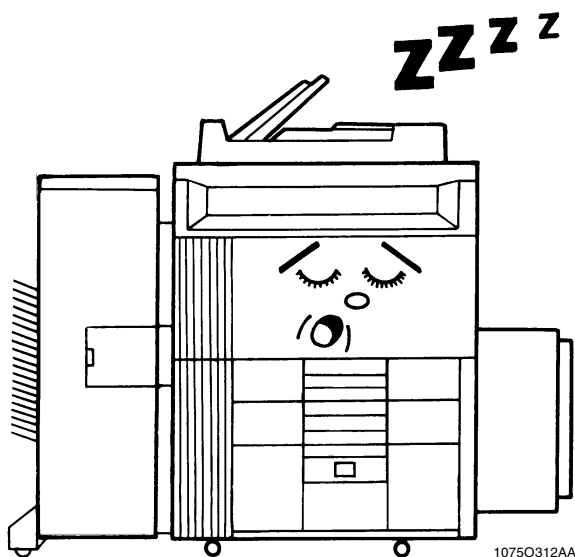




As an Energy Star Partner, Minolta has determined that this copier meets the Energy Star Guidelines for Energy Efficiency.



What is an Energy Star Copier ?

Energy Star Copiers have a feature that allows them to automatically turn off or "go to sleep" after a period of inactivity, ensuring night and weekend shut off. This auto-feature can reduce a copier's annual electricity costs by over 60 percent. In addition, high speed copiers will be set to automatically make double sided copies. An organization's paper costs can be reduced by \$60 a month and the volume of paper sent into the waste stream will decline. It takes 10 times more energy to produce a piece of paper than it does to make a single copy on a copier. Therefore, using less paper also means decreased national energy consumption.

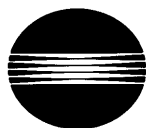
Recycled Paper (USA market only)

Your Minolta Copier has been designed to use the following Recycled Paper

Minolta Recycled Bond
20% Post Consumer Waste

Item No. 8925 701





MINOLTA

EP6000

Thank you for choosing Minolta.

This operator's manual explains how to operate the copier and replenish its supplies. It also gives some troubleshooting tips as well as general precautions to be observed when operating the copier.

To ensure the best performance and effective use of your copier, read this manual carefully until you familiarize yourself thoroughly with its operation and features. After you have read through the manual, keep it for ready reference.

Please use this manual as a quick and handy reference tool for immediately clarifying any questions which may arise.

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Chapters 1 through 3 contain the basic information for making copies.
Be sure to read these chapters before attempting to use your copier.

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Using This Manual

Organization

This manual consists of eight chapters. Chapters 1 through 3 give the basic information for making copies. Be sure to read these chapters before attempting to use your copier.

Chapter 1 Safety Notes

About the operating environment, conditions, and precautions for use.

Chapter 2 First Things to Know About your Copier

A brief description of the system and preliminary information about the different parts of the system.

Chapter 3 Making Copies

About how to make copies and how to make settings for various functions.

Chapter 4 Using the User Mode

About the functions that are made available by using the User Mode Key, i.e., Job Memory Input, Zoom Memory Input, Meter Count, Toner Replenisher, Drum Dehumidifier and User's Choice. It also shows how to recall a job program from the memory using the Job Recall Key.

Chapter 5 When Such a Message Appears

About the various warning messages given on the Touch Panel and steps to take to correct these faulty conditions, as well as the procedures to be used for replenishing supplies.

Chapter 6 Troubleshooting

Instructions on how to troubleshoot copier malfunctions.

Chapter 7 Specifications

Complete specifications of the copier system and options.

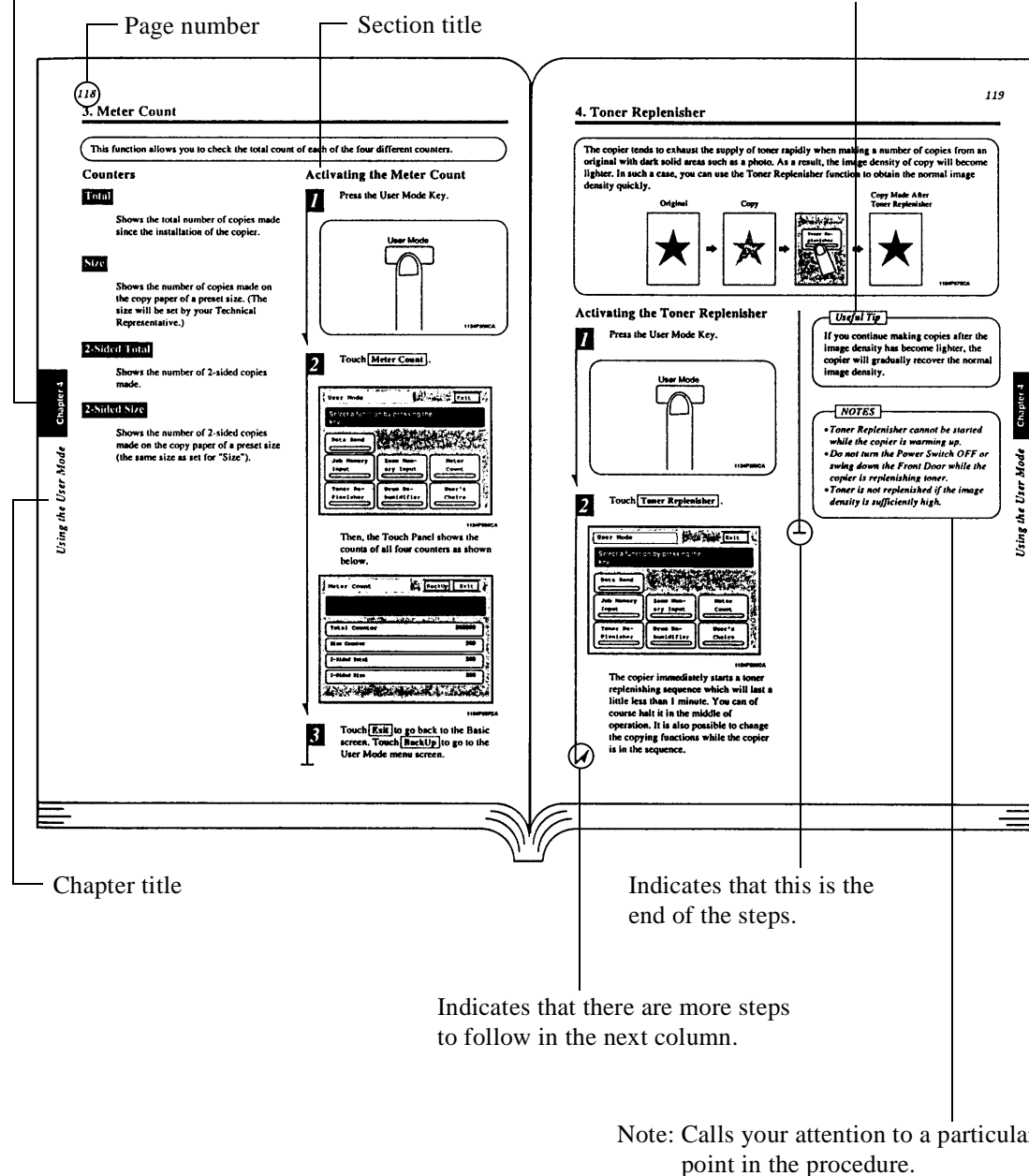
Chapter 8 Miscellaneous

About care for the copier and the copier supplies.

Page Organization

Index: Used to locate your chapter quickly.

Useful Tip: Gives you a useful piece of advice on using a particular convenient function or device.

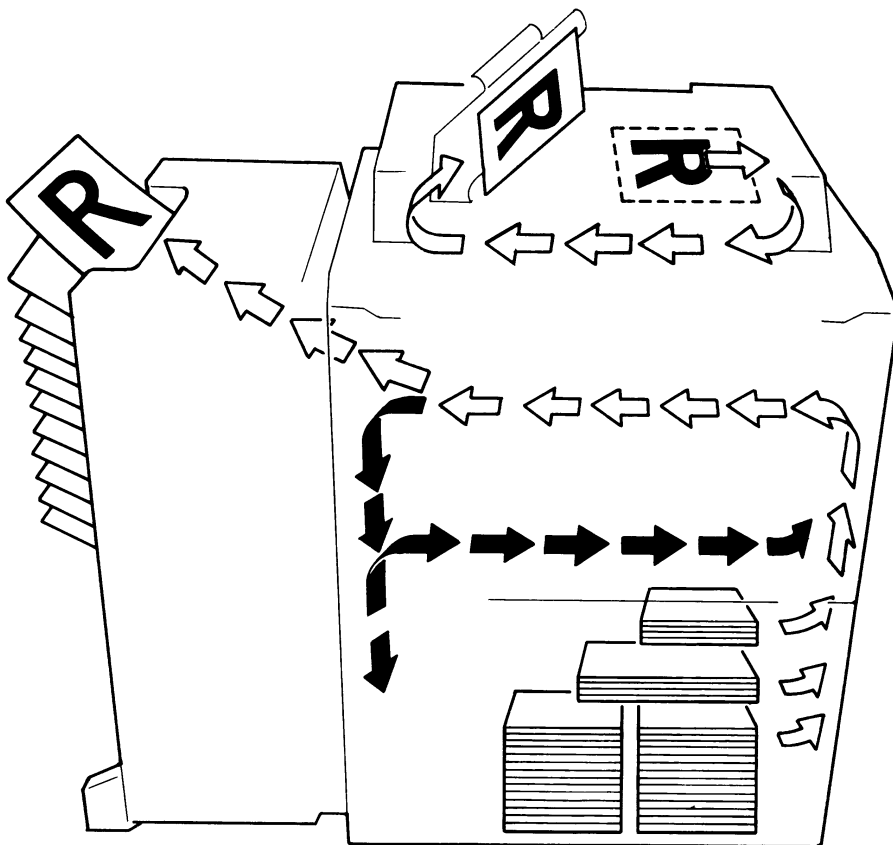


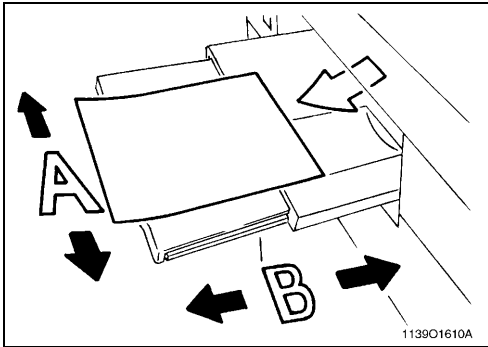
Terms and Symbols for the Type of Originals and Copy Paper

A few special terms and symbols are used in this manual to designate types of originals and copy paper. These two pages explain about these terms and symbols.

Feeding Direction (copy paper path)

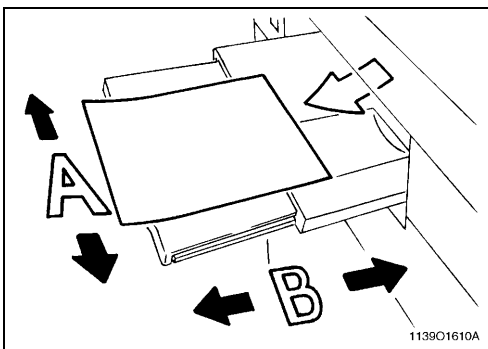
In this copier system, copy paper is taken up from the right-hand side of the copier and fed through the copier toward the left-hand side, out face up onto the Exit Tray. In the figure below, the direction in which the copy paper is fed, as indicated by the arrow, is called the "feeding direction."





"Width" and "Length"

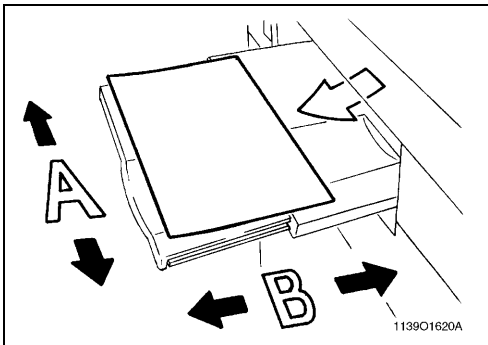
When we talk about the size of the original or copy, we call side A "width" and side B "length."


A: Width
B: Length


Terms and Symbols Used

<Lengthwise  >

When the original or copy has a "length" longer than its "width," we call it "lengthwise" and use symbol "L" or "  ."



<Crosswise  >

When the original or copy has a "length" shorter than its "width," we call it "crosswise" and use symbol "C" or "  ."

Chapter 1

Safety Notes

This chapter explains about the operating environment, conditions, and precautions for use.

1. *Installing the Copier*
 - Installation Site* 2
 - Power Source* 2
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 - Space Requirements* 3
2. *Precautions for Use*
 - Operating Environment* 4
 - Using the Copier Properly* 4
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 - Moving* 5

1. Installing the Copier

Installation Site

To ensure utmost safety and prevent possible malfunctions of the copier, install it in a location which meets the following requirements.

- ◆ A place away from a curtain or the like that may catch fire and burn easily.
- ◆ An area where there is no possibility of being splashed with water or other types of liquid.
- ◆ An area free from direct sunlight.
- ◆ A place out of the direct air stream of an air conditioner, heater, or ventilator.
- ◆ A well-ventilated place.
- ◆ A dry place.
- ◆ A dust-free location.
- ◆ An area not subject to undue vibration.
- ◆ A stable and level location.

Power Source

The power source voltage requirements are as follows.

- ◆ Use a power source with little voltage fluctuation.

Voltage Fluctuation	: Within $\pm 10\%$
Frequency Fluctuation	: Within $\pm 0.3\%$

- ◆ If any other electrical equipment is sourced from the same power outlet, make sure that the capacity of the outlet is not exceeded.
- ◆ The outlet should be located near the copier and easily accessible.
- ◆ Never connect any other appliances or machines by means of a multiple socket to the outlet being used for the copier.
- ◆ If an extension cord is needed, use one with a capacity more than the power consumption of the copier.
- ◆ Make sure that no unusual, excessive force is being applied to the power cord or extension cord.

Grounding

To prevent receiving electrical shocks in the case of electrical leakage, always ground the copier. Connect the grounding wire to:

- ◆ The ground terminal of the outlet.
- ◆ A grounding contact which complies with the local electrical standards.

NOTE

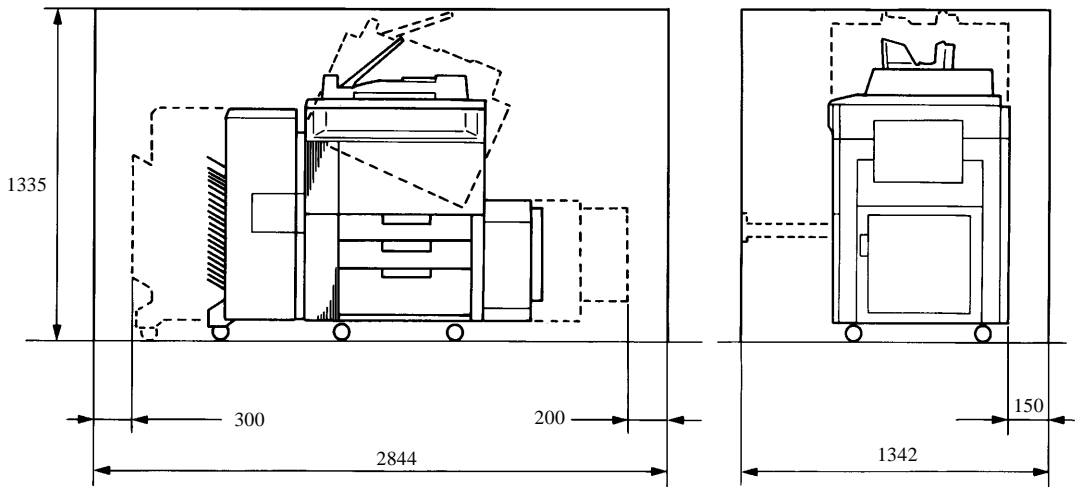
Never connect the grounding wire to a gas pipe, the grounding wire for a telephone, or a water pipe.

Space Requirements

To ensure easy copier operation, supply replacements and service maintenance, adhere to the recommended space requirements detailed below.

NOTE

Be sure to allow a clearance of 150 mm or more at the back of the copier as there is a ventilation duct.



1075O127CA

Scale: mm

2. Precautions for Use

Operating Environment

The operating environmental requirements of the copier are as follows.

Temperature	: 10°C to 35°C (50°F to 86°F) with a fluctuation of 10°C (50°F) per hour.
Humidity	: 15% to 85% with a fluctuation of 20% per hour.

Using the Copier Properly

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

- ◆ NEVER place a heavy object on the copier or subject the copier to shocks.
- ◆ NEVER open any Doors, or turn OFF the copier while the copier is making copies.
- ◆ NEVER bring any magnetized object or use flammable sprays near the copier.
- ◆ NEVER place a vase or vessel containing water on the copier.
- ◆ NEVER drop paper clips, staples, or other small pieces of metal into the copier.
- ◆ NEVER attempt to remove any Cover that is secured.
- ◆ ALWAYS insert the Power Plug all the way into the outlet.
- ◆ ALWAYS make sure that the outlet is visible, clear of the copier or copier cabinet.
- ◆ ALWAYS ensure that the copier does not ride on the power cord or communications cable of other electrical equipment, and it does not get such a cord or cable wedged into its own mechanism.
- ◆ NEVER leave a damaged or cracked copier power cord unattended. If you find any of these conditions, immediately shut down the copier, unplug the power cord, and call your Technical Representative for appropriate action.
- ◆ ALWAYS provide good ventilation when making a large number of continuous copies.
- ◆ NEVER leave the copier running when it becomes inordinately hot or produces abnormal noise. If that happens, immediately turn OFF the copier, unplug it, and then call your Technical Representative.

NOTE

= *Locate the Copier in a Well Ventilated Room* =

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

REMARQUE

= *Placer le copieur dans une pièce largement ventilée* =

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

Care of Copier Supplies

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

- ◆ Store the paper, toner, and other supplies in a place free from direct sunlight and away from any heating apparatus. Keep them in a dry, clean environment.
- ◆ Store paper, which has been removed from its wrapper but not loaded into the Drawer, in a sealed plastic bag in a cool, dark place.
- ◆ Keep supplies out of the reach of children.
- ◆ If your hands become soiled with toner, wash them with soap and water immediately.

Moving

If you need to transport the copier over a long distance, consult your Technical Representative.

Note on making multiple copies

If the fusing temperature drops excessively during a multi-copy cycle, there is a possibility that the copying speed will be reduced. The copying speed will automatically return to normal when the fusing temperature rises enough to ensure good fusing performance.

2. Precautions for Use

Chapter 2

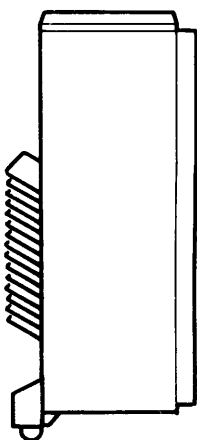
First Things to Know about your Copier

This chapter gives you a brief description of the system and preliminary information about the different parts of the system.

1. *System Overview* 8
2. *Copier Parts and Accessories*
 - Copier* 10
 - Options* 13
3. *Control Panel Keys and Touch Panel* 14
4. *Touch Panel*
 - What's a Touch Panel?* 16
 - How the Screen is Organized* 16
 - Adjusting the Display Contrast* 17
 - Using it Properly* 18
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 - Turning ON and OFF* 21
 - When the Copier is Turned ON* 21
 - Initial Mode and Panel Resetting* 22
 - Auto Copy Start Function* 23
 - Energy Saver Mode* 24
 - Entering the Access Number* 25

1. System Overview

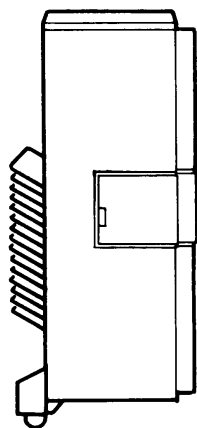
The EP6000 system can be configured with the following components.



1134O088AA

20-Bin Sorter S-206 <Option>

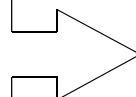
Permits automatic sorting or grouping of copies into 20 copy sets or stacks.

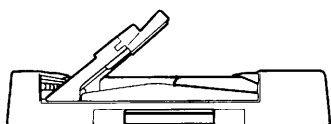


1136O059AA

Staple Sorter ST-207 <Option>

Automatically staples, and/or punches holes in, the copy sets or stacks that are sorted or grouped, in addition to the functions provided by the S-206.

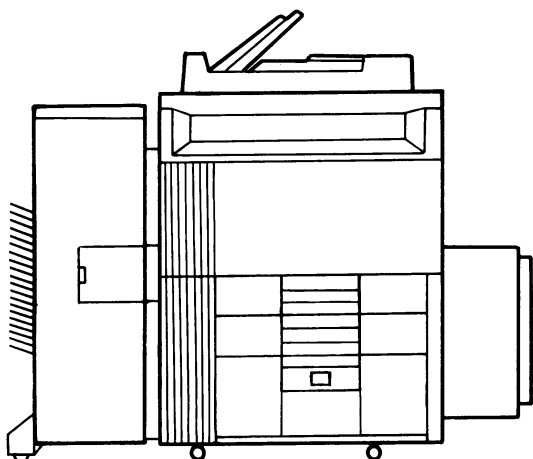
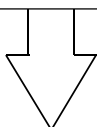




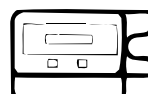
1139O0010A

Duplexing Document Feeder AFR-9

In addition to being capable of feeding in sheet originals one at a time, it can automatically turn over the original for the making of copies from 2-sided originals.



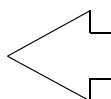
1075O006DA



1138O525A

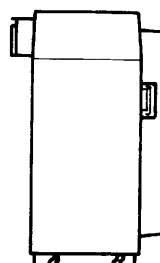
Data Controller D-102 <Option>

Capable of controlling various types of data including the number of copies made, copy cost, and user departments by means of specific magnetic cards.

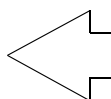


Large Capacity Cassette C-302 <Option>

Holds up to 3,000 sheets of copy paper (80 g/m²).

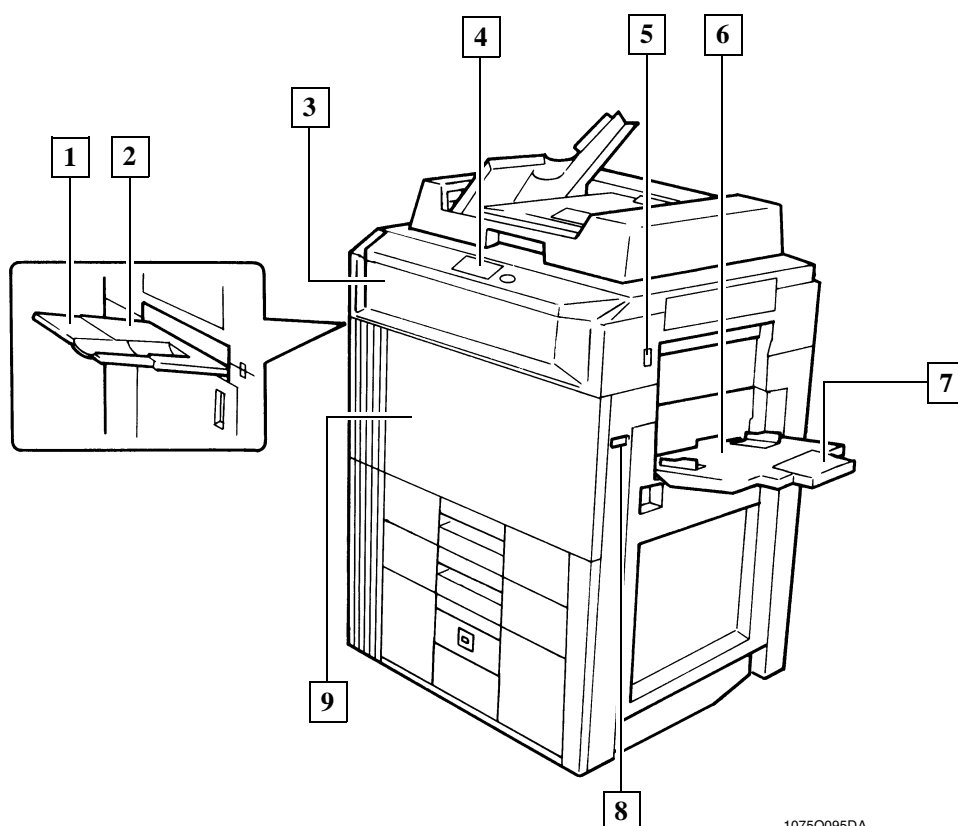


1134O005AA



2. Copier Parts and Accessories

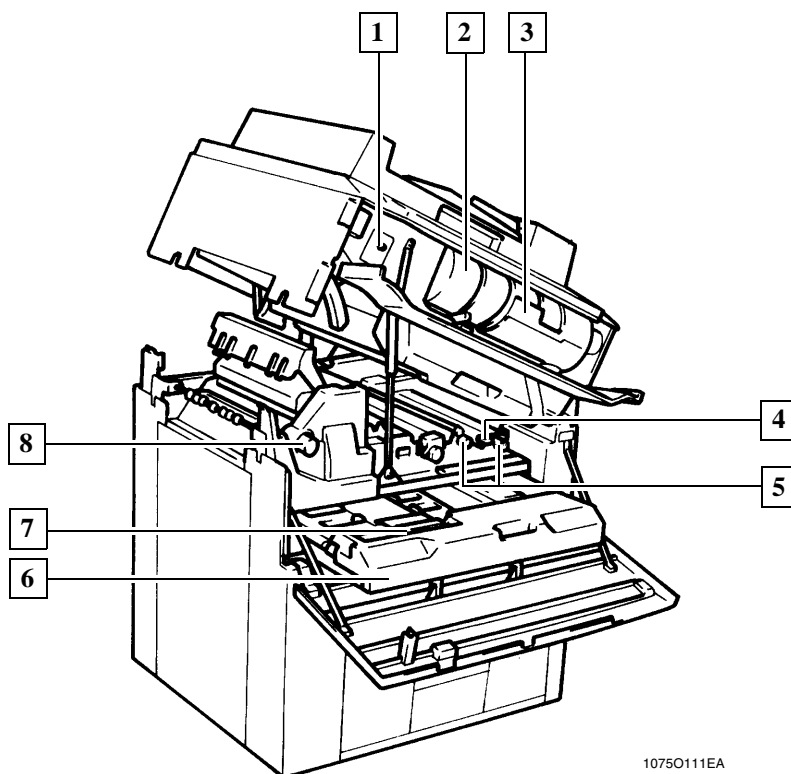
Outside the Copier



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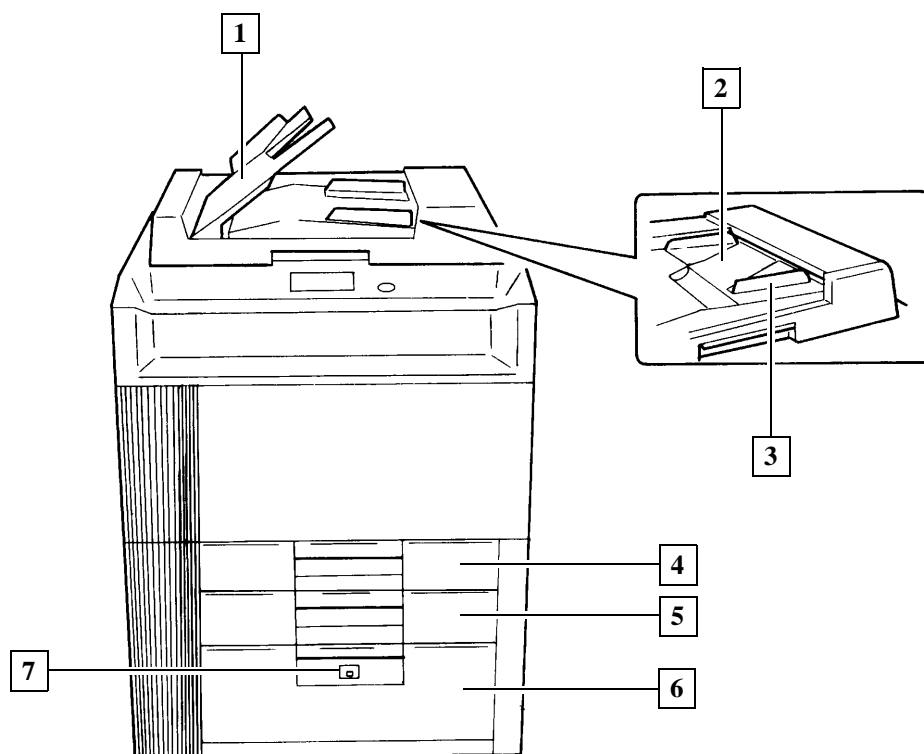
- | | | |
|----------|------------------------------|---|
| 1 | Exit Tray Extender | : Slide this Extender out when making copies on large-size paper. |
| 2 | Exit Tray | : Holds copies fed out of the copier. |
| 3 | Upper Front Door | : Open to replace the Toner Bottle. ➡ p. 132 |
| 4 | Control Panel | : Use to start a copy cycle or to make copying job settings.
(See) Control Panel Keys and Touch Panel. ➡ p. 14 |
| 5 | Power Switch | : Use to turn the copier ON and OFF. ➡ p. 21 |
| 6 | Multi Bypass Table | : Use for manual feeding of copy paper into the copier. ➡ p. 37 |
| 7 | Multi Bypass Extender | : Slide this Extender out to make copies on large-size copy paper. |
| 8 | Total Counter | : Shows the total number of copies made so far. |
| 9 | Front Door | : Open to clear a paper misfeed. ➡ p. 138
Closing the Front Door after a misfeed has been cleared will turn the misfed warning message on the control panel OFF. |

Inside the Copier



1075O111EA

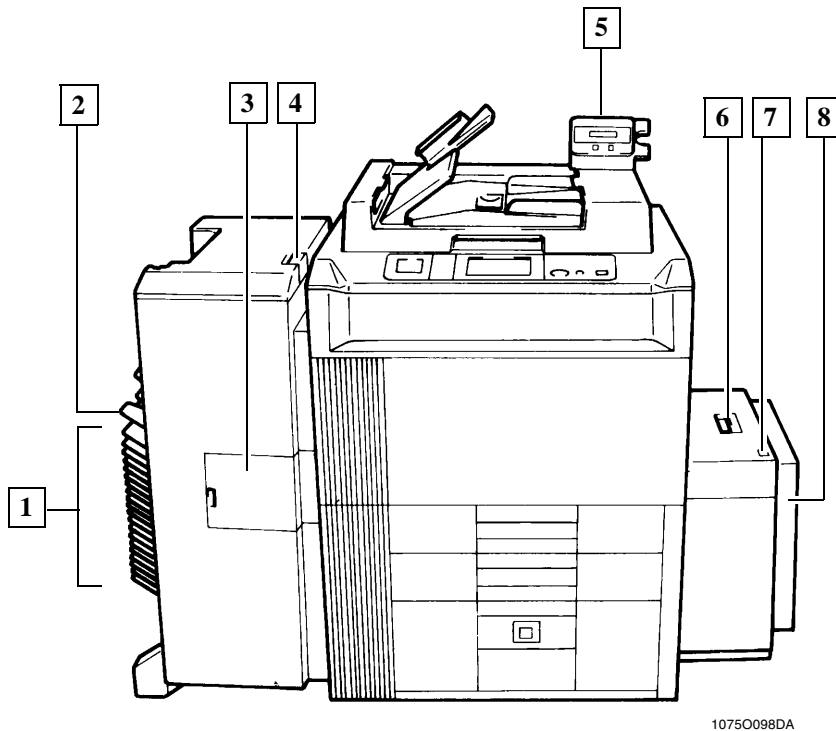
- | | | |
|----------|---|---|
| 1 | Display Contrast Control Knob | : Use to adjust the contrast of the Touch Panel. ➞ p. 17 |
| 2 | Toner Bottle | : Contains Toner. Replace it with a new one when the warning message tells you to. ➞ p. 132 |
| 3 | Toner Bottle Holder | : Swing open to replace the Toner Bottle. |
| 4 | Misfeed Removal Guide Plate (M3) | : Use to clear a misfed sheet of paper. ➞ p. 138 |
| 5 | Misfeed Removal Knobs (M2, M4) | : Use to clear a misfed sheet of paper. ➞ p. 138 |
| 6 | Duplex Unit | : Turns over 1-sided copies for making 2-sided copies. |
| 7 | Misfeed Removal Guide Plate (D2) | : Use to clear a misfed sheet of paper. ➞ p. 141 |
| 8 | Misfeed Removal Knob (M1) | : Use to clear a misfed sheet of paper. ➞ p. 138 |



1075O097DA

- | | | |
|----------|-----------------------------|--|
| 1 | Document Exit Tray | : Receives originals automatically ejected from the AFR-9. |
| 2 | Document Feed Tray | : Load the originals face up on this tray. |
| 3 | Document Guide Plate | : Slide the plate as necessary to the size of the originals. |
| 4 | 1st Drawer | : Holds up to 500 sheets of copy paper. ➡ p. 128 |
| 5 | 2nd Drawer | : Holds up to 500 sheets of copy paper. ➡ p. 128 |
| 6 | 3rd Drawer | : Holds up to 2,500 sheets of copy paper. ➡ p. 129 |
| 7 | Paper Descent Key | : Press before sliding the Drawer out of the copier. |

Options



10750098DA

20-Bin Sorter S-206/Staple Sorter ST-207

- 1 Sort Bins (1st to 20th Bin)** : Hold sorted or grouped copies, each capable of holding up to 50.
- 2 Non-Sort Bin** : Holds up to 50 copies fed out in the Non-Sort mode.
- 3 Staple Cover** : Open to replace the Staple Cartridge (ST-207 only). ⇨ p. 134
- 4 Lock Release Lever** : Press to unlock the Sorter from the copier for clearing a misfed sheet of paper or other service job. ⇨ p. 144

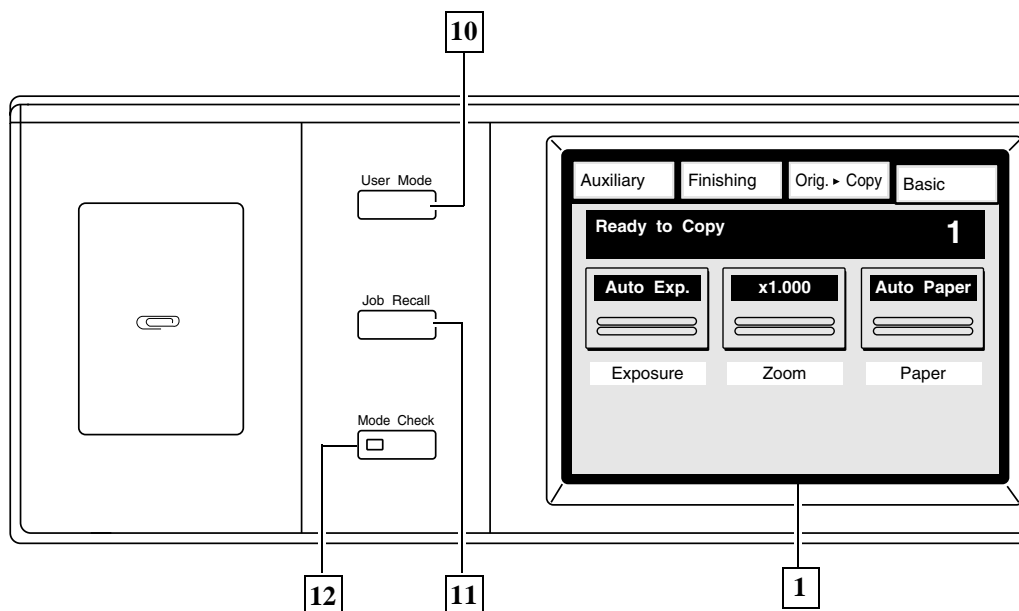
Data Controller D-102

- 5 Data Controller** : For details, see the Operator's Manual for D-102.

Large Capacity Cassette C-302

- 6 Lock Release Lever** : Use to unlock the Cassette from the copier for clearing a misfed sheet of paper or other service job.
- 7 Paper Plate Descent Key** : Press to lower the Paper plate. ⇨ p. 143
- 8 Cassette Door** : Open to add paper or clear a misfed sheet of paper.
⇨ pp. 131, 143

3. Control Panel Keys and Touch Panel



1 Touch Panel

- Shows various screens and messages.
(See) Touch Panel ⇨ p. 16

2 Start Key

- Press to start a copy cycle. ⇨ p. 35
- If pressed while the copier is warming up, it enables the Auto Copy Start Function. ⇨ p. 23

3 Stop Key

- Press to stop a multi-copy cycle.
⇨ p. 35

4 Clear Key

Press to:

- Reset the multi-copy entry to 1. ⇨ p. 34
- Clear a zoom ratio entered when setting one using the 10-Key Pad.

5 Panel Reset Key

- Press to set the copier into the initial mode, clearing all settings made previously on the control panel. ⇨ p. 22

Note: It does not, however, clear the contents of the zoom and job program memory and the settings immediately before the Interrupt mode.

6 Interrupt Key

- Press to interrupt a current job with a different one. Press it again to return to the previous job. ⇨ p. 36

7 Energy Saver Key

- Press to set the copier into the Energy Saver Mode. ⇨ p. 24

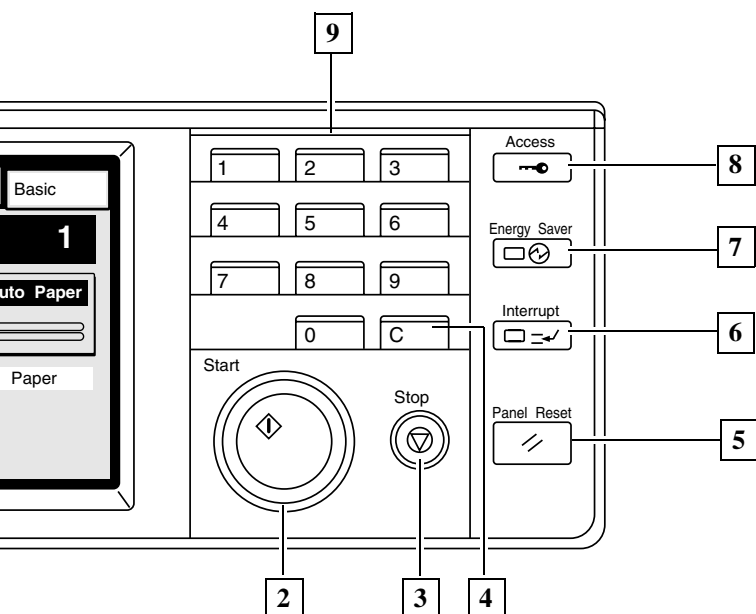
8 Access Mode (ID) Key

- Use to set the Access mode.
Note: For details see the User's Choice.
⇨ p. 25

9 10-Key Pad

Use to:

- Enter the number of copies to be made.
- Enter the zoom ratio to be used.
- Enter the number of originals.



10 User Mode Key

- Press to select the User Mode setting screen.

Functions in User Mode

- Job Memory Input
- Zoom Memory Input
- Meter Count
- Toner Replenisher
- Drum Dehumidifier
- User's Choice
- Data Send

(See) Using the User Mode ⇨ p. 107

11 Job Recall Key

- Press to select the Job Recall screen, on which you can recall or check a copying-job program previously stored in memory.

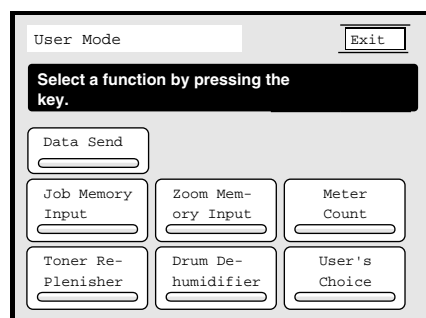
(See) Recalling a Job from Memory
⇨ p. 112

12 Mode Check Key

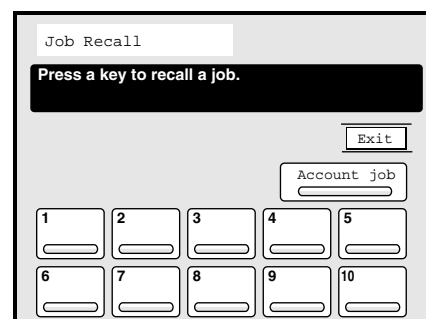
- Press to select the Mode Check screen. From this screen, you can access the setting screen of a particular function and change or cancel the setting as necessary.

(See) Mode check ⇨ p. 20

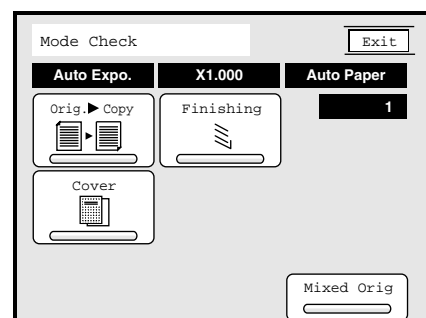
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1134P361CA



1134P362CA

4. Touch Panel

What's a Touch Panel?

When you turn the copier ON, the Basic screen as shown below appears on the Touch Panel.

(See) Initial Mode and Panel Resetting ➡ p.22

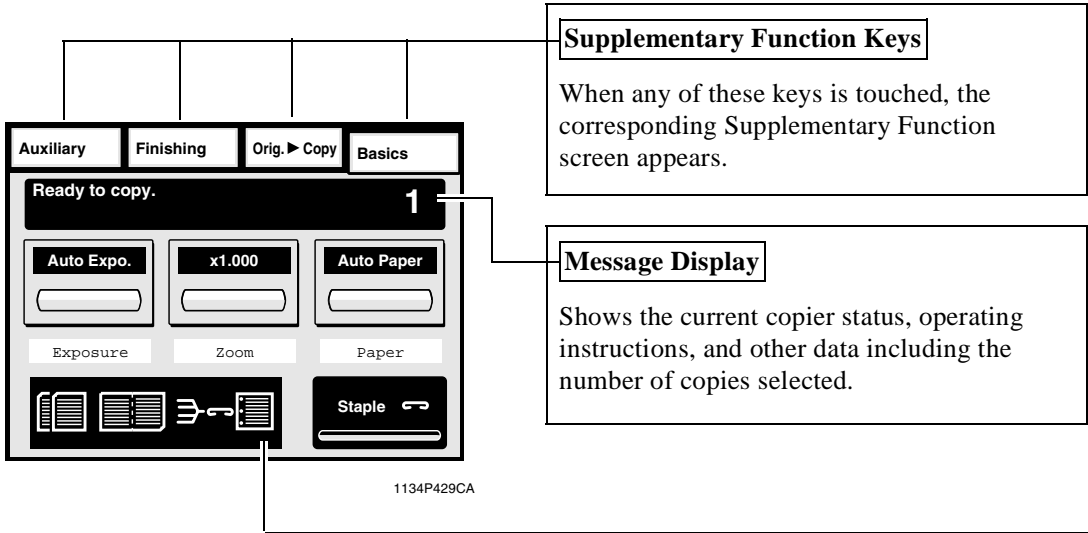
The Touch Panel is the major source of information, showing in messages and graphics the currently set functions, available functions to choose from, and the copier status.

You have only to touch the key shown on the Touch Panel to select or activate the function represented by the key.

How the Screen is Organized

In the following, we show typical screens with a brief description of each of them.

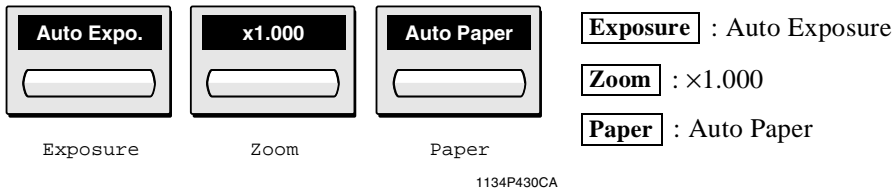
<Example: Basic Screen>



Basic Function/Key Display

Shows the Basic Function keys and the basic functions currently selected for use.

