output Mode popup menu. Face-up exit is not available.

- (1) Sort exit
- (2) Staple sort exit
- (3) Non-sort exit
- (4) Group exit

# Introduction

## Copier Features (continued)

### Optional Equipment (continued)

#### Stapler Finisher (FN-10) (continued)

Booklet tray: Stapled and folded, or simply folded booklets are to be delivered onto this tray. These two finishing modes can be specified on the Output Mode popup menu.

#### Shift Tray (OT-104)

Three output types can be specified by SORT key on the Basic Screen and by the setting on the Output Mode popup menu.

- (1) Sort exit
- (2) Non-sort exit
- (3) Group exit

#### Punch Kit (PK-2/PK-5/PK-5 (US 2 HOLES))

Used when selecting **PUNCH** on the Output Mode popup menu.

#### Z-Fold Kit (ZK-3)

Used when selecting **PUNCH** or **Z-FOLD** on the Output Mode popup menu.

#### Cover Inserter E

Used when selecting **COVER SHEET** on the Output Mode popup menu, or when stapling copies manually.

#### Large Capacity Cassette (C-403) (4,000 sheets)

#### Large Capacity Cassette (C-404) (4,000 sheets)

#### Expanded Memory Unit-64MB (M64-1)/128MB (M128-1)/256MB (M256-1)/512MB (M512-1)

#### Printer Controller (Pi7200e)

#### HDD (HDD-2)

# Introduction

## Copier Features (continued)

### Optional Equipment (continued)

#### **Incompatible Conditions with Punch Mode Using PK-2 Punch Kit**

The following copy conditions are incompatible with Punch mode using PK-2 Punch Kit. If selected, the message “\*\*\*\*\* mode unavailable for punch mode” will be displayed in the message area of the Basic Screen, and printing job will become unavailable.

However, these are available when PK-5 Punch Kit or ZK-3 Z-Fold Kit is installed.

- Cover Sheet Mode
- Mixed Original (when APS mode is selected)
- Sheet/Cover Insertion
- Copy insertion mode in Chapter
- Cover mode in Booklet
- Program Job

NOTE: The ATS functioning during Punch mode may cause punched holes to shift.



## Section 2: Safety Information

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Machine Installation and Power Requirements .....	2-8
Machine Handling and Care .....	2-10
Routine Safety .....	2-11
Regulations .....	2-12
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# Safety Information

## User Instructions

The following pages include important safety information, which you must read and understand before you attempt to operate the machine. If you have any concerns about safety matters, please contact your service representative. Keep this manual permanently located with the machine, so that this safety information is readily available.

Machine safety labels are attached to the internal area of the machine. The purpose of safety labels is to alert you of imminent or potentially hazardous situations or conditions. Be sure to heed all safety label information. If the safety labels become illegible due to soilage, etc., please contact your service representative for information about label replacements. Sample safety labels are shown on the following page.

**TO AVOID GETTING BURNED** do not touch any part of the machine that you are advised not to touch by a warning or caution label.

**DO NOT REMOVE WARNING OR CAUTION LABELS.**

Clean labels as needed to maintain legibility. If any warning or caution label is removed or becomes illegible from soilage, please contact your service representative for information about label replacements.

The following standard safety categories are commonly used on product labelling.



### **DANGER:**

Danger indicates an imminent hazardous situation, which, if not avoided, will result in death or serious injury.

Note:

The DANGER category is not required for this product, and is only included here for general user information.



### **WARNING:**

Warning indicates a potentially hazardous situation, which, if not avoided, could result in death or serious injury.



### **CAUTION:**

Caution indicates a potentially hazardous situation, which, if not avoided, may result in minor or moderate bodily injury.

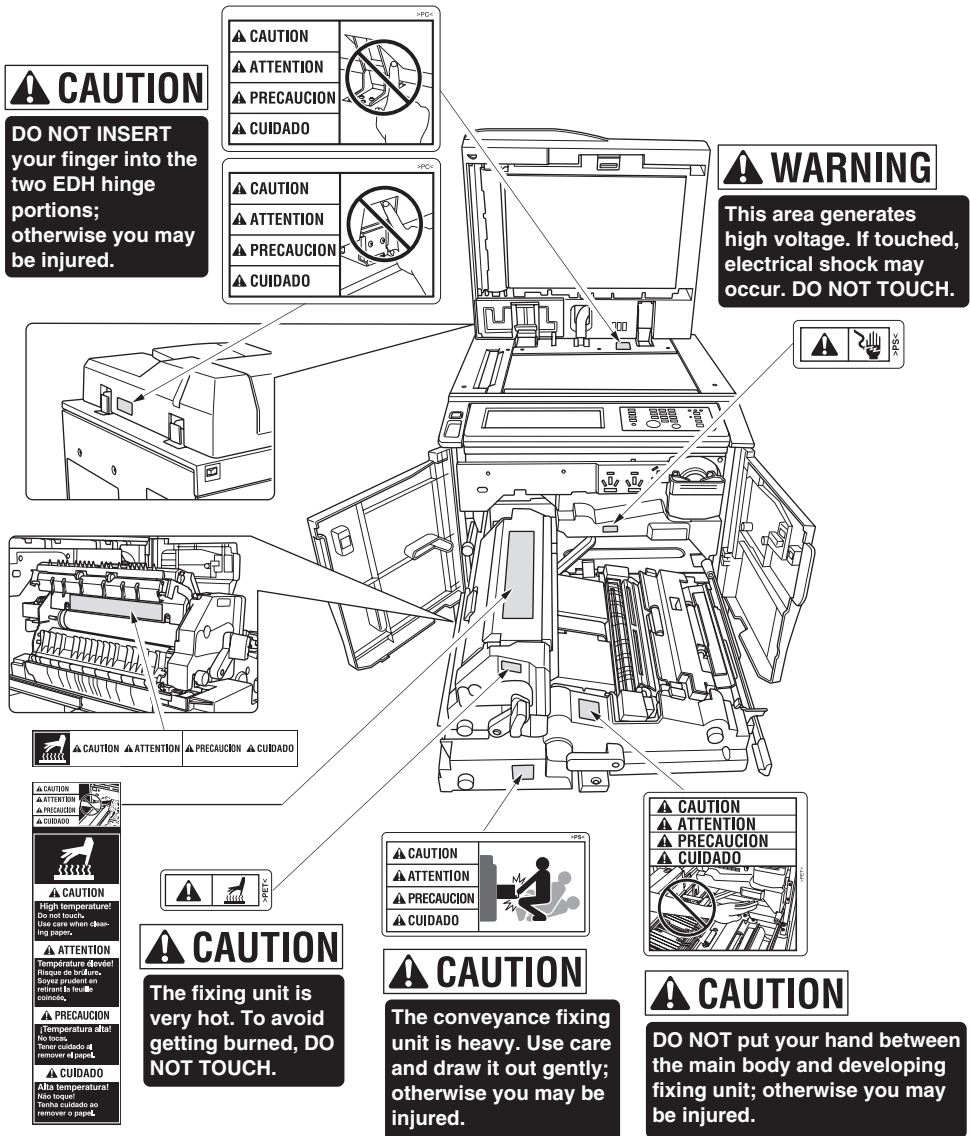
NOTICE:

Notice provides information on the correct handling or use of the machine to prevent breakage of the copier or some machine part, etc. It does not indicate concern for personal safety.

# Safety Information

## Machine Labels

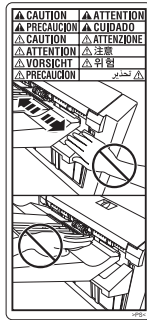
### Label Locations



# Safety Information

## Machine Labels (continued)

### Label Locations (continued)



#### **CAUTION**

The shift tray moves to and fro while printing. **DO NOT** put your hand in between the tray and tray supporting part; otherwise you may be injured. Also, **DO NOT** put your hand in the paper exit outlet while the tray is moving; otherwise you may be injured.

(OT-104 Shift tray)

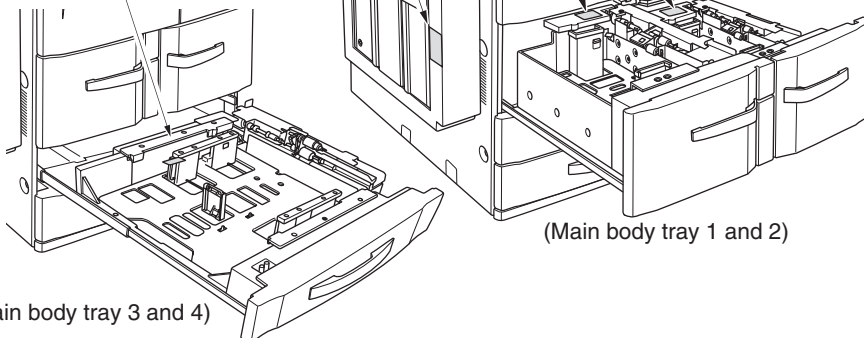
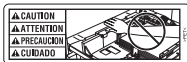


#### **CAUTION**

**DO NOT** put your hand between the main body and tray; otherwise you may be injured.

#### **CAUTION**

**DO NOT** put your hand between the main body and tray; otherwise you may be injured.



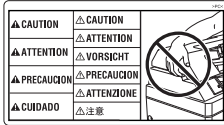


# Safety Information

## Machine Labels (continued)

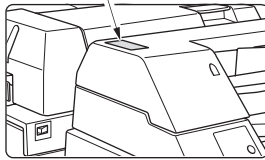
### Label Locations (continued)

(Finisher with  
Cover Inserter E only)



#### ! CAUTION

**DO NOT** insert your finger into the bottom of the upper part of the feeder when returning to its original position; otherwise you may be injured.



(FN-121/FN-10 Finisher)

#### ! CAUTION

To avoid injury, **DO NOT** put your hand on top of the printed sheets. Be sure to hold both sides of the printed sheets when removing them, and **DO NOT** leave your hand on the printed sheets while the primary (main) tray goes up.



(FN-121/FN-10 Finisher)

#### ! CAUTION

Use care after opening the paper exit outlet. **DO NOT** put your hand into it; otherwise you may be injured.



(FN-10 Finisher only)

#### ! CAUTION

Inside the lower paper exit outlet is the roller drive unit. **DO NOT** put your hand into it; otherwise you may be injured.

# Safety Information

## Machine Labels (continued)

### Label Locations (continued)

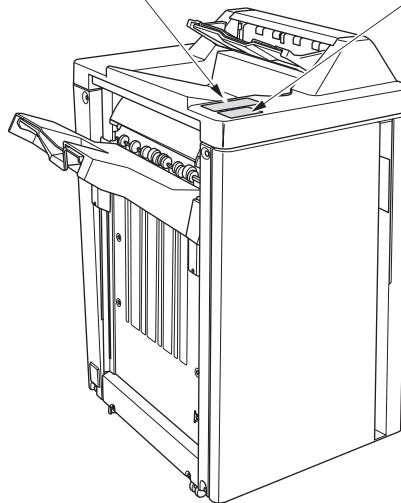
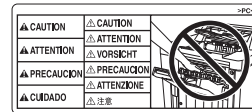


#### **! CAUTION**

To avoid injury, **DO NOT** put your hand on top of the printed sheets. Be sure to hold both sides of the printed sheets when removing them, and **DO NOT** leave your hand on the printed sheets while the primary (main) tray goes up.

#### **! CAUTION**

Use care after opening the paper exit outlet. **DO NOT** put your hand into it; otherwise you may be injured.



(FN-115 Finisher)

# Safety Information

## Machine Labels (continued)

### Label Locations (continued)

- Avoid getting burned.  
Do not touch any machine area that you are advised not to touch by a warning/caution label.
- Do not remove warning/caution labels.  
If any indicator warning label is removed, please contact your service representative for information about replacements. If any warning label or caution is illegible due to soilage, clean the label. If cleaning does not render the label legible, please contact your service representative for information about label replacements.

# Safety Information

## Machine Installation and Power Requirements

### **CAUTION:**

FAILURE TO HEED THE FOLLOWING CAUTIONS MAY RESULT IN BODILY INJURY AND/OR MACHINE DAMAGE.

#### **FIRE PREVENTION**

Install machine away from flammable or volatile materials. Routinely check for abnormal heat from power cord and/or plug.

#### **SHORT CIRCUIT FROM WATER DAMAGE**

Do not install or operate this equipment outdoors near a lake, pond, or river, etc.; and do not allow the machine to come in contact with splashes of rain, water, or any liquid.

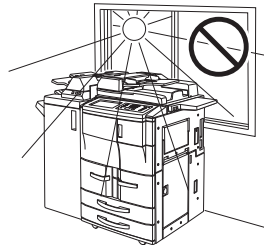
#### **TEMPERATURE AND HUMIDITY**

Install the machine away from direct sunlight, heat sources (stoves, heaters) and cold temperatures (air conditioners). Avoid any environment that is outside 50°~86°F (10°~30°C), with 10~80% humidity.



#### **VENTILATION**

Do not allow the machine to come in contact with dust or ammonia gas, or fumes from printing or cleaning solutions, etc.; otherwise, image quality will be poor. Install the machine in a well-ventilated area, for comfort; otherwise, an ozone odor will be detected during large copy runs. When in use, the copier generates ozone in amounts too small to be hazardous to the human body.



#### **VIBRATIONS**

If the machine is constantly vibrated or jolted, trouble may occur. Install the machine on a level, horizontal floor, free from vibrations.

#### **SPACE ALLOTMENT**

Install machine in an area with adequate space for performing copier operations, replacing supply items, and conducting preventive maintenance. See Site Requirements, Section 3.

#### **MACHINE RELOCATION/TRANSPORTATION**

Be sure to contact your service representative when moving or transporting the machine. If you move the machine with the Hard disk drive or Memory unit installed, machine trouble may be caused by vibration.

# Safety Information

## Machine Installation and Power Requirements (continued)

### **CAUTION:**

FAILURE TO HEED THE FOLLOWING CAUTIONS MAY RESULT IN MACHINE DAMAGE, OVERHEATING, RISK OF ELECTRICAL SHOCK, AND/OR PERSONAL INJURY.

#### **PLUG SOCKET**

A plug socket is limited in capacity. Use an exclusive power source for this machine; otherwise, overheating and/or smoking may occur. The total power consumption of the main body, plus all peripherals, must not exceed the capacity of the main power supply. Be sure the socket-outlet is near the equipment and is easily accessible.

#### **PLUG AND CORD (LEAD)**

Unless the power plug is firmly inserted into the socket, overheating and/or smoking may occur. Firmly insert the power cord plug into the electrical outlet before turning on the copier power switch. If the inserted plug is loose in the socket, disconnect it, and consult an electrician for repair; do not attempt to operate the machine. Be sure the socket-outlet is near the equipment and is easily accessible.

A damaged power cord may result in overheating, short circuit or fire. Do not bend, crush, wind, kick, or strike the cord with any item. Do not roll up the cord. If the main body power cord is bent or damaged, immediately contact your service representative; do not attempt to repair it yourself; do not continue to operate the machine.

#### **ADAPTERS AND PLURAL LOADS**

Never use adapters and never connect plural loads or a branched socket to one socket outlet; otherwise, overheating or fire may occur.

#### **EXTENSION CORDS (LEADS)**

An extension cord or lead is limited in capacity. Unless the cord or lead has adequate capacity, smoking and overheating may occur. Should smoking and/or overheating occur, contact an electrician immediately. If you require further information about power requirements, power consumption, extension cords, adapters and connectors, please contact your service representative, and consult your electrician.

# Safety Information

## Machine Handling and Care

### **WARNING:**

FAILURE TO HEED THE FOLLOWING WARNING MAY RESULT IN DEATH OR SERIOUS INJURY AND/OR MACHINE DAMAGE.

#### ☐ **MACHINE CONTACT**

Never touch internal high voltage area, indicated with a WARNING label.

Never touch the drum surface.

Never put your hand into the developing unit when removing mishandled paper.

### **CAUTION:**

FAILURE TO HEED THE FOLLOWING CAUTIONS MAY RESULT IN MACHINE DAMAGE, OVERHEATING, AND/OR PERSONAL INJURY.

#### ☐ **MACHINE CONTACT**

Never touch internal high temperature or magnetism areas, indicated with a CAUTION label.

Never insert your hand into the fixing unit when removing mishandled paper.

Never touch the inside of the main body for any purpose except removing mishandled paper or adding toner.

Use care when pulling out the conveyance fixing unit.

#### ☐ **MACHINE CARE**

Do not drop paper clips, staples or other small metallic objects into the copier, or spill water or any other liquid into the machine.

Do not use the machine surface to support vases, books, etc. These items will interfere with the work space and may cause damage to the machine or to original documents.

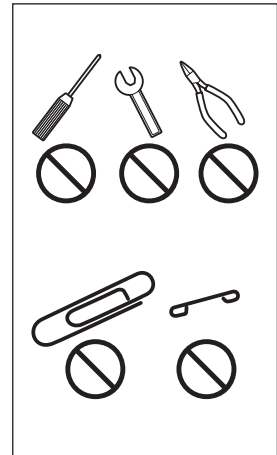
#### ☐ **ABNORMAL CONDITIONS**

If any abnormal sound, odor, or smoke generates from the machine, immediately stop using the copier, turn off the main power switch, disconnect the plug and contact your service representative.

If a circuit breaker is tripped, or if a fuse blows, stop using the machine and contact an electrician. If more detailed information is needed regarding the power source or power consumption of this machine, contact your service representative.

#### ☐ **MACHINE MODIFICATION**

Do not modify the machine in any way or remove any part or screw. Never attempt to perform any maintenance function that is not specifically described in this manual. Do not connect the machine with any options other than those specified.



# Safety Information

## Routine Safety

### **CAUTION:**

FAILURE TO HEED THE FOLLOWING CAUTIONS MAY RESULT IN MACHINE DAMAGE, OVERHEATING, AND/OR PERSONAL INJURY.

#### ☐ **PERIODIC CHECK**

Check for loose connections or excessive heat on power plug, damage to power cord and/or plug (creased, frayed, scratched or cut, etc.). Be sure the plug is inserted fully, and ground wire is connected correctly. If any abnormality occurs, do not continue to operate the machine.

#### ☐ **SERVICE MESSAGES**

If a service message displays, turn the machine off, disconnect the power cord from the outlet, and report the condition to your service representative.

#### ☐ **TONER**

Check to be sure toner in storage is out of the reach of children, or anyone incapable of using supplies safely. Although toner is nontoxic, do not inhale toner or allow it to come in contact with eyes. If inhalation or eye contact occurs, immediately consult a physician. Please refer to the appropriate material safety data sheet for additional toner safety information.

#### ☐ **PAPER**

Check paper to be sure it is according to the specifications outlined in Section 4.

- Do not use stapled paper or paper that conducts electricity (silver, carbon, etc.), otherwise an accident may occur as a result of fire.
- To avoid machine trouble, do not use heat-sensitive paper, colored transparency, or paper specifically designed for ink-jet printers, such as photo paper.

#### ☐ **CLEANING MATERIALS**

Check the type of cleaning material used on your machine to be sure it is recommended by Konica. If necessary, check with your service representative. Never use cleaning materials for purposes other than cleaning, and be sure to keep all cleaning materials out of the reach of children or anyone who is incapable of using them safely.

#### ☐ **ENERGY SAVER**

Use Energy Saver mode for short periods of machine inactivity. When not using the machine for long periods of time, turn power off, unless the weekly timer function is operating.

#### ☐ **DISPOSAL OF THE COPIER**

Dispose of this copier according to your local regulations.

# Safety Information

## Regulations

### FCC Regulations

#### **WARNING**

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

The design and production of this unit conform to FCC Regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

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

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FCC-F01

### ICES Regulations

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

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

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IC-F03

### Laser Safety

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

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

This machine is certified as a Class 1 laser product. This means the machine does not produce hazardous laser radiation.



# Safety Information

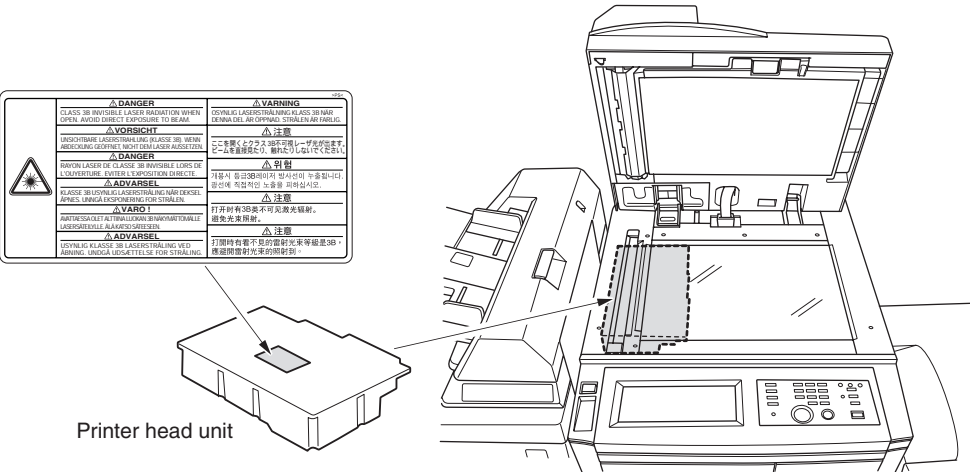
## Regulations (continued)

### Internal Laser Radiation

Maximum Average Radiant Power: 340  $\mu$ W at the laser aperture of the print head unit.

Wavelength: 775-800 nm

This product employs a Class IIIB Laser Diode that emits an invisible laser beam. The Laser Diode and Scanning Polygon Mirror are incorporated in the print head unit. The print head unit is NOT A FIELD SERVICE ITEM. Therefore, the print head unit should not be opened under any circumstances.



# Safety Information

## Regulations (continued)

### For the United States

#### CDRH regulation

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

The label shown on page 2-16 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

#### CAUTION:

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

This is a semiconductor laser. The maximum power of the laser diode is 15 mW and the wavelength is 775-800 nm.

### For European Users

#### CAUTION:

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

This is a semiconductor laser. The maximum power of the laser diode is 15 mW and the wavelength is 775-800 nm.

### For Denmark Users

#### ADVARSEL

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

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 15 mW og bølgelængden er 775-800 nm.

# Safety Information

## Regulations (continued)

### For Finland, Sweden Users

LOUKAN 1 LASERLAITE  
KLASS 1 LASER APPARAT

#### VAROITUS!

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

Tämä on puolijohdelaser. Laserdiodin suurin teho on 15 mW ja aallonpituus on 775-800 nm.

#### WARNING!

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

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 15 mW och våglängden är 775-800 nm.

#### VARO!

Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

#### WARNING!

Osynlig laserstrålning när denna del är öppen och spärren är urkopplad. Betrakta ej strålen.

### For Norway Users

#### ADVERSEL

Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for usynlig laserstråling som overskrider grensen for laser klass 1.

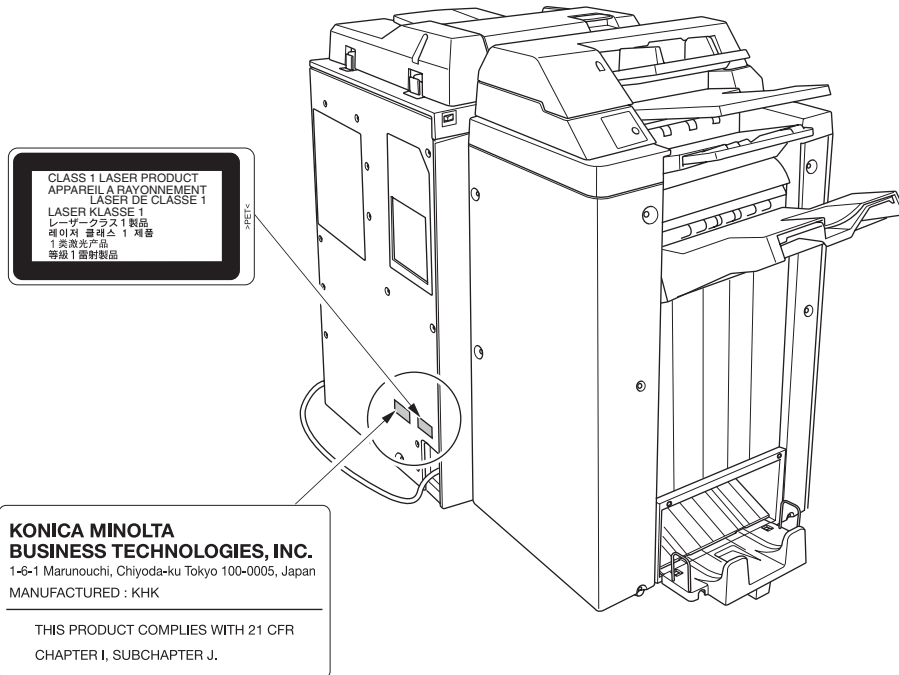
Dette en halvleder laser. Maksimal effekt till laserdiode er 15 mW og bølgelengde er 775-800 nm.

# Safety Information

## Regulations (continued)

### Laser Safety Label

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



# Safety Information

## Regulations (continued)

### Ozone Release

#### **NOTE**

= Locate the Machine in a Well Ventilated Room =

A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room well ventilated.

#### **REMARQUE**

= Placer l'appareil dans une pièce largement ventilée =

Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce où se trouve l'appareil.

# Safety Information

## Finisher Capacity Requirements

### **CAUTION:**

FAILURE TO HEED THE FOLLOWING CAUTIONS MAY RESULT IN BODILY INJURY AND/OR MACHINE DAMAGE.

#### **FINISHER PAPER CAPACITY**

To prevent paper misfeed, do not exceed the paper capacity of the Finisher.

FN-121/FN-10/FN-115 Finisher paper weight: 16 lb ~ 24 lb

When the selected print quantity exceeds the maximum paper capacity, remove the copied sheets from the finisher while the paper is exiting.

Paper capacities below are stated for 20 lb bond or the same size.

This Finisher also accepts wide types of the regular sizes stated below.

#### **Finisher FN-121/FN-10/FN-115**

##### **Primary (Main) tray: Non-sort/Sort/Group mode**

500 sheets (5.5"x8.5"R)

3,000 sheets (8.5"x11", 8.5"x11"R)(FN-121/FN-115)

2,500 sheets (8.5"x11", 8.5"x11"R)(FN-10)

1,500 sheets (11"x17", 8.5"x14")

The Secondary (sub) tray can be unloaded while the Di5510/Di7210 is running. Set production is not limited by the capacity of the Secondary (sub) tray.

##### **Primary (Main) tray: Punch mode (FN-121/FN-10 with PK-2/PK-5/PK-5 (US 2 HOLES) only)**

3,000 sheets (8.5"x11")

1,500 sheets (11"x17")

The Secondary (sub) tray can be unloaded while the Di5510/Di7210 is running. Set production is not limited by the capacity of the Secondary (sub) tray.

##### **Primary (Main) tray: Staple-Sort / Staple-Sort + Z-Folding mode**

1,000 sheets\* (11"x17" ~ 8.5"x11"R)

\* The maximum capacity varies according to the number of copies to be stapled. See p. 4-9.

When using Z-Folding mode with Staple-Sort mode, the maximum capacity varies according to the number of Z-folded sheet in one stapled set. See p. 4-13 to p. 4-14.

##### **Secondary (Sub) tray: Non-sort mode**

200 sheets max.

# Safety Information

## Finisher Capacity Requirements (continued)

### **CAUTION:**

FAILURE TO HEED THE FOLLOWING CAUTIONS MAY RESULT IN BODILY INJURY AND/OR MACHINE DAMAGE.

#### **FINISHER PAPER CAPACITY (continued)**

##### **Booklet tray (FN-10 only)**

100 sheets max. (11"x17", 8.5"x14")

75 sheets max. (8.5"x11"R, A4R)

50 sheets max. in Three-Folding mode

(The maximum number of sheets varies, depending on the number of pages in the booklet and whether Folding or Stapling & Folding is selected. See p. 4-10.)

#### **FN-10 FINISHER BOOKLET MODE OUTLET**

Inside the Booklet mode outlet is the roller drive unit. DO NOT put your hand into it when removing the folded or stapled & folded sheet; otherwise you may be injured.

#### **FN-121/FN-10/FN-115 FINISHER PAPER EXIT OUTLET**

To avoid injury when stapling large size copies, DO NOT put your hand into the open Paper exit outlet.

#### **FN-121/FN-10/FN-115/FN-122 FINISHER PRIMARY (MAIN) TRAY**

When printed materials are removed from the primary (main) tray of FN-121/FN-10/FN-115/FN-122 Finisher, the tray goes up automatically. To avoid injury, DO NOT put your hand on the top of the printed sheets. Be sure to hold both sides of the printed sheets when removing them, and DO NOT leave your hand onto the printed sheets while the primary tray goes up.

#### **SHIFT TRAY PAPER CAPACITY**

To prevent paper misfeed, do not exceed the paper capacity of the shift tray.

OT-104 Shift Tray paper weight: 16 lb ~ 24 lb

Paper capacities below are stated for 20 lb bond or the same size.

This tray also accepts wide types of the regular sizes stated below.

100 sheets (5.5"x8.5", 5.5"x8.5"R)

5000 sheets (11"x17", 8.5"x14")

1,250 sheets (8.5"x11", 8.5"x11"R)

# Safety Information

## Finisher Capacity Requirements (continued)

### ☐ **SHIFT TRAY AND PAPER EXIT OUTLET**

- The shift tray moves to and fro while printing. Do not put your hand in between the tray and tray supporting part; otherwise you may be injured.
- Do not put your hand in the paper exit outlet while the tray is moving; otherwise you may be injured.



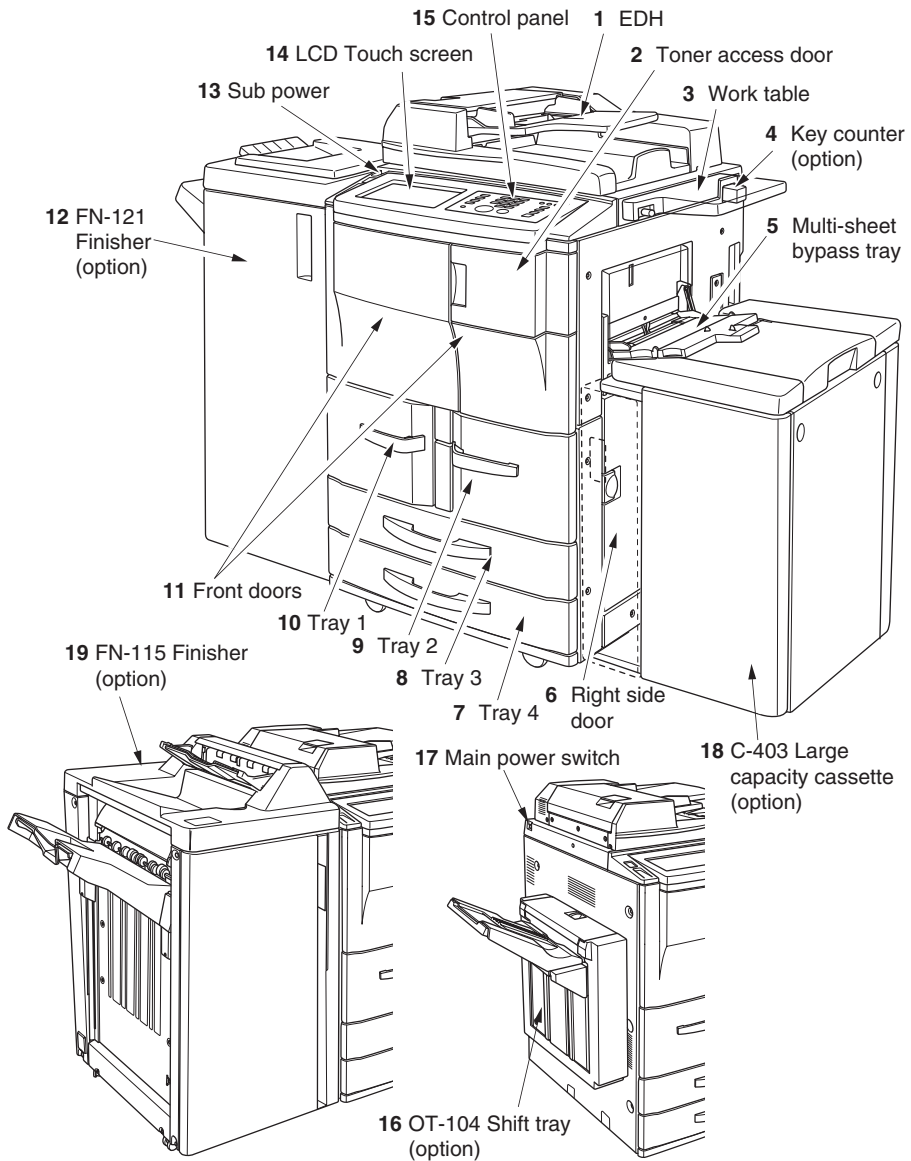
## Section 3: Machine Information

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# Machine Information

## Machine Configuration

### External Machine



# Machine Information

## Machine Configuration (continued)

### External Machine Call-outs

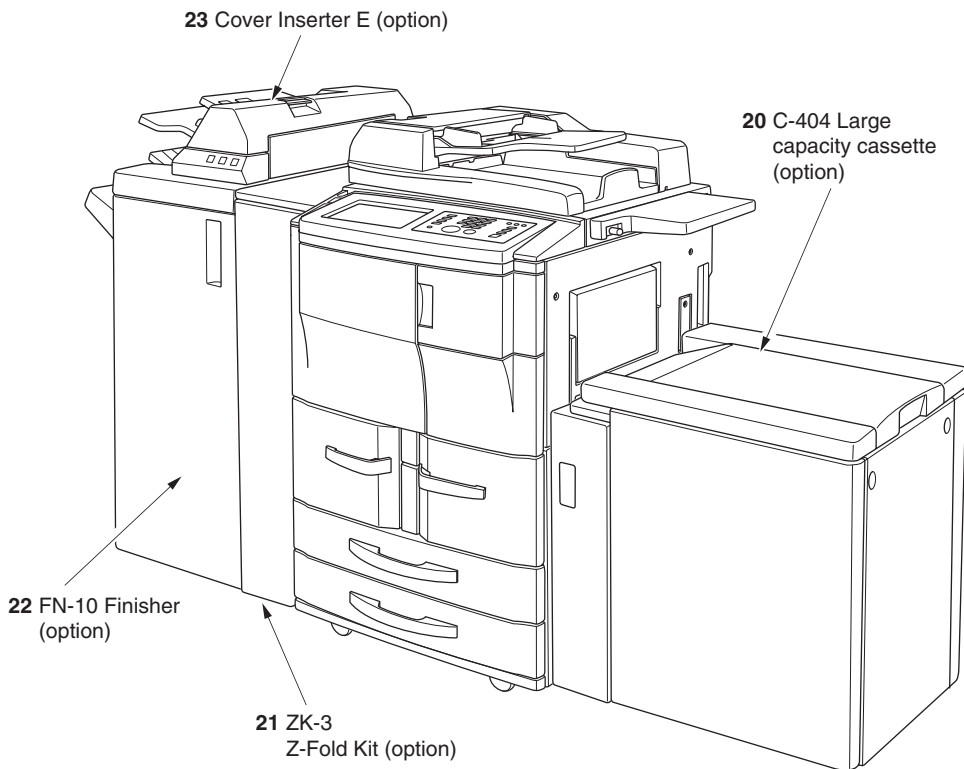
- 1 **EDH (Electronic Document Handler)** automatically feeds multiple originals one at a time to the platen glass for copying.
- 2 **Toner access door** opens to replenish the toner.
- 3 **Work table** provides a convenient workspace for documents both before and after copying.
- 4 **Key counter** (option) manages the number of copies made on the machine.
- 5 **Multi-sheet bypass tray** used for small quantity copying onto plain paper or special paper.
- 6 **Right side door** opens to allow removal of mishandled paper.
- 7 **Tray 4** (universal tray) is user-adjustable and holds 500 sheets of either 11"x17"/8.5"x14"/8.5"x11"/8.5"x11"R or 5.5"x8.5".
- 8 **Tray 3** (universal tray) is user-adjustable and holds 500 sheets of either 11"x17"/8.5"x14"/8.5"x11"/8.5"x11"R or 5.5"x8.5".
- 9 **Tray 2** is service-adjustable and holds 1,000 sheets of either 8.5"x11" or 5.5"x8.5".
- 10 **Tray 1** is service-adjustable and holds 1,500 sheets of either 8.5"x11" or 5.5"x8.5".

NOTE: Tray 1, 2, 3, 4, and LCC are available for loading wide types of the regular sizes specified above.

- 11 **Front doors (Right/Left)** open to the internal copier to allow clearing of mishandled paper.
- 12 **FN-121 Finisher** (option) sorts, staple-sorts, and groups into finished sets. With PK-2/PK-5/PK-5 (US 2 HOLES) Punch kit (option) installed, file holes can be punched in the output copies.
- 13 **Sub power switch** turns copier power On/Off when pressed.
- 14 **LCD touch screen** displays interactive operation screens.
- 15 **Control panel** controls copier operations.
- 16 **OT-104 Shift tray** (option) sorts and groups into finished sets, and offsets each set upon exit.
- 17 **Main power switch** turns machine power On/Off to operate it as copier/scanner/server/printer.
- 18 **LCC: Large capacity cassette C-403** (option) holds 4,000 sheets.
- 19 **FN-115 Finisher** (option) sorts, staple-sorts, and groups into finished sets.

## Machine Information

### Machine Configuration (continued)



### External Machine Call-outs (continued)

**20 LCC: Large capacity cassette C-404** (option) holds 4,000 sheets.

**21 ZK-3 Z-Fold kit** (option) punches file holes and/or Z-folds the output copies.

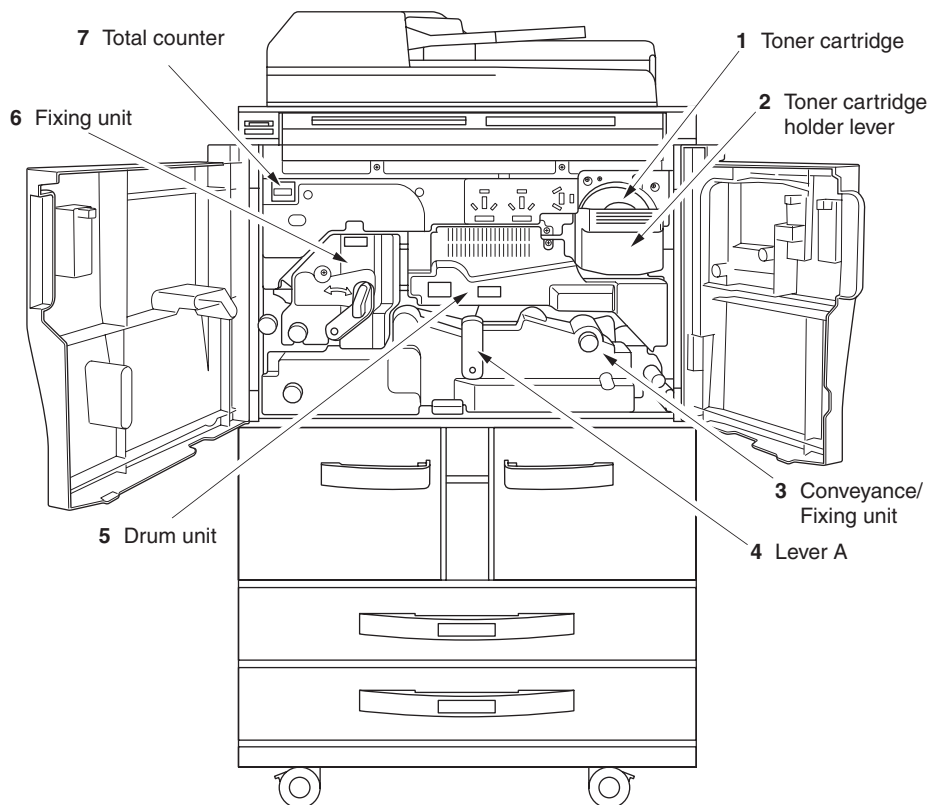
**22 FN-10 Finisher** (option) sorts, staple-sorts, and groups into finished sets, folds or staple & folds copies into booklet-styled sets, and also folds max. 3 copies in three. With PK-2/PK-5/PK-5 (US 2 HOLES) Punching kit (option) installed, file holes can be punched in the output copies.

**23 Cover Inserter E** (option) loads cover sheet paper and feeds the sheet as cover.

# Machine Information

## Machine Configuration (continued)

### Internal Machine



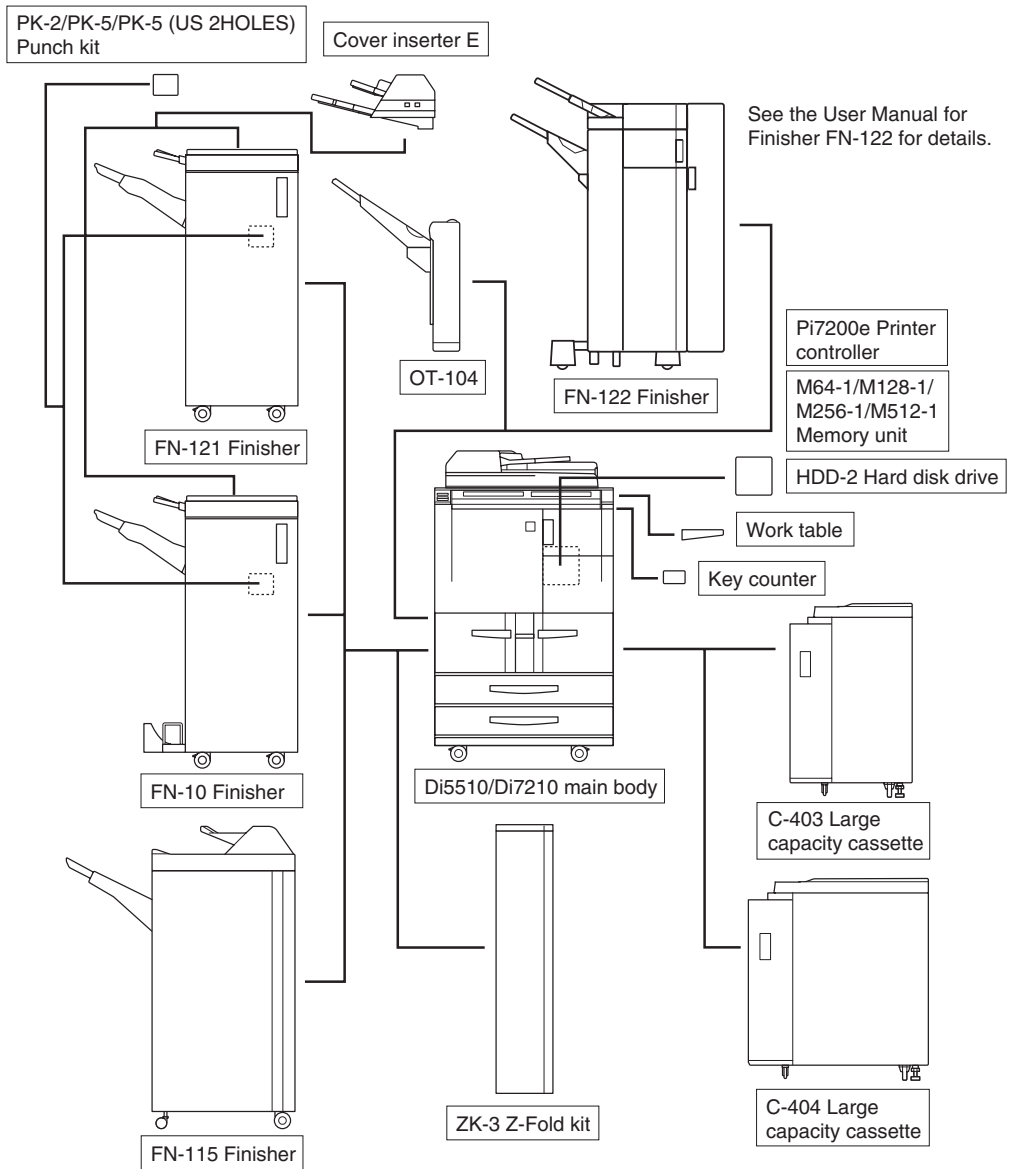
### Internal Machine Call-outs

- 1 **Toner cartridge** holds toner and is to be replaced when supplying toner.
- 2 **Toner cartridge holder lever** can be pulled forward to withdraw the toner cartridge holder for replacing the toner cartridge.
- 3 **Conveyance/Fixing unit** passes the paper through the drum unit, and fuses the toner onto the copy paper, and is to be withdrawn for removal of mishandled paper.
- 4 **Lever A** can be moved to withdraw the conveyance fixing unit for removal of mishandled paper.
- 5 **Drum unit** forms the copy image.
- 6 **Fixing unit** fuses the toner onto the copy paper.
- 7 **Total counter** indicates the total number of copies and prints made.

# Machine Information

## Machine Configuration (continued)

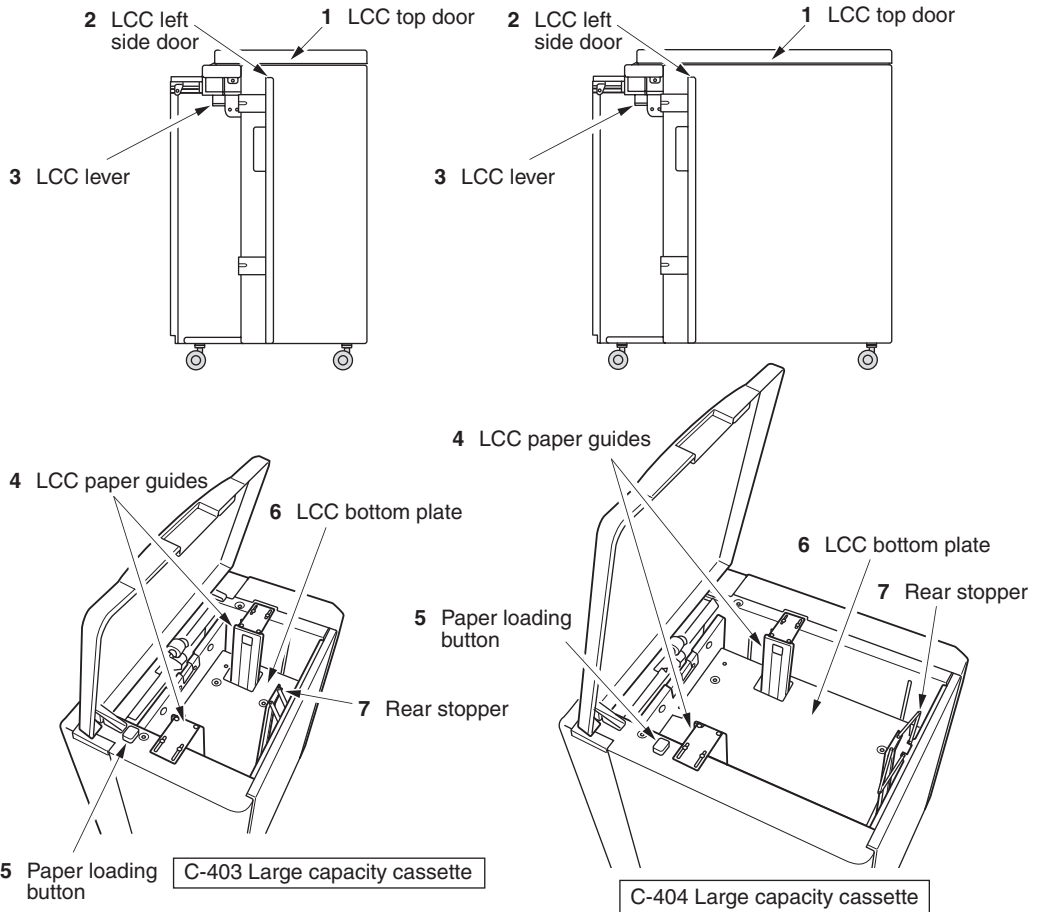
### Optional Equipment



# Machine Information

## Machine Configuration (continued)

### Optional Equipment (continued)

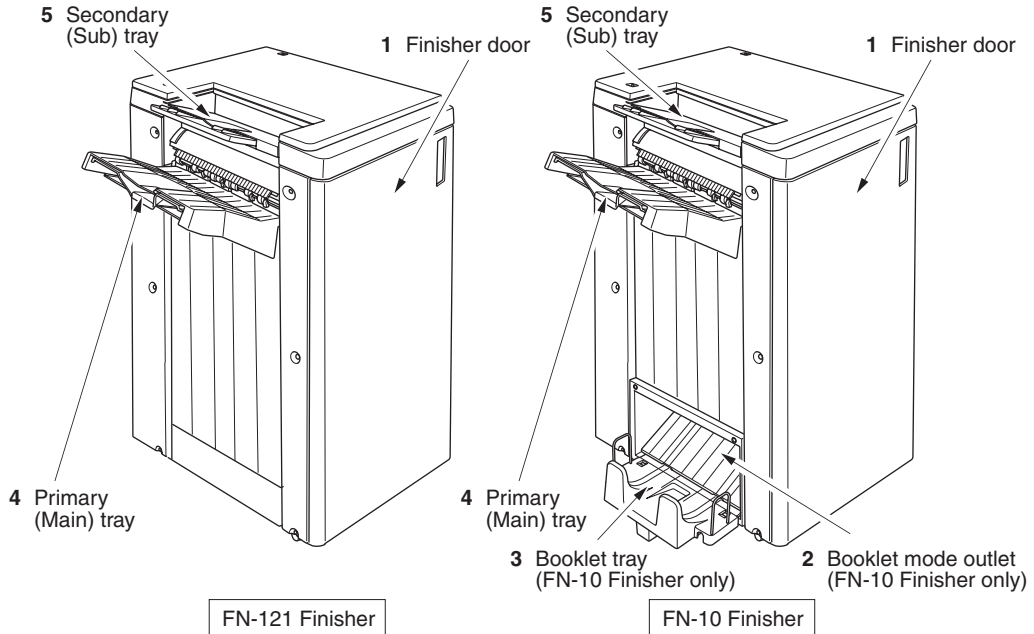


- 1 **LCC top door** opens to allow paper loading.
- 2 **LCC left side door** opens to allow removal of mishandled paper.
- 3 **LCC lever** can be moved downward to ease removal of mishandled paper.
- 4 **LCC paper guides** hold copy paper to fix the position.
- 5 **Paper loading button** is pressed to lower the bottom plate to allow loading paper.
- 6 **LCC bottom plate** goes up automatically when paper supply becomes low, and goes down when the paper loading button is pressed.
- 7 **Rear stopper** fixes the rear end of copy paper.

# Machine Information

## Machine Configuration (continued)

### Optional Equipment (continued)



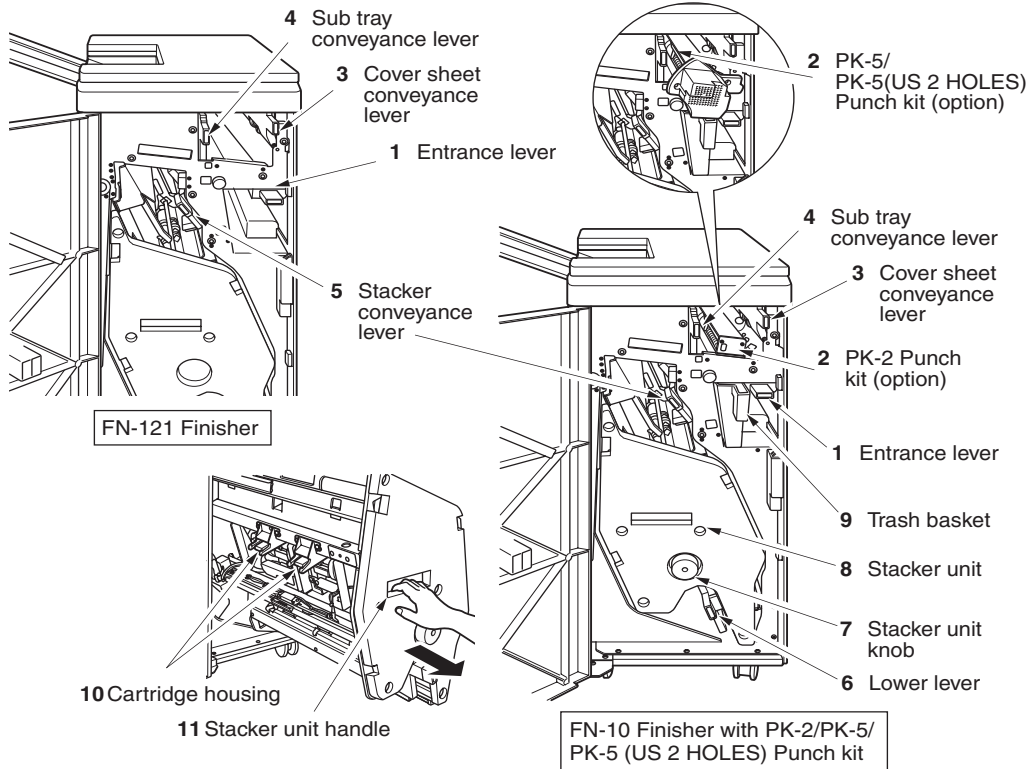
- 1 Finisher door** opens to the internal Finisher to allow clearing mishandled paper, replenishing staples, and emptying trash basket of Punch kit.
- 2 Booklet mode outlet** (FN-10 Finisher only) ejects finished copied sets when selecting Folding mode, Stapling & Folding mode, or Three-folding mode.
- 3 Booklet tray** (FN-10 Finisher only) holds sets ejected in Folding mode, Stapling & Folding mode, or Three-folding mode.
- 4 Primary (Main) tray** holds sets ejected in Non-sort mode, Sort mode (offset), Staple-sort mode, Group mode (offset), or Z-Folding mode.
- 5 Secondary (Sub) tray** holds sets ejected in Non-sort mode or Group mode with face down/up mode.



# Machine Information

## Machine Configuration (continued)

### Optional Equipment (continued)

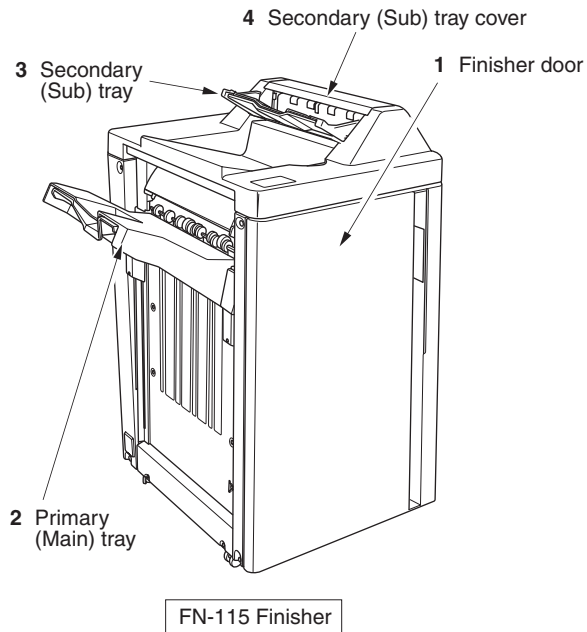


- 1 Entrance lever** opens downward to remove mishandled paper.
- 2 PK-2/PK-5/PK-5 (US 2 HOLES) Punch kit** (option) punches file holes in the output copies.
- 3 Cover sheet conveyance lever** opens to remove mishandled paper.
- 4 Sub tray conveyance lever** opens to remove mishandled paper.
- 5 Stacker conveyance lever** opens to remove mishandled paper.
- 6 Lower lever** opens to remove mishandled paper.
- 7 Stacker unit knob** can be turned to ease removal of mishandled paper from the Stacker unit.
- 8 Stacker unit** folds or staples & folds copies into booklet-styled sets, and also folds max. 3 copies in three.
- 9 Trash basket** holds waste paper punched out.
- 10 Cartridge housing** holds staple cartridge and is to be replaced when supplying staples.

## Machine Information

### Machine Configuration (continued)

### Optional Equipment (continued)

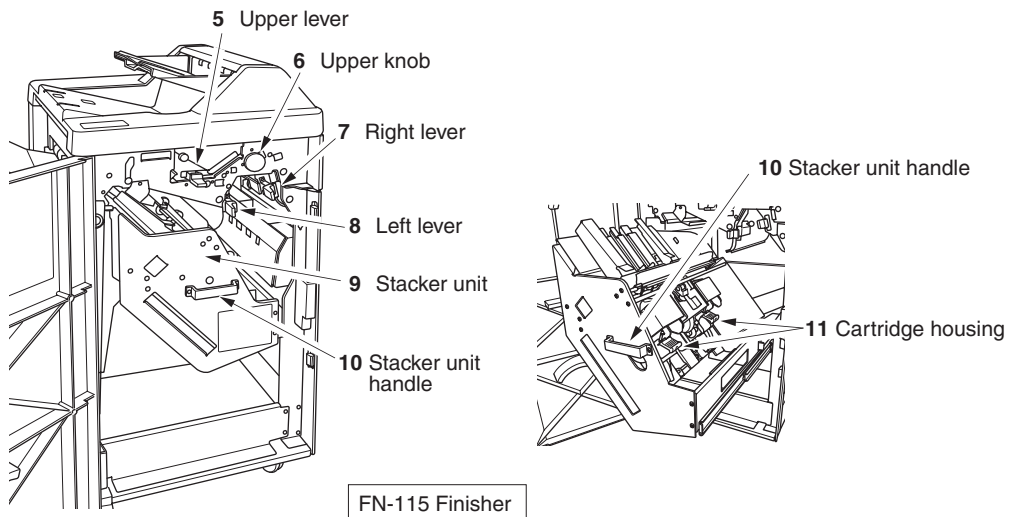


- 1 **Finisher door** opens to the internal Finisher to allow clearing mishandled paper and replenishing staples.
- 2 **Primary (Main) tray** holds sets output in Non-sort mode, Sort mode (offset), Staple-sort mode, or Group mode (offset).
- 3 **Secondary (Sub) tray** holds sets output in Non-sort mode or Group mode with face down/up mode.
- 4 **Secondary (Sub) tray cover** opens to allow clearing mishandled paper.

## Machine Information

### Machine Configuration (continued)

### Optional Equipment (continued)

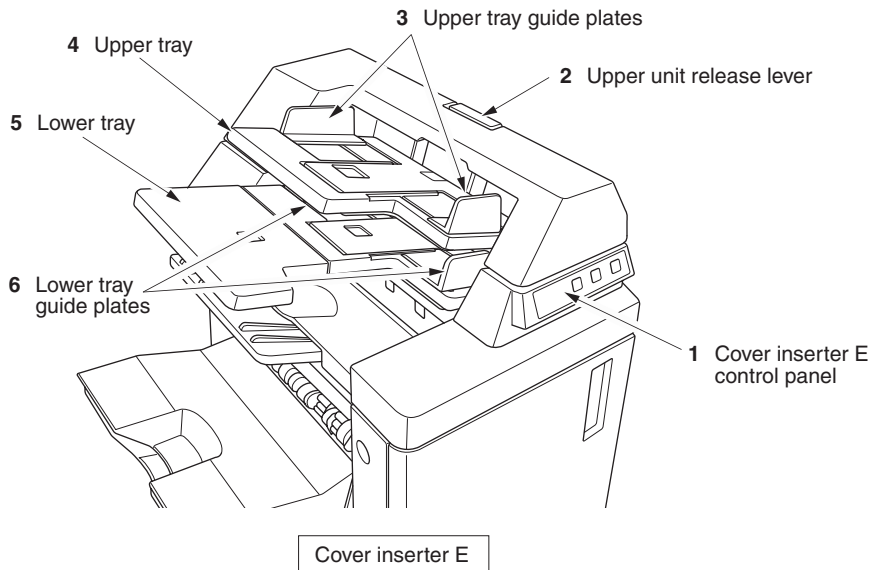


- 5 Upper lever** opens upward to remove mishandled paper.
- 6 Upper knob** can be turned to ease removal of mishandled paper.
- 7 Right lever** opens to remove mishandled paper.
- 8 Left lever** opens to remove mishandled paper.
- 9 Stacker unit** holds stapler.
- 10 Stacker unit handle** withdraws unit to allow removal of mishandled paper and replacement of staple cartridge.
- 11 Cartridge housing** holds staple cartridge and is to be replaced when supplying staples.

# Machine Information

## Machine Configuration (continued)

### Optional Equipment (continued)

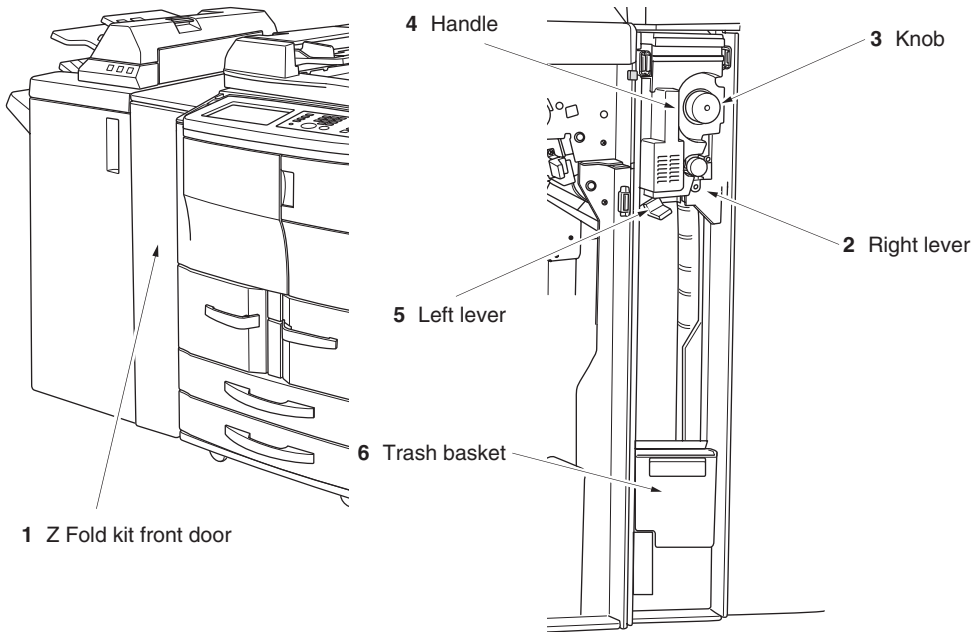


- 1 **Cover inserter E control panel** controls cover inserter operations.
- 2 **Upper unit release lever** can be moved to slide the upper unit of cover inserter for removal of mishandled paper.
- 3 **Upper tray guide plates** hold cover sheets to fix the position.
- 4 **Upper tray** holds cover sheets for use in cover sheet output mode.
- 5 **Lower tray** holds cover sheets for use in cover sheet output mode or a copied set in manual stapling/punching/three-folding mode.
- 6 **Lower tray guide plates** hold cover sheets to fix the position.

## Machine Information

### Machine Configuration (continued)

### Optional Equipment (continued)



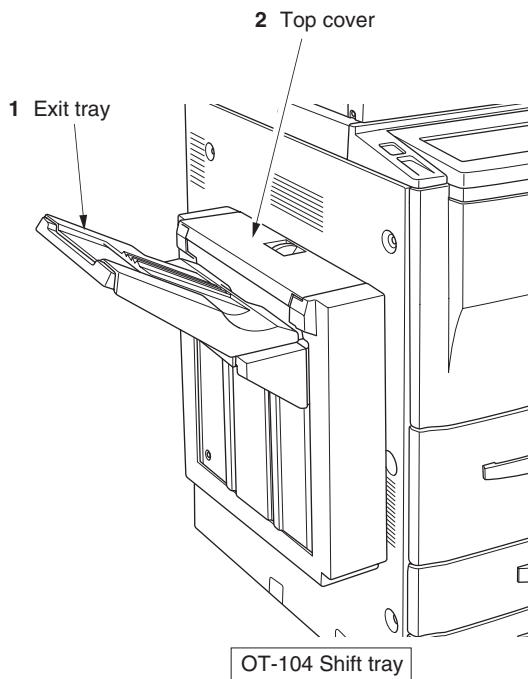
ZK-3 Z-Fold Kit

- 1 Z-Fold kit front door** opens to allow removal of mishandled paper or waste paper.
- 2 Right lever** opens to allow removal of mishandled paper.
- 3 Knob** can be turned to ease removal of mishandled paper.
- 4 Handle** can be withdrawn to allow removal of mishandled paper.
- 5 Left lever** opens to allow removal of mishandled paper.
- 6 Trash basket** holds waste paper punched out.

## Machine Information

### Machine Configuration (continued)

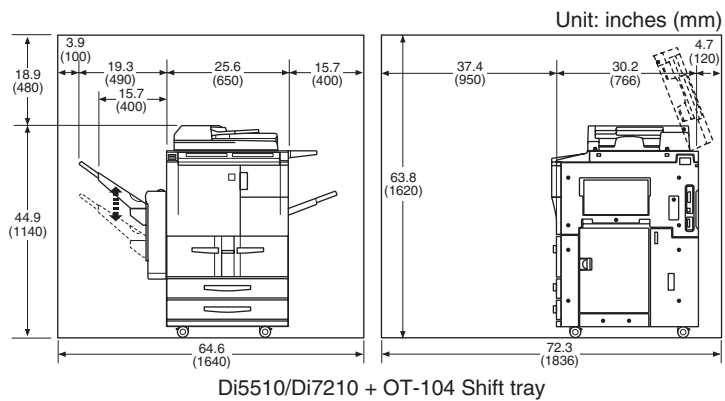
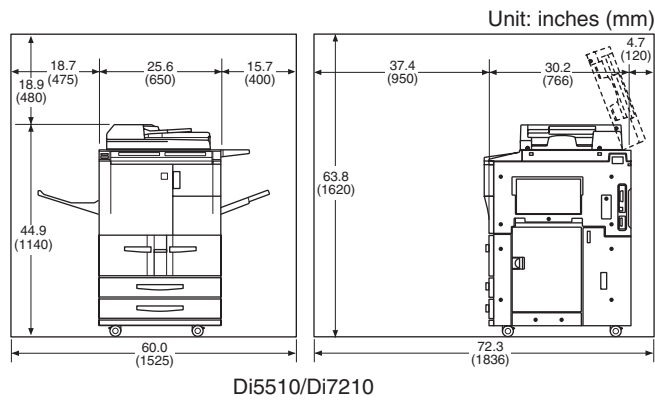
### Optional Equipment (continued)



- 1 Exit tray** holds sets output in Non-sort mode, Sort mode (offset), or Group mode (offset).
- 2 Top cover** opens to allow clearing mishandled paper.

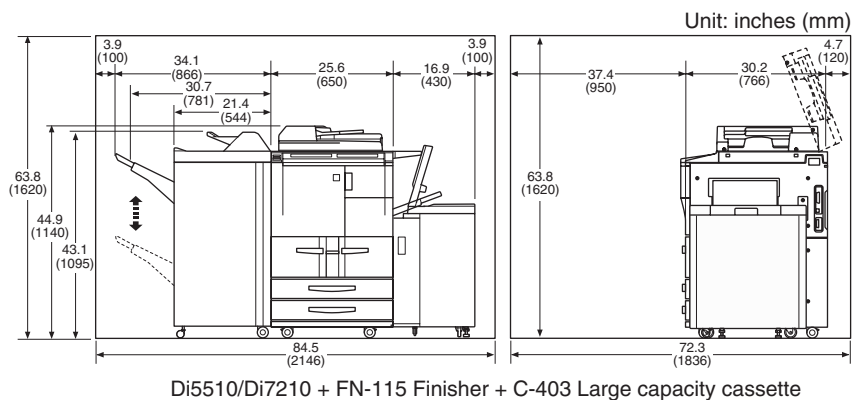
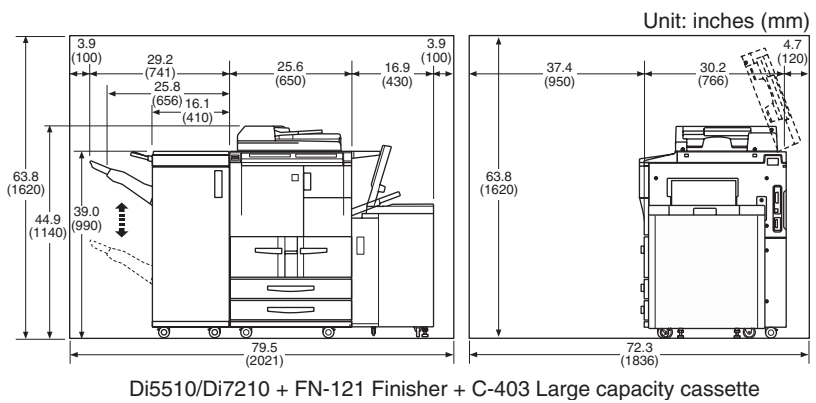
# Machine Information

## Site Requirements



# Machine Information

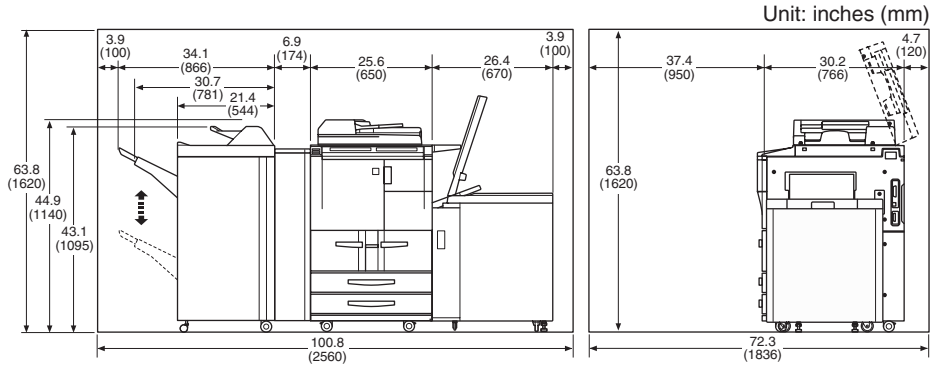
## Site Requirements (continued)



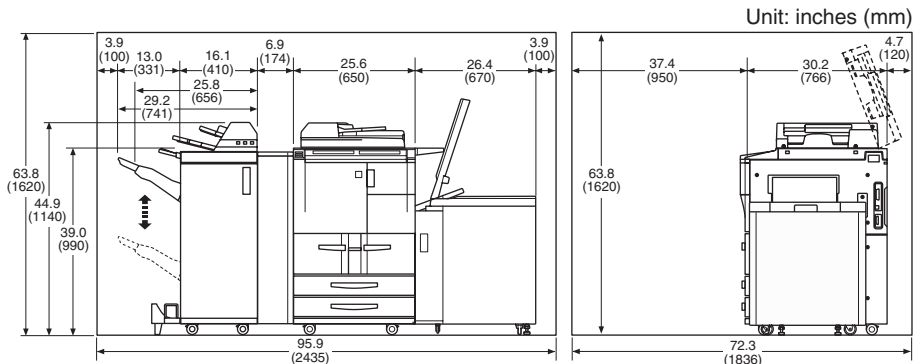


# Machine Information

## Site Requirements (continued)



Di5510/Di7210 + ZK-3 Z-Fold kit  
+ FN-115 Finisher + C-404 Large capacity cassette



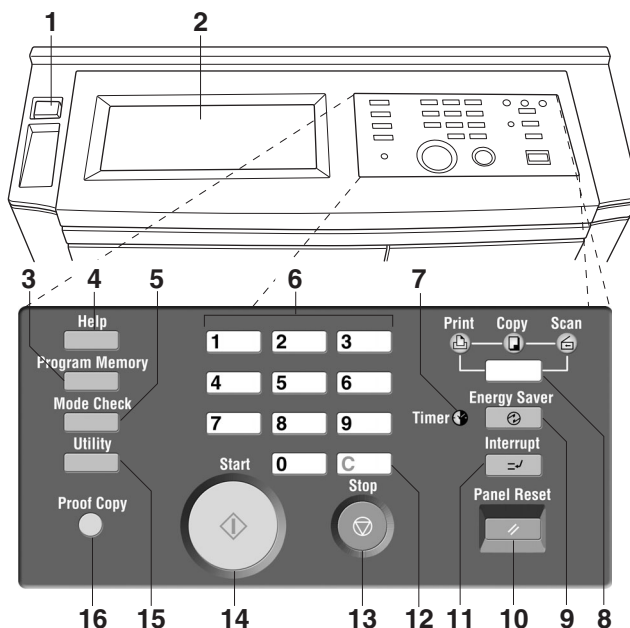
Di5510/Di7210 + ZK-3 Z-Fold kit + FN-10 Finisher  
+ Cover Inserter E + C-404 Large capacity cassette

### NOTES:

- 1 Dimensions are in inches with millimeters included in parentheses.
- 2 The Finisher main tray of the FN-121/FN-10/FN-115/FN-122 Finisher or the exit tray of the OT-104 Shift tray gradually goes down while printed material is output. DO NOT allow any object to interfere with the operation of the tray on the left side of the Finisher/Shift tray, as interference may cause damage to the machine.

# Machine Information

## Control Panel Layout



- 1 **Sub power switch** turns copier power On/Off when pressed.
- 2 **LCD touch screen** displays machine and copying status, help information, interactive screens, and touch keys for selecting all functions.
- 3 **Program Memory** displays screens for selecting job store/job recall functions.
- 4 **Help** displays a screen with help for the currently selected function, or to access the Key Operator Mode Screen.
- 5 **Mode Check** displays a screen showing all settings that are selected for the current job.
- 6 **Keypad** enters numeric values.
- 7 **Timer** lights when the timer function is set.
- 8 **Mode** switches the machine operation mode to copy, scan, and print.
- 9 **Energy Saver** activates power-saving mode for times when the copier is inactive, or activates timer interrupt mode when weekly timer function is active.
- 10 **Panel Reset** restores copier to automatic mode settings or to Key Operator settings.
- 11 **Interrupt** stops copying in progress to allow copying from the platen glass.
- 12 **[C] (clear)** allows resetting of print quantity.
- 13 **Stop** stops the copying sequence; deletes the stored memory.

# Machine Information

## Control Panel Layout (continued)

- 14 Start** activates copying or scanning.
- 15 Utility** displays the Counter Screen or accesses programming modes for setting special functions.
- 16 Proof Copy** outputs a single set of copies to confirm whether the current settings are selected properly.

NOTE: The control panel of this machine can be slightly lowered to ensure easy access by anyone, regardless of the physical or positional status of the operator. Your authorized service representative can make this setting for you.

# Machine Information

## Touch Screen

The touch screen is an LCD that displays interactive screens with touch sensitive keys for making copy job selections. Selections are highlighted at the touch. The screens also work with the conventional control panel keys.

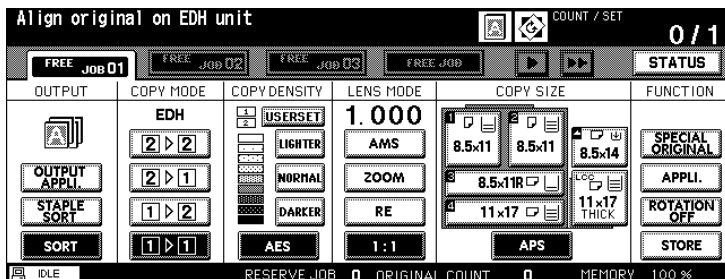
### CAUTION:

The touch screen of the control panel is covered with glass. Do not drop heavy items on the glass, or put excess weight or pressure on it; otherwise the glass may break or become scratched.

After the sub power switch is turned on, the Wake-Up screen displays for approximately 10 seconds, until initial machine settings are established. Then, the Warm-Up Screen displays for approximately 5 minutes (Di5510) / 6 minutes (Di7210), until the fixing temperature is reached.

When the Basic Screen is displayed, the touch screen becomes interactive. The interactive condition enables you to communicate directly with the copier system simply by touching keys displayed on the screen; or by pressing conventional keys, as required. In addition, the screens automatically display information regarding machine and copying status. Additional help is available any time with the [Help] key, which can be pressed from any screen, except from Program Memory or Key Operator Mode Screens.

## Basic Screen



The Basic Screen displays after warm-up. Initial settings are shown on the next page. Except for Print Quantity, all initial settings can be changed by the Key Operator.

The following modes can be accessed from this screen:

Copy Mode, Copy Density, Lens Mode, Copy Size, Special Original, Application, Output.

# Machine Information

## Initial Settings

Initial settings represent the initial condition when power is turned on, when ECM password is set, or when Panel Reset mode is restored, either manually or automatically.

Print Quantity: 1  
Magnification Ratio: 1.000 (Key Operator setting)  
EDH: ON (Key Operator setting)  
Copy mode: 1-1 mode (Key Operator setting)  
AES: (Automatic Exposure Selection) : ON (Key Operator setting)  
APS: (Automatic Paper Selection): ON (Key Operator setting)

## Panel Reset Mode

The Panel Reset function can be set for OFF/ 30 seconds/ 1 minute/ 1.5 minutes/ 2 minutes/ 2.5 minutes/ 3 minutes/ 3.5 minutes/ 4 minutes/ 4.5 minutes/ 5 minutes by the Key Operator. Initially, the mode is set to function after 1 minute of copier inactivity. The Panel Reset key function also re-displays the Basic Screen, unless these settings are changed by the Key Operator in the Copier Initial Setting Screen. See p. 13-11 to p. 13-12.

## Automatic Paper Selection (APS)

When APS is highlighted on the touch screen, the appropriate copy paper size is automatically selected. When copying from the platen glass or EDH, APS detects the sizes indicated below. For Key Operator settings of APS, see p. 13-41 to p. 13-48.

PLATEN GLASS: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"

EDH: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R, A4 (8.27"x11.69", 210mmx297mm)

## Automatic Magnification Selection (AMS)

AMS functions automatically. An appropriate ratio is selected, based on the relationship of copy size to original size.

## Automatic Exposure Selection (AES)

When AES is highlighted on the touch screen, the appropriate exposure level is automatically selected to match the copy density of the original. Manual density adjustments override AES.

## Automatic Tray Switching (ATS)

When the selected paper tray becomes empty while copying is in progress, automatic tray switching detects the same copy paper size loaded in another tray to allow copying to continue without interruption. The Multi-sheet bypass tray is not included in tray switching.

# Machine Information

## Lead Edge Delete

When using the EDH, image deletion of a few millimeters will occur on the lead edge for the purpose of controlling copy quality and copy reliability, unless deactivated by the Key Operator. See p. 13-41 to p. 13-48.

## Service Settings

The following functions can be provided by your service representative, who is authorized to change DIP switch settings. Contact your service representative if setting change is required.

### Finisher-Paper Capacity

In the default condition, the Di5510/Di7210 will produce unlimited sets. If required, your service representative can set the copier to stop copying when the number of copies exceeds specified number.

### Key Operator Password

Your service representative can set a 4-digit Key Operator password to access the Key Operator Mode Screen. After this setting, a Password Entry Screen will display and require entry of the Key Operator password to access the Key Operator Mode Screen.

### ECM Master Key Code

Your service representative can set an 8-digit ECM master key code to access the ECM Setting Menu Screen. After this setting, the ECM Master Key Code Screen will be displayed and will always require entry of the set ECM master key code to access the ECM Setting Menu Screen.

### Weekly Timer Master Key Code

Your service representative can set a 4-digit Weekly Timer master key code to access the Weekly Timer Setting Menu Screen. After this setting, the Weekly Timer Master Key Code Screen will be displayed and will always require entry of the set Weekly Timer master key code to access the Weekly Timer Setting Menu Screen.

## Machine Information

### Service Settings (continued)

#### HDD Management Password

Your service representative can set a 4-digit HDD management password to access the HDD Management Setting Menu Screen. After this setting, a Password Entry Screen will display and require entry of the HDD management password to access the HDD Management Setting Menu Screen.





## Section 4: Paper Information

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# Paper Information

## Positioning Originals on the Platen Glass

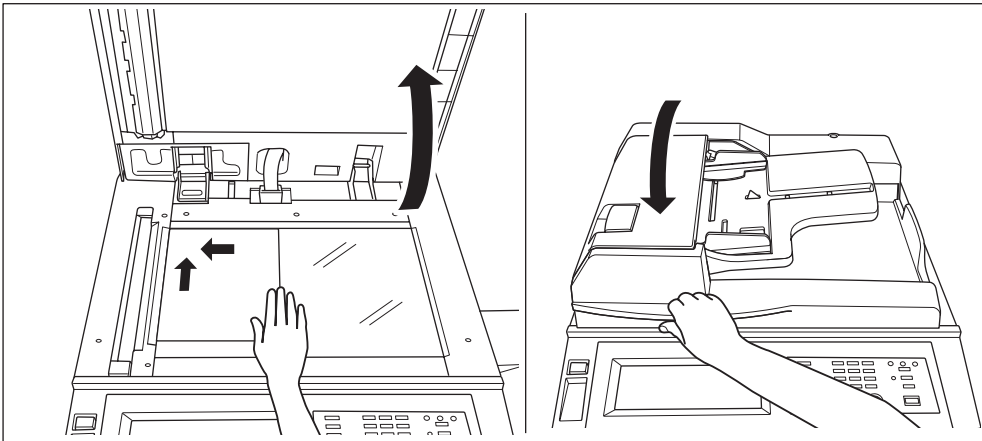
### Positioning an Original for Manual Copying

Use the platen glass when originals are not suitable for use with the EDH, e.g., when size is incompatible, or when originals are folded, stapled, torn, or in generally poor condition.

#### Specifications

- ☐ Max. original size: 11"x17" (280 mm x 432 mm), sheet or book
- ☐ Max. book weight/thickness: 15 lb [6.8kg]/1.2" [30 mm]
- ☐ Original placement: Face down on right depth side of glass

- 1 Raise the EDH, as shown in the illustration below.
- 2 Place original **FACE DOWN** in the left rear corner, aligning the edge with the left and rear measuring guides.
- 3 Gently close the EDH, to prevent the original from shifting on the glass.



#### **CAUTION:**

When the selected print quantity exceeds the Finisher's maximum capacity, remove the printed sheets while paper is exiting to avoid paper mishandling.

#### **TIP:**

To eliminate black copy marks on edges when copying from a book without selecting Book Copy mode, select Frame/Fold Erasure or Non-Image Area Erase in Application mode.

# Paper Information

## Using the Electronic Document Handler (EDH)

### Specifications in 1-1, 1-2, 2-2, 2-1 Copying


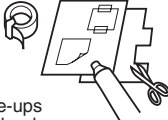


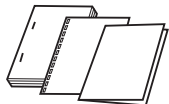

- ☐ Original size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R, A4  
(297 mm x 432 mm ~ 140 mm x 216 mm)
- ☐ Original weight: 13 lb ~ 34 lb
- ☐ Max. feeder capacity: 100 original sheets (20 lb bond paper)
- ☐ Max. original exit tray capacity: 100 original sheets (20 lb bond paper)
- ☐ Original placement: Face up; orientation same as copy paper
- ☐ Curling tolerance: 10 mm or less

### Using Mixed Original Mode\*

- ☐ Original size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R mixed  
(5.5"x8.5" original is available in portrait type feeding only)
- ☐ Mixed feeder capacity: 100 original sheets (20 lb bond paper)

\*See p. 8-6 to p. 8-7 for details of the Mixed Original mode.

### Unsuitable EDH Originals

1  Curled, creased or folded originals	2  Paste-ups or cut-outs	3  Books
4  Glossy or transparent (OHP) film, art paper, cellophane	5  Folded, punched or stapled originals	6  Thin or thick originals

# Paper Information

## Using the Electronic Document Handler (EDH) (continued)

### Positioning Originals

The Electronic Document Handler (EDH) automatically feeds up to 100 originals directly to the platen glass, starting with the top sheet. The EDH should only be used for unstapled, unfolded, smooth, flat originals.

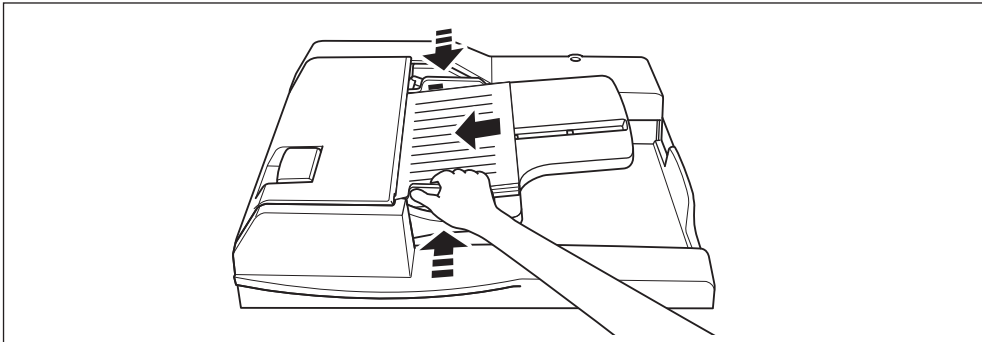
- ☐ Original size detection requires accurate paper guide adjustment.
- ☐ APS detects size 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R, and A4.
- ☐ Size, weight, and capacity are specified for all copy modes on p. 4-3.

Before placing originals in the tray, be sure the EDH is closed fully.

1 Position original(s) FACE UP on the EDH tray.

Place two-sided originals with page one FACE UP.

2 Adjust paper guides.



# Paper Information

## Using the Electronic Document Handler (EDH) (continued)

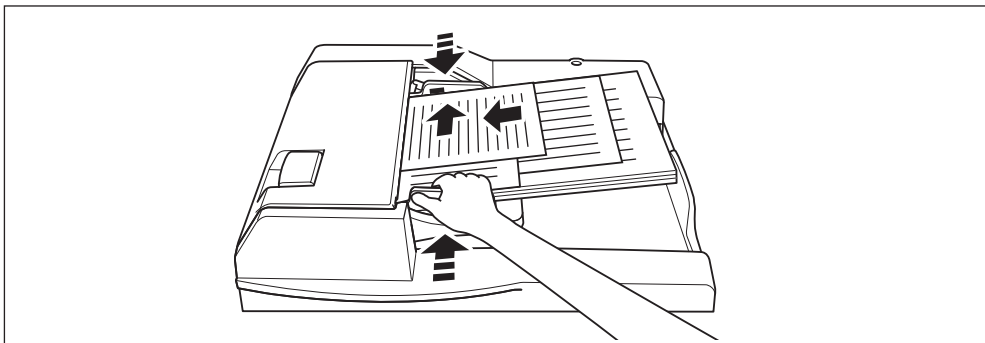
### Positioning Mixed Originals

Mixed size originals can be copied together from the EDH in either APS mode or AMS mode. In APS mode, copies will be output on mixed paper sizes to match the originals. In AMS mode, copies will be output on one common paper size that you select in which case an appropriate AMS magnification ratio will be selected automatically. To use the mixed original mode, see procedure on p. 8-6 to p. 8-7.

- ☐ Mixed original size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R, and 5.5"x8.5"\* mixed (13 lb ~ 34 lb)  
\* 5.5"x8.5" original is available in portrait type feeding only.
- ☐ EDH capacity: Max. 100 sheets (20 lb bond paper)
- ☐ Print quantity: Max. 9,999 sheets
- ☐ Incompatible Basic Copying Conditions: Rotation Exit, Staple-Sort with APS, Folding/Stapling & Folding in APS, Three-Folding, Punch with APS using PK-2 Punch kit
- ☐ Incompatible Special Originals: Non STD Size, Z-Folded Original, Tab Paper
- ☐ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Program Job, Non-Image Area Erase, Repeat, AUTO Layout, Overlay, Storing image in Overlay Memory

Before using the Mixed Original mode, be sure the EDH is closed completely.

- 1 Arrange originals in order, and place them as described below:  
Place 11"x17"/8.5"x14" originals face up or side 1 up in the EDH, in landscape orientation, i.e., with short edge feeding.  
Position 8.5"x11" size in either portrait or landscape orientation.  
Position 5.5"x8.5" size in portrait orientation only.
- 2 Position mixed originals FACE UP, aligned with the left rear side of the EDH tray.
- 3 Adjust paper guides to originals.



# Paper Information

## Paper in Main Body Trays

Paper Size: Tray 1 and Tray 2 : 8.5"x11"

STD size:	8.5"x11", 5.5"x8.5" (service-adjustable)
STD size (spec.):	cannot be specified
Non STD size:	input the measures of paper between max. 314 mm x and min. 148mm x 100 mm.
Wide paper:	8.5"x11"W, 5.5"x8.5"W (service-adjustable)
Tray 3 and Tray 4	
STD size:	11"x17", F4, 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A3, B4, A4, A4R, B5, B5R, A5 (user-adjustable)
STD size (spec.):	specify A4R instead of 8.5"x11R specify A5 instead of 5.5"x8.5"
Non STD size:	input the measures of paper between max. 314 mm x 459 mm and min. 210 mm x 140 mm.
Wide paper:	11"x17"W, 8.5"x11"W, 8.5"x11"WR, 5.5"x8.5"W, A3W, B4W, A4W, A4WR, B5W, A5W (user-adjustable)

NOTES:• F4: 8"x13", 203 mm x 330 mm  
A3: 11.69"x16.54", 297 mm x 420 mm  
B4: 10.11"x14.33", 257 mm x 364 mm  
A4: 8.27"x11.69", 210 mm x 297 mm  
B5: 7.17"x10.11", 182 mm x 257 mm  
A5: 5.85"x8.27", 148 mm x 210 mm

- 5.5"x8.5"/A5 copy paper is available in portrait orientation loading only.
- 8.5"x14"W copy paper is not available.
- STD size (spec.)/Non STD size/Wide paper setting for each tray can be made in the Key Operator mode. See p. 13-25 ~ p. 13-26.

Paper Weight: General tray: 16 ~ 24 lb

Tray specified in Thick :	25 ~ 110 lb (200 g/m <sup>2</sup> thick paper)
Tray specified in Thin:	13 ~ 15 lb (1-1 or 2-1 copy mode only)
Tray specified in Tab paper:	25 ~ 45 lb (1-1 or 2-1 copy mode only)

NOTE: Paper type setting for each tray can be made in the Key Operator mode. See p. 13-25 ~ p. 13-26.

Paper Capacity: Tray 1: 1,500 sheets 20lb/ service-adjustable to any standard/wide size from 8.5"x11"/W ~ 5.5"x8.5"/W  
Tray 2: 1,000 sheets 20lb/ service-adjustable to any standard/wide size from 8.5"x11"/W ~ 5.5"x8.5"/W  
Tray 3/4: 500 sheets 20lb/ user-adjustable to any standard/wide size from 11"x17"/W ~ 5.5"x8.5"/W  
3,600 sheets, including 100-sheet Multi-Sheet Bypass Tray

NOTE: Reliability and copy quality are not guaranteed for all special papers. Use only paper that is recommended by us.

## Paper Information

### Paper in C-403 Large Capacity Cassette (Option)

Paper Size: 8.5"x11"

STD size: 8.5"x11", A4 (service-adjustable)

STD size (spec.): cannot be specified

Non STD size: input the measures of paper between max. 314 mm x 223 mm and min. 257 mm x 182 mm

Wide paper: 8.5"x11"W, A4W (service-adjustable)

NOTE: Non STD size setting for LCC can be made in the Key Operator mode. See p. 13-25 ~ p. 13-26.

Paper Weight: 16 ~ 24 lb

LCC specified in Thick : 25 ~ 110 lb (200 g/m<sup>2</sup> thick paper)

LCC specified in Thin: 13 ~ 15 lb (1-1 or 2-1 copying only)

LCC specified in Tab paper: 25 ~ 45 lb (1-1 or 2-1 copy mode only)

NOTE: Paper type setting for LCC can be made in the Key Operator mode. See p. 13-25 ~ p. 13-26.

Paper Capacity: 4,000 sheets 20 lb/ fixed to standard/wide size 8.5"x11"/W or A4/W  
6,600 sheets, including three Main body trays and 100-sheet Multi-Sheet Bypass Tray

### Paper in C-404 Large Capacity Cassette (Option)

Paper Size: 11"x17"

STD size: 11"x17", F4, 8.5"x14", 8.5"x11", 8.5"x11"R, A3, B4, A4, A4R (service-adjustable)

STD size (spec.): cannot be specified

Non STD size: input the measures of paper between max. 314 mm x 459 mm and min. 257 mm x 182 mm

Wide paper: 11"x17"W, F4W, 8.5"x14"W, 8.5"x11"W, 8.5"x11"WR, A3W, B4W, A4W, A4WR (service-adjustable)

Paper Weight: 16 ~ 24 lb

LCC specified in Thick: 25 ~ 110 lb (200 g/m<sup>2</sup> thick paper)

LCC specified in Thin: 13 ~ 15 lb (1-1 or 2-1 copy mode only)

LCC specified in Tab paper: 25 ~ 45 lb (1-1 or 2-1 copy mode only)

NOTE: Paper type setting for LCC can be made in the Key Operator mode. See p. 13-25 ~ p. 13-26.

Paper Capacity: 4,000 sheets 20 lb/ fixed to standard/wide size 11"x17"/W, F4/W, 8.5"x14"/W, 8.5"x11"/W, 8.5"x11"R/W, A3/W, B4/W, A4/W, or A4R/W  
6,600 sheets, including three Main body trays and 100-sheet Multi-Sheet Bypass Tray

NOTE: Reliability and copy quality are not guaranteed for all special papers. Use only paper that is recommended by us.

# Paper Information

## Paper in Automatic Duplex Unit

Paper Size: STD size: 11"x17" ~ 5.5"x8.5"  
STD size (spec.): 11"x17" ~ A5  
Wide paper: 11"x17"W ~ A5W"

NOTE: 5.5"x8.5"/W and A5/W copy paper is available in portrait orientation feeding only.

Paper Weight: 16 ~ 110 lb (200 g/m<sup>2</sup> thick paper)

## Paper in Multi-Sheet Bypass Tray

Paper Size: STD size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5",  
5.5"x8.5"R, A3, B4, A4, B5, B5R  
STD size (spec.): F4, A4R, A5, A5R, B6R  
Non STD size: input the measures of paper between max. 314 mm x  
459 mm and min. 100 mm x 148 mm  
Wide paper: 11"x17"W, 8.5"x11"W, 8.5"x11"WR, 5.5"x8.5"W,  
5.5"x8.5"WR, A3W, B4W, A4W, A4WR, B5W, B5WR,  
A5W, A5WR

Paper Weight: General mode: 16 ~ 24 lb  
Thick mode: 25 ~ 110 lb (200 g/m<sup>2</sup> thick paper)  
Thin mode: 13 ~ 15 lb  
Tab paper mode: 25 ~ 45 lb  
OHP transparencies, labels, hole punch, rag content can be loaded.

Paper Capacity: 100 sheets 20 lb stacked: single feed special stock

NOTE: Reliability and copy quality are not guaranteed for all special papers. Use only paper that is recommended by us.



## Paper Information

### Paper in FN-121/FN-10/FN-115 Finisher (Option)

FN-121/FN-10/FN-115 In-Bin Stapler Finisher accepts LEDGER (11"x17"), LEGAL (8.5"x14") and LETTER/R (8.5"x11"/R) standard/wide paper sizes (5.5"x8.5"R/W in Non-sort, Sort or Group mode).

### FN-121/FN-10/FN-115 Finisher Primary (Main) Tray

#### FN-121/FN-10/FN-115 Finisher (capacities at 20lb, unless otherwise indicated)

Non-sort/Sort/Group mode:

- 500 sheets 5.5"x8.5"/5.5"x8.5"W, 5.5"x8.5"R/5.5"x8.5"WR (A5/A5W, A5R/A5WR)
- 3,000 sheets 8.5"x11"/8.5"x11"W, 8.5"x11"R/8.5"x11"WR (A4/A4W, A4R/A4WR, B5/B5W, B5R/B5WR) (using FN-121/FN-115 Finisher)
- 2,500 sheets 8.5"x11"/8.5"x11"W, 8.5"x11"R/8.5"x11"WR (A4/A4W, A4R/A4WR, B5/B5W, B5R/B5WR) (using FN-10 Finisher)
- 1,500 sheets 11"x17"/11"x17"W, 8.5"x14" (A3/A3W, B4/B4W)

Staple-sort mode:

- 1,000 sheets\* 11"x17"/11"x17"W, 8.5"x14", 8.5"x11"/8.5"x11"W, 8.5"x11"R/8.5"x11"WR

\*Variable according to the number of pages to be stapled. See the table below.

**Paper Capacity for Staple-sort mode of FN-121/FN-10/FN-115 Finisher**  
(for the same size only)

	11"x17"/11"x17"W (A3/A3W)		8.5"x14", 8.5"x11"/8.5"x11"W, 8.5"x11"R/8.5"x11"WR (B4/B4R, A4/A4W, A4R/A4WR, B5/B5W, A5/A5W)	
No. of copies	2 staples	1 staples	2 staples	1 staples
2~9	50 sets	50 sets	100 sets	100 sets
10~20	50	50	50	50
21~30	30	30	30	30
31~40	25	25	25	25
41~50	20	20	20	20
51~60*	-	-	15	15
61~100*	-	-	10	10

\*FN-115 Finisher only

Your service representative can set the copier to stop copying when the number of copies exceeds above capacity.

Contact your service representative.

Z-Folding mode: See p. 4-13 to p. 4-14.

# Paper Information

## Paper in FN-121/FN-10/FN-115 Finisher (Option) (continued)

### FN-121/FN-10/FN-115 Finisher Secondary (Sub) Tray

#### **FN-121/FN-10/FN-115 Finisher (capacities at 20lb, unless otherwise indicated)**

200 sheets; max. 12.36"x18.08" (314 mm x 459 mm) ~ min. 3.94"x5.83" (100 mm x 148 mm)

#### **CAUTION:**

When the finisher capacity is exceeded due to the print quantity selected, remove the copied sets while the paper is exiting; otherwise mishandled paper will occur.

### FN-10 Finisher Booklet Tray

#### Folding mode:

Standard Paper Size	: 11"x17", 8.5"x14", 8.5"x11"R, A3, B4, A4R
Wide Paper Size	: 11"x17"W, 8.5"x11"WR, A3W, B4W, A4WR
Paper Weight	: 16 ~ 110 lb (200 g/m <sup>2</sup> thick paper)
Number of Folded Sheets	: 3 sheets max.
Booklet Tray Capacity	: Approx. 100 sheets max. (11"x17", 8.5"x14", A3, B4) 33 sets max. of 3-sheet-folded booklet (33 x 3 = 99 sheets) 50 sets max. of 2-sheet-folded booklet (50 x 2 = 100 sheets) Approx. 75 sheets max. (8.5"x11"R, A4R) 25 sets max. of 3-sheet-folded booklet (25 x 3 = 75 sheets) 37 sets max. of 2-sheet-folded booklet (37 x 2 = 74 sheets)

#### Stapling & Folding mode:

Standard Paper Size	: 11"x17", 8.5"x14", 8.5"x11"R, A3, B4, A4R
Wide Paper Size	: 11"x17"W, 8.5"x11"WR, A3W, B4W, A4WR
Paper Weight	: 16 ~ 110 lb (200 g/m <sup>2</sup> thick paper)
Number of Folded Sheets	: 20 sheets max. (using 20lb paper only) 19 sheets max. (a thick cover paper included)

## Paper Information

### Paper in FN-121/FN-10/FN-115 Finisher (Option) (continued)

#### FN-10 Finisher Booklet Tray (continued)

Booklet Tray Capacity : Approx. 100 sheets max. (11"x17", 8.5"x14", A3, B4)  
20 sets max. of 5-sheet-folded booklet  
(20 x 5 = 100 sheets)  
10 sets max. of 10-sheet-folded booklet  
(10 x 10 = 100 sheets)  
5 sets max. of 20-sheet-folded booklet  
(5 x 20 = 100 sheets)  
Approx. 75 sheets max. (8.5"x11"R, A4R)  
15 sets max. of 5-sheet-folded booklet  
(15 x 5 = 75 sheets)  
7 sets max. of 10-sheet-folded booklet  
(7 x 10 = 70 sheets)  
3 sets max. of 20-sheet-folded booklet  
(3 x 20 = 60 sheets)

#### Three-folding mode:

Paper Size : 8.5"x11", A4  
Paper Weight : 20 lb  
Number of Folded Sheets : 3 sheets max.  
Booklet Tray Capacity : Approx. 50 sheets max. (when folding one sheet in three)



#### **CAUTION:**

Inside the Booklet mode outlet is the roller drive unit. DO NOT put your hand into the roller drive unit when removing folded or stapled & folded sheets; otherwise you may be injured.

### Paper in FN-122 Finisher (Option)

Refer to the User Manual for Finisher FN-122

# Paper Information

## Paper in Cover Inserter E (Option)

Paper Size: Upper tray: 8.5"x11", 8.5"x11"R, 5.5"x8.5", A4, A4R, B5, B5R, A5  
Lower tray: max. 12.4" x 18.1" (314 mm x 459 mm)

NOTE: 5.5"x8.5"/W and A5/W copy paper is available in portrait orientation feeding only.

Paper Weight: 13 ~ 110 lb (200 g/m<sup>2</sup> thick paper)

Manual stapling: 13 ~ 110 lb (200 g/m<sup>2</sup> thick paper)

Manual punching: 13 ~ 45 lb

Manual stapling & folding: 16 ~ 110 lb (200 g/m<sup>2</sup> thick paper)

Manual three-folding: 16 ~ 110 lb (200 g/m<sup>2</sup> thick paper)

NOTES: • Some 45 lb paper types may not be punched easily  
• Punching special paper (self-adhesive sheets etc.) will cause machine trouble.

## Paper in PK-2/PK-5 Punch Kit (Option)

Paper Size: 11"x17", 8.5"x11"

Paper Weight: 20lb ~ 24 lb recommended

Thin paper: 16 lb ~ 19 lb

Thick paper: 25 lb ~ 45 lb\*

\*Some 45 lb paper types may not be punched easily.

Number of Punch Holes: 3

Hole Diameter: 0.315" ± 0.020" (8.0 mm ± 0.5 mm)

Hole Pitch: 4.253" ± 0.020" (108 mm ± 0.5 mm)

NOTE: Special paper (OHP transparency, labels, tabbed sheets) cannot be punched. Using special paper will cause machine trouble.

## Paper in PK-5 (US 2 HOLES) Punch Kit (Option)

Paper Size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5",  
5.5"x8.5"R

Paper Weight: 20lb ~ 24 lb recommended

Thin paper: 16 lb ~ 19 lb

Thick paper: 25 lb ~ 45 lb\*

\*Some 45 lb paper types may not be punched easily.

Number of Punch Holes: 2

Hole Diameter: 0.315" ± 0.020" (8.0 mm ± 0.5 mm)

Hole Pitch: 2.756" ± 0.020" (70 mm ± 0.5 mm)

NOTE: Special paper (OHP transparency, labels, tabbed sheets) cannot be punched. Using special paper will cause machine trouble.

## Paper Information

### Paper in ZK-3 Z-Fold Kit (Option)

Paper Size:	Punching mode: 2 holes 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R 3 holes 11"x17", 8.5"x11" Z-Folding mode: 11"x17" (Z-fold), 8.5"x14" (double-fold) All other paper sizes will be output without Z-fold/double-fold.
Paper Weight:	13 ~ 45 lb* 16 ~ 24 lb for Z-Folding mode *Some 45 lb paper types may not be punched easily.
(Punch mode)	
Number of Punch Holes:	2 or 3
Hole Diameter:	0.315" $\pm$ 0.020" (8.0 mm $\pm$ 0.5 mm)
Hole Pitch:	2 holes 2.756" $\pm$ 0.020" (70 mm $\pm$ 0.5 mm) 3 holes 4.252" $\pm$ 0.020" (108 mm $\pm$ 0.5 mm)
(Z-Folding mode)	
Folded Width:	8.465" (215 mm) or less for 11"x17" 10.299" (261.6 mm) or less for 8.5"x14"

#### Capacity for Mixed Size Originals using Z-Folding and Staple-Sort

Capacity for one stapled set		Primary Tray Capacity
Number of Z-folded sheets	Number of regular sheets	
1 sheet	1 ~ 40 sheets	20 stapled sets
2	0 ~ 30	10
3	0 ~ 20	4
4	0 ~ 10	3
5	0	2
6 or more	Staple-Sort is unavailable with Z-Folding.	

NOTE: Special paper (OHP transparency, labels, tabbed sheets) cannot be punched. Using special paper will cause machine trouble.

### Paper in OT-104 Shift Tray (Option)

500 sheets 11"x17", 8.5"x14"  
 1,250 sheets 8.5"x11", 8.5"x11"R  
 100 sheets 5.5"x8.5", 5.5"x8.5"R

# Paper Information

## Paper Weight Compatibility Chart

EDH	13 ~ 34 lb
Main Body Trays	All Trays: 16 ~ 24 lb Tray specified in Thick: 25 ~ 110 lb (200 g/m <sup>2</sup> thick paper) Tray specified in Thin: 13 ~ 15 lb Tray specified in Tab paper: 25 ~ 45 lb (1-1 or 2-1 copy mode only)
Large Capacity Cassette	16 ~ 24 lb LCC specified in Thick: 25 ~ 110 lb (200 g/m <sup>2</sup> thick paper) LCC specified in Thin: 13 ~ 15 lb LCC specified in Tab paper: 25 ~ 45 lb (1-1 or 2-1 copy mode only)
Automatic Duplex Unit	16 ~ 110 lb (200 g/m <sup>2</sup> thick paper)
Multi-Sheet Bypass Tray	13 ~ 110 lb (200 g/m <sup>2</sup> thick paper)
FN-121/FN-10/FN-115/FN-122 Finsher	13 ~ 110 lb (200 g/m <sup>2</sup> thick paper)
Cover Inserter E	13 ~ 110 lb (200 g/m <sup>2</sup> thick paper)
PK-2/PK-5/PK-5 (US 2 HOLES) Punch Kit	13 ~ 45 lb*
ZK-3 Z-Fold Kit	13 ~ 45 lb* 16 ~ 24 lb (Z-Folding mode)
OT-104 Shift Tray	13 ~ 110 lb (200 g/m <sup>2</sup> thick paper)

\*Some 45 lb paper types may not be punched easily.

NOTE: Reliability and copy quality are not guaranteed for all special papers. Use only paper that is recommended by us.

## Section 5: Copier Management

Energy Saver Mode .....	5-2
Entering an ECM Password .....	5-4
Weekly Timer Function .....	5-5
Counter List .....	5-7

# Copier Management

## Energy Saver Mode

There are two modes for the Energy Saver, described below.

Low Power mode enables you to conserve energy by maintaining a lower fixing temperature during periods of copier inactivity.

Shut-Off mode conserves even more energy by partially turning OFF the power supply.

### Auto Low Power

This function automatically lowers the power after a specified period of copier inactivity.

The Auto Low Power function can be set to 5 minutes/ 10 minutes/ 15 minutes/ 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes. Initially, the mode is set to function after 15 minutes of copier inactivity. For the Key Operator setting, see p. 13-40.

The LCD screen will go off.

### Release Auto Low Power

Press any key on the control panel. The Auto Low Power will be released and the LCD screen will be displayed.

NOTES:

- If the Auto Shut-Off function activates at the same time, the power will be turned off.
- The LCD screen will not go off during a duplex copying job or when the Jam Position Screen is displayed.

### Manual Low Power

Press [Energy Saver] for one second. The Low Power mode will be activated.

NOTE: The Manual Low Power can be selected by Key Operator. For the Key Operator setting, see p. 13-41 to p. 13-48. When the Manual Low Power is selected the Manual Shut-Off will be released.

NOTE: Be sure to press [Energy Saver] for one second or longer, otherwise the following message will be displayed and the Low Power mode will not be activated.

Press Energy Saver more than  
one second for low power mode

### Release Manual Low Power

Press any key on the control panel. The Manual Low Power will be released and the LCD screen will be displayed.



# Copier Management

## Energy Saver Mode (continued)

### Auto Shut-Off

This function automatically shuts off the main power after a specified period of copier inactivity.

The Auto Shut-Off can be set for 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes. Initially, Auto Shut-Off is set to function after 90 minutes of copier inactivity. For the Key Operator setting, see p. 13-40.

### Release Auto Shut-Off

Press [Energy Saver]. The copier will become available.

### Manual Shut-Off

Press [Energy Saver] for one second or longer, then release it. The Shut-Off mode will be activated.

NOTE: The Manual Shut-Off can be selected by Key Operator. For the Key Operator setting, see p. 13-41 to p. 13-48. When the Manual Shut-Off is selected, the Manual Low Power will be released.

The [Energy Saver] LED will light and all other LEDs and the LCD screen will be turned off.

NOTE: Be sure to press [Energy Saver] for one second or longer, otherwise the following message will be displayed and the Shut-Off mode will not be activated.

Press Energy Saver more than one  
second, then release it for shut off mode

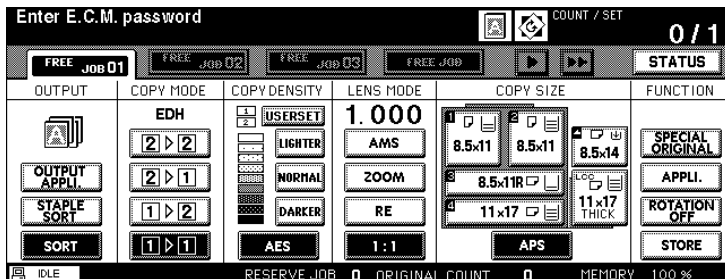
### Release Manual Shut-Off

Press [Energy Saver]. The Manual Shut-Off will be released, with the [Energy Saver] LED turned off and the LCD screen displayed.

# Copier Management

## Entering an ECM Password

An ECM password is required only when the Electronic Copy Monitor (ECM) feature is activated, a User Password is assigned, and “Enter E.C.M. password” is displayed on the touch screen.



- 1 Enter your 8-digit ECM password, using the keypad.  
If the ECM password is invalid, the copier will reset to the Initial mode.  
In that case, enter the correct password or contact the Key Operator.
- 2 Press [Start] once to display your current copy count and copy limit for 3 sec.

Current count / limit  
018888/025000

Ready to copy

When your copy count reaches the copy limit, the following message is displayed:

Copy limit reached  
025001/025000

In that case, contact the Key Operator to reset your copy limit.

- 3 Make copying selections, and enter print quantity, as required.
- 4 When all settings are acceptable, press [Start].

NOTE: To restore the initial state, press [C] while pressing [Utility] when the copy cycle is completed. The message “Enter E.C.M. password” is displayed on the screen.

# Copier Management

## Weekly Timer Function

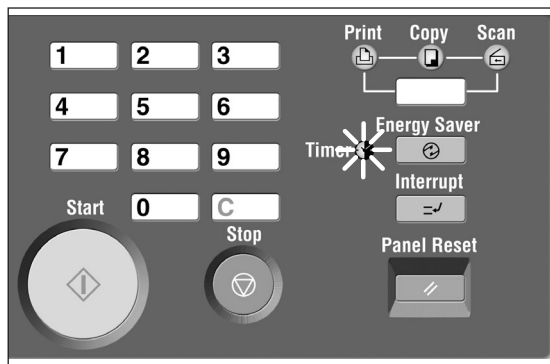
When a copier is using the Weekly Timer function, the Timer indicator on the right side of the control panel is lit.

Important: When the Timer indicator is lit, the copier will automatically be turned off. Do not turn it off by pressing power switch.

## Timer Interrupt

When the Timer indicator light is on and other indicators are off, the copier is unavailable due to the Weekly Timer function.

However, the copier will become available if you perform the following procedure.



### 1 Press [Energy Saver].

The Basic Screen will be displayed along with the messages shown below.

Please wait  
Copier is warming up

Timer interrupt mode  
Enter password

NOTE: The Timer Interrupt password is not factory set and must be entered by the Key Operator (see p. 13-37 in "Section 13: Key Operator Mode"). In the event the Timer Interrupt password has not been entered by the Key Operator, the message shown in Step 3 will display instead.

# Copier Management

## Weekly Timer Function (continued)

### Timer Interrupt (continued)

- 2 Enter a 4-digit number Timer Interrupt password using the keypad on the control panel.  
If an invalid password is entered, enter a valid 4-digit password.

Timer interrupt mode  
Enter password \*\*\*\*

- 3 Press [Start].

Input copy time  
0 hour(s) 05 minute(s)

- 4 Enter a 1-digit hour (ex. 3 o'clock is 3) using the keypad on the control panel. (0 ~ 9)

- 5 Press [Start].

Input copy time is  
3 hour(s) 05 minute(s)

- 6 Enter a 2-digit minutes (ex. 7 minutes is 07) using the keypad on the control panel. (05 ~ 60)

Input copy time is  
3 hour(s) 07 minute(s)

- 7 Press [Start].

Copying is available until the set time is up.

Align original on EDH unit

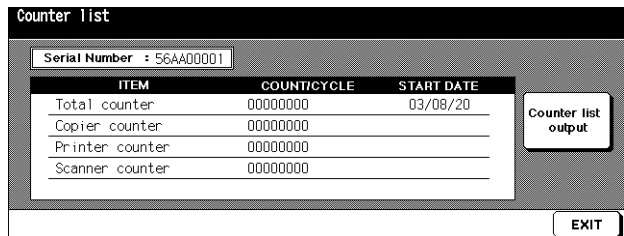
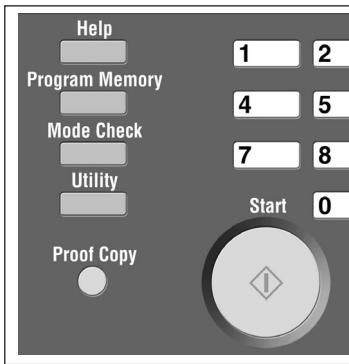
- 8 When your copying operation is completed, press [Energy Saver] for one second or longer, then release it. The copier returns to the OFF state and copying is disabled.

# Copier Management

## Counter List

This function allows you to view the current indication of the following items as a list on the touch panel: Total counter, Copier counter, Printer counter, Counter start date. Check the list, then print it from the Counter List Screen, if desired.

Control Panel Counter List Screen



### To Display the Counter List

- 1 Press [Utility] to display the Counter List Screen.
- 2 Touch **EXIT** to return to the Basic Screen.

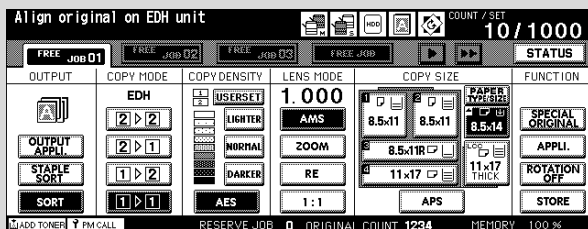
### To Print the Counter List

- 1 Press [Utility] to display the Counter List Screen.
- 2 Touch **Counter list output**. The Basic Screen will be displayed.
- 3 Touch the desired tray key to select the copy size.
- 4 Press [Start]. The Counter list will be printed out, and the Management list mode will be released.



## Section 6: Basic Operations

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# Basic Operations

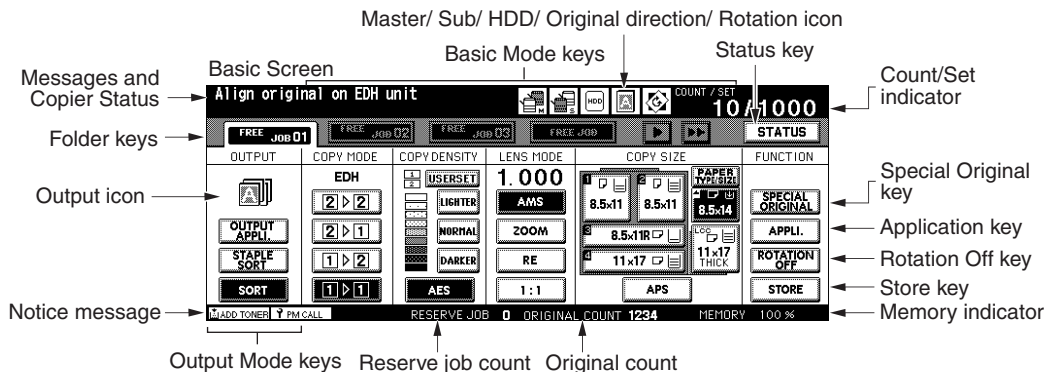
## How to Make a Basic Copy

### The Basic Screen

When power is turned on, the Basic Screen displays after warm-up, when Energy saver mode is activated, when ECM password is set, when Key counter is used, or when Panel Reset mode is manually or automatically restored. All copying selections can be initiated from the Basic Screen, whether selected with screen keys or conventional keys, such as Program Memory.

When the Electronic Copy Monitor (ECM) is activated, a valid 8-digit ECM password, assigned by the Key Operator, must be entered before copying can be performed. See p. 5-4.

All of the initial settings in the Basic Screen, except Print Quantity, can be changed by the Key Operator in the Initial Setting Menu Screen.



NOTE: The original count displayed in the center of the message area counts the original pages placed in the EDH as they are scanned. A duplex original as well as a simplex original count as 1. When scanning from the platen glass, the counter increases by 1 for every image scanned.

The popup menu appears on the Basic Screen to select the basic copying conditions.

NOTE: During the process of successive copying jobs, the message "Warming up" may be displayed in the message area of the Basic Screen to maintain the copy image quality.



# Basic Operations

## How to Make a Basic Copy (continued)

### The Basic Screen (continued)

- 1 Position the original document in the EDH or on the platen glass.
- 2 Press [Start] to start copying with initial settings or make other selections, then press [Start].

### Basic Copy Settings

Copy mode	: see p. 6-7 ~ p. 6-10
Using the Multi-sheet bypass tray	: see p. 6-11 ~ p. 6-12
Copy density	: see p. 6-13 ~ p. 6-15
Lens mode	: see p. 6-16 ~ p. 6-22
Copy size	: see p. 6-23 ~ p. 6-26
Binding mode	: see p. 6-27
Reserve	: see p. 6-28 ~ p. 6-34

### Other Basic Copying Operations

Store mode	
Platen store mode	: see p. 6-35 ~ p. 6-36
EDH store mode	: see p. 6-37
Interrupt mode	: see p. 6-38 ~ p. 6-39
Rotation	: see p. 6-40 ~ p. 6-42
Check mode and Proof copy	: see p. 6-43 ~ p. 6-45
Help mode	: see p. 6-46 ~ p. 6-47

**Output Mode** : see Section 7.

**Special Original Mode** : see Section 8.

**Application Selections** : see Section 9.

**Network Function** : see Section 11.

**Tandem Mode** : see Section 12.

NOTE: If the Basic Screen displays ADJUSTMENT MODE in the message area, this means that the machine was left in the service adjustment mode by your service representative. If this occurs, please contact the service representative and request that the mode be turned off; otherwise copying may be adversely affected.

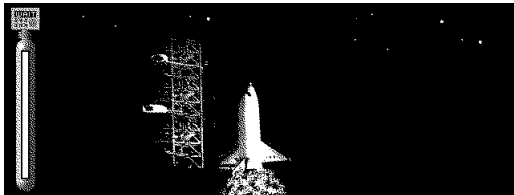
# Basic Operations

## How to Make a Basic Copy (continued)

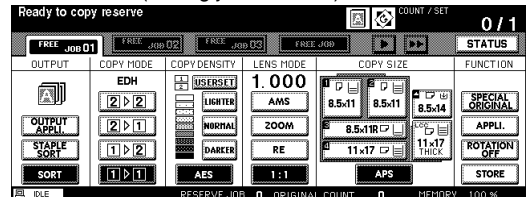
### Setting Job During Warm-up

While the machine is warming up after power is turned on, select copy conditions and start scanning so that the machine can start printing as soon as the machine becomes available.

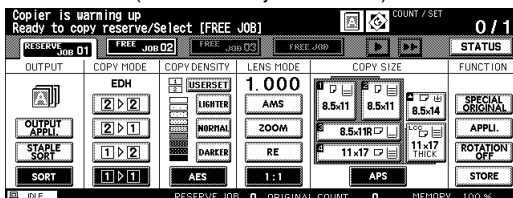
Warm-up Screen



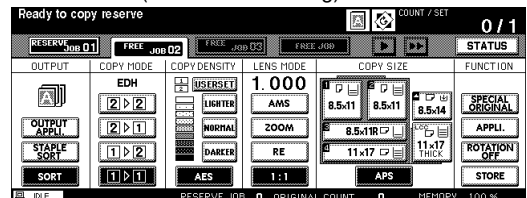
Basic Screen (setting job available)



Basic Screen (next reserve job available)



Basic Screen (next reserve setting)



- 1 Turn on the main power and sub power switches of the machine.  
A few seconds after the Wake-up Screen appears in the LCD touch panel, seven types of Warm-up Screens display in succession for approx. 5 minutes (Di5510) / 6 minutes (Di7210).
- 2 Touch the LCD panel to change the Warm-up Screen to the Basic Screen. Check that the message "Ready to copy reserve" is displayed on the Basic Screen.
- 3 Set the desired copying conditions, and enter the print quantity.
- 4 Position original(s) FACE UP in the EDH or FACE DOWN on the platen glass.
- 5 Press [Start]. The original for the job will be scanned.  
When scanning is completed, the highlighted **FREE JOB** folder key will change to **RESERVE JOB**, and the next **FREE JOB** becomes active.
- 6 If setting more than one reserve job, touch the next **FREE JOB** to highlight it.  
Repeat step 3 to 5. Up to 10 reserve jobs can be prepared.

NOTE: To set the fourth reserve job, touch the arrow key on the far right in the Folder key area to display succeeding folder keys. See p. 6-28 ~ p. 6-29.

Copying on the reserve job will start automatically after completing the warm-up.

NOTE: To stop printing, press [Stop]. See p. 6-5 for details.

NOTE: The Job Status Screen allows you to alter the output order of the reserve jobs or to delete the reserve job. See p. 6-30 ~ p. 6-32.

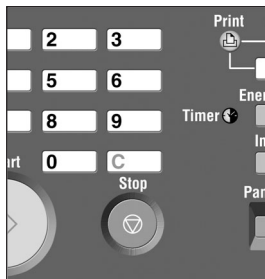
# Basic Operations

## How to Make a Basic Copy (continued)

### To Stop Scanning/Printing

Follow the procedure below to stop scanning or printing.

Control Panel



Basic Screen (to stop scanning)



Basic Screen (to stop printing)



- 1 Touch to highlight **SCAN JOB** or **PRINT JOB** to be suspended.
- 2 Press [Stop]. The current machine operation of the selected job will be suspended, and the popup menu will display on the Basic Screen to ask you to continue or cancel the job.
- 3 Touch **EXIT** to cancel the job and delete the data, or **CONTINUE** to complete the job.

# Basic Operations

## How to Make a Basic Copy (continued)

### Recalling Previous Job Settings

Follow the procedure below to copy with a previous job's settings.

- NOTES: 1 Only the last-completed output job settings can be recalled as the previous job settings. Non-complete job or reserve job settings cannot be recalled, even if the setting operations have been made last.
- 2 The previous job settings can be recalled, even after the machine power is turned off then on.

Job No. Selection Screen

Program memory mode  
Select job number

<input checked="" type="checkbox"/> 1	ABC CORPORATION	<input type="checkbox"/> 6		<input type="checkbox"/> 11	
<input type="checkbox"/> 2		<input type="checkbox"/> 7		<input type="checkbox"/> 12	
<input type="checkbox"/> 3		<input type="checkbox"/> 8	MAIL	<input type="checkbox"/> 13	
<input type="checkbox"/> 4	TEST COPY	<input type="checkbox"/> 9		<input type="checkbox"/> 14	DEF COMPANY
<input type="checkbox"/> 5		<input type="checkbox"/> 10		<input type="checkbox"/> 15	

↓ STORE PRE-JOB RECALL CANCEL OK

- 1 Press [Program Memory] on the control panel to display the Job No. Selection Screen.
- 2 Touch **PRE-JOB RECALL**, then touch **JOB CHECK** displayed on the left side of the PRE-JOB RECALL key.  
Check the settings recalled on the screen.
- 3 When all settings are acceptable, touch **OK** to return to the Basic screen.
- 4 Position original(s) in the EDH or on the platen glass, then press [Start].

# Basic Operations

## Copy Mode

### Copy Mode Specifications:

#### **Incompatible functions**

- 1-1: Folding or Stapling & Folding with Booklet, Chapter, Booklet
- 1-2: Transparency interleave
- 2-1: Folding or Stapling & Folding with Booklet, Chapter, Booklet, Repeat, AUTO layout, Non-image area erase, Server function
- 2-2: Chapter, Repeat, Transparency interleave, Non-image area erase, Server function

#### **EDH capacity**

1-1, 1-2, 2-2, 2-1: 100 sheets (copying can be resumed after removing paper from bins)

#### **EDH original size requirements**

1-1, 1-2, 2-2, 2-1: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A4R (8.27"x11.69", 210 mm x 297 mm)

#### **Copy paper weight requirements**

20 lb~24 lb (14 lb~19 lb should be tested before it is used)

#### **Copy paper size requirements**

1-1, 1-2, 2-2, 2-1: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R (5.5"x8.5" paper is available in landscape type feeding ( ☐ ) only.)

#### **Sort mode paper size (machine with FN-121/FN-10/FN-115/FN-122 Finisher or OT-104 Shift Tray)**

11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R, A4R (8.27"x11.69", 210 mm x 297 mm)

#### **Staple-Sort mode paper size (machine with FN-121/FN-10/FN-115/FN-122 Finisher)**

11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A4R (8.27"x11.69", 210mm x 297mm)

#### **Folding or Stapling&Folding mode paper size (machine with FN-10 Finisher)**

11"x17", 8.5"x14", 8.5"x11"R, A4R (8.27"x11.69", 210 mm x 297 mm)

#### **Cover Inserter paper size (FN-10 Finisher with Cover Inserter E)**

11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A4, A4R (8.27" x 11.69", 210 mm x 297 mm)

#### **Punch mode paper size**

**(FN-121/FN-10 Finisher with PK-2/PK-5/PK-5 (US 2 HOLES) Punch Kit and/or ZK-3 Z-Fold Kit)**

**(FN-115 Finisher with ZK-3 Z-Fold Kit) (FN-122 Finisher)**

11"x17", 8.5"x11"(8.5"x14", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R available with ZK-3 only)

#### **Z-Folding mode paper size (FN-121/FN-10/FN-115 Finisher with ZK-3 Z-Fold Kit)**

11"x17" (Z-fold), 8.5"x14" (double-fold)

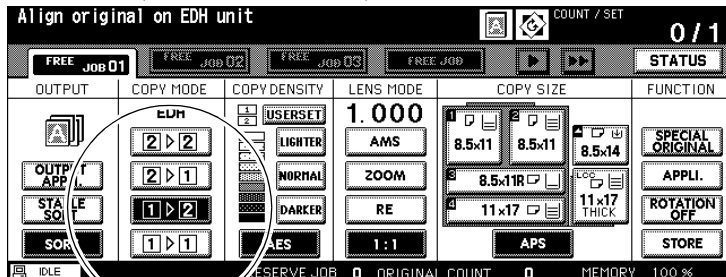
# Basic Operations

## Copy Mode (continued)

### Copy Mode Using EDH

Before selecting the Copy Mode shown on the screen below, read specifications on the previous page and see Section 4 for information on positioning originals.

Basic Screen (with 1-2 mode selected)



- 1 Touch the desired mode key on the Basic Screen: **1-1**, **1-2**, **2-1**, or **2-2**.

A copy mode key will appear dimmed if it is incompatible with other selections made.

NOTES: • When selecting **1-2** or **2-2**, specify the original direction and the binding mode on the Special Original popup menu and the Output Mode popup menu, respectively. See step 1 to 2 on the next page for details.

• When selecting **2-2** or **2-1**, specify the original binding mode on the Special Original popup menu, respectively. See p. 8-3 for details.

- 2 Position originals **FACE UP** in the EDH, as required.

- 3 When all settings are acceptable, press [Start].

To cancel the mode, touch the desired Copy Mode key on the Basic Screen.

NOTE: When the selected print quantity exceeds the maximum capacity of Finisher, Shift tray or Exit tray, remove the printed sheets while paper is exiting to avoid paper mishandling.

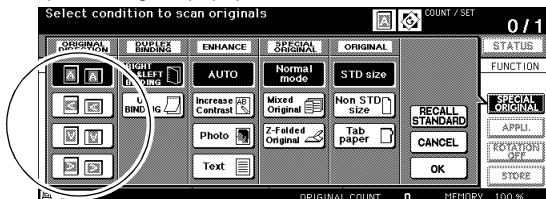
# Basic Operations

## Copy Mode (continued)

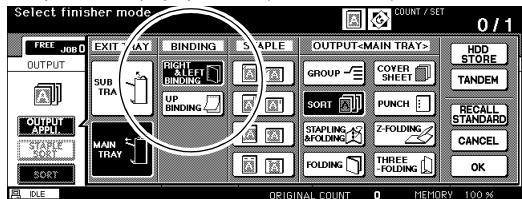
### 1-2 Copy Mode Using Platen Glass

When copying in 1-2 mode from the platen glass, use the Platen store mode. Refer to p. 4-2 for details on positioning originals.

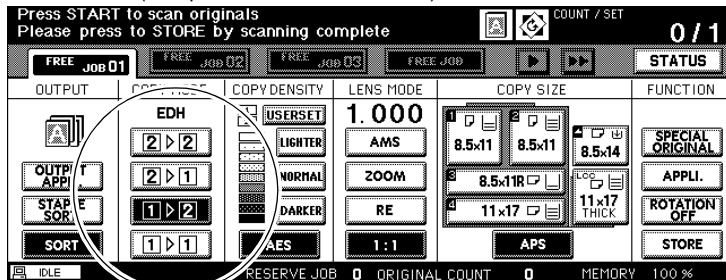
Special Original popup menu



Output Mode popup menu (with Finisher)



Basic Screen (with platen 1s2 mode selected)



- 1 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu, then touch the desired original direction key to highlight it.  
Touch **OK** to return to the Basic Screen.
- 2 Touch **OUTPUT APPLI.** to display the Output Mode popup menu, then touch the desired binding mode key to highlight it.  
Touch **OK** to return to the Basic Screen.  
NOTE: Selecting **UP BINDING** will make copies upside down on the reverse side, while the **RIGHT&LEFT BINDING** copies normally.
- 3 Open the EDH.  
Place original **FACE DOWN** on the platen glass according to the original direction specified in step 1, then close the EDH.  
IMPORTANT: PLACE AND SCAN ORIGINALS IN REGULAR ORDER OF PAGINATION.
- 4 Touch **1-2**.  
The **STORE** key is automatically highlighted on the screen.

# Basic Operations

## Copy Mode (continued)

### 1-2 Copy Mode Using Platen Glass (continued)

- 5 Make the desired copying selections.
- 6 Press [Start] to scan the original.  
Repeat steps 3 and 6 until all originals are scanned.

- 7 Touch **STORE** to exit the store mode. The **STORE** key will return to the normal display.

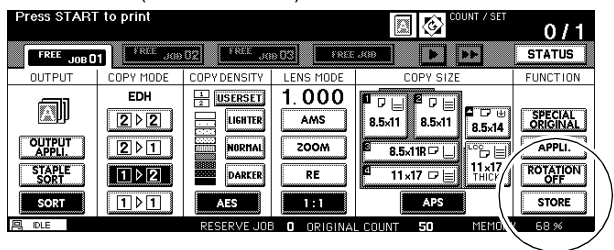
- 8 Enter the print quantity using the keypad. The quantity entered will be displayed on the upper right message area of the Basic Screen.  
To change the print quantity, press [C (clear)] and re-enter the correct quantity.

To delete the scanned data without printing, press [Stop], then touch **EXIT** on the popup menu to be sure the data is deleted.

- 9 Press [Start] to print.

NOTE: When the selected print quantity exceeds the maximum capacity of Finisher, Shift tray or Exit tray, remove the printed sheets while paper is exiting to avoid paper mishandling.

Basic Screen (exit Store mode)



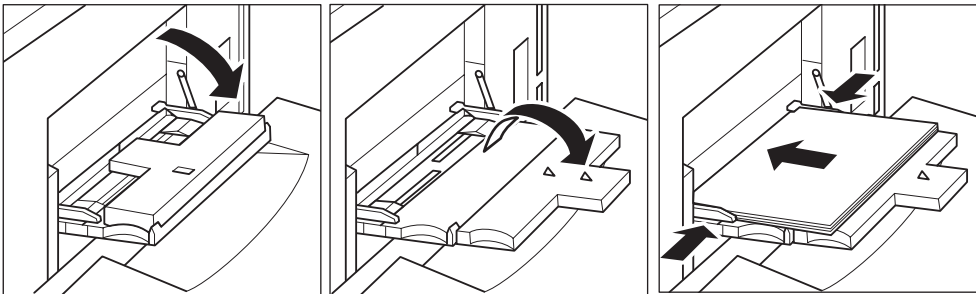


# Basic Operations

## Using the Multi-Sheet Bypass Tray

The Multi-sheet bypass tray can be used to stack regular 13 lb ~ 110 lb Bond paper.

- ❑ Bypass tray paper size: 11"x17" ~ 5.5"x8.5"
- ❑ Bypass tray paper weight range: 13 ~ 110 lb (200 g/m<sup>2</sup> thick paper)
- ❑ Bypass tray paper capacity: up to 100 sheets 20 lb
- ❑ Bypass tray Transparency film capacity: 1 sheet



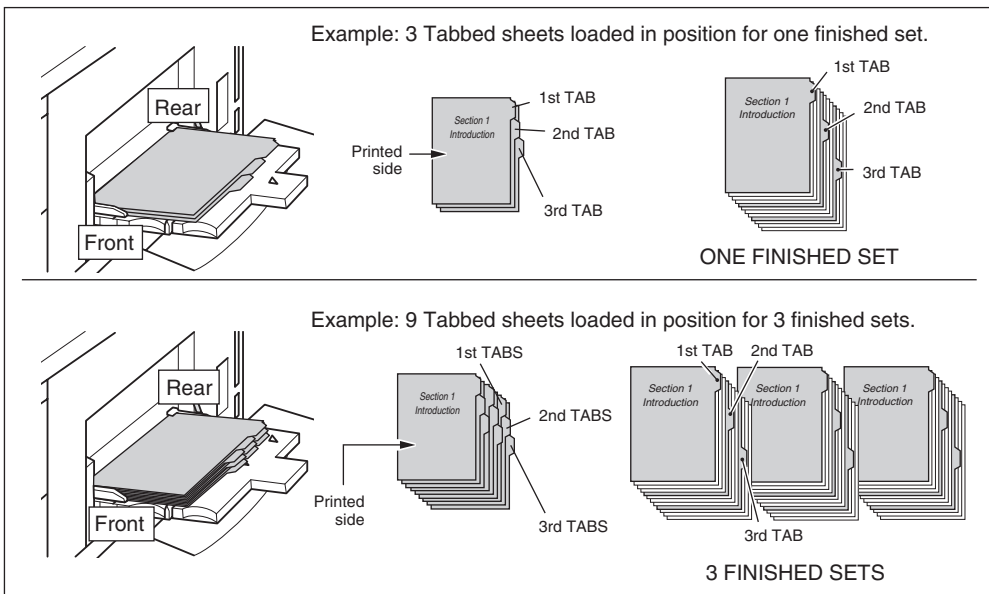
- 1 Open the Multi-sheet bypass tray located on the right side of the copier.  
When loading 11"x17" or 8.5"x14" paper, withdraw the right edge of the Multi-sheet bypass tray.
- 2 Load copy paper, and align the paper guides to the paper size.  
Load Transparency film one sheet at a time or stack paper, up to 100 sheets 20 lb Bond.

## Basic Operations

### Using the Multi-Sheet Bypass Tray (continued)

Load offset tabbed sheets so that the tab extensions are on the right at the rear (not front) of the tray. The top sheet is designated face up as the first tab of the finished set. Subsequent offset tab sheets follow in sequence. The tab extension width should be 0.5" (12.5 mm) or less.

When loading tabbed sheets in the Multi-sheet bypass tray, be sure to specify the paper type as Tab paper on the Paper Type/Size Setting Screen; otherwise mishandled paper may occur. See p. 6-24 to p. 6-26.



# Basic Operations

## Copy Density

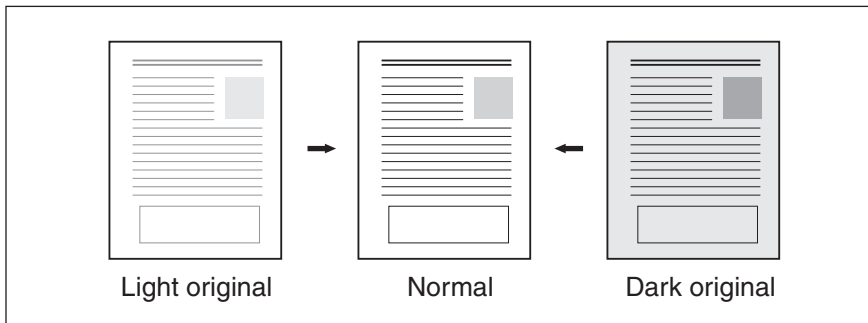
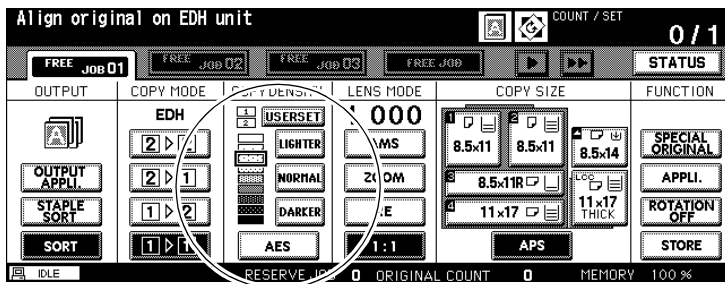
### Automatic Exposure Selection (AES)

AES operates with the initial settings. It detects the density of the original image and automatically selects the appropriate exposure for the copy.

### Manual Mode (Lighter, Normal, Darker)

Select manual copy density to adjust exposure (density) when originals are too light or too dark. Manual adjustments can be made in 9 levels simply by touching **LIGHTER**, **NORMAL**, or **DARKER** to highlight the desired exposure level indicator.

Basic Screen



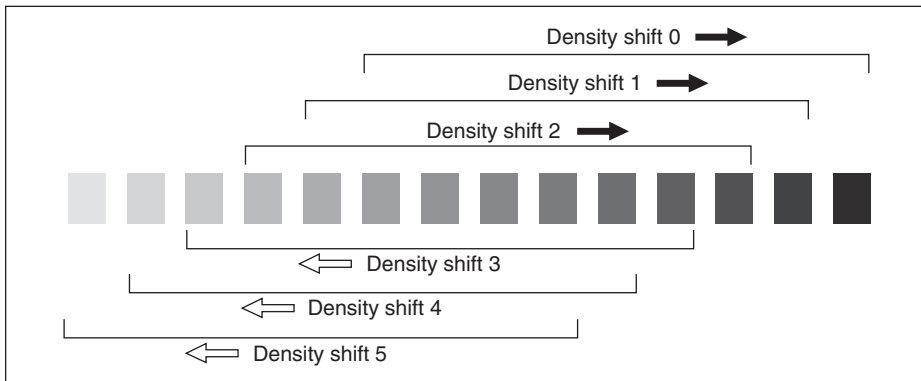
# Basic Operations

## Copy Density (continued)

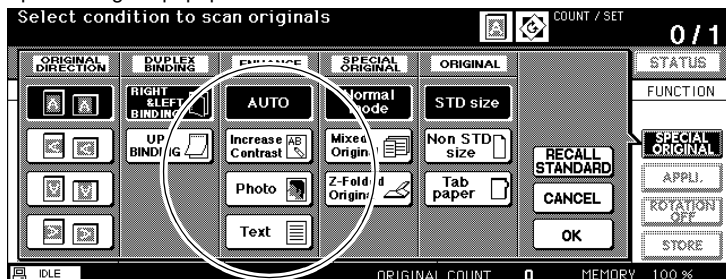
### Density Shift

Density shift divides each of nine density levels into three levels of lighter and three levels of darker.

Density shift can be used in 4 Text/Photo Enhance modes: Auto (Text/photo), Text, Photo, and Increase contrast.



Special Original popup menu



- 1 Touch **SPECIAL ORIGINAL** to display the Special Original popup menu.
- 2 Select the desired enhance mode.  
To select the Auto (Text/Photo) mode, touch **AUTO** to highlight it, then press [Utility].  
The following message will be displayed:

Density Shift (Text/Photo)  
2 (0 ~ 5)

## Basic Operations

### Copy Density (continued)

#### Density Shift (continued)

To select the Text mode, touch **Text** to highlight it, then press [Utility].  
The following message will be displayed:

Density Shift (Text) 2 (0 ~ 5)
-----------------------------------

To select the Photo mode, touch **Photo** to highlight it, then press [Utility].  
The following message will be displayed:

Density Shift (Photo) 2 (0 ~ 5)
------------------------------------

To select the Increase contrast mode, touch **Increase Contrast** to highlight it, then press [Utility].  
The following message will be displayed:

Density Shift (Increase contrast) 3 (0 ~ 5)
--

3 Press any key (from 0 - 5) using the keypad to determine the Density shift.

4 Touch **OK** on the Special Original popup menu. Density shift is determined.

# Basic Operations

## Lens Mode

### Automatic Paper Selection (APS)

APS detects the size of originals placed on the EDH or platen glass and automatically selects and feeds copy paper of the same size, or selects an appropriate size according to the magnification ratio selected.

If the appropriate copy paper is not loaded in any tray, no copying will be performed, and a message will prompt you to load the appropriate paper.

- ☐ Original sizes detected are: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R  
Wide paper sizes cannot be detected.
- ☐ Incompatible: AMS

The relation of original size, magnification ratio and copy paper size is shown below.

Copy size		Original size						Copy size	
		11x17	8.5x14	8.5x11	8.5x11R	5.5x8.5	5.5x8.5R		
Magnification ratio	0.250 - 0.500	5.5x8.5	5.5x8.5	5.5x8.5	5.5x8.5	5.5x8.5	5.5x8.5	0.250 - 0.500	Magnification ratio
	0.510 - 0.610	8.5x11R (8.5x11)						0.510 - 0.610	
	0.620 - 0.650	8.5x14	8.5x11R (8.5x11)	8.5x11 (8.5x11R)	8.5x11R (8.5x11)	5.5x8.5	5.5x8.5	0.620 - 0.650	
	0.660 - 0.770		0.660 - 0.770						
	0.780 - 0.790	11x17	8.5x14					0.780 - 0.790	
	0.800 - 1.000		0.800 - 1.000						
	1.010 - 1.290		1.010 - 1.290						
	1.300 - 1.550	11x17	11x17	11x17	11x17	11x17	11x17	1.300 - 1.550	
	1.560 - 4.000							1.560 - 4.000	

( ) : Rotation functions

( ): Rotation functions

# Basic Operations

## Lens Mode (continued)

### Automatic Magnification Selection (AMS)

AMS is one of the initial settings that functions when the EDH is used and Copy Size is selected manually.

- ☐ Incompatible: APS, Change magnification, Book Copy, Overlay, Non-Image Area Erase, Repeat, AUTO Layout, Storing Image in Overlay Memory

An appropriate reduction or enlargement ratio will be selected automatically and applied to the image on the copy size. AMS automatically calculates and selects the correct ratio. Wide paper size can be specified when the AMS is in use. In this case, the same magnification ratio as that of the standard size will be selected automatically.

AMS ratios are shown in the table below.

AMS TABLE		ORIGINAL SIZE						
		11"x17"	8.5"x14"	8.5"x11"	8.5"x11"R	5.5"x8.5"	5.5"x8.5"R	A4
COPY SIZE	11"x17"/ 11"x17"W	1.000	1.214	1.000	1.294	1.294	2.000	0.941
	8.5"x14"	0.773	1.000	0.773	1.000	1.000	1.545	0.727
	8.5"x11"/ 8.5"x11"W	0.500 (0.647)	0.607 (0.786)	1.000	0.773 (1.000)	1.294	1.000 (1.294)	0.941
	8.5"x11"R/ 8.5"x11"WR	0.647	0.786	0.773 (1.000)	1.000	1.000 (1.294)	1.294	0.727 (0.941)
	5.5"x8.5"/ 5.5"x8.5"W	0.324 (0.500)	0.393 (0.607)	0.647	0.500 (0.647)	1.000	0.647 (1.000)	0.665
	5.5"x8.5"R/ 5.5"x8.5"WR	0.500	0.607	0.500 (0.647)	0.647	0.647 (1.000)	1.000	0.470 (0.665)
	A4/A4W	0.500 (0.688)	0.591 (0.835)	0.973	0.752 (0.973)	1.376	0.973 (1.376)	1.000

( ): Rotation functions

# Basic Operations

## Lens Mode (continued)

### Selecting a Special Ratio for Non-Standard Paper

To determine reduction or enlargement ratios when using non-standard paper sizes, refer to the Special Ratio Table on the next page and follow the procedure below.

#### ORIGINAL-COPY WIDTH

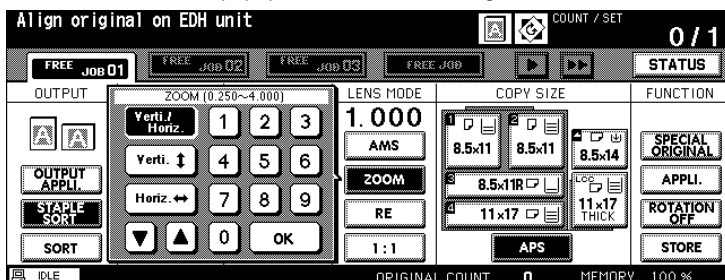
FIRST, LOCATE THE ORIGINAL WIDTH ON THE HORIZONTAL AXIS.  
THEN, LOCATE THE COPY WIDTH ON THE VERTICAL AXIS.  
FIND THE RATIO ON THE TABLE WHERE THESE TWO VALUES MEET.

#### ORIGINAL-COPY LENGTH

FIRST, LOCATE THE ORIGINAL LENGTH ON THE HORIZONTAL AXIS.  
THEN, LOCATE THE COPY LENGTH ON THE VERTICAL AXIS.  
FIND THE RATIO ON THE TABLE WHERE THESE TWO VALUES MEET.

The ratio you use must fall within the available magnification range of 0.250~4.000. Use the smaller ratio for reduction and use the larger ratio for enlargement.

Basic Screen with the popup menu for zoom setting



- 1 First, determine the correct ratio, as described above.
- 2 Touch **ZOOM** on the Basic Screen to display the popup menu for setting the zoom ratio.
- 3 Use the keypad on the popup menu to enter the desired reduction or enlargement ratio in 3 digits or use arrows to scroll to the desired ratio.
- 4 When the desired ratio is specified, touch **OK** to complete the setting.  
To cancel the setting, touch **ZOOM** again, select the desired ratio, then touch **OK**.
- 5 Position original(s) **FACE DOWN** on the platen glass or **FACE UP** in the EDH, as required.
- 6 When all other settings are acceptable, press [Start].



# Basic Operations

## Lens Mode (continued)

### Special Ratio Table

	5	6	7	8	9	10	11	12	13	14	15	16	17	
17	3.40	2.83	2.43	2.12	1.88	1.70	1.54	1.42	1.31	1.21	1.13	1.06	1.00	17
	3.00	2.54	2.20	1.94	1.74	1.57	1.43	1.32	1.22	1.14	1.06	1.00		
16	3.20	2.67	2.28	2.00	1.77	1.60	1.45	1.33	1.23	1.14	1.06	1.00	0.94	16
	2.81	2.38	2.06	1.82	1.63	1.47	1.35	1.24	1.15	1.07	1.00	0.94		
15	3.00	2.50	2.14	1.87	1.67	1.50	1.36	1.25	1.15	1.07	1.00	0.94	0.88	15
	2.64	2.23	1.93	1.70	1.53	1.38	1.26	1.16	1.07	1.00	0.93	0.88		
14	2.80	2.33	2.00	1.75	1.55	1.40	1.30	1.17	1.07	1.00	0.93	0.87	0.82	14
	2.45	2.07	1.80	1.59	1.42	1.28	1.17	1.08	1.00	0.93	0.87	0.82		
13	2.60	2.17	1.86	1.62	1.44	1.30	1.18	1.08	1.00	0.92	0.87	0.81	0.76	13
	2.27	1.92	1.67	1.47	1.31	1.19	1.09	1.00	0.92	0.86	0.81	0.76		
12	2.40	2.00	1.71	1.50	1.33	1.20	1.09	1.00	0.92	0.86	0.80	0.75	0.70	12
	2.09	1.77	1.53	1.35	1.21	1.09	1.00	0.92	0.85	0.79	0.74	0.70		
11	2.20	1.83	1.57	1.37	1.22	1.11	1.00	0.92	0.85	0.78	0.73	0.69	0.65	11
	1.91	1.61	1.40	1.23	1.10	1.00	0.91	0.84	0.78	0.72	0.68	0.64		
10	2.00	1.67	1.43	1.25	1.11	1.00	0.91	0.83	0.77	0.71	0.67	0.62	0.59	10
	1.73	1.46	1.27	1.12	1.00	0.90	0.83	0.76	0.70	0.65	0.61	0.57		
9	1.80	1.50	1.29	1.12	1.00	0.90	0.82	0.75	0.69	0.64	0.60	0.56	0.53	9
	1.54	1.30	1.13	1.00	0.89	0.81	0.74	0.68	0.63	0.59	0.55	0.51		
8	1.60	1.33	1.14	1.00	0.89	0.80	0.73	0.67	0.61	0.57	0.53	0.50	0.47	8
	1.36	1.15	1.00	0.88	0.79	0.71	0.65	0.60	0.55	0.52	0.48	0.45		
7	1.40	1.17	1.00	0.87	0.77	0.70	0.64	0.58	0.54	0.50	0.47	0.44	0.41	7
	1.18	1.00	0.86	0.76	0.68	0.62	0.56	0.52	0.48	0.45	0.42	0.39		
6	1.20	1.00	0.85	0.75	0.66	0.60	0.54	0.50	0.46	0.43	0.40	0.37	0.35	6
	1.00	0.84	0.73	0.65	0.58	0.52	0.48	0.44	0.41	0.38	0.35	0.33		
5	1.00	0.83	0.71	0.62	0.55	0.50	0.45	0.42	0.38	0.36	0.33	0.31	0.29	5
	5	6	7	8	9	10	11	12	13	14	15	16	17	
COPY SIZE	ORIGINAL SIZE													

# Basic Operations

## Lens Mode (continued)

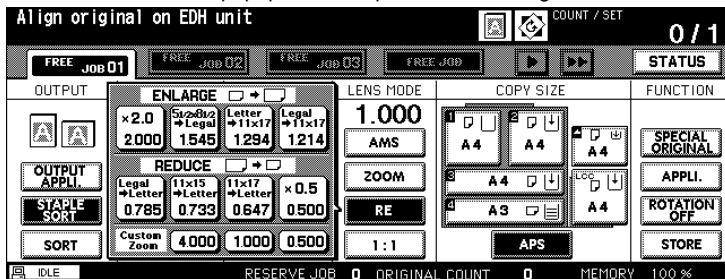
### Preset and User Set Ratios

Use the Preset and User Set ratios to increase or decrease magnification in fixed amounts.

If required, the eight initially set Preset ratios shown below can be adjusted in the Key Operator mode. In addition, three User Set ratios are adjustable by the Key Operator. All ratios remain effective until they are replaced.

- ❑ 8 Preset ratios: 0.500, 0.647, 0.733, 0.785, 1.214, 1.294, 1.545, and 2.000
- ❑ 3 User Set ratios: Programmable by Key Operator and selected from 0.250~4.000
- ❑ To copy 5.5"x8.5" originals to 5.5"x8.5" copy paper, select 5.5"x8.5" Copy Size, then select 1.000 magnification.

Basic Screen with the popup menu for preset ratio setting



- 1 Touch **RE** to display the popup menu for selecting the desired preset/userset ratio.
- 2 Select the desired magnification. The selected key is highlighted, and the popup menu fades automatically, and then the selected ratio will be displayed on the Basic Screen.  
To cancel the setting, touch **RE** again, then select the desired ratio.
- 3 Position original(s) **FACE DOWN** on the platen glass or **FACE UP** in the EDH, as required.
- 4 When all settings are acceptable, press [Start].

# Basic Operations

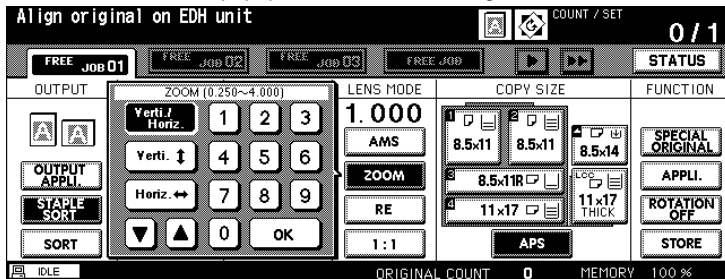
## Lens Mode (continued)

### Zoom Mode

Use the Zoom mode to reduce or enlarge the copied original image in 0.001(0.1%) increments.

- Zoom range: 0.250~4.000

Basic Screen with the popup menu for zoom setting



- 1 Touch **ZOOM** on the Basic Screen to display the popup menu for setting the zoom ratio.
- 2 Use the keypad on the popup menu to enter a 3-digit zoom ratio, or use arrows to scroll to the desired ratio.
- 3 Touch **OK** to complete the setting and return to the Basic Screen.  
To cancel the setting, touch **ZOOM** again, select the desired ratio, then touch **OK**.
- 4 Position original(s) **FACE DOWN** on the platen glass or **FACE UP** in the EDH, as required.
- 5 When all settings are acceptable, press [Start].

# Basic Operations

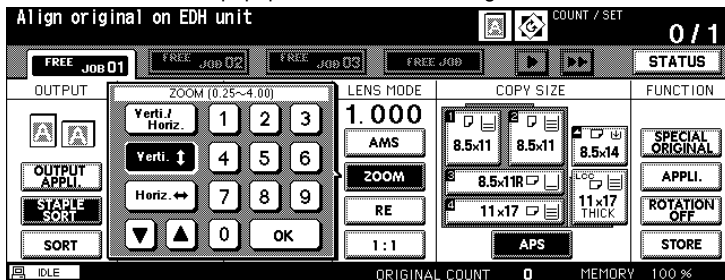
## Lens Mode (continued)

### Vertical/Horizontal Zoom

Use the Vertical/Horizontal zoom mode to reduce or enlarge vertical and horizontal dimensions, independently.

- Vertical/Horizontal zoom range: 0.250~4.000

Basic Screen with the popup menu for zoom setting



- 1 Touch **ZOOM** on the Basic Screen to display the popup menu for setting the zoom ratio.
- 2 Touch **Verti.** to select a vertical ratio.
- 3 Use the keypad on the popup menu to enter a 4-digit vertical zoom ratio, or use arrows to scroll to the desired ratio.
- 4 Touch **Horiz.** to select a horizontal ratio.
- 5 Use the keypad to enter a 4-digit horizontal zoom ratio, or use arrows to scroll to the desired ratio.
- 6 Touch **OK** to complete the setting.  
To cancel the setting, touch **ZOOM** again to display the popup menu. Specify the desired ratios, then touch **OK**.
- 7 APS is automatically released on the Basic Screen. Touch to select the desired copy size key.
- 8 Position original(s) FACE DOWN on the platen glass or FACE UP in the EDH, as required.
- 9 When all settings are acceptable, press [Start].

# Basic Operations

## Copy Size

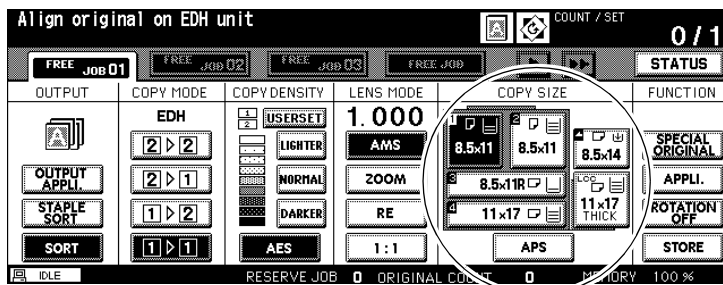
The tray selection keys below COPY SIZE are used to select a specific paper tray. When a specific tray is selected, the APS key will fade and the AMS key will be highlighted. The copy size may require a ratio adjustment. When using the EDH with Initial settings, a ratio will be selected automatically.

Tray locations correspond to main body (tray 1, 2, 3, 4), LCC, and Multi-sheet bypass tray. Paper types, such as *Thick*, *Thin*, *User*, *Tab paper*, *Normal*, *Recycle*, *Color*, *Special*, *Fine*, *Seal* may be specified on the trays by the Key Operator for information only, but paper types cannot be detected by the machine.

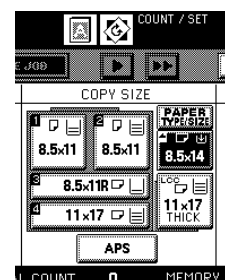
NOTE: Do not load paper type other than that specified, otherwise machine trouble may be caused.

- ☐ When a selected tray is empty, an out-of paper icon will flash on the tray key, along with a message to load paper in the empty tray.
- ☐ When the Bypass key is touched and highlighted, the **PAPER TYPE/SIZE** key appears above the Bypass key. Touch the key to display the Paper Type/Size popup menu, then specify the type and size of the special paper to be loaded on the Multi-sheet bypass tray. See the next page.
- ☐ Incompatible Basic Copying Conditions with AMS: APS, Change magnification
- ☐ Incompatible Special Original with AMS: None
- ☐ Incompatible Applications with AMS: Book Copy, Non-Image Area Erase, Repeat, AUTO Layout, Overlay, Overlay Memory

Basic Screen



Basic Screen



- 1 Touch the desired tray key. **APS** will fade, and **AMS** will be highlighted.  
When selecting the Bypass key, see p. 6-24 ~ p. 6-26.  
To restore the **APS** mode, touch **APS**. **AMS** will fade, and **APS** will be highlighted.
- 2 Position original(s) FACE DOWN on the platen glass or FACE UP in the EDH, as required.
- 3 When all settings are acceptable, press [Start] from the Basic Screen.

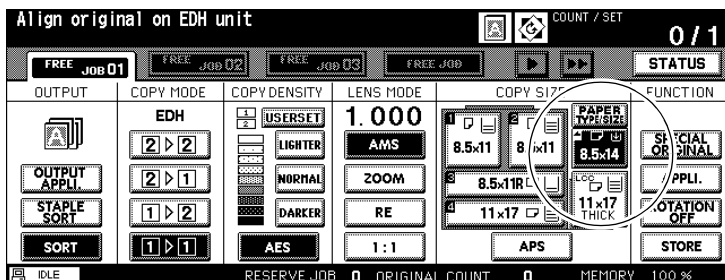
# Basic Operations

## Copy Size (continued)

### Selecting Paper Type/Size for Multi-sheet Bypass Tray

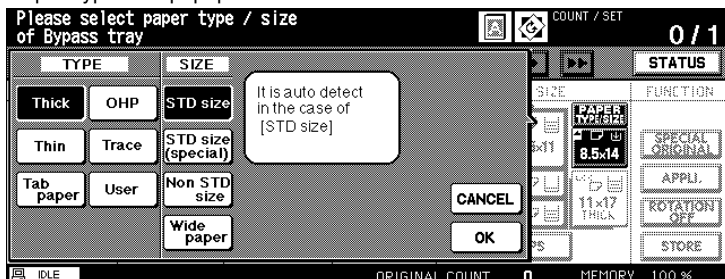
- 1 Open the Multi-sheet bypass tray, and load the copy paper on the tray. See p. 6-11 ~ p. 6-12 for further details.

Basic Screen



- 2 Touch the Bypass key, then touch **PAPER TYPE/SIZE**. The Paper Type/Size popup menu will be displayed.
- 3 Touch the desired key.

Paper Type/Size popup menu



- When **Thick**, **Thin**, **Tab paper**, **OHP**, **Trace**, or **User** is highlighted, a print job will conform to the selected paper type.  
If no paper type indication is needed, touch the highlighted key to clear the selection in the TYPE area.  
The selection will be reflected on the Basic Screen when restored.

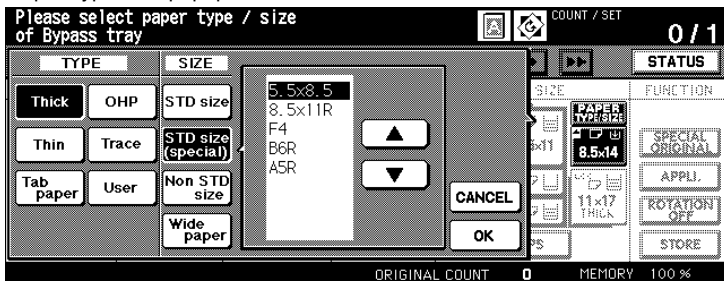
NOTE: When selecting **Tab paper**, AMS is automatically selected.

## Basic Operations

### Copy Size (continued)

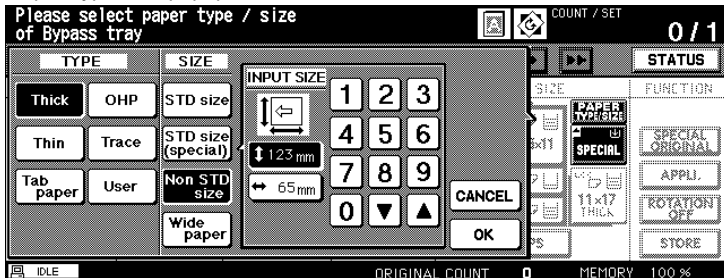
### Selecting Paper Type/Size for Multi-sheet Bypass Tray (continued)

Paper Type/Size popup menu



- When **STD size (special)** is highlighted, the popup menu will appear. Use arrows to scroll to the desired size. In this case, both the copy size and type selected will be indicated on the Basic Screen.

Paper Type/Size popup menu



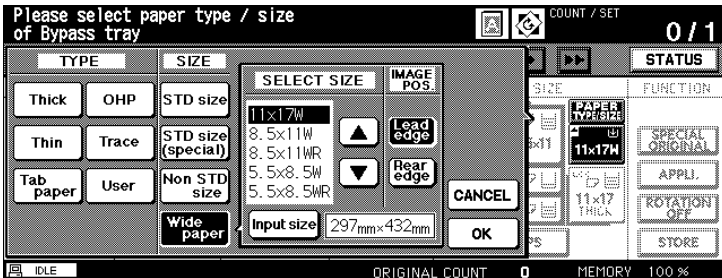
- When **Non STD size** is highlighted, the popup menu will appear. To set the vertical size, touch the vertical size key to highlight it, then use the keypad on the popup menu to enter the vertical size, or use arrows to scroll to that number. To set the horizontal size, touch the horizontal size key to highlight it, then use the keypad on the popup menu to enter the horizontal size, or use arrows to scroll to that number. In this case, the Special indication and paper type selected will be displayed on the Basic Screen, but the actual size information cannot be displayed.

## Basic Operations

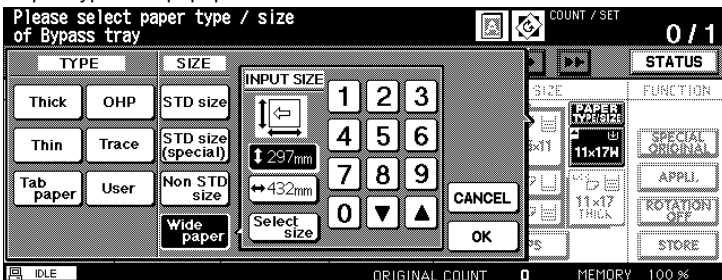
### Copy Size (continued)

### Selecting Paper Type/Size for Multi-sheet Bypass Tray (continued)

Paper Type/Size popup menu



Paper Type/Size popup menu



- When **Wide paper** is highlighted, the popup menu will appear. Use arrows to scroll to the desired wide size, then specify the precise dimensions of paper to be used, following the procedure below.
  - Touch **Input size**. The Size Input popup menu will appear.
  - Touch the vertical size key to highlight it, then use the keypad on the popup menu to enter the vertical size, or use arrows to scroll to that number. The entered number should fall within the range from the vertical size of the standard size corresponding to the selected wide size, to a maximum of 314 mm.
  - Similarly, touch the horizontal size key to highlight it, then use the keypad on the popup menu to enter the horizontal size, or use arrows to scroll that number. The entered number should fall within the range from the horizontal size of the standard size corresponding to the selected wide size, to a maximum of 459 mm.
  - Touch **Select size** to return to the Select Size popup menu.Touch **Lead edge** or **Rear edge** to select the image starting position.

4 Touch **OK** to return to the Basic Screen.



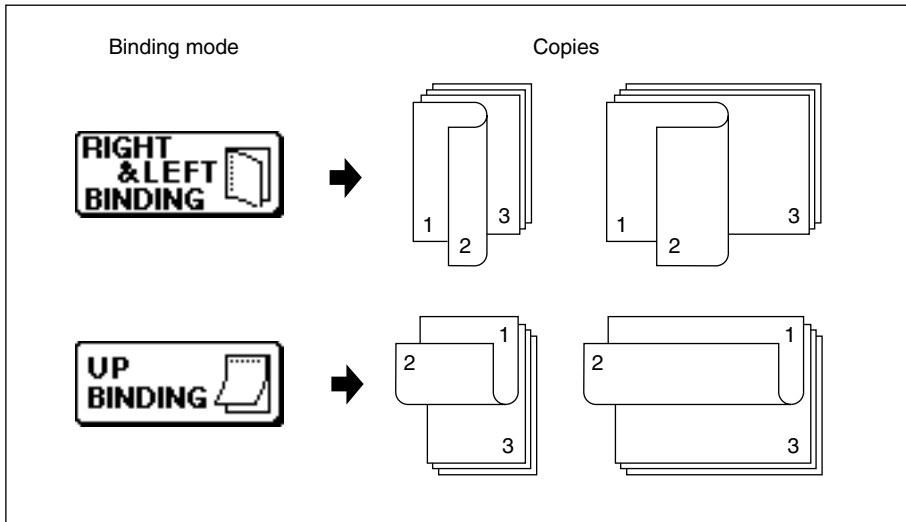
# Basic Operations

## Binding Mode

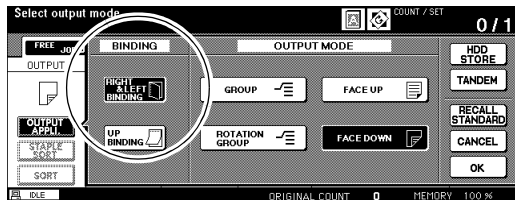
When copying in 1-2 or 2-2 mode, specify the binding mode on the Output Mode popup menu to obtain the desired copy result.

Right & Left binding: Normal duplex copies

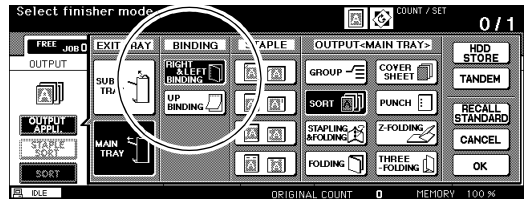
Up binding: Duplex copies arranged upside down on the reverse side



Output Mode popup menu (without Finisher)



Output Mode popup menu (with Finisher)



- 1 Touch **OUTPUT APPLI.** to display the Output Mode popup menu, then touch to highlight the desired binding mode key.
- 2 Touch **OK** to return to the Basic Screen.

# Basic Operations

## Reserve

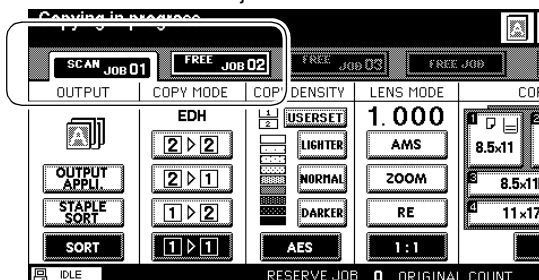
### Set Reserve Job

The Reserve function allows you to set up a new job while a current (scan/print) job is in process. When the current job is finished, the Reserve job starts printing immediately.

The **FREE JOB** key on the screen is touch sensitive and active only when another job is in progress; otherwise it appears grayed out.

