

The essentials of imaging



**User Manual** 

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# 1 Introduction

## 1.1 We Want You to Be a Satisfied Customer

Thank you for choosing this machine.

This User Manual describes the functions, operating procedures, precautions, and basic troubleshooting for this machine. Before using the machine, be sure to read the User Manual thoroughly in order to ensure that you use it efficiently. After you have gone through the manual, store it in the holder on the machine and keep it handy at all times.

Note that some of the illustrations of the machine used in the User Manual may be different from what you actually see on your machine.

## 1.2 Explanation of Manual Conventions

The marks and text formats used in this manual are described below.



## 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 copier.



## 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 copier.

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### Note\*

(\*May also appear as "Important" or "Tip") Text highlighted in this manner contains useful information and tips to ensure safe use of the machine.

- The number 1 as formatted here indicates the first step of a sequence of actions.
- 2 Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.

An illustration inserted here shows what operations must be performed.

- ? Text formatted in this style provides additional assistance.
- Text formatted in this style describes the action that will ensure the desired results are achieved.

## [Combination] key

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

## 1.3 The Manual – Printed and Digital

Today's advanced copier systems offer a wide variety of very different functions. A copier system can be set up for very specific requirements and adapted for personal copying needs. Generally, it is experienced users or system administrators who set up the copier system for individual needs. One single manual that included all possible information, much of it only relevant for the experienced user or system administrator, would be much too large and complex for everyday use. This is why we supply two manuals. You can decide for yourself which manual meets your needs.

### Manual (Printed Version)

The printed version of the manual contains all the information that you need for everyday operation of the copier system. You should keep this manual near the copier system so you can consult it any time.

It contains a lot of useful information, such as:

- Loading originals correctly and using the document feeder.
- Setting a Copy Mode.
- Making copies lighter and darker.

## Extended Manual (Digital Version on CD-R)

The extended version of the manual is supplied as a pdf file and is specifically recommended for experienced users and system administrators.

This version contains – as well as all the information in the printed version – additional information, such as:

- Changing Basic Settings.
- Using auxiliary functions.
- Setting up Copy Track and Administrator Numbers.
- Storing and calling individual paper sizes and Zoom Ratios.



## Is Acrobat Reader already installed?

You will need Acrobat Reader to view the extended manual. A version of Acrobat Reader is included on the CD-R that you can install on your computer if necessary.

## 1.4 Explanation of Basic Concepts and Symbols

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

## Paper Feeding

During printing, paper is supplied from the right side of the machine and fed into the output tray on top or the output option at the left with the printed surface of the page facing down. The paper feed direction is shown by the arrows in the diagram 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 "X" in the illustration) and the second to the length (shown as "Y").



## **Paper Orientation**

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



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



## 1.5 Energy Star®



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

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

### What is an ENERGY STAR® Product?

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

#### **Safety Information** 1.6

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.

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

### Warning and Precaution Symbols

Ignoring this warning could cause serious injury or even death.
Ignoring this caution could cause injury or damage to property.

## Meaning of Symbols



A triangle indicates a danger against which you should take precaution.



This symbol warns against cause burns.



A diagonal line indicates a prohibited course of action.



This symbol warns against dismantling the device.



A black circle indicates an imperative course of action.



## 

	<ul> <li>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.</li> <li>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.</li> </ul>
$\bigotimes$	<ul> <li>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.</li> <li>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.</li> <li>Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock.</li> <li>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.</li> </ul>
	Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.
0	Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.
$\bigcirc$	<ul> <li>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. 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.</li> <li>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.</li> </ul>
$\bigcirc$	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. 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.
	<ul> <li>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.</li> <li>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.</li> </ul>
$\bigcirc$	Do not throw the toner bottle or toner into an open flame. The hot toner may scatter and cause burns or other damage.

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Connect the power cord to an electrical outlet that is equipped with a grounding terminal.

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$\bigcirc$	<ul> <li>Do not use flammable sprays, liquids, or gases near this product, as a fire could result.</li> <li>Do not leave a toner unit or drum unit in a place within easy reach of children.</li> <li>Licking or ingesting any of these things could injure your health.</li> <li>Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.</li> <li>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.</li> </ul>
	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.
$\bigcirc$	Do not place any objects around the power plug as the power plug may be difficult to pull out when an emergency occurs.
0	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.
	<ul> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ul>

1

### **Precautions for Routine Use**

$\bigcirc$	<ul> <li>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.</li> <li>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.</li> <li>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.</li> <li>Do not keep toner units and PC drum units in an upright position or upside down, as poor image quality could result.</li> <li>Do not they toner units and PC drum unit as poor image quality could result.</li> <li>Do not they toner unit or PC drum unit as poor image quality could result.</li> <li>Do not they toner unit or PC drum unit as poor image quality could result.</li> <li>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.</li> <li>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.</li> <li>Do not attempt to feed stapled paper, carbon paper or aluminum foil through this product, as a malfunction or fire could result.</li> </ul>
	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.

### For users in countries subject to Class B regulations

This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.

### 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 shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.

## Laser Safety

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

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

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

Internal Laser Radiation

Maximum Average Radiation Power: 6.32  $\mu\text{W}$  at the laser aperture of the print head unit.

Wavelength: 770-795 nm

This product employs a Class 3b laser diode that emits an invisible laser beam.

The laser diode and the scanning polygon mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM:

Therefore, the print head unit should not be opened under any circumstances.



### Laser Safety Label

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



### **Ozone Release**



## CAUTION

### 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.

#### REMARQUE

= Placer l'appareil dans une pièce largement ventilée =

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

# 2 Precautions

## 2.1 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%
- Frequency fluctuation: Maximum ±3 Hz
- Use a power source with as little voltage or frequency fluctuations as possible.

## **Space Requirements**

2

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



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## Note

Since there is a ventilation duct on the left side of the machine, be sure to allow a clearance of \*100 mm or more on the left side.

Allow a clearance of \*\*400 mm or more on the right side of the machine so that the side cover can be opened.

## 2.2 **Operation Precautions**

## **Operating Environment**

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

- Temperature: 10°C to 30°C with fluctuations of no more than 10°C within an hour
- Humidity: 15% to 85% with fluctuations of no more than 10% within an hour

## Proper Use

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

- Never place heavy objects on the original glass or subject it to shocks.
- Never open any machine doors or turn off the machine while it is making copies; otherwise, a paper jam will occur.
- Never bring any magnetized object or use flammable sprays or liquids near the machine.
- Always make sure that the power plug is completely plugged into the electrical outlet.
- Always make sure that the machine's power plug is visible and not hidden by the machine.
- Always unplug the machine 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.



## CAUTION

If the ventilation duct on the left 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 100 mm or more on the left side of the machine for the ventilation duct.



## 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 bottle, 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 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 advice.

### 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.

## 2.3 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
- Traveler's 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.

2

# 2.4 Components and Their Functions



No.	Part Name	Description
1	ADF DF-218 (optional)	Automatically feeds one document sheet at a time for scanning. Also referred to as the "ADF" throughout the manual.
2	RADF DF-321 (Option for the 7220 only)	Automatically feeds one document sheet at a time for scanning, and automatically turns over double-sided documents for scanning. Also referred to as the "RADF" throughout the manual.
3	Platen Cover CV-118 (optional)	Presses down on the loaded document to keep it in place. Also referred to as the "Platen Cover" throughout the manual.
4	Duplex AD-321 (Option for the 7220 only)	Automatically turns the pages over, and prints on both sides. Also referred to as the "Duplex" throughout the manual.
5	MSBT MT-103 (optional)	Can be loaded with 100 sheets of paper.

No.	Part Name	Description
6	PFU PF-321(optional: 7216 Up to one, 7220 Up to four)	Equipped with a paper drawer that can supply 250 sheets of paper, for upper PFU only. Also referred to as the "PFU" throughout the manual.
7	Desk (Mall) DK-111 (Option for the 7220 only)	The machine can be placed on the Desk (Mall). Using the Desk (Mall) allows the machine to be set up on the floor.
8	Desk (Mid) DK-112 (Option for the 7220 only)	The machine can be placed on the Desk (Mid). Using the Desk (Mid) allows the machine to be set up on the floor.
9	Desk (Large) DK-113 (option)	The machine can be placed on the Desk (Large). Using the Desk (Large) allows the machine to be set up on the floor.
10	JobSeparator IT-103 (optional)	Allows printed pages to be separated.
11	Copier Memory 32 MB/64 MB MU-418/MU-419 (optional)*	Expanding the memory increases the number of document pages that can be processed by the machine. Also referred to as the "expansion memory" throughout the manual.
12	Printer Controller (optional)* IP 418	An internal printer controller. This allows this machine to be used as a computer printer. For details, refer to the Printer Controller Manual.
13	Internet Fax Kit IF-118 (optional)*	An internal Internet Fax Kit. Allows you to use this machine as a network scanner. For details, refer to the User Manual for the Internet Fax Kit IF-118.
14	NIC KN-419 (optional)*	By installing the NIC KN-419 into this machine, network printing from Windows or a NetWare network environment is possible.
15	Shifter IS-101 (optional)*	Shifts copies and printed pages that are fed out. If the Job Separator is installed, the Shifter cannot be attached.

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\* The internal options are not shown.

## 2.5 Part Names and Their Functions

## Main Unit



No.	Part Name	Description
1	Copy Tray	Collects fed-out copies facing down.
2	Front Cover	Opened when replacing the toner bottle. (p. 8-2)
3	1st Tray	<ul> <li>Holds up to 250 sheets of paper.</li> <li>The paper size can be adjusted freely.</li> <li>Can be loaded with special paper. (p. 7-1)</li> </ul>
4	Manual Bypass	<ul> <li>Used for manual feeding of paper.</li> <li>The paper is fed one sheet at a time.</li> <li>Can be loaded with special paper. (p. 5-7)</li> </ul>
5	Lock Release Lever	Used to open and close the Side Cover.