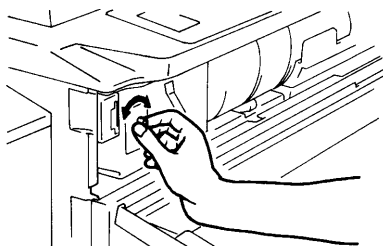
<Example: Basic Function Keys on Basic screen>



When any of the Basic Function keys is touched, the corresponding Basic Function screen appears.

Adjusting the Display Contrast

When you need to adjust the brightness of the Touch Panel, swing down the Upper Front Door and turn the Display Control Knob as necessary.



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1138O667CA

Turn the Knob clockwise to make the Panel brighter.

Turn it counterclockwise to make the Panel darker.

Set Function Display

Shows graphic representations of functions set other than the initial ones, including the **Orig.▶Copy** and Finishing types.

*Note: If a function or functions have been set by **Auxiliary**, the Mode Check Key on the control panel is lit.*

<Example>



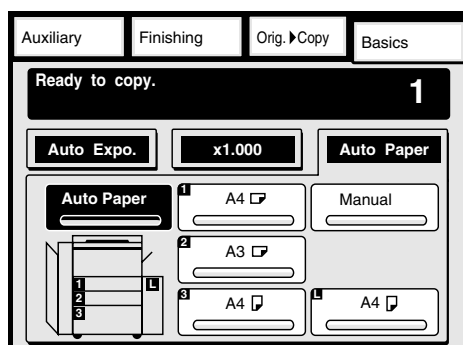
1134P157AA

Orig.▶Copy : 2in1

Finishing : Sort-and-Staple, Hole Punch

To check for more details of set functions, press the Mode Check Key. When the key is pressed, the Mode Check screen appears. ➞ p. 20

<Example: **Paper** setting screen>



1075O210DA

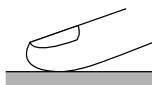
If you want to select paper of a particular size instead of Auto Paper, touch the corresponding paper size key. To go back to the Basic screen, touch **Basics** which is one of the Supplementary Function keys. You may also want to touch any other Supplementary Function key to show the corresponding Supplementary Function screen.

Using It Properly

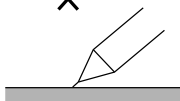
When you operate a key on the Touch Panel, press it only lightly. Actually, it's just to "touch" the key with your finger, and not to "press," as the name indicates. There's no need of your touching it hard.

NOTE

OK



X

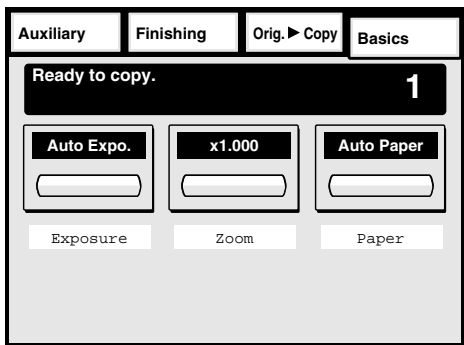


1134O094AA

Be sure to use your finger to touch lightly the Touch Panel. NEVER press it hard or hit it, as a damaged panel could result. Be aware also that using a hard or pointed object can damage it.

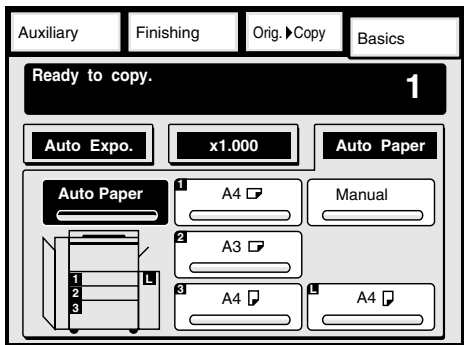
Let's Try!

1 Now, let's try it ..., touch **Paper** on the Panel.




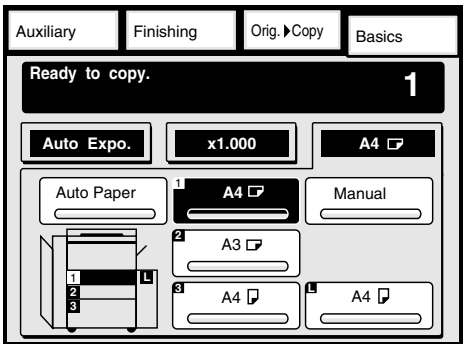
1075O270CA

You must have heard a beep and, at the same time, the screen changed. In this case, the new screen allows you to select the copy paper size. (It's also possible to disable the beep. ➡ User's Choice p. 119)





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2 Now, touch A4 .



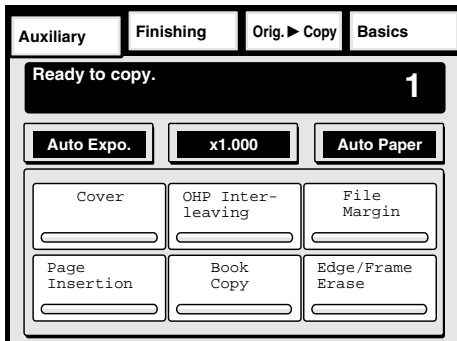
1075O211DA

Okay, so you heard a beep again and A4  is now highlighted. This indicates that A4  has been selected as the current paper size.

As you have just seen, the key on the Touch Panel has a function to either go to another screen or select a particular function.

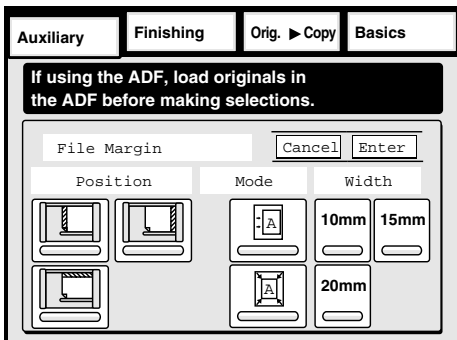
Let's Set up a Job!

- 1** This time, touch **Auxiliary**.
You now have the Auxiliary functions menu screen.



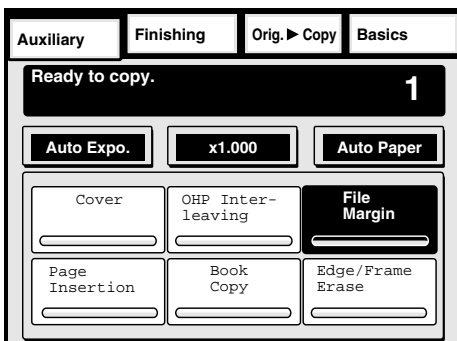
1134P237CA

- 2** Touch **File Margin**.
And you have a screen on which you can make the file margin settings.



1134P344DA

- 3** Touch the key of your choice on the setting screen and then touch **Enter**.
This enters the highlighted functions and the Auxiliary functions menu screen reappears.



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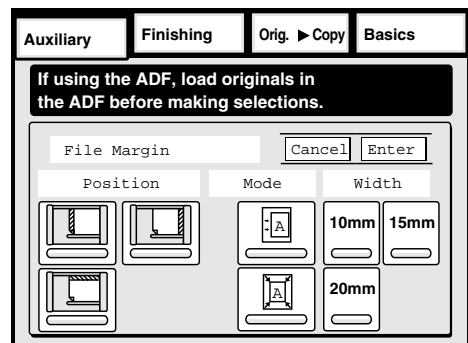
4

Press the Start Key to start the file margin copy cycle.

Let's Cancel a Setting!

1

Okay, now let's see how we can cancel, or undo, the settings made. Touch **Auxiliary** and then touch **File Margin**. You now see the file margin setting screen on the Touch Panel.



1134P344DA

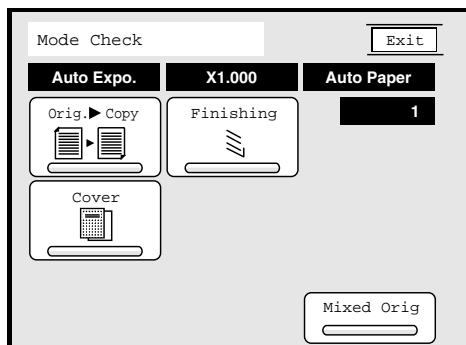
2

Now, touch **Cancel**.
This cancels the file margin settings made in step 3 and the Auxiliary Functions menu screen reappears.

4. Touch Panel

Alternative Methods for Canceling

- Press the Mode Check Key on the control panel to show the Mode Check screen. Touch the key corresponding to the function to be canceled to show the setting screen, then touch **Cancel**.



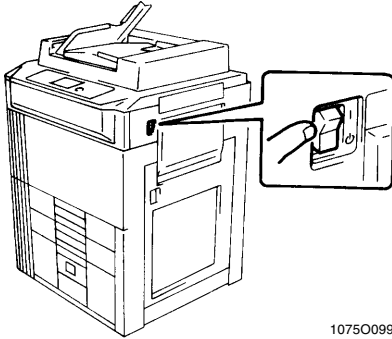
1134P362CA

Note: The actual screen may look differently from the one above. Shown are only those functions for which settings have been made.

- Press the Panel Reset Key on the control panel to clear all settings made, restoring the copier to the initial conditions. Be careful, however, the Key also cancels the basic function settings.

5. Turning ON and OFF, and Resetting the Copier

Turning ON and OFF



1075O099DA

- Turning Copier ON
Press the Power Switch to the **I** (ON) position.
- Turning Copier OFF
Press the Power Switch to the **⏻** (OFF) position.

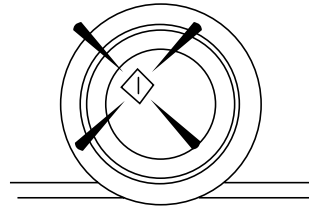
When Copier is Turned ON

When the Power Switch is turned ON, the message "Welcome!" appears on the Touch Panel and the Start Key lights up orange.



1134P167AB

Orange Light

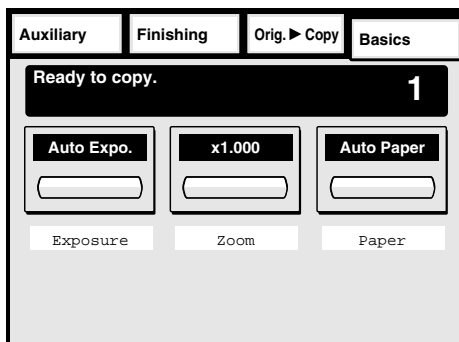


1138O531AA

In about 5 seconds, the message changes to "Copy job will start after the copier has warmed up." and the copier now enables its auto copy start function.

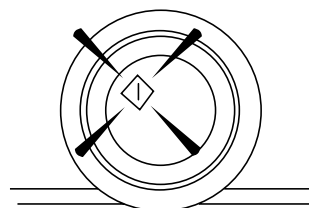
Auto Copy Start Function ⇨ p. 23

Pressing the Start Key at this point does not start a copy cycle. You're going to have to wait for about 2 minutes and 30 seconds (at an ambient temperature of 23°C).



1075O270CA

Green Light



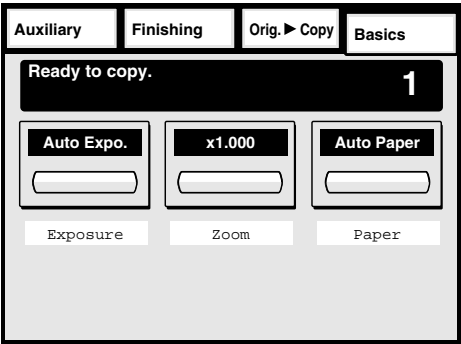
1138O531AA

Initial Mode and Panel Resetting

Initial Mode

When the Power Switch is turned ON, the Basic screen appears on the Touch Panel. The settings on this screen are called the initial mode.

Note: The Basic screen serves as the reference for all panel settings to be later made.



No. of copies selected: 1

Zoom : ×1.000

Paper : Auto Paper

Exposure : Auto Expo.

Orig. ► Copy : 1 ► 2

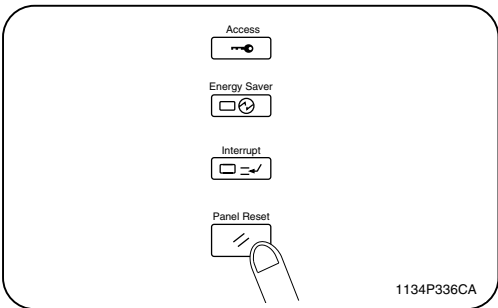
Finishing : Non-Sort

Useful Tip

The initial mode can be changed. For details, see User's Choice. ➡ p. 119

Panel Resetting

The Panel Reset Key resets all control panel settings to default settings including the number of copies selected and zoom ratio.



Note: If Duplexing Document Feeder AFR-9 is used, the original present on the Original Glass will be ejected out of the unit.

Useful Tip

The Panel Reset Key enables you to cancel all previous settings efficiently. To avoid miscopy, try to press this key before making any setting for your own job.

Auto Reset Function

If no key on the control panel is pressed within about 60 seconds after a copy cycle has been completed or copying settings made, the Auto Reset function is activated to return the copier to the default settings.

Useful Tip

The Auto Reset function can be enabled or disabled by the User's Choice. For more details, see User's Choice. ➡ p. 119

Auto Copy Start Function

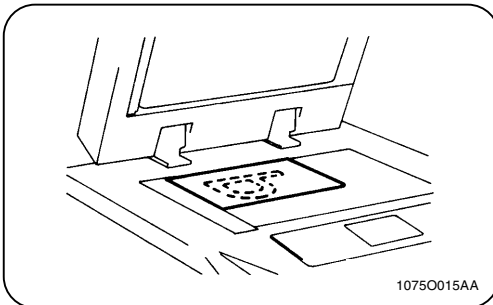
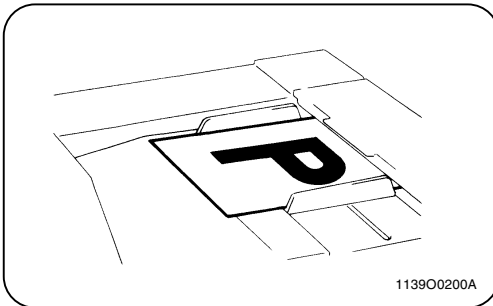
The auto copy start function allows a copy process to be started as soon as the copier completes warming up.

1

Check that the Start Key is lit up green.

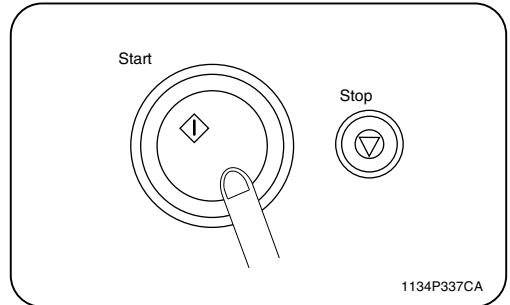
2

Load the originals onto the AFR-9 or place an original on the Original Glass.



3

Press the Start Key.
The AFR-9 starts feeding the first original onto the Original Glass and the message "Copy job will start after the copier has warmed up." appears. (Not to mention, the original manually placed on the Original Glass remains on the Glass.)



NOTE

Do not remove the original until the copy cycle is completed.

4

As soon as the copier completes warming up (which takes about 2 minutes and 30 seconds), the copy cycle is automatically started.

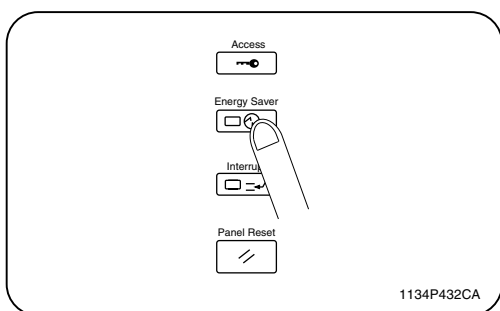
Note: If the copier has been set into the Energy Saver mode, it takes a maximum 30 seconds for the copier to complete warming up.

5. Turning ON and OFF, and Resetting the Copier

Energy Saver Mode

If the copier is shut down when it is not in use, it takes the copier a maximum of 2 minutes and 30 seconds to complete the warm-up cycle. Instead of turning the copier OFF, it's a good idea to use the Energy Saver mode. This mode will minimize the time it takes the copier to complete the warm-up cycle to about 30 seconds.

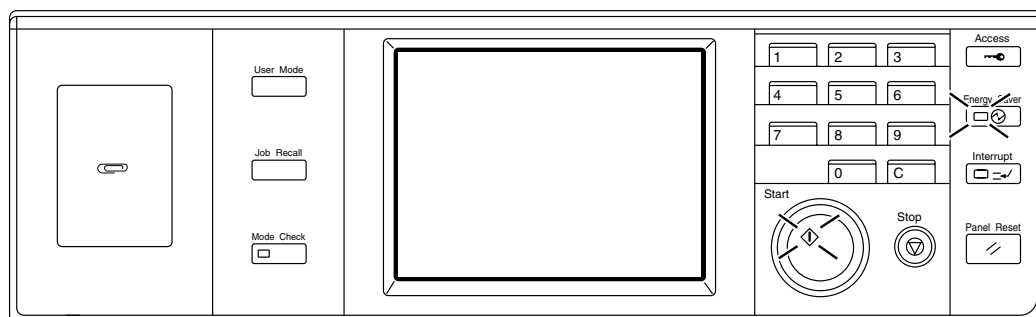
Entering the Energy Saver Mode



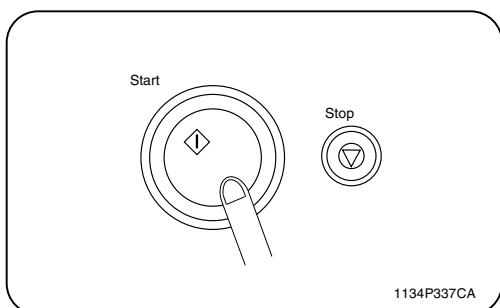
Press the Energy Saver Key. While the copier is in the Energy Saver mode, the Energy Saver Key is lit with the Start Key lit green.

Useful Tip

The User's Choice can be used to automatically set the copier into the Energy Saver mode after the lapse of a given period of time after a copy cycle has been completed or a key operated. ➔ p. 119



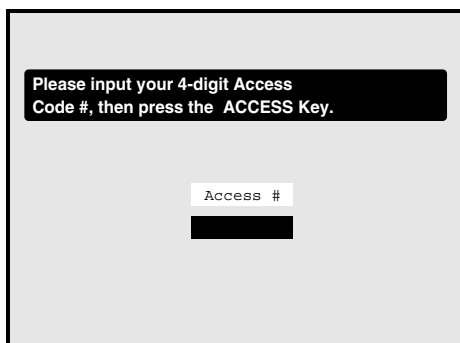
Leaving the Energy Saver Mode



To allow the copier to leave the Energy Saver mode, press any key on the control panel, for instance, the Start Key.

This cancels the Energy Saver mode and the copier will be ready to make copies in about 30 seconds.

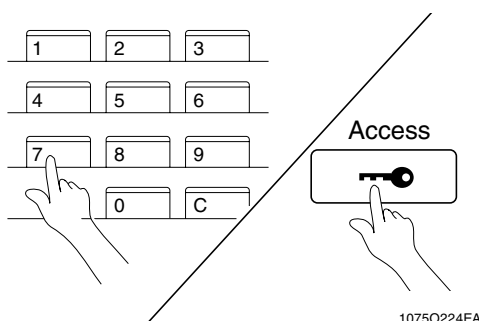
Entering the Access Number



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If an access number has been set, the number assigned for your own department must be entered before you can make a copy.

- Using the 10-Key Pad, enter the 4-digit access number and press the Access Mode Key.



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NOTE

To correct the 4-digit access number entered, first press the Clear Key, then enter the new number.

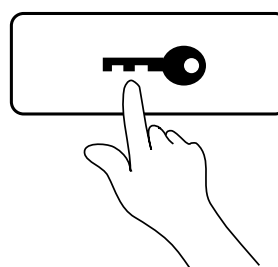
- The Touch Panel changes from the "Access #" prompt to initial screen, indicating that the access mode has been canceled. A copy cycle can now be started. Make your copies as necessary.



1075O270CA

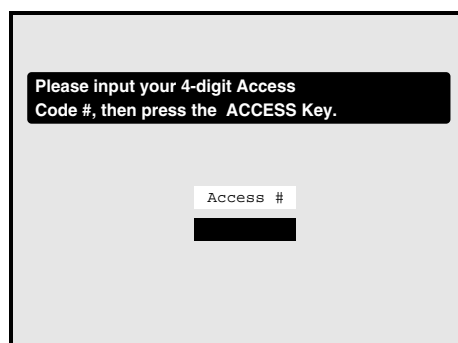
- When the copy cycle is completed, press the Access Mode Key again.

Access



1075O225EA

- The Display changes from the normal to the "Access #" prompt screen.



1134P334CA

NOTE

See the User's Choice to set an access number. ➞ p. 123

Chapter 3

Making Copies

This chapter shows you how to make copies.

The "Basic Copying Overview" offers quick, at-a-glance instructions for making copies. Each step is keyed to a page number with a more detailed description.

1. *Basic Copying Overview* 28
2. *Placing Originals* 30
3. *Number of Copies* 34
4. *Starting the Copy Cycle* 35
5. *Interrupt Mode* 36
6. *Manual Bypass Copying* 37
7. *Basic Functions*
 - *Copy Paper Size* 40
 - *Zoom Ratio* 42
 - *Image Density* 45
8. *Selecting the Original ► Copy Type*
 - *1►1* 49
 - *1►2* 49
 - *2►1* 51
 - *2►2* 52
 - *1►[2in1]* 52
 - *1►2[2in1]* 54
 - *1[2in1]►1* 55
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 - *Mixed Original Detection Mode* 58
 - *Auto Original Count Mode* 60
9. *Finishing Mode*
 - *Non-Sort* 66
 - *Sort* 66
 - *Sort-and-Staple* 67
 - *Group* 67
 - *Hole Punch* 68
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10. *Auxiliary Functions*
 - *Cover* 79
 - *Page Insertion* 82
 - *OHP Interleaving* 90
 - *File Margin* 96
 - *Book Copy* 100
 - *Edge/Frame Erase* 102
11. *Mode Check* 105

1. Basic Copying Overview

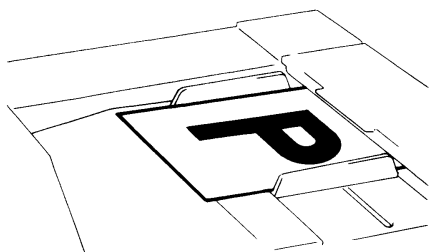
- Place the original in position (step 1), set the number of copies to be made (step 8), and press the Start Key (step 9). This will allow you to make a full-size copy or copies on paper of the same size as the original.

Note: Automatically selected in the initial mode are Auto Paper, full size, and Auto Exposure.

- The selections **--->** you make on the Touch Panel will change the exposure level, zoom ratio, the type of copy and so on.

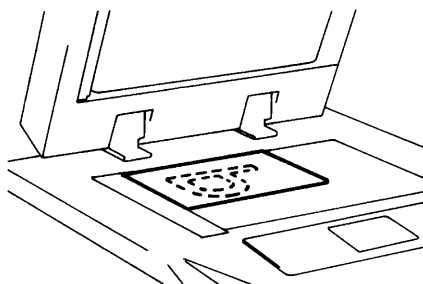
1. Placing the Original ⇨ p. 30

- Load the originals face up on the AFR-9.



1139O0210A

- Raise the Original Cover and place the original face down on the Original Glass.



1075O015AA

To change the copy paper size



To change the zoom ratio



To change the exposure level



Selecting the basic functions

2. Touch Paper.

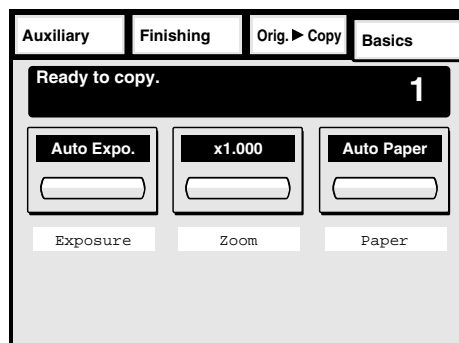
⇨ p. 40

3. Touch Zoom.

⇨ p. 42

4. Touch Exposure.

⇨ p. 45



1075O270CA

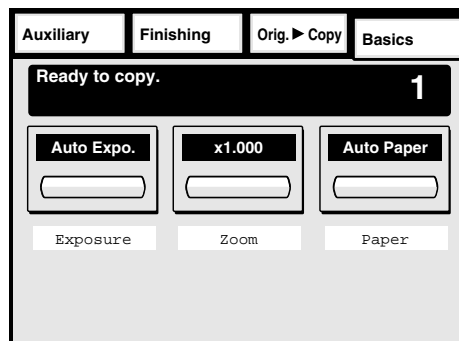
- To make a 1-sided copy
- To save the copy paper



Selecting the original ► copy type

5. Touch Orig. ► Copy.

⇨ p. 46



1075O270CA

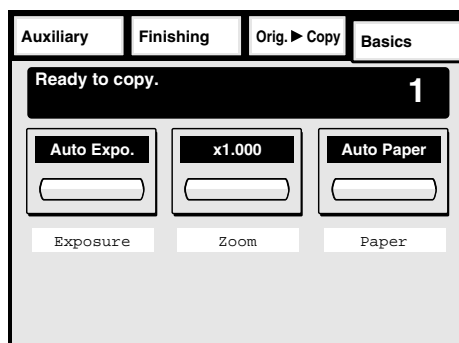
- To sort copies
- To staple copies
- To punch holes in copies



Selecting the finishing type

6. Touch Finishing

➞ p. 64



1075O270CA

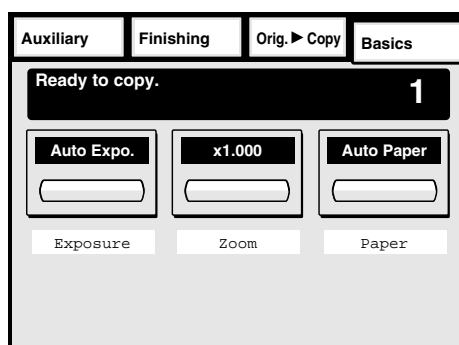
- To make a file margin on the copy
- To copy from a book



Selecting the auxiliary functions

7. Touch Auxiliary.

➞ p. 76

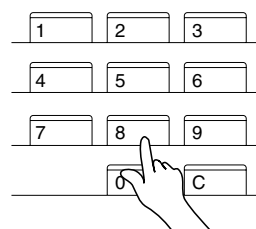


1075O270CA

8. Setting the number of copies. ➞ p. 34

- Set the desired number of copies to be made.

Note: If you have entered an incorrect number, press the Clear Key, then set the correct number again.

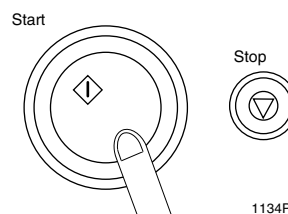


1136P114AA

9. Starting the copy cycle. ➞ p. 35

- Press the Start Key.

Note: To stop the copy cycle, press the Stop Key.



1134P337CA

2. Placing Originals

Using Duplexing Document Feeder AFR-9

Duplexing Document Feeder AFR-9 automatically feeds in sheet originals placed on the Document Feed Tray one by one. After the copy cycle has been completed, it automatically ejects the original out onto the Document Exit Tray.

Some originals may not be suitable for reliable operation of the AFR-9. Here is a guideline.

Originals Suitable for the AFR-9

Type of Originals: Sheets

Type of Original Paper: Plain paper (weighing 50 to 110 g/m²)

Original Size: Normal mode

A3L, B4L, A4L, A4C, A5L, A5C, FL5L

2-in-1 (Dual Original Scanning) mode

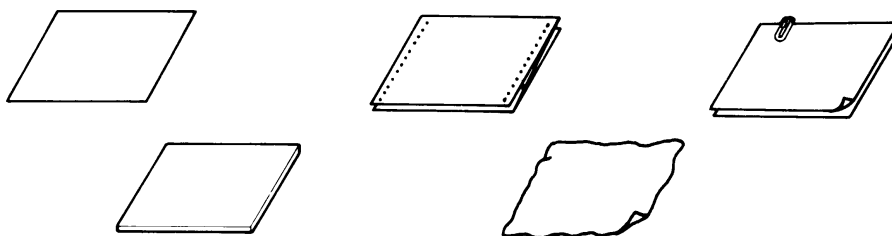
A4C, A5C

Mixed Original Detection mode

A3L, B4L, A4L, A4C, FL5L

Originals Not Suitable

- Typing paper, paraffin paper, and other thin paper (weighing less than 50 g/m²)
- Thick paper (weighing more than 110 g/m²)
- Transparencies, translucent paper
- Wrinkled, dog-eared, curled, or torn originals
- Clipped or stapled originals
- Carbon-backed originals



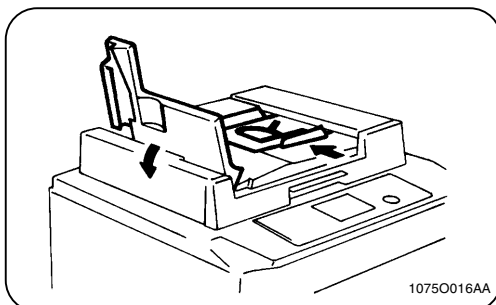
1134O073AA

Note: For any of these types of originals, raise the AFR-9 and place the original manually on the Original Glass to make a copy. ➞ p. 32

Loading the Originals

1 Swing the Document Exit Tray to the left as shown.

2 Place a neat stack of originals face up on the Document Feed Tray and then slide the Document Guide Plate to the size of the originals.



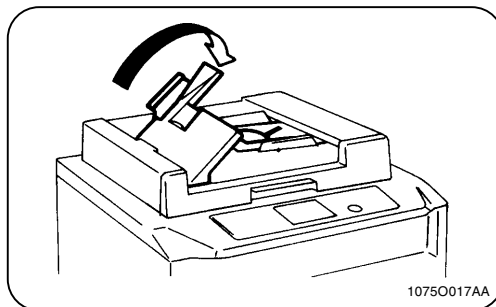
NOTES

- The maximum number of originals that can be loaded is as follows:

A4 or smaller	A3, B4
50	30

- Make sure that the top level of the original stack does not exceed the ▼ marking.
- If you need to make copies from originals of assorted sizes, select the Mixed Original Detection mode. ➡ p. 58
- Make sure that the Document Guide Plate is in touch with the edges of the original stack. If it's not pressed snugly against the the original stack, skewed feeding could result.

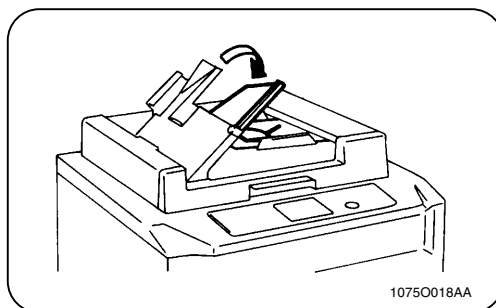
3 Swing the Document Exit Tray back again.



NOTE

The Copy cycle cannot be started unless you swing the Document Exit Tray back again.

4 Pull out the Document Exit Tray Extender if you are using Ledger- or Legal-size originals.



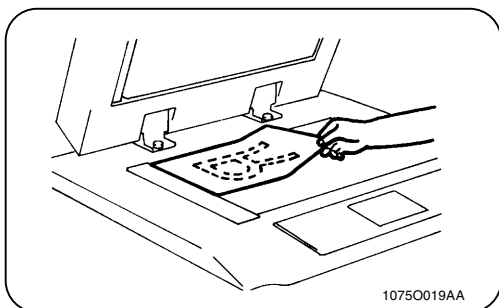
2. Placing Originals

Not Using the AFR-9

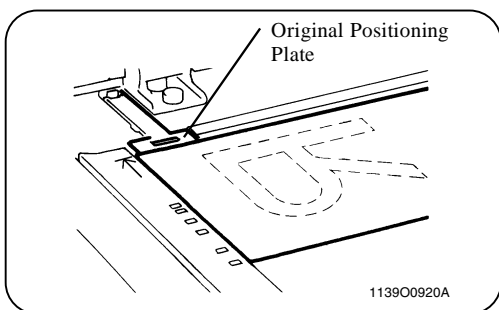
Different methods are used to place the original depending on its type. Use the appropriate procedure.

Sheet Originals

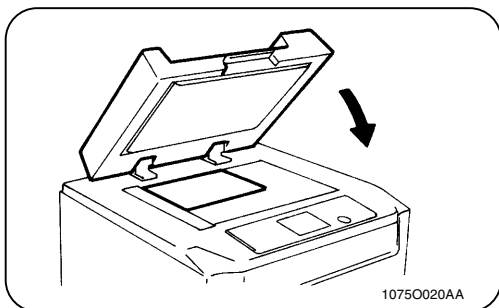
- 1** Raise the Original Cover and place the original face down on the Original Glass.



- 2** Align the rear left corner of the original with the ↑ marker on the Original Width Scale. Then, press the rear edge of the original up against the Original Positioning Plate at the rear side of the Original Glass.



- 3** Gently lower the Original Cover.

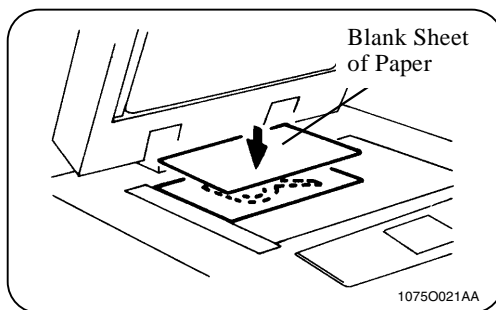


Highly Transparent Originals

(Using transparencies and translucent paper for the original)

- 1** Place the original in the same way as the sheet originals.

- 2** Place a blank sheet of paper of the same size as the original over the original.



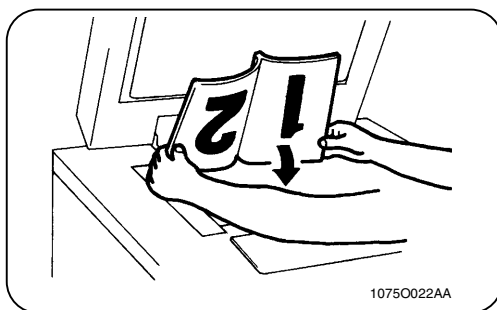
- 3** Gently lower the Original Cover.

Making Copies from Book Original Using Book Copy Mode

("Book original" refers to an open bound original. Book Copy mode ➞ p. 100)

1

Place the open book as shown.



2

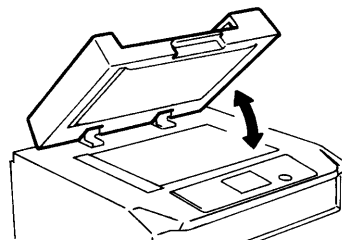
Gently lower the Original Cover.

NOTES

- If the book is thick, make a copy with the Original Cover raised.
- Not positioning the open book properly will result in copies with pages in incorrect order.
- Do not look directly at the Original Glass surface as a strong beam of light can be emitted.

Instructions for Original Placement

- Be sure to raise the Original Cover 15° or more before placing the original. If the Original Cover is raised to an angle less than 15°, the copier may fail to select the correct copy paper size or zoom ratio.

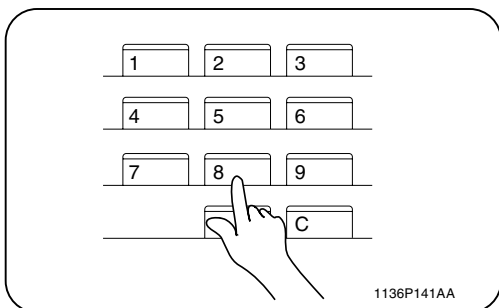


- Do not place an original weighing more than 3 kg on the Original Glass.
- When placing an open book, do not press the book hard on the Original Glass, as trouble could result.

3. Number of Copies

Set the number of copies to be made. You set the number of copy sets you want to have in the Sort mode and the number of copies in a group in the Group mode.

Setting the Number of Copies



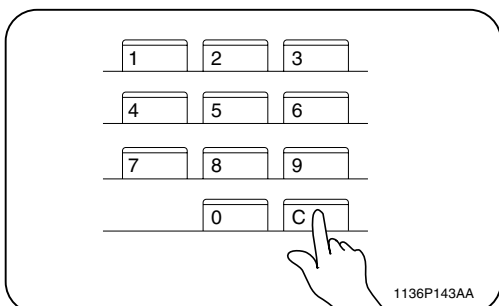
Using the 10-Key Pad, enter the number of copies to be made.

Note: The maximum number that can be set is 999.

Useful Tip

The User's Choice can be used to limit the maximum number of copies to be set in the range between 1 and 99. ➡ p. 119

Correcting the Number Entry



To correct or reset a number entry, press the Clear Key.

Note: This resets the Multi-Copy Display to 1.

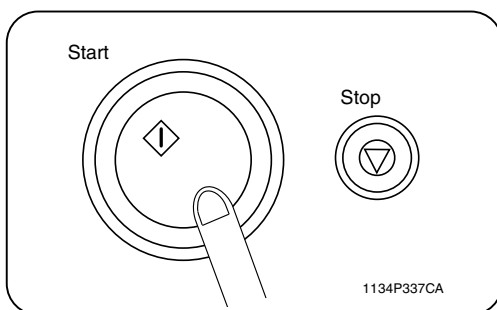
4. Starting the Copy Cycle

Starting the Copy Cycle

Ready to copy.

20

1134P305CA



1134P337CA

Checking that the message "Ready to copy." is on the Touch Panel, press the Start Key.

Now copying.

18

1134P306CA

The message now changes to "Now copying." and the copier starts the copy cycle.

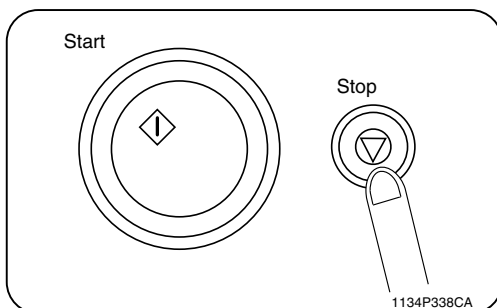
Note: In a multi-copy cycle, the number on the Display is decreased by 1 each time a copy is fed out of the copier.

Stopping a Multi-Copy Cycle

Now copying.

18

1134P306CA



1134P338CA

To stop a multi-copy cycle in progress, press the Stop Key.

Copy job has been canceled. Please wait.

17

1134P307CA

The message changes to "Copy job has been canceled. Please wait." and the copier will soon stop.

Note: The Display shows the number of copies yet to be made.

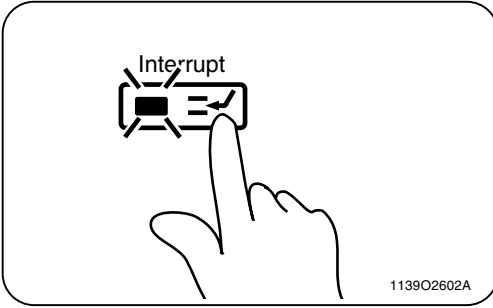
5. Interrupt Mode


The Interrupt mode allows you to interrupt a current job and run a different one. The copier ensures that the old job will be resumed as soon as the Interrupt mode is canceled.

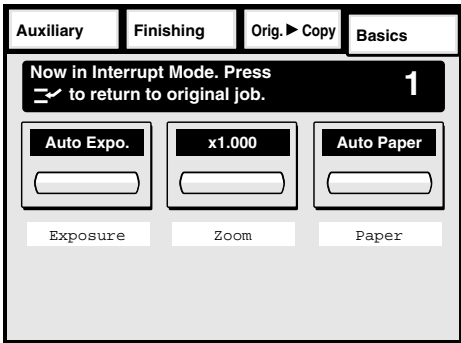
Interrupting a Copy Cycle

1

Press the Interrupt Key.



The message changes to "Now in Interrupt Mode. Press  to return to original job." and, after a short time, the current copy cycle is stopped.



1075O271CA

2

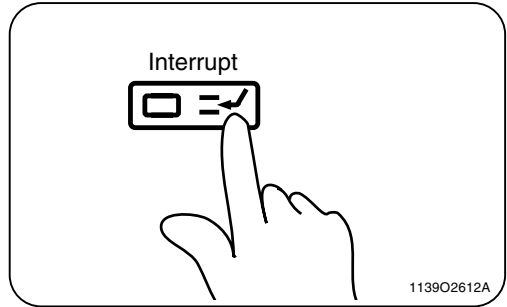
Enter the control panel settings for the interrupt job and press the Start Key.

NOTES

- If the current job involves 2-sided copying, Cover, Page Insertion, or OHP Interleaving, the copier rejects an Interrupt mode.
- If the current job involves the Sort, Sort-and-Staple, Group, Non-Sort is automatically selected at the same time when the copier is set into the Interrupt mode.

3

When the interrupt cycle is completed, press the Interrupt Key again.

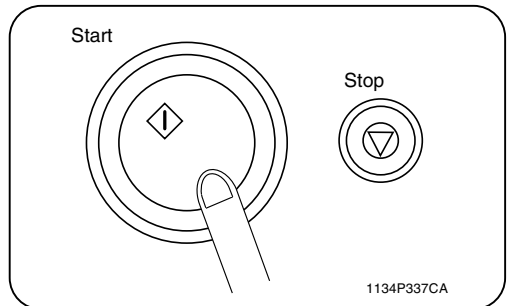


1139O2612A

The copier is restored to the previous settings.

4

Press the Start Key to resume the old job.



1134P337CA

6. Manual Bypass Copying

Use the Manual Bypass to make copies on paper not loaded in any Drawer, or to copy onto transparencies, translucent paper, or any other special paper.

You can also use the Cover mode when the Multi Bypass Table is used with Duplexing Document Feeder AFR-9 (option). ➔ p. 79

Copy Paper That Can be Used for Manual Bypass

◆Types of Paper

- Plain paper (weighing 60 to 90 g/m²)
- Heavyweight paper (weighing 90 to 157 g/m²)
- Transparencies, translucent paper

◆Paper Size

- Width: 100 mm to 297 mm
- Length: 140 mm to 432 mm

◆Capacity

- Plain paper (white) ... 50 sheets or less
- Plain paper (once-copied paper) ... 20 sheets or less
- Heavyweight paper, transparencies, translucent paper ... 20 sheets

Using the Manual Bypass

1

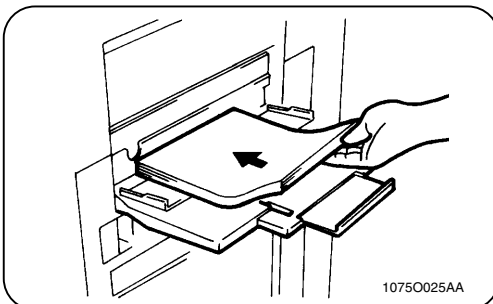
Place the original on the Original Glass and make the control panel settings.

NOTE

*The following functions cannot be selected for Manual Bypass:
Auto Paper, Auto Size, Finishing,
2-Sided Copying,
Margin-by-Reduction, and Erase.*

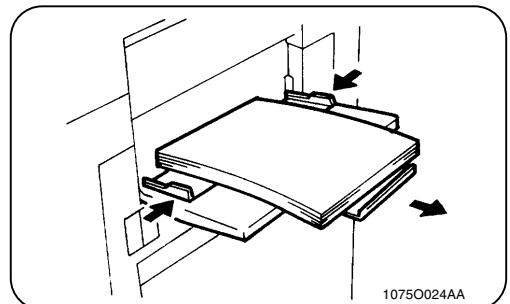
2

Swing down the Multi Bypass Table and place a neat stack of copy paper on the Table and insert it into the copier until it stops.



3

Slide the Paper Guide Plate to the size of the copy paper.



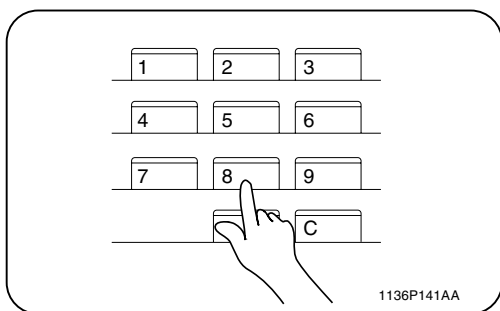
NOTES

- Before inserting, fan the paper stack well if you are using transparencies or translucent paper.
- Correct any curl if you are using heavyweight paper.
- When using once-copied paper, load the paper stack so that the blank side faces up.

