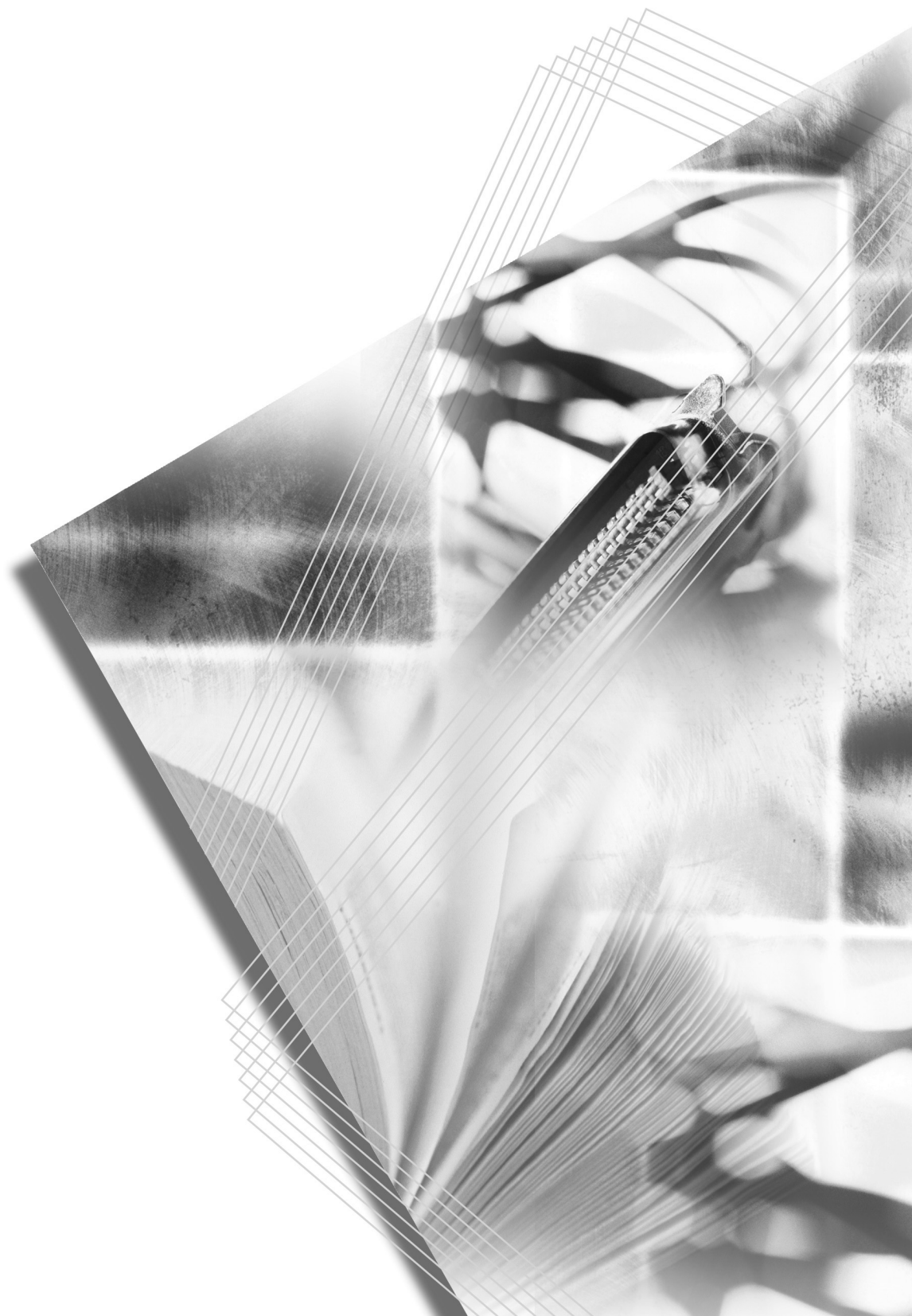


KM-6030
KM-8030

Advanced Operation Guide



This Advanced Operation Guide is for models KM-6030 and KM-8030. In this guide, KM-6030 refers to the 60 cpm (copies per minute) model and KM-8030 to the 80 cpm model.

NOTE: This Advanced Operation Guide contains information that corresponds to using both the inch and metric versions of these copiers.

The inch versions of these copiers are shown in the screens in this guide. If you are using the metric version, use the messages provided for the inch version as reference only. In the body text, only the inch messages are given if these versions differ only in capitalization. When there is even a slight difference in the message, we have listed the information for the inch version followed, in brackets, by the corresponding information for the metric version.

Introduction

This Advanced Operation Guide includes the following chapters:

1 Copying Functions

Describes the full-featured copying functions of the copier.

2 Document and Output Management Functions

Explains the copier's versatile functions for managing original documents and jobs during and after copying.

3 System Settings

Covers general default settings.

4 Job Accounting

Provides instructions on managing copier use among departments.

Appendix

Lists the copier specifications (mechanical and performance specifications and supported paper) and intercompatible functions. Includes a glossary.

Guides Included

The following guides are included with this copier. Refer to the proper guide for your needs.

Operation Guide

Describes how to load paper, basic copier operations, and troubleshooting.

Advanced Operation Guide (This Guide)

Covers copying details in depth as well as default settings.

Conventions in This Guide

The following conventions are used depending on the nature of the description.

Convention	Description	Example
Bold	Indicates operation panel keys.	Press the Start key.
[Regular]	Indicates touch panel keys.	Press [Basic].
<i>Italic</i>	Indicates touch panel messages.	<i>Ready to copy</i> is displayed.
NOTE	Indicates supplemental information or operations for reference.	NOTE: -
IMPORTANT	Indicates items that are required or prohibited so as to avoid problems.	IMPORTANT: -

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1 Copying Functions

This chapter explains the following topics.

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- Copy Quantity...1-7
- Original Orientation...1-8
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Paper Source

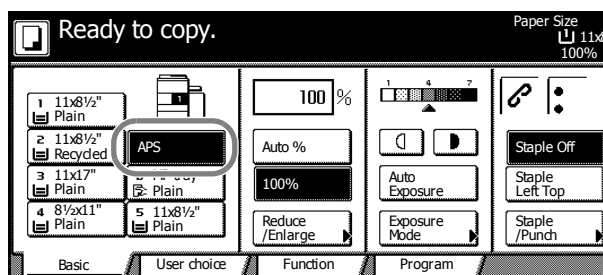
Switch the paper supply to the MP tray or different cassettes to select paper of different sizes.

Follow the steps as below to select the paper source.

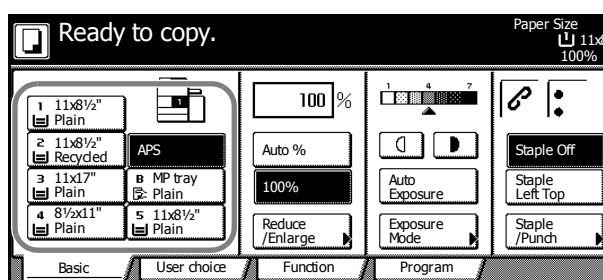
- 1 Place the originals in the document processor or on the platen.

When [APS] is selected, paper matching the size of the original will be selected automatically.

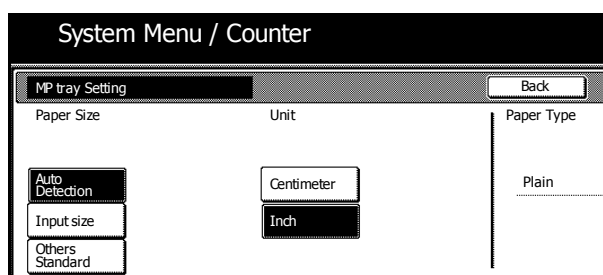
NOTE: You may override the automatic paper selection default. For details, refer to *Selecting Paper* on page 3-7.



- 2 To change the paper size, press the button corresponding to the desired paper size to select that paper source.



When using the MP tray, specify the paper size and type. Refer to *Configuring MP Tray* on page 3-39.



- 3 Press the **Start** key to start copying.

Original Size

Specify the size of originals that will serve as the basis for scanning. Be sure to specify the original size when copying originals of nonstandard sizes.

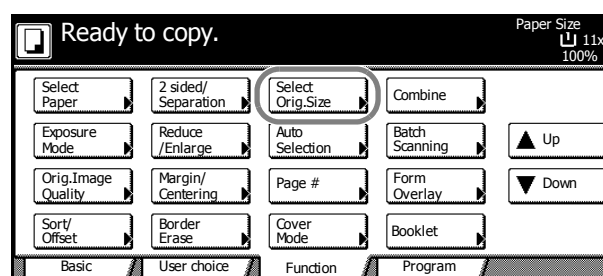
Choose the original size from the following groups of original size.

- **Standard Size** - Standard sizes commonly used.
Inch models: 11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", 8 1/2 × 5 1/2", 8 1/2 × 13 1/2", 8 1/2 × 13", 11 × 15", B4 and A4
Metric models: A3, B4, A4, A4R, B5, B5R, A5, A5R, B6, B6R, A6R, Folio, 11 × 15", 11 × 8 1/2" and 8 1/2 × 11"
- **Other Standard Size** - Standard sizes not commonly used.
Inch models: A3, B4, B5, B5R, A5, A5R, B6, B6R, A6R, Folio, P. Card, OUFUKU, 8K, 16K and 16KR
Metric models: 11 × 17", 8 1/2 × 14", 5 1/2 × 8 1/2", 8 1/2 × 5 1/2", 8 1/2 × 13 1/2", 8 1/2 × 13", P. Card, OUFUKU, 8K, 16K and 16KR
- **Input Size** - Non-standard sizes which you enter width and length.
- **Custom Size** - Non-standard sizes which you enter and register as custom sizes. For instructions on registering original sizes, refer to *Registering Non-standard Sizes for Originals* on page 3-40.

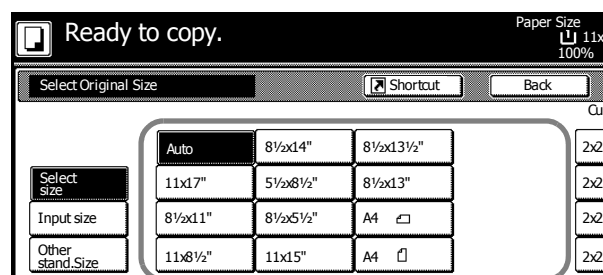
Standard Size

Follow the steps as below to specify the standard size.

- 1 Place the originals in the document processor or on the platen.
- 2 Press [Function].
- 3 Press [Select Orig.Size] ([Select Size Orig.]).



- 4 Select the original size.
Choose [Auto] to match the size of placed originals automatically.

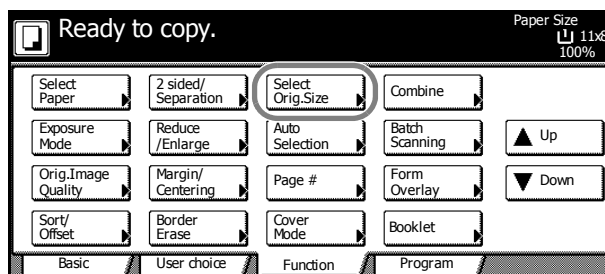


- 5 Press the **Start** key to start copying.

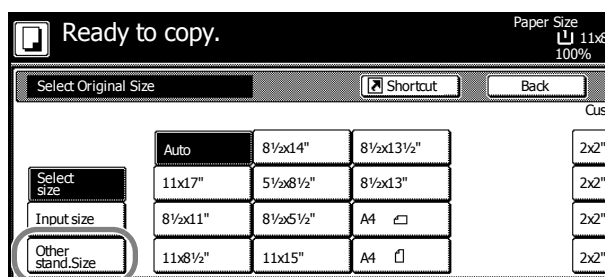
Other Standard Size

Follow the steps as below to specify the other standard sizes.

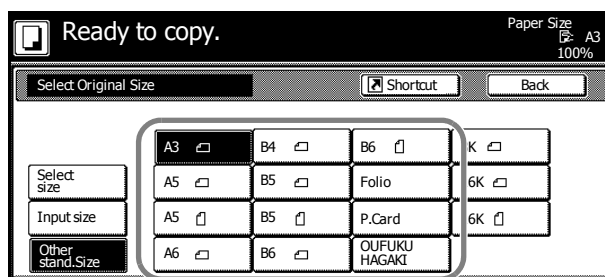
- 1 Place the originals in the document processor or on the platen.
- 2 Press [Function].
- 3 Press [Select Orig.Size] ([Select Size Orig.]).



- 4 Press [Other stand.Size] ([Others stand.Size]).



- 5 Select the original size.

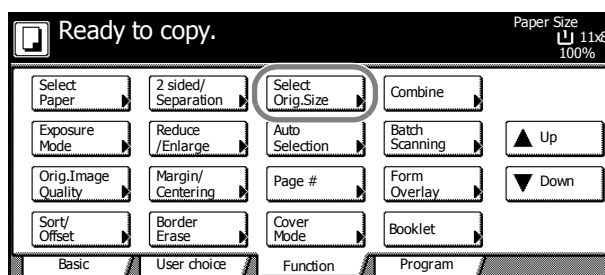


- 6 Press the **Start** key to start copying.

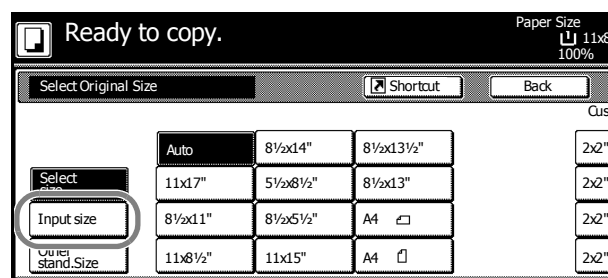
Input Size

Follow the steps as below to enter the original size which is not included in the standard sizes.

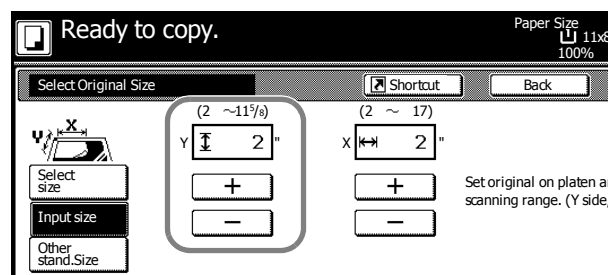
- 1 Place the originals in the document processor or on the platen.
- 2 Press [Function].
- 3 Press [Select Orig.Size] ([Select Size Orig.]).



- 4 Press [Input size].



- 5 Press [+] and [-] to specify the vertical size (Y).

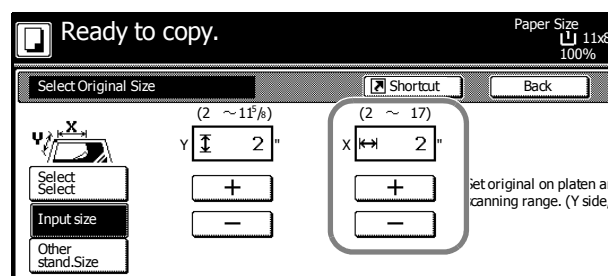


Setting Range

Inch models	2 to 11 5/8" (in 1/8" increments)
Metric models	50 to 297 mm (in 1-mm increments)

With metric models, you can enter the size directly using the numeric keys after pressing [#-Keys].

- 6 Press [+] and [-] to specify the horizontal size (X).



Setting Range

Inch models	2 to 17" (in 1/8" increments)
Metric models	50 to 432 mm (in 1-mm increments)

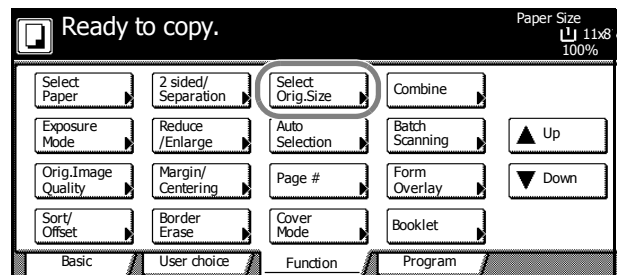
With metric models, you can enter the size directly using the numeric keys after pressing [#-Keys].

- 7 Press the **Start** key to start copying.

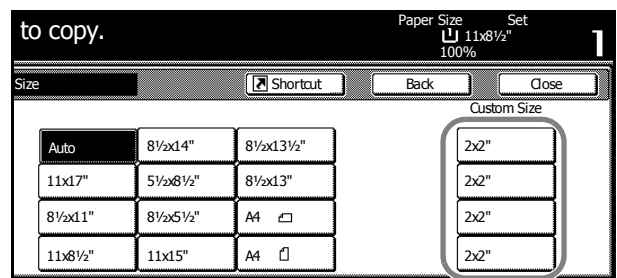
Custom Size

Follow the steps as below to specify one of the four custom sizes.

- 1 Place the originals in the document processor or on the platen.
- 2 Press [Function].
- 3 Press [Select Orig.Size] ([Select Size Orig.]).



- 4 Select the registered custom size.



- 5 Press the **Start** key to start copying.

Copy Quantity

Specify the copy quantity for individual jobs within the range of 1 to 9,999.

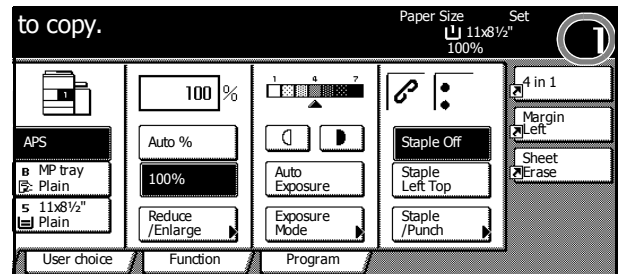
Follow the steps as below to specify the copy quantity.

- 1 Place the originals in the document processor or on the platen.

- 2 Use the numeric keys on the operation panel to enter the desired copy quantity.

The copy quantity will be displayed at the top right corner of the touch panel.

NOTE: To clear the copy quantity, press the **Stop/Clear** key. This will restore the quantity to 1.



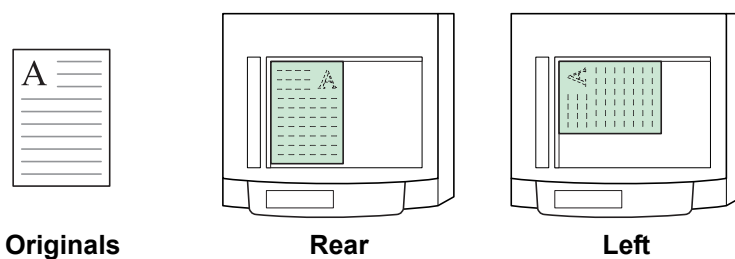
- 3 Press the **Start** key to start copying.

Original Orientation

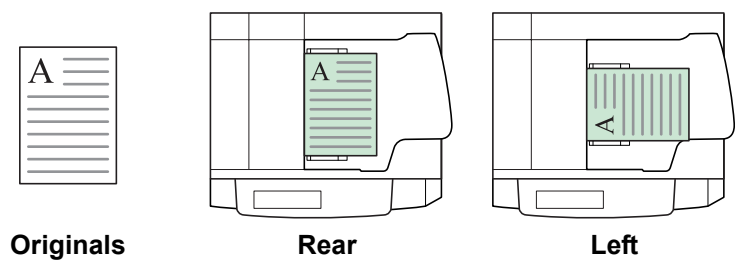
Specify the original orientation to use these functions.

- Duplex mode
- Split mode (separate copies from two-sided originals)
- Margin mode
- Centering originals
- Border erase
- Combine mode
- Memo mode
- Page numbering
- Booklets
- Stapling (optional feature)
- Punching (optional feature)

When placing originals on the platen



When placing originals in the document processor

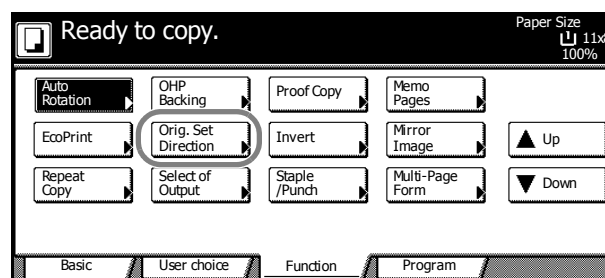


NOTE: You can change the default setting for the original orientation. Refer to *Orientation of Original Document* on page 3-27 for details.

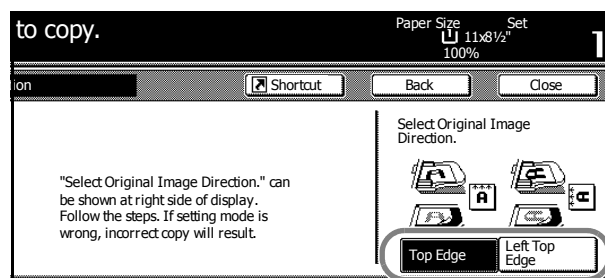
Follow the steps as below to specify the original orientation.

- 1 Place the originals in the document processor or on the platen.
- 2 Press [Function] and [▼ Down] to move to the second page.

- 3 Press [Orig. Set Direction].



- 4 Press [Top Edge] ([Back Edge]) or [Left Top Edge] ([Left top corner]) that matches the direction you customarily use.



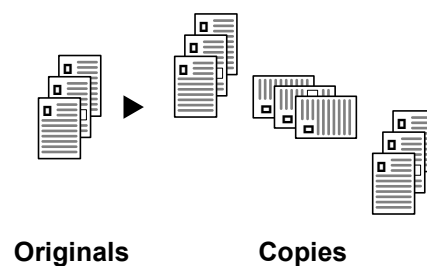
- 5 Press [Close].
- 6 Specify the function which original orientation affects, such as Duplex mode.
- 7 Press the **Start** key to start copying.

Offset Mode

Deliver the printed copies so that each set is stacked perpendicular to the previous set.

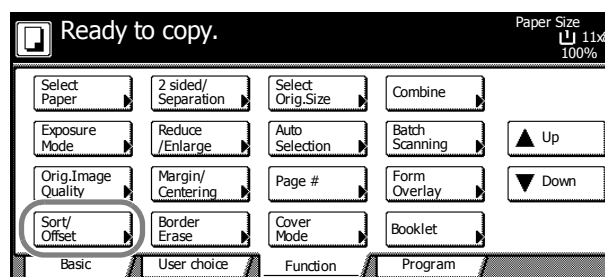
NOTE: Paper of the same size must be loaded in the different cassettes with portrait and landscape orientations.

The supported paper sizes are 11 × 8 1/2", A4, B5 and 16K.

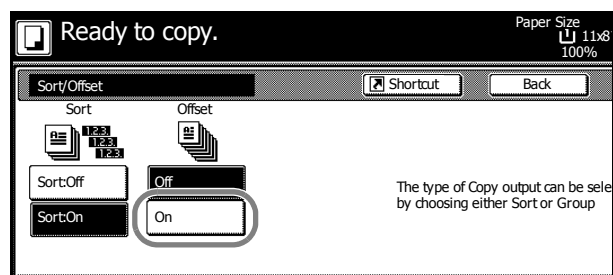


Follow the steps as below for using the Offset mode.

- 1 Press [Function].
- 2 Press [Sort/Offset] ([Sort/Group]).



- 3 Press [On] ([1 set] or [Output each page]).



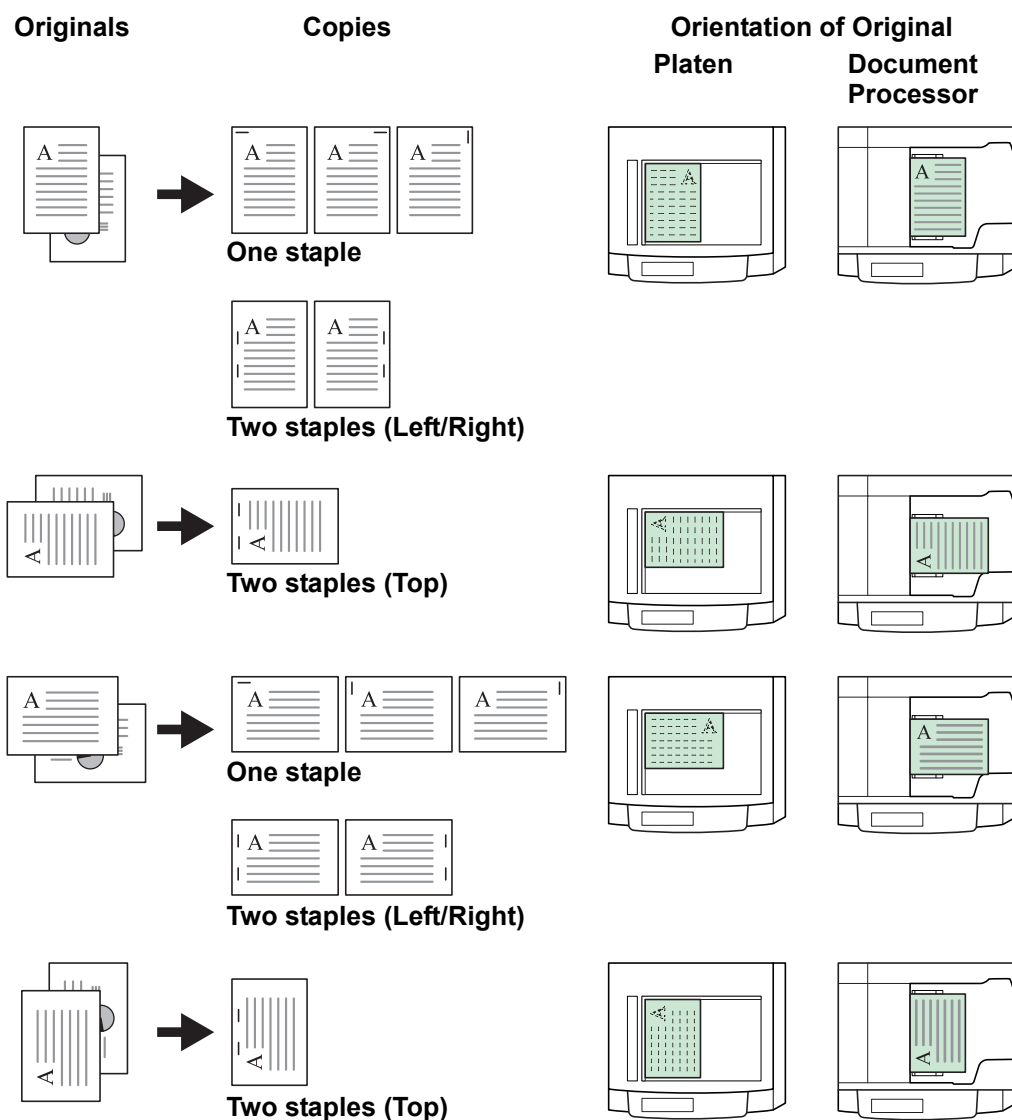
- 4 Use the numeric keys to enter the copy quantity.
- 5 Place the originals in the document processor or on the platen. Press the **Start** key to start copying.

Stapling

You can staple sets of copies.

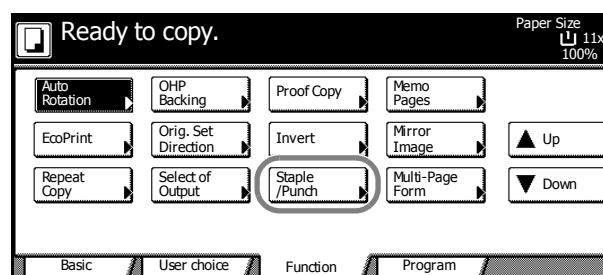
NOTE: Stapling requires the optional document finisher.

The orientations of the original and corresponding staple positions are as follows.

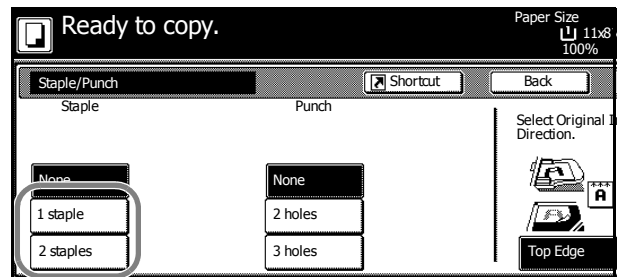


Follow the steps as below for stapling.

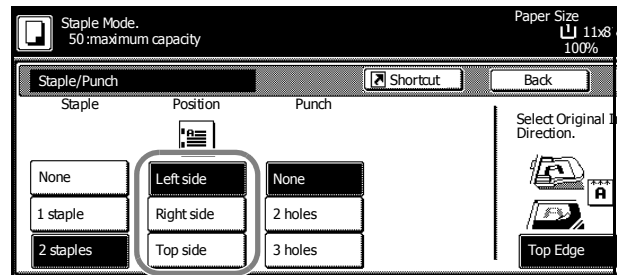
- 1 Press [Function] and then [▼ Down].
- 2 Press [Staple/Punch].



- 3 Press [1 staple] or [2 staples].



- 4 Select the staple position.



- 5 Place the originals in the document processor or on the platen and press the **Start** key.

If the original is placed on the platen, *Scan next original(s)* will be displayed. Place the next original and press the **Start** key.

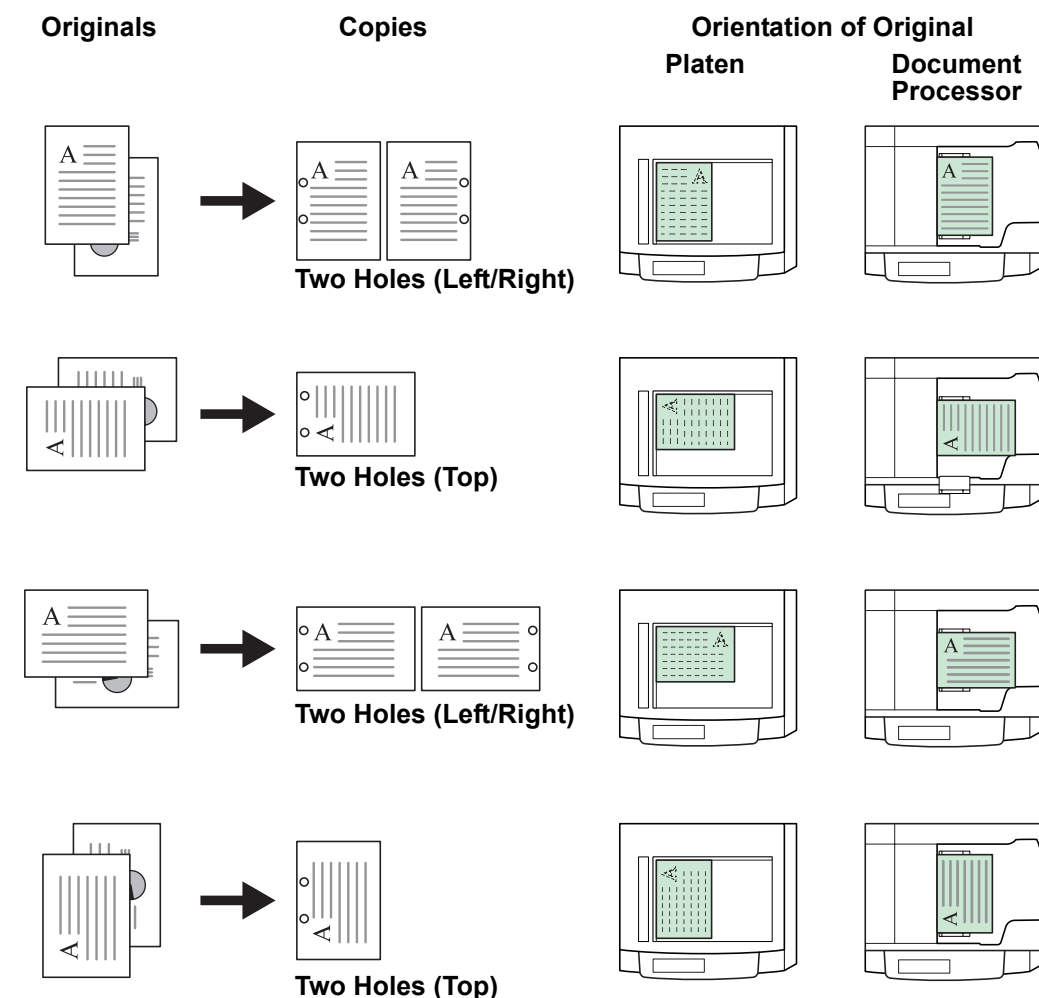
After scanning all originals, press [Scanning finished] to start copying.

Punching

Punch holes in sets of finished copies in preparation for binding.

NOTE: Punching requires the optional document finisher and punching unit.

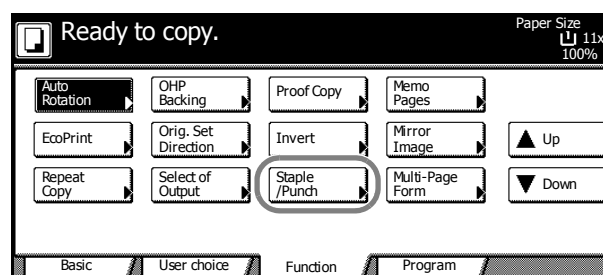
The orientations of the original and corresponding punch positions are as follows.



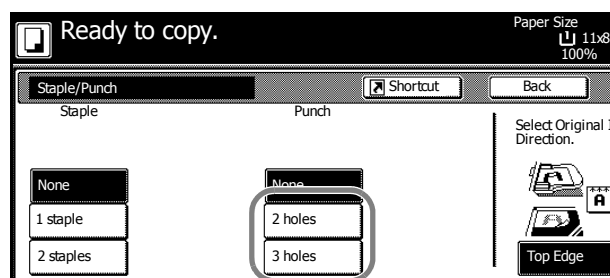
NOTE: The inch model provides two-hole and three-hole punching. The metric model provides two-hole and four-hole punching.

Follow the steps as below for punching.

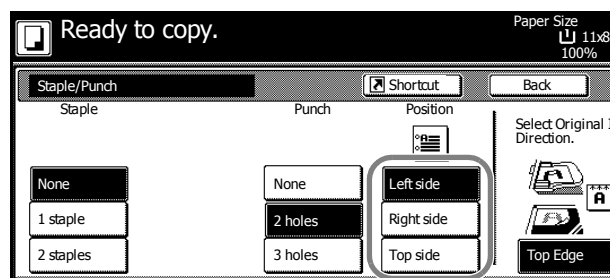
- 1 Press [Function] and then [▼ Down].
- 2 Press [Staple/Punch].



- 3 Press [2 holes] or [3 holes] for the inch model. Press [2 holes] or [4 holes] for the metric model.



- 4 Select the hole punch position.



- 5 Place the originals in the document processor or on the platen. Press the **Start** key to start copying.

Combine Mode

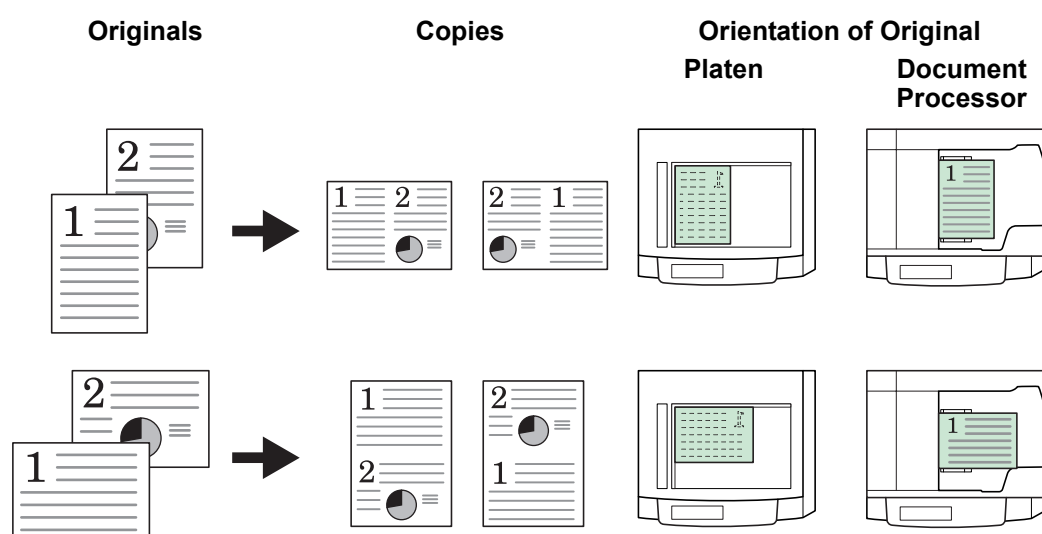
Images from either two or four originals are reduced and combined onto a single copy. The page boundary of each original can be indicated by a solid or dotted line.

NOTE: Combine mode is available for the copy paper sizes of A3, B4, A4, A4R, B5, B5R, 11 × 17", 11 × 8 1/2", 8 1/2 × 11", 8K and 16K.

2-in-1 Mode

For copying two originals onto a single sheet. This mode can be used with Duplex mode to copy four originals onto one sheet.

The orientations of the original and corresponding output are as follows.

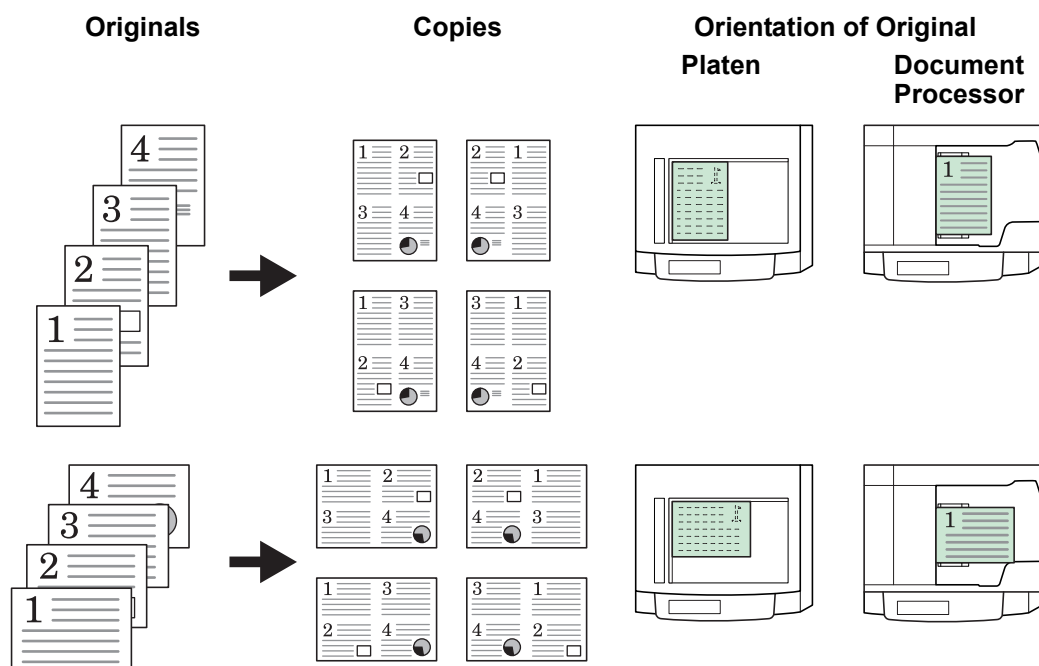


NOTE: When placing the original on the platen, copy originals in the order of the page.

4-in-1 Mode

For copying four originals onto a single sheet. This mode can be used with Duplex mode to copy eight originals onto one sheet.

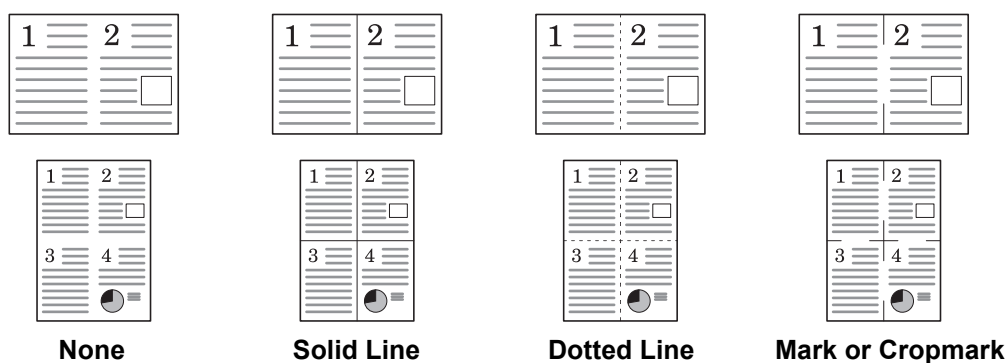
The orientations of the original and corresponding output are as follows.



NOTE: When placing the original on the platen, copy originals in the order of the page.

Types of Page Boundary Lines

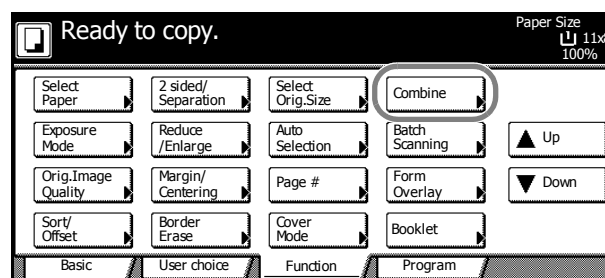
Choose from the following types of the lines for page boundaries.



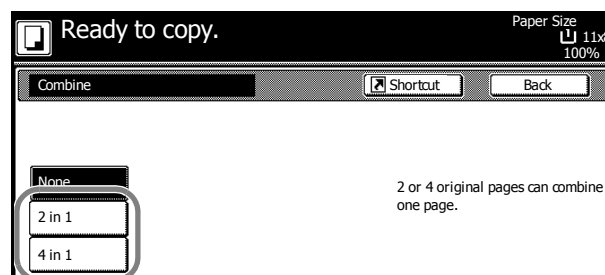
Follow the steps as below to combine originals.

- 1 Press [Function].

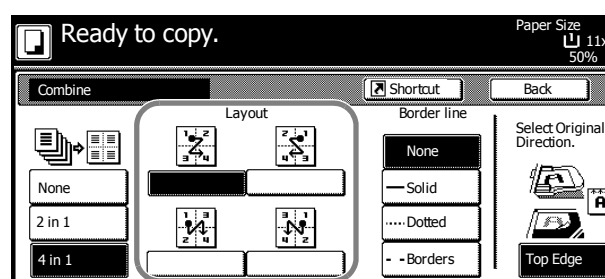
- 2 Press [Combine] ([Merge copy]).



- 3 Press [2 in 1] ([2-in-1]) or [4 in 1] ([4-in-1]).



- 4 Select the desired layout.



- 5 Select the type of the lines to indicate page boundaries.
- 6 Place the originals in the document processor or on the platen and press the **Start** key.
- If the original is placed on the platen, *Scan next original(s)* will be displayed. Place the next original and press the **Start** key.
- After scanning all originals, press [Scanning finished] to start copying.

Margin Mode

You can shift the original image to make space on the copy for binding on the left (right) or top (bottom) side. The supported margin width is as follows.

Margin Width

Inch models	0 to 3/4" (in 1/8" increments)
Metric models	0 to 18 mm (in 1-mm increments)

Margin on the Back Side

When duplexing, you can also specify the margin on the back side.

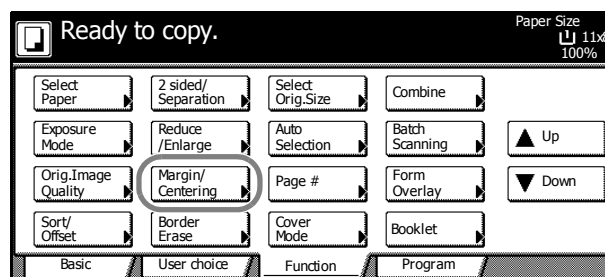
Auto - When [Auto] is specified, the left and right margins on the front are reversed on the back. For example, if the left margin on the front is 1/2" (10 mm), the right margin on the back will be 1/2" (10 mm). The top and bottom margin widths on the back will match those on the front.

Separate Front/Back Margins - Enables you to specify the front and back settings separately.

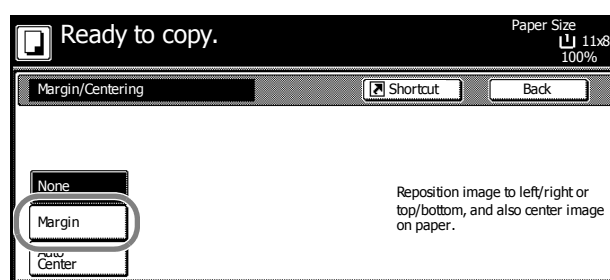
NOTE: You can set the default margin width. Refer to *Default Margin* on page 3-15 for details.

Follow the steps as below to use the Margin mode.

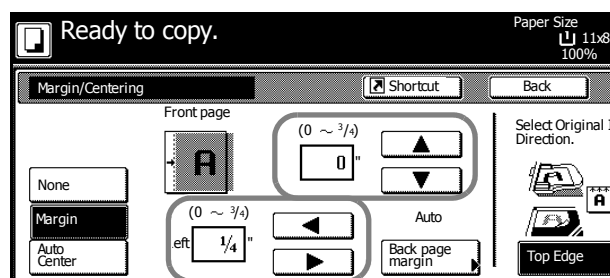
- 1 Place the originals in the document processor or on the platen with the top edge facing either the rear or the left side of the copier.
- 2 Press [Function].
- 3 Press [Margin/Centering] ([Margin/Imag.Shift]).



- 4 Press [Margin].



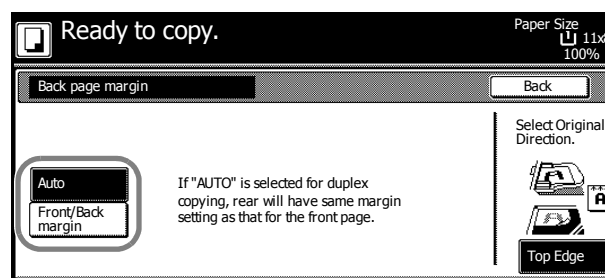
- 5 Use [▲], [▼], [◀] and [▶] to specify the margins.



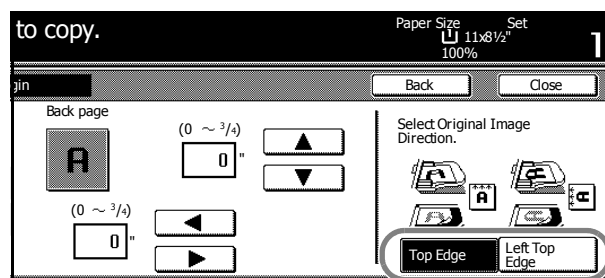
- 6 When duplexing, press [Back page margin].

- 7 Press [Auto] or [Front/Back margin].
[Auto] specifies the margin on the back side automatically based on the front margin.

If you choose [Front/Back margin], use [▲], [▼], [◀] and [▶] to specify the margins.



- 8 Specify the orientation of placed originals.



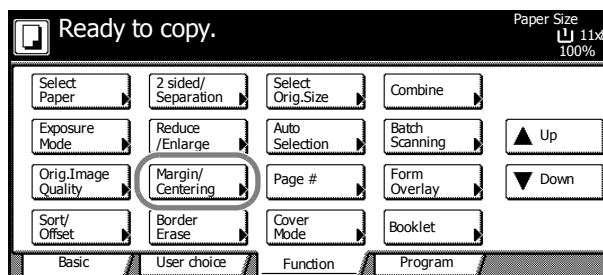
- 9 Press the **Start** key to start copying.

Centering Originals

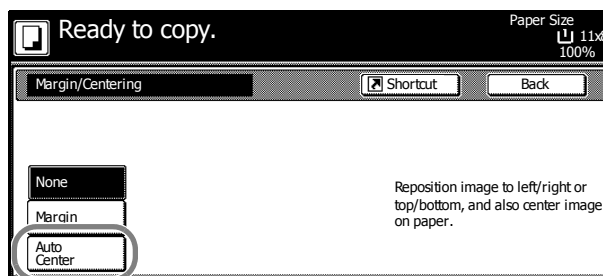
When you copy onto paper larger than the original size, you can center the original image on the paper.

Follow the steps as below for centering.

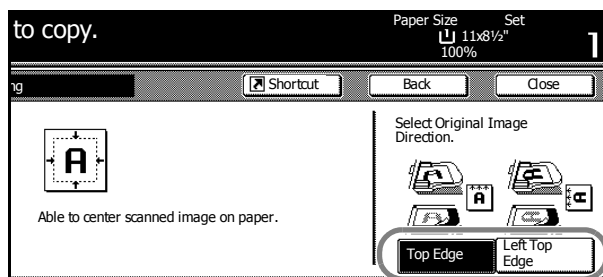
- 1 Place the originals in the document processor or on the platen with the top edge facing either the rear or the left side of the copier.
- 2 Press [Function].
- 3 Press [Margin/Centering] ([Margin/Imag.Shift]).



- 4 Press [Auto Center] ([Image shift]).



- 5 Specify the orientation of the placed originals.



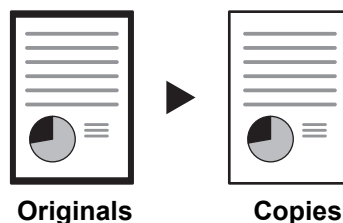
- 6 Press the **Start** key to start copying.

Border Erase

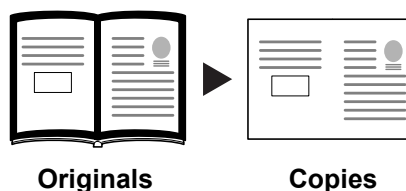
Use this mode to prevent the appearance of shadows from around the edges of originals.

Choose from the following Border Erase modes.

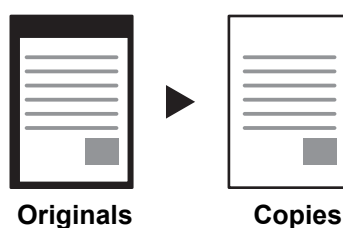
- **Sheet Border Erase** - Use this mode to erase black borders around the single sheet original.



- **Book Border Erase** - Use this mode to erase black borders around the edges and in the middle of the original such as a thick books. You can specify the widths individually to erase the borders around the edges and in the center of the book.



- **Separate Border Erase** - Use this mode to specify border widths individually on all sides to erase.



In each mode, the range for the widths are as follows.

Width Range

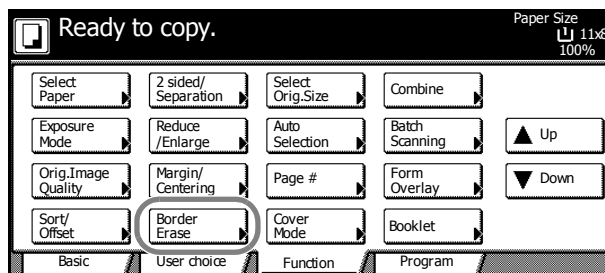
Inch models	0 to 2" (in 1/8" increments)
Metric models	0 to 50 mm (in 1-mm increments)

NOTE: You can set the default width for erasing border. Refer to *Erasing Borders* on page 3-15 for details.

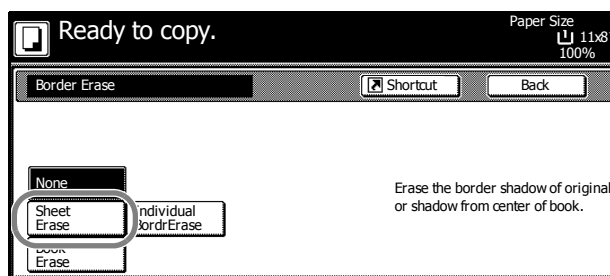
Sheet Border Erase

Follow the steps as below to erase the black borders from around the edges of the single sheet original.

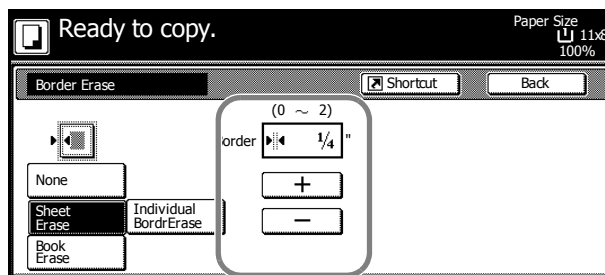
- 1 Place the originals in the document processor or on the platen.
- 2 Press [Function].
- 3 Press [Border Erase] ([Erase Mode]).



- 4 Press [Sheet Erase] ([Border Erase]).



- 5 Press [+] and [-] to specify the border width to erase.
With metric models, you can enter the border width directly using the numeric keys after pressing [#-Keys].

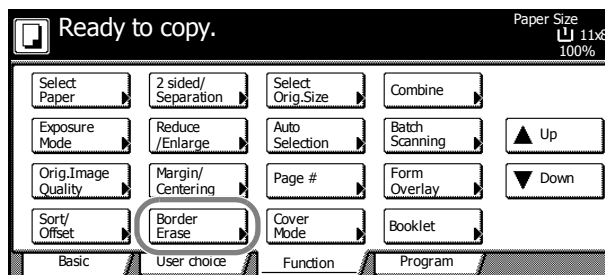


- 6 Press the **Start** key to start copying.

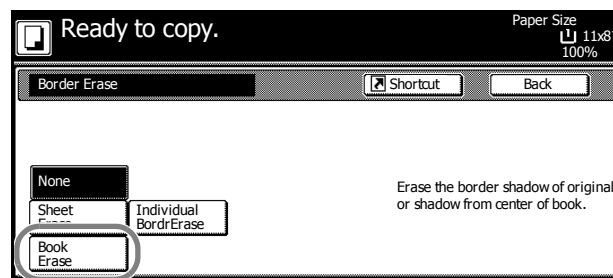
Book Border Erase

Follow the steps as below to erase the black borders around the edges of original such as a book.

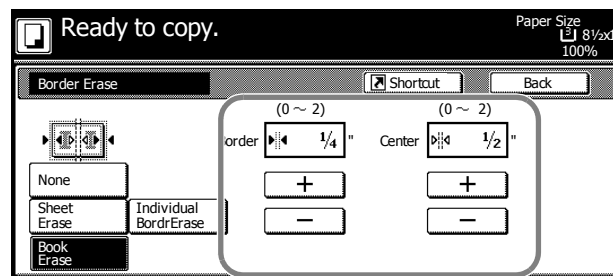
- 1 Place the originals in the document processor or on the platen.
- 2 Press [Function].
- 3 Press [Border Erase] ([Erase Mode]).



- 4 Press [Book Erase].



- 5 Press [+] and [-] to specify the border width to erase.
- With metric models, you can enter the border width directly using the numeric keys after pressing [#-Keys].

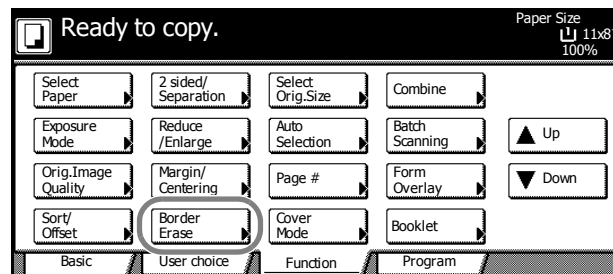


- 6 Press the **Start** key to start copying.

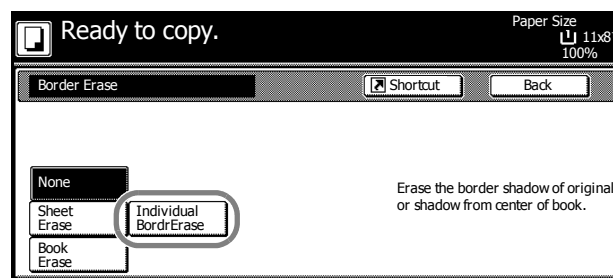
Separate Border Erase

Follow the steps as below to erase the black borders specifying the width of the borders individually.

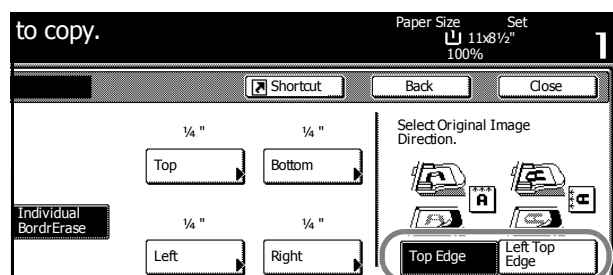
- 1 Place the originals in the document processor or on the platen with the top edge facing either the rear or the left side of the copier.
- 2 Press [Function].
- 3 Press [Border Erase] ([Erase Mode]).



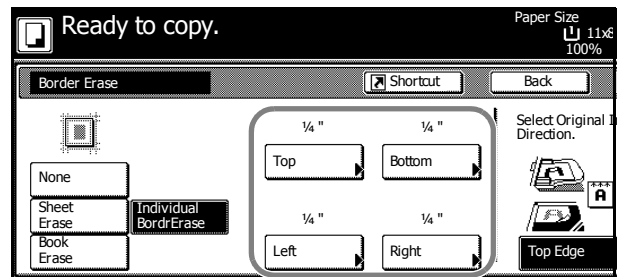
- 4 Press [Individual BordrErase] ([Individual Erase Mode]).



- 5 Specify the orientation of original.

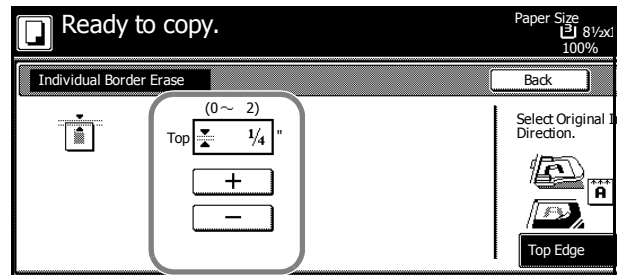


- 6 Select the border for which you will specify the width to erase.



- 7 Press [+] or [-] to specify the border width to erase.

With metric model, you can enter the border width directly using the numeric keys after pressing [#-Keys].

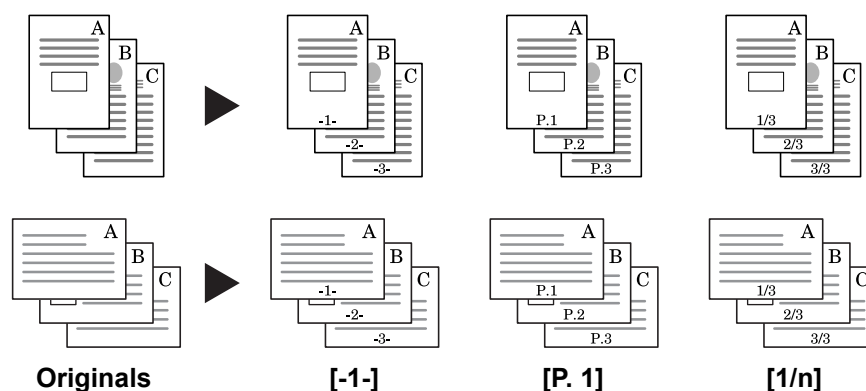


- 8 Press [Close]. To specify widths of other borders to erase, repeat steps 6 to 8.
- 9 Press the **Start** key to start copying.

Page Numbering

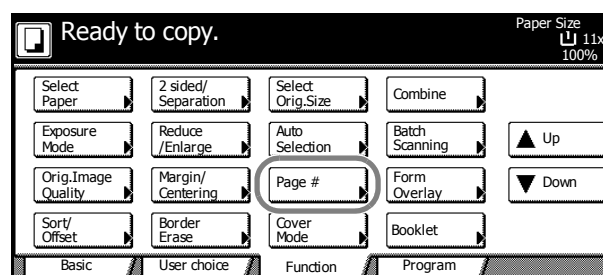
Numbers the multiple pages of original in sequential order. The formats of numbering include: [-1-], [P. 1], or [1/n]. The format [1/n] prints the total number of pages in the place of [n].

The page number will be centered at the bottom of the page.

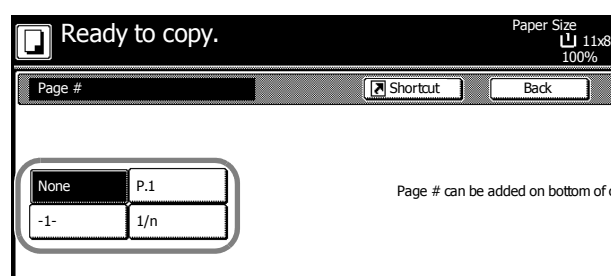


Follow the steps as below for page numbering.

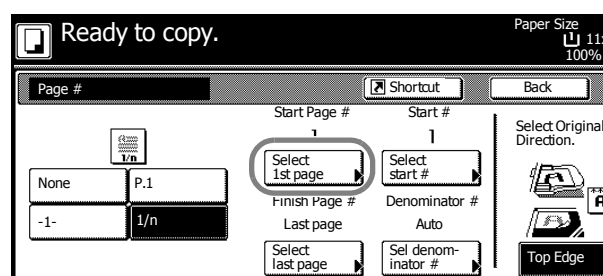
- 1 Place the originals in the document processor or on the platen with the top edge facing either the rear or the left side of the copier.
- 2 Press [Function].
- 3 Press [Page #] ([Page numbering]).



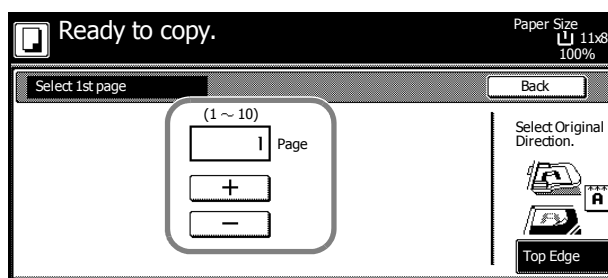
- 4 Select the numbering format.



- 5 To start page numbering from the page other than the first page, press [Select 1st page] ([Setting 1st page]).



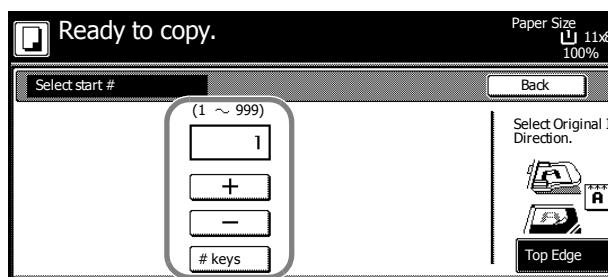
- 6 Press [+] or [-] to select the starting page and press [Close].



- 7 To specify the starting a number other than 1, press [Select start #] ([Setting start page]).

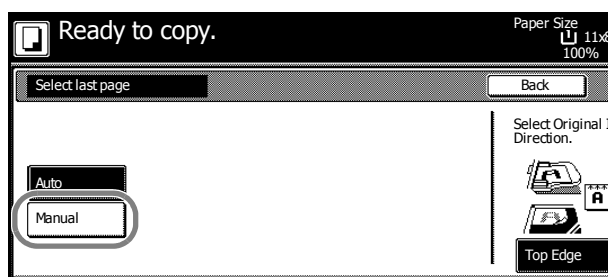
- 8 Press [+] or [-] to select the starting number and press [Close].

You can also enter the number with the numeric keys after pressing [# keys] ([#-Keys]).



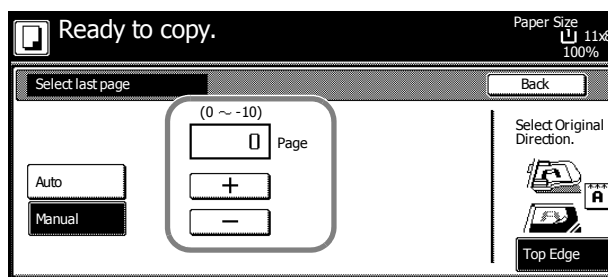
- 9 To specify the page to end numbering, press [Select last page] ([Setting last page]).

- 10 Press [Manual].



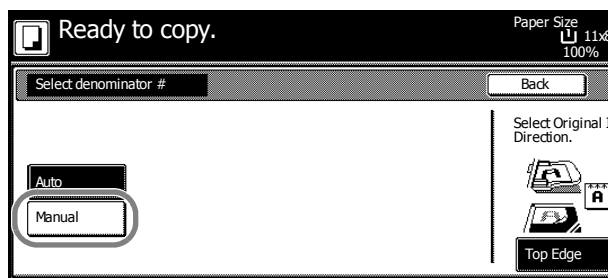
- 11 Press [+] or [-] to select the ending page and press [Close].

Follow steps 12 to 14 when specifying the denominator for [1/n]. If not, go to step 15.



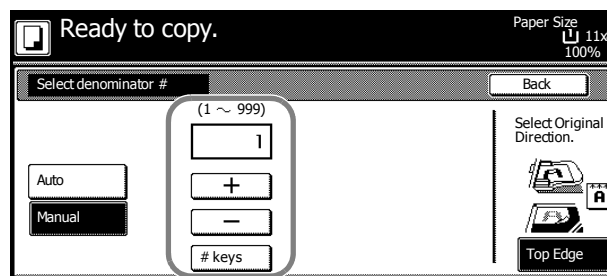
- 12 To specify the total number of pages for the format [1/n], press [Select denominator #] ([Set Denomin. #]).

- 13 Press [Manual].

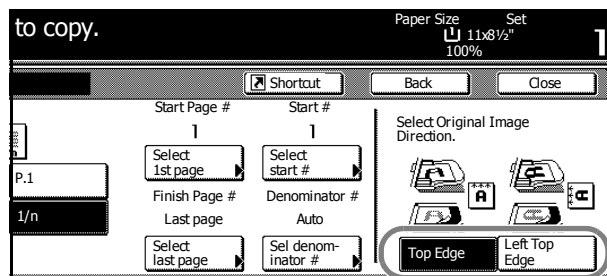


- 14 Press [+] or [-] to select the total number of pages and press [Close].

You can also enter the number with the numeric keys after pressing [# keys] ([#-Keys]).



- 15 Specify the orientation of the original.



- 16 Press the **Start** key.

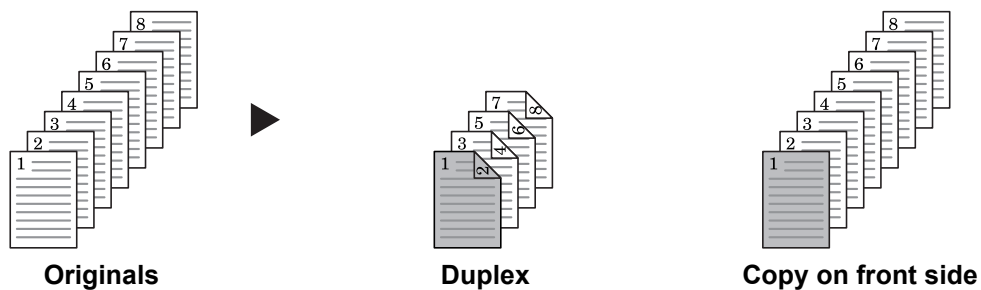
If the original is placed on the platen, *Scan next original(s)* will be displayed. Place the next original and press the **Start** key.

After scanning all originals, press [Scanning finished] to start copying.

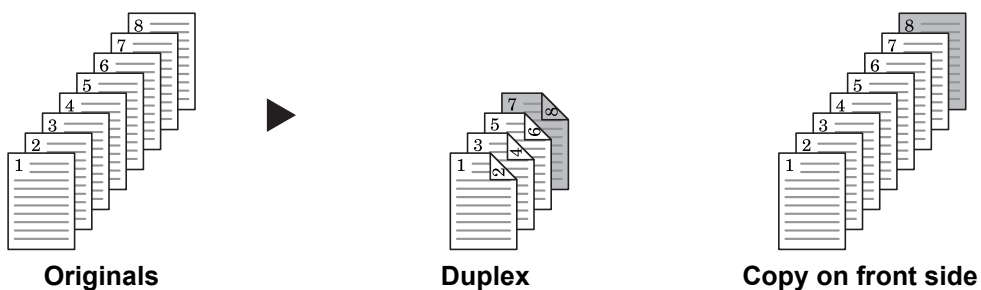
Cover Mode

Copies the first page and/or the last page onto colored paper or thick paper which is fed from a paper source other than the normal paper source.

Front Cover

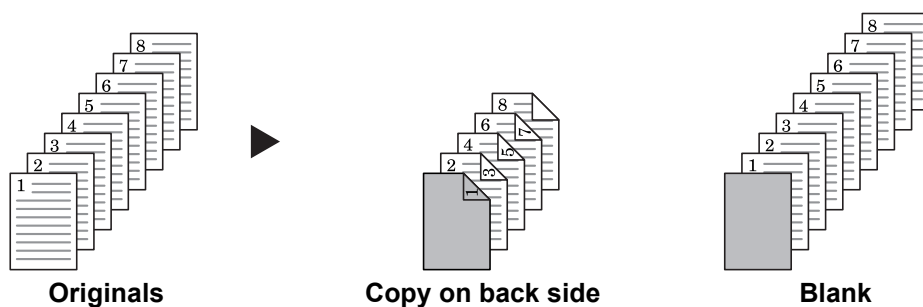


Back Cover

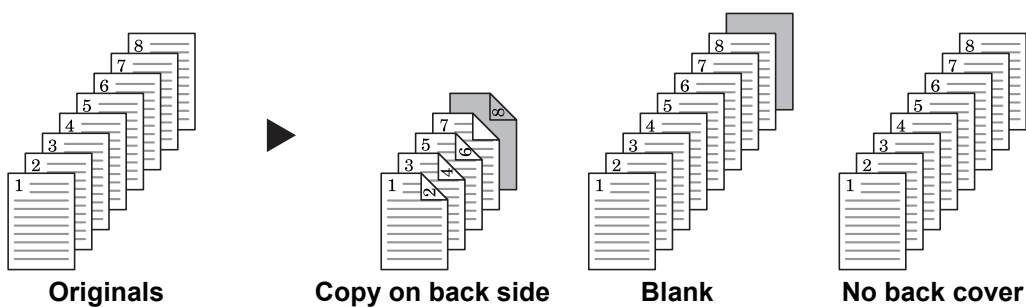


You can select not to print the first page and/or last page so that the cover is blank for both one side and duplex printing.

Front Cover



Back Cover



Adding the back cover is optional.

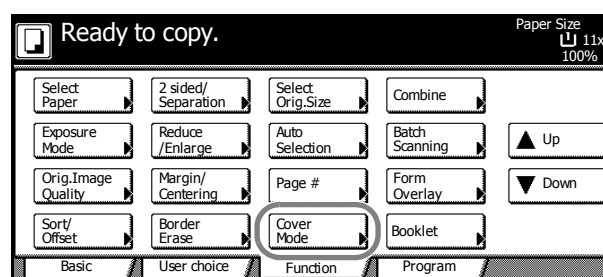
The paper source to supply the paper for the cover is specified using the system menu. Refer to *Specifying Cassette for Cover Paper* on page 3-9.

Thick paper or transparencies must be supplied from the MP tray.

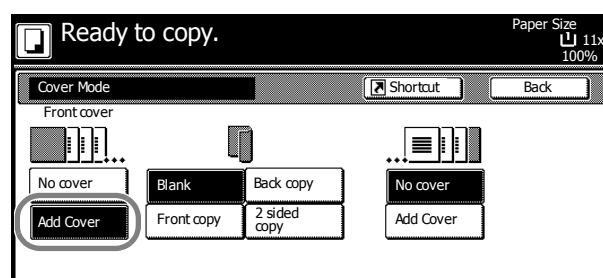
IMPORTANT: During one-sided copying, duplexing and copying on the back of covers are not available even if specified. Only the front side of the cover will be copied.

Follow the steps as below for adding cover.

- 1 Place the originals in the document processor or on the platen.
- 2 Press [Function].
- 3 Press [Cover Mode].



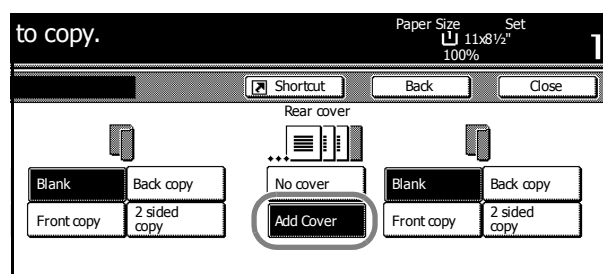
- 4 Press [Add Cover] and complete the front cover settings.



Setting	Description
[Blank]	Both the front and back covers are blank.
[Front copy]	Copied on the front cover.
[Back copy]	Copied on the back cover.
[2 sided copy]	Copied on both the front and back covers.

- 5 For the back cover, press [Add Cover] or [No cover] as desired.

If you press [Add Cover], complete the back cover settings.



- 6 Press the **Start** key.

If the original is placed on the platen, *Scan next original(s)* will be displayed. Place the next original and press the **Start** key.

After scanning all originals, press [Scanning finished] to start copying.

Form Overlay

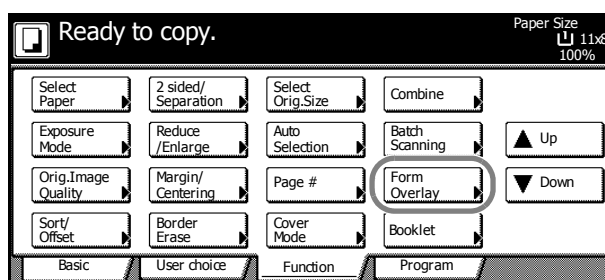
Copy the original images onto the form. Once you scan and register the form, the scanned original is overlayed onto the form.

NOTE: To register the form, refer to *Form Box* on page 2-2.

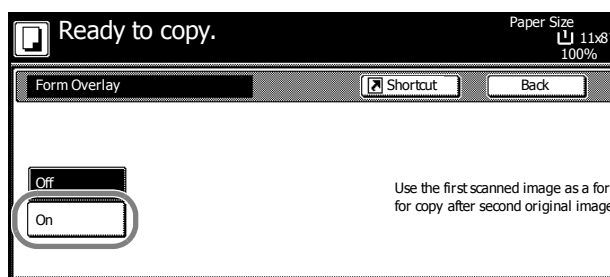


Follow the steps as below for form overlay.

- 1 Press [Function].
- 2 Press [Form Overlay].

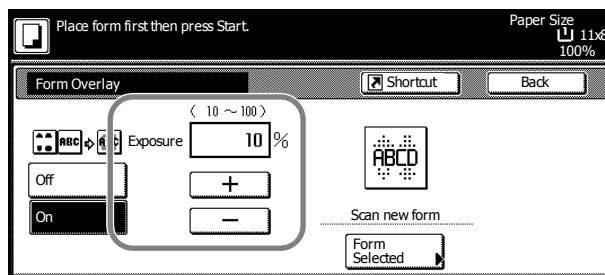


- 3 Press [On].

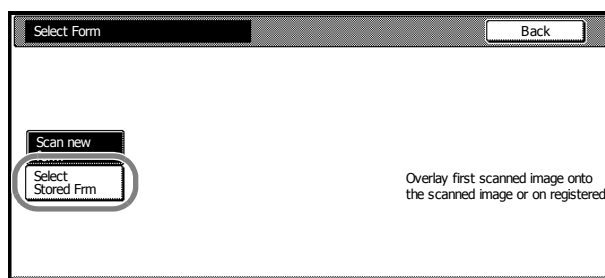


- 4 Press [+] or [-] to adjust the exposure of the form. Choose from ten levels in 10 % increments.

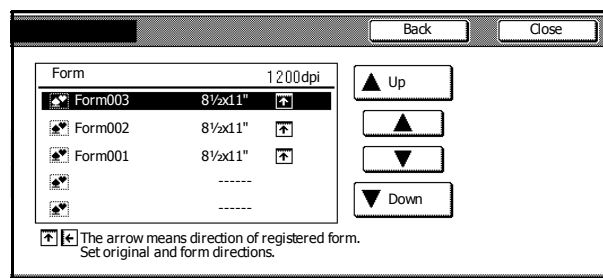
A sample copy image is displayed to the right.



- 5 To use forms already registered, press [Form Selected] ([Form Selection]) and proceed to step 6. To scan new forms, move to step 8.
- 6 Press [Select Stored Frm] ([Loading Form]).



- 7 Select the form from the list and press [Close].



- 8 Place the original for the form on top of the other originals.
When using the platen, place the original for the forms first.

- 9 Press the **Start** key.

When the original is placed on the platen, *Place originals then press Start key (Set original. Press Start key)* will be displayed. Place the next original and press the **Start** key.

Booklet from Sheets

Creates booklet of two-sided copies with facing pages from one-sided or two-sided originals. A booklet, such as a magazine, is available by folding at the center like a magazine. You can copy the cover page onto colored paper or thick paper.

The paper source to supply the paper for the cover is specified using the system menu. Refer to *Specifying Cassette for Cover Paper* on page 3-9.

NOTE: The supported paper sizes are as follows.

Supported Paper Sizes

Inch models	11 × 17", 8 1/2 × 14", 11 × 8 1/2" and 8 1/2 × 11"
Metric models	A3, B4, A4, A4R, B5 and B5R

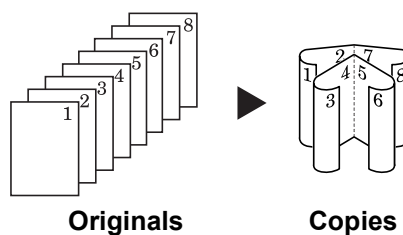
If your copier is equipped with the optional document finisher, you can staple the booklet in the center margin. If the copier is also equipped with a folding unit, you can combine a center margin with folding at the center. The following paper sizes are supported when stapling the center margin or combining a center margin with center folding.

Supported Paper Sizes

Inch models	11 × 17", 8 1/2 × 14" and 8 1/2 × 11"
Metric models	A3, B4 and A4R

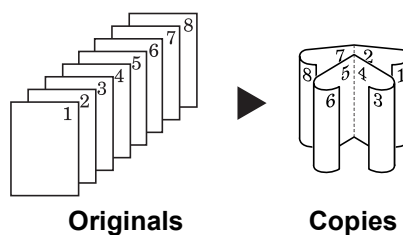
For binding on the left side

The folded copies can be read from left to right.



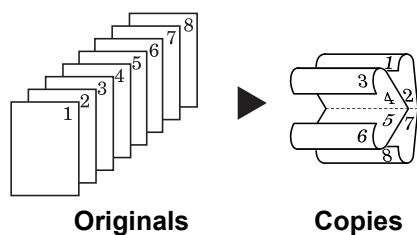
For binding on the right side

The folded copies can be read from right to left.



For top binding

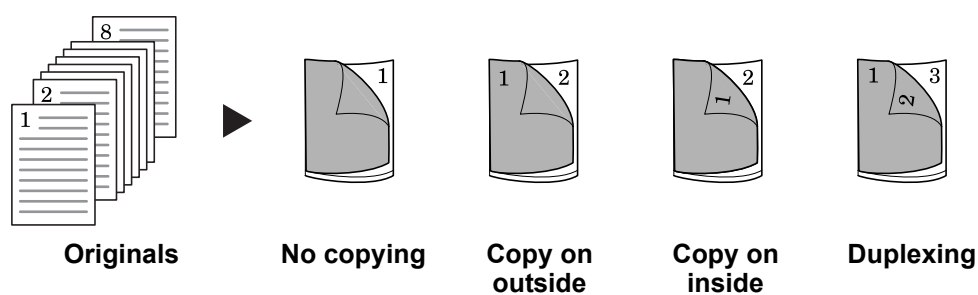
The folded copies can be read from top to bottom.



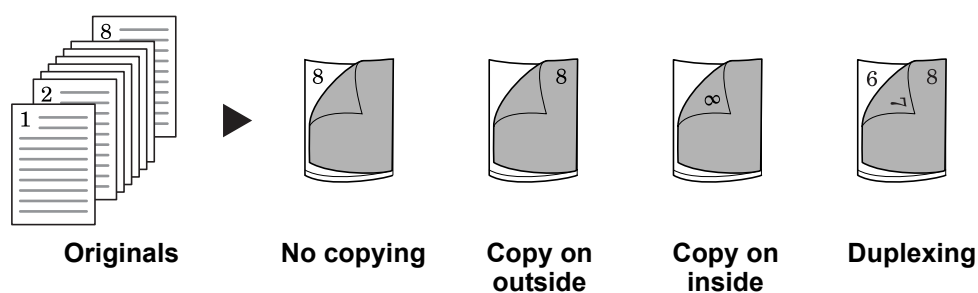
Specifying a booklet cover

When using colored paper or thick paper for front or back covers, you can specify how to copy.

Front Cover



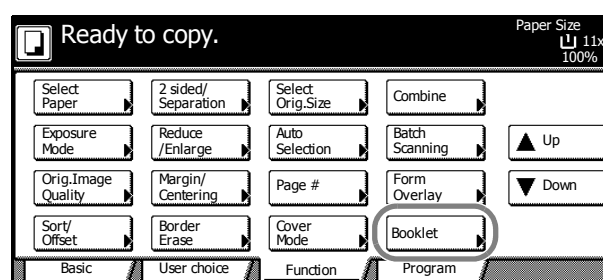
Back Cover



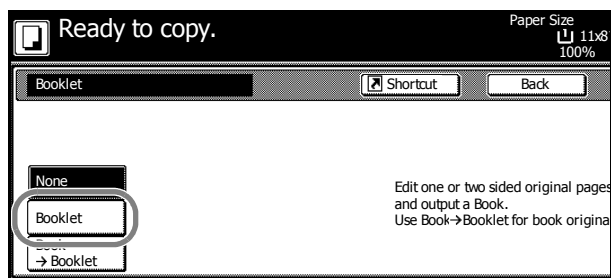
NOTE: The figures shown above are an example of binding on the left.

Follow the steps as below for booklet.

- 1 Press [Function].
- 2 Press [Booklet].

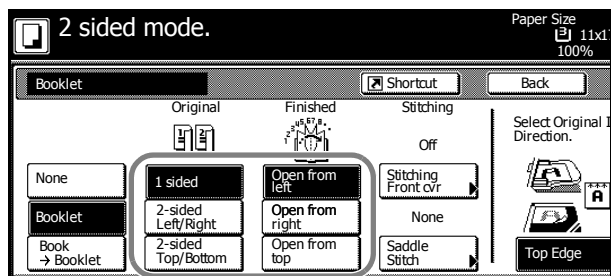


- 3 Press [Booklet].



- 4 Specify the binding direction of both the originals and finished copies.

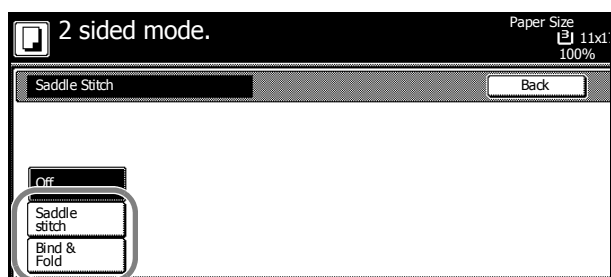
If the message *It is impossible to copy in present setting mode. Change setting of original and finishing mode* is displayed, confirm that you are selecting the correct original orientation (shown at the right of the touch panel) and the proper settings for the original and finished copies.



- 5 If the copier is equipped with the optional document finisher, [Saddle Stitch] ([Center Staple]) will be displayed and you can specify center margin stapling. If the copier is also equipped with a folding unit, you can specify folding along the center of copies where the center margin is stapled. To specify center margin stapling or a center margin with center folding, press [Saddle Stitch] ([Center Staple]) and follow these steps.

To skip these settings, move to step 7.

- 6 Select [Saddle stitch] or [Bind & Fold] and press [Close]. Up to 16 sheets (64 pages) can be created with center margin stapling or with center margin stapling and center folding.

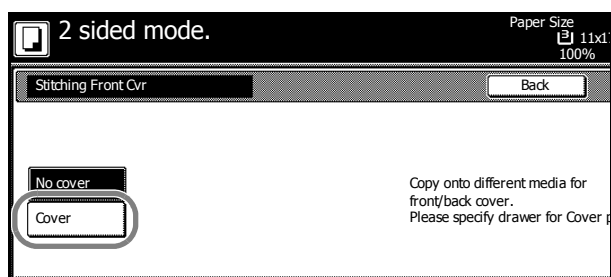


- 7 To set up a cover, press [Stitching Front Cvr] ([Stitching Front cov.]) and move to the next step.

To skip the cover settings, move to step 9.

- 8 Press [Cover] and specify whether or not to copy on the front and back covers.

Press [Close].



- 9 Place the originals in the document processor or on the platen and press the **Start** key.

NOTE: When using the platen, be sure to place the originals in page order.

If the original is placed on the platen, *Scan next original(s)* will be displayed. Place the next original and press the **Start** key.

After scanning all originals, press [Scanning finished] to start copying.

Booklets from Facing Pages

Delivers booklets, such as a magazine, by adding front and back covers (with or without copying).

The paper source to supply the paper for the cover is specified using the system menu. Refer to *Specifying Cassette for Cover Paper* on page 3-9.

NOTE: The supported original sizes and paper sizes are as follows.

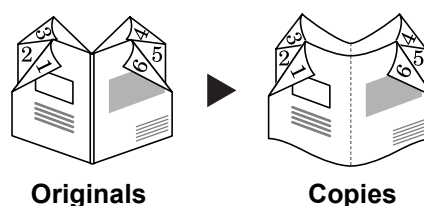
	Original Size	Paper Size
Inch models	11 × 17" and 8 1/2 × 11"	11 × 17", 8 1/2 × 14", 11 × 8 1/2" and 8 1/2 × 11"
Metric models	A3, B4, A4R, B5R, A5R and 8K	A3, B4, A4, A4R, B5 and B5R

If your copier is equipped with the optional document finisher, you can staple the booklet in the center margin. If the copier is also equipped with a folding unit, you can combine a center margin with folding at the center. The following paper sizes are supported when stapling the center margin or combining a center margin with center folding.

	Supported Paper Sizes
Inch models	11 × 17", 8 1/2 × 14" and 8 1/2 × 11"
Metric models	A3, B4 and A4R

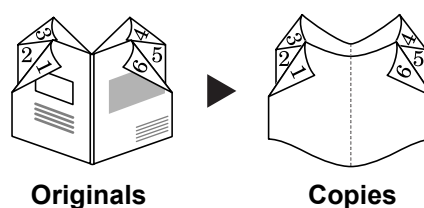
Copying on covers

The original for the cover is scanned first. When the finished copies are folded, that page will be copied onto the front and back covers.



Blank covers

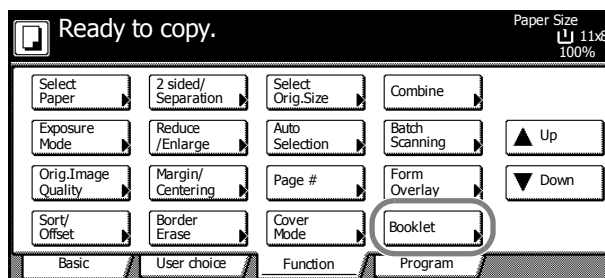
When the finished copies are folded, both the front and back covers will be blank.



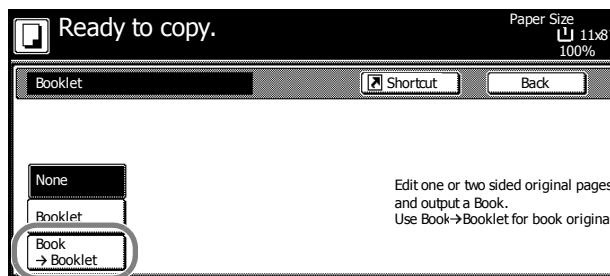
Follow the steps as below for this kind of booklet.

- 1 Place the originals and press [Function].

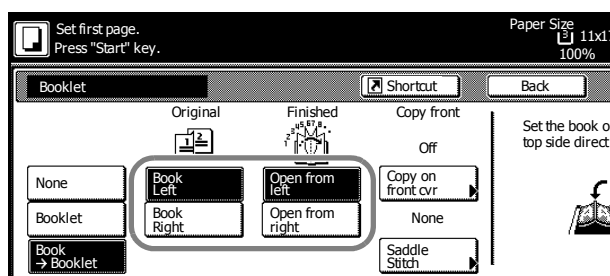
- 2 Press [Booklet].



- 3 Press [Book→Booklet].



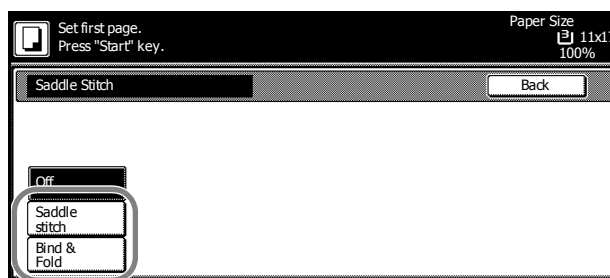
- 4 Specify the binding direction of both the originals and finished copies.



- 5 If the copier is equipped with the optional document finisher, [Saddle Stitch] ([Center Staple]) will be displayed and you can specify center margin stapling. If the copier is also equipped with a folding unit, you can specify folding along the center of copies where the center margin is stapled. To specify center margin stapling or a center margin with center folding, press [Saddle Stitch] ([Center Staple]) and follow these steps.

To skip these settings, move to step 7.

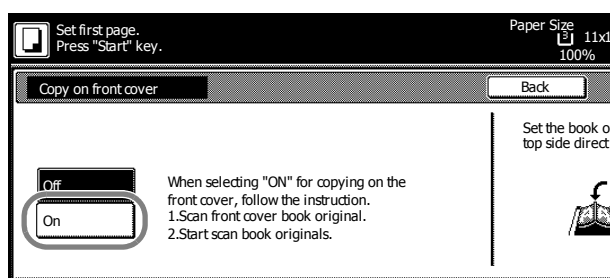
- 6 Select [Saddle stitch] or [Bind & Fold] and press [Close]. Up to 16 sheets (64 pages) can be created with center margin stapling or with center margin stapling and center folding.



- 7 To set up a cover, press [Copy on front cvr] ([Copy on front cov.]) and proceed to the next step.
For a blank cover, move to step 9.

- 8 Press [On] and then [Close].

NOTE: When you copy onto covers, be sure to set the original that you want to have copied onto the cover first.



- 9 Press the **Start** key to start scanning the original.
Scan next original(s) is displayed. Place the next original and press the **Start** key.
After scanning all originals, press [Scanning finished] to start copying.

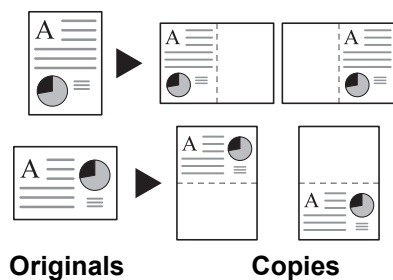
Memo Mode

Delivers copies with a space for adding notes. You can also copy two originals onto the same sheet with a space.

NOTE: Memo mode is available for the copy paper sizes of A3, B4, A4, A4R, B5, B5R, 11 × 17", 11 × 8 1/2", 8 1/2 × 11", 8K and 16K.

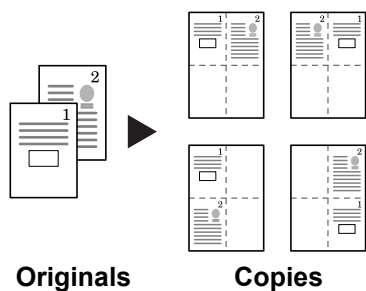
Layout A

Reduces images of each original page for copying onto half of a page, leaving the other half blank for notes.



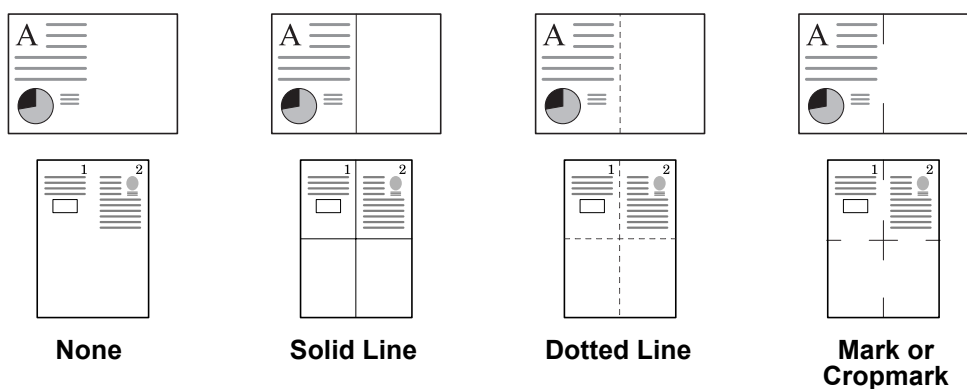
Layout B

Reduces images of two original pages for copying onto half of a single page, leaving the other half blank for notes.



Types of Page Boundary Lines

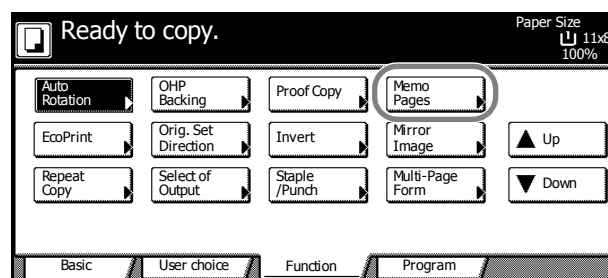
Choose from the following options for lines to indicate page boundaries.



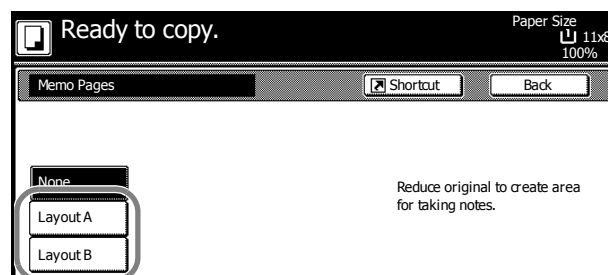
Follow the steps as below for Memo mode.

- 1 Press [Function] and then [▼ Down].

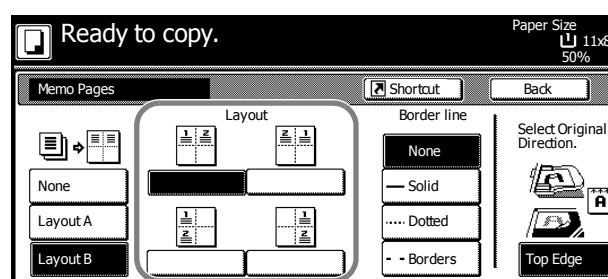
- 2 Press [Memo Pages].



- 3 Press [Layout A] or [Layout B].



- 4 Select the layout.



- 5 Select the page boundary line.

- 6 Place the originals in the document processor or on the platen and press the **Start** key.

If the original is placed on the platen, *Scan next original(s)* will be displayed. Place the next original and press the **Start** key.

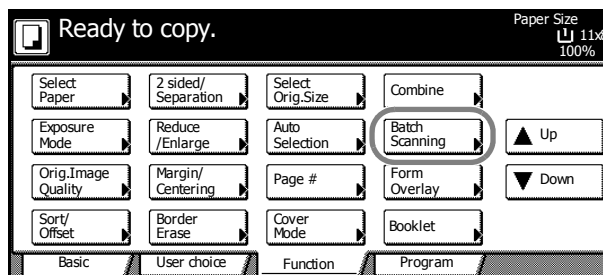
After scanning all originals, press [Scanning finished] to start copying.

Batch Scanning

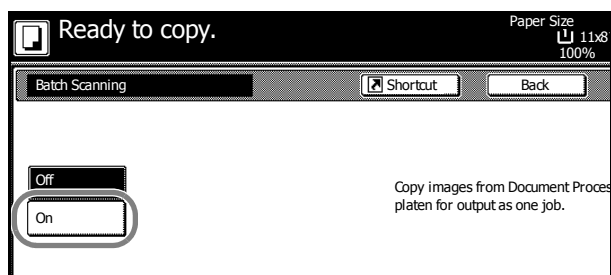
Scans multiple originals for a single copy job without using the document processor. You can also prepare single copy jobs if there are too many originals to place at once when using the document processor. Divide the original into smaller sets and scan each set with the document processor. In Batch Scanning mode, you can continue scanning originals until you press [Scanning finished].

Follow the steps as below to use batch scanning.

- 1 Press [Function].
- 2 Press [Batch Scanning].



- 3 Press [On].



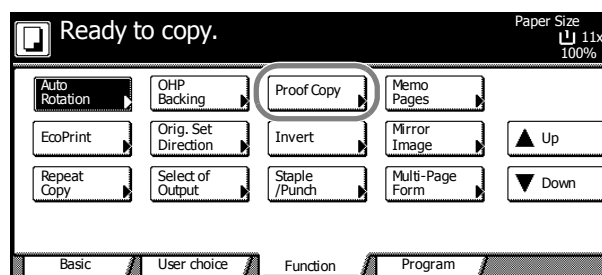
- 4 Place the originals in the document processor or on the platen and press the **Start** key.
Place the next original and press the **Start** key. Repeat these steps to scan the remaining originals.
After scanning all originals, press [Scanning finished] to start copying.

Proof Mode

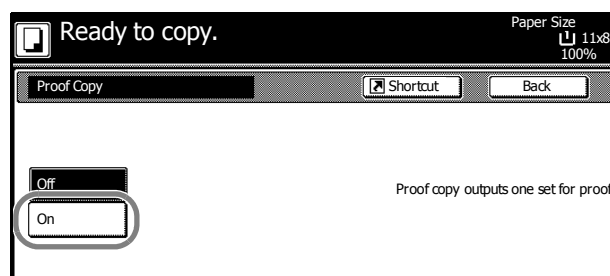
Delivers a single copy of a high-volume copy job to check before approving the job. If there are any problems with the copy, simply cancel the job to avoid wasting paper.

Follow the steps as below to check a single copy in a job.

- 1 Press [Function] and then [▼ Down].
- 2 Press [Proof Copy] ([Test Copy]).



- 3 Press [On].

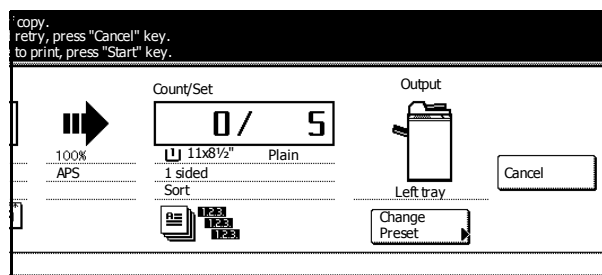


- 4 Place the originals in the document processor or on the platen. Press the **Start** key to deliver a test copy.
- 5 After delivering the test copy, the confirmation screen will be displayed. The copier will remain in standby mode until the job is approved or cancelled. Check the test copy.

If it is acceptable, press the **Start** key to deliver the specified quantity.

To change the copy quantity, press [Change Preset].

If there is a problem with the copy, press [Cancel] to redo the copy settings.



Repeat Copy

Enable additional copies in the desired quantity as necessary after a copy job is completed. For confidential documents, you can set up a pass code for the use of Repeat Copy. In such a case, the correct pass code must be entered when using Repeat Copy or copies will not be delivered.

NOTE: Repeat Copy job is cleared when the main power switch is turned off.

Repeat Copy cannot be selected when using document management functions or for copies with form overlay.

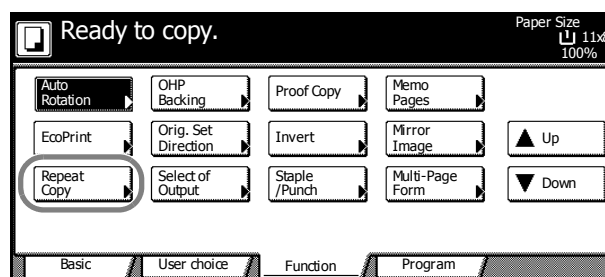
Repeat Copy is not available when the copier is equipped with the optional security kit.

Depending on your needs, you can disable repeat copying or specify as the default mode. Refer to *Enabling Repeat Copy* on page 3-16.

Preparing a Job for Repeat Copy

Follow the steps as below to prepare a job for repeat copies as needed.

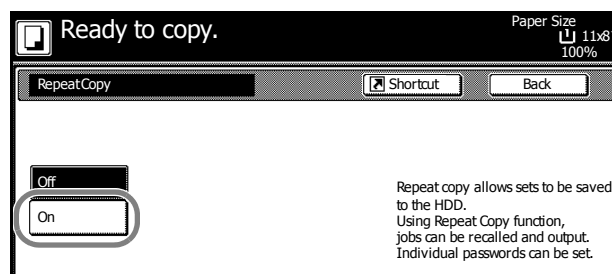
- 1 Press [Function] and then [▼ Down].
- 2 Press [Repeat Copy].



- 3 Press [On].
For confidential jobs, press [# keys] ([#-Keys]) and enter the pass code.

NOTE: Enter the pass code from 1 to 8 digits.

If you forget the pass code, Repeat Copy will be unavailable. Take note if necessary.



- 4 Place the originals in the document processor or on the platen. Press the **Start** key to start copying and register this job as a Repeat Copy job.

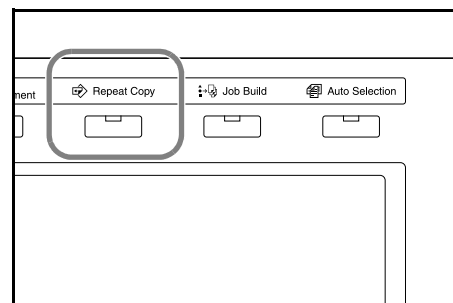
Outputting Repeat Copy Jobs

Press the **Repeat Copy** key to list the *Repeat Copy* jobs and review the list of registered jobs. You can view, print, and delete registered jobs.

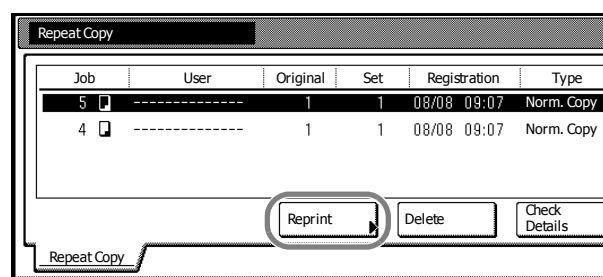
Re-Printing Jobs

Follow the steps as below to output Repeat Copy jobs again.

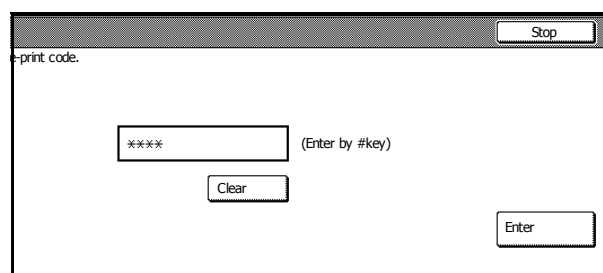
- 1 Press the **Repeat Copy** key.



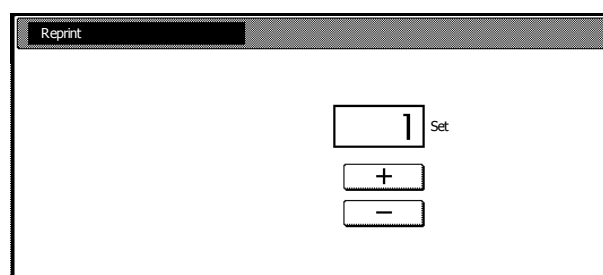
- 2 Select the job to repeat and press [Reprint].



The input screen will be displayed if you have specified a pass code. Use the numeric keys to enter the pass code and press [Enter].



- 3 Press [+] or [-] or use the numeric keys to enter the copy quantity.

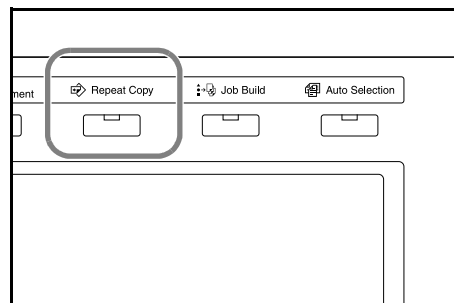


- 4 Press [Printing] to start printing.

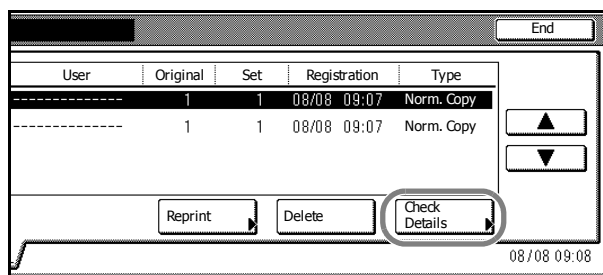
Reviewing Jobs

Follow the steps as below to check the registered Repeat Copy jobs.

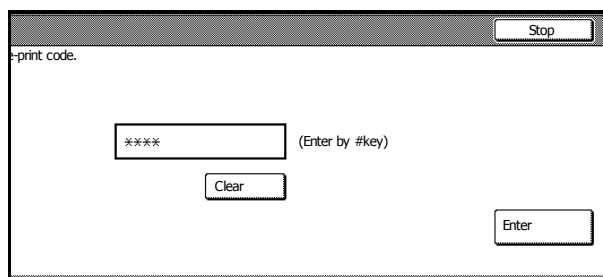
- 1 Press the **Repeat Copy** key.



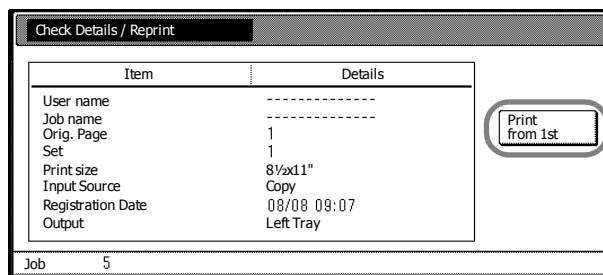
- 2 Select the job to review and press [Check Details].



An input screen will be displayed if you specified a pass code. Use the numeric keys to enter the pass code and press [Enter].



- 3 Check the job. Press [Print from 1st] ([Head Print]) to print the first page for reviewing.

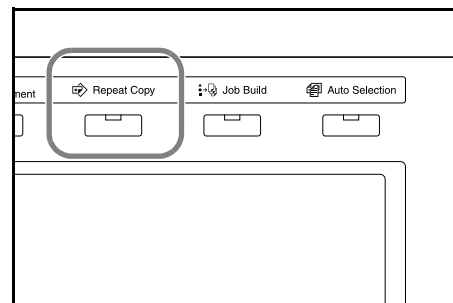


- 4 After reviewing the job, press [Close].
To review other jobs, repeat steps 2 to 4.
- 5 Press [End] to display the [Basic] screen.

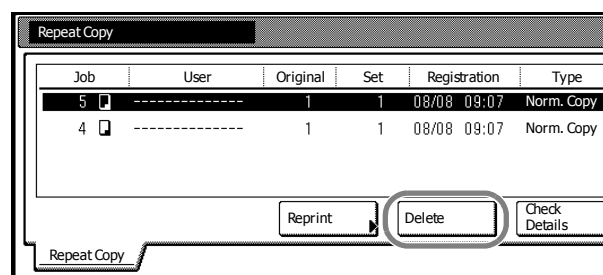
Deleting Repeat Copy Jobs

Follow the steps as below to delete registered Repeat Copy jobs.

- 1 Press the **Repeat Copy** key.



- 2 Select the job to delete and press [Delete].



- 3 Press [Yes] to delete the selected job.
To delete other jobs, repeat steps 2 and 3.
- 4 Press [End] to display the [Basic] screen.

Backing Sheets for Transparencies

When two or three transparencies are stacked on top of each other, static electricity may make them difficult to handle. This mode automatically inserts a backing sheet between transparencies for easier handling. You can copy the same image onto the backing sheet or make multiple copies from the original.

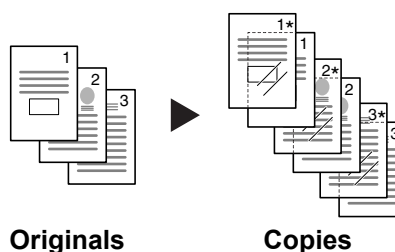
NOTE: Always use the MP tray when copying onto transparencies.

When the backing sheets for transparencies mode is selected, the paper type specified to the MP tray is automatically changed to [Transparency].

When installing the optional document finisher, you may need to specify the output destination for finished copies. For instructions, refer to *Selecting Output Destination* on page 3-29.

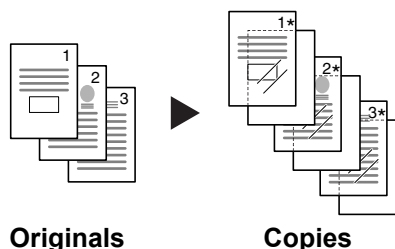
Copying on Backing Sheets

Copies the same image as the transparency onto the backing sheet. (In the figure, the asterisk indicates transparencies.)



Blank Backing Sheets

Supplies a blank backing sheet after copying to a transparency. (In the figure, the asterisk indicates transparencies.)



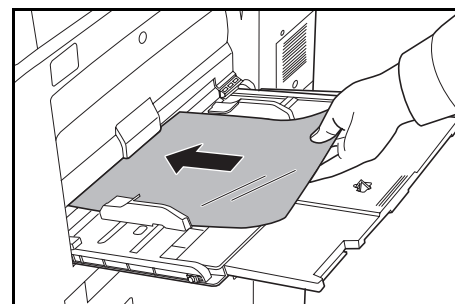
Follow the steps as below to produce backing sheets for transparencies.

- 1 Place the originals in the document processor or on the platen.
- 2 Load transparencies in the MP tray.

IMPORTANT: Fan through the transparencies before loading them.

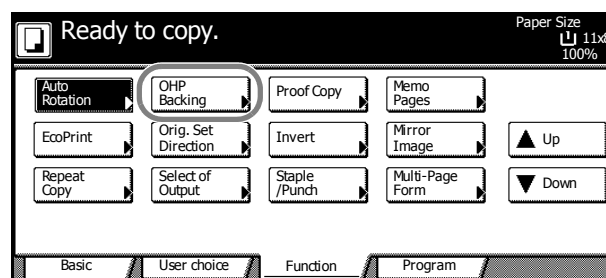
Up to 25 transparencies can be loaded at one time.

Be sure that paper of the same size and orientation as the transparencies is loaded.

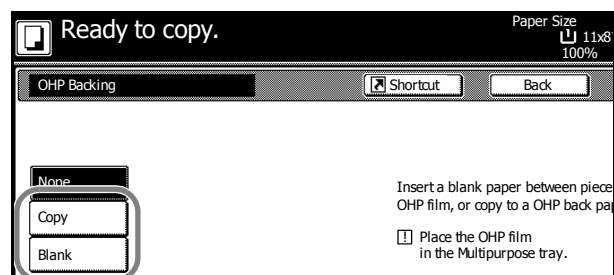


- 3 Press [Function] and then [▼ Down].

- 4 Press [OHP Backing] ([OHP Back]).



- 5 Press [Copy] or [Blank].



- 6 Press the **Start** key to start copying.

Auto Rotation

Automatically rotates the image when the sizes of the original and the loaded paper matches but the orientations are different. The images will be rotated 90° counter-clockwise prior to copying.

NOTE: You can select Auto Rotation as the default mode. Refer to *Selecting Auto Rotation* on page 3-14.

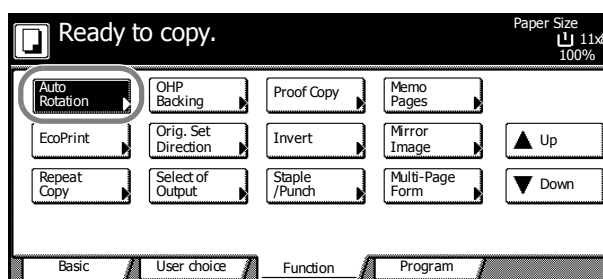
The following paper sizes can be used in Auto Rotation mode.

Supported Paper Sizes	
Inch models	11 × 8 1/2", 8 1/2 × 11" and 5 1/2 × 8 1/2"
Metric models	A4, A4R, B5, B5R, A5R, B6R, A6R and 16K

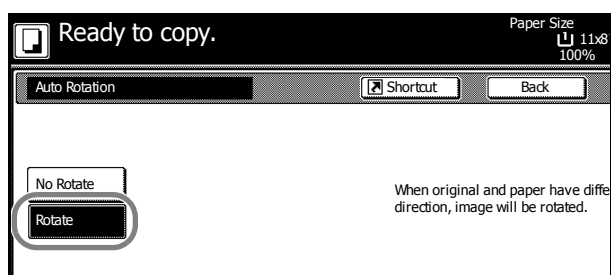
Follow the steps as below for automatic rotation.

1 Press [Function] and then [▼ Down].

2 Press [Auto Rotation].



3 Press [Rotate] to specify automatic rotation.



Output Destination

Particular trays of the document finisher or multi-job tray can be specified as the output destination for completed copies.

Destination	Description
Auto	Copies are sent to an empty tray. If multiple trays are empty, copies are sent to the bottom tray first and higher trays thereafter.
Tray A	Sent to the tray A of the document finisher.
Tray B	Sent to the tray B of the document finisher. This tray cannot be specified when the multi-job tray is installed.
Tray 1	Sent to the tray 1 (the first tray) of the multi-job tray.
Tray 2	Sent to the tray 2 (the second tray) of the multi-job tray.
Tray 3	Sent to the tray 3 (the third tray) of the multi-job tray.
Tray 4	Sent to the tray 4 (the fourth tray) of the multi-job tray.
Tray 5	Sent to the tray 5 (the fifth tray) of the multi-job tray.

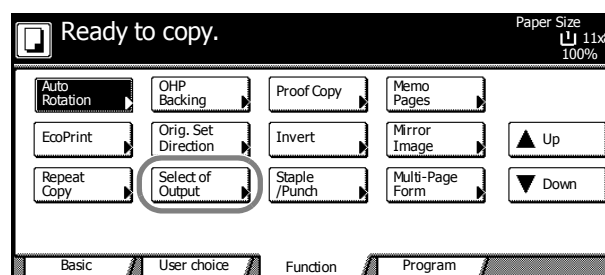
NOTE: Requires the optional document finisher and multi-job tray.

