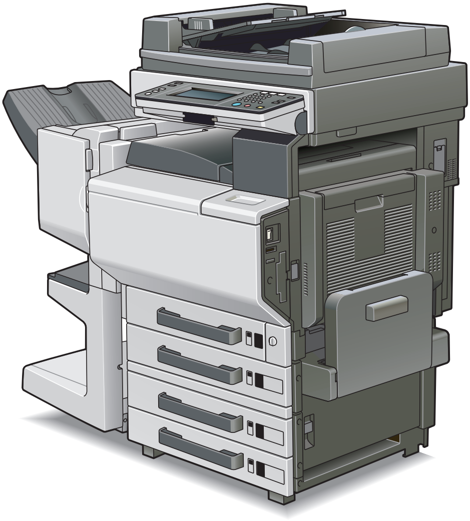
# KM-C2230

## User's Guide



Please read the User's Guide before using the copier.
Keep it close to the copier for easy reference.

# Introduction

Thank you for choosing this machine.

This manual contains details on the operation of the various functions of the machine, precautions on its use, and basic troubleshooting procedures. In order to ensure that this machine is used correctly and efficiently, carefully read this manual before using the machine. After reading the manual, store it in the designated holder so that it can easily be referred to when questions or problems arise during operation.

The illustrations used in this manual may appear slightly different from views of the actual equipment.

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# 1 Installation and Operation Precautions

# 2 Before Making Copies

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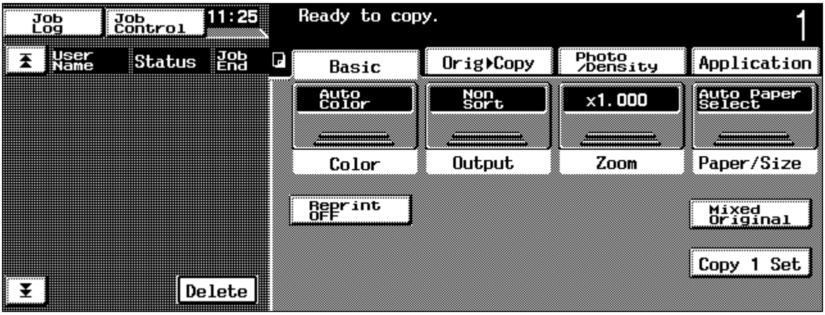
# Making Basic Copies

The procedure for making basic copies is described below.



Ready to copy.

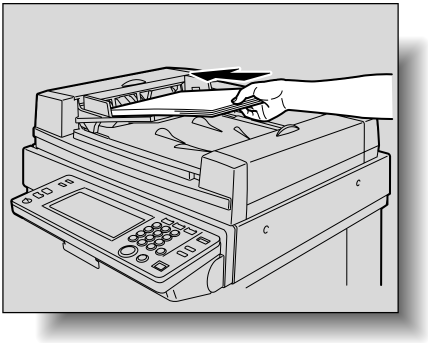
Color: Auto Color

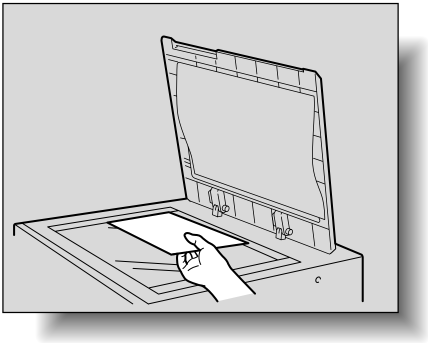
Output: Non Sort

Zoom: x1.000

Paper/Size: Auto Paper Select

1 Load the document to be copied.





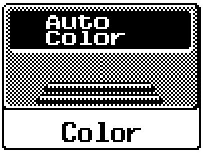
✎ . . .

**Reference**

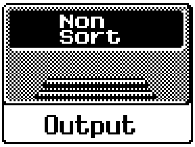
*For details, refer to “Feeding the Document” on page 2-41.*

**2** Specify the necessary settings.

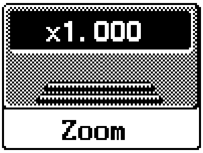
- To specify a Color setting, touch [Color]. For details, refer to *“Selecting a Color Setting” on page 3-5*.



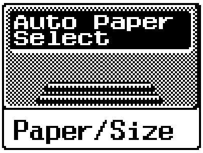
- To specify a Output setting, touch [Output]. For details, refer to *“Selecting Output Settings” on page 3-8*.



- To specify a Zoom setting, touch [Zoom]. For details, refer to *“Specifying a Zoom Setting” on page 3-13*.



- To specify the Paper/Size setting, touch [Paper/Size]. For details, refer to *“Selecting a Paper/Size Setting” on page 3-18*.

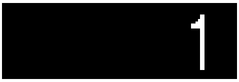


- To specify the Original and Copy settings, touch [Orig ▶ Copy]. For details, refer to *“Selecting Original Settings” on page 3-27* and *“Selecting Copy Settings” on page 3-37*.

- To specify Photo/Density settings, touch [Photo/Density]. For details, refer to *“Selecting Photo/Density Settings” on page 3-45*.

❍ To specify settings for the Application functions, touch [Application]. For details, refer to *“Application Functions” on page 7-1*.

**3** Check the setting for the number of copies.

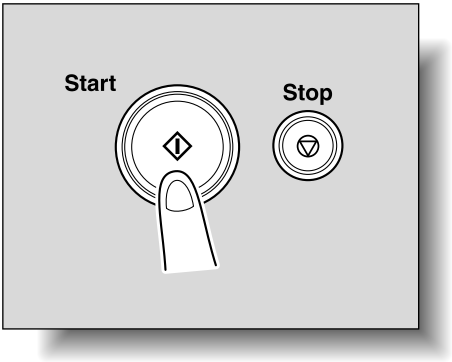


✎...

**Reference**

*For details, refer to “Specifying the Number of Copies” on page 3-2.*

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



# Available Features

### Selecting the print color

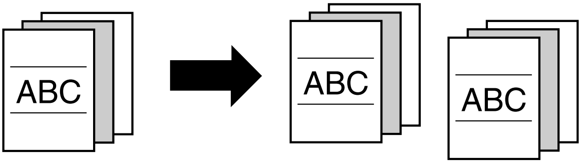
The color used to print copies can be specified, for example, the copy can be printed in full color or in a single color.

For details, refer to *“Selecting a Color Setting” on page 3-5*.

### Sorting copies

While printing multiple copies, the copies can be divided into the separate sets.

For details, refer to *“Sorting (“Sort” Setting)” on page 3-8*.

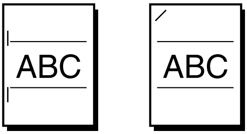


### Stapling copies

Copies can be stapled together before they are fed out.

For details, refer to *“Stapling (with finisher DF-621 installed)” on page 3-10*.

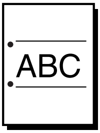
For details, refer to *“Stapling (with finisher DF-626 installed)” on page 3-10*.



### Punching holes in copies

Holes for filing can be punched in the copies

For details, refer to *“Hole-Punching” on page 3-11*.



### Adjusting copies to the size of the paper

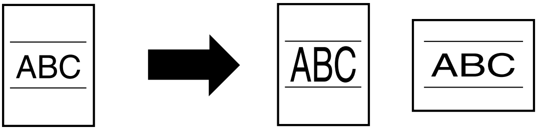
The most appropriate zoom ratio can automatically be selected based on the size of the loaded document and the specified paper size.

For details, refer to *“Automatic Scaling (“Auto Zoom” Setting)” on page 3-13*.

### Specifying separate horizontal and vertical zoom ratios

By specifying separate horizontal and vertical zoom ratios, copies of the document can be resized as desired.

For details, refer to *“Custom Sizing (Manual Zoom Settings)” on page 3-14*.



### Automatically selecting the paper

The most appropriate paper size can automatically be selected based on the size of the loaded document and the specified zoom ratio.

For details, refer to *“Automatic Paper Selection (“Auto Paper Select” Setting)” on page 3-18*.

### Reserving bypass tray copying

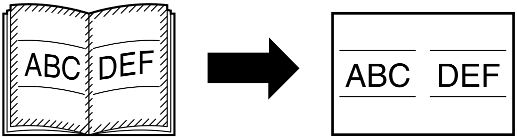
If paper of the appropriate size is not loaded into the bypass tray, copying can begin with the previously scanned document after the appropriate paper is loaded into the bypass tray.

For details, refer to *“Bypass Reserve Settings for Bypass Tray” on page 3-18*.

### Copying book documents

When copying documents such as books, copies can be printed with the area along the binding or around the text erased.

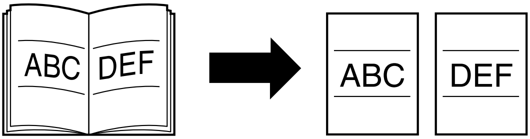
For details, refer to *“Books (“Book Copy” Settings)” on page 3-27*.



### Separately copying the pages of a page spread

The two pages of a page spread, such as an open book, can be copied onto separate pages.

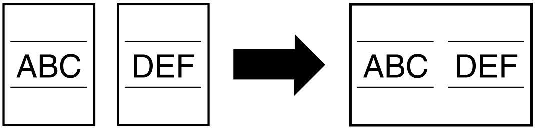
For details, refer to *"Books ("Book Copy" Settings)" on page 3-27*.



### Copying multiple document pages onto a single page

Multiple pages of the document can be printed together on a single copy.

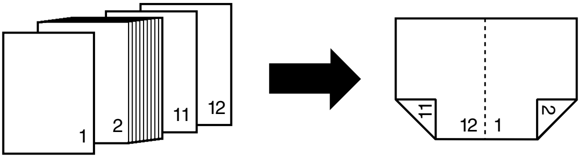
For details, refer to *"Selecting Copy Settings" on page 3-37*.



### Copying with a layout for center binding

Copies can be made with the pages arranged for binding at the center.

For details, refer to *"Booklet Copy ("Booklet" Setting)" on page 3-40*.



### Adjusting copies according to the image quality of the original

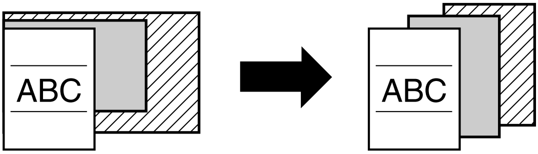
The copies can be adjusted according to the image quality of the document.

For details, refer to *"Selecting Photo/Density Settings" on page 3-45*.

### Copying a document containing various page sizes

A document with various page sizes can be scanned and copied together.

For details, refer to *“Copying Documents of Mixed Sizes (“Mixed Original” Function)” on page 6-3*.



### Printing a sample copy

Before printing a large number of copies, a sample copy can be printed so that it can be checked.

For details, refer to *“Printing Sample Copies (“Copy 1 Set” Function)” on page 6-6*.

### Interrupting a copy job

The copy job being printed can be interrupted in order for a different copy job to be printed.

For details, refer to *“Interrupting a Copy Job (Interrupt Mode)” on page 6-8*.

### Enlarging the touch panel screens

The touch panel screens can be enlarged in order to simplify the operations for making copies.

For details, refer to “Enlarge Display Mode User’s Guide”.

### Checking the copy settings

Screens showing the current copy settings can be displayed. From these screens, the copy settings can also be changed.

For details, refer to *“Checking the Settings” on page 6-16*.

### Storing the scanned image in the memory

The scanned document can be stored in the memory and deleted only when it is printed.

For details, refer to *“Storing the Scanned Image in the Memory (“Scan to Memory” Function)” on page 7-2*.

### Scanning the document in separate batches

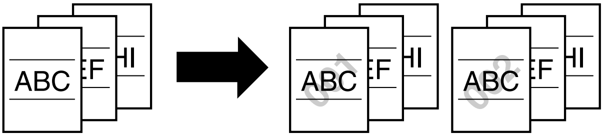
A document can be divided and scanned in a number of batches. In addition, the document pages can be alternately loaded onto the original glass or into the reverse automatic document feeder.

For details, refer to *“Scanning the Document in Separate Batches (“Separate Scan” Function)” on page 7-3*.

### Printing distribution numbers on copies

Each copy set can be printed with a distribution number in the background.

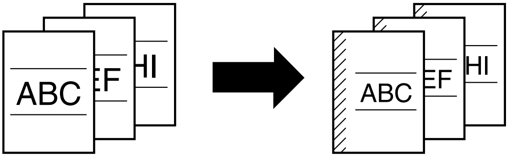
For details, refer to *“Printing Distribution Numbers on Copies (“Set Numbering” Function)” on page 7-5*.



### Making copies for filing

Copies can be printed with a file margin so they can easily be stored in filing binders.

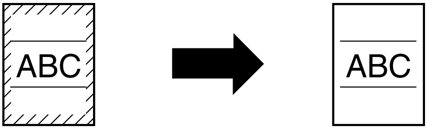
For details, refer to *“Making Copies for Filing (“File Margin” Function)” on page 7-8*.



### Erasing sections of copies

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

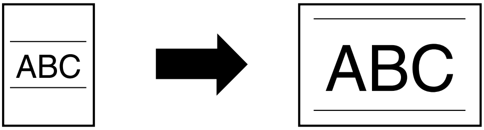
For details, refer to *“Erasing Sections of Copies (“Edge/Frame Erase” Function)” on page 7-10*.



### Adjusting the image to fit the paper size

If the document size is different from the paper size, the document image can be enlarged to fill the paper.

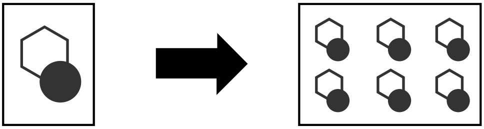
For details, refer to *"Adjusting the Document Image ("Image Adjustment" Function)" on page 7-15*.



### Repeating copy images

A document image can be repeatedly printed on a single sheet of paper.

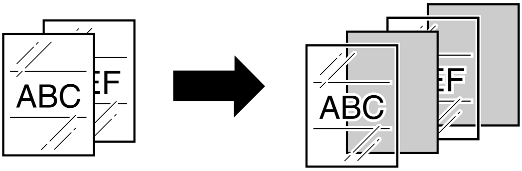
For details, refer to *"Tiling Copy Images ("Image Repeat" Function)" on page 7-19*.



### Inserting paper between transparencies

After each overhead transparency copy is printed, a page can be added to the stack as an overleaf.

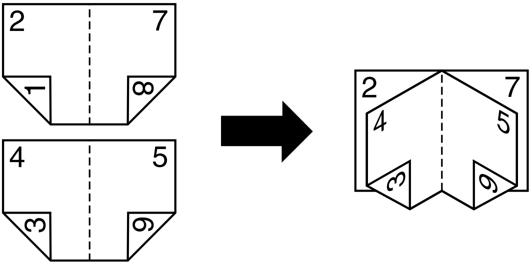
For details, refer to *"Inserting Paper Between Transparencies ("OHP Interleave" Function)" on page 7-22*.



### Copying booklet documents

Booklets with the staples removed can be copied and bound at the center to make booklet copies.

For details, refer to *"Making Bound Booklets ("Booklet Original" Function)" on page 7-24*.



### Improving the copy color quality

By making various color adjustments, you can adjust the quality of color copies as desired.

For details, refer to *"Improving Color Copy Quality (Color Image Adjustment Parameters)" on page 7-27*.

### Copying with a background color

A document can be copied using one of the 18 colors available as the color of the background (blank areas).

For details, refer to *"To make settings for the "Background Color" function" on page 7-41*.

### Separating the colors of the copy

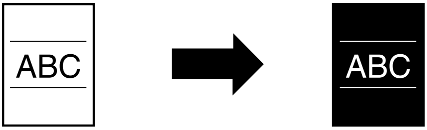
A document can be copied with its colors separated into cyan (C), magenta (M), yellow (Y) and black (Bk). In addition, copies of the separated colors can be printed in just black.

For details, refer to *"To make settings for the "Color Separation" function" on page 7-43*.

### Copying with reversed colors

A document can be copied with the light- and dark-colored areas or the colors of the image inversed. This allows you to make a copy of a positive image from color or B/W negative films.

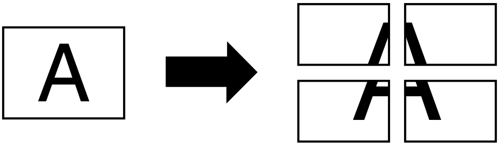
For details, refer to *"To set the "Neg. Pos. Reverse" function" on page 7-45*.



### Enlarging the image and printing it on multiple pages

A single document page can be automatically split into parts with each part printed enlarged.

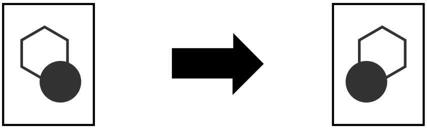
For details, refer to *"To make settings for the "Multi-Page Enlargement" function" on page 7-46*.



### Printing a mirror image of the document

A copy can be printed in the mirror image of the original document.

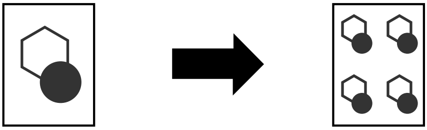
For details, refer to *"To make settings for the "Mirror Image" function" on page 7-52*.



### Reducing the image and printing multiple copies on one page

The document image can be reduced to postcard size, and four copies can be printed on a single sheet of paper.

For details, refer to *"Reducing the Document to Postcard Size and Printing Multiple Copies on One Page ("Postcard" Function)" on page 7-55*.



### Managing copying

The print status of copy jobs can be checked and the jobs can be managed.

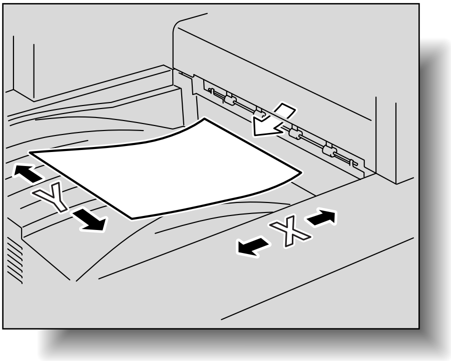
For details, refer to *"Overview of Jobs" on page 8-2*.

# Explanation of Basic Concepts and Symbols

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

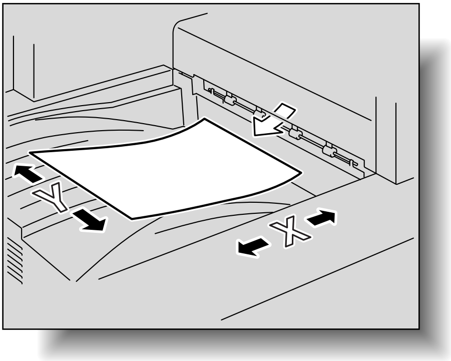
## "Width" and "Length"

Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as "Y" in the illustration) and the second to the length (shown as "X").

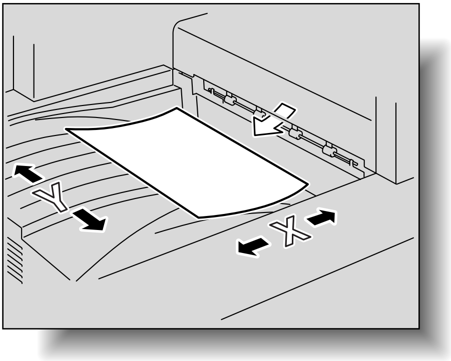


## Paper Orientation

Lengthwise (▭)
If the width (Y) of the paper is shorter than the length (X), the paper has a vertical or portrait orientation, indicated by either "L" or ▭.



Crosswise ( ▯ )
If the width (Y) of the paper is longer than the length (X), the paper has a horizontal or landscape orientation, indicated by either "C" or ▯ .



# Explanation of Manual Conventions

⚠

**WARNING**

- ➜ Failure to observe instructions highlighted in this manner may result in fatal or critical injuries.
- ➜ Observe all warnings in order to ensure safe use of the machine.

---

⚠

**CAUTION**

- ➜ Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.
- ➜ Observe all cautions in order to ensure safe use of the machine.

---

✎...

**Reminder!**
*Text highlighted in this manner indicates operation precautions. Carefully read and observe this type of information.*

✎...

**Additional Information**
*Text highlighted in this manner provides more detailed information concerning the operating procedure.*

✎...

**Hint**
*This includes reference and supplemental information concerning operating procedures and other text. We recommend that this information be read carefully.*

✎...

**Reference**
*Text highlighted in this manner indicates sections containing additional information. If necessary, refer to the indicated sections.*

✎...

**Condition**

*Text highlighted in this manner provides information concerning the combining of functions.*

[ ] key

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

# Energy Star®

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

### What is an ENERGY STAR® Product?

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

# Trademarks and Registered Trademarks

All other product names mentioned are trademarks or registered trademarks of their respective companies

# Legal Restrictions on Copying

Certain types of documents must never be copied with the purpose or intent to pass copies of such documents off as the originals.

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

<Financial Instruments>

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

<Legal Documents>

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

<General>

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

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

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

# 1

# Installation and Operation Precautions

# 1.1 For Safe Use

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

---

Please read the next section before using this device. It contains important information related to user safety and preventing equipment problems.

Make sure you observe all of the precautions listed in this manual.

---

Please note that some parts of the contents of this section may not correspond with the purchased product.

### Warning and Precaution Symbols

| | |
|---|---|
| ⚠ **WARNING:** | Ignoring this warning could cause serious injury or even death. |
| ⚠ **CAUTION:** | Ignoring this caution could cause injury or damage to property. |

### Meaning of Symbols

| | |
|---|---|
| △ | A triangle indicates a danger against which you should take precaution.<br>⚠ This symbol warns against cause burns. |
| 🚫 | A diagonal line indicates a prohibited course of action.<br>🚫 This symbol warns against dismantling the device. |
| ● | A black circle indicates an imperative course of action.<br>● This symbol indicates you must unplug the device. |

### ⚠ WARNING

| | |
|---|---|
| 🚫 | • Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.<br>• Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness. |
| 🚫 | Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result. |

| | |
|---|---|
| 🚫 | • Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.<br>• Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock.<br>• Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock.<br>• Do not use a multiple outlet adapter to connect any other appliances or machines. Use of a power outlet for more than the marked current value could result in a fire or electrical shock. |
| ❗ | Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock. |
| 🚫 | • Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown.<br>Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.<br>• Do not use an extension cord, in principle. Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required. |
| 🚫 | Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown.<br>Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. |
| 🔌 | • Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.<br>• Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result. |
| 🚫 | Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage. |
| ⏚ | Connect the power cord to an electrical outlet that is equipped with a grounding terminal. |
| 🚫 | Keep the plastic bags that are used with the copier away from children. The plastic may cling to their nose and mouth causing suffocation. |
| ❗ | Always contact your service representative for maintenance or repair of internal parts. |

## ⚠CAUTION

| | |
|---|---|
| ⊘ | • Do not use flammable sprays, liquids, or gases near this product, as a fire could result.<br>• Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.<br>• Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.<br>• Do not install this product at a site that is exposed to direct sunlight, or near an air conditioner or heating apparatus. The resultant temperature changes inside the product could cause a malfunction, fire, or electrical shock.<br>• Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.<br>• Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.<br>• After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.<br>• Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction. |
| ⚠ | The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a “CAUTION HOT” caution label. |
| ⊘ | Do not place any objects around the power plug as the power plug may be difficult to pull out when an emergency occurs. |
| ❗ | The socket-outlet shall be installed near the machine and shall be easily accessible as the power plug may be difficult to pull out when an emergency occurs. |
| ❗ | • Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals.<br>• Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.<br>• When moving this product, always hold it by the locations specified in the User’s Guide or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.<br>• Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.<br>• When unplugging the power cord, be sure to hold onto the plug. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock. |
| 🔌 | For safety purposes, always remove the power plug from the outlet when performing cleaning operations. |
| ❗ | If dust accumulates within the copier, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particulary effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the copier. |

| | |
|---|---|
| ⊘ | Do not leave the Document Feeder open as there is a danger of personal injury. |

## Precautions for Routine Use

| | |
|---|---|
| ⊘ | • Do not store toner units, PC drum units, and other supplies and consumables in a place subject to direct sunlight and high temperature and humidity, as poor image quality and malfunction could result.<br>• Do not attempt to replace the toner unit and PC drum unit in a place exposed to direct sunlight. If the PC drum is exposed to intense light, poor image quality could result.<br>• Do not unpack a toner unit or PC drum unit until the very time of use. Do not leave an unpacked unit standing. Install it immediately or poor image quality could result.<br>• Do not keep toner units and PC drum units in an upright position or upside down, as poor image quality could result.<br>• Do not throw or drop a toner unit or PC drum unit as poor image quality could result.<br>• Do not use this product in an area where ammonia or other gases or chemicals are present. Failure to do so may shorten the service life of the product, cause damage or decrease performance.<br>• Do not use this product in an environment with a temperature outside the range specified in the User's Guide, as a breakdown or malfunction could result.<br>• Do not attempt to feed stapled paper, carbon paper or aluminum foil through this product, as a malfunction or fire could result. |
| ⊘ | Do not touch or scratch the surface of the toner unit developing roller and the PC drum, as poor image quality could result. |
| ❗ | Use the supplies and consumables recommended by the dealer. Use of any supply or consumable not recommended could result in poor image quality and breakdown. |

## USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (For U.S.A. Users)

NOTE: 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.

WARNING: 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 a shielded network (10 Base-T/100 Base-TX) cable and a shielded parallel cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

### INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 3) (For Canada Users)

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.

### For Users in countries not subject to Class B regulations

WARNING
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

This device must be used with a shielded network (10 Base-T/100 Base-TX) cable and a shielded parallel cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

### LED Radiation Safety

This product is a copier which operates by means of a LED (light emitting diodes) exposure system. There is no possibility of danger from the LED optical radiation, because the LED optical radiation level does not exceed the accessible radiation limit of class 1 under all conditions of operation, maintenance, service and failure.

### Ozone Release

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 be well ventilated.

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 environnment réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

## WARNING

Hg

LAMP (S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

## 1.2 Installation Precautions

### Installation Site

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

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

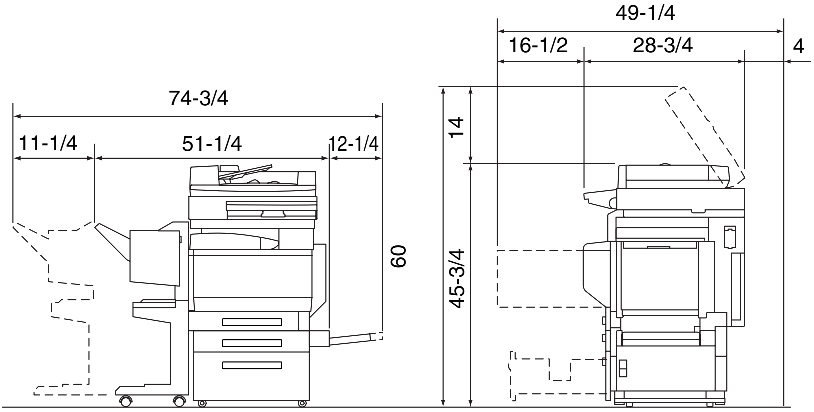
### Power Source

The power source requirements are as follows.

- ● Voltage fluctuation: Maximum ±10% (at 120-127 V AC)
- ● Frequency fluctuation: Maximum ±3 Hz (at 60 Hz)
  - ❍ Use a power source with as little voltage or frequency fluctuations as possible.

## Space Requirements

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



Unit: inch

✎...

**Reminder!**

*Be sure to allow a clearance of 4 in. or more at the back of the machine for the ventilation duct.*

## 1.3 Operation Precautions

### Operating Environment

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

- Temperature: 50°F (10°C) to 86°F (30°C) with fluctuations of no more than 18°F (10°C) within an hour
- Humidity: 15% to 85% with fluctuations of no more than 20% within an hour

### Proper use

To ensure the optimum performance of the copier, follow the precautions listed below.

- Never place heavy objects on the original glass or subject it to shocks.
- Never open any copier doors or turn off the copier while it is making copies; otherwise, a paper jam will occur.
- Never bring any magnetized object or use flammable sprays or liquids near the copier.
- ✚ Always make sure that the power plug is completely plugged into the electrical outlet.
- Always make sure that the copier's power plug is visible and not hidden by the copier.
- ✚ Always unplug the copier from the electrical outlet if the unit is not to be used for a long period of time.
- ✚ Always provide good ventilation when making a large number of continuous copies.
- Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.
- DO NOT attempt to perform any operations not explained in this handbook.
- ✚ CAUTION : Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.
- Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

**CAUTION**

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

→ Be sure to allow a clearance of 4 in. (100 mm) or more at the back of the machine for the ventilation duct.

**CAUTION**

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

→ Be careful not to touch any parts around the fusing unit, other than those indicated in this manual, in order to reduce the risk of burns. Be especially careful not to touch parts marked with warning labels, and their surrounding areas.

→ If you get burnt, immediately cool the skin under cold water, and then seek professional medical advice.

### Transporting the Machine

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

### Care of Machine Supplies

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

+ Store the supplies in a location that meets the following requirements.
  Free from direct sunlight
  Away from any heating apparatus
  Not subjected to high humidity
  Not extremely dusty
+ Store in a sealed plastic bag in a cool, dark place paper that has been removed from its wrapper but not loaded into the machine.

- Only use toner that has been manufactured specifically for this machine. Never use other types of toner.
- Keep all supplies out of the reach of children.

**CAUTION**

**Precautions for handling toner:**

- ➜ Be careful not to spill toner inside the copier or get toner on your clothes or hands.
- ➜ If toner happens to spill from the toner cartridge or the used toner cartridge, avoid inhalation and ingestion, as well as contact with your eyes and skin.
- ➜ If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- ➜ If you do happen to ingest toner, rinse your mouth out with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- ➜ If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- ➜ If toner does happen to get on your skin, wash with soap and water.
- ➜ DO NOT attempt to force open or destroy the toner cartridge or the used toner cartridge.

**CAUTION**

**Used toner cartridges**

- ➜ In order to prevent the used toner cartridge from dirtying anything, keep it in the box.
- ➜ Dispose of the used toner cartridge according to your local regulations.

**WARNING**

**Handling toner and the toner cartridge**

- ➜ Do not throw toner or the toner cartridge into a fire. Toner expelled from the fire may cause burns.

**Storage of Copies**

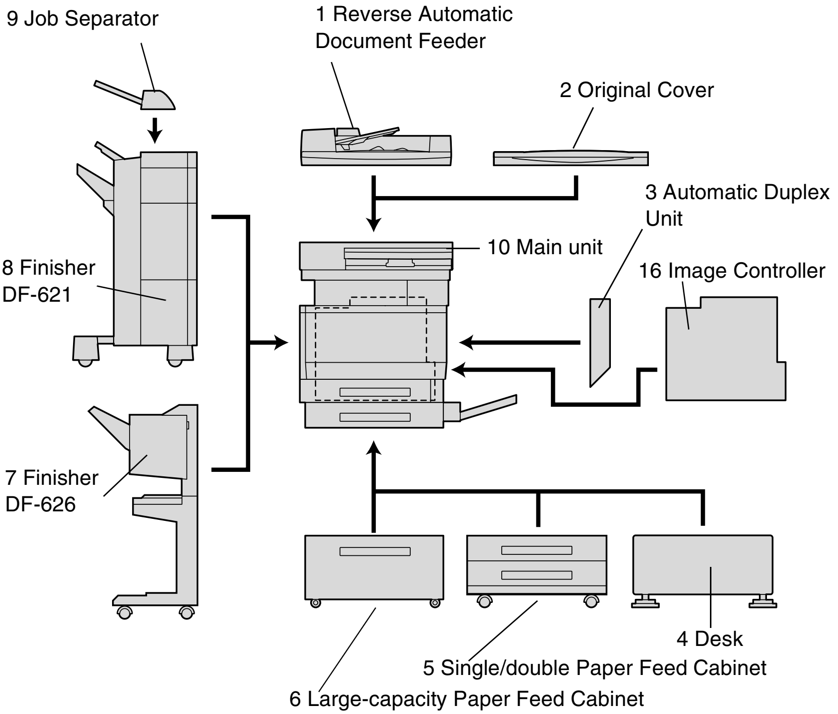
✚ Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.

- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.
- Color copies have a thicker layer of toner than normal black-and-white copies. Therefore, when a color copy is folded, the toner at the fold may peel off.

# 2

# Before Making Copies

## 2.1 Components and Their Functions



| No. | Part Name | Description |
|---|---|---|
| 1 | Reverse Automatic Document Feeder DP-621 (optional) | Automatically feeds one document sheet at a time for scanning, and automatically turns over double-sided documents for scanning<br>Referred to as the “reverse automatic document feeder” throughout the manual. |
| 2 | PLATEN COVER TYPE E (optional) | Presses down on the loaded document to keep it in place<br>Referred to as the “original cover” throughout the manual. |
| 3 | Automatic Duplex Unit DU-621 (optional) | Turns over printed pages, allowing double-sided pages to be printed automatically<br>• If image controller Fiery X3e 22C-KM and the automatic duplex unit are installed, the memory must be expanded. If the optional expanded memory unit is not installed, automatic double-sided copying cannot be performed.<br>Referred to as the “automatic duplex unit” throughout the manual. |
| 4 | Desk CB-621 (optional) | Using the desk allows this machine to be set up on the floor.<br>Referred to as the “desk” throughout the manual. |

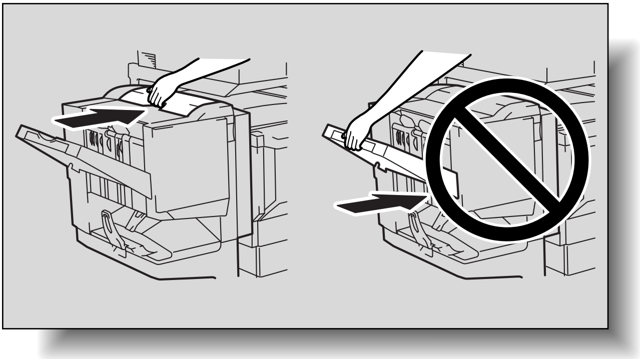
| No. | Part Name | Description |
|---|---|---|
| 5 | Paper Feed Cabinet PF-625 (optional)<br>Paper Feed Cabinet PF-627 (optional) | Paper feed cabinet PF-625 is equipped with a single paper drawer. The top drawer can be loaded with 500 sheets of paper, and the bottom drawer can be used as storage.<br>Referred to as the “single paper feed cabinet” throughout the manual.<br>Paper feed cabinet PF-627 is equipped with two paper drawers. Both the top and the bottom drawers can be loaded with 500 sheets of paper.<br>Referred to as the “double paper feed cabinet” throughout the manual. |
| 6 | Paper Feed Cabinet PF-621 (optional) | Equipped with a large-capacity paper drawer that can supply 2,500 sheets of paper<br>Referred to as the “large-capacity paper feed cabinet” throughout the manual. |
| 7 | Finisher DF-626 (optional) | Finishes printed pages according to the selected Output setting (sorting, stapling, hole-punching or binding), then feeds out the pages<br>Referred to as the “finisher” throughout the manual.<br>• Hole-punching is only available if the optional punch kit (PH-620) is installed onto finisher DF-626.<br>In order to install the finisher, the main unit must be installed on the desk, on the large-capacity paper feed cabinet, or on the single paper feed cabinet or the double paper feed cabinet. |
| 8 | Finisher DF-621 (optional) | Finishes printed pages according to the selected Output setting (sorting or stapling), then feeds out the pages<br>Referred to as the “finisher” throughout the manual.<br>• In order to install the finisher, the main unit must be installed on the desk, on the large-capacity paper feed cabinet, or on the single paper feed cabinet or the double paper feed cabinet. |
| 9 | Job Separator JS-621 (optional) | If finisher DF-621 is installed, the number of copy output trays can be increased.<br>Referred to as the “job separator” throughout the manual. |
| 10 | Main unit | The document is scanned by the scanner section, and the scanned image is printed by the printer section.<br>Referred to as the “main unit” throughout the manual. |
| 11 | Punch Kit PH-620 (optional)* | Allows hole-punching to be used if installed onto finisher DF-626<br>Referred to as the “punch kit” throughout the manual. |
| 12 | Expanded Memory Unit (optional)* | Increases the memory of the machine to 512 MB (256 MB standard memory + 256 MB expanded memory unit)<br>By expanding the memory, the number of pages that can be stored in the memory can be increased.<br>Referred to as the “expanded memory unit” throughout the manual. |
| 13 | Hard Disk HD-21 (optional)* | Allows more pages to be stored.<br>In addition, by installing Hard Disk HD-21 and the expanded memory unit, the “Set Numbering” function can be used.<br>Referred to as the “hard disk” throughout the manual. |

| No. | Part Name | Description |
|---|---|---|
| 14 | Printer controller* | Internal printer controller that allows the machine to be used as both a color printer and a color scanner configured into a computer network<br>For more details, refer to the KM-C2230 Printer Controller User's Guide. |
| 15 | Local Interface Kit IB-80 (optional)* | Used for making a parallel connection between this machine and the computer |
| 16 | Image Controller<br>Fiery X3e 22C-KM (optional) * | External image controller that allows the machine to be used as both a color printer and a color scanner configured into a computer network<br>For details, refer to the manual for the image controller. |
| 17 | Video Interface Kit I/F KIT X3e 22C-KM (optional)* | Used for connecting the image controller Fiery X3e 22C-KM to this machine |
| 18 | Dehumidifier Heater 1C (optional)* | Installed in the paper feed cabinet or desk to prevent humidity from collecting in the paper. |

* Parts marked with an asterisk (*) are internal options and therefore are not shown in the illustration.

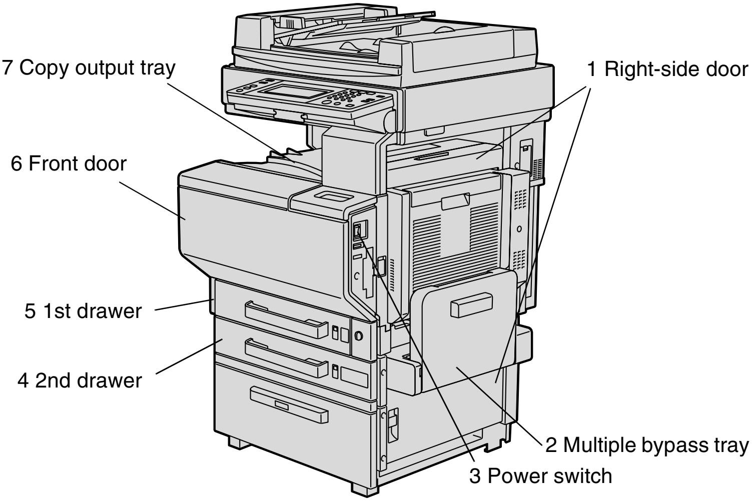
## Precautions for using the finisher

- When moving the finisher, do not grab the paper output tray.



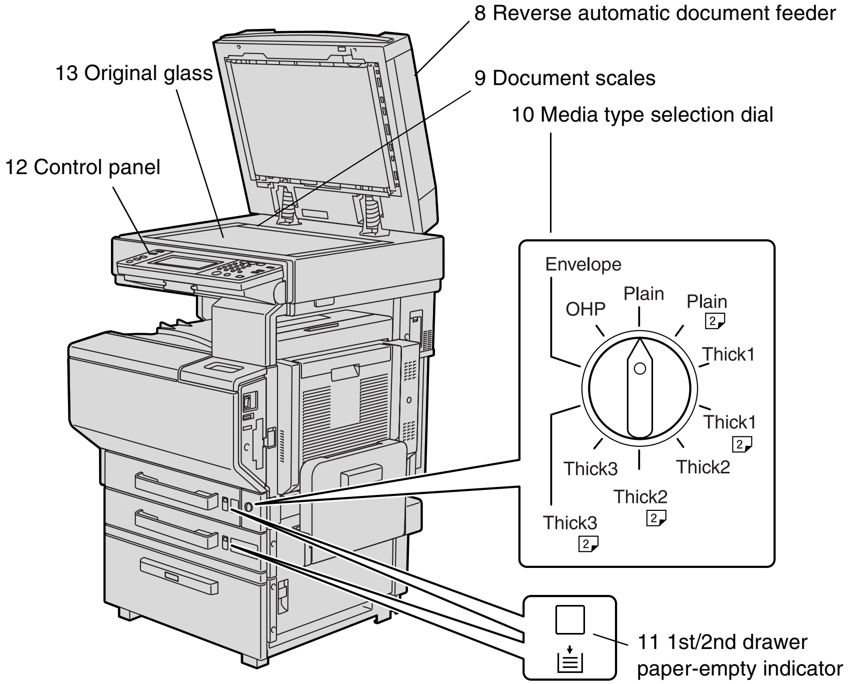
## 2.2 Part Names and Their Functions

### Outside of Machine



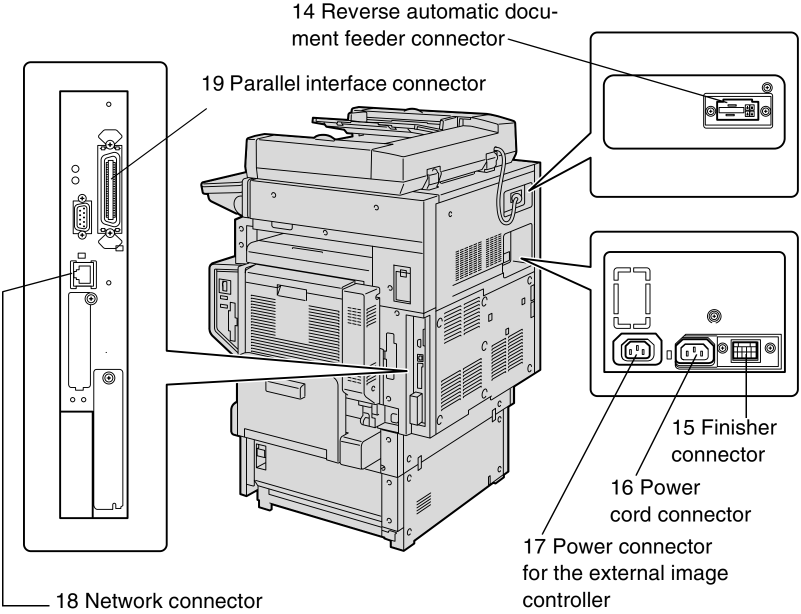
* The illustration above shows the reverse automatic document feeder and large-capacity paper feed cabinet installed.

| No. | Part Name | Description |
|---|---|---|
| 1 | Right-side door | Opened when clearing misfeeds |
| 2 | Multiple bypass tray | Used when printing onto paper with a size not loaded into a paper drawer or onto thick paper, overhead projector transparencies, postcards, envelopes or label sheets<br>Holds up to 150 sheets of plain paper, 20 overhead projector transparencies, postcards, label sheets or sheets of thick paper, or 10 envelopes.<br>Referred to as the “bypass tray” throughout the manual. (See p. 2-35.) |
| 3 | Power switch | Used to turn the machine on and off. (See p. 2-17) |
| 4 | 2nd drawer | Holds up to 500 sheets of paper (See p. 2-31) |
| 5 | 1st drawer | Holds up to 250 sheets of paper<br>The paper size can be adjusted freely.<br>Media other than plain paper can be loaded. (See p. 2-26) |
| 6 | Front door | Opened when replacing a toner cartridge (See p. 11-7) |
| 7 | Copy output tray | Collects printed pages |



* The illustration above shows the reverse automatic document feeder and large-capacity paper feed cabinet installed.

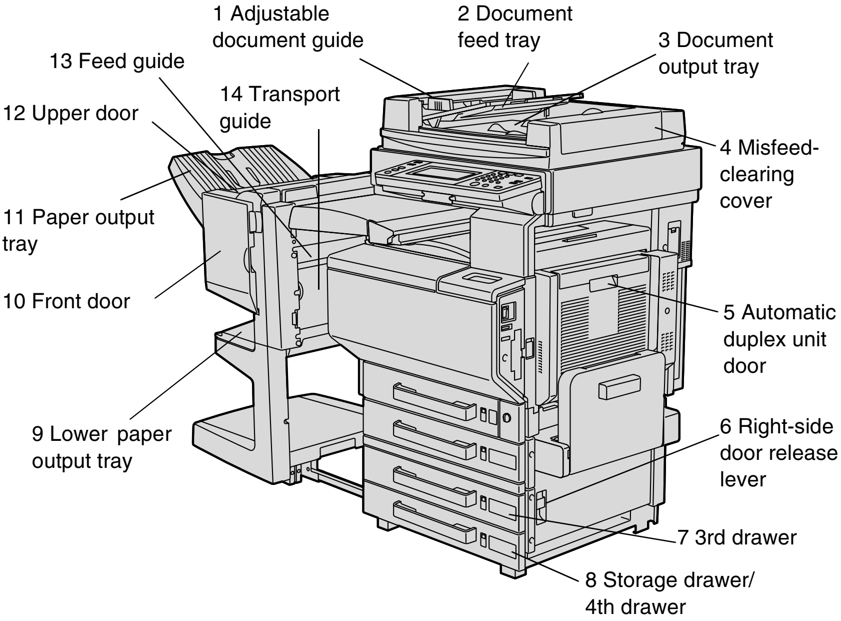
| No. | Part Name | Description |
|---|---|---|
| 8 | Reverse automatic document feeder (optional) | When a document is loaded, it is automatically fed in and scanned one page at a time. |
| 9 | Document scales | Used to align the document (See p. 2-44) |
| 10 | Media type selection dial | Used to specify the type of paper loaded into the 1st drawer |
| 11 | 1st/2nd drawer paper-empty indicator | Indicates the amount of paper remaining<br>When the indicator is completely red, the paper is empty. |
| 12 | Control panel | Used to start copying or to specify various settings (See p. 2-12) |
| 13 | Original glass | Place a document on the glass so that it can be scanned. (See p. 2-44) |


14 Reverse automatic document feeder connector
19 Parallel interface connector
15 Finisher connector
16 Power cord connector
17 Power connector for the external image controller
18 Network connector

*The illustration above shows the reverse automatic document feeder and large-capacity paper feed cabinet installed.

| No. | Part Name | Description |
|---|---|---|
| 14 | Reverse automatic document feeder connector | Used for connecting the reverse automatic document feeder hookup cord |
| 15 | Finisher connector | Used for connecting the finisher hookup cord |
| 16 | Power cord connector | Used for connecting the power cord |
| 17 | Power connector for the external image controller | Used for connecting the external image controller's power cord |
| 18 | Network connector | Used for connecting the network cable when this machine is used for network printing and network scanning |
| 19 | Parallel interface connector (optional) | Used for connecting a parallel cable from the computer |

## Options



### Reverse Automatic Document Feeder

| No. | Part Name | Description |
|---|---|---|
| 1 | Adjustable document guide | Adjust to the width of the document. (See p. 2-41) |
| 2 | Document feed tray | Load the documents to be copied face up. (See p. 2-41) |
| 3 | Document output tray | Collects documents that have been scanned |
| 4 | Misfeed-clearing cover | Opened when clearing a misfed document |

### Automatic Duplex Unit

| No. | Part Name | Description |
|---|---|---|
| 5 | Automatic duplex unit door | Opened when clearing a paper misfeed within the automatic duplex unit |

## Single Paper Feed Cabinet

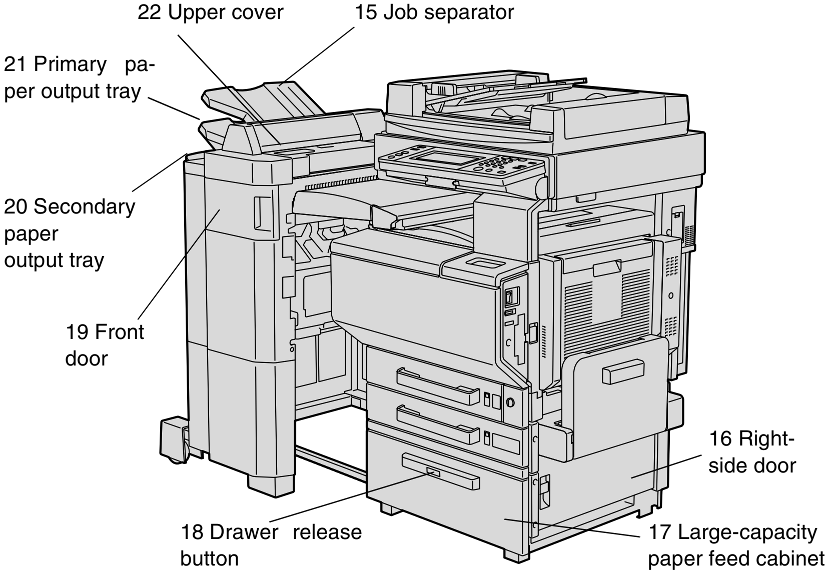
| No. | Part Name | Description |
|---|---|---|
| 6 | Right-side door release lever | Used when clearing paper misfeeds |
| 7 | 3rd drawer | Holds up to 500 sheets of paper |
| 8 | Storage drawer | Can be used to store paper |

## Double Paper Feed Cabinet

| No. | Part Name | Description |
|---|---|---|
| 6 | Right-side door release lever | Used when clearing paper misfeeds |
| 7 | 3rd drawer | Each holds up to 500 sheets of paper. |
| 8 | 4th drawer | |

## Finisher DF-626

| No. | Part Name | Description |
|---|---|---|
| 9 | Lower paper output tray (bound paper tray) | Collects copies that were bound |
| 10 | Front door | Opened when replacing the staple cartridge |
| 11 | Paper output tray (elevated tray) | Collects copies |
| 12 | Upper door | Opened when clearing paper misfeeds within the finisher |
| 13 | Feed guide | Opened when clearing paper misfeeds within the finisher |
| 14 | Transport guide | Opened when clearing paper misfeeds within the finisher |


22 Upper cover
15 Job separator
21 Primary paper output tray
20 Secondary paper output tray
19 Front door
16 Right-side door
18 Drawer release button
17 Large-capacity paper feed cabinet

Job Separator

| No. | Part Name | Description |
|---|---|---|
| 15 | Job separator (optional) | Collects printed pages |

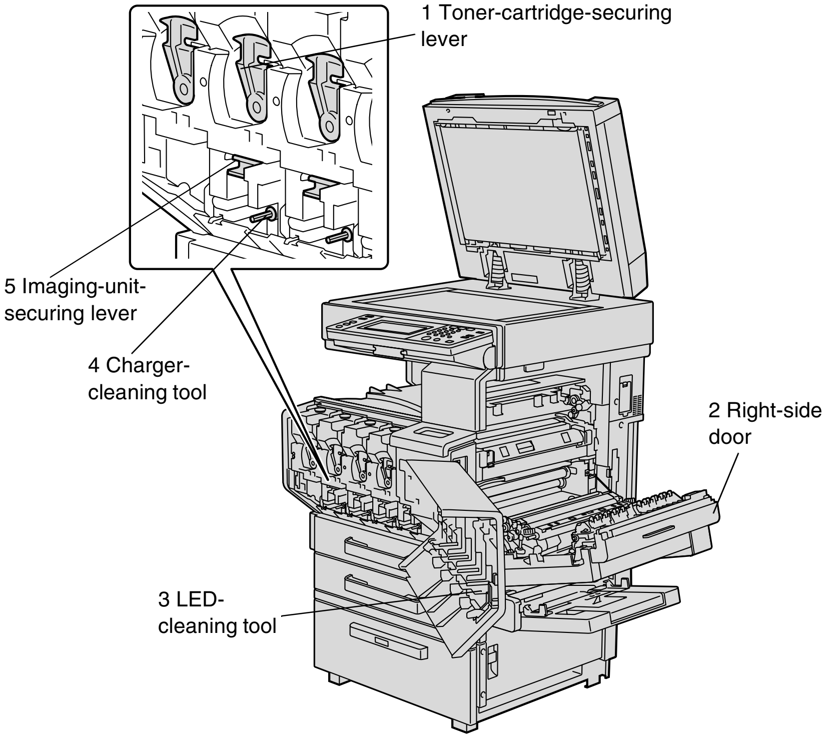
Large-capacity Paper Feed Cabinet

| No. | Part Name | Description |
|---|---|---|
| 16 | Right-side door | Opened when clearing paper misfeeds |
| 17 | Large-capacity paper feed cabinet | Holds up to 2,500 sheets of paper |
| 18 | Drawer release button | Press to open the drawer. |

Finisher DF-621

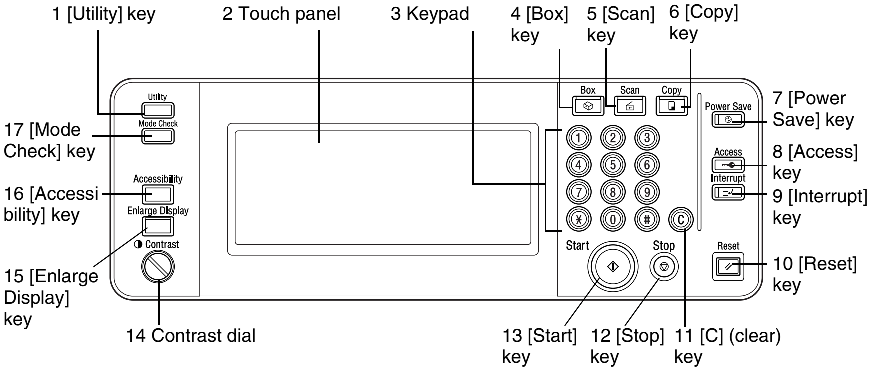
| No. | Part Name | Description |
|---|---|---|
| 19 | Front door | Opened when clearing paper misfeeds within the finisher |
| 20 | Secondary paper output tray (sorted copies) | Collects copies that are sorted |
| 21 | Primary paper output tray (non sorted copies) | Collects copies that are not sorted (made with the “Non Sort” setting) |
| 22 | Upper cover | Opened when clearing paper misfeeds within the finisher |

### Inside of Machine


1 Toner-cartridge-securing lever
2 Right-side door
3 LED-cleaning tool
4 Charger-cleaning tool
5 Imaging-unit-securing lever

| No. | Part Name | Description |
|---|---|---|
| 1 | Toner-cartridge-securing lever | Used when installing and replacing the toner cartridges |
| 2 | Right-side door | Opened when replacing the fusing unit or clearing misfeeds |
| 3 | LED-cleaning tool | Used to clean the surface of the LED unit, for example, when replacing the image transfer belt unit |
| 4 | Charger-cleaning tool | Used to clean the electrostatic charger wire, for example, when incorrect copies are produced |
| 5 | Imaging-unit-securing lever | Used when installing and replacing the imaging units |

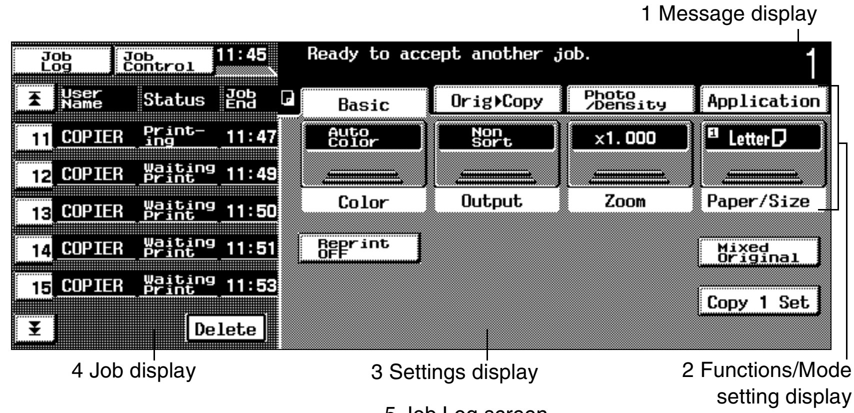
## Control Panel



| No. | Part Name | Description |
|---|---|---|
| 1 | [Utility] key | Press to display the Utility screen. |
| 2 | Touch panel | • Displays various screens and messages.<br>• Specify the various settings by directly touching the panel. |
| 3 | Keypad | • Use to type in the number of copies to be produced.<br>• Use to type in the zoom ratio.<br>• Use to type in the various settings. |
| 4 | [Box] key | • Press to enter Box mode.<br>• Box mode is only available if the optional hard disk (HD-21) is installed. For details, refer to the KM-C2230 Printer Controller User's Guide. |
| 5 | [Scan] key | Press to enter Scan mode. While the machine is in Scan mode, the indicator on the [Scan] key lights up in green. For details on the Scan mode, refer to the KM-C2230 Printer Controller User's Guide. |
| 6 | [Copy] key | Press to enter Copy mode. (As a default, the machine is in Copy mode.) While the machine is in Copy mode, the indicator on the [Copy] key lights up in green. |
| 7 | [Power Save] key | Press to enter Power Save mode. While the machine is in Power Save mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off. To cancel Power Save mode, press the [Power Save] key again. |
| 8 | [Access] key | If Copy Track mode has been set, press this key after entering the account number and access code in order to use this machine. |
| 9 | [Interrupt] key | Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the [Interrupt] key lights up in green and the message “Now in Interrupt mode.” appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again. |
| 10 | [Reset] key | Press to clear all settings (except programmed settings) entered in the control panel and touch panel. |

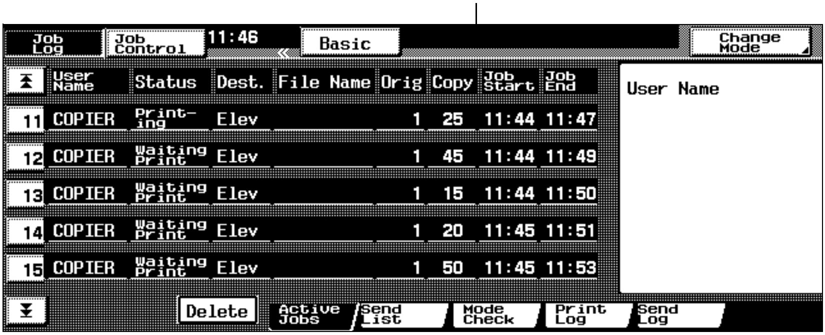
| No. | Part Name | Description |
|---|---|---|
| 11 | [C] (clear) key | Press to erase a value (such as the number of copies, a zoom ratio, or a size) entered using the keypad. |
| 12 | [Stop] key | Press the [Stop] key during copying to stop the copy operation. |
| 13 | [Start] key | • Press to start copying. When this machine is ready to begin copying, the indicator on the [Start] key lights up in green. If the indicator on the [Start] key lights up in orange, copying cannot begin.<br>• Press to restart a stopped job. For details on jobs, refer to *“Overview of Jobs” on page 8-2*. |
| 14 | Contrast dial | Use to adjust the contrast of the touch panel. |
| 15 | [Enlarge Display] key | Press to enter Enlarge Display mode. |
| 16 | [Accessibility] key | Press to display the screen for specifying user accessibility functions. |
| 17 | [Mode Check] key | Press to display screens showing the specified settings. |

## Touch Panel



Ready to accept another job.

| User Name | Status | Job End |
|---|---|---|
| 11 COPIER | Printing | 11:47 |
| 12 COPIER | Waiting Print | 11:49 |
| 13 COPIER | Waiting Print | 11:50 |
| 14 COPIER | Waiting Print | 11:51 |
| 15 COPIER | Waiting Print | 11:53 |



| User Name | Status | Dest. | File Name | Orig | Copy | Job Start | Job End |
|---|---|---|---|---|---|---|---|
| 11 COPIER | Printing | Elev | | 1 | 25 | 11:44 | 11:47 |
| 12 COPIER | Waiting Print | Elev | | 1 | 45 | 11:44 | 11:49 |
| 13 COPIER | Waiting Print | Elev | | 1 | 15 | 11:44 | 11:50 |
| 14 COPIER | Waiting Print | Elev | | 1 | 20 | 11:45 | 11:51 |
| 15 COPIER | Waiting Print | Elev | | 1 | 50 | 11:45 | 11:53 |

User Name

| No. | Item Name | Description |
|---|---|---|
| 1 | Message display | The current machine status, operating instructions, warnings and precautions, and other data including the number of copies selected are displayed here. |
| 2 | Functions/Mode setting display | Tabs and keys for selecting screens containing various functions are displayed.<br>Touch a tab to display the corresponding screen.<br>The current settings appear on the [Color], [Output], [Zoom] or [Paper/Size] keys. |
| 3 | Settings display | The current settings are shown as messages and icons. |
| 4 | Job display | • Jobs currently being performed or waiting to be performed are displayed.<br>• The current sending/receiving status is shown as an icon.<br>• Touch [Job Log] or [Job Control] to display either the Job Log or the Job Control screen.<br>• For details on jobs, refer to *"Overview of Jobs" on page 8-2*. |
| 5 | Job Log screens | • In addition to the job display, various functions for checking and controlling jobs are available.<br>• To return to the Basic screen, touch [Basic]. |

### Operating the Touch Panel

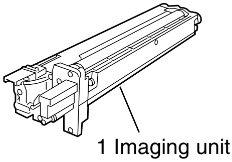
To activate a function or to select a setting, lightly touch the desired function or setting shown on the touch panel.

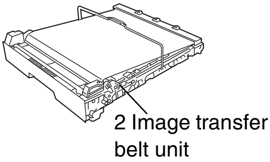
**CAUTION**

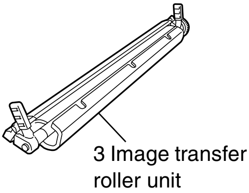
**Be careful not to damage the touch panel.**

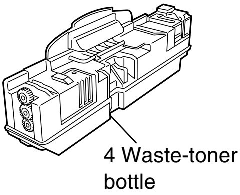
➜ Never push down on the touch panel with force, and never use a hard or pointed object to make a selection in the touch panel.

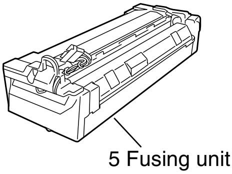
## Supplies and Parts

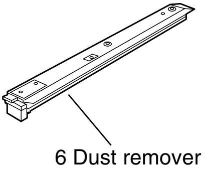


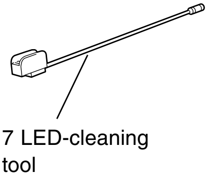


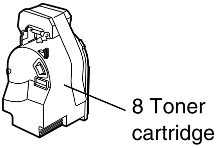


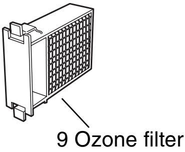


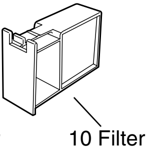










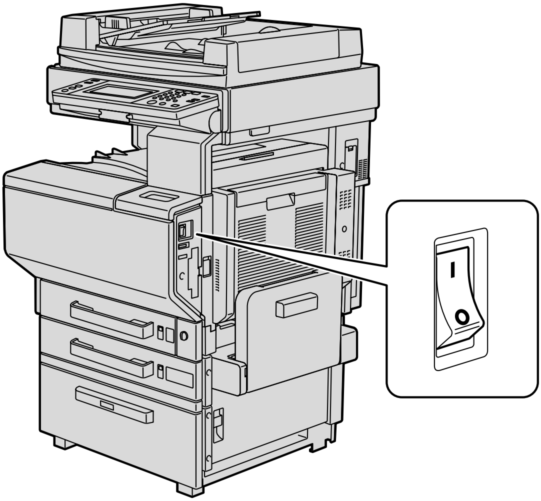


| No. | Part Name | Description |
|---|---|---|
| 1 | Imaging unit | Generates the copy image |
| 2 | Image transfer belt unit | Layers onto the image transfer belt each of the single colors of the image generated by the imaging unit in order to create a full-color image |
| 3 | Image transfer roller unit | Transfers onto the paper a full-color image generated by the image transfer belt unit |
| 4 | Waste-toner bottle | Collects waste toner |
| 5 | Fusing unit | Fuses the transferred toner to the paper |
| 6 | Dust remover | Collects the dust generated in the machine |
| 7 | LED-cleaning tool | Used to clean the surface of the LED unit, for example, when replacing the image transfer belt unit |
| 8 | Toner cartridge | There are four toner cartridges: cyan (C), magenta (M), yellow (Y) and black (Bk). The combination of the four toners generates full-color images. |
| 9 | Ozone filter | Collects the ozone generated in the machine |
| 10 | Filter | Collects the toner dust generated in the machine |

# 2.3 Turning the Machine On and Off

### Turning On the Machine

➜ Set the power switch to [I].



### When the Machine Is Turned On

**1** The indicator on the [Start] key lights up in orange.
A screen indicating that the machine is starting up appears.

**2** After a few seconds, the message “Now warming up. Ready to scan.” appears on the touch panel, and the indicator on the [Start] key lights up in green. A job can now be queued.

### Queuing a Job During Warm-Up

➜ A job can be queued while the machine warms up after it is turned on. After the machine has finished warming up (after about 99 seconds at normal room temperature (73.4 °F)), the scanned image is printed.

### Panel Reset Timer

- If no operation is performed for the specified length of time, if the optional key counter is removed, settings that have not been programmed in the machine, such as the number of copies, are cleared and all modes and functions return to their default settings.
- This is the panel reset timer operation.
- As the factory default, the panel reset timer operation is performed after 1 minute.

**Reference**
*For details on the default settings, refer to "Default Settings" on page 2-21.*

- The time until the panel reset timer operation is performed, and whether or not it is performed can be set from Administrator mode. For details, refer to *"Setting the "Panel Reset Timer" Function" on page 10-61*.
- Whether or not the panel reset timer operation is performed when there is a change of users can be set with one of the User's Choice: 1 functions.
  For details, refer to *"Setting the "Account Change Auto Reset" Function" on page 10-15*.

### Power Save Mode

If no operation is performed for the specified length of time or if the [Power Save] key is pressed, the touch panel goes off and the machine enters a mode where it conserves power.

This is the Power Save mode.

The machine can receive jobs even while it is in Power Save mode.

As the factory default, the machine enters Power Save mode after 15 minutes.

**Additional Information**
*The machine may enter Sleep mode from Power Save mode.*

*As the factory default, the machine enters Power Save mode if no operation is performed for 15 minutes, and then the machine enters Sleep mode after 30 minutes have elapsed.*

**Reference**
*The length of time after the last operation until the machine enters Power Save mode can be specified using the "Power Save" function on the User's Choice: 1 screen. For details, refer to "Setting the "Power Save" Function" on page 10-11.*

### Recovering From Power Save Mode

1 Press the [Start] key. (The Power Save mode can also be canceled by pressing any key on the operation panel or by touching the touch panel.)

2 The touch panel comes on again, and then after the machine has finished warming up, it is ready to begin printing.

### Sleep Mode

If no operation is performed for the specified length of time, it automatically enters Sleep mode.

As the factory default, the machine enters Sleep mode after 30 minutes.

The length of time after the last operation until the machine enters Sleep mode can be specified using the “Sleep” function on the User’s Choice: 1 screen. For details, refer to *“Setting the “Sleep” Function” on page 10-13*.

### Recovering From Sleep Mode

1 Press the [Start] key. (The Sleep mode can also be canceled by pressing any key on the operation panel or by touching the touch panel.)

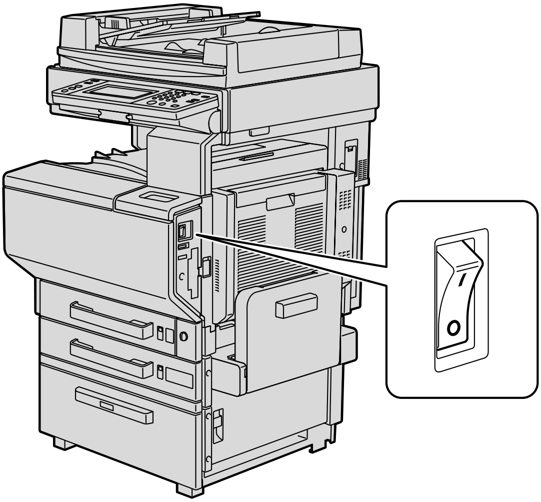
2 The touch panel comes on again, and then after the machine has finished warming up, it is ready to begin printing (after about 99 seconds at normal room temperature (73.4 °F)).

### Turning Off the Machine

1 Touch [Job Log] to check that no jobs are queued.

2 If any copies or printouts remain in the output tray, remove them.

3 Set the power switch to [O].



✎...

**Reminder!**

*Do not turn off the machine while it is making copies or printing, otherwise a paper misfeed may occur.*

*Do not turn off the machine while it is scanning or sending or receiving data, otherwise all scanned data or transmission data will be deleted.*

*Do not turn off the machine while a queued job or stored data is waiting to be printed, otherwise the jobs will be deleted.*

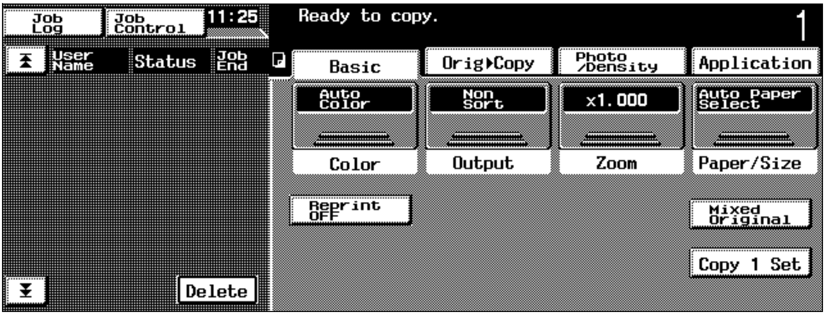
### When the Machine Is Turned Off

- The following are deleted.
  - ❍ Settings that are not programmed, such as the number of copies
  - ❍ Jobs queued to be printed
  - ❍ Jobs stored in the memory
  - ❍ Jobs saved with the “Reprint” function
- Stored zoom ratios, programmed Copy mode settings, Utility mode settings and the data in the User Box are not erased.

## 2.4 Using the Touch Panel

### Description of the Touch Panel

The screen that appears when this machine is turned on (the power switch is set to “I”) is the Basic screen.



Ready to copy.

The Basic screen uses graphics and messages to show the currently selected settings, the modes and functions that can be selected, and the status of the machine.

### Default Settings

The default settings are those that are selected immediately after the machine is turned on (the power switch is set to “I”) and before any mode or function is changed, and that are selected when the [Reset] key is pressed to reset all functions and modes. The default settings serve as a reference for all operations that are to be made.

The default settings when this machine is purchased are listed below.

- Number of copies: 1
- Color: Auto Color
- Output: Non Sort
- Zoom: × 1.000 (Full Size)
- Paper/Size: Auto Paper Select
- Mixed Original: Off
- Copy 1 Set: Off
- Original: 1 (single-sided)
- Copy: 1 (single-sided)
- Original Direction: None specified
- Margin: None specified
- Thick Original: Off
- Photo/Density: Text & Photo
- Screen Pattern: Gradation
- Background density: Standard
- Copy density: Standard
- Glossy: Off
- Application: All off
- Color Image Adjustment: Standard
- Creation: All off

**Hint**

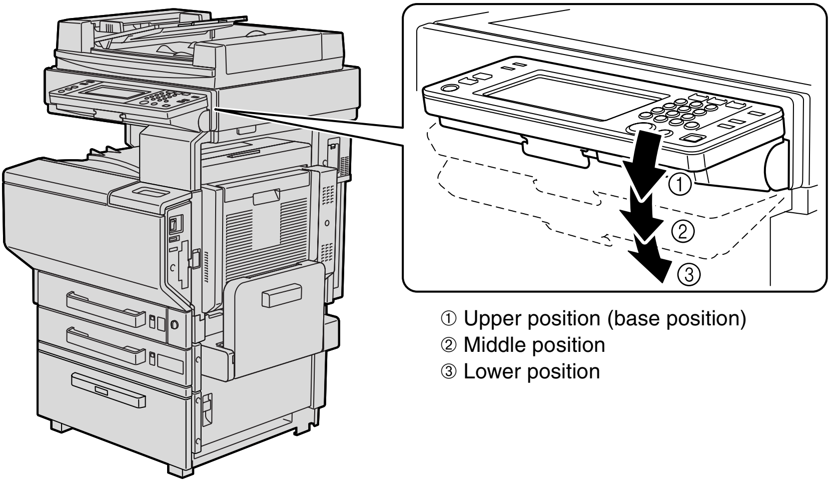
*The language of the displays in the touch panel can be changed using the "Language Select" function on the User's Choice: 2 screen. For details, refer to "Setting the "Language Select" Function" on page 10-16.*

*The default settings that the machine resets all functions to can be specified using the Utility mode. For details, refer to "Setting the "Reset Mode" Function" on page 10-4.*

## 2.5 Adjusting the Angle of the Control Panel

The control panel can be adjusted to any of three angles.

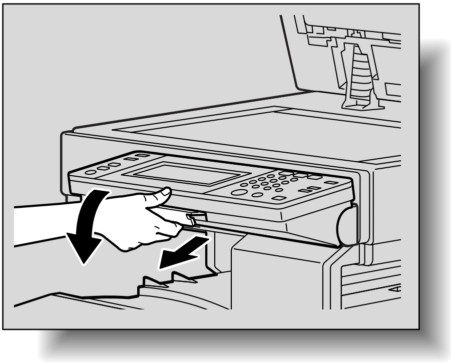
Adjust the control panel to the angle that allows for easy operation.



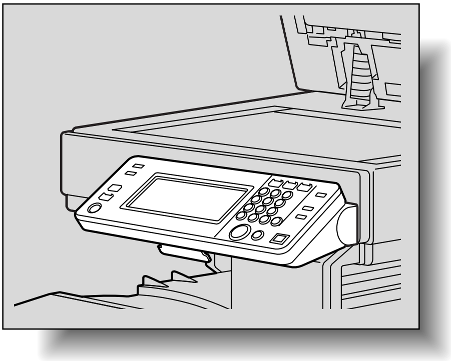
① Upper position (base position)
② Middle position
③ Lower position

**To adjust the angle of the control panel**

1 Pull the control panel release lever toward you, and then push down on the control panel.



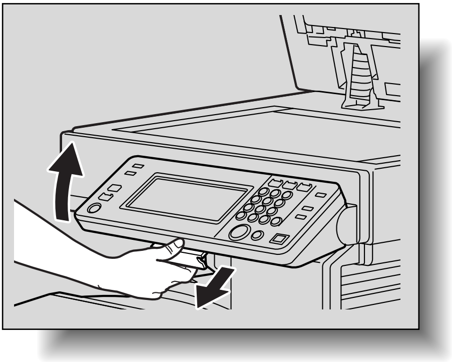
The angle of the control panel stops at the middle position.



2 To adjust the control panel to an even steeper angle, pull the control panel release lever toward you, and then push down on the control panel.

The angle of the control panel stops at the lower position.

**3** To return the control panel to the upper position, pull the control panel release lever toward you, and then pull up on the control panel.



## 2.6 Loading Paper Into the 1st Drawer

✎...

**Reference**

*For details on specifying the paper size for the 1st drawer, refer to "To specify the size of the paper in the 1st drawer" on page 3-19.*

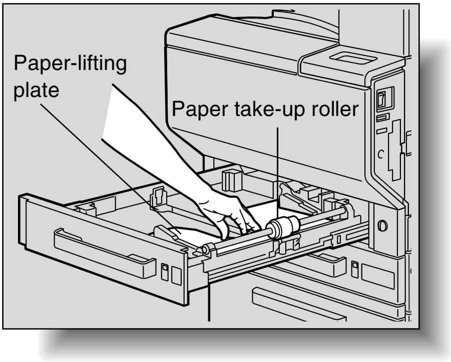
1 Pull out the paper drawer for the 1st drawer.

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

✎...

**Reminder!**

*Be careful not to touch the surface of the paper take-up roller with your hands.*

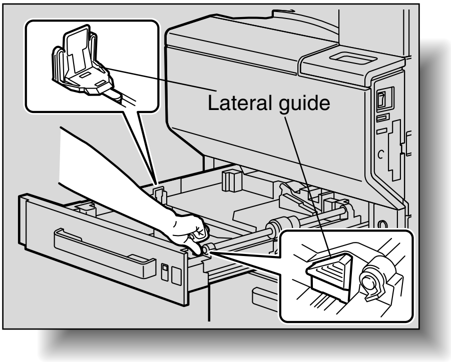


3 Slide the lateral guides to fit the size of paper to be loaded.

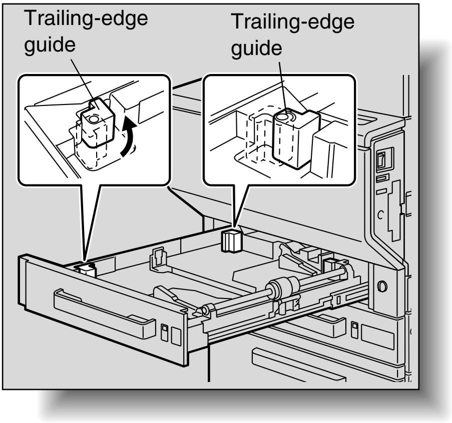
✎...

**Hint**

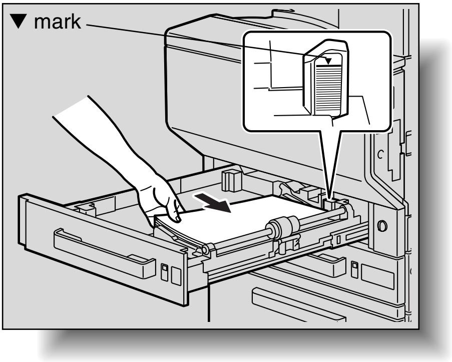
*For paper of a non-standard size, first load the paper, and then adjust the lateral guides to the size of the loaded paper.*



**4** For Over Size Paper, adjust the trailing-edge guides as shown in the illustration.



**5** Load the paper into the drawer so that the side of the paper to be printed on (the side facing up when the package was unwrapped) faces up.



✎...

**Reminder!**

*If the paper is curled, flatten it before loading it.*

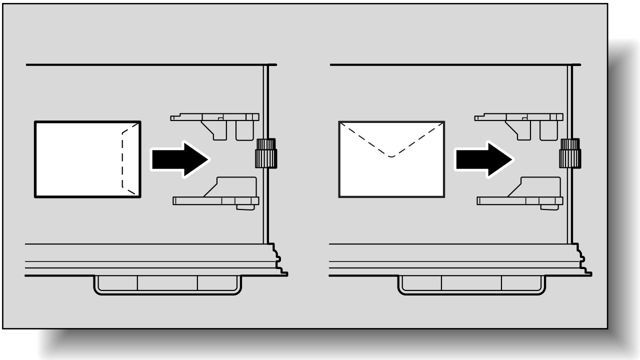
*Do not load so many pages that the top of the stack is higher than the ▼ mark.*

*No more than 20 sheets of paper other than plain paper can be loaded.*

✎...

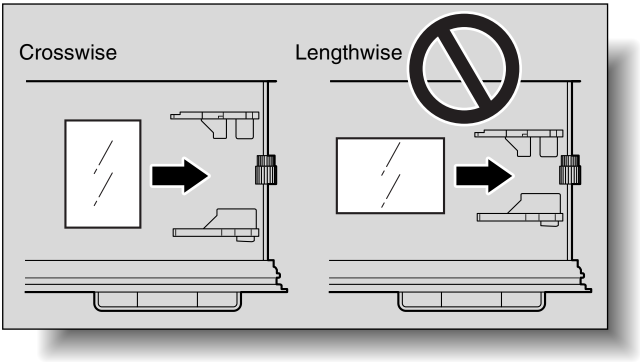
**Reminder!**
*Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed, otherwise the envelopes may become wrinkled or a paper misfeed may occur.*

*When loading envelopes, load them with the flap side down, as shown in the illustration. If the envelopes are loaded with the flap side up, a paper misfeed may occur. The flap side of envelopes cannot be printed on.*



✎...

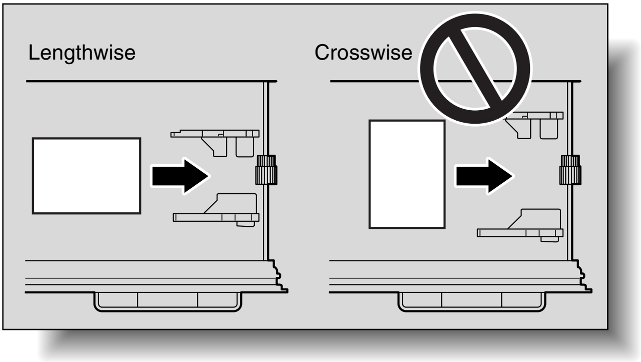
**Reminder!**
*When loading overhead projector transparencies, load them with the longer side as the leading edge, as shown. Do not load overhead projector transparencies lengthwise.*



✎...

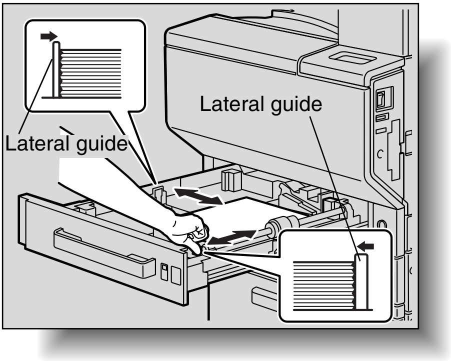
**Reminder!**

*When loading postcards, load them with the shorter side as the leading edge, as shown. Do not load postcards crosswise.*



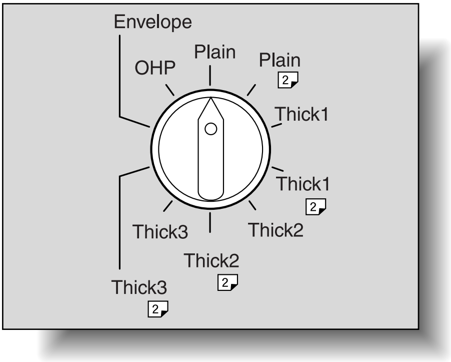
6 If paper of a non-standard size has been loaded, slide the lateral guides against the edges of the loaded paper.

7 Close the paper drawer for the 1st drawer.



**8** Turn the media type selection dial to the setting for the type of paper loaded.

| Setting | Paper Type | Notes |
|---|---|---|
| Plain | Plain Paper | |
| Plain 2 | Second side of a double-sided copy on plain paper | During manual double-sided copying |
| Thick1 | Thick paper 1 | When using label sheets |
| Thick1 2 | Second side of a double-sided copy on thick paper 1 | During manual double-sided copying |
| Thick2 | Thick paper 2 | When using postcards |
| Thick2 2 | Second side of a double-sided copy on thick paper 2 | During manual double-sided copying |
| Thick3 | Thick paper 3 | |
| Thick3 2 | Second side of a double-sided copy on thick paper 3 | During manual double-sided copying |
| Envelope | Envelopes | |
| OHP | Overhead projector transparencies | |



**Hint**

*To print on the back side of previously printed plain paper or thick paper (using manual double-sided copying), set the media type selection dial to the setting appropriate for the paper type when copying onto the second side.*

**Reference**

*For details on paper types, refer to “Paper Specifications” on page 4-2.*

## 2.7 Loading Paper Into the 2nd, 3rd or 4th Drawer

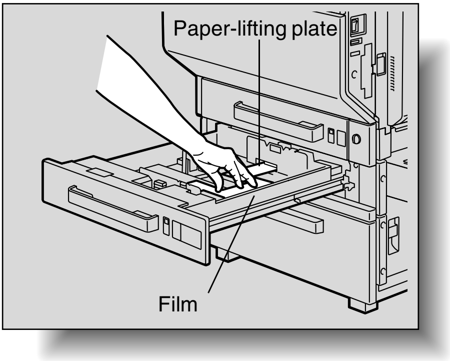
1 Pull out the paper drawer.

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

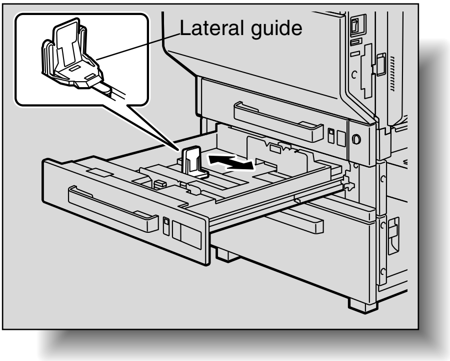
✎...

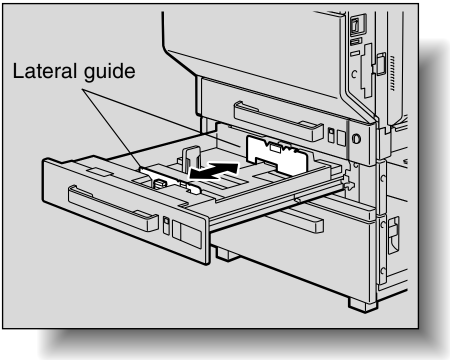
**Reminder!**

*Be careful not to touch the film.*

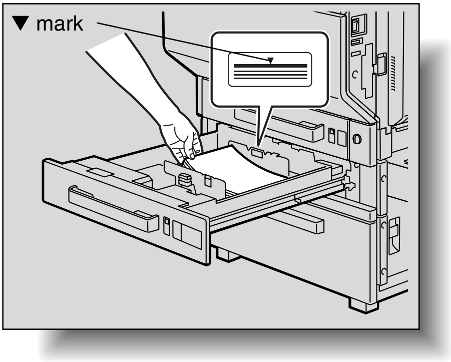


3 Slide the lateral guides to fit the size of paper to be loaded.





4 Load the paper into the drawer so that the side of the paper to be printed on (the side facing up when the package was unwrapped) faces up.



✎...

**Reminder!**

*If the paper is curled, flatten it before loading it.*

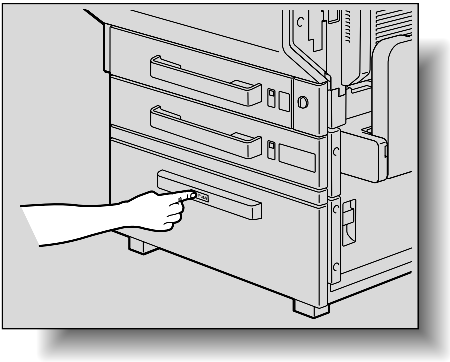
*Do not load so many pages that the top of the stack is higher than the* ▼ *mark.*

*Paper other than plain paper cannot be fed from the 2nd, 3rd or 4th drawer. If you wish to make copies onto paper other than plain paper, feed it through the bypass tray or the 1st drawer.*

5 Close the paper drawer.

## 2.8 Loading Paper Into the Large-Capacity Paper Feed Cabinet

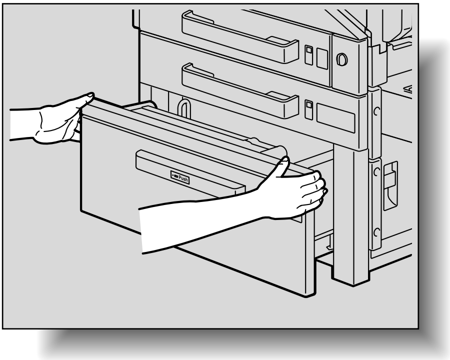
**1** Press the drawer release button.



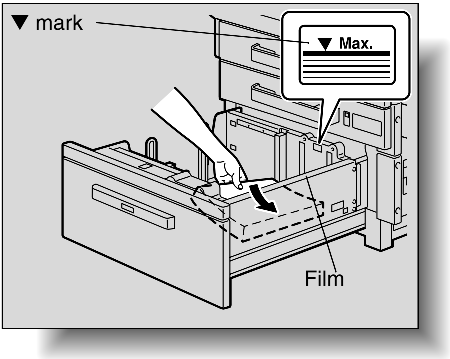
**2** Pull out the paper drawer for the large-capacity paper feed cabinet.

**Reminder!**

*If the machine is turned off, the paper drawer for the large-capacity paper feed cabinet cannot be pulled out, even after the drawer release button is pressed. Be sure to first turn on the machine.*



**3** Load the paper into the right side of the paper drawer for the large-capacity paper feed cabinet so that the side of the paper to be printed on (the side facing up when the package was unwrapped) faces up.



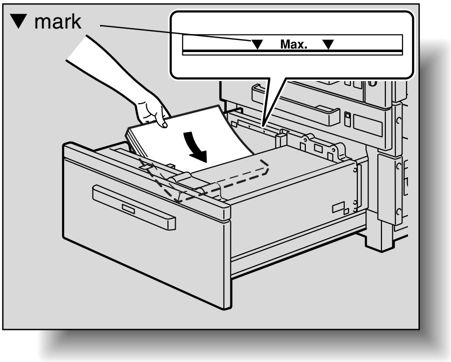
**Reminder!**
*Be careful not to touch the film.*

*If the paper is curled, flatten it before loading it.*

*Do not load so many pages that the top of the stack is higher than the ▼ mark.*

*Paper other than plain paper cannot be fed from the large-capacity paper feed cabinet. If you wish to make copies onto paper other than plain paper, feed it through the bypass tray or the 1st drawer.*

**4** Load the paper into the left side of the paper drawer for the large-capacity paper feed cabinet so that the side of the paper to be printed on (the side facing up when the package was unwrapped) faces up.