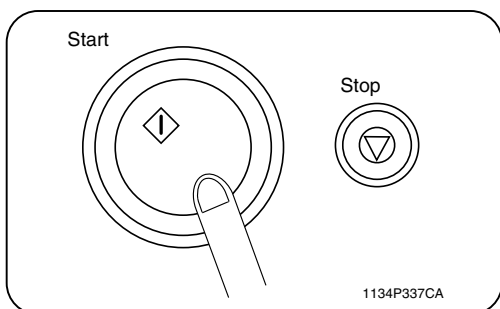
6. Manual Bypass Copying

4

Using the 10-Key Pad, set the number of copies to be made.

**5**

Press the Start Key to start the copy cycle.

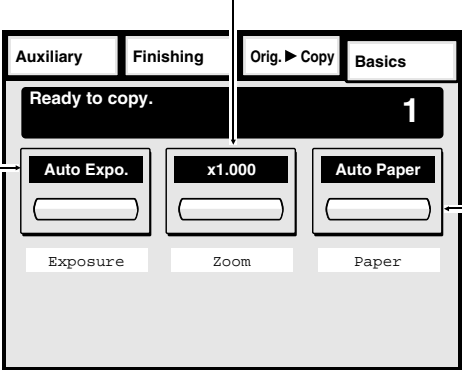


7. Basic Functions

We here explain how to make the basic settings (copy paper, zoom ratio, and exposure level) to make copies.

Basic Screen

Exposure key:
Touch this key to show a screen which allows you to select the image density of the copy.



Zoom key:
Touch this key to show a screen which allows you to select the zoom ratio.

Paper Key:
Touch this key to show a screen which allows you to select the paper size.

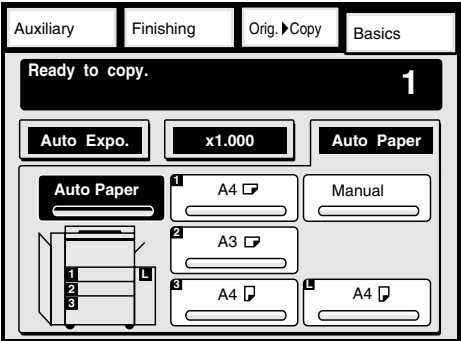
1075O270CA

Copy Paper Size

AutoPaper

When this key is touched, the copier is set into the Auto Paper mode in which the copy paper is automatically selected according to the size of the original being used and the zoom ratio selected for use.

1 Touch **AutoPaper** to set the copier into the Auto Paper mode.



1075O210DA

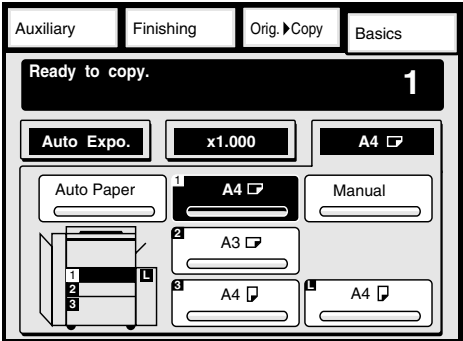
Useful Tip

This mode is efficient when you want to make copies on paper of the same size as your originals automatically.

Manual Selection

The copy paper size can be set manually according to your need.

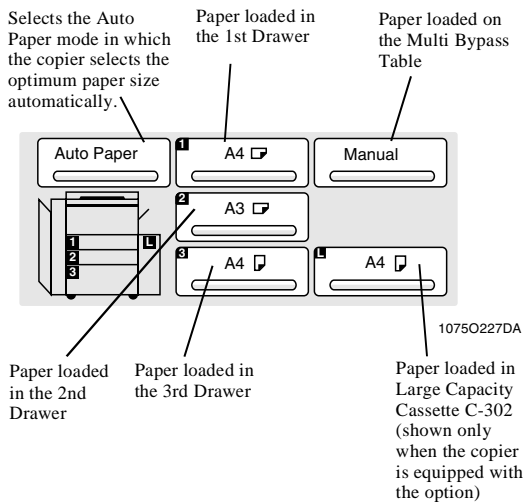
1 Touch **Paper**, and the Touch Panel shows which drawer holds which copy paper size.



1075O211DA

2

Touch the desired paper size key.



Auto Drawer Switching

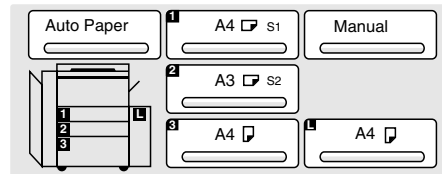
If the Drawer currently selected for use runs out of paper and there is another Drawer loaded with paper of the same size and in the same direction, the copier automatically selects that second Drawer to continue copying.

Useful Tip

This feature is a great advantage when you need to make a large number of copies on the same size paper. For example, you can make up to 3,500 copies without interruption if all three drawers are loaded with paper of the same size and in the same direction. You can even make up to 6,500 copies if an optional C-302 is additionally fitted to the copier.

Special Paper Setting

If the symbol "S1," "S2," etc. appears on the paper select key shown on the Touch Panel, it means that that particular Drawer has been designated for special paper.



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The copier provides three different types of special paper setting, each having specific purposes as detailed below. The setting can be made by using "Special Paper" of the User's Choice. (User's Choice ➔ p. 119)

S1:

If S1 is set, the message on the Display asks you whether or not to use that particular Drawer as a possible candidate in the Auto Paper Mode.

S2:

This setting precludes both Auto Paper Mode and Automatic Drawer Switching.

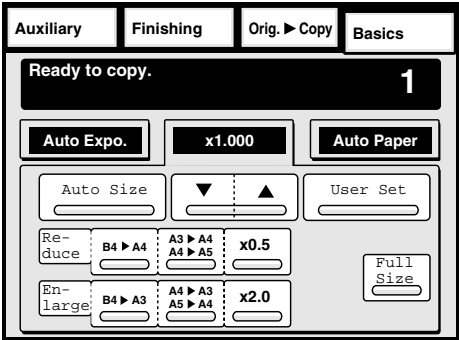
S3:

This setting precludes 2-sided copying.

Zoom Ratio

When you touch **Zoom** on the Touch Panel, a screen appears that allows you to set the zoom ratio. You have five different ways to choose from to set the zoom ratio. Select one according to your need.

Zoom Ratio Range: $\times 0.500$ to $\times 2.000$



1134P314EA

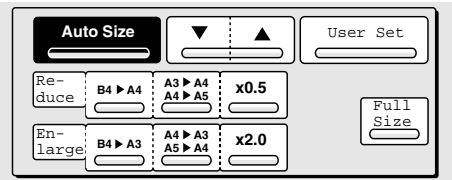
Auto Size

When this key is touched, the copier is set into the Auto Size mode in which the zoom ratio is automatically selected according to the size of the original being used and the copy paper size selected for use.

Useful Tip

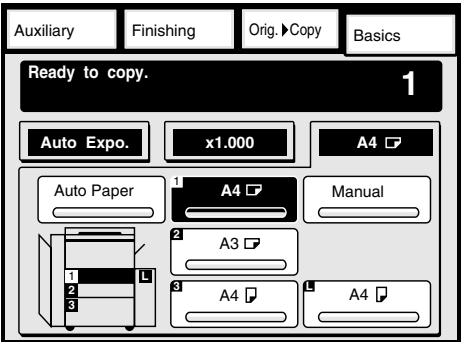
This mode is very helpful for neat filing when you need to make copies from originals of assorted sizes.

1 Touch **Auto Size** to set the copier into the Auto Size mode.



1134P315DA

2 Select the paper size. (Copy Paper Size \rightarrow p. 40)

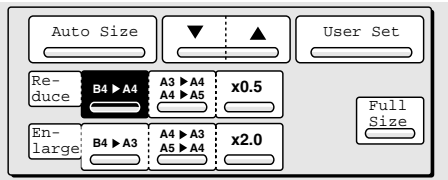


1075O211DA

Selecting a Ratio from among Fixed Ones

The copier provides nine most frequently used zoom ratios ready for immediately use.

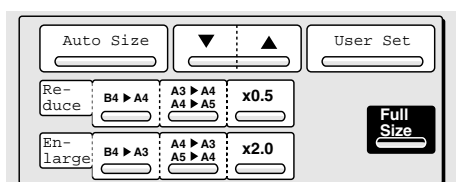
1 Touch the appropriate original-to-copy-size representation key. You have four reduction and four enlargement ratios.



1134P316DA

2

Full size ($\times 1.000$) is selected when you touch **Full Size**.



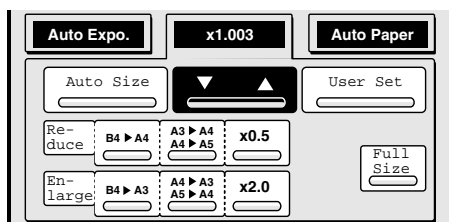
1134P317DA

Using Zoom Up/Down Keys

Each touch of the **▲** or **▼** key on the Touch Panel changes the zoom ratio shown in 0.001 increments. You can keep touching the key to change the ratio quickly.

1

Touch the **▲** or **▼** key to change the zoom ratio.



1075O283DA

Useful Tip

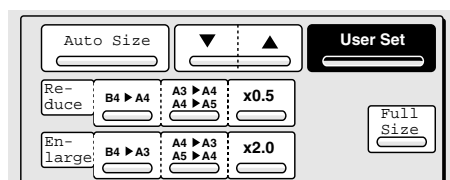
To save time, first select the fixed zoom ratio nearest to the target ratio before using the **▲** or **▼** key.

Using the 10-Key Pad

You can use the 10-Key Pad to directly enter the zoom ratio.

1

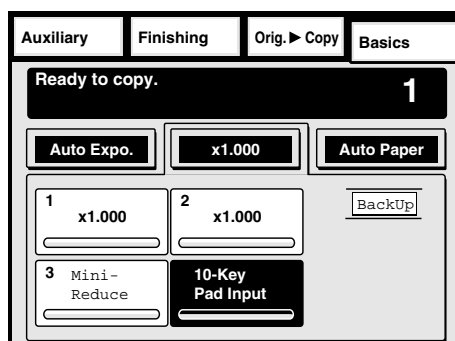
Touch **User Set** on the Touch Panel. Then, the following screen appears.



1134P319DA

2

Touch **10-Key Pad Input**.

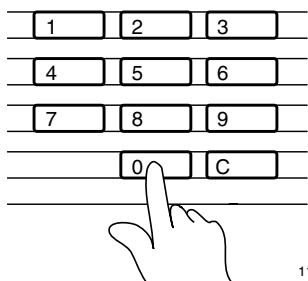


1134O132CA

7. Basic Functions

3

Using the 10-Key Pad, enter the desired zoom ratio.



1139O4860A

Example: For 1.300, press 1, 3, 0, and 0, in that order.

To correct a ratio entered, first press the Clear Key, then enter the correct one.

x1.300

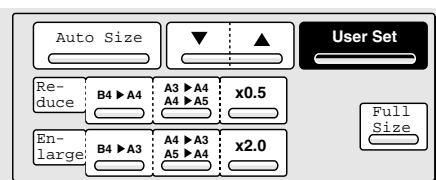
1134P820AA

Using the Zoom Memory

You may have one or two ratios that are frequently used, but not available from the fixed ones. These can be stored in memory and recalled later as necessary.

1

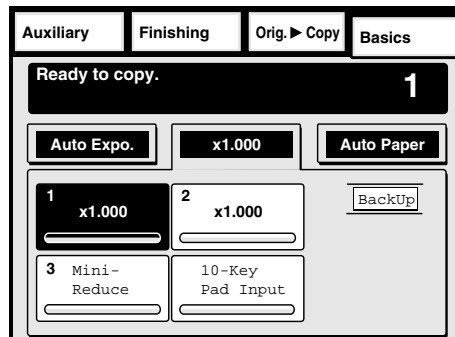
Touch **User Set**.



1134P319DA

2

Select the desired ratio from among the three which have previously been stored in memory.



1134O133CA

Useful Tip

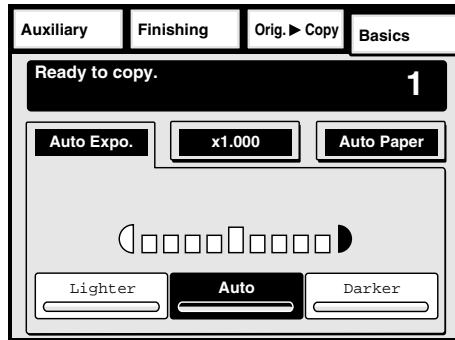
×0.930 is stored in **Mini-Reduce**. You can use it when you want to have a copy which is slightly smaller than the original.

NOTE

The User Mode is used to store zoom ratios in memory. ➞ p. 119

Image Density

When you touch **Exposure** on the Touch Panel, a screen appears that allows you to set the exposure level or image density. There are two ways to adjust the exposure level. Select one according to your need.



1134P222CA

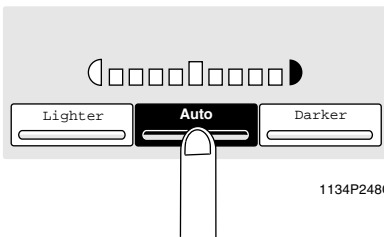
Auto Exposure

When in the Auto Exposure mode, the copier reads the image density of the original and automatically adjusts the exposure level for the optimum copy image density.

1

Touch **Auto**.

The **Auto** key is highlighted, indicating that the copier is set into the Auto Exposure mode.



1134P248CA

Useful Tips

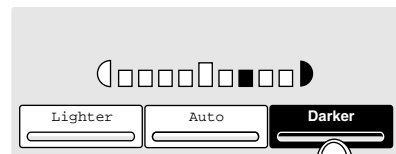
- The exposure level in the Auto Exposure mode can be varied by using the User's Choice, either "Darker" or "Lighter." ⇨ p. 119
- The copier has been factory-set to automatically select the Auto Exposure mode. The User's Choice can be used to change this default setting to the Manual Exposure mode. ⇨ p. 119

Manual Exposure

In the Manual Exposure mode, you can vary the exposure level in nine steps.

1

Touch **Lighter** or **Darker** as necessary.



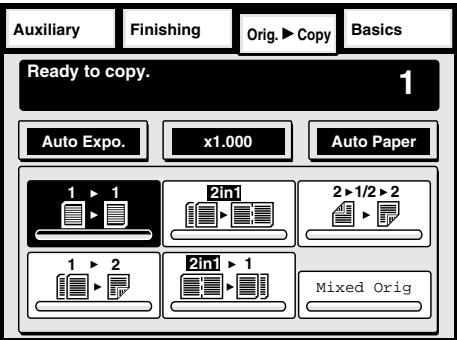
1134P249CA

<To make the image darker>
Touch **Darker**.

<To make the image lighter>
Touch **Lighter**.

8. Selecting the Original ► Copy Type

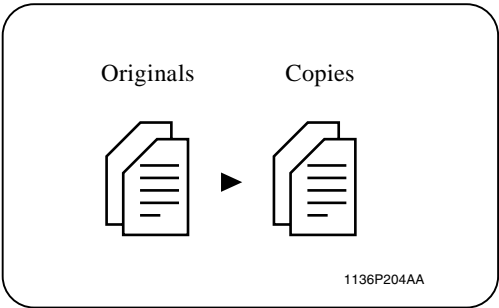
In the following pages, let’s look at how we should make the settings for the type of copy we want to make from the type of original we have.
When you touch **Orig. ► Copy** on the Touch Panel, a screen appears that allows you to set the orig. ► copy type.



1134P226CA

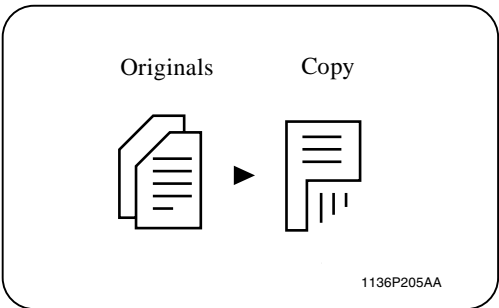
Original ► Copy Types

1 ► 1



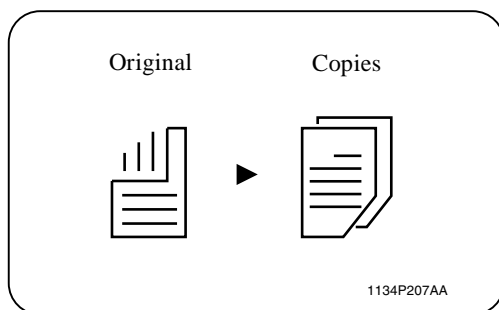
- Select 1 ► 1 to make 1-sided copies from 1-sided originals. ➞ p. 49

1 ► 2



- Select 1 ► 2 to make 2-sided copies from 1-sided originals.
This is the default setting.
Note: Two originals can be copied onto one copy. ➞ p. 49

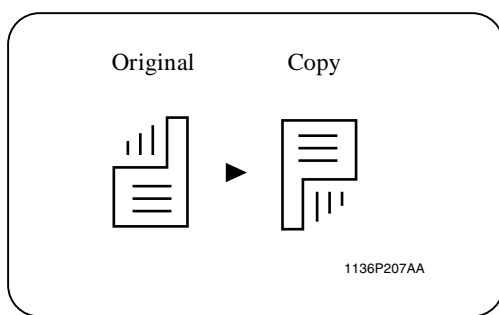
2 ► 1



- Select 2 ► 1 to make 1-sided copies from 2-sided originals.

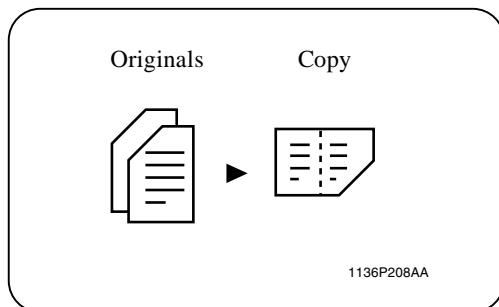
Note: You need twice as many sheets of copy paper as originals. ➡ p. 51

2 ► 2



- Select 2 ► 2 to make 2-sided copies from 2-sided originals. ➡ p. 52

1 ► [2in1] = 1-sided 2-in-1 copy



- Select 1 ► [2in1] to make a 1-sided copy, through reduction, from two 1-sided originals side-by-side.

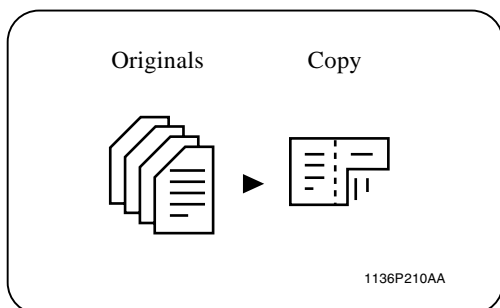
Note: You need half as many sheets of copy paper as required otherwise. ➡ p. 52

NOTE

The size of the original should be A4 crosswise or A5 crosswise for 2-in-1.

8. Selecting the Original ► Copy Type

1 ► 2[2in1] = 2-sided 2-in-1 copy



- Select 1 ► 2[2in1] to make a 2-sided copy, through reduction, from four 1-sided originals. Each 2-original pair will be placed side-by-side on either side of the copy.

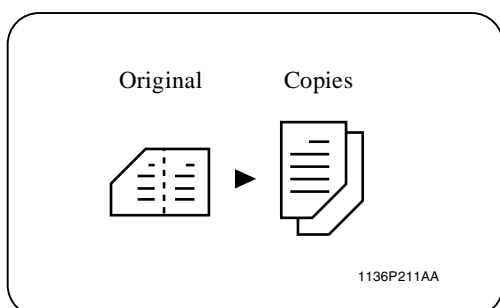
Note: You need 1/4 as many sheets of copy paper as required otherwise.

➞ p. 54

NOTE

The size of the original should be A4 crosswise or A5 crosswise for 2-in-1.

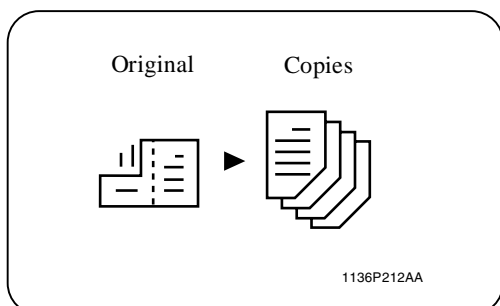
1[2in1] ► 1 = 1-sided 2-in-1 separation copy



- Select 1[2in1] ► 1 to make 1-sided page-by-page copies of a 1-sided original which is the result of 2-in-1 copying.

Note: You need twice as many sheets of copy paper as the original. ➞ p. 55

2[2in1] ► 1 = 2-sided 2-in-1 separation copy

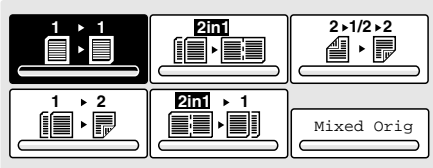


- Select 2[2in1] ► 1 to make 1-sided page-by-page copies of a 2-sided original which is the result of 2-sided 2-in-1 copying.

Note: You need four times as many sheets of copy paper as the original. ➞ p. 56

1 ▶ 1

1 Touch **1 ▶ 1**.

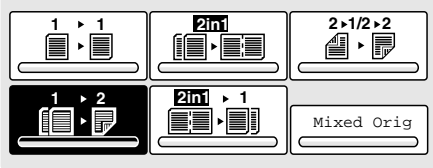


1134P250CA

- 1 ▶ 1 is selected in the initial mode.
- Select **Mixed Orig** if you are using originals of assorted sizes on the AFR-9. ⇨ p. 58

1 ▶ 2

1 Touch **1 ▶ 2**.



1134P252CA

Useful Tip

The copier offers the following three original count functions:

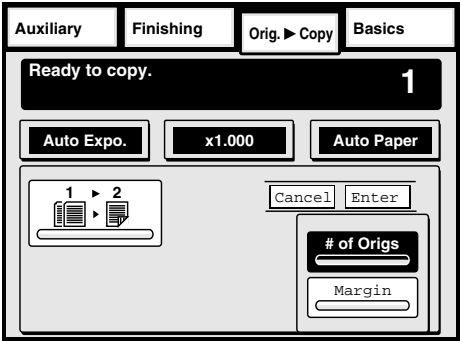
AutoCount	The copier automatically counts the number of originals.
Even	Select when you have an even number of originals.
Odd	Select when you have an odd number of originals.

If **Even** or **Odd** is selected for the original count function, the copier makes a copy set in correct page order. **Even** is selected as default.

- If the number of originals is even, go to step 6.
- If the number of originals is odd or unknown, follow these steps.

2

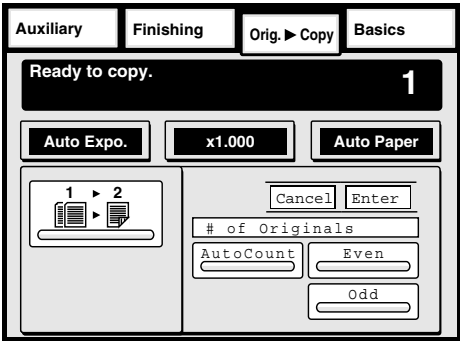
Touch **# of Origs**.



1134P223CA

8. Selecting the Original ► Copy Type

3 Select the appropriate original count function, either **AutoCount** or **Odd**.

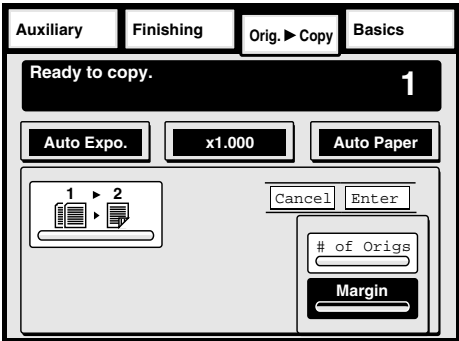


4 Touch **Odd**.

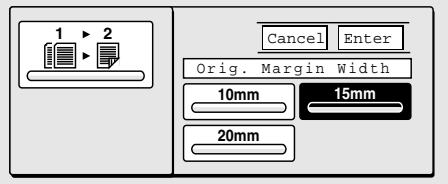
To use **AutoCount** function, see p. 60.

5 Touch **Enter**.

6 If the original has a file margin, touch **Margin**.
If not, go to step 8.

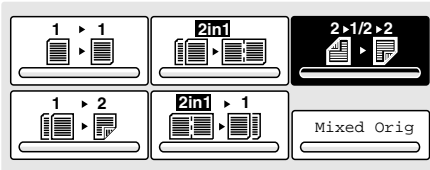


7 Select the width of margin on the original.

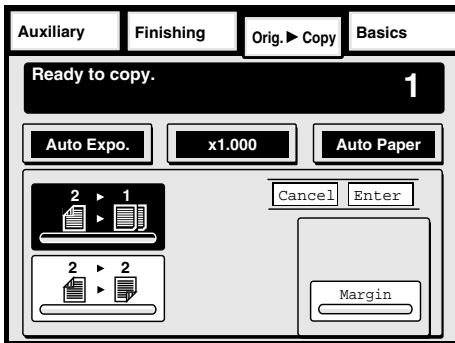


8 Touch **Enter**.

2 ► 1

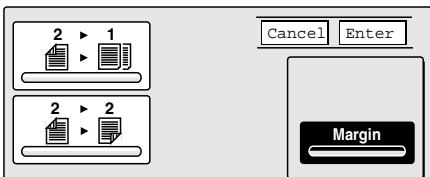
1 Touch **2 ► 1 / 2 ► 2**.

1134P253CA

2 Touch **2 ► 1**.

1134P231CA

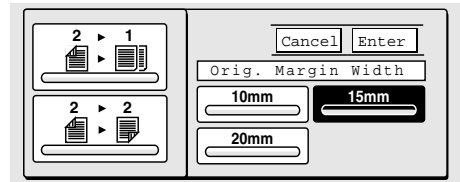
3 If the original has a file margin, touch **Margin**.
If not, go to step 5.



1134P258CA

4

Select the width of margin on the original.



1134P321DA

5

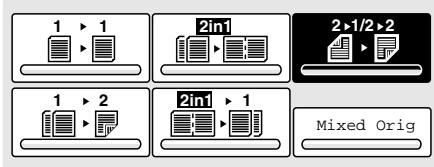
Touch **Enter**.**NOTE**

When placing the original, make sure that it is placed in the correct direction.
➡ p. 62

8. Selecting the Original ▶ Copy Type

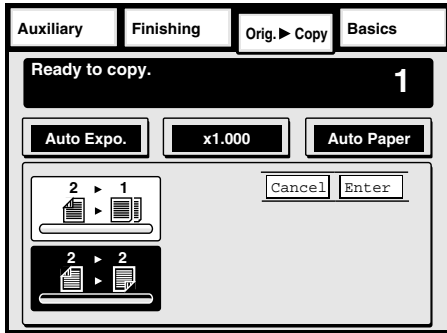
2 ▶ 2

1 Touch **2 ▶ 1 / 2 ▶ 2**.



1134P253CA

2 Touch **2 ▶ 2**.

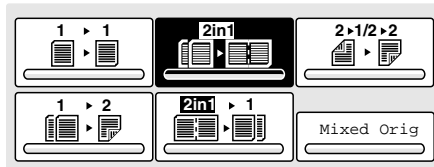


1134P234CA

3 Touch **Enter**.

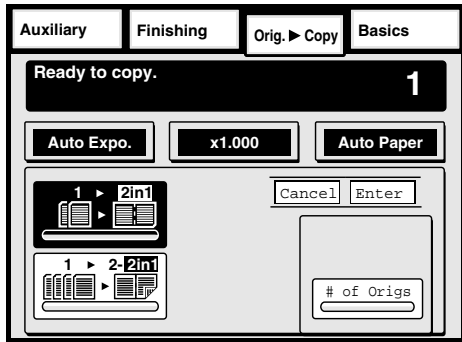
1 ▶ [2in1]

1 Touch **2in1**.



1134P254CA

2 Touch **1 ▶ 2in1**.



1134P232CA

Useful Tip

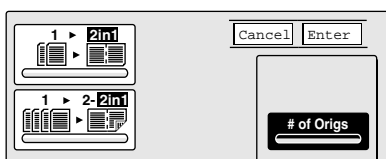
The copier offers the following three original count functions:

AutoCount	The copier automatically counts the number of originals.
Even	Select when you have an even number of originals.
Odd	Select when you have an odd number of originals.

If **Even** or **Odd** is selected for the original count function, the copier makes a copy set in correct page order. **Even** is selected as default.

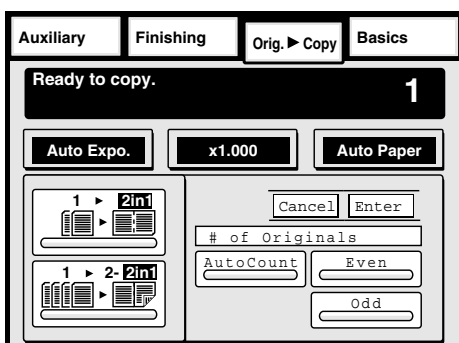
- If the number of originals is even, go to step 6.
- If the number of originals is odd or unknown, follow these steps.

3

Touch **# of Origs**.

1134P260CA

4

Select the appropriate original count function, either **AutoCount** or **Odd**.

1134P229CA

5

Touch **Odd**.To use **AutoCount** function, see p. 60.

6

Touch **Enter**.**NOTES**

- When the 2-in-1 copy function is selected, the copier automatically selects a reduction ratio. You can nonetheless make a full-size copy. Select the desired zoom ratio and paper size.
- The default zoom ratio can be changed by using the User's Choice. ➔ p. 119

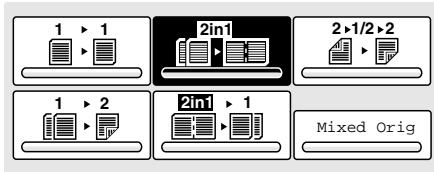
Useful Tip

If the Center Erase function is selected, you can eliminate shadows which would otherwise be produced at the center of the copy. ➔ p. 102

8. Selecting the Original ► Copy Type

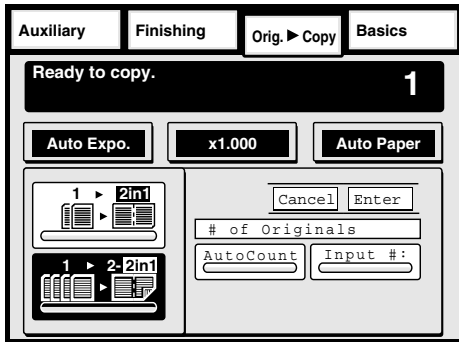
1 ► 2[2in1]

1 Touch **2in1**.



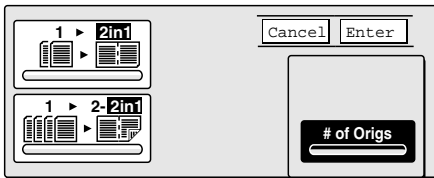
1134P254CA

2 Touch **1 ► 2 2in1**.



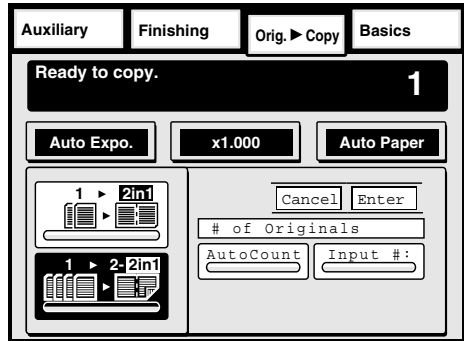
1134P262CA

3 Touch **# of Origs**.



1134P260CA

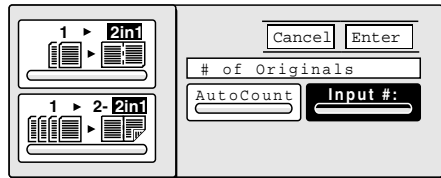
4 Select the appropriate original count function from among the following two.



1134P262CA

AutoCount	The copier automatically counts the number of originals. If you already know the number of originals, select "Input #" and enter the number to save time.
Input #	Enter the number of originals using the 10-Key Pad.

5 Touch **Input #** if you know the number of originals you have.



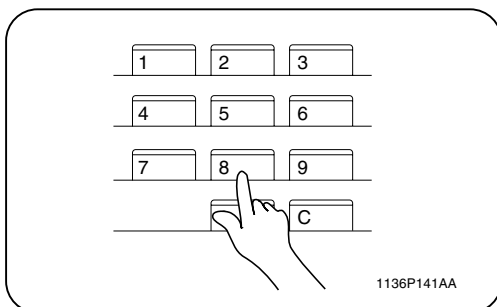
1134P264CA

Touch the **Auto Count** if the number of originals is unknown.
If the **Auto Count** is selected, go to step 7.

To use **AutoCount** function, see p. 60.

6

Enter the number of originals using the 10-Key Pad.

**NOTES**

- The maximum number of originals that can be entered is 50.
- Press the Clear Key to correct a number entry.

7

Touch **Enter**.

NOTES

- When the 2-in-1 copy function is selected, the copier automatically selects a reduction ratio. You can nonetheless make a full-size copy. Select the desired zoom ratio and paper size.
- The default zoom ratio can be changed by using the User's Choice. ➞ p. 119

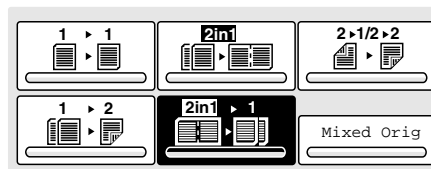
Useful Tip

If the Center Erase function is selected, you can eliminate shadows which would otherwise be produced at the center of the copy. ➞ p. 102

1[2in1] ► 1

1

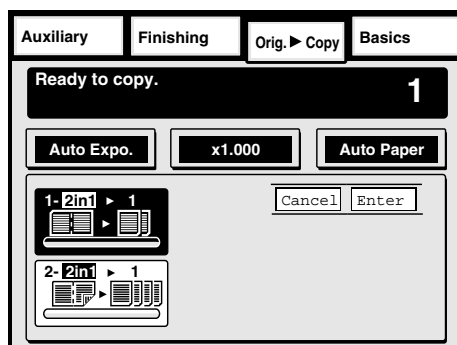
Touch **2in1 ► 1**.



1134P255CA

2

Touch **1 2in1 ► 1**.



1134P230CA

3

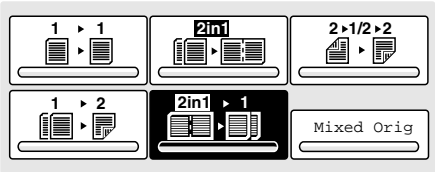
Touch **Enter**.

NOTES

- When the 2-in-1 separation copy function is selected, the copier automatically selects an enlargement ratio. You can nonetheless make a full-size copy. Select the desired zoom ratio and paper size.
- The default zoom ratio can be changed by using the User's Choice. ➞ p. 119

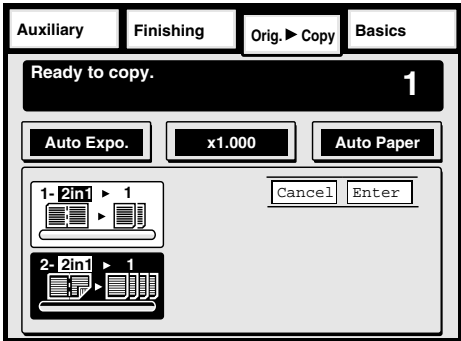
2[2in1] ► 1

1 Touch **2in1 ► 1**.



1134P255CA

2 Touch **2 2in1 ► 1**.



1134P265CA

3 Touch **Enter**.

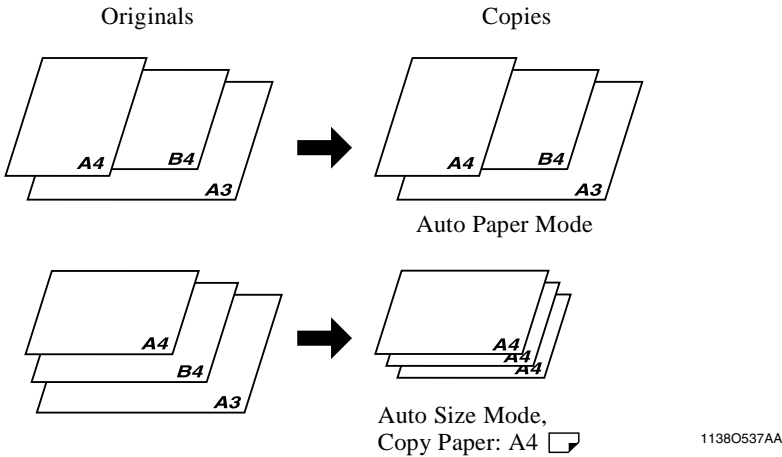
NOTES

- When the 2-in-1 separation copy function is selected, the copier automatically selects an enlargement ratio. You can nonetheless make a full-size copy. Select the desired zoom ratio and paper size.
- The default zoom ratio can be changed by using the User's Choice. ➡ p. 119

Mixed Original Detection Mode

Use the Mixed Original Detection mode to make copies automatically from originals of assorted sizes loaded in the AFR-9.

If Auto Size is selected, you can make copies of the same size from originals of different sizes.



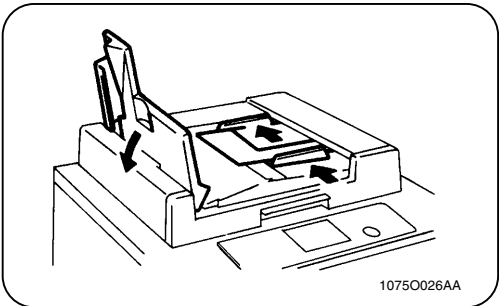
NOTE

The copier cannot staple together the copies of different sizes made in the Mixed Original Detection mode.

Using the Mixed Original Detection Mode

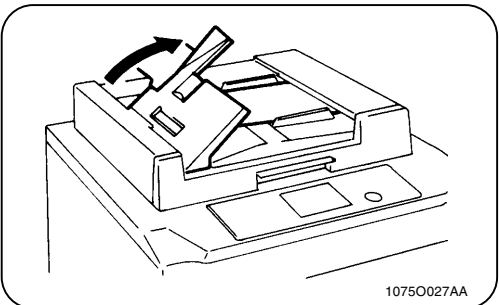
1

Swing the Document Exit Tray to the left as shown. Load the stack of your originals on the Document Feed Tray so that the rear edge of each original is pressed against the rear Document Guide Plate. Then, slide the front Document Guide Plate to the rear so that it is pressed against the front edges of the originals with the greatest width.

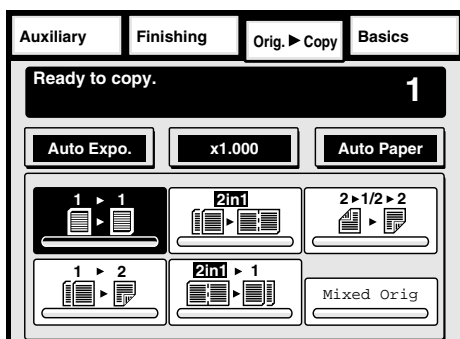


2

Swing the Document Exit Tray back again.

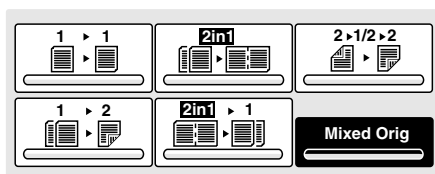


3

Touch **Orig. ► Copy**.

1134P226CA

4

Touch **Mixed Orig** to set the copier into the Mixed Original Detection mode.

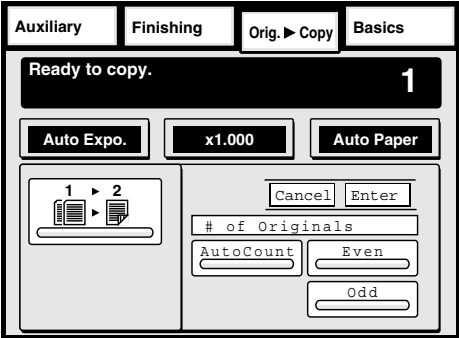
1134P251CA

Useful Tip

The Mixed Original Detection mode can be set as a default setting by using the User's Choice. ➞ p. 119

Auto Original Count Mode

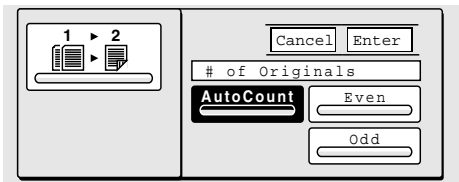
If **AutoCount** is selected, the copier automatically counts the number of originals.



1134P227CA

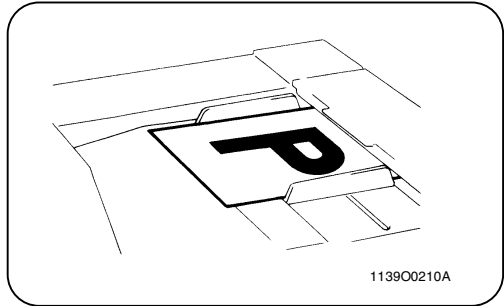
Using the Auto Original Count Mode

1 Touch the **AutoCount** Key.



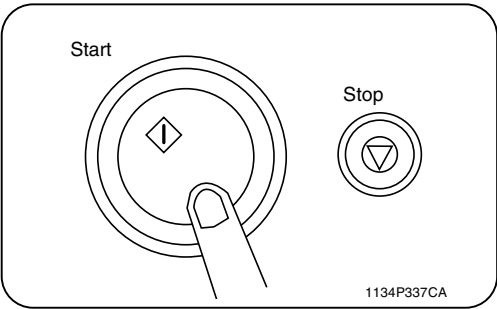
1134P309CA

2 Load the originals onto the AFR-9. "Placing Originals" ➔ p. 31



1139O0210A

3 Press the Start Key to start the original count sequence.

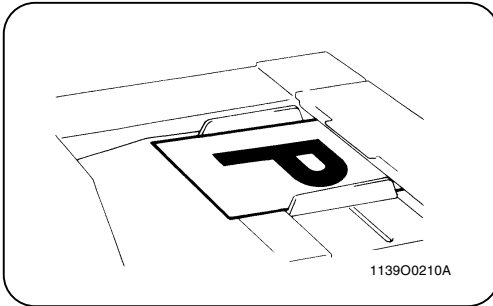


1134P337CA

- The AFR-9 starts feeding the originals loaded on it to count the number of originals. (At this time, no copy cycle is run.)

4

Unload the originals ejected onto the Document Exit Tray and reload them onto the Document Feed Tray. Then, press the Start Key.



Instructions for Loading Originals

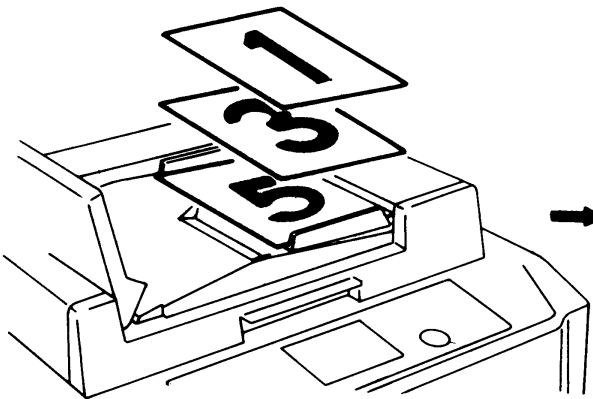
Use the following procedure for loading originals to make 1-sided copies from 2-sided originals.

Procedure

Load the originals crosswise.
If the originals are loaded lengthwise, the directions of the copy images will be mixed up.