2

No.	Part Name	Description
6	Side Cover	Opened when clearing paper misfeeds.
7	Power Switch	Used to turn the machine on and off. (p. 2-20)
8	Parallel Interface Connector	Used for connecting a parallel cable from the computer.
9	RJ45 Connector for Networking	Used for connecting the network cable when this machine is used for Internet faxing and network scanning.
10	Printer USB Connector	Used for connecting a USB cable from the computer.
11	Document Scales	Used to align the document. (p. 3-9)
12	Platen Cover (optional)	Presses down on the document positioned on the Original Glass.
13	Original Glass	When manually feeding a document, position it on the Original Glass so that it can be scanned. Position the document face down on the glass. (p. 3-9)
14	Control Panel	Used to start copying or to make various settings. (p. 2-16)



No.	Part Name	Description
1	Imaging Unit	Creates the copy image. Replacement of the Imaging Unit must be performed by a service representative.
2	Toner Bottle Holder	Opened when replacing the toner bottle.
3	Pressure Lever	Used when clearing paper misfeeds in the fusing unit. (p. 8-4)

2

## Document Feeder (Optional)



No.	Part Name	Description
1	Document Exit Tray	Collects documents that have been scanned.
2	Document Guide Plate	Adjusted to the width of the document. (p. 3-8)
3	Document Feeder Cover (Doc. Feed Cover)	Opened when clearing document misfeeds. (p. 8-11)
4	Document Feeder Tray	Holds the documents to be scanned; load documents face up. (p. 3-8)

## MSBT (Optional)



No.	Part Name	Description
5	Bypass Tray	Holds up to 100 sheets of plain paper, 20 sheets of special paper, or 10 envelopes. (p. 5-9)
6	Bypass Tray Extender	Pulled out when large-sized paper is loaded.

## PFU (Optional)



No.	Part Name	Description
7	2nd Tray	Holds up to 250 sheets of plain paper.
8	3rd Tray	With the 7220, up to four PFU can be installed. With the 7216, one PFU can be installed.
9	4th Tray	
10	5th Tray	
11	Side Cover	Opened when clearing paper misfeeds. (p. 8-8)

## JobSeparator (Optional)



No.	Part Name	Description
12	Copy Tray Lamp	Lights up when paper is fed into the Upper Copy Tray.
13	Upper Copy Tray	Collects computer printouts.
14	Lower Copy Tray	Collects copies.

## 2.6 Names of Control Panel Parts and Their Functions



**Control Panel Parts and Their Functions** 

No.	Part Name	Function
1	"ERROR" indicator	Flashes when an error has occurred. Refer to "Error Messages" on page 8-1.
2	[Print] key/indicator	Lights up while data is being printed from the computer and flashes while data is being sent. For details, refer to the Printer Controller Manual.
3	[Status] key	Used to view the counters.
4	[Utility] key	<ul> <li>Used to enter Utility mode and display the first Utility mode screen.</li> <li>MACHINE SETTING, PAPER SOURCE SETUP, USER MANAGEMENT, ADMIN. MANAGEMENT, COPY SETTING 1 &amp; 2</li> </ul>
5	Display	Displays setting menus, error messages, and specified settings such as the number of copies and the zoom ratio.
6	[No/Clear] key	Erases the entered numbers and letters. Returns to the previous screen.
7	[Yes] key	Confirms the current setting.
8	[APS/AMS] key	Used to select between the APS or the AMS function.
9	[Zoom] key, $\checkmark$ and $\blacktriangle$ keys	<ul> <li>Used to select a preset enlargement or reduction ratio.</li> <li>With each press, a zoom ratio between x 0.50 and x 2.00 is selected in 0.01 increments.</li> <li>Used to specify the selection above or below in setting screens and menus.</li> </ul>
10	[Paper Size] key	Used to select the size of the paper to be printed on.

2

No.	Part Name	Function
11	[Density Set] key, <b>∫  ⊲</b> and ► <b>)</b> keys	<ul> <li>Used to specify the scanning density of copies.</li> <li>Used to specify the selection at the left or right in setting screens.</li> </ul>
12	[Erase] key	Used to select the area of the document that is erased.
13	[Image Shift] key	Press to select the "IMAGE SHIFT" function.
14	[Output] key	Used to select a copy "OUTPUT" function.
15	[X/Y Zoom] key	Used to specify different scaling proportions for the vertical and horizontal directions.
16	[Reverse Image] key	Press to make copies with the dark- and light-colored areas of the document inverted.
17	[Combination] key	Used to select between the "2in1" and the "4in1" copy functions.
18	[Copy Program] key	<ul><li>Copy programs can be stored.</li><li>Stored copy programs can be selected and recalled.</li></ul>
19	[Dual Page] key	Used to select the "DUAL PAGE" function.
20	[Original] key	Used to select between the "DUPLEX ORIG." function and the "MIXED ORIG." function.


No.	Part Name	Function
21	[Scan] key	Press to enter Scan mode. The indicator lights up in green to indicate that the machine is in Scan mode. (Available only when the NIC KN-419 and the Internet Fax Kit IF-118 are installed.)
22	[Fax] key	Does not function on this machine.
23	[Copy] key	Press to enter Copy mode. The indicator lights up in green to indicate that the machine is in Copy mode.
24	[ID] key	Used with user management. (p. 6-9)
25	[Power Save] key	Press to enter Power Save mode. (p. 2-21)
26	[Interrupt] key	Press to enter Interrupt mode. The indicator lights up in green to indicate that the machine is in Interrupt mode. Press again to cancel Interrupt mode and return to the mode before Interrupt mode was entered. (p. 5-27)
27	[123/ABC] key	Does not function on this machine.
28	[Auto Reset] key	<ul> <li>Cancels all copy functions and returns them to their default settings.</li> <li>Deletes all queued jobs.</li> </ul>
29	[Stop] key	Stops the multi-page copy operation.
30	[Start] key	<ul> <li>Starts copying.</li> <li>Queues a copy job if pressed while the machine is warming up. (p. 2-22)</li> <li>The indicator lights up in green to indicate that the machine is ready to start copying, or it lights up in orange to indicate that the machine is not ready to start copying.</li> </ul>
31	10-Key Pad	<ul> <li>Used to specify the number of copies.</li> <li>Used to enter setting values.</li> <li>The [ *] and [#] keys do not function on this machine.</li> </ul>

# **Display Indications**



No.	Display Indication	Description
1	Copy density (document type)	Indicates the document type for the copy density setting. "PHOTO", "TEXT", or "TEXT/P"
2	Copy density (density level)	Indicates the density level for the copy density setting.
3	Paper source	Indicates the selected paper tray. If special paper is selected, the paper type is displayed. "AUTO", a paper tray and paper size, or paper type
4	Number of copies	Indicates the specified number of copies.
5	Zoom ratio	Indicates the current zoom ratio setting. "AUTO" or the current zoom ratio setting is displayed. "x [X/Y]" indicates that the "X/Y ZOOM" function is selected.
6	Menu or function name	<ul><li>Displays the current menu, function or settings.</li><li>Error messages are displayed when errors occur.</li></ul>
7	Messages	Displays messages such as operating instructions.

# Adjusting the Angle of the Display [CD]

For further information, see chapter "2 Precautions" in the extended manual on the CD-R.

# 2.7 Power Supply

# To turn on the machine

Set the Power Switch to "I".

The indicator on the [Start] key lights up in orange, and the message "PLEASE WAIT!" appears in the display.



### Note

If the [Start] key is pressed while the indicator is lit in orange, the copy job is queued. When the indicator on the [Start] key lights up in green, the loaded document is scanned and copies are produced.



# To turn off the machine

- 1 Check that all jobs are finished.
  - O If printed pages remain in the Copy Tray, remove them.
- 2 Set the Power Switch to "O".

# **Default Settings**

The settings that are automatically selected when the machine is turned off or the [Auto Reset] key is pressed are called the "default settings". These settings serve as a reference for all functions.

Copy mode

- Number of copies: 1
- Copy density: AUTO
- Zoom ratio: Full size (x 1.00)
- Paper source: AUTO (with the Document Feeder installed)
- Output function: Non-sort



# Тір

The default settings can be customized using the functions in the Utility mode ("7 Utility Mode – Copy Functions").

# Auto Reset

With the auto reset operation, the Copy mode screen appears after copying or after a specified length of time has passed after the last operation is finished. (Manufacturer's default setting: 1 minute)



#### Tip

The length of time until the auto reset operation is performed can be set to 30 seconds or a setting between 1 and 5 minutes. In addition, the Auto Reset function can be disabled. For details, refer to chapter "7 Utility Mode – Copy Functions [CD]".

#### **Power Save Mode**

With the Power Save mode, the machine automatically enters a standby mode (Power Save mode), instead of turning off.

When the machine is in Power Save mode, the indicator on the [Start] key remains lit in green, but the display goes off.

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#### Note

If the Auto Shut Off function is activated during Power Save mode, the machine turns off.

Conditions for entering Power Save mode

- The [Power Save] key is pressed.
- The specified length of time after the last operation has elapsed. (Manufacturer's default setting: 15 minutes)



#### Tip

The length of time until the machine enters Power Save mode can be set between 1 and 240 minutes. (Refer to chapter "7 Utility Mode – Copy Functions [CD]".)

### Auto Shut Off

With the Auto Shut Off function, the machine automatically turns off if no operation is performed for a specified length of time, in order to conserve energy. (Manufacturer's default setting: 30 minutes)

#### **Queued Copy Jobs**

Copy jobs can be queued by loading the document and pressing the [Start] key while "PLEASE WAIT!" appears in the display.

When the indicator on the [Start] key lights up in green, scanning of the loaded document begins, and copies are produced.

# 3 Basic Operations

# 3.1 Making Copies

The following procedure describes how to load a document and make a simple copy of it.

# To make a simple copy

- 1 Load the document to be copied.
  - O Refer to "Loading the Document" on page 3-8.



- 2 Select the desired copy settings.
  - O Paper (p. 5-17)
  - O Zoom (p. 5-22)
  - O Copy density (p. 5-26)
  - Advanced Copy Operations (p. 6-1)
- 3 Using the 10-Key Pad, enter the desired number of copies.
  - The number of copies can be set to any number between 1 and 99.
  - To clear the entered value, press the [No/Clear] key.