You can change the default destination for copies. Refer to *Selecting Output Destination* on page 3-29 for details.

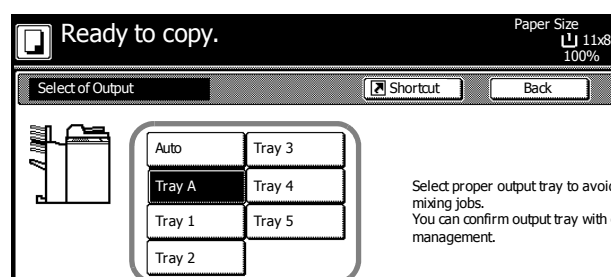
You can check the record of where completed jobs were sent. Refer to *Output Management Functions* on page 2-16 for details.

Follow the steps as below to select the output destination.

- 1 Press [Function] and then [▼ Down].
- 2 Press [Select of Output].



- 3 Select the output destination for finished copies.



- 4 Place the originals in the document processor or on the platen. Press the **Start** key to start copying.

EcoPrint Mode

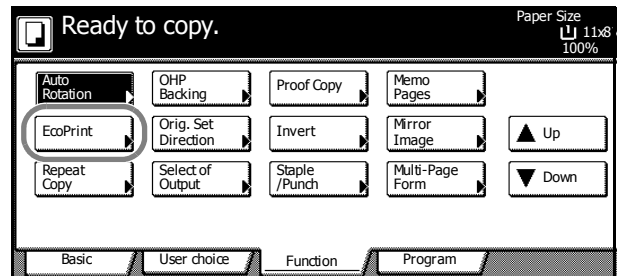
Helps reduce the toner used for copies. Use this mode when high-quality copying is not required (e.g., when making test copies).

NOTE: Copies in this mode are somewhat lighter.

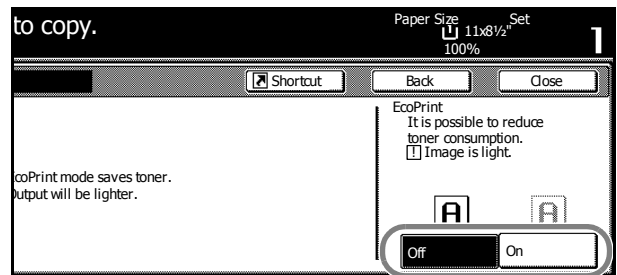
Follow the steps as below for EcoPrint mode.

1 Press [Function] and then [▼ Down].

2 Press [EcoPrint].



3 Press [On] to activate EcoPrint mode.



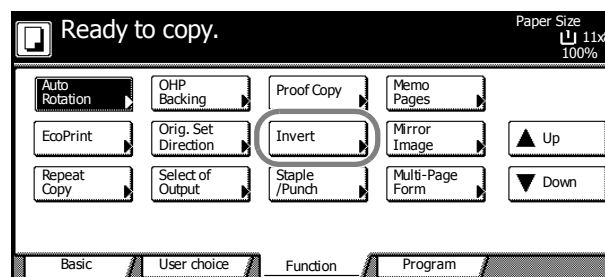
Inverted Copying

Inverts black and white portions of the image for copying.

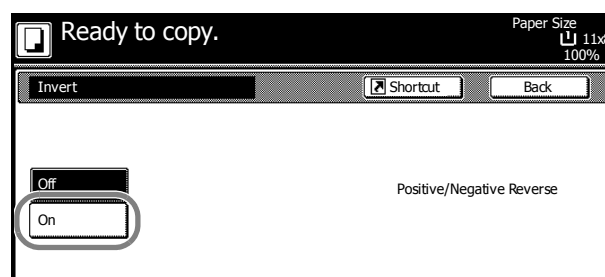
Follow the steps as below for inverted copying.

1 Press [Function] and then [▼ Down].

2 Press [Invert].



3 Press [On] to specify inverted copying.

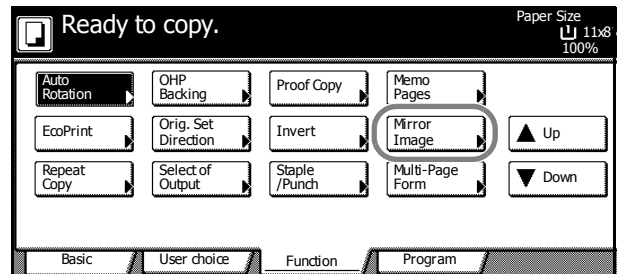


Mirror Image

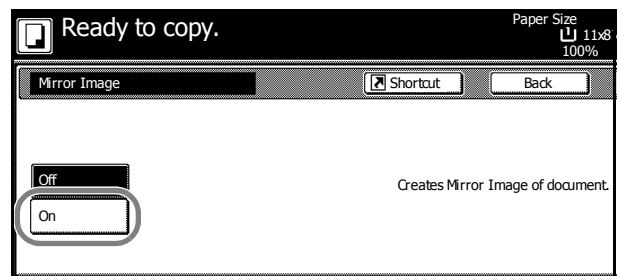
Copies the mirrored images of the original.

Follow the steps as below for mirror image copying.

- 1 Press [Function] and then [▼ Down].
- 2 Press [Mirror Image].



- 3 Press [On] to specify mirror image copying.



Auto Selection Mode

Using the document processor, scans originals of different sizes for automatic copying onto paper sizes matching each original.

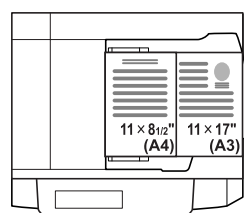
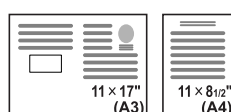
NOTE: In this mode, up to 30 originals of different sizes can be placed in the document processor at the same time.

Originals of the Same Width

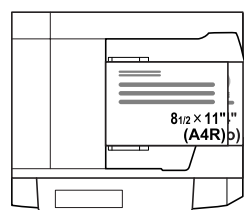
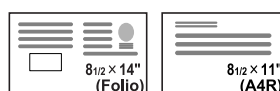
Place all originals of the same width.

The supported combinations of originals are as follows.

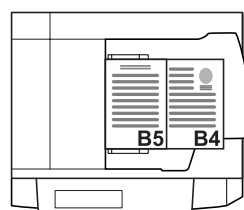
- 11 × 17" and 11 × 8 1/2" (A3 and A4)



- 8 1/2 × 14" and 8 1/2 × 11" (Folio and A4R)



- B4 and B5



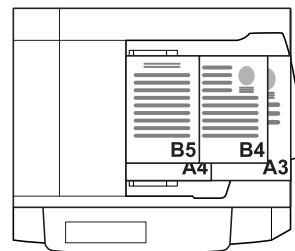
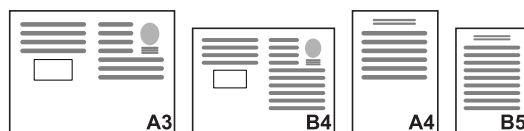
Originals of Different Widths

Place all originals of different widths.

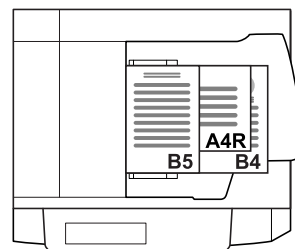
NOTE: This setting is only available for metric models.

The supported combinations of originals are as follows.

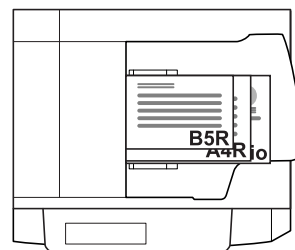
- A3, B4, A4 and B5



- B4, A4R and B5



- Folio, A4R and B5R



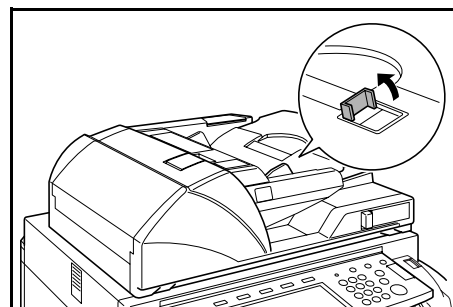
NOTE: Place originals flush against the document width guide toward the back of the copier.

IMPORTANT: When placing the originals of different width, be sure to place the edge of originals flush against the document width guide toward the back of the copier. Failure to place originals correctly may result in copying errors.

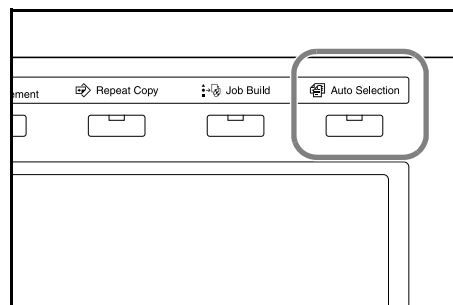
Follow the steps as below for automatic paper selection.

- 1 Place originals in the document processor.

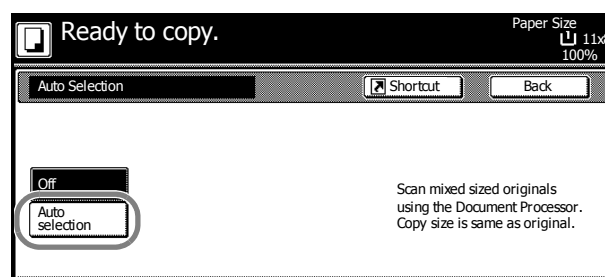
IMPORTANT: When placing the originals of different widths, be sure to flip up the original guide on the document processor.



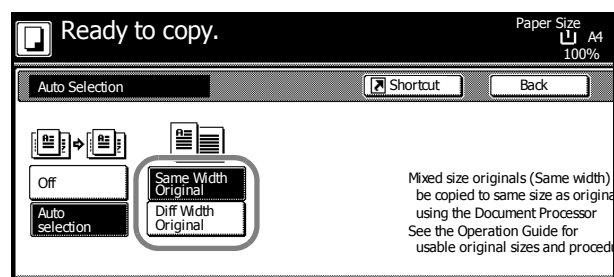
- 2 Press the **Auto Selection** key.



- 3 Press [Auto selection].



- 4 On metric models, press the [Same Width Original] or [Diff Width Original] key.



- 5 Press the **Start** key to start copying.

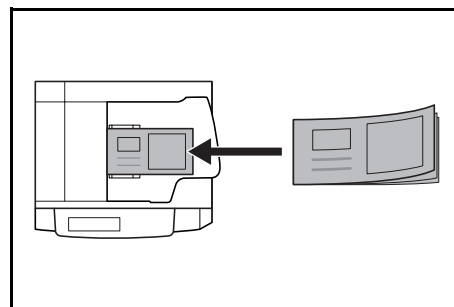
NOTE: When copying the originals of different widths, the reading speed of the document processor becomes slower than as usual to read the originals accurately.

Multi-Page Forms

Using the document processor, multiple originals bound together, such as accounting forms, are scanned as a single original.

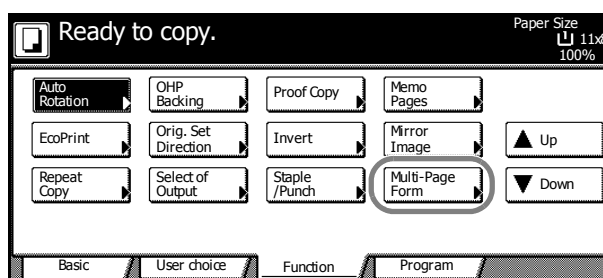
NOTE: Place the original forms one by one in the document processor.

Insert originals binding side first in the document processor.

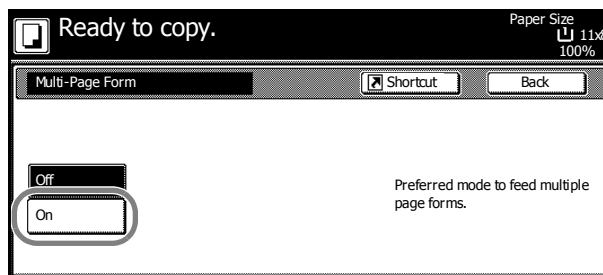


Follow the steps as below to copy multi-page forms.

- 1 Place an original in the document processor.
- 2 Press [Function] and then [▼ Down].
- 3 Press [Multi-Page Form] ([Multi-Page Form]).



- 4 Press [On].



- 5 Press the **Start** key.
Place the next original and press the **Start** key. Repeat these steps to scan the remaining originals.

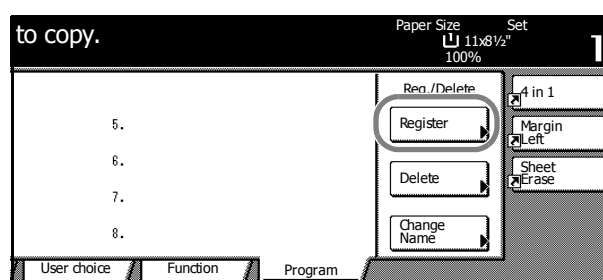
Programmed Copying

Registers combinations of up to eight copy modes and functions displayed on the operation panel as a single program. After registering sets of frequently used functions as a single program, you can simply press the program number as needed to recall those functions. You can also name the programs to identify them.

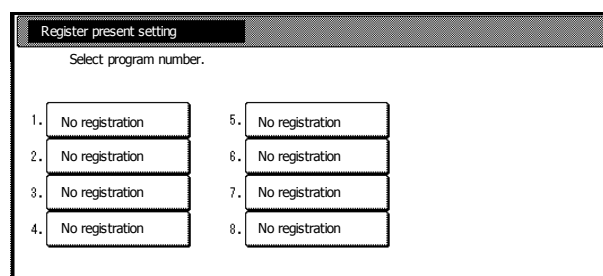
Registering Programs

Follow the steps as below to register programs.

- 1 Access the copy mode to register (e.g., five sets of copies, Sort mode, or Margin mode) and press [Program].
- 2 Press [Register].

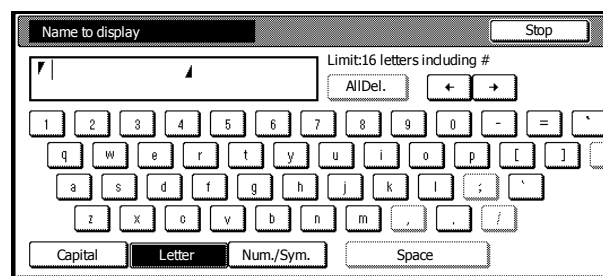


- 3 Press a number (1 to 8) for the program number.

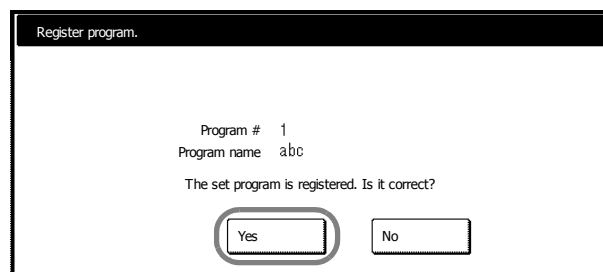


- 4 Enter the program name and press [End].

NOTE: For instructions on entering characters, refer to *Entering Characters on Touch Panel* on page 3-55.



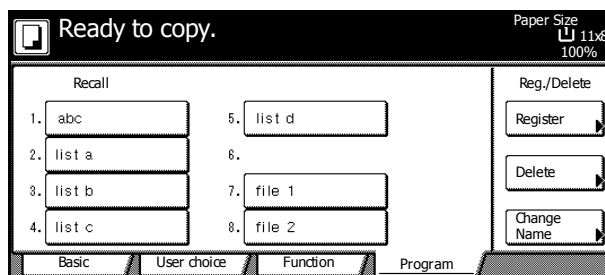
- 5 Press [Yes] to register the program.



Using Programs to Copy

Follow the steps as below to copy using registered programs.

- 1 Press [Program].
- 2 Press the program number (1 to 8) to recall the program.

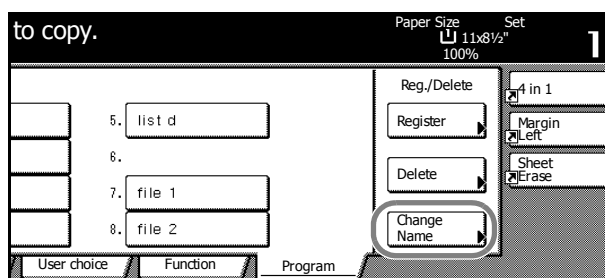


- 3 Place the originals in the document processor or on the platen and press the **Start** key to copy using the program as it was created.

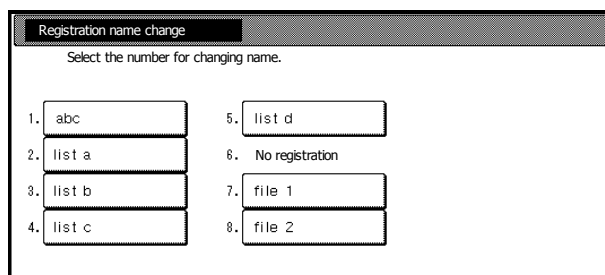
Editing Program Names

Follow the steps as below to rename programs.

- 1 Press [Program].
- 2 Press [Change Name].

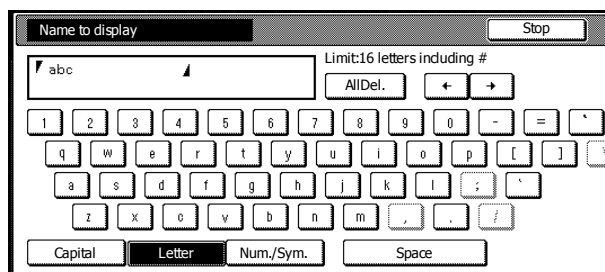


- 3 Press the number (1 to 8) of the program to rename.



- 4 Enter the new program name and press [End] to register the program with the new name.

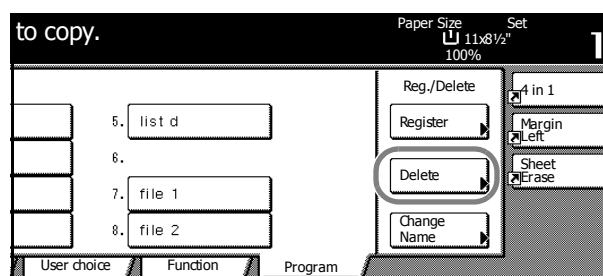
NOTE: For instructions on entering characters, refer to *Entering Characters on Touch Panel* on page 3-55.



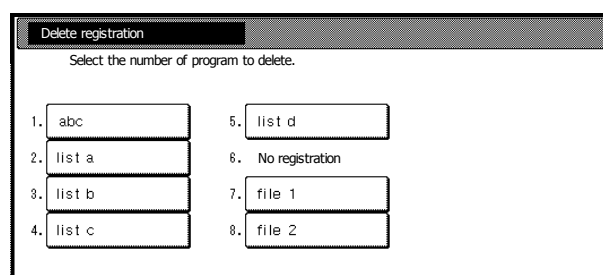
Deleting Programs

Follow the steps as below to delete programs.

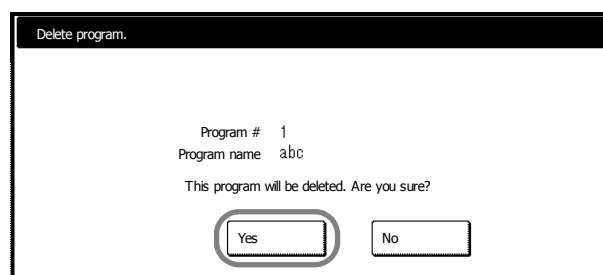
- 1 Press [Program].
- 2 Press [Delete].



- 3 Press the number (1 to 8) of the program to delete.



- 4 Press [Yes] to delete the program.



Assigning Register Keys

Assigns three frequently used functions listed on the [Function] screen to register keys. You can also assign functions on the [Basic] screen and the [User choice] screen.

Assigning Register Keys

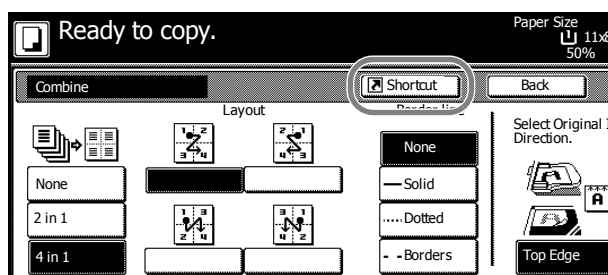
Follow the steps as below to assign register keys.

NOTE: Assigning register keys requires that registered buttons be displayed. Refer to *Enabling [Shortcut] ([Register]) Key* on page 3-18.

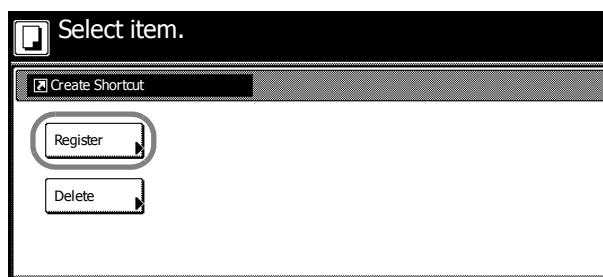
- 1 Display the functions you want to assign to keys.

- 2 Press [Shortcut] ([Register]).

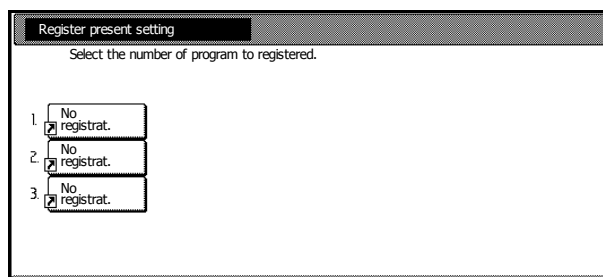
NOTE: Functions for which [Shortcut] ([Register]) is displayed may be assigned register keys.



- 3 Press [Register].

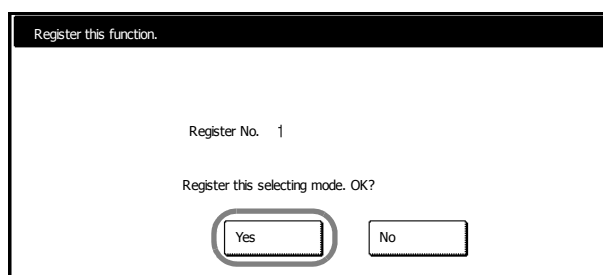


- 4 Press a number (1 to 3) to register the function.



- 5 Press [Yes].

The registered register keys will be displayed at the right of the [Basic] screen.

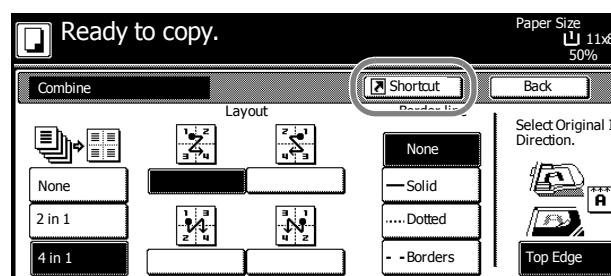


Deleting Register Keys

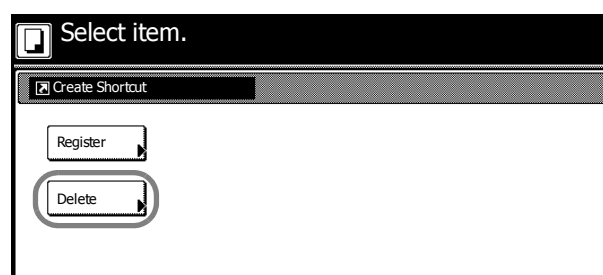
Follow the steps as below to delete register keys.

- 1 Press a registered register key to display the assigned function.

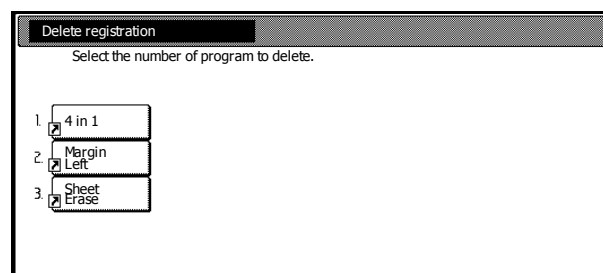
- 2 Press [Shortcut] ([Register]) to display *Create Shortcut (Register)*.



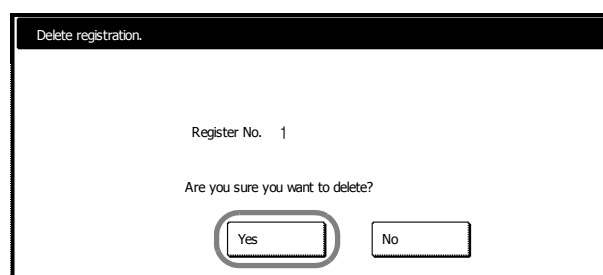
- 3 Press [Delete].



- 4 Press the number (1 to 3) of the function to delete.



- 5 Press [Yes] to delete the register key.



Programming Multi-Part Jobs

Using job build, individual sets of originals are scanned in separate steps for a single copy job. In each step of the scanning process you can specify different settings (such as zooming and border erase) and you can specify different types of originals. Other examples include inserting a blank sheet between sets of copies from each step and specifying a front cover page during a duplexing step.

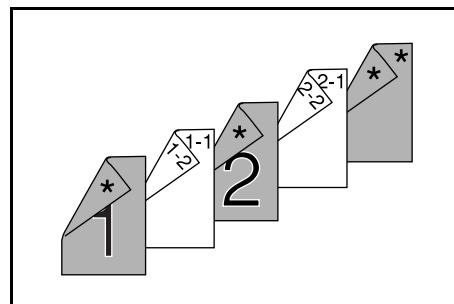
Job Build Procedure

This procedure describes how to use job build for the following example.

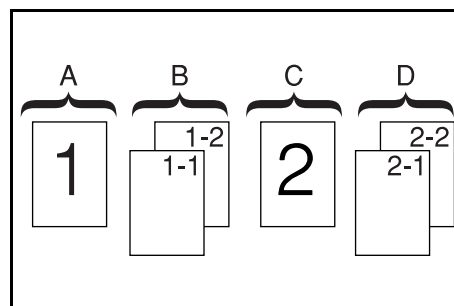
Example

<Finished Copies>

In the figure, pages with asterisks indicate blank sheets.



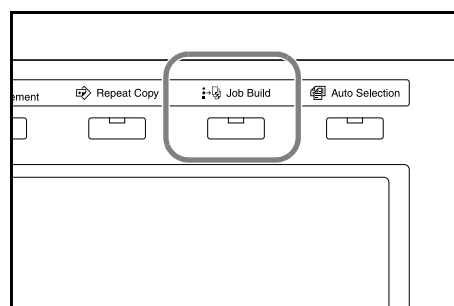
<Originals>



NOTE: For the preparation of this job, colored paper for the cover is loaded in the MP tray and standard paper is loaded in the cassette 1.

Step 1: Display the *Job Build* screen

- 1 Press the **Job Build** key.



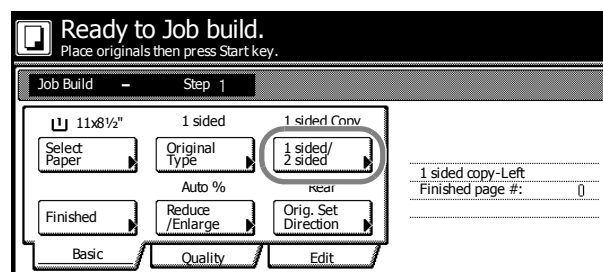
Complete the Settings Common to All Steps

Specify Duplexing and Repeat Copy.

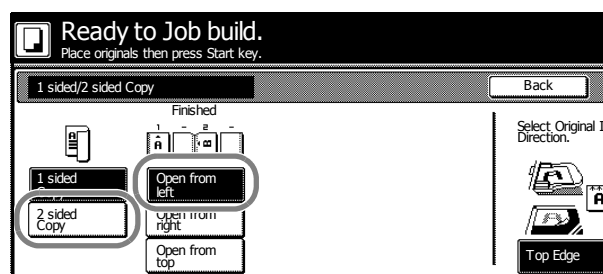
NOTE: Repeat Copy is used to enable additional copies later.

A variety of other settings and functions are available besides those shown in this example. Refer to *Specifying Copy Functions* on page 1-67 for details.

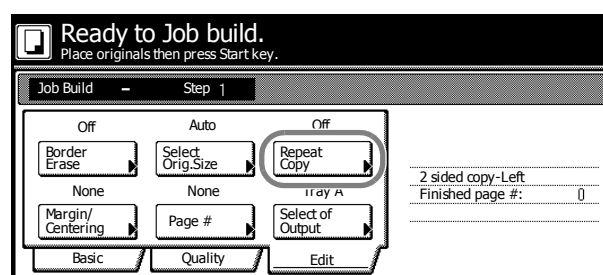
- 2 Press [1 sided/2 sided] ([1-sided/2-sided]).



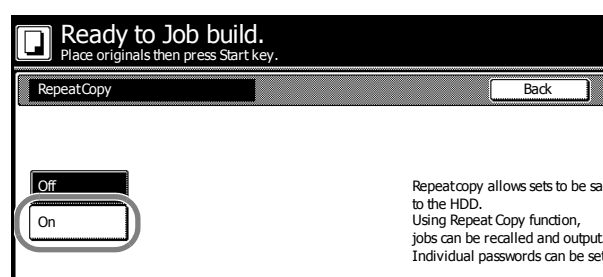
- 3 Press [2 sided Copy] ([2-sided Copy]) and [Open from left] ([Left binding]). Press [Close] to return to the screen of step 2.



- 4 Press [Edit]. On the next screen, press [Repeat Copy].



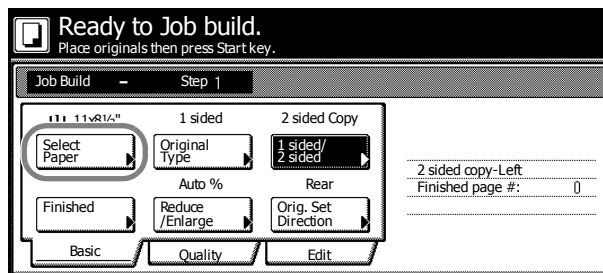
- 5 Press [On]. Press [Close] to return to the screen of step 4.



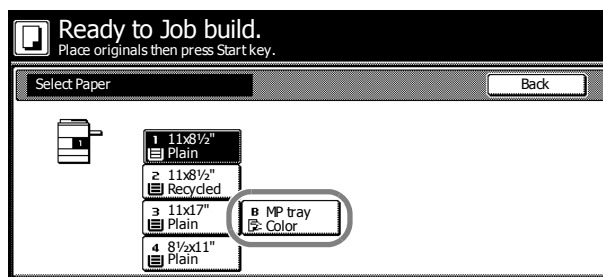
Complete the settings for original A

Specify the MP tray (for colored paper) for the paper selection setting.

- 6 Press [Basic]. On the next screen, press [Select Paper].



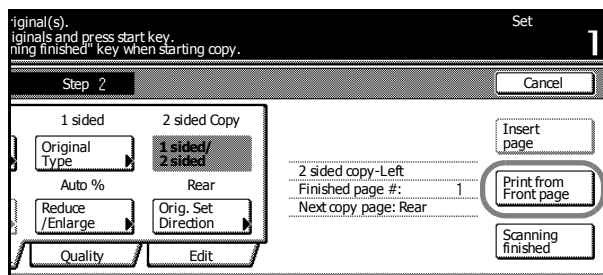
- 7 Select the MP tray. Press [Close] to return to the screen of step 6.



- 8 Place original A and press the **Start** key to start scanning.

Step 2: Specify that the back of original A will be left blank.

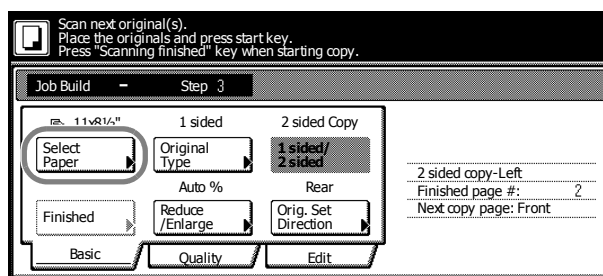
- 9 Press [Print from Front page].
This setting leaves the back blank and starts copying on the next sheet.



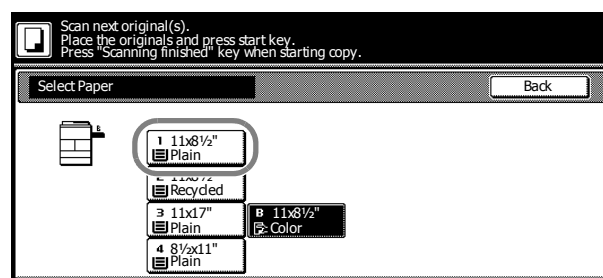
Step 3: Complete the settings for original B.

Specify the cassette 1 (for standard paper) for the paper selection setting.

- 10 Press [Select Paper].



- 11 Select the cassette 1. Press [Close] to return to the screen of step 10.

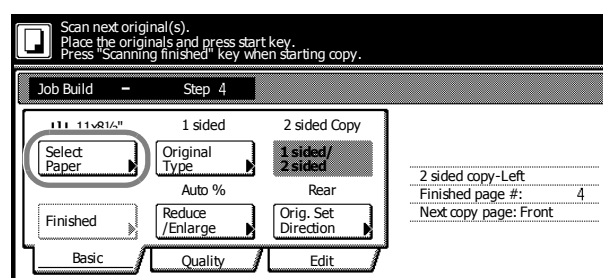


- 12 Place original B and press the **Start** key to start scanning.

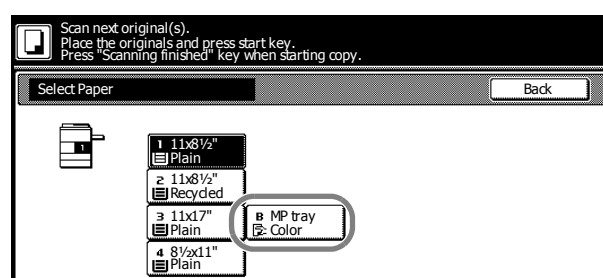
Step 4: Complete the settings for original C.

Specify the MP tray (for colored paper) for the paper selection setting.

- 13 Press [Select Paper].



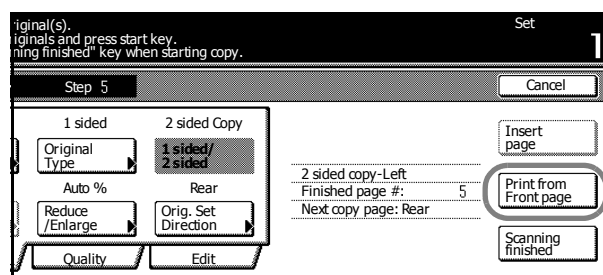
- 14 Select the MP tray. Press [Close] to return to the screen of step 13.



- 15 Place original C and press the **Start** key to start scanning.

Step 5: Specify that the back of original C will be left blank.

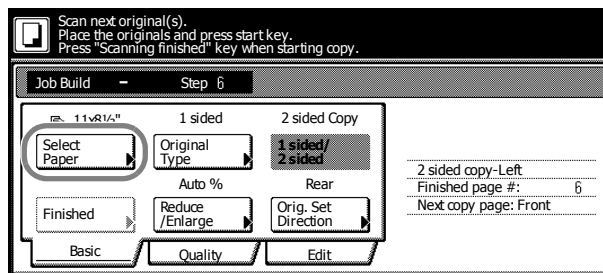
- 16 Press [Print from Front page].
This setting leaves the back blank and starts copying on the next sheet.



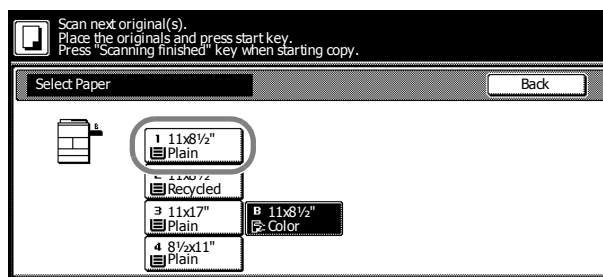
Step 6: Complete the settings for original D.

Specify the cassette 1 (for standard paper) for the paper selection setting.

- 17 Press [Select Paper].



- 18 Select the cassette 1. Press [Close] to return to the screen of step 17.

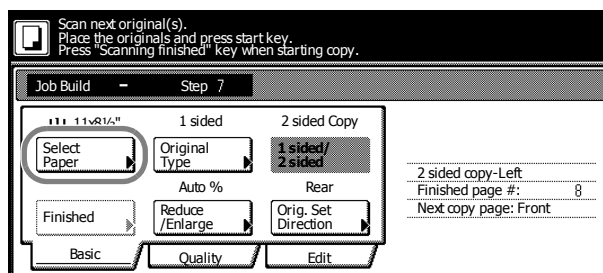


- 19 Place original D and press the **Start** key to start scanning.

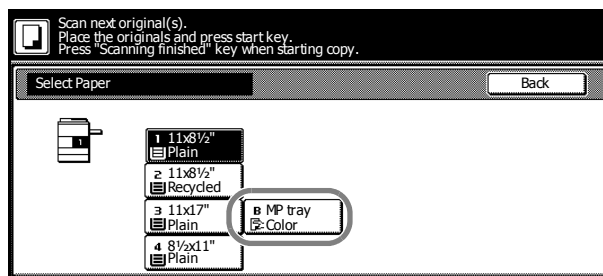
Step 7: Specify blank colored paper for the back cover.

Specify the MP tray (for colored paper) for the paper selection setting.

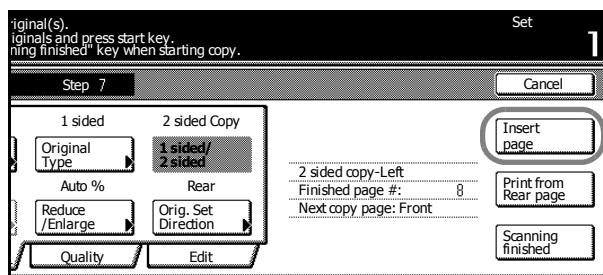
- 20 Press [Select Paper].



- 21 Select the MP tray. Press [Close] to return to the screen of step 20.



- 22 Press [Insert page] ([Insert blank page]).



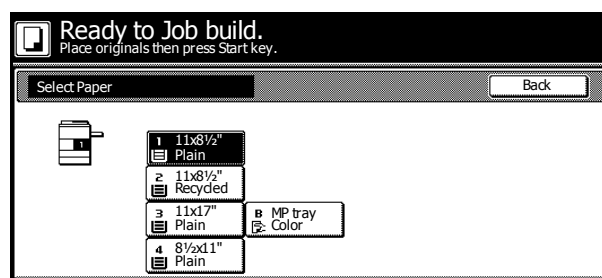
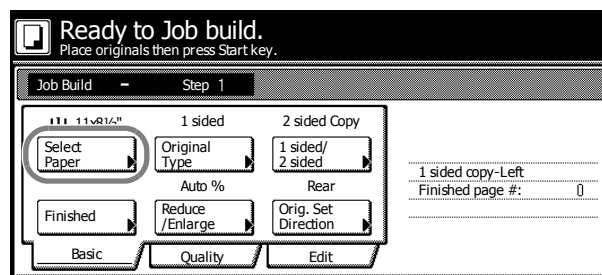
- 23 All originals have been scanned. Press [Scanning finished] to start the job.
- 24 If there are no problems with the accomplished copies, you can use Repeat Copy to produce additional copies in the desired quantity as needed. Refer to *Repeat Copy* on page 1-42 for details.
You are now completed programming a copy job with job build.

Specifying Copy Functions

Paper Selection

Select the paper size as follows.

- 1 On the [Basic] screen, press [Select Paper].
- 2 Select the MP tray or a cassette and press [Close].



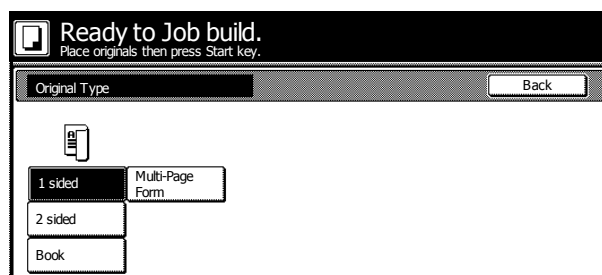
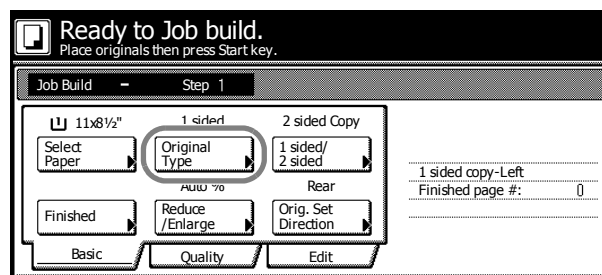
Types of Originals

Select originals that are one-sided or two-sided, have facing pages like books or magazines, or are like multi-page business forms.

- 1 On the [Basic] screen, press [Original Type].
- 2 Based on the originals to be placed, select [1 sided] ([1-sided]), [2 sided] ([2-sided]), [Book], or [Multi-Page Form] ([Multi-Page Forme]).

NOTE: When selecting [2 sided] ([2-sided]), check the binding direction and be sure that the originals are placed in the correct orientation.

When selecting [Book], be sure that the binding direction is correct.



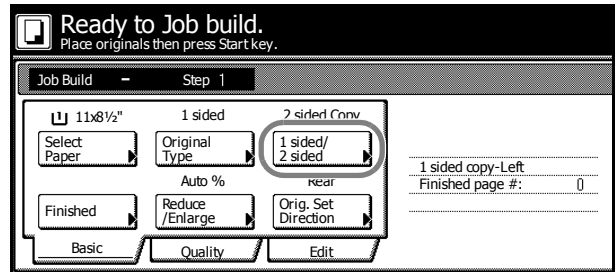
- 3 Press [Close].

One-Sided Copying or Duplexing

Select one-sided copying or duplexing as follows.

- 1 On the [Basic] screen, press [1 sided/2 sided] ([1-sided/2-sided]).

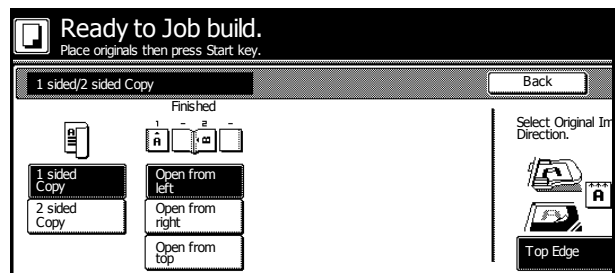
NOTE: The setting for one-sided copying or duplexing applies to all other steps. Simply complete this setting once as an initial step.



- 2 Press [1 sided Copy] ([1-sided Copy]) or [2 sided Copy] ([2-sided Copy]) and select the binding direction.

Follow the instructions on the right side of the touch panel and confirm the orientation of the originals.

NOTE: Failure to place originals correctly may result in copying errors.



- 3 Press [Close].

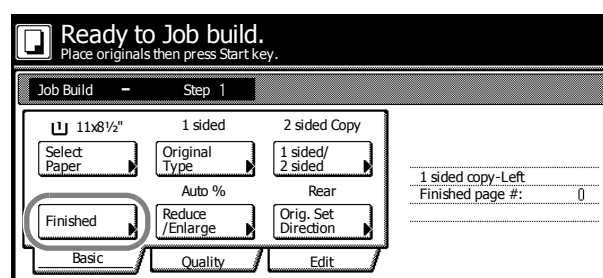
Processing of Finished Copies

Specify stacking of accomplished copies as follows. If your copier is equipped with the optional document finisher, you can also specify stapling or hole punching.

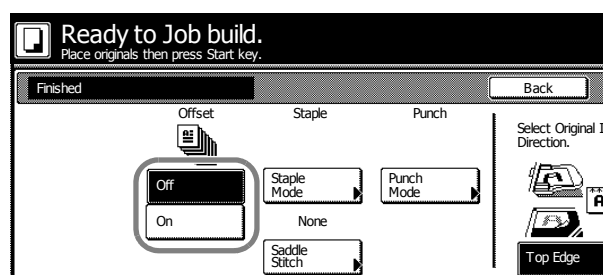
Function	Optional Equipment	Description
Stacking	Document finisher: None	Each completed set is rotated 90° before stacking.
	Document finisher: Installed	Stacked by the document finisher.
Stapling	Document finisher: None	Stapling is not available.
	Document finisher: Installed	Stapling is available.
Center margin stapling	Document finisher: None	Center margin stapling is not available.
	Document finisher: Installed Folding unit: None	Center margin stapling is available.
	Document finisher: Installed Folding unit: Installed	Center margin stapling as well as center margin with center folding is available.
Punching	Document finisher: None	Punching not is available.
	Document finisher: Installed Punching unit: Installed	Punching is available.

- 1 On the [Basic] screen, press [Finished].

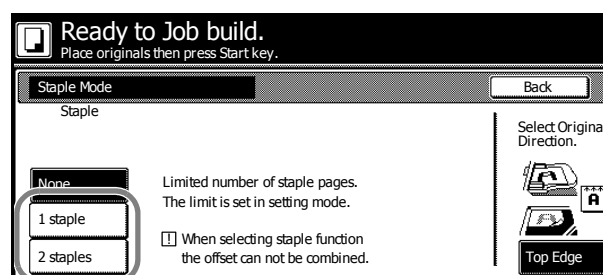
NOTE: The finishing settings apply to all other steps. Simply complete this setting once as an initial step.



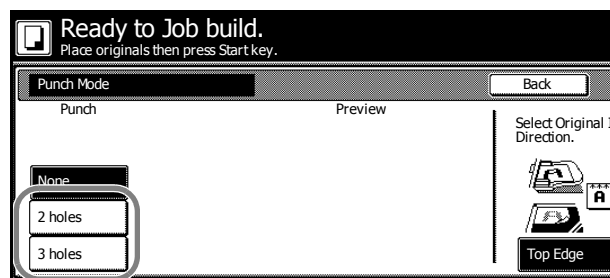
- 2 For finishing, press [On] ([1 set] or [Output each page]) or [Off]. Refer to *Offset Mode* on page 1-10 for details.



For stapling, press [Staple Mode] and complete the settings. Refer to *Stapling* on page 1-11 for details.



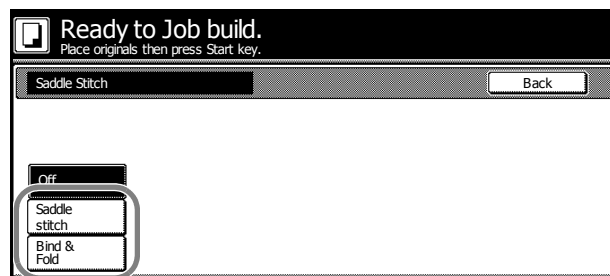
For hole punching, press [Punch Mode] and complete the settings. Refer to *Punching* on page 1-13 for details.



For center margin stapling, press [Saddle Stitch] ([Center Staple]) and complete the settings.

For center margin stapling, press [Saddle stitch].

For center margin stapling with center folding, press [Bind & Fold].



- 3 Follow the instructions at the right of the touch panel and confirm the orientation of the placed originals.

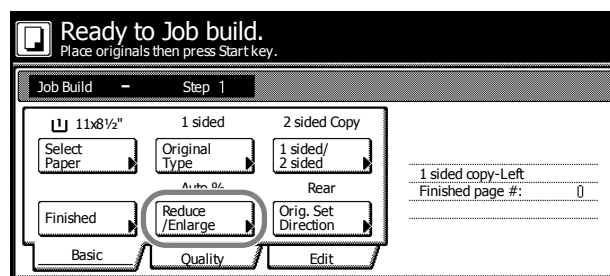
NOTE: Failure to place originals correctly may result in copying errors.

- 4 Press [Close].

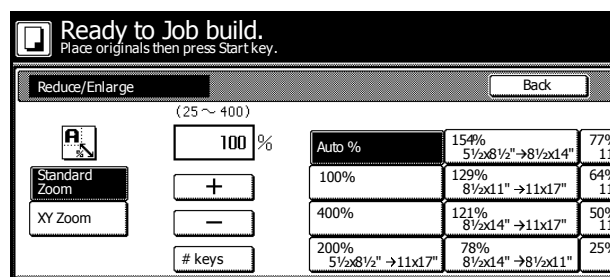
Reducing/Enlarging

Select the desired magnification as follows.

- 1 On the [Basic] screen, press [Reduce/Enlarge].



- 2 Select the desired magnification.
For instructions on reducing/enlarging, refer to *Reducing/Enlarging* in Chapter 3 of the *Operation Guide* for details.

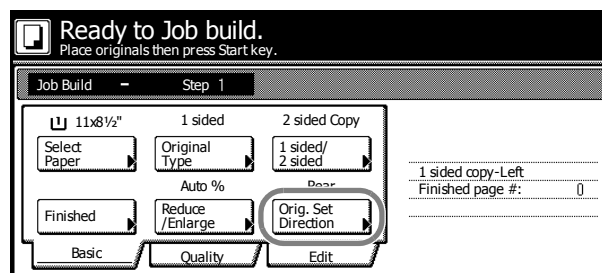


- 3 Press [Close].

Original Orientation

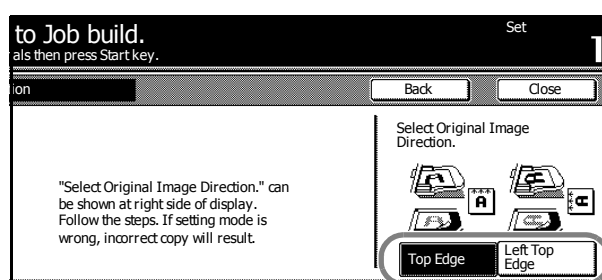
Specify the original orientation as follows.

- 1 On the [Basic] screen, press [Orig. Set Direction].



- 2 Based on the original orientation, press [Top Edge] ([Back Edge]) or [Left Top Edge] ([Left top corner]).

NOTE: Failure to place originals correctly may result in copying errors.

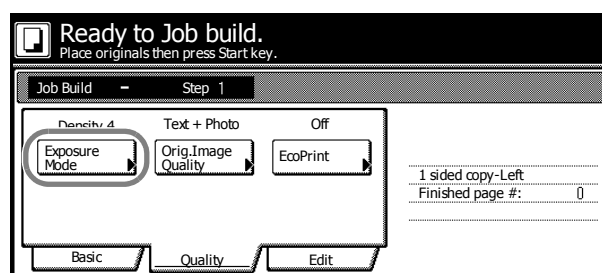


- 3 Press [Close].

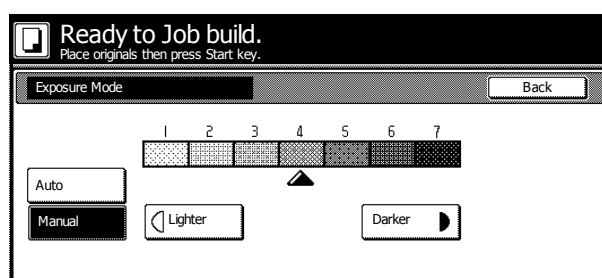
Exposure Level

Specify the copy exposure level as follows.

- 1 Press [Quality]. On the next screen, press [Exposure Mode].



- 2 For automatic exposure adjustment, press [Auto]. To adjust the exposure manually, press [Manual]. Next, press [Lighter] or [Darker] to adjust the exposure.

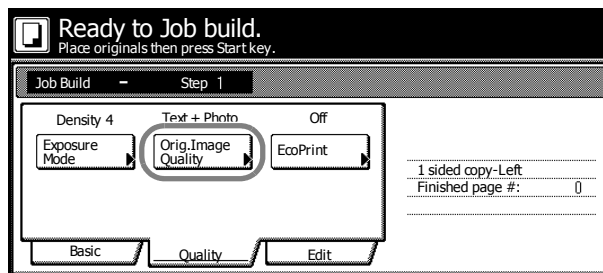


- 3 Press [Close].

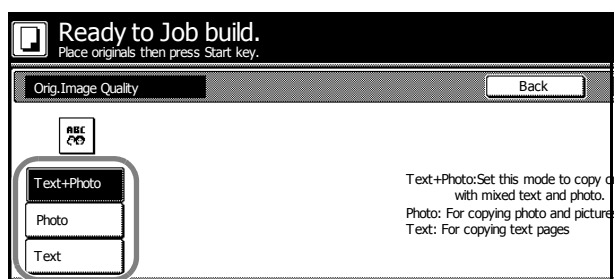
Original Quality

Specify the Image Quality mode to match the type of original as follows.

- 1 Press [Quality]. On the next screen, press [Orig. Image Quality] ([Image Quality]).



- 2 Select the Image Quality mode from [Text+Photo], [Photo] and [Text].



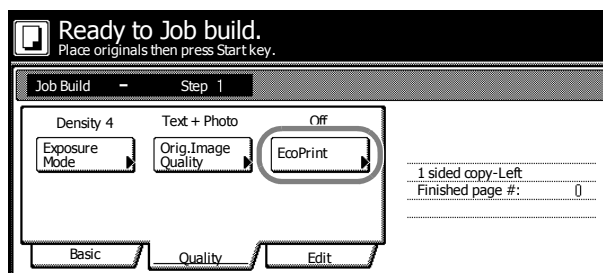
- 3 Press [Close].

EcoPrint

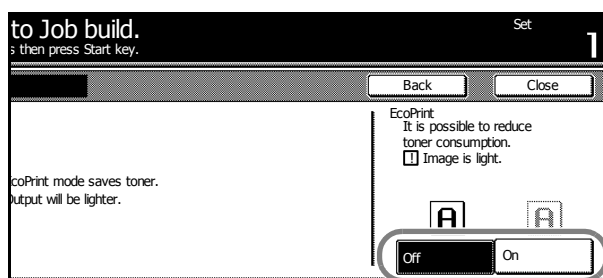
To economize toner, specify EcoPrint as follows.

- 1 Press [Quality]. On the next screen, press [EcoPrint].

NOTE: The setting for EcoPrint applies to all other steps. Simply complete this setting once as an initial step.



- 2 Press [On] to activate EcoPrint.

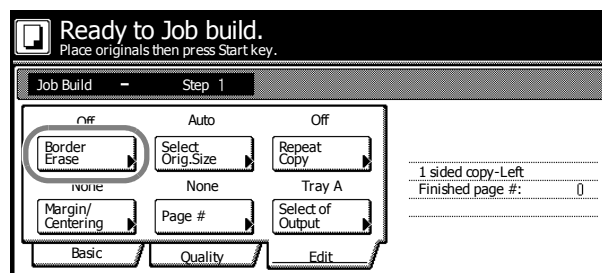


- 3 Press [Close].

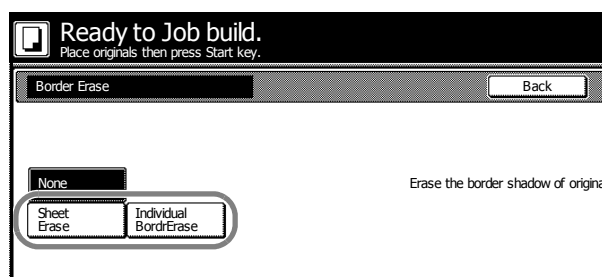
Border Erase

Prevents the appearance of shadows from around the edges of originals.

- 1 Press [Edit]. On the next screen, press [Border Erase] ([Erase Mode]).



- 2 Press [Sheet Erase] ([Border Erase]) or [Individual BordenErse] ([Individual Erase Mode]) and specify the border width to erase. Refer to *Border Erase* on page 1-21 for details.

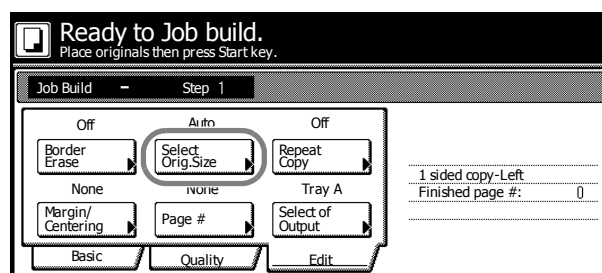


- 3 Press [Close].

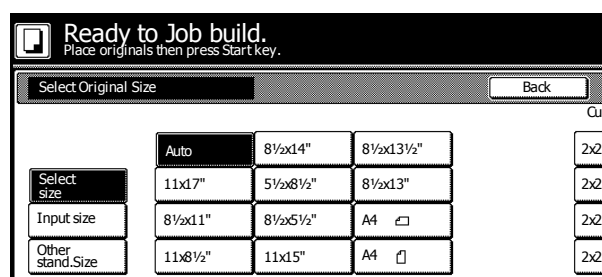
Original Size

Specify the original size as follows.

- 1 Press [Edit]. On the next screen, press [Select Orig.Size] ([Select Size Orig.]).



- 2 Select the original size. Refer to *Original Size* on page 1-3 for details.