**Reminder!**
*If the paper is curled, flatten it before loading it.*

*Do not load so many pages that the top of the stack is higher than the ▼ mark.*

*Paper other than plain paper cannot be fed from the large-capacity paper feed cabinet. If you wish to make copies onto paper other than plain paper, feed it through the bypass tray or the 1st drawer.*

**5** Close the paper drawer of the large-capacity paper feed cabinet.

## 2.9 Loading Paper Into the Bypass Tray

Paper can be fed manually through the bypass tray if you wish to copy onto paper that is not loaded into a paper drawer, or if you wish to copy onto thick paper, postcards, envelopes, overhead projector transparencies or label sheets.

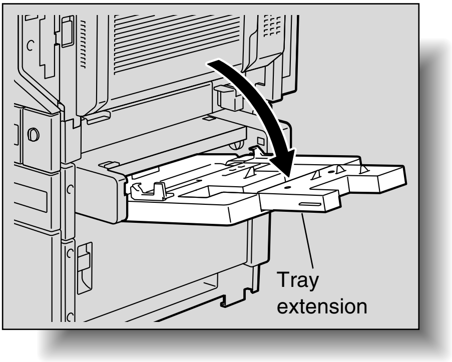
✎...

**Reference**

*For details on specifying the paper size for the bypass tray, refer to “To specify the size of the paper in the bypass tray” on page 3-21.*

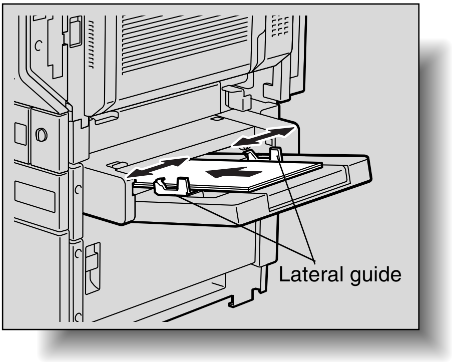
**1** Open the bypass tray.

- ❍ When loading large-sized paper, open the tray extension.



**2** With the side to be printed on facing down, insert the paper as much as possible into the feed slot.

**3** Adjust the lateral guides to fit the size of the paper.



✎...

**Reminder!**

*Do not load so many pages that the top of the stack is higher than the ▼ mark.*

*Push the lateral guides firmly up against the edges of the paper.*

*If the paper is curled, flatten it before loading it.*

✎...

**Additional Information**

*When making manual double-sided copies, load the paper into the bypass tray so that the second side (the blank side) faces down.*

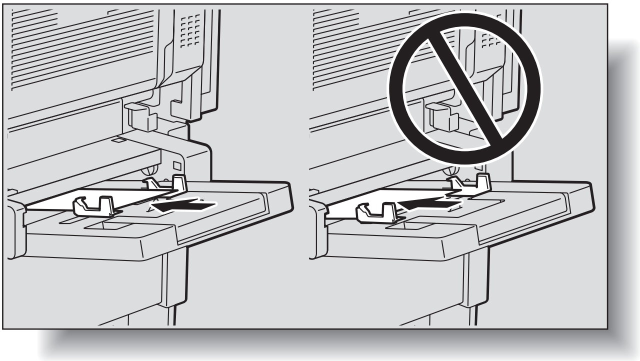
*The image will be printed on the surface of the paper facing down when the paper is loaded into the bypass tray.*

✎...

**Reminder!**

*Do not load more than 20 postcards into the bypass tray.*

*Do not load postcards crosswise.*

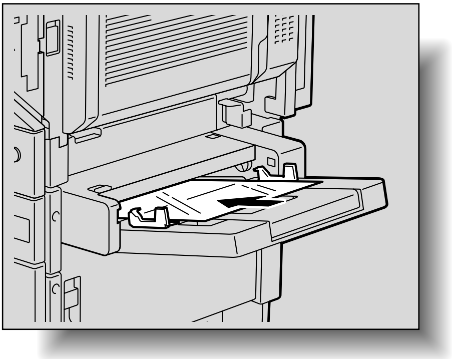


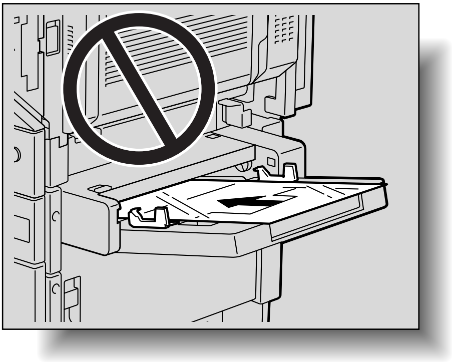
✎...

**Reminder!**

*Do not load more than 20 overhead projector transparencies into the bypass tray.*

*When loading overhead projector transparencies, load them with the longer side as the leading edge, as shown. Do not load overhead projector transparencies lengthwise.*





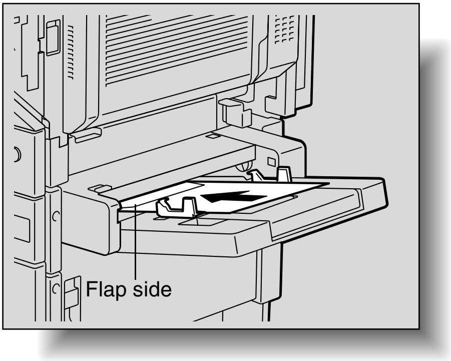
✎...

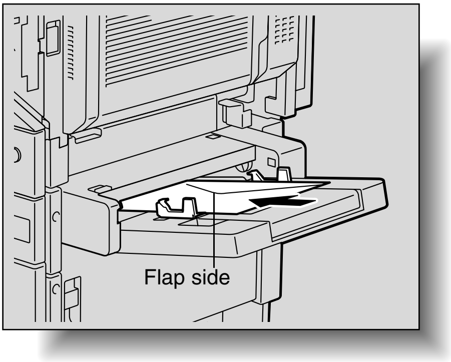
**Reminder!**

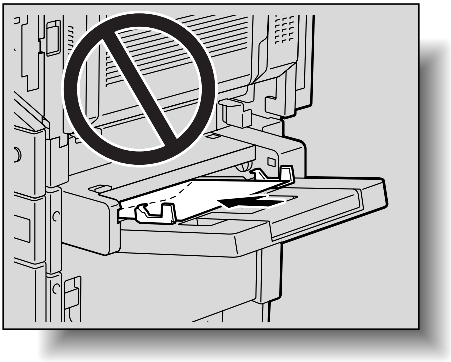
*Do not load more than 10 envelopes into the bypass tray.*

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

*When loading envelopes, load them with the flap side up, as shown in the illustration. If the envelopes are loaded with the flap side down, a paper misfeed may occur. The flap side of envelopes cannot be printed on.*



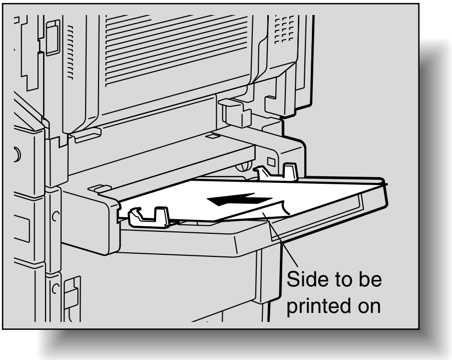


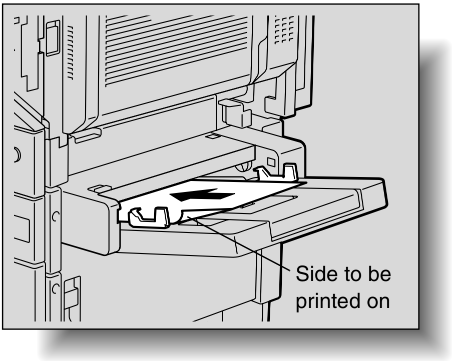


✎...

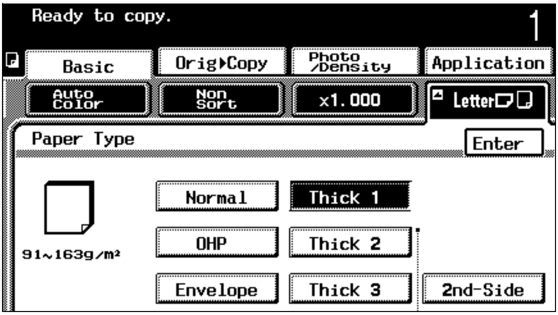
**Reminder!**

*Do not load more than 20 label sheets into the bypass tray.*





**4** Select the appropriate paper type settings.



Ready to copy.
1

Paper Type

91~163g/m²

✎...

**Hint**

*If postcards are loaded, set the media type selection dial to "Thick2".*

*If label sheets are loaded, set the media type selection dial to "Thick1".*

*To print on the back side of previously printed plain paper or thick paper (using manual double-sided copying), select the appropriate paper type setting, and then touch [2nd-Side].*

**Reference**

*For details on selecting the paper size, refer to “Selecting a Paper/Size Setting” on page 3-18.*

*For details on paper types, refer to “Paper Specifications” on page 4-2.*

## 2.10 Feeding the Document

### Loading the Document Into the Reverse Automatic Document Feeder

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

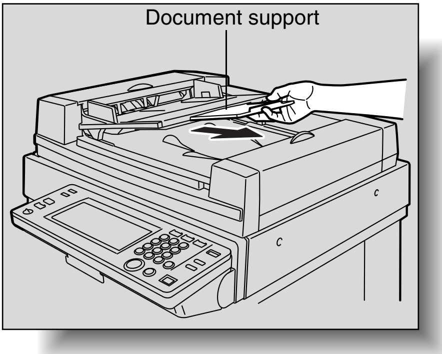
✎...

**Reference**

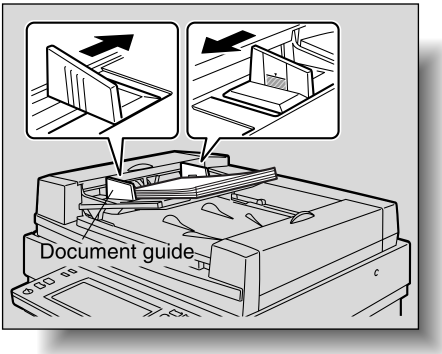
*For details on the correct types of documents that can be loaded, refer to "Appropriate Document Types (Using the Reverse Automatic Document Feeder)" on page 5-2.*

*For details on loading documents with mixed paper sizes, refer to "Copying Documents of Mixed Sizes ("Mixed Original" Function)" on page 6-3.*

1 Slide the adjustable document guides to fit the size of the document.
   - ❍ If large-sized documents are to be loaded, pull out the document support.



2 Load the document pages to be copied face up into the document feed tray.
   - ❍ Load the document pages so that the top of the document is toward the rear or the right side of the machine.



3 Adjust the document guides to the size of the document.

✎...

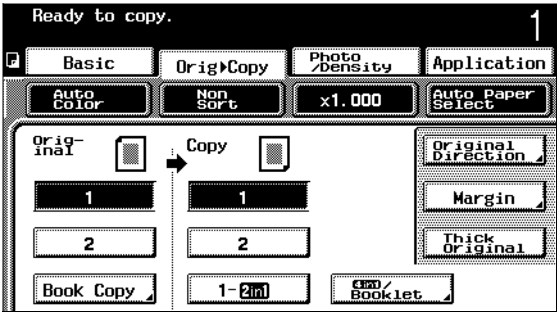
**Reminder!**

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

4 Touch [Orig ▶Copy].

The Original ▶Copy screen appears.

5 To specify the Original Direction, Margin or Thick Original settings, touch the appropriate key.


Ready to copy.

✎...

**Reference**

*For details on specifying the Original Direction, Margin or Thick Original settings, refer to “Selecting Original Settings” on page 3-27.*

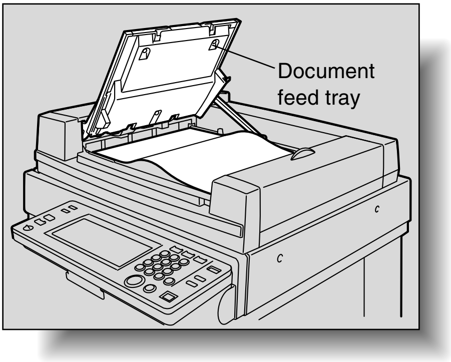
6 Select the desired copy settings, and then press the [Start] key.

7 The pages of the document are fed in, starting with the topmost page.

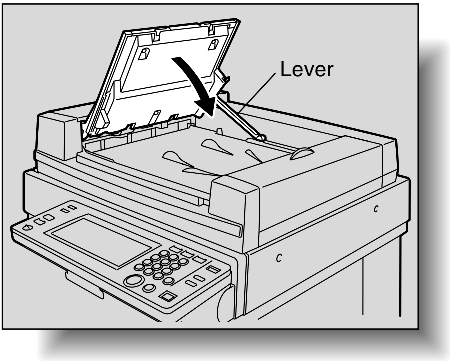
8 After each page is scanned, it is fed out into the document output tray.

9 When removing large-sized documents, carefully lift up the document feed tray (of the reverse automatic document feeder) as far as possible.

10 Remove all document pages from the document output tray.



**11** Carefully lower the document feed tray.



**CAUTION**

**Do not press on the lever at the rear of the machine**

➜ When closing the document feed tray, otherwise the document feed tray may close quickly and pinch your hand.

### Placing the Document On the Original Glass

Place the document directly on the original glass for it to be scanned. Each page of the document must be positioned manually (i.e., the previous one must be removed and the next one placed on the original glass).

This method works best with books and other documents that cannot be fed through the reverse automatic document feeder.

1 Lift open the original cover, or the reverse automatic document feeder if it is installed.

✎...

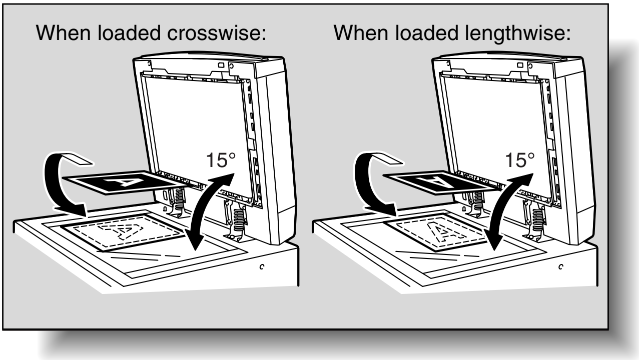
**Condition**

*When placing the document on the original glass, be sure to lift open the original cover, or the reverse automatic document feeder if it is installed, 15° or more.*

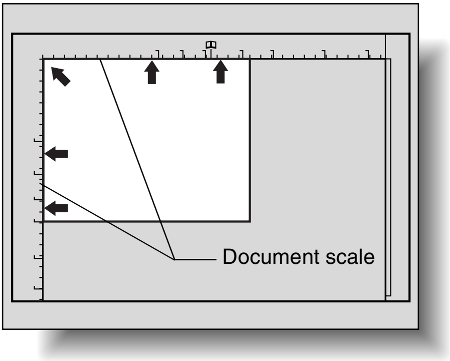
*If the document is placed on the original glass without lifting the original cover or reverse automatic document feeder 15° or more, the correct document size will not be detected.*

2 Position the document face down onto the original glass.

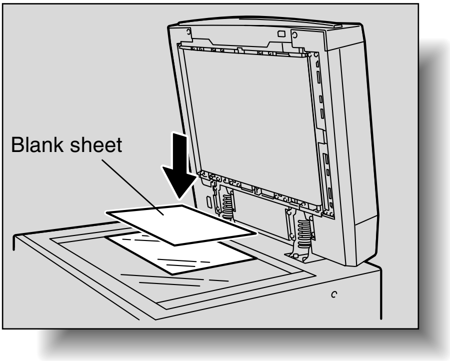
- ❍ Load the document pages so that the top of the document is toward the rear or the left side of the machine.



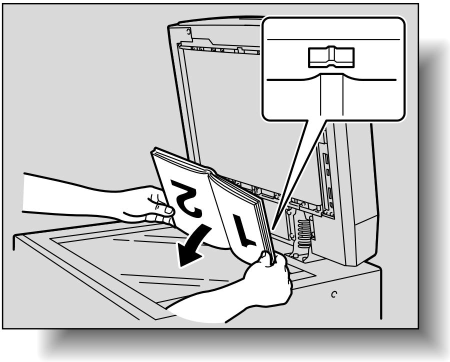
**3** Align the document with the document scales.



- ❍ For transparent or translucent documents, place a blank sheet of paper of the same size as the document over the document.



- ❍ For bound documents spread over two facing pages, such as a book or magazine, position the top of the document toward the back of the machine with the binding aligned with the 📖 mark in the top document scale, as shown.



**Reminder!**
*Do not place objects weighing more than 4-1/2 lb on the original glass. In addition, do not press down extremely hard on a document placed on the original glass, otherwise the original glass may be damaged.*

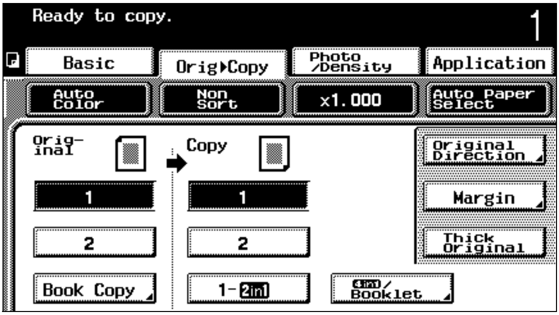
*For thick books or large objects, make the copy without closing the original cover or reverse automatic document feeder. When a document is being scanned with the original cover or reverse automatic document feeder open, do not look directly at the light that may shine through the original glass. Although the light that shines through the original glass is bright, it is not a laser beam and, therefore, is not as dangerous.*

**4** Touch [Orig ▶ Copy].

- ❍ When making copies from a page spread, such as an open book or magazine, touch [Book Copy].

The Original ▶ Copy screen appears.

**5** To specify the Original Direction, Margin or Thick Original settings, touch the appropriate key.



Ready to copy.

**Reference**
*For details on specifying the Original Direction, Margin or Thick Original settings, refer to “Selecting Original Settings” on page 3-27.*

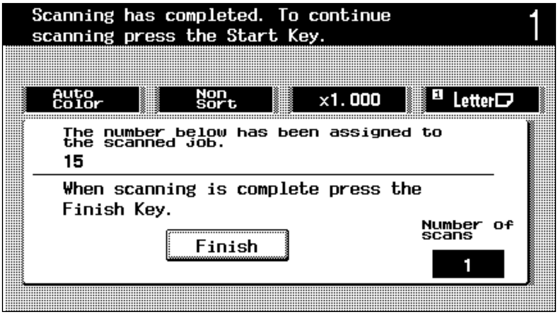
**6** Select the desired copy settings, and then press the [Start] key.

Scanning of the document begins.

✎...

**Additional Information**

*When using a setting where multiple document pages are to be scanned, such as when making 2in1 copies, the message shown below appears after step 6.*



Scanning has completed. To continue scanning press the Start Key.

The number below has been assigned to the scanned job.

15

When scanning is complete press the Finish Key.

Number of scans

1

*To continue scanning, remove the document, position the next page of the document on the original glass, and then press the [Start] key.*

*After all pages of the document have been scanned, touch [Finish], and then press the [Start] key.*

*The copy job is queued for printing.*

**7** Lift open the original cover, or the reverse automatic document feeder if it is installed, and then remove the document.

**8** Close the original cover, or the reverse automatic document feeder if it is installed.

# 3

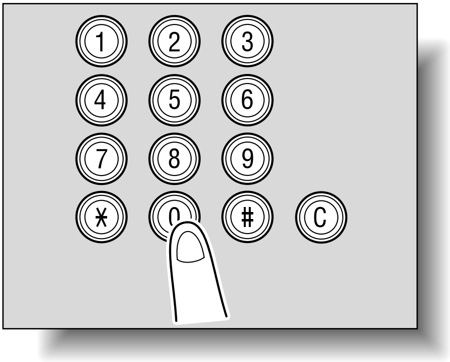
# Basic Copy Operations

## 3.1 Specifying the Number of Copies

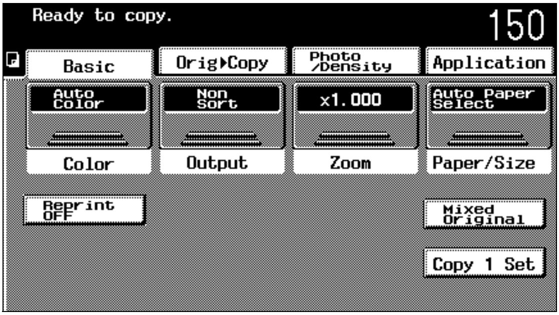
The following procedures describe how to specify and change the setting for the number of copies.

### To specify the number of copies

➜ Using the keypad, specify the desired number of copies.



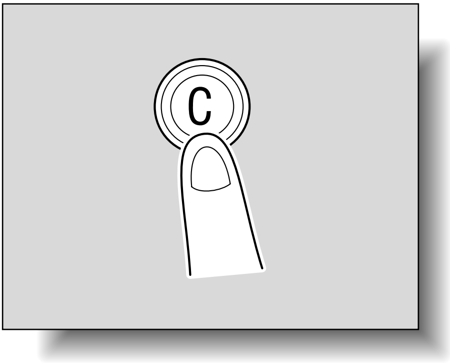
The specified number of copies appears in the touch panel.


Ready to copy.

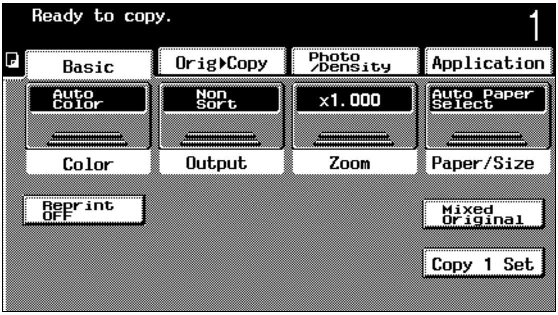
150

### To change the setting for the number of copies

**1** Press the [C] (clear) key.



The specified number of copies is cleared, and the setting for the number of copies, shown in the touch panel, is reset to “1”.


Ready to copy.
1

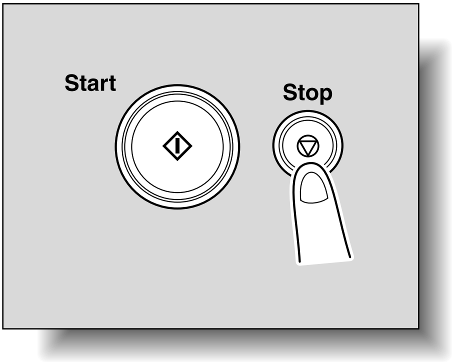
**2** Using the keypad, specify the desired number of copies.

The specified number of copies appears in the touch panel.

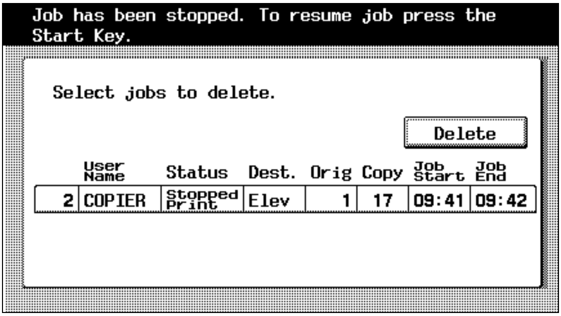
## 3.2 Stopping Copying

The following procedure describes how to stop printing a copy job.

**1** Press the [Stop] key while a job is being printed.
Printing stops.



A screen for deleting jobs appears.



Job has been stopped. To resume job press the Start Key.

Select jobs to delete.

| | User Name | Status | Dest. | Orig | Copy | Job Start | Job End |
|---|---|---|---|---|---|---|---|
| 2 | COPIER | Stopped Print | Elev | 1 | 17 | 09:41 | 09:42 |

If a document is being scanned for a job, scanning stops when the [Stop] key is pressed.

✎...

**Hint**

*To continue the stopped job, press the [Start] key.*
*All stopped jobs continue.*

**2** To delete a stopped job, select in the job display the job that you wish to delete, and then touch [Delete].
The message “Job has been done improperly. Check the log.” appears, and the selected job is deleted.

**3** Touch [Enter].

## 3.3 Selecting a Color Setting

Various Color settings are available for making copies.

The following Color settings are available.

### Auto Color

The scanned document is determined to be either in color or in black and white, and then the appropriate Color setting for the document is automatically selected.

If the document was determined to be in color, a copy is made with the “Full Color” setting.
If the document was determined to be in black and white, a copy is made with the “Black” setting.

✎...

**Hint**
*The level for determining whether a document is in color or in black and white when making copies with the “Auto Color” setting can be adjusted using the “ACS Judgement Level Adjustment” function on the User’s Choice: 2 screen. For more details, refer to “Setting the “ACS Judgement Level Adjustment” Function” on page 10-18.*

### Full Color

The scanned document is copied in full color.

### 2 Color

All areas of the document determined to be in color are copied with the specified color, and all areas determined to be black are copied in black.
The colors that can be used for the areas printed in color are: red, green, blue, cyan, magenta and yellow.

### Single Color

Copies are printed in the specified color, regardless of the whether the scanned document is in color or black and white.
The color used for producing the copy can be set to one of the 20 available.

### Black

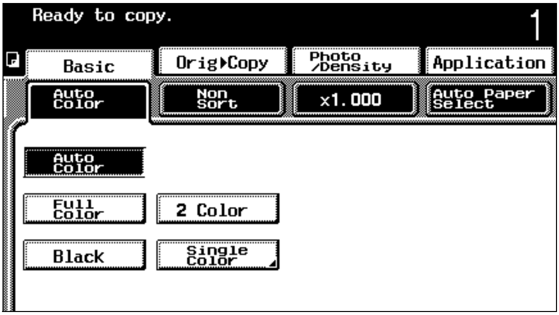
Copies of the scanned document are printed only in black.

### To select the Color setting

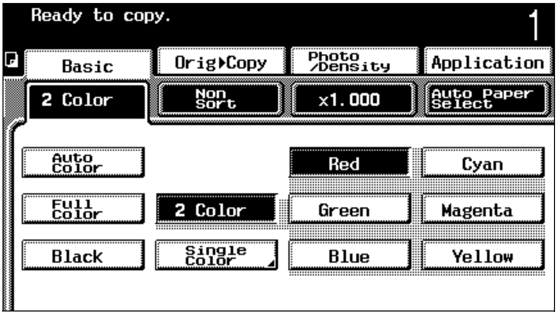
**1** Touch [Color].

A screen appears, showing the available Color settings.

**2** Select the desired Color setting.



**3** To produce two-color copies, touch [2 Color], and then touch the key for the color to be used for the areas printed in color.



**4** To produce one-color copies, touch [Single Color].

- ❍ In the Single Color 1 or Single Color 2 screens, touch the key for the desired color.
- ❍ To change how color gradations in the document are reproduced, touch [Solid].

✎...

**Additional Information**

*When the “Single Color” setting is selected, the following two methods for reproducing gradations in documents are available.*

***Relative luminosity:*** *The document will be copied using monocolor concentration variations to express color differences (color shading that can be seen with the eye) and gradation levels. This enables the color of markers, the blue lines in graphing paper and the red of stamps to be distinctly reproduced in copies. This method is selected as the factory default.*

***Average brightness:*** *The document will be copied using monocolor concentration variations to only express gradation levels, regardless of the color differences in the original document. This is useful for producing monocolor copies of documents containing gradation differences, such as magazines and newspapers, and for offsetting the yellow tint in documents that have yellowed. To select this method, touch [Solid].*

**5** Touch [Enter].

## 3.4 Selecting Output Settings

Various settings for sorting and finishing copies are available.

...

**Reference**

*The Output settings can be used together with other functions. For details, refer to the “Function Combination Table” on page 14-25.*

The following copy sorting and finishing methods are available.

...

**Condition**

*The “1 Staple” and “2 Staples” settings are available only if the optional finisher DF-626 is installed.*

*The “Hole-Punch” setting is available only if the punch kit is attached to the optional finisher DF-626.*

*The “1 Staple” setting is available only if the optional finisher DF-621 is installed.*

### Non Sorting (“Non Sort” Setting)

The copies are fed out and stacked on top of each other as they are printed.

### Sorting (“Sort” Setting)

The copies are automatically divided into separate sets with each set containing a copy of each page.

...

**Additional Information**

*The machine can be set to automatically select the “Sort” or “Non Sort” setting according to the number of pages in the document when it is loaded into the reverse automatic document feeder.*
*If the “Intelligent Sorting” function is set to “Yes”, the “Non Sort” setting is automatically selected if the document consists of only one page, and the “Sort” setting is automatically selected if the document consists of 2 or more pages.*
*For details, refer to “Setting the “Intelligent Sorting” Function” on page 10-19.*

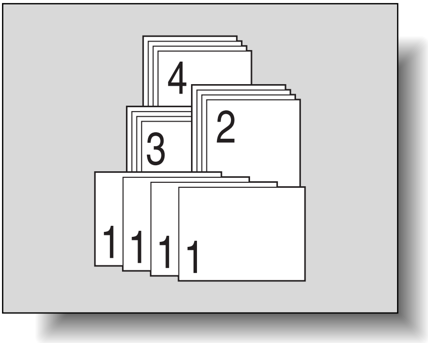
## Crisscross Sorting (Crisscross Feeding)

If no finisher is installed and all of the following conditions are met, printed copies can be fed out and sorted in an alternating crisscross pattern.

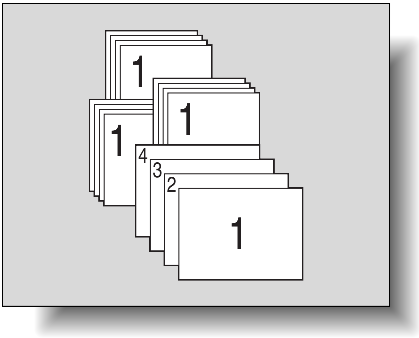
- Letter- or 5-1/2 × 8-1/2-size paper is used.
- Paper of the same size and type is loaded with the portrait orientation in one paper drawer and with the landscape orientation in another drawer.
- “Auto Paper Select” must be selected as the Paper/Size setting.
- The “Mixed Original” function must not be used.
- The reverse automatic document feeder must be used.
- The “Criss Cross” function on the User’s Choice: 2 screen must be set to “Yes”. (Refer to *“Setting the “Criss Cross” Function” on page 10-20*.)

Depending on whether the “Sort” or the “Non Sort” setting is selected, the way that the pages are separated is different, as shown below.

Example: When four copies of a four-page document are printed



Not sorted



Sorted

### Stapling (with finisher DF-621 installed)

The copies are bound together with a staple in the corner.

However, the pages can be stapled only if all of the following conditions are met.

- There are between 2 and 30 pages in the document.
- If standard-size paper is used, the paper sizes must be 11 × 17 L, Legal L, Letter L, Letter C, Executive L and Executive C.
- If non-standard-size paper is used, the paper width must be between 7-1/4 in. and 11-3/4 in.
- If non-standard-size paper is used, the paper length must be between 7-1/4 in. and 17 in.
- Copies are printed only on plain paper.
- If the “Mixed Original” function is used, the copies must be produced with paper of the same width.
- This machine must not be set to Interrupt mode.
- The “Image Adjustment” function on the Application screen is not used.

### Stapling (with finisher DF-626 installed)

The copies are bound together with a staple. Either the “1 Staple” or the “2 Staples” Output setting can be selected.

However, the pages can be stapled only if all of the following conditions are met.

- There are between 2 and 50 pages in the document. (However, if the document size is larger than Legal, the document can contain no more than 25 pages.)
- If standard-size paper is used, the paper sizes must be 11 × 17 L, Legal L, Letter L and Letter C.
- If non-standard-size paper is used, the paper width must be between 7-1/4 in. and 11-3/4 in.
- If non-standard-size paper is used, the paper length must be between 7-1/4 in. and 17 in.
- Copies are printed only on plain paper.
- If the “Mixed Original” function is used, the copies must be produced with paper of the same width.
- This machine must not be set to Interrupt mode.
- The “Image Adjustment” function on the Application screen is not used.

### Hole-Punching

Holes for filing copies in binders can be punched. The position of the punched holes can be specified along the left side or along the top of the paper.

However, the holes can be punched only if all of the following conditions are met.

- Finisher DF-626 is installed.
- Punch kit PH-620 is installed.
- If standard-size paper is used, the paper sizes must be as follows:
  Legal L, 11 × 17 L, Letter L and Letter C (with the “2-Hole Punch” setting).
  11 × 17 L and Letter C (with the “3-Hole Punch” setting).
- If non-standard-size paper is used, the paper width must be:
  8-1/2 or between 11 and 11-3/4 (with the “2-Hole Punch” setting)
  between 11 and 11-3/4 (with the “3-Hole Punch” setting)
- If non-standard-size paper is used, the paper length must be between 7-1/4 in. and 17 in.
- Copies are printed only on plain paper.
- This machine must not be set to Interrupt mode.
- The “Image Adjustment” function on the Application screen is not used.

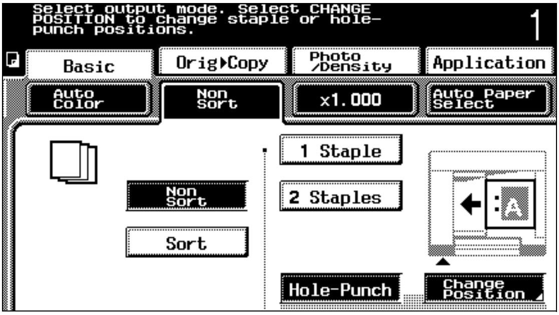
### To specify Output settings

✎...

**Condition**

*If a stapling or hole-punching setting is selected, be sure to load the document so that it is positioned correctly. If the document is not positioned correctly, the staples or punched holes will not be positioned correctly.*

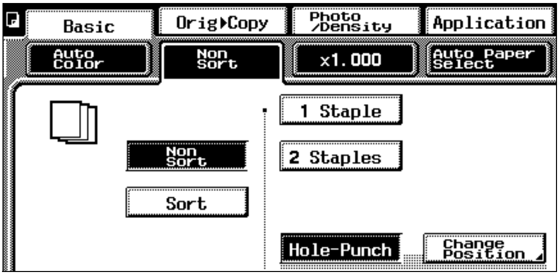
*The correct position of the document is shown in the screen. Be sure to position the document according to the instructions that appear.*
*Example: Document position when the "Hole Punch" setting is selected*
*The graphic shows that the document should be positioned so that the top of the document is toward the rear of this machine.*


Select output mode. Select CHANGE POSITION to change staple or hole-punch positions.

1 Touch [Output].

A screen appears, showing the available Output settings.

2 Select the desired Output settings.



3 To change the position of the punched holes, touch [Change Position], and then touch [▲] below the image of the desired position for the punched holes.

4 Touch [Enter].

## 3.5 Specifying a Zoom Setting

The zoom ratio can be set in order to make a copy on paper with a size different than the document or to enlarge or reduce the size of the document.

The zoom ratio can be specified in any of the following ways.

### Automatic Scaling (“Auto Zoom” Setting)

The most appropriate zoom ratio is automatically selected based on the size of the loaded document and the specified paper size.

### Full Size (“×1.0” Setting)

A copy that is the same size as the document (×1.000) is produced.

### Enlarging (Enlarge Settings)

Various zoom settings are available for making enlarged copies on standard paper sizes from standard document sizes.
For example:

- A Letter-size document can be enlarged and copied onto 11 × 17-size paper.
- A Legal-size document can be enlarged and copied onto 11 × 17-size paper.

### Reducing (Reduce Settings)

Various zoom settings are available for making reduced copies on standard paper sizes from standard document sizes.
For example:

- A Legal-size document can be reduced and copied onto Letter-size paper.
- A 11 × 17-size document can be reduced and copied onto Letter-size paper.

### Minimizing (“Minimal” Setting)

The copy is slightly reduced (×0.930).

- Selecting the “Minimal” setting ensures that any part of the original positioned at the edge of the page will not be cut off in the copy.
- The zoom ratio of the “Minimal” setting can be changed to any ratio between ×0.900 and ×0.999.
  - ❍ For details on changing the zoom ratio, refer to Specifying Manual Zoom Settings.

### Zooming

Any zoom ratio (between ×0.250 and ×4.000) can be specified.

- Touch ▽ and △ to select the desired zoom ratio. Each time a key is touched, the zoom ratio is increased or decreased by an increment of ×0.001.

### Custom Sizing (Manual Zoom Settings)

- Entering the zoom ratio

Any zoom ratio (between ×0.250 and ×4.000) can be specified.

Using the keypad, type in the desired zoom ratio.
Up to two zoom ratios specified using the keypad can be stored.

- Vertical and Horizontal Scaling (X/Y Zoom settings)

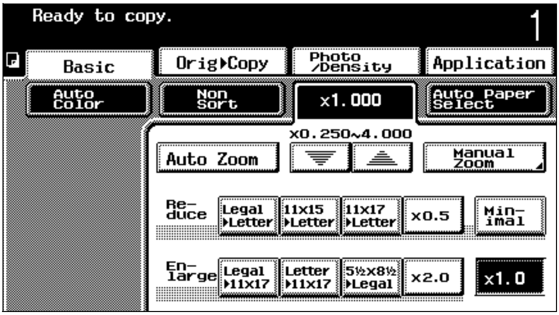
The copy size can be changed by specifying different scaling proportions (between ×0.250 and ×4.000) for the vertical and the horizontal dimensions.

### To select a Zoom setting

1 Touch [Zoom].

A screen appears, showing the available Zoom settings.

2 Select the desired Zoom setting.



Ready to copy. 1

### To enter a Manual Zoom ratio

**1** Touch [Zoom].

A screen appears, showing the available Zoom settings.

**2** Touch [Manual Zoom].

**3** Using the keypad, type in the desired zoom ratio (between ×0.250 and ×4.000).

The entered zoom ratio is displayed.

**4** Touch [Enter].

The entered zoom ratio is specified as the Manual Zoom setting.

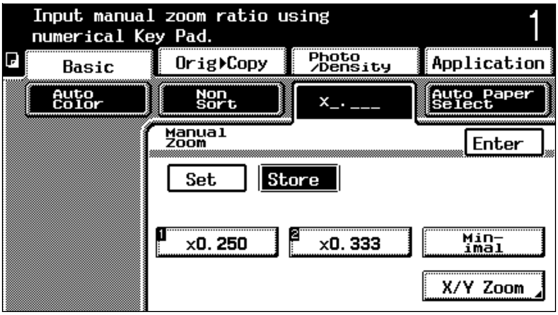
### To store Manual Zoom ratios

**1** Touch [Zoom].

A screen appears, showing the available Zoom settings.

**2** Touch [Manual Zoom].

**3** Touch [Store].



Input manual zoom ratio using numerical Key Pad.

**4** Using the keypad, type in the desired zoom ratio (between ×0.250 and ×4.000).

- ❍ To store a “Minimal” zoom ratio, type in the desired zoom ratio between ×0.900 and ×0.999.

The entered zoom ratio is displayed.

**5** Touch [1], [2] or [Minimal].

**6** Touch [Enter].

The entered zoom ratio is stored.

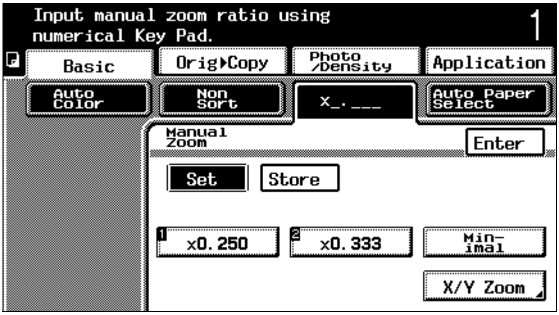
**To recall a stored Manual Zoom ratio**

**1** Touch [Zoom].

A screen appears, showing the available Zoom settings.

**2** Touch [Manual Zoom].

**3** Touch [Set].



Input manual zoom ratio using numerical Key Pad.

**4** Touch [1], [2] or [Minimal].

**5** Touch [Enter].

The stored zoom ratio is recalled.

### To specify different vertical and horizontal scaling proportions (X/Y Zoom settings)

1 Touch [Zoom].

A screen appears, showing the available Zoom settings.

2 Touch [Manual Zoom].

3 Touch [X/Y Zoom].

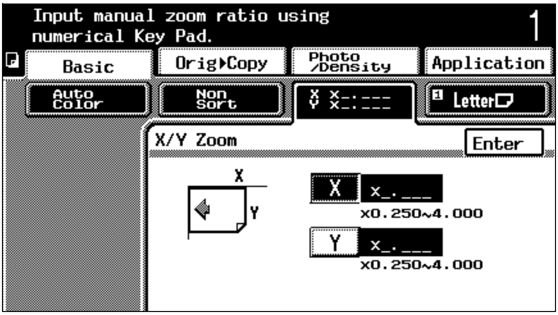
The X/Y Zoom screen appears.

4 Make sure that [X] is selected.

5 Using the keypad, type in the desired length of side X (between ×0.250 and ×4.000).

The entered zoom ratio is displayed.

6 Touch [Y].



Input manual zoom ratio using numerical Key Pad.

7 Using the keypad, type in the desired length of side Y (between ×0.250 and ×4.000).

The entered zoom ratio is displayed.

8 Touch [Enter].

The entered zoom ratio is applied.

## 3.6 Selecting a Paper/Size Setting

The paper used for making copies can be selected.

The paper source can be selected in any of the following methods.

### Automatic Paper Selection (“Auto Paper Select” Setting)

The most appropriate paper size is automatically selected based on the size of the loaded document and the specified zoom ratio.

However, if the paper in a drawer is specified as special paper, the paper in that drawer cannot be selected with the “Auto Paper Select” setting.

✎...

**Additional Information**

*If the paper in a drawer is specified as special paper, the paper in that drawer is not automatically selected with the “Auto Paper Select” setting. The “Paper Type Select” function is useful if special paper is loaded into a paper drawer. For details, refer to “Setting the “Paper Type Select” Function” on page 10-21.*

### Manual Paper Selection

The drawer containing the appropriate paper that you wish to use can be selected for copying.

### Bypass Tray Selection (Bypass Setting)

Copies are produced using paper loaded into the bypass tray.

### Bypass Reserve Settings for Bypass Tray

The document can be scanned in advance even when no tray or drawer contains paper of the appropriate size.

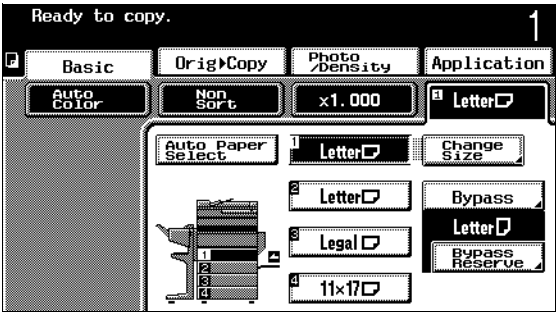
After paper of the appropriate size is loaded into the bypass tray, the copy is printed.

### To select the paper drawer

**1** Touch [Paper/Size].

A screen appears, showing the available paper drawers.

**2** Touch the key for the desired paper drawer.



Ready to copy.

### To specify the size of the paper in the 1st drawer

Since the size of standard-sized paper loaded into the 1st drawer is automatically detected, it is usually not necessary to set the paper size.

However, it may be necessary to set the paper size if non-standard-sized paper is loaded or if the paper size is not automatically detected for some reason.

✎...

**Reference**

*For details on loading the paper into the 1st drawer, refer to “Loading Paper Into the 1st Drawer” on page 2-26.*

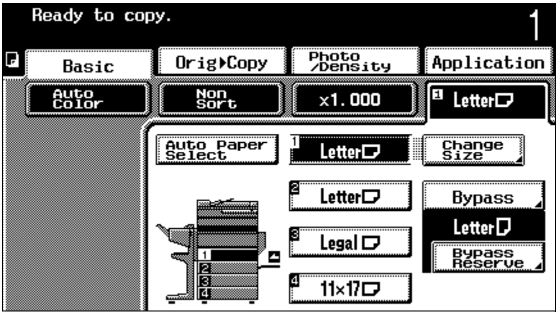
**1** Touch [Paper/Size].

A screen appears, showing the available Paper/Size settings.

**2** Touch the key for the 1st drawer.

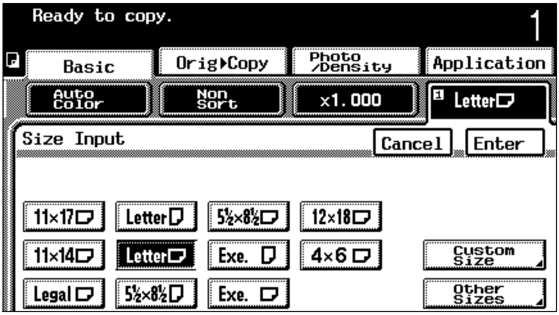
**3** Touch [Change Size].

The Size Input screen appears.



Ready to copy.

**4** Select the setting for the size of paper that is loaded.



Ready to copy.

❍ If the desired paper size is not listed, touch [Other Sizes], and then select the paper size.

✎...

**Reference**

*For details on specifying a custom paper size, refer to “To set a non-standard (custom) paper size” on page 3-22.*

**5** Touch [Enter].

The paper size for the 1st drawer is set.

### To specify the size of the paper in the bypass tray

Paper can be fed manually through the bypass tray if you wish to copy onto paper that is not loaded into a paper drawer, or if you wish to copy onto special paper.

**Reference**
*For details on loading the paper into the bypass tray, refer to “Loading Paper Into the Bypass Tray” on page 2-35.*

**1** Touch [Paper/Size].

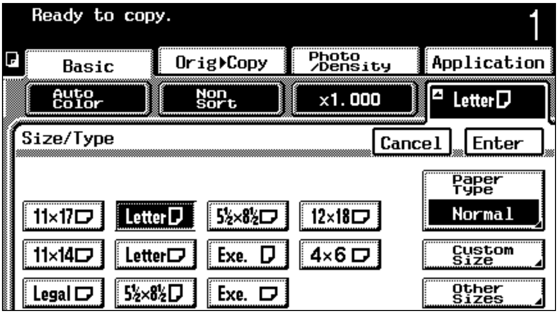
A screen appears, showing the available Paper/Size settings.

**2** Touch [Bypass].

The Size/Type screen appears.

**3** Select the size of the paper to be loaded.

- ❍ If the desired paper size is not listed, touch [Other Sizes] to display a screen containing additional paper sizes.



Ready to copy.

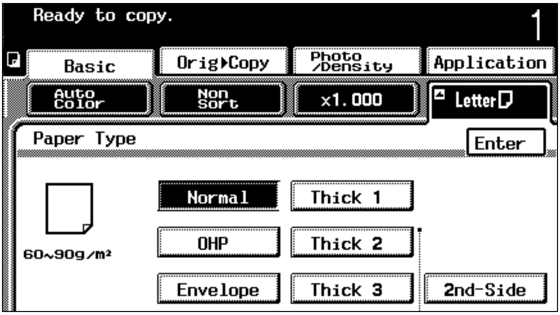
**Reference**
*For details on specifying a custom paper size, refer to “To set a non-standard (custom) paper size” on page 3-22.*

**4** Touch [Paper Type].

The Paper Type screen appears.

5 Select the type of paper to be loaded.

6 Touch [Enter].



Ready to copy.

### To set a non-standard (custom) paper size

Non-standard-sized paper can be loaded into the 1st drawer or the bypass tray.

If non-standard-sized paper is loaded, it will be necessary to enter the paper size.

The following procedure describes how to specify the size of non-standard paper loaded into the 1st drawer.

1 Touch [Paper/Size].

A screen appears, showing the available Paper/Size settings.

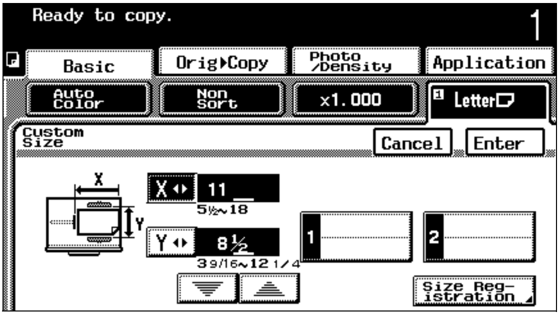
2 Touch the key for the 1st drawer, and then touch [Change Size].

❍ For the bypass tray, touch [Bypass].

The Size Input screen appears.

3 Touch [Custom Size].

The Custom Size screen appears.



Ready to copy.

4 Make sure that [X] is selected.

5 Touch ▼ and ▲ to select the length of side X for the paper that is loaded.

❍ Touch [X] until the cursor moves below the digit that you wish to change.

**6** Touch [Y].

**7** Touch ▼ and ▲ to select the length of side Y for the paper that is loaded.

- ❍ Touch [Y] until the cursor moves below the digit that you wish to change.

**8** Touch [Enter].

The paper size for the 1st drawer is set.

### To store a non-standard (custom) paper size

Two non-standard paper sizes can be stored. Storing paper sizes that are used often enables the paper size to be quickly selected, without having to re-enter the setting.

The following procedure describes how to store a size for non-standard paper loaded into the 1st drawer.

**1** Touch [Paper/Size].

A screen appears, showing the available Paper/Size settings.

**2** Touch the key for the 1st drawer and then touch [Change Size].

- ❍ For the bypass tray, touch [Bypass].

The Size Input screen appears.

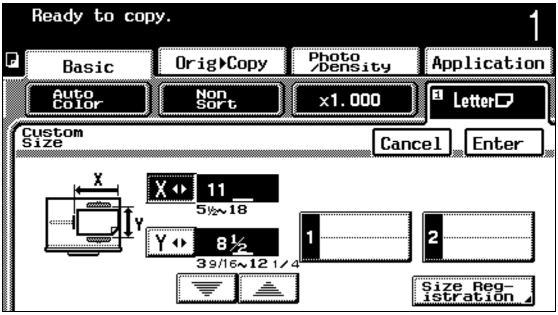
**3** Touch [Custom Size].

The Custom Size screen appears.

**4** Touch [Size Registration].

The Size Registration screen appears.

**5** Make sure that [X] is selected.


Ready to copy.

X 11

Y 8½

**6** Touch ▼ and ▲ to select the length of side X for the paper that is loaded.

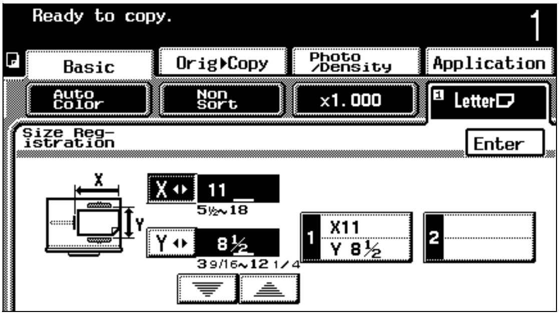
- ❍ Touch [X] until the cursor moves below the digit that you wish to change.

**7** Touch [Y].

**8** Touch ▽ and △ to select the length of side Y for the paper that is loaded.

- ❍ Touch [Y] until the cursor moves below the digit that you wish to change.

**9** Touch either [1] or [2].



Ready to copy.

X 11 (5½~18)

Y 8½ (3 9/16~12 1/4)

1 X11 Y 8½

**10** Touch [Enter], and then touch [Enter] in the Custom Size screen.

The custom paper size is stored.

### To select a stored non-standard (custom) paper size

Non-standard paper sizes that are already stored in the machine can be recalled and used.

The following procedure describes how to recall a size for non-standard paper loaded into the 1st drawer.

**1** Touch [Paper/Size].

A screen appears, showing the available Paper/Size settings.

**2** Touch the key for the 1st drawer, and then touch [Change Size].

- ❍ For the bypass tray, touch [Bypass].

The Size Input screen appears.

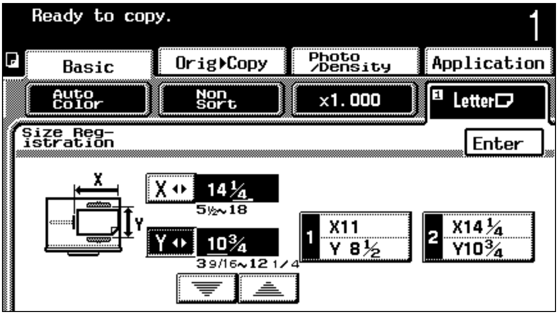
**3** Touch [Custom Size].

The Custom Size screen appears.

**4** Touch either [1] or [2] to select the paper size.

**5** Touch [Enter], and then touch [Enter] in the Size Input screen.

The paper size for the 1st drawer is set to the recalled size.



Ready to copy.

### To specify the Bypass Reserve settings for the bypass tray

If paper of the desired size or type is not loaded into any paper drawer or the bypass tray, the Bypass Reserve settings can be specified so that printing can begin when paper of the appropriate size is loaded into the bypass tray.

✎...

**Condition**

*The “Bypass Reserve” function can be set only if “Auto Paper Select” is specified on the screen that appears when [Paper/Size] is touched.*

**1** Load the document to be copied, and then press the [Start] key.

After scanning of the document begins, the message “Matching paper size is not available Reselect paper size.” appears, and scanning stops.

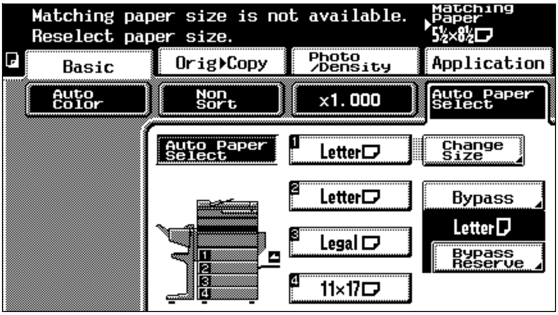
✎...

**Reference**

*For details on positioning the document, refer to “Feeding the Document” on page 2-41.*

**2** Touch [Bypass Reserve].

The Bypass Reservation screen appears.



Matching paper size is not available.
Reselect paper size.

Matching Paper 5½×8½

3 Select the desired paper size.

✎...

**Hint**

*Screens containing other paper sizes can be displayed by touching [Custom Size] or [Other Sizes].*

4 Touch [Paper Type].

5 Select the desired paper type.

6 Touch [Enter].

The message “Job has been stopped. To resume job press the Start Key.” appears.

7 Press the [Start] key.

Scanning of the document continues.

8 Load paper of the specified size and type into the bypass tray.

The copies are printed.

✎...

**Hint**

*If scanning of the document is finished before paper is loaded into the bypass tray, the status “Print Error” appears in the job display. However, after the paper is loaded into the bypass tray, the status changes to “Printing” and printing begins.*

✎...

**Reference**

*For details on loading the paper, refer to “Loading Paper Into the Bypass Tray” on page 2-35.*

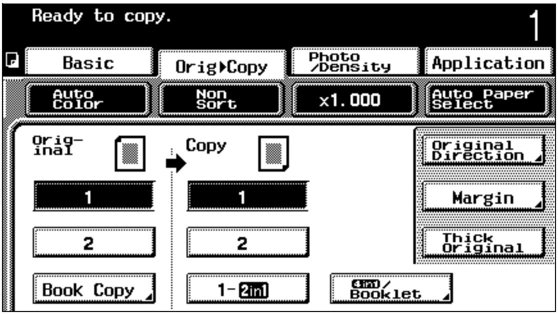
## 3.7 Selecting Original Settings

The type and conditions of the document that you wish to copy can be selected.

✎...

**Reference**

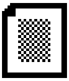
*For details on specifying the type of copy, refer to “Selecting Copy Settings” on page 3-37.*



Ready to copy.

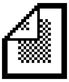
The following Original settings are available.

### Single-Sided Original (“1” Setting)



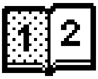
Select this setting when single-sided sheet documents are being copied.

### Double-Sided Original (“2” Setting)



Select this setting when double-sided sheet documents are being copied.

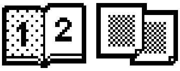
### Books (“Book Copy” Settings)



Select one of these settings when page spreads, such as in books or pamphlets, are being copied. A Frame/Center Erase setting can also be selected.

The following Book Copy settings are available.

Book Separation (“Separation” Book setting)



Select this setting to copy each of the two pages of a page spread, such as an open book or pamphlet, onto separate pages.

Book Spread (“Spread” Book setting)

Select this setting to make a single copy containing both of the two pages of a page spread, such as an open book or pamphlet.

Book-Margin-Erasing (Frame/Center Erase settings)

Select the desired settings to erase the area along the binding or around the text of copies produced from a page spread, such as an open book or pamphlet.

**Hint**

*In addition to a Book Copy setting, a Frame/Center Erase setting can be selected as desired.*

The following Frame/Center Erase settings are available.

Center-erasing:

Select this setting to erase the shadow of the book binding from the copy.

Frame-erasing:

Select this setting to erase the shadow of the book edges from the copy.
The width of the frame to be erased can be set between 1/16 and 15/16 in.

Center- & frame-erasing:

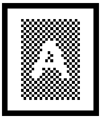
Select this setting to erase the shadow of the book binding and the shadow of the book edges from the copy.

The width of the frame to be erased can be set between 1/16 and 15/16 in.

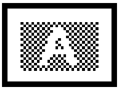
The document condition can be specified in any of the following ways.

### Document Orientation (Original Direction Setting)

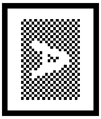
The orientation of the document can be specified. Select the setting according to the document orientation.



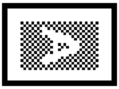
Select this setting for a portrait document with the top toward the rear of this machine.



Select this setting for a landscape document with the top toward the rear of this machine.



Select this setting for a landscape document with the top toward the right side of this machine.



Select this setting for a portrait document with the top toward the right side of this machine.

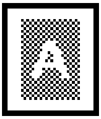
As the factory default, no setting is selected.

✎...

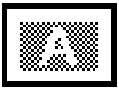
**Condition**

*If no Original Direction setting is selected, documents loaded crosswise will be copied with the portrait orientation and documents loaded lengthwise will be copied with the landscape orientation.*

*Loaded crosswise:*
*Portrait orientation*



*Loaded lengthwise:*
*Landscape orientation*



✎...

**Additional Information**

*Portrait and landscape orientations*

*With the portrait orientation, the paper is vertical, like with portraits or photos of people.*

*With the landscape orientation, the paper is horizontal, like with landscapes.*

✎...

**Hint**

*When copying a double-sided document or using a double-sided, 2in1 or 4in1 Copy setting, if the original direction is not specified, the copies may not be printed in the correct page order or with the correct page arrangement.*

### Document Binding Margin Position (Margin Setting)

If a document with a binding margin is being copied, the position of the binding margin can be specified.

Select the setting appropriate for the binding margin of the document.

Select this setting if the document is loaded with the binding margin at the left. As the factory default, this setting is selected.

Select this setting if the document is loaded with the binding margin at the top.

**Hint**

*If the position of the binding margin for the document is different from that of the selected Margin setting, copies made while erasing certain areas will not be printed correctly.*
*When loading a document with a binding margin, position the top of the document toward the rear of this machine. For details, refer to “Feeding the Document” on page 2-41.*

### Thick Documents (“Thick Original” Setting)

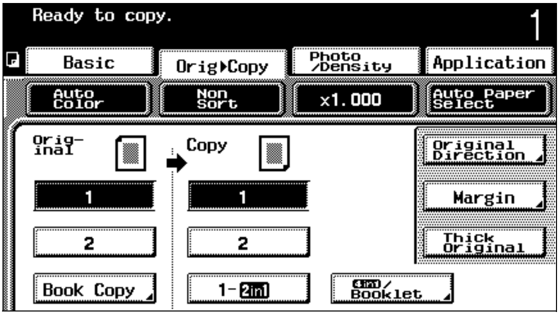
Select this setting when documents printed on thick paper are loaded into the reverse automatic document feeder.
To specify a thick document (34-1/4 lb to 55-3/4 lb), touch [Thick Original].

### To specify Original settings

**1** Touch [Orig ▶ Copy].

The Original ▶ Copy screen appears.

**2** Select the Original setting appropriate for the document to be copied.


Ready to copy.

### To specify Book Copy settings

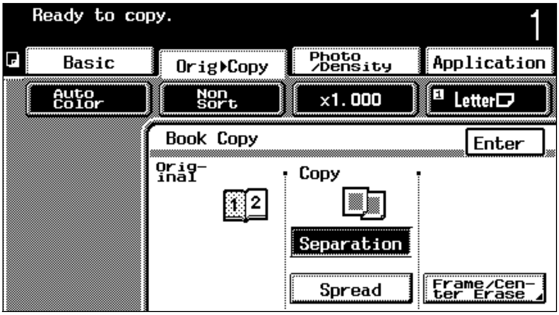
**1** Touch [Orig ▶ Copy].

The Original ▶ Copy screen appears.

**2** Touch [Book Copy].

The Book Copy screen appears.

**3** Select the desired Book Copy setting.


Ready to copy.

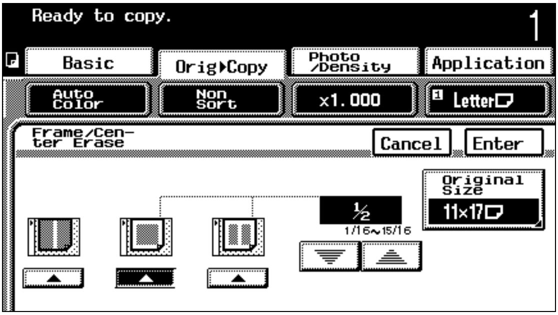
**4** Touch [Frame/Center Erase].

The Frame/Center Erase screen appears.

**Hint**

*If necessary, specify a Frame/Center Erase setting. As the factory default, no setting is selected.*

**5** Touch [▲] below the desired Frame/Center Erase setting.



**6** If the settings for frame-erasing or center- & frame-erasing are selected, touch ▽ and △ to specify the width of the area at the book edges to be erased. The width of the area erased with the center-erasing setting cannot be changed by touching ▽ and △.

✎...

**Reminder!**

*After selecting a Frame/Center Erase setting, be sure to touch [Original Size] on the Frame/Center Erase screen and specify the size of the original document. If the document size is incorrectly set, the correct area of the copy will not be erased.*

**7** Touch [Original Size].

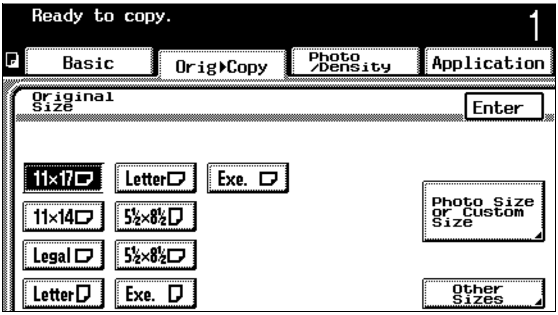
The Original Size screen appears.

**8** Select the document size, and then touch [Enter].

✎...

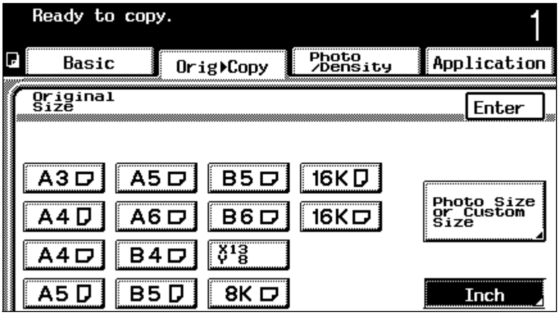
**Hint**

*The Original Size setting should be the size of the book spread.*



**9** If the desired document size is not listed, touch [Other Sizes] to display a screen containing additional document sizes.

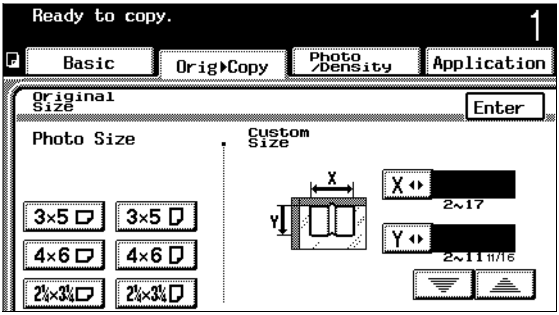
- ❍ Select the appropriate document size, and then touch [Enter].



Ready to copy.

**10** To specify a photo size or a non-standard size, touch [Photo Size or Custom Size].

- ❍ Select a photo size, or touch [X] and [Y], and touch [▼] and [▲] to select the size of the original, and then touch [Enter].



Ready to copy.

**11** Touch [Enter].

The Book Copy screen appears again.

**Hint**

*To cancel the function, touch [Cancel] in the Frame/Center Erase screen.*

**12** Touch [Enter].

The Original ▶Copy screen appears again.

### To specify conditions of the original

As the factory default, no setting is selected.

✎...

**Condition**

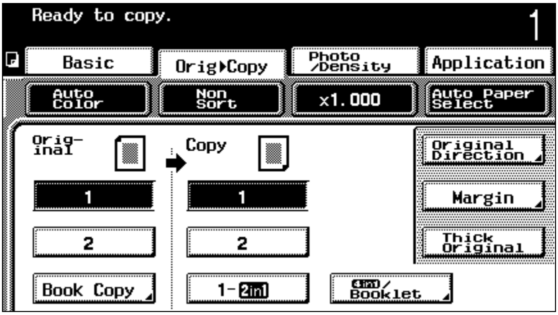
*If the “Book Copy” setting was selected, [Original Direction] is not available.*

**1** Touch [Orig ▶Copy].

The Original ▶Copy screen appears.

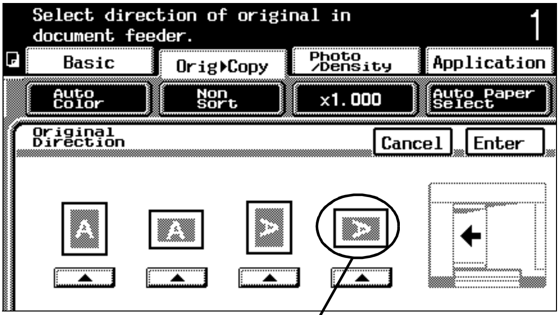
**2** Touch [Original Direction].

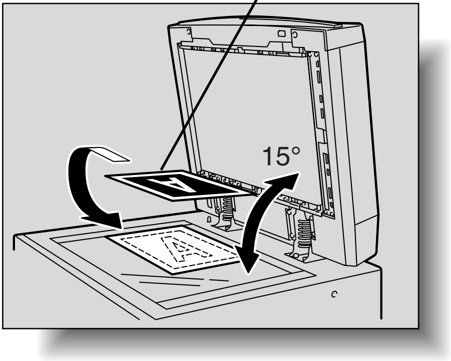
The Original Direction screen appears.



Ready to copy.

3 Touch [▲] below the Original Direction setting appropriate for the document to be copied, and then touch [Enter].


Select direction of original in document feeder.

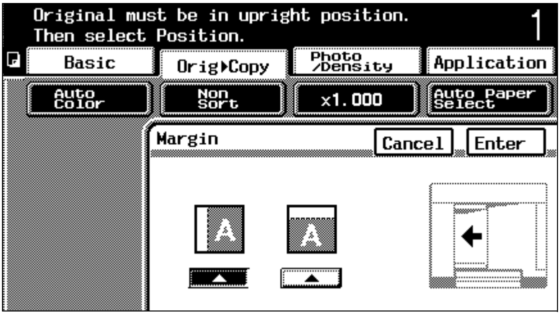


**Hint**
*When copying a double-sided document or using a double-sided, 2in1 or 4in1 Copy setting, if the document orientation and document loading direction are not specified, the copies may not be printed in the correct page order or with the correct page arrangement.*

4 Touch [Margin].

The Margin screen appears.

5 Touch [▲] below the Margin setting appropriate for the document to be copied, and then touch [Enter].


Original must be in upright position. Then select Position.

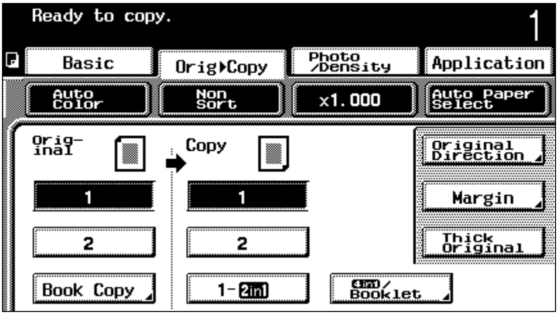
- ❍ If the position of the binding margin for the document is different from the selected Margin setting, copies made while erasing certain areas will not be printed correctly.
- ❍ When loading a document with a binding margin, position the top of the document toward the rear of this machine. For details, refer to *“Feeding the Document” on page 2-41*.

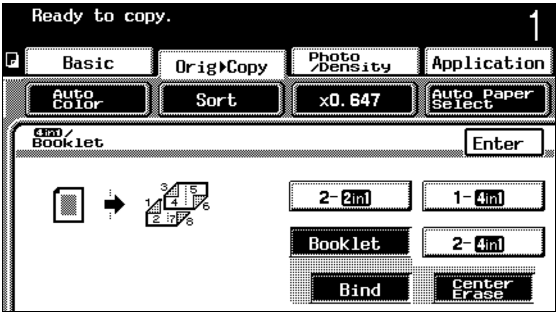
6 If a thick document is being copied, touch [Thick Original].

## 3.8 Selecting Copy Settings

The desired type of copy can be selected.

For details on specifying the type of original, refer to *“Selecting Original Settings” on page 3-27*.


Ready to copy.


Ready to copy.

The following Copy settings are available.

**Condition**

*Double-sided (“2” setting), double-sided 2in1 (“2-2in1” setting), double-sided 4in1 (“2-4in1” setting), and booklet (“Booklet” setting) copying are only available if the optional automatic duplex unit is installed.*

*Booklet-binding (“Bind” setting) and center-erasing (“Center Erase” setting) are available only if the optional finisher DF-626 is installed.*

### Single-Sided Copy (“1” Setting)

Select this setting to produce single-sided copies.

### Double-Sided Copy (“2” Setting)

Select this setting to use the automatic duplex unit to produce double-sided copies.

With this setting, paper usage can be reduced by about half.

**Hint**
*Automatic double-sided copying cannot be performed with paper other than plain paper. Manually perform double-sided copying. For details on positioning the paper for manually making double-sided copies, refer to “Loading Paper Into the 1st Drawer” on page 2-26 or “Loading Paper Into the Bypass Tray” on page 2-35.*

### Single-Sided 2in1 Copy (“1-2in1” Setting)

Select this setting to reduce two document pages to fit one single-sided copy page.

With this setting, paper usage can be reduced by about half.

**Hint**
*The copy zoom ratio during 2in1 copying, 4in1 copying and booklet binding can be specified using the “2in1, 4in1, Booklet Copy Zoom” function on the User’s Choice: 2 screen. For details, refer to “Setting the “2in1, 4in1, Booklet Copy Zoom” Function” on page 10-17.*

### Double-Sided 2in1 Copy (“2-2in1” Setting)

Select this setting to reduce four document pages to fit one double-sided copy page.

With this setting, paper usage can be reduced by about one quarter.

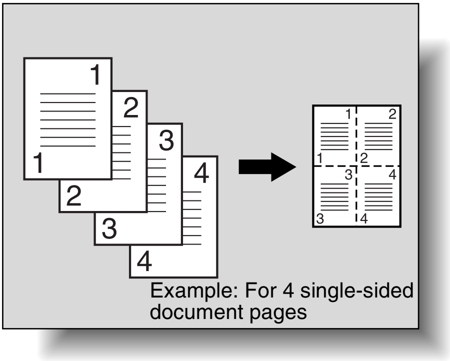
## Single-Sided 4in1 Copy ("1-4in1" Setting)

Select this setting to reduce four document pages to fit one single-sided copy page.

With this setting, paper usage can be reduced by about one quarter.

**Hint**

*The copy order during 4in1 copying can be specified using the "4in1 Copy Order" function on the User's Choice: 2 screen. For details, refer to "Setting the "2in1, 4in1, Booklet Copy Zoom" Function" on page 10-17.*



Example: For 4 single-sided document pages

## Double-Sided 4in1 Copy ("2-4in1" Setting)

Select this setting to reduce eight document pages to fit one double-sided copy page.

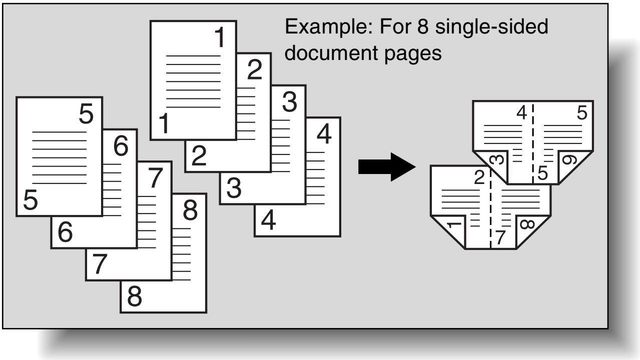
With this setting, paper usage can be reduced by about one eighth.

**Hint**

*The copy order during 4in1 copying can be specified using the "4in1 Copy Order" function on the User's Choice: 2 screen. For details, refer to "Setting the "2in1, 4in1, Booklet Copy Zoom" Function" on page 10-17.*

### Booklet Copy (“Booklet” Setting)

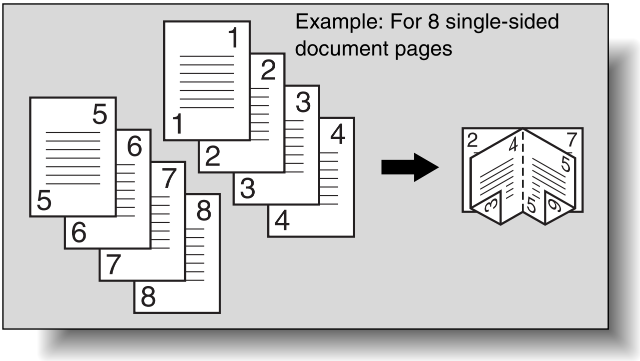
Select this setting to lay out the document for booklet-making and copy it onto both sides of the paper. The page order differs than with the “2-2in1” setting.

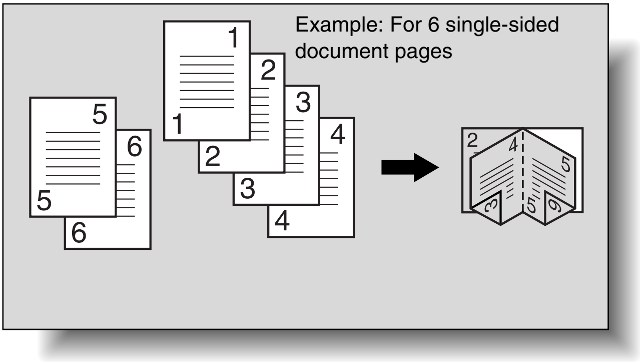


Example: For 8 single-sided document pages

### Bound Booklet (“Bind” and “Center Erase” Settings)

Select these setting to bind copies with staples and fold them along the center. (The copies will be made into a booklet.)
If the number of pages in the document cannot be evenly divided by 4, the necessary number of blank pages are automatically added to the booklet.


Example: For 8 single-sided document pages


Example: For 6 single-sided document pages

✎...

**Additional Information**

*The printed pages are first fed into the copy output tray, and then, if the “Bind” setting was selected, the pages are bound together. If the pages are removed from the tray that they were first fed into, booklet binding cannot be performed. Do not remove the pages from a tray until they are fed into the lower paper output tray.*
*If less than 4 document pages are loaded, they will be fed out without being bound, even if the “Bind” setting was selected.*

✎...

**Hint**

*The copy zoom ratio during 2in1 copying, 4in1 copying and booklet binding can be specified using the “2in1, 4in1, Booklet Copy Zoom” function on the User’s Choice: 2 screen. For details, refer to “Setting the “2in1, 4in1, Booklet Copy Zoom” Function” on page 10-17.*

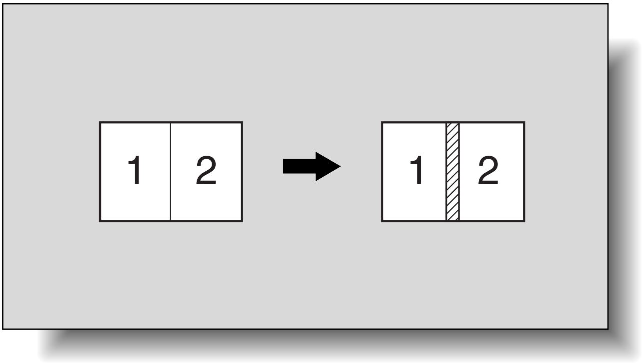
### Conditions for Making Booklets

| | |
|---|---|
| Number of copies | 10 (6 to 10 bound pages)<br>20 (2 to 5 bound pages) |
| Number of bound pages | 2 to 10 (Maximum 40 pages) |
| Paper sizes | Letter L, 11 × 17L<br>Width: Maximum 11-3/4 in., Minimum 8-1/4 in.<br>Length: Maximum 17 in., Minimum 11 in. |

The “Bind” setting is available only if the optional finisher DF-626 is installed.

### Center-Erasing (“Center Erase” Setting)

When making copies using the “Booklet” and “Bind” settings, this setting erases the area along the binding, at the center of the pages.



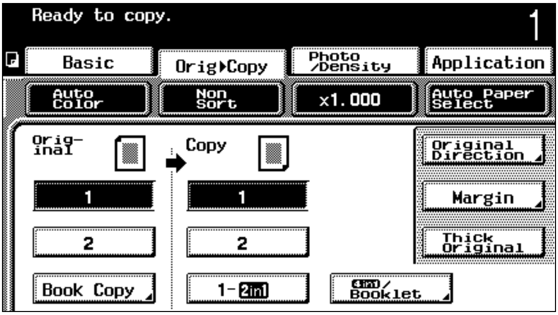
### To specify Copy settings

**1** Touch [Orig ▶Copy].

The Original ▶Copy screen appears.

**2** Select the desired Copy setting.

- ❍ To select 4in1 or double-sided 2in1 copying or booklet copying, touch [4in1/Booklet].



Ready to copy.

### To select the "Bind" setting

✎...

**Hint**

*[Bind] appears only if the optional finisher DF-626 is installed.*

1 Touch [Orig ▶ Copy].

The Original ▶ Copy screen appears.

2 Touch [4in1/ Booklet].

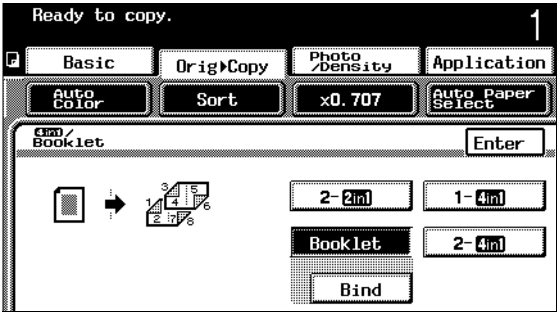
The 4in1/Booklet screen appears.

3 Touch [Booklet].
[Bind] appears.

✎...

**Hint**

*As the factory default, Bind is not selected.*

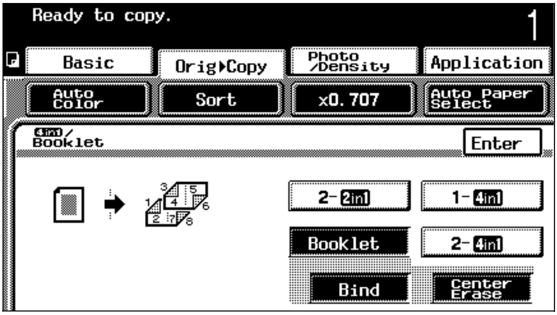


4 Touch [Bind].
[Center Erase] appears.

✎...

**Hint**

*As the factory default, Center Erase is selected. If you do not wish to use center-erasing, touch [Center Erase] to cancel it.*

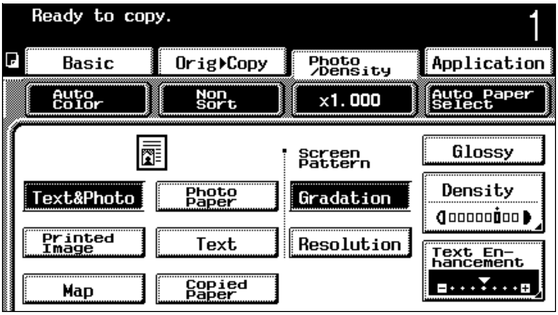


5 Touch [Enter].

The Original ▶ Copy screen appears again.

## 3.9 Selecting Photo/Density Settings

The print result can be adjusted according to the image quality of the document.



Ready to copy.

The following Photo/Density settings are available.

**Image Types**

“Text&Photo” setting

Select this setting when copying documents containing both text and images.

“Photo Paper” setting

Select this setting when copying documents printed on photographic paper (photographs).

A smooth copy is produced.

“Printed Image” setting

Select this setting when copying printed documents, such as pamphlets or catalogs.

“Text” setting

Select this setting when copying documents containing only text.

The edges of copied text are reproduced with sharpness, providing an image that is easy to read.

"Dot Matrix Original" setting ("Text" setting)

Select this setting when copying documents consisting only of text that appears faint (such as that written with a pencil).
The copied text is reproduced so that it is darker, providing text that is easy to read.
If "Text" is selected, [Dot Matrix Original] appears.

"Map" setting

Select this setting when copying documents with a background color or documents containing pencil markings or fine colored lines.

A sharp copy image is produced.

"Copied Paper" setting

Select this setting when copying images (documents) printed with this machine.

### Background Setting of "Density" Parameter (Manual)

- One of eight density settings can be selected for the density of the background color of documents.
- Each time the Lighter or Darker key is touched, the background density is lightened or darkened by one level.

### Background Setting of "Density" Parameter ("Auto")

- Select this setting to automatically adjust the density level according to the document being copied.

### Density Setting of "Density" Parameter

- One of seven density settings can be selected for the density of the copy.
- Each time the Lighter or Darker key is touched, the density is lightened or darkened by one level.

### Text Enhancement Setting

- Select the desired setting for the reproduction quality of text when copying documents consisting of text that overlaps images such as illustrations or graphs (text with a background).
- One of seven density settings can be selected for the text density.
- Each time [◀◀◀] or [▶▶▶] is touched, the text density is lightened or darkened by one level.
- To emphasize the text on the background, touch [▶▶▶].
- To de-emphasize the text on the background, touch [◀◀◀].

### “Glossy” Setting

- Select this setting when copying images with a glossy finish.

### Screen Pattern Settings

- Select the appropriate setting for reducing moire patterns that occur when copying printed photographs (which contain shading) or documents containing lines.
- The Screen Pattern settings are available if the “Text&Photo”, “Photo Paper”, “Printed Image” or “Copied Paper” setting is selected.
  - ❍ “Gradation”: Select this setting to give the gradation priority.
  - ❍ “Resolution”: Select this setting to give the resolution priority.

### To select a Photo/Density setting

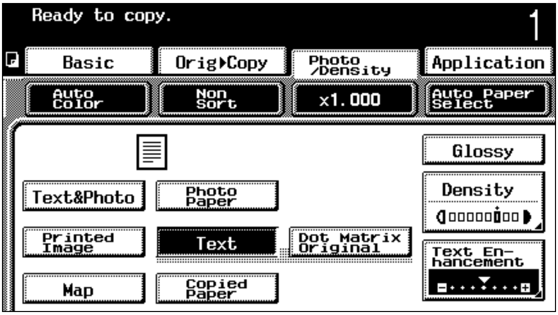
**1** Touch [Photo/Density].

The Photo/Density screen appears.

**2** Select the setting appropriate for the document to be copied.

- ❍ If [Text] is selected, [Dot Matrix Original] appears.

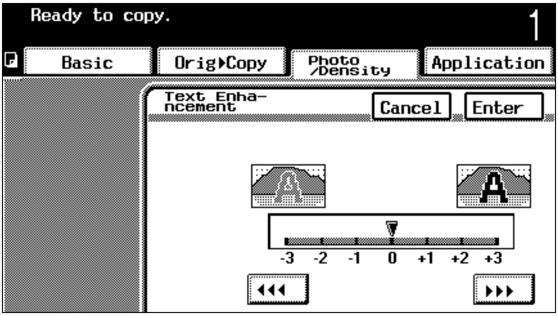
**3** For documents with faint text (such as that written with a pencil), touch [Dot Matrix Original].



Ready to copy.

**4** For documents consisting of text that overlaps images such as illustrations or graphs (text with a background), touch [Text Enhancement].

**5** Touch [◂◂◂] or [▸▸▸] to select the desired text density level.

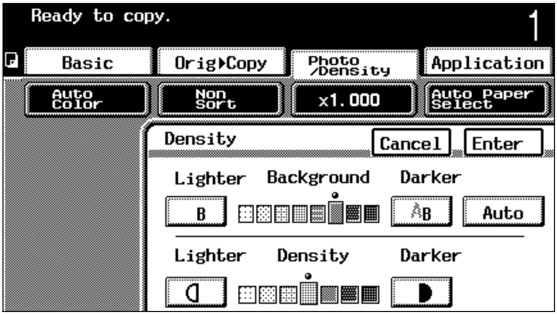


Ready to copy.

**6** Touch [Enter].

**7** When copying a document with a background color or to adjust the copy density, touch [Density].
The Density screen appears.

- ❍ To manually specify the density of the background color, touch the Lighter and Darker keys to adjust the Background setting.
- ❍ To automatically set the density of the background color, touch [Auto].
- ❍ To specify the density of the copy, touch the Lighter and Darker keys to adjust the Density setting.


Ready to copy.

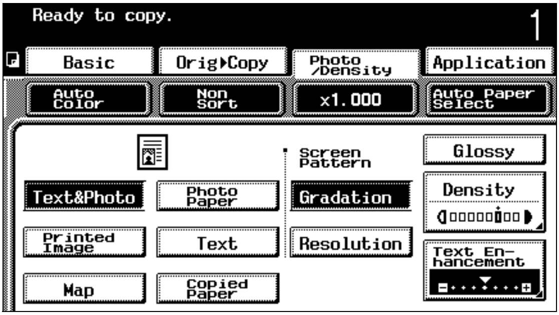
**8** Select the desired density settings.

**9** Touch [Enter].

**To select a glossy finish (“Glossy” setting)**

**1** Touch [Photo/Density].
The Photo/Density screen appears.

**2** Touch [Glossy].


Ready to copy.

### To select a Screen Pattern setting

If moire patterns appears in the copied paper, change the Screen Pattern setting, and then make another copy to compare the effects. Make the copies using the Screen Pattern setting that results in the least moire patterns.

1 Touch [Photo/Density].

2 Touch [Gradation] or [Resolution], depending on the desired copy quality.

> ✎...
>
> **Additional Information**
> *Moire patterns are a repeating pattern that occasionally appears when images containing a repeating pattern or lines are copied.*
>
> *Regardless of which Screen Pattern setting is selected, the moire patterns in copied papers cannot be completely removed.*

# Copy Paper

# 4

## 4.1 Paper Specifications

Use paper that meets the following specifications.

**Reference**

*For details on loading paper into the machine, refer to corresponding sections in “Before Making Copies” on page 2-1.*

### Paper Types

| Paper Type | Plain Paper | Thick Paper 1 | Thick Paper 2 | Thick Paper 3 |
|---|---|---|---|---|
| Weight (lb)<br>Paper Source, Etc. | 16 lb to 24 lb | 24-1/4 lb to 40 lb | 40-1/4 lb to 55-1/2 lb | 55-3/4 lb to 68 lb |
| Multiple bypass tray | ○ | ○ | ○ | ○ |
| 1st drawer | ○ | ○ | ○ | ○ |
| 2nd drawer | ○ | — | — | — |
| Single/Double paper feed cabinets* | ○ | — | — | — |
| Large-capacity paper feed cabinet* | ○ | — | — | — |
| Double-sided copies** | ○ | — | — | — |
| Finished copies*** | ○ | — | — | — |

| Paper Type<br>Paper Source, Etc. | Overhead Projector Transparencies | Postcards | Envelopes | Label Sheets |
|---|---|---|---|---|
| Multiple bypass tray | ○ | ○ | ○ | ○ |
| 1st drawer | ○ | ○ | ○ | ○ |
| 2nd drawer | — | — | — | — |
| Single/Double paper feed cabinets* | — | — | — | — |
| Large-capacity paper feed cabinet* | — | — | — | — |
| Double-sided copies** | — | — | — | — |
| Finished copies*** | — | — | — | — |

* The single and double paper feed cabinets and the large-capacity paper feed cabinet are optional.

[**] If the optional automatic duplex unit is used to make double-sided copies, only certain types of paper can be used. When making double-sided copies, only use paper with a weight between 17 lb and 24 lb.

[***] If the optional finisher is used to sort, punch holes and staple, only certain types of paper can be used.

## Paper Sizes

Non-standard-sized paper:

| Paper Source | Paper Width | Paper Length |
|---|---|---|
| Multiple bypass tray | 3-1/2 to 12-1/4 | 5-1/2 to 18 |
| 1st drawer | | |
| 2nd drawer | — | — |
| Single/Double paper feed cabinets* | | |
| Large-capacity paper feed cabinet* | | |

Standard-sized paper:

| Paper Size / Paper Source, Etc. | Over Size Paper | 11 × 17 L | 11 × 14 L | Legal L | Letter C | Letter L |
|---|---|---|---|---|---|---|
| Multiple bypass tray | ○ | ○ | ○ | ○ | ○ | ○ |
| 1st drawer | ○ | ○ | — | ○ | ○ | ○ |
| 2nd drawer | — | ○ | ○ | ○ | ○ | ○ |
| Single/Double paper feed cabinets* | — | ○ | ○ | ○ | ○ | ○ |
| Large-capacity paper feed cabinet* | — | — | — | — | ○ | — |
| Double-sided copies** | ○ | ○ | ○ | ○ | ○ | ○ |
| Finished copies*** | ○ | ○ | ○ | ○ | ○ | ○ |

| Paper Size / Paper Source, Etc. | Exe. C | Exe. L | 5-1/2 × 8-1/2 L | 5-1/2 × 8-1/2 C |
|---|---|---|---|---|
| Multiple bypass tray | ○ | ○ | ○ | ○ |
| 1st drawer | ○ | ○ | ○ | ○ |
| 2nd drawer | — | — | ○ | — |
| Single/Double paper feed cabinets* | — | — | ○ | — |

| Paper Size<br>Paper Source, Etc. | Exe. C | Exe. L | 5-1/2 × 8-1/2 L | 5-1/2 × 8-1/2 C |
|---|---|---|---|---|
| Large-capacity paper feed cabinet* | — | — | — | — |
| Double-sided copies** | ○ | ○ | ○ | — |
| Finished copies*** | ○ | ○ | ○ | ○ |

* The single and double paper feed cabinets and the large-capacity paper feed cabinet are optional.

** If the optional automatic duplex unit is used to make double-sided copies, only certain types of paper can be used. When making double-sided copies, only use paper with a weight between 17 lb and 24 lb.

*** If the optional finisher is used to sort, punch holes and staple, only certain types of paper can be used.

### Paper Capacity

| Paper Type<br>Paper Source, Etc. | Plain Paper | Thick Paper 1 | Thick Paper 2 | Thick Paper 3 |
|---|---|---|---|---|
| Multiple bypass tray | 150 sheets | 20 sheets | 20 sheets | 20 sheets |
| 1st drawer | 250 sheets | 20 sheets | 20 sheets | 20 sheets |
| 2nd drawer | 500 sheets | — | — | — |
| Single/Double paper feed cabinets* | 500 sheets/<br>1,000 sheets | — | — | — |
| Large-capacity paper feed cabinet* | 2,500 sheets | — | — | — |

| Paper Type<br>Paper Source, Etc. | Overhead Projector Transparencies | Postcards | Envelopes | Label Sheets |
|---|---|---|---|---|
| Multiple bypass tray | 20 sheets | 20 sheets | 10 sheets | 20 sheets |
| 1st drawer | 20 sheets | 20 sheets | 20 sheets | 20 sheets |
| 2nd drawer | — | — | — | — |
| Single/Double paper feed cabinets* | — | — | — | — |
| Large-capacity paper feed cabinet* | — | — | — | — |

* The single and double paper feed cabinets and the large-capacity paper feed cabinet are optional.

✎...

**Reminder!**

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

*Overhead projector transparencies that have already been fed through the machine (even if the transparency is still blank)*

*Paper that has been printed on by a heat-transfer printer or an inkjet printer*

*Paper that is either extremely thick or extremely thin*

*Folded, curled, wrinkled, or torn paper*

*Paper that has been left unwrapped for a long period of time*

*Damp paper*

*Perforated paper or paper with punched holes*

*Extremely smooth or extremely rough paper, or paper with an uneven surface*

*Paper that has been treated, such as carbon-backed, heat-sensitive or pressure-sensitive paper*

*Paper that has been decorated with foil or embossing*

*Paper of various sizes*

*Paper of a non-standard shape (not rectangular)*

*Paper that is bound with glue, staples or paper clips*

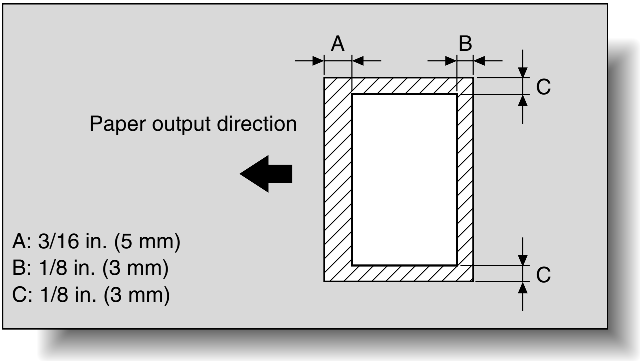
*Paper with labels attached*

*Paper with ribbons, hooks, buttons, etc. attached*

## 4.2 Print Area

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

- A margin 3/16 in. (5 mm) from the leading edge of the paper (A)
- A margin 1/8 in. (3 mm) from the leading edge of the paper (B)
- A margin 1/8 in. (3 mm) on both sides of the paper (C)



## 4.3 Paper Storage

Observe the following precautions when storing the paper.

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

## 4.4 Automatically Selecting the Paper Source

If the selected paper drawer runs out of paper while a copy job is being printed and a different paper drawer is loaded with paper meeting the following conditions, the other paper drawer is automatically selected so printing can continue. If the optional large-capacity paper feed cabinet is installed, a maximum of 3,250 copies (with Letter C paper) can be made continuously.

### Operating Conditions

- The paper is the same size.
- The paper is the same type.
- The paper is positioned in the same orientation.

When making a large number of copies continuously, load all paper drawers with paper meeting the conditions listed above.

### Order for Selecting Another Paper Drawer

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

First priority: 2nd drawer

Second priority: 3rd drawer

Third priority: 4th drawer

Fourth priority: 1st drawer

## 4.5 Special Paper

The paper loaded into the 2nd, 3rd or 4th drawer can be specified as special paper.

If the paper in a drawer is specified as special paper, the paper in that drawer is not automatically selected with the “Auto Paper Select” setting. (However, that paper will automatically be selected if the “Paper Type Select” function is set to “Single Sided Only”.)

This function is useful if special paper is loaded into a paper drawer.

For details, refer to *“Setting the “Paper Type Select” Function” on page 10-21*.

# Original Documents

# 5

## 5.1 Document Feeding

### Document Feeding Methods

The document can be fed in either of the following two ways. Be sure to position the document correctly according to the type of document being copied.

✎...

**Reference**

*For details on feeding the document, refer to "Feeding the Document" on page 2-41.*

| Document Feed Method | Features |
|---|---|
| Using the reverse automatic document feeder | Using the reverse automatic document feeder, a multi-page document can be fed automatically. This feed method can also be used with double-sided documents, and is perfect for multi-page double-sided documents. (See page 2-41.) |
| Using the original glass | The document is placed directly on the original glass, then scanned. Each page of the document must be positioned manually (i.e., the previous one must be removed and the next one placed on the original glass).<br>This method is best with books and other documents that cannot be fed through the reverse automatic document feeder. (See page 2-44.) |

### Appropriate Document Types (Using the Reverse Automatic Document Feeder)

✎...

**Reminder!**

*Be sure to use documents appropriate for the feed method being used, otherwise a paper misfeed or damage to the document may occur.*

Plain paper

| | Single-Sided Documents | Double-Sided Documents |
|---|---|---|
| Document paper type/Weight | Plain paper: 9-1/4 to 34 lb | Plain paper: 13-1/4 lb to 29-1/4 lb |
| Document paper size | 11 × 17 L, Legal L, Letter L/C, 5-1/2 × 8-1/2 L/C, 11 × 15 | |
| Paper capacity | 100 sheets (21-1/4 lb) | |

## Thick paper

| | Single-Sided Documents |
|---|---|
| Document paper type/ Weight | Plain paper: 34-1/4 lb to 55-3/4 lb |
| Document paper size | 11 × 17 L, Legal L, Letter L/C, 5-1/2 × 8-1/2 L/C, 11 × 15 |
| Paper capacity | 38 sheets (55-3/4 lb) |

## Document of mixed sizes

| | Single-Sided Documents | Double-Sided Documents |
|---|---|---|
| Document paper type/ Weight | Plain paper: 13-1/4 lb to 29-1/4 lb | |
| Document paper size | Refer to the “Mixed Originals Paper Sizes” table below. | |
| Paper capacity | 100 sheets (21-1/4 lb) | |

## Mixed Originals Paper Sizes

Possible combinations for mixed original paper sizes

| Maximum Document Width* →<br>← Document Size** | 11 × 17 L | Letter C | Legal L | Letter L | 5-1/2 × 8-1/2 C | 5-1/2 × 8-1/2 L |
|---|---|---|---|---|---|---|
| 11 × 17 L | ○ | ○ | — | — | — | — |
| Letter C | ○ | ○ | — | — | — | — |
| Legal L | ○ | ○ | ○ | ○ | ○ | — |
| Letter L | ○ | ○ | ○ | ○ | ○ | — |
| 5-1/2 × 8-1/2 C | — | — | ○ | ○ | ○ | — |
| 5-1/2 × 8-1/2 L | — | — | — | — | — | ○ |

○: Possible

—: Not possible

✎...

**Additional Information**

** Indicates the widest document size of the mixed originals.*

*** Indicates document sizes that can be specified together with the maximum document width.*

## Document Precautions (Using the Reverse Automatic Document Feeder)

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

- Curled documents
- Wrinkled or torn documents
- Highly translucent or transparent documents, such as overhead transparencies or diazo photosensitive paper
- Documents with binder holes
- Documents with many binder holes, such as loose-leaf paper
- Coated documents, such as heat-sensitive or carbon-backed paper
- Documents that are bound, for example, with staples or paper clips
- Documents that are bound in a book or booklet
- Documents that are bound together with glue
- Document pages that have been cut or contain cutouts
- Documents printed on paper thicker than 56-1/4 lb
- Documents printed on paper thicker than 29-1/2 lb during double-sided printing
- Inkjet printer paper
- Label sheets
- Offset printing masters
- Documents that have just been printed with this machine

✎...

**Reminder!**

*Before loading folded documents, such as those folded in half or in three, into the reverse automatic document feeder, be sure to flatten the pages.*

## Appropriate Document Types (Using the Original Glass)

| | |
|---|---|
| Document paper type | Sheets, books, and other three-dimensional objects |
| Maximum weight | 4-1/2 lb |

### Document Precautions (Using the Original Glass)

Observe the following precautions when placing the document on the original glass.

Handle the documents as described.

Standard-/non-standard-sized documents

- The paper size of documents printed on A4 L/C, A3 L, or 5-1/2 × 8-1/2 L Foolscap paper cannot be automatically detected.
- The document size cannot be detected automatically, therefore, the “Auto Paper Select” setting and the “Auto Zoom” setting cannot be used.
- In the Basic screen, touch [Paper/Size], and then select the appropriate paper size setting.
- For details on selecting the paper size, refer to *“Selecting a Paper/Size Setting” on page 3-18*.

Highly translucent or transparent documents, such as overhead projector transparencies or diazo photosensitive paper

- The document size cannot be detected automatically. Place a blank sheet of paper of the same size over the document.

Thick objects, such as books

- With thick books, the original cover, or the reverse automatic document feeder if it is installed, cannot be closed. Scan the document without closing the original cover or the reverse automatic document feeder.
- Do not place objects exceeding 4-1/2 lb on the original glass. In addition, if a book is placed on the original glass, do not press it down extremely hard, otherwise the original glass may be damaged.

### Small-Sized Documents

If a document that is too small to be automatically detected is loaded with the “Auto Paper Select” setting selected, copies cannot be made.

However, changing the setting of the “Auto-select paper for small originals” function on the User’s Choice: 2 screen allows copying to begin even if the paper size cannot automatically be detected.

For details, refer to *“Setting the “Auto-select paper for small originals” Function” on page 10-23*.

### Centering

If the document is smaller than the size of the selected paper, the image is printed in the center of the paper.

Whether or not the image is centered in the paper can be specified using the “Centering” function on the User’s Choice: 2 screen. For details, refer to *“Setting the “Centering” Function” on page 10-26*.

# 6

# Additional Copy Operations

## 6.1 Blocking Document Scan Storage (“Reprint OFF” Function)

If the “Reprint” function is set to “Yes”, touching [Reprint OFF] temporarily suspends the reprint feature, preventing the scanned document from being stored in the memory.

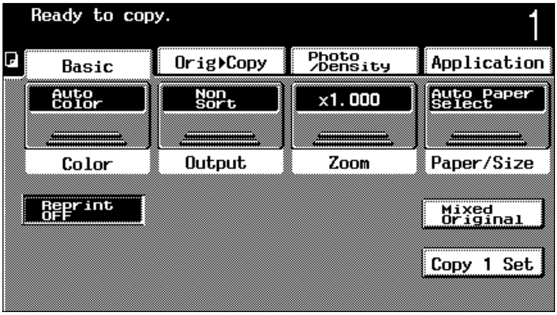
**Additional Information**
*After this machine scans a document and stores the scan in the memory, the copy is printed. Even after the copy is printed, the scanned image remains in the memory so that copies of the same document can be repeatedly printed. This is the reprint feature.*

**Reference**
*For details on setting the “Reprint” function, refer to “Setting the “Reprint” Function” on page 10-50.*

### To set the “Reprint OFF” function

➜ Touch [Basic], and then touch [Reprint OFF].

The reprint feature is suspended.



Ready to copy.

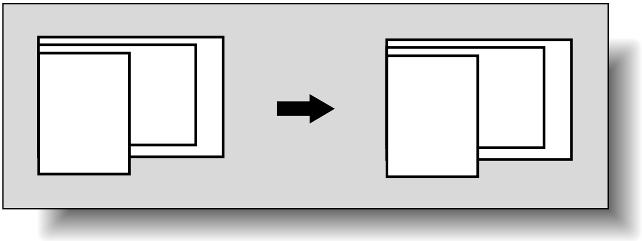
**Hint**
*To cancel the “Reprint OFF” function, touch [Reprint OFF] again.*

## 6.2 Copying Documents of Mixed Sizes ("Mixed Original" Function)

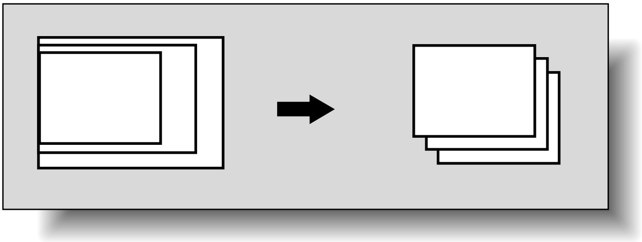
With the "Mixed Original" function, documents of various standard sizes can be loaded into the reverse automatic document feeder and scanned.

There are two ways to copy documents of mixed page sizes.

- With the paper automatically selected
  The copies are produced using paper of the same size as the document pages.

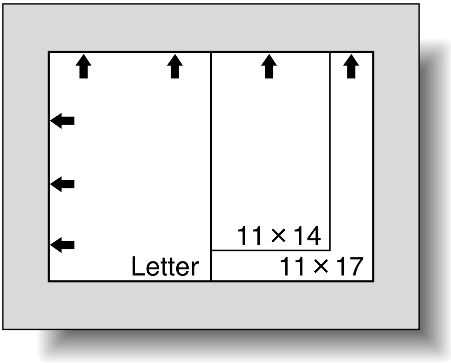


- With the zoom ratio automatically selected
  The copies are produced with the image enlarged or reduced to fit the specified paper size.



### To copy documents of mixed sizes

1 Stack the pages of the document face up as shown, making sure that all pages are aligned at the top edge and on the left side.



2 Slide the adjustable document guides to fit the size of the largest page.

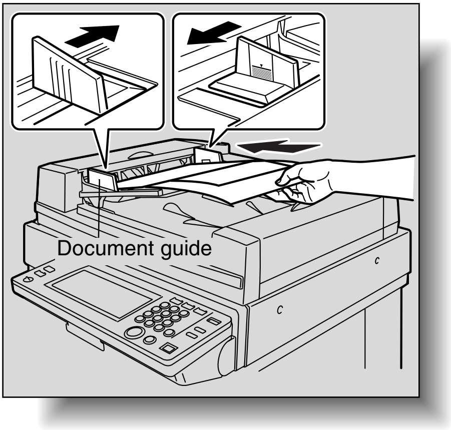
3 Load the document so that all pages are aligned along the document guide toward the rear of the machine.

- ❍ Adjust the document guides to fit the size of the document.

✎...

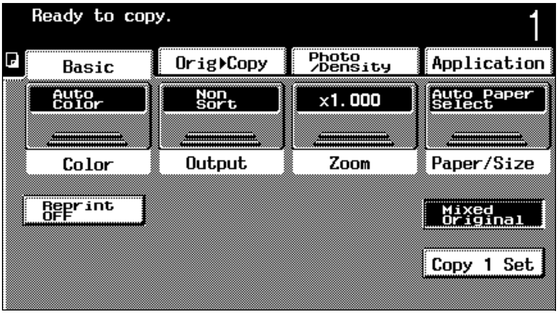
**Hint**

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



**4** In the Basic screen, touch [Mixed Original].

- ❍ To copy with the paper automatically selected, select the “×1.0” Zoom setting and the “Auto Paper Select” Paper setting.
- ❍ To copy with the zoom ratio automatically selected, select the “Auto Zoom” setting and specify the desired paper size.


Ready to copy.

**5** Specify any other necessary copy settings, and then press the [Start] key.

## 6.3 Printing Sample Copies (“Copy 1 Set” Function)

Before printing a large number of copies, a sample copy can be printed so that it can be checked. This allows copy errors to be corrected before a large number of copies are printed.

✎...

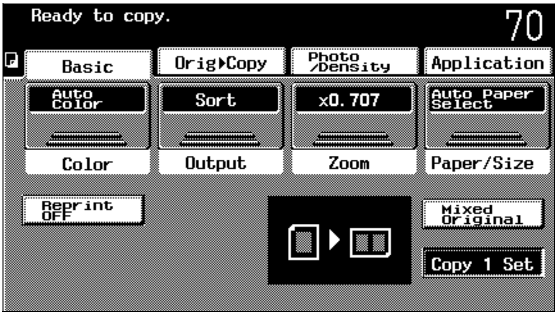
**Additional Information**

*If a job is currently being printed, that job is interrupted so that a sample copy can be printed. After the single sample copy is printed, the interrupted job automatically continues printing.*

**To make a sample copy**

1 Select the desired copy settings.

2 Touch [Basic], and then touch [Copy 1 Set].



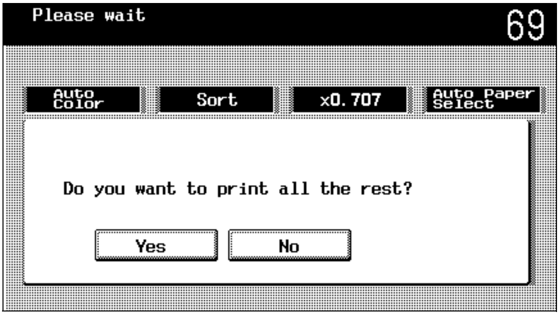
Ready to copy.

3 Press the [Start] key.

Only one sample copy is printed.

4 Check the sample copy.

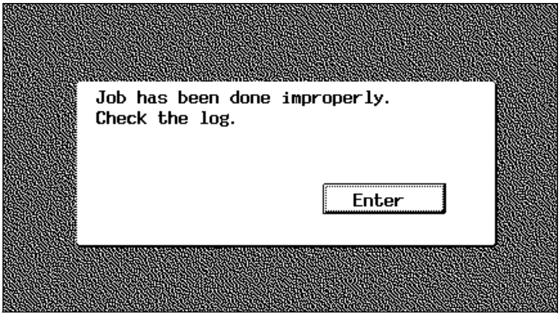
- ❍ To print the remaining number of copies with the current settings, touch [Yes].
  The copy job is queued for printing the remaining number of copies.



Please wait

Do you want to print all the rest?

- ❍ If the remaining number of copies cannot be printed with the current settings, touch [No]. The remaining number of copies for the job are erased. The message “Job has been done improperly. Check the log.” appears.



Job has been done improperly.
Check the log.

**5** Touch [Enter].

## 6.4 Interrupting a Copy Job (Interrupt Mode)

The copy job being printed can be interrupted.

This is useful for pausing the current copy job in order to make a quick copy of a different document.

✎...

**Reference**

*For details on interrupting a copy job when printing of the current job is finished (without interrupting the copy job being printed), refer to "Increase Priority Screen" on page 8-16.*

✎...

**Hint**

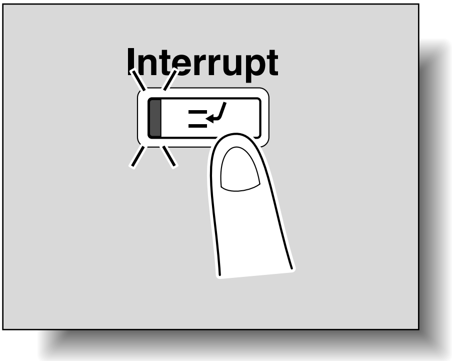
*Some copy functions cannot be interrupted.*

*In addition, certain functions cannot be set if this machine is in Interrupt mode. For details, refer to the "Function Combination Table" on page 14-25.*

**To interrupt copying**

**1** Press the [Interrupt] key while a copy job is being printed.

The indicator on the [Interrupt] key lights up.



- ❍ The message "Now in Interrupt mode." appears. (At this point, printing of the job before the interruption continues.)
- ❍ The copy settings return to their defaults. (The copy settings for the job before the interruption and the remaining number of copies are recorded.)
- ❍ If no operation is performed for the specified length of time after the [Interrupt] key is pressed, the Interrupt mode is automatically canceled. The length of time until the Interrupt mode is canceled is the same length of time until the auto panel reset operation is performed. For details on specifying the time for the auto panel reset operation, refer to *"Setting the "Panel Reset Timer" Function" on page 10-61*.

**2** Position the document(s) to be copied.

**3** Select the desired copy settings.

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

The job that printing was interrupted for is added to the queue.

**5** After the interrupting job is finished printing, press the [Interrupt] key.

The indicator on the [Interrupt] key goes off and Interrupt mode is canceled.

✎...

**Hint**

*When printing for the interrupting job is finished, printing of the interrupted job automatically continues.*

*If printing of the interrupting job is finished, the Interrupt mode is canceled, and the settings return to those specified before printing was interrupted.*

# 6.5 Making Copies With an Account

### Using the Volume Track Mode (E.K.C.)

The total number of copies allowed and the number of copies allowed for certain paper sizes can be set for up to 998 accounts.

- If the “Volume Track Mode” function is set to “Yes”, printing is only possible by users who enter their assigned access number.
  - ❍ Copying cannot be performed by anyone without knowledge of an account access number.
  - ❍ For access numbers, contact your administrator.
- The accounts can be managed using the Administrator mode, available from the Utility mode. Settings should be specified by the administrator.
  - ❍ Settings cannot be specified by anyone who does not log in using the administrator access number.
  - ❍ For details on administrator access numbers, contact the authorized service representative.

✎...

**Reference**

*For details on specifying settings for managing accounts, refer to “Supervising Machine Use (Volume Track (E.K.C.) Functions)” on page 10-89.*

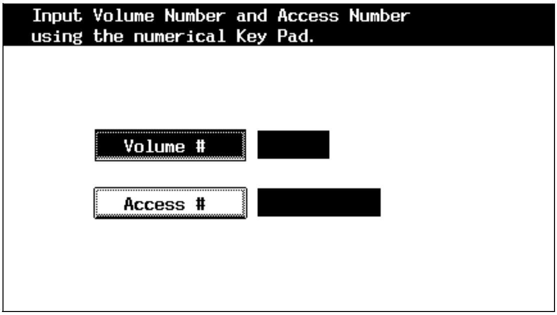
### To make copies when accounts are specified

✎...

**Additional Information**

*If accounts have been specified, a screen appears, indicating that the volume number and its access number must be entered.*

1 Using the keypad, type in the volume number and its 8-digit access number.



Input Volume Number and Access Number using the numerical Key Pad.

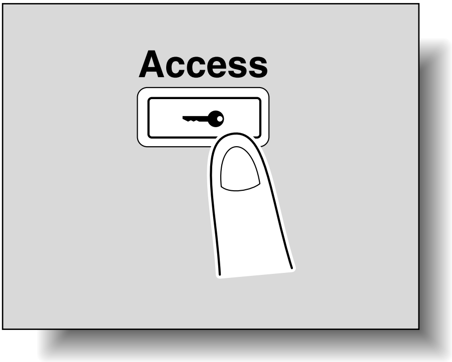
2 Press the [Access] key.

The access number input screen disappears, and the Basic screen appears.

3 Make copies using the desired copy settings.

4 When you are finished making copies, press the [Access] key.

The access number input screen appears again.



## 6.6 Setting the “Key Repeat Start/Interval” Function (Accessibility Mode)

The length of time until a value begins to change when a touch panel key for changing the value is held down can be specified. (The default setting for the start time is 0.8 second and the default setting for the repeat interval is 0.3 second.)

✎...

**Condition**

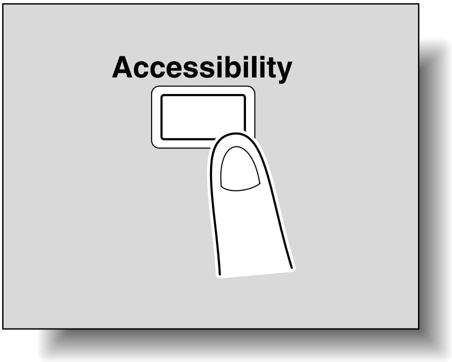
*The settings for the repeat feature are only applied in the Enlarge Display mode; they are not applied when the screen is displayed normally.*

✎...

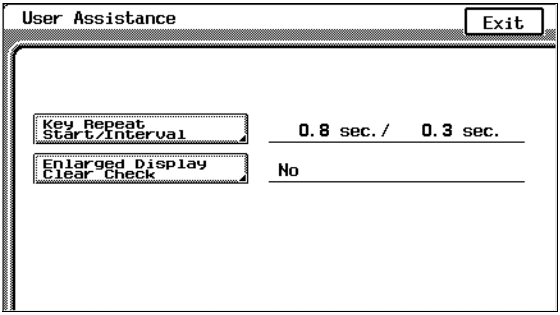
**Hint**

*The Enlarge Display mode is limited to basic copy functions. The function and setting names and the illustrations are displayed at a larger size so that they can be seen more easily. For details, refer to the Enlarge Display Mode User’s Guide.*

1 Press the [Accessibility] key.



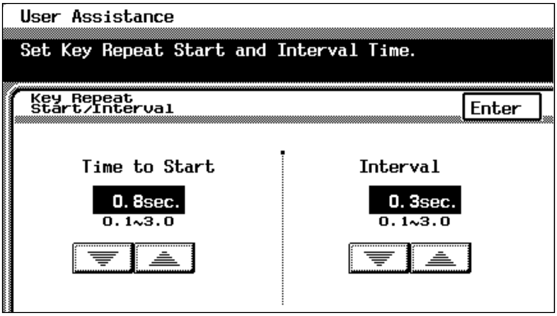
**2** Touch [Key Repeat Start/Interval].



Key Repeat Start/Interval 0.8 sec./ 0.3 sec.

Enlarged Display Clear Check No

**3** Touch ▽ and △ to specify the desired length of time until the repeat feature for a key starts (between 0.1 and 3.0 seconds).



Set Key Repeat Start and Interval Time.

Time to Start 0.8sec. 0.1~3.0

Interval 0.3sec. 0.1~3.0

**4** Touch [Enter].

**5** Touch [Exit].

## 6.7 Setting the “Enlarged Display Clear Check” Function (Accessibility Mode)

When the panel reset timer operation is performed, a message requesting confirmation to cancel the Enlarge Display mode can be displayed. (The default setting is “No”.)

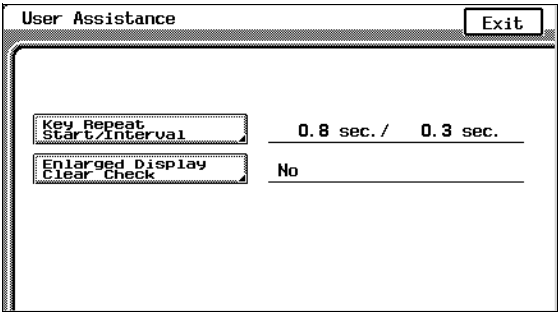
In addition, it is possible to specify the display time for the message requesting confirmation to cancel the Enlarge Display mode.

**Hint**

*The Enlarge Display mode is limited to basic copy functions. The function and setting names and the illustrations are displayed at a larger size so that they can be seen more easily. For details, refer to the Enlarge Display Mode User’s Guide.*

1 Press the [Accessibility] key.

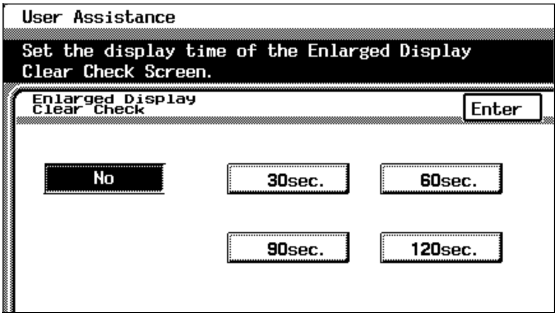
2 Touch [Enlarged Display Clear Check].



Key Repeat Start/Interval 0.8 sec./ 0.3 sec.

Enlarged Display Clear Check No

3 Select the desired setting and specify the display time (30, 60, 90 or 120 seconds) for the message requesting confirmation to cancel the Enlarge Display mode.



Set the display time of the Enlarged Display Clear Check Screen.

- ❍ If you do not wish for the message requesting confirmation to cancel the Enlarge Display mode to appear, touch [No].

**4** Touch [Enter].

**5** Touch [Exit].

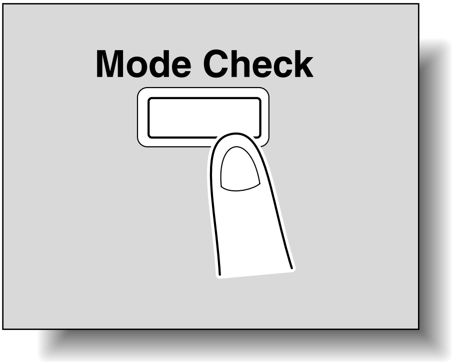
## 6.8 Checking the Settings

From the Mode Check screens, the current settings can be check and changed if desired.

There are five screens that allow you to check the settings.

**To check the settings**

1 Press the [Mode Check] key.

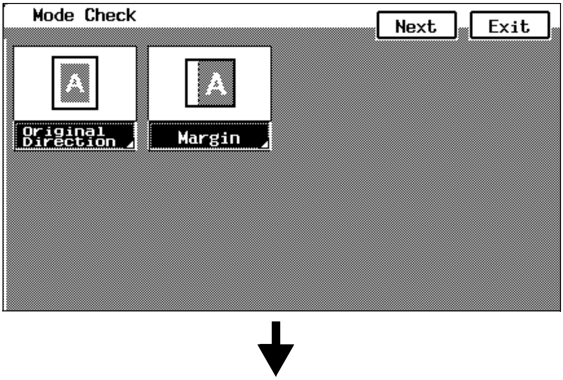


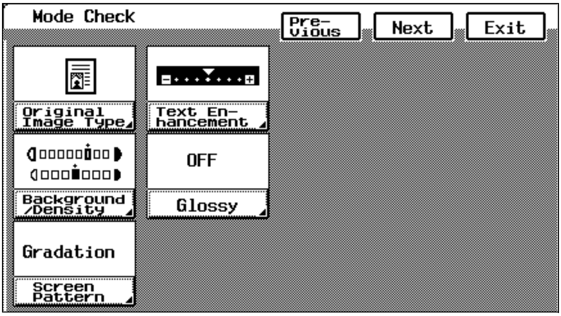
The screen showing the current settings appears.

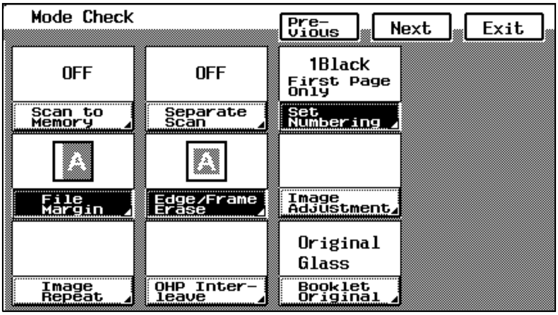
✎...

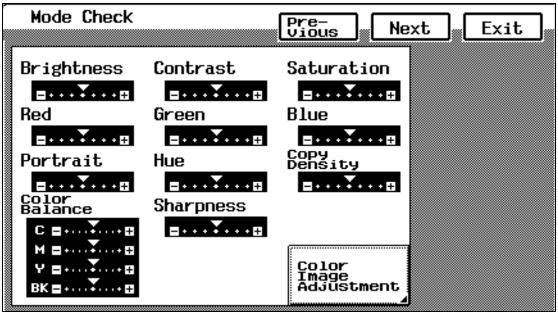
**Hint**

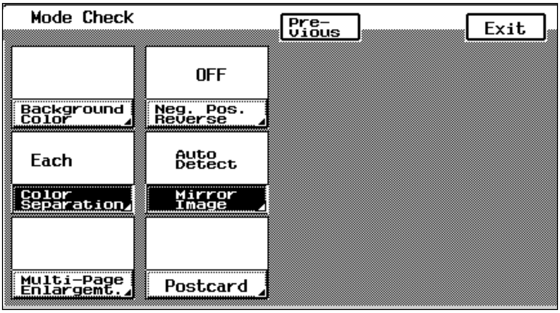
*To display the next screen, touch [Next]. To display the previous screen, touch [Previous].*




Mode Check
Pre-vious
Next
Exit
Original Image Type
Text En-hancement
Background /Density
OFF
Glossy
Gradation
Screen Pattern


Mode Check
Pre-vious
Next
Exit
OFF
Scan to Memory
OFF
Separate Scan
1Black
First Page Only
Set Numbering
File Margin
Edge/Frame Erase
Image Adjustment
Image Repeat
OHP Inter-leave
Original Glass
Booklet Original


Mode Check
Pre-vious
Next
Exit
Brightness
Contrast
Saturation
Red
Green
Blue
Portrait
Hue
Copy Density
Color Balance
C
M
Y
BK
Sharpness
Color Image Adjustment



Mode Check

Background Color

OFF
Neg. Pos. Reverse

Each
Color Separation

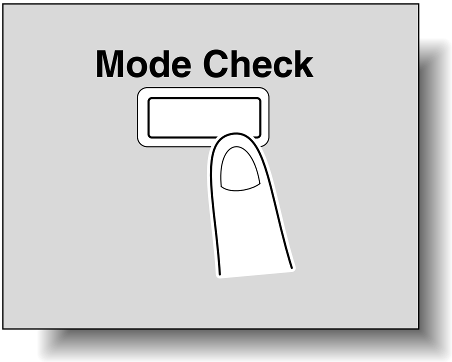
Auto Detect
Mirror Image

Multi-Page Enlargemt.

Postcard

### To change the settings

**1** Press the [Mode Check] key.



**2** Touch [Next] or [Previous] until the screen containing the setting that you wish to change appears.

**3** Touch the key for the setting that you wish to change.

The corresponding screen appears.

**4** Follow the appropriate procedure to change the setting.

# Application Functions

# 7

## 7.1 Storing the Scanned Image in the Memory (“Scan to Memory” Function)

This function allows the scanned image to be stored in the memory and printed only when it is deleted from the memory. This is useful, for example, when you wish to combine the job with another to print multiple jobs as one.

✎...

**Reference**

*For details on printing scanned images stored in the memory, refer to “Hold Job Screen” on page 8-11. For details on combining jobs, refer to “Combine Jobs Screen” on page 8-18.*

**To use the “Scan to Memory” function**

**1** Position the document(s) to be copied.

✎...

**Reference**

*For details, refer to “Feeding the Document” on page 2-41.*

**2** Touch [Application].

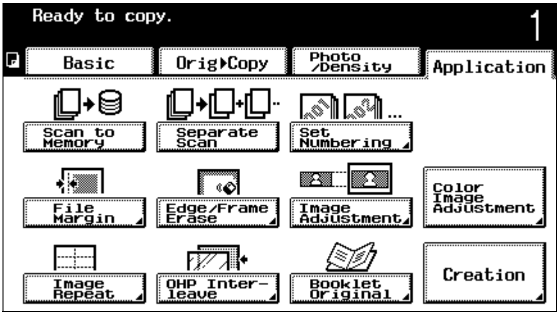
The Application screen appears.

**3** Touch [Scan to Memory].

- ❍ To cancel the “Scan to Memory” function, touch [Scan to Memory] again.

**4** If necessary, specify any other copy settings.

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



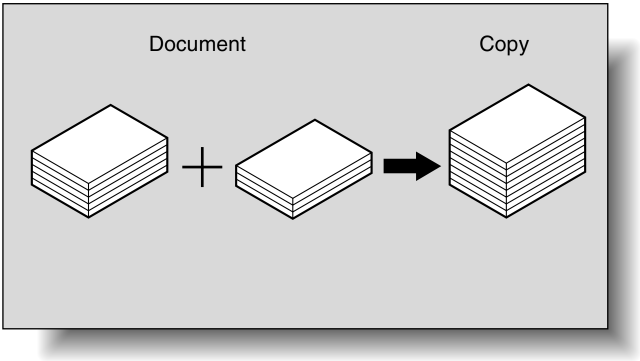
Ready to copy.

## 7.2 Scanning the Document in Separate Batches (“Separate Scan” Function)

A document can be divided and scanned in a number of batches, then be combined and treated as a single copy job.

The maximum number of document pages that can be loaded into the reverse automatic document feeder is 100*. However, by copying using the “Separate Scan” function, a document exceeding 100 pages can be scanned and treated as a single copy job.

In addition, this function allows the loading location of the document to be switched between the original glass and the reverse automatic document feeder partly through the copy job.



*Document capacity: 100 sheets of plain paper (21-1/4 lb) or 38 sheets of thick paper (55-3/4 lb)

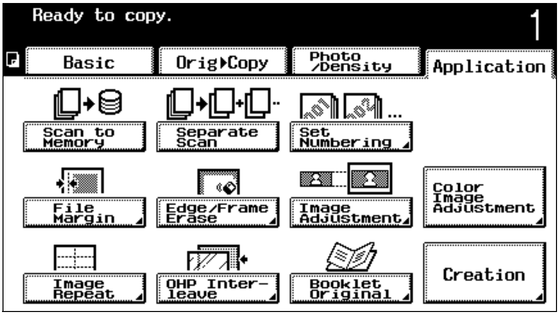
**To use the “Separate Scan” function**

**1** Touch [Application].

The Application screen appears.

**2** Touch [Separate Scan].

- ❍ To cancel the “Separate Scan” function, touch [Separate Scan] again.



Ready to copy.

**3** If necessary, specify any other copy settings.

**4** Position the document(s) to be copied.

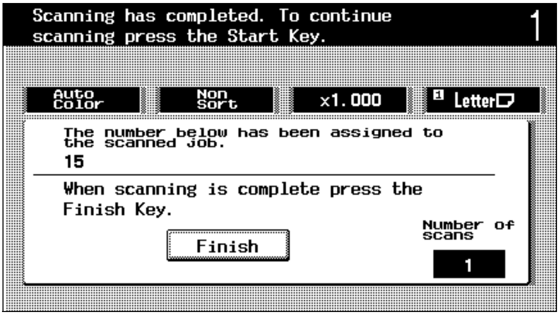
✎...

**Reference**
*For details, refer to “Feeding the Document” on page 2-41.*

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

**6** Repeat steps 4 and 5.

**7** After all pages of the document have been scanned, touch [Finish], and then press the [Start] key.



Scanning has completed. To continue scanning press the Start Key.

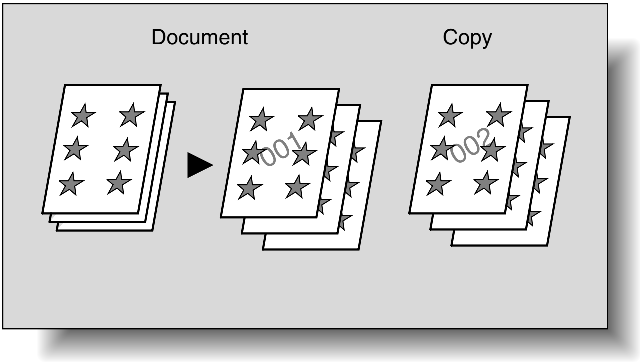
The number below has been assigned to the scanned job.

15

When scanning is complete press the Finish Key.

## 7.3 Printing Distribution Numbers on Copies ("Set Numbering" Function)

When printing multiple copies of a document, each copy set can be printed with a distribution number in the background.



✎...

**Condition**

*The "Set Numbering" function is only available if the optional hard disk and expanded memory unit are installed.*

**To use the "Set Numbering" function**

**1** Position the document(s) to be copied.

✎...

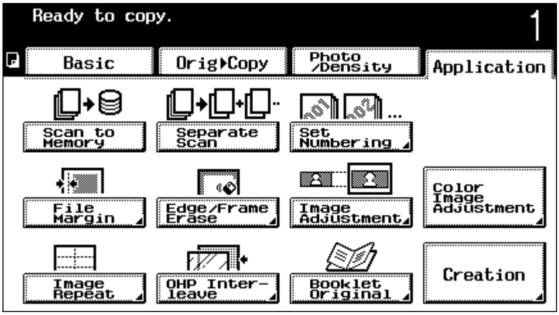
**Reference**

*For details, refer to "Feeding the Document" on page 2-41.*

**2** Touch [Application].

The Application screen appears.

**3** Touch [Set Numbering].


Ready to copy.

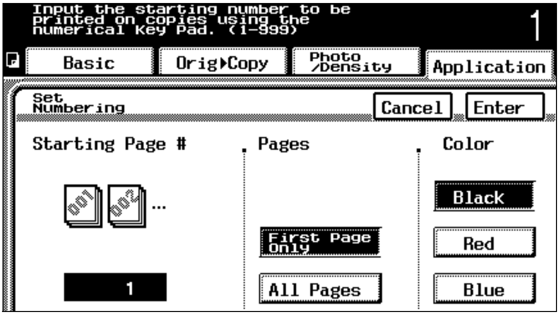
**Hint**

*When the “Set Numbering” function is used, the “Sort” Output setting is automatically selected.*

*If two or more copies are being printed, the distribution number increases by 1 with each consecutive copy set. However, if only one copy is printed, the number specified as the first distribution number is repeated.*

**4** Using the keypad, type in the first distribution number to be printed.

- ❍ The first distribution number can be set to any number between 001 and 999.


Input the starting number to be printed on copies using the numerical Key Pad. (1-999)

**5** Select either “First Page Only” or “All Pages”.

- ❍ If “First Page Only” is selected, the distribution number is only printed on the first page of each copy set.
- ❍ If “All Pages” is selected, the distribution number is printed on all pages of each copy set.

**6** Select the desired color for the distribution number.

**7** Touch [Enter].

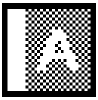
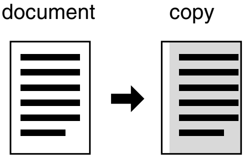
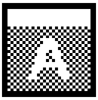
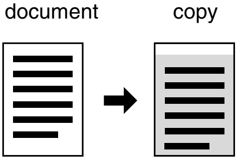
- ❍ If the first distribution number is not set, the distribution numbers start from 001.
- ❍ After the distribution number reaches 999, it returns to 000.
- ❍ To cancel the “Set Numbering” function, touch [Cancel] in the Set Numbering screen.

**8** If necessary, specify any other copy settings.

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

## 7.4 Making Copies for Filing (“File Margin” Function)

Copies can be made with a file margin so they can easily be stored in filing binders. The following binding margin positions are available. Select the binding margin position suitable for the document.

| Setting | Copy Position | Description |
|---|---|---|
|  |  | Copies are printed with the contents of the document slightly shifted to the right in order to create a binding margin at the left. |
|  |  | Copies are printed with the contents of the document slightly shifted downward in order to create a binding margin at the top. |

### To use the “File Margin” function

1 Position the document(s) to be copied.

✎...

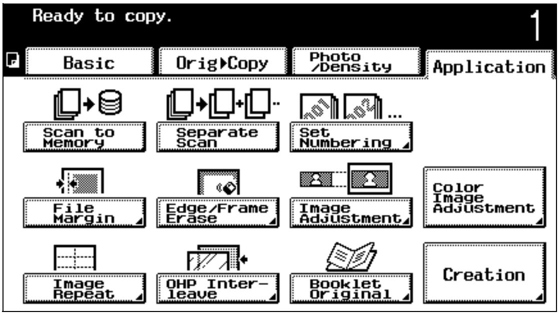
**Reference**

*For details, refer to “Feeding the Document” on page 2-41.*

2 Touch [Application].

The Application screen appears.

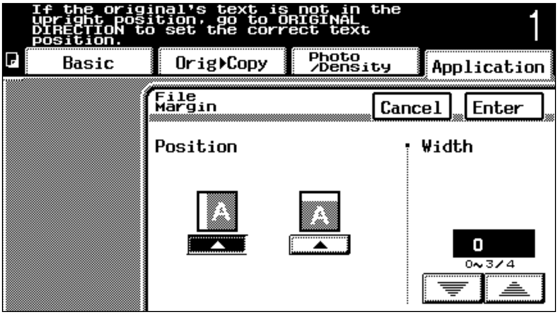
3 Touch [File Margin].



Ready to copy.

4 Specify the desired binding margin position, and then specify the desired width.

   ❍ To cancel the “File Margin” function, touch [Cancel] in the File Margin screen.



If the original's text is not in the upright position, go to ORIGINAL DIRECTION to set the correct text position.

**Additional Information**
*If the document is not loaded in the direction shown in the screen, specify the document orientation in the Original ▶Copy screen. For details, refer to “Selecting Original Settings” on page 3-27.*

5 Touch [Enter].

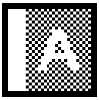
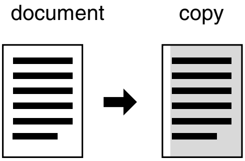
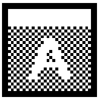
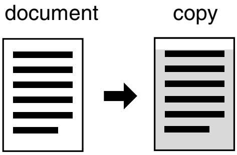
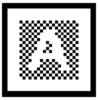
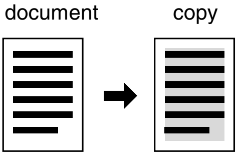
6 If necessary, specify any other copy settings.

7 Press the [Start] key.

## 7.5 Erasing Sections of Copies (“Edge/Frame Erase” Function)

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

The following locations for erasing the edge/frame of the document are available. Select the erasing location suitable for the document.

| Setting | Copy Position | Description |
|---|---|---|
|  |  | Copies are printed with the left side of the document erased. |
|  |  | Copies are printed with the top of the document erased. |
|  |  | Copies are printed with a frame around the document erased. |

### To use the “Edge/Frame Erase” function

1 Position the document(s) to be copied.

✎...

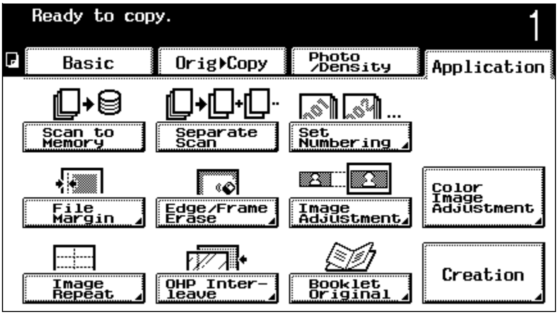
**Reference**

*For details, refer to “Feeding the Document” on page 2-41.*

2 Touch [Application].

The Application screen appears.

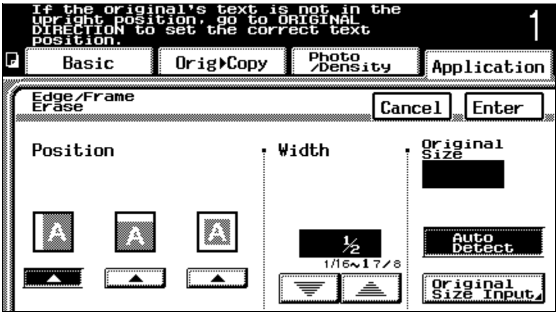
3 Touch [Edge/Frame Erase].



Ready to copy.

4 Select the desired area to be erased.

5 Touch ▽ and △ to specify the width of the area to be erased.



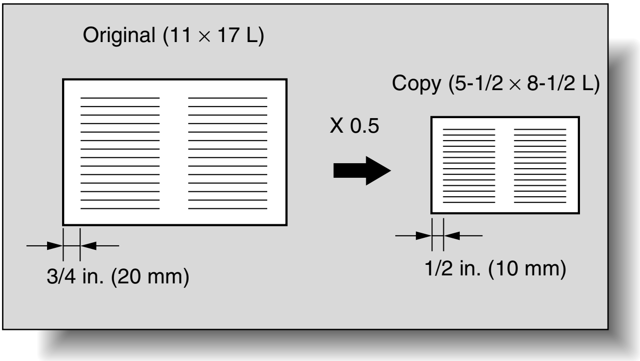
If the original's text is not in the upright position, go to ORIGINAL DIRECTION to set the correct text position.

✎...

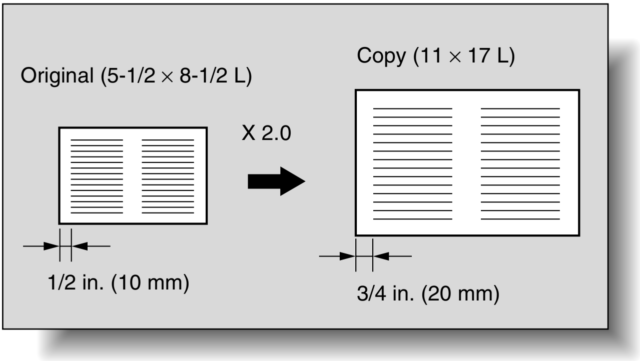
**Additional Information**

*The specified width of the area to be erased is the width before copying. Therefore, be careful when selecting this setting while making enlarged or reduced copies.*

*Example) When erasing a frame around an 11 × 17-size document and copying with a zoom ratio of ×0.500*

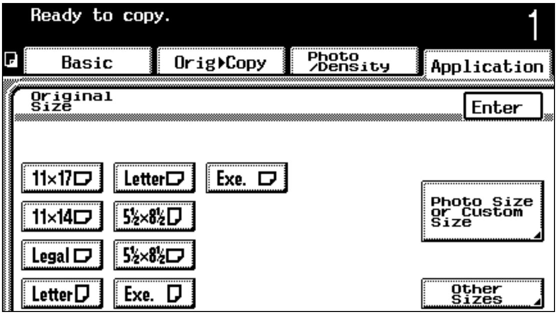


*Example) When erasing a frame around a 5-1/2 × 8-1/2-size document and copying with a zoom ratio of ×2.000*



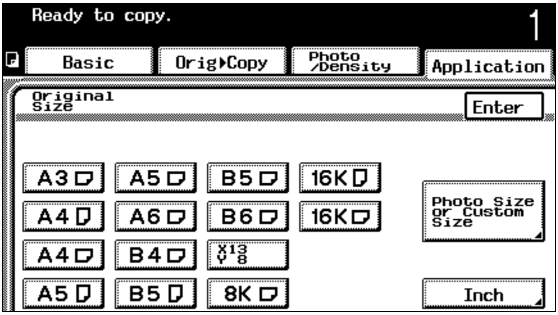
**6** Normally, the document size is automatically detected. However, if you wish to specify the document size, touch [Original Size Input].

- ❍ Select the document size, and then touch [Enter].


Ready to copy.

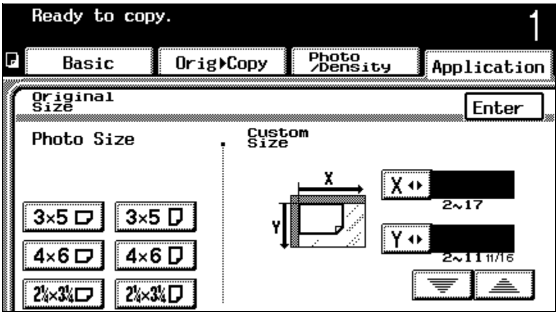
**7** If the desired document size is not listed, touch [Other Sizes] to display a screen containing additional document sizes.

- ❍ Select the appropriate document size, and then touch [Enter].


Ready to copy.

**8** To specify a photo size or a non-standard size, touch [Photo Size or Custom Size].

- ❍ Select a photo size, or touch [X] and [Y], and touch [▼] and [▲] to select the size of the original, and then touch [Enter].


Ready to copy.

**9** In the Edge/Frame Erase screen, touch [Enter].

- ❍ To cancel the “Edge/Frame Erase” function, touch [Cancel] in the Edge/Frame Erase screen.

**10** If necessary, specify any other copy settings.

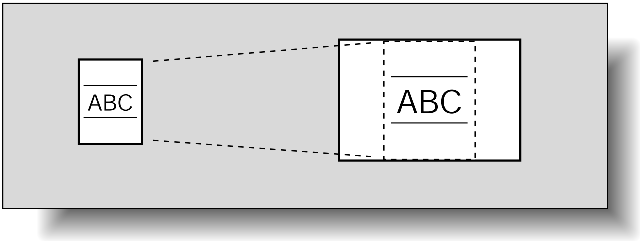
**11** Press the [Start] key.

## 7.6 Adjusting the Document Image (“Image Adjustment” Function)

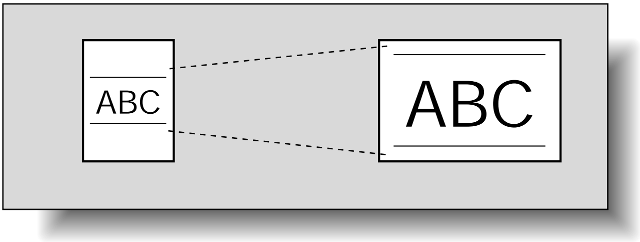
If the document size is different from the paper size, the document image can be enlarged to fill the copy paper.

The image can be adjusted in either of the following two ways.

- “Full Size” Setting
  The entire document is enlarged to its maximum so that it fits fully within the paper (without changing the proportions of the image).



- “Center Zoom” Setting
  The document is enlarged until its shorter sides fit fully within the paper (without changing the proportions of the image).



✎...

**Hint**

*When using the “Image Adjustment” function, place the document on the original glass.*

### To use the “Image Adjustment” function

**1** Place the document on the original glass.

✎...

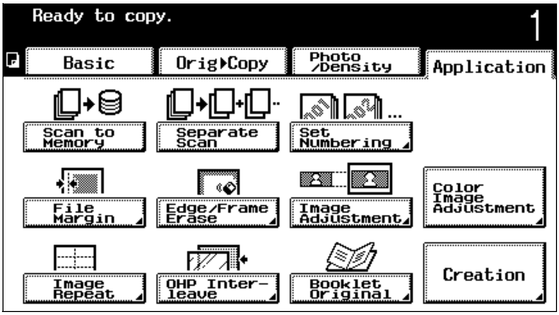
**Reference**

*For details, refer to “Feeding the Document” on page 2-41.*

**2** Touch [Application].

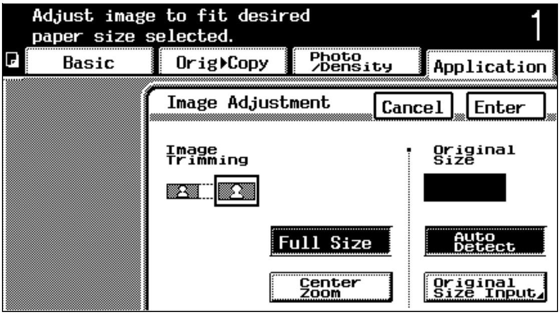
The Application screen appears.

**3** Touch [Image Adjustment].



Ready to copy.

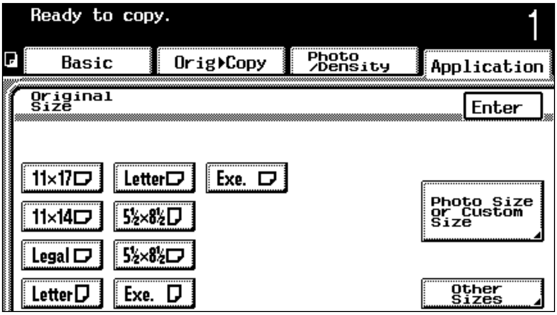
**4** Select either “Full Size” or “Center Zoom”.



Adjust image to fit desired paper size selected.

**5** Normally, the document size is automatically detected. However, if you wish to specify the document size, touch [Original Size Input].

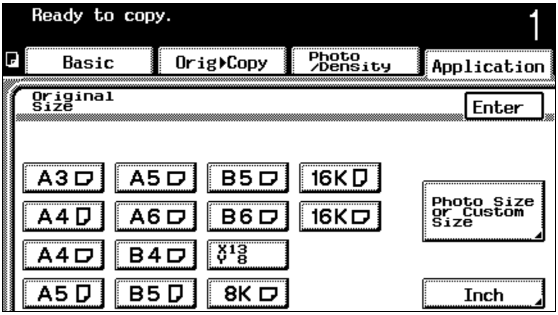
- ❍ Select the document size, and then touch [Enter].



Ready to copy.

**6** If the desired document size is not listed, touch [Other Sizes] to display a screen containing additional document sizes.

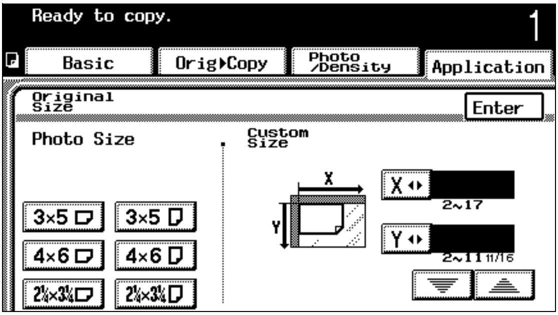
- ❍ Select the appropriate document size, and then touch [Enter].



Ready to copy.

**7** To specify a photo size or a non-standard size, touch [Photo Size or Custom Size].

- ❍ Select a photo size, or touch [X] and [Y], and touch [▼] and [▲] to select the size of the original, and then touch [Enter].



Ready to copy.

**8** In the Image Adjustment screen, touch [Enter].

- ❍ To cancel the "Image Adjustment" function, touch [Cancel] in the Image Adjustment screen.

**9** If necessary, specify any other copy settings.

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

## 7.7 Tiling Copy Images (“Image Repeat” Function)

Multiple copies of an original can be printed in a single sheet of paper.

The number of copies printed in a page (the number of times the image is repeated) is set according to the document size, zoom ratio, paper size and print area settings.

### To use the “Image Repeat” function

**1** Position the document(s) to be copied.

✎...

**Reference**
*For details, refer to “Feeding the Document” on page 2-41.*

**2** Specify the desired Paper/Size and Zoom settings.

- ❍ Specify the zoom ratio and paper size manually.

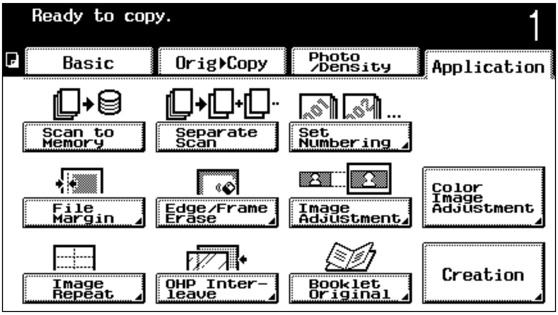
✎...

**Reference**
*For details, refer to “Selecting a Paper/Size Setting” on page 3-18 and “Specifying a Zoom Setting” on page 3-13.*

**3** Touch [Application].

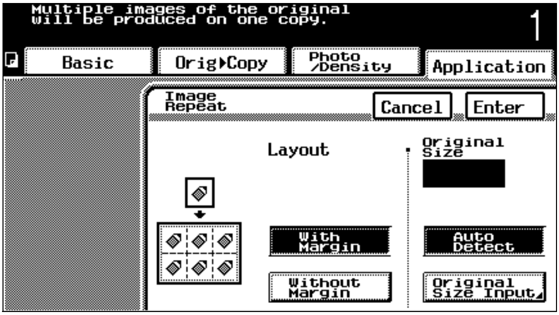
The Application screen appears.

**4** Touch [Image Repeat].



Ready to copy.

**5** Select either [With Margin] or [Without Margin].

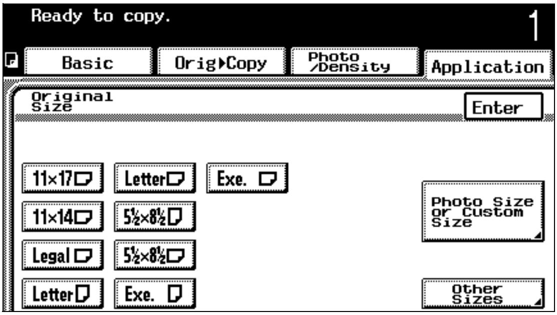


Multiple images of the original will be produced on one copy.

- ❍ To reduce the image so that it fits within the allowable print area for the paper (inside the area that excludes the margins), touch [With Margin].
- ❍ To make copies so that the paper is filled regardless of the margins, touch [Without Margin]. In this case, the area of the image within the margins at the edge of the paper is lost.

**6** Normally, the document size is automatically detected. However, if you wish to specify the document size, touch [Original Size Input].

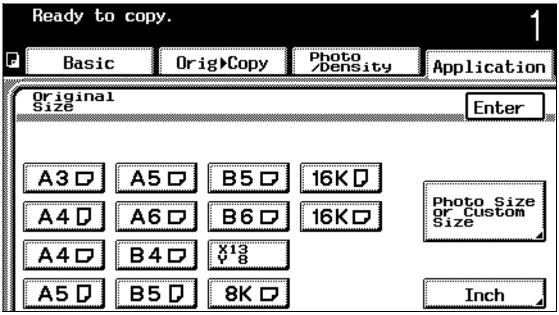
- ❍ Select the document size, and then touch [Enter].



Ready to copy.

**7** If the desired document size is not listed, touch [Other Sizes] to display a screen containing additional document sizes.

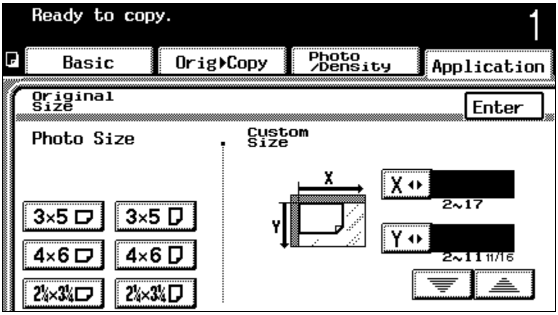
- ❍ Select the appropriate document size, and then touch [Enter].



Ready to copy.

**8** To specify a photo size or a non-standard size, touch [Photo Size or Custom Size].

- ❍ Select a photo size, or touch [X] and [Y], and touch ▼ and ▲ to select the size of the original, and then touch [Enter].



Ready to copy.

**9** In the Image Repeat screen, touch [Enter].

- ❍ To cancel the “Image Repeat” function, touch [Cancel] in the Image Repeat screen.

**10** If necessary, specify any other copy settings.

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

## 7.8 Inserting Paper Between Transparencies (“OHP Interleave” Function)

After each overhead transparency is copied, a page from a different paper source can be added to the stack of transparencies as an overleaf. In order to use this function, the overhead transparencies should be loaded into the 1st drawer.

**To use the “OHP Interleave” function**

**1** Load interleaf paper with the same size and orientation as the overhead transparencies into any paper drawer other than the 1st drawer.

**2** Position the document(s) to be copied.

✎...

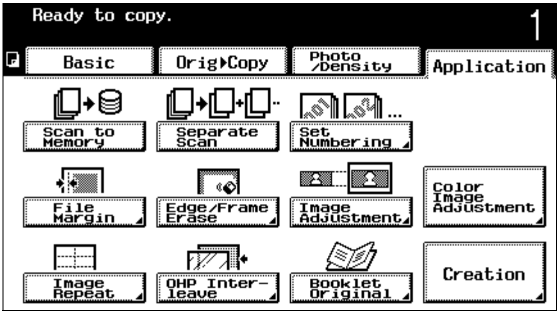
**Reference**

*For details, refer to “Feeding the Document” on page 2-41.*

**3** Touch [Application].

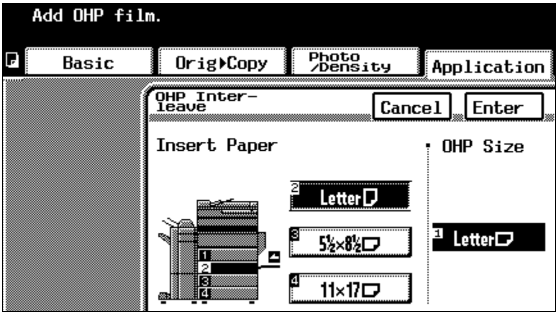
The Application screen appears.

**4** Touch [OHP Interleave].


Ready to copy.

**5** Select the paper drawer loaded with the paper for the interleaves, and then touch [Enter].

- ❍ To cancel the “OHP Interleave” function, touch [Cancel] in the OHP Interleave screen.


Add OHP film.

**6** If necessary, specify any other copy settings.

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

## 7.9 Making Bound Booklets (“Booklet Original” Function)

Booklets with their staples removed can be copied and bound to create booklet copies.

✎...

**Condition**

*The “Booklet Original” function is only available if the optional finisher DF-626 is installed.*

**To use the “Booklet Original” function**

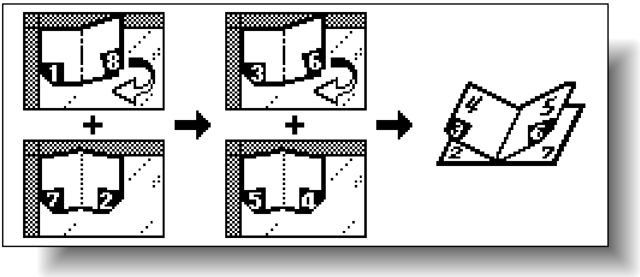
1 Remove the staples from the booklet document to be copied, and then position it.

✎...

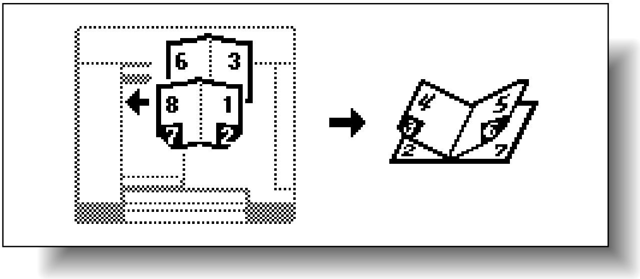
**Additional Information**

*The document can be positioned in either of the following ways.*

*When placed on the original glass*
*Position each page spread out in the following order: the side with the first page, the side with the second page, the side with the third page, etc.*



*When using the reverse automatic document feeder*
*Spread out the booklet from the middle, and then load it into the reverse automatic document feeder with the front cover at the top.*



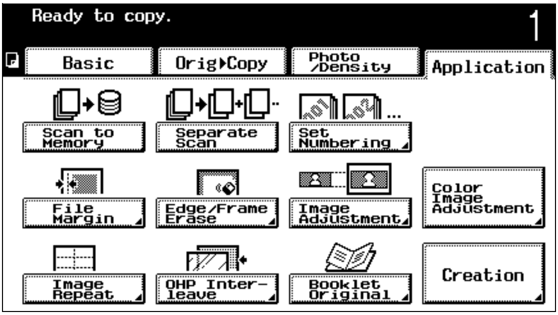
✎...

**Reminder!**
*Be sure to load a document consisting of 2 to 10 pages. If the document consists of too many pages, the booklet cannot be bound.*

**2** Touch [Application].

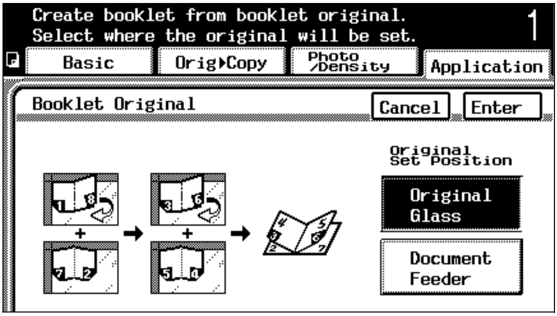
The Application screen appears.

**3** Touch [Booklet Original].


Ready to copy.

1

**4** According to how the document will be fed, select “Original Glass” or “Document Feeder”.



Create booklet from booklet original.
Select where the original will be set.

**5** Touch [Enter].

- ❍ To cancel the “Booklet Original” function, touch [Cancel] in the Booklet Original screen.

**6** If necessary, specify any other copy settings.

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

## 7.10 Improving Color Copy Quality (Color Image Adjustment Parameters)

By making various color adjustments, you can adjust the quality of color copies as desired.

✎...

**Reference**

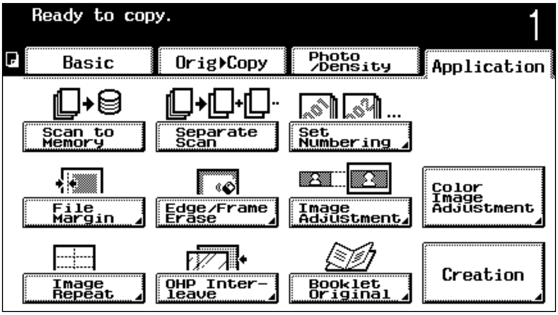
*Samples for the Color Image Adjustment parameters can be seen in the Creative Image Book.*

The following color image adjustment parameters are available.

### To adjust the “Brightness” parameter

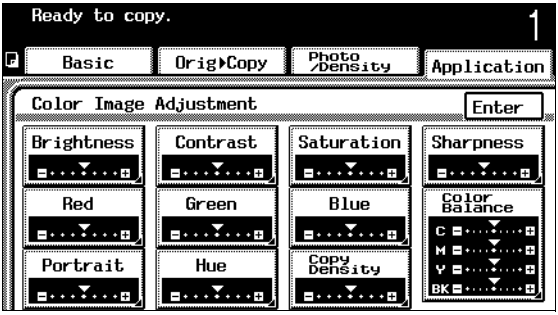
This parameter can be used to make the image either lighter or darker.

1 Touch [Application], and then touch [Color Image Adjustment].



Ready to copy.

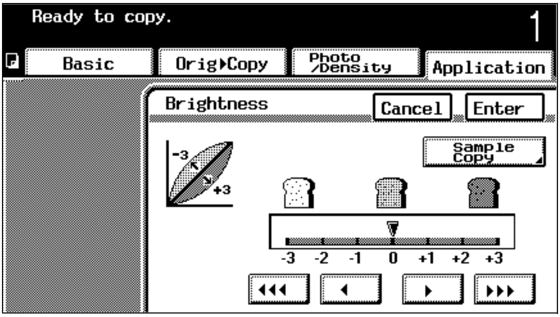
2 In the Color Image Adjustment screen, touch [Brightness].



Ready to copy.

**3** Touch ◀◀◀, ◀, ▶ and ▶▶▶ to select the desired setting, and then touch [Enter].

- ❍ To cancel the “Brightness” function, touch [Cancel] in the Brightness screen.



Ready to copy.

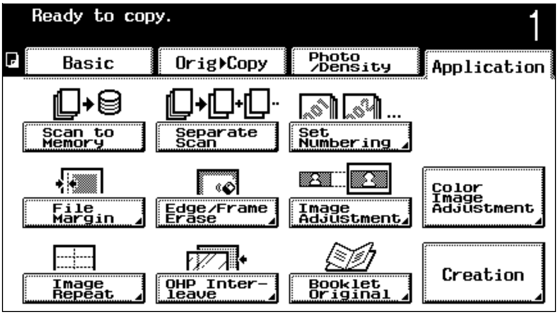
**Additional Information**

*A sample copy can be printed in order to check the print result with the current settings. For details, refer to “To make sample copies” on page 7-40.*

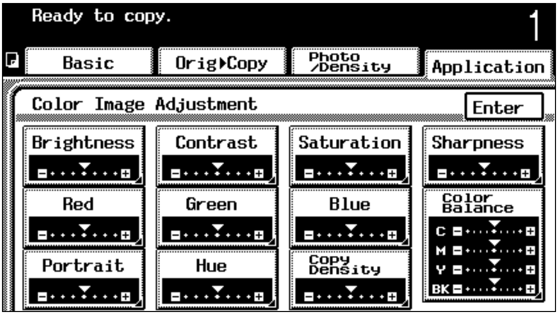
### To adjust the “Contrast” parameter

This parameter can be used to make the image either crisper or smoother.

1 Touch [Application], and then touch [Color Image Adjustment].

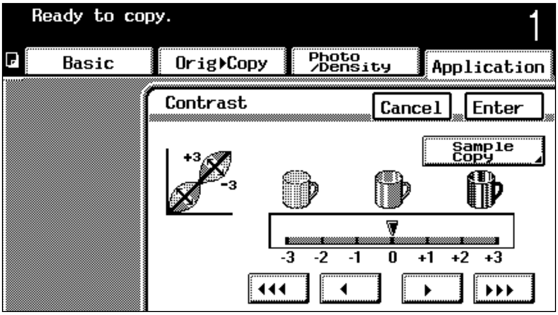


2 In the Color Image Adjustment screen, touch [Contrast].



3 Touch [◂◂◂], [◂], [▸] and [▸▸▸] to select the desired setting, and then touch [Enter].

- ❍ To cancel the “Contrast” function, touch [Cancel] in the Contrast screen.



✎...

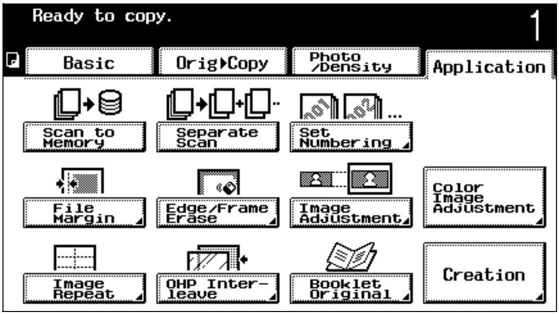
**Additional Information**

*A sample copy can be printed in order to check the print result with the current settings. For details, refer to “To make sample copies” on page 7-40.*

## To adjust the "Saturation" parameter

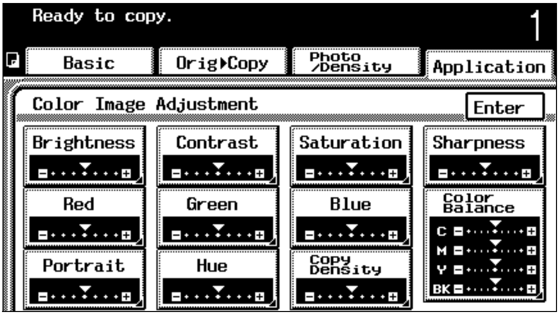
This parameter can be used to adjust the vividness of the colors in the image.

1 Touch [Application], and then touch [Color Image Adjustment].



Ready to copy.

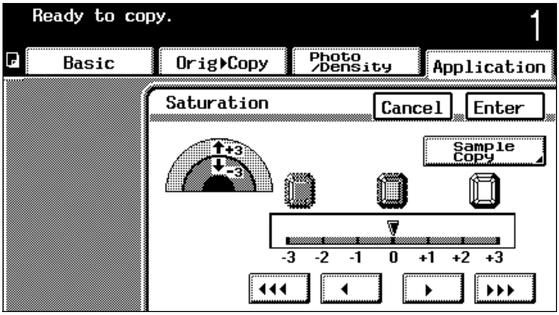
2 In the Color Image Adjustment screen, touch [Saturation].



Ready to copy.

3 Touch [◀◀◀], [◀], [▶] and [▶▶▶] to select the desired setting, and then touch [Enter].

- ❍ To cancel the "Saturation" function, touch [Cancel] in the Saturation screen.



Ready to copy.

✎...

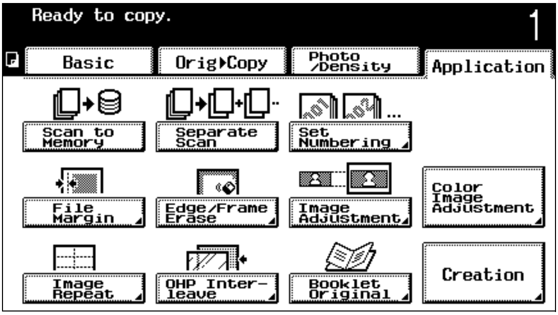
**Additional Information**

*A sample copy can be printed in order to check the print result with the current settings. For details, refer to "To make sample copies" on page 7-40.*

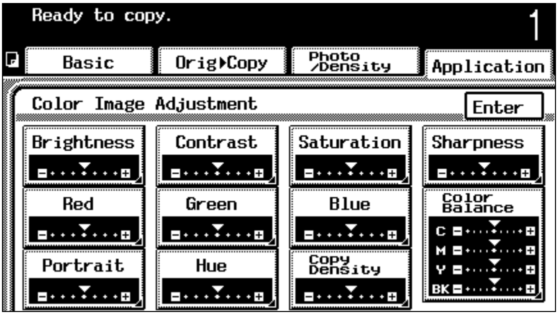
### To adjust the “Sharpness” parameter

This parameter emphasizes the edges of text so that they can be read more easily. In addition, this parameter can be used to make an overly sharp image softer or a blurry image clearer.

**1** Touch [Application], and then touch [Color Image Adjustment].

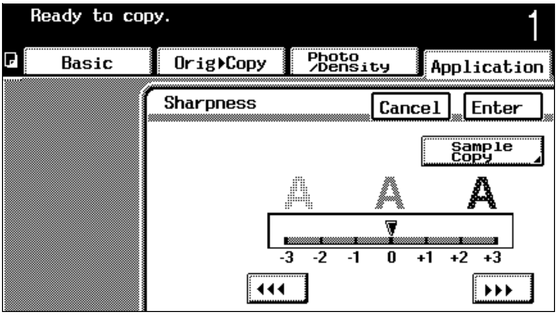


**2** In the Color Image Adjustment screen, touch [Sharpness].



**3** Touch [◂◂◂] and [▸▸▸] to select the desired setting, and then touch [Enter].

- ❍ To cancel the “Sharpness” function, touch [Cancel] in the Sharpness screen.



✎...

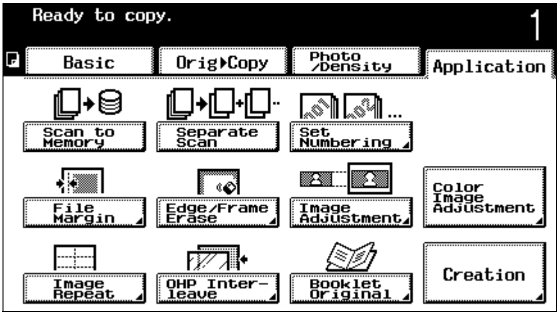
**Additional Information**

*A sample copy can be printed in order to check the print result with the current settings. For details, refer to “To make sample copies” on page 7-40.*

## To adjust the “Red” parameter

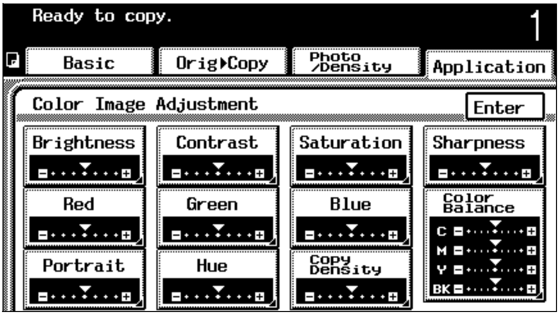
This parameter is used to adjust the level of red in the image.

1 Touch [Application], and then touch [Color Image Adjustment].



Ready to copy.

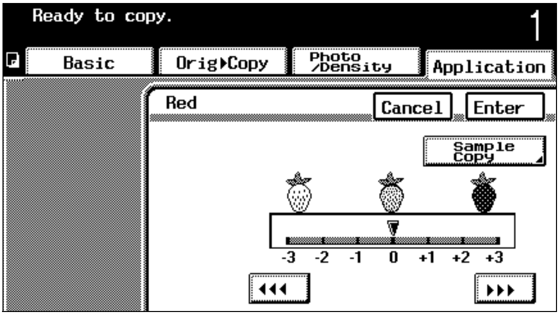
2 In the Color Image Adjustment screen, touch [Red].



Ready to copy.

3 Touch ◀◀◀ and ▶▶▶ to select the desired setting, and then touch [Enter].

- ❍ To cancel the “Red” function, touch [Cancel] in the Red screen.



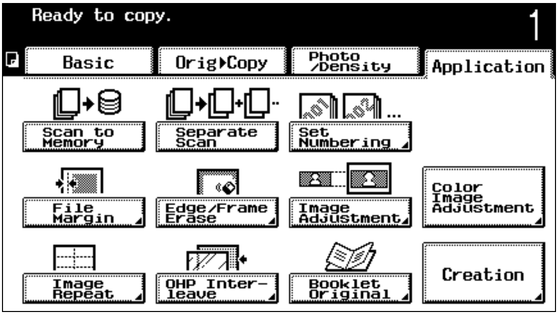
Ready to copy.

**Additional Information**
*A sample copy can be printed in order to check the print result with the current settings. For details, refer to “To make sample copies” on page 7-40.*

### To adjust the “Green” parameter

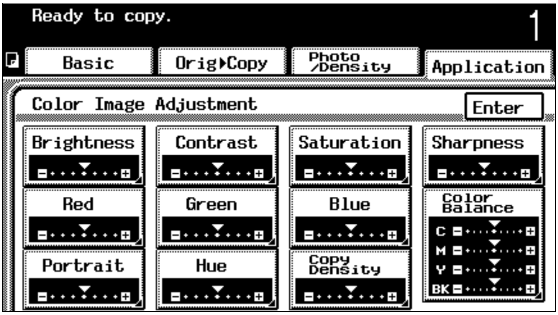
This parameter can be used to adjust the level of green in the image.

1 Touch [Application], and then touch [Color Image Adjustment].



Ready to copy.

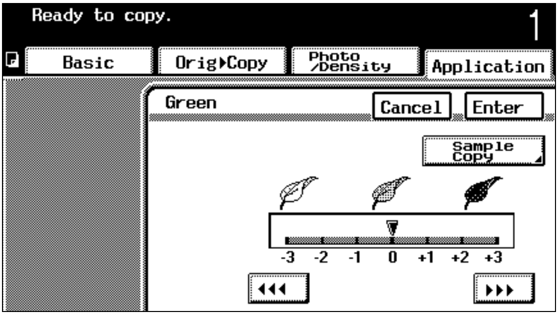
2 In the Color Image Adjustment screen, touch [Green].



Ready to copy.

3 Touch ‹‹‹ and ››› to select the desired setting, and then touch [Enter].

- ○ To cancel the “Green” function, touch [Cancel] in the Green screen.



Ready to copy.

✎...

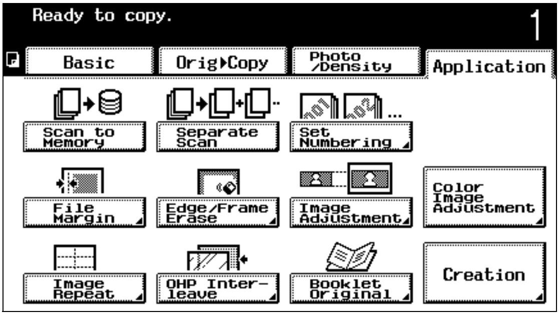
**Additional Information**

*A sample copy can be printed in order to check the print result with the current settings. For details, refer to “To make sample copies” on page 7-40.*

### To adjust the “Blue” parameter

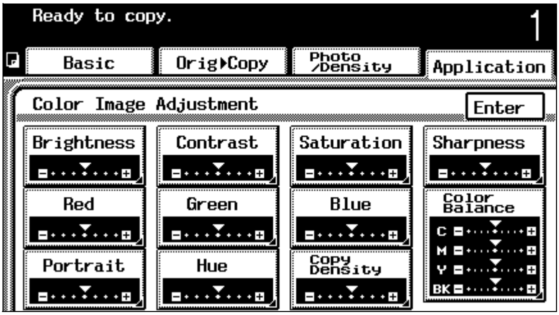
This parameter is used to adjust the level of blue in the image.

**1** Touch [Application], and then touch [Color Image Adjustment].



Ready to copy.

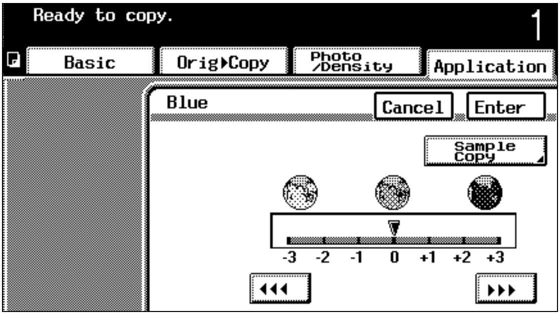
**2** In the Color Image Adjustment screen, touch [Blue].



Ready to copy.

**3** Touch [◂◂◂] and [▸▸▸] to select the desired setting, and then touch [Enter].

- ❍ To cancel the “Blue” function, touch [Cancel] in the Blue screen.



Ready to copy.

**Additional Information**

*A sample copy can be printed in order to check the print result with the current settings. For details, refer to “To make sample copies” on page 7-40.*

### To adjust the “Color Balance” parameter

This parameter can be used to adjust the individual concentrations of cyan (C), magenta (M), yellow (Y), and black (Bk).

To increase the red tinge:

- Increase the amount of yellow and magenta.
- Decrease the amount of cyan.

To increase the green tinge:

- Increase the amount of yellow and cyan.
- Decrease the amount of magenta.

To increase the blue tinge:

- Increase the amount of magenta and cyan.
- Decrease the amount of yellow.

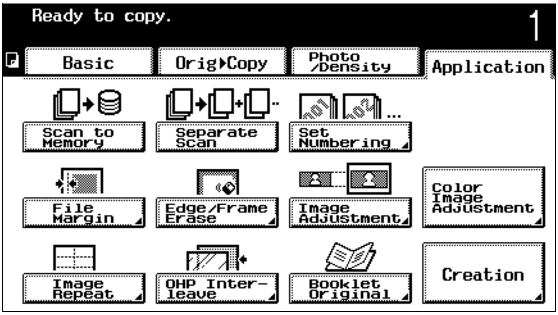
To increase the yellow tinge:

- Increase the amount of yellow.
- Decrease the amount of magenta and cyan.

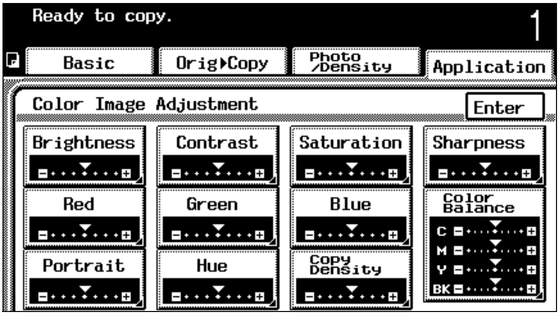
To increase the black tinge:

- Increase the amount of black.

**1** Touch [Application], and then touch [Color Image Adjustment].


Ready to copy.

**2** In the Color Image Adjustment screen, touch [Color Balance].

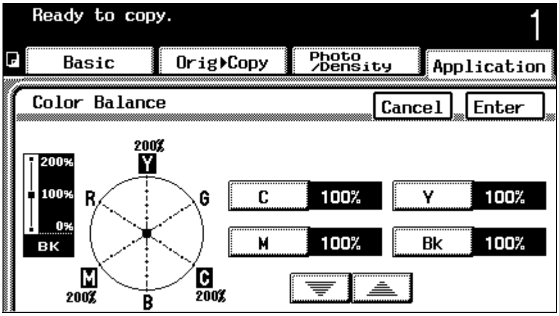


Ready to copy.

**3** Touch the key for the color that you wish to adjust, and then touch ▼ and ▲ to specify the desired setting.

**4** Touch [Enter].

- ❍ To cancel the "Color Balance" function, touch [Cancel] in the Color Balance screen.

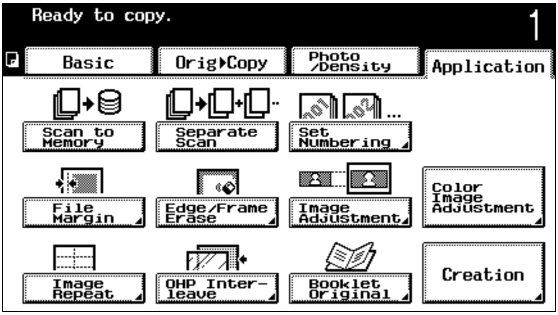


Ready to copy.

### To adjust the “Portrait” parameter

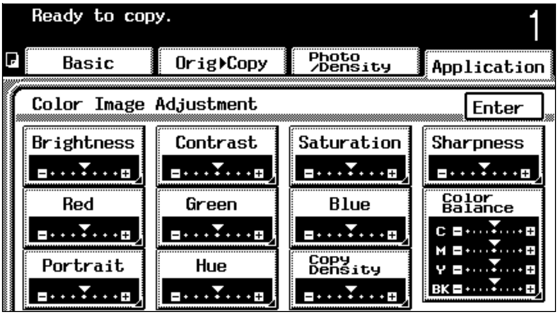
This parameter can be used to adjust the tint of flesh tones.

**1** Touch [Application], and then touch [Color Image Adjustment].



Ready to copy.

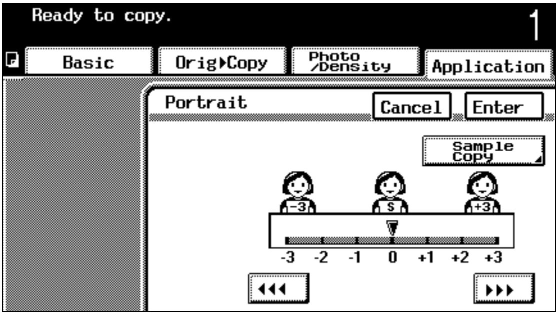
**2** In the Color Image Adjustment screen, touch [Portrait].



Ready to copy.

**3** Touch [◀◀◀] and [▶▶▶] to select the desired setting, and then touch [Enter].

- ○ To cancel the “Portrait” function, touch [Cancel] in the Portrait screen.



Ready to copy.

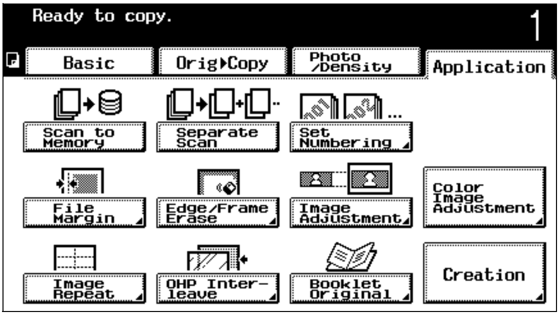
**Additional Information**

*A sample copy can be printed in order to check the print result with the current settings. For details, refer to “To make sample copies” on page 7-40.*

### To adjust the “Hue” parameter

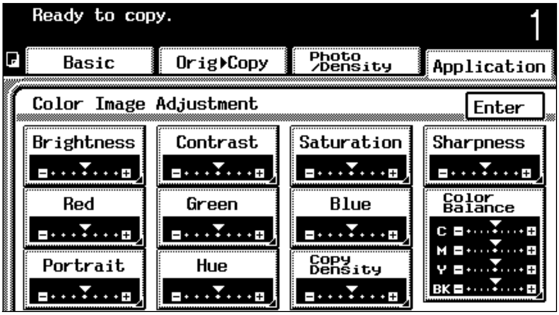
The hue is divided into magenta, yellow and cyan. By adjusting the hue, the image can be made either more reddish or more bluish.

1 Touch [Application], and then touch [Color Image Adjustment].



Ready to copy.

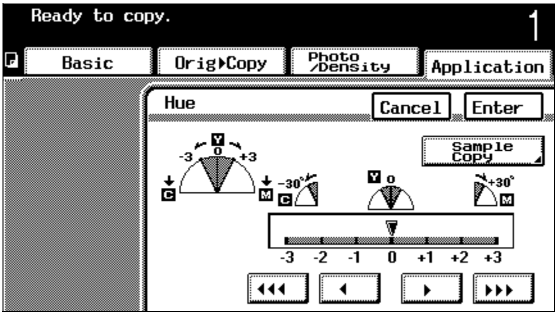
2 In the Color Image Adjustment screen, touch [Hue].



Ready to copy.

3 Touch [◀◀◀], [◀], [▶] and [▶▶▶] to select the desired setting, and then touch [Enter].

- ❍ To cancel the “Hue” function, touch [Cancel] in the Hue screen.



Ready to copy.

✎...

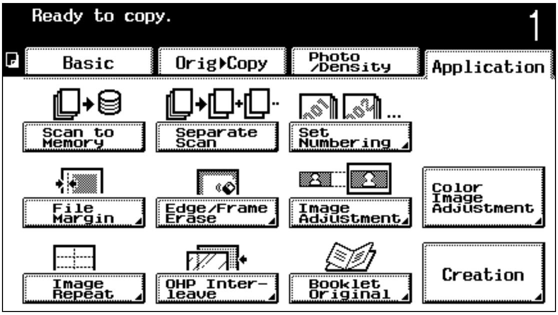
**Additional Information**

*A sample copy can be printed in order to check the print result with the current settings. For details, refer to “To make sample copies” on page 7-40.*

### To adjust the "Copy Density" parameter

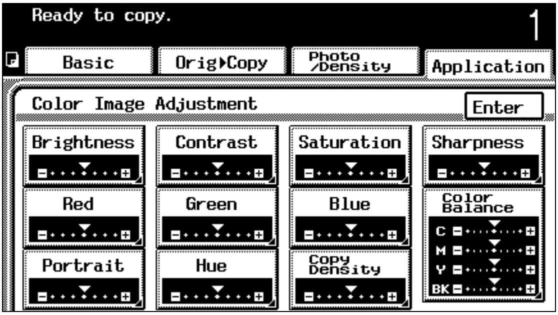
This parameter can be used to finely adjust the copy density to any of 19 levels between -3 and +3.

**1** Touch [Application], and then touch [Color Image Adjustment].



Ready to copy.

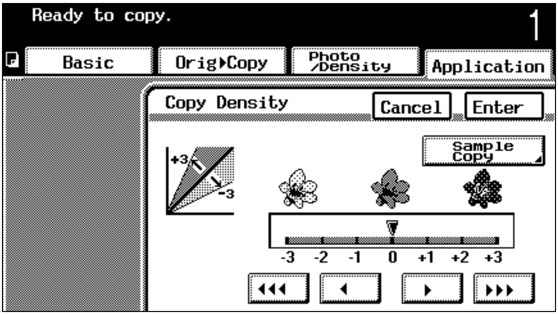
**2** In the Color Image Adjustment screen, touch [Copy Density].



Ready to copy.

**3** Touch [◀◀◀], [◀], [▶] and [▶▶▶] to select the desired setting, and then touch [Enter].

- ○ To cancel the "Copy Density" function, touch [Cancel] in the Copy Density screen.



Ready to copy.

...

**Additional Information**

*A sample copy can be printed in order to check the print result with the current settings. For details, refer to "To make sample copies" on page 7-40.*

### To make sample copies

From each screen for the Color Image Adjust parameters, you can make Sample Copies of your document to see how it will appear with the currently specified color adjustment settings.

**1** Load paper into the 1st drawer.

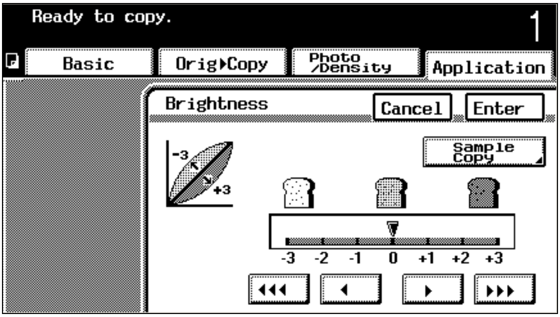
✎...

**Hint**

*Select a paper size of A4 C, A3 L, Letter C, or 11 × 17 L.*

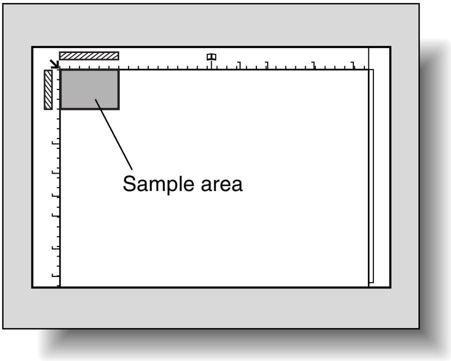
**2** In the screen for the Color Image Adjustment parameter, touch [Sample Copy].

The Sample Copy screen appears. (Example: Adjusting the “Brightness” parameter)



Ready to copy.

**3** Place the document within the sample area of the original glass.



✎...

**Hint**

*Position within the sample area the part of the document to be printed in the sample copy.*

*The Sample Copy can be made even if the edges of the document extend off the original glass.*

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

The copy job is queued for printing, and Sample Copies are printed. The parameter screen appears again.

## 7.11 Editing Images (Creation Functions)

The Creation functions can be used to easily apply special effects to the copies.

✎...

**Reference**

*Samples for the Creation functions can be seen in the Creative Image Book.*

The following Creation functions are available.

### To make settings for the “Background Color” function

This function allows you to copy a document using one of the 18 colors available as the color of the background (blank areas).

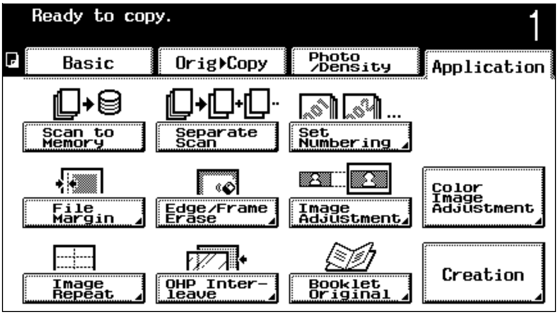
**1** Position the document(s) to be copied.

✎...

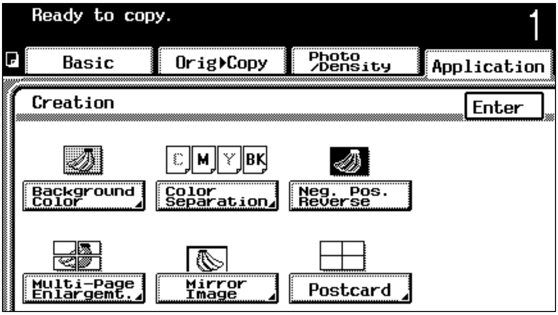
**Reference**

*For details, refer to “Feeding the Document” on page 2-41.*

**2** Touch [Application], and then touch [Creation].

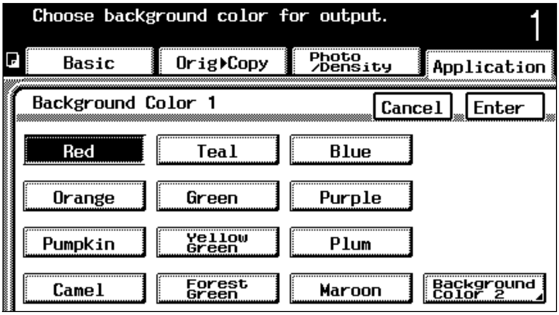


**3** In the Creation screen, touch [Background Color].

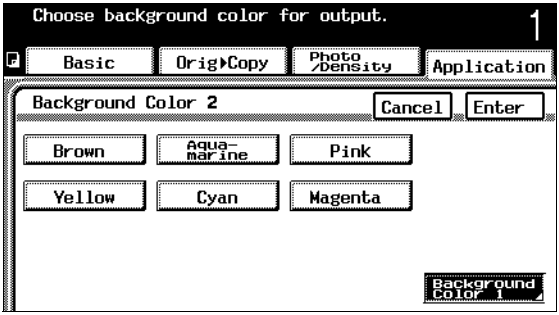


4 Select the desired color, and then touch [Enter].

- ❍ The colors are listed on two screens. Touch [Background Color 2] in the lower-right corner to display the next screen. Touch [Background Color 1] to return to the previous screen.
- ❍ To cancel the “Background Color” function, touch [Cancel] in either Background screen.



Choose background color for output.



Choose background color for output.

5 If necessary, specify any other copy settings.

6 Press the [Start] key.

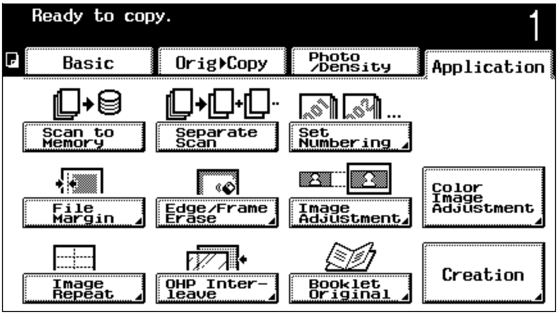
### To make settings for the “Color Separation” function

This function allows you to make copies of a document with its colors separated into cyan (C), magenta (M), yellow (Y) and black (Bk). In addition, copies of the separated colors can be printed in just black.

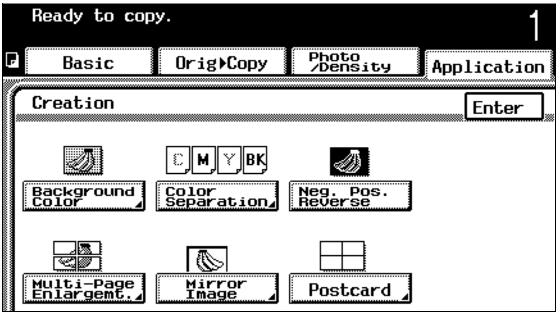
1 Position the document(s) to be copied.

**Reference**
*For details, refer to “Feeding the Document” on page 2-41.*

2 Touch [Application], and then touch [Creation].

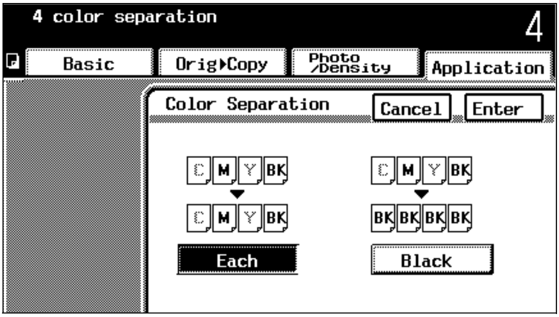


3 In the Creation screen, touch [Color Separation].



**4** Select either [Each] or [Black], and then touch [Enter].

- ❍ To cancel the "Color Separation" function, touch [Cancel] in the Color Separation screen.



**5** If necessary, specify any other copy settings.

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

### To set the “Neg. Pos. Reverse” function

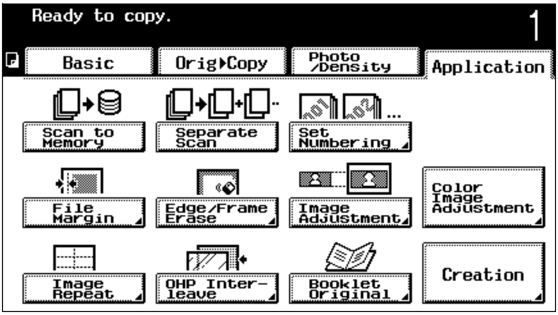
This function allows you to copy a document with the light- and dark-colored areas or the colors of the image inversed.

**1** Position the document(s) to be copied.

✎...

**Reference**
*For details, refer to “Feeding the Document” on page 2-41.*

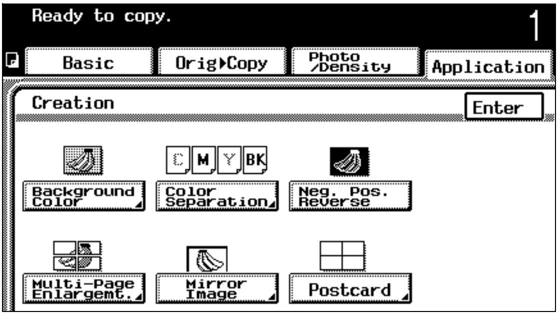
**2** Touch [Application], and then touch [Creation].



Ready to copy.
1

**3** In the Creation screen, touch [Neg. Pos. Reverse].

- ❍ To cancel the “Neg. Pos. Reverse” function, touch [Neg. Pos. Reverse] again.



Ready to copy.
1

✎...

**Additional Information**
*If the Single Color setting was selected, the negative/positive inverse of the image will be printed with the selected color.*
*If the Background Color function was set, the negative/positive inverse of the image will include the selected background color.*

### To make settings for the “Multi-Page Enlargement” function

This function allows you to copy a document automatically split into parts with each part printed enlarged. These copies can then be put together to make a large poster.

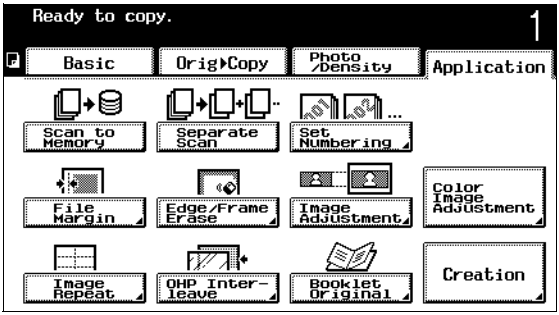
**1** Position the document(s) to be copied.

✎...

**Reference**

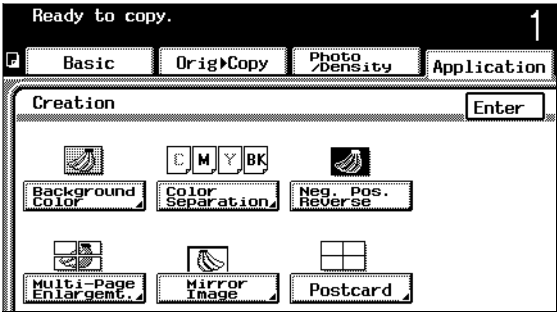
*For details, refer to “Feeding the Document” on page 2-41.*

**2** Touch [Application], and then touch [Creation].



Ready to copy.

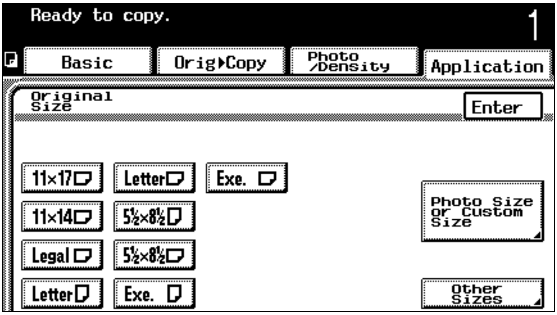
**3** In the Creation screen, touch [Multi-Page Enlargemt.].



Ready to copy.

**4** Normally, the document size is automatically detected. However, if you wish to specify the document size, touch [Original Size Input].

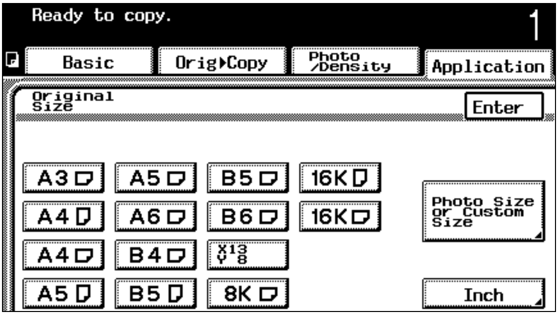
- ❍ Select the document size, and then touch [Enter].



Ready to copy.

**5** If the desired document size is not listed, touch [Other Sizes] to display a screen containing additional document sizes.

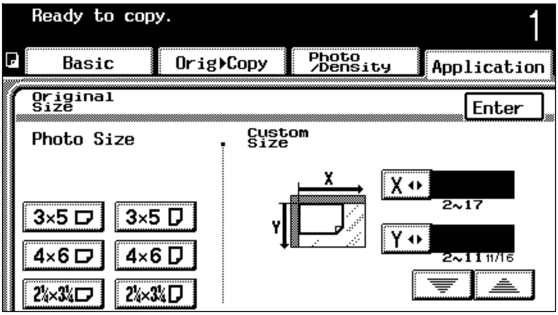
- ❍ Select the document size, and then touch [Enter].



Ready to copy.

**6** To specify a photo size or a non-standard size, touch [Photo Size or Custom Size].

- ❍ Select a photo size, or touch [X] and [Y], and touch ▼ and ▲ to select the size of the original, and then touch [Enter].

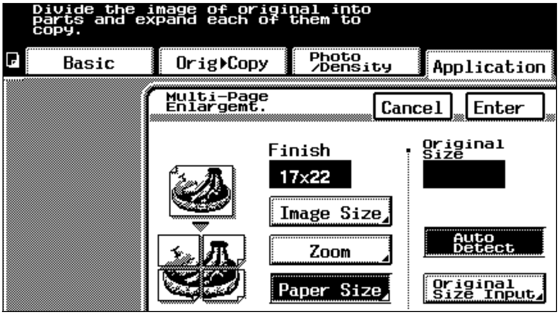


Ready to copy.

**7** Specify how the original image will be enlarged, according to the following methods.

- ❍ To specify the final image size, continue with step 8.
- ❍ To specify an enlargement ratio, skip to step 14.
- ❍ To specify the paper size for each part of the enlarged image, skip to step 18.
- ❍ To cancel the “Multi-Page Enlargement” function, touch [Cancel] in the Multi-Page Enlargemt. screen.

**8** Touch [Image Size].

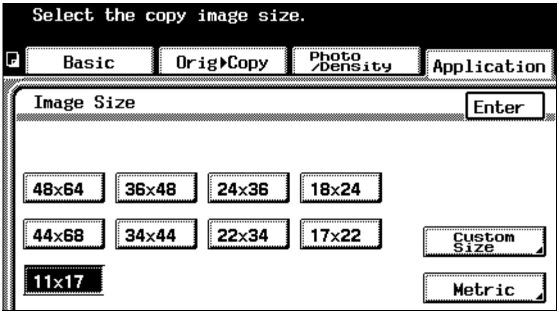


Divide the image of original into parts and expand each of them to copy.

Finish 17x22

Original Size

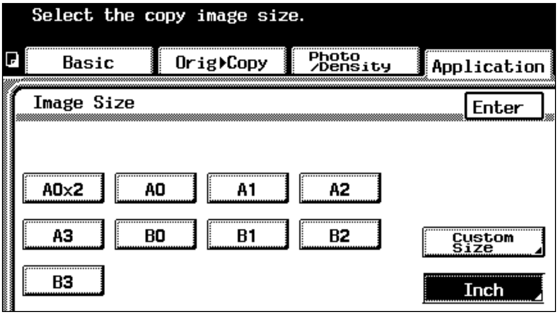
**9** Select the final image size, and then touch [Enter].



Select the copy image size.

**10** For final image sizes in metric measurements, touch [Metric].

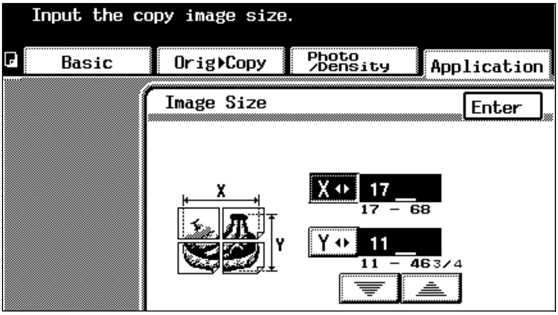
- ❍ Select the desired image size, and then touch [Enter].



Select the copy image size.

**11** For a non-standard image size, touch [Custom Size].

- ❍ Touch [X] and [Y], and touch ▽ and △ to select the size of the final image, and then touch [Enter].



Input the copy image size.

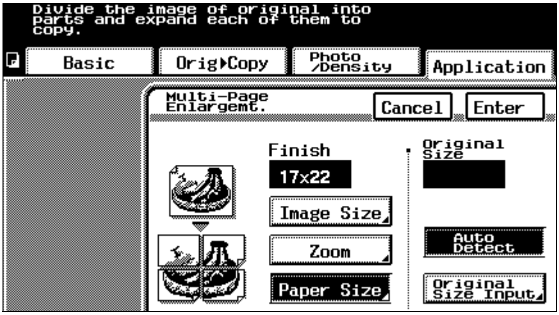
X 17
17 – 68
Y 11
11 – 46 3/4

**12** If necessary, specify any other copy settings.

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

This concludes the setting of the final image size for the “Multi-Page Enlargement” function.

**14** Touch [Zoom].

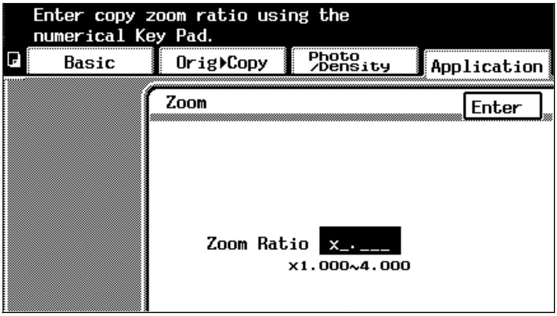


Divide the image of original into parts and expand each of them to copy.

Multi-Page Enlargemt.

Finish 17x22

**15** Using the keypad, type in the desired zoom ratio, and then touch [Enter].



Enter copy zoom ratio using the numerical Key Pad.

Zoom

Zoom Ratio x_.___

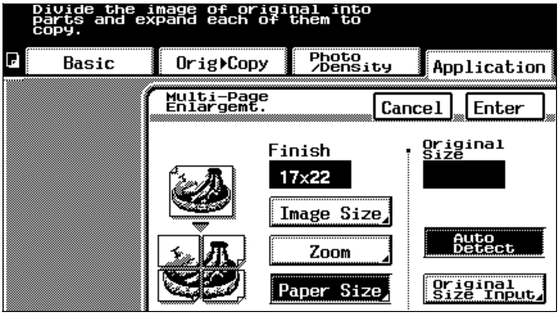
x1.000~4.000

**16** If necessary, specify any other copy settings.

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

This concludes the setting of the copy enlargement ratio for the “Multi-Page Enlargement” function.

**18** Touch [Paper Size].

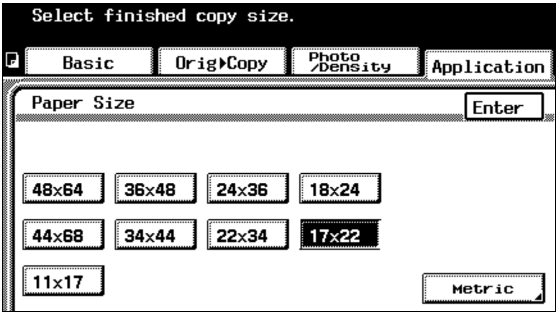


Divide the image of original into parts and expand each of them to copy.

Multi-Page Enlargemt.

Finish 17x22

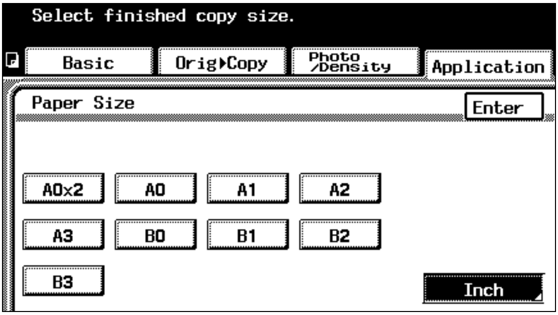
**19** Select the paper size for the various parts of the enlarged image, and then touch [Enter].



Select finished copy size.

**20** For paper sizes in metric measurements, touch [Metric].

- ❍ Select the desired paper size, and then touch [Enter].



Select finished copy size.

**21** If necessary, specify any other copy settings.

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

This concludes the setting of the paper size for the “Multi-Page Enlargement” function.

### To make settings for the "Mirror Image" function

This function allows you to produce a copy in the mirror image of the original document.

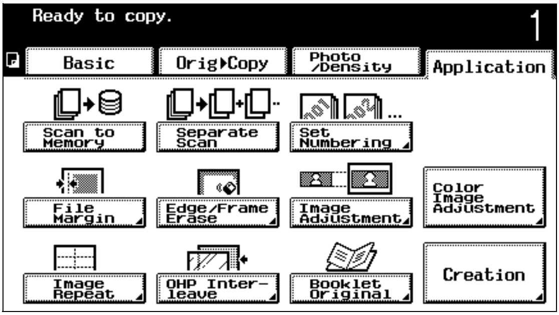
**1** Position the document(s) to be copied.

✎...

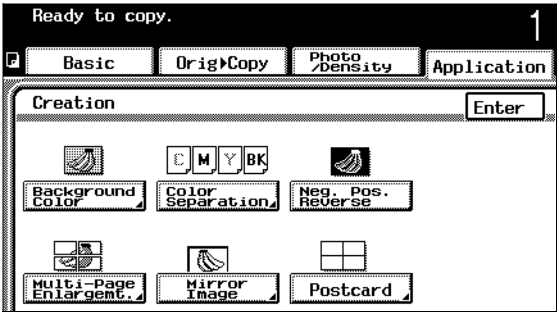
**Reference**

*For details, refer to "Feeding the Document" on page 2-41.*

**2** Touch [Application], and then touch [Creation].


Ready to copy.

**3** In the Creation screen, touch [Mirror Image].


Ready to copy.

4 Normally, the document size is automatically detected. However, if you wish to specify the document size, touch [Original Size Input].

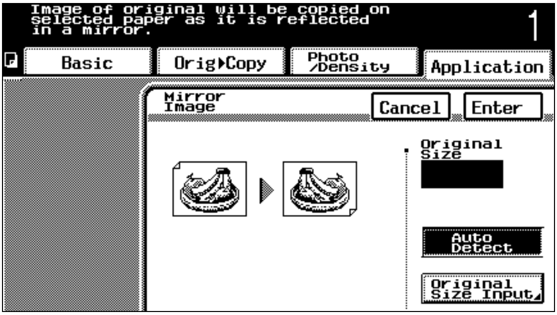
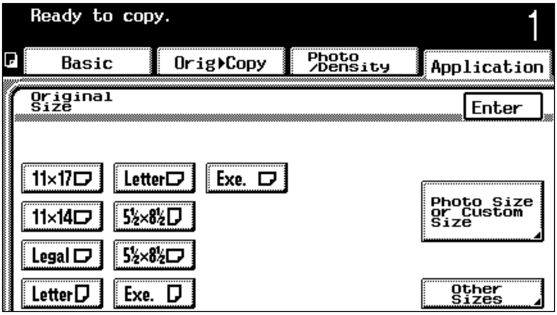


Image of original will be copied on selected paper as it is reflected in a mirror.

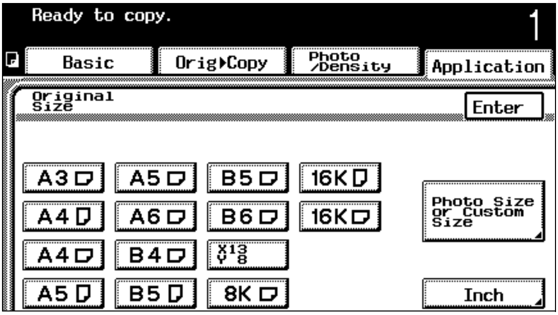
5 Select the document size, and then touch [Enter].



Ready to copy.

6 If the desired document size is not listed, touch [Other Sizes] to display a screen containing additional document sizes.

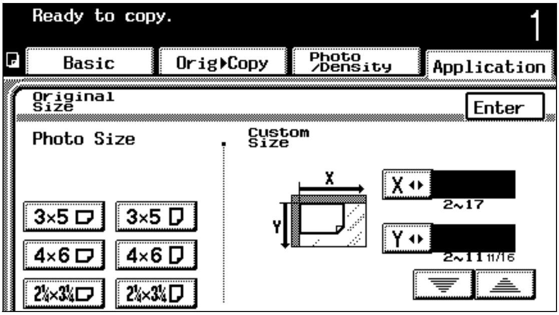
- ❍ Select the appropriate document size, and then touch [Enter].



Ready to copy.

7 To specify a photo size or a non-standard size, touch [Photo Size or Custom Size].

- Select a photo size, or touch [X] and [Y], and touch ▼ and ▲ to select the size of the original, and then touch [Enter].



**8** In the Mirror Image screen, touch [Enter].

- To cancel the “Mirror Image” function, touch [Cancel] in the Mirror Image screen.

**9** If necessary, specify any other copy settings.

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

### Reducing the Document to Postcard Size and Printing Multiple Copies on One Page (“Postcard” Function)

The document can be reduced to the size of a postcard, and up to four copies can be printed on one sheet of Letter-size postcard paper.

### To make settings for the “Postcard” function

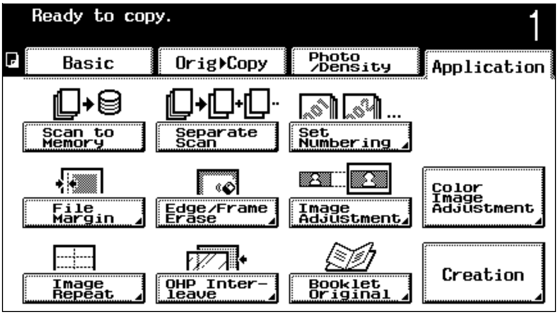
1 Position the document(s) to be copied.

✎...

**Reference**

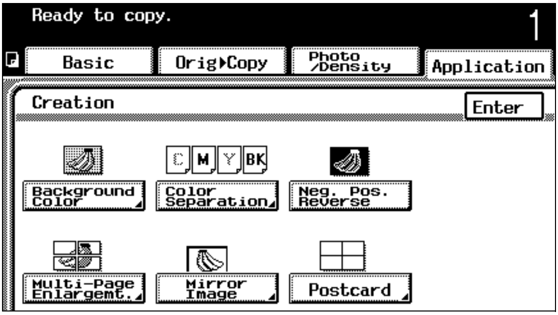
*For details, refer to “Feeding the Document” on page 2-41.*

2 Touch [Application], and then touch [Creation].



Ready to copy.

3 In the Creation screen, touch [Postcard].



Ready to copy.

**4** Select either [With Margin] or [Without Margin].

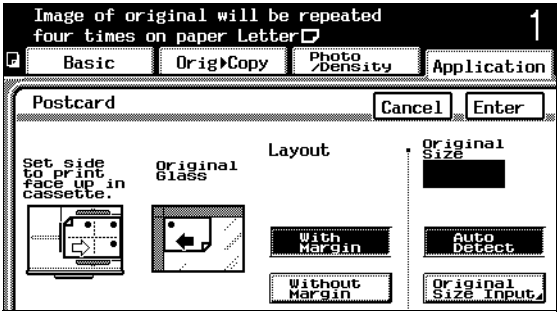


Image of original will be repeated four times on paper Letter

**Additional Information**

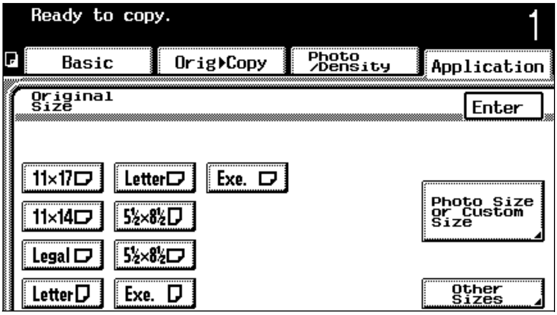
*There are two ways of arranging the print image with the “Postcard” function.*

*With Margin: Select this setting to reduce the image so that it fits within the allowable print area for the paper (inside the area that excludes the margins).*

*Without Margin: Select this setting to make copies so that the paper is filled regardless of the margins. In this case, the area of the image within the margins at the edge of the paper is lost.*

**5** Normally, the document size is automatically detected. However, if you wish to specify the document size, touch [Original Size Input].

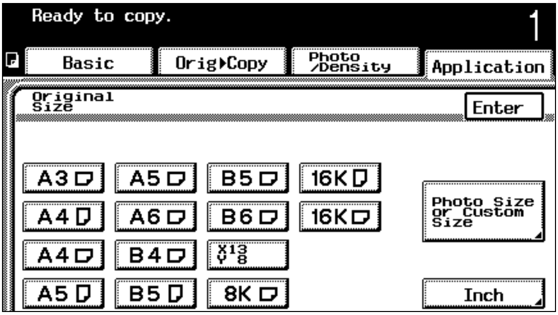
- ❍ Select the document size, and then touch [Enter].



Ready to copy.

**6** If the desired document size is not listed, touch [Other Sizes] to display a screen containing additional document sizes.

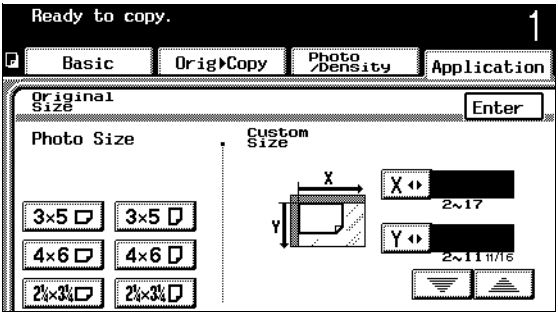
- ❍ Select the appropriate document size, and then touch [Enter].



Ready to copy.

**7** To specify a photo size or a non-standard size, touch [Photo Size or Custom Size].

- ❍ Select a photo size, or touch [X] and [Y], and touch ▼ and ▲ to select the size of the original, and then touch [Enter].



Ready to copy.

**8** In the Postcard screen, touch [Enter].

- ❍ To cancel the “Postcard” function, touch [Cancel] in the Postcard screen.

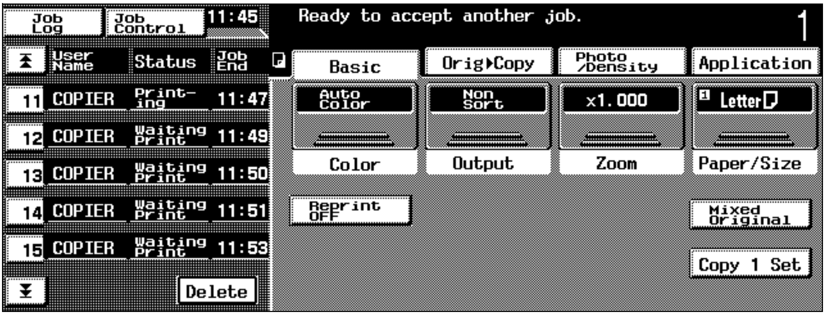
**9** If necessary, specify any other copy settings.

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

# Managing Jobs

# 8

## 8.1 Overview of Jobs



11:45 Ready to accept another job.

| | User Name | Status | Job End |
|---|---|---|---|
| 11 | COPIER | Print-ing | 11:47 |
| 12 | COPIER | Waiting Print | 11:49 |
| 13 | COPIER | Waiting Print | 11:50 |
| 14 | COPIER | Waiting Print | 11:51 |
| 15 | COPIER | Waiting Print | 11:53 |

Color: Auto Color
Output: Non Sort
Zoom: x1.000
Paper/Size: Letter
Reprint OFF
Copy 1 Set

### Jobs

Specifying the desired copy settings, then pressing the [Start] key queues the copy operation in this machine. This queued operation is called a job.

Scan and computer print operations are also listed as jobs.

- The queued jobs are listed in the job display.
  The jobs are printed starting with the one at the top of the list.
- Jobs are numbered in the order that they are programmed and queued for printing.
  The job number identifies the job; it does not indicate the printing order. In addition, the job number does not change until the job is deleted.

### Multi-Job Feature

- While one job is being printed, another job can be queued. As many as 49 jobs can be queued.
- When one job is finished being printed, the next queued job automatically begins. However, from the Increase Priority screen, a specific job can be moved to the front of the queue so that it is printed next.

### Changing the Copy Settings for a Queued Job

The copy settings for jobs listed as “Waiting Print” can be changed.

Change the copy settings according to the procedure described below.

**1** Touch [Job Log].

The list of queued jobs is displayed.

**2** Select the job whose copy settings you wish to change, and then touch [Change Mode].

The Job Mode Change screen appears.

**3** Select the key for the setting that you wish to change.

The corresponding Job Mode Change screen appears.

**4** Specify the new settings, and then touch [Enter].

**5** Check that the setting for the job has been changed, and then touch [Enter].

### Deleting a Queued Job

Jobs listed as “Waiting Print” can be deleted.

**1** Touch [Job Log].

The list of queued jobs is displayed.

**2** Select the job that you wish to delete, and then touch [Delete].

The job is deleted.

### Canceling a Job Being Printed

Follow the procedure described below to delete a queued job.

**1** While a job is being printed, press the [Stop] key.

Printing stops and a screen appears, allowing you to select which job to cancel.

**2** Select the job that you wish to delete, and then touch [Delete].

After touching [Delete], the message “Job has been done improperly. Check the log.” appears, and the job being printed is canceled.

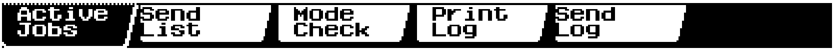
❍ To quit canceling the job, press the [Start] key. Printing continues.

**3** Touch [Enter].

## 8.2 Job Log Screens

The list and details of queued jobs can be viewed.

The following Job Log screens provide a variety of functions.



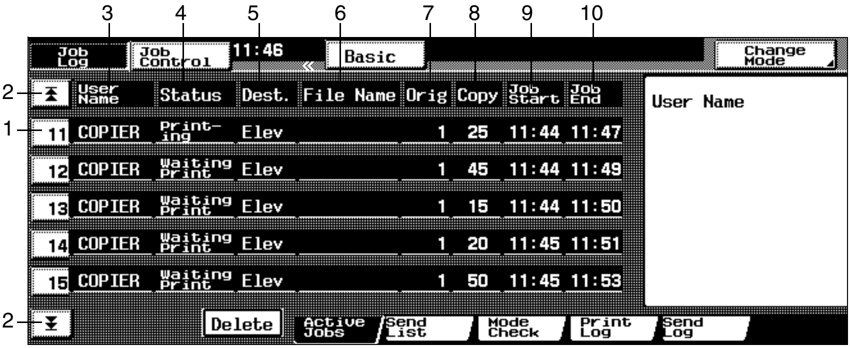
### Active Jobs Screen

To view a list of queued print jobs, touch [Job Log].

To return to the Basic screen, touch [Basic].

To delete a job, select the job, and then touch [Delete].

To change the copy settings for a job, touch [Change Mode].



| | User Name | Status | Dest. | File Name | Orig | Copy | Job Start | Job End |
|---|---|---|---|---|---|---|---|---|
| 11 | COPIER | Print-ing | Elev | | 1 | 25 | 11:44 | 11:47 |
| 12 | COPIER | Waiting Print | Elev | | 1 | 45 | 11:44 | 11:49 |
| 13 | COPIER | Waiting Print | Elev | | 1 | 15 | 11:44 | 11:50 |
| 14 | COPIER | Waiting Print | Elev | | 1 | 20 | 11:45 | 11:51 |
| 15 | COPIER | Waiting Print | Elev | | 1 | 50 | 11:45 | 11:53 |

The following details of the jobs are displayed.

| No. | Item Name | Description |
|---|---|---|
| 1 | Job number | Job identification number assigned when the job is queued |
| 2 | Up/down arrows | When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order). |
| 3 | User name | Displays the type (source) of the job<br>“COPIER” is displayed for copy jobs. |
| 4 | Status | Displays the status of the job |
| 5 | Destination | Indicates the tray where the printed pages will be fed out |
| 6 | File name | Displays the name of the file for print jobs sent from the computer |
| 7 | Original | Displays the number of pages in the original document |

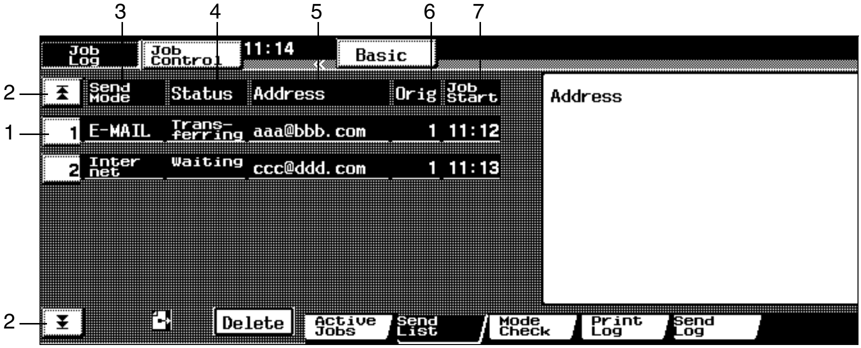
| No. | Item Name | Description |
|---|---|---|
| 8 | Copy | Displays the specified number of pages to be printed<br>With jobs listed as “Printing”, the number of pages remaining to be printed is counted down. |
| 9 | Job start | Displays the time that the job was queued |
| 10 | Job end | Displays the time when printing of the job is expected to be finished |

### Send List Screen

Touch [Send List]. The Send List screen (containing the list of queued jobs) appears.

To return to the Basic screen, touch [Basic].

To delete a job, select the job, and then touch [Delete].



|  | Send Mode | Status | Address | Orig | Job Start |
|---|---|---|---|---|---|
| 1 | E-MAIL | Trans-ferring | aaa@bbb.com | 1 | 11:12 |
| 2 | Internet | Waiting | ccc@ddd.com | 1 | 11:13 |

The following details of the jobs are displayed.

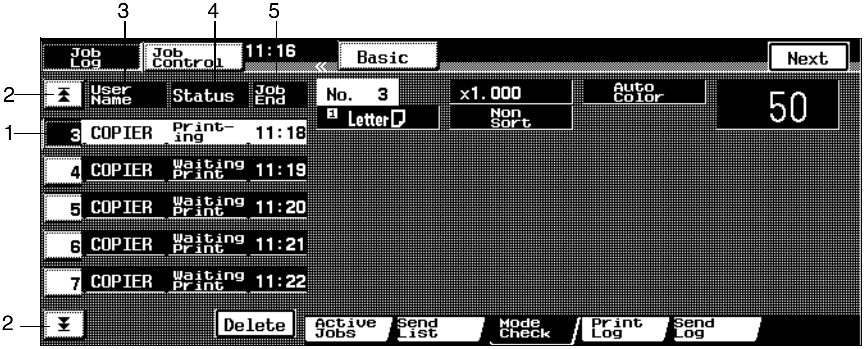
| No. | Item Name | Description |
|---|---|---|
| 1 | Job number | Job identification number assigned when the job is queued |
| 2 | Up/down arrows | When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order). |
| 3 | Send mode | Displays the transmission method |
| 4 | Status | Displays the status of the job |
| 5 | Address | Displays the name of the recipient |
| 6 | Original | Displays the number of pages in the original document |
| 7 | Job start | Displays the time that the job was queued |

### Mode Check Screen

Touch [Mode Check]. The Mode Check screen (containing the list of queued jobs) appears.

To return to the Basic screen, touch [Basic].

To delete a job, select the job, and then touch [Delete].



|  | User Name | Status | Job End |
|---|---|---|---|
| 3 | COPIER | Print-ing | 11:18 |
| 4 | COPIER | Waiting Print | 11:19 |
| 5 | COPIER | Waiting Print | 11:20 |
| 6 | COPIER | Waiting Print | 11:21 |
| 7 | COPIER | Waiting Print | 11:22 |

No. 3
1 Letter
x1.000
Non Sort
Auto Color
50

Select a listed job to view its setting details. Touch [Next] to view the next screen showing additional details of the job.

The following details of the jobs are displayed.

| No. | Item Name | Description |
|---|---|---|
| 1 | Job number | Job identification number assigned when the job is queued |
| 2 | Up/down arrows | When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order). |
| 3 | User name | Displays the type (source) of the job<br>“COPIER” is displayed for copy jobs. |
| 4 | Status | Displays the status of the job |
| 5 | Job end | Displays the time when printing of the job is expected to be finished |

### Print Log Screen

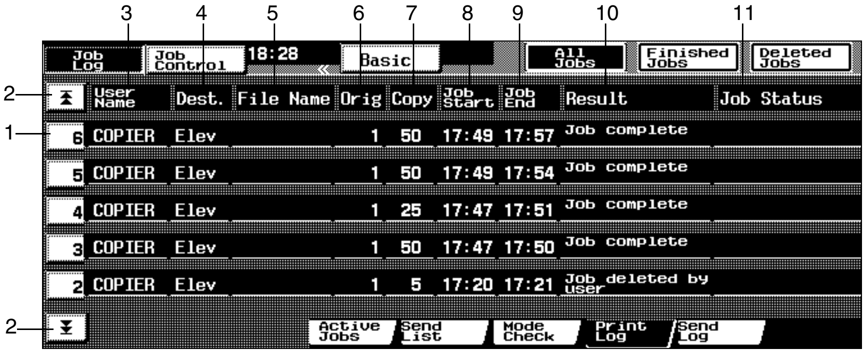
Touch [Print Log]. The Print Log screen (containing the list of printed jobs) appears.

In addition, the jobs can be divided into separate lists of those that have finished being printed and those that have been deleted.

To view a list of completed print jobs, touch [Finished Jobs].

To view a list of jobs that have been deleted after being queued, touch [Deleted Jobs].

To return to the Basic screen, touch [Basic].



| | User Name | Dest. | File Name | Orig | Copy | Job Start | Job End | Result | Job Status |
|---|---|---|---|---|---|---|---|---|---|
| 6 | COPIER | Elev | | 1 | 50 | 17:49 | 17:57 | Job complete | |
| 5 | COPIER | Elev | | 1 | 50 | 17:49 | 17:54 | Job complete | |
| 4 | COPIER | Elev | | 1 | 25 | 17:47 | 17:51 | Job complete | |
| 3 | COPIER | Elev | | 1 | 50 | 17:47 | 17:50 | Job complete | |
| 2 | COPIER | Elev | | 1 | 5 | 17:20 | 17:21 | Job deleted by user | |

The following details of the jobs are displayed.

| No. | Item Name | Description |
|---|---|---|
| 1 | Job number | Job identification number assigned when the job is queued |
| 2 | Up/down arrows | When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order). |
| 3 | User name | Displays the type (source) of the job<br>"COPIER" is displayed for copy jobs. |
| 4 | Destination | Indicates the tray where the printed pages were fed out |
| 5 | File name | Displays the name of the file for print jobs sent from the computer |
| 6 | Original | Displays the number of pages in the original document |
| 7 | Copy | Displays the specified number of pages to be printed<br>With jobs listed as "Printing", the number of pages remaining to be printed is counted down. |
| 8 | Job start | Displays the time that the job was queued |

| No. | Item Name | Description |
|---|---|---|
| 9 | Job end | Displays the time when printing of the job is expected to be finished |
| 10 | Result | Displays the job process details |
| 11 | Job status | Displays details of any errors that may have occurred while the job was being performed |

### Send Log Screen

Touch [Send Log]. The Send Log screen (containing the list of transmitted jobs) appears.

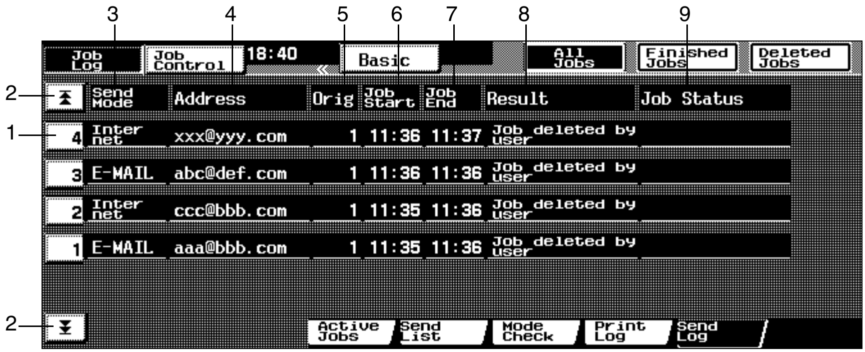
A log of all jobs scanned in Scan mode can be viewed from the Send Log screen.

In addition, the jobs can be divided into separate lists of those that have finished being transmitted and those that have been deleted.

To view a list of completed scan jobs, touch [Finished Jobs].

To view a list of jobs that have been deleted after being queued, touch [Deleted Jobs].

To return to the Basic screen, touch [Basic].



| | Send Mode | Address | Orig | Job Start | Job End | Result | Job Status |
|---|---|---|---|---|---|---|---|
| 4 | Internet | xxx@yyy.com | 1 | 11:36 | 11:37 | Job deleted by user | |
| 3 | E-MAIL | abc@def.com | 1 | 11:36 | 11:36 | Job deleted by user | |
| 2 | Internet | ccc@bbb.com | 1 | 11:35 | 11:36 | Job deleted by user | |
| 1 | E-MAIL | aaa@bbb.com | 1 | 11:35 | 11:36 | Job deleted by user | |

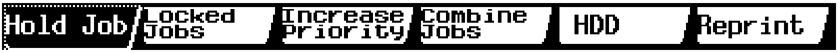
The following details of the jobs are displayed.

| No. | Item Name | Description |
|---|---|---|
| 1 | Job number | Job identification number assigned when the job is queued |
| 2 | Up/down arrows | When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order). |
| 3 | Send mode | Displays the transmission method |
| 4 | Address | Displays the name of the recipient |
| 5 | Original | Displays the number of pages in the original document |
| 6 | Job start | Displays the time that the job was queued |
| 7 | Job end | Displays the time when the job was finished |
| 8 | Result | Displays the job process details |
| 9 | Job status | Displays details of any errors that may have occurred while the job was being performed |

## 8.3 Job Control Screens

Jobs stored in the memory can be printed and jobs can be prioritized for output.

The following Job Control screens provide a variety of functions.



### Hold Job Screen

Touch [Job Control]. The Hold Job screen (containing the list of jobs scanned and stored in the memory) appears.

From the Hold Job screen, jobs can be printed and removed from the memory.

✎...

**Additional Information**

*If accounts have been specified from the Utility mode, the screen for entering the account access code appears after [Job Control] is touched. Using the keypad, type in the 8-digit access code, and then touch [Enter].*

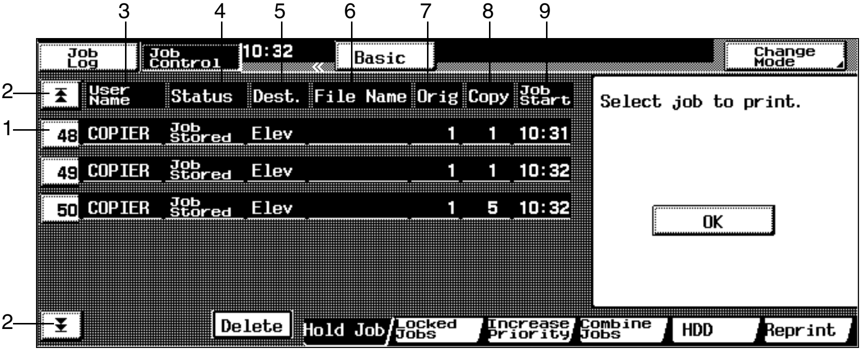
✎...

**Reference**

*For details on setting the “Scan to Memory” function, refer to “Storing the Scanned Image in the Memory (“Scan to Memory” Function)” on page 7-2.*

To return to the Basic screen, touch [Basic].

To delete a job, select the job, and then touch [Delete].



| | User Name | Status | Dest. | File Name | Orig | Copy | Job Start |
|---|---|---|---|---|---|---|---|
| 48 | COPIER | Job Stored | Elev | | 1 | 1 | 10:31 |
| 49 | COPIER | Job Stored | Elev | | 1 | 1 | 10:32 |
| 50 | COPIER | Job Stored | Elev | | 1 | 5 | 10:32 |

Select job to print.

The following details of the jobs are displayed.

| No. | Item Name | Description |
|---|---|---|
| 1 | Job number | Job identification number assigned when the job is queued |
| 2 | Up/down arrows | When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order). |
| 3 | User name | Displays the type (source) of the job<br>“COPIER” is displayed for copy jobs. |
| 4 | Status | Displays the status of the job |
| 5 | Destination | Indicates the tray where the printed pages will be fed out |
| 6 | File name | Displays the name of the file for print jobs sent from the computer |
| 7 | Original | Displays the number of pages in the original document |
| 8 | Copy | Displays the specified number of pages to be printed<br>With jobs listed as “Printing”, the number of pages remaining to be printed is counted down. |
| 9 | Job start | Displays the time that the job was queued |

### To print stored data

**1** Select the job that you wish to delete from the memory.

To delete multiple jobs, continue selecting all desired jobs.

**2** Touch [OK].

## Locked Jobs Screen

✎...

**Reference**

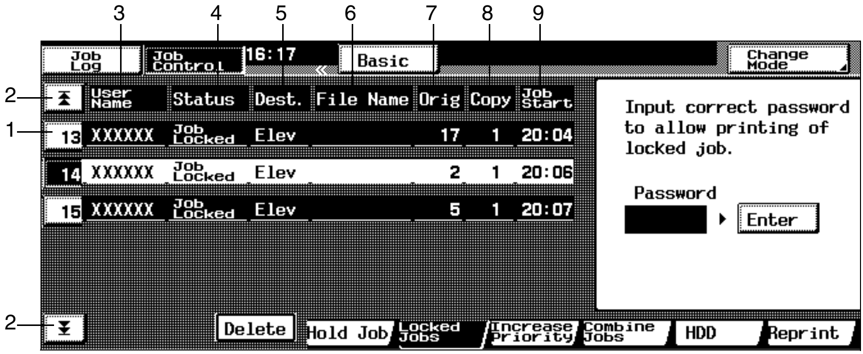
*For details on setting the “Locked Jobs” function, refer to the KM-C2230 Printer Controller User’s Guide.*

Touch [Locked Jobs]. The locked Jobs screen (containing the list of locked jobs) appears.

Locked jobs (box print jobs) can be unlocked and printed.

To return to the Basic screen, touch [Basic].

To delete a job, select the job, and then touch [Delete].



|  | User Name | Status | Dest. | File Name | Orig | Copy | Job Start |
|---|---|---|---|---|---|---|---|
| 13 | XXXXXX | Job Locked | Elev |  | 17 | 1 | 20:04 |
| 14 | XXXXXX | Job Locked | Elev |  | 2 | 1 | 20:06 |
| 15 | XXXXXX | Job Locked | Elev |  | 5 | 1 | 20:07 |

Input correct password to allow printing of locked job.

Password

The following details of the jobs are displayed.

| No. | Item Name | Description |
|---|---|---|
| 1 | Job number | Job identification number assigned when the job is queued |
| 2 | Up/down arrows | When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order). |
| 3 | User name | Displays the type (source) of the job |
| 4 | Status | Displays the status of the job |
| 5 | Destination | Indicates the tray where the printed pages will be fed out |
| 6 | File name | Displays the name of the file for print jobs sent from the computer |
| 7 | Original | Displays the number of pages in the original document |

| No. | Item Name | Description |
|---|---|---|
| 8 | Copy | Displays the specified number of pages to be printed<br>With jobs listed as “Printing”, the number of pages remaining to be printed is counted down. |
| 9 | Job start | Displays the time that the job was queued |

### To print a locked job

1 Select the locked job that you wish to print.

To print multiple jobs together, continue selecting all desired jobs.

2 Using the keypad, type in the 4-digit code for printing a locked job

❍ For the unlocking code, consult the person who queued the job using the “Locked Jobs” function.

3 Touch [Enter].

**Additional Information**

*If the job currently being printed can be interrupted, printing is interrupted and printing of the unlocked job begins. Printing of the interrupted job is automatically restarted once printing for the job that printing was interrupted for is finished.*

*If the job currently being printed cannot be interrupted, printing is interrupted after printing for the current job is finished.*

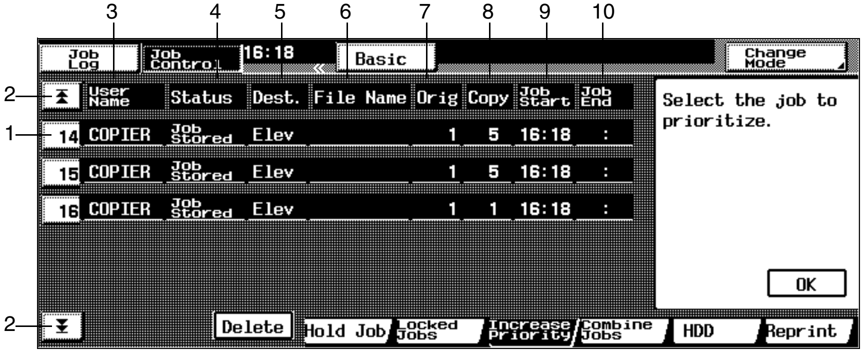
### Increase Priority Screen

Touch [Increase Priority]. The Increase Priority screen (containing the list of jobs waiting to be printed or stored in the memory) appears.

Queued jobs can be prioritized so that they will be printed before other jobs.

To return to the Basic screen, touch [Basic].

To delete a job, select the job, and then touch [Delete].



| | User Name | Status | Dest. | File Name | Orig | Copy | Job Start | Job End |
|---|---|---|---|---|---|---|---|---|
| 14 | COPIER | Job Stored | Elev | | 1 | 5 | 16:18 | : |
| 15 | COPIER | Job Stored | Elev | | 1 | 5 | 16:18 | : |
| 16 | COPIER | Job Stored | Elev | | 1 | 1 | 16:18 | : |

Select the job to prioritize.

The following details of the jobs are displayed.

| No. | Item Name | Description |
|---|---|---|
| 1 | Job number | Job identification number assigned when the job is queued |
| 2 | Up/down arrows | When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order). |
| 3 | User name | Displays the type (source) of the job<br>“COPIER” is displayed for copy jobs. |
| 4 | Status | Displays the status of the job |
| 5 | Destination | Indicates the tray where the printed pages will be fed out |
| 6 | File name | Displays the name of the file for print jobs sent from the computer |
| 7 | Original | Displays the number of pages in the original document |
| 8 | Copy | Displays the specified number of pages to be printed<br>With jobs listed as “Printing”, the number of pages remaining to be printed is counted down. |
| 9 | Job start | Displays the time that the job was queued |
| 10 | Job end | Displays the time when printing of the job is expected to be finished |

### To increase the (print) priority of a job

1 Select the job that you wish to prioritize.

2 Touch [OK].

If the job currently being printed can be interrupted, printing is interrupted and the job given priority is printed.

Printing of the interrupted job is automatically restarted once printing for the job that printing was interrupted for is finished.

If the job currently being printed cannot be interrupted (a job has already been interrupted or a prioritized job is being printed), printing is interrupted after printing for the current job is finished.

### Combine Jobs Screen

To view a list of jobs stored in the memory, touch [Combine Jobs].

Two to five stored jobs can be selected and combined into one job.

**Additional Information**

*If jobs are combined while any of the following settings are selected, the setting changes to the default.*
*Number of copies set to “1”*
*Hole-punching turned off*
*Stapling turned off*
*“Set Numbering” function turned off*

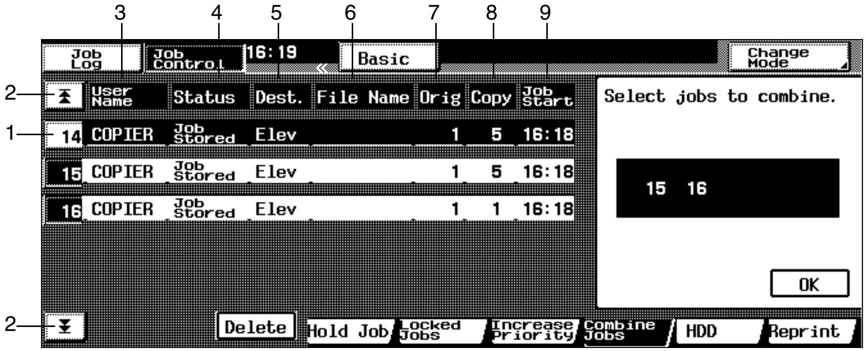
*If accounts have been specified from the Utility mode, the screen for entering the account access code appears after [Combine Jobs] is touched. Using the keypad, type in the 8-digit access code, and then touch [Enter].*

**Condition**

*The following functions cannot be used together with the “Combine Jobs” function.*
*“Multi-Page Enlargement” function*
*“Postcard” function*
*“Image Repeat” function*
*“Color Separation” function*
*“OHP Interleave” function*

To return to the Basic screen, touch [Basic].

To delete a job, select the job, and then touch [Delete].



| | User Name | Status | Dest. | File Name | Orig | Copy | Job Start |
|---|---|---|---|---|---|---|---|
| 14 | COPIER | Job Stored | Elev | | 1 | 5 | 16:18 |
| 15 | COPIER | Job Stored | Elev | | 1 | 5 | 16:18 |
| 16 | COPIER | Job Stored | Elev | | 1 | 1 | 16:18 |

Select jobs to combine.

15 16

The following details of the jobs are displayed.

| No. | Item Name | Description |
|---|---|---|
| 1 | Job number | Job identification number assigned when the job is queued |
| 2 | Up/down arrows | When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order). |
| 3 | User name | Displays the type (source) of the job<br>“COPIER” is displayed for copy jobs. |
| 4 | Status | Displays the status of the job |
| 5 | Destination | Indicates the tray where the printed pages will be fed out |
| 6 | File name | Displays the name of the file for print jobs sent from the computer |
| 7 | Original | Displays the number of pages in the original document |
| 8 | Copy | Displays the specified number of pages to be printed<br>With jobs listed as “Printing”, the number of pages remaining to be printed is counted down. |
| 9 | Job start | Displays the time that the job was queued |

**To combine jobs**

**1** Select the first job that you wish to combine with other jobs.

**2** Select another job that you wish to combine with the first job selected.

- ❍ To combine more than two jobs, continue selecting all desired jobs.
- ❍ Up to five jobs can be selected.
- ❍ To change any of the copy settings, touch [Change Mode], and then change the settings.

**3** Touch [OK].

**HDD Screen**

✎...

**Condition**

*The HDD screen is only available if the optional hard disk is installed.*

Touch [HDD]. The HDD screen (containing a list of jobs stored on the hard disk) appears.

Jobs stored on the hard disk can be printed.

✎...

**Additional Information**

*If accounts have been specified from the Utility mode, the screen for entering the account access code appears after [HDD] is touched. Using the keypad, type in the 8-digit access code, and then touch [Enter].*

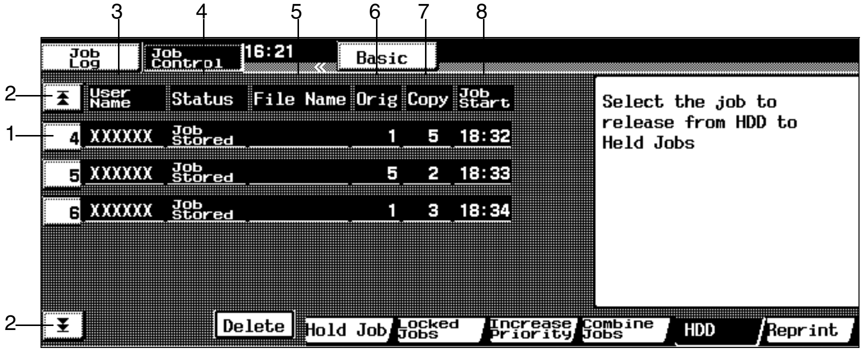
✎...

**Reference**

*For details on setting the Scan to HDD functions, refer to the KM-C2230 Printer Controller User's Guide.*

To return to the Basic screen, touch [Basic].

To delete a job, select the job, and then touch [Delete].



| | User Name | Status | File Name | Orig | Copy | Job Start |
|---|---|---|---|---|---|---|
| 4 | XXXXXX | Job Stored | | 1 | 5 | 18:32 |
| 5 | XXXXXX | Job Stored | | 5 | 2 | 18:33 |
| 6 | XXXXXX | Job Stored | | 1 | 3 | 18:34 |

Select the job to release from HDD to Held Jobs

The following details of the jobs are displayed.

| No. | Item Name | Description |
|---|---|---|
| 1 | Job number | Job identification number assigned when the job is queued |
| 2 | Up/down arrows | When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order). |
| 3 | User name | Displays the type (source) of the job |
| 4 | Status | Displays the status of the job |
| 5 | File name | Displays the name of the file for print jobs sent from the computer |
| 6 | Original | Displays the number of pages in the original document |
| 7 | Copy | Displays the specified number of pages to be printed<br>With jobs listed as “Printing”, the number of pages remaining to be printed is counted down. |
| 8 | Job start | Displays the time that the job was queued |

### To print a job from the hard disk

**1** From the HDD screen, touch the job to be printed.

**2** Touch [Open Job].

**3** Touch [Hold Job].

Check that the selected job is listed in the Hold Job screen.

**Additional Information**
*Jobs retrieved as stored jobs can be prioritized or combined before being printed. For details, refer to “Increase Priority Screen” on page 8-16 or “Combine Jobs Screen” on page 8-18.*

**4** Select the job that you wish to print.

- ❍ To delete multiple jobs, continue selecting all desired jobs.

**5** Touch [OK].

### Reprint Screen

✎...

**Condition**

*If the “Reprint” function in Administrator mode has been set to “Yes”, the Reprint screen is available (jobs can be recalled from the memory).*

*However, if the “Reprint” function has been set to “No”, all jobs are erased after they are finished being printed. (The Reprint screen is not available.)*

*For details on setting the “Reprint” function, refer to “Setting the “Reprint” Function” on page 10-50.*

Past copy jobs can be recalled and printed again.

Up to 49 past copy jobs are saved.

If the number of copy jobs exceeds 49 or the memory becomes full, jobs are deleted, starting from the oldest. Deleted jobs cannot be recalled.

Touch [Reprint]. The Reprint screen (containing the list of printed jobs) appears.

✎...

**Additional Information**

*If accounts have been specified from the Utility mode, the screen for entering the account access code appears after [Reprint] is touched. Using the keypad, type in the 8-digit access code, and then touch [Enter].*

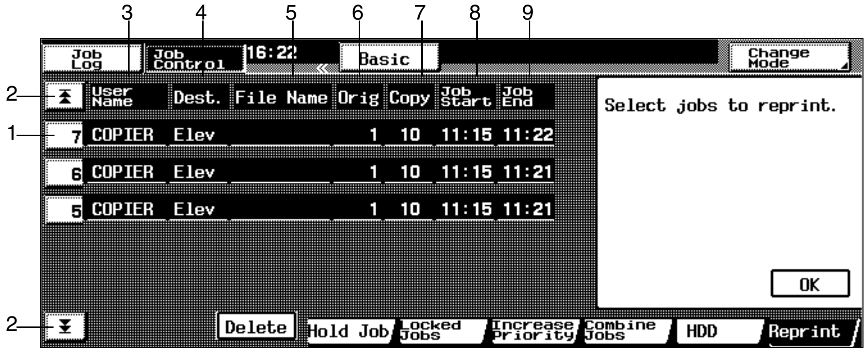
✎...

**Reminder!**

*When the machine is turned off, all saved jobs are deleted and can no longer be recalled.*

To return to the Basic screen, touch [Basic].

To delete a job, select the job, and then touch [Delete].



| | User Name | Dest. | File Name | Orig | Copy | Job Start | Job End |
|---|---|---|---|---|---|---|---|
| 7 | COPIER | Elev | | 1 | 10 | 11:15 | 11:22 |
| 6 | COPIER | Elev | | 1 | 10 | 11:15 | 11:21 |
| 5 | COPIER | Elev | | 1 | 10 | 11:15 | 11:21 |

Select jobs to reprint.

The following details of the jobs are displayed.

| No. | Item Name | Description |
|---|---|---|
| 1 | Job number | Job identification number assigned when the job is queued |
| 2 | Up/down arrows | When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order). |
| 3 | User name | Displays the type (source) of the job<br>“COPIER” is displayed for copy jobs. |
| 4 | Destination | Indicates the tray where the printed pages will be fed out |
| 5 | File name | Displays the name of the file for print jobs sent from the computer |
| 6 | Original | Displays the number of pages in the original document |
| 7 | Copy | Displays the specified number of pages to be printed<br>With jobs listed as “Printing”, the number of pages remaining to be printed is counted down. |
| 8 | Job start | Displays the time that the job was queued |
| 9 | Job end | Displays the time when printing of the job is expected to be finished |

### To reprint a job saved in the memory

**1** Touch the job in the memory that you wish to reprint.

- ❍ To print multiple jobs, continue selecting all desired jobs.

**2** Touch [OK].

# 9

# Care of the Machine

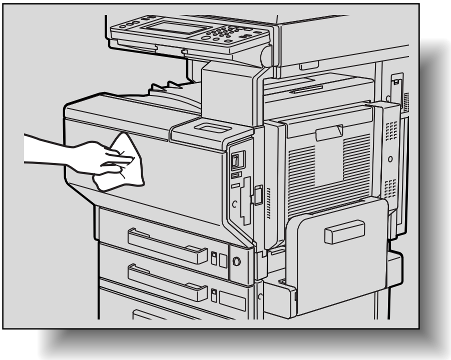
## 9.1 Cleaning

✎...

**Reminder!**
*Turn off the machine (set the power switch to [O]) before cleaning it.*

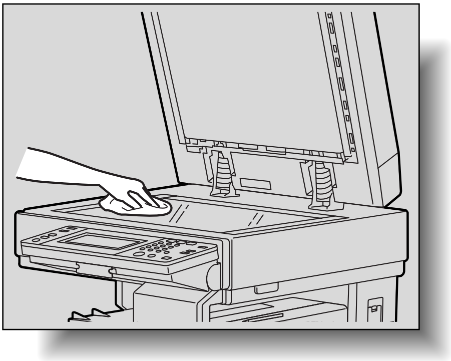
### Housing

→ Clean the surface of the housing by wiping it with a soft cloth dampened with a mild household detergent.



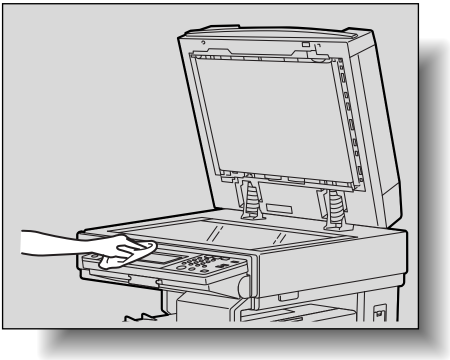
### Original Glass

→ Clean the original glass by wiping it with a soft, dry cloth.



### Control Panel

➜ Clean the control panel by wiping it with a soft, dry cloth.



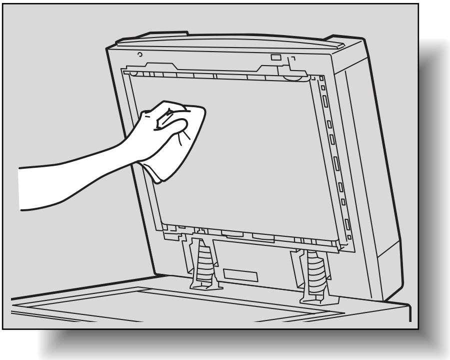
✎...

**Reminder!**

*Pressing too hard on the control panel or the touch panel may damage them. Never use a mild household detergent or glass cleaner to clean the control panel or touch panel.*

### Document Transfer Belt

**1** Clean the document transfer belt by wiping it with a soft cloth dampened with a mild household detergent.

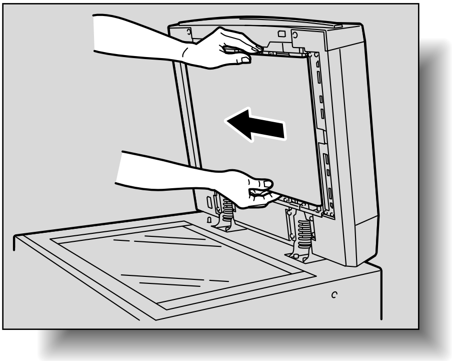


✎...

**Hint**

*If the original cover is installed, clean the original cover pad in the same way by wiping it with a soft cloth dampened with a mild household detergent.*

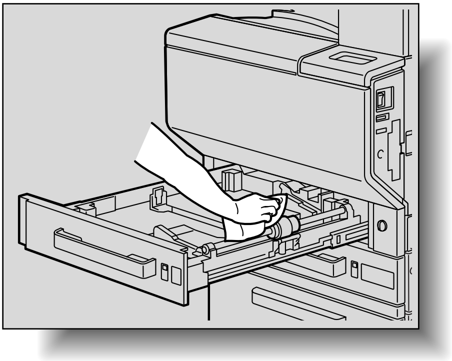
2 Carefully slide the belt to the left to expose a hidden area of the belt.



3 Clean the newly exposed surface of the belt by wiping it with a soft cloth dampened with a mild household detergent (as in step 1).
Repeat the above step until the entire surface of the document transfer belt has been wiped clean.

**Paper Take-Up Roller**

➜ Clean the paper take-up rollers by wiping them with a soft, dry cloth.

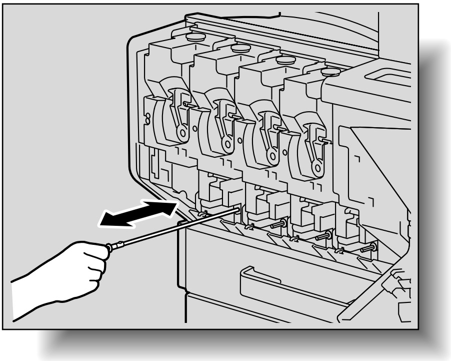


### Electrostatic Charger

If the electrostatic charger is dirty, streaks will appear though the copies. If this occurs, clean the charger according to the following procedure.

**1** Open the machine’s front door.

**2** Slowly pull out the charger-cleaning tool as far as possible.
Next, slowly push in the charger-cleaning tool as much as possible.
Repeat the above operations three times.
Perform this same operation to clean each of the other electrostatic chargers.



**3** Securely insert each charger-cleaning tool, and then close the front door.

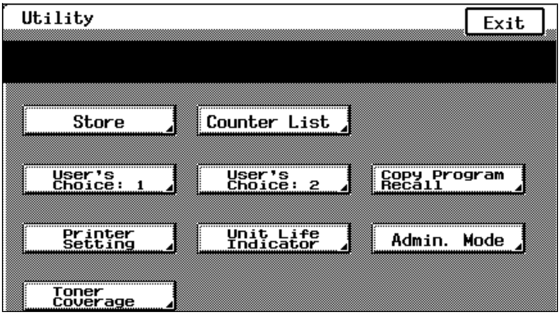
# Utility Mode Operations

# 10

## 10.1 Utility Screen

The various functions available in Utility mode are described below.

When the [Utility] key is pressed, the following screen appears.



Store (Refer to page 10-4.)

- "Reset Mode" function: The default settings, selected after this machine is reset, can be changed.
- "Mode Store" function: Up to 10 copy programs of user-defined copy settings can be stored.

Counter List (Refer to page 10-8.)

- The number of the various types of prints can be viewed.

User's Choice: 1 User's Choice: 2 (Refer to page 10-10, page 10-16.)

- Various functions can be set according to the user's needs.
- There are two User's Choice screens.
  Functions concerning the operation of the machine are available on the User's Choice: 1 screen, and functions concerning jobs are available on the User's Choice: 2 screen.
  The functions on the User's Choice: 1 screen can be set while a job is being printed; however, the functions on the User's Choice: 2 screen cannot be set while a job is being printed.

Copy Program Recall (Refer to page 10-7.)

- The copy settings from copy programs stored with the "Mode Store" function can be recalled.

Printer Setting

- The paper source used when printing from the computer in addition to the fonts can be specified, and reports can be printed.
  For details on the printer settings, refer to the KM-C2230 Printer Controller User's Guide.

**Unit Life Indicator** (Refer to page 10-30.)

- The usage level for the various supplies and parts can be checked.

**Admin. Mode** (Refer to page 10-31.)

- The Administrator mode allows the use of this machine to be controlled, by allowing various functions to be set according to need.
- The administrator access number (8-digit password) must be entered in order to set the Administrator mode functions. For details on the administrator access number, contact the service representative.

**Toner Coverage** (Refer to page 10-105.)

- The total average usage ratio (calculated in Letter pages) for each color of toner (cyan, magenta, yellow and black) can be checked.

## 10.2 Programming/Recalling Copy Programs

### Setting the "Reset Mode" Function

The settings selected when this machine is turned on (the power switch is set to "I") are called the default settings.

By specifying the default settings, the desired copy settings are selected when the machine is turned on (the power switch is set to "I").

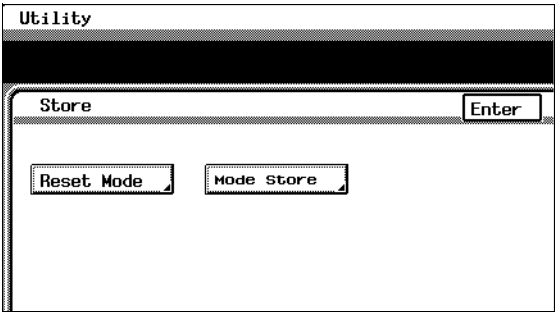
1 Select the desired copy settings.

- ❍ For details, refer to the *"Basic Copy Operations" on page 3-1*.

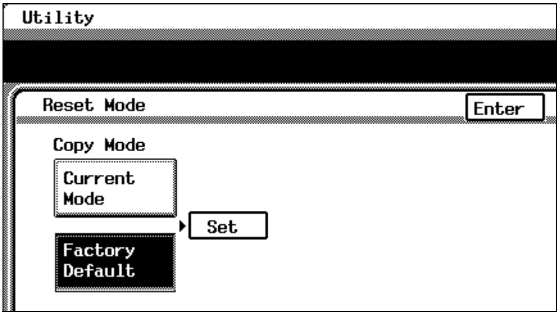
2 Press the [Utility] key.

3 Touch [Store].

4 Touch [Reset Mode].



5 Touch [Current Mode].



✎...

**Additional Information**
*If "Current Mode" was selected, the copy settings selected before Utility mode was entered are stored as the default settings.*

6 Touch [Enter], and then touch [Enter] in the Store screen.

7 Touch [Exit].

The Basic screen appears again.

### Storing Copy Programs

User-specified copy settings can be stored as copy programs.

Each of the 10 copy programs that are stored can be given a name.

Recall the copy programs by touching [Copy Program Recall] on the Utility screen.

**1** Select the desired copy settings.

- ❍ For details, refer to the *"Basic Copy Operations" on page 3-1*.

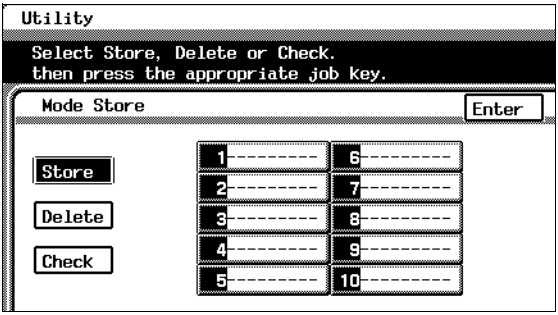
**2** Press the [Utility] key.

**3** Touch [Store].

**4** Touch [Mode Store].

**5** Touch the key for the number of the program where you wish to store the settings.

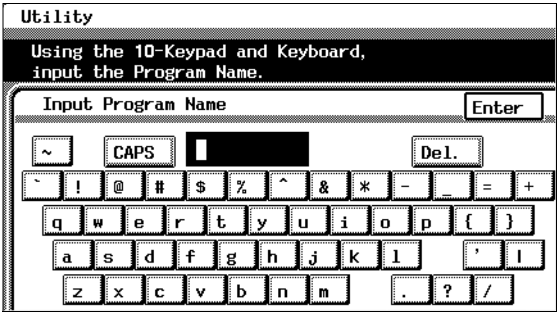
A screen appears, allowing you to enter the name of the program.



Select Store, Delete or Check.
then press the appropriate job key.

- ❍ To delete a copy program
  Touch [Delete] in the Mode Store screen, and then touch the number of the program that you wish to delete. When the number of the program is selected, the program is deleted.
- ❍ To check the specified settings for a program
  Touch [Check] in the Mode Store screen, and then touch the number of the program that you wish to check. The specified copy settings are displayed. To display additional screens of settings, touch [Next] and [Previous]. To return to the Mode Store screen, touch [Exit].

**6** Using the character keys, type in the program name, and then touch [Enter].



- ❍ The program name can contain a maximum of 9 characters.
- ❍ To enter uppercase letters, touch [CAPS].
- ❍ To delete characters that have been entered, touch [Del.].

**7** Touch [Enter], and then touch [Enter] in the Store screen.

**8** Touch [Exit].

The Basic screen appears again.

### Recalling a Copy Program

The stored copy programs can be recalled to be used again, as necessary.

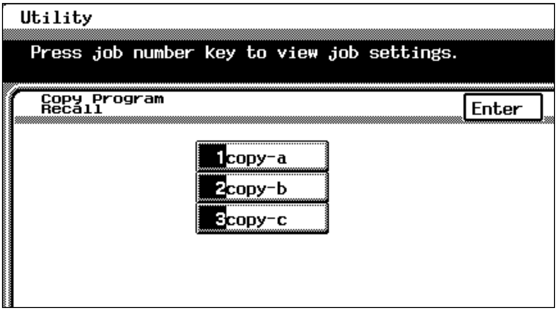
1 Load the document into the reverse automatic document feeder or position it on the original glass.

2 Press the [Utility] key.

3 Touch [Copy Program Recall].

4 Touch the key for the number of the program that you wish to recall.

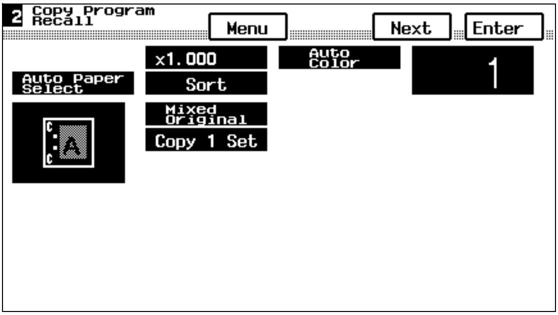
The copy program settings appear.



Utility

Press job number key to view job settings.

5 Check that the copy program settings that appear are the ones that you wish to use, and then touch [Enter]. The copy settings change to the ones that are recalled.



- ❍ If the displayed copy program settings are not the ones that you wish to use, touch [Menu].
  The screen shown in step 4 appears again. Touch the key for the correct number of the program that you wish to recall.

6 Press the [Start] key.

The copy job is queued.

## 10.3 Viewing Counters (“Counter List” Function)

The number of the various types of prints can be viewed.

The following counters can be viewed.

Total counters

- Total: Total number of copies and printouts
- Size: Total number of copies and printouts on paper specified as large-sized paper
- Duplex Copy: Total number of double-sided copies
- Duplex Print: Total number of double-sided printouts
- Scan: Total number of scans

Black counters

- Copy Total: Total number of black-and-white copies
- Copy Size: Total number of black-and-white copies on paper specified as large-sized paper
- Printer Total: Total number of black-and-white printouts
- Printer Size: Total number of black-and-white printouts on paper specified as large-sized paper
- Copy+Printer: Total number of black-and-white copies and printouts

Full Color counters

- Copy Total: Total number of full-color copies
- Copy Size: Total number of full-color copies on paper specified as large-sized paper
- Printer Total: Total number of full-color printouts
- Printer Size: Total number of full-color printouts on paper specified as large-sized paper
- Copy+Printer: Total number of full-color copies and printouts

1 & 2 Color counters

Single Color

- Copy Total: Total number of monotone copies
- Copy Size: Total number of monotone copies on paper specified as large-sized paper

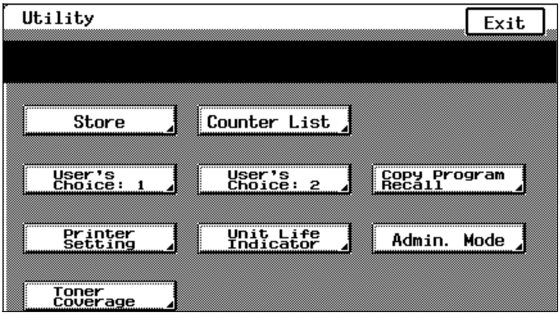
2 Color

- Copy Total: Total number of 2-color copies
- Copy Size: Total number of 2-color copies on paper specified as large-sized paper
- Printer Total: Total number of 2-color printouts

- Printer Size: Total number of 2-color printouts on paper specified as large-sized paper
- 2 Color Copy + 2 Color Printer: Total number of 2-color copies and printouts

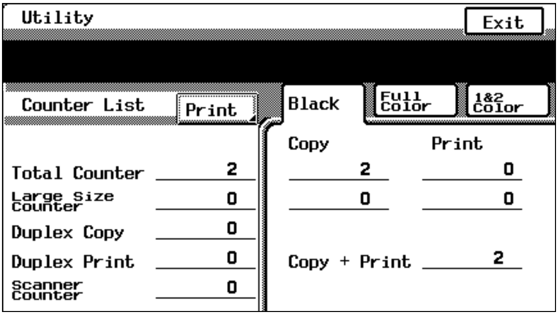
**1** Press the [Utility] key.

**2** Touch [Counter List].



**3** Touch the key for the desired color type.

The counters are displayed.



| | |
|---|---|
| Total Counter | 2 |
| Large Size Counter | 0 |
| Duplex Copy | 0 |
| Duplex Print | 0 |
| Scanner Counter | 0 |

| Copy | Print |
|---|---|
| 2 | 0 |
| 0 | 0 |

Copy + Print 2

**Additional Information**
*To print the list of counters, touch [Print], and then press the [Start] key. The list of counters is printed in English.*

*When printing the list, be sure that Letter L paper is loaded into one of the drawers.*

**4** Touch [Exit], and then touch [Exit] in the Utility screen.

The Basic screen appears again.

## 10.4 Specifying Default Settings (User's Choice: 1 Functions)

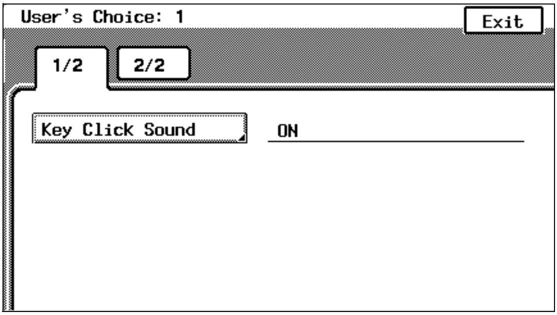
### Setting the "Key Click Sound" Function

This function is used to specify whether or not a confirmation beep is sounded each time a key on the touch panel or a key in the control panel is pressed. (The default setting is "ON".)

1 Press the [Utility] key.

2 Touch [User's Choice: 1].

3 Touch [Key Click Sound].



User's Choice: 1

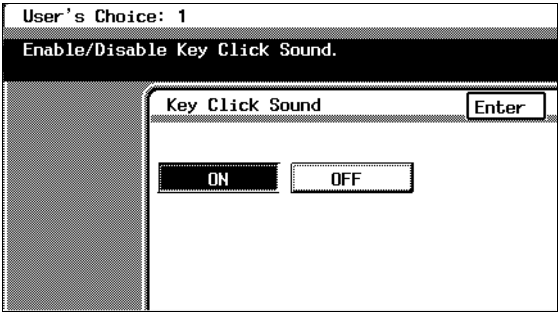
Key Click Sound ON

4 Touch the key for the desired setting.

5 Touch [Enter].

6 Touch [Exit], and then touch [Exit] in the Utility screen.

The Basic screen appears again.



User's Choice: 1

Enable/Disable Key Click Sound.

Key Click Sound

### Setting the "Power Save" Function

This function is used to specify the length of time after the last operation until this machine automatically enters Power Save mode, and whether or not the machine enters Power Save mode when a job is stored in the memory or a locked job is programmed. (The default setting is 15 min. and "Permit".)

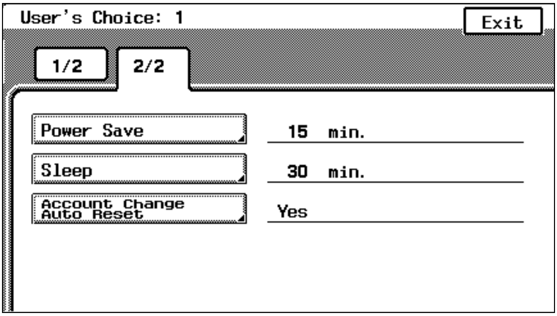
✎...

**Reference**
For more details, refer to *"Turning the Machine On and Off" on page 2-17*.

✎...

**Additional Information**
*Jobs stored in the memory and locked jobs are erased when the machine enters Power Save mode or Sleep mode.*

1. Press the [Utility] key.
2. Touch [User's Choice: 1].
3. Touch [2/2].
4. Touch [Power Save].



User's Choice: 1

Power Save 15 min.

Sleep 30 min.

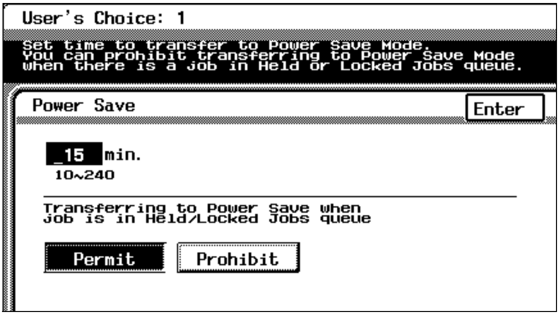
Account Change Auto Reset Yes

5. Press the [C] (clear) key.

   The currently specified value is erased.

**6** Using the keypad, type in the desired length of time (between 10 and 240 minutes).

**7** Touch the appropriate key to specify whether or not the machine enters Power Save mode when a job is stored in the memory or a locked job is programmed.



User's Choice: 1

Set time to transfer to Power Save Mode.
You can prohibit transferring to Power Save Mode
when there is a job in Held or Locked Jobs queue.

Power Save

_15 min.
10~240

Transferring to Power Save when
Job is in Held/Locked Jobs queue

**8** Touch [Enter].

**9** Touch [Exit], and then touch [Exit] in the Utility screen.

The Basic screen appears again.

### Setting the “Sleep” Function

This function is used to specify the length of time after the last operation until this machine automatically enters Sleep mode, and whether or not the machine enters Sleep mode when a job is stored in the memory or a locked job is programmed. (The default setting is 30 min. and “Permit”.)

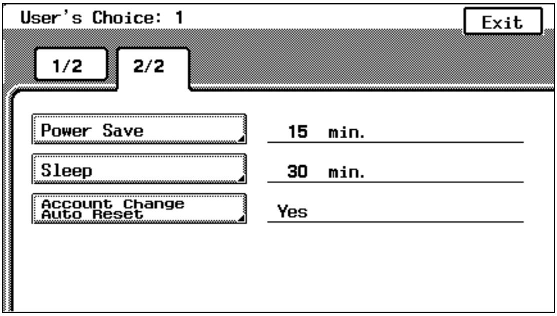
✎...

**Reference**
For more details, refer to *“Turning the Machine On and Off” on page 2-17*.

✎...

**Additional Information**
*Jobs stored in the memory and locked jobs are erased when the machine enters Power Save mode or Sleep mode.*

1. Press the [Utility] key.
2. Touch [User’s Choice: 1].
3. Touch [2/2].
4. Touch [Sleep].



User's Choice: 1

Power Save 15 min.

Sleep 30 min.

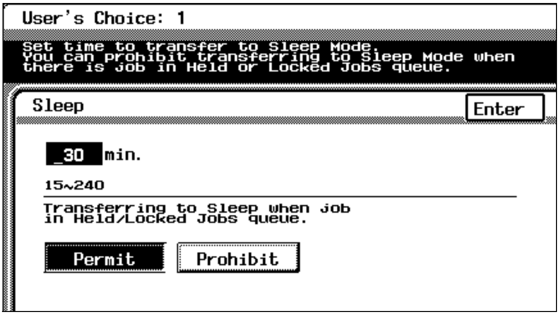
Account Change Auto Reset Yes

5. Press the [C] (clear) key.

   The currently specified value is erased.

6 Using the keypad, type in the desired length of time (between 15 and 240 minutes).

7 Touch the appropriate key to specify whether or not the machine enters Sleep mode when a job is stored in the memory or a locked job is programmed.


User's Choice: 1

Set time to transfer to Sleep Mode.
You can prohibit transferring to Sleep Mode when there is job in Held or Locked Jobs queue.

Sleep

_30 min.

15~240

Transferring to Sleep when job in Held/Locked Jobs queue.

8 Touch [Enter].

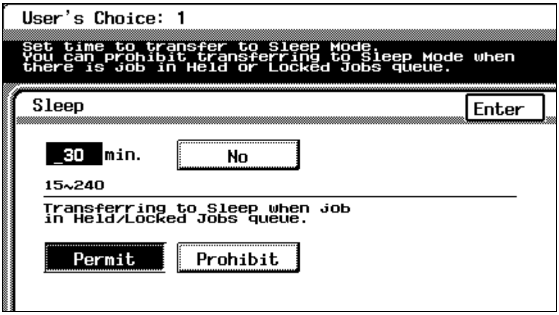
9 Touch [Exit], and then touch [Exit] in the Utility screen.

The Basic screen appears again.

**Condition**

*To set the machine so that it will not enter Sleep mode, set the "Disable Sleep Mode" function on the Admin. Set. screen in Administrator mode to "Yes".*

*If the "Disable Sleep Mode" function is set to "Yes", [No] appears in the Sleep screen.*


User's Choice: 1

Set time to transfer to Sleep Mode.
You can prohibit transferring to Sleep Mode when there is job in Held or Locked Jobs queue.

Sleep

_30 min.

15~240

Transferring to Sleep when job in Held/Locked Jobs queue.

*For details on the "Disable Sleep Mode" function, refer to "Setting the "Disable Sleep Mode" Function" on page 10-34.*

### Setting the "Account Change Auto Reset" Function

This function is used to specify whether or not this machine clears all settings when it detects that the user has changed, for example, when the optional key counter has been removed, or when the screen for entering the account number and administrator code appears. (The default setting is "Yes".)

**Reference**

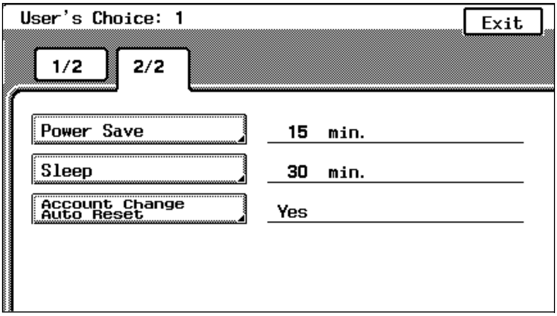
For more details, refer to *"Turning the Machine On and Off" on page 2-17*.

1 Press the [Utility] key.

2 Touch [User's Choice: 1].

3 Touch [2/2].

4 Touch [Account Change Auto Reset].



Power Save 15 min.

Sleep 30 min.

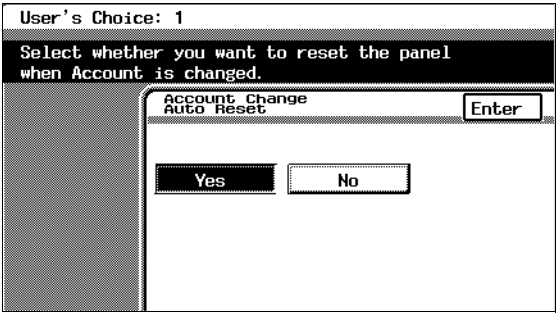
Account Change Auto Reset Yes

5 Touch the key for the desired setting.

6 Touch [Enter].

7 Touch [Exit], and then touch [Exit] in the Utility screen.

The Basic screen appears again.



Select whether you want to reset the panel when Account is changed.

## 10.5 Specifying Default Settings (User’s Choice: 2 Functions)

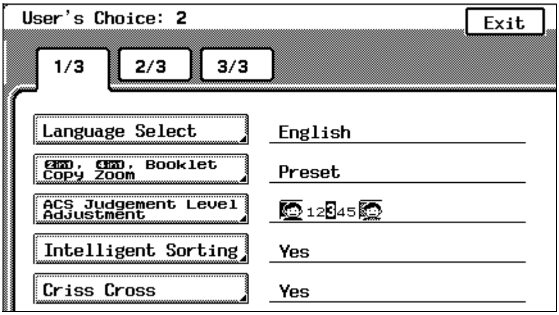
### Setting the “Language Select” Function

This function is used to change the display language for the screens in the touch panel. (The default setting is “English”.)

1 Press the [Utility] key.

2 Touch [User’s Choice: 2].

3 Touch [Language Select].



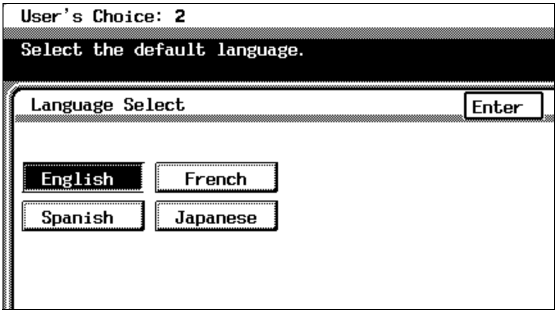
| | |
|---|---|
| Language Select | English |
| 2in1, 4in1, Booklet Copy Zoom | Preset |
| ACS Judgement Level Adjustment | 1 2 3 4 5 |
| Intelligent Sorting | Yes |
| Criss Cross | Yes |

4 Touch the key for the desired language.

5 Touch [Enter].

6 Touch [Exit], and then touch [Exit] in the Utility screen.

The Basic screen appears again.



Select the default language.

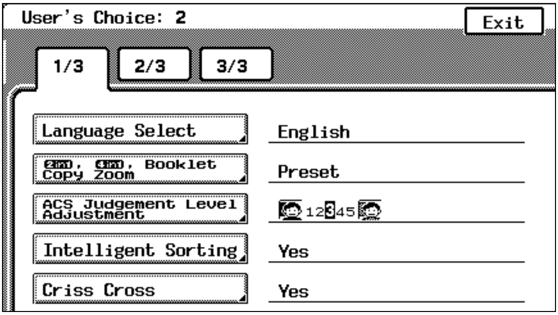
### Setting the "2in1, 4in1, Booklet Copy Zoom" Function

This function is used to specify the zoom ratios for 2in1 and 4in1 copying, and booklet binding. If this function is set to "Preset", the recommended zoom ratio is automatically recalled when a 2in1, 4in1 or Booklet setting is selected. (The default setting is "Preset".)

1 Press the [Utility] key.

2 Touch [User's Choice: 2].

3 Touch [2in1, 4in1, Booklet Copy Zoom].



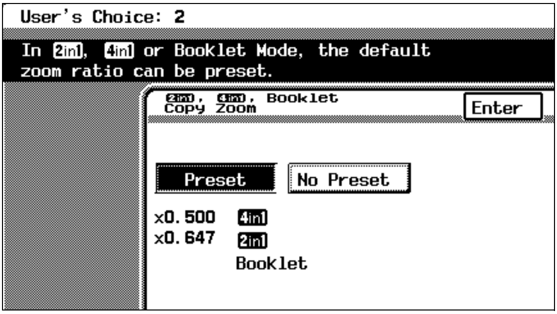
Language Select: English
2in1, 4in1, Booklet Copy Zoom: Preset
ACS Judgement Level Adjustment: 12345
Intelligent Sorting: Yes
Criss Cross: Yes

4 Touch the key for the desired setting.

5 Touch [Enter].

6 Touch [Exit], and then touch [Exit] in the Utility screen.

The Basic screen appears again.



In 2in1, 4in1 or Booklet Mode, the default zoom ratio can be preset.

x0.500 4in1
x0.647 2in1 Booklet

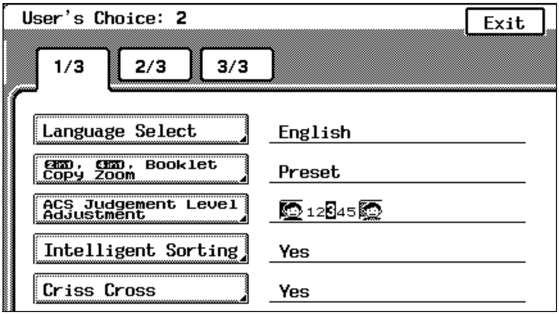
### Setting the "ACS Judgement Level Adjustment" Function

This function is used to adjust the level for detecting a color or black-and-white document with the "Auto Color" setting. The detection level can be adjusted to one of 5 settings. (The default setting is "3" (Std.).)

1 Press the [Utility] key.

2 Touch [User's Choice: 2].

3 Touch [ACS Judgement Level Adjustment].



User's Choice: 2

Language Select: English

2in1, 4in1, Booklet Copy Zoom: Preset

ACS Judgement Level Adjustment: 1 2 3 4 5

Intelligent Sorting: Yes

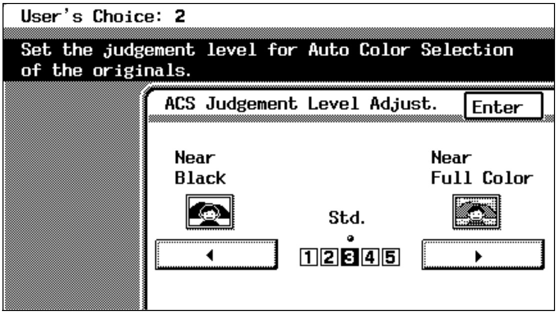
Criss Cross: Yes

4 Touch ◀ and ▶ to specify the desired detection level.

5 Touch [Enter].

6 Touch [Exit], and then touch [Exit] in the Utility screen.

The Basic screen appears again.



User's Choice: 2

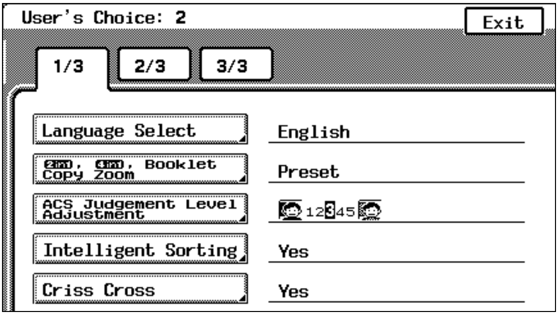
Set the judgement level for Auto Color Selection of the originals.

ACS Judgement Level Adjust.

### Setting the “Intelligent Sorting” Function

This function is used to specify if the “Sort” setting or the “NonSort” setting is selected automatically for documents loaded into the reverse automatic document feeder. (The default setting is “Yes”.)
If this function is set to “Yes”, loading a document into the reverse automatic document feeder and pressing the [Start] key automatically selects the “NonSort” setting if the document consists of only one page or the “Sort” setting if the document consists of two or more pages.

1. Press the [Utility] key.
2. Touch [User’s Choice: 2].
3. Touch [Intelligent Sorting].



User’s Choice: 2

Language Select: English

2in1, 4in1, Booklet Copy Zoom: Preset

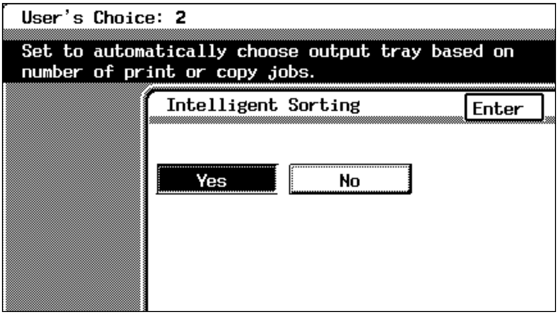
ACS Judgement Level Adjustment: 12345

Intelligent Sorting: Yes

Criss Cross: Yes

4. Touch the key for the desired setting.
5. Touch [Enter].
6. Touch [Exit], and then touch [Exit] in the Utility screen.

   The Basic screen appears again.



User’s Choice: 2

Set to automatically choose output tray based on number of print or copy jobs.

Intelligent Sorting

### Setting the “Criss Cross” Function

This function is used to set whether or not copies will be sorted in a crisscross pattern if the necessary conditions are met while using the “Sort” setting.

(The default setting is “Yes”.)

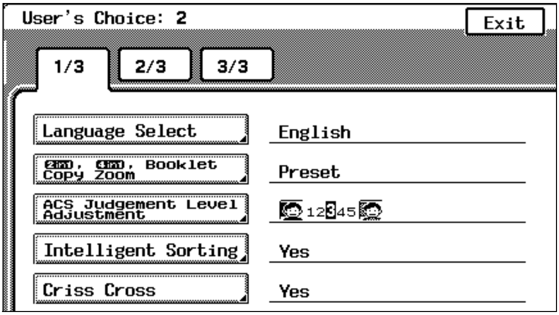
✎...

**Reference**
*For details on crisscross sorting, refer to “Crisscross Sorting (Crisscross Feeding)” on page 3-9*.

1 Press the [Utility] key.

2 Touch [User’s Choice: 2].

3 Touch [Criss Cross].



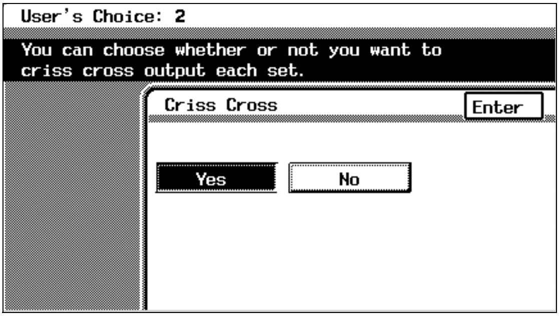
Language Select: English
2in1, 4in1, Booklet Copy Zoom: Preset
ACS Judgement Level Adjustment: 12345
Intelligent Sorting: Yes
Criss Cross: Yes

4 Touch the key for the desired setting.

5 Touch [Enter].

6 Touch [Exit], and then touch [Exit] in the Utility screen.

The Basic screen appears again.



You can choose whether or not you want to criss cross output each set.

### Setting the "Paper Type Select" Function

This function is used to specify that special paper is loaded into any paper drawer, other than the 1st drawer and the bypass tray. (The default setting is "Normal".)

If a drawer is set to any setting other than "Normal", the paper in that drawer is not automatically selected with the "Auto Paper Select" setting or with double-sided copying.

✎...

**Hint**

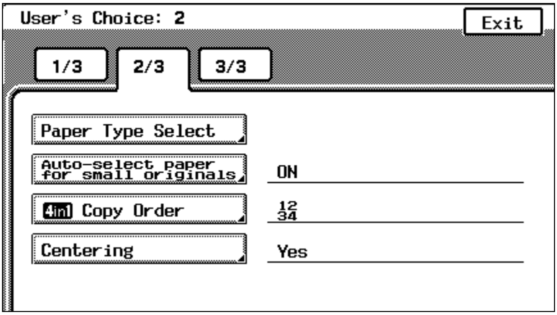
*To print on the specified special paper, manually select the paper drawer loaded with the special paper.*

**1** Press the [Utility] key.

**2** Touch [User's Choice: 2].

**3** Touch [2/3].

**4** Touch [Paper Type Select].

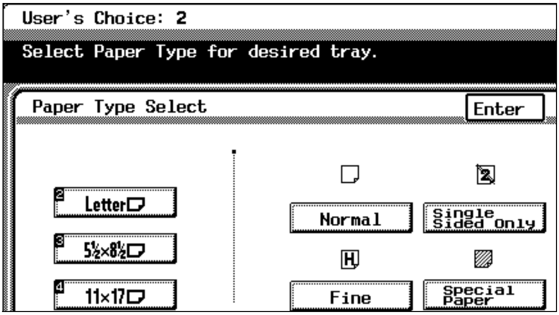


Auto-select paper for small originals: ON

4in1 Copy Order: 12 34

Centering: Yes

**5** Touch the key for the paper drawer that you wish to set.



User's Choice: 2

Select Paper Type for desired tray.

✎...

**Additional Information**

*Normal*
*Select this setting if plain paper is loaded. This is the default setting.*
*Paper with this setting can be automatically selected with the "Auto Paper Select" setting and "Auto Zoom" setting.*

*Fine*
*Select this setting when using high-quality paper.*
*Paper with this setting is not automatically selected with the "Auto Paper Select" setting.*

*Single Sided Only*
*Select this setting for paper that should not be used with double-sided copying (for example, when one side has already been printed on).*
*Paper with this setting is not automatically selected during automatic double-sided copying.*

*Special Paper*
*Select this setting for paper, other than "Fine" or "Single Sided Only" paper, that should not be selected automatically.*
*Paper with this setting is not automatically selected with the "Auto Paper Select" setting.*

**6** Touch the key for the desired special paper.

**7** Touch [Enter].

**8** Touch [Exit], and then touch [Exit] in the Utility screen.

The Basic screen appears again.

### Setting the "Auto-select paper for small originals" Function

This function is used to specify whether or not small-sized documents are printed if the paper size is too small and cannot be automatically detected. (The default settings are "ON" and the 1st drawer.)

✎...

**Reminder!**
*When copying document smaller than 5-1/2 × 8-1/2 L, be sure to position it on the original glass. If the reverse automatic document feeder is used, a paper misfeed or damage to the document may occur.*

*For details on the types of documents that can be used with the reverse automatic document feeder, refer to "Original Documents" on page 5-1.*

If this function is set to "OFF", the message "Original size cannot be detected." appears when the [Start] key is pressed if the "Auto Paper Select" setting was selected and the size of the document is too small or no document is loaded.

In this case, the paper drawer (desired paper) must be selected in order to make copies.

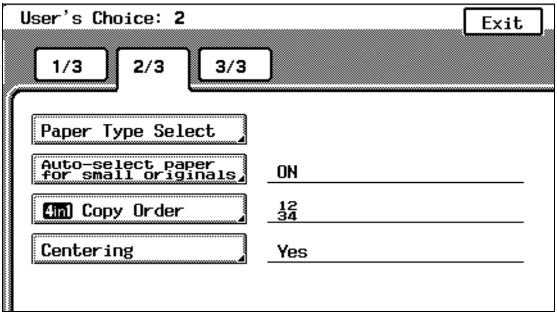
If this function is set to "ON", copies will be made using paper in the specified paper drawer, even if the document is too small or no document is loaded.

**1** Press the [Utility] key.

**2** Touch [User's Choice: 2].

**3** Touch [2/3].

**4** Touch [Auto-select paper for small originals].



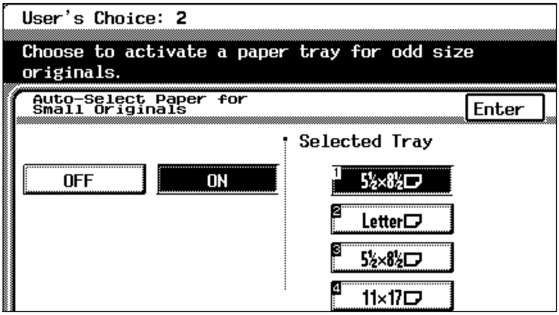
Auto-select paper for small originals ON

4in1 Copy Order 12 34

Centering Yes

**5** Touch the key for the desired setting.

- ❍ If "ON" was selected, touch the key for the paper drawer loaded with the paper to be used.



User's Choice: 2

Choose to activate a paper tray for odd size originals.

**6** Touch [Enter].

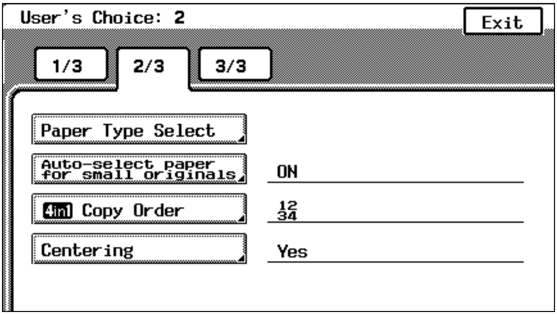
**7** Touch [Exit], and then touch [Exit] in the Utility screen.

The Basic screen appears again.

### Setting the "4in1 Copy Order" Function

This function is used to specify the copy order during 4in1 copying. (The default setting is "1 2 / 3 4".)

1. Press the [Utility] key.
2. Touch [User's Choice: 2].
3. Touch [2/3].
4. Touch [4in1 Copy Order].



User's Choice: 2

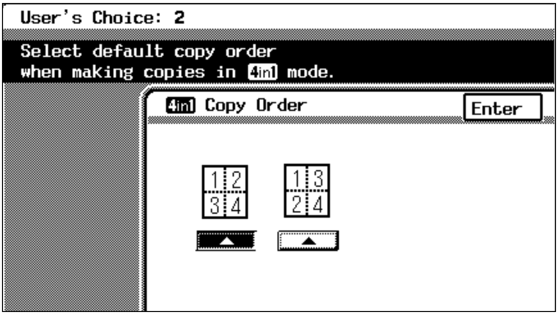
Auto-select paper for small originals: ON

4in1 Copy Order: 12/34

Centering: Yes

5. Touch the key for the desired setting.
6. Touch [Enter].
7. Touch [Exit], and then touch [Exit] in the Utility screen.

   The Basic screen appears again.



User's Choice: 2

Select default copy order when making copies in 4in1 mode.

### Setting the “Centering” Function

This function is used to specify where the image is positioned when the document is smaller than the paper.

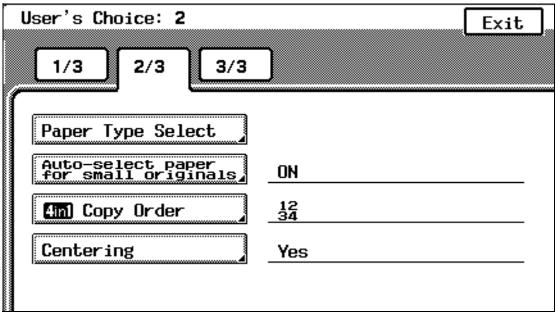
(The default setting is “Yes”.)

**1** Press the [Utility] key.

**2** Touch [User’s Choice: 2].

**3** Touch [2/3].

**4** Touch [Centering].



User's Choice: 2

Paper Type Select

Auto-select paper for small originals ON

4in1 Copy Order 12 34

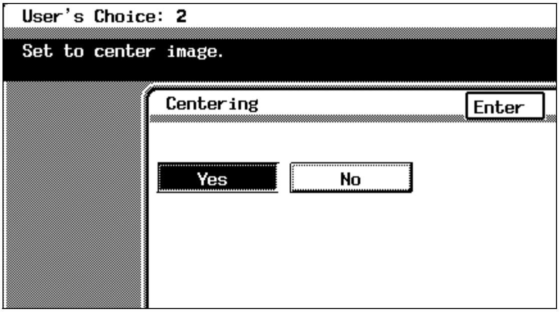
Centering Yes

**5** Touch the key for the desired setting.

**6** Touch [Enter].

**7** Touch [Exit], and then touch [Exit] in the Utility screen.

The Basic screen appears again.



User's Choice: 2

Set to center image.

Centering

### Setting the "Priority Output Tray" Function

This function is used to specify the output tray that is given priority for each application.

(The default settings are tray "2" for copying and printing and faxing.)

✎...

**Condition**

*This function can be set only if the finisher DF-621 is installed.*

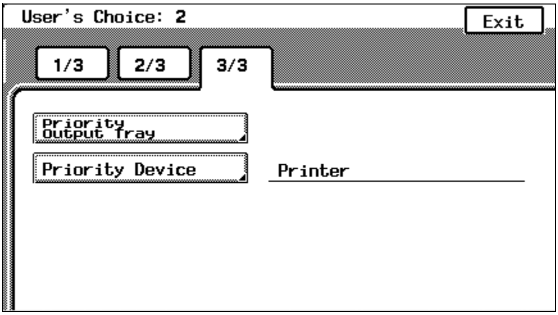
*Tray "3" is available only if the optional job separator is installed.*

✎...

**Hint**

*The applications referred to here are copying, computer printing and Internet fax printing (Internet faxing).*

1. Press the [Utility] key.
2. Touch [User's Choice: 2].
3. Touch [3/3].
4. Touch [Priority Output Tray].



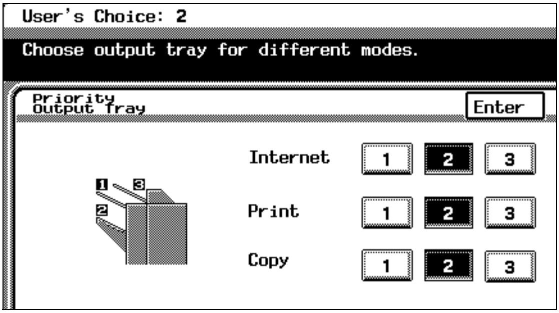
Priority Device Printer

**5** Touch the key for the output tray that you wish to assign to each application.

**6** Touch [Enter].

**7** Touch [Exit], and then touch [Exit] in the Utility screen.

The Basic screen appears again.



User's Choice: 2

Choose output tray for different modes.

Priority Output Tray

Internet: 2

Print: 2

Copy: 2

### Setting the "Priority Device" Function

This function is used to specify the print timing for print jobs that are received.

(The default setting is "Printer".)

✎...

**Additional Information**

*If "Copier" is selected, the print jobs are queued as a job after the data for all pages are received, then printing begins.*

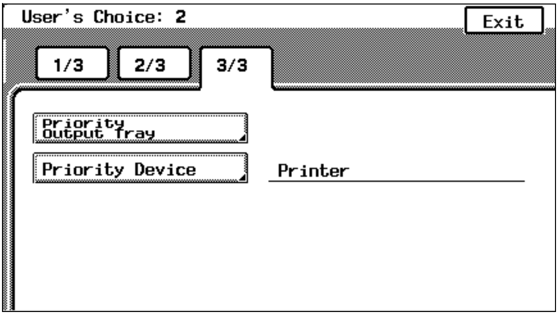
*If "Printer" is selected, the operation is queued as a job when the data for the first page is received, then printing begins.*

1 Press the [Utility] key.

2 Touch [User's Choice: 2].

3 Touch [3/3].

4 Touch [Priority Device].



User's Choice: 2

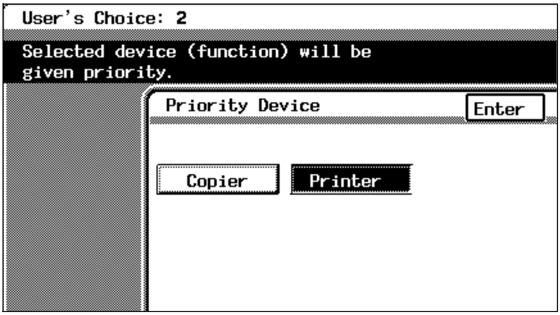
Priority Device Printer

5 Touch the key for the desired setting.

6 Touch [Enter].

7 Touch [Exit], and then touch [Exit] in the Utility screen.

The Basic screen appears again.



User's Choice: 2

Selected device (function) will be given priority.

Priority Device

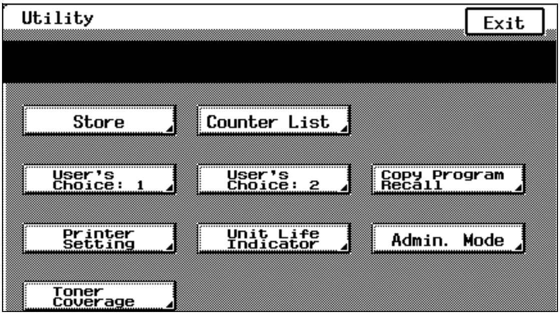
## 10.6 Viewing Part Maintenance Levels (“Unit Life Indicator” Function)

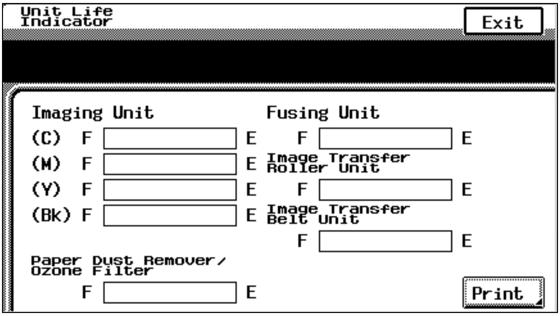
The usage level for the various supplies and parts can be checked.

**1** Press the [Utility] key.

**2** Touch [Unit Life Indicator].

Graphs showing the maintenance levels for the various parts and supplies are displayed.





**Additional Information**

*To print the list of maintenance levels, touch [Print], and then press the [Start] key. The list of maintenance levels is printed in English.*

*When printing the list, be sure that Letter L paper is loaded into one of the drawers.*

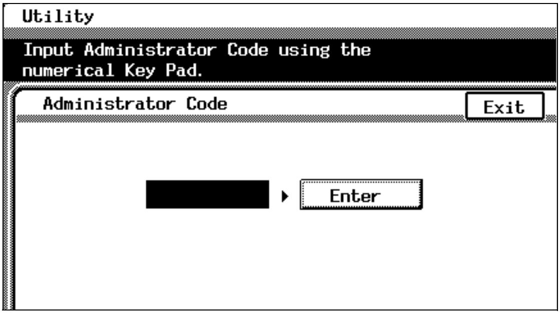
*After the list is printed, touch [Cancel] to display the Utility screen.*

**3** Touch [Exit], and then touch [Exit] in the Utility screen.

The Basic screen appears again.

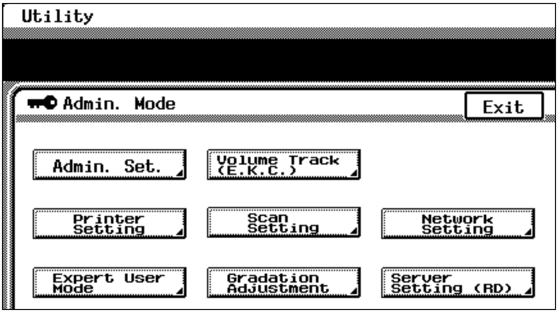
## 10.7 Administrator Mode Operations

The Administrator mode allows the use of this machine to be controlled. When this mode is selected, a screen appears, indicating that the administrator code must be entered.



Input Administrator Code using the numerical Key Pad.

After typing in the 8-digit administrator code and touching [Enter], the following screen appears.



**Admin. Set.** (Refer to page 10-33.)

- These functions are used to set various functions in order to control the use of this machine.

**Volume Track (E.K.C.)** (Refer to page 10-89.)

- These functions are used to control the number of copies allowed by each account.

**Printer Setting**

- These functions are used to specify the transmission timeout time and the screen pattern for computer printouts. For details, refer to the KM-C2230 Printer Controller User's Guide.

- These functions are used to specify the device name for this machine and the compression priority methods for PDF and TIFF files. For details, refer to the KM-C2230 Printer Controller User’s Guide.

- These functions are used for specifying network settings, such as the IP address of the FTP server and the login name. For details, refer to the KM-C2230 Printer Controller User’s Guide.

(Refer to page 10-69.)

- These functions are used to make various expert adjustments, such as color shift corrections and print area adjustments.

(Refer to page 10-67.)

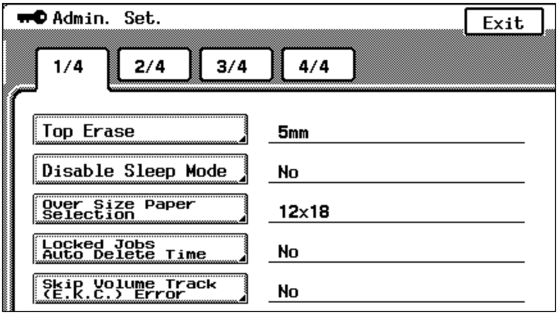
- This function is used to adjust the gradation levels of images.

## 10.8 Administrator Settings

### Setting the “Top Erase” Function

This function is used to set the amount of loss at the edge of the original. The specified amount is erased during printing. (The default setting is “5 mm”.)

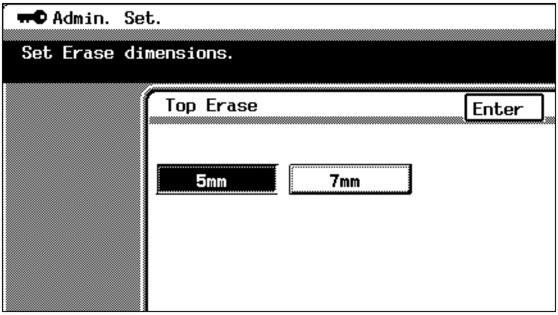
1. Press the [Utility] key.
2. Touch [Admin. Mode].
3. Using the keypad, type in the administrator code.
   - ○ Touch [Enter].
4. Touch [Admin. Set.].
5. Touch [Top Erase].



| | |
|---|---|
| Top Erase | 5mm |
| Disable Sleep Mode | No |
| Over Size Paper Selection | 12x18 |
| Locked Jobs Auto Delete Time | No |
| Skip Volume Track (E.K.C.) Error | No |

6. Touch the key for the desired setting.
7. Touch [Enter].
8. Touch [Exit] in the next three screens that appear.

   The Basic screen appears again.



Set Erase dimensions.

### Setting the “Disable Sleep Mode” Function

This function is used to disable the Sleep mode. (The default setting is “No”.)

Setting this function to “Yes” allows you to disable the Sleep mode completely using the “No” function available through the User’s Choice: 1 screen.

✎...

**Reference**

*For details on the Sleep mode, refer to “Turning the Machine On and Off” on page 2-17.*

*For details on the User’s Choice functions, refer to “Setting the “Sleep” Function” on page 10-13.*

**1** Press the [Utility] key.

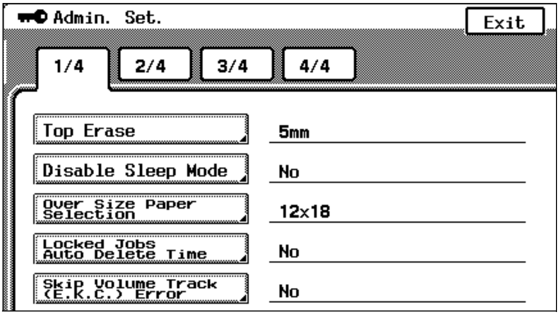
**2** Touch [Admin. Mode].

**3** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

**4** Touch [Admin. Set.].

**5** Touch [Disable Sleep Mode].



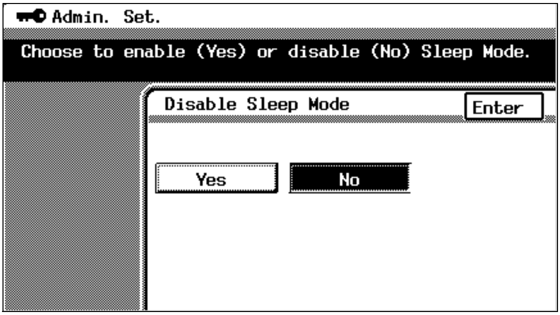
Top Erase: 5mm
Disable Sleep Mode: No
Over Size Paper Selection: 12x18
Locked Jobs Auto Delete Time: No
Skip Volume Track (E.K.C.) Error: No

**6** Touch the key for the desired setting.

**7** Touch [Enter].

**8** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.



Admin. Set.

Choose to enable (Yes) or disable (No) Sleep Mode.

Disable Sleep Mode

### Setting the “Over Size Paper Selection” Function

This function is used to set the paper size for over size paper. (The default setting is “12 × 18”.)

**1** Press the [Utility] key.

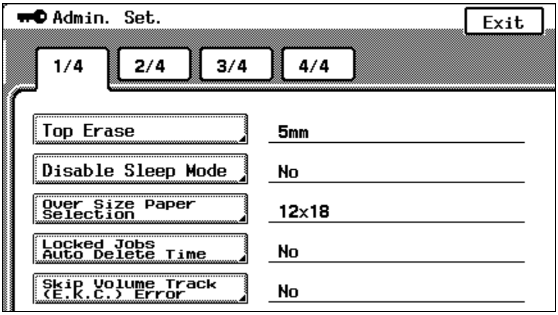
**2** Touch [Admin. Mode].

**3** Using the keypad, type in the administrator code.

○ Touch [Enter].

**4** Touch [Admin. Set.].

**5** Touch [Over Size Paper Selection].



Admin. Set.

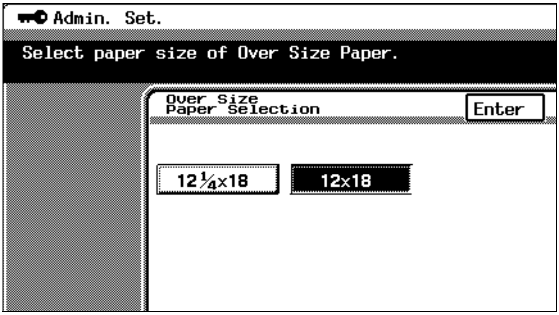
Top Erase 5mm
Disable Sleep Mode No
Over Size Paper Selection 12x18
Locked Jobs Auto Delete Time No
Skip Volume Track (E.K.C.) Error No

**6** Touch the key for the desired setting.

**7** Touch [Enter].

**8** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.



Admin. Set.

Select paper size of Over Size Paper.

### Setting the “Locked Jobs Auto Delete Time” Function

This function is used to specify the length of time until locked jobs are automatically deleted.

(The default setting is “No”.)

**1** Press the [Utility] key.

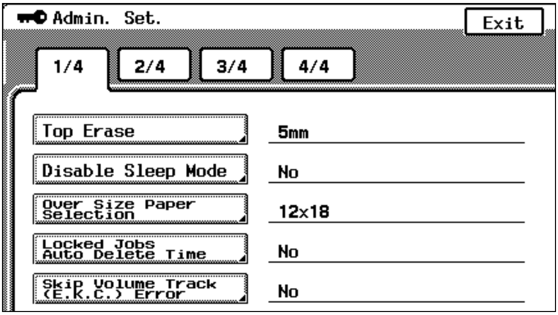
**2** Touch [Admin. Mode].

**3** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

**4** Touch [Admin. Set.].

**5** Touch [Locked Jobs Auto Delete Time].



Top Erase 5mm

Disable Sleep Mode No

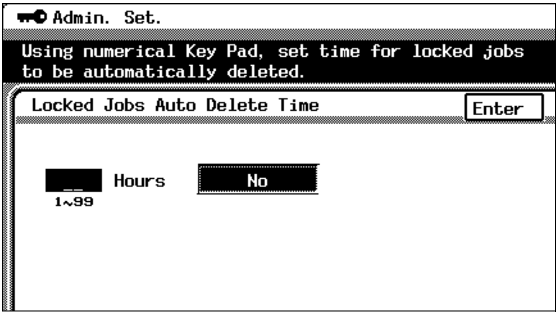
Over Size Paper Selection 12x18

Locked Jobs Auto Delete Time No

Skip Volume Track (E.K.C.) Error No

**6** Using the keypad, type in the desired length of time.
(1 to 99 hours)

- ❍ To prevent locked jobs from automatically being deleted, touch [No].



Using numerical Key Pad, set time for locked jobs to be automatically deleted.

Locked Jobs Auto Delete Time

✎...

**Additional Information**

*To change the specified length of time, press the [C] (clear) key. After the [C] (clear) key is pressed, “No” is selected.*

**7** Touch [Enter].

**8** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.

### Setting the “Skip Volume Track (E.K.C.) Error” Function

This function is used to specify whether or not other jobs can skip a job that was stopped because the maximum number of copies has been reached for the account.

(The default setting is “No”.)

✎...

**Reference**

*For details on managing accounts, refer to “Supervising Machine Use (Volume Track (E.K.C.) Functions)” on page 10-89.*

**1** Press the [Utility] key.

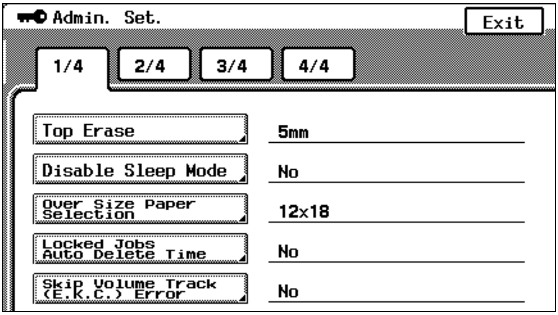
**2** Touch [Admin. Mode].

**3** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

**4** Touch [Admin. Set.].

**5** Touch [Skip Volume Track (E.K.C.) Error].



Admin. Set.

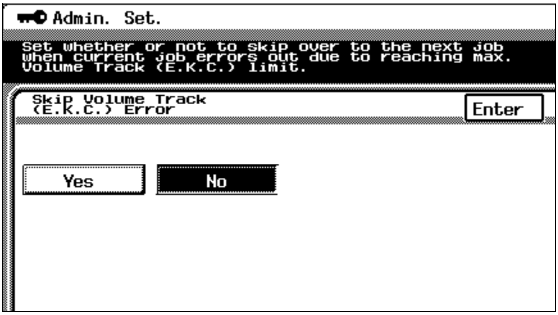
| | |
|---|---|
| Top Erase | 5mm |
| Disable Sleep Mode | No |
| Over Size Paper Selection | 12x18 |
| Locked Jobs Auto Delete Time | No |
| Skip Volume Track (E.K.C.) Error | No |

**6** Touch the key for the desired setting.

**7** Touch [Enter].

**8** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.



Admin. Set.

Set whether or not to skip over to the next job when current job errors out due to reaching max. Volume Track (E.K.C.) limit.

Skip Volume Track (E.K.C.) Error

### Setting the "Access Lock" Function

This function is used to specify penalties for incorrect access attempts (when the administrator code, account access number or unlocking code for locked jobs are incorrectly entered).

(The default setting is "Disable".)

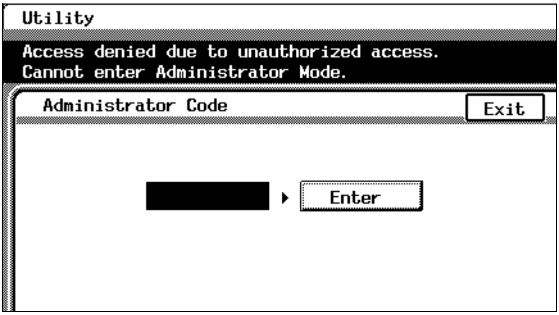
✎...

**Condition**

*If this function is set to "Enable", entering an incorrect access number (administrator code, account access number or unlocking code for locked jobs) a total of three times (consecutively for the account access number and unlocking code for locked jobs) will result in input of the access number being denied.*

*For account access number, the number of incorrect attempts is counted separately for each account.*

*The following message appears when input of the administrator code is denied.*



Access denied due to unauthorized access.
Cannot enter Administrator Mode.

*The following procedures describe how to allow access number to be entered after it has been denied.*

*If input of the administrator code is denied: Turn this machine off, then on again.*

*If input of access number other than the administrator code is denied: Turn this machine off, then on again, or use the "Access Lock Release" function on the Admin. Set screen.*

✎...

**Reference**

*For details on clearing access locks, refer to "Setting the "Access Lock Release" Function" on page 10-42.*

1 Press the [Utility] key.

2 Touch [Admin. Mode].

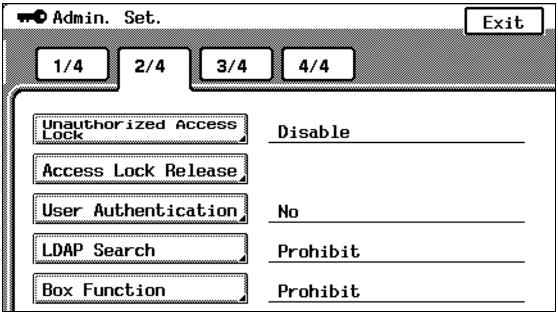
3 Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

4 Touch [Admin. Set.].

5 Touch [2/4].

6 Touch [Unauthorized Access Lock].



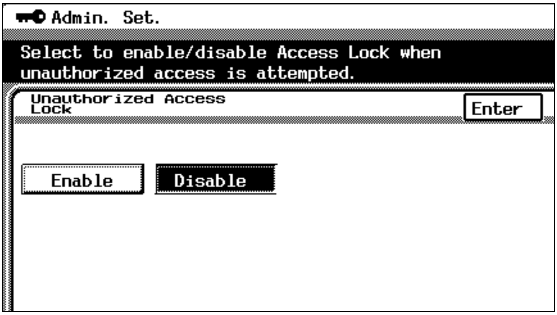
Unauthorized Access Lock: Disable
Access Lock Release
User Authentication: No
LDAP Search: Prohibit
Box Function: Prohibit

7 Touch the key for the desired setting.

8 Touch [Enter].

9 Touch [Exit] in the next three screens that appear.

The Basic screen appears again.



Select to enable/disable Access Lock when unauthorized access is attempted.

### Setting the “Access Lock Release” Function

This function is used to allow access codes to be entered again after access has been denied.

✎...

**Additional Information**

*If input of the administrator code is denied, turn this machine off, then on again.*

**1** Press the [Utility] key.

**2** Touch [Admin. Mode].

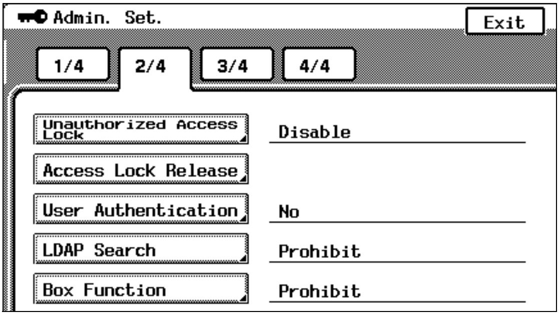
**3** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

**4** Touch [Admin. Set.].

**5** Touch [2/4].

**6** Touch [Access Lock Release].



Unauthorized Access Lock: Disable

User Authentication: No

LDAP Search: Prohibit

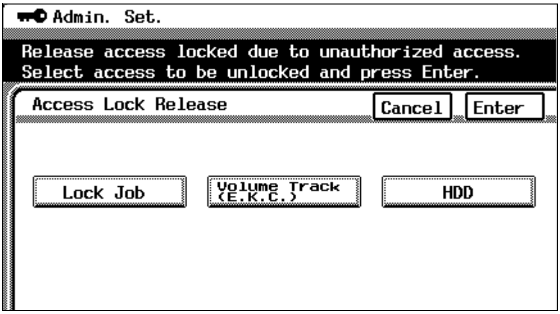
Box Function: Prohibit

**7** Touch the key for the access code that you wish to allow input.

**8** Touch [Enter].

- ❍ To return to the Admin. Set. screen, touch [Cancel].

The access lock is canceled.



Release access locked due to unauthorized access.
Select access to be unlocked and press Enter.

**9** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.

### Setting the "User Authentication" Function

This function is used to select whether user authentication is required in order to enter Scan mode or Box mode after the [Scan] key or the [Box] key is pressed.

In addition, user authentication can be performed with Active Directory or NTLM.

(The default setting is "No".)

✎...

**Reference**

*For details on the Scan mode and Box mode, refer to the KM-C2230 Printer Controller User's Guide.*

✎...

**Additional Information**

*Active Directory is available only with Windows 2000 Server.*

*NTLM is available only with Windows NT Server.*

**1** Press the [Utility] key.

**2** Touch [Admin. Mode].

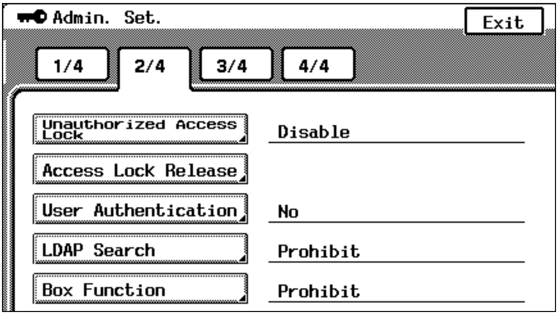
**3** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

**4** Touch [Admin. Set.].

**5** Touch [2/4].

**6** Touch [User Authentication].



Unauthorized Access Lock: Disable

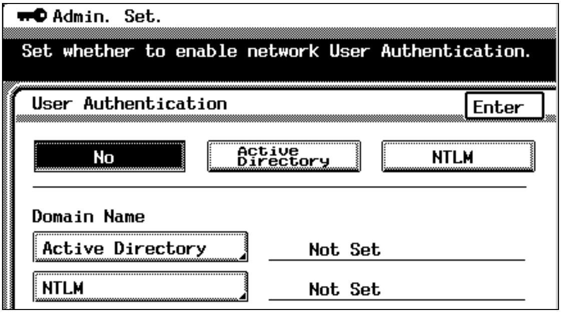
User Authentication: No

LDAP Search: Prohibit

Box Function: Prohibit

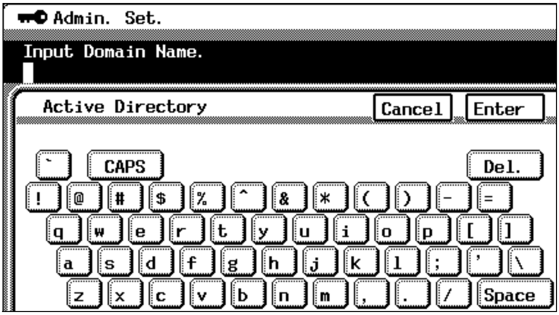
7 Touch the key for the desired setting.

8 If authentication was set to be performed with Active Directory, touch [Active Directory] below “Domain Name”.


Admin. Set.
Set whether to enable network User Authentication.
User Authentication
Domain Name
Active Directory: Not Set
NTLM: Not Set

9 Type in the domain name for Active Directory, and then touch [Enter].

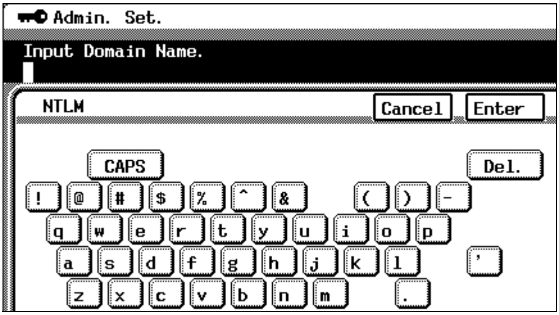
- ❍ The domain name can contain a maximum of 64 characters.
- ❍ The keypad can also be used to type in the number.
- ❍ To return to the User Authentication screen, touch [Cancel].
- ❍ To enter uppercase letters, touch [CAPS].
- ❍ To delete characters that have been entered, touch [Del.].


Admin. Set.
Input Domain Name.
Active Directory

10 If authentication was set to be performed with NTLM, touch [NTLM] below “Domain Name”.

11 Type in the domain name for NTLM, and then touch [Enter].

- ❍ The domain name can contain a maximum of 64 characters.
- ❍ The keypad can also be used to type in the number.
- ❍ To return to the User Authentication screen, touch [Cancel].


Admin. Set.
Input Domain Name.
NTLM

- ❍ To enter uppercase letters, touch [CAPS].
- ❍ To delete characters that have been entered, touch [Del.].

**12** Touch [Enter].

**13** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.

### Setting the "LDAP Search" Function

This function is used to select whether or not an LDAP search is allowed in Scan mode and Box mode.

(The default setting is "Prohibit".)

✎...

**Reference**

*For details on the Scan mode and Box mode, refer to the KM-C2230 Printer Controller User's Guide.*

**1** Press the [Utility] key.

**2** Touch [Admin. Mode].

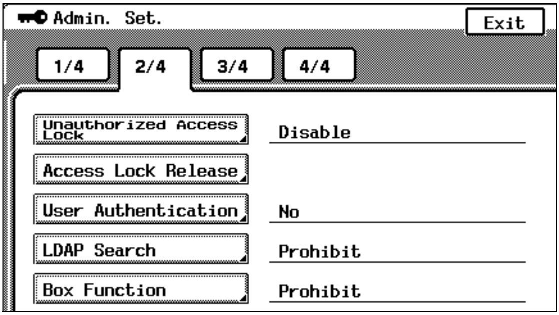
**3** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

**4** Touch [Admin. Set.].

**5** Touch [2/4].

**6** Touch [LDAP Search].



Unauthorized Access Lock: Disable

User Authentication: No

LDAP Search: Prohibit

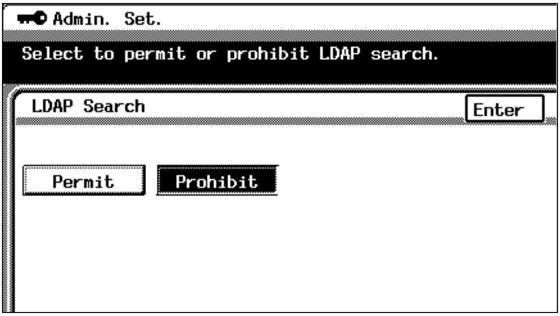
Box Function: Prohibit

**7** Touch the key for the desired setting.

**8** Touch [Enter].

**9** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.



Select to permit or prohibit LDAP search.

### Setting the “Box Function” Function

This function is used to select whether or not box functions are expanded.

(The default setting is “Prohibit”.)

✎...

**Reference**

*For details on box function, refer to the KM-C2230 Printer Controller User’s Guide.*

**1** Press the [Utility] key.

**2** Touch [Admin. Mode].

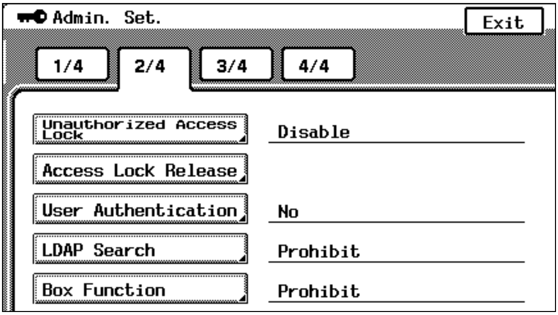
**3** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

**4** Touch [Admin. Set.].

**5** Touch [2/4].

**6** Touch [Box Function].



Admin. Set.

Unauthorized Access Lock: Disable

Access Lock Release

User Authentication: No

LDAP Search: Prohibit

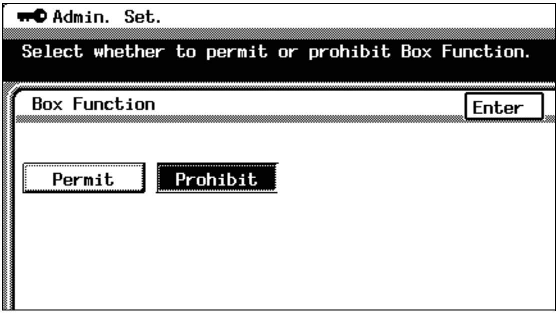
Box Function: Prohibit

**7** Touch the key for the desired setting.

**8** Touch [Enter].

**9** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.



Admin. Set.

Select whether to permit or prohibit Box Function.

Box Function

### Setting the “Date & Time Setting” Function

This function is used to specify the current date and time. In addition, the time zone can be set between -1200 and +1200 (in 30 minute intervals). (The default setting is “+0000”.)

**1** Press the [Utility] key.

**2** Touch [Admin. Mode].

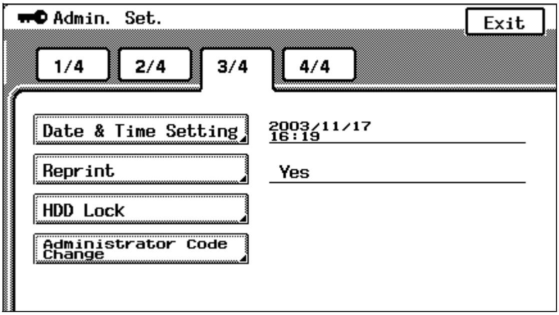
**3** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

**4** Touch [Admin. Set.].

**5** Touch [3/4].

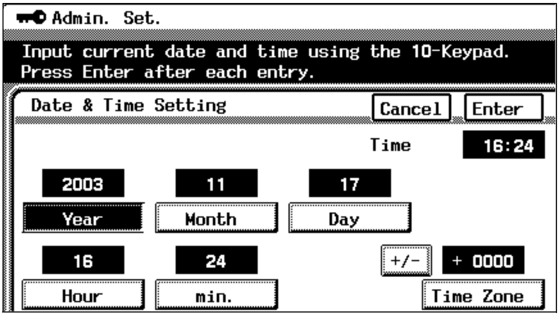
**6** Touch [Date & Time Setting].



Date & Time Setting: 2003/11/17 16:19

Reprint: Yes

**7** Touch [Year].


Admin. Set.

Input current date and time using the 10-Keypad.
Press Enter after each entry.

Time: 16:24

Year: 2003

Month: 11

Day: 17

Hour: 16

min.: 24

Time Zone: + 0000

**8** Press the [C] (clear) key.

The currently specified value is erased.

**9** Using the keypad, enter the current year.

**10** Repeat the above steps to specify the “Month”, “Day”, “Hour”, “min.” and “Time Zone” settings.

- ❍ Touch [Time Zone] before touching [+/-].

✎...

**Additional Information**

*The time zone appears as a time difference from Greenwich Mean Time.*

**11** Touch [Enter].

- ❍ To return to the Admin. Set. screen, touch [Cancel].

The clock starts.

**12** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.

### Setting the “Reprint” Function

This function is used to specify whether or not the last job printed can be recalled and printed again. (The default setting is “Yes”.)

✎...

**Reference**

*For details on the memory recall feature, refer to “Reprint Screen” on page 8-23.*

**1** Press the [Utility] key.

**2** Touch [Admin. Mode].

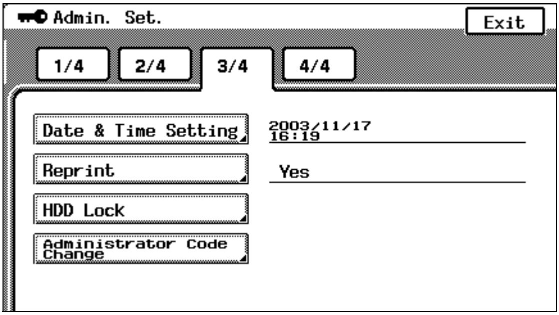
**3** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

**4** Touch [Admin. Set.].

**5** Touch [3/4].

**6** Touch [Reprint].



2003/11/17 16:19

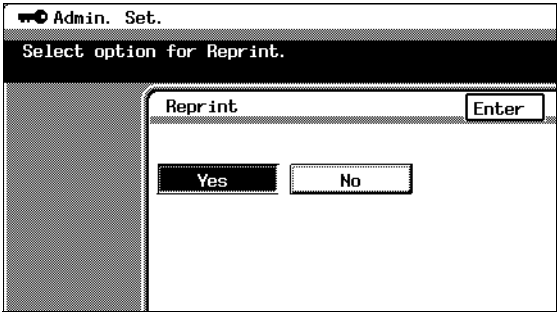
Reprint: Yes

**7** Touch the key for the desired setting.

**8** Touch [Enter].

**9** Touch [Exit], in the next three screens that appear.

The Basic screen appears again.



Select option for Reprint.

**Additional Information**

*If the “Reprint” function is set to “Yes”, [Reprint OFF] appears in the Basic screen.*

*For details on the “Reprint OFF” function, refer to “Blocking Document Scan Storage (“Reprint OFF” Function)” on page 6-2.*

### Setting the “HDD Lock” Function

This function is used to select whether or not the hard disk is locked. If the hard disk is locked, the password must also be specified in order to unlock it.

(The default setting is “No”.)

✎...

**Condition**

*[HDD Lock] appears only if the optional hard disk is installed.*

✎...

**Additional Information**

*Locking the hard disk prevents unauthorized access to the hard disk.*

*By selecting the “HDD Lock” function when the hard disk is already locked, the password can be changed or the lock setting for the hard disk can be removed.*

**1** Press the [Utility] key.

**2** Touch [Admin. Mode].

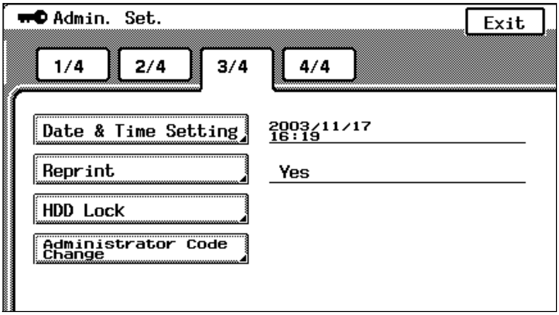
**3** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

**4** Touch [Admin. Set.].

**5** Touch [3/4].

**6** Touch [HDD Lock].



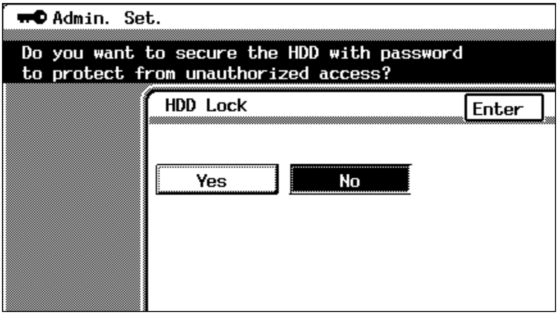
2003/11/17 16:19

Yes

**7** Touch the key for the desired setting.

**8** Touch [Enter].

- ❍ If “No” was selected, the screen shown in step 6 appears.
- ❍ If “Yes” was selected, continue with step 9.

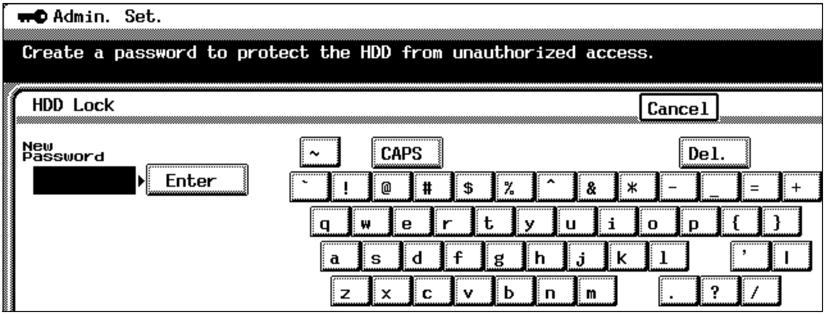


Do you want to secure the HDD with password to protect from unauthorized access?

**9** Using the keyboard that appears on the screen, type in the 8-character password, and then touch [Enter].

- ❍ The keypad can also be used to type in the password.
- ❍ If [Cancel] is touched, the password is not specified. The screen shown in step 6 appears again.
- ❍ To enter uppercase letters, touch [CAPS].
- ❍ To delete characters that have been entered, touch [Del.].

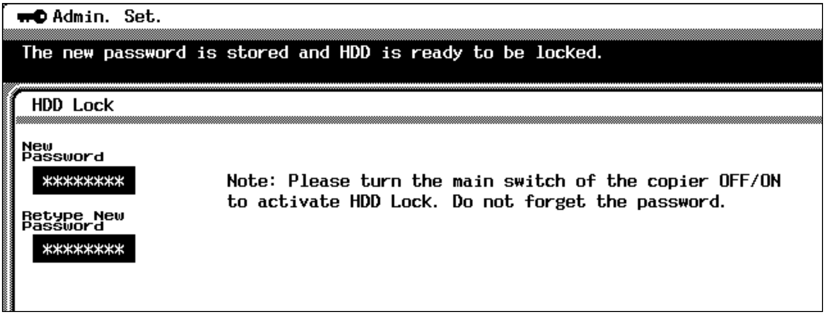
The “Retype New Password” box appears.



Create a password to protect the HDD from unauthorized access.

**10** Type in the password again, and then touch [Enter].

The message “Note: Please turn the main switch of the copier OFF/ON to activate HDD Lock.” appears.



The new password is stored and HDD is ready to be locked.

New Password: ********

Retype New Password: ********

Note: Please turn the main switch of the copier OFF/ON to activate HDD Lock. Do not forget the password.

**11** As instructed, turn the machine off, then on again.The hard disk is locked.

✎...

**Reminder!**
*Be sure to keep the specified password in a safe place so that it will not be lost.*

*The currently specified password will be needed when changing the password or removing the lock setting for the hard disk.*

### Changing the Password for the Hard Disk

By selecting the “HDD Lock” function when the hard disk is already locked, the password can be changed or the lock setting for the hard disk can be removed. Follow the procedure described below to change the password.

1 Press the [Utility] key.

2 Touch [Admin. Mode].

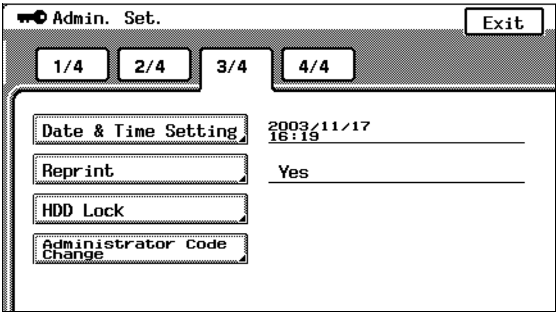
3 Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

4 Touch [Admin. Set.].

5 Touch [3/4].

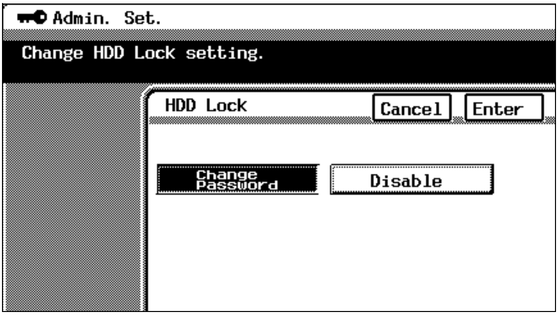
6 Touch [HDD Lock].



7 Touch [Change Password].

8 Touch [Enter].

9 Using the keyboard that appears on the screen, type in the currently specified password, and then touch [Enter].

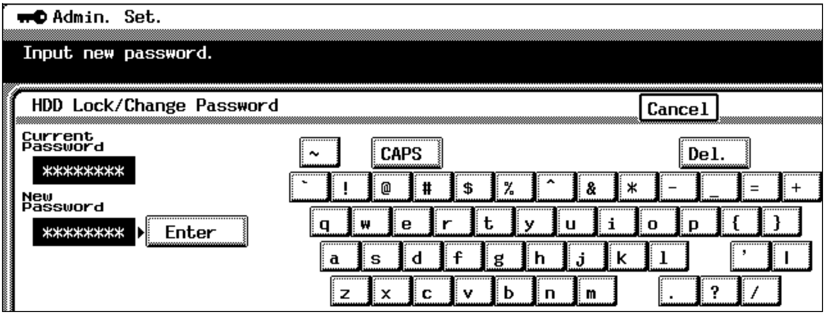


Change HDD Lock setting.

**10** Type in the new password, and then touch [Enter].

- ❍ The keypad can also be used to type in the password.
- ❍ If [Cancel] is touched, the password is not changed. The screen shown in step 6 appears again.
- ❍ To enter uppercase letters, touch [CAPS].
- ❍ To delete characters that have been entered, touch [Del.].

The “Retype New Password” box appears.



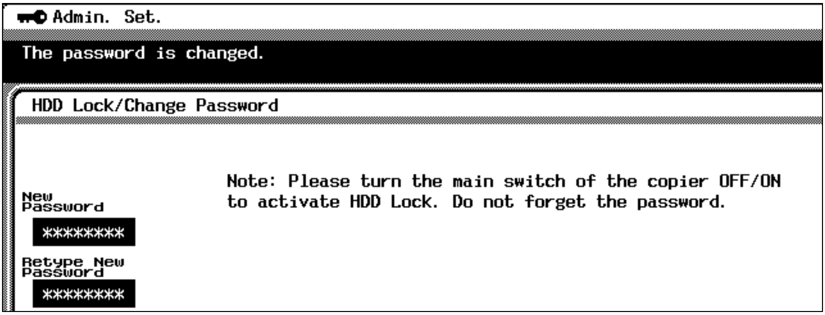
Input new password.

Current Password ********

New Password ********

**11** Type in the new password again, and then touch [Enter].

The message “Note: Please turn the main switch of the copier OFF/ON to activate HDD Lock.” appears.



The password is changed.

New Password ********

Retype New Password ********

Note: Please turn the main switch of the copier OFF/ON to activate HDD Lock. Do not forget the password.

**12** As instructed, turn the machine off, then on again. The new password is registered.

**Reminder!**

*Be sure to keep the specified password in a safe place so that it will not be lost.*

*The currently specified password will be needed when removing the lock setting for the hard disk.*

### Removing the Lock Setting for the Hard Disk

By selecting the “HDD Lock” function when the hard disk is already locked, the password can be changed or the lock setting for the hard disk can be removed. Follow the procedure described below to remove the lock setting for the hard disk.

1 Press the [Utility] key.

2 Touch [Admin. Mode].

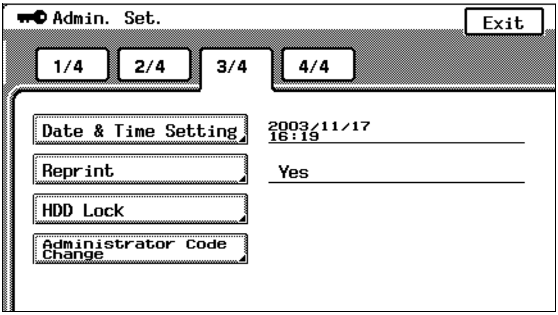
3 Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

4 Touch [Admin. Set.].

5 Touch [3/4].

6 Touch [HDD Lock].

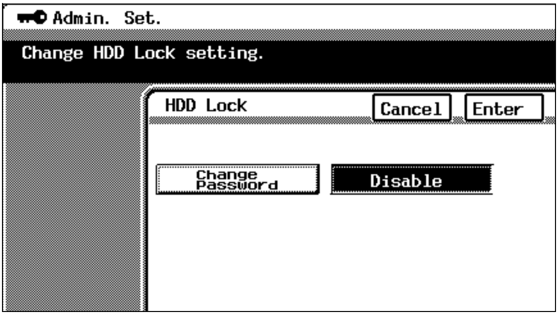


2003/11/17 16:19

Yes

7 Touch [Disable].

8 Touch [Enter].

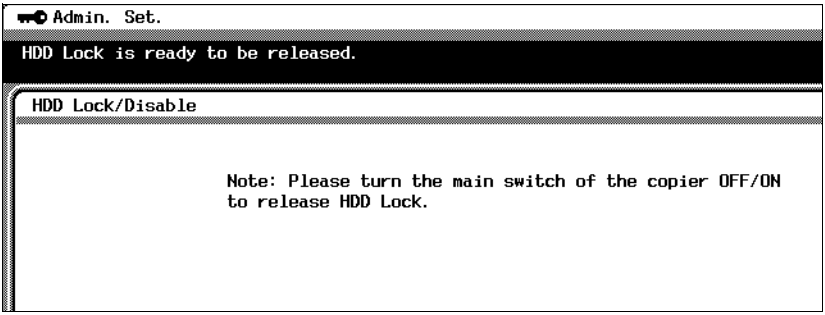


Change HDD Lock setting.

9 Using the keyboard that appears on the screen, type in the currently specified password, and then touch [Enter].

- ❍ If [Cancel] is touched, the lock setting for the hard disk is not removed. The screen shown in step 6 appears again.

The message “Note: Please turn the main switch of the copier OFF/ON to release HDD Lock.” appears.



HDD Lock is ready to be released.

Note: Please turn the main switch of the copier OFF/ON to release HDD Lock.

**10** As instructed, turn the machine off, then on again.

The lock setting for the hard disk is removed.

### Setting the “Administrator Code Change” Function

This function is used to change the administrator code.

1 Press the [Utility] key.

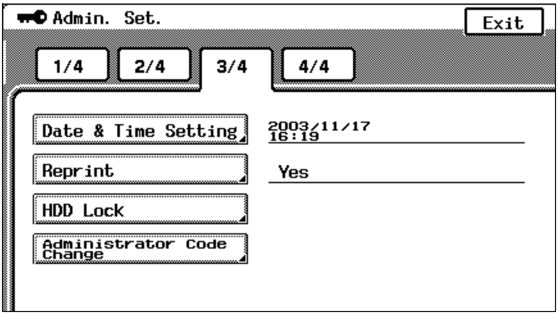
2 Touch [Admin. Mode].

3 Using the keypad, type in the administrator code.
   - ❍ Touch [Enter].

4 Touch [Admin. Set.].

5 Touch [3/4].

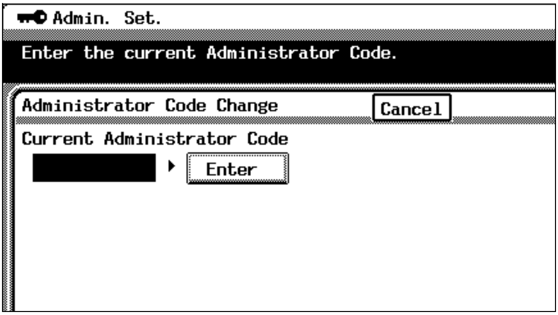
6 Touch [Administrator Code Change].



2003/11/17 16:19

Yes

7 Use the keypad to type in the currently specified administrator code, and then touch [Enter].
   - ❍ If [Cancel] is touched, the administrator code is not changed. The screen shown in step 6 appears again.



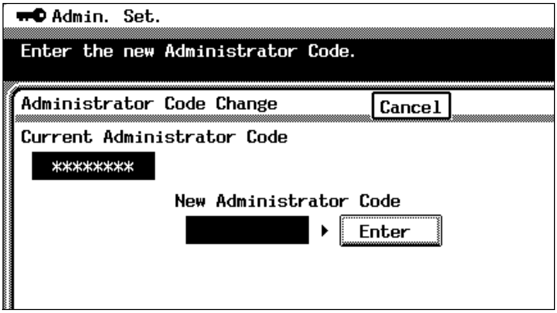
Enter the current Administrator Code.

**8** Type in the new administrator code, and then touch [Enter].

The “Retype New Code” box appears.

**9** Type in the new administrator code again, and then touch [Enter].

The new administrator code is registered.



Enter the new Administrator Code.

Current Administrator Code

********

**10** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.

### Setting the “Panel Reset Timer” Function

This function is used to specify the length of time after the last operation until all functions automatically return to their default settings. (The default setting is 1 min.)

✎...

**Reference**

*For details, refer to “Turning the Machine On and Off” on page 2-17*.

**1** Press the [Utility] key.

**2** Touch [Admin. Mode].

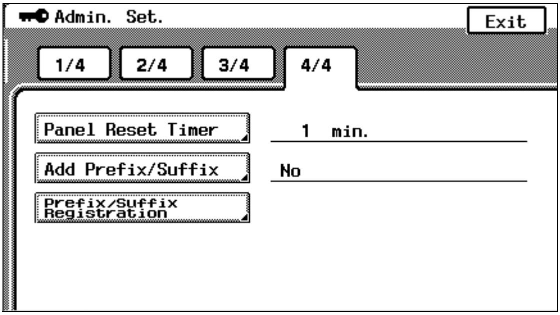
**3** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

**4** Touch [Admin. Set.].

**5** Touch [4/4].

**6** Touch [Panel Reset Timer].



Panel Reset Timer: 1 min.

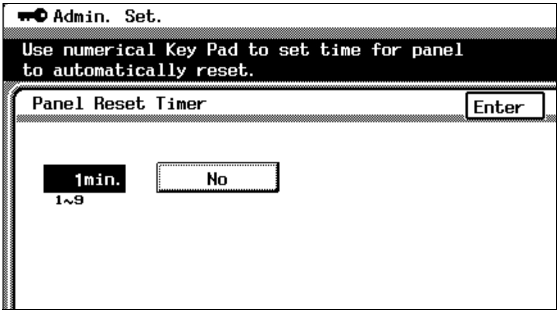
Add Prefix/Suffix: No

**7** Press the [C] (clear) key.

The currently specified value is erased, and [No] is selected.

**8** Using the keypad, type in the desired length of time (between 1 and 9 minutes).

- ❍ If [No] is touched, the machine will not automatically reset its modes and functions.



Use numerical Key Pad to set time for panel to automatically reset.

**9** Touch [Enter].

**10** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.

### Setting the “Add Prefix/Suffix” Function

This function is used to specify whether or not a prefix/suffix is added when recalling or entering an address in Scan mode or Box mode. (The default setting is “No”.)

✎...

**Reference**

*For details on box function, refer to the KM-C2230 Printer Controller User’s Guide.*

1 Press the [Utility] key.

2 Touch [Admin. Mode].

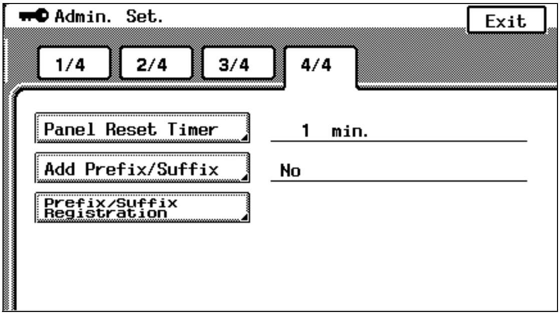
3 Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

4 Touch [Admin. Set.].

5 Touch [4/4].

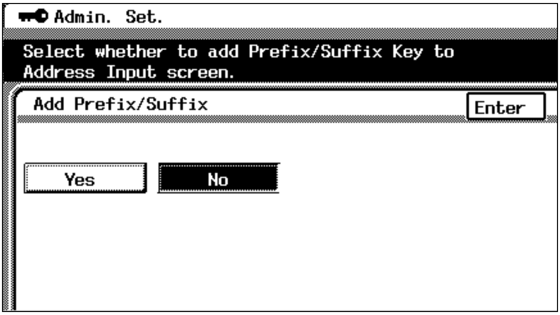
6 Touch [Add Prefix/ Suffix].



Panel Reset Timer: 1 min.

Add Prefix/Suffix: No

**7** Touch the key for the desired setting.



Select whether to add Prefix/Suffix Key to Address Input screen.

✎...

**Additional Information**

*If “Yes” is selected, register the prefix/suffix that will be added. For details on registering prefixes/suffixes, refer to “Setting the “Prefix/Suffix Registration” Function” on page 10-65.*

**8** Touch [Enter].

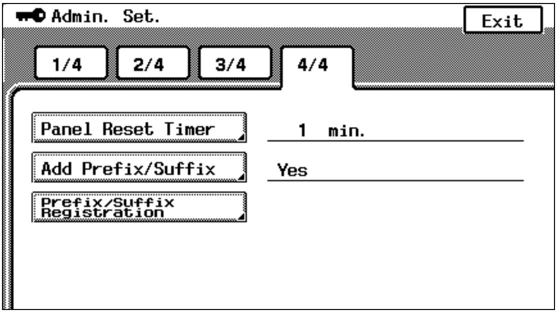
**9** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.

### Setting the “Prefix/Suffix Registration” Function

This function is used to register prefixes/suffixes that can be added when the “Add Prefix/Suffix” function is set to “Yes”. Up to 8 prefixes/suffixes can be registered.

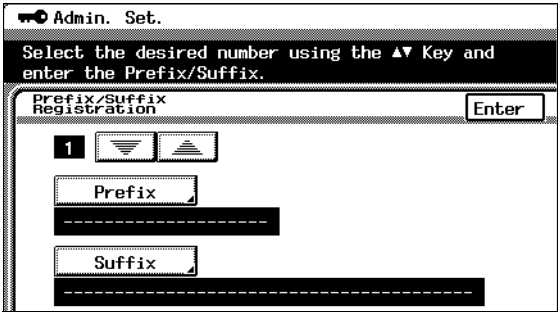
1. Press the [Utility] key.
2. Touch [Admin. Mode].
3. Using the keypad, type in the administrator code.
   - ❍ Touch [Enter].
4. Touch [Admin. Set.].
5. Touch [4/4].
6. Touch [Prefix/Suffix Registration].



Panel Reset Timer 1 min.

Add Prefix/Suffix Yes

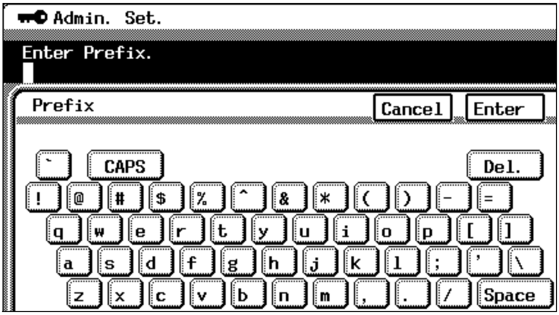
7. Touch [▼] and [▲] to select the desired program number.



Select the desired number using the ▲▼ Key and enter the Prefix/Suffix.

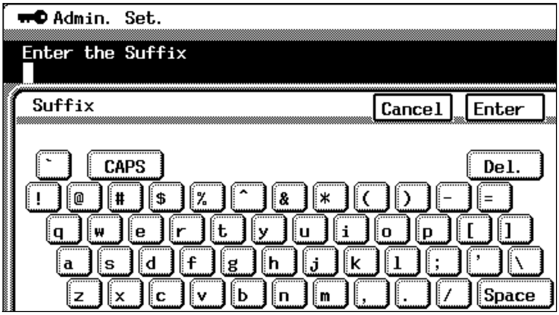
8. Touch [Prefix].

**9** Type in the prefix, and then touch [Enter].



- ❍ The prefix can contain a maximum of 20 characters.
- ❍ The keypad can also be used to type in the number.
- ❍ If [Cancel] is touched, the setting is not registered.
- ❍ To enter uppercase letters, touch [CAPS].
- ❍ To delete characters that have been entered, touch [Del.].

**10** Specify the suffix in the same way, and then touch [Enter].



- ❍ The suffix can contain a maximum of 40 characters.
- ❍ The keypad can also be used to type in the number.
- ❍ If [Cancel] is touched, the setting is not registered.
- ❍ To enter uppercase letters, touch [CAPS].
- ❍ To delete characters that have been entered, touch [Del.].

**11** Touch [Enter].

**12** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.

## 10.9 Setting the “Gradation Adjustment” Function

The color gradation levels can be adjusted if they are incorrect.
In addition, perform the “Gradation Adjustment” function after replacing the imaging unit.

**1** Load 11 × 17 L-size paper into the 1st drawer.

- ❍ Letter C, A3 L or A4 C can be loaded instead.

**2** Press the [Utility] key.

**3** Touch [Admin. Mode].

**4** Using the keypad, type in the administrator code.

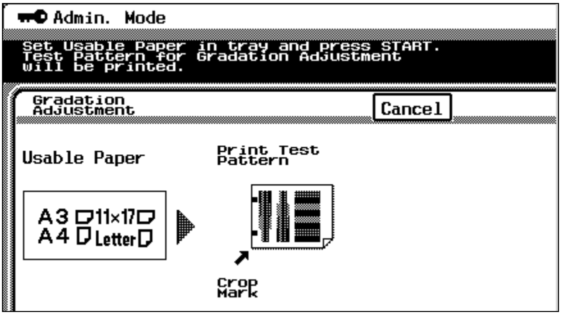
- ❍ Touch [Enter].

**5** Touch [Gradation Adjustment].

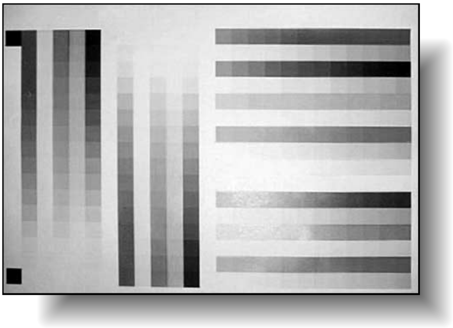
The Gradation Adjustment screen appears.

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

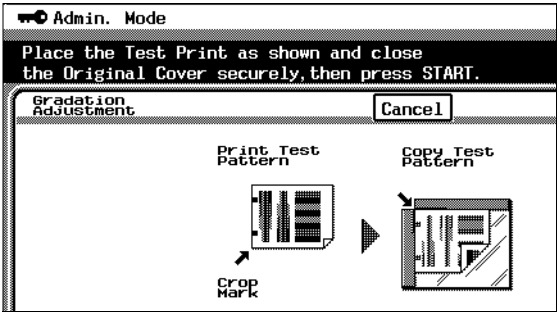
A test pattern is printed.



Set Usable Paper in tray and press START. Test Pattern for Gradation Adjustment will be printed.



**7** After the test pattern is printed, a screen appears, indicating how the test pattern must be loaded.



Place the Test Print as shown and close the Original Cover securely, then press START.

**8** Place the printed test pattern on the original glass.

- ❍ Align the edges of the printed test pattern with the document scales.

**9** Place into the 1st drawer 10 more sheets of blank paper of the same size as the printed test pattern page.

**10** Close the original cover, or the reverse automatic document feeder if it is installed.

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

The printed test pattern is scanned.

**12** Based on the scanned image, the gradation levels are automatically adjusted.

After the gradation levels are adjusted, the Admin. Mode screen appears again.

**13** Repeat steps 5 through 12 three times.

**14** Touch [Exit], and then touch [Exit] in the Utility screen.

The Basic screen appears again.

# 10.10 Specifying Expert User Mode Functions

### Setting the “Thick Paper and OHP Film Image Density” Function

This function is used to adjust the density of the image printed on thick paper and overhead projector transparencies. (The default settings are the standard settings (middle settings).)

**1** Press the [Utility] key.

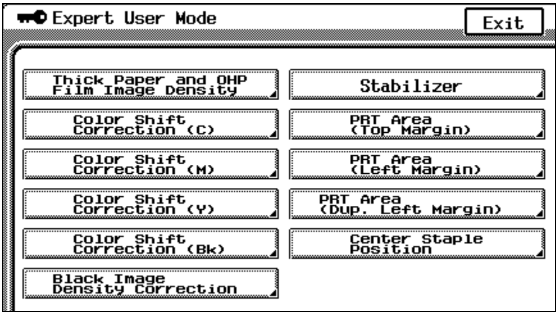
**2** Touch [Admin. Mode].

**3** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

**4** Touch [Expert User Mode].

**5** Touch [Thick Paper and OHP Film Image Density].

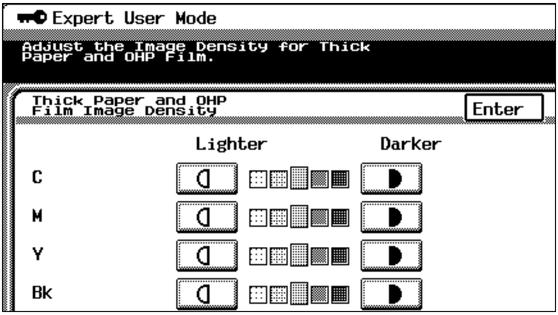

Expert User Mode
Exit
Thick Paper and OHP Film Image Density
Stabilizer
Color Shift Correction (C)
PRT Area (Top Margin)
Color Shift Correction (M)
PRT Area (Left Margin)
Color Shift Correction (Y)
PRT Area (Dup. Left Margin)
Color Shift Correction (Bk)
Center Staple Position
Black Image Density Correction

**6** Touch ◖ and ◗ to adjust the image density.

**7** Touch [Enter].

**8** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.


Adjust the Image Density for Thick Paper and OHP Film.

### Setting the "Color Shift Correction (Bk)" Function

If a difference can be seen between the original document and the copy, fine adjustments in the color shift can be made.

The procedure with 11 × 17-size paper loaded into the 1st drawer is described below.

**Condition**

*Perform color shift corrections starting with black. With the black shift as a reference, perform color shift corrections for the other colors (cyan, magenta and yellow).*

1 Press the [Utility] key.

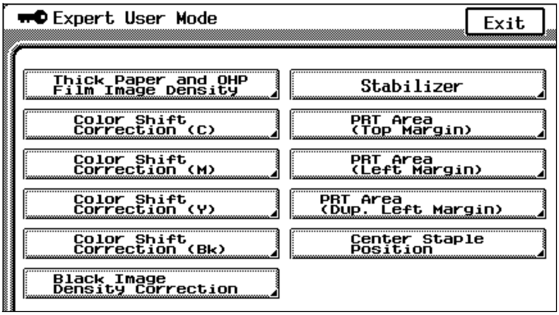
2 Touch [Admin. Mode].

3 Using the keypad, type in the administrator code.

○ Touch [Enter].

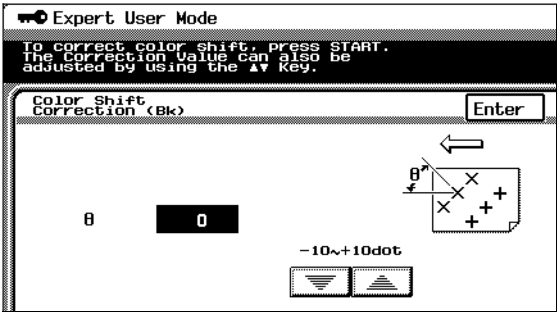
4 Touch [Expert User Mode].

5 Touch [Color Shift Correction(Bk)].

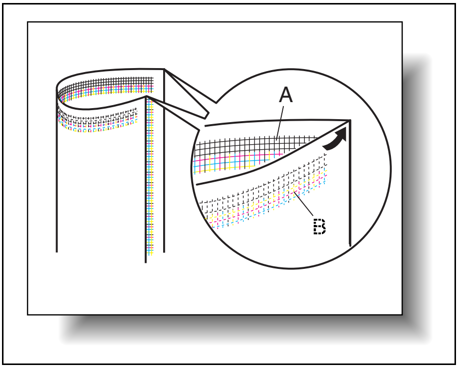

Expert User Mode
Exit
Thick Paper and OHP Film Image Density
Stabilizer
Color Shift Correction (C)
PRT Area (Top Margin)
Color Shift Correction (M)
PRT Area (Left Margin)
Color Shift Correction (Y)
PRT Area (Dup. Left Margin)
Color Shift Correction (Bk)
Center Staple Position
Black Image Density Correction

6 Press the [Start] key.

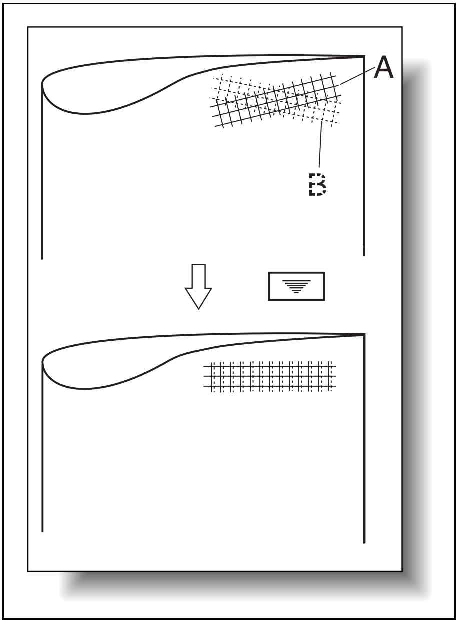
The automatic color shift adjustment procedure begins, and the test pattern is printed on 11 × 17-size paper.


To correct color shift, press START. The Correction Value can also be adjusted by using the ▲▼ Key.

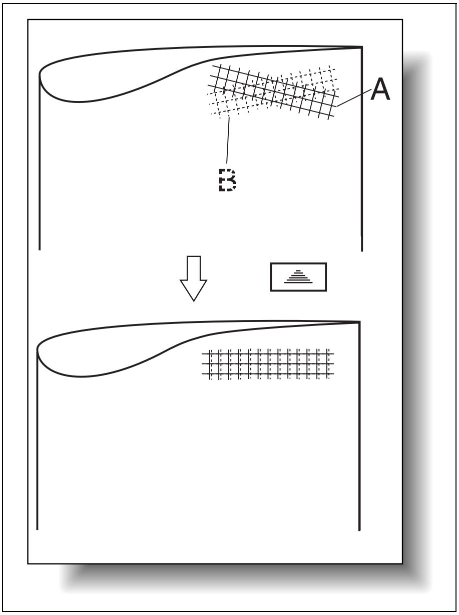
**7** Fold the paper in half while aligning the corners of the printed test pattern.



**8** If horizontal lines A and B are angled as shown at the right, touch ▽ to specify the desired negative adjustment for θ (between -1 dot and -10 dots).



**9** If horizontal lines A and B are angled as shown at the right, touch ▲ to specify the desired positive adjustment for θ (between +1 dot and +10 dots).



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

The adjusted test pattern is printed on 11 × 17-size paper.

**11** Check the print result.

- ❍ If horizontal lines A and B are aligned, continue with step 12.
- ❍ If more adjustment is necessary, return to step 8 and repeat the adjustment procedure.

**12** Touch [Enter].

The Expert User Mode screen appears again.

**13** Touch [Exit] in the next three screen that appear.

The Basic Screen appears again.

### Setting the "Color Shift Correction (C,M,Y)" Functions

If a difference can be seen between the original document and the copy, fine adjustments in the color shift can be made.

The procedure with 11 × 17-size paper loaded into the 1st drawer is described below.

✎...

**Condition**

*Before performing color shift corrections for the other colors (cyan, magenta and yellow), perform the color shift correction for black. With the black shift as a reference, perform the color shift corrections for the other colors.*

**1** Press the [Utility] key.

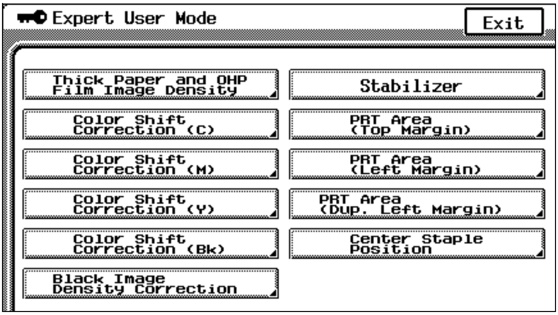
**2** Touch [Admin. Mode].

**3** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

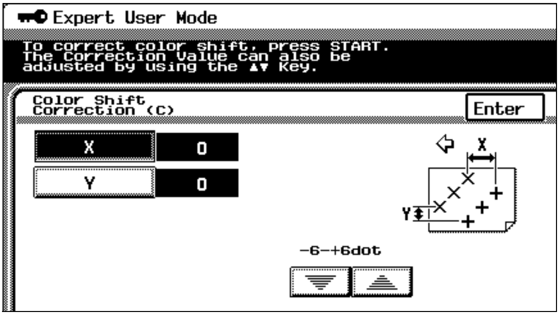
**4** Touch [Expert User Mode].

**5** Touch [Color Shift Correction(C)].


Expert User Mode
Exit
Thick Paper and OHP Film Image Density
Stabilizer
Color Shift Correction (C)
PRT Area (Top Margin)
Color Shift Correction (M)
PRT Area (Left Margin)
Color Shift Correction (Y)
PRT Area (Dup. Left Margin)
Color Shift Correction (Bk)
Center Staple Position
Black Image Density Correction

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

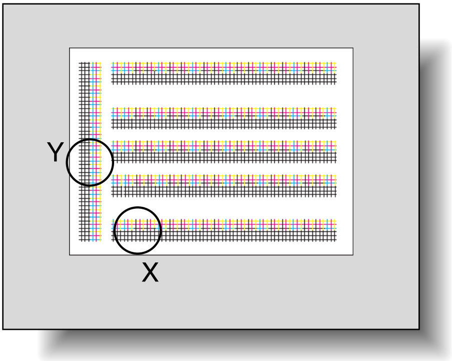
The automatic color shift adjustment procedure begins, and the test pattern is printed on 11 × 17-size paper.



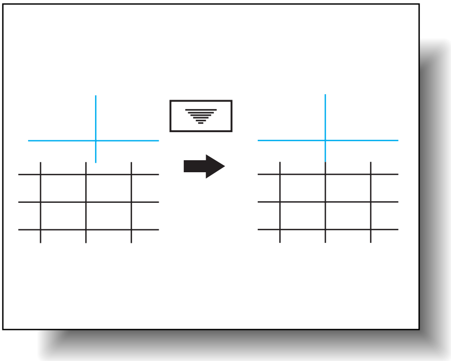
To correct color shift, press START.
The Correction Value can also be adjusted by using the ▲▼ key.

**7** Check the distance from the reference line of the black lines to the cyan lines in the test pattern along the X and Y directions.

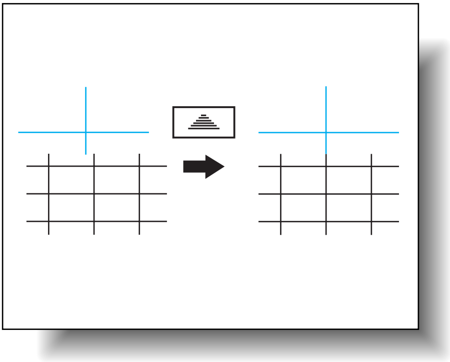
- ❍ If there is no shift in the reference line, skip to step 14.



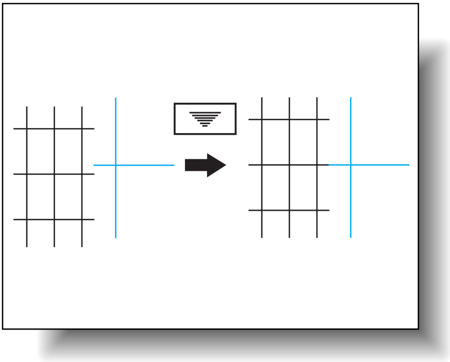
**8** If the lines are shifted as shown at the right, touch ▼ to specify the desired negative adjustment for “X” (between -1 dot and -6 dots).



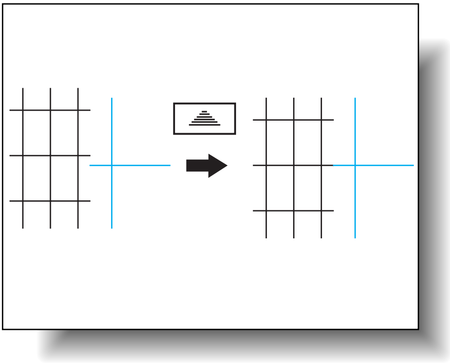
**9** If the lines are shifted as shown at the right, touch ▲ to specify the desired positive adjustment for “X” (between +1 dot and +6 dots).



**10** If the lines are shifted as shown at the right, touch [Y], and then touch ▼ to specify the desired negative adjustment for “Y” (between -1 dot and -6 dots).



**11** If the lines are shifted as shown at the right, touch [Y], and then touch ▲ to specify the desired positive adjustment for “Y” (between +1 dot and +6 dots).



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

The adjusted test pattern is printed on 11 × 17-size paper.

**13** Check the print result.

- ❍ If the distance between the black reference line and the cyan lines is adjusted to 0, continue with step 14.
- ❍ If more adjustment is necessary, return to step 8 and repeat the adjustment procedure.

**14** Touch [Enter].

The Expert User Mode screen appears again.

**15** Touch [Color Shift Correction(M)]. Repeat the procedure for adjusting the cyan shift (steps 6 to 13) to adjust the magenta shift.

**16** Touch [Color Shift Correction(Y)] and repeat the same procedure for the yellow shift.

**17** Touch [Enter].

The Expert User Mode screen appears again.

**18** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.

### Setting the “Black Image Density Correction” Function

This function is used to adjust the density of the printed image in black-and-white copies.

(The default setting is the standard setting (middle setting).)

**1** Press the [Utility] key.

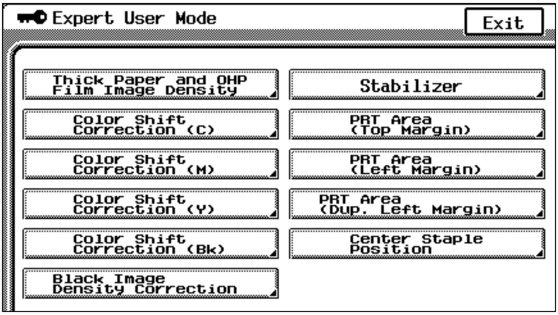
**2** Touch [Admin. Mode].

**3** Using the keypad, type in the administrator code.

- ○ Touch [Enter].

**4** Touch [Expert User Mode].

**5** Touch [Black Image Density Correction].

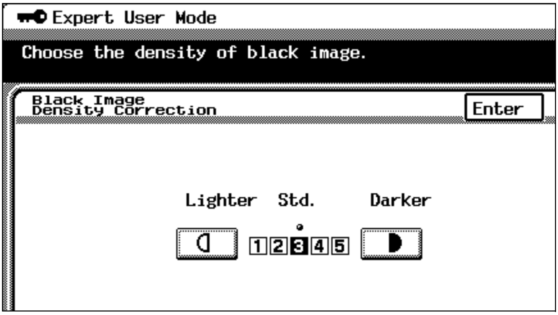

Expert User Mode
Exit
Thick Paper and OHP Film Image Density
Stabilizer
Color Shift Correction (C)
PRT Area (Top Margin)
Color Shift Correction (M)
PRT Area (Left Margin)
Color Shift Correction (Y)
PRT Area (Dup. Left Margin)
Color Shift Correction (Bk)
Center Staple Position
Black Image Density Correction

**6** Touch [◐] and [◗] to adjust the image density.

**7** Touch [Enter].

**8** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.


Choose the density of black image.

### Setting the “Stabilizer” Function

If the image is incorrect, even after the gradation levels have been adjusted, set the “Stabilizer” function.

✎...

**Reference**

*For details on adjusting the gradation levels, refer to “Setting the “Gradation Adjustment” Function” on page 10-67.*

There are two Stabilizer settings.

- Reset and Stabilize mode
- Stabilize mode

✎...

**Condition**

*Image stabilization is basically performed based on past data up to the previous session.*

*Normally, the “Stabilizer” function is set to “Stabilize”.*

*Select “Reset and Stabilize” only if the desired effect cannot be attained with the “Stabilize”.*

**1** Press the [Utility] key.

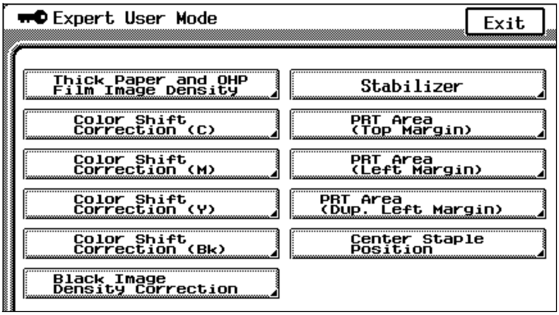
**2** Touch [Admin. Mode].

**3** Using the keypad, type in the administrator code.

  ❍ Touch [Enter].

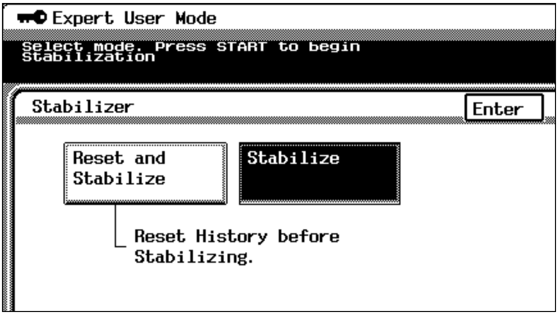
**4** Touch [Expert User Mode].

**5** Touch [Stabilizer].


Expert User Mode
Exit
Thick Paper and OHP Film Image Density
Stabilizer
Color Shift Correction (C)
PRT Area (Top Margin)
Color Shift Correction (M)
PRT Area (Left Margin)
Color Shift Correction (Y)
PRT Area (Dup. Left Margin)
Color Shift Correction (Bk)
Center Staple Position
Black Image Density Correction

**6** Check that "Stabilize" is selected, and then press the [Start] key.

The indicator on the [Start] key lights up in orange, and the image stabilization operation is performed.
When the image stabilization operation is finished, the indicator on the [Start] key lights up in green.



Select mode. Press START to begin Stabilization

**7** Touch [Enter].

**8** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.

### Setting the “PRT Area (Top Margin)” Function

This function is used to adjust the printing position at the left edge of the paper (in comparison to the paper feed direction).

The top margin of the print area can be adjusted for each paper type.

The procedure described below is for 11 × 17-size paper.

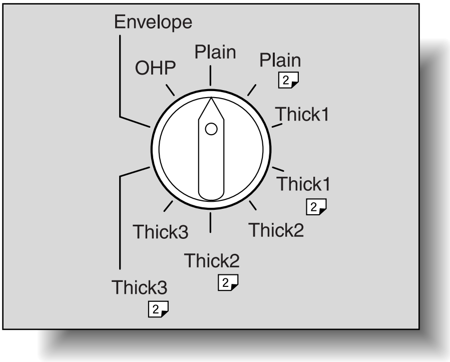
✎...

**Condition**

*The top margin of the print area is adjusted during manufacturing of the machine. Normally, the top margin will not need to be adjusted.*

1 Load 11 × 17-size paper into the 1st drawer.

2 Turn the media type selection dial to the setting for the type of paper loaded.



3 Press the [Utility] key.

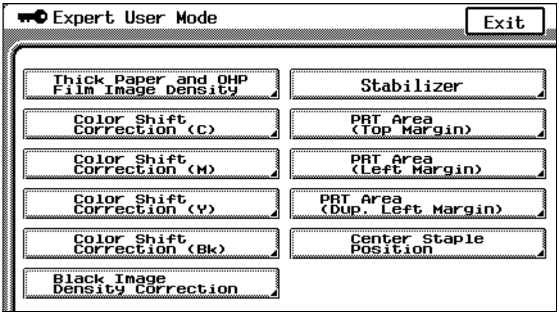
4 Touch [Admin. Mode].

5 Using the keypad, type in the administrator access code.

- ❍ Touch [Enter].

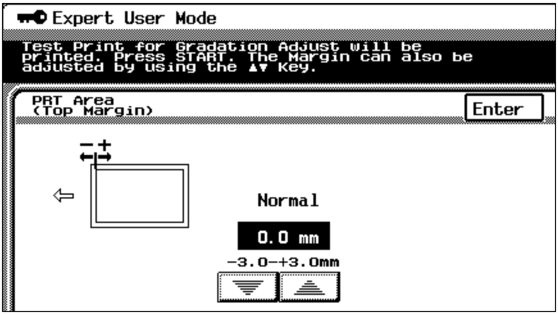
6 Touch [Expert User Mode].

7 Touch [PRT Area (Top Margin)].


Expert User Mode
Exit
Thick Paper and OHP Film Image Density
Stabilizer
Color Shift Correction (C)
PRT Area (Top Margin)
Color Shift Correction (M)
PRT Area (Left Margin)
Color Shift Correction (Y)
PRT Area (Dup. Left Margin)
Color Shift Correction (Bk)
Center Staple Position
Black Image Density Correction

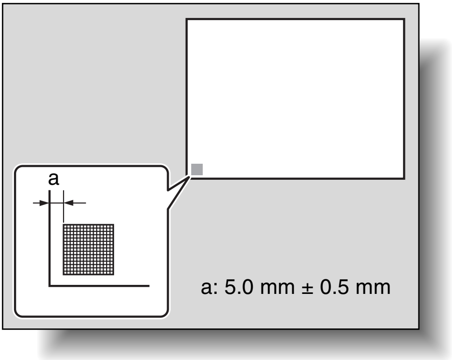
**8** Press the [Start] key.

The test pattern is printed on 11 × 17-size paper.



Test Print for Gradation Adjust will be printed. Press START. The Margin can also be adjusted by using the ▲▼ Key.

**9** Check that the top margin of the test pattern is between 4.5 mm. and 5.5 mm. If the top margin is within the specified range, skip to step 14.



**10** If the top margin is less than 4.5 mm, touch ▲ to specify the desired positive adjustment (between +0.1 mm and +3.0 mm).

**11** If the top margin is more than 5.5 mm, touch ▼ to specify the desired negative adjustment (between -0.1 mm and -3.0 mm).

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

The adjusted test pattern is printed on 11 × 17-size paper.

**13** Check the print result.
Make sure that the top margin is adjusted to between 4.5 mm and 5.5 mm.

- ❍ If more adjustment is necessary, return to step 10 and repeat the adjustment procedure.

**14** Touch [Enter].

**15** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.

### Setting the "PRT Area (Left Margin)" Function

This function is used to adjust the printing position at the left edge of the paper (in comparison to the paper feed direction).

The left margin of the print area can be adjusted for each paper drawer.

✎...

**Condition**
*The left margin of the print area is adjusted during manufacturing of the machine. Normally, the left margin will not need to be adjusted.*

The procedure with 11 × 17-size paper loaded into the 1st drawer is described below.

**1** Load 11 × 17-size paper into the 1st drawer.

**2** Press the [Utility] key.

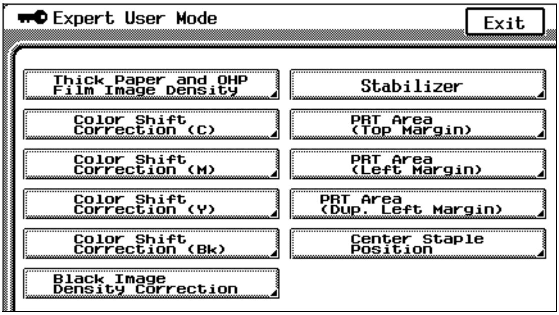
**3** Touch [Admin. Mode].

**4** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

**5** Touch [Expert User Mode].

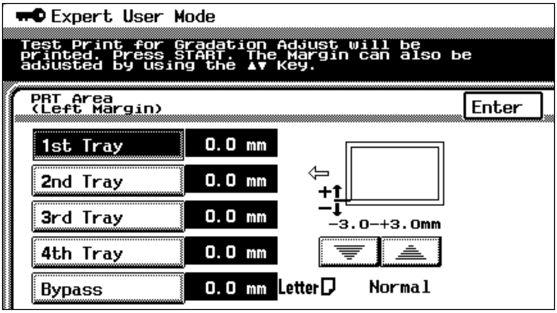
**6** Touch [PRT Area (Left Margin)].


Expert User Mode
Exit
Thick Paper and OHP Film Image Density
Stabilizer
Color Shift Correction (C)
PRT Area (Top Margin)
Color Shift Correction (M)
PRT Area (Left Margin)
Color Shift Correction (Y)
PRT Area (Dup. Left Margin)
Color Shift Correction (Bk)
Center Staple Position
Black Image Density Correction

**7** Touch [1st Tray].

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

The test pattern is printed on 11 × 17-size paper.



Expert User Mode

Test Print for Gradation Adjust will be printed. Press START. The Margin can also be adjusted by using the ▲▼ Key.

PRT Area (Left Margin)

Enter

1st Tray 0.0 mm

2nd Tray 0.0 mm

3rd Tray 0.0 mm

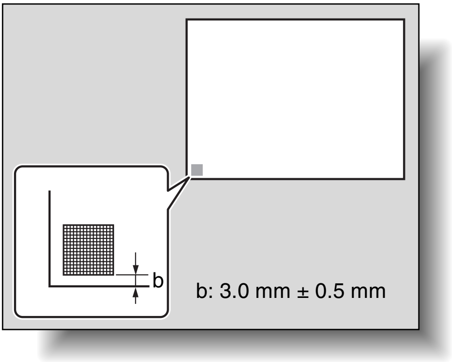
4th Tray 0.0 mm

Bypass 0.0 mm

-3.0–+3.0mm

Letter Normal

**9** Check that the left margin of the test pattern is between 2.5 mm and 3.5 mm. If the left margin is within the specified range, skip to step 14.



**10** If the left margin is less than 2.5 mm, touch ▲ to specify the desired positive adjustment (between +0.1 mm and +3.0 mm).

**11** If the left margin is more than 3.5 mm, touch ▼ to specify the desired negative adjustment (between -0.1 mm and -3.0 mm).

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

The adjusted test pattern is printed on 11 × 17-size paper.

**13** Check the print result.
Make sure that the left margin is adjusted to between 2.5 mm and 3.5 mm.

- ❍ If more adjustment is necessary, return to step 10 and repeat the adjustment procedure.

**14** Touch [Enter].

**15** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.

### Setting the “PRT Area (Dup. Left Margin)” Function

This function is used to adjust the printing position at the left edge of the paper (in comparison to the paper feed direction) for the second side during automatic double-sided copying.

The left margin of the print area in double-sided copies can be adjusted for each paper drawer.

✎...

**Condition**

*The left margin of the print area in double-sided copies is adjusted during manufacturing of the machine. Normally, the left margin will not need to be adjusted.*

The procedure with 11 × 17-size paper loaded into the 1st drawer is described below.

1 Load 11 × 17-size paper into the 1st drawer.

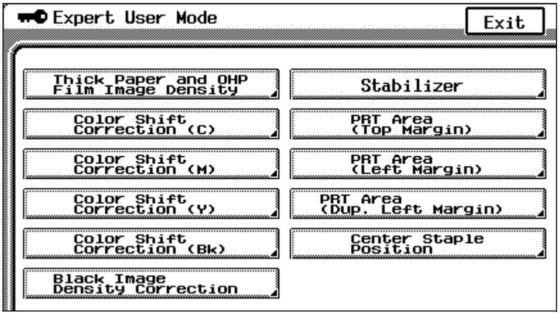
2 Press the [Utility] key.

3 Touch Admin. Mode.

4 Using the keypad, type in the administrator code.
   - ❍ Touch [Enter].

5 Touch [Expert User Mode].

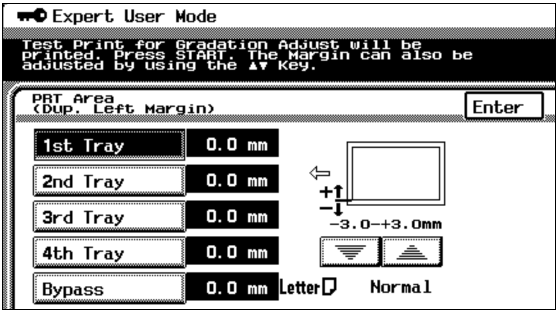
6 Touch [PRT Area (Dup. Left Margin)].


Expert User Mode
Exit
Thick Paper and OHP Film Image Density
Stabilizer
Color Shift Correction (C)
PRT Area (Top Margin)
Color Shift Correction (M)
PRT Area (Left Margin)
Color Shift Correction (Y)
PRT Area (Dup. Left Margin)
Color Shift Correction (Bk)
Center Staple Position
Black Image Density Correction

**7** Touch [1st Tray].

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

The test pattern is printed on 11 × 17-size paper.



Expert User Mode

Test Print for Gradation Adjust will be printed. Press START. The Margin can also be adjusted by using the ▲▼ Key.

PRT Area (Dup. Left Margin)

1st Tray 0.0 mm

2nd Tray 0.0 mm

3rd Tray 0.0 mm

4th Tray 0.0 mm

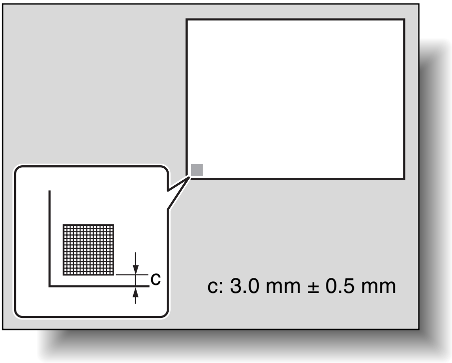
Bypass 0.0 mm

Letter

Normal

**9** Check that the left margin of the test pattern for the second side is between 2.5 mm and 3.5 mm.

If the left margin is within the specified range, skip to step 14.



**10** If the left margin for the second side is less than 2.5 mm, touch ▲ to specify the desired positive adjustment (between +0.1 mm and +3.0 mm).

**11** If the left margin for the second side is more than 3.5 mm, touch ▼ to specify the desired negative adjustment (between -0.1 mm and -3.0 mm).

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

The adjusted test pattern is printed on 11 × 17-size paper.

**13** Check the print result.
Make sure that the left margin for the second side is adjusted to between 2.5 mm and 3.5 mm.

- ❍ If more adjustment is necessary, return to step 10 and repeat the adjustment procedure.

**14** Touch [Enter].

**15** Touch [Exit] in the next three screens that appear.

The main screen appears again.

### Setting the “Center Staple Position” Function

This function is used to make fine adjustments to the center stapling position and the folding position when binding. (The default setting is 0 mm.)

Before making the adjustment, use the “Booklet” and “Bind” settings to make a copy sample.

Perform the adjustment while checking the sample that was created.

✎...

**Reference**

*For details on the “Booklet” and “Bind” setting, refer to “Selecting Copy Settings” on page 3-37.*

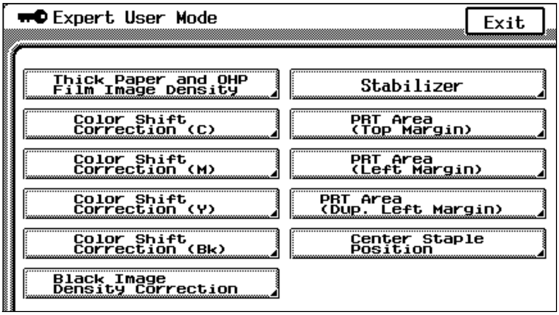
1 Press the [Utility] key.

2 Touch [Admin. Mode].

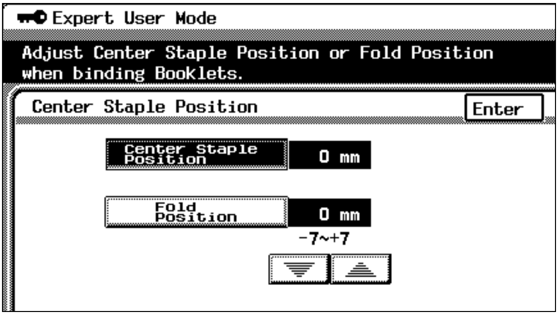
3 Using the keypad, type in the administrator code.
   - ❍ Touch [Enter].

4 Touch [Expert User Mode].

5 Touch [Center Staple Position].


Expert User Mode
Exit
Thick Paper and OHP Film Image Density
Stabilizer
Color Shift Correction (C)
PRT Area (Top Margin)
Color Shift Correction (M)
PRT Area (Left Margin)
Color Shift Correction (Y)
PRT Area (Dup. Left Margin)
Color Shift Correction (Bk)
Center Staple Position
Black Image Density Correction

**6** Compare the width of the left pages of the copy sample with the width of the right pages to check for the center of the paper.


Expert User Mode

Adjust Center Staple Position or Fold Position when binding Booklets.

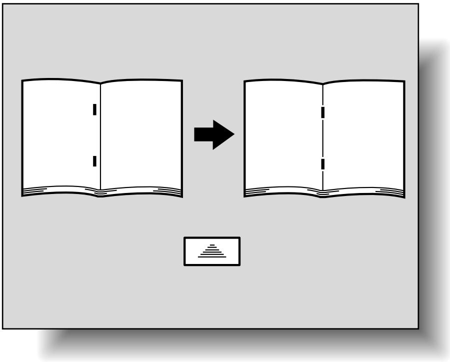
Center Staple Position

Center Staple Position 0 mm

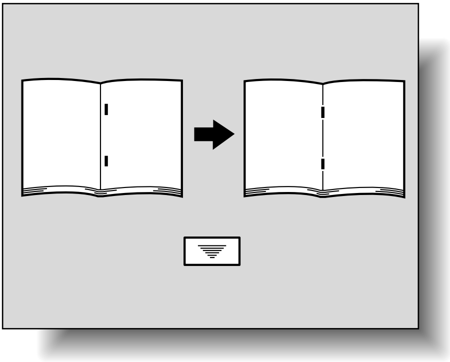
Fold Position 0 mm

-7~+7

**7** If the staple position is too far to the left of the center of the paper, touch ▲ to specify the desired positive adjustment (between +1 mm and +7 mm).

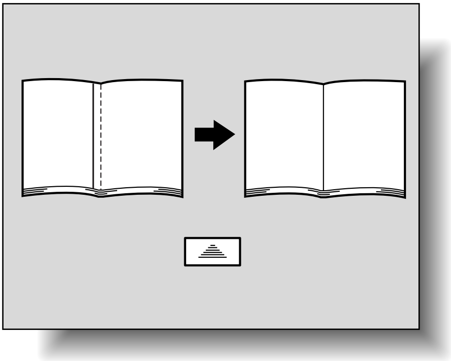


**8** If the staple position is too far to the right of the center of the paper, touch ▼ to specify the desired negative adjustment (between -1 mm and -7 mm).

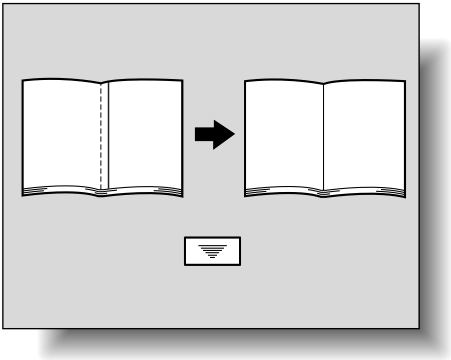


**9** Touch [Fold Position].

**10** If the fold position is shifted to the left, touch ▲ to specify the desired positive adjustment (between +1 mm and +7 mm).



**11** If the fold position is shifted to the right, touch ▼ to specify the desired negative adjustment (between -1 mm and -7 mm).



**12** Touch [Enter].

**13** Touch [Exit] in the next three screens that appear.

The Basic screen appears again.

**14** Use the “Booklet” and “Bind” settings to make another copy sample.

**15** Check the print result.

- ❍ If more adjustment is necessary, return to step 1 and repeat the adjustment procedure.

## 10.11 Supervising Machine Use (Volume Track (E.K.C.) Functions)

These functions are used to control the permissions and the number of copies that can be printed for each user account. In addition, permissions can be set separately for the various printing operations.

This machine can control accounts 1 through 998. If the “Volume Track Mode (E.K.C.)” function is set to “Yes”, an access number must be specified for each account, limiting use of this machine only to account users possessing their access number.

### Setting the “Volume Track Mode (E.K.C.)” Function

This function is used to specify whether or not machine use will be managed.

✎...

**Hint**

*If this function is set to “Yes”, permissions for remote scanning can be specified.*

**1** Press the [Utility] key.

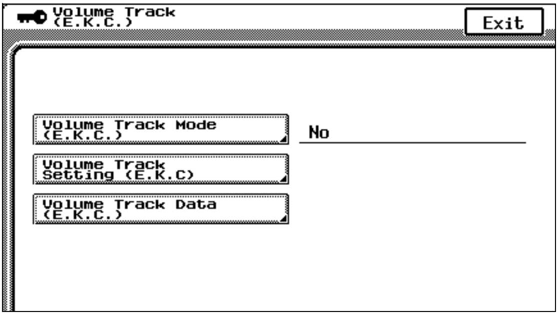
**2** Touch [Admin. Mode].

**3** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

**4** Touch [Volume Track (E.K.C.)].

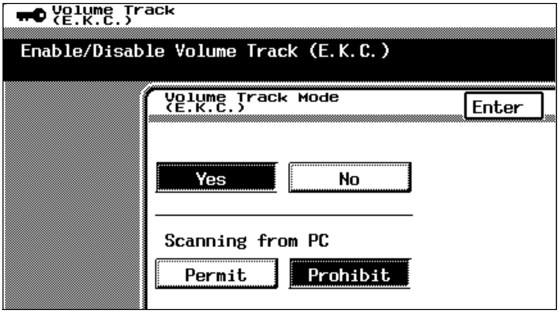
**5** Touch [Volume Track Mode (E.K.C.)].


Volume Track (E.K.C.)
Exit
Volume Track Mode (E.K.C.)
Volume Track Setting (E.K.C)
Volume Track Data (E.K.C.)

Volume Track Mode (E.K.C.) No

**6** Touch the key for the desired setting.

- ❍ When “Yes” is selected, the keys below “Scanning from PC” become available. Touch the key for the desired setting.


Volume Track (E.K.C.)
Enable/Disable Volume Track (E.K.C.)
Volume Track Mode (E.K.C.)
Enter
Yes
No
Scanning from PC
Permit
Prohibit

✎...

**Reference**

*For details on remote scanning, refer to the KM-C2230 Printer Controller User’s Guide.*

✎...

**Additional Information**

*If the “Volume Track Mode (E.K.C.)” function is set to “Yes”, specify the volume number and access number. For details on specifying the setting, refer to “Supervising Machine Use (Volume Track (E.K.C.) Functions)” on page 10-89.*

**7** Touch [Enter].

Volume Track mode (E.K.C.) is set.

### Canceling Volume Track Mode (E.K.C.)

The procedure for canceling Volume Track mode (E.K.C.) is described below.

✎...

**Reminder!**

*In order to cancel the Volume Track mode (E.K.C.), all Volume Track Data (E.K.C.) counters must be initialized.*

*If “No” is selected in the Initialize screen, the Volume Track Data (E.K.C.) counters are not initialized; however, the Volume Track mode (E.K.C.) cannot be canceled.*

*In order to keep Volume Track Data (E.K.C.) counter values when canceling Volume Track mode (E.K.C.), print the data.*

*For details on printing Volume Track Data (E.K.C.) counters, refer to “Printing Volume Track Data (E.K.C.) Counters” on page 10-100.*

**1** Press the [Utility] key.

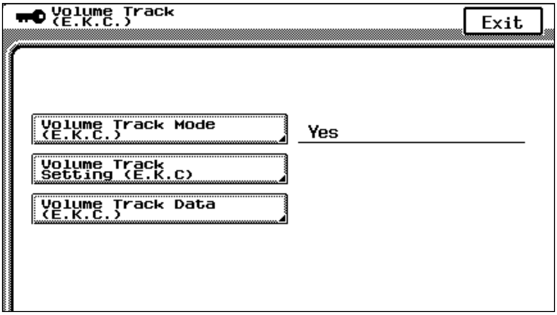
**2** Touch [Admin. Mode].

**3** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

**4** Touch [Volume Track (E.K.C.)].

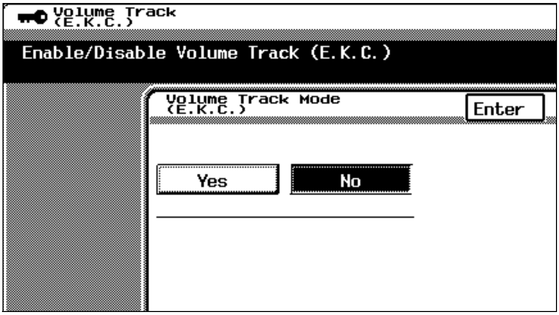
**5** Touch [Volume Track Mode (E.K.C.)].


Volume Track (E.K.C.)
Exit
Volume Track Mode (E.K.C.)
Volume Track Setting (E.K.C)
Volume Track Data (E.K.C.)

Volume Track Mode (E.K.C.): Yes

**6** Touch [No], and then touch [Enter].

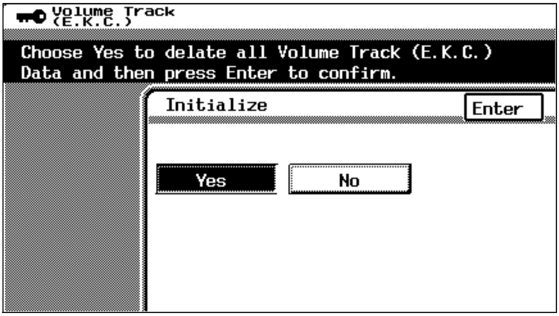
The Initialize screen appears.



Enable/Disable Volume Track (E.K.C.)

**7** Touch [Yes], and then touch [Enter].

The Volume Track Data (E.K.C.) counters are initialized, and then the Volume Track mode (E.K.C.) is canceled.



Choose Yes to delate all Volume Track (E.K.C.) Data and then press Enter to confirm.

### Setting Up Volume Track (E.K.C.) Accounts (“Volume Track Setting (E.K.C.) ” Function)

This function is used to specify the access number for each account, printing permissions, and the maximum number of copies allowed.

✎...

**Condition**

*The “Volume Track Setting (E.K.C.)” function is available only if the “Volume Track Mode (E.K.C.)” function is set to “Yes”.*

1 Press the [Utility] key.

2 Touch [Admin. Mode].

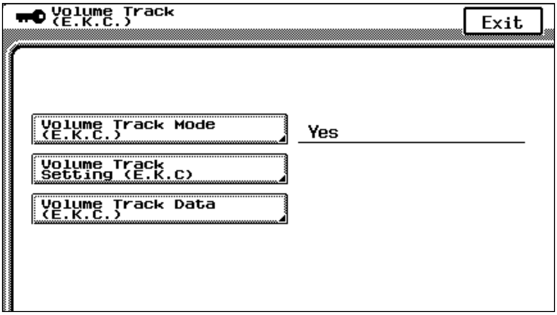
3 Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

4 Touch [Volume Track (E.K.C.)].

5 Touch [Volume Track Setting (E.K.C.)].

The Volume Track Setting (E.K.C.) screen appears.

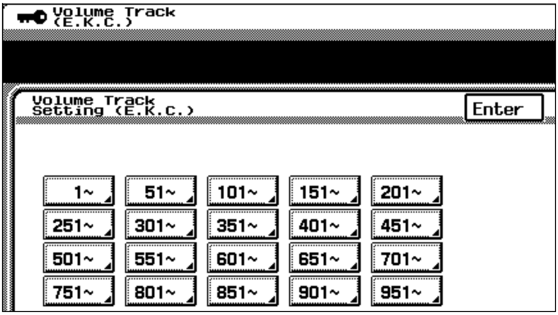


Volume Track (E.K.C.)
Exit
Volume Track Mode (E.K.C.)
Volume Track Setting (E.K.C)
Volume Track Data (E.K.C.)

Volume Track Mode (E.K.C.): Yes

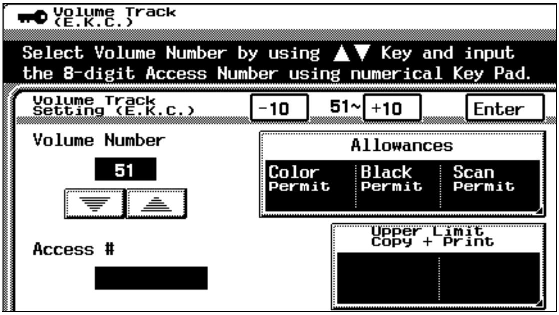
6 Touch the key for the block containing the desired account.

- ❍ The 998 accounts are divided into 20 blocks with each range indicated on the keys.



**7** Touch ▽ and △ to specify the desired volume number.

- ❍ Touch [-10] and [+10] to increase or decrease by 10 the volume number that is selected.



Select Volume Number by using ▲▼ Key and input the 8-digit Access Number using numerical Key Pad.

Volume Number: 51

**8** Specify the 8-digit access number for the desired account.

- ❍ The access number can be set between “00000001” and “99999998”.

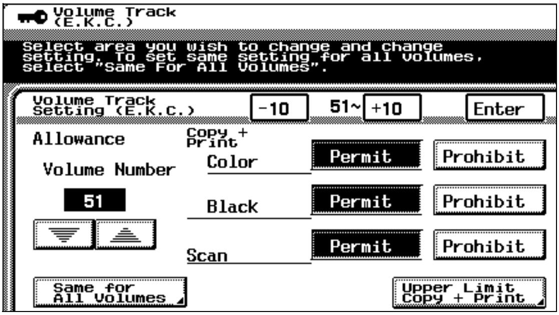
**9** Using the keypad, type in the access number.

- ❍ If the access code has been entered incorrectly, press the [C] (clear) key to erase the entered code, and then use the keypad to enter the correct access number.

**10** Touch [Allowances].

The Allowance screen appears.

**11** Specify the desired setting beside “Color” and “Black” under “Copy + Print” and beside “Scan”.



Select area you wish to change and change setting. To set same setting for all volumes, select "Same For All Volumes".

Volume Number: 51

**Additional Information**

*If the “Color” parameter is set to “Prohibit”, full-color, 2-color and monocolor printing are not possible. In addition, the “Auto Color”, “Full Color”, “2 Color” and “Single Color” Color settings from the Basic screen are also not available.*

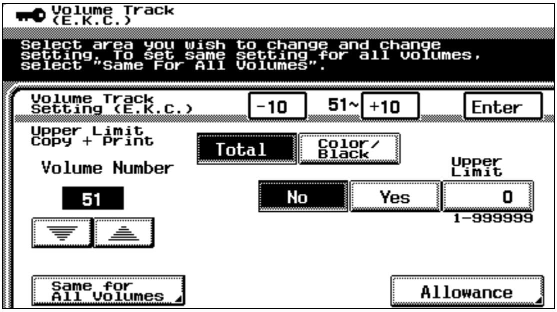
*If the “Black” parameter is set to “Prohibit”, black-and-white printing is not possible. In addition, the “Auto Color” and “Black” Color settings from the Basic screen are also not available.*

*If both the “Color” and “Black” parameters are set to “Prohibit”, no printing is possible. In this case, even if the account number and its access number are correctly entered, the Basic screen is not displayed.*

**12** Touch [Upper Limit Copy + Print].

The Upper Limit Copy + Print screen appears.

**13** Touch either [Total] or [Color/Black].



Select area you wish to change and change setting. To set same setting for all volumes, select "Same For All Volumes".

**14** Specify whether or not a limit will be applied to the number of prints allowed.

If “Yes” is selected, touch the key beside [Yes], and then use the keypad to specify the limit for the number of prints allowed. The maximum number of prints allowed can be set between 1 and 999,999.

**Additional Information**

*If “Total” is set to “Yes”, “Yes” cannot be selected for “Color/Black”. In addition, with “Color/Black” selected, the maximum number of prints cannot be specified.*

*If either the “Color” or the “Black” parameter or both parameters for “Color/Black” are set to “Yes”, “Yes” cannot be selected for “Total”. In addition, with “Total” selected, the maximum number of prints cannot be specified.*

**15** Touch [Enter].

The access code, permissions and printing limits are applied for the selected account.

**16** Touch [Enter].

The Volume Track Setting screen appears again.

✎...

**Additional Information**

*To apply the selected settings for the selected account to all accounts, touch [Same for All Volumes] in the Allowance screen or Upper Limit Copy + Print screen.*

*After touching [Same for All Volumes], requesting confirmation to change the settings screen appears.*

*In the screen that appeared, touch [Yes], and then touch [Enter] to apply the settings for the selected account to all accounts.*

### Viewing Volume Track Data (E.K.C.) Counters (“Volume Track Data (E.K.C.)” Function)

This function is used to check the following data for each account.

All Counters

- Total: Counts the total number of copies and printouts made using all Color settings, the “Full Color” setting, the “Single Color” setting, the “2 Color” setting and the “Black” setting
- Upper Limit: Shows the limits for the number of copies and printouts that can be made using all Color settings, the color settings (“Full Color”, “Single Color”, and “2 Color”) and the “Black” setting
- Large Size: Counts the total number of copies and printouts made on paper specified as large-size paper using all Color settings, the “Full Color” setting, the “Single Color” setting, the “2 Color” setting and the “Black” setting
- Duplex Copy: Counts the total number of double-sided copies
- Scan: Counts the total number of scans

Copy

- Total: Counts the number of copies made using all Color settings, the “Full Color” setting, the “Single Color” setting, the “2 Color” setting and the “Black” setting
- Large Size: Counts the number of copies made on paper specified as large-size paper using all Color settings, the “Full Color” setting, the “Single Color” setting, the “2 Color” setting and the “Black” setting

Print

- Total: Counts the number of printouts made using all Color settings, the “Full Color” setting, the “2 Color” setting and the “Black” setting
- Large Size: Counts the number of printouts made on paper specified as large-size paper using all Color settings, the “Full Color” setting, the “2 Color” setting and the “Black” setting

1 Press the [Utility] key.

2 Touch [Admin. Mode].

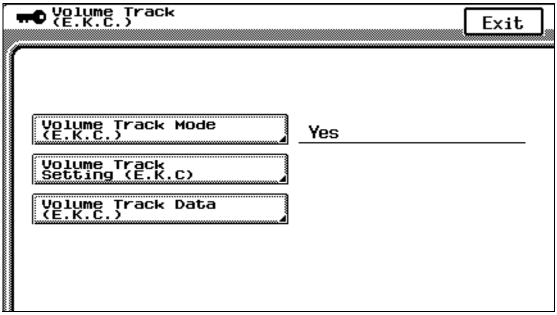
3 Using the keypad, type in the administrator code.

   ○ Touch [Enter].

4 Touch [Volume Track (E.K.C.)].

**5** Touch [Volume Track Data (E.K.C.)].

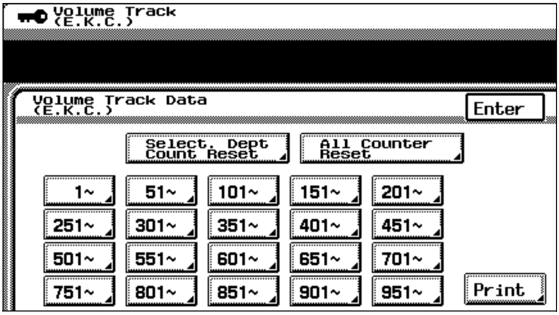
The Volume Track Data (E.K.C.) screen appears.


Volume Track (E.K.C.)
Exit
Volume Track Mode (E.K.C.)
Volume Track Setting (E.K.C)
Volume Track Data (E.K.C.)

Volume Track Mode (E.K.C.) Yes

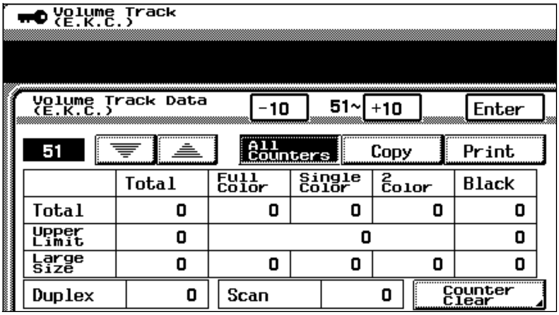
**6** Touch the key for the block containing the desired account.

- ❍ The 998 accounts are divided into 20 blocks with each range indicated on the keys.



**7** Touch ▽ and △ to specify the desired volume number.

- ❍ Touch [-10] and [+10] to increase or decrease by 10 the volume number that is selected.



51

| | Total | Full Color | Single Color | 2 Color | Black |
|---|---|---|---|---|---|
| Total | 0 | 0 | 0 | 0 | 0 |
| Upper Limit | 0 | 0 | | | 0 |
| Large Size | 0 | 0 | 0 | 0 | 0 |

Duplex 0

Scan 0

**8** Touch the key for the data that you wish to view.

Check the number of prints.

**9** Touch [Enter].

The Volume Track Data (E.K.C.) screen appears again.

**Additional Information**

*To initialize the counters displayed in the current counter screen for the selected account, touch [Counter Clear].*

*After touching [Counter Clear], requesting confirmation to clear the counters screen appears.*

*Touch [Yes], and then touch [Enter] to initialize the displayed counters for the selected account. The print limits specified in the Upper Limit Copy + Print screen are not initialized.*

*In addition, all Volume Track Data (E.K.C.) counters for all accounts can be initialized.*

*For details, refer to “Clearing Volume Track Data (E.K.C.) Counters” on page 10-102.*

## Printing Volume Track Data (E.K.C.) Counters

The counters for each account can be printed.

✎...

**Condition**

*The "Volume Track Data (E.K.C.)" function is available only if the "Volume Track Mode (E.K.C.)" function is set to "Yes".*

**1** Press the [Utility] key.

**2** Touch [Admin. Mode].

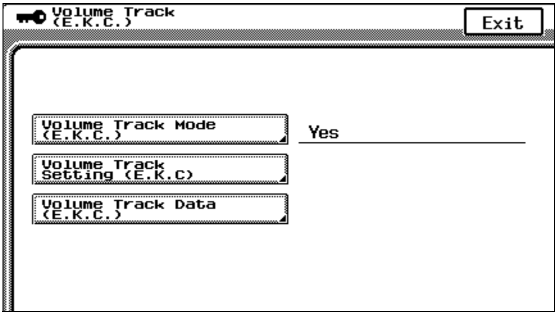
**3** Using the keypad, type in the administrator code.

○ Touch [Enter].

**4** Touch [Volume Track (E.K.C.)].

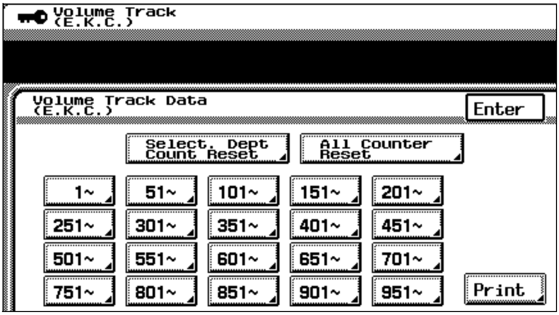
**5** Touch [Volume Track Data (E.K.C.)].

The Volume Track Data (E.K.C.) screen appears.


Volume Track (E.K.C.)
Exit
Volume Track Mode (E.K.C.)
Volume Track Setting (E.K.C)
Volume Track Data (E.K.C.)

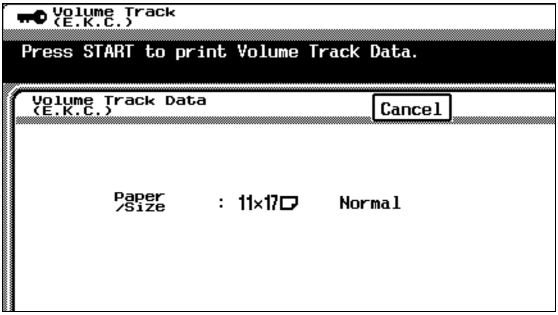
Volume Track Mode (E.K.C.): Yes

**6** Touch [Print].



**7** Load 11 × 17-size paper into one of the drawers, and then press the [Start] key.

The icon ( ▣ ) showing that data is being transmitted appears in the job display.


Volume Track (E.K.C.)

Press START to print Volume Track Data.

Volume Track Data (E.K.C.)

Paper /Size : 11×17 Normal

**8** The job is queued for printing.

The Volume Track Data (E.K.C.) is printed.

**9** Touch [Cancel].

**10** Touch [Enter].

The Volume Track (E.K.C.) screen appears again.

## Clearing Volume Track Data (E.K.C.) Counters

The counters for the accounts can be cleared.

✎...

**Condition**

*The “Volume Track Data (E.K.C.)” function is available only if the “Volume Track Mode (E.K.C.)” function is set to “Yes”.*

**1** Press the [Utility] key.

**2** Touch [Admin. Mode].

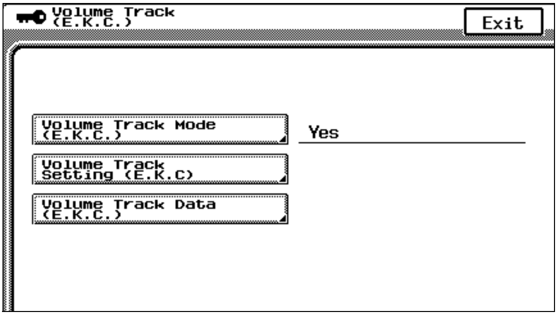
**3** Using the keypad, type in the administrator code.

- ❍ Touch [Enter].

**4** Touch [Volume Track (E.K.C.)].

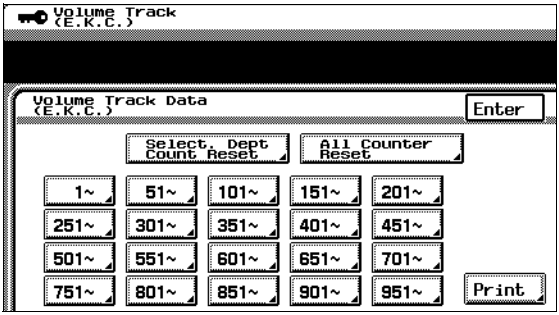
**5** Touch [Volume Track Data (E.K.C.)].

The Volume Track Data (E.K.C.) screen appears.


Volume Track (E.K.C.)
Exit
Volume Track Mode (E.K.C.)
Volume Track Setting (E.K.C)
Volume Track Data (E.K.C.)

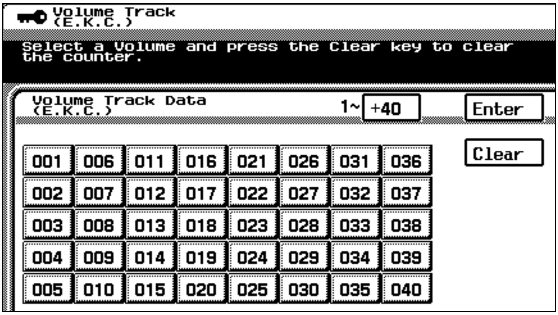
Volume Track Mode (E.K.C.): Yes

**6** To initialize the Volume Track Data (E.K.C.) counters for a particular account, touch [Select. Dept Count Reset].



**7** Touch the key for the account that you wish to initialize.

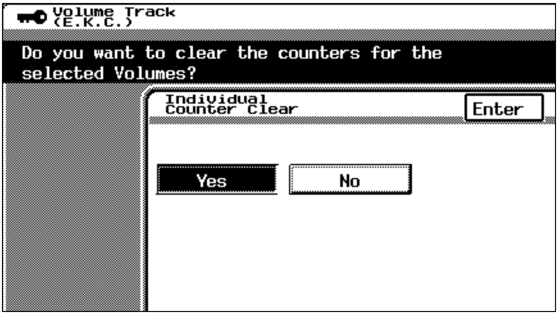
To initialize the Volume Track Data (E.K.C.) counters for other accounts, continue selecting Volume numbers.


Select a Volume and press the Clear key to clear the counter.

**8** Touch [Clear].

The Individual Counter Clear screen appears.

**9** Touch [Yes].


Do you want to clear the counters for the selected Volumes?

**10** Touch [Enter].

- ❍ The Total, Large Size, Duplex Copy and Scan counters for the selected account are initialized.
- ❍ The Upper Limit value is not initialized.

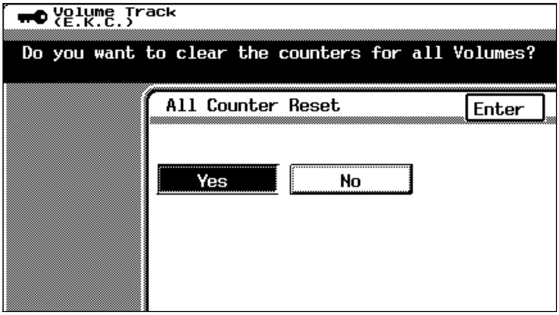
**11** To initialize the Volume Track Data (E.K.C.) counters for all accounts, touch [All Counter Reset].

The All Counter Reset screen appears.

**12** Touch [Yes].

**13** Touch [Enter].

- ❍ The Total, Large Size, Duplex Copy and Scan counters for all accounts are initialized.
- ❍ The Upper Limit value is not initialized.



Do you want to clear the counters for all Volumes?

**14** Touch [Enter].

The Volume Track (E.K.C.) screen appears again.

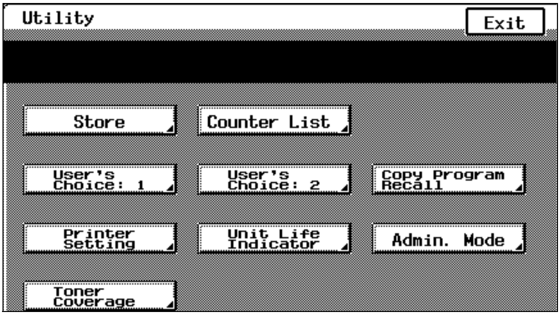
## 10.12 Viewing Toner Usage (“Toner Coverage” Function)

The total average usage ratio for each color of toner (cyan, magenta, yellow and black) can be checked.

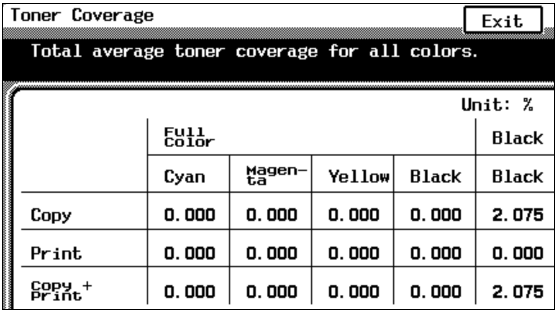
The total average value is indicated in units of 0.001%.

**1** Press the [Utility] key.

**2** Touch [Toner Coverage].



The total average usage ratio for each color of toner is displayed.



Total average toner coverage for all colors.

Unit: %

| | Full Color | | | | Black |
|---|---|---|---|---|---|
| | Cyan | Magenta | Yellow | Black | Black |
| Copy | 0.000 | 0.000 | 0.000 | 0.000 | 2.075 |
| Print | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Copy + Print | 0.000 | 0.000 | 0.000 | 0.000 | 2.075 |

**3** Touch [Exit], and then touch [Exit] in the Utility screen.

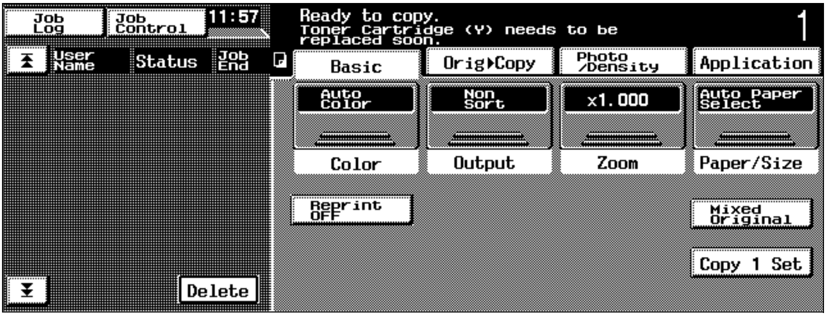
The Basic screen appears again.

# 11

# Touch Panel Messages

## 11.1 When the Message “Toner Cartridge (X) needs to be replaced soon.” Appears

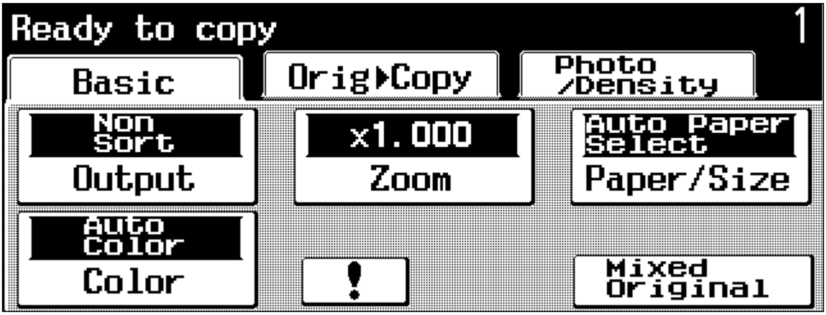
When toner is about to run out, the advance warning message shown below appears.
(As an example, the message for the yellow toner is shown below.)



Ready to copy.
Toner Cartridge (Y) needs to be replaced soon.

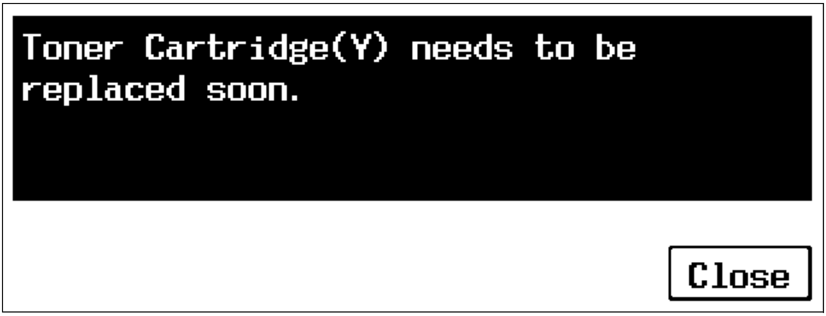
**Display in Enlarge Display Mode**

If the toner is about to run out, [ ! ] appears in the screen on the touch panel.



Ready to copy

Touch [ ! ] to display the message shown in the following illustration.



Toner Cartridge(Y) needs to be replaced soon.

✎...

**Additional Information**

*About 1000 (Letter) pages can be printed after the message "Toner Cartridge (X) needs to be replaced soon." appears.*

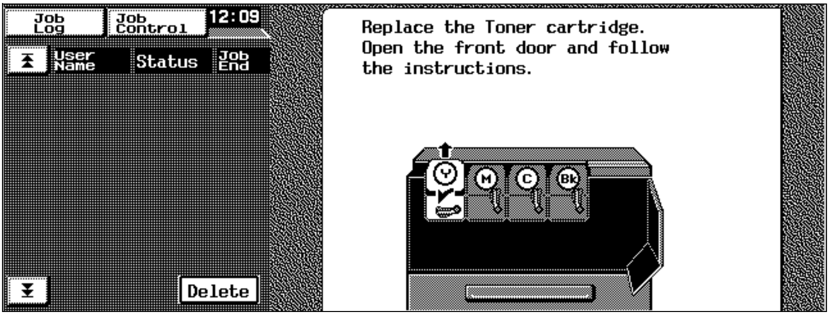
*When the message appears, prepare to replace the toner cartridge according to your maintenance agreement.*

*When the message "Replace the Toner cartridge" appears, the machine stops operating.*

## 11.2 When the Message “Replace the Toner cartridge” Appears

When the toner is empty, a warning message appears and copies can no longer be made.

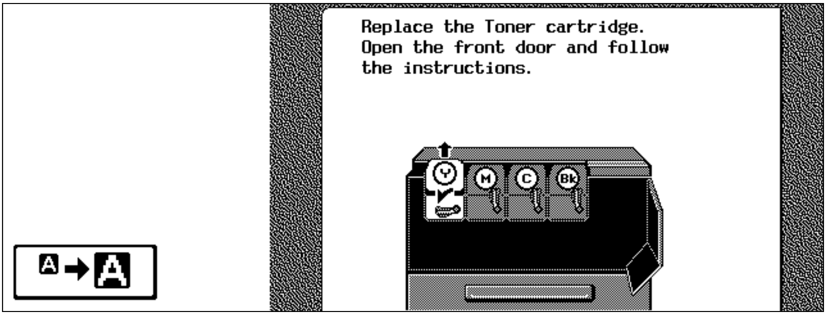
(As an example, the message indicating that the yellow toner is empty (when replaceable by the user) is shown below.)



Replace the Toner cartridge.
Open the front door and follow
the instructions.

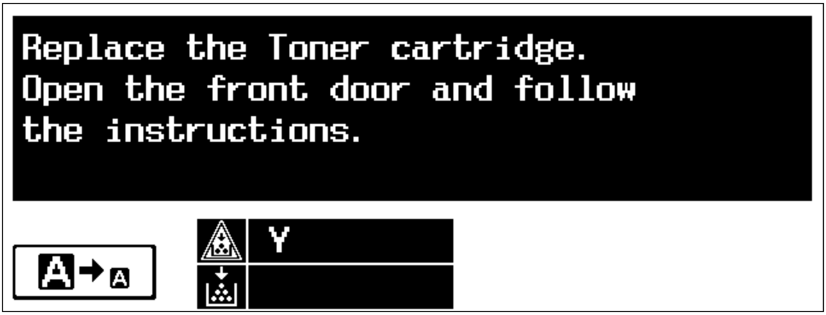
### Display in Enlarge Display Mode

When the toner is empty, the screen shown below appears.



Replace the Toner cartridge.
Open the front door and follow
the instructions.

Touch A→A to display the message shown in the following illustration.



Replace the Toner cartridge.
Open the front door and follow
the instructions.

✎...

**Hint**

*When the message appears, replace the toner cartridge according to your maintenance agreement.*

✎...

**Additional Information**

*For details on replacing the toner cartridges, refer to “Replacing the Toner Cartridge” on page 11-7.*

⚠

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**WARNING**

**Handling toner and the toner cartridges**

- ➜ Do not throw toner or the toner cartridge into a fire.
- ➜ Toner expelled from the fire may cause burns.

---

⚠

---

**WARNING**

**Replacing the toner cartridge**

- ➜ Do not replace the toner cartridge until the message indicating that it be replaced appears in the touch panel. In addition, do not replace the toner cartridge of any color other than the one indicated in the message on the touch panel.

---

**CAUTION**

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

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

**CAUTION**

**Used toner cartridges**

- ➜ In order to prevent the used toner cartridge from dirtying anything, keep it in the box.
- ➜ Dispose of the used toner cartridge according to your local regulations.

### Replacing the Toner Cartridge

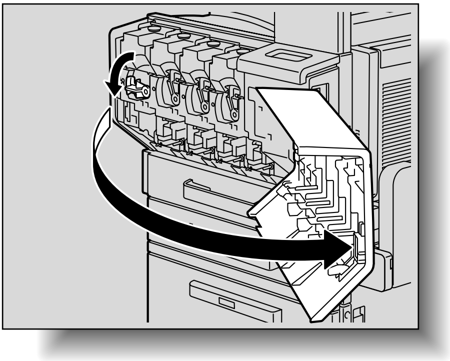
The procedure for replacing any of the toner cartridges (yellow (Y), magenta (M), cyan (C) or black (Bk)) is the same.

The following procedure describes the replacement of the yellow toner cartridge as an example.

✎...

**Reminder!**
*Be careful about the installation location of the toner cartridges, since it is different for other colors.*

**1** Open the front door, and then swing down counterclockwise the toner-cartridge-securing lever for the toner cartridge that you wish to replace.

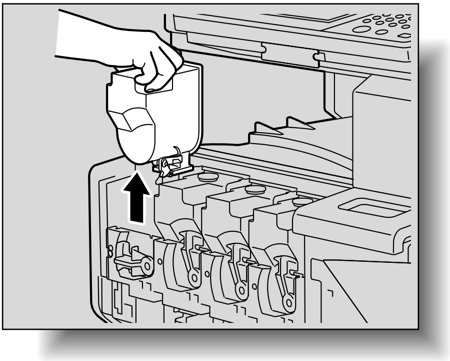


**2** Pull out the empty toner cartridge.

✎...

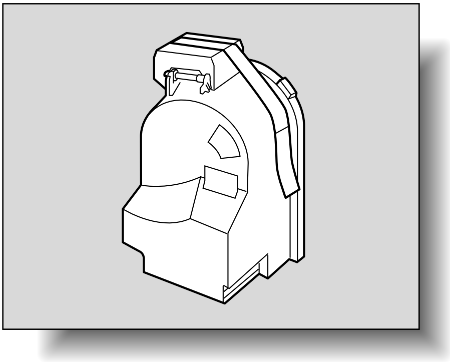
**Reminder!**
*In order to prevent the used toner cartridge from dirtying anything, keep it in the box.*

*Dispose of the used toner cartridge according to your local regulations.*



**3** Prepare the new toner cartridge.

❍ Check that the color of the toner in the cartridge is the same color as the toner-cartridge-securing lever.

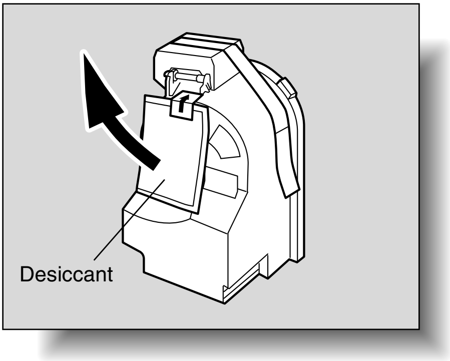


✎...

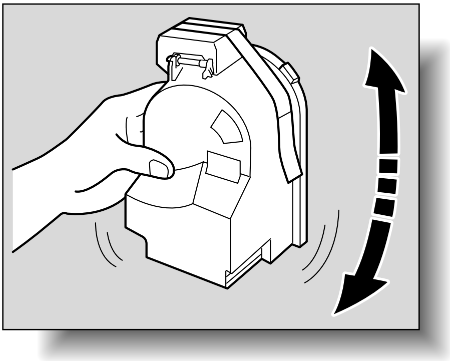
**Reminder!**
*Do not install the toner cartridge of a color different than the one that was removed, otherwise the machine may be damaged.*

✎...

**Condition**
*Desiccant is attached to the black toner cartridge. Be sure to remove the desiccant before installing the toner cartridge into the machine.*



**4** Shake the new toner cartridge well.



✎...

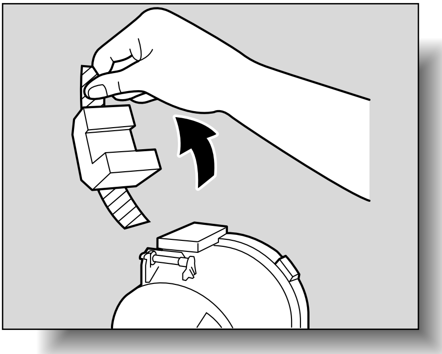
**Reminder!**
*The toner within the toner cartridge may have become compacted. If it has, be sure to shake the toner cartridge until the toner is mostly broken up before installing the cartridge.*

5 Peel off the tape, and then remove the protective cap.

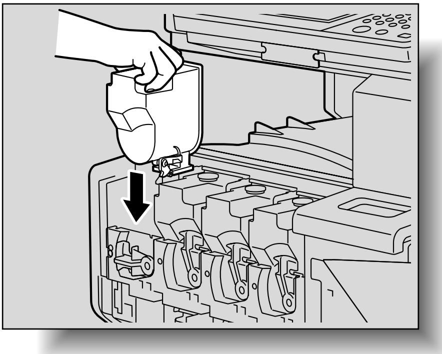
✎...

**Reminder!**

*Slowly remove the tape attached to the toner cartridge. If the tape is removed with too much force, toner may spurt out.*



6 Position the toner cartridge as shown, and then insert it into its compartment.

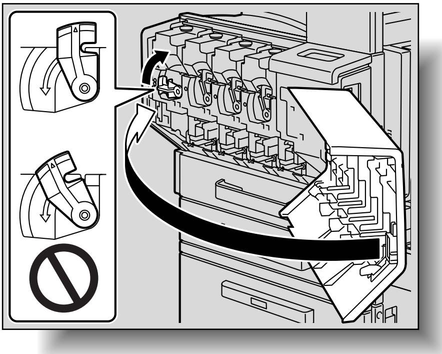


7 Swing the toner-cartridge-securing lever up clockwise.

✎...

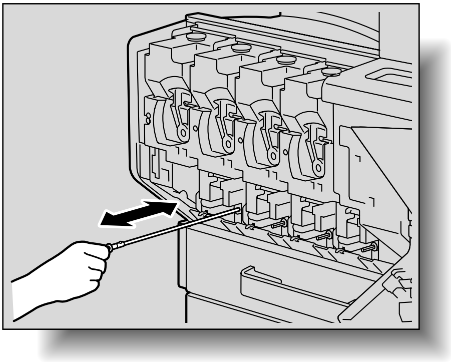
**Reminder!**

*Make sure that the toner-cartridge-securing lever is fully swung up, as shown, otherwise the front door cannot be closed.*



**8** Slowly pull out the charger-cleaning tool as far as possible. Next, slowly push in the charger-cleaning tool as much as possible.
Repeat the above operations three times.

**9** Securely insert the charger-cleaning tool, and then close the front door.



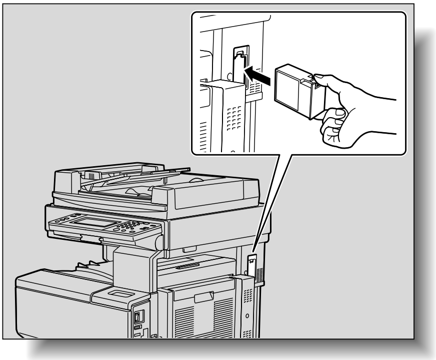
✎...

**Reminder!**
*If the door cannot be closed securely, the toner-cartridge-securing lever may not be in its correct position. Check that the toner-cartridge-securing lever is correctly positioned.*

✎...

**Condition**
*When replacing the black toner cartridge, be sure to replace the filter.*

*The filter is included in the package with the black toner cartridge.*



✎...

**Reference**
*For details on the filter, refer to “Supplies and Parts” on page 2-16.*

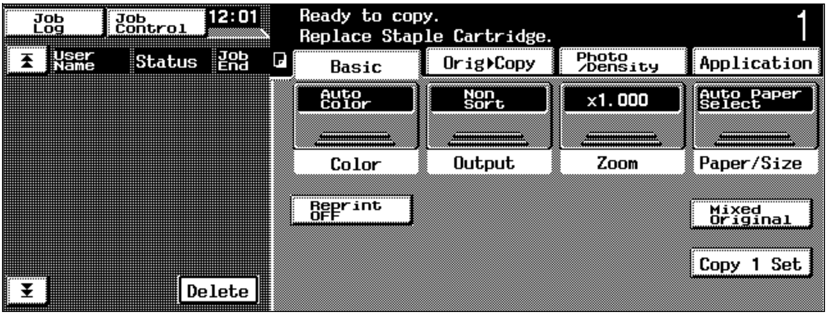
✎...

**Reminder!**
*When installing the new filter, fully insert it until it snaps into place.*

# 11.3 When the Message “Replace Staple Cartridge.” Appears

When finisher DF-621 or DF-626 is installed and is about to run out of staples, the message shown below appears.

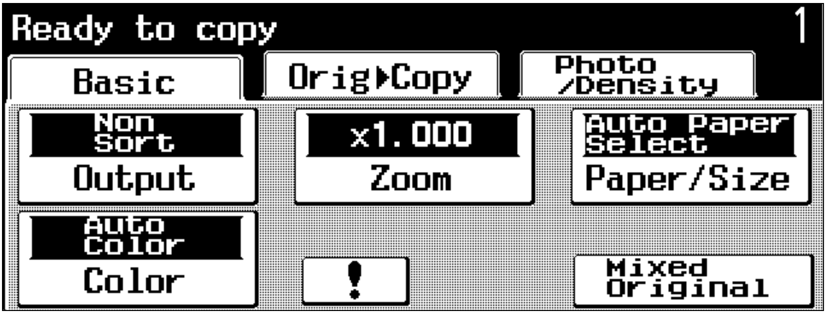
Follow the procedure described below to replace the staple cartridge.



Ready to copy.
Replace Staple Cartridge.

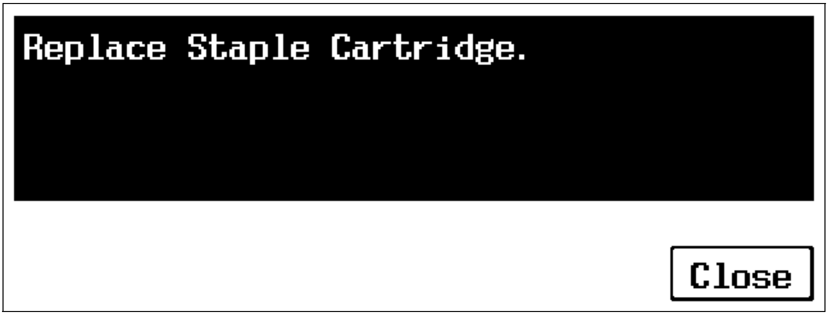
### Display in Enlarge Display Mode

If the staples are empty, ! appears in the screen on the touch panel.



Ready to copy

Touch [!] to display the message shown in the following illustration.



Replace Staple Cartridge.

✎...

**Reminder!**

*Be sure to replace the staple cartridge only after the message appears, otherwise the machine may be damaged.*

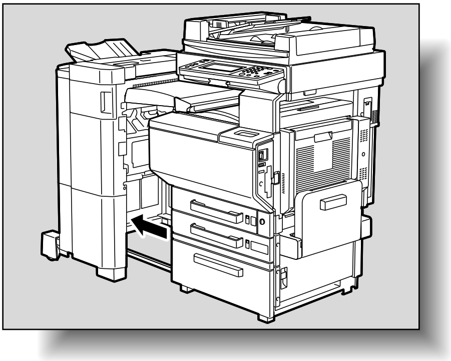
### Replacing the Staple Cartridge for DF-621

✎...

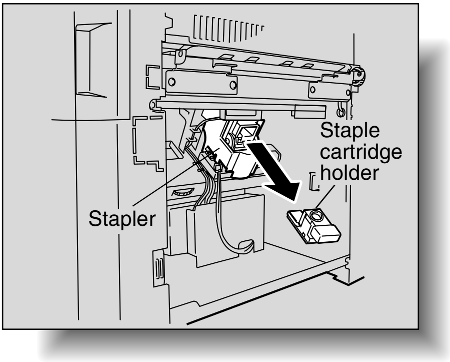
**Reminder!**

*Be sure to replace the staple cartridge only after the message appears, otherwise the machine may be damaged.*

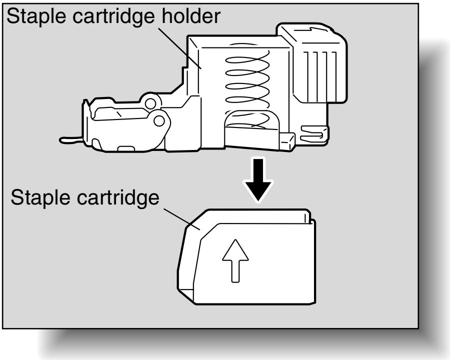
**1** Slide the finisher away from the machine.



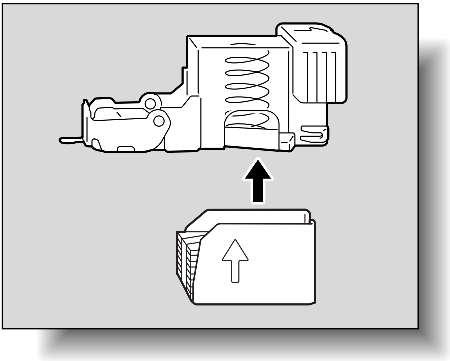
**2** Pull the staple cartridge holder out toward you.



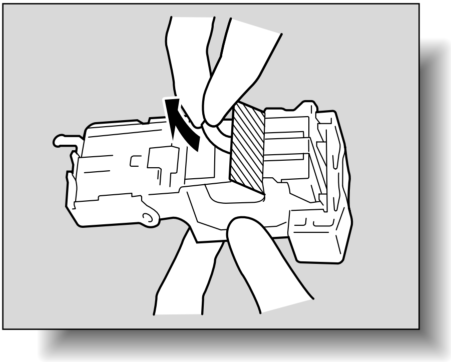
**3** Remove the empty staple cartridge from the staple cartridge holder.



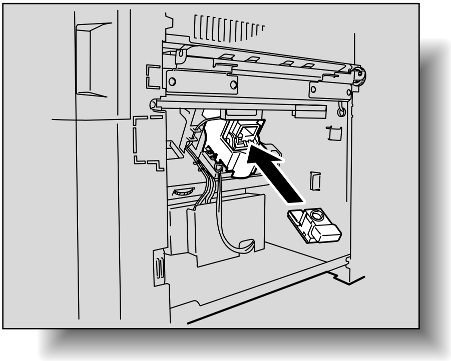
**4** Insert the new staple cartridge into the staple cartridge holder.



5 Carefully pull off the seal.



6 Insert the refilled staple cartridge holder until it locks into place.



7 Slide the finisher back against the machine.

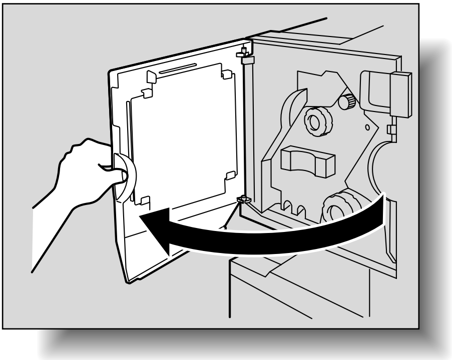
### Replacing the Staple Cartridge for DF-626

✎...

**Reminder!**

*Be sure to replace the staple cartridge only after the message appears, otherwise the machine may be damaged.*

**1** Open the front door of the finisher.

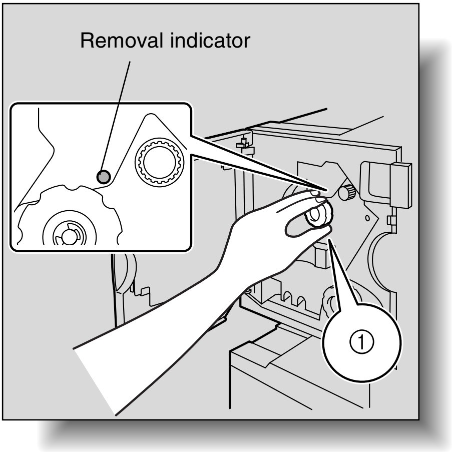


**2** Turn misfeed-clearing dial ① clockwise until the removal indicator is completely blue.

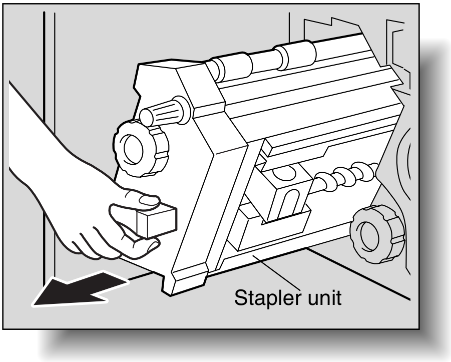
✎...

**Hint**

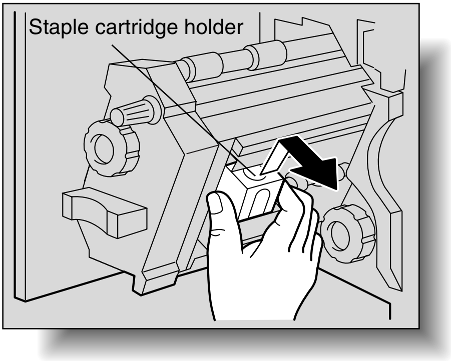
*If the dial is turned too far, turn it counterclockwise to adjust it.*



**3** Slowly pull out the stapler unit as far as possible.

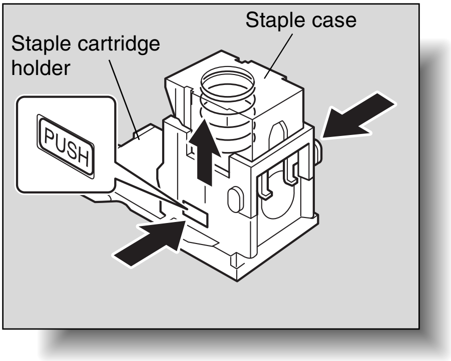


**4** Grasp both sides of the staple cartridge holder, lift it up, and then pull it out.

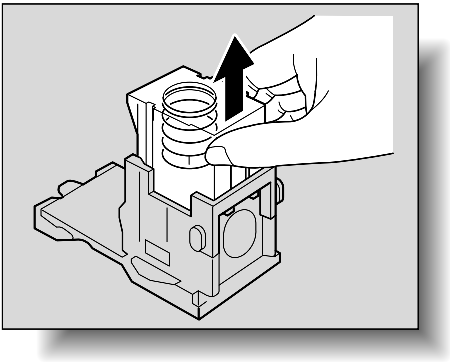


**5** Press the button marked “PUSH” on the side of the staple cartridge holder.

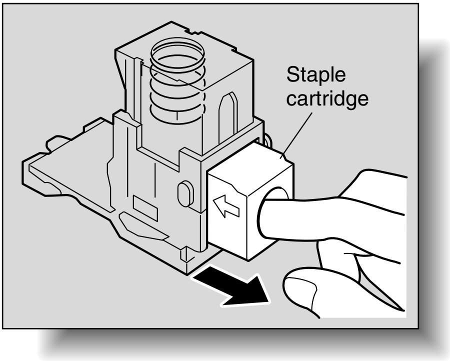
❍ The staple case is released.



**6** Pull up the staple case.

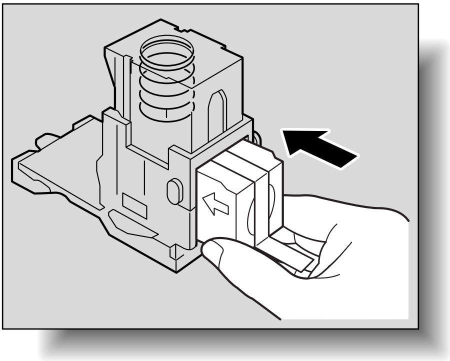


**7** Remove the staple cartridge from the staple case.

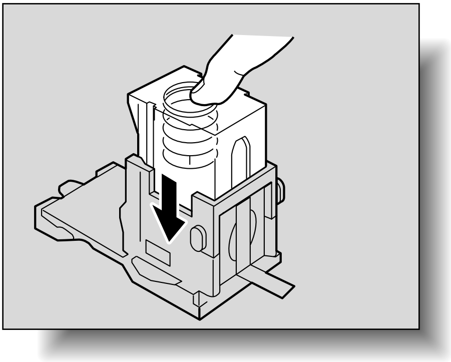


**8** Load the staple cartridge holder with a new staple cartridge.

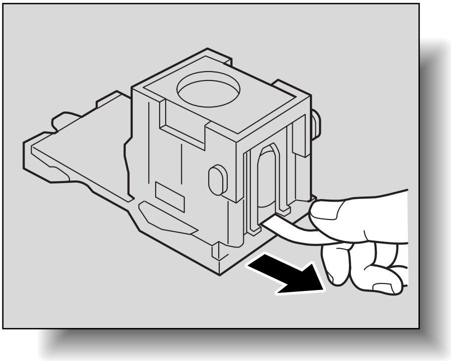
- ❍ Fully insert the staple cartridge as far as possible.



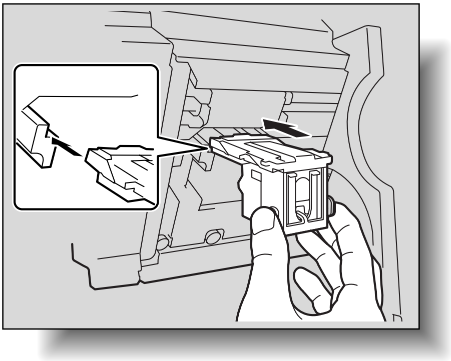
**9** Press the staple case down.



**10** Peel the tape off of the staple cartridge.

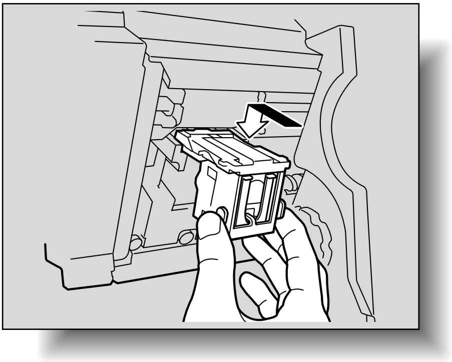


**11** Insert the staple cartridge holder, making sure the tabs on the holder slide along the rails in the compartment.



**12** Insert the refilled staple cartridge holder until it locks into place.

❍ Check that the staple cartridge holder is securely installed.



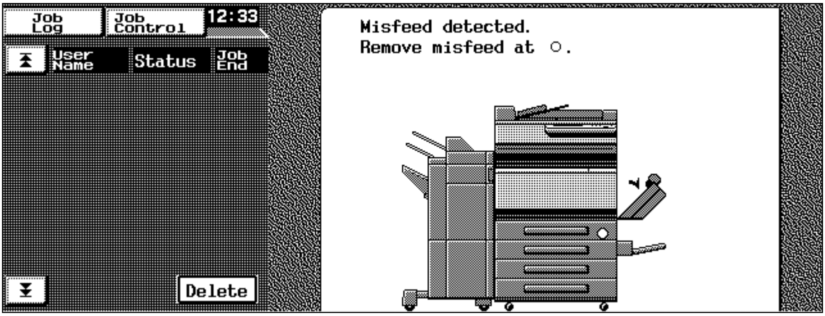
**13** Carefully move the stapler unit back into its original position.

**14** Close the front door.

## 11.4 When the Message “Misfeed detected.” Appears

### Locations of Paper Misfeeds

A flashing “O” indicates the location of the paper misfeed. In addition, a lit “O” indicates areas where paper may have been misfed and that should be checked. (As an example, the following illustration shows a paper jam that occurred in a paper drawer.)



Misfeed detected.
Remove misfeed at ○.

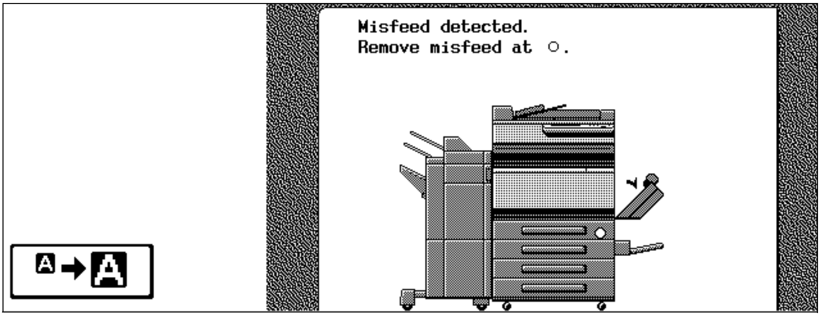
✎...

**Hint**

*The procedure for clearing misfed paper differs depending on where the misfeed occurs. Determine the misfeed location by looking at the illustration displayed with the error message, and then clear the misfeed according to the appropriate procedure.*

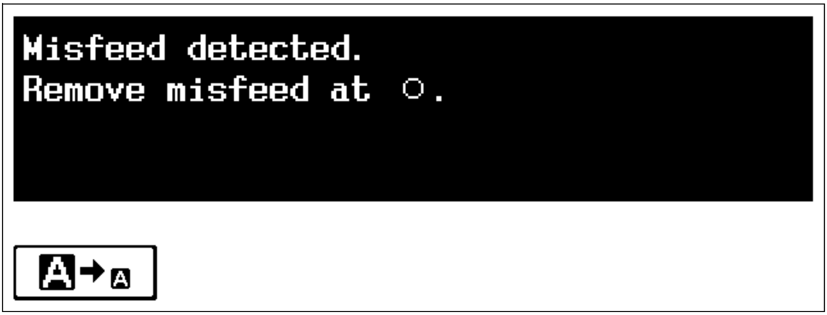
### Locations of Paper Misfeeds in the Enlarge Display Mode

If a paper misfeed occurs, the screen shown below appears.



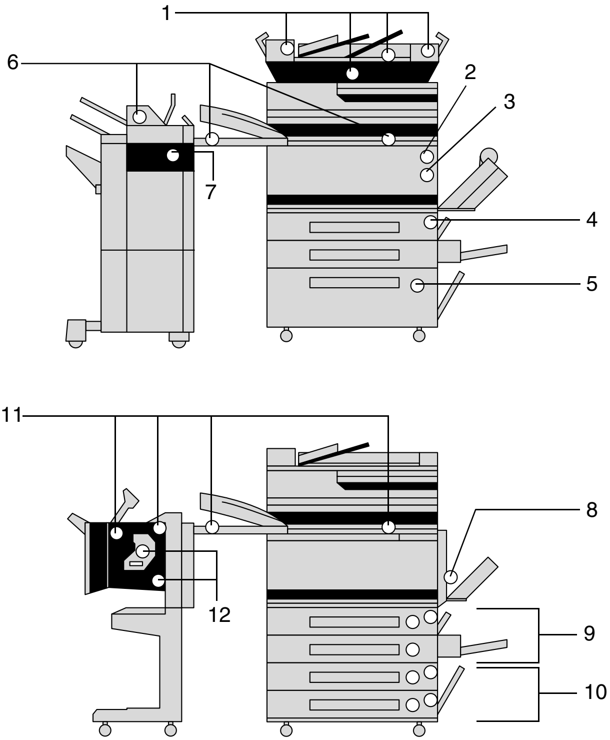
Misfeed detected.
Remove misfeed at ○.

Touch A→A to display the message shown in the following illustration.



Misfeed detected.
Remove misfeed at ○.

## Paper Misfeed/Staple Jam Indications



| Message | Description | Message | Description |
|---|---|---|---|
| 1 | A paper misfeed in the reverse automatic document feeder (p. 11-37) | 7 | A staple jam in the finisher DF-621 (p. 11-50) |
| 2 | A paper misfeed in the fusing area (p. 11-33) | 8 | A paper misfeed in the automatic duplex unit (p. 11-25) |
| 3 | A paper misfeed in the right-side door unit/right-side door (p. 11-29) | 9 | A paper misfeed in the 1st or 2nd drawer (p. 11-26) |
| 4 | A paper misfeed in the bypass tray (p. 11-23) | 10 | A paper misfeed in the 3rd or 4th drawer (p. 11-27) |
| 5 | A paper misfeed in the large-capacity paper feed cabinet (p. 11-28) | 11 | A paper misfeed in finisher DF-626 (p. 11-46) |
| 6 | A paper misfeed in finisher DF-621 (job separator) (page 11-41) | 12 | A staple jam in the finisher DF-626 (p. 11-53) |

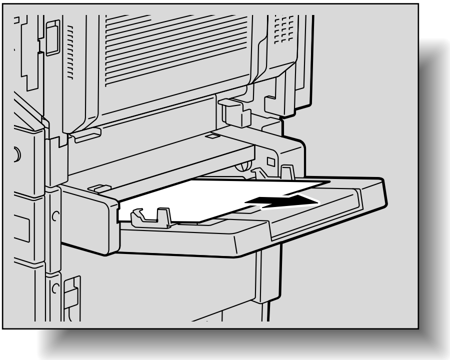
## Clearing a Paper Misfeed in the Bypass Tray

✎...

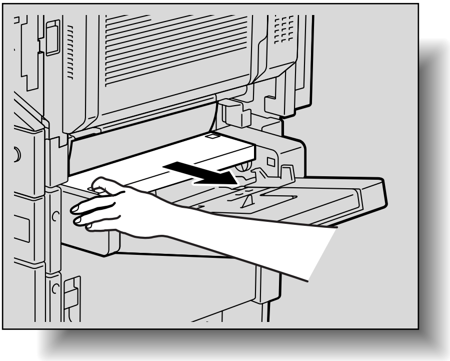
**Reference**

*For details on the positions of paper misfeeds, refer to “Paper Misfeed/Staple Jam Indications” on page 11-22.*

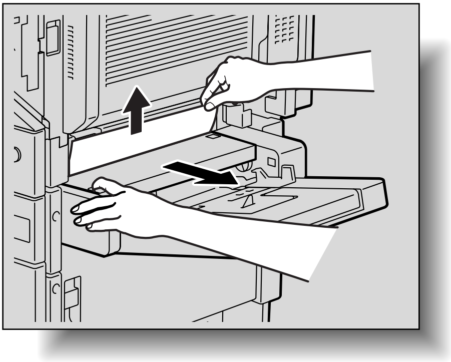
**1** Remove all paper from the bypass tray.



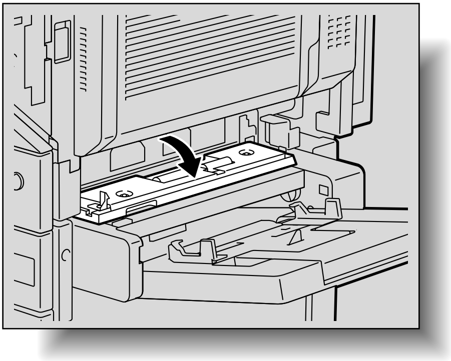
**2** If misfed paper cannot be pulled out, pull the lever for the sliding plate of the bypass tray, and then pull the sliding plate toward you.



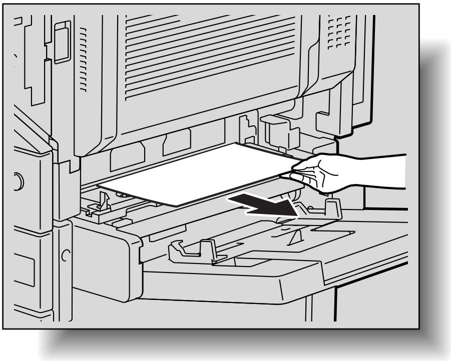
**3** Pull the sliding plate toward you, and then carefully pull out any misfed paper.



**4** Pull the lever, and then open the right-side door of the 1st drawer.



**5** Carefully pull out any misfed paper.



**6** Close the right-side door.

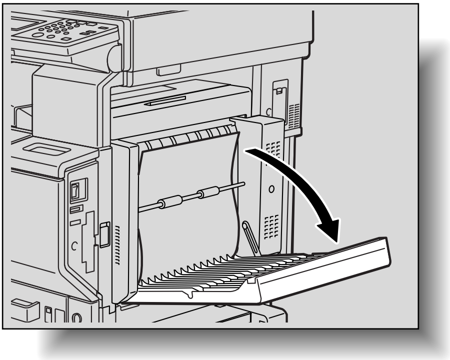
### Clearing a Paper Misfeed in the Automatic Duplex Unit

✎...

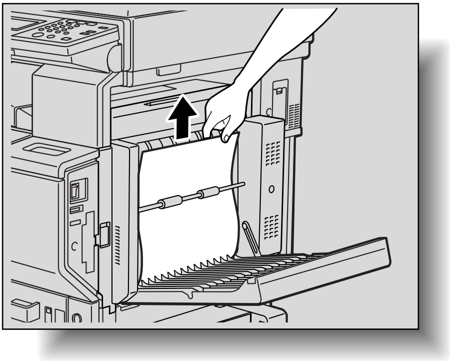
**Reference**

*For details on the positions of paper misfeeds, refer to “Paper Misfeed/Staple Jam Indications” on page 11-22.*

1 Open the automatic duplex unit door.



2 Carefully pull out any misfed paper.



3 Close the automatic duplex unit door.

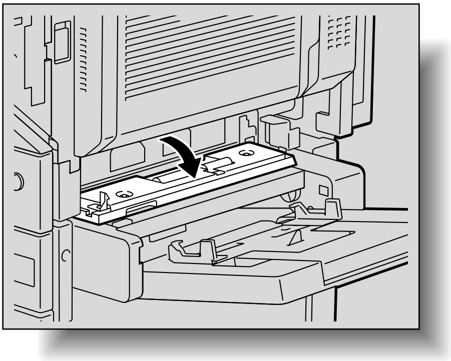
## Clearing a Paper Misfeed in the 1st or 2nd Drawer

✎...

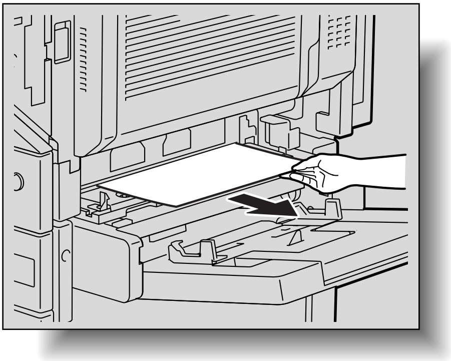
**Reference**

*For details on the positions of paper misfeeds, refer to “Paper Misfeed/Staple Jam Indications” on page 11-22.*

1 Pull the lever, and then open the right-side door of the 1st drawer.



2 Carefully pull out any misfed paper.



3 Close the right-side door.

4 Pull out the paper drawer, and then remove any misfed paper.

✎...

**Reminder!**

*Be careful not to touch the surface of the paper take-up roller (in the 1st drawer) or the film (in the 2nd drawer) with your hands.*

5 Close the paper drawer.

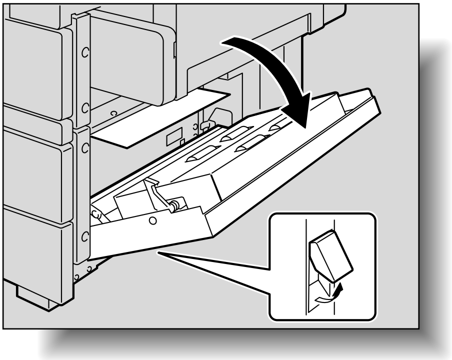
### Clearing a Paper Misfeed in a Paper Drawer (3rd or 4th Drawer)

✎...

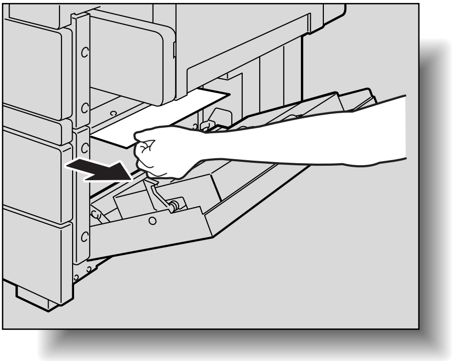
**Reference**

*For details on the positions of paper misfeeds, refer to “Paper Misfeed/Staple Jam Indications” on page 11-22.*

**1** Pull the lever, and then open the right-side door of the paper drawer (3rd or 4th drawer).



**2** Carefully pull out any misfed paper.



**3** Close the right-side door.

**4** Pull out the paper drawer, and then remove any misfed paper.

✎...

**Reminder!**

*Be careful not to touch the film.*

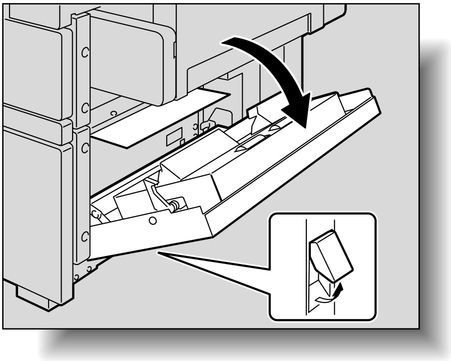
**5** Close the paper drawer.

## Clearing a Paper Misfeed in the Large-Capacity Paper Feed Cabinet

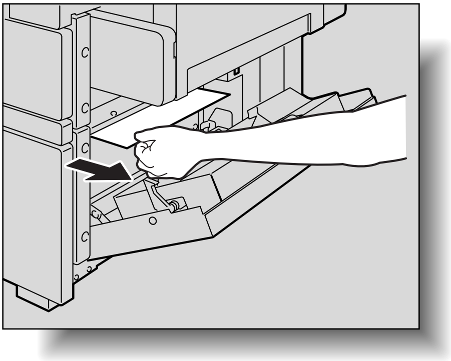
✎...

**Reference**
*For details on the positions of paper misfeeds, refer to “Paper Misfeed/Staple Jam Indications” on page 11-22.*

**1** Pull the lever, and then open the right-side door of the large-capacity paper feed cabinet.



**2** Carefully pull out any misfed paper.



**3** Close the right-side door of the large-capacity paper feed cabinet.

**4** Press the drawer release button, pull out the paper drawer of the large-capacity paper feed cabinet, and then remove any misfed paper.

✎...

**Reminder!**
*Be careful not to touch the film.*

**5** Close the paper drawer of the large-capacity paper feed cabinet.

### Clearing a Paper Misfeed in the Right-Side Door

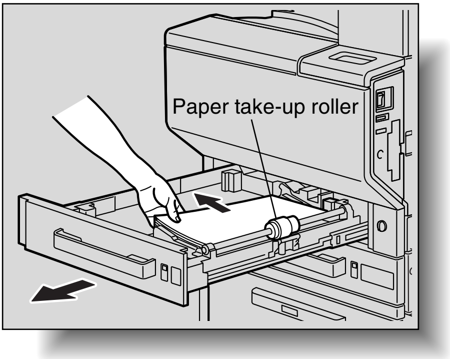
✎...

**Reference**

*For details on the positions of paper misfeeds, refer to “Paper Misfeed/Staple Jam Indications” on page 11-22.*

**1** Pull out the paper drawer being used, and then remove any paper remaining in the drawer.

**2** Load the paper into the drawer again, and then close the drawer.

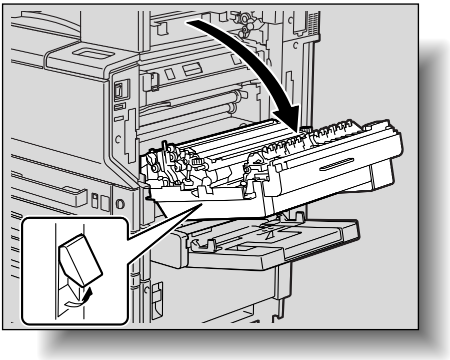


✎...

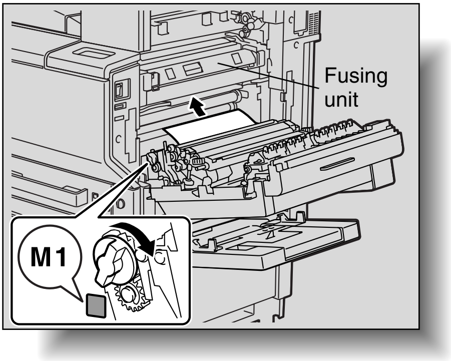
**Reminder!**

*Be careful not to touch the surface of the paper take-up roller (in the 1st drawer) or the film (in the 2nd, 3rd and 4th drawers and in the large-capacity paper feed cabinet) with your hands.*

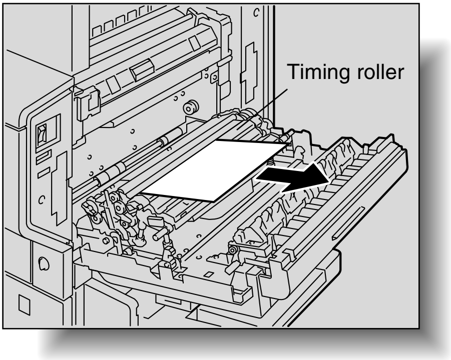
**3** Pull up the right-side door release lever, and then open the right-side door.



**4** Turn the knob M1 on the inside of the right-side door clockwise to feed out the paper.



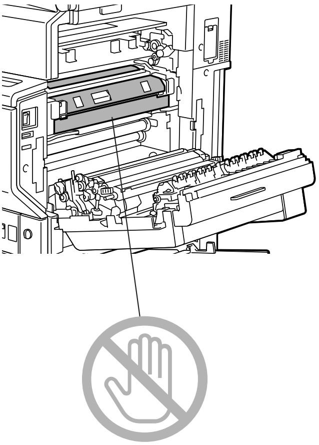
**5** Pull out any paper caught in the timing roller section.



**CAUTION**

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

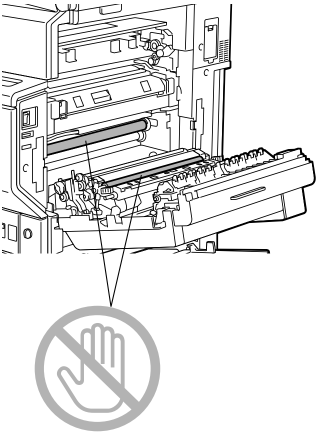
➜Touching anything other than the indicated levers and dials may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.



**CAUTION**

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

➜Be careful not to touch the surface of the image transfer belt or the image transfer roller.



✎...

**Reminder!**

*If the paper is misfed as described below, contact your service representative.*

*The paper is wrapped around the timing roller.*
*The paper is folded or shredded by the timing roller.*

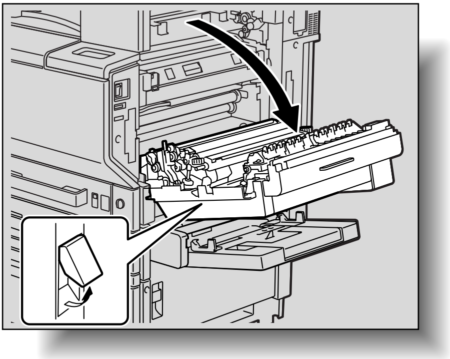
## Clearing a Paper Misfeed in the Fusing Unit

✎...

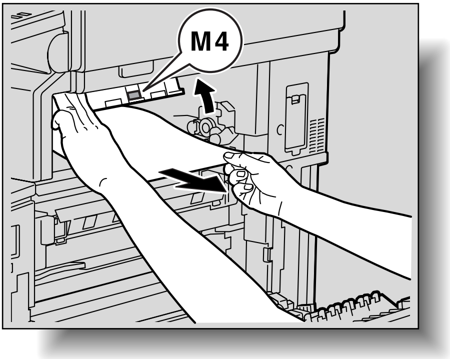
**Reference**

*For details on the positions of paper misfeeds, refer to "Paper Misfeed/Staple Jam Indications" on page 11-22.*

**1** Pull up the right-side door release lever, and then open the right-side door.

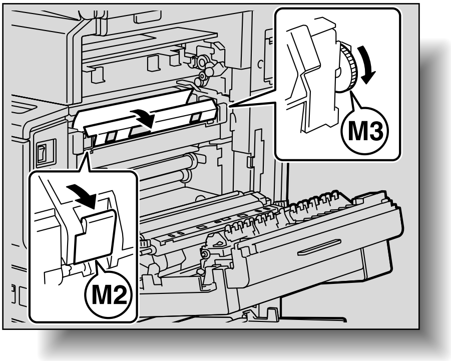


**2** Lift up the inside cover M4, and the pull out any misfed paper.

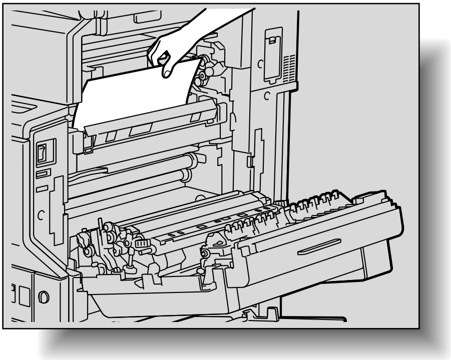


**3** Pull tab M2 down toward you.

**4** Turn dial M3 to feed out the paper.



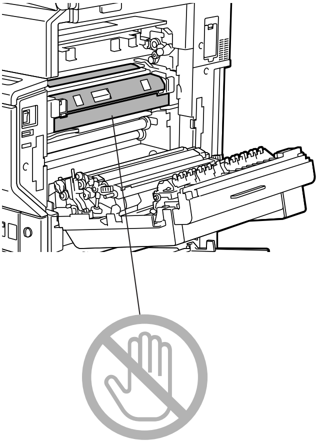
**5** Pull out any paper caught in the fusing unit.



**CAUTION**

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

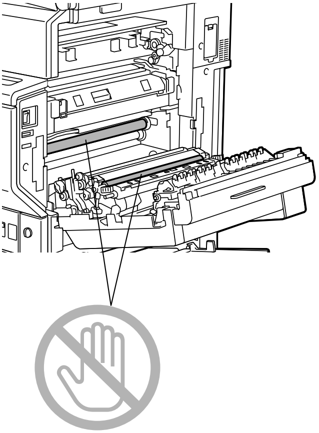
➜Touching any part other than those indicated may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.



**CAUTION**

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

➜Be careful not to touch the surface of the image transfer belt or the image transfer roller.



**6** Close the right-side door.

**Reminder!**

*If the paper is misfed as described below, contact your service representative.*

*The paper is wrapped around the roller in the fusing unit.*
*The paper is folded or shredded by the roller in the fusing unit.*
*The paper that was removed tore and remains in the fusing unit.*

### Clearing a Paper Misfeed in the Reverse Automatic Document Feeder

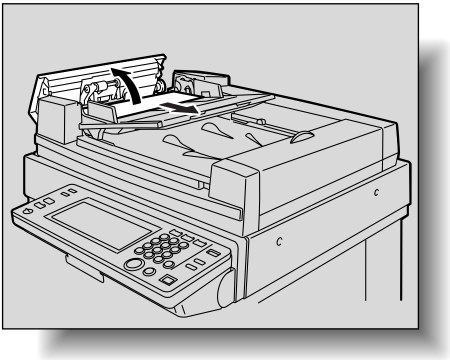
✎...

**Reference**

*For details on the positions of paper misfeeds, refer to “Paper Misfeed/Staple Jam Indications” on page 11-22.*

1 Open the misfeed-clearing cover on the left side of the reverse automatic document feeder.

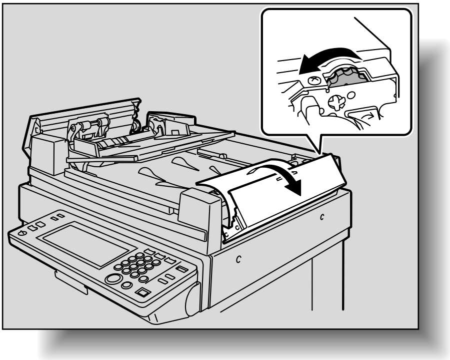
2 Carefully pull out any documents from the document feed tray.



3 Open the misfeed-clearing cover on the right side of the reverse automatic document feeder.

4 Turn the dial counterclockwise to feed out any misfed documents.

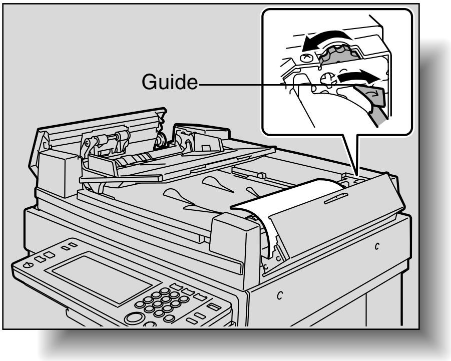
5 Carefully pull out any misfed documents.



**6** Open the guide.

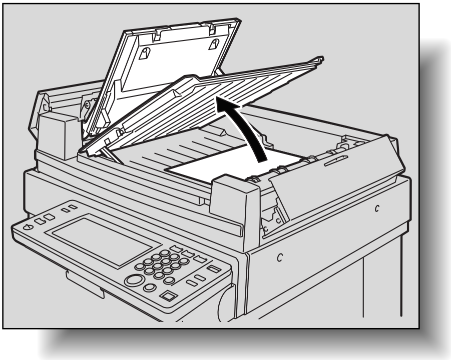
**7** Turn the dial to feed out any misfed documents.

**8** Carefully pull out any misfed documents.



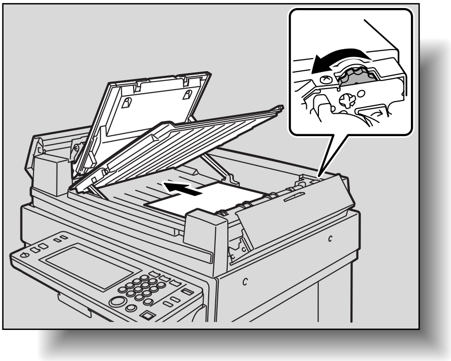
**9** Carefully open the document output tray as far as possible.

- ❍ Check that the tray remains secured with the guide open.

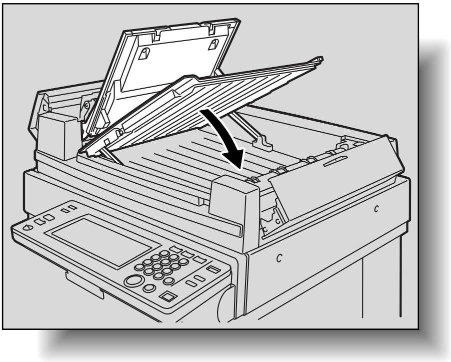


**10** Turn the dial to feed out any misfed documents.

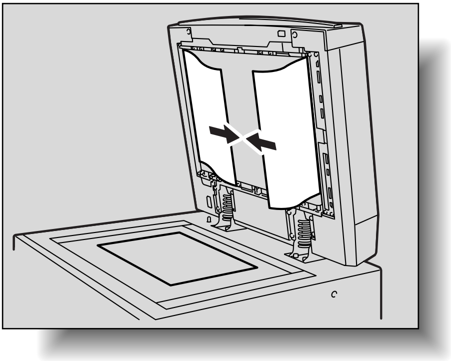
**11** Carefully pull out any misfed documents.



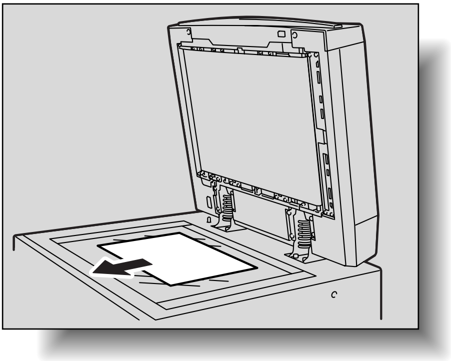
**12** Lower the document output tray.



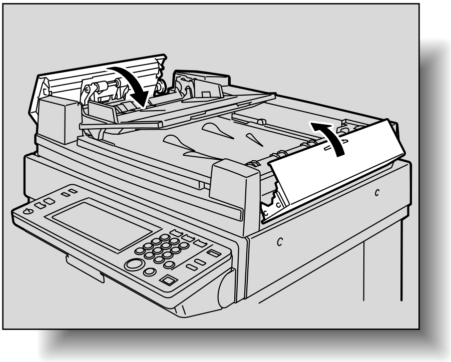
**13** Open the reverse automatic document feeder, and then carefully pull out any misfed documents.



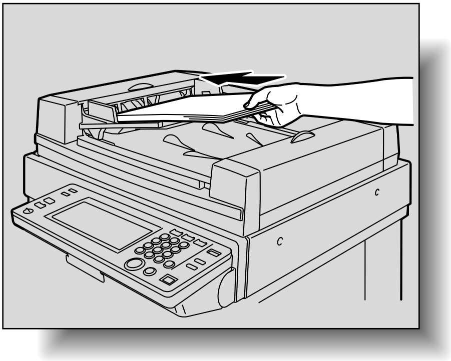
**14** Remove any documents on the original glass, and then close the reverse automatic document feeder.



**15** Close the left-side and right-side misfeed-clearing covers.



**16** Reload the documents according to the instructions that appear on the touch panel.



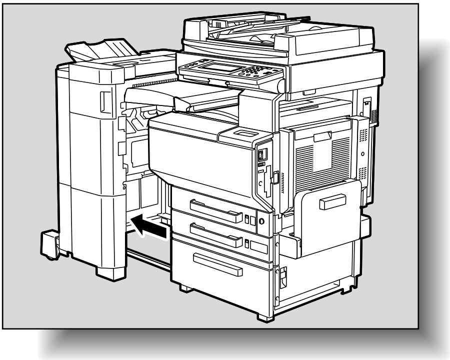
### Clearing a Paper Misfeed in Finisher DF-621

✎...

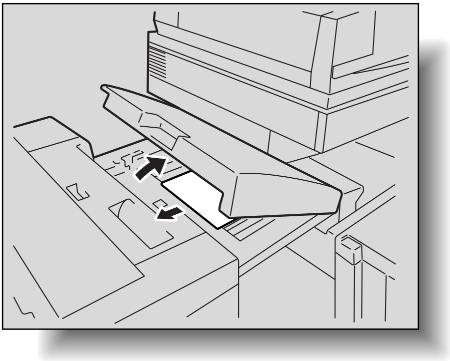
**Reference**

*For details on the positions of paper misfeeds, refer to “Paper Misfeed/Staple Jam Indications” on page 11-22.*

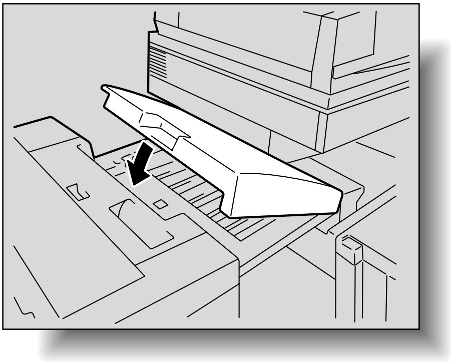
**1** Slide the finisher away from the machine.



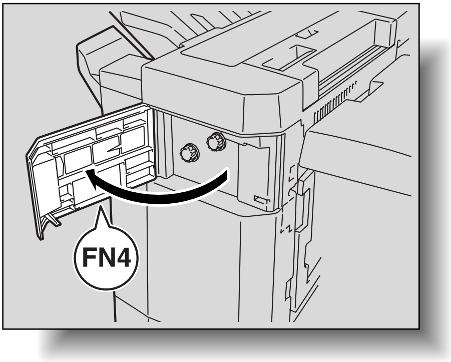
**2** Open the horizontal transport unit cover, and then remove any misfed paper.



**3** Close the horizontal transport unit cover.



**4** Open front door FN4.

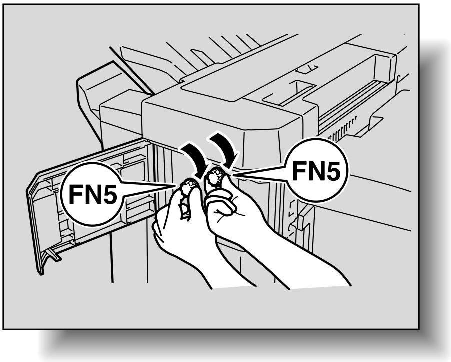


**5** Turn knobs FN5 clockwise at the same time.

✎...

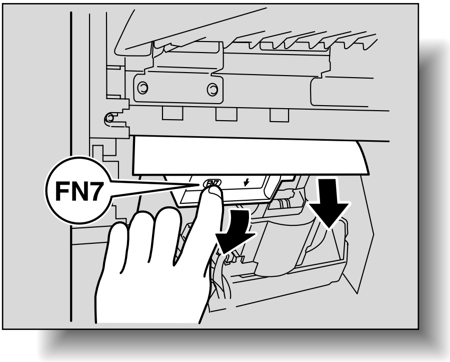
**Hint**

*If the paper can be seen from the paper output tray, turn knobs FN5 counterclockwise at the same time to feed out any misfed paper.*

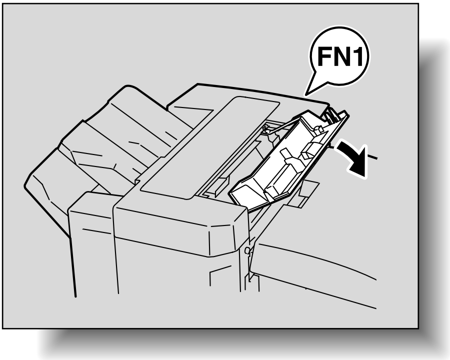


**6** Close front door FN4.

7 While holding misfeed-clearing guide FN7 open, pull out any misfed paper.



8 Open upper cover FN1.

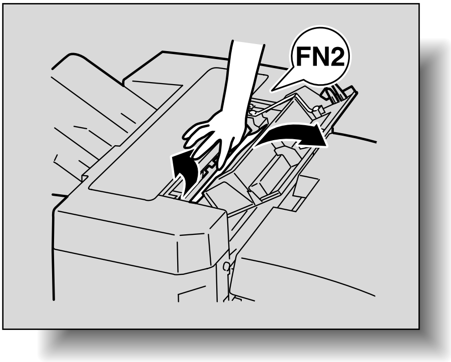


**CAUTION**

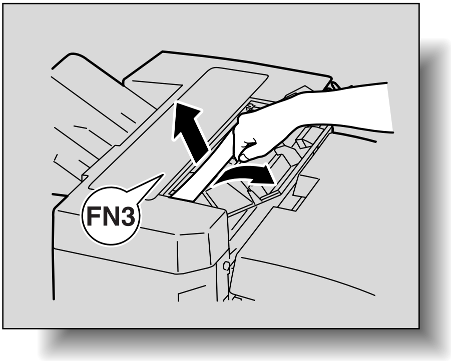
**Metallic parts on the inside of the upper cover are very hot.**

➜ Touching any part other than the paper may result in burns.

9 While holding misfeed-clearing guide FN2 open, pull out any misfed paper.



10 While holding misfeed-clearing guide FN3 open, pull out any misfed paper.

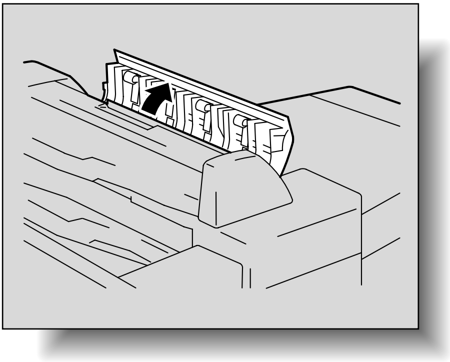


11 Close upper cover FN1.

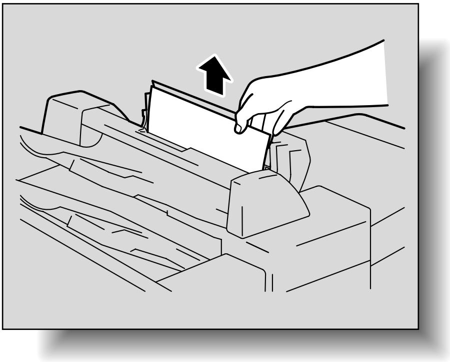
❍ If the job separator is not installed, skip to step 15.

**12** If the job separator is installed:

Open the job separator.

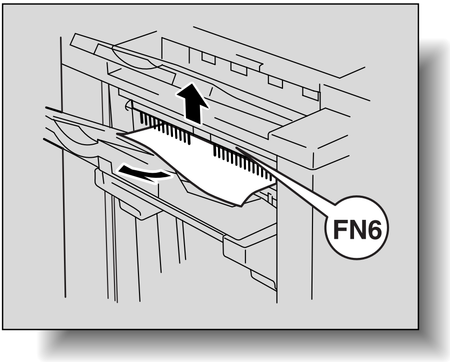


**13** Remove any misfed paper.



**14** Close the job separator.

**15** While holding misfeed-clearing guide FN6 open, pull out any misfed paper.



**16** Slide the finisher back against the machine.

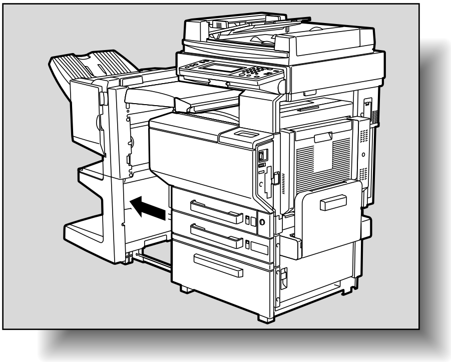
## Clearing a Paper Misfeed in Finisher DF-626

✎...

**Reference**

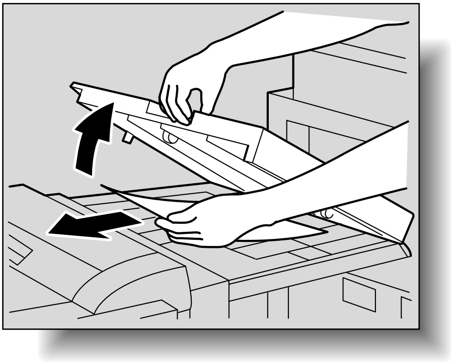
*For details on the positions of paper misfeeds, refer to “Paper Misfeed/Staple Jam Indications” on page 11-22.*

**1** Slide the finisher away from the machine.

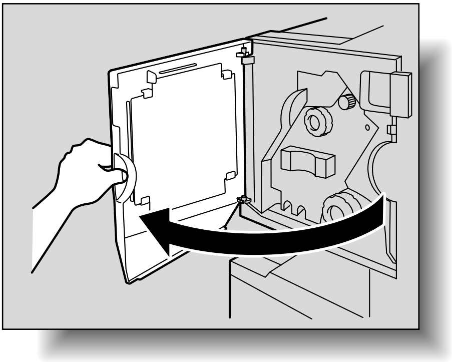


**2** Open the horizontal transport unit cover.

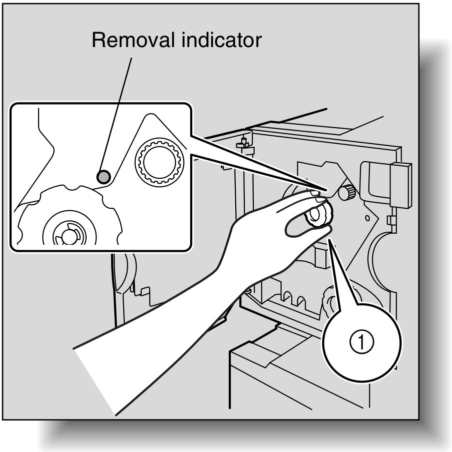
**3** Remove any misfed paper, and then close the cover of the horizontal transport unit.



**4** Open the front door of the finisher.



**5** Turn misfeed-clearing dial ① clockwise until the removal indicator is completely blue.



✎...

**Hint**

*If the dial is turned too far, turn it counterclockwise to adjust it.*

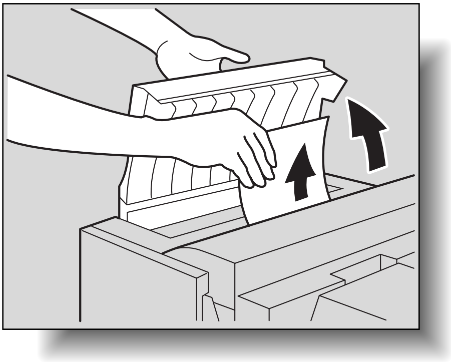
✎...

**Reminder!**

*If the message “Misfeed detected.” appears, be sure to perform these steps.*

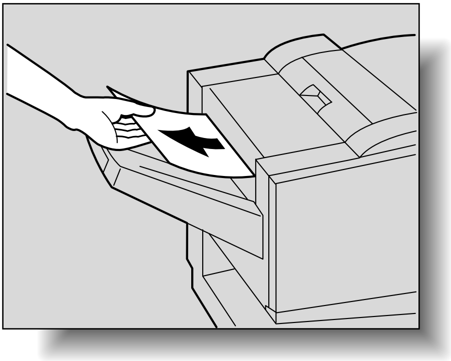
*If the paper is pulled out with too much force without performing these steps, the finisher may be damaged.*

**6** Open the upper door of the finisher, and then pull out any paper in the feed section.

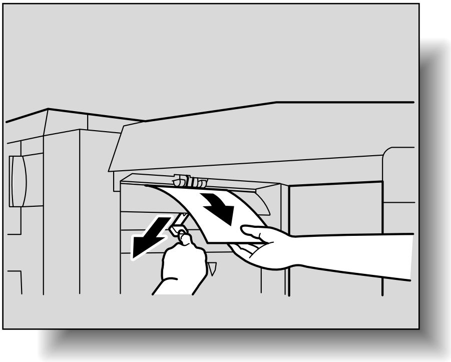


**7** Close the upper door.

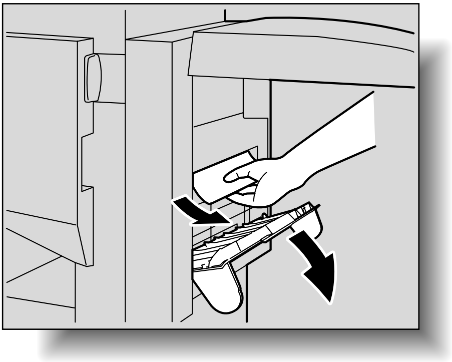
**8** Remove all paper fed into the paper output tray.



**9** Open the feed guide for the finisher, and then remove any misfed paper.



**10** Open the transport guide, and then pull out any misfed paper in the transport section.



✎...

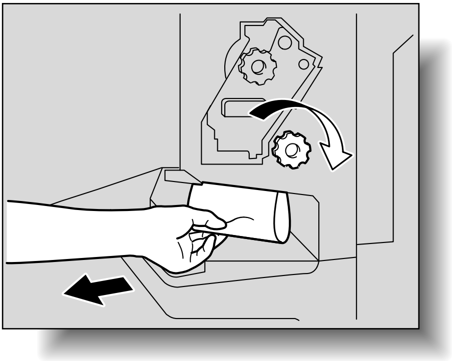
**Reminder!**

*If the paper cannot easily be pulled out, stop trying to pull it out, and continue with to step 11.*

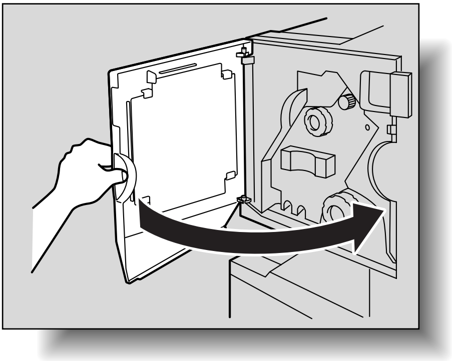
*Pulling out the paper with too much force may damage the folding unit.*

**11** If the paper could not be removed in step 10, turn the misfeed-clearing dial in the folding section clockwise.

Feed the paper into the lower paper output tray, and then pull it out.



**12** Close the front door of the finisher.



✎...

**Reminder!**

*Be careful that your fingers are not pinched when the front door is closed.*

**13** Slide the finisher back against the machine.

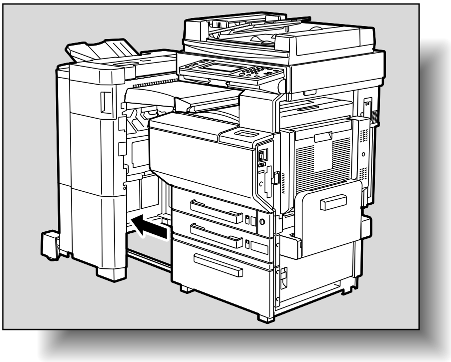
## 11.5 When the Message “Staple mode cannot be used.” Appears

### Clearing Jammed Staples in Finisher DF-621

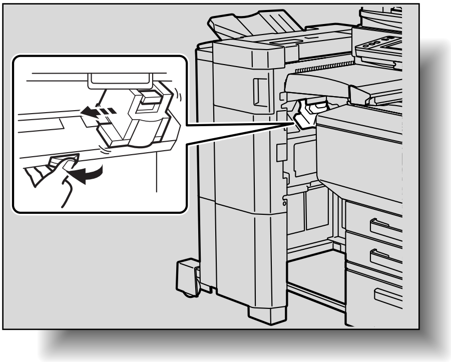
✎...

**Reference**
*For details on the positions of paper misfeeds, refer to “Paper Misfeed/Staple Jam Indications” on page 11-22.*

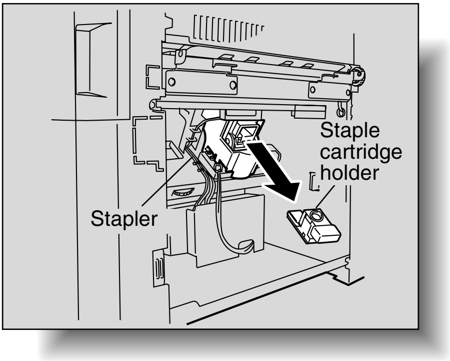
1 Slide the finisher away from the machine.



2 Turn the dial to the left in order to position the stapler at the center.

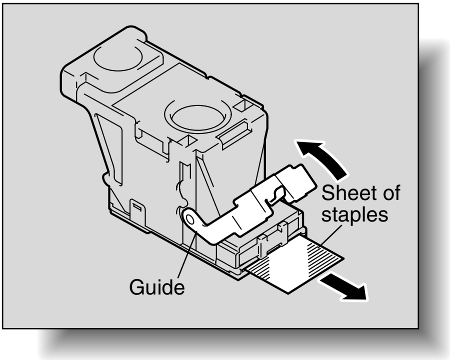


**3** Pull the staple cartridge holder out toward you.

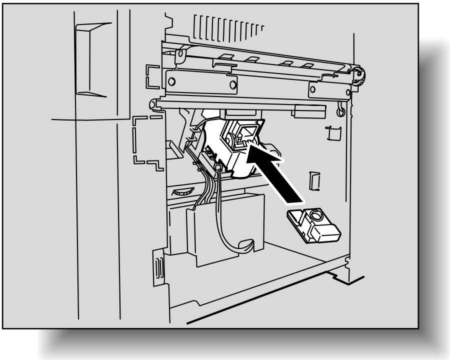


**4** Push the staple holder guide up, and then pull out one sheet of staples.

**5** Return the guide to its original position.



**6** Insert the staple cartridge holder until it locks into place.



**7** Slide the finisher back against the machine.

✎...

**Reminder!**

*If stapling still cannot be performed, even after performing the above procedure, contact your service representative.*

## Clearing Jammed Staples in Finisher DF-626

✎...

**Reference**

*For details on the positions of paper misfeeds, refer to “Paper Misfeed/Staple Jam Indications” on page 11-22.*

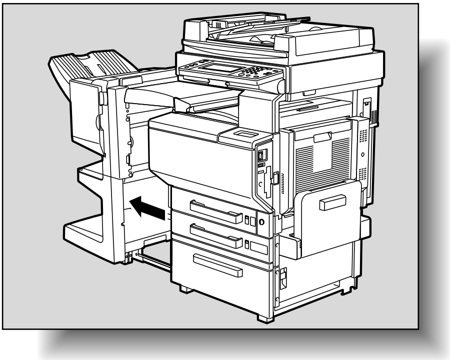
✎...

**Reminder!**

*If the message “Staple mode cannot be used.” appears, be sure to perform the following procedure.*

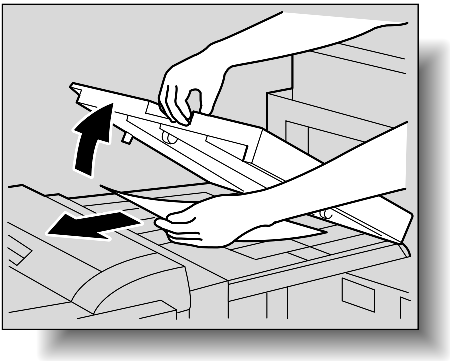
*If the following procedure is not followed and the paper is pulled out with too much force, the stapler unit may be damaged.*

**1** Slide the finisher away from the machine.

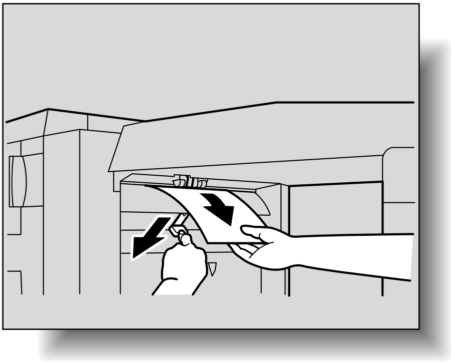


**2** Open the horizontal transport unit cover.

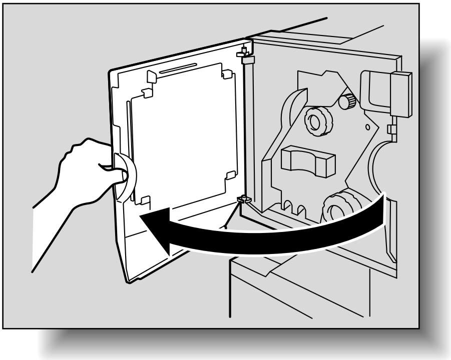
**3** Remove any misfed paper, and then close the cover of the horizontal transport unit.



**4** Open the feed guide for the finisher, and then remove any misfed paper.



**5** Open the front door of the finisher.

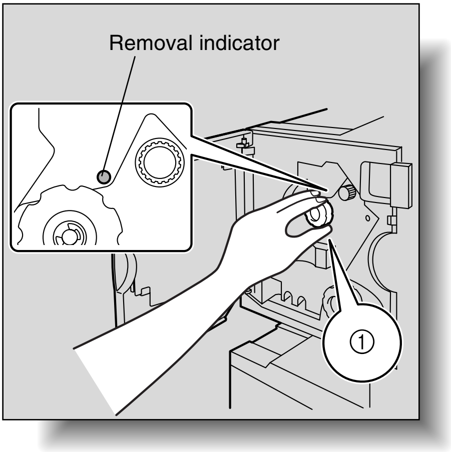


**6** Turn misfeed-clearing dial ① clockwise until the removal indicator is completely blue.

✎...

**Hint**

*If the dial is turned too far, turn it counterclockwise to adjust it.*



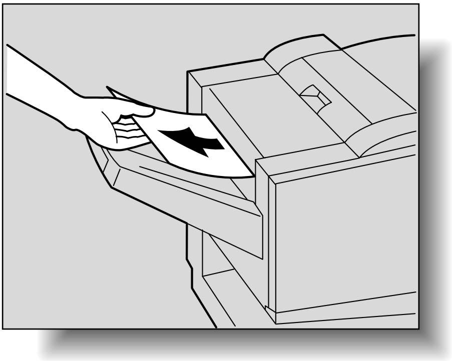
✎...

**Reminder!**

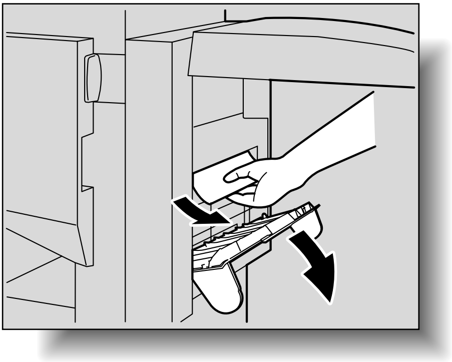
*If the message “Staple mode cannot be used.” appears, be sure to perform these steps.*

*If the paper is pulled out with too much force without performing these steps, the finisher may be damaged.*

**7** Remove all paper fed into the paper output tray.



**8** Open the transport guide, and then pull out any misfed paper in the transport section.



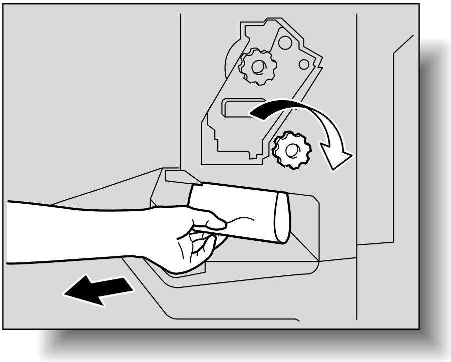
✎...

**Reminder!**

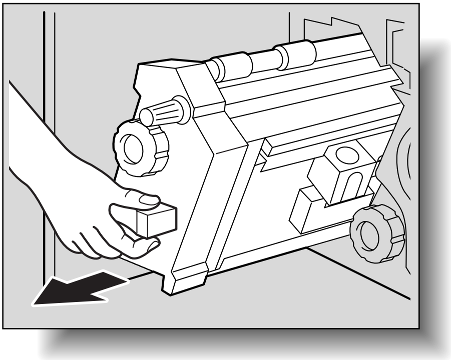
*If the paper cannot easily be pulled out, stop trying to pull it out, and continue with to step 9.*

*Pulling out the paper with too much force may damage the folding unit.*

9 Clockwise turn the misfeed-clearing dial in the folding section. Feed out into the lower output tray the paper that could not be fed out in step 8, and then pull out the paper.

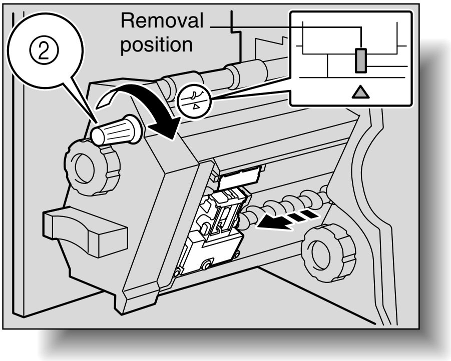


10 Slowly pull out the stapler unit as far as possible.



11 Turn misfeed-clearing dial ② clockwise until the cartridge removal indicators are aligned.

The staple cartridge moves to a position from where it can be removed.

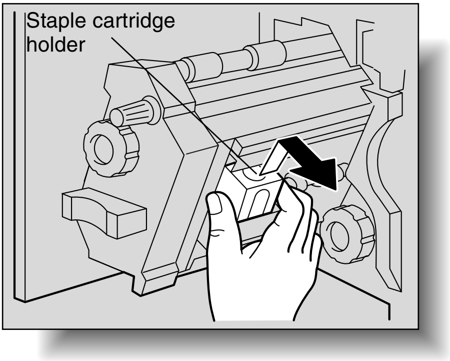


✎...

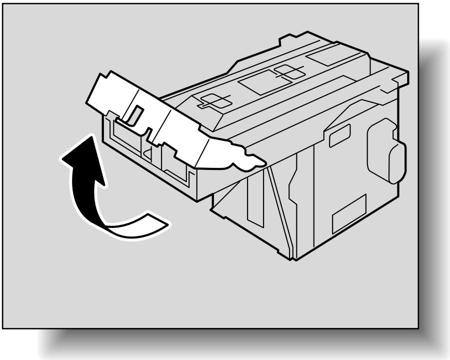
**Hint**

*If the dial is turned too far, turn it counterclockwise to adjust it so the cartridge removal indicators are aligned.*

**12** Grasp both sides of the staple cartridge holder, lift it up, and then pull it out.



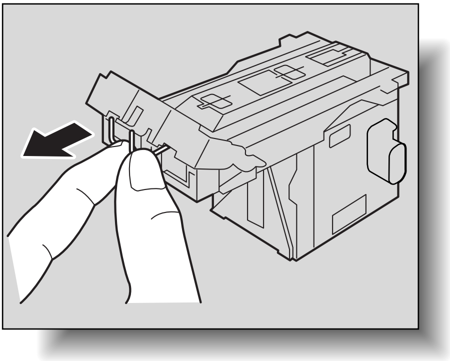
**13** Swing open the shutter of the staple cartridge.



**14** Pull out toward you the two staples jammed at the end of the staple cartridge.

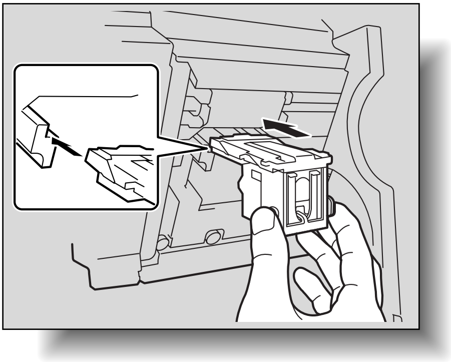
✎...

**Reminder!**
*Be sure to remove two staples, otherwise stapling cannot continue correctly.*



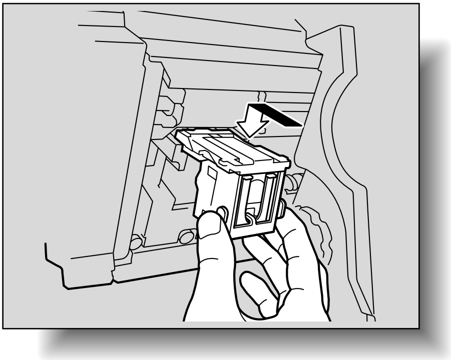
**15** Return the shutter of the staple cartridge to its original position.

**16** Insert the staple cartridge holder, making sure the tabs on the holder slide along the rails in the compartment.



**17** Insert the staple cartridge holder until it locks into place.

- ❍ Check that the staple cartridge holder is securely installed.



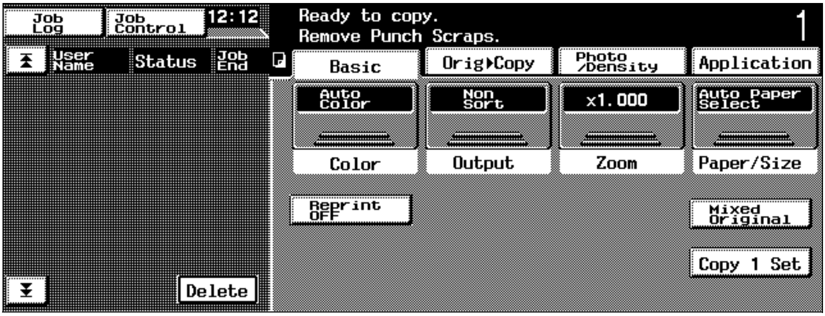
**18** Carefully move the stapler unit back into its original position.

**19** Close the front door.

**20** Slide the finisher back against the machine.

## 11.6 When the Message “Remove Punch Scraps.” Appears

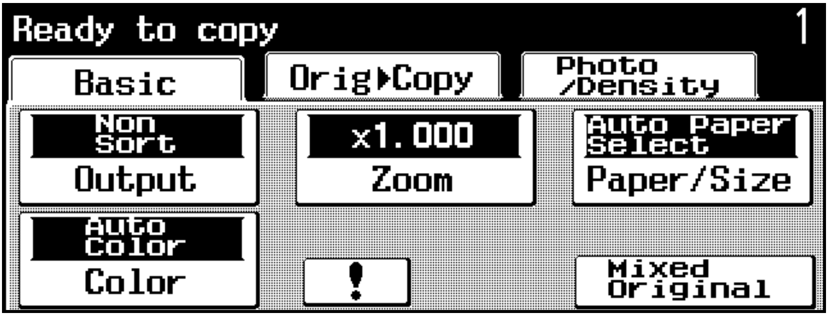
If the punch kit PH-620 is attached to finisher DF-626, the following message will appear when the hole-punch waste container is full (If it can be emptied by the user).



Ready to copy.
Remove Punch Scraps.

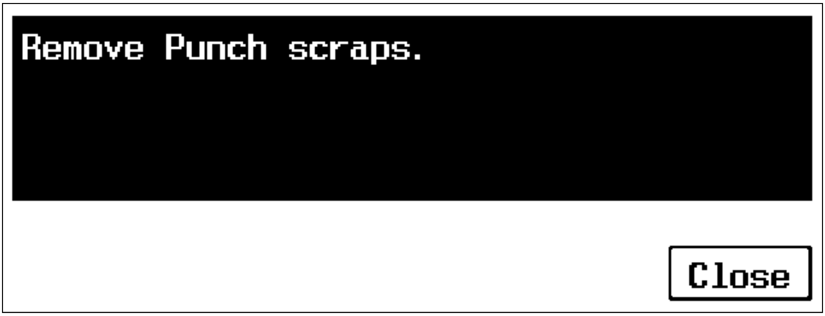
### Display in Enlarge Display Mode

If the hole-punch waste container is full, [ ! ] appears in the screen on the touch panel.



Ready to copy

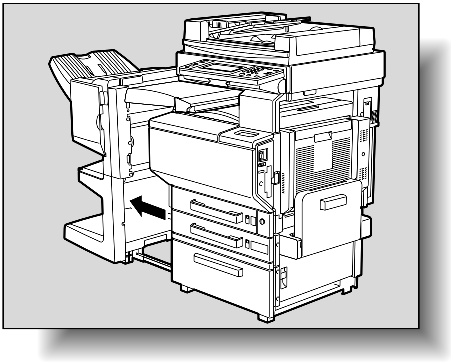
Touch [ ! ] to display the message shown in the following illustration (if it can be emptied by the user).


Remove Punch scraps.

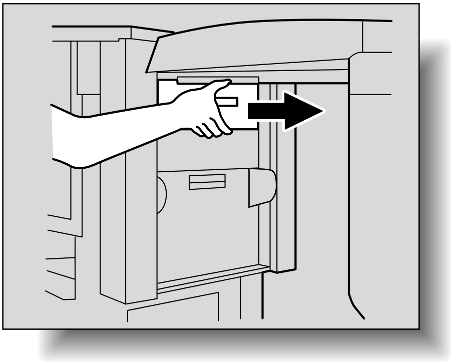
### Emptying the Hole-Punch Waste Container

Empty the hole-punch waste container as described below.

**1** Slide the finisher away from the machine.



**2** Pull out the hole-punch waste container.



**3** Empty the hole-punch waste container.

**4** Insert the hole-punch waste container into its original position.

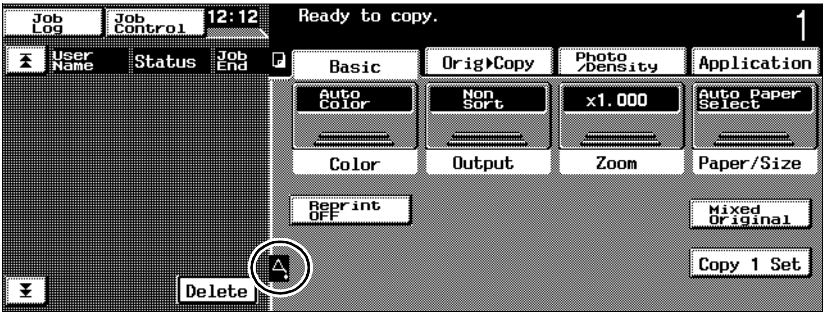
**5** Slide the finisher back against the machine.

## 11.7 When the Inspection Mark “ △ ” Appears

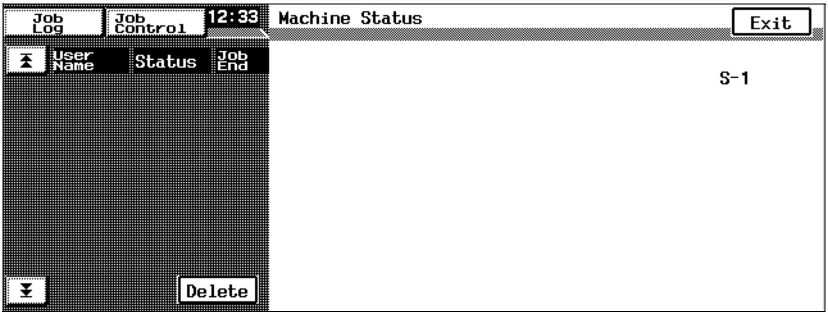
When the inspection mark ( △ ) appears in the lower-left corner of the Basic screen, the image stabilization or printing or scanning functions have become unstable.

✎...

**Reminder!**
*If △ appears in the display, contact your service representative. When contacting the service representative, inform them of the numbers (“S-1” for the example shown above) listed in the screen that appears.*


Ready to copy.

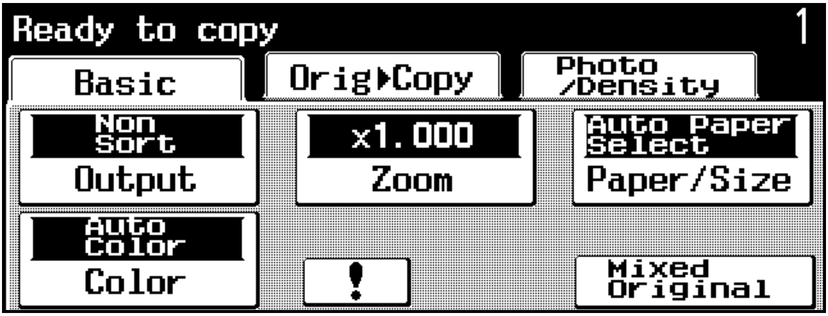
Touching the inspection mark ( △ ) that appears in the Basic screen displays a screen like that shown below.


Machine Status

S-1

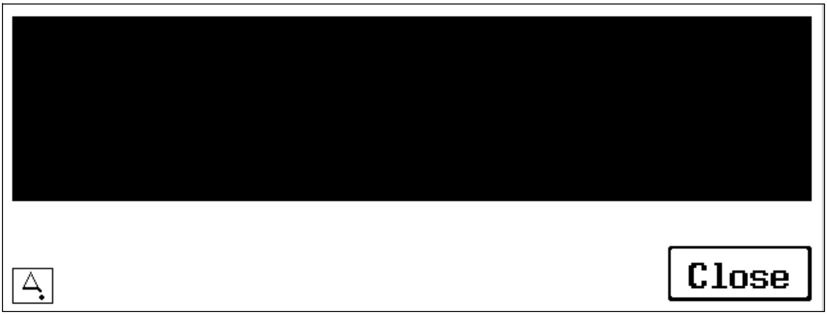
### Display in Enlarge Display Mode

If an error occurs during image stabilizing, printing or scanning, [!] appears in the screen on the touch panel.

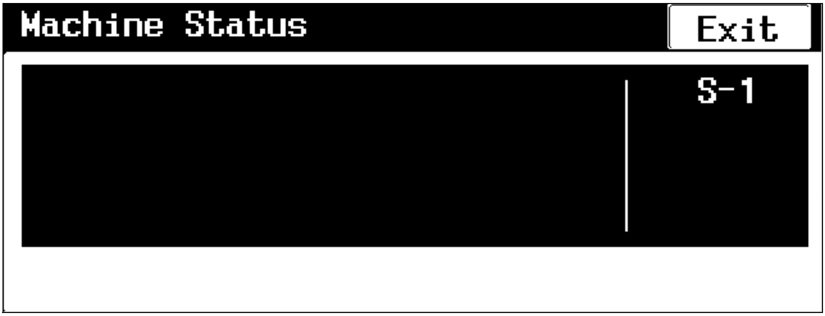


Ready to copy

Touch [!]. The mark (△) appears in the lower-left corner of the screen.



Touching the inspection mark (△) that appears in the Basic screen displays a screen like that shown below.

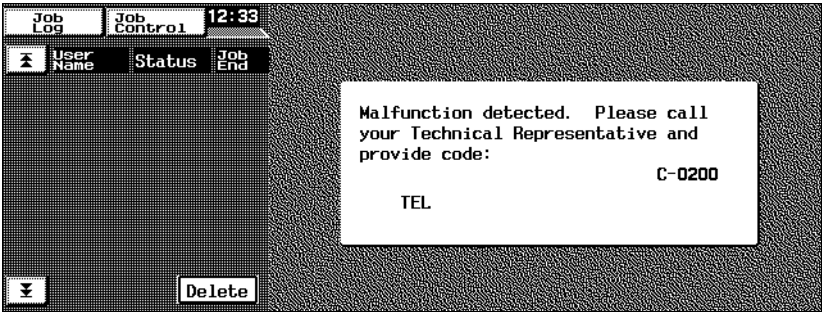


Machine Status

Touching [Exit] in the top-right corner displays the Basic screen again.

## 11.8 When the Message “Malfunction detected.” Appears

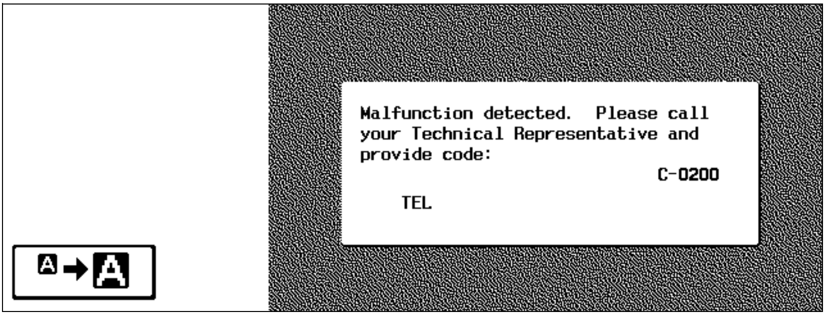
When the message shown below appears in the touch panel, a malfunction has occurred within this machine.



Malfunction detected. Please call your Technical Representative and provide code:
C-0200
TEL

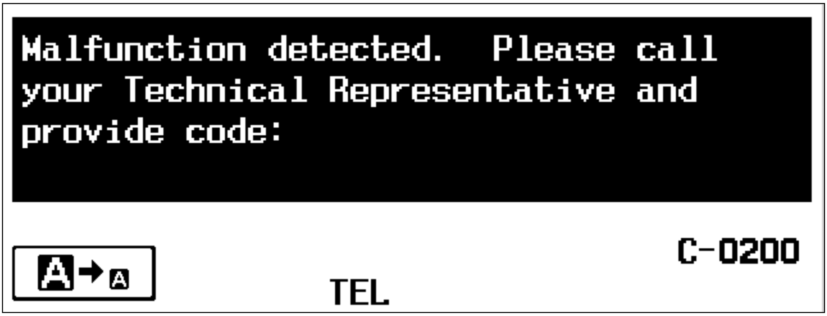
**Display in Enlarge Display Mode**

If a malfunction occurs, the screen shown below appears.



Malfunction detected. Please call your Technical Representative and provide code:
C-0200
TEL

Touch A→A to display the message shown in the following illustration.



Malfunction detected. Please call your Technical Representative and provide code:

C-0200

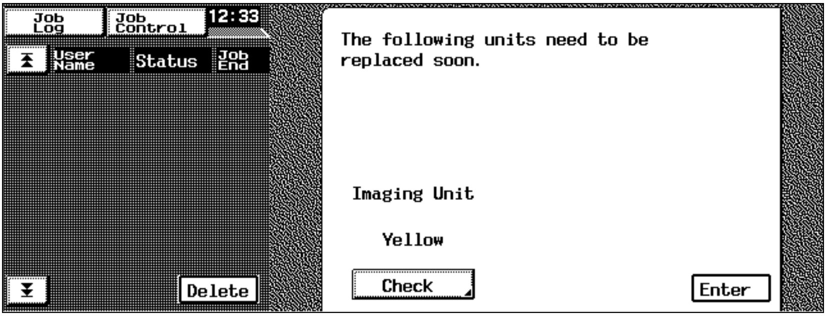
TEL

**Reminder!**

*If this message appears, contact your service representative.*
*When contacting the service representative, be sure to inform them of the malfunction code (“C-0200” for the example shown above) that was indicated.*

## 11.9 When “The following units need to be replaced soon.” Appears

When it is almost time to replace supplies or a part within this machine, the message shown in the following illustration appears, warning about the replacement period.
(As an example, the message warning that the yellow imaging unit will soon need to be replaced is shown below.)



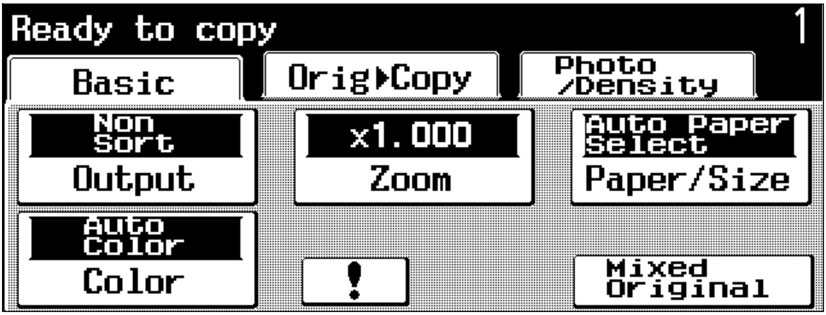
The following units need to be replaced soon.

Imaging Unit

Yellow

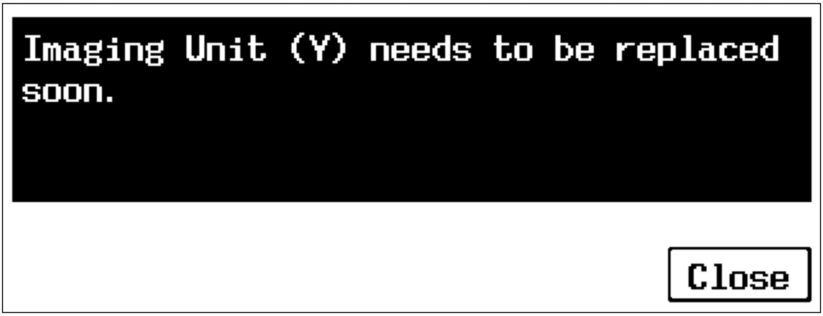
### Display in Enlarge Display Mode

When the replacement period is almost reached, [ ! ] appears in the screen on the touch panel.



Ready to copy

Touch [ ! ] to display the message shown in the following illustration.



Imaging Unit (Y) needs to be replaced soon.

✎...

**Hint**

*When the message appears, replace the specified supplies or part according to your maintenance agreement.*

✎...

**Additional Information**

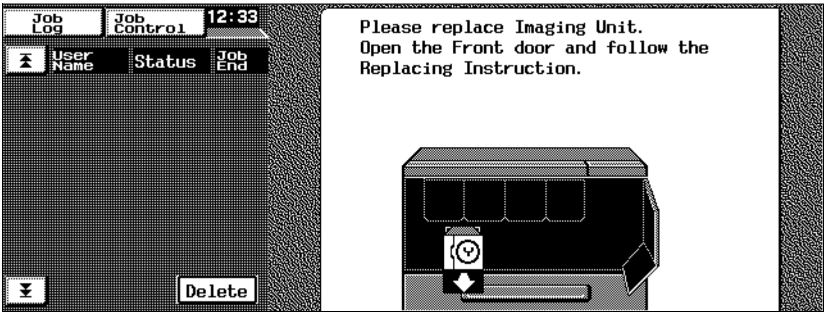
*After the message “The following units need to be replaced soon.”, the message “Please replace XXXX.” appears and the machine stops operating.*

*The number of pages that can be printed from the time that the message “The following units need to be replaced soon.” appears until the time that the message “Please replace XXXX.” appears differs depending on the printing conditions and the supplies or part.*

# 11.10 When the Message “Please replace XXXX.” Appears

When it is time to replace supplies or a part within this machine, a message appears, indicating that the part or supplies should be replaced, and the machine stops operating.

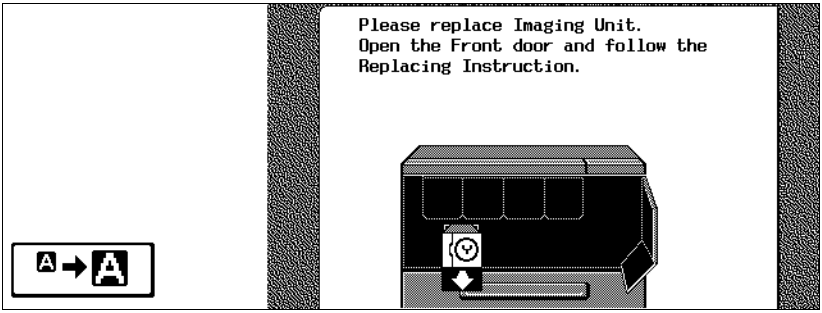
As an example, the message indicating that the yellow imaging unit should be replaced (when replaceable by the user) is shown below.



Please replace Imaging Unit.
Open the Front door and follow the
Replacing Instruction.

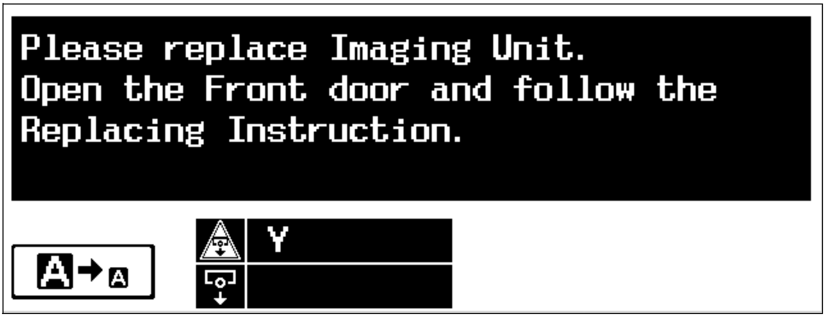
### Display in Enlarge Display Mode

When the time to replace supplies or a part is reached, a screen similar to the one shown below appears.



Please replace Imaging Unit.
Open the Front door and follow the
Replacing Instruction.

Touch A→A to display the message shown in the following illustration.



Please replace Imaging Unit.
Open the Front door and follow the
Replacing Instruction.

**Hint**
*When the message appears, replace the specified supplies or part according to your maintenance agreement.*

**CAUTION**

**Used supplies or part**

➜ Do not throw away used supplies or parts. Instead, keep them in their boxes to be collected by your service representative.

## 11.11 Main Messages and Their Remedies

| Message | Cause | Remedy |
|---|---|---|
| Original left on Glass. | The document was left on the original glass. | Remove the document from the original glass. |
| Matching paper size is not available.<br>Reselect the paper size. | Paper of a suitable size is not loaded in a paper drawer. | Either select a different copy size or manually feed paper of a suitable size. |
| Original size cannot be detected.<br>Reselect the paper size. | ① The document is not positioned correctly.<br>② A document with a non-standard size or with a size too small to be detected is loaded. | ① Position the document correctly.<br>② Select the correct paper size. |
| This mode cannot be set with the XXXXXX. | Functions that cannot be used together are selected. | Make copies using only one of the functions. |
| The Exit Tray has reached its capacity. | Since the maximum amount of copies for the indicated finisher output tray has been exceeded, the machine is unable to make copies. | Remove all copies from the indicated tray. |
| Input Volume Number and Access Number using the numerical Key Pad. | Access number have been specified. Copies cannot be made unless an Volume number and its correct access number are entered. | Enter your Volume number and access number. (See *"Making Copies With an Account" on page 6-10*.) |
| Your account has reached its maximum allowance. | The limit on the number of copies that can be made has been reached. | Contact your administrator. |
| Close -> Section properly. | Since a machine door or cover is open or an option is not installed correctly, the machine is unable to make copies. | Make sure that all doors and covers are closed and that all options are installed correctly. |
| Please insert Fusing Unit and close all doors. | The fusing unit is not installed correctly. | Reinstall the supplies or parts, or contact your service representative. |
| Install the Toner Cartridge, and then move the lever to the correct position. | The indicated toner cartridge is not installed correctly. | |
| Please insert the Waste Toner Bottle and close all doors. | The waste-toner bottle is not installed correctly. | |
| Please insert the Image Transfer Belt Unit and close all doors. | The image transfer belt unit is not installed correctly. | |
| Replenish paper. | The indicated drawer has ran out of paper. | Load paper into the indicated drawer. (See the corresponding sections in *"Before Making Copies" on page 2-1*.) |

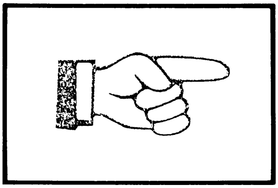
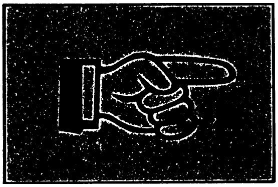
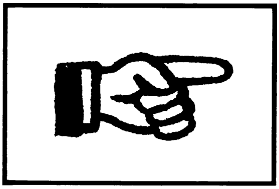
| Message | Cause | Remedy |
|---|---|---|
| Toner cartridge (X) needs to be replaced soon. | The toner for the indicated color is about to run out. | Prepare to replace the toner cartridge according to your maintenance agreement. |
| Replace the Toner Cartridge. | Since the toner for the indicated color has run out, the machine is unable to make copies. | Replace the toner cartridge according to your maintenance agreement. |
| Replace Staple Cartridge. | The staples have run out. | Replace the staple cartridge. (See *“When the Message “Replace Staple Cartridge.” Appears” on page 11-11*.) |
| Misfeed detected. | Since a paper misfeed occurred, the machine is unable to make copies. | Clear the paper misfeed. (See *“When the Message “Misfeed detected.” Appears” on page 11-20*.) |
| Re-insert the following# of originals: | After clearing a paper misfeed, it is necessary to reload certain pages of the document that have already been fed through the reverse automatic document feeder. | Load the indicated document pages into the reverse automatic document feeder. |
| Malfunction detected.<br>Please call your Technical Representative and provide code: | The machine malfunctioned and is unable to make copies. | Inform your service representative of the code displayed on the touch panel. |

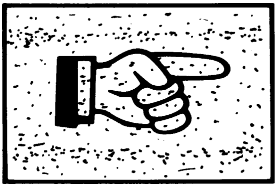
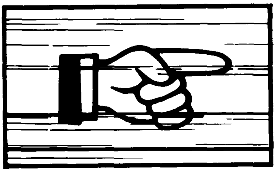
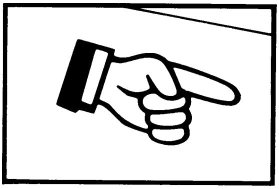
If any message other than those listed above appears, perform the operation described in the message.

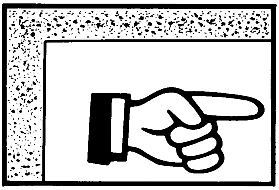
# Troubleshooting

# 12

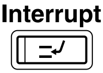
## 12.1 When the Print Quality Is Low

| Symptom | Possible Cause | Remedy |
|---|---|---|
| The printed output is too light.<br> | The copy density is set too light. | Select a darker Density setting. (See page 3-45.) |
| | The paper is damp. | Replace the paper. (See page 2-26, page 2-31, page 2-33, page 2-35.) |
| The printed output is too dark.<br> | The copy density is set too dark. | Select a lighter Density setting. (See page 3-45.) |
| | The document was not pressed close enough against the original glass. | Position the document so that it is pressed closely against the original glass. (See page 2-44.) |
| The printed output is blurry.<br> | The paper is damp. | Replace the paper. (See page 2-26, page 2-31, page 2-33, page 2-35.) |
| | The document was not pressed close enough against the original glass. | Position the document so that it is pressed closely against the original glass. (See page 2-44.) |

| Symptom | Possible Cause | Remedy |
|---|---|---|
| There are dark specks or spots throughout the printed output.<br><br>There are streaks in the printed output.<br> | The original glass is dirty. | Wipe the glass with a soft, dry cloth. (See page 9-2.) |
| | Either the document pad or the document transfer belt is dirty. | Clean the document pad or the document transfer belt with a soft cloth dampened with a mild detergent. (See page 9-3.) |
| | The original document is printed on highly translucent material, such as diazo photosensitive paper or overhead projector transparencies. | Place a blank sheet of paper on top of the document. (See page 2-44.) |
| | A double-sided document is being copied. | If a thin double-sided document is being copied, the information on the back side may be reproduced in the copy. Touch [Density], and then select a lighter Background setting for the “Density” parameter. (See page 3-45.) |
| | The electrostatic charger is dirty. | Use the charger-cleaning tool to clean the electrostatic charger. (See page 9-5.) |
| The image is not aligned properly on the paper.<br> | The document is not positioned correctly. | Correctly position the document against the document width scales. (See page 2-44.)<br>If the reverse automatic document feeder is installed, correctly adjust the document guides for the size of the document. (See page 2-41.) |
| | The document is not positioned correctly in the reverse automatic document feeder. | If the document cannot be fed correctly through the reverse automatic document feeder, make copies by positioning the document on the original glass. (See page 2-44.) |
| | The original glass is dirty (while using the reverse automatic document feeder). | Wipe the glass with a soft, dry cloth. (See page 9-2.) |
| | The document guides are not slid up against the edges of the document. | Slide the document guides against the edges of the document. |
| | Curled paper was loaded into the paper drawer. | Flatten the paper before loading it. |
| The printed page is curled. | The paper that was used (as with recycled paper) curls easily. | Remove the paper from the paper drawer, turn it over, and then load it again. |
| | | Replace the paper with paper that is not damp. |

| Symptom | Possible Cause | Remedy |
|---|---|---|
| The edge of the printed output is dirty.<br> | Either the document pad or the document transfer belt is dirty. | Clean the document pad or the document transfer belt with a soft cloth dampened with a mild detergent. (See page 9-3.) |
| | The selected paper size is larger than the document (with a Zoom setting of "×1.000"). | Select a paper size that is the same size as the document. (See page 3-18.)<br>Otherwise, select the "Auto Zoom" setting to enlarge the copy to the selected paper size. (See page 3-13.) |
| | The orientation of the document is different from the orientation of the paper (with a Zoom setting of "×1.000"). | Select a paper size that is the same size as the document. Otherwise, select a paper orientation that is the same as that of the document. |
| | The copy was reduced to a size smaller than the paper (a reduced zoom ratio was selected). | Select a zoom ratio that adjusts the document size to the selected paper size. (See page 3-13.)<br>Otherwise, select the "Auto Zoom" setting to reduce the copy to the selected paper size. (See page 3-13.) |

## 12.2 When the Machine Is Not Operating Correctly

| Symptom | Possible Cause | Remedy |
|---|---|---|
| Nothing appears in the touch panel. | The indicators on the [Start] key and [Power Save] key light up in green. | The machine is in Power Save mode.<br>Press any key in the control panel to cancel Power Save mode. (See page 2-18.) |
| | The contrast-adjusting dial for the touch panel has been set either too light or too dark. | While looking at the touch panel, adjust the contrast dial. (See page 2-12.) |
| The indicator on the [Start] key does not light up in green. | An access number has not been entered. | Enter the access number according to the procedure described in “Making Copies With an Account”. (See page 6-10.) |
| Even though the [Start] key is pressed, no copies are made. | The copy/print job is queued and waiting to be printed. | Touch [Job Log] to check the jobs that are queued. Wait until printing begins. |
| | The machine is still warming up after just being turned on. | The machine takes 99 seconds to warm up after it is turned on. Wait until the machine has finished warming up. |
| | The machine is malfunctioning. | Follow any messages that appear on the touch panel. |
| The machine cannot be set to Copy mode. | If the indicator on the [Interrupt] key is lit, the machine is in Interrupt mode.  | Specify the copy settings for the job that copying is interrupted for. Press the [Interrupt] key to cancel Interrupt mode. (See page 6-8.) |
| The machine cannot be turned on. | The power supply cord has been unplugged from the electrical outlet. | Plug the power supply cord into the electrical outlet. |
| | The breaker for the electrical circuit has been tripped. | Close the breaker for the electrical circuit. |

# Specifications

# 13

# 13.1 Specifications

## Copier KM-C2230

| Specifications | |
|---|---|
| Type | Desktop scanner/printer |
| Platen | Stationary |
| Photoconductor | OPC |
| Copying system | Dry-type electrophotographic method |
| Developing system | 2-component developing system |
| Fusing system | Belt-fixing |
| Resolution | Scanning: 600 dpi; Printing: 600 dpi × 1800 dpi equivalent |
| Document | Types: Sheets, books, and other three-dimensional objects<br>Size: Maximum 11 × 17; Weight: 4-1/2 lb |
| Paper types | Plain paper (16 to 24 lb), thick paper 1* (24-1/4 to 40 lb), thick paper 2* (40-1/4 to 55-1/2 lb), thick paper 3* (55-3/4 to 68 lb), overhead projector transparencies*, postcards*, envelopes*, label sheets*<br>*Can only be fed through the 1st drawer or the bypass tray. |
| Paper sizes | 1st drawer:<br>12-1/4 × 18 to 5-1/2 × 8-1/2 L/C, 4 × 6 L<br>(Width: 3-1/2 to 12-1/4; Length: 5-1/2 to 18)<br>2nd drawer:<br>11 × 17 L to 5-1/2 × 8-1/2 L<br>Multiple bypass tray:<br>12-1/4 × 18 to 5-1/2 × 8-1/2 L/C, 4 × 6 L<br>(Width: 3-1/2 to 12-1/4; Length: 5-1/2 to 18) |
| Paper capacity | 1st drawer: 250 sheets (plain paper), 20 sheets (thick paper 1, thick paper 2, thick paper 3, overhead projector transparencies, postcards, envelopes, or label sheets)<br>2nd drawer: 500 sheets (plain paper)<br>Bypass tray 150 sheets (plain paper), 20 sheets (thick paper 1, thick paper 2, thick paper 3, overhead projector transparencies, postcards, or label sheets), 10 sheets (envelopes) |
| Warm-up time | Less than 99 seconds at room temperature (73.4°F) |
| Image loss | Leading edge: 3/16 (5 mm); Trailing edge: 1/8 (3 mm);<br>Rear edge: 1/8 (3 mm); Front edge: 1/8 (3 mm) |
| First-page print time | Full color: Less than 12.8 seconds<br>Black: Less than 6.8 seconds<br>(for Letter C paper loaded into the 1st drawer) |
| Copy speed | Full color/black: (using the 1st drawer)<br>22/35 sheets (Letter C), 11/18 sheets (11 × 17 L),<br>22/35 sheets (5-1/2 × 8-1/2 L) |
| Magnification ratios | Full size: ×1.000<br>Enlargement ratios: ×1.214, ×1.294, ×1.545 and ×2.000<br>Reduction ratios: ×0.785, ×0.733, ×0.647, ×0.500, and minimal (×0.930)<br>Zoom ratios: ×0.250 to ×4.000 (in ×0.001 increments), and 3 memory zoom ratios |

| Specifications | |
|---|---|
| Multiple copies | 1 to 999 sheets |
| Density control | Copy density: Manual<br>Background density: Automatic and manual |
| Power requirements | 120-127 V, 12 A or less, 60 Hz |
| Power consumption | 120 V: Less than 1.4 kW |
| Dimensions | 35-1/2 (width) × 28-3/4 (depth) × 30-1/4 (height) |
| Space requirements | 40 (width) × 45-1/4 (depth) |
| Memory | 256 MB (Can be increased to a maximum of 512 MB) |
| Weight | About 229 lb (without the imaging units and original cover installed) |

## Automatic Duplex Unit DU-621

| Specifications | |
|---|---|
| Paper types | Plain paper (17 to 24 lb) |
| Paper sizes | 12-1/4 × 18 L to 5-1/2 × 8-1/2 L |
| Power requirements | Supplied from main unit |
| Power consumption | Less than 17 W |
| Dimensions | 4-1/4 (width) × 17-1/4 (depth) × 13-1/2 (height) |
| Weight | 6-1/2 lb |

## Reverse Automatic Document Feeder DP-621

| Specifications | |
|---|---|
| Document feed methods | Plain paper: Single-sided and double-sided documents<br>Thick paper: Single-sided documents (34-1/4 to 55-3/4 lb)<br>“Mixed Original” function: Single-sided and double-sided documents |
| Document paper types | Single-sided: Plain paper (9-1/4 to 34 lb)<br>Double-sided or mixed: Plain paper (13-1/4 to 29-1/4 lb) |
| Document paper sizes | Single-sided/double-sided documents:<br>11 × 17 L to 5-1/2 × 8-1/2 L<br>Mixed document sizes: Refer to Table 1. |
| Capacity of document feeder | Single-sided/double-sided documents: Less than 100 sheets (21-1/4 lb)<br>Thick original: Less than 38 sheets (55-3/4 lb)<br>Mixed document sizes: Less than 100 sheets (21-1/4 lb) |
| Power requirements | Supplied from main unit |
| Power consumption | Less than 60 W |
| Dimensions | 23 (width) × 20-1/2 (depth) × 5-1/4 (height) |
| Weight | 31-1/4 lb |

Table 1: Possible combinations for mixed document paper sizes

| Maximum Document Width → ← Document Size | 11 × 17 L | Letter C | Ledger L | Letter L | 5-1/2 × 8-1/2 C | 5-1/2 × 8-1/2 L |
|---|---|---|---|---|---|---|
| 11 × 17 L | ○ | ○ | — | — | — | — |
| Letter C | ○ | ○ | — | — | — | — |
| Ledger L | ○ | ○ | ○ | ○ | ○ | — |
| Letter L | ○ | ○ | ○ | ○ | ○ | — |
| 5-1/2 × 8-1/2 C | — | — | ○ | ○ | ○ | — |
| 5-1/2 × 8-1/2 L | — | — | — | — | — | ○ |

○: Possible

—: Not possible

## Paper Feed Cabinet PF-625

| Specifications | |
|---|---|
| Paper types | Plain paper (16 to 24 lb) |
| Paper sizes | 11 × 17 L to 5-1/2 × 8-1/2 L |
| Paper capacity | 500 sheets (21-1/4 lb) |
| Power requirements | Supplied from main unit |
| Power consumption | Less than 15 W |
| Dimensions | 22-1/2 (width) × 21-1/2 (depth) × 10-1/4 (height) |
| Weight | 48-1/2 lb |

## Paper Feed Cabinet PF-627

| Specifications | |
|---|---|
| Paper types | Plain paper (16 to 24 lb) |
| Paper sizes | 11 × 17 L to 5-1/2 × 8-1/2 L |
| Paper capacity | 500 sheets (21-1/4 lb) × 2 |
| Power requirements | Supplied from main unit |
| Power consumption | Less than 15 W |
| Dimensions | 22-1/2 (width) × 21-1/2 (depth) × 10-1/4 (height) |
| Weight | 57 lb |

## Paper Feed Cabinet PF-621

| Specifications | |
|---|---|
| Paper types | Plain paper (16 to 24 lb) |
| Paper sizes | Letter C |
| Paper capacity | 2,500 sheets (21-1/4 lb) |
| Power requirements | Supplied from main unit |
| Power consumption | Less than 45 W |
| Dimensions | 22-1/2 (width) × 21-1/2 (depth) × 10-1/4 (height) |
| Weight | 57 lb |

## Finisher DF-626

| Specifications | |
|---|---|
| Output trays | Paper output tray and lower paper output tray |
| Settings | Normal functions: “Non sort”, “Sort”, “Sort/Staple” and “Saddle Staple” settings<br>Hole-punch functions: “Non sort/Punch”, “Sort/Punch” and “Sort/Staple/Punch” settings |
| Paper types | Paper output tray:<br>“Non sort” setting: Plain paper (17 to 24 lb), thick paper 1 (24-1/4 to 40 lb), thick paper 2 (40-1/4 to 55-1/2 lb), thick paper 3 (55-3/4 to 68 lb), postcards, envelopes, overhead projector transparencies, label sheets<br>“Sort” and “Sort/Staple” settings: Plain paper (17 to 24 lb)<br>Lower paper output tray:<br>Plain paper (17 to 24 lb) |
| Paper sizes | Paper output tray:<br>“Non sort” setting: Letter L/C, 11 × 17 L, 12-1/4 × 18 L, 5-1/2 × 8-1/2 L/C, 8.5 × 14 L<br>“Sort” setting: Letter L/C, Legal L, 11 × 17 L<br>“Sort/Staple” setting: Letter L/C, Legal L, 11 × 17 L<br>“Punch” setting:<br>3-hole: Letter C, 11 × 17 L<br>2-hole: Letter L/C, Legal L, 11 × 17 L<br>Lower paper output tray:<br>Letter L, 11 × 17 L |
| Paper capacity | Paper output tray:<br>Plain paper (17 to 24 lb): 1,000 sheets of Letter L-size paper or smaller, or 500 sheets of Legal L-size paper or larger<br>Thick paper 1/2 /3 (24-1/4 to 68 lb): Postcards, envelopes, overhead projector transparencies, label sheets: 20 sheets<br>Lower paper output tray:<br>10 copies (6 to 10 bound pages)<br>20 copies (2 to 5 bound pages) |
| “Staple” setting | Paper output tray:<br>Paper sizes (no. of bound pages): Letter L/C (2 to 50 sheets), Legal L, 11 × 17 L (2 to 25 sheets)<br>Lower paper output tray:<br>Paper size (no. of bound pages): Letter L, 11 × 17 L (2 to 10 sheets) |
| “Punch” setting | Paper sizes:<br>3-hole: Letter C, 11 × 17 L<br>2-hole: Letter L/C, Legal L, 11 × 17 L<br>Number of punched holes: 2, 3 |
| Power requirements | Supplied from main unit (Punch kit: supplied from finisher) |
| Power consumption | Less than 65 W |
| Dimensions | 23-3/4 (width) × 23-3/4 (depth) × 36-3/4 (height) |
| Weight | 91-3/4 lb (including the horizontal transport unit) |
| Consumables | 1 staple cartridge (5,000 staples for stapling 50 sheets) |

## Finisher DF-621

| Specifications | |
|---|---|
| Output trays | Primary paper output tray (non sorted copies), Secondary paper output tray (sorted copies) |
| Settings | “Non sort”, “Sort”, “Group” and “Staple” settings |
| Paper types | Primary paper output tray:<br>“Non sort” setting: Plain paper (16 to 24 lb), thick paper 1 (24-1/4 to 40 lb), thick paper 2 (40-1/4 to 55-1/2 lb), thick paper 3 (55-3/4 to 68 lb), overhead projector transparencies, postcards, envelopes, label sheets<br>Secondary paper output tray:<br>“Sort”/“Group” settings: Plain paper (16 to 24 lb)<br>“Staple” setting: Plain paper (16 to 24 lb) |
| Paper sizes | Primary paper output tray: 5-1/2 × 8-1/2 L/C, Executive L/C, Letter L/C, Legal L, 11 × 17 L, 12-1/4 × 18 L<br>Secondary paper output tray: Executive L/C, Letter L/C, Legal L, 11 × 17 L, 12-1/4 × 18 L |
| Paper capacity | Primary paper output tray:<br>Plain paper (16 to 24 lb): 250 sheets<br>Thick paper 1/2/3 (24-1/4 to 68 lb), Overhead projector transparencies, envelopes, label sheets and postcards: 20 sheets<br>Secondary paper output tray:<br>Plain paper (21-1/4 lb): 1,000 sheets of Letter L-size paper or smaller, or 500 sheets of Legal L-size paper or larger |
| “Staple” setting | Paper sizes (no. of bound pages): Executive L/C, Letter L/C, Legal L, 11 × 17 L (2 to 30 sheets) |
| Power requirements | Supplied from main unit |
| Power consumption | Less than 63 W |
| Dimensions | 21-1/4 (width) × 25 (depth) × 38-1/2 (height) |
| Weight | About 84 lb (including the horizontal transport unit) |
| Consumables | 1 staple cartridge (3,000 staples for stapling 30 sheets) |

## Job Separator JS-621

| Specifications | |
|---|---|
| Output tray | Job separator |
| Paper types | Plain paper (16 to 24 lb) |
| Paper sizes | 5-1/2 × 8-1/2 L, Executive L/C, Letter L/C, Legal L, 11 × 17 L |
| Paper capacity | Letter C: 100 sheets; Other than Letter C: 50 sheets |
| Dimensions | 13-1/2 (width) × 20-3/4 (depth) × 5-3/4 (height) |
| Weight | 3-3/4 lb |

## Punch Kit PH-620

| Specifications | |
|---|---|
| Number of punched holes | 2, 3 |
| Punch hole diameter | 5/16 (8 mm) |
| Paper types | Plain paper (17 to 24 lb), thick paper 1 (24-1/4 to 40 lb),<br>thick paper 2 (40-1/4 to 55-1/2 lb) |
| Paper sizes | 3-hole: Letter C, 11 × 17 L<br>2-hole: Letter L/C, Legal L, 11 × 17 L |
| Power requirements | Supplied by finisher |
| Dimensions | 3-1/2 (width) × 22 (depth) × 6-3/4 (height) |
| Weight | 5-3/4 lb |

# *Appendix*

# 14

# 14.1 Paper Size and Zoom Ratio Tables

## Copy Paper Sizes

| Paper Format | Metric Size | English Size |
|---|---|---|
| A3 Wide | 305 mm × 457 mm | 12 × 18 |
| A3 | 297 mm × 420 mm | 11-3/4 × 16-1/2 |
| A4 | 210 mm × 297 mm | 8-1/4 × 11-3/4 |
| A5 | 148 mm × 210 mm | 5-3/4 × 8-1/4 |
| A6 | 105 mm × 148 mm | 4-1/4 × 5-3/4 |
| B4 | 257 mm × 364 mm | 10 × 14-1/4 |
| B5 | 182 mm × 257 mm | 7-1/4 × 10 |
| B6 | 128 mm × 182 mm | 5 × 7-1/4 |
| Postcard | 100 mm × 148 mm | 4 × 5-3/4 |

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

## Zoom Ratios

| Metric Sizes | | |
|---|---|---|
| Document Paper Size | Desired Paper Size | Zoom Ratio |
| A3<br>297 mm × 420 mm<br>11-3/4 × 16-1/2 | A4 | × 0.707 |
| | A5 | × 0.500 |
| | B4 | × 0.866 |
| | B5 | × 0.610 |
| A4<br>210 mm × 297 mm<br>8-1/4 × 11-3/4 | A5 | × 0.707 |
| | A6 | × 0.500 |
| | B5 | × 0.866 |
| | B6 | × 0.610 |
| | A3 | × 1.414 |
| | B4 | × 1.224 |
| A5<br>148 mm × 210 mm<br>5-3/4 × 8-1/4 | A6 | × 0.707 |
| | B6 | × 0.866 |
| | A4 | × 1.414 |
| | A3 | × 2.000 |
| | B4 | × 1.733 |
| | B5 | × 1.224 |
| A6<br>105 mm × 148 mm<br>4-1/4 × 5-3/4 | A4 | × 2.000 |
| | A5 | × 1.414 |
| | B5 | × 1.733 |
| | B6 | × 1.224 |
| B4<br>257 mm × 364 mm<br>10 × 14-1/4 | A4 | × 0.816 |
| | A5 | × 0.577 |
| | B5 | × 0.707 |
| | B6 | × 0.500 |
| | A3 | × 1.154 |
| B5<br>182 mm × 257 mm<br>7-1/4 × 10 | A5 | × 0.816 |
| | A6 | × 0.577 |
| | B6 | × 0.707 |
| | A3 | × 1.640 |
| | A4 | × 1.154 |
| | B4 | × 1.414 |

| | | |
|---|---|---|
| B6<br>128 mm × 182 mm<br>5 × 7-1/4 | A6 | × 0.816 |
| | A4 | × 1.640 |
| | A5 | × 1.154 |
| | B4 | × 2.000 |
| | B5 | × 1.414 |

| English Sizes | | |
|---|---|---|
| Document Paper Size | Desired Paper Size | Zoom Ratio |
| Ledger<br>11 × 17<br>279.4 mm × 431.8 mm | 11 × 14 | × 0.823 |
| | Legal | × 0.722 |
| | Foolscap | × 0.764 |
| | Letter | × 0.647 |
| | Invoice | × 0.500 |
| 11 × 15<br>279.4 mm × 381 mm | 11 × 14 | × 0.933 |
| | Legal | × 0.772 |
| | Foolscap | × 0.772 |
| | Letter | × 0.733 |
| | Invoice | × 0.500 |
| 11 × 14<br>279.4 mm × 355.6 mm | Legal | × 0.772 |
| | Foolscap | × 0.772 |
| | Letter | × 0.772 |
| | Invoice | × 0.500 |
| Legal<br>8-1/2 × 14<br>215.9 mm × 355.6 mm | Foolscap | × 0.928 |
| | Letter | × 0.785 |
| | Invoice | × 0.607 |
| | 11 × 17 | × 1.214 |
| Foolscap<br>8-1/2 × 13<br>215.9 mm × 330.2 mm | Letter | × 0.846 |
| | Invoice | × 0.647 |
| | 11 × 17 | × 1.294 |
| | 11 × 14 | × 1.076 |
| Letter<br>8-1/2 × 11<br>215.9 mm × 279.4 mm | Invoice | × 0.647 |
| | 11 × 17 | × 1.294 |
| | 11 × 14 | × 1.272 |

| | | |
|---|---|---|
| Invoice<br>5-1/2 × 8-1/2<br>139.7 mm × 215.9 mm | 11 × 17 | × 2.000 |
| | 11 × 14 | × 1.647 |
| | Legal | × 1.545 |
| | Foolscap | × 1.529 |
| | Letter | × 1.294 |

Zoom ratio = Paper size/Document size

1 inch = 25.4 mm

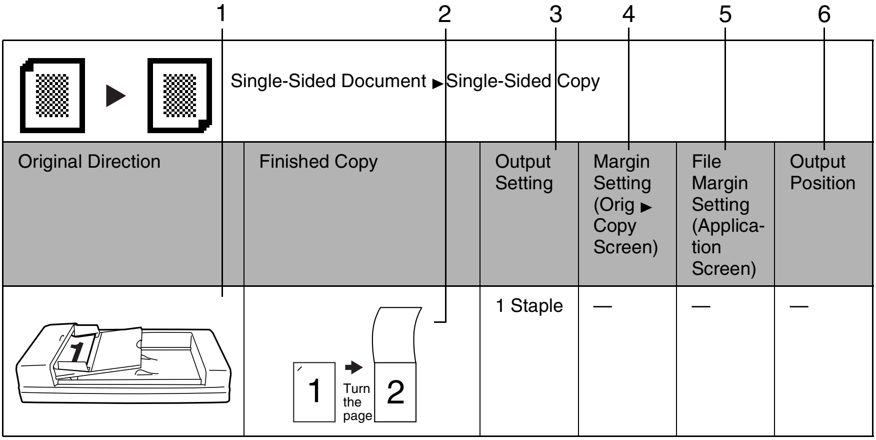
1 mm = 0.0394 inch

## 14.2 Loading Documents for Specific Applications

The most appropriate document feed method and copy settings for specific applications are described below.

For details on specifying the various copy settings, refer to *“Basic Copy Operations” on page 3-1*.

### Description of the Table



Single-Sided Document ▶ Single-Sided Copy

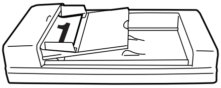
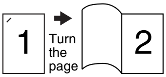
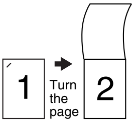
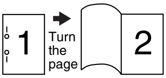
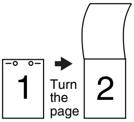
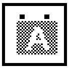
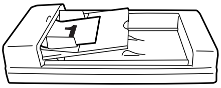
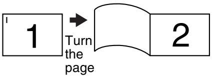
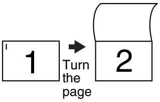
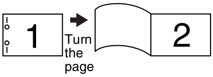
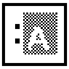
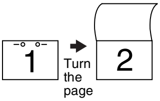
| Original Direction | Finished Copy | Output Setting | Margin Setting (Orig ▶ Copy Screen) | File Margin Setting (Application Screen) | Output Position |
|---|---|---|---|---|---|
| | | 1 Staple | — | — | — |

1. Shows how the document should be positioned (page 2-44)
2. Shows the finished copy
3. Shows the selected Output setting (1 Staple, 2 Staples or Hole Punch) (page 3-8)
4. Shows the selected Margin setting from the Orig ▶ Copy screen if a margin is specified for the document (page 3-27)
5. Shows the selected File Margin setting from the Application screen if a binding margin is specified for the copy (page 7-8)
6. Shows the stapling or hole-punching position that must be selected (page 3-12)

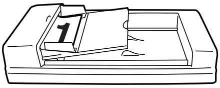
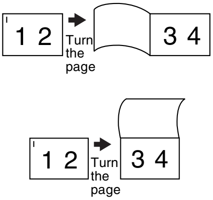
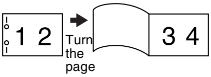
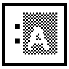
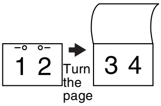
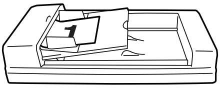
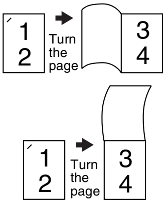
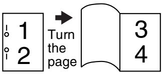
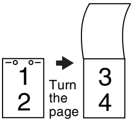
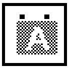
* A dash (–) indicates that no setting should be selected.

### Single-Sided Documents

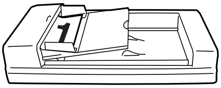
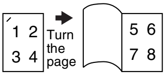
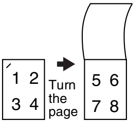
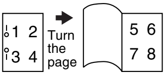
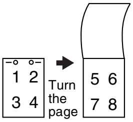
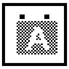
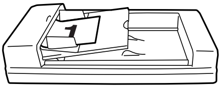
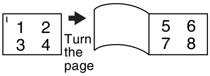
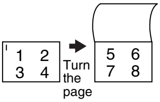
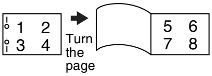
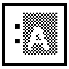
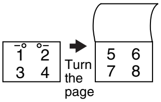
Single-Sided Document ▶Single-Sided Copy

| Original Direction | Finished Copy | Output Setting | Margin Setting (Orig ▶ Copy Screen) | File Margin Setting (Applica-tion Screen) | Output Position |
|---|---|---|---|---|---|
|  <br>Original Direction: Crosswise |  <br> | 1 Staple | — | — | — |
| |  | Hole Punch 2 Staples | — | — | — |
| |  | Hole Punch 2 Staples | — | — |  |
|  <br>Original Direction: Lengthwise |  <br> | 1 Staple | — | — | — |
| |  | Hole Punch 2 Staples | — | — |  |
| |  | Hole Punch 2 Staples | — | — | — |

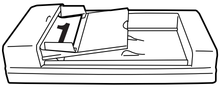
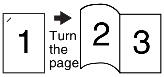
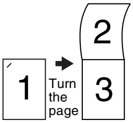
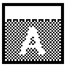
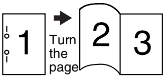
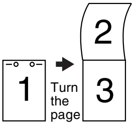
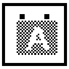
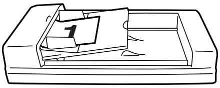
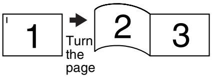
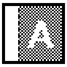
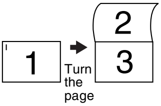
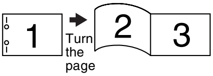
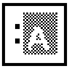
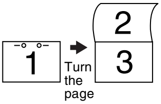
Single-Sided Document ▶Single-2in1 Copy

| Original Direction | Finished Copy | Output Setting | Margin Setting (Orig ▶ Copy Screen) | File Margin Setting (Application Screen) | Output Position |
|---|---|---|---|---|---|
|  <br>Original Direction: Crosswise |  | 1 Staple | — | — | — |
| |  | Hole Punch<br>2 Staples | — | — |  |
| |  | Hole Punch<br>2 Staples | — | — | — |
|  <br>Original Direction: Lengthwise |  1<br>2<br>Turn the page<br>3<br>4<br>1<br>2<br>Turn the page<br>3<br>4 | 1 Staple | — | — | — |
| |  | Hole Punch<br>2 Staples | — | — | — |
| |  | Hole Punch<br>2 Staples | — | — |  |

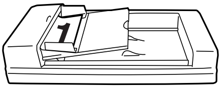
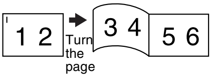
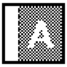
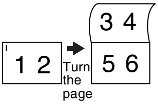
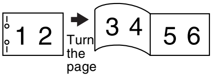
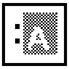
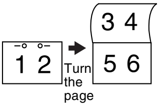
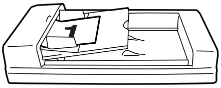
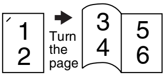
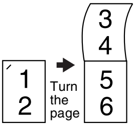
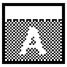
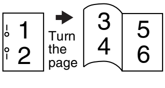
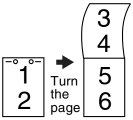
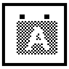
Single-Sided Document ▶ Single-4in1 Copy

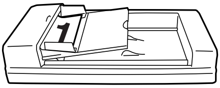
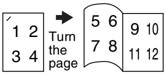
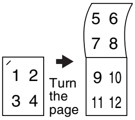
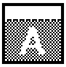
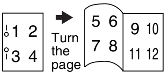
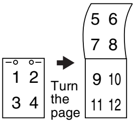
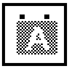
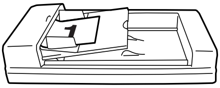
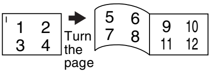
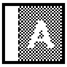
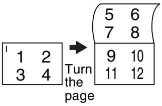
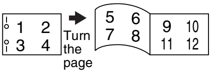
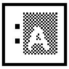
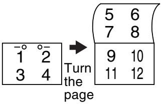
| Original Direction | Finished Copy | Output Setting | Margin Setting (Orig ▶ Copy Screen) | File Margin Setting (Application Screen) | Output Position |
|---|---|---|---|---|---|
|  Original Direction: Crosswise |   | 1 Staple | — | — | — |
| |  | Hole Punch 2 Staples | — | — | — |
| |  | Hole Punch 2 Staples | — | — |  |
|  Original Direction: Lengthwise |   | 1 Staple | — | — | — |
| |  | Hole Punch 2 Staples | — | — |  |
| |  | Hole Punch 2 Staples | — | — | — |

Single-Sided Document ▶Double-Sided Copy

| Original Direction | Finished Copy | Output Setting | Margin Setting (Orig ▶ Copy Screen) | File Margin Setting (Application Screen) | Output Position |
|---|---|---|---|---|---|
|  Original Direction: Crosswise |  | 1 Staple | — | — | — |
| |  | 1 Staple | — |  | — |
| |  | Hole Punch 2 Staples | — | — | — |
| |  | Hole Punch 2 Staples | — | — |  |
|  Original Direction: Lengthwise |  | 1 Staple | — |  | — |
| |  | 1 Staple | — | — | — |
| |  | Hole Punch 2 Staples | — | — |  |
| |  | Hole Punch 2 Staples | — | — | — |

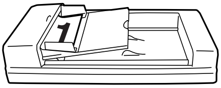
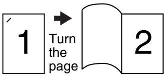
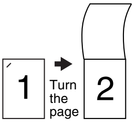
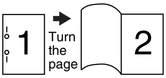
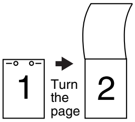
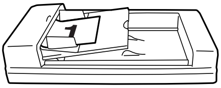
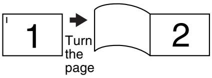
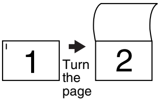
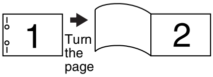
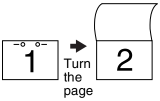
Single-Sided Document ▶Double-2in1 Copy

| Original Direction | Finished Copy | Output Setting | Margin Setting (Orig ▶ Copy Screen) | File Margin Setting (Applica-tion Screen) | Output Position |
|---|---|---|---|---|---|
|  Original Direction: Crosswise |  | 1 Staple | — |  | — |
| |  | 1 Staple | — | — | — |
| |  | Hole Punch<br>2 Staples | — | — |  |
| |  | Hole Punch<br>2 Staples | — | — | — |
|  Original Direction: Lengthwise |  | 1 Staple | — | — | — |
| |  | 1 Staple | — |  | — |
| |  | Hole Punch<br>2 Staples | — | — | — |
| |  | Hole Punch<br>2 Staples | — | — |  |

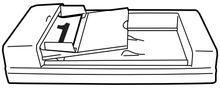
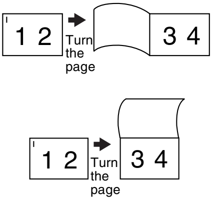
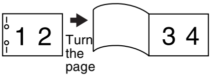
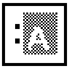
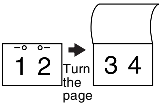
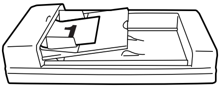
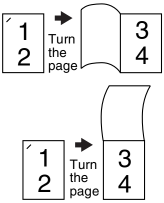
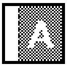
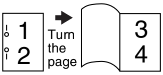
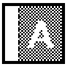
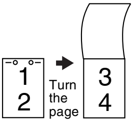
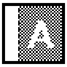
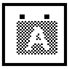
| Original Direction | Finished Copy | Output Setting | Margin Setting (Orig ▶ Copy Screen) | File Margin Setting (Application Screen) | Output Position |
|---|---|---|---|---|---|
| Single-Sided Document ▶Double-4in1 Copy | | | | | |
| <br>Original Direction: Crosswise |  | 1 Staple | — | — | — |
| |  | 1 Staple | — |  | — |
| |  | Hole Punch<br>2 Staples | — | — | — |
| |  | Hole Punch<br>2 Staples | — | — |  |
| <br>Original Direction: Lengthwise |  | 1 Staple | — |  | — |
| |  | 1 Staple | — | — | — |
| |  | Hole Punch<br>2 Staples | — | — |  |
| |  | Hole Punch<br>2 Staples | — | — | — |

## Left-Bound Double-Sided Documents

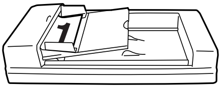
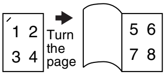
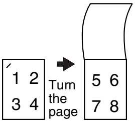
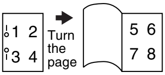
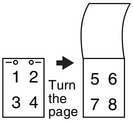
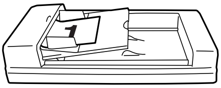
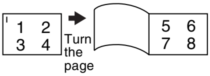
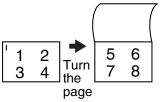
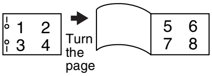
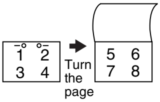
Left-Bound Double-Sided Document ▶Single-Sided Copy

| Original Direction | Finished Copy | Output Setting | Margin Setting (Orig ▶ Copy Screen) | File Margin Setting (Application Screen) | Output Position |
|---|---|---|---|---|---|
| <br>Original Direction: Crosswise |  <br> | 1 Staple | — | — | — |
| |  | Hole Punch 2 Staples | — | — | — |
| |  | Hole Punch 2 Staples | — | — | A |
| <br>Original Direction: Lengthwise |  <br> | 1 Staple | A | — | — |
| |  | Hole Punch 2 Staples | A | — | — |
| |  | Hole Punch 2 Staples | A | — | A |

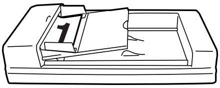
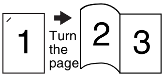
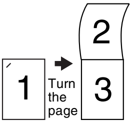
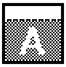
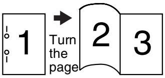
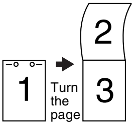
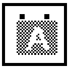
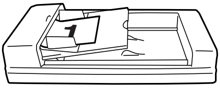
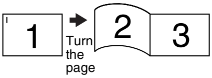
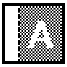
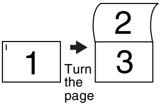
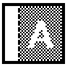
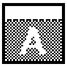
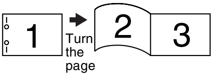
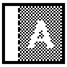
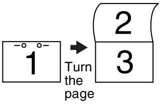
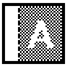
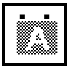
### Left-Bound Double-Sided Document ▶Single-2in1 Copy

| Original Direction | Finished Copy | Output Setting | Margin Setting (Orig ▶ Copy Screen) | File Margin Setting (Applica-tion Screen) | Output Position |
|---|---|---|---|---|---|
|  Original Direction: Crosswise |  | 1 Staple | — | — | — |
| |  | Hole Punch<br>2 Staples | — | — |  |
| |  | Hole Punch<br>2 Staples | — | — | — |
|  Original Direction: Lengthwise |   1<br>2<br>Turn the page<br>3<br>4<br>1<br>2<br>Turn the page<br>3<br>4 | 1 Staple |  | — | — |
| |  | Hole Punch<br>2 Staples |  | — | — |
| |  | Hole Punch<br>2 Staples |  | — |  |

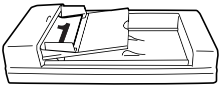
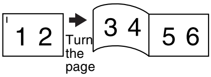
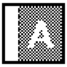
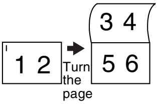
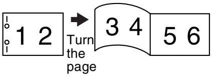
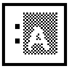
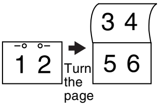
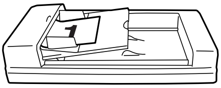
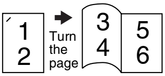
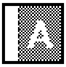
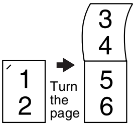
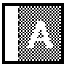
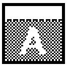
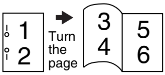
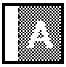
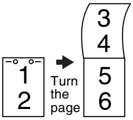
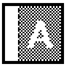
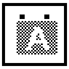
Left-Bound Double-Sided Document ▶Single-4in1 Copy

| Original Direction | Finished Copy | Output Setting | Margin Setting (Orig ▶ Copy Screen) | File Margin Setting (Application Screen) | Output Position |
|---|---|---|---|---|---|
|  Original Direction: Crosswise |   | 1 Staple | — | — | — |
| |  | Hole Punch 2 Staples | — | — | — |
| |  | Hole Punch 2 Staples | — | — | A |
|  Original Direction: Lengthwise |   | 1 Staple | A | — | — |
| |  | Hole Punch 2 Staples | A | — | — |
| |  | Hole Punch 2 Staples | A | — | A |

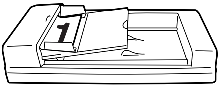
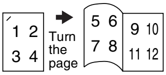
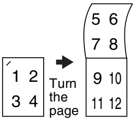
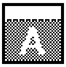
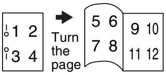
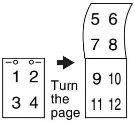
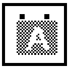
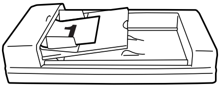
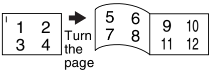
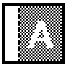
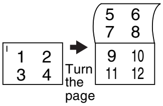
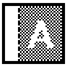
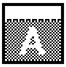
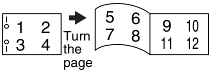
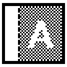
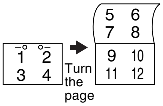
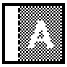
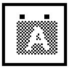
Left-Bound Double-Sided Document ▶ Double-Sided Copy

| Original Direction | Finished Copy | Output Setting | Margin Setting (Orig ▶ Copy Screen) | File Margin Setting (Applica-tion Screen) | Output Position |
|---|---|---|---|---|---|
|  Original Direction: Crosswise |  | 1 Staple | — | — | — |
| |  | 1 Staple | — |  | — |
| |  | Hole Punch 2 Staples | — | — | — |
| |  | Hole Punch 2 Staples | — | — |  |
|  Original Direction: Lengthwise |  | 1 Staple |  | — | — |
| |  | 1 Staple |  |  | — |
| |  | Hole Punch 2 Staples |  | — | — |
| |  | Hole Punch 2 Staples |  | — |  |

Left-Bound Double-Sided Document ▶Double-2in1 Copy

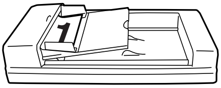
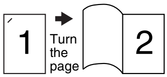
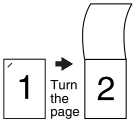
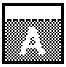
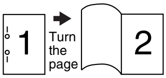
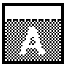
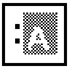
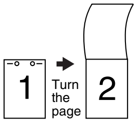
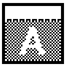
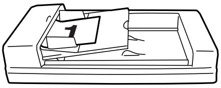
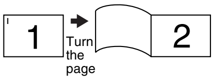
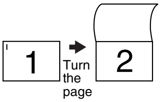
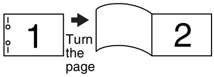
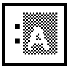
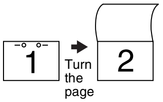
| Original Direction | Finished Copy | Output Setting | Margin Setting (Orig ▶ Copy Screen) | File Margin Setting (Application Screen) | Output Position |
|---|---|---|---|---|---|
|  Original Direction: Crosswise |  | 1 Staple | — |  | — |
| |  | 1 Staple | — | — | — |
| |  | Hole Punch<br>2 Staples | — | — |  |
| |  | Hole Punch<br>2 Staples | — | — | — |
|  Original Direction: Lengthwise |  | 1 Staple |  | — | — |
| |  | 1 Staple |  |  | — |
| |  | Hole Punch<br>2 Staples |  | — | — |
| |  | Hole Punch<br>2 Staples |  | — |  |

### Left-Bound Double-Sided Document ▶ Double-4in1 Copy

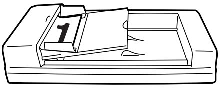
| Original Direction | Finished Copy | Output Setting | Margin Setting (Orig ▶ Copy Screen) | File Margin Setting (Application Screen) | Output Position |
|---|---|---|---|---|---|
| <br>Original Direction: Crosswise |  | 1 Staple | — | — | — |
|  |  | 1 Staple | — |  | — |
|  |  | Hole Punch 2 Staples | — | — | — |
|  |  | Hole Punch 2 Staples | — | — |  |
| <br>Original Direction: Lengthwise |  | 1 Staple |  | — | — |
|  |  | 1 Staple |  |  | — |
|  |  | Hole Punch 2 Staples |  | — | — |
|  |  | Hole Punch 2 Staples |  | — |  |

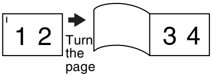
## Top-Bound Double-Sided Documents

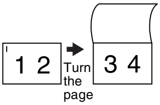
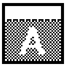
Top-Bound Double-Sided Document ▶ Single-Sided Copy

| Original Direction | Finished Copy | Output Setting | Margin Setting (Orig ▶ Copy Screen) | File Margin Setting (Applica-tion Screen) | Output Position |
|---|---|---|---|---|---|
|  <br>Original Direction: Crosswise |  <br> | 1 Staple |  | — | — |
| |  | Hole Punch<br>2 Staples |  | — |  |
| |  | Hole Punch<br>2 Staples |  | — | — |
|  <br>Original Direction: Lengthwise |  <br> | 1 Staple | — | — | — |
| |  | Hole Punch<br>2 Staples | — | — |  |
| |  | Hole Punch<br>2 Staples | — | — | — |

Top-Bound Double-Sided Document ▶Single-2in1 Copy

<table>
<tr><th>Original Direction</th><th>Finished Copy</th><th>Output Setting</th><th>Margin Setting (Orig ▶ Copy Screen)</th><th>File Margin Setting (Application Screen)</th><th>Output Position</th></tr>
<tr><td rowspan="3">

Original Direction: Crosswise</td><td>


</td><td>1 Staple</td><td>
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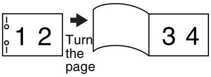
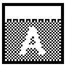
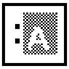
<tr><td>
</td><td>Hole Punch 2 Staples</td><td>
</td><td>—</td><td>
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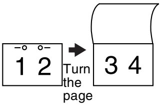
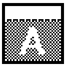
<tr><td>
</td><td>Hole Punch 2 Staples</td><td>
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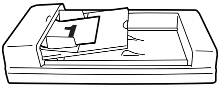
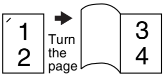
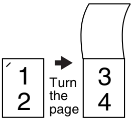
<tr><td rowspan="3">

Original Direction: Lengthwise</td><td>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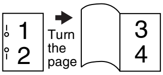
<tr><td>
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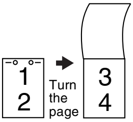
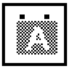
<tr><td>
</td><td>Hole Punch 2 Staples</td><td>—</td><td>—</td><td>
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Top-Bound Double-Sided Document ▶Single-4in1 Copy

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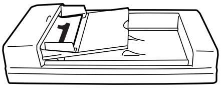
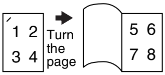
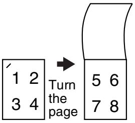
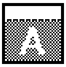
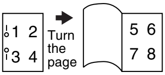
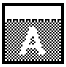
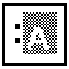
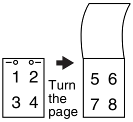
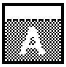
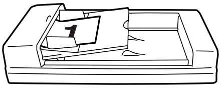
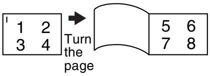
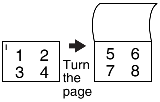
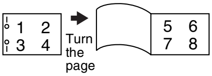
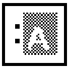
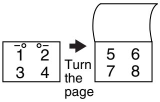
|  Original Direction: Crosswise |  <br> | 1 Staple |  | — | — |
| |  | Hole Punch<br>2 Staples |  | — |  |
| |  | Hole Punch<br>2 Staples |  | — | — |
|  Original Direction: Lengthwise |  <br> | 1 Staple | — | — | — |
| |  | Hole Punch<br>2 Staples | — | — |  |
| |  | Hole Punch<br>2 Staples | — | — | — |

Top-Bound Double-Sided Document ▶ Double-Sided Copy

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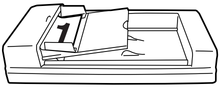
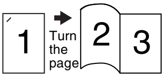
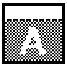
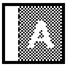
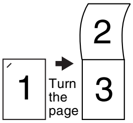
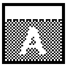
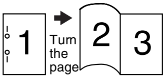
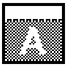
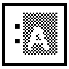
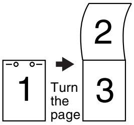
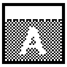
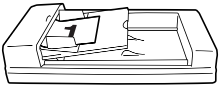
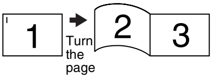
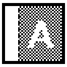
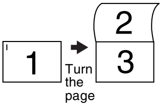
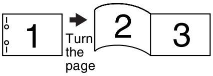
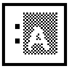
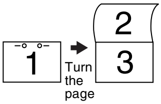
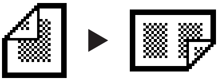
|  Original Direction: Crosswise |  | 1 Staple |  |  | — |
| |  | 1 Staple |  | — | — |
| |  | Hole Punch<br>2 Staples |  | — |  |
| |  | Hole Punch<br>2 Staples |  | — | — |
|  Original Direction: Lengthwise |  | 1 Staple | — |  | — |
| |  | 1 Staple | — | — | — |
| |  | Hole Punch<br>2 Staples | — | — |  |
| |  | Hole Punch<br>2 Staples | — | — | — |



Top-Bound Double-Sided Document ▶ Double-2in1 Copy

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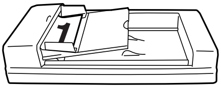
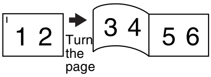
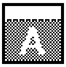
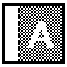
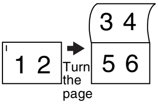
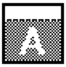
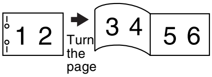
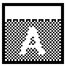
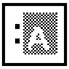
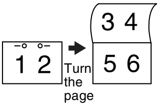
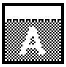
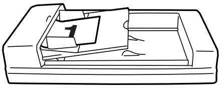
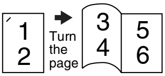
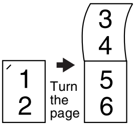
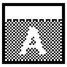
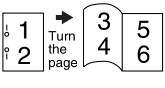
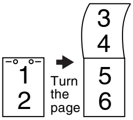
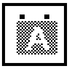
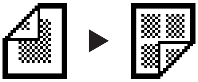
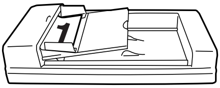
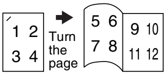
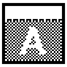
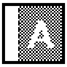
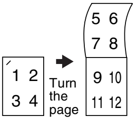
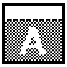
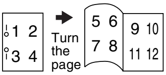
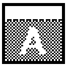
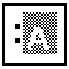
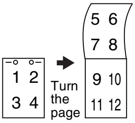
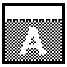
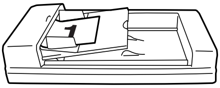
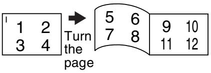
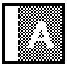
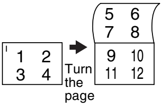
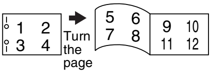
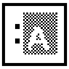
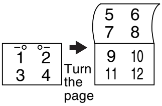
|  Original Direction: Crosswise |  | 1 Staple |  |  | — |
| |  | 1 Staple |  | — | — |
| |  | Hole Punch 2 Staples |  | — |  |
| |  | Hole Punch 2 Staples |  | — | — |
|  Original Direction: Lengthwise |  | 1 Staple | — | — | — |
| |  | 1 Staple | — |  | — |
| |  | Hole Punch 2 Staples | — | — | — |
| |  | Hole Punch 2 Staples | — | — |  |



Top-Bound Double-Sided Document ▶Double-4in1 Copy

| Original Direction | Finished Copy | Output Setting | Margin Setting (Orig ▶ Copy Screen) | File Margin Setting (Application Screen) | Output Position |
|---|---|---|---|---|---|
|  Original Direction: Crosswise |  | 1 Staple |  |  | — |
| |  | 1 Staple |  | — | — |
| |  | Hole Punch<br>2 Staples |  | — |  |
| |  | Hole Punch<br>2 Staples |  | — | — |
|  Original Direction: Lengthwise |  | 1 Staple | — |  | — |
| |  | 1 Staple | — | — | — |
| |  | Hole Punch<br>2 Staples | — | — |  |
| |  | Hole Punch<br>2 Staples | — | — | — |

# 14.3 Function Combination Table

## Function Combination Table

| | | | Document | | Color | | | | Paper | | | | | Paper type/attribute | | | | | | | | | | | | Zoom | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Setting selected later → | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| ← Setting selected first | | No. of copies | Reverse Automatic Document Feeder | Manual feeding | Auto Color (ACS) | Full Color | 2 Color | Black | Auto Paper Select (APS) | 1st drawer | Paper Feed Cabinet | Multiple bypass tray | Reservation setting for bypass tray | Plain paper + double-sided | Thick paper 1 | Thick paper 1 + double-sided | Thick paper 2 | Thick paper 2 + double-sided | Thick paper 3 | Thick paper 3 + double-sided | OHP | Envelopes | High Quality Paper | Specialty | Single Sided Only | Auto Zoom (AMS) | Full Size | Reduce/Enlarge | Manual Zoom | Manual input | X/Y Zoom |
| 1 | No. of copies | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 2 | Reverse Automatic Document Feeder | ○ | | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 3 | Manual feeding | ○ | – | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 4 | Auto Color (ACS) | ○ | ○ | ○ | | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 5 | Full Color | ○ | ○ | ○ | ▼ | | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 6 | 2 Color | ○ | ○ | ○ | ▼ | ▼ | | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 7 | Black | ○ | ○ | ○ | ▼ | ▼ | ▼ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 8 | Auto Paper Select (APS) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ▼ | ▼ | ▼ | ▼ | – | – | – | – | – | – | – | – | – | – | – | ○ | ▼ | ○ | ○ | ○ | ○ | ▼ |
| 9 | 1st drawer | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | – | – | ○ | ○ | ○ | ○ | ○ | ○ |
| 10 | Paper Feed Cabinet | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | | ▼ | ▼ | – | – | – | – | – | – | – | – | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 11 | Multiple bypass tray | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | – | – | ○ | ○ | ○ | ○ | ○ | ○ |
| 12 | Reservation setting for bypass tray | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | ▼ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | – | – | ○ | ○ | ○ | ○ | ○ | ○ |
| 13 | Plain paper + double-sided | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | – | ○ | ○ | | – | – | – | – | – | – | – | – | – | – | – | ○ | ○ | ○ | ○ | ○ | ○ |
| 14 | Thick paper 1 | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | – | ○ | ○ | – | | – | – | – | – | – | – | – | – | – | – | ○ | ○ | ○ | ○ | ○ | ○ |
| 15 | Thick paper 1 + double-sided | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | – | ○ | ○ | – | – | | – | – | – | – | – | – | – | – | – | ○ | ○ | ○ | ○ | ○ | ○ |
| 16 | Thick paper 2 | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | – | ○ | ○ | – | – | – | | – | – | – | – | – | – | – | – | ○ | ○ | ○ | ○ | ○ | ○ |
| 17 | Thick paper 2 + double-sided | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | – | ○ | ○ | – | – | – | – | | – | – | – | – | – | – | – | ○ | ○ | ○ | ○ | ○ | ○ |
| 18 | Thick paper 3 | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | – | ○ | ○ | – | – | – | – | – | | – | – | – | – | – | – | ○ | ○ | ○ | ○ | ○ | ○ |
| 19 | Thick paper 3 + double-sided | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | – | ○ | ○ | – | – | – | – | – | – | | – | – | – | – | – | ○ | ○ | ○ | ○ | ○ | ○ |
| 20 | OHP | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | – | ○ | ○ | – | – | – | – | – | – | – | | – | – | – | – | ○ | ○ | ○ | ○ | ○ | ○ |
| 21 | Envelopes | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | – | ○ | ○ | – | – | – | – | – | – | – | – | | – | – | – | ○ | ○ | ○ | ○ | ○ | ○ |
| 22 | High Quality Paper | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | – | ○ | – | – | – | – | – | – | – | – | – | – | – | | – | – | ○ | ○ | ○ | ○ | ○ | ○ |
| 23 | Specialty | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | – | ○ | – | – | – | – | – | – | – | – | – | – | – | – | | – | ○ | ○ | ○ | ○ | ○ | ○ |
| 24 | Single Sided Only | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | – | – | – | – | – | – | – | – | – | – | – | – | – | | ○ | ○ | ○ | ○ | ○ | ○ |
| 25 | Auto Zoom | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ▼ | ▼ | ▼ | ▼ | ▼ |
| 26 | Full Size | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | | ▼ | ▼ | ▼ | ▼ |
| 27 | Reduce/Enlarge | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | | ▼ | ▼ | ▼ |
| 28 | Manual Zoom | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | | ▼ | ▼ |
| 29 | Manual input | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | ▼ | | ▼ |
| 30 | X/Y Zoom | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | ▼ | ▼ | |
| 31 | Density level | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 32 | “Auto” Background density | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 33 | Background level | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 34 | Text | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 35 | Text&Photo | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 36 | Map | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 37 | Photo Paper | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 38 | Printed Image | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 39 | Copied Paper | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 40 | Text Enhancement | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 41 | Dot Matrix Original | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 42 | Glossy Mode | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | △ | △ | △ | △ | △ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 43 | Single-sided original | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 44 | Double-sided original | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 45 | Book Copy (Separation) | ○ | ① | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ |
| 46 | Book Copy (Spread) | ○ | ① | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ |
| 47 | Original Direction | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 48 | Margin | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |

| | | Density | | | | | | | | | | | | Original | | | | | | Copy | | | | | | | | | Output | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Setting selected later → | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 |
| ← Setting selected first | | Density level | "Auto" Background density | Background level | Text | Text&Photo | Map | Photo Paper | Printed Image | Copied Paper | Text Enhancement | Dot Matrix Original | Glossy Mode | Single-sided original | Double-sided original | Book Copy (Separation) | Book Copy (Spread) | Original Direction | Margin | Single-sided copy | Double-sided copy | Single-sided 2in1 copy | Double-sided 2in1 copy | Single-sided 4in1 copy | Double-sided 4in1 copy | Booklet | Booklet Original | Booklet + Bind | Non Sort | Sort | Corner Staple | 2 Staples | Hole-Punch |
| 1 | No. of copies | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 2 | Reverse Automatic Document Feeder | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ① | ① | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 3 | Manual feeding | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 4 | Auto Color (ACS) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 5 | Full Color | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 6 | 2 Color | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 7 | Black | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 8 | Auto Paper Select (APS) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 9 | 1st drawer | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 10 | Paper Feed Cabinet | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 11 | Multiple bypass tray | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 12 | Reservation setting for bypass tray | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 13 | Plain paper + double-sided | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | △ | ○ | △ | △ | △ | △ | ○ | ○ | ○ | ○ | ○ |
| 14 | Thick paper 1 | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | △ | ○ | △ | △ | △ | △ | ○ | ○ | △ | △ | ○ |
| 15 | Thick paper 1 + double-sided | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | △ | ○ | △ | △ | △ | △ | ○ | ○ | △ | △ | ○ |
| 16 | Thick paper 2 | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | △ | ○ | △ | △ | △ | △ | ○ | ○ | △ | △ | ○ |
| 17 | Thick paper 2 + double-sided | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | △ | ○ | △ | △ | △ | △ | ○ | ○ | △ | △ | ○ |
| 18 | Thick paper 3 | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | △ | ○ | △ | △ | △ | △ | ○ | ○ | △ | △ | △ |
| 19 | Thick paper 3 + double-sided | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | △ | ○ | △ | △ | △ | △ | ○ | ○ | △ | △ | △ |
| 20 | OHP | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | △ | ○ | △ | △ | △ | △ | ○ | ○ | △ | △ | △ |
| 21 | Envelopes | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | △ | ○ | △ | △ | △ | △ | ○ | ○ | △ | △ | △ |
| 22 | High Quality Paper | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 23 | Specialty | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 24 | Single Sided Only | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | △ | ○ | △ | △ | △ | △ | ○ | ○ | ○ | ○ | ○ |
| 25 | Auto Zoom | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 26 | Full Size | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 27 | Reduce/Enlarge | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 28 | Manual Zoom | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 29 | Manual input | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 30 | X/Y Zoom | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ |
| 31 | Density level | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 32 | "Auto" Background density | ○ | | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 33 | Background level | ○ | ▼ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 34 | Text | ○ | ○ | ○ | | ▼ | ▼ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 35 | Text&Photo | ○ | ○ | ○ | ▼ | | ▼ | ▼ | ▼ | ▼ | ○ | ▽ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 36 | Map | ○ | ○ | ○ | ▼ | ▼ | | ▼ | ▼ | ▼ | ○ | ▽ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 37 | Photo Paper | ○ | ○ | ○ | ▼ | ▼ | ▼ | | ▼ | ▼ | ▽ | ▽ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 38 | Printed Image | ○ | ○ | ○ | ▼ | ▼ | ▼ | ▼ | | ▼ | ▽ | ▽ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 39 | Copied Paper | ○ | ○ | ○ | ▼ | ▼ | ▼ | ▼ | ▼ | | ○ | ▽ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 40 | Text Enhancement | ○ | ○ | ○ | ○ | ○ | ○ | ⑨ | ⑨ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 41 | Dot Matrix Original | ○ | ○ | ○ | ○ | ⑨ | ⑨ | ⑨ | ⑨ | ⑨ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 42 | Glossy Mode | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | △ | ○ | △ | △ | △ | △ | ○ | ○ | ○ | ○ | ○ |
| 43 | Single-sided original | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ |
| 44 | Double-sided original | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ |
| 45 | Book Copy (Separation) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | | ▼ | ▽ | ▽ | ○ | ○ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ |
| 46 | Book Copy (Spread) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | | ▽ | ▽ | ○ | ○ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ |
| 47 | Original Direction | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ |
| 48 | Margin | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ |

| | | Application | | | Creation | | | | | | | | | | | Mixed original | | | Color Image Adjustment | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Setting selected later → | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 |
| ← Setting selected first | | OHP Interleaving | File Margin | Edge/Frame Erase | Image Repeat | Mirror Image | Set Numbering | Postcard | Multi-Page Enlargement | Image Adjustment | Single Color | Background Color | Neg. Pos. Reverse | Color Separation (Black) | Color Separation (Each) | Mixed Original | Separate Scan | Interrupt | Portrait | Red | Blue | Green | Hue | Saturation | Brightness | Sharpness | Color Balance | Copy Density | Contrast | Sample Copy | Centering | Mode Store | Copy Program Recall | Copy 1 Set |
| 1 | No. of copies | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 2 | Reverse Automatic Document Feeder | ○ | ○ | ○ | ○ | ○ | ○ | ① | ① | ① | ○ | ○ | ○ | ① | ① | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | — | ○ | ○ |
| 3 | Manual feeding | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ |
| 4 | Auto Color (ACS) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ▼ | ▼ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 5 | Full Color | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 6 | 2 Color | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | △ | △ | △ | ○ | ○ | — | △ | △ | △ | △ | △ | △ | ○ | ○ | △ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 7 | Black | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | ▼ | ○ | ○ | — | △ | △ | △ | △ | △ | △ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 8 | Auto Paper Select (APS) | ▼ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 9 | 1st drawer | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 10 | Paper Feed Cabinet | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 11 | Multiple bypass tray | △ | ○ | ○ | ○ | ○ | ○ | ⑩ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ③ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 12 | Reservation setting for bypass tray | △ | ○ | ○ | ○ | ○ | ○ | ⑩ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | △ |
| 13 | Plain paper + double-sided | ⑪ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ▼ | ○ |
| 14 | Thick paper 1 | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ▼ | ○ |
| 15 | Thick paper 1 + double-sided | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ▼ | ○ |
| 16 | Thick paper 2 | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ▼ | ○ |
| 17 | Thick paper 2 + double-sided | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ▼ | ○ |
| 18 | Thick paper 3 | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ▼ | ○ |
| 19 | Thick paper 3 + double-sided | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ▼ | ○ |
| 20 | OHP | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ▼ | ○ |
| 21 | Envelopes | — | ○ | ○ | △ | ○ | △ | △ | △ | ○ | ○ | △ | △ | △ | △ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ▼ | ○ |
| 22 | High Quality Paper | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ▼ | ○ |
| 23 | Specialty | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ▼ | ○ |
| 24 | Single Sided Only | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 25 | Auto Zoom | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 26 | Full Size | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 27 | Reduce/Enlarge | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 28 | Manual Zoom | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 29 | Manual input | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 30 | X/Y Zoom | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 31 | Density level | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 32 | “Auto” Background density | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 33 | Background level | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 34 | Text | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 35 | Text&Photo | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 36 | Map | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 37 | Photo Paper | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 38 | Printed Image | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 39 | Copied Paper | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 40 | Text Enhancement | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 41 | Dot Matrix Original | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 42 | Glossy Mode | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 43 | Single-sided original | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ⑤ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 44 | Double-sided original | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 45 | Book Copy (Separation) | ▼ | ○ | △ | ▼ | △ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 46 | Book Copy (Spread) | ▼ | ○ | △ | ▼ | △ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 47 | Original Direction | ○ | ○ | ○ | ⑦ | ○ | ○ | ⑦ | ⑦ | ⑦ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 48 | Margin | ○ | ○ | ○ | ⑦ | ○ | ○ | ⑦ | ⑦ | ⑦ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | — | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |

| | | | Document | | Color | | | | Paper | | | | | Paper type/attribute | | | | | | | | | | | | Zoom | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Setting selected later → | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| ← Setting selected first | | No. of copies | Reverse Automatic Document Feeder | Manual feeding | Auto Color (ACS) | Full Color | 2 Color | Black | Auto Paper Select (APS) | 1st drawer | Paper Feed Cabinet | Multiple bypass tray | Reservation setting for bypass tray | Plain paper + double-sided | Thick paper 1 | Thick paper 1 + double-sided | Thick paper 2 | Thick paper 2 + double-sided | Thick paper 3 | Thick paper 3 + double-sided | OHP | Envelopes | High Quality Paper | Specialty | Single Sided Only | Auto Zoom (AMS) | Full Size | Reduce/Enlarge | Manual Zoom | Manual input | X/Y Zoom |
| 49 | Single-sided copy | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 50 | Double-sided copy | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ○ | ○ | ⑧ | ○ | ○ | ○ | ○ | ○ | ○ |
| 51 | Single-sided 2in1 copy | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ |
| 52 | Double-sided 2in1 copy | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ○ | ○ | ⑧ | ○ | ○ | ○ | ○ | ○ | △ |
| 53 | Single-sided 4in1 copy | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ |
| 54 | Double-sided 4in1 copy | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ○ | ○ | ⑧ | ○ | ○ | ○ | ○ | ○ | △ |
| 55 | Booklet | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | △ |
| 56 | Booklet Original | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | △ |
| 57 | Booklet + Bind | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ⑧ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | △ |
| 58 | Non Sort | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 59 | Sort | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 60 | Corner Staple | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | △ | △ | △ | △ | △ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 61 | 2 Staples | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | △ | △ | △ | △ | △ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 62 | Hole-Punch | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | △ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 63 | OHP Interleaving | ▽ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ④ | ④ | ○ | – | – | – | – | – | – | – | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 64 | File Margin | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 65 | Edge/Frame Erase | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 66 | Image Repeat | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ |
| 67 | Mirror Image | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 68 | Set Numbering | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 69 | Postcard | ○ | ① | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ⑩ | ⑩ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | △ | △ | △ | △ | △ | △ |
| 70 | Multi-Page Enlargement | ▽ | ① | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | △ | △ | △ | △ | △ | △ |
| 71 | Image Adjustment | ○ | ① | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | △ | △ | △ | △ |
| 72 | Single Color | ○ | ○ | ○ | ▼ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 73 | Background Color | ○ | ○ | ○ | △ | ○ | ▼ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 74 | Neg. Pos. Reverse | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 75 | Color Separation (Black) | ▽ | ① | ○ | △ | △ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 76 | Color Separation (Each) | ▽ | ① | ○ | △ | ○ | △ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 77 | Mixed Original | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 78 | Separate Scan | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 79 | Interrupt | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 80 | Portrait | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 81 | Red | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 82 | Blue | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 83 | Green | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 84 | Hue | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 85 | Saturation | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 86 | Brightness | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 87 | Sharpness | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 88 | Color Balance | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 89 | Copy Density | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 90 | Contrast | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 91 | Sample Copy | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ |
| 92 | Centering | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 93 | Mdoe Store | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – |
| 94 | Copy Program Recall | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – |
| 95 | Copy 1 Set | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 96 | Volume Track (E.K.C.) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 97 | Key counter | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 98 | Vendor | ○ | ○ | ○ | ▽ | ○ | ○ | ○ | ▽ | ○ | ○ | ○ | ▽ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▽ | ○ | ○ | ○ | ○ | ○ |

| | | Density | | | | | | | | | | | | Original | | | | | | Copy | | | | | | | | | Output | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Setting selected later → | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 |
| ← Setting selected first | | Density level | "Auto" Background density | Background level | Text | Text&Photo | Map | Photo Paper | Printed Image | Copied Paper | Text Enhancement | Dot Matrix Original | Glossy Mode | Single-sided original | Double-sided original | Book Copy (Separation) | Book Copy (Spread) | Original Direction | Margin | Single-sided copy | Double-sided copy | Single-sided 2in1 copy | Double-sided 2in1 copy | Single-sided 4in1 copy | Double-sided 4in1 copy | Booklet | Booklet Original | Booklet + Bind | Non Sort | Sort | Corner Staple | 2 Staples | Hole-Punch |
| 49 | Single-sided copy | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ |
| 50 | Double-sided copy | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | | ▼ | ▼ | ▼ | ▼ | ▼ | – | ▼ | ○ | ○ | ○ | ○ | ○ |
| 51 | Single-sided 2in1 copy | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | ▼ | ▼ | | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ |
| 52 | Double-sided 2in1 copy | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ▼ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | | ▼ | ▼ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ |
| 53 | Single-sided 4in1 copy | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ▼ | | ▼ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ |
| 54 | Double-sided 4in1 copy | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ▼ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ▼ | ▼ | | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ |
| 55 | Booklet | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ▼ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | | △ | – | △ | ○ | △ | △ | △ |
| 56 | Booklet Original | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ▼ | ▼ | ▼ | ▼ | △ | △ | ▼ | – | ▼ | ▼ | ▼ | ▼ | ▼ | | ▼ | △ | – | △ | △ | △ |
| 57 | Booklet + Bind | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ▼ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | – | △ | | △ | ○ | △ | – | △ |
| 58 | Non Sort | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | | ▼ | ○ | ○ | ○ |
| 59 | Sort | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | ▼ | | ○ | ○ | ○ |
| 60 | Corner Staple | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | | ▼ | ○ |
| 61 | 2 Staples | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ▼ | | ○ |
| 62 | Hole-Punch | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | |
| 63 | OHP Interleaving | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | △ | △ | ○ | ○ | ○ | △ | △ | △ | △ | △ | △ | △ | △ | ○ | ○ | △ | △ | △ |
| 64 | File Margin | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ |
| 65 | Edge/Frame Erase | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 66 | Image Repeat | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | ⑦ | ⑦ | ○ | △ | △ | △ | △ | △ | △ | △ | △ | ○ | ○ | △ | △ | △ |
| 67 | Mirror Image | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 68 | Set Numbering | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ |
| 69 | Postcard | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | △ | ⑦ | ⑦ | ○ | △ | △ | △ | △ | △ | △ | △ | △ | ○ | △ | △ | △ | △ |
| 70 | Multi-Page Enlargement | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | △ | ⑦ | ⑦ | ○ | △ | △ | △ | △ | △ | △ | △ | △ | ○ | △ | △ | △ | △ |
| 71 | Image Adjustment | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | △ | ⑦ | ⑦ | ○ | △ | △ | △ | △ | △ | △ | △ | △ | ○ | ○ | △ | △ | △ |
| 72 | Single Color | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 73 | Background Color | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 74 | Neg. Pos. Reverse | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 75 | Color Separation (Black) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | △ | ○ | ○ | ○ | △ | △ | △ | △ | △ | △ | △ | △ | ○ | △ | △ | △ | △ |
| 76 | Color Separation (Each) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | △ | ○ | ○ | ○ | △ | △ | △ | △ | △ | △ | △ | △ | ○ | △ | △ | △ | △ |
| 77 | Mixed Original | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ⑤ | ○ | ○ | ○ | ○ | ○ | ○ | ⑤ | △ | △ | △ | △ | △ | △ | △ | ○ | ○ | ○ | ○ | ○ |
| 78 | Separate Scan | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 79 | Interrupt | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | △ | ○ | △ | △ | △ | △ |
| 80 | Portrait | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 81 | Red | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 82 | Blue | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 83 | Green | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 84 | Hue | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 85 | Saturation | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 86 | Brightness | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 87 | Sharpness | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 88 | Color Balance | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 89 | Copy Density | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 90 | Contrast | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 91 | Sample Copy | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ |
| 92 | Centering | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 93 | Mdoe Store | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – |
| 94 | Copy Program Recall | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – |
| 95 | Copy 1 Set | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | ○ |
| 96 | Volume Track (E.K.C.) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 97 | Key counter | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 98 | Vendor | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▽ | ○ | ▽ | ○ | ○ | ○ | ○ | ○ |

| | | Application | | | Creation | | | | | | | | | | | Mixed original | | | Color Image Adjustment | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Setting selected later → | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 |
| ← Setting selected first | | OHP Interleaving | File Margin | Edge/Frame Erase | Image Repeat | Mirror Image | Set Numbering | Postcard | Multi-Page Enlargement | Image Adjustment | Single Color | Background Color | Neg. Pos. Reverse | Color Separation (Black) | Color Separation (Each) | Mixed Original | Separate Scan | Interrupt | Portrait | Red | Blue | Green | Hue | Saturation | Brightness | Sharpness | Color Balance | Copy Density | Contrast | Sample Copy | Centering | Mode Store | Copy Program Recall | Copy 1 Set |
| 49 | Single-sided copy | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 50 | Double-sided copy | ▼ | ○ | ○ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ▼ | ▼ | ⑤ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 51 | Single-sided 2in1 copy | ▼ | ○ | ○ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ▼ | ▼ | △ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 52 | Double-sided 2in1 copy | ▼ | ○ | ○ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ▼ | ▼ | △ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 53 | Single-sided 4in1 copy | ▼ | ○ | ○ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ▼ | ▼ | △ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 54 | Double-sided 4in1 copy | ▼ | ○ | ○ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ▼ | ▼ | △ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 55 | Booklet | ▼ | ○ | ○ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ▼ | ▼ | △ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 56 | Booklet Original | ▼ | △ | ○ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ▼ | ▼ | △ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 57 | Booklet + Bind | △ | ○ | ○ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ▼ | ▼ | △ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 58 | Non Sort | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ |
| 59 | Sort | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 60 | Corner Staple | △ | ○ | ○ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 61 | 2 Staples | △ | ○ | ○ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 62 | Hole-Punch | △ | ○ | ○ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 63 | OHP Interleaving | | ○ | ○ | △ | ○ | △ | △ | △ | △ | ○ | ○ | ○ | △ | △ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 64 | File Margin | ○ | | ○ | ▼ | ○ | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 65 | Edge/Frame Erase | ○ | ○ | | ○ | ○ | ○ | ○ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 66 | Image Repeat | △ | △ | ○ | | △ | △ | △ | △ | △ | ○ | ○ | ○ | △ | △ | △ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 67 | Mirror Image | ○ | ○ | ○ | △ | | △ | △ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 68 | Set Numbering | ▼ | ○ | ○ | ▼ | ▼ | | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 69 | Postcard | △ | △ | ○ | △ | △ | △ | | △ | △ | ○ | ○ | ○ | △ | △ | ○ | △ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | △ |
| 70 | Multi-Page Enlargement | △ | △ | △ | △ | △ | △ | △ | | △ | ○ | ○ | ○ | △ | △ | ○ | △ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | △ |
| 71 | Image Adjustment | △ | △ | △ | △ | ○ | △ | △ | △ | | ○ | ○ | ○ | △ | △ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 72 | Single Color | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | | ▼ | ○ | △ | △ | ○ | ○ | – | △ | △ | △ | △ | △ | △ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 73 | Background Color | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ▼ | | ○ | △ | △ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 74 | Neg. Pos. Reverse | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | | △ | △ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 75 | Color Separation (Black) | △ | ○ | ○ | △ | ○ | △ | △ | △ | △ | △ | △ | △ | | ▼ | ○ | ○ | – | △ | △ | △ | △ | △ | △ | ○ | ○ | △ | ○ | ○ | ▼ | ○ | ○ | ▼ | △ |
| 76 | Color Separation (Each) | △ | ○ | ○ | △ | ○ | △ | △ | △ | △ | △ | △ | △ | ▼ | | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | △ |
| 77 | Mixed Original | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 78 | Separate Scan | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ |
| 79 | Interrupt | △ | ○ | ○ | △ | △ | △ | △ | △ | △ | △ | △ | △ | △ | △ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▽ | ○ | △ | △ | – |
| 80 | Portrait | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ | ○ | ○ | – | | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 81 | Red | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ | ○ | ○ | – | ○ | | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 82 | Blue | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ | ○ | ○ | – | ○ | ▼ | | ▼ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 83 | Green | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ | ○ | ○ | – | ○ | ▼ | ▼ | | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 84 | Hue | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ | ○ | ○ | – | ▼ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 85 | Saturation | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | ○ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 86 | Brightness | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | ▼ | ○ |
| 87 | Sharpness | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 88 | Color Balance | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ▼ | ○ |
| 89 | Copy Density | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | ▼ | ▼ | ▼ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ▼ | ○ |
| 90 | Contrast | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ○ | | ○ | ○ | ○ | ▼ | ○ |
| 91 | Sample Copy | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | – | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | ▽ | | ▽ | ▽ | ▼ | ▽ |
| 92 | Centering | ○ | ○ | ○ | ★ | ○ | ○ | ★ | ★ | ★ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | | ▼ | ○ |
| 93 | Mdoe Store | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | | – | – |
| 94 | Copy Program Recall | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | | – |
| 95 | Copy 1 Set | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | ○ | ○ | ○ | ○ | △ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▼ | ○ | ○ | ▼ | |
| 96 | Volume Track (E.K.C.) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | – | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 97 | Key counter | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▽ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 98 | Vendor | ▽ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▽ | ○ | ▽ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▽ | ○ | ▽ | ▽ | ▽ |

Function combination code keys

○:The functions can be combined.

▼:The functions cannot be combined. The function set last has priority.

△:The functions cannot be combined. The function set first has priority. A warning message will appear.

▽:The functions cannot be combined. The function set first has priority. No warning message will appear, or other functions will not be available after the first function is selected.

–:The functions cannot be combined.

①:The functions can be combined only when the document is placed on the original glass. A warning message will appear.

②:If paper is loaded through the bypass tray, a warning message appears, indicating that the functions cannot be combined. If paper is not loaded through the bypass tray, de-select it as the paper source.

③:If paper is loaded through the bypass tray, copying cannot be interrupted.

④:A warning message appears that the bypass tray should be selected as the paper source. Previously selected settings will be canceled when paper is loaded.

⑤:The “Mixed Original” function cannot be used when making double-sided copies from single-sided originals.

⑥:The functions cannot be combined depending on the finisher model.

⑦:The “Original Direction” and “Margin” functions can be specified, but their settings are not applied.

⑧:A message appears, warning that the paper is unsuitable for double-sided printing.

⑨:The “Dot Matrix Original” setting (41) and the “Text Enhancement” setting (40) do not affect printing.
For example, select a “Text Enhancement” setting (40) of “+3” (Darker) while the “Text” setting (34) is selected.
Then, if the “Photo Paper” Photo/Density setting (37) is selected, a “Text Enhancement” setting of “+3” (Darker) will not affect the printing.

The “Dot Matrix Original” setting (41) and the “Text Enhancement” setting (40) are maintained, even if all modes and functions are returned to their default settings when the panel reset timer operation is performed.
For example, select a “Text Enhancement” setting (40) of “+3” (Darker) while the “Text” setting (34) is selected.

Then, select a Photo/Density setting where the “Text Enhancement” setting has no effect on, such as with the “Photo Paper” setting.
Next, select a Photo/Density setting where the “Text Enhancement” setting can be specified, such as with the “Text” setting (34) or the “Map” setting (36). The previously specified “Text Enhancement” setting of “+3” (Darker) is maintained.

*: The “Centering” function from the Utility mode can be set, but will not be applied.

⑩:Possible only with paper sizes of Letter L and A4 L

⑪:Although the settings can be selected at the same time, they cannot technically be combined.

| Number of First Setting | Number of Next Setting | Description |
|---|---|---|
| 1 | 60, 61 | Number of copies:<br>If the “Non Sort” setting and a stapling setting are set and the entered number of copies exceeds the number allowed with the stapling setting, a message warning that the number of copies for stapling has been exceeded. If the warning is ignored and the job is started, the stapling setting is canceled. |
| 60, 61 | 1 | |
| 4 | 84, 85, 88 | “Auto Color” Color setting:<br>The functions cannot be combined with the “Auto Color” setting. However, if the “Auto Color” setting determines that the “Black” Color setting should be used, printing continues without the settings for the Color Image Adjust parameters applied. |
| 84, 85, 88 | 4 | |
| 40 | 14~21 | 1st drawer (multipurpose paper drawer):<br>The functions cannot be combined if a paper size that cannot be loaded into the 1st drawer is selected.<br>A message appears, warning that the 1st drawer is selected and the paper type was changed. |
| 50, 52, 54, 55, 56, 57 | 13~21 | |
| 25, 28 | 70 | “Multi-Page Enlargement” function:<br>The zoom ratio specified for the “Multi-Page Enlargement” function is applied. |
| 70 | 25, 28 | “Multi-Page Enlargement” function:<br>A zoom ratio cannot be specified. |
| 77 | 66, 71 | “Mixed Original” function:<br>The function can be selected, but the setting is not applied. |
| 66, 71 | 77 | |
| 60, 61 | 79 | Interrupt mode:<br>With the stapling setting on finisher DF-626, printing is interrupted between copy sets to interrupt the job. |
| 70 | 79 | Interrupt mode: The job cannot be interrupted while scanning while using the “Multi-Page Enlargement” function. |
| 66, 69, 70, 71 | 92 | “Centering” function:<br>The function can be selected, but the setting is not applied. |
| 92 | 66, 69, 70, 71 | |
| 93 | 13~21 | “Mode Store” function: A program using the 1st drawer cannot be stored. |

| | | |
|---|---|---|
| All | All | Sample copies:<br>Another function cannot be selected while a sample copy is being printed.<br>When a sample copy is printed, the mode returns to the one before the sample copy was printed. The paper drawer is selected according to the priority order. |

# Index

# 15

## 15.1 Index

# KM-C2230
# COLOR MULTIFUNCTIONAL PRODUCT LIMITED WARRANTY

Kyocera Mita America, Inc. and Kyocera Mita Canada, Ltd. (both referred to as "Kyocera") warrant your new Color Multifunctional Product (referred to as "MFP") against any defects in materials and workmanship for a period of ninety (90) days from the date of installation by an Authorized Kyocera Dealer. In the event your new Color MFP is found to be defective within the warranty period, Kyocera's only obligation and your exclusive remedy shall be replacement of any defective parts. It is understood that Kyocera shall have no obligation to furnish labor.

This warranty is valid only as to the original retail purchaser of a new Kyocera Color MFP in the United States of America or Canada, based upon the country of purchase.

In order to obtain performance of this warranty, the original retail purchaser must immediately notify the Authorized Kyocera Dealer from whom the Color MFP was purchased, of the defects. If the Kyocera Dealer is not able to provide warranty service, write to Kyocera at the address below for the name and address of the Authorized Kyocera Dealer in your area or check our Website at www.kyoceramita.com/us.

This warranty does not cover Color MFP's: (a) which have become damaged due to operator negligence, misuse, accidents, improper storage or unusual physical or electrical stress, (b) which do not work properly because of the use of parts or supplies not meeting Kyocera's specifications; (c) which have been serviced by a technician not employed by Kyocera or an Authorized Kyocera Dealer, or (d) which have had the serial number modified, altered, or removed.

This warranty does not cover Maintenance Kits, PM Kits, or Photoconductor Drums. Kyocera shall give the Customer a separate warranty for these items.

This warranty gives you specific legal rights. You may also have other rights that vary from state to state, or province to province. Neither the seller, nor any other person is authorized to extend the time period or expand this warranty on behalf of Kyocera.

THIS WARRANTY IS MADE IN LIEU OF ALL OTHER WARRANTIES AND (CONDITIONS), EXPRESS OR IMPLIED, AND KYOCERA SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY (OR CONDITION) OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THIS WARRANTY SHALL NOT EXTEND TO, AND KYOCERA SHALL NOT BE LIABLE FOR, ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH MAY ARISE OUT OF THE USE, OR INABILITY TO USE, THE MFP.

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KYOCERA MITA CANADA, LTD.
6120 Kestrel Road
Mississauga, Ontario L5T 1S8
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*** For best copy results and machine performance, we recommend that you use only KYOCERA MITA original supplies for your KYOCERA MITA copier.**

**QUALITY CERTIFICATE**

This machine has passed all quality controls and final inspection.

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