- 4 Press the [Start] key. The set number of copies are made.
  - To stop copying before the set number of copies have been made, press the [Stop] key.



While loading paper, be sure to observe the following precautions.

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



 Do not load so much paper that the top of the stack is higher than the ▼ mark or exceeds the specified number of sheets.

 Make sure that the paper guides are pushed up against the edges of the paper.





### Тір

We recommend replenishing the paper only after all of the paper in the drawer has been used.

# Loading Paper Into the 1st Tray

- 1 Pull out the 1st Tray.
  - P Have the necessary precautions been observed when pulling out the tray?
  - → Be careful not to touch the surface of the Paper Take-up Roller with your hands.
- 2 Press down on the Paper-Lifting Plate until it locks into place.





- 3 Load the paper into the tray so that the front side of the paper (the side facing up when the package was unwrapped) faces up.
  - P Have the necessary precautions been observed when loading the paper?



- → Do not load so much paper that the top of the stack is higher than the ▼ mark.
- 4 Slide the paper guides against the edges of the paper.
  - ? Is the paper guide positioned correctly?
  - → Make sure that the paper guides are pushed up against the edges of the paper.



5 Close the 1st Tray.



# Loading Paper Into the 2nd Tray

Load paper into the 3rd, 4th and 5th paper trays using the same procedure described below.

1 Pull out the 2nd Tray.

2 Press down on the Paper-Lifting Plate until it locks into place.

- 3 Load the paper into the tray so that the front side of the paper (the side facing up when the package was unwrapped) faces up.
  - P Have the necessary precautions been observed when loading the paper?
  - → Do not load so much paper that the top of the stack is higher than the ▼ mark.
- 4 Slide the paper guides against the edges of the paper.
  - ? Is the paper guide positioned correctly?
  - → Make sure that the paper guides are pushed up against the edges of the paper.









Paper-Lifting Plate

5 Close the 2nd Tray.



# 3.3 Loading the Document

The document can be loaded into the Document Feeder (optional) or positioned on the Original Glass. Position the document correctly according to the type of document being copied.

### With the Document Feeder

1 Slide out the Document Guide Plates.



- 2 Load the document pages to be copied face up into the Document Feeder.
  - P Have the necessary precautions been observed when loading the document?
  - → A maximum of 50 document pages can be loaded. (With DF-218)



- → A maximum of 80 document pages can be loaded. (With DF-321)
- → Do not load so many pages that the top of the stack is higher than the ▼ mark.
- 3 Adjust the Document Guide Plates to fit the size of the document.



#### Note

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



- 4 If necessary, specify any other copy settings.
  - O Before Making Copies (p. 5-1)
  - O Advanced Copy Operations (p. 6-1)
- 5 Press the [Start] key.

# Positioning sheet documents on the Original Glass

For plain documents or documents that cannot be loaded into the ADF, position them as described below.

- 1 Lift open the Platen Cover, or the Document Feeder if it is installed.
- 2 Position the document to be copied face down on the Original Glass.



- Align the document on the scales above and to the left of the Original Glass.
- 3 Carefully close the Platen Cover, or the ADF if it is installed.
- 4 If necessary, specify any other copy settings.
  - O Before Making Copies (p. 5-1)
  - O Advanced Copy Operations (p. 6-1)
- 5 Press the [Start] key.







# Positioning transparent documents on the Original Glass

When copying a highly transparent or translucent document, such as OHP transparencies, tracing paper or diazo photosensitive paper, position it as described below.

- 1 Lift open the Platen Cover, or the Document Feeder if it is installed.
- 2 Position the document to be copied face down on the Original Glass.



 Align the document on the scales above and to the left of the Original Glass.



- 3 Place a blank sheet of paper of the same size over the document.
- 4 Carefully close the Platen Cover, or the Document Feeder if it is installed.
- 5 If necessary, specify any other copy settings.
  - O Before Making Copies (p. 5-1)
  - Advanced Copy Operations (p. 6-1)
- 6 Press the [Start] key.



# Positioning books on the Original Glass

When copying two facing pages of a bound document, such as a book or magazine, position it as described below.

- 1 Lift open the Platen Cover, or the Document Feeder if it is installed.
- 2 Position the book face down onto the Original Glass, with the top of the book toward the rear of the machine and with the center of the book aligned with the amark in the Document Scale.
  - Pave the necessary precautions been observed when positioning the book on the Original Glass?
  - → Do not place objects weighting more than 3 kg on the Original Glass. In addition, do not press down extremely hard on the



document, otherwise the machine may be damaged.

- 3 Carefully close the Platen Cover, or the Document Feeder if it is installed.
- 4 Press the [Dual Page] key. The "DUAL PAGE" indicator lights up.
- 5 If necessary, specify any other copy settings.
  - Before Making Copies (p. 5-1)
  - Advanced Copy Operations (p. 6-1)



6 Press the [Start] key.

# Loading documents of mixed sizes in the Document Feeder [CD]

Documents containing pages of different sizes can be loaded as a set into the Document Feeder.

For further information, see "3 Basic Operations" in the extended manual on the CD-R.

# 3.4 Stopping/Restarting/Canceling a Copy Job

Follow the procedure described below to stop a copy job.

1 Specify the copy settings, and then press the [Start] key.

Copying begins.

2 During printing, press the [Stop] key.

The message "\*PLEASE WAIT!\*" appears, and printing is stopped.

- **?** How can the stopped job be restarted?
- → When the message "PRESS THE START KEY TO RESUME" appears, press the [Start] key. Printing continues.
- **?** How can the stopped job be canceled?



→ When the message "PRESS THE START KEY TO RESUME" appears, press the [No/Clear] key. The message "\*COPY CANCELED\*" appears, and the job is canceled.

# 3.5 Confirmation Mode [CD]

The number of operations performed since this machine was installed can be checked using the functions available when the [Status] key is pressed.

For further information, see "3 Basic Operations" in the extended manual on the CD-R.

# 3.6 Reducing Electricity Usage [CD]

The Sleep and Auto Power-off modes are extremely useful for conserving energy.

For further information, see "3 Basic Operations" in the extended manual on the CD-R.

# 4 Useful Operations

# 4.1 Specifying a Zoom Setting [CD]

For further information, see "4 Useful Operations" in the extended manual on the CD-R.

# 4.2 Using the "Density Set" Function [CD]

For further information, see "4 Useful Operations" in the extended manual on the CD-R.

# 4.3 Copying Onto Various Types of Media

# To copy onto OHP transparencies

As an example, the following procedure describes how to make copies onto OHP transparencies loaded into the 1st Tray.

- 1 Position the A4-sized document.
  - O Refer to "Loading the Document" on page 3-8.



- 2 Adjust the paper guides in the 1st Tray, and load the OHP transparencies.
  - Load OHP transparencies in the same orientation as the document.





#### Note

A maximum of 20 OHP transparencies can be loaded.

3 Press the [Utility] key twice.

The "PAPE SOURCE SETUP" menu appears.



4 From the 10-Key Pad, press the [2] key.

"TRAY1 PAPER" appears.

- 5 Press the  $( \triangleleft \circ r )$  key to select
- "OHP", and then press the [Yes] key.



6 Press the  $( \triangleleft \circ r \succ )$  key to select "AUTO", and then press the [Yes] key.



7 Press the [No/Clear] key.

The main screen appears.

- 8 Press the [Paper Size] key to select the paper loaded into the 1st Tray.
- 9 If necessary, specify any other copy settings.
  - Before Making Copies (p. 5-1)
  - Advanced Copy Operations (p. 6-1)
- 10 Press the [Start] key.



2 TRAY1 PAPER



For further information, see "4 Useful Operations" in the extended manual on the CD-R.

#### To copy onto envelopes (non-standard size) [CD]

For further information, see "4 Useful Operations" in the extended manual on the CD-R.

# To copy onto postcards [CD]

For further information, see "4 Useful Operations" in the extended manual on the CD-R.

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# 5 Before Making Copies

# 5.1 Paper

Use paper that meets the following specifications.

# Paper Types

Paper Type Weight (g/m <sup>2</sup> )	Plain Paper	Special Media	Recycled Paper	
Paper Source, Etc.	60 to 90 g/m <sup>2</sup>	91 to 157g/m <sup>2</sup>	60 to 90 g/m <sup>2</sup>	
Manual Bypass	0	0	0	
Multiple Bypass (MSBT)	0	0	0	
1st paper drawer	0	0	0	
2nd paper drawer	0	—	0	
3rd paper drawer	0	—	0	
4th paper drawer	0	—	0	
5th paper drawer	0	—	0	
Double-sided copies	0	_	0	

Paper Type	Special Media				
Paper Source, Etc.	OHP transpa- rencies	Postcards	Label Sheets	Envelopes	
Manual Bypass	0	0	0	0	
Multiple Bypass (MSBT)	0	0	0	0	
1st paper drawer	0	0	0	0	
2nd paper drawer	-	_	_	-	
3rd paper drawer	_	_	_	-	
4th paper drawer	-	_	—	-	
5th paper drawer	-	_	—	_	
Double-sided copies	-	—	—	—	

O: Available—: Not available

5-1



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### Note

The 2nd paper drawer, the 3rd paper drawer, the 4th paper drawer, the 5th paper drawer and the MSBT are optional.

If the optional Duplex is used to make double-sided copies, only plain and recycled paper can be used.