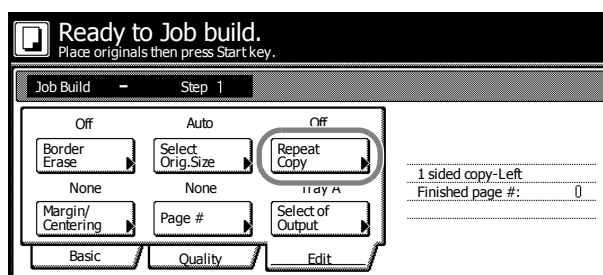
- 3 Press [Close].

Repeat Copy

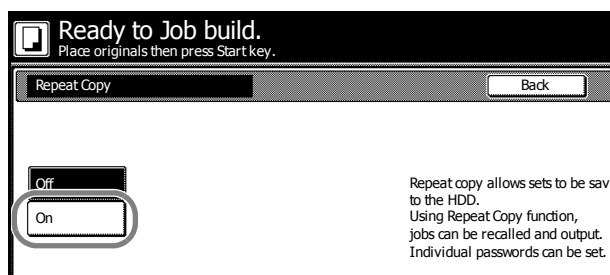
Specify Repeat Copy as follows. Use Repeat Copy to enable the production of additional copies as needed after a copy job is completed.

- 1 Press [Edit]. On the next screen, press [Repeat Copy].

NOTE: The Repeat Copy setting applies to all other steps. Simply complete this setting once as an initial step.



- 2 Press [On] to activate Repeat Copy. Refer to *Repeat Copy* on page 1-42 for details.



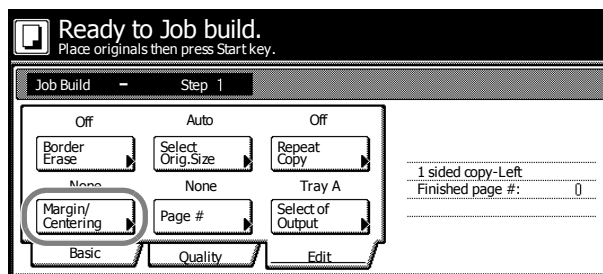
- 3 Press [Close].

Margin Mode and Centering Originals

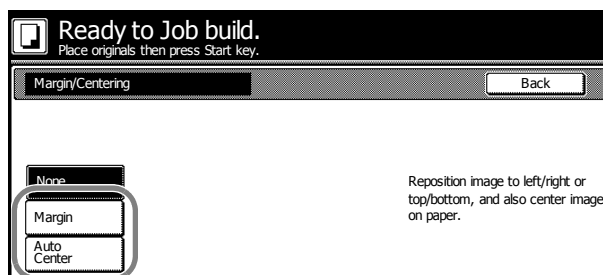
Specify the Margin mode and centering of originals as follows.

- 1 Press [Edit]. On the next screen, press [Margin/Centering] ([Margin/Imag.Shift]).

NOTE: The Margin mode and centering settings apply to all other steps. Simply complete this setting once as an initial step.



- 2 Press [Margin] or [Auto Center] ([Image shift]). For details, refer to *Margin Mode* on page 1-18 or *Centering Originals* on page 1-20.



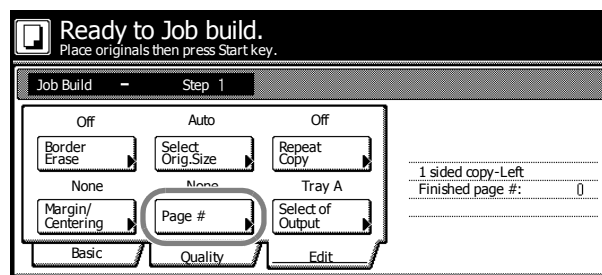
- 3 Press [Close].

Page Numbering

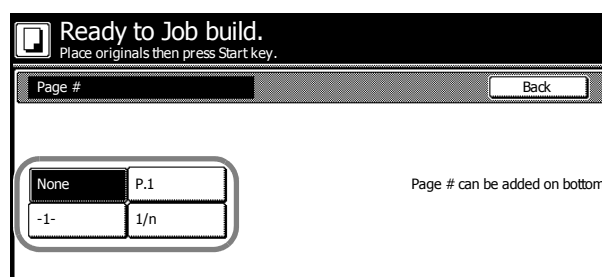
Specify page numbering in the sequence of originals as follows.

- 1 Press [Edit]. On the next screen, press [Page #] ([Page numbering]).

NOTE: The page numbering setting applies to all other steps. Simply complete this setting once as an initial step.



- 2 For instructions on page numbering, refer to *Page Numbering* on page 1-25.



- 3 Press [Close] to return to the screen of step 1.

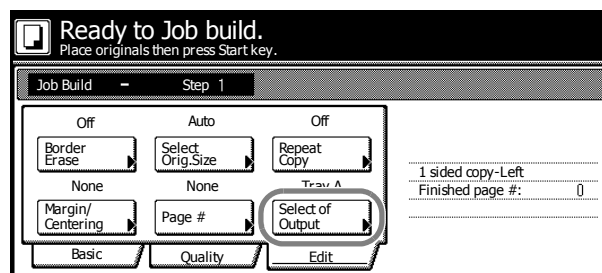
Output Destination

Specify the optional document finisher or multi-job tray as the output destination as follows.

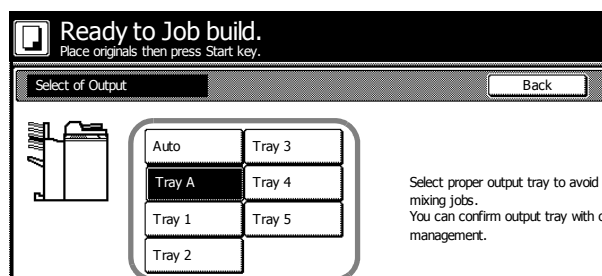
- 1 Press [Edit]. On the next screen, press [Select of Output].

NOTE: The option to select the output destination is displayed only if the copier is equipped with the optional document finisher or multi-job tray.

The output destination setting applies to all other steps. Simply complete this setting once as an initial step.



- 2 Specify the output destination. Refer to *Output Destination* on page 1-49 for details.



- 3 Press [Close].

2 Document and Output Management Functions

This chapter explains the functions used for managing original documents as well as jobs during and after copying.

- Document Management Functions...2-2
- Output Management Functions...2-16

Document Management Functions

Overview of Document Management Functions

Document management functions enable you to store documents (i.e., scanned images of originals) on the copier's hard disk for printing later.

Documents are assigned to different 'boxes', the document storage areas, depending on the functions to be used. Stored documents are accessible from the boxes where they are kept until deleted.

The following boxes are available.

Box	Description	Reference Page
Form Box	For storage of forms used for form overlay (refer to page 1-30).	2-2
Shared Data Box	For storage of documents consisting of scanned originals. These documents can be printed in the desired quantity as needed.	2-4
Synergy Print Box	For storage of documents consisting of scanned originals. Up to ten of these documents can be combined into a single copy job for printing.	2-8

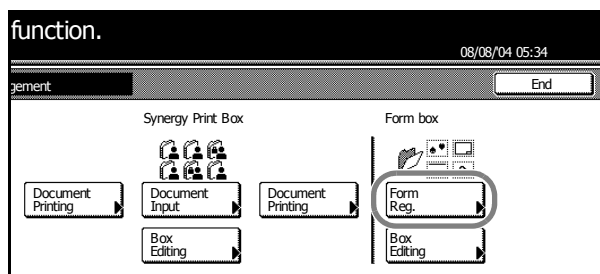
Form Box

Register and store forms used for form overlay (refer to page 1-30) in the Form Box.

Registering Forms

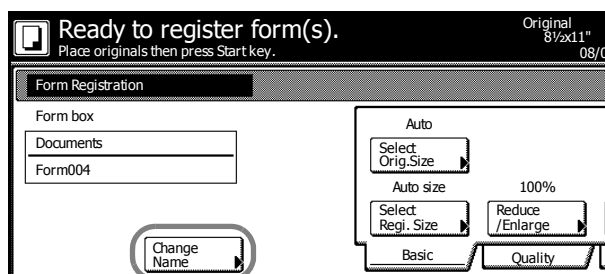
Scan originals as forms to register in the Form Box.

- 1 Place the originals to register as forms and press the **Document Management** key.
- 2 Press [Form Reg.] ([Form Registr.]).



- 3 Press [Change Name] and enter the form name.
For instructions on entering characters, refer to *Entering Characters When Using Document Management Functions* on page 3-58.

If you prefer not to name the form, go to the next step.



- 4 Complete the scanning settings required for the original.

The following functions are available.

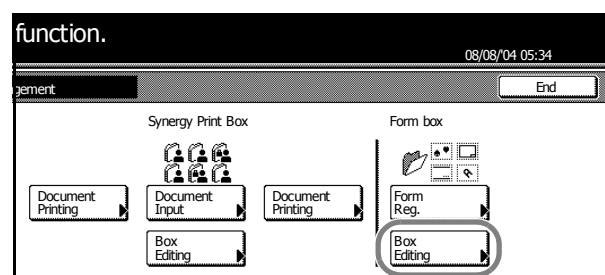
Tab	Functions
Basic	Selection of original sizes, selection of document sizes, zooming, and original orientation
Quality	Exposure level and original quality
Edit	Border erase

- 5 Press the **Start** key to start scanning the original. When scanning is complete, the touch panel will return to the *Document Management* screen. To register another form, switch the original and repeat steps 2 to 5.

Reviewing and Renaming Forms

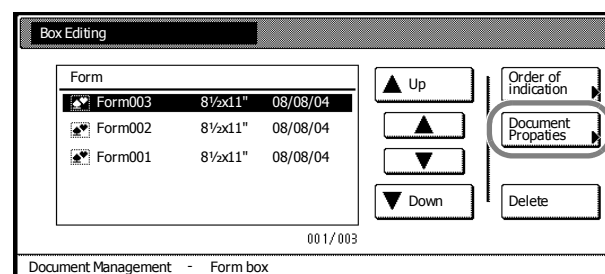
Check the size, registering date and other information on stored forms, and rename forms. You can also print forms to check them.

- 1 Press the **Document Management** key.
- 2 Under *Form Box*, press [Box Editing].



- 3 Select the form to be checked and press [Document Properties] ([Check/Rev. Details]).

NOTE: You can change the sort order of the forms. Press [Order of indication] and choose from [Sort by Date] ([New → Old] and [Old → New]) or [Sort by Name] ([A → Z] and [Z → A]).

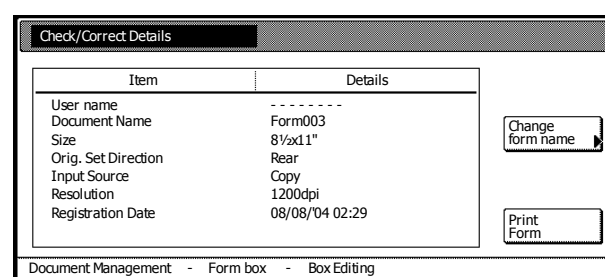


- 4 Check the displayed selection.

To print the form, press [Print Form].

To rename the form, press [Change form name] and enter the new form name.

For instructions on entering characters, refer to *Entering Characters When Using Document Management Functions* on page 3-58.

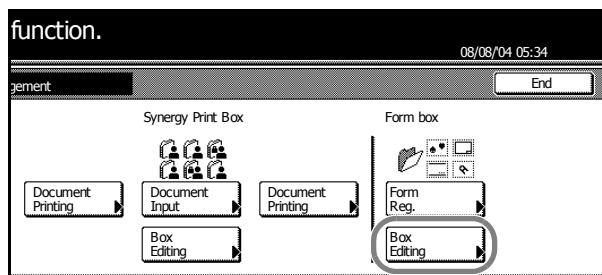


- 5 After reviewing the form, press [Close]. The touch panel will return to the screen in step 3. To check other forms, repeat steps 3 to 5.
- 6 Press [Close]. The touch panel will return to the *Document Management* screen.

Deleting Forms

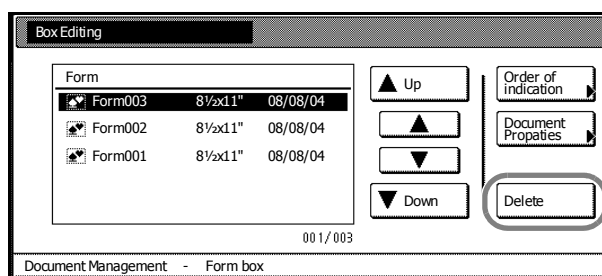
Delete unnecessary forms.

- 1 Press the **Document Management** key.
- 2 Under the *Form Box*, press [Box Editing].

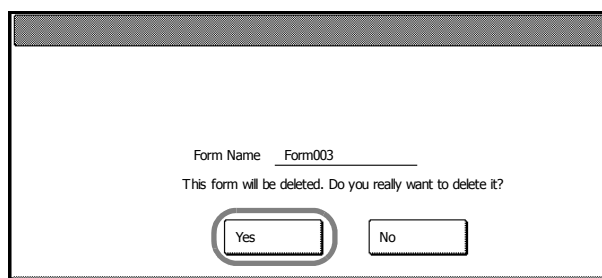


- 3 Select the form to delete and press [Delete].

NOTE: You can change the sort order of the forms. Press [Order of indication] and choose from [Sort by Date] ([New → Old] and [Old → New]) or [Sort by Name] ([A → Z] and [Z → A]).



- 4 Press [Yes].
To delete other forms, repeat steps 3 and 4.



- 5 Press [Close]. The touch panel will return to the *Document Management* screen.

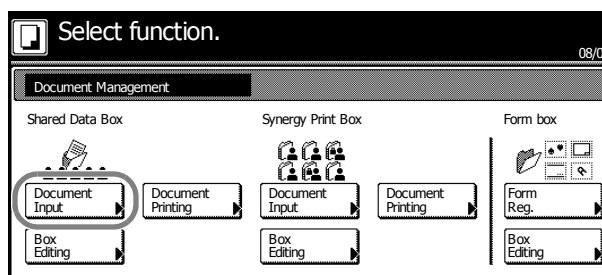
Shared Data Box

Register originals as documents in the Shared Data Box to print them later in the desired quantity as needed without the originals themselves. It is particularly convenient to register frequently used documents.

Registering Documents

Register documents in the Shared Data Box as follows. The box can hold up to 100 documents.

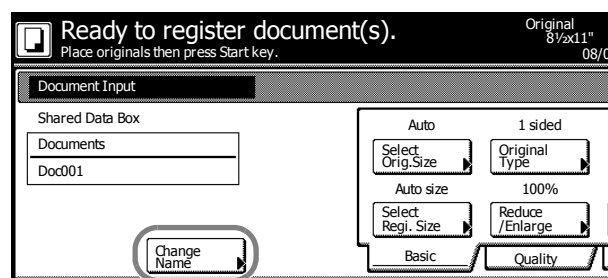
- 1 Place the originals to be registered as documents and press the **Document Management** key.
- 2 Under *Shared Data Box*, press [Document Input] ([Document Registr.]).



- 3 Press [Change Name] and enter the document name.

For instructions on entering characters, refer to *Entering Characters When Using Document Management Functions* on page 3-58.

If you prefer not to name the document, go to the next step.



- 4 Complete the scanning settings required for the original.

The following functions are available.

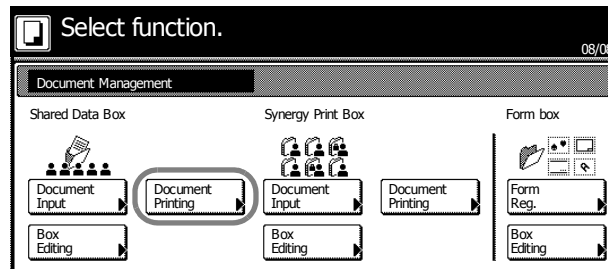
Tab	Functions
Basic	Selection of original sizes, selection of document sizes, selection of original types, zooming, and original orientation
Quality	Exposure level and original quality
Edit	Border erase, batch scanning

- 5 Press the **Start** key to start scanning the original. When scanning is complete, the touch panel will return to the *Document Management* screen. To register other documents, switch the original and repeat steps 2 to 5.

Printing Documents

Print documents stored in the Shared Data Box as follows.

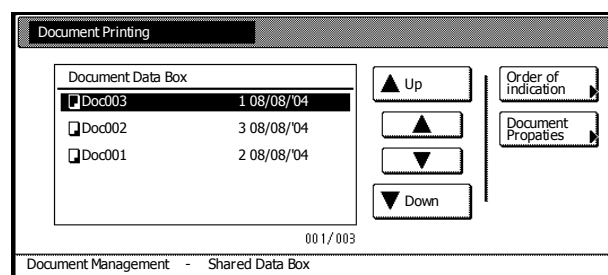
- 1 Press the **Document Management** key.
- 2 Under *Shared Data Box*, press [Document Printing].



- 3 Select the document to be printed and press [Finish selecting].

NOTE: You can change the document sort order. Press [Order of indication] and choose from [Sort by Date] ([New → Old] and [Old → New]) or [Sort by Name] ([A → Z] and [Z → A]).

To verify the content of selected documents, press [Document Properties] ([Check/Rev. Details]). Refer to *Reviewing and Renaming Documents* on page 2-6.



- 4 Complete the function settings as required.

The following functions are available.

Tab	Functions
Basic	Paper selection, sort/offset, duplexing, and stapling or hole punching
Edit	Image compositing, margins, covers, page numbering, booklets, and output destination

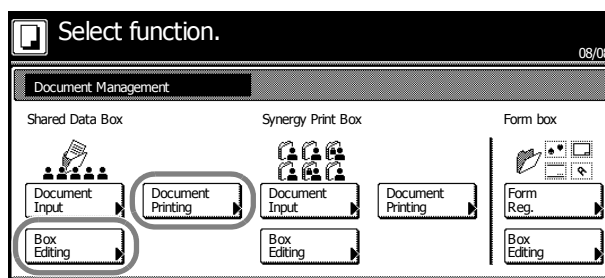
To select other documents, press [Select document].

- 5 Use the numeric keys to enter the copy quantity.
- 6 Press the **Start** key to start printing.

Reviewing and Renaming Documents

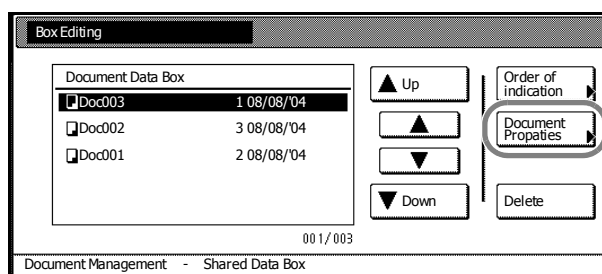
Check the size, registered date and other information on documents stored in the Shared Data Box, and rename documents. You can also print the first page of documents for review.

- 1 Press the **Document Management** key.
- 2 Under *Shared Data Box*, press [Document Printing] or [Box Editing].



- 3 Select the document to be checked and press [Document Properties] ([Check/Rev. Details]).

NOTE: You can change the document sort order. Press [Order of indication] and choose from [Sort by Date] ([New → Old] and [Old → New]) or [Sort by Name] ([A → Z] and [Z → A]).

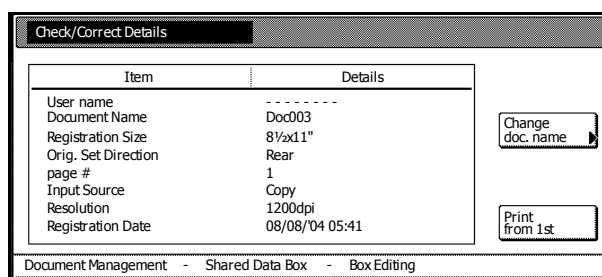


- 4 Check the displayed selection.

To print the first page, press [Print from 1st] ([Head Print]).

To rename the document, press [Change doc. name] and enter the new document name.

For instructions on entering characters, refer to *Entering Characters When Using Document Management Functions* on page 3-58.



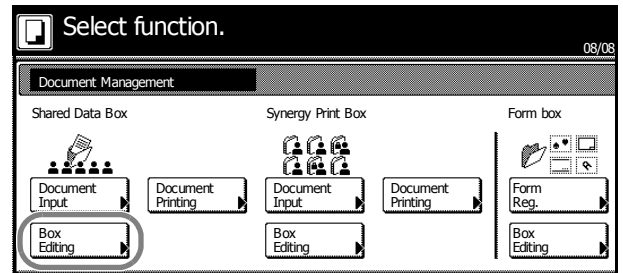
- 5 After reviewing the document, press [Close]. The touch panel will return to the screen from step 3. To check other documents, repeat steps 3 to 5.
- 6 Press [Cancel] or [Close]. The touch panel will return to the *Document Management* screen.

Deleting Documents

Delete unnecessary documents in the Shared Data Box.

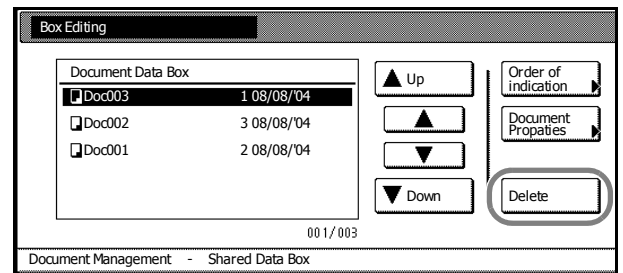
- 1 Press the **Document Management** key.

- 2 Under *Shared Data Box*, press [Box Editing].

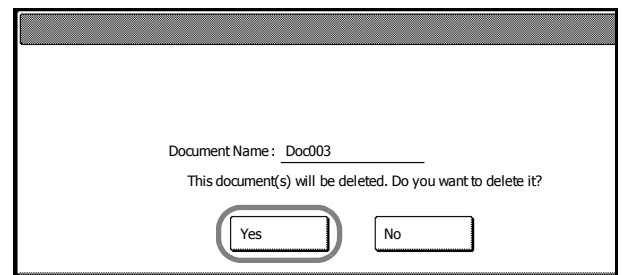


- 3 Select the document to delete and press [Delete].

NOTE: You can change the document sort order. Press [Order of indication] and choose from [Sort by Date] ([New → Old] and [Old → New]) or [Sort by Name] ([A → Z] and [Z → A]).



- 4 Press [Yes].
To delete other documents, repeat steps 3 and 4.



- 5 Press [Close]. The touch panel will return to the *Document Management* screen.

Synergy Print Box

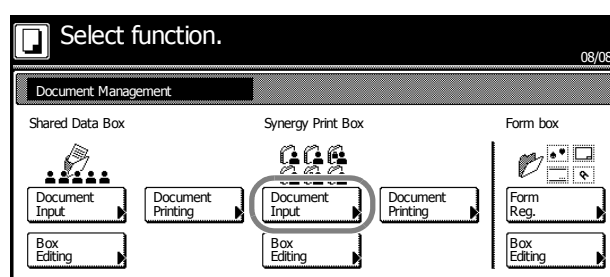
Register originals as documents in the Synergy Print Box to print later in the desired quantity as needed without the originals themselves. Up to ten of these documents can be combined into a single copy job for printing. You can also print out all documents in the Synergy Print Box as a single job. If the copier is equipped with the optional printer kit, you can also register printing data in the Synergy Print Box. For further details, refer to the *Operation Guides* of the printer.

The Synergy Print Box holds 100 individual boxes (numbered 001 to 100). The boxes can be assigned to each department. The documents registered to each box can be used as shared documents among departments.

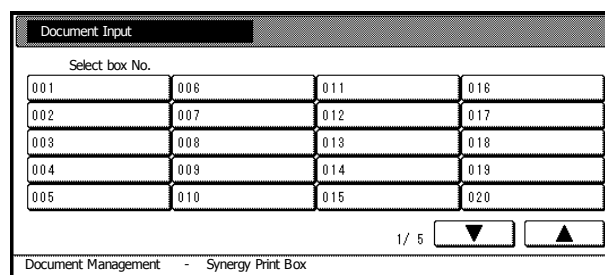
Registering Documents

Register documents in the Synergy Print Box as follows.

- 1 Place the originals to register as documents and press the **Document Management** key.
- 2 Under *Synergy Print Box*, press [Document Input] ([Document Registr.]).



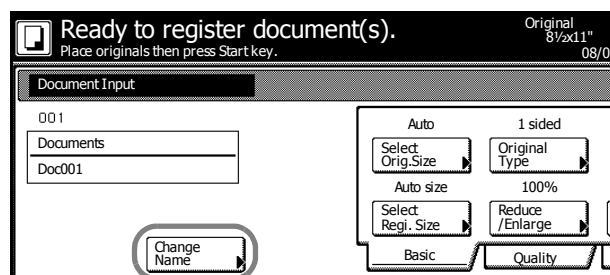
- 3 Select the destination box. To enter the box number, press the key for the box, or use the numeric keys followed by pressing [Enter].



- 4 Press [Change Name] and enter the document name.

For instructions on entering characters, refer to *Entering Characters When Using Document Management Functions* on page 3-58.

If you prefer not to name the document, go to the next step.



- 5 Complete the scanning settings required for the original.

The following functions are available.

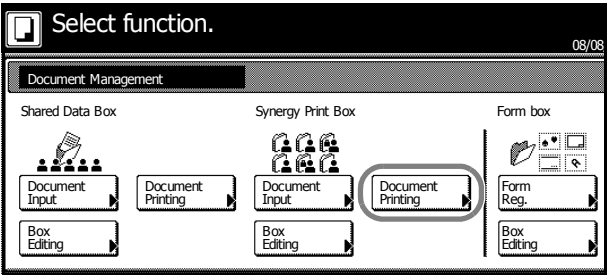
Tab	Functions
Basic	Selection of original sizes, selection of document sizes, selection of original types, zooming and original orientation
Quality	Exposure level and original quality
Edit	Border erase and batch scanning

- 6 Press the **Start** key to start scanning the original. When scanning is complete, the touch panel will return to the *Document Management* screen. To register other documents, repeat steps 2 to 6.

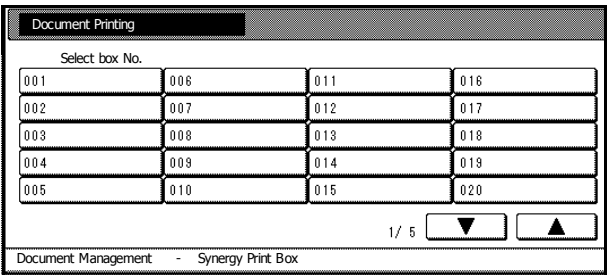
Combining and Printing Documents

Combine and print documents stored in the Synergy Print Box as follows. You can combine up to 10 documents for printing as a single copy job.

- 1 Press the **Document Management** key.
- 2 Under *Synergy Print Box*, press [Document Printing].

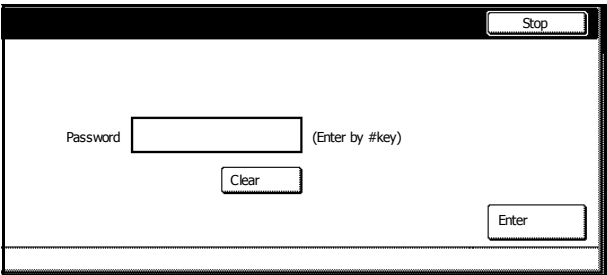


- 3 Select the box where the documents for printing are stored. To enter the box number, press the key for the box, or use the numeric keys followed by pressing [Enter].



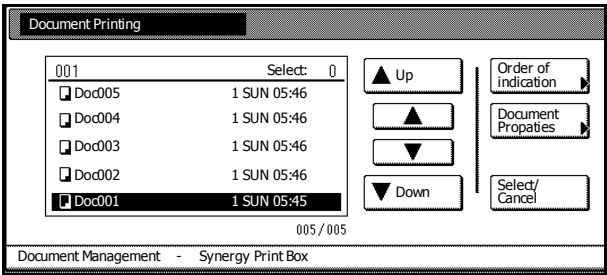
If a password has been set up for the box, a screen for password entry will be displayed. Use the numeric keys to enter the password and press [Enter].

NOTE: For instructions on setting up passwords, refer to *Specifying Box Passwords* on page 2-14.





- 4 Select the documents to print in the desired order and press [Finish selecting]. You can choose up to 10 documents.

If you select a document that was registered from a computer, press [W/ current setting] ([Current setting]) or [W/ changed setting] ([Changed setting]).



NOTE: You can change the document sort order. Press [Order of indication] and choose from [Sort by Date] ([New → Old] and [Old → New]) or [Sort by Name] ([A → Z] and [Z → A]).

Documents registered from scanned originals are indicated by  before the document name and documents registered from a computer are indicated by  before the document name.

To verify the content of selected documents, press [Document Properties] ([Check/Rev. Details]). Refer to *Reviewing and Renaming Documents* on page 2-6.

When selecting multiple documents, choose documents that are all the same size. An error will occur if you select documents of different sizes.

- 5 Complete the function settings as required.

The following functions are available.

Tab	Functions
Basic	Paper selection, sort/offset, duplexing, and stapling or hole punching
Edit	Image compositing, margins, covers, page numbering, booklets, and output destination

If you select documents that were registered from a computer and choose [W/ current setting] ([Current setting]), only the settings for paper selection and sort/offset will be available.

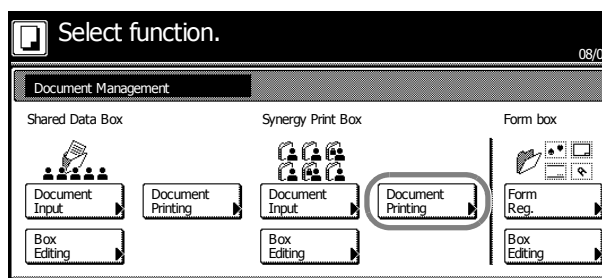
To select other documents, press [Select document].

- 6 Use the numeric keys to enter the copy quantity.
- 7 Press the **Start** key to start printing.

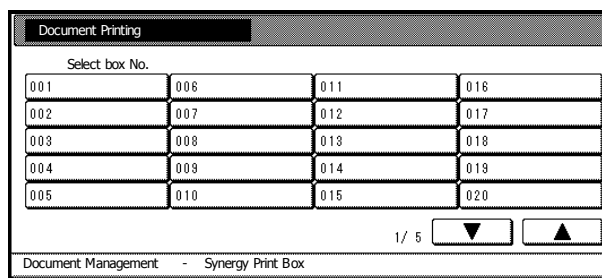
Batch Printing of Documents

All documents stored in the Synergy Print Box can be printed as a single job using the following procedure.

- 1 Press the **Document Management** key.
- 2 Under *Synergy Print Box*, press [Document Printing].

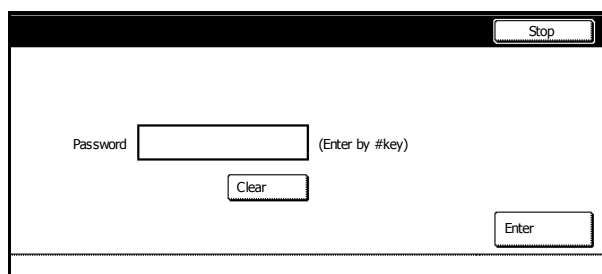


- 3 Select the source box. To enter the box number, press the key for the box, or use the numeric keys followed by pressing [Enter].

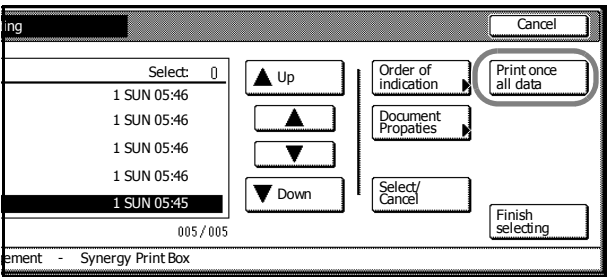


If a password has been set up for the box, a screen for password entry will be displayed. Use the numeric keys to enter the password and press [Enter].

NOTE: For instructions on setting up passwords, refer to *Specifying Box Passwords* on page 2-14.



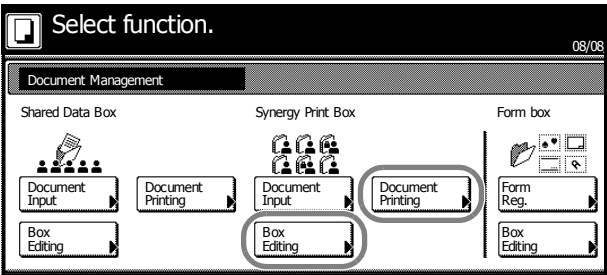
- 4 Press [Print once all data] to start printing.



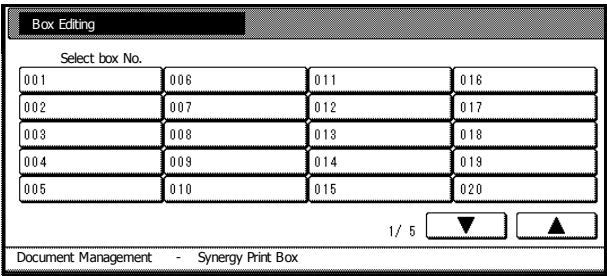
Reviewing and Renaming Documents

Check the size, registering date and other information on documents stored in the Synergy Print Box, and rename documents. You can also print the first page of documents for review.

- 1 Press the **Document Management** key.
- 2 Under *Synergy Print Box*, press [Document Printing] or [Box Editing].

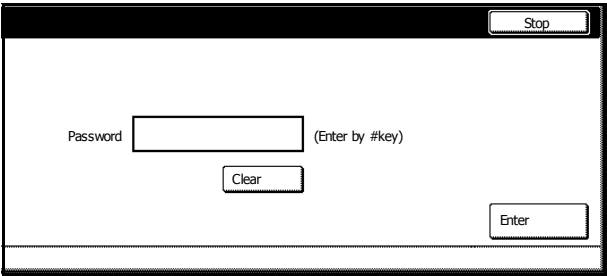


- 3 Select the box to be checked. To enter the box number, press the key for the box, or use the numeric keys followed by pressing [Enter].



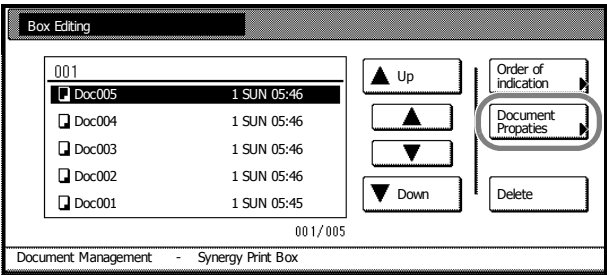
If a password has been set up for the box, a screen for password entry will be displayed. Use the numeric keys to enter the password and press [Enter].

NOTE: For instructions on setting up passwords, refer to *Specifying Box Passwords* on page 2-14.



- 4 Select the document to be checked and press [Document Properties] ([Check/Rev. Details]).

NOTE: You can change the document sort order. Press [Order of indication] and choose from [Sort by Date] ([New → Old] and [Old → New]) or [Sort by Name] ([A → Z] and [Z → A]).



- 5 Check the displayed selection.

To print the first page, press [Print from 1st] ([Head Print]).

To rename the document, press [Change doc. name] and enter the new document name.

For instructions on entering characters, refer to *Entering Characters When Using Document Management Functions* on page 3-58.

Item	Details
User name	-----
Document Name	Doc001
Registration Size	8 1/2 x 11"
Orig. Set Direction	Rear
page #	1
Input Source	Copy
Resolution	1200dpi
Registration Date	08/08/04 05:45

Buttons: Change doc. name, Print from 1st

Document Management - Synergy Print Box - Box Editing

- 6 After reviewing the document, press [Close]. The touch panel will return to the screen from step 4. To check other documents, repeat steps 4 to 6.
- 7 Press [Cancel] or [End]. The touch panel will return to the *Document Management* screen.

Deleting Documents

Delete unnecessary documents from the Synergy Print Box.

- 1 Press the **Document Management** key.
- 2 Under Synergy Print Box, press [Box Editing].

Select function. 08/08

Document Management

Shared Data Box Synergy Print Box Form box

Document Input Document Printing Document Input Document Printing Form Reg. Box Editing

- 3 Select the box where the documents to be deleted are stored. To enter the box number, press the key for the box, or use the numeric keys followed by pressing [Enter].

Box Editing

Select box No.

001	006	011	016
002	007	012	017
003	008	013	018
004	009	014	019
005	010	015	020

1 / 5

Document Management - Synergy Print Box

If a password has been set up for the box, a screen for password entry will be displayed. Use the numeric keys to enter the password and press [Enter].

NOTE: For instructions on setting up passwords, refer to *Specifying Box Passwords* on page 2-14.

Stop

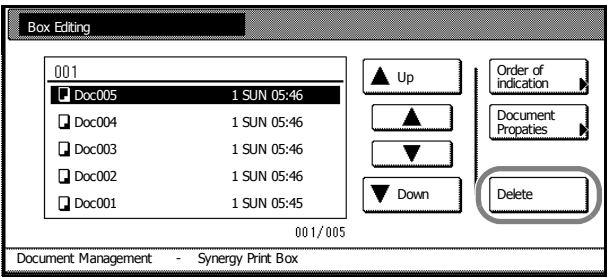
Password (Enter by #key)

Clear

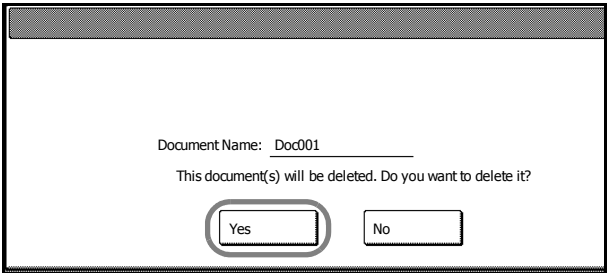
Enter

- 4 Select the document to delete and press [Delete].

NOTE: You can change the document sort order. Press [Order of indication] and choose from [Sort by Date] ([New → Old] and [Old → New]) or [Sort by Name] ([A → Z] and [Z → A]).



- 5 Press [Yes].
To delete other documents, repeat steps 4 and 5.

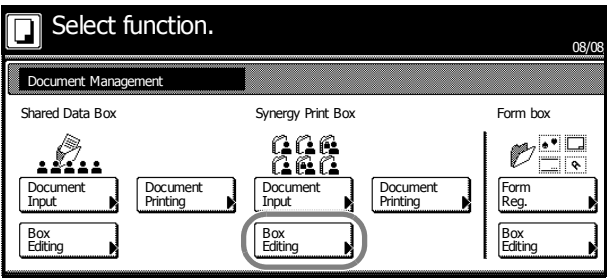


- 6 Press [End]. The touch panel will return to the *Document Management* screen.

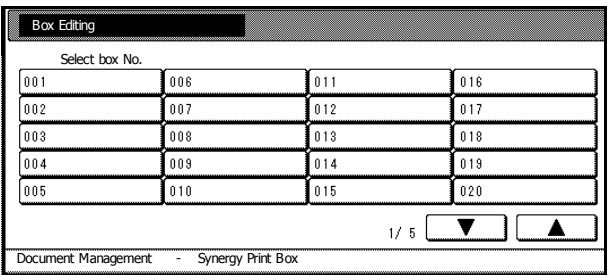
Deleting All Documents

Delete all documents in selected Synergy Print boxes simultaneously.

- 1 Press the **Document Management** key.
2 Under *Synergy Print Box*, press [Box Editing].

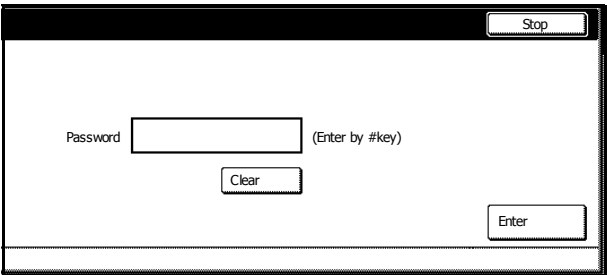


- 3 Select the box where all documents to be deleted are stored. To enter the box number, press the key for the box, or use the numeric keys followed by pressing [Enter].

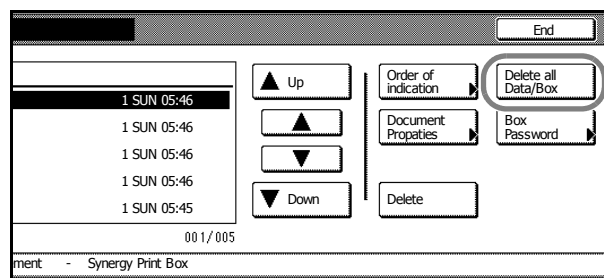


If a password has been set up for the box, a screen for password entry will be displayed. Use the numeric keys to enter the password and press [Enter].

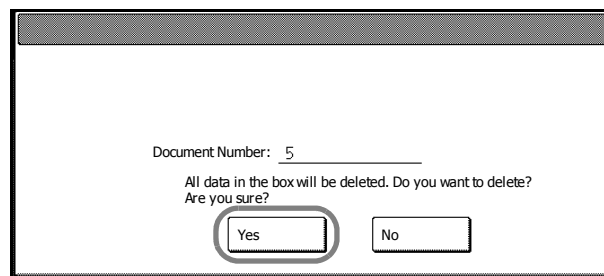
NOTE: For instructions on setting up passwords, refer to *Specifying Box Passwords* on page 2-14.



- 4 Press [Delete all Data/Box] ([Delete all box data]).



- 5 Press [Yes].

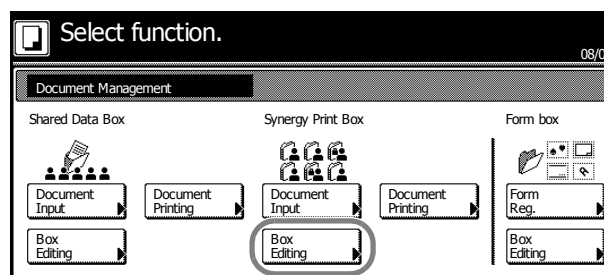


- 6 Press [End]. The touch panel will return to the *Document Management* screen.

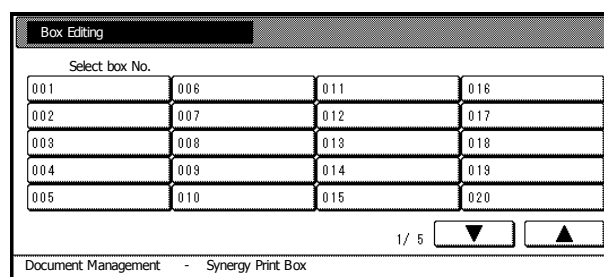
Specifying Box Passwords

Specify passwords to maintain the confidentiality of documents stored in the Synergy Print Box. The passwords must be entered to review, print, or delete the documents.

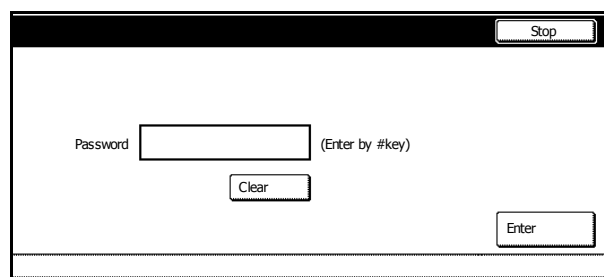
- 1 Press the **Document Management** key.
- 2 Under *Synergy Print Box*, press [Box Editing].



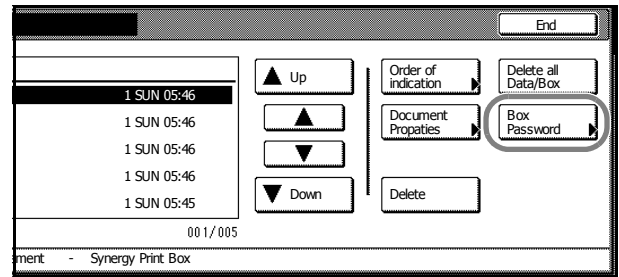
- 3 Select the box to be given a password. To enter the box number, press the key for the box, or use the numeric keys followed by pressing [Enter].



If a password has been set up for the box, a screen for password entry will be displayed. Use the numeric keys to enter the password and press [Enter].



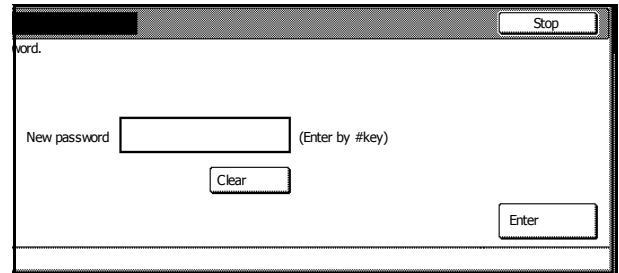
- 4 Press [Box Password].



- 5 Use the numeric keys to enter the new password and press [Enter].

NOTE: The password can be from 1 to 8 digits long.

If you prefer not to specify a password, press [Clear], and, without having entered any password, press [Enter].





- 6 Press [End]. The touch panel will return to the *Document Management* screen.

Output Management Functions

Overview of Output Management Functions

Output management functions enable you to manage multiple copy jobs in job queue. You can manage both queued and finished jobs. You can manage print jobs sent from computers using optional printer functions in the same manner as copy jobs.

Output management functions are convenient in the following situations.

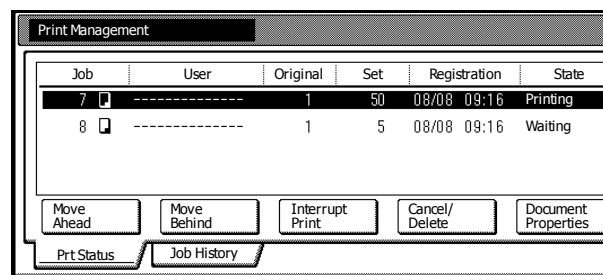
Purpose	Method
You want to know the order in which a job will be completed when the job is queued.	You can check the status of currently queued jobs on the [Prt Status] ([Prnt Status]) screen. The jobs will be completed in the order listed, from the top down, enabling you to check the order of your job.
You want to know whether a job has been completed when the job is queued.	You can check the status of completed or canceled jobs on the [Job History] screen. If the job is not listed on the [Job History] screen, check the [Prt Status] ([Prnt Status]) screen. Jobs on the [Prt Status] ([Prnt Status]) screen have not yet been completed.
You want to know the status of jobs sent from a computer using the copier's printer functions.	You can check the status of these jobs just as you would copy jobs, on the [Prt Status] ([Prnt Status]) screen. Completed or canceled jobs are listed on the [Job History] screen. (In the list, copy jobs are indicated by  , print jobs by  .)
You want to check the content of queued copy or print jobs.	Access the [Prt Status] ([Prnt Status]) screen to check the job type, user name, number of original pages, copy quantity, date and time sent, and status. If you need more detailed information, select a job and press [Document Properties] ([Check/Rev. Details]) to display the job name, output paper size and output destination (if a destination was specified).
You want to know where finished copy or print jobs have been sent when using the document finisher or multi-job tray.	Select the job on the [Job History] screen and press [Check Details] to check where the finished job was sent. (It will be displayed in the <i>Output</i> column.)
You want to print a queued copy or print job immediately.	On the [Prt Status] ([Prnt Status]) screen, select the high-priority job and press [Move Ahead] ([Move up]). This will move the job to a higher position in the output queue. You can also press [Interrupt Print] to pause the job in progress and print the selected job first.
You want to cancel a queued copy or print job.	On the [Prt Status] ([Prnt Status]) screen, select the job and press [Cancel/Delete] to cancel the job.

Using Output Management Functions

Manage jobs using output management functions from the [Prt Status] ([Prnt Status]) and [Job History] screens.

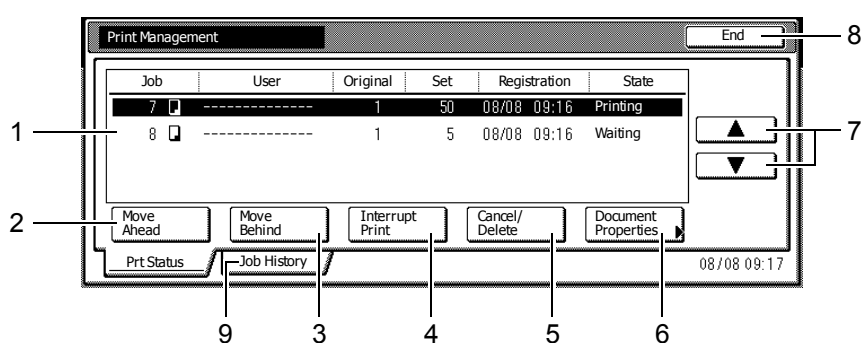
Press the **Print Management** key to display the [Prt Status] ([Prnt Status]) screen.

To display the [Job History] screen, press [Job History] below the [Prt Status] ([Prnt Status]) tab.

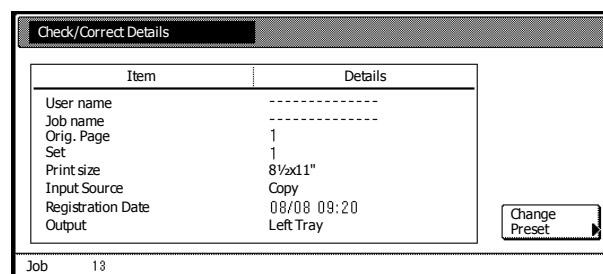


[Prt Status] ([Prnt Status]) Screen

The screen shows queued jobs and the current output status.



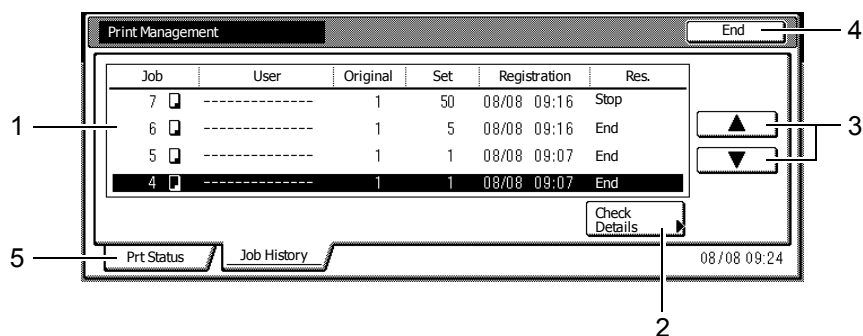
- 1 **Job List:** Provides job information. The job currently in progress is listed on top, with subsequent jobs listed below in the order they will be finished. In the list, copy jobs are designated by and print jobs by .
- 2 **[Move Ahead] ([Move up]):** Moves the selected job order higher in the queue so it will be delivered sooner. You can move jobs up to the second position.
- 3 **[Move Behind] ([Move down]):** Moves the selected job order lower in the queue so it will be delivered later.
- 4 **[Interrupt Print]:** Pauses the job in progress and starts printing the selected job, which is then moved to the top of the list.
- 5 **[Cancel/Delete]:** Removes the selected job from the list.
- 6 **[Document Properties] ([Check/Rev. Details]):** Displays the *Check/Correct Details* (*Check/Revise Details*) screen. From this screen, you can check the content of the selected job, change the print quantity, and so on.



- 7 **[▲] and [▼]:** Used when selecting jobs.
- 8 **[End]:** Exits the output management functions. Pressing this key displays the [Basic] screen or shows the current progress.
- 9 **[Job History]:** Switches to the [Job History] screen.

[Job History] Screen

The screen lists completed and/or canceled jobs.



- 1 **Job List:** Provides completed job information. The most recent job is listed at the very top of the list. The older job is low on the list. In the list, indicates copy jobs and indicates print jobs.

NOTE: Jobs of which are canceled while copy operations are still in progress will not be displayed.

- 2 **[Check Details]:** Displays the *Check Details* screen. From this screen, you can check the content of the selected job.

Check Details	
Item	Details
User name	-----
Job name	-----
Orig. Page	1
Set	1
Print size	8½x11"
Input Source	Copy
Registration Date	08/08 09:07
Output	Left Tray

Job 4

- 3 **[▲] and [▼]:** Used to select jobs.
- 4 **[End]:** Exits from the output management functions. The touch panel will return to the [Basic].
- 5 **[Prt Status] ([Prnt Status]):** Switches to the [Prt Status] ([Prnt Status]) screen.

3 System Settings

This chapter covers how to configure various settings of the copier using the menus on the operation panel. The main configurable settings are as follows.

- Default Settings for Copying...3-2
- Common Default Settings...3-20
- Weekly Timer...3-36
- Configuring MP Tray...3-39
- Registering Non-standard Sizes for Originals...3-40
- Setting Document Management Defaults...3-42
- Hard Disk Management...3-49
- Printing Reports...3-50
- Checking Total Copy Count...3-53
- Refreshing the Drum...3-54
- Entering Characters on Touch Panel...3-55

Default Settings

This section explains how to change default settings which are applied when the copier is powered up or the **Reset** key is pressed. You can customize the initial state of the copier to meet your needs.

This section has two subsections of *Default Settings for Copying* and *Common Default Settings*.

Default Settings for Copying

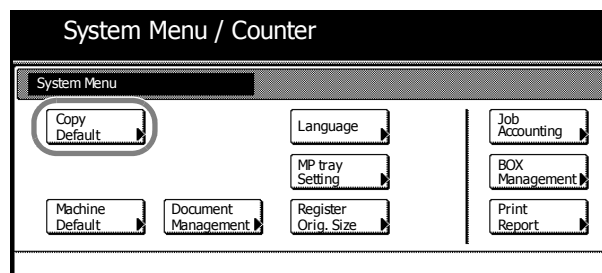
The following settings are configured for changing the default for copying.

- Exposure Mode...3-3
- Exposure Steps...3-4
- Original Image Quality...3-5
- EcoPrint...3-5
- Adjusting Background Intensity...3-6
- Adjusting Thin Lines...3-6
- Correcting Fine Black Line...3-7
- Selecting Paper...3-7
- Selecting Copy Paper for Zooming...3-8
- Selecting Paper Types for Automatic Paper Selection...3-8
- Selecting Default Cassette...3-9
- Specifying Cassette for Cover Paper...3-9
- Automatic Zoom...3-10
- Adjusting Auto Exposure...3-11
- Adjusting Automatic Exposure for Scanning Text Documents...3-11
- Adjusting Manual Exposure: Text+Photo Mode...3-12
- Adjusting Manual Exposure: Text Mode...3-12
- Adjusting Manual Exposure: Photo Mode...3-13
- Selecting Default Zoom...3-13
- Selecting Sorting and Offsetting Output...3-14
- Selecting Auto Rotation...3-14
- Default Margin...3-15
- Erasing Borders...3-15
- Selecting Maximum Number of Copies...3-16
- Enabling Repeat Copy...3-16
- Enabling Job History Display...3-17
- Enabling [Shortcut] ([Register]) Key...3-18
- Customizing Basic Functions Screen...3-18
- Customizing Additional Functions Screen...3-19

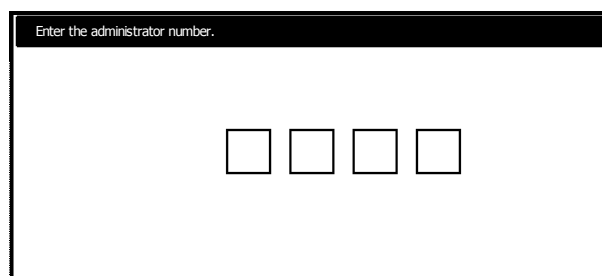
Accessing the *Copy Default* Screen

Follow the steps as below to begin changing the default settings.

- 1 Press the **System Menu/Counter** key.
- 2 Press [Copy Default].



- 3 Use the numeric keys to enter the four-digit management code. By default, the management code is 6000 for 60 cpm model and 8000 for 80 cpm model. The *Copy Default* screen will be displayed.



NOTE: For security, it is recommended to change the four-digit management code to any combination of four digits. Refer to *Changing Management Code* on page 3-32.

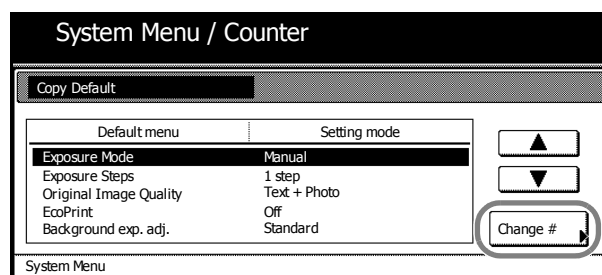
When installing the optional security kit, enter the eight-digit management code. By default, the management code is 60006000 for 60 cpm model and 80008000 for 80 cpm model.

Proceed to the following sections to customize individual settings.

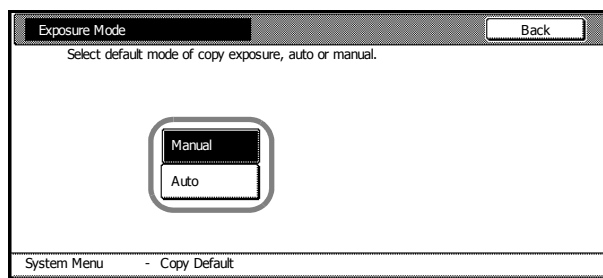
Exposure Mode

Exposure mode changes the default for how the copier adjust how dark or light copying is made. Choose [Auto] or [Manual] as the default. Selecting [Auto] lets the copier to optimize the exposure depending on the original document. Selecting [Manual] allows manual adjustment of exposure using the touch panel slider.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Exposure Mode* and press [Change #].