- ☐ Job settings: Max. 10 (current job plus 9 reserve jobs)
- ☐ The reserve job is available to be set after the copier starts to scan the current job. When setting more than one reserve job, the next reserve job setting will be available after the copier starts to scan for the previous reserve job.  
When the current job is under Store mode, Image insert, or Book copy, the reserve job setting will be available after the copier starts to print the current job.
- ☐ If certain conditions occur while a reserve job is being set, such as activation of Interrupt mode, mishandled paper, or depletion of paper, the current printing job will cease and the FREE JOB indicator on the screen will be replaced by INTERRUPT, JAM or ADD PAPER, as appropriate.  
Perform the required measure for the situation at hand.
- ☐ The order of the reserve jobs can be altered on the Job Status Screen.
- ☐ The reserve jobs can be deleted on the Job Status Screen.
- ☐ Incompatible Basic Copy Conditions: Interrupt copying, Scanning in Store mode, Proof copy
- ☐ Incompatible Special original: None
- ☐ Incompatible Applications: Storing image in Overlay Memory

Basic Screen: reserve job available



Reserve Job Setting Screen



# Basic Operations

## Reserve (continued)

### Set Reserve Job (continued)

1 Touch **FREE JOB** to display the Reserve Job Setting Screen.

2 Set the desired copying conditions for the reserve job.

When the Reserve Job Setting Screen is displayed, all keys on the LCD and Control panel will function for the reserve job.

NOTE: When trouble occurs while setting the reserve job, the **PRINT** or **SCAN JOB** key changes to **JAM/ADD PAPER** key on the Basic Screen. See p. 6-33 to p. 6-34.

3 Position original(s) **FACE UP** in the EDH or **FACE DOWN** on the platen glass after completing scan for the current job.

4 Press [Start]. The original for the reserve job will be scanned.

NOTE: When the message "Please load size \*\* paper in any tray except tray #" is displayed, load the specified paper into the appropriate trays.

5 Repeat step 1 to 4 to reserve more than one job.

When setting the fourth copying job, touch the active **FREE JOB** key at the far right to scroll to the next reserve setting screen.

Up to nine reserve job settings are available.

6 When completed, the Basic Screen for the current printing job is restored.

To scroll to the next/previous screen, touch the arrow keys displayed at the right side of the folder keys.

NOTE: When trouble occurs on a reserve job which is not currently displayed on the screen, the arrow key to scroll to that job will blink. See p. 6-33 to p. 6-34.

7 Copying of the reserve job will start automatically after completing the current job.

# Basic Operations

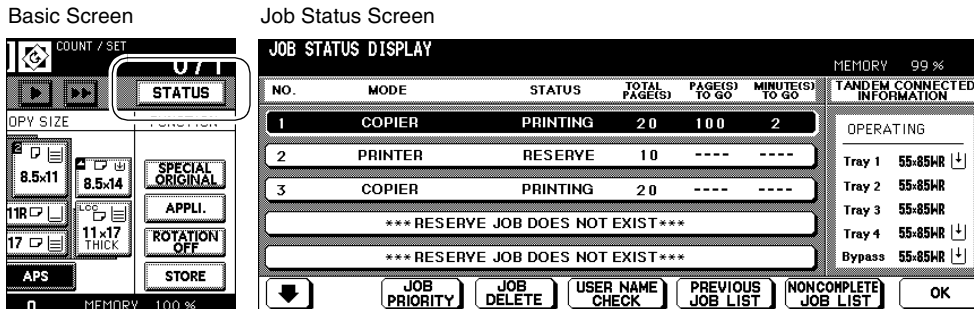
## Reserve (continued)

### Job Status Screen

Touch the **STATUS** key on the Basic Screen to display the Job Status Screen (see below). The Job Status Screen allows you to perform the following functions.

- Confirm machine status
- Change order of reserve job
- Delete reserve job
- View previous job list
- View noncomplete job list
- View tray information and machine status of the other machine in tandem mode

To return to the Basic Screen, touch **OK** on the Job Status Screen.



**NO. :** Displays the number (01-99) for each job assigned to the machine.

**MODE:** Displays the machine's current mode of operation. Three modes are listed below.

COPIER / PRINTER / SCANNER

**STATUS:** Displays the current status of the machine for each job.

#### [Indication]

READY  
INTERRUPT  
ERROR  
PRINTING  
NO PAPER  
STOP  
RESERVE  
JAM

#### [Meaning]

: Ready to use in each mode  
: Interrupting the previous job  
: Error in each mode  
: Printing in each mode  
: No paper in copy/print mode  
: Stop in each mode  
: Setting reserve job  
: Jam in each mode

**TOTAL PAGE(s):** Displays the number of scanned pages for each job. (0 to 9999)

# Basic Operations

## Reserve (continued)

### Job Status Screen (continued)

**PAGE(s) TO GO:** Displays the remaining copy count of the job.  
0 to 9999 (The number exceeding 9999 will be displayed as 9999↑.)  
Copy count = No. of scanned pages x Print quantity

**MINUTE(s) TO GO:** Displays the time (in minutes) required for completing the job.  
Exceeding 999 minutes: 999↑  
Shorter than 1 minute: <1

**Other:** The following message will be displayed on the second bar when the reserved job does not exist.

RESERVED JOB DOES NOT EXIST

### TANDEM CONNECTED INFORMATION

Displays the tray information and current status of the other machine when two copiers are connected and operate in tandem mode.

#### [Information]

Paper size loaded in each tray

Paper out indicator (when depleted in the tray)

Current status: OPERATING

STOP

PAPER SUPPLY

JAM

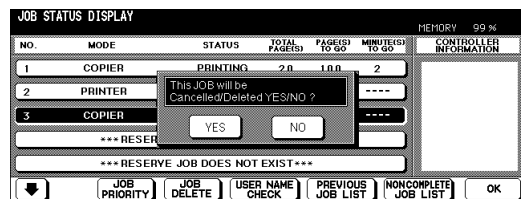
ERROR

### To change the order of reserve jobs

- 1 Touch the desired reserve job key to highlight it.
- 2 Touch **JOB PRIORITY**. The highlighted reserve job is advanced by one in printing order unless the job preceding the selected one is already in progress.
- 3 To return to the Basic Screen, touch **OK** on the Job Status Screen.

### To clear reserve jobs

- 1 Touch the desired reserve job key to highlight it.
- 2 Touch **JOB CLEAR**.
- 3 The Job Clear Setting Screen will be displayed. Touch **YES**. The highlighted reserve job is cleared.
- 4 To return to the Basic Screen, touch **OK** on the Job Status Screen.



# Basic Operations

## Reserve (continued)

### Job Status Screen (continued)

#### To check user name (not copier information)

- 1 Touch **USER NAME CHECK** to display the User Name Check Screen.  
Check the user name indicated on the right side of the Job No. and operation mode.
- 2 To return to the Job Status Screen, touch **OK**.
- 3 To return to the Basic Screen, touch **OK** on the Job Status Screen.

USER NAME CHECK					MEMORY	99 %
NO.	MODE	STATUS	TOTAL PAGES(D)	PAGES(B) COMPLETE	CONTROLLER INFORMATION	
*** RESERVE JOB DOES NOT EXIST***						
*** RESERVE JOB DOES NOT EXIST***						
*** RESERVE JOB DOES NOT EXIST***						
*** RESERVE JOB DOES NOT EXIST***						
*** RESERVE JOB DOES NOT EXIST***						
*** RESERVE JOB DOES NOT EXIST***						
					</	

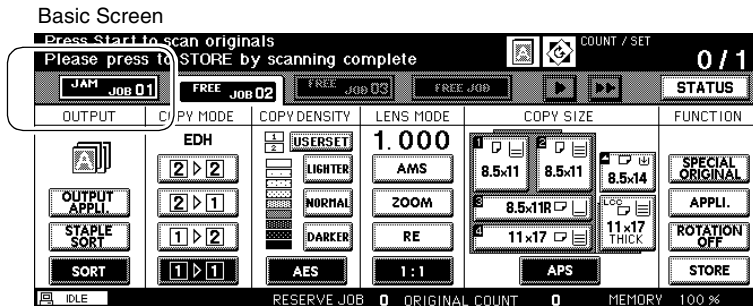
## Basic Operations

### Reserve (continued)

#### Mishandled Paper During the Reserve Setting

If a misfeed occurs with the print/scan job in progress while you are setting a reserve job, the **PRINT/SCAN JOB** key on the screen will change to flashing **JAM** key.

When more than four jobs have been specified and the key of the print / scan job in trouble is not currently displayed on the screen, the arrow key to scroll to that job will flash.



If originals of the reserve job are already scanned when the misfeed occurs, the reserve job printing can be performed after the jam is cleared and the cleared job is completed.

- 1 Touch **JAM** to display the Jam Position Screen.  
When the arrow key flashes, touch the key to scroll to the **JAM** key, then touch it to display the Jam Position Screen.
- 2 To view Help Screen instructions, touch **GUIDE** and remove paper/original.
- 3 The **JAM** will change to **PRINT JOB** or **SCAN JOB**.
- 4 Press [Start]. The print/scan job will be reprocessed.
- 5 Touch **FREE JOB** to continue setting the reserve job.

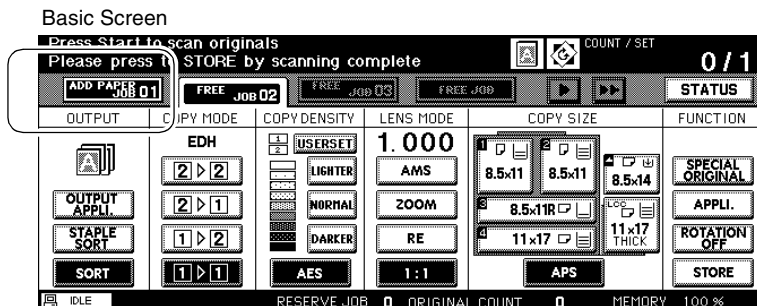
If scanning is not completed when the misfeed occurs, but reserve settings have already been made, the reserve job can be performed after the cleared job is completed. Simply insert the original document and press [Start].

## Basic Operations

### Reserve (continued)

#### When Paper is Depleted for the Job in Progress

If the paper supply for a print job in progress becomes depleted while you are setting a Reserve job, the **PRINT JOB** key on the screen will change to flashing **ADD PAPER** key. When more than four jobs have been specified and key of the print job in trouble is not currently displayed on the screen, the arrow key to scroll to that job will flash.



In this case, you can still continue the reserve job setting.

- 1 Touch **ADD PAPER** to display the Basic Screen for the print job.  
When the arrow key flashes, touch the key to scroll to the **ADD PAPER** key, then touch it to display the Basic Screen for the print job.
- 2 Confirm the empty tray and supply the paper.  
When paper supply is completed, **ADD PAPER** changes to **STOP**.
- 3 Press [Start]. The print job will be reprocessed.
- 4 Touch **FREE JOB** to continue setting the reserve job.



# Basic Operations

## Store Mode

Store mode allows you to scan multiple originals by touching the **STORE** key on the Basic Screen after setting copying conditions, and then outputting the complete set by pressing [Start].

Platen store mode: scan originals from the platen glass.

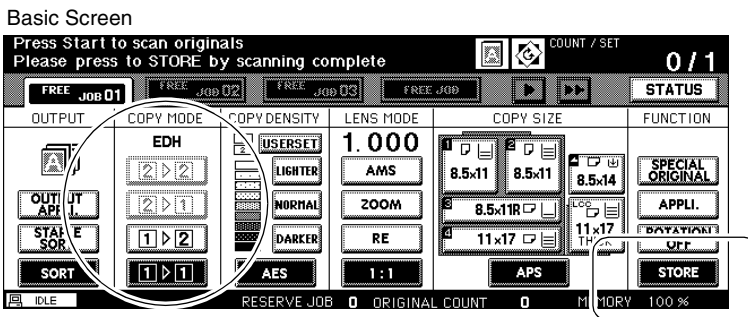
EDH store mode: scan originals from the EDH.

## Platen Store Mode

Use Platen store mode for originals that cannot be fed through the EDH due to thickness, size or condition.

When scanning thick originals that require keeping the EDH open, select Non-image area erase to prevent exposure of the glass area around the border of the original. This feature ensures a clean copy result and reduces toner consumption. The Non-image area erase mode automatically releases after the original for which it is selected is scanned. Additional images may be scanned.

- ☐ Incompatible Basic Copying Conditions: None
- ☐ Incompatible Special Originals: None
- ☐ Incompatible Applications: Storing image in Overlay Memory



- 1 Open the EDH.
- 2 Place original FACE DOWN on the platen glass, then close the EDH.  
IMPORTANT: PLACE AND SCAN THE ORIGINALS IN REGULAR ORDER OF PAGINATION.
- 3 Make the desired copying selections, and select 1-1 or 1-2 copy mode.
- 4 Touch **STORE** on the Basic Screen to highlight it.
- 5 Press [Start] to scan the original.
- 6 Repeat steps 1, 2 and 5 until all originals are scanned.
- 7 Touch **STORE** to exit the Store mode.

# Basic Operations

## Store Mode (continued)

### Platen Store Mode (continued)

- 8 Enter the print quantity, using the keypad. The entered quantity will be displayed on the upper right message area of the Basic Screen.  
To change the print quantity, press [C] (clear) and re-enter the correct quantity.  
To delete the scanned data without printing, press [Stop], then touch **CANCEL** on the popup menu to ensure that you delete the data.
- 9 Press [Start]. The copier starts the printing job.

# Basic Operations

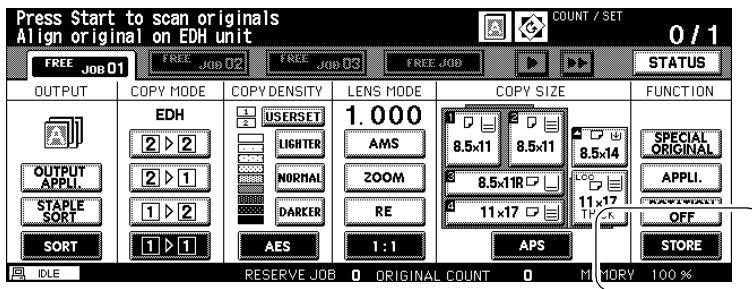
## Store Mode (continued)

### EDH Store Mode

Use this feature to scan more than 100 originals into memory from the EDH. Use this function in conjunction with the Reserve function to increase efficiency of the copying job.

- ☐ Incompatible Basic Copying Conditions: None
- ☐ Incompatible Special Originals: None
- ☐ Incompatible Applications: Image insert, Book copy, Storing image in Overlay Memory

Basic Screen



- 1 Touch **STORE** on the Basic Screen to highlight it.
- 2 Make the desired copying selections.
- 3 Position originals **FACE UP** on EDH.  
If the number of originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them in sequential order.
- 4 Enter the print quantity, using the keypad. The entered quantity will be displayed on the upper right message area of the Basic Screen.  
To change the print quantity, press [C] (clear) and re-enter the correct quantity.
- 5 Press [Start] to scan the originals.
- 6 Repeat steps 3 and 5 until all originals are scanned.  
To delete the scanned data without printing, press [Stop], then touch **CANCEL** on the popup menu to ensure that you delete the data.
- 7 Touch **STORE** to exit the Store mode.
- 8 Press [Start]. The copier starts the printing job.

# Basic Operations

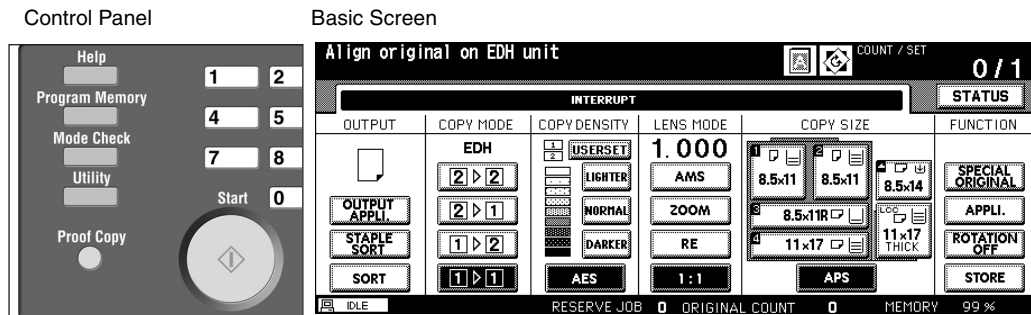
## Interrupt Mode

Use the Interrupt mode to interrupt copying in progress to perform a simple job. When interrupt copying is completed, the settings for the initial job restore automatically and the Basic Screen displays. Press the [Interrupt] key when the copier is in the following conditions:

- Continuously printing data stored using Store mode
- Scanning the originals using Store mode
- Scanning the originals using Store mode while printing in Reserve mode

If desired, Key Operator can change the timing to stop current machine operation for interrupt copying. Note that the compatible copying conditions vary according to the timing selected. See p. 13-41 ~ p. 13-48.

- ☐ Incompatible Basic Copying Conditions: Reserve
- ☐ Incompatible Special Originals: None
- ☐ Incompatible Applications: Storing image in Overlay Memory



- 1 To stop the current copying job, press [Interrupt].

For particular jobs in progress, copying will cease only after certain phases of the immediate operation are completed, as indicated by LED conditions described below.

- Collectively printing data stored in memory  
The [Interrupt] LED blinks until one set of the current job is printed. Then the LED remains steady for the temporary job performed in Interrupt mode.
- Scanning originals into memory  
The [Interrupt] LED blinks until scanning is completed for all originals placed in the EDH. Then, the LED remains steady for the temporary job performed in Interrupt mode.
- Scanning originals into memory while printing in Reserve mode (see Note 1)  
The [Interrupt] LED blinks until the copier completes the current printing job, and scans all originals placed on the EDH. The LED remains steady for the temporary job performed in Interrupt mode.

All **JOB** indicators on the Basic Screen will change to **INTERRUPT**.

# Basic Operations

## Interrupt Mode (continued)

- 2 Remove any document from the platen glass or from the EDH, if present.
- 3 Place new original(s) on the platen glass or in the EDH.
- 4 The copying settings in Interrupt mode are as follows.

Copy Mode	: 1-1
EDH	: ON
AES	: ON
Lens Mode	: 1.000
APS	: ON
Print Quantity	: 1
Finisher	: Output to Secondary (Sub) tray

Select other copying features that are compatible with the Interrupt mode, if desired.

- 5 Press [Start].
- 6 When Interrupt copying is completed, press [Interrupt] again to return to the settings of the initial job.
- 7 Replace the initial original, then press [Start] to resume copying.

- NOTES: 1 In Reserve mode, pressing [Interrupt] before the copier finishes scanning originals of the reserve job will clear the settings selected for reserve job.
- 2 When [Mode Check] is pressed during Interrupt Copying, the information displayed reflects the initial copy job settings. Check mode will not display Interrupt copy job information.

# Basic Operations

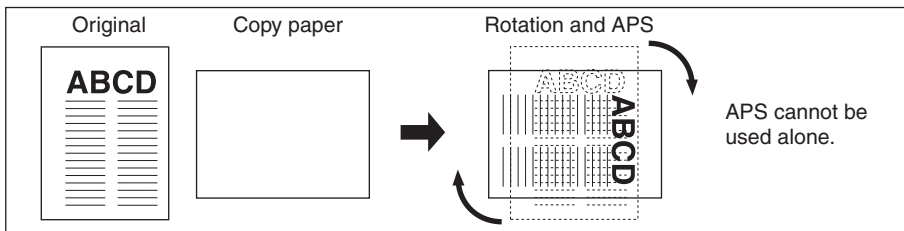
## Rotation

This function allows you to utilize APS or AMS and copy the original size documents described below onto size 8.5"x11" or 5.5"x8.5", irrespective of the copy paper feeding direction. By default, Rotation requires APS or AMS to function; however, the Key Operator may set the function to always function or when APS, AMS or reduce functions. See p. 13-41 to p. 13-48.

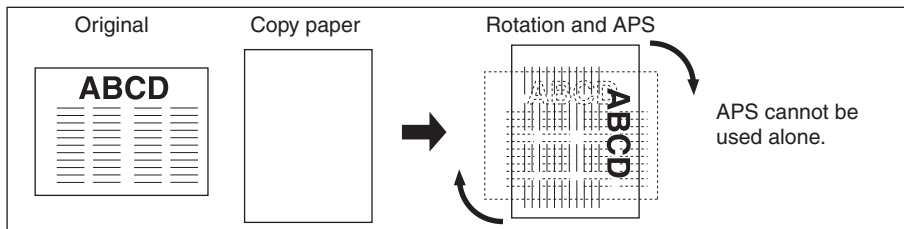
- ☐ Rotation copying uses memory.
- ☐ Copy size: 8.5"x11", 8.5"x11"R, 5.5"x8.5"R (landscape type feeding ( ☐ ) only)
- ☐ Original size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R
- ☐ Incompatible Basic Copying Conditions: V/H zoom, Rotation Sort, Rotation Group, Tandem mode
- ☐ Incompatible Special Originals: None
- ☐ Incompatible Applications: Book Copy, Non-Image Area Erase, Repeat except 2/4/8 Repeat, AUTO Layout, Storing image in Overlay Memory

## Rotation and APS

In APS, the copier automatically copies onto the same paper size as the original(s) in 1:1. For example, when size 8.5"x11" copy paper is loaded in the tray in landscape orientation and the copier detects that the original is placed in portrait orientation, Rotation and APS function together to rotate the original image by 90° and output the 8.5"x11" copy to match the direction of the copy paper.



Similarly, when size 8.5"x11" copy paper is loaded in the tray in portrait orientation and the copier detects that the original is placed in landscape orientation, Rotation and APS function together to rotate the original image by 90° and output the 8.5"x11" copy to match the direction of the copy paper.

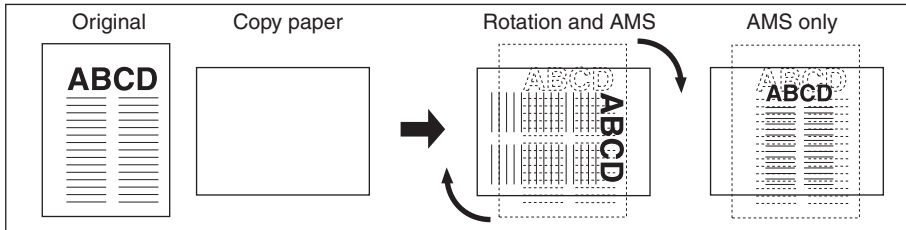


## Basic Operations

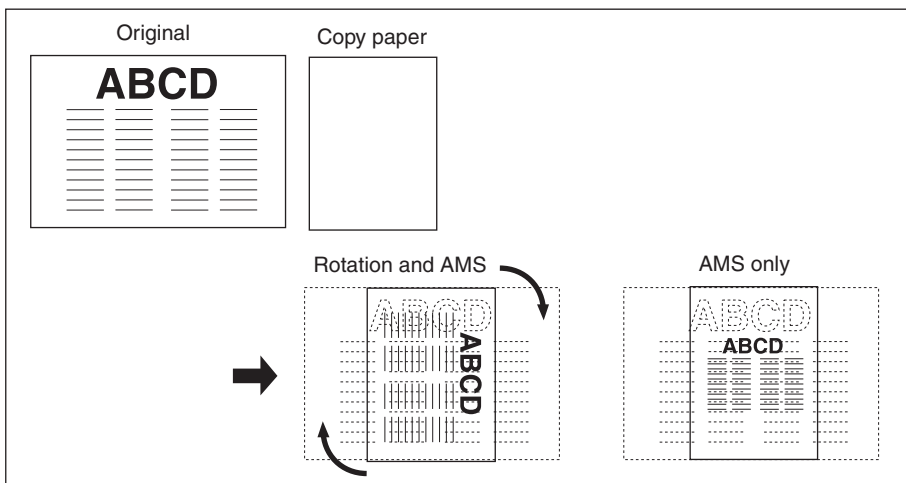
### Rotation (continued)

#### Rotation and AMS

When size 8.5"x11" copy paper is loaded in the tray in landscape orientation and the copier detects that the original is placed in portrait orientation, Rotation (if required) rotates the original image by 90° and the copy is made with the appropriate AMS ratio to fit the portrait style of the copy paper.



Similarly, when size 8.5"x11" copy paper is loaded in the tray in portrait orientation and the copier detects that the original is placed in landscape orientation, Rotation (if required) rotates the original image by 90° and the copy is made with the appropriate AMS ratio to fit the landscape style of the copy paper.

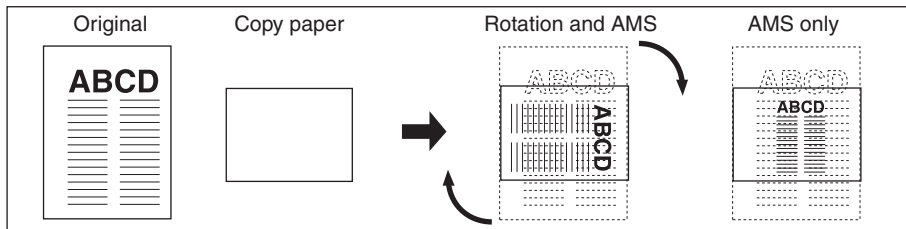


## Basic Operations

### Rotation (continued)

#### Rotation and AMS (continued)

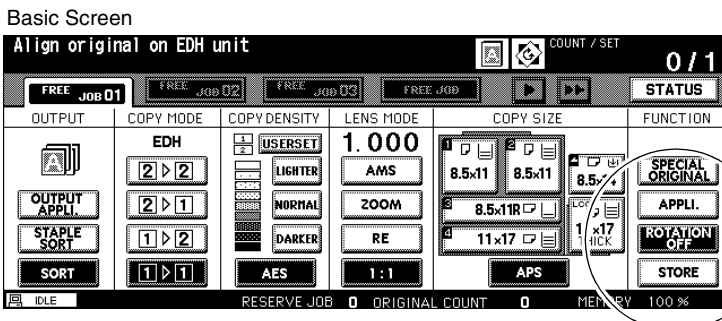
When the 5.5"x8.5" tray is selected and the copier detects that the original is placed in portrait orientation, Rotation rotates the original image by 90° and the copy is made with the appropriate AMS ratio to fit the portrait style of the copy paper.



### To Release Automatic Rotation

The copier is initially set to activate the Rotation function automatically.

#### To release automatic Rotation:



Touch **ROTATION OFF** on the Basic Screen to highlight it. The Rotation icon will go out and the Rotation function will be canceled.

#### To resume automatic Rotation:

Touch **ROTATION OFF** on the Basic Screen to deselect it. The Rotation icon will be displayed and the Rotation function will be reactivated.



# Basic Operations

## Check Mode and Proof Copy

Use the Check mode to confirm copying selections before pressing the [Start] key. The Mode Check Screen allows you not only to view the current settings but to change or release them directly from the Check mode.

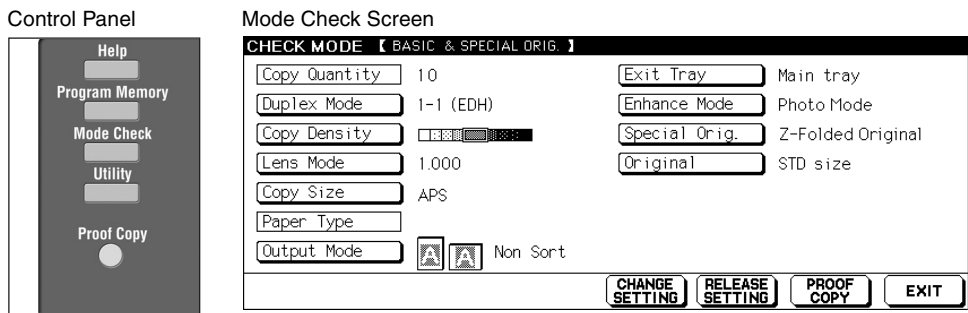
In this mode, use Proof copy to produce a sample of the copied set before copying multiple copies. This is a convenient and cost effective way of viewing the results of the following copying selections.

- Copying conditions using Store mode
- Sheet/Cover Insertion
- Chapter
- Combination
- Booklet
- Image Insert
- Book Copy
- Program Job

With Proof copy, all originals are scanned into memory, and only one set is output after you press the [Proof Copy] key on the control panel or touch **PROOF COPY** key on the Mode Check Screen. After Proof copy, some copying condition keys may appear dimmed in the Mode Check Screen. You cannot change or release the copying conditions indicated on these grayed out lights.

When [Start] key is pressed, the job resumes copying until the job is completed.

- ☐ All settings made can be viewed in the Mode Check Screen.
- ☐ Incompatible Copying Conditions with Proof Copy: Group, Rotation Group



- 1 Press [Mode Check] on the control panel to display the Mode Check Screen.
- 2 Verify the settings made for the current job.
- 3 If necessary, press [Proof Copy] on the control panel or touch **PROOF COPY** on the Mode Check Screen to output a set of sample copy.
- 4 Touch **EXIT** (or press [Mode Check]) to exit from the Mode Check mode and return to the Basic Screen.
- 5 Press [Start] when the Basic Screen is displayed.

# Basic Operations

## Check Mode and Proof Copy (continued)

### Change/Release Settings

If you want to change or release any settings, follow the procedure below.

#### To change the settings:

Check Screen

**CHECK MODE** [ BASIC & SPECIAL ORIG. ]

Copy Quantity	10	Exit Tray	Main tray
Duplex Mode	1-1 (EDH)	Enhance Mode	Photo Mode
Copy Density	1.00	Special Orig.	Z-Folded Original
Lens Mode	1.00	Original	STD size
Copy Size	8.5x11 8.5x14 8.5x11		
Paper Type	--- Recycle OHP		
Output Mode	A A Non Sort		

[CHANGE SETTING] [RELEASE SETTING] [PROOF COPY] [EXIT]

Basic Screen

**Align original on EDH unit**

COUNT / SET 0 / 10

OUTPUT	COPY MODE	COPY DENSITY	LENS MODE	COPY SIZE	FUNCTION
[A] [OUTPUT APPL.] [STABLE SORT] [SORT]	EDH [2] [1]	[USERSSET] [LIGHTER] [NORMAL] [DARKER] [AES]	1.000 [AMS] [ZOOM] [RE] [1:1]	[8.5x11] [8.5x11] [8.5x14] [8.5x11R] [11x17] [11x17 THICK] [APS]	[SPECIAL ORIGINAL] [APPLI.] [ROTATION OFF] [STORE]

[RESERVE JOB] 0 [ORIGINAL COUNT] 0 [MEMORY] 100 %

- 1 Touch the desired copying condition key on the Mode Check Screen to highlight it.

NOTES: • Any key that cannot be highlighted indicates that the copying condition cannot be changed from the Mode Check Screen.

- Although the following application functions can be highlighted, they cannot be changed but only released by touching **RELEASE SETTING**: Overlay, Non-image area erase, Reverse image, AUTO layout, All-Image Area.

- 2 Touch **CHANGE SETTING**. The LCD will display the appropriate screen to change the copying condition selected.

- Selecting a basic copying condition key will display the Basic Screen.
- Selecting Enhance Mode, Special Orig., or Original key will display the Special Original popup menu. (See Section 8.)
- Selecting an application function key will display the Change Application Selection Screen.

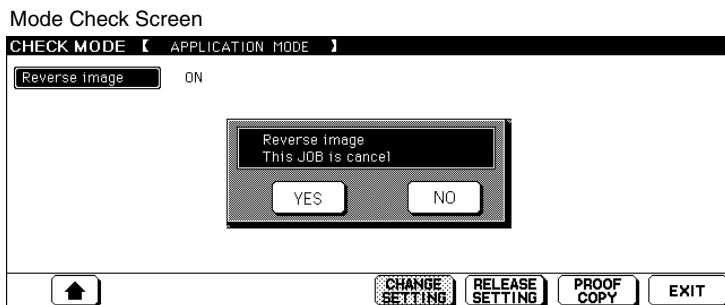
When **BOOK MARK** has been checked on a subsequent screen, selecting the application function key will jump to that screen. See p. 9-2 for details.

## Basic Operations

### Check Mode and Proof Copy (continued)

- 3 Change the setting as desired, then restore the Mode Check Screen to return to the checking steps, or to the Basic Screen to start copying.

#### To release the settings:



- 1 Touch the desired special original key or application function key on the Mode Check Screen to highlight it.
- 2 Touch **RELEASE SETTING**.
- 3 Touch **YES** to cancel the application function, or **NO** to restore.  
When **YES** is touched, the selected function will be released and the key will disappear from the Mode Check Screen.

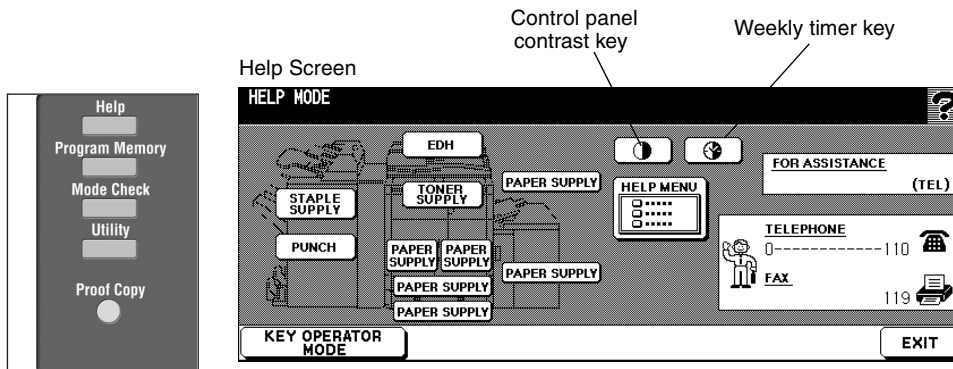
# Basic Operations

## Help Mode

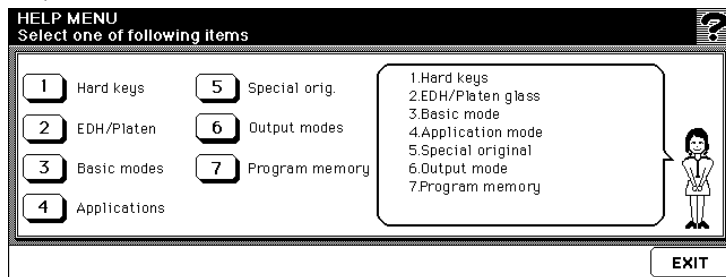
Use the [Help] key to access information about the current screen mode and to learn about setting procedures. The [Help] key can be pressed from any screen except Program Memory and Key Operator Screens.

The Help Screen also includes the Help menu icon in the center. When the **HELP MENU** key is touched, the Help Menu Screen displays a list of all of the copier functions. When a function item is touched, the Help Screen displays information specific to that topic.

The **KEY OPERATOR MODE** key is also provided in the lower left position of the Help Screen. When touched, the Key Operator Password Entry Screen will be displayed to access the Key operator mode. See p. 13-2.



### Help Menu Screen



# Basic Operations

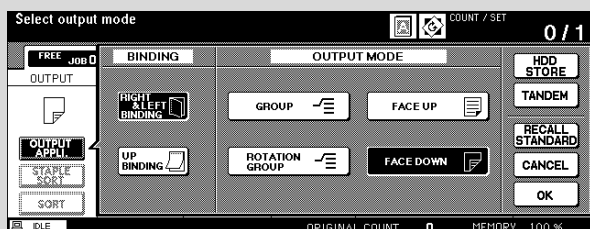
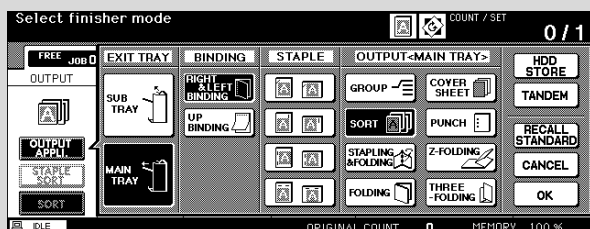
## Help Mode (continued)

- 1 While in any screen, press [Help] to display the Help Screen.
- 2 Touch **TONER SUPPLY, PAPER SUPPLY, EDH, STAPLE SUPPLY, PUNCH, FOR ASSISTANCE**, or the Service call telephone number and Fax number to display specific Help information.
- 3 For help on operations, touch **HELP MENU** in the center area of the screen. The Help Menu Screen will be displayed. Select one of the 7 Help menu items.
- 4 The Weekly timer key display only when the Weekly timer system is activated. Touch the key to display the settings of the Weekly timer.
- 5 Touch **EXIT** to return to the screen that was displayed before pressing [Help].



## Section 7: Output Modes

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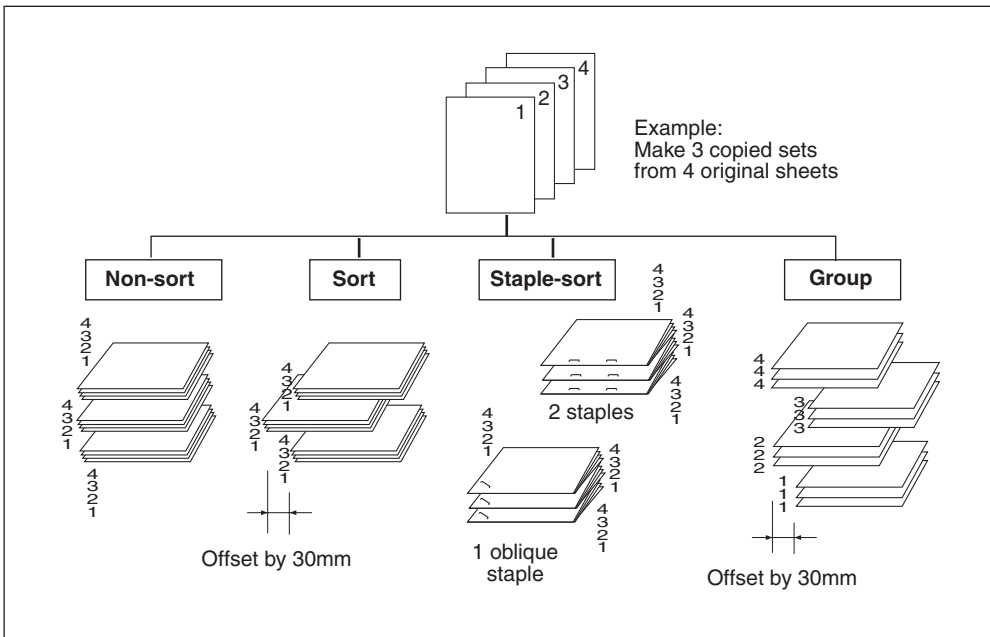
# Output Modes

## Output Mode for Machine with Finisher

Finisher FN-121/FN-10/FN-115 is equipped with a primary (main) and a secondary (sub) exit trays. Without using any optional equipment, each exit tray provides the output modes as described below.

### Primay (Main) Tray

- 1 Non-sort mode simply means that the offset-stacker finisher modes are not selected. Copies will be stacked upon exit without being offset by sorted sets.
- 2 Sort mode outputs multiple copies of the original set, having each sorted set offset by 30mm upon exit.
- 3 Staple-sort mode offsets and staples each sorted set.
- 4 Group mode groups together multiple copies of each original and offsets the sets by 30mm upon exit.



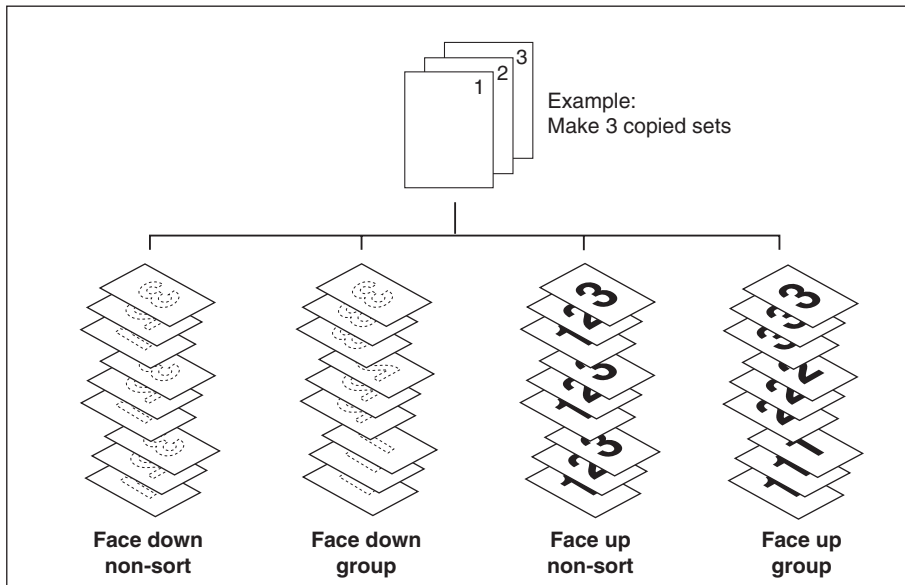


# Output Modes

## Output Mode for Machine with Finisher (continued)

### Secondary (Sub) Tray

- 1 Face down non-sort exit outputs simplex copies and odd numbered duplex copies face down, without offsetting the sorted sets.
- 2 Face down group exit outputs multiple copies of each original face down, without offsetting the grouped sets upon exit.
- 3 Face up non-sort exit outputs simplex copies and odd numbered duplex copies face up, without offsetting the sorted sets.
- 4 Face up group exit outputs multiple copies of each original face up, without offsetting the grouped sets upon exit.



The copier is initially set to output to Primary (main) tray in Sort mode.  
Refer the procedure on the following papers to select each output mode, as desired.

# Output Modes

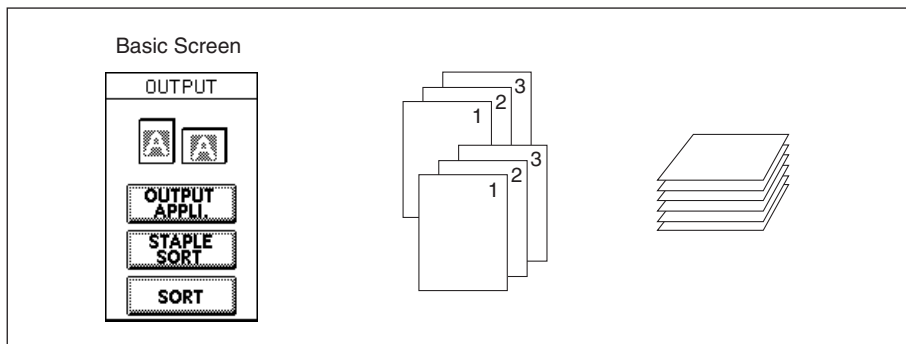
## Output Mode for Machine with Finisher (continued)

### Non-Sort Mode Using Primary (Main) Tray

The Non-sort mode simply means that the offset-stacker finisher modes are not selected. Copies will be stacked upon exit without being offset by sorted sets.

With the Primary (main) tray initially selected on the Output Mode popup menu, FN-121/FN-10/FN-115 outputs the printed sheets **FACE DOWN** in the proper order.

- ☐ Paper size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"
- ☐ Paper capacity for 20 lb: 500 sheets 5.5"x8.5"  
3,000 sheets 8.5"x11", 8.5"x11"R (FN-121/FN-115)  
2,500 sheets 8.5"x11", 8.5"x11"R (FN-10)  
1,500 sheets 11"x17", 8.5"x14"



- 1 Touch **SORT** on the Basic Screen to deselect it, if highlighted.
- 2 Enter the desired print quantity.
- 3 Position original(s) in the EDH or on the platen glass, and make copying selections, as required.
- 4 Press [Start] to begin copying in Non-sort mode.  
Copies will exit face down, with the page heading toward the front of the copier.

### CAUTION:

When the selected print quantity exceeds the Finisher's maximum capacity, remove the printed sheets while paper is exiting to avoid paper mishandling.

# Output Modes

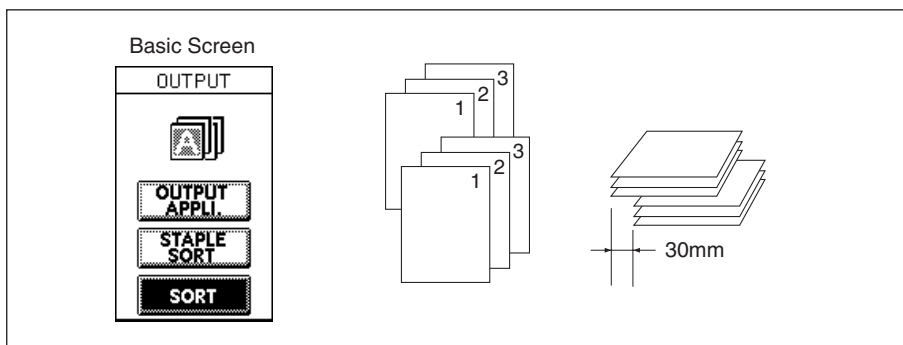
## Output Mode for Machine with Finisher (continued)

### Sort Mode Using Primary (Main) Tray

Use this mode when you want to output multiple copies of the original set, and have each sorted set offset upon exit. The staple mode can be selected with the sort mode.

With the Primary (main) tray initially selected on the Output Mode popup menu, FN-121/FN-10/FN-115 outputs the printed sheets **FACE DOWN** in the proper order.

- ❑ Paper size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R
- ❑ Paper capacity for 20 lb: 500 sheets 5.5"x8.5"  
3,000 sheets 8.5"x11", 8.5"x11"R (FN-121/FN-115)  
2,500 sheets 8.5"x11", 8.5"x11"R (FN-10)  
1,500 sheets 11"x17", 8.5"x14"



- 1 Touch **SORT** on the Basic Screen to highlight it.
- 2 Enter the desired print quantity.
- 3 Position originals in the EDH, and make copying selections as required.  
When using Store mode, see p. 6-35 to p. 6-37.
- 4 Press [Start].

### CAUTION:

When the selected print quantity exceeds the Finisher's maximum capacity, remove the printed sheets while paper is exiting to avoid paper mishandling.

# Output Modes

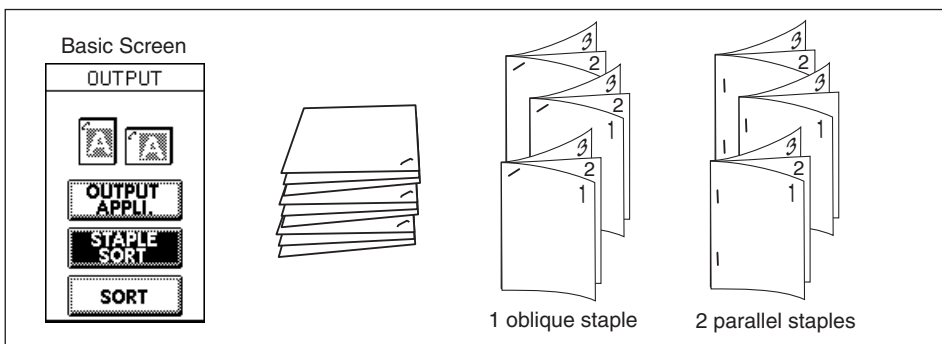
## Output Mode for Machine with Finisher (continued)

### Staple-Sort Mode Using Primary (Main) Tray

Use this mode when you want to offset and staple each copied set. Stapling position and number of staples (1 or 2) can be designated on the Output Mode popup menu. Each finished set will be offset from the next copied set.

With the Primary (main) tray initially selected on the Output Mode popup menu, FN-121/FN-10/FN-115 outputs the printed sheets **FACE DOWN** in the proper order.

- ☐ Stapled paper at 1 position: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11" (5.5"x8.5" is available in portrait orientation only.)
- ☐ Stapled paper at 2 positions: only 8.5"x11" paper loaded with larger vertical dimension  
11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11" paper loaded with larger horizontal dimension
- ☐ Paper capacity for 20 lb: 1,000 sheets (Variable according to the number of pages to be stapled. See p. 4-9 for details.)
- ☐ Staple capacity: FN-121/FN-10; Max 50 sheets 20 lb (5.0mm thick or less)  
FN-115; Max. 100 sheets 20 lb (10mm thick or less), Max. 50 sheets 20 lb for 11"x17"
- ☐ Staple position: 1 oblique staple\*; 2 parallel staples  
\*: Oblique staple may change to parallel staple when using some copy sizes.
- ☐ Incompatible Copy Conditions: Using platen glass (available when using Image Insert, Book Copy, Platen Store Mode), Folding / Stapling & Folding / Three-Folding, Transparency Interleaving



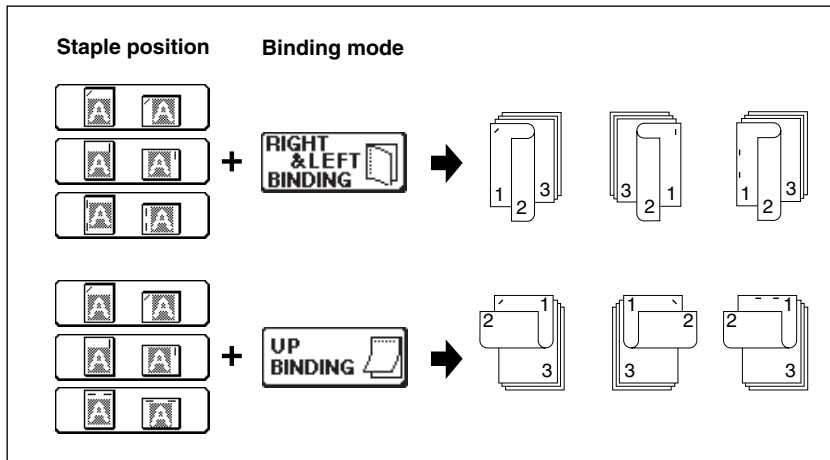
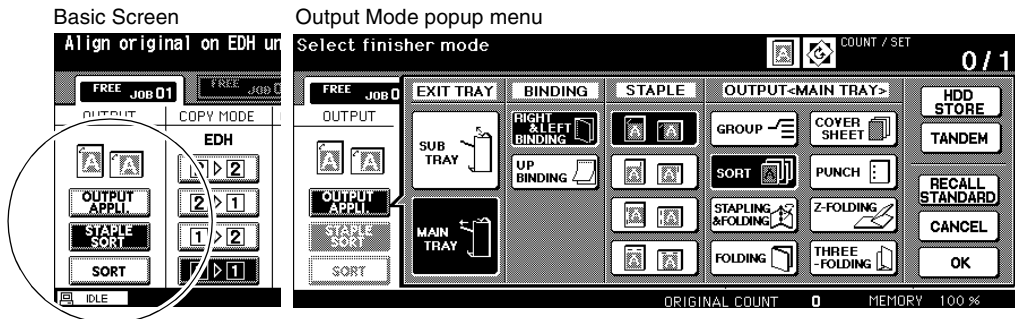
**NOTE:** Using excessively curled paper or some types of thin paper in Staple-sort mode may cause poor results in arrangement of the stapled sets.

# Output Modes

## Output Mode for Machine with Finisher (continued)

### Staple-Sort Mode Using Primary (Main) Tray (continued)

- 1 Touch **STAPLE SORT** on the Basic Screen to highlight it. The Staple Position icon will be displayed in the OUTPUT icon area. When not changing the staple position, proceed to step 7.



- 2 Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu.
- 3 Touch the desired key among the four keys on the screen to select the staple position. When making double-sided copies, also touch to highlight the desired binding mode key, referring to the above illustration.
- 4 Touch **OK** on the Output Mode popup menu to complete the setting and return to the Basic Screen. The selection made in stapling position will be displayed in the OUTPUT icon area.

# Output Modes

## Output Mode for Machine with Finisher (continued)

### Staple-Sort Mode Using Primary (Main) Tray (continued)

- 5 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu.
- 6 Touch to select the desired original set direction, then touch **OK** to return to the Basic Screen.
- 7 Select additional copying features, as required.
- 8 Enter the desired print quantity.
- 9 Position originals in the EDH. When using Store mode, see p. 6-35 to p. 6-37.
- 10 Press [Start].



#### **CAUTION:**

When the selected print quantity exceeds the Finisher's maximum capacity, remove the printed sheets while paper is exiting to avoid paper mishandling.

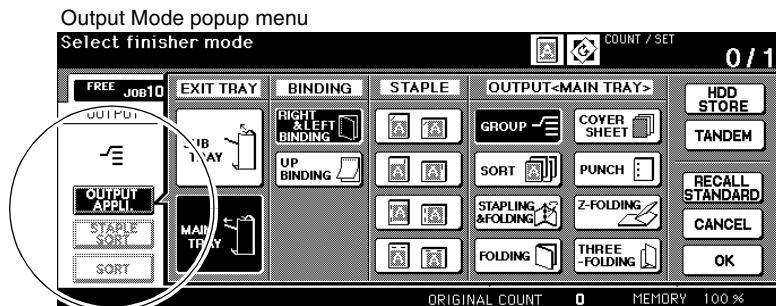
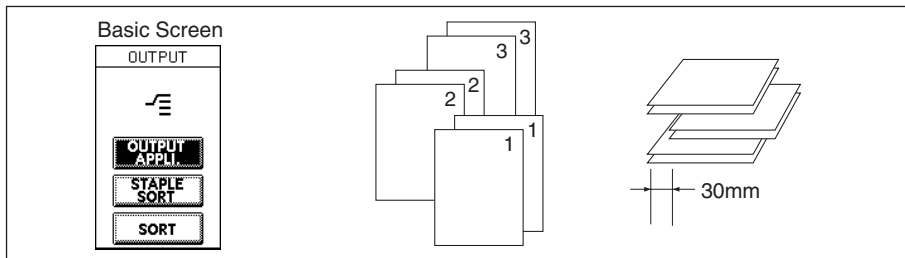
# Output Modes

## Output Mode for Machine with Finisher (continued)

### Group Mode Using Primary (Main) Tray

Use this mode when you want to group together multiple copies of each original, and offset the sets upon exit. Grouped sets cannot be stapled.

- ❑ Paper size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R
- ❑ Paper capacity for 20 lb: 500 sheets 5.5"x8.5"  
3,000 sheets 8.5"x11"R, 8.5"x11" (FN-121/FN-115)  
2,500 sheets 8.5"x11"R, 8.5"x11" (FN-10)  
1,500 sheets 11"x17", 8.5"x14"



- 1 Touch **OUTPUT APPL.** on the Basic Screen to display the Output Mode popup menu.
- 2 Touch **GROUP**, then **OK** to complete the setting and return to the Basic Screen.  
The GROUP icon will be displayed in the OUTPUT icon area.
- 3 Enter the desired print quantity.
- 4 Position originals in the EDH, and make copying selections as required.  
When using Store mode, see p. 6-35 to p. 6-37.
- 5 Press [Start].

### ⚠ CAUTION:

When the selected print quantity exceeds the Finisher's maximum capacity, remove the printed sheets while paper is exiting to avoid paper mishandling.

# Output Modes

## Output Mode for Machine with Finisher (continued)

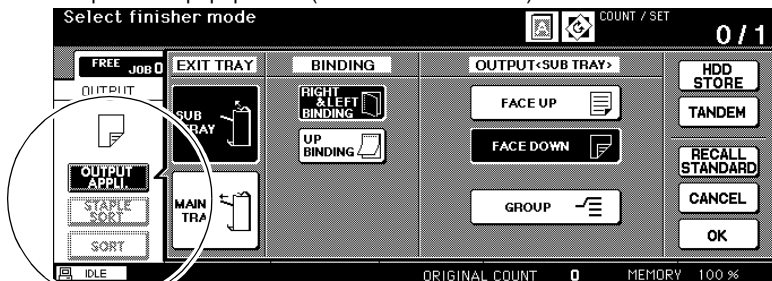
### Output Modes Using Secondary (Sub) Tray

In addition to the Primary (main) tray, FN-121/FN-10/FN-115 Finisher is equipped with a Secondary (sub) tray that can be selected on the Output Mode popup menu. The Secondary (sub) tray provides 4 types of output mode as specified below, also to be specified on the Output Mode popup menu.

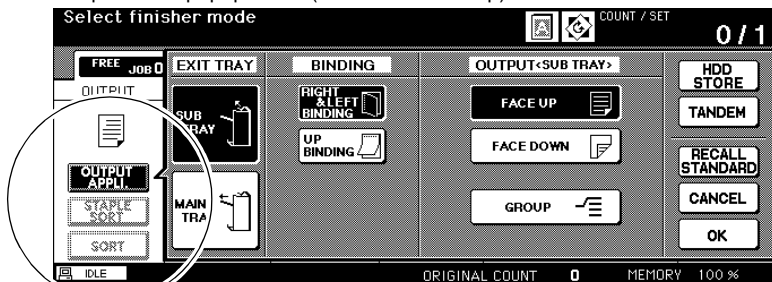
- (1) Face down non-sort exit
- (2) Face up non-sort exit
- (3) Face down group exit
- (4) Face up group exit

- ☐ Paper size: 11"x17" ~ 5.5"x8.5"
- ☐ Paper weight: 16 ~ 24 lb
- ☐ Paper capacity for 20 lb: 200 sheets

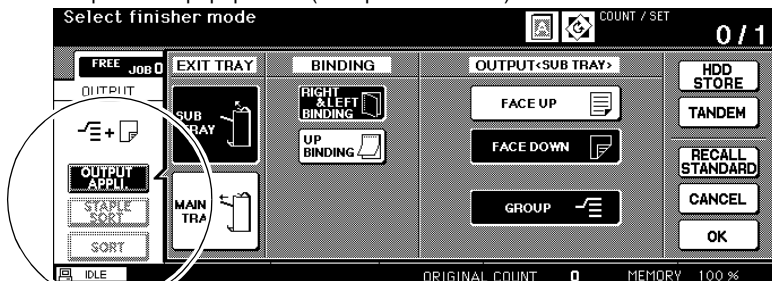
Output Mode popup menu (Non sort + Face down)



Output Mode popup menu (Non sort + Face up)



Output Mode popup menu (Group + Face down)

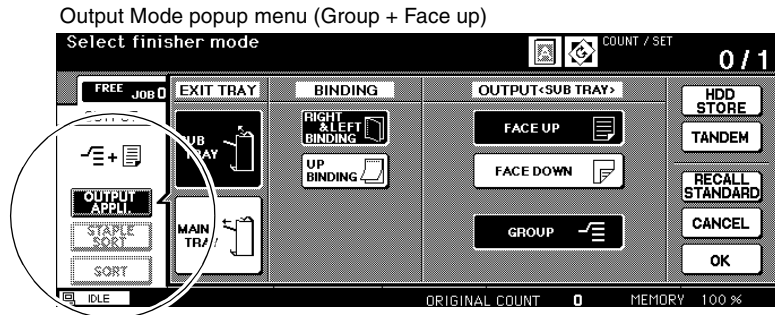




# Output Modes

## Output Mode for Machine with Finisher (continued)

## Output Modes Using Secondary (Sub) Tray (continued)



- 1 Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu.
- 2 Touch **SUB TRAY** to display the popup menu OUTPUT<SUB TRAY>.
- 3 Touch the desired key(s) on the popup menu to specify one of the four output modes. To select Non-sort and face down exit, touch **FACE DOWN**.  
To select Non-sort and face up exit, touch **FACE UP**.  
To select Group and face down exit, touch **GROUP** and **FACE DOWN**.  
To select Group and face up exit, touch **GROUP** and **FACE UP**.
- 4 Touch **OK** on the Output Mode popup menu to complete the setting and return to the Basic Screen.  
The selection made in output mode using secondary (sub) tray will be reflected in the OUTPUT icon area of the Basic Screen.
- 5 Enter the desired print quantity.
- 6 Position originals in the EDH, and make copying selections as required.  
When using Store mode, see p. 6-35 to p. 6-37.
- 7 Press [Start].

### CAUTION:

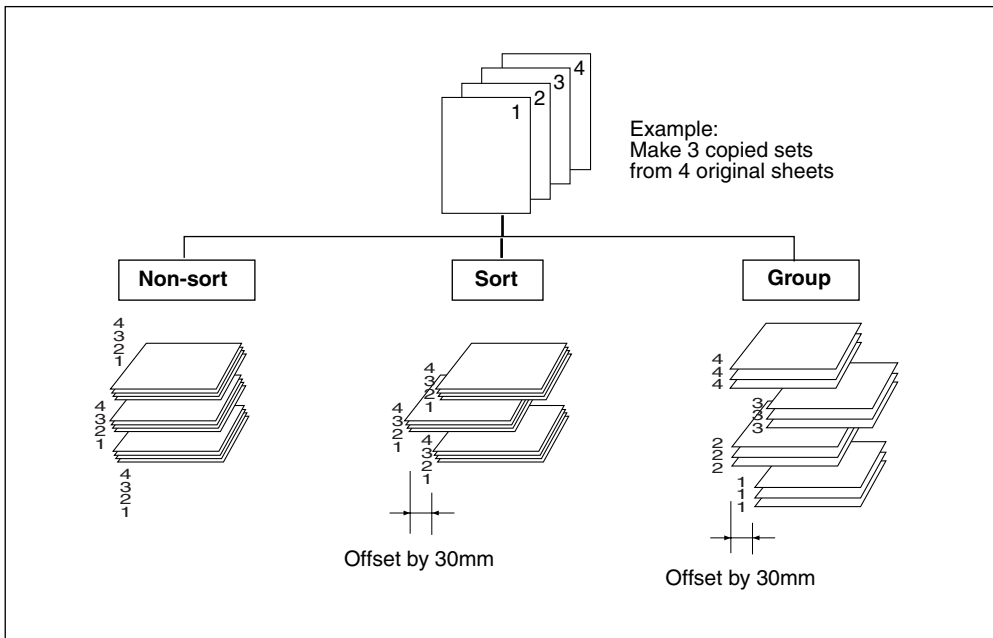
When the selected print quantity exceeds the Finisher's maximum capacity, remove the printed sheets while paper is exiting to avoid paper mishandling.

# Output Modes

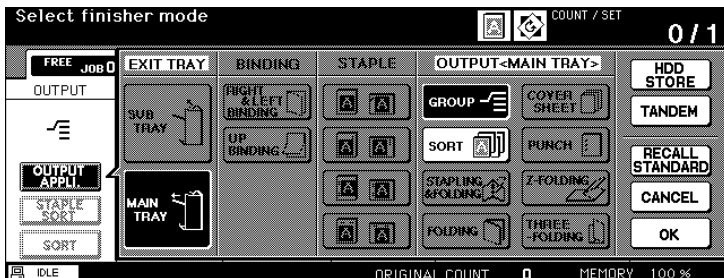
## Output Mode for Machine with Shift Tray

This section describes output modes for a machine with OT-104 Shift tray.

- Non-sort mode outputs multiple copies of the original set. Copies will be stacked upon exit without being offset by sorted sets.
- Sort mode outputs multiple copies of the original set, having each sorted set offset by 30mm upon exit.
- Group mode groups together multiple copies of each original and offsets the sets by 30mm upon exit.



Output Mode popup menu (Group)



# Output Modes

## Output Mode for Machine with Shift Tray (continued)

- 1 Select the desired output mode.

To select Non-sort mode:

Confirm that **OUTPUT APPLI.** and **SORT** are not highlighted on the Basic Screen.

To select Sort mode:

Confirm that **OUTPUT APPLI.** is not highlighted, then touch **SORT** to highlight it.

To select Group mode:

(1) Touch **OUTPUT APPLI.** on the Basic Screen. The Output Mode popup menu will be displayed.

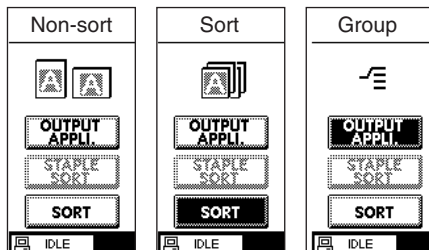
(2) Touch to highlight the desired mode key.

(3) Touch **OK**.

The Basic Screen will be restored, with **OUTPUT APPLI.** highlighted.

- 2 Select additional copy conditions, as desired.
- 3 Enter the desired print quantity from the control panel keypad.
- 4 Position original(s) FACE UP in the EDH or FACE DOWN on the platen glass.
- 5 Press [Start].

TIP: Output Icons on the Basic Screen



### CAUTION:

When the selected print quantity exceeds the Shift tray's maximum capacity, remove the printed sheets while paper is exiting to avoid paper mishandling.

# Output Modes

## Folding and Stapling & Folding Modes

The Folding and Stapling & Folding modes are available only when the FN-10 Finisher option is installed. When any mode is selected, the Booklet feature is automatically selected and indicated on the Application Selection Screen.

NOTES:1 When copying two-sided signature originals using the Folding or Stapling & Folding mode, release the automatically selected Booklet mode on the Application Selection Screen.

2 When copying dark originals or using Reverse Image mode together with Folding or Stapling & Folding mode, the folded line of the output copies may be slightly shifted.

The following copy results may be expected when using Folding or Stapling & Folding mode:

In the Folding mode, each copied set is folded and output to the Booklet tray of the finisher.

In the Stapling & Folding mode, each copied set is stapled at two positions (saddle stitched), then folded and output to the Booklet tray of the finisher.

☐ Use EDH.

☐ Max. number of folded sheets (20 lb Bond) in both modes:

Folding: 3 sheets (less than in Staple & Folding mode because they are not cinched first)

Stapling & Folding: 20 sheets

19 sheets when using thick cover paper

☐ Paper size: 11"x17", 8.5"x14", 8.5"x11"R, A4R

☐ Paper weight: 16 ~ 24 lb; Special stock (20 lb paper is recommended)

☐ Booklet tray capacity:

When the Booklet tray capacity is exceeded, the finisher will stop operating. Select the appropriate print quantity by referring to the following capacities.

Approx. 100 sheets max.

Folding: 33 sets max. of 3-sheet-folded booklet (33 x 3 = 99 sheets)

Stapling & Folding: 20 sets max. of 5-sheet-folded booklet (20 x 5 = 100 sheets)

6 sets max. of 15-sheet-folded booklet (6 x 15 = 90 sheets)

Approx. 75 sheets max. (8.5"x11"R, A4R)

Folding: 25 sets max. of 3-sheet-folded booklet (25 x 3 = 75 sheets)

Stapling & Folding: 15 sets max. of 5-sheet-folded booklet (15 x 5 = 75 sheets)

☐ Incompatible Basic Copying Conditions with Booklet selected: APS, 1-1, 2-1, Rotation, Sort, Staple-sort, Group, Cover sheet feeding, Three-Folding, Z-Folding, Rotation Sort, Rotation Group, Punch

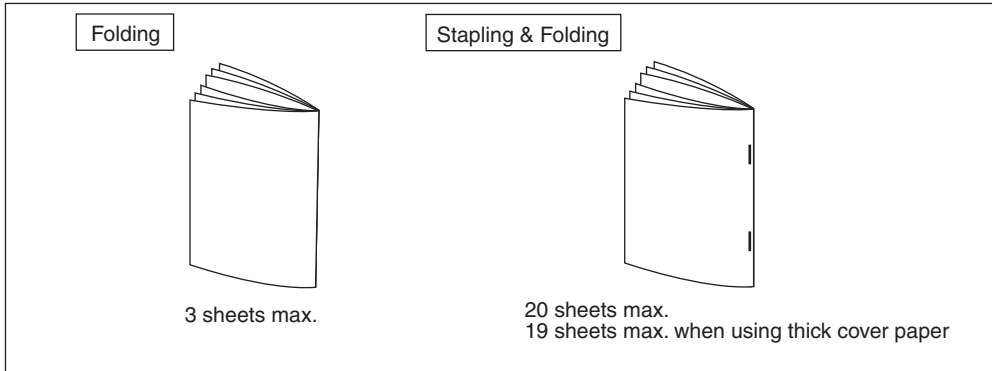
☐ Incompatible Special Originals with Booklet selected: Mixed Original, Whole Area in Non STD size, Tab Paper

☐ Incompatible Applications with Booklet selected: Sheet/Cover Insertion, Combination, Transparency Interleave, Program Job, Non-Image Area Erase, Reverse Image, Repeat

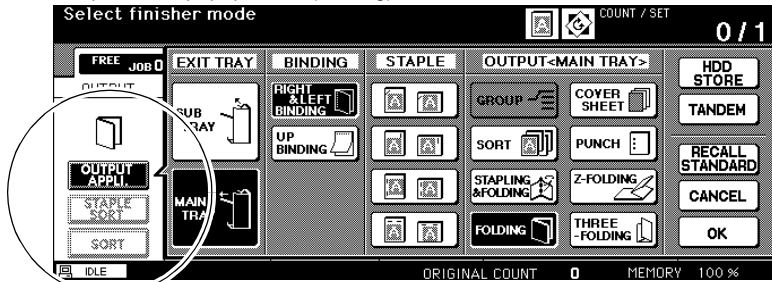
☐ Incompatible conditions without Booklet: Sort, Staple-sort, Group, Rotation Sort, Rotation Group, Three-Folding, Punch, Z-Folding, Transparency Interleave, Reverse Image

# Output Modes

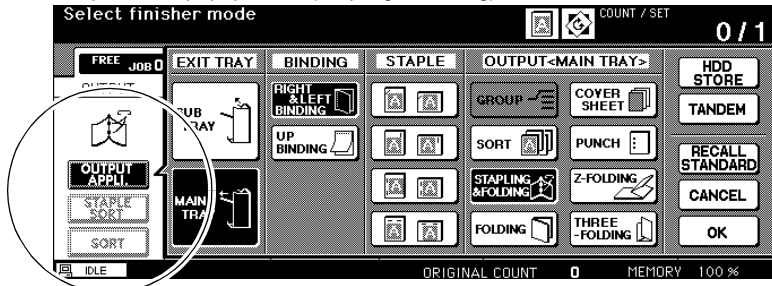
## Folding and Stapling & Folding Modes (continued)



Output Mode popup menu (Folding)



Output Mode popup menu (Stapling & Folding)



# Output Modes

## Folding and Stapling & Folding Modes (continued)

- 1 Close the EDH securely, then press [Panel Reset].
- 2 Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu.
- 3 Touch **STAPLING & FOLDING** or **FOLDING**, as desired.  

NOTE: Selecting **FOLDING** or **STAPLING & FOLDING** will automatically switch the output tray to Booklet tray. Notice that the arrow pointing to the **MAIN TRAY** shifts to the Booklet tray.
- 4 Touch **OK** on the Output Mode popup menu. The Basic Screen will be restored and the selection made in the output mode will be reflected in the OUTPUT icon area.
- 5 Select additional copying features, as required.  

**NO COVER SHEET** of Booklet is automatically selected. To change this selection, touch **APPLI.** on the Basic Screen to display the Application Selection Screen, then touch **Booklet** twice to display the Booklet Mode Selection Screen to make another selection or to release the setting.
- 6 Enter the desired print quantity.
- 7 Position originals in the EDH. When using Store mode, see p. 6-35 to p. 6-37.  

NOTE: When loading originals, heed the following limits on capacity:

  - Folding mode:
    - 12 pages or less for simplex copying
    - 6 pages or less for duplex copying
  - Stapling & Folding mode:
    - 80 pages or less for simplex copying
    - 40 pages or less for duplex copying

Exceeding the above capacity limits may cause trouble in the finisher.
- 8 Press [Start].

### CAUTION

When the Booklet tray capacity is exceeded, the finisher will cease operating. To avoid this, select the appropriate print quantity from the specifications shown on p. 7-14.

# Output Modes

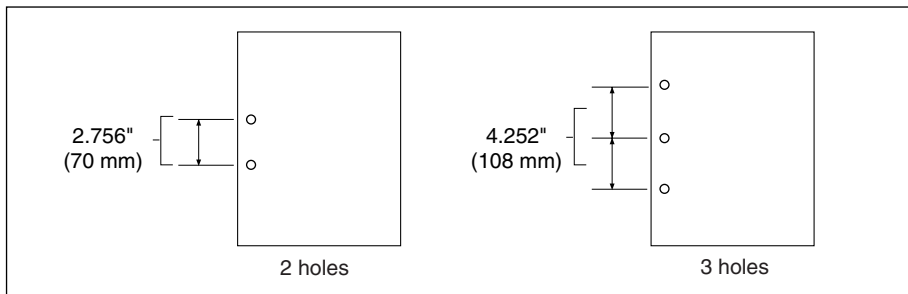
## Punch Mode

The Punch mode is available when the PK-2/PK-5/PK-5 (US 2 HOLES) Punch kit or ZK-3 Z-Fold Kit option is installed in the FN-121/FN-10 Finisher, or when ZK-3 Z-Fold Kit option is installed in the FN-115 Finisher.

If both PK-2/PK-5/PK-5 (US 2 HOLES) Punch kit and ZK-3 Z-Fold Kit are installed in the FN-121/FN-10 Finisher, the ZK-3 Z-Fold Kit is used.

When the Punch mode is selected in combination with any of the Primary (Main) tray output modes, each copied sheet is punched and output to the Primary tray according to the selected output mode.

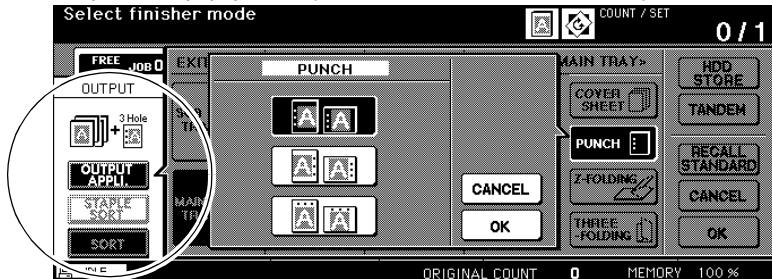
- ☐ Number of holes: PK-2/PK-5 Punch kit; 3 holes only  
PK-5 (US 2 HOLES) Punch kit; 2 holes only  
ZK-3 Z-Fold Kit; 2 holes / 3 holes user selected
- ☐ Hole diameter: 0.315"  $\pm$  0.020" (8 mm  $\pm$  0.5 mm)
- ☐ Hole pitch: 2 holes; 2.756"  $\pm$  0.020" (70 mm  $\pm$  0.5 mm)  
3 holes; 4.252"  $\pm$  0.020" (108 mm  $\pm$  0.5 mm)
- ☐ Paper size: 2 holes; 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R  
3 holes; 11"x17", 8.5"x11"
- ☐ Paper weight: 20 ~ 24 lb (20 lb paper recommended)  
Thin paper 16 lb ~ 19 lb  
Thick paper 25 lb ~ 45 lb (Some 45 lb paper types may not be punched easily.)
- ☐ Incompatible Basic Copying Conditions: Using platen glass (available when using Platen store mode), Folding, Stapling & Folding, Three-Folding, Output modes using secondary tray
- ☐ Incompatible Special Originals: Mixed Original (8.5"x11"R, 5.5"x8.5" mixed) (3-holes punching only), Non STD Size
- ☐ Incompatible Applications: Transparency Interleave
- ☐ Incompatible with Punch mode using PK-2 Punch kit: Cover Sheet mode, Mixed Original with APS, Sheet/Cover Insertion, Copy insertion mode in Chapter, Cover sheet mode in Booklet, Program Job



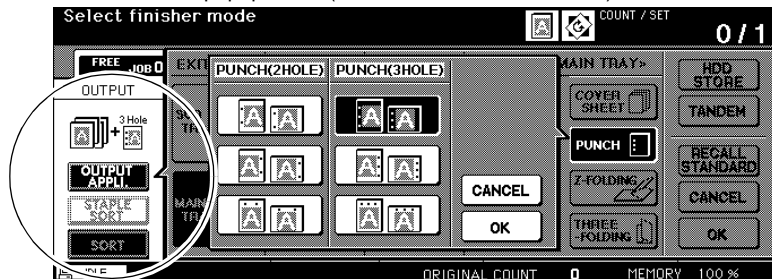
# Output Modes

## Punch Mode (continued)

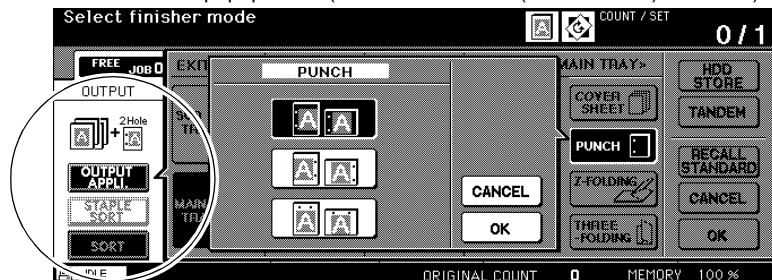
Output Mode popup menu (machine with PK-2/PK-5 Punch kit)



Punch Position popup menu (machine with ZK-3 Z-Fold kit)



Punch Position popup menu (machine with PK-5 (US 2 HOLES) Punch kit)



- 1 Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu.
- 2 Touch **PUNCH** to display the Punch Position popup menu.
- 3 Touch the desired punch position key to highlight it.
- 4 Touch **OK** on the Punch Position popup menu to restore the Output Mode popup menu.
- 5 Touch **OK** on the Output Mode popup menu to complete the setting and return to the Basic Screen.

The selection made in punch position will be displayed in the OUTPUT icon area.



# Output Modes

## Punch Mode (continued)

- 6 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu.
- 7 Touch to select the desired original set direction, then touch **OK** to return to the Basic Screen.
- 8 Select additional copying features, as required.
- 9 Enter the desired print quantity.
- 10 Position originals in the EDH. When using Store mode, see p. 6-35 to p. 6-37.
- 11 Press [Start].

NOTES: 1 Some staple positions previously selected may conflict with this function.  
2 Do not punch special paper type such as transparent films, labels, tabbed sheets, etc. Otherwise, machine trouble may occur in Punching kit.  
3 Be sure that the paper guides of the paper tray are securely aligned to the paper; otherwise the copies may not be punched in position.  
4 If the ATS (Automatic Tray Switching) functions while the machine uses the PK-2 Punch kit in Punch mode, the punch holes may be slightly off the appropriate positions.



### CAUTION:

When the selected print quantity exceeds the Finisher's maximum capacity, remove the printed sheets while paper is exiting to avoid paper mishandling.

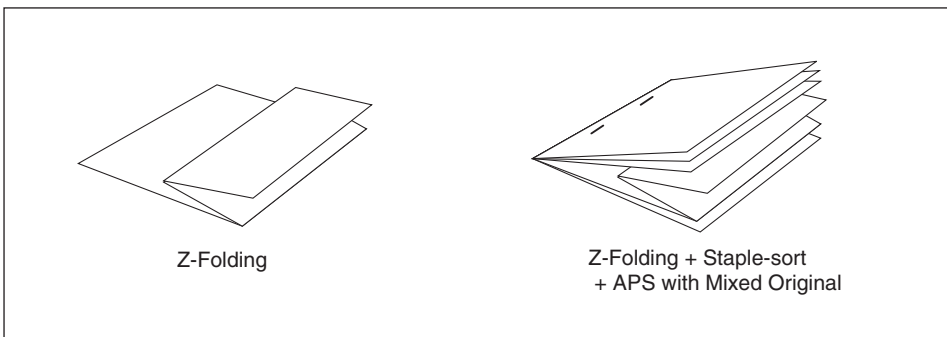
# Output Modes

## Z-Folding Mode

The Z-Folding mode is available only when the ZK-3 Z-Fold Kit option is installed in the FN-121/FN-10/FN-115 Finisher.

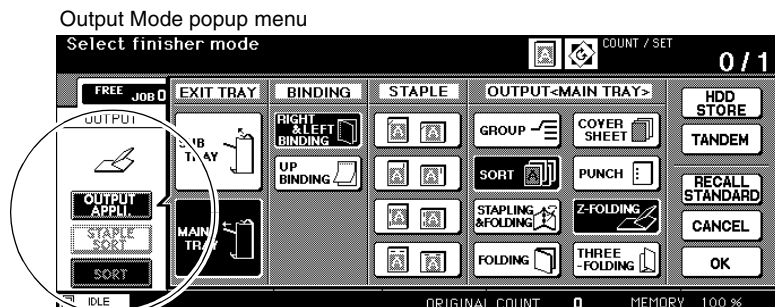
When the Z-Folding mode is selected in combination with any of the Primary (main) tray output modes, the original image is copied on 11"x17"/8.5"x14" copy paper and output to the Primary (main) tray of the finisher according to the selected output mode.

- ☐ Folding type: Z-folding (11"x17"), double-folding (8.5"x14")
- ☐ Copy paper size: 11"x17", 8.5"x14"
  - All other paper sizes will be output without Z-fold or double-fold.
- ☐ Folded width\*: 8.465" (215 mm) or less for 11"x17"
  - 10.299" (261.6 mm) or less for 8.5"x14"
  - \*The width from the paper edge to the first folded line
- ☐ Paper weight: 16 ~ 24 lb
- ☐ When using Mixed Original mode with Z-Folding mode, 11"x17" and 8.5"x14" originals should not be mixed, otherwise the Z-Folding mode may not function properly.
- ☐ Special paper type (Thick 2 transparent films, labels, tabbed sheets) and non-standard size (STD size (special), Non STD size, Wide paper) cannot be Z-folded.
  - Using special paper will cause the machine trouble.
  - Some plain paper types may cause folded line to shift in Z-Folding mode.
- ☐ When using Z-Folding, Staple-sort and APS for mixed size originals, heed the limits on capacity described p. 4-13 to p. 4-14.
- ☐ Incompatible Basic Copying Conditions: Using platen glass (available when Platen store mode is selected), Staple-sort using 8.5"x14", Output modes using secondary tray, Folding, Stapling & Folding, Three-Folding, Tandem mode
- ☐ Incompatible Special Originals: None
- ☐ Incompatible Applications: Transparency Interleave



# Output Modes

## Z-Folding Mode (continued)



- 1 Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu.
- 2 Touch **Z-FOLDING** to highlight it.
- 3 Touch **OK** on the popup menu to complete the setting and return to the Basic Screen.  
The Z-FOLDING icon will be displayed in the OUTPUT icon area.
- 4 Select additional copying features, as required.
- 5 Enter the desired print quantity.
- 6 Position originals in the EDH. When using Store mode, see p. 6-35 to p. 6-37.
- 7 Press [Start].

### CAUTION:

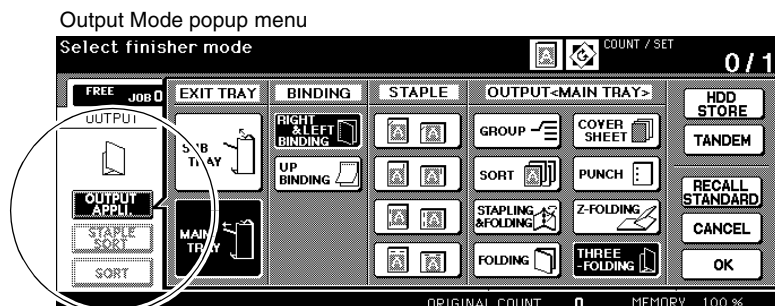
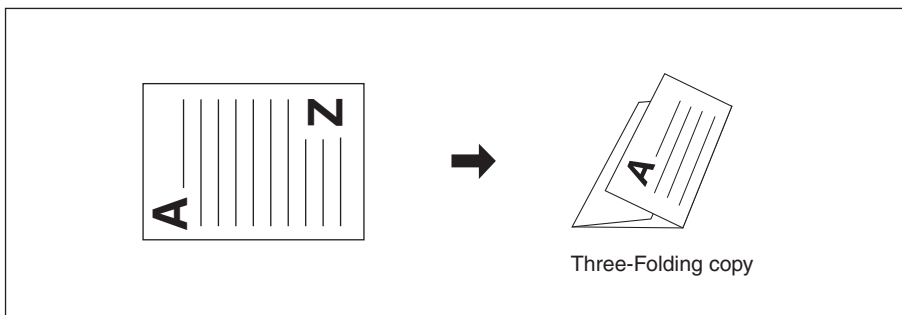
When the selected print quantity exceeds the Finisher's maximum capacity, remove the printed sheets while paper is exiting to avoid paper mishandling.

# Output Modes

## Three-Folding Mode

The Three-Folding mode is available only when the FN-10 Finisher option is installed. In this mode, the original image is copied on 8.5"x11"R copy paper and output to the Booklet tray of the finisher.

- ☐ Copy paper size: 8.5"x11"R, A4R (20 lb paper recommended)
- ☐ Max. number of folded sheets (20 lb Bond): 3 sheets
- ☐ Paper weight: 16 ~ 24 lb; Special stock (20 lb paper is recommended)
- ☐ Booklet tray capacity: 50 sets max. of 1-sheet-folded set (50 sheets)
- ☐ Incompatible Basic Copying Conditions: Sort, Staple-sort, Group, Output modes using secondary tray, Folding, Stapling & Folding, Punch, Z-Folding
- ☐ Incompatible Special Originals: None
- ☐ Incompatible Applications: Transparency Interleave, Book Copy, Program Job, Reverse Image



# Output Modes

## Three-Folding Mode (continued)

- 1 Load 8.5"x11"R or A4R copy paper in a tray.
- 2 Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu.
- 3 Touch **THREE-FOLDING** to highlight it.
- 4 Touch **OK** on the popup menu to complete the setting and return to the Basic Screen.  
The THREE-FOLDING icon will be displayed in the OUTPUT icon area.
- 5 Select additional copying features, as required. Touch to highlight the 8.5"x11"R or A4R tray key, if not already highlighted.
- 6 Enter the desired print quantity.
- 7 Position originals in the EDH. When using Store mode, see p. 6-35 to p. 6-37.  
NOTE: Up to 3 originals can be three-folded.
- 8 Press [Start].