### Paper Sizes

#### Non-standard-sized paper

Paper Source	Paper Width	Paper Length	
Manual Bypass	90 mm to 297 mm	140 mm to 432 mm	
Multiple Bypass (MSBT)	90 mm to 297 mm	140 mm to 432 mm	
1st paper drawer	90 mm to 297 mm	140 mm to 432 mm	
2nd paper drawer	182 mm to 297 mm	140 mm to 432 mm	
3rd paper drawer	182 mm to 297 mm	140 mm to 432 mm	
4th paper drawer	182 mm to 297 mm	140 mm to 432 mm	
5th paper drawer	182 mm to 297 mm	140 mm to 432 mm	

#### Standard-sized paper

Paper Size	A3 L	B4 L	A4 L	A4 C	B5 L	B5 C	A5 L	A5 C
Paper Source, Etc.	AJL	D4 L	A4 L	A4 C	BJL	550	AJL	73.0
Manual Bypass	0	0	0	0	0	0	0	0
Multiple Bypass (MSBT)	0	0	0	0	0	0	0	0
1st paper drawer	0	0	0	0	0	0	0	0
2nd paper drawer	0	0	0	0	0	0	—	0
3rd paper drawer	0	0	0	0	0	0	_	0
4th paper drawer	0	0	0	0	0	0	_	0
5th paper drawer	0	0	0	0	0	0	_	0
Double-sided copies	0	0	0	0	0	0	_	0

O: Available—: Not available

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#### Note

The 2nd paper drawer, the 3rd paper drawer, the 4th paper drawer, the 5th paper drawer and the MSBT are optional.

If the optional Duplex is used to make double-sided copies, only plain and recycled paper can be used.

# **Paper Capacity**

Paper Type Weight (g/m <sup>2</sup> )	Plain Paper	Special Media	Recycled Paper
Paper Source, Etc.	60 to 90 g/m <sup>2</sup>	91 to 157g/m <sup>2</sup>	60 to 90 g/m <sup>2</sup>
Manual Bypass	1 sheet	1 sheet	1 sheet
Multiple Bypass (MSBT)	100 sheets	20 sheets	100 sheets
1st paper drawer	250 sheets	20 sheets	250 sheets
2nd paper drawer	250 sheets	—	250 sheets
3rd paper drawer	250 sheets	—	250 sheets
4th paper drawer	250 sheets	—	250 sheets
5th paper drawer	250 sheets	_	250 sheets

Paper Type	Special Media					
Paper Source, Etc.	OHP trans- parencies	Postcards	Label Sheets	Envelopes		
Manual Bypass	1 sheet	1 postcard	1 sheet	1 envelope		
Multiple Bypass (MSBT)	20 sheets	20 postcards	20 sheets	10 envelopes		
1st paper drawer	20 sheets	20 postcards	20 sheets	10 envelopes		
2nd paper drawer	_	_	_	_		
3rd paper drawer	_	_	_	_		
4th paper drawer	_	_	_	_		
5th paper drawer	_	_	_	_		

-: Not available

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# Note

The 2nd paper drawer, the 3rd paper drawer, the 4th paper drawer, the 5th paper drawer and the MSBT are optional.

If the optional Duplex is used to make double-sided copies, only plain and recycled paper can be used.

# Unsuitable Paper

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

- OHP transparencies that have already been fed through the machine Even if the transparency is still blank, do not reuse it.
- 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
- Curled or wrinkled paper
- Art paper, coated paper or inkjet printer paper

# 5.2 Print Area

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

- A margin 4 mm (at full size) from the trailing edge of the paper (A)
- A margin 4 mm (at full size) from the leading edge of the paper (B)
- A margin 4 mm (at full size) on both sides of the paper (C)

For details on using the machine to print from a computer when the printer controller is installed, refer to the Printer Controller Manual.



# 5.3 Paper Storage

Observe the following precautions when storing the paper.

- Store the paper in a location that meets the following requirements.
- O Not exposed to direct sunlight
- O Not exposed to a flame
- O Not exposed to high humidity
- O 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.

# 5.4 Making Copies on Manually Fed Paper

Manually feed the copy paper if you wish to make copies onto paper not loaded into any paper tray, or onto special paper, such as OHP transparencies, postcards or cards.

### Paper That Can Be Fed Manually

Paper types:

- Plain or recycled paper (thickness: 60 g/m<sup>2</sup> to 90 g/m<sup>2</sup>)
- Special paper
- $\odot$  Cards (thickness: 91 g/m<sup>2</sup> to 157 g/m<sup>2</sup>)
- O OHP transparencies
- O Postcards
- O Label sheets
- O Envelopes

Paper sizes:

- Maximum: 297 mm × 432 mm
- Minimum: 90 mm × 140 mm



#### Note

When copying using the Manual Bypass, only one page at a time can be loaded. For details on the number of pages that can be loaded into the MSBT (optional), refer to "Paper Capacity" on page 5-4.

7216/7220

# Adjusting the MSBT

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Adjust the Bypass Tray Extender to fit the size of the paper as shown below.



# Loading Plain Paper Into the Bypass Trays

Load the paper into the Manual Bypass one sheet at a time.

Up to 100 sheets of paper can be loaded into the MSBT. Do not load so much paper into the MSBT that the top of the stack is higher than the  $\mathbf{\nabla}$  mark.



### Note

When paper other than plain paper is loaded, the paper type must be specified.

1 Load the paper into the Bypass Tray.



- P Have the necessary precautions been observed when loading the paper?
- → Load the paper so that the front side of the paper faces down.
- → Make sure that the paper is not curled (rolled).
- 2 Adjust the Bypass Tray Extender and the paper guides to fit the size of the paper.



# Loading Postcards Into the Bypass Trays [CD]

For further information, see "5 Before Making Copies" in the extended manual on the CD-R.

### Loading Envelopes Into the Bypass Trays [CD]

For further information, see "5 Before Making Copies" in the extended manual on the CD-R.

#### Loading OHP Transparencies Into the Bypass Trays

Load the paper into the Manual Bypass one sheet at a time.

Up to 20 sheets of paper can be loaded into the MSBT.

→ When loading OHP transparencies, load them in the same orientation as the document.



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#### Note

After you have loaded the transparencies, use the control panel to specify the paper size and paper type for the Bypass Tray.

# Loading Label Sheets Into the Bypass Trays [CD]

For further information, see "5 Before Making Copies" in the extended manual on the CD-R.

# Copying Onto Manually Fed Paper by Manual Bypass

- 1 Load the document to be copied.
  - Refer to "Loading the Document" on page 3-8.
- 2 Adjust the paper guides to fit the size of the paper.
- 3 Insert one sheet of paper with the front side facing down, lightly sliding the paper as much as possible into the feed slot.

The manual bypass mark (  $\bot$  ) appears in the bottom line of the screen.

- Is a card or a postcard loaded?
- → Make sure that it is not curled (rolled).



4 Press the [No/Clear] key.

The "PAPER SOURCE SETUP" menu appears.

- 5 Use the **( ◄** and **► )** keys to select the type of paper loaded.
  - Select from the following four paper type settings.
     "PLAIN"
     "OHP"
     "CARD"
     "ENVELOPE"



6 Press the [Yes] key.

The "PAPER SIZE" menu appears.

- 7 Using the **(** ◄ and ► **)** keys, select the size of the paper loaded.
  - If "OHP" was selected in step 5, select from the following four paper size settings.
     "A4 L"
     "A4 C"
    - "Letter L"
    - "Letter C"
  - If paper with a non-standard size is loaded, press the ▼ key, and then use the 10-Key Pad to enter the paper size. (For details, refer to "To copy onto label sheets [CD]" on page 4-3.)
  - **?** Do you know the size of F4 paper?
  - → The default F4 size is 210 mm × 330 mm. To change the F4 size, contact your service representative.



8 Press the [Yes] key.

The main screen appears.

- 9 If necessary, specify any other copy settings.
  - O Zoom (p. 5-22)
  - O Copy density (p. 5-26)
  - O Advanced Copy Operations (p. 6-1)

10 Press the [Start] key.

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# Tip

To copy onto more pages using the same settings, feed paper into the Manual Bypass to begin making copies automatically.

To make continuous copies onto cards, postcards, OHP transparencies or envelopes, load them into the 1st Tray.

If paper other than plain paper is specified and the Manual Bypass is used, the screen changes as shown below.



# Copying Onto Manually Fed Paper by MSBT

- 1 Load the document to be copied.
  - O Refer to "Loading the Document" on page 3-8.
- 2 Adjust the Bypass Tray Extender and the paper guides to fit the size of the paper.
- 3 Load the paper with the front side facing down, lightly sliding the paper as much as possible into the feed slot.

The manual bypass mark (  $\blacktriangle$  ) appears in the bottom line of the screen.

? Are sheets of cards or postcards loaded?

- → Make sure that they are not curled (rolled).
- 4 Check that "YES/NO" appears in the bottom line of the screen, and then press the [No/Clear] key.

The "PAPER SOURCE SETUP" menu appears.

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# Note

"YES/NO" is displayed for approximately 5 seconds after paper is loaded into the MSBT.

- 5 Use the **( ≺** and **► )** keys to select the type of paper loaded.
  - Select from the following four paper type settings.
     "PLAIN"
     "OHP"
     "CARD"
     "ENVELOPE"



or approximately 5 seconds aft

TEXT/P x1.00

□[A] → A4 □ ? YES/NO



The PAPER SIZE menu appears.

- 7 Using the **(** ◄ and ► **)** keys, select the size of the paper loaded.
  - If "OHP" was selected in step 5, select from the following four paper size settings.
     "A4 L"
    - "A4 C"
    - "Letter L"
    - "Letter C"
  - If paper with a non-standard size is loaded, press the ▼ key ("CUSTOM"), and then use the 10-Key Pad to enter the paper size. (For details, refer to "Copying Onto Various Types of Media" on page 4-1.)
  - **?** Do you know the size of F4 paper?
  - → The default F4 size is 210 mm × 330 mm. To change the F4 size, contact your service representative.
- Q < DENSITY SET ► ●</td>

   Image: A4D

   A5D

   A4D

   A5D

   A4D

   A5D

   A4D

   A5D

   (CUSTOM=▼)

   Image: A4D

   LTD

   LTD

   LTD

x = 210(140 - 432)

OK=YES

х

+E**⊋**y

8 Press the [Yes] key.

The main screen appears.

- 9 If necessary, specify any other copy settings.
  - O Zoom (p. 5-22)
  - O Copy density (p. 5-26)
  - O Advanced Copy Operations (p. 6-1)

10 Press the [Start] key.

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# Тір

If paper other than plain paper is specified and the MSBT is used, the screen changes as shown below.


## 5.5 Selecting the Paper Source

The paper used for making copies can be selected in two ways.