- 3 Select [Manual] or [Auto].

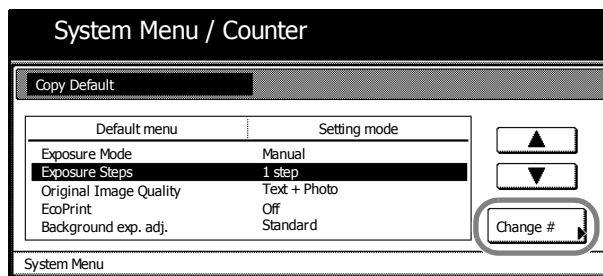


- 4 Press [Close] to finalize the setting or [Back] to cancel the setting. The touch panel will return to the *Copy Default* screen.

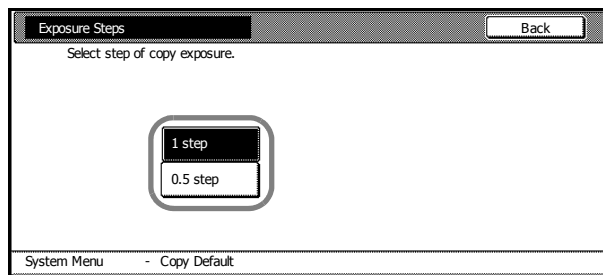
Exposure Steps

You can change the number of intermediate steps for manual adjustment of exposure. Selecting [1 step] provides 7 steps of slider positions. Selecting [0.5 step] provides 13 steps of slider position for finer adjustment of exposure.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Exposure Steps* and press [Change #].



- 3 Select [1 step] or [0.5 step].

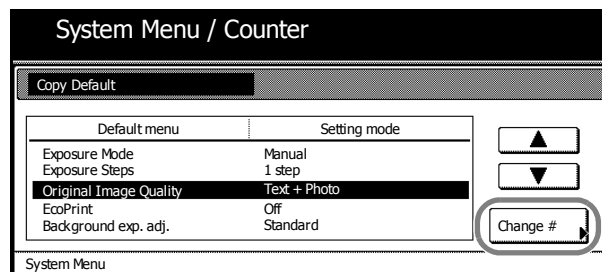


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

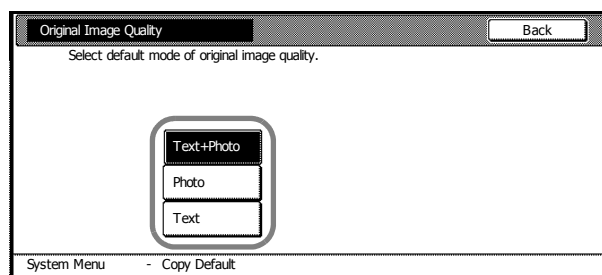
Original Image Quality

Original image quality optimizes the copied image depending on the content of the original document - whether it contains mostly text, photo image or both. Specify the default original quality as follows.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Original Image Quality* and press [Change #].



- 3 Select [Text+Photo], [Text], or [Photo].

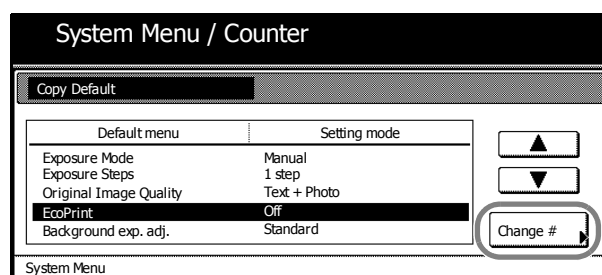


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

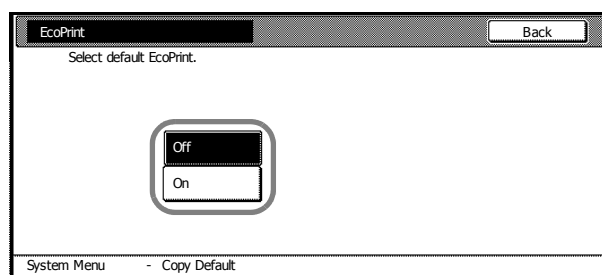
EcoPrint

EcoPrint enables you to reduce the amount of toner consumed on the page saving the copying cost. Choose whether to select EcoPrint on or off.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *EcoPrint* and press [Change #].



- 3 Select [On] or [Off].

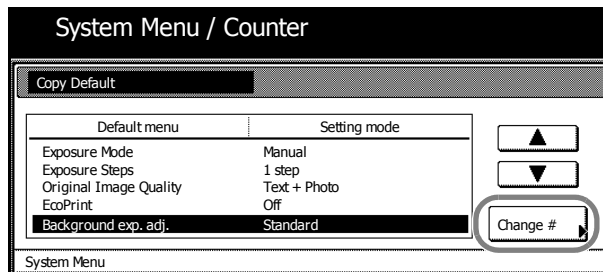


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

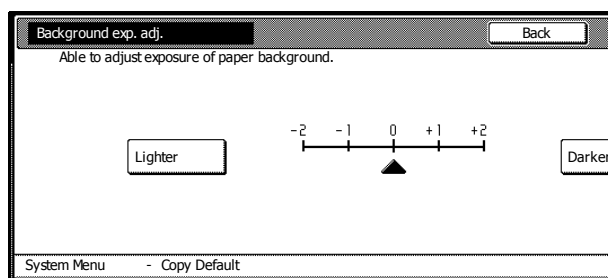
Adjusting Background Intensity

If the background on copies appears too dark, you can lighten it.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Background exp. adj.* and press [Change #].



- 3 Press [Lighter] or [Darker] to adjust the intensity.



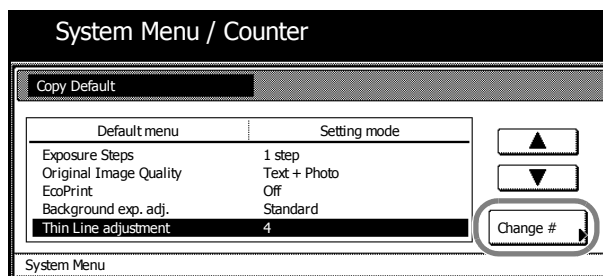
- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

Adjusting Thin Lines

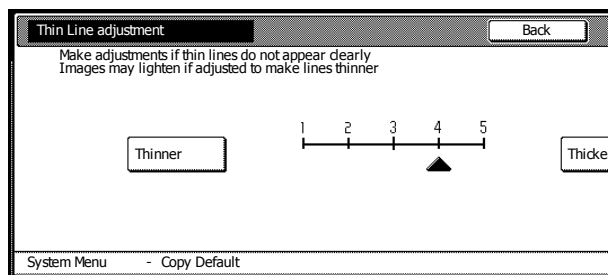
Depending on the using environment, paper or original, drag marks may appear around horizontal thin lines in some cases. To eliminate these marks, use the [Thinner] setting in this option.

NOTE: Copies are somewhat lighter in this mode.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Thin Line adjustment* and press [Change #].



- 3 Press [Thinner] or [Thicker] to adjust the line thickness.

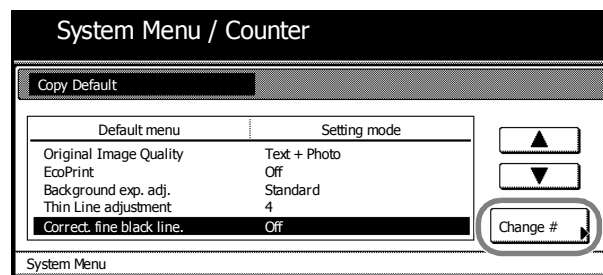


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

Correcting Fine Black Line

Set Fine Black Line correction to reduce the black lines (dragged stains not appearing on the original) that may occur when copying using the document processor.

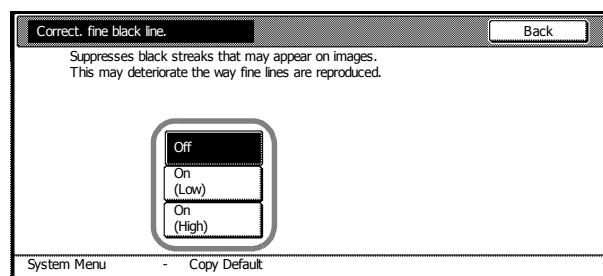
- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Correct. fine black line* and press [Change #].



- 3 Select [Off], [On (Low)] or [On (High)].

NOTE: When suppressing black streaks, select [On (Low)]. Select [On (High)] only when the black streaks are not suppressed with the Low setting.

When fine black line correction is enabled, the ability to reproduce fine text characters is reduced. For normal usage, the default setting ([Off]) is recommended.

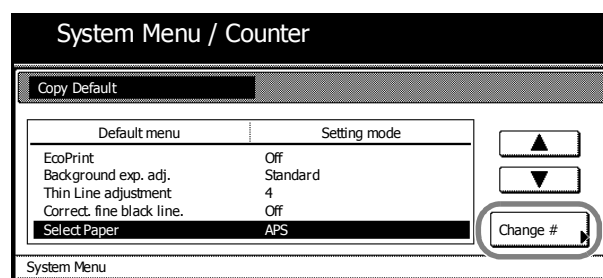


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

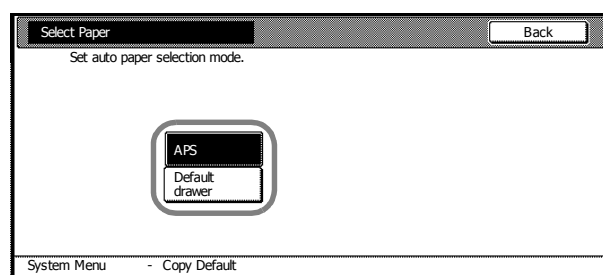
Selecting Paper

Specifies whether the copy paper is automatically selected according to the size of the original document or the copy paper in the default cassette is forcibly selected.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Select Paper* and press [Change #].



- 3 Choose [APS (automatic paper selection)] or [Default drawer] ([Default cassette]).

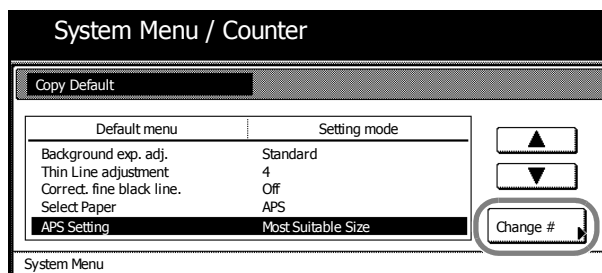


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

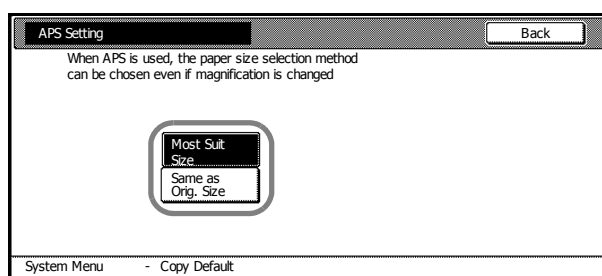
Selecting Copy Paper for Zooming

Automatically specifies the copy paper according to the selected zooming level or according to the size of the original document.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *APS Setting* and press [Change #].



- 3 Choose [Most Suit Size] to automatically copy the zoomed image onto the target zoom size. Choose [Same as Orig. Size] to copy the zoomed image on the size matching the size of the original.



- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

Selecting Paper Types for Automatic Paper Selection

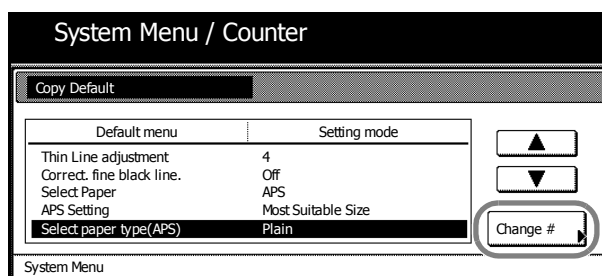
Specifies the type of paper when the copier automatically selects the copy paper according to the size of the original. The type of paper can be specified from the following types of paper supported.

Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color (Colour), Prepunched, Letterhead, Thick paper, Envelope, High Quality and Custom 1-8

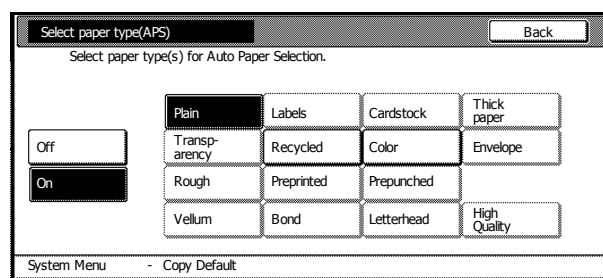
When *Plain* is selected in the following example, the copier looks for the cassette or MP tray in which the paper of the matching type (plain) and size (of the original document) is loaded and begins copying.

NOTE: To assign paper type to the cassette according to the type of the paper loaded, refer to *Selecting Paper Type* on page 3-22 for details.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Select paper type (APS)* and press [Change #].



- 3 Press [On] and select the paper to type for automatic paper selection.



- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

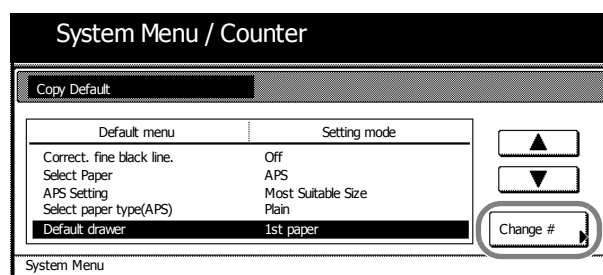
Selecting Default Cassette

Selects the cassette (1 to 5) to be used automatically.

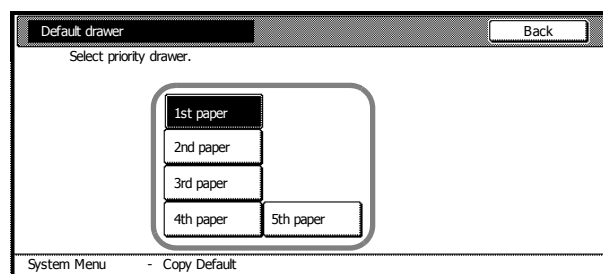
NOTE: The MP tray is not available for the default cassette.

[5th paper] is available when the copier is equipped with an optional side feeder.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Default drawer* (*Default cassette*) and press [Change #].



- 3 Select the cassette.



- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

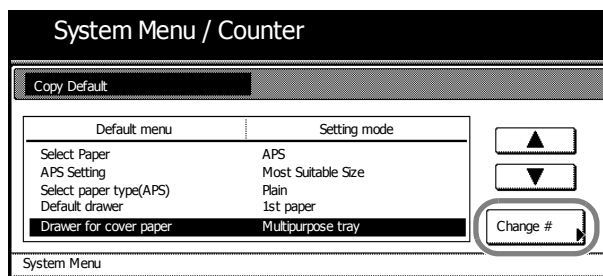
Specifying Cassette for Cover Paper

Specifies the cassette which is automatically selected to feed cover paper during the cover or booklet mode is used.

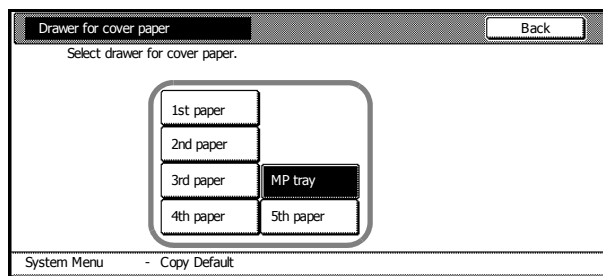
NOTE: [5th paper] is available when the copier is equipped with an optional side feeder.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)

- 2 Press [▲] or [▼] to select *Drawer for cover paper (Cassette for cover paper)* and press [Change #].



- 3 Select the cassette to use for feeding the cover paper. Special paper including transparencies and thick paper must be loaded in the MP tray.

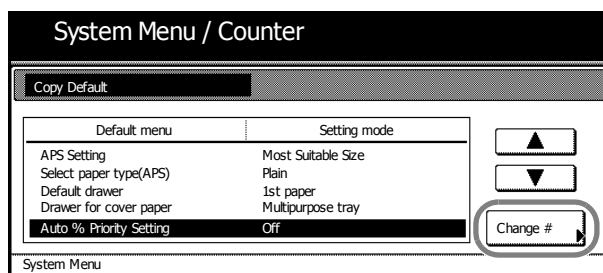


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

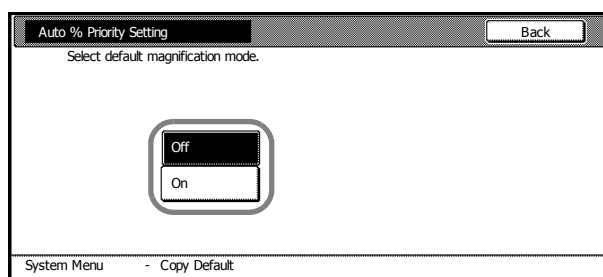
Automatic Zoom

When the sizes of the original document and the copy paper do not match, this determines whether the original is automatically zoomed to fit onto the copy paper.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Auto % Priority Setting* and press [Change #].



- 3 Select [Off] not to use automatic zooming or [On] to use automatic zooming.

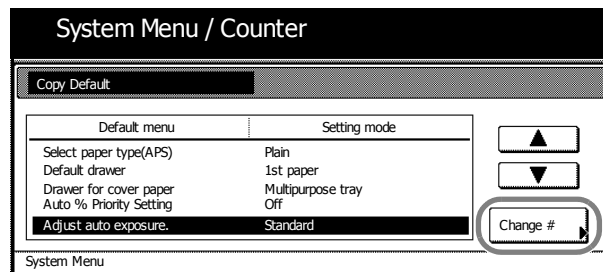


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

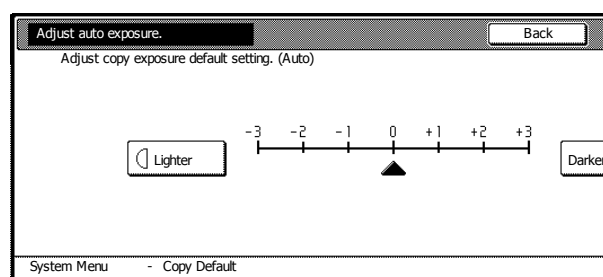
Adjusting Auto Exposure

Adjusting the median exposure for Auto Exposure by changing the reference exposure.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Adjust auto exposure* and press [Change #].



- 3 Press [Lighter] if you desire to make copied images lighter or [Darker] if you desire to make copied images darker, when automatic exposure is selected.



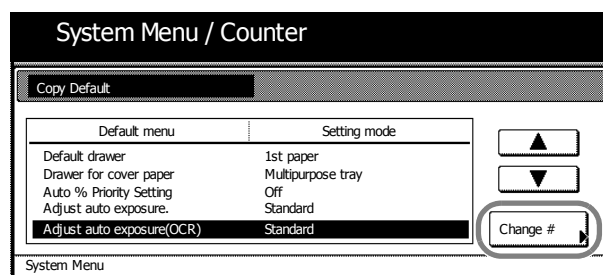
- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

Adjusting Automatic Exposure for Scanning Text Documents

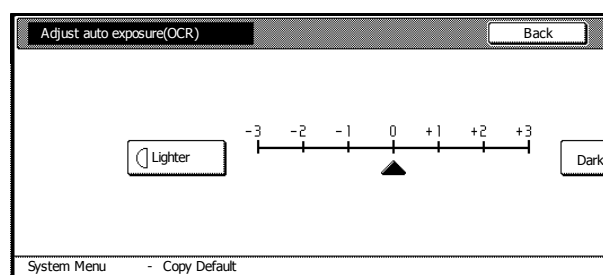
This menu allows the adjustment of the scanning exposure when the copier is installed with the optional scanner. Adjust the exposure so that the best readability is obtained when the scanned image is printed and processed with an OCR software application.

NOTE: This setting is available only if the copier is equipped with the optional scanner kit.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Adjust auto exposure (OCR)* and press [Change #].



- 3 Press [Lighter] to make the scanned image lighter or [Darker] to make the scanned image darker.

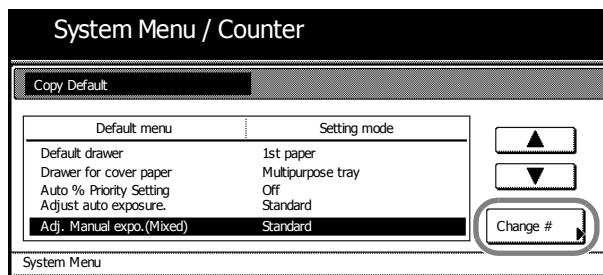


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

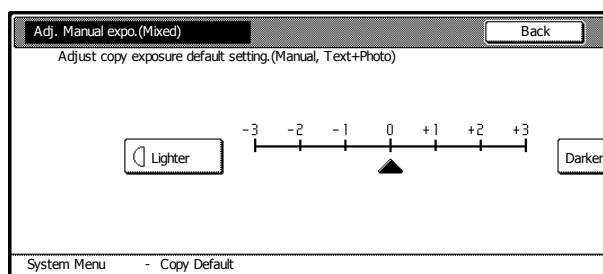
Adjusting Manual Exposure: Text+Photo Mode

Adjust the median value for the manual exposure range. This adjustment optimizes for copying documents containing both text and photo images.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Adj. Manual expo.(Mixed)* and press [Change #].



- 3 Press [Lighter] or [Darker] to adjust the exposure.

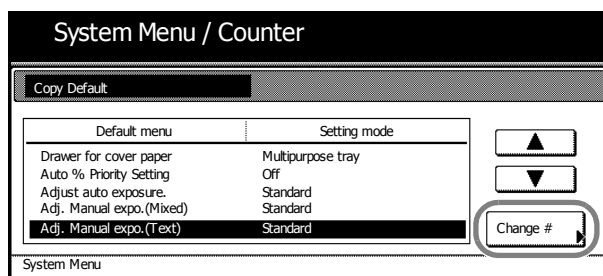


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

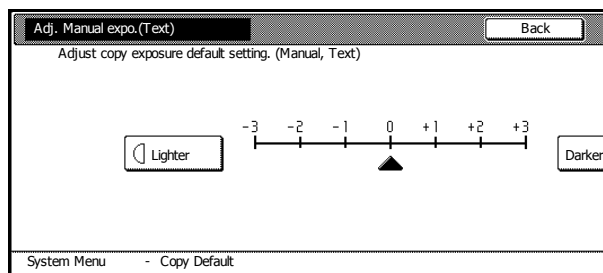
Adjusting Manual Exposure: Text Mode

Adjust the median value for the manual exposure range. This adjustment optimizes for copying documents containing text.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Adj. Manual expo.(Text)* and press [Change #].



- 3 Press [Lighter] or [Darker] to adjust the exposure.

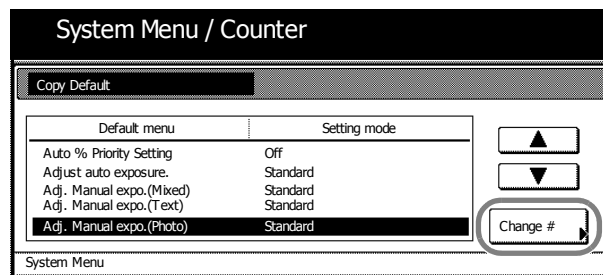


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

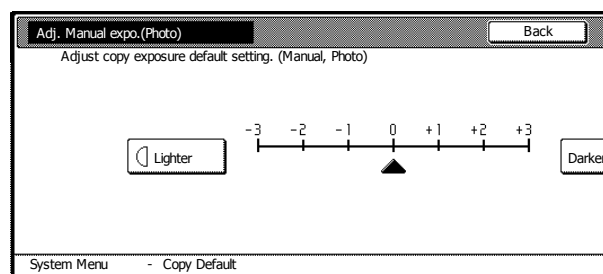
Adjusting Manual Exposure: Photo Mode

Adjusts the median value for the manual exposure range. This adjustment optimizes for copying documents containing photo images.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Adj. Manual expo.(Photo)* and press [Change #].



- 3 Press [Lighter] or [Darker] to adjust the exposure.

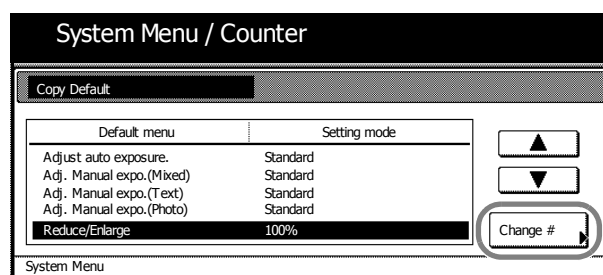


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

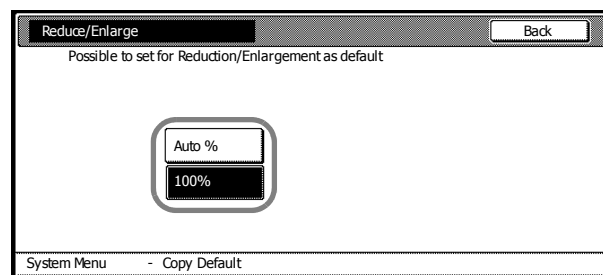
Selecting Default Zoom

Chooses whether to use automatic zoom.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Reduce/Enlarge* and press [Change #].



- 3 Select [Auto %] or [100%].

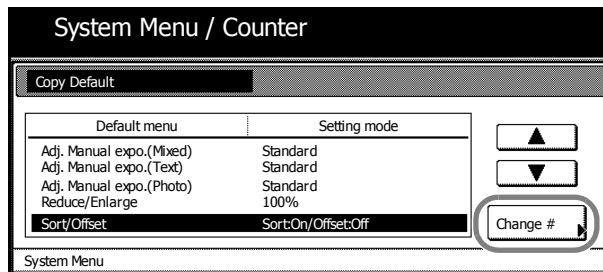


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

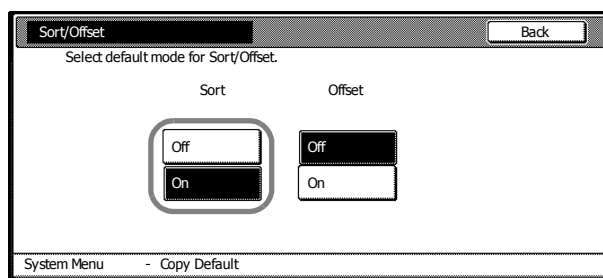
Selecting Sorting and Offsetting Output

Chooses sorting and/or offsetting output as the default output.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Sort/Offset* (*Sort/Group*) and press [Change #].



- 3 Turn *Sort* and *Offset* [On] or [Off] as desired.

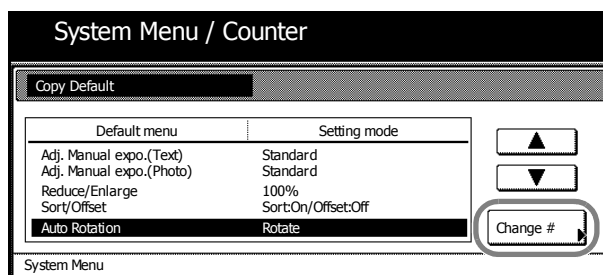


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

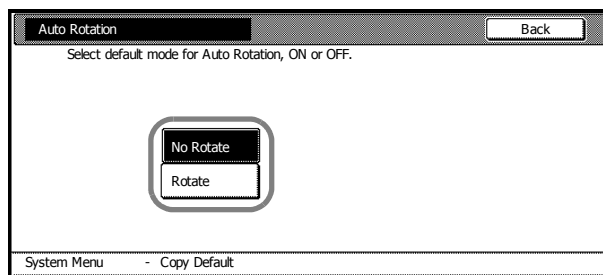
Selecting Auto Rotation

Auto rotation delivers sets of copied documents perpendicular to each other, allowing easy separation of each set from the others. This mode enables automatic rotation by default.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Auto Rotation* and press [Change #].



- 3 Select [No Rotate] to disable or [Rotate] to enable automatic rotation by default.

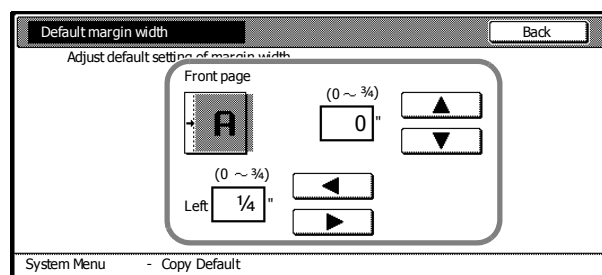
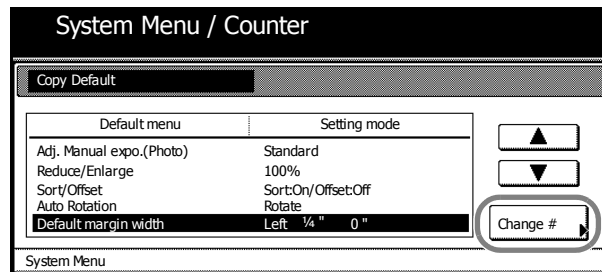


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

Default Margin

Specifies the default margins for copying.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Default margin width* and press [Change #].
- 3 Press [▲], [▼], [◀] and [▶] to specify the default margin for each side.



The range for the margins is as follows.

Setting Range

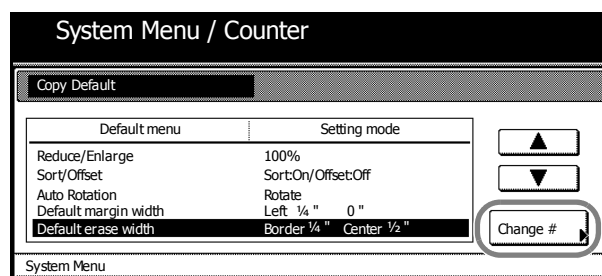
Inch models	0 to 3/4" (in 1/8" increments)
Metric models	0 to 18 mm (in 1-mm increments)

- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

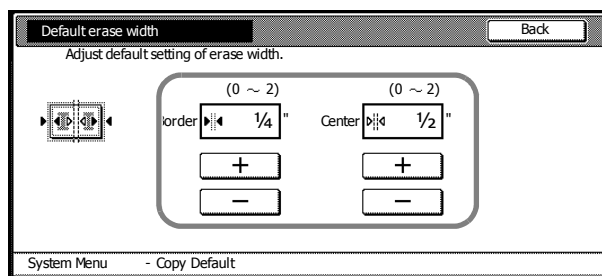
Erasing Borders

Specifies the width for erasing borders.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Default erase width* and press [Change #].



- 3 Press [+] and [-] to specify the widths to erase the borders.



The range for the width is as follows.

Setting Range

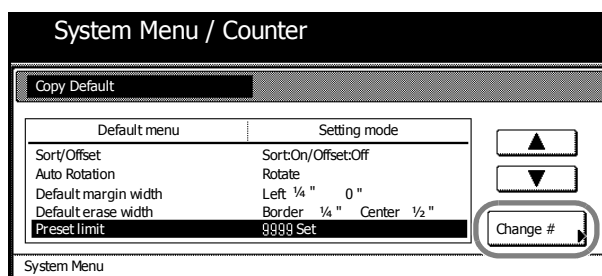
Inch models	0 to 2" (in 1/8" increments)
Metric models	0 to 50 mm (in 1-mm increments)

- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

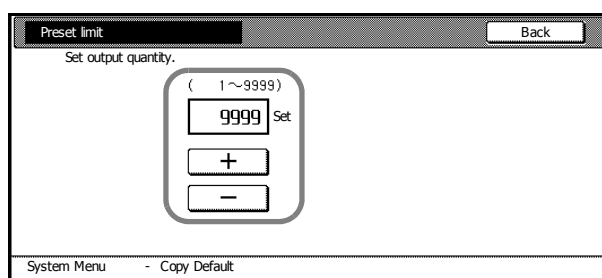
Selecting Maximum Number of Copies

You can limit the maximum number of copies from 1 to 9999.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Preset limit* and press [Change #].



- 3 Use the numeric keys to enter the maximum number of copies from 1 to 9999.



- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

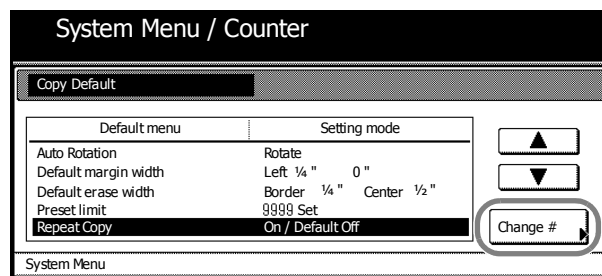
Enabling Repeat Copy

Repeat copy allows the printing of original documents which were copied and stored in the copier. You can enable or disable repeat copy and set it as the default.

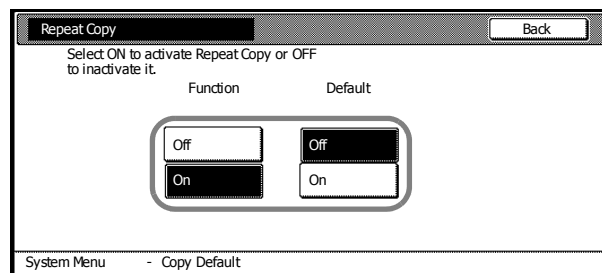
NOTE: This menu is not available when the copier is equipped with the optional security kit.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)

- 2 Press [▲] or [▼] to select *Repeat Copy* and press [Change #].



- 3 Select [Off] to disable and select [On] to enable repeat copy under *Function*. To make repeat copy the default, select [On] under *Default*.

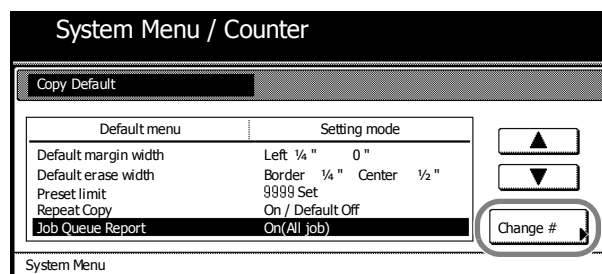


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

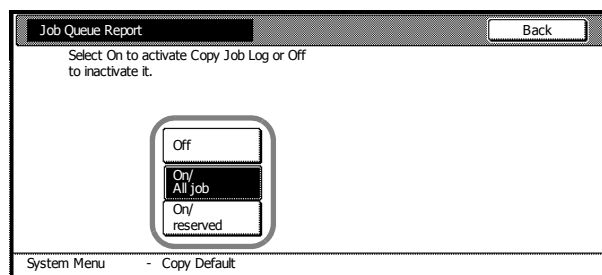
Enabling Job History Display

Enables or disables the [Job History] screen in the output management mode. The [Job History] screen provides information on the completed jobs in the copier. For details, refer to *Output Management Functions* on page 2-16.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Job Queue Report* and press [Change #].



- 3 Select [Off] not to display the [Job History] screen under *Print Document* (Refer to *Output Management Functions* on page 2-16). Select [On/All job] or [On/reserved] ([On/Reserv.job]) to display the [Job History] screen under *Print Document*.

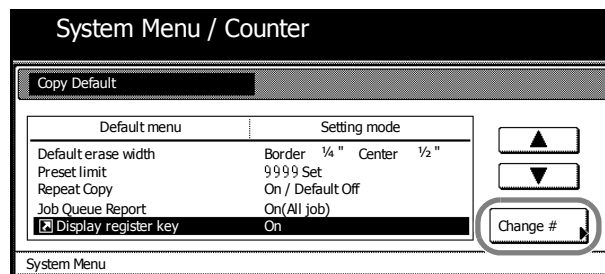


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

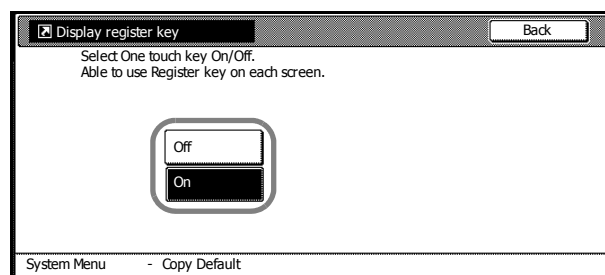
Enabling [Shortcut] ([Register]) Key

Enables the [Shortcut] ([Register]) key so that it is displayed while various operations are made on the touch panel. You can assign up to three frequently used functions listed on the [Function], [Basic] and [User choice] screens to the preset keys.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Display register key* (*Display "Register" key*) and press [Change #].



- 3 Select [On] to have the [Shortcut] ([Register]) key enabled or [Off] to have the [Shortcut] ([Register]) key disabled while operating the touch panel.

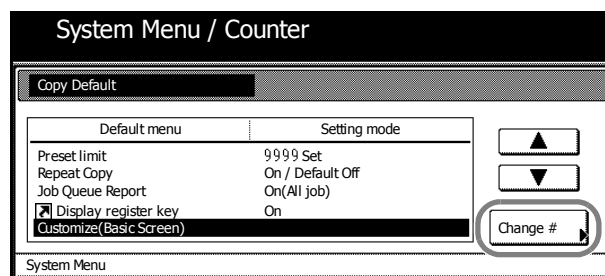


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

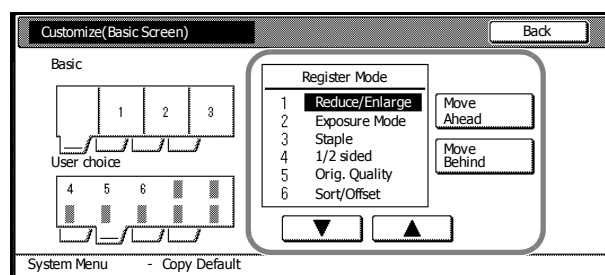
Customizing Basic Functions Screen

Allows you to customize the layout of the Basic Functions screen to your preference.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Customize (Basic Screen)* (*Customize (Main function)*) and press [Change #].



- 3 Highlight the menu item that you want to change the order of appearance using [▲] or [▼]. Press [Move Ahead] or [Move Behind] ([Move Backward]) to move the item back and forth in the order according to the corresponding number.

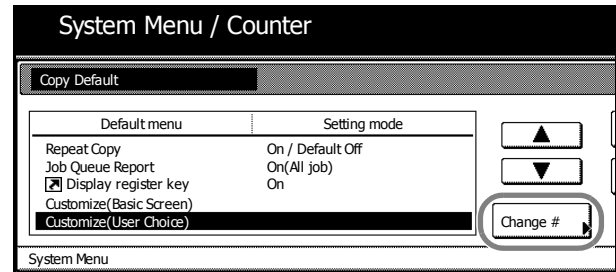


- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

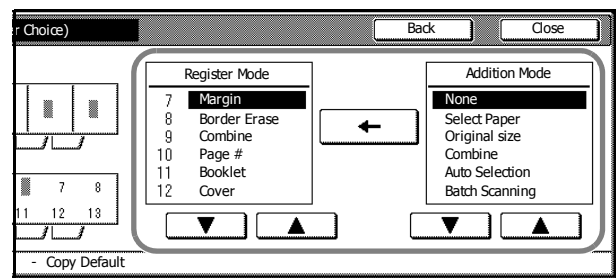
Customizing Additional Functions Screen

Allows you to customize the layout of the Additional Functions screen to your preference.

- 1 Access the *Copy Default* screen. (For instructions, refer to *Accessing the Copy Default Screen* on page 3-3.)
- 2 Press [▲] or [▼] to select *Customize (User Choice)* (*Customize (Add function)*) and press [Change #].



- 3 Highlight the menu item on the right-side pane, that you want to change the order of appearance using [▲] or [▼]. Press [←] to move the item to the left-side pane according to the corresponding number.



- 4 Press [Close]. The touch panel will return to the *Copy Default* screen.

Common Default Settings

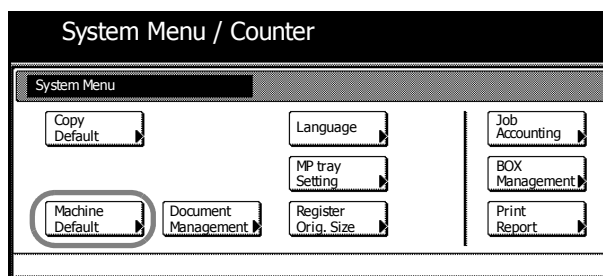
The following are the settings configured for changing the defaults of the copier.

- Enabling Auto Cassette Switching...3-21
- Selecting Paper Size...3-22
- Selecting Paper Type...3-22
- Enabling Quick Access to MP Tray Settings...3-23
- Specifying the Paper Weight to the Paper Type...3-23
- Allowing Duplex Copying for Custom Paper Type...3-24
- Making Copying on Letterhead Paper Easy...3-25
- Auto Detect Originals...3-26
- Orientation of Original Document...3-27
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- Setting Low-Power Timer Timeout...3-28
- Setting Auto Clear Timeout Time...3-28
- Selecting Output Destination...3-29
- Activating Operation Panel Sound...3-30
- Enabling Silent Mode...3-30
- Adjusting Date and Time...3-31
- Setting Time Difference (Time Zone)...3-32
- Changing Management Code...3-32
- Activating Auto Sleep...3-33
- Activating Auto Clear...3-34
- Prioritizing Copying Over Printing...3-34
- Overwriting Hard Disk Contents...3-35

Accessing the *Machine Default* Screen

Follow the steps as below to begin changing the default settings.

- 1 Press the **System Menu/Counter** key.
- 2 Press [Machine Default].



- 3 Use the numeric keys to enter the four-digit management code. By default, the management code is 6000 for the 60 cpm model and 8000 for the 80 cpm model. The *Machine Default* screen will be displayed.

Enter the administrator number.

Four empty boxes for entering a four-digit management code.

NOTE: For security, it is recommended to change the management code. Refer to *Changing Management Code* on page 3-32.

When installing the optional security kit, enter the eight-digit management code. By default, the management code is 60006000 for the 60 cpm model and 80008000 for the 80 cpm model.

Proceed to the following sections to customize individual settings.

Enabling Auto Cassette Switching

If the cassette in use runs out of paper, the copier can continue copying by automatically switching to another cassette loaded with the paper of the same size and orientation. You can specify not to switch to the cassette if the paper type differs.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to select *Auto drawer switching (Auto cassette switching)* and press [Change #].

System Menu / Counter

Machine Default

Default menu	Setting mode
Auto drawer switching	On / All types of paper
Paper size (3rd drawer)	11x17"
Paper size (4th drawer)	Auto/Inch
Paper type (1st drawer)	Plain
Paper type (2nd drawer)	Recycled

System Menu

Change #

- 3 Select [On] to enable automatic cassette switching.

Auto drawer switching

When paper drawer is empty, switch to another one, set same size/direction paper, and continue copying.

Function	Paper Type
Off	All types of paper
On	Feed same paper type

System Menu - Machine Default

Back

- 4 To avoid switching to the cassette loaded with the different paper type, press [Feed same paper type] under *Paper Type*.
- 5 Press [Close]. The touch panel will return to the *Machine Default* screen.

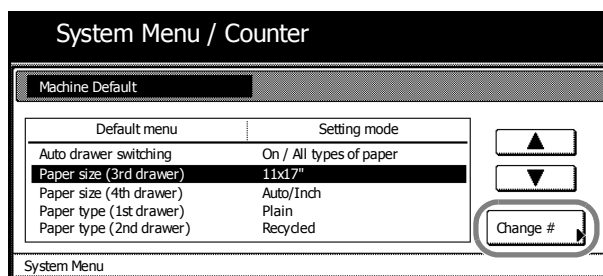
Selecting Paper Size

Specifies the paper size for the cassettes 3 and 4. The copier can automatically switch to one of these cassettes depending on the paper size by specifying [Auto Detection]. Also, select [Centimeter] or [Inch] as the unit of measurement.

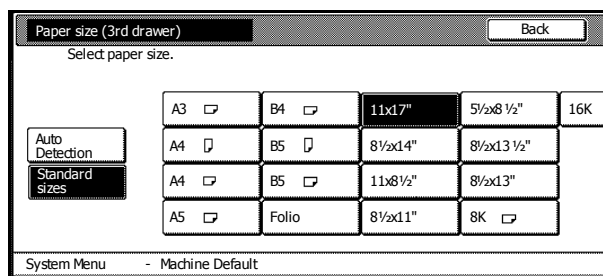
The cassettes 3 and 4 support the following paper sizes.

11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", 8 1/2 × 13 1/2", 8 1/2 × 13" (Oficio 2), A3, B4, A4, A4R, B5, B5R, A5R, Folio, 8K and 16K

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to choose *Paper size [3rd drawer]* (*Paper size [3rd cassette]*) or *Paper size [4th drawer]* (*Paper size [4th cassette]*) accordingly. Press [Change #] to begin changing settings.



- 3 When [Auto Detection] is selected, choose the unit of measurement. When [Standard sizes] is selected, choose the paper size.



- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

Selecting Paper Type

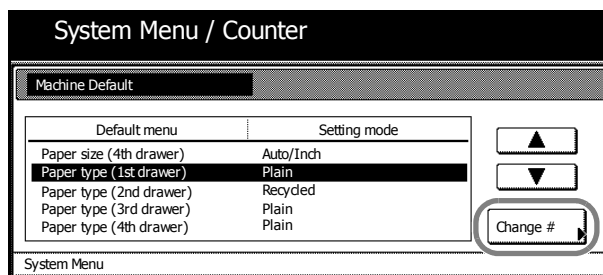
Specifies the paper type to the cassettes 1 to 5.

These cassettes support the following paper types.

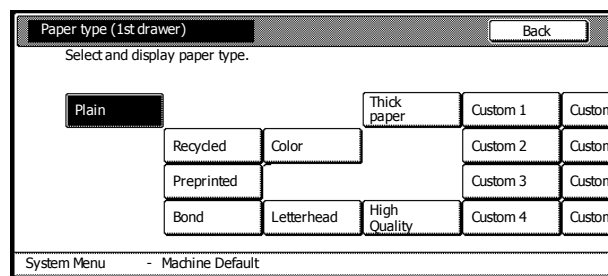
Plain, Recycled, Preprinted, Bond, Color (Colour), Letterhead, Thick paper, High Quality and Custom 1-8

NOTE: *5th drawer (5th cassette)* is available when the copier is equipped with the optional side feeder.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to choose from *Paper type [1st drawer]* (*Paper type [1st cassette]*) through *Paper type [5th drawer]* (*Paper type [5th cassette]*) accordingly. Press [Change #] to begin changing settings.



- 3 Select the paper type.

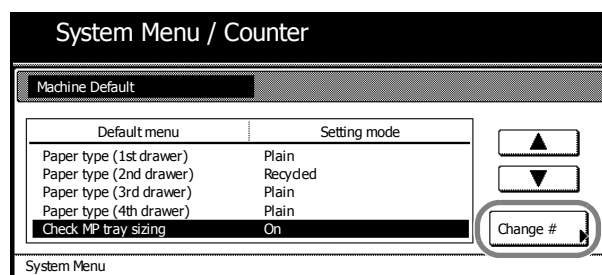


- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

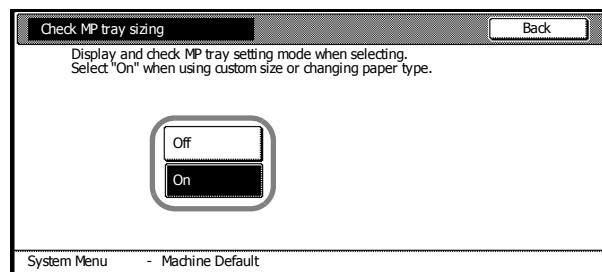
Enabling Quick Access to MP Tray Settings

Check MP tray sizing allows quick access to the *MP tray Setting* screen when the MP tray is selected for copying. This allows to quickly configure the MP tray settings by changing paper size, etc.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to select *Check MP tray sizing* and press [Change #].



- 3 Select [On] to enable or [Off] or disable quick access to the MP tray settings.



- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

Specifying the Paper Weight to the Paper Type

Assigns one of the following paper weights to the paper type.

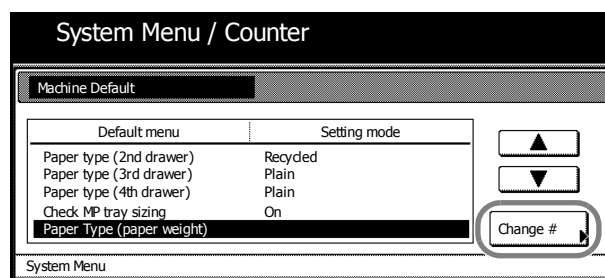
Extra Heavy, Heavy3, Heavy2, Heavy1, Normal3, Normal2, Normal1 and Light (Thin)

NOTE: Refer to the following paper types and weights (g/m²).

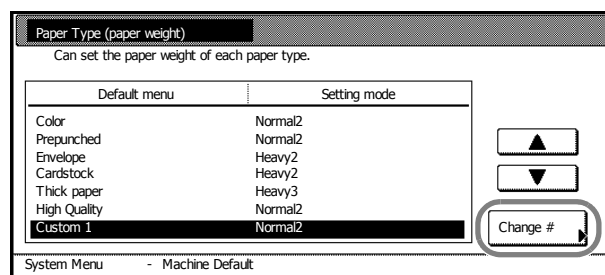
- | | |
|---|---|
| • <i>Extra Heavy</i> - OHP sheet | • <i>Normal3</i> - from 91 g/m ² to 105 g/m ² |
| • <i>Heavy3</i> - from 171 g/m ² to 200 g/m ² | • <i>Normal2</i> - from 76 g/m ² to 90 g/m ² |
| • <i>Heavy2</i> - from 136 g/m ² to 170 g/m ² | • <i>Normal1</i> - from 60 g/m ² to 75 g/m ² |
| • <i>Heavy1</i> - from 106 g/m ² to 135 g/m ² | • <i>Light (Thin)</i> - from 45 g/m ² to 64 g/m ² |

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)

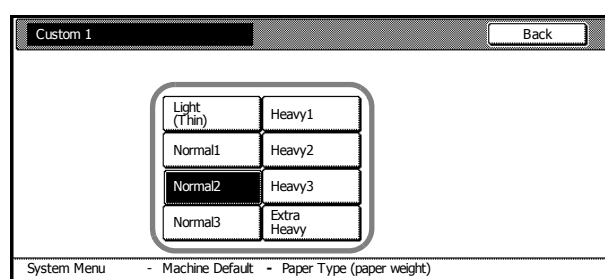
- 2 Press [▲] or [▼] to select *Paper Type (paper weight)* and press [Change #].



- 3 Press [▲] or [▼] to select the paper type to specify the weight. Press [Change #].



- 4 Select the paper weight and press [Close]. The paper type is assigned with the weight.

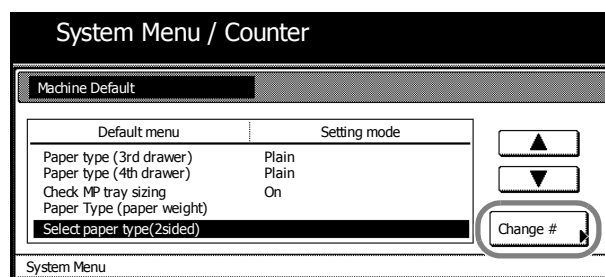


- 5 Press [Close]. The touch panel will return to the *Machine Default* screen.

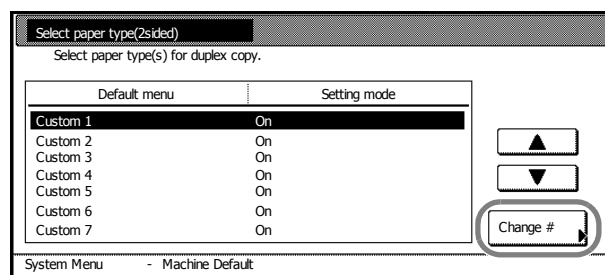
Allowing Duplex Copying for Custom Paper Type

You can determine whether duplex copying is allowed to custom paper type. Up to 8 custom paper types are configurable.

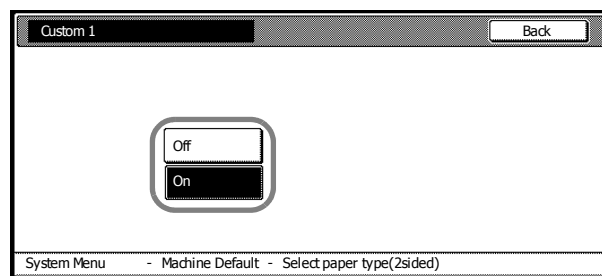
- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to select *Select paper type(2sided)* and press [Change #].



- 3 Press [▲] or [▼] to choose from *Custom 1* through *Custom 8*. Press [Change #].



- 4 Select [On] to allow duplex copying or [Off] to prohibit duplex copying to the custom paper type.



- 5 Press [Close].
- 6 Press [Close]. The touch panel will return to the *Machine Default* screen.

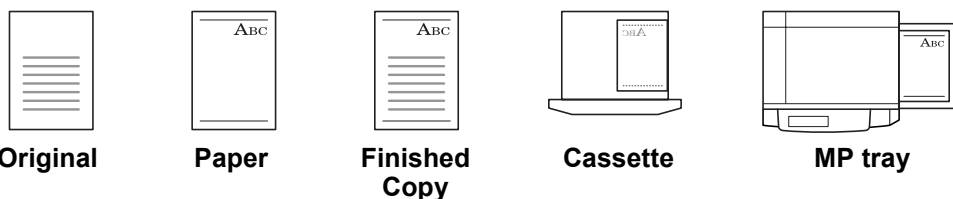
Making Copying on Letterhead Paper Easy

Copying the original onto letterhead paper requires that the orientation of the original and the target paper match with each other. By switching [Adj(usting). Print Direction] on, the copier correctly prints the original onto the letterhead paper when the original and the letterhead paper are aligned with each other in the same orientation on the platen and in the paper cassette.

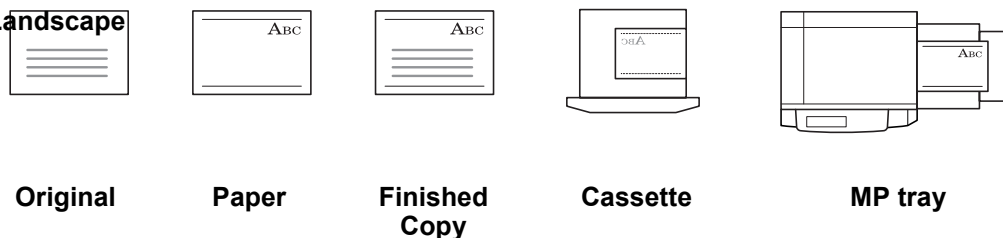
This function also applies to prepunched and preprinted paper.

Place the original and the letterhead paper as shown below.

Portrait



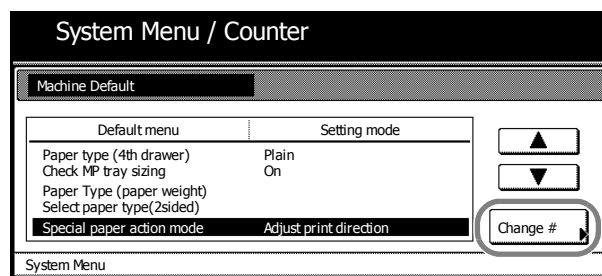
Landscape



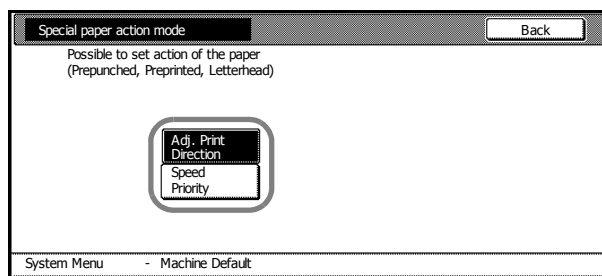
NOTE: Load paper in the cassette with the printing side facing down. When loading paper in the MP tray, load it with the printing side facing up.

Copying with [Adj. Print Direction] activated may be slightly slower.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to select *Special paper action mode* (*Specif. paper action mode*) and press [Change #].



- 3 Select [Adj. Print Direction] or, to switch this feature off, select [Speed Priority]. [Speed Priority] lets copying revert to the normal copying speed.



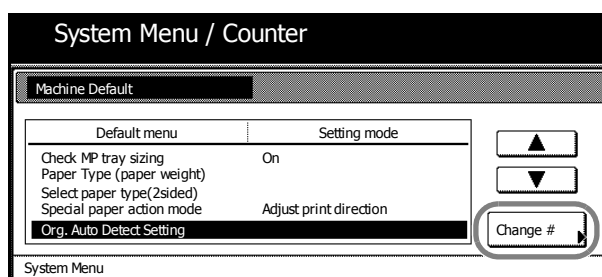
- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.
Align the original and the target letterhead paper as diagrammed above before starting copying.

Auto Detect Originals

Allows you to predetermine what paper size is selected for printing when copying an original document of non-standard sizes (Refer to below.). This feature is applicable when the size of the original is either cardstock, A4R, B4R or Folio. The menu also provides the means to determine whether 11 × 15" is recognized as a standard size.

