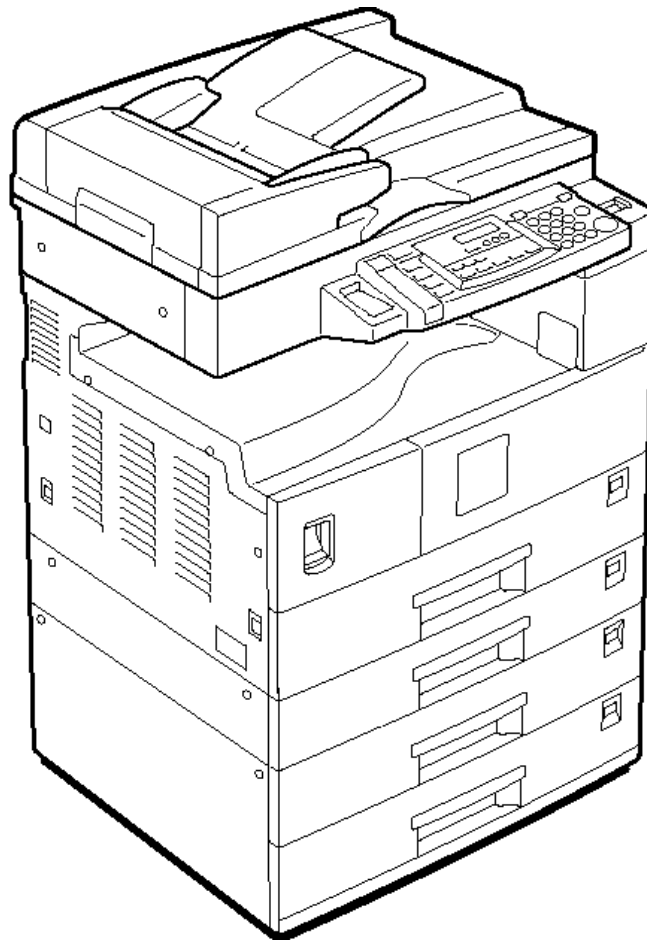


# 5618



***Digital Copier***

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

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

MODEL NUMBER: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

To order supplies, call: ( ) \_\_\_\_\_

To request service, call: ( ) \_\_\_\_\_



Customer Vision® -  
Our commitment to your  
complete satisfaction



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

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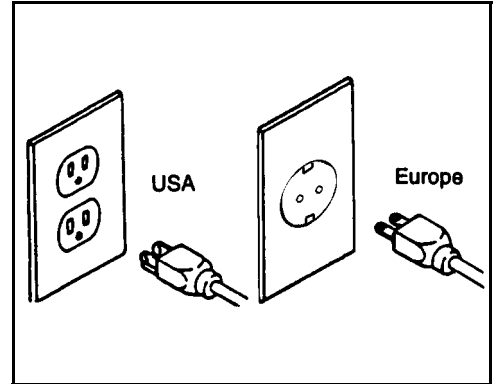
# *Important Safeguards*

---

## Important Safeguards

Always follow these important safeguards:

- 1 Read all of these instructions before using the unit.
- 2 Plug the power cord into a 3-conductor (grounded) outlet. Check the Specifications chapter to make sure the outlet meets the ampere rating of this unit.
  - Never ground the power cord to a gas pipe or a water pipe.
  - Keep the power cord away from hot surfaces.
  - Avoid using an extension cord if possible.
  - If you must use an extension cord, use only a 3-conductor cord rated for the ampere rating of your unit. Refer to the Specifications Chapter for this value. Power cords rated for less can overheat and become a fire hazard.
- 3 Do not operate the unit if any part of it is damaged, or if any part has been dropped, until it is checked by a authorized Lanier Service Technician.
- 4 The fusing area is hot. Exercise care in this area.
- 5 Do not install the unit in areas that are:
  - Damp or humid
  - Exposed to direct sunlight
  - Extremely dusty
  - Poorly ventilated
  - Close to machines generating ammonia such as diazo copy machines.
  - Subject to extreme temperature or humidity changes, for example, near an air conditioner or heater.
- 6 Place the unit on a firm, level surface.
- 7 For proper ventilation and cooling, keep the unit at least 0.4 inches back from the wall and allow 0.4 inches of clearance on the left and right sides of the copier. Allow 29.6 inches of clearance in the front.
- 8 Agency Certifications



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



# *Making Copies*

## *Chapter Overview*

Included in this chapter are:

- “Applying Power” on page 1-1
- “Selecting the Mode of Operation” on page 1-2
- “Making Copies” on page 1-3

## Applying Power

Two switches control the machine's power. The Main Power switch controls the power to the machine. The Operation key turns the machine on and off. It is recommended that the Main Power switch always be left in the On position. Information in memory may be lost if the switch is turned off.

### Main Power Switch

#### Turning On the Main Power

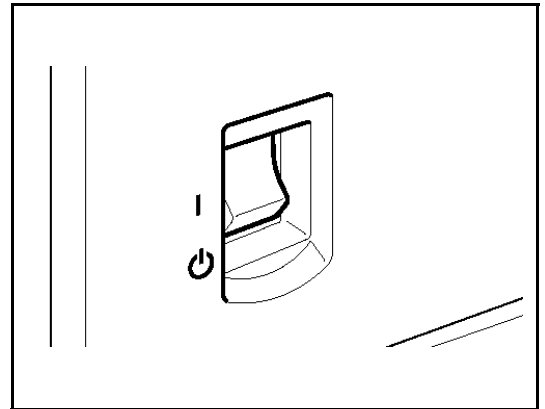
The Main Power switch supplies power to the copier.

To supply power to the copier, press the **Main Power** switch to On.

The Main Power switch is located on the left side of the machine.

#### Turning Off the Main Power

Press the **Main Power** switch to the Off position. The Main Power indicator turns off.



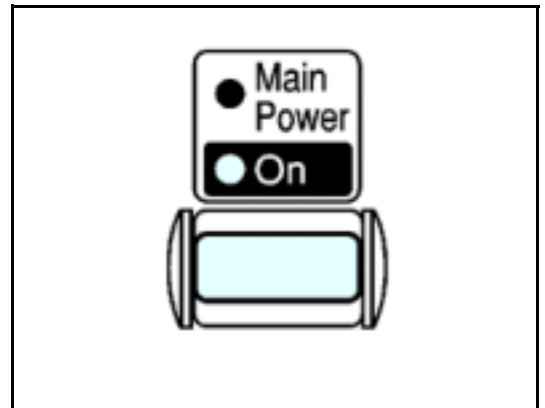
### Operation Key

The Operation key is on the far right side of the Control Panel.

It turns the copier operation on and off while maintaining power to the copier.

If the On indicator light is off and the Main Power indicator light is on, press the Operation key.

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

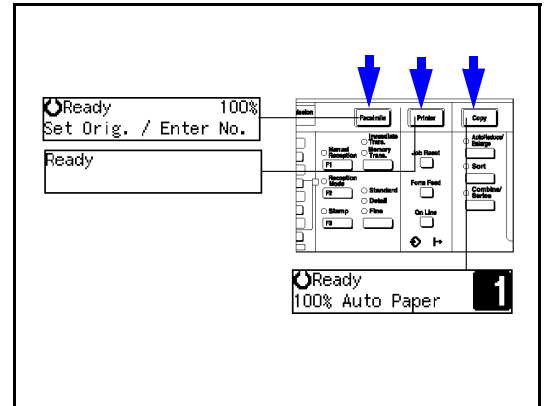


## Selecting the Mode of Operation

You can use this machine as a:

- Copy machine
- Facsimile machine (option)
- Printer (option)

Press one of the **Function** keys to select the desired mode of operation.



### Limitations

You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During on hook dialing for fax transmission.
- During Energy Saver mode.
- While scanning in a document with the scan feature.

## Making Copies

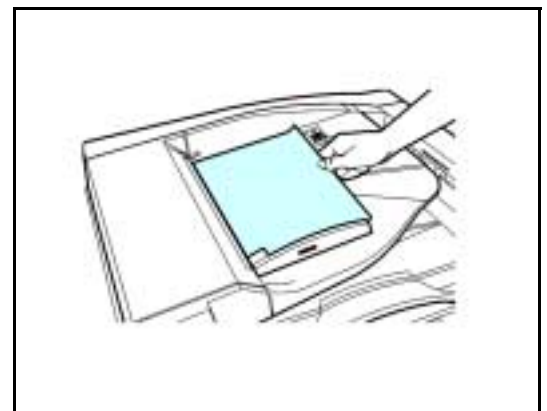
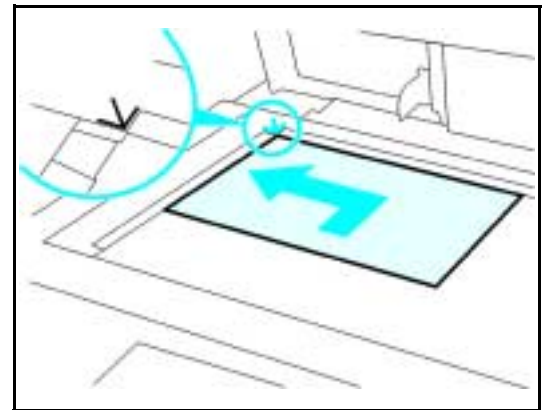
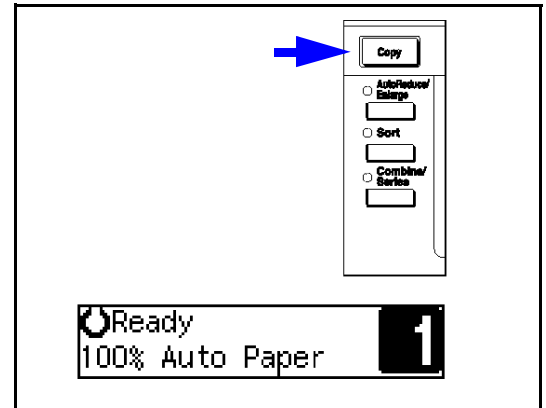
1 Check the Function key to be sure the machine is in the copy mode. If not, press the Copy key.

2 If the User Code feature is activated, the message “Input user code, then press #” is displayed. Enter your User Code using the keypad.

3 Place original documents

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

- Face-up on the Automatic Document Feeder.

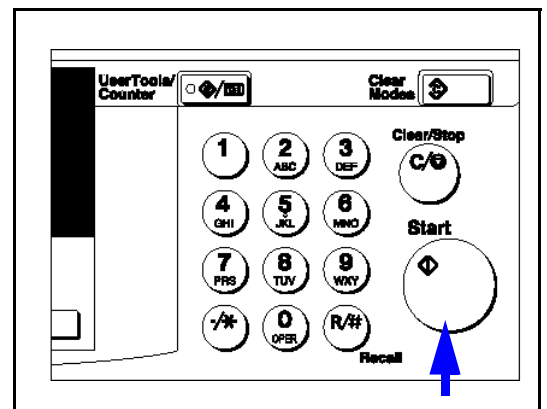


4 Select copy options from the Copy Options Table on the next page.

Note: If you only want one copy with no options, proceed to Step 5.

Copy Options You Can Select	Methods To Use For Copy Options
Copy Quantity	Using the <b>keypad</b> , enter the number of copies you desire. The default quantity is 1 and the maximum is 99. See "Selecting Copy Quantities" on page 3-5.
Copy Darkness/Lightness	<b>Automatic:</b> Auto Image Density is automatically set. See "Selecting Copy Darkness Modes" on page 3-6. <b>Manual:</b> Press either <b>Lighter</b> or <b>Darker</b> keys to change contrast of copies. See "Selecting Copy Darkness Modes" on page 3-6.
Original Mode	Using the <b>Original</b> key, select either text mode or photo mode. See "Selecting Original Modes" on page 3-7.
Copy Reduction or Enlargement	Press the <b>Enlarge</b> or <b>Reduce</b> keys to gain access to Preset Ratios and Zoom keys. <b>Preset Ratios:</b> Press the <b>Enlarge</b> or <b>Reduce</b> key, then the <b>Cursor</b> keys until the desired preset ratio is set. See "Using Preset Copy Ratio Keys" on page 3-11. <b>Zoom Keys:</b> Press the <b>cursor</b> keys to enlarge your original up to 200%, or reduce your original down to 50% of the original size. See "Zoom Keys" on page 3-12.
Copying Methods	Refer to the Table of Contents or Chapter 4, Copying Methods, for detailed information on the many copying methods available.

5 Press the **Start** key to begin copying.



# *Component Identification*

## *Chapter Overview*

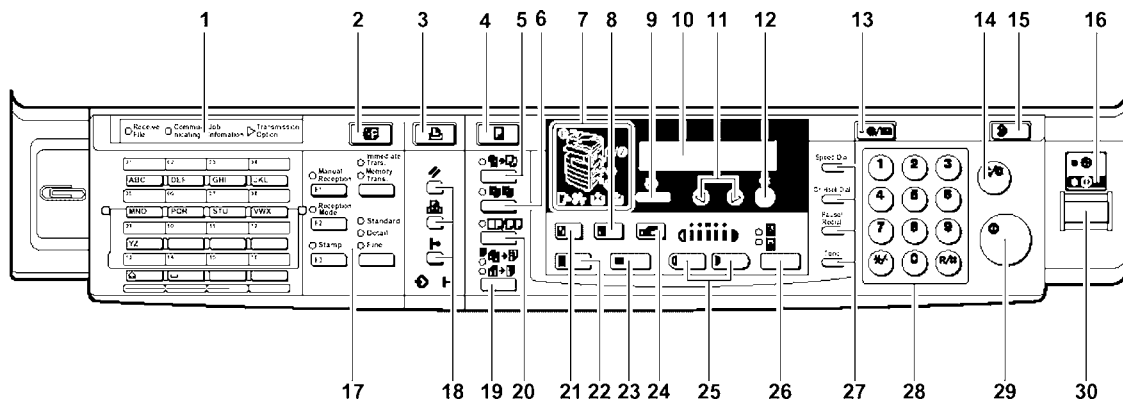
Included in this chapter are:

- “Control Panel” on page 2-1
- “Component Locations - Front” on page 2-7
- “Component Locations - Rear” on page 2-9
- “Status Display Indicators” on page 2-10
- “Graphics Display” on page 2-11



# Control Panel

## Fax/Printer/Copier Control Panel



- 1 **Fax Mode Indicators**  
See Facsimile Reference for detailed information.

---

- 2 **Facsimile Mode Key**  
Press to use various facsimile functions.

---

- 3 **Printer Mode Key**  
Press to use printer functions.

---

- 4 **Copy Mode Key**  
Press to use copy functions.

---

- 5 **Auto R/E Key**  
Enlarges or reduces the image automatically according to the specified paper size.

---

- 6 **Sort Key**  
Automatically sorts copies.

---

- 7 **Indicators**  
These indicators show errors or the status of the machine.

---

- 8 **Enlarge Key**  
Press to make enlarged copies.

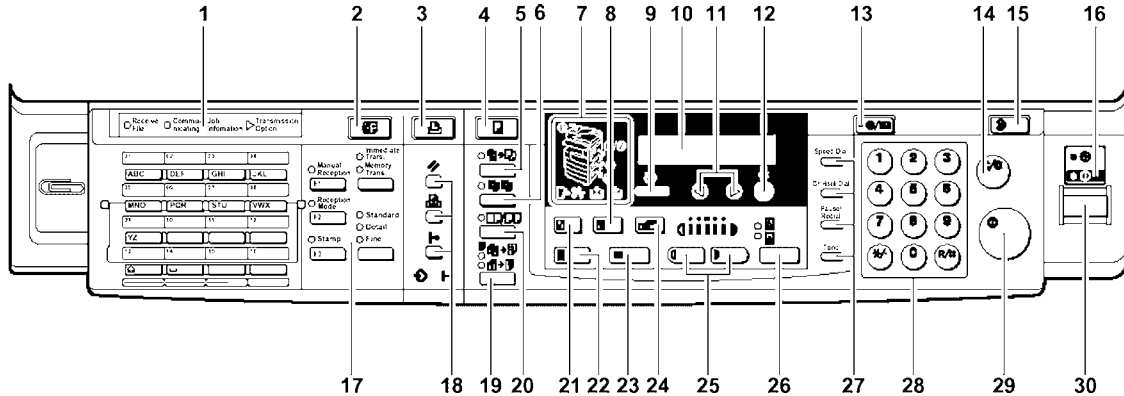
---

- 9 **Cancel Key**  
Press to cancel an operation or return to the previous display.

---

- 10 **Panel Display**  
Shows operation status, error messages, and function menu.

## Fax/Printer/Copier Control Panel - continued



---

### 11 Left & Right Cursor Keys

Press to select an item on the panel display.

---

### 12 OK Key

---

### 13 User Tools Keys

Press to change the default settings and conditions to meet your requirements.

---

### 14 Clear/Stop Key

While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.

---

### 15 Clear Modes Key

Press to clear the previously entered copy job settings.

---

### 16 On Indicator

This indicator lights up when the unit is on, and goes off when the unit is off.

---

### 17 Fax Function Keys

Use these keys to select various fax functions.

---

### 18 Printer Function Keys

Use these keys to select various printer functions.

---

### 19 Duplex Key

Makes two-sided copies.

---

### 20 Combine/Series Key

Combine Key:

Press to make combine copies.

Series Key:

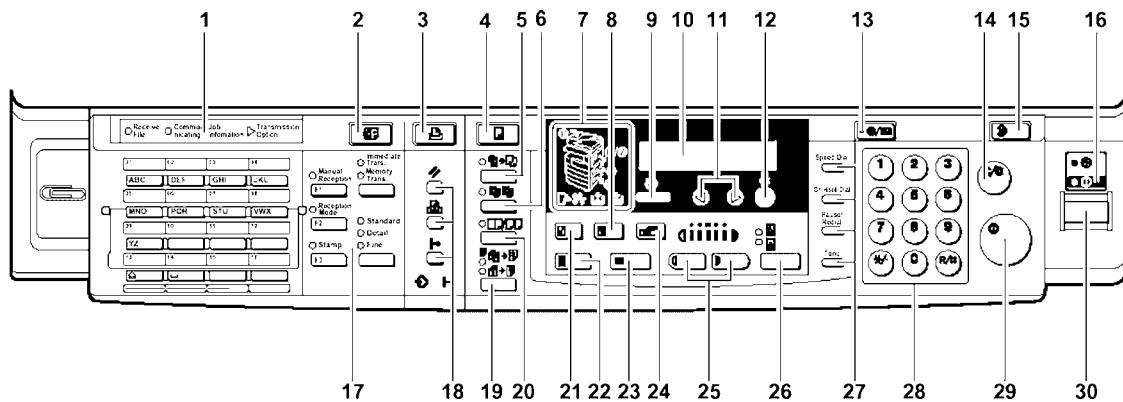
Press to make series copies.

---

### 21 Reduce Key

Press to make reduced copies.

## Fax/Printer/Copier Control Panel - continued



---

### 22 Full Size Key

For making full size copies.

---

### 23 Selected Paper Tray

Press to select the paper tray.

---

### 24 Zoom Key

Changes the reproduction ratio in 1% steps.

---

### 25 Lighter & Darker Keys

Adjusts the copy image density.

---

### 26 Original Type Key

Press to select the type of your originals.

---

### 27 Dial Function Keys

See Facsimile Reference for detailed information.

---

### 28 Number Keys

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

---

### 29 Start Key

Press to start copying. Also use to initiate Auto Start.

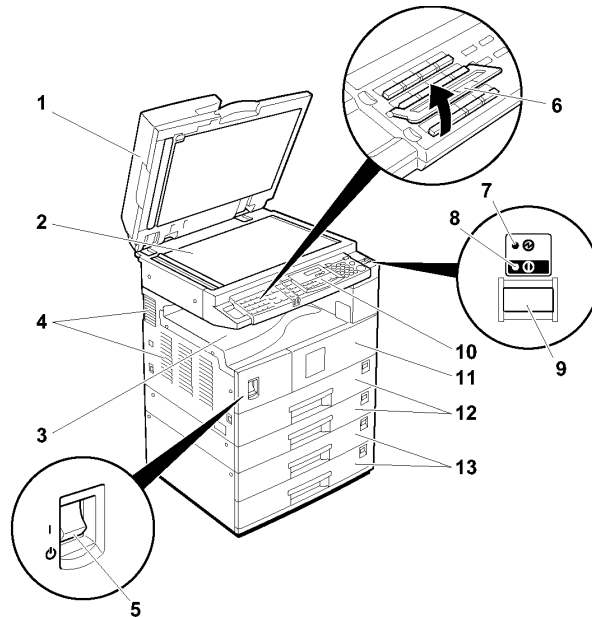
---

### 30 Operation Switch

Pressing this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).

---

## Component Locations - Front



---

**1 Platen Cover or Document Feeder (optional)**

Lower the platen cover over originals placed on the exposure glass for copying. If you have the document feeder, insert a stack of originals here. They will be fed automatically. When the document feeder (RADF) is installed, you can copying two-sided originals. (The illustration shows the document feeder.)

---

**2 Exposure Glass**

Position originals here face down for copying.

---

**3 Internal Tray**

Copied paper is delivered here face down.

---

**4 Ventilation Hole**

Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine over-heats, a fault might occur.

---

**5 Main Power Switch**

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

---

**6 Behind Cover**

Flip up when you use the keys underneath.

---

**7 Main Power Indicator**

This indicator lights up when the main power switch is turned on, and goes off when the switch is turned off.

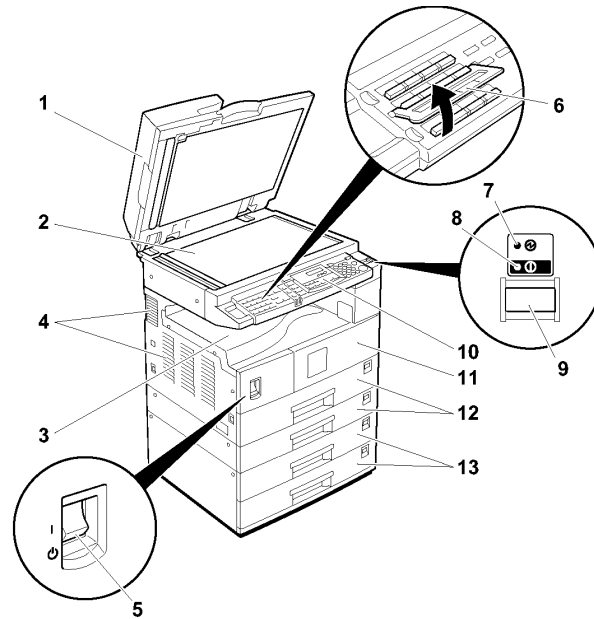
---

**8 On Indicator**

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

---

## Component Locations - Front (continued)



---

**9 Operation Switch (Fax or printer installed machine only)**

Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).

---

**10 Operation Panel**

Interface for operator to set various machine operations.

---

**11 Front Cover**

Open to access the inside of the machine.

---

**12 Paper Tray**

Set paper here.

---

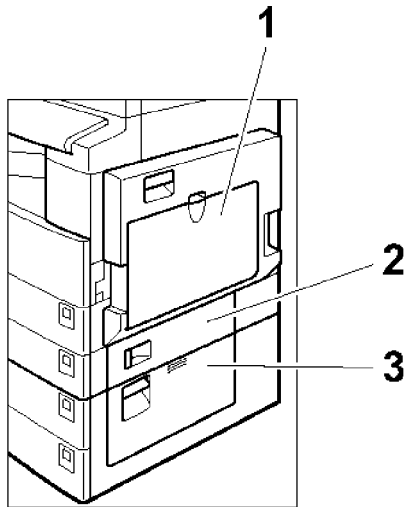
**13 System Stand (optional)**

There are two types of system stands:

- 1 Tray Paper Bank
- 2 Tray Paper Bank

---

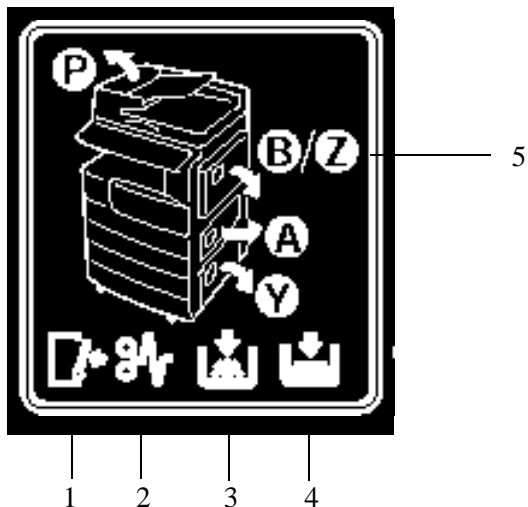
## Component Locations - Rear



- 
- 1 Bypass Tray**  
Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper.
- 
- 2 Paper Tray Cover**  
Open this cover to remove jammed paper fed from the optional system stand.
- 
- 3 Lower Right Cover**  
Open this cover to remove jammed paper from the lower paper tray or optional system stand.
- 
- 4 System Stand Right Cover**  
Open this cover to remove jammed paper from the system stand.

---

## Status Display Indicators



---

**1 Door Open**

When this symbol is illuminated, the front door is open.

---

**2 Paper Misfeed**

When this symbol is illuminated, there has been a paper misfeed of an original or a copy somewhere in the machine. (See item 5 for additional information.)

---

**3 Add Toner**

When this symbol is illuminated, your unit is low on toner.

---

**4 Paper Tray Empty**

When this symbol is illuminated, the selected paper tray is empty.

---

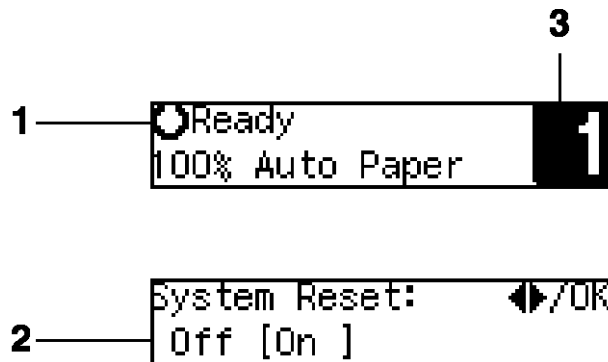
**5 Paper Misfeed Locations**

When illuminated, the area of the paper misfeed is indicated.

- P: RADF area
- B/Z: Bypass tray area
- A: Paper tray access door area
- Y: System stand paper tray access door area

---

## Graphics Display



- 
- 1 Upper line:**  
The machine status or currently selected functions appear here.
- 
- 2 Bottom line**  
Items which can be selected or specified, or messages appear here. Currently selected items are displayed with brackets.
- 
- 3 Number of copies**  
Copy quantity is displayed here.



# *Copier Functions*

## *Chapter Overview*

Included in this chapter are:

- “Entering User Codes” on page 3-1
- “Document Feeder” on page 3-2
- “Using Auto Start” on page 3-4
- “Selecting Copy Quantities” on page 3-5
- “Selecting Copy Darkness Modes” on page 3-6
- “Selecting Original Modes” on page 3-7
- “Selecting Copy Paper” on page 3-8
- “Enlargement and Reduction Ratios” on page 3-10
- “Energy Saving Modes” on page 3-14

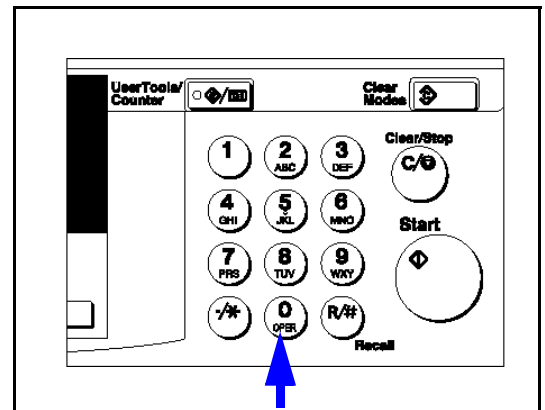
## Entering User Codes

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

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

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

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



- 2 Make the copy requirement selections.
- 3 Press the **Start** key to begin copying.
- 4 When copying is complete, clear your User Code by pressing the **Clear Modes** and **Clear/Stop** keys at the same time.

This prevents unauthorized use of your User Code.

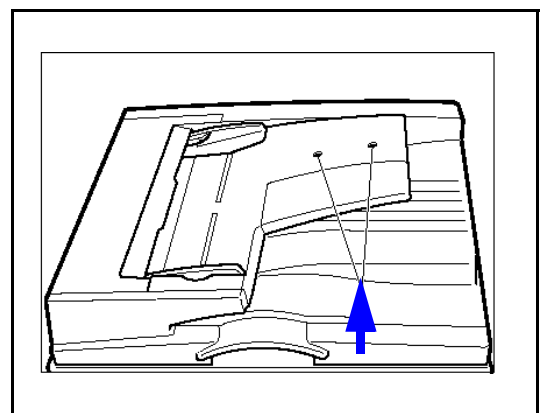
## Document Feeder

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

- You can place up to 50 originals in the Document Feeder for automatic feeding of originals to the Exposure Glass for copying.
- You may also select a feature which allows you to feed one original at a time into the Document Feeder without having to press the Start key each time.

### Precautions when using Document Feeders

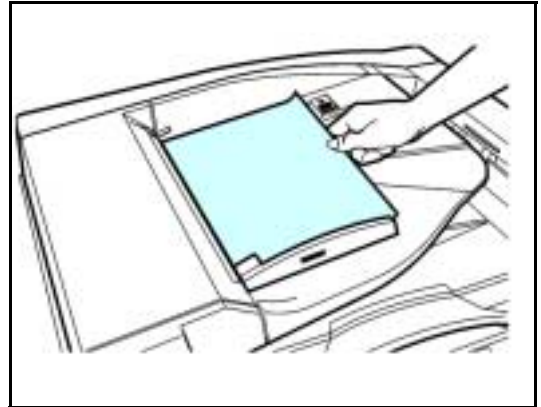
1. Avoid using:
  - Badly wrinkled or folded originals
  - Clipped or stapled originals
  - Carbon paper
  - Torn originals
  - Taped originals
  - Damp originals
    1. Folded or curled originals should be smoothed out before inserting into the Document Feeder.
    2. Feeding a stack of different width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



## *RADF - Feeding Stack of Originals*

RADF allows you to stack feed up to 50 originals into the Document Feeder by pressing the Start key one time. If you are feeding single sheets into the Document Feeder, switch the copy mode to RADF and you will not have to press the Start key for each original. See RADF-Feeding One Original at a Time, below.

- 1 When using the RADF, place your originals face up in the Document Feeder.
- 2 Adjust the Paper Side Guides to fit the edge of your originals.
- 3 Set any additional copier features desired.
- 4 Press the **Start** key.

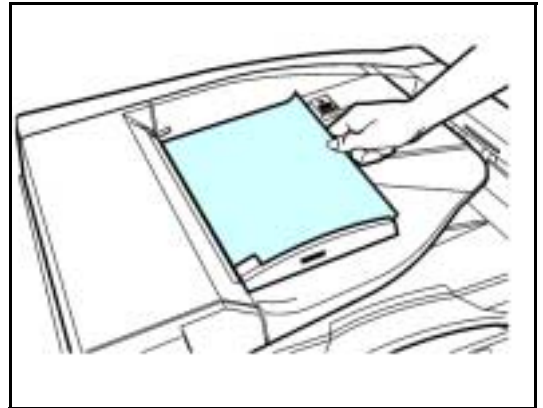


## Using Auto Start

When the copier is first turned ON, it takes only 25 seconds for it to warm-up and come to its Ready condition. During this time, you can set up your copy job, press the Start key and walk away. You can even do this while your copier is in the Energy Saver mode. When the copier comes to its Ready condition, it automatically copies your job.

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

2 Make your copy requirement selections.

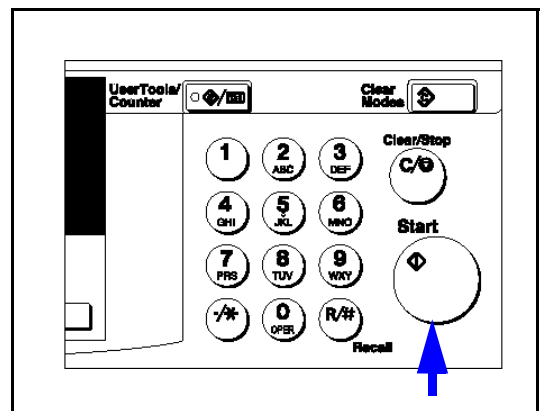


3 Press the **Start** key. The indicator light in the Start key turns red.

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

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

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



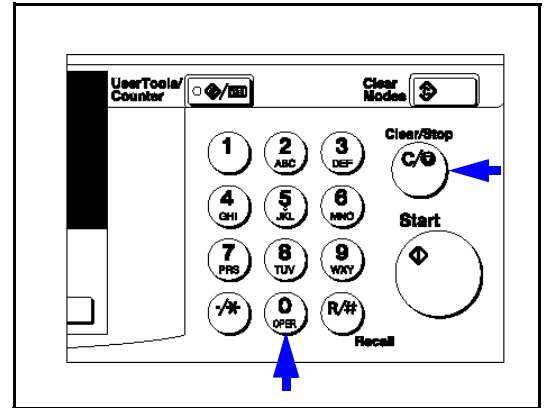
## Selecting Copy Quantities

The copier automatically selects a copy quantity of one copy.

- If desired more than one copy, enter the number from the 10-key pad.
- The maximum copy quantity that you can enter is 99.

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

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



## Selecting Copy Darkness Modes

Select the copy darkness modes using:

- Auto Image Density
- Manual

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

### Using Auto Image Density Mode

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

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

Auto Image Density is automatically selected by default.

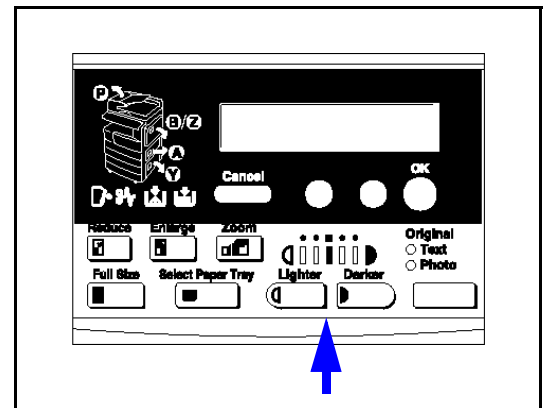
Copy darkness adjustment is not required for most originals in the Auto Image Density mode.

### Using Manual Exposure Mode

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

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

There are five settings to choose from.





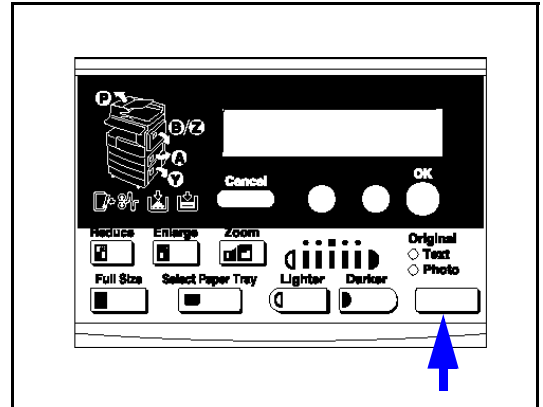
## Selecting Original Modes

Identify the type of original you are copying by selecting:

- Text
- Photo

Text is automatically selected as the default setting.

- 1 Press the Original key to step through the settings.
- 2 Select your desired setting.



### Text

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

### Photo

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

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

## Selecting Copy Paper

Your copier provides two ways to select copy paper:

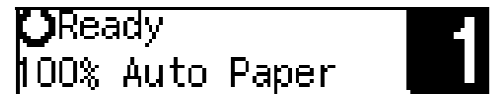
- Auto Paper Select
- Manual Paper Select

### Using Auto Paper Select

The copier automatically selects a suitable size copy paper based on the original size and reproduction ratio.

When the original is set at a different direction from the copy paper in the paper tray, the machine automatically rotates the original image by 90 degrees so it matches the copy paper direction. This applies to the letter and statement size paper.

- 1 Make sure the display shows that Auto Paper is selected.
- 2 Set up your copy requirements.
- 3 Press **Start** to copy.



Ready  
100% Auto Paper

The image shows a rectangular display area with a black border. Inside, the word "Ready" is on the top line, and "100% Auto Paper" is on the bottom line. To the right of the text is a small black square containing a white number "1".

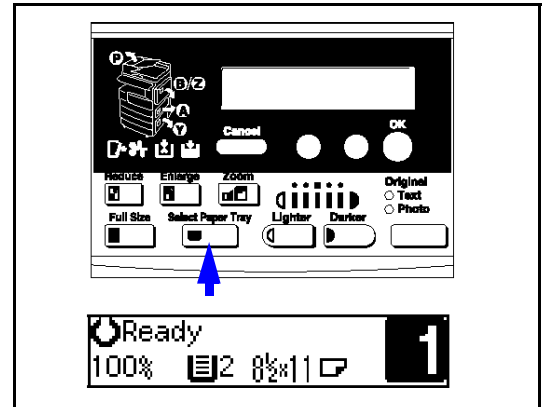
## Using Manual Paper Select

You can manually select a paper tray.

- 1 Select the paper tray or Bypass Tray by pressing the **Select Paper Tray** key.

The display shows the paper size in the tray and the tray selected.

- 2 Proceed with your copy set up selections.
- 3 Press the **Start** key to begin copying.



## Enlargement and Reduction Ratios

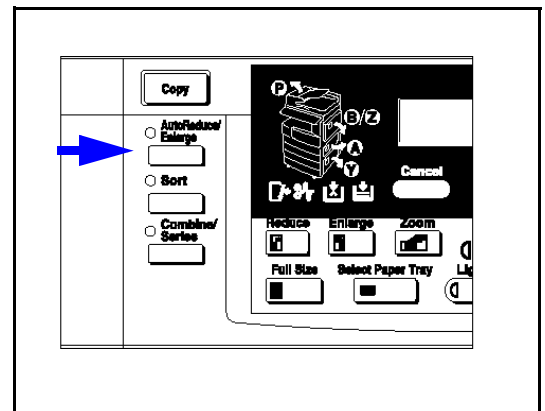
Your copier allows you to enlarge or reduce your copies using:

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

### Using Auto Reduce/Enlarge

The copier automatically chooses the appropriate reproduction ratio based on the paper and original sizes you select.

- 1 Press the Auto R/E key.
- 2 Select the paper tray by pressing the Select Paper Tray key.
- 3 Press the Start key.

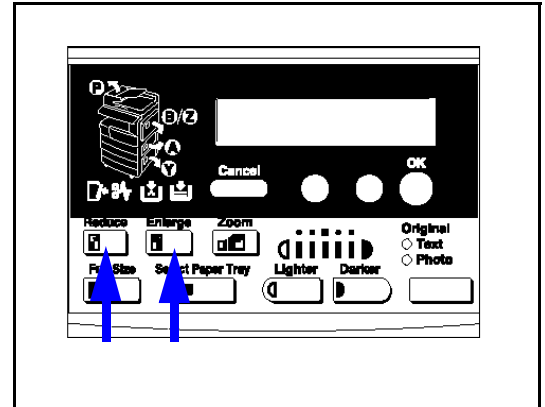


## Using Preset Copy Ratio Keys

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

- There are three preset Enlarge ratios to choose from: 121%, 129%, and 155%.
- There are four preset Reduce ratios to choose from: 93%, 78%, 65%, and 50%.
- Full size preset ratio at 100%.

- 1 Press the **Reduce** or **Enlarge** key.
- 2 Press the **Cursor** keys until the desired reduce/enlarge size is displayed.
- 3 Press the **OK** key.



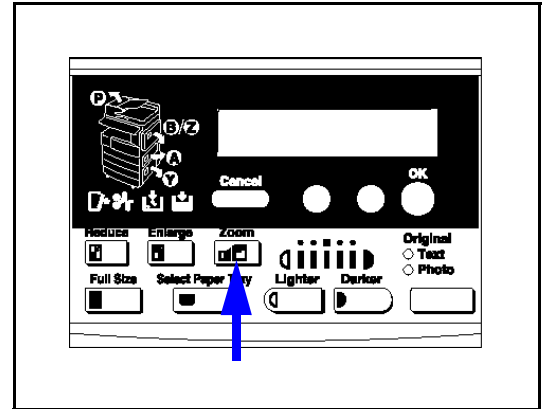
- 4 Set your originals and make your copy set up options.
- 5 Press the **Start** key to begin copying.

## Zoom Keys

The Zoom key allows you to select a precise copy ratio selection from 50% to 200% in one percent increments.

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

- 1 Press the **Zoom** key.
- 2 Enter the ratio using the cursor keys or keypad.
  - Cursor Keys: Press the **cursor** key until the desired ratio is displayed.
  - Holding down the cursor key allows scrolling.
  - Keypad: Enter the desired ratio using the **keypad**. To change the value enter, press the **Clear/Stop** key.



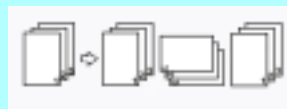
- 3 After you selected your desired Copy Ratio, press the **OK** key.
- 4 Set your originals in place and press the **Start** key.

## Sort

The machine can scan your originals into memory and automatically sort the copies in two methods.



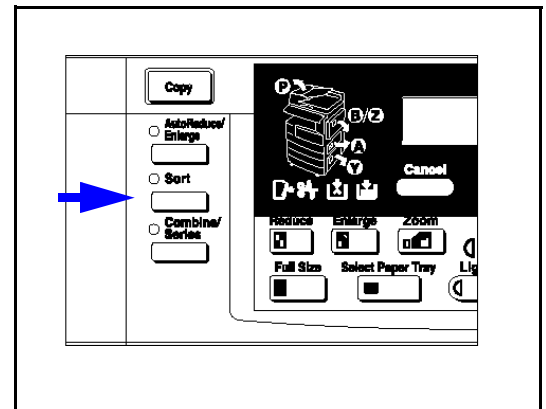
- Sort: Copies are assembled as sets in sequential order.



- Rotate Sort: Every other copy set is rotated by 90 degrees and delivered to the copy tray.

You cannot use the bypass tray with the Rotate Sort.

- 1 Press the **Sort** key.
- 2 Enter the number of copy sets using the **Key pad**.  
The maximum number of sets is 99.
- 3 Set your originals.



### *When setting a stack of originals in the document feeder*

1. Set a stack of originals in the document feeder.
2. Press the **Start** key.
  - After all the originals are scanned, the copies are delivered to the tray.
  - If an original is misfed, reset your originals in the document feeder according to the instruction on the display. The display will indicate the number of originals you should return.

### *When setting an original on the exposure glass or in the document feeder*

1. Set the original, then press the **Start** key.
2. Set the next original, then press the **Start** key.  
Set the original in the same direction as the first one.
3. After all originals are scanned, press the **#** key.  
The copies are delivered to the tray.

## Energy Saving Modes

The copier has three levels of Energy Saving modes.

- Level 1
- Level 2
- Auto Shut-Off Mode

These energy saving modes are selectable using the User Codes.

### Level 1

**Power Consumption:**

Reduces power by approximately 40% compared to standby mode.

**Warm Up Time:**

Approximately 15 seconds.

### Level 2

**Power Consumption:**

Reduces power by approximately 60% compared to standby mode.

**Warm Up Time:**

Approximately 30 seconds.

### Auto Off Timer

After the copy job is finished, the machine automatically turns itself off to conserve energy. The time that the machine takes to shut off is selectable from 1 to 240 minutes.

## Display Contrast

The display contrast is adjustable by using the User Tools. See “Copier Feature Settings” on page 5-6.



# *Copying Methods*



## *Chapter Overview*

Included in this chapter are:

- “Bypass Copying” on page 4-1
- “Duplex Copying” on page 4-4
- “Combine Copying” on page 4-7
- “Series Copying” on page 4-9

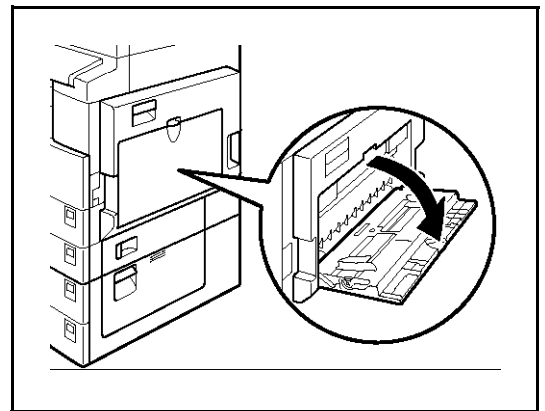
## Bypass Copying

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and copy paper that cannot be set in the paper tray.

The machine automatically detects the following paper sizes:

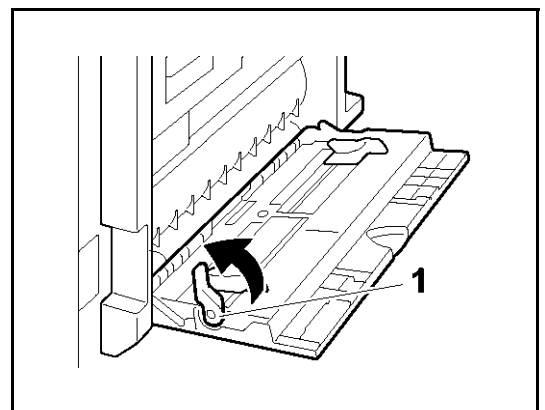
- Letter (8.5 x 11)
- Letter-R (11 x 8.5)
- Legal (8.5 x 14)
- Ledger (11 x 17)
- Statement (5.5 x 8.5)
- Foolscap (8.5 x 13)

1 Open the bypass tray.



2 Push up the paper guide release lever.

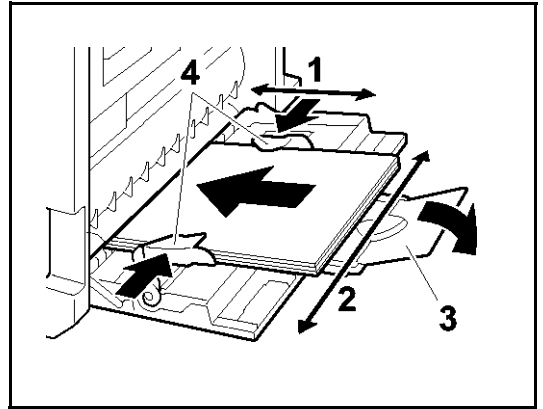
(1) Paper guide release lever



3 Lightly insert the copy paper face down and adjust the paper guide.

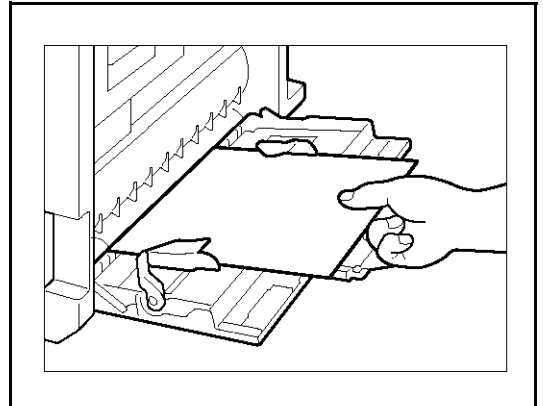
- (1) Horizontal size
- (2) Vertical size
- (3) Paper Extender
- (4) Paper Guide

- Do not stack paper over the limit mark; otherwise a skew image or paper misfeeds might occur.
- Set the direction of the copy paper to landscape.
- Swing out the extender to support larger size copy paper (larger than 8 1/2" x 11").
- Fan paper to get air between the sheets and avoid a multi-sheet feed.



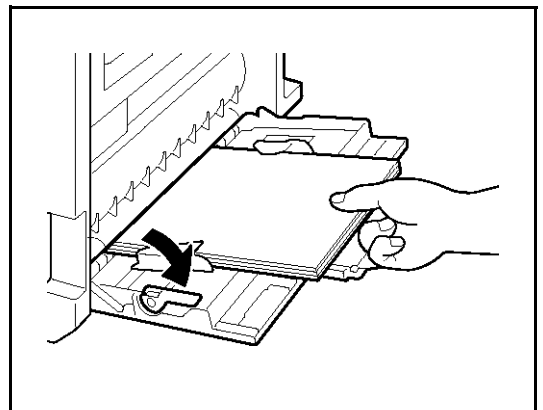
*When Copying onto OHP Transparencies*

Lightly insert the OHP transparencies face up and adjust the paper guide.



4 Push down the paper guide release lever.

- If you set 8 1/2" x 11" or larger copy paper, hold the edge of the paper and push down the paper guide release lever.
- If you do not push down the paper guide release lever, a misfeed might occur.



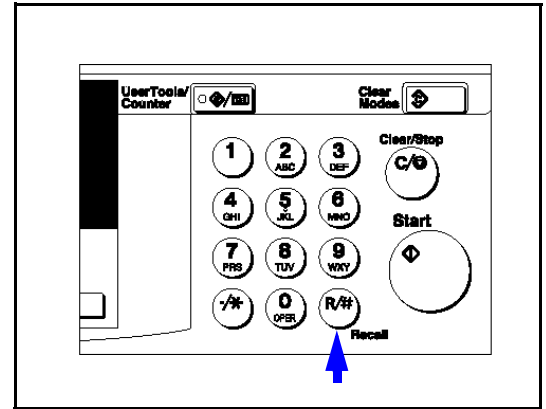
### When Copying onto Non-Standard Size Paper

Note: You should specify the size of copy paper to avoid paper misfeeds.

Note: The settings for non-standard size paper can be made only when the optional document feeder is installed.

1. Press the (#) key.
2. Make sure that “1.Paper Size” is displayed, then press the **OK** key.
3. Press the **Cursor** keys until “Custom size” is displayed, then press the **OK** key.
4. Enter the horizontal size of the paper using the keypad, then press the **OK** key.

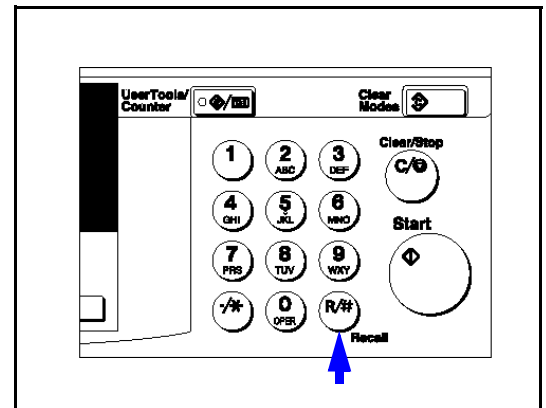
To change the number entered, press the **Clear/ Stop** key and enter the new number.



5. Enter the vertical size of the paper using the keypad, then press the **OK** key.
  - To change the number entered, press the {Clear/ Stop} key and enter the new number.
  - When you copy onto plain paper, go to step 6.
6. When copying onto thick paper, press the {#} key to return to the Bypass menu.
7. Press the right **Cursor** key to select “Thick/ OHP”, then press the **OK** key.
8. Press the **OK** key.
9. Set originals and press the **Start** key.

### When Copying onto Non-detected Standard Size Paper

1. Press the (#) key.
2. Make sure that “1.Paper size” is displayed, then press the **OK** key.
3. Press the **Cursor** keys until “Standard Size” is displayed and press the **OK** key.
4. Press the **Cursor** keys until the desired size is displayed. Then press the **OK** key. When copying onto plain paper, go to step 5.
5. When copying onto thick paper, press the # key to return to the Bypass setting menu.
6. Press the right **Cursor** key to select “2 Paper Type”, then press the **OK** key.
7. When “THICK/OHP” is displayed, press the **OK** key.
8. Press the **OK** key.
9. Set your originals, then press the **Start** key.



## Duplex Copying

Two methods of duplex copying are available.

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

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

With the duplex function, the following cannot be used:

- Paper smaller than 5 1/2" × 8 1/2"
- Translucent paper
- Adhesive labels
- OHP transparencies
- Post cards
- You cannot use the bypass tray with this function.

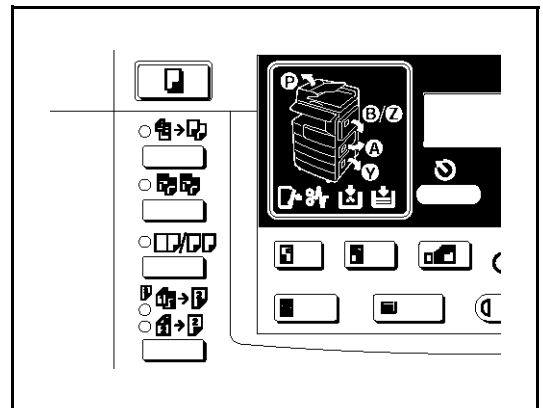
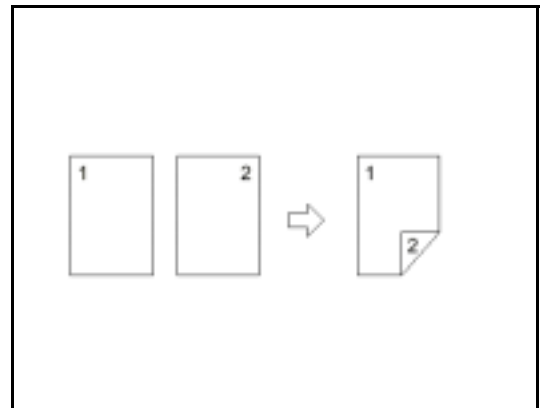
When the paper type is set to "Non-Standard" in the "Changing the Paper Size in the Tray 2", duplex copying is not available with the tray 2. Select another paper tray, change the paper in the tray 2, or set the paper type to Normal or Recycled.

### 1 Sided to 2 Sided

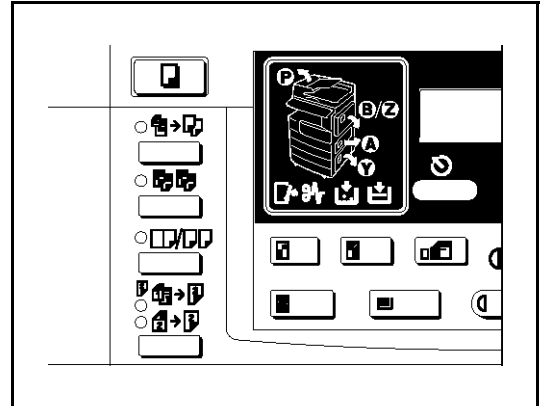
You can make two-sided copies from 1-sided originals.

- If you set an odd number of 1-sided originals in the document feeder, the reverse side of the last page is left blank.
- When original images are copied, the images are shifted by the width of the binding margin. You can adjust the binding margin or binding position. You can also change their default values.

**1** Press the **Duplex** key.



- 2 Make sure that “1 Sided to 2 Sided” indicator is on.

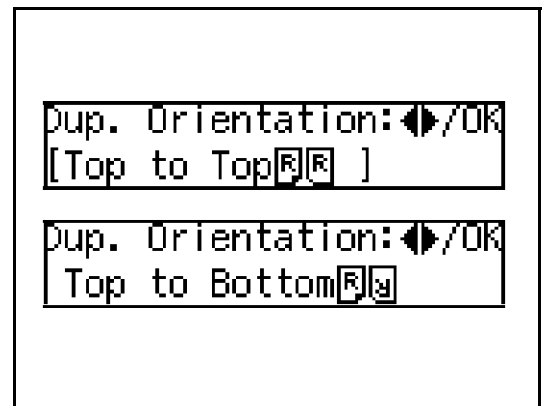


### *When Setting the Copy Direction*

You can select the orientation for the copy paper when you set “Orientation” to “On” in the Copier Features.

Note: If you do not set the copy direction, “Top to Top” will be selected automatically.

1. Press the **Cursor** keys to select the desired orientation, then press the **OK** key.
2. Press the **OK** key.
3. Set your originals.



### *When Setting an Original on the Exposure Glass or in the Document Feeder*

1. Set the original, then press the **Start** key.
2. Set the next original, then press the **Start** key.

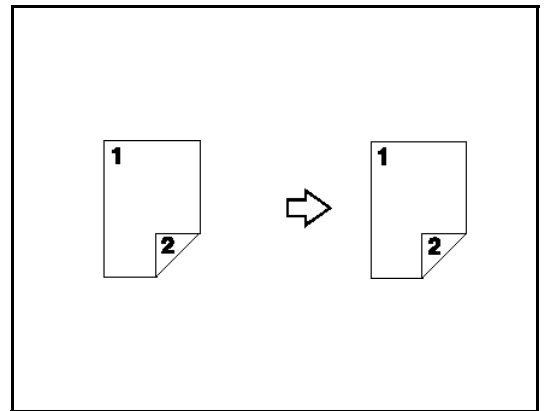
### *When Setting a Stack of Originals in the Document Feeder*

Set your originals, then press the **Start** key.

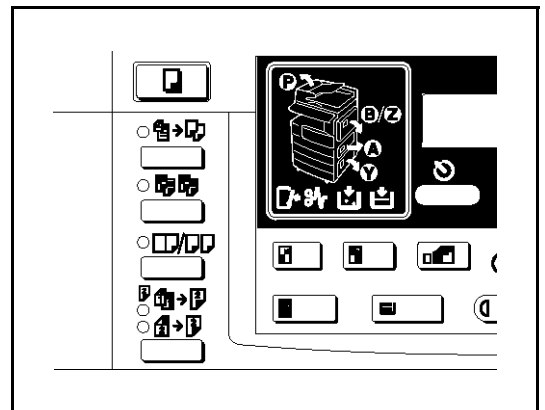
## 2 Sided to 2 Sided

The optional document feeder (RADF) is required to use this function.

You can make two-sided copies from two-sided originals.



- 1 Press the **Duplex** key twice to select “2 Sided to 2 Sided”.
- 2 Set your originals.



### *When Setting an Original on the Exposure Glass or in the Document Feeder*

1. Set the original, then press the **Start** key.
2. Set the next original, then press the **Start** key.

### *When Setting a Stack of Originals in the Document Feeder*

Set your originals, then press the **Start** key.



## Combine Copying

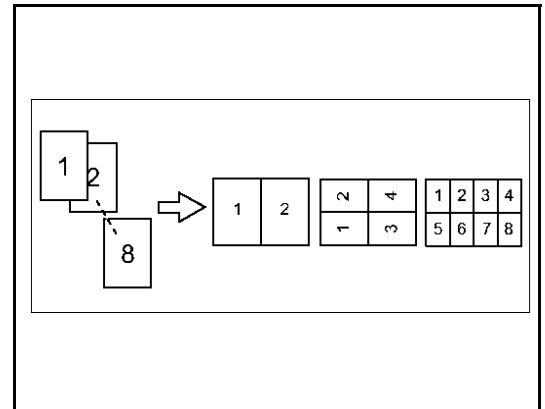
Combine copy, combines originals into one copy. You cannot use the Duplex or the Bypass Tray with this feature. There are twelve types of copies that you can make in this mode:

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

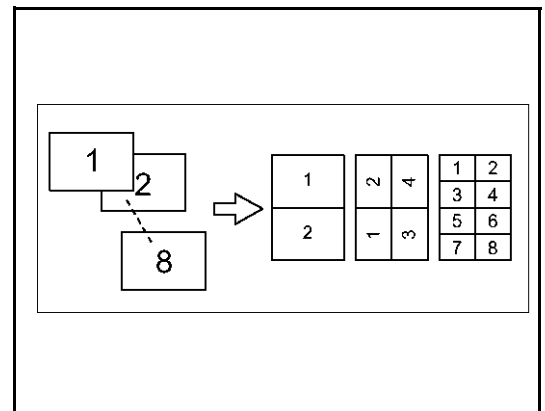
- The number of originals copied (combined) can be 2, 4 or 8.
- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.
- You can change the reproduction ratio from 50–200%.
- When you set the originals in the document feeder and the machine is installed the extension memory, you can change the reproduction ratio from 50–200%
- If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins appear on copies.
- Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90 to make copies properly. (When the Auto Reduce/Enlarge function is selected.
- You can make copies even if the number of originals is less than the number required in the selected mode.
- When the number of originals placed is less than the number specified for combining, the last page(s) will be copied blank as shown in the illustration.

*Direction of Originals and Layout of Combined Images*

**Portrait Originals**

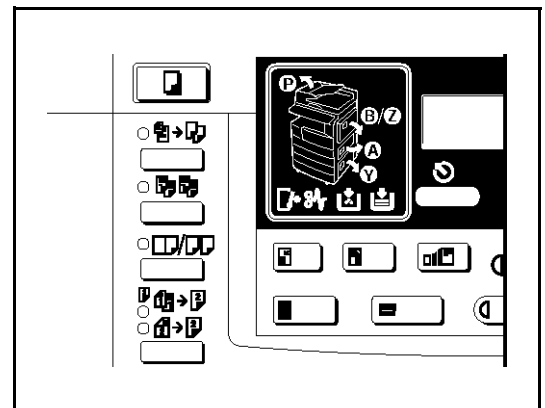


**Landscape Originals**



*Selecting Combine Copying*

- 1 Press the **Combine/ Series** key.
- 2 Make sure that “Combine” is selected, then press the **OK** key.
- 3 Press the **Cursor** keys until the desired combine mode is displayed, then press the **OK** key.
  - In 4 pages mode or 8 pages mode, you can specify the orientation of originals when you have set “Orientation” to “On” in the Copier Features (“Top to Top” or “Top to Bottom”).
- 4 Press the **Select Paper Tray** key to select the copy paper.
- 5 Set your originals.



*When Setting Original on the Exposure Glass or in the Document Feeder*

1. Set the original, then press the **Start** key.
2. Set the next original, then press the **Start** key.
3. To finish copying, press the # key to eject the copy.

*When Setting a Stack of Originals in the Document Feeder*

1. Set your originals.
2. Then press the **Start** key.



## Series Copying

You can make one-sided copies from two facing pages of bound (book) originals and from two-sided originals.

Two methods are available:

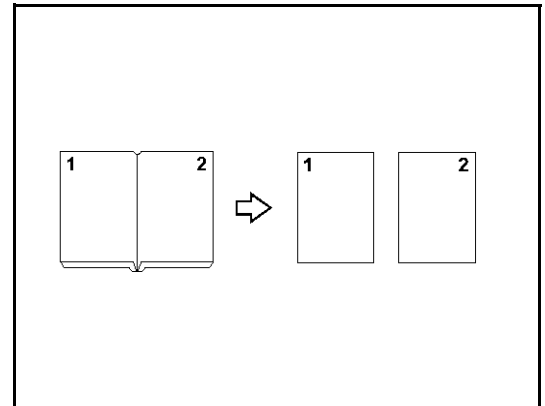
**Book to 1 Sided:** You can make one-sided copies from two facing pages of a bound original (book).

**2 Sided to 1 Sided:**

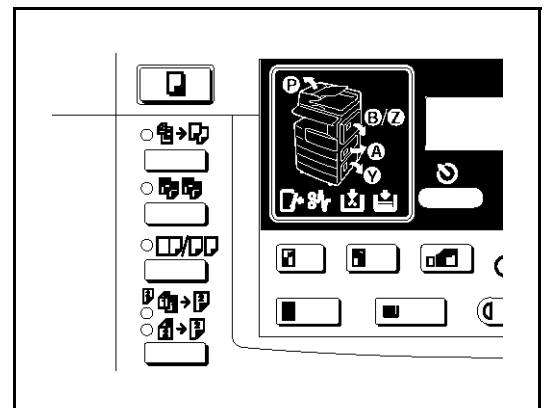
(The optional document feeder is required.) You can make one-sided copies from two-sided originals.

### Book to 1 Sided

You can make 1-sided copies from 2 facing page of a bound original (Book).

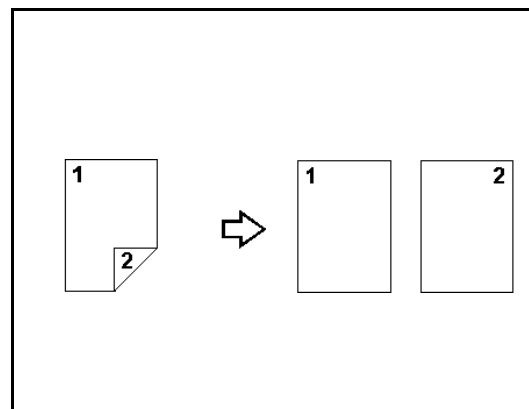


- 1 Press the **Combine/ Series** key.
- 2 Press the **right Cursor** key to select “**Series**”, then press the **OK** key.
- 3 Make sure that “**Book to 1 Sided**” is selected and press the **OK** key.
- 4 Select the paper by pressing the **Select Paper Tray** key until the paper you require is displayed.
- 5 Press the **OK** key.
- 6 Set your book original on the exposure glass, then press the **Start** key.

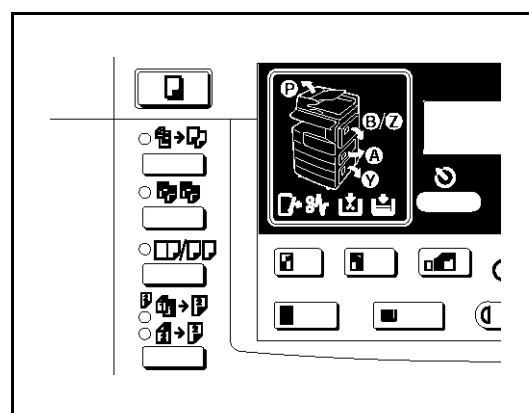


## 2 Sided to 1 Sided

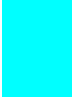
You can make 1-sided copies from two-sided originals.



- 1 Press the **Combine/ Series** key.
- 2 Press **right Cursor** key to select “Series”, then press the **OK** key.
- 3 Press **right Cursor** key to select 2 sided to 1 sided symbol. Then, press the **OK** key.
- 4 Press the **Select Paper Tray** key until the paper you desire is displayed.
- 5 Select the paper orientation when the “Orientation” is set to “On” in the Copier Features, then press the **OK** key. Otherwise, go to step 6
- 6 Set your originals, then press the **Start** key.



*Notes:*



# *User Tools Settings*



## *Chapter Overview*

Included in this chapter are:

- “System Settings” on page 5-1
- “Copier Feature Settings” on page 5-6



## System Settings

### Basic Steps to Accessing System Settings

Step	Procedure to Perform
1	Press the <b>User Tools</b> key.
2	Press the <b>Cursor</b> keys until "2 Systems Settings" is displayed.
3	Press the <b>OK</b> key.
4	Press the <b>Cursor</b> keys until the desired menu is displayed. <ul style="list-style-type: none"> <li>• 1 Function Priority</li> <li>• 2 Copy Count Display</li> <li>• 3 System Reset</li> <li>• 4 Energy Saver Timer</li> <li>• 5 Energy Saver Level</li> <li>• 6 Auto Off Timer</li> <li>• 7 AOF (Keep it on.)</li> <li>• 8 Special Paper Size</li> <li>• 9 Pap. Tray Priority</li> <li>• 10 Auto Tray Switch</li> <li>• 11 Print Priority</li> <li>• 12 Display Contrast</li> <li>• 13 Key Op. Tools</li> </ul>
5	Press the <b>OK</b> key.

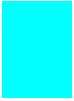
The tables on the following pages provide you with information pertaining to each System Setting.

### Exiting from User Tools

After changing any of the User Tools settings, press the **User Tool** key to return to the previous mode (for copy or print) or press the **Cancel** key to exit User Tools mode.

*Printing the Counter Value*

- 1 Press the **User Tools** key.
- 2 Make sure “1.Counter” is displayed, then press the **OK** key to view the total number of prints.
- 3 Press the **Print** key.
- 4 Press the **Start** key.



## System Settings

Menu	Description
1. Function Priority	<p>You can specify the mode (Copier, Fax, Printer) to be displayed immediately after the operation switch is turned on or System Reset mode is turned on.</p> <p>Default: Copier</p>
2. Copy Count Display	<p>The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down).</p> <p>Default: Up (count up)</p>
3. System Reset	<p>The machine returns to its prioritized mode automatically after your job is finished, after the selected time. This function is called "System Reset". The time can be set from 10 to 999 seconds, or no system reset.</p> <p>You can specify the prioritized mode with the user tools.</p> <p>Default: On (60 seconds)</p>
4. Energy Saver Timer	<p>The machine enters Low Power mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes.</p> <p>In Low Power mode, power consumption is reduced by 30% compared with Standby mode. This value applies to copier features only.</p> <p>Default: 15 minutes</p>
5. Energy Saver Level	<p>You can select the Energy Saver level.</p> <p>Level 1 Power consumption is reduced by about 30% compared standby mode. Warm-up time is about 10 seconds.</p> <p>Level 2 Power consumption is reduced by about 60% compared standby mode. Warm-up time is about 15 seconds.</p> <p>Level 3 Power consumption is reduced by about 70% compared standby mode. Warm-up time is about 20 seconds.</p> <p>These values apply to copier features only.</p> <p>Default: Level 1</p>

Menu	Description
6. Auto Off Timer	<p>The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function is called "Auto Off". The time can be set from 1 to 240 minutes.</p> <p>Auto Off might not be effective when the machine is in the following conditions:</p> <ul style="list-style-type: none"> <li>• An error message is displayed.</li> <li>• The remaining memory space for fax mode is less than 100%.</li> <li>• When originals set in the document feeder.</li> </ul> <p>To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after power is turned on.</p> <p>When the machine receives a fax or printer data in Auto Off mode, it automatically prints the fax or the printer data.</p> <p>Default: 30 minutes</p>
7. AOF (Keep It On.)	<p>For details of this function, contact your service representative.</p>
8. Special Paper Size	<p>Select the size of the copy paper set in the paper tray.</p> <p>If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly.</p> <p>The size of paper you can load in the LCT (Large Capacity Tray) is fixed depending on your locale. However, if you wish to switch from A4 to 8 1/2" x 11" or vice-versa, please contact your service representative.</p>
9. Paper Tray Priority (for Copy mode only)	<p>You can select the paper tray which will be selected as a default in the following conditions:</p> <ul style="list-style-type: none"> <li>• When the operation switch is turned on.</li> <li>• When the <b>Clear Modes</b> key is pressed.</li> <li>• When Auto Paper Select mode is not selected.</li> </ul> <p>1: Tray 1                  2: Tray 2                  3: Tray 3 (Paper Bank)                  4: Tray 4 (Paper Bank)</p> <p>Tray 3 and Tray 4 are options.</p> <p>Default: Tray 1</p>

Menu	Description
<p>10. Auto Tray Switch (for copy mode only)</p>	<p>If you load paper of the same size in two or more trays, the machine automatically shifts another tray when the tray in use runs out of paper. You can set or cancel this setting.</p> <p>If you put special paper in paper trays using the Special Paper Indicate menu, the Auto Tray Switch function is available to these trays only when their settings are identical.</p> <p>Default: On</p>
<p>11. Print Priority (setting the multi-accessing function)</p>	<p>Sets the print priority for each mode.</p> <ul style="list-style-type: none"> <li>• “Display” Print priority is given to the mode displayed on the display.</li> <li>• “Copier” Print priority is given to the copy function.</li> <li>• “Fax” Print priority is given to the fax function.</li> <li>• “Printer” Print priority is given to the printer function.</li> <li>• “Interleave” Prints jobs in the order in which they are initiated regardless of mode/function.</li> </ul> <p>Output from each function might be mixed. If you want to avoid such mixing, specify an independent tray for each feature using “Output Tray Prio.”. When using different functions, attaching internal tray 2 allows you to specify an independent tray for each function. If you want to attach one, contact your local dealer.</p> <p>Default: Copier</p>
<p>12. Display Contrast</p>	<p>You can adjust the brightness of the panel display.</p>
<p>13. Paper Status</p>	<p>You can select the condition of the paper (Normal or Dry).</p>
<p>14. Key Op. Tools</p> <p>1 Show Counter 2 Print Counter 3 Key Op. Access 4 Prog. Key Op. Code</p>	<p>Use to view or print counter and set up user codes.</p>

## Copier Feature Settings

### Basic Steps to Accessing Copier Feature Settings

Step	Procedure to Perform
1	Press the <b>User Tools</b> key.
2	Press the <b>Cursor</b> keys until "3 Copier Features" is displayed.
3	Press the <b>Cursor</b> keys until the desired menu is displayed. <ul style="list-style-type: none"><li>• APS, Auto R/E</li><li>• Max. Copy Q'ty</li><li>• Adjust Orig Mode</li><li>• Set Ratio</li><li>• Copy Reset Timer</li><li>• SADF Auto Reset</li><li>• R. Sort Auto Cont.</li><li>• Orig. Orientation</li><li>• Sort</li><li>• Duplex Priority</li><li>• Duplex Margin</li><li>• Key Op. Tools</li></ul>
4	Search for the desired setting using the <b>Cursor</b> keys.
5	Change settings by following the instructions on the panel display.
6	Press the <b>OK</b> key.

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

### Exiting from User Tools

- You can exit the User Tools mode by pressing the **Cancel** key.
- If you want to return to the previous mode, press the **User Tools** key.
- The settings are not canceled even if the power switch is turned off or the **Clear Modes** key is pressed.

**Copier Features**

Menu	Description
1. APS.Auto R/E	You can select Auto Paper Select or Auto R/E Priority. When you cancel this setting, select "No".  Default: Auto Paper Select
2. Max.Copy Q'ty	The maximum copy quantity can be set between 1 and 99.  Default: 99
3. Adjust Orig. Mode	You can adjust the quality level of copies for each of the original types. As a default setting, Text is selected as original type. You can change it to Photo.  Default: Text
4. Set Ratio	Select which Reduce, Enlarge, or Input Ratio is shown on the panel display with priority when the Reduce/Enlarge key is pressed.  Default: 50%
5. Copy Reset Timer	The machine returns to its initial condition automatically after your job is finished. The time can be set from 10 to 999 seconds, or Off.  Default: On / 60 sec.
6. SADF Auto Reset	When you set one original at a time in the optional document feeder, the message is displayed. It shows the document feeder is ready for another original. You can adjust this time from 3 seconds to 99 seconds in 1 second steps.  Default: 4 seconds
7. R.Sort Aut.Cont	If you select "Off" when the paper tray in use runs out of paper, the machine stops allowing you to add paper to the tray so you can have all the copies rotate-sorted.  Default: Off
8. Orientation	You can select the paper orientation ("Top to Top" or "Top to Bottom").  Default: Off
9. Sort	You can select a Sort function.  Default: Rotate Sort
10. Duplex Priority	You can specify which duplex mode is used when the key is pressed. <ul style="list-style-type: none"> <li>• 1 sided to 2 sided</li> <li>• 2 sided to 2 sided</li> </ul> Default: 1 sided to 2 sided

Menu	Description
11. Duplex Margin	<p>You can specify left margin on the back side of the copies and the top margin on the front side of copies.</p> <p>Default: 0.2</p>
12. Key Op.Tools	<p>If the machine is set to use the User Code function, operators must input their user codes before the machine can operate. The machine can keep count of the number of copies made under each user code.</p>
1. User Code Access	<p>Specify whether to employ user codes to restrict copier users and manage the number of copies made.</p> <p>Default: Off</p>
2. Check Copy Counter	<p>You can check the number of copies made under each user code.</p>
3. Print Counter List	<p>You can print counter lists.</p>
4. Reset Counter	<p>You can check the number of copies made under each user code. You can also reset each user code's counter to 0.</p>
5. Clear all User Codes	<p>You can clear all user codes.</p> <ul style="list-style-type: none"> <li>• The number of copies made under the old code is added to that made under the new user code.</li> <li>• The number of copies made under the deleted code is also deleted.</li> </ul>
6. Reset All Counters	<p>You can reset each user code's counter to 0.</p>
7. Program User Code	<p>You can register user codes. Up to 50 user codes (8 digits or less) can be registered.</p>
8. Change User Code	<p>You can change user codes. The number of copies made under the old code is added to that made under the new user code.</p>
9. Delete User Code	<p>You can delete user codes. The number of copies made under the deleted code is also deleted.</p>



# *Service and Supplies*



## *Chapter Overview*

Included in this chapter are:

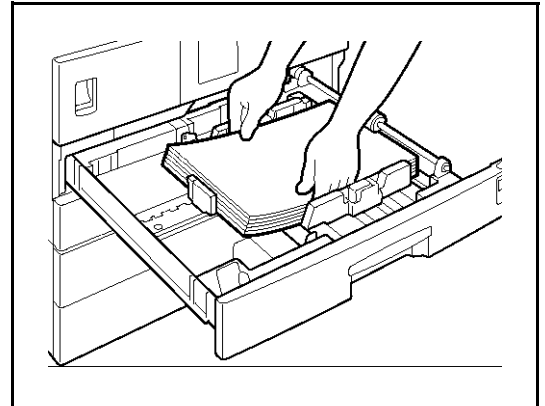
- “Loading Paper” on page 6-1
- “Changing Paper Size” on page 6-2
- “Changing the Toner Cartridge” on page 6-6
- “Clearing Paper Misfeeds” on page 6-8
- “When the Machine Does Not Operate Properly” on page 6-9
- “When Copies are Not Clear” on page 6-10
- “Can Not Make Proper Copies” on page 6-11
- “Cleaning the Copier” on page 6-12

## Loading Paper

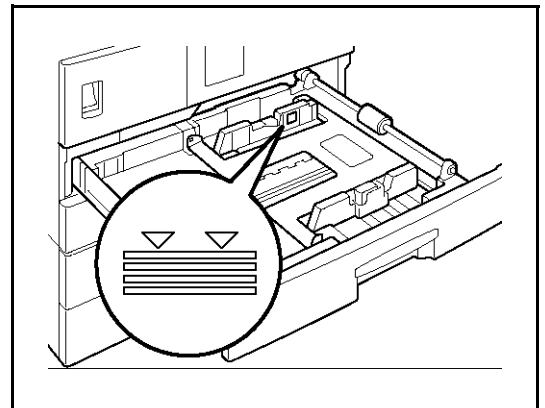
Paper Trays 1 and 2: maximum of 250 sheets of paper.

Optional System Stands: maximum of 500 sheets of paper in each paper tray.

- 1 Pull out the paper tray until it stops.
- 2 Press the metal plate down, then, square the paper and set it in the tray.
  - If there is paper in the tray, remove it and together with the new paper, place it in the paper tray. This reduces a possible paper misfeed.



- Do not stack paper over the limit mark.



- 3 Push the paper tray in until it stops.

## Changing Paper Size

Two procedures for changing the paper size are given below.

- The first is for changing the paper size in Paper Tray 1 or the optional System Stand.
- The second is for changing the paper size in Paper Tray 2.

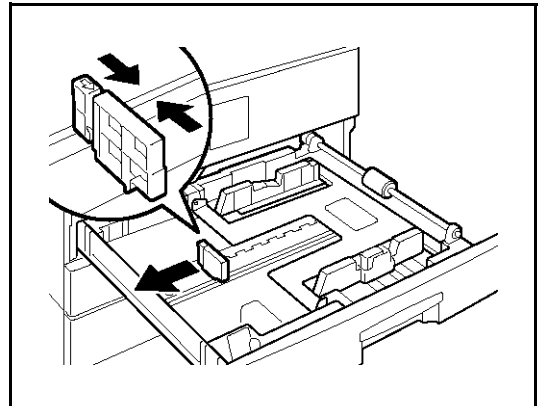
Note: Please check you are following the appropriate procedure before you start.

Important: Be sure to select the paper size with the user tools. Otherwise, misfeeds might occur.

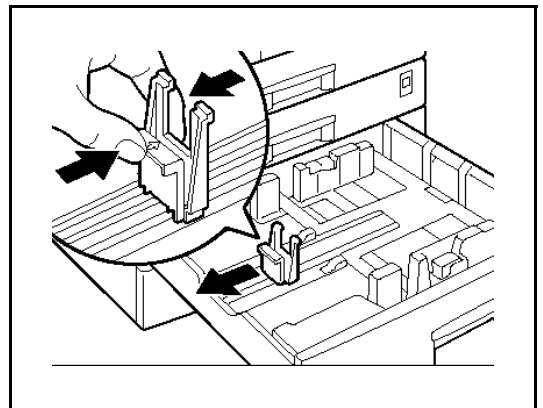
### Changing the Paper Size in the Paper Tray or the System Stand

- 1 Pull out the paper tray until it stops.  
Remove any remaining copy paper.
- 2 While pressing the release lever, adjust the back paper guide.

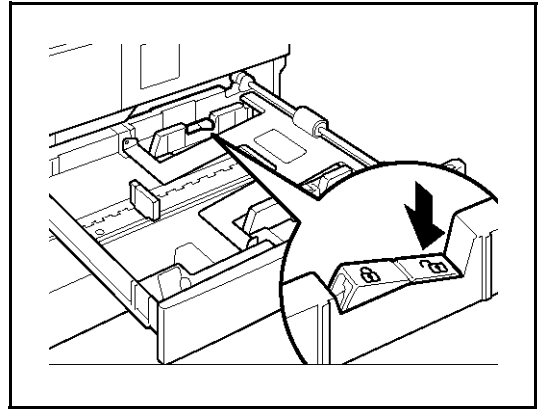
- For Paper Trays 1 and 2



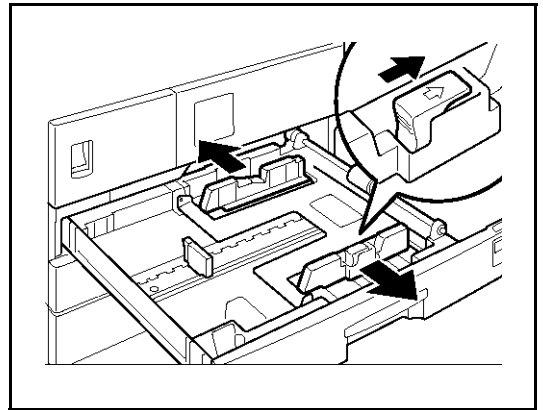
- For the System Stand



- 3 Press down the release button.

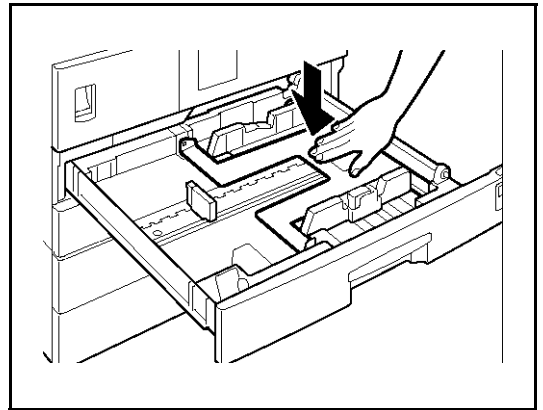


- 4 While pressing the release lever, adjust the side paper guides.

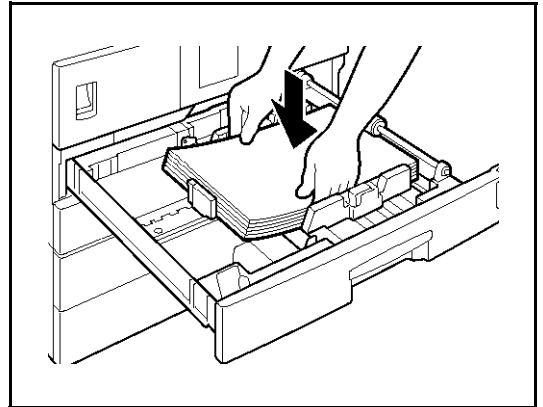


- 5 Push the metal plate down. (This is for Trays 1 and 2.)

Note: Do not stack paper over the limit mark.

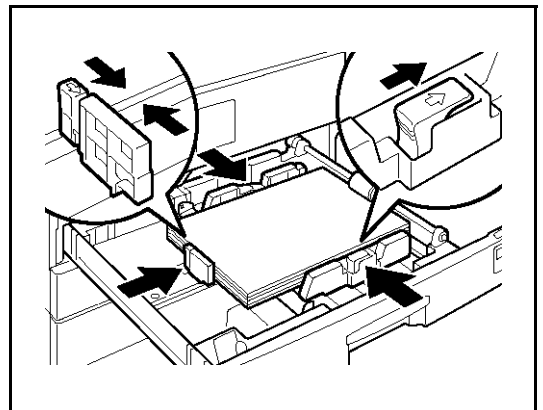


- 6 Square the paper and set it in the tray.



- 7 While pressing the release lever, adjust the side and back paper guides to the new paper size.

Note: When setting small quantities of copy paper, be careful not to squeeze in the side paper guides too much or paper will not be fed properly.

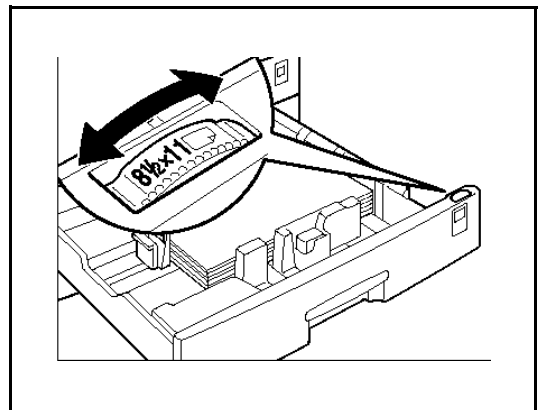


- 8 Press down the lock button.

- 9 Adjust the tray size with the paper size selector to the new paper size.

Note: If you cannot find your desired paper size, select “\*”, then set the copy paper size with the “11 Special Pap.Size” setting in the System Settings.

- 10 Push the paper tray in until it stops.



## *Setting Non-Standard Size Paper*

- 1 Press the **Select Paper Tray** key to select the second paper tray.
- 2 Then press the # key.
- 3 Press the **Cursor** keys until the paper size you want to use is displayed.

### *When the Paper Size Require is Displayed*

Press the **OK** key.

### *When the Paper Size Required is not Displayed*

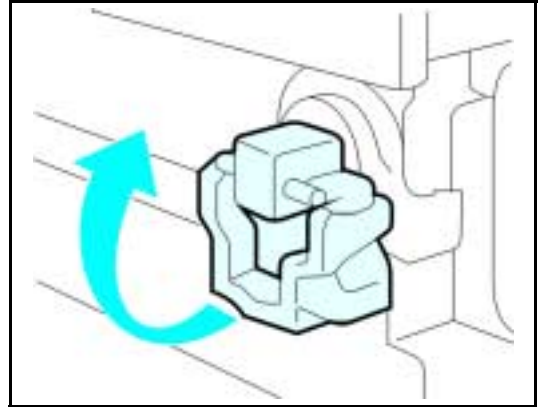
You can also specify the tray size with the User Tools.

1. Press the **Cancel** key, then press the **Right Cursor** key to display “Custom Size”.
  2. Enter the horizontal size then press the **OK** key.
  3. Enter the vertical size then press the **OK** key.
- 4 Press the **OK** key.

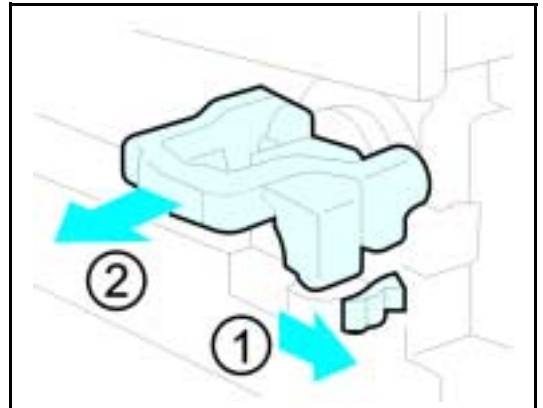


## Changing the Toner Cartridge

- 1 Open the Front Cover.
- 2 Pull out on the handle on the Toner Bottle Holder until the Toner Bottle holder is fully opened.

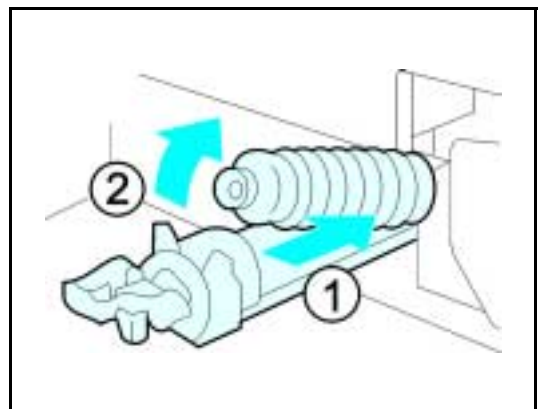


- 3 Pull the green lever and gently pull the Toner Bottle out.



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

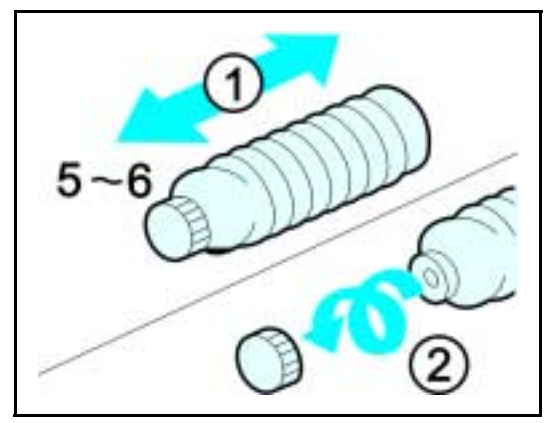
Note: Do Not remove the cap before shaking the Toner Bottle.



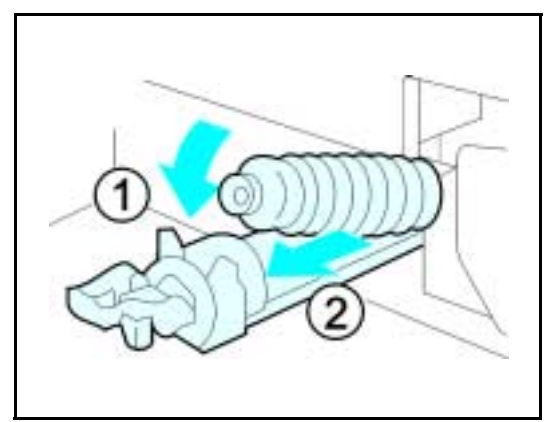


5 Remove the outer cap.

Note: Do not remove the Inner Cap.

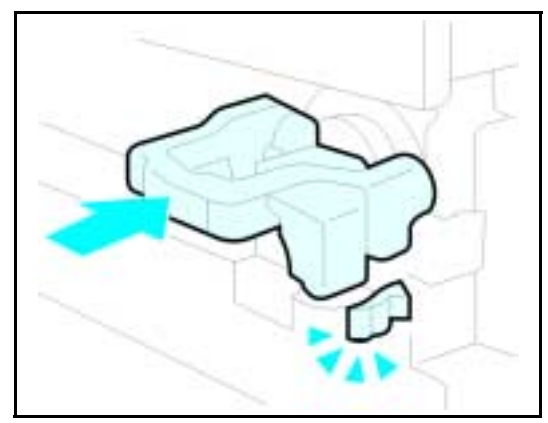


6 Place the new Toner Bottle in position, turn it clockwise, then return the green lever back to its closed position.



7 Return the Toner Bottle Holder to its original position.

8 Close the Front Cover of the copier.



## Clearing Paper Misfeeds

---

**WARNING:**

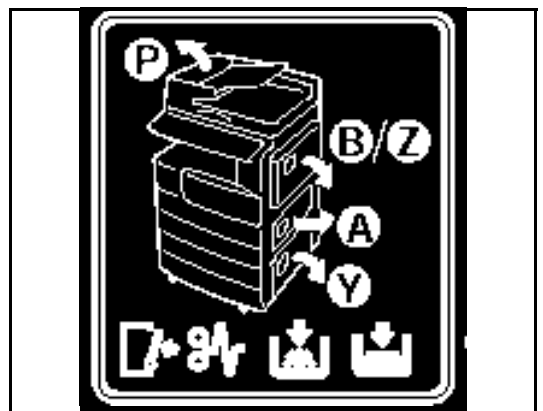
When removing misfed paper, do not touch the fusing section because it could be very hot.

---

**Important:**

- When clearing misfeeds, do not turn off the power switch. If you do, your copy settings are cleared.
- To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- If paper misfeeds occur repeatedly, contact your service representative.

More than one misfed areas may be indicated. In this case, check every applicable area. You can find a label on the inside of the front cover explaining how to remove misfed paper.



When the machine instructs you to reset originals, reset your originals to the feeding position. The display will indicate the number of originals you should return. When removing misfed paper, do not touch the fusing section because it could be very hot.

## When the Machine Does Not Operate Properly

### Message

Machine Status	Problem/Cause	Action
Please wait.	The machine is warming up.	Wait for the machine to warm up.
Cannot detect original size.	Improper original is set.	Set non-standard size original on the exposure glass.
		Input the horizontal and vertical size of the custom original.
		Select paper manually, not in Auto Paper Select mode.
	Do not use Auto Reduce/Enlarge mode.	
	Original is not set.	Set your originals.
Check original orientation.	There is no copy paper that is in the same direction as the original.	Set the original in the same direction as the copy paper.
Check paper size.	Improper paper size is set.	Select proper paper size.
You cannot enter the desired copy set number.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity that you can make at a time.
The machine instructs you to set the duplex tray.	-----	Reset the duplex tray correctly.
The machine instructs you to set the key counter.	-----	Set the key counter.

### Display

Problem	Problem/Cause	Action
The display panel is off.	The machine is in Energy Saver mode.	Turn on the operation switch.
	The operation switch is turned off.	
	The main power switch is turned off.	
Nothing happens when the operation switch is turned on.	The Main Power switch is turned off.	Turn the <b>Main Power</b> switch on.
	The power cord is unplugged.	Plug the power cord in securely.

## When Copies are Not Clear

Problem	Cause	Action
Copies appear dirty.	The image density is set too dark.	Adjust the image density.
The reverse side of an original image is copied.	The image density is set too dark.	Adjust the image density.
A shadow appears on copies if you use pasted originals.	The image density is too dark.	Adjust the image density.
		Change the direction of the originals.
		Put tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass or document feeder is dirty.	Clean them.
Copies are too light.	The image density is set too high.	Adjust the image density.
	Damp or rough grained paper is used.	Use the recommended dry paper.
	Toner cartridge is almost empty.	Add toner.
Parts of the image is not copied.	The original is not set correctly.	Set the original correctly.
	An improper paper size is selected.	Select proper paper size.
Copies are blank.	The original is not set properly.	When using the exposure glass, set the originals face down. When using the document feeder, set the originals face down.
A watery or wavy pattern is produced on copies.	Your original has a dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

## Can Not Make Proper Copies

### Combine

Problem	Cause	Action
Parts of the image are not copied.	You specified an improper reproduction ratio that does not meet the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure the ratio matches your originals and the copy paper.  Note: Select the correct reproduction ratio before using Combine mode.
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the document feeder, the last page should be on the bottom.
		If originals are set on the exposure glass, start with the first page to be copied.

### Duplex

Problem	Cause	Action
Order of copies is not correct.	Originals were set incorrectly.	When setting a stack of originals in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.
Orientation of copies (Top to Top, or Top to Bottom) is not correct.	Originals were set incorrectly or orientation setting is incorrect.	Select the correct orientation or set originals correctly.
In Margin Adjustment mode, parts of the original image are not copied.	The margin is too wide.	Set a narrower margin with the user tools.

## *Cleaning the Copier*

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

### *Cleaning the Machine*

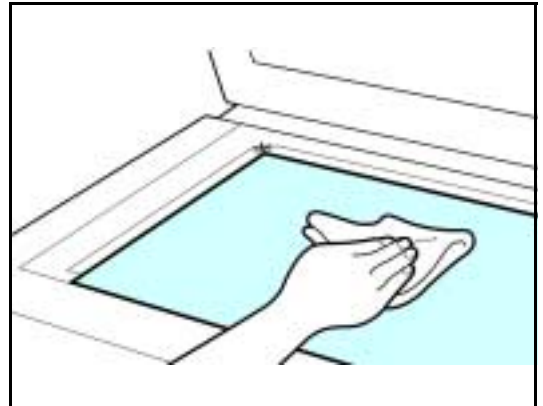
Wipe the copier with a soft, damp cloth and then dry it.

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

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

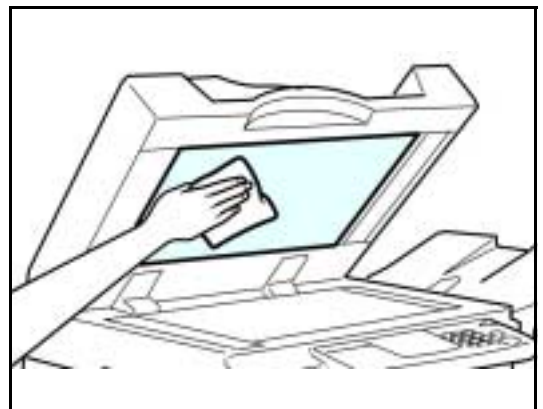
### *Cleaning the Exposure Glass*

Clean the Exposure Glass using a clean dry cloth.



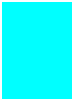
### *Cleaning the Document Feeder Belt*

Clean the Document Feeder Belt using a dry clean cloth.



*Notes:*







# *Specifications*



## *Chapter Overview*

Included in this chapter are:

- “Main Copier Unit” on page 7-1
- “Document Feeder - option” on page 7-4
- “1 Tray System Stand - option” on page 7-5
- “2 Tray System Stand - option” on page 7-6
- 
- “16MB Copier Memory Unit - option” on page 7-6

## Main Copier Unit

**Configuration:**

- Desktop

**Photosensitivity type:**

- OPC drum (30)

**Original scanning:**

- One-dimensional solid scanning system through CCD

**Copy process:**

- Dry electrostatic transfer system

**Development:**

- Dry two-component magnetic brush development system

**Fusing:**

- Heating roll system

**Resolution:**

- 600 dpi

**Exposure glass:**

- Stationary original exposure type

**Original reference position:**

- Rear left corner

**Warm-up time:**

- Less than 20 seconds

**Originals:**

- Sheet/book/objects

**Maximum original size:**

- 11"× 17"



**Copy paper size:**

- Trays: 11"× 17" to 5 1/2"× 8 1/2"
- Bypass: 11"× 17" to 5 1/2"× 8 1/2"
- Bypass (non-standard size): Vertical: 3.6"–12.0" Horizontal: 6.0"–49.6"
- Duplex: 11"× 17" to 5 1/2"× 8 1/2"
- Paper Bank: 11"× 17" to 5 1/2"× 8 1/2"

**Copy paper weight:**

- Paper tray 1, 2 (Standard size): 16 –24 lb.
- Bypass tray: 14 – 43 lb.
- Duplex unit: 20 – 24 lb.
- Paper Bank: 16 – 28 lb.

**Non-reproduction area:**

- Leading edge: 2 ± 1.5mm
- Trailing edge: more than 0.5mm
- Left edge: 2 ± 1.5mm
- Right edge: more than 0.5mm

**First copy time:**

- 6.9 seconds or less (8 1/2"× 11", 100%, feeding from 1st paper tray)

**Copying speed:**

- 18 copies/minute (8 1/2"× 11")
- 10 copies/minute (11" x 17")

**Reproduction ratio:**

Preset reproduction ratios:

- Enlargement: 155%, 129%, 121%
- Full Size: 100%
- Reduction: 93%, 78%, 65%, 50%

Zoom:

- From 50% to 200% in 1% steps.

**Continuous copying count:**

- 1 –99 copies

**Copy paper capacity:**

- 1st and 2nd paper trays: 250 sheets (20 lb.)

**Power requirements:**

- 120VAC, 60 Hz, 10 amp.

**Power consumption:**

Mainframe only

- Warm up: 880 W
- Stand-by: approximately 125 W
- Copying: 450 W
- Maximum: 1100 W

Full system

- Warm up: 890 W
- Stand-by: approximately 125 W
- Copying: 450 W
- Maximum: 1200 W

**Dimensions (W x D x H up to exposure glass):**

- 21.65"× 22.36"× 20.39"

**Noise Emission (ISO7779 Sound Power Level):**

Based on actual measurement

Mainframe only:

- Copying: 60.1 dB (A)
- Stand-by: 40 dB (A)

Complete system:

- Copying: 67.5 dB (A)
- Stand-by: 40 dB (A)

**Weight:**

- 88.16 lb.

Note: Specifications are subject to change without notice.

## *Document Feeder - option*

**Mode:**

- ADF/RADF mode, SADF mode

**Original size:**

- 11"× 17" to 5 1/2"× 8 1/2"

**Original weight:**

- 1-sided originals: 14 –28 lb.

**Number of originals to be set:**

- 30 sheets, 20 lb.

**Maximum power consumption:**

- Less than 50W (power is supplied from the main frame.)

**Dimensions (W x D x H):**

- 21.7"× 18.6"× 5.2"

**Weight:**

- Approximately 22.1 lb.

Note: Specifications are subject to change without notice.

## 1 Tray System Stand - option

**Copy paper weight:**

- 16–28 lb.

**Available paper size:**

- 5 1/2"× 8 1/2", 8 1/2"× 11", 8"× 13", 8 1/2"× 13", 8 1/2"× 14", 8 1/4"× 13", 11"× 17", 7 1/4"× 10"

**Maximum power consumption:**

- 23W (power is supplied from the main frame.)

**Paper capacity:**

- 500 sheets, 20 lb.)

**Dimensions (W x D x H):**

- 21.7"× 20.5"× 5.36"

**Weight:**

- Approximately 26.4 lb.

Note: Specifications are subject to change without notice.



## *2 Tray System Stand - option*

**Copy paper weight:**

- 16 – 28 lb.

**Available paper size:**

- 5 1/2"× 8 1/2", 8 1/2"× 11", 8"× 13", 8 1/2"× 13", 8 1/2"× 14", 8 1/4"× 13", 11"× 17", 7 1/4"× 10"

**Maximum power consumption:**

- 28W (power is supplied from the main frame.)

**Paper capacity:**

- 500 sheets, 20 lb. (2 trays)

**Dimensions (W x D x H):**

- 21.7"× 20.5"× 10.7"

**Weight:**

- Approximately 55.2 lb.

Note: Specifications are subject to change without notice.

## *16MB Copier Memory Unit - option*

**Memory capacity:**

- 16MB

**Additional functions:**

- Increase copier features, allowing you to use the optional document feeder, Sort, Combine or Printing counter features.

**Number of originals that can be stored:**

- Approximately 30 pages (reference value based on ITU-T No.4 chart)



## Agency Certifications

### USA RFI

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

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

### Canada RFI

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

Cet appareil numérique ne dépasse pas les limites de Catégorie A pour les émissions de bruit radio émanant d'appareils numériques, tel que prévu dans les Règlements sur l'Interférence Radio du Département Canadien de Communications.



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

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

### *UL*

The 5618 AG digital copier is intended for use in areas with 120V, 60 Hz, AC line voltage. You should ensure you are connecting your equipment into the proper line voltage.

### *EPA Energy Star*

The United States Environmental Protection Agency (EPA) has introduced a voluntary program, the Energy Star Program, to encourage the widespread and voluntary use of energy-efficient technologies that enhance the workplace, improve product performance, and prevent pollution. As an Energy Star Partner, Lanier Worldwide, Inc. has determined Lanier's 5618 copier meets the Energy Star guidelines for energy efficiency. Energy Star guidelines require that all Energy Star copiers have an "OFF MODE" feature that automatically turns the copier off after a period of inactivity, ensuring night and weekend shut-off.

In addition to the above requirements, the 5618 copier has been successfully been tested with the following recycled paper:

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

Note: Specifications are subject to change without notice.

## Paper Sizes

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

## Enlargement and Reduction Percentages

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

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# ***Glossary***



## ***Chapter Overview***

Definitions for the most often used terms are listed here.



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## *Copier Terms*

<b>% (percentage)</b>	The ratio of the original image size to the copied image size. If the copy image is larger than the original, the % number is larger. A copied image that is twice the size of the original is said to be 200%. If the copy image is smaller than the original, the % number is lower. A copied image that is half the size of the original is said to be 50%.
<b>10-key pad</b>	The portion of the Control Panel with numerical keys. These keys are used primarily to input the desired number of copies and are also used to input numerical data into the copier during programming.
<b>Book Originals</b>	Any bound original that cannot be fed through the Feeder. Because the pages cannot be separated, they must be copied manually from the Exposure Glass. The Book Original features can be used to make the book copying process more efficient.
<b>Bypass Feed Tray</b>	A Tray used to feed single sheets of special or transparent stock into the copier to be copied. Because sheets from this tray feed straight through the copier paper path, the Tray is especially useful for feeding heavy stock. See also: Stack Feed Bypass Tray.
<b>Casual Operator</b>	An operator that uses the copier to make copies but does not have Key Operator responsibilities such as adding Toner or calling for service.
<b>Charge Corona</b>	A device located near the Drum that activates the light sensitivity of the Drum and prepares it to be exposed and imaged.
<b>Cleaning Unit</b>	An assembly that cleans any residual image toner from the Drum in preparation for the next image.
<b>CLEAR/STOP Key</b>	The Key used to stop a copy job while it is still running. It may also be used to clear program functions from a previous job and return to the default settings.
<b>Control Panel</b>	The surface at the front of the copier containing Keys used to control the operation of the copier. It usually also contains the display that shows the status of the copier or the job in progress.
<b>Copies</b>	The imaged paper output from a copier. It might be a direct reproduction of the input document or it can contain any number of changes as programmed into the copier such as Enlargement/Reduction, Trim/Mask, etc.
<b>Copies in Progress</b>	This display or part of a display shows how many copies of the total have been made.
<b>Copies Selected</b>	This display is the same as Copy Quantity, in that it shows the number of copies requested.

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



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<b>Energy Star</b>	A voluntary program introduced by the United States Environmental Protection Agency (EPA) intended to encourage the use of energy-efficient technologies in the workplace. Requirements to qualify for certification vary based on the speed of a Copier. For specifics on your Copier, check the Specifications section of this Guide.
<b>Exit Tray</b>	A tray attached to the output end of the copier to collect copies. This tray is usually removed when a Sorter or Finisher is installed. In this case, the top tray of the Sorter or Finisher serves as the Exit Tray.
<b>Exposure Glass</b>	The glass surface located under the Document Cover or Document Feeder. The original is placed here to make a copy. If an RADF is present, it transports the original to this location. Once here, the original is exposed by the Exposure Lamp located directly below the glass.
<b>Exposure Lamp</b>	The light source located directly below the Exposure Glass. It is the light from this lamp that exposes the original, reflects off the original, travels through the optics and exposes the Drum.
<b>Exposure Pad</b>	A Pad located on the bottom side of a Document Cover used to hold an original in place on the Exposure Glass during the exposure process.
<b>Factory Default</b>	A setting in the copier that is set at the factory. You can change some of these settings. Others can be changed by a Service Technician. See also Initial Setting.
<b>Front Cover</b>	The Cover located at the front of the copier designed to allow access to the interior of the copier. This allows the operator to add supplies, remove paper misfeeds, or perform other maintenance as prescribed by the Operator Guide.
<b>Fused Toner</b>	The image, usually black, that adheres to the surface of the copy paper. This Toner is “Fused” to the surface of the paper using pressure and heat.
<b>Fuser Assembly</b>	The unit located inside the exit area of the copier that provides heat and pressure to attach the toner to the paper surface.
<b>Fuser Cleaning Pad</b>	In certain copiers, it is necessary to clean toner residue and paper dust from the Fuser Rollers. This provides extended life of the Rollers and cleaner copies. At certain intervals, this pad must be replaced.
<b>Graphic Display</b>	A Display that shows icons related to service or supply related error condition. In some copiers, these icons may be incorporated into a graphic representation of the copier to show the approximate position of an error.
<b>Gray Scale</b>	A term referring to the shades of gray between the black and the white areas on an original or copy. Normal copies reduce the shades of gray to produce very dense blacks and clean whites. During the photo copy modes, the copier is set to reproduce the shades of gray more faithfully, but usually at the expense of the black density.

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<b>Initial Settings</b>	Those settings displayed by a copier when it comes to the READY condition. These settings may be either the Factory Default settings, or Factory Default settings that have been modified permanently by either you or your Service Technician to better fit your application.
<b>Interrupt Key</b>	The Key used to interrupt a long copy job in process in order to run a single copy. Interrupt copies are limited to one, and the interrupt original must be copied from the Exposure Glass.
<b>Key Operator</b>	The main operator responsible for the copier. This individual performs all operator prescribed maintenance and is the main contact in the event of a service call.
<b>Lighter Copies</b>	This term refers to the amount of toner placed on the copy through the imaging process. The amount of toner is controlled by the “darkness” of the original and the amount of light used during the exposure process; more light means less toner or image.
<b>Message Display</b>	This display or part of a Touch Screen shows messages related to the status of the copier, Help messages and program information.
<b>On/Stand by Switch</b>	A switch located on the exterior of the copier used to control the power to the copier.
<b>Original Cover</b>	On copiers not equipped with a Document Feeder, a Cover protects the Exposure Glass and prevents stray light from entering the copier during the copy process. Unless copying a 3-dimensional object, the cover should be down.
<b>Original Direction Indicator</b>	This icon instructs the operator which direction to place the document in the Document Feeder or on the Exposure Glass. This is particularly helpful when different paper sizes are available and when certain features are used such as; when reducing a legal sheet to letter-size paper, the icon would instruct you to feed the original lengthwise.
<b>Paper Tray</b>	A paper carrier designed as part of the base of the copier. It is used to store and feed a stack of paper of one size. Some are designed to be adjusted but can only accommodate one size at a time.
<b>Paper Weight</b>	Throughout the Operator Guide there are references to 20 lb. or 24 lb. paper. This refers to a standard measuring technique. A certain number of sheets cut to a particular size weighs 20 or 24 pounds. The weight specification usually correlates with the thickness of the paper. It also generally implies stiffness with the lighter papers being more limber and the heavier papers being stiffer. Copiers are designed to feed certain weight papers through the Drawers or Cassettes. Heavier stock, such as cover stock, can be fed through the Bypass Feed Tray.

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<b>Power Cord</b>	The cord used to connect the copier to the power receptacle. The plug design is specified depending on the amount of power the copier requires. Make sure the receptacle is the correct one for your copier.
<b>READY Indicator</b>	This is an indicator that shows when the copier has warmed up and is ready to make copies. It appears in several forms; a light, an icon, and the message itself.
<b>Release Lever</b>	The lever located inside the Front Cover used to release the Upper Unit for access to the paper path.
<b>Separation Corona</b>	One of the Coronas inside the copier. It is usually located near the Drum and separates the paper from the Drum. Because it attracts the toner, and since it is located below the paper, it has a tendency to get dirty. This can require the Key Operator to either clean the coronas or call for service.
<b>Sheet Feed Bypass</b>	A tray that opens from the side of the machine, usually just above the Primary Paper Tray or LCC. It is designed to feed a single sheet at a time. This tray can be used to feed paper or transparency stock that would normally not be placed in the Feed Drawers. Since it bypasses the normal paper feeding mechanism and feeds straight through the paper path, heavier stocks (like cover stock) feed better.
<b>Sorter</b>	An accessory attached to the output of a copier designed to perform a sorting function. The sort function allows you to make multiple copy sets of an original in such a way that the pagination matches the original document.
<b>Stack Feed Bypass Feed Tray</b>	A tray that opens from the side of the machine, usually just above the LCC or Primary Paper Tray, and is designed to feed a stack of paper. This tray can be used to feed paper or transparency stock that would normally not be placed in the Feed Drawers. Since it bypasses the normal paper feeding mechanism and feeds straight through the paper path, heavier stocks (like cover stock) feed better.
<b>Stack Key</b>	This key is used to program the Stack functions. This is available only if a Sorter or Finisher is present. In the stack mode, multiples of a single page of a document are placed in separate Sorter Trays or are offset in the Finisher Tray.
<b>Start Key</b>	This Key is used to start the copying process once all selections have been made. On a Lanier copier, it is always green in color.
<b>Toner</b>	The black powder that is used to form the image on copy paper. In a color copier, it would be colored. PLEASE NOTE: Toners are designed to operate specifically in a copier and differ greatly on the copier requirements. Toner from other copiers should never be mixed. At best, the image would be too light or too dark. At worst, it can damage your copier and require a service call to have the toner cleaned out and replaced with the correct toner.

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<b>Toner Container</b>	A container designed to simplify the reloading of toner in your copier. Make sure the toner you add is correct for your copier before loading.
<b>Transparencies</b>	A clear plastic stock used to make an overhead transparency. Because they are clear, they don't feed from paper Drawers or Cassettes. However, many Bypass Feed Trays are designed to handle transparency stock. Place your transparency stock in the Bypass Feed Tray and use a normal copy procedure.
<b>Transport Belt</b>	The rubber surface on the under side of an ADF. It grips an original and moves it across the Exposure Glass and returns it to the Document Exit Area of the Document Feeder. To keep it operating correctly and to prevent the buildup of dirt which can cause dirty copies, it must be cleaned periodically.
<b>User Codes</b>	An option, usually built into a copier that, when activated by a Technician, requires the operator to enter a User Code to make copies. The copier can contain many accounts thereby allowing the Key Operator to track copies made by individuals or departments.
<b>Zoom Keys</b>	The Zoom Keys are actually several keys that control the Enlargement or Reduction of the image on the copy. In most cases, there is a 100% (actual size) key, a key representing the highest Enlargement ratio, and a key representing the lowest Reduction ratio. Pressing these last two keys steps the copier optics in 1% increments. Pressing the 100% key returns the copier to the actual size mode.

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# *Index*



## *Chapter Overview*

Use this index to find items used in this Operator Guide.

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## ***New Machine Warranty and Limitation of Liability***

### ***Warranty — 90 days***

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

### ***Warranty Exclusions***

THE FOREGOING EXPRESS WARRANTY IS MADE IN LIEU OF ALL OTHER PRODUCT WARRANTIES, EXPRESS OR IMPLIED, INCLUDING MERCHANTABILITY AND FITNESS AND THOSE ARISING FROM A COURSE OF DEALING OF USAGE OF TRADE.

The Express Warranty will not apply to drums, cleaning blades, fuser cleaning felts, toner, developer or paper or to defects of damage incurred in transportation, or due to accident; neglect; misuse such as use of harmful or unapproved supplies; alterations; operator error; power surges; failure to properly install, clean, maintain, or repair; improper operating environment; or failure to provide proper utilities. The Express Warranty also will not apply to used or refurbished Lanier equipment unless Lanier expressly authorizes resale with its original equipment warranty.

### ***Limitation of Liability***

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



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