# Output Modes

## Cover Inserter E

The Cover Inserter E is available as an option on the FN-121/FN-10 finisher.

Load cover sheet paper into this device and use the sheets as front/back covers and/or insertions for copied sets output to the Main tray or use the sheets as booklet-type covers for copied sets output to the Booklet tray in the Folding or Stapling & Folding mode.

### NOTES:

- Paper loaded into the cover inserter cannot be copied.
- This function is incompatible with cover sheet mode (COVER WITH COPY SHEET and COVER WITH BLANK SHEET) in Booklet and Sheet/Cover Insertion.

#### ☐ Cover paper size:

Upper tray; 8.5"x11", 8.5"x11"R, 5.5"x8.5"\*

Lower tray; 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5" \*

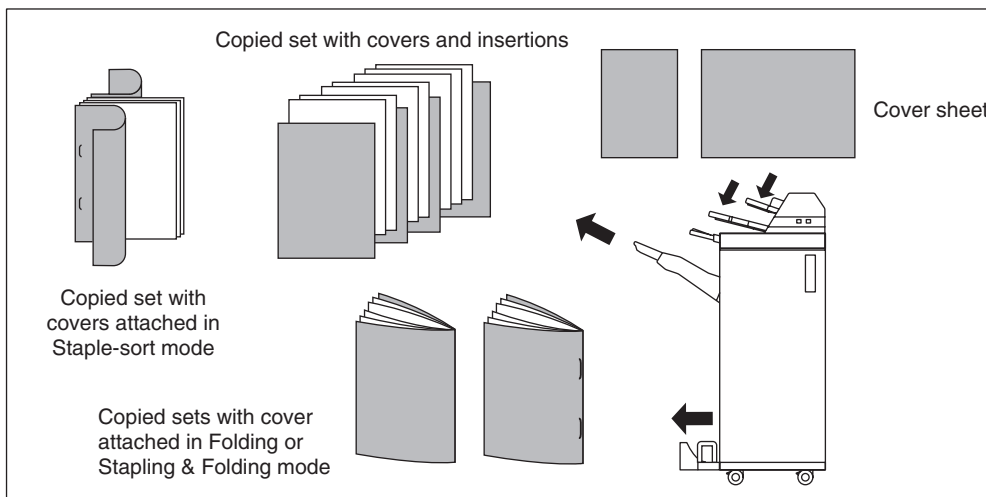
\*5.5"x8.5" paper is available in long edge feeding only.

#### ☐ Cover paper weight: 13 ~ 110 lb (200g/m<sup>2</sup> cover paper)

#### ☐ Tray capacity: 200 sheets (110 lb (200g/m<sup>2</sup> cover paper) or 30mm thick for both trays

#### ☐ Incompatible Conditions: Output to Secondary (sub) tray, Punch using PK-2 Punch kit, Z-Folding, Sheet/Cover Insertion, Cover sheet mode in Booklet, Transparency Interleave

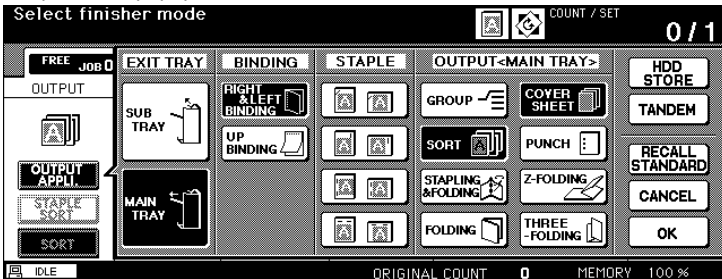
#### ☐ Incompatible Conditions with INSERTION selected: Group, Sheet/Cover Insertion, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Non-Image Area Erase, Repeat, AUTO Layout, Overlay



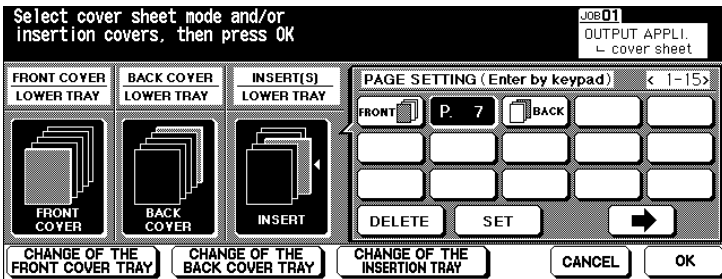
# Output Modes

## Cover Inserter E (continued)

Output Mode popup menu



Cover Sheet Insert Selection Screen



- 1 Close the EDH securely, then press [Panel Reset].
- 2 Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu.
- 3 Touch **COVER SHEET** to display the Cover Sheet Insert Selection Screen.
- 4 Touch **FRONT** and/or **BACK** to highlight it, then select the covers tray.

Touch **CHANGE OF THE FRONT COVER TRAY** and/or **CHANGE OF THE BACK COVER TRAY** to display the desired tray above the selected key.

NOTE: Touch and highlight **FRONT** only, if using Folding or Stapling & Folding mode.

If no insertions are needed, proceed to step 6.

- 5 To use cover paper for insertions, touch **INSERT** to highlight it. Use the control panel keypad to enter the page number of the insertion location, then touch **SET** to complete the entry and move to the next key.

To clear an incorrect entry, touch **DELETE**.

Example: If p. 4 is entered, a cover sheet will be inserted between p. 4 and p. 5.

If setting more than 15 locations including covers, touch the arrow key to move to the next page.

NOTES: • Page numbers entered out of order will be sorted automatically.

• Entering "0" or the same page number twice will be ignored on the screen.

• When a page number entered is larger than the total original page count, it will be ignored.

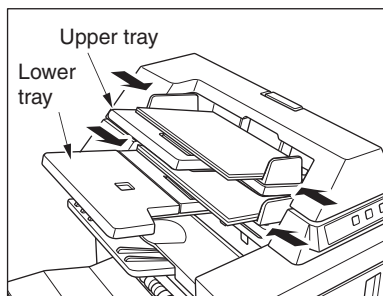
# Output Modes

## Cover Inserter E (continued)

- 6 Touch **OK** to restore the Output Mode popup menu.
- 7 Touch **OK** on the Output Mode popup menu. The Basic Screen will be restored.
- 8 Select additional copying features, as required.
- 9 Load the cover sheet paper into the optional Cover Inserter E of the FN-121/FN-10 finisher.  
If the paper size loaded in the Cover Inserter E is not suitable, the following messages will be displayed and copying will be unavailable.

Please load cover sheet in  
cover inserter

Adapt paper size between  
cover sheet and selected paper



- 10 Enter the desired print quantity.
- 11 Position originals in the EDH or on the platen glass.  
When using Store mode, see p. 6-35 to p. 6-37.
- 12 Press [Start].

### CAUTION:

When the selected print quantity exceeds the Finisher's maximum capacity, remove the printed sheets while paper is exiting to avoid paper mishandling.



# Output Modes

## Manual Finishing

The Manual Finishing function is available only with the Cover Insertor E option installed in the FN-121/FN-10 Finisher. To use this convenient function, simply place a set of paper into the lower tray of the Cover Insertor E, select the desired mode from the Manual Finishing operation panel located on the top of the finisher, then press the Start/Stop button.

Available finishing modes according to the optional configuration are described below.

### FN-121 Finisher + Cover Insertor E

- 1 oblique staple: Primary (main) tray
- 2 parallel staples: Primary (main) tray

### FN-121 Finisher + Cover Insertor E + PK-2/PK-5/PK-5 (US 2 HOLES) Punch Kit

- 1 oblique staple
- 2 parallel staples
- Punch

### FN-10 Finisher + Cover Insertor E

- 1 oblique staple
- 2 parallel staples
- Stapling & Folding (2 staples in the center + Folding)
- Three-Folding

### FN-10 Finisher + Cover Insertor E + PK-2/PK-5/PK-5 (US 2 HOLES) Punch Kit

- 1 oblique staple
- 2 parallel staples
- Stapling & Folding (2 staples in the center + Folding)
- Three-Folding
- Punch

### **Specifications for Manual Stapling 1 oblique staple and 2 parallel staples**

- ☐ Paper size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A4, A4R (8.27"x11.69", 210mm x 297mm)
- ☐ Paper weight: 16 ~ 24 lb (20 lb paper is recommended)
- ☐ Staple capacity: 50 sheets max. (20 lb paper)
- ☐ Output tray: Primary (main) tray

### **Specifications for Manual Punch**

- ☐ Paper size: 11"x17", 8.5"x11", A4 (8.27"x11.69", 210mm x 297mm)
- ☐ Paper weight: 16 ~ 24 lb (20 lb paper is recommended)
- ☐ Punch capacity: 200 sheets max. (24 lb paper) or within 30mm thick
- ☐ Output tray: Primary (main) tray
- ☐ The machine with ZK-3 Z-Fold Kit requires PK-2/PK-5/PK-5 (US 2 HOLES) Punch Kit to use this function.

# Output Modes

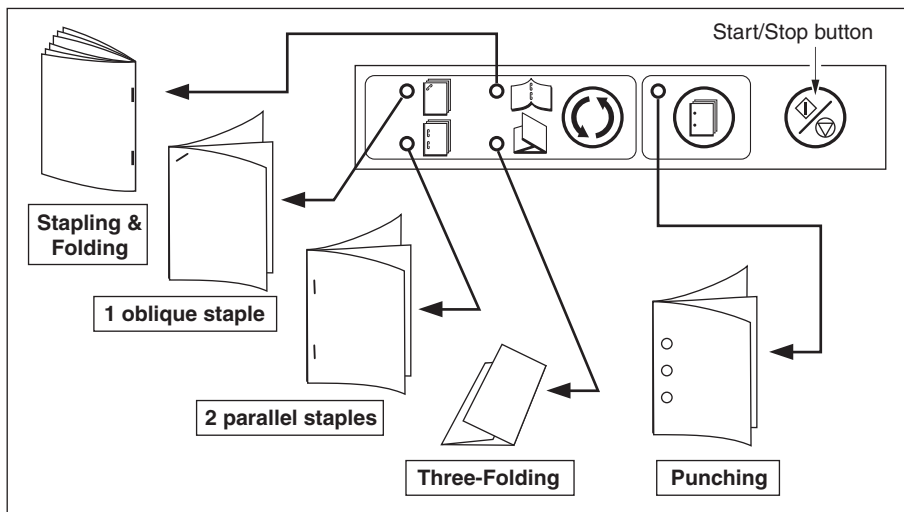
## Manual Finishing (continued)

### Specifications for Manual Stapling & Folding mode

- ☐ Paper size: 11"x17", 8.5"x14", 8.5"x11"R, A4, A4R (8.27"x11.69", 210mm x 297mm)
- ☐ Paper weight: 16 ~ 24 lb (20 lb paper is recommended)
- ☐ Staple capacity: 20 sheets max. (20 lb paper)  
19 sheets max. (20 lb paper with a thick paper cover)
- ☐ Output tray: Booklet tray

### Specifications for Three-Folding mode

- ☐ Paper size: 8.5"x11"R, A4R (8.27"x11.69", 210mm x 297mm)
- ☐ Paper weight: 16 ~ 24 lb (20 lb paper is recommended)
- ☐ Folding capacity: 3 sheets max. (20 lb paper)
- ☐ Output tray: Booklet tray

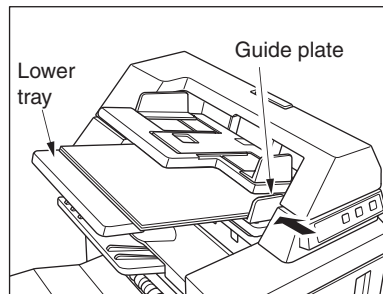


# Output Modes

## Manual Finishing (continued)

- 1 Place a set of paper to be finished into the lower tray of the Cover Inserter E, as described below for each mode, then align the guide plate. The indicator light of Start/Stop button will turn green.

- 1 oblique staple / 2 parallel staples: FACE UP
- Punch: FACE UP
- Stapling & Folding: FACE UP for the outside of the finished set
- Three-Folding: FACE UP for the outside of the folded set



NOTE: Refer to the specifications on previous page for available paper size and capacity in each mode.

- 2 Press Staple Mode Selection button and/or Punch button to select the desired mode.

NOTE: Punch mode is compatible with 1 oblique staple, 2 parallel staples, or Stapling & Folding mode.

- 3 Press Start/Stop button.

Finished sheets will be delivered to the appropriate tray according to the selected mode.

NOTE: If you want to stop the Manual Finishing operation, press the Start/Stop button again. The finisher will cease operating. When using Stapling & Folding mode, the unfinished set will be left in the stacker unit inside the finisher.

### CAUTION

When the Booklet tray capacity is exceeded, the finisher will cease operating. To avoid this, select the appropriate print quantity from the specifications on p. 7-14.

### CAUTION:

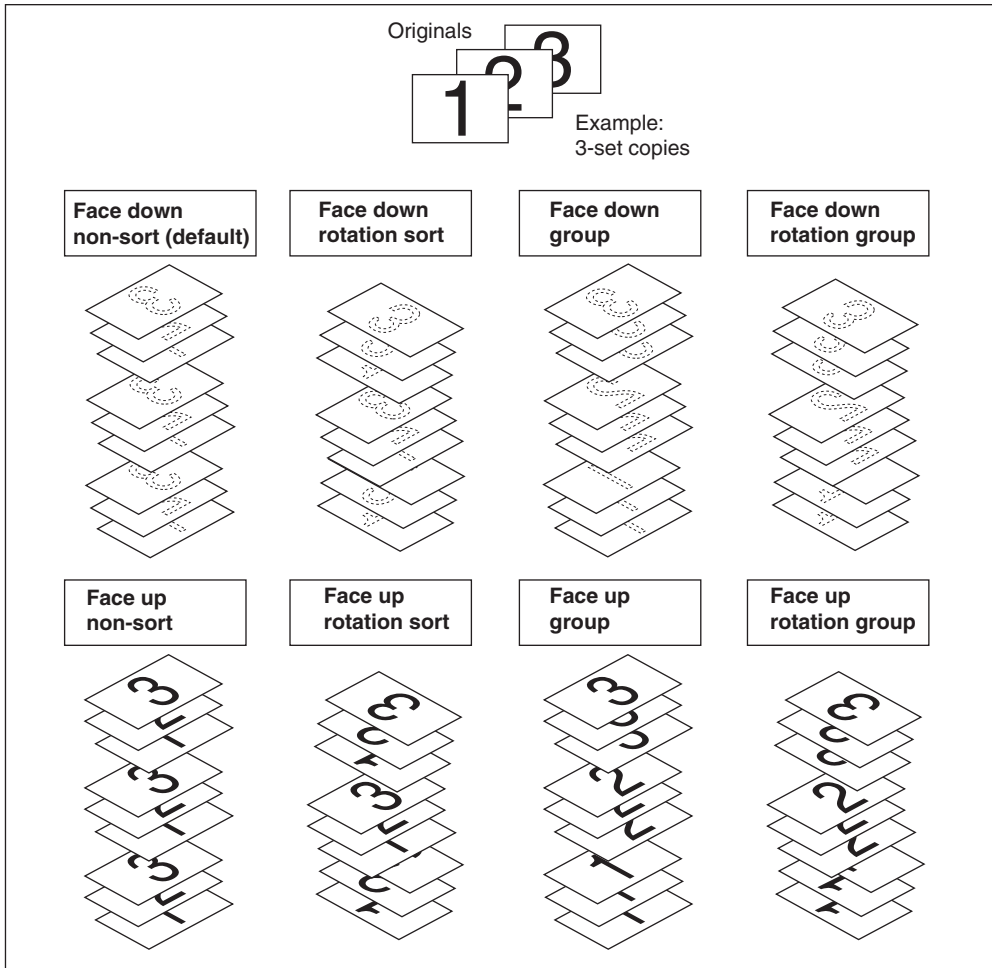
When the selected print quantity exceeds the Finisher's maximum capacity, remove the printed sheets while paper is exiting to avoid paper mishandling.

# Output Modes

## Output Mode for Machine without Finisher

This section describes eight output modes for a copier without the Finisher.

- |  |  |
|--|--|
| <input type="checkbox"/> Face down non-sort exit (default) | <input type="checkbox"/> Face up non-sort exit       |
| <input type="checkbox"/> Face down rotation sort exit      | <input type="checkbox"/> Face up rotation sort exit  |
| <input type="checkbox"/> Face down group exit              | <input type="checkbox"/> Face up group exit          |
| <input type="checkbox"/> Face down rotation group exit     | <input type="checkbox"/> Face up rotation group exit |



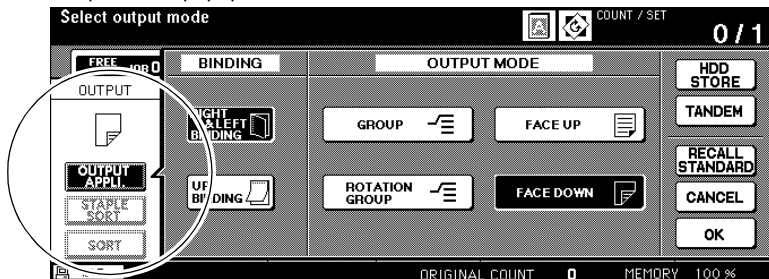
# Output Modes

## Output Mode for Machine without Finisher (continued)

### Face Down Exit

- Non-sort mode copies the original set in amounts determined by the print quantity setting, then outputs sorted sets normally.
- Rotation sort mode rotates every other sorted set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation.
- Group mode copies each original page in amounts determined by the print quantity setting, then outputs grouped sets normally.
- Rotation group mode rotates every other grouped set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., 8.5"x11" and 8.5"x11"R.

Output Mode popup menu



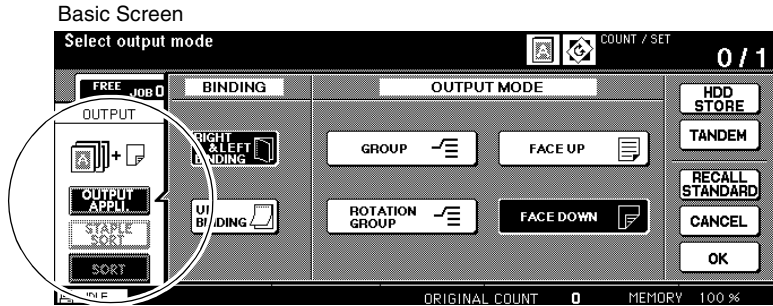
### To Set Face Down Non-Sort Exit

- 1 Confirm that the **OUTPUT APPLI.** key is not highlighted.  
If **OUTPUT APPLI.** is highlighted, touch **OUTPUT APPLI.** to display the Output Mode popup menu. Select to highlight **FACE DOWN** and deselect all the other keys, then touch **OK**.
- 2 Confirm that the **SORT** key is not highlighted.  
If **SORT** is highlighted, touch **SORT** to deselect it.

## Output Modes

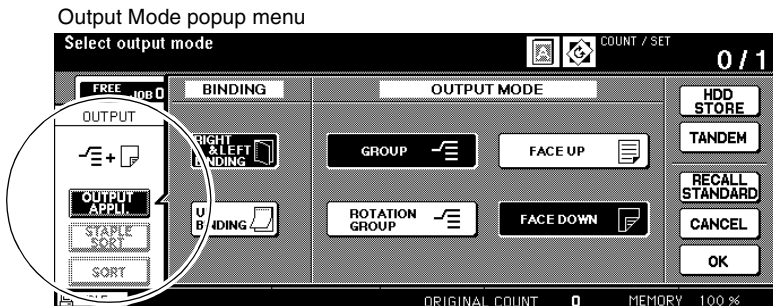
### Output Mode for Machine without Finisher (continued)

#### Face Down Exit (continued)



#### To Set Face Down Rotation Sort Exit

- 1 Confirm that the **OUTPUT APPLI.** key is not highlighted.  
If **OUTPUT APPLI.** is highlighted, touch **OUTPUT APPLI.** to display the Output Mode popup menu. Select to highlight **FACE DOWN** and deselect all the other keys, then touch **OK**.
- 2 Touch **SORT** to highlight it.



#### To Set Face Down Group Exit

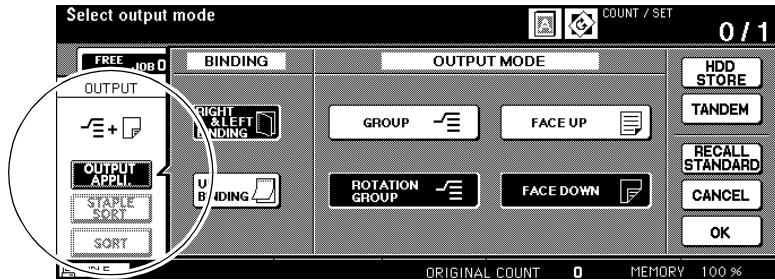
- 1 Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu.
- 2 Touch **GROUP** and **FACE DOWN** to highlight them.
- 3 Touch **OK** to complete the setting and return to the Basic Screen.

## Output Modes

### Output Mode for Machine without Finisher (continued)

#### Face Down Exit (continued)

Output Mode popup menu



#### To Set Face Down Rotation Group Exit

- 1 Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu.
- 2 Touch **ROTATION GROUP** and **FACE DOWN** to highlight them.
- 3 Touch **OK** to complete the setting and return to the Basic Screen.

# Output Modes

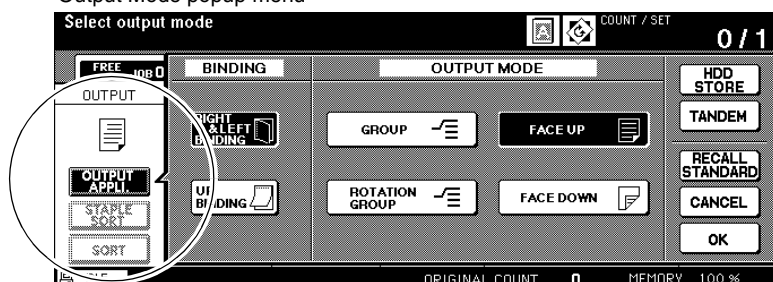
## Output Mode for Machine without Finisher (continued)

### Face Up Exit

Unless Face Up Exit is selected, all simplex copies and odd numbered duplex copies exit to the tray face down. When Face Up Exit is selected, all simplex copies and odd numbered duplex copies exit face up. While the Face Up Exit mode reduces the amount of paper movement, you will be required to arrange pages in the correct order manually.

- ☐ Face up exit can be selected together with Non-sort, Rotation sort, Group, or Rotation group.
- ☐ When using the platen glass with simplex (1-1) copying, start copying from the last page first and continue in that reverse order to output the set in correct order.
- ☐ Incompatible: None

Output Mode popup menu



### To Set Face Up Non-Sort Exit

- 1 Confirm that the SORT key is not highlighted.  
If **SORT** is highlighted, touch **SORT** to deselect it.
- 2 Touch **OUTPUT APPLI.** to display the Output Mode popup menu.
- 3 Touch **FACE UP** to highlight it.
- 4 Touch **OK** to complete the setting and return to the Basic Screen.

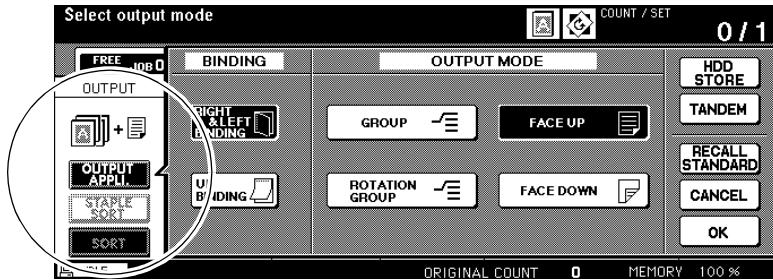


## Output Modes

### Output Mode for Machine without Finisher (continued)

#### Face Up Exit (continued)

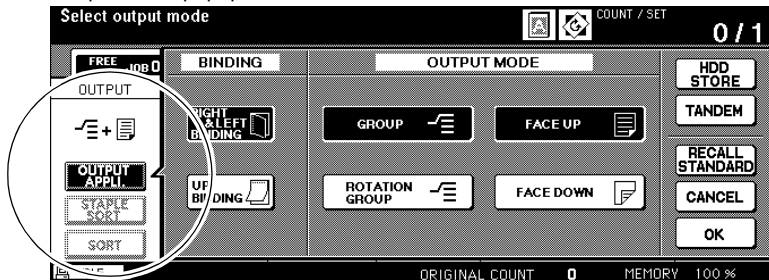
Output Mode popup menu



#### To Set Face Up Rotation Sort Exit

- 1 Touch **OUTPUT APPLI.** to display the Output Mode popup menu.
- 2 Touch **FACE UP** to highlight it.
- 3 Touch **OK** to complete the setting and return to the Basic Screen.
- 4 Touch **SORT** to highlight it.

Output Mode popup menu



#### To Set Face Up Group Exit

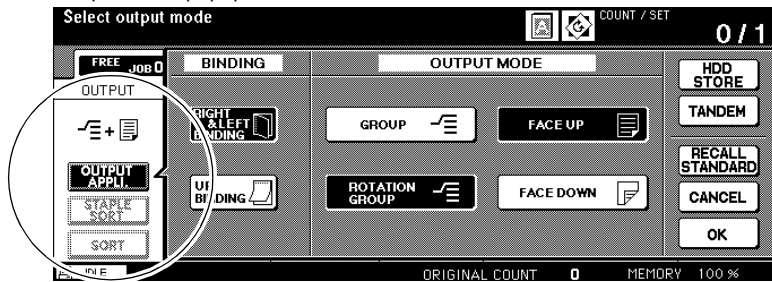
- 1 Touch **OUTPUT APPLI.** to display the Output Mode popup menu.
- 2 Touch **GROUP** and **FACE UP** to highlight them.
- 3 Touch **OK** to complete the setting and return to the Basic Screen.

# Output Modes

## Output Mode for Machine without Finisher (continued)

### Face Up Exit (continued)

Output Mode popup menu

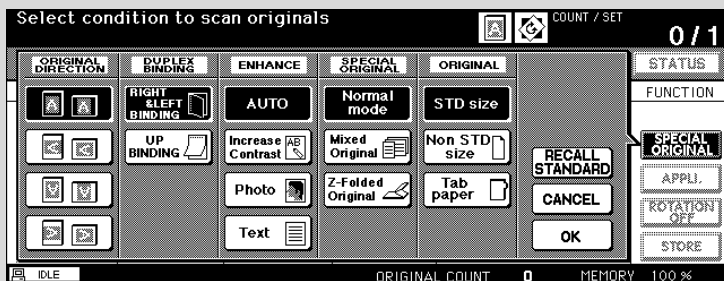


### To Set Face Up Rotation Group Exit

- 1 Touch **OUTPUT APPLI.** to display the Output Mode popup menu.
- 2 Touch **ROTATION GROUP** and **FACE UP** to highlight it.
- 3 Touch **OK** to complete the setting and return to the Basic Screen.

## Section 8: Special Original

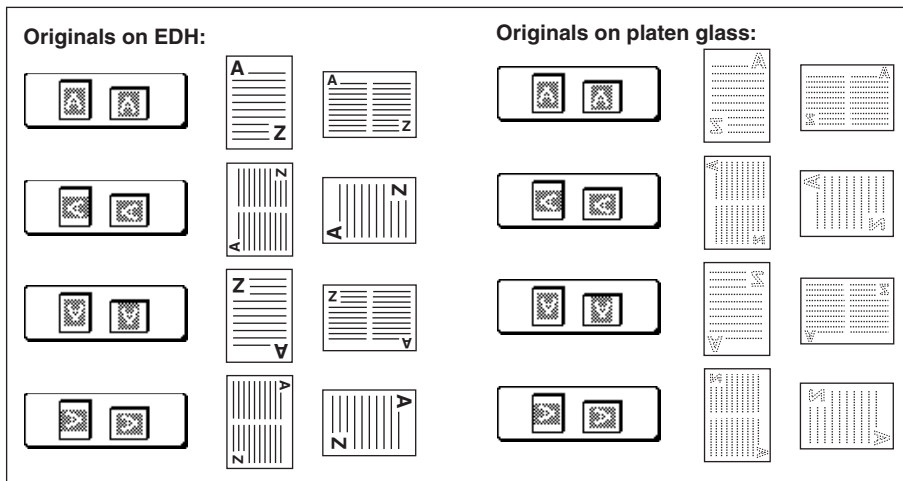
Original Direction .....	8-2
Original Binding Mode .....	8-3
Text/Photo Enhance .....	8-4
Special Original .....	8-6
Original Form .....	8-9



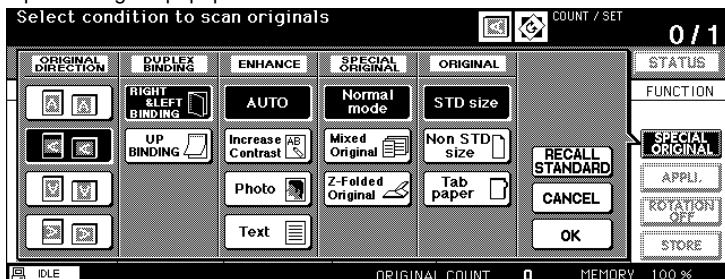
# Special Original

## Original Direction

Specify the direction of the originals placed on EDH or platen glass.  
This setting is required to obtain copy results as expected when making double-sided copies with binding position specified or when staple position is specified.



Special Original popup menu

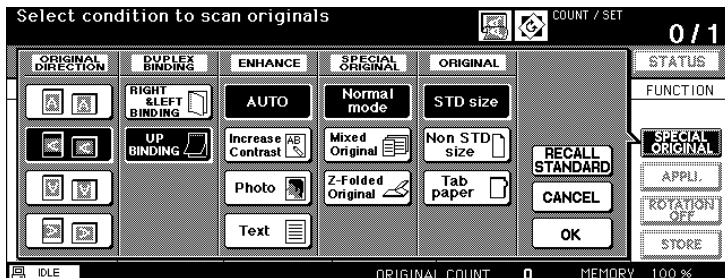
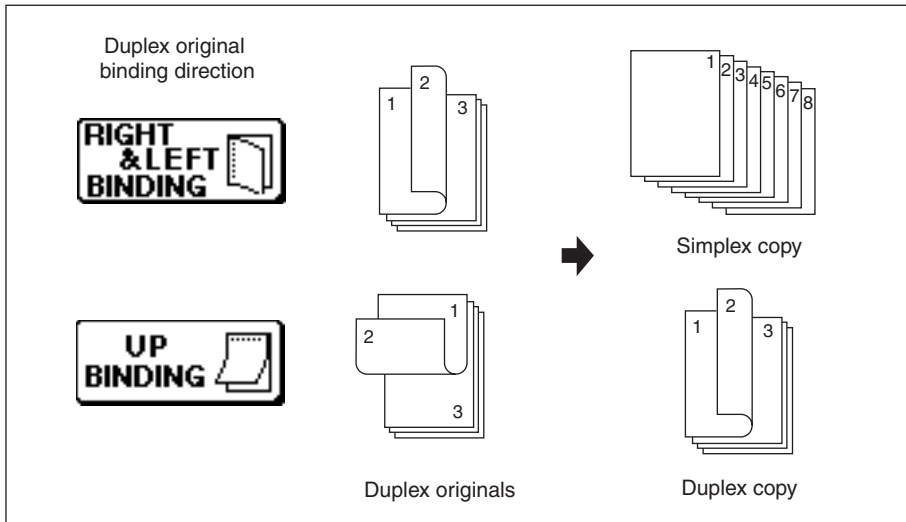


- 1 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu.
- 2 Touch to highlight the desired original direction key.
- 3 Touch **OK** to complete the setting and return to the Basic Screen.
- 4 Make other compatible selections.
- 5 Position original(s) in the EDH or on the platen glass.  
When using Platen store mode, see p. 6-35 to p. 6-36.  
When using EDH store mode, see p. 6-37.
- 6 Press [Start].  
After copying is completed, press [Panel Reset] to release the mode and reset the machine.

# Special Original

## Original Binding Mode

When copying in 2-1 or 2-2 mode, specify the binding direction of the originals on the Special Original popup menu to obtain the desired copy result.



- 1 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu.
- 2 Touch to highlight the desired binding direction key.
- 3 Touch **OK** to complete the setting and return to the Basic Screen.
- 4 Make other compatible selections.
- 5 Enter the desired print quantity from the control panel keypad.
- 6 Position originals in the EDH or on the platen glass.
- 7 Press [Start].

# Special Original

## Text/Photo Enhance

Use this function to enhance the reproducibility of half tone and produce an image closer to that of the original.

### Text Mode

Use the Text mode when copying a text original. In this mode, text is improved in comparison to using the general mode.

### Photo Mode

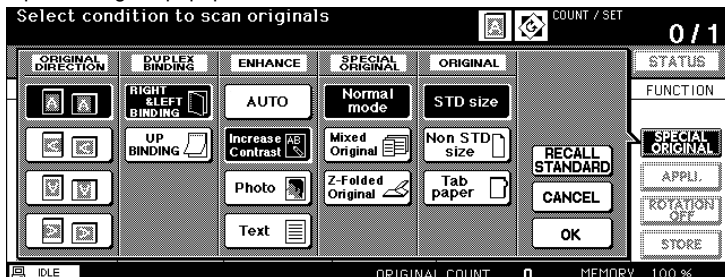
Use the Photo mode to reproduce a half-tone photo image. The copy will closely represent the half-tones of the original image.

### Increase Contrast Mode

Select Increase Contrast to darken lightly printed images (e.g., pencil) without changing background exposure. In cases where the image is light and background is dark, the background will not be changed.

- ☐ Original/Copy paper: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"
- ☐ Incompatible Copying Conditions: None

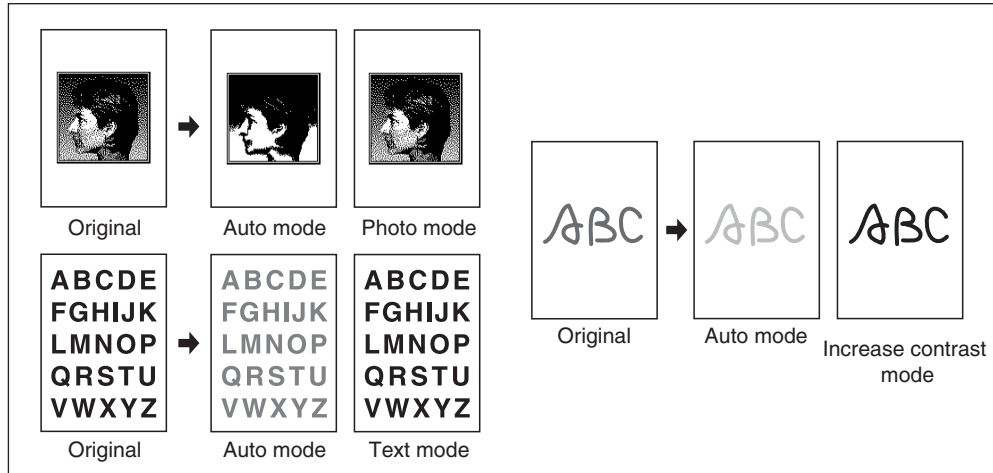
Special Original popup menu



Option: In each enhance mode, the copy density level can be shifted three levels darker or three levels lighter (Density Shift). See p. 6-14 to p. 6-15, if this setting is desired.

# Special Original

## Text/Photo Enhance (continued)



- 1 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu.
- 2 Touch **Text**, **Photo**, or **Increase Contrast**, as required.
- 3 Touch **OK** to return to the Basic Screen.

NOTE: To cancel the change before returning to the Basic Screen, touch **CANCEL**.  
To recall the standard setting of the Special Originals, touch **RECALL STANDARD**.

- 4 Select additional copying features, as desired.
- 5 Enter print quantity.
- 6 Position original(s) **FACE UP** in the EDH or **FACE DOWN** on the platen glass.  
When using Platen store mode, see p. 6-35 to p. 6-36.  
When using EDH store mode, see p. 6-37.

Option: Press [Mode Check] to view the selection, and make the Proof copy, if desired; then touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.

- 7 Press [Start].  
After copying is completed, press [Panel Reset] to release the mode and reset the machine.

# Special Original

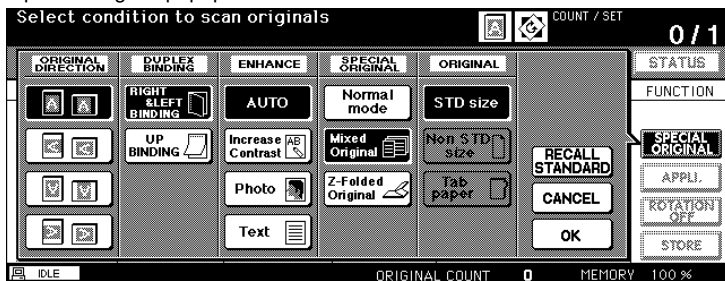
## Special Original

### Mixed Original

Use the Mixed original mode with the EDH or with Store mode to copy ledger (11"x17"), legal (8.5"x14"), letter (8.5"x11") and 5.5"x8.5"\* or legal (8.5"x14"), letter R (8.5"x11"R and 8.5"x11") and 5.5"x8.5"\* originals. Each original in the mixed set will be copied to paper of the same size (APS mode) or to paper of desired size with appropriate ratio automatically selected (AMS mode).

- ☐ Use EDH.
- ☐ Platen store mode is available.
- ☐ Original paper: 11"x17", 8.5"x14", 8.5"x11" and 5.5"x8.5"\* mixed (16 lb ~ 32 lb)  
8.5"x14", 8.5"x11"R, 8.5"x11" and 5.5"x8.5"\* mixed (16 lb ~ 32 lb)  
\* 5.5"x8.5" original is available in portrait type feeding only.
- ☐ EDH capacity: Max. 100 sheets
- ☐ APS is automatically selected (can be switched to AMS when copy size is selected).
- ☐ Rotation can be used with AMS.
- ☐ Incompatible Basic Copying Conditions: Staple-Sort with APS, Rotation Sort, Folding, Stapling & Folding, Three-Folding, Punch using PK-2 Punch kit (APS mode and/or 8.5"x11", 5.5"x8.5" mixed)
- ☐ Incompatible Special Original: Z-Folded Original, Non STD Size, Tab Paper
- ☐ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Program Job, Non-Image Area Erase, Repeat, AUTO Layout, Overlay, Storing image in Overlay Memory

Special Original popup menu

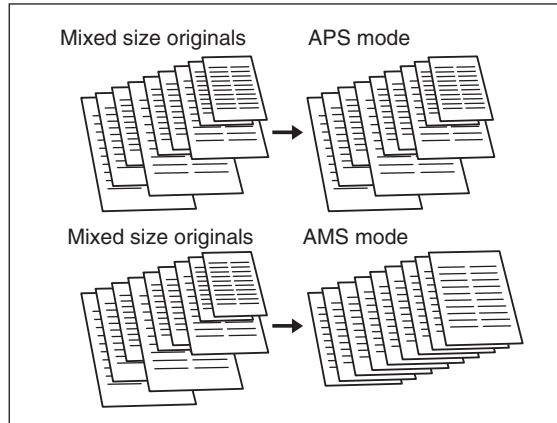




# Special Original

## Special Original (continued)

## Mixed Original (continued)



1 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu.

2 Touch **Mixed Original**.

3 Select additional copying features, as desired.

NOTE: To cancel the change before returning to the Basic Screen, touch **CANCEL**.

To recall the standard setting of the Special Originals, touch **RECALL STANDARD**.

4 Touch **OK** to complete the setting and to return to the Basic Screen.

5 Select APS mode to copy each original size to a matching copy size in 1:1 mode or select AMS mode to copy all originals to the same paper size, with a ratio selected automatically.

APS is automatically selected.

To select AMS, touch the tray key on the Basic Screen to select the desired copy size.

6 Enter the desired print quantity.

7 Position mixed originals FACE UP in the EDH; 11"x17", 8.5"x14", 8.5"x11" and 5.5"x8.5" mixed, or 8.5"x14", 8.5"x11"R, 8.5"x11" and 5.5"x8.5" mixed.

When using Platen store mode, see p. 6-35 to p. 6-36.

When using EDH store mode, see p. 6-37.

Option: Press [Mode Check] to view the selection, and make the Proof copy, if desired; then touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.

8 Press [Start].

After copying is completed, press [Panel Reset] to release the mode and reset the machine.

# Special Original

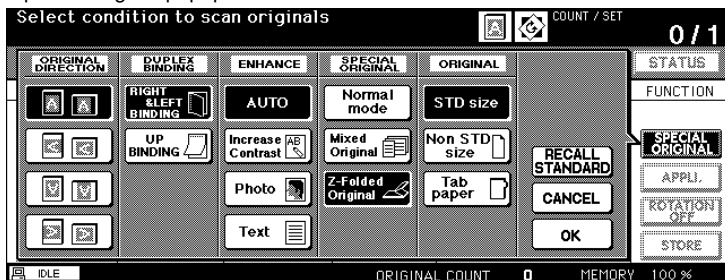
## Special Original (continued)

### Z-Folded Original

Use the Z-folded original mode with the EDH to copy Z-folded originals so as not to cause paper misfeed.

- ☐ Use EDH.
- ☐ EDH capacity: Max. 100 sheets
- ☐ Incompatible Basic Copying Conditions: Using platen glass
- ☐ Incompatible Special Original: Mixed Original, Non STD Size, Tab Paper
- ☐ Incompatible Applications: Non-image area erase, Repeat, AUTO layout, Storing image in Overlay Memory

Special Original popup menu



1 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu.

2 Touch **Z-Folded original**.

3 Select additional copying features, as desired.

NOTE: To cancel the change before returning to the Basic Screen, touch **CANCEL**.

To recall the standard setting of the Special Originals, touch **RECALL STANDARD**.

4 Touch **OK** to complete the setting and return to the Basic Screen.

5 Make other compatible selections.

6 Position Z-folded original(s) in the EDH.

NOTE: Normal originals can also be loaded at the same time.

7 Press [Start].

After copying is completed, press [Panel Reset] to release the mode and reset the machine.

# Special Original

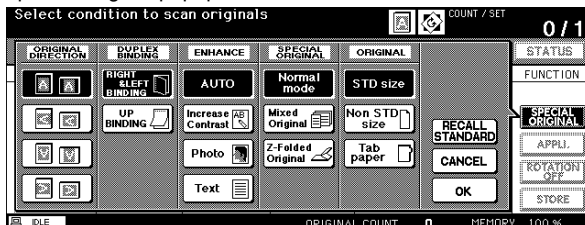
## Original Form

The copier usually detects the standard size of originals fed through EDH or positioned on the platen glass (STD size mode).

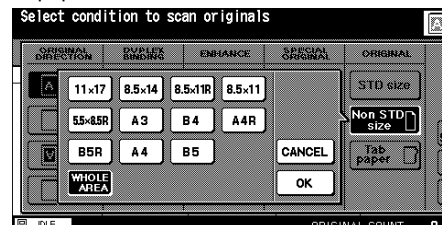
Use Non STD size mode to specify the scanning area manually for copying or printing special size originals. Use the Tab paper mode to copy a tabbed original, including the image of the tab part, onto tabbed copy paper.

- ☐ Scanning sizes in Non STD size mode: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"R, A3, B4, A4R, B5R, A4, B5, WHOLE AREA
- ☐ Original sizes in Tab paper mode: 8.5"x14", 8.5"x11"R, 8.5"x11", A3, B4, A4R, A4, B5
- ☐ Tab extension width: 0.5" (12.5 mm) or less
- ☐ Incompatible Basic Copying Conditions: None
- ☐ Incompatible Special Original: Mixed Original, Z-Folded Original (Non STD Size and Tab Paper cannot be selected at the same time.)
- ☐ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Storing image in Overlay Memory (Non STD size and Tab paper)
- ☐ Incompatible WHOLE AREA of Non STD size: Combination, Booklet, Book Copy, Non-Image Area Erase, Image Shift

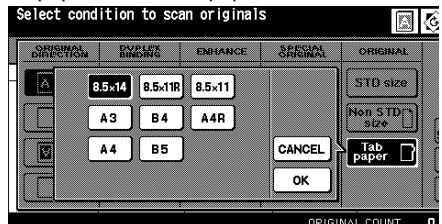
Special Original popup menu



Popup menu for Non STD size mode



Popup menu for Tab paper mode



- 1 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu.
- 2 Touch **Non STD Size** or **Tab paper**.

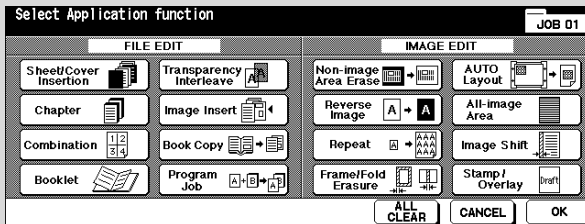
# Special Original

## Original Form (continued)

- 3 Touch the desired size key. When selecting **WHOLE AREA** on the Non STD size mode menu, the copier scans the whole area of the platen glass and copies with the paper size or magnification ratio currently selected.
- 4 Touch **OK** on the popup menu of the size keys.
- 5 Touch **OK** to complete the setting and return to the Basic Screen.  
NOTE: To cancel the change before returning to the Basic Screen, touch **CANCEL**.  
To recall the standard setting of the Special Originals, touch **RECALL STANDARD**.
- 6 Make other compatible selections.
- 7 Position original(s) **FACE UP** in the EDH, or **FACE DOWN** on the platen glass.
- 8 Press [Start]. After copying is completed, press [Panel Reset] to release the mode and reset the machine.

## Section 9 : Applications

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# Applications

## Application Function Menu

When **APPLI.** key on the Basic Screen is touched, the Application Selection Screen displays on the touch panel. If one function on the menu is incompatible with another, it will appear grayed out.

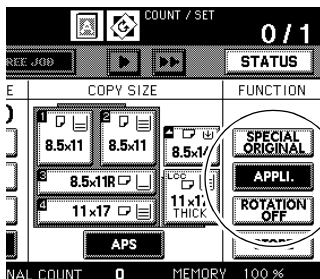
When a function key is touched, it becomes highlighted. If you touch a function key, another screen or two will display to enable you to enter the appropriate settings. For example, you may select Repeat from the Application Selection Screen and then choose a desired repeat image mode, another screen will display when you touch **ENTER REPEAT WIDTH BY KEYPAD**, which allows you to specify the repeat width using the touch screen keypad. Check **BOOK MARK** in the message area of the subsequent screen, if desired, so that the screen may be directly accessed from the Mode Check Screen to change the setting you made.

When all settings are made for each function, the **OK** key can be touched to complete the settings, and return you to the Application Selection Screen. If no other Applications are desired, the **OK** key can be touched again to complete your selections, and bring you back to the Basic Screen. With the Basic Screen displayed, you can press the [Start] key to perform the operation.

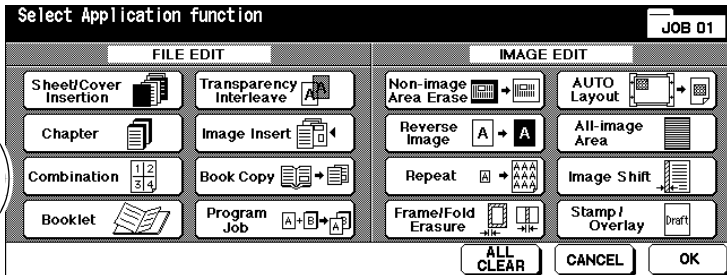
To restore the original copying conditions, touch **CANCEL**.

To clear all Application settings, touch **ALL CLEAR**.

Basic Screen



Application Selection Screen



- NOTES: 1 The **APPLI.** key on the Basic Screen will be highlighted when application selections have been made.  
2 When incompatible selections are made, the last key touched will be selected.  
3 To cancel individual functions in application mode, touch the highlighted key.  
To cancel all application selections, touch **ALL CLEAR** key on the Application Selection Screen.

# Applications

## Sheet/Cover Insertion

Use Sheet/Cover Insertion in copy mode or blank mode to insert chapter sheets or separator sheets into the finished set, as well as front and back covers.

### Specifications for Sheet/Cover Insertion

- ☐ Scan and store originals into memory, then print all the pages collectively.
- ☐ Max. insert sheets: 30 locations, from 1~999, including front and back covers
- ☐ Original paper: 11"x17", 8.5"x14", 8.5"x11", 13 lb ~ 34 lb
- ☐ AMS Automatic Magnification Selection: Functions when a different copy size is selected.
- ☐ Incompatible Basic Copying Conditions: APS, Group, Cover Sheet mode, Rotation Sort, Rotation Group, Punch using PK-2 Punch kit
- ☐ Incompatible Special Originals: Mixed Original, Tab Paper
- ☐ Incompatible Applications: Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Program Job, Non-Image Area Erase, Repeat except 2/4/8 Repeat, AUTO Layout, Overlay, Storing image in Overlay Memory

Sheet/Cover Insertion Screen

The screenshot shows the 'Sheet/Cover Insertion Screen' with the following elements:

- Top Bar:** Includes a 'BOOK MARK' checkbox and a 'JOB 01' label. Below 'JOB 01' is the text 'Application' and 'S/C Insertion'.
- Main Area:**
  - COVERS:** A section with 'Tray 1' and 'THICK1'.
  - INSERT(S):** A section with 'Tray 2' and 'THIN'.
  - PAGE SETTING (Enter by keypad):** A grid of 15 buttons (3 rows by 5 columns) for entering page numbers. Navigation arrows '<' and '>' are on the right.
  - Navigation Buttons:** 'DELETE', 'SET', and a large right-pointing arrow.
- Bottom Bar:** Includes 'CHANGE OF THE COVERS TRAY', 'CHANGE OF THE INSERTION TRAY', 'CANCEL', and 'OK' buttons.

# Applications

## Sheet/Cover Insertion (continued)

### **Insertion Mode**

This mode is classified as Copy insertion and Blank insertion. The Copy insertion mode copies and inserts plain or colored sheets at locations designated in the page setting area of the Sheet/Cover Insertion Screen. The Blank insertion mode inserts non-copied (plain or colored) sheets.

The tray source for insertions can be selected and displayed on the Sheet/Cover Insertion Screen.

### **Front Cover Mode**

This mode is classified as Front copy and Front blank. The Front copy mode copies and inserts a plain or colored sheet into the finished set, as a Front cover. The Front blank mode inserts a non-copied plain or colored sheet into the finished set, as a Front cover. When either Front copy or Front blank is selected, the corresponding icon will appear on the upper-left corner key in the page setting area of the Sheet/Cover Insertion Screen. The tray source will be the same as that for back cover, and can be selected and displayed on the Sheet/Cover Insertion Screen.

### **Back Cover Mode**

This mode is classified as Back copy and Back blank. The Back copy mode copies and inserts a plain or colored sheet into the finished set, as a Back cover. The Back blank mode inserts a non-copied plain or colored sheet into the finished set, as a Back cover. When either Back copy or Back blank is selected, its icon will appear as the last (fixed) key, with one active blank key preceding it in the page setting area of the Sheet/Cover Insertion Screen.

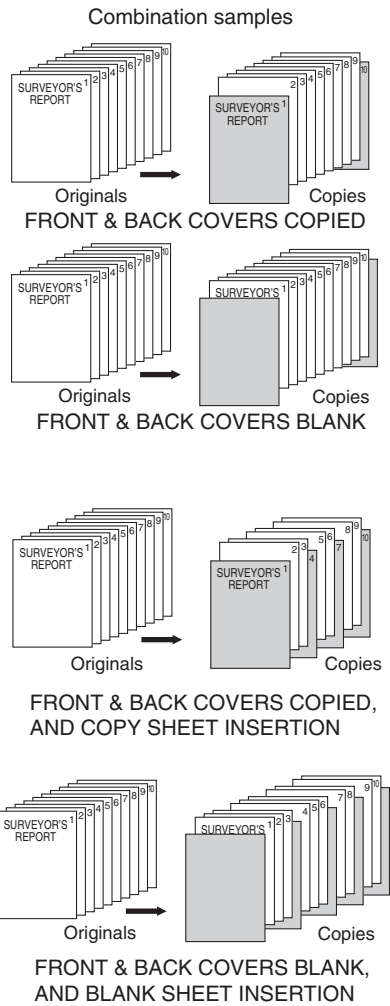
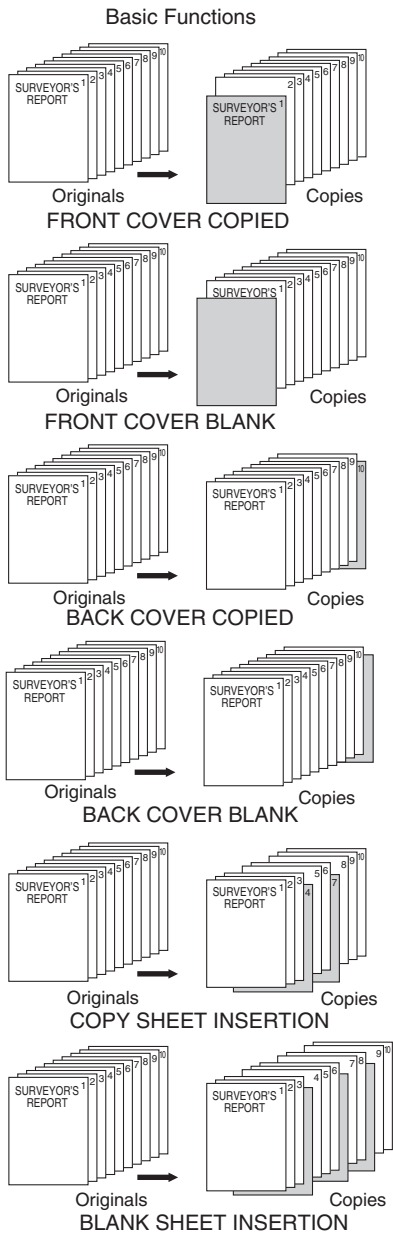
The tray source will be the same as that for front cover, and can be selected and displayed on the Sheet/Cover Insertion Screen.

The insertion type can be selected separately for front cover, back cover, and insertion sheets. This allows multiple combinations, such as blank front cover and copied insertions. See the following illustration for details.



# Applications

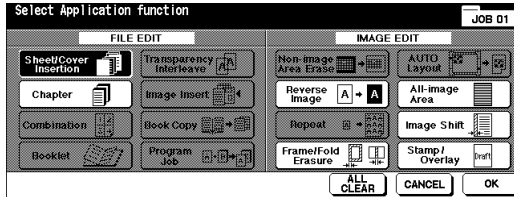
## Sheet/Cover Insertion (continued)



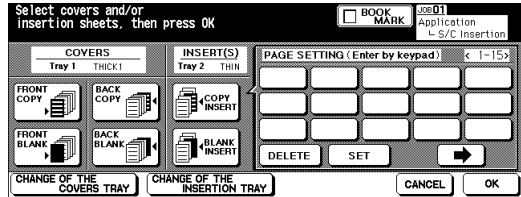
# Applications

## Sheet/Cover Insertion (continued)

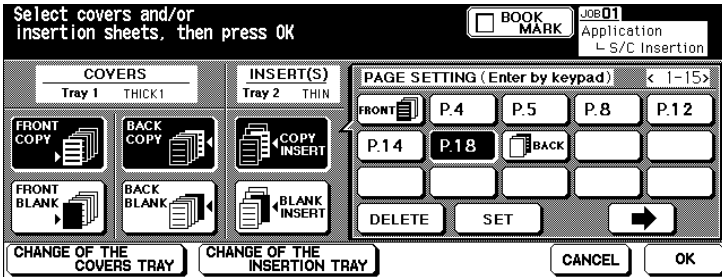
Application Selection Screen



Sheet/Cover Insertion Screen



Sheet/Cover Insertion Screen  
(with FRONT COPY, BACK COPY and COPY INSERT selected)



### Max. insertion locations: 30

- 1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 2 Touch **Sheet/Cover Insertion** to display the Sheet/Cover Insertion Screen.
- 3 Select Front Cover Insertion, if desired.  
Touch **FRONT COPY** to insert a copied front cover, or **FRONT BLANK** to insert a blank front cover.  
Proceed to step 4 to select Back Cover Insertion, if desired.  
Proceed to step 5 to select Sheet Insertion, if desired.
- 4 Select Back Cover Insertion.  
Touch **BACK COPY** to insert a copied back cover, or **BACK BLANK** to insert a blank back cover.  
Return to step 3 to select Front Cover Insertion, if desired.  
Proceed to step 5 to select Sheet Insertion, if desired.
- 5 Select Sheet Insertion.  
Touch **COPY INSERTION** to insert copied sheets, or **BLANK INSERTION** to insert blank sheets.  
Return to step 3 to select Front Cover Insertion, if desired.  
Return to step 4 to select Back Cover Insertion, if desired.

# Applications

## Sheet/Cover Insertion (continued)

- 6 The page setting area of the Sheet/Cover Insertion Screen displays 15 keys to designate each insertion location.

The first (upper left) key displays the Front Cover icon if selected. The Back Cover icon appears, if selected, as the last (fixed) key, with one active blank key preceding it. (See the previous page.)

Use the control panel keypad to enter the page number of each insertion location.

Touch **SET** after each entry to move to the next key.

Example: If p. 4 is entered in blank mode, a blank sheet will be inserted between p. 4 and p. 5; in copy mode, a copied sheet is inserted at p. 4.

To clear an incorrect entry, touch **DELETE** or press [C] (clear). The insertion location will be deleted.

When setting more than 15 locations, touch the arrow key to move to the next page.

### NOTES:

- 1 The page numbers entered at random will be sorted automatically.
- 2 Entering "0" or the same page number twice will be ignored on the screen.
- 3 When a page number entered is larger than the total original page count, it will be ignored.

- 7 The tray sources for covers and insertions currently selected are displayed on the Sheet/Cover Insertion Screen.

Touch **CHANGE OF THE COVERS TRAY** or **CHANGE OF THE INSERTION TRAY** to select another tray, if desired. At every touch the key shifts the selection in the display that includes paper type, if specified in Key Operator mode.

When all settings are completed, touch **OK** to return to the Application Selection Screen.

- 8 Select additional copying features, as desired.

- 9 Touch **OK** to complete the setting and return to the Basic Screen.

- 10 Enter the desired print quantity.

- 11 Position originals FACE UP in the EDH.

When using Platen store mode, see p. 6-35 to p. 6-36.

When using EDH store mode, see p. 6-37.

Option: Press [Mode Check] to view the selection, and make a Proof copy, if desired. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.

- 12 Press [Start].

After copying is completed, touch **Sheet/Cover Insertion** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.

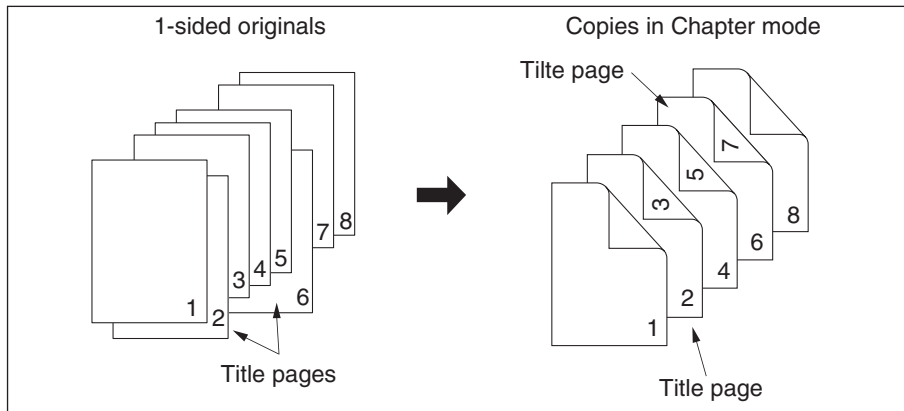
# Applications

## Chapter

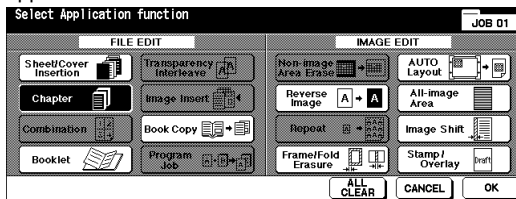
Chapter is used with the EDH in 1-2 mode for the purpose of locating title pages on the right side, rather than reverse side, of a duplex copy.

To effectively locate the title page on the right, a blank sheet will be automatically created on the reverse side of a sheet, if required.

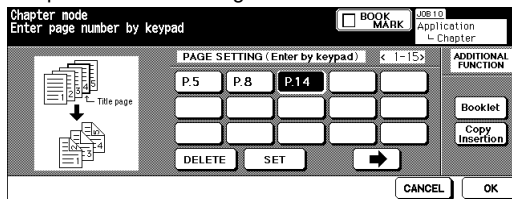
- ☐ Title pages: Max. 30 from 1 ~ 999
- ☐ Copy mode: 1-2 mode is automatically selected.
- ☐ Use EDH.
  - Store mode is also available; in this case use platen glass or EDH
- ☐ Use STAMP together with this function to print chapter number onto chapter page in addition to page number, numbering, or watermark numbering. See p. 9-39 to p. 9-43.
- ☐ Incompatible Basic Copying Conditions: 1-1, 2-2, 2-1, Group, Punch using PK-2 Punch kit (when selecting Copy insertion mode), Rotation Sort, Rotation Group, Face Up
- ☐ Incompatible Special Originals: Mixed Original, Tab Paper
- ☐ Incompatible Applications: Combination, Transparency Interleave, Image Insert, Program Job, Non-Image Area Erase, Repeat, Storing image in Overlay Memory



Application Selection Screen



Chapter Insertion Setting No. Screen



# Applications

## Chapter (continued)

- 1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 2 Touch **Chapter.** The Chapter Insertion Setting No. Screen will be displayed. The 1-2 copy mode is automatically selected.
- 3 Use the keypad on the control panel to enter the page number of each title page.
- 4 Touch **SET.**  
To clear an incorrect entry, touch **DELETE** or press [C] (clear). The insertion location will be deleted.  
To enter the correct page number, touch **SET** and use the keypad.
- 5 Repeat this for each title page number you want to appear on the right hand side.  
When setting more than 15 locations, touch the arrow key to move to the next page.  
Be sure to touch **SET** after each page number entry, up to a total of 30 entries.  
  
Option: Touch **Booklet** on the Chapter Insertion Setting No. Screen to use this function. To change the selection of paper tray for copying title pages, touch **Copy Insertion** on the screen. In this case, you can touch **CHANGE OF THE INSERTION TRAY** to change the currently selected paper tray displayed on the screen.
- 6 When all entries are made, touch **OK** to return to the Application Selection Screen.
- 7 Select additional copying features, as desired.
- 8 Touch **OK** to complete the setting and return to the Basic Screen.
- 9 Enter the desired print quantity.
- 10 Position originals FACE UP on the EDH. 100 originals can be set.  
When using Platen store mode, see p. 6-35 to p. 6-36.  
When using EDH store mode, see p. 6-37.  
  
Option: Press [Mode Check] to view the selection, and make a Proof copy, if desired. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.
- 11 Press [Start].  
After copying is completed, touch **Chapter** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.

### NOTES:

- 1 Entering "0" or the same page number twice will be ignored on the screen.
- 2 Chapter insertions occur in sequence even if original page numbers are entered out of sequence.
- 3 When a page number entered is larger than the total original page count, it will be ignored.


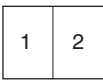

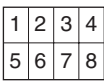

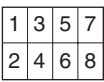
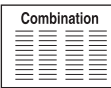
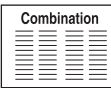



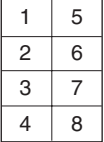
# Applications

## Combination

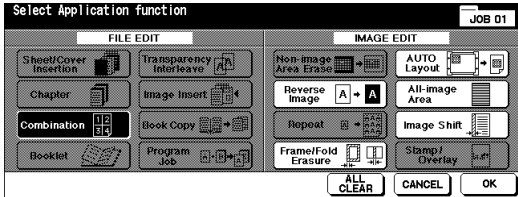
Use this function to lay out and copy a fixed number (2, 4, or 8) of pages onto one sheet of copy paper (2 in 1, 4 in 1, or 8 in 1).

### Combination Specifications

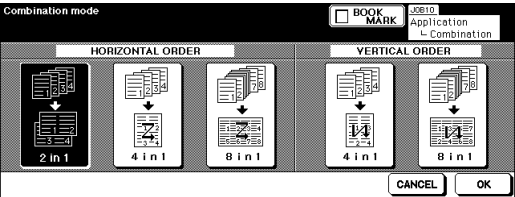
- ☐ Scan and store originals into memory.
- ☐ Use EDH.
  - Store mode is also available; in this case, use platen glass or EDH.
- ☐ AMS is automatically selected.
- ☐ Original/Copy size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"
- ☐ Incompatible Basic Copying Conditions: APS, Group, Rotation Sort, Rotation Group
- ☐ Incompatible Special Originals: Mixed Original
- ☐ Incompatible Applications: Sheet/Cover Insertion, Chapter, Booklet, Transparency Interleave, Image Insert, Book Copy, Program Job, Non-Image Area Erase, Repeat, Storing image in Overlay Memory

Layout Original	Horizontal order			Vertical order	
	2 in 1	4 in 1	8 in 1	4 in 1	8 in 1
Portrait type 					
Landscape type 					

Application Selection Screen



Combination Mode Selection Screen



# Applications

## Combination (continued)

- 1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 2 Touch **Combination** to display the Combination Mode Selection Screen.
- 3 Touch **2 in 1**, **4 in 1**, or **8 in 1** in the desired order area, referring to the illustration on the previous page.
- 4 Touch **OK** to return to the Application Selection Screen.
- 5 Select additional copying features, as desired.
- 6 Touch **OK** to complete the setting and return to the Basic Screen.
- 7 AMS is automatically selected. When selecting any tray other than the one that is set and displayed on the Basic Screen, touch the desired tray key.
- 8 Enter the desired print quantity.
- 9 Place original(s) FACE UP in the EDH.  
When using Platen store mode, see p. 6-35 to p. 6-36.  
When using EDH store mode, see p. 6-37.

Option: Press [Mode Check] to view the selection, and make a Proof copy, if desired. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.

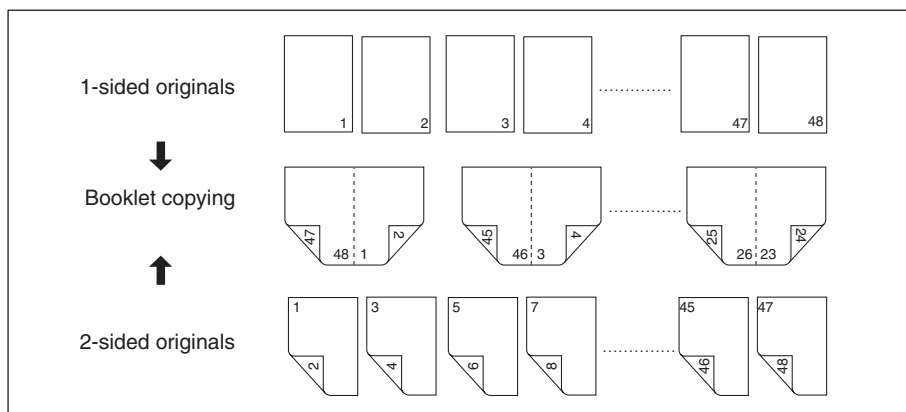
- 10 Press [Start].  
After copying is completed, touch **Combination** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.

# Applications

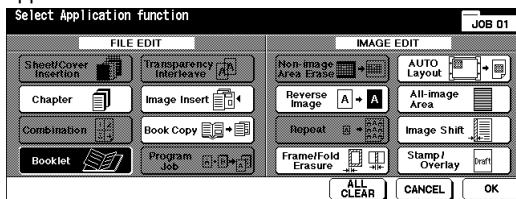
## Booklet

Use the Booklet mode to make a multiple page signature booklet on both sides of paper from any tray unless it is specified as Thick or Tab Paper paper type in the Key Operator mode. Original images are scanned into memory and automatically arranged in booklet format in correct order.

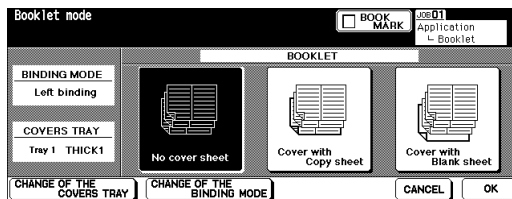
- ☐ Scan and store original into memory, then print all the pages collectively.
- ☐ Original pages should be a multiple of 4 in 1-1 mode or a multiple of 2 in 2-2 mode; otherwise, blank pages will be automatically inserted to compensate.
- ☐ AMS is automatically selected.
- ☐ Copy mode: 1-2 or 2-2 mode only.
- ☐ Folding or Stapling & Folding output mode is available when copier is equipped with FN-10 Finisher.
- ☐ Incompatible Basic Copying Conditions: 1-1, 2-1, APS, Group, Punch using PK-2 Punch kit (when selecting Cover sheet mode), Rotation Sort, Rotation Group, Face Up, Cover Inserter E with Cover mode in Booklet
- ☐ Incompatible Special Originals: Mixed Original, Tab Paper
- ☐ Incompatible Applications: Sheet/Cover Insertion, Combination, Transparency Interleave, Program Job, Non-Image Area Erase, Repeat, Storing image in Overlay Memory



Application Selection Screen



Booklet Mode Selection Screen





# Applications

## Booklet (continued)

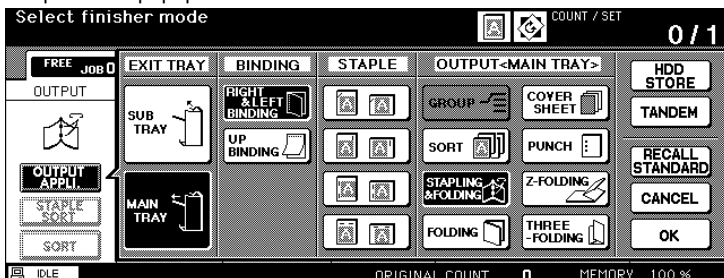
- 1 Load the desired copy paper size in a tray. When selecting cover sheet mode (**COVER WITH COPY SHEET** or **COVER WITH BLANK SHEET**), load the same size paper in any tray unless it is specified as Thick or Tab Paper paper type in the Key Operator mode.
- 2 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 3 Touch **Booklet** to enter the Booklet Mode Selection Screen.
- 4 Touch **NO COVER SHEET**, **COVER WITH COPY SHEET**, or **COVER WITH BLANK SHEET**, as required. When a cover sheet is required, touch **CHANGE OF THE COVERS TRAY** to select the cover sheet tray source.  
Touch **CHANGE OF THE OUTPUT MODE** if you want to change the binding mode.
- 5 Touch **OK**.
- 6 Select additional copying features, as desired.

NOTE: Key Operator can set the machine to position the page numbers automatically on the outside edges of the copy when using Booklet with Page Numbering in Stamp. See p. 13-41 to p. 13-48.

- 7 Touch **OK** on the Application Selection Screen to complete the selections and return to the Basic Screen.
- 8 Select the **1-2** or **2-2** copy mode.
- 9 AMS is selected automatically. When selecting any tray other than the tray that is set and displayed on the Basic Screen, touch the desired tray key. To release AMS, select the desired magnification, then select copy size.
- 10 If the copier is equipped with FN-10 Finisher, Folding/Stapling & Folding output mode is available. Follow the procedure below.
  - (1) Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu, then touch **MAIN TRAY** to highlight it.
  - (2) Touch **STAPLING & FOLDING** or **FOLDING**, as desired.

NOTE: Selecting **FOLDING** or **STAPLING & FOLDING** will automatically switch the output tray to Booklet tray. Notice that the arrow pointing to the **MAIN TRAY** shifts to the Booklet tray.

Output Mode popup menu



- (2) Touch **OK** on the Output Mode popup menu. The Basic Screen will be restored with the **OUTPUT APPLI.** highlighted.

# Applications

## Booklet (continued)

- 11 Enter the desired print quantity.
- 12 Position originals **FACE UP** onto the EDH.
  - When using Platen store mode, see p. 6-35 to p. 6-36.
  - When using EDH store mode, see p. 6-37.

NOTE: When loading originals, heed the following limits on capacity:

Folding mode:	12 pages or less for simplex originals
	6 pages or less for duplex originals
Stapling & Folding mode:	80 pages or less for simplex originals
	40 pages or less for duplex originals

Exceeding the above limits on capacity may cause misfeeds in the finisher.

Option: Press [Mode Check] to view the selection, and make a Proof copy, if desired. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.

- 13 Press [Start].
  - After copying is completed, touch **Booklet** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.

### CAUTION

The roller drive unit is located inside the Booklet tray of the finisher. **DO NOT** put your hand into the roller drive unit when removing folded or stapled & folded sheets; otherwise, you may be injured.

# Applications

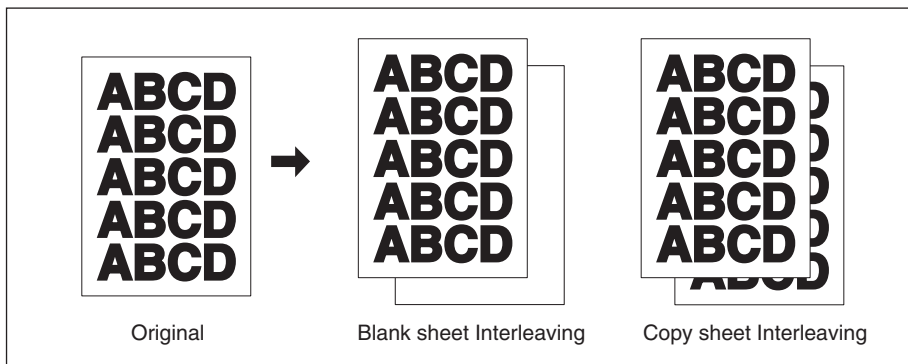
## Transparency Interleave

Use the Transparency interleave function in 1-1 or 2-1 mode to copy onto overhead projection transparencies and output a blank or copied interleaf sheet with each copied transparency.

In the blank mode, a blank interleaf sheet is output with each transparency to keep the film material from sticking together.

In the copy mode, a copied interleaf sheet is output with each transparency to provide reference during a presentation, a medium for photocopying, and a set for filing or inserting into a binder.

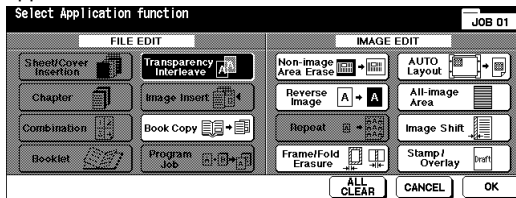
- ☐ AMS is automatically selected.
- ☐ Transparency source: Multi-sheet bypass tray
- ☐ Multi-sheet bypass tray capacity: 1 transparency sheet
- ☐ Transparency size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11"
- ☐ Interleaving paper source: Tray 1, 2, 3, 4, or LCC
- ☐ Interleaving paper size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11"
- ☐ Number of originals/number of copies: 1
- ☐ Incompatible Basic Copying Conditions: APS, 1-2, 2-2, Staple-Sort, Sort, Group, Rotation Sort, Rotation Group, Folding, Stapling & Folding, Three-Folding, Punch, Using Cover Inserter E, Tandem mode
- ☐ Incompatible Special Originals: Mixed Original, Tab Paper
- ☐ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Program Job, Repeat, Overlay, Storing image in Overlay Memory



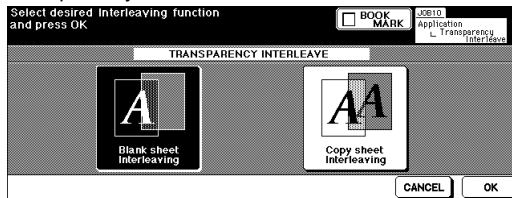
# Applications

## Transparency Interleave (continued)

Application Selection Screen



Transparency Interleave Screen



- 1 Load copy paper in tray 1, 2, 3, 4, or LCC to match the size of transparencies.
- 2 Open the Multi-sheet bypass tray. Insert one transparency at a time into the Multi-sheet bypass tray, and adjust the paper guides.  
IMPORTANT: do not load transparencies into any other tray.
- 3 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 4 Touch **Transparency Interleave** to display the Transparency Interleave Screen.
- 5 Touch **Blank sheet Interleaving** or **Copy sheet Interleaving**, unless it is already highlighted.
- 6 Touch **OK**.
- 7 Make additional Application selections, or touch **OK** to return to the Basic Screen.
- 8 Print quantity is already set to 1. You cannot enter any other quantity.
- 9 Place original **FACE UP** in the EDH or **FACE DOWN** on the platen glass.  
When using Platen store mode, see p. 6-35 to p. 6-36.  
When using EDH store mode, see p. 6-37.  
Option: Press [Mode Check] to view the selection, and make a Proof copy, if desired. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.
- 10 Press [Start].  
After copying is completed, touch **Transparency Interleave** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.

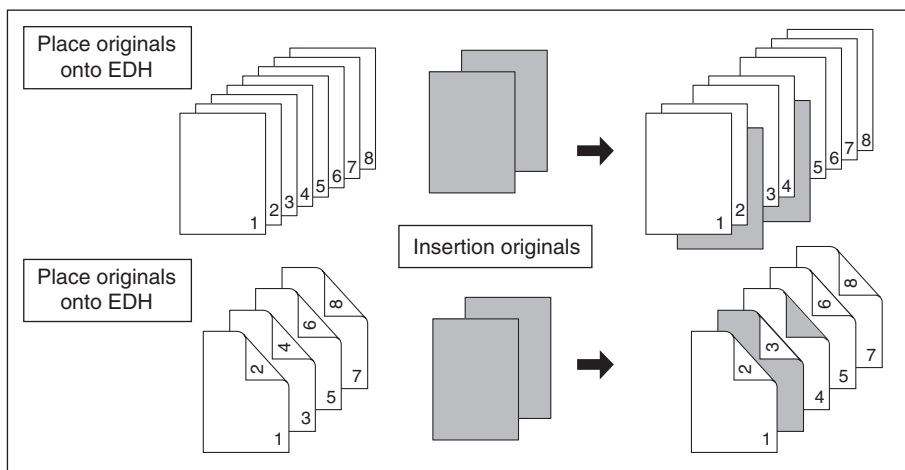
# Applications

## Image Insert

Use the Image insert mode to combine images scanned from the platen glass, such as photos, paste-ups, newspaper articles, graphs, etc., with images scanned from the EDH. Then, output the combined images as a finished set.

The selected copy paper size is determined by the size of originals loaded in the EDH.

- ☐ All images are stored in memory.
- ☐ Max. image insert: 30 locations
- ☐ Original/Copy size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"
- ☐ Incompatible Basic Copying Conditions: Group, Rotation Sort, Rotation Group
- ☐ Incompatible Special Originals: Mixed Original, Tab Paper
- ☐ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Transparency Interleave, Book Copy, Program Job, Non-Image Area Erase, Repeat, AUTO Layout, Overlay, Storing image in Overlay Memory



Application Selection Screen

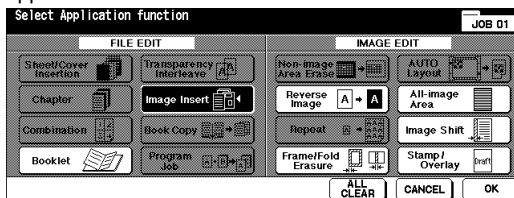
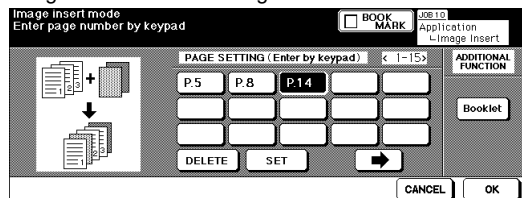


Image Insertion No. Setting Screen



# Applications

## Image Insert (continued)

- 1 Review pages to be scanned from the EDH, and note the page number locations for inserting images scanned from the platen glass.  
To insert more than one sheet at the same location, enter the page number repeatedly. For example, if insertion locations are [2/2/6], scanned platen images will be inserted as follows:
  - The first scanned platen image will be inserted after page 2.
  - The second scanned platen image will be inserted directly after the first scanned Image insertion.
  - The third scanned platen image will be inserted after page 6.
- 2 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 3 Touch **Image Insert** to display the Image Insertion No. Setting Screen.
- 4 Use the keypad to enter the page numbers for up to 30 insertion locations, touching **SET** after each entry.
  - When a page number is larger than the total original count, a sheet is inserted as the last page.
  - Insertions occur in sequence, even if page numbers are entered out of sequence.
  - To clear an incorrect entry, touch **DELETE** or [C] (clear), then enter the correct page number.
  - When setting more than 15 locations, touch the arrow key to move to the next page.

Option: Touch **Booklet** on the Image Insertion No. Setting Screen to use this function.
- 5 When all page number entries are made, touch **OK**. The Application Selection Screen will be restored. Select additional copying features, as desired.
- 6 Touch **OK** to complete the setting and return to the Basic Screen. The Store mode is automatically selected.
- 7 Enter the desired print quantity.
- 8 Scan the EDH images.
  - (1) Position originals FACE UP in the EDH.
  - (2) Press [Start] to scan originals.
- 9 Scan the platen glass images.
  - (1) Open the EDH.
  - (2) Position an original FACE DOWN on the platen glass, then close the EDH.  
**IMPORTANT: PLACE AND SCAN THE ORIGINALS ACCORDING TO PAGINATION.**
  - (3) Press [Start] to scan the original.
  - (4) Remove the original, and repeat for each original.  
Be sure to press [Start] for each original.

Option: Press [Mode Check] to view the selection, and make a Proof copy if desired; then **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.
- 10 Start printing.
  - (1) Touch **STORE** to deselect it.
  - (2) Press [Start].

After copying is completed, touch **Image Insert** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.

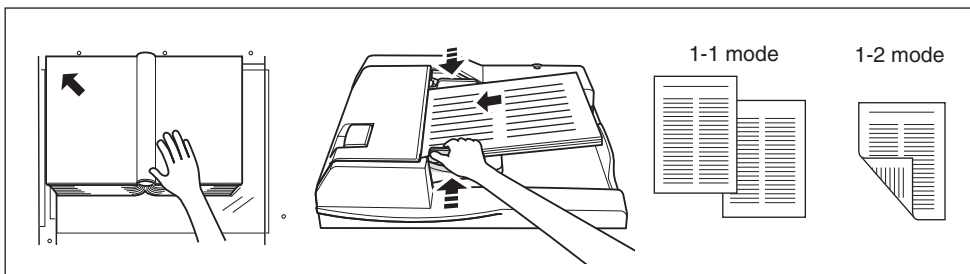
# Applications

## Book Copy

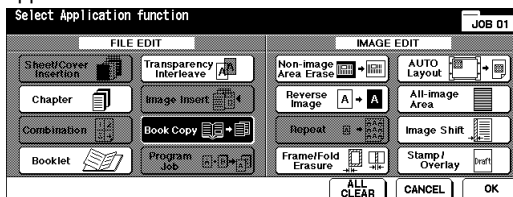
Use this function to copy an open book or a ledger sheet onto two 8.5"x11" sheets in 1-1 mode, or onto the front and back sides of one 8.5"x11" sheet in 1-2 mode. If you select another paper size, image division will perform incorrectly.

The following three modes can be selected from the Book Copy Screen.