NOTE: This setting is only available for metric models.

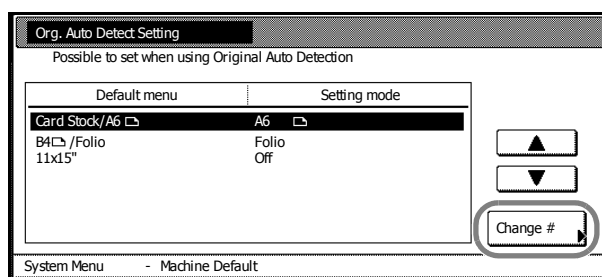
- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to select *Org. Auto Detect Setting* and press [Change #].



- 3 Press [▲] or [▼] to select the paper size to set up. Press [Change #].

When the size of the original document is cardstock or A6R, choose [Cardstock] to copy it onto cardstock size or [A6] to copy it on A6R size.

When the size of the original document is B4R or Folio, choose [B4] to copy it on B4R size or [Folio] to copy it on Folio size.



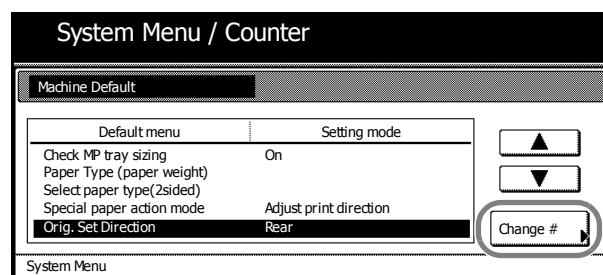
When the size of the original document is 11 × 15" (computer form), you can choose whether the original document is automatically zoomed to the currently selected paper ([On]) or the copier halts and prompts you to investigate the size of the original document ([Off]).

- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

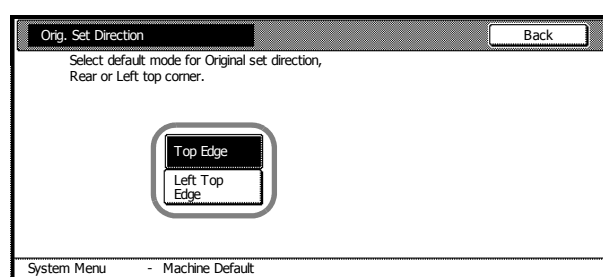
Orientation of Original Document

Specifying the orientation of the original document on the platen. This is accomplished by telling the copier the direction to which the top side of the original faces.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to select *Orig. Set Direction* and press [Change #].



- 3 Select [Top Edge] ([Back Edge]) when the top of the original is facing towards the rear side of the copier or [Left Top Edge] ([Left top corner]) when the original is facing towards the left side of the copier.



- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

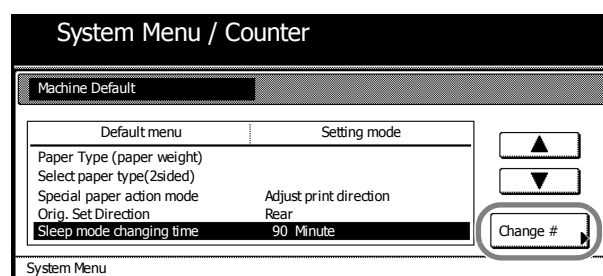
Setting Sleep Timer Timeout

The Sleep timer conserves energy when there is no operation on the operation panel or no data is received. This predetermines the period of time before the copier enters sleep mode.

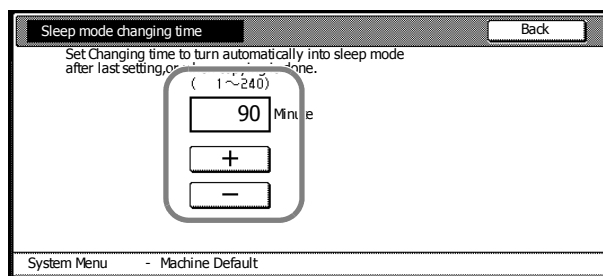
The Sleep timer can be set from 1 to 240 minutes in 1-minute increments.

NOTE: If the copier is used frequently, we recommend using a longer timeout. If it is used infrequently, use a shorter timeout.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to select *Sleep mode changing time* and press [Change #].



- 3 Use [+] to increase the time or [-] to decrease the time from 1 to 240 minutes.



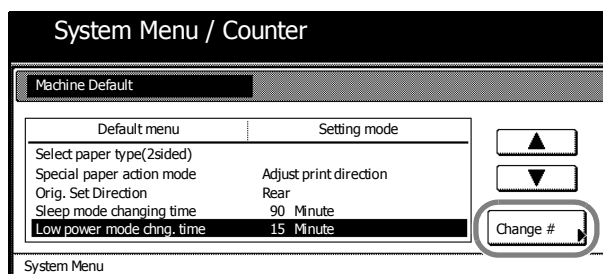
- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

Setting Low-Power Timer Timeout

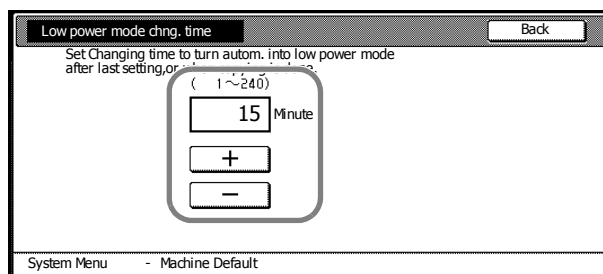
Specifies the period of time before the copier enters Low-Power mode.

The Low-Power time can be set from 1 to 240 minutes in 1-minute increments.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to select *Low power mode chng. time* and press [Change #].



- 3 Use [+] to increase the time or [-] to decrease the time from 1 to 240 minutes.



- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

Setting Auto Clear Timeout Time

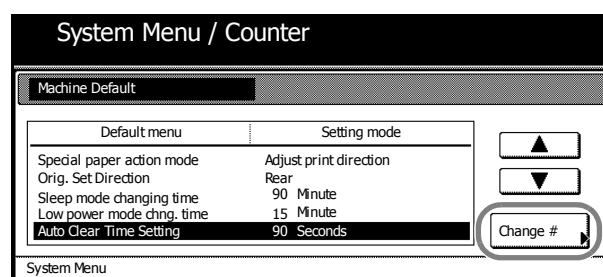
Automatically clears all temporary settings on the operation panel when no operation is made.

Those settings revert to the default settings after the predetermined period of time. You can specify the period after copying before the copier automatically clears the previous settings.

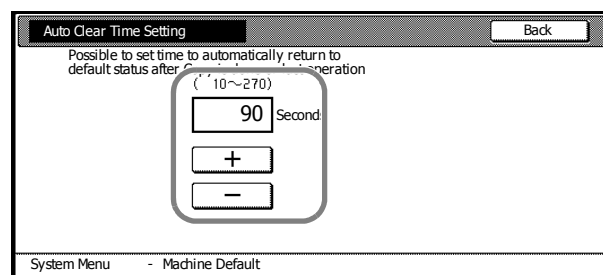
The auto clear timeout can be set from 10 to 270 seconds in 10-second increments.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)

- 2 Press [▲] or [▼] to select *Auto Clear Time Setting* and press [Change #].



- 3 Use [+] to increase or [-] to decrease the auto clear timeout from 10 to 270 seconds.



- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

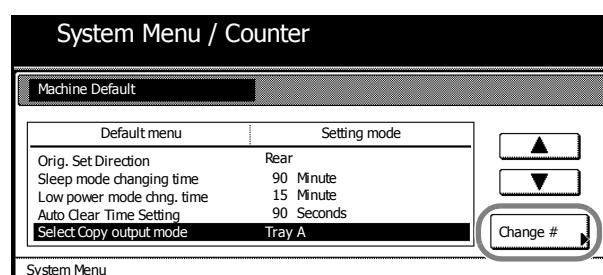
Selecting Output Destination

You can specify the default destination for finished copies.

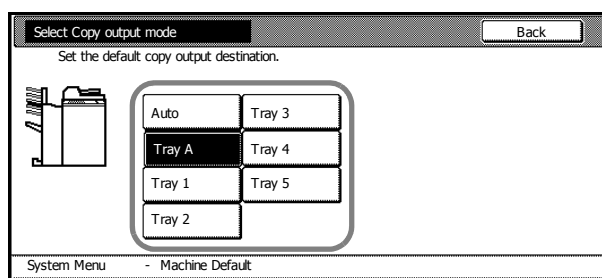
Destination	Description
Auto	Copies are sent to the empty tray. If multiple trays are empty, copies are sent to the bottom tray first and higher trays thereafter.
Tray A	Tray A of the document finisher.
Tray B	Tray B of the document finisher. This tray is not available if the multi-job tray is installed.
Tray 1	Tray 1 (the first tray) of the multi-job tray.
Tray 2	Tray 2 (the second tray) of the multi-job tray.
Tray 3	Tray 3 (the third tray) of the multi-job tray.
Tray 4	Tray 4 (the fourth tray) of the multi-job tray.
Tray 5	Tray 5 (the fifth tray) of the multi-job tray.

NOTE: This menu is available when the copier is equipped with the optional document finisher.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to select *Select Copy output mode* and press [Change #].



- 3 Select the desired output destination for finished copies.

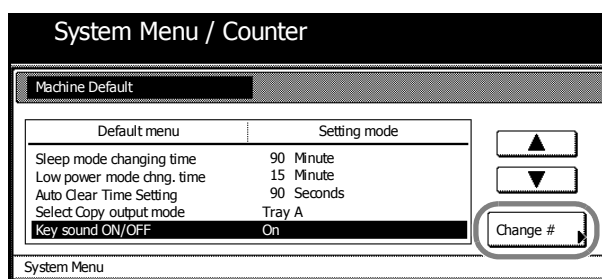


- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

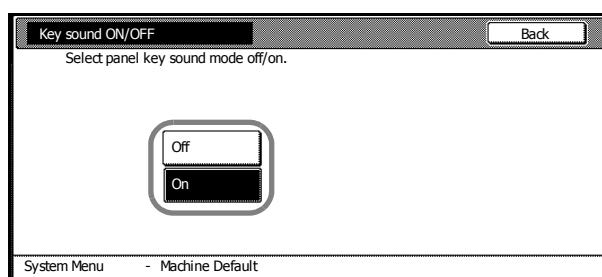
Activating Operation Panel Sound

Activates the sound for confirmation when the operation panel keys are pressed.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to select *Key sound ON/OFF* and press [Change #].



- 3 Select [Off] to deactivate or [On] to activate the key sound.

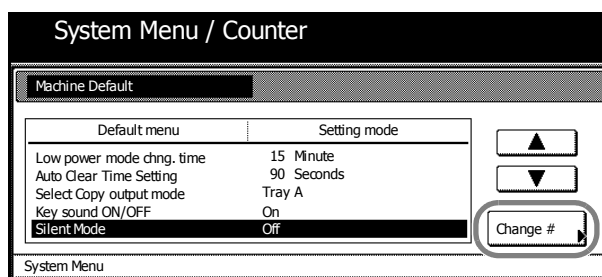


- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

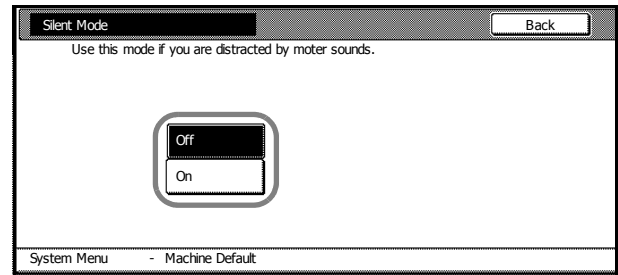
Enabling Silent Mode

The silent mode lets the copier deactivate the ventilating fans for quieter operation.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to select *Silent Mode* and press [Change #].



- 3 Select [On] to enable or [Off] to disable the silent mode.



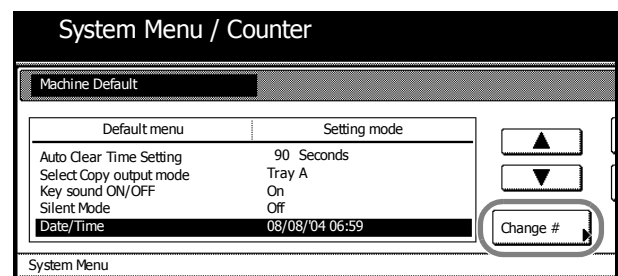
- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

Adjusting Date and Time

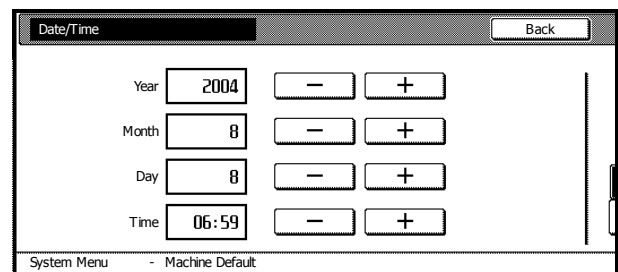
Specifies the date and time.

IMPORTANT: Before proceeding to adjust the date and time, complete *Setting Time Difference (Time Zone)* on page 3-32.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to select *Date/Time* and press [Change #].



- 3 Use [+] or [-] to specify *Year, Month, Day* and *Time*. To specify summertime (daylight saving), press [On].

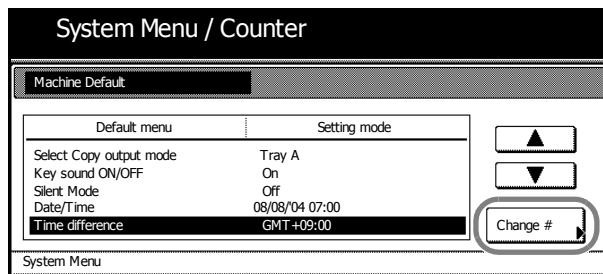


- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

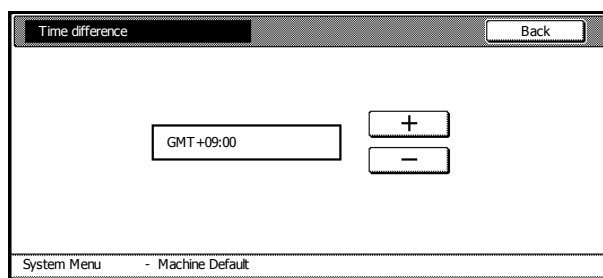
Setting Time Difference (Time Zone)

Specifies the time zone in reference to Greenwich Mean Time.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to select *Time difference* and press [Change #].



- 3 Press [+] and [-] to select the time zone.



- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

Changing Management Code

You can change the management code.

IMPORTANT: Be sure to make a note of the management code when it is changed.

NOTE: The default management code is 6000 for the 60 cpm model and 8000 for the 80 cpm model.

The new management code must be a number comprising of four digits from 0000 to 9999.

When installing the optional security kit, enter the eight-digit management code. By default, the management code is 60006000 for 60 cpm model and 80008000 for 80 cpm model. The new management code must be a number comprising of eight digits from 00000000 to 99999999.

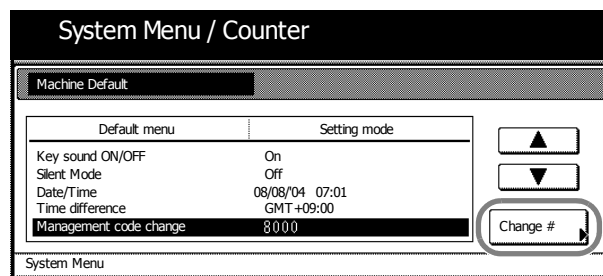
Avoid using an administrator code that is easily determined, such as '11111111' or '12345678'.

Enter the following menu to make changes.

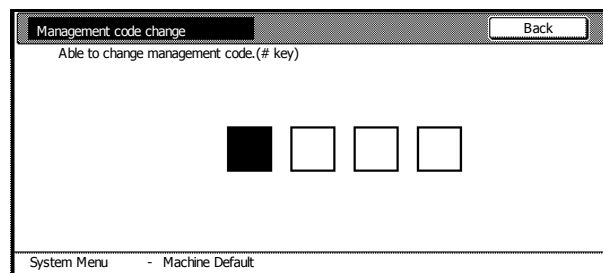
- *Default Settings for Copying*
- *Common Default Settings*
- *Job Accounting*
- *Weekly Timer*
- *Setting Document Management Defaults*
- *Hard Disk Management*
- *Printing Reports*

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)

- 2 Press [▲] or [▼] to select *Management code change* (Change MGMT code with #) and press [Change #].



- 3 Use the numeric keys to enter the new management code.

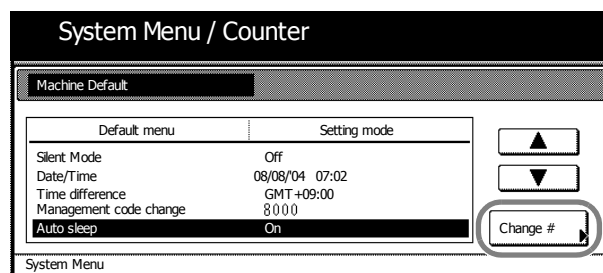


- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

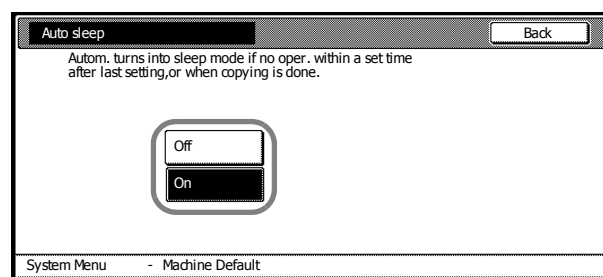
Activating Auto Sleep

Activates the Sleep mode. To adjust the timeout time for the Sleep mode, refer to *Setting Sleep Timer Timeout* on page 3-27.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to select *Auto sleep* and press [Change #].



- 3 Select [On] to activate or [Off] to deactivate the Sleep mode.

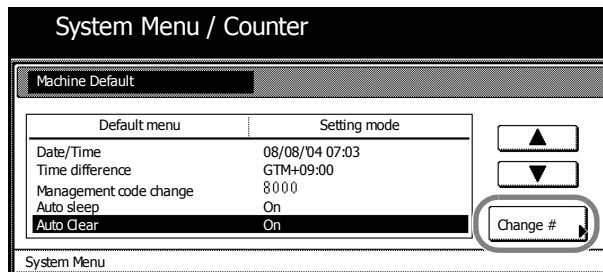


- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

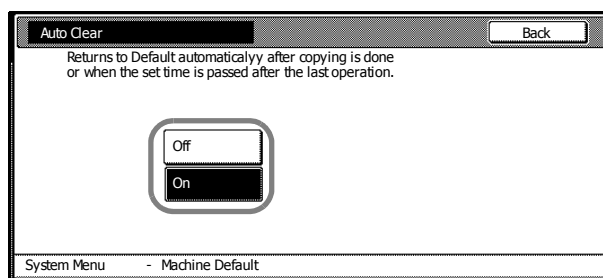
Activating Auto Clear

When this setting is activated, the copier reverts to the state after warm-up if no copies are made.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to select *Auto Clear* and press [Change #].



- 3 Select [On] or [Off].



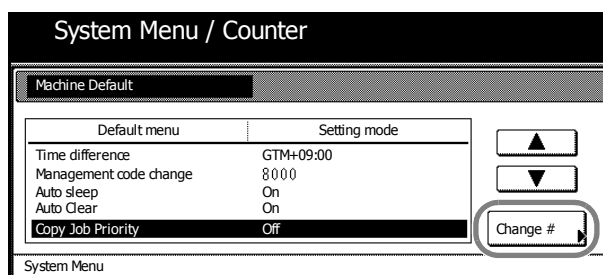
- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

Prioritizing Copying Over Printing

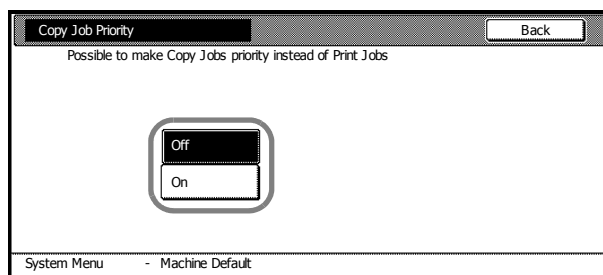
You can assign a higher priority to processing copying jobs than printing jobs.

NOTE: *Copy Job Priority* is displayed when installing the optional printer kit.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)
- 2 Press [▲] or [▼] to select *Copy Job Priority* and press [Change #].



- 3 Select [On] or [Off].



- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

Overwriting Hard Disk Contents

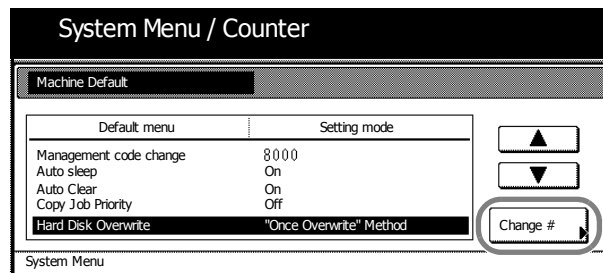
If the copier is equipped with the optional security kit, you can specify the method for overwriting the contents of the hard disk.

NOTE: For details on methods of hard disk overwriting, refer to the security kit *Operation Guide*.

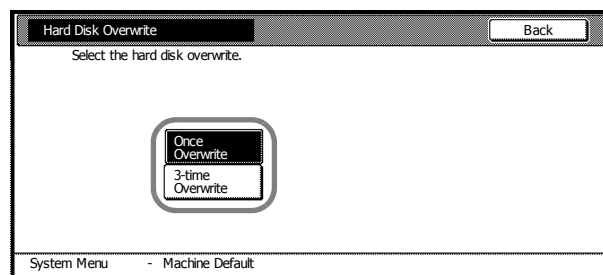
This setting is available only if the copier is equipped with the optional security kit.

- 1 Access the *Machine Default* screen. (For instructions, refer to *Accessing the Machine Default Screen* on page 3-20.)

- 2 Press [▲] or [▼] to select *Hard Disk Overwrite* and press [Change #].



- 3 Press [Once Overwrite] or [3-time Overwrite].



- 4 Press [Close]. The touch panel will return to the *Machine Default* screen.

Weekly Timer

The copier will automatically turn on and off at the specified times on the specified weekdays. This feature enables you to make copies immediately in the morning and frees you from the task of turning it off at night.

NOTE: When using the Weekly Timer, leave the copier plugged in even when it is not in use. Keep the Main Power Switch on (| position).

For the Weekly Timer to work correctly, the time zone and date and time must be set correctly. For further details, refer to *Setting Time Difference (Time Zone)* on page 3-32 and *Adjusting Date and Time* on page 3-31.

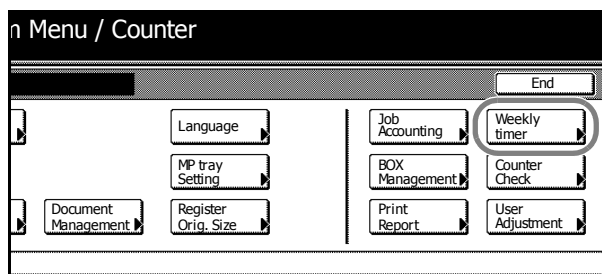
The weekly timer includes the following menus to adjust.

Mode	Description	Reference Page
Weekly Timer	Specifies the time to turn on and off the copier for each day of the week.	page 3-37
Temporarily Cancel the Weekly Timer	Temporarily cancels the Weekly Timer for the specific days. This feature may be useful when you want to turn off the copier during holidays, etc., without losing the Weekly Timer settings.	page 3-37
Weekly Timer On/Off	Activates or deactivates the Weekly Timer.	page 3-38

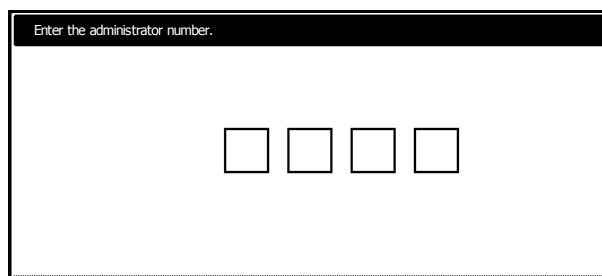
Accessing the *Weekly timer (Week timer)* Screen

Follow the steps as below to begin adjusting the Weekly Timer by accessing the *Weekly timer (Week timer)* screen.

- 1 Press the **System Menu/Counter** key.
- 2 Press [Weekly timer] ([Week timer]).



- 3 Use the numeric keys to enter the four-digit management code. By default, the management code is 6000 for the 60 cpm model and 8000 for the 80 cpm model. The *Weekly timer (Week timer)* screen will be displayed.



NOTE: For security, it is recommended to change the management code. Refer to *Changing Management Code* on page 3-32.

When installing the optional security kit, enter the eight-digit management code. By default, the management code is 60006000 for the 60 cpm model and 80008000 for the 80 cpm model.

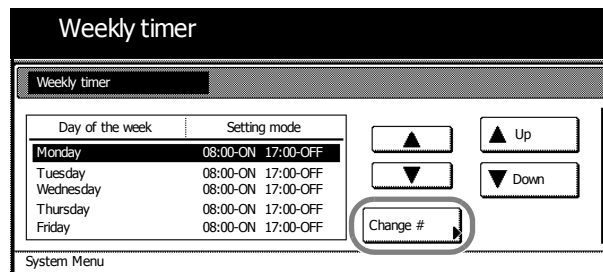
Proceed to the next section to make settings for the Weekly Timer.

Weekly Timer

Specifies the time to turn the copier on and off for each day of the week.

- 1 Access the *Weekly timer (Week timer)* screen. (For instructions, refer to *Accessing the Weekly timer (Week timer) Screen* on page 3-36.)

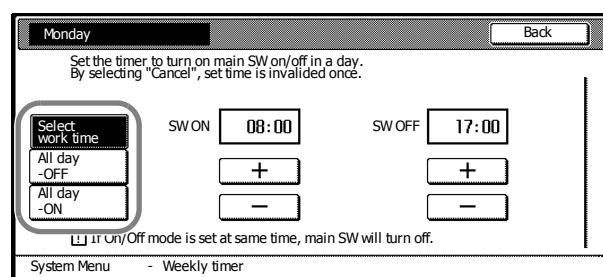
- 2 Select the day to program the timer. Press [Change #].



- 3 To turn on and off the copier at a specific time of day, press [Select work time]. Specify the time to turn on the copier in *SW ON*. Specify the time to turn off the copier in *SW OFF*.

To turn on the copier all the time for the day, press [All day-ON].

To turn off the copier all the time for the day, press [All day-OFF].



- 4 Press [Close]. The touch panel will return to the *Weekly timer (Week timer)* screen.

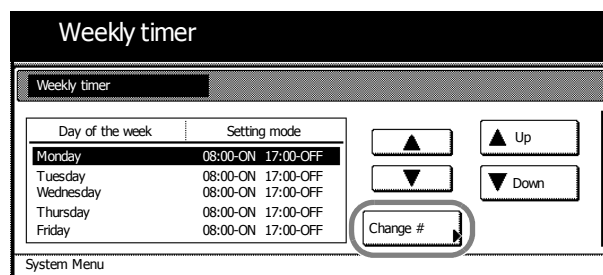
To program the timer for the other days, repeat steps 2 to 4.

Temporarily Canceling the Weekly Timer

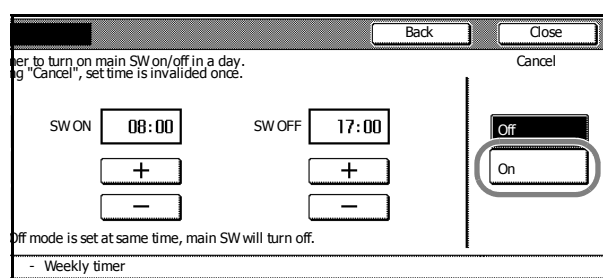
Temporarily cancels the Weekly Timer for the specific day. The timer resumes on the following day.

- 1 Access the *Weekly timer (Week timer)* screen. (For instructions, refer to *Accessing the Weekly timer (Week timer) Screen* on page 3-36.)

- 2 Select the day to cancel the Weekly Timer (For example. Monday). Press [Change #].



- 3 Under *Cancel*, press [On] cancel the timer on that day.



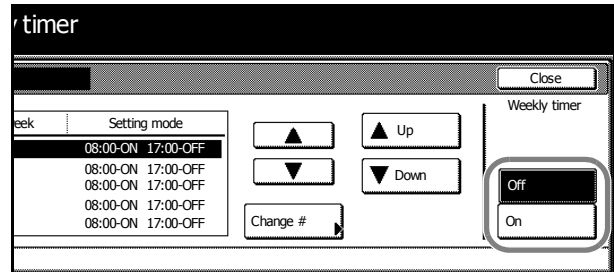
- 4 Press [Close]. The touch panel will return to the *Weekly timer (Week timer)* screen.

To cancel the Weekly Timer for other days, repeat steps 2 to 4.

Weekly Timer On/Off

Activates and deactivates the Weekly Timer.

- 1 Access the *Weekly timer* (*Week timer*) screen. (For instructions, refer to *Accessing the Weekly timer* (*Week timer*) Screen on page 3-36.)
- 2 Select [On] to activate or [Off] to deactivate the Weekly Timer.



- 3 Press [Close].
- 4 Press [End]. The touch panel will return to the [Basic] screen.

Configuring MP Tray

The following sections explain how to specify the size and type of the paper loaded in the MP tray.

Selecting Paper Size for MP Tray

The following table explains the options available for specifying the paper size and the paper sizes for the MP tray.

For instructions on specifying paper size, refer to *Chapter 2* of the *Operation Guide*.

Menu	Unit	Paper Sizes Supported
Auto Detect	Inch	11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11" and 5 1/2 × 8 1/2"
	Centimeter	A3, B4, A4, A4R, B5, B5R, A5R, B6R, A6R and Folio
Other Standard Sizes		ISO B5, Envelope DL, Envelope C5, Envelope C4, Comm. #10, Comm. #9, Monarch, Executive, OUFUKU (Return postcard), YOUKEI 2, YOUKEI 4, 8 1/2 × 13 1/2", 8 1/2 × 13" (Oficio 2), 8K and 16K
Input Size	Inch models	
	Vertical (Y): 3 7/8 to 11 5/8" (in 1/8" increments) Horizontal (X): 5 7/8 to 17" (in 1/8" increments)	
	Metric models	
	Vertical (Y): 98 to 297 mm (in 1-mm increments) Horizontal (X): 148 to 432 mm (in 1-mm increments)	

Selecting Paper Type to MP Tray

The MP tray supports the following paper types.

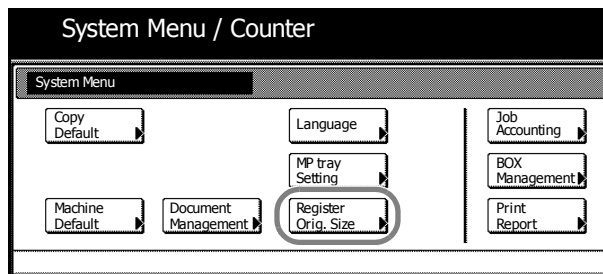
Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color (Colour), Prepunched, Letterhead, Thick paper, Envelope, High Quality and Custom 1-8

For instructions on specifying paper type, refer to *Chapter 2* of the *Operation Guide*.

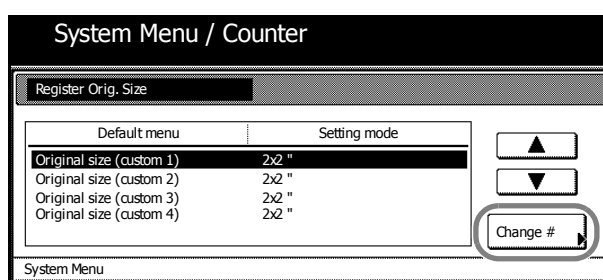
Registering Non-standard Sizes for Originals

You can register up to four non-standard sizes for the original documents of non-standard size. These non-standard sizes are displayed on the touch panel as the options for paper sizes.

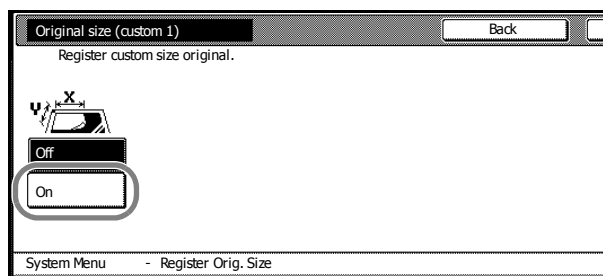
- 1 Press the **System Menu/Counter** key.
- 2 Press [Register Orig. Size]



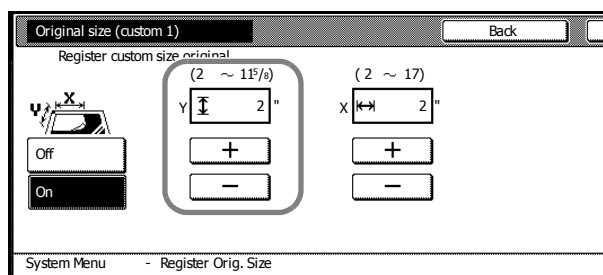
- 3 Select one of the four custom sizes available (1 to 4). Press [Change #].



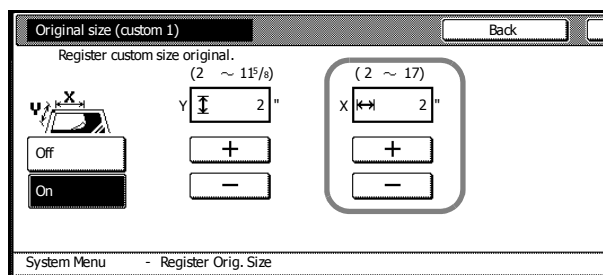
- 4 Press [On] to start entering the non-standard size.



- 5 Press [+] or [-] to specify the vertical size (Y) as the height.



- 6 Press [+] or [-] to specify the horizontal size (X) as the width.



- 7** Press [Close].
- 8** Press [Close]. The touch panel will return to the *System Menu* screen.

Setting Document Management Defaults

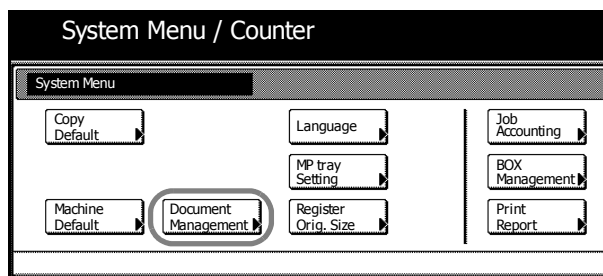
These settings help you work with the Form Box, Shared Data Box and Synergy Print Box. The following settings are available.

- Print Document List...3-43
- Resetting Document Box...3-45
- Specifying Name and Password to Document Box...3-45
- Deleting All Documents in Box...3-46
- Specifying the Period to Store Documents...3-47

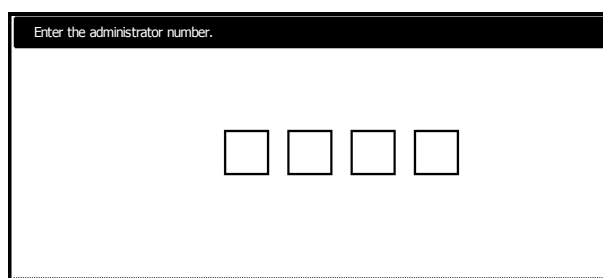
Accessing the *Document Management* Screen

Follow the steps as below to access the *Document Management* screen.

- 1 Press the **System Menu/Counter** key.
- 2 Press [Document Management].



- 3 Use the numeric keys to enter the four-digit management code. By default, the management code is 6000 for the 60 cpm model and 8000 for the 80 cpm model. The *Document Management* screen will be displayed.



NOTE: For security, it is recommended to change the management code. Refer to *Changing Management Code* on page 3-32.

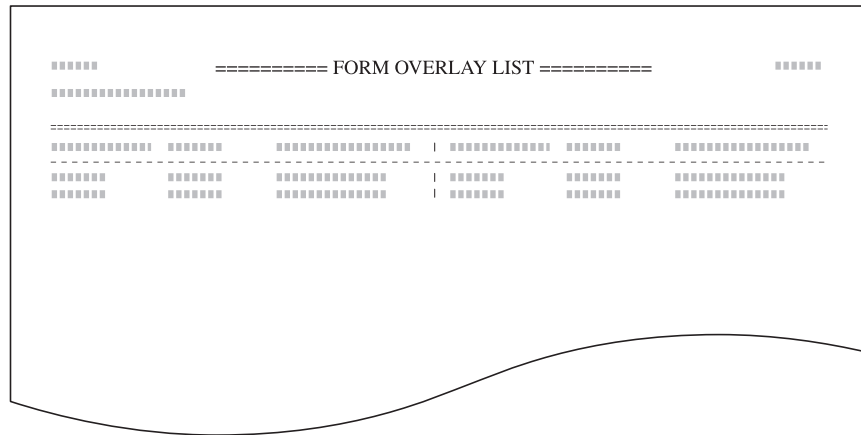
When installing the optional security kit, enter the eight-digit management code. By default, the management code is 60006000 for the 60 cpm model and 80008000 for the 80 cpm model.

Proceed to the next sections to complete document management.

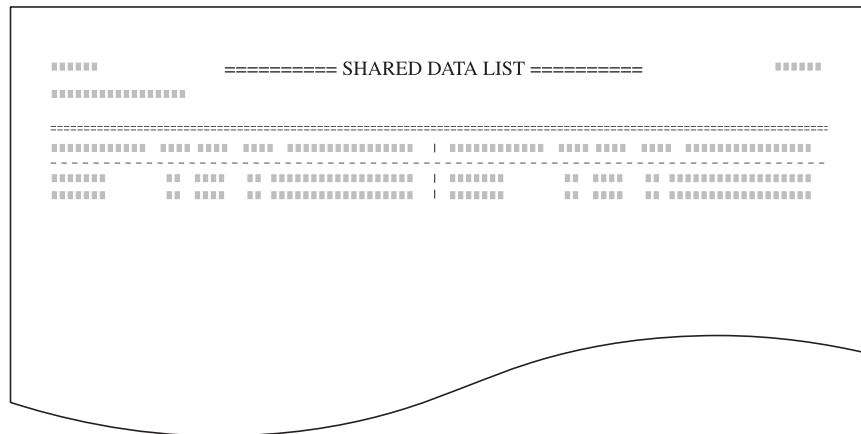
Print Document List

You can print a list of documents in the Form Box, Shared Data Box and Synergy Print Box.

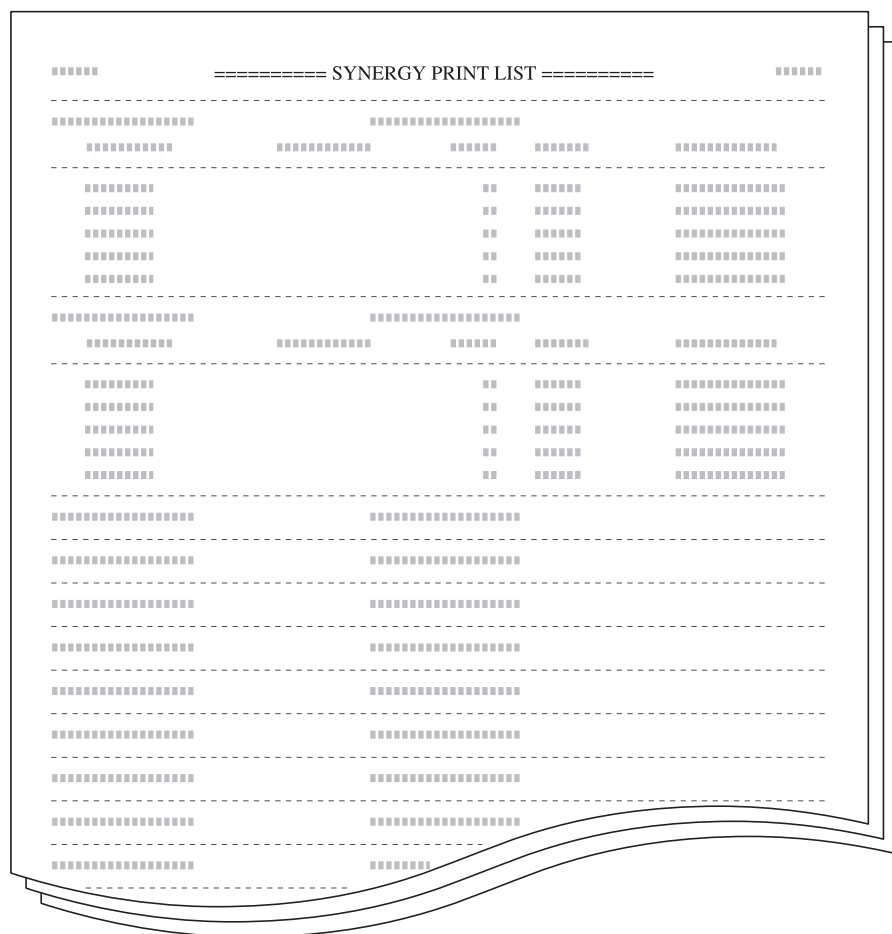
Document List, Form Box



Document List, Shared Data Box

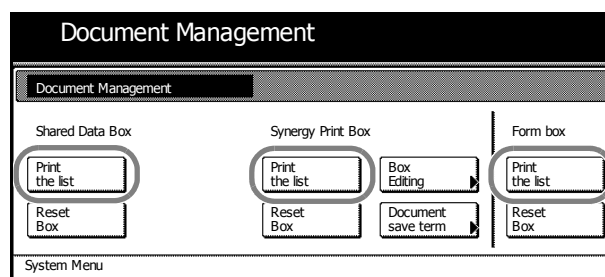


Document List, Synergy Print Box



NOTE: Before printing lists, be sure that the cassette is loaded with 11 × 8 1/2" (or A4) paper.

- 1 Access the *Document Management* screen. (For instructions, refer to *Accessing the Document Management Screen* on page 3-42.)
- 2 Press [Print the list] under the specific data box. The list for the data box is printed.

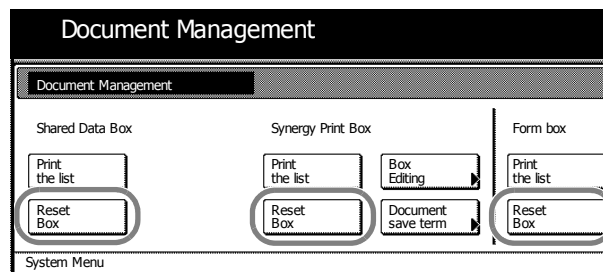


- 3 When printing is finished, the touch panel will return to the *Document Management* screen.

Resetting Document Box

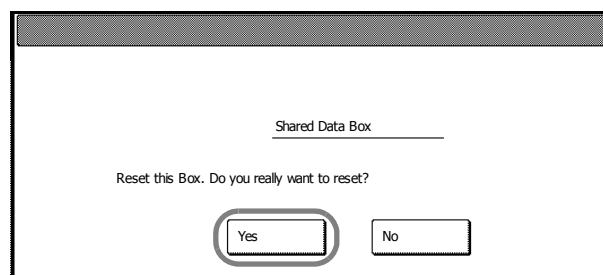
Deletes all documents in the Form Box, Shared Data Box or Synergy Print Box, so that the box is reset to the initial, clean state. Before initializing, be sure that the box does not contain any documents that should not be deleted.

- 1 Access the *Document Management* screen. (For instructions, refer to *Accessing the Document Management Screen* on page 3-42.)
- 2 Press [Reset Box] for the box to be initialized.



- 3 Press [Yes] to reset the box to the clean state. All documents contained in the box are deleted.

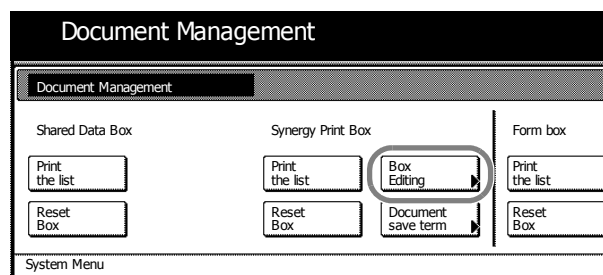
The touch panel will return to the *Document Management* screen.



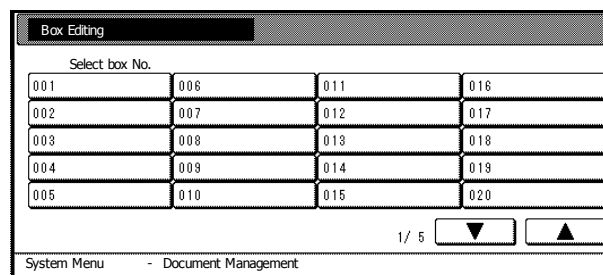
Specifying Name and Password to Document Box

You can name the document boxes in the Synergy Print Box and specify a password. Once a password is specified, printing or deleting a document in the Synergy Print Box prompts you to enter the password.

- 1 Access the *Document Management* screen. (For instructions, refer to *Accessing the Document Management Screen* on page 3-42.)
- 2 Under *Synergy Print Box*, press [Box Editing].



- 3 Select the box to specify a password. To select the box, directly press the touch panel key, or enter the number on the numeric keys followed by [Enter].



- 4 To name the box, select *Box name* and press [Change #].

- 5 Enter the box name and press [End].
For instructions on entering characters, refer to *Entering Characters When Using Document Management Functions* on page 3-58.
- 6 Specify the password to the box. Select *Password* and press [Change #].

- 7 Use the numeric keys to enter the password and press [Close].

NOTE: The password should be a number up to 8 digits.

If you prefer not to specify a password, press [Clear]. Press [Enter].

- 8 Press [Close]. The touch panel will return to the screen as shown in step 3 above. To specify a name and a password for the other boxes, repeat steps 3 and 8.
- 9 Press [Cancel]. The touch panel will return to the *Document Management* screen.

Deleting All Documents in Box

You can delete all documents in the Synergy Print Boxes at once.

- 1 Access the *Document Management* screen. (For instructions, refer to *Accessing the Document Management Screen* on page 3-42.)
- 2 Under *Synergy Print Box*, press [Box Editing].

- 3 Select the box containing the documents to be deleted. To select the box, directly press the touch panel key, or enter the number using the numeric keys followed by [Enter].

Box Editing			
Select box No.			
001	006	011	016
002	007	012	017
003	008	013	018
004	009	014	019
005	010	015	020

1 / 5 [Up Arrow] [Down Arrow]

System Menu - Document Management

- 4 Press [Reset Box].

Close

It menu Setting mode

(No register)

[Up Arrow] [Down Arrow]

Change #

Reset Box

- Document Management - Box Editing

- 5 Press [Yes].
All documents in the box will be deleted.

Box No.: 001

Box name:

Reset this Box. Do you really want to reset?

Yes No

- 6 Press [Close].
- 7 Press [Cancel]. The touch panel will return to the *Document Management* screen.

Specifying the Period to Store Documents

By specifying the period to store the documents in the Synergy Print Box, the documents can be automatically deleted after the period. You can choose the period of storing the documents from 1 to 7 days.

- 1 Access the *Document Management* screen. (For instructions, refer to *Accessing the Document Management Screen* on page 3-42.)
- 2 Under *Synergy Print Box*, press [Document save term] ([Document saving]).

Document Management

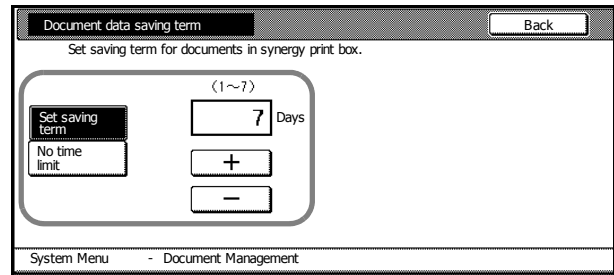
Document Management

Shared Data Box	Synergy Print Box	Form box
Print the list	Print the list	Print the list
Reset Box	Reset Box	Reset Box
	Box Editing	
	Document save term	

System Menu

- 3 Press [Set saving term] ([Set save period]). Use [+] or [-] to specify the period to store the documents from 1 to 7 days.

To indefinitely store the documents, press [No time limit].

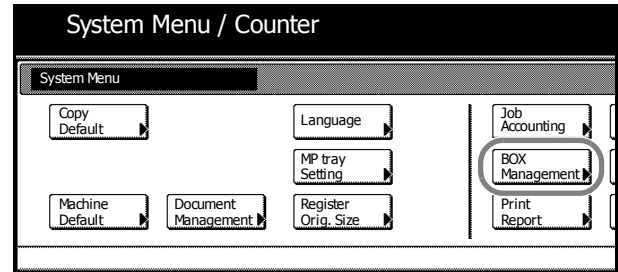


- 4 Press [Close]. The touch panel will return to the *Document Management* screen.

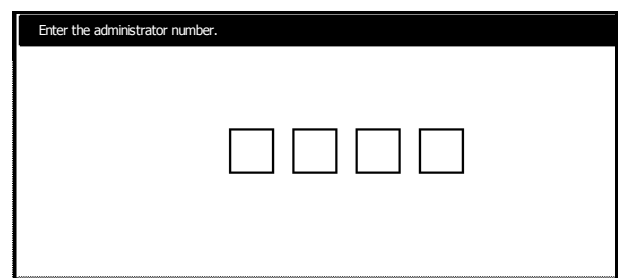
Hard Disk Management

The *HDD Management* screen allows you to check the free space on the hard disk or delete the unwanted data to free up space. Follow these steps.

- 1 Press the **System Menu/Counter** key.
- 2 Press [BOX Management] ([Hard Disk Management]).



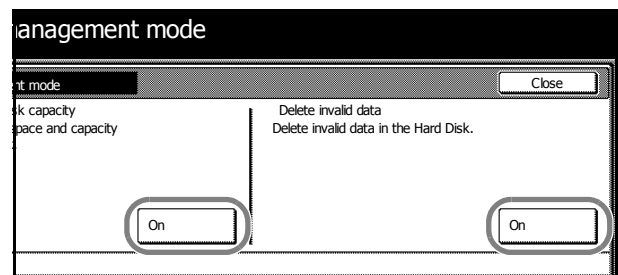
- 3 Use the numeric keys to enter the four-digit management code. By default, the management code is 6000 for the 60 cpm model and 8000 for the 80 cpm model. The *HDD management mode* (*HDD management*) screen will be displayed.



NOTE: For security, it is recommended to change the management code. Refer to *Changing Management Code* on page 3-32.

When installing the optional security kit, enter the eight-digit management code. By default, the management code is 60006000 for the 60 cpm model and 80008000 for the 80 cpm model.

- 4 To check the free space on the hard disk and the total capacity, press [On] under *Check Hard Disk capacity* (on the left side of the touch panel).
To delete the unwanted data, press [On] under *Delete invalid data* (on the right side of the touch panel).



- 5 Press [Close]. The touch panel will return to the *System Menu* screen.

Printing Reports

You can print the following reports using the operation panel.

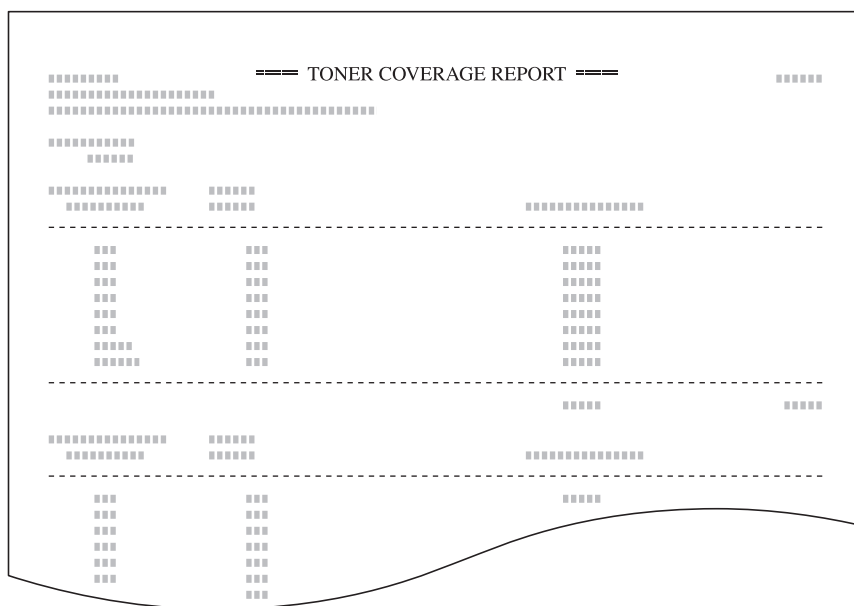
Copy status report

[illegible]

Machine status report

[illegible]

Toner coverage report



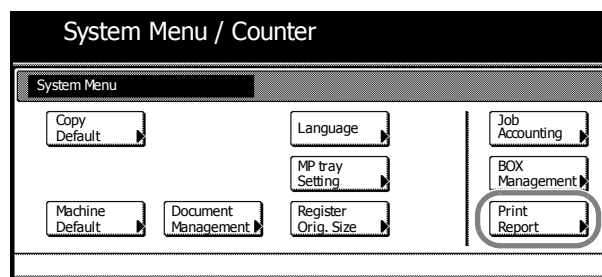
The toner coverage report indicates the number of copying volume that has been made. It also shows the black toner coverage in percentage for individual paper sizes including the following.

- Total toner coverage
- Toner coverage for copying
- Toner coverage for printing

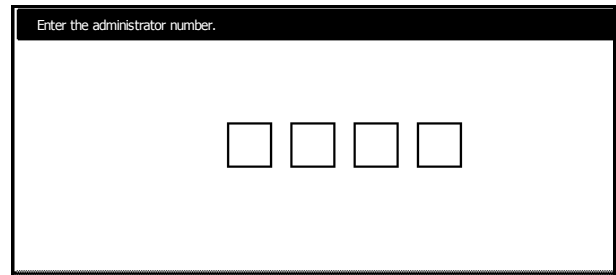
The copying volume as calculated from information indicated on toner coverage reports will not match the guaranteed volume given on toner containers exactly. The actual copying volume supported depends on conditions of use (such as the content of copies and the frequency of single or consecutive copies), as well as environmental factors (temperature and humidity).

NOTE: Before printing reports, be sure that the cassette is loaded with 11 × 8 1/2" (or A4) paper.

- 1 Press the **System Menu/Counter** key.
- 2 Press [Print Report].



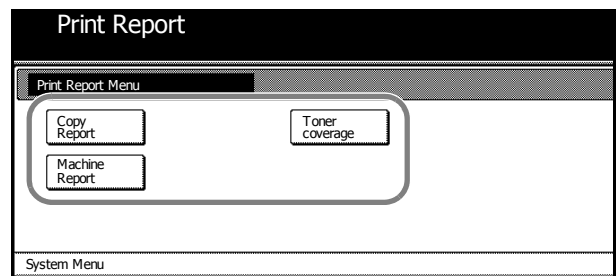
- 3 Use the numeric keys to enter the four-digit management code. By default, the management code is 6000 for the 60 cpm model and 8000 for the 80 cpm model. The *Print Report Menu* screen will be displayed.



NOTE: For security, it is recommended to change the management code. Refer to *Changing Management Code* on page 3-32.

When installing the optional security kit, enter the eight-digit management code. By default, the management code is 60006000 for the 60 cpm model and 80008000 for the 80 cpm model.

- 4 Press the appropriate key that you want to print the report. The report is printed.

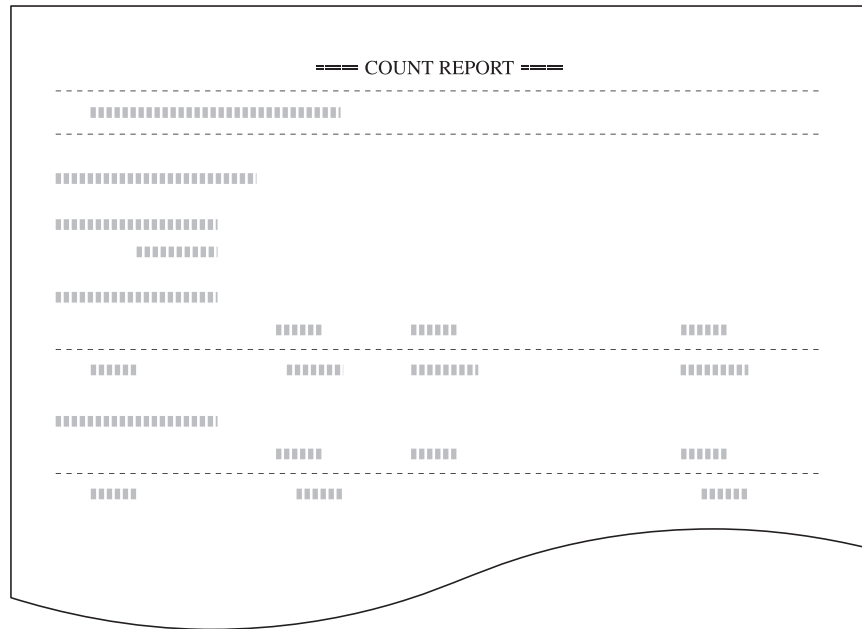


- 5 Press [Close]. The touch panel will return to the *System Menu* screen.