APS:

If the APS function is selected, the paper tray containing the most suitable size of paper is selected based on the size of the document and the specified zoom ratio.

 Manual paper selection: The paper that you wish to use for copying can be selected.

#### To make copies using the APS function

- 1 Load the document into the ADF.
  - O Refer to "Loading the Document" on page 3-8.
- 2 Press the [APS/AMS] key until the APS function is selected.
  - Check that "AUTO" appears in the bottom line of the screen.
- 3 If necessary, specify any other copy settings.
  - O Zoom (p. 5-22)
  - Copy density (p. 5-26)
  - O Advanced Copy Operations (p. 6-1)



4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

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#### Note

If "APS SIZE ERROR" appears in the display immediately after the [Start] key is pressed, no tray is loaded with paper of the most suitable size. Either load paper with the appropriate size, or press the [Paper Size] key and select the desired paper size, and then press the [Start] key again.

#### To copy with a manually selected paper size

- 1 Load the document to be copied.
  - O Refer to "Loading the Document" on page 3-8.
- 2 Press the [Paper Size] key, and then select the desired paper size.
  - Check that the correct paper size appears in the bottom line of the screen.
- 3 If necessary, specify any other copy settings.
  - O Zoom (p. 5-22)
  - O Copy density (p. 5-26)
  - O Advanced Copy Operations (p. 6-1)



4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

#### To load special paper into the 1st Tray [CD]

For further information, see "5 Before Making Copies" in the extended manual on the CD-R.

#### Automatically Selecting the Paper Source [CD]

For further information, see "5 Before Making Copies" in the extended manual on the CD-R.

#### Order for Automatically Switching Paper Drawers [CD]

For further information, see "5 Before Making Copies" in the extended manual on the CD-R.

## 5.6 Original Documents

#### Using the Document Feeder

The 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 document feeder to function properly.

Using an incorrect type of document may cause a paper misfeed or damage to the document or machine.



#### Note

In order to copy double-sided documents, the RADF DF-321 (for 7220) must be installed.

#### Document Types



Document feed method	Document type	Document size
Document Feeder	<ul> <li>Sheet documents</li> <li>Single-sided documents DF-218 Capacity: 50 g/m<sup>2</sup> to 110 g/m<sup>2</sup> DF-321 Capacity: 35 g/m<sup>2</sup> to 128 g/m<sup>2</sup></li> <li>Double-sided documents DF-321 Capacity: 50 g/m<sup>2</sup> to 128 g/m<sup>2</sup></li> <li>Documents of mixed sizes DF-218 Capacity: 60 g/m<sup>2</sup> to 90 g/m<sup>2</sup> DF-321 Capacity: 50 g/m<sup>2</sup> to 128 g/m<sup>2</sup></li> </ul>	DF-218           A3 L, B4 L, A4 L/C, B5 L/C,           A5 L/C           DF-321           A3 L, B4 L, A4 L/C, B5 L/C,           A5 L/C, B6 L           Document width:           90 mm to 297 mm           Document length:           210 mm to 432 mm           • With mixed documents widths           DF-218           A3 L and A4 C           B4 L and B5 C           A4 L and A5 C           DF-321           Refer to the table below.
Original Glass	Sheet documents, books, and large objects Maximum weight: 3 kg	A3 L, B4 L, A4 L/C, B5 L/C, A5 L/C Document width: Up to 297 mm Document length: Up to 432 mm

#### **Documents of Uniform Sizes**

#### Mixed Width Document Sizes (DF-321)

Maximun Documer Width	-	297 mm		257 mm		210 mm		182 mm	148 mm
Mixed Wi Documer Detection	nt	A3 L	A4 C	B4 L	B5 C	A4 L	A5 C	B5 L	A5 L
297 mm	A3 L	0	0	_	_	_	_	—	_
	A4 C	0	0	_	_	_	_	_	_
257 mm	B4 L	0	0	0	0	_	_	_	_
	B5 C	0	0	0	0	_	_	_	_
210 mm	A4 L	0	0	0	0	0	0	_	_
	A5 C	2	0	0	0	0	0	_	_
182 mm	B5 L	_	_	0	0	0	0	0	_
148 mm	A5 L	_	_	—	—	—	_	0	0

O: Copying possible —: Copying not possible

#### **Precautions Concerning the Documents**

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

Documents on special paper

- Folded documents (folded in half or fanned)
- Highly translucent or transparent documents, such as 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
- Inkjet printer paper
- Documents that have just been printed with this machine

Documents on paper that cannot be fed

- Curled documents
- Wrinkled or torn documents
- Overhead transparencies

If non-standard-sized paper is determined to be close to a standard size, copying with the "APS" or "AMS "functions is possible.



#### Note

If a document of a non-standard size is positioned on the Original Glass, the APS and the AMS functions are not available.

After loading a document of a non-standard size, press the [Paper Size] key to select a paper size or press the [Zoom] key to select a zoom ratio.

## 5.7 Specifying a Zoom Setting

By specifying a zoom ratio, the copy can be enlarged or reduced.

#### Zoom Settings

"Zoom" setting	Description
Full size	Copies are made at the same size as the document (x 1.00).
"AUTO" zoom ratio	The most appropriate zoom ratio is automatically selected based on the size of the document loaded and the specified paper size.
Preset zoom ratios	The following common zoom ratios for copying from various standard document sizes to standard paper sizes are available. × 0.50 × 0.70 (A3 ► A4 and B4 ► B5) × 0.81 (B4 ► A4 and B5 ► A5) × 1.45 (B4 ► A3 and B5 ► A4) × 1.41 (A4 ► A3 and B5 ► B4) × 2.00
Zoom ratios selected using the ▼ and ▲ Zoom keys	Using the ▼ and ▲ keys, the zoom ratio can be adjusted (increased or reduced) in 0.01 increments. A zoom ratio between × 0.50 and × 2.00 can be set.
"X/Y Zoom" function	Copies can be made using different scaling proportions for the vertical and horizontal directions. Using the $\checkmark$ and $\blacktriangle$ keys, the zoom ratio can be adjusted (increased or reduced) in 0.01 increments. The vertical and horizontal zoom ratios can be set between $\times$ 0.50 and $\times$ 1.00.

#### To make copies using the "AUTO" zoom setting

- 1 Load the document to be copied.
  - O Refer to "Loading the Document" on page 3-8.
- 2 Press the [APS/AMS] key until the AMS function is selected.
  - Check that "AUTO" appears in the top line of the screen.



- 3 Press the [Paper Size] key, and then select the desired paper size.
- 4 If necessary, specify any other copy settings.
  - O Copy density (p. 5-26)
  - Advanced Copy Operations (p. 6-1)



5 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

#### To make copies using a fixed zoom setting

- 1 Load the document to be copied.
  - Refer to "Loading the Document" on page 3-8.
- 2 Press the [Zoom] key, and then select the desired zoom ratio.
  - Each press of the [Zoom] key changes the zoom ratio as shown below.
     × 1.15 ⇔ × 1.41 ⇔ × 2.00 ⇔
     × 0.50 ⇔ × 0.70 ⇔ × 0.81 ⇔
     × 1.00...



- 3 If necessary, specify any other copy settings.
  - O Paper (p. 5-17)
  - O Copy density (p. 5-26)
  - O Advanced Copy Operations (p. 6-1)
- 4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

#### To make copies using a specific zoom setting

- 1 Load the document to be copied.
  - O Refer to "Loading the Document" on page 3-8.
- 2 Press the [Zoom] key, and then use the ▼ and ▲ keys to specify the desired zoom ratio.
  - The zoom ratio is set in 0.01 increments.
- 3 If necessary, specify any other copy settings.
  - O Paper (p. 5-17)
  - O Copy density (p. 5-26)
  - Advanced Copy Operations (p. 6-1)

TEXT/P x1.16 1 G[A] AUTO

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

#### To make copies using the "X/Y ZOOM" function [CD]

For further information, see "5 Before Making Copies" in the extended manual on the CD-R.

# 5.8 Specifying the Copy Density ("Density Set" Function)

Document type and copy density settings

 "TEXT" setting: Select the "TEXT" setting when copying text documents. Select this setting to emphasize contours and reproduce text documents with sharpness.

The automatic density level and 9 manual density levels are available.

- "[A]" (automatic) density level: The density level is automatically adjusted according to the document being copied.
- Manual density levels: Select a level between the lightest and darkest settings, depending on the document to be copied.
- "PHOTO" setting:

Select this setting when copying documents containing many areas with halftones (intermediate colors), such as photographs. The "[A]" (automatic) density level cannot be selected if the "PHOTO" setting is selected.

• "TEXT/P" setting:

Select the "TEXT/P" setting when copying documents containing both text and photos.

The automatic density level and 9 manual density levels are available.

O "[A]" (automatic) density level:

The density level is automatically adjusted according to the document being copied.

O Manual density levels:

In order to prevent the image on the back of newspaper or magazine articles from appearing in the copy, press the  $\P \triangleleft$  key to select a lighter density level. In order to reproduce pale colors in bright areas of the image, press the  $\blacktriangleright \triangleright$  key to select a darker density level.



#### Note

Selecting a density level that is too dark may cause the media color of the document to be reproduced, and selecting a level that is too light may produce a very faint copy. Therefore, select the appropriate level depending on the document.

#### To make copies after specifying a copy density

- 1 Load the document to be copied.
  - Refer to "Loading the Document" on page 3-8.
- 2 Press the [Density Set] key to select between the "TEXT/P[A]" (AUTO), "TEXT[A]" (AUTO), "PHOTO", "TEXT/P", or "TEXT" settings.
  - The current setting appears on the left side of the screen.



- If the "PHOTO", "TEXT" or "TEXT/ P" setting was selected, use the **1** ◄ and ► **▶** keys to adjust the density level.
- 4 If necessary, specify any other copy settings.
  - O Paper (p. 5-17)
  - O Zoom (p. 5-22)
  - Advanced Copy Operations (p. 6-1)
- 5 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.