Correct:

2-Sided Originals
Loaded Crosswise



1-Sided Copies

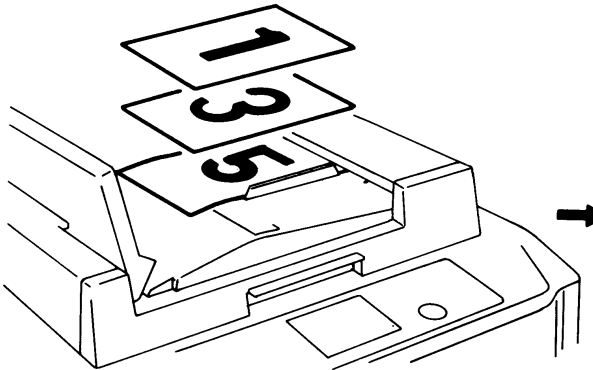


OK

1075O028AA

Incorrect:

2-Sided Originals
Loaded Lengthwise



1-Sided Copies

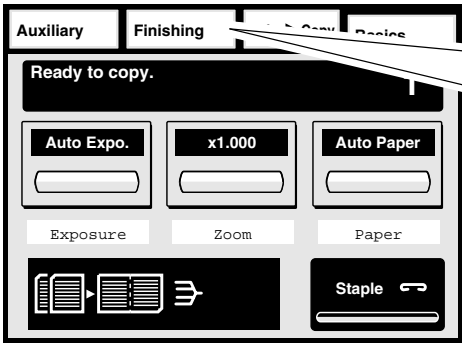


✗

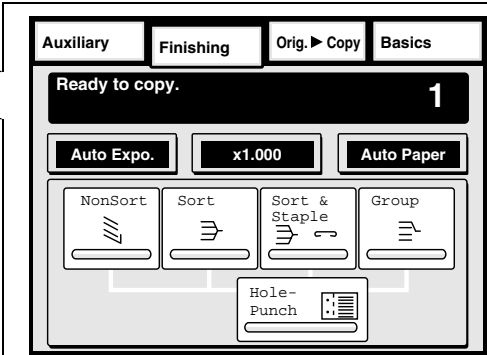
1075O029AA

9. Finishing Mode

We will explain how to set up the finishing function in the following.
When you touch **Finishing** on the Touch Panel, a screen appears that allows you to select the finishing type.



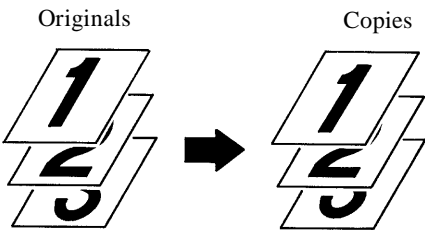
1134P266CA



1134P236CA

Finishing Modes

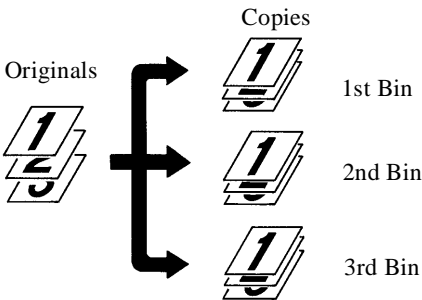
Non-Sort



1076O145

In the Non-Sort mode, all copies are fed out onto the Non-Sort Bin, without being sorted, grouped, stapled, or punched. ⇨ p. 66

Sort



1076O146

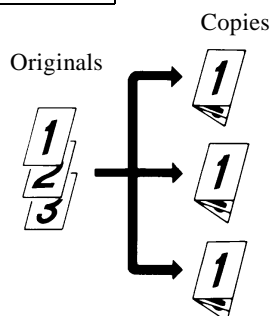
(Only when the Sorter or Staple Sorter is mounted)

In the Sort mode, copies are sorted into complete sets of the originals. ⇨ p. 66

Note: This mode is effective when making multiple copies from multiple originals.

Sort-and-Staple

(Only when the Staple Sorter is mounted)

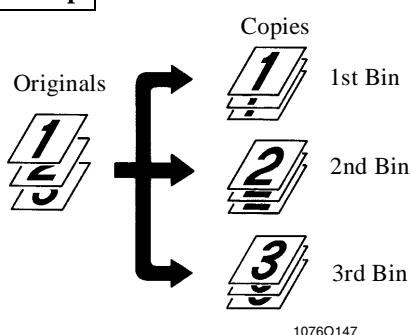


1136O100A

In the Sort-and-Staple mode, copies are sorted into complete sets of the originals and each set is stapled together. ⇨ p. 67

Group

(Only when the Sorter or Staple Sorter is mounted)

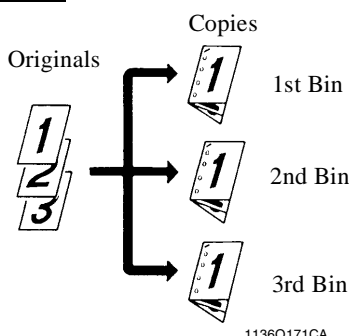


1076O147

In the Group mode, the copies made from each single original are separated into groups. Each group contains the number of copies. ⇨ p. 67

Hole Punch

(Only when Staple Sorter is mounted)



1136O171CA

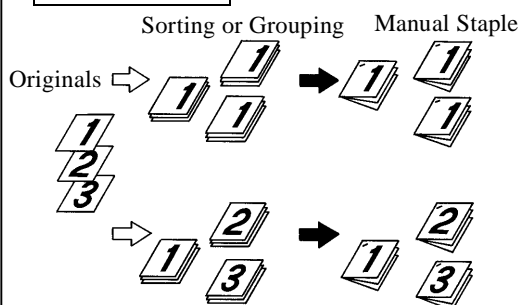
In the Hole Punch mode, holes are punched in the copy sets or stacks for filing. ⇨ p. 68

NOTE

Holes can be punched only in Ledger lengthwise or Letter crosswise paper.

Manual Staple

(Only when the Staple Sorter is mounted)



1076O191

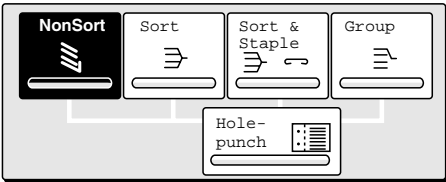
This mode allows you to staple copy sets already made in the Sort Mode or copy stacks made in the Group Mode. ⇨ p. 68

Useful Tip

The copier has been factory-set to automatically select Non-Sort. The User's Choice can, however, be used to change this default setting to another finishing type.

Non-Sort

1 Touch **NonSort** .



1134P267CA

NonSort is selected in the initial mode.

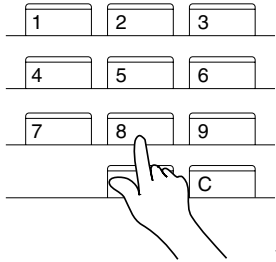
NOTE

The maximum capacity of Non-Sort Bin is as follows.

Type of Paper	Capacity
Plain paper	50
Heavyweight paper	10
Transparencies	
Translucent paper	

Sort

1 Using the 10-Key Pad, enter the number of copy sets you want to have.



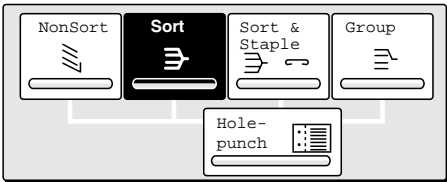
1136P141AA

NOTE

The number of copy sets that can be sorted is as follows.

Sorter	No. of Copy Sets
ST-207/S-206	2 to 20

2 Touch **Sort** .



1134P268CA

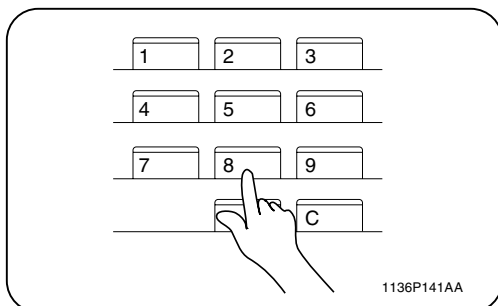
NOTE

The maximum capacity of each Sort Bin is as follows.

Sorter	Capacity
ST-207/S-206	50

Sort-and-Staple

- 1** Using the 10-Key Pad, enter the number of copy sets you want to have.

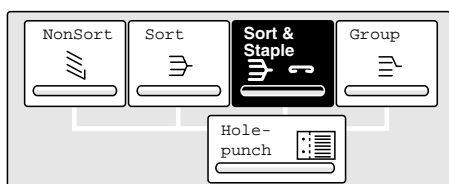


NOTE

The number of copy sets that can be sorted is as follows.

Sorter	No. of Copy Sets
ST-207	1 to 20

- 2** Touch **Sort & Staple**.



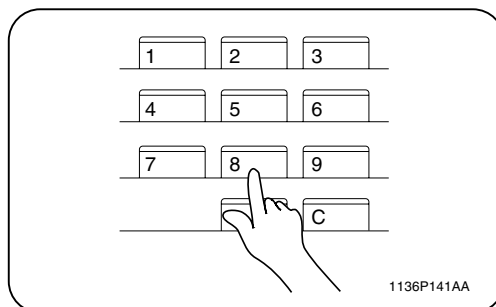
NOTE

The maximum capacity of each Sort Bin is as follows.

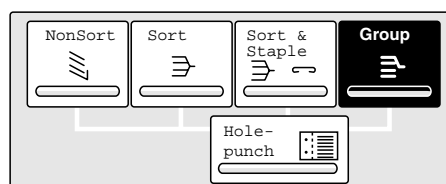
Sorter	Capacity
ST-207	50

Group

- 1** Using the 10-Key Pad, enter the number per copy stack you want to have.



- 2** Touch **Group**.



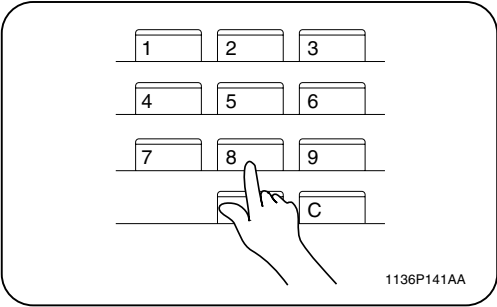
NOTE

The maximum capacity of each Sort Bin is as follows.

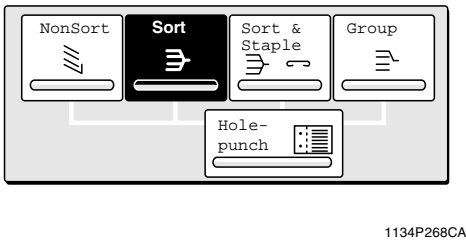
Sorter	Capacity
ST-207/S-206	50

Hole Punch

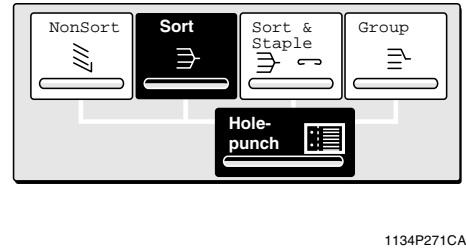
- 1** Using the 10-Key Pad, enter the number of copy sets or number stack you want to have.



- 2** Touch the desired finishing type key.



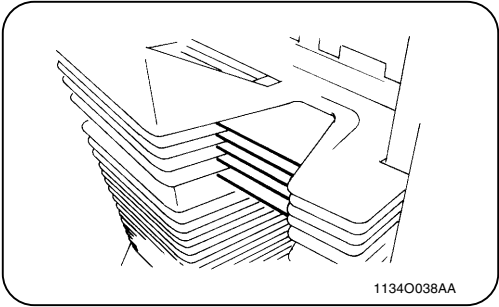
- 3** Touch **Hole Punch**.



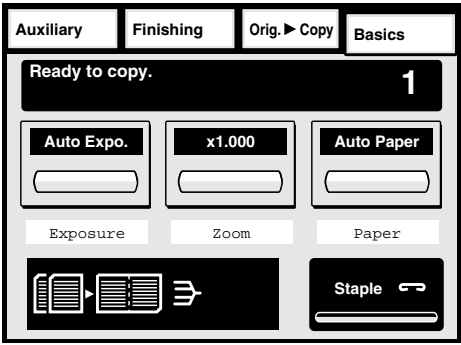
Manual Staple

To staple copies after they have been made:

- 1** Check that each copy set or stack has been fed into the Bin.



- 2** Touch **Staple**.



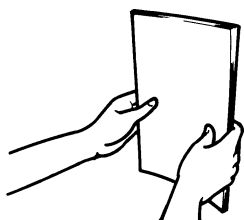
- The copy set or stack in the Bin will be stapled.

Manual Staple Mode

To use as a stapler:

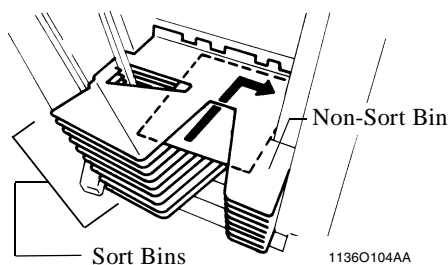
ST-207

- 1** Align the sheets of paper neatly.

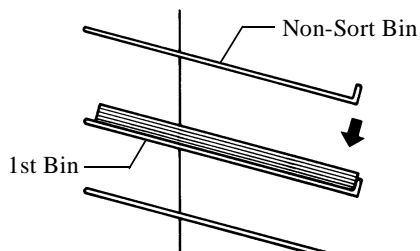


1134O039AA

- 2** Insert the paper stack into the 1st Bin under the Non-Sort Bin.



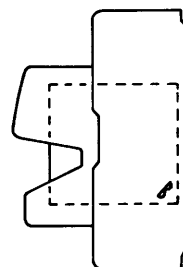
1136O104AA



1136O105AA

NOTE

Up to 50 sheets of (plain) paper can be stapled.



Stapling Position

1134O096AA

NOTES

- Make sure of the stapling position and press the paper stack against the bracket.
- Never attempt to reach for the stapling position. This can be dangerous.

- 3** Touch **Staple**.



1134P266CA

- The sheets of paper are stapled.

Useful Tip

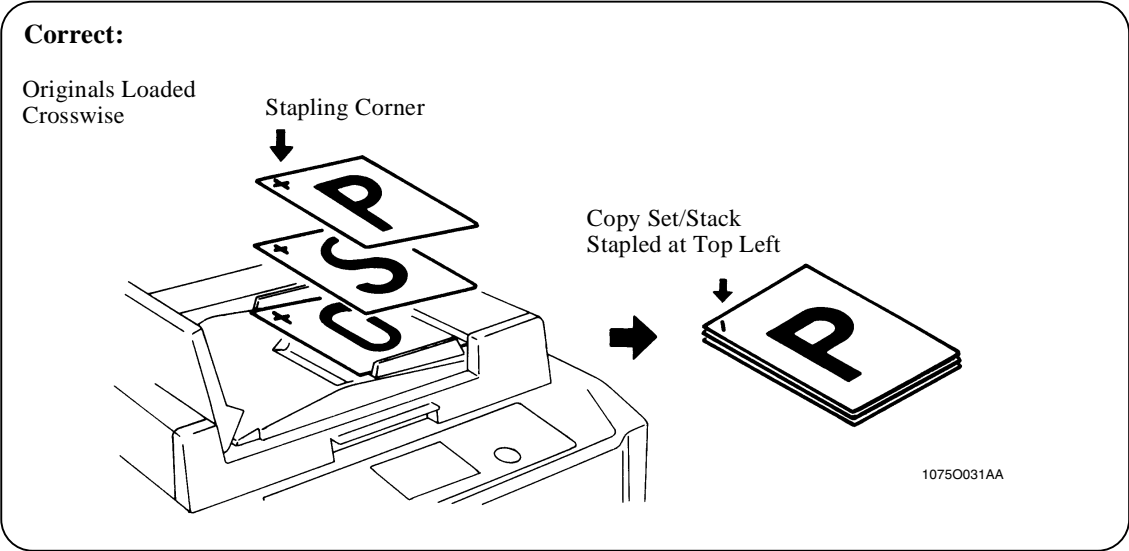
This feature is efficient to staple originals after making copies.

Instructions for Loading Originals for Stapled Copies

Note the correct direction of the originals loaded in the AFR-9 to make copies in the Staple or Hole Punch mode.

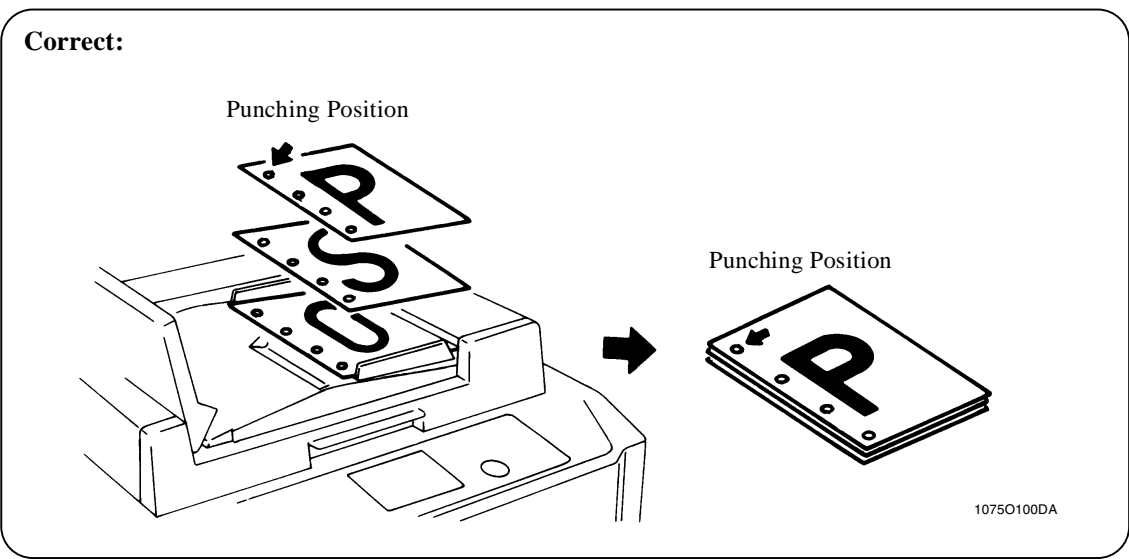
Original Direction for Stapling

If the copies are to be stapled either in the Sort-and-Staple or Manual Staple mode, load the originals crosswise in the AFR-9. Ensure also that the stapling corner is at the rear left side as indicated by the arrow.



Original Direction for Hole Punch

To punch holes in the copies, load the originals so that the edge along which holes are punched is positioned on the left as indicated by the arrow.



Auto Dual Function

Each of the Sort Bins holds up to 50 sheets of paper. The Auto Dual Function, however, allows sorting of copies of up to 100 originals under certain conditions.

Auto Dual Function in the Sort Mode

When 10 or less copies are made from an original set consisting of more than 50 originals in the Sort Mode, the Sorter or Staple Sorter is automatically switched into the Auto Dual Function Mode using the 11th to 20th Bins.

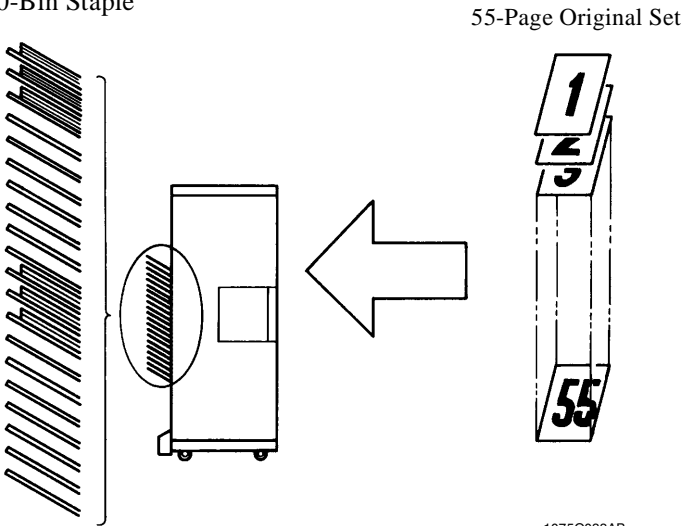
Copies	Bins Used
1st to 50th sorted copies	1st to 10th Bins
51st to 100th sorted copies	11th to 20th Bins

* If the number of copies selected exceeds 10, the copy cycle stops at the 50th original.

Example: Making 3 copy sets of a 55-page original set using a 20-Bin Staple Sorter

Each of the top three Bins contains 50 sorted copies.

Each of the 11th to 13th Bins contains 5 sorted copies.



10750033AB

* To have a complete set from the originals, place the copies from the 11th Bin on top of those from the Top Bin. In the same way, place the copies from the 12th Bin on top of those from the 2nd Bin, and so on.

Auto Dual Function in Sort-and-Staple Mode

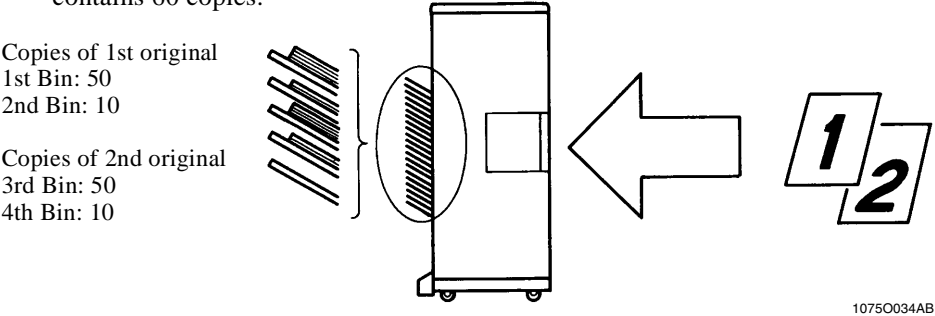
When 10 or less copies are made from an original set consisting of more than 51 originals in the Sort-and-Staple mode and the Auto Dual function is activated, the Sort-and-Staple Mode is automatically switched to the Sort Mode (no stapling takes place).

When the Number of Copies Selected Exceeds 50 in the Group Mode

When more than 51 copies are to be grouped together into one group, the Sorter or Staple Sorter uses the subsequent Bin to continue grouping the copies.

Original	Copies	Bins Used
1st	1st to 50th copies	1st Bin
	51st and subsequent copies	2nd Bin
2nd to Nth: Same way up to 20th		


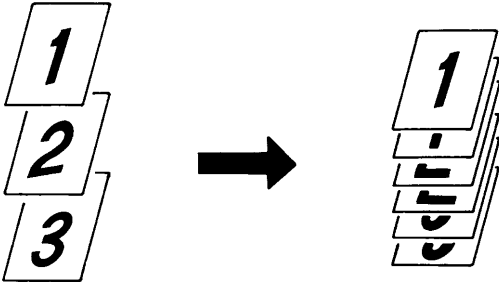
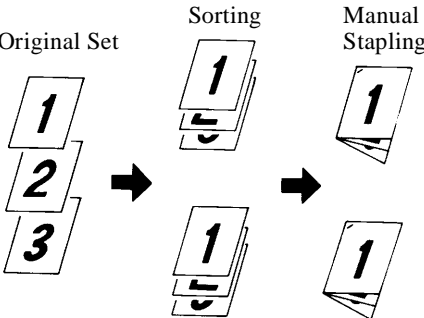
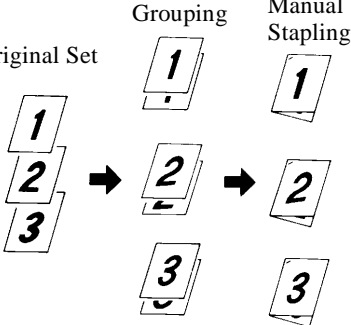
Example: Separating copies made from 2 different originals into two groups when each group contains 60 copies.


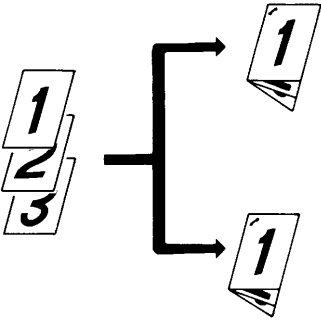
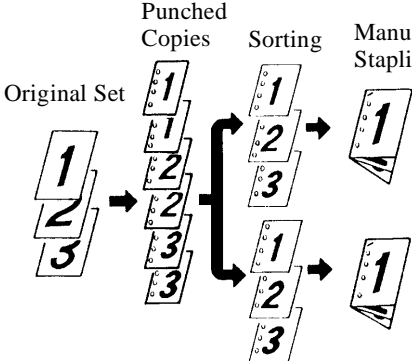


If the Number of Copies Selected Exceeds 50 in the Non-Sort Mode

The capacity of the Non-Sort Bin is 51. If more than 50 copies are made in the Non-Sort mode, the Sorter uses the 1st, 2nd, and subsequent Bins to hold those excess copies.

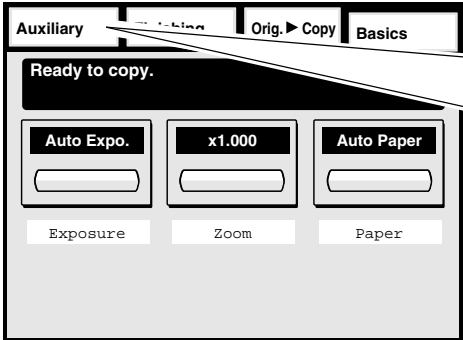
Finishing Examples

Finishing Mode	Manual Stapling	Examples
Non-Sort	<div><p>Impossible</p></div>	<div><div>Originals</div><div>Copies</div><p>1136O108AA</p></div>
Sort	<div><p>OK</p><p>Possible</p></div>	<div><p>Example: Sorting copies into 2 copy sets and having them stapled manually</p><div><div>Original Set</div><div>Sorting</div><div>Manual Stapling</div><p>1136O109AA</p></div></div>
Group	<div><p>OK</p><p>Possible</p></div>	<div><p>Example: Separating copies into 3 groups, each group containing 2 copies, and having each stapled manually</p><div><div>Original Set</div><div>Grouping</div><div>Manual Stapling</div><p>1136O110AA</p></div></div>

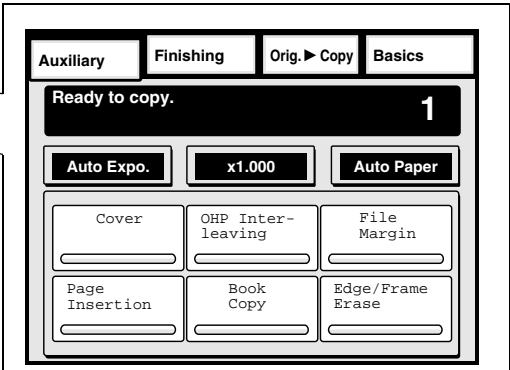
Finishing Mode	Manual Stapling	Examples
Sort-and-Staple	<div><p>Impossible</p></div>	<p>Example: Sorting and stapling copies into 2 copy sets</p> <div><div>Original Set</div><div>Stapled Copy Sets</div></div> <p>11400077</p>
Sort + Hole Punch Group + Hole Punch	<div><p>OK</p><p>Possible</p></div>	<p>Example: Sorting or separating copies into 2 sets/stacks, punching holes in them, and then having each stapled manually</p> <div><div>Original Set</div><div>Punched Copies</div><div>Sorting</div><div>Manual Stapling</div></div> <p>11360172CA</p>

10. Auxiliary Functions

These pages explain about convenient functions offered as the Auxiliary functions and how to set these features. When the **Auxiliary** key on the Touch Panel is touched, the Auxiliary function menu screen appears.



1075O270CA



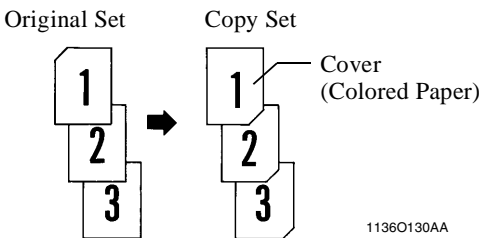
1134P237CB

Auxiliary Functions Overview

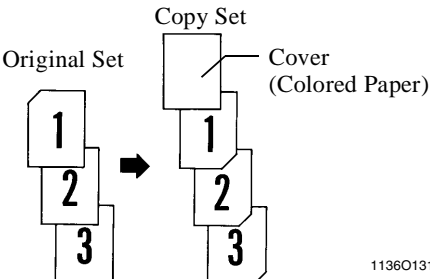
Cover

Only the first page of the original set is copied onto colored paper. ⇨ p. 79

A sheet of colored paper is inserted as a cover before the copy set. ⇨ p. 79



1136O130AA

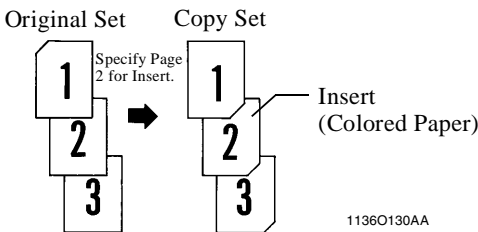


1136O131AA

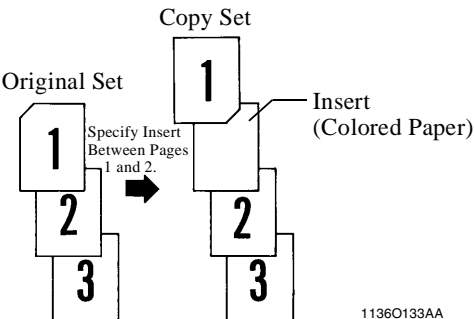
Page Insertion

The original specified for an insert is copied onto colored paper. ⇨ p. 82

A sheet of colored paper is inserted at any specified place between copies. ⇨ p. 82



1136O130AA

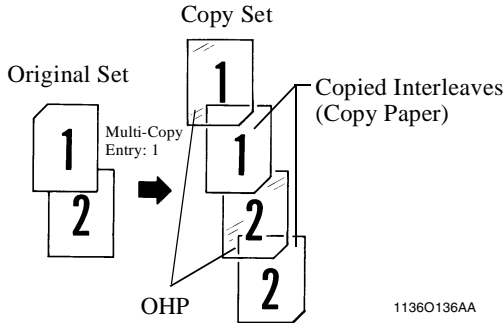


1136O133AA

OHP Interleaving

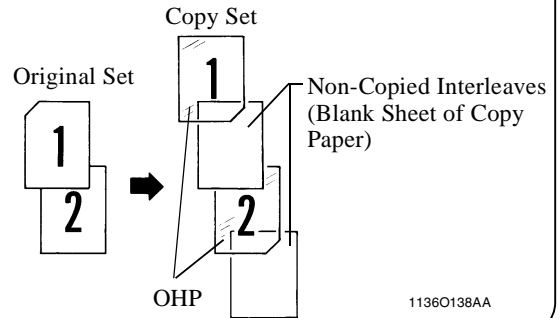
Copies are made on transparencies with copied interleaves between each of them.

⇒ p. 90



1136O136AA

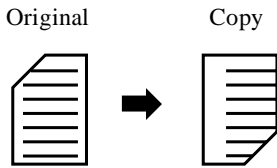
Copies are made on transparencies with a blank sheet of copy paper between each of them. ⇒ p. 90



1136O138AA

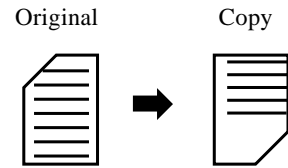
File Margin

A file margin is made on the copy. ⇒ p. 96



1136P218AA

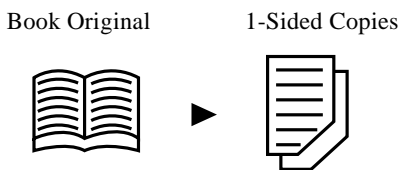
The image of the original is reduced to make a wider file margin on the copy. ⇒ p. 96



1136P222AA

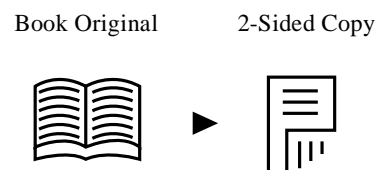
Book Copy

Each page of an open book is copied onto a separate sheet. ⇒ p. 100



1136P219AA

Each page of an open book is copied onto each side of a sheet of paper. ⇒ p. 100

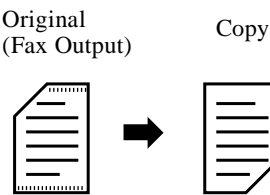


1136P220AA

10. Auxiliary Functions

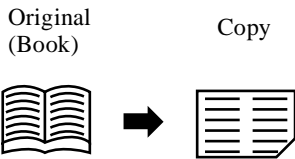
Edge/Frame Erase

The image along four edges of the original is erased on the copy. ➡ p. 102



1136P215AA

The image at the center of the original is erased on the copy. ➡ p. 102



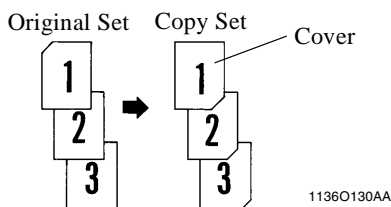
1136P216AA

Cover

The Cover mode lets you make a front cover or a front and back cover for a copy set by copying the first page or the first and last page of an original set on different paper from the normal copy paper, such as colored paper, or by inserting that special paper before and after the original set. There are four different Cover functions available. Select the appropriate one according to your need.

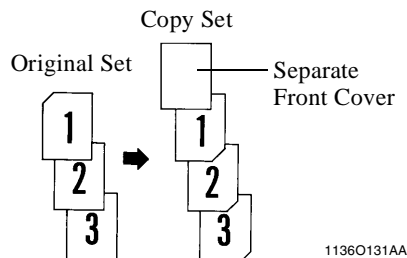
Functions

Cover (Front) <Copied Cover>



The first page of the original set is copied onto a different type of paper (e.g., colored paper). ⇨ p. 80

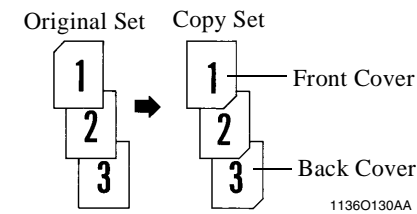
Cover (Front) <Non-Copied Cover>



A sheet of a different type of paper (e.g., colored paper) is inserted as a cover before the copy set. ⇨ p. 80

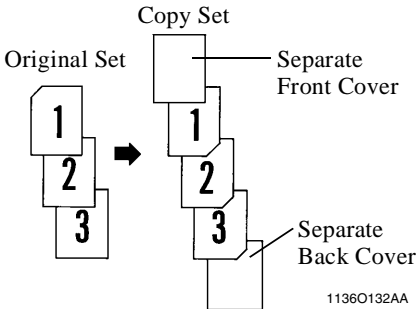
- The cover sheet does not undergo a copy process.

Cover (Front&Back) <Copied Cover>



The first and last pages of the original set are copied onto a different type of paper (e.g., colored paper). ⇨ p. 80

Cover (Front&Back) <Non-Copied Cover>



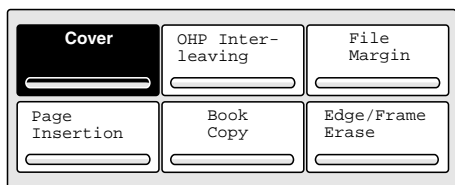
A sheet of a different type of paper (e.g., colored paper) is inserted as a cover before and after the copy set. ⇨ p. 80

- The cover sheets do not undergo a copy process.

10. Auxiliary Functions

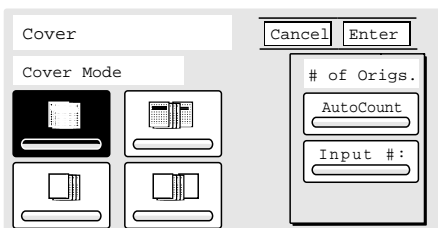
Using the Cover Mode

1 Touch **Cover**.



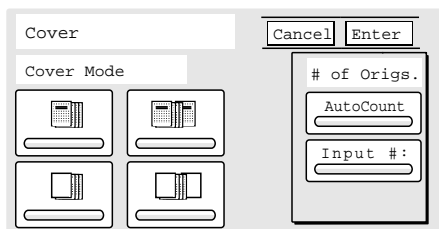
1134P273CB

2 Touch the key corresponding to the desired Cover function.



1134P278CA

3 Select the appropriate original count function from among the following two.



1134P279CA

AutoCount:

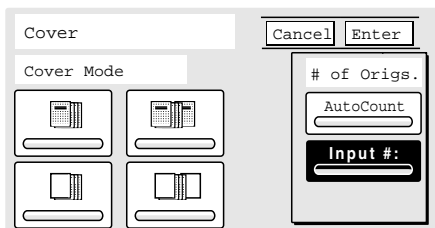
The copier automatically counts the number of originals. If you already know the number of originals, select "Input #" and enter the number to save time.

Input #:

Enter the number of originals using the 10-Key Pad.

4

Touch **Input #** if you know the number of originals you have.

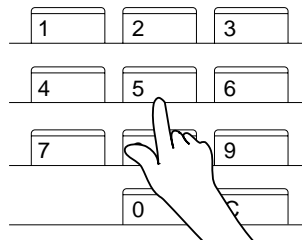


1134P280CA

To use **AutoCount** function, see p. 60.

5

Enter the number of originals using the 10-Key Pad.



1136P185AA

NOTES

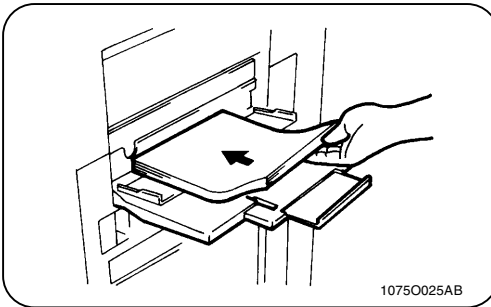
- The maximum number of originals that can be entered is 50.
- Press the Clear Key to correct a number entry.

6

Touch **Enter**.

7

Place the paper for covers on the Multi Bypass Table.

**NOTE**

No cover mode copy can be made unless the Multi Bypass Table is loaded with paper for covers.

8

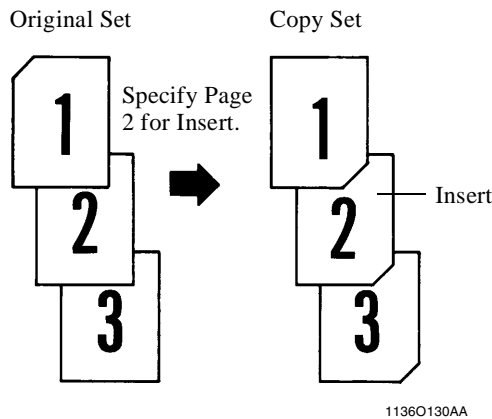
Load the originals onto the AFR-9 and press the Start Key.
"Placing Originals" ⇨ p. 31

Page Insertion

Page Insertion allows you to insert a blank sheet of paper (e.g., colored paper) between the copy stacks.
Two different functions are available. Select the appropriate one according to your need.

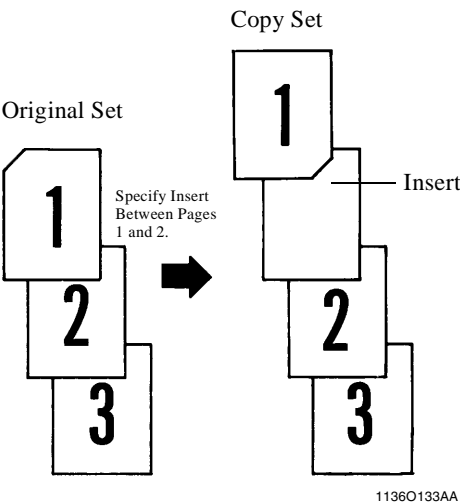
Functions

Page Insertion <Copied Inserts>



The copier copies the page, which is specified for an insert, on paper for inserts (e.g., colored paper). ⇨ pp. 84, 87

Page Insertion <Non-Copied Inserts>



The copier inserts a blank sheet of paper for inserts (e.g., colored paper) at any specified place between pages. ⇨ pp. 84, 87

Specifying the Place for Insert

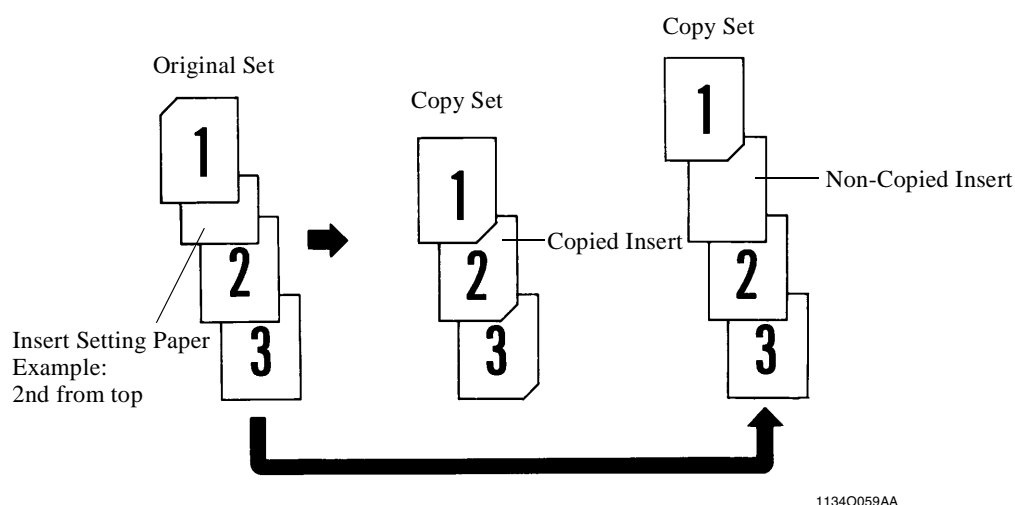
In the Page Insertion mode, you must specify where to place an insert. Two ways are available to specify the insert places, either ADF Detection or 10-Key Pad Input.

ADF Detection (automatic detection)

Put a sheet of paper of a different size from the originals at your desired places in the original set (for convenience, let us call this paper the insert setting paper), load the original set onto the AFR-9, and let the copier start the original count sequence. This allows the copier to detect the places for inserts. Up to 20 sheets can be inserted.

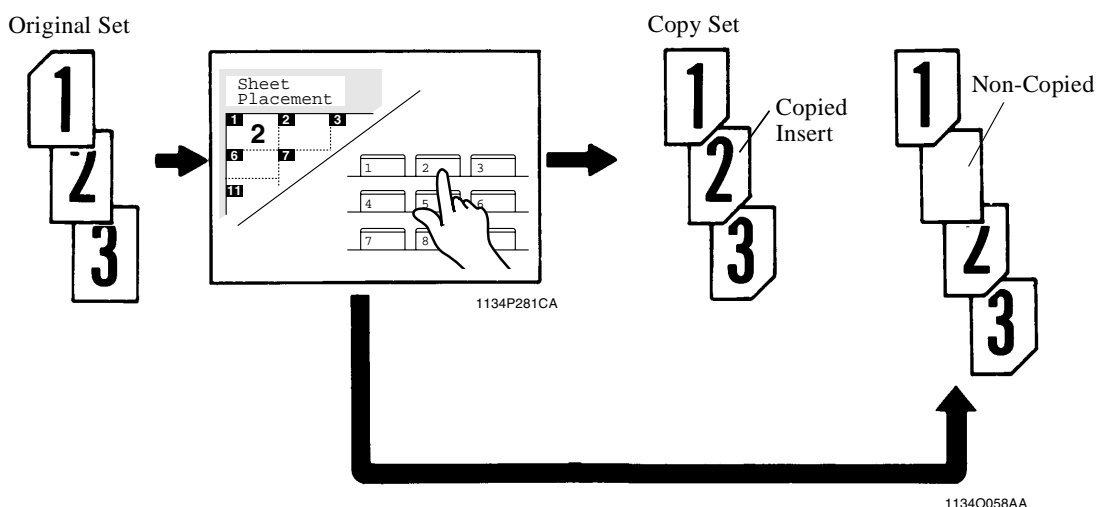
NOTE

ADF Detection can not be operated when the Mixed Original Detection Mode is set.



10-Key Pad Input

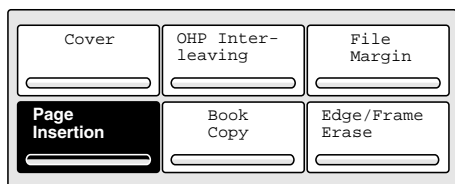
Using the 10-Key Pad, define the places for inserts. Up to 20 places can be defined.



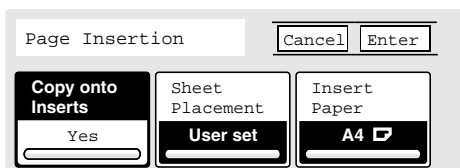
10. Auxiliary Functions

Using Page Insertion

<ADF Detection>

1 Touch **Page Insertion**.

1134P274CA

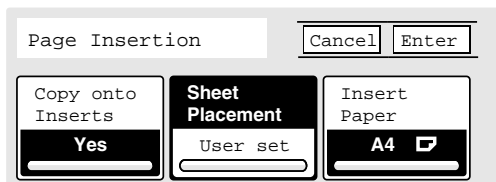
2 Touch **Copy onto Inserts**.

1134P413DA

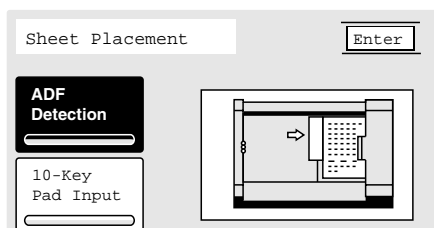
3 Select whether to copy onto inserts (YES) or not (NO).



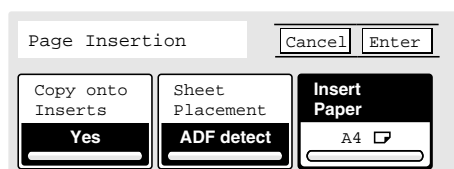
1134P283CA

4 Touch **Enter**.5 Touch **Sheet Placement**.

1134P414DA

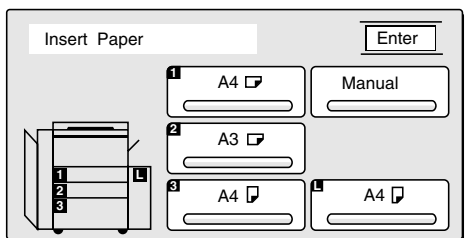
6 Touch **ADF Detection**.

1134P285CA

7 Touch **Enter**.8 Touch **Insert Paper**.

1134P442DA

- 9** Select the paper source from which to feed the paper for inserts.



1075O213DA

NOTE

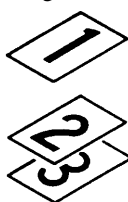
Load the paper source selected in step 9 with the paper for inserts (e.g., colored paper).

- 10** Touch **Enter**.

- 11** Make doubly sure that you have selected the functions correctly. Then, touch **Enter** again.

- 12** Put an insert setting paper into the desired place in the original set. (The insert setting paper can be inserted up to 20 places.)

Original Set



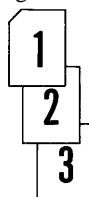
Insert Setting Paper

1134O070AA

Example 1: To place a copied insert at the 2nd position from top

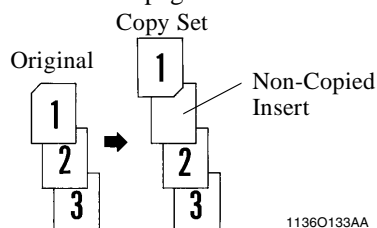
Original Set

Copy Set



1136O130AA

Example 2: To place a non-copied insert between pages 1 and 2

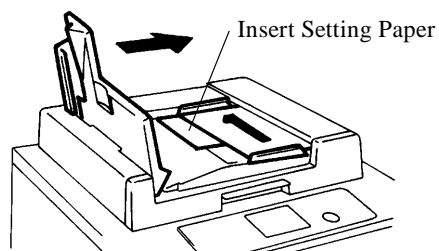


1136O133AA

NOTE

For the insert setting paper, use one that is a size, or loaded in a direction, different from the originals.

- 13** Load the original set containing insert setting paper onto the AFR-9. "Placing Originals" ⇨ p. 31

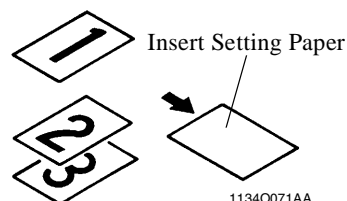


1075O035AA

- 14** Press the Start Key to let the copier start the original count sequence.

The AFR-9 starts feeding the originals loaded on it to detect the place for inserts. (At this time, no copy cycle is run.)

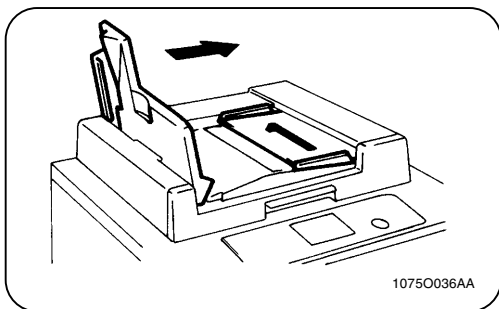
- 15** Remove the insert setting paper from the originals ejected onto the Document Exit Tray.



1134O071AA

10. Auxiliary Functions

- 16** Unload the original set and reload it onto the Document Feed Tray.



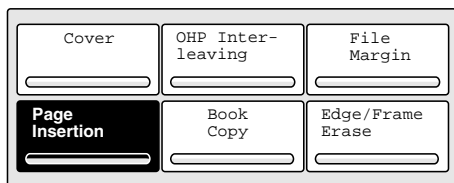
- 17** Press the Start Key.

The copy cycle is run for page insertion.

Using Page Insertion

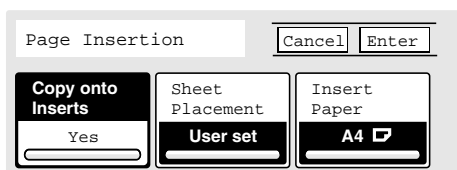
<10-Key Pad Input>

1 Touch **Page Insertion**.



1134P274CA

2 Touch **Copy onto Inserts**.



1134P413DA

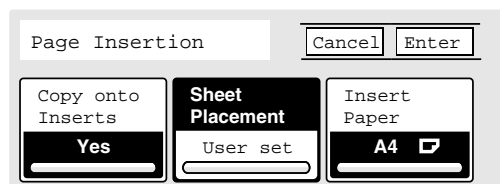
3 Select whether to copy onto inserts (YES) or not (NO).



1134P283CA

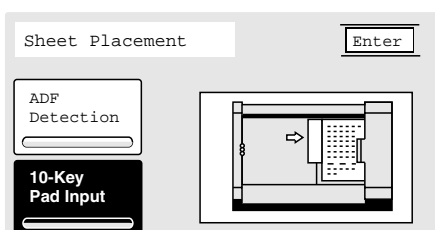
4 Touch **Enter**.

5 Touch **Sheet Placement**.



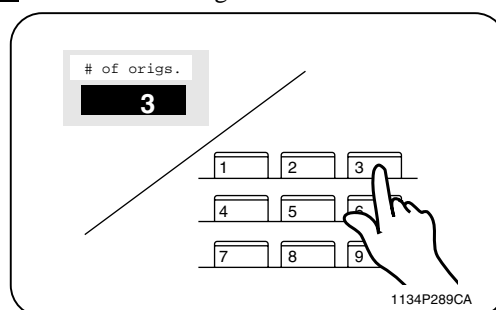
1134P414DA

6 Touch **10-Key Pad Input**.



1134P288CA

7 Using the 10-Key Pad, enter the number of originals.





1134P289CA

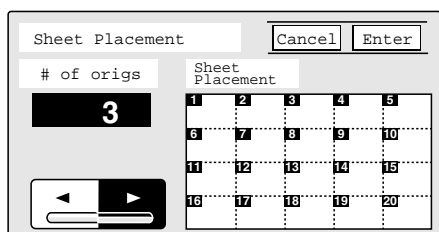
NOTES

- To correct a number entry, press the Clear Key and then enter the new number.
- The maximum number of originals that can be entered is 50.

10. Auxiliary Functions

8

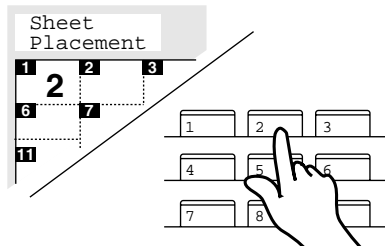
Touch  or  to move the cursor to position no. 1 of "Sheet Placement."



1134P290CA

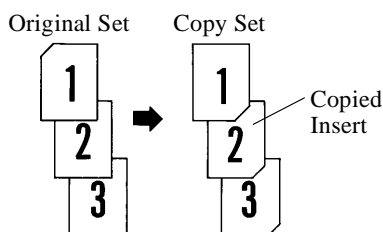
9

Using the 10-Key Pad, enter a number in placement position no. 1. This number represents the position at which you want to place an insert.



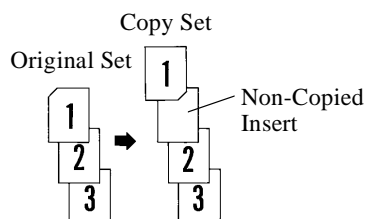
1134P281CA

Example 1: To place a copied insert at the 2nd position from top, enter "2".



1136O130AA

Example 2: To place a non-copied insert between pages 1 and 2, enter "2".



1136O133AA

NOTES

- To correct a number entry, press the Clear Key and then enter the new number.
- The maximum number that can be entered is 50.


10

If you want to place more inserts, repeat steps 8 and 9 to enter numbers for placement position nos. 2 and up.


NOTE

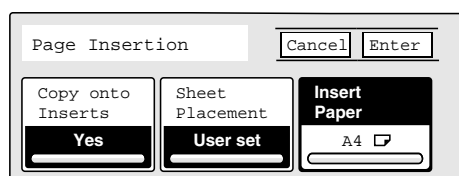
The positions of inserts are from 1 up to 20.

11

Touch .

12

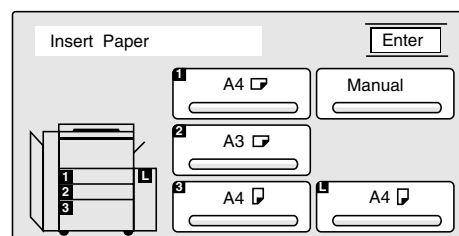
Touch .



1134P415DA

13

Select the paper source from which to feed the paper for inserts.



1075O213DA

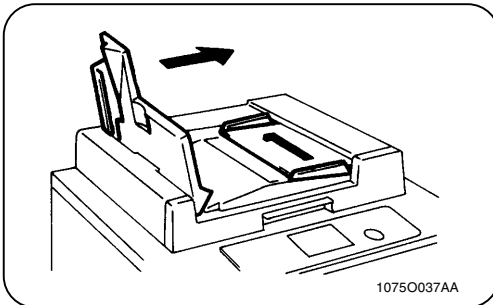
NOTE

Load the paper source selected in step 13 with the paper for inserts (e.g., colored paper).

14 Touch **Enter**.

15 Make doubly sure that you have selected the functions correctly. Then, touch **Enter** again.

16 Load the original set onto the AFR-9.
"Placing Originals" ⇨ p. 31



17 Press the Start Key.

The copy cycle is run for page insertion.

OHP Interleaving

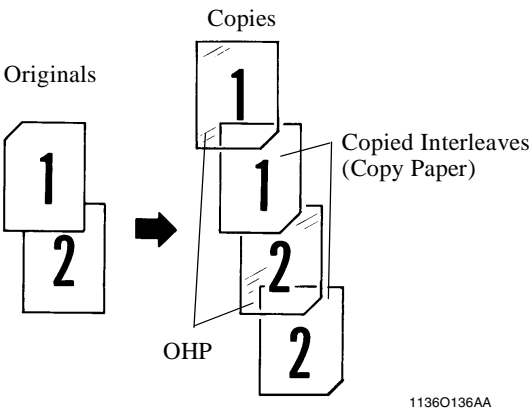
When you make copies on transparencies, the OHP Interleaving function inserts copied or non-copied interleaves after each transparency. Four different functions are available. Select the appropriate one according to your need.

Functions

OHP Interleaving <Copied Interleaves>

Single Copy:

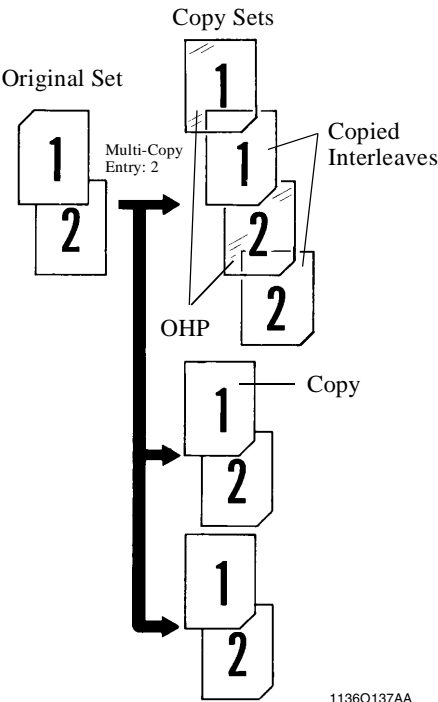
The copier copies on OHP transparencies and, after each transparency, inserts a copied copy paper. ➞ p. 92



Multiple Copy

The copier sorts copies into the specified number of sets of originals. The first set of copies are on OHP transparencies and the remaining sets are on the normal copy paper.



The copier interleaves the first copy set with copies made on normal paper. ➞ p. 93

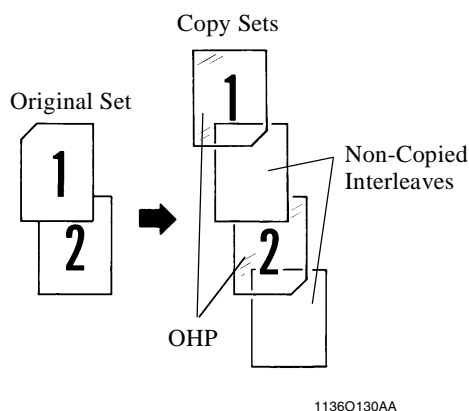


NOTE

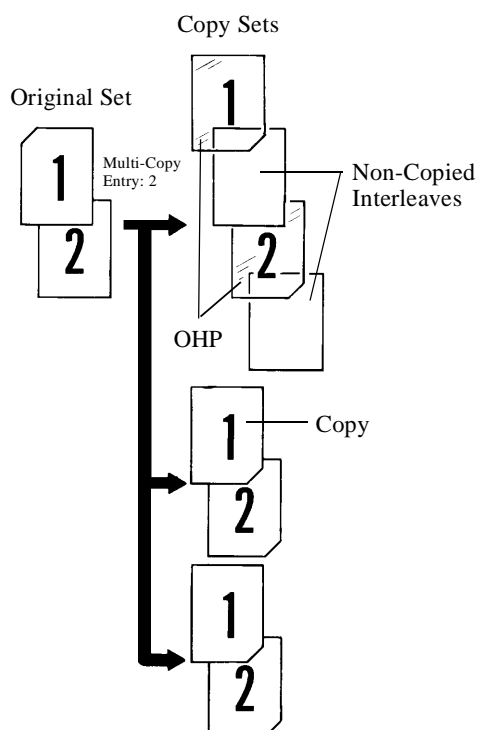
For the multiple copy, the copier must be equipped with a Staple Sorter ST-207 or 20-Bin Sorter S-206.

NOTES

- *OHP Interleaving can be used only when the copier is loaded with A4  or A4  paper.*
- *Follow the instructions given on the Message Display for the direction of placement of the OHP transparencies and originals.*

OHP Interleaving <Non-Copied Interleaves>**Single Copy:**

The copier copies on OHP transparencies and, after each transparency, inserts a blank sheet of paper. ⇨ p. 92

Multiple Copy

The copier sorts copies into the specified number of sets of originals. The first set of copies are on OHP transparencies and the remaining sets are on the normal copy paper.

The copier interleaves the first copy set with blank sheets of normal paper. ⇨ p. 93

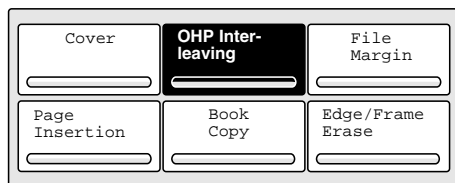
NOTE

For the multiple copy, the copier must be equipped with a Staple Sorter ST-207 or 20-Bin Sorter S-206.

10. Auxiliary Functions

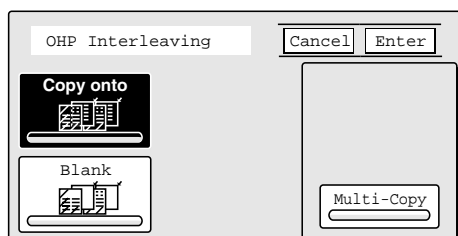
Using OHP Interleaving

<Single Copy>

1 Touch **OHP Interleaving**.

1134P275CB

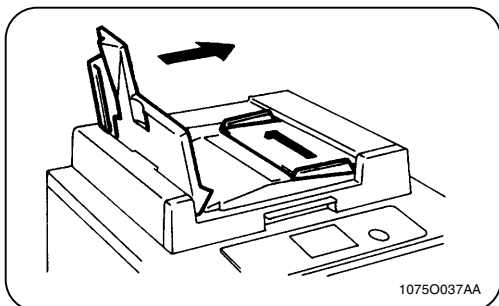
2 Select whether to copy onto the interleaves (Copy onto) or not (Blank).



1134P291CA

3 Touch **Enter**.

4 Load the originals onto the AFR-9. "Placing Originals" ⇨ p. 31



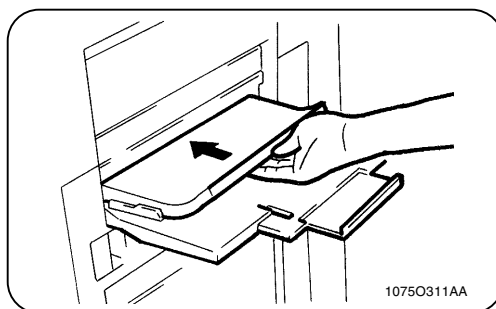
1075O037AA

NOTE

If you make each copy through the Original Glass, do so in descending order of original pages.
"Placing Originals" ⇨ p. 32

5

Load the transparencies onto the Multi Bypass Table.
"Manual Bypass Copying" ⇨ p. 37



1075O311AA

6

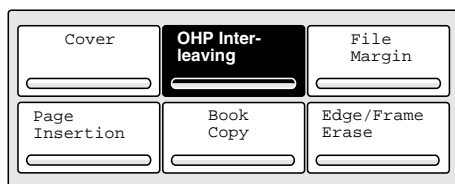
Press the Start Key.

The copy cycle is run for OHP interleaving.

Using OHP Interleaving

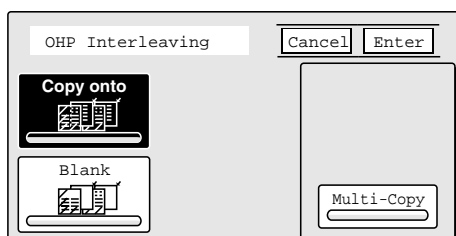
<Multiple Copy>

1 Touch **OHP Interleaving**.



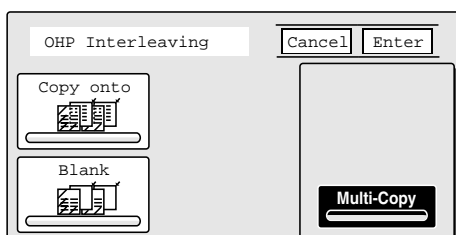
1134P275CB

2 Select whether to copy onto the interleaves (Copy onto) or not (Blank).



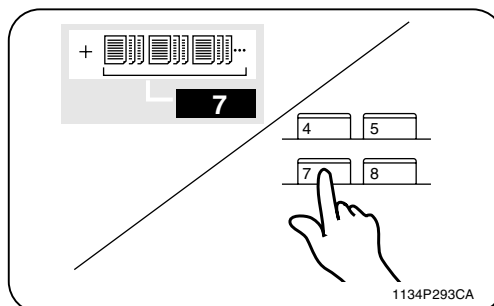
1134P291CA

3 Touch **Multi-Copy**.



1134P292CA

4 Using the 10-Key Pad, enter the number of copy sets you want.



1134P293CA

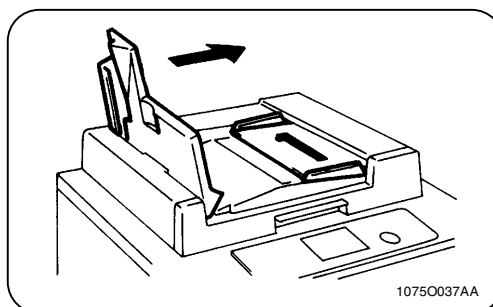
NOTE

To correct a number entry, press the Clear Key, then enter the new number.

5 Touch **Enter**.

6 Make doubly sure that you have selected the functions correctly. Then, touch **Enter** again.

7 Load the originals onto the AFR-9. "Placing Originals" ⇨ p. 31



1075O037AA

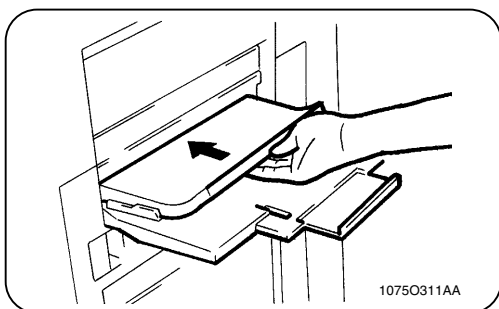
NOTE

If you make each copy through the Original Glass, do so in descending order of original pages. "Placing Originals" ⇨ p. 32

10. Auxiliary Functions

8

Load the transparencies onto the Multi Bypass Table.
"Manual Bypass Copying" ⇨ p. 37

**9**

Press the Start Key.

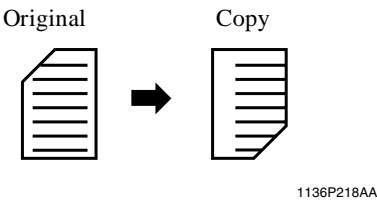
The copy cycle is run for OHP interleaving.

File Margin

The copier provides a file margin along the leading edge on the copy for your easy filing. There are five different ways available for making a file margin. Use the one that is most suited to your need.

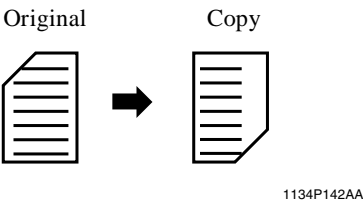
Functions

Shift-for-Margin



The image of the original which has almost no file margins along the sides is shifted in the crosswise direction to make a margin along the left edge of the copy. ⇨ p. 97

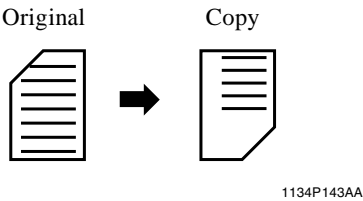
- The margin width can be selected from among 10 mm, 15 mm, 20 mm.



The image of the original which has almost no file margins along the sides is shifted in the crosswise direction to make a margin along the right edge of the copy. ⇨ p. 97

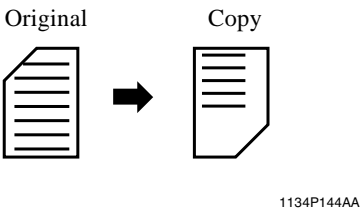
- The margin width can be selected from among 10 mm, 15 mm, 20 mm.

Margin-by-Reduction



The image of the original which has almost no file margins along the sides is reduced to make a wider margin along the left edge of the copy. ⇨ p. 97

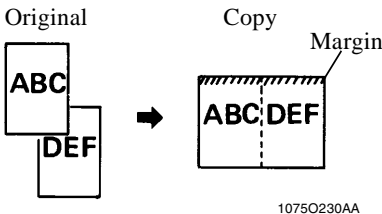
- The margin width can be selected from among 10 mm, 15 mm, 20 mm.



The image of the original which has almost no file margins along the sides is reduced to make a wider margin along the right edge of the copy. ⇨ p. 97

- The margin width can be selected from among 10 mm, 15 mm, 20 mm.

2-in-1 Margin

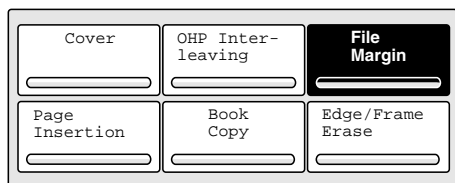


(Only when 2-in-1 Mode is selected)
The image of the original is reduced to make a wider margin along the top edge of the copy. ⇨ p. 97

- The margin width can be selected from among approx. 10 mm, 20 mm.

Selecting a Particular Margin Function

1 Touch **File Margin**.



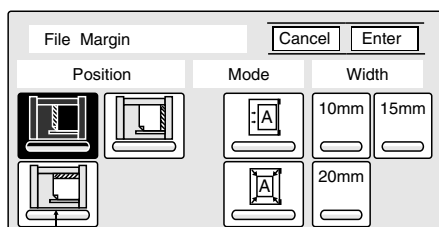
1134P276CA

2 Place the original(s).

NOTE

You must follow certain rules when placing the original. See "Loading the Originals in Margin Mode" on p. 98.

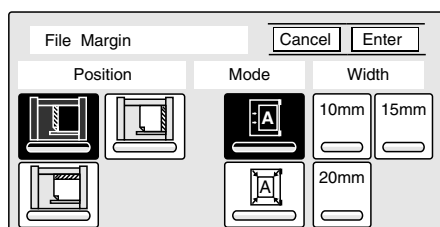
3 Select the "Position" of the margin.



Shown only when 2 in 1 mode is selected.

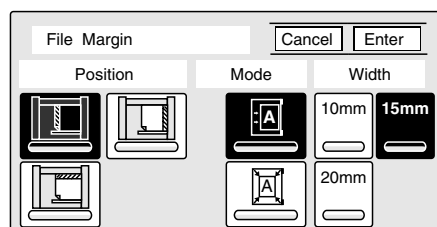
1075O221DA

4 Select the "Mode."



1075O222DA

5 Select the "Width" of the margin.



1075O223DA

NOTE

Having a margin width larger than necessary could result in part of the image missing on the copy. Try to keep a logical margin width.

6 Touch **Enter**.

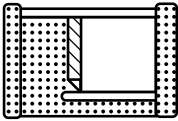
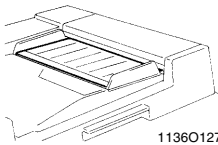
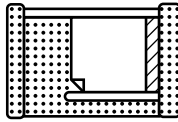
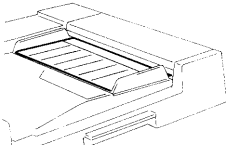
*To cancel the Margin settings, touch **Cancel**.*

7 Press the Start Key.

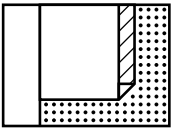
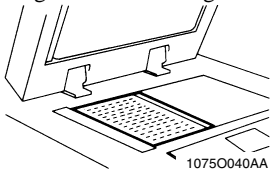
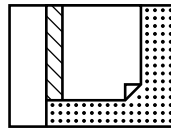
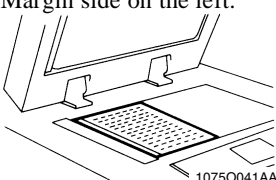
The copy cycle is run for Margin.

Loading the Originals in Margin Mode

<Using the AFR-9>

Margin Position	Original Placement
Left	Margin side on the left.
	
1134P181AA	1136O127AA
Right	Margin side on the right.
	
1134P182AA	1134O041AA

<On the Original Glass>

Margin Position	Original Placement
Left	Margin side on the right.
	
1134P179AA	1075O040AA
Right	Margin side on the left.
	
1134P180AA	1075O041AA

Book Copy

You may want to fit each page of an open book onto a separate sheet. The copier provides two different Book Copy functions to choose from. Select one that best suits your need.

Functions

1-Sided Book

Book Original



1-Sided Copies



1136P219AA

Each of the two pages of an open book is copied onto one side of a separate sheet of paper.

2-Sided Book

Book Original



2-Sided Copy

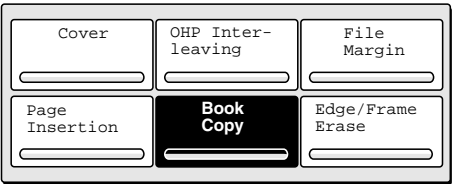


1136P220AA

Each of the two pages of an open book is copied onto each side of a sheet of paper.

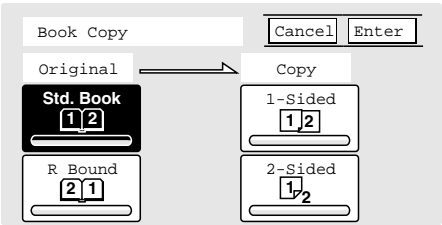
Selecting a Particular Book Copy Function

1 Touch **Book Copy**.



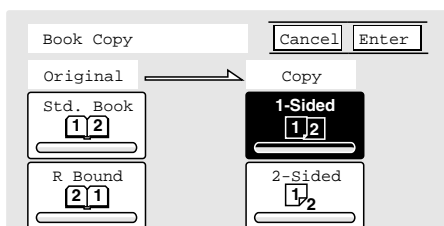
1134P277CB

2 Select whether the book is a standard type ("Std. Book") or right-bound type ("R Bound").



1134P298CA

- 3** Select the type of finished copy you want, either "1-Sided" or "2-Sided."



1134P299CA

- 4** Touch **Enter**.

NOTES

- If the pages to be copied extend three or more, start copying with the higher-numbered pair.
- "Placing Originals" ⇨ p. 33
- When *Book Copy* is selected, the zoom ratio is automatically set to full size. Select the desired zoom ratio and copy paper size.

- 5** Press the Start Key.

The copy cycle is run for Book Copy.

Edge/Frame Erase

The copier provides a margin of a set width along the four edges, one edge, or at the center to erase shadows or other unwanted images. The feature is also effective in erasing the communications record on a document received by fax. One of the five different functions can be selected. Use the one that is most suited to your need.

Functions

Left Edge Erase

Original



Copy



1136P213AA

The copier erases an area of the original equivalent to a given margin from the left edge of the copy. ⇨ p. 103

- The erase width can be selected from among 10 mm, 15 mm, 20 mm.

Right Edge Erase

Original



Copy



1136P145AA

The copier erases an area of the original equivalent to a given margin from the right edge of the copy. ⇨ p. 103

- The erase width can be selected from among 10 mm, 15 mm, 20 mm.

Frame Erase

Original (Fax Output)



Copy



1136P215AA

The copier erases a set width along the four edges. ⇨ p. 103

- The erase width is 10 mm.

Top Edge Erase

Original



Copy



1136P146AA

The copier erases an area of the original equivalent to a given margin from the top edge of the copy. ⇨ p. 103

- The erase width is 10 mm.

Center Erase

Original (Book)



Copy



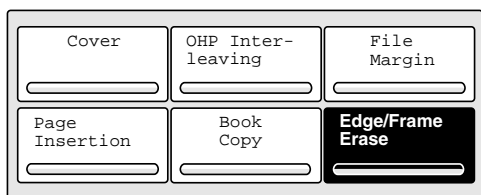
1136P216AA

The copier erases a set width at the center. ⇨ p. 103

- The erase width can be selected from among 10 mm, 15 mm, 20 mm.

Selecting a Particular Edge/Frame Erase Function

1 Touch **Edge/Frame Erase**.



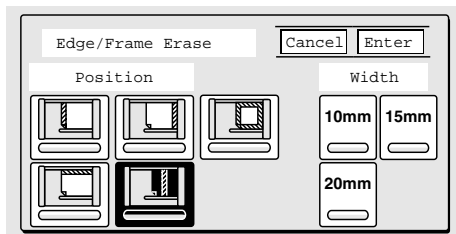
1134P272CA

2 Place the original(s).

NOTE

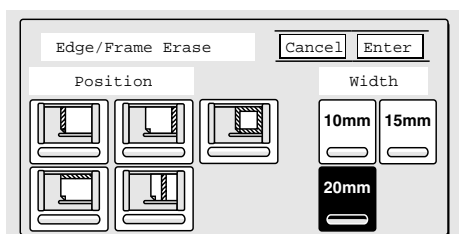
You must follow certain rules when placing the original. See "Loading the Originals in Edge/Frame Erase Mode" on p. 104.

3 Select the "Position" of erase from among the five.



1134P326DA

4 Select the "Width" of erase.



1134P327DA

NOTE

Only 10 mm is available for Frame Erase and Top Edge Erase.

5 Touch **Enter**.

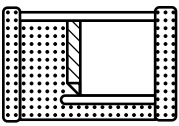
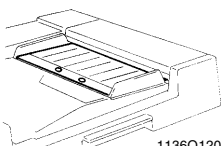
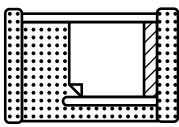
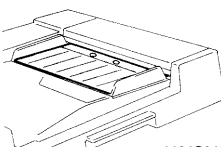
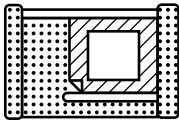

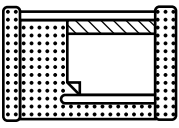
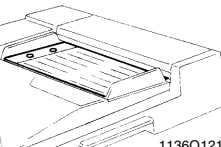
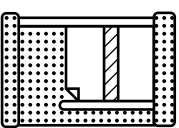
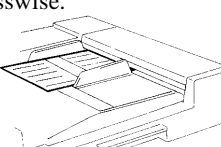
*To cancel the Erase settings, touch **Cancel**.*

6 Press the Start Key.

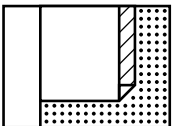
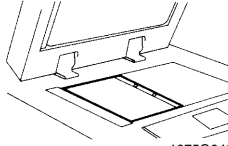
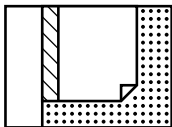
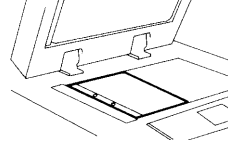
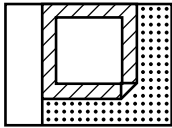
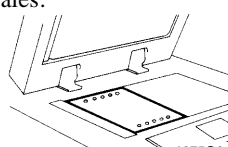
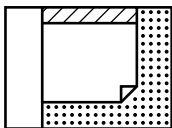
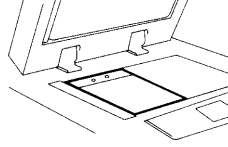
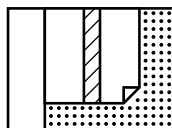
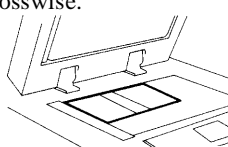
The copy cycle is run for Edge/Frame Erase.

Loading the Originals in Edge/Frame Erase Mode

<Using the AFR-9>

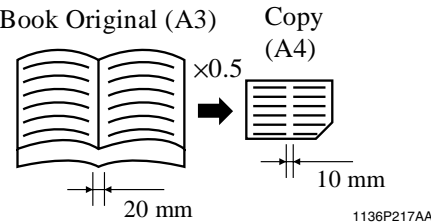
Erase Mode	Original Placement
Left Edge Erase  1134P183AA	Erase edge on the left.  1136O120AA
Right Edge Erase  1134P184AA	Erase edge on the right.  1134O043AA
Frame Erase  1134P185AA	Originals positioned on the Document Feed Tray.  1136O122AA
Top Edge Erase  1134P186AA	Erase edge in the rear.  1136O121AA
Center Erase  1134P187AA	Center erase band running crosswise.  1136O123AA

<On the Original Glass>

Erase Mode	Original Placement
Left Edge Erase  1134P189AA	Erase edge on the right.  1075O042AA
Right Edge Erase  1134P190AA	Erase edge on the left.  1075O043AA
Frame Erase  1134P191AA	Edges aligned with Original Scales.  1075O044AA
Top Edge Erase  1134P192AA	Erase edge in the rear.  1075O045AA
Center Erase  1134P193AA	Center erase band running crosswise.  1075O046AA

NOTE

The erase width represents that on the copy, not on the original.
Example: Erasing the center of a A3 size book original on a copy reduced by 50%



If you want to erase the 20-mm-wide center margin on the original, that is reduced to 10 mm on the copy, select 10 mm for the erase width.

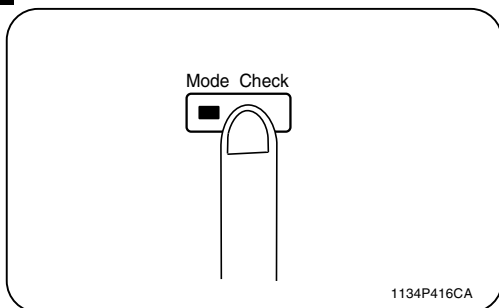
11. Mode Check

When the Mode Check Key on the control panel is pressed, the currently set functions are shown on the Touch Panel. The key can be used to change or check for the current settings.

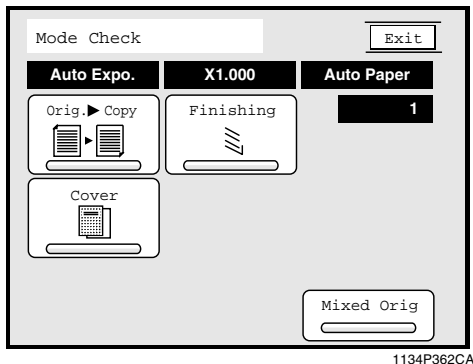
Using the Mode Check Key

To Change Functions

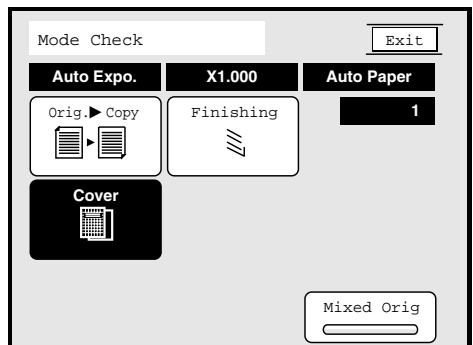
1 Press the Mode Check Key.



2 The current settings appear on the Touch Panel.

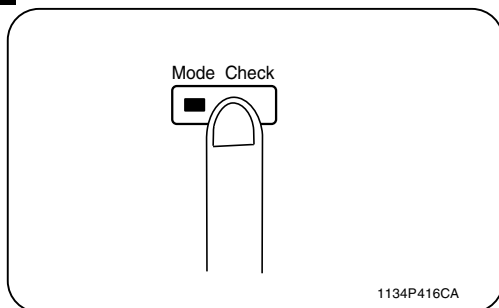


3 Touch the key of the function you want to change and make the necessary change.

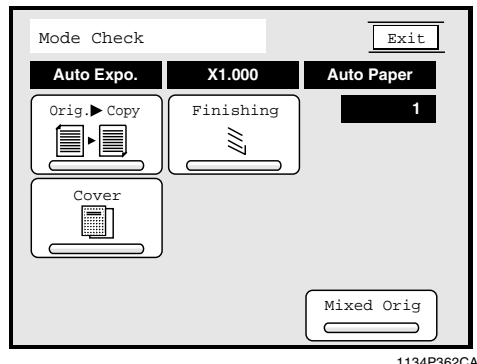


To Check for Current Settings

1 Press the Mode Check Key.



2 The current settings appear on the Touch Panel.



3 Touch **Exit**.

- The Basic screen reappears.

NOTE

The Mode Check Key lights up if Cover, Page Insertion, OHP Interleaving, File Margin, Edge/Frame Erase, 1 ▶ [2in1], 1 ▶ 2[2in1], 1[2in1] ▶ 1, 2[2in1] ▶ 1, or Book Copy has been set.

Chapter 4

Using the User Mode

This chapter explains about the functions that are made available by using the User Mode Key, i.e., Job Memory Input, Zoom Memory Input, Meter Count, Toner Replenisher, Drum Dehumidifier, and User's Choice. It also shows how to recall a job program from the memory using the Job Recall Key.

1. *Job Memory Input and Job Recall*
 - Job Memory Input 108*
 - Account Job Input 110*
 - Recalling a Job from Memory 112*
2. *Zoom Memory Input 114*
3. *Meter Count 116*
4. *Toner Replenisher 117*
5. *Drum Dehumidifier 118*
6. *User's Choice*
 - User's Choice Functions 119*
 - Making the User's Choice Settings 124*
7. *Data Send 126*

1. Job Memory Input and Job Recall

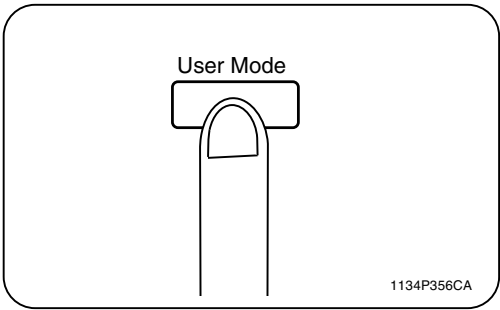
Job Memory Input

Up to 10 different, frequently used copying-job programs can be stored in memory and recalled later as necessary.

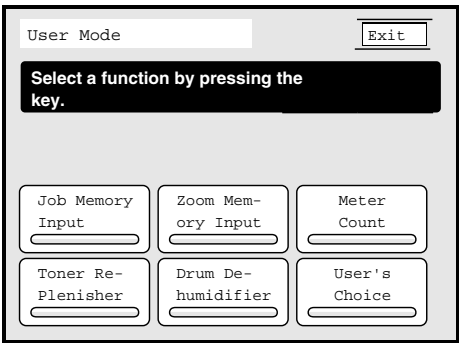
Storing a Job

1 Set up the job you want to store in memory.

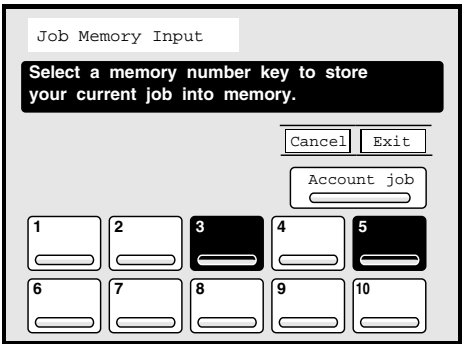
2 Press the User Mode Key.



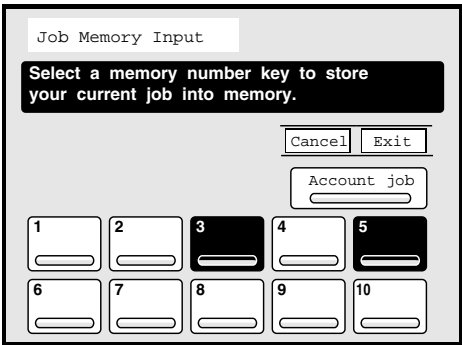
3 Touch **Job Memory Input**.



Then, the following screen appears.

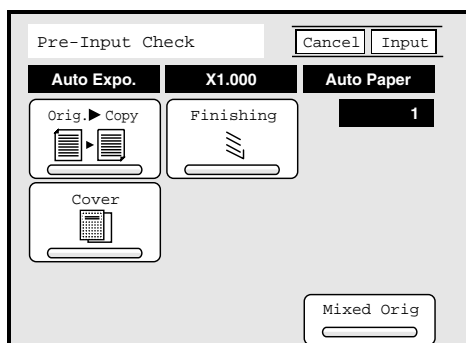


4 Touch any one of the 10 job number keys (from **1** to **10**).
A highlighted job number indicates that a job has already been stored under that job number. (In the example shown below, jobs have previously been stored in **3** and **5**.)



5

Check that the job has been set up correctly. Then, touch **Input**.



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The Basic screen reappears.

NOTE

*If you select a key in which an old job is stored and then **Input** is touched, the old job is replaced with the new one.*

1. Job Memory Input and Job Recall

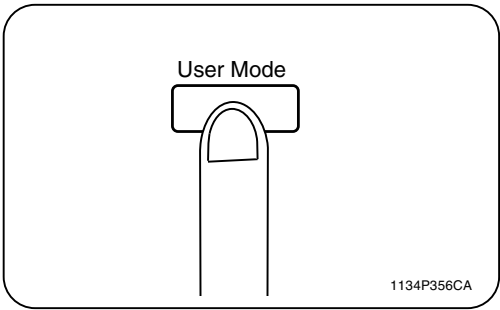
Account Job Input

If "CopyTrack" has been turned "ON" in the "Administrator Mode" of User's Choice, five more jobs can be stored in memory for each account (department), in addition to the ordinary jobs.