Checking Total Copy Count

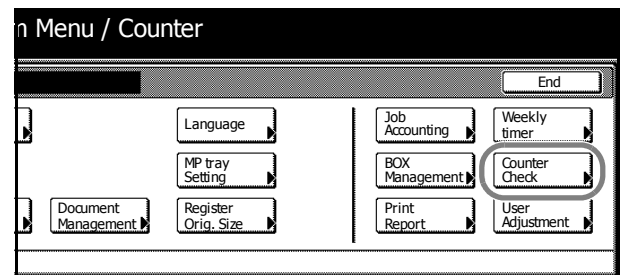
You can read the total copy count on the operation panel. You can also print this information as a counter report.

Counter report



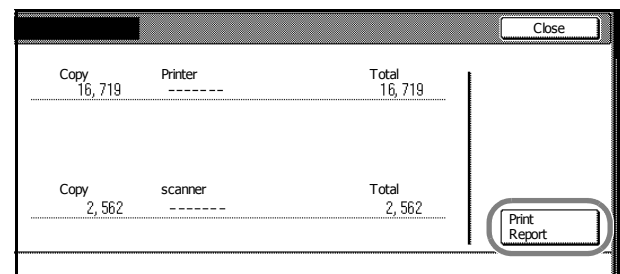
NOTE: Before printing reports, be sure that the cassette is loaded with 11 × 8 1/2" (or A4) paper.

- 1 Press the **System Menu/Counter** key.
- 2 Press [Counter Check].



- 3 The touch panel will display the total count for copying and scanning.
To print the total count information, press [Print Report].

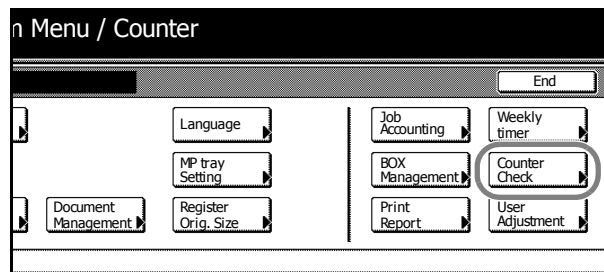
Press [Close]. The touch panel will return to the *System Menu* screen.



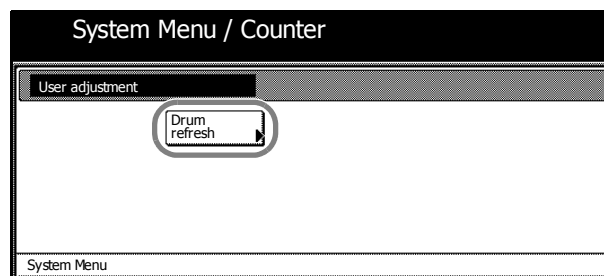
Refreshing the Drum

Refreshing the drum is recommended if images on copies appear blurred, warped, or if blank areas appear. The process takes approx. one minute.

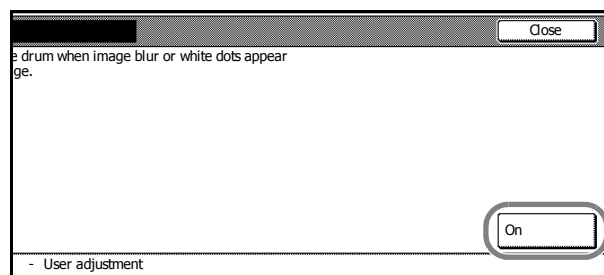
- 1 Load the paper of size 11 × 8 1/2" (or A4) or 11 × 17" (or A3) in the MP tray.
- 2 Press the **System Menu/Counter** key.
- 3 Press [User adjustment].



- 4 Press [Drum refresh].



- 5 Press [On] to start refreshing the drum. Please wait approx. one minute until this process is finished.



- 6 When the drum has been refreshed, press [Close].
- 7 Press [Close]. The touch panel will return to the *System Menu* screen.

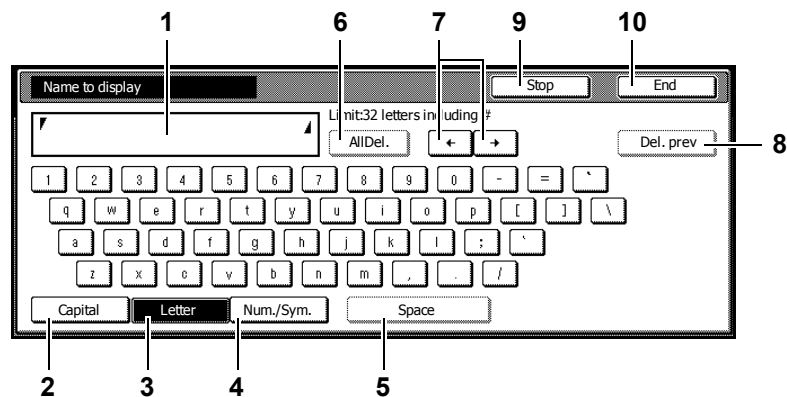
Entering Characters on Touch Panel

To enter characters on the touch panel such as department names (for job accounting) or copying programs, etc., use the following procedures.

Input Screen

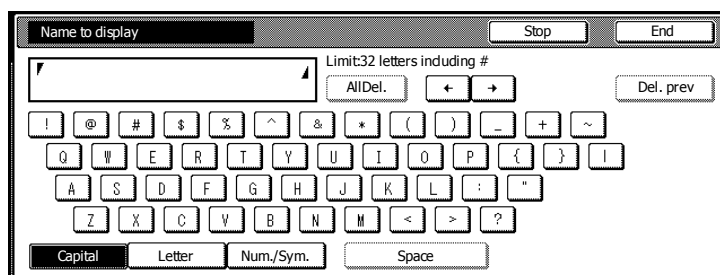
Inch Models

Keyboard

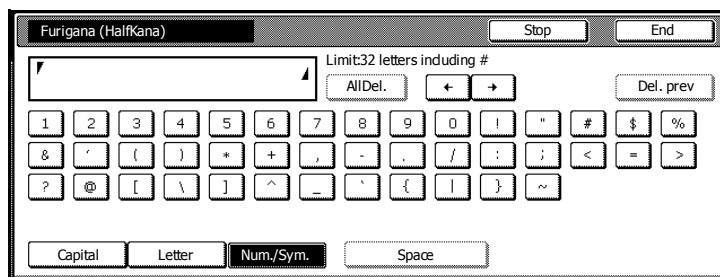


- 1 **Character display:** Displays the characters entered.
- 2 **[Capital]:** Press this key to enter capital letters.
- 3 **[Letter]:** Press this key to enter lowercase letters.
- 4 **[Num./Sym.]:** Press this key to enter numbers and symbols.
- 5 **[Space]:** Press this key to enter a space.
- 6 **[AllDel.]:** Press this key to delete all characters entered.
- 7 **[←][→]:** Press these keys to move the cursor left and right.
- 8 **[Del. prev]:** Press this key to delete the character to the left of the cursor.
- 9 **[Stop]:** Press this key to return to the previous screen.
- 10 **[End]:** Press this key to confirm the characters you entered.

Capital keyboard

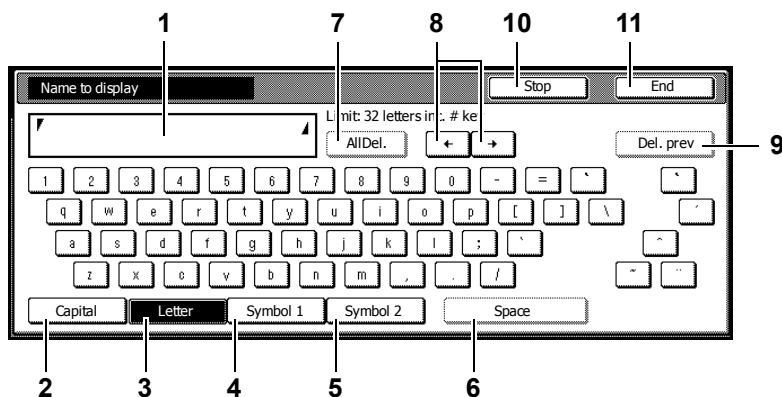


Numeral/Symbol keyboard



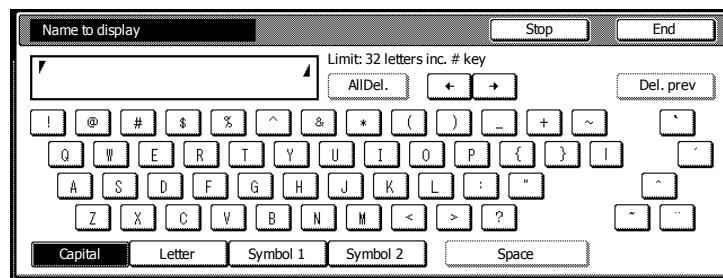
Metric Models

Keyboard

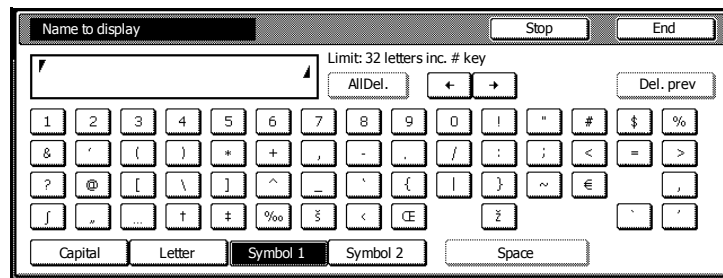


- 1 **Character display:** Displays the characters entered.
- 2 **[Capital]:** Press this key to enter capital letters.
- 3 **[Letter]:** Press this key to enter lowercase letters.
- 4 **[Symbol 1]:** Press this key to enter numbers and symbols.
- 5 **[Symbol 2]:** Press this key to enter other symbols.
- 6 **[Space]:** Press this key to enter a space.
- 7 **[AllDel.]:** Press this key to delete all characters entered.
- 8 **[←][→]:** Press these keys to move the cursor left and right.
- 9 **[Del. prev]:** Press this key to delete the character to the left of the cursor.
- 10 **[Stop]:** Press this key to return to the previous screen.
- 11 **[End]:** Press this key to confirm the characters you entered.

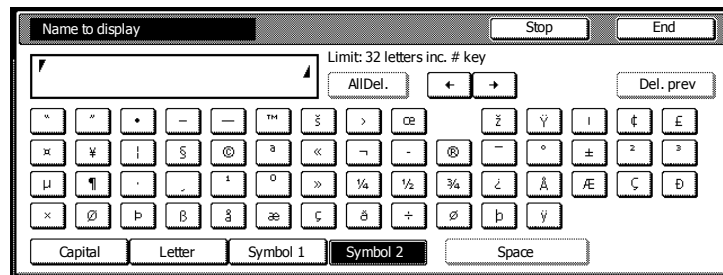
Capital keyboard



Symbol 1 keyboard



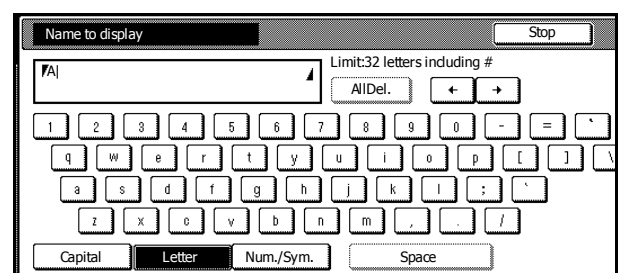
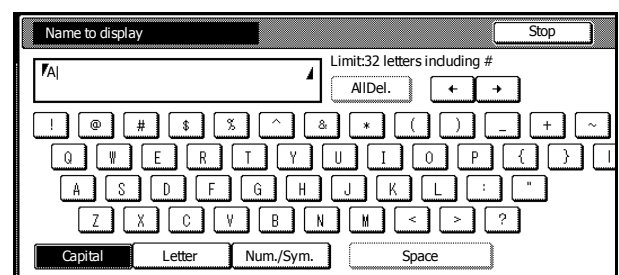
Symbol 2 keyboard



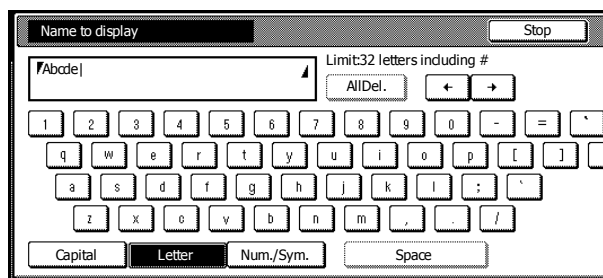
Entering Characters

The following is an example of how to enter 'Abcde' using the keyboard.

- 1 Press [Capital] and press [A] on the keyboard.
- 2 Press [Letter].



- 3 Press [b], [c], [d] and [e] in order.

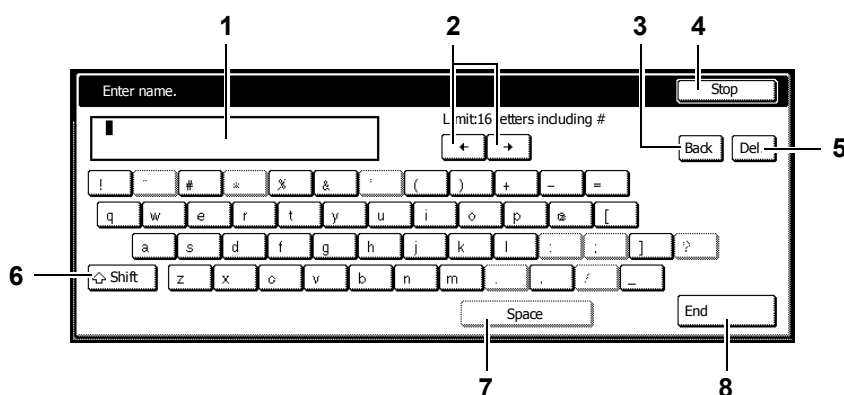


- 4 When entering all characters are complete, press the [End] key.

Entering Characters When Using Document Management Functions

Enter text as follows for form names, document names, and so on.

Input Screen



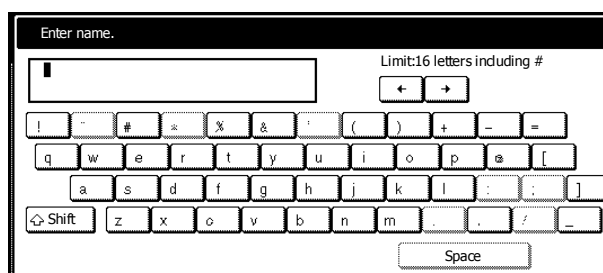
- 1 **Character display:** Displays characters entered.
- 2 **[←][→]:** Press these keys to move the cursor left or right.
- 3 **[Back] key:** Press this key to delete the character to the left of the cursor.
- 4 **[Stop] key:** Press this key to stop entering text and return to the previous screen.
- 5 **[Del.] key:** Press this key to delete all characters to the right of the cursor at once.
- 6 **[Shift] key:** Press this key to toggle between entry of capital letters and lowercase letters.
- 7 **[Space] key:** Press this key to enter a space.
- 8 **[End] key:** Press this key to confirm your entry. The touch panel will return to the previous screen.

NOTE: Use the numeric keys to enter numbers.

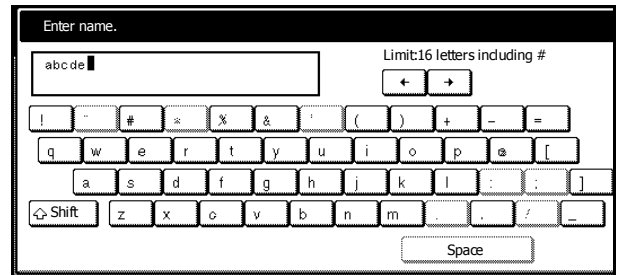
Entering Characters

The following is an example of how to enter 'abcde' using the keyboard.

- 1 Press the [Shift] key to select lowercase letters.



- 2 Press the [a], [b], [c], [d] and [e] keys in this order. The character display field will show *abcde*.



- 3 Press the [End] key.

4 Job Accounting

This chapter explains how to manage job accounting on copier use shared among various departments.

- Overview of Job Accounting...4-2
- Managing Accounts...4-4
- Copy Count per Department...4-14
- Activating and Deactivating Job Accounting...4-18
- Job Accounting Default Settings...4-19
- Copying with Job Accounting ON...4-28

Overview of Job Accounting

You can manage accounting the copy count incurred by individual departments by assigning a unique ID code to each department.

Job accounting helps the following activities in business organizations.

- Integrated management of optional printing and scanning statistics through the use of an identical department ID code.
- Manageability of up to 1,000 individual departments.
- Availability for department ID codes with as many as eight digits (between 0 and 99999999) for security.
- Tracking the copy volume for each department and for all departments combined.
- Restricting the copy count per department in one-page increments up to 999,999 copies.
- Resetting the copy counter for each department or for all departments combined.
- Accessing the departmental copy counter for reference without entering the management code.

IMPORTANT: To restrict the number of copies, printouts or scanned images using job accounting, you must switch the *Copy Job Accounting* from [Off] to [On] as the default. If the copier is equipped with the optional printer kit or scanner kit, also activate *Printer Job Accounting* and *Scanner Job Accounting* as the default. Refer to *Job Accounting Default Settings* on page 4-19 for details.

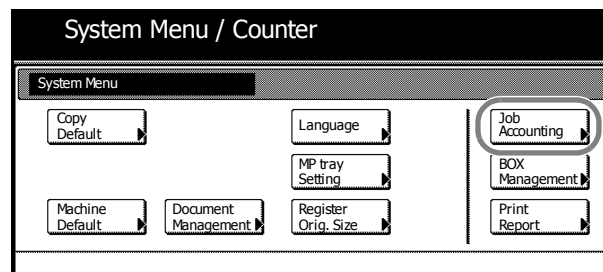
Job accounting includes the following functions for managing printing counts.

Menu	Description	Reference Page
Manage Accounts	New Account: Specifies new ID codes and restrictions for usage. Up to 1,000 department ID codes can be registered. Delete Account: Deletes the registered departments. Change Restrictions on Usage: Specifies restrictions on usage for individual departments.	page 4-4
Departmental Copy Volume	Total Copy Volume: For reading the total copy counts of all departments, printing job accounting reports and resetting the copy counter. Copy Volume by Department: For reading copy counts of various departments and resetting the copy counters.	page 4-14
Activating and Deactivating Job Accounting	Activates [On] or deactivates [Off] job accounting.	page 4-18
Job Accounting Default Settings	Changes the defaults for job accounting.	page 4-19

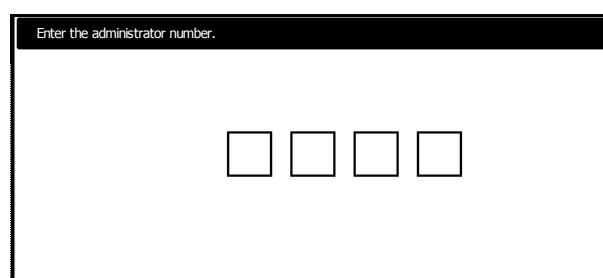
Accessing the *Job Accounting* Screen

Set up job accounting from the *Job Accounting* screen. Follow these steps to access the *Job Accounting* screen.

- 1 Press the **System Menu/Counter** key.
- 2 Press [Job Accounting].



- 3 Use the numeric keys to enter the four-digit management code. By default, the management code is 6000 for the 60 cpm model and 8000 for the 80 cpm model. The *Job Accounting* screen will be displayed.



NOTE: For security, it is recommended to change the management code. Refer to *Changing Management Code* on page 3-32.

When installing the optional security kit, enter the eight-digit management code. By default, the management code is 60006000 for the 60 cpm model and 80008000 for the 80 cpm model.

Proceed to the following section to customize job accounting menus.

Managing Accounts

You can add and delete departments and define restrictions to copy count as needed.

New Account

Follow these steps to create new accounts by entering an account ID code (of up to eight digits), account name, and restrictions on usage as desired.

- 1 Access the *Job Accounting* screen. (For instructions, refer to *Accessing the Job Accounting Screen* on page 4-3.)

- 2 Press [Management Edit].

The screenshot shows the 'Job Accounting' screen. On the left, there are buttons for 'Management Total' and 'Each Mgt. Total'. On the right, there are buttons for 'Management Edit' (circled) and 'Job Accntg Def. Set.'. The top bar says 'Job Accounting' and the bottom bar says 'System Menu'.

- 3 Press [Register].

The screenshot shows the 'Management Edit' screen. It has a table with 'ID-Code' and a list of entries: '11111111 1st sales division', '22222222 2st sales division', and '----- ETC'. To the right of the table are buttons for 'Up', 'Down', and 'Delete'. The 'Register' button is circled. The bottom bar says 'System Menu - Job'.

- 4 Select *Account ID* and press [Change #].

The screenshot shows the 'New register' screen. It has a table with 'Setting Item' and 'Value'. The 'Account ID' is set to '(No register)' and 'Name to display' is also set to '(No register)'. To the right of the table are buttons for 'Up', 'Down', and 'Change #' (circled). The bottom bar says 'System Menu - Job - Management Edit'.

- 5 Use the numeric keys to enter the department ID code from 0 to 99999999.

The screenshot shows the 'Account ID' screen. It has a text input field for 'Account ID' with a hint '(0~99999999)'. Below the input field is a 'Clear' button. The top bar says 'Account ID' and the bottom bar says 'Job Accounting - Management Edit - New register'.

- 6 Press [Close].

- 7 Select *Name to display* and press [Change #].

Setting Item	Value
Account ID	33333333
Name to display	(No register)

System Menu - Job - Management Edit

- 8 Enter the department name and press [End].

For instructions on entering characters, refer to *Entering Characters on Touch Panel* on page 3-55.

Limit: 32 letters including #

Capital Letter Num./Sym. Space

- 9 When all entries are complete, press [Next].

IMPORTANT: An error will occur if you do not complete *Account ID* and *Name to display*. You will not be able to proceed to the next screen. Be sure that you have completed the entries.

An error will occur if you attempt to enter an existing department ID code. You will not be able to proceed to the next screen. Use a different ID code or name.

System Menu - Job - Management Edit

- 10 Specify restrictions on copying as desired.

For instructions on restricting copier usage, refer to *Restricting Usage Copier* on page 4-6.

Setting Item	Value
Copy	Permitted
Printer	Permitted
Output limitation	No limit
Scanner transmission	No limit

System Menu - Job - Management Edit

- 11 Press [Registr.] to finalize settings.

To make settings on another department, press [Register] and repeat steps 4 to 11.

- 12 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Restricting Usage Copier

You can restrict the use of the copier functions depending on the department.

Different functions can be restricted depending on the job accounting default settings (specifically, depending on whether you select [All] or [Each] for *Copy/Printer Output Management*). Refer to *Copy/Printer Output Management* on page 4-23 for details.

Restricting a copier function includes the following configurations.

Restricting copying:

- [All] Available settings: [Permitted] and [Is not permitted] ([Is not permitted]) (Refer to page 4-6)
- [Each] Available settings: [No limit], [Counter limit] and [Is not permitted] ([Is not permitted]) (Refer to page 4-9)

Restricting printing:

- [All] Available settings: [Permitted] and [Is not permitted] ([Is not permitted]) (Refer to page 4-7)
- [Each] Available settings: [No limit], [Counter limit] and [Is not permitted] ([Is not permitted]) (Refer to page 4-10)

Restricting number of copies to copy and print:

- [All] Available settings: [No limit] and [Counter limit] (Refer to page 4-7)

Restricting transferring scanned image:

- [All/Each] Available settings: [No limit], [Counter limit] and [Is not permitted] ([Is not permitted]) (Refer to page 4-8)

Restricting Copying ([All])

Specify whether copying is authorized.

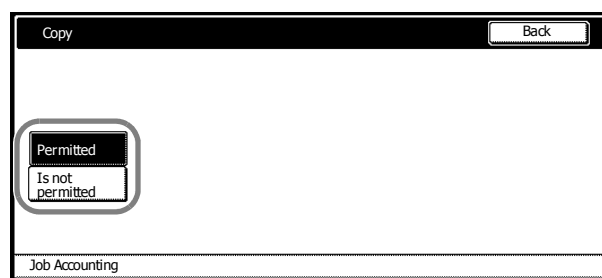
NOTE: Turn *Copy Job Accounting* [On] in the job accounting default settings to use this function.

- 1 Refer to steps 1 to 11 of *New Account* on page 4-4 and display the usage restriction screen.
- 2 Set [Copy/Printer Output Management:] to [All] on page 4-23.
- 3 Select *Copy* and press [Change #].

Setting Item	Value
Copy	Permitted
Printer	Permitted
Output limitation	No limit
Scanner transmission	No limit

System Menu - Job - Management Edit

- 4 Press [Permitted] to allow copying or [Is not permitted] ([Is not permitted]) to prohibit copying.



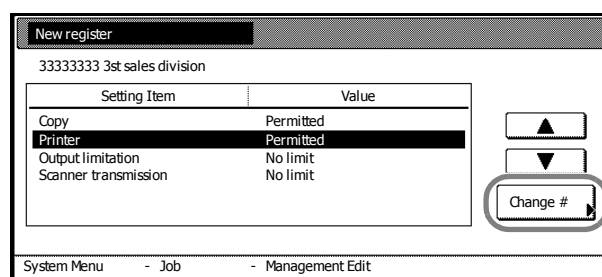
- 5 Press [Close]. The touch panel will return to the usage restriction screen.

Restricting Printing ([All])

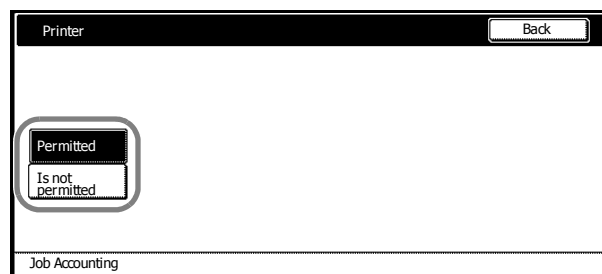
Specify whether printing is authorized when the copier is equipped with the option printer kit.

NOTE: Turn *Printer Job Accounting* [On] in the job accounting default settings to use this function.

- 1 Refer to steps 1 to 11 of *New Account* on page 4-4 and display the usage restriction screen.
- 2 Set [Copy/Printer Output Management:] to [All] on page 4-23.
- 3 Select *Printer* and press [Change #].



- 4 Press [Permitted] to allow printing or [Is not permitted] ([Is not permitted]) to prohibit printing.



- 5 Press [Close]. The touch panel will return to the usage restriction screen.

Restricting Number of Copies to Copy and Print

Restricts the number of copies to copy and print. When the copier is installed with the optional printer kit, the restricted number of copies apply to the sum of the copies copied and printed.

- 1 Refer to steps 1 to 11 of *New Account* on page 4-4 and display the usage restriction screen.
- 2 Set [Copy/Printer Output Management:] to [All] on page 4-23.

- 3 Select *Output limitation* and press [Change #].

The screenshot shows the 'New register' screen with the title '33333333 3st sales division'. It contains a table with two columns: 'Setting Item' and 'Value'. The table lists 'Copy', 'Printer', 'Output limitation', and 'Scanner transmission'. The 'Output limitation' row is highlighted. To the right of the table are up and down arrow buttons and a 'Change #' button. At the bottom, there is a navigation bar with 'System Menu', '- Job', and '- Management Edit'.

Setting Item	Value
Copy	Permitted
Printer	Permitted
Output limitation	No limit
Scanner transmission	No limit

- 4 Press [Counter limit] to restrict the number of copies. Use the numeric keys to enter the number of pages from 1 to 999999.

The screenshot shows the 'Output limitation' screen with a 'Back' button at the top right. It features a 'Limited value' input field with a range '(1~999,999)' and a 'Clear' button. On the left, there are three buttons: 'No limit', 'Counter limit' (which is highlighted), and 'Counter limit'. At the bottom, there is a 'Job Accounting' label.

- 5 Press [Close]. The touch panel will return to the usage restriction screen.

Restricting Transmissions Scanned Image

You can prohibit or restrict the number of scanned pages to transfer or e-mail to PC. This function is available when the copier is equipped with the optional scanner kit.

NOTE: Turn *Scanner Job Accounting* [On] in the job accounting default settings to use this function.

- 1 Refer to steps 1 to 11 of *New Account* on page 4-4 and display the usage restriction screen.
- 2 Select *Scanner transmission* and press [Change #].

The screenshot shows the 'New register' screen with the title '33333333 3st sales division'. It contains a table with two columns: 'Setting Item' and 'Value'. The table lists 'Copy', 'Printer', 'Output limitation', and 'Scanner transmission'. The 'Scanner transmission' row is highlighted. To the right of the table are up and down arrow buttons and a 'Change #' button. At the bottom, there is a navigation bar with 'System Menu', '- Job', and '- Management Edit'.

Setting Item	Value
Copy	Permitted
Printer	Permitted
Output limitation	No limit
Scanner transmission	No limit

- 3 To prohibit scanning image, press [Is not permitted] ([Is not permitted]).

The screenshot shows the 'Scanner transmission' screen with a 'Back' button at the top right. It features three buttons on the left: 'No limit', 'Counter limit', and 'Is not permitted' (which is highlighted). At the bottom, there is a 'Job Accounting' label.

To restrict the number of copies for scanning, press [Counter limit] and use the numeric keys to enter the number of copies from 1 to 999999.

Scanner transmission

(1~999,999)

No limit Limited value 999,999

Counter limit

Is not permitted

Clear

Job Accounting

- 4 Press [Close]. The touch panel will return to the usage restriction screen.

Restricting Copying ([Each])

You can limit the copying volume.

NOTE: Turn *Copy Job Accounting* [On] in the job accounting default settings to use this function.

- 1 Refer to steps 1 to 11 of *New Account* on page 4-4 and display the usage restriction screen.
- 2 Set [Copy/Printer Output Management:] to [Each] on page 4-23.
- 3 Select *Copy* and press [Change #].

New register

33333333 3st sales division

Setting Item	Value
Copy	No limit
Printer	No limit
Scanner transmission	No limit

System Menu - Job - Management Edit

- 4 To restrict copying, press [Is not permitted] ([Is not permitted]).

Copy

No limit

Counter limit

Is not permitted

Job Accounting

Or, to restrict the number of copying, press [Counter limit] and use the numeric keys to enter the number of copies from 1 to 999999.

Copy

(1~999,999)

No limit Limited value 999,999

Counter limit

Is not permitted

Clear

Job Accounting

- 5 Press [Close]. The touch panel will return to the usage restriction screen.

Restricting Printing ([Each])

Prohibiting printing is applicable to the copier when it is equipped with the optional printer kit.

NOTE: Turn *Printer Job Accounting* [On] in the job accounting default settings to use this function.

- 1 Refer to steps 1 to 11 of *New Account* on page 4-4 and display the usage restriction screen.
- 2 Set [Copy/Printer Output Management:] to [Each] on page 4-23.
- 3 Select *Printer* and press [Change #].

Setting Item	Value
Copy	No limit
Printer	No limit
Scanner transmission	No limit

System Menu - Job - Management Edit

- 4 To restrict printing, press [Is not permitted] ([Is not permitted]).

Printer Back

No limit
Counter limit
Is not permitted

Job Accounting

Or, to restrict the number of prints, press [Counter limit] and use the numeric keys to enter the number of prints from 1 to 999999.

Printer Back

(1~999,999)

No limit Limited value 999,999 Clear

Counter limit
Is not permitted

Job Accounting

- 5 Press [Close]. The touch panel will return to the usage restriction screen.

Deleting Account

You can delete the department accounts registered.

- 1 Access the *Job Accounting* screen. (For instructions, refer to *Accessing the Job Accounting Screen* on page 4-3.)
- 2 Press [Management Edit].

Job Accounting

Job Accountg T Register/Sett.

Management Total Each Mgt. Total Management Edit Job Accntg Def. Set.

System Menu

- 3 Select the department ID code to delete and press [Delete].

NOTE: To change the order of the departments displayed by sorting, press [Order of indication]. Choose [Sort by Code] ([1 → 9] to sort in ascending order and [9 → 1] to sort in descending order) or [Sort by Name] ([A → Z] to sort in ascending alphabetical order and [Z → A] to sort in descending alphabetical order).

- 4 To delete the ID code, press [Yes].
To delete other ID codes, repeat steps 3 and 4.

- 5 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Editing Department Information

Changes the name and ID code registered for the department.

- 1 Access the *Job Accounting* screen. (For instructions, refer to *Accessing the Job Accounting Screen* on page 4-3.)
- 2 Press [Management Edit].

- 3 Select the department ID code to edit and press [Mgt. Inf. Correction].

- 4 To change the ID-code, select *Account ID* and press [Change #].

Setting Item	Value
Account ID	11111111
Name to display	1st sales division

System Menu - Job Accounting - Management Edit

- 5 Press [Clear] to blank the current entry. Use the numeric keys to enter the new ID code (up to eight digits). Press [Close].

Account ID 11111111

Clear

Job Accounting - Management Edit

- 6 To edit the department name, select *Name to display* and press [Change #].

Setting Item	Value
Account ID	11111111
Name to display	1st sales division

System Menu - Job Accounting - Management Edit

- 7 Press [AllDel.] to blank the current entry. Enter the new name. Press [End].

For instructions on entering characters, refer to *Entering Characters on Touch Panel* on page 3-55.

Name to display 1st sales division

Limit:32 letters including #

AllDel. [Left Arrow] [Right Arrow]

Capital Letter Num./Sym. Space

Stop

- 8 Press [Close].
- 9 Press [Close]. The touch panel will return to the *Job Accounting* screen.

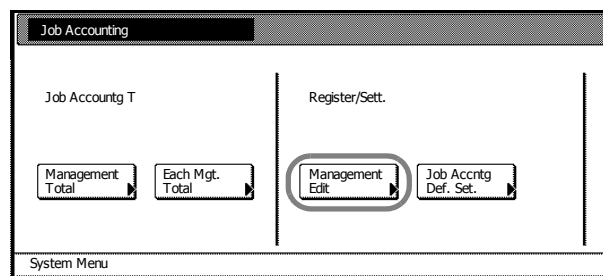
Changing Restrictions on Usage

You can change the restriction on copying and printing per individual department.

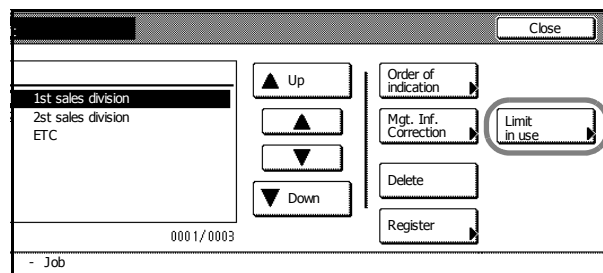
IMPORTANT: To restrict the number of copies, printouts, or scanned images during job accounting, turn *Copy Job Accounting* from [Off] to [On] in the job accounting default settings. Refer to *Job Accounting Default Settings* on page 4-19 for details. If the copier is equipped with the optional printer kit and/or the scanner kit, activate *Printer Job Accounting* and *Scanner Job Accounting* in the job accounting default settings.

- 1 Access the *Job Accounting* screen. (For instructions, refer to *Accessing the Job Accounting Screen* on page 4-3.)

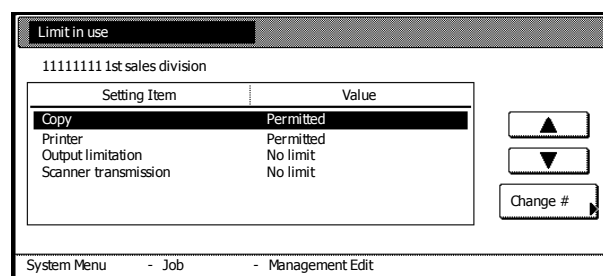
- 2 Press [Management Edit].



- 3 Select the department ID code to change and press [Limit in use].



- 4 Select the restriction on copying as desired.
For details on restricting copier usage, refer to *Restricting Usage Copier* on page 4-6.



- 5 Press [Close].
- 6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

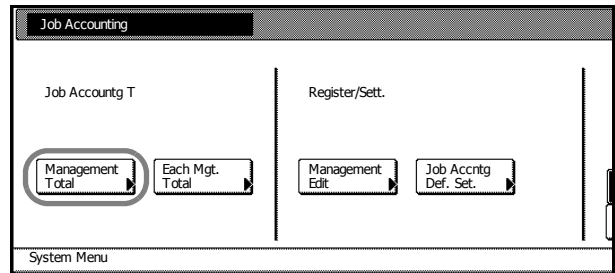
Copy Count per Department

You can read the overall copy count or the count per individual department. The copy count can be reset to 0 as desired.

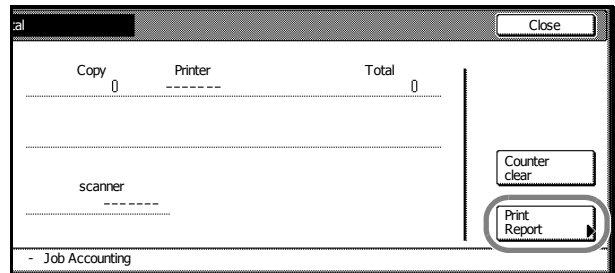
Total Copy Count

Tracks the total copy counts of all departments. You can print the total in the form of job accounting reports. The total copy count can be reset as necessary.

- 1 Access the *Job Accounting* screen. (For instructions, refer to *Accessing the Job Accounting Screen* on page 4-3.)
- 2 Press [Management Total].



- 3 The total copy count is displayed for your reference.
Press [Print Report] and choose the report type to print this information as a copy management report.
Press [Report by Function] to count a list of reports by function.
Press [Report by Size] in the total count by size setting of the job accounting default settings for a list of reports by copy paper size. For details, refer to *Total Count by Size*, 1-5 on page 4-26.

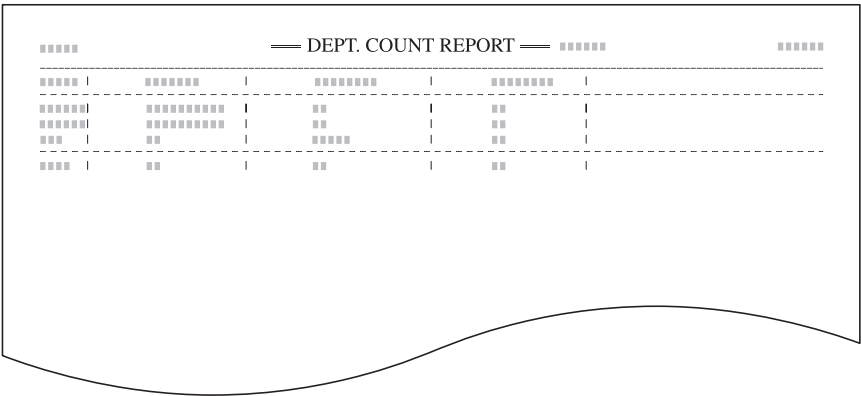


Sample: Job Accounting Reports

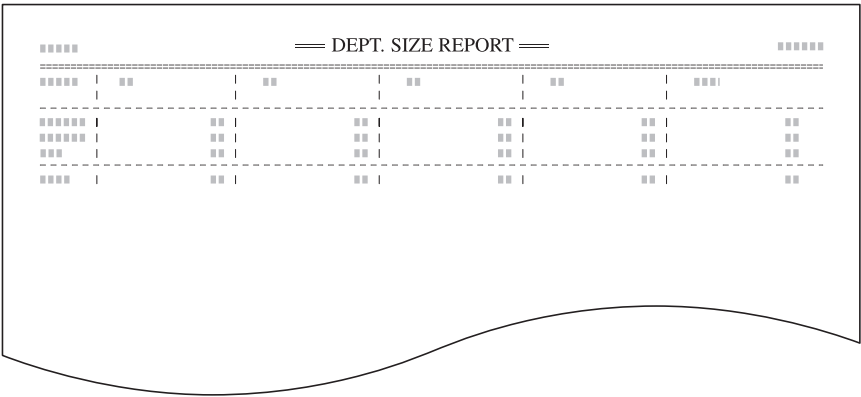
By function: copying and printing managed together ([All] is selected)

DEPT. COUNT REPORT (COPY+PRINT)			
=====	=====	=====	=====
DEPT.	COPY	PRINT	TOTAL
=====	=====	=====	=====
00001	000000	000000	000000
00002	000000	000000	000000
00003	000000	000000	000000
00004	000000	000000	000000
00005	000000	000000	000000
00006	000000	000000	000000
00007	000000	000000	000000
00008	000000	000000	000000
00009	000000	000000	000000
00010	000000	000000	000000
00011	000000	000000	000000
00012	000000	000000	000000
00013	000000	000000	000000
00014	000000	000000	000000
00015	000000	000000	000000
00016	000000	000000	000000
00017	000000	000000	000000
00018	000000	000000	000000
00019	000000	000000	000000
00020	000000	000000	000000
00021	000000	000000	000000
00022	000000	000000	000000
00023	000000	000000	000000
00024	000000	000000	000000
00025	000000	000000	000000
00026	000000	000000	000000
00027	000000	000000	000000
00028	000000	000000	000000
00029	000000	000000	000000
00030	000000	000000	000000
00031	000000	000000	000000
00032	000000	000000	000000
00033	000000	000000	000000
00034	000000	000000	000000
00035	000000	000000	000000
00036	000000	000000	000000
00037	000000	000000	000000
00038	000000	000000	000000
00039	000000	000000	000000
00040	000000	000000	000000
00041	000000	000000	000000
00042	000000	000000	000000
00043	000000	000000	000000
00044	000000	000000	000000
00045	000000	000000	000000
00046	000000	000000	000000
00047	000000	000000	000000
00048	000000	000000	000000
00049	000000	000000	000000
00050	000000	000000	000000
00051	000000	000000	000000
00052	000000	000000	000000
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00056	000000	000000	000000
00057	000000	000000	000000
00058	000000	000000	000000
00059	000000	000000	000000
00060	000000	000000	000000
00061	000000	000000	000000
00062	000000	000000	000000
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00064	000000	000000	000000
00065	000000	000000	000000
00066	000000	000000	000000
00067	000000	000000	000000
00068	000000	000000	000000
00069	000000	000000	000000
00070	000000	000000	000000
00071	000000	000000	000000
00072	000000	000000	000000
00073	000000	000000	000000
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00075	000000	000000	000000
00076	000000	000000	000000
00077	000000	000000	000000
00078	000000	000000	000000
00079	000000	000000	000000
00080	000000	000000	000000
00081	000000	000000	000000
00082	000000	000000	000000
00083	000000	000000	000000
00084	000000	000000	000000
00085	000000	000000	000000
00086	000000	000000	000000
00087	000000	000000	000000
00088	000000	000000	000000
00089	000000	000000	000000
00090	000000	000000	000000
00091	000000	000000	000000
00092	000000	000000	000000
00093	000000	000000	000000
00094	000000	000000	000000
00095	000000	000000	000000
00096	000000	000000	000000
00097	000000	000000	000000
00098	000000	000000	000000
00099	000000	000000	000000
00100	000000	000000	000000
00101	000000	000000	000000
00102	000000	000000	000000
00103	000000	000000	000000
00104	000000	000000	000000
00105	000000	000000	000000
00106	000000	000000	000000
00107	000000	000000	000000
00108	000000	000000	000000
00109	000000	000000	000000
00110	000000	000000	000000
00111	000000	000000	000000
00112	000000	000000	000000
00113	000000	000000	000000
00114	000000	000000	000000
00115	000000	000000	000000
00116	000000	000000	000000
00117	000000	000000	000000
00118	000000	000000	000000
00119	000000	000000	000000
00120	000000	000000	000000
00121	000000	000000	000000
00122	000000	000000	000000
00123	000000	000000	000000
00124	000000	000000	000000
00125	000000	000000	000000
00126	000000	000000	000000
00127	000000	000000	000000
00128	000000	000000	000000
00129	000000	000000	000000
00130	000000	000000	000000
00131	000000	000000	000000
00132	000000	000000	000000
00133	000000	000000	000000
00134	000000	000000	000000
00135	000000	000000	000000
00136	000000	000000	000000
00137	000000	000000	000000
00138	000000	000000	000000
00139	000000	000000	000000
00140	000000	000000	000000
00141	000000	000000	000000
00142	000000	000000	000000
00143	000000	000000	000000
00144	000000	000000	000000
00145	000000	000000	000000
00146	000000	000000	000000
00147	000000	000000	000000
00148	000000	000000	000000
00149	000000	000000	000000
00150	000000	000000	000000
00151	000000	000000	000000
00152	000000	000000	000000
00153	000000	000000	000000
00154	000000	000000	000000
00155	000000	000000	000000
00156	000000	000000	000000
00157	000000	000000	000000
00158	000000	000000	000000
00159	000000	000000	000000
00160	000000	000000	000000
00161	000000	000000	000000
00162	000000	000000	000000
00163	000000	000000	000000
00164	000000	000000	000000
00165	000000	000000	000000
00166	000000	000000	000000
00167	000000	000000	000000
00168	000000	000000	000000
00169	000000	000000	000000
00170	000000	000000	000000
00171	000000	000000	000000
00172	000000	000000	000000
00173	000000	000000	000000
00174	000000	000000	000000
00175	000000	000000	000000
00176	000000	000000	000000
00177	000000	000000	000000
00178	000000	000000	000000
00179	000000	000000	000000
00180	000000	000000	000000
00181	000000	000000	000000
00182	000000	000000	000000
00183	000000	000000	000000
00184	000000	000000	000000
00185	000000	000000	000000
00186	000000	000000	000000
00187	000000	000000	000000
00188	000000	000000	000000
00189	000000	000000	000000
00190	000000	000000	000000
00191	000000	000000	000000
00192	000000	000000	000000
00193	000000	000000	000000
00194	000000	000000	000000
00195	000000	000000	000000
00196	000000	000000	000000
00197	000000	000000	000000
00198	000000	000000	000000
00199	000000	000000	000000
00200	000000	000000	000000
00201	000000	000000	000000
00202	000000	000000	000000
00203	000000	000000	000000
00204	000000	000000	000000
00205	000000	000000	000000
00206	000000	000000	000000
00207	000000	000000	000000
00208	000000	000000	000000
00209	000000	000000	000000
00210	000000	000000	000000
00211	000000	000000	000000
00212	000000	000000	000000
00213	000000	000000	000000
00214	000000	000000	000000
00215	000000	000000	000000
00216	000000	000000	000000
00217	000000	000000	000000
00218	000000	000000	000000
00219	000000	000000	000000
00220	000000	000000	000000
00221	000000	000000	000000
00222	000000	000000	000000
00223	000000	000000	000000
00224	000000	000000	000000
00225	000000	000000	000000
00226	000000	000000	000000
00227	000000	000000	000000
00228	000000	000000	000000
00229	000000	000000	000000
00230	000000	000000	000000
00231	000000	000000	000000
00232	000000	000000	000000
00233	000000	000000	000000
00234	000000	000000	000000
00235	000000	000000	000000
00236	000000	000000	000000
00237	000000	000000	000000
00238	000000	000000	000000
00239	000000	000000	000000
00240	000000	000000	000000
00241	000000	000000	000000
00242	000000	000000	000000
00243	000000	000000	000000
00244	000000	000000	000000
00245	000000	000000	000000
00246	000000	000000	000000
00247	000000	000000	000000
00248	000000	000000	000000
00249	000000	000000	000000
00250	000000	000000	000000
00251	000000	000000	000000
00252	000000	000000	000000
00253	000000	000000	000000
00254	000000	000000	000000
00255	000000	000000	000000
00256	000000	000000	000000
00257	000000	000000	000000
00258	000000	000000	000000
00259	000000	000000	000000
00260	000000	000000	000000
00261	000000	000000	000000
00262			

By function: copying and printing managed separately ([Each] is selected)

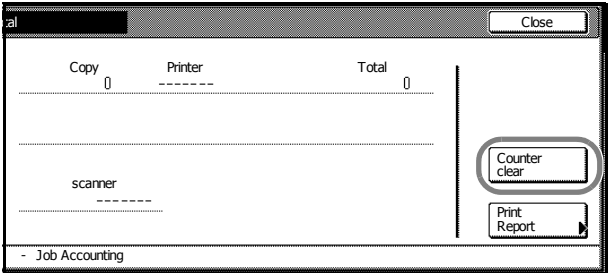


By paper size

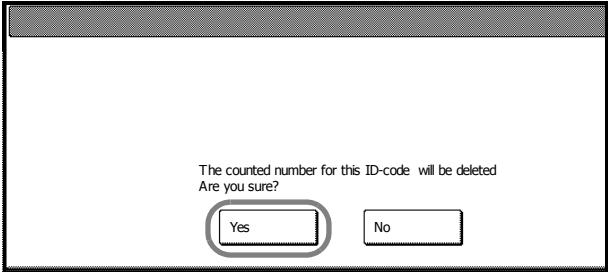


NOTE: Specify which type of report is printed in the *Copy/Printer Output Management* of the job accounting default settings.

- 4 To reset the copy volume, press [Counter clear].



- 5 Press [Yes].



- 6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Copy Count by Department

Tracks the copy count per individual department. The copy count per department can be reset as necessary.

- 1 Access the *Job Accounting* screen. (For instructions, refer to *Accessing the Job Accounting Screen* on page 4-3.)
- 2 Press [Each Mgt. Total].

The screenshot shows the 'Job Accounting' screen. On the left, under 'Job Accountg T', there are buttons for 'Management Total' and 'Each Mgt. Total'. The 'Each Mgt. Total' button is circled in red. On the right, under 'Register/Sett.', there are buttons for 'Management Edit' and 'Job Accntg Def. Set.'. At the bottom, there is a 'System Menu' button.

- 3 Select the ID-code of the department and press [Total].

The screenshot shows the 'Each Management Total' screen. On the left, there is a list of departments: '1 1st sales division', '2 2st sales division', '3 3st sales division', and 'ETC'. To the right of the list are navigation buttons: 'Up', 'Down', and 'Total'. The 'Total' button is circled in red. At the bottom, there is a status bar showing '0001/0004' and '- Job'.

NOTE: In the list, ---ETC indicates the number of printouts delivered without entering an ID-code. The printouts include the following documents:

- Various reports
- Reports for printing errors
- Printouts from computers of which the department ID-codes are not specified (if *Printing from Unregistered Sources (Printer)* is authorized in the job accounting default settings.)

You can change the department sort order. Press [Order of indication] and choose either of [Sort by Code] ([1 → 9] and [9 → 1]) or [Sort by Name] ([A → Z] and [Z → A]).

- 4 The copy count of the selected department is displayed for your reference.

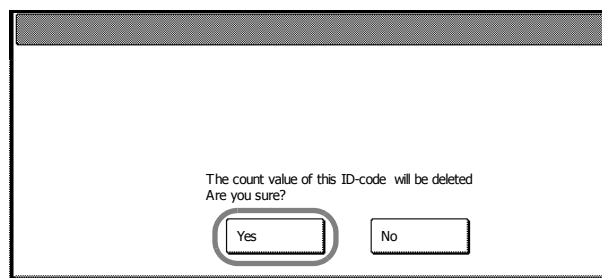
NOTE: The copy limitation per department is given in parentheses after the current volume, as in 1,234 (999,999).

The screenshot shows the 'Each Management Total' screen for '1st sales division'. It displays the following information: 'Number print.' (Copy: 1, Printer: 1, Total: 1), 'Black & White:' (Copy: 1, Printer: 1, Total: 1), 'Scan. Transm.' (scanner), and 'Scan # pages:' (1111111). At the bottom, there is a status bar showing 'System Menu - Job Accounting' and '11111111 1st sales division'.

- 5 To reset the copy count, press [Counter clear].

The screenshot shows the 'Each Management Total' screen for '1st sales division'. It displays the same information as the previous screenshot. The 'Counter clear' button is circled in red. At the bottom, there is a status bar showing 'System Menu - Job Accounting' and '11111111 1st sales division'.

- 6 Press [Yes].



- 7 Press [Close].

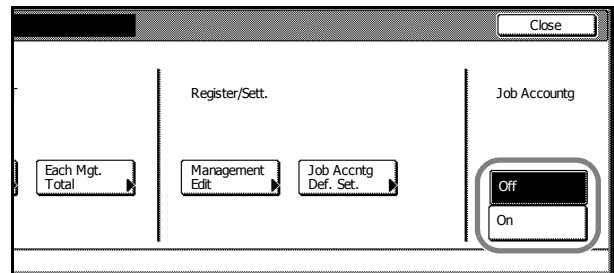
- 8 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Activating and Deactivating Job Accounting

Turn job accounting on or off as necessary.

Setting	Description
On	Job accounting is activated.
Off	Job accounting is deactivated.

- 1 Access the *Job Accounting* screen. (For instructions, refer to *Accessing the Job Accounting Screen* on page 4-3.)
- 2 Select [On] or [Off].



- 3 Press [Close].
 - 4 Press [End].
- When you select [On], the screen for the department ID-code entry is displayed.
- When you select [Off], the [Basic] screen is displayed.

Job Accounting Default Settings

You can specify the default job accounting settings as below.

- Copy Job Accounting...4-19
- Printer Job Accounting...4-20
- Reports on Printing Errors...4-21
- Printing from Unregistered Sources (Printer)...4-22
- Copy/Printer Output Management...4-23
- Scanner Job Accounting...4-23
- Response to Unauthorized Requests...4-24
- Default of Copy Limitation...4-25
- Total Count by Size, 1-5...4-26

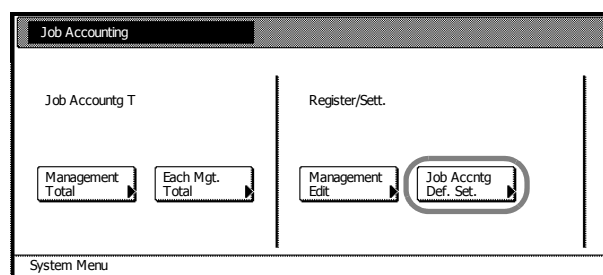
Copy Job Accounting

Activate or deactivate job accounting for copy jobs.

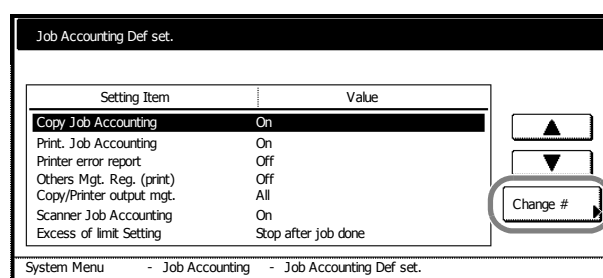
Setting	Description
On	Copy Job Accounting is activated.
Off	Copy Job Accounting is deactivated.

- 1 Access the *Job Accounting* screen. (For instructions, refer to *Accessing the Job Accounting Screen* on page 4-3.)

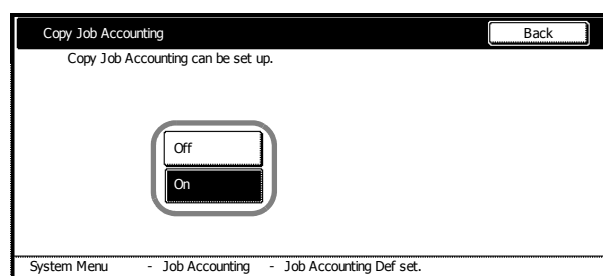
- 2 Press [Job Accntg Def. Set.].



- 3 Select *Copy Job Accounting* and press [Change #].



- 4 Select [On] or [Off].



- 5 Press [Close].

- 6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

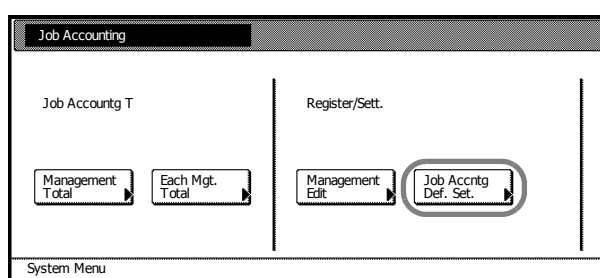
Printer Job Accounting

Activate or deactivate job accounting when the copier is used as a printer.

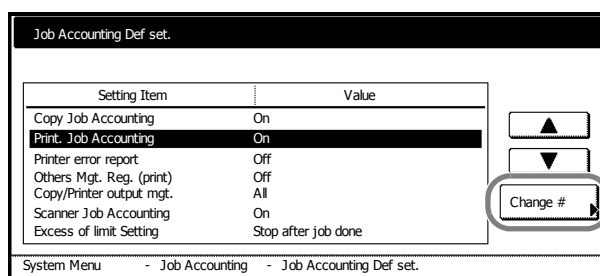
Setting	Description
On	Printer Job Accounting is activated.
Off	Printer Job Accounting is deactivated.

NOTE: This setting is displayed only if the copier is equipped with the optional printer kit.

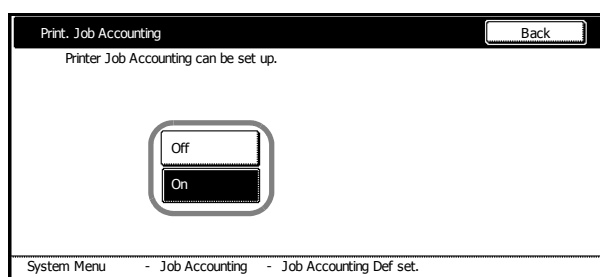
- 1 Access the *Job Accounting* screen. (For instructions, refer to *Accessing the Job Accounting Screen* on page 4-3.)
- 2 Press [Job Acctng Def. Set.].



- 3 Select *Print. Job Accounting* and press [Change #].



- 4 Select [On] or [Off].



- 5 Press [Close].
- 6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Reports on Printing Errors

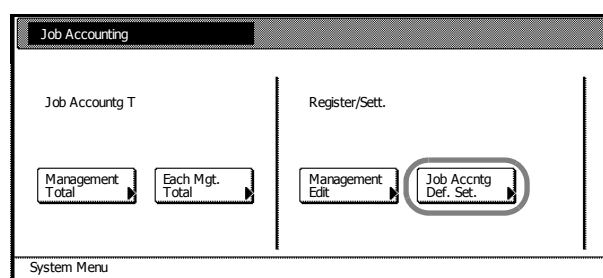
When using job accounting to manage printing, you can specify whether or not an error report is printed in case that users attempt to print using incorrect department codes.

Setting	Description
On	Prints an error report.
Off	Does not print an error report.

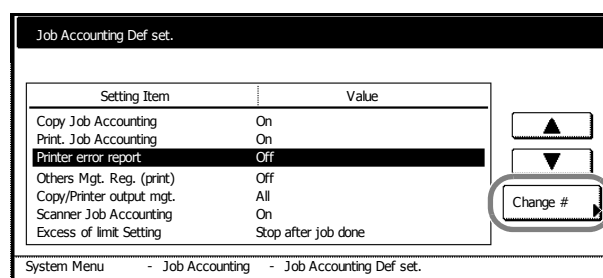
NOTE: This setting is displayed only if *Printer Job Accounting* is [On].

- 1 Access the *Job Accounting* screen. (For instructions, refer to *Accessing the Job Accounting Screen* on page 4-3.)

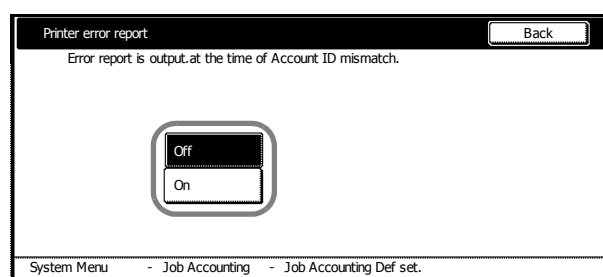
- 2 Press [Job Acctng Def. Set.].



- 3 Select Reports for *Printer error report* and press [Change #].

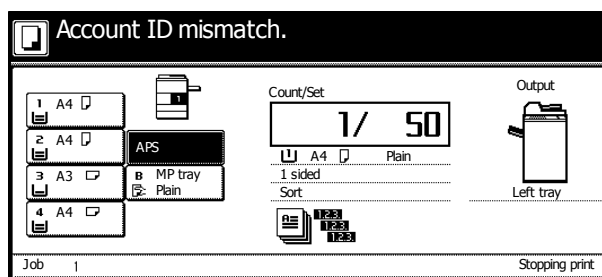


- 4 Select [On] or [Off].



- 5 Press [Close].
- 6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

NOTE: When the user attempts to print using the incorrect department ID code, *Account ID mismatch* will be displayed and the job will not be printed. When the user presses [Cancel], an error report will be printed.



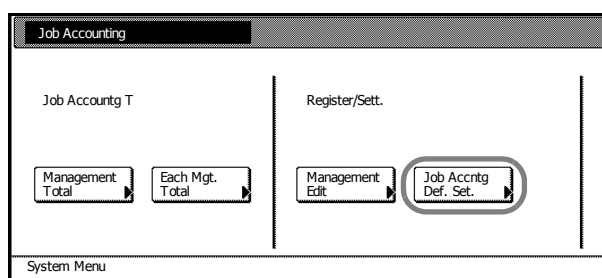
Printing from Unregistered Sources (Printer)

If you use job accounting to manage printing, you can authorize or prohibit printing from computers with printer drivers that do not support job accounting.

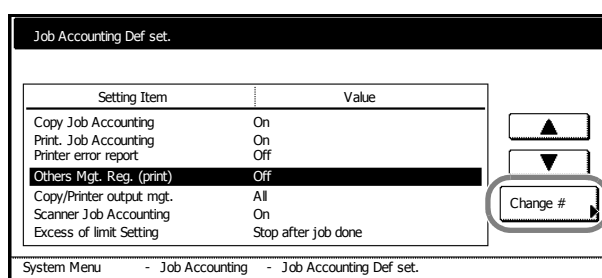
Setting	Description
On	Users can print from computers with printer drivers that do not support job accounting.
Off	Users cannot print unless their printer driver supports job accounting.

NOTE: This setting is displayed only if *Printer Job Accounting* is [On].

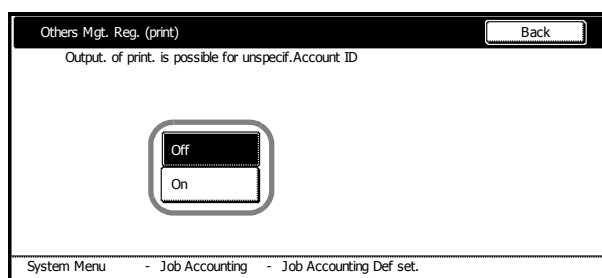
- 1 Access the *Job Accounting* screen. (For instructions, refer to *Accessing the Job Accounting Screen* on page 4-3.)
- 2 Press [Job Acctng Def. Set.].



- 3 Select *Others Mgt. Reg. (print)* and press [Change #].



- 4 Select [On] or [Off].



- 5 Press [Close].

- 6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

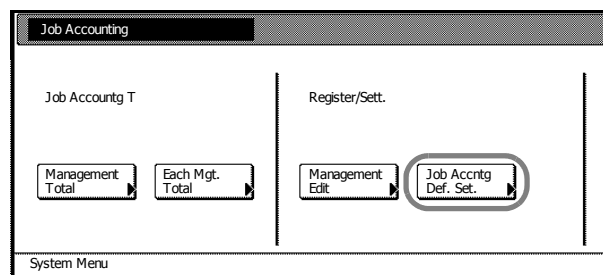
Copy/Printer Output Management

You can choose whether copying and printing are managed together or separately.

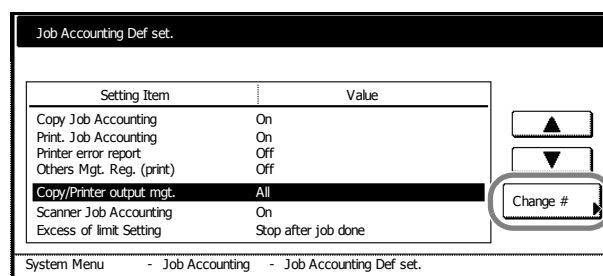
NOTE: Changing this setting affects which setting items are available in the usage restriction screen. Refer to *Restricting Usage Copier* on page 4-6 for details.

- 1 Access the *Job Accounting* screen. (For instructions, refer to *Accessing the Job Accounting Screen* on page 4-3.)

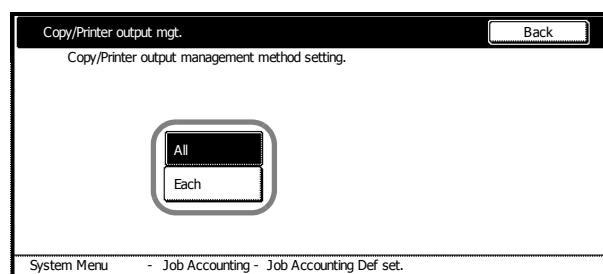
- 2 Press [Job Accntg Def. Set.].



- 3 Select *Copy/Printer output mgt* and press [Change #].



- 4 Select [All] or [Each].



- 5 Press [Close].

- 6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Scanner Job Accounting

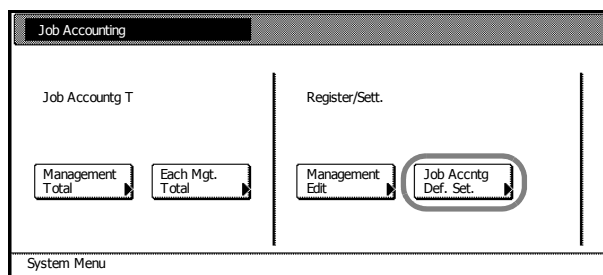
Activate or deactivate job accounting when the copier is used for scanning.

Setting	Description
On	Scanner Job Accounting is activated.
Off	Scanner Job Accounting is deactivated.

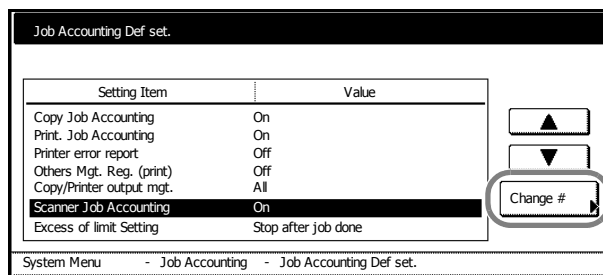
NOTE: This setting is displayed only if the copier is equipped with the optional scanner kit.

- 1 Access the *Job Accounting* screen. (For instructions, refer to *Accessing the Job Accounting Screen* on page 4-3.)

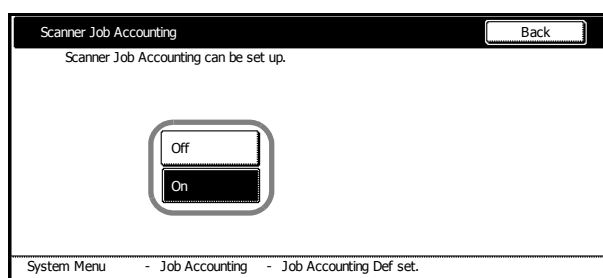
- 2 Press [Job Acctng Def. Set.].



- 3 Select *Scanner Job Accounting* and press [Change #].



- 4 Select [On] or [Off].



- 5 Press [Close].

- 6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

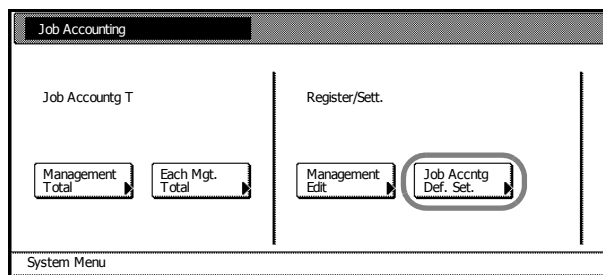
Response to Unauthorized Requests

Specify the actions when users attempt to copy in excess of the specified copy limitation.

Setting	Restriction
Stop job immediately	The requested function cannot be used. No output is delivered.
Stop after job done	The current job is completed, but the next job is prohibited.
Only warning	Only a warning message is displayed.

- 1 Access the *Job Accounting* screen. (For instructions, refer to *Accessing the Job Accounting Screen* on page 4-3.)

- 2 Press [Job Acctng Def. Set.].



- 3 Select *Excess of limit Setting* and press [Change #].

Setting Item	Value
Copy Job Accounting	On
Print. Job Accounting	On
Printer error report	Off
Others Mgt. Reg. (print)	Off
Copy/Printer output mgt.	All
Scanner Job Accounting	On
Excess of limit Setting	Stop after job done

System Menu - Job Accounting - Job Accounting Def set.

- 4 Press [Stop job immediately], [Stop after job done] or [Only warning].

Excess of limit Setting

Select proper setting when limit exceeded.

Back

Stop job immediately

Stop after job done

Only warning

System Menu - Job Accounting - Job Accounting Def set.

- 5 Press [Close].

- 6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Default of Copy Limitation

Specify the default of copy limitation when registering a new department.

- 1 Access the *Job Accounting* screen. (For instructions, refer to *Accessing the Job Accounting Screen* on page 4-3.)
- 2 Press [Job Acctng Def. Set.].

Job Accounting

Job Accountg T

Register/Sett.

Management Total

Each Mgt. Total

Management Edit

Job Acctng Def. Set.

System Menu

- 3 Select *Def. Val. of coun. Limit* and press [Change #].

Setting Item	Value
Print. Job Accounting	On
Printer error report	Off
Others Mgt. Reg. (print)	Off
Copy/Printer output mgt.	All
Scanner Job Accounting	On
Excess of limit Setting	Stop after job done
Def. Val. of coun. Limit	999999

System Menu - Job Accounting - Job Accounting Def set.

- 4 Use the numeric keys to enter the number of pages from 1 to 999,999.

Def. Val. of coun. Limit

Default value of counter limit can be set.

Back

(1~999,999)

Limited value

999,999

Clear

System Menu - Job Accounting - Job Accounting Def set.

- 5 Press [Close].
- 6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

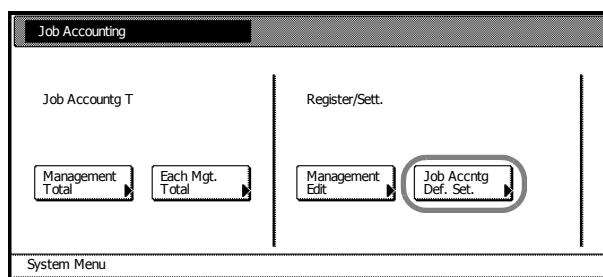
Total Count by Size, 1-5

You can register specific paper sizes to monitor so that you can check the copy count. You can also register types of paper.

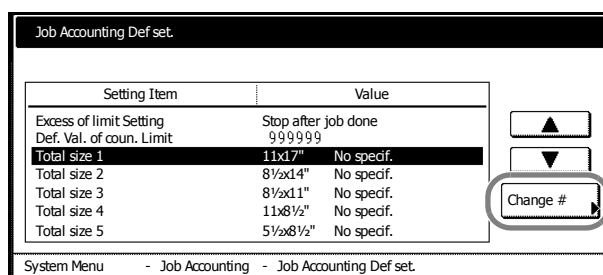
NOTE: Up to five different paper sizes can be registered for keeping track of the copy count.

If you do not specify the paper type, the registered paper size will be counted regardless of the type. However, if you register a size without specifying the type as the first entry and register the same size with a type as the second entry, the copy count for the first entry will not include the count of the second entry.

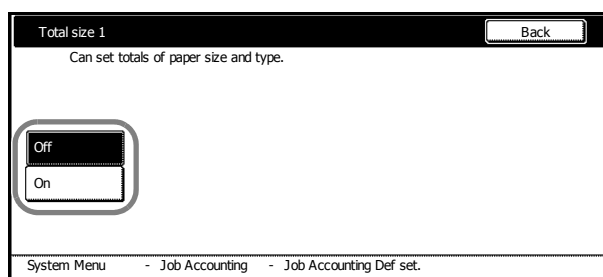
- 1 Access the *Job Accounting* screen. (For instructions, refer to *Accessing the Job Accounting Screen* on page 4-3.)
- 2 Press [Job Accntg Def. Set.].



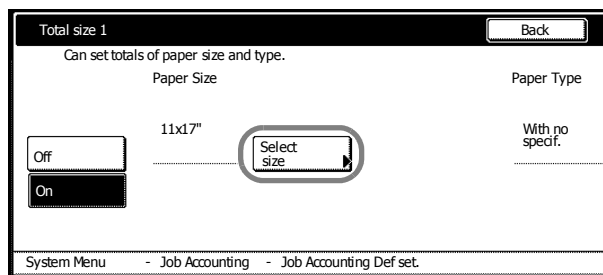
- 3 Select *Total size 1-5* and press [Change #].



- 4 Press [On].



- 5 Press [Select size].



Select a paper size and press [Close].

Select size

Back

A3	B4	11x17"
A4	B5	8½x14"
A5	Folio	8½x11"
		5½x8½"

Job Accounting - Job Accounting Def set. - Total size 1

- 6
- To specify a paper type, press [Select Paper Type].

Back

Close

Details of paper size and type.

Paper Size

11x17"

Select size

Paper Type

With no specif.

Select Paper Type

- Job Accounting - Job Accounting Def set.

Select the paper type and press [Close].

Select Paper Type

Back

With no specif.	Plain	Labels	Cardstock	Thick paper	Custom 1
	Transparency	Recycled	Color	Envelope	Custom 2
	Rough	Preprinted	Prepunched		Custom 3
	Vellum	Bond	Letterhead	High Quality	Custom 4

Job Accounting - Job Accounting Def set. - Total size 1

- 7
- Press [Close].
- 8
- Press [Close]. The touch panel will return to the *Job Accounting* screen.

NOTE: You can include the registered copy count of the paper when printing reports on copy count per department. Refer to *Total Copy Count* on page 4-14 for details.

Copying with Job Accounting ON

When job accounting is activated, users must enter their department ID-code on the numeric keys to use the copier.

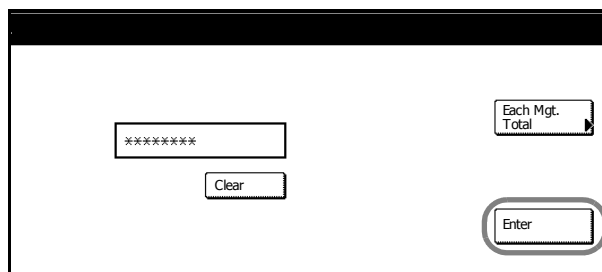
IMPORTANT: After copying, be sure to press the **Job Accounting** key to display the initial screen so that the next user can enter his or her department ID-code.

- 1 Use the numeric keys to enter the department ID code and press [Enter]. The touch panel will return to the [Basic] screen.

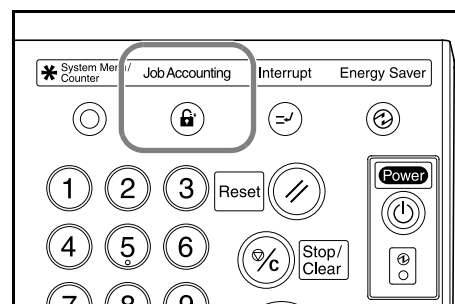
NOTE: If you enter the code incorrectly, press [Clear] to reenter the correct code.

Entering an invalid department ID-code will trigger an error alarm. Use the numeric keys to enter the correct code.

You can review the department's copy count by pressing [Each Mgt. Total] after entering your department ID-code.



- 2 Complete the copy job as usual.
- 3 After copying, be sure to press the **Job Accounting** key to display the initial screen so that the next user can enter his or her department ID-code.



Appendix

The appendix covers the following topics.

- Paper...Appendix-2
- Specifications...Appendix-9
- Intercompatible Functions...Appendix-12
- Glossary...Appendix-16

Paper

Basic Paper Specifications

This copier is designed to print on standard copy paper as used in regular ('dry') copiers and page printers such as laser printers. It also supports a variety of other types of paper that conform to the specifications given in this appendix.

Be careful when choosing paper. Paper unsuitable for the copier may cause jams or may be wrinkled.

For transparencies, labels, envelopes, and similar types of paper, use the MP tray.

NOTE: Some recycled paper does not meet requirements for use with this copier as listed in the Basic Paper Specifications shown below, such as moisture or pulp content. For this reason, we recommend purchasing a small amount of recycled paper as a sample for testing prior to use. Choose recycled paper that gives the best copying results and contains low levels of paper dust.

We are not responsible for problems that occur from the use of paper that does not conform to our specifications.

Supported Paper

Use standard copy paper for regular copiers or laser printers. The copy quality will be affected by the quality of paper. Poor quality paper may result in unsatisfactory output.

Basic Paper Specifications

The following table lists the specifications of paper that is supported with this copier. Refer to the subsequent sections for further details.

Criteria	Specifications
Weight	Cassettes: 60 to 160 g/m ²
	MP tray: 45 to 200 g/m ²
Thickness	0.086 to 0.110 mm
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°
Moisture content	4 to 6 %
Grain direction	Long grain (paper supply direction)
Pulp content	80 % or more

Choosing the Appropriate Paper

This section describes guidelines for choosing paper.

Condition

Avoid using paper with bent corners or that is curled, dirty, or torn. Do not use paper that has a rough surface or paper fiber lint, or that is especially delicate. Use of paper in any of these conditions will not only deliver poor copies but may also cause jams and shorten the useful life of the copier. Choose paper with a smooth and even surface; however, avoid coated paper or paper with a treated surface as it may damage the drum or fusing unit.

Ingredient

Do not use paper such as paper that has been coated or surface-treated or paper that contains plastic or carbon. These types of paper may produce harmful fumes from the heat of copying and may damage the drum.

Be sure to use standard paper that contains at least 80 % pulp, i.e., not more than 20 % of the total paper content consists of cotton or other fibers.

Supported Paper Sizes

Paper of the following sizes is supported by the cassettes and MP tray.

Measurements in the table take into account a ± 0.7 -mm dimensional accuracy for length and width. Corner angles must be $90^\circ \pm 0.2^\circ$.

MP Tray	Cassette or MP Tray
B6R (128 × 182 mm)	A3 (297 × 420 mm)
Postcard (100 × 148 mm)	B4 (257 × 364 mm)
Return postcard (148 × 200 mm)	A4 (297 × 210 mm)
Executive (7 1/4 × 10 1/2")	A4R (210 × 297 mm)
Envelope DL (110 × 220 mm)	B5 (257 × 182 mm)
Envelope C5 (162 × 229 mm)	B5R (182 × 257 mm)
Envelope C4 (229 × 324 mm)	A5R (148 × 210 mm)
ISO B5 (176 × 250 mm)	Folio (210 × 330 mm)
Comm. #10 (4 1/8 × 9 1/2")	11 × 17"
Comm. #9 (3 7/8 × 8 7/8")	8 1/2 × 14"
Monarch (3 7/8 × 7 1/2")	11 × 8 1/2"
YOUKEI 2 (114 × 162 mm)	8 1/2 × 11"
YOUKEI 4 (105 × 235 mm)	5 1/2 × 8 1/2"
Input size	8 1/2 × 13"
(3 7/8 × 5 7/8" to 11 5/8 × 17")	8 1/2 × 13 1/2"
(98 × 148 to 297 × 432 mm)	8K (273 × 394 mm)
	16K (273 × 197 mm)

Smoothness

The paper surface should be smooth, but it must be uncoated. With paper that is too smooth and slippery, several sheets may accidentally be supplied at once, causing jams.

Basis Weight

In countries that use the metric system, basis weight is the weight in grams of one sheet of paper one square meter in area. In the United States, basis weight is the weight in pounds of one ream (500 sheets) of paper cut to the standard size (or trade size) for a specific grade of paper. Paper that is too heavy or too light may be supplied incorrectly or cause paper jams, which may cause excessive wear to the copier. Mixed paper weight (i.e., thickness) may cause several sheets to be supplied at once accidentally and may also cause blurring or other copying problems if the toner fails to adhere correctly.

The recommended basis weight is between 60 and 160 g/m² (16 and 42 lb/ream) for the cassettes and between 45 and 200 g/m² (12 and 53 lb/ream) for the MP tray.

Thickness

Avoid using paper that is too thick or thin. Signs that paper may be too thin include frequent problems with paper jams or with several sheets being supplied at once. Paper jams may also indicate that the paper is too thick. The proper thickness is between 0.086 and 0.110 mm.

Moisture Content

Paper moisture content is the ratio of moisture to dryness expressed as a percentage. Moisture affects how the paper is supplied, the electrostatic chargeability of the paper, and how the toner adheres.

Paper moisture content varies depending on the relative humidity in the room. High relative humidity causes paper to become damp, making the edges expand so it appears wavy. Low relative humidity causes paper to lose moisture, making the edges tighten and weakening copy contrast.

Wavy or tight edges may cause the paper to slip when it is supplied. Try to keep the moisture content between 4 to 6 %.

To maintain the right level of moisture content, bear in mind the following considerations.

- Store paper in a cool, well-ventilated place.
- Store paper flat and unopened in the package. Once the package is opened, reseal it if the paper is not to be used for a while.
- Store paper sealed in the original package and box. Put a pallet under the carton to keep it raised above the floor. Especially during rainy seasons keep the paper a sufficient distance away from wooden or concrete floors.
- Before using paper that has been stored, keep it at the proper moisture level for at least 48 hours.
- Do not store paper where it is exposed to heat, sunlight, or dampness.

Paper Grain

Paper is cut into sheets either with the grain running parallel to the length (long grain) or with the grain parallel to the width (short grain). Avoid using short-grain paper because it may be supplied incorrectly; use long-grain paper.

Other Paper Specifications

Porosity: The density of the paper fibers.

Stiffness: Paper must be stiff enough or it may buckle in the copier, causing jams.

Curl: Most paper naturally tends to curl in one direction after the package is opened. When paper passes through the fixing unit, it curls upward slightly. To deliver flat printouts, load the paper so that the curl faces towards the bottom of the paper tray.

Static electricity: During copying, paper is electrostatically charged so that the toner adheres. Choose paper that can be discharged quickly so that copies do not cling together.

Whiteness: Paper whiteness affects copy contrast. Use whiter paper for sharper, brighter copies.

Quality: Copier problems may occur if sheet sizes are not uniform or if corners are not square, edges are rough, sheets are uncut, or edges or corners are crushed. In order to prevent these problems, be especially careful when you cut the paper yourself.

Packaging: Choose paper that is properly packaged and stacked in boxes. Ideally, the packaging itself should have been treated with a coating to inhibit moisture.

Specially treated paper: We do not recommend copying onto the following types of paper, even if it conforms to the basic specifications. When you use these kinds of paper, purchase a small amount first as a sample to test.

- Glossy paper
- Watermarked paper
- Paper with an uneven surface
- Perforated paper

Special Paper

This section describes copying onto special paper and copy media.

The following paper and media can be used.

- Transparencies
- Preprinted paper
- Bond paper
- Recycled paper
- Thin paper (from 45 g/m² to less than 60 g/m²)
- Letterhead
- Colored paper
- Prepunched paper
- Envelopes
- Postcards
- Thick paper (from 106 g/m² to 200 g/m² or less)
- High-quality paper

When using these paper and media, choose that are designed specifically for copiers or page printers (such as laser printers). Use the MP tray for transparencies, thin or thick paper, envelopes, and postcards.

Choosing Special Paper

Although special paper that meets the following requirements can be used with the copier, copy quality will vary considerably due to differences in the construction and quality of special paper. Thus, special paper is more likely than regular paper to cause copying problems. Before purchasing special paper in volume, try testing a sample to ensure the copy quality is satisfactory. General precautions when copying onto special paper are given below. Note that we are not responsible for any harm to the user or damage to the copier caused by moisture or specifications of special paper.

Transparencies

Transparencies must be able to withstand the heat of copying. We recommend the following types.

3M PP2500 (available in Letter and A4 sizes)

Transparencies must meet the following conditions.

Criteria	Specifications
Heat resistance	Must withstand at least 190 °C.
Thickness	0.100 to 0.110 mm
Material	Polyester
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°

To avoid problems, use the MP tray for transparencies and load transparencies with the long side facing the copier.

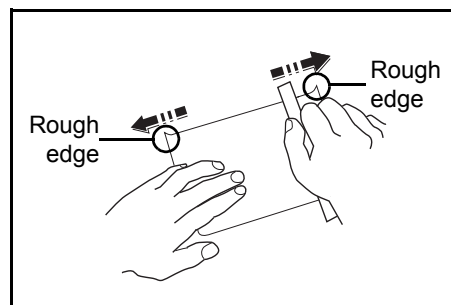
If transparencies jam frequently, try pulling the leading edge of sheets gently as they are ejected.

Postcards

Before loading postcards into the MP tray, fan them and align the edges. If the postcard paper is curled, straighten it before loading. Copying onto curled postcards may cause jams.

Do not use perforated return postcards.

Some postcards may still have rough edges on the back side caused by a paper cutter. Remove any such rough edges by placing the postcards on a flat surface and rubbing the edges gently a few times with a ruler.



Envelopes

Use the MP tray for envelopes.

Due to the structure of envelopes, copying evenly over the entire surface may not be possible in some cases. Thin envelopes in particular may be wrinkled by the copier in some cases as they pass through it. Before purchasing envelopes in volume, try testing a sample to ensure the copy quality.

Storing envelopes for a long period may cause them to become wrinkled. Thus, keep the package sealed until you are ready to use them.

Keep the following points in mind.

Do not use envelopes with exposed adhesive. In addition, do not use the type of envelope in which the adhesive is exposed after the top layer is peeled off. Serious damage may be caused if the paper covering the adhesive comes off in the copier.

Do not use envelopes with certain special features. For example, do not use envelopes with a grommet for winding a string to close the flap or envelopes with an open or film-covered window.

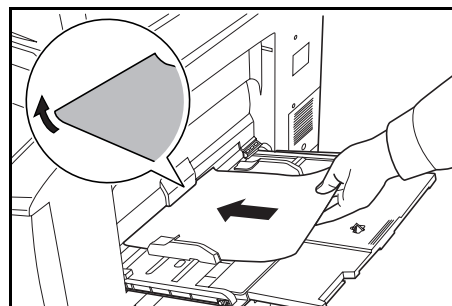
If paper jams occur, load fewer envelopes at once.

To prevent paper jams when copying onto multiple envelopes, do not allow more than ten envelopes to remain in the output tray at once.

Thick Paper

Before loading thick paper in the MP tray, fan it and align the edges. Some thick paper may still have rough edges caused by a paper cutter on the back side. Remove any such rough edges just as with *Postcards* by placing the paper on a flat surface and rubbing the edges gently a few times with a ruler. Copying onto paper with rough edges may cause jams.

NOTE: If the paper is not supplied correctly even after it is smoothed, load the paper in the MP tray with the leading edge raised a few millimeters as shown in the figure.



Colored Paper

Colored paper must conform to the specifications listed on the page 2 of the *Appendix*. In addition, the pigments in the paper must be able to withstand the heat of copying (up to 200 °C or 392 °F).

Preprinted Paper

Preprinted paper must conform to the specifications listed on the page 2 of the *Appendix*. The colored ink must be able to withstand the heat of copying. It must be resistant to silicone oil as well. Do not use paper with a treated surface such as glossy paper used for calendars.

Recycled Paper

Recycled paper must conform to the specifications listed on the page 2 of the *Appendix*; however, its whiteness may be considered separately.

NOTE: Before purchasing recycled paper in volume, try testing a sample to ensure that the copy quality is satisfactory.

Specifications

NOTE: These specifications are subject to change without notice.

Copier

Copying System	Indirect electrostatic system
Originals Supported	Sheets, books, and three-dimensional objects (maximum size: A3)
Copy Sizes	
Cassettes 1 and 2	11 × 8 1/2" and A4
Cassette 3 and 4	11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", 8 1/2 × 13", 8 1/2 × 13 1/2", A3, B4, A4, A4R, B5, B5R, A5R, Folio, 8K and 16K.
MP Tray	5 1/2 × 8 1/2" to 11 × 17", A5R to A3, B6R, A6R, Folio, 8K, 16K, YOUKEI 2 and YOUKEI 4
Duplexing	5 1/2 × 8 1/2" to 11 × 17", A5R to A3
Non-Copying Margin:	0.5 to 5.5 mm
Supported Paper	For details on the supported paper, refer to the <i>Paper</i> on page 2 of the <i>Appendix</i> .
Paper Supply Capacity	
Cassettes 1 and 2	1,500 sheets (80 g/m ²) × 2 cassettes
Cassettes 3 and 4	500 sheets (80 g/m ²) or 525 sheets (75 g/m ²) × 2 cassettes
MP Tray	100 sheets (80 g/m ²)
Output Tray Capacity	250 sheets (80 g/m ²)
Warm-up Time	30 sec
	Recovery from Low-Power mode: 10 sec
	Recovery from Sleep mode: 30 sec
	(At room temp.: 73.4 °F/23 °C, 50 % RH)
Memory	
Bitmap	128 MB
Image Storage	40 GB
Operating Environment	
Temperature	10 to 32.5 °C
Humidity	15 to 80 %
Altitude	2,000 m maximum
Power Source	120 V AC, 60 Hz, 16 A
	220 to 240 V AC, 50/60 Hz, 9.5 A
Dimensions (W) × (D) × (H)	26 3/4 × 30 13/16 × 46 7/8" 680 × 783 × 1,190 mm
Weight	Approx. 413.6 lbs./Approx. 188 kg
Space Required for Copier (W) × (D)	58 1/4 × 30 13/16" 1,480 × 783 mm

Copying Performance

Copying Speed		
Platen (1:1)	60 cpm model	11 × 17"/A3: 31 sheets/min
		8 1/2 × 14"/B4: 37 sheets/min
		11 × 8 1/2"/A4: 60 sheets/min
		8 1/2 × 11"/A4R: 43 sheets/min
		B5: 60 sheets/min
	80 cpm model	B5R: 47 sheets/min
		11 × 17"/A3: 40 sheets/min
		8 1/2 × 14"/B4: 50 sheets/min
		11 × 8 1/2"/A4: 80 sheets/min
		8 1/2 × 11"/A4R: 54 sheets/min
Document Processor (1:1)	60 cpm model	B5: 80 sheets/min
	80 cpm model	B5R: 58 sheets/min
	60 cpm model	11 × 8 1/2"/A4: 60 sheets/min
	80 cpm model	11 × 8 1/2"/A4: 80 sheets/min
First Copy Time	60 cpm model	3.6 sec or less (1:1, 11 × 8 1/2"/A4, from the platen)
	80 cpm model	2.9 sec or less (1:1, 11 × 8 1/2"/A4, from the platen)
Resolution	Scanning: 600 × 600 dpi	
	Copying: Equivalent to 1,800 × 600 dpi	
Continuous Copying	1 to 9,999 sheets	
Zoom Level	Any level from 25 to 400 % in 1 % increments	
	With the document processor: 25 to 200 %	
	Includes preset zoom levels	

Optional Side Feeder

Paper Supply Method	Pneumatic supply system; capacity: 4,000 sheets (80 g/m ²)
Paper Size	11 × 8 1/2", A4 and B5
Supported Paper	Weight: 60 to 160 g/m ²
	Paper Types: Standard, recycled, and colored paper
Dimensions (W) × (D) × (H)	14 5/8 × 23 3/16 × 27 5/16"
	371 × 589 × 693 mm
Weight	Approx. 90.2 lbs. or less/Approx. 41 kg or less

Optional Document Finisher

Number of Trays	2
Supported Paper Sizes	
Trays A (Without stapling)	11 × 17", 8 1/2 × 14", A3, B4 and Folio: 1500 sheets 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", A4, A4R, B5, B5R, A5R, B6R and A6R: 3000 sheets
Trays B	11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", A3, B4, A4, A4R, B5, B5R, A5R, B6R and A6R: 200 sheets
Supported Paper Weight	Trays A and B: 45 to 200 g/m ² When stapling: 60 to 200 g/m ² When punching (optional feature): 45 to 200 g/m ²
Maximum Sheets for Stapling	11 × 17", 8 1/2 × 14", A3 and B4: 30 sheets; 11 × 8 1/2", 8 1/2 × 11", A4, A4R and B5: 50 sheets (using paper up to 80 g/m ²)
Dimensions (W) × (D) × (H)	31 5/16 × 25 3/16 × 42 1/8" 796 × 640 × 1,070 mm
Weight	Approx. 160.6 lbs./Approx. 73 kg

Environmental Specifications

Noise emission	
During standby	61 dB or less (L wa)
During copying	60 cpm model 71 dB or less (L wad) 80 cpm model 72 dB or less (L wad)
Power consumption	
During copying (with full optional equipment)	1500 wh
During standby	60 cpm model 349 w 80 cpm model 399 w
During the Low Power mode	60 cpm model 126 w 80 cpm model 204 w
Recovery from Low-Power mode	10 sec
During the Off mode (default settings, copier only)	8 w
During the Sleep mode (with optional printer)	24 w
Time until Low-Power mode (default)	60 cpm model 10 min 80 cpm model 15 min
Time until Sleep mode (default)	60 cpm model 60 min 80 cpm model 90 min
During the Plugged-In mode	0.4 wh
Duplexing	Standard
Paper Supply Capability	Supports recycled paper made from 100 % recycled pulp

NOTE: Consult your Dealer or Service Representative for recommended paper types.

Intercompatible Functions

This is a full-featured copier with an array of different functions. Many features can also be combined for more efficient copying.

Intercompatible features are given in the following charts.

		Secondary Function																										
		Auto paper selection	One-sided copying	Duplex mode: 1-sided → 2-sided	Duplex mode: 2-sided → 2-sided	Duplex mode: Book → 2-sided	Split mode: 2-sided → 1-sided	Split mode: Book → 1-sided	Original size selection: Standard sizes	Original size selection: Input size	Original size selection: Auto detect	Original size selection: Custom sizes	Combine mode	Auto Exposure mode	Manual Exposure mode	Actual size (100 %)	XY zoom	Auto zoom	Manual zoom	Auto Selection mode: Same width	Auto Selection mode: Different widths	Batch scanning	Image Quality mode: Text + photo	Image Quality mode: Photo	Image Quality mode: Text	Image Quality mode: OCR	Margin mode	
Primary Function	Auto paper selection		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	31	31	Y	Y	Y	Y	N	Y	
	One-sided copying	Y		N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y		
	Duplex mode: 1-sided → 2-sided	Y	N		N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	N	Y	
	Duplex mode: 2-sided → 2-sided	Y	N	N		N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y		
	Duplex mode: Book → 2-sided	Y	N	N	N		N	N	Y	14	Y	14	15	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	N	Y	
	Split mode: 2-sided → 1-sided	Y	N	N	N	N		N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y		
	Split mode: Book → 1-sided	Y	N	N	N	N	N		Y	14	Y	14	15	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	N	Y	
	Original size selection: Standard sizes	Y	Y	Y	Y	Y	Y	Y		N	N	N	Y	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	N	Y	
	Original size selection: Input size	Y	Y	Y	Y	14	Y	14	N		N	N	32	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	N	Y	
	Original size selection: Auto detect	Y	Y	Y	Y	Y	Y	Y	N	N		N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	
	Original size selection: Custom sizes	Y	Y	Y	Y	14	Y	14	N	N	N		32	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	N	Y	
	Combine mode	Y	Y	Y	Y	15	Y	15	Y	32	Y	32		Y	Y	Y	Y	2	Y	Y	12	12	Y	Y	Y	N	5	
	Auto Exposure mode	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		N	Y	Y	Y	Y	Y	Y	Y	Y	Y	1	Y	N	Y	
	Manual Exposure mode	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	
	Actual size (100 %)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	2	Y	Y		N	N	N	3	3	Y	Y	Y	Y	N	Y	
	XY zoom	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	2	Y	Y	N		N	N	3	3	Y	Y	Y	Y	N	Y	
	Auto zoom	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	2	Y	Y	N	N	N	N	3	3	Y	Y	Y	Y	N	Y	
	Manual zoom	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	2	Y	Y	N	N	N	N	3	3	Y	Y	Y	Y	N	Y	
	Auto Selection mode: Same width	12	Y	12	Y	12	Y	12	12	12	Y	12	12	Y	Y	3	3	3	3		N	33	Y	Y	Y	N	Y	
	Auto Selection mode: Different widths	12	Y	12	Y	12	Y	12	12	12	Y	12	12	Y	Y	3	3	3	3	N		33	Y	Y	Y	N	Y	
	Batch scanning	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12	12		Y	Y	Y	N	Y	
	Image Quality mode: Text + photo	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		N	N	N	Y	
	Image Quality mode: Photo	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	1	Y	Y	Y	Y	Y	Y	Y	Y	N		N	N	Y	
	Image Quality mode: Text	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N		N	Y	
	Margin mode	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	5	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N		
	Centering originals	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	38	38	Y	Y	Y	Y	N	N	
	Page numbering	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	N	Y	
	Form overlay	Y	Y	Y	Y	35	Y	35	Y	Y	Y	Y	35	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	N	Y	
	Sort mode	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	
	Offset mode	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	
	Border erase: Sheet erase	Y	Y	Y	Y	Y	Y	Y	Y	6	Y	6	Y	Y	Y	Y	Y	Y	Y	7	7	Y	Y	Y	Y	N	Y	
	Border erase: Book erase	Y	Y	Y	Y	Y	Y	Y	Y	6	Y	6	Y	Y	Y	Y	Y	Y	Y	7	7	Y	Y	Y	Y	N	Y	
	Border erase: Separate border erase	Y	Y	Y	Y	Y	Y	Y	Y	6	Y	6	Y	Y	Y	Y	Y	Y	Y	7	7	Y	Y	Y	Y	N	Y	
	Cover mode	Y	Y	Y	Y	Y	Y	Y	Y	24	Y	24	25	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	N	Y	
	Booklet from sheets	Y	Y	10	10	10	10	10	Y	20	Y	20	23	Y	Y	Y	2	Y	Y	12	12	Y	Y	Y	Y	N	4	
	Booklets from facing pages	Y	Y	10	10	10	10	10	Y	20	Y	20	23	Y	Y	Y	2	2	Y	12	12	Y	Y	Y	Y	N	4	
	Auto rotation	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	
	Backing sheets for transparencies	Y	Y	11	11	11	Y	16	Y	29	Y	29	Y	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	N	Y	
	Proof mode	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	
	Memo mode	Y	Y	Y	Y	15	Y	15	Y	32	Y	32	N	Y	Y	Y	2	Y	Y	12	12	Y	Y	Y	Y	N	5	
	EcoPrint	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	
	Specifying the original orientation	Y	Y	Y	Y	9	Y	9	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	
	Inverted copying	Y	Y	27	27	27	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	
	Mirror image	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	
	Repeat copy: Setting up a job	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	
	Output destination selection	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	
	Stapling	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12	Y	Y	Y	Y	Y	N	Y	
	Punching	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12	Y	Y	Y	Y	Y	N	Y	
	Multi-page forms	Y	Y	36	36	36	36	36	Y	Y	Y	Y	36	Y	Y	Y	Y	Y	Y	36	36	Y	Y	Y	Y	N	Y	
	Interrupt mode	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	

Secondary Function																				
Centering originals	Page numbering	Form overlay	Sort mode	Offset mode	Border erase: Sheet erase	Border erase: Book erase	Border erase: Separate border erase	Cover mode	Booklet from sheets	Booklets from facing pages	Auto rotation	Backing sheets for transparencies	Proof mode	Memo mode	EcoPrint mode	Specifying the original orientation	Inverted copying	Mirror image		
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Auto paper selection	Primary Function
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	One-sided copying	
Y	Y	Y	Y	Y	Y	Y	Y	Y	10	10	Y	11	Y	Y	Y	Y	13	Y	Y	Duplex mode: 1-sided → 2-sided
Y	Y	Y	Y	Y	Y	Y	Y	Y	10	10	Y	11	Y	Y	Y	Y	13	Y	Y	Duplex mode: 2-sided → 2-sided
Y	Y	35	Y	Y	Y	Y	Y	Y	10	10	Y	11	Y	15	Y	9	13	Y	Y	Duplex mode: Book → 2-sided
Y	Y	Y	Y	Y	Y	Y	Y	Y	10	10	Y	Y	Y	Y	Y	Y	Y	Y	Y	Split mode: 2-sided → 1-sided
Y	Y	35	Y	Y	Y	Y	Y	Y	10	10	Y	16	Y	15	Y	9	Y	Y	Y	Split mode: Book → 1-sided
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Original size selection: Standard sizes
Y	Y	Y	Y	Y	6	6	6	24	21	21	Y	29	Y	32	Y	Y	Y	Y	Y	Original size selection: Input size
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Original size selection: Auto detect
Y	Y	Y	Y	Y	6	6	6	24	21	21	Y	29	Y	32	Y	Y	Y	Y	Y	Original size selection: Custom sizes
Y	Y	35	Y	Y	Y	Y	Y	25	23	23	Y	Y	Y	N	Y	Y	Y	Y	Y	Combine mode
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Auto Exposure mode
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Manual Exposure mode
Y	Y	Y	Y	Y	Y	Y	Y	Y	2	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Actual size (100 %)
Y	Y	Y	Y	Y	Y	Y	Y	Y	2	2	Y	Y	Y	2	Y	Y	Y	Y	Y	XY zoom
Y	Y	Y	Y	Y	Y	Y	Y	Y	2	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Auto zoom
Y	Y	Y	Y	Y	Y	Y	Y	Y	2	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Manual zoom
38	12	12	Y	Y	7	7	7	12	12	12	Y	12	Y	12	Y	Y	Y	Y	Y	Auto Selection mode: Same width
38	12	12	Y	Y	7	7	7	12	12	12	Y	12	Y	12	Y	Y	12	Y	12	Auto Selection mode: Different widths
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Batch scanning
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Image Quality mode: Text + photo
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Image Quality mode: Photo
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Image Quality mode: Text
N	Y	Y	Y	Y	Y	Y	Y	4	4	Y	Y	Y	5	Y	Y	Y	Y	Y	Y	Margin mode
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Centering originals
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Page numbering
Y	Y	Y	Y	Y	Y	Y	Y	35	35	Y	Y	Y	35	Y	Y	Y	35	Y	Y	Form overlay
Y	Y	Y	Y	Y	Y	Y	Y	18	18	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Sort mode
Y	Y	Y	Y	Y	Y	Y	Y	27	27	Y	27	Y	Y	Y	Y	Y	Y	Y	37	Offset mode
Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Border erase: Sheet erase
Y	Y	Y	Y	Y	N	N	Y	8	Y	Y	Y	Y	Y	Y	9	Y	Y	Y	Y	Border erase: Book erase
Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Border erase: Separate border erase
Y	Y	Y	Y	Y	Y	Y	Y	18	18	Y	19	Y	25	Y	Y	26	Y	Y	Y	Cover mode
Y	Y	35	18	17	Y	8	Y	18	N	Y	11	Y	23	Y	Y	13	Y	Y	18	Booklet from sheets
Y	Y	35	18	17	Y	Y	Y	18	N	Y	11	Y	23	Y	9	13	Y	Y	18	Booklets from facing pages
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Auto rotation
Y	Y	Y	Y	30	Y	Y	Y	19	11	Y	Y	Y	Y	Y	Y	28	Y	Y	30	Backing sheets for transparencies
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Proof mode
Y	Y	35	Y	Y	Y	Y	Y	25	23	23	Y	Y	Y	Y	Y	Y	Y	Y	Y	Memo mode
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	EcoPrint
Y	Y	Y	Y	Y	Y	9	Y	Y	9	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Specifying the original orientation
Y	Y	Y	Y	Y	Y	Y	Y	27	27	Y	27	Y	Y	Y	Y	Y	Y	Y	Y	Inverted copying
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Mirror image
Y	Y	35	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Repeat copy: Setting up a job
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Output destination selection
Y	Y	Y	Y	37	Y	Y	Y	18	18	Y	27	Y	Y	Y	Y	Y	Y	Y	Y	Stapling
Y	Y	Y	Y	Y	Y	Y	Y	27	27	Y	27	Y	Y	Y	Y	Y	Y	Y	Y	Punching
Y	Y	35	Y	Y	Y	36	Y	Y	36	36	Y	Y	Y	36	Y	Y	Y	Y	Y	Multi-page forms
Y	Y	35	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Interrupt mode

		Secondary Function																									
		Auto paper selection	One-sided copying	Duplex mode: 1-sided → 2-sided	Duplex mode: 2-sided → 2-sided	Duplex mode: Book → 2-sided	Split mode: 2-sided → 1-sided	Split mode: Book → 1-sided	Original size selection: Standard sizes	Original size selection: Input size	Original size selection: Auto detect	Original size selection: Custom sizes	Combine mode	Auto Exposure mode	Manual Exposure mode	Actual size (100 %)	XY zoom	Auto zoom	Manual zoom	Auto Selection mode: Same width	Auto Selection mode: Different widths	Batch scanning	Image Quality mode: Text + photo	Image Quality mode: Photo	Image Quality mode: Text	Image Quality mode: OCR	Margin mode
Primary Function	Document management: Registering originals for the Form Box	N	N	N	N	N	N	N	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y	N	N
	Document management: Registering originals for the Shared Data Box	N	Y	N	N	N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	N	N
	Document management: Registering originals for the Synergy Print Box	N	Y	N	N	N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	N	N
	Document management: Printing from the Shared Data Box	Y	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y
	Document management: Printing from the Synergy Print Box	Y	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y
	Output Management	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
	Repeat copy: Outputting a job	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
	Programming multi-part jobs: Step 1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y	N	Y
	Programming multi-part jobs: Step 2 and thereafter	Y	Y	N	N	N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y	N	N
	Scanner functions: Send to computer	N	Y	N	N	N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y	Y	Y	N
	Scanner functions: Send email	N	Y	N	N	N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y	N	Y	N
	Scanner functions: TWAIN	N	Y	N	N	N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	Y	N	Y	Y	Y	N	Y	Y	Y	N
	Scanner functions: Connect to database	N	Y	N	N	N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y	Y	Y	N

Y: Can be combined

N: Cannot be combined

- 1 When the image quality is set to *Photo*, Auto Exposure mode is not available. Thus, choose *Text+Photo*, *Text*, or Manual Exposure mode.
- 2 Only auto zoom is available and so must be chosen.
- 3 Only auto paper selection is available and so must be chosen
- 4 Margin mode cannot be used with Booklet modes.
- 5 Margin mode cannot be used with Combine mode.
- 6 Border erase is not available when the original size is selected via user entry.
- 7 Border erase cannot be combined with Auto Selection mode.
- 8 Border erase (book erase) is not available when making booklet from sheets.
- 9 Not available because originals with facing pages must be placed with the top edge toward the rear of the platen.
- 10 When Duplex mode or Split mode is selected, Booklet modes are given secondary priority.
- 11 Backing sheets for transparencies are not available with Duplex mode.
- 12 Cannot be combined with Auto Selection mode.
- 13 Duplex mode cannot be combined with inverted copying.
- 14 The original size selection cannot be selected when using originals with facing pages.
- 15 Split mode (Book → 1-sided) cannot be used with Combine mode.
- 16 Split mode (Book → 1-sided) cannot be used when producing backing sheets for transparencies.
- 17 Booklet copying cannot be combined with Offset mode.
- 18 Since a cover can be selected in Booklet modes, Cover mode cannot be combined with Booklet modes.
- 19 Cover mode is not available when producing backing sheets for transparencies.

Secondary Function

- | Primary Function |
|------------------|
|------------------|

Glossary

Auto Low-Power Mode

A mode designed to conserve electricity, activated when the copier is left unused for a specific period. In Low-Power mode, the copier consumes less power than in standby mode.

Auto Sleep Mode

A mode designed for electrical power saving, activated when the copier is left unused for a specific period. In Sleep mode, power consumption is kept to a minimum.

CPM (copy per minutes)

The number of A4-sized copies (printouts) that can be delivered in one minute.

dpi (dots per inch)

A unit for resolution, representing the number of dots printed per inch (25.4 mm).

EcoPrint Mode

A copying mode that helps conserve toner. Copies made in this mode are thus lighter than normal.

MP Tray

The paper supply tray on the right side of the copier. Use this tray instead of the cassettes when copying onto envelopes, postcards, transparencies, or labels.

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KYOCERA MITA AMERICA, INC.

Headquarters:

225 Sand Road,
Fairfield, New Jersey 07004-0008
TEL : (973) 808-8444
FAX : (973) 882-6000

New York Branch:

1410 Broadway 23rd floor
New York, NY 10018
TEL : (917) 286-5400
FAX : (917) 286-5402

Northeastern Region:

225 Sand Road,
Fairfield, New Jersey 07004-0008
TEL : (973) 808-8444
FAX : (973) 882-4401

Midwestern Region:

201 Hansen Court Suite 119
Wood Dale, Illinois 60191
TEL : (630) 238-9982
FAX : (630) 238-9487

Western Region:

14101 Alton Parkway,
Irvine, California 92618-7006
TEL : (949) 457-9000
FAX : (949) 457-9119

Southeastern Region:

1500 Oakbrook Drive,
Norcross, Georgia 30093
TEL : (770) 729-9786
FAX : (770) 729-9873

Southwestern Region:

2825 West Story Road,
Irving, Texas 75038-5299
TEL : (972) 550-8987
FAX : (972) 252-9786

National Operation Center & National Training Center:

2825 West Story Road,
Irving, Texas 75038-5299
TEL : (972) 659-0055
FAX : (972) 570-5816

Latin America Division:

8240 N.W. 52nd. Terrace Dawson Building,
Suite 108 Miami, Florida 33166
TEL : (305) 421-6640
FAX : (305) 421-6666

KYOCERA MITA CANADA, LTD.

6120 Kestrel Road, Mississauga,
Ontario L5T 1S8, Canada
TEL : (905) 670-4425
FAX : (905) 670-8116

KYOCERA MITA MEXICO, S.A. DE C.V.

Av. 16 de Septiembre #407
Col. Santa Inés,
Azcapotzalco México,
D.F. 02130, México
TEL : (55) 5383-2741
FAX : (55) 5383-7804

KYOCERA MITA EUROPE B.V.

Hoeksteen 40, 2132 MS Hoofddorp,
The Netherlands
Phone: +31.20.654.0000
Home page: <http://www.kyoceramita-europe.com>
Email: info@kyoceramita-europe.com

KYOCERA MITA NEDERLAND B.V.
Beechavenue 25, 1119RA Schiphol-Rijk
The Netherlands
Phone: +31.20.58.77.200

KYOCERA MITA (UK) LTD
8 Beacontree Plaza
Gillette Way Reading Berks RG2 0BS,
U.K.
Phone: +44.1189.311.500

KYOCERA MITA ITALIA S.p.A.
Via G. Verdi, 89 / 91, 20063 Cernusco s/N
Milano, Italy
Phone: +39.02.92179.1

S.A. KYOCERA MITA BELGIUM N.V.
Hermesstraat 8A, 1930 Zaventem,
Belgium
Phone: +32.2.720.9270

KYOCERA MITA FRANCE S.A.
Parc Les Algorithmes Saint Aubin
91194 GIF-SUR-YVETTE,
France
Phone: +33.1.6985.2600

KYOCERA MITA ESPAÑA S.A.
Edificio Kyocera, Avda de Manacor No. 2,
28290 Las Matas (Madrid),
Spain
Phone: +34.91.631.8392

KYOCERA MITA FINLAND OY
Kirvesmiehenkatu 4, 00880 Helsinki,
Finland
Phone: +358.9.4780.5200

KYOCERA MITA (SCHWEIZ)
Hohlstrasse 614, 8048 Zürich
Switzerland
Phone: +41.1.908.4949

KYOCERA MITA DEUTSCHLAND GMBH
Otto-Hahn-Str. 12 D-40670 Meerbusch,
Germany
Phone: +49.2159.918.0

KYOCERA MITA GMBH AUSTRIA
Eduard-Kittenberger-Gasse 95,
1230 Wien,
Austria
Phone: +43.1.86338.210

KYOCERA MITA SVENSKA AB
Esbogatan 16B 164 75 Kista,
Sweden
Phone: +46.8.546.55000

KYOCERA MITA NORGE
Postboks 150 Oppsal, NO 0619 Oslo
Olaf Helsettsvei 6, NO 0694 Oslo,
Norway
Phone: +47.22.62.73.00

KYOCERA MITA DANMARK A/S
Ejby Industrivej 1, DK-2600 Glostrup,
Denmark
Phone: +45.5687.1100

KYOCERA MITA PORTUGAL LDA.
Rua do Centro Cultural, 41 (Alvalade) 1700-106 Lisbon,
Portugal
Phone: +351.21.842.9100

KYOCERA MITA SOUTH AFRICA (PTY) LTD.
527 Kyalami Boulevard,
Kyalami Business Park Midrand,
South Africa
Phone: +27.(0)11.540.2600

KYOCERA MITA AMERICA, INC.

Headquarters:
225 Sand Road,
Fairfield, New Jersey 07004-0008,
U.S.A.
Phone: (973) 808-8444

KYOCERA MITA AUSTRALIA PTY. LTD.
Level 3, 6-10 Talavera Road, North Ryde,
N.S.W. 2113 Australia
Phone: (02) 9888-9999

KYOCERA MITA NEW ZEALAND LTD.
1-3 Parkhead Place, Albany
P.O. Box 302 125 NHPC, Auckland,
New Zealand
Phone: (09) 415-4517

KYOCERA MITA (THAILAND) CORP., LTD.
9/209 Ratchada-Prachachem Road,
Bang Sue, Bangkok 10800, Thailand
Phone: (02) 586-0320

KYOCERA MITA SINGAPORE PTE LTD.
121 Genting Lane, 3rd Level,
Singapore 349572
Phone: 67418733

KYOCERA MITA HONG KONG LIMITED
11/F., Mita Centre,
552-566, Castle Peak Road,
Tsuen Wan, New Territories,
Hong Kong
Phone: 24297422

KYOCERA MITA TAIWAN Corporation.
7F-1~2, No.41, Lane 221, Gangchi Rd.
Neihu District, Taipei, Taiwan, 114. R.O.C.
Phone: (02) 87511560

KYOCERA MITA Corporation

2-28, 1-chome, Tamatsukuri, Chuo-ku
Osaka 540-8585, Japan
Phone: (06) 6764-3555
<http://www.kyoceramita.com>