## 5.9 Interrupting Copy Jobs [CD]

For further information, see "5 Before Making Copies" in the extended manual on the CD-R.

## 6 Advanced Copy Operations

## 6.1 Single-Sided Copies [CD]

#### To make copies using the "2in1" (or "4in1") copy function [CD]

For further information, see "6 Advanced Copy Operations" in the extended manual on the CD-R.

#### To make copies using the "DUAL PAGE" function [CD]

For further information, see "6 Advanced Copy Operations" in the extended manual on the CD-R.

### 6.2 Double-Sided Copies

Double-sided copies in addition to 2in1 and 4in1 double-sided copies can be made from single-sided or double-sided documents.

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#### Note

The optional Duplex must be installed. (7220 only) The type of double-sided copy that can be made depends on the options that are installed.

When making 2in1 and 4in1 copies, use the Document Feeder.

When copying double-sided documents, use the RADF.

### Types of double-sided copying

Double-sided copy methods	Indicator	Platen Cover CV-118	ADF DF-218	RADF DF-321
Single-sided documents Double-sided copy	● DUPLEX ○ 2 in 1 ○ 4 in 1	0	0	0
Double-sided document Double-sided copy → ,  P	<ul> <li>DUPLEX</li> <li>2 in 1</li> <li>4 in 1</li> </ul>	0	×	0
Single-sided documents to 2in1 double-sided copy	<ul> <li>DUPLEX</li> <li>2 in 1</li> <li>4 in 1</li> </ul>	×	0	0
Single-sided documents 4in1 double-sided copy	◎ DUPLEX ○ 2 in 1 ◎ 4 in 1	×	0	0
Double-sided documents ♀ 2in1 double-sided copy	<ul> <li>DUPLEX</li> <li>2 in 1</li> <li>4 in 1</li> </ul>	×	×	0
Double-sided documents 4in1 double-sided copy	<ul> <li>○ DUPLEX</li> <li>○ 2 in 1</li> <li>○ 4 in 1</li> </ul>	×	×	0

# Double-sided copying is not possible under the following conditions:

- Double-sided documents are loaded into the ADF DF-218.
- The Manual Bypass is selected.
- Special paper (cards, OHP transparencies, envelopes, or label sheets) is loaded.
- The "PAPER TYPE" function is set to "1-SIDE".
- Paper with a width less than 140 mm is selected.

#### To make double-sided copies using the Original Glass

- Position the document(s) to be copied. Refer to "Loading the Document" on page 3-8.
  - For details on loading the documents into the Document Feeder, refer to "To make double-sided copies using the Document Feeder" on page 6-4.
- 2 Press the [Combination] key.

The "Duplex" indicator lights up.

- 3 If necessary, specify any other copy setting.
  - Before Making Copies (p. 5-1)
  - Advanced Copy Operations (p. 6-1)
- 4 Using the 10-Key Pad, enter the desired number of copies.
- 5 Position the first document page, and then press the [Start] key.

After the document page is scanned, the message "NEXT PAGE SCAN=START" appears.

6 Position the second document page, and then press the [Start] key.

After the document page is scanned, a double-sided copy is printed.









#### To make double-sided copies using the Document Feeder

1 Position the document(s) to be copied. Refer to "Loading the Document" on page 3-8.



2 Press the [Combination] key.

The desired double-sided copy function is selected.

- 3 If necessary, specify any other copy setting.
  - Before Making Copies (p. 5-1)
  - Advanced Copy Operations (p. 6-1)



4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

## 6.3 Output Copies ("Sort" and "Group" Functions)

When copying or printing two or more sets of a document, the copies can be divided either by sets containing a copy of each page (sorted) or by pages (grouped).



#### Note

If the ADF is not installed, the "Sort" and "Group" Output functions can only be used if the "DUAL PAGE" function is selected.

#### **Output functions**

- Non-sort function: The copies are stacked on top of each other as they are fed out.
- "Sort" function: The copies are automatically divided into sets with each set containing a copy of each page.





 "Group" function: The copies are automatically divided into stacks containing all copies of the same page.



#### Notes on Using the "Sort" and "Group" Functions

Conditions for sorting

- The number of copies is set to 2 or more.
- The "DUAL PAGE" function is selected if the Document Feeder is not installed.

Conditions for crisscross sorting

- A4 or B5 paper is used.
- Paper of the same size and type is loaded horizontally in one paper drawer and vertically in another drawer.
- The APS function is selected.
- The "MIXED ORIG." function must not be selected.
- The Document Feeder is installed.
- The "CRISSCROSS MODE" function in the Utility mode is set to "ON". (p. 7-1)
- The optional Shifter is not installed.

#### Shift Sorting

Each copy set is fed out shifted to alternating side.



Note The optional Shifter must be installed.



#### **Crisscross Sorting**

Each copy set is fed out in an alternating crisscross pattern.





#### Shift Grouping

Each page set is fed out shifted to alternating sides.



Note

The optional Shifter must be installed.



#### **Crisscross Grouping**

Each page set is fed out in an alternating crisscross pattern.



#### **Specifying Output function**

- 1 Load the document to be copied into the Document Feeder.
  - Refer to "Loading the Document" on page 3-8.
- 2 Press the [Output] key.

The indicator for the desired Output function lights up.

- **?** Are neither the "Sort" nor the "Group" indicators lit?
- → The "Non-sort" function is selected.



- 3 If necessary, specify any other copy settings.
  - Before Making Copies (p. 5-1)
  - Advanced Copy Operations (p. 6-1)
- 4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

## 6.4 Erasing Sections of Copies [CD]

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

For further information, see "6 Advanced Copy Operations" in the extended manual on the CD-R.

## 6.5 Reverse Image Copying [CD]

Copies can be made with the light-colored areas of the document (media) and the dark-colored areas of the document (text) inverted.

For further information, see "6 Advanced Copy Operations" in the extended manual on the CD-R.

### 6.6 Making Copies for Filing ("IMAGE SHIFT" function) [CD]

So that copies can easily be stored in filing binders, copies can be made with an image shift.

For further information, see "6 Advanced Copy Operations" in the extended manual on the CD-R.

## 6.7 Programmed Copy Jobs [CD]

Store up to two of the more frequently used copy setting programs for immediate recall when necessary.

For further information, see "6 Advanced Copy Operations" in the extended manual on the CD-R.

## 6.8 ID Numbers [CD]

If ID numbers have been specified, use of the machine can be limited to a specific user and the number of copies for each user can be controlled. As an example, the following procedure describes how to enter the ID number in order to make copies.

For further information, see "6 Advanced Copy Operations" in the extended manual on the CD-R.

## 7 Utility Mode – Copy Functions [CD]

This chapter describes the various Utility mode functions that can be used to set copy-related functions.

For further information, see "7 Utility Mode – Copy Functions [CD]" in the extended manual on the CD-R.

## 8 Error Messages

## 8.1 When the Message "TONER EMPTY" Appears

When toner is about to run out, the message shown below appears. When this message appears, replace the toner bottle with a new one.





#### Note

Use only toner developed specifically for this machine. Use of any other type of toner may cause damage to the machine. For details, contact your service representative.

In order to prevent the used toner bottle from dirtying anything, keep it in the box.

Dispose of the used toner bottle according to your local regulations.

#### To replace the toner bottle

1 Open the Front Cover.

2 Swing out the Toner Bottle Holder, and then remove the toner bottle.

- 3 Holding the sealed end of the new toner bottle up, slowly peel off the seal toward you.
  - Pave the necessary precautions been observed when peeling off the seal?
  - Since some toner may spurt out while the seal is being peeled off, be sure to peel off the seal slowly.
- 4 With the side of the toner bottle marked "UP" facing up, insert the toner bottle into the Toner Bottle Holder.
  - P Have the necessary precautions been observed while inserting the toner bottle?
  - → As shown at the right, the tab on the toner bottle should securely fit into the notch in the Toner Bottle Holder.







5 Lightly tap the bottom of the toner bottle 3 or 4 times.

- 6 Close the Toner Bottle Holder, and then close the Front Cover.
  - When the Front Cover is closed, the toner automatically begins refilling.
  - Are copies faint immediately after the toner bottle is replaced?
  - → Perform the "TONER REPLENISHER" function in the Utility mode (page 7-1).





## 8.2 When the Message "PAPER JAM" Appears

If a paper misfeed occurs while copying or printing, the message shown below appears, and copying or printing stops.



A message indicating the location of the paper misfeed appears in the bottom line of the screen.

Message	Location of the paper misfeed
OPEN 1st SIDE COVER	MSBT (p. 8-9) Inside the main unit or 1st Tray (p. 8-5)
OPEN 2nd (3rd/4th/5th) SIDE COVER	PFU (p. 8-8)

Follow the appropriate procedure described below to clear the misfed paper.

#### To clear a paper misfeed in the Duplex



Note

The optional Duplex must be installed. (7220 only)

- 1 Open the Duplex door.
- 2 Carefully pull out any misfeed paper.
- 3 Close the Duplex door.





1 Open the Side Cover of the main 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.





#### Reminder

Decreased copy quality may result if the surface of the PC drum is touched.

Be careful not to touch the surface of the PC drum.



- 2 Pull down the Pressure Levers.
  - P Have the necessary precautions been observed when pulling down the Pressure Levers?
  - → Only hold the green part of the Pressure Levers when pulling them down.
- 3 Slowly pull out the paper.

4 While pressing the Guide Plate down, slowly pull out the paper.

- 5 While turning the knob on the roller, slowly pull out the paper.
  - P Have the necessary precautions been observed when turning the roller?
  - → Only turn the green knob when turning the roller.
  - → Be careful not to touch the surface of the PC drum.







- 6 Close the Side Cover of the main unit.
- 7 Pull out the 1st Tray.

8 Remove all paper from the tray, and then place the paper into the tray again.

- 9 Slide the paper guides against the edges of the paper.
  - **?** Is the paper guide positioned correctly?
  - → Make sure that the paper guides are pushed up against the edges of the paper.

