



KONICA MINOLTA

Giving Shape to Ideas



bizhub 215

User's Guide
Copy Operations



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Introduction

1 Introduction

1.1 Welcome

Thank you for purchasing this machine.

This User's Guide describes the functions, operating instructions, precautions for correct operation, and simple troubleshooting guidelines of this machine. In order to obtain maximum performance from this product and use it effectively, please read this User's Guide as necessary.

1.1.1 User's guides

| User's guide DVD manuals | Overview |
|--|---|
| [Quick Guide Copy/Print/Fax/Scan/Operations] | This manual describes operating procedures and the most frequently used functions to enable you to begin using this machine immediately. This manual describes details on trademarks and copyrights. <ul style="list-style-type: none"> • Trademarks and copyrights |
| [User's Guide Copy Operations] | This manual describes details on copy mode operations and the settings of this machine. <ul style="list-style-type: none"> • Specifications of originals and copy paper • Copy function • Maintaining this machine • Troubleshooting |
| [User's Guide Fax Operations] | This manual describes fax mode operations and settings. <ul style="list-style-type: none"> • G3 fax function • Internet Fax • PC-FAX |
| [User's Guide Print Operations] | This manual describes details on printer functions. <ul style="list-style-type: none"> • Printer function • Setting the printer driver |
| [User's Guide Scan Operations] | This manual describes details on scan functions. <ul style="list-style-type: none"> • Scan Function • Setting the TWAIN/WIA scan driver • Network scan (E-mail TX, FTP TX, and SMB TX) • Scan to USB |
| [User's Guide Network Administrator] | This manual describes details on setting methods for each function using the network connection. <ul style="list-style-type: none"> • Network settings • Settings using PageScope Web Connection |

1.1.2 User's Guide

This User's Guide is intended for users ranging from those using this machine for the first time to administrators.

It describes basic operations, functions that enable more convenient operations, maintenance procedures, simple troubleshooting operations, and various setting methods of this machine.

Note that basic technical knowledge about the product is required to enable users to perform maintenance work or troubleshooting operations. Limit your maintenance and troubleshooting operations to the areas explained in this manual.

Should you experience any problems, please contact our service representative.

1.2 Conventions used in this manual

1.2.1 Symbols used in this manual

Symbols are used in this manual to express various types of information.

The following describes each symbol related to correct and safe usage of this machine.

To use this machine safely

WARNING

- This symbol indicates that a failure to heed the instructions may lead to death or serious injury.

CAUTION

- This symbol indicates that negligence of the instructions may lead to mishandling that may cause injury or property damage.

NOTICE

This symbol indicates a risk that may result in damage to this machine or documents. Follow the instructions to avoid property damage.

Procedural instruction

- ✓ This check mark indicates an option that is required in order to use conditions or functions that are prerequisite for a procedure.

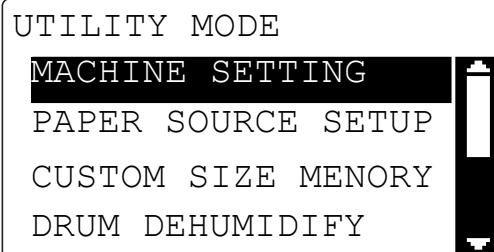
1 This format number "1" represents the first step.

2 This format number represents the order of serial steps.

- This symbol indicates a supplementary explanation of a procedural instruction.

The operation procedures are described using illustrations.

- This symbol indicates transition of the **Display** to access a desired menu item.



This symbol indicates a desired page.



Reference

This symbol indicates a reference.

View the reference as required.

Key symbols

[]

Brackets are used to indicate items on **Display**, key names on the computer screen, or a name of a user guide.

Bold text

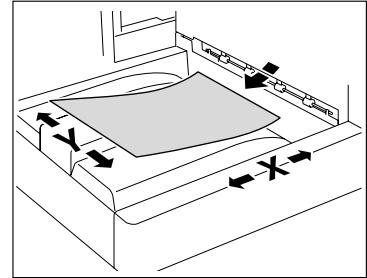
Bold text is used to indicate names of keys, parts, products and options on the **Control Panel**.

1.2.2 Original and paper indications

Original and paper sizes

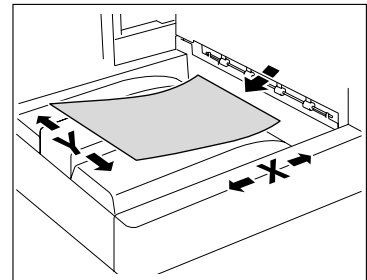
The following explains the indication for originals and paper described in this manual.

When indicating the original or paper size, the Y side represents the width and the X side the length.

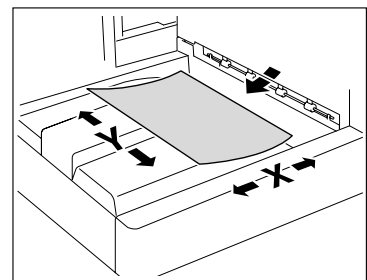


Original and paper indications

☐ indicates the paper size with the length (X) being longer than the width (Y).



☐ indicates the paper size with the length (X) being shorter than the width (Y).

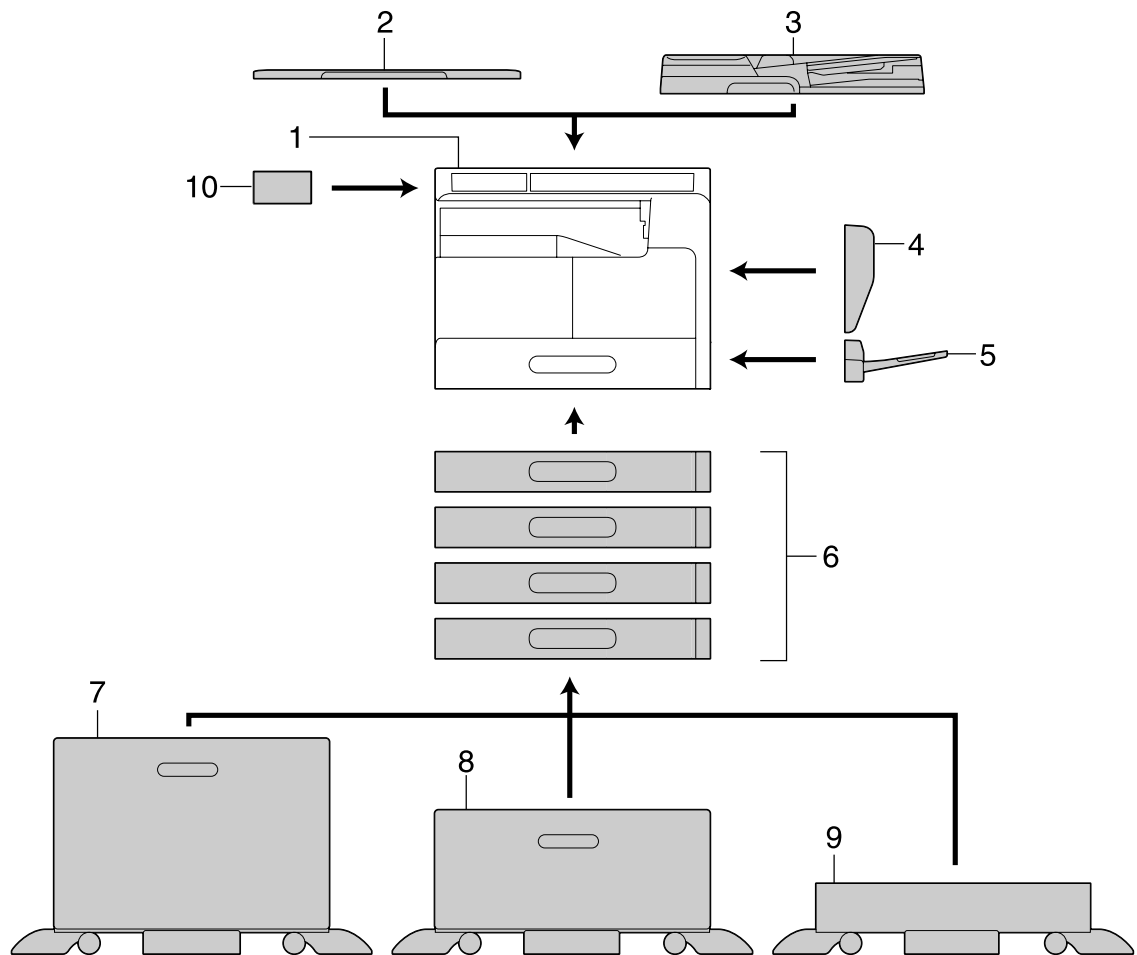


2

Before Using This Machine

2 Before Using This Machine

2.1 Part names and their functions



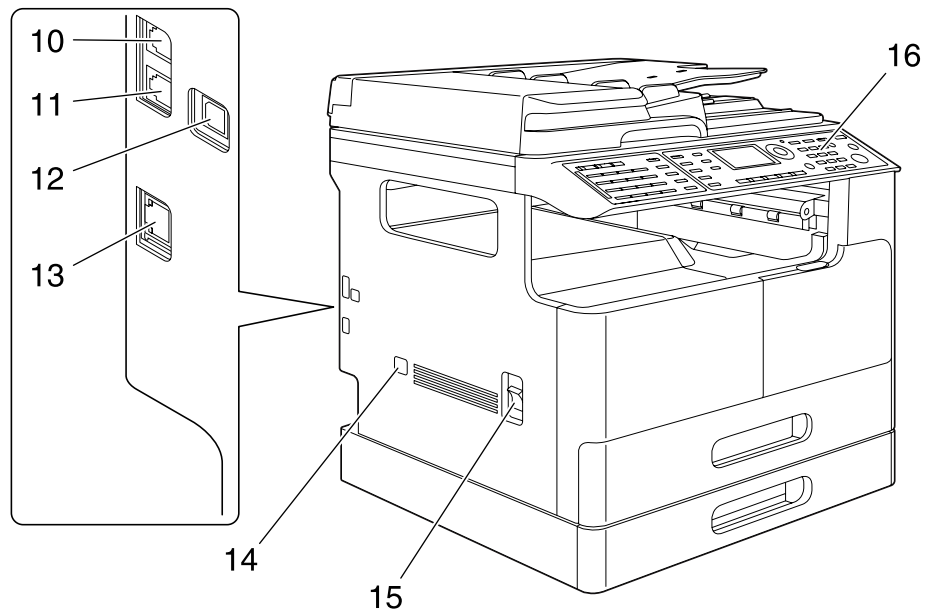
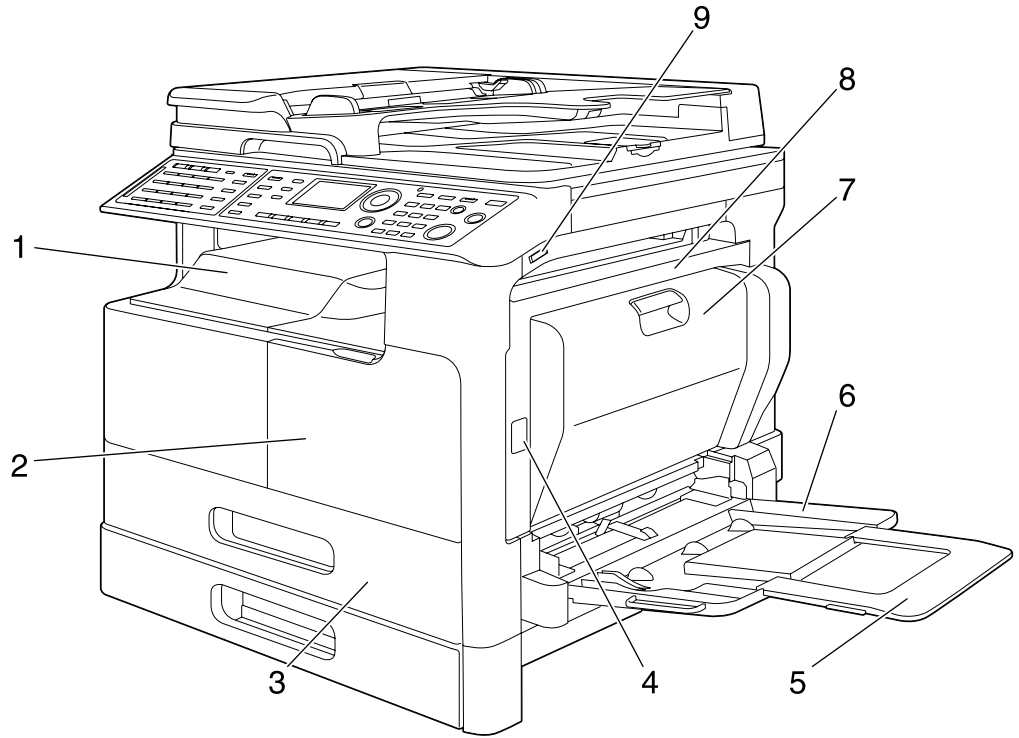
| No. | Name | Description |
|-----|---|---|
| 1 | Main unit | The original is scanned by the scanner section, and the scanned image is printed by the printer section. The main unit is hereinafter referred to as "this machine", "main unit", or bizhub 215 through this manual. |
| 2 | Original Cover OC-512 | Fixes the loaded originals. This unit is hereinafter referred to as the Original Cover through this manual. |
| 3 | Reverse Automatic Document Feeder DF-625 | Automatically feeds and scans originals by page. This unit automatically reverses and scans 2-sided originals. This unit is hereinafter referred to as the ADF through this manual. |
| 4 | Automatic Duplex Unit AD-509 | This unit allows 1- or 2-sided printing from a 2-sided original. |
| 5 | Multi Bypass Tray MB-505 | This is a multi manual paper feed unit that can hold up to 100 sheets. This unit is hereinafter referred to as Bypass Tray . |
| 6 | Paper Feeder Unit PF-507 | Up to 250 sheets can be loaded onto this paper feeder unit. Up to four trays can be added on this machine. The unit is hereinafter referred to as Tray 2/Tray 3/Tray 4/Tray 5 through this manual. |

| No. | Name | Description |
|-----|--|---|
| 7 | Desk DK-706 | This machine can be installed on this desk. By using the desk, you can install this machine on the floor. One tray can be added on this desk. This desk is hereinafter referred to as the Desk through this manual. |
| 8 | Desk DK-707 | This machine can be installed on this desk. By using the desk, you can install this machine on the floor. Up to three trays can be added on this desk. This desk is hereinafter referred to as the Desk through this manual. |
| 9 | Desk DK-708 | This machine can be installed on this desk. By using the desk, you can install this machine on the floor. Up to four trays can be added on this desk. This desk is hereinafter referred to as the Desk through this manual. |
| 10 | Extended Operation Panel MK-733 | An address book registration number and address can be registered or recalled while using fax and scanning functions. |
| 11 | Image Controller IC-209* | This is a built-in printer controller that enables you to; <ul style="list-style-type: none"> • Use this machine as PC printer (PCL). • Scan an original to send its data to a computer or attach it to an E-mail. For details, refer to [User's Guide Print Operations]. |
| 12 | Network Card NC-504* | This is a built-in network card that enables you to; <ul style="list-style-type: none"> • Scan an original to send its data to a computer or attach it to an E-mail. For details, refer to the [User's Guide Network Administrator]. |
| 13 | FAX Kit FK-510* | Allows this machine to function as a fax machine. Alternatively, it allows more telephone lines to be connected. |
| 14 | Mechanical Counter MC-504* | Displays the total number of copied/printed sheets. |

* Indicates a built-in option that is not shown in the figure above.

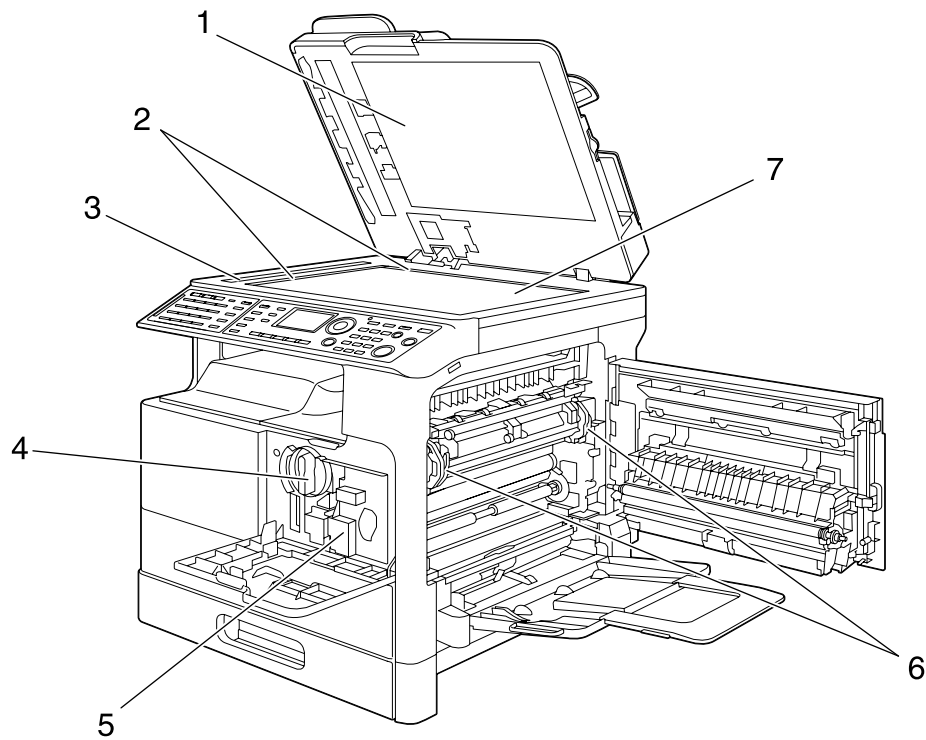
2.2 Main Body

2.2.1 Exterior of the main unit



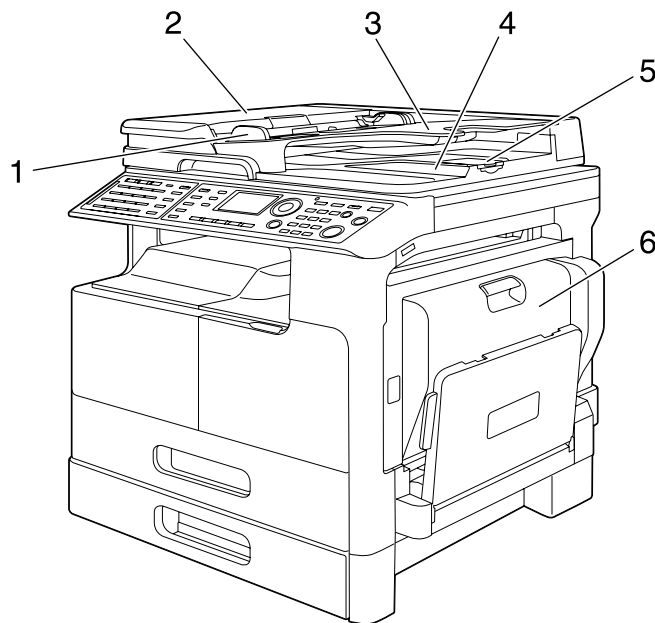
| No. | Name |
|-----|--|
| 1 | Output Tray |
| 2 | Front Cover |
| 3 | Tray1 |
| 4 | 1st Side Cover Release Button |
| 5 | Bypass Tray Extension |
| 6 | Bypass Tray |
| 7 | Auto Duplex Unit |
| 8 | 1st Side Cover |
| 9 | USB Port (Host:Scan to USB) |
| 10 | Jack for connecting a telephone (TEL PORT) |
| 11 | Telephone Jack (LINE PORT) |
| 12 | USB Port (Type B) USB 2.0/1.1 |
| 13 | Network Connector (10 Base-T/100 Base-TX) |
| 14 | Total Counter |
| 15 | Main Power Switch |
| 16 | Control Panel |

2.2.2 Interior of the main unit



| No. | Name |
|-----|---------------------------|
| 1 | Original Pad |
| 2 | Original Scale |
| 3 | Slit Scan Glass |
| 4 | Toner Bottle |
| 5 | Drum Unit |
| 6 | Fusing Unit Release Lever |
| 7 | Original Glass |

2.2.3 Reverse Automatic Document Feeder (Option)/Automatic Duplex Unit (Option)



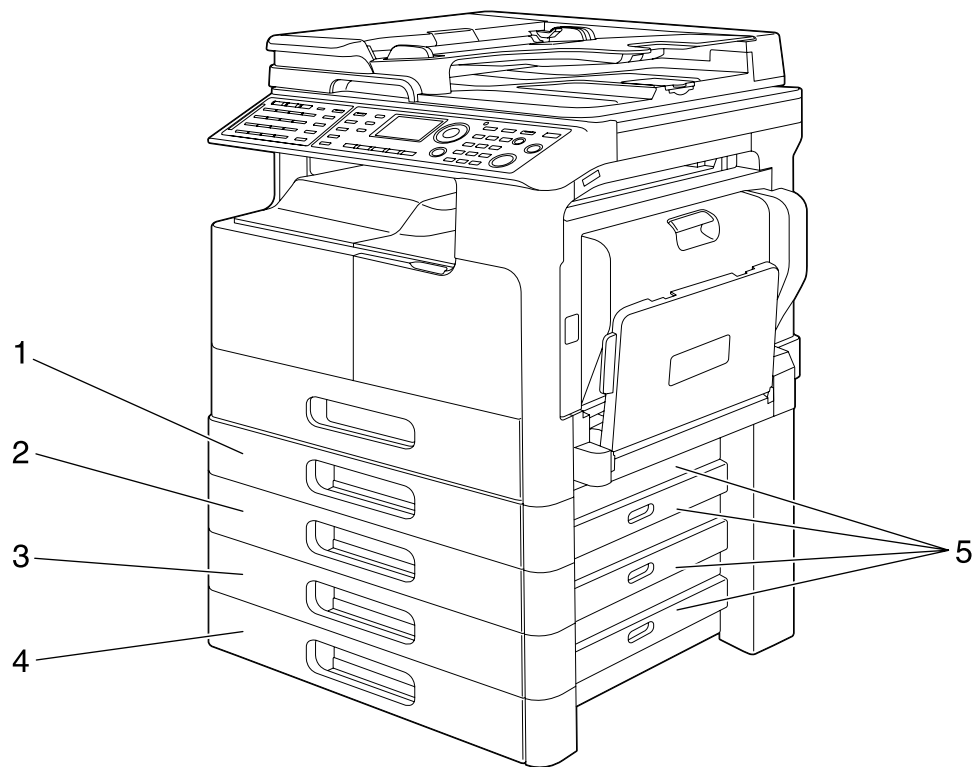
Reverse Automatic Document Feeder

| No. | Name |
|-----|-----------------------|
| 1 | Lateral Guide |
| 2 | Document Feeder Cover |
| 3 | Original Tray |
| 4 | Original Output Tray |
| 5 | Stopper |

Automatic Duplex Unit

| No. | Name |
|-----|--------------|
| 6 | Duplex Cover |

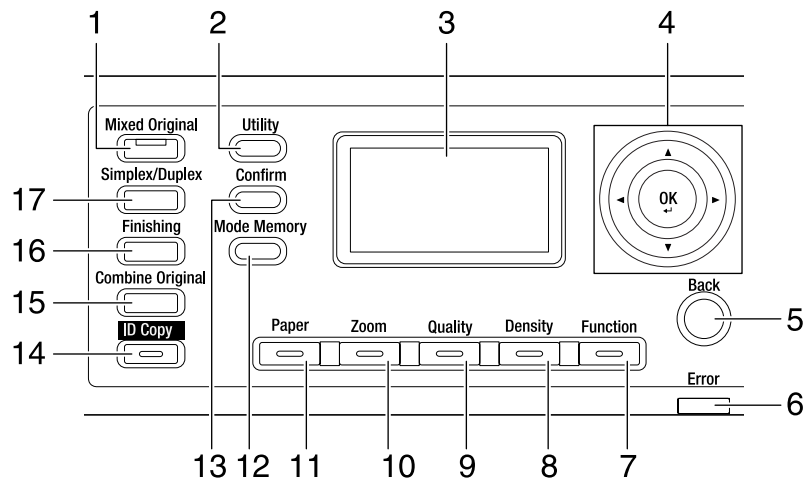
2.2.4 Paper Feeder Unit (Option)



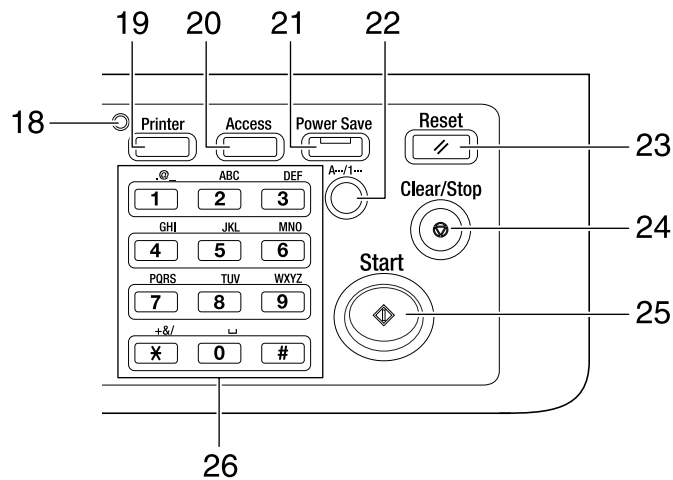
| No. | Name |
|--------|----------------------------|
| 1 to 4 | Tray 2/3/4/5 |
| 5 | 2nd/3rd/4th/5th Side Cover |

2.3 Control Panel

2.3.1 Name and function of each part on the control panel



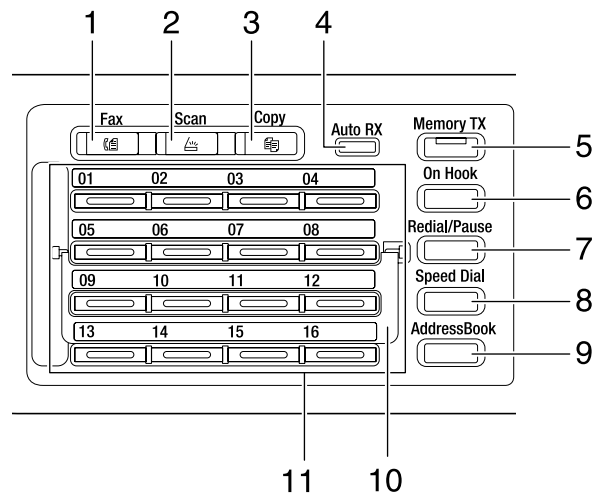
| No. | Name | Functions | Page |
|-----|--------------------------|--|---------|
| 1 | Mixed Original | Press this key to select the mixed original mode. | p. 3-16 |
| 2 | Utility | In the Utility screen, you can configure the following settings: Machine setting, tray setting, custom size registration, user maintenance, administrator setting, copy setting 1, and copy setting 2 | p. 6-3 |
| 3 | Display | This area displays the number of copies, zoom ratio, Utility screen, icons, and error messages. | - |
| 4 | ▲, ▼, ◀, ▶ OK | Use ▲, ▼, ◀, and ▶ to move an option item on the Display or change settings. Press OK to determine settings. | - |
| 5 | Back | Press this key to return to the previous page. | - |
| 6 | Error | This lamp lights up or flashes when an error occurs. | p. 7-5 |
| 7 | Function | Press this key to configure the advanced copy settings such as copying with a binding position. | p. 5-18 |
| 8 | Density | Press this key to select the density with which to scan a copy original. | p. 4-23 |
| 9 | Quality | Press this key to select the image quality of the original from [TEXT], [PHOTO], and [TEXT/PHOTO]. | p. 4-4 |
| 10 | Zoom | Press this key to enlarge or reduce an image in copy mode. | p. 4-20 |
| 11 | Paper | Press this key to select a paper tray to be used. | p. 4-8 |
| 12 | Mode Memory | Press this key to register or recall the configured copy function. | p. 5-20 |
| 13 | Confirm | Press this key to confirm the counter or communication result, or print out a report. | p. 4-24 |
| 14 | ID Copy | Press this key to copy the contents of the front and back sides of a card-size original such as a driver's license, on one sheet. | p. 5-10 |
| 15 | Combine Original | Press this key to copy a multi-page original on one sheet. | p. 5-8 |
| 16 | Finishing | Press this key to select the copy finishing mode. | p. 5-5 |
| 17 | Simplex/Duplex | Press this key to use the 1-Sided or 2-Sided printing function. | p. 5-6 |



| No. | Name | Functions | Page |
|-----|--------------------------|---|-------------------|
| 18 | Printer Indicator | Lights up green when the machine is in the printer mode. | - |
| 19 | Printer | Press this key to use the printer mode. For details, refer to [User's Guide Print Operations]. | - |
| 20 | Access | Press this key to use account track. | p. 5-11 |
| 21 | Power Save | Press this key to switch to sleep mode. | p. 2-20 |
| 22 | A.../1... | Press this key to switch between numerals and letters you enter from the Keypad . | - |
| 23 | Reset | <ul style="list-style-type: none"> Press this key to reset all settings you entered on the Control Panel. (Excluding the registered settings) Erases the jobs you are currently configuring. | - |
| 24 | Clear/Stop | <ul style="list-style-type: none"> Press this key to clear the digit your are currently entering. Stops continuous copy operations. Stops PC printing. | p. 4-7 |
| 25 | Start | <ul style="list-style-type: none"> Starts a copy operation. Pressing this key in the warm-up state starts the Next Copy Job function. Lights up blue when the machine is ready to accept a copy job, and lights up orange when the machine is not ready to start a copy operation. | p. 4-3 p. 2-19 |
| 26 | Keypad | <ul style="list-style-type: none"> Specify the number of copies. Enter various settings. | - |

2.3.2 Extended Operation Panel MK-733 (Option)

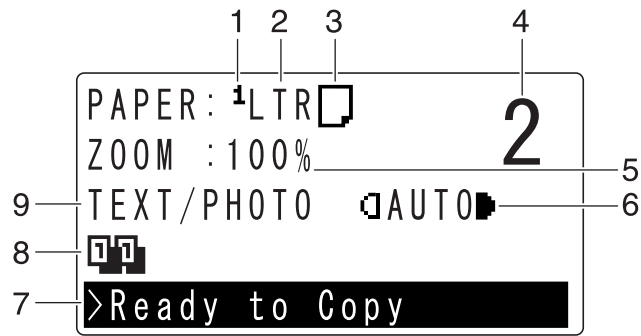
For details on using **Extended Operation Panel MK-733**, refer to [User's Guide Fax Operations] or [User's Guide Network Scan Operations].



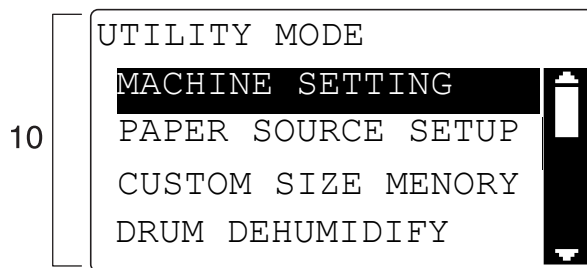
| No. | Name | Functions | Page |
|-----|---------------------------|--|------|
| 1 | Fax | Press this key to switch to the fax mode. The lamp lights up green when the machine is in the fax mode. | - |
| 2 | Scan | Press this key to switch to the scan mode. The lamp lights up green when the machine is in the scan mode. (This function is only available when Network Card NC-504 or Image Controller IC-209 is installed.) | - |
| 3 | Copy | Press this key to switch to copy mode. The lamp lights up green when the machine is in copy mode. | - |
| 4 | Auto RX Indicator | Lights up green when the machine is set in Auto RX mode. | - |
| 5 | Memory TX | Press this key to configure a memory transmission. This lamp lights up green when the Memory TX mode is set to ON. | - |
| 6 | On Hook | Press this key to set the machine in the state where the phone is taken off the hook. Repressing this key returns to the state to hang up. | - |
| 7 | Redial/Pause | <ul style="list-style-type: none"> Press this key to redial the last recipient you called. This function is available during the wait time to make a call from an extension line to an external line, or to receive information from an information service. | - |
| 8 | Speed Dial | Press this key to dial a fax number that has been pre-registered in the speed dial. | - |
| 9 | AddressBook | Press this key to display the information registered in the one-touch dial, group dial, and speed dial. | - |
| 10 | Switching Plate | Use this plate to switch One-Touch Dial Key numbers. When the Switching Plate is closed downward, one-touch dial keys 01 to 16 are available. When it is opened upward, one-touch dial keys 17 to 32 are available. | - |
| 11 | One-Touch Dial Key | <ul style="list-style-type: none"> Press this key to dial a pre-registered destination. Use keys 01 to 32 to configure one-touch dial key and group dial settings. Use keys 29 to 32 to configure program dial settings. | - |

2.3.3 Display message

















































Copy mode screen



















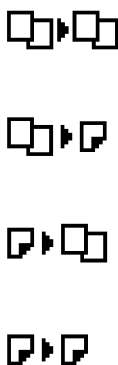
Utility screen



| No. | Display message | Description | |
|-----|-----------------|-----------------------------------|--|
| 1 | Paper Tray | Displays the selected paper tray. | |
| | | 1 | Indicates that Tray1 is selected. |
| | | 2 | Indicates that Tray2 is selected. |
| | | 3 | Indicates that Tray3 is selected. |
| | | 4 | Indicates that Tray4 is selected. |
| | | 5 | Indicates that Tray5 is selected. |
| | | [Tray 6 icon] | Indicates that Bypass Tray is selected. |
| 2 | Paper size | Displays the selected paper size. | |
| | | [X/Y] | Indicates that custom size paper is set. |

| No. | Display message | Description | | | | | | | | | | | | | | | | |
|--|--|---|--|---|--|--|--|---|--|--|--|--|--|---|--|--|--|--|
| 3 | Paper type | <p data-bbox="842 197 1203 232">Displays the selected paper type.</p> <table border="1" data-bbox="560 232 1442 1713"> <tbody> <tr> <td data-bbox="560 232 826 421">   </td> <td data-bbox="826 232 1442 421"> <p data-bbox="842 241 1251 277">Indicates that Plain Paper is selected.</p> </td> </tr> <tr> <td data-bbox="560 421 826 600">   </td> <td data-bbox="826 421 1442 600"> <p data-bbox="842 430 1299 465">Indicates that Recycled Paper is selected.</p> </td> </tr> <tr> <td data-bbox="560 600 826 779">   </td> <td data-bbox="826 600 1442 779"> <p data-bbox="842 609 1283 645">Indicates that Special Paper is selected.</p> </td> </tr> <tr> <td data-bbox="560 779 826 981">   </td> <td data-bbox="826 779 1442 981"> <p data-bbox="842 788 1299 824">Indicates that Single Side Only is selected.</p> </td> </tr> <tr> <td data-bbox="560 981 826 1169">   </td> <td data-bbox="826 981 1442 1169"> <p data-bbox="842 990 1203 1025">Indicates that Thick 1 is selected.</p> </td> </tr> <tr> <td data-bbox="560 1169 826 1348">   </td> <td data-bbox="826 1169 1442 1348"> <p data-bbox="842 1178 1203 1214">Indicates that Thick 2 is selected.</p> </td> </tr> <tr> <td data-bbox="560 1348 826 1527">   </td> <td data-bbox="826 1348 1442 1527"> <p data-bbox="842 1357 1267 1393">Indicates that Transparency is selected.</p> </td> </tr> <tr> <td data-bbox="560 1527 826 1713">   </td> <td data-bbox="826 1527 1442 1713"> <p data-bbox="842 1536 1219 1572">Indicates that Envelope is selected.</p> </td> </tr> </tbody> </table> |   | <p data-bbox="842 241 1251 277">Indicates that Plain Paper is selected.</p> |   | <p data-bbox="842 430 1299 465">Indicates that Recycled Paper is selected.</p> |   | <p data-bbox="842 609 1283 645">Indicates that Special Paper is selected.</p> |   | <p data-bbox="842 788 1299 824">Indicates that Single Side Only is selected.</p> |   | <p data-bbox="842 990 1203 1025">Indicates that Thick 1 is selected.</p> |   | <p data-bbox="842 1178 1203 1214">Indicates that Thick 2 is selected.</p> |   | <p data-bbox="842 1357 1267 1393">Indicates that Transparency is selected.</p> |   | <p data-bbox="842 1536 1219 1572">Indicates that Envelope is selected.</p> |
|   | <p data-bbox="842 241 1251 277">Indicates that Plain Paper is selected.</p> | | | | | | | | | | | | | | | | | |
|   | <p data-bbox="842 430 1299 465">Indicates that Recycled Paper is selected.</p> | | | | | | | | | | | | | | | | | |
|   | <p data-bbox="842 609 1283 645">Indicates that Special Paper is selected.</p> | | | | | | | | | | | | | | | | | |
|   | <p data-bbox="842 788 1299 824">Indicates that Single Side Only is selected.</p> | | | | | | | | | | | | | | | | | |
|   | <p data-bbox="842 990 1203 1025">Indicates that Thick 1 is selected.</p> | | | | | | | | | | | | | | | | | |
|   | <p data-bbox="842 1178 1203 1214">Indicates that Thick 2 is selected.</p> | | | | | | | | | | | | | | | | | |
|   | <p data-bbox="842 1357 1267 1393">Indicates that Transparency is selected.</p> | | | | | | | | | | | | | | | | | |
|   | <p data-bbox="842 1536 1219 1572">Indicates that Envelope is selected.</p> | | | | | | | | | | | | | | | | | |

| No. | Display message | Description |
|-----|--|--|
| |         | <p>Indicates that Duplex 2nd Side and Plain Paper are selected.</p> <p>Indicates that Duplex 2nd Side and Thick 1 are selected.</p> <p>Indicates that Duplex 2nd Side and Thick 2 are selected.</p> <p>Indicates that Duplex 2nd Side and Recycled Paper are selected.</p> |
| 4 | Number of Copies | Displays the number of copies. 1 to 999 can be set. |
| 5 | Zoom | Displays the specified zoom ratio. |
| | Auto | Indicates that Auto Zoom is selected. The most appropriate zoom ratio is automatically selected based on the size of the loaded original and the specified paper size. |
| | 100% | Indicates that Full size (100%) is selected. Copies data in the same size as the original. |
| | [X/Y] | Indicates that X/Y Variable Zoom Ratio is selected. Copies data with different zoom ratios in the vertical and horizontal directions. |
| 6 | Copy Density | Displays the copy density setting status you have specified at copy density setting. If [MANUAL] is selected, the density is displayed on a level one to nine on the copy mode screen. |
| 7 | Message display | Displays the status of this machine and the status of the PC printing in copy mode. |

| No. | Display message | Description |
|-----|---|--|
| 8 | Icons representing functions | <p>The specified status is displayed with an icon.</p> <p>The uppermost and lowermost icons indicate that 2in1 is selected and the middle icon indicates that 4in1 is selected.</p> <p>Indicates that Book Separation is selected.</p> <p>Indicates that Erase is selected.</p> <p>The upper icon indicates that Sort is selected. The lower icon indicates that Group is selected.</p> <p>Indicates that ID Copy is selected.</p> <p>Indicates that Page Margin is selected.</p> <p>Indicates that Neg./Pos. Reverse is selected.</p> <p>Indicates that Stamp is selected.</p> <p>Simplex/Duplex is selected.</p> |
| |  | |
| |  | |
| |  | |
| |  | |
| |  | |
| |  | |
| |  | |
| |  | |
| |  | |

| No. | Display message | Description | | | | | | |
|------------|--|------------------------------------|---|-------|---|------|--|--|
| 9 | Original Type <table border="1" data-bbox="560 237 826 786"> <tr> <td data-bbox="560 237 826 412">Text/Photo</td> <td data-bbox="826 237 1442 412"> <p>Indicates that the Text/Photo Quality is selected. Select this mode to copy printed originals containing both text and images, such as newspapers and magazines.</p> <p>You can select this setting in combination with the Auto Density mode.</p> </td> </tr> <tr> <td data-bbox="560 412 826 586">Photo</td> <td data-bbox="826 412 1442 586"> <p>Indicates that Photo Quality is selected. Select this mode to copy printed originals, such as pamphlets and catalogs. Select this setting to produce better reproductions of halftone original images (photographs, etc.) that cannot be reproduced with Text Quality.</p> </td> </tr> <tr> <td data-bbox="560 586 826 786">Text</td> <td data-bbox="826 586 1442 786"> <p>Indicates that Text Quality is selected. Select this mode when copying documents containing only text. The edges of copied text are reproduced with sharpness, providing an image that is easy to read.</p> <p>You can select this setting in combination with the Auto Density mode.</p> </td> </tr> </table> | Text/Photo | <p>Indicates that the Text/Photo Quality is selected. Select this mode to copy printed originals containing both text and images, such as newspapers and magazines.</p> <p>You can select this setting in combination with the Auto Density mode.</p> | Photo | <p>Indicates that Photo Quality is selected. Select this mode to copy printed originals, such as pamphlets and catalogs. Select this setting to produce better reproductions of halftone original images (photographs, etc.) that cannot be reproduced with Text Quality.</p> | Text | <p>Indicates that Text Quality is selected. Select this mode when copying documents containing only text. The edges of copied text are reproduced with sharpness, providing an image that is easy to read.</p> <p>You can select this setting in combination with the Auto Density mode.</p> | <p>Displays the image quality setting of the original.</p> |
| Text/Photo | <p>Indicates that the Text/Photo Quality is selected. Select this mode to copy printed originals containing both text and images, such as newspapers and magazines.</p> <p>You can select this setting in combination with the Auto Density mode.</p> | | | | | | | |
| Photo | <p>Indicates that Photo Quality is selected. Select this mode to copy printed originals, such as pamphlets and catalogs. Select this setting to produce better reproductions of halftone original images (photographs, etc.) that cannot be reproduced with Text Quality.</p> | | | | | | | |
| Text | <p>Indicates that Text Quality is selected. Select this mode when copying documents containing only text. The edges of copied text are reproduced with sharpness, providing an image that is easy to read.</p> <p>You can select this setting in combination with the Auto Density mode.</p> | | | | | | | |
| 10 | Mode or function | Displays setting menus or options. | | | | | | |

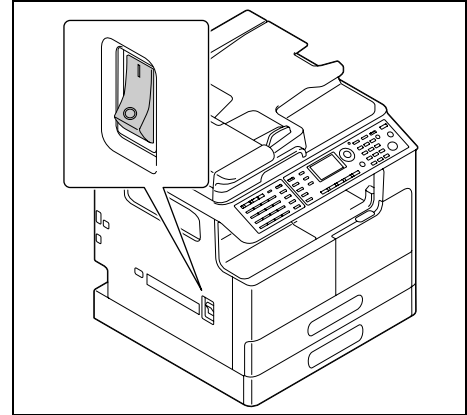
2.4 Power

2.4.1 Turning on the power

Tips

- The warm up time is 15 seconds at room temperature of 23°C.
- You can program the next copy job even during warm up. For details, refer to page 2-19.

Press the | side of **Main Power Switch**.



The indicator on **Start** lights up in orange and [PLEASE WAIT!] is displayed on the **Display**.

After that, the indicator on **Start** lights up in blue and [Warming Up] is displayed on the **Display**.

2.4.2 Turning off the power

- 1 Confirm that all jobs have finished.
- 2 Press the ○ side of **Main Power Switch**.

2.4.3 Initial mode

The setting when this machine is turned on or reset is referred to as "initial mode". The initial mode is used as a basic mode to perform all operations.

Copy mode

- Number of copies: 1
- Copy density: Auto
- Zoom ratio: Full size (100%)
- Paper: Auto Paper
- Finishing: Non-sort



Reference

The initial mode can be changed in the Utility screen. For details, refer to page 6-3.

2.4.4 Auto Panel Reset

This function returns you to the initial mode when the specified time has elapsed after copying is finished or the user paused operations of this machine. (The factory default is [1min].)



Reference

The time period until the auto panel reset function is enabled can be set to 30 seconds or between one and five minutes. The auto panel reset function can be disabled. For details, refer to page 6-5.

2.4.5 Sleep mode

Sleep mode causes this machine to enter power-saving mode instead of turning off the power.

In sleep mode, **Power Save** lights up in green and the **Display** on the **Control Panel** turns off.

Conditions to cause this machine to enter sleep mode

- When **Power Save** is pressed
- When the specified time has elapsed after the user paused operations of this machine (The factory default is [15min])

Tips

- If the auto shut time function is enabled even in the sleep mode, the power of this machine turns off. The auto shut time function is available only in areas that use metric.



Reference

The time period until sleep mode is enabled can be set between 1 and 240 minutes. For details, refer to page 6-6.

2.4.6 Auto shut time

This function turns off the power to save power when the specified period of time has elapsed after the user stopped using this machine. (The factory default is [180min].)



Reference

The time until the auto shut time function is turned off automatically can be set between 15 and 240 minutes. For details, refer to page 6-6.

2.4.7 Next Copy Job

This function reserves the next copy job by loading the original when [Warming Up] is displayed on the **Display** and **Start** is pressed.

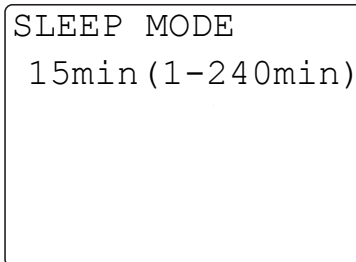
When Warming Up disappears, scanning of the loaded original starts to perform copy operation.

2.5 Saving electricity

When you want to save electricity for power saving, it is convenient to use the sleep mode or the auto shut time function.

2.5.1 Setting sleep mode

- 1 Press the **Utility** key.
The Utility screen appears.
- 2 Use **▲▼** to select [MACHINE SETTING], then press **OK**.
The machine setting screen appears.
- 3 Use **▲▼**, to select [SLEEP MODE], then press **OK**.
- 4 Enter time until the function is enabled using the **Keypad**, then press **OK**.



SLEEP MODE
15min (1-240min)

Tips

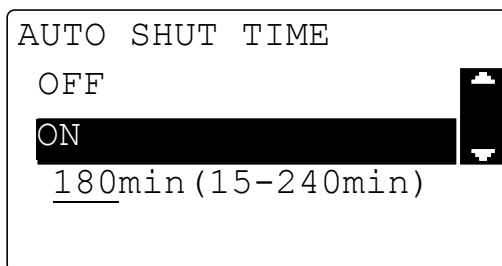
- Timer setting can be configured between one and 240 minutes.
- To correct the value, press **Clear/Stop**.

2.5.2 Specifying the auto shut time

Tips

- To specify the auto shut time, the display auto shut setting must be enabled in Administrator Settings. For details, refer to page 6-6 and page 6-19.

- 1 Press **Utility**.
The Utility screen appears.
- 2 Use ▲▼ to select [MACHINE SETTING], then press **OK**.
The machine setting screen appears.
- 3 Use ▲▼ to select [AUTO SHUT TIME], then press **OK**.
- 4 Use ▲▼ to select [ON], then enter the time required to enable the function using the **Keypad**.



If the auto shut time is already specified, the currently specified time is displayed.

- 5 Press **OK**.

Tips

- The timer can be specified to be between 15 and 240 minutes.
- To correct the numeric value, press **Clear/Stop**.

A large, bold, black number '3' is centered within a gray square. The square is positioned to the left of the text 'Before Making Copies'.

Before Making Copies

3 Before Making Copies

3.1 Paper

Use paper that meets the conditions shown in the table below.

3.1.1 Paper type

| Paper type | Plain paper | Thick 1 | Thick 2 | Recycled paper |
|----------------------------------|---|---|--|---|
| Basic weight (g/m ²) | 17 lb to 23-15/16 lb (64 to 90 g/m ²) | 24-3/16 lb to 31-15/16 lb (91 to 120 g/m ²) | 32-3/16 lb to 41-3/4 lb (121 to 157 g/m ²) | 17 lb to 23-15/16 lb (64 to 90 g/m ²) |
| Paper source/ Others | | | | |
| Bypass Tray | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Tray1 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Tray2 | <input type="radio"/> | - | - | <input type="radio"/> |
| Tray3 | <input type="radio"/> | - | - | <input type="radio"/> |
| Tray4 | <input type="radio"/> | - | - | <input type="radio"/> |
| Tray5 | <input type="radio"/> | - | - | <input type="radio"/> |

| Paper type | Special paper | |
|-------------------------|-----------------------|-----------------------|
| | Transparency | Envelope |
| Paper source/ Others | | |
| Bypass Tray | <input type="radio"/> | <input type="radio"/> |
| Tray1 | <input type="radio"/> | <input type="radio"/> |
| Tray2 | - | - |
| Tray3 | - | - |
| Tray4 | - | - |
| Tray5 | - | - |

: Loadable

-: Not loadable

Tips





















- Tray2/Tray3/Tray4/Tray5/Bypass Tray are optional.

3.1.2 Paper size

Custom size paper

| Paper source | Paper width | Paper length |
|--------------------|---|--|
| Bypass Tray | 3-9/16 to 11-11/16 inches (90 mm to 297 mm) | 5-1/2 inches to 17 inches (140 mm to 432 mm) |
| Tray1 | 3-9/16 to 11-11/16 inches (90 mm to 297 mm) | 5-1/2 inches to 17 inches (140 mm to 432 mm) |
| Tray2 | 7-3/16 to 11-11/16 inches (182 mm to 297 mm) | 7-3/16 inches to 17 inches (182 mm to 432 mm) |
| Tray3 | 7-3/16 to 11-11/16 inches (182 mm to 297 mm) | 7-3/16 inches to 17 inches (182 mm to 432 mm) |
| Tray4 | 7-3/16 to 11-11/16 inches (182 mm to 297 mm) | 7-3/16 inches to 17 inches (182 mm to 432 mm) |
| Tray5 | 7-3/16 to 11-11/16 inches (182 mm to 297 mm) | 7-3/16 inches to 17 inches (182 mm to 432 mm) |

Standard paper

| Paper size Paper source/ Others | 11x17  A3  | 8-1/2x 14  B4  LGL  | 8-1/2x 11  A4  LTR  | 8-1/2x 11  A4  LTR  | B5  | B5  | 5-1/2x 8-1/2  A5  INV  | 5-1/2x 8-1/2  A5  INV  | A6 Card  |
|---------------------------------------|---|---|---|---|--|--|--|--|--|
| Bypass Tray | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Tray1 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Tray2 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | - | - | - |
| Tray3 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | - | - | - |
| Tray4 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | - | - | - |
| Tray5 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | - | - | - |

: Loadable

-: Not loadable

Tips

- **Tray2/Tray3/Tray4/Tray5/Bypass Tray** are optional.

3.1.3 Loadable number of sheets

| Paper type | Plain paper | Thick 1 | Thick 2 | Recycled paper |
|----------------------------------|---|---|--|---|
| Basic weight (g/m ²) | 17 lb to 23-15/16 lb (64 to 90 g/m ²) | 24-3/16 lb to 31-15/16 lb (91 to 120 g/m ²) | 32-3/16 lb to 41-3/4 lb (121 to 157 g/m ²) | 17 lb to 23-15/16 lb (64 to 90 g/m ²) |
| Paper source/Others | | | | |
| Bypass Tray | 100 sheets | 20 sheets | 20 sheets | 100 sheets |
| Tray1 | 250 sheets | 20 sheets | 20 sheets | 250 sheets |
| Tray2 | 250 sheets | - | - | 250 sheets |
| Tray3 | 250 sheets | - | - | 250 sheets |
| Tray4 | 250 sheets | - | - | 250 sheets |
| Tray5 | 250 sheets | - | - | 250 sheets |

| Paper type | Special paper | |
|---------------------|---------------|-----------|
| | Transparency | Envelope |
| Paper source/Others | | |
| Bypass Tray | 10 sheets | 10 sheets |
| Tray1 | 10 sheets | 10 sheets |
| Tray2 | - | - |
| Tray3 | - | - |
| Tray4 | - | - |
| Tray5 | - | - |

-: Not loadable

Tips

- **Tray2/Tray3/Tray4/Tray5/Bypass Tray** are optional.

3.1.4 Precautions for using paper

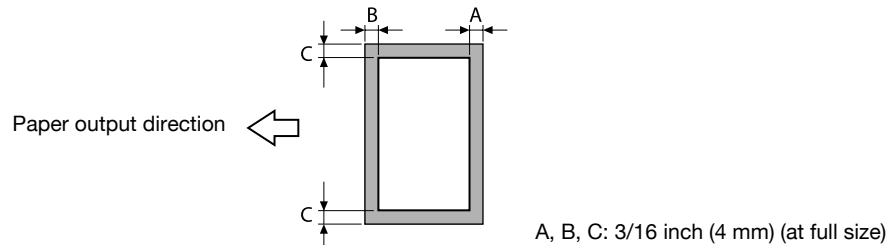
Do not use the following types of paper. Not observing these precautions may lead to reduced print quality, a paper jam or a damage to the machine.

- OHP transparencies that have already been fed through the machine (even if they are still blank)
- Paper that has been printed on with a heat-transfer printer or an inkjet printer
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Damp paper, perforated paper, or paper with punched holes
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Treated paper such as carbon-backed paper, thermal paper, pressure-sensitive paper, or iron-on transfer paper
- Paper that has been decorated with foil or embossing
- Paper of a non-standard shape (paper that is not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc., attached

3.2 Image copy/printing area

Note that images within the following areas cannot be copied or printed.

- Area between the bottom edge of the paper and 3/16 inches (4 mm) away from the bottom edge of the paper (full size) (A)
- Area between the top edge of the paper and 3/16 inches (4 mm) away from the top edge of the paper (full size) (B)
- Area between the edge of the paper and 3/16 inches (4 mm) away from the edge of the paper (full size) (C)



Reference

If documents are printed from the computer or if an optional **Image Controller IC-209** is installed, refer to [User's Guide Print Operations].

3.3 Storing paper

Handle paper by following the precautions below.

- Do not store paper in the following locations.
 - Location subject to direct sunlight
 - Location near open flames
 - Humid locations
 - Dusty locations
- Once paper is taken out of a packet, put it in a plastic bag and be sure to store it in a cool and dark location.
- Do not place paper within reach of infants or children.

3.4 Loading paper

This section describes how to load paper into each paper tray.

For the types of paper to be used, refer to page 8-3.

3.4.1 Loading paper into Tray1

1 Pull out Tray1.

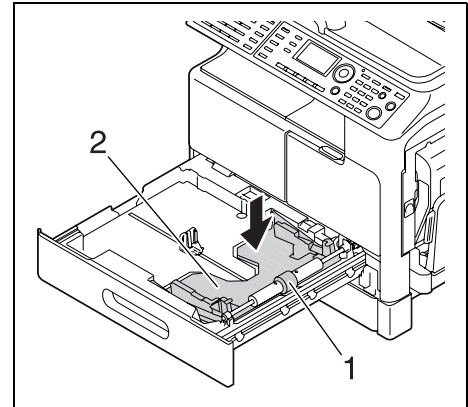
1. Paper take-up roller

NOTICE

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

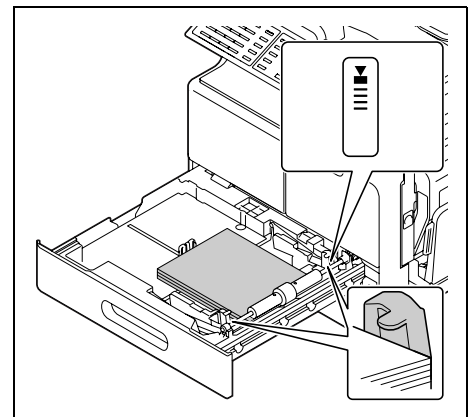
2 Press down the lifter plate until it "clicks" into position.

2. Lifter plate



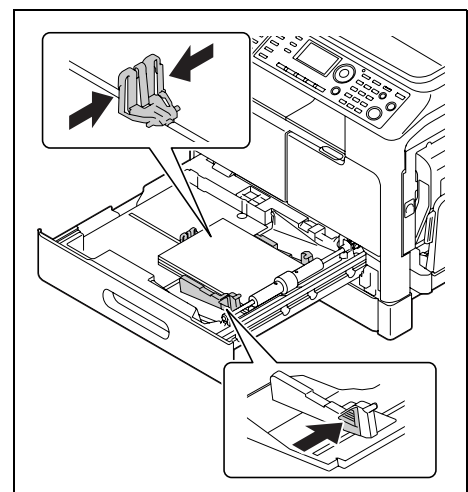
3 Load paper.

→ Be sure to load the paper below the tab, so that the stack height does not exceed the ▼ mark.



4 Adjust the lateral guide to the size of the paper.

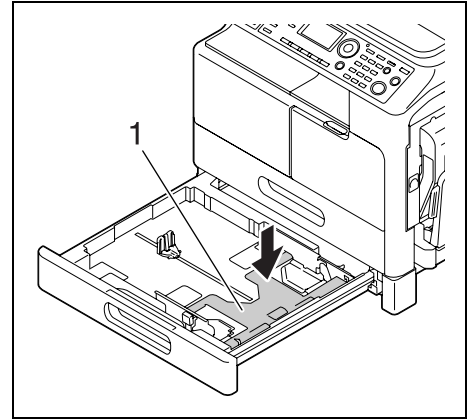
→ Push the lateral guide firmly up against the edges of the paper.



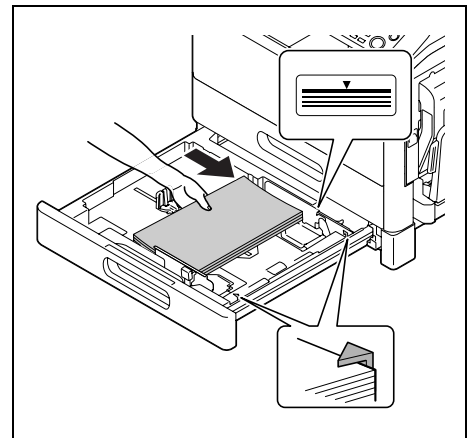
5 Reset the tray.

3.4.2 Loading paper to Tray2/Tray3/Tray4/Tray5

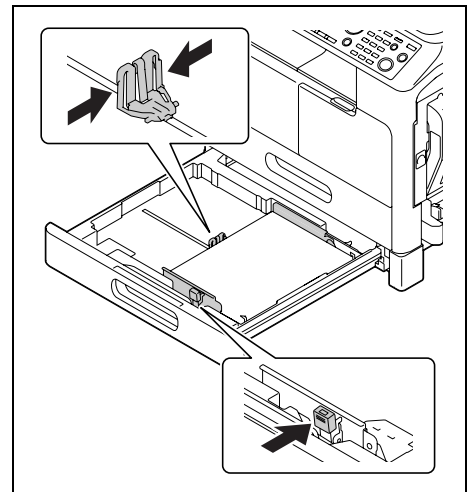
- 1 Pull out the tray.
- 2 Press down the lifter plate until it "clicks" into position.
1. Lifter plate



- 3 Load paper.
→ Be sure to load the paper below the tab, so that the stack height does not exceed the ▼ mark.



- 4 Adjust the lateral guide to the size of the paper.
→ Push the lateral guide firmly up against the edges of the paper.



- 5 Reset the tray.

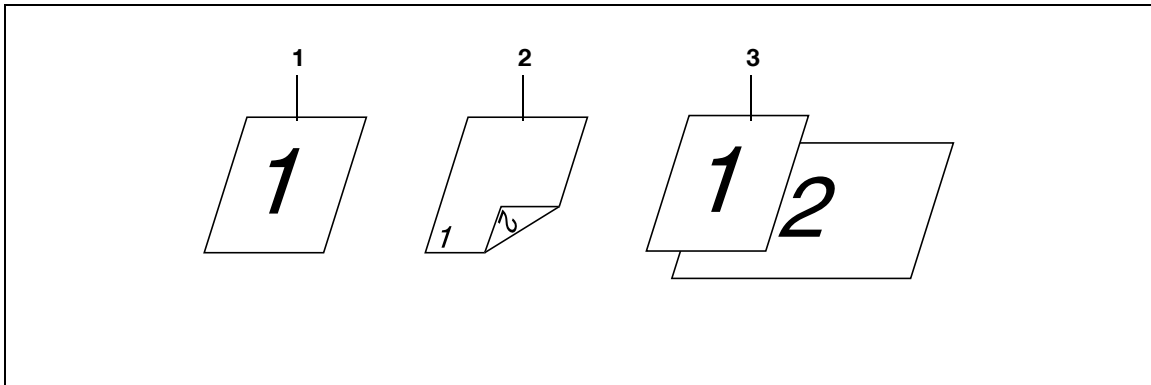
3.5 Original

3.5.1 Using ADF

The **ADF** is a device that scans multiple original pages while feeding out them one by one, and automatically outputs scanned pages. To benefit from the more efficient functions of this machine, use the appropriate original.

Using an inappropriate original will likely cause jamming and/or spoiling of the original or machine failure.

3.5.2 Original type



1. 1-sided original
2. 2-sided original
3. Mixed original

| Original loading method | Original type | Original Size |
|--|---|--|
| When using the ADF : | <ol style="list-style-type: none"> 1. 1-sided original (9-5/16 lb to 34-1/16 lb (35 g/m² to 128 g/m²)) 2. 2-sided original (13-5/16 lb to 34-1/16 lb (50 g/m² to 128 g/m²)) 3. Mixed original (13-5/16 lb to 34-1/16 lb (50 g/m² to 128 g/m²)) | 11 × 17□ to 5-1/2 × 8-1/2□/□ (A3□ to A5□/□) Original width: 3-9/16 inches to 11-11/16 inches (90 mm to 297 mm) Original length: 8-1/2 inches to 17 inches (215.9 mm to 431.8 mm) In the mixed original mode, the following combinations are available. 11 × 17□ (A3□) and 8-1/2 × 11□ (A4□) 8-1/2 × 11□ (A4□) and 5-1/2 × 8-1/2□ (A5□) 8-1/2 × 14□ (B4□) and 5-1/2 × 8-1/2□ (B5□) |
| When using the Original Glass : | Highly translucent or transparent original, book original, three-dimensional objects Max. weight: 4-7/16 lb (2 kg) | 11 × 17□ to 5-1/2 × 8-1/2□/□ (A3□ to A5□/□) Original width: Max. 11-11/16 inches (297 mm) Original length: Max. 17 inches (431.8 mm) |

3.5.3 Precautions on originals

The following types of originals should not be loaded into the ADF. If loaded, paper may be jammed or the original may be damaged.

- Wrinkled, folded, curled, or torn originals
- Highly translucent or transparent originals, such as OHP transparencies or diazo photosensitive paper
- Coated originals such as carbon-backed paper
- Original of which the basic weight is less than 35 g/m² or greater than 128 g/m².
- Originals that are bound, for example, with staples or paper clips
- Originals that are bound in a book or booklet form
- Originals with pages bound together with glue
- Originals with pages that have had cutouts removed or are cutouts
- Label sheets
- Offset printing masters
- Originals with binder holes
- Originals that have just been printed with this machine
- Photographic paper
- Glossy original such as gloss-coated paper

Tips

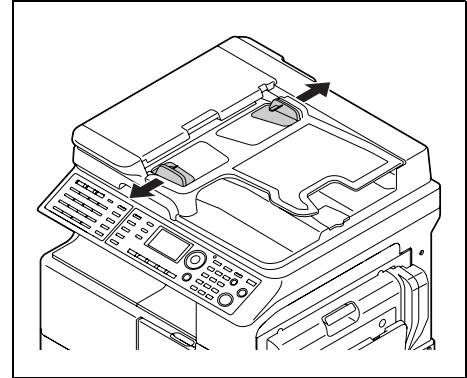
- When you set the original of custom size on the **Original Glass**, you cannot use the Auto Paper and Auto Zoom functions. If you set the original of custom size, press **Paper** to select paper used for copying or press **Zoom** to select the zoom ratio. For details, refer to page 4-20.

3.6 Loading the original

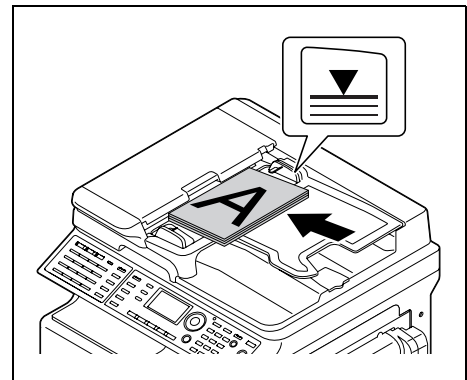
The original loading methods are classified into two types: loading the original into the **ADF** and setting the original on the **Original Glass**. Load the original using the method appropriate for the type of original being used.

3.6.1 Loading the original into the ADF

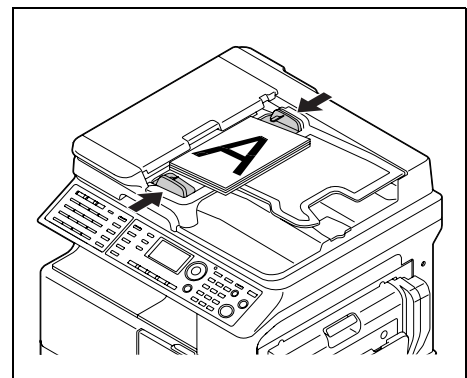
- 1 Open **Lateral Guide**.



- 2 Load the original with the side you want to copy facing up.
 - Do not load more than 70 sheets into the ADF at a time, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so will likely cause jamming or spoiling of the original, or machine failure.



- 3 Adjust the **Lateral Guide** to the original size.
 - If the original is not loaded correctly, it may not be fed in straight.



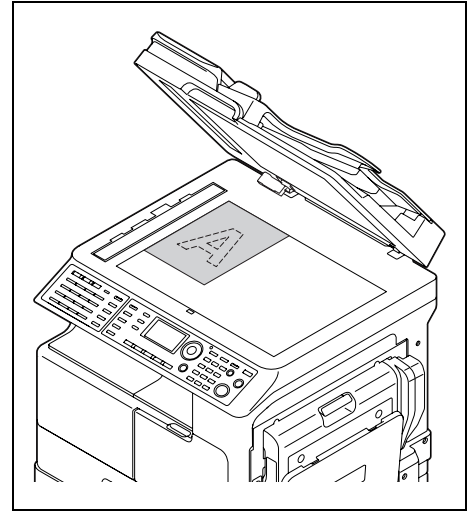
Tips

- If you load the original with two sides into the **ADF**, the front and back side of the original are inversely scanned automatically. For details on how to copy a 2-sided original, refer to page 5-6.

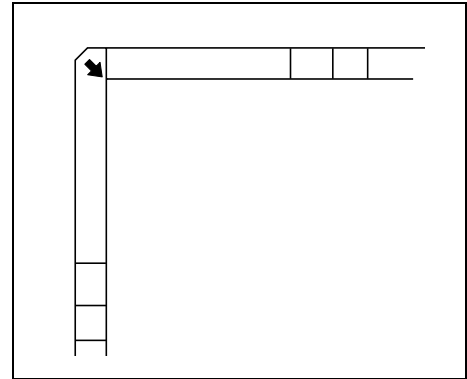
3.6.2 Setting the original on the Original Glass

When loading plain paper or paper that is not appropriate for the **ADF**, follow the below procedure.

- 1 Open the **ADF**.
- 2 Set the original with the side you want to copy facing down.



- Set the original along the **Original Scale** on the left and at the top of the **Original Glass**.



- 3 Gently close the **ADF**.

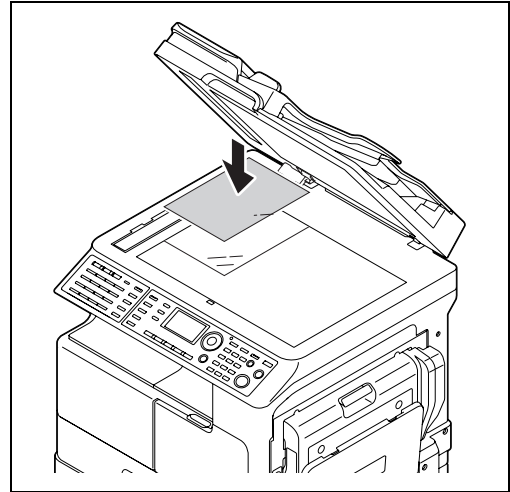
Tips

- You can copy the 2-sided original by setting it on the **Original Glass**. For details on how to copy a 2-sided original, refer to page 5-6.

3.6.3 Loading the highly translucent or transparent original

When you set the highly translucent or transparent original, such as OHP transparencies, tracing paper, and diazo photosensitive paper, follow the below procedure.

- 1 Open the **ADF**.
- 2 Set the original with the side you want to copy facing down.
→ Set the original along the **Original Scale** on the left and at the top of the **Original Glass**.
- 3 Place a blank sheet of paper that is the same size as the original over the original.



- 4 Gently close the **ADF**.

3.6.4 Setting the book original

When setting the bound two-page spread original, follow the below procedure.


For details on the book separation copy, refer to page 5-12.

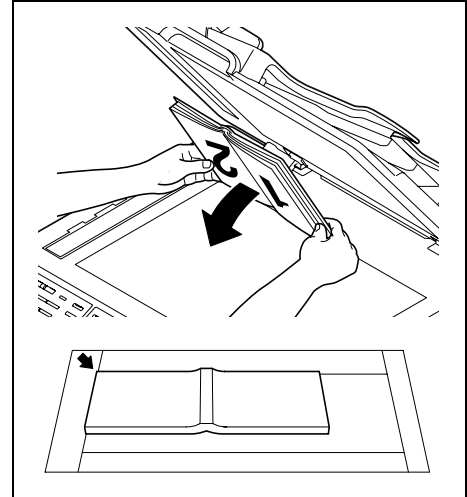
NOTICE


*Do not place an original weighing more than 4-7/16 lb (2 kg) on the **Original Glass**. Furthermore, do not exert strong pressure to press down on a book or any other form of original that has to be spread out on the original glass. Otherwise, the machine may be damaged or a failure may occur.*

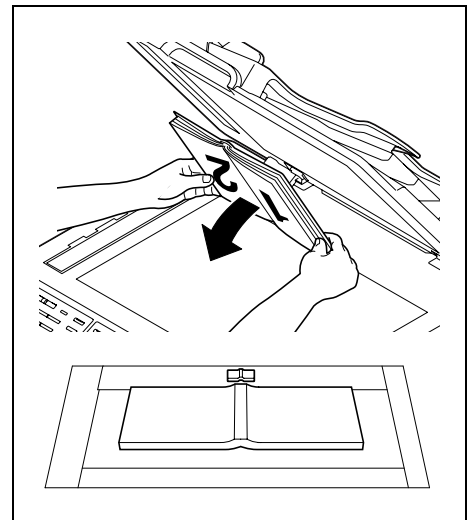
1 Open the **ADF**.

2 Set the book original onto the **Original Glass**.

- For the original spread over two facing pages, align it with the  (arrow) mark on the back-left corner of the **Original Scale**.



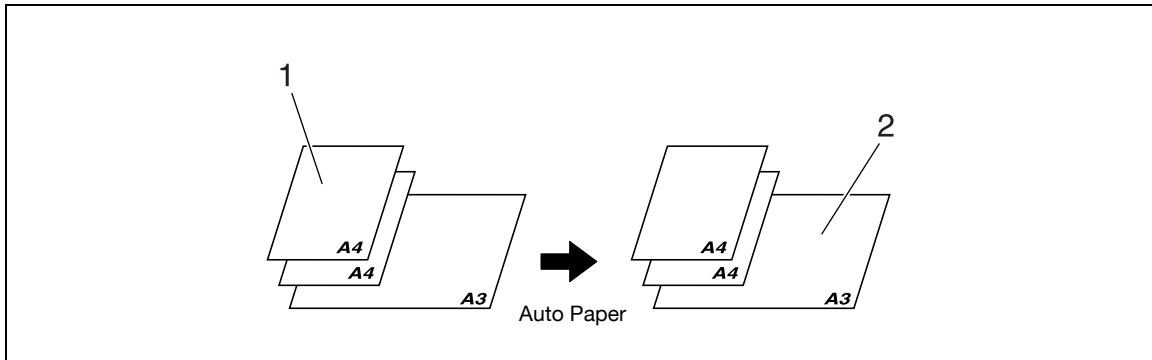
- For book separation copy, place the top part (upper part) of the original at the back side, and align the center of the book original with  mark of the **Original Scale** at the back.



3 Gently close the **ADF**.

3.6.5 Setting originals of different sizes (Mixed Original)

Mixed Original is a function to set originals of different sizes (1 shown in the illustration below) into the **ADF** and make copies (2 shown in the figure below) at a time.



1. Originals

2. Copies

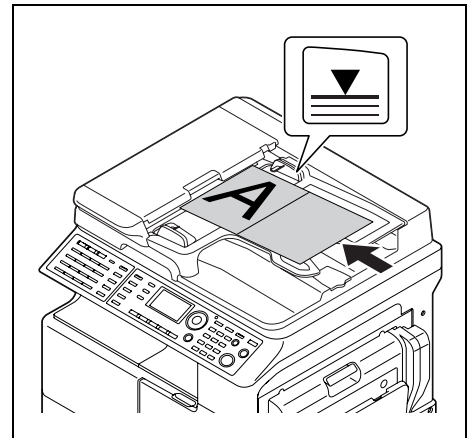
Tips

- The Mixed Original function is only available for originals of the same width. The following shows combinations of originals.
 - 11 × 17 (A3) and 8-1/2 × 11 (A4)
 - 8-1/2 × 11 (A4) and 5-1/2 × 8-1/2 (A5)
 - 8-1/2 × 14 (B4) and 5-1/2 × 8-1/2 (B5)

1 Open **Lateral Guide**.

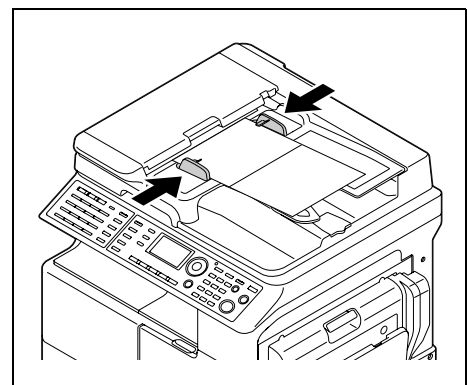
2 Load the original with the side you want to copy facing up.

- Do not load more than 70 sheets into the ADF at a time, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so will likely cause jamming or spoiling of the original, or machine failure.



3 Adjust the **Lateral Guide** to the original size.

- If the original is not loaded correctly, it may not be fed in straight.

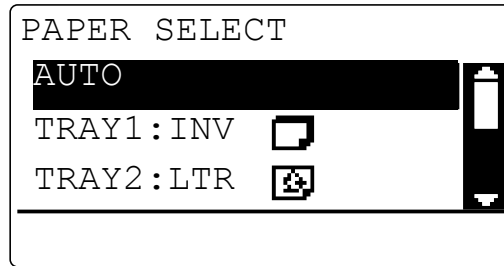


4 Press **Mixed Original**.

Mixed Original lights up.

5 Press **Paper**.

- 6 Use ▲▼ to select [AUTO], then press **OK**.



The screen returns to the basic screen.

→ Confirm that [AUTO] appears in the first line of the **Display** of this machine.

- 7 Press the **Start** key.

Tips

- The mixed original setting, the auto zoom setting, 1side → 2side copy setting, the book separation copy setting, ID copy setting, 2 in 1/4 in 1 copy setting cannot be set at the same time.

4

Making Copies

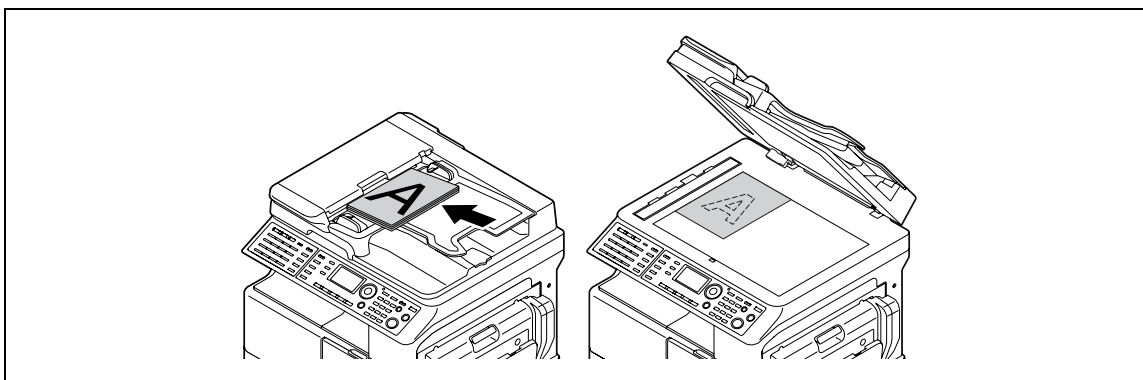
4 Making Copies

4.1 Copy

This section describes basic procedures for loading and copying an original.

4.1.1 Basic copying method

- 1 Load the original.
 - For details on how to load the original, refer to page 3-12.



- 2 Configure required settings on the **Control Panel**.
 - For details on the basic functions, refer to page 4-3.
 - For details on the Application, refer to page 5-3.
- 3 Set the number of copies on the **Keypad**,
 - Set the number of copies in the range from 1 to 999.
 - Press **Clear/Stop** to clear the number of copies you have set.
- 4 Press the **Start** key.

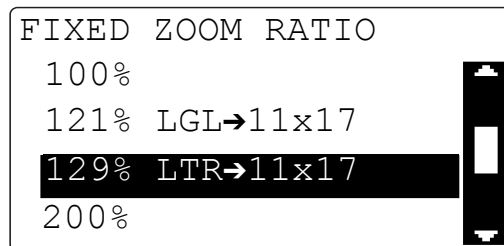
Copying begins.

 - To stop the copy operation being performed, press **Clear/Stop**.
 - For details on stopping copying, refer to page 4-7.

4.1.2 Reducing or enlarging a standard size original to a different standard size

As an example, this section describes procedures for making copies by enlarging a LTR size original to fit 11× 17 size paper.

- 1 Load the original.
→ For details on how to load the original, refer to page 3-12.
- 2 Press **Zoom**.
- 3 Use ▲▼ to select [FIXED], then press **OK**.
- 4 Use ▲▼ to select [129% LTR → 11 × 17], then press **OK**.
The screen returns to the basic screen.



- 5 Confirm the size of paper for copying.
→ If [AUTO] appears, confirm that sheets of 11 × 17 size are loaded in the tray.
→ If [AUTO] does not appear, press **Paper** to select the tray in which sheets of 11 × 17 size are loaded.
→ For details on how to select the tray, refer to page 4-8.
- 6 Configure other desired settings.
→ For details on the basic functions, refer to page 4-3.
→ For details on the Application, refer to page 5-3.
- 7 Press the **Start** key.

4.1.3 Specifying the image quality to fit the original

If you specify [TEXT/PHOTO], [TEXT], or [PHOTO] to fit the original to be copied, you can copy the original with clarity.

- 1 Load the original.
→ For details on how to load the original, refer to page 3-12.
- 2 Press the **Quality** key.
- 3 Use ▲▼ to select [TEXT/PHOTO], [TEXT], or [PHOTO], then press **OK**.
The screen returns to the basic screen.
- 4 Configure other desired settings.
→ For details on the basic functions, refer to page 4-3.
→ For details on the Application, refer to page 5-3.
- 5 Press the **Start** key.

4.1.4 Specifying the density

- 1 Load the original.
→ For details on how to load the original, refer to page 3-12.
- 2 Press the **Density** key.
- 3 Use ▲▼ to select [AUTO] or [MANUAL].
→ If you select [AUTO], press **OK**.
→ If you select [MANUAL], use ◀▶ to select a density from nine levels, then press **OK**.



The screen returns to the basic screen.

- 4 Configure other desired settings.
→ For details on the basic functions, refer to page 4-3.
→ For details on the Application, refer to page 5-3.

- 5 Press the **Start** key.

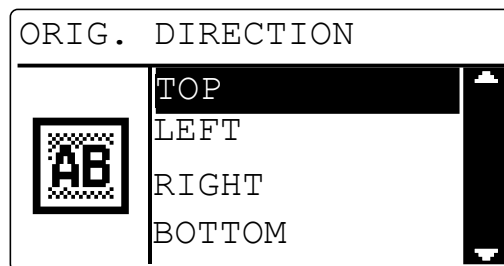
Tips

- You cannot specify the automatic density control and the [PHOTO] image quality setting at the same time.

4.1.5 Setting the original direction

Set the orientation of the original loaded into the **ADF** or placed on the **Original Glass**. Otherwise, part of the images on the original may not be printed.

- 1 Load the original.
→ For details on how to load the original, refer to page 3-12.
- 2 Press **Simplex/Duplex**.
A screen for specifying the 2-sided copy appears.
- 3 Use ▲▼ to select [ORIG. DIRECT].
- 4 Press ►. The screen for specifying the original direction is displayed.
- 5 Use ▲▼ to select [TOP], [LEFT], [RIGHT], or [BOTTOM], then press **OK**.



The screen returns to the basic screen.

- 6 Configure other desired settings.
→ For details on the basic functions, refer to page 4-3.
→ For details on the Application, refer to page 5-3.
- 7 Use the **Keypad** to specify the number of copies, then press **Start**.

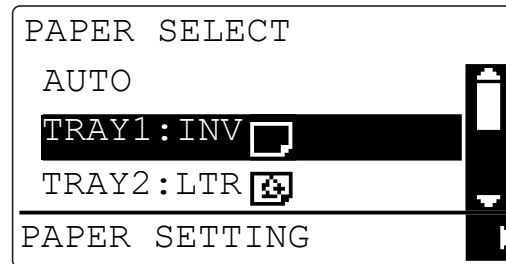
4.2 Stopping, restarting, or erasing the copy job

To interrupt the copy operation being performed, follow the below procedure.

- 1 Configure the copy settings and press **Start**.
Copying begins.
- 2 Press **Clear/Stop** when copying operations were being carried out.
The [Please wait] message appears and the job stops.
 - To restart the stopped job, select [NO], then press **OK**.
 - To erase the stopped job, select [YES], then press **OK**.

4.3 Selecting the tray

- 1 Load the original.
→ For details on how to load the original, refer to page 3-12.
- 2 Select **Paper**.
- 3 Use ▲▼ to select [AUTO] or one of the trays, then press **OK**.
The screen returns to the basic screen.



- By selecting [TRAY1] and pressing ►, you can specify the size, unit, and type of paper.
- By selecting one of the trays from [TRAY2] to [TRAY5] and pressing ►, you can specify the unit of the paper size and paper type.

- 4 Configure other desired settings.
→ For details on the basic functions, refer to page 4-3.
→ For details on the Application, refer to page 5-3.
- 5 Press the **Start** key.

Tips

- If [NO SUITABLE PAPER] appears on the **Display** after you select [AUTO] and press **Start**, appropriate paper is not loaded in the tray. Load paper of the appropriate size or select one of the trays, then press **Start** again.
- The auto zoom setting and the auto paper setting, the manual zoom setting, the book separation copy setting, or the ID copy setting cannot be selected at the same time.

4.3.1 Auto tray change function

If the currently selected tray has run out of paper during copying or printing, this function automatically switches to another tray to continue copying or printing.

The auto tray change function operates when a tray other than the currently selected tray meets the following conditions.

- When paper of the same size as that of the paper in the currently selected tray is loaded
- When paper of the same type as that of the paper in the currently selected tray is loaded
- When paper is loaded in the same orientation as that of the paper in the currently selected tray
- The type of paper loaded in each tray is [PLAIN], [RECYCLE], or [1-SIDE]
- By using the **Bypass Tray** and **Tray2/Tray3/Tray4/Tray5**, you can continuously copy or print a large number of documents. To continuously copy or print a large number of documents, set the same conditions above for all trays and load paper into them.
- If all trays have run out of paper, replenish paper according to the on-screen instructions. Even if you load paper to a tray other than the tray displayed on the screen, copy or print operations may not restart.

4.3.2 Tray selection order by tray change function

When the auto tray change function operates, the trays are selected in the following priority sequence.

- **Tray1** ▶▶ **Tray2** ▶▶ **Tray3** ▶▶ **Tray4** ▶▶ **Tray5** ▶▶ **Bypass Tray**

Tips

- If **Tray1** or the **Bypass Tray** is set to Special Paper (Transparency), the auto tray change function does not apply to the tray. For details on how to set special paper, refer to page 4-15 or page 6-12.
- When a priority tray is set in the Utility menu, that tray is given priority. For details on the setting procedure, refer to page 6-24.

4.4 Manually making copies

When making copies on paper of a size not loaded in the tray or making copies on special paper such as OHP transparencies, envelopes, and thick paper, use the **Bypass Tray**.

The bypass tray can be used to make a copy only when the optional **Multi Bypass Tray MB-505** is installed.

4.4.1 Paper type and number of sheets of paper available for the Bypass Tray

Type:

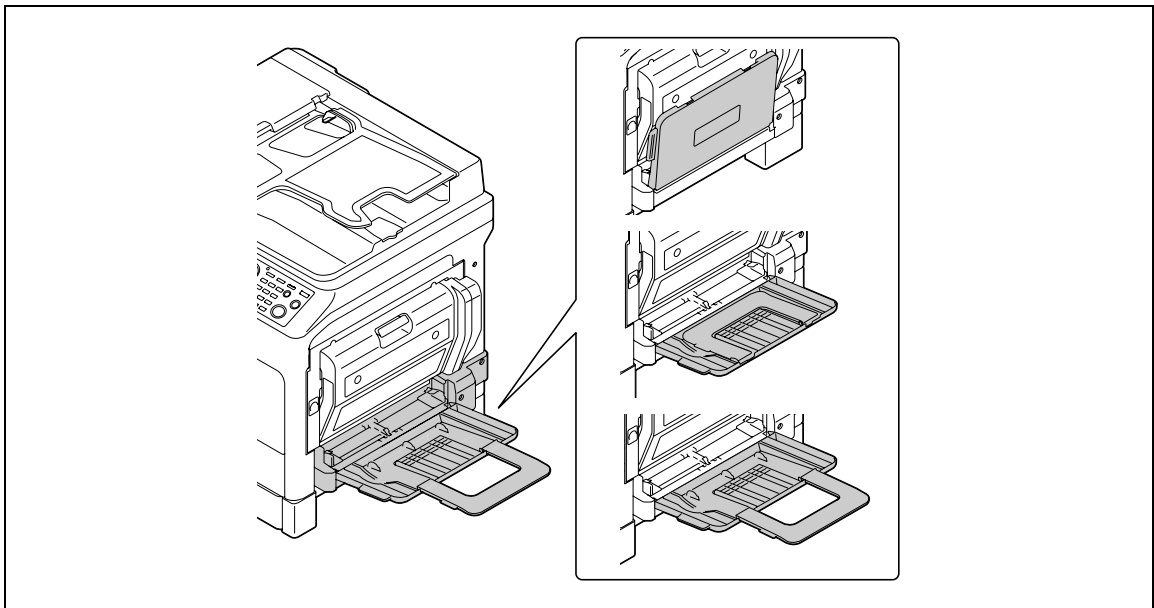
- Plain paper, recycled paper (thick paper: 17 lb to 23-15/16 lb (64 g/m² to 90 g/m²)): 100
- Special paper
 - Thick paper 1 (Thick paper: 24-3/16 lb to 31-15/16 lb (91 g/m² to 120 g/m²)): 20 or less
 - Thick paper 2 (Thick paper: 32-3/16 lb to 41-3/4 lb (121 g/m² to 157 g/m²)): 20 or less
 - OHP transparency: 10 or less
 - Envelope: 10 or less

Size:

- Width: 3-9/16 inches to 11-11/16 inches (90 mm to 297 mm)
- Length: 5-1/2 inches to 17 inches (140 mm to 432 mm)

4.4.2 Adjusting the Bypass Tray

You can adjust the **Bypass Tray Extension** to fit the paper size as shown below.



4.4.3 Loading plain paper into the Bypass Tray

Up to 100 sheets of plain paper can be loaded into the **Bypass Tray**.

Tips

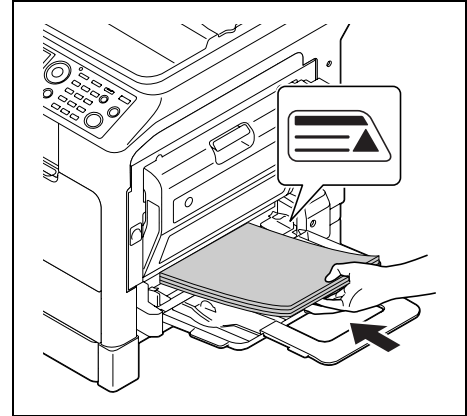
- If you load paper other than plain paper, you need to specify the paper type on the **Control Panel**.

NOTICE

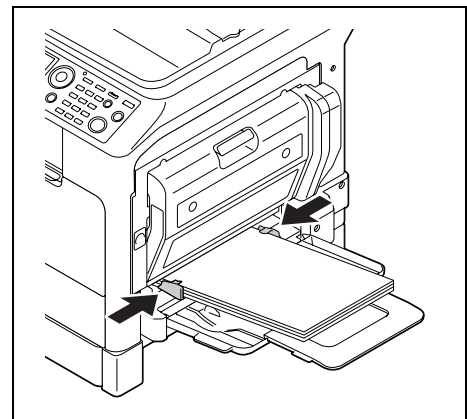
Load the paper so that the side to be copied is facing down.

Be sure to uncurl the paper before loading it.

- 1 Load paper into the **Bypass Tray**.
 - Do not load the sheets up to the point where the top of the stack is higher than the▲ mark.



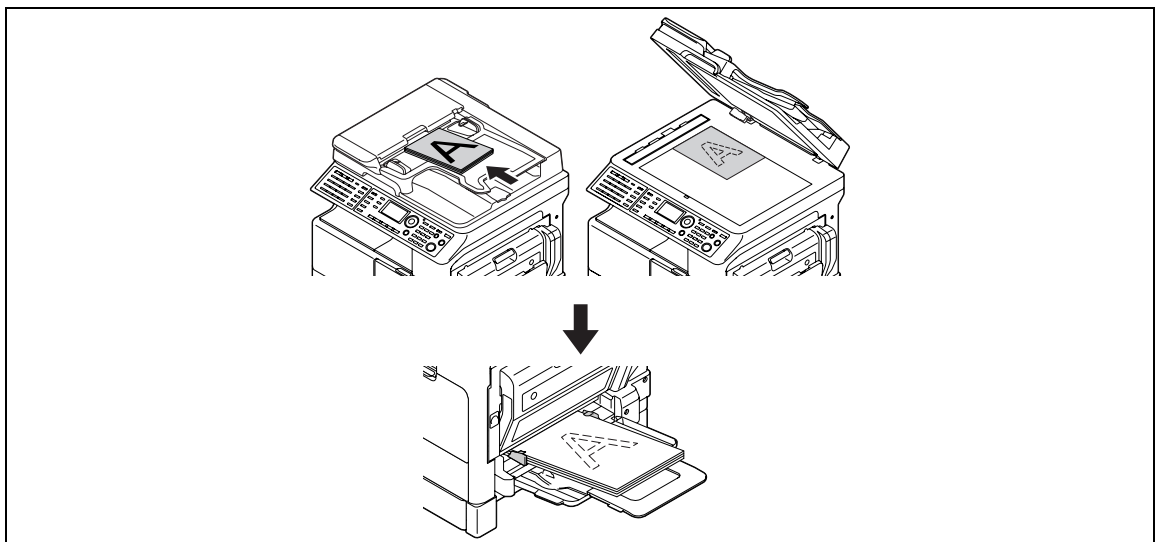
- 2 Adjust the guide and the **Bypass Tray Extension** to fit the paper size.



Reference

For details on how to set the size and type of paper, refer to Steps 4 to 7 in page 4-15.

- The relation between the orientation of the original image and that of the copy image to be printed on paper is as shown below.





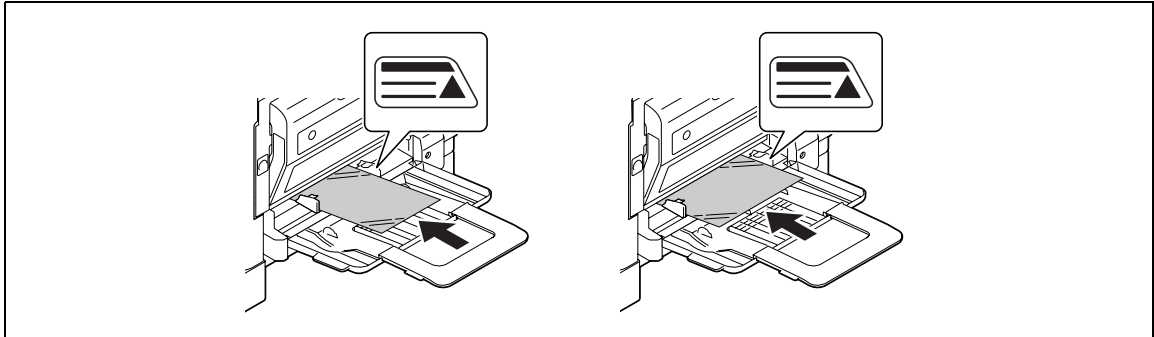
4.4.4 Loading OHP transparencies into Bypass Tray


Up to 10 OHP transparencies can be loaded into the **Bypass Tray**.

NOTICE

If you load OHP transparencies, set the size and type of paper on the **Control Panel**.

- 1 Load OHP transparencies in the  or  direction to fit the original.



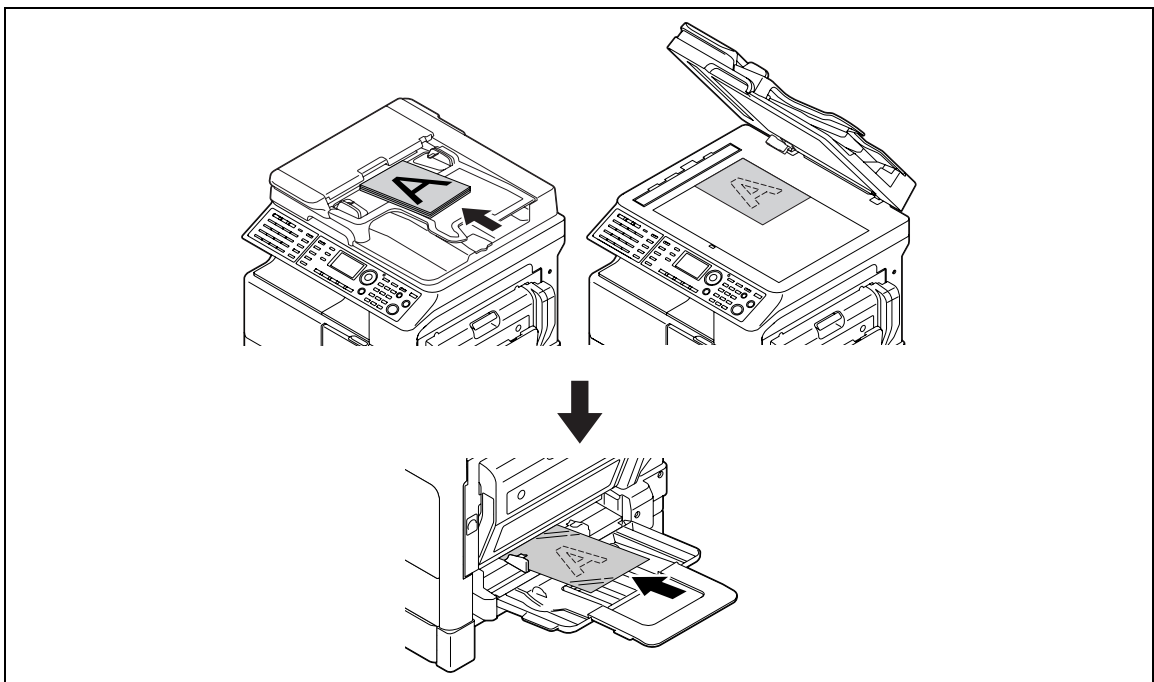
- Do not load the OHP transparencies up to the point where the top of the stack is higher than the  mark.



Reference

For details on how to set the size and type of paper, refer to Steps 4 to 7 in page 4-15.

- The relation between the orientation of the original image and that of the copy image to be printed on OHP transparencies is as shown below.



4.4.5 Loading envelopes into the Bypass Tray

Up to 10 envelopes can be loaded into the **Bypass Tray**.

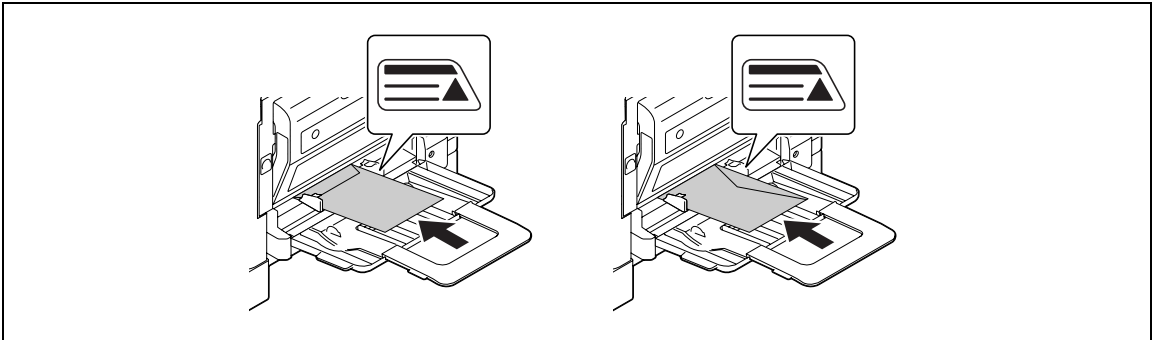
NOTICE

When loading envelopes, expel air from the envelopes, then hold the folds of the envelopes.

If air is left or the folds are not held firmly, they get wrinkled or a paper jam may occur.

*If you load envelopes, set the size and type of paper on the **Control Panel**.*

- 1 Load them with the flap side up, as shown in the illustration.



→ Do not load the envelopes up to the point where the top of the stack is higher than the ▲ mark.



Reference

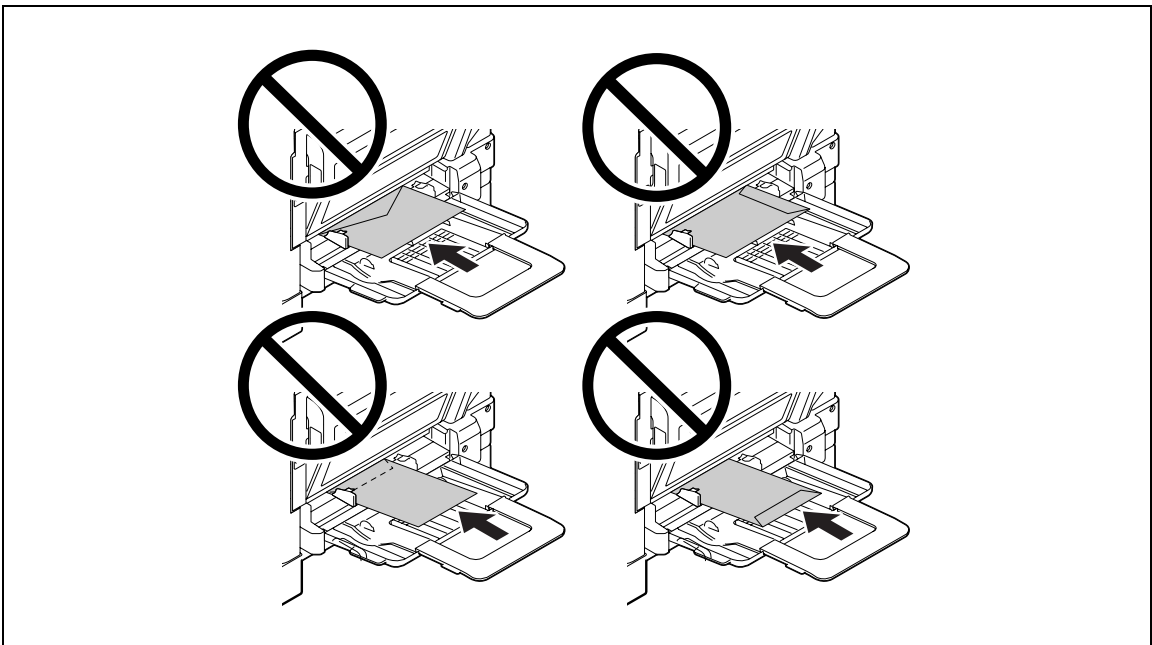
For details on how to set the size and type of paper, refer to Steps 4 to 7 in page 4-15.

NOTICE

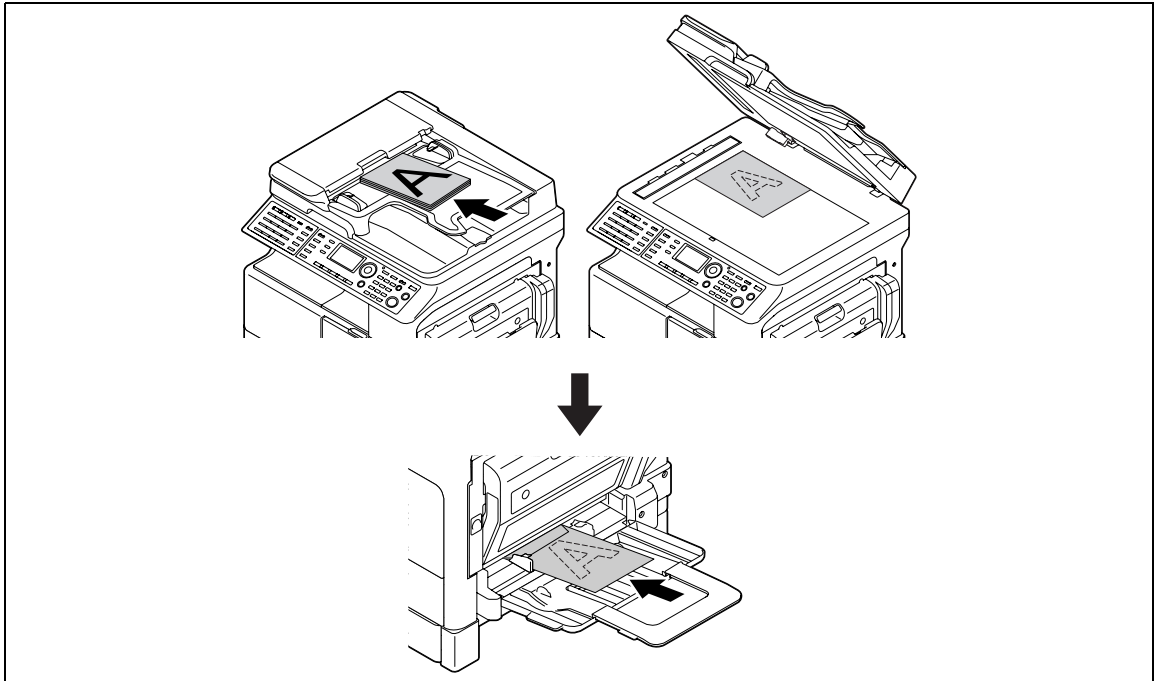
Do not load envelopes in the ↻ direction.

Do not load envelopes with the flap side down.

Do not load envelopes with the flap side placed as the trailing edge.



The relation between the orientation of the original image and that of the copy image to be printed on envelopes is as shown below.

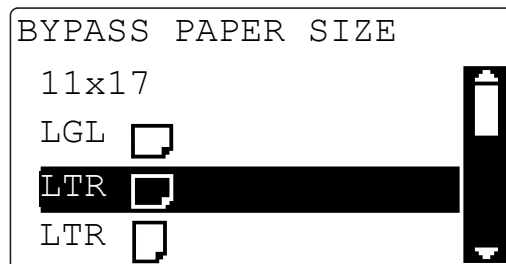


4.4.6 Manually making copies (Bypass Tray)

NOTICE

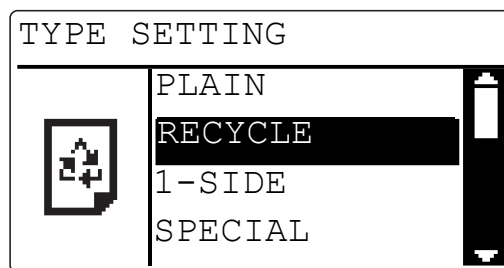
Be sure to uncurl thick paper before loading it.

- 1 Load the original.
→ For details on how to load the original, refer to page 3-12.
- 2 Load the paper with the side you want to copy facing down, and slightly insert it until it stops.
A screen for paper setup appears.
- 3 Adjust the guide and the **Bypass Tray Extension** to fit the paper size.
- 4 Use ▲▼ to select [SIZE], then press ►.
- 5 Use ▲▼ to select the appropriate paper size, then press **OK**.



The screen returns to the one for paper setup.

- 6 Use ▲▼ to select [TYPE], then press ►.
- 7 Use ▲▼ to select the appropriate paper type, then press **OK**.
→ Paper type can be selected from [PLAIN], [RECYCLE], [1-SIDE], [SPECIAL], [TRANSPARENCY], [CARD1], [CARD2], [ENVELOPE], [PLAIN 2-SIDE], [CARD1 2-SIDE], [CARD2 2-SIDE], and [RECY. 2-SIDE].






The screen returns to the one for paper setup.

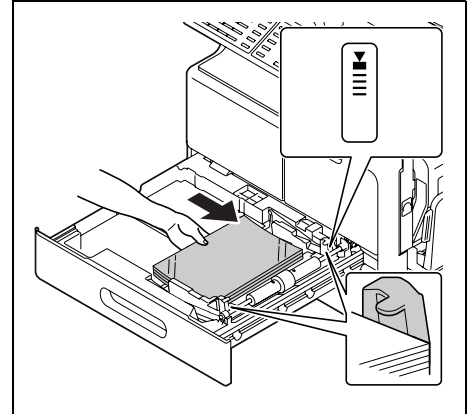
- 8 Press **Back**.
→ When you want to change the size or type settings, take out the set paper and repeat Step 2 to 8.
- 9 Configure other desired settings.
→ For details on the basic functions, refer to page 4-3.
→ For details on the Application, refer to page 5-3.
- 10 Press the **Start** key.









4.5 Making copies on various types of paper

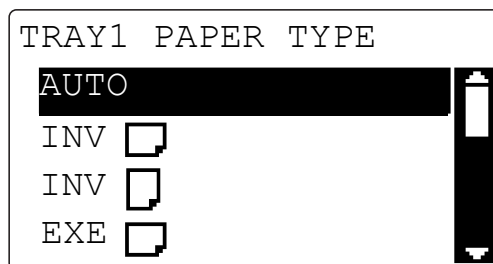
4.5.1 Making copies on OHP transparencies







As an example, this section describes procedures for loading OHP transparencies into **Tray1** and copying the original on them.

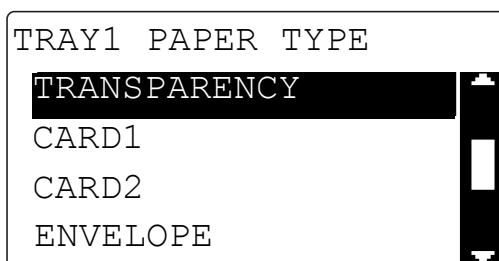
- 1 Load the original of 8-1/2 × 11 (A4) size.
 - For details on how to load the original, refer to page 3-12.
- 2 Adjust the guide of **Tray1**, and load OHP transparencies.
 - When loading OHP transparencies in the  or  direction to fit the original.
 - Up to 10 OHP transparencies can be loaded.
 - Be sure to load the OHP transparencies below the tab, so that the stack height does not exceed the  mark.



- 3 Press the **Utility** key.
The Utility screen appears.
- 4 Use   to select [PAPER SOURCE SETUP], then press **OK**.
- 5 Use   to select [TRAY1], then press **OK**.
- 6 Use   to select [PAPER SIZE], then press **OK**.
- 7 Use   to select [AUTO], then press **OK**.



- 8 Use   to select [TRAY1], then press **OK**.
- 9 Use   to select [PAPER TYPE], then press **OK**.
- 10 Use   to select [TRANSPARENCY], then press **OK**.



- 11 Press **Back** to return to the basic screen.
- 12 Configure other desired settings.
 - For details on the basic functions, refer to page 4-3.
 - For details on the Application, refer to page 5-3.
- 13 Press the **Start** key.

4.5.2 Making copies on custom size paper

As an example, this section describes procedures for loading paper of custom size of 150 mm × 200 mm into the **Bypass Tray** and copying the original on the paper.

Tips

- Measure the size of originals or paper of custom size before loading them. It will be convenient to use the **Original Scale**.

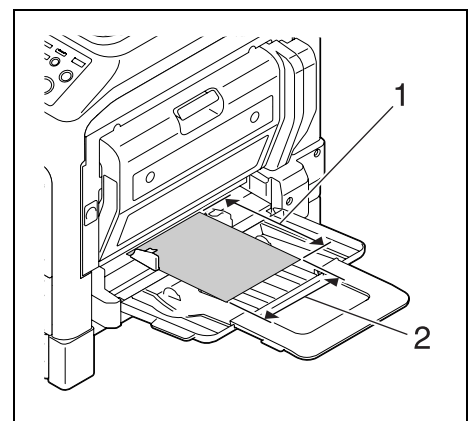
- 1 Load the original.
 - For details on how to load the original, refer to page 3-12.
- 2 Adjust the guide of the **Bypass Tray**, and load paper.
 - Load the paper so that the side to be copied is facing down.
 - Up to 100 sheets can be loaded into the **Bypass Tray**. Do not load the sheets up to the point where the top of the stack is higher than the ▲ mark.

A screen for paper setup appears.
- 3 Use ▲▼ to select [SIZE], then press ►.
- 4 Use ▲▼ to select [SIZE INPUT], then press **OK**.
- 5 Use the **Keypad** to enter [150] as the length (X), then press **OK**.
 - Enter the paper length (X) within the range from 140 mm to 432 mm.
 - To correct the entered value, press **Clear/Stop**.

```

BYPASS PAPER SIZE
X=150 (140-432)  ✕
Y= 90 ( 90-297)  ← □ ▢
Input=10key (Fin.=OK)
  
```

- Refer to the illustration below to enter the length (X) and width (Y) of the paper correctly.
 1. Length (X)
 2. Width (Y)



- 6 Use the **Keypad** to enter "200" as the width (Y), then press **OK**.
 - Enter the paper width (Y) within the range from 90 mm to 297 mm.
 - To correct the entered value, press **Clear/Stop**.

```
BYPASS PAPER SIZE
X=150 (140-432)  ✕
Y=200 ( 90-297) ← □ ▽
Input=10key (Fin.=OK)
```

The screen returns to the one for paper setup.

- 7 Confirm that [TYPE:PLAIN] is displayed.
 - If paper type other than plain paper is set, select [TYPE], then [PLAIN].
- 8 Press **Back** to return to the basic screen.
- 9 Configure other desired settings.
 - For details on the basic functions, refer to page 4-3.
 - For details on the Application, refer to page 5-3.
- 10 Press the **Start** key.

4.5.3 Making copies on envelopes

As an example, this section describes procedures for loading envelopes into the **Bypass Tray** and copying the original on them.

Tips

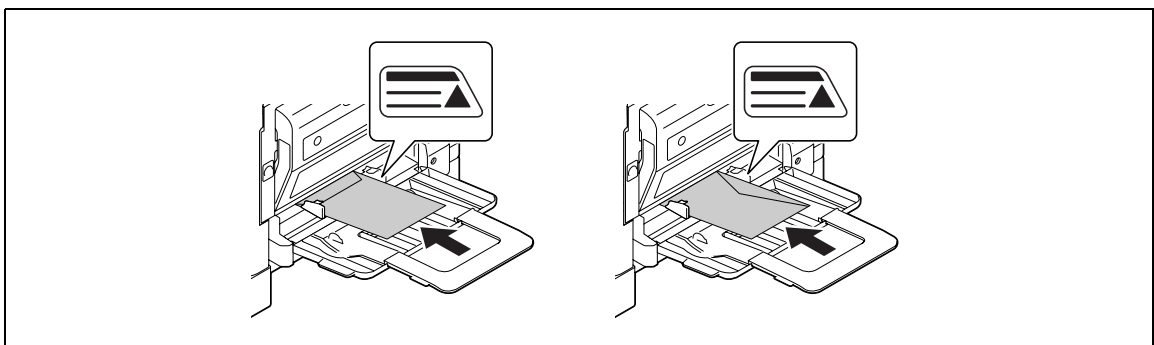
- Measure the size of originals or paper of custom size before loading them. It will be convenient to use the **Original Scale**.

1 Load the original.

→ For details on how to load the original, refer to page 3-12.

2 Adjust the guide of the **Bypass Tray**, and load envelopes.

- Load the envelopes with the flap side up as shown in the illustration, so that the side on which you want to copy the original is facing down.
- When loading envelopes, expel air from the envelopes, then hold the folds of the envelopes.
- Up to 10 envelopes can be loaded into the **Bypass Tray**. Do not load the envelopes up to the point where the top of the stack is higher than the ▲ mark.

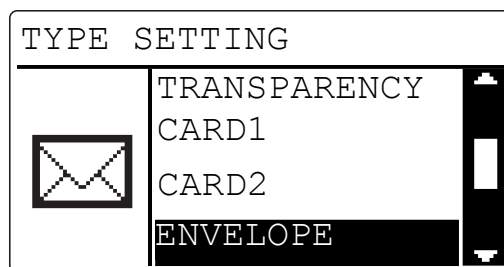


→ For details on how to enter the size, refer to page 4-17.

A screen for paper setup appears.

3 Use ▲▼ to select [TYPE], then press ►.

4 Use ▲▼ to select [ENVELOPE], then press **OK**.



5 Press **Back** to return to the basic screen.

6 Configure other desired settings.

→ For details on the basic functions, refer to page 4-3.

→ For details on the Application, refer to page 5-3.

7 Press the **Start** key.

4.6 Specifying the zoom ratio to copy the original

By specifying the zoom ratio, you can copy data larger or smaller than the original size.

4.6.1 Zoom ratio setting type

| Zoom ratio type | Description |
|-----------------|--|
| [AUTO] | The most appropriate zoom ratio is automatically selected based on the size of the loaded original and the selected paper. |
| [FIXED] | The most appropriate frequently used zoom ratio when copying a standard size original onto paper of a different standard size is set. <Inch area> 25% 50% 64% (11 × 17 → LTR (8-1/2 × 11)) 78% (LGL (8-1/2 × 14) → LTR (8-1/2 × 11)) 100% (same size as the original) 121% (LGL (8-1/2 × 14) → 11 × 17) 129% (LTR (8-1/2 × 11) → 11 × 17) 200% 400% <Metric area> 25% 50% 70% (A3 → A4, A4 → A5) 81% (B4 → A4) 100% (Same size as the original) 115% (B4 → A3) 141% (A5 → A4, A4 → A3) 200% 400% |
| [MANUAL] | Specify the zoom ratio between 25% and 400%. Directly enter the zoom ratio on the Keypad , Pressing ▲▼ increases or decreases the zoom ratio in steps of 1%. |
| [X/Y ZOOM] | Copies data with different zoom ratios in width and length directions of the original. Width direction: Specify the zoom ratio between 50% and 200%. Length direction: Specify the zoom ratio between 50% and 100%. Directly enter the zoom ratio on the Keypad , |

4.6.2 Setting the auto zoom function

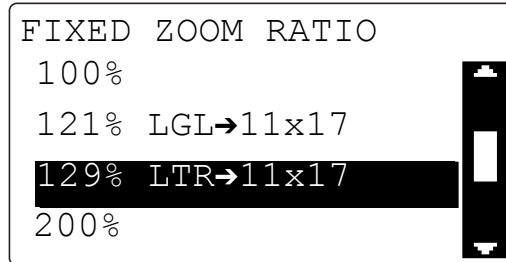
- 1 Load the original.
 → For details on how to load the original, refer to page 3-12.
- 2 Press **Zoom**.
- 3 Use ▲▼ to select [AUTO], then press **OK**.
- 4 Configure other desired settings.
 → For details on the basic functions, refer to page 4-3.
 → For details on the Application, refer to page 5-3.
- 5 Press the **Start** key.

Tips

- The auto zoom setting and the auto paper setting, the mixed original setting, the book separation copy setting, the ID copy setting, or the 2 in 1/4 in 1 copy setting cannot be set at the same time.

4.6.3 Setting the fixed zoom ratio

- 1 Load the original.
→ For details on how to load the original, refer to page 3-12.
- 2 Press **Zoom**.
- 3 Use ▲▼ to select [FIXED], then press **OK**.
- 4 Use ▲▼ to select the zoom ratio, then press **OK**.



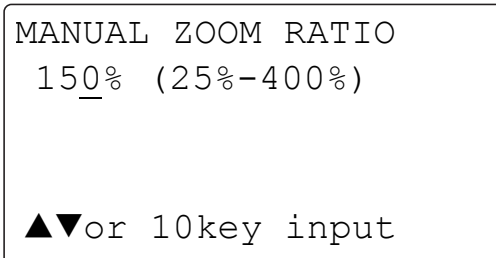
- 5 Configure other desired settings.
→ For details on the basic functions, refer to page 4-3.
→ For details on the Application, refer to page 5-3.
- 6 Press the **Start** key.

Tips

- The fixed zoom setting and the ID copy setting or the 2 in 1/4 in 1 copy setting cannot be set at the same time.

4.6.4 Setting the zoom ratio manually

- 1 Load the original.
→ For details on how to load the original, refer to page 3-12.
- 2 Press **Zoom**.
- 3 Use ▲▼ to select [MANUAL], then press **OK**.
- 4 Use ▲▼ or the **Keypad** to set the zoom ratio, then press **OK**.
→ If you use ▲▼ to set the zoom ratio, you can set it in steps of 1%.



- 5 Configure other desired settings.
→ For details on the basic functions, refer to page 4-3.
→ For details on the Application, refer to page 5-3.
- 6 Press the **Start** key.

Tips

- The manual zoom setting and the mixed original setting, the ID copy setting, or the 2 in 1/4 in 1 copy setting cannot be set at the same time.

4.6.5 Setting the X/Y variable zoom ratio

- 1 Load the original.
→ For details on how to load the original, refer to page 3-12.
- 2 Press **Function**.
The copy function screen appears.
- 3 Use ▲▼ to select [X/Y ZOOM], then press **OK**.
- 4 Use ▲▼ to select [ON], then press ►.
- 5 Use the **Keypad** to specify the zoom ratio in the length direction (X), then press **OK**.
To correct the entered zoom ratio, press **Clear/Stop**, and configure the setting again.

```
X/Y ZOOM SETTING
X= 70 (50-100)    →X
Y=100 (50-200)   ↵↓☐
Input=10key (Fin.=OK)
```

- 6 Use the **Keypad** to specify the zoom ratio in the width direction (Y), then press **OK**.
To correct the entered zoom ratio, press **Clear/Stop**, and configure the setting again.

```
X/Y ZOOM SETTING
X= 70 (50-100)    →X
Y=120 (50-200)   ↵↓☐
Input=10key (Fin.=OK)
```

- 7 Press **Back** to return to the basic screen.
- 8 Configure other desired settings.
→ For details on the basic functions, refer to page 3-3.
→ For details on the Application, refer to page 5-3.
- 9 Press the **Start** key.

Tips

- The X/Y variable zoom ratio setting and the auto paper setting, the mixed original setting, the ID copy setting, or the 2 in 1/4 in 1 copy setting cannot be set at the same time.

4.7 Changing copy density to copy the original

Setting the original type and copy density

- **Text mode:**
Select this mode to copy text originals. The text shape is enhanced to provide the sharp text with clarity. Automatic density adjustment (AUTO) and manual 9-level density adjustment (MANUAL) are available.
 - AUTO: Automatically adjusts the density to fit the original to be copied.
 - MANUAL: Adjust the density by using ◀ (lighter) or ▶ (darker) to fit the original to be copied.
- **Photo mode:**
Select this mode when copying the original with many halftones such as photos. The auto density adjustment is not available in the photo mode.
- **Text/Photo mode:**
Select this mode for the original with texts and photos. Automatic density adjustment (AUTO) and manual 9-level density adjustment (MANUAL) are available.
 - AUTO: Automatically adjusts the density to fit the original to be copied.
 - MANUAL: Adjust the density by using ◀ (lighter) to prevent background prints when copying newspapers or magazines. When you want reproduce subtle colors in the light part of the image, adjust the density by using ▶.

Tips

- If you set the density to the "darker" side in the manual density adjustment mode, the background color may be also copied, and if you set it to the "lighter" side, the copy itself may become lighter. Set an appropriate density level for the original.

4.7.1 Setting the copy density

Tips

- If you set [PHOTO] for image quality, automatic setting is not available.

- 1 Load the original.
→ For details on how to load the original, refer to page 3-12.
- 2 Press the **Density** key.
A screen that specifies the density appears.
- 3 Use ▲▼ to select [AUTO] or [MANUAL].
→ If you select [AUTO], press **OK**.
→ If you select [MANUAL], use ◀▶ to select a density from nine levels, then press **OK**.



The screen returns to the basic screen.

- 4 Configure other desired settings.
→ For details on the basic functions, refer to page 4-3.
→ For details on the Application, refer to page 5-3.
- 5 Press the **Start** key.

4.8 Confirming the machine counter

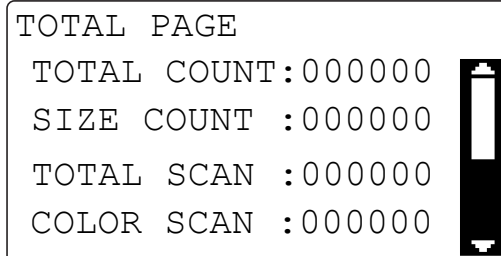
You can confirm the cumulative number of printed pages and the number of scans from when this machine was installed using **Confirm**.

4.8.1 Items you can confirm using the machine counter

| Machine counter | Contents |
|-----------------|--|
| [TOTAL COUNT] | The total number of printed pages is displayed. |
| [SIZE COUNT] | Displays the total number of copies/printed pages of the specified paper size as size count. (Your service representative will specify the size of the paper to be counted.) |
| [TOTAL SCAN] | Displays the total number of scans. (The number of scans for copying is not included.) |
| [COLOR SCAN] | Displays the total number of color scans. (The number of scans for copying is not included.) |
| [TX PAGES] | Displays the total number of fax TX. |
| [RX PAGES] | Displays the total number of fax RX. |

4.8.2 Viewing the total counter

- 1 Press the **Confirm** key.
This displays a screen that confirms the number of printed pages.
- 2 Use **▲▼** to select [TOTAL PAGE], then press **OK**.
- 3 Use **▲▼** to confirm each count value.



- 4 Press **OK**.
The screen returns to the basic screen.

4.9 Printing reports

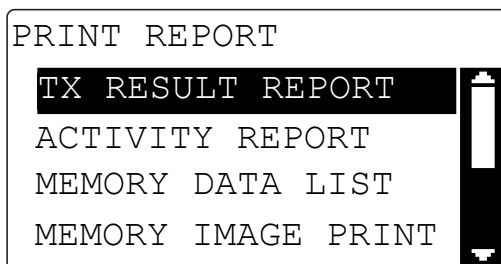
You can print each information registered in this machine as report.

The printable items vary depending on the options being used.

| Item | Without FAX Kit FK-510, Network Card NC-504, Image Controller IC-209 | With FAX Kit FK-510 | With Network Card NC-504 | With Image Controller IC-209 |
|----------------------------|--|---------------------|--------------------------|------------------------------|
| [TX RESULT REPORT] | × | ○ | ○ | ○ |
| [RX RESULT REPORT] | × | ○ | × | × |
| [ACTIVITY REPORT] | × | ○ | ○ | ○ |
| [MEMORY DATA LIST] | × | ○ | ○ | ○ |
| [MEMORY IMAGE PRINT] | × | ○ | ○ | ○ |
| [ONE-TOUCH LIST] | × | ○ | ○ | ○ |
| [SPEED DIAL LIST] | × | ○ | ○ | ○ |
| [KEY SETTING LIST] | × | ○ | ○ | ○ |
| [RELAY BOX LIST] | × | ○ | × | × |
| [MACHINE STATUS] | ○ | ○ | ○ | ○ |
| [CONFIGURATION PAGE (GDI)] | ○ | ○ | ○ | × |
| [CONFIGURATION PAGE (PCL)] | × | × | × | ○ |
| [PCL FONT LIST] | × | × | × | ○ |

4.9.1 Printing reports

- 1 Press the **Confirm** key.
This displays a screen that confirms the number of printed pages.
- 2 Use **▲▼** to select [PRINT REPORT], then press **OK**.
- 3 Use **▲▼** to select the list to be printed, then press **OK**.



The report is printed and the screen returns to the basic screen.



Making Copies in Advanced Manner

5 Making Copies in Advanced Manner

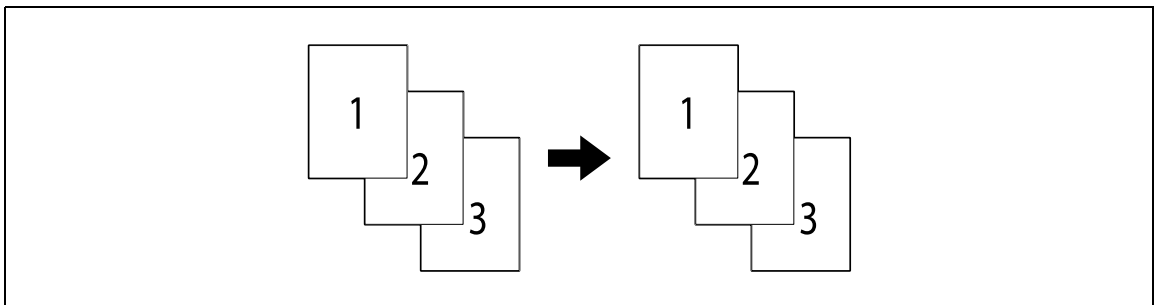
5.1 Finishing setting (sorting, grouping)

When copying or printing two or more sets, you can copy each set in order of page (Sort) or make copies by page (Group).

5.1.1 Finishing type

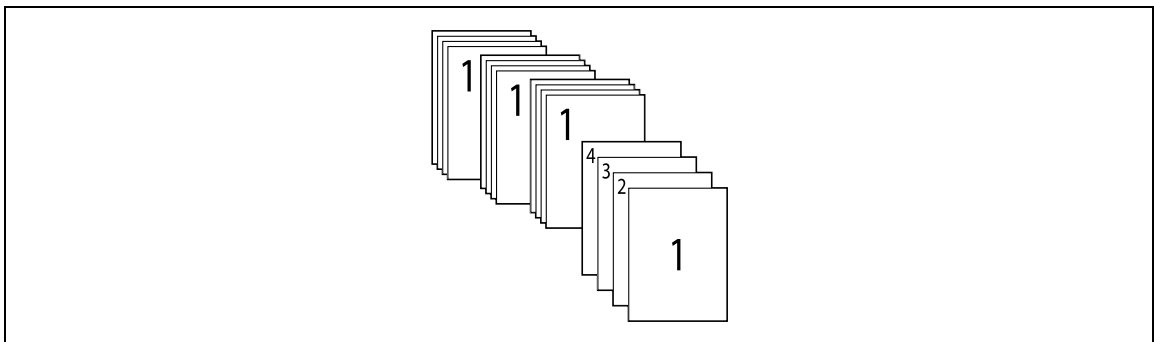
Non-sort:

Copies the original without sorting them.



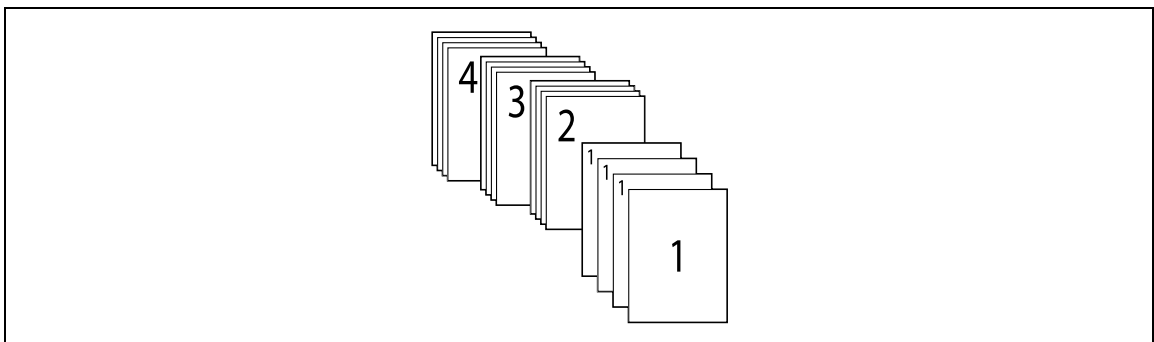
Sort:

Automatically sorts and copies a multi-page original per set.



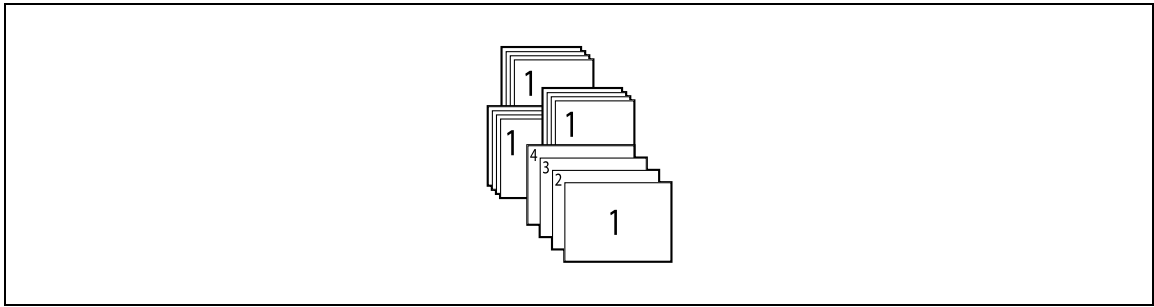
Group:

Sorts and copies a multi-page original per page.

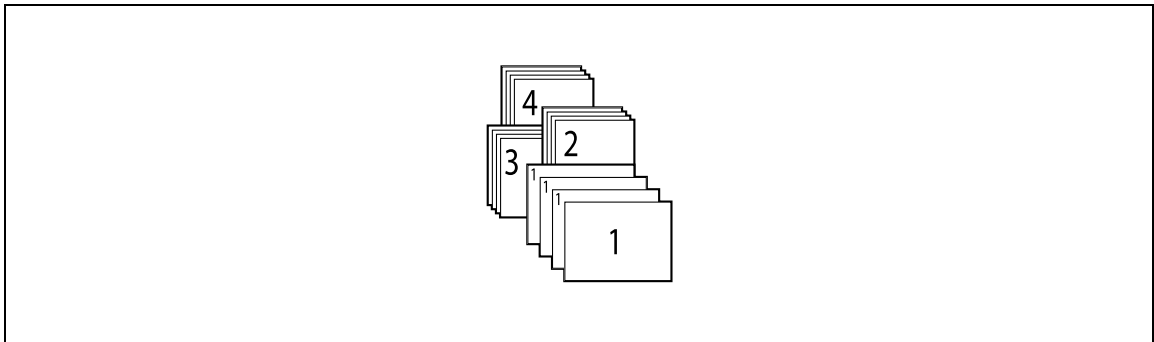




Alternate Sort:

Sorts an original by outputting paper of  and  alternately per set.

**Alternate Group:**

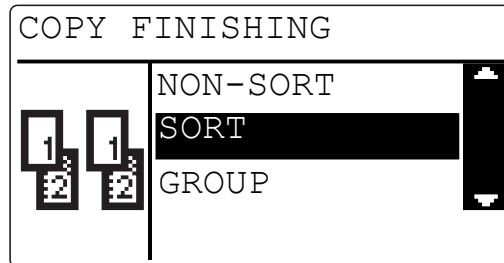
Sorts an original by outputting paper of  and  alternately per page.

**Tips**



- To output paper alternately, the following conditions are required.
 - 8-1/2 × 11 (A4) or B5 size paper is used.
 - Paper of the same size and type is loaded with the  orientation in one paper tray and with the  orientation in another tray.
 - Auto Paper is set.
 - Mixed Original is not set.
 - Book Separation is not set.
 - In the Utility menu, [CRISSCROSS MODE] is set to [ON]. (For details, refer to page 6-32.)

5.1.2 Setting finishing

- 1 Load the original.
→ For details on how to load the original, refer to page 3-12.
- 2 Press **Finishing**.
A screen that specifies the finishing appears.
- 3 Use ▲▼ to select [NON-SORT], [SORT], or [GROUP], then press **OK**.



The following icons are displayed in the basic screen.

-  : [SORT]
-  : [GROUP]

- 4 Configure other desired settings.
→ For details on the basic functions, refer to page 4-3.
→ For details on the Application, refer to page 5-3.
- 5 Use the **Keypad** to specify the number of copies, then press **Start**.
→ If you set the original on the **Original Glass**, the number of scans is displayed under [NEXT PAGE?] and the number of copies. Set the next original and press **OK**. Repeat this operation the same number of times as there are originals. When all pages have been scanned, press **Start**.

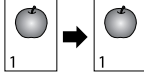
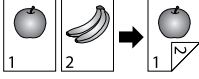
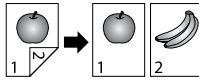
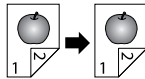
Tips

- If the optional **Reverse Automatic Document Feeder DF-625** is not installed, [GROUP] will not be displayed.

5.2 Making 1-sided or 2-sided copy





The Simplex/Duplex function is available in the following four settings: 1-sided to 1-sided setting, 1-sided to 2-sided setting, 2-sided to 1-sided setting, or 2-sided to 2-sided setting.

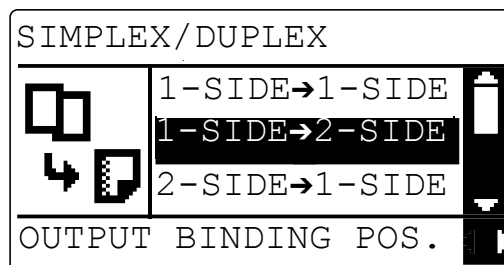
The 2-sided copy function is only available when the optional **Automatic Duplex Unit AD-509** is installed.

| Name | Functions |
|-------------------|---|
| [1-SIDE → 1-SIDE] | Prints a 1-sided original on one side of paper.  |
| [1-SIDE → 2-SIDE] | Prints a 1-sided original on two sides of paper.  |
| [2-SIDE → 1-SIDE] | Prints a 2-sided original on one side of paper.  |
| [2-SIDE → 2-SIDE] | Prints a 2-sided original on two sides of paper.  |

- 1 Load the original.
→ For details on how to load the original, refer to page 3-12.
- 2 Press **Simplex/Duplex**.
A screen for specifying the 2-sided/1-sided copy appears.
- 3 Use ▲▼ to select [1-SIDE → 1-SIDE], [1-SIDE → 2-SIDE], [2-SIDE → 1-SIDE], or [2-SIDE → 2-SIDE], then press **OK**.

The following icons are displayed in the basic screen.

-  : [1-SIDE → 1-SIDE]
-  : [1-SIDE → 2-SIDE]
-  : [2-SIDE → 1-SIDE]
-  : [2-SIDE → 2-SIDE]



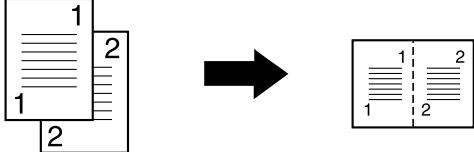
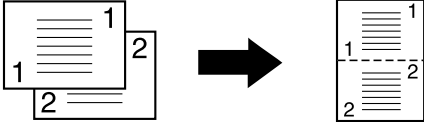
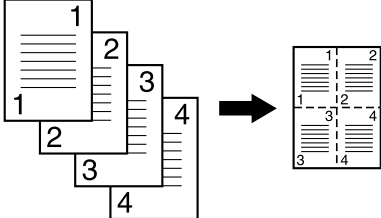
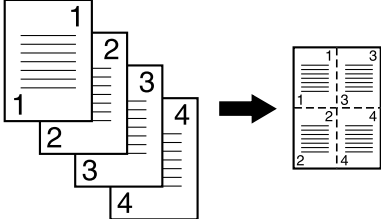
- When you select [1-SIDE → 2-SIDE] and press ►, you can specify the binding position for the printed sheets. Select [LEFT], [RIGHT], or [TOP], then press **OK**.
- When you select [2-SIDE → 1-SIDE] and press ►, you can specify the binding position for the original. Select [LEFT], [RIGHT], or [TOP], then press **OK**.
- When you select [2-SIDE → 2-SIDE] and press ►, you can specify the binding position for the original. When you press ► next, you can specify the binding position for the printed sheets. Press **OK**.

- 4 Configure other desired settings.
 - For details on the basic functions, refer to page 4-3.
 - For details on the Application, refer to page 5-3.
- 5 Use the **Keypad** to specify the number of copies, then press **Start**.
 - If you set the original on the **Original Glass**, the number of scans is displayed under [NEXT PAGE?] and the number of copies. Set the next original and press **OK**. Repeat this operation the same number of times as there are originals. When all pages have been scanned, press **Start**.

Tips

- If the optional **Reverse Automatic Document Feeder DF-625** is not installed, [2-SIDE → 1-SIDE] [2-SIDE → 2-SIDE] will not be displayed.
- If the optional **Automatic Duplex Unit AD-509** is not installed, [1-SIDE → 2-SIDE] [2-SIDE → 2-SIDE] will not be displayed.
- The 1side → 1side setting and ID copy setting cannot be set at the same time.
- The 1side → 2side setting and the mixed original setting or ID copy setting cannot be set at the same time.
- The 2side → 1side setting or the 2side → 2side setting and the book separation setting or ID copy setting cannot be set at the same time.

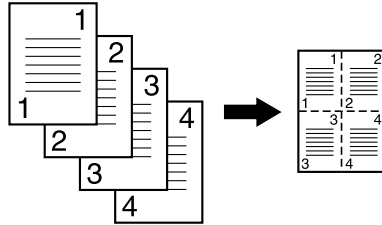
5.3 Configuring 2in1 or 4in1 copy settings

| Name | Functions |
|----------|--|
| [2 in 1] | <p data-bbox="603 264 1257 320">Copies images on two original pages on one sheet of paper. Portrait original pages</p>  <p data-bbox="603 506 884 539">Landscape original pages</p>  |
| [4 in 1] | <p data-bbox="603 736 1257 792">Copies images of four original pages on one sheet of paper. Horizontal</p>  <p data-bbox="603 1055 687 1088">Vertical</p>  |

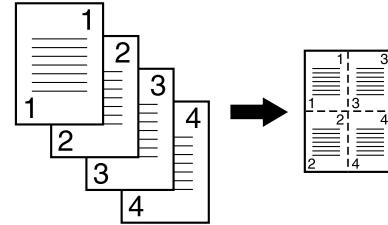
- 1** Load the original.
 → For details on how to load the original, refer to page 3-12.
- 2** Press **Combine Original**.
 The screen for setting up the 2in1 and 4in1 appears.

- 3 Use ▲▼ to select [2in1] or [4in1], then press **OK**.
- When you select [2in1] and press ►, you can specify the original direction. For details on the original direction, refer to page 4-6.
 - When you select [4in1] and press ►, you can specify the page order. Select [PATTERN1] or [PATTERN2], then press **OK**. When you press ► next, you can specify the original direction.

Pattern 1



Pattern 2



- 4 Configure other desired settings.
- For details on the basic functions, refer to page 4-3.
 - For details on the Application, refer to page 5-3.
 - If you set multiple sets, press **Finishing** and select [SORT].
- 5 Use the **Keypad** to specify the number of copies, then press **Start**.
- If you set the original on the **Original Glass**, the number of scans is displayed under [NEXT PAGE?] and the number of copies. Set the next original and press **OK**. Repeat this operation the same number of times as there are originals. When all pages have been scanned, press **Start**.

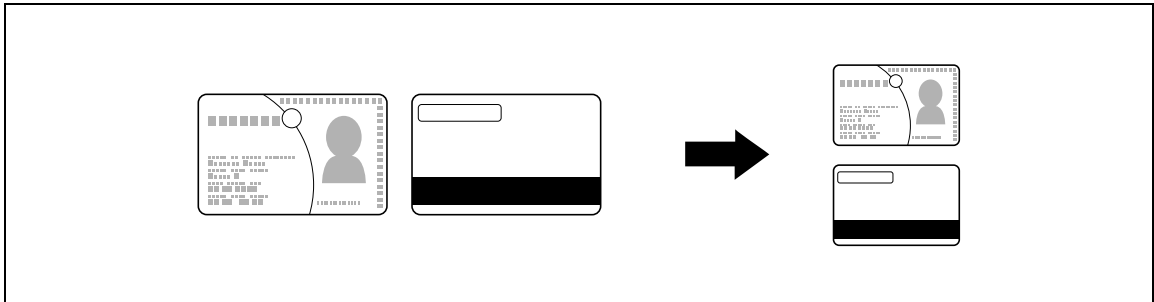
Tips

- The 2 in 1/4 in 1 copy setting and the manual zoom setting, the X/Y variable zoom ratio setting, the mixed original setting, the book separation copy setting, the ID copy setting, the page margin setting, or the erase setting cannot be set at the same time.

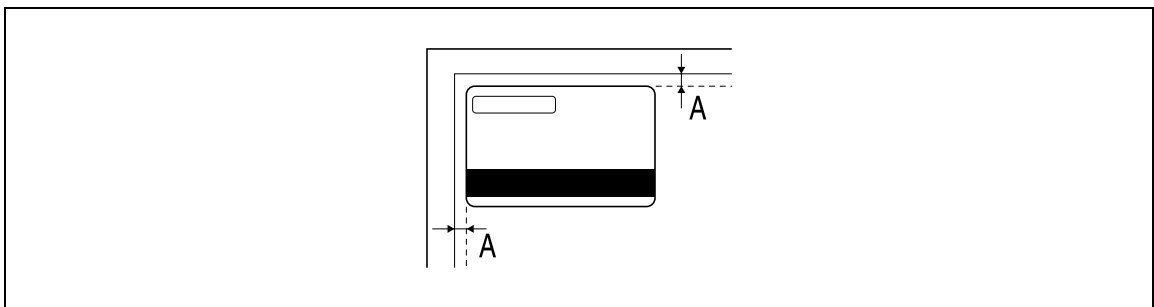
5.4 Using the ID Copy

Separately scans the contents of the front and back sides of a card, for example, insurance card, driver's license, or business card, and copies them together on one sheet.


Using the ID copy function, you can save the number of sheets to be used.



- Set the original at a distance $\frac{3}{16}$ inches (4 mm) away from the **Original Scale** on the left and at the top of the **Original Glass**.



A: $\frac{3}{16}$ inches (4 mm)

- 1 Open the **ADF**, and set the original on the Original Glass with the front side of the card facing down.
- 2 Press **ID Copy**.
 is displayed in the basic screen.
- 3 Use the **Keypad** to specify the number of copies, then press **Start**.
 The number of scanned pages is displayed under [NEXT PAGE?] and the number of copies.
 → When copying only the front side of the card, press **Start**.
- 4 Open the **ADF**, and set the original on the Original Glass with the back side of the card facing down, then press **OK**.

Tips

- If you press **ID Copy**, [TEXT/PHOTO] is automatically selected as copy quality.
- To change the copy quality, press **Quality** before pressing **Start**.

The ID copy setting and the auto paper setting, the zoom setting, the mixed original setting, the book separation copy setting, the 2-sided copy setting, the 2 in 1/4 in 1 copy setting, the page margin setting, or the erase setting cannot be set at the same time.

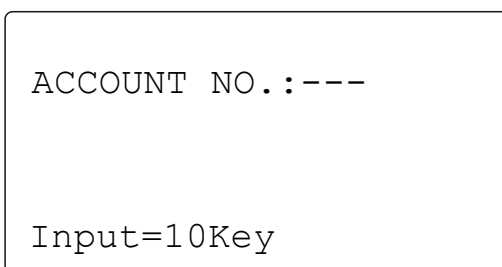
5.5 Making copies by entering the ID (Account) number

If you register the ID (Account) number, you can configure settings so that only specific users can use this machine or you can manage the number of copies by account.

This section describes procedure for entering the ID (Account) number and making copies.

- ✓ If you have registered the ID (Account) number, you cannot use this machine unless you enter it before using this machine.
- ✓ To use this function, select [ADMIN. MANAGEMENT] and [ACCOUNT TRACK] in the Utility menu, and configure setting. For details, refer to page 6-20.

- 1 Enter the 3-digit ID (Account) number using the **Keypad**.



→ To correct the ID (Account) number, press **Clear/Stop**.

- 2 Press **Access**.

The screen switches from the screen for inputting the ID to the basic screen, and you can make copies.

- 3 Load an original and configure copy settings.

→ For details on the basic functions, refer to page 4-3.

→ For details on the Application, refer to page 5-3.

- 4 Press the **Start** key.

- 5 When the copy operation completes, press **Access** again.

The screen for entering the ID (Account) appears.

Tips

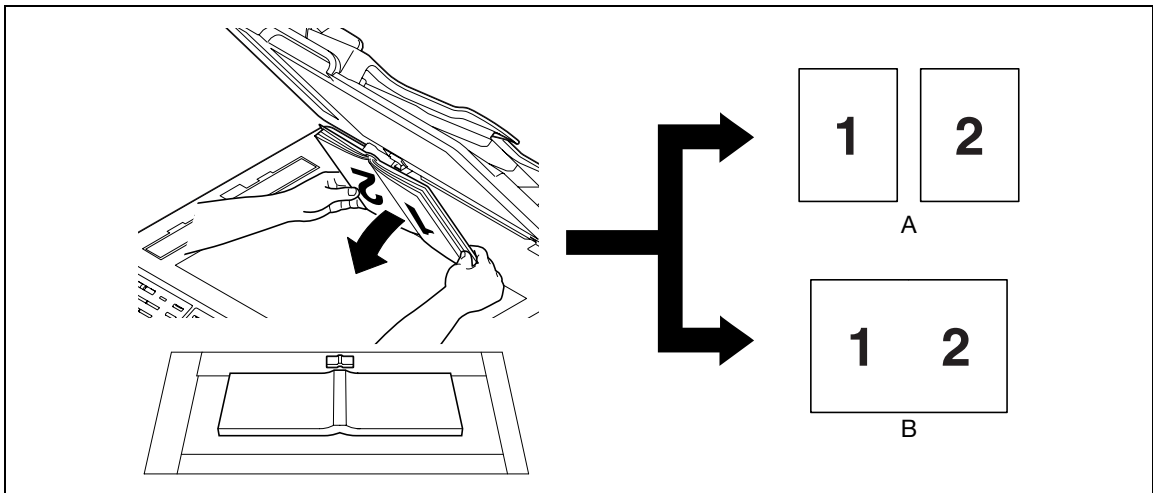
- If the auto panel reset time has elapsed, the screen for entering the ID (Account) appears.

5.6 Setting book separation copy

Divides or does not divide page spreads (such as a book or catalog) into left and right pages to copy data.

If you combine this function with the erase function, you can erase the area outside the original and the folds when making copies.

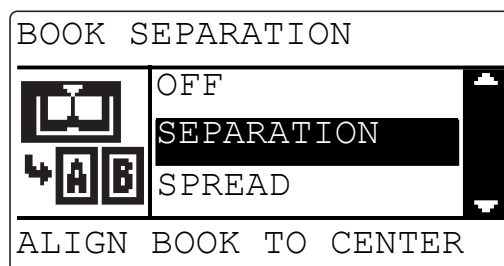
Confirm the size and orientation of the paper in the paper tray in advance.



A: Separation

B: Book spread

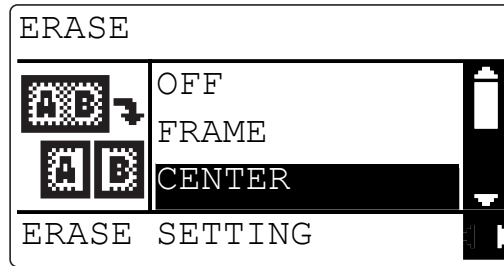
- 1 Set the original onto the **Original Glass**.
→ Set the original along the mark at the center of the **Original Glass**.
- 2 Press **Function**.
The copy function screen appears.
- 3 Use ▲▼ to select [BOOK SEP.], then press **OK**.
- 4 Use ▲▼ to select [SEPARATION] or [SPREAD], then press **OK**.



- When specifying the erase function, go to the next step. When not specifying the erase function, skip to Step 8.
- If you separate data when making copies, the data on the left page is copied first when the set original is left bound, and the data on the right page is copied first when it is right bound. The binding position can be changed at [BINDING POSITION] in the Utility menu. For details, refer to page 6-28.


- 5 Use ▲▼ to select [ERASE], then press **OK**.

- 6 Use ▲▼ to select [FRAME], [CENTER], or [CENTER+FRAME], then press **OK**.



→ If you select [FRAME], [CENTER], or [CENTER+FRAