

Konica 7020/7025/7030/7035

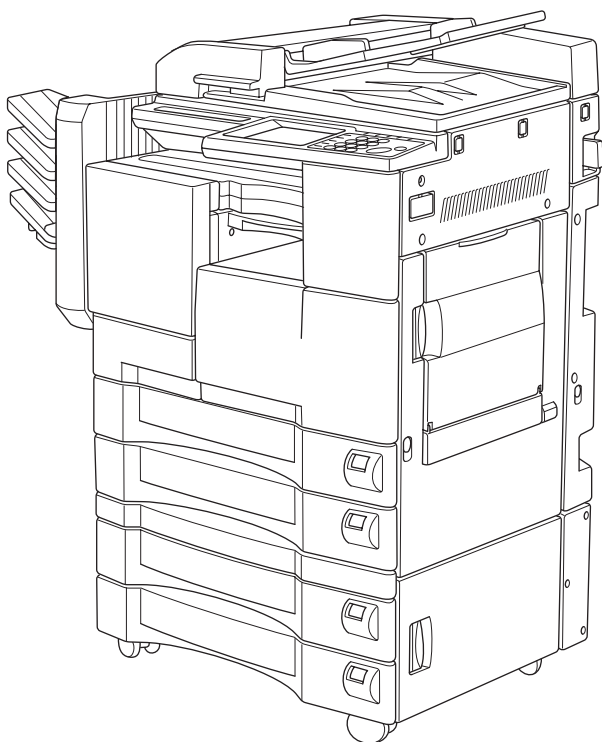
INSTRUCTION MANUAL

**INSTRUCTION
MANUAL**

Konica

**Konica 7020/7025
7030/7035**

- 1** *Basic*
- 2** *Advanced*



Thank you very much for your purchase of the Konica 7020/7025/7030/7035. This Manual deals with making copies, correct handling of the machine, and precautions for safety. Please read before copying.

In order to maintain a satisfactory copying performance, please keep this Manual readily available for reference in the right hand rear pocket of the machine.



ENERGY STAR® Program

The ENERGY STAR Program has been established to encourage the widespread and voluntary use of energy-efficient technologies that reduce energy consumption and prevent pollution. As an ENERGY STAR Partner, Konica Minolta Business Technologies, INC. has determined that this product meets the ENERGY STAR guidelines for energy efficiency grounding it on the following features.

Auto Low Power

This function conserves energy by lowering the set temperature of the fixing unit. In the standard setting, Auto Low Power operates automatically when 15 minutes have elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time.

The time period for the Auto Low Power function can be set for 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes, or 240 minutes. See p. 2-9 for details.

Automatic Shut-Off

This function achieves further energy conservation by partially turning OFF the power supply, thereby reducing energy consumption to 5W (7020) / 10W (7025/7030/7035) or less. In the standard setting, Automatic Shut-Off follows Auto Low Power, operating automatically when 15 minutes have elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time.

The time period for the Automatic Shut-Off function can be set for 15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes or 240 minutes. See p. 2-9 for details.

Automatic Duplex Copying

To reduce paper consumption, use this function to make double-sided (duplex) copies, automatically.

We recommend that you utilize the Auto Low Power function, the Automatic Shut-Off function, and the Automatic Duplex Copying function.

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Features of the Machine

- **AE - Automatic Exposure**

Automatically adjust exposure to compensate for the original.

- **AMS - Automatic Magnification Selection**

Automatically select an appropriate magnification ratio when Paper Size is selected manually. Automatically selected when the AMS key is touched.

- **APS - Automatic Paper Selection**

Automatically select copy paper size to match the original documents.

- **ATS - Automatic Tray Switching**

Automatically switch tray to allow copying to be continued without interruption when the selected tray becomes empty while copying is in progress.

- **Auto Layout**

The original image on the platen glass is copied and centred on a sheet.

- **Auto Low Power**

Automatically lower the power after a specified period of copier inactivity.

- **Auto Reset**

Automatically reset to auto mode defaults after a specified period of copier inactivity.

- **Auto Shut-Off**

Automatically shut off the main power after a specified period of copier inactivity.

- **Booklet**

Create A5 or A4 booklets from A4 size originals in 1 ► 2 or 2 ► 2 copy mode.

- **Chapter**

Start chapter pages on the right side (front pages) of the finished document. Only duplex mode (1 ► 2 or 2 ► 2) is compatible.

- **Combination**

Copy a fixed number (2, 4, or 8) of pages onto one sheet of copy paper to create a draft copy of a multi-page report at the same time as saving paper.

- **Copy Density**

Manually select up to 9 density levels.

- **Copy Mode**

Select the desired simplex mode (1 ► 1 or 2 ► 1); or duplex mode (1 ► 2 or 2 ► 2).

- **Counter List**

Display on the screen and print the following data for confirmation; total counter of the machine, copier counter, print counter, fax counter and the date when the counter started.

- **Density Shift**

Shift each seven density levels of 4 density modes (Auto, Text, Photo, Increase Contrast) into two levels to lighter and three levels to darker.

Features of the Machine

- **Dual Page**

Copy both pages of an open book or book-size sheet separately onto two A4 sheets in 1►1 mode or separately onto each side of one A4 sheet in 1►2 mode. You can use the Dual Page mode with the Front or Front/Back cover mode. The cover page(s) will be scanned and copied normally before image division is performed on the other pages.

- **Flip Side 2**

1-2 Flip Side 2 arranges the even pages of the simplex originals upside down on the reverse side of duplex copies, this is especially valuable when copying A3 portrait on to A4.

Similarly, 2-1 Flip Side 2 rearranges the reverse side of duplex originals which reads upside down to make normal simplex copies.

- **Folded Original**

This feature sets the RADF to accept folded originals.

- **Frame/Fold Erasure**

Erase border and/or fold image area using Frame (1 - 15mm), Fold (1 - 30mm), or Frame & Fold.

- **Image Insert**

Store pages in memory from the platen glass, and insert the pages into a document copied from the document feeder.

- **Image Rotation**

Before copying, rotate the original image when its portrait/landscape orientation is different from the copy paper orientation.

- **Image Shift**

Create or remove a binding margin (shift amount from -250 ~ +250mm in 1mm increments); reduce image to prevent image loss (reduce & shift amount from -250 ~ +250mm in 1mm increments).

- **Interrupt Copying**

Interrupt copying-in-progress to perform an urgent copy, using any of the copier features for the interrupt job.

- **Job List Confirmation**

Display on the LCD the current machine status and the list of jobs stored ready for copying.

- **Job Memory**

Program up to 15 jobs and recall each job by job number or name, as needed. All compatible platen glass functions can be programmed into Job Memory directly after they are selected.

- **Lens Mode (RE, Zoom)**

Select Fixed ratios, three reduction and three enlargement ratios. Zoom ratios can be selected from 25% ~ 400% in 1% increments.

- **Magnification**

Set user-programmable ratios under User Set 1, User Set 2 and User Set 3.

Features of the Machine

- **Manual Shut-off**

Shut off the machine's main power when pressing Power Switch.

- **Mixed Original**

Copy mixed size originals from the document feeder in APS or AMS mode. APS automatically selects the copy size of each original. AMS mode allows you to select one paper size for all originals.

- **Non Image Area Erase**

When copying from the platen glass when the document cover is open, copy only the image area and not the exposed area of glass, which would otherwise copy as black, to produce clean copies of odd sized originals.

- **Non STD Size for Original**

Identify the special original size which the machine could not detect in order to select the optimal paper size for copying or printing.

- **OHP**

Copy onto transparency film and interleave blank or copied paper for each original copied.

- **Output Mode for Machine with FS-107 Finisher Installed:**

Stack, Sort, Staple, and Group modes using the two exit tray (or three/four exit tray with optional FT-107 tray)

- **Output for Machine with IT-101 Inner Tray Installed:**

E-SORT+sort, E-SORT+group, and Group modes using the two exit trays

Use the default condition to output copies in the same order as the originals.

Use the E-SORT+sort mode to alternately switch the landscape and portrait orientation of each copied set upon exit.

Use the E-SORT+group mode to alternately switch the landscape and portrait orientation of each original.

Use the Group mode to output multiple copies of each original without alternately switching them upon exit.

- **Output for Machine with no Finisher Installed:**

E-SORT+sort, E-SORT+group, and Group modes

Use the default condition to output copies in the same order as the originals.

Use the E-SORT+sort mode to alternately switch the landscape and portrait orientation of each copied set upon exit.

Use the E-SORT+group mode to alternately switch the landscape and portrait orientation of each original.

Use the Group mode to output multiple copies of each original without alternately switching them upon exit.

- **Paper Capacity**

Total 1,050 sheets in the machine with DK-109 desk, including a 50-sheet Multi-sheet bypass tray.

Total 2,050 sheets in the machine with DB-209/210 drawer, including four 500-sheet trays and a 50-sheet Multi-sheet bypass tray.

Total 2,550 sheets in the machine with DB-409/410 drawer, including a 1,500-sheet tray and a 50-sheet Multi-sheet bypass tray.

Features of the Machine

- **Platen Memory**

Scan documents into memory from the platen glass and/or the document feeder and insert the pages into another document copied from the document feeder. If an incompatible function is selected in this mode, the latter function will not be selected, and a Caution message will be displayed.

- **Power Saver**

Automatically turns off all but nominal power supply after a specified period of copier inactivity, for optimal efficiency. Power is returned after a brief warm up period by pressing Power switch on the Control panel.

- **Proof Copy**

To ensure correct output before running multiple copies, run a proof copy by touching **PROOF COPY** on the Check Screen.

- **Repeat**

Select the horizontal image area across the page, and repeat it down the page as many times as the repeat width setting (10 ~ 150mm) permits in manual or auto. This is useful when wishing to copy an A5 original and doubling it up on to A4.

- **Reserve**

Scan in subsequent copy jobs while the machine is busy printing or copying.

- **Reverse Image**

Reverse the image from black-on-white to white-on-black or vice versa.

- **Sheet/Cover Insertion**

Insert up to 15 blank or copied sheets from any tray including the Multi-sheet Bypass Tray, or insert blank or copied front and back covers from any tray including the Multi-Sheet Bypass Tray to enhance the presentation of multi-page documents.

- **Stamp**

Print watermark, regular stamp, date/time, page numbers, and numberings onto the output copies to enhance the presentation and usefulness of the copies.

- **Staple**

Select the stapling position and number of staples (3 positions).

- **Text/Photo Enhance**

Enhance photo image in Photo mode; enhance regular image in Auto mode; enhance text image in Text mode; enhance lighter image in increase contrast mode.

- **Userset Density (USERSET 1, USERSET 2)**

Output up to 16 density samples on a total of 4 pages that display 4 samples per page, then program the desired density under USERSET 1 and/or USERSET 2.

- **Weekly Timer**

Can be set according to the needs of each work environment. Turn main body power Off/On daily or weekly, during lunch time, on holidays, and also enable the timer-interrupt mode, which allows temporary use of the machine even when the machine is in the daily, weekly, or holiday Off mode.

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SECTION

1

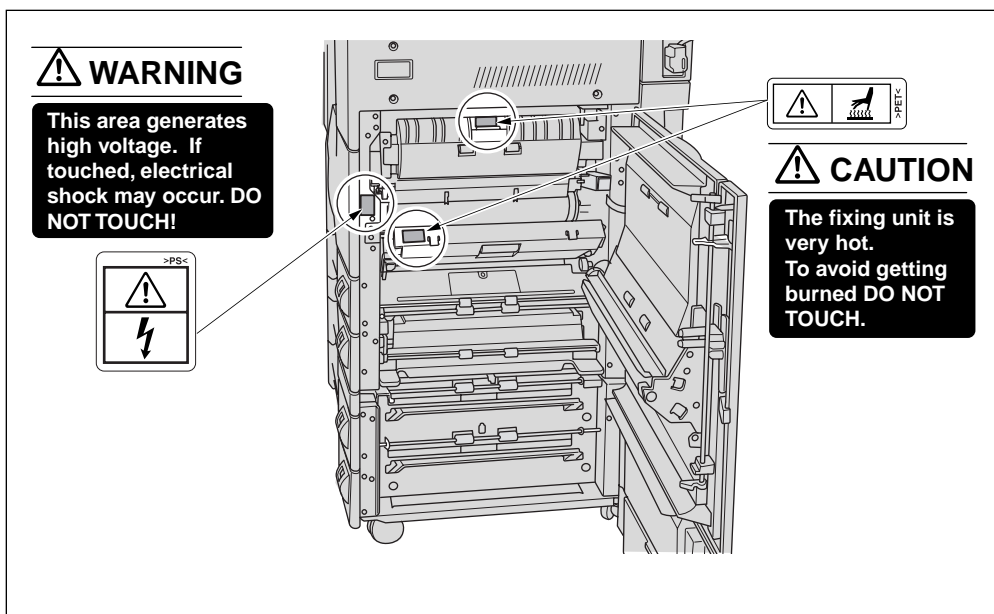
Safety Information

Precautions for Installation and Use

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Caution Labels and Indicators

The caution labels and indicators are attached to the machine areas, as shown below, where you are advised to pay special attention to avoid any dangerous situations or serious injury.



CAUTION

Burns or injury may occur from touching the areas detailed in the caution labels and caution indicators. Do not remove caution labels or indicators. If any caution label or caution indicator is soiled, please clean to make legible. If you cannot make them legible, or if the caution label or indicator is damaged, please contact your service centre.

The following indicators are used on the caution labels or in this manual to categorize the level of safety cautions.



DANGER:

Action highly liable to cause a death or serious injury.



WARNING:

Action liable to cause a death or serious injury.



CAUTION:

Action liable to cause minor injury, medium trouble or physical damage.

If you find any of these indicators when removing jammed paper, adding toner, or reading the manual, be sure to follow the information.



If the safety cautions in the manual become illegible due to soilage, etc., please arrange a new copy from your service centre.

Requirements for Safe Use

To ensure your safe use of the machine, the following describes the precautions you are required to observe without fail for the power source of the machine and during installation and routine handling. Be sure to read and observe them.

■ Power Source



CAUTION: PLUG SOCKET

- A plug socket is limited in capacity. Use only a power source with the correct rating for the machine; otherwise, hazardous situations such as smoking or overheating may occur. See the following list to match the power supply and power consumption:
 - a) 230V/50Hz: More than 10A
 - b) 110V/60Hz: More than 15A
 - c) 230V/60Hz: More than 10A
 - d) 127V/60Hz: More than 15A
- Avoid multiple connections in the same outlet. Do not use multiple outlet adaptors.



CAUTION: POWER PLUG AND LEAD

- Be sure to insert the power plug firmly into the power socket. Otherwise an accident may occur as a result of smoking or overheating. If the inserted power plug is loose in the socket, even after it has been positively inserted, disconnect the plug and contact your electrical contractor.
- For plug cable equipment, that the socket-outlet shall be installed near the equipment and shall be easily accessible.
- Do not bend or crush the power lead. If your copier power lead is bent or damaged in any way, contact your service centre immediately. Do not attempt to repair it yourself, and do not continue to operate the copier. A damaged power lead may result in overheating, a short circuit, or fire.
- Do not bundle or coil the power lead of the copier. Otherwise an accident may occur as a result of overheating or fire.



CAUTION: CONNECTING MULTIPLE LOADS TO ONE SOCKET OUTLET PROHIBITED

Never connect multiple loads to one socket outlet using a multi-outlet extension lead or branched socket. Otherwise an accident may occur as a result of overheating or fire.



CAUTION: EXTENSION LEAD

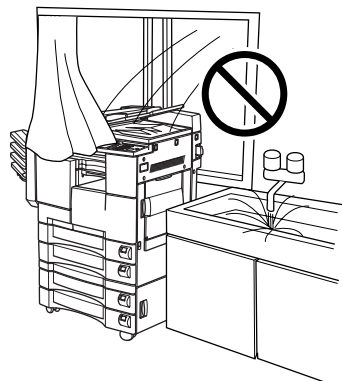
An extension lead must never be used with this machine.

■ Environment



CAUTION: PREVENTION OF FIRE

Do not install near flammable materials, curtains and volatile combustibles, that can catch or cause fire.



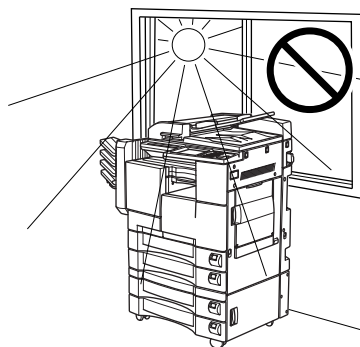
CAUTION: PREVENTION OF SHORT CIRCUIT

Do not install the copier where it could be splashed with rain water, or water from a tap, to avoid a short circuit.



CAUTION: TEMPERATURE AND HUMIDITY

- Keep away from direct sunlight, heat sources such as stoves, cool air from an air conditioner and hot air from a heater.
- Avoid any environment that is outside the range shown below:
 - 10 to 30°C in temperature
 - 10 to 80% in humidity



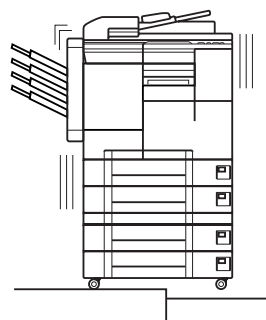
CAUTION: VENTILATION

- Maintain the installation place well-ventilated.
- Keep away from dust or corrosive gases. These materials may cause poor image quality.
- During the use of machine, the machine generates ozone but in an insufficient amount to cause any hazard to the human body. However, if the machine is used in a poorly ventilated room, many copies are made, or plural copiers are used at the same time, an odour may be detected. Ensure adequate ventilation for a comfortable working environment.



CAUTION: VIBRATION

Do not install on a floor which is subject to vibration or is not level.

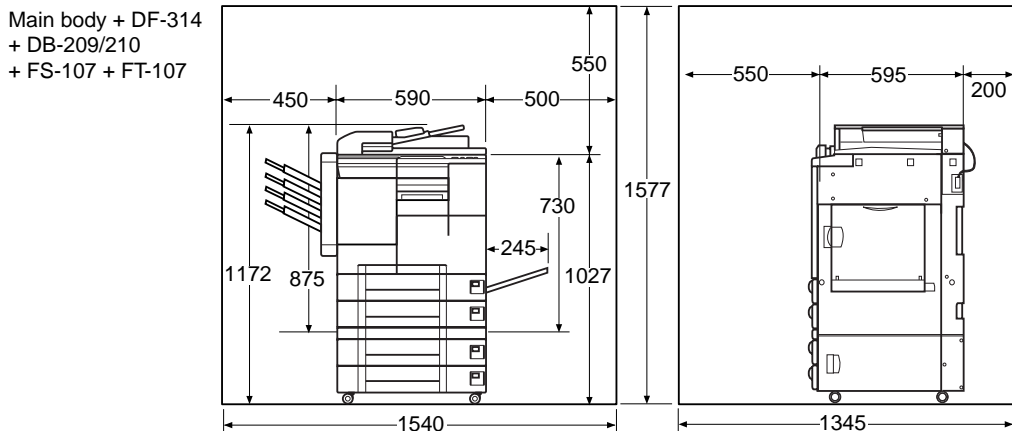
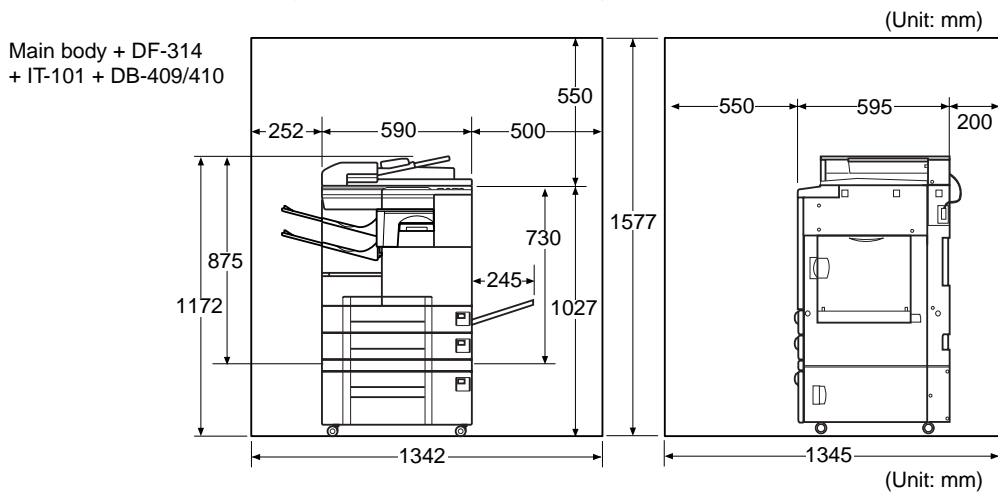
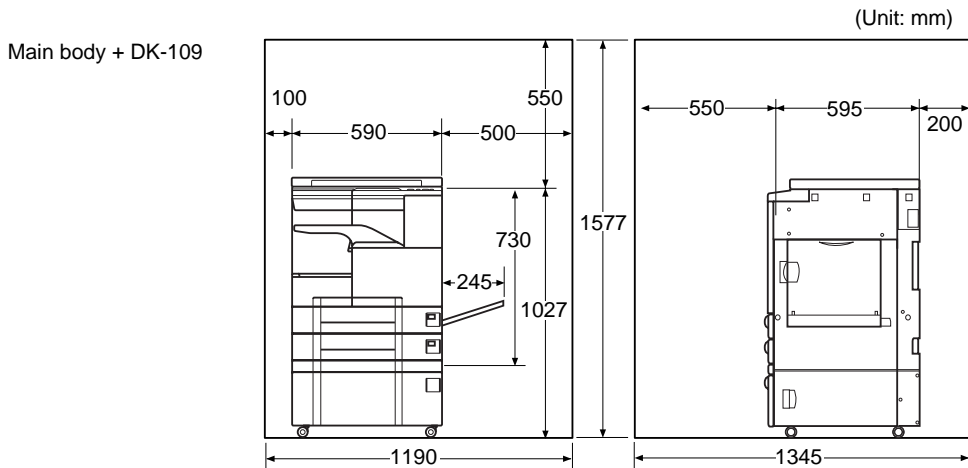


Requirements for Safe Use (continued)



CAUTION: INSTALLATION SPACE

Allow sufficient space for facilitating copy operation, changing parts, and periodic inspection. Especially leave an adequate space behind the machine to let hot air out from the rear fan.



■ Precautions for Routine Handling



WARNING: HIGH VOLTAGE

DO NOT TOUCH the high voltage parts indicated with WARNING label or described in the manual.



CAUTION: ACTIONS IN RESPONSE TO TROUBLES

- If the Service Call screen is displayed and copier operations cannot be continued any more, stop the operation to prevent any unexpected accident. Write down the report code as stated on the 2nd line of the message, then switch off the copier and disconnect from the power socket. Contact your service centre and inform them of the report code.
- Do not touch the high temperature parts indicated with CAUTION labels or described in the manual.
- Do not touch the inside of the machine for any other purpose than removing jammed paper or adding toner.
- If machine repair is necessary, be sure to contact your service centre. Never attempt to repair it by yourself.
- If any abnormal sound, smell or smoke comes from the machine, immediately stop using it, turn off the power switch, disconnect the power plug and contact your service centre.
- If the breaker trips or the fuse blows, turn off the power switch, reset the breaker or the fuse, and turn on the machine. If the same situation occurs again, contact your service centre.
- Insure the replacement fuse conforms with the rating of the power source. Never use a fuse with an incorrect rating.



CAUTION: PREVENTION OF FIRE

Do not use volatile combustibles such as a thinner or alcohol near the machine.



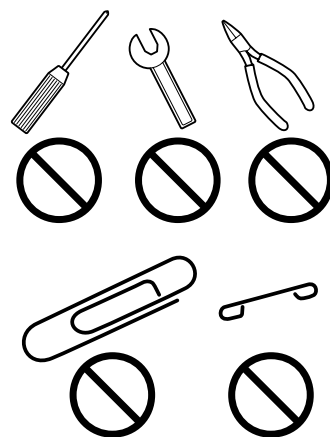
CAUTION: PROHIBITION OF MACHINE MODIFICATION

Do not modify or remove any parts by yourself.



CAUTION: PREVENTION OF MACHINE TROUBLES

- Do not drop small metallic objects such as paper clips or staples inside the machine.
- Do not place any heavy or hard objects such as a vase, books or ornaments on the machine.



Requirements for Safe Use (continued)



CAUTION: RECOMMENDATION OF PERIODIC CHECK

Be sure to check periodically the following points:

- (1) The main lead or the power plug does not generate abnormal heat.
- (2) The power plug is not inserted loosely or the lead is not cut or scratched.
- (3) The earth wire is correctly connected.
- (4) The power plug or the power outlet is not covered with dust.

If you find anything abnormal in the above items, stop using the machine and contact your service centre.



CAUTION: TONER

- Keep the toner cartridge away from children. The toner is nontoxic; however if you inhale or contact with eyes by accident, flush with water and seek medical advice.
- Do not throw the empty toner cartridge into a fire. If it is thrown into a fire the toner may ignite and cause a dangerous situation.



CAUTION: PAPER

Check paper to be sure it is according to specifications outlined in Section 9.



CAUTION: POWER SAVER AND WEEKLY TIMER

- During Power Saver mode the copier is still connected to the mains power supply and power is still applied to certain areas of the machine. To avoid any unexpected troubles turn the power OFF when not using the copier for long periods of time.
- When the Weekly Timer function is operating, turning power OFF will disable the function.



CAUTION: FIXING UNIT

The Fixing unit is internally very hot. To avoid getting burned, DO NOT TOUCH. Be careful when withdrawing the fixing unit.



WARNING: DRUM UNIT

The drum unit has a high voltage generated.
To avoid an electrical shock, DO NOT TOUCH.



CAUTION: DISPOSE OF A DISUSED COPYING MACHINE

Do not dispose of this copier yourself. Contact your service centre, who can arrange for its safe disposal.

If you change the place of installation, please contact your service centre.



CAUTION: PAPER CAPACITY FOR THE EXIT TRAY

The exit tray capacity is max. 100 sheets/ 40 sheets (A3, B4 only). If a copy run of more than 100/40 is required, be sure to remove the copies from the exit tray before the maximum capacity is reached. Failure to do so will cause the copier to jam.

CAUTION: FINISHER PAPER CAPACITY

The FS-107 Finisher is equipped with two exit trays, which may be increased to three or four trays by installing the optional FT-107 Finisher Tray(s).

Select an exit tray and output mode on the Output Mode Screen.

To prevent paper misfeed, do not exceed the paper capacity of the Finisher.

When the total number of copies in the copy run exceeds the stated capacity, be sure to unload the exit tray whilst the copier is still copying. Failure to do so will cause the copier to jam. The following capacity is for 80g/m² paper of the same size.

Exit tray/Output mode		Paper size/Paper type					
		B6R	A5R	A4, B5	A3, B4	Thick/Thin paper, Transparency	Non-standard size
Exit tray 1	Stack	100 sheets	100 sheets	100 sheets	100 sheets	10 sheets	10 sheets
	Sort	—	—	100 sheets	100 sheets	—	—
	Group	—	100 sheets	100 sheets	100 sheets	—	—
	Staple	—	10 sets	10 sets	10 sets	—	—
Exit tray 2	Stack	—	—	1,000 sheets	300 sheets	50 sheets	—
	Sort/Group	—	—	1,000 sheets	300 sheets	50 sheets	—
	Staple	—	—	50 sets	20 sets	—	—

Exit tray/Output mode		Paper size/Paper type					
		B6R	A5R	A4, B5	A3, B4	Thick/Thin paper, Transparency	Non-standard size
Exit tray 1	Stack	100 sheets	100 sheets	100 sheets	100 sheets	10 sheets	10 sheets
	Sort	—	—	100 sheets	100 sheets	—	—
	Group	—	100 sheets	100 sheets	100 sheets	—	—
	Staple	—	10 sets	10 sets	10 sets	—	—
Exit tray 2	Stack	—	—	100 sheets	100 sheets	10 sheets	—
	Sort/Group	—	—	100 sheets	100 sheets	10 sheets	—
	Staple	—	—	10 sets	10 sets	—	—
Exit tray 3	Stack	—	—	600 sheets	200 sheets	50 sheets	—
	Sort/Group	—	—	600 sheets	200 sheets	50 sheets	—
	Staple	—	—	30 sets	15 sets	—	—

Exit tray/Output mode		Paper size/Paper type					
		B6R	A5R	A4, B5	A3, B4	Thick/Thin paper, Transparency	Non-standard size
Exit tray 1	Stack	100 sheets	100 sheets	100 sheets	100 sheets	10 sheets	10 sheets
	Sort	—	—	100 sheets	100 sheets	—	—
	Group	—	100 sheets	100 sheets	100 sheets	—	—
	Staple	—	10 sets	10 sets	10 sets	—	—
Exit tray 2	Stack	—	—	100 sheets	100 sheets	10 sheets	—
	Sort/Group	—	—	100 sheets	100 sheets	10 sheets	—
	Staple	—	—	10 sets	10 sets	—	—
Exit tray 3	Stack	—	—	100 sheets	100 sheets	10 sheets	—
	Sort/Group	—	—	100 sheets	100 sheets	10 sheets	—
	Staple	—	—	10 sets	10 sets	—	—
Exit tray 4	Stack	—	—	100 sheets	100 sheets	10 sheets	—
	Sort/Group	—	—	100 sheets	100 sheets	10 sheets	—
	Staple	—	—	10 sets	10 sets	—	—



CAUTION: PAPER CAPACITY FOR THE INNER TRAY

The IT-101 Inner tray is equipped with two exit trays. The Exit tray 1/Exit tray 2 capacity is max. 50 sheets/100 sheets. If a copy run of more than 50/100 is required, be sure to remove the copies from the exit tray before the maximum capacity is reached. Failure to do so will cause the copier to jam.

SECTION

2

Machine Information

Machine Configuration, Varios Touch Screens and Loading Paper

Machine Configuration	2-2
Turning On the Main Power Switch and Power Switch	2-7
Touch Screens	2-12
Loading Paper	2-15
Changing Paper Size of Main Body Trays and DB-209/210 Trays	2-19

2 Machine Information

Machine
Configuration

Turn On/Off
the Power

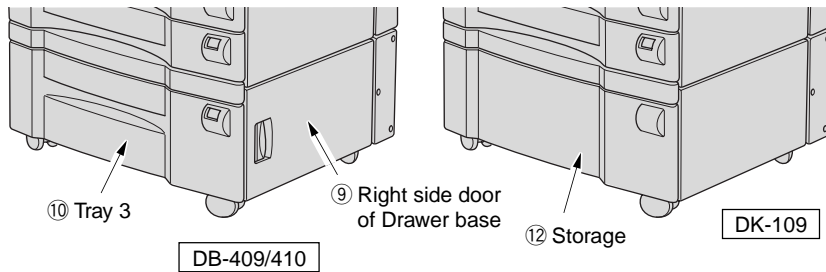
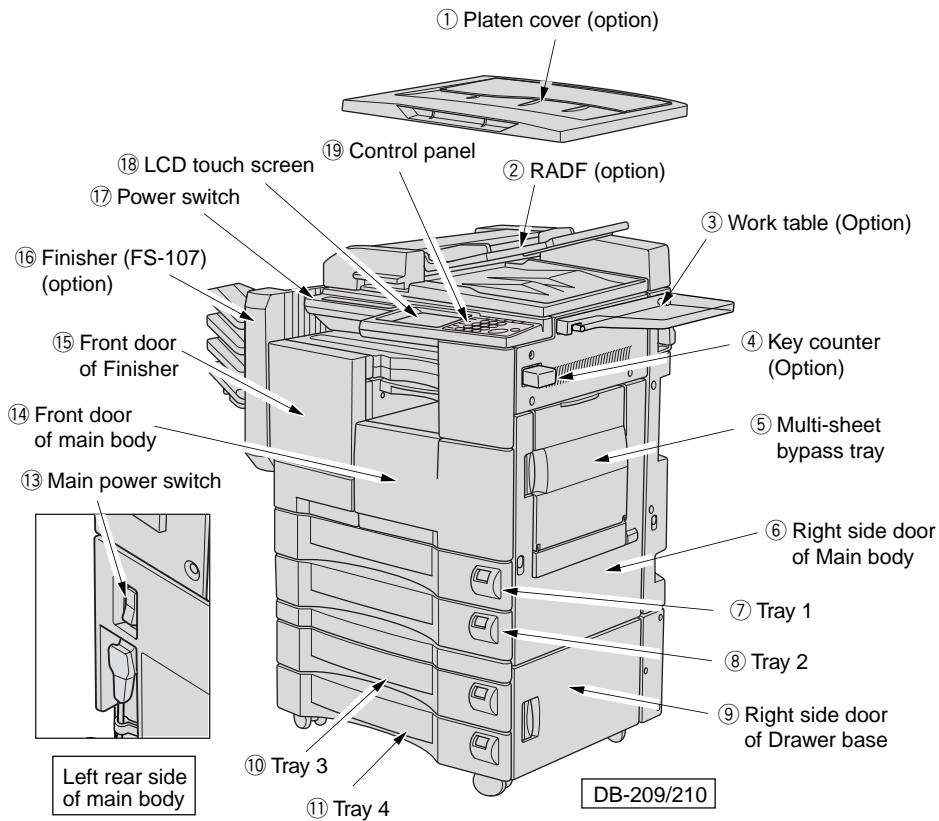
Touch
Screens

Loading
Paper

Changing
Paper Size

Machine Configuration

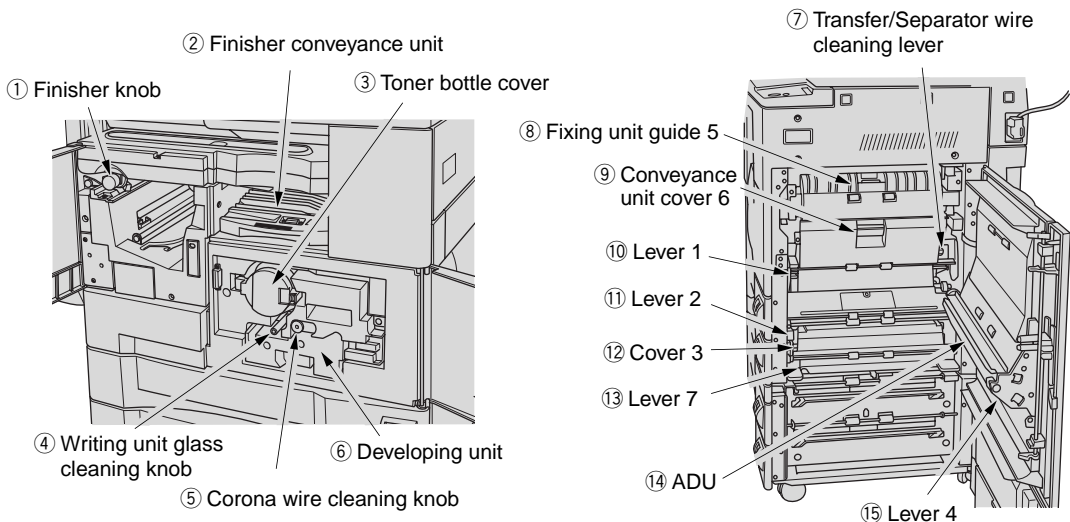
■ External Machine Items



Machine Configuration (continued)

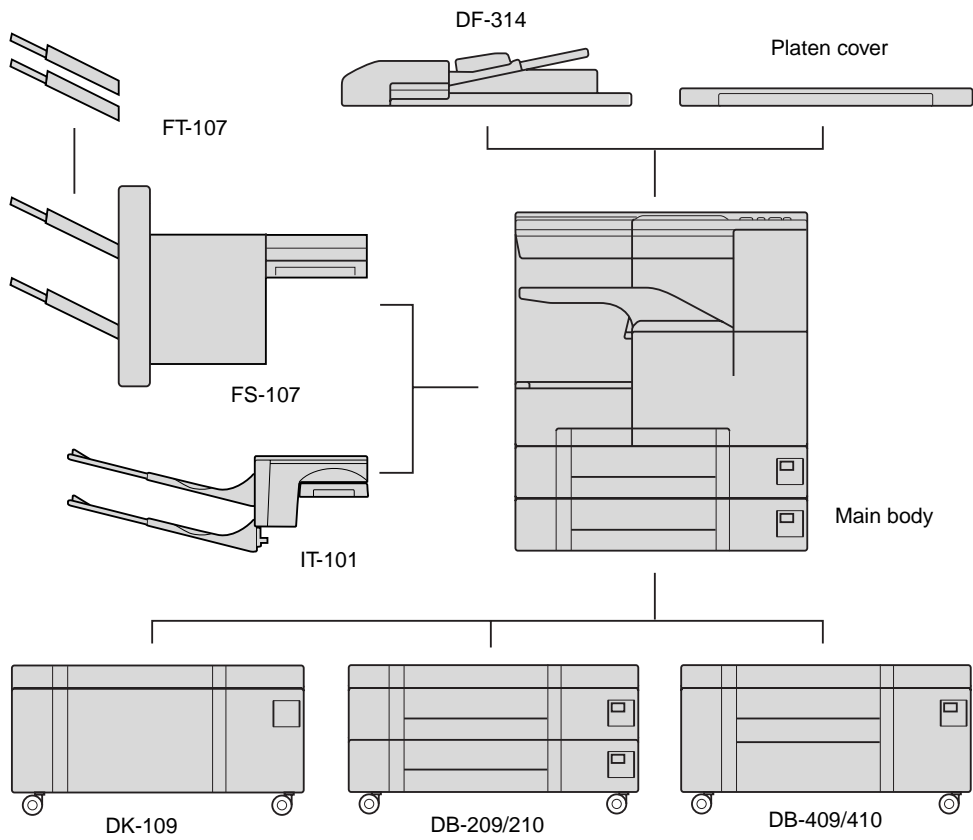
- ① **Platen cover** (option) covers documents to be copied and holds them in place.
- ② **RADF (Reversing Automatic Document Feeder)** (option) automatically feeds multiple originals one at a time to the platen glass for copying.
- ③ **Work table** (option) provides a convenient workspace for documents both before and after copying.
- ④ **Key counter** (option) manages the number of copies made on the machine.
- ⑤ **Multi-sheet bypass tray** used for small quantity copying onto plain paper or special paper.
- ⑥ **Right side door of main body** opens to allow removal of mishandled paper or cleaning the transfer/separator electrode wire.
- ⑦ **Tray 1** (universal tray) is user adjustable and holds 500 sheets from B4 to A5R.
- ⑧ **Tray 2** (universal tray) is user adjustable and holds 500 sheets from A3 to A5R.
- ⑨ **Right side door of Drawer base** opens to allow removal of mishandled paper.
- ⑩ **Tray 3** (DB-209/210 universal tray) (option) is user adjustable and holds 500 sheets from A3 to A5R.
- ⑩ **Tray 3** (DB-409/410 fixed tray) (option) is initially fixed at A4 and holds 1,500 sheets. The fixed size can be reset to 8.5"x11", 8.5"x11"R, B5, or B5R, A4R by service.
- ⑪ **Tray 4** (DB-209/210 universal tray) (option) is user adjustable and holds 500 sheets from A3 to A5R.
- ⑫ **Storage** accommodates copy paper or copy materials.
- ⑬ **Main power switch** turns machine power On/Off to operate it as copier/scanner/printer/facsimile.
- ⑭ **Front door of main body** opens to the internal copier to allow clearing of mishandled paper, replenishing of toner or cleaning the corona wire.
- ⑮ **Front door of Finisher** opens to the internal finisher to allow clearing of mishandled paper or inserting new staple cartridge.
- ⑯ **FS-107 Finisher** (option) sorts, staples, and groups copies into finished sets.
- ⑰ **Power switch** turns copier power On/Off when pressed.
- ⑱ **LCD touch screen** displays interactive operation screens.
- ⑲ **Control panel** controls copier operations.

Internal Machine Items



- ① **Finisher knob** can be turned to ease removal of mishandled paper in the Finisher.
- ② **Finisher conveyance unit** can be opened to ease removal of mishandled paper in the Finisher.
- ③ **Toner bottle cover** is to be opened when supplying toner.
- ④ **Writing unit glass cleaning knob** is withdrawn to clean the writing unit glass.
- ⑤ **Corona wire cleaning knob** is withdrawn to clean the corona wire.
- ⑥ **Developing unit** prints images to the drum, and needs to be replaced periodically.
- ⑦ **Transfer/Separator wire cleaning lever** forms the copy image.
- ⑧ **Fixing unit guide 5** uses the toner onto the copy paper, and is to be opened for removal of mishandled paper.
- ⑨ **Conveyance unit cover 6** passes the paper through the drum unit, and is to be opened for removal of mishandled paper.
- ⑩ **Lever 1** can be opened for removal of mishandled paper.
- ⑪ **Lever 2** can be opened to release the pressure rollers for removal of mishandled paper.
- ⑫ **Cover 3** can be opened for removal of mishandled paper.
- ⑬ **Lever 7** can be opened for removal of mishandled paper.
- ⑭ **ADU** is used for stackless duplex copying.
- ⑮ **Lever 4** can be opened for removal of mishandled paper in ADU.

■ Standard/Optional Equipment



2 Machine Information

Machine Configuration

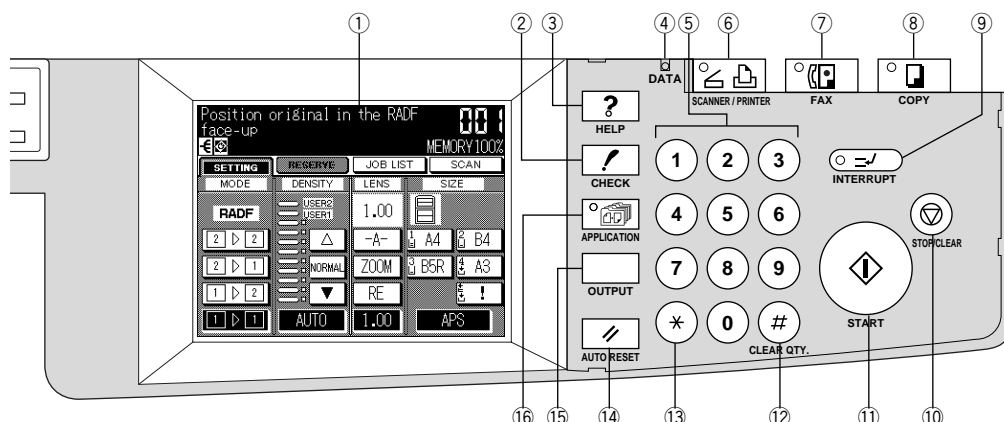
Turn On/Off the Power

Touch Screens

Loading Paper

Changing Paper Size

Control Panel Layout



- ① **LCD TOUCH SCREEN** displays machine and copying status; help information; interactive screens; and touch keys for selecting all functions.
- ② **CHECK** displays a screen showing all settings that are selected for the current job.
- ③ **HELP** displays a screen with help for the currently selected function or to access the Key Operator Mode Screen.
- ④ **DATA** blinks while receiving print data in printer mode, then lights after completing it.
- ⑤ **KEYPAD** enters numeric values.
- ⑥ **SCANNER/PRINTER** switches the machine operation mode to scanner and printer in turn.
- ⑦ **FAX** switches the machine operation mode to facsimile.
- ⑧ **COPY** switches the machine operation mode to copy.
- ⑨ **INTERRUPT** stops copying/facsimile/printing/scanning in progress to allow a simple copying job.
- ⑩ **STOP/CLEAR** stops the copying sequence; deletes the stored memory.
- ⑪ **START** activates scanning or copying.
- ⑫ **CLEAR QTY.** allows resetting of print quantity.
- ⑬ **[*] (COUNTER)** displays the Counter List Screen or accesses programming modes for setting special functions.
- ⑭ **AUTO RESET** restores copier to automatic mode settings or to key operator settings.
- ⑮ **OUTPUT** displays screens for selecting an Exit tray, Sort/Staple/Group mode in the machine with Finisher; selecting an Exit tray, E-SORT+sort/E-SORT+group/Group mode in the machine with Inner tray; or selecting E-SORT+sort/E-SORT+group/Group mode in the machine without Finisher.
- ⑯ **APPLICATION** displays a menu screen for selecting special application functions, or displays screens for selecting Job Store/ Job Recall functions.

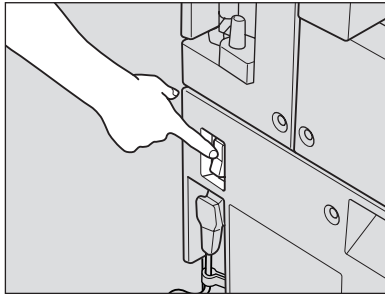
Turning On the Main Power Switch and Power Switch

This machine is equipped with two power switches.

■ To Turn On the Power

1 Turn ON the main power switch.

The main power switch is located on the rear left side of the main body.



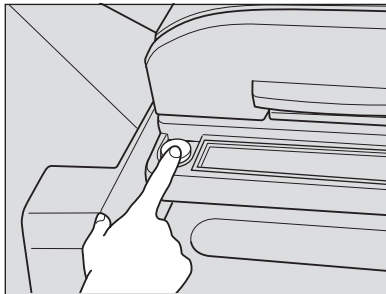
 Please Be Reminded!

When turning the main power switch OFF then ON, wait for 3 seconds or longer before turning it ON again; otherwise the copier may not function normally.

2 Turn ON the power switch.

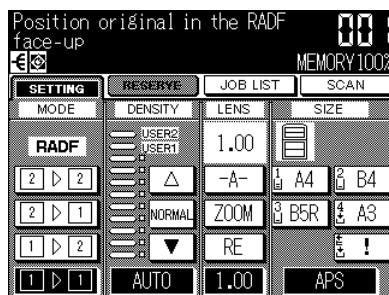
The power switch is located on the far left side of the control panel.

Warm-up takes approximately 30 seconds (7020/7025/7030) / 45 seconds (7035).



3 The Basic Screen will be displayed.

The message on the Basic Screen will inform you that copying job is now available.



 FOR DETAILS

- When the initial settings are changed by the key operator, the modified conditions will be displayed on the Basic Screen.
- When “Enter E.K.C. password” is displayed, enter your password to use the machine.

2 Machine Information

Machine Configuration

Turn On/Off the Power

Touch Screens

Loading Paper

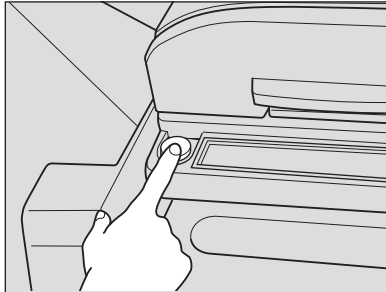
Changing Paper Size

■ To Turn Off the Power

1

Turn OFF the power switch.

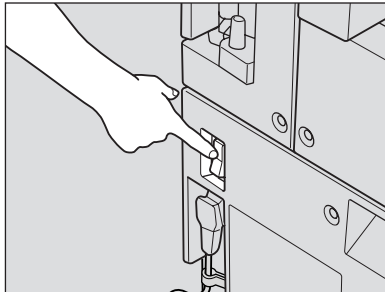
The power switch is located on the far left side of the control panel.
The touch screen and all the LEDs on the control panel will go out.



2

Turn OFF the main power switch.

The main power switch is located on the rear left side of the main body.

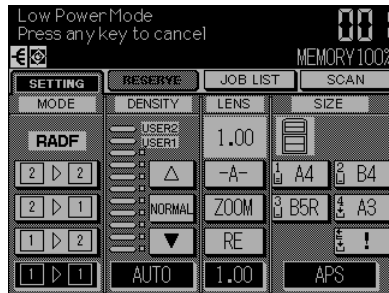


FOR DETAILS

- The main power switch is not required to be turned off usually.
- When the machine is under control of the weekly timer function, turning off the main power switch will deactivate the function.

■ Reducing the Power in Standby Mode (Auto Low Power)

This function automatically lowers the power after a specified period (initially 15 minutes) of copier inactivity. The LCD screen becomes dark with the message “Low Power Mode / Press any key to cancel” displayed.



To start a copying job, press any key on the control panel. The Auto low power will be released and the LCD screen recovers usual brightness.



The Auto low power function can be set to 5 minutes/ 10 minutes/ 15 minutes/ 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes in the Key operator mode. For the key operator setting, see p. 12-34.

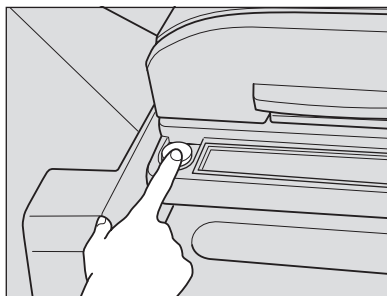


- If the Auto shut-off function activates at the same time, the power will be turned off without the LCD screen becoming dark.
- The LCD screen will not be come dark during a duplex copying job or when the Jam Position Screen is displayed.

■ Shutting Off Automatically (Auto Shut-Off)

This function automatically shuts off the power after a specified period (initially 15 minutes) of copier inactivity.

To start a copying job, press the power switch. The copy operation will become available.



The Auto shut-off can be set for 15 minutes/ 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes in the Key operator mode. For the key operator setting, see p. 12-34.



When “Timer interrupt mode / Enter password” is displayed after pressing the power switch, see the following page to continue.

■ Entering an EKC Password (EKC)

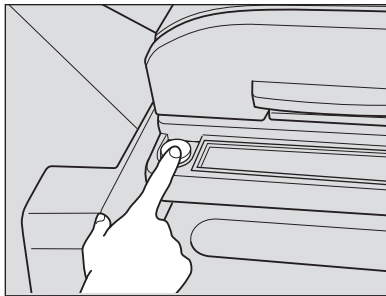
The Electronic Key Counter (EKC) allows the key operator to monitor all copying activities by controlling EKC password accounts. Copy quantity limits for specific accounts can be set.

The EKC is not factory-set. An EKC password is required only when the EKC is activated; a User Password is assigned; and "Enter E.K.C. password" is displayed on the touch screen.

Copying will be available by following procedure.

1

Press the power switch.



The Basic screen will be displayed along with the message shown below.

Enter E.K.C. password

2

Enter your 5-digit EKC password, using the keypad.

The entered password will not be displayed on the screen.

If the EKC password is invalid, the copier will reset to the Initial mode. In that case, enter the correct password; or contact the key operator.

3

Press  **.**
START

Your current copy count and copy limit will be displayed for 3 sec.

Current count / limit
018888/025000



For details of the EKC setting, see p. 12-15 to p. 12-21.



See p. 12-16 for setting an EKC password.

4

Start a copying job.

When the message changes to “Ready to copy”, copying job is available on the machine.

5

Press while pressing .

CLEAR QTY.

The initial state will be restored, with the message “Enter E.K.C. password” displayed on the screen.



FOR DETAILS

When your copy count reaches the copy limit, the message “Copy limit reached” will be displayed. In that case, contact the key operator to reset your copy limit.

2

Machine Information

Machine Configuration

Turn On/Off the Power

Touch Screens

Loading Paper

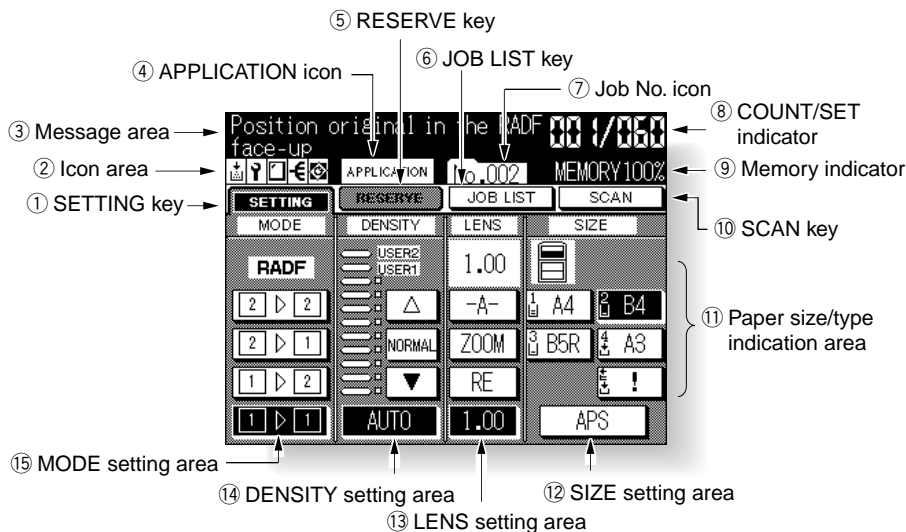
Changing Paper Size

Touch Screens

This copier has a large Liquid Crystal Display (LCD) in the centre of the control panel. The following pages describe various types of interactive screen and how to display them.

■ Making a Basic Copy (Basic Screen)

The Basic Screen displays when copying operation becomes available after warm-up.



- ① **SETTING key** is selected when the screen displays basic copying conditions. Touch this key to return to the current print job settings when making selections for a reserve job.

When any trouble occurs during a reserve setting, the “SETTING” changes to flashing “JAM” or “ADD PAPER” according to the trouble type. See p. 5-7 to p. 5-9.

- ② **Icon area** displays the following icons.



ADD TONER icon displays when toner supply becomes low. See p. 10-2.



PM CALL icon displays when preventive maintenance is due. See p. 5-4.





FINISHER MODE icon displays when a specific finisher mode is selected. When Staple-sort mode is selected, this icon indicates the number of staples and staple position. See p. 3-29 to p. 3-31.




ROTATION icon displays when the Rotation automatically functions. See p. 7-9 to p. 7-10.

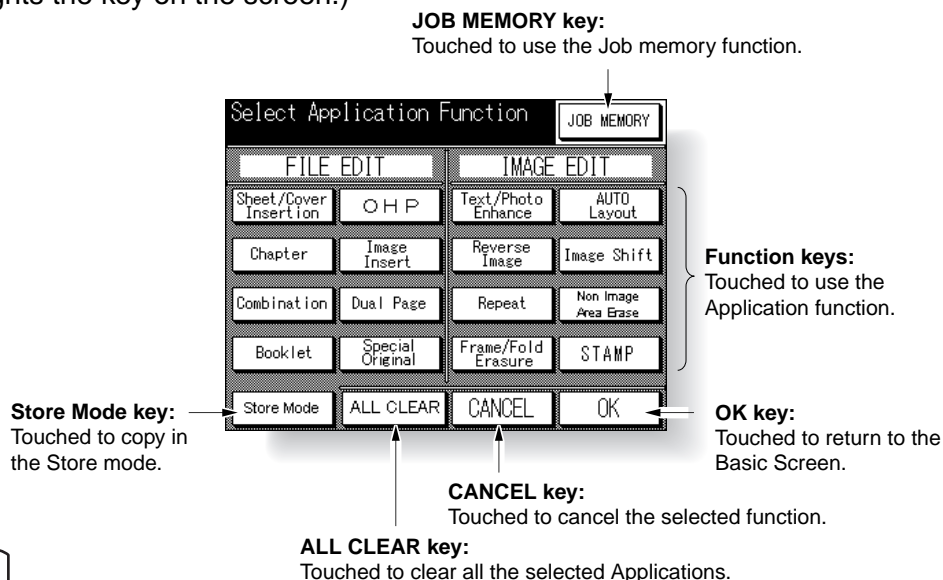
- ③ **Message area** displays the machine status and procedure required at that time.
- ④ **APPLICATION icon** displays when any application function is selected on the Application Selection Screen. See p. 8-2.

- ⑤ **RESERVE key** is touched to select copy conditions for a subsequent job while the current scan/print job is in progress. See p. 3-23 to p. 3-24.
- ⑥ **JOB LIST key** is touched to view the current job status, to change the printing order of reserve jobs, or to cancel printing a reserve job. See p. 3-25 to p. 3-26.
- ⑦ **Job No. icon**  displays when  is pressed to start a reserve job of that number.
Service can set the Job No. icon to display the page count while scanning the originals, and also the copy count when printing job starts, instead of the job number.
- ⑧ **COUNT/SET indicator** indicates the print quantity entered from the control panel keypad, and also indicates the print count on the left of the set count while printing. See p. 3-7.
- ⑨ **Memory indicator** indicates the remaining memory available for the next operation. See p. 3-22.
- ⑩ **SCAN key** is touched to start scanning originals when any copy condition which requires Store mode is selected, or Store mode is directly selected on the Application Selection Screen. See p. 3-19, and p. 3-21 to p. 3-22.
- ⑪ **Paper size/type indication area** displays the paper size loaded in each tray and paper type of the selected tray under the “SIZE” indication, if specified by the key operator. See p. 12-23.
- ⑫ **SIZE setting area** is used to select the desired paper size or APS. See p. 3-8 to p. 3-11.
- ⑬ **LENS setting area** is used to select the desired magnification ratio. See p. 3-12 to p. 3-14.
- ⑭ **DENSITY setting area** is used to specify the desired exposure level. See p. 3-15 to p. 3-16.
- ⑮ **MODE setting area** is used to select the copy mode (1▶1, 1▶2, 2▶1, or 2▶2). See p. 3-17 to p. 3-20.

■ Using Application Function (Application Selection Screen)

The Application Selection Screen displays when  is pressed on the control panel.

16 application function keys are provided on the screen. Touching a key displays a subsequent screen for specifying the selected function. (Touching Reverse Image, AUTO Layout, or Non-image Area Erase does not display a subsequent screen, but highlights the key on the screen.)





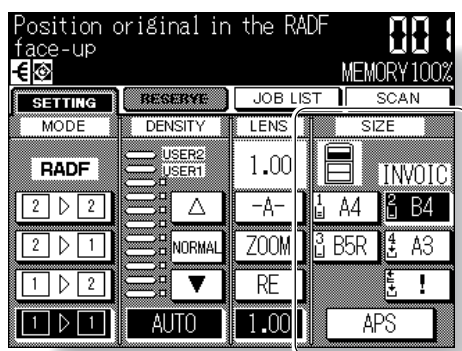
Sheet/Cover Insertion	Inserting Sheets and Covers: See p. 8-3
Chapter	Locating Title Pages on the Right Side: See p. 8-7
Combination	Lay Out Several Pages onto One Sheet: See p. 8-9
Booklet	Making a Multiple Page Signature Booklet: See p. 8-11
OHP	Copying onto OHP Films: See p. 8-14
Image Insert	Inserting Images into Printed Sets: See p. 8-16
Dual Page	Dividing an Image into Right and Left Pages: See p. 8-19
Special Original	Copying Mixed Size Originals (Mixed Original) : See p. 8-23
Special Original	Copying Folded Originals (Folded Original): See p. 8-25
Special Original	Copying Non-Standard Size Originals (Non-Standard Size): See p. 8-27
Special Original	Reverse the Second Side in 1 ► 2 Mode (Flip Side 2): See p. 8-29
Text/Photo Enhance	Making Copy Quality Closer to Originals: See p. 8-32
Reverse Image	Reversing Colour in Black and White Image: See p. 8-34
Repeat	Repeating Selected Image Area (Verti./Horiz. Mode): See p. 8-36
Repeat	Repeating Automatically or Selecting Repeating Times (AUTO/ Repeat Mode): See p. 8-39
Frame/Fold Erasure	Eliminating Black Copy Marks Along Borders: See p. 8-42
AUTO Layout	Copying Image in the Centre of Copy Paper: See p. 8-44
Image Shift	Creating Binding Margin: See p. 8-46
Non Image Area Erase	Erasing Outside of the Original: See p. 8-48
STAMP	Printing Stamps or Watermarks onto Copies: See p. 8-50
STAMP	Printing Date/Time, Page Numbers or Numberings: See p. 8-54

Loading Paper

A paper indicator (see below) always appear on each tray key of the Basic Screen to indicate the paper level of the tray.





When paper in a tray runs short, the indicator “” appears on the tray key, then it changes to “” when the tray becomes empty.



Follow the procedure below to supply the empty tray with copy paper.

FOR DETAILS

When the Multi-sheet bypass tray is empty, “” and “” will be displayed on the bypass tray key instead of the paper size indication.

HINTS

Key operator can set the machine to indicate the paper type for each tray when selected on the screen. See p. 12-23.

■ Loading Paper in Main Body Trays and DB-209/210 Trays

Main body trays: Tray 1, Tray 2

DB-209/210 trays: Tray 3, Tray 4

1

Withdraw the main body tray or DB-209/210 tray.

HINTS

See p. 2-2 to check positions of each tray.



CAUTION

Do not withdraw the trays forcibly; otherwise you may be injured.

2 Machine Information

Machine Configuration

Turn On/Off the Power

Touch Screens

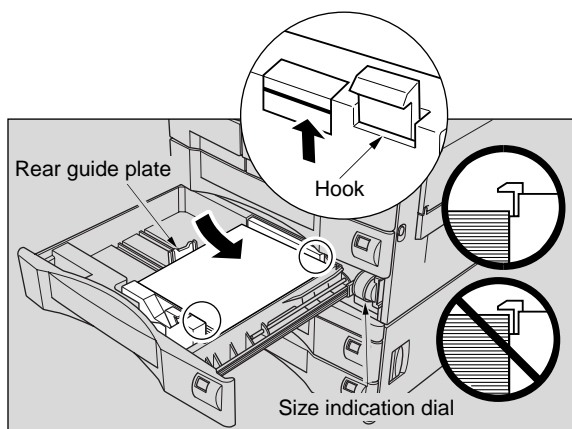
Loading Paper

Changing Paper Size

2

Stack paper with curl side up.

Load paper aligning it to the right side of the tray.



Please Be Reminded!

Do not load above the red line on the side guide plates.



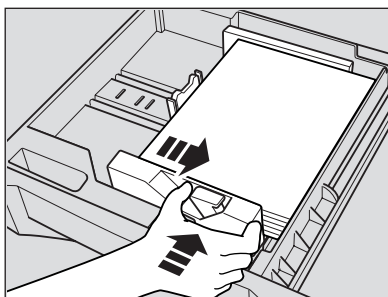
Please Be Reminded!

Be sure that the rear guide plate is correctly positioned according to the paper size to be loaded; otherwise machine trouble may occur.

3

While pressing the release knob, move the slide guide plate against the paper.

Release the release knob to lock the slide guide plate.




Please Be Reminded!

Do not change the paper size indication of the size indication dial at the front of the tray. Making copy using the tray with a different size indicated may cause a paper misfeed.

4

Push in the tray until it locks into place.

The indicator on the tray key will change from “+” to “”.

■ Loading Paper in DB-409/410 Tray

DB-409/410 tray: Tray 3



See p. 2-2 to check the tray position.

1

Withdraw the DB-409/410 tray.



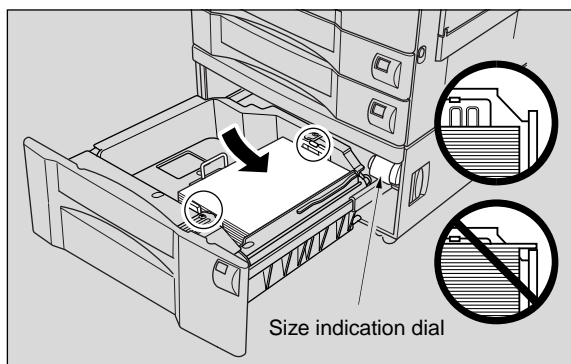
CAUTION

Do not withdraw the DB-409/410 tray forcibly; otherwise you may be injured.

2

Stack paper with curl side up.

Load paper aligning it to the right side of the tray. The tray bottom will lower due to the stacked paper weight.



Do not load paper above the hooks on the side guide plates.



Be sure that the rear guide plate is correctly positioned according to the paper size to be loaded; otherwise machine trouble may occur.

3

Push in the tray until it locks into place.

The indicator on the tray 3 key will change from “” to “”.

2 Machine Information

Machine Configuration

Turn On/Off the Power

Touch Screens

Loading Paper

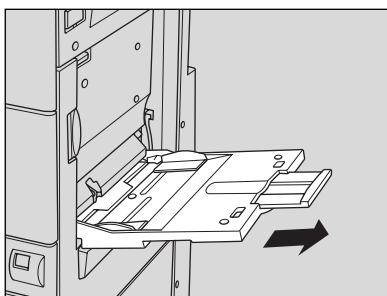
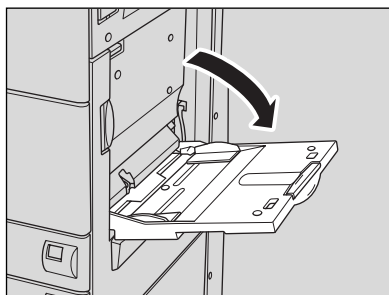
Changing Paper Size

■ Loading Paper in Multi-sheet Bypass Tray

1

Open the Multi-sheet bypass tray located on the right side of the copier.

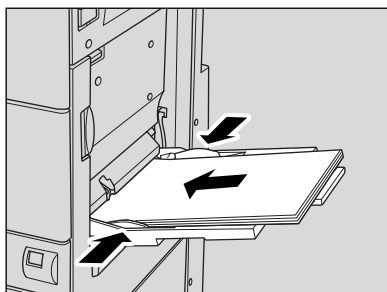
When loading A3 or B4 paper, pull out the right edge to extend the tray.



2

Load copy paper, and adjust the paper guides to the paper size.

The indicators “!” and “⚠” on the Multi-sheet bypass key will go out.



 Please Be Reminded!

Load OHP film one sheet at a time; or, stack paper, up to 50 sheets 80g/m².

3

When copying is completed, close the Multi-sheet bypass tray.

Changing Paper Size of Main Body Trays and DB-209/210 Trays

The following trays are user-adjustable. Change the paper size of the tray according to the procedure below.

Main body trays: Tray 1, Tray 2

DB-209/210 trays: Tray 3, Tray 4

1 *Withdraw the tray of the size to be changed.*



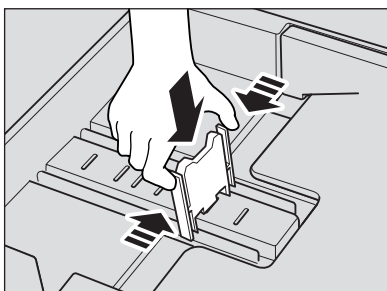
CAUTION

Do not withdraw the trays forcibly; otherwise you may be injured.

2 *Remove the rear guide plate, then insert it into the position designated for your desired paper size.*

Remove the rear guide plate while pressing both edges of it.

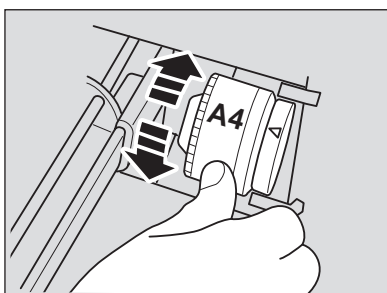
The rear guide plate positions are marked on the tray base plate.



 **Please Be Reminded!**

Be sure to insert the rear guide plate into the position of the paper size to be set; otherwise machine trouble may occur.

3 *Set the size indication dial at the correct paper size.*



 **Please Be Reminded!**

Be sure that the correct paper size is indicated; otherwise a paper misfeed may occur.

4 *Push in the tray until it locks into place.*

The tray key on the Basic Screen will indicate the paper size currently specified.

2 Machine Information

Machine Configuration

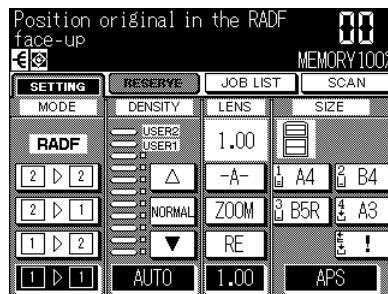
Turn On/Off the Power

Touch Screens

Loading Paper

Changing Paper Size

SECTION 3



Copying Operations

How to Make a Basic Copy

Positioning Originals	3-2
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3 Copying Operations

Positioning Originals

Setting Print Quantity

Paper Size

Lens Mode

Density

1 ► 2, 2 ► 2

2 ► 1

Using Memory

Output without Finisher

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IT-101 Output Modes

Check Mode & Proof Copy

Interrupt Mode

Positioning Originals

■ Positioning Originals in RADF

The document feeder (RADF) automatically feeds up to 50 originals directly to the platen area, starting with the top sheet. The RADF should only be used for unstapled, smooth, flat originals.

Positioning originals in Normal mode

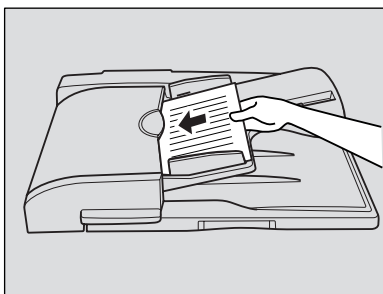
1

Arrange originals in order.

2

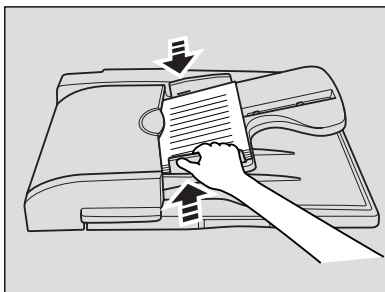
Position original(s) FACE UP in the document feeder tray.

Place two-sided originals with page one FACE UP. Up to 50 originals can be set at a time.



3

Adjust paper guides.



Please Be Reminded!

- Before placing originals in the tray, be sure the document feeder is closed fully.
- Be sure not to use unsuitable RADF originals. See p. 9-5 for details.

Please Be Reminded!

- Do not set more than 50 originals; otherwise a paper misfeed will occur.
- If the number of originals exceeds 50, divide them into blocks not exceeding 50 sheets, then load them from the block with the first page. See p. 3-21.

Positioning Originals (continued)

Positioning originals in Mixed original mode

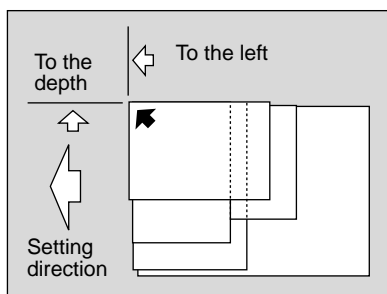
Mixed size originals can be copied together from the document feeder.

To use the Mixed original mode, see procedure on p. 8-23 to p. 8-24.

1

Arrange originals in order.

Arrange the mixed size originals as illustrated below.



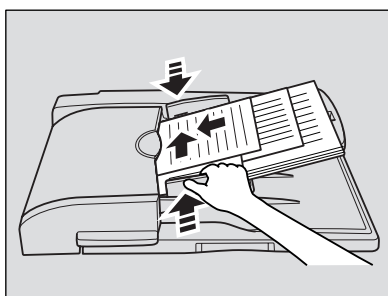
2

Position mixed originals FACE UP, aligned with the left rear side of the document feeder tray.

Place two-sided originals with page one FACE UP. Up to 50 originals can be set at a time.

3

Adjust paper guides.



Please Be Reminded!

- Before placing originals in the tray, be sure the document feeder is closed fully.
- Be sure not to use unsuitable RADF originals. See p. 9-5 for details.



See p. 9-6 for available combinations of mixed originals.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Paper Size

Lens Mode

Density

1 ▶ 2, 2 ▶ 2

2 ▶ 1

Using Memory

Output without Finisher

FS-107 Output Modes

IT-101 Output Modes

Check Mode & Proof Copy

Interrupt Mode

Positioning Originals (continued)

Positioning originals in Folded original mode

Folded original mode detects the folded original size without using the size detection sensor of the RADF. To use the Folded original mode, see procedure on p. 8-25 to p. 8-26.

1

Arrange originals in order.

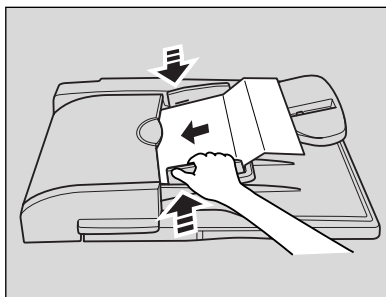
2

Position original(s) FACE UP in the document feeder tray.

Place two-sided originals with page one FACE UP. Up to 50 originals can be set at a time.

3

Adjust paper guides.

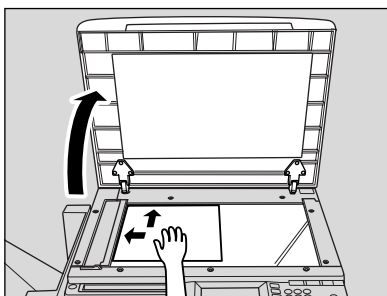


Please Be Reminded!

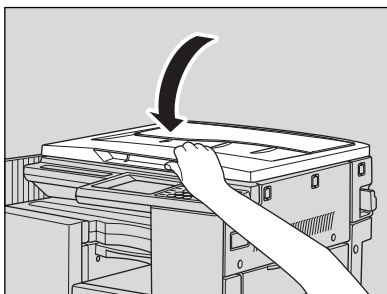
- Before placing originals in the tray, be sure the document feeder is closed fully.
- Be sure not to use unsuitable RADF originals. See p. 9-5 for details.

■ Positioning Original on Platen Glass

- 1** *Raise the document feeder (or platen cover).*
- 2** *Place original **FACE DOWN** in the left rear corner, aligning the edge with the left measuring guide.*



- 3** *Gently close the document feeder (or platen cover) to prevent the original from shifting on the glass.*



CAUTION

Do not place too heavy originals, or do not press strongly when thick original is placed and is under pressure of RADF; otherwise the glass may be broken and you may be injured.

When repeating the original placement on the machine with the document feeder installed, you may use the lower cover by pressing the release button under the document feeder. See the following procedure.



When selecting Dual Page, AUTO mode in Repeat, or Non-image Area Erase, **DO NOT CLOSE** the document feeder (or platen cover). For details on each function, see Section 8.

3 Copying Operations

Positioning
Originals

Setting
Print Quantity

Paper Size

Lens Mode

Density

1 ► 2, 2 ► 2

2 ► 1

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Memory

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Output Modes

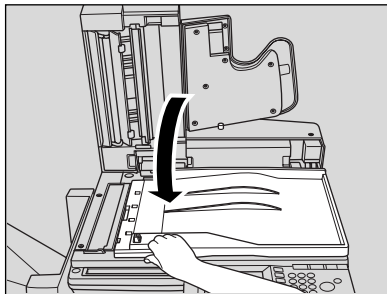
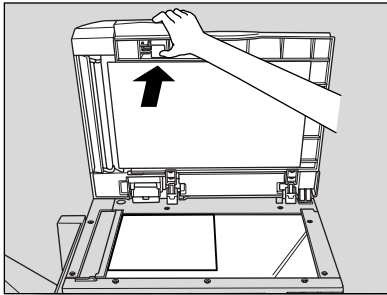
Check Mode
& Proof Copy

Interrupt
Mode

4

Press the release button under the document feeder, then close the lower cover.

This procedure requires less strength for repeating the original placement than closing the document feeder.



5

When copying job is completed, firmly close the upper unit of the document feeder.

Please Be Reminded!

Be sure to join the upper unit and lower cover of the RADF; otherwise it cannot be used as a document feeder.

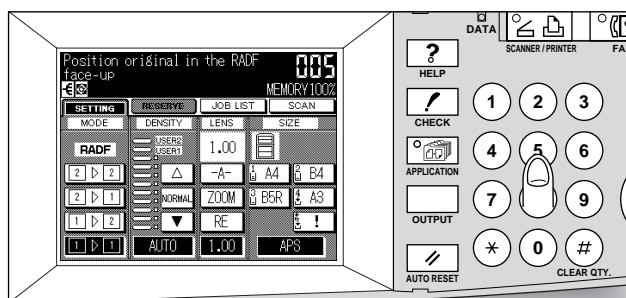
Setting Print Quantity

This section describes how to set or change print quantity.

■ To Set Print Quantity

The copier is initially set to copy the original set in amounts determined by the print quantity setting, then outputs sorted sets.

- 1** Enter the desired print quantity from the control panel keypad.

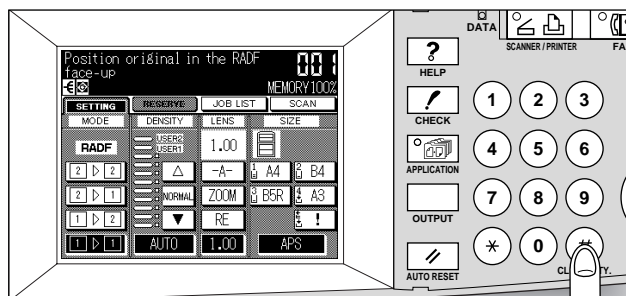


Entered quantity will be displayed on the touch panel.

■ To Change Print Quantity

Follow the procedure below to change the print quantity which has been already entered.

- 1** Press **#** .
CLEAR QTY.



The quantity displayed on the touch panel will return to 1.

- 2** Enter the correct quantity.
Entered quantity will be displayed on the touch panel.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Paper Size

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1 ▶ 2, 2 ▶ 2

2 ▶ 1

Using Memory

Output without Finisher

FS-107 Output Modes

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Check Mode & Proof Copy

Interrupt Mode

Selecting Paper Size

To select an appropriate paper size for getting your desired copy result, use APS (Automatic Paper Selection), or select paper size manually on the touch screen, as required.

■ To Select Paper Size Automatically (APS)

APS detects the size of originals placed on the RADF or platen glass and automatically selects and feeds copy paper of the same size, or selects an appropriate size according to the magnification ratio selected.



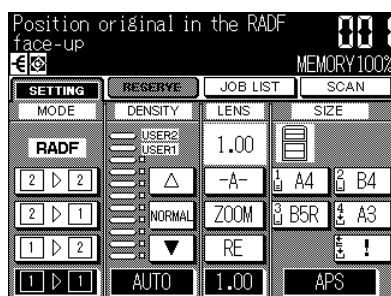
See the table on the following page for the relation of original size, magnification ratio and copy paper size.

1 *Touch to highlight **APS** at lower right corner of the Basic Screen.*

APS is already highlighted when the initial settings are restored.



The initial settings may have been altered by Key operator. See p. 12-6 to p. 12-12.



2 *Select additional copy conditions, as desired.*

3 *Enter the desired print quantity from the control panel keypad.*



See p. 3-7 for details on setting print quantity.

4 *Position original(s).*



- See p. 9-5 to p. 9-6 for paper sizes detectable from the RADF or on the platen glass.
- See p. 3-2 to p. 3-6 for details on positioning originals.
- Key operator can deactivate APS when original is set in the RADF or on the platen glass. See p. 12-35 to p. 12-39.

Selecting Paper Size (continued)

5

Press



Scanned image will be printed on the paper size automatically selected.

FOR DETAILS

- If the appropriate copy paper is not loaded in any tray, no copying will be performed, and a message will prompt you to load the appropriate paper.
- Copy result may not be satisfactory due to the Rotation function. In this case, set the function OFF manually. See p. 7-9 to p. 7-10.

FOR DETAILS

See the table below for the relation of original size, magnification ratio and copy paper size.

Paper size		Original size									Paper size	
Magnification ratio	0.25 - 0.42	B6R	B6R	B6R	B6R	B6R	B6R	B6R	B6R	B6R	0.25 - 0.42	Magnification ratio
	0.43 - 0.50	A5R									0.43 - 0.50	
	0.51 - 0.57	B5R									0.51 - 0.57	
	0.58 - 0.61	(B5)	B5R	A5R	A5	A5R	A5	B6R	B6R	B6R	0.58 - 0.61	
	0.62 - 0.71	A4R(A4)	(B5)								0.62 - 0.71	
	0.72 - 0.77	B4	A4R	B5R	B5	A5R	A5	B6R	B6R	B6R	0.72 - 0.77	
	0.78 - 0.82		(A4)								0.78 - 0.82	
	0.83 - 0.86	B4	A4R	B5R	B5	A5R	A5	B6R	B6R	B6R	0.83 - 0.86	
	0.87 - 0.89										0.87 - 0.89	
	0.90 - 1.00	A3	B4	A4R	A4	B5R	B5	A5R	A5	B6R	0.90 - 1.00	
	1.01 - 1.10										1.01 - 1.10	
	1.11 - 1.15										1.11 - 1.15	
	1.16 - 1.22										1.16 - 1.22	
	1.23 - 1.41		A3	B4	A4R	A4	B5R	B5	A5R	A5	1.23 - 1.41	
	1.42 - 1.63										1.42 - 1.63	
	1.64 - 1.73										1.64 - 1.73	
	1.74 - 2.00										1.74 - 2.00	
	2.01 - 4.00										2.01 - 4.00	

(): when Rotation functions

3
Copying
Operations

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Setting
Print Quantity

Paper Size

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1 ▶ 2, 2 ▶ 2

2 ▶ 1

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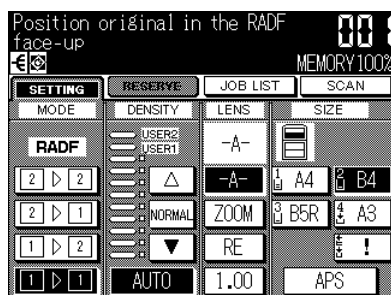
Interrupt
Mode

■ To Specify Desired Paper Size (AMS)

When a paper size is specified on the touch screen, an appropriate ratio will be selected automatically according to the original size detected from the RADF or the platen glass.

1

Touch a tray key on the Basic Screen to select the desired paper size.



Selected tray key will be highlighted, and **-A-** under the LENS indication will also be highlighted.

2

Select additional copy conditions, as desired.

3

Enter the desired print quantity from the control panel keypad.

4

Position original(s).

5

Press  **START**

Scanned image will be printed on the specified paper size in the magnification ratio automatically selected.



See the table on the following page for the relation of original size, copy paper size, and magnification ratio automatically selected.



If copying in 1.00 (100%) magnification mode with specifying a paper size is desired, see p. 3-12.



See p. 3-7 for details on setting print quantity.



- See p. 9-5 to p. 9-6 for paper sizes detectable from the RADF or on the platen glass.
- See p. 3-2 to p. 3-6 for details on positioning originals.



Copy result may not be satisfactory due to the Rotation function. In this case, set the function OFF manually. See p. 7-9 to p. 7-10.

Selecting Paper Size (continued)



See the table below for the relation of original size, copy paper size, and magnification ratio automatically selected.

		Original size								
Paper size	A3	1.00	1.15	1.27	1.00	1.41	1.15	1.63	1.41	2.00
	B4R	0.86	1.00	1.10	0.86	1.22	1.00	1.41	1.22	1.73
	A4	0.50 (0.71)	0.58 (0.82)	0.64 (0.90)	1.00 (0.71)	0.71 (1.00)	1.15 (0.82)	0.82 (1.15)	1.41 (1.00)	1.00 (1.41)
	A4R	0.71	0.82	0.90	0.71 (1.00)	1.00	0.82 (1.15)	1.15	1.00	1.41
	B5	0.43 (0.61)	0.50 (0.71)	0.55 (0.78)	0.86 (0.61)	0.61 (0.86)	1.00 (0.71)	0.71 (1.00)	1.22 (0.86)	0.86 (1.22)
	B5R	0.61	0.71	0.78	0.61 (0.86)	0.86	0.71 (1.00)	1.00	0.86	1.22
	A5	0.35	0.41	0.45	0.71	0.50	0.81	0.58	1.00	0.71
	A5R	0.50	0.58	0.64	0.50	0.71	0.58	0.81	0.71	1.00

() is the magnification ratio of the image rotation.

3 Copying Operations

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1 ► 2, 2 ► 2

2 ► 1

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& Proof Copy

Interrupt
Mode

Selecting Magnification Ratio (Lens Mode)

When the copier is turned ON, the magnification ratio is set to 1.00 (100%) automatically on the Basic Screen.

Follow each procedure described in this section to select the desired magnification ratio.

■ To Copy in 1.00 Magnification Mode

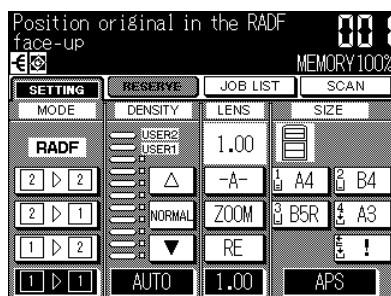
Follow this procedure to make a 100% copy of the original image.

1

Close the RADF securely, then press



The initial settings are restored. Check that **1.00** is highlighted to indicate that the 1.00 magnification is selected.



The initial settings may have been altered by Key operator. See p. 12-6 to p. 12-12.

2

Select additional copy conditions, as desired.

3

Enter the desired print quantity from the control panel keypad.

4

Position original(s).

5

Press 



Specifying paper size will release 1.00 magnification and set AMS (**-A-**) automatically.

In this case, touch **1.00** to highlight it again.



See p. 3-7 for details on setting print quantity.



See p. 3-2 to p. 3-6 for details on positioning originals.

■ To Copy in Fixed Magnification Mode (RE)

Use the 6 preset ratios (0.71, 0.82, 0.86, 1.15, 1.22, 1.41) and 3 user-set ratios to increase or decrease magnification in fixed amounts.

Specification for Fixed Magnification Mode

- ❑ Incompatible Conditions: AMS, Repeat mode in Repeat, Reduce & Shift in Image Shift

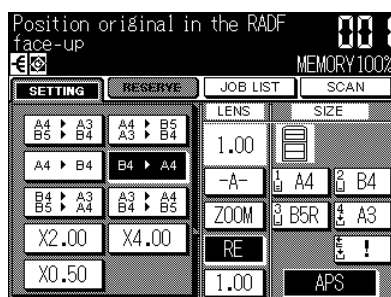
1

Touch RE on the Basic Screen.

The popup menu for selecting the desired preset/ user-set ratio will be displayed.

2

Select the desired magnification.



3

Select additional copy conditions, as desired.

4

Enter the desired print quantity from the control panel keypad.


5

Position original(s).

6

Press  .



When starting a new copying job, be sure to close the RADF securely, then press  .



Touching any key on the popup menu will momentarily highlight that key, then the popup menu will disappear automatically. The selected ratio will be displayed on the Basic Screen.



Three user-set ratios are adjustable by the key operator. See p. 12-14.



See p. 3-7 for details on setting print quantity.



See p. 3-2 to p. 3-6 for details on positioning originals.

3 Copying Operations

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1 ▶ 2, 2 ▶ 2

2 ▶ 1

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Interrupt Mode

■ To Copy in Zoom Mode

Use the Zoom mode to reduce or enlarge the copied original image in 1% increments.

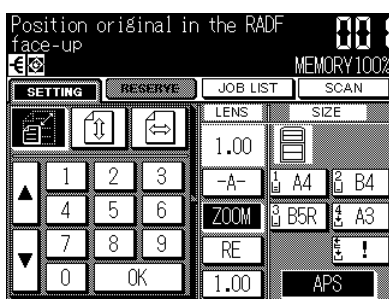
Specification for Zoom Mode

- ☐ Incompatible Conditions: AMS, Repeat mode in Repeat, Reduce & Shift in Image Shift

1 Touch **ZOOM** on the Basic Screen.

The popup menu for setting a zoom ratio will be displayed.

2 Touch on the popup menu, if not highlighted, then set the desired zoom ratio.



3 Touch **OK**.

The popup menu disappears automatically and the specified zoom ratio will be displayed on the Basic Screen.


4 Select additional copy conditions, as desired.

5 Enter the desired print quantity from the control panel keypad.

6 Position original(s).

7 Press .



When starting a new copying job, be sure to close the RADF securely, then press  .



Use the keypad on the popup menu to enter the desired reduction or enlargement ratio in 3 digits; or use arrows (▲ / ▼) to scroll to the desired ratio. If an incorrect ratio is entered, continue by entering the correct 3-digit ratio.



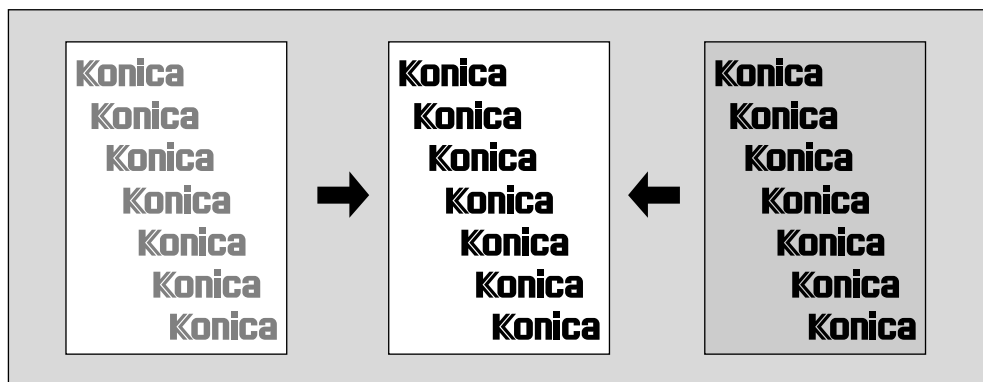
See p. 3-7 for details on setting print quantity.



See p. 3-2 to p. 3-6 for details on positioning originals.



Selecting Density Level

Automatic Exposure (AE) operates with the initial settings. It detects the density of the original image and automatically selects the appropriate exposure for the copy.

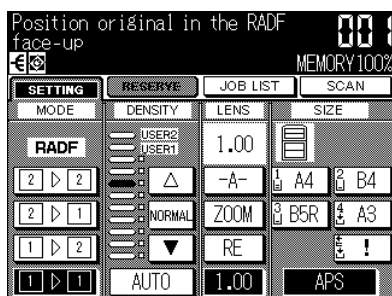


To Select Copy Density

Select manual copy density to adjust exposure (density) when originals are too light or too dark. Manual adjustments can be made in 9 levels on the Basic Screen.

- 1 Touch  to darken, or touch  to lighten the copy image.


Highlight the desired exposure level indicator.



- 2 Select additional copy conditions, as desired.




- 3 Enter the desired print quantity from the control panel keypad.



When starting a new copying job, be sure to close the RADF securely, then press  .

AUTO RESET

FOR DETAILS

- Touch  to select the middle density level.
- To select the userset density USER1 or USER2, touch  to highlight each indicator.
- When resuming AE, touch .



See p. 12-13 to set the userset density.



See p. 3-7 for details on setting print quantity.

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2 ▶ 1

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& Proof Copy

Interrupt
Mode

Selecting Density Level (continued)

4 *Position original(s).*



See p. 3-2 to p. 3-6 for details on positioning originals.

5 *Press* .



Density Shift

Key operator can set the copier to shift each of nine density levels into two levels of lighter and three levels of darker.

This function can be set to be used in combination with each mode in Text/Photo Enhance other than the general mode. See p. 12-42.

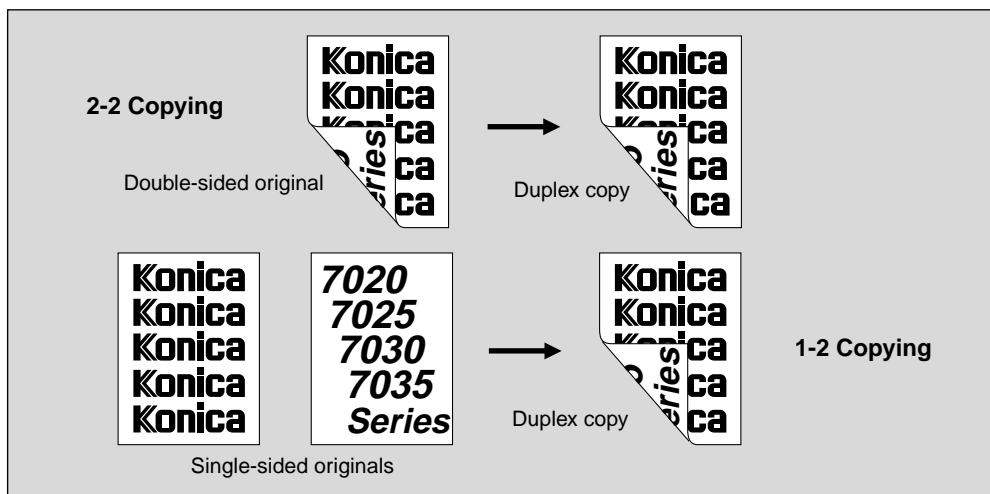
Making Double-Sided Copy (1 ▶ 2, 2 ▶ 2)

The Basic Screen is initially set to 1 ▶ 1 copy mode to make single-sided copies from single-sided originals.

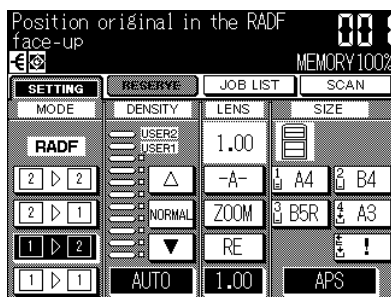
Follow the procedure below to make double-sided copies from the originals scanned from the document feeder or from the platen glass.

■ Using RADF

Select the copy mode according to the original type (single-sided or double-sided).



1 Touch **1 ▶ 2** or **2 ▶ 2** on the Basic Screen to highlight it.



Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press **AUTO RESET**.

2 Select additional copy conditions, as desired.

FOR DETAILS

Some incompatible conditions may automatically release the selected copy mode. In this case, arrange all the settings to be compatible with the selected copy mode.

3 Copying Operations

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1 ▶ 2, 2 ▶ 2

2 ▶ 1

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3

Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

4

Position originals FACE UP in the document feeder.



- See p. 3-2 to p. 3-4 for details on positioning originals.
- Use RADF store mode (p. 3-21 to p. 3-22) when the original count exceeds 50.

5

Press



The machine starts to scan originals, then to print duplex copies when ready for output.



Press to suspend the scanning or printing job.



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

■ Using Platen Glass

Use the platen glass to scan originals unsuitable for the document feeder.

- ☐ Use the Platen store mode.
- ☐ See p. 9-5 for the information on unsuitable RADF originals.
- ☐ Incompatible Conditions: Image Insert, OHP, Special Original (Non-Standard Size)

1

Position original FACE DOWN on the platen glass.

Be sure to start from the first page.

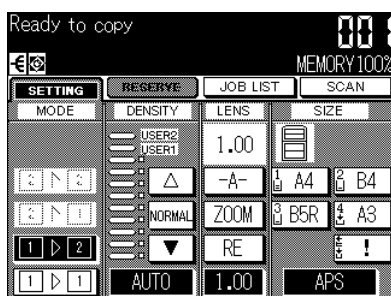


When starting a new copying job, be sure to close the RADF securely, then press .



- See p. 9-5 for paper sizes detectable on the platen glass.
- See p. 3-5 to p. 3-6 for details on positioning originals.

- 2** Touch **1 ► 2** on the Basic Screen to highlight it.



- 3** Select additional copy conditions, as desired.

- 4** Enter the desired print quantity from the control panel keypad.

- 5** Touch **SCAN** on the Basic Screen.

The front side image of the double-sided copy will be scanned into memory.

- 6** Replace the original on the platen glass with the back side image original, then touch **SCAN**.

- 7** Press **START**.

All the data in memory will be output.



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



Please Be Reminded!
DO NOT press **AUTO RESET** at this point, otherwise the platen mode will be released to disable the copier from scanning the original placed on the platen glass.



Some incompatible conditions may automatically release the selected copy mode. In this case, arrange all the settings to be compatible with the selected copy mode.



See p. 3-7 for details on setting print quantity.



Repeat this step until all originals are scanned. Memory indicator on the upper right of the Basic Screen allows you to check the remaining memory.

To delete the scanned data without printing, press **STOP/CLEAR**.



Press **STOP/CLEAR** to suspend the printing job.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Paper Size

Lens Mode

Density

1 ► 2, 2 ► 2

2 ► 1

Using Memory

Output without Finisher

FS-107 Output Modes

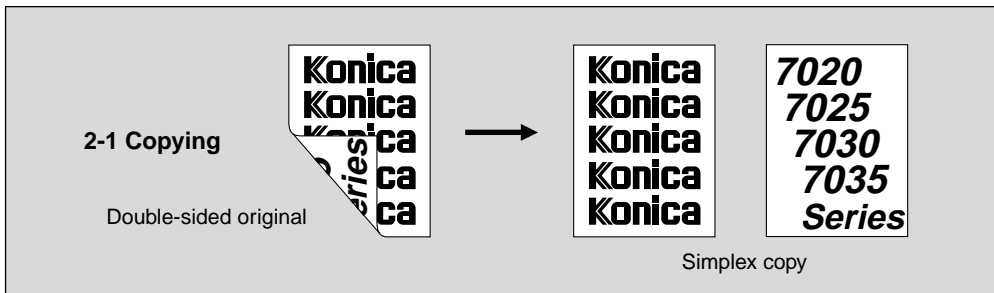
IT-101 Output Modes

Check Mode & Proof Copy

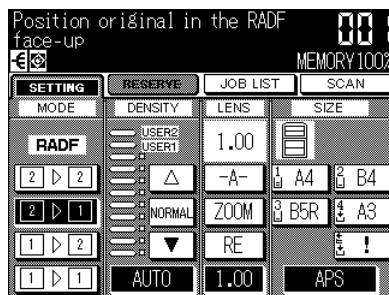
Interrupt Mode

Making Single-Sided Copy from Double-Sided Originals (2►1)


Use RADF and select 2►1 copy mode to make single-sided copies from double-sided originals.



1 Touch **2 ► 1** on the Basic Screen to highlight it.



Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press  .

FOR DETAILS

Some incompatible conditions may automatically release the selected copy mode. In this case, arrange all the settings to be compatible with the selected copy mode.


HINTS

See p. 3-7 for details on setting print quantity.

HINTS

- See p. 3-2 to p. 3-4 for details on positioning originals.
- Use RADF store mode (p. 3-21 to p. 3-22) when the original count exceeds 50.

FOR DETAILS

Press  to suspend the scanning or printing job.

2 Select additional copy conditions, as desired.

3 Enter the desired print quantity from the control panel keypad.

4 Position originals **FACE UP** in the document feeder.

5 Press .

The machine starts to scan originals, then to print simplex copies when ready for output.

CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Copying Using Memory

This section describes various copying features available on this machine using built-in memory.

■ To Scan Originals into Memory (Store Mode)

Store mode allows you to scan all the originals first, then to start continuous printing job.

Use RADF store mode for scanning large amount of originals.

Use Platen store mode for originals that cannot be fed through the document feeder due to thickness, size or condition.

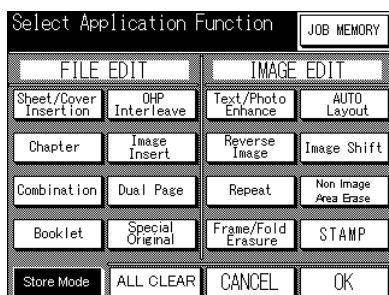
☐ Incompatible Condition: None

1

Press  on the control panel.

2

Touch **Store Mode** on the Application Selection Screen to highlight it.



3

Make additional application selections, as desired.

4

Touch **OK** to return to the Basic Screen.


5

Select additional copy conditions, as desired.



RADF capacity is 50; however, more than 50 originals can be scanned into memory using RADF store mode.



When starting a new copying job, be sure to close the RADF securely, then press  .

3 Copying Operations

Positioning Originals

Setting Print Quantity

Paper Size

Lens Mode

Density

1 ▶ 2, 2 ▶ 2

2 ▶ 1

Using Memory

Output without Finisher

FS-107 Output Modes

IT-101 Output Modes

Check Mode & Proof Copy

Interrupt Mode

6

Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

7

Position original(s).

Using platen glass:

Place original FACE DOWN. Start scanning from the first page.

Using RADF:

Position originals FACE UP.

If the number of originals exceeds 50, divide them into blocks not exceeding 50 sheets and load them from the block with the first page.



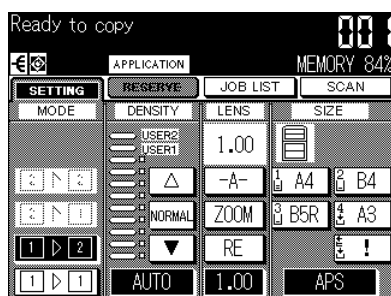
When Dual Page, Non-Image Area Erase, Auto detection mode of Repeat, or AUTO Layout is selected, keep the RADF open throughout the procedure.



See p. 3-2 to p. 3-6 for details on positioning originals.

8

Touch SCAN on the Basic Screen.



Repeat steps 7 and 8 until all originals are scanned. Memory indicator on the upper right of the Basic Screen allows you to check the remaining memory.

To delete the scanned data without printing, press .

STOP/CLEAR

9

Press .

START

All the data in memory will be output.



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



Should memory overflow occur frequently, it is recommended that you contact your Konica service centre to extend the memory capacity in your machine.



Press to suspend the printing job.

■ To Set Next Copying Job (Reserve)

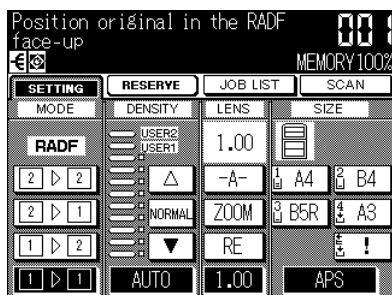
The Reserve function allows you to set up a new job while a current (scan/print) job is in process. When the current job is finished, the Reserve job starts printing immediately.

Specifications for Reserve

- ❑ Job settings: Max. 5 (current job plus 4 reserve jobs)
- ❑ When the current job is under Store mode, Image insert, or Dual page, the reserve job setting will be available after the copier starts to print the current job.
- ❑ Incompatible Conditions: Interrupt copying, Scanning in Store mode, Proof copy

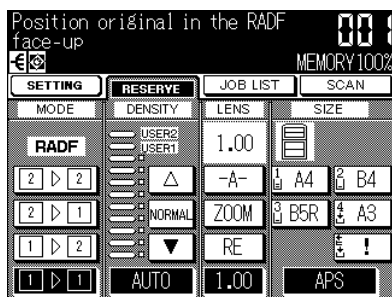
1 Press  **to start scanning/printing for the current job.**

RESERVE will become active to show that the reserve job setting is now available.



2 Touch **RESERVE** to highlight it.

The Reserve Job Setting Screen will be displayed. On the Reserve Job Setting Screen, all keys on the LCD and control panel will function for the reserve job.



3 Copying Operations

Positioning
Originals

Setting
Print Quantity

Paper Size

Lens Mode

Density

1 ▶ 2, 2 ▶ 2

2 ▶ 1

Using
Memory

Output without
Finisher

FS-107
Output Modes

IT-101
Output Modes

Check Mode
& Proof Copy

Interrupt
Mode

3

Select copy conditions for the reserve job, as desired.



When trouble occurs while setting the reserve job, the **SETTING** on the Basic Screen will change to **JAM** or **ADD PAPER**. See p. 5-7 to p. 5-9.


4

Position original(s) after completing to scan for the current job.



See p. 3-2 to p. 3-6 for details on positioning originals.

5

Press  **START** to start scanning for the reserve job.

When completed, the Basic Screen for the current printing job will be restored.



When setting more than one reserve job, the next reserve job setting will be available after the copier starts to scan for the previous reserve job.

6

Copying on the reserve job will start automatically after completing the current job.



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

■ To Check/Control Jobs in Progress (Job List)

The Job List Screen allows you to perform the following functions.

- Confirm machine status
- Change order of reserve job
- Delete reserve job

1 Touch **JOB LIST** on the Basic Screen.

The Job List Screen will be displayed.
Check the current status of the machine.

2 Perform the desired setting on the screen.

JOB LIST					
JOB NO.	MODE	STATUS	TOTAL PAGE(S)	MINUTE(S)	
002	COPIER	Scanning	1	----	----
003	COPIER	Waiting	1	----	----
004	COPIER	Waiting	1	----	----
<div> DELETE ADVANCE OK </div>					



See the next page for details of the screen.

To change the order of reserve job:

Touch or to highlight the desired reserve job, then touch **ADVANCE**.

The highlighted reserve job is advanced in printing order next to the job in progress.

To clear reserve job:

Touch or to highlight the desired reserve job, then touch **DELETE**. The Job Clear Confirmation Screen will be displayed.

Touch **YES**, then **OK**. The highlighted reserve job will be cleared.

3 Touch **OK**.

The Basic Screen will be restored.

3 Copying Operations

Positioning
Originals

Setting
Print Quantity

Paper Size

Lens Mode

Density

1 ▶ 2, 2 ▶ 2

2 ▶ 1

Using
Memory

Output without
Finisher

FS-107
Output Modes

IT-101
Output Modes

Check Mode
& Proof Copy

Interrupt
Mode



Contents of Job List Screen

NO. : Displays the No. (001-999) for each job assigned to the machine.

MODE: Displays the machine's current mode of operation. Three modes are listed below.

COPIER
PRINTER
SCANNER

STATUS: Displays the current status of the machine for each job.

ERROR : Error in each mode
PRINTING : Printing in each mode
NO PAPER : No paper in copy/print mode
STOP : Stop in each mode
JAM : Jam in each mode
SCANNING : Scanning original(s) in copy mode
WAITING : Waiting to be output

TOTAL PAGE(s): Displays the number of scanned pages for each job. (0 to 9999)

PAGE(s) LEFT: Displays the remaining copy count of the job.
0 to 9999
Copy count
= No. of scanned pages x Print quantity

MINUTE(s) TO GO: Displays the time (in minutes) required for completing the job.
Shorter than 1 minute: <1
2 ~ 999



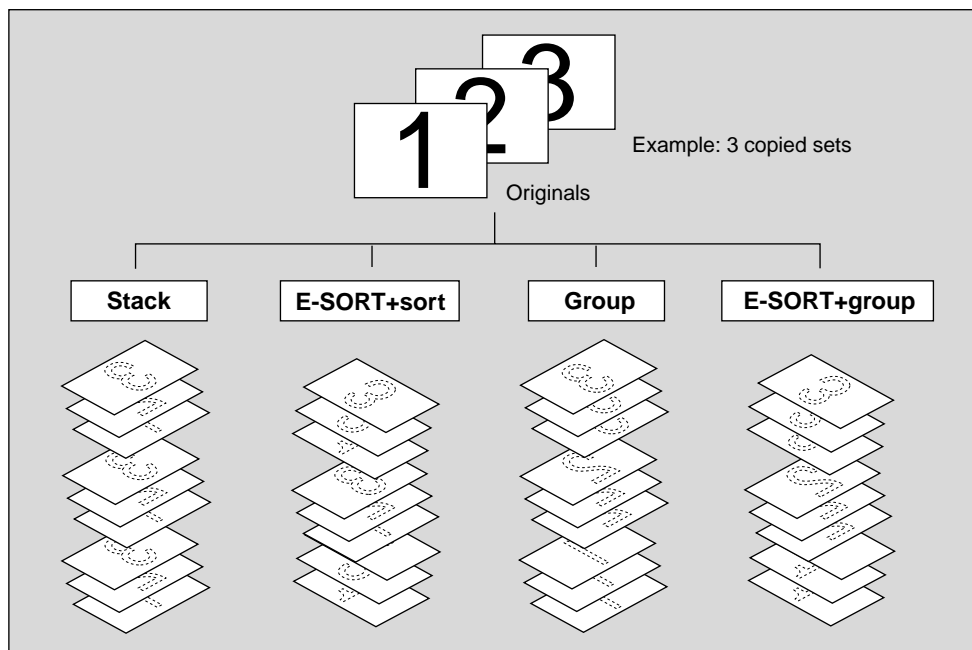
The time displayed is an approximation and may take slightly longer.

Output Mode for Machine without Finisher

This section describes the following four output modes for a copier without the Finisher. The Stack mode is initially selected.

- ① **Stack** mode copies the original set in amounts determined by the print quantity setting, then outputs the copied sets.
- ② **E-SORT+sort** mode rotates every other sorted sets by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., A4 and A4R.
- ③ **Group** mode copies each original page in amounts determined by the print quantity setting, then outputs grouped sets normally.
- ④ **E-SORT+group** mode rotates every other grouped set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., A4 and A4R.

- ❑ Incompatible with Group mode: Proof Copy, Sheet/Cover insertion, Booklet, OHP, Image insert, Repeat, AUTO layout, Non-image area erase, Stamp (Numbering)
- ❑ Incompatible with E-SORT+group mode: Using platen glass (unless Chapter with Platen store mode, Flip Side 2, Image shift, or Stamp excluding Numbering is used), Proof copy, Sheet/Cover insertion, Booklet, OHP, Image insert, Special original (Mixed original), Repeat, AUTO layout, Non-image area erase, Stamp (Numbering)
- ❑ Incompatible with E-SORT+sort mode: Sheet/Cover insertion, Booklet, OHP, Special original (Mixed original), Repeat, AUTO layout, Non-image area erase



3 Copying Operations

Positioning
Originals

Setting
Print Quantity

Paper Size

Lens Mode

Density

1 ▶ 2, 2 ▶ 2

2 ▶ 1

Using
Memory

Output without
Finisher

FS-107
Output Modes

IT-101
Output Modes

Check Mode
& Proof Copy

Interrupt
Mode

1

Load copy paper.

When using E-SORT + sort or E-SORT + group mode, load the same paper size into two trays in different orientation.

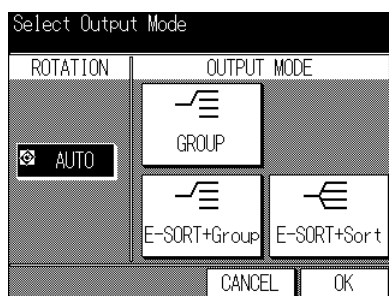
2

Press  **on the control panel.**

3

Select the desired output mode.

Touch the desired key on the Output Mode Screen.



4

Touch .

The Basic Screen will be restored.

5

Select additional copy conditions, as desired.

6

Enter the desired print quantity from the control panel keypad.

7

Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.

8


Press .



CAUTION

When the paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



When starting a new copying job, be sure to close the RADF securely, then press  .



To select Stack mode, deselect all the keys.



Stack mode is initially selected. Key operator can change the initial output mode from Stack to E-SORT + Sort or E-SORT + Group. See p. 12-10.



See p. 9-2 to be sure that the exit tray capacity is not exceeded.



See p. 3-7 for details on setting print quantity.



See p. 3-2 to p. 3-6 for details on positioning originals.



Press  to suspend the scanning or printing job.

Output Mode for Machine with Finisher FS-107

Finisher FS-107 is initially equipped with two exit trays. If desired, up to two optional exit trays can be installed.

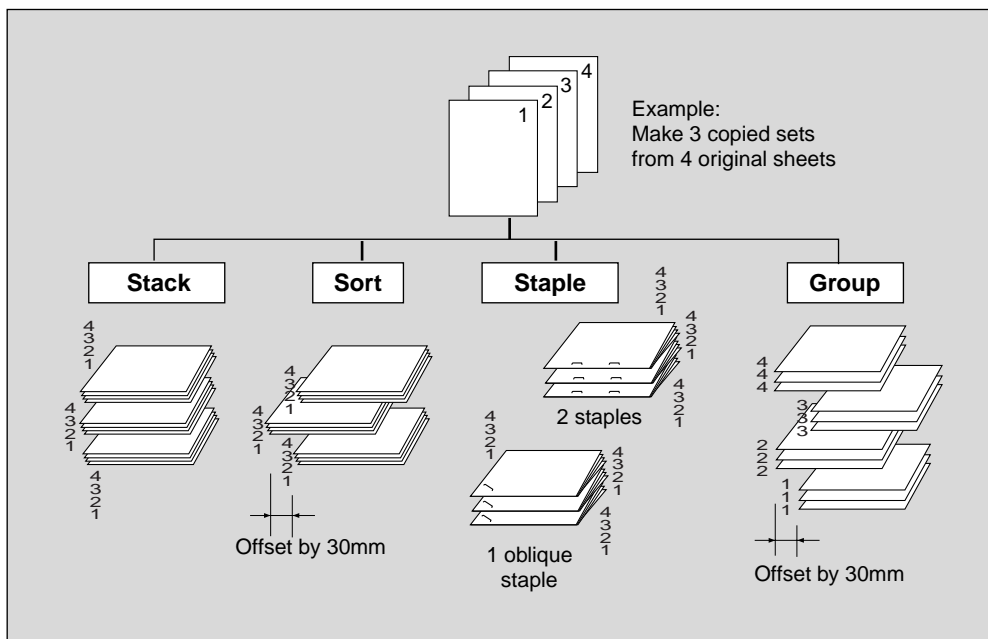
Each exit tray provides 4 types of output mode as described below.

- ① **Stack** mode simply means that the offset-stacker finisher modes are not selected. Copied sets will be stacked upon exit without offset or rotation.
- ② **Sort** mode outputs multiple copies of the original set, having each sorted set offset by 30mm upon exit.
- ③ **Staple** mode offsets and staples each sorted set. Up to 50 sheets (or within 5mm thick) can be stapled.
- ④ **Group** mode groups together multiple copies of each original and offsets the sets by 30mm upon exit.

The copier is initially set to output to tray 1 in Sort mode.

Follow the procedure on the next page to change the output mode, as desired.

- ☐ Incompatible with Sort mode: Using platen glass (unless Image insert, Dual page, or Platen store mode is used), OHP, Repeat, AUTO layout, Non-image area erase
- ☐ Incompatible with Staple mode: Using platen glass (unless Image insert, Dual page, or Platen store mode is used), Booklet, OHP, Special original (Mixed original with APS), Repeat, AUTO layout, Non-image area erase
- ☐ Incompatible with Group mode: Proof copy, Sheet/Cover insertion, Booklet, OHP, Image insert, Repeat, AUTO layout, Non-image area erase, Stamp (Numbering)



3 Copying Operations

Positioning
Originals

Setting
Print Quantity

Paper Size

Lens Mode

Density

1 ▶ 2, 2 ▶ 2

2 ▶ 1

Using
Memory

Output without
Finisher

FS-107
Output Modes

IT-101
Output Modes

Check Mode
& Proof Copy


Interrupt
Mode

Output Mode for Machine with Finisher FS-107 (continued)

1

Press  on the control panel.

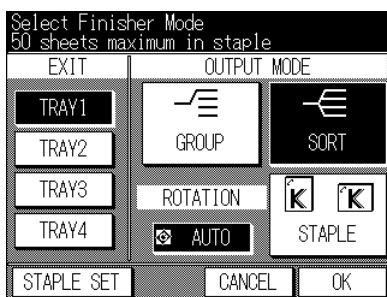
Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press .

2

Select the desired exit tray.

Touch to highlight the desired exit tray key in the EXIT area.



3

Select the desired output mode.

Touch to highlight the desired output mode key in the OUTPUT MODE area.

To select Stack mode, deselect all the keys.

When selecting Staple mode, select the staple position as follows.

When selecting any other mode, proceed to step

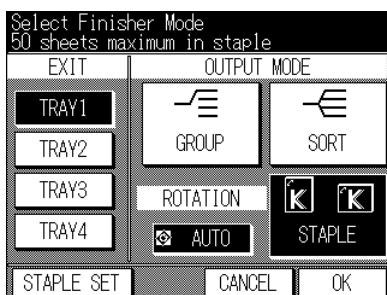
7.



Key operator can change the initial output mode from Sort to Staple, Stack, or Group. See p. 12-10.

4

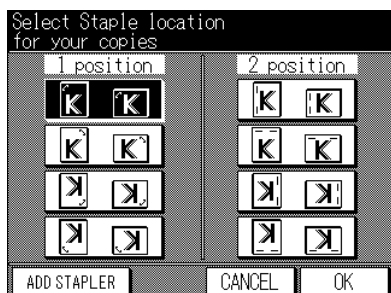
Touch .



5

Select the desired staple position.

Touch to highlight the desired staple position key on the Staple Position Selection Screen.



6

Touch **OK**.

The Output Mode Screen will be restored.

7

Touch **OK**.

The Basic Screen will be restored.

8

Select additional copy conditions, as desired.

9

Enter the desired print quantity from the control panel keypad.

10

Position original(s).

11




Press .



CAUTION

When the finisher exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



The finisher mode icon (Stack: None, Sort: , Group: , Staple: ) or staple position icon appears/disappears in the message area of the screen to indicate the selected output mode.



See p. 9-3 to be sure that the finisher capacity is not exceeded.



See p. 3-2 to p. 3-6 for details on positioning originals.



Press  to suspend the scanning or printing job.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Paper Size

Lens Mode

Density

1 ▶ 2, 2 ▶ 2

2 ▶ 1

Using Memory

Output without Finisher

FS-107 Output Modes

IT-101 Output Modes

Check Mode & Proof Copy

Interrupt Mode

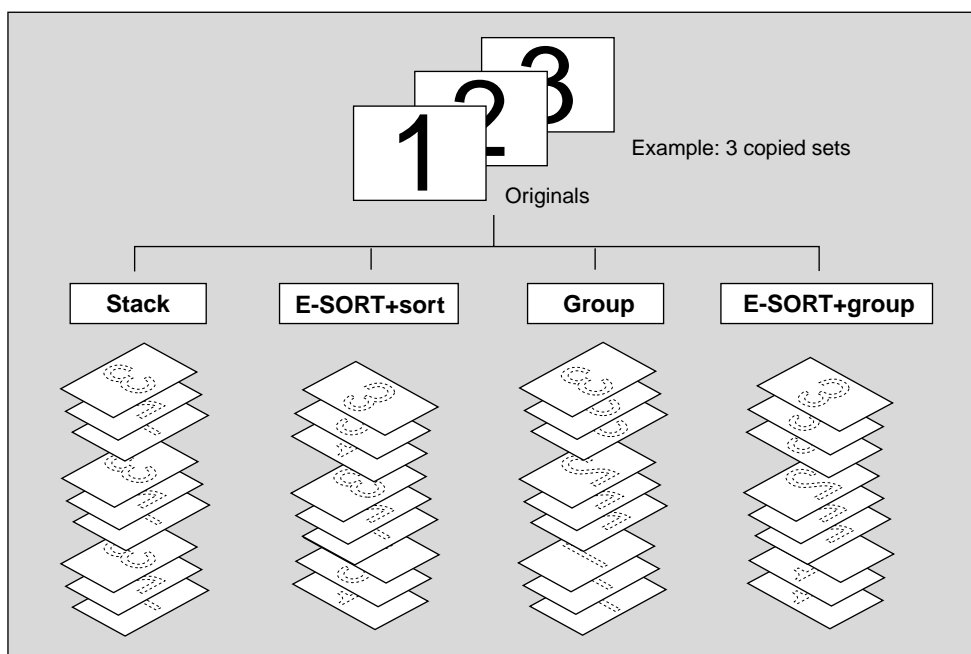
Output Mode for Machine with Inner Tray IT-101

This section describes the following four output modes for a copier with the Inner tray.

The Stack mode is initially selected.

The Inner Tray IT-101 is equipped with two exit trays.

- ☐ Incompatible with Group mode: Proof Copy, Sheet/Cover insertion, Booklet, OHP, Image insert, Repeat, AUTO layout, Non-image area erase, Stamp (Numbering)
- ☐ Incompatible with E-SORT group mode: Using platen glass (unless Chapter with Platen store mode, Flip Side 2, Image shift, or Stamp excluding Numbering is used), Proof copy, Sheet/Cover insertion, Booklet, OHP, Image insert, Special original (Mixed original), Repeat, AUTO layout, Non-image area erase, Stamp (Numbering)
- ☐ Incompatible with E-SORT+sort mode: Sheet/Cover insertion, Booklet, OHP, Special original (Mixed original), Repeat, AUTO layout, Non-image area erase



Each exit tray provides 4 types of output mode as described below.

- ① **Stack** mode copies the original set in amounts determined by the print quantity setting, then outputs sorted sets normally.
- ② **E-SORT+sort** mode rotates every other sorted sets by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., A4 and A4R.
- ③ **Group** mode copies each original page in amounts determined by the print quantity setting, then outputs grouped sets normally.
- ④ **E-SORT+group** mode rotates every other grouped set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., A4 and A4R.

1

Load copy paper.

When using E-SORT + sort or E-SORT + group mode, load the same paper size into two trays in different orientation.

2

Press on the control panel.

OUTPUT

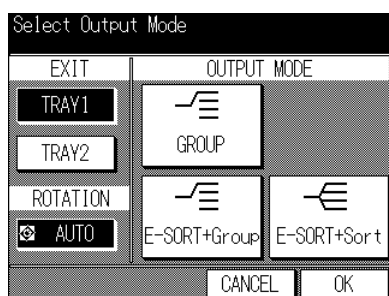
3

Select the desired exit tray.

4

Select the desired output mode.

Touch the desired key on the Output Mode Screen.



5

Touch .

The Basic Screen will be restored.

6

Select additional copy conditions, as desired.


7

Enter the desired print quantity from the control panel keypad.

8

Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.

 Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press  .

AUTO RESET

 FOR DETAILS

To select Stack mode, deselect all the keys.

 HINTS

Stack mode is initially selected. Key operator can change the initial output mode from Stack to E-SORT+ sort or E-SORT+group. See p. 12-10.

 Please Be Reminded!

See p. 9-2 to be sure that the exit tray capacity is not exceeded.

 HINTS

See p. 3-7 for details on setting print quantity.

 HINTS

See p. 3-2 to p. 3-6 for details on positioning originals.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Paper Size

Lens Mode

Density

1 ▶ 2, 2 ▶ 2

2 ▶ 1

Using Memory

Output without Finisher

FS-107 Output Modes

IT-101 Output Modes

Check Mode & Proof Copy

Interrupt Mode



CAUTION

When the inner tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



Press  to suspend the scanning or printing job.

Checking Feature Selections and Proof Copying

Use the Check mode to confirm copying selections before starting print operation. In this mode, use Proof copy to produce a sample of the copied set before making multiple copies. This is a convenient and cost effective way of viewing the results of the following copying selections.

- Copying conditions using Store mode
- Sheet/Cover insertion
- Chapter
- Combination
- Booklet
- Image insert
- Dual page

Specifications for Check Mode and Proof Copy

- ☐ Proof copy is available when using RADF, or Platen store mode for multiple originals.
- ☐ Proof copy cannot be used for testing the Userset density.
- ☐ Proof copy is unavailable with Group, E-SORT+group, and Reserve mode.

1

Select the desired copy conditions and enter the desired print quantity.

2

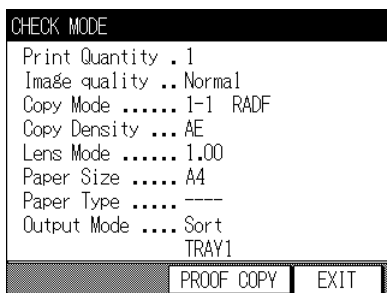
Position original(s).


3

Press  on the control panel.


Verify the settings made for the current job.

- When a set of sample copy is needed, proceed to step 4.
- When settings are OK, proceed to step 8.



- When any setting change is required before proof copying, touch  to return to the Basic Screen, then change settings, as required.

 Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press .



See p. 3-2 to p. 3-6 for details on positioning originals.

 Please Be Reminded!

Pressing  or  will clear all the settings made.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Paper Size

Lens Mode

Density

1 ▶ 2, 2 ▶ 2

2 ▶ 1

Using Memory

Output without Finisher

FS-107 Output Modes

IT-101 Output Modes

Check Mode & Proof Copy

Interrupt Mode

4

Touch **PROOF COPY** **on the Check Screen.**

A set of sample copy will be output.



After proof copying, the Check Screen displays “*” mark on the left of some settings that can be changed.


- When the copy result is satisfactory, proceed to step 7.
- When any setting change is required, proceed to step 5.

5

Touch **EXIT** .

The Basic Screen will be restored.
Change settings that can be changed after proof copying, as desired.

6

Press  **to display the Check Screen, then repeat proof copying, as required.**

7


Change the print quantity, as required.

8



Press  .

If the print quantity is not changed, the copier will output the rest except the sample sets.

FOR DETAILS

Press  to suspend the proof copying. In this case, the scanned image data will not be deleted from memory.

FOR DETAILS

If the desired selection cannot be changed, press  to delete all the data in memory, then press  to restart the job setting.

FOR DETAILS

Proof copy can be performed as needed, until the print quantity amount on the Basic Screen reaches zero. (Note that the print quantity amount on the Check Screen does not change.)
If required, change the print quantity on the Basic Screen.

Interrupt Copying

Use the Interrupt mode to interrupt copying in progress to perform a simple job. When interrupt copying is completed, the settings for the initial job restore automatically and the Basic Screen displays.

Interrupt copying is available when the copier is performing the following operations:

- Continuously printing the image stored in memory
- Scanning the originals into memory
- Scanning the originals into memory while printing in Reserve mode

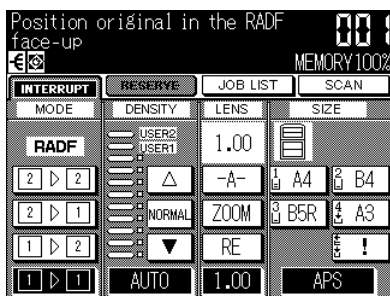
Specifications for Interrupt Mode


- ☐ The Interrupt mode cannot be selected with the following copier conditions:
The Basic Screen is not displayed.
The Call for Service message displays or a paper misfeed occurs.
- ☐ Incompatible: Reserve

1


Press  on the control panel.

The  LED goes on and **SETTING** on the Basic Screen changes to **INTERRUPT**.



The timing to enter the Interrupt mode varies according to the job in progress on the machine when  is pressed. See the following page.



In Reserve mode, pressing  before the copier finishes scanning the reserve job originals clears the settings selected for the reserve job. For details of Reserve mode, see p. 3-23 to p. 3-24.

2

Set copy conditions, as desired.

All copying features are compatible except Reserve mode.

The settings in Interrupt mode are as follows.

Copy Mode : 1 ▶ 1
RADF : ON
AE : ON
Lens Mode : 1.00 (100%)
APS : ON
Print Quantity : 1
Finisher : Exit tray 1 in Sort mode

3

Position original(s).



Remove any document from the platen glass or from the document feeder, if present.



See p. 3-2 to p. 3-6 for details on positioning originals.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Paper Size

Lens Mode

Density

1 ▶ 2, 2 ▶ 2

2 ▶ 1

Using Memory

Output without Finisher

FS-107 Output Modes


IT-101 Output Modes

Check Mode & Proof Copy

Interrupt Mode

4 Press  **to start the interrupt copying.**

5 When Interrupt copying is completed, press  **again.**

The  LED goes out and **INTERRUPT** on the Basic Screen returns to **SETTING**.


The settings of the initial job will be restored on the Basic Screen.

6 Press  **to resume copying.**


CAUTION

When the finisher exit tray / inner tray/ paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

FOR DETAILS

When  is pressed during Interrupt copying, the information displayed reflects the initial copy job settings. Check mode will not display Interrupt copy job information.

FOR DETAILS

For particular jobs in progress, copying will cease only after certain phases of the immediate operation are completed, as indicated by the  LED conditions described below.

- Collectively printing image stored in memory
The LED blinks until one set of the current job is printed. Then the LED remains steady for the temporary job performed in Interrupt mode.
- Scanning originals into memory
The LED blinks until scanning is completed for all originals placed in the document feeder. Then, the LED remains steady for the temporary job performed in Interrupt mode.
- Scanning originals into memory while printing in Reserve mode (see note 1)
The LED blinks until the copier completes the current printing job, scans all originals placed on the document feeder, and prints one set of the Reserved job. The LED remains steady for the temporary job performed in Interrupt mode.

SECTION

4

Job Memory & Help Mode

How to Use Helpful Function

Storing Job Conditions (Job Memory: Job Store)	4-2
Recalling Stored Job Settings (Job Memory: Job Recall)	4-6
Displaying Screen for Operation Guide (Help Mode)	4-8

4

Job Memory
& Help Mode

Job Memory

Help Mode

Storing Job Conditions (Job Memory: Job Store)

Use Job Store to store up to 15 frequently used copy job settings, which can be recalled at any time. The stored jobs can be given alphabetical names.


Specifications for Job Memory

- ☐ All copying functions can be selected.
- ☐ Interrupt mode cannot be used while in Job Memory.

1

Make job selections from the Basic Screen, Application Selection Screen, and/or Output Mode Screen.

 Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press  .

2

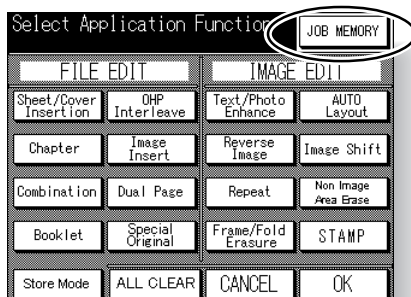
Press  on the control panel.

The Application Selection Screen will be displayed.

3

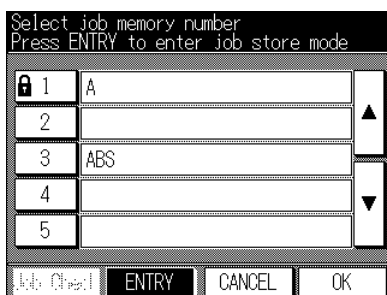
Touch  .

The Job No. Selection Screen will be displayed.



4

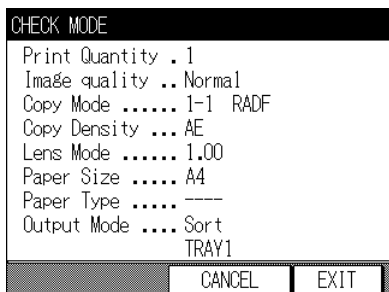
Touch  .



5

Review the settings on the Job Store Check Screen.

Check that the selections made in step 1 are correctly entered.



CHECK MODE

Print Quantity	.1
Image quality	.. Normal
Copy Mode 1-1 RADF
Copy Density	... AE
Lens Mode 1.00
Paper Size A4
Paper Type ----
Output Mode Sort
	TRAY1

CANCEL EXIT

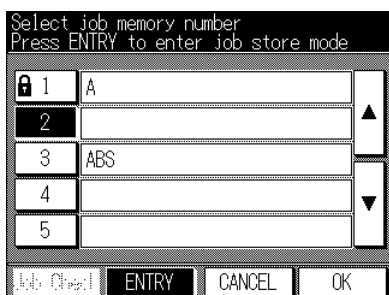
6

Touch **OK**.

The Job No. Selection Screen will be restored.

7

Touch to highlight one of the keys numbered from 1~15 to store the job under that number.



Select job memory number
Press ENTRY to enter job store mode

1	A
2	
3	ABS
4	
5	

Job Check ENTRY CANCEL OK

The screen displays 5 job number keys on the left. Arrow keys (▲/▼) on the right side can be used to scroll through the 15 job numbers.

A blank key indicates that no job is stored under that key.

A named job without a lock icon (🔒) displayed can be overwritten.

The key with a lock icon (🔒) displayed is locked and cannot be selected.

FOR DETAILS

If any correction is required, touch **CANCEL** to return to the Basic Screen. Make new selections, then restart the Job Store operation from step 2.

FOR DETAILS

To suspend the storing job after step 6, press **AUTO RESET**.

Job Memory mode will be cancelled, and the Basic Screen will return from any screen.

HINTS

To lock or unlock a job, and to delete a locked job, see p. 12-22.

FOR DETAILS

If you wish to cancel the job No. selection, touch **CANCEL** to restore the Basic Screen, which displays the settings made in step 1.

If you wish to cancel the settings, press **AUTO RESET**.

4

Job Memory & Help Mode

Job Memory

Help Mode

Storing Job Conditions (Job Memory: Job Store) (continued)

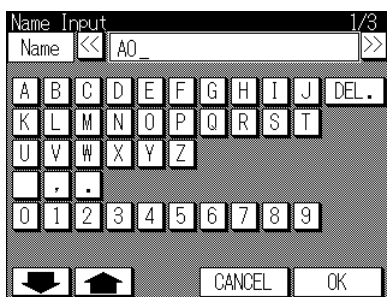
8

Touch **OK**.

The Job Name Registration Screen will be displayed.

9

Enter a job name.



The screen displays 'Name Input' at the top right with a '1/3' indicator. Below the title is a 'Name' label and a text input field containing 'AO'. To the left of the input field are navigation arrows '<<' and '>>'. Below the input field is a grid of buttons for letters A through Z, a 'DEL.' button, and a numeric keypad (0-9). At the bottom are two arrow buttons (down and up) and 'CANCEL' and 'OK' buttons.

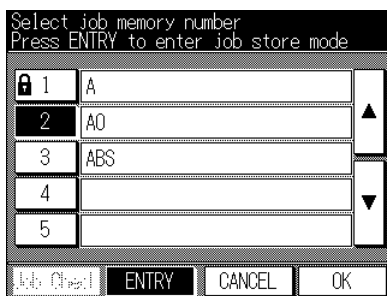


For details on entering a job name, see the following page.

10

Touch **OK**.

The Job No. Selection Screen will be restored. Check that the job name has been correctly entered.



The screen displays 'Select job memory number' and 'Press ENTRY to enter job store mode'. Below this is a list of five job memory slots. Each slot has a number (1-5) and a text input field. Slot 1 contains 'A', slot 2 contains 'AO', and slot 3 contains 'ABS'. To the right of the input fields are up and down arrow buttons. At the bottom are 'Job Check', 'ENTRY', 'CANCEL', and 'OK' buttons.



[*****] displayed on the screen indicates that a job is stored but unnamed.

11

Touch **OK** to complete the setting and return to the Basic Screen.
Entering a job name

- Enter a job name in up to 24 characters, using the








Job Memory entries can be recorded on the Job Memory Form included at the end of this section.

Storing Job Conditions (Job Memory: Job Store) (continued)



touch screen alphabet keypad.

- If required, scroll with  and  to use lower case and symbol keys.
 - To correct an entry, touch  repeatedly to delete each character entered, then enter the correct job name.
 - If you do not wish to enter a name, touch .
- The key displays [*****] in place of a name.

When changing the name of a job previously stored, touch  repeatedly to delete the previous name, then enter the new name.

Recalling Stored Job Settings (Job Memory: Job Recall)

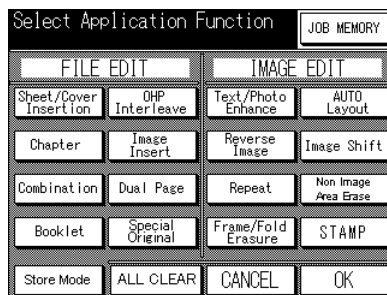
Use Job Recall to recall jobs that are already stored in Job Memory.

1 Press  **on the control panel.**

The Application Selection Screen will be displayed.

2 Touch **JOB MEMORY**.

The Job No. Selection Screen will be displayed.



3 Touch to highlight a Job No. key to select a job you want to recall.



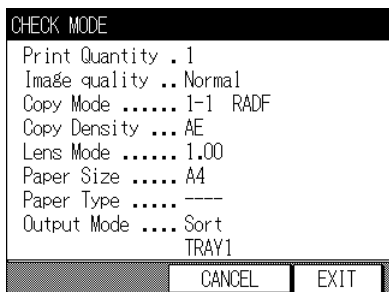
If required, scroll with the arrows (▲/▼) to reach the desired Job No. key (1~15).

Recalling Stored Job Settings (Job Memory: Job Recall) (continued)

4

If desired, touch Job Check .

The Job Recall Check Screen displays to enable you to review the settings.




A screenshot of the 'CHECK MODE' screen. It lists various settings: Print Quantity .1, Image quality .. Normal, Copy Mode 1-1 RADF, Copy Density ... AE, Lens Mode 1.00, Paper Size A4, Paper Type ----, and Output Mode Sort TRAY1. At the bottom are two buttons: CANCEL and EXIT.

5

Touch OK .

The settings of the selected job will be recalled on the restored Basic Screen.

6

Position original(s), then press  to print.

START

FOR DETAILS

To cancel the recall mode, touch CANCEL to return to the Basic Screen.

4

Job Memory
& Help Mode

Job Memory

Help Mode

Displaying Screen for Operation Guide (Help Mode)

The Help Screen provides you with the information about the current screen mode and about setting procedures. Help mode can be accessed from any screen except Job Memory and Key Operator Screens.

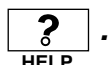
Help Mode provides two types of Help Screen according to the current screen mode:

- ① Help Screen accessed from Basic Screen
- ② Help Screen accessed from screens other than Basic Screen

■ To Display Help Screen from Basic Screen

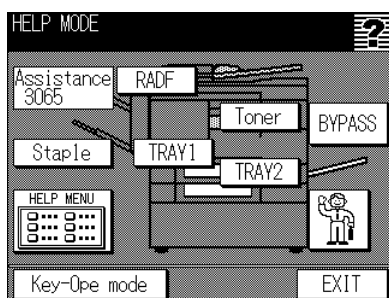
1

Return to the Basic Screen, then press



2

Touch the desired key to display specific information.



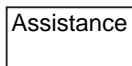
Touch **Key-Op mode** to enter the Key operator mode. See p. 12-2.



: Displays the Help Menu Screen which provides a list of all of the copier functions. When a function item is touched, the Help Screen displays information specific to that topic.



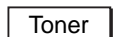
: Provides information on replacing staple cartridge.



: Displays the extension number of the Key operator.



: Provides information on positioning originals in the document feeder.



: Provides information on adding toner.



: Provides information on loading paper into the Multi-sheet bypass tray.



: Displays the phone/fax number of your service centre.



: Provides information on loading paper in each tray.



See the following page for details of the Help Menu Screen.



Touch  on the Help Screen, if provided, to scroll to the next page.

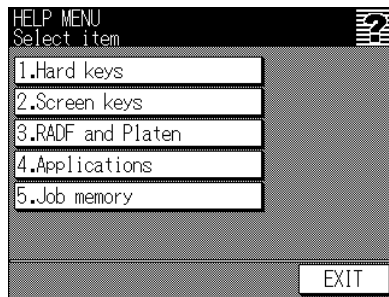
Touch  to return to the previous page.

3


Touch **EXIT** , or press **?
HELP** to return to the Basic Screen.




Help Menu Screen



Select one of the 5 Help menu items on the Help Menu Screen to display subsequent Help Screens.

Touch  on the Help Screen, if provided, to scroll to the next page.

Touch  to return to the previous page.

- “1. Hard keys” displays the information on control panel buttons.
- “2. Screen keys” displays the description of active, inactive and highlighted keys on the touch screen.
- “3. RADF and Platen” displays the information on unsuitable RADF originals and maintenance of the document feeder and platen glass.
- “4. Applications” displays operational information on 16 application functions provided on the Application Selection Screen.
- “5. Job memory” displays the information on Job Memory.


4

Job Memory
& Help Mode

Job Memory

Help Mode

■ To Display Help Screen from Other Screens

1 *While in any screen other than the Basic Screen, press .*

The Help Screen displays to provide the information about the current screen mode and setting procedures.



Some screen mode may not have Help Screens for that topic.


2 *Touch .*


The screen that was displayed before pressing



will be restored.



Touch  on the Help Screen, if provided, to scroll to the next page.

Touch  to return to the previous page.

SECTION

5

Troubleshooting

How to Handle Machine Troubles

When “Call for Service” Message Is Displayed	5-2
Preventive Maintenance	5-4
Clearing Mishandled Paper	5-5
When “JAM” Appears on “SETTING” Key	5-7
When “ADD PAPER” Appears on “SETTING” Key	5-9
When “Memory Full” Message Is Displayed (Memory Overflow) ..	5-10
When Power OFF/ON Screen Is Displayed	5-12
Troubleshooting Tips	5-13

5 Trouble- shooting

Call for
Service

Preventive
Maintenance

Clearing
Mishandled
Paper

JAM Key

ADD PAPER
Key

Memory
Overflow

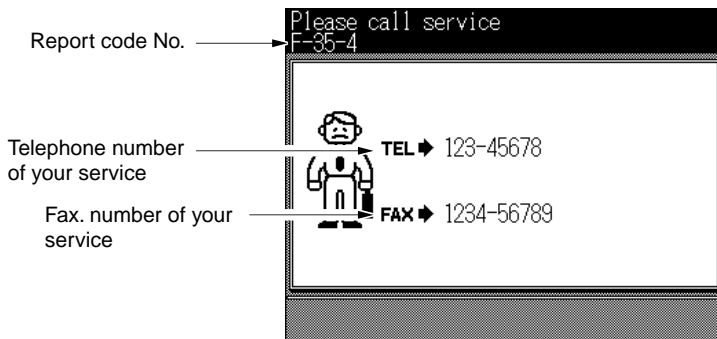
Power OFF/ON
Screen

Copying Hints

When “Call for Service” Message Is Displayed

A “Call for Service” message indicates a machine condition that requires the attention of your Konica service centre.

The Call for Service Screen usually displays the telephone and facsimile numbers of your service centre.



CAUTION

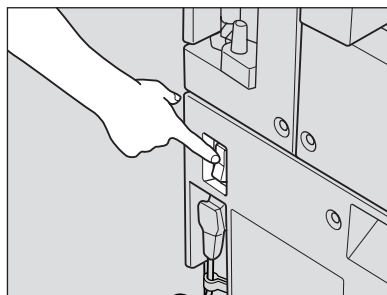
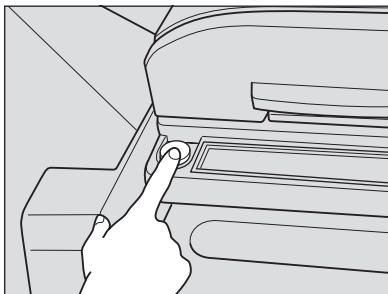
When the Call for Service Screen is displayed, be sure to contact your Konica service centre immediately by following the procedure below.

1

Make note of the Report code No. indicated in the second line of the message area.

2

Turn OFF the power switch and main power switch.



FOR DETAILS

In the event the machine with the Remote Diagnostics option is automatically monitored by a Konica service centre, the key operator can call for service using the key operator setting. See p. 12-43.



After calling for service using the key operator setting, be sure to turn OFF the power switch and main power switch immediately, then unplug the machine as described here.

3

Unplug the machine.

4

Contact your Konica service centre and report the condition and code No.



Limited Use of the Copier in Trouble

If the message shown below is displayed on the Call for Service Screen, you may continue operating the copier on a limited function basis and utilize the trays and ADU that are not affected by the trouble. To obtain this limited functionality of the copier, consult your Konica service centre. Be sure to utilize the limited function only temporarily, and arrange for machine repair immediately.

1. If the limited use of the copier is available, the following message is displayed in the message area instead of the Report code.

ex.

Tray 1 failure
Press AUTO to select except this tray

2. Press  .
AUTO RESET

Please switch ON/OFF
E 18-2

3. Turn OFF then ON the power switch.
A copying job can be continued without using the troubled portion of the machine (ex. Tray 1).



CAUTION

EVEN IF THE COPYING JOB CAN BE CONTINUED WITH THE ABOVE OPERATION, BE SURE TO CONTACT YOUR KONICA SERVICE CENTRE IMMEDIATELY WHEN THE CALL FOR SERVICE SCREEN IS DISPLAYED.

5 Trouble-shooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key


Memory Overflow

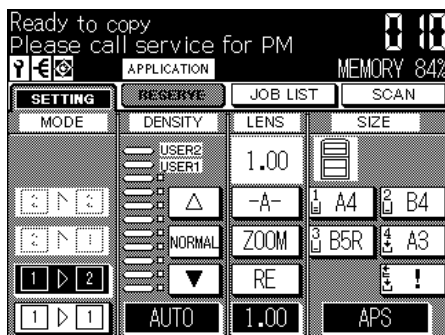
Power OFF/ON Screen

Copying Hints

Preventive Maintenance

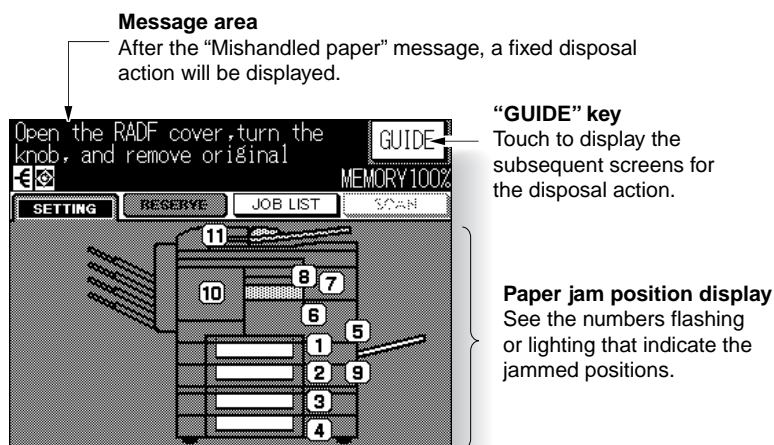
After a set number of copies have been made on your copier, Preventive Maintenance (PM) will be required for maintaining optimal performance.

When preventive maintenance is due, a message and an icon () will prompt you to contact your service centre for maintenance.



Clearing Mishandled Paper

When a paper misfeed occurs, the copier stops making copies and mishandled paper codes display on the screen to indicate misfeed area(s). Copying operation cannot be continued until all the misfeed locations are cleared.



FOR DETAILS

The above screen displays all the jam numbers for the sake of explanation. Actually a few numbers appear when a paper misfeed occurs.

- When removing mishandled paper, be sure to leave no torn paper inside the machine.
- When opening cover 6 of the conveyance unit, use care not to touch the drum inside cover 6, and perform the clearing procedure quickly, to allow you to close the cover as soon as possible; otherwise the drum may be damaged from a long period of exposure.

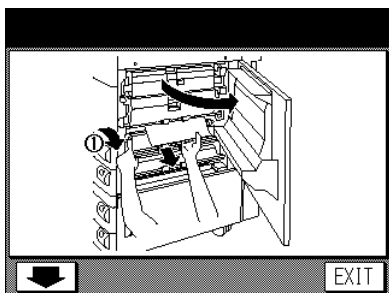
1

Touch **GUIDE on the screen.**

The screen illustrating the method for the disposal action will be displayed.

2


Follow the procedure on the screen to remove misfed paper.



Please Be Reminded!

Before performing the clearing procedure, see p. 1-2 for the caution label locations inside the machine.

FOR DETAILS

Touch  on the screen, if provided, to go to the next page of a series of illustrations.

5
Trouble-shooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

Power OFF/ON Screen

Copying Hints

3

When completed, touch EXIT .

If any misfeed location is left, the screen displays the next disposal procedure in the message area and the location number in the jam position display. Repeat steps **1** to **3** until all the locations are cleared.

The Basic Screen will be restored when all procedures are completed.



WARNING

The drum unit generates high voltage. To avoid bodily electrical shock, NEVER TOUCH the area.



CAUTION

The area near the conveyance unit cover 6 generates high voltage. If touched, electrical shock may occur. DO NOT TOUCH!



CAUTION

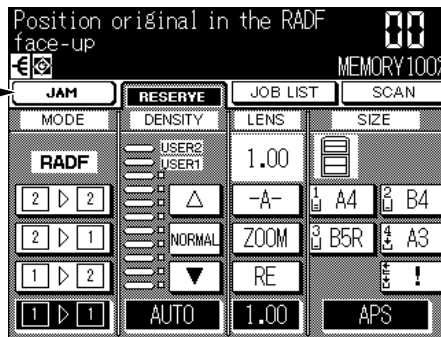
Be careful of removing staples stuck inside the machine so as not to get injured.

When “JAM” Appears on “SETTING” Key

If a misfeed occurs with the print/scan job in progress while you are setting a reserve job, **SETTING** on the Basic Screen will change to flashing **JAM** .

Follow the procedure below to remove mishandled paper.

“JAM” flashes when a misfeed occurs during a reserve job setting.



1

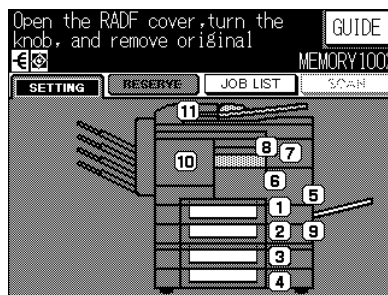
Touch **JAM .**

The Jam Position Screen will be displayed.

2

Touch **GUIDE .**

The screen illustrating the method for the disposal action will be displayed.



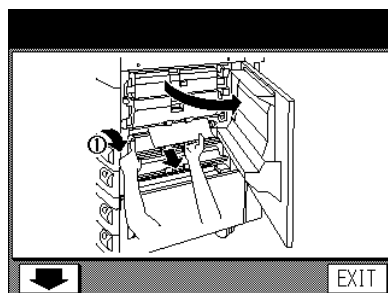
See p. 5-5 to p. 5-6 for details on clearing procedure.




Before performing the clearing procedure, see p. 1-2 for the caution label locations inside the machine.

3

Follow the procedure on the screen to remove misfed paper.



Touch  on the screen, if provided, to go to the next page of a series of illustrations.

5
Trouble-shooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

Power OFF/ON Screen

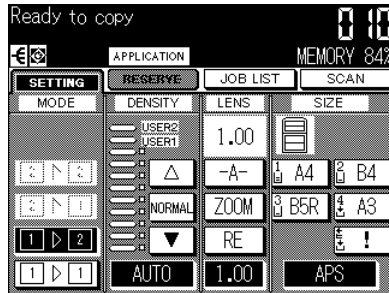
Copying Hints

When “JAM” Appears on “SETTING” Key (continued)

4

When completed, touch **EXIT .**

The Basic Screen will be restored when all procedures are completed.



FOR DETAILS

JAM has changed to **SETTING** , and the settings for the scan/print job are displayed on the screen.

5

Press  .

The scan/print job will resume.

6

Touch **RESERVE to continue the reserve job setting.**



WARNING

The drum unit generates high voltage.
To avoid bodily electrical shock, NEVER TOUCH the area.



CAUTION

The area near the conveyance unit cover 6 generates high voltage. If touched, electrical shock may occur. DO NOT TOUCH!



CAUTION

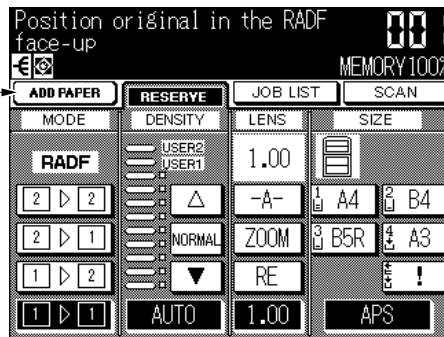
Be careful of removing staples stuck inside the machine so as not to get injured.

When “ADD PAPER” Appears on “SETTING” Key

If the paper supply for a print job in progress becomes depleted while you are setting a reserve job, **SETTING** on the Basic Screen will change to flashing **ADD PAPER**.

Follow the procedure below to continue the copying operation.

“ADD PAPER” flashes when paper supply becomes depleted during a reserve job setting.



1 Touch **ADD PAPER**.

The Basic Screen for the print job will be displayed.

2 Check the flashing tray key, then supply that empty tray with copy paper.

When paper supply is completed, **ADD PAPER** changes to **SETTING**.



See p. 2-15 to p. 2-18 for details of loading paper.

3 Press .

START

The print job will resume.

4 Touch **RESERVE** to continue the reserve job setting.

5 Troubleshooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

Power OFF/ON Screen

Copying Hints

When “Memory Full” Message Is Displayed (Memory Overflow)

In certain modes, this printer/copier uses memory to make operations convenient and smooth flowing. Occasional memory overflow may occur if the installed memory is inadequate for the copy conditions selected.

Memory overflow messages are displayed as follows:

If continuous working
check output after copying

-Memory full - Start => START key
Cancel => ST/CL key

To handle the Memory overflow condition while in a job, take the appropriate action indicated below. These actions enable you to continue the job or suspend the job.



Should memory overflow occur frequently, it is recommended that you contact your Konica service centre to extend the memory capacity in your machine.

■ When

If continuous working
check output after copying

Displays

The above message displays when copying in Group mode without Store mode selected.

1

Wait until the current operation is completed.

When the machine stops copying after producing one copied set irrespective of the set print quantity, all the data in memory will be erased.

2

Check the original pages, then position originals again.

3

Press  to complete the job.

START



Positioning the same number of originals may cause the memory overflow again. Arrange the original pages to lighten a burden to memory.

When “Memory Full” Message Is Displayed (Memory Overflow) (continued)

■ **When** -Memory full- Start => START key
Cancel => ST/CL key **Displays**

1

Wait until the current operation is completed.

The machine stops copying after producing one copied set irrespective of the set print quantity. When scanning in Store mode, however, the machine stops without producing a copied set. At this time, all the data still remains in memory.

2

Press  **to continue copying.**

The machine will output the scanned data for job completion in the amount remaining in the print quantity setting.

3

The following message displays.

If continuous working
check output after copying

All the data in memory will be erased with this message displayed.

4

Check the original pages, then press




START


to complete the job.

Check pages of the discharged set to confirm the amount of missing data, then complete the job according to the print quantity remaining.

 **FOR DETAILS**

To suspend the job:

Press  to save the job settings. All scanned data will be erased.

Or, press  to clear the job and resume initial settings.

5
Trouble-
shooting

Call for
Service

Preventive
Maintenance

Clearing
Mishandled
Paper

JAM Key

ADD PAPER
Key

Memory
Overflow

Power OFF/ON
Screen

Copying Hints

When Power OFF/ON Screen Is Displayed

When any trouble affects the electric signal of the copier, the Power OFF/ON Screen will be displayed.

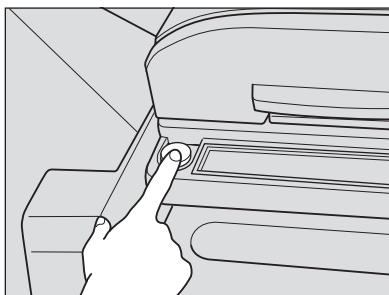
Service can set the machine to display this screen which does not appear in the initial condition. Please contact your service centre, if desired.



1

Turn OFF the power switch.

The main power switch is not required to be turned off.



2

Wait about 10 seconds.

3

Turn ON the power switch.

Troubleshooting Tips

COPIER DOES NOT OPERATE WHEN POWER SWITCH IS ON

Fully insert paper trays.

Close RADF.

Be sure power plug is firmly inserted in electrical socket.

Check the ON/OFF switch on the left side of the copier. Make sure this is "ON".

COPY IMAGE IS TOO LIGHT

Manually adjust copy density to darker density.

Check toner indicator and add toner, if required.

Check paper for dampness. Do not leave paper in copier when humidity is high.

Check to see if Photo, Text, or Increase Contrast mode is required.

Check the Density shift.

COPY IMAGE IS TOO DARK

Manually adjust copy density to lighter density.

Check to see if Photo, Text, or Increase Contrast mode is required.

Check the Density shift.

COPY IMAGE HAS BLACK LINES ACROSS IT

Keep the left partition glass beneath the document feeder/platen cover clean since spots or marks will show as lines on the copies.

COPY IMAGE IS NOT CLEAN OR SHOWS SPOTS

Use clean originals since dirt marks may be copied.

Keep platen glass and inner surface of document cover clean.

Call for service if "Call for service" is displayed in the message area.

Check density indicator and lighten if required.

COPY PAPER MISHANDLES DURING COPYING


Fan copy paper and load it with curl side in proper location. Do not exceed the tray capacity.

COPY IMAGE CAN BE RUBBED OFF

Check copy paper thickness. Use Thick paper mode, if paper weight requires it.

MAGNIFICATION CANNOT BE CHANGED

Image Shift and Reduce & Shift are incompatible with magnification.

Press  and set desired copying conditions without using Image Shift or Reduce & Shift.

THE TOUCH SCREEN PAPER SIZE INDICATOR DISPLAYS [!] ON THE TRAY

The [!] symbol indicates that the paper loaded in the tray is inconsistent with the tray position setting.

DUPLEX MODES CANNOT BE SELECTED

Fully close ADU and RADF, then select Duplex mode again.

5 Troubleshooting

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JAM Key

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Memory Overflow

Power OFF/ON Screen

Copying Hints

Troubleshooting Tips (continued)

COPYING DOES NOT BEGIN AFTER PRESSING START

Insert or adjust the appropriate paper tray for paper size selected.
Close document cover firmly.
Close front door completely.

COPYING DOES NOT RESUME AFTER MISHANDLED PAPER IS REMOVED

Check copier diagram on touch screen for additional indications of mishandled paper.

COPY QUALITY IS POOR

Check paper for dampness, and replace it if necessary.

THE ORIGINAL PAPER IS MISHANDLED OR SKEWED IN THE DOCUMENT FEEDER

Originals should conform to the recommended size and weight.
Be sure originals are not stapled.
Align originals evenly in the RADF.
Check to make sure paper guides meet the width of mixed size originals.

COPY IMAGE IS SKEWED WHEN BYPASS IS USED

Be sure copy paper is inserted straight.

USING EKC, COPIES CANNOT BE MADE AFTER PASSWORD IS ENTERED

Check to see if the message EXCEEDS LIMIT is displayed.
Contact key operator to reset limit.

FINISHER DOES NOT OPERATE

Press  .



Remove mishandled paper if any exists. Properly close finisher door.

RADF INDICATOR WILL NOT LIGHT AFTER IS PRESSED

Fully close RADF.

RADF LIGHT IS FLASHING

The document feeder is ready to accept originals.

Insert originals on RADF tray, press  , then .

ADD TONER MESSAGE IS DISPLAYED

New toner supply is needed. Follow instructions for adding toner.

CALL FOR PM IS DISPLAYED IN MESSAGE AREA

Contact your service centre for Preventive Maintenance.

APS SELECTS THE WRONG PAPER SIZE

RADF paper guides must be adjusted exactly to the size of originals.

Troubleshooting Tips (continued)

IN MIXED ORIGINAL MODE, A MESSAGE TO LOAD A REQUIRED PAPER SIZE DISPLAYS, EVEN THOUGH THAT SIZE IS LOADED IN ONE OF THE TRAYS

Paper sizes loaded in the trays must be consistent with the tray position size; otherwise, the [!] symbol will be displayed on the Paper size indicator of the Basic Screen.


THE BASIC SCREEN DOES NOT DISPLAY SETTINGS AS DESCRIBED IN INSTRUCTION MANUAL

Check with the key operator, as Initial Settings may have been changed.

PLEASE CHECK ORIGINAL

This message displays when the copier detects a non-standard paper size on the platen glass.

Select paper size and press  . 1.00 magnification will be selected automatically.

If this message continues to display after selecting paper size, select 1.00 magnification, even if it is already indicated, then press .

If desired, ask your Konica service centre to enable the machine to default to 1.00 magnification in this situation.

SHEET INSERTION RESULT IS NOT AS EXPECTED

Blank insertion: Be sure originals do not already include blank sheets in the locations designated for sheet insertion.

Copy insertion: To ensure that chapter sheets in 1 ► 2 mode always appear on the right hand side in the finished set, insertion sheets must be designated on the page setting screen with odd numbers, not even. If required, make an even numbered original page odd by inserting a blank sheet in front of that page, so that the blank sheet is even and the insertion sheet is odd.

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Copying Hints

SECTION

6

Machine Specifications

Main Body & Option Specifications and Copy Materials

Main Body Specifications	6-2
Option Specifications	6-4

Main Body Specifications

■ Main Body

Name:	Konica 7020/7025/7030/7035
Type:	Console type
Transfer method:	Indirect electrostatic method
Platen glass:	Fixed
Light-sensitive unit:	OPC
Light source:	Xenon lamp
Developing method:	Dry, 2-component magnetic brush developing
Fixing method:	Heat roller
Density adjustment:	Automatic and manual (9 steps)
Magnification ratio:	1:1±1.0% Enlargement: 1:1.150 (115%), 1:1.220 (122%), 1:1.410 (141%) Reduction: 1:0.860 (86%), 1:0.820 (82%), 1:0.710 (71%) Zoom/Special ratio magnification ratio: 25% to 400% in 1% increments
Copy paper:	Plain paper: 50 to 130g/m ² for Multi-sheet bypass tray 60 to 90g/m ² for main body and drawer base trays Special paper: OHP film, Labels, Tab, 3-hole
Copying speed:	7020; 20 copies/min. (A4), 17 copies/min. (A4R), 13 copies/min. (A3), 20 copies/min. (B5), 15 copies/min. (B4), 17 copies/min. (B5R) 7025; 25 copies/min. (A4), 18 copies/min. (A4R), 14 copies/min. (A3), 25 copies/min. (B5), 16 copies/min. (B4), 19 copies/min. (B5R) 7030; 30 copies/min. (A4), 19 copies/min. (A4R), 15 copies/min. (A3), 30 copies/min. (B5), 17 copies/min. (B4), 21 copies/min. (B5R) 7035; 35 copies/min. (A4), 21 copies/min. (A4R), 16 copies/min. (A3), 35 copies/min. (B5), 18 copies/min. (B4), 23 copies/min. (B5R)
Continuous copying:	1 to 999 copies
Types of original:	Sheet, book originals
Original size:	A3 maximum
Copy size:	A3 to B6 size (image cutoff width: leading and trailing ends 2mm±2mm, top and bottom 2mm±1.5mm)
Paper supply method:	Tray 1, 2 (universal); 500 sheets (80g/m ²) Tray 3, 4 (universal); 500 sheets (80g/m ²) (DB-209/210 option) Tray 3 (fixed); 1,500 sheets (80g/m ²) (DB-409/410 option) Multi-sheet bypass tray; 50 sheets (80g/m ²)
Warm-up time:	7020/7025/7030; Approx. 30 seconds 7035; Approx. 45 seconds
First copy time:	7020/7025/7030; Approx. 5.0 seconds (A4) 7035; Approx. 4.2 seconds (A4)
Power:	AC 230V/50Hz (This equipment selects the correct voltage automatically.)
Power consumption:	1.03KW max. (without option)

Main Body Specifications (continued)

Sound power level:	7020/7025/7030; 66dB max. (with option) 7035; 71dB max. (with option)
Weight:	7020/7025/7030; Approx. 82kg (main body + RADF) 7035; Approx. 83kg (main body + RADF)
Size:	590(W) x 595(D) x 875(H) mm (main body + RADF) 865(W) x 595(D) x 1172(H) mm (main body + RADF + Finisher + DB)
Effective size*:	835(W) x 595(D) mm (main body + RADF) 1110(W) x 595(D) mm (main body + RADF + Finisher + DB)

*Effective size is dimensions required when the Multi-sheet bypass tray is opened.

Option Specifications

■ RADF (DF-314)

Function: Feeds 1- and 2-sided originals automatically
Type of original: Plain paper (35 to 130g/m²)
Original size: A3, B4, F4, A4, A4R, B5, B5R, A5, A5R, 11"x17", 8.5"x11"
Original capacity: 50 sheets max. (80g/m²)
Original insertion: Automatic feed at a time
Power source: Supply from main body

■ FS-107 In-Bin Stapler Finisher

Type: Offset catch tray
Sorting system: Sorting by shifting (30±2 mm) (copies are delivered face down)
Types of paper: A3, B4, F4, A4R, A4, B5R, B5, A5, B6R, 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5" (60 to 110g/m² paper)
Number of stapled sheet: 50 sheets max. or 5 mm or less (80g/m² paper)
Staple cartridge: 5,000 staples
Dimensions: 432(W) x 463(D) x 255(H) mm
Weight: Approx. 13kg
Power source: Supply from main body

■ FT-107 Finisher Tray

Function: Additional exit tray for Finisher FS-107
Exit tray: Up to 2 may be fitted, making a total of 4

■ IT-101 Inner Tray

Function: Built-in exit tray
Configuration: 2 exit trays
Capacity: Exit tray 1; 50 sheets max.
Exit tray 2; 100 sheets max.
Types of paper: A3, B4, F4, A4R, A4, B5R, B5, A5, B6R, 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5" (60 to 110g/m² paper)
Dimensions: 430/582*(W) x 449(D) x 137(H) mm
*: when extending the tray
Weight: Approx. 3.6kg
Power source: Supply from main body

These specifications are subject to change without notice.

■ DB-209/210 Drawer Base Unit

Function:	Paper feed into main body
Configuration:	2 trays
Capacity:	Tray 3 (upper)/Tray 4 (lower); 500 sheets each
Types of paper:	A3, B4, F4, A4R, A4, B5, A5R, 11"x17", 8.5"x11", 8.5"x11"R (60g to 90g/m ² paper)
Dimensions:	580(W) x 595(D) x 304(H) mm
Power source:	Supply from main body

■ DB-409/410 Drawer Base Unit

Function:	Paper feed into main body
Configuration:	1 tray
Capacity:	Tray 3; 1,500 sheets
Types of paper:	Fixed to A4 (can be changed to A4R, B5R, B5, 8.5"x11", or 8.5"x11"R) (60g to 90g/m ² paper)
Dimensions:	580(W) x 595(D) x 304(H) mm
Power source:	Supply from main body

■ Desk (DK-109)

Function:	Storage for copy materials
Configuration:	1 drawer

■ Memory unit

MU-403: 32MB
MU-404: 64MB
MU-405: 128MB

Advanced

1

Safety
Information

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Machine
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Operations

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Job Memory
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SECTION

7

Advanced Information

Advanced Function and Touch Screen

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Programmed Shut Off (Weekly Timer)

The Weekly timer function manages a copier to be turned on and off at the time specified by the key operator to disable copying during off time. This function is not factory-set.

When a copier is under control of the weekly timer function, the following message will be displayed after pressing the power switch, and copying is unavailable.

ex.

Timer interrupt mode Enter password
--

or

Input copy time is 0 hour(s) 05 minute(s)
--

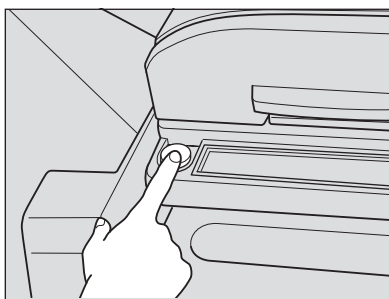
Copying will be available by following procedure.



For details of the Weekly timer function, see p. 12-26 to p. 12-32.

1

Press the power switch.



The Basic screen will be displayed along with the message shown below.

Timer interrupt mode Enter password
--

The timer interrupt password is not factory set and must be entered by the key operator. In the event the timer interrupt password has not been entered by the key operator, the following message will display instead.

Input copy time is 0 hour(s) 05 minute(s)
--

When the above message displays, proceed to step **4**.



The machine power will be turned off automatically after 5 minutes from this state.

Programmed Shut Off (Weekly Timer)

2

Enter the password.

Enter a 4-digit number timer interrupt password using the keypad on the control panel.



For setting the timer interrupt password, see p. 12-32.



If an invalid password is entered, continue by entering the valid 4-digit password.

3

Press  .

The following message will be displayed on the Basic Screen.

Input copy time is
0 hour(s) 05 minute(s)

4

Set the hour for the interrupt use.

Enter a 1-digit hour (ex. 3 hours is 3) using the keypad on the control panel. (0 ~ 9)

5

Press  .

Your copy time is
3 hour(s) 05 minute(s)

6

Set the minute for the interrupt use.

Enter a 2-digit minute (ex. 7 minutes is 07) using the keypad on the control panel. (00 ~ 59)



Entering a number smaller than 5 will set the minute at 5.

7

Press  .

Copying is available until the set time is up.

When timer interrupt of the copier is finished, press the power switch.

The copier returns to the OFF condition and copying is again disabled.

Programmed
Shut Off

Touch
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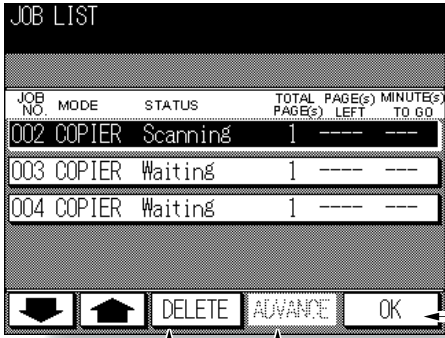
V/H Zoom

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Advanced
Information

Advanced Touch Screens

The following pages describe main screen except Basic and Application Screens and how to display them.

■ Checking Machine Status (Job List Screen)



Job List:
Displays current status of the machine.
Highlighted job can be advanced or deleted by touching the keys provided below.

OK key:
Touch to return to the Basic Screen.

Arrow keys:
Touch to select the job to be advanced/ deleted.

DELETE key:
Touch to delete the highlighted job.

ADVANCE key:
Touch to advance the highlighted job by one in printing order.

JOB NO.	MODE	STATUS	TOTAL PAGE(s)	MINUTE(s)
002	COPIER	Scanning	1	----
003	COPIER	Waiting	1	----
004	COPIER	Waiting	1	----

The Job List Screen displays when **JOB LIST** is touched on the Basic Screen. This screen allows you to view the machine status.

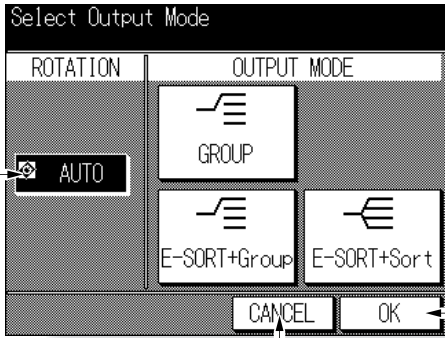
HINTS See p. 3-25 to p. 3-26 for details.

■ Setting Output Mode (Output Mode Screen)

The Output Mode Screen displays when **OUTPUT** is pressed on the control panel. The following settings are available on the Output Mode Screen.

For the machine without finisher:

- Selecting the output mode (p. 3-28)
- Activating/Deactivating the Rotation function (p. 7-9)



AUTO key:
Touch to activate/ deactivate the ROTATION function.

OK key:
Touch to return to the Basic Screen.

CANCEL key:
Touch to cancel the selection made on this screen.

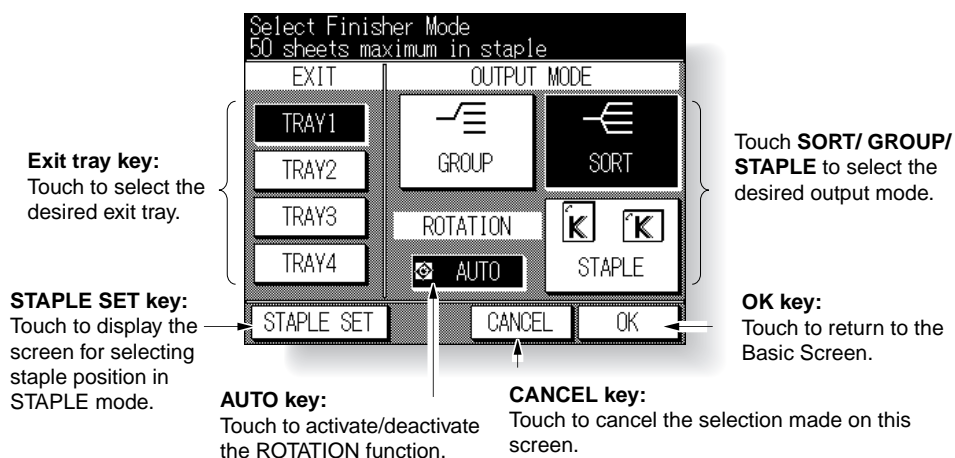
Touch **E-SORT + Sort/ E-SORT + Group/ GROUP** to select the desired output mode.

ROTATION	OUTPUT MODE
AUTO	GROUP
	E-SORT+Group
	E-SORT+Sort

Advanced Touch Screens (continued)

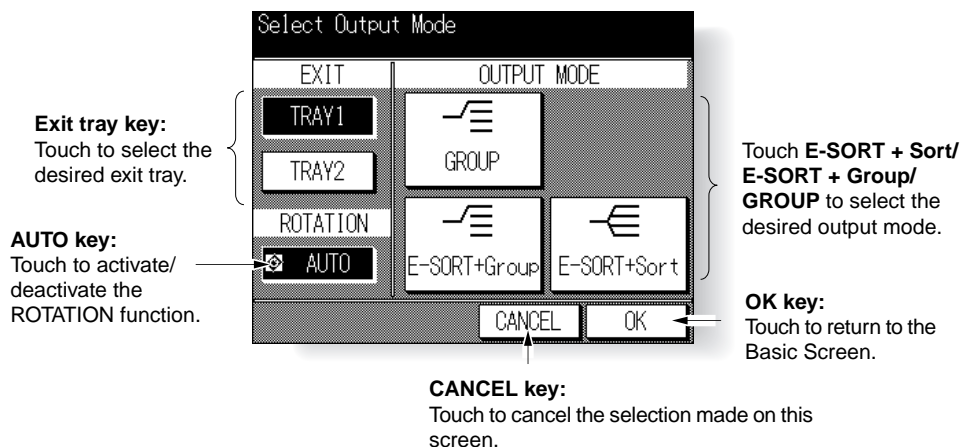
For the machine with finisher installed:

- Selecting the exit tray (p. 3-30)
- Selecting the output mode (p. 3-30)
- Selecting the staple position (p. 3-31)
- Activating/Deactivating the Rotation function (p. 7-9)
- Moving the stapler forward to replace the empty staple cartridge (p. 10-6)



For the machine with inner tray installed:

- Selecting the exit tray (p. 3-32)
- Selecting the output mode (p. 3-32)
- Activating/Deactivating the Rotation function (p. 7-9)



Programmed
Shut Off


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Screens

Rotation

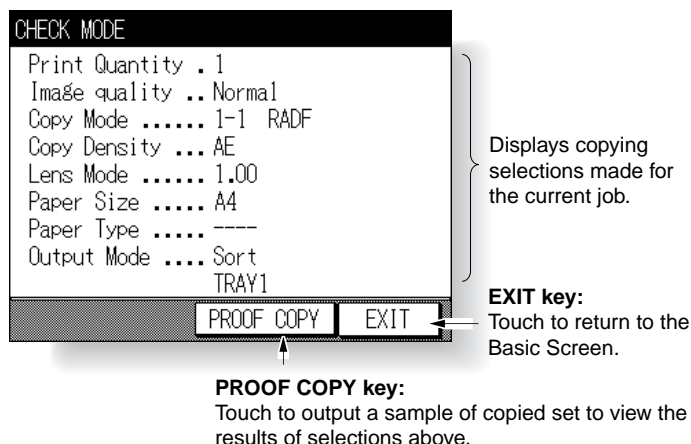
V/H Zoom

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■ Checking Job Conditions (Check Screen)


The Check Screen displays when  is pressed on the control panel with the Basic Screen displayed.

This screen allows you to view all the copying selections made for the present job, and also the copy results by producing a sample of copied set (Proof copy).

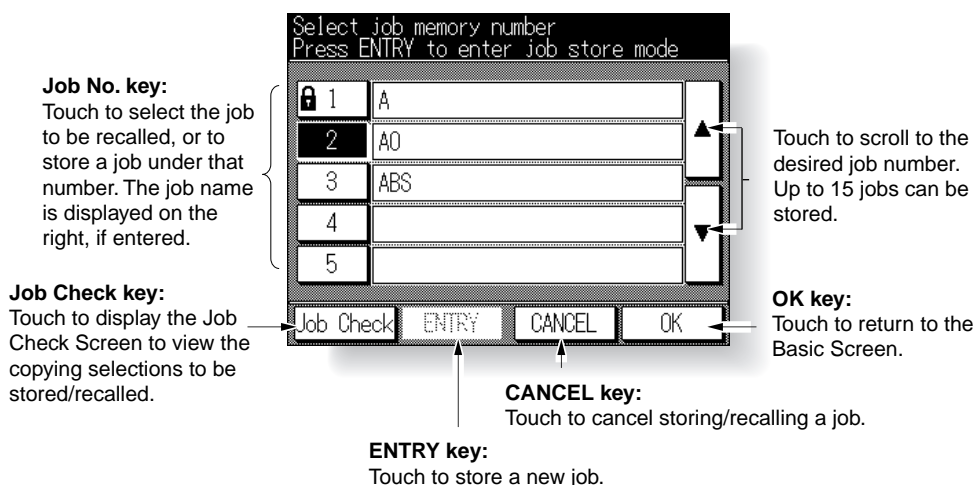


See p. 3-35 to p. 3-36 for details.

■ Storing and Recalling Job Conditions (Job No. Selection Screen)


The Job No. Selection Screen displays when  is pressed on the control panel, then **JOB MEMORY** is touched on the Application Selection Screen.

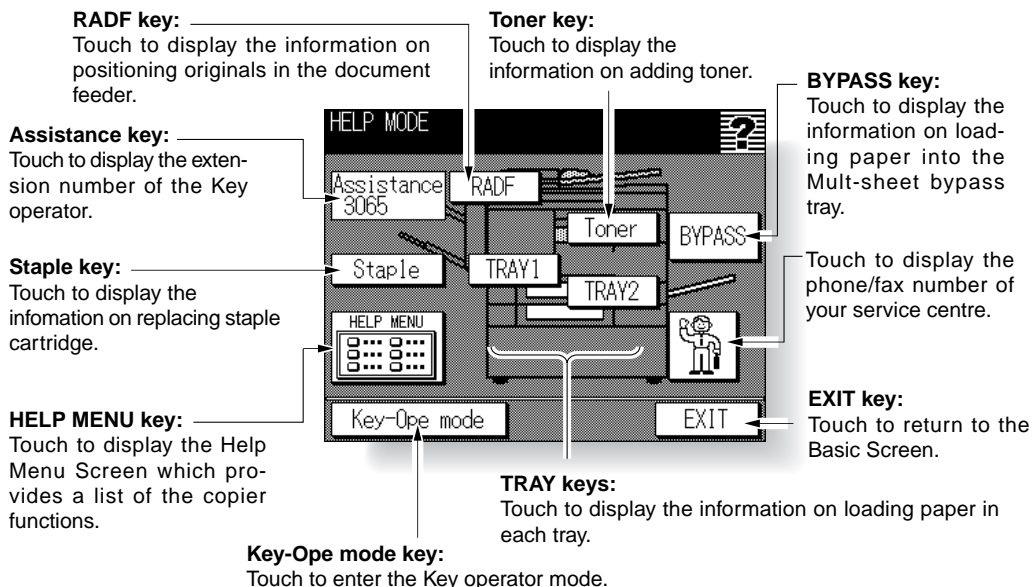
On this screen frequently used copy job settings can be stored or recalled, to simplify the process of setting up regular jobs.





See p. 4-2 to p. 4-7 for details.

■ Getting Information on Machine Operation (Help Screen)

The Help Screen displays when  is pressed on the control panel with the Basic Screen displayed.



The Help Screen for giving instructions on the current setting will display when  is pressed with the current setting screen displayed.

 See p. 4-8 to p. 4-10 for details.

Programmed
Shut Off


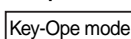
Touch
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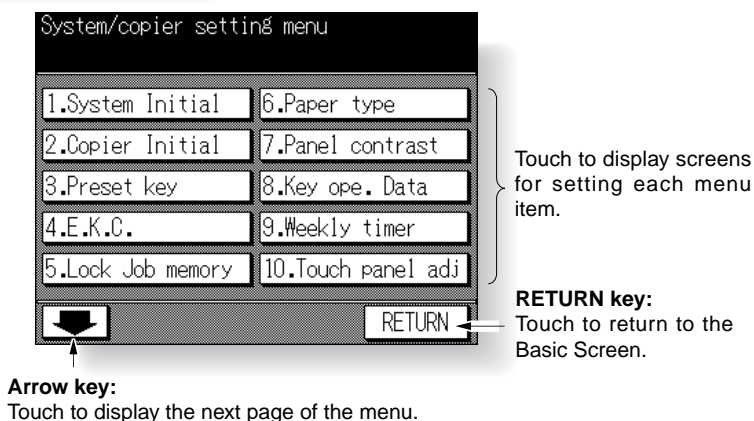
7
Advanced
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■ Modifying Machine Settings (Key Operator Mode Screen)

To access the Key Operator Mode, press  on the control panel when the Basic Screen is displayed, then touch  on the Help Screen.

The Key Operator Password Entry Screen displays, if a unique key operator password has been set by service at installation. Enter the password to display the Key Operator Mode Screen.

From this screen, the key operator can modify machine settings or monitor overall copier activities.



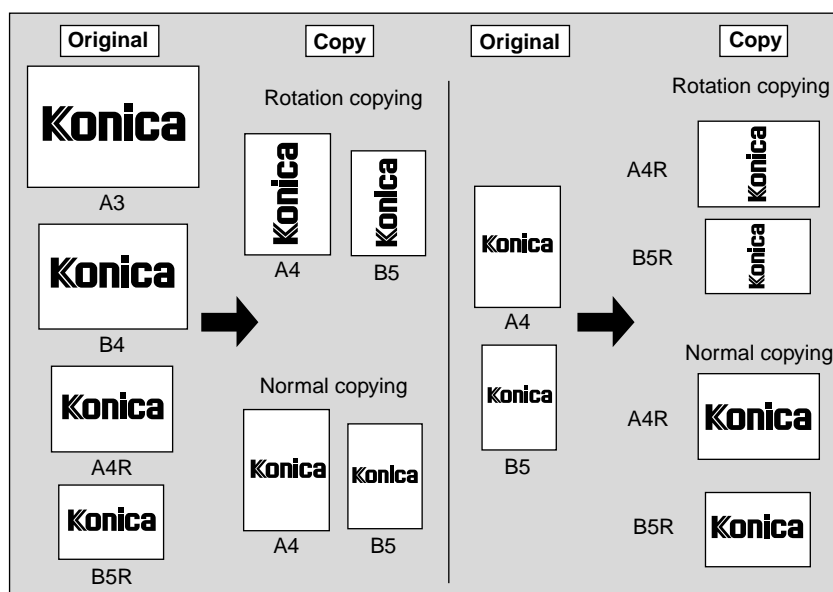
See p. 12-2 for details.

Rotation

This function allows you to utilize APS or AMS and copy the original documents onto size A4 or B5, irrespective of the copy paper feeding direction.

FOR DETAILS

By default, Rotation requires APS or AMS to function; however, the key operator may set this function ON, OFF, to operate when APS or AMS functions, or to operate when APS functions. See p. 12-35 to p. 12-39.



The copier is initially set to activate the Rotation function automatically. Follow the procedure below to release/resume this function.



Press  on the control panel.

Programmed
Shut Off

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Screens

Rotation

V/H Zoom

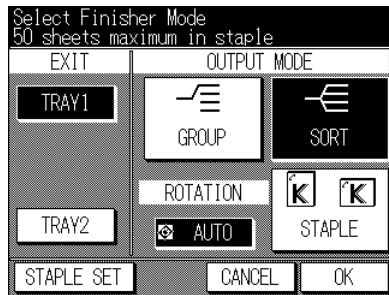
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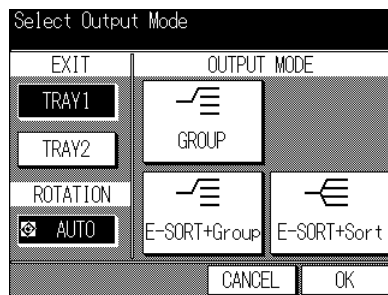
Touch to deselect **AUTO under the ROTATION indication to release this function.**

Touch to highlight **AUTO to resume this function.**

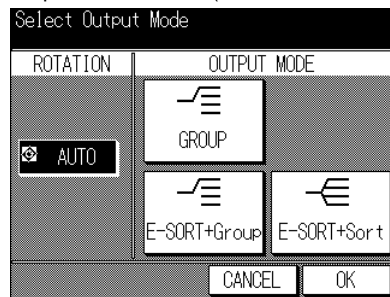
Output Mode Screen (machine with finisher)



Output Mode Screen (machine with inner tray)



Output Mode Screen (machine without finisher)



3

Touch **OK to return to the Basic Screen.**

When Rotation is released, the Rotation icon (📷) on the Basic Screen will disappear to indicate that this function is cancelled.

When Rotation is resumed, the Rotation icon will be displayed on the screen.

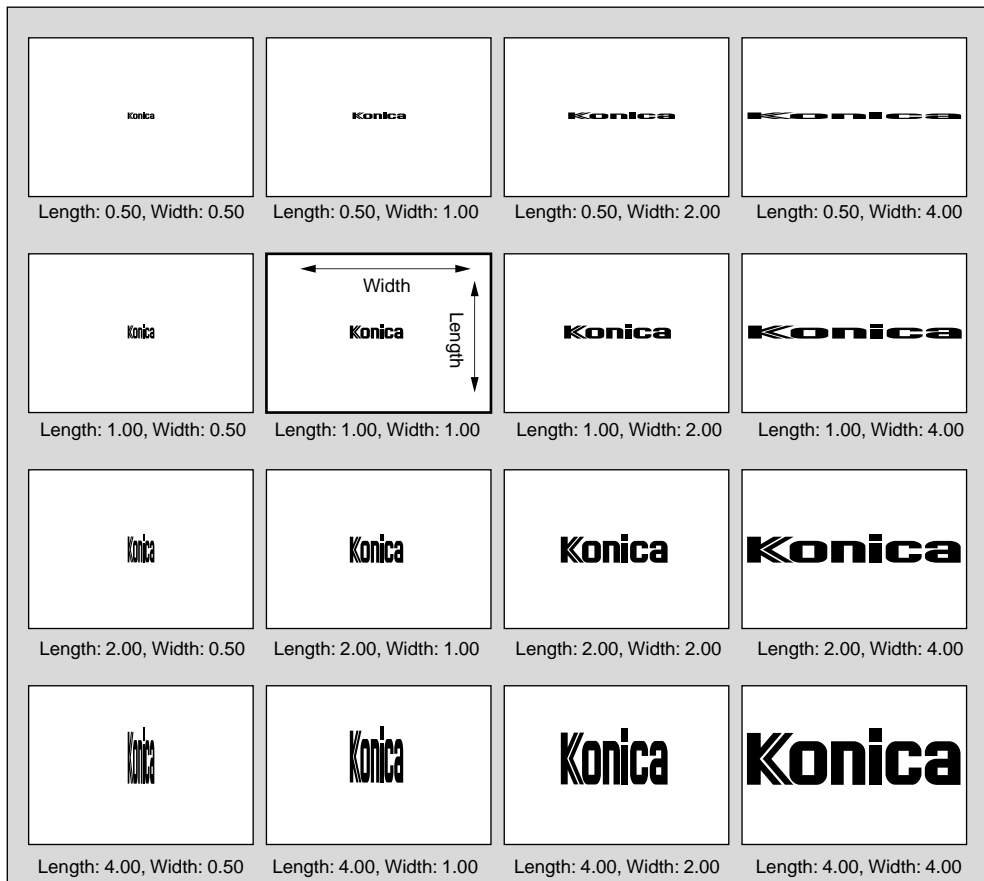
Vertical/Horizontal Zoom Mode

Use the Vertical/Horizontal zoom mode to reduce or enlarge vertical and horizontal dimensions, independently.

Vertical/Horizontal Zoom Mode Specifications

- ❑ Vertical/Horizontal zoom range: 0.25~4.00
- ❑ Incompatible Conditions: APS, AMS, Repeat mode in Repeat, Reduce & Shift in Image Shift

The figure shown below is the sample image using the Vertical/Horizontal zoom.



Programmed
Shut Off

Touch
Screens

Rotation

V/H Zoom

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Vertical/Horizontal Zoom Mode (continued)

1

Touch  on the Basic Screen.


The popup menu for setting a zoom ratio will be displayed.

 Please Be Reminded!

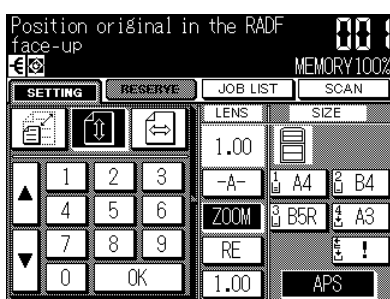
When starting a new copying job, be sure to close the RADF securely, then press  .

AUTO RESET

2

Touch  on the popup menu to highlight it, then set the vertical zoom ratio.

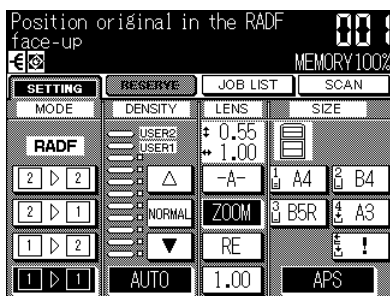
Similarly, touch  to highlight it, then set the horizontal zoom ratio.



3

Touch .

The popup menu disappears automatically and the specified zoom ratio will be displayed on the Basic Screen.



4

Select additional copy conditions, as desired.

5

Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

Vertical/Horizontal Zoom Mode (continued)

6

Position original(s).



See p. 3-2 to p. 3-6 for details on positioning originals.

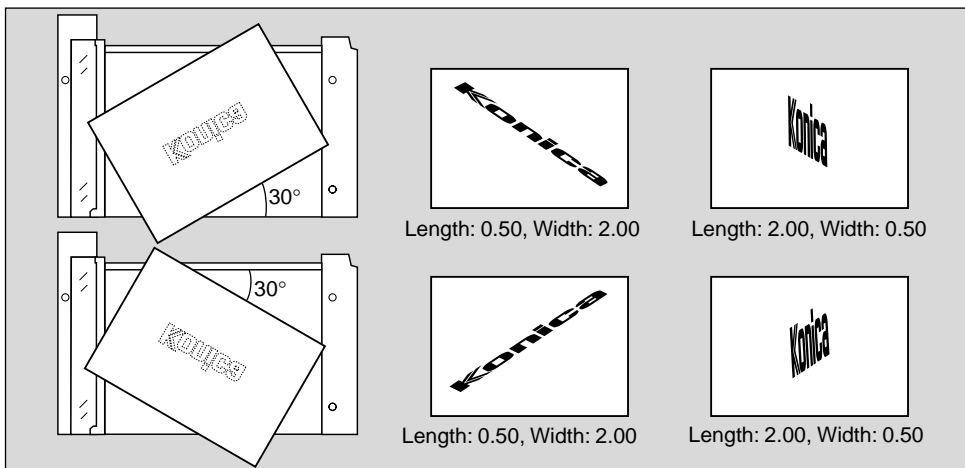
7

Press



FOR DETAILS

The figure shown below is the sample image using the Vertical/Horizontal Zoom with an original placed slantwise on the platen glass.



Programmed
Shut Off

Touch
Screens

Rotation

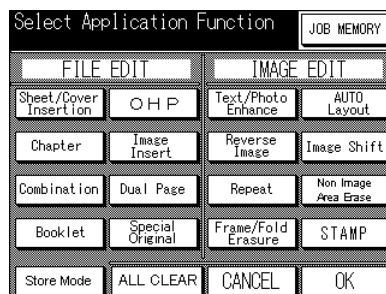
V/H Zoom

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SECTION 8

Applications

How to Use Application Functions



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Application
Selection Screen

Sheet/Cover
Insertion

Chapter

Combination

Booklet

OHP

Image Insert

Dual Page

Mixed
Original

Folded
Original

8
Applications

Non-Standard
Size

Flip Side 2

Text/Photo
Enhance

Reverse
Image

Repeat

Frame/Fold
Erasure

AUTO
Layout

Image Shift

Non-Image
Area Erase

Stamp

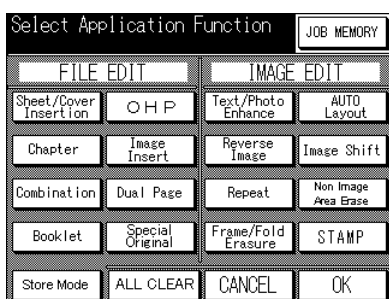
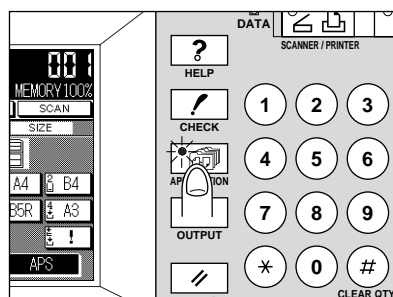
To Display Application Selection Screen

Follow the procedure below to display the Application Selection Screen and select the desired copying features.

1

Press  **on the control panel.**

The Application Selection Screen will be displayed on the touch panel.



To cancel individual functions in application mode, touch the highlighted key.


To restore the original copying conditions, touch **CANCEL**.

To clear all Application settings, touch **ALL CLEAR**.

2

Touch **OK** on the Application Selection Screen.

Selections will be completed and the Basic Screen will be restored.

With the Basic Screen displayed, you can press  to perform the operation.


HINTS

Touch **JOB MEMORY** to use the Job memory function. See p. 4-2 to p. 4-7.

FOR DETAILS

- When a function key is touched, it becomes highlighted. If you touch a function key, another screen or two will display to enable you to enter the appropriate settings.
- If one function on the menu is incompatible with another, it will appear dimmed.

FOR DETAILS

The indicator light on the  will be lit and **APPLICATION** will be displayed on the Basic Screen when application selections have been made.

Inserting Sheets and Covers (Sheet/Cover Insertion)

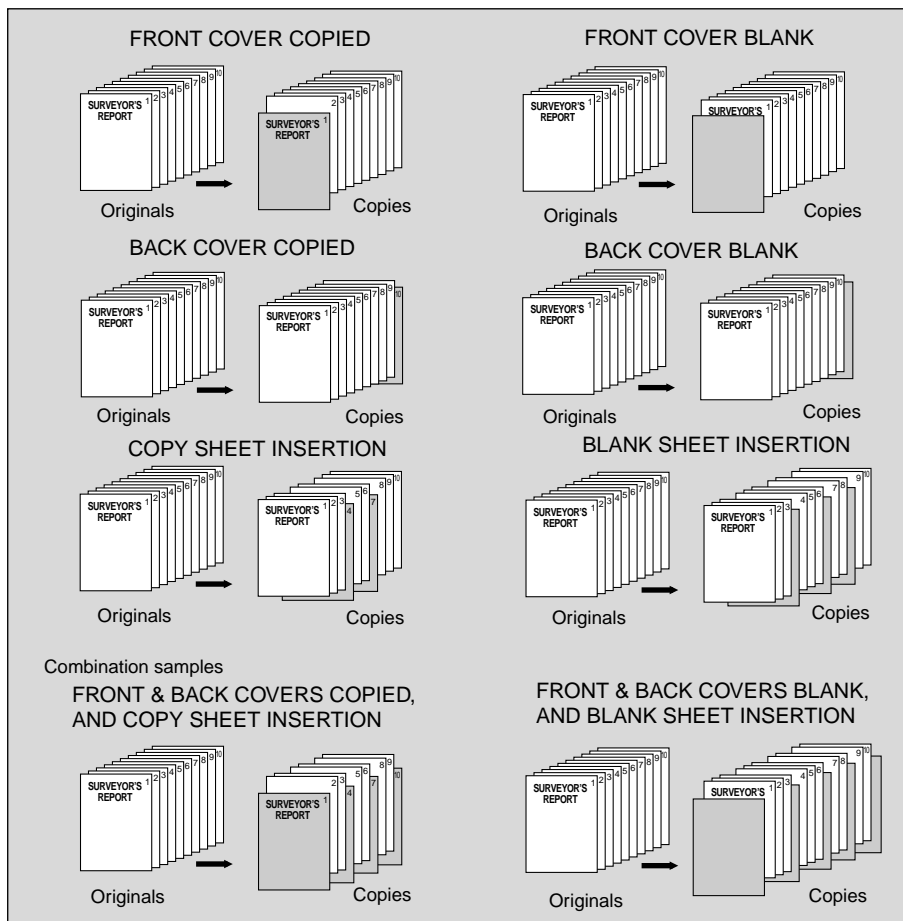
Use Sheet/Cover Insertion in copy mode or blank mode to insert chapter sheets or separator sheets into the finished set, as well as front and back covers. Sheet insertion from tray 1* may be used in conjunction with Front/Back cover insertion from tray 1* or the Multi-sheet bypass tray. If using the thick paper for front/back cover, select the Multi-sheet bypass tray for Front cover insertion. All other trays will be used for regular copied sheets.



*: The source of insertions and covers can be shifted from tray 1 to tray 2, 3, 4, or Multi-sheet bypass tray by key operator. See p. 12-35 to p. 12-39.

Specifications for Sheet/Cover Insertion

- ☐ Use RADF.
- ☐ Trays for copy paper, front/back covers, and insertions should have the same paper size loaded. AMS (Automatic Magnification Selection) is automatically selected.
- ☐ Max. insert sheets: 15 locations, from 1~999, including front and back covers
- ☐ Incompatible Conditions: APS, Group, E-SORT+group, E-SORT+sort, Chapter, Combination, Booklet, OHP, Image Insert, Dual page, Special Original (Mixed Original), Repeat, AUTO Layout, Non-image Area Erase, Stamp (Page, Numbering)



Application
Selection Screen

Sheet/Cover
Insertion

Chapter

Combination

Booklet

OHP

Image Insert

Dual Page

Mixed
Original

Folded
Original

8
Applications

Non-Standard
Size

Flip Side 2

Text/Photo
Enhance

Reverse
Image

Repeat

Frame/Fold
Eraseure

AUTO
Layout

Image Shift

Non-Image
Area Erase

Stamp

Inserting Sheets and Covers (Sheet/Cover Insertion) (continued)

1

Load paper for copies, insertions and covers.

Load cover sheets into tray 1 or into Multi-sheet bypass tray, load insertion sheets into tray 1, and load regular sheets into copy paper tray source.

 Please Be Reminded!


- If thick covers are required, load thick paper into the Multi-sheet bypass tray.
- Be sure to load cover/insertion sheets of the same size as copy paper.

2


Press  on the control panel .

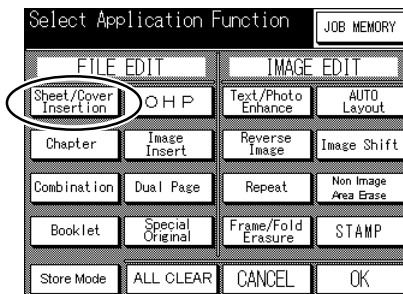


 Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press  .

3

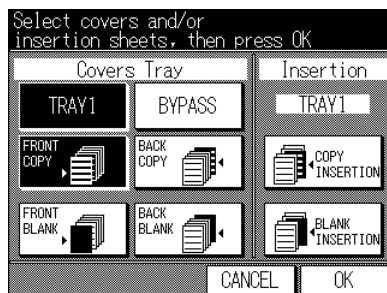
Touch  on the Application Selection Screen.



4

Select the desired function.

Example: Touch  to insert a copied front cover.



5

Select the tray from which the front/back cover is fed, if a cover is desired.

6 Touch **OK**.

Proceed to step 7 when Copy/Blank Insertion mode is selected.

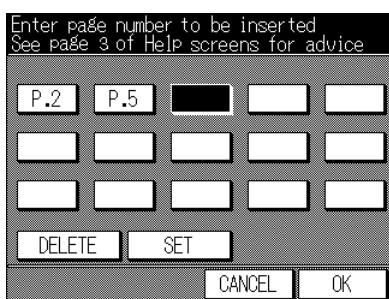
When only Front/Back Cover mode is selected, the Application Selection Screen will be restored.

7 **When selecting Insertion mode: Enter the page number .**

Use the control panel keypad to enter the page number of insertion location.



See p. 8-6 for details on entering page numbers.



Touch **SET** after each entry to move to the next key.

To clear an incorrect entry, touch **DELETE**. The insertion location will be deleted.

When all page numbers are entered, touch **OK** to return to the Sheet/Cover Insertion Screen.

Touch **OK** again to return to the Application Selection Screen.

8 Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

9 Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

OHP

Image Insert

Dual Page

Mixed Original

Folded Original

8
Applications

Non-Standard Size

Flip Side 2

Text/Photo Enhance

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

Image Shift

Non-Image Area Erase

Stamp

10

Position originals *FACE UP* in the document feeder.



- For details on positioning originals, see p. 3-2.
- Use RADF store mode (p. 3-21 to p. 3-22) when the original count exceeds 50.

11

Press



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Enter page number to be inserted
See page 3 of Help screens for advice

P.2	P.5			
DELETE		SET		
CANCEL			OK	

FOR DETAILS

Entering Page Numbers

Fifteen keys are displayed on the screen to designate each insertion location.

The first (upper left) key displays the Front Cover icon if selected. The Back Cover icon appears, if selected, as the last (lower right) key.

Touch to highlight a blank key, then use the control panel keypad to enter the page number of insertion location.

Example: If p. 4 is entered in blank mode, a blank sheet will be inserted between p. 4 and p. 5; in copy mode, a copied sheet is inserted at p. 4.

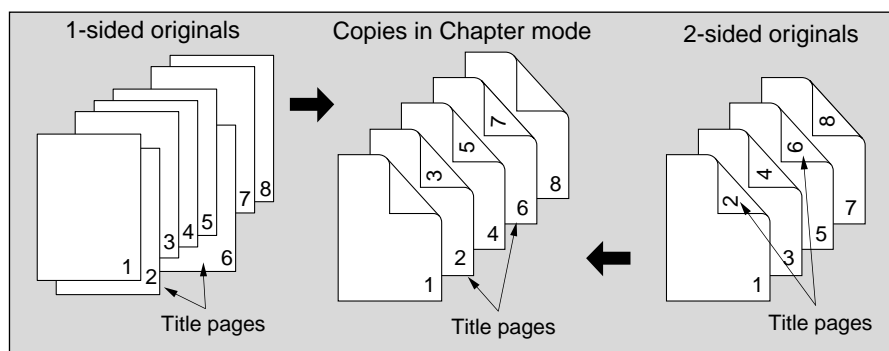
Locating Title Pages on the Right Side (Chapter)

Chapter is used with RADF in 1 ► 2 or 2 ► 2 mode for the purpose of locating title pages on the right side, rather than reverse side, of a duplex copy to improve the presentation of double-sided copies.


To effectively locate the title page on the right, a blank sheet will be automatically created on the reverse side of a sheet, if required.

Specifications for Chapter


- ☐ Use RADF.
- ☐ Max. title pages: 15 sheets, from 1 ~ 999
- ☐ Incompatible Conditions: 1 ► 1, 2 ► 1, Group, Sheet/Cover Insertion, Combination, OHP, Image Insert, Dual Page, Repeat, AUTO Layout, Non-image Area Erase



1

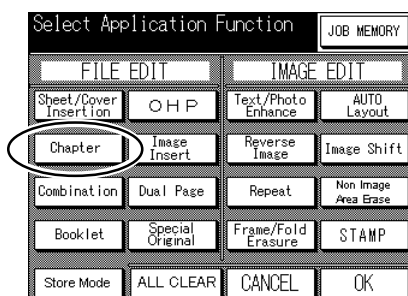
Press  on the control panel.

Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press  .

2

Touch **Chapter** on the Application Selection Screen.



Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

OHP

Image Insert

Dual Page

Mixed Original

Folded Original

8 Applications

Non-Standard Size

Flip Side 2

Text/Photo Enhance

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

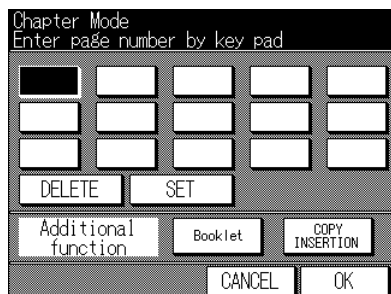
Image Shift

Non-Image Area Erase

Stamp

3

Use the control panel keypad to enter the page number of each title page.



Touch **SET** after each entry to move to the next key.

To clear an incorrect entry, touch **DELETE**. The entered number will be deleted.

4

Touch **OK.**

The Application Selection Screen will be restored.

5

Touch **OK on the Application Selection Screen.**

The Basic Screen will be restored.

6

Enter the desired print quantity from the control panel keypad.

7

Position originals *FACE UP* in the document feeder.

8

Press .



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

FOR DETAILS

- Entering the same page number twice will be ignored on the screen.
- Chapter insertions occur in sequence even if original page numbers are entered out of sequence.
- When a page number is larger than the total original page count, insertion occurs as the last page of the document.

OPTION

Touch **Booklet** on the Chapter Page Setting Screen to use this function.

To change the selection of paper tray for copying title pages, touch **COPY INSERTION** on the screen.

HINTS

See p. 3-7 for details on setting print quantity.

HINTS

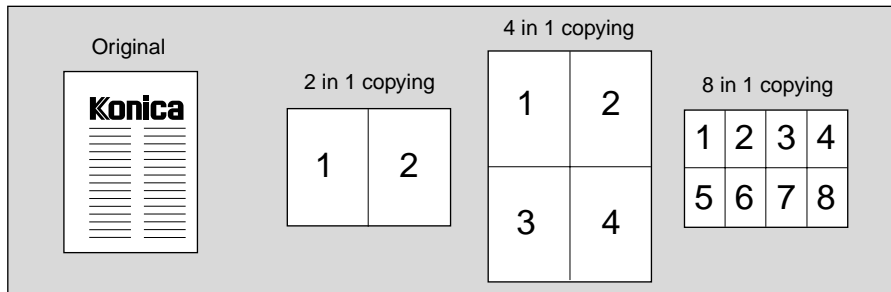
- For details on positioning originals, see p. 3-2 to p. 3-4.
- Use RADF store mode (p. 3-21 to p. 3-22) when the original count exceeds 50.

Lay Out Several Pages onto One Sheet (Combination)


Use this function to lay out and copy a fixed number (2, 4, or 8) of pages onto one sheet of copy paper (2 in 1, 4 in 1, or 8 in 1).

Specifications for Combination

- ☐ Use RADF.
- ☐ AMS is automatically selected. The paper size in tray 1 and original size are sensed, and the correct ratio will be automatically selected. (Tray source can be changed manually.)
- ☐ Incompatible Conditions: APS, Sheet/Cover Insertion, Chapter, Booklet, Image Insert, Dual page, Special Original (Mixed Original, Non-standard Size, Flip Side 2), Repeat, Frame/Fold Erasure, AUTO Layout, Non-image Area Erase

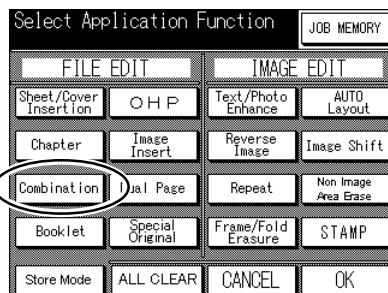


1


Press  on the control panel.

2

Touch **Combination** on the Application Selection Screen.

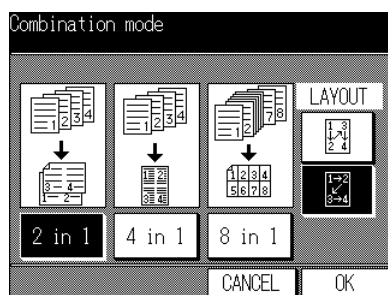


 Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press .

3

Select the desired Combination mode.



 FOR DETAILS

Touch **2 in 1**, **4 in 1** or **8 in 1**, and select one key between the two in the LAYOUT area, referring to the table on the following page.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

OHP

Image Insert

Dual Page

Mixed Original

Folded Original

8 Applications

Non-Standard Size

Flip Side 2

Text/Photo Enhance

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

Image Shift

Non-Image Area Erase

Stamp

Lay Out Several Pages onto One Sheet (Combination) (continued)

4

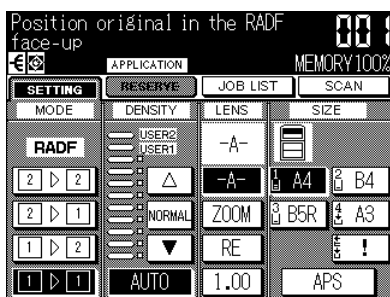
Touch **OK**.

The Application Selection Screen will be restored.

5

Touch **OK** on the **Application Selection Screen**.

The Basic Screen will be restored.



AMS is automatically selected, and tray 1 is selected. When selecting any other tray, touch the desired tray key.

6

Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

7

Position originals **FACE UP** in the document feeder.




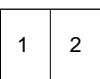



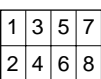





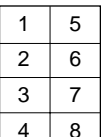
- For details on positioning originals, see p. 3-2.
- Use RADF store mode (p. 3-21 to p. 3-22) when the original count exceeds 50.

8

Press .



Refer to the table below to select the desired Combination mode and layout order.

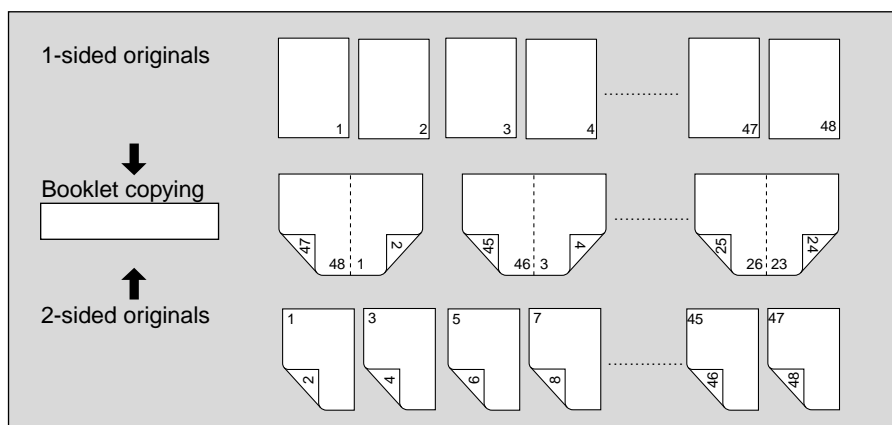
Layout Original	Horizontal order			Vertical order	
	2 in 1	4 in 1	8 in 1	4 in 1	8 in 1
Portrait type 					
Landscape type 					

Making a Multiple Page Signature Booklet (Booklet)

Use the Booklet to make a multiple page signature booklet on both sides of A3, B4, A4R, A4, or B5R paper. Original images are scanned into memory and automatically arranged in booklet format in correct order to create an easy to use finished document.

Specifications for Booklet

- ☐ Use RADF.
- ☐ Original pages should be a multiple of 4; otherwise blank pages are automatically inserted to the last.
- ☐ AMS is automatically selected. Select the desired paper size.
- ☐ Original size: A4R, A4, or B5
- ☐ Incompatible Conditions: APS, 1 ► 1, 2 ► 1, Staple, Group, E-SORT+group, E-SORT+sort, Sheet/Cover Insertion, Combination, OHP, Special Original (Mixed Original, Non-standard Size, Flip Side 2), Repeat, Fold erasure, AUTO Layout, Non-image Area Erase, Stamp (Page, Numbering)



1

Load Copy Paper.

Load A3, B4, A4R, A4, or B5R copy paper in a tray.


2

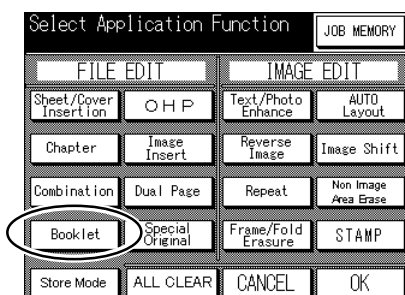
Press  on the control panel.

3

Touch **Booklet** on the Application Selection Screen.

Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press .



Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

OHP

Image Insert

Dual Page

Mixed Original

Folded Original

8 Applications

Non-Standard Size

Flip Side 2

Text/Photo Enhance

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

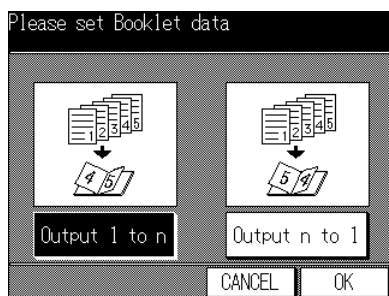
Image Shift

Non-Image Area Erase

Stamp

4

Touch to highlight the desired binding mode key.



5

Touch OK.

The Application Selection Screen will be restored.

6

Touch OK on the Application Selection Screen.

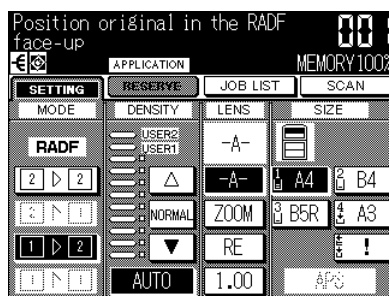
The Basic Screen will be restored.
AMS is selected automatically.

7

Select the tray in which you loaded copy paper in step 1.

8

Select the 1 ▸ 2 or 2 ▸ 2 copy mode.



9

Enter the desired print quantity from the control panel keypad.



To release AMS, select the desired magnification, then select paper size.



See p. 3-7 for details on setting print quantity.

10

Position A4R, A4, or B5 originals FACE UP in the document feeder.



- For details on positioning originals, see p. 3-2.
- Use RADF store mode (p. 3-21 to p. 3-22) when the original count exceeds 50.



Original pages should be a multiple of 4; otherwise blank pages are automatically inserted to the last.

11

Press



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

OHP

Image Insert

Dual Page

Mixed Original

Folded Original

8 Applications

Non-Standard Size

Flip Side 2

Text/Photo Enhance

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

Image Shift

Non-Image Area Erase

Stamp

Copying onto OHP Films (OHP)

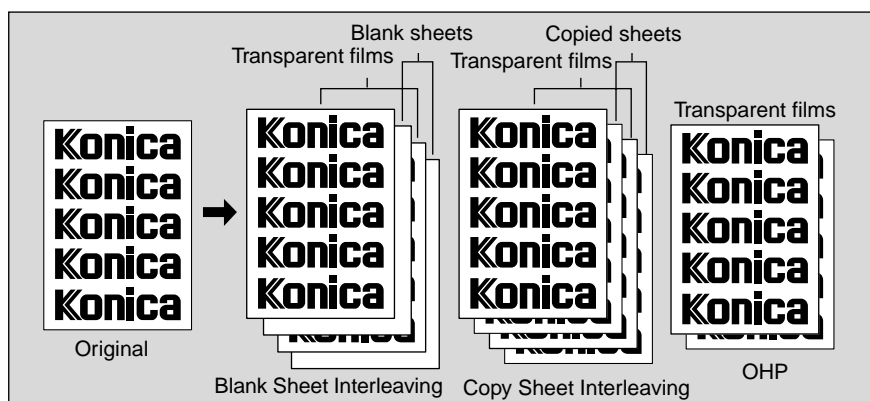
Use the OHP function in 1►1 or 2►1 mode to copy onto overhead projection transparent films, and output a blank or copied interleaf sheet with each copied transparent film.

In the Blank sheet interleaving mode, a blank interleaf sheet is output with each transparent film to keep the film material from sticking together.

In the Copy sheet interleaving mode, a copied interleaf sheet is output with each transparent film to provide reference during a presentation; a medium for photocopying; and a set for filing or inserting into a binder.

Specifications for OHP

- ☐ Transparent film source: Multi-sheet bypass tray
- ☐ Print quantity: 1
- ☐ AMS is automatically selected.
- ☐ Incompatible Conditions: APS, 1►2, 2►2, Sort, Staple, Group, E-SORT+group, E-SORT+sort, Sheet/Cover Insertion, Chapter, Booklet, Image Insert, Special Original (Mixed Original), Repeat



1

Insert a sheet of transparent film into the Multi-sheet bypass tray.

Please Be Reminded!

2

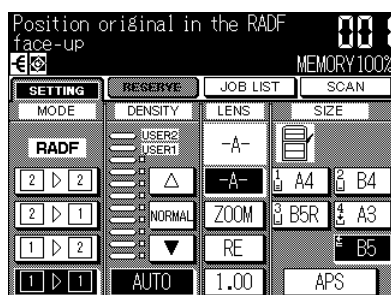
When interleaf sheet is needed, load copy paper in tray 1, 2, 3, or 4 to match the size of transparent films.


Do not load transparent films into any other tray.

3

Select the Multi-sheet bypass tray on the Basic Screen.

Please Be Reminded!



When starting a new copying job, be sure to close the RADF securely, then press  .

AUTO RESET

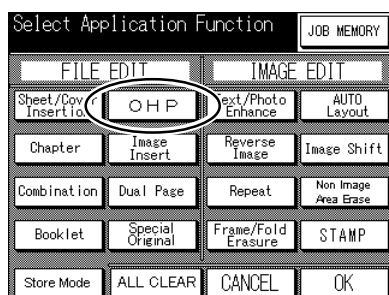
Copying onto OHP Films (OHP) (continued)

4

Press  on the control panel.

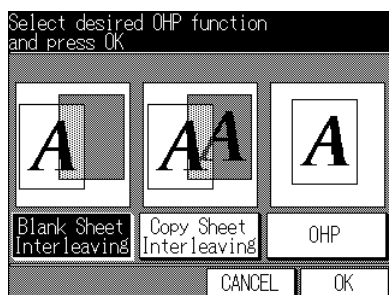
5

Touch **OHP** on the Application Selection Screen.



6

Select the desired OHP mode, then touch **OK**.



7

Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

8

Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.

9

Press .

FOR DETAILS

AMS is selected automatically. To release AMS, select the desired magnification. Print quantity is already set to 1. Not available to enter any other number.

HINTS

For details on positioning originals, see p. 3-2 to p. 3-6.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

OHP

Image Insert

Dual Page

Mixed Original

Folded Original

8 Applications

Non-Standard Size

Flip Side 2

Text/Photo Enhance

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

Image Shift

Non-Image Area Erase

Stamp

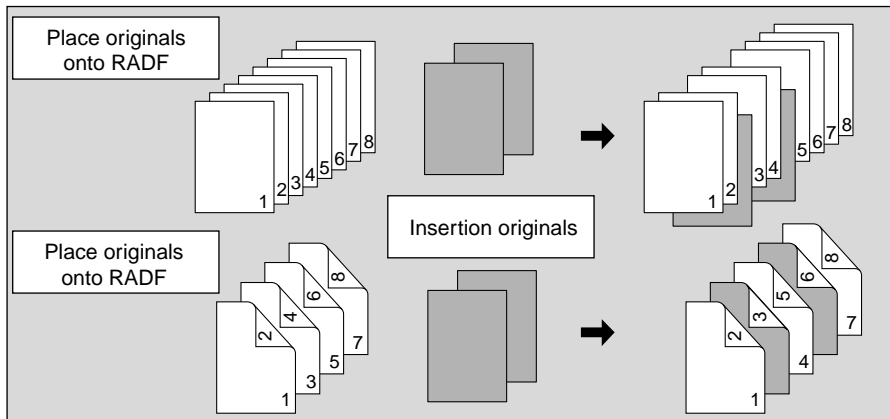
Inserting Images into Printed Sets (Image Insert)

Use the Image insert mode to combine images scanned from the platen glass, such as photos, paste-ups, newspaper articles, graphs, etc., with images scanned from the document feeder. Then, output the combined images as a finished set.

The selected copy paper size is determined by the size of originals loaded in the document feeder.

Specifications for Image Insert


- ❑ This function is available for the machine equipped with the RADF.
- ❑ Max. image insert: 15 locations, from p. 1 to p. 999
- ❑ Incompatible Conditions: Group, E-SORT+group, Sheet/Cover Insertion, Chapter, Combination, OHP, Dual Page, Special Original (Mixed Original, Non-standard Size), Repeat, AUTO Layout, Image Shift, Non-image Area Erase




1

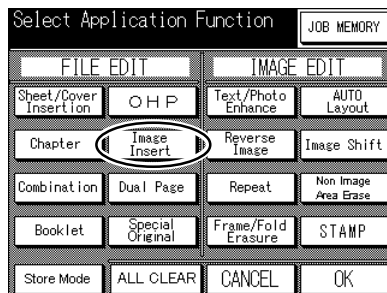
Press  on the control panel.

Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press .

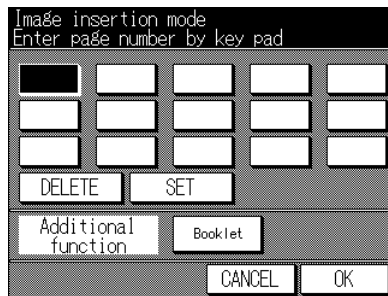
2

Touch  on the Application Selection Screen.



3

Use the control panel keypad to enter the page number.



Touch **SET** after each entry to move to the next key.

To clear an incorrect entry, touch **DELETE**. The entered page number will be deleted.

4

Touch **OK.**

The Application Selection Screen will be restored.

5

Touch **OK on the Application Selection Screen.**

The Basic Screen will be restored.

6

Enter the desired print quantity from the control panel keypad.

7

Scan the document feeder images.

Position originals FACE UP in the document feeder.

8

Touch **SCAN on the Basic Screen.**

The originals positioned in the document feeder will be scanned into memory.



See p. 8-18 for detailed example.



- When a page number is larger than the total original count, a sheet is inserted as the last page.
- Entering the same page number twice will insert two sheets at that location.
- Insertions occur in sequence, even if page numbers are entered out of sequence.



Touch **Booklet** on the Image Insertion Page Setting Screen to use this function.



See p. 3-7 for details on setting print quantity.



If the number of originals exceeds 50, divide them into blocks not exceeding 50 sheets and load them from the block with the first page.

Application Selection Screen
Sheet/Cover Insertion
Chapter
Combination
Booklet
OHP
Image Insert
Dual Page
Mixed Original
Folded Original
8 Applications
Non-Standard Size
Flip Side 2
Text/Photo Enhance
Reverse Image
Repeat
Frame/Fold Erasure
AUTO Layout
Image Shift
Non-Image Area Erase
Stamp

9

Scan the platen glass images.

Open the document feeder.
Position an original FACE DOWN on the platen glass, then close the document feeder.



PLACE AND SCAN THE ORIGINALS ACCORDING TO PAGINATION.

10

Touch SCAN on the Basic Screen.

Repeat steps 9 and 10 for all originals.



- Memory overflow may occur during scanning. See p. 5-10 to p. 5-11.
- Should memory overflow occur frequently, it is recommended that you contact your Konica service centre to extend the memory capacity in your machine.

11

Press



The copier will start printing when ready for output.



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



Entering Page Numbers

To insert more than one sheet at the same location, enter the page number repeatedly.

For example, if insertion locations are [2/2/6], scanned platen images will be inserted as follows:

The first scanned platen image will be inserted after page 2.

The second scanned platen image will be inserted directly after the first scanned Image insertion.

The third scanned platen image will be inserted after page 6.

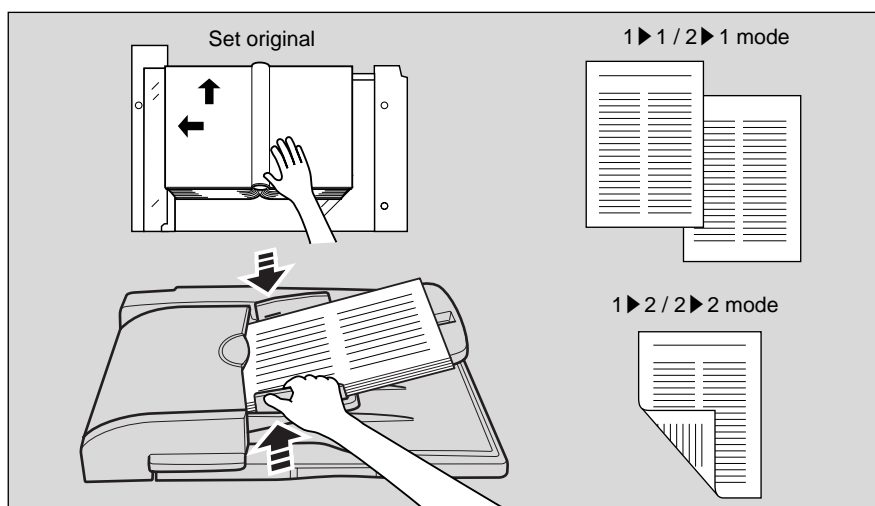
Dividing an Image into Right and Left Pages (Dual Page)

The Dual Page mode performs image division on the original image. Use Dual Page to copy an open book or a A3/B4 size sheet onto two A4/B5 sheets in 1►1 or 2►1 mode, or onto the front and back sides of one A4/B5 sheet in 1►2 or 2►2 mode. The following three modes can be selected from the Dual Page Screen.

- Facing pages mode: Image division starts from the first scan.
- Front Cover + Facing pages mode: Image division starts from the second scan, after the first scan copies normally.
- Front/Back + Facing pages mode: Image division starts from the third scan, after the first and second scan copy normally.

Specifications for Dual Page

- ☐ Store mode is automatically selected.
- ☐ Paper size: A4, B5, 8.5"x11"
- ☐ Incompatible Conditions: APS, Sheet/Cover Insertion, Chapter, Combination, Image Insert, Special Original (Mixed Original, Folded Original, Non-standard Size, Flip Side 2), Repeat, Image Shift, Stamp

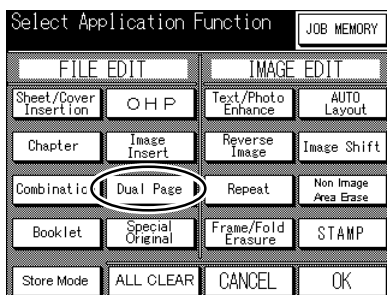


1


Press  on the control panel .

2

Touch **Dual Page** on the Application Selection Screen.



 Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press  .

Application Selection Screen

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Image Insert

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Folded Original

8 Applications

Non-Standard Size

Flip Side 2

Text/Photo Enhance

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

Image Shift

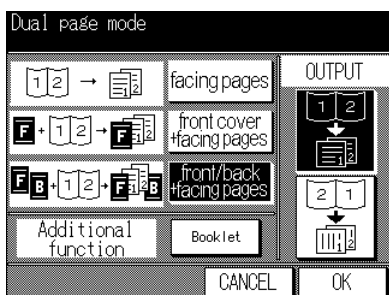
Non-Image Area Erase

Stamp

3

Select the desired Dual Page mode.

Touch to highlight the desired mode key.



Touch **Booklet** on the Dual Page Screen to use this function.

4

Select the scanning order.

Touch either key in the OUTPUT section to select the scanning order according to the original.

5

Touch **OK**.

The Application Selection Screen will be restored. Store Mode is automatically selected on the screen.

6

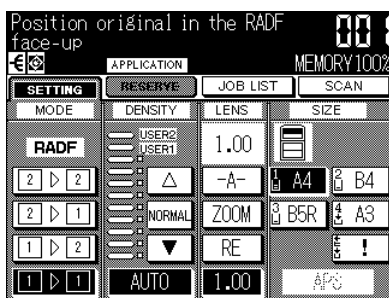
Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

7

Select the desired paper size.

Make additional feature selections, as desired.



- Available paper size is A4, B5, or 8.5"x11".
- When full scan mode is selected, AMS is automatically selected. Select the desired paper size, and select 1 ► 1 or 1 ► 2 copy mode if scanning from the platen glass.
- When front cover + full scan or front/back + full scan mode is selected, 1.00 magnification is automatically selected. Change the magnification after scanning cover(s), if desired.

Dividing an Image into Right and Left Pages (Dual Page) (continued)

8

Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

9

Position original(s).

When using platen glass to scan, position the first page FACE DOWN with document feeder kept open.

When using document feeder, position original(s) FACE UP.



For details on scanning originals in front cover + facing pages and front/back + facing pages mode, see the description on the following page.

10

Touch SCAN on the Basic Screen.

Repeat steps 9 and 10 for all originals.



When using platen glass, Non-Image Area Erase and AUTO Layout are automatically selected. DO NOT CLOSE the document feeder throughout the scanning job.

11

Press



START



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

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Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

Image Shift

Non-Image Area Erase

Stamp



Scanning Original for Cover

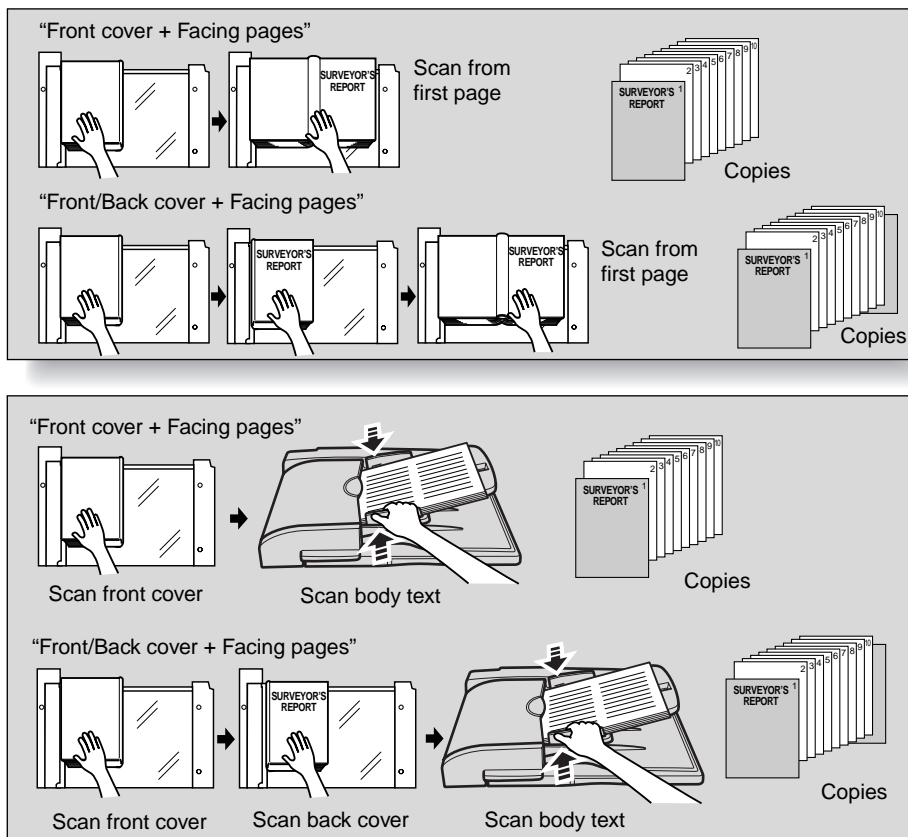
Use platen glass for scanning original for cover.

- 1 Open the document feeder.
- 2 Position original for front cover FACE DOWN on the platen glass.
- 3 Touch **SCAN** on the Basic Screen to start scanning.
- 4 When front/back + facing pages is selected, scan original for back cover according to the above steps 2 and 3.
- 5 Use platen glass or document feeder, as required, for scanning body text originals.
To output the set in the same order as the originals, start scanning from the first page.
- 6 Touch **SCAN** on the Basic Screen to start scanning.
- 7 Repeat steps 5 and 6 for subsequent originals.



Please Be Reminded!

- Memory overflow may occur during scanning. See p. 5-10 to p. 5-11.
- When using platen glass, Non-Image Area Erase and AUTO Layout are automatically selected. DO NOT CLOSE the document feeder throughout the scanning job.



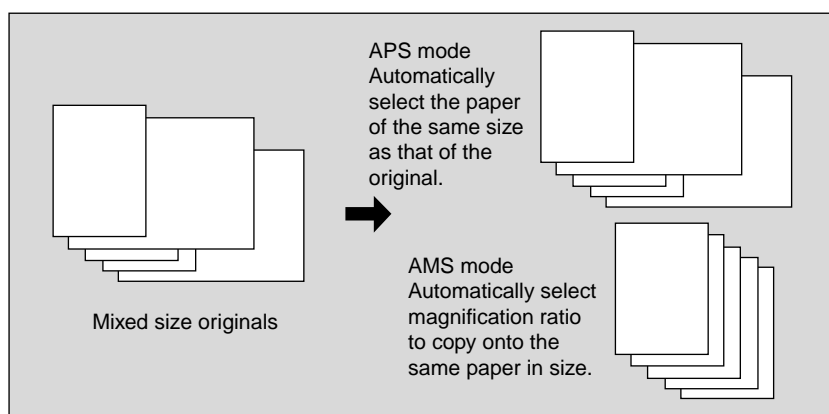
Copying Mixed Size Originals (Mixed Original)

Use the Mixed original mode with the document feeder or with the Store mode to copy [A3, B4, A4R, A4, B5, and A5 originals mixed], [B4, A4R, B5, B5R, and A5 originals mixed], or [A4R, B5R, and A5 originals mixed].

Each original in the mixed set will be copied to paper of the same size (APS mode) or to paper of desired size with appropriate ratio automatically selected (AMS mode).

Specifications for Mixed Original


- ☐ Use RADF. Up to 50 sheets can be set at a time.
- ☐ Combination of original sizes to be mixed depends on the width of the RADF original guides. See p. 9-6 for details.
- ☐ Incompatible Conditions: Using platen glass (unless Platen store mode is used), E-SORT+group, E-SORT+sort, Sheet/Cover Insertion, Combination, Booklet, OHP, Image Insert, Dual Page, Special Original (Folded Original, Non-standard Size, Flip Side 2), Repeat, Fold Erasure, AUTO Layout, Image Shift, Non-image Area Erase, Stamp

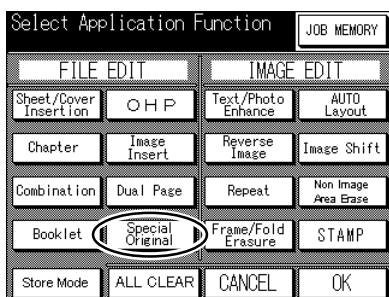


1 Press  on the control panel.

2 Touch  on the Application Selection Screen.

 Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press .



Application Selection Screen

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Non-Standard Size

Flip Side 2

Text/Photo Enhance

Reverse Image

Repeat

Frame/Fold Erasure

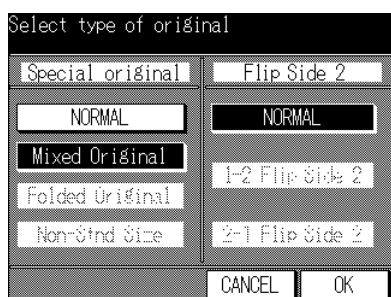
AUTO Layout

Image Shift

Non-Image Area Erase

Stamp

- 3** Touch **Mixed Original** on the **Special Original Screen**.



- 4** Touch **OK**.

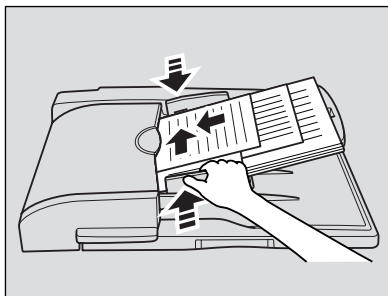
The Application Selection Screen will be restored.

- 5** Touch **OK** on the **Application Selection Screen**.

The Basic Screen will be restored.

- 6** Enter the desired print quantity from the control panel keypad.

- 7** Position mixed originals **FACE UP** in the document feeder.



- 8** Press  **START**.

CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

FOR DETAILS

- APS mode is automatically selected to copy each original size to a matching paper size in 1:1 mode. Change magnification manually, if desired.
- To select AMS, touch the tray key on the Basic Screen to select the desired paper size.

HINTS

See p. 3-7 for details on setting print quantity.

HINTS

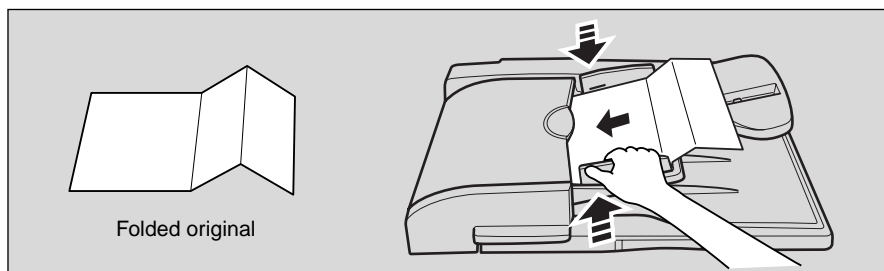
- For details on positioning originals, see p. 3-3.
- Use RADF store mode (p. 3-21 to p. 3-22) when the original count exceeds 50.

Copying Folded Originals (Folded Original)

Use the Folded original mode with the document feeder to copy folded originals. Otherwise, the size detection sensor of the RADF may function incorrectly. This mode requires more scanning time to detect the original size.

Specifications for Folded Original

- ☐ Use RADF. Up to 50 sheets can be set at a time.
- ☐ Incompatible Conditions: Using platen glass, Dual Page, Special Original (Mixed Original, Non-standard Size), Repeat, AUTO Layout, Non-image Area Erase




1

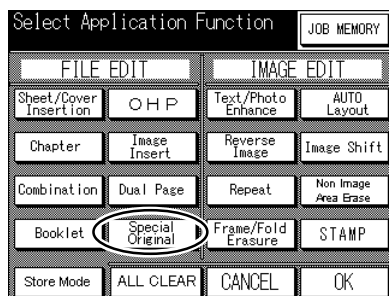
Press  on the control panel.

2

Touch **Special Original** on the Application Selection Screen.

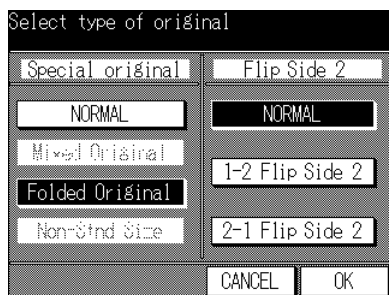
Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press .



3

Touch **Folded Original** on the Special Original Screen.



Application Selection Screen

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Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

Image Shift

Non-Image Area Erase


Stamp

4

Touch .

The Application Selection Screen will be restored.

5

Touch  **on the Application Selection Screen.**

The Basic Screen will be restored.

6

Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

7

Position folded original(s) FACE UP in the document feeder.

Normal originals can also be loaded at the same time.



- For details on positioning originals, see p. 3-4.
- Use RADF store mode (p. 3-21 to p. 3-22) when the original count exceeds 50.

8

Press .



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Copying Non-Standard Size Originals (Non-Standard Size)

Feeding special size originals through the RADF without selecting the Non-standard size mode may cause the copier to stop scanning and mistakenly sense that the size detection sensor has malfunctioned or even cause a paper misfeed.


Using Non-standard size mode, the copier will search and copy onto the standard size copy paper that is closest to the original size with no interruption to the copying process.

Specifications for Non-standard Size

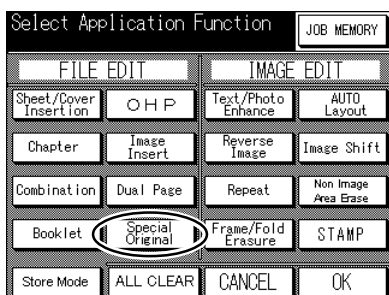
- ☐ Use RADF. Platen glass is not available.
- ☐ Incompatible Conditions: APS, AMS, Store mode, Combination, Booklet, Image Insert, Dual Page, Special Original (Mixed Original, Folded Original, Flip Side 2), Repeat, Frame/Fold erasure, AUTO Layout, Image Shift, Non-image Area Erase, Stamp

1 Press  **on the control panel.**

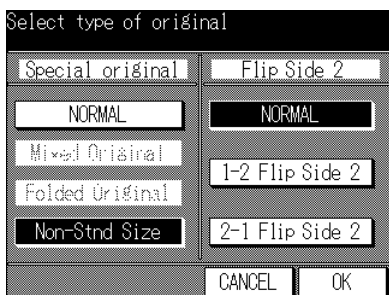
Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press .

2 Touch **Special Original** on the Application Selection Screen.



3 Touch **Non-Std Size** on the Special Original Screen.



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Reverse Image

Repeat

Frame/Fold Erasure

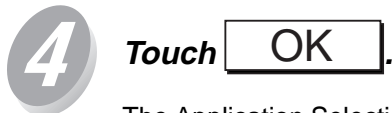
AUTO Layout

Image Shift

Non-Image Area Erase

Stamp

Copying Non-Standard Size Originals (Non-Standard Size) (continued)



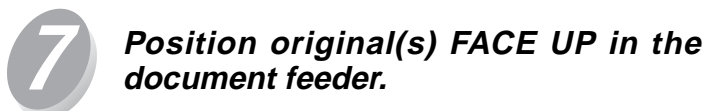
The Application Selection Screen will be restored.



The Basic Screen will be restored.



See p. 3-7 for details on setting print quantity.



- For details on positioning originals, see p. 3-2.
- Use RADF store mode (p. 3-21 to p. 3-22) when the original count exceeds 50.



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

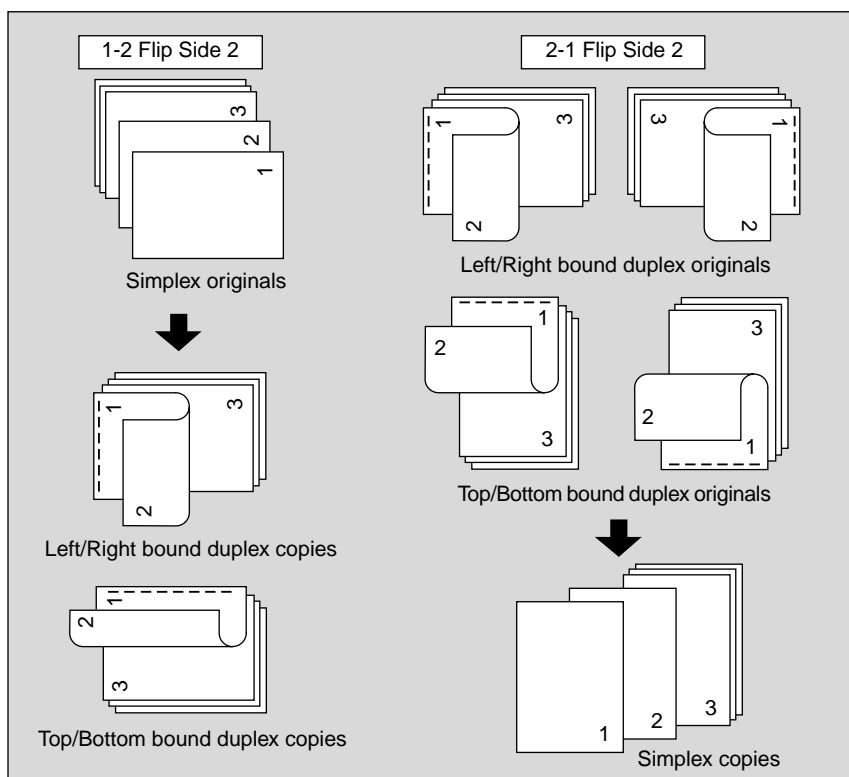
Reverse the Second Side in 1▶2 Mode (Flip Side 2)

1-2 Flip Side 2 arranges the even pages of the simplex originals upside down on the reverse side of duplex copies, this is especially valuable when coping A3 portrait on to A4.

Similarly, 2-1 Flip Side 2 rearranges the reverse sides of duplex originals which read upside down to make normal simplex copies.

Specifications for Non-standard Size

- ❑ Incompatible with 1-2 Flip Side 2: 1▶1, 2▶2, 2▶1
- ❑ Incompatible with 2-1 Flip Side 2: 1▶1, 1▶2, 2▶2
- ❑ Incompatible with both: Combination, Booklet, Dual Page, Special Original (Mixed Original, Non-standard Size), Repeat, AUTO Layout, Image Shift, Non-image Area Erase




1

Press  on the control panel.



Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press  .

AUTO RESET

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Text/Photo Enhance

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

Image Shift

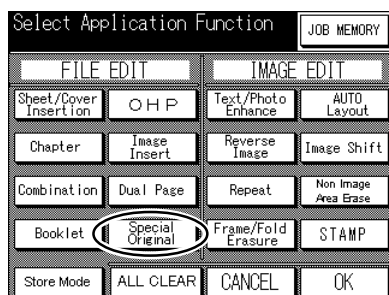
Non-Image Area Erase

Stamp

Reverse the Second Side in 1►2 Mode (Flip Side 2) (continued)

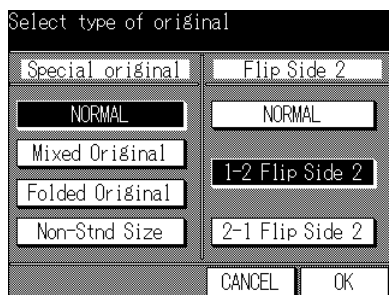
2

Touch **Special Original** on the **Application Selection Screen**.



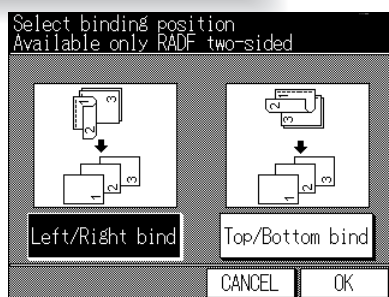
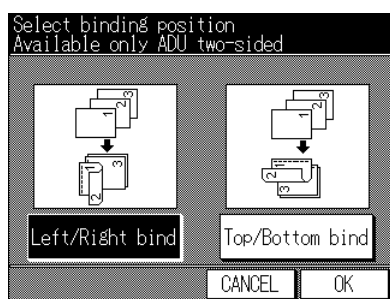
3

Touch **1-2 Flip Side 2** or **2-1 Flip Side 2** on the **Special Original Screen**.



4

Touch to select the binding type of copies/originals, then touch **OK**.



FOR DETAILS

For 1-2 Flip Side 2, select the binding type of duplex copies (see the upper screen).
For 2-1 Flip Side 2, select the binding type of duplex originals (see the lower screen).

Reverse the Second Side in 1►2 Mode (Flip Side 2) (continued)

5 Touch **OK** on the *Special Original Screen*.

The Application Selection Screen will be restored.

6 Touch **OK** on the *Application Selection Screen*.

The Basic Screen will be restored.

7 Enter the desired print quantity from the control panel keypad.

8 Position originals **FACE UP** in the document feeder.

9 Press  .

CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

 Please Be Reminded!

- 1-2 Flip Side 2 functions only when 1►2 copy mode is selected.
- 2-1 Flip Side 2 functions only when 2►1 copy mode is selected and RADF is used.

HINTS

See p. 3-7 for details on setting print quantity.

HINTS

- For details on positioning originals, see p. 3-2.
- Platen glass is available for scanning originals when 1-2 Flip Side 2 is selected. See p. 3-18 to p. 3-19.

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Image Insert

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Flip Side 2

Text/Photo Enhance

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

Image Shift

Non-Image Area Erase

Stamp

Making Copy Quality Closer to Originals (Text/Photo Enhance)

Use this function to enhance the reproducibility of half tones so that the copy quality more closely matches that of the original.

Photo Mode

Use the Photo mode to reproduce a half-tone photo image. The copy will closely represent the half-tones of the original image.

Text Mode

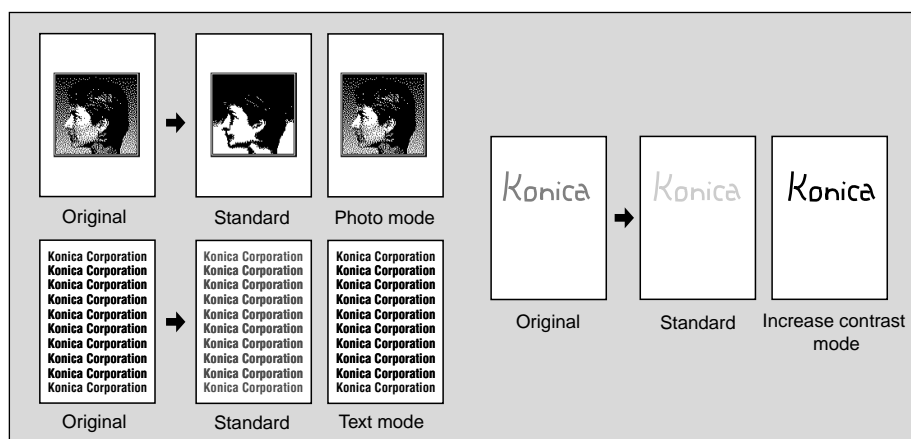
Use the Text mode when copying the text original. In this mode, text is improved in comparison to using the general mode.

Increase Contrast Mode


Select Increase Contrast to darken lightly printed images (e.g., pencil) without changing background exposure. In cases where the image is light and background is dark, the background will not be changed.

Specifications for Text/Photo Enhance


- ☐ Incompatible Condition: None




1

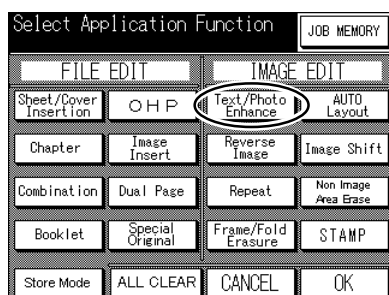
Press  on the control panel.

2

Touch  on the Application Selection Screen.

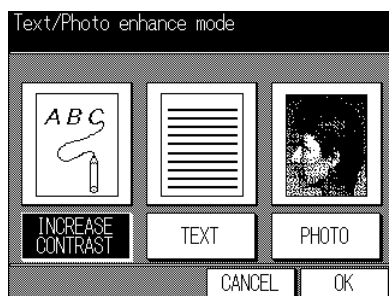
 Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press  .



3

Touch the desired mode key on the Text/Photo Enhance Screen.



The key operator can set the copier to shift each of nine density levels into two levels of lighter and three levels of darker for each of the four modes, i.e., Text/Photo (general), Text, Photo, and Increase Contrast. See p. 12-41.

4

Touch .

The Application Selection Screen will be restored.

5

Touch on the Application Selection Screen.

The Basic Screen will be restored.

6

Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

7

Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.



For details on positioning originals, see p. 3-2 to p. 3-6.

8

Press  .



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

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Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

Image Shift

Non-Image Area Erase

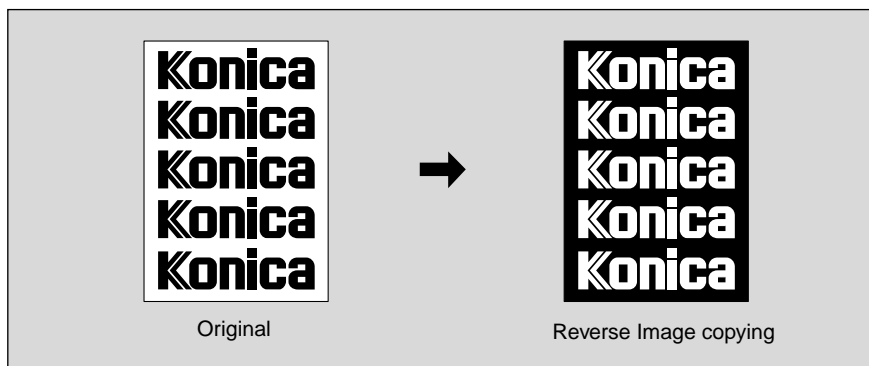
Stamp

Reversing Colour in Black and White Image (Reverse Image)

Use Reverse image to reverse the image from black-on-white to white-on-black, and vice versa. This is very good for copying white-on-black originals and reversing them ready to fax.


Specifications for Reverse Image

- ☐ Incompatible Conditions: AUTO Layout, Non-image Area Erase



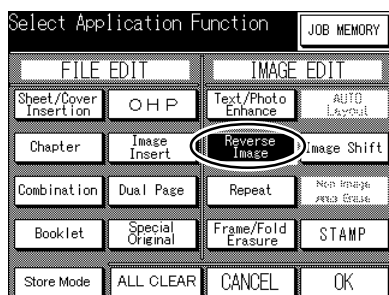
1 Press  on the control panel .

 Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press  .

2 Touch  on the Application Selection Screen.

The incompatible function keys will be dimmed to show inactivity.



3 Touch  on the Application Selection Screen.

The Basic Screen will be restored.

Reversing Colour in Black and White Image (Reverse Image) (continued)

4

Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

5

Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.



For details on positioning originals, see p. 3-2 to p. 3-6.

6

Press



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Application
Selection Screen

Sheet/Cover
Insertion

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OHP

Image Insert

Dual Page

Mixed
Original

Folded
Original

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Size

Flip Side 2

Text/Photo
Enhance

Reverse
Image

Repeat

Frame/Fold
Erasure

AUTO
Layout

Image Shift

Non-Image
Area Erase

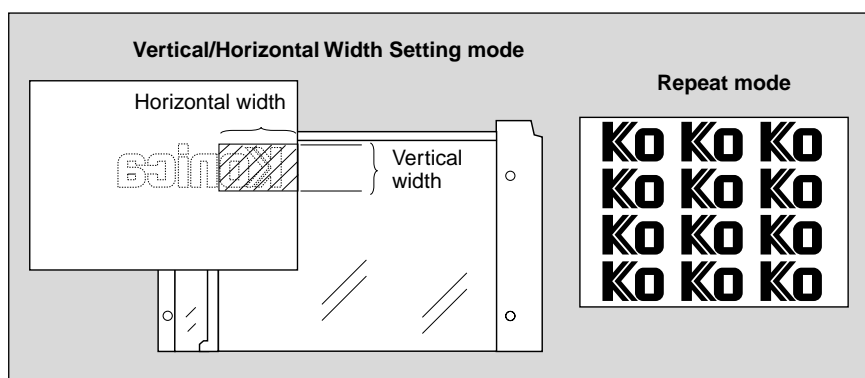
Stamp

Repeating Selected Image Area (Repeat: Verti./Horiz. Mode)

Use this function to repeat the selected image area of 10mm ~ 150mm in both vertical and horizontal widths measured from the rear right corner of the A3 original area indicated on the right edge of the platen glass.

Vertical/Horizontal Width Setting Mode Specifications


- ☐ Use the platen glass. (Document feeder cannot be used.)
- ☐ Incompatible Conditions: Using RADF, 2▶2, 2▶1, APS, AMS, Sort, Staple, Group, E-SORT+group, E-SORT+sort, Sheet/Cover Insertion, Chapter, Combination, Booklet, OHP, Image Insert, Dual Page, Special Original (Mixed Original, Folded Original, Non-standard Size, Flip Side 2), Frame/Fold Erasure, AUTO Layout, Image Shift, Non-image Area Erase, Stamp



1

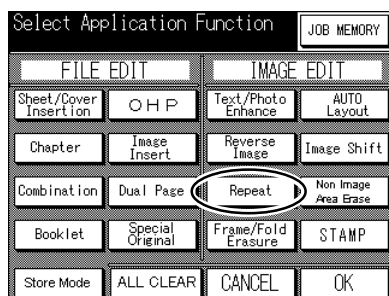
Press  on the control panel.

 Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press  .

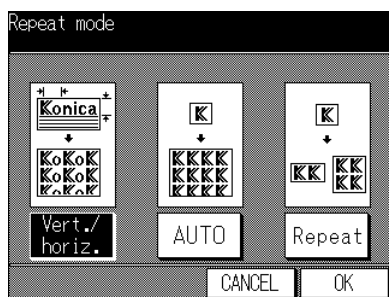
2

Touch **Repeat** on the Application Selection Screen.

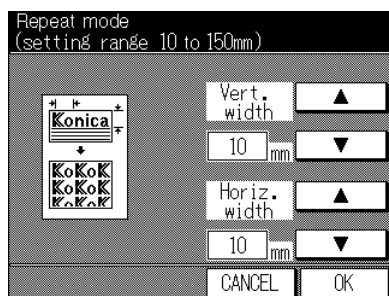


Repeating Selected Image Area (Repeat: Vert./Horiz. Mode) (continued)

- 3** Touch **Vert./Horiz.** on the Repeat Mode Selection Screen.



- 4** Specify the vertical and horizontal widths of the scanning area using **▲** or **▼**.



FOR DETAILS

The scanning area can be specified from 10~150 mm in 1 mm increments. Keep touching the key to increase or decrease the value continuously.

- 5** Touch **OK**.

The Repeat Mode Selection Screen will be restored.

- 6** Touch **OK** on the Repeat Mode Selection Screen.

The Application Selection Screen will be restored.

- 7** Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

OHP

Image Insert

Dual Page

Mixed Original

Folded Original

8 Applications

Non-Standard Size

Flip Side 2

Text/Photo Enhance

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

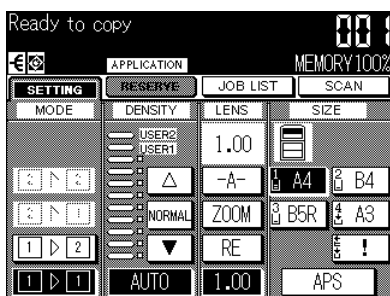
Image Shift

Non-Image Area Erase

Stamp

8

Select the desired magnification and paper size on the Basic Screen.



FOR DETAILS

- APS and AMS are automatically released, and 1.00 (100%) is selected as a magnification ratio.
- Copy mode is automatically set to 1 ▶ 1. When selecting 1 ▶ 2 mode, Platen store mode will function automatically.

9

Enter the desired print quantity from the control panel keypad.

HINTS

See p. 3-7 for details on setting print quantity.

10

Position original FACE DOWN on the platen glass.

HINTS

See the illustration on p. 8-36 for details.

11

Press



CAUTION

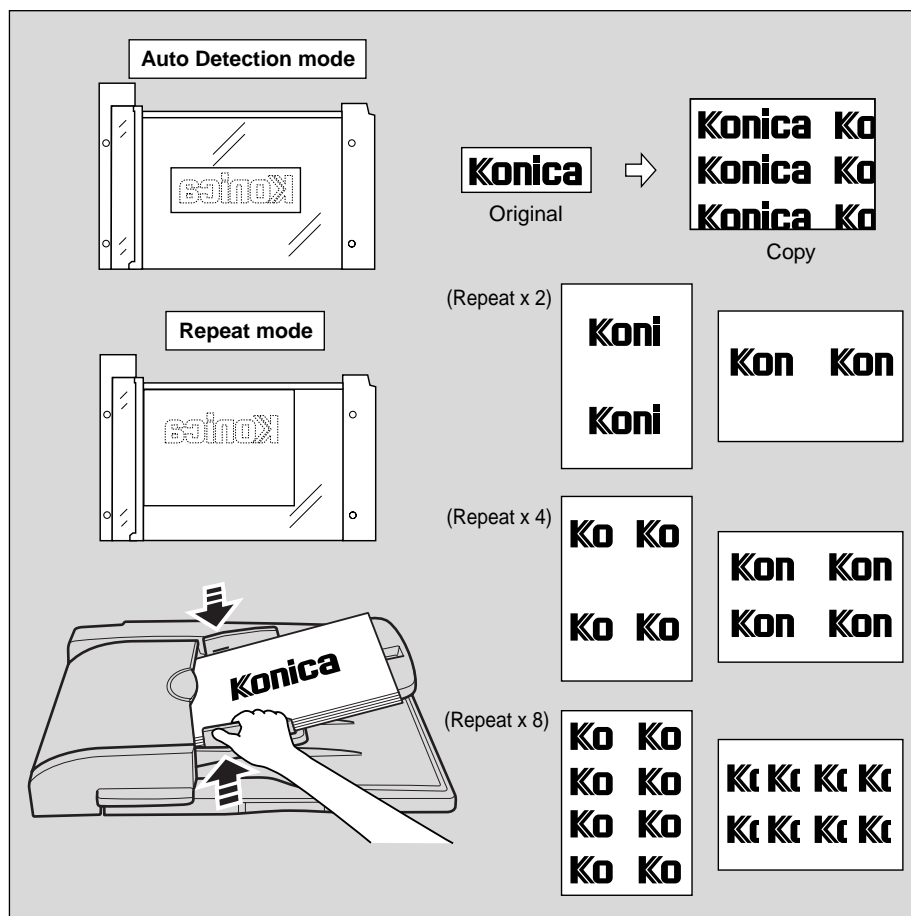
When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Repeating Automatically or Selecting Repeating Times (Repeat: AUTO/ Repeat Mode)

Auto Detection mode will automatically set the equal repeat area to the size of the original placed onto the platen glass by activating Non-image area erase. Repeat mode will scan the image area specified by the selected paper size and mode (2, 4, or 8 Repeat), then arrange the image by specified times in one copy sheet.

Auto Detection/ Repeat Mode Specifications

- ☐ Auto Detection Mode: Use the platen glass. RADF cannot be used.
- ☐ Repeat Mode Magnification ratio: 1.00 (100 %) fixed
- ☐ Incompatible Conditions with Auto Detection Mode
Using RADF, 2▶2, 2▶1, APS, AMS, Sort, Staple, Group, E-SORT+group, E-SORT+sort, Sheet/Cover Insertion, Chapter, Combination, Booklet, OHP, Image Insert, Dual Page, Special Original (Mixed Original, Folded Original, Non-standard Size, Flip Side 2), Reverse Image, Frame/Fold Erasure, AUTO Layout, Image Shift, Stamp
- ☐ Incompatible Conditions with Repeat Mode
2▶2, 2▶1, APS, AMS, Change magnification, Sort, Staple, Group, E-SORT+group, E-SORT+sort, Sheet/Cover Insertion, Chapter, Combination, Booklet, OHP, Image Insert, Dual Page, Special Original (Mixed Original, Folded Original, Non-standard Size, Flip Side 2), Frame/Fold Erasure, AUTO Layout, Image Shift, Stamp



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Original

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Enhance

Reverse
Image

Repeat

Frame/Fold
Erasure

AUTO
Layout

Image Shift

Non-Image
Area Erase


Stamp

Repeating Automatically or Selecting Repeating Times (Repeat: AUTO/ Repeat Mode) (continued)

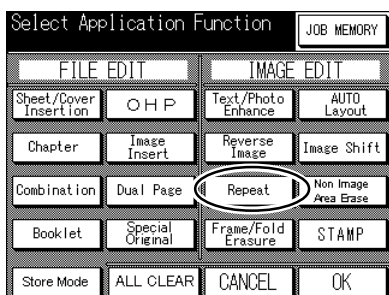
1 Press  **on the control panel.**

2 Touch **Repeat** **on the Application Selection Screen.**

 **Please Be Reminded!**

When starting a new copying job, be sure to close the RADF securely, then press .

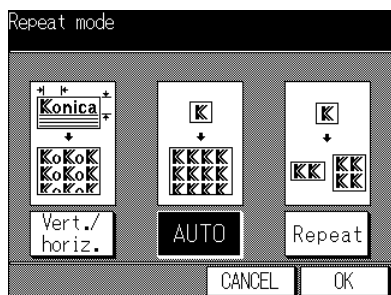
AUTO RESET



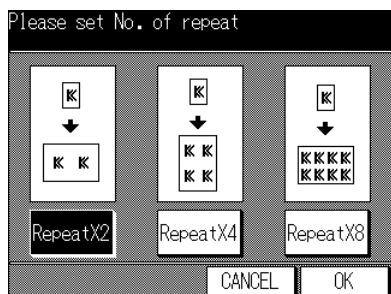
3 Touch **AUTO** or **Repeat** **on the Repeat Mode Selection Screen.**

When selecting **AUTO**, proceed to step **6**.

When selecting **Repeat**, proceed to step **4**.



4 **Select the desired mode key on the Repeat Screen.**

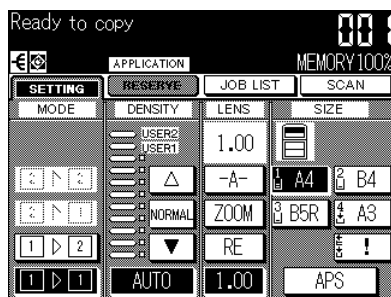


5 Touch **OK** to restore the Repeat Mode Selection Screen.

6 Touch **OK**.
The Application Selection Screen will be restored.

7 Touch **OK** on the Application Selection Screen.
The Basic Screen will be restored.

8 Select the desired magnification and paper size on the Basic Screen.



9 Enter the desired print quantity from the control panel keypad.

10 Position original.

For AUTO mode original, open the document feeder, then position the original FACE DOWN on the platen glass.

For Repeat x 2, Repeat x 4 or Repeat x 8 mode original, RADF is also available.

11 Press **START**.

CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

FOR DETAILS

Non-Image Area Erase is automatically selected on the Application Selection Screen when AUTO mode is selected.

FOR DETAILS

- APS and AMS are automatically released, and 1.00 (100%) is selected as a magnification ratio.
- When Repeat x 2, Repeat x 4, or Repeat x 8 is selected, the scanning area will be a portion of the selected paper size equally divided according to the selected mode.
In this case, magnification ratio will be fixed to 1.00 (100%).
- Copy mode is automatically set to 1 ► 1.
When selecting 1 ► 2 mode, Platen store mode will function automatically.

HINTS

See p. 3-7 for details on setting print quantity.



When AUTO mode is selected, Non-Image Area Erase functions automatically. DO NOT close the document feeder.

FOR DETAILS

The AUTO mode may not operate properly if the lighting in the work place is directly over the platen glass. In this case, consult your service centre about an appropriate place for installation.

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Applications

Non-Standard Size

Flip Side 2

Text/Photo Enhance

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

Image Shift

Non-Image Area Erase

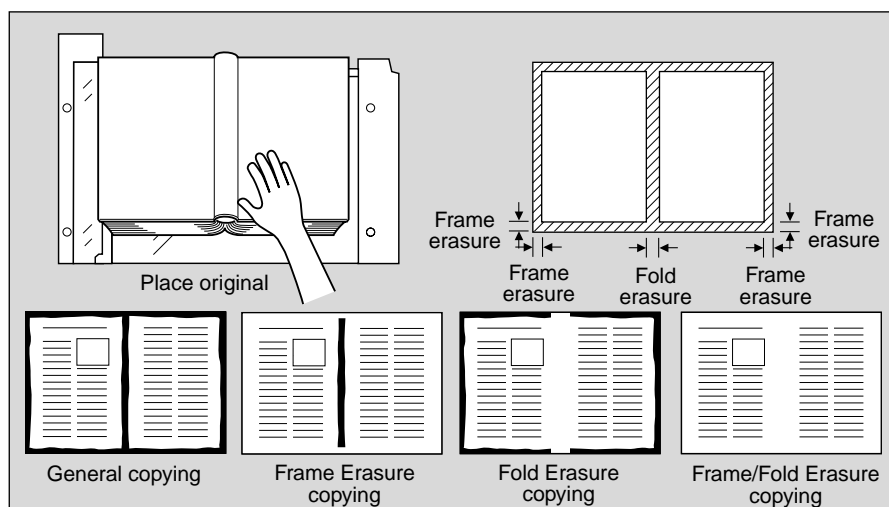
Stamp

Eliminating Black Copy Marks Along Borders (Frame/Fold Erasure)

Use Frame/Fold Erasure to eliminate black copy marks along borders to clean up and improve the presentation of the copy.

Specifications for Frame/Fold Erasure


- ❑ Incompatible Conditions with Frame Erasure: Combination, Special Original (Non-standard Size), Repeat
- ❑ Incompatible Conditions with Fold Erasure: Combination, Booklet, Dual Page, Special Original (Mixed Original, Non-standard Size), Repeat



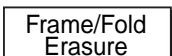
1

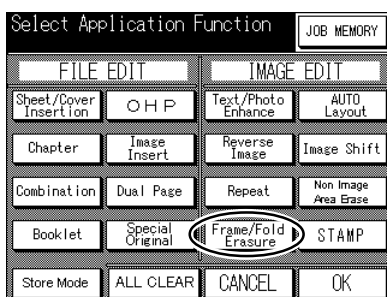
Press  on the control panel.

Please Be Reminded!

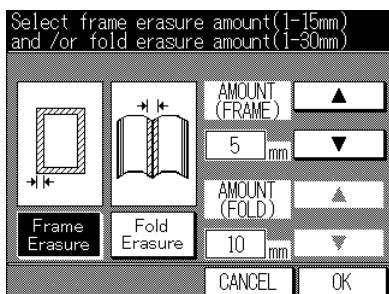
When starting a new copying job, be sure to close the RADF securely, then press .

2

Touch  on the Application Selection Screen.



- 3** Touch **Frame Erasure** or **Fold Erasure** on the **Frame/Fold Erasure Setting Screen**, then set the erasure amount.



Use and to set the desired erasure amount, from 1 to 15mm in 1mm increments for Frame Erasure, and from 1 to 30mm in 1mm increments for Fold Erasure. Select Frame Erasure and Fold Erasure to use both modes.

- 4** Touch **OK**.

The Application Selection Screen will be restored.

- 5** Touch **OK** on the **Application Selection Screen**.

The Basic Screen will be restored.

- 6** Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

- 7** Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



For details on positioning originals, see p. 3-2 to p. 3-6.

- 8** Press .



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



When lowering the document feeder onto thick original (e.g. open book), do not press it down too hard. Keep the document feeder open, if required.

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Applications

Non-Standard Size

Flip Side 2

Text/Photo Enhance

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

Image Shift

Non-Image Area Erase

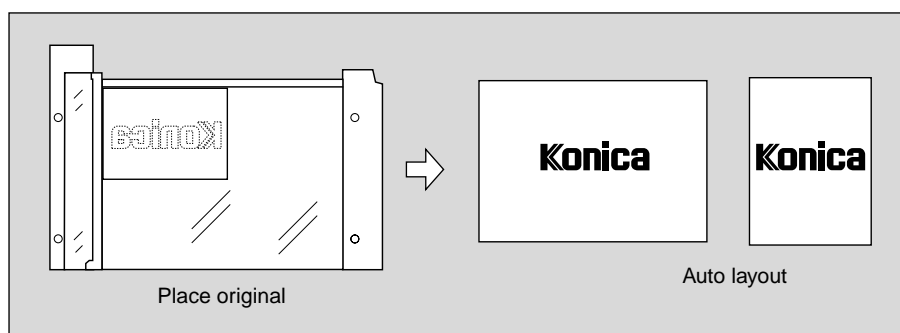
Stamp

Copying Image in the Centre of Copy Paper (AUTO Layout)


Use this function to detect the image area of the original on the platen glass and centre the whole image on the copy paper making it easy to copy small pieces of paper.


Specifications for AUTO Layout

- ☐ Use platen glass. (RADF cannot be used.)
- ☐ Non-image area erase is automatically selected (can be released manually).
- ☐ Incompatible Conditions: Using RADF, 2▶2, 2▶1, APS, Sort, Staple, Group, E-SORT+group, E-SORT+sort, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Special Original (Mixed Original, Folded Original, Non-standard Size, Flip Side 2), Reverse Image, Repeat, Image Shift, Stamp

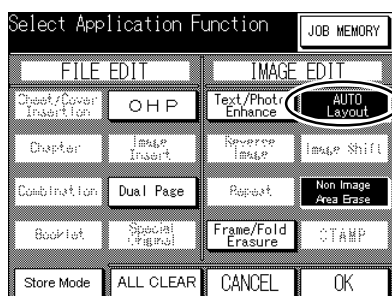


1


Press  on the control panel.

Touch  on the Application Selection Screen.


The incompatible function keys will be dimmed to show inactivity.




 Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press  .

 FOR DETAILS

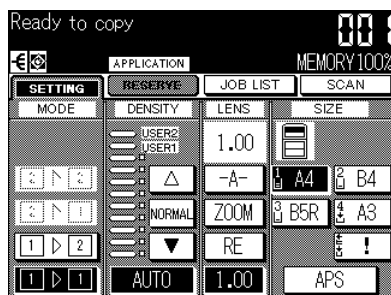
Non-Image Area Erase will be selected automatically. If desired, touch  to de-select this function,

3

Touch  on the Application Selection Screen.

4

Select the desired magnification and paper size on the Basic Screen.



FOR DETAILS

- APS and AMS are automatically released, and 1.00 (100%) is selected as a magnification ratio.
- Copy mode is automatically set to 1 ▶ 1. When selecting 1 ▶ 2 mode, Platen store mode will function automatically.

5

Enter the desired print quantity from the control panel keypad.

HINTS

See p. 3-7 for details on setting print quantity.

6

Position originals **FACE DOWN** on the platen glass.

HINTS

For details on positioning original, see p. 3-5.

7

Press



Please Be Reminded!

DO NOT close the RADF when Non-Image Area Erase is selected.



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

FOR DETAILS

Having Any Problem?

The AUTO layout function may not operate properly if the lighting in the work place is directly over the platen glass. In this case, consult your service centre about an appropriate place for installation.

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Non-Standard Size

Flip Side 2

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Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

Image Shift

Non-Image Area Erase

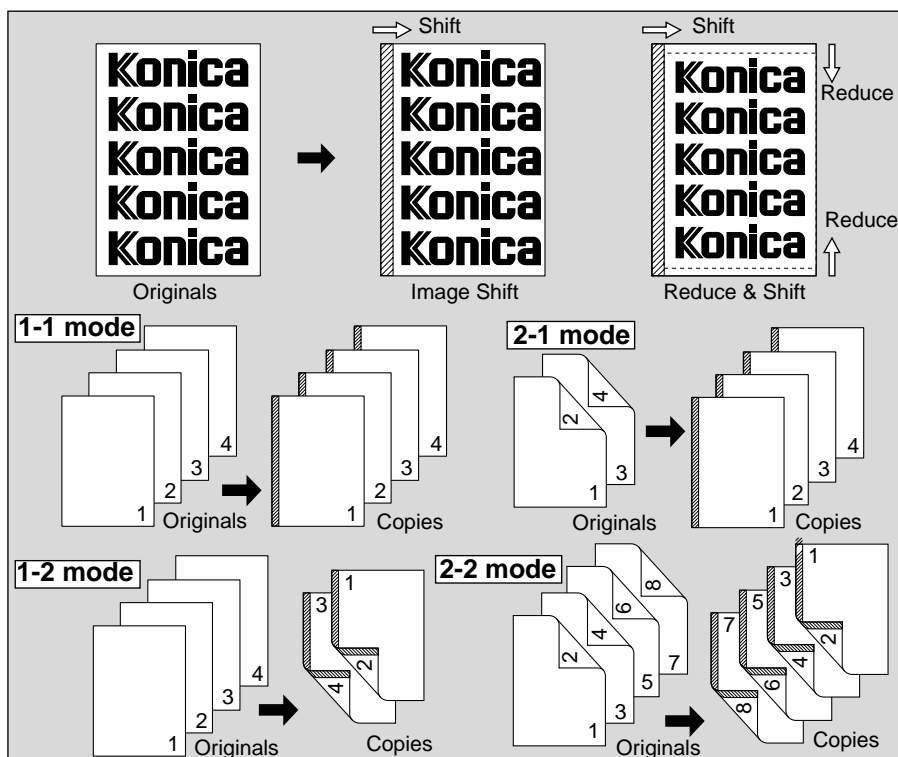
Stamp

Creating Binding Margin (Image Shift)

Use Image shift to create a new binding margin on originals to make it easier for filing purposes. If image loss is likely, select the Reduce & shift mode instead of regular Image shift.

Specifications for Image Shift

- ❑ Incompatible Conditions: 2▶2, 2▶1, APS, Booklet (Shift mode only), Image Insert, Dual Page, Special Original (Mixed Original, Non-standard Size, Flip Side 2), Repeat, AUTO Layout, Non-image Area Erase, Stamp




1

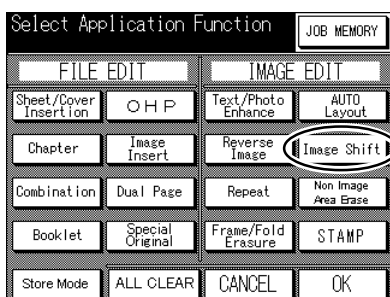
Press  on the control panel.

2

Touch **Image Shift** on the Application Selection Screen.

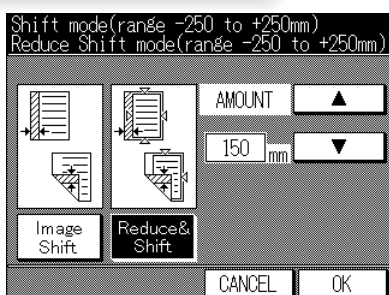
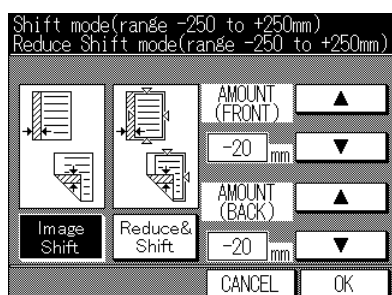
 Please Be Reminded!

When starting a new copying job, be sure to close the RADF securely, then press .



3

Touch **Image Shift** or **Reduce & Shift** on the **Image Shift Setting Screen**, then set the shift amount.



- Use and to set the desired shift amount, from -250 to +250mm in 1mm increments. The AMOUNT (BACK) functions only for duplex copying.
- In Reduce & Shift mode, the amount of front and back cannot be set individually.
- Reduction ratio varies according to the shift amount in Reduce & Shift mode.

4

Touch **OK**.

The Application Selection Screen will be restored.

5

Touch **OK** on the **Application Selection Screen**.

The Basic Screen will be restored.

6

Enter the desired print quantity from the control panel keypad.

7

Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.

8

Press **START**.



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



See p. 3-7 for details on setting print quantity.



For details on positioning originals, see p. 3-2 to p. 3-6.

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Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

Image Shift

Non-Image Area Erase

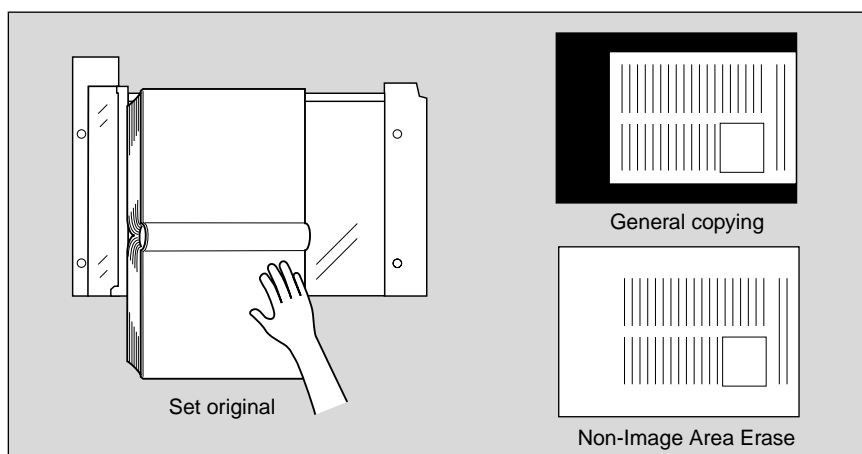
Stamp

Erasing Outside of the Original (Non-Image Area Erase)

The Non-image area erase mode is used to copy non standard or special originals, such as books, magazines, paste-ups, graphs, thick or thin materials, etc. from the platen glass. The exposed glass area outside the borders of the original will not be copied.

Specifications for Non-Image Area Erase

- ❑ Use the platen glass only. Keep RADF open throughout the procedure.
- ❑ Incompatible Conditions: Using RADF, 2▶2, 2▶1, APS, Sort, Staple, Group, E-SORT+group, E-SORT+sort, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Special Original (Mixed Original, Folded Original, Non-standard Size, Flip Side 2), Reverse Image, Image Shift, Stamp




1

Press  on the control panel.

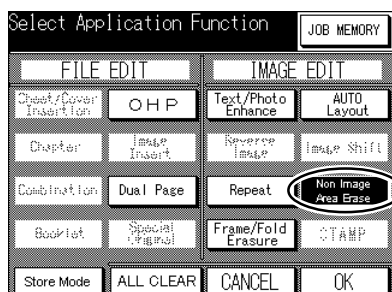
Please Be Reminded!

2

Touch **Non Image Area Erase** on the Application Selection Screen.

When starting a new copying job, be sure to close the RADF securely, then press  .

The incompatible function keys will be dimmed to show inactivity.



Erasing Outside of the Original (Non-Image Area Erase) (continued)

3 Touch on the Application Selection Screen.

The Basic Screen will be restored.
Select magnification and paper size, as desired.

4 Enter the desired print quantity from the control panel keypad.

5 Position original **FACE DOWN** on the platen glass.

6 Press .



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



- APS and AMS are automatically released.
- Copy mode is automatically set to 1 ► 1.
When selecting 1 ► 2 mode, Platen store mode will function automatically.



See p. 3-7 for details on setting print quantity.



DO NOT CLOSE THE DOCUMENT FEEDER.

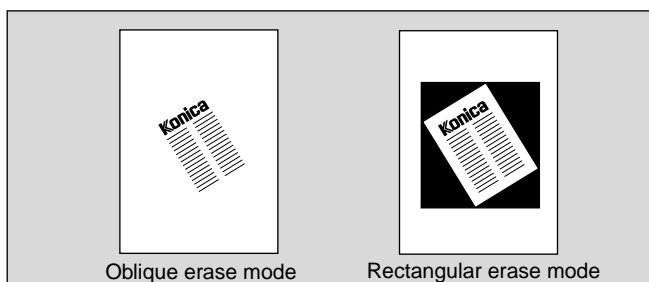


Original size should be larger than 10mm x 10mm.



Oblique Erase and Rectangular Erase Modes

The Non-image area erase has two modes; namely, Rectangular erase mode and Oblique erase mode. The copier is initially set to Rectangular erase mode. Contact your service centre if you desire the Oblique erase mode in 7020/7025/7030 model. In 7035 model, the key operator can change the mode. See p. 12-12.



Having Any Problem?

- This function may not operate for the dark originals.
- This function may perform incorrectly if the lighting in the work place is directly over the platen glass. In this case, consult your service centre about an appropriate place for installation.

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AUTO Layout

Image Shift

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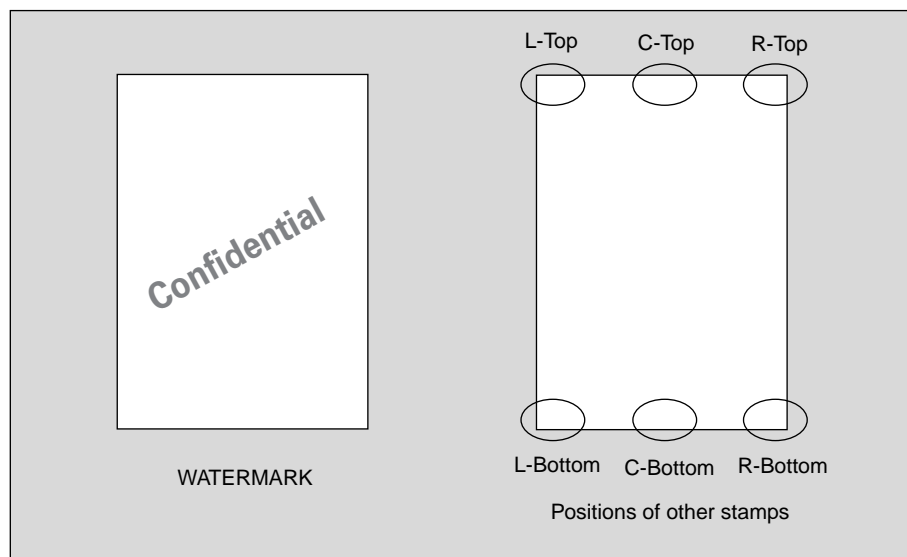
Stamp

Printing Stamps or Watermarks onto Copies (Stamp)

This function allows you to print onto output copies the desired type of stamp at the location designated on the screen, or of watermark in the centre of the page. The five stamp types provided on the Stamp Menu Screen can be used individually or in multiple combinations.

Specification for Stamp


- ❑ Incompatible Conditions: Dual Page, Special Original (Mixed Original, Non-standard Size), Reverse Image, Repeat, AUTO Layout, Image Shift, Non-image Area Erase



1

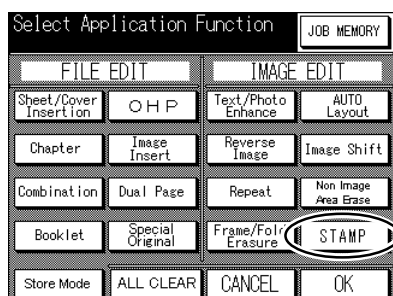
Press  on the control panel.

 Please Be Reminded!

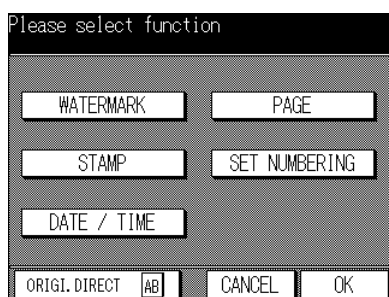
When starting a new copying job, be sure to close the RADF securely, then press .

2

Touch **STAMP** on the Application Selection Screen.

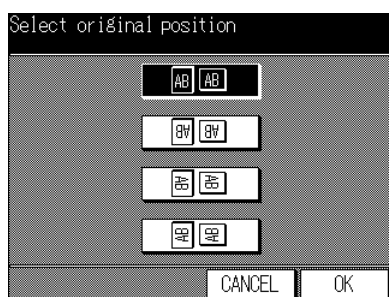


- 3** Touch **ORIGI. DIRECT** on the Stamp Menu Screen.

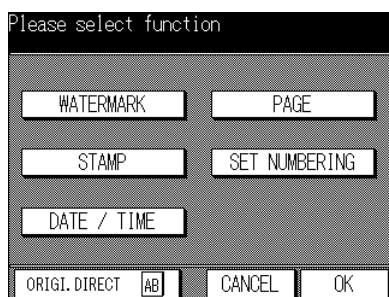


- 4** Touch the key to match the originals to be copied, then touch **OK**.

The Stamp Menu Screen will be restored.



- 5** Touch **WATERMARK** or **STAMP**, as desired.



See p. 8-54 for selecting PAGE, NUMBERING, or DATE / TIME.

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Reverse Image

Repeat

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AUTO Layout

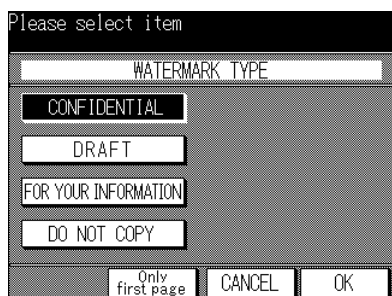
Image Shift

Non-Image Area Erase

Stamp

6

Touch to select the desired type of watermark (or stamp) on the screen.



Touch **Only first page** to print the selected watermark or stamp on the first page only.



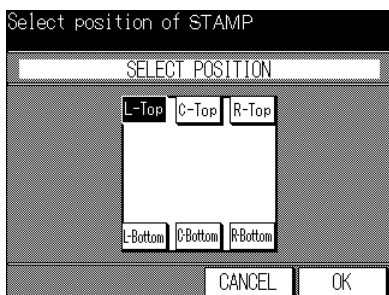
7

(For STAMP only) When changing the print location, touch **POSITION on the Stamp Selection Screen.**

8

Touch the desired position key, then touch **OK.**

The Stamp Selection Screen will be restored.



9


Touch **OK on the Stamp Selection Screen or on the Watermark Selection Screen.**

10

When all the setting is completed, touch  on the Stamp Menu Screen.

The Application Selection Screen will be restored.

11

Touch  on the Application Selection Screen.

The Basic Screen will be restored.

12

Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

13

Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.



- Make sure that the original is positioned in correct direction, as specified in step 4.
- For details on positioning originals, see p. 3-2 to p. 3-6.

14

Press .



CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

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AUTO Layout

Image Shift

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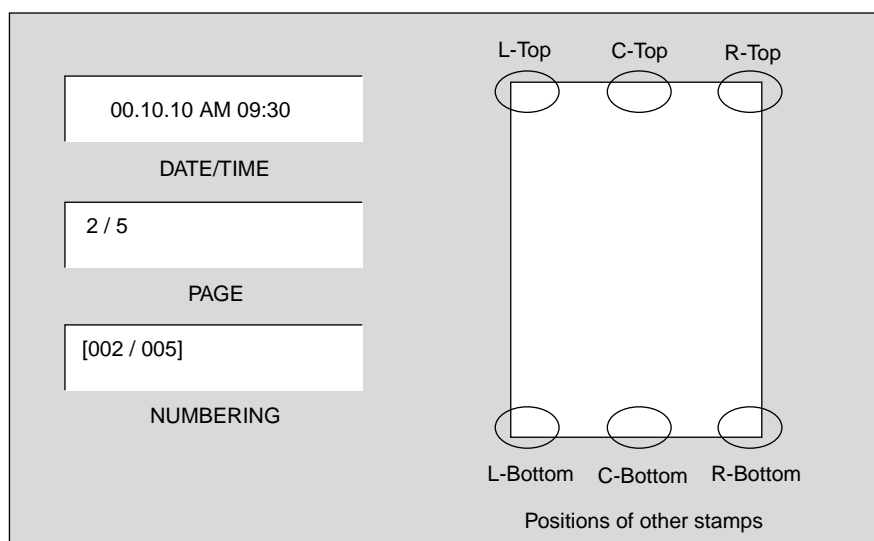
Stamp

Printing Date/Time, Page Numbers or Numberings (Stamp)


This function allows you to print onto output copies the desired type of page numbers, numberings, or date and time at the location designated on the screen. The five stamp types provided on the Stamp Menu Screen can be used individually or in multiple combinations.

Specification for Stamp

- ❑ Incompatible Conditions: Group (with Numbering), E-SORT+group (with Numbering), Dual Page, Special Original (Mixed Original, Non-standard Size), Reverse Image, Repeat, AUTO Layout, Image Shift, Non-image Area Erase




1

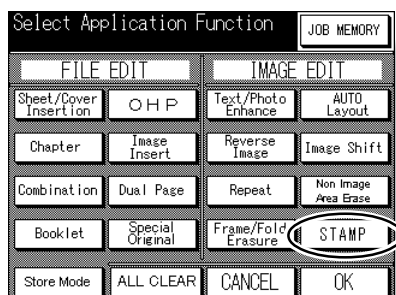
Press  on the control panel .

Please Be Reminded!

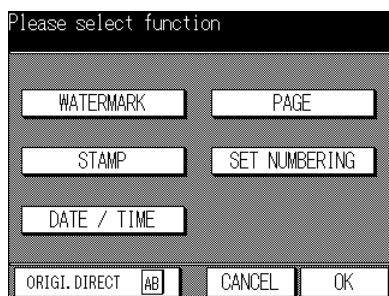
2

Touch **STAMP** on the Application Selection Screen.

When starting a new copying job, be sure to close the RADF securely, then press  .

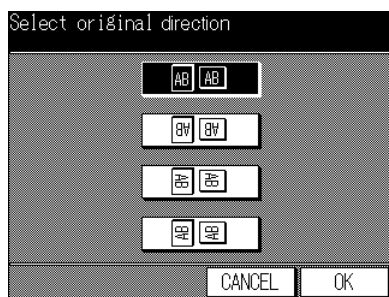


- 3** Touch **ORIGI. DIRECT** on the Stamp Menu Screen.

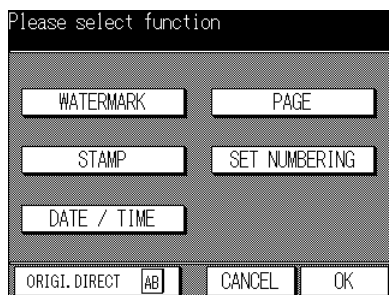


- 4** Touch the key to match the originals to be copied, then touch **OK**.

The Stamp Menu Screen will be restored.



- 5** Touch **DATE / TIME**, **PAGE** or **SET NUMBERING**, as desired.



Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

OHP

Image Insert

Dual Page

Mixed Original

Folded Original

8 Applications

Non-Standard Size

Flip Side 2

Text/Photo Enhance

Reverse Image

Repeat

Frame/Fold Erasure

AUTO Layout

Image Shift

Non-Image Area Erase

Stamp

- 6 **Touch to select the desired type of page, numbering, or date/time on each screen.**

Please select item
Position: Left top

PAGE TYPE

P1,P2,P3

1,2,3

1/5,2/5,3/5

-1-,-2-,-3-

POSITION CANCEL OK

Please select item
Position: Left top

NUMBERING TYPE

[001],[002]

[001/005],[002/005]

Blank Fig 0,2

POSITION Only first page CANCEL OK

Please select type of Date & Time
Position: Left top

DATE	TIME
yy.mm.dd	AM/PM hh:mm
dd-mm-yy	hh:mm
	None

POSITION Only first page CANCEL OK



Touch **Only first page** to print the selected date/time or numbering on the first page only.

- 7 **When changing the print location, touch **POSITION** on each screen.**

- 8 **Touch the desired position key, then touch **OK**.**

Select position of STAMP

SELECT POSITION

L-Top C-Top R-Top

L-Bottom C-Bottom R-Bottom

CANCEL OK

9 Touch  on each selection screen.

10 Touch  on the Stamp Menu Screen.

The Application Selection Screen will be restored.

11 Touch  on the Application Selection Screen.

The Basic Screen will be restored.

12 Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

13 Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.



- Make sure that the original is positioned in correct direction, as specified in step 4.
- For details on positioning originals, see p. 3-2 to p. 3-6.

14 Press  .

CAUTION

When the finisher exit tray / inner tray / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Application Selection Screen

Sheet/Cover Insertion

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OHP

Image Insert

Dual Page

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Applications

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Frame/Fold Erasure

AUTO Layout

Image Shift

Non-Image Area Erase

Stamp

SECTION

9

Paper and Original Information

Paper Information	9-2
Original Information	9-5

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Information

Original
Information

9
Paper &
Original Info

Paper Information

This machine is equipped with the following trays for loading copy paper.

- Tray 1 (Main body tray)
- Tray 2 (Main body tray)
- Trays 3 and 4 (DB-209/210 trays)
- Tray 3 (DB-409/410 tray)
- Multi-sheet bypass tray

Also, following equipments are provided for conveying/delivering copies.

- ADU (Automatic Duplex Unit)
- Finisher
- Inner tray
- Exit tray (for the machine without finisher)

Refer to the following information on paper capacity for each.

■ Paper Weight

Paper Trays	Weight
Tray 1 (Main body tray)	60~90g/m ²
Tray 2 (Main body tray)	
Tray 3 (DB-209/210 tray)	
Tray 4 (DB-209/210 tray)	
Tray 3 (DB-409/410 tray)	
Multi-sheet bypass tray	50~130g/m ²
Equipments	Weight
ADU	60~90g/m ²
Finisher	
Inner tray	
Exit tray	50~130g/m ²

■ Tray/ Exit Tray Capacity

Paper Trays	Capacity
Tray 1 (Main body tray)	500 sheets (80g/m ²)
Tray 2 (Main body tray)	
Tray 3 (DB-209/210 tray)	
Tray 4 (DB-209/210 tray)	
Tray 3 (DB-409/410 tray)	1,500 sheets (80g/m ²)
Multi-sheet bypass tray	50 sheets (80g/m ²) 1 sheet each for thick/ thin paper and OHP film
Equipments	Capacity
ADU	Unlimited
Finisher	See the following page.
Inner tray	Exit tray 1 : 50 sheets Exit tray 2 : 100 sheets
Exit tray	A4R to B6R : 100 sheets A3 to B4 : 40 sheets



Paper in FS-107 Finisher (Option)

This Finisher is equipped with two exit trays, three exit trays installing an optional Finisher tray (FT-107), or four exit trays installing two optional Finisher trays.

The Exit tray capacities classified according to paper size and type in each output mode are described below (capacities at 80g/m², unless otherwise indicated).

Up to 50 sheets (or within 5mm thick) can be stapled in Staple mode, however, the capacity cannot exceed that in non-staple mode.

Exit tray/Output mode		Paper size/Paper type					
		B6R	A5R	A4, B5	A3, B4	Thick/Thin paper, Transparency	Non-standard size
Exit tray 1	Stack	100 sheets	100 sheets	100 sheets	100 sheets	10 sheets	10 sheets
	Sort	—	—	100 sheets	100 sheets	—	—
	Group	—	100 sheets	100 sheets	100 sheets	—	—
	Staple	—	10 sets	10 sets	10 sets	—	—
Exit tray 2	Stack	—	—	1,000 sheets	300 sheets	50 sheets	—
	Sort/Group	—	—	1,000 sheets	300 sheets	50 sheets	—
	Staple	—	—	50 sets	20 sets	—	—

Exit tray/Output mode		Paper size/Paper type					
		B6R	A5R	A4, B5	A3, B4	Thick/Thin paper, Transparency	Non-standard size
Exit tray 1	Stack	100 sheets	100 sheets	100 sheets	100 sheets	10 sheets	10 sheets
	Sort	—	—	100 sheets	100 sheets	—	—
	Group	—	100 sheets	100 sheets	100 sheets	—	—
	Staple	—	10 sets	10 sets	10 sets	—	—
Exit tray 2	Stack	—	—	100 sheets	100 sheets	10 sheets	—
	Sort/Group	—	—	100 sheets	100 sheets	10 sheets	—
	Staple	—	—	10 sets	10 sets	—	—
Exit tray 3	Stack	—	—	600 sheets	200 sheets	50 sheets	—
	Sort/Group	—	—	600 sheets	200 sheets	50 sheets	—
	Staple	—	—	30 sets	15 sets	—	—

Exit tray/Output mode		Paper size/Paper type					
		B6R	A5R	A4, B5	A3, B4	Thick/Thin paper, Transparency	Non-standard size
Exit tray 1	Stack	100 sheets	100 sheets	100 sheets	100 sheets	10 sheets	10 sheets
	Sort	—	—	100 sheets	100 sheets	—	—
	Group	—	100 sheets	100 sheets	100 sheets	—	—
	Staple	—	10 sets	10 sets	10 sets	—	—
Exit tray 2	Stack	—	—	100 sheets	100 sheets	10 sheets	—
	Sort/Group	—	—	100 sheets	100 sheets	10 sheets	—
	Staple	—	—	10 sets	10 sets	—	—
Exit tray 3	Stack	—	—	100 sheets	100 sheets	10 sheets	—
	Sort/Group	—	—	100 sheets	100 sheets	10 sheets	—
	Staple	—	—	10 sets	10 sets	—	—
Exit tray 4	Stack	—	—	100 sheets	100 sheets	10 sheets	—
	Sort/Group	—	—	100 sheets	100 sheets	10 sheets	—
	Staple	—	—	10 sets	10 sets	—	—

Paper Information

Original Information

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Paper & Original Info

■ Paper Size

Paper Trays	Available Sizes
Tray 1 (Main body tray)	B4, F4, A4, A4R, B5, A5R*, 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"
Tray 2 (Main body tray)	A3, B4, F4, A4, A4R, B5, A5R*, 11"x17", 8.5"x11", 8.5"x11"R
Tray 3 (DB-209/210)	
Tray 4 (DB-209/210)	
Tray 3 (DB-409/410)	A4, A4R, B5, B5R, 8.5"x11", 8.5"x11"R
Multi-sheet bypass tray	A3, B4, F4, A4, A4R, B5, B5R, A5R*, B6R*, 8.5"x11"
Equipments	Available Sizes
ADU	A3 to A5R (in landscape orientation)
Finisher	A3 to B6R
Inner tray	
Exit tray	



Main body trays (Tray 1/2) and DB-209/210 trays (Tray 3/4) are user-adjustable. See p. 2-19 to change the paper size of the tray.



DB-409/410 tray (Tray 3) is initially fixed to A4 size by service and accepts 1,500 sheets at a time. Contact your service centre to change the tray size, if desired.



*: This size can be loaded in landscape orientation (□) only.

■ Special Paper in Multi-Sheet Bypass Tray

Multi-sheet bypass tray accepts non-standard size or special paper type that cannot be loaded in the main body trays.

Thin paper (50~59g/m²)

Thick paper (91~130g/m²)

Special (OHP film, labels, hole punch, rag content)



Key operator can set the machine to indicate the paper type when paper is loaded in the Multi-sheet bypass tray. See p. 12-23.

■ To Store Copy Paper

- Store paper in a cool, dry area. Using damp copy paper may cause a paper misfeed.
Keep partially used packages tightly wrapped during storage.
- Do not place paper packages vertically to store.
Paper curl due to the vertical storage may cause a paper misfeed.



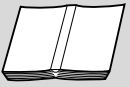
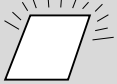
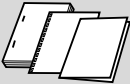

Original Information

Use the platen glass or document feeder to position originals to copy.

■ Platen Glass Originals

Use the platen glass when originals are not suitable for use with the document feeder, e.g., when size is incompatible, or when originals are folded, stapled, torn, or in generally poor condition.

Unsuitable RADF Originals

1  Curled, creased or folded originals	2  Paste-ups or cut-outs	3  Books
4  Glossy or transparent originals, OHP film, art paper, cellophane	5  Doubled, punched or stapled originals	6  Thin or thick originals



See each description in this manual for copy conditions which cannot use the document feeder to scan.

Platen Glass Original Specifications

- ☐ Max. original size: A3, sheet or book
- ☐ Max. book weight/thickness: 6.8kg / 30mm
- ☐ Original placement: Face down on left depth side of glass



CAUTION

Do not place too heavy originals, or do not press strongly when thick original is placed and is under pressure of RADF; otherwise the glass may be broken and you may be injured.

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Original
Information

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Paper &
Original Info

■ RADF Originals

Following three modes are provided when using the document feeder (RADF) to scan originals.

- Normal mode
- Mixed original mode
- Folded original mode

Specifications for each mode are described as follows.

Normal mode

- ☐ Detectable original size: A3, B4, F4, A4R, A4, B5R, B5, A5, A5R, 8.5"x11", 11"x17"
- ☐ Original weight: 35~130g/m² (no special stock)
- ☐ Max. feeder capacity: 50 sheets (80g/m² paper)
- ☐ Curling tolerance: 10mm or less
- ☐ Original placement: Face up; orientation same as copy paper

Mixed original mode

Use Mixed original mode to copy mixed size originals. See p. 8-23 for details.

- ☐ Original size: Three types of size combination are determined by the RADF guide width.
 - A3 in landscape / A4 in portrait orientation:
A3, B4, A4R, A4, B5, A5 mixed
 - B4 in landscape / B5 in portrait orientation:
B4, A4R, B5R, B5, A5 mixed
 - A4 in landscape / A5 in portrait orientation:
A4R, B5R, A5 mixed
- ☐ Original weight: 35~130g/m² (no special stock)
- ☐ Max. feeder capacity: 50 sheets (80g/m² paper)
- ☐ Curling tolerance: 10mm or less
- ☐ Original placement: Face up (see p. 3-3 for details.)

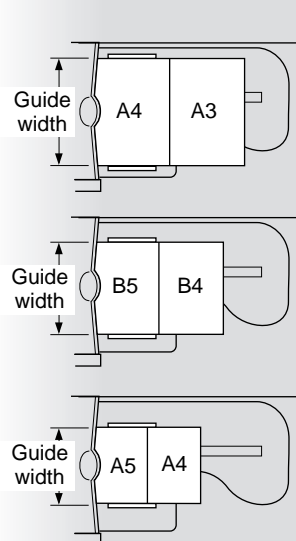
Folded original mode

Use Folded original mode to scan folded originals without using the size detection sensor of the RADF. See p. 8-25 for details.

- ☐ Detectable original size: A3, B4, F4, A4R, A4, B5R, B5, A5, A5R, 8.5"x11", 11"x17"
- ☐ Original weight: 35~130g/m² (no special stock)
- ☐ Max. feeder capacity: 50 sheets (80g/m² paper)
- ☐ Curling tolerance: 10mm or less
- ☐ Original placement: Face up; orientation same as copy paper



See below for the guide width of each combination.



SECTION 10

Supplies

How to Add Toner and Staples

Adding Toner	10-2
Inserting a New Staple Cartridge	10-6
Copy Materials	10-11

Adding Toner

Inserting New
Staple Cartridge

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Adding Toner

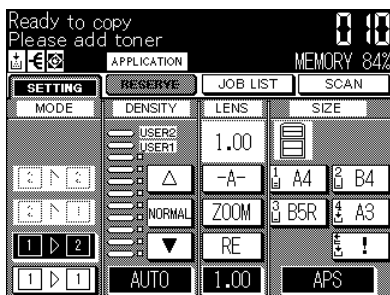
■ ADD TONER Message

When toner supply is low, “Please add toner” message and the icon “↓” displays on the touch screen.

Add toner according to the procedure as follows.

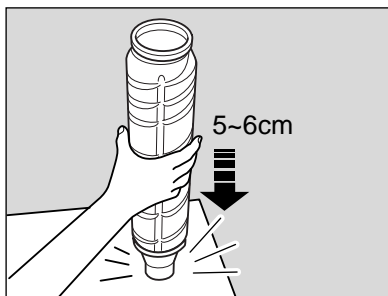
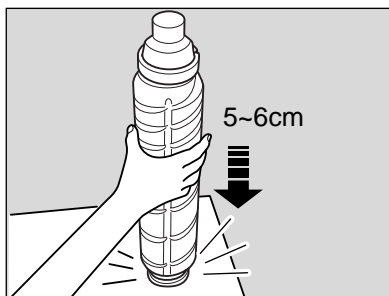


The icon “↓” does not display in the factory setting. Service can set the copier to display it. Please contact your service centre.



1

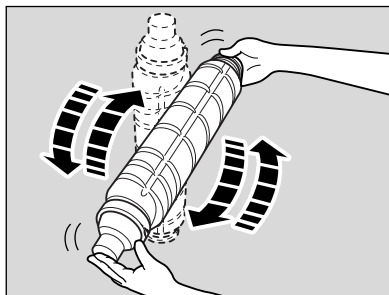
To loosen toner, tap on both top and bottom of the new toner bottle 5 times on solid surface, without removing the cap.



Use the toner bottle specified for each model. Using a toner bottle for other models may cause machine trouble. A common type is used for 7020, 7025 and 7030, and an exclusive type is used for 7035.

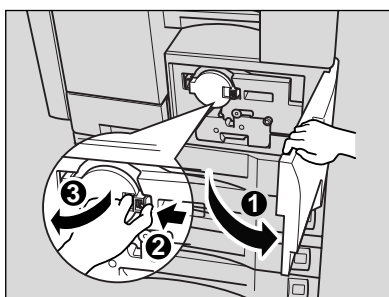
2

Shake the bottle up-side down 5 times.



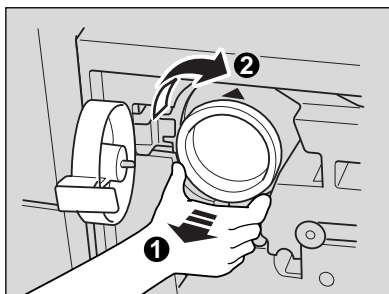
3

***Open the machine front door.
Unlock and open the toner bottle cover.***



4

Withdraw the toner bottle, then turn it clockwise to position the up arrow (▲) mark at the top.



Adding Toner

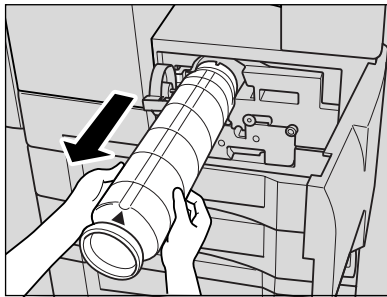
Inserting New
Staple Cartridge

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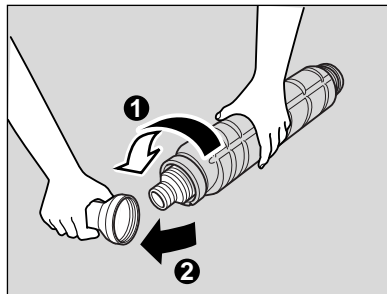
5

Fully withdraw the toner bottle straight toward the front and remove the bottle.



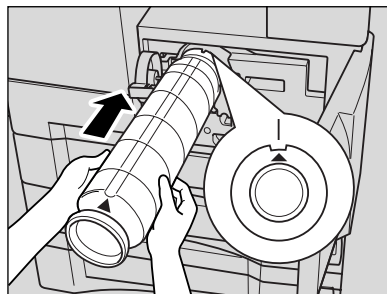
6

Remove the cap of the new toner bottle.



7

Fully insert the new toner bottle until it locks into the machine, positioning the up arrow (▲) mark at the top.

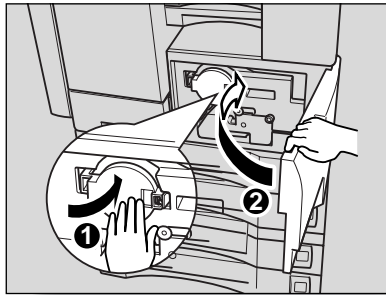


Please Be Reminded!

Be sure the up arrow (▲) mark on the toner bottle is shown on the top; otherwise the toner bottle cannot be set properly.

8

Close and lock the toner bottle cover, then close the machine front door.



FOR DETAILS

The toner bottle cover cannot be locked if the toner bottle is not set in place.



CAUTION

Keep the toner bottle away from children. The toner is nontoxic; however if you inhale or contact with eyes by accident, flush with water and seek medical advice.



CAUTION

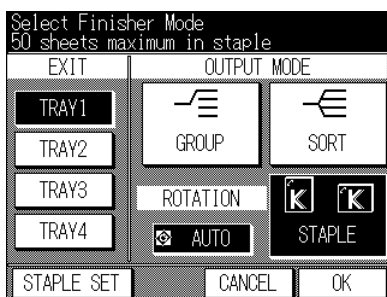
Do not throw the empty toner cartridge into a fire. If it is thrown into a fire, the toner may ignite and cause a dangerous situation.

Inserting a New Staple Cartridge

Follow the procedure below to replace the staple cartridge.
Use only the staples supplied by Konica. Contact your service centre to purchase.

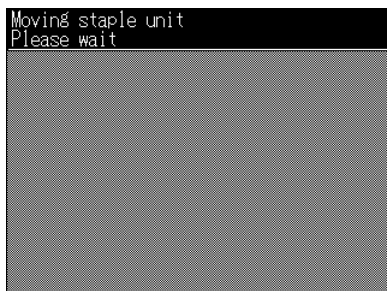
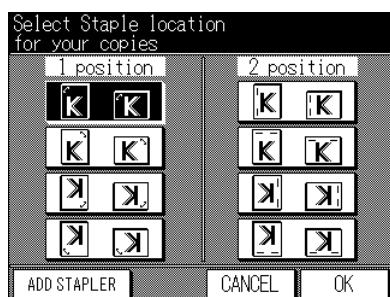
1 Press  on the control panel to display the Output Mode Screen.

2 Touch  to display the Staple Position Selection Screen.



3 Touch .

The stapler deeply positioned inside the finisher will move toward the finisher front door.

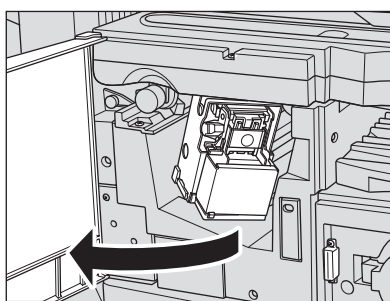


 Please Be Reminded!

DO NOT open the finisher front door while the Moving Stapler Screen is displayed; otherwise the staple stops before completing the movement and cannot be reached to replace the staple cartridge.

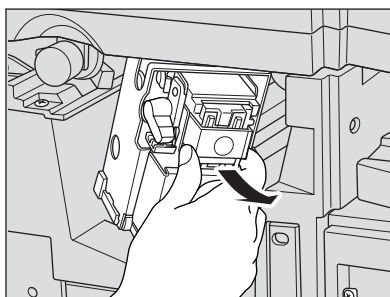
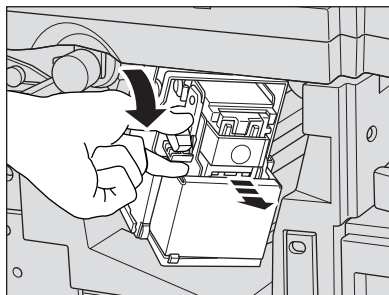
4

When the Check Stapler Screen is displayed, open the finisher front door.



5

Push down the stapler cartridge lever to release the staple cartridge from the stapler.



Adding Toner

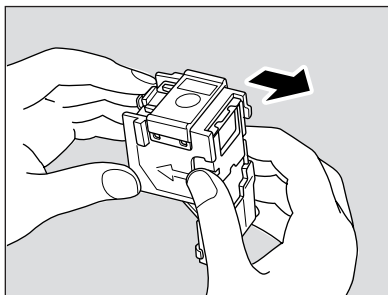
Inserting New
Staple Cartridge

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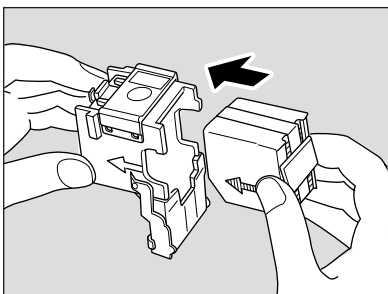
6

Remove the empty staple case.



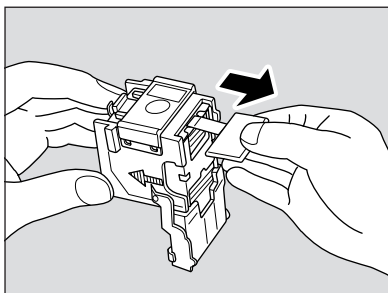
7

Firmly insert the new staple case into the staple cartridge by aligning the arrow sides of both case and cartridge.



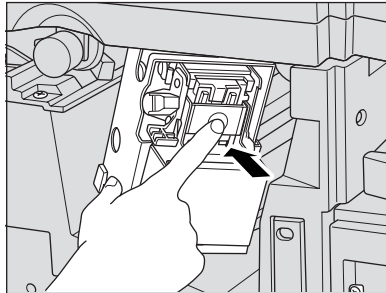
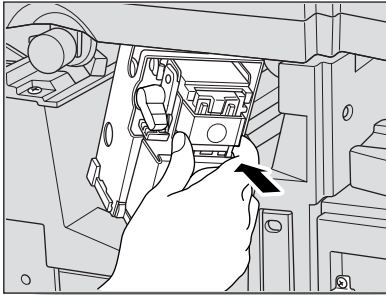
8

Remove the holder tape holding staples in place.



9

Insert the staple cartridge into the stapler and push in it securely.



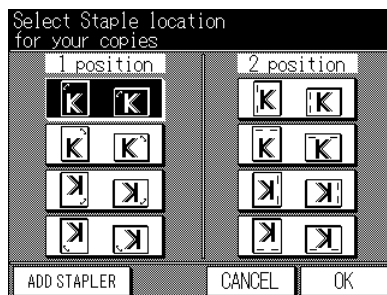
10

Close the finisher front door.

The stapler will return to its original position, and the Staple Position Selection Screen will be displayed.

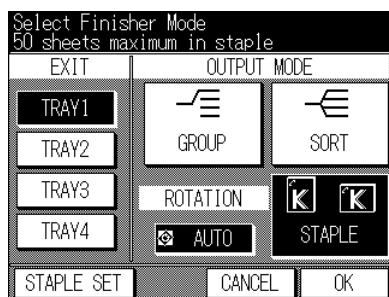
11

Touch OK to return to the Output Mode Screen.



12

Touch **OK** on the Output Mode Screen to return to the Basic Screen.



Copy Materials

■ Maintenance Kit

Fixing heating roller	1
Fixing press roller	1
Fixing web	1
Fixing insulating sleeve (A)	1
Fixing insulating sleeve (B)	1
Fixing cleaning roller	1
Cotton swab (4pcs)	1
Cleaning pad (10pcs)	1
Dust bag	1

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SECTION

11

Maintenance

How to Maintain the Copier

Cleaning Image Scanning Section	11-2
Cleaning Image Printing Section	11-4
Checking Copy Count	11-6

Cleaning
Scanning
Section

Cleaning
Printing
Section

Copy Count

11
Maintenance

Cleaning Image Scanning Section

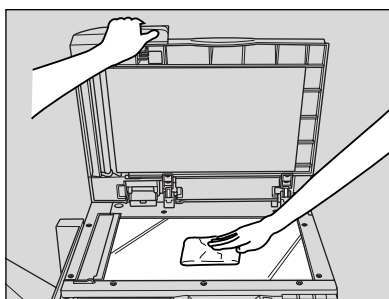
In order to maintain optimum copy quality, always keep the following areas clean.

■ Cleaning the Document Glass and Cover

Cleaning the Platen Glass

Raise the document feeder/cover, and clean the glass with a clean soft cloth.

The glass may also be cleaned with a soft cloth dampened slightly with water, if it is difficult to be cleaned. When the machine is equipped with RADF, use an anti-static cleaner recommended by your service centre with a clean soft cloth to wipe up every day to ensure that a static charge is not generated.

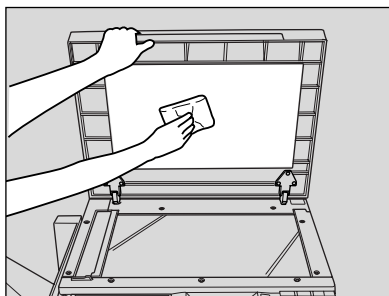


Never use paint solvents, such as benzene or thinner, to clean the platen glass.

Cleaning the Document Cover

The document cover should be kept clean; otherwise, soil marks may be copied, or the original size cannot be detected correctly.

Raise the document cover, and clean the inner surface of the document cover with a clean soft cloth.



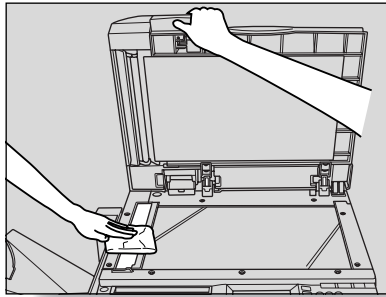
Never use paint solvents, such as benzene or thinner, to clean the document cover.

■ Cleaning the RADF

Cleaning the Left Partition Glass

Keep the glass clean; otherwise soil marks may be copied, resulting in dark lines on the copies.

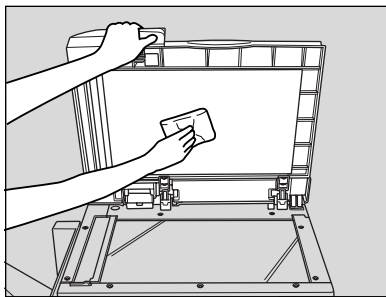
Clean the left partition glass with a clean soft cloth.



Cleaning the RADF Platen Guide Cover

The RADF platen guide cover should be kept clean; otherwise, soil marks may be copied, or the original size cannot be detected correctly.

Clean the RADF platen guide cover with a clean soft cloth.

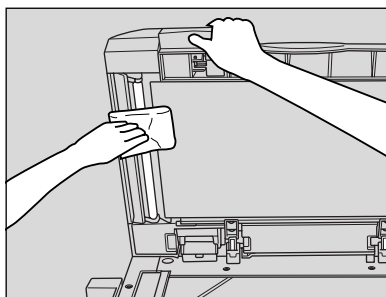


Never use paint solvents, such as benzene or thinner, to clean the RADF platen guide cover.

Cleaning the RADF Roller

Clean the RADF roller with a clean soft cloth.

It may also be cleaned with a soft cloth dampened slightly with water, if it is difficult to be cleaned.



Never use paint solvents, such as benzene or thinner, to clean the RADF roller.

Cleaning Image Printing Section

■ Cleaning the Writing Unit Glass and the Electrode Wires

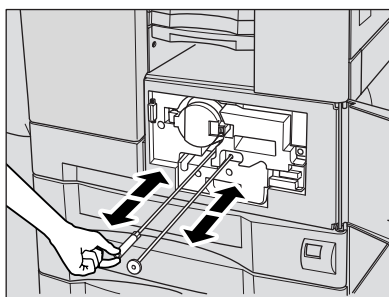
Keep the writing unit glass and the electrode (corona, transfer and separator) wires clean; otherwise soil marks may be copied, resulting in dark lines on the copies. Follow the procedure below to periodically clean them.

1

Open the machine front door.

2

Withdraw and push in the writing unit glass cleaning knob and the corona wire cleaning knob, several times.



3

Firmly push in these knobs, then close the machine front door.

4

Open the right side door of the main body.

5

Release the two hooks on the top edge of the conveyance unit cover 6, then open its front cover.



WARNING

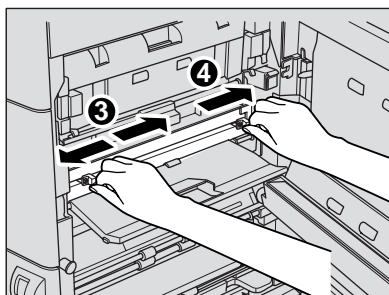
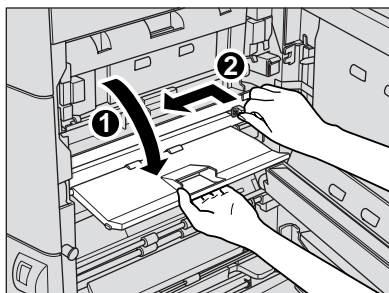
The area near the conveyance unit cover 6 generates high voltage. If touched, electrical shock may occur. DO NOT TOUCH!



If the hooks cannot be released easily, open the conveyance unit cover 6 to perform the following steps. In this case, use care not to touch the drum inside the conveyance unit cover 6, and quickly perform the cleaning procedure to close the cover as soon as possible; otherwise the drum may be damaged by a long period of exposure.

6

Push and slide the transfer/separator wire cleaning lever to the left and right, several times.



7

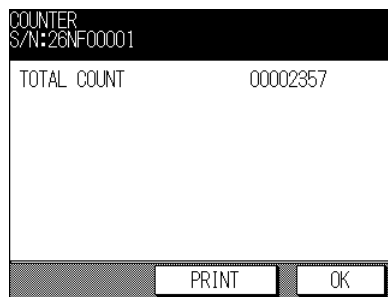
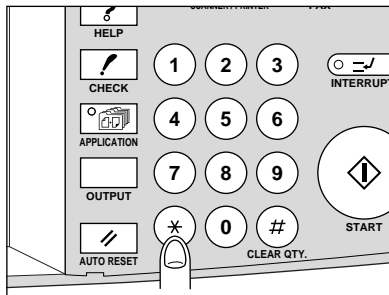
Move the lever to the right until it stops, then close the front cover.

8

Close the right side door of the main body.

Checking Copy Count

The Counter List Screen allows you to view the total count calculated as a list. Check the list, then print it if desired.



■ To Display the Counter List Screen

1

Press (*) **on the control panel.**

The Counter List Screen will be displayed.

2

Touch **OK** .

The Basic Screen will be restored.

■ To Print the Counter List

1

Press  **on the control panel.**

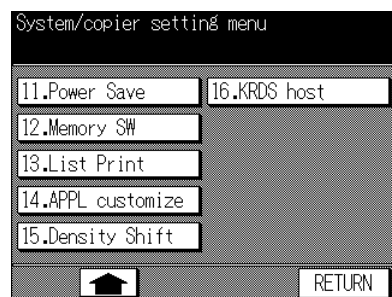
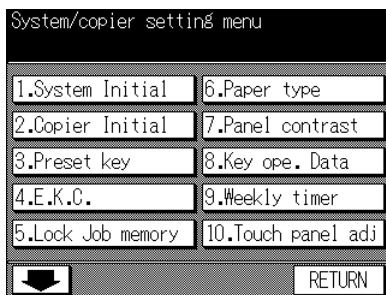
The Counter List Screen will be displayed.

Touch  **.**

2

The counter list will be output.

SECTION 12



Key Operator Mode

How to Monitor Copier Activity and Modify Machine Settings

How to Access the Key Operator Mode	12-2
[1] System Initial	12-4
[2] Copier Initial	12-6
[3] Preset Key	12-13
[4] EKC (Electronic Key Counter)	12-15
[5] Lock Job Memory	12-22
[6] Paper Type	12-23
[7] Panel Contrast.....	12-24
[8] Key Operator Data	12-25
[9] Weekly Timer	12-26
[10] Touch Panel Adjustment	12-33
[11] Power Save	12-34
[12] Memory Switch	12-35
[13] List Print	12-40
[14] Application Customize	12-41
[15] Density Shift	12-42
[16] KRDS Host	12-43

Key Operator Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job Memory

Paper Type

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Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

12
Key Operator Mode


How to Access the Key Operator Mode

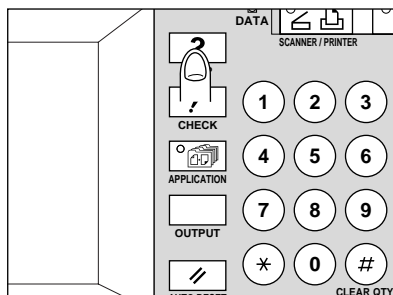
The key operator is trained to handle all special key operator functions that are not accessible to the general user, such as monitoring overall copier activity, machine performance, and service information; modifying machine settings; and controlling user activity, for billing purposes.

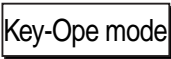
A unique 4-digit key operator password is normally set by service at installation. If the unique code is not set by service, the copier will not display Key Operator Password Entry Screen when the Key Operator mode is being accessed, and a key operator password will not be required. A service-set 8-digit EKC master key code must be entered by the key operator to access the Electronic Key Counter functions, and a service-set 4-digit Weekly timer master key code must be entered by the key operator to access the Weekly timer functions.

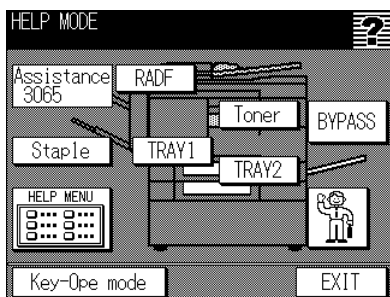
To ensure the security of Key Operator mode, it is recommended that you establish a unique key operator password, along with the key operator EKC master key code and Weekly timer master key code, and keep them in a confidential file.

■ To Display the Key Operator Mode Screen

- 1** Press  on the control panel to display the Help Screen.



- 2** Touch  on the Help Screen.



How to Access the Key Operator Mode (continued)

3

Use the keypad on the touch screen to enter your 4-digit key operator password; then touch **OK**.



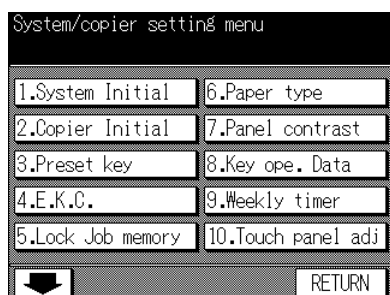
FOR DETAILS

If an invalid Key operator password is entered, continue by entering the valid 4-digit password.


If the key operator password is not valid, check with your service centre.


4

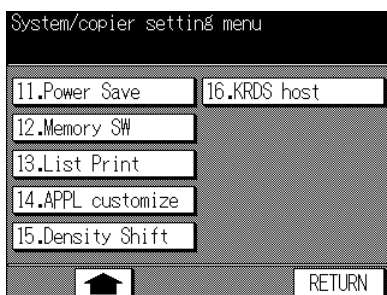
Make setting changes from the Key Operator Mode Screen, as described on the following pages.



FOR DETAILS

To display menus 11. to 16. of the Key Operator Mode Screen, touch .

To return the menu 1. to 10. of the Key Operator Mode Screen, touch .



5

Touch **RETURN** to exit the Key operator mode.

The Basic Screen will be restored.

Key Operator Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

12
Key Operator Mode

[1] System Initial

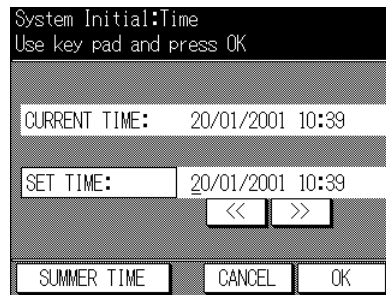
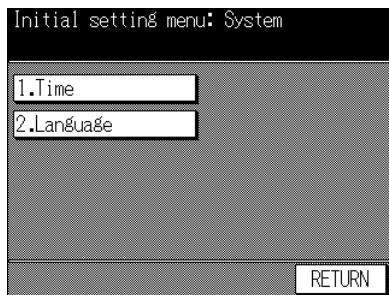
Set the following initial conditions of the copier.

- Time: Current date and time, summer time
- Language: Language used in LCD

■ 1. Time

Set the current date and time, and also the summer time.

- ☐ Default setting: Summer time off



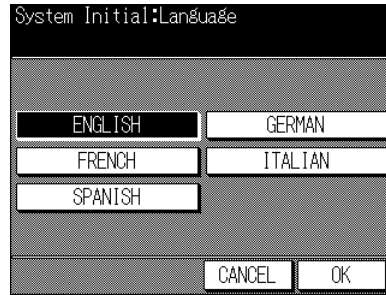
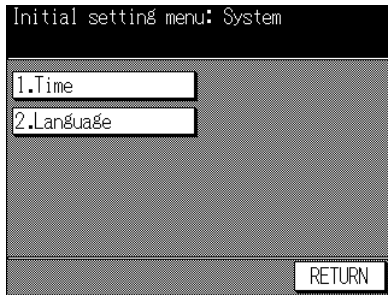
Procedure

- 1 Touch **1. System Initial** on the Key Operator Mode Screen to display the System Initial Setting Menu Screen.
- 2 Touch **1. Time** to display the Time Setting Screen.
- 3 Adjust the time.
The time that the copier currently has is displayed in the upper line, in the order of date, month, year, and time (in 24-hour expression).
 - (1) Touch the left arrow (<<) and right arrow (>>) keys displayed under the SET TIME to move the cursor to the number to be changed.
 - (2) Press the keypads on the control panel to enter the number.
- 4 To activate the summer time function, touch **SUMMER TIME** to highlight it.
NOTE:
This operation advances the current time of the copier by an hour. If any other time is required to be set, contact your service representative.
- 5 Touch **OK** to complete the setting and return to the System Initial Setting Menu Screen.
- 6 Touch **RETURN** to restore the Key Operator Mode Screen.
- 7 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

■ 2. Language

Select the language used in the LCD.

□ Default setting: English



Procedure

- 1 Touch **1. System Initial** on the Key Operator Mode Screen to display the System Initial Setting Menu Screen.
- 2 Touch **2. Language** to display the Language Selection Screen.
- 3 Touch **ENGLISH, FRENCH, SPANISH, GERMAN, or ITALIAN**
- 4 Touch **OK** to complete the setting and return to the System Initial Setting Menu Screen.
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job
Memory

Paper Type

Panel
Contrast

Key Operator
Data

Weekly Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print


Application
Customize

Density Shift

KRDS Host

12
Key Operator
Mode

[2] Copier Initial

Initial settings are the settings that display automatically when the copier is powered on, when Auto Reset timer is operated, or when  is pressed.


AUTO RESET

These settings can be changed by the key operator, as shown in this section.

Initially, i.e., at installation, the Basic Screen displays the following condition to meet Energy Star requirements:

Initial Setting

Copy Mode: 1-1
Copy Density: AE
Lens Mode: 1:1
Paper Tray: APS
Output Mode: Offset sort

When Initial settings are changed by the key operator, the new initial settings display when the copier is powered on, when Auto Reset timer is reached, or when  is pressed.

AUTO RESET

NOTE:

When changing "Initial" to "Full-Auto" in the Memory switch No.2, you cannot use the new initial settings. See p. 12-35.

The following initial settings can be changed by the key operator:

Copy mode:	[RADF; 1-1; 1-2; 2-2; 2-1]
Copy density:	[AE; manual]
Lens mode:	[AMS; 1.00; ratio 0.25~4.00]
Paper tray:	[APS; trays 1, 2, 3, 4, or Multi-sheet bypass tray]
Output mode:	[Tray 1, 2, 3, 4; Sort, Group, Staple; Rotation On/Off; Staple location] (machine with Finisher) [Tray 1, 2; Group, E-SORT+sort, E-SORT+group; Rotation On/Off] (machine with Inner tray) [Group, E-SORT+sort, E-SORT+group; Rotation On/Off] (machine without Finisher)
Non-image erase:	[Oblique erase, Rectangular erase; Original density]

Setting procedures are described on the following pages.

NOTE:

The most commonly-used settings are established at installation. Before changing any of the copier settings, be sure that you understand the overall and long-range effect of the change.

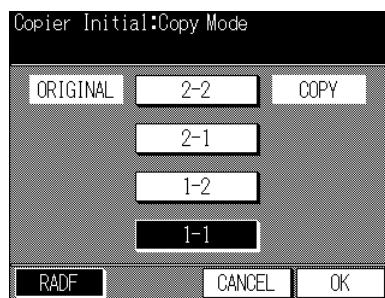
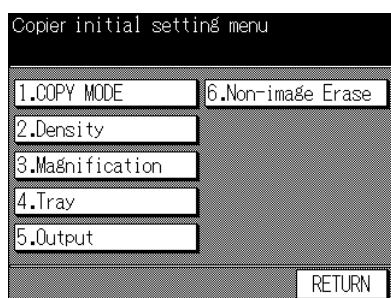
■ 1. Copy Mode

Set Copy mode to occur after power on or after Auto/Reset occurs.

❑ Default setting: RADF on, 1-1

NOTE:

6. Non-image Erase key is displayed on the Copier Initial Setting Menu Screen of Konica 7035 only.



Procedure

- 1 Touch **2. Copier Initial** on the Key Operator Mode Screen to display the Copier Initial Setting Menu Screen.
- 2 Touch **1. Copy mode** to display the Copy Mode Initial Setting Screen.
- 3 Touch the setting you want for the initial condition of the copier.
If 1-2, 2-2 or 2-1 mode is selected, **RADF** will also be selected, automatically. In this case, the RADF must be in a closed position when power is turned ON, or when Auto/Reset is functioning. Otherwise, the message "Please close RADF" will be displayed.
- 4 Touch **OK** to complete the setting and return to the Copier Initial Setting Menu Screen.
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job
Memory

Paper Type

Panel
Contrast

Key Operator
Data

Weekly Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

12
Key Operator
Mode

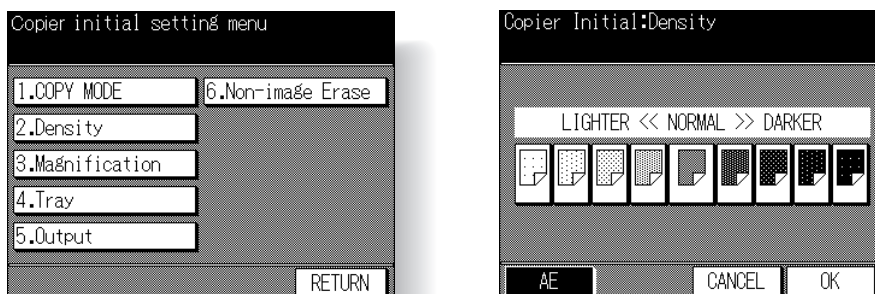
■ 2. Density

Set Copy density to be effective after power on or after Auto/Reset occurs.

□ Default setting: AE on

NOTE:

6. **Non-image Erase** key is displayed on the Copier Initial Setting Menu Screen of Konica 7035 only.



Procedure

- 1 Touch **2. Copier Initial** on the Key Operator Mode Screen to display the Copier Initial Setting Menu Screen.
- 2 Touch **2. Density** to display the Copy Density Initial Setting Screen.
- 3 Touch **AE** to select AE mode, or touch the density level required. Nine exposure levels are displayed.
- 4 Touch **OK** to complete the setting and return to the Copier Initial Setting Menu Screen.
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

■ 3. Magnification

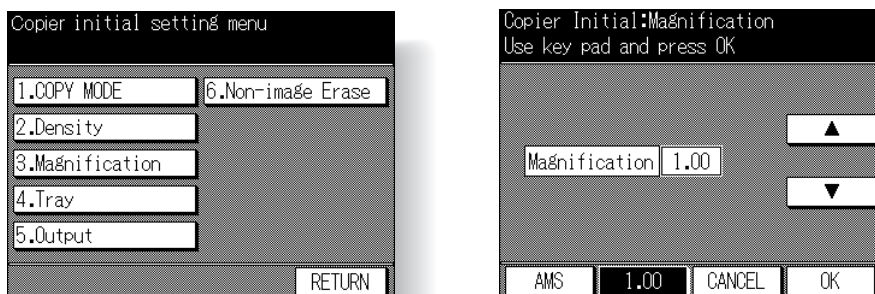
Set the magnification ratio you initially want to display after the user turns the power on or after Auto/Reset restores the Initial settings.

NOTE:

This setting should not conflict with the Initial setting for Paper Tray. For example, if APS is selected for the initial paper tray setting, a ratio setting other than AMS will be ignored.

NOTE:

6. **Non-image Erase** key is displayed on the Copier Initial Setting Menu Screen of Konica 7035 only.



[2] Copier Initial (continued)

Procedure

- 1 Touch **2. Copier Initial** on the Key Operator Mode Screen to display the Copier Initial Setting Menu Screen.
- 2 Touch **3. Magnification** to display the Magnification Initial Setting Screen. The default setting is 1.00.
- 3 Select the desired setting from the Magnification Initial Setting Screen:
To select 1.00 if it is not already displayed, touch **1.00**.
To select another ratio, touch upper/lower arrow key to display the desired ratio, or enter a 3-digit ratio using the keypad on the control panel.
To select AMS, touch **AMS**.
- 4 Touch **OK** to complete the setting and return to the Copier Initial Setting Menu Screen.
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

■ 4. Tray

Set paper tray priority to be in effect after power is turned on or after Auto/Reset occurs.

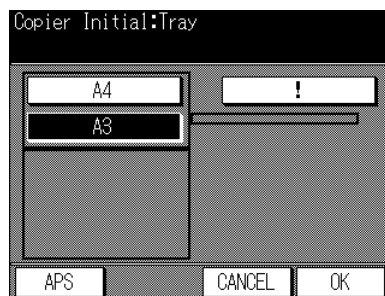
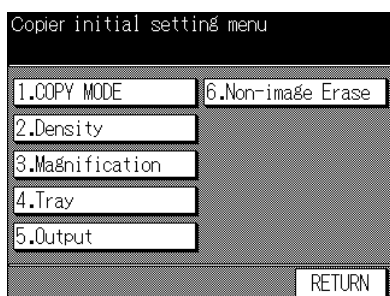
This function sets tray priority, not paper size priority. Therefore, if paper size is changed in the tray, the tray will still remain the priority tray.

The initial paper tray setting should not conflict with the initial setting for Lens Mode. For example, if the initial paper tray setting is APS, the initial setting for paper tray priority will be ignored.

- ☐ Default setting: APS on, no specified tray

NOTE:

6. Non-image Erase key is displayed on the Copier Initial Setting Menu Screen of Konica 7035 only.



Procedure

- 1 Touch **2. Copier Initial** on the Key Operator Mode Screen to display the Copier Initial Setting Menu Screen.
- 2 Touch **4. Tray** to display the Tray Initial Setting Screen.
- 3 Touch **APS**, or touch any tray key to select a specific tray.
- 4 Touch **OK** to complete the setting and return to the Copier Initial Setting Menu Screen.
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job
Memory

Paper Type

Panel
Contrast

Key Operator
Data

Weekly Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

12
Key Operator
Mode

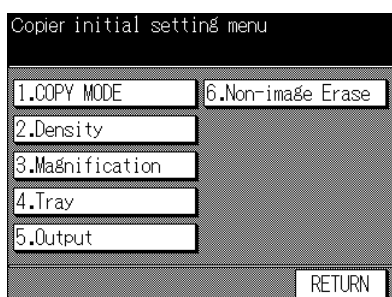
■ 5. Output

Set initial Output mode of the Finisher or exit tray to be effective after power is turned on or after Auto/Reset occurs.

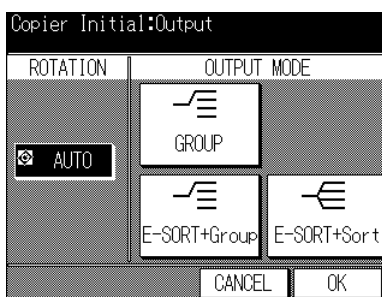
- ☐ Default setting for machine with Finisher: EXIT Tray 1; OUTPUT MODE Sort; Automatic Rotation ON
- ☐ Default setting for machine with Inner tray: EXIT Tray 1; OUTPUT MODE Stack; Automatic Rotation ON
- ☐ Default setting for machine without Finisher: OUTPUT MODE Stack; Automatic Rotation ON

NOTE:

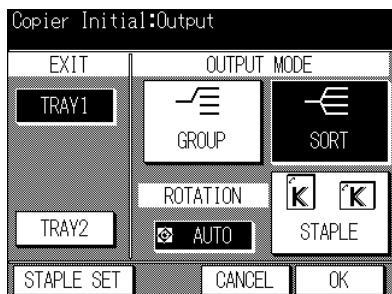
6. Non-image Erase key is displayed on the Copier Initial Setting Menu Screen of Konica 7035 only.



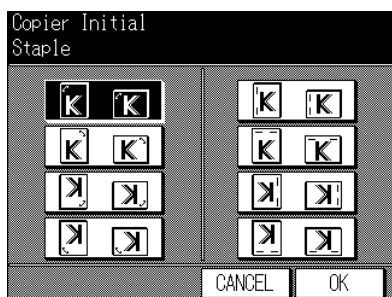
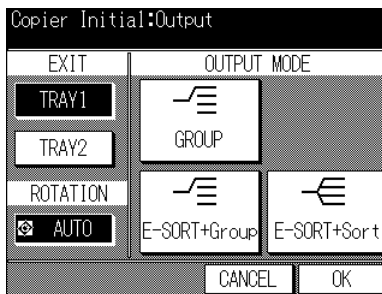
(Machine without Finisher)



(Machine with Finisher)



(Machine with Inner tray)



Procedure

- 1 Touch **2. Copier Initial** on the Key Operator Mode Screen to display the Copier Initial Setting Menu Screen.
- 2 Touch **5. Output** to display the Output Mode Initial Setting Screen.
- 3 For the machine with Finisher, perform the following operation then proceed to step 6.
To select the exit tray, touch **TRAY 1**, **TRAY 2**, **TRAY 3**, or **TRAY 4**.
To select the Output mode, touch **SORT**, **GROUP**, or **STAPLE**.

NOTES:

1. If **STAPLE** is selected, **SORT** is automatically highlighted.
2. If selecting Stack mode, do not highlight any of the **SORT**, **GROUP**, or **STAPLE**.

To select the desired staple location, touch **STAPLE SET**. Touch the desired location on the Staple Location Initial Setting Screen, then touch **OK**.

You can also select on/off of the Automatic rotation initial setting. To release the Automatic rotation mode, touch **AUTO** so that it is no longer highlighted.

- 4 For the machine with Inner tray, perform the following operation then proceed to step 6.
To select the exit tray, touch **TRAY 1** or **TRAY 2**.
To select the Output mode, touch **GROUP**, **E-SORT+Sort**, or **E-SORT+Group**.
You can also select on/off of the Automatic rotation initial setting. To release the Automatic rotation mode, touch **AUTO** so that it is no longer highlighted.
- 5 For the machine without Finisher, perform the following operation.
To select the Output mode, touch **GROUP**, **E-SORT+Sort**, or **E-SORT+Group**.
You can also select on/off of the Automatic rotation initial setting. To release the Automatic rotation mode, touch **AUTO** so that it is no longer highlighted.
- 6 Touch **OK** on the Output Mode Initial Setting Screen to complete the setting and return to the Copier Initial Setting Menu Screen.
- 7 Touch **RETURN** to restore the Key Operator Mode Screen.
- 8 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job
Memory

Paper Type

Panel
Contrast

Key Operator
Data

Weekly Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

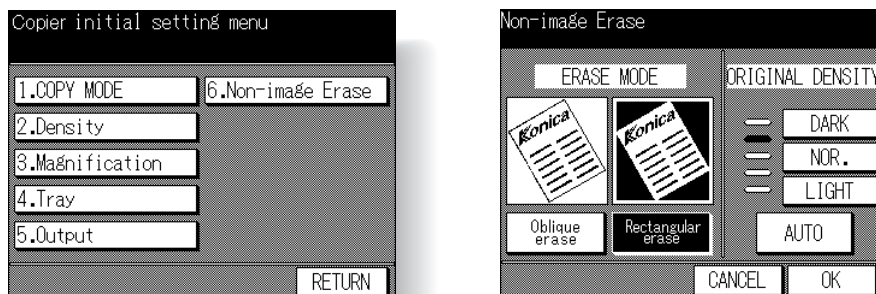
12
Key Operator
Mode

■ 6. Non-Image Erase (7035 only)

Set the magnification ratio you initially want to display after the user turns the power on or after Auto/Reset restores the Initial settings.

NOTE:

6. Non-image Erase key is displayed on the Copier Initial Setting Menu Screen of Konica 7035 only.



Procedure

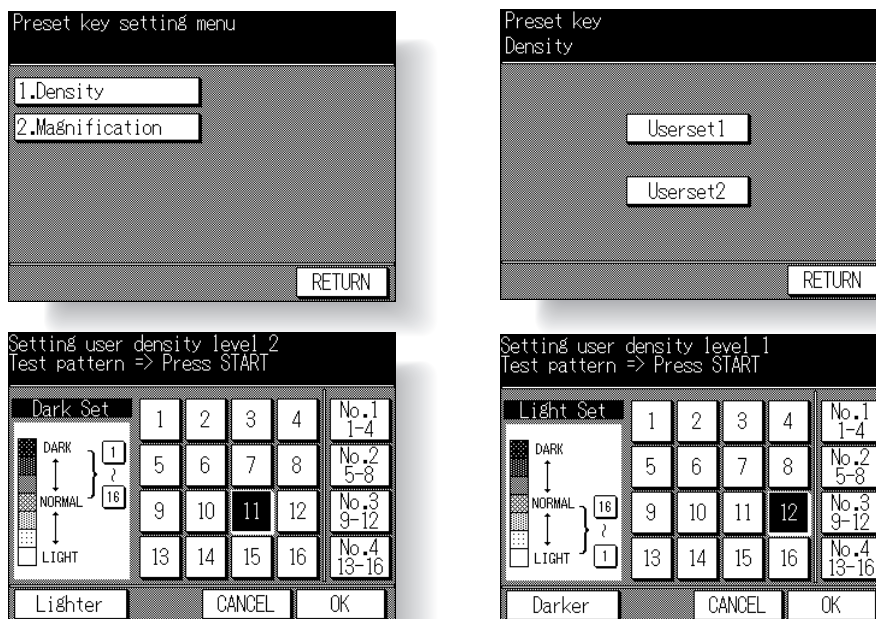
- 1 Touch **2. Copier Initial** on the Key Operator Mode Screen to display the Copier Initial Setting Menu Screen.
- 2 Touch **6. Non-image Erase** to display the Non-Image Erase Initial Setting Screen.
- 3 Touch **Oblique erase** or **Rectangular erase**, as desired.
You can also select the original density level to obtain the optimum copy effect using this function. Touch **AUTO**, or select the density level required. Five exposure levels are provided.
- 4 Touch **OK** to complete the setting and return to the Copier Initial Setting Menu Screen.
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

[3] Preset Key

Set two USERSETs of copy density and three Presets of magnification.

■ 1. Density

Output copying samples from 16 density levels from LIGHT to NORMAL or NORMAL to DARK, then select the desired exposure and program it as Userset 1 or 2. The programmed copy density can be recalled by selecting USER 1 or USER 2 on the Basic Screen.



Procedure

- 1 Touch **3. Preset key** on the Key Operator Mode Screen to display the Preset Key Setting Menu Screen.
- 2 Touch **1. Density** to display the Userset Density Selection Screen.
- 3 Place the original on the platen glass.
- 4 Touch **UserSet 1** or **UserSet 2**. The Userset Density Darker Setting Screen will be displayed.
- 5 To program Userset (1 or 2) to a darker level, perform the following operation, then proceed to step 7.
 - (1) Touch **No.1 1~4**, **No.2 5~8**, **No.3 9~12**, or **No.4 13~16**, then press [START]. The darker level sample sheet will be output.
 - (2) Select the desired darker exposure level from the sample sheet(s), then touch the density No. from 1 to 16.
- 6 To program Userset (1 or 2) to a lighter level, perform the following operation.
 - (1) Touch **Lighter** to display the Userset Density Lighter Setting Screen.
 - (2) Touch **No.1 1~4**, **No.2 5~8**, **No.3 9~12**, or **No.4 13~16**, then press [START]. The lighter level sample sheet will be output.
 - (3) Select the desired lighter exposure level from the sample sheet(s), then touch the density No. from 1 to 16.
- 7 Touch **OK** to complete the settings and return to the Userset Density Selection Screen.
- 8 Touch **RETURN** on the Userset Density Selection Screen to return to the Preset Key Setting Menu Screen.
- 9 Touch **RETURN** to restore the Key Operator Mode Screen.
- 10 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

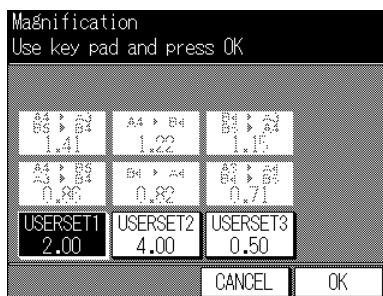
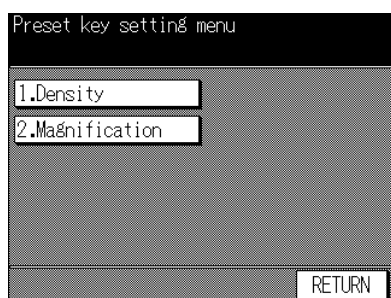
12
Key Operator Mode

■ 2. Magnification

PRESET and USERSET ratios are used to reduce and enlarge the original image to accommodate copy paper size, and are available when RE is selected from the Basic Screen. The userset ratios may be changed by the key operator as shown below.

- Default setting: USERSET 1: 2.00
USERSET 2: 4.00
USERSET 3: 0.50

Procedure



- 1 Touch **3. Preset key** on the Key Operator Mode Screen to display the Preset Key Setting Menu Screen.
- 2 Touch **2. Magnification** to display the Userset Magnification Setting Screen.
- 3 Touch the **USERSET** you want to change, then enter a ratio from 0.25~4.00, using the keypad.
If a ratio under 0.25 is entered, 0.25 will be displayed.
If a ratio over 4.00 is entered, 4.00 will be displayed.

NOTE:

The PRESETs on the screen appear dimmed and cannot be selected. If you wish to change these PRESETs, contact your service centre.

- 4 Touch **OK** to complete the setting and return to the Preset Key Setting Menu Screen.
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

[4] EKC (Electronic Key Counter)

This setting can only be accessed by the key operator after an 8-digit EKC master key code is entered.

The EKC stores up to 128 EKC passwords, each of which represents a separate account that can be used for billing and recordkeeping. The number of users assigned to each EKC password may depend upon the billing system in operation and the number of individuals and departments using the copier. When the EKC is activated, copying can be performed only after a valid 5-digit EKC password is entered.

The following EKC settings can be made:

1. Change E.K.C. Data:

Create up to 128 individual EKC passwords, 00000~99999, and limit copy count for each password to a max. 999,999 copies.

2. E.K.C. Data List:

Display the copy count for each EKC password, and change limit settings.

3. All Counter Reset:

Clear the copy count for all passwords.

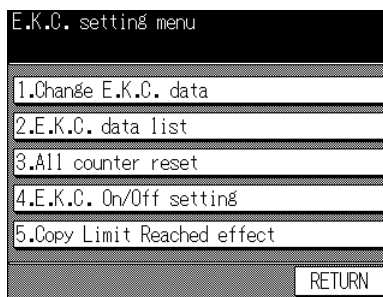
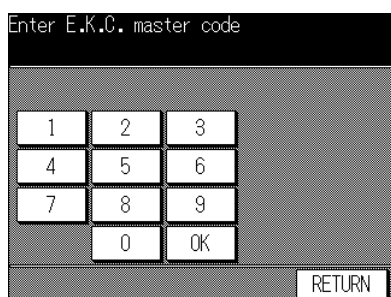
4. E.K.C. On/Off Setting:

Select the function to be on or off. The initial setting is Off.

5. Copy Limit Reached Effect:

Set the machine condition when the copy limit is reached. The machine can be set to stop immediately or after a job is completed, or to only display a warning message.

■ How to Access the EKC Setting Mode



Procedure

- 1 Touch **4. E.K.C.** on the Key Operator Mode Screen. The EKC Master Key Code Screen displays, if a code is required.
- 2 Use the keypad on the touch screen to enter your 8-digit EKC master key code, then touch **OK** to display the EKC Setting Menu Screen. (See note.)
- 3 Select the desired EKC function, and make settings, as required.
To exit the EKC mode, touch **RETURN** on the EKC Setting Menu Screen.
- 4 To exit the Key Operator mode, touch **RETURN** on the Key Operator Mode Screen to restore the Basic Screen.

NOTE:

If an invalid EKC master key code is entered, continue by entering the valid 8-digit code.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job
Memory

Paper Type

Panel
Contrast

Key Operator
Data

Weekly Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

12
Key Operator
Mode

■ 1. Change EKC Data

Assign an ID No. for an individual or for a group, then create individual password(s) for each user. You can specify a name and limit count for each password.

- ☐ EKC ID No.: ID No. from 000~127, designated by key operator.
- ☐ EKC Password: Unique 5-digit numeric code programmed by key operator for user.
- ☐ User Name: max. 24 characters
- ☐ Copy Limit: 0 to 999,999 copies

Procedure

- 1 Touch **4. E.K.C.** on the Key Operator Mode Screen. Enter an 8-digit EKC master key code, then touch **OK** to display the EKC Setting Menu Screen.

NOTE:

If an invalid EKC master key code is entered, continue by entering the valid 8-digit code.

- 2 Touch **1. Change E.K.C. data** to display the EKC Data Input Screen.
- 3 **ID No.** key is highlighted, enabling you to immediately enter an ID No. Enter a 3-digit ID No. from 000~127 using the keypad on the control panel.



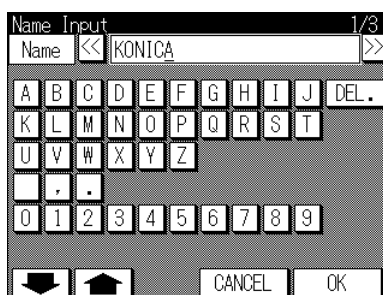
- 4 Touch **Password** key to highlight it. Enter a 5-digit EKC password using the keypad on the control panel.

NOTES:

1. Do not enter "00000". The initial EKC password value is "00000".
2. We recommend that you make a list of all EKC passwords and ID Nos.



- 5 Touch **Name** to display the Name Input Screen. If you do not specify the name, proceed to step 8. This operation can be completed normally without the name specified.



[4] EKC (Electronic Key Counter) (continued)

- 6 Input desired name according to the procedure below.
 - (1) Max. 24 characters can be entered.
 - (2) Use **↑** Upper arrow and **↓** Lower arrow keys on the Name Input Screen to input uppercase and lowercase letters and symbols.
 - (3) Touch **DEL.** to delete the input character from the last.
 - (4) Touching **CANCEL** on the Name Input Screen will clear all the input characters.
 - (5) To change the existing name, touch **DEL.** to delete it and enter the new name.
- 7 Touch **OK** on the Name Input Screen to return to the EKC Data Input Screen.

- 8 Touch **Limit**. Limit key will be highlighted, enabling you to immediately enter copy limit.
- 9 Enter a 6-digit copy limit for the ID No. using the keypad on the control panel. The input copy limit will be displayed on the right of the copy count.

NOTES:

1. If an invalid copy limit is entered, continue by entering the valid 6-digit copy limit.
2. Entering "000000" signifies no copy limit.
3. The Clear key, though it clears copy count, does not function on the EKC Data Input Screen.

- 10 To complete the settings, touch **OK** on the EKC Data Input Screen. To cancel the settings, touch **RETURN**.

When the same EKC password has been used for another ID No., the Password Duplication Screen will be displayed. To re-enter new password, touch **YES** and return to the step 4. To create duplicate password, touch **NO**, then touch **OK**.

NOTE:

It is possible to assign the same EKC password to different ID Nos. Note, however, that the number of copies will be counted only for the EKC password with the smallest ID No. Copy count for the other ID Nos. will not be monitored. We recommend you do not use duplicate EKC password.

- 11 The EKC Setting Menu Screen will be displayed.
Touch **RETURN** to restore the Key Operator Mode Screen.
- 12 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job
Memory

Paper Type

Panel
Contrast

Key Operator
Data

Weekly Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

12
Key Operator
Mode

■ 2. EKC Data List

Use this setting to display the list of copy count and copy limit for each ID No., and to edit, add, and delete these EKC data.

As for the machine with Fax kit installed, the EKC Data List Screen also allows you to check the facsimile transmission page count for each ID No.

Procedure

- 1 Touch **4. E.K.C.** on the Key Operator Mode Screen. Enter an 8-digit EKC master key code, then touch **OK** to display the EKC Setting Menu Screen.

NOTE:

If an invalid EKC master key code is entered, continue by entering the valid 8-digit code.

- 2 Touch **2. E.K.C.** data list to display the EKC Data List Screen.
If the machine is equipped with Fax kit, the EKC Data List Screen in COPY mode will be displayed. To display the EKC Data List Screen in FAX mode, touch the **FAX** key on the screen.

- 3 To delete the EKC data:

- (1) Touch Upper or Lower arrow (▲/▼) key on the right in the EKC Data List Screen to highlight the EKC data to be deleted.

- (2) Touch **DEL.** The Delete Confirmation Screen will be displayed.

- (3) Touch **Yes** to delete, or touch **No** to cancel.

- 4 To add the EKC data, touch **ADD.** The EKC Data Input Screen with invalid Clear key will be displayed. To input the EKC data, see p. 12-16 to p. 12-17.

- 5 To edit the EKC data, touch Upper or Lower arrow (▲/▼) key on the right in the EKC Data List Screen to highlight the EKC data to be edited, then touch **EDIT.** The EKC Data Edit Screen with valid Clear key will be displayed.

- (1) To edit the EKC password, touch **Password.** Enter a new 5-digit EKC password using the keypad on the control panel. Do not enter "00000".

- (2) To edit the name, touch **Name.** For details on the Name Input Screen, see p. 12-17.

- (3) To edit the copy limit, Touch **Limit.** Enter a new 6-digit copy limit using the keypad on the control panel. Entering "000000" signifies no copy limit.

- (4) To clear the copy count, touch **Clear.**

- (5) To complete the settings, touch **OK** on the EKC Data Edit Screen.

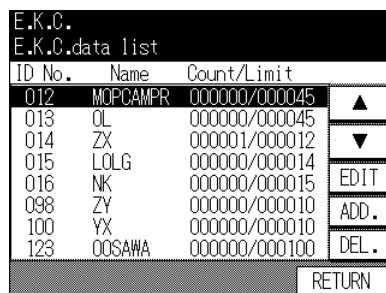
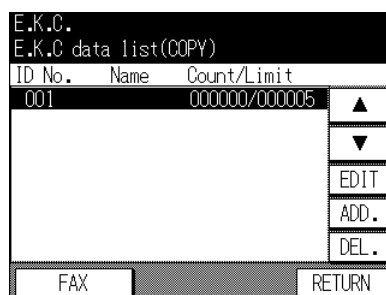
To cancel the settings, touch **RETURN.**

The EKC Data List Screen will be displayed.

- 6 Touch **RETURN** to restore the EKC Setting Menu Screen.

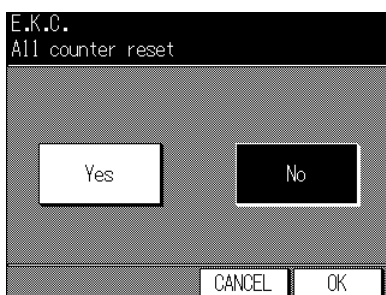
- 7 Touch **RETURN** to restore the Key Operator Mode Screen.

- 8 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.



■ 3. All Counter Reset

Reset the count for all EKC password Nos.



Procedure

- 1 Touch **4. E.K.C.** on the Key Operator Mode Screen. Enter an 8-digit EKC master key code, then touch **OK** to display the EKC Setting Menu Screen.

NOTE:

If an invalid EKC master key code is entered, continue by entering the valid 8-digit code.

- 2 Touch **3. All counter reset** to display the All Counter Reset Screen.
- 3 Touch **Yes** to reset all counters to zero.
Or, touch **No** not to reset. The selected key will be highlighted.
- 4 Touch **OK** to complete the settings and return to the EKC Setting Menu Screen.
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job
Memory

Paper Type

Panel
Contrast

Key Operator
Data

Weekly Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

12
Key Operator
Mode

■ 4. EKC On/Off Setting

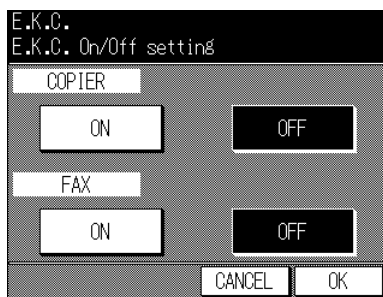
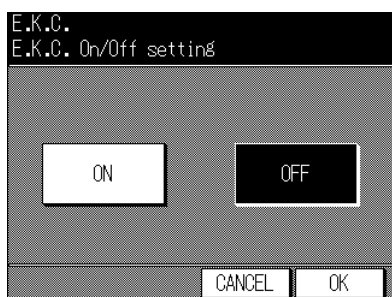
Use this function to turn EKC ON or OFF.

As for the machine with Fax kit installed, set EKC ON or OFF individually for COPY mode and FAX mode.

NOTE:

If EKC OFF is selected while EKC functions, the copier will be enabled to perform copying job without an EKC password entered, and both copy count and copy limit functions will be discontinued.

□ Default setting: EKC on



Procedure

- 1 Touch **4. E.K.C.** on the Key Operator Mode Screen. Enter an 8-digit EKC master key code, then touch **OK** to display the EKC Setting Menu Screen.

NOTE:

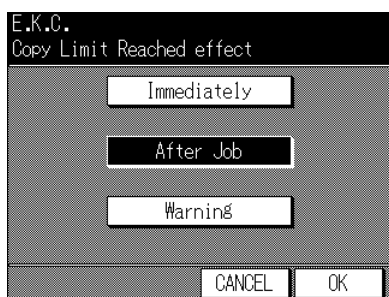
If an invalid EKC master key code is entered, continue by entering the valid 8-digit code.

- 2 Touch **4. E.K.C. On/Off setting** to display the EKC On/Off Setting Screen.
- 3 Touch **OK** to activate EKC or touch **OFF** to de-activate EKC.
The selected key will be highlighted.
- 4 Touch **OK** to complete the settings and return to the EKC Setting Menu Screen.
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

■ 5. Copy Limit Reached Effect

Use this function to select whether the copier will stop when the count limit is reached, or if the copier will complete the copy job before stopping when reaching maximum copy count.

❑ Default setting: After job



Procedure

- 1 Touch **4. E.K.C.** on the Key Operator Mode Screen. Enter an 8-digit EKC master key code, then touch **OK** to display the EKC Setting Menu Screen.

NOTE:

If an invalid EKC master key code is entered, continue by entering the valid 8-digit code.

- 2 Touch **5. Copy Limit Reached effect** to display the Copy Limit Reached Effect Screen.
- 3 Select setting option:
Touch **Immediately** to stop the copier when the copy limit is reached.
In this case, the paper in process will be completed, and the message "Enter EKC password" will display after the copier stops.
Touch **After job** to stop the copier after the current job is completed.
Touch **Warning** only to display a warning message when copy limit is reached.
- 4 Touch **OK** to complete the settings and return to the EKC Setting Menu Screen.
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job
Memory

Paper Type

Panel
Contrast

Key Operator
Data

Weekly Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

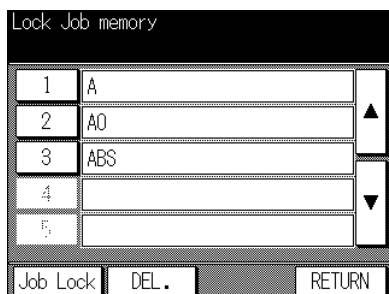
12
Key Operator
Mode

[5] Lock Job Memory

Use this function to lock/unlock or delete a Job that has been programmed.

A locked job is indicated by a lock icon (🔒) on the job number of the Job Selection Screen.

The settings of a locked job cannot be changed.



Procedure

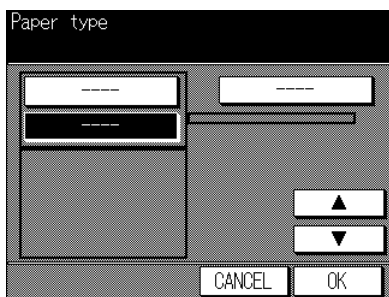
- 1 Touch **5. Lock Job memory** on the Key Operator Mode Screen to display the Job Memory Lock/Delete Screen.
- 2 To lock or unlock a job memory, operate the procedure below.
 - (1) Use ▲ Upper arrow and ▼ Lower arrow keys on the right in the Job Memory Lock/Delete Screen to scroll to the job to be locked/unlocked.
 - (2) Touch the desired job number key to highlight it.
 - (3) Touch **Job Lock**. The job to be locked will display the lock icon in the job number. The previously locked job will be unlocked and the lock icon will disappear.
- 3 To delete a job memory, operate the procedure below.
 - (1) Use ▲ Upper arrow and ▼ Lower arrow keys on the right in the Job Memory Lock/Delete Screen to scroll to the job to be deleted.
 - (2) Touch the desired job number key to highlight it.
 - (3) Touch **DEL.** Programs and the name will be deleted from the job memory.

NOTES:

- A locked job can also be deleted, with the lock on the job number released at the same time.
 - Once deleted, the programs cannot be restored.
- 4 Touch **RETURN** to restore the Key Operator Mode Screen.
 - 5 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

[6] Paper Type

Use this function to indicate a specific paper type for each tray key on the Basic Screen. This is especially useful when special paper is used on a regular basis and is always placed in a specific paper tray.



Procedure

- 1 Touch **6. Paper type** on the Key Operator Mode Screen to display the Paper Type Setting Screen.
- 2 Touch the desired paper tray to highlight it.
- 3 Touch the ▲ Upper arrow or ▼ Lower arrow key to select paper type.
The name of paper type displayed on the highlighted tray key will change as follows:
---- (blank) → RECYCL → COLOUR → LTRHD → SPCL. → LABELS → INVOIC → LEGAL
Touch the arrow keys until the desired name appears.
- 4 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.
- 5 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job
Memory

Paper Type

Panel
Contrast

Key Operator
Data

Weekly Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

12
Key Operator
Mode

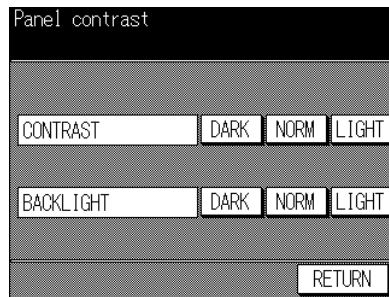
[7] Panel Contrast

Use this feature to adjust the contrast and backlight of the touch screen portion of the control panel.

NOTE:

The control panel contrast feature can be adjusted from the Help Screen provided that the feature setting is activated by Service. When the Control panel contrast key is pressed, the Contrast Adjustment Screen will be displayed. Contact your service centre if the feature is required.

- ❑ Default settings: Contrast normal; Back light normal



Procedure

- 1 Touch **7. Panel contrast** on the Key Operator Mode Screen to display the Panel Contrast Screen.
- 2 To adjust the contrast, touch **DARK**, **NORM**, or **LIGHT** of CONTRAST.
- 3 To adjust the backlight, touch **DARK**, **NORM**, or **LIGHT** of BACKLIGHT.
- 4 Touch **RETURN** to complete the setting and return to the Key Operator Mode Screen.
- 5 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

[8] Key Operator Data

Use this screen to enter the extension number of the key operator indicated on the Help Screen.

Key ope. Data
Use key pad and press OK

Name: OOSAWA

For Assistance: 8065

CANCEL OK

Name Input 1/3

Name: << KONICA >>

Grid of characters: A-Z, 0-9, DEL., and symbols.

Navigation arrows: Up, Down, Left, Right

CANCEL OK

Procedure

- 1 Touch **8. Key ope. Data** on the Key Operator Mode Screen to display the Key Operator Data Input Screen.
 - 2 Touch **Name** to display the Name Input Screen.
Input desired name according to the procedure below.
 - (1) Max. 20 characters can be entered.
 - (2) Use **↑** Upper arrow and **↓** Lower arrow keys on the Name Input Screen to input uppercase and lowercase letters and symbols.
 - (3) Touch **DEL.** to delete the input character from the last.
 - (4) Touching **CANCEL** on the Name Input Screen will clear all the input characters.
 - (5) To change the existing name, touch **DEL.** to delete it and enter the new name.
 - 3 Touch **OK** on the Name Input Screen to return to the Key Operator Data Input Screen.
 - 4 Touch **For Assistance**.
Enter an extension number up to 6 digits from the keypad on the control panel.
The hyphen will be indicated as a space in the Help Screen.
If less than 6 digits are entered, the screen will not change when **OK** is touched.
- NOTE:**
If an invalid extension number is entered, continue by entering the valid 8-digit number.
- 5 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.
 - 6 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

12
Key Operator Mode

[9] Weekly Timer

The Weekly Timer is a copier management function that shuts down power to the machine on a daily or hourly basis. The timer can be programmed specifically for lunch breaks, weekends and holidays, or any time the copier is not required.

A unique 4-digit Weekly timer master key code is normally set by service installation. If the unique code is not set by service, the copier will not display the Weekly Timer Master Key Code Screen when the Weekly Timer mode is being accessed, and a Weekly timer master key code will not be required.

To ensure the security of Weekly Timer mode, it is recommended that you establish a unique Weekly timer master key code.

In Addition, Timer Interrupt can be enabled (with or without a password requirement) to allow temporary use of the machine during periods when power is shut down by the Timer function.

Conditions required to use the Weekly Timer:

- The power plug is inserted into the socket.
- The main power switch and power switch are turned on.
- The current date and time are correctly set.

If the Weekly timer needs to be activated on your machine, contact your service centre.

The following Weekly timer settings can be made.

1. Weekly Timer Setting

Enable and disable the Timer function.

2. Weekly Timer Copier ON/OFF Time Set

Specify the times that the copier will turn ON and OFF for each day of the week or the entire week.

3. Machine Working Day Individual Set

Specify the working days of the machine by the Timer, for all Mondays through Sundays, and/or individually for each day of the given month.

4. Lunch Hour Off Function

Specify the lunch time interval during which the copier will go off and on.

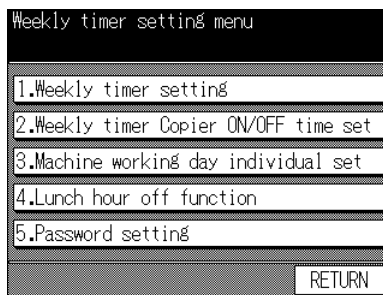
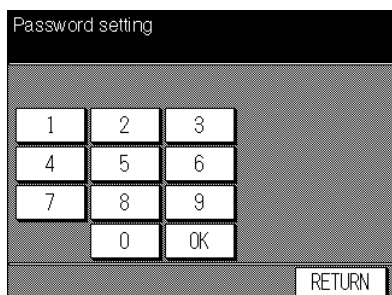
5. Password Setting

Require Password entry for the Timer off function and establish the amount of usage time.

NOTES:

- The time is set in terms of the 24 hour clock, where hour [1] is the first hour after midnight; and hour [24] is the hour of midnight. For example, 6 a.m. is 06:00 hours; 6 p.m. is 18:00 hours.
- The [AUTO RESET] key is used to change numbers determined by the **SET** touch key.

■ How to Access the Weekly Timer Setting Mode



Procedure

- 1 Touch **9. Weekly Timer** on the Key Operator Mode Screen.
The Weekly Timer Master Key Code Screen displays when the 4-digit Weekly timer master key code is set by service.
Otherwise, the Weekly Timer Setting Menu Screen displays without the code requirement.
- 2 If the Weekly Timer Master Key Code Screen is displayed, use the keypad on the touch screen to enter your 4-digit Weekly timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen.

NOTE:

If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

- 3 Select the desired Weekly timer function, and make settings, as required.
- 4 To exit the Weekly timer mode, touch **RETURN** on the Weekly Timer Setting Menu Screen.
- 5 To exit the Key operator mode, touch **RETURN** on the Key Operator Mode Screen to restore the Basic Screen.

Key Operator Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

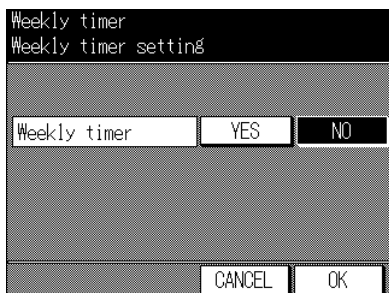
Density Shift

KRDS Host

12
Key Operator Mode

■ 1. Weekly Timer Setting

❑ Default setting: Weekly timer OFF



Procedure

- 1 Touch **9. Weekly Timer** on the Key Operator Mode Screen. Enter your 4-digit Weekly timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen.

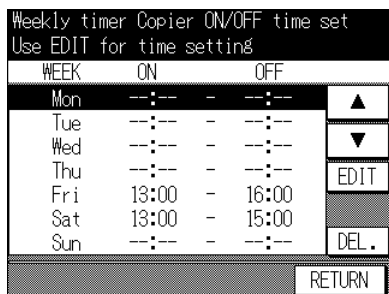
NOTE:

If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

- 2 Touch **1. Weekly timer setting** to display the Weekly Timer ON/OFF Setting Screen.
- 3 Touch **YES** to activate Weekly timer, or touch **NO** to de-activate Weekly timer. The selected key will be highlighted.
- 4 Touch **OK** to complete the setting and return to the Weekly Timer Setting Menu Screen.
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

■ 2. Weekly Timer Copier ON/OFF Time Set

Use this function to set the On/Off times in hours and minutes for each day of the week, or set the collective time for the entire week, i.e., the same On/Off time for each day.



Procedure

- 1 Touch **9. Weekly Timer** on the Key Operator Mode Screen. Enter your 4-digit Weekly timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen.

NOTE:

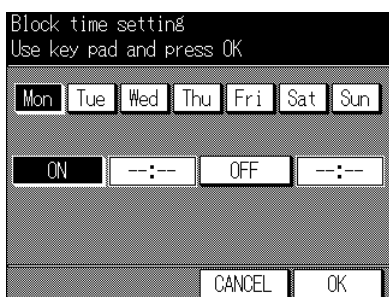
If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

- 2 Touch **2. Weekly timer copier ON/OFF time set** to display the W.T. ON/OFF Time Setting Screen.

[9] Weekly Timer (continued)

- 3 Use the procedure below to set the ON time and OFF time for the desired days of the week.

- (1) Touch **EDIT** to display the W.T. ON/OFF Time Block Setting Screen.



- (2) Touch and highlight the keys of the desired day of the week from Monday through Sunday to set the same ON time and OFF time.
 - (3) Touch **ON** to enter the ON time.
Enter a 2-digit ON-hour (ex. 8 a.m. is 08) and a 2-digit ON-minute (ex. 7 min. is 07) using the keypad on the control panel.
 - (4) Touch **OFF** to enter the OFF time.
Enter a 2-digit OFF-hour (ex. 6 p.m. is 18) and a 2-digit OFF-minute using the keypad on the control panel.

NOTES:

- If ON-time and OFF-time are the same, power will not go on.
- Be sure to enter both ON-time and OFF time.
- Be sure to enter the On/Off time for a day off also, so that you can specify the machine working days on the W.T. Working Day Individual/Collective Setting Screen.

- (5) Touch **OK** to complete the settings and return to the W.T. ON/OFF Time Setting Screen.
 - (6) Confirm the ON-time and OFF-time on the W.T. ON/OFF Time Setting Screen.
- 4 Use the procedure below to delete the ON-time and OFF-time of the day of the week.
 - (1) Use the ▲ Upper arrow and ▼ Lower arrow keys to select the day of the week to be deleted.
 - (2) Touch **DEL**.
 - (3) On-time and OFF-time of the day of the week are deleted and "--:--" are displayed.

NOTE:

On the day of the week with the ON/OFF-time deleted, you can not turn on the power.

- 5 Touch **RETURN** to complete the settings and return to the Weekly Timer Setting Menu Screen.
- 6 Touch **RETURN** to restore the Key Operator Mode Screen.
- 7 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job
Memory

Paper Type

Panel
Contrast

Key Operator
Data

Weekly Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

12
Key Operator
Mode

■ 3. Machine Working Day Individual Set

Use this function to set the On/Off condition of the copier for a given month. Set the On/Off condition for specific days; or collectively, for all Mondays through Sundays of the given month. The default setting is collective: On for Mondays through Saturdays, and Off for Sundays.

Machine working day individual set
Sun Mon Tue Wed Thu Fri Sat

YEAR/MONTH
2001/06

▼ ▲

3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Block Set RETURN

Weekly timer
Block Set

Mon	ON	OFF	Sat	ON	OFF
Tue	ON	OFF	Sun	ON	OFF
Wed	ON	OFF			
Thu	ON	OFF			
Fri	ON	OFF			

CANCEL OK

Procedure

- 1 Touch **9. Weekly Timer** on the Key Operator Mode Screen. Enter your 4-digit Weekly timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen.

NOTE:

If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

- 2 Touch **3. Machine working day individual set** to display the W.T. Working Day Individual Setting Screen.
- 3 Use the procedure below to individually set the timer-active days.
 - (1) Touch the key for the timer-active day to be highlighted.
 - (2) Use the ▲ Upper arrow and ▼ Lower arrow keys to scroll to the desired month.
- 4 Use the procedure below to collectively set the timer-active days by the day of the week.
 - (1) Touch **Block Set** to display the W.T. Working Day Block Setting Screen.
 - (2) To set the Timer action ON, touch **ON** for the desired day.
To set the Timer action OFF, touch **OFF** for the desired day.
If you touch an already-highlighted key, no change will occur.
 - (3) Touch **OK** to complete the settings and return to the W.T. Working Day Individual Setting Screen.

NOTE:

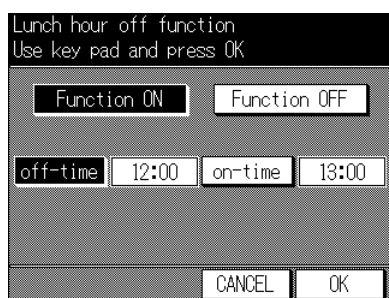
The selected days will be highlighted in black on the W.T. Working Day Individual Setting Screen when restored, however, the working day individual setting has priority so that you can make setting change for each day on that screen, if desired.

- 5 Touch **RETURN** to complete the settings and return to the Weekly Timer Setting Menu Screen.
- 6 Touch **RETURN** to restore the Key Operator Mode Screen.
- 7 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

■ 4. Lunch Hour Off Function

The Weekly timer function turns the copier ON and OFF once a day. Use the Lunch hour off function to shut down power during the lunch break and then turn it on again according the Weekly timer function setting. Only one off-time interval can be programmed.

□ Default setting: Lunch hour off function OFF



Procedure

- 1 Touch **9. Weekly Timer** on the Key Operator Mode Screen. Enter your 4-digit Weekly timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen.

NOTE:

If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

- 2 Touch **4. Lunch hour off function** to display the Lunch Hour Off Setting Screen.
- 3 Use the procedure below to activate Lunch hour off.
 - (1) Touch **Function ON** to highlight it.
 - (2) Touch **off-time**.
Enter a 2-digit off-hour (ex. 9 a.m. is 09) and a 2-digit off-minute (ex. 7 min. is 07) using the keypad on the control panel.
 - (3) Touch **on-time**.
Enter a 2-digit on-hour and a 2-digit on-minute using the keypad on the control panel.
- 4 To de-activate Lunch hour off, touch **Function OFF**. The time setting area will appear grayed out and cannot be selected. The Function OFF setting is the factory default setting.
- 5 Touch **OK** to complete the setting and return to the Weekly Timer Setting Menu Screen.
- 6 Touch **RETURN** to restore the Key Operator Mode Screen.
- 7 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

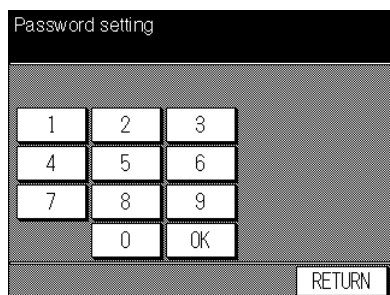
KRDS Host

12
Key Operator Mode

■ 5. Password Setting

Use this password setting mode to establish a 4-digit password requirement for using Timer Interrupt function. The default password of 0000 allows the timer function to be interrupted without the requirement for password entry.

□ Default setting: Timer interrupt password 0000



Procedure

- 1 Touch **9. Weekly Timer** on the Key Operator Mode Screen. Enter your 4-digit Weekly timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen.

NOTE:

If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

- 2 Touch **5. Password setting** to display the W.T. Interrupt Password Setting Screen.
- 3 Input a new 4-digit password using touch panel keypad, and touch **OK** to complete the setting.

NOTE:

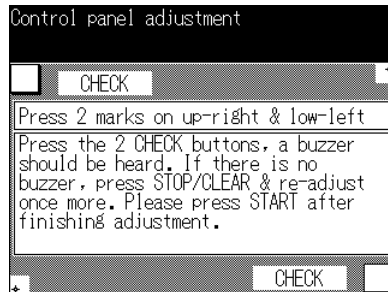
When the password setting is 0000 (factory default setting), timer interrupt can be used simply by pressing the Power switch.

- 4 Touch **RETURN** to restore the Weekly Timer Setting Menu Screen.
- 5 Touch **RETURN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

[10] Touch Panel Adjustment

Use this feature to check the malfunction of the LCD touch screen due to the shift in position of the touch sensor.

- ❑ When the Touch Panel Adjustment Screen does not display in step 2, press one from keypad [0] ~ [9].



Procedure

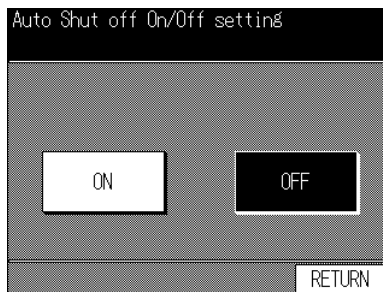
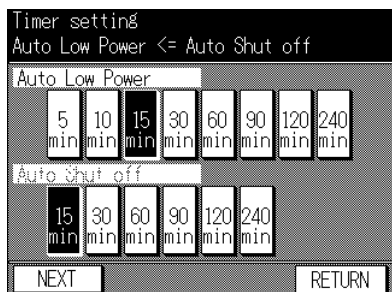
- 1 Touch **10.Touch panel adj** on the Key Operator Mode Screen to display the Touch Panel Adjustment Screen.
- 2 Touch the “+” indication at the upper right and lower left corners on the Control Panel Adjustment Screen. The present coordinates will be displayed in the message area of the screen.
NOTE:
When touching the “+” indications, it is recommended that you use a sharp point such as a pencil to be much more accurate.
- 3 Check that the X coordinate and Y coordinate displayed in the first line of the message area fall within the standard value displayed in the second line.
- 4 Touch the **CHECKs** at the upper left and lower right corners on the screen to check if the buzzer tone functions normally.
- 5 If the coordinates fall out of the range of the standard value in step 3, or the buzzer tone does not sound in step 4, repeat the adjustment procedure from 2 to 4, or contact Konica service centre.
- 6 Press [START] on the control panel to complete the setting.

Key Operator Mode
System Initial
Copier Initial
Preset Key
EKC
Lock Job Memory
Paper Type
Panel Contrast
Key Operator Data
Weekly Timer
Touch Panel Adjustment
Power Save
Memory Switch
List Print
Application Customize
Density Shift
KRDS Host
12 Key Operator Mode

[11] Power Save

Select the interval of time that must elapse before Auto Low Power and Auto Shut Off become activated. Or, select the Auto Shut Off function to On or Off.

- ❑ Default settings: Auto low power; 15 min.
Auto shut off; 15 min.



Procedure

- 1 Touch **11. Power Save** on the Key Operator Mode Screen to display the Power Save Timer Setting Screen.
- 2 Touch the timer key below the “Auto Low Power” indicator to select a specific waiting period before activation of the Auto Low Power function. The default setting is 15min. If the Auto Shut off function is not desired, proceed to step 4. If the “Auto Low Power” indicator light is dim and the timer keys cannot be selected, proceed to step 3.

NOTES:

- The period of time selected for Auto Low Power cannot exceed the Auto Shut Off setting.
- If the same period of time as Auto Shut Off is selected for Auto Low Power, the Auto Shut Off will function instead of Auto Low Power.

- 3 Touch the timer key displayed under the “Auto Shut off” indicator on the Power Save Timer Setting Screen, to select the period of time to wait before activating Auto Shut Off. The default setting is 15 min.

NOTE:

If the period of time selected for Auto Shut Off is shorter than the Auto Low Power setting, the setting for Auto Low Power will be automatically changed to that of the Auto Shut Off setting, and the Auto Low Power indicator light will dim. In this case, Auto Low Power will not function.

- 4 Touch **NEXT** on the Timer Setting Screen to display the Auto Shut Off ON/OFF Setting Screen.
- 5 Touch **ON** to activate Auto Shut Off, or touch **OFF** to de-activate it. The default setting is the ON setting. When OFF is selected, Auto Shut Off will not function and the period of time for Auto Low Power can be selected from 5, 10, 15, 30, 60, 90, 120, and 240min.
- 6 Touch **RETURN** to restore the Key Operator Mode Screen.
- 7 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

[12] Memory Switch

This function allows you to change the Memory Settings listed below. Underlined settings indicate factory settings. See pp. 12-37~12-39 for details on Memory Settings.

SW No.	Item	Setting (default is underlined)
No.01:	Auto reset timer	<u>OFF</u> / 30sec./ 60 sec./ 90 sec./ 120 sec./ 150 sec./ 180 sec./ 210 sec./ 240 sec./ 270 sec./ 300 sec.
No.02:	Auto/reset effect	Full-Auto/ <u>Initial setting</u>
No.03:	Load RADF effect	<u>RADF</u> / RADF + Auto Reset
No.04:	Non Image A. Erase	ON/ <u>APS/AMS only</u>
No.05:	RADF frame erasure	None/ 1 mm/ 2 mm/ <u>3 mm</u> / 4 mm/ 5 mm
No.06:	Auto tray switch	<u>OFF</u> / ON
No.07:	Platen APS	OFF/ <u>ON</u>
No.08:	RADF APS	OFF/ <u>ON</u>
No.09:	ATS/APS (Bypass)	OFF/ <u>ON</u>
No.10:	ATS/APS SW (Tray 1)	OFF/ <u>ON</u>
No.11:	ATS/APS SW (Tray 2)	OFF/ <u>ON</u>
No.12:	ATS/APS SW (Tray 3)	OFF/ <u>ON</u>
No.13:	ATS/APS SW (Tray 4)	OFF/ <u>ON</u>
No.14:	Platen AMS	OFF/ <u>ON</u>
No.15:	RADF AMS	OFF/ <u>ON</u>
No.16:	Staple mode reset	<u>OFF</u> / ON
No.17:	Key click sound	<u>OFF</u> / Low/ High
No.18:	Job memory recall	<u>OFF</u> / ON
No.19:	Sheet insertion	<u>Tray 1</u> / Tray 2/ Tray 3/ Tray 4/ Bypass
No.20:	A5 original type	<u>Landscape</u> / Portrait
No.21:	Rotation	OFF/ ON-Always/ ON-APS/AMS/reduce only/ <u>ON-APS/AMS only</u> / ON-APS only
No.22:	1 SHOT Indication	1 sec./ 2 sec./ <u>3 sec.</u> / 4 sec./ 5 sec.
No.23:	AUTO START	<u>OFF</u> / ON
No.24:	No-printing timer	<u>OFF</u> / 15sec./ 30 sec./ 60 sec./ 90 sec.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job
Memory

Paper Type

Panel
Contrast

Key Operator
Data

Weekly Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

12
Key Operator
Mode

[12] Memory Switch (continued)

Memory SW		
Select one of following items		
Item	Setting	1/3
Auto reset timer	OFF	
AUTO/RESET effect	Full-auto	▲
Load RADF effect	RADF	
Non Image A.Erase	APS/AMS only	
RADF frame erasure	3mm	
Auto tray switch	ON	▼
Platen APS	ON	
RADF APS	ON	
		⬇ ⬆ EDIT RETURN

Memory SW		
Select one of following items		
Item	Setting	2/3
ATS/APS(Bypass)	OFF	
ATS/APS SW(Tray1)	ON	▲
ATS/APS SW(Tray2)	ON	
Platen AMS	ON	
RADF AMS	ON	
Staple mode reset	OFF	▼
Key click sound	OFF	
Job memory recall	OFF	
		⬇ ⬆ EDIT RETURN

Memory SW		
Select one of following items		
Item	Setting	3/3
Sheet insertion	Tray2	
A5 original type	landscape	▲
Rotation	APS/AMS only	
1SHOT Indication	5sec.	
AUTO START	OFF	▼
No-printing timer	OFF	
		⬇ ⬆ EDIT RETURN

Procedure

- 1 Touch **12. Memory SW** on the Key Operator Mode Screen to display the Memory Switch Screen. The Memory Switch Screen can be scrolled to the third screen.
- 2 Use the procedure below to select the desired item and change the setting.
 - (1) Use **▲** Upper arrow and **▼** Lower arrow keys at the lower left on the Memory Switch Screen to scroll the screen.
 - (2) Touch **▲** Upper arrow or **▼** Lower arrow key at the right on the Memory Switch Screen to highlight the desired item.
 - (3) Touch **EDIT** to change the setting of the highlighted item.
 - (4) Repeat above steps (1) to (3) to make several changes in succession.
- 3 Touch **RETURN** to restore the Key Operator Mode Screen.
- 4 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

[12] Memory Switch (continued)

The following functions can be provided by the Memory switch settings.

[1] Auto reset timer

Sets the time interval for the machine to reset to the initial condition.

Options: Off or 30/60/90/120/150/180/210/240/270/300 seconds.

[2] Auto/reset effect

Sets the condition of Copy mode, Copy density, Magnification, and Paper tray selection when the [AUTO RESET] key is pressed.

Options: Full-auto (factory setting) or Initial (key operator setting). Initial is the default setting.

[3] Load RADF effect

Determines how the machine initializes when it is in the platen copy mode (non RADF) and an original is inserted in the RADF feed tray.

Options: RADF and RADF + AUTO/RESET. The RADF option will activate the RADF without resetting any other features. The RADF + AUTO/RESET option will activate the RADF and reset the machine to the features programmed in memory switch #2.

[4] Non Image Area Erase

Establishes how the machine determines the image area of the copy.

Options: ON and APS/AMS only. ON option limits the copy image area to that of the original. The APS/AMS only option limits the copy image area to that of the copy paper sizes and the magnification automatically selected by the machine.

[5] RADF frame erasure

Sets the amount of frame erase when using the RADF.

Options: None, 1mm/ 2mm/ 3mm/ 4mm/ 5mm.

[6] Auto tray switch

During a copy job when ATS is on and multiple paper trays are loaded with the same size paper, the machine will automatically switch to another tray when the initial tray runs out of paper. Refer to memory switches 9 through 13 to activate this feature for each tray.

[7] Platen APS

This feature allows the machine to automatically detect the size of the original placed on the glass and select the same size copy paper. Refer to switches 9 ~ 13 to activate this feature for each tray.

[8] RADF APS

This feature allows the machine to detect the size of the original fed through the RADF. Refer to switches 9 ~ 13 to activate this feature for each tray.

[9] ATS/APS (Bypass)

This setting activates ATS and APS (platen and RADF) for Multi-sheet bypass.

[10] ATS/APS SW (Tray 1)

This setting activates ATS and APS (platen and RADF) for Tray 1.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job
Memory

Paper Type

Panel
Contrast

Key Operator
Data

Weekly Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

KRDS Host

12
Key Operator
Mode

[12] Memory Switch (continued)

[11] ATS/APS SW (Tray 2)

This setting activates ATS and APS (platen and RADF) for Tray 2.

[12] ATS/APS SW (Tray 3)

This setting activates ATS and APS (platen and RADF) for Tray 3.

[13] ATS/APS SW (Tray 4)

This setting activates ATS and APS (platen and RADF) for Tray 4.

[14] Platen AMS

This feature allows the machine to automatically select the proper magnification ratio when copy paper size is selected manually and an original is placed on the platen glass.

[15] RADF AMS

This feature allows the machine to automatically select the proper magnification ratio when copy paper size is selected manually and an original is fed from the RADF.

[16] Staple mode reset

When copying in the sort/staple mode, this setting allows the machine to automatically reset to non-staple mode when the job in progress is completed.

[17] Key click sound

When this feature is Low or High, the machine activates a buzzer sound when the touch sensitive screen is touched or any key is pressed. This confirms the machine recognition of the selection.

[18] Job memory recall

This feature allows the machine to initialize using selections stored in job memory No.15 when the power is turned on or the [AUTO RESET] key is pressed.

NOTE:

This function works only when job memory No.15 is registered.

[19] Sheet insertion

This setting allows selection of tray 1, tray 2, tray 3, tray 4, or Bypass as the source of the inserted sheets.

[20] A5 original type

Selects orientation of A5 size originals.

Options: Landscape or portrait.

[21] Rotation

When turned on the feature allows the machine to automatically rotate an A4 original image to match the manually selected paper size. For example, if an original is placed in the RADF or on the platen glass in the A4R position and the A4 paper size is selected, the machine will rotate the image to fit the A4 paper.

[12] Memory Switch (continued)

[22] 1 SHOT indication time

Determines the duration of messages that are displayed, i.e., 50 SHEETS MAXIMUM IN STAPLE MODE.

Options: 1/ 2/ 3/ 4 or 5 seconds.

[23] AUTO START

This feature allows the machine to start the copying operation as soon as the document feeder/platen cover is closed down over the platen original.

[24] No-printing timer

Set the timer to allow the printing job to start after the last key-touch made for the copying job operation.

During the set time interval, the present copying job has priority over the printing job data transmitted from PC. When this feature is turned off, the machine will start the printing job immediately.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job
Memory

Paper Type

Panel
Contrast

Key Operator
Data

Weekly Timer

Touch Panel
Adjustment

Power Save

Memory
Switch

List Print

Application
Customize

Density Shift

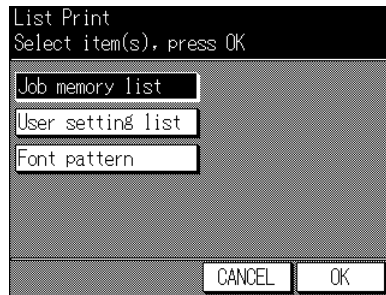
KRDS Host

12
Key Operator
Mode

[13] List Print

Use this function to print out the list selected from the following items.

- Job memory list: Programmed contents of Job memory
- User setting list: Machine informations managed by EKC and home position settings selected by user
- Font pattern: Font patterns used in the machine

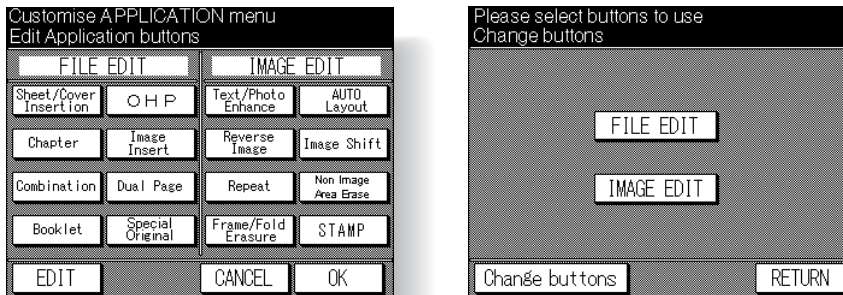


Procedure

- 1 Touch **13. List Print** on the Key Operator Mode Screen to display the List Print Screen.
- 2 Touch **Job memory list**, **User setting list**, or **Font pattern** to highlight it.
- 3 Touch **OK** to print out the desired list.
Press the [STOP/CLEAR] key on the control panel to stop printing.
After completion of printing, the copier will automatically return to the List Print Screen.
When printing other lists, return to step 2.
- 4 Touch **CANCEL** to restore the Key Operator Mode Screen.
- 5 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

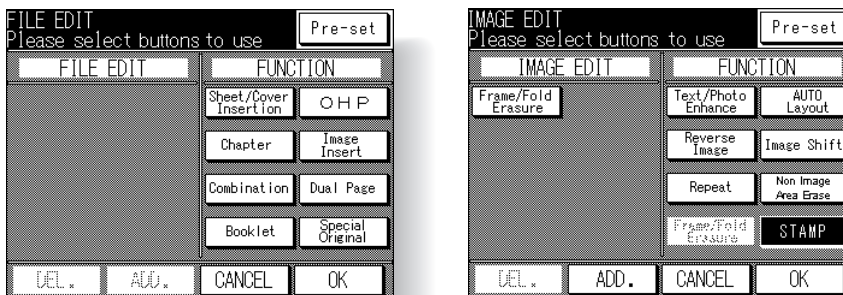
[14] Application Customize

Use this function to rearrange, display, or hide the application keys on the Application Selection Screen.



Procedure

- 1 Touch **14. APPL customize** on the Key Operator Mode Screen to display the Application Customize Screen.
The application function keys currently set are displayed on the screen.
When setting change is desired, touch **EDIT** to display the Item Selection Screen.
- 2 Touch **FILE EDIT** or **IMAGE EDIT**, as desired.



- 3 On the File/Image Edit Customize Screen, touch to highlight the desired application function key on the right, then touch **ADD**. Selected key will move to the left part of the screen, while the key on the right will be dimmed to show inactivity.
- 4 To cancel the selection you made, touch to highlight the desired key on the left, then touch **DEL**. The selected key will disappear.
- 5 Touch **OK** to complete the settings and return to the Item Selection Screen.
Touch another item key, if desired, or touch **Change buttons** to restore the factory setting.
- 6 Touch **RETURN** to restore the Application Customize Screen. Confirm the setting you made on this screen.
- 7 Touch **OK** to restore the Key Operator Mode Screen.
- 8 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job Memory

Paper Type

Panel Contrast

Key Operator Data

Weekly Timer

Touch Panel Adjustment

Power Save

Memory Switch

List Print

Application Customize

Density Shift

KRDS Host

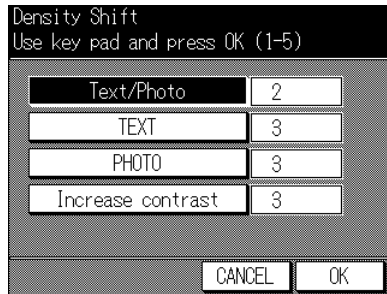
12
Key Operator Mode

[15] Density Shift

Density shift divides each of nine density levels into two levels of lighter and three levels of darker when used in combination with Text/Photo Enhance.

Density shift selection can be made in each of four Text/Photo Enhance modes; Text/Photo (general), Text, Photo, and Increase Contrast.

□ Setting options: Density shift 0/ 1/ 2/ 3 (standard)/ 4/ 5

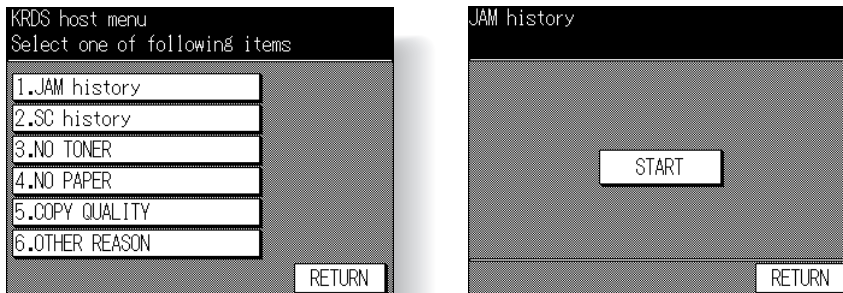


Procedure

- 1 Touch **15. Density Shift** on the Key Operator Mode Screen to display the Density Shift Setting Screen.
- 2 Select the Text/Photo Enhance mode.
Touch **Text/Photo**, **TEXT**, **PHOTO**, or **Increase contrast** to highlight it, then enter the desired density shift (from 0 to 5) using the control panel keypad.
- 3 Touch **OK** to complete the settings and return to the Key Operator Mode Screen.
- 4 If no further changes are required, touch **RETURN** to restore the Basic Screen to perform copying operations.

[16] KRDS Host

When activated, the Remote Diagnostics option is automatically monitored by a Konica service centre. In case of machine trouble, select the KRDS host option. Your service centre will contact you to determine the appropriate means for resolving the problem.



Procedure

- 1 Touch **16. KRDS host** on the Key Operator Mode Screen to display the KRDS Host Menu Screen.
- 2 Touch **1. JAM history**, **2. SC history**, **3. NO TONER**, **4. NO PAPER**, **5. COPY QUALITY**, or **6. OTHER REASON**, as required.
The Start Call Screen will be displayed.
- 3 Touch **START** to call remote service centre.
- 4 Touch **RETURN** to restore the Key Operator Mode Screen.
- 5 Touch **RETURN** to restore the Basic Screen.

Key Operator
Mode

System Initial

Copier Initial

Preset Key

EKC

Lock Job
Memory

Paper Type

Panel
Contrast

Key Operator
Data

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