**10** Close the 1st Tray.





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#### To clear a paper misfeed in the PFU

1 Open the Side Cover of the PFU.



2 Slowly pull out the paper.



3 Close the Side Cover of the PFU.



#### To clear a paper misfeed in the MSBT

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Reminder

Decreased copy quality may result if the surface of the image transfer roller is touched.

Be careful not to touch the surface of the image transfer roller.



1 Remove all paper from the MSBT.



2 Open the Side Cover of the main unit.



3 Slowly pull out the paper.



4 Close the Side Cover of the main unit.



5 Load the paper into the MSBT again.



## 8.3 When the Message "ORIGINAL DOC.JAM" Appears

If a document misfeed occurs while the document is being fed, the message shown below appears, and copying or printing stops.

Remove the misfed document according to the following procedure.



#### To clear a misfeed in the ADF (DF-218)

1 Open the Document Feeder Cover.



2 Remove all document pages from the Document Feeder Tray.



3 Lift open the ADF.


4 While turning the Document Feed Knob in the direction of the arrow, slowly pull out the document.



5 Close the ADF and the Document Feeder Cover.



6 Load the documents removed in step 2 back into the tray.



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#### Note

If "RETURN 1 (2) ORIG. to ADF and PRESS START KEY" appears on the display, also load the one or two document pages that caused the paper misfeed.

### To clear a misfeed in the RADF (DF-321)

1 Pull up the lever for the Document Feeder Cover to open the cover.

2 Carefully pull out any misfed documents.

3 Swing up the Document Guide Lever.

4 Turn the Document Feed Knob to feed out any misfed documents.







- 5 While supporting the Document Feed Tray with your right hand, carefully pull out any misfed documents.
- 6 Return the Document Guide Lever to its original position, and then close the Document Feeder Cover.



## 8.4 Main Error Messages and Their Remedies

Message	Cause	Remedy		
PAPER JAM  (Flashing alternately)  OPEN XXX SIDE COVER	A paper misfeed occurred in the main unit.	Open the cover at the indicated location, and then remove the misfed paper. ( <i>"When the Message</i> <i>"PAPER JAM" Appears" on</i> <i>page 8-4</i> )		
	All misfed paper was not removed from the main unit.	Check the message in the display for the location of the paper misfeed, and then remove the misfed paper. ("When the Message "PAPER JAM" Appears" on page 8-4)		
ORIGINAL DOC.JAM	A paper misfeed occurred in the Document Feeder.	Open the Document Feeder Cover and the Document		
(Flashing alternately) OPEN DOC.FEED COVER	All misfed paper was not removed from the ADF.	Feeder, and then remove the misfed paper. ( <i>"When the</i> Message <i>"ORIGINAL</i> DOC.JAM" Appears" on page 8-11)		
*REMOVE PAPER IN BYPASS TRAY*	Paper is loaded in the Manual Bypass.	Remove the paper from the Manual Bypass.		
FRONT COVER OPEN	The Front Cover of the main unit is open or not securely	Securely close the Front Cover.		
(Flashing alternately)	closed.			
CLOSE FRONT COVER				
DUPLEX COVER OPEN	The Duplex Cover is open or not securely closed.	Securely close the Duplex Cover.		
(Flashing alternately)	not occurry choccur			
CLOSE DUPLEX COVER				
DOCUMENT COVER OPEN	The Document Feeder is lifted up (while a document is	Securely close the Document Feeder.		
(Flashing alternately)	loaded into it).			
CLOSE DOCUMENT COVER				
DOC.FEED COVER OPEN	The Document Feeder	Securely close the Document Feeder Cover.		
(Flashing alternately)	Cover is open.	Document Feeder Cover.		
CLOSE DOC.FEED COVER				
TONER EMPTY	The toner is empty. Copying	Replace the toner bottle with		
(Flashing alternately)	and printing cannot be performed.	a new one. ("To replace the toner bottle" on page 8-2)		
SUPPLY TONER				
PAPER EMPTY	The selected paper tray has	Load paper of the specified		
(Flashing alternately)	run out of paper. "#" indicates the paper tray, and "XXX" indicates the	size into the specified paper tray.		
LOAD PAPER (#XXX)	paper size.			

Message	Cause	Remedy
SET ORIGINAL TO ADF	A document was not loaded into the Document Feeder before beginning a copy function (such as, "2in1" copying or "MIXED ORIG." copying) that uses the Document Feeder. Otherwise, the Document Feeder is lifted up.	Load a document into the Document Feeder. Securely close the Document Feeder.
REMOVE PAPER	When interrupting a copy job to perform a different copy operation other than the "DUAL PAGE" function, the document for the interrupted copy job was left in the Document Feeder.	Remove the document from the Document Feeder.
TEXT/P ×1.00 ([A] <b>〕</b> #XXX:EMPTY	(While specifying Copy settings) The selected paper tray has run out of paper. "#" indicates the paper tray, and "XXX" indicates the paper size.	Either load paper of the specified size into the specified paper tray, or press the [Paper Size] key and select a different paper size.
NO SUITABLE PAPER  (Flashing alternately) LOAD PAPER (#XXX)	<ul> <li>While copying, the size of the paper in the selected paper tray has changed.</li> <li>While copying documents with mixed sizes using the APS function, paper of a suitable size could not be found.</li> <li>"#" indicates the paper tray, and "XXX" indicates the paper size.</li> </ul>	Either load paper of the specified size, or press the [Paper Size] key and select a different paper size.
APS SIZE ERROR	While copying using the APS, paper of a suitable size could not be found.	Either load paper of a suitable size, or press the [Paper Size] key and select a different paper size.
AMS SIZE ERROR	While copying using the AMS, the combination of the document and paper sizes caused the zoom ratio to exceed the range between x0.5 and x2.0.	Either load paper of a suitable size, or use the ▼ and ▲ keys to specify the zoom ratio.
PAPER SIZE ERROR (Flashing alternately) RESET PAPER (#XXX)	The paper loaded in the paper tray caused a size error. "#" indicates the paper tray, and "XXX" indicates the paper size.	Pull open the paper tray with the size error, and then close it again. Check if a custom paper size has been entered, and correct the paper size using the appropriate Utility mode function.

Message	Cause	Remedy	
MEMORY FULL (Flashing alternately) PRESS ANY KEY	The size of the data for the scanned image has exceeded the capacity of the memory.	Press any key, or turn the machine off, then on again. (The scanned data should be cleared from the memory.)	
*PC PRINT* MEMORY FULL	The image data received from the computer has exceeded the capacity of the memory.	Press any key, or turn the machine off, then on again. (The received image data should be cleared from the memory.)	
SET PLUG-IN COUNTER	A counter key is not inserted.	Insert the counter key.	
UPPER TRAY FULL  (Flashing alternately) REMOVE PAPER	If the optional JobSeparator is installed and the paper in the Upper Copy Tray has reached the maximum capacity, printing cannot continue.	Remove all paper from the Upper Copy Tray of the JobSeparator.	
TRAY MOVEMENT ERROR  (Flashing alternately) PRESS ANY KEY	The optional JobSeparator is installed and the paper in either the Upper Copy Tray or the Lower Copy Tray has reached the maximum capacity when the machine is turned on, when copying begins, or when starting to print.	Remove the paper from the Upper Copy Tray or the Lower Copy Tray of the JobSeparator, and then press any key.	
CALL SERVICE(M1)	A maintenance is due.	Contact your service representative.	
CALL SERVICE(M2)	The Imaging Unit should be replaced.	Contact your service representative.	
MACHINE TROUBLE (Flashing alternately) (C####)	Some problem occurred in the machine.	Turn the machine off, then on again. If the error is still displayed, contact your service representative.	

# 9 Troubleshooting

## 9.1 When Incorrect Copies Are Produced

Symptom	Possible Cause	Remedy	
The copy is too light.	The copy density is set too light.	Use the DENSITY SET key► to select a darker copy density (p. 5-26).	
	The copy paper is damp.	Replace the paper. (p. 3-3)	
The copy is too dark.	The copy density is set too dark.	Use the DENSITY SET key <b>1</b> ◄ to select a lighter copy density (p. 5-26).	
KE	The document was not pressed close enough against the Original Glass.	Position the document so that it is pressed closely against the Original Glass. (p. 3-9)	
The copy is blurry.	The copy paper is damp.	Replace the paper. (p. 3-3)	
<b>B</b>	The document was not pressed close enough against the Original Glass.	Position the document so that it is pressed closely against the Original Glass. (p. 3-9)	
There are streaks through the copy.	The Original Glass is dirty.	Wipe the glass with a soft dry cloth. (p. 10-6)	
	The document pad is dirty.	Clean the document pad with a soft cloth dampened with a mild detergent. (p. 10-6)	
There are specks throughout the entire copy.	The original is highly translucent, such as diazo photosensitive paper or OHP transparencies.	Place a blank sheet of paper over the document. (p. 3-10)	
	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. Use the DENSITY SET key $\mathbf{q} \triangleleft \mathbf{t}$ select a lighter density for the background. (p. 5-26)	
	The Imaging Unit has reached the end of its service life.	Contact your service representative.	

Symptom	Possible Cause	Remedy
The edge of the copy is dirty.	The document pad is dirty.	Clean the document pad with a soft cloth dampened with a mild detergent. (p. 10-6)
	The selected paper size is larger than the document (with a Zoom setting of ×1.00).	Select a copy paper size that is the same as the size of the document. (p. 5-17) Otherwise, select the AMS function to enlarge the copy to the selected paper size. (p. 5-22)
	The orientation of the document is different from the orientation of the copy (with a Zoom setting of ×1.00).	Select a copy paper size that is the same as the size of the document. Otherwise, select a copy orientation that is the same as the orientation of the document.
	The copy was reduced to a size smaller than the paper (with a reduced zoom ratio).	Select a zoom ratio that adjusts the copy size to the size of the selected paper. (p. 5-22) Otherwise, select the AMS function to reduce the copy to the selected paper size. (p. 5-17)
The image is not aligned properly on the paper.	The document is not positioned correctly.	Correctly position the document against the Document Scales. (p. 3-9) If the Document Feeder is installed, correctly adjust the Document Guide Plates for the size of the document. (p. 3-8)
	The document is not positioned correctly in the Document Feeder.	Lift open the Document Feeder, and correctly position the document against the Document Scales. (p. 3-9)
	The Document Guide Plates are not slid up against the edges of the document.	Slide the Document Guide Plates against the edges of the document.
	Curled paper was loaded into the paper tray.	Flatten the paper before loading it.