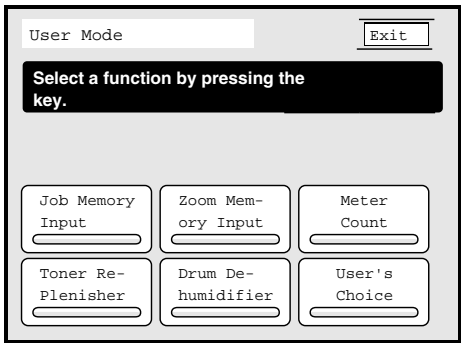
Storing an Account Job

1 Set up the job you want to store in memory.

2 Press the User Mode Key.

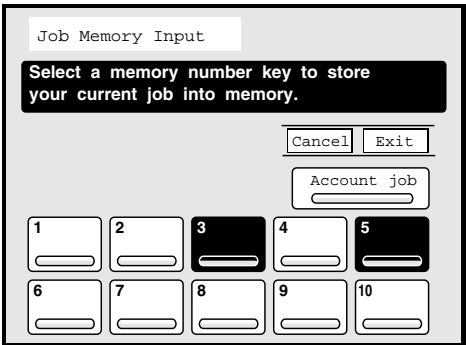


3 Touch **Job Memory Input**.

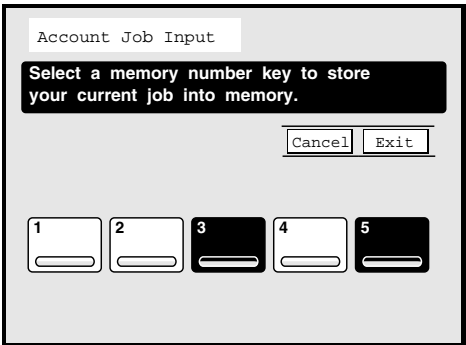


Then, the following screen appears.

4 Touch **Account Job**.

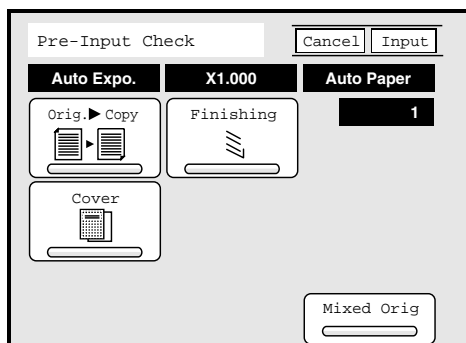


5 Touch any one of the five job number keys (from **1** to **5**).
A highlighted job number key indicates that a job has already been stored under that job number. (In the example shown below, jobs have previously been stored in **3** and **5**.)



6

Check that the job has been set up correctly. Then, touch **Input**.



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The Basic screen reappears.

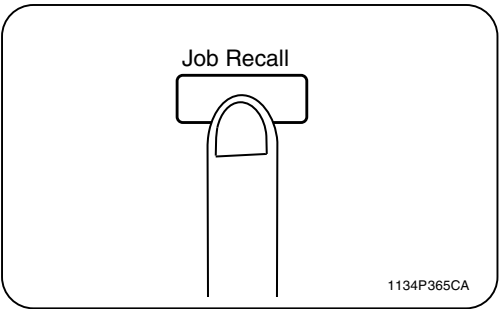
NOTE

*If you select a key in which an old job is stored and then **Input** is touched, the old job is replaced with the new one.*

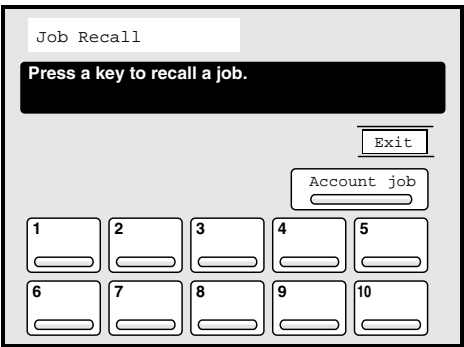
1. Job Memory Input and Job Recall

Recalling a Job from Memory

1 Press the Job Recall Key.

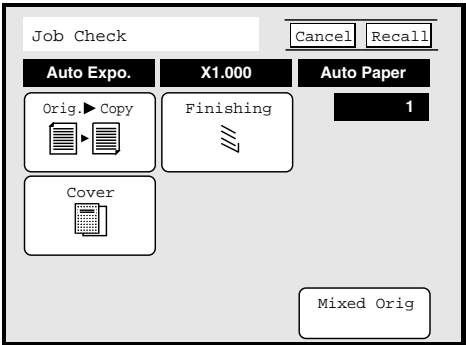


2 Touch the number key in which the desired job has been stored.



To recall an account job, first touch **Account Job** and then, on the screen opened, select the desired number key.

3 Check the settings made on the Job Check screen, then touch **Recall**.



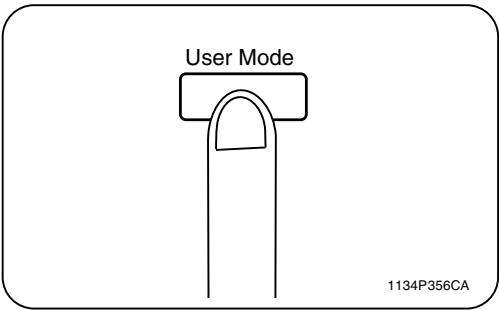
The Basic screen reappears with all the job settings made.
If the job you have recalled is not what you expected, touch **Cancel** and the Job Recall screen reappears.

2. Zoom Memory Input

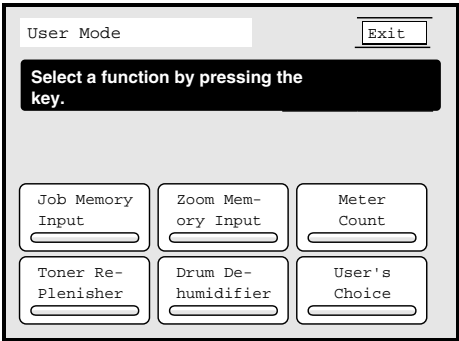
Up to three different, frequently used zoom ratios can be stored in memory so you can use them later whenever necessary.

Storing a Zoom Ratio

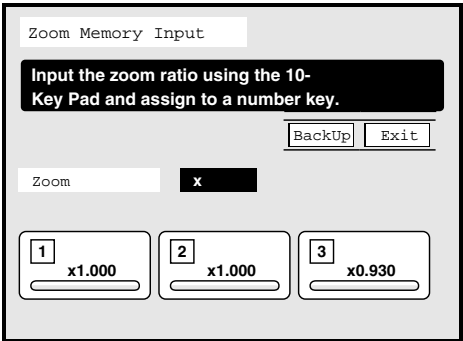
1 Press the User Mode Key.



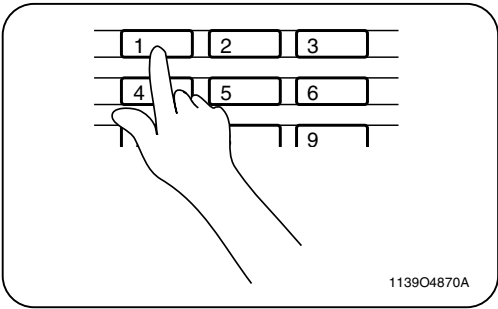
2 Touch **Zoom Memory Input**.



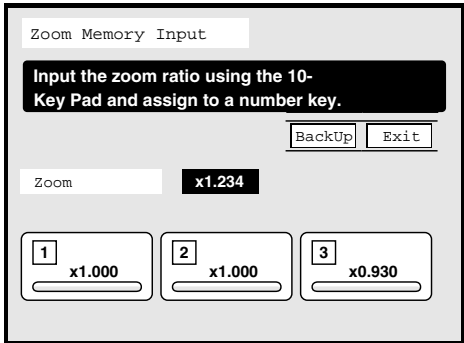
Then, the following screen appears.



3 Using the 10-Key Pad, enter the desired zoom ratio (which can range from $\times 0.500$ to $\times 2.000$). To enter $\times 1.234$, key in **1**, **2**, **3**, and **4**, in that order. To correct an entry, press the Clear Key, then enter the new ratio again.



4 Touch any number key on the Touch Panel, either **1**, **2**, or **3**.



The zoom ratio is now stored in memory and shown on the number key touched.

Zoom Memory Input

Input the zoom ratio using the 10-Key Pad and assign to a number key.

BackUp Exit

Zoom x1.243

1 x1.234 2 x1.000 3 x0.930

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5

Touch **Exit** to go back to the Basic screen. Touch **BackUp** to go to the User Mode menu screen.

NOTES

- When a new zoom ratio is stored in a key number, the old one stored in that key number is lost.
- $\times 0.930$ (Mini-Reduce) has been initially stored in key number **3**.

3. Meter Count

This function allows you to check the total count of each of the four different counters.

Counters

Total

Shows the total number of copies made since the installation of the copier.

Size

Shows the number of copies made on the copy paper of a preset size. (The size will be set by your Technical Representative.)

2-Sided Total

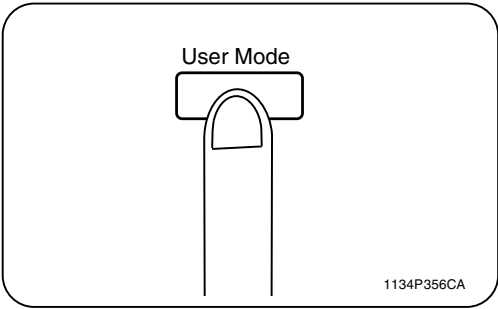
Shows the number of 2-sided copies made.

2-Sided Size

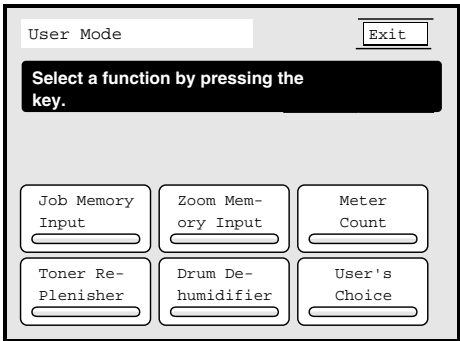
Shows the number of 2-sided copies made on the copy paper of a preset size (the same size as set for "Size").

Accessing the Meter Count

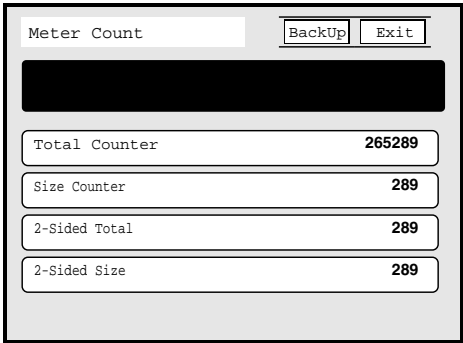
1 Press the User Mode Key.



2 Touch **Meter Count**.



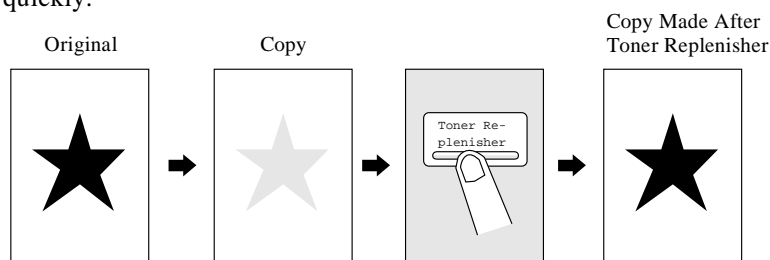
Then, the Touch Panel shows the counts of all four counters as shown below.



3 Touch **Exit** to go back to the Basic screen. Touch **BackUp** to return to the User Mode menu screen.

4. Toner Replenisher

The copier tends to exhaust the supply of toner rapidly when making a number of copies from an original with dark solid areas such as a photo. As a result, the image density of the copy will become lighter. In such a case, you can use the Toner Replenisher function to regain the normal image density quickly.

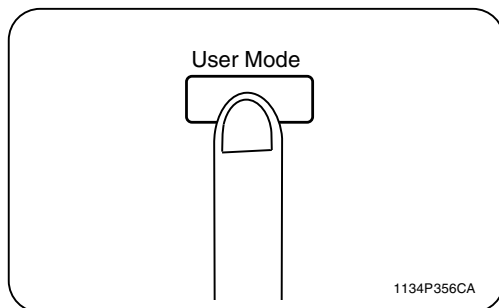


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Activating the Toner Replenisher

1

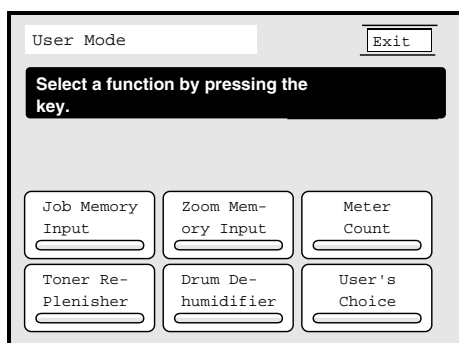
Press the User Mode Key.



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2

Touch **Toner Replenisher**.



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The copier immediately starts a toner replenishing sequence which will last for about 2 minutes. It is also possible to change the copying functions while the copier is in this sequence.

Useful Tip

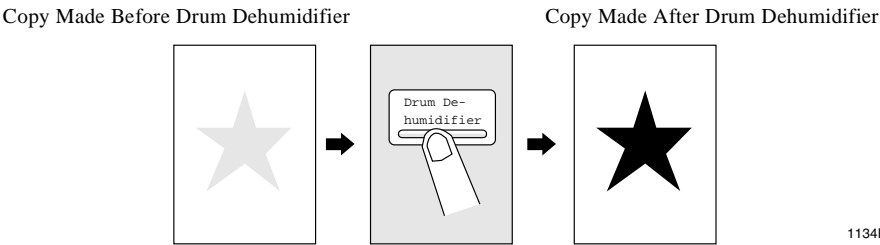
If you continue making copies after the image density has become lighter, the copier will gradually recover the normal image density.

NOTES

- *Toner Replenisher cannot be started while the copier is warming up.*
- *Do not turn the Power Switch OFF or swing down the Front Door while the copier is replenishing toner.*
- *Toner is not replenished if the image density is sufficiently high.*

5. Drum Dehumidifier

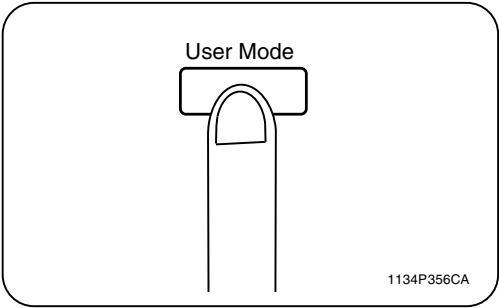
During high humidity periods or when there are sudden rapid changes in humidity (especially when you are using a heater in winter), condensation*¹ could form on the surface of the PC Drum*², resulting in blotchy copies. In such instances, use the Drum Dehumidifier function to dry the surface of the PC Drum.



Using the Drum Dehumidifier

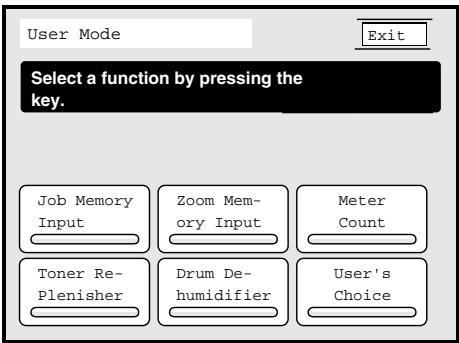
1

Press the User Mode Key.



2

Touch **Drum Defumidifier**.



This sets the copier into the Drum Dehumidifier cycle which lasts for about 3 minutes.

3

Make a copy to check that the copy image is clear.
Run the Drum Dehumidifier cycle once again if the copy image is not yet clear.

Useful Tip

A copy cycle can be initiated even while the copier is in the Drum Dehumidifier cycle.

NOTE

The copier cannot be set into the Drum Dehumidifier cycle while it is warming up.

*¹ Condensation:
A phenomenon in which small drops of water are formed on cold surfaces, such as the surface of the PC Drum.

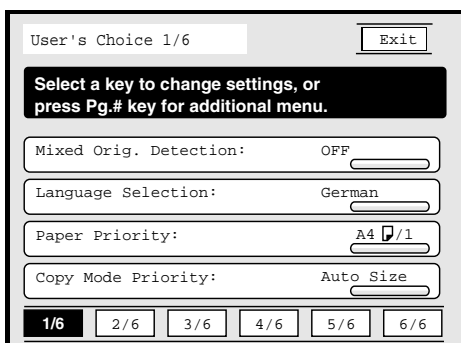
*² PC Drum:
Functions in the copier as film in a camera.

6. User's Choice

The copier has been set so that the most frequently used settings are automatically selected in the initial mode.

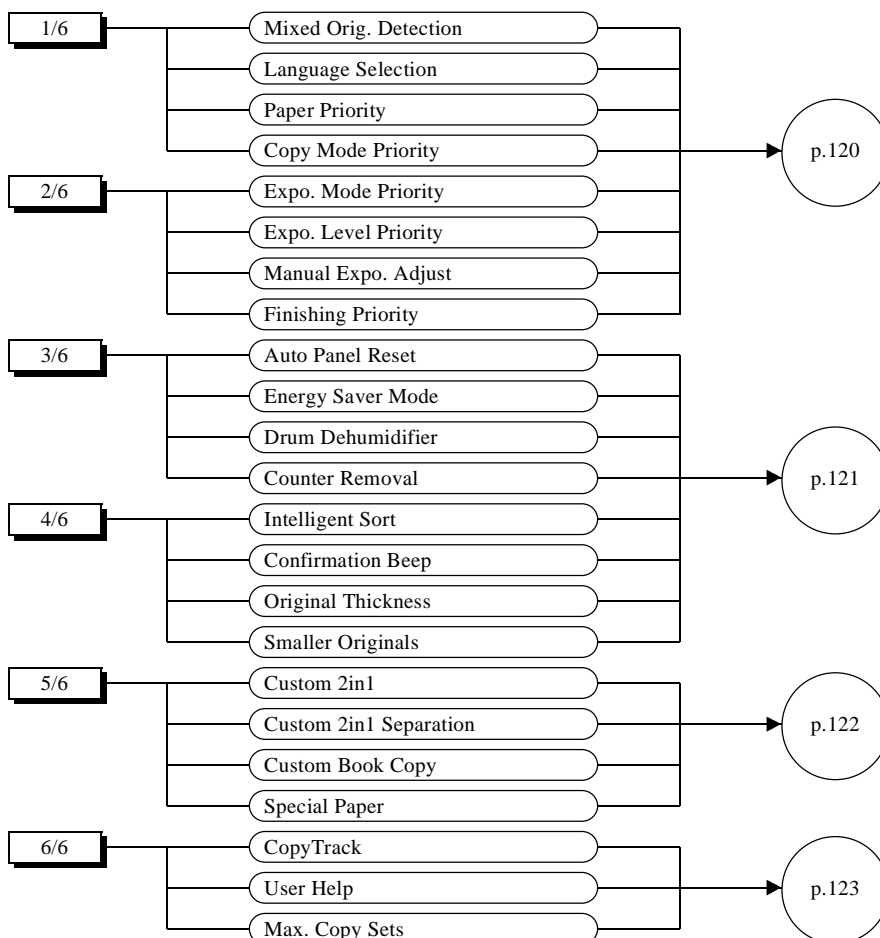
The User's Choice allows you to select the default settings which are automatically selected in the initial mode according to your own needs. By setting defaults for the paper size, zoom ratio, and other settings that are most frequently used, time and effort to make extra settings will be eliminated when the copier is turned ON or when the auto reset function is activated.

User's Choice Functions



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A listing of User's Choice functions is given in six pages of menu, from 1/6 to 6/6. To show the listing of each page, touch the desired page number key on the bottom of the Touch Panel.



1/6

Mixed Orig. Detection

Selects whether to enable ("ON") the Mixed Original Detection mode or not ("OFF") when power is turned ON or panel reset.

The initial setting is "OFF."

Language Selection

Selects the language of the Touch Panel messages.

The initial setting is "German."

Paper Priority

Specifies the paper source selected automatically when the copier is set into either the Auto Size Mode or Manual Mode.

The initial setting is "1" (1st Drawer).

Copy Mode Priority

Specifies the default mode selected automatically when power is turned ON or panel reset, either Auto Paper, Auto Size, or Manual.

The initial setting is "Auto Paper."

2/6

Expo. Mode Priority

Determines the default exposure mode, either Auto or Manual, selected when power is turned ON or panel reset.

The initial setting is "Auto."

Expo. Level PriorityAuto Mode

Determines the default exposure level in the Auto Exposure Mode, either "Lighter," "Normal," or "Darker."

The initial setting is "Normal."

Manual Mode

Determines the default exposure level in the Manual Exposure Mode.

The initial setting is "Normal."

Manual Expo. Adjust

Determines the default exposure-level-adjusting-increments in the Manual Exposure Mode, as optimized by the type of original.

"Mode 1": For users who frequently use originals with halftone images, such as photos

"Mode 2": For users who use a wide range of types of originals

"Mode 3": For users who frequently use originals with a colored background or faint texts

The initial setting is "Mode 1."

Finishing Priority

Determines the default finishing type when the copier is equipped with a Sorter or Staple Sorter, either "NonSort," "Sort," "Sort & Staple," or "Group."

The initial setting is "NonSort."

3/6

Auto Panel Reset

Selects the time it takes the auto panel reset function to be activated from among "1 min.," "2 min.," "3 min.," or "5 min.," or not activate the function at all ("No Reset").

The initial setting is "1 min."

Energy Saver Mode

Selects whether to set the copier into the Energy Saver Mode after a given time after a copy cycle has been completed or a Key operated, or not ("OFF"). If it is turned ON, you need to set the time it takes the copier to enter the Energy Saver Mode, from 1 to 10 minutes.

The initial setting is "OFF."

Drum Dehumidifier

Selects whether to set ("ON (Auto)") the copier into the Drum Dehumidifier mode automatically as soon as the copier completes warming up, or not ("OFF").

The initial setting is "OFF."

Counter Removal

Determines whether to reset the panel ("ON") or not ("OFF") when the Plug-In Counter is pulled out of the copier or a magnetic card pulled out of the Data Controller.

The initial setting is "ON."

4/6

Intelligent Sort

Specifies whether to turn "ON" or "OFF" the function that automatically switches between the Sort and Non-Sort mode, selecting Non-Sort if only a single original is loaded on the AFR-9 and Sort if two or more originals are loaded on the AFR-9.

The initial setting is "OFF."

Confirmation Beep

Selects whether to turn "ON" or "OFF" the beep that sounds each time a key on the Touch Panel is touched.

The initial setting is "ON."

Original Thickness

Selects whether to allow ("Thin") the user to make copies from thin originals in addition to the standard ones or not ("Standard") using the AFR-9.

The initial setting is "Standard."

Smaller Originals

Selects whether to "ON" or "OFF" when the Start Key is pressed with no originals placed on the Original Glass or with an original smaller than the detectable size placed on the Original Glass in the Auto Paper Mode. If "ON" is selected, the copy cycle is run using the paper loaded in the default paper source. If "OFF" is selected, a warning message appears to instruct the user to select paper.

The initial setting is "OFF."

Custom 2in1

It is possible to store in memory various settings that are automatically recalled when the 2-in-1 copy is selected. Functions that can be set are "Paper," "Zoom," "Margin," and "Erase."

- When a "Paper" size is selected, that size is automatically selected when the 2-in-1 copy is set. "AutoPaper" is among the choices of paper size.

The initial setting is "AutoPaper."

- When a "Zoom" ratio is selected, that ratio is automatically selected when the 2-in-1 copy is set. "Auto Size" is among the choices of zoom ratio.

The initial setting is "×0.707."

- When a "Margin" setting is made, that setting is automatically selected when the 2-in-1 copy is set.

The initial setting is no margin.

- When an "Erase" setting is made, that setting is automatically selected when the 2-in-1 copy is set.

The initial setting is no erase.

Custom 2in1 Separation

It is possible to store in memory various settings that are automatically recalled when the 2-in-1 separation copy is selected. Functions that can be set are "Paper," "Zoom," "Margin," and "Erase."

Functions that can be set are "Paper," "Zoom," "Margin," and "Erase."

- When a "Paper" size is selected, that size is automatically selected when the 2-in-1 separation copy is set. "AutoPaper" is among the choices of paper size.

The initial setting is "AutoPaper."

- When a "Zoom" ratio is selected, that ratio is automatically selected when the 2-in-1 separation copy is set. "Auto Size" is among the choices of zoom ratio.

The initial setting is "×1.414."

- When a "Margin" setting is made, that setting is automatically selected when the 2-in-1 separation copy is set.

The initial setting is no margin.

- When an "Erase" setting is made, that setting is automatically selected when the 2-in-1 separation copy is set.

The initial setting is no erase.

Custom Book Copy

It is possible to store in memory various settings that are automatically recalled when the Book Copy is selected. Functions that can be set are "Paper," "Zoom," "Margin," and "Erase."

- When a "Paper" size is selected, that size is automatically selected when the Book Copy is set.

The initial setting is "[3]" (3rd Drawer).

- When a "Zoom" ratio is selected, that ratio is automatically selected when the Book Copy is set.

The initial setting is "×1.000."

- When a "Margin" setting is made, that setting is automatically selected when the Book Copy is set.

The initial setting is no margin.

- When an "Erase" setting is made, that setting is automatically selected when the Book Copy is set.

The initial setting is no erase.

Special Paper

Sets up a Drawer for special paper loading.

The initial setting is that Drawers are not set for special paper loading (S0: Normal).

See p. 41 for the Special Paper Setting (S1, S2, S3).

This page is used only by the administrator of your copier. When p. 6/6 is selected, the copier prompts you to enter your "Admin. #" (administrator number). The following functions can be set only when the correct administrator number is entered. The administrator number is set by the Technical Representative. For more details, consult your Technical Representative.

CopyTrack

Selects whether to turn "ON" or "OFF" the copy track function by accounts.

The initial setting is "OFF."

User Help

Sets the help code to be transmitted by the user when DT-103 is mounted. ➞ p. 126

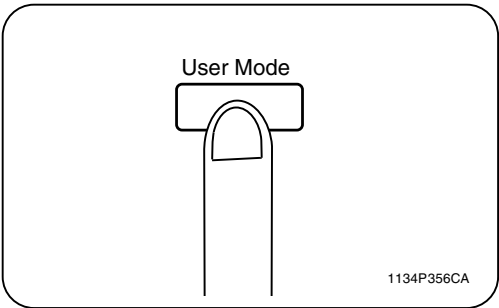
Max. Copy Sets

Determines the number of copies or copy sets that can be set using the 10-Key Pad.

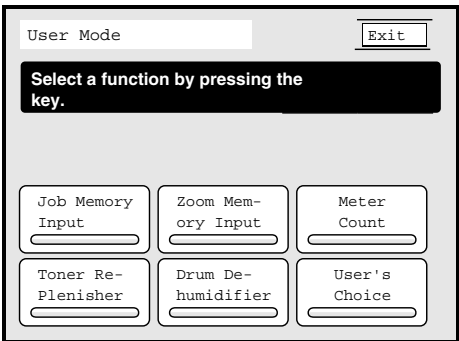
The initial setting is "OFF."

Making the User's Choice Settings

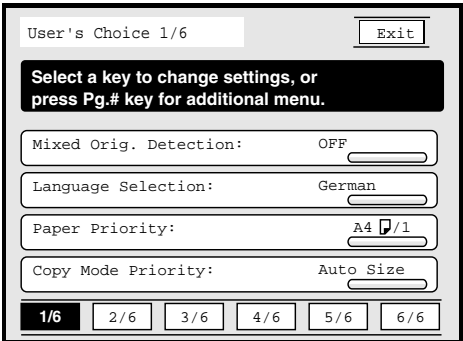
1 Press the User Mode Key.



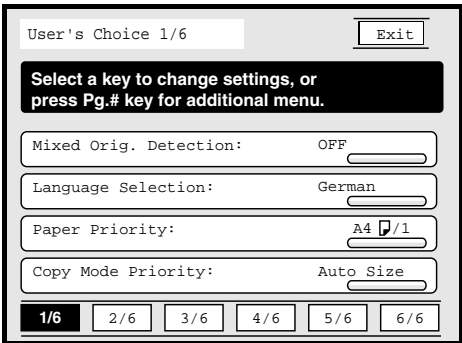
2 Touch **User's Choice**.



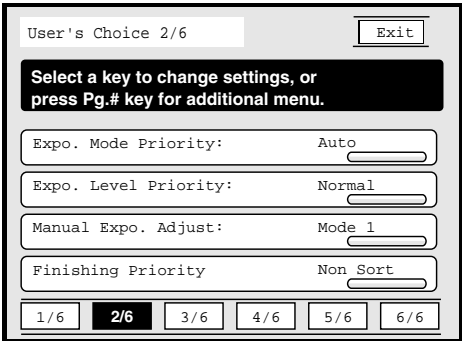
The Touch Panel now shows p. 1/6 of User's Choice functions.



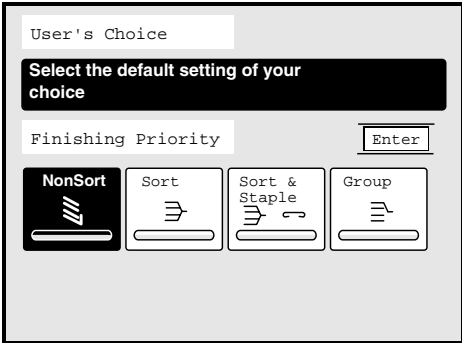
3 Touch the key of the page number on which the desired User's Choice function is listed. For example, to change Finishing Priority from Non-Sort to Sort, touch **2/6**.



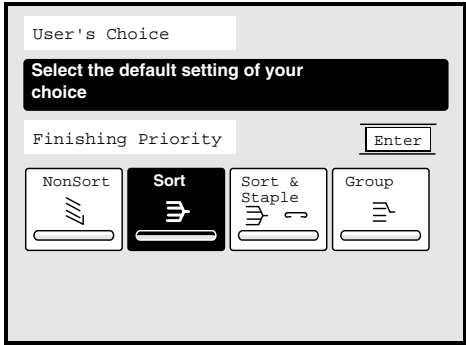
4 Touch the key of the desired User's Choice function. In this example, you touch **Finishing Priority**.



Then, the following screen appears, on which **NonSort** is highlighted, indicating that it is selected.

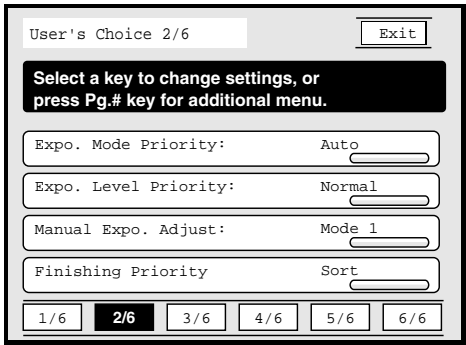


5 Touch **Sort**. This highlights **Sort**.



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6 Touch **Enter**.



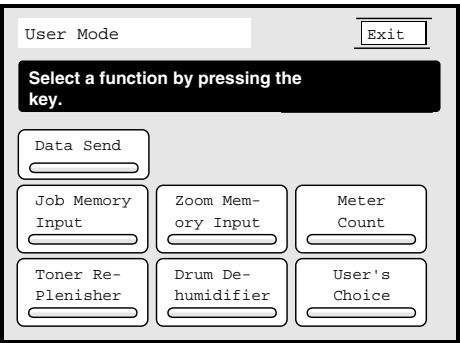
1134P369CA

* Repeat steps 2 to 6 to make new settings for other User's Choices.

7 Touch **Exit**.



The copier provides a function that allows the user to tell his/her service shop the operating status of the copier by means of preset codes when the DT-103 is mounted. For more details, consult your Technical Representative.




1134P359CA

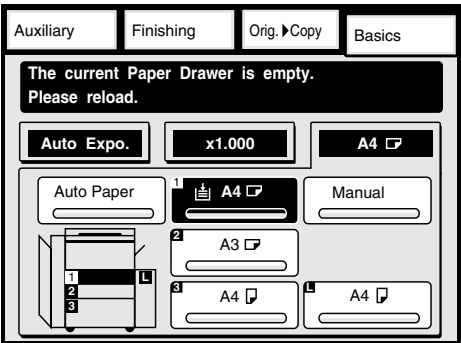
Chapter 5

When a Message Appears

This chapter explains about the various warning messages given on the Touch Panel and steps to take to correct these faulty conditions. It also covers the procedures to be used for replenishing supplies.

1. When the Message "The current Paper Drawer is empty." Appears 128
2. When the Message "Replenish Toner." Appears 132
3. When the Message "The Staple Cartridge is empty." Appears 134
4. When the Message "Misfeed detected." Appears 136
5. When the Message "The section indicated by ➡ is open." Appears 146
6. When  Appears. 149
7. What Does Each Message Mean? 150

1. When the Message "The current Paper Drawer is empty." Appears



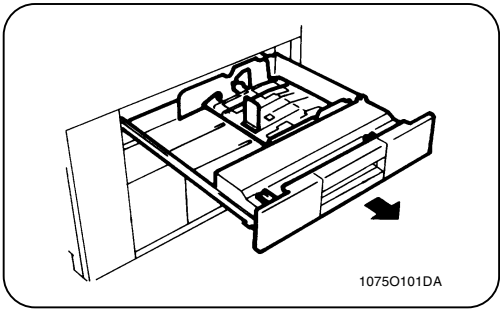
1075O214DA

When the Drawer currently selected for use runs out of paper, the message shown on the left appears. The current copy cycle is interrupted and you cannot then start a new copy cycle.

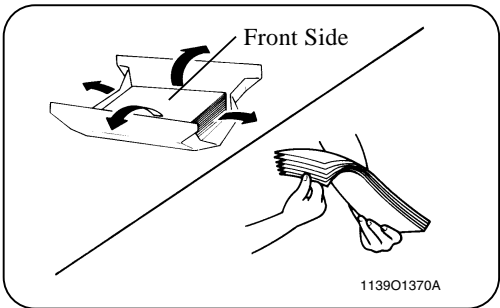
The blinking Drawer has run out of paper. Load the Drawer with paper by using the following procedure.

1st/2nd Drawer

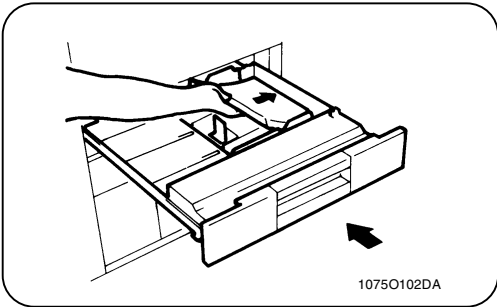
1 Slide the Drawer out.



2 Unwrap the package of copy paper and fan the paper stack thoroughly.



3 Load the paper stack into the Drawer so that its front side (the side facing up when the package was unwrapped) faces down. Then, slide the Drawer back in.



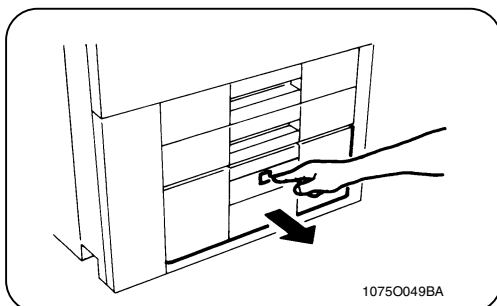
NOTE

The paper should be loaded no higher than the ▼ (Max. Level Indicator).

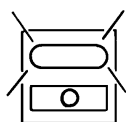
1. When the Message "The current Paper Drawer is empty." Appears

3rd Drawer

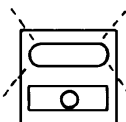
- 1** Press the Paper Descent Key and then slide the Drawer out.



Indication of the Paper Descent Key

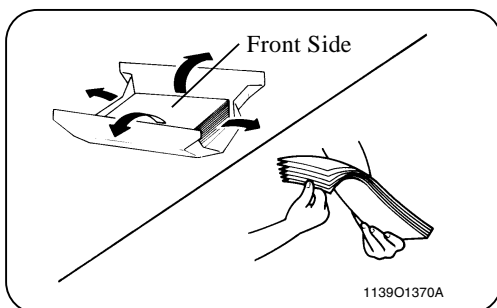


Steady Light : The 3rd Drawer has run out of paper, when a drawer other than the 3rd is currently selected for use.



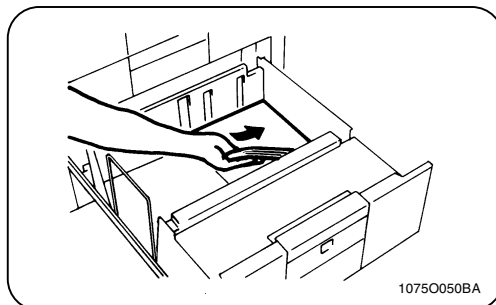
Blinking Light : The 3rd Drawer has run out of paper, when the 3rd Drawer is currently selected for use.

- 2** Unwrap the package of copy paper and fan the paper stack thoroughly.



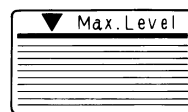
3

Load the paper stack into the right half of the Drawer, facing its front side down. Press the leading edge of the paper stack tightly up against the right edge of the Drawer.



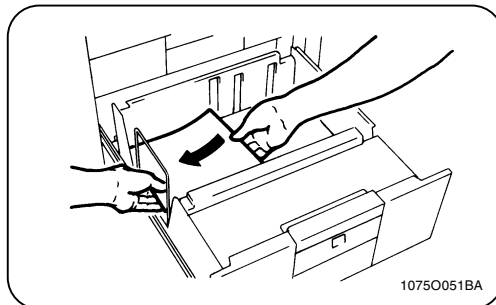
NOTE

The paper should be loaded no higher than the ▼ (Max. Level Indicator).



4

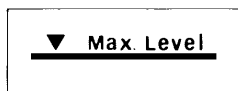
Load another paper stack into the left half of the Drawer, facing its front side down. Press the trailing edge of the paper stack tightly up against the left edge of the Drawer.



1. When the Message "The current Paper Drawer is empty." Appears

NOTE

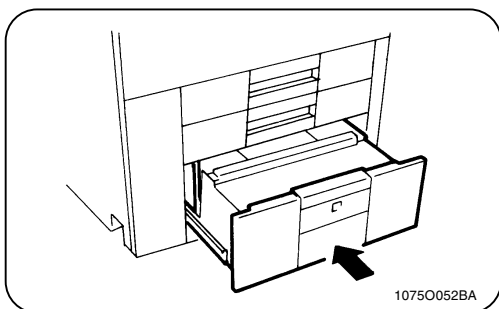
The paper should be loaded no higher than the ▼ (Max. Level Indicator).



1134O020AA

5

Slide the Drawer back in.

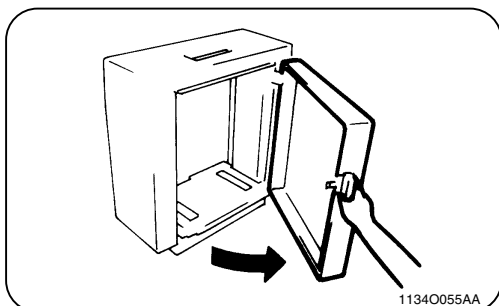


1075O052BA

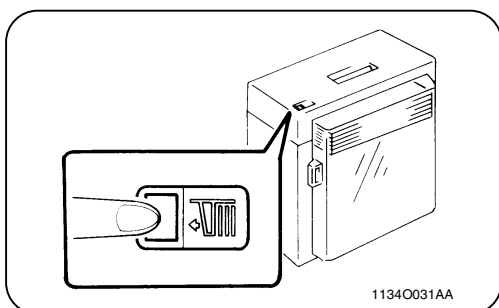
1. When the Message "The current Paper Drawer is empty." Appears

Large Capacity Cassette C-302

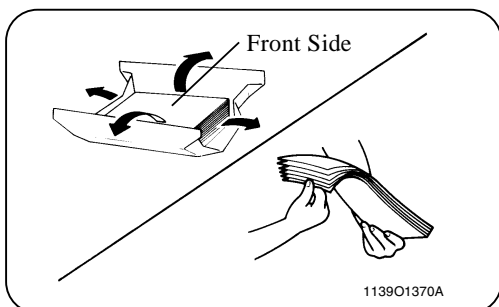
- 1** Holding the Door Lock Release Lever, open the Cassette Door.



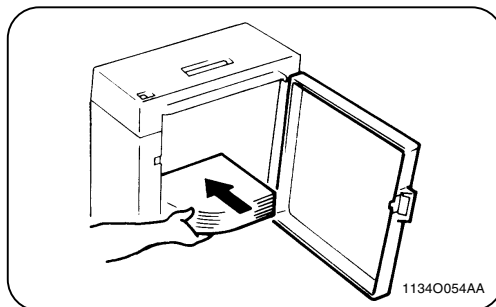
- ◆ When adding paper to a partially loaded C-302, press the Paper Plate Descent Key to lower the Paper Plate before opening the Cassette Door.



- 2** Unwrap the package of copy paper and fan the paper stack thoroughly.

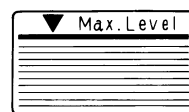


- 3** Place the paper stack onto the Paper Plate so that its front side faces up.

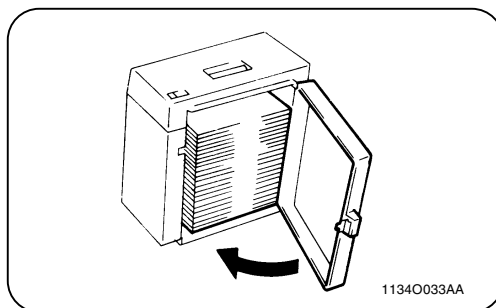


NOTES

- Make sure that the leading edge of the paper stack is pressed tightly up against the Guide Plate on the left of the C-302.
- The paper should be loaded no higher than the ▼ (Max. Level Indicator).



- 4** Close the Cassette Door.

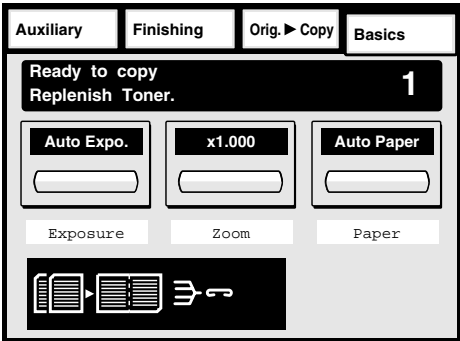


- ◆ This causes the Paper Plate to rise automatically.

NOTE

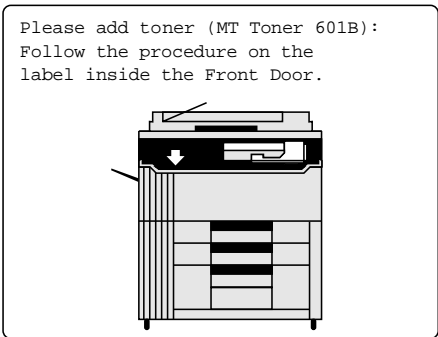
The Paper Plate may not ascend if the Cassette Door is not closed completely. Be sure to close the Door completely.

2. When the Message "Replenish Toner." Appears



1134O143CA

The message shown on the left appears when toner is soon running out. You can still make copies, but the image density will become lighter and lighter. It is recommended therefore that you replace the Toner Bottle as soon as possible.

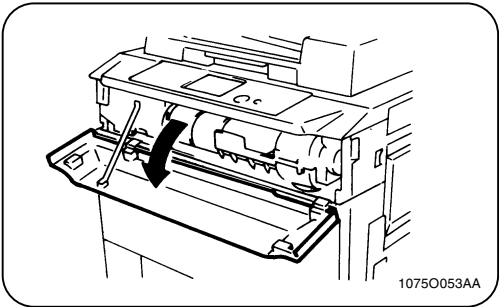


1075O142DB

When toner has run out, the message shown on the left appears and you can no longer start a new copy cycle. Replace the Toner Bottle with a new one by following the procedure given below.

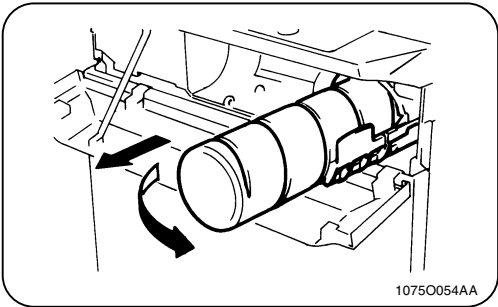
Replacing the Toner Bottle

- 1** Swing down the Upper Front Door.



1075O053AA

- 2** Swing open the Toner Bottle Holder and pull out the used Toner Bottle.