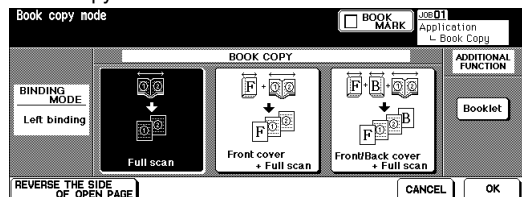
- 1 Full Scan mode: Image division starts from the first scan.
  - 2 Front Cover + Full Scan mode: Image division starts from the second scan, after the first scan copies normally.
  - 3 Front/Back Cover + Full Scan mode: Image division starts from the third scan, after the first and second scan copy normally.
- ☐ Scan and store originals into memory, then print all pages collectively.
  - ☐ Original size: Max. 11"x17" (ledger) sheet or open book
  - ☐ Copy paper size: 8.5"x11" (letter)
  - ☐ Incompatible Basic Copying Conditions: APS, AMS, Rotation Sort, Rotation Group, Folding / Stapling & Folding without Booklet selected / Three-Folding
  - ☐ Incompatible Special Originals: Mixed Original, Tab Paper
  - ☐ Incompatible Applications: Sheet/Cover Insertion, Combination, Image Insert, Program Job, Repeat, Reduce & Shift in Image Shift, Overlay, Storing image in Overlay Memory



### Application Selection Screen



### Book Copy Screen



# Applications

## Book Copy (continued)

- 1 Load 8.5"x11" sheets in a tray or in the Multi-sheet bypass tray.
- 2 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 3 Touch **Book Copy** to enter the Book Copy Screen.
- 4 Touch **Full scan**, **Front cover + Full scan**, or **Front/Back cover + Full scan**, as required.  
Touch **REVERSE THE SIDE OF OPEN PAGE** to change the binding mode according to the original.  
Option: Touch **Booklet** on the Book Copy Screen to use this function.
- 5 Touch **OK** to return to the Application Selection Screen.
- 6 Make additional application selections, or touch **OK** to return to the Basic Screen. The Store mode is automatically selected.
- 7 Select the copy mode (1-1 or 1-2).
- 8 Enter the desired print quantity.
- 9 Position the open book or sheet on the platen glass in the left rear corner, aligning the edge with the left measuring guide. When opening the EDH, Non-Image Area Erase and AUTO Layout are automatically selected.  
**IMPORTANT: KEEP THE EDH OPEN THROUGHOUT THE SCANNING PROCEDURE OF THE PLATEN STORE MODE.**  
If **Full scan** is selected and the originals can be loaded in the EDH, EDH store mode is also available. If desired, position originals into the EDH.  
Option: Press [Mode Check] to view the selection and make a Proof copy. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.
- 10 Press [Start] to start scanning.
- 11 Remove the first original(s). Repeat the procedure for subsequent originals, pressing [Start] for each original.  
When **Front cover + Full scan** or **Front/Back cover + Full scan** is selected, only the front and back covers are required to be scanned from the platen glass. If you want to use EDH store mode for scanning the rest of the originals, close the EDH and position originals, then press [Start].
- 12 Touch **STORE** to deselect the store mode, then press [Start] to print.  
After copying is completed, touch **Book copy** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.

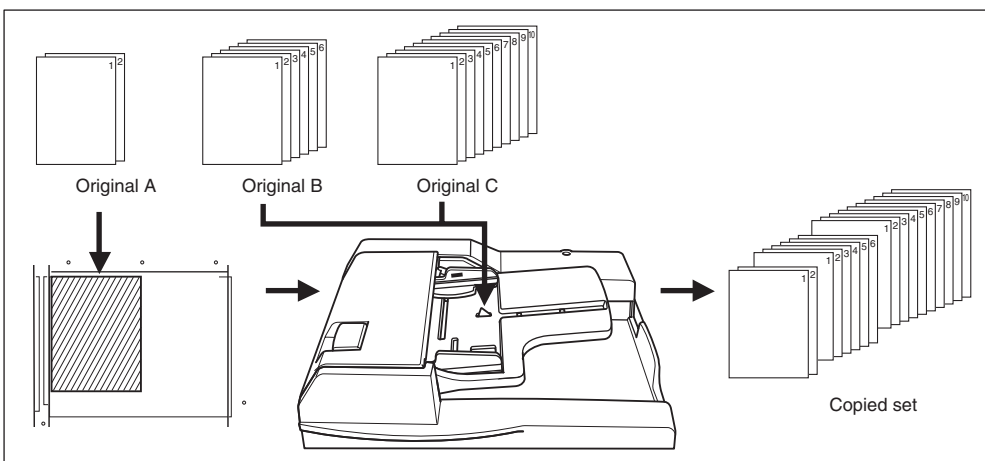


# Applications

## Program Job

In the ordinary Store mode, the combined features selected for the job are applied to all originals to be scanned. In the Program Job mode, you may scan multiple sets of originals and apply different settings on each set (referred to as JOB), then output them all as a complete set.

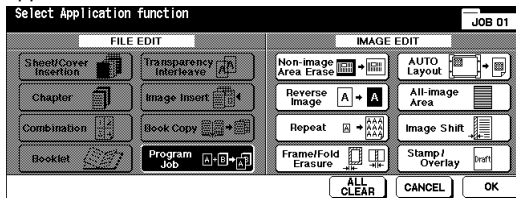
- ☐ Scan and store originals into memory, then print all the pages collectively.
- ☐ Max. 100 JOBS can be programmed for an output job.
- ☐ Available original sizes vary conforming to copy conditions selected for each JOB.
- ☐ Copy size specified for the first JOB cannot be changed. Only the trays containing the same paper size can be designated for subsequent JOBS.  
Once specified, paper type/size setting for Multi-sheet bypass tray cannot be changed for another JOB.
- ☐ Output mode settings cannot be specified for each JOB. The last settings made will be applied to all JOBS.
- ☐ Print quantity cannot be specified for each JOB. Entered quantity will be the number of complete copied sets and can be changed anytime before printing.
- ☐ Program Job settings cannot be stored in Program Memory.
- ☐ Incompatible Basic Copying Conditions: APS, Change copy size, Rotation, Group, Rotation Sort, Rotation Group, Folding, Stapling & Folding, Three-Folding, Punch using PK-2 Punch kit, Server function except Image Store & Output mode
- ☐ Incompatible Special Originals: Mixed Original
- ☐ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, 2/4/8 Repeat in Repeat, Overlay, Storing image in Overlay Memory



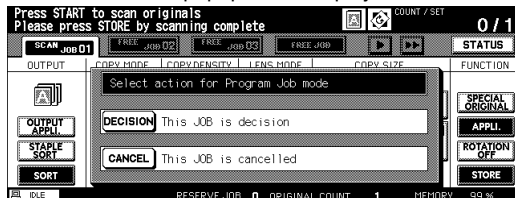
# Applications

## Program Job (continued)

Application Selection Screen



Basic Screen with popup menu displayed



- 1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 2 Touch **Program Job.** The incompatible function keys will be dimmed to show inactivity.
- 3 Select additional copying features, as desired.
- 4 Touch **OK** to complete the setting and return to the Basic Screen.
- 5 Store mode is selected automatically. Select basic copying and special original features on the Basic Screen and Special Original popup menu, as desired.
- 6 Position original(s) **FACE UP** in the EDH or **FACE DOWN** on the platen glass, select the tray you want to use, then press [Start] to scan.
- 7 When scanning for the current JOB is completed, the popup menu will be displayed in the Basic Screen.
  - To store the current JOB images, touch **DECISION.**
  - To delete the images, touch **CANCEL.**
- 8 Repeat steps 3 to 7 until all JOB originals are scanned.

**IMPORTANT: PLACE AND SCAN EACH ORIGINAL SET IN THE CORRECT ORDER OF PAGINATION.**
- 9 Select the desired output mode.
- 10 Enter the desired print quantity.
- 11 Touch **STORE** on the Basic Screen to exit the Store mode.
  - To delete the scanned data without printing, press [Stop], then touch **CANCEL** on the popup menu to ensure that you delete the data.
- 12 Press [Start]. The copier starts the printing job.
  - After copying is completed, press [Panel Reset] to release the mode and reset the machine.

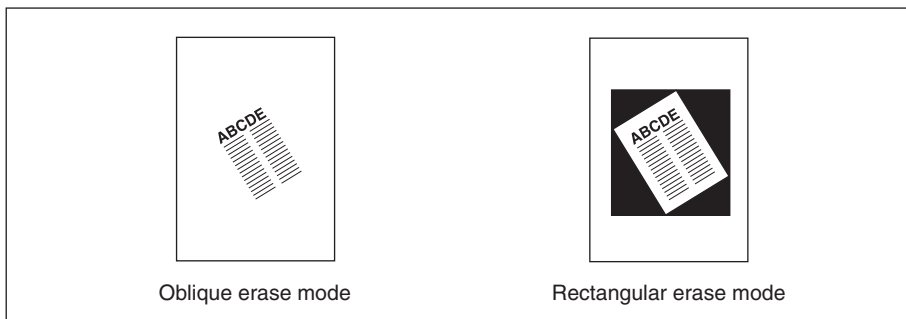
# Applications

## Non-Image Area Erase

The Non-image area erase mode is used to copy non-standard or special originals, such as books, magazines, paste-ups, graphs, thin or thick materials, etc. from the platen glass. The exposed glass area outside the borders of the original will not be copied.

This mode helps to preserve the condition of originals, improves copy quality, and eliminates unnecessary toner consumption. Keep the EDH open throughout the procedure.

Non-image area erase has two modes; Rectangular erase mode and Oblique erase mode. The copier is initially set to select either mode appropriate for the original placed on the platen glass (AUTO mode). Key Operator can specify either mode and the original density level manually so that the Non-Image Area Erase functions without fail.

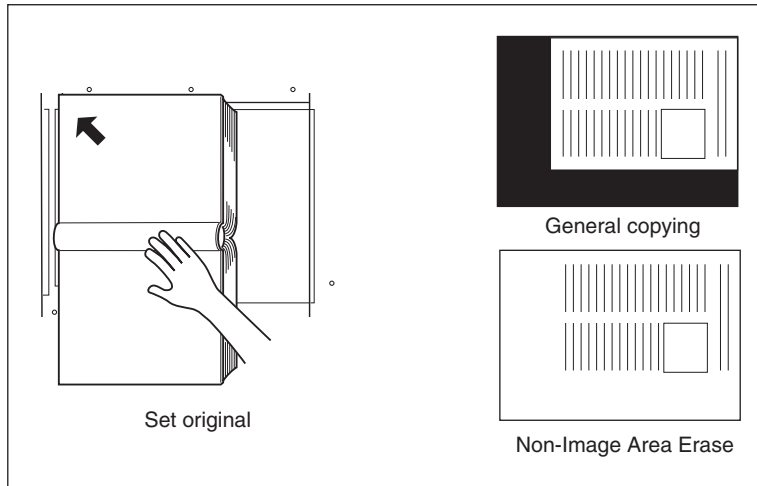


- ☐ Copy mode: 1-1 mode only (when using Store mode, 1-2 mode can be selected.)
- ☐ Use the platen glass only. Keep the EDH open throughout the scanning procedure.
- ☐ Original size: 11"x17" ~ 10 mm x 10 mm
- ☐ Image cutoff width: leading end 5 mm, trailing end 4 mm, top and bottom 2 mm.
- ☐ Incompatible Basic Copying Conditions: Using EDH, APS, AMS, Rotation, 2-2, 2-1, Rotation Sort, Rotation Group
- ☐ Incompatible Special Originals: Mixed Original, Z-Folded Original
- ☐ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Book Copy in EDH Store mode, Reverse Image, All-Image Area, Reduce & Shift in Image Shift, Storing image in Overlay Memory

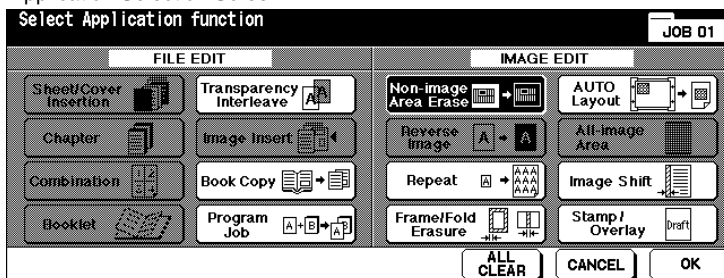
**NOTE:** The Non-image area erase function may not operate properly if the lighting in the work place is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.

# Applications

## Non-Image Area Erase (continued)



Application Selection Screen



- 1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 2 Touch **Non-image Area Erase.**
- 3 Select additional copying features, as desired.
- 4 Touch **OK** to complete the setting and return to the Basic Screen.
- 5 Enter print quantity.
- 6 Position original(s) **FACE DOWN** on the platen glass.

**IMPORTANT: KEEP THE EDH OPEN THROUGHOUT THE PROCEDURE.**

When using Platen store mode, see p. 6-35 to p. 6-36.

Option: Press [Mode Check] to view the selection, and make a Proof copy, if desired. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.

- 7 Press [Start].

After copying is completed, touch **Non-image Area Erase** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.

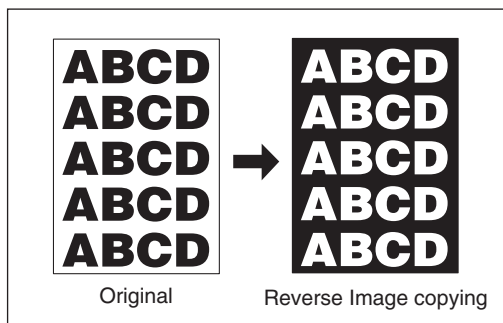
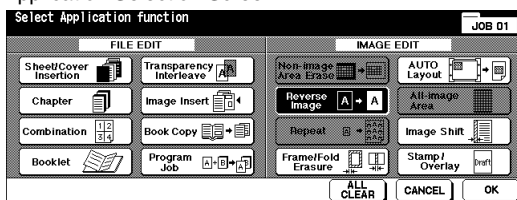
# Applications

## Reverse Image

Use Reverse image to reverse the image from black-on-white to white-on-black, and vice versa.

- ☐ Original/Copy paper: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"
- ☐ Incompatible Basic Copying Conditions: Folding, Stapling & Folding, Three-Folding
- ☐ Incompatible Special Originals: None
- ☐ Incompatible Applications: Non-Image Area Erase, Repeat, All-Image Area, Stamp, Overlay Memory

### Application Selection Screen



- 1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 2 Touch **Reverse Image**.
- 3 Select additional copying features, as desired.
- 4 Touch **OK** to complete the setting and return to the Basic Screen.
- 5 Enter print quantity.
- 6 Position original(s) **FACE UP** in the EDH or **FACE DOWN** on the platen glass.  
When using Platen store mode, see p. 6-35 to p. 6-36.  
When using EDH store mode, see p. 6-37.  
Option: Press [Mode Check] to view the selection, and make a Proof copy, if desired. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.
- 7 Press [Start].  
After copying is completed, touch **Reverse Image** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.

# Applications

## Repeat Image

Use Repeat image to create labels, business cards, tickets, etc., by repeating the selected image down the page.

### **Vertical/Horizontal Width Setting mode**

Repeat the selected image area of 10mm ~ 150mm in both vertical and horizontal widths measured from the rear left corner of the original area indicated on the left edge of the platen glass.

### **Auto Detection mode**

Selecting this mode will automatically set the equal repeat area to the size of the original placed onto the platen glass by activating Non-image area erase.

### **Repeat mode**

Select the repeating times of the original to be arranged in one copy sheet.

#### ☐ **Auto Detection Mode Specifications**

Use the platen glass. Non-Image Area Erase will function automatically.

Scanning area: 11"x17" ~ 10 mm x 10 mm

Repeat image area: Original image area detected by Non-Image Area Erase

Copy mode: 1-1 mode only (When selecting 1-2 mode, Platen store mode will function automatically.)

#### ☐ **Repeat Mode Specifications**

Scanning area: 11"x17" ~ 10 mm x 10 mm

Repeat image area: A portion of the selected copy size equally divided according to the mode (2, 4, or 8 Repeat) designated on the screen. If detected image size is larger than the size figured out as above, the copy result may not be satisfactory.

#### ☐ **Incompatible Conditions with Vertical/Horizontal Width Setting Mode**

Basic copying conditions: APS, AMS, Group, Rotation Sort, Rotation Group

Special Originals: Mixed Original, Z-Folded Original

Applications: Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Non-Image Area Erase, Reverse Image, Frame/Fold Erasure, AUTO Layout, Reduce & Shift in Image Shift, Overlay

#### ☐ **Incompatible Conditions with Auto Detection Mode**

Basic copying conditions: Using EDH, Rotation, 2-2, 2-1, APS, AMS, Group, Rotation Sort, Rotation Group

Special Originals: Mixed Original, Z-folded Original

Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Reverse Image, Frame/Fold Erasure, AUTO Layout, All-Image Area, Reduce & Shift in Image Shift, Stamp/Overlay

#### ☐ **Incompatible Conditions with Repeat Mode**

Basic copying conditions: Rotation (when magnification is changed from 1.000), APS, AMS, Group, Rotation Sort, Rotation Group

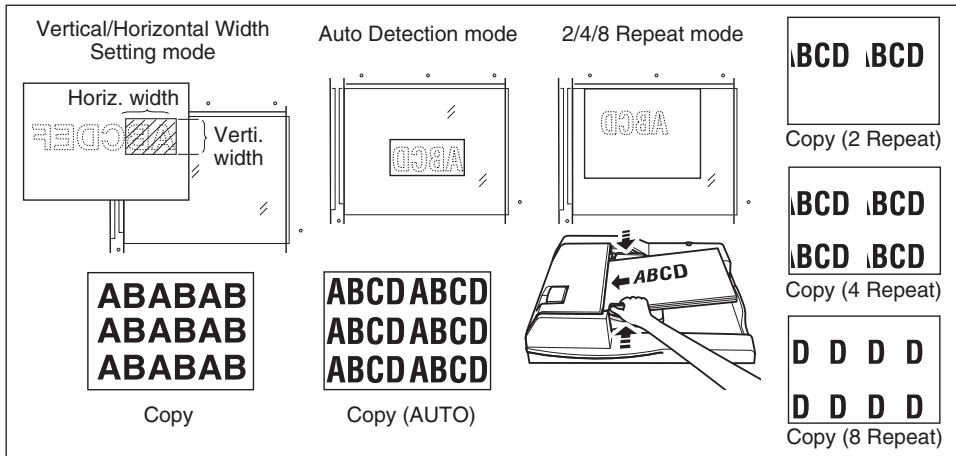
Special Originals: Mixed Original, Z-folded Original

Applications: Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Non-image Area Erase, Reverse Image, Frame/Fold Erasure, AUTO Layout, Reduce & Shift in Image Shift, Overlay, Overlay Memory

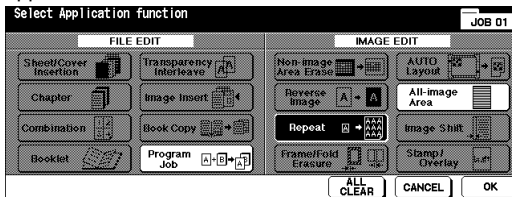
# Applications

## Repeat Image (continued)

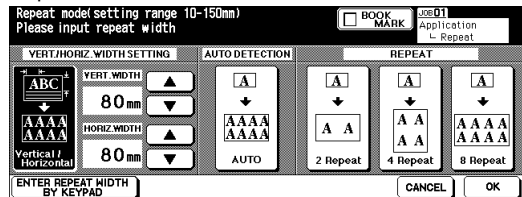
NOTE: The Auto Detection and Repeat mode of the Repeat image function may not operate properly if the lighting in the work place is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.



### Application Selection Screen



### Repeat Mode Selection Screen



- 1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 2 Touch **Repeat** to display the Repeat Mode Selection Screen.

# Applications

## Repeat Image (continued)

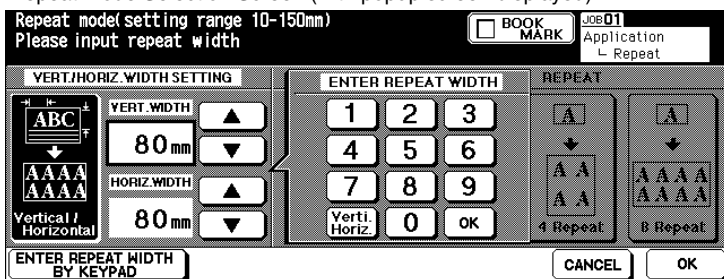
3 To select the Vertical/Horizontal width setting mode:

(1) Touch **Vertical/Horizontal**.

(2) Specify the vertical and horizontal widths of the scanning area using up/down arrow key, from 10 ~ 150 mm in 1 mm increments. Keep touching the key to increase/decrease the value continuously.

Or, touch **ENTER REPEAT WIDTH BY KEYPAD** to display the popup screen to enter the value from the touch screen keypad. Touch **Verti./Horiz** key on the popup screen each time to shift it from one to another. Touch **OK** to restore the Repeat Mode Selection Screen

Repeat Mode Selection Screen (with popup screen displayed)



To select the Auto detection mode, touch **AUTO**. Non-image area erase will function automatically.

To select the Repeat mode, touch **2 Repeat**, **4 Repeat**, or **8 Repeat**, as desired.

4 Touch **OK** to return to the Application Selection Screen.

5 Select additional copying features, as desired.

When 2 Repeat mode is selected, Page space function of Image shift can be used to make the desired amount of blank space between the two images on a page. See p. 9-34 to p. 9-36.

6 Touch **OK** to complete the setting and return to the Basic Screen.

7 Enter the desired print quantity.

8 Position original(s) **FACE DOWN** on the platen glass.

**IMPORTANT: DO NOT CLOSE THE EDH WHEN AUTO, 2 REPEAT, 4 REPEAT, OR 8 REPEAT IS SELECTED IN STEP 3.**

When using Platen store mode, 1-2 mode can be selected. See p. 6-35 to p. 6-36.

Option: Press [Mode Check] to view the selection, and make a Proof copy if desired. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.

9 Press [Start].

After copying is completed, touch **Repeat** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.



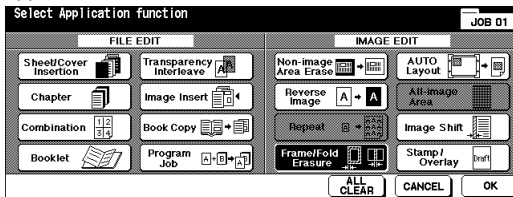
# Applications

## Frame/Fold Erasure

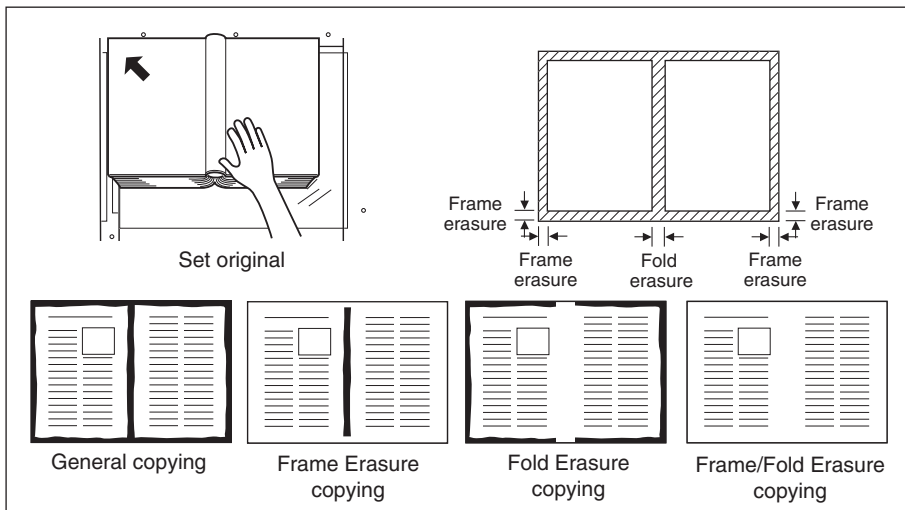
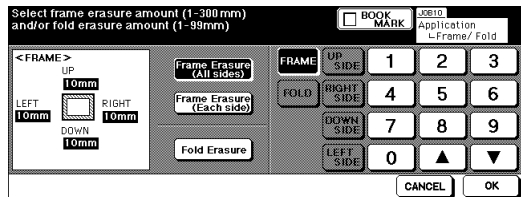
Use Frame/Fold Erasure to eliminate black copy marks along borders.

- ☐ Frame erasure amount: 1 ~ 300 mm in 1 mm increments
- ☐ Initial frame erasure value: 10 mm
- ☐ Fold erasure amount: 1 ~ 99 mm in 1 mm increments
- ☐ Initial fold erasure value: 10 mm
- ☐ Original/copy paper size: 11"x17", 8.5"x14", 8.5"x11"
- ☐ Incompatible Basic Copying Conditions: None
- ☐ Incompatible Special Originals: None
- ☐ Incompatible Applications: Repeat, All-Image Area

### Application Selection Screen



### Frame/Fold Erasure Selection Screen



# Applications

## Frame/Fold Erasure (continued)

- 1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 2 Touch **Frame/Fold Erasure** to display the Frame/Fold Erasure Selection Screen.
- 3 Touch **Frame Erasure (All sides)** or **Frame Erasure (Each side)**. Touch **Fold Erasure** to use the Fold erasure mode.
  - Touch **Frame Erasure (All sides)** to enter the frame erasure amount of the up, down, right and left sides collectively using the touch screen keypad or up/down arrow key, from 1 ~ 300 mm.
  - Touch **Frame Erasure (Each side)** to enter the frame erasure amount of the up, down, right or left side individually. Touch **UP SIDE**, **RIGHT SIDE**, **DOWN SIDE**, or **LEFT SIDE**, then use the touch screen keypad or up/down arrow key to enter the desired amount, from 1 ~ 300 mm.
  - To enter the fold erasure amount, touch **Fold Erasure**, then touch **FOLD**. Use the touch screen keypad or up/down arrow key to enter the desired amount, from 1 ~ 99 mm.

Frame/Fold Erasure Selection Screen  
(with Each side selected)

The screenshot shows the 'Frame/Fold Erasure Selection Screen' with the title 'Select frame erasure amount (1~300mm) and/or fold erasure amount (1~99mm)'. At the top right, there are checkboxes for 'BOOK MARK' and 'JOB ID', and a label 'Application L:Frame/ Fold'. The main area is divided into two columns. The left column has a diagram of a book with 'UP 10mm', 'LEFT 0mm', 'RIGHT 0mm', and 'DOWN 0mm' labels. The right column has buttons for 'Frame Erasure (All sides)', 'Frame Erasure (Each side)', and 'Fold Erasure'. Below these buttons is a numeric keypad with digits 1-9, 0, and up/down arrows. The 'Frame Erasure (Each side)' button is highlighted.

Frame/Fold Erasure Selection Screen  
(with FOLD selected)

The screenshot shows the 'Frame/Fold Erasure Selection Screen' with the title 'Select frame erasure amount (1~300mm) and/or fold erasure amount (1~99mm)'. At the top right, there are checkboxes for 'BOOK MARK' and 'JOB ID', and a label 'Application L:Frame/ Fold'. The main area is divided into two columns. The left column has a diagram of a book with 'UP 10mm', 'LEFT 0mm', 'RIGHT 0mm', and 'DOWN 0mm' labels. The right column has buttons for 'Frame Erasure (All sides)', 'Frame Erasure (Each side)', and 'Fold Erasure'. Below these buttons is a numeric keypad with digits 1-9, 0, and up/down arrows. The 'Fold Erasure' button is highlighted, and the '<FOLD>' label is visible at the bottom left of the keypad area.

- 4 Touch **OK** to complete the setting. The Application Selection Screen will be displayed.
- 5 Touch **OK** to return to the Basic Screen or make additional application selections.
- 6 Select desired Copy Size.
- 7 Enter desired print quantity.
- 8 Position original(s) **FACE UP** in the EDH or **FACE DOWN** on the platen glass.
  - When using Platen store mode, see p. 6-35 to p. 6-36.
  - When using EDH store mode, see p. 6-37.
- Option: Press [Mode Check] to view the selection, and make a Proof copy if desired. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.
- 9 Press [Start].
  - After copying is completed, touch **Frame/Fold Erasure** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.

NOTE: While copy size and original size generally should be the same, it is possible to use Frame/Fold Erasure to copy an 11"x17" original to 8.5"x11"R by selecting 0.65 reduction after selecting Copy Size.

# Applications

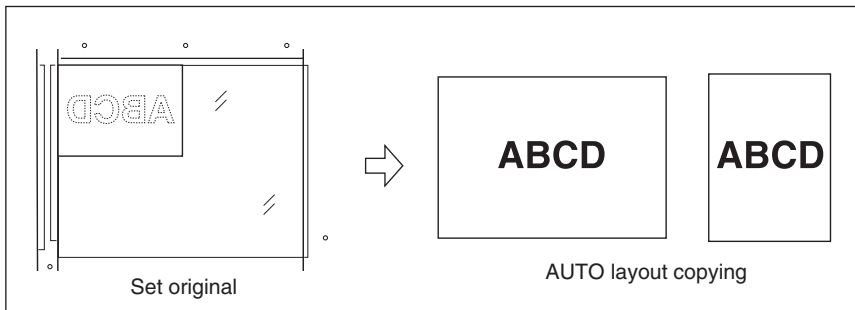
## AUTO Layout

Use this function to detect the image area of the original and center the whole image on the copy paper.

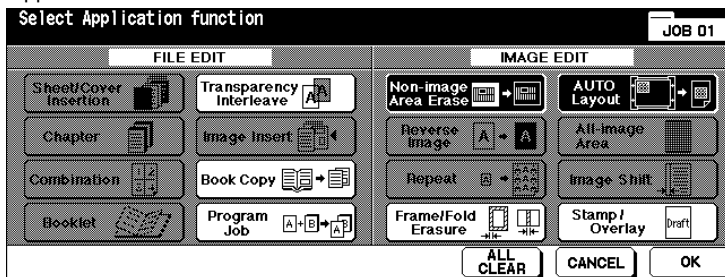
- ☐ Copy mode is automatically set to 1-1; 1-2 mode is also available only when using Store mode.
- ☐ APS and AMS are automatically released. Changing Magnification is available.
- ☐ Non-image area erase is automatically selected. (Release it manually when using EDH to scan originals.)
- ☐ Original/Copy size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"
- ☐ Incompatible Basic Copying Conditions: APS, AMS, Rotation, 2-2, 2-1, Rotation Sort, Rotation Group
- ☐ Incompatible Special Originals: Mixed Original, Z-folded Original
- ☐ Incompatible Applications: Sheet/Cover Insertion, Chapter\*, Combination\*, Booklet\*, Image Insert, Reverse Image\*, Repeat, All-Image Area, Image Shift, Overlay, Storing image in Overlay Memory

\* Available when Non-Image Area Erase is released.

NOTE: The AUTO layout function may not operate properly if the lighting in the work place is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.



### Application Selection Screen



# Applications

## AUTO Layout (continued)

- 1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 2 Touch **AUTO Layout**. The incompatible function keys will be dimmed to show inactivity.
- 3 Select additional copying features, as desired. When using EDH to scan originals, touch **Non-image Area Erase** to deselect it.
- 4 Touch **OK** to complete the setting and return to the Basic Screen.
- 5 Select the desired copy size.
- 6 Enter the desired print quantity.
- 7 Position original(s) FACE UP in the EDH or FACE DOWN on the platen glass.  
IMPORTANT: DO NOT CLOSE THE EDH WHEN USING PLATEN GLASS. PLACING ORIGINAL OBLIQUELY ON THE PLATEN GLASS MAY CAUSE BLACK COPY MARKS.  
When using Platen store mode, see p. 6-35 to p. 6-36.  
When using EDH store mode, see p. 6-37.  
Option: Press [Mode Check] to view the selection, and make a Proof copy if desired. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.
- 8 Press [Start].  
After copying is completed, touch **AUTO Layout** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.

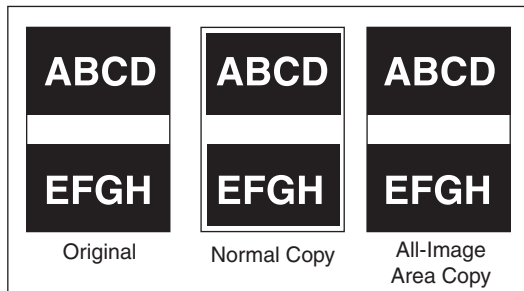
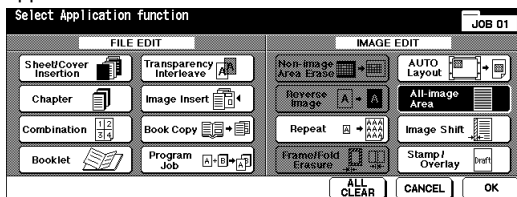
# Applications

## All-Image Area

Use this function to make copies printed completely to the edges.

- ☐ Copies will be made without image cutoff on the edges.
- ☐ Incompatible Basic Copying Conditions: Rotation Sort, Rotation Group
- ☐ Incompatible Special Originals: None
- ☐ Incompatible Applications: Non-Image Area Erase, Reverse Image, Frame/Fold Erasure

Application Selection Screen



- 1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 2 Touch **All-image Area**.
- 3 Select additional copying features, as desired.
- 4 Touch **OK** to complete the setting and return to the Basic Screen.
- 5 Select the desired copy size.
- 6 Enter the desired print quantity.
- 7 Position original(s) **FACE UP** in EDH or **FACE DOWN** on platen glass.  
When using Platen store mode, see p. 6-35 to p. 6-36.  
When using EDH store mode, see p. 6-37.  
Option: Press [Mode Check] to view the selection, and make a Proof copy if desired. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.
- 8 Press [Start].  
After copying is completed, touch **All-image Area** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.

# Applications

## Image Shift

### To Adjust Position of Copy Image

Use Image Shift to create a new binding margin on originals copied in the 1-1 or 2-2 mode, or adjust existing margins on originals copied in the 1-2 or 2-1 mode.

Page space function is available only when Booklet or 2 Repeat mode of Repeat has been already selected. Use this function to create the desired amount of blank space between the two images on a page.

If image loss seems likely, select the Reduce & Shift mode. See p. 9-37.

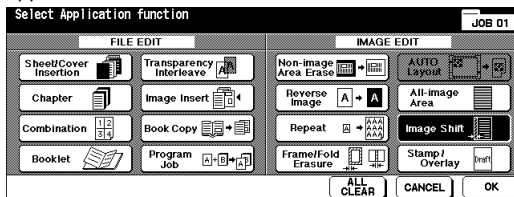
- ☐ Shift amount in Image Shift mode: 0 ~ 250 mm in 1 mm increments (setting in 0.1 mm increments using up/down arrow key is also available by key operator setting.), to be set collectively or individually for the front and back pages.
- ☐ Page Space functions only when Booklet or 2 Repeat mode of Repeat is previously selected.
- ☐ Original/copy size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R
- ☐ Incompatible conditions

Basic copying conditions: None

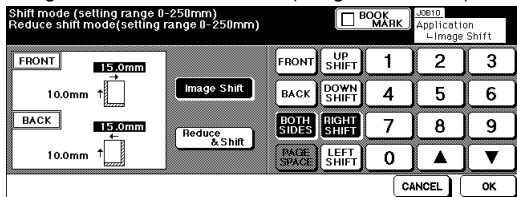
Special Originals: None

Applications: AUTO Layout, Storing image in Overlay Memory

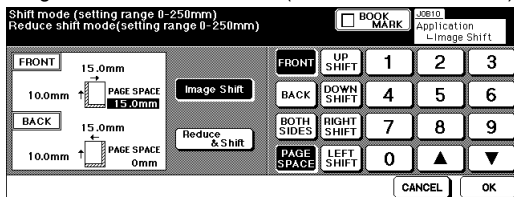
### Application Selection Screen



### Image Shift Selection Screen (Image Shift mode)



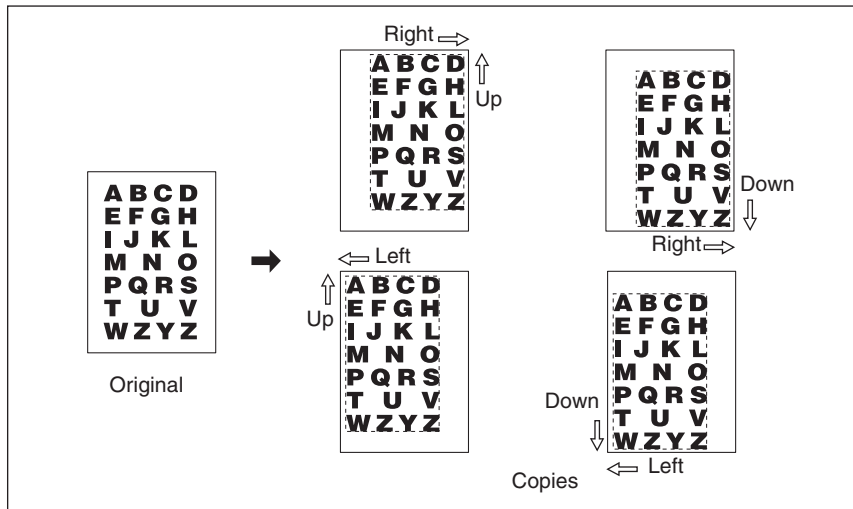
### Image Shift Selection Screen (PAGE SPACE selected)



# Applications

## Image Shift (continued)

### To Adjust Position of Copy Image (continued)

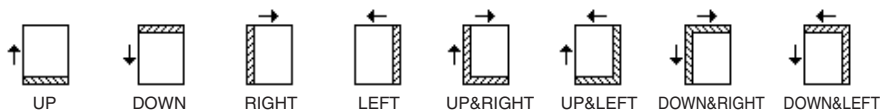


- 1 Select the copy mode and copy size from the Basic Screen, as required.
- 2 Touch **APPLI.** on the Basic Screen to enter the Application Selection Screen.
- 3 Touch **Image Shift** to display the Image Shift Selection Screen.
- 4 Touch **Image Shift**.

To set shift amount in Image Shift:

- (1) Touch **FRONT**, **BACK**, or **BOTH SIDES**. When **BOTH SIDES** is selected, the entered shift direction and amount will be reflected immediately in the FRONT and BACK Images on the screen. Touch **FRONT** or **BACK** to specify the shift direction and amount individually.
- (2) Touch **UP SHIFT**, **DOWN SHIFT**, **RIGHT SHIFT**, or **LEFT SHIFT** to specify the shift direction, then use the touch screen keypad or up/down arrow key to select the desired shift amount (available range: 0~250mm). Keep touching the arrow key to increase or decrease the value continuously.

The image display on the screen allows you to view the binding margin to be created on the printed sheets. The following icons will appear to show the currently selected conditions.



# Applications

## Image Shift (continued)

### To Adjust Position of Copy Image (continued)

- 5 When Booklet or 2 Repeat mode of Repeat has been already selected, the **PAGE SPACE** key appears clear on the screen to show its availability, with PAGE SPACE indication displayed in the image area.  
If desired, touch **PAGE SPACE** to highlight it, then enter the desired amount using the touch screen keypad or up/down arrow key.
- 6 Touch **OK** to complete the setting and return to the Application Selection Screen.
- 7 Select additional Application functions, or touch **OK** to return to the Basic Screen.
- 8 Enter the desired print quantity.
- 9 Position original(s) FACE UP in EDH or FACE DOWN on platen glass.  
When using Platen store mode, see p. 6-35 to p. 6-36.  
When using EDH store mode, see p. 6-37.  
Option: Press [Mode Check] to view the selection, and make a Proof copy if desired. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.
- 10 Press [Start].  
After copying is completed, touch **Image Shift** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.



# Applications

## Image Shift (continued)

### To Reduce and Shift Copy Image

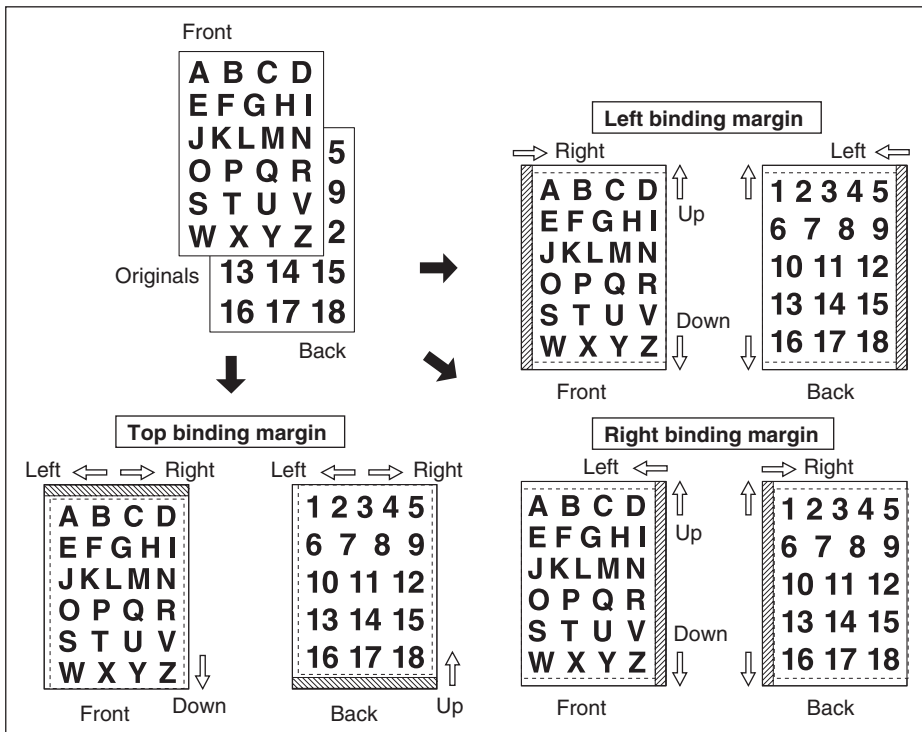
Use Reduce & Shift mode instead of regular Image shift to prevent image loss when creating a binding margin.

- ☐ Shift amount in Reduce & Shift mode: 0 ~ 250 mm in 1 mm increments (setting in 0.1 mm increments using up/down arrow key is also available by key operator setting), to be set collectively for the front and back pages, however, the shift amount for the back page can be altered in order to position the image exactly the same as on the front page.
- ☐ In Reduce & Shift mode, AMS is automatically selected and cannot be released.
- ☐ Original/copy size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R
- ☐ Incompatible conditions with Reduce & Shift mode

Basic copying conditions: Change magnification, V/H zoom, APS

Special Originals: Mixed Original

Applications: Book Copy, Non-Image Area Erase, Repeat, AUTO Layout, Overlay, Storing image in Overlay Memory



# Applications

## Image Shift (continued)

### To Reduce and Shift Copy Image (continued)

Application Selection Screen

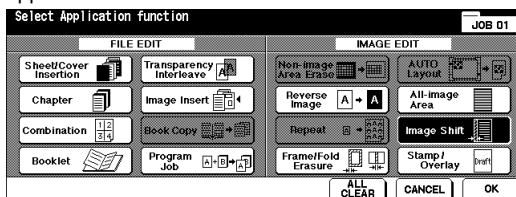
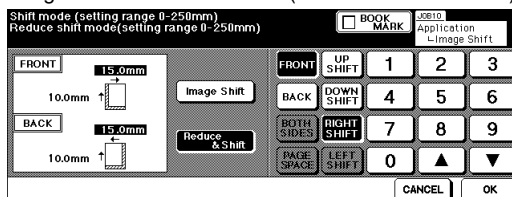


Image Shift Selection Screen (Reduce & Shift mode)



- 1 Select the copy mode and copy size from the Basic Screen, as required.
- 2 Touch **APPLI.** on the Basic Screen to enter the Application Selection Screen.
- 3 Touch **Image Shift** to display the Image Shift Selection Screen.
- 4 Touch **Reduce & Shift**.

To set shift amount in Reduce & Shift:

- (1) Touch **FRONT**. In Reduce & Shift mode, the **BOTH SIDES** key appears grayed to show inactivity. The message "Select magnification ratio on FRONT side" will be displayed when **BACK** is selected first.
  - (2) Touch **UP SHIFT**, **DOWN SHIFT**, or **RIGHT SHIFT** to specify the shift direction. In Reduce & Shift mode, the **LEFT SHIFT** key with **FRONT** selected appears dimmed to show inactivity. Use the touch screen keypad or up/down arrow key to select the desired shift amount (available range: 0~250mm). Keep touching the arrow key to increase or decrease the value continuously.  
The AMS will automatically determine the magnification ratio according to the shift amount specified for the front page. The shift amount and magnification ratio determined for the front page will be automatically applied to the back page.
  - (3) Touch **BACK** and make direction and amount change, if any positioning adjustment is required. With **BACK** selected, the magnification ratio will not be changed, while the direction and amount can be altered.
- 5 Touch **OK** to complete the setting and return to the Application Selection Screen.
  - 6 Select additional Application functions, or touch **OK** to return to the Basic Screen.
  - 7 Enter the desired print quantity.
  - 8 Position original(s) FACE UP in EDH or FACE DOWN on platen glass.  
When using Platen store mode, see p. 6-35 to p. 6-36.  
When using EDH store mode, see p. 6-37.  
Option: Press [Mode Check] to view the selection, and make a Proof copy if desired. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.
  - 9 Press [Start].  
After copying is completed, touch **Image Shift** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.

# Applications

## Stamp

Stamp allows you to print regular stamps, numbering, page numbering, date and time, watermark, and watermark numbering onto the output copies. These 6 types of stamps can be used individually or in multiple combinations.

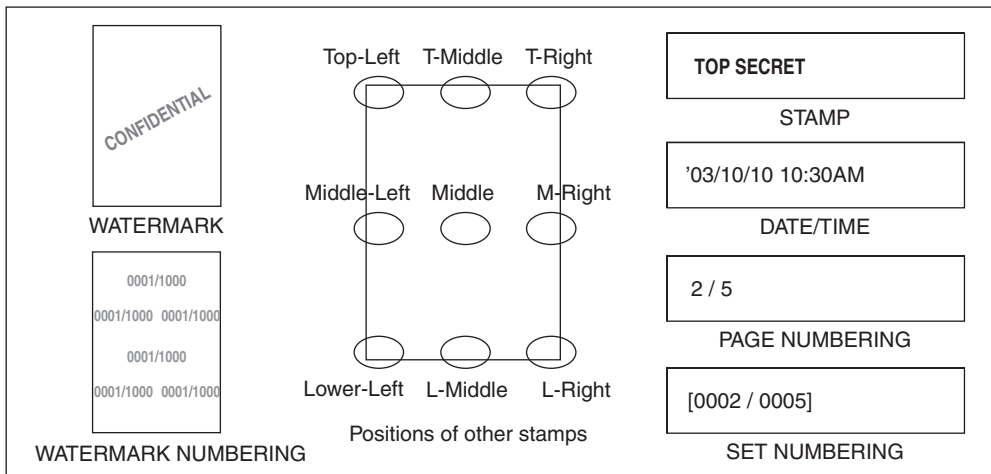
- STAMP prints the letters selected from 8 options onto the scanned image at the location designated on the screen.
  - SET NUMBERING prints the numbers in the specified form over the scanned image at the location designated on the screen.
  - PAGE NUMBERING prints the page numbers in the specified form over the scanned image at the location designated on the screen.
  - DATE/TIME prints the date and time in the specified form over the scanned image at the location designated on the screen.
  - WATERMARK prints the letters selected from 8 options over the scanned image, positioning it in the center of the page.
  - WATERMARK NUMBERING repeatedly prints the numbers in the specified form over the scanned image.
- ☐ All 6 types of stamps can be used in combination.
  - ☐ A watermark is printed obliquely in the center of the page. Watermark numbering prints a number repeatedly over the scanned image.
  - ☐ Stamp, Set numbering, Page numbering, and Date/Time settings each allow you to select a printing position from 9 locations.
  - ☐ Stamp, Set numbering, and Date/Time settings each allow you to choose whether to print the stamp on all pages or on the cover only.
  - ☐ Page numbering allows you to choose whether to print on all pages, on all pages except the front cover, or on all pages except the front and back covers.  
Furthermore, with Sheet/Cover Insertion or Chapter selected, Page numbering allows you to specify the following option.
    - COPIED INSERT    Print ON    : Page number will be printed.
    - Print OFF   : Page number will not be printed but will be counted.
    - Skip page   : Page number will not be printed or counted.
    - BLANK INSERT    Print OFF   : Page number will not be printed but will be counted.
    - Skip page   : Page number will not be printed or counted.
  - ☐ When Chapter is already selected, Set numbering, Page numbering, and Watermark numbering each allow you to print chapter number on each chapter page, in addition to each numbering function. When used in duplex copying, specified right/left printing position will be automatically reversed on back pages. When used in duplex copying and top/bottom staple position is selected, specified top/bottom printing position will be automatically reversed on back pages.
  - ☐ Image cutoff width: leading end 5 mm, trailing end 4 mm, top and bottom 2 mm.

# Applications

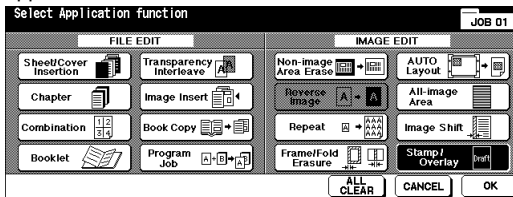
## Stamp (continued)

- ☐ Incompatible Basic Copying Conditions: Tandem mode (with SET NUMBERING and WATERMARK NUMBERING)
- ☐ Incompatible Special Originals: None
- ☐ Incompatible Applications: Reverse image, Repeat except 2/4/8 Repeat, Overlay (with STAMP, SET NUMBERING, WATERMARK, and WATERMARK NUMBERING), Overlay Memory

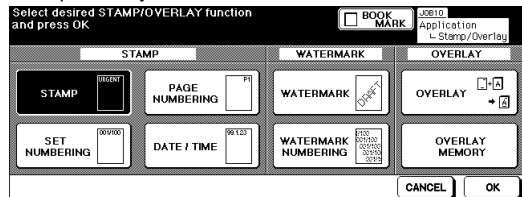
NOTE: STAMP and WATERMARK are available only with the optional HDD (HDD-2) installed in the machine. Without HDD, these function keys will be grayed out to show inactivity.



### Application Selection Screen



### Stamp/Overlay Selection Screen



- 1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
  - 2 Touch **Stamp/Overlay.** The Stamp/Overlay Selection Screen will be displayed.
  - 3 Touch to select the desired stamp to display the subsequent screen.
- On each screen, you can specify the desired type of the selected stamp.

# Applications

## Stamp (continued)

Stamp Selection Screen

Select desired STAMP function and press OK

☐ BOOK MARK    JOB10 Application L Stamp/Overlay

**CHARACTER SIZE**  
LARGER

**STAMP**  
URGENT TOP SECRET FOR YOUR INFORMATION  
PLEASE REPLY CONFIDENTIAL IMPORTANT  
DRAFT DO NOT COPY

**PRINTING POSITION**  
TOP LEFT MID RIGHT  
MID LEFT MID RIGHT  
LOWER LEFT MID RIGHT

**FINE ADJ. OF POSITION** **CHARACTER SIZE** **PRINTED PAGE** **CANCEL** **OK**

Set Numbering Type Selection Screen

Select desired NUMBERING function and press OK

☐ BOOK MARK    JOB10 Application L Stamp/Overlay

**CHARACTER SIZE**  
20 pt

**SET NUMBERING**  
0001, 0002, 0003 1, 2, 3  
0001/1000, 0002/1000 1/1000, 2/1000

**PRINTING POSITION**  
TOP LEFT MID RIGHT  
MID LEFT MID RIGHT  
LOWER LEFT MID RIGHT

**FINE ADJ. OF POSITION** **CHARACTER SIZE** **PRINTED PAGE** **STARTING No.** **CANCEL** **OK**

Page Numbering Type Selection Screen

Select desired PAGE NUMBERING function and press OK

☐ BOOK MARK    JOB01 Application L Stamp/Overlay

**CHARACTER SIZE**  
SIZE 14 pt  
TYPE GOTHIC

**PAGE NUMBERING**  
P1, P2, P3 1/5, 2/5, 3/5  
1, 2, 3 -1-, -2-, -3-  
1-1, 1-2, 1-3

**PRINTING POSITION**  
TOP LEFT MID RIGHT  
MID LEFT MID RIGHT  
LOWER LEFT MID RIGHT

**FINE ADJ. OF POSITION** **CHARACTER SIZE/TYPE** **PRINTED PAGE** **STARTING No.** **CANCEL** **OK**

Date/Time Type Selection Screen

Select desired DATE/TIME function and press OK

☐ BOOK MARK    JOB01 Application L Stamp/Overlay

**CHARACTER SIZE**  
SIZE 14 pt  
TYPE GOTHIC

**DATE**  
'02/1/23 Jan 23, 2002  
1/23/'02 23 Jan, 2002  
23/1/'02

**TIME**  
NO DISPLAY  
1:23PM  
13:23

**PRINTING POSITION**  
TOP LEFT MID RIGHT  
MID LEFT MID RIGHT  
LOWER LEFT MID RIGHT

**FINE ADJ. OF POSITION** **CHARACTER SIZE/TYPE** **PRINTED PAGE** **CANCEL** **OK**

Watermark Selection Screen

Select desired WATER MARK function and press OK

☐ BOOK MARK    JOB10 Application L Stamp/Overlay

**WATER MARK**  
TOP SECRET CONFIDENTIAL FOR YOUR INFORMATION DO NOT COPY  
DRAFT PLEASE REPLY URGENT FOR YOUR COMMENTS

**DENSITY**  
LIGHT  
NORMAL  
DARK  
DARK+

**FINE ADJ. OF POSITION** **CANCEL** **OK**

Watermark Numbering Type Selection Screen

Select desired WATERMARK function and press OK

☐ BOOK MARK    JOB01 Application L Stamp/Overlay

**CHARACTER SIZE**  
36 pt

**SET NUMBERING**  
0001, 0002, 0003 1, 2, 3  
0001/1000, 0002/1000 1/1000, 2/1000

**DENSITY**  
LIGHT  
NORMAL  
DARK  
DARK+

**CHARACTER SIZE** **STARTING No.** **CANCEL** **OK**

- When selecting STAMP, SET NUMBERING, PAGE NUMBERING, or DATE/TIME, select the desired position from 9 location keys on each screen.  
If fine adjustment is required, touch **FINE ADJ. OF POSITION** to display the Fine Adjustment Setting Screen.  
Touch **UP SIDE**, **DOWN SIDE**, **RIGHT SIDE**, or **LEFT SIDE** to specify the direction, then use the touch screen keypad or up/down arrow key to enter the desired amount.

Fine Adjustment Setting Screen

PAGE NUMBERING function  
Fine adjustment for printed position

☐ BOOK MARK    JOB01 Application L Stamp/Overlay

The position is moved from base point  
DOWN SIDE : 04 mm  
RIGHT SIDE : 00 mm

**UP SIDE** 1 2 3  
**DOWN SIDE** 4 5 6  
**RIGHT SIDE** 7 8 9  
**LEFT SIDE** 0 ▲ ▼

**CANCEL** **OK**

# Applications

## Stamp (continued)

- 5 Touch **CHARACTER SIZE** on the Stamp Selection, Set Numbering Type Selection, or Watermark Numbering Type Selection Screen, if desired, to change the character size.

The following options are provided:

STAMP : LARGER/ SMALLER

SET/WATERMARK

NUMBERING : 20 pt / 36 pt

Touch **CHARACTER SIZE/TYPE** on the Page Numbering Type Selection or Date/Time Type Selection Screen, if desired, to change the character size/type. The following options are provided on the subsequent screen shown below:

CHARACTER SIZE : 8 pt / 10 pt / 12 pt / 14 pt

CHARACTER TYPE : Gothic type / Ming type

Character Type/Size Selection Screen

The screen displays two main sections: CHARACTER SIZE and CHARACTER TYPE. The CHARACTER SIZE section has four buttons: 8pt, 12pt, 10pt, and 14pt. The CHARACTER TYPE section has two large preview boxes: one for 'Gothic type' showing a bold 'A' and one for 'Ming type' showing a regular 'A'. At the top right, there are checkboxes for 'BOOK MARK' and 'SET Application Stamp/Overlay'. At the bottom right are 'CANCEL' and 'OK' buttons.

- 6 Touch **PRINTED PAGE** on the Stamp Selection, Set Numbering Type Selection, or Date/Time Type Selection Screen to designate whether to print the selected stamp on the cover only or on all pages.

Touch **PRINTED PAGE** on the Page Numbering Type Selection Screen to display the Cover/Insert Print Setting Selection Screen.

- When selecting the COVER PRINT SETTING, touch **Front & Back: Print ON**, **Front: Print OFF and Back: Print ON**, or **Front & Back: Print OFF**.
- When selecting the INSERT PRINT SETTING, touch **Print ON**, **Print OFF**, or **Skip page**, as provided for each of copied insert and blank insert.

Touch **OK** to return to the Page Numbering Type Selection Screen.

Cover/Insert Print Setting Selection Screen

The screen is divided into two main sections: COVER PRINT SETTING and INSERT PRINT SETTING. The COVER PRINT SETTING section has three buttons: 'Front & Back : Print ON', 'Front : Print OFF and Back : Print ON', and 'Front & Back : Print OFF'. The INSERT PRINT SETTING section has two sub-sections: COPIED INSERT with 'Print ON', 'Print OFF', and 'Skip page' buttons; and BLANK INSERT with 'Print OFF' and 'Skip page' buttons. At the top right are checkboxes for 'BOOK MARK' and 'SET Application Stamp/Overlay'. At the bottom right are 'CANCEL' and 'OK' buttons.

Page Numbering Type Selection Screen (with INSERT PRINT SETTING selected)

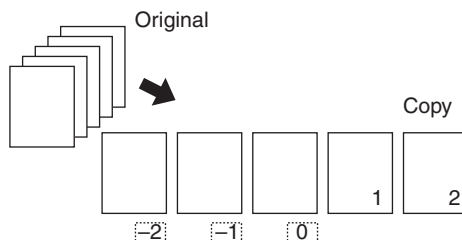
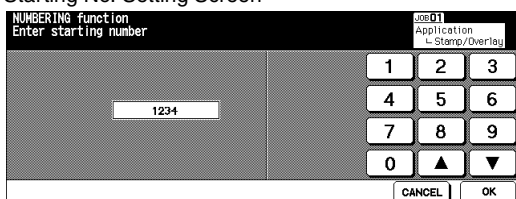
This screen shows various settings for page numbering. It includes sections for CHARACTER SIZE (8 pt), COVER PRINT (FRONT & BACK, PRINT ON), STARTING No. (1), PAGE CHAPTER (1), and FINE ADJ. OF POSITION. The PAGE NUMBERING section has buttons for 'P1, P2, P3', '1/5, 2/5, 3/5', '1, 2, 3', and '-1-, -2-, -3-'. The PRINTING POSITION section has buttons for 'TOP LEFT', 'MID', 'RIGHT', 'BOTTOM LEFT', 'MID', and 'RIGHT'. At the top right are checkboxes for 'BOOK MARK' and 'SET Application Stamp/Overlay'. At the bottom right are 'CANCEL' and 'OK' buttons.

# Applications

## Stamp (continued)

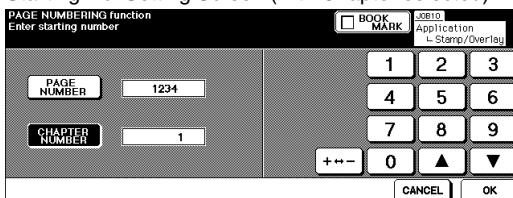
- 7 Touch **STARTING No.** on the Set Numbering, Page Numbering, or Watermark Numbering Type Selection Screen to display the Starting No. Setting Screen. Use the touch screen keypad or up/down arrow key to enter the desired starting number, then touch **OK** to return to the previous screen. Use **+/-** to enter a minus number to print from halfway through, e.g. -2 to print "1" from page 4.

Starting No. Setting Screen



When Chapter is already selected, touching **STARTING No.** on the Set Numbering, Page Numbering, or Watermark Numbering Type Selection Screen will display the Starting No. Setting Screen with Chapter starting number setting (see below). Touch **CHAPTER NUMBER** or **PAGE NUMBER** to highlight it, then use the touch screen keypad or up/down arrow key to enter the desired starting number for each. Touch **OK** to return to the previous screen.

Starting No. Setting Screen (with Chapter selected)



- 8 When selecting **WATERMARK** or **WATERMARK NUMBERING**, touch **LIGHT**, **NORMAL**, **DARK**, or **DARK+** to select the desired density level on each screen.
- 9 When all the desired selections are made, touch **OK** to return to the Application Selection Screen.
- 10 Make additional application selections, or touch **OK** to return to the Basic Screen.
- 11 Enter the desired print quantity.
- 12 Position original(s) **FACE UP** in EDH or **FACE DOWN** on platen glass.  
**IMPORTANT: PLACE AND SCAN THE ORIGINALS IN REGULAR ORDER OF PAGINATION.**  
 Option: Press [Mode Check] to view selection, and make a Proof copy, if desired. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.
- 13 Press [Start].

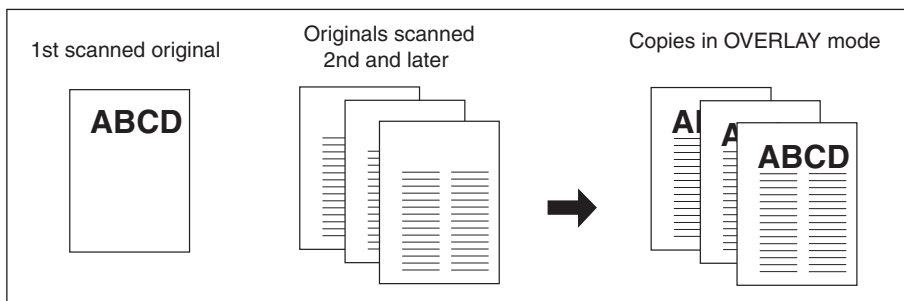
After copying is completed, touch **Stamp/Overlay** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.

# Applications

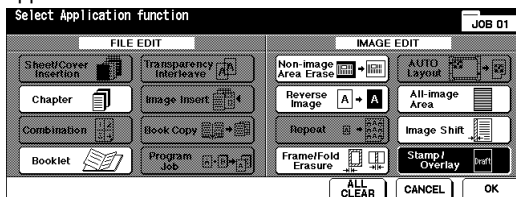
## Overlay

Use Overlay to scan an image and overlay the image onto each page copied in the job.

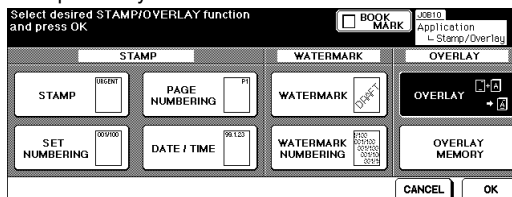
- ☐ Scan and store originals into memory.
- ☐ APS and AMS are automatically released.
- ☐ Magnification is initially set to 1:1. This setting is changeable.
- ☐ Original/Copy size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"
- ☐ Incompatible Basic Copying Conditions: Rotation, Rotation Sort, Rotation Group
- ☐ Incompatible Special Originals: Mixed Original
- ☐ Incompatible Applications: Sheet/Cover Insertion, Combination, Transparency Interleave, Image Insert, Book Copy, Program Job, Repeat, AUTO Layout, Reduce & Shift in Image Shift, STAMP, SET NUMBERING, WATERMARK, WATERMARK NUMBERING



Application Selection Screen



Stamp/Overlay Selection Screen



- 1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 2 Touch **Stamp/Overlay**. The Stamp/Overlay Selection Screen will be displayed.
- 3 Touch **OVERLAY** to highlight it.
- 4 Touch **OK** to return to the Application Selection Screen.
- 5 Make additional application selections, or touch **OK** to return to the Basic Screen.
- 6 The Store mode is automatically selected, and APS and AMS are released.  
Set the desired Copy mode, Copy density, Lens mode, and Copy size on the Basic Screen.



# Applications

## Overlay (continued)

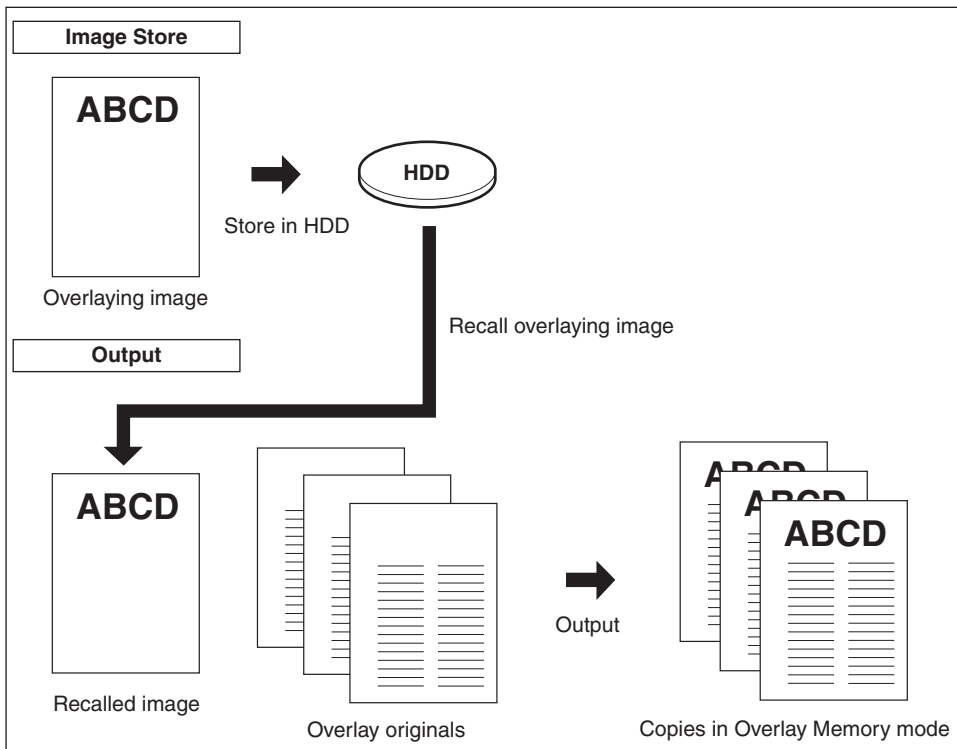
- 7 Enter the desired print quantity.
- 8 Position the overlaying original in the EDH or on the platen glass, then press [Start] to scan.
- 9 The second and subsequent pages are to be overlaid in printing.  
Place them in the EDH or on the platen glass, then press [Start].  
**IMPORTANT: PLACE AND SCAN THE ORIGINALS IN REGULAR ORDER OF PAGINATION.**  
Option: Press [Mode Check] to view selection, and make a Proof copy, if desired. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.
- 10 Touch **STORE** to deselect the store mode, then press [Start] to print.  
After copying is completed, touch **Stamp/Overlay** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.

# Applications

## Overlay Memory

Use Overlay Memory to scan and store several images in HDD\*, then recall the desired image from the HDD to overlay onto each page copied in the job.

\* Installation of the optional HDD (HDD-2) is required.



### To Store Overlaying Image Data in HDD

The following procedure describes how to store overlaying image data in HDD.

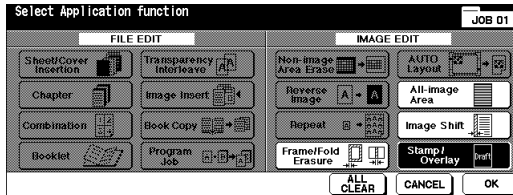
- ☐ Use the platen glass only.
- ☐ Copy mode: 1-1 mode only
- ☐ Incompatible Basic Copying Conditions: Using EDH 1-2, 2-2, 2-1, AMS, Rotation, Reserve Mode, Interrupt Mode, Selecting Output Mode
- ☐ Incompatible Special Originals: Mixed Original, Z-Folded Original, Tab Paper
- ☐ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Program Job, Non-Image Area Erase, Reverse Image, Repeat, AUTO Layout, Image Shift, Stamp, Overlay

# Applications

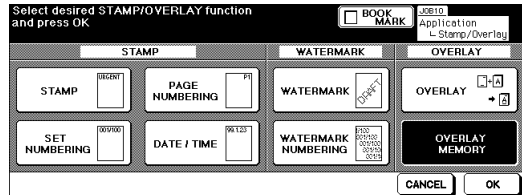
## Overlay Memory (continued)

### To Store Overlaying Image Data in HDD (continued)

Application Selection Screen



Stamp/Overlay Selection Screen



- 1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 2 Touch **Stamp/Overlay.** The Stamp/Overlay Selection Screen will be displayed.
- 3 Touch **OVERLAY MEMORY** to display the Overlaying Image Selection Screen.

NOTE: Without HDD, the **OVERLAY MEMORY** key will be dimmed on the Stamp/Overlay Selection Screen to show inactivity.

- 4 Touch **IMAGE STORE** to display the Image Name Entry Screen.

Overlaying Image Selection Screen

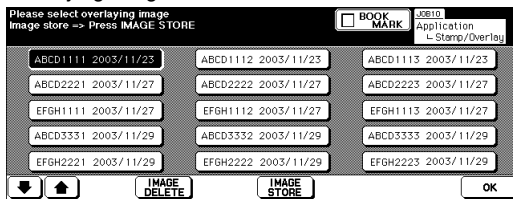
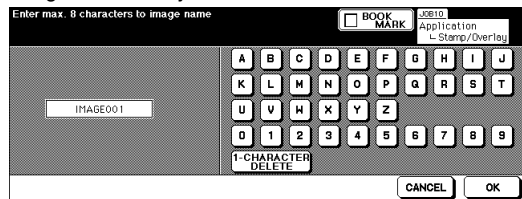


Image Name Entry Screen



- 5 Enter the desired image name up to 8 characters from the touch screen keypad. The date when you made this entry will be stored automatically.  
To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct image name.

- 6 If the image name is correct, touch **OK**. The Basic Screen to store the overlaying image will be displayed.

If the popup menu with **YES** and **NO** keys is displayed instead of the Basic Screen, the entered name is duplicated. Touch **YES** to enter a new name, or **NO** to create a duplicate name.

If the popup menu with **OK** key is displayed, the entered name is duplicated. Touch **OK**, then enter a new name.

If the **IMAGE DELETE** key is displayed on the Overlay Image Selection Screen, you can delete the stored image and name. Select the image name using up/down arrow key to scroll, then touch **IMAGE DELETE**.

NOTE: Changing the popup menu for duplicate name and displaying the **IMAGE DELETE** key is available in the Memory switch No. 41 of the Key Operator setting. See p. 13-41 ~ p. 13-48.

# Applications

## Overlay Memory (continued)

### To Store Overlaying Image Data in HDD (continued)

Image Name Entry Screen

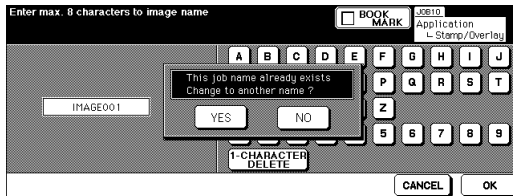
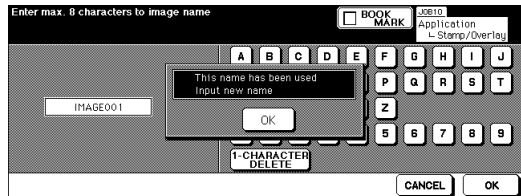
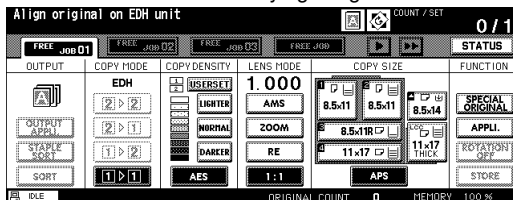


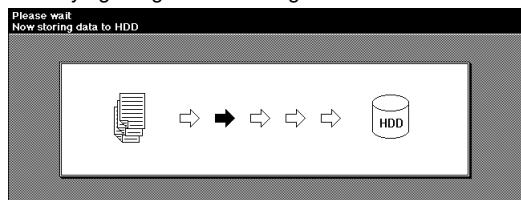
Image Name Entry Screen



Basic Screen to store overlaying image



Overlaying Image Data Storing Screen



7 Position the overlaying original on the platen glass, then press [Start] to scan.

- NOTES:
- The EDH cannot be used for storing the overlaying image.
  - To stop scanning, press [Stop].

8 After scanning the overlaying original, the Overlaying Image Data Storing Screen will be displayed. The machine automatically starts to store the overlaying image data in the HDD. The Overlaying Image Selection Screen will resume when the storing function is completed.

To continue to store the overlaying image data, return to step 4.

9 Touch **OK** to return to the Stamp/Overlay Selection Screen.

10 Touch **OK** to return to the Application Selection Screen.

11 Touch **OK** to return to the Basic Screen.

# Applications

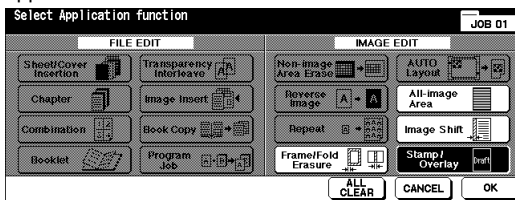
## Overlay Memory (continued)

### To Overlay Image Stored in HDD

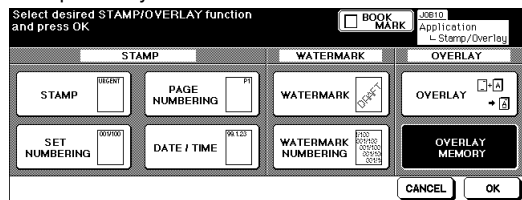
The following procedure describes how to overlay the image stored in HDD onto each page copied in the job.

- ☐ APS and AMS are automatically released.
- ☐ Magnification is initially set to 1:1. This setting is changeable.
- ☐ Original/Copy size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"
- ☐ Incompatible Basic Copying Conditions: None
- ☐ Incompatible Special Originals: None
- ☐ Incompatible Applications: Reverse Image, STAMP, SET NUMBERING, WATERMARK, WATERMARK NUMBERING in Stamp

Application Selection Screen



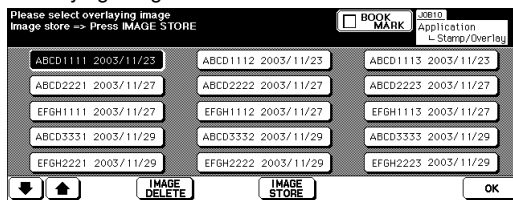
Stamp/Overlay Selection Screen



- 1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
- 2 Touch **Stamp/Overlay.** The Stamp/Overlay Selection Screen will be displayed.
- 3 Touch **OVERLAY MEMORY** to display the Overlaying Image Selection Screen.

NOTE: Without HDD, the **OVERLAY MEMORY** key will be dimmed on the Stamp/Overlay Selection Screen to show inactivity.

Overlaying Image Selection Screen



- 4 Select the desired overlaying image data to highlight it. Use up/down arrow key to scroll, if needed.
- 5 Touch **OK** to return to the Stamp/Overlay Selection Screen.
- 6 Touch **OK** to return to the Application Selection Screen.

# Applications

## Overlay Memory (continued)

### To Overlay Image Stored in HDD (continued)

- 7 Make additional application selections, or touch **OK** to return to the Basic Screen.
- 8 The Store mode is automatically selected, and APS and AMS are released.  
Set the desired Copy mode, Copy density, Lens mode, and Copy size on the Basic Screen.
- 9 Enter the desired print quantity.
- 10 Place originals in the EDH or on the platen glass, then press [Start] to scan.  
**IMPORTANT: PLACE AND SCAN THE ORIGINALS IN REGULAR ORDER OF PAGINATION.**  
Option: Press [Mode Check] to view selection, and make a Proof copy, if desired. Touch **EXIT** to return to the Basic Screen. See p. 6-43 to p. 6-45.
- 11 Touch **STORE** to deselect the store mode, then press [Start] to print.  
After copying is completed, touch **Stamp/Overlay** on the Application Selection Screen or press [Panel Reset] to release the mode and reset the machine.

# Section 10 : Program Memory

Job Store .....10-2

Job Recall .....10-4

Program Memory Form .....10-6

Program memory mode

Select job number

<input checked="" type="checkbox"/>	1	ABC CORPORATION	<input type="checkbox"/>	6	<input type="text"/>	<input type="checkbox"/>	11	<input type="text"/>
<input type="checkbox"/>	2	<input type="text"/>	<input type="checkbox"/>	7	<input type="text"/>	<input type="checkbox"/>	12	<input type="text"/>
<input type="checkbox"/>	3	<input type="text"/>	<input type="checkbox"/>	8	MAIL	<input type="checkbox"/>	13	<input type="text"/>
<input type="checkbox"/>	4	TEST COPY	<input type="checkbox"/>	9	<input type="text"/>	<input checked="" type="checkbox"/>	14	DEF COMPANY
<input type="checkbox"/>	5	<input type="text"/>	<input type="checkbox"/>	10	<input type="text"/>	<input type="checkbox"/>	15	<input type="text"/>

STORE

PRE-JOB  
RECALL

CANCEL

OK

# Program Memory

## Job Store

Use Job Store to store up to 30 frequently-used copying jobs, which can be recalled at any time. The stored jobs can be given alphabetical names.

- ☐ All copying functions can be selected

Control panel

Help

Program Memory

Mode Check

Utility

Proof Copy

Job No. Selection Screen

Program memory mode

Select job number

<input type="checkbox"/> 1	ABC CORPORATION	<input type="checkbox"/> 6		<input type="checkbox"/> 11	
<input type="checkbox"/> 2		<input type="checkbox"/> 7		<input type="checkbox"/> 12	
<input type="checkbox"/> 3		<input type="checkbox"/> 8	MAIL	<input type="checkbox"/> 13	
<input type="checkbox"/> 4	TEST COPY	<input type="checkbox"/> 9		<input checked="" type="checkbox"/> 14	DEF COMPANY
<input type="checkbox"/> 5		<input type="checkbox"/> 10		<input type="checkbox"/> 15	

↓

STORE

PRE-JOB  
RECALL

CANCEL

OK

## Job Store Check Screen

CHECK MODE [ BASIC & SPECIAL ORIG. ]

Copy Quantity	1	Exit Tray	Main tray
Duplex Mode	1-1	Enhance Mode	Photo Mode
Copy Density	AES	Special Orig.	Normal Mode
Lens Mode	1.000	Original	Non STD A3
Copy Size	APS		
Paper Type			
Output Mode	<input checked="" type="checkbox"/> <input type="checkbox"/> Staple + Sort		

CANCEL

OK

## Job Name Registration Screen

Use max 16 charaters to  
name job

A	B	C	D	E	F	G	H	I	J
K	L	M	N	O	P	Q	R	S	T
U	V	W	X	Y	Z	(	)	-	/
0	1	2	3	4	5	6	7	8	9
1-CHARACTER DELETE									


CANCEL

OK



# Program Memory

## Job Store (continued)

- 1 Make job selections from the Basic Screen, Application Selection Screen, Special Original popup menu and/or Output Mode popup menu.
- 2 When all selections are made, press [Program Memory] on the Control panel to display the Job No. Selection Screen.
- 3 Touch **STORE**. The Job Store Check Screen displays to enable you to review the settings. (See sample Job Store Check Screen, previous page.)
- 4 If settings are correct, touch **OK** to restore the Job No. Selection Screen. Otherwise, touch **CANCEL** to return to the Basic Screen, and make new selections.
- 5 When the Job No. Selection Screen is restored, touch one of the keys numbered from 1~30 to store the job under that number. The key with a lock icon (  ) displayed is locked and cannot be selected. Arrow keys can be used to scroll to the next/previous page. The selected number key will be highlighted.
- 6 Touch **OK** on the Job No. Selection Screen to display the Job Name Registration Screen.  
If you do not wish to enter a name, touch **OK**.
- 7 Enter a job name up to 16 characters, using the touch screen alphabet keypad. To correct an entry, touch **DELETE** repeatedly to delete each character entered, then enter the correct job name.
- 8 If the Job name is correct, touch **OK** to resume the Job No. Selection Screen. To re-enter the Job name, touch **CANCEL** to return to the Job No. Selection Screen.
- 9 When the Job No. Selection Screen is displayed, touch **OK** to complete the setting and return to the Basic Screen.  
To re-enter the Job name when the Job No. Selection Screen is displayed, touch **CANCEL** to display the Job Name Registration Screen.  
To exit from the Program Memory setting anytime, press [Panel Reset].

### NOTES:

- 1 A locked job is indicated by a lock icon on the Job key number.
- 2 Only the key operator can lock a job.
- 3 A locked job cannot be overwritten unless it is unlocked by the Key Operator.
- 4 A blank key indicates that no job is stored under that key.
- 5 Program Memory entries can be recorded on the Program Memory Form included at the end of this section.

# Program Memory

## Job Recall

Use Job Recall to recall jobs that are already stored in Program Memory.

Job No. Selection Screen

Program memory mode

Select job number

<input checked="" type="checkbox"/> 1	ABC CORPORATION	<input type="checkbox"/> 6		<input type="checkbox"/> 11	
<input type="checkbox"/> 2		<input type="checkbox"/> 7		<input type="checkbox"/> 12	
<input type="checkbox"/> 3		<input type="checkbox"/> 8	MAIL	<input type="checkbox"/> 13	
<input type="checkbox"/> 4	TEST COPY	<input type="checkbox"/> 9		<input checked="" type="checkbox"/> 14	DEF COMPANY
<input type="checkbox"/> 5		<input type="checkbox"/> 10		<input type="checkbox"/> 15	

↓

STORE

PRE-JOB  
RECALL

CANCEL

OK

Job No. Selection Screen (Job Recall)

Program memory mode

Select job number

<input checked="" type="checkbox"/> 1	ABC CORPORATION	<input type="checkbox"/> 6		<input type="checkbox"/> 11	
<input type="checkbox"/> 2		<input type="checkbox"/> 7		<input type="checkbox"/> 12	
<input type="checkbox"/> 3		<input type="checkbox"/> 8	MAIL	<input type="checkbox"/> 13	
<input type="checkbox"/> 4	TEST COPY	<input type="checkbox"/> 9		<input checked="" type="checkbox"/> 14	DEF COMPANY
<input type="checkbox"/> 5		<input type="checkbox"/> 10		<input type="checkbox"/> 15	

↓

STORE

PRE-JOB  
RECALL

CANCEL

OK

Job Recall Check Screen

CHECK MODE

BASIC & SPECIAL ORIG

Copy Quantity	1	Exit Tray	Main tray
Duplex Mode	1-1	Enhance Mode	Photo Mode
Copy Density	AES	Special Orig.	Normal Mode
Lens Mode	1.000	Original	Non STD A3
Copy Size	APS		
Paper Type			
Output Mode	<div><div>A</div><div>A</div>Staple + Sort</div>		

CANCEL

OK

# Program Memory

## Job Recall (continued)

- 1 Place original(s) as required for the job you are about to recall.
- 2 Press [Program Memory] to display the Job No. Selection Screen.  
(See sample screen, previous page.)
- 3 Touch a Job No. key to select a job you want to recall, and to highlight the key.  
If required, scroll with the arrow keys to reach the desired Job No. key (1~30).  
To cancel the recall mode, touch **CANCEL** to return to the Basic Screen.
- 4 Touch **JOB CHECK**. The Job Recall Check Screen displays to enable you to review the settings. Touching **CANCEL** on the Job Recall Check Screen returns to the Job No. Selection Screen.  
(See sample Job Recall Check Screen, previous page.)
- 5 When the desired Job No. key is highlighted, touch **OK** to read the settings of the selected job, and to return to the Basic Screen.  
To cancel the job, press [Panel Reset].
- 6 Press [Start].

### NOTES:

- 1 A locked job is indicated by a lock icon on the Job key number.
- 2 Only the key operator can lock a job.
- 3 A locked job cannot be overwritten unless it is unlocked by the Key Operator.
- 4 A blank key indicates that no job is stored under that key.
- 5 Program Memory entries can be recorded on the Program Memory Form included at the end of this section.

# Program Memory

## Program Memory Form

Make a copy of this form to record frequently-used copy jobs stored in Program Memory. Update the information when changes are made. Make additional copies, as needed.