## 9.2 When Copying Is Not Performed Correctly

Symptom	Possible Cause	Remedy
Nothing appears on the display.	Only the [Start] key indicator is lit up in green.	The machine is in Power Save mode (preheat mode). Press any key to cancel Power Save mode. (p. 2-21)
	The "AUTO SHUT OFF" function was activated.	Set the Power Switch to "O" (p. 2-20).
The [Start] key indicator is not lit up in green.	A user (section) ID number has not been entered.	Enter the user (section) ID number according to the instructions in ID Numbers (p. 6-9).
Even though the [Start] key is pressed, no copies are made.	If the "ERROR" indicator on the Control Panel is lit, an error has occurred.	Follow the instructions in any messages that appear on the display.
	If the machine was just turned on, it is still warming up.	The machine takes about 30 seconds to warm up after it is turned on.
The machine cannot be set to Copy mode.	The machine is in Interrupt mode (the Interrupt indicator is lit). INTERRUPT	Press the [Interrupt] key to cancel Interrupt mode. (p. 5-27)
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.

## 10.1 Specifications

#### Main Unit 7216/7220

Specification	7216 7220			
Туре	Desktop/Console*			
Platen	Stationary			
Photo conductor	OPC			
Copying system	Electro photographic printing	system		
Developing system	Dry, 2-Component magnetic	Brush Development		
Fusing system	Heat-roller-fixing system			
Resolution	600 dpi × 600 dpi			
Document	Types: Sheets, books, and o Size: Maximum A3 L, Ledger Weight: 3 kg	ther three-dimensional objects · L (11 × 17 L)		
Paper types	Plain paper (60 g/m <sup>2</sup> to 90 g/m <sup>2</sup> ), recycled paper (60 g/m <sup>2</sup> to 90 g/m <sup>2</sup> ) Special paper: Thick paper (91 g/m <sup>2</sup> to 157 g/m <sup>2</sup> ), OHP transparencies, postcards, envelopes and label sheets * Special paper can only be fed through the 1st Tray and the Manual Bypass.			
Paper sizes	1st Tray:         In metric:         A3 L, B4 L, A4 L/C, B5 L/C, A5 L/C, F4 (210 mm × 330 mm)         In inches:         Ledger L, 11 × 14 L, Legal L, Letter L/C,         Invoice L/C (5-1/2 × 8-1/2 L/C)         Manual Bypass:         Width: 90 mm to 297 mm, length: 140 mm to 432 mm			
Paper capacity	1st Tray: Plain or recycled paper: 250 sheets Special paper (cards, OHP transparencies, postcards, label sheets): 20 sheets Envelopes: 10 envelopes Manual Bypass: Plain, recycled or special paper: 1 sheet			
Warm-up time	Less than 30 seconds (at room temperature (23°C))			
First-page print time	Less than 7 seconds (using t	he 1st Tray loaded with A4 C)		
Copy speed	7 sheets/minute (A3 L)12 sheets/minute (A3 L)13 sheets/minute (A4 L)16 sheets/minute (A4 L)16 sheets/minute (A4 C)20 sheets/minute (A4 C)18 sheets/minute (B5 C)20 sheets/minute (B5 C)			

Specification	7216	7220	
Magnification ratios	Full size: $\times$ 1.00 Enlargement ratios: $\times$ 1.15, $\times$ 1.41, and $\times$ 2.00 Reduction ratios: $\times$ 0.81, $\times$ 0.70, and $\times$ 0.50 Zoom ratios: $\times$ 0.50 to $\times$ 2.00 (in 0.01 increments)		
Multiple copies	1 to 99 sheets		
Density control	Automatic, Manual		
Image loss	Leading edge: 4 mm, Trailing edge: 4 mm, Rear edge: 4 mm, Front edge: 4 mm		
Power requirements	AC 220 to 240 V, 4.5 A (7216), 5.5 A (7220), 50/60 Hz		
Power consumption	230 V: 1050 W (7216), 1250 W (7220)		
Size	599 mm (width) × 620 mm (depth) × 487 mm (height)		
Weight	39 kg		
Standard memory	Copier: 32 MB (Can be increased to a maximum of 96 MB.)		

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\* Depend on number of PFU option.

#### RADF DF-321

Specification	
Document feed method	Standard method: Single-sided documents and double- sided documents Mixed document sizes: Single-sided documents and double-sided documents
Document type	Standard method: Plain paper • Single-sided: 35 g/m <sup>2</sup> to 128 g/m <sup>2</sup> • Double-sided: 50 g/m <sup>2</sup> to 128 g/m <sup>2</sup> "Mixed Orig." function: Plain paper (50 g/m <sup>2</sup> to 128 g/m <sup>2</sup> )
Document size	Standard method: A3 L, B4 L, A4 L/C, B5 L/C, A5 L/C, B6 L Mixed document sizes: Refer to the table below.
Document loading capacity	Maximum 80 sheets (80 g/m <sup>2</sup> )
Power consumption	Less than 48 W
Size	582 mm (width) × 558 mm (depth) × 145 mm (height)
Weight	Less than 9.4 kg

Maximum Document	Width 297 mm		257 mm		210 mm		182 mm	148 mm	
Mixed Wid Document Detection		A3 L	A4 C	B4 L	B5 C	A4 L	A5 C	B5 L	A5 L
297 mm	A3 L	0	0	—	—	_	_	—	_
	A4 C	0	0	_	_	_	_	_	_
257 mm	B4 L	0	0	0	0	_	_	_	_
	B5 C	0	0	0	0	_	_	_	_
210 mm	A4 L	0	0	0	0	0	0	—	_
	A5 C	0	0	0	0	0	0	_	_
182 mm	B5 L	_	_	0	0	0	0	0	_
148 mm	A5 L	_	_	_	_	_	_	0	0

O: Copying possible —: Copying not possible

### ADF DF-218

Specification			
Document feed method	Standard method: Single-sided documents Mixed document sizes: Single-sided documents		
Document type	Standard method: Plain paper (50 g/m <sup>2</sup> to 110 g/m <sup>2</sup> ) "MIXED ORIG." function: Plain paper (60 g/m <sup>2</sup> to 90 g/m <sup>2</sup> )		
Document size	Standard method: A3 L, B4 L, A4 L/C, B5 L/C, A5 L/C Mixed document sizes: Combination of A3 L and A4 C, B4 L and B5 C, or A4 L and A5 C		
Document loading capacity	Maximum 50 sheets (80 g/m <sup>2</sup> )		
Power consumption	Less than 36 W		
Size	598 mm (width) × 483 mm (depth) × 102 mm (height)		
Weight	Less than 6.3 kg		

#### PFU PF-321

Specification	
Paper types	Plain paper (60 g/m <sup>2</sup> to 90 g/m <sup>2</sup> ), recycled paper (60 g/m <sup>2</sup> to 90 g/m <sup>2</sup> )
Paper sizes	In metric: A3 L, B4 L, A4 L/C, B5 L/C, A5 C, F4 (210 mm × 330 mm) In inches: Ledger L, 11 × 14 L, Legal L, Letter L/C, Invoice C (5-1/2 × 8-1/2 C)
Paper capacity	250 sheets
Power consumption	Less than 9 W
Size	590 mm (width) × 558 mm (depth) × 108 mm (height)
Weight	5.5 kg

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#### Shifter IS-101

Specification	
Shifting amount	28 mm
Paper capacity	250 sheets
Power consumption	Less than 63 W

#### JobSeparator IT-103

Specification	
Paper types	Plain paper (60 g/m <sup>2</sup> to 90 g/m <sup>2</sup> ), recycled paper (60 g/m <sup>2</sup> to 90 g/m <sup>2</sup> ) Special paper: Cards (91 g/m <sup>2</sup> to 157 g/m <sup>2</sup> ), OHP transparencies, postcards, envelopes, and label sheets
Paper capacity	Upper Copy Tray: Plain or recycled paper: 100 A4-size sheets, 50 sheets of other than A4 size (stacked up to 22 mm high) Special paper: 10 sheets Lower Copy Tray: Plain or recycled paper: 150 A4-size sheets, 75 sheets of other than A4 size Special paper: 20 sheets
Power consumption	Less than 24 W

### MSBT MT-103

Specification	
Paper types	Plain paper (60 g/m <sup>2</sup> to 90 g/m <sup>2</sup> ), recycled paper (60 g/m <sup>2</sup> to 90 g/m <sup>2</sup> ) Special paper: Cards (91 g/m <sup>2</sup> to 157 g/m <sup>2</sup> ), OHP transparencies, postcards, envelopes, and label sheets
Paper sizes	A3 L, B4 L, A4 L/C, B5 L/C, A5 L/C, F4 (210 mm × 330 mm) (Width: 90 mm to 297 mm; Length: 140 mm to 432 mm)
Paper capacity	Plain or recycled paper: 100 sheets Special paper (cards, OHP transparencies, postcards, label sheets): 20 sheets Envelopes: 10 envelopes
Power consumption	Less than 9 W
Size	(Maximum) 439 mm (width) × 435 mm (depth) × 137 mm (height)
Weight	3.0 kg

## 10.2 Care of the Machine

#### Cleaning

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Turn off the machine 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.



#### **Document Pad**

→ Clean the surface of the document pad by wiping it with a soft cloth dampened with alcohol.



#### **Control Panel**

 Clean the Control Panel by wiping it with a soft, dry cloth.

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#### CAUTION

Incorrectly cleaning the Control Panel keys may damage them. Never use mild household detergent or glass cleaner to clean the Control Panel.



### 10.3 Function Combination Table [CD]

For further information, see "10 Appendix" in the extended manual on the CD-R.

### 10.4 Paper Size and Zoom Ratio Tables [CD]

O For further information, "10 Appendix" in the extended manual on the CD-R.

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