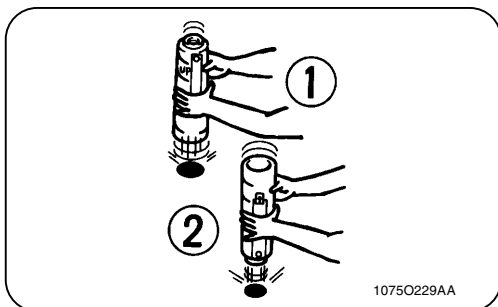


1075O054AA

2. When the Message "Replenish Toner." Appears

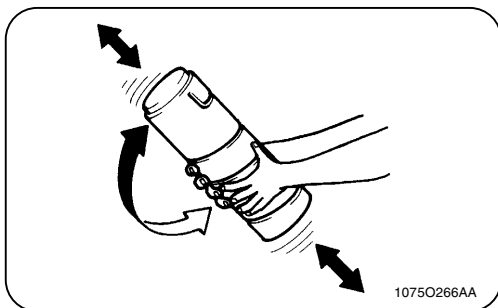
3

Tap a new Toner Bottle against a desk or other hard object four to five times. Then, turn the Toner Bottle upside down and tap it in the same way again.





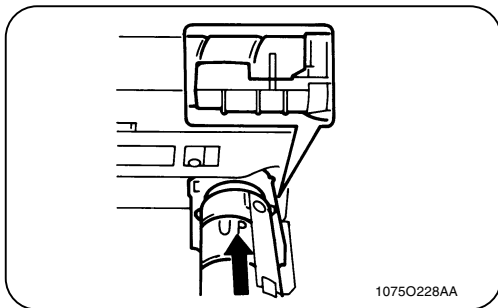
4

Shake the new Toner Bottle well.



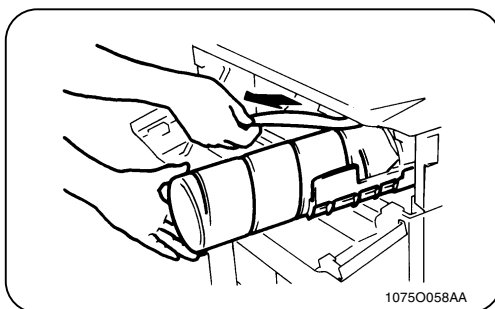
5

With the "UP" marking upward, insert the Bottle into position. Check that the  marking on the Bottle is aligned with the  marking on the Toner Bottle Holder.



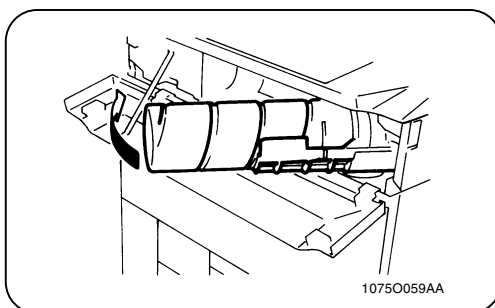
6

Pull the seal off the Toner Bottle.



7

Swing the Toner Bottle Holder closed and close the Front Door.



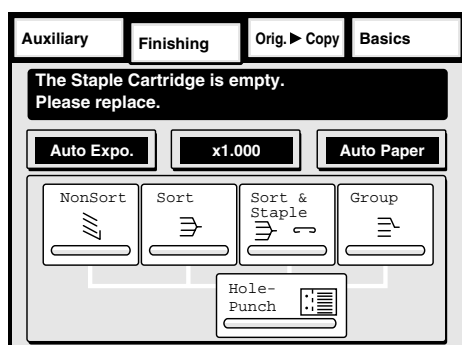
NOTES

- Use **ONLY MT Toner 601B** for the EP6000 copier. Using any other toner could result in trouble.
- Be careful not to drop the Toner Bottle from a 1 m or more height. It may cause damage to the Toner Bottle.

Auxiliary Toner Replenishing Mode

Use the Auxiliary Toner Replenishing Mode if the image is light immediately after replacing the Toner Bottle with a new one. ➡ p. 117

3. When the Message "The Staple Cartridge is empty." Appears



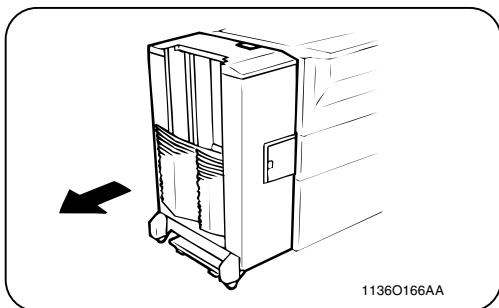
10750265EA

The message shown on the left appears when the staples are running out.

Replace the Staple Cartridge with a new one by following the procedure given below.

Replacing the Staple Cartridge for ST-207

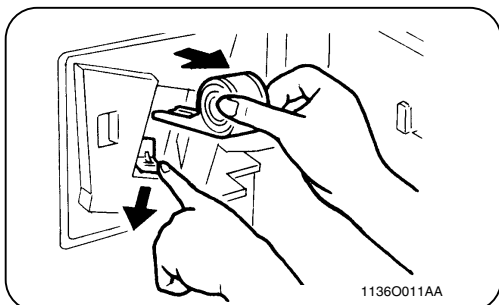
- 1** Holding the Lock Release Lever, slide the Staple Sorter away from the copier.



11360166AA

- 2** Open the Staple Cover.

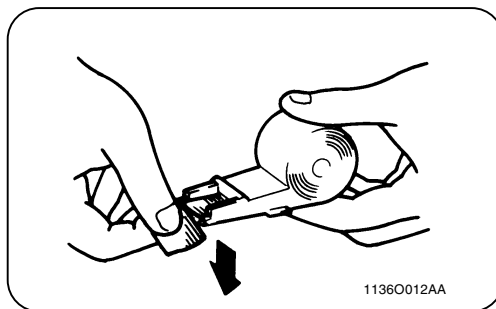
- 3** While pressing down the Staple Cartridge Release Lever, pull the Staple Cartridge out of its port.



11360011AA

4

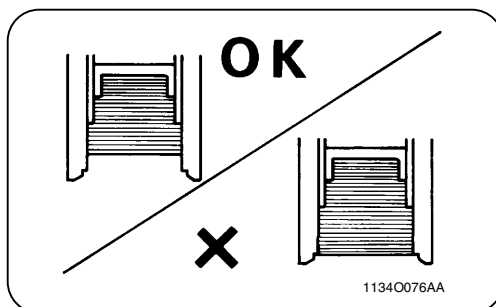
Pull the staple sheet about 3 cm out of the new Staple Cartridge and break off that portion.



11360012AA

NOTE

Check that no portion of the staple sheet hangs out of the Cartridge. Break off any portion of the sheet that hangs out of the Cartridge.

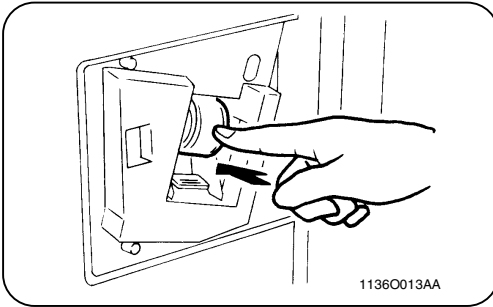


11340076AA

3. When the Message "The Staple Cartridge is empty." Appears

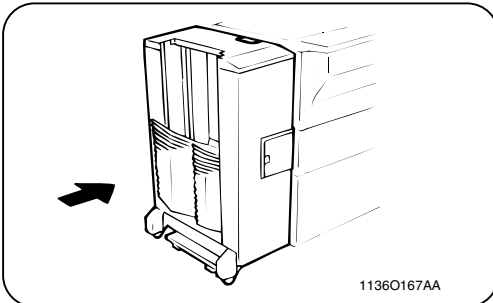
5

Insert the new Staple Cartridge until a click is heard.



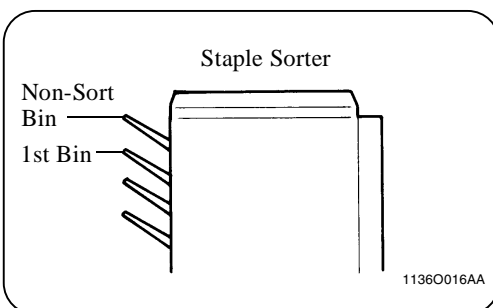
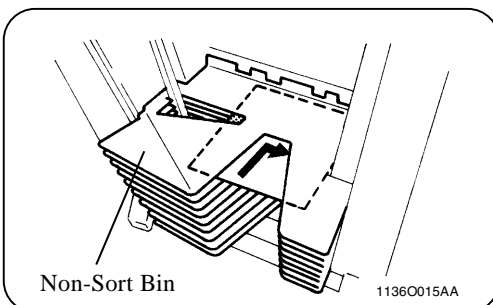
6

Close the Staple Cover and slide the Staple Sorter back against the copier.



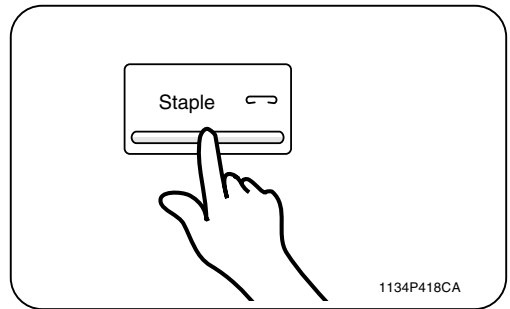
7

Place a sheet of paper into the 1st Bin (under the Non-Sort Bin) of the Staple Sorter.



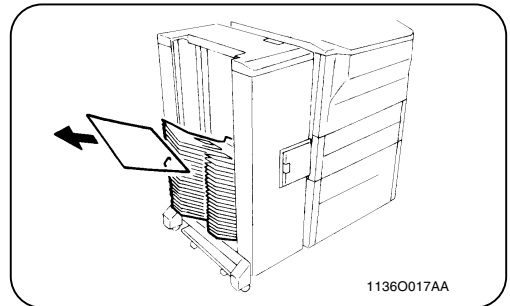
8

Touch **Staple** on the Touch Panel. Then, the Staple Sorter test-staples the paper several times automatically.



9

Remove the sheet of paper from the 1st Bin and check that it has been stapled.

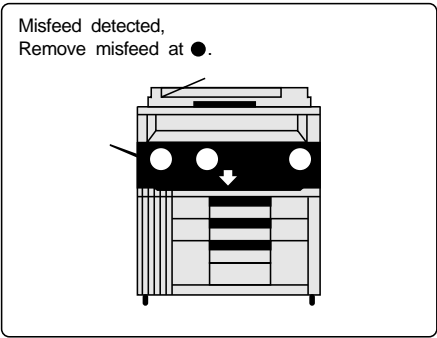


* If no staples are evident, place another sheet of paper into the 1st Bin and repeat steps 7, 8, and 9.

NOTES

- Replace the Staple Cartridge only after you are prompted to do that by the message. Removing the Staple Cartridge before then will result in stapling trouble.
- Immediately after the new Staple Cartridge has been loaded, be sure to follow steps 7 through 9.
- DO NOT turn the green gear near the Cartridge inside the Staple Unit.

4. When the Message "Misfeed detected." Appears



1075O162CA

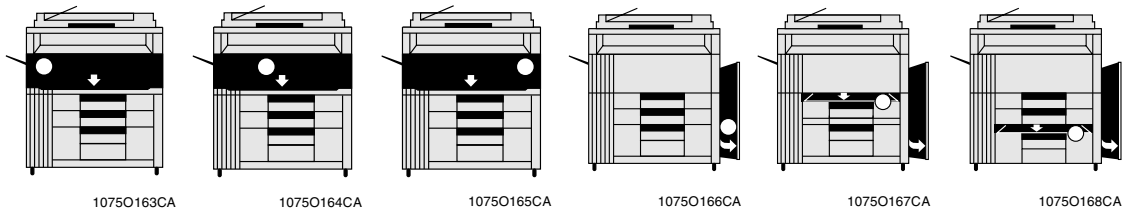
If a paper misfeed occurs during a copy cycle, the message shown on the left appears and that particular copy cycle is stopped in the middle of operation.

Clear the misfed sheet of paper according to the procedure given below.

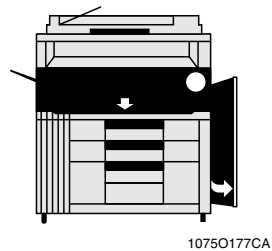
Misfeed Location Displays

Different procedures are used to clear a misfed sheet of paper depending on the location. First, isolate the location, then clear the misfeed according to the procedure applicable to the misfeed occurring at that particular location.

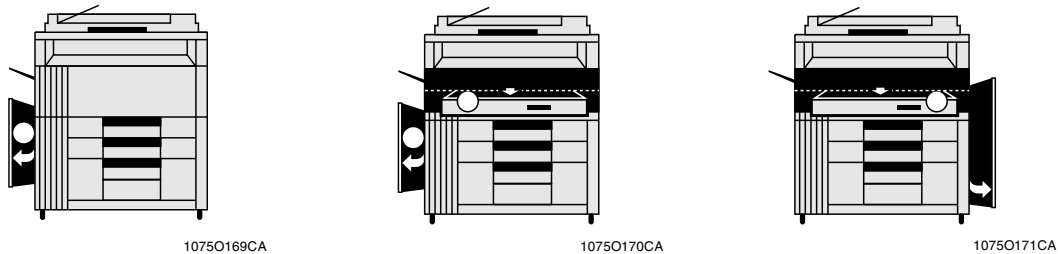
Copier ➞ p. 138



Multi Bypass Table ➞ p. 140

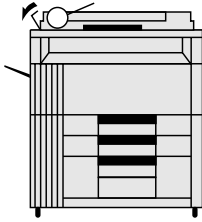


Duplex Unit ➞ p. 141

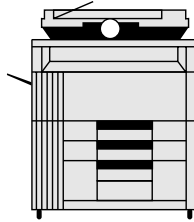


4. When the Message "Misfeed detected." Appears

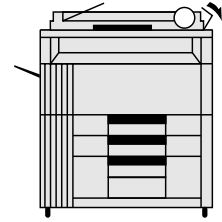
Duplexing Document Feeder AFR-9 ⇨ p. 142



1075O172CA

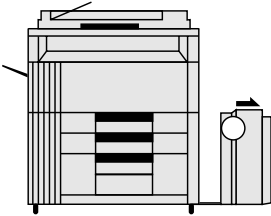


1075O173CA



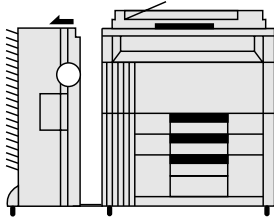
1075O174CA

Large Capacity Cassette C-302 ⇨ p. 143



1075O176CA

20-Bin Sorter S-206 / Staple Sorter ST-207 ⇨ p. 144





1075O175CA

4. When the Message "Misfeed detected." Appears

Misfeed Clearing Procedures

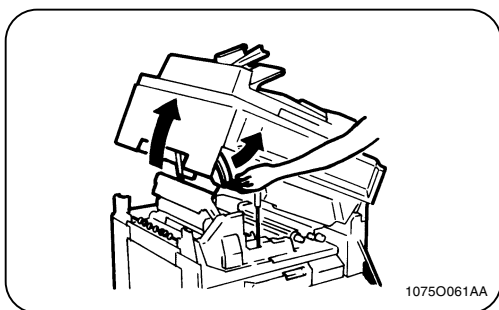
Copier

NOTE

Be careful not to touch the areas marked with  **High Voltage** and  **Caution** with bare hands.

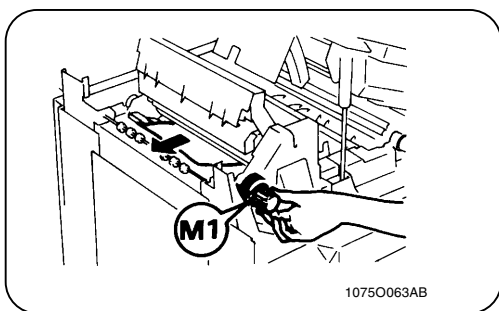
1

Swing down the Front Door, turn the Lock Release Lever counterclockwise and swing up the Upper Half of copier.



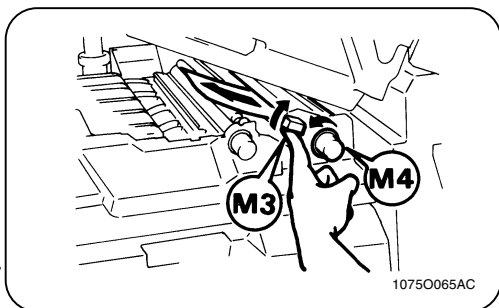
2

Turning Misfeed Removal Knob (M1), pull out the sheet of paper.



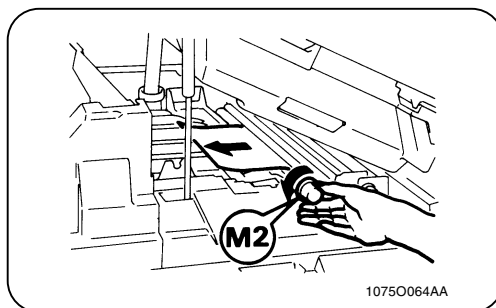
3

Swing up Misfeed Removal Guide Plate (M3) and, at the same time, turning Misfeed Removal Knob (M4), pull out the sheet of paper.



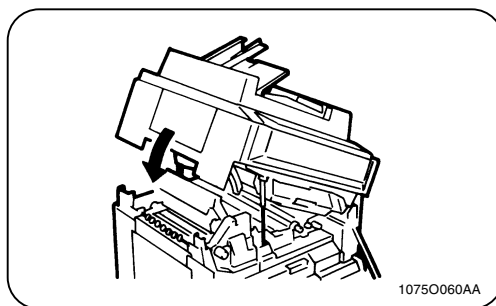
4

Turning Misfeed Removal Knob (M2), pull out the sheet of paper.



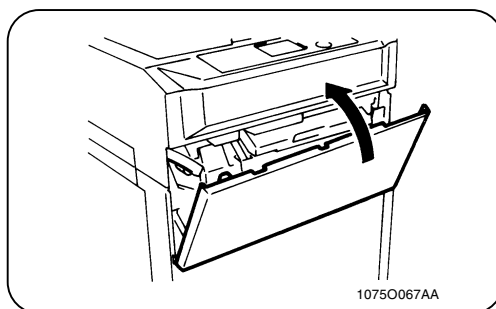
5

Swing down the Upper Half of copier.



6

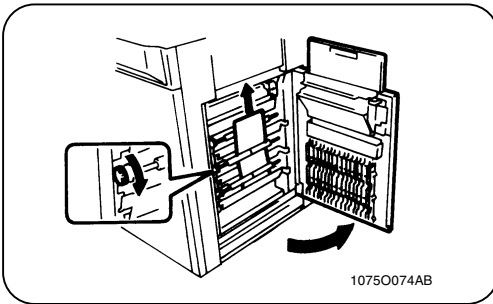
Close the Front Door.



4. When the Message "Misfeed detected." Appears

7

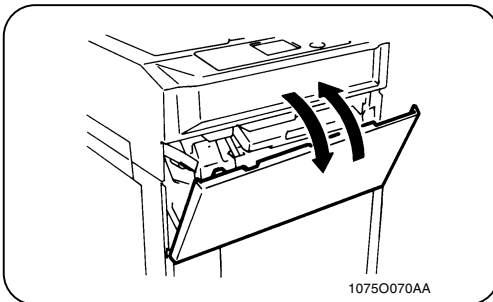
Open the Right Door and pull out the sheet of paper from the Paper Take-Up Section.

**8**

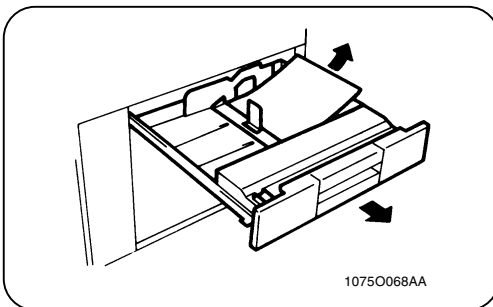
Close the Right Door.

9

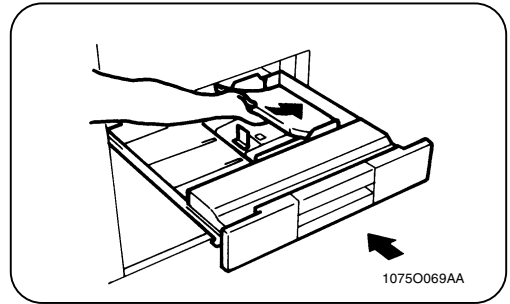
Swing down the Front Door and then swing it closed to reset the misfeed indication/message on the Touch Panel.

**10**

Slide out the 1st Drawer and unload the paper from the Drawer.

**11**

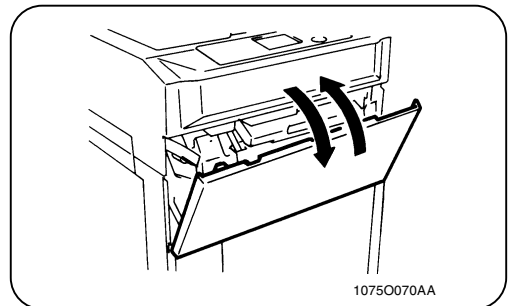
Fan the paper thoroughly and reload it in the Drawer.

**12**

Slide the Drawer back in.

13

Swing down the Front Door and then swing it closed to reset the misfeed indication/message on the Touch Panel.

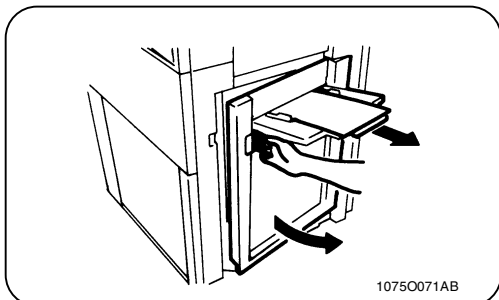
**14**

In the same way, unload and reload the paper stack in the 2nd Drawer and 3rd Drawer.

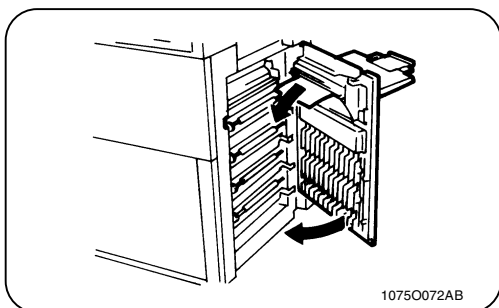
4. When the Message "Misfeed detected." Appears

Multi Bypass Table

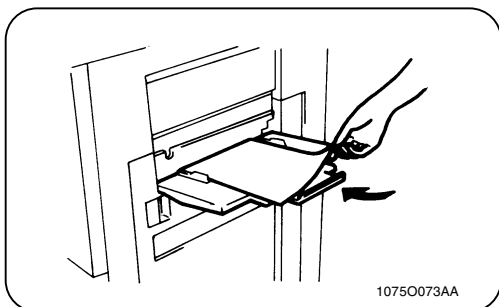
- 1** Unload the paper stack from the Multi Bypass Table. Then open the Right Door.



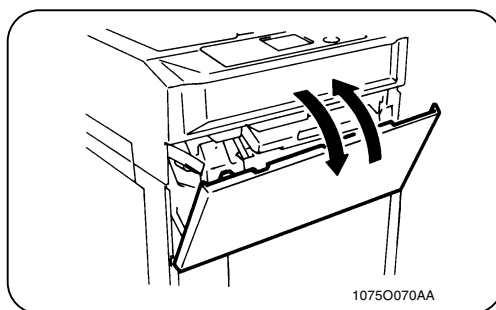
- 2** Pull out the sheet of paper from the Paper Take-Up Section. Then, close the Right Door.



- 3** Fan the paper stack thoroughly and place it back on the Table.


4

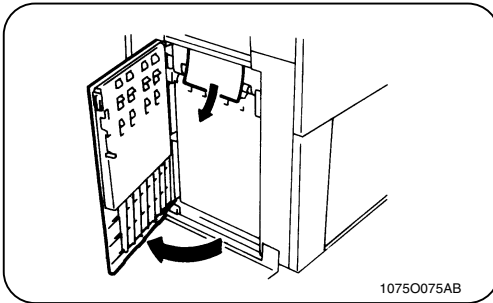
Swing down the Front Door and then swing it closed to reset the misfeed indication/message on the Touch Panel.



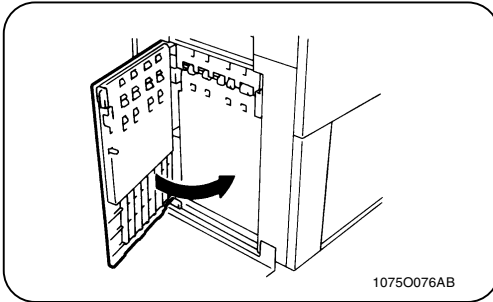
4. When the Message "Misfeed detected." Appears

Duplex Unit

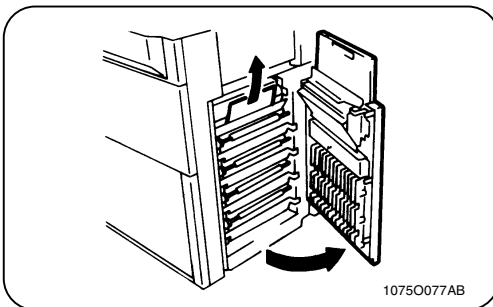
- 1** Open the Left Door. Pull out the sheet of paper from the Transport Section.



- 2** Close the Left Door.



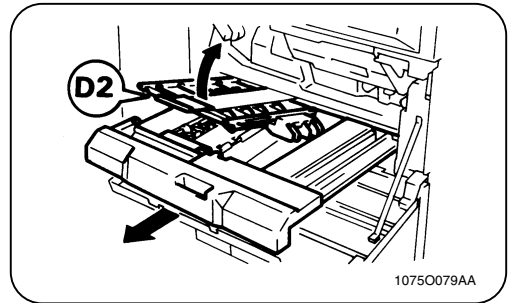
- 3** Open the Right Door and pull out the sheet of paper from the Transport Section.



- 4** Close the Right Door.

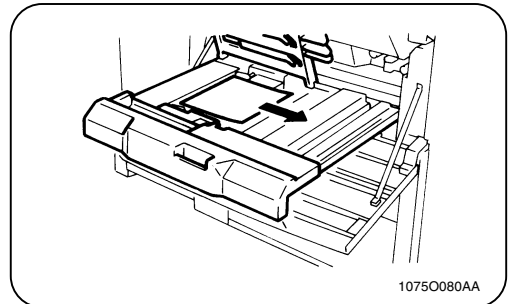
5

Swing down the Front Door, slide out the Duplex Unit and open Misfeed Removal Guide Plate **D2**.



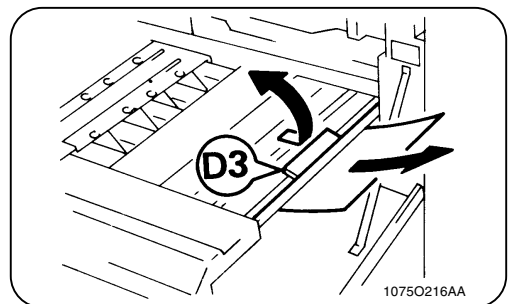
6

Pull out the sheet of paper from the Duplex Unit.



7

Opening Misfeed Removal Guide Plate **D3**, pull out of the sheet of paper.



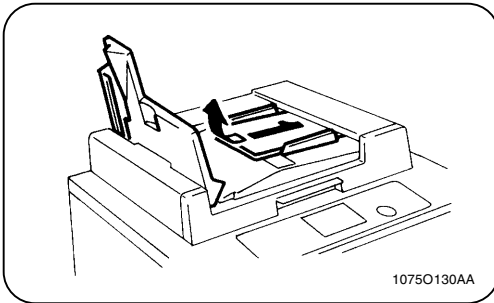
8

Slide the Duplex Unit back into copier and close the Front Door.

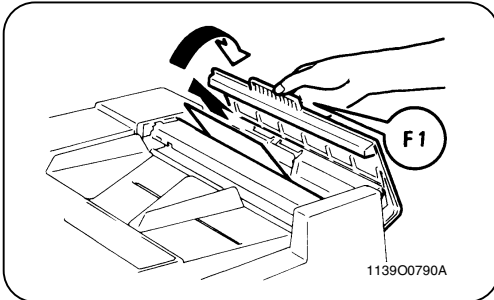
4. When the Message "Misfeed detected." Appears

Duplexing Document Feeder AFR-9

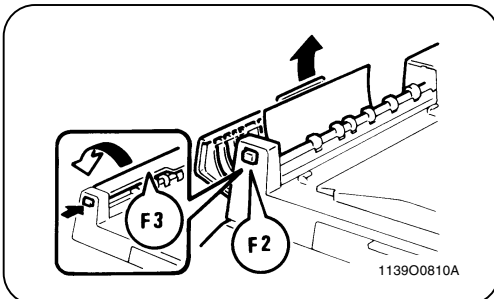
- 1** Unload the originals from the Document Feed Tray.



- 2** Swing open Document Feed Unit Door **F1** and gently pull out the original.



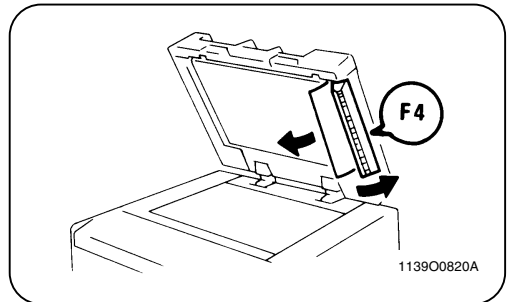
- 3** Holding down Document Turnover/Exit Unit Door Lock Release Key **F2**, swing open Document Turnover/Exit Unit Door **F3**.



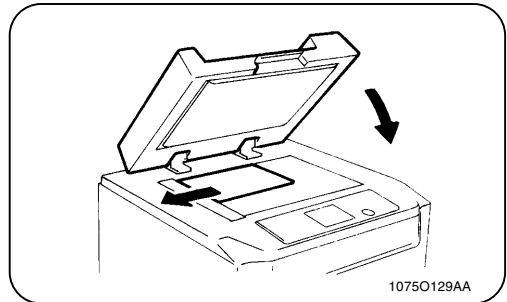
- 4** Carefully pull out the original from the Exit Unit and close **F3**.

- 5** Raise the AFR-9.

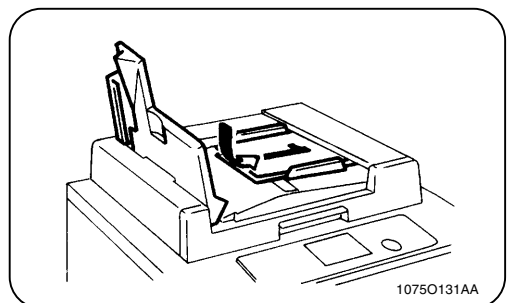
- 6** Opening Document Turnover/Feed Unit Guide Plate **F4**, gently pull out the original from the Document Feed Unit.



- 7** Remove the original from the Original Glass and lower the AFR-9.



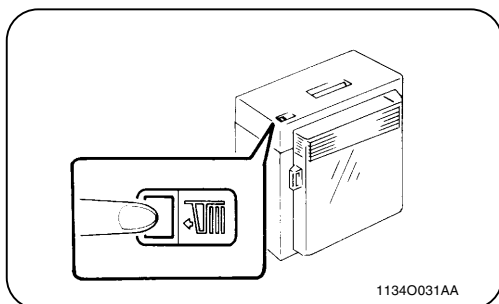
- 8** Return the number of originals indicated on the Touch Panel back onto the Document Feed Tray.



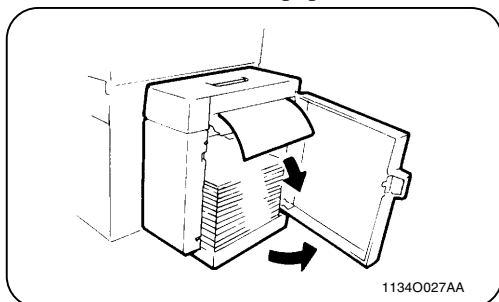
4. When the Message "Misfeed detected." Appears

Large Capacity Cassette C-302

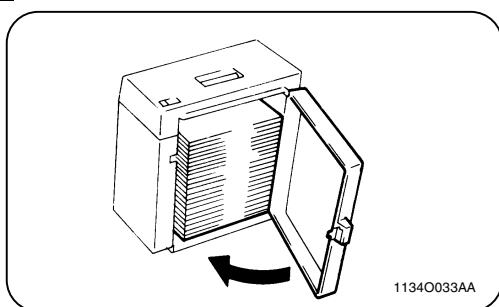
- 1** Press the Paper Descent Key.



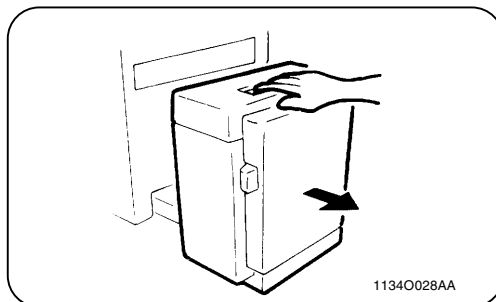
- 2** Holding the Door Lock Release Lever, open the Cassette Door and then remove the sheet of paper.



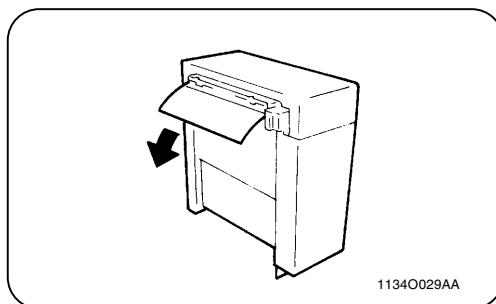
- 3** Close the Cassette Door.



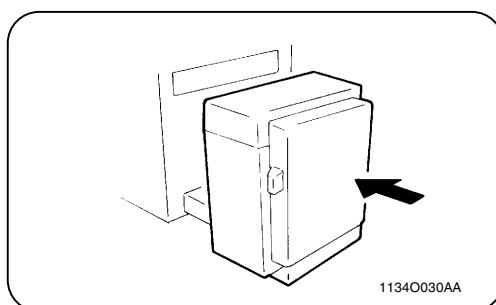
- 4** Press the Lock Release Lever and slide the C-302 away from the copier.



- 5** Remove the sheet of paper.



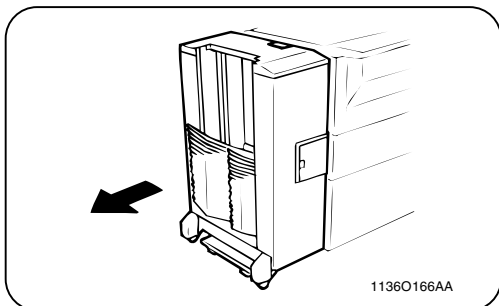
- 6** Slide the C-302 back against the copier.



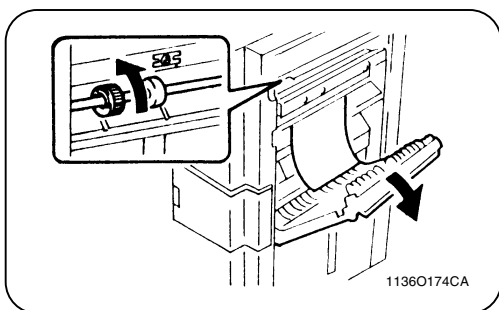
4. When the Message "Misfeed detected." Appears

20-Bin Sorter S-206 / Staple Sorter ST-207

- 1** Holding the Lock Release Lever, slide the Sorter away from the copier.

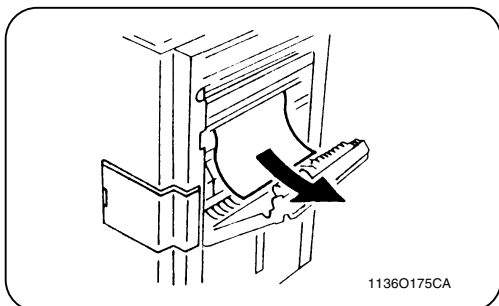


- 2** Swing down Misfeed Removal Guide Plate (S) with care not to touch the area marked with **Caution**.



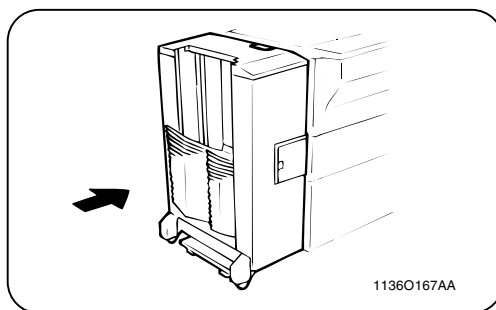
- 3** Turn the Misfeed Removal Knob one complete turn in the direction of the arrow. (ST-207 only)

- 4** Pull out the copy from the Transport Section.



- 5** Close (S).

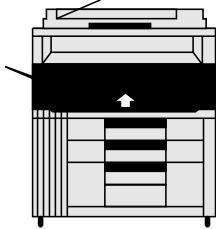
- 6** Slide the Sorter back against the copier.



4. When the Message "Misfeed detected." Appears

5. When the Message "The section indicated by ➡ is open." Appears

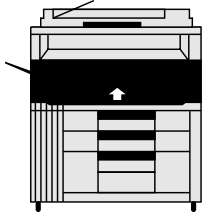
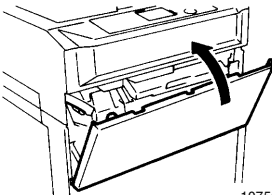
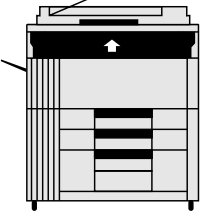
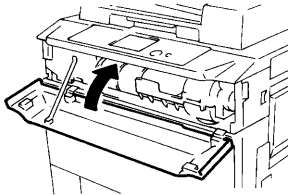
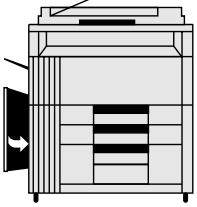
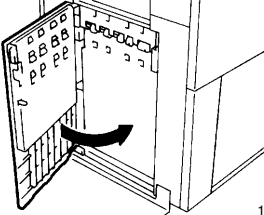
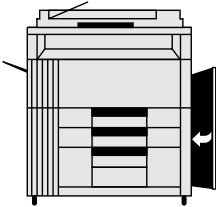
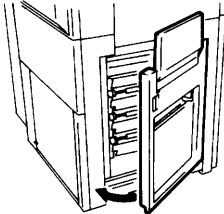
The section indicated by ➡ is open.
Please close it properly.



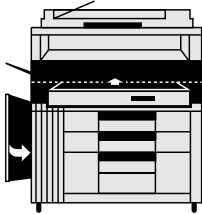
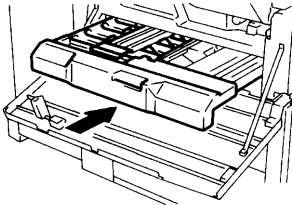
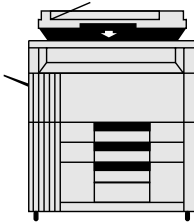
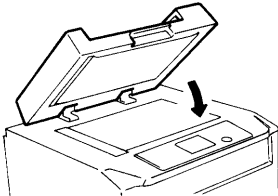
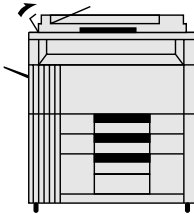
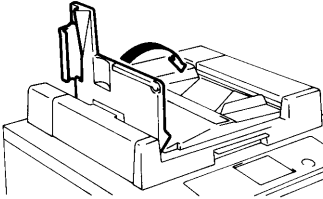
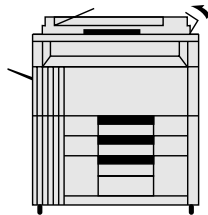
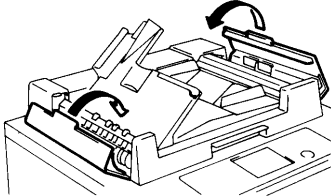
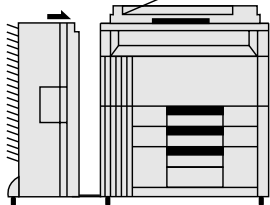
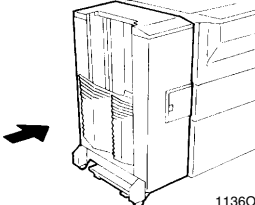
1075O188CA

The message shown on the left appears if a copier door is left open or an option is not attached properly.

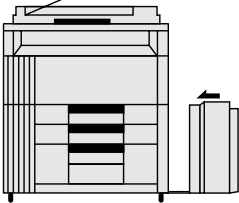
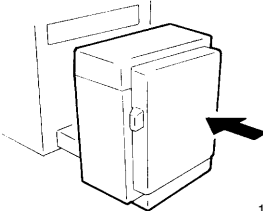
Correct the closure failure by following the procedure given below.

Monitor Display	Check Location
 1075O189CA	Check that the Front Door is closed.  1075O067AA
 1075O190CA	Check that the Upper Front Door is closed.  1075O133AA
 1075O192CA	Check that the Left Door is closed.  1075O076AB
 1075O191CA	Check that the Right Door is closed.  1075O078AB

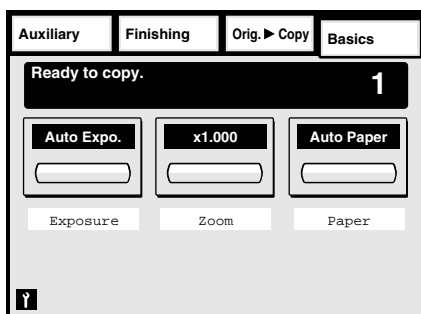
5. When the Message "The section indicated by ➡ is open." Appears

<p>Monitor Display</p>  <p>1075O193CA</p>	<p>Check Location</p> <p>Check that the Duplex Unit is closed.</p>  <p>1075O081AA</p>
 <p>1075O195CA</p>	<p>Check that the Duplexing Document Feeder is lowered.</p>  <p>1075O132AA</p>
 <p>1075O136CA</p>	<p>Check that the Document Exit Tray is swung down in position.</p>  <p>1075O083AA</p>
 <p>1075O137CA</p>	<p>Check that Document Feed Unit Door F1 and Document Turnover/Exit Unit Door F3 of the AFR-9 are closed.</p>  <p>1075O084AA</p>
 <p>1075O196CA</p>	<p>Check that 20-Bin Sorter S-206 or Staple Sorter ST-207 is attached to the copier properly.</p>  <p>1136O014AA</p>


5. When the Message "The section indicated by ➡ is open." Appears

Monitor Display	Check Location
<div><p>1075O197CA</p></div>	<div><p>Check that the Large Capacity Cassette is attached to the copier properly.</p><p>1134O030AA</p></div>


6. When Appears

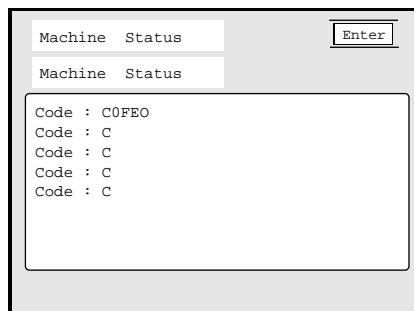


1134O146CA


- When  appears in the lower left corner of the Touch Panel, it means that part of the copier mechanism is malfunctioning. Call your Technical Representative immediately.
- If a function involving the malfunctioning component is selected, the message "Selected mode can not be used. Please call your Technical Rep." appears.
- You can nonetheless make copies as long as you don't use that particular function.

NOTE

Touching  shows the following screen.







1134O144CA

This is only for the Technical Representative's use. Touching  in the upper right corner of the screen returns the Basic copying screen to the Touch Panel.