JOB NUMBER/NAME	JOB DESCRIPTION
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

# Program Memory

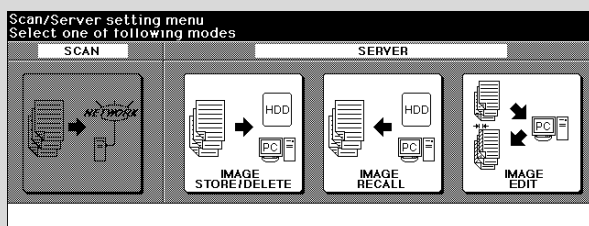
## Program Memory Form (continued)

JOB NUMBER/NAME	JOB DESCRIPTION
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	



## Section 11: Network Function

To Use Server Function .....	11-2
Image Store/Delete Mode .....	11-4
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Image Recall Mode .....	11-10
To Use Web Utilities .....	11-12
Machine Information Mode .....	11-14
Job Status Mode .....	11-15
HDD Job Information Mode .....	11-16
Environment Setup Mode .....	11-20

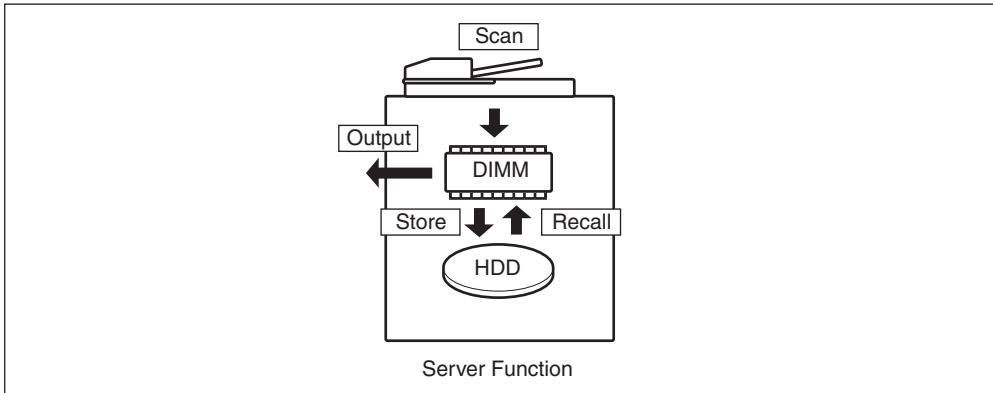


# Network Function

## To Use Server Function

Use Server function to accumulate scanned images into built-in DIMM (memory), then store the image data in HDD (option) so that the data can be recalled to DIMM and output as needed. This function also allows you to store the image data for normal copying procedures.

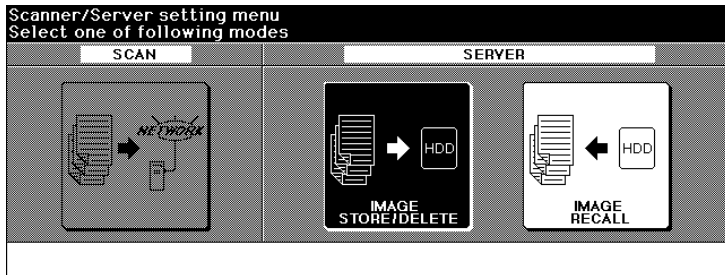
NOTE: Installation of the optional HDD (HDD-2) is required for the Server function with HDD.



The Server function provides the following four modes:

### (1) Image Store/Delete mode

Store the image data scanned from originals in HDD, or delete the data stored in HDD.



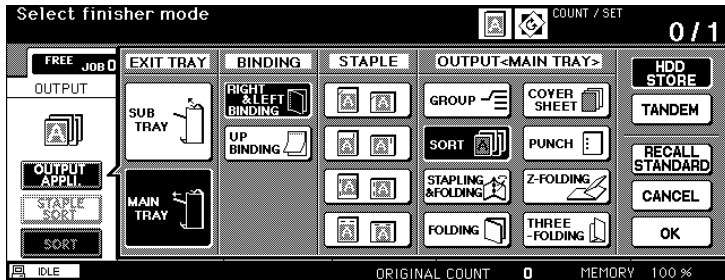


## Network Function

### To Use Server Function (continued)

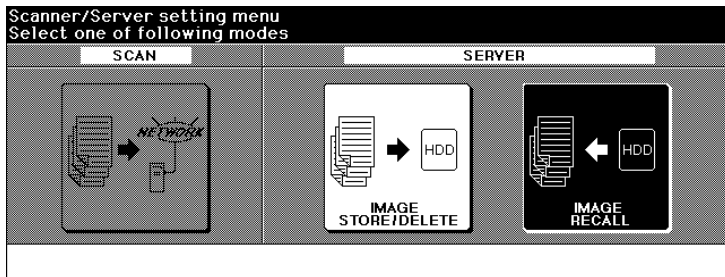
#### (2) Image Store & Output mode

Store the scanned image data in HDD after copying is completed.



#### (3) Image Recall mode

Recall the image data stored in HDD to built-in DIMM for printing.



# Network Function

## Image Store/Delete Mode

When the original image is stored into DIMM, use this function to store the image data into HDD. In the event data is already stored in HDD, use this function delete it from HDD.

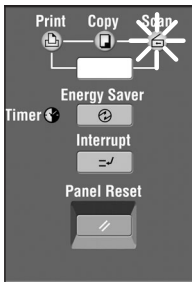
NOTE: Installation of the optional HDD (HDD-2) is required for storing data in HDD.

### To Store Image Data in HDD

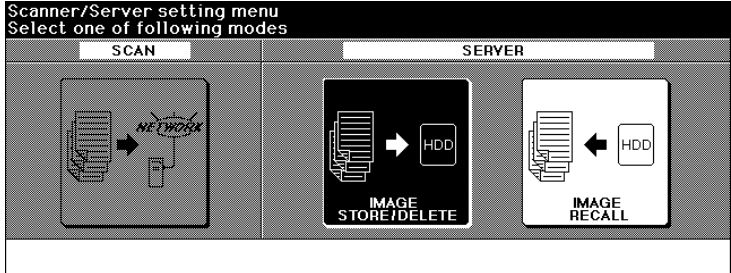
Specify your password when storing the data in HDD for protection. Image data can be given an alphabetical job name.

- ☐ Incompatible Basic Copying Conditions: 1-2, 2-2, AMS, Selecting output mode, Selecting copy size (APS is automatically selected), Setting print quantity, Rotation
- ☐ Incompatible Special Originals: WHOLE AREA in Non STD Size
- ☐ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Program Job (available in Image Store & Output Mode only), Non-Image Area Erase, Reverse Image, Repeat, AUTO Layout, Image Shift, Stamp/Overlay

Control Panel



Scanner/Server Setting Menu Screen



# Network Function

## Image Store/Delete Mode (continued)

### To Store Image Data in HDD (continued)

Image Data Store/Delete Site Selection Screen

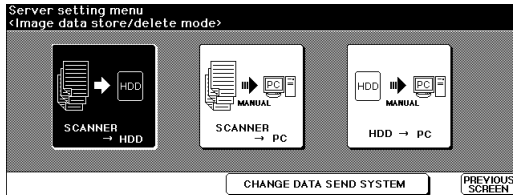
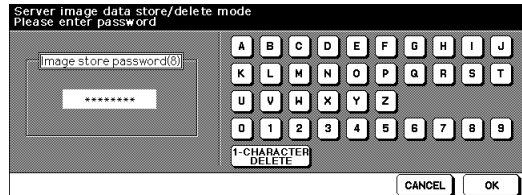
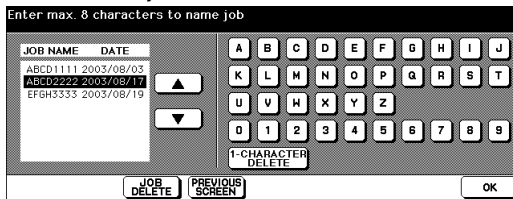


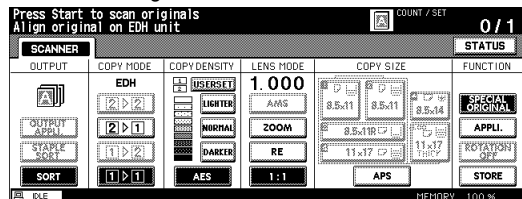
Image Data Password Entry Screen



Job Name Entry Screen



Scanner Setting Screen



- 1 Press [Mode] to light up the [Scan] LED. The Scan/Server Setting Menu Screen will display.
- 2 Touch **IMAGE STORE/DELETE** to display the Image Data Store/Delete Site Selection Screen.
- 3 Enter the desired image data password in up to 8 characters from the touch screen keypad.  
To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct password.
- 4 If the password is correct, touch **OK** to display the Job Name Entry Screen.  
Enter the desired job name in up to 8 characters from the touch screen keypad.  
To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct job name.
- 5 If the job name is correct, touch **OK** to display the Scanner Setting Screen.

NOTE: If an entered job name has already been used, the popup menu appears to ask you whether to rewrite the data or to re-enter new name. Touch **YES** to rewrite, or **NO** to create new name.

# Network Function

## Image Store/Delete Mode (continued)

### To Store Image Data in HDD (continued)

- 6 Select the desired scanning conditions. Print quantity cannot be entered.
- 7 Position original(s) **FACE UP** in the EDH or **FACE DOWN** on the platen glass.  
When using Platen store mode, see p. 6-35 to p. 6-36.  
When using EDH store mode, see p. 6-37.
- 8 Press [Start] to scan original(s).  
When scanning is completed, the Image Data Storing Screen will be displayed.  
When Store mode is used, touch to deselect **STORE** on the Scanner Setting Screen after all originals are scanned. The Image Data Storing Screen will be displayed.
- 9 The machine automatically begins storing data in the HDD. The Basic Screen displays “SCANNER → HDD” icon resumes when the storing function is completed.

NOTE: To suspend the storing job, touch **CANCEL** on the Image Data Storing Screen. If the popup menu shown below is displayed, touch **YES** to delete the data, or touch **NO** to continue. The popup menu displays when the Memory Switch No. 43 is turned on in the Key Operator Mode. See p. 13-41 to p. 13-48.

Image Data Storing Screen (popup menu displayed)



# Network Function

## Image Store/Delete Mode (continued)

### To Delete Image Data

Scanner/Server Setting Menu Screen

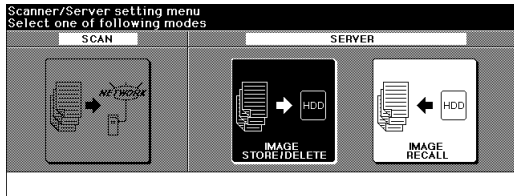
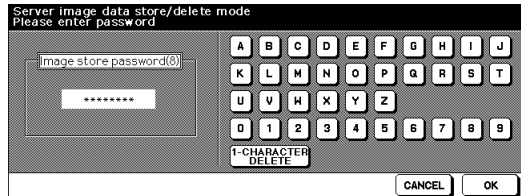
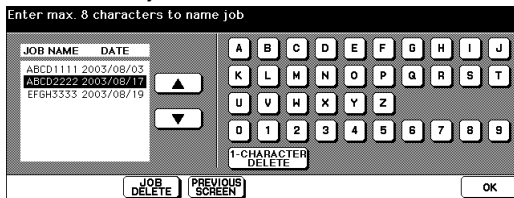


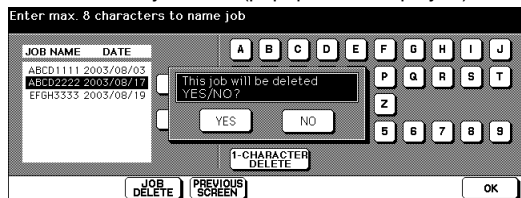
Image Data Password Entry Screen



Job Name Entry Screen



Job Name Entry Screen (popup menu displayed)



- 1 Press [Mode] to light up the [Scan] LED. The Scan/Server Setting Menu Screen will be displayed.
- 2 Touch **IMAGE STORE/DELETE** to display the Image Data Store/Delete Site Selection Screen.
- 3 Enter your Image data password from the touch screen keypad.  
To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct password.
- 4 If the password is correct, touch **OK** to display the Job Name Entry Screen.
- 5 Touch the▲ or ▼ key on the right side of the job name list to highlight the name of the data to be deleted, then touch **JOB DELETE**. The popup menu will appear to confirm that you delete the selected data.
- 6 Touch **YES** to delete it, or touch **NO** to cancel. The popup menu will disappear.
- 7 Touch **OK** to restore the Scanner/Server Setting Menu Screen.
- 8 Press [Mode] to light up the [Copy] LED. The Basic Screen will be displayed.

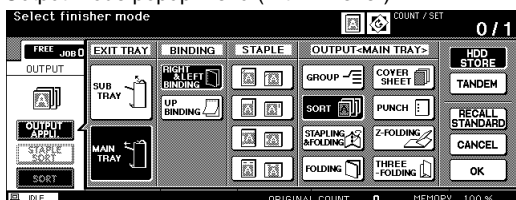
# Network Function

## Image Store & Output Mode

Use this function to store the scanned image data in HDD after copying is completed. This storing function does not conflict with any other copying conditions.

NOTE: Installation of the optional HDD (HDD-2) is required for this function. With the HDD installed, the **HDD STORE** key will be displayed on the Output Mode popup menu.

Output Mode popup menu (with Finisher)



Output Mode popup menu (without Finisher)

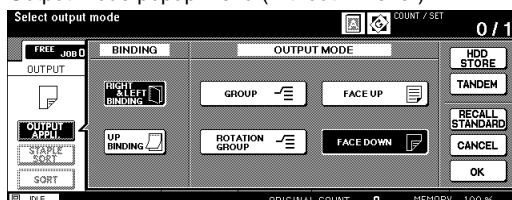
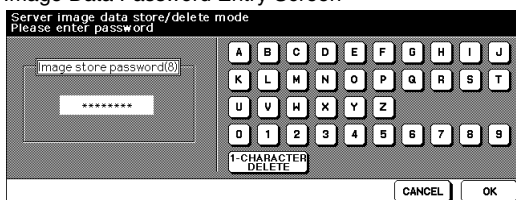
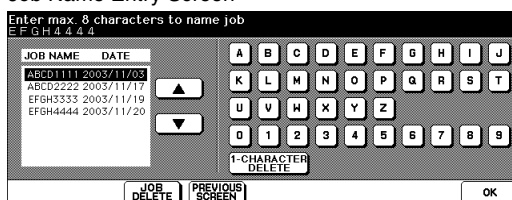


Image Data Password Entry Screen



Job Name Entry Screen



- 1 Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu.
- 2 Touch **HDD STORE.** The Image Data Password Entry Screen will be displayed.
- 3 Enter the desired Image data password in up to 8 characters from the touch screen keypad.  
To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct password.
- 4 If the password is correct, touch **OK** to display the Job Name Entry Screen.  
Enter the desired job name in up to 8 characters from the touch screen keypad.  
To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct job name.
- 5 If the job name is correct, touch **OK** twice to return to the Basic Screen.
- 6 Select the desired copying conditions, then enter the desired print quantity.
- 7 Position original(s) **FACE UP** in the EDH or **FACE DOWN** on the platen glass.  
When using Platen store mode, see p. 6-35 to p. 6-36.  
When using EDH store mode, see p. 6-37.  
While using Program job, the scanned and output data can be stored in HDD. See p. 9-21 to p. 9-22.

# Network Function

## Image Store & Output Mode (continued)

- 8 Press [Start] to scan and then print.

When the Store mode is used, touch **STORE** on the Basic Screen to deselect the Store mode when the store function is completed, i.e., after all originals are scanned, then press [Start] to print.

NOTE: To suspend the scanning or printing job, press [Stop] on the control panel. The popup menu will be displayed to ask you how to complete the current job. Touch **CONTINUE** to continue the job, **EXIT** to cancel the job and delete the data, or **EXIT after storing data to HDD** to store the data in HDD without printing.

Basic Screen



- 9 After scanning all the originals, the machine automatically starts to output and store the data in HDD. The Basic Screen displayed “SCANNER → HDD” icon will resume when completed.

# Network Function

## Image Recall Mode

Use this function to recall the image data from the HDD/PC to the built-in DIMM for printing.

NOTE: Installation of the optional HDD (HDD-2) is required to recall data from HDD.

To recall data stored in the HDD/PC, enter the password specified at the time data was stored, then designate it by the job name.

Scanner/Server Setting Menu Screen

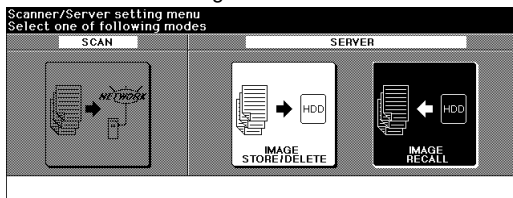
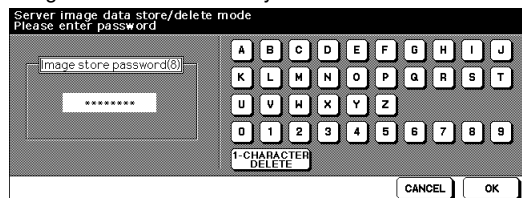
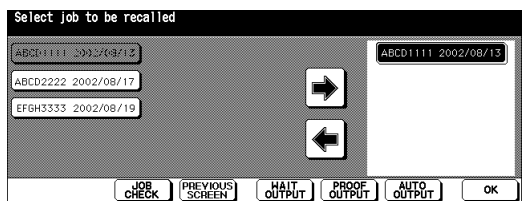


Image Data Password Entry Screen



Recall Job Selection Screen



- 1 Press [Mode] to light up the [Scan] LED.  
The Scan/Server Setting Menu Screen will be displayed.
- 2 Touch **IMAGE RECALL** to display the Image Data Password Entry Screen.
- 3 Enter your Image data password from the touch screen keypad.  
To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct password.
- 4 If the password is correct, touch **OK** to display the Recall Job Selection Screen.
- 5 Touch the desired job name key to highlight it, then touch **▶** to move it to the recall list on the right side.

- NOTES:
- To cancel the job moved to the recall list, touch the job name in the list to highlight it, then touch **◀** to return it to the left side key.
  - Touch **JOB CHECK** to display the Mode Check Screen to view all the feature selections made for the job moved and highlighted in the recall list on the right side.



# Network Function

## Image Recall Mode (continued)

- 6 If the desired job name is displayed in the recall list, touch **WAIT OUTPUT**, **PROOF OUTPUT**, or **AUTO OUTPUT**, as desired. Follow the procedure below according to the selected output mode key to complete the image recall and output operation.

Selecting **WAIT OUTPUT**:

- (1) Touch **OK**. The Image Data Recalling Screen will be displayed to show the current status of transmission.

When the data transmission is completed, the Basic Screen will be displayed reflecting the settings made for that job.

- (2) Enter the desired print quantity, then press [Start] to print.

Selecting **PROOF OUTPUT**:

- (1) Touch **OK**. The Basic Screen is restored, and the data is transmitted. When the data transmission is completed, the Mode Check Screen will be displayed after a set of sample copy is output.

Check Screen

The Check Screen displays the following settings:

- Copy Quantity: 10
- Duplex Mode: 1-1 (EDH)
- Copy Density: 1.1
- Lens Mode: 1.000
- Copy Size: APS
- Paper Type: A
- Output Mode: Non Sort
- Exit Tray: Main tray
- Enhance Mode: Photo Mode
- Special Orig: Z-Folded Original
- Original: STD size

Buttons at the bottom: PROOF COPY, EXIT.

- (2) Check the sample copy, then change the copy conditions if required. Enter the desired print quantity, then press [Start] to print.

Selecting **AUTO OUTPUT**:

- (1) Touch **OK**. The popup menu to enter the print quantity will be displayed.
- (2) Enter the desired print quantity, then touch **OK**.

The Image Data Recalling Screen will be displayed to show the current status of transmission.

When the data transmission is completed, the machine automatically starts to print.

**NOTE:** To suspend recall while the Image Data Recalling Screen is displayed, touch **CANCEL**. If the popup menu shown below is displayed, touch **YES** to delete the data recalled to DIMM, or touch **NO** to continue. The data stored in HDD will not be erased by this operation.

The popup menu displays when the Memory Switch No. 42 is turned on in the Key Operator Mode. See p. 13-41 to p. 13-48.

Recall Job Selection Screen (popup menu displayed)

The Recall Job Selection Screen shows a list of jobs with columns for Job No., Job Name, and Date. A popup menu is displayed over the list, asking "Enter print quantity" with a value of 1 entered. Buttons at the bottom include: JOB CHECK, PREVIOUS SCREEN, IMAGE COMBINATION, WAIT OUTPUT, PROOF OUTPUT, AUTO OUTPUT, and OK.

Image Data Recalling Screen (popup menu displayed)

The Image Data Recalling Screen shows a status bar at the top: "Please wait. Now recalling data from HDD 1234/2222". A dialog box is displayed in the center asking "Cancel to recall data YES/NO?" with YES and NO buttons.

Image Data Recalling Screen (popup menu displayed)

The Image Data Recalling Screen shows a status bar at the top: "Please wait. Now recalling data from HDD 1234/2222". A dialog box is displayed in the center asking "Cancel to recall data YES/NO?" with YES and NO buttons. An HDD icon is visible on the right side of the screen.

# Network Function

## To Use Web Utilities

When the machine is connected with a PC over a network, the web browser activated on the PC provides the following functions.

### 1 Main Page

Displays the job in progress, service call, and machine information.

### 2 Job Status

Displays the current and previous job status.

### 3 HDD Job Information

Searches the built-in HDD for an image data by job name, then check, output, or delete the image data. You can also change the job name of the image data.

To use this function, the optional HDD is required in the machine.

### 4 Environment Setup

Performs the Key Operator setting concerning network environment.

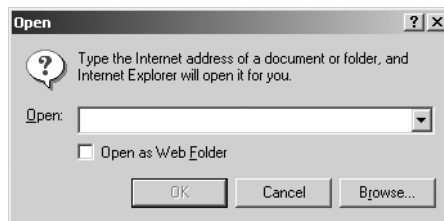
Browser: Internet Explorer 5.5 SP2 / Netscape 4.7 or later

Follow the procedure below to access the Web Utilities of the machine using the web browser.

### 1 Turn on the power to the PC connected with the machine over a network.

NOTE: Contact your network manager for details on the network system.

### 2 Activate the web browser, then select [**Open**] from the File menu.



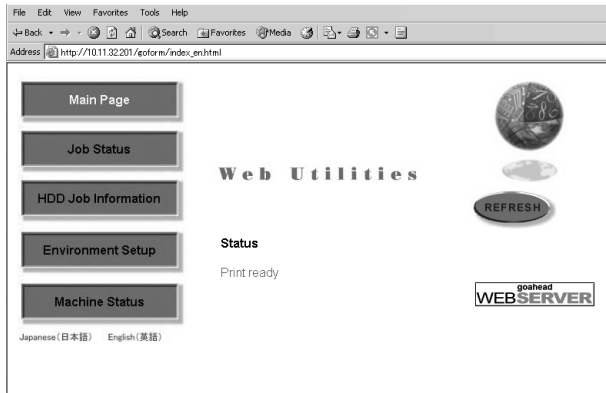
### 3 Enter the URL (http:// [IP address or host name of the machine]), then click on [**OK**]. The Main Page of the Web Utilities will be displayed.

NOTE: Ask your network manager for the IP address or host name of the machine.

# Network Function

## To Use Web Utilities (continued)

Web Utilities Window



The Main Page informs you of the current job status of the machine and the maintenance item, if required.

- Service call
- JAM
- Paper supply
- Toner supply
- Staple cartridge supply
- Dispose of Punch trash basket
- PM call

NOTES:

- Click on **[REFRESH]** in the Web Utilities window to update the information.
- The Web Utilities window is subject to change without notice.
- This section uses the Di7210 as an example.

# Network Function

## Machine Information Mode

Follow the procedure below to display the machine information using the web browser.

### Web Utilities Window

The screenshot shows a web browser window with the address [http://10.11.22.201/gotools/index\\_en.html](http://10.11.22.201/gotools/index_en.html). The page features a sidebar with buttons: Main Page, Job Status, HDD Job Information, Environment Setup, and Machine Status. The main content area displays 'Web Utilities' with a 'Status' section indicating 'Print ready' and a 'REFRESH' button. To the right, there are three tables: Paper Tray Configuration, Engine Configuration, and Option Information.

**Paper Tray Configuration**

Paper Tray	Size	Type	Status
Manual Tray	A3	Normal	No Paper in Tray
Tray1	A4	Normal	Paper in Tray
Tray2	A4	Normal	No Paper in Tray
Tray3	A4R	Normal	Paper in Tray
Tray4	A5	Normal	No Paper in Tray

**Engine Configuration**

Machine Type	D67210
Country Code	Europe
Display Language	English
ERDH Capacity(MB)	64
ERDH Available(%)	100
Total Count	371
Printer Count	13
Total PM Count	371
Developer Count	371
Drum Count	371

**Option Information**

Finisher	Not Mount
ADU	Mount
DF Type	ED4-7
HDD	Not Mount
LCC	Not Mount

1 Open the Web Utilities window.

NOTE: See p. 11-18 for detailed procedure to access the Web Utilities.

2 Click [**Machine Status**].

The window now provides the paper tray configuration, engine configuration, and option information.

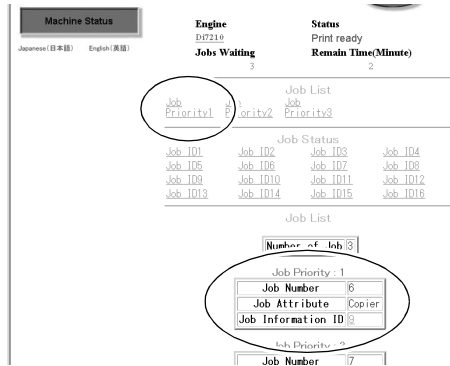
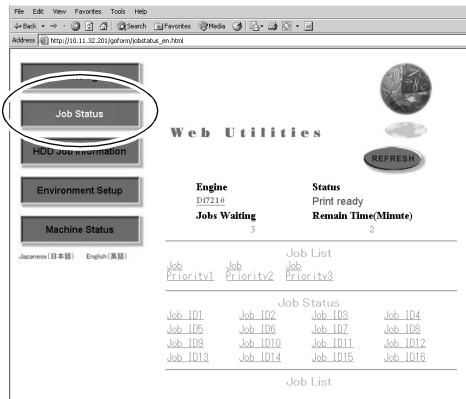
- NOTES:
- The same information will be provided also in the Job Status window. See p. 11-21.
  - Click on [**REFRESH**] in the window to update the information.

# Network Function

## Job Status Mode

Follow the procedure below to display the current job status, job list including reserved jobs and job information, and information on up to 16 previous jobs.

### Web Utilities Window



#### 1 Open the Web Utilities window.

NOTE: See p. 11-18 for detailed procedure to access the Web Utilities.

#### 2 Click on [Job Status].

The current job status, number of jobs in waiting, and remaining time to elapse before completing the print job.

NOTES: • Clicking on [D7210] will display the machine information. See p. 11-20.  
• Click on [REFRESH] to update the information.

#### 3 Display the current job or reserved job information.

Click on the desired [Job Priority No.] under the "Job List". The information on the specified job will appear in the second "Job List" area.

NOTE: If no print job or reserved job exists, "Job Empty" will be displayed in the first "Job List" area.

#### 4 Display the previous job information.

Click on the desired [Job ID No.] under the "Job Status". The information on the specified previous job will appear in the second "Job Status" area.

NOTE: If no print job has been made after the machine is powered on, no indication will appear in the first "Job Status" area.

Number of Job: 0	
Job Status	
Job Information ID : 1	
Job Number	1
Number of Pages	2
Print Quantity	1
Output Time	0
Job Attribute	Copier
Job Status	Job end successfully
Current print quantity count	1
Current page number	2
Remaining Time	0
Job Information ID : 2	
Job Number	2
Number of Pages	4
Print Quantity	1
Output Time	0
Job Attribute	Copier
Job Status	Job end successfully
Current print quantity count	1

# Network Function

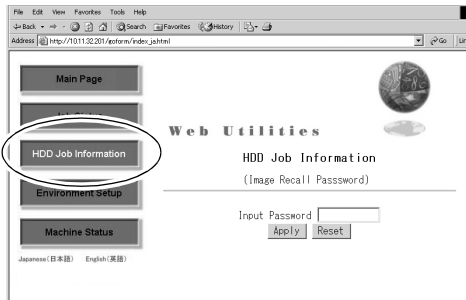
## HDD Job Information Mode

Use the web browser to search the built-in HDD for an image data, then check, output, or delete the image data.

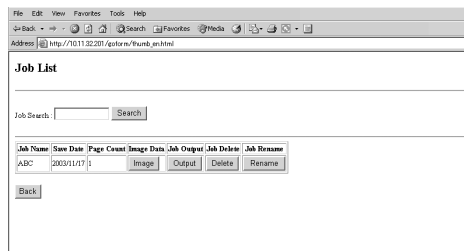
Changing the job name given to the image data is also available.

This function is available only when the optional HDD is installed in the machine.

Web Utilities Window



Job List Window



### 1 Open the Web Utilities window.

NOTE: See p. 11-18 for detailed procedure to access the Web Utilities.

### 2 Click on **[HDD Job Information]**.

### 3 Enter the Image Recall Password, then click on **[Apply]**.

NOTE: The Image Recall Password is the image data password entered in up to 8 characters when the image data was stored in HDD. See p. 11-5, 11-7, 11-10 or 11-11 for details.

The Job Search text box and the Job List will be displayed in the window. The list is made of the jobs stored with the same image data password and arranged in alphabetical order.

- NOTES:
- The Job List indicates the job name, saved date, and the page count. The “P Job” in the page count column indicates that the data was stored using Program Job function.
  - All the image data stored in HDD will be checked and those having the same image data password will be listed.
  - The printer data stored in HDD will also be listed.

### 4 Search the desired image data.

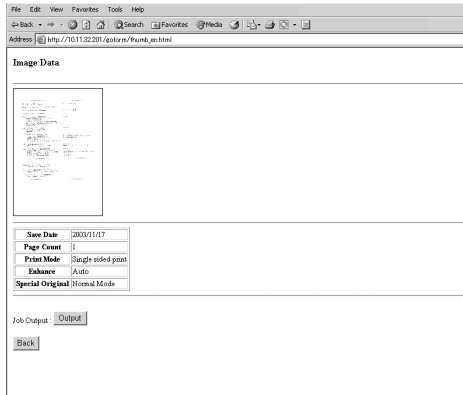
To search a specific image data, enter the job name of the desired image data in the Job Search text box, then click on **[Search]**. The result will be displayed as a list.

- NOTES:
- The search will be performed over the jobs having the same image data password collected in step 3. You cannot make a search of all the jobs for the given job name.
  - The printer data stored in HDD will also be listed.

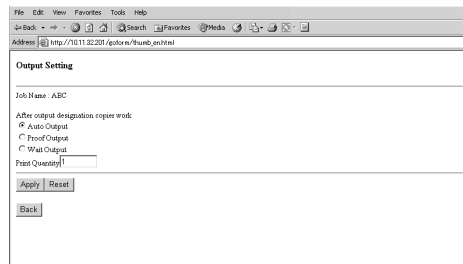
# Network Function

## HDD Job Information Mode (continued)

Image Data Information



Output Setting Dialogue Box



### 5 Check the image data information.

Click on **[Image]** on the right side of the desired job name to view the contents. The reduced image of the first page of the selected data and detailed information will be displayed.

Click on **[Output]** to print the image data. Proceed to step 6.

Choosing **[Back]** will resume the searched job list.

### 6 Output the image data.

Click on **[Output]** on the right side of the desired job name to print out the image data. The Output Setting dialogue box will be displayed.

If the machine is using the ECM function, enter the 8-digit ECM password.

Choose **[Auto Output]**, **[Proof Output]**, or **[Wait Output]**, as desired.

Click on **[Back]** to cancel the output setting.

NOTE: If incorrect ECM password is entered, the print job cannot be completed successfully and the message displayed in the "Result of job print" dialogue box will inform you that the wrong password was entered. See p. 13-16 for details of the ECM setting.

### Selecting Auto output:

Enter the desired print quantity, then click on **[Apply]**.

The machine starts to output the specified number of copied sets, then the "Result of job print" dialogue box will appear when completed.

NOTE: The web browser does not allow you to cancel the printing job, if it is currently in progress. Use the machine to stop printing.

## Network Function

### HDD Job Information Mode (continued)

: Check Screen

The screenshot shows a 'CHECK MODE' screen with the title 'CHECK MODE [ BASIC & SPECIAL ORIG. ]'. It contains several settings:

Copy Quantity	10	Exit Tray	Main tray
Duplex Mode	1-1 (EDH)	Enhance Mode	Photo Mode
Copy Density	1.00	Special Orig.	Z-Folded Original
Lens Mode	1.000	Original	STD size
Copy Size	A4 B4 A4		
Paper Type	--- Recycle OHP		
Output Mode	A A Staple Sort		

At the bottom, there are four buttons: CHANGE SETTING, RELEASE SETTING, PROOF COPY, and EXIT.

#### Selecting Proof output

Enter the desired print quantity, then click on **[Apply]**.

A sample copy will be output and the Mode Check Screen will be displayed on the touch screen of the machine.

Check the sample copy, change the copy conditions if required, then press **[Start]** on the control panel of the machine to output the rest except the sample set.

The "Result of job print" dialogue box will appear when print job is completed.

#### Selecting Wait output:

Enter the desired print quantity, then click on **[Apply]**.

The image data will be recalled but held to be output, then the Basic Screen will be displayed on the touch screen of the machine.

Select the desired copy conditions and enter the desired print quantity, then press **[Start]** on the machine control panel.

Choosing **[Back]** will resume the Job list dialogue box.

NOTE: When selecting Auto output or Proof output, only the web browser setting allows the print quantity to be specified.

When selecting Wait output, the print quantity entered in the web browser can be changed on the machine control panel before pressing **[Start]**.



# Network Function

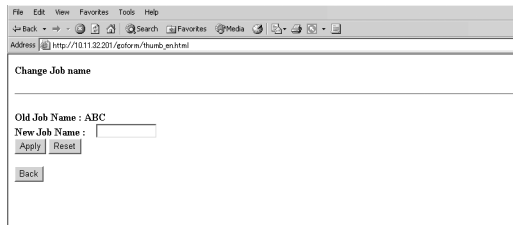
## HDD Job Information Mode (continued)

Job Delete Dialogue Box



The screenshot shows a web browser window with the address bar displaying "http://10.11.32.201/qoforn/thumb\_en.html". The main content area is titled "Job Delete" and contains the text "JOB : ABC". Below this, it says "This JOB will be deleted" and "Yes or No". There are two buttons, "Yes" and "No", and a "Back" button at the bottom.

Change Job Name Dialogue Box



The screenshot shows a web browser window with the address bar displaying "http://10.11.32.201/qoforn/thumb\_en.html". The main content area is titled "Change Job name". It contains the text "Old Job Name : ABC" and "New Job Name :". There is a text input field for the new job name. Below the input field are two buttons, "Apply" and "Reset", and a "Back" button at the bottom.

### 7 Delete the image data.

Click on [**Delete**] on the right side of the desired job name to delete the image data. The Job Delete dialogue box will be displayed.

Click on [**Yes**] to delete the data.

Choosing [**Back**] will resume the Job list dialogue box.

NOTES: • The printer data stored in HDD will also be deleted.

- Once deleted, the job cannot be recalled.

### 8 Change the job name of the image data.

Click on [**Rename**] on the right side of the desired job name to change the job name of the image data.

The Change Job name dialogue box will be displayed.

Enter the new job name using alphabets and numbers, then click on [**Apply**].

Choosing [**Back**] will resume the Job list dialogue box.

NOTE: Clicking on [**Apply**] will be ignored if the entered job name is already used. The job name cannot also be changed if any symbols other than letters and numbers are entered.

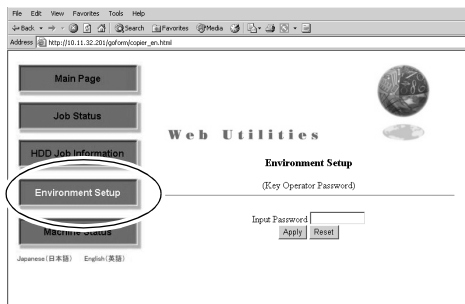
# Network Function

## Environment Setup Mode

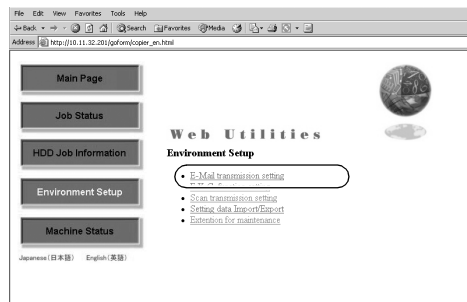
### Setting E-Mail Transmission Function

Perform the Key Operator setting concerning the network environment using the web browser. For details of the E-Mail Transmission Setting, refer to p. 13-9.

Web Utilities Window



Environment Setup Menu Window



#### 1 Open the Web Utilities window.

NOTE: See p. 11-18 for detailed procedure to access the Web Utilities.

#### 2 Click on [Environment Setup].

#### 3 Display the E-Mail Transmission Setting window.

Enter the 4-digit Key Operator password, then click on [Apply].

Click on [E-Mail transmission setting]. The E-Mail Transmission Setting window will be displayed.

NOTE: The Extension for maintenance option will be exclusively used by your service representative.

# Network Function

## Environment Setup Mode (continued)

### Setting E-Mail Transmission Function (continued)

E-Mail Transmission Setting Window

E-Mail transmission setting  
(E-Mail Transmission)

Sending Setting

Manager Address	a@kctsc.com (Maximum: 64 Characters)
DNS Server IP Address	10 . 11 . 2 . 138 (option)
Time difference	900 (Minimum: -1200, Maximum: 1200)
Sending mail (SMTP) server	10 . 11 . 2 . 138
SMTP port number	25 (Default: 25, Minimum: 1, Maximum: 99999)
Sending mail (SMTP) server Time out	5 minute 0 second (Minimum: 30 seconds, Maximum: 5 minutes)
Condition Informing Address	traning@kctsc.com (Maximum: 64 Characters)
E-Mail transmission	<input type="checkbox"/> Service call <input checked="" type="checkbox"/> JAM <input type="checkbox"/> Paper supply <input type="checkbox"/> Toner supply <input type="checkbox"/> PM call <input checked="" type="checkbox"/> Complete Job <input type="checkbox"/> Non Complete Job <input type="checkbox"/> Staple cartridge supply <input type="checkbox"/> Finisher tray full <input type="checkbox"/> Dispose of trash(Punch)

Apply Reset

**Sending test** Sending test mail to Manager

Back

Main Page

#### 4 Perform the setting.

Enter the IP address of the mail server, IP address of the DNS server (if needed), time difference, and E-mail address to be informed of the machine status.

Click on the check box of the desired transmission item.

Click on **[Apply]** to complete the setting and return to the Web Utilities window.

Clicking on **[Reset]** will void the setting and restore the Web Utilities window.

Clicking on **[Sending test]** will send a test mail to the manager.

# Network Function

## Environment Setup Mode (continued)

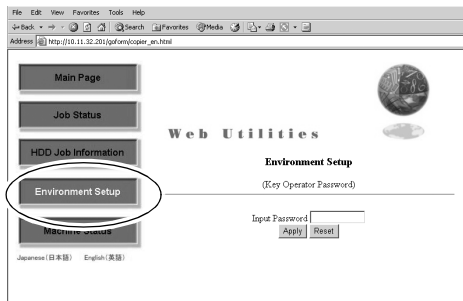
### Setting E.C.M. Function (Environment Setup)

Perform the following Key Operator settings concerning the E.C.M. function using the web browser on a PC.

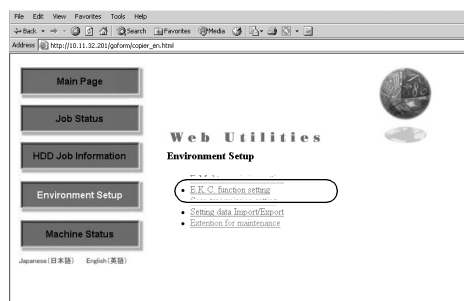
- E.C.M. Data Add (see step 4.)  
Add a new E.C.M. data (password, name, and copy limit) to the E.C.M. list.
- E.C.M. Data List (see step 5.)  
Change or delete the E.C.M. data (password, name, or copy limit) in the list, or reset the counters.
- E.C.M. Function Setting (see step 6.)  
Specify the following E.C.M. function settings.  
Switching the E.C.M.: ON/OFF  
Effect when the copy limit is reached: Immediately / After job / Warning  
E.C.M. password: 8 digits / under 8 digits  
E.C.M. password input timing: Panel reset timer/ Complete job  
Wrong E.C.M. password (from printer): Accept / Reject

- NOTES:
- The above settings can also be performed on the machine itself, except for the Wrong E.C.M. password (from printer) setting. Some settings may require operations on the machine. Refer to pages 13-16 and 13-41 ~ 13-48.
  - The E.C.M. (Electronic Copy Monitor) appears as E.K.C. (Electronic Key Counter) in the Web Utilities windows.

Web Utilities Window



Environment Setup Menu Window

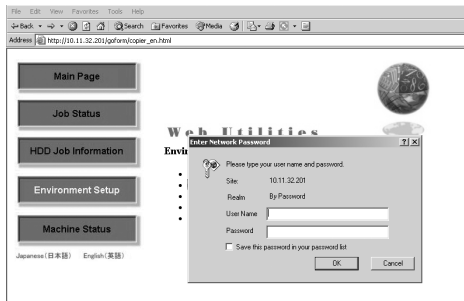


- 1 Open the Web Utilities window.  
NOTE: See p. 11-18 for detailed procedure to access the Web Utilities.
- 2 Click on **[Environment Setup]**.
- 3 Display the E.C.M. Function Setting window.  
Enter the 4-digit Key Operator password, then click on **[Apply]**.  
The Environment Setup menu window will be displayed.

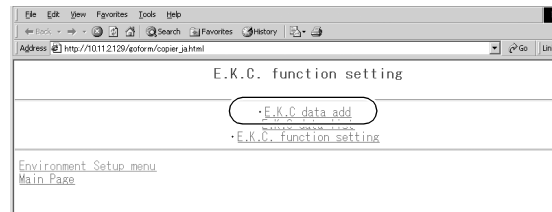
# Network Function

## Environment Setup Mode (continued)

### Setting E.C.M. Function (Environment Setup) (continued)



E.C.M. Function Setting Menu Window



Click on **[E.K.C. function setting]**.

The Enter Network Password dialog box will be displayed.

Enter “ekc” in the User Name text box, and an 8-digit master key code in the Password text box, then click on **[OK]**.

The E.C.M. Function Setting menu window will be displayed.

#### 4. Add an E.C.M. data.

Click on **[E.K.C. data add]**.

The E.C.M. Data Setting window will be displayed.

Enter the following items to register a new E.C.M. data, then click on **[Apply]**.

Number: Automatically assigned

Password: 8 digits max.

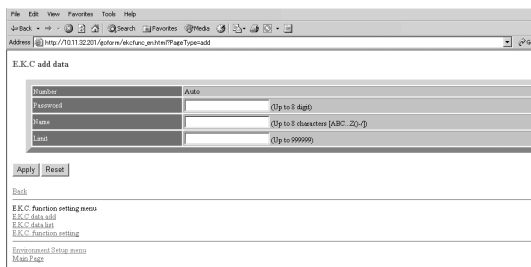
Name: 8 characters max.

Limit: 999,999 copies max.

NOTE: To clear the text boxes, click on **[Reset]**.

To cancel adding a new E.C.M. data, click on **[Back]** or any E.C.M. Function Setting menu item to jump to the desired window.

E.C.M. Data Setting Window



## Network Function

## Environment Setup Mode (continued)

## Setting E.C.M. Function (Environment Setup) (continued)

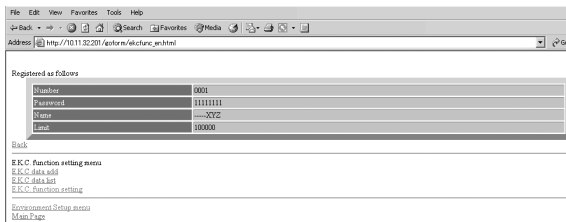
NOTES: Error Message

- A duplicate password or name will be rejected with an error message. However, duplicating a password is possible using the Key Operator setting. Refer to p. 13-19.
- The Name entry box accepts letters (capital letters only), numbers, and four symbols: (, ), -, and /. Any other symbols will be rejected with an error message displayed in the window.
- Max. 1,000 E.C.M. entries can be registered. An error message will be displayed if the above limit is exceeded.
- An error message may be displayed when the data entry has not been completed due to the machine operation in progress. Please click on **[Apply]** while the machine is in an idle state.

The registered content will be displayed in the window.

The new E.C.M. data will be transmitted to the machine immediately so that is valid for the user operations.

Click on [**Back**] to return to the E.C.M. Function Setting menu window or any menu item to jump to the desired window.



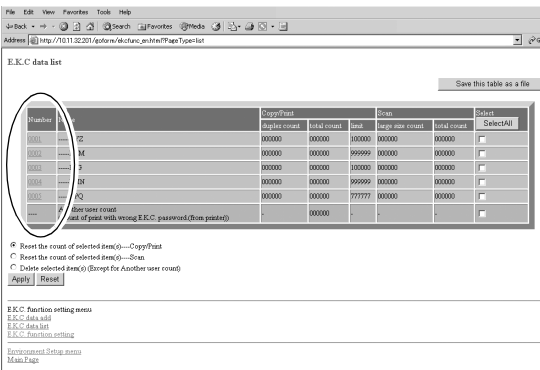
5. Edit the E.C.M. data.

Click on **[E.K.C. data list]** in the E.C.M. Function Setting menu window (see p. 11-29) or from the menu in any subsequent window.

The E.C.M. Data List window will be displayed.

NOTE: The “Another user count” in the list indicates the count accumulated for the jobs performed by non-registered users. This data cannot be edited other than resetting the counter.

### E.C.M. Data List Window



# Network Function

## Environment Setup Mode (continued)

### Setting E.C.M. Function (Environment Setup) (continued)

To change Password, Name, or Limit:

- (1) Click on the number of the data to be edited.  
The E.C.M. Edit Setting window will be displayed.
- (2) Change the password, name, or limit, as desired.  
For details in entering procedure, refer to p. 11-29.
- (3) Click on **[Apply]**.

E.C.M. Edit Setting Window

Number	0006
Password	00000120 (Up to 8 digit)
Name	----AAAA (Up to 8 characters [ABC-Z0-9])
Limit	030000 (Up to 999999)

[Apply](#) [Reset](#)

[Back](#)  
[E.C.M. function setting menu](#)  
[E.C.M. data add](#)  
[E.C.M. data list](#)  
[E.C.M. function setting](#)  
[Environment Setup menu](#)  
[Main Page](#)

NOTES:

- To clear the text boxes, click on **[Reset]**.
- To cancel editing the E.C.M. data, click on **[Back]** or any E.C.M. Function Setting menu item to jump to the desired window.
- See "NOTES" on p. 11-30 if an error message is displayed after clicking on **[Apply]**.

The edited content will be displayed in the window.

The edited data will be transmitted to the machine immediately so that is valid for the user operations.

Click on **[Back]** to return to the E.C.M. Data List window.

Number	0001
Password	11111111
Name	----XXXX
Limit	100000

[Back](#) [Apply](#)

[Back](#)  
[E.C.M. function setting menu](#)  
[E.C.M. data add](#)  
[E.C.M. data list](#)  
[E.C.M. function setting](#)  
[Environment Setup menu](#)  
[Main Page](#)

# Network Function

## Environment Setup Mode (continued)

### Setting E.C.M. Function (Environment Setup) (continued)

To reset E.C.M. count:

- (1) Click on the check box(es) to select the E.C.M. data of the counter to be cleared. If all the counters are to be cleared, click on **[SelectAll]**.
- (2) Click on the radio button heading the “Reset the count of selected item(s)...Copy/Print” or “Reset the count of selected item(s)...Scan”

E.C.M. Data List Window

Function	Name	Copy/print	Scan	Status	Action			
0001	---XYZ	000000	000000	100000	000000	000	<input type="checkbox"/>	<input type="radio"/>
0002	---ELM	000000	000000	999999	000000	000	<input type="checkbox"/>	<input type="radio"/>
0003	---EPG	000000	000000	100000	000000	000	<input checked="" type="checkbox"/>	<input type="radio"/>
0004	---LMI	000000	000000	999999	000000	000	<input type="checkbox"/>	<input type="radio"/>
0005	---OY2	000000	000000	777777	000000	000	<input type="checkbox"/>	<input type="radio"/>
Acoustic sensor count (Count of point with wrong E.C.M. generated from printer)		000000	-	-	-	-	<input type="checkbox"/>	<input type="radio"/>

Reset the count of selected item(s)...Copy/Print  
Reset the count of selected item(s)...Scan

Apply Reset

E.C.M. function setting menu  
E.C.M. data add  
E.C.M. data list  
E.C.M. function setting  
Environment Setup menu  
Main Page

- (3) Click on **[Apply]**.  
The Count Reset Confirmation window will be displayed.

NOTE: To cancel resetting the E.C.M. data, click on **[Back]** or any E.C.M. Function Setting menu item to jump to the desired window.

- (4) Click on **[Apply]** to immediately reset the counters to zero.  
The message “Setting was changed” will be displayed.

NOTE: If an error message is displayed after clicking on **[Apply]**, a counter has not been reset due to a machine operation in progress. The machine must be in an idle state when you click on **[Apply]**.

Click on **[Back]** to return to the E.C.M. Data List window.

Function	Name	Copy/print	Scan	Status	Action			
0001	---XYZ	000000	000000	100000	000000	000	<input type="checkbox"/>	<input type="radio"/>

Setting was changed

Back

E.C.M. function setting menu  
E.C.M. data add  
E.C.M. data list  
E.C.M. function setting  
Environment Setup menu  
Main Page

Function	Name	Copy/print	Scan	Status	Action			
0001	---XYZ	000000	000000	100000	000000	000	<input type="checkbox"/>	<input type="radio"/>

Setting was changed

Back

E.C.M. function setting menu  
E.C.M. data add  
E.C.M. data list  
E.C.M. function setting  
Environment Setup menu  
Main Page



# Network Function

## Environment Setup Mode (continued)

### Setting E.C.M. Function (Environment Setup) (continued)

#### To delete E.C.M. data:

- (1) Click on the check box(es) to select the E.C.M. data to be deleted. If all the data are to be cleared, click on **[SelectAll]**.
- (2) Click on the radio button heading the "Delete selected item(s) (Except for Another user count)." **[Delete selected item(s) (Except for Another user count)]**.

#### E.C.M. Data List Window

E.C.M. data list

Function	Name	Copy/Paste		Scan	
		display count	total count	total	large size count
0001	---ZYC	00000	00000	00000	0000
0002	---EJM	00000	00000	99999	0000
0003	---ZPO	00000	00000	00000	000
0004	---LMD	00000	00000	99999	000
0005	---OPQ	00000	00000	77777	000
Another user count (Count of point with wrong E.C.M. password from pointer)		00000			

Save this table as a file

Back

Reset the count of selected item(s)---Copy/Paste

Reset the count of selected item(s)---Scan

Delete selected item(s) (Except for Another user count)

Apply

E.C.M. function setting menu

E.C.M. data add

E.C.M. data list

E.C.M. function setting

Environment Setup menu

Main Page

- (3) Click on **[Apply]**.  
The Delete Confirmation window will be displayed.

NOTE: To cancel deleting the E.C.M. data, click on **[Back]** or any E.C.M. Function Setting menu item to jump to the desired window.

- (4) Click on **[Apply]** to immediately delete the data.

E.C.M. data list

These entries will be deleted

Function	Name
0005	---OPQ

Apply

Back

E.C.M. function setting menu

E.C.M. data add

E.C.M. data list

E.C.M. function setting

Environment Setup menu

Main Page

NOTE: If an error message is displayed after clicking on **[Apply]**, the data has not been deleted due to a machine operation in progress. The machine must be in an idle state when you click on **[Apply]**.

Click on **[Back]** to return to the E.C.M. Data List window or any menu item to jump to the desired window.

E.C.M. data list

Setting was deleted

Back

E.C.M. function setting menu

E.C.M. data add

E.C.M. data list

E.C.M. function setting

Environment Setup menu

Main Page

# Network Function

## Environment Setup Mode (continued)

### Setting E.C.M. Function (Environment Setup) (continued)

E.C.M. Data List Window

E.C.M. data list

Save this table as a file

Station	Name	Copy/Paste	Duplex count	Total count	Limit	Scan	Large size count	Total count	Select All
0001	XYZ		000000	000000	100000	000000	000000	000000	<input type="checkbox"/>
0002	XLM		000000	000000	999999	000000	000000	000000	<input type="checkbox"/>
0003	SPO		000000	000000	100000	000000	000000	000000	<input type="checkbox"/>
0004	LHM		000000	000000	999999	000000	000000	000000	<input type="checkbox"/>
0005	CPQ		000000	000000	777777	000000	000000	000000	<input type="checkbox"/>
Absolute user count (Count of point with wrong E.C.M. parameter from previous)									
			-	000000	-	-	-	-	<input type="checkbox"/>

☐ Reset the count of selected item(s) - Copy/Paste  
☐ Reset the count of selected item(s) - Scan  
☐ Delete selected item(s) (Except for Absolute user count)

Apply Reset

E.C.M. Function setting menu  
E.C.M. data list  
E.C.M. Function setting  
Environment Setup menu  
Main Page

E.C.M. data list

Save this table as a file

File Download

You have chosen to download a file from this location:  
http://10.11.12.201/gpnet/ekdata/ecmdata/xyz.csv

What would you like to do with this file?

☒ Open to the folder in current location  
☐ Save the file to disk  
☐ Always ask before saving to desktop or file

OK Cancel More info

E.C.M. Function setting menu  
E.C.M. data list  
E.C.M. Function setting  
Environment Setup menu  
Main Page

E.C.M. data list

Save this table as a file

Choose file

You have chosen to download a file from this location:  
http://10.11.12.201/gpnet/ekdata/ecmdata/xyz.csv

What would you like to do with this file?

☒ Save to disk  
☐ Open to the folder in current location  
☐ Always ask before saving to desktop or file

OK Cancel More info

E.C.M. Function setting menu  
E.C.M. data list  
E.C.M. Function setting  
Environment Setup menu  
Main Page

#### To save the E.C.M. data list as a file:

- (1) Click on **[Save this table as a file]**.
- (2) Click on the radio button heading the "Save this file to disk" in the File download dialog box, then click on **[OK]**.
- (3) In the dialog box, designate the folder for saving the data, then click on **[Save]**.

#### NOTES:

- The E.C.M. data will be stored in CSV format.
- The data cannot be saved while the machine is in operation. In this case, try this procedure again after the machine starts idling. Click on **[Back]** in the browser window to return to the E.C.M. ata List window for starting over.

# Network Function

## Environment Setup Mode (continued)

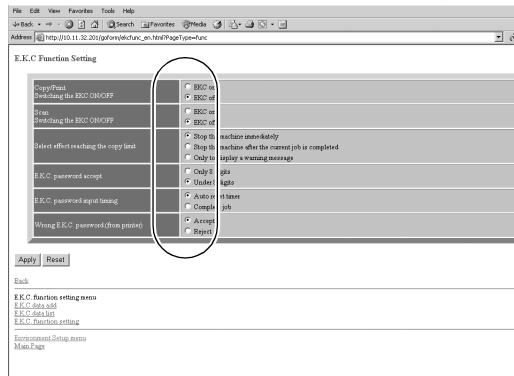
### Setting E.C.M. Function (Environment Setup) (continued)

- Example: E.C.M. data list stored as a file  
The “Another user count” will be stored by the name of “UNKNOWN” in the last line.

```
NUMBER,PASSWORD,NAME,DUPLEXCOUNT,COUNT,LIMIT,S  
CANLARGECOUNT,SCANCOUNT  
0001,00000001,KITA,000000,000000,000010,000000,000000  
0002,00000002,TANAKA,000000,000000,000020,000000,000000  
0003,00000003,YUZU,000000,000000,000030,000000,000000  
0004,00000004,ISAMI,000000,000000,000040,000000,000000  
0005,00000005,SUZUE,000000,000000,000060,000000,000000  
0006,00000006,REAL,000000,000000,000070,000000,000000  
0007,00000007,ISHII,000000,000000,000080,000000,000000  
1001,00000000,UNKNOWN,000000,000000,000000,000000,000000
```

#### 6. Set the E.C.M. function.

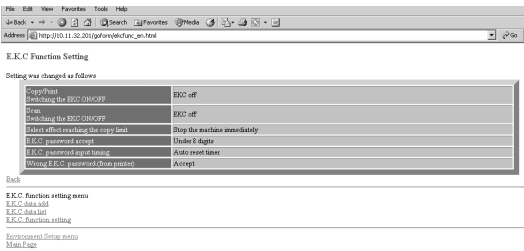
Click on **[E.K.C. function setting]** in the E.C.M. Function Setting menu window (see p. 11-29) or from the menu in any subsequent window.  
The E.C.M. Function Setting window will be displayed.  
Click on the radio button (white circle) of the desired selection item(s) so that a black dot appears in it.  
Click on **[Apply]**. The change made in the settings will be transmitted immediately for the user operations.



#### NOTES:

- To restore the previous setting, click on **[Reset]**.
- To cancel the E.C.M. function setting, click on **[Back]**.
- If an error message is displayed after clicking on **[Apply]**, a setting has not been completed due to a machine operation in progress. The machine must be in an idle state when you click on **[Apply]**.

Click on **[Back]** to return to the E.C.M. Function Setting menu window or any menu item to jump to the desired window.



# Network Function

## Environment Setup Mode (continued)

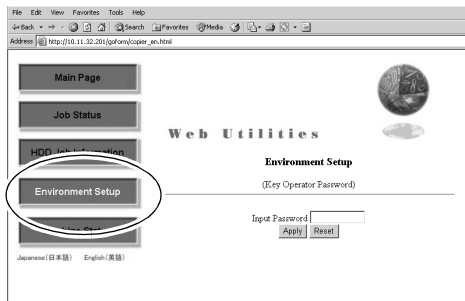
### Setting Scan Transmission Function

Follow the procedure below to register, change, or delete the address for the transmission of the scanned image data using the web browser.

NOTE: Using Scan Transmission Setting in the Key Operator mode, you cannot newly register an E-mail/HDD/FTP address or group the entries.

- ☐ The Scan Transmission Setting is available only when the optional Printer Controller is installed in the machine.

#### Web Utilities Window



#### 1 Open the Web Utilities window.

NOTE: See p. 11-18 for detailed procedure to access the Web Utilities.

#### 2 Click on **[Environment Setup]**.

#### 3 Display the Scan Transmission Setting window.

Enter the 4-digit Key Operator password, then click on **[Apply]**.

Click on **[Scan transmission setting]**. The Scan Transmission Setting window will be displayed.

NOTE: The **[Scan transmission setting]** key appears in the window only when the optional Printer Controller is installed in the machine.

# Network Function

## Environment Setup Mode (continued)

### Setting Scan Transmission Function (continued)

#### Scan Transmission Setting Window

Scan transmission setting

Email Registration (Japanese is not available)

Group Setting

Entry Name	(Maximum: 18 Characters)
Email Address	(Maximum: 200 Characters)
Daily Use Registration	<input type="checkbox"/> (Registered as daily use when checked)

Registration Entry List

HDD Registration (Japanese is not available)

Entry Name	(Maximum: 18 Characters)
Box Number	(4-digit(0001-9999))

Registration Entry List

FTP Registration (Japanese is not available)

Profile Name	(Maximum: 18 Characters)
Host Address	(Maximum: 63 Characters)
File Path	(Maximum: 96 Characters)
<input type="checkbox"/> Anonymous	
Login Name	(Maximum: 47 Characters)
Password	(Maximum: 31 Characters)

Registration Entry List

Back

#### 4 Register the E-Mail, HDD, and FTP, as required.

- NOTE:
- Click on the DAILY USE check box in the E-mail Registration table, if the data is frequently used.
  - The symbols that cannot be displayed in the entry box will be ignored, if entered.
  - The HDD Box No. will be registered as a 4-digit number. For example, entering [1] will be registered as [0001].

Click on **[Registration]** to complete the entry.  
The registered content will be displayed.  
Click on **[Back]** to return to the Scan Transmission Setting window.

Registered as follows

Entry Name	abcdefg
Email Address	xyzzyu@email.co.jp
Daily Use Registration	No

Back

# Network Function

## Environment Setup Mode (continued)

### Setting Scan Transmission Function (continued)

#### 5 Display the Entry List.

Click on **[Entry List]** of the desired item under the entry box to display the Entry List.

Click on **[Back]** to return to the Scan Transmission Setting window.

File Edit View Favorites Tools Help  
Address http://10.11.32.201/gpofmr/gpscan\_en.html

**Email Entry List**

ABC DEF GH IJKL MNO PQRS TUV WXYZ Others Daily Use ALL

ALL : 37

Delete	Entry Name	Email Address
<input type="checkbox"/>	abcdefg	xyzxyz@abc-corp.com
<input type="checkbox"/>	Kiyasu	Kiyasu@abc-corp.com
<input type="checkbox"/>	s@abc-corp.com	s@abc-corp.com
<input type="checkbox"/>	Amom	Amom@abc-corp.com
<input type="checkbox"/>	Apet	Apet@abc-corp.com
<input type="checkbox"/>	Augen	Augen@abc-corp.com
<input type="checkbox"/>	baby	baby@abc-corp.com
<input type="checkbox"/>	h@abc-corp.com	h@abc-corp.com

File Edit View Favorites Tools Help  
Address http://10.11.32.201/gpofmr/gpscan\_en.html?Command=ChangedDataTypesEmailChange#5

**E-Mail Edit Data (Japanese is not available)**

Entry Name: mamimu (Maximum: 18 Characters)  
Email Address: mamimu@memo.co.jp (Maximum: 200 Characters)  
Daily Use Registration: ☐ (Registered as daily use when checked)

Registration Reset

Back

#### 6 Change the registered contents.

Display the Entry List of the desired item as described in step 5.

Click on the entry name to be changed.

The window for changing the selected item will be displayed.

Change the contents as desired, then click on **[Registration]**. The registered content will be displayed.

Click on **[Back]** to return to the Scan Transmission Setting window.

File Edit View Favorites Tools Help  
Address http://10.11.32.201/gpofmr/gpscan\_en.html

Registered as follows

Entry Name: abcdefg  
Email Address: xyzxyz@email.co.jp  
Daily Use Registration: No

Back

#### 7 Delete the registered contents.

Display the Entry List of the desired item as described in step 5.

Click on the check box in the “Delete” column of the item to be deleted, then click on **[Delete]**.

If all the items are to be deleted click on **[SelectAll]**, then click on **[Delete]**.

The window for deleting the selected item will be displayed.

NOTE: Click on the check box again to release the selection.

Confirm the registered name to be deleted, then click on **[Yes]**.

Click on **[Back]** on the web browser to return to the Scan Transmission Setting window.

File Edit View Favorites Tools Help  
Address http://10.11.32.201/gpofmr/gpscan\_en.html

**Email Delete**

Entry Name: mamimu

These entries will be removed

Yes No

# Network Function

## Environment Setup Mode (continued)

### Setting Scan Transmission Function (continued)

- 8 To use grouping function, display the Group Setting window.  
Click on **[Group Setting]** on the Scan Transmission Setting window.

The Group Setting window will be displayed.

Group Registration (Japanese is not available)

Group Entry List

Group Name (Maximum: 18 Characters)

Registration Reset

Group Member Setting

ABC DEF GHI JKL MNO PQRS TUV WXYZ Others Daily Use ALL

ALL : 37

Entry	Entry Name	Email Address
<input type="checkbox"/>	abcdefg	xyzxyz@email.co.jp
<input type="checkbox"/>	Akita	Akita
<input type="checkbox"/>	alpha	alpha
<input type="checkbox"/>	Aomon	Aomon
<input type="checkbox"/>	April	April
<input type="checkbox"/>	August	August
<input type="checkbox"/>	baby	baby
<input type="checkbox"/>	beta	beta
<input type="checkbox"/>	FR-340	k.katayama@k-onica.co.jp
<input type="checkbox"/>	FR-31	k.katayama@k-onica.co.jp

[Scan transmission settings](#)  
[Environment Setup menu](#)  
[Main Page](#)

To group the E-mail data:  
Enter the desired group name.  
Click on an alphabetical order key to display the E-mail data to be included in the group, click on the check box heading the data, then click on **[Registration]**. The registered content will be displayed.  
Click on **[Back]** to return to the Scan Transmission Setting window.

Group Entry Name

Group Entry List

Group Name (Maximum: 18 Characters)

Registration Reset

Group Member List

Entry Name	Email Address	Entry
April	April@abcxyz.com	<input type="checkbox"/>
August	August@abcxyz.com	<input type="checkbox"/>
February	February@abcxyz.com	<input type="checkbox"/>
May	May@abcxyz.com	<input type="checkbox"/>

Back

# Network Function

## Environment Setup Mode (continued)

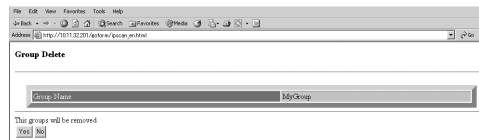
### Setting Scan Transmission Function (continued)

To display the Group Entry List:  
Click on **[Group Entry List]**. The registered group names and members will be displayed in a list.  
Click on **[Reset]** to return to the Scan Transmission Setting window.



To change the registered content in a group:  
Click on **[Group Entry List]** to display the list, then click on a group name to be changed.  
The Group Setting window of the selected group will be displayed.  
Change the contents as desired, then click on **[Registration]**. The registered content will be displayed.  
Click on **[Back]** to return to the Scan Transmission Setting window.

To delete a group:  
Click on **[Group Entry List]** to display the list, then click on a check box heading the group name to be deleted.  
Click on **[Delete]**. The Group Delete confirmation window will be displayed.  
Check the group name to be deleted, then click on **[Yes]**. To cancel the procedure, click on **[No]**. In either case, the Group Entry List window will be restored.





# Network Function

## Environment Setup Mode (continued)

### Transmitting/Editing Machine Setting File (Environment Setup)

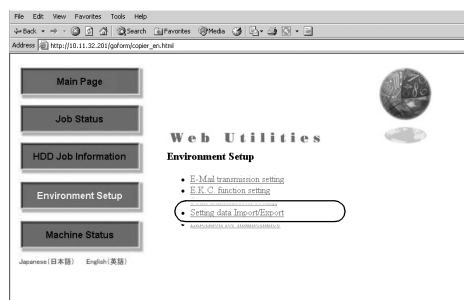
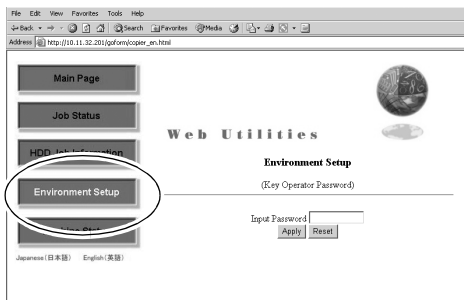
Follow the procedure below to transmit the following setting file from the machine to a PC (export) using the web browser, edit the setting data on the PC, then return the file to the machine (import).

- E.C.M. data (max. 1,000 files)
- Three Scan Transmission Setting data
  - E-mail data (max. 1,008 files)
  - HDD (Box No.) (max. 48 files)
  - FTP (FTP server address) (max. 48 files)

#### NOTES:

- The machine setting file can be stored in a PC so that it may be returned to the machine at any time, and is available for common use if you have two or more machines.  
The file transmitted to a PC, being converted to a file type for batch processing, can be edited efficiently and returned to the machine.
- The file transmitted to a PC normally contains the four data types mentioned above, however, each data type can be made into a file and transmitted separately. For details of E.C.M. data, see p. 13-18. For details of Scan Transmission Setting, see p. 13-56.
- The E.C.M. (Electronic Copy Monitor) appears as E.K.C. (Electronic Key Counter) in the Web Utilities windows.
- The exported setting file of this machine can be imported to another model, and vice versa. For details, contact your service representative.

#### Web Utilities Window



#### 1 Open the Web Utilities window.

NOTE: See p. 11-18 for detailed procedure to access the Web Utilities.

#### 2 Click on **[Environment Setup]**.

#### 3. Display the Setting File Import/Export window.

Enter the 4-digit Key Operator password, then click on **[Apply]**.

Click on **[Setting data Import/Export]**.

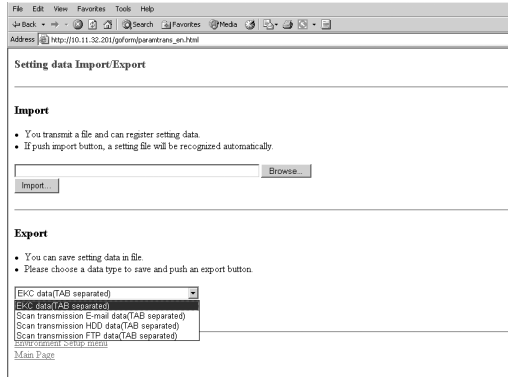
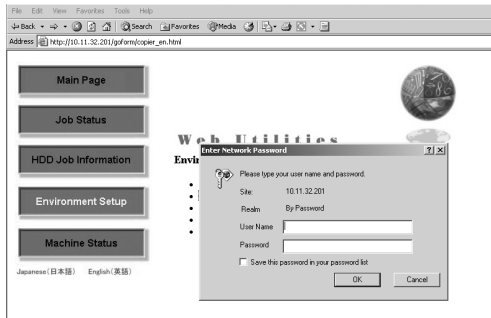
The Enter Network Password dialog box will be displayed.

# Network Function

## Environment Setup Mode (continued)

## Transmitting/Editing Machine Setting File (Environment Setup) (continued)

### Setting File Import/Export Window



Enter “ekc” in the User Name text box, and an 8-digit master key code in the Password text box, then click on **[OK]**.

The Setting File Import/Export window will be displayed.

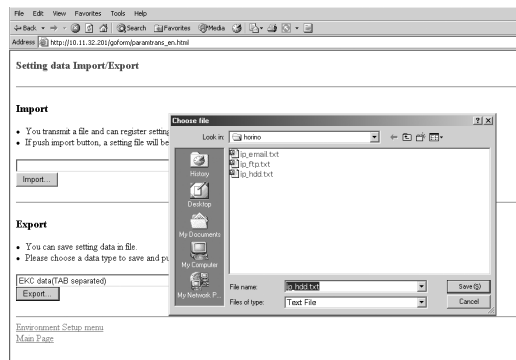
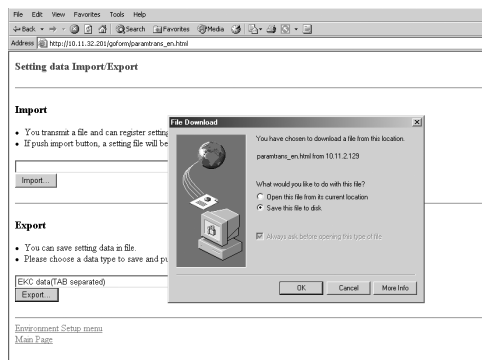
#### 4. Export the machine setting file.

Select the desired file type from the pull-down menu, then click on **[Export]**.

NOTE: The data format cannot be changed from “TAB separated.”

Confirm that the radio button heading “Save this file to disk” is marked in the File Download dialog box, then click on **[OK]**.

In the dialog box, designate the folder for saving the machine setting file, then click on **[Save]**.



# Network Function

## Environment Setup Mode (continued)

### Transmitting/Editing Machine Setting File (Environment Setup) (continued)

NOTE: The file name is automatically assigned as described below. Select the data to be exported, changing the name if desired.

- ekc\_tab.txt (E.C.M. data)
- ip\_email.txt (E-mail data of Scan Transmission Setting data)
- ip\_hdd.txt (HDD data of Scan Transmission Setting data)
- ip\_ftp.txt (FTP data of Scan Transmission Setting data)

NOTE: Error Message

The file cannot be accessed when the machine is operating. If an error message is displayed, try again to save the file after the current machine operation is completed.

A dialog box will be displayed when the saving operation is completed.

Click on **[Close]**.

#### 5. Edit the machine setting file.

The machine setting file transmitted to a PC is a TAB separated text file which can be edited using an application software such as Text Editor or Table Editor. A new setting file can also be created according to the specifications for each file type.

See p. 11-45 for details.

#### 6. Import the machine setting file.

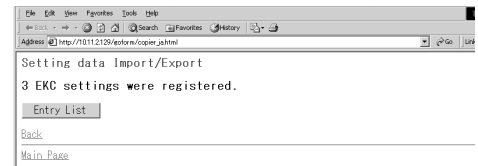
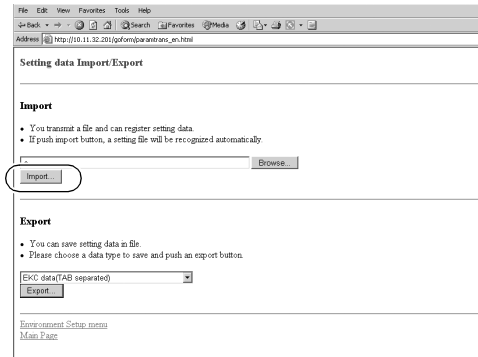
Click on **[Browse]** to designate the machine setting file to be imported, then click on **[Import]**.

The result message will be displayed when the registration is completed.

NOTES: Error Message

If the registration cannot be completed successfully, an error messages will be displayed as follows.

- Can't transfer data (The machine is busy)  
Try again to import the data after the machine operation in progress is completed.
- The data cannot be recognized  
Confirm that the data is the machine setting file.
- Data size is too large  
Confirm that the data is the machine setting file.  
Check if the file size exceeds 100,000 bytes.
- The data cannot be registered  
Check if inappropriate description is made in the machine setting file. See p. 11-45 for details.  
Check if the file entries are already over the limit.



# Network Function

## Environment Setup Mode (continued)

### Transmitting/Editing Machine Setting File (Environment Setup) (continued)

NOTE: To Edit the Machine Setting File

- Save the file as a text.
- Begin the file with a specified tag. (ex. #EKC\_TAB)
- A line should be 300 bytes or less.
- The file size should be 100,000 bytes or less.
- The line that begins with “#” is a comment.

ex. Machine setting file of an E.C.M. data

```
#EKC_TAB
#PASSWORDNAME      LIMIT
00003636    ---ADMIN 100000
00000001    -----1  100000
00008156    ----KEN  000010
00000123    ----AAA  100000
12345678    -----A   001000
00000120    ----AAAA 010000
00003636    -----   000000
36363636    -ADADMIN 100000
12341234    ----HOHO  100000
20202020    ----HAHA  200000
30303030    ----HEHE  300000
40404040    ----WAWA  000100
00000023    ----ICHI  100000
00012345    ----HORI  200000
12121212    ----KAKI  300000
```

NOTE: Specifications for Each Machine Setting File Type

E.C.M. data setting file:

- Begin the file with #EKC\_TAB.
- Max. 1,000 files can be edited.
- A line should include PASSWORD, NAME, and LIMIT, being separated by a tab.
- Use up to 8 digits numbers (0 - 9) only to specify PASSWORD.
- Use numbers, alphabets (capital letters only), and four symbols: (, ), -, and / only to specify NAME.
- Use up to 6 digits numbers (0 - 9) only to specify LIMIT (0 - 999,999).

# Network Function

## Environment Setup Mode (continued)

### Transmitting/Editing Machine Setting File (Environment Setup) (continued)

E-mail data setting file:

- Begin the file with #IP\_EMAIL.
- Max. 1,008 files can be edited.
- The second line starts with #GROUP NAME, if using grouping function, followed by max. 12 group names from 5th to 16th column.
- GROUP NAME should be 18 bytes or less.
- The third line (if using grouping function) should include NAME, ADDRESS, KANA, and DAILY USE, being separated by a tab.
- NAME should be 18 bytes or less.
- KANA (same as NAME) should be 18 bytes or less.
- ADDRESS should be 200 bytes or less.
- Mark DAILY USE and a group name with "1" in each column, if necessary.
- A group can include max. 2,045 bytes of e-mail address of the members.
- A group should include at least one user.

ex. Machine setting file of E-mail data

#IP_EMAIL							
#GROUP_NAME							
#NAME	ADDRESS	KANA	DAILY USE	test	sample	MyGroup	month
abcdefg	xyyzz@email.co.jp	abcdefg					
Akita	Akita	Akita					
alpha	a@a	alpha				1	
Aomori	Aomori	Aomori					
April	April	April	1				1
August	August	August	1				1
baby	baby	baby					
beta	b@b	beta			1		
Dedouja	Dedouja	Dedouja					
Februaray	Februaray	Februaray					1
GameGoy	GameGoy	GameGoy					
gamma	c@c	gamma	1				

HDD data setting file:

- Begin the file name with #IP\_HDD.
- Max. 48 files can be edited.
- A line should include ENTRY NAME and BOX NUMBER, being separated by a tab.
- ENTRY NAME should be 18 bytes or less.
- Use up to 4 digits numbers (0 - 9) only to specify a BOX NUMBER.

FTP data setting file:

- Begin the file name with #IP\_FTP.
- Max. 48 files can be edited.
- A line should include PROFILE NAME, HOST ADDRESS, FILE PATH, LOGIN, and PASSWORD, being separated by a tab.
- PROFILE NAME should be 18 bytes or less.
- HOST ADDRESS should be 63 bytes or less.
- FILE PATH should be 96 bytes or less.
- LOGIN should be 47 bytes or less.
- PASSWORD should be 31 bytes or less.



## Section 12: Tandem Mode

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Troubleshooting .....	12-6

# Tandem Mode

## Tandem Mode Operation

Tandem mode enables your Di5510/Di7210 primary (master) copier to work in tandem with the Di5510/Di7210 secondary (sub) copier for the purpose of providing faster completion of large copying jobs.

Two units working in tandem distribute a job in half the time of non-tandem mode.

NOTE: Service setting is required to use the tandem mode. Contact your service representative, if desired.

- ☐ The two copiers should be connected in either way described below.
  - (1) Connect the two copiers directly using a crossover cable. In this case, other network functions provided to the copier will be unavailable.
  - (2) Connect each of the two copiers to the hub in a network using straight-through cables. Use the straight-through or crossover cables of Category 5 or of the later standard to connect the machines.
- ☐ The combination of the two copiers can be either the same models (two Di5510 copiers or two Di7210 copiers) or different models (Di5510 and Di7210).
- ☐ Two copiers should have the same optional configuration except for the option cassette (C-403/C-404).
- ☐ Two copiers should be turned on and ready for copying.
- ☐ The copier with the TANDEM key highlighted on the Output Mode popup menu will be the primary (master) copier, turning both copiers into the tandem mode.  
Select the copying conditions, scan originals, and press [Start] on the primary copier to operate both copiers in tandem to complete a job.
- ☐ Print quantity must be set for [2] or more copies to activate the tandem mode.  
When the print quantity entered is an odd number, the primary copier will copy and output one sheet/set more than the secondary copier to accommodate the job.
- ☐ Auto low power/Auto shut-off may function while tandem mode is selected.
  - If the tandem mode is selected while the secondary copier is in Auto low power mode, the power saving mode will be released automatically.
  - The tandem mode will not be selected when the secondary copier is turned off by Auto shut-off. Release the Auto shut-off mode by pressing [Energy Saver].
  - If Auto low power is activated on the secondary copier during the tandem job setting, the power saving mode will be released automatically when printing job starts.
  - If Auto shut-off is activated on the secondary copier during the tandem job setting, the tandem mode will be released automatically.
  - If Auto low power/Auto shut-off is activated on the primary copier, the tandem mode will be released automatically.
- ☐ Panel reset may function while tandem mode is selected. Initially, the tandem mode will be released automatically if Panel reset is activated on the primary copier.  
Key operator can set the primary copier to select the tandem mode as initial setting. Apply this setting to the primary copier only, if desired. Setting on both copiers will deactivate the tandem mode.
- ☐ The Di5510/Di7210 is provided with an Allocation recovery mode, which functions when trouble occurs in either the primary or secondary copier to allow the trouble-free copier to complete the job.

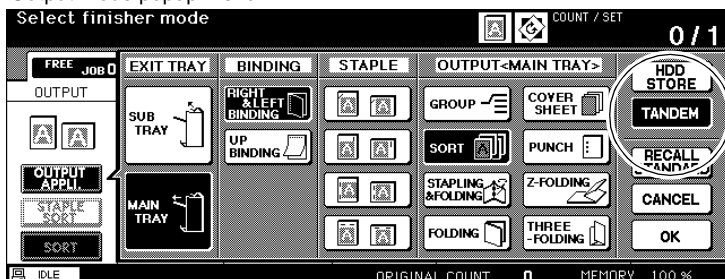


# Tandem Mode

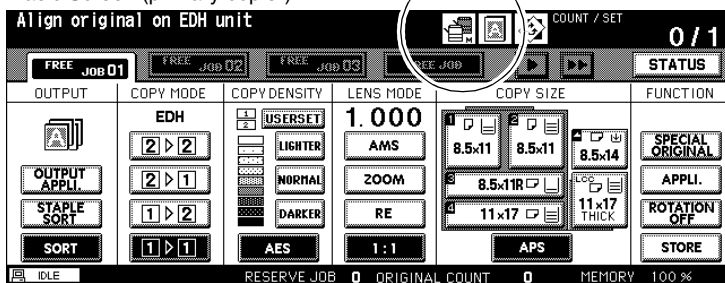
## Tandem Mode Operation (continued)

- ❑ When the two copiers in tandem mode have the same ECM password registered, copying will be available by entering the ECM password in the primary copier only. The password will be transmitted to the secondary copier.
- ❑ Interrupt copying is available only on the copier with [Interrupt] pressed.
- ❑ If the primary copier is installed with HDD, the image data stored in HDD can be output in tandem mode copying.
- ❑ Corresponding tray sizes on the primary and secondary copiers should be the same when using multiple trays for a single job.
- ❑ Incompatible Basic Copying Conditions: Rotation Sort, Rotation Group, Group, Rotation
- ❑ Incompatible Special Originals: None
- ❑ Incompatible Applications: Transparency Interleave, SET NUMBERING and WATERMARK NUMBERING in Stamp

Output Mode popup menu



Basic Screen (primary copier)



- 1 Turn power on by pressing the Power switches of the two copiers.
- 2 Confirm that both copiers are ready to copy with the Basic Screen displayed.
- 3 Touch **OUTPUT APPLI.** on the Basic Screen of either copier to display the Output Mode popup menu.
- 4 Touch **TANDEM** on the Output Mode popup menu to highlight it, then touch **OK**.  
The copier with **TANDEM** highlighted will become the primary copier; the other copier will function as the secondary copier. The Master icon displays on the Basic Screen of the primary copier to indicate that the two units are ready to work in tandem mode.

# Tandem Mode

## Tandem Mode Operation (continued)

NOTE: The Sub icon will display on the Basic Screen of the secondary copier when [Start] is pressed on the primary copier to start the tandem printing operation.

NOTE: The tandem mode cannot be selected/continued in the cases shown below. The message "Please wait/ Reserve is not available in Sub machine," "Sub machine error/ Please check sub machine," or "Please check sub machine" will be displayed, as required.

- The tandem mode cannot be selected while the secondary copier is in the off state, due to Auto shut-off. Press [Energy Saver] to release it.
- Selected tandem mode will be released automatically when the secondary copier activates Auto shut-off. Press [Energy Saver] to release it, then select the tandem mode again to restart the procedure.
- When any problem occurs in the secondary copier, such as a paper misfeed or lack of paper, the secondary copier will be unavailable for printing; however, the problem will not cause tandem mode to be released. Take the appropriate troubleshooting measures to ready the secondary copier for copying.
- Tandem printing job cannot be started if 10 reserve jobs (not in tandem mode) are entered on the secondary copier. Wait until the reserve jobs are completed on the secondary copier.
- Selected tandem mode will be released automatically when the primary copier activates Auto low power/Auto shut-off. Press [Energy Saver] to release Auto shut-off if required, then select the tandem mode again to restart the procedure.

### 5 Select the desired copying conditions on the primary copier.

NOTE: Ordinary copying operation is still available on the secondary copier during the tandem mode setting.

### 6 Enter print quantity on the primary copier, using the keypad.

When a print quantity amount of 100 is entered, the primary and secondary copiers will each copy and output 50 sheets.

NOTES: • Print quantity must be set for [2] or more copies to activate the tandem mode.

- When the print quantity entered is an odd number, the primary copier will copy and output one sheet/ set more than the secondary copier to accommodate the job.

### 7 Position original(s) FACE UP in the EDH or FACE DOWN on the platen glass of the primary copier.

### 8 Press [Start] on the control panel of the primary copier.

The Sub icon will display on the Basic Screen of the secondary copier to indicate that the two copiers will start working in tandem.

The tandem mode will be released automatically when the tandem mode copying is completed, and the Master and Sub icons on each Basic Screen will disappear.

#### **Tip: Entering reserve job during Tandem mode copying**

If scanning of the next reserved job is performed during the tandem mode copying, that job will also be performed in the tandem mode. Up to 10 jobs including the present job can be reserved.

#### **Tip: Interrupt mode during Tandem mode copying**

Interrupt copying is available only on the copier with [Interrupt] pressed. The tandem mode copying on the copier in interrupt mode will be suspended until the interrupt copying is completed.

If the interrupt mode period is of long standing, the Allocation recovery mode will activate to enable the other copier to handle the remaining print quantity.

# Tandem Mode

## To Stop Scanning/Printing

### To cancel the tandem copying job:

- 1 Press [Stop] on the control panel of the primary copier.  
The scanning/printing job stops immediately, and the popup menu appears on the Basic Screen of the primary copier to ask you whether to continue or terminate the job. At this time, the tandem mode is not released.
- 2 Touch **CONTINUE** to go on, or **EXIT** to delete all the scanned data and to release the tandem mode.

### To cancel the job in the secondary copier only:

- 1 Press [Stop] on the control panel of the secondary copier.  
The secondary copier stops the current operation immediately, and the popup menu appears on the Basic Screen of the secondary copier to ask you whether to continue or cease the operation. At this time, the tandem mode is not released.

NOTE: If temporary suspension in the secondary copier takes a long time, the Allocation recovery mode will activate, enabling the primary copier to handle the remaining print quantity.

- 2 Touch **CONTINUE** to go on, or **EXIT** to delete all the data transmitted to the secondary copier and to release the tandem mode.  
The primary copier will take over the remaining print quantity and complete the job.

NOTE: Once the Allocation recovery mode is activated and the primary copier is already handling the remaining print quantity, the secondary copier cannot continue with the tandem printing job, even when **CONTINUE** is touched on the popup menu.

# Tandem Mode

## Troubleshooting

### **Copying with the Allocation recovery mode:**

The Allocation recovery mode enables you to complete your copying job even when trouble occurs in either the primary or secondary copier, such as a paper jam. In that case, the copier that is trouble free completes the job.

NOTE: The copier is initially set to activate this function. Contact your service representative, if you do not require this function.

### **When a paper jam, SC-code (E-code, F-code) trouble or unloaded paper occurs on either the primary or secondary copier:**

The copier that is trouble free handles the remaining print quantity and completes the job.

When the job is completed, take the appropriate troubleshooting measures to correct the problem.

### **When memory overflow occurs on either the primary or secondary copier:**

#### On the primary copier

The scanning job will stop immediately, and the tandem copying job will be suspended on both copiers. At this time, the tandem mode is not released.

Take the same measure to be applied for single copier referring to p. 15-4.

#### On the secondary copier

The secondary copier will start the tandem copying job when the memory becomes available after completing some reserve jobs. In this case, the Allocation recovery mode functions to continue the tandem printing job on the primary copier until the secondary copier becomes available for the job.

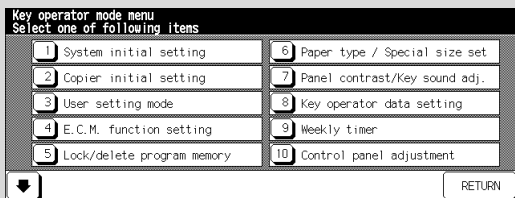
If the memory of the secondary copier cannot be available despite the elapse of time, the tandem mode will be released on the secondary copier, and the Allocation recovery mode functions to complete the job on the primary copier.

### **When the power is turned off on either the primary or secondary copier:**

The tandem mode will be released automatically in either case. Restart the procedure from the first step.

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# Key Operator Mode

## To the Key Operator (continued)

### How to Access the Key Operator Mode

- 1 Press the [Help] button on the Control panel to display the Help Screen.
- 2 Touch the **Key Operator Mode** on the Help Screen.  
The Key Operator Password Entry Screen displays when the 4-digit Key Operator password is set by your service representative.  
Otherwise, the Key Operator Mode Screen displays without the password requirement.
- 3 If the Key Operator Password Entry Screen is displayed, use the keypad on the touch screen to enter your 4-digit key operator password. Touch **OK** to display the Key Operator Mode Screen. (See note.)  
If the Key Operator password is not valid, check with your service representative.
- 4 To display menus [11] to [23] of the Key Operator Mode Screen, touch the lower arrow key.  
To return the previous screen, touch the upper arrow key.
- 5 Make setting changes from the Key Operator Mode Screen, as described on the following pages.

NOTE: If an invalid password is entered, enter the valid 4-digit password.

# Key Operator Mode

## System Initial Setting [1]

Set the following initial conditions of the copier.

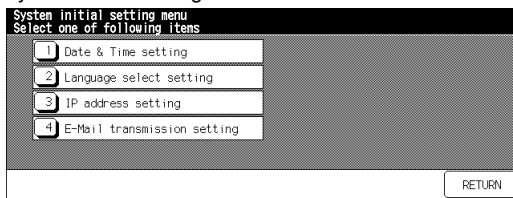
- Date & Time setting: Current date and time, Summer time, Time difference
- Language select setting: Language used in LCD (English)
- IP address setting: IP address to be accessed from PC
- E-mail transmission setting: E-mail address to be informed of machine trouble or request for supplies.

## Date & Time Setting [1]

Set the current date and time, the summer time, and also the time difference.

- ☐ Default setting: Summer time off

System Initial Setting Menu Screen

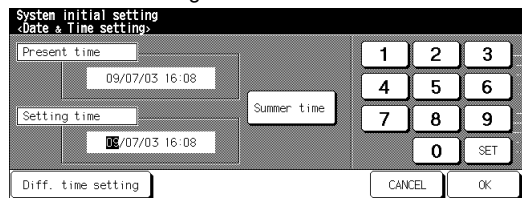


System initial setting menu  
Select one of following items

1	Date & Time setting
2	Language select setting
3	IP address setting
4	E-Mail transmission setting

RETURN

Date & Time Setting Screen



System initial setting  
<Date & Time setting>

Present time: 09/07/03 16:08

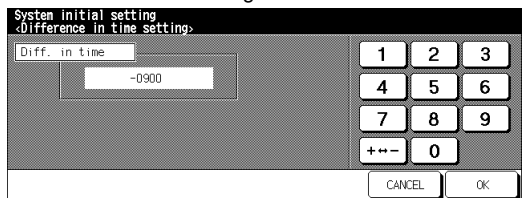
Setting time: 09/07/03 16:08

Summer time: ☐

Diff. time setting: CANCEL OK

Keypad: 1 2 3, 4 5 6, 7 8 9, 0 SET

Difference in Time Setting Screen



System initial setting  
<Difference in time setting>

Diff. in time: -0900

Keypad: 1 2 3, 4 5 6, 7 8 9, + -- 0, CANCEL OK

- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch **[1] System initial setting** to display the System Initial Setting Menu Screen, then touch **[1] Date & Time setting** to display the Date & Time Setting Screen.
- 3 Adjust the time.  
The time indicated by the copier is displayed in the upper line and ordered by date, month, year, and time (in 24-hour expression). In the lower line, the highlighted section can be changed by using the keypad on the screen.  
Touch **SET** to move the highlighted section to the number to be changed.



# Key Operator Mode

## System Initial Setting [1] (continued)

### Date & Time Setting [1] (continued)

- 4 To activate the summer time (Daylight Savings Time) function, touch **Summer time** to highlight it. The Present time will gain an hour.
- 5 The Difference in time setting is provided in order to give the time difference information at the same time when E-mail is received.  
To set this function, follow the procedure below.
  - (1) Touch **Diff. time setting** to display the Difference in Time Setting Screen.
  - (2) Touch **+↔** to display “+” when the local time is earlier than the Universal time, or “-” when the local time is later.
  - (3) Use the keypad on the screen to enter the time difference between the Universal time and the local time in the machine setting area. (e.g. Enter “-0600” for 6 hours later than the Universal time.)
- 6 Touch **OK** to update the Present time by the Setting time and return to the System Initial Setting Menu Screen.
- 7 Touch **RETURN** to restore the Key Operator Mode Screen.
- 8 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

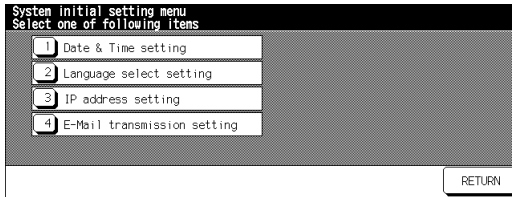
## System Initial Setting [1] (continued)

### Language Select Setting [2]

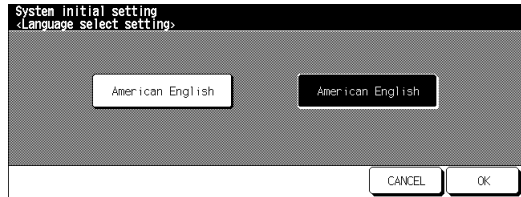
Select the language used in the LCD (English).

☐ Default setting: American English

System Initial Setting Menu Screen



Language Selection Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch [1] **System initial setting** to display the System Initial Setting Menu Screen, then touch [2] **Language select setting** to display the Language Selection Screen.
- 3 Select the desired English mode.
- 4 Touch **OK** to complete the setting and return to the System Initial Setting Menu Screen.
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

## System Initial Setting [1] (continued)

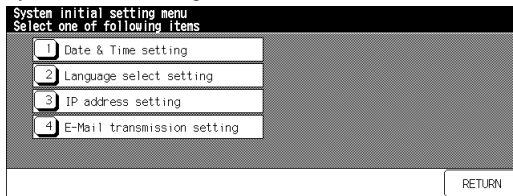
### IP Address Setting [3]

When using the server function, this setting is required to enable a PC to gain access to this machine.

NOTE: Consult your network manager to perform this setting. Incorrect setting may cause a trouble with other network systems.

- ❑ Setting options: IP address; Subnetmask; Gateway address, Line speed setting

System Initial Setting Menu Screen

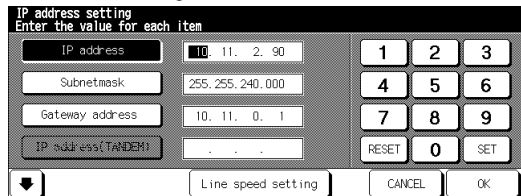


System initial setting menu  
Select one of following items

1	Date & Time setting
2	Language select setting
3	IP address setting
4	E-Mail transmission setting

RETURN

IP Address Setting Screen 1



IP address setting  
Enter the value for each item

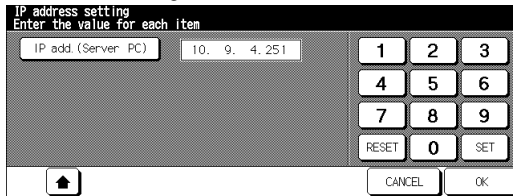
IP address	10. 11. 2. 90
Subnetmask	255. 255. 240. 000
Gateway address	10. 11. 0. 1
IP address(TANDEN)	

Line speed setting

RESET SET

CANCEL OK

IP Address Setting Screen 2



IP address setting  
Enter the value for each item

IP add. (Server-PC)	10. 9. 4. 251
---------------------	---------------

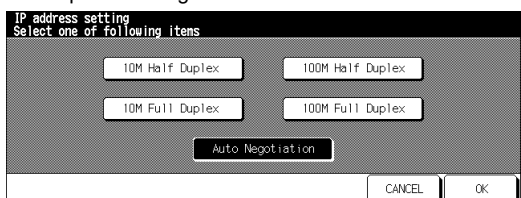
Line speed setting

RESET SET

CANCEL OK

- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch **[1] System initial setting** to display the System Initial Setting Menu Screen, then touch **[3] IP address setting** to display the IP Address Setting Screen.
- 3 Make the required setting.  
Touch to highlight the address key on the left, then enter the address numbers using the screen keypad. Touch **SET** to fix the numbers, or touch **RESET** to clear.
- 4 When customizing the line speed, touch **Line speed setting** to display the Line Speed Setting Screen. Touch the desired key, then touch **OK** to restore the IP Address Setting Screen.

Line Speed Setting Screen



IP address setting  
Select one of following items

10M Half Duplex	100M Half Duplex
10M Full Duplex	100M Full Duplex
Auto Negotiation	

CANCEL OK

# Key Operator Mode

## System Initial Setting [1] (continued)

### IP Address Setting [3] (continued)

- 5 Touch **OK** to complete the setting and return to the System Initial Setting Menu Screen.
- 6 Touch **RETURN** to restore the Key Operator Mode Screen.
- 7 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

## System Initial Setting [1] (continued)

### E-Mail Transmission Setting [4]

When the machine requires troubleshooting or maintenance such as paper or toner supply, this setting allows several network PCs to be informed of the current machine status by E-mail.

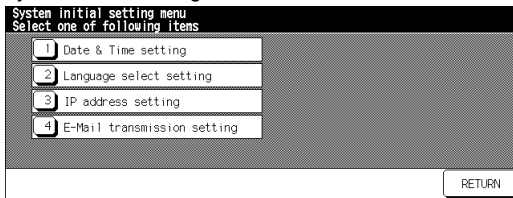
The following information items are provided.

- Service call
- JAM
- Paper supply
- Toner supply
- PM call
- Complete job
- Non complete job
- Staple cartridge supply
- Finisher tray full
- Dispose of trash basket

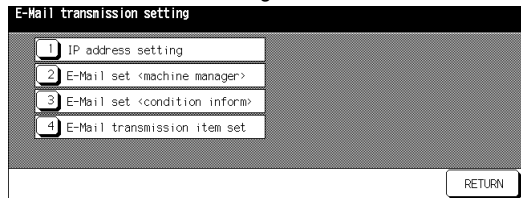
NOTE: Consult your network manager to perform this setting. Incorrect setting may cause a trouble with other network systems.

- ☐ Setting options: IP address; E-Mail (machine manager); E-Mail (condition inform), E-Mail transmission item

System Initial Setting Menu Screen

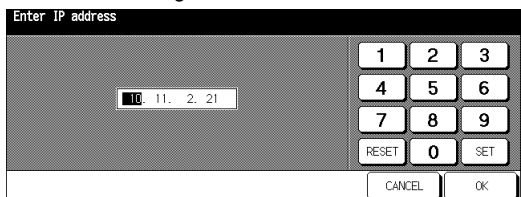


E-Mail Transmission Setting Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch [1] **System initial setting** to display the System Initial Setting Menu Screen, then touch [4] **E-Mail Transmission Setting** to display the E-Mail Transmission Setting Screen.
- 3 Touch [1] **IP address setting** to display the IP Address Setting Screen. Enter the IP address of the mail address in your network using screen keypad, then touch **OK** to restore the E-Mail Transmission Setting Screen.

IP Address Setting Screen



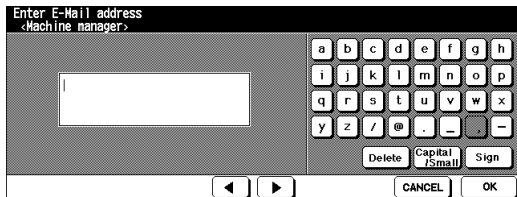
# Key Operator Mode

## System Initial Setting [1] (continued)

### E-Mail Transmission Setting [4] (continued)

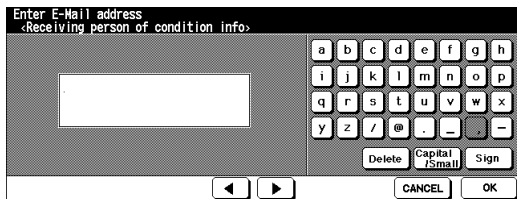
- 4 Touch **[2] E-Mail set (machine manager)** to display the E-Mail Set (Machine Manager) Screen. Enter the E-mail address of the network manager using screen keypad, then touch **OK** to restore the E-Mail Transmission Setting Screen.

E-Mail Set (Machine Manager) Screen



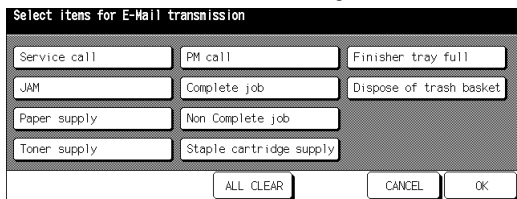
- 5 Touch **[3] E-Mail set (condition inform)** to display the E-Mail Set (Condition Inform) Screen. Enter the E-mail address of the network PC using screen keypad, then touch **OK** to restore the E-Mail Transmission Setting Screen.

E-Mail Set (Condition Inform) Screen



- 6 Touch **[4] E-Mail transmission item set** to display the Information Setting Screen. Touch to highlight the desired item key, then touch **OK** to restore the E-Mail Transmission Setting Screen.

Network PC E-mail Address Setting Screen



- 7 Touch **RETURN** to complete the setting and return to the System Initial Setting Menu Screen.
- 8 Touch **RETURN** to restore the Key Operator Mode Screen.
- 9 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

## Copier Initial Setting [2]

Initial settings are the settings that display automatically when the copier is powered on, when Panel Reset timer is operated, or when [Panel Reset] key is pressed. These settings can be changed by the Key Operator, as shown in this section.

Initially, i.e., at installation, the Basic Screen displays the following condition to meet Energy Star requirements:

### Initial Setting

Copy Mode:	1-1
Copy Density:	AES
Lens Mode:	1:1
Copy Size:	APS
Output Mode:	offset sort

When Initial settings are changed by the Key Operator, the new initial settings display when the copier is powered on, when Panel Reset timer is reached, or when [Panel Reset] key is pressed.

The following initial settings can be changed by the Key Operator:

Copy Mode:	[EDH; 1-1; 1-2; 2-2; 2-1]
Copy Density:	[AES; manual]
Lens Mode:	[AMS; ratio 0.250~4.000]
Copy Size:	[APS; trays 1, 2, 3, 4 or LCC]
Output Mode:	[Non-sort; Sort; Group; Staple-sort; Stapling & Folding; Folding; Punch; Three-folding; cover sheet]
Special Original:	[Original Direction; Duplex Binding; Text/Photo Enhance; Special Original; Original Form]
Rotation:	OFF

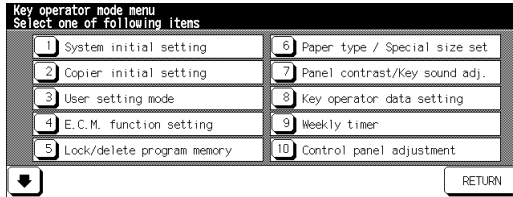
Setting procedures are described on the following pages.

NOTE: The most commonly-used settings are established at installation. Before changing any of the copier settings, be sure that you understand the overall and long-range effect of the change.

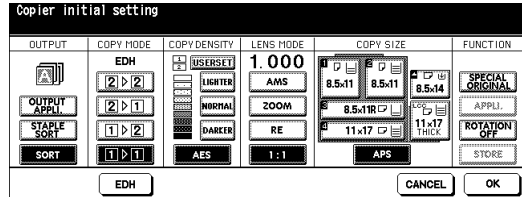
# Key Operator Mode

## Copier Initial Setting [2] (continued)

Key Operator Mode Screen



Copier Initial Setting Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch **[2] Copier initial setting** to display the Copier Initial Setting Screen.
- 3 Make a selection for each mode as initial settings.  
Touch **EDH** to select or deselect it.  
NOTE: The machine will restore the initial settings specified as above unless the Memory switch No. 4 "Program memory (30) auto recall" is turned ON with the Program memory No. 30 registered.
- 4 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.
- 5 Touch **RETURN** to return to the Basic Screen and perform copying operations.



# Key Operator Mode

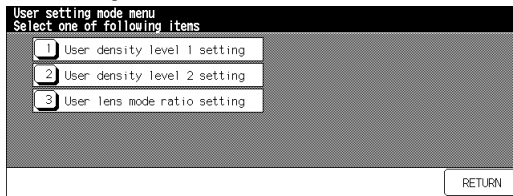
## User Setting Mode [3]

Set two user-set density levels and three USERSETs of magnification.

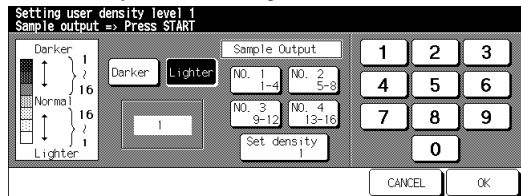
### User Density Level 1 Setting [1]

Output copying samples from 16 density levels from Lighter to Normal or Normal to Darker, then select the desired exposure and program it as USER 1.  
The programmed copy density can be recalled by selecting USER 1 on the Basic Screen.

User Setting Mode Menu Screen



User Density Level 1 Setting Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch **[3] User setting mode** to display the User Setting Mode Menu Screen, then touch **[1] User density level 1 setting** to display the User Density Level 1 Setting Screen.
- 3 Place the original on the platen glass or in the EDH.
- 4 Touch **Darker** or **Lighter** to select the density level to be programmed.
- 5 Touch **No.1 1~4**, **No.2 5~8**, **No.3 9~12**, **No.4 13~16**, or **Set density ##**, then press [Start].  
A density level sample sheet will be output.
- 6 Select the desired exposure from the sample sheet(s), then enter the density level number by using the touch screen keypad.
- 7 Touch **OK** to complete the setting and return to the User Setting Mode Menu Screen.
- 8 Touch **RETURN** to restore the Key Operator Mode Screen.
- 9 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

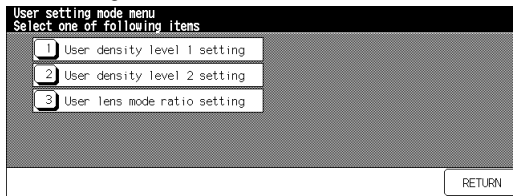
## User Setting Mode [3] (continued)

### User Density Level 2 Setting [2]

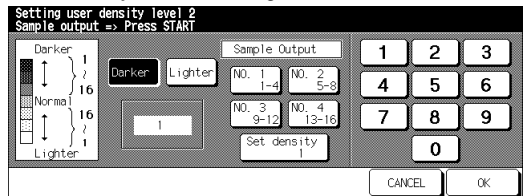
Output copying samples from 16 density levels from Lighter to Normal or Normal to Darker, then select the desired exposure and program it as USER 2.

The programmed copy density can be recalled by selecting USER 2 on the Basic Screen.

User Setting Mode Menu Screen



User Density Level 2 Setting Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch **[3] User setting mode** to display the User Setting Mode Menu Screen, then touch **[2] User density level 2 setting** to display the User Density Level 2 Setting Screen.
- 3 Place the original on the platen glass or in the EDH.
- 4 Touch **Darker** or **Lighter** to select the density level to be programmed.
- 5 Touch **No.1 1~4**, **No.2 5~8**, **No.3 9~12**, **No.4 13~16**, or **Set density ##**, then press [Start].  
A density level sample sheet will be output.
- 6 Select the desired exposure from the sample sheet(s), then enter the density level number by using the touch screen keypad.
- 7 Touch **OK** to complete the setting and return to the User Setting Mode Menu Screen.
- 8 Touch **RETURN** to restore the Key Operator Mode Screen.
- 9 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

## User Setting Mode [3] (continued)

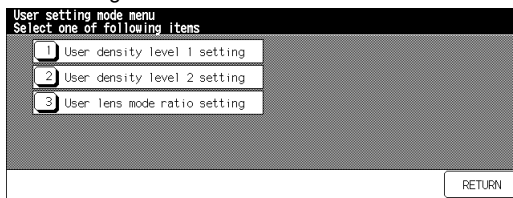
### User Lens Mode Ratio Setting [3]

The preset and userset ratios available on the Basic Screen are used to reduce and enlarge the original image to accommodate copy paper size.

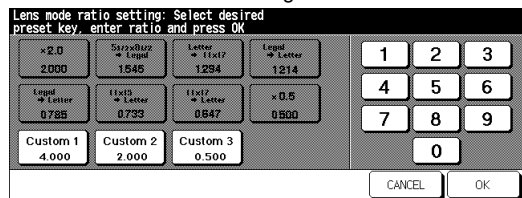
Normally, users are allowed to change the three **USERSETs** in the bottom line on the User Lens Mode Ratio Setting Screen. The preset keys in the top and middle lines can be programmed in 2-5 DIP SW mode for special purposes, but ordinarily, it is recommended that they remain unchanged.

- ☐ Setting options: Userset or Preset ratio
- ☐ Default setting: USERSET1: 4.000  
USERSET2: 2.000  
USERSET3: 0.500

User Setting Mode Menu Screen



User Lens Mode Ratio Setting Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch **[3] User setting mode** to display the User Setting Mode Menu Screen, then touch **[3] User lens mode ratio setting** to display the User Lens Mode Ratio Setting Screen.
- 3 Touch the **USERSET** you want to change, then enter a ratio from 0.250~4.000, using the keypad.  
If a ratio under 0.250 is entered, 0.250 will be displayed.  
If a ratio over 4.000 is entered, 4.000 will be displayed.
- 4 Touch **OK** to complete the setting and return to the User Setting Mode Menu Screen.
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

## ECM (Electronic Copy Monitor) Function Setting [4]

This function can only be accessed by the Key Operator after an 8-digit ECM master key code is entered. The Electronic Copy Monitor allows you to monitor all copying activity by controlling ECM password accounts.

This feature can track copier usage for individual users and/or accounts as well as limit copier access to only authorized users. Copy quantity limits for specific accounts can also be set. Use the ECM Key Operator Form provided at the end of this section to record ECM password information.

The ECM stores up to 1,000 ECM passwords, each of which represents a separate account that can be used for billing and record keeping. The number of users assigned to each account may depend upon the billing system in operation and the number of individuals and departments using the copier. When the ECM is activated, copying can be performed only after a valid ECM password is entered. Copy quantity and copy limits for each account can be visually confirmed on the screen.

If ECM needs to be activated on your machine, contact your service representative.

The following ECM settings can be made:

### **[1] E.C.M. data edit:**

Change, add, or delete ECM data, and reset the copy count of the individual account.

### **[2] E.C.M. all count reset:**

Clear the copy count for all accounts.

### **[3] E.C.M. function setting:**

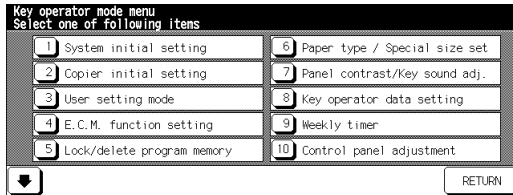
Turn the ECM function on or off, and set conditions to stop immediately, stop after job is completed or display a warning message when copy limit is reached.

# Key Operator Mode

## ECM (Electronic Copy Monitor) Function Setting [4] (continued)

### How to Access the ECM Setting Mode

Key Operator Mode Screen

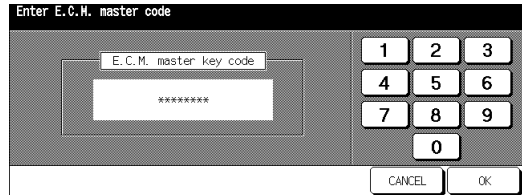


Key operator mode menu  
Select one of following items

1 System initial setting	6 Paper type / Special size set
2 Copier initial setting	7 Panel contrast/Key sound adj.
3 User setting mode	8 Key operator data setting
4 E.C.M. function setting	9 Weekly timer
5 Lock/delete program memory	10 Control panel adjustment

↓ RETURN

ECM Master Key Code Screen



Enter E.C.M. master code

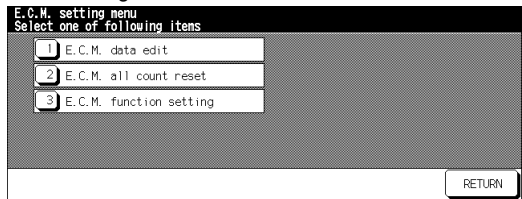
E.C.M. master key code

\*\*\*\*\*

1 2 3  
4 5 6  
7 8 9  
0

CANCEL OK

ECM Setting Menu Screen



E.C.M. setting menu  
Select one of following items

1 E.C.M. data edit
2 E.C.M. all count reset
3 E.C.M. function setting

RETURN

- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)  
If the Key Operator password is not valid, check with your service representative.
- 2 Touch **[4] E.C.M. function setting**. The ECM Master Key Code Screen displays if a code is required.
- 3 Use the keypad on the touch screen to enter your 8-digit ECM master key code, then touch **OK** to display the ECM Setting Menu Screen. (See note 2.)
- 4 Select the desired ECM function, and make settings as required.  
To exit the ECM mode, touch **RETURN** on ECM Setting Menu Screen.
- 5 Touch **RETURN** on the Key Operator Mode Screen to return to the Basic Screen.

NOTES: 1 If an invalid password is entered, enter the valid 4-digit password.

2 If an invalid ECM master key code is entered, continue by entering the valid 8-digit code. The ECM master key code can be set to less than 8 digits by the Memory switch setting of the Key Operator function.

# Key Operator Mode

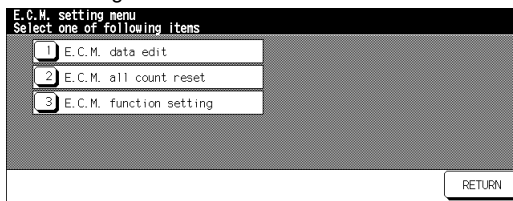
## ECM (Electronic Copy Monitor) Function Setting [4] (continued)

### E.C.M. Data Edit [1]

Use this setting to display the list of copy count and copy limit for each account, to change, add, or delete the ECM data, and to reset the copy count of the individual account.

- ☐ ECM No.: Designated by Key Operator
- ☐ ECM Password: Unique 8-digit numeric code programmed by Key Operator for user
- ☐ User Name: Max. 8 characters
- ☐ Copy Limit: 0 to 999,999 copies

ECM Setting Menu Screen

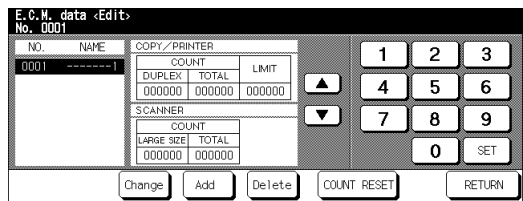


E.C.M. setting menu  
Select one of following items

1	E.C.M. data edit
2	E.C.M. all count reset
3	E.C.M. function setting

RETURN

ECM Data Edit Screen

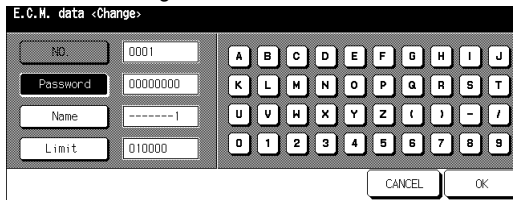


E.C.M. data <Edit>  
No. 0001

NO.	NAME	COPY/PRINTER		
		COUNT	TOTAL	LIMIT
0001	-----1	DUPLEX	000000	000000
		SCANNER	000000	000000

Change Add Delete COUNT RESET RETURN

ECM Data Change Screen

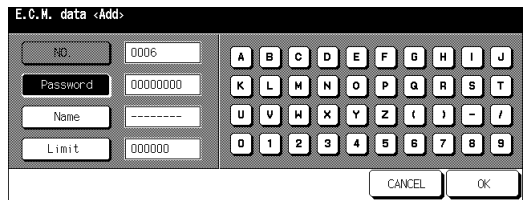


E.C.M. data <Change>

NO.	0001	A B C D E F G H I J
Password	00000000	K L M N O P Q R S T
Name	-----1	U V W X Y Z ( ) - /
Limit	010000	0 1 2 3 4 5 6 7 8 9

CANCEL OK

ECM Data Add Screen



E.C.M. data <Add>

NO.	0006	A B C D E F G H I J
Password	00000000	K L M N O P Q R S T
Name	-----	U V W X Y Z ( ) - /
Limit	000000	0 1 2 3 4 5 6 7 8 9

CANCEL OK

Password Duplication Screen



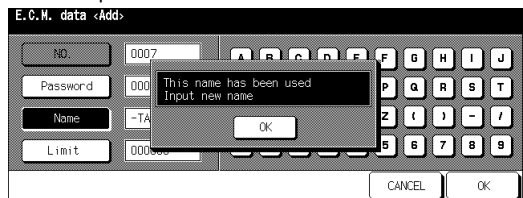
E.C.M. data <Add>

NO.	0006	A B C D E F G H I J
Password	000	P Q R S T
Name	---	Z ( ) - /
Limit	000000	5 6 7 8 9

YES NO

CANCEL OK

Name Duplication Screen



E.C.M. data <Add>

NO.	0007	A B C D E F G H I J
Password	000	P Q R S T
Name	-TA	Z ( ) - /
Limit	000000	5 6 7 8 9

OK

CANCEL OK

# Key Operator Mode

## ECM (Electronic Copy Monitor) Function Setting [4] (continued)

### E.C.M. Data Edit [1] (continued)

- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)
  - 2 Touch **[4] E.C.M. function setting**. The ECM Master Key Code Screen displays, if a code is required.
  - 3 Enter your 8-digit ECM master key code, then touch **OK** to display the ECM Setting Menu Screen. (See note 2.)
- NOTES: 1 If an invalid password is entered, enter the valid 4-digit password.  
2 If an invalid ECM master key code is entered, continue by entering the valid 8-digit code.
- 4 Touch **[1] E.C.M. data edit**. The ECM Data Edit Screen will be displayed.  
To change, add, or delete the ECM data, and to reset the copy count of an individual account, follow the procedure for each as described below.

### To Change ECM Data:

- (1) Touch ▲ or ▼ key on the right side of the list to highlight the ECM data to be changed, then touch **Change**. The ECM Data Change Screen will be displayed.
- (2) Touch the desired item key to highlight it, then enter new data by using the touch screen keypad.  
**Password:** 8 digits max. (See note 1.)  
**Name:** 8 characters max. (See note 2.)  
**Limit:** 999,999 copies max.

NOTES: 1 We recommend that you make a list of all ECM passwords and account numbers.  
2 If an invalid user name is entered, continue by entering the valid name.

- (3) Touch **OK** to complete the setting and to verify whether the same password or name has been already used for another account number.

When a password is duplicated:

The Password Duplication Screen will be displayed. Touch **YES** to re-enter new password, or **NO** to create duplicate password.

NOTE: If duplicate password is created, the number of copies will be counted only for the ECM password with the smallest number. We recommend you do not use duplicate ECM passwords.

When a name is duplicated:

The Name Duplication Screen will be displayed. Touch **OK** to re-enter new name.

# Key Operator Mode

## ECM (Electronic Copy Monitor) Function Setting [4] (continued)

### E.C.M. Data Edit [1] (continued)

#### To Add ECM Data:

- (1) Touch **Add** on the ECM Data Edit Screen. The ECM Data Add Screen will be displayed.
- (2) Touch the desired item key to highlight it, then enter the data by using the touch screen keypad.

**Password:** 8 digits max. (See note 1.)

**Name:** 8 characters max. (See note 2.)

**Limit:** 999,999 copies max.

NOTES: 1 We recommend that you make a list of all ECM passwords and account numbers.

2 If an invalid user name is entered, continue by entering the valid name.

- (3) Touch **OK** to complete the setting and to verify whether the same password or name has been already used for another account number.

When a password is duplicated:

The Password Duplication Screen will be displayed. Touch **YES** to re-enter new password, or **NO** to create duplicate password.

NOTE: If duplicate password is created, the number of copies will be counted only for the ECM password with the smallest number. We recommend you do not use duplicate ECM passwords.

When a name is duplicated:

The Name Duplication Screen will be displayed. Touch **OK** to re-enter new name.

Delete Confirmation Screen

Reset Confirmation Screen

#### To Delete ECM Data:

- (1) Touch **▲** or **▼** key on the right side of the list to highlight the ECM data to be deleted, then touch **Delete**. The Delete Confirmation Screen will be displayed.
- (2) Touch **YES** to delete, or **NO** to cancel.



# Key Operator Mode

## ECM (Electronic Copy Monitor) Function Setting [4] (continued)

### E.C.M. Data Edit [1] (continued)

#### To Clear ECM Count:

- (1) Touch ▲ or ▼ key on the right side of the list to highlight the desired ECM data, then touch **COUNT RESET**. The Reset Confirmation Screen will be displayed.
- (2) Touch **COPY/PRINTER** to clear the copy/print count, **SCANNER** to clear the scan count, or **ALL** to reset both counters of the selected ECM data.  
Touch **CANCEL** to cancel this function.

- 5 Touch **RETURN** on the ECM Data Edit Screen to return to the ECM Setting Menu Screen. If other ECM setting changes are required, touch the desired key, from [1]~[3].
- 6 Touch **RETURN** to restore the Key Operator Mode Screen.
- 7 Touch **RETURN** to return to the Basic Screen and perform copying operations.

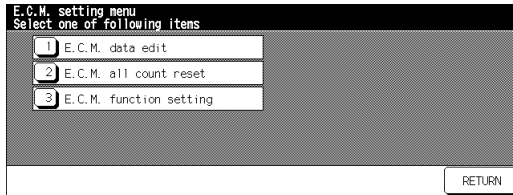
# Key Operator Mode

## ECM (Electronic Copy Monitor) Function Setting [4] (continued)

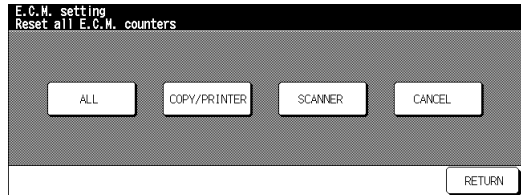
### E.C.M. All Count Reset [2]

Reset the count for all ECM accounts.

ECM Setting Menu Screen



ECM All Count Reset Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)
- 2 Touch **[4] E.C.M. function setting**. The ECM Master Key Code Screen displays, if a code is required.
- 3 Enter your 8-digit ECM master key code, then touch **OK** to display the ECM Setting Menu Screen. (See note 2.)
- 4 Touch **[2] E.C.M. all count reset**. The ECM All Count Reset Screen will be displayed.
- 5 Touch **COPY/PRINTER** to clear the copy/prINTER count, **SCANNER** to clear the scan count, or **ALL** to reset all counters to zero and to return to the ECM Setting Menu Screen.  
Touch **CANCEL** to restore the ECM Setting Menu Screen without resetting counters. Touching **RETURN** will also cancel this function and return to the ECM Setting Menu Screen.
- 6 If other ECM setting changes are required, touch the desired key, from [1]~[3].
- 7 Touch **RETURN** to restore the Key Operator Mode Screen.
- 8 Touch **RETURN** to return to the Basic Screen and perform copying operations.

NOTES: 1 If an invalid password is entered, enter the valid 4-digit password.

2 If an invalid ECM master key code is entered, continue by entering the valid 8-digit code.

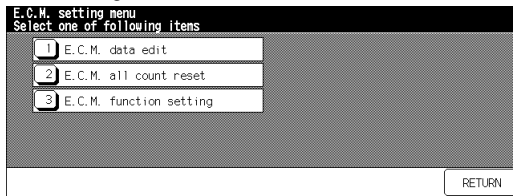
# Key Operator Mode

## ECM (Electronic Copy Monitor) Function Setting [4] (continued)

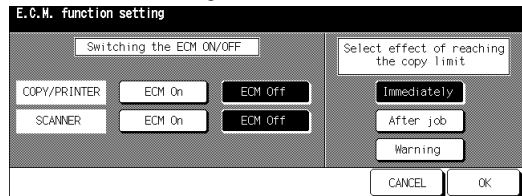
### E.C.M. Function Setting [3]

Use this function to turn ECM On or Off and to select whether the copier/printer and scanner will stop at the time the count limit is reached, or after the current copy job is completed.

ECM Setting Menu Screen



ECM Function Setting Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)
- 2 Touch **[4] E.C.M. function setting**. The ECM Master Key Code Screen displays, if a code is required.
- 3 Enter your 8-digit ECM master key code, then touch **OK** to display the ECM Setting Menu Screen. (See note 2.)
- 4 Touch **[3] E.C.M. function setting**. The ECM Function Setting Screen will be displayed.
- 5 Touch **ECM On** to activate ECM or touch **ECM Off** to de-activate ECM individually for copier/printer and scanner.  
The selected key will be highlighted.
- 6 Touch **Immediately** to stop the machine at once when the copy limit is reached.  
In this case, copy conditions selected for the current job will be cleared. To continue the job using the same user password, change the copy limit of the password or clear the copy count.  
Touch **After job** to stop the machine after the current job is completed, when copy limit is reached.  
Touch **Warning** only to display a warning message when copy limit is reached.  
The selected key will be highlighted.
- 7 Touch **OK** to complete the setting and return to the ECM Setting Menu Screen. If other ECM setting changes are required, touch the desired key, from [1]~[3].
- 8 Touch **RETURN** to restore the Key Operator Mode Screen.
- 9 Touch **RETURN** to return to the Basic Screen and perform copying operations.


NOTES: 1 If an invalid password is entered, enter the valid 4-digit password.

2 If an invalid ECM master key code is entered, continue by entering the valid 8-digit code.

# Key Operator Mode

## Lock/Delete Program Memory [5]

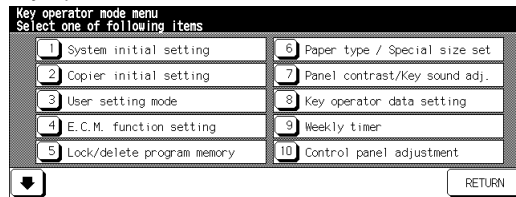
Use this function to lock/unlock or delete a Job that has been programmed.

A locked Job is indicated by a lock icon (  ) on the Lock/Delete Program Memory Screen.

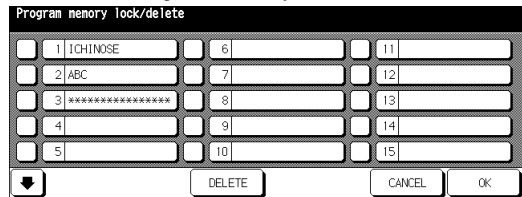
The settings of a locked Job cannot be changed.

- ☐ Setting options: Lock Program memory; Unlock Program memory; Delete Program memory
- ☐ Lock/delete is available for all 30 stored jobs
- ☐ A blank key indicates that no Job is programmed
- ☐ \*\*\*\*\* indicates that a Job is programmed but unnamed

Key Operator Mode Screen



Lock/Delete Program Memory Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.

NOTE: If an invalid password is entered, enter the valid 4-digit password.

- 2 Touch [5] **Lock/delete program memory** to display the Lock/Delete Program Memory Screen.

### To lock/unlock a Program memory:

- (1) Touch the key on the left side of the desired Job number. Use arrow keys to scroll to the desired Job number, if required.
- (2) The lock icon will appear on the touched key to show that the selected job is locked. The previously locked Job will be unlocked when selected, and the lock icon on the touched key will disappear.

### To delete a Program memory:

- (1) Touch the Job number you want to delete. Use arrow keys to scroll to the desired Job number, if required.
- (2) Touch **DELETE**. Selected programs and the name will be deleted from the Program memory.

- 3 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.
- 4 Touch **RETURN** to return to the Basic Screen and perform copying operations.

## Key Operator Mode

### Paper Type / Special Size Set [6]

Use this function to indicate a specific paper type or to specify a special paper size for each tray key on the Basic Screen. This is especially useful when special paper is used on a regular basis and is always placed in a specific paper tray.

NOTE: This setting is provided for main body trays 3 and 4 only. Tray 1, 2, and LCC (option) are service-adjustable.

## Key Operator Mode Screen

Key operator mode menu  
Select one of following items

1 System initial setting	6 Paper type / Special size set
2 Copier initial setting	7 Panel contrast/Key sound adj.
3 User setting mode	8 Key operator data setting
4 E.C.M. function setting	9 Weekly timer
5 Lock/delete program memory	10 Control panel adjustment

↓ RETURN

## Paper Type Setting Screen

Figure 1-10: Paper size setting screen

## Special Size Setting Screen (STD size)

Paper type / Special size setting

Select paper type each tray

Tray 1

STD size

\*STD size

STD size

STD size(spec.)

Non STD size

Wide paper

Special size setting

CANCEL

OK

## Special Size Setting Screen (STD size (special))

Paper type / Special size setting  
Select paper type each tray

STD size  
STD size(spec.)  
Non STD size  
Wide paper

A5  
A4R

STD size  
STD size

Special size setting

CANCEL

OK

### Special Size Setting Screen (Non STD size)

Paper type / Special size setting  
Select paper type each tray

STD size  
STD size(spec.)  
**Non STD size**  
Wide paper

INPUT SIZE  
314mm  
426mm

1 2 3  
4 5 6  
7 8 9  
0 [Down Arrow] [Up Arrow]

Special size setting CANCEL OK

## Special Size Setting Screen (Wide size paper)

Paper type / Special size setting  
Select paper type each tray

STD size

STD size(spec.)

Non STD size

Wide paper

SELECT SIZE

IMAGE POS.

A-W  
B-W  
A-W  
A-W  
B-W  
B-W

▲

▼

Lead edge

Rear edge

Input size

297 mm x 432 mm

Special size setting

CANCEL

OK

## Special Size Setting Screen (Input size))

Figure 1-10 shows the 'Paper type / Special size setting' screen. The screen is divided into several sections. At the top, it says 'Paper type / Special size setting' and 'Select paper type each tray'. Below this, there are two columns of buttons. The left column has 'STD size' (highlighted), 'STD size(spec.)', 'Non STD size', and 'Wide paper'. The right column has 'INPUT SIZE' (highlighted), a numeric keypad (1-9, 0, and up/down arrows), and a 'Select size' button. The 'INPUT SIZE' section also displays '297mm' and '432mm' with a double-headed arrow indicating the width. At the bottom, there are three buttons: 'Special size setting' (highlighted), 'CANCEL', and 'OK'.

# Key Operator Mode

## Paper Type / Special Size Set [6] (continued)

- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.

NOTE: If an invalid password is entered, enter the valid 4-digit password.

- 2 Touch **[6] Paper type / Special size set** to display the Paper Type Setting Screen.

### To specify paper type:

- (1) Touch the desired paper tray key to highlight it.
- (2) Touch the arrow keys to select paper type.

### To specify special size:

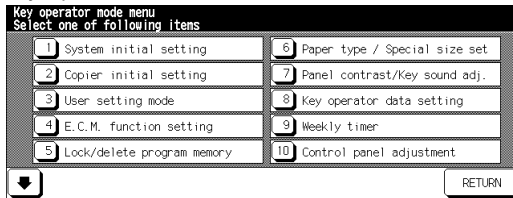
- (1) Touch **Special size setting** on the Paper Type Setting Screen to display the Special Size Setting Screen.
- (2) Touch the desired paper tray to highlight it.
- (3) Touch a paper size key to specify a paper size for the selected tray.
  - Select **STD size** to allow the machine to automatically detect the size of paper loaded in the tray and indicate it on the tray key.
  - Select **STD size (special)** to display the popup menu to show available paper sizes to be specified. Use arrow keys on the popup menu to select the desired size.
  - Select **Non STD size** to display the popup menu to enter the paper size by using arrow keys or touch screen keypad.
  - Select **Wide paper** to display the popup menu to show available wide paper sizes to be specified. Use arrow keys on the popup menu to select the desired wide size.  
Touch **Lead edge** or **Rear edge** to select the image starting position.  
Then, touch **Input size** to display the popup menu to enter the paper size by using arrow keys or touch screen keypad.
- 3 Touch **OK** on the Paper Type Setting Screen or on the Special Size Setting Screen to complete the setting and return to the Key Operator Mode Screen.
- 4 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

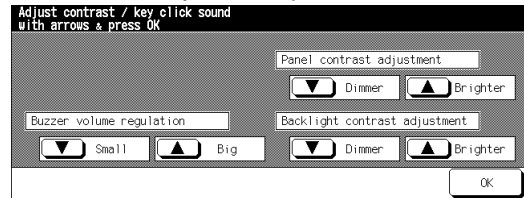
## Panel Contrast / Key Sound Adjustment [7]

Use this feature to adjust the level of brightness of the touch screen portion of the control panel, and also the volume of the touch key.

Key Operator Mode Screen



Panel Contrast/Key Sound Adjustment Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)
- 2 Touch **[7] Panel contrast/Key sound adj.** to display the Panel Contrast/Key Sound Adjustment Screen.
- 3 Adjust the Panel contrast, Backlight contrast, or Buzzer volume, as desired. Touch **Dimmer** to make the panel or backlight contrast dimmer than currently displayed, or touch **Brighter** to make the panel or backlight contrast brighter than currently displayed. Touch **Small** or **Big** to regulate the buzzer volume of the touch keys.
- 4 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.
- 5 Touch **RETURN** to return to the Basic Screen and perform copying operations.

NOTES: 1 If an invalid password is entered, enter the valid 4-digit password.

2 The control panel contrast feature can be adjusted from the Help screen, provided the feature setting is activated by your service representative. When the Control panel contrast key is pressed, the Contrast Adjustment Screen will be displayed. Contact your service representative if the feature is required.

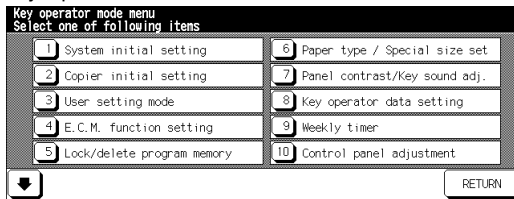
# Key Operator Mode

## Key Operator Data Setting [8]

Use this screen to enter the name and extension number of the Key Operator indicated on the Help Screen that develops from the Basic Screen.

- ❑ Setting options: 5-digit Key Operator telephone extension; Max. 8-character Key Operator name

Key Operator Mode Screen

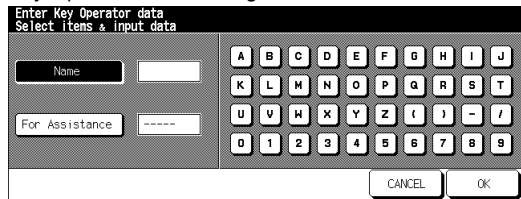


Key operator mode menu  
Select one of following items

1 System initial setting	6 Paper type / Special size set
2 Copier initial setting	7 Panel contrast/Key sound adj.
3 User setting mode	8 Key operator data setting
4 E.C.M. function setting	9 Weekly timer
5 Lock/delete program memory	10 Control panel adjustment

RETURN

Key Operator Data Setting Screen



Enter Key Operator data  
Select items & input data

Name

For Assistance

A	B	C	D	E	F	G	H	I	J
K	L	M	N	O	P	Q	R	S	T
U	V	W	X	Y	Z	[	]	-	/
0	1	2	3	4	5	6	7	8	9

CANCEL OK

- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch **[8] Key operator data setting** to display the Key Operator Data Setting Screen.
- 3 Touch **Name** to highlight it, then enter the key operator name up to 8 characters from the touch screen keypad.
- 4 Touch **Key Operator Tel. No.** to highlight it, then enter a 5-digit extension number from the touch screen keypad. If the extension number is less than 5 digits, use a hyphen [-] to make it five. The hyphen added in the beginning will be indicated as a space on the Help Screen.
- 5 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.
- 6 Touch **RETURN** to return to the Basic Screen and perform copying operations.



# Key Operator Mode

## Weekly Timer [9]

This function can be accessed only by the Key Operator after a unique 4-digit Weekly Timer master key code is entered.

The Weekly Timer is a copier management function that shuts down power to the machine on a daily or hourly basis, and can be programmed specifically for lunch breaks, weekends and holidays, or any time the copier is not required.

In addition, Timer Interrupt can be enabled (with or without a password requirement) to allow temporary use of the machine during periods when power is shut down by the Timer function.

### Conditions required to use the Weekly Timer

- The power plug is inserted into the socket.
- The power switch is turned on.
- The current date and time are correctly set.

If the Weekly Timer needs to be activated on your machine, contact your service representative.

The following Weekly Timer settings can be made.

### [1] Weekly timer ON/OFF setting

Enable and disable the Timer function.

### [2] Timer Setting

Specify the times that the copier will turn ON and OFF for each day of the week or the entire week.

### [3] Timer action ON/OFF Setting

Specify the working days of the machine by the Timer, for all Mondays through Sundays, and/or individually for each day of the specified month.

### [4] Lunch hour off setting

Specify the lunch time interval during which the copier will turn off and on.

### [5] Timer interrupt password set

Require Password entry for the Timer off function and establish the amount of usage time.

NOTES: 1 The time is set in terms of the 24 hour clock, where hour [1] is the first hour after midnight; and hour [24] is midnight. For example, 6 a.m. is 06:00 hours; 6 p.m. is 18:00 hours.

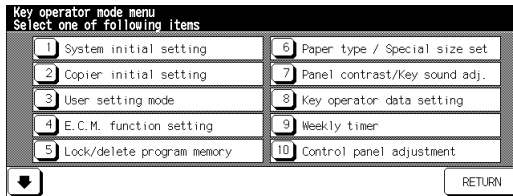
2 The [Panel Reset] key is used to change numbers determined by the **SET** touch key.

# Key Operator Mode

## Weekly Timer [9] (continued)

### How to Access the Weekly Timer Setting Mode

Key Operator Mode Screen

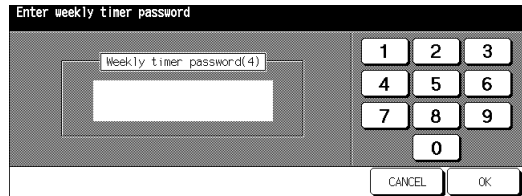


Key operator mode menu  
Select one of following items

1 System initial setting	6 Paper type / Special size set
2 Copier initial setting	7 Panel contrast/Key sound adj.
3 User setting mode	8 Key operator data setting
4 E.C.M. function setting	9 Weekly timer
5 Lock/delete program memory	10 Control panel adjustment

↓ RETURN

Weekly Timer Master Key Code Screen



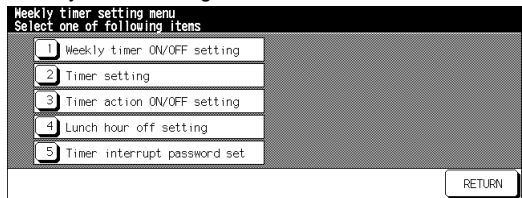
Enter weekly timer password

Weekly timer password(4)

1 2 3  
4 5 6  
7 8 9  
0

CANCEL OK

Weekly Timer Setting Menu Screen



Weekly timer setting menu  
Select one of following items

1 Weekly timer ON/OFF setting
2 Timer setting
3 Timer action ON/OFF setting
4 Lunch hour off setting
5 Timer interrupt password set

RETURN

- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)
- 2 Touch **[9] Weekly timer**. The Weekly Timer Master Key Code Screen displays, if a code is required.
- 3 Use the keypad on the touch screen to enter your 4-digit Weekly Timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen. (See note 2.)
- 4 Select the desired Weekly Timer function, and make settings, as required.
- 5 To exit the Weekly timer mode, touch **RETURN** on the Weekly Timer Setting Menu Screen.
- 6 To exit the Key Operator mode, touch **RETURN** on the Key Operator Mode Screen. The Basic Screen will be displayed.

NOTES: 1 If an invalid password is entered, enter the valid 4-digit password.

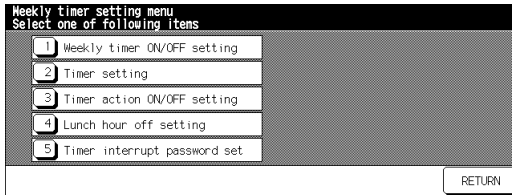
2 If an invalid Weekly Timer master key code is entered, continue by entering the valid 4-digit code.

# Key Operator Mode

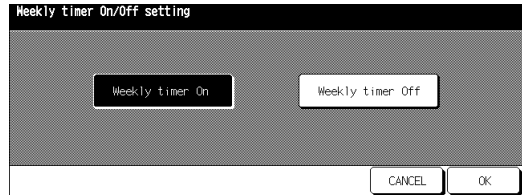
## Weekly Timer [9] (continued)

### Weekly Timer On/Off Setting [1]

Weekly Timer Setting Menu Screen



Weekly Timer On/Off Setting Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)
- 2 Touch **[9] Weekly timer**. Enter your 4-digit Weekly Timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen. (See note 2.)
- 3 Touch **[1] Weekly timer ON/OFF setting** to display the Weekly Timer On/Off Setting Screen.
- 4 Touch **Weekly timer On** to activate Weekly Timer, or touch **Weekly timer Off** to deactivate Weekly Timer. The default setting is Weekly Timer Off. The selected key will be highlighted.
- 5 Touch **OK** to complete the setting and return to the Weekly Timer Setting Menu Screen. If other Weekly Timer setting changes are required, select the desired menu item, from [1]~[5].
- 6 Touch **RETURN** to restore the Key Operator Mode Screen.
- 7 Touch **RETURN** to return to the Basic Screen and perform copying operations.

NOTES: 1 If an invalid password is entered, enter the valid 4-digit password.

2 If an invalid Weekly Timer master key code is entered, continue by entering the valid 4-digit code.

# Key Operator Mode

## Weekly Timer [9] (continued)

### Timer Setting [2]

Use this function to set the On/Off times in hours and minutes for each day of the week or set the collective time for the entire week, i.e., the same On/Off time for each day.

Weekly Timer Setting Menu Screen

Weekly timer setting menu  
Select one of following items

- 1) Weekly timer ON/OFF setting
- 2) Timer setting
- 3) Timer action ON/OFF setting
- 4) Lunch hour off setting
- 5) Timer interrupt password set

RETURN

Weekly Timer On/Off Time Setting Screen

Weekly timer copier ON/OFF time setting  
Use keypad and press SET button

WEEK	ON	OFF
Mon.	08:00	23:55
Tue.	08:00	23:55
Wed.	08:00	23:55
Thu.	08:00	23:55
Fri.	08:00	23:55
Sat.	08:00	23:55
Sun.	08:00	23:55

Block set

CANCEL OK

Weekly Timer On/Off Time Collective Setting Screen

Collectively timer setting  
Use keypad and press SET button

Mon. Tue. Wed. Thu. Fri. Sat. Sun.

ON OFF  
00:00 00:00

CANCEL OK

- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)
- 2 Touch **[9] Weekly timer**. Enter your 4-digit Weekly Timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen. (See note 2.)

NOTES: 1 If an invalid password is entered, enter the valid 4-digit password.

2 If an invalid Weekly Timer master key code is entered, continue by entering the valid 4-digit code.

- 3 Touch **[2] Timer setting** to display the Weekly Timer On/Off Time Setting Screen.
- 4 When the screen is displayed, the ON-time of Monday is always highlighted. Enter a 2-digit ON-hour (ex. 8 a.m. is 08) and a 2-digit ON-minute (ex. 7 min. is 07) using the touch screen keypad, and then touch **SET**. Touching **SET** repeatedly will shift the input section from Monday ON, Monday OFF, Tuesday ON, Tuesday OFF.

NOTES: • If ON-time and OFF-time are the same, power will not go on.

• If the setting is 00:00~00:00, you will not be able to set the copiers off/on condition for specific days.

When setting Sunday OFF-time, Monday ON-time is highlighted again. Proceed to step 7.

- 5 To set the ON/OFF time collectively for more than one day of the week, touch **Block set** to display the Weekly Timer On/Off Time Collective Setting Screen.

# Key Operator Mode

## Weekly Timer [9] (continued)

### Timer Setting [2] (continued)

- 6 When you open this screen, the ON and OFF times are always set at 00:00~00:00.  
Touch to highlight the day(s) of the week to be set. More than one can be selected at a time.  
Enter the ON-time and OFF-time using the touch screen keypad, and then touch **SET** after each entry.
- 7 Touch **OK** on the Weekly Timer On/Off Time Setting Screen or on the Weekly Timer On/Off Time Collective Setting Screen to complete the setting, and return to the Weekly Timer Setting Menu Screen. If other Weekly Timer setting changes are required, select the desired menu item, from [1]~[5].
- 8 Touch **RETURN** to restore the Key Operator Mode Screen.
- 9 Touch **RETURN** to return to the Basic Screen and perform copying operations.

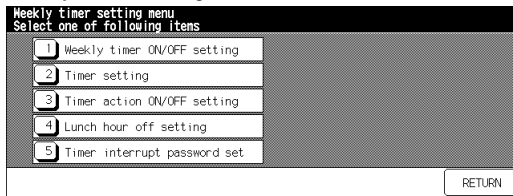
# Key Operator Mode

## Weekly Timer [9] (continued)

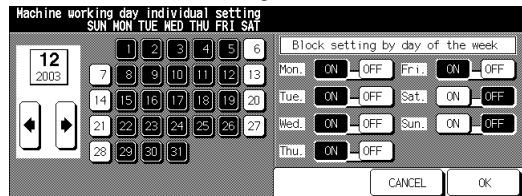
### Timer Action On/Off Setting [3]

Use this function to set the On/Off condition of the copier for a given month. Set the On-Off condition for specific days or collectively, for all Mondays through Sundays of the given month. The default setting is collective: On for Mondays through Saturdays, and Off for Sundays.

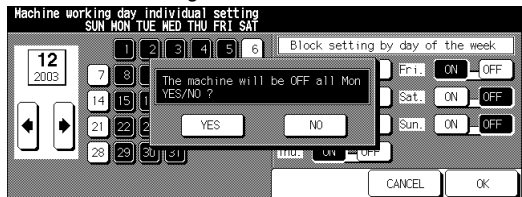
Weekly Timer Setting Menu Screen



Timer Action On/Off Setting Screen



Timer Action Change Confirmation Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)
- 2 Touch **[9] Weekly timer**. Enter your 4-digit Weekly Timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen. (See note 2.)

NOTES: 1 If an invalid password is entered, enter the valid 4-digit password.

2 If an invalid Weekly Timer master key code is entered, continue by entering the valid 4-digit code.

- 3 Touch **[3] Timer action ON/OFF setting** to display the Timer Action On/Off Setting Screen.  
The days of the current month are displayed on the left half of the screen, with timer-active days highlighted.
- 4 To activate or deactivate the Timer for any individual day, touch the key for that day to change its indication.  
To change the month, use arrows to scroll to the desired month.
- 5 To collectively set the on/off data for the entire month by the day of the week, touch the **ON** or **OFF** key for the desired day on the right half of the screen. If you touch an already-highlighted key, no change will occur.

# Key Operator Mode

## Weekly Timer [9] (continued)

### Timer Action On/Off Setting [3] (continued)

- 6 If any change is made in the collective setting area, the Timer Action Change Confirmation Screen will be displayed.  
Touch **YES** to change the timer action, or touch **NO** to cancel.  
The Timer Action On/Off Setting Screen will be restored.
- 7 Touch **OK** on the Timer Action On/Off Setting Screen to complete the setting and return to the Weekly Timer Setting Menu Screen. If other Weekly timer setting changes are required, select the desired menu item, from [1]~[5].
- 8 Touch **RETURN** to restore the Key Operator Mode Screen.
- 9 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

## Weekly Timer [9] (continued)

### Lunch Hour Off Setting [4]

The Weekly Timer function turns the copier ON and OFF once a day. Use the Lunch hour off function to shut down power during the lunch break and then turn it on again according to the Weekly Timer function setting. Only one off-time interval can be programmed.

Weekly Timer Setting Menu Screen

Weekly timer setting menu  
Select one of following items

- 1 Weekly timer ON/OFF setting
- 2 Timer setting
- 3 Timer action ON/OFF setting
- 4 Lunch hour off setting
- 5 Timer interrupt password set

RETURN

Lunch Hour Off Setting Screen

Lunch hour off function

Function Valid      Function Invalid

OFF      Restart  
12:00      12:55

1 2 3  
4 5 6  
7 8 9  
0 SET

CANCEL      OK

- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)
- 2 Touch **[9] Weekly timer**. Enter your 4-digit Weekly Timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen. (See note 2.)
- 3 Touch **[4] Lunch hour off setting** to display the Lunch Hour Off Setting Screen.
- 4 Touch **Function Valid** to activate the Lunch hour off function. Set OFF-time and Restart-time using the touch screen keypad, and then touch **SET** after each entry. Touch **Function Invalid** to de-activate the Lunch hour off function. The time setting area will appear grayed out and cannot be selected. The Function Invalid setting is the factory default setting.
- 5 Touch **OK** to complete the setting and return to the Weekly Timer Setting Menu Screen. If other Weekly Timer setting changes are required, select the desired menu item, from [1]~[5].
- 6 Touch **RETURN** to restore the Key Operator Mode Screen.
- 7 Touch **RETURN** to return to the Basic Screen and perform copying operations.

NOTES: 1 If an invalid password is entered, enter the valid 4-digit password.

2 If an invalid Weekly Timer master key code is entered, continue by entering the valid 4-digit code.



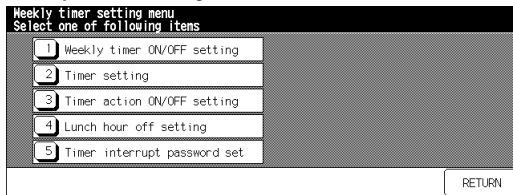
# Key Operator Mode

## Weekly Timer [9] (continued)

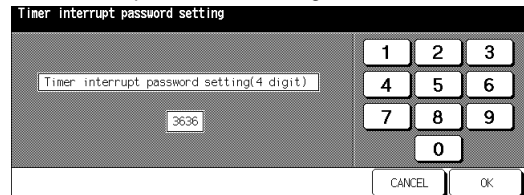
### Timer Interrupt Password Setting [5]

Use this password setting mode to establish a 4-digit password requirement for using Timer Interrupt function. The default password of 0000 allows the timer function to be interrupted without the requirement for password entry.

Weekly Timer Setting Menu Screen

The screen displays a menu titled "Weekly timer setting menu" with the instruction "Select one of following items". There are five numbered options: 1 Weekly timer ON/OFF setting, 2 Timer setting, 3 Timer action ON/OFF setting, 4 Lunch hour off setting, and 5 Timer interrupt password set. A "RETURN" button is located at the bottom right.

Timer Interrupt Password Setting Screen

The screen displays "Timer interrupt password setting". It features a numeric keypad with digits 1-9 and 0. A text field shows "Timer interrupt password setting(4 digit)" and the entered password "3636". At the bottom, there are "CANCEL" and "OK" buttons.

- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)
- 2 Touch **[9] Weekly timer**. Enter your 4-digit Weekly Timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen. (See note 2.)

NOTES: 1 If an invalid password is entered, enter the valid 4-digit password.

2 If an invalid Weekly Timer master key code is entered, continue by entering the valid 4-digit code.

- 3 Touch **[5] Timer interrupt password set** to display the Timer Interrupt Password Setting Screen.
- 4 Use the touch screen keypad to enter a 4-digit password, and then touch **OK** to complete the setting and return to the Weekly Timer Setting Menu Screen.

NOTE: When the password setting is 0000, Timer Interrupt can be used simply by turning the copier OFF, then ON. In this case, you will be asked to enter the duration of use (a period of time to turn the copier power on).

If other Weekly Timer setting changes are required, select the desired menu item, from [1]~[5].

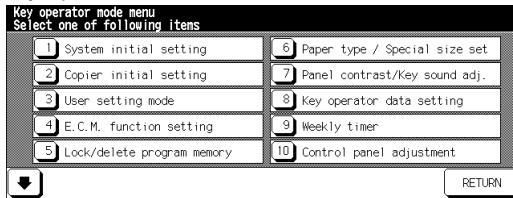
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

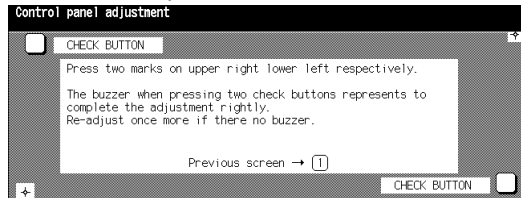
## Control Panel Adjustment [10]

Use this feature to check the LCD touch screen and realign the position of the touch sensor that may have shifted.

Key Operator Mode Screen



Control Panel Adjustment Screen



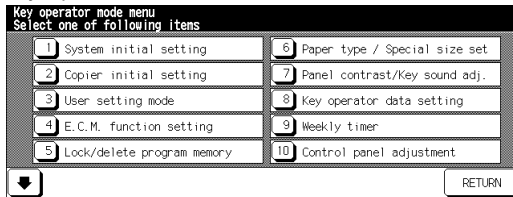
- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch [10] **Control panel adjustment** to display the Control Panel Adjustment Screen.
- 3 Touch the "+" symbol at the upper right corner, then lower left corner on the screen. The present coordinates will be displayed in the message area of the screen.
- 4 Check that the X coordinate and Y coordinate displayed in the first line of the message area fall within the standard value displayed in the second line.
- 5 Touch the **CHECK BUTTON**s at the upper left and lower right corners on the screen to check if the buzzer tone functions normally.
- 6 If the coordinates fall out of the range of the standard value in step 4, or the buzzer tone does not sound in step 5, repeat the adjustment procedure from 3 to 5 or contact your service representative.
- 7 Press [1] of the control panel keypad to restore the Key Operator Mode Screen.
- 8 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

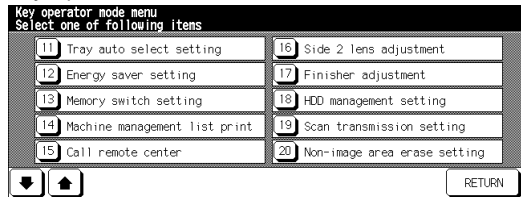
## Tray Auto Select Setting [11]

Select whether the tray size setting will be detected or not detected when ATS/APS functions. If you select it to be detected, you may also select the priority of the detection for each tray.

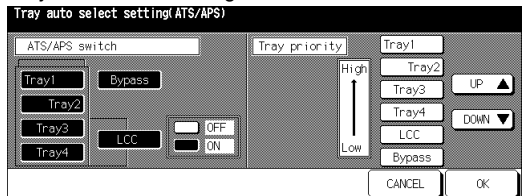
Key Operator Mode Screen 1



Key Operator Mode Screen 2



Tray Auto Select Setting Screen



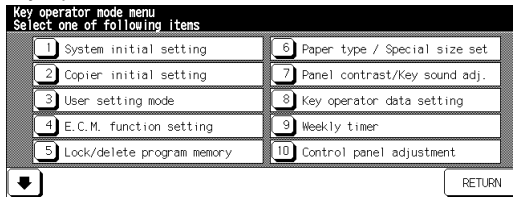
- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.  
To display menus [11] to [20] of the Key Operator Mode Screen, touch the Lower arrow key.
- 2 Touch **[11] Tray auto select setting** to display the Tray Auto Select Setting Screen.
- 3 On the left half of the screen, touch to highlight each tray key, then select **OFF** or **ON** to specify whether the selected tray is to be automatically detected or not when ATS/APS functions.
- 4 Tray keys specified as ATS/APS ON will appear on the right half of the screen.  
Touch to highlight the desired tray key, then change its priority by using **Up ▲** and **Down ▼** arrow keys.
- 5 Touch **OK** to complete the setting and restore the Key Operator Mode Screen.
- 6 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

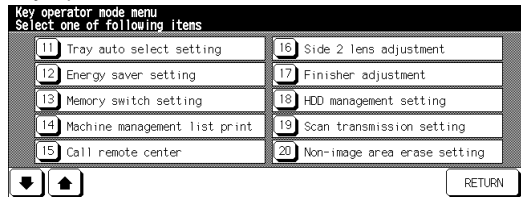
## Energy Saver Setting [12]

Select the interval of time that must elapse before Auto Low Power and Auto Shut Off become activated. Auto Shut Off conserves more energy than Auto Low Power. The period of time selected for Auto Low Power cannot exceed the Auto Shut Off setting.

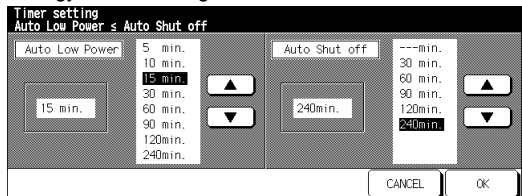
Key Operator Mode Screen 1



Key Operator Mode Screen 2






Energy Saver Setting Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.

NOTE: If an invalid password is entered, enter the valid 4-digit password.

To display menus [11] to [20] of the Key Operator Mode Screen, touch the  Lower arrow key.

- 2 Touch **[12] Energy saver setting** to display the Energy Saver Setting Screen.
- 3 The periods of time currently selected for each energy saver function are located on the Energy Saver Setting Screen below the Auto Low Power and Auto Shut Off indicators. Touch the arrow keys () and () in each area to select a specific waiting period before activating the Auto Low Power or Auto Shut Off.

NOTES: 1 The period of time selected for Auto Low Power cannot exceed the Auto Shut Off setting.

2 If the same period of time as Auto Shut Off is selected for Auto Low Power, the Auto Shut Off will function instead of Auto Low Power.

- 4 Touch **OK** to complete the setting and restore the Key Operator Mode screen.
- 5 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

## Memory Switch Setting [13]

This function allows you to change the Memory Settings listed below. See pp. 14-43~14-48 for details on Memory Settings.

SW No.	Item	Setting (default is underlined)
No. 01:	Panel timer	OFF/ 30 sec./ <u>60 sec.</u> / 90 sec./ 120 sec./150 sec./ 180 sec./ 210 sec./ 240 sec./ 270 sec./ 300 sec.
No. 02:	Panel Reset key function	Full-Auto/ <u>Initial Setting</u>
No. 03:	EDH-Original effect	EDH+Panel Reset key selected/ <u>EDH selected</u>
No. 04:	Program memory auto recall (30)	<u>OFF</u> / ON
No. 05:	Finisher mode by Full-auto	Face down (Sub tray)/ Non-sort/ <u>Sort</u> / Staple sort/ Stapling & Folding/ Folding/ Face up (Sub tray)
No. 06:	Initial by Key counter insert	OFF/ <u>ON</u>
No. 07:	Erasure outside area of orig.	<u>Erased for except Platen (1:1)</u> / Area outside of orig. erased/ Erased for APS/AMS only
No. 08:	EDH frame erasure selection	None/ 1mm frame/ 2mm frame/ <u>3mm frame</u> / 4mm frame/ 5mm frame
No. 09:	Automatic tray switching	<u>OFF</u> / ON
No. 10:	Platen APS	OFF/ <u>ON</u>
No. 11:	EDH APS	OFF/ <u>ON</u>
No. 12:	Platen AMS	<u>OFF</u> / ON
No. 13:	EDH AMS	OFF/ <u>ON</u>
No. 14:	Select tray when APS cancel	<u>APS preferential tray</u> / Tray 1/ Tray 2/ Tray 3/ Tray 4/ LCC/ Bypass tray
No. 15:	Platen original size detect	Only A series/ Full size/ AB series/ <u>Inch series</u>
No. 16:	EDH original size detect	Only A series/ Full size/ AB series/ <u>Inch series</u>
No. 17:	Platen orig. size detect (SMALL)	A5R/ B6R/ <u>5.5"x8.5"R</u> / B5/ A4/ 8.5x11
No. 18:	Rotation	ON-APS/AMS only/ <u>ON-APS/AMS/Reduce only</u> / ON-Always
No. 19:	Staple mode reset-function	<u>OFF</u> / ON
No. 20:	Job offset operating	<u>OFF</u> / ON
No. 21:	Continuation print	<u>OFF</u> / ON
No. 22:	Key click sound	OFF/ <u>ON</u>
No. 23:	1 SHOT indication time	<u>3 seconds</u> / 5 seconds
No. 24:	Energy saver screen	<u>Shut off mode</u> / Low power mode
No. 25:	Start key latch function	OFF/ <u>ON</u>
No. 26:	Stop key function	<u>JOB momentary stop</u> / JOB cancel
No. 27:	Auto select of Booklet copy	<u>Automatic selection</u> / Non Automatic selection
No. 28:	E.C.M. password	Under 8 digits/ <u>8 digits</u>

# Key Operator Mode

## Memory Switch Setting [13] (continued)

No. 29: Arrow key change (Image Shift)	<u>Decimal point off (1 STEP 1mm)/</u> Decimal point on (1 STEP 0.1mm)
No. 30: Exit direction of 1 sheet	Face up/ <u>Face down</u>
No. 31: An interruption suspended way	<u>Division of a number of copies/</u> During of a number of copies
No. 32: E.C.M. password input timing	<u>Panel reset timer/</u> Complete job
No. 33: Key click sound (No paper/JAM)	OFF/ <u>3 seconds/</u> 5 seconds/ 10 seconds
No. 34: Reserve copy function	<u>Reserve copy by folder select/</u> Reserve copy by original set
No. 35: Scan stop by a pull out tray	ON/ OFF
No. 36: Change page no. pos. (booklet)	OFF/ ON (Outside page numbering)
No. 37: Timer which prohibits Print	OFF/ 15 seconds/ <u>30 seconds/</u> 60 seconds/ 90 seconds
No. 38: Bookmark function	<u>ON (It is cancel every JOB)/</u> ON (It is not cancel every JOB)/ OFF
No. 39: Delete of overlay image	Permission (Delete/Overwrite)/ <u>Prohibition (Delete/Overwrite)</u>
No. 40: Orig. direction/binding mode	<u>It is cancel every JOB/</u> It is not cancel every JOB
No. 41: Image stored cont. (SRV)	OFF/ ON
No. 42: Image recalled cont. (SRV)	OFF/ ON
No. 43: Exit direction	<u>Face down/</u> Face up
No. 44: I/P SCAN Address manual input	<u>Permission/</u> Prohibition
No. 45: I/P SCAN E-Mail function mask	<u>No mask/</u> Mask
No. 46: I/P SCAN HDD function mask	<u>No mask/</u> Mask
No. 47: I/P SCAN FTP function mask	<u>No mask/</u> Mask
No. 48: State of Platen/EDH (Reset)	<u>Not keep/</u> Keep
No. 49: Priority tray (blank overlap)	<u>Printer tray/</u> PI tray
No. 50: Auto Select the binding mode	OFF/ <u>ON</u>
No. 51: IP SCAN E-Mail file form	<u>PDF/</u> PACKAGE TIFF
No. 52: IP SCAN HDD file form	<u>PDF/</u> PACKAGE TIFF/ DIVISION TIFF
No. 53: IP SCAN FTP file form	<u>PDF/</u> PACKAGE TIFF
No. 54: Printing side <Three-Fold>	<u>OUTSIDE/</u> INSIDE

Key Operator Mode Screen 1

Key operator mode menu Select one of following items	
1 System initial setting	6 Paper type / Special size set
2 Copier initial setting	7 Panel contrast/Key sound adj.
3 User setting mode	8 Key operator data setting
4 E.C.M. function setting	9 Weekly timer
5 Lock/delete program memory	10 Control panel adjustment

↓ RETURN

Key Operator Mode Screen 2

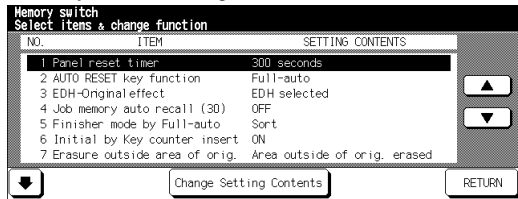
Key operator mode menu Select one of following items	
11 Tray auto select setting	16 Side 2 lens adjustment
12 Energy saver setting	17 Finisher adjustment
13 Memory switch setting	18 HDD management setting
14 Machine management list print	19 Scan transmission setting
15 Call remote center	20 Non-image area erase setting

↓ ↑ RETURN

# Key Operator Mode

## Memory Switch Setting [13] (continued)

Memory Switch Setting Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.

NOTE: If an invalid password is entered, enter the valid 4-digit password.

To display menus [11] to [20] of the Key Operator Mode Screen, touch the Lower arrow key.

- 2 Touch **[13] Memory switch setting** to display the Memory Switch Setting Screen.
- 3 Use the procedure below to select the desired item and change the setting.
  - (1) To select the desired item, touch the arrow keys () and () at the right of the Memory Switch Setting Screen.
  - (2) To scroll, touch the arrow keys at the lower left of the screen.
  - (3) Touch **Change Setting Contents** to change the setting of the highlighted item.
  - (4) Repeat above steps (1) to (3) to make several changes in succession.
- 4 Touch **RETURN** to restore the Key Operator Mode Screen.
- 5 Touch **RETURN** to return to the Basic Screen and perform copying operations.

The following functions can be provided by the Memory Switch settings.

### [1] Panel timer

Set the reset interval starting from the completion of a copying job until the machine returns to the initial condition.

### [2] Panel Reset key function

Set the condition of the following modes when [Panel Reset] is pressed: Copy mode, Copy density, Magnification, Tray selection.

### [3] EDH-Original effect

Set the machine condition when original is set on EDH in non-EDH mode with EDH unit closed.

# Key Operator Mode

## Memory Switch Setting [13] (continued)

### **[4] Program memory auto recall (30)**

Program memory number 30 is automatically recalled when power is turned on or when Panel Reset is restored.

This job recall function works only when Job number 30 is registered.

### **[5] Finisher mode by Full-auto**

Set the Output Mode to be recalled when [Panel Reset] is pressed.

### **[6] Initial by Key counter insert**

Set the machine to return to the initial state when Key counter is inserted.

### **[7] Erasure outside area of original**

Set the machine to delete the outside area of originals.

### **[8] EDH frame erasure selection**

Set Frame erasure to function anytime in EDH mode.

### **[9] Automatic tray switching**

When paper is depleted during a copying job, the copier continues copying by switching to another tray that contains the same size paper.

### **[10] Platen APS**

The copier automatically selects the same size copy paper as the original placed on the platen glass. (In reduction or enlargement mode, an appropriate paper size is selected according to the ratio selected.)

### **[11] EDH APS**

The copier automatically selects the same size copy paper as the original placed on the EDH. (In reduction/enlargement mode, an appropriate paper size is selected according to the ratio.)

### **[12] Platen AMS**

The copier detects the size of the platen original and selects the appropriate magnification ratio to correspond to the selected paper size.

### **[13] EDH AMS**

After detecting the original size placed on the EDH the copier automatically selects an appropriate ratio for the copy when copy size is selected manually.



# Key Operator Mode

## Memory Switch Setting [13] (continued)

### **[14] Select tray when APS cancel**

Select the tray to be automatically selected when APS is released.

### **[15] Platen original size detect**

Select the series of the original paper size detected from the platen glass.

### **[16] EDH original size detect**

Select the series of the original paper size detected from the EDH.

### **[17] Platen orig. size detect (SMALL)**

Select the minimum original size detected from the platen glass.

### **[18] Rotation**

Select to activate the Rotation function, activate Rotation only when APS/AMS functions, or activate Rotation only when APS/AMS/Reduce functions.

### **[19] Staple mode reset-function**

Staple mode is automatically canceled after a job is completed with Staple sort mode ON. (Sort mode is selected.)

### **[20] Job offset operating**

Set the copier to offset the copies of different jobs.

### **[21] Continuation print**

Set the copier to output multiple reserve jobs in succession.

### **[22] Key click sound**

Activate or deactivate the sound each time a key is pressed on the touch panel .

### **[23] 1 SHOT indication time**

Select the SHOT indication time function.

### **[24] Energy saver screen**

Select the screen to display when pressing the [Energy Saver] key .

### **[25] START key latch function**

Activate or deactivate the latch function.

# Key Operator Mode

## Memory Switch Setting [13] (continued)

### **[26] STOP key function**

Select to display or not to display the confirmation message when [Stop] key is pressed.

### **[27] Auto select of Booklet copy**

Set the copier with FN-10 mounted to automatically select the Booklet mode when Stapling & Folding or Folding output mode is selected.

### **[28] E.C.M. password**

Select the acceptable number of digits for the ECM master key code.

### **[29] Arrow key change (Image Shift)**

Select the 1 step unit of the touch key to specify the shift amount in Image shift.

### **[30] Exit direction of 1 sheet**

Select to exit face up or face down when making only 1 sheet of copy.

### **[31] An interruption suspend way**

Select the timing to stop the job in progress when [Interrupt] is pressed.

### **[32] E.C.M. password input timing**

Set the input timing for the ECM password.

### **[33] Key click sound (No paper/JAM)**

Select the duration of the buzzer that alerts when the machine is out of paper or when paper has misfed.

### **[34] Reserve copy function**

Set the timing for the reserve job setting.

### **[35] Scan stop by a pull out tray**

Select to stop or continue the scanning job when a tray is pulled out.

### **[36] Change page no. pos. (booklet)**

Set the machine to position the page numbers automatically on the outside edges of the copy when using Booklet with Page Numbering in Stamp.

### **[37] Timer which prohibits Print**

Set the timer to allow the printing job after operating the copying job.

# Key Operator Mode

## Memory Switch Setting [13] (continued)

### **[38] Bookmark function**

Select to set the Bookmark function only for the current job, set for all the following jobs, or deactivate the function.

### **[39] Delete of overlay image**

When selecting (or storing) overlaying image data in HDD using Overlay Memory, select to permit or prohibit deleting the selected data (or overwriting the data of the same name previously stored in HDD).

### **[40] Orig. direction/binding mode**

Select to reset or save the original direction and bind position settings made on the Special Original popup menu and Output Mode popup menu after completion of each copying job.

### **[41] Image stored cont. (SRV)**

When storing the image data in HDD/PC in scan/server mode, select to release or continue the scan/server mode after completion of each image data storing job.

### **[42] Image recalled cont. (SRV)**

When recalling the image data stored in HDD/PC in scan/server mode, select to recall only one job or to recall multiple jobs.

### **[43] Exit direction**

Select to exit face up or face down when making single-sided copies in non-sort or sort mode using finisher primary (main) tray.

### **[44] I/P SCAN Address manual input**

Select to permit or prohibit entering the IP address manually to transmit the scanned image data.

### **[45] I/P SCAN E-Mail function mask**

Select to mask or unmask the function to send the scanned image data by e-mail.

### **[46] I/P SCAN HDD function mask**

Select to mask or unmask the function to store the scanned image data in the HDD.

### **[47] I/P SCAN FTP function mask**

Select to mask or unmask the function to store the scanned image data in the FTP server.

# Key Operator Mode

## Memory Switch Setting [13] (continued)

### **[48] State of Platen/EDH (Reset)**

When Panel Reset functions, select to reset the Platen/EDH mode to the initial setting, or save the previous setting.

### **[49] Priority tray (blank overlap)**

When setting Cover with Blank sheet mode in Booklet and both printer tray and upper/lower tray of the Cover Inserter E are selected, select the tray to have priority in feeding the blank cover sheet.

### **[50] Auto Select the binding mode**

Set the machine to conform the binding direction of the originals and printed sets each other.

### **[51] IP SCAN E-Mail file form**

Select the file form when transmitting the scanned image data.

### **[52] IP SCAN HDD file form**

Select the file form when storing the scanned image data in the HDD.

### **[53] IP SCAN FTP file form**

Select the file form when storing the scanned image data in the FTP server.

### **[54] Printing side <Three-Fold>**

Select the printed side when using Three-Folding mode.

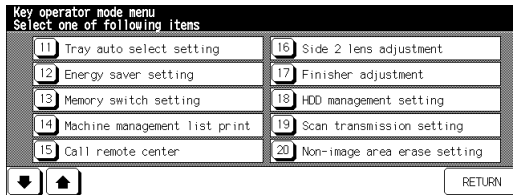
# Key Operator Mode

## Machine Management List Print [14]

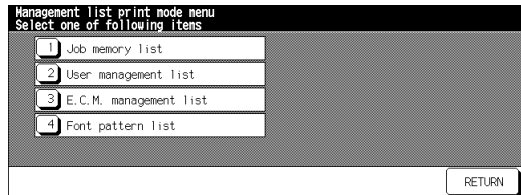
Use this function to print out the list selected from the following items.

- Program memory list: Programmed contents of Program memory
- User management list: Home position settings selected by user
- E.C.M. management list: Machine information managed by ECM
- Font pattern list: Font patterns used in the machine

Key Operator Mode Screen 2



Management List Print Menu Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.  
To display menus [11] to [20] of the Key Operator Mode Screen, touch the Lower arrow key.
- 2 Touch **[14] Machine management list print** to display the Management List Print Menu Screen.
- 3 Touch the desired item on the screen. The Basic Screen will resume automatically.
- 4 Press [Start] to start printing the selected list.  
To suspend printing, press [Stop]. Press [Utility] and [C] in order to return to the Management List Print Menu Screen.
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 Touch **RETURN** to return to the Basic Screen and perform copying operations.

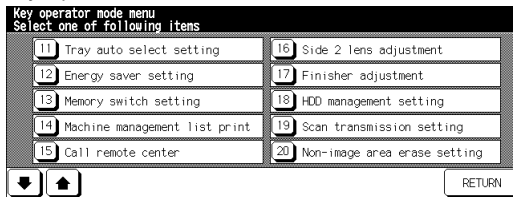
# Key Operator Mode

## Call Remote Center [15]

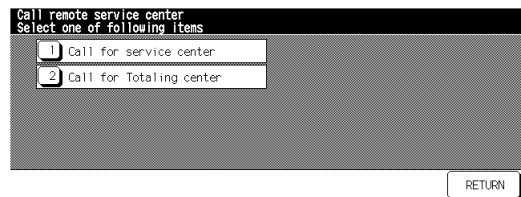
When activated, the Remote Diagnostics option is automatically monitored by your service representative. In case of machine trouble, select the Call Remote Center option. Your service representative will contact you to determine the appropriate means for resolving the problem.

- ❑ Setting options: Call for JAM concerns; Call for SC concerns; Toner bottle supply call; Paper supply call; Call for image quality; Call for others

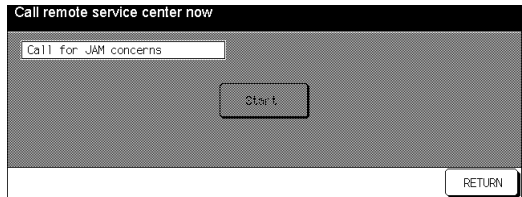
Key Operator Mode Screen 2




Call Remote Service Center Screen



Start Call Screen



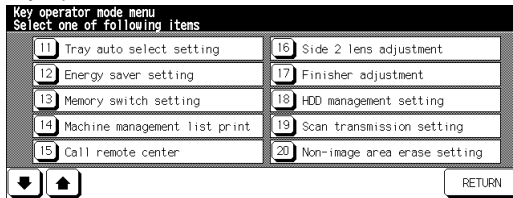
- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.  
To display menus [11] to [20] of the Key Operator Mode Screen, touch the  Lower arrow key.
- 2 Touch [15] **Call remote center** to display the Call Remote Service Center Screen.
- 3 Touch [1] **Call for service center**.  
The Start Call Screen will be displayed.
- 4 Touch **Start** to call.
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

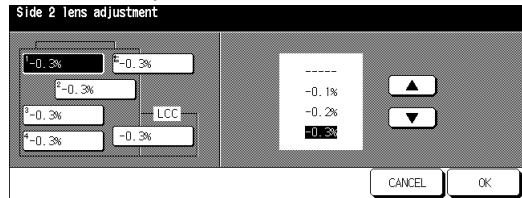
## Side 2 Lens Adjustment [16]

Use this function to set the adjustment data of the magnification ratio for each tray as Side 2.

Key Operator Mode Screen 2



Side 2 Lens Adjustment Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.  
To display menus [11] to [20] of the Key Operator Mode Screen, touch the Lower arrow key.
- 2 Touch **[16] Side 2 lens adjustment** to display the Side 2 Lens Adjustment Screen.
- 3 Touch to highlight the desired tray key, then touch arrow keys to select an adjustment data.  
The selected data will be displayed on the highlighted tray key.
- 4 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.
- 5 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

## Finisher Adjustment [17]

Use this mode to make fine adjustments to each function of the finisher.

### Key Operator Mode Screen 2

Key operator mode menu	
Select one of following items	
11 Tray auto select setting	16 Side 2 lens adjustment
12 Energy saver setting	17 Finisher adjustment
13 Memory switch setting	18 HDD management setting
14 Machine management list print	19 Scan transmission setting
15 Call remote center	20 Non-image area erase setting

↓ ↑ RETURN

### Finisher Adjustment Menu Screen

Finisher adjustment mode menu	
Select one of following items	
1 Stapling&Folding stopper adj.	6 2 positions staple pitch adj.
2 Folding stopper adjustment	
3 Punch adjustment	
4 Z-Folding position adjustment	
5 Three-Folding position adj.	

RETURN

### Stapling&Folding Stopper Position Adjustment Screen

Stapling and Fold stopper adj. < A3 >	
+ 0 - 0 (-120 - +127) 1step = 0.1mm	
	1 2 3
	4 5 6
	7 8 9
	+ -- 0 SET

NEXT BACK RETURN

### Folding Stopper Position Adjustment Screen

Folding stopper adjustment < A3 >	
+ 0 - 0 (-120 - +127) 1step = 0.1mm	
	1 2 3
	4 5 6
	7 8 9
	+ -- 0 SET

NEXT BACK RETURN

### Punch Adjustment Mode Screen

Punch adjustment mode menu	
Select one of following items	
1 Punch kit Vertical pos. adj.	
2 Punch kit Horiz. pos. adj.	
3 Punch unit Vertical pos. adj.	
4 Punch unit Horiz. pos. adj.	

RETURN

### Punch Kit Vertical Position Adjustment Screen

Punch kit Verti. pos. adj. < A4R >	
	1 2 3
	4 5 6
	7 8 9
	+ -- 0 SET

NEXT BACK RETURN

### Punch Kit Horizontal Position Adjustment Screen

Punch kit Horizontal position adj.	
	1 2 3
	4 5 6
	7 8 9
	+ -- 0 SET

RETURN

### Punch Unit Vertical Position Adjustment Screen

Punch unit Verti. pos. adj. < A4R >	
	1 2 3
	4 5 6
	7 8 9
	+ -- 0 SET

NEXT BACK RETURN



# Key Operator Mode

## Finisher Adjustment [17] (continued)

Punch Unit Horizontal Position Adjustment Screen

Punch unit Horizontal position adj.

1	2	3
4	5	6
7	8	9
+<->	0	SET

RETURN

1st Folding Position Adjustment Screen

1st folding position adj. < A3 >  
+30 +30 (-128 ~ +127) 1step=0.1mm

1	2	3
4	5	6
7	8	9
+<->	0	SET

NEXT BACK RETURN

Z-Folding Position Adjustment Menu Screen

Z-Folding position adjustment mode menu  
Select one of following items

1	1st Z-Folding position adj.
2	2nd Z-Folding position adj.

RETURN

2nd Folding Position Adjustment Screen

2nd folding position adj. < A3 >  
+50 +50 (-128 ~ +127) 1step=0.1mm

1	2	3
4	5	6
7	8	9
+<->	0	SET

NEXT BACK RETURN

Three-Folding Position Adjustment Screen

Three-Folding adjustment < A4R >  
0 0 (-128 ~ +127) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+<->	0	SET

NEXT BACK RETURN

2 Positions Staple Pitch Adjustment Screen


2 positions staple pitch adjustment  
0 0 (120 ~ 160) 1step = 1mm

1	2	3
4	5	6
7	8	9
	0	SET

RETURN

- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.

NOTE: If an invalid password is entered, enter the valid 4-digit password.

To display menus [11] to [20] of the Key Operator Mode Screen, touch the  Lower arrow key.

- 2 Touch [17] **Finisher adjustment** to display the Finisher Adjustment Menu Screen.
- 3 Touch the desired menu key to display the adjustment screen for each function.
- 4 Make fine adjustment on the screen.

Touch +<-> to select "+" or "-" as desired, enter the value, then touch **SET**.

Check the entered value on the left side of the second line in the message area.

If provided, touch **NEXT** or **BACK** to move to the next or previous adjustment item.

Touch **RETURN** to restore the Finisher Adjustment Menu Screen.

- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

## HDD Management Setting [18]

Use this function to manage the image data stored in the optional HDD (HDD-2) and to check the space available for new data.

- Password list/delete: Display the password list on the screen, or delete the image data (JOB) by deleting the corresponding password from the list.
- JOB auto delete period setting: Specify the period of time (1 to 52 weeks) to keep the data. It will be deleted automatically when specified period has passed.
- State of HDD capacity: Check the space in percentage.

Key Operator Mode Screen 2

Key operator mode menu  
Select one of following items

11 Tray auto select setting	16 Side 2 lens adjustment
12 Energy saver setting	17 Finisher adjustment
13 Memory switch setting	18 HDD management setting
14 Machine management list print	19 Scan transmission setting
15 Call remote center	20 Non-image area erase setting

Navigation arrows and RETURN button

HDD Management Password Entry Screen

Enter HDD management password

HDD manage password (4)

0 1 2 3 4 5 6 7 8 9

CANCEL OK

HDD Management Setting Menu Screen

HDD management setting menu

1 Password list/delete
2 JOB auto delete period setting
3 State of HDD capacity

RETURN

Password List/Delete Screen

Password list/delete : The corresponding JOB is deleted with the password

1	2003/08/18
0120	2003/08/25
007	2003/08/26
2001	2003/08/25

DELETE RETURN

Password List/Delete Screen

Password list/delete : The corresponding JOB is deleted with the password

1	2003/08/18
0120	2003/08/25
007	2003/08/26
2001	2003/08/25

Delete all JOB for this password - YES/NO ?

YES NO

DELETE RETURN

JOB Auto Delete Period Setting Screen

JOB auto delete period setting  
Setting range : 1 to 52 weeks

Auto delete ON Auto delete OFF

Period to deletion  
0 week(s)

0 1 2 3 4 5 6 7 8 9

CANCEL OK

State of HDD Capacity Screen

State of HDD capacity

HDD

0% 50% 100%

■ : Occupied area  
□ : Space area


RETURN

# Key Operator Mode

## HDD Management Setting [18] (continued)

- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.

NOTE: If an invalid password is entered, enter the valid 4-digit password.

To display menus [11] to [20] of the Key Operator Mode Screen, touch the  Lower arrow key.

- 2 Touch **[18] HDD management setting**. The HDD Management Password Entry Screen will be displayed when the 4-digit HDD management password is set by service. Otherwise, the HDD Management Setting Menu Screen displays without the password requirement.

If the HDD Management Password Entry Screen is displayed, use the keypad on the touch screen to enter your 4-digit HDD management password; then touch **OK**, to display the HDD Management Setting Menu Screen.

NOTE: The HDD management password is not initially set. Contact your service representative, if desired.

- 3 Touch the desired menu key to display the subsequent screen for each function.

### **To view the password list or delete the password and the corresponding image data:**

- (1) Touch **[1] Password list/delete** to display the Password List/Delete Screen.
- (2) Touch to highlight the password key to be deleted, then touch **DELETE**. The popup menu will appear for confirmation.
- (3) Touch **YES** to delete the selected password and all the corresponding data or touch **NO** to cancel.
- (4) Touch **RETURN** to return to the HDD Management Setting Menu Screen.

### **To delete the password and data automatically:**

- (1) Touch **[2] JOB auto delete period setting** to display the Job Auto Delete Period Setting Screen.
- (2) Touch **Auto delete ON** to highlight it, then enter the number of weeks to keep the data, using the touch screen keypad. The maximum period of time is 52 weeks.
- (3) Touch **OK** to complete the setting.

### **To check the current state of HDD capacity:**

- (1) Touch **[3] State of HDD capacity** to display the State of HDD Capacity Screen. The bar chart on the screen shows the current state of HDD capacity.
- (2) Touch **RETURN** to return to the HDD Management Setting Menu Screen.

- 4 Touch **RETURN** to restore the Key Operator Mode Screen.
- 5 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

## Scan Transmission Setting [19]

Use this function to change or delete the address registered for transmitting the image data scanned on the machine.

The following three address types are provided.

- E-mail
- HDD (box No.)
- FTP (FTP server address)

NOTE: The [19] Scan Transmission Setting key will function only when the Print Controller is installed in the machine..

### Key Operator Mode Screen 2

Key operator mode menu  
Select one of following items

11 Tray auto select setting	16 Side 2 lens adjustment
12 Energy saver setting	17 Finisher adjustment
13 Memory switch setting	18 HDD management setting
14 Machine management list print	19 Scan transmission setting
15 Call remote center	20 Non-image area erase setting

RETURN

### Scan Transmission Setting Screen (E-Mail)

Scan transmission object change/del. E-Mail

E-Mail HDD FTP

GROUP P.01 / 01

aa	abcdefl
abb	ccc
abc	cccj
abcdefg	

CHANGE DELETE CANCEL OK

### Change E-Mail Address Screen

Please enter transmission object E-Mail

Entry Name test

E-Mail Address abc@konicaminolta.com

Delete Capital /Small Sign

CANCEL OK

### Scan Transmission Setting Screen (HDD)

Scan transmission object change/del. HDD

E-Mail HDD FTP

tst
jjjj
nist

CHANGE DELETE CANCEL OK

### Change Box No. Screen

Please enter Box No. HDD

Entry Name tst

Box No. 7777

Delete Capital /Small Sign

CANCEL OK

### Scan Transmission Setting Screen (FTP)

Scan transmission object change/del. FTP

E-Mail HDD FTP

abc
kkk
TSCassio

CHANGE DELETE CANCEL OK

### Change FTP Address Screen

Please enter transmission object FTP

Profile Name labc

Host Address srs

File Pass zzz

Login Anonymous




Password \*\*

Delete Capital /Small Sign

CANCEL OK

# Key Operator Mode

## Scan Transmission Setting [19] (continued)

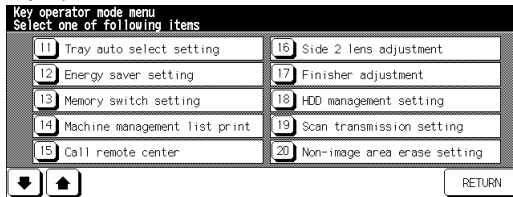
- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.  
To display menus [11] to [20] of the Key Operator Mode Screen, touch the  Lower arrow key.
- 2 Touch **[19] Scan transmission setting** to display the Scan Transmission Setting Screen.
- 3 Select the desired address type.  
Touch **E-Mail**, **HDD**, or **FTP** to display the registered name keys on each page.  
NOTE: Change E-Mail Address Screen is provided with the **GROUP** key. Touch the key to change the group name, if desired.
- 4 Select the name key to be changed or deleted.  
Touch the  Lower arrow key to scroll, or  Upper arrow key to return.  
  
**To delete the address:**  
Touch to highlight the desired name key, then touch **DELETE**.  
The selected key will be deleted from the screen.  
  
**To change the address:**  
(1) Touch to highlight the desired name key, then touch **CHANGE**.  
The subsequent screen according to the address type will be displayed. (See previous page.)  
(2) Touch to highlight the registered item key on the left, then change the information under that key using the alphabet keys on the screen.  
(3) Touch **OK** on each screen to complete the setting and restore the Scan Transmission Setting Screen.
- 5 Touch **OK** to restore the Key Operator Mode Screen.
- 6 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

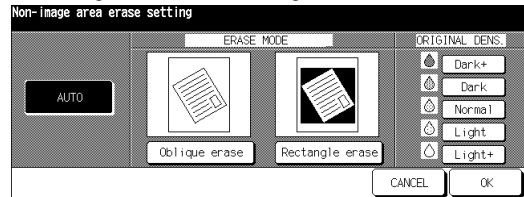
## Non-Image Area Erase Setting [20]

Select the mode of Non-Image Area Erase function to be in effect when this feature is selected on the Application Selection Screen after power is turned on or after Panel Reset occurs.

Key Operator Mode Screen 2



Non-Image Area Erase Setting Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**. Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.) To display menus [11] to [20] of the Key Operator Mode Screen, touch the Lower arrow key.
- 2 Touch **[20] Non-image area erase setting** to display the Non-Image Area Erase Setting Screen.
- 3 Select the desired erase mode and original density level. Touch **AUTO** to let the machine select the erase mode and density level automatically. To specify the erase mode manually, touch **Oblique erase** or **Rectangle erase**, as desired, then select the density level required. Five exposure levels are provided.
- 4 Touch **OK** to complete the setting and restore the Key Operator Mode Screen.
- 5 Touch **RETURN** to return to the Basic Screen and perform copying operations.

NOTE: 1 If an invalid password is entered, enter the valid 4-digit password.

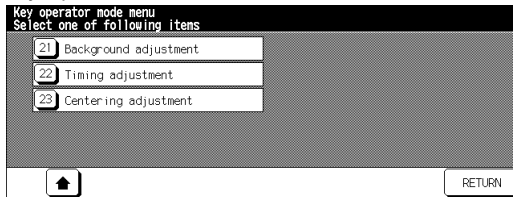
2 Select AUTO mode if the specified Oblique or Rectangle Erase mode does not function properly due to the type of set original.

# Key Operator Mode

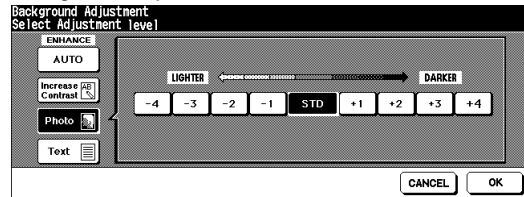
## Background Adjustment [21]


Use this function to specify the density level against the background in each of four enhance modes (AUTO, Increase Contrast, Photo, Text).  
STD (standard) is initially selected.

Key Operator Mode Screen 3



Background Adjustment Screen



- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.  
To display menus [11] to [20] and [21] to [23], touch the  Lower arrow key.
- 2 Touch **[21] Background adjustment** to display the Background Adjustment Screen.
- 3 Select the desired density level for each enhance mode.  
Touch an enhance mode key to display the popup menu, then touch the desired level key to highlight it.
- 4 Touch **OK** to complete the setting and restore the Key Operator Mode Screen.
- 5 Touch **RETURN** to return to the Basic Screen and perform copying operations.

# Key Operator Mode

## Timing Adjustment [22]

Use this mode to make fine adjustments of the timing for printing or scanning function.

- Printer restart timing adj.: adjusts the lead edge timing.
- Printer regist loop adj.: adjusts the paper loop amount in the registration roller section.
- Printer pre-regist adj.: adjusts the paper loop amount in each tray and ADU pre-registration roller section.
- Printer erasure amount adj.: conducts a leading edge erasure amount adjustment.
- Scanner (Platen) restart timing adj.: adjusts lead edge timing for original scanning.
- EDH restart timing adj.: adjusts lead edge timing of EDH.
- EDH regist loop adj.: adjusts the original loop amount in the EDH registration roller section.

Key Operator Mode Screen 3

Key operator mode menu  
Select one of the following items

21	Background adjustment
22	Timing adjustment
23	Centering adjustment

↑ RETURN

Timing Adjustment Menu Screen

Timing adjustment mode menu  
Select one of the following items

1	Printer restart timing adj.	6	EDH restart timing adj.
2	Printer resist loop adj.	7	EDH resist loop
3	Printer pre-regist adj.		
4	Printer erasure amount adj.		
5	Scanner(Platen) restart timing adj.		

RETURN

Printer Restart Timing Adjustment Screen

Printer restart timing adj.(LS345)  
- 3 \* 3 (-30 ~ +60) 1step = 0.1mm

LS345	1	2	3
LS280	4	5	6
LS172.5	7	8	9
+++	0	SET	

RETURN

Printer Regist Loop Adjustment Screen

Printer resist loop adj.(Tray)  
+ 0 \* 0 (-5 ~ +5) 1step = 0.2ms

	1	2	3
	4	5	6
	7	8	9
+++	0	SET	

RETURN

Printer Pre-regist Adjustment Screen

Printer pre-regist adj.(Tray 1)  
+ 0 \* 0 (-5 ~ +5) 1step = 0.2ms

	1	2	3
	4	5	6
	7	8	9
+++	0	SET	

NEXT BACK RETURN

Printer Erasure Amount Adjustment Screen

Printer erasure amount adj.  
-14 ~ 14 (-30 ~ +60) 1step = 0.1mm

	1	2	3
	4	5	6
	7	8	9
+++	0	SET	

RETURN



# Key Operator Mode

## Timing Adjustment [22] (continued)

Scanner (Platen) Restart Timing Adjustment Screen

Scanner(Platen) restart timing adj.  
+18 -18 (-20 - +60) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+<-	0	SET

NEXT BACK RETURN

EDH Restart Timing Adjustment Screen

EDH restart timing adj.(Simplex)  
-40 +1 (-60 - +50) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+<-	0	SET

NEXT BACK RETURN

EDH Regist Loop Adjustment Screen

EDH regist loop (Simplex)  
+0 +0 (-10 - +10) 1step = 0.5mm

1	2	3
4	5	6
7	8	9
+<-	0	SET

NEXT BACK RETURN

- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.

NOTE: If an invalid password is entered, enter the valid 4-digit password.

To display menus [11] to [20] and [21] to [23], touch the Lower arrow key.

- 2 Touch **[22] Timing adjustment** to display the Timing Adjustment Menu Screen.
- 3 Touch the desired menu key to display the adjustment screen for each function.
- 4 Make fine adjustment on the screen.

Touch +<-> to select "+" or "-" as desired, enter the value, then touch **SET**.

Check the entered value on the left side of the second line in the message area.

If provided, touch **NEXT** or **BACK** to move to the next or previous adjustment area.

Touch **RETURN** to restore the Timing Adjustment Menu Screen.

- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 Touch **RETURN** to return to the Basic Screen and perform copying operations.

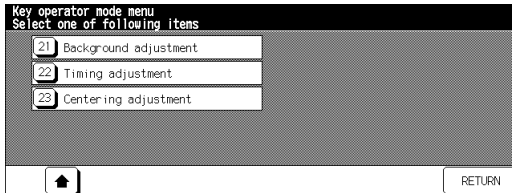
# Key Operator Mode

## Centering Adjustment [23]

Use this mode to make various adjustments concerning the image centering function.

- Printer centering adjustment: adjusts the mis-centering of images vertical to paper feed direction.
- Scanner centering adjustment: adjusts the centering when scanning the platen original.
- EDH centering adjustment: adjusts the centering when scanning the EDH original.

Key Operator Mode Screen 3

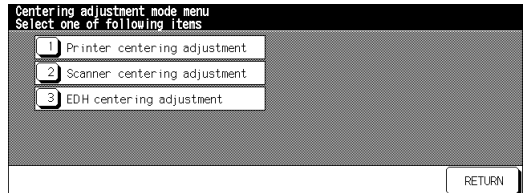


Key operator mode menu  
Select one of following items

21	Background adjustment
22	Timing adjustment
23	Centering adjustment

⬇️ RETURN

Centering Adjustment Menu Screen

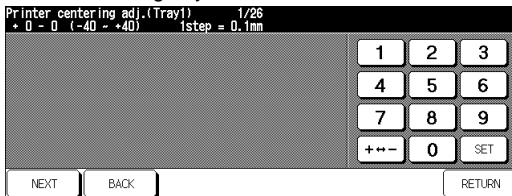


Centering adjustment mode menu  
Select one of following items

1	Printer centering adjustment
2	Scanner centering adjustment
3	EDH centering adjustment

RETURN

Printer Centering Adjustment Screen



Printer centering adj. (Tray1) 1/28  
+ 0 - 0 (-40 - +40) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+ --	0	SET

NEXT BACK RETURN

Scanner (Platen) Centering Adjustment Screen



Scanner (Platen) centering adjustment  
+ 0 - 0 (-30 - +30) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+ --	0	SET

NEXT BACK RETURN

EDH Centering Adjustment Screen



EDH centering adjustment (Front)  
+ 0 - 0 (-30 - +30) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+ --	0	SET

NEXT BACK RETURN

- 1 Press [Help] to display the Help Screen, then touch **Key Operator Mode**.  
Enter the 4-digit Key Operator password, then touch **OK** to display the Key Operator Mode Screen.  
NOTE: If an invalid password is entered, enter the valid 4-digit password.  
To display menus [11] to [20] and [21] to [23], touch the ⬇️ Lower arrow key.
- 2 Touch **[23] Centering adjustment** to display the Centering Adjustment Menu Screen.
- 3 Touch the desired menu key to display the adjustment screen for each function.

# Key Operator Mode

## Centering Adjustment [23] (continued)

4 Make fine adjustment on the screen.

Touch +<->- to select “+” or “-” as desired, enter the value, then touch **SET**.

Check the entered value on the left side of the second line in the message area.

If provided, touch **NEXT** or **BACK** to move to the next or previous adjustment item.

Touch **RETURN** to restore the Centering Adjustment Menu Screen.

5 Touch **RETURN** to restore the Key Operator Mode Screen.

6 Touch **RETURN** to return to the Basic Screen and perform copying operations.

## Key Operator Mode

## Key Operator ECM Form

[illegible]

## Section 14 : Maintenance & Supplies

Loading Paper .....	14-2
Adding Toner .....	14-9
Inserting a New Staple Cartridge into FN-121/FN-10 Finisher .....	14-10
Inserting a New Staple Cartridge into FN-115 Finisher .....	14-11
Empty Trash Basket of PK-2/PK-5/PK-5 (US 2 HOLES) Punch Kit .....	14-12
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Cleaning the Left Partition Glass .....	14-15
Cleaning the Document Glass and Inner Surface of the EDH .....	14-15

# Maintenance & Supplies

## Loading Paper

### Paper Indicator ( )

A paper indicator always appears on the tray key of the Basic Screen to indicate the paper level.

### Paper Empty Indicator ( or )

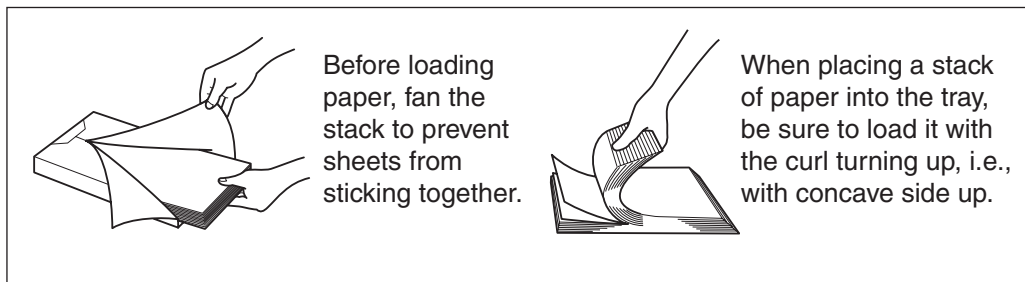
The Paper empty indicator flashes on the tray key of the Basic Screen when a tray is empty. Add paper to the tray when the Paper empty indicator is flashing.

Do not exceed the following tray limits:

Tray 1:	1,500 sheets 20lb (1,290 sheets 24lb)
Tray 2:	1,000 sheets 20lb (860 sheets 24lb)
Tray 3/4:	500 sheets 20lb (430 sheets 24lb)
LCC:	4,000 sheets 20lb
Multi-sheet bypass tray:	100 sheets 20lb
(Do not load above the limit indicated on the side guide plate.)	

## Using the HELP Key

To learn how to load paper at any time, press [Help], then touch any tray to display instructions on the touch screen. For details on tray position size vs. paper size, see Section 4: Paper Information.



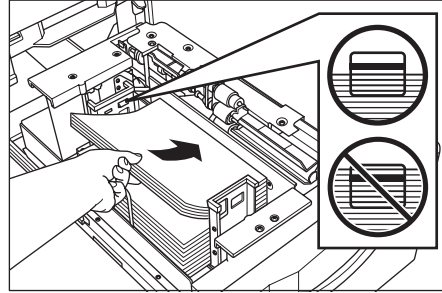
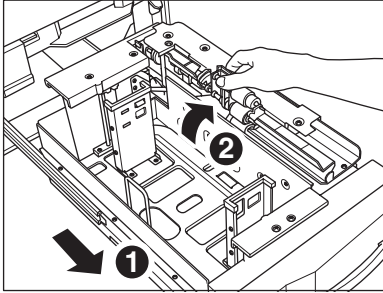
See the following pages for instructions on loading paper in trays 1~4 and LCC.

# Maintenance & Supplies

## Loading Paper (continued)

### Loading Paper in Tray 1 and 2

When Thick or Thin is displayed on the tray key of the Basic Screen, be sure to load the specified paper; otherwise mishandled paper may occur.



**1** Withdraw tray 1 or 2, and open the paper feed roller.

NOTE: Do not withdraw the tray forcibly; otherwise you may be injured.

**2** Place paper on the tray with the curl side turning up, aligning it to the right side of the tray.

Load size 8.5"x11", 8.5"x11"R or 5.5"x8.5" (service-adjustable)

Do not stack paper above the limit indicated on the side guide plate.

NOTE: Be sure that the rear guide plate is securely aligned to the paper; otherwise machine trouble may occur.

**3** Push the tray back fully into the copier.

NOTE: Do not bump the tray into the main body; otherwise machine trouble may be caused.

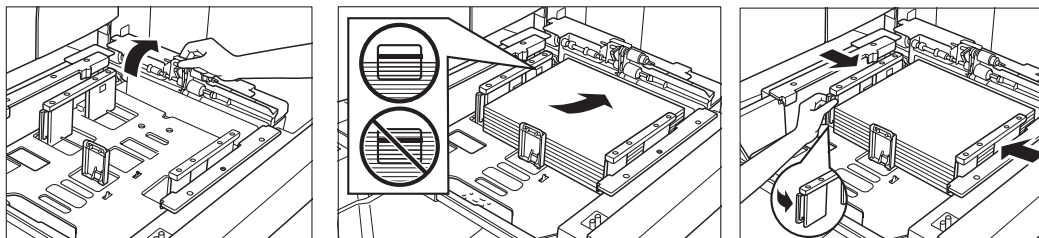
# Maintenance & Supplies

## Loading Paper (continued)

### Loading Paper in Tray 3 and 4

When Thick or Thin is displayed on the tray key of the Basic Screen, be sure to load the specified paper; otherwise mishandled paper may occur.

When TAB is displayed on the tray key of the Basic Screen, see p. 14-6.



- 1 Withdraw tray 3 or 4, and open the paper feed roller.

NOTE: Do not withdraw the tray forcibly; otherwise you may be injured.

- 2 Place paper on the tray with the curl side turning up, aligning it to the right side of the tray.

Load size 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R or 5.5"x8.5" (user-adjustable)

Do not stack paper above the limit indicated on the side guide plate.

- 3 Align the side guide plates to the edge of the paper, while pressing the release knob located at the rear side guide plate.

NOTE: Be sure that the side guide plates are securely aligned to the paper; otherwise the machine cannot detect the correct paper size, or copies may not be punched in position.

- 4 When paper is seated properly, close the paper feed roller.

- 5 Push the tray back fully into the copier.

NOTE: Do not bump the tray into the main body; otherwise machine trouble may be caused.



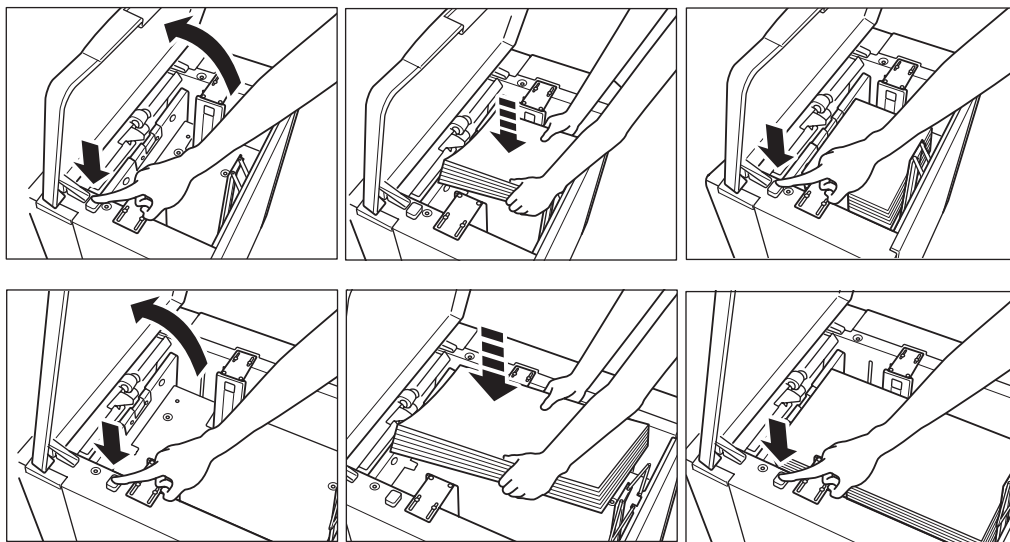
# Maintenance & Supplies

## Loading Paper (continued)

### Loading Paper in LCC (C-403/C-404)

When Thick or Thin is displayed on the tray key of the Basic Screen, be sure to load the specified paper; otherwise mishandled paper may occur.

When TAB is displayed on the tray key of the Basic Screen, see p. 14-7.



- 1 Open the LCC top door.
- 2 Press the paper loading button to lower the LCC bottom plate.
- 3 Load the fixed size paper into the LCC with the paper curl turning downward.
- 4 Repeat the steps 2 and 3 until the bottom plate cannot go down any more.  
Load size 8.5"x11" or A4 (service-adjustable) for C-403; or load size 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, A3, B4, A4, A4R, or F4 for C-404.  
Do not stack paper above the paper hook level.
- 5 Close the LCC top door.

# Maintenance & Supplies

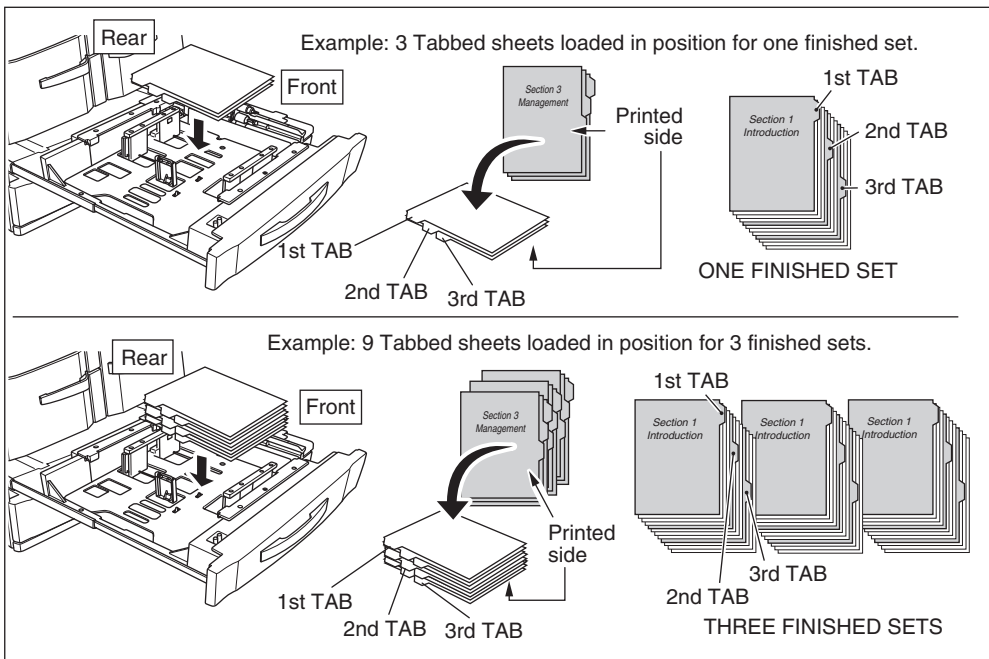
## Loading Paper (continued)

### Loading Tabbed Sheets in Tray 3, or 4

Load offset tabbed sheets so that the tab extensions are on the left at the rear (not front) of the tray. The tab extension width should be 0.5" (12.5 mm) or less.

When loading tabbed sheets in the tray, be sure to specify the paper type as TAB in the Key operator mode; otherwise mishandled paper may occur. See p. 13-25 to p. 13-26.

The top sheet is designated face down as the first tab of the finished set. Subsequent offset tab sheets follow in sequence.



**NOTE:** Service can set the Tray 1 or 2 to have the tabbed sheets loaded. Contact your service representative, if desired.

# Maintenance & Supplies

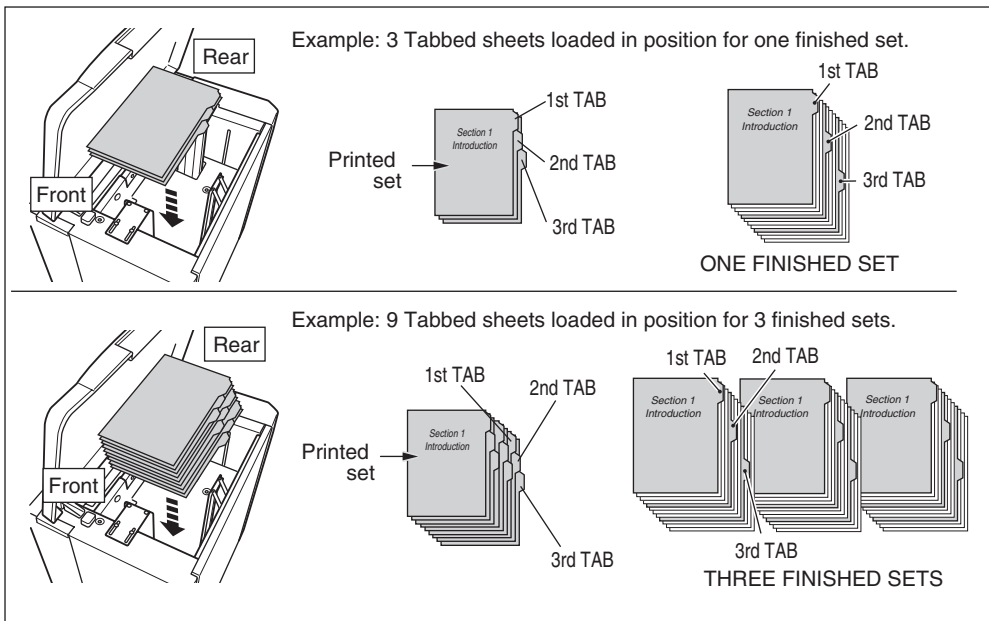
## Loading Paper (continued)

### Loading Tabbed Sheets in LCC (C-403/C-404)

Load offset tabbed sheets so that the tab extensions are on the right at the rear (not front) of the tray. The tab extension width should be 0.5" (12.5 mm) or less.

When loading tabbed sheets in the tray, be sure to specify the paper type as TAB in the Key Operator mode; otherwise mishandled paper may occur. See p. 13-25 to p. 13-26.

The top sheet is designated face up as the first tab of the finished set. Subsequent offset tab sheets follow in sequence.

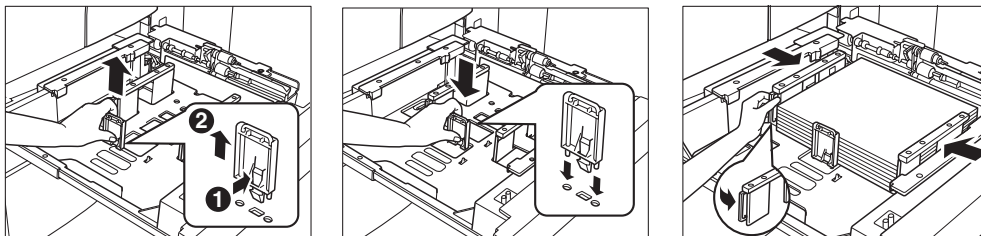


# Maintenance & Supplies

## Loading Paper (continued)

### Changing Paper Size of Tray 3 and 4

The main body trays 3 and 4 are user-adjustable. Change the paper size of the tray according to the procedure below.



**1** Withdraw the tray for which the paper size will be changed.

NOTE: Do not withdraw the tray forcibly; otherwise you may be injured.

**2** Open the paper feed roller.

**3** Remove the rear guide plate while pressing the knob, then insert it into the position designated for your desired paper size.

NOTE: Be sure to insert the rear guide plate into the position of the paper size to be set; otherwise machine trouble may occur.

**4** Load paper on the tray, then align the side guide plates to the edge of the paper, while pressing the release knob located at the rear side guide plate.

NOTE: Be sure that the side guide plates are securely aligned to the paper; otherwise the machine cannot detect the correct paper size.

**5** Close the paper feed roller, then push the tray back fully into the machine. The tray key on the Basic Screen will indicate the paper size currently specified.

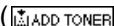
NOTE: Do not bump the tray into the main body; otherwise machine trouble may be caused.

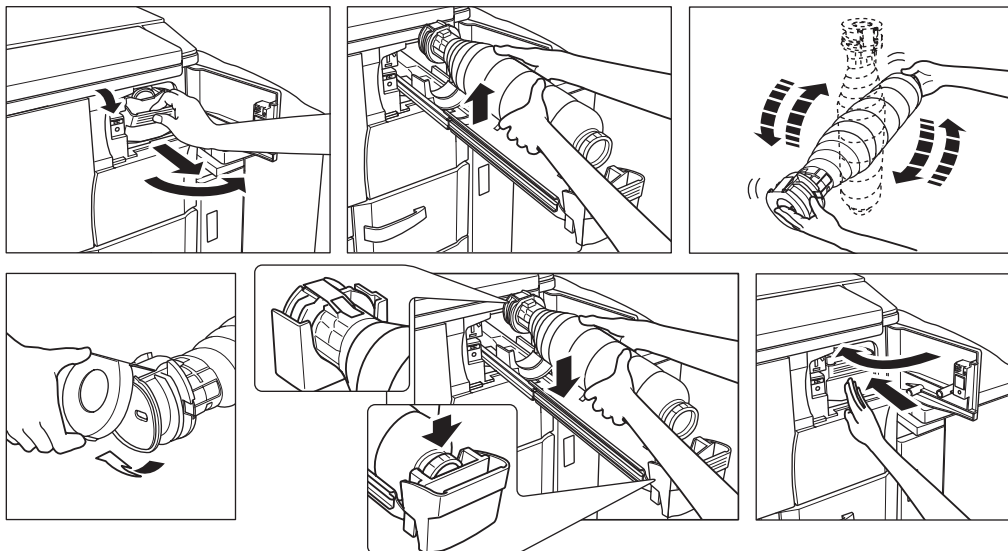
# Maintenance & Supplies

## Adding Toner

### CAUTION

Keep toner cartridge away from children. Although the toner is non-toxic, do not inhale it or allow it to enter your eyes. In case the toner comes in contact with eyes, please consult your physician.

When toner supply is low, the message “Please add toner” and ADD TONER icon () will be displayed on the touch screen.



- 1 Open the Toner access door.
- 2 Pull the Toner cartridge holder lever forward and withdraw the Toner cartridge holder.
- 3 Remove the empty toner cartridge.
- 4 Shake the new Toner cartridge several times to loosen toner.
- 5 Remove the Toner cartridge cap.
- 6 Set the new Toner cartridge into the Toner cartridge holder.

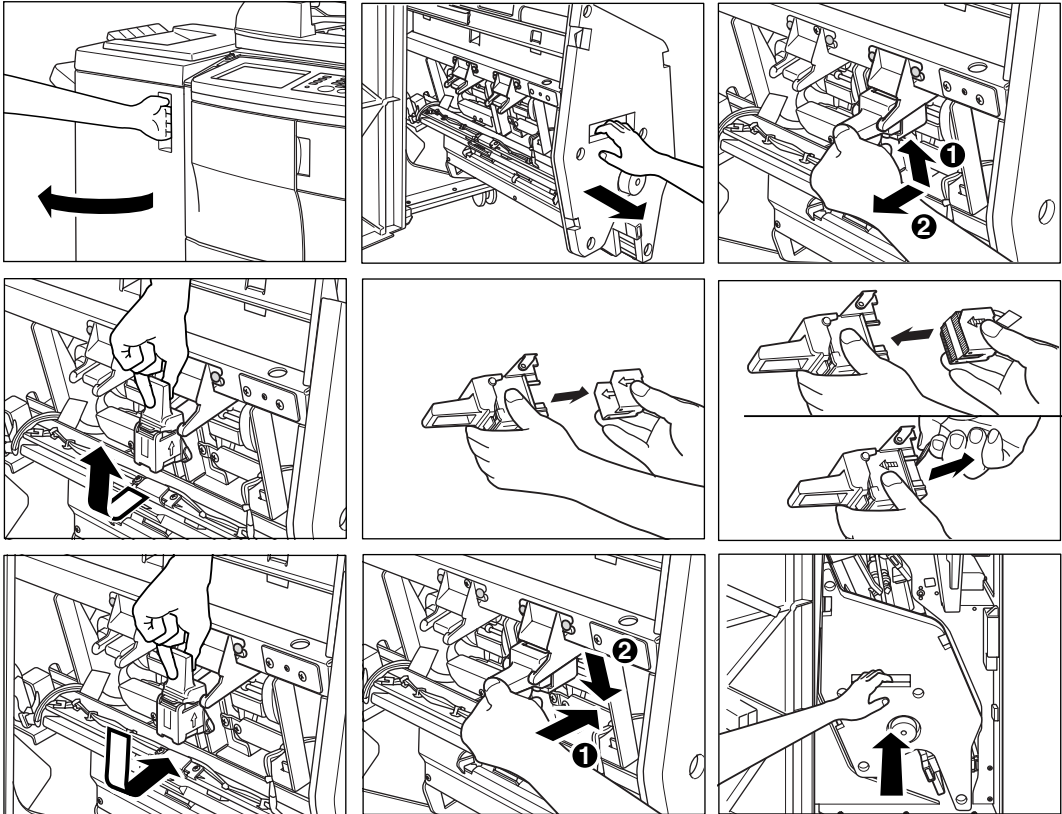
NOTE: Fit the bottom of the Toner cartridge into the rear part of the Toner cartridge holder, with the cartridge label face up.

- 7 Push the Toner cartridge holder lever backward and return the toner cartridge holder to its original position.
- 8 Close the Toner access door securely.

## Maintenance & Supplies

### Inserting a New Staple Cartridge into FN-121/FN-10 Finisher

Use only the staples supplied by us. Contact your service representative to reorder.

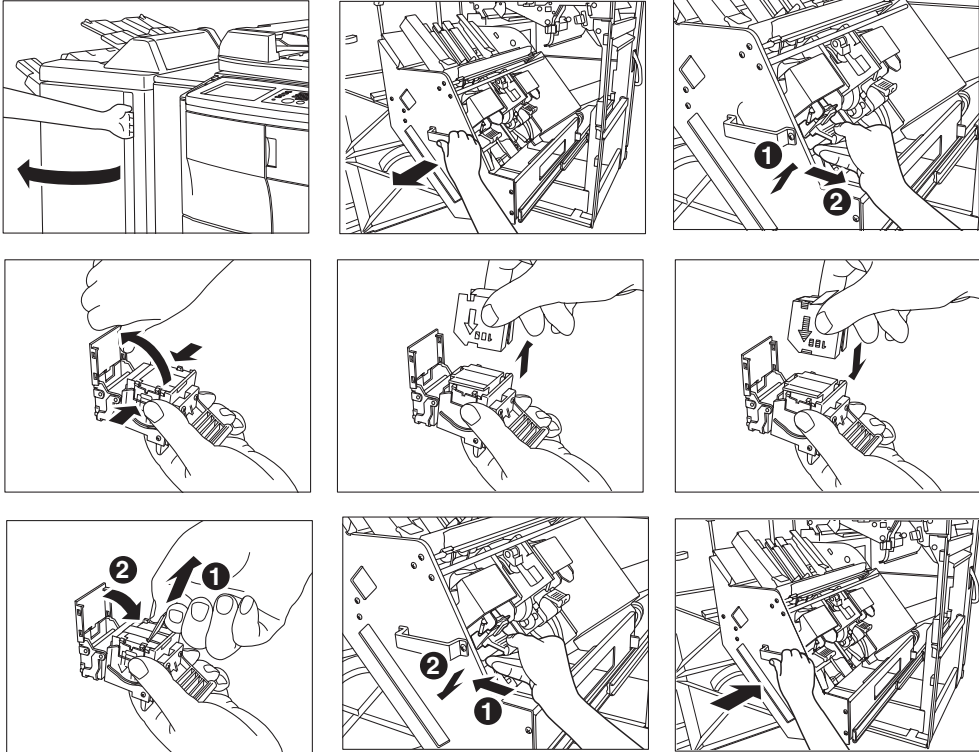


- 1 Open the Finisher door.
  - 2 Pull out the stacker unit by holding the stacker unit handle.
  - 3 Pull up the cartridge housing, then remove it while sliding it along the stapler rail.
  - 4 Remove the empty cartridge from the cartridge housing.
  - 5 Insert the new cartridge into the housing, then remove the lock tape from the cartridge.
- NOTE: Do not remove the staples remaining inside the housing; otherwise, the first sheet output after the replenishment will not be stapled.
- 6 Insert the cartridge housing while sliding it along the stapler rail, then push down in to secure it in place.
  - 7 Return the stacker unit to its original position.
  - 8 Close the Finisher door.

## Maintenance & Supplies

### Inserting a New Staple Cartridge into FN-115 Finisher

Use only the staples supplied by us. Contact your service representative to reorder.



- 1 Open the Finisher door.
  - 2 Pull out the stacker unit by holding the stacker unit handle.
  - 3 Pull up the cartridge housing, then remove it while pulling it forward.
  - 4 Open the bottom of the cartridge housing while pressing two locks on both sides, then remove the empty cartridge from the cartridge housing.
  - 5 Firmly insert the new cartridge into the housing while the arrow indication on the cartridge appears as shown below.
  - 6 Remove the lock tape from the cartridge, then close the bottom of the housing.
- NOTE: Do not remove the staples remaining inside the housing; otherwise, the first sheet output after the replenishment will not be stapled.
- 7 Insert the cartridge housing then push down in to secure it in place.
  - 8 Return the stacker unit to its original position.
  - 9 Close the Finisher door.

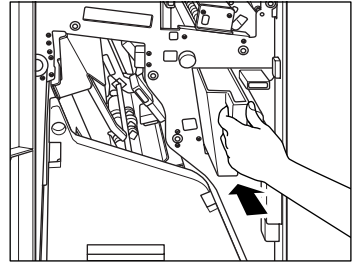
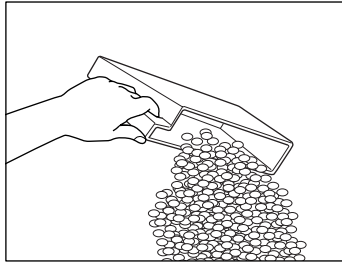
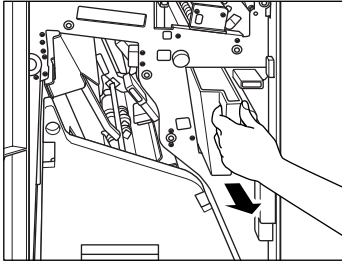
## Maintenance & Supplies

### Empty Trash Basket of PK-2/PK-5/PK-5 (US 2 HOLES) Punch Kit

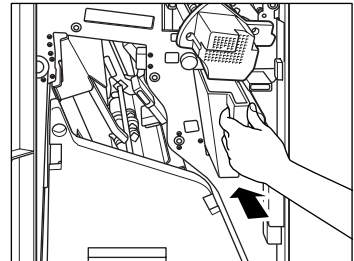
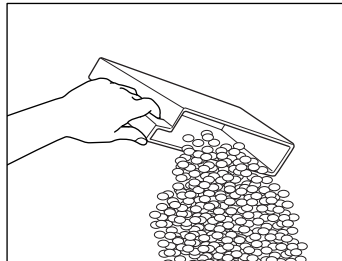
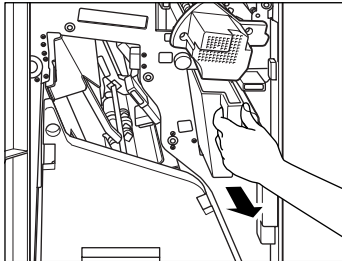
When the trash basket becomes full, “Trash basket of Punch kit is full / Please empty trash basket” message displays on the touch screen.

Follow the procedure below to empty the trash basket.

#### PK-2



#### PK-5/PK-5 (US 2 HOLES)



- 1 Open the Finisher door and withdraw the trash basket.
- 2 Empty the trash basket.
- 3 Return the trash basket to its original position, then close the Finisher door securely.

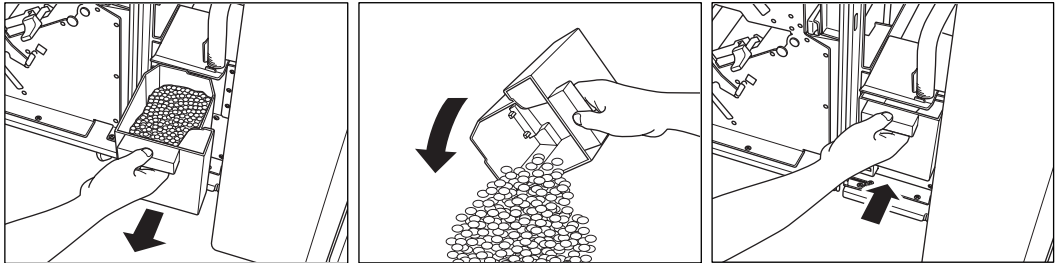


## Maintenance & Supplies

### Empty Trash Basket of ZK-3 Z-Fold Kit

When the trash basket becomes full, “Trash basket of Z-Fold kit is full / Please empty trash basket” message displays on the touch screen.

Follow the procedure below to empty the trash basket.



- 1 Open the Z-Fold Kit front door with the Finisher door and withdraw the trash basket.
- 2 Empty the trash basket.
- 3 Return the trash basket to its original position, then close the Z-Fold Kit front door securely.

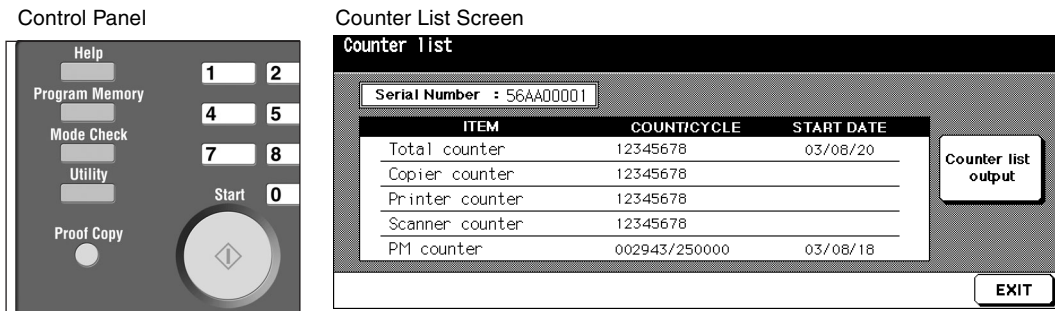
# Maintenance & Supplies

## Preventive Maintenance

After a set number of copies have been made on your copier, Preventive Maintenance (PM) will be required for maintaining optimal performance.

When preventive maintenance is due, a message will prompt you to contact your service representative for maintenance.

## Reading the PM Counter



- 1 Press [Utility] to display the Counter List Screen.
- 2 Press [Mode Check] to display the PM count on the Counter List Screen.
- 3 Touch EXIT to return to the Basic Screen.

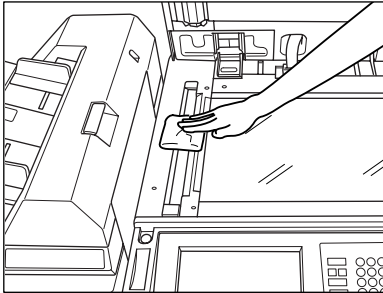
## Printing the PM Counter

- 1 Press [Utility] to display the Counter List Screen.
- 2 Press [Mode Check] to display the PM counter on the Counter List Screen.
- 3 Touch **Counter list output**. The Basic Screen will be displayed.
- 4 Touch the desired tray key to select the copy size.
- 5 Press [Start]. The counter list will be printed out, and the list print mode will be released.

## Maintenance & Supplies

### Cleaning the Left Partition Glass

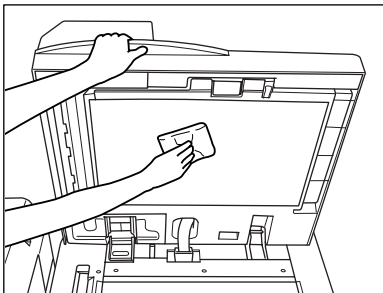
The glass partition at the far left of the platen glass is designed for real-time scanning from the EDH. Keep this glass clean; otherwise soil marks may be copied, resulting in dark lines on the copies.



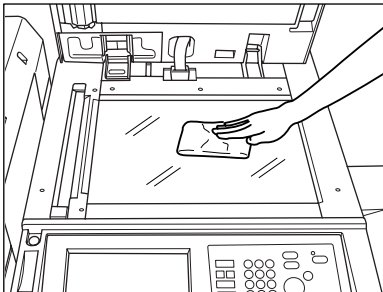
Raise the EDH, and clean the left partition glass with a clean soft cloth.

### Cleaning the Document Glass and Inner Surface of the EDH

The platen glass and the inner surface of the EDH should be kept clean. Otherwise, soil marks may be copied.



Raise the EDH, and clean the glass and inner surface of the EDH with a clean soft cloth.



#### NOTES:

1. The glass may also be cleaned with a soft cloth dampened slightly with water; or with an antistatic cleaner recommended by your service representative.
2. Never use paint solvents, such as benzene or thinners, to clean any portion of the copier.



## Section 15 : Troubleshooting

Call for Service .....	15-2
Memory Overflow .....	15-4
Power OFF/ON Screen .....	15-5
Clearing Mishandled Paper .....	15-6
Copying Hints .....	15-8

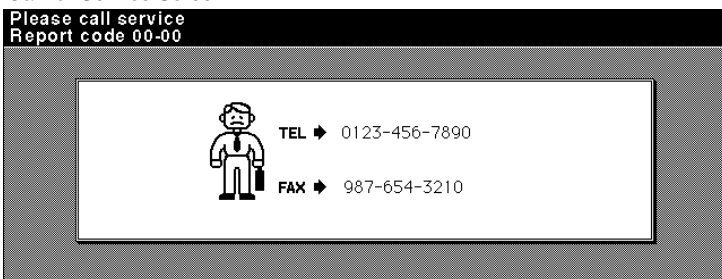
# Troubleshooting

## Call for Service

### CAUTION

A Call for Service message indicates a machine condition that requires the attention of your service representative.

Call for Service Screen



- 1 Immediately make note of the Report code number indicated in the upper portion of the screen.
- 2 Turn OFF the main switch and main power switch.
- 3 Unplug the machine.
- 4 Contact your service representative and report the condition and code number.

# Troubleshooting

## Call for Service (continued)

### Limited Use of the Copier in Trouble

If the message shown below is displayed on the Call for Service Screen, you may continue operating the copier on a limited function basis and utilize the trays and ADU that are not affected by the trouble. To obtain this limited functionality of the copier, consult your service representative. Be sure to utilize the limited function only temporarily, and arrange for machine repair immediately.

- 1 If limited use of the copier is available, the following message is displayed in the message area instead of the Report code.

Tray 1 failure  
Press AUTO to select except this tray

- 2 Press [Panel Reset].

Please switch ON/OFF  
E 18-2

- 3 Turn the power switch OFF, then ON.  
A copying job can be continued without using the troubled portion of the machine (ex. Tray 1).

### CAUTION

EVEN IF THE COPYING JOB CAN BE CONTINUED WITH THE ABOVE OPERATION, IMMEDIATELY CONTACT YOUR SERVICE REPRESENTATIVE WHEN THE CALL FOR SERVICE SCREEN IS DISPLAYED.

# Troubleshooting

## Memory Overflow

In certain modes, the Konica Di5510/Di7210 uses memory for convenience and to make operations flow smoothly. Occasional memory overflow may occur if the installed memory is inadequate for the copy conditions selected. Should memory overflow occur frequently, it is recommended that you contact your service representative to extend the memory capacity in your machine.

When memory overflow occurs, the following screen will be displayed to enable you to take an appropriate measure for the current job situation.

Memory Overflow Management Screen



When memory overflow occurs while scanning the first job, the machine stops immediately, and the screen provides **JOB STOP** and **SCAN STOP** as the only two available options.

NOTE: If the job settings include Booklet mode, **SCAN STOP** will disappear.

- To delete all the scanned data and discontinue the job, touch **JOB STOP**.
- To stop further scanning but print out all the data already scanned into memory, touch **SCAN STOP**.

When memory overflow occurs during the reserve operation, **CONTINUE** also appears on the active screen. In this case, the machine will not stop until all the jobs on standby for printing are completed.

- To delete the scanned data and discontinue the last reserve job, touch **JOB STOP**.
- To stop further scanning but print out the data already scanned for the last reserve job, touch **SCAN STOP**.

NOTE: If the job settings include Booklet mode, **SCAN STOP** will disappear.

- To continue scanning the last reserve job, touch **CONTINUE** as the current printing job gradually enables memory for new data.

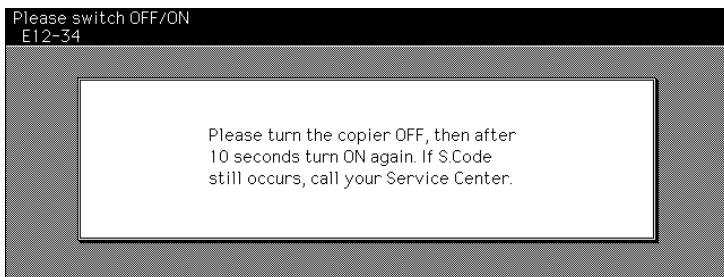


# Troubleshooting

## Power OFF/ON Screen

When any trouble affects the electric signal of the copier, the Power OFF/ON Screen will be displayed.

Power OFF/ON Screen



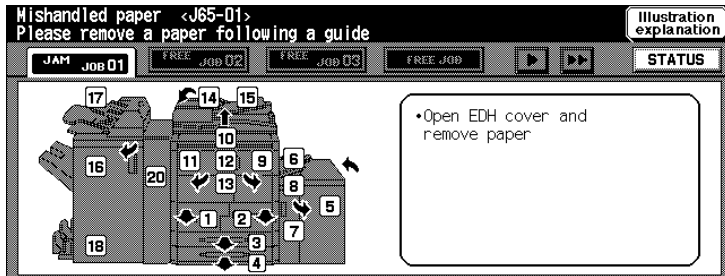
# Troubleshooting

## Clearing Mishandled Paper

### CAUTION

When removing mishandled paper, be sure to leave no torn paper inside the machine, avoid touching the drum or scratching it in any way, and keep all metal and magnetic objects, e.g., watches, jewelry, etc. away from the drum area.

When a paper misfeed occurs, the copier stops making copies and mishandled paper codes display on the screen to indicate misfeed area(s). A flashing code indicates the area that should be cleared first. To view Help screen instructions, touch **Illustration explanation** when the flashing mishandled paper code displays. Be sure to remove paper from each flashing location until all locations are cleared.



The following 18 mishandled paper codes display for specific areas of the machine.

Code	Location	Code	Location
[1]	: Tray 1	[11]	: Main body
[2]	: Tray 2	[12]	: Main body
[3]	: Tray 3	[13]	: ADU or Main body
[4]	: Tray 4	[14]	: EDH
[5]	: LCC	[15]	: EDH
[6]	: Multi-sheet bypass tray	[16]	: Finisher
[7]	: Right side cover of Main body	[17]	: Finisher (Cover inserter)
[8]	: LCC and Main body	[18]	: Finisher (Book making unit)
[9]	: Multi-sheet bypass tray and Main body		
[10]	: Main body	[20]	: Z-Fold kit

# Troubleshooting

## Clearing Mishandled Paper (continued)

### **WARNING:**

The right rear area of the conveyance fixing unit generates high voltage. If touched, electrical shock may occur. **DO NOT TOUCH!**

### **CAUTION:**

The fixing unit is internally very hot. To avoid getting burned **DO NOT TOUCH** the area. Use care when withdrawing the conveyance fixing unit, and remove the mishandled paper in the fixing unit.

### **CAUTION:**

The conveyance fixing unit is heavy. Use care and draw it out gently; otherwise you may be injured.

### **CAUTION:**

**DO NOT** put your hand between the main body and developing fixing unit; otherwise you may be injured.

### **CAUTION:**

Inside the Booklet mode outlet is the roller drive unit. **DO NOT** put your hand into it when removing the folded or stapled & folded sheet; otherwise you may be injured.

# Troubleshooting

## Copying Hints

### **COPIER DOES NOT OPERATE WHEN POWER SWITCH IS ON**

Fully insert paper trays.

Close EDH.

Close Front doors and Toner access door of main body.

Close Finisher door.

Check to be sure main power switch is ON.

Check to be sure power plug is firmly inserted in electrical socket.

### **COPY IMAGE IS TOO LIGHT**

Manually adjust copy density to darker density.

Check toner indicator and add toner, if required.

Check paper for dampness. Do not leave paper in copier when humidity is high.

Check to see if Photo, Text, or Increase Contrast mode is required.

Check the Density shift.

### **COPY IMAGE IS TOO DARK**

Manually adjust copy density to lighter density.

Check to see if Photo, Text, or Increase Contrast mode is required.

Check the Density shift.

### **COPY IMAGE IS NOT CLEAN OR SHOWS SPOTS**

Use clean originals since dirt marks may be copied.

Keep platen glass and inner surface of EDH clean.

Call for service if "Call for service" is displayed in the message area.

Check density indicator and lighten if required.

### **COPY PAPER MISHANDLES DURING COPYING**

Fan copy paper and load it with curl side in proper location. Do not exceed the tray capacity.

### **COPY IMAGE CAN BE RUBBED OFF**

Check copy paper thickness. Use Thick paper mode, if paper weight requires it.

### **MAGNIFICATION CANNOT BE CHANGED**

Reduce & Shift are incompatible with magnification.

Press [Panel Reset] and set desired copying conditions without using Reduce & Shift.

### **DUPLEX MODES CANNOT BE SELECTED**

Fully close EDH, then select Duplex mode again.

### **COPY QUALITY IS POOR**

Check paper for dampness, and replace it if necessary.

# Troubleshooting

## Copying Hints (continued)

### **COPYING DOES NOT BEGIN AFTER PRESSING START**

Insert or adjust the appropriate paper tray for copy size selected.

Close document cover firmly.

Close Front doors and Toner access door of main body completely.

Close Finisher door completely.

### **COPYING DOES NOT RESUME AFTER MISHANDLED PAPER IS REMOVED**

Check copier diagram on touch screen for additional indications of mishandled paper.

### **THE ORIGINAL PAPER IS MISHANDLED OR SKEWED IN THE EDH**

Originals should conform to the recommended size and weight.

Be sure originals are not stapled.

Align originals evenly in the EDH.

Check to make sure paper guides meet the width of mixed size originals.

### **COPY IMAGE IS SKEWED WHEN BYPASS IS USED**

Be sure copy paper is inserted straight.

### **USING ECM, COPIES CANNOT BE MADE AFTER PASSWORD IS ENTERED**

Check to see if the message EXCEEDS LIMIT is displayed.

Contact Key Operator to reset limit.

### **FINISHER DOES NOT OPERATE**

Press **OUTPUT APPLI.** key.

Check for a paper misfeed and remove it, as required. Properly close finisher door.

### **EDH INDICATOR WILL NOT LIGHT AFTER AUTO/RESET IS PRESSED**

Fully close EDH.

### **EDH LIGHT IS FLASHING**

The EDH is ready to accept originals.

Insert originals on EDH tray, press [Panel Reset], then [Start].

### **ADD TONER MESSAGE IS DISPLAYED**

New toner supply is needed. Follow instructions for adding toner.

### **CALL FOR PM IS DISPLAYED IN MESSAGE AREA**

Contact your service representative for Preventive Maintenance.

### **APS SELECTS THE WRONG PAPER SIZE**

Paper guides must be adjusted exactly to the size of originals.

# Troubleshooting

## Copying Hints (continued)

### **IN MIXED ORIGINAL MODE, A MESSAGE TO LOAD A REQUIRED PAPER SIZE DISPLAYS, EVEN THOUGH THAT SIZE IS LOADED IN ONE OF THE TRAYS**

Paper sizes loaded in the trays must be consistent with the tray position size; otherwise, the tray key on the Basic Screen will blink.

### **THE BASIC SCREEN DOES NOT DISPLAY SETTINGS AS DESCRIBED IN USER'S MANUAL**

Check with the Key Operator, as Initial Settings may have been changed.

### **“PLEASE CHECK ORIGINAL”**

This message displays when the copier detects a non-standard paper size on the platen glass.

Select copy size and press [Start]. 1.000 magnification will be selected automatically.

If this message continues to display after selecting copy size, select 1.000 magnification, even if it is already indicated, then press [Start]. If desired, ask your service representative to enable the machine to default to 1.000 magnification in this situation.

### **SHEET INSERTION RESULT IS NOT AS EXPECTED**

Blank insertion: Be sure manuscript originals do not already include blank sheets in the locations designated for sheet insertion.

Copy insertion: To ensure that chapter sheets in 1-2 mode always appear on the right hand side in the finished set, insertion sheets must be designated on the page setting screen with odd numbers, not even. If required, make an even numbered original page odd by inserting a blank sheet in front of that page, so that the blank sheet is even and the insertion sheet is odd.

### **FINISHER STAPLE RESULT IS NOT AS EXPECTED**

The 2 staple position functions only on copy paper that is loaded vertically (portrait style).

### **COPIES SKEW IN THE STAPLED SETS**

Check to see if copy paper is excessively curled in the tray.

Reload the copy paper upside down.

### **USING PUNCH, COPIES CANNOT BE PUNCHED**

Check to see if the message “Trash basket of Punch kit/Z-Fold kit is full” is displayed.

Empty the trash basket of Punch kit or Z-Fold kit.

### **COPIES CANNOT BE STAPLED OR PUNCHED IN POSITION**

Check to make sure the side guide plates are securely aligned to the copy paper in the paper tray to be used.

Check to see if copy paper is excessively curled in the tray. Reload the copy paper upside down.

## Section 16 : Machine Specifications

Specifications ..... 16-2

## Specifications

Product Name	Di5510/Di7210
Configuration	Console with stationary platen
Photoreceptor	OPC drum
Method	Laser Electrostatic
Toner	Black, cartridge type
Recommended Operating Environment	50°~86°F (10°~30°C); 10~80% RH
Warm Up	Di5510: Approx. 5.0 min. @68°(20°C); 50% RH Di7210: Approx. 6.0 min. @68°(20°C); 50% RH
Panel Reset	Off/30 sec./1 min./1.5 min./2 min./2.5 min./3 min./ 3.5 min./4 min./4.5 min./5 min.
First Copy Out Time	From Platen Glass: Di5510: Approx. 3.4 sec. for 8.5"x11" Di7210: Approx. 3.0 sec. for 8.5"x11"
Copy Rate	Di5510: 55 cpm: 8.5"x11", 5.5"x8.5" 45 cpm: 8.5"x11"R 37 cpm: 8.5"x14" 32 cpm: 11"x17" Di7210: 72 cpm: 8.5"x11", 5.5"x8.5" 56 cpm: 8.5"x11"R 47 cpm: 8.5"x14" 40 cpm: 11"x17"
Continuous Copy	1~9,999 copies
Voltage	120V±10% 16A 60Hz±2.5Hz
Grounding	Isolation recommended
Power Consumption	Max. 1,920 VA (full option)
Noise Level (main body)	Approx. 75 dB (A) or less, during copying
Automatic Modes	AMS; AES (plus 9-level manual density); APS detects 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"
Magnification	Presets; 0.500, 0.647, 0.733, 0.785, 1.214, 1.294, 1.545, 2.000 3 User Sets - 0.250~4.000, set by Key Operator Zoom range - 0.250~4.000 in 0.001 (0.1%) steps

*Specifications Subject To Change Without Notice*



## Specifications

Originals on Platen	Max. size: 11"x17" (297 mm x 458 mm)
Originals in EDH	Sunplex original mode: 1>1; 1>2 11"x17"; 8.5"x14"; 8.5"x11"R; 8.5"x11"; 5.5"x8.5" Max. 100 sheets (20 lb) feed/exit capacity  Duplex original mode: 2>2; 2>1 11"x17"; 8.5"x14"; 8.5"x11"R; 8.5"x11"; 5.5"x8.5" Max. 100 sheets (20 lb) feed/exit capacity  Mixed mode: 11"x17"+8.5"x14"+8.5"x11"+5.5"x8.5" or 8.5"x14"+8.5"x11"R, 8.5"x11", 5.5"x8.5" Max. 100 sheets (20 lb) feed/exit capacity  Original weight: 13~34 lb bond; curl max. 10 mm or less (Transparency, Paste-up, Offset master, Labels, & Intermediate papers unavailable)
Paper Source	Main body trays 1/2; 1,500/1,000 sheets Main body trays 3/4; 500/500 sheets LCC tray 4; 4,000 sheets Multi-sheet bypass tray; 100 sheets Tray 3/4 user adjustable Tray 1/2 and LCC adjusted by your service representative
Paper Exit Tray	150 sheets (20 lb)
Paper Weight	16 lb~24 lb bond recommended (Max. range: 16 lb~110 lb (200 g/m <sup>2</sup> thick paper) in 1-2 or 2-2 copying, 13 lb~15 lb in 1-1 or 2-1 copying) OHP sheet, Transparency, Labels, Tab, 3-hole
Main Body Safety Standard	UL 60950; CAN/CSAC 22.2 No. 60950 -00 3rd version
Radio Interference	FCC Rules part 15, sub-part B Class A IC CAN/ICES + CSA C108.8-M1983 Class A

*Specifications Subject To Change Without Notice*

# Specifications

Options	Finisher (FN-121/FN-10/FN-115) Cover Insert E Punch Kit (PK-2/PK-5/PK-5 (US 2 HOLES)) Z-Fold Kit (ZK-3) Large Capacity Cassette (C-403/C-404) Expanded Memory Unit (M64-1/M128-1/M256-1/M512-1) Printer Controller (Pi7200e) HDD (HDD-2)
Machine Weight	450.8 lb (204.5 kg) +25.4 lb (11.5 kg) w/EDH +121 lb (55 kg) w/FN-121 Finisher +143 lb (65 kg) w/FN-10 Finisher +143 lb (65 kg) w/FN-115 Finisher +23 lb (10.5 kg) w/Cover Insert E +4.4 lb (2 kg) w/PK-2 Punch kit +6.6 lb (3 kg) w/PK-5 Punch kit +6.6 lb (3 kg) w/PK-5 (US 2 HOLES) Punch kit +83.6 lb (38 kg) w/ZK-3 Z-Fold Kit +66 lb (30 kg) w/LCC (C-403) +93 lb (42 kg) w/LCC (C-404)
Machine Dimensions	Main Body (with EDH) Width: 25.6 in. (650 mm) Depth: 29.9 in. (760 mm) Height: 44.9 in. (1140 mm)  Document Handler (EDH) Width: 23.6 in. (600 mm) Depth: 22.4 in. (570 mm) Height: 5.9 in. (150 mm) Max. open angle: 70 ± 5°  Stapler-Finisher (FN-121/FN-10) Width: 25.8 in. (656 mm) Depth: 25.8 in. (656 mm) Height: 39.0 in. (990 mm)

*Specifications Subject To Change Without Notice*

# Specifications

## Staple-Finisher (FN-115)

Width: 21.4 in. (544 mm)

Depth: 25.8 in. (656 mm)

Height: 43.1 in. (1095 mm)

## Cover Insert E

Width: 20.1 in. (511 mm)

Depth: 24.4 in. (620 mm)

Height: 8.7 in. (220 mm)

## Punch Kit (PK-2)

Width: 2.7 in. (68 mm)

Depth: 17.4 in. (442 mm)

Height: 4.7 in. (120 mm)

## Punch Kit (PK-5/PK-5 (US 2 HOLES))

Width: 5.1 in. (130 mm)

Depth: 18.5 in. (470 mm)

Height: 4.5 in. (115 mm)

## Z-Fold Kit (ZK-3)

Width: 6.7 in. (169 mm)

Depth: 26.0 in. (660 mm)

Height: 36.6 in. (930 mm)

Automatic Duplex Unit (ADU) Paper size: 11"x17", 8.5"x14", 8.5"x11",  
5.5"x8.5"  
Paper weight: 16~110 lb (200 g/m<sup>2</sup> thick paper)  
Non-stack type

Stapling Finisher (FN-121/FN-10) Power source: Main body  
Non-sort/Sort/Group mode:  
500 sheets 5.5"x8.5"R  
3000 sheets 8.5"x11"/R (FN-121 Finisher)  
2500 sheets 8.5"x11"/R (FN-10 Finisher)  
1500 sheets 11"x17", 8.5"x14"  
Size 11"x17" ~ 5.5"x8.5"R

## Staple-sort mode:

1000 sheets\*

Size 11"x17" ~ 8.5"x11"/R, 5.5"x8.5"

\* Variable according to the number of pages to be stapled. See p. 4-7 or p. 4-8 for detail.

## Specifications

Folding/Stapling & Folding mode (FN-10 only):  
100 sheets (11"x17", 8.5"x14")

75 sheets (8.5"x11"R, A4R)

Size 11"x17", 8.5"x14", 8.5"x11"R, A4R  
(8.27"x11.69", 210 mm x 297 mm)

\* The maximum number of sheets varies,  
depending on the number of pages in the  
booklet and whether Folding or Stapling &  
Folding is selected. See p. 4-10.

Three-Folding mode (FN-10 only):

50 sheets (folding one sheet in three)

Size 8.5"x11"R, A4R (8.27"x11.69", 210 mm x  
297 mm)

Staple Cartridge 5000 staples/cartridge

Stapling Finisher (FN-115) Power source: Main body

Non-sort/Sort/Group mode:

500 sheets 5.5"x8.5", 5.5"x8.5"R

3000 sheets 8.5"x11", 8.5"x11"R

1500 sheets 11"x17", 8.5"x14"

Size 11"x17" ~ 5.5"x8.5"R

Staple-sort mode:

1000 sheets\*

Size 11"x17" ~ 8.5"x11"/R, 5.5"x8.5"

\* Variable according to the number of pages to  
be stapled. See p. 4-10 for detail.

Cover Inserter E Power source: Finisher

Paper size:

Upper tray 8.5"x11", 8.5"x11"R, 5.5"x8.5", A4,  
A4R (8.27"x11.69", 210 mm x 297 mm)

Lower tray 11"x17", 8.5"x14", 8.5"x11",  
8.5"x11"R, 5.5"x8.5", A4, A4R (8.27"x11.69",  
210 mm x 297 mm)

Paper weight in cover sheet mode: 13 ~ 110 lb  
(200 g/m<sup>2</sup> thick paper)

Paper weight:

Manual stapling: 13 ~ 110 lb (200 g/m<sup>2</sup> thick paper)

Manual punch: 13 ~ 45 lb

Manual stapling & folding: 16 ~ 110 lb (200 g/m<sup>2</sup>  
thick paper)

Manual three-folding: 20 lb

*Specifications Subject To Change Without Notice*

## Specifications

Punch Kit (PK-2/PK-5)	<p>Paper size: 11"x17", 8.5"x11" Paper weight: 16 ~ 45 lb Number of holes: 3 holes Hole diameter: 0.315" <math>\pm</math> 0.020" (8 mm <math>\pm</math> 0.5 mm) Hole pitch: 4.252" <math>\pm</math> 0.020" (108 mm <math>\pm</math> 0.5 mm) Weight:     PK-2: 4.4 lb (2 kg)     PK-5: 6.6 lb (3 kg) Power source: Finisher</p>
Punch Kit (PK-5 (US 2 HOLES))	<p>Paper size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5R" Paper weight: 16 ~ 45 lb Number of holes: 2 holes Hole diameter: 0.315" <math>\pm</math> 0.020" (8 mm <math>\pm</math> 0.5 mm) Hole pitch: 2.756" <math>\pm</math> 0.020" (70 mm <math>\pm</math> 0.5 mm) Weight: 6.6lb (3kg) Power source: Finisher</p>
Z-Fold Kit (ZK-3)	<p>Paper size: (Punching) 11"x17", 8.5"x11" (Z-Folding) 11"x17", 8.5"x14" Paper weight: 16 ~ 45 lb (16 ~ 24 lb for Z-Folding mode)  (Punching mode) Number of holes: 3 holes Hole diameter: 0.315" <math>\pm</math> 0.020" (8 mm <math>\pm</math> 0.5 mm) Hole pitch: 4.252" <math>\pm</math> 0.020" (108 mm <math>\pm</math> 0.5 mm)  (Z-Folding mode) Folding type: Z-folding for 11"x17", double-folding for 8.5"x14" Folded width: 215 mm or less for 11"x17" 261.6 mm or less for 8.5"x14"  Weight: 83.6 lb (38 kg) Power source: supply from outlet</p>
Large Capacity Cassette (C-403)	<p>Paper type: Plain paper (13~110 lb (200 g/m<sup>2</sup> thick paper)) Paper size: 8.5"x11", A4 Dimensions: Width 16.9 in (430 mm) Depth 25.2 in (639 mm) Height 27.2 in (690 mm) Weight: 66 lb (30 kg) Power source: supply from main body</p>

*Specifications Subject To Change Without Notice*

## Specifications

Large Capacity Cassette (C-404) Paper type: Plain paper (13~110 lb (200 g/m<sup>2</sup> thick paper))  
Paper size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, A3, B4, A4, A4R  
Dimensions: Width 26.4 in (670 mm)  
Depth 25.2 in (639 mm)  
Height 27.4 in (695 mm)  
Weight: 92.4 lb (42 kg)  
Power source: supply from main body

*Specifications Subject To Change Without Notice*



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