7. What Does Each Message Mean?

Message	Cause	Action
Amalfunction was detected. Call your Technical Rep. and provide the code.	The copier malfunctioned and is unable to make copies.	Call and inform your Technical Representative of the code being shown on the Touch Panel.
Please input your 4-digit Access Code #, then press the ACCESS Key.	An access number has been set and the number assigned for your own department must be entered before you can make a copy.	Enter the 4-digit access number. ("Entering the Access Number" ⇨ p. 27)
To begin copying, please insert the Plug-In Counter as illustrated below:	The Plug-In Counter is not plugged in and the copier is unable to make copies.	Plug in the Plug-In Counter.
To begin copying, please insert the Magnetic Card into Data Controller as illustrated below:	A magnetic card is not inserted into Data Controller D-102 and the copier is unable to make copies.	Insert a magnetic card into D-102.
The current Paper Drawer is empty. Please reload.	The currently selected Drawer has run out of paper.	Load the Drawer with paper. ("1. When the Message 'The current Paper Drawer is empty.' Appears" ⇨ p. 130)
Please add toner (MT Toner 601B): Follow the procedure on the label inside the Front Door.	Toner has run out and the copier is unable to make copies.	Replace the Toner Bottle. ("2. When the Message 'Replenish Toner.' Appears" ⇨ p. 134)
Replenish Toner	Toner is soon running out.	Replace the Toner Bottle. ("2. When the Message 'Replenish Toner.' Appears" ⇨ p. 134)
The Staple Cartridge is empty. Please replace.	The staples have run out.	Replace the Staple Cartridge with a new one. ("3. When the Message 'The Staple Cartridge is empty.' Appears" ⇨ p. 136)
Misfeed detected. Remove misfeed at O.	A misfeed has occurred and no copy cycle can be initiated.	Clear the misfed sheet of paper. ("4. When the Message 'Misfeed detected.' Appears" ⇨ p. 140)
The section indicated by ➡ is open. Please close it properly.	A copier door is left open or an option is not attached properly and the copier is unable to make copies.	Close the door or cover and attach the option properly. ("5. When the Message 'The section indicated by ➡ is open.' Appears" ⇨ p. 152)
Preventive Maintenance Time. Call your Technical Rep. and provide the code.	The time has come when the copier needs service and the copier is unable to make copies.	Call and inform the Technical Representative of the code being shown on the Touch Panel.
Maintenance Time.	The time has come when the copier needs service.	Call your Technical Representative.
Copies have been left in the Duplex Unit. Please remove before proceeding:	A copy or copies are left in the Duplex Unit and the copier is unable to make copies.	Remove all copies from the Duplex Unit.
Sorter has reached its capacity. Please remove all copies before proceeding:	The Sorter Bin capacity has been reached and the copier is unable to make copies.	Remove all copies from the Sorter Bins.

7. What Does Each Message Mean?

Message	Cause	Action
Originals have been left on the glass. Please lift the cover and remove the originals:	You try to use the AFR-9 when there is an original left on the Original Glass.	First remove the original from the Glass, then load the originals in the AFR-9.
Original(s) left on the Glass	You have left an original on the Original Glass.	Remove the original from the Glass.
2-Sided Copying is not possible. Please select A5 size or larger.	You have selected a paper size that is not good for 2-sided copying.	Select a standard copy paper size of A5 or larger, or cancel the 2-sided copying.
Sorting or Grouping is not possible. Please select A5 size or larger.	You have selected a copy paper size not good for the Sort or Group mode.	Select a standard copy paper size of A5 or larger, or cancel the Sort or Group mode.
Stapling is not possible. Please select B5 or larger size paper.	You have selected a copy paper size not good for the Sort-and-Staple mode.	Select a standard copy paper size of B5 or larger, or cancel the Sort-and-Staple mode.
Hole-Punching is not possible. Please select A3  or A4  .	You have selected a copy paper size not good for hole-punching in the Hole Punch mode.	Select A3  or A4  or cancel the Hole Punch mode.
Matching paper size isn't available. Reselect paper size or change zoom.	No Drawers contain paper of the right size to run a copy cycle in the Auto Paper mode.	Cancel the Auto Paper mode and select the appropriate copy paper size or change the zoom ratio.
Matching paper size isn't available. Please change direction of original.	The copy paper of the calculated size is loaded in a direction different from that of the original to run a copy cycle in the Auto Paper mode.	Change the direction of the original.
Auto Size is not possible. Please cancel or select another paper size.	The zoom ratio calculated based on the original size and copy paper size is outside the range $\times 0.500$ - $\times 2.000$ to run a copy cycle in the Auto Size mode.	Cancel the Auto Size mode and select the appropriate zoom ratio, or change the copy paper size.
Please place Cover paper on the Manual Feed Tray.	The Multi Bypass Table is not loaded with paper for cover.	Place the cover paper on the Multi Bypass Table.
Please load Insert sheets into the indicated paper source.	The paper source specified for inserts is not loaded with paper for inserts.	Load the specified paper source with the paper for inserts. ("1. When the Message 'The current Paper Drawer is empty.' Appears" ⇨ p. 130)
Stapling is not possible. Please remove all copies from the Sorter.	A stapled copy set/stack is left in the Sorter Bin.	Remove all copies from the Sorter Bins or cancel the Sort-and-Staple mode.
Remove the copies from Sorter.	A copy or copies are left in the Sorter Bins.	Remove all copies from the Sorter Bins.
Please load original(s) onto the Document Feeder.	The originals are not loaded onto the AFR-9, though a mode that requires the AFR-9 (Cover, OHP Interleaving, Page Insertion, etc.) has been set.	Load the originals onto the AFR-9.
Copies are in the Duplex Unit. Press the Start Key to proceed.	A copy or copies are left in the Duplex Unit.	Press the Start Key to feed the copies out of the Duplex Unit and onto the Exit Tray.

7. What Does Each Message Mean?

Message	Cause	Action
Use only RIGHT or LEFT Margin with Manual Feed. Cancel either one.	You have selected Margin-by-Reduction with paper loaded in the Multi Bypass Table.	Cancel Margin-by-Reduction or select another paper source.
XXX and OOO cannot be combined.	You have set two functions that conflict with each other.	Cancel either one of the two functions.
Max. # of 2-Sided Copies is 50. Press (C) & enter a # up to 50.	You have entered 51 or more for the number of copies to be made in a 2-sided copying cycle.	If you press the Start Key, the copier starts the copy cycle to make only 50 copies.
Max. # of Sets for Sorter is 20. Press (C) & enter a # up to 20.	(When using 20 Bin Sorter) You have entered 21 or more for the number of copy sets to make in the Sort or Sort-and-Staple mode.	If you press the Start Key, the copier starts the copy cycle to make only 20 copy sets.
Re-insert the following # of originals:	After a misfed sheet of paper has been cleared, you need to reload the originals fed out onto the Document Exit Tray onto the Document Feed Tray.	Place the number of originals shown back onto the Document Feed Tray.
Reduction Margin & Manual Mode can't be combined. Select Auto Paper or Auto Size.	Margin-by-Reduction is possible only in the Auto Paper or Auto Size mode.	Select the Auto Paper or Auto Size mode.
The only available paper is in Special Tray. If OK, press Start.		If you don't want the special paper, place the desired type of paper of the corresponding size on the Multi Bypass Table. Special paper ➡ p. 41
Cannot use Auto Size with Manual Feed Mode.		Select a zoom ratio.

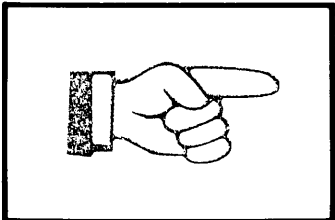
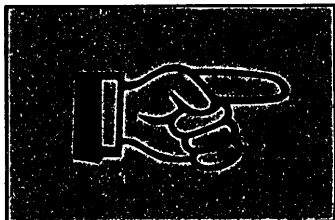
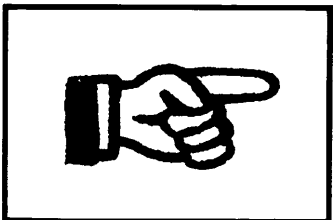
Chapter 6

Troubleshooting

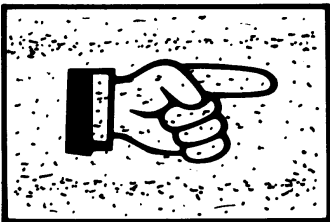
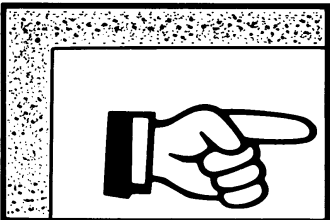
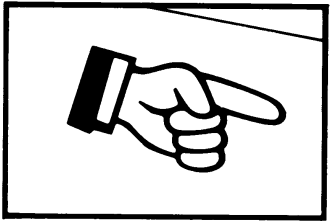
This chapter gives you instructions on how to troubleshoot copier malfunctions.

1. *When this Type of Copy is Produced*
 - *The Image is too light 154*
 - *The Image is too dark 154*
 - *The Copy is blurry 154*
 - *The Copy has dark specks or spots 155*
 - *The Edge of the Copy is dirty 155*
 - *The Image on the Copy is not aligned properly 155*
2. *The Copier is not functioning as designed*
 - *The Touch Panel shows nothing 156*
 - *No copies are fed out when the Start Key is pressed 156*
 - *Control Panel Keys do not respond 156*
 - *The Copier is not activated when the Power Switch is turned ON 156*

1. When This Type of Copy is Produced

Symptom	Possible Cause	Action
<p>The Image is too light.</p>  <p>1074O108</p>	The exposure level for the Auto Exposure Mode is set at one of the "Light" levels.	<p>Change the setting of the User's Choice (Exposure Priority). ↪ p. 120</p> <p>Cancel the Auto Exposure Mode and select the Manual Exposure Mode to adjust the exposure level to obtain a darker image. ↪ p. 45</p>
	The manual exposure level is set on the lighter side.	<p>Touch the DARKER Key as necessary to obtain a darker image. ↪ p. 45</p>
	You have been making copies from a photo or an original with a large dark area.	The copier needs more toner. Replenish toner by using the Toner Replenisher Function in the User Mode. ↪ p. 117
	The Toner Bottle has just been replaced.	The copier needs more toner. Replenish toner by using the Toner Replenisher Function in the User Mode. ↪ p. 117
	The message "Replenish toner" or "Please add toner" is shown on the Touch Panel.	Replace the Toner Bottle with a new one. ↪ p. 132
	The paper is damp.	Replace the paper. ↪ p. 128
<p>The Image is too dark.</p>  <p>1074O109</p>	The exposure level for the Auto Exposure Mode is set at one of the "Dark" levels.	<p>Change the setting of the User's Choice (Exposure Priority). ↪ p. 120</p> <p>Cancel the Auto Exposure Mode and select the Manual Exposure Mode to adjust the exposure level to obtain a lighter image. ↪ p. 45</p>
	The manual exposure level is set on the darker side.	<p>Touch the LIGHTER Key as necessary to obtain a lighter image. ↪ p. 45</p>
	The entire surface of the Original Glass is dirty.	Wipe the Original Glass clean with a soft dry cloth. ↪ p. 169
	The original is not held tightly against the Original Glass.	Place the original in position so that it is held tightly against the Original Glass. ↪ p. 32
<p>The Copy is blurry.</p>  <p>1074O110</p>	The paper is damp.	Replace the paper. ↪ p. 128

1. When This Type of Copy is Produced

Symptom	Possible Cause	Action
<p>The Copy has dark specks or spots.</p>  <p>1139O1660A</p>	The Original Glass is dirty.	Wipe the Original Glass clean with a soft dry cloth. ⇨ p. 169
	The Original Pad or Document Feed Belt is dirty.	Wipe the Original Pad or Document Feed Belt clean with a soft cloth dampened with neutral detergent. ⇨ p. 170
	The original is very thin or highly transparent.	Place a blank sheet of paper over the original. ⇨ p. 32
	The original is two-sided.	The information on the back side of a two-sided, thin original may be slightly reproduced on the copy. Set the copier into the Manual Exposure Mode and, using the LIGHTER Key, make the exposure level lighter. ⇨ p. 45
<p>The Edge of the Copy is dirty.</p>  <p>1139O1690A</p>	The Original Pad or Document Feed Belt is dirty.	Wipe the Original Pad or Document Feed Belt clean with a soft cloth dampened with neutral detergent. ⇨ p. 170
	You have selected a paper size larger than the original. (Zoom Ratio is set at full size 100%)	Select the same copy paper size as the original. ⇨ p. 40 Or, use the Auto Size Mode to enlarge the copy to the appropriate size. ⇨ p. 42
	The original is not placed in the correct position. (Zoom Ratio is set at full size 100%.)	Select the paper drawer that is loaded in the same direction as the original. ⇨ p. 40 Or, reload the paper in the same direction as the original. ⇨ p. 128
	The reduction ratio selected is not in accord with the copy paper size. (When doing manual reduction copying.)	Select the zoom ratio according to the copy paper size. ⇨ p. 42 Or, use the Auto Size Mode to reduce the copy to the appropriate size. ⇨ p. 42
<p>The Image on the Copy is not aligned properly.</p>  <p>1139O1680A</p>	The original is not placed in the correct position.	Place the original correctly on the Original Glass against the Original Width Scale. ⇨ p. 32 Or, load it onto the AFR-9 correctly along the Document Guide Plates. ⇨ p. 31
	The originals may not be suitable for use in the AFR-9. (When AFR-9 is being used.)	Raise the AFR-9 and place the originals on the Original Glass one at a time, instead of using the AFR-9. ⇨ p. 31
	The Original Glass is dirty. (When AFR-9 is being used.)	Wipe the Original Glass clean with a soft dry cloth. ⇨ p. 169

2. The Copier is not functioning as designed

Symptom	check for:	Action
The Touch Panel shows nothing.	Is only the Start Key lit up green?	The copier is in the Energy Saver Mode. Press any key on the Control Panel to cancel the Energy Saver Mode. ➡ p. 24
	The Display Contrast Control Knob is placed in the excessively light or dark position.	Viewing the Touch Panel, turn the Display Contrast Control Knob as necessary. ➡ p. 17
No copies are fed out when the Start Key is pressed.	The copier was just turned ON and is warming up.	It takes the copier about 2 minutes and 30 seconds to be ready for making copies after it has been turned ON. Please wait.
	The copier has developed a malfunction.	Check the Touch Panel and take action according to the message on the Panel. ➡ p. 150
Control Panel Keys do not respond.	The Interrupt Key LED is lit up.	The copier is in the interrupt mode. Press the Interrupt Key to cancel the interrupt mode. ➡ p. 36
The copier is not activated when the Power Switch is turned ON.	The power cord is left unplugged from the power outlet.	Plug the power cord into the power outlet.
	The room circuit breaker is open.	Close the room circuit breaker.

If these procedures do not correct the problem, contact your Technical Representative.

Chapter 7

Specifications

This chapter gives complete specifications of the copier system and options.

- 1. Copier 158*
- 2. Duplexing Document Feeder 160*
- 3. Large Capacity Cassette 161*
- 4. 20 Bin Staple Sorter 162*
- 5. 20 Bin Sorter 163*
- 6. Data Controller 164*
- 7. Copier Outline Dimensions 165*

1. Copier

Name	EP 6000
Type	Console Copier
Platen Type	Stationary
Photoconductor	OPC
Copying System	Electrostatic Dry Powdered Image Transfer to Plain Paper
Developing System	Micro-Toning System
Fusing System	Lamp-Heated Roller
Types of Original	Sheets, Books, and other three-dimensional objects Maximum Original Size : A3 Lengthwise Maximum Original Weight : 3 kg
Kinds of Paper	Plain paper, Recycled paper: Weighing 60 g/m ² to 90 g/m ² Special paper (Multi Bypass Table only) • Thick paper weighing: 90 g/m ² to 157 g/m ² • Transparencies • Translucent paper
Copy Paper Size	1st Drawer, 2nd Drawer: A3L, B4L, A4C, A4L, A5L 210 × 330 mm L, 297 × 430 mm L, 220 × 280 mm L, 216 × 320 mm L, 297 × 216 mm C, 216 × 297 mm L, 210 × 280 mm L, Foolscap L, Quarto L 3rd Drawer: A4C Multi Bypass Table: Crosswise: 297 mm to 100 mm Lengthwise: 432 mm to 140 mm
Lost image	1-sided copy in the Full size mode Leading edge: 4 mm ±2.5 mm Front edge, Rear edge: 4 mm or less
Warming-up Time	5 minutes or less at Ambient temperature of 20°C/68°F (30 seconds or less when the Energy Saver Mode is used)
First Copy Time	A4C = 3.8 seconds or less (in Full size Mode using First Copier Drawer)
Copying Speed (approx. copies/minute)	First Copier Drawer Full size (×1.000) A3L: 31, B4L: 40, A4L: 47, A4C: 60 Reduction (×0.707): A3 → A4: 47 Enlargement (×1.414): A4 → A3: 31

Magnification Ratios	<p>Fixed ratios Full size: 1 : 1 \pm0.005 Reduction ratios: \times0.500, \times0.707, \times0.816 Enlargement ratios: \times1.154, \times1.414, \times2.000 Zoom ratios: From \times0.500 to \times2.000 In \times0.001 increments</p>
Paper Feeding System	<p>Automatic feeding from three drawers and manual feeding by means of Multi Bypass Table Drawer Capacity: Total 3,500 sheets 1st Drawer: 500 sheets of 80 g/m² paper 2nd Drawer: 500 sheets of 80 g/m² paper 3rd Drawer: 2,500 sheets of 80 g/m² paper Multi Bypass Table:</p> <ul style="list-style-type: none"> • Plain paper, Recycled paper (Weighing 60 to 90 g/m²) : 50 sheets • Thick paper (Weighing 90 to 157 g/m²) : 20 sheets • Transparencies: 20 sheets • Translucent paper: 20 sheets • Post card (weighing 190 g/m²) : 20 sheets
Multiple Copy	Up to 999 copies (Count-Down system)
Exposure Control	Auto and Manual
Power Requirements	AC 110V, 115V, 120V, 127V, 200V/220V, 220V-240V 50/60 Hz
Power Consumption	1.5 kW (Max.)
Dimensions	<p>Width : 746 mm (Excluding Copy Tray) Depth : 720 mm Height : 1231 mm (Including Duplexing Document Feeder)</p>
Weight	<p>195 kg (Including PC Drum and Duplexing Document Feeder)</p>
Space Requirements	<p>Width : 1130 mm (Including Copy Tray) Depth : 720 mm</p>

2. Duplexing Document Feeder

Name	Duplexing Document Feeder AFR-9
Type	Take-up from bottom of stack and U-turn feeding to Glass, loop turnover, U-turn ejection
Installation	On top of copier, with two Hinges at the back
Document Feeding	Single Belt transport
Document Stop Reference	Left side
Document Feeding Registration	Rear edge
Document Feeding System	Standard Mode: 1-sided original 2-sided original 2-in-1 Mixed Original Detection Mode: 1-sided mixed original detection 2-sided mixed original detection Lightweight Original Mode
Kinds of Original	Plain paper
Original Weight	1-sided Original Mode, 2 in 1 Mode : 50 to 110 g/m ² 2-sided Original Mode, : 60 to 90 g/m ² 1-sided/2-sided Mixed Original Detection Mode Lightweight Original Mode : 40 to 110 g/m ² * 60 to 110 g/m ² for A5 size originals for all modes
Original Size	1-sided/2-sided Original Mode: A3L, B4L, A4L, A4C, A5L, A5C, FL5L 2-in-1 Mode: A4C, A5C 1-sided/2-sided Mixed Original Detection Mode: A3L, B4L, A4L, A4C, FL5L
Capacity of Document Feed Tray	A4L, A4C, B5L, B5C, A5L, A5C: 50 sheets (80 g/m ²) A3L, B4L: 30 sheets (80 g/m ²)
Document Loading	Face up
Copy Productivity	100%
First copy in automatic document feeding	5.1 seconds or less
Power Source	DC24V supplied from copier
Power Consumption	60W or less
Dimensions	Width : 610 mm Depth : 505 mm Height : 127 mm (Excluding Document Exit Tray)
Weight	14.4 kg

3. Large Capacity Cassette

Name	Large Capacity Cassette C-302
Type	Automatic paper supply and take-up from a 3,000-sheet capacity Cassette
Installation	Fixed to copier by means of dedicated Stand with Slide Rails
Types of Paper	Plain paper, Recycled paper: Weighing 60 g/m ² to 90 g/m ²
Paper Size	A4C
Capacity	3,000 sheets (80 g/m ²)
Power Source	DC24 V, 1.2 A (supplied from copier)
Power Consumption	30 W or less
Dimensions	Width : 290 mm Depth : 446 mm Height : 500 mm
Weight	12.9 kg (Including Mounting Brackets)

4. 20 Bin Staple Sorter

Name	Staple Sorter ST-207
Type	20-Moving-Bin Sorter with Automatic Stapler
Installation	Freestanding
Registration	Front edge
No. of Bins	Non-Sort Bin + 20 Sort Bins
Modes	Non-Sort Mode, Sort Mode, Group Mode, Sort Staple Mode, Manual Staple Mode, Hole Punch Mode
Kinds of Paper	Non-Sort Mode, Hole Punch Mode: Plain paper, Recycled paper (Weighing 60 g/m ² to 90 g/m ²), Thick paper (Weighing 90 g/m ² to 157 g/m ²), Transparencies, Translucent paper Sort Mode, Group Mode, Sort Staple Mode: Plain paper, Recycled paper (Weighing 60 g/m ² to 80 g/m ²)
Paper Size	Non-Sort Mode, Sort Mode, Group Mode: A5L to A3L Sort Staple Mode: A4L to A3L Hole Punch Mode: A4C, A3L
Capacity of Bins	Non-Sort Mode, Hole Punch Mode: Plain paper, Recycled paper: Non-Sort bin: 50 sheets 1st bin to 20th bin: 50 sheets/bin Total: 1,050 sheets (A4 or smaller, weighing 80 g/m ²) Total: 600 sheets (Larger than A4, weighing 80 g/m ²) Special paper Transparencies: 10 sheets (Max. paper size A4) Thick paper, Translucent paper: 10 sheets Sort Mode, Group Mode, Sort Staple Mode: Plain paper, Recycled paper: 1st bin to 20th bin: 50 sheets/bin Total: 1,000 sheets (A4 or smaller, weighing 80 g/m ²) Total: 600 sheets (Larger than A4, weighing 80 g/m ²)
Punching	Acceptable paper size: A4C, A3L Punch Hole: 4 Hole
Power Source	DC24V supplied from copier
Power Consumption	72W or less
Dimensions	Width : 447 mm Depth : 605 mm Height : 960 mm
Weight	45 kg
Accessories	Staple Cartridge, 5,000 staples/cartridge × 1 piece

5. 20 Bin Sorter

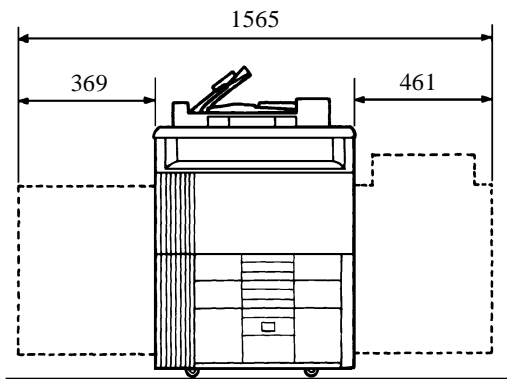
Name	20 Bin Sorter S-206
Type	20-Moving-Bin Sorter
Installation	Freestanding
Registration	Front edge
No. of Bins	Non-Sort Bin + 20 Sort Bins
Modes	Non-Sort Mode, Sort Mode, Group Mode
Kinds of Paper	<p>Non-Sort Mode:</p> <p>Plain paper, Recycled paper (Weighing 60 g/m² to 90 g/m²)</p> <p>Thick paper (Weighing 90 g/m² to 157 g/m²),</p> <p>Transparencies, Translucent paper</p> <p>Sort Mode, Group Mode:</p> <p>Plain paper, Recycled paper (Weighing 60 g/m² to 90 g/m²)</p>
Paper Size	Non-Sort Mode, Sort Mode, Group Mode: A5L to A3L
Capacity of Bins	<p>Non-Sort Mode</p> <p>Plain paper, Recycled paper:</p> <p>Non-Sort bin: 50 sheets</p> <p>1st bin to 20th bin: 50 sheets/bin</p> <p>Total: 1,050 sheets (A4 or smaller, weighing 80 g/m²)</p> <p>Total: 600 sheets (Larger than A4, weighing 80 g/m²)</p> <p>Special paper</p> <p>Transparencies: 10 sheets (Max. paper size A4)</p> <p>Thick paper, Translucent paper: 10 sheets</p> <p>Sort Mode, Group Mode:</p> <p>Plain paper, Recycled paper:</p> <p>1st bin to 20th bin: 50 sheets/bin</p> <p>Total: 1,000 sheets (A4 or smaller, weighing 80 g/m²)</p> <p>Total: 600 sheets (Larger than A4, weighing 80 g/m²)</p>
Power Source	DC24V supplied from copier
Power Consumption	72W or less
Dimensions	<p>Width : 447 mm</p> <p>Depth : 605 mm</p> <p>Height : 960 mm</p>
Weight	40 kg

6. Data Controller

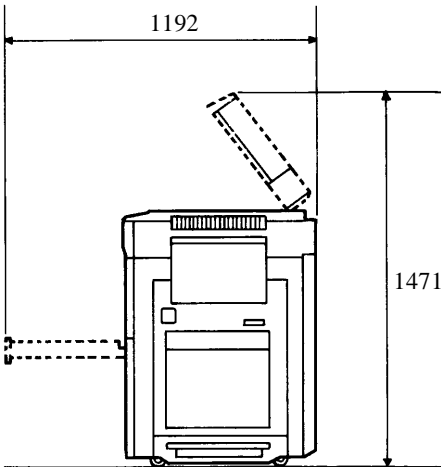
Name	Data Controller D-102	
Type	Magnetically encoded card accessed Copy Counter	
Types of Cards	Departmental, Register, Administration, Erasing, Time/Date, and Cleaning Card	
Departmental Cards Accommodated	Up to 999 groups	
Display	7-segment, 16-digit liquid-crystal display	
Copy Count to be Stored in Memory	<ul style="list-style-type: none">• Max. no. of copies made, total: 9,999,999• Max. no. of copies made, by paper size: 9,999,999• Max. no. of copies made, by department: 999,999• Max. no. of copies made, by copy mode: 999,999• Max. no. of copies made, by department/copy mode: 99,999	
Distinguishable Copy Modes	Up to 16 types	
Power Source	DC24V (supplied from copier)	
Power Consumption	5W or less	
Dimensions	Width : 180 mm Depth : 64 mm Height : 111 mm	
Weight	Approx. 550 g	
Others	A printer (option) recommended by Minolta can be hooked up, sourced from another power supply.	

7. Copier Outline Dimensions

EP6000



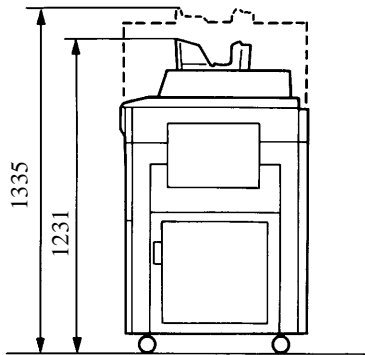
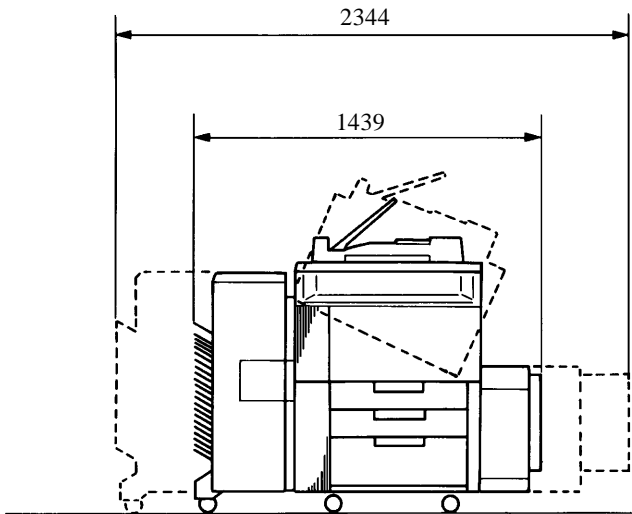
1075O103DA



1075O086BB

(Scale: mm)

EP6000 With a Complete Lineup of Options



1075O126CB

(Scale: mm)



Chapter 8

Miscellaneous

This chapter explains about care of the copier and the various possible combinations of functions

1. *Care of the Copier*
 - *Daily Checks* 168
 - *Cleaning* 169
2. *Function Combination Matrix* 172
3. *Description of Copy Paper Size* 175
4. *Zoom Ratio Table (Original Size to Copy Paper Size)* 176

1. Care of the Copier

To keep your copier in good shape at all times, make the following daily checks and cleaning.

Daily Checks

Power Cord, Communications Cable, Ground Cable

Item	Action
Is the copier placed on its power cord or other cables?	It could result in the copier or other electrical equipment malfunctioning. Move the copier immediately.
Is the copier placed on cables of other electrical equipment?	
Are the cord and cables free of damage or cracks?	Turn the copier OFF immediately, unplug the power cord, and call your Technical Representative.
Has the cord or cable jacket frayed to expose the wires?	

* Communications Cable: Cable connecting the copier with options

Original Glass

Item	Action
Is the Glass dirty?	Clean the Glass using the procedure given in "Cleaning." ➡ p. 169
Is the Glass scratched?	Call your Technical Representative.
Is the Glass cracked or chipped?	

Original Cover, Duplexing Document Feeder

Item	Action
Is the Document Transport Belt dirty?	Clean the Belt using the procedure given in "Cleaning." ➡ p. 170
Is the Document Transport Belt scratched?	Call your Technical Representative.

Copy Paper

Item	Action
Is the paper damp and wavy?	Replace the paper. ➡ p. 128

Sound of Copier Operation

Item	Action
Is there any unusual noise heard while the copier is running?	Call your Technical Representative.

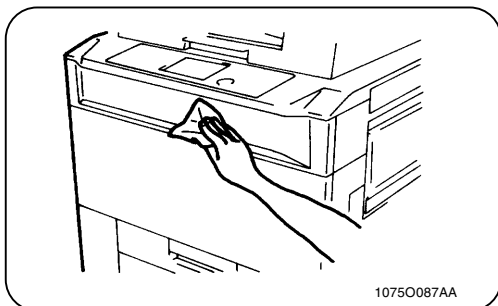
Copier Housing Temperature

Item	Action
Is the housing temperature inordinately high?	Call your Technical Representative.

Cleaning

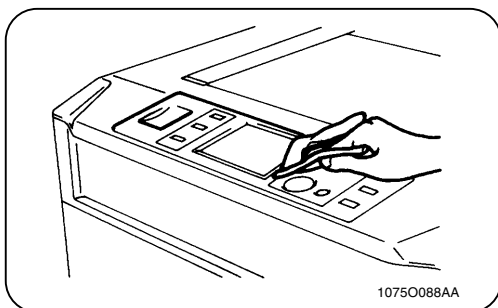
Housing Cover

- 1** Wipe the surface of the Housing Cover clean with a soft cloth dampened with neutral home detergent.



Control Panel

- 1** Turn the Power Switch OFF.
- 2** Wipe the surface of the Control Panel clean with a soft, dry cloth.

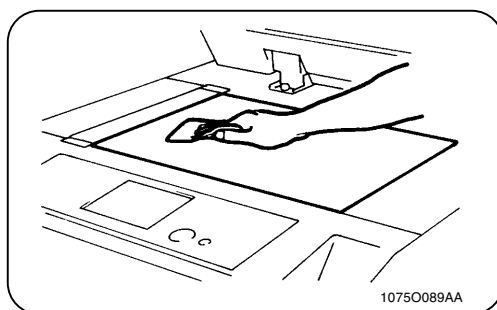


NOTE

NEVER use a glass cleaner or any other detergent to avoid damage to the control panel keys and Touch Panel.

Original Glass

- 1** Raise the Original Cover.
- 2** Wipe the surface of the Original Glass clean with a soft, dry cloth.

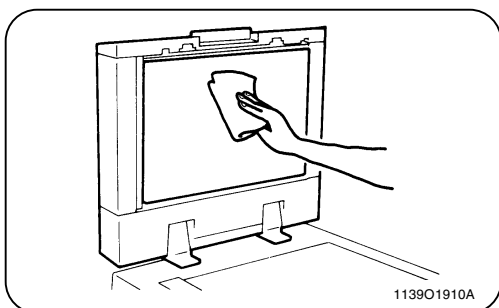


1. Care of the Copier

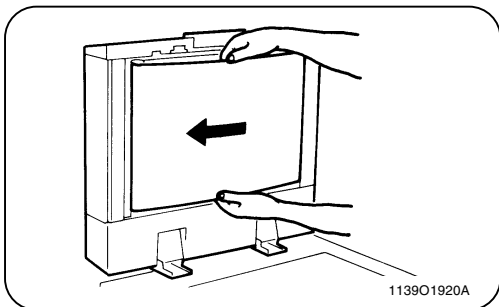
Document Transport Belt

1 Raise the AFR-9.

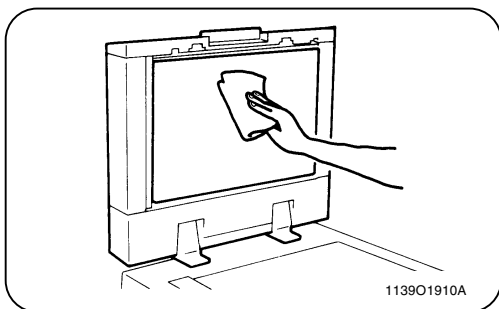
2 Wipe the surface of the Document Transport Belt clean with a soft cloth dampened with neutral home detergent.



3 Hold the Document Transport Belt on both edges, and pull it to the left to expose a fresh surface.



4 Wipe the fresh surface clean using the soft cloth dampened with neutral home detergent.

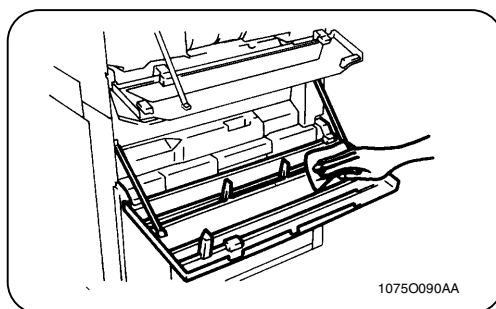


Repeat these steps until the entire surface of the Belt is wiped clean.

Front Door

1 Swing down the Front Door.

2 Wipe the inside of the Front Door clean with a soft cloth.



2. Function Combination Matrix

Functions Set Last <		
---	--	--

○ : The functions can be combined.

● : The functions can be combined (though a miscopy could result).

△ : The functions cannot be combined. (The function set first takes precedence.)

▲ : The functions cannot be combined. (The function set last takes precedence.)

Functions Set Last Functions Set First			Finishing						Auxiliary										Interrupt	Multi Bypass	Job Memory	
			Non-Sort	Sort	Group	Sort-&Staple	Manual Staple	Hole Punch	Cover	Page Insertion	OHP Inter-leaving		File Margin				Edge/Frame Erase	Book Copy				
											Single Copy	Multi Copy	Right	Left	Reduce	2 in 1						
Basic	Paper	Auto Paper	○	○	○	○	○	○	○	○	▲	▲	○	○	○	○	○	▲	○	◇	○	
		Manual Paper	○	○	○	○	○	○	○	○	○	C	C	○	○	B	B	○	○	○	▲	○
	Zoom	Auto Size	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▲	○	◇	○	
		Fixed Ratio	○	○	○	○	○	○	○	○	○	○	○	○	○	B	B	○	○	○	○	○
		Zoom Memory	○	○	○	○	○	○	○	○	○	○	○	○	○	○	B	○	○	○	○	○
	Exposure	Auto Expo.	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
		Manual Expo.	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Orig.▶ Copy	1▶1		○	○	○	○	○	○	○	○	△	△	○	○	○	△	○	▲	○	○	○	
	1▶2		○	○	○	○	○	○	○	○	△	△	○	○	○	△	○	▲	△	A	○	
	2▶1		○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	▲	○	○	○	
	2▶2		○	○	○	○	○	○	○	○	△	△	○	○	○	△	○	▲	△	A	○	
	1[2in1]▶1		○	○	○	○	○	○	△	△	△	△	○	○	○	△	○	▲	○	○	○	
	2[2in1]▶1		○	○	○	○	○	○	△	△	△	△	○	○	○	△	○	▲	○	△	○	
	1▶[2in1]		○	○	○	○	○	○	○	○	△	△	○	○	○	○	○	▲	○	△	○	
	1▶2[2in1]		○	○	○	○	○	○	○	○	△	△	○	○	○	○	○	▲	△	A	○	
Finishing	Non-Sort			▲	▲	▲	△	○	○	○	E	▲	○	○	○	○	○	○	○	○	○	
	Sort		▲		▲	▲	○	○	○	○	○	○	○	○	○	○	○	○	▲	A	○	
	Group		▲	▲		▲	○	○	○	○	▲	▲	○	○	○	○	○	○	▲	A	○	
	Sort-&Staple		▲	▲	▲		△	○	○	○	▲	▲	○	○	○	○	○	▲	▲	A	○	
	Manual Staple		△	△	△	△		△	△	△	△	△	△	△	△	△	△	△	○	△	△	
	Hole Punch		○	○	○	○	○		○	○	▲	▲	○	○	○	○	○	○	▲	A	○	
Auxiliary	Cover		○	○	○	○	○	○		○	△	△	○	○	○	○	○	△	△	△	○	
	Page Insertion		○	○	○	○	○	○			△	△	○	○	○	○	○	△	△	○	○	
	OHP Inter-leaving	Single Copy	D	○	△	△	△	△	△			▲	○	○	○	△	○	△	△	△	○	
		Multi Copy	△	○	△	△	○	△	△	△	▲		○	○	○	△	○	△	△	△	○	
	File Margin	Right	○	○		●	○	●	○	○	○	○		▲	○	▲	○	○	○	○	○	
		Left	○	○	○	○	○	○	○	○	○	○	▲		○	▲	○	○	○	○	○	
		Reduce	○	○	○	○	○	○	○	○	○	○	○	○		▲	○	△	○	A	○	
		2 in 1	○	○	○	○	○	△	○	○	△	△	▲	▲	▲		○	△	○	◆	○	
	Edge/Frame Erase		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	A	○	
	Book Copy		○	○	○	○	○	○	△	△	△	△	○	○	△	△	○		○	◆	○	
Interrupt		○	△	△	△	△	○	△	△	△	○	○	○	○	○	○	○		○	△		
Multi Bypass		○	A	A	A	△	A	▲	○	◆	◆	●	○	A	◆	A	△	○		○		
Job Memory		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○			

- ◇ : The functions cannot be combined.
(The function set last takes precedence. The function set first is automatically canceled.
Cover, Page Insertion, or OHP Interleaving, if combined, is not canceled.)
- ◆ : The functions cannot be combined.
(Either one of the functions must be canceled before a copy cycle can be initiated.)

Conditions for Combined Functions

- A** : The functions cannot be combined.
(One of the functions must be canceled before a copy cycle can be initiated. Acceptable, however, is a combination with Cover, Page Insertion, or OHP Interleaving.)
- B** : The combination is possible if Auto Paper or Auto Size has been set, but not if Manual is set.
(One of the functions must be canceled before a copy cycle can be initiated.)
- C** : When OHP Interleaving is selected, the copier automatically selects A4 crosswise paper and therefore you cannot select paper of any other size. If none of the paper sources of the copier is loaded with A4 crosswise paper, A4 lengthwise is next selected. You cannot select OHP Interleaving, however, if neither A4 crosswise nor A4 lengthwise paper is loaded in the copier.
- D** : The combination is possible if the copier is not equipped with a Sorter.
(If a Sorter is attached, the function set first, OHP Interleaving, takes precedence.)
- E** : The combination is possible if the copier is not equipped with a Sorter.
(If a Sorter is attached, the function set first, Non-Sort, is automatically switched to Sort to run a copy cycle for OHP Interleaving.)

3. Description of Paper Size

Name	Size (Metric)	Size (Inch)
A3	297 mm × 420 mm	11-3/4" × 16-1/2"
B4	257 mm × 364 mm	10" × 14-1/4"
A4	210 mm × 297 mm	8-1/4" × 11-3/4"
B5	182 mm × 257 mm	7-1/4" × 10"
A5	148 mm × 210 mm	5-3/4" × 8-1/4"
B6	128 mm × 182 mm	5" × 7-1/4"
A6	105 mm × 148 mm	4-1/4" × 5-3/4"
POST CARD	100 mm × 148 mm	4" × 5-3/4"

Name		Size (Inch)	Size (Metric)
LEDGER		11" × 17"	279 mm × 432 mm
11" × 14"		11" × 14"	279 mm × 356 mm
COMPUTER		10-1/8" × 14"	257 mm × 356 mm
10" × 14"		10" × 14"	254 mm × 356 mm
9-1/4" × 14"		9-1/4" × 14"	236 mm × 356 mm
LEGAL		8-1/2" × 14"	216 mm × 356 mm
FOOLSCAP	GOVERNMENT LEGAL	8-1/2" × 13"	216 mm × 330 mm
FOOLSCAP		8" × 13"	203 mm × 330 mm
FOOLSCAP		8-2/3" × 13"	220 mm × 330 mm
FOOLSCAP	FOLIO	8-1/4" × 13"	210 mm × 330 mm
8-1/4" × 11-3/4"		8-1/4" × 11-3/4"	210 mm × 301 mm
LETTER		8-1/2" × 11"	216 mm × 279 mm
GOVERNMENT LETTER		8" × 10-1/2"	203 mm × 267 mm
QUARTO		8" × 10"	203 mm × 254 mm
STATEMENT	INVOICE	5-1/2" × 8-1/2"	140 mm × 216 mm

4. Zoom Ratio Table (Original Size to Copy Paper Size)

Metric Areas		
Original Size	Copy Paper Size	Zoom Ratio
A3 297 × 420 mm 11-3/4" × 16-1/2"	A4	×0.707
	A5	×0.500
	B4	×0.866
	B5	×0.610
A4 210 × 297 mm 8-1/4" × 11-3/4"	A5	×0.707
	A6	×0.500
	B5	×0.866
	B6	×0.610
	A3	×1.414
A5 148 × 210 mm 5-3/4" × 8-1/4"	B4	×1.224
	A6	×0.707
	B6	×0.866
	A4	×1.414
	A3	×2.000
A6 105 × 148 mm 4-1/4" × 5-3/4"	B4	×1.733
	B5	×1.224
	A4	×2.000
	A5	×1.414
B4 257 × 364 mm 10" × 14-1/4"	B5	×1.733
	B6	×1.224
	A4	×0.816
	A5	×0.577
	B5	×0.707
B5 182 × 257 mm 7-1/4" × 10"	B6	×0.500
	A3	×1.154
	A5	×0.816
	A6	×0.577
	B6	×0.707
B6 128 × 182 mm 5" × 7-1/4"	A3	×1.640
	A4	×1.154
	B4	×1.414
	A6	×0.816
	A4	×1.640

Inch Areas		
Original Size	Copy Paper Size	Zoom Ratio
11" × 17" 279.4 × 431.8 mm	11" × 14"	×0.823
	Legal	×0.772
	Foolscap	×0.764
	Letter	×0.647
	Invoice	×0.500
11" × 15" 279.4 × 381 mm	11" × 14"	×0.933
	Legal	×0.772
	Foolscap	×0.772
	Letter	×0.733
	Invoice	×0.500
11" × 14" 279.4 × 355.6 mm	Legal	×0.772
	Foolscap	×0.772
	Letter	×0.772
	Invoice	×0.500
Legal 8-1/2" × 14" 215.9 × 355.6 mm	Foolscap	×0.928
	Letter	×0.785
	Invoice	×0.607
Foolscap 8-1/2" × 13" 215.9 × 330.2 mm	11" × 17"	×1.214
	Letter	×0.846
	Invoice	×0.647
Letter 8-1/2" × 11" 215.9 × 279.4 mm	11" × 17"	×1.294
	11" × 14"	×1.076
	Invoice	×0.647
Invoice 5-1/2" × 8-1/2" 139.7 × 215.9 mm	11" × 17"	×1.294
	11" × 14"	×1.272
	11" × 17"	×2.000
	11" × 14"	×1.647

Zoom Ratio = Copy Paper Size ÷ Original Size

1" (inch) = 25.4 mm
1 mm = 0.0394" (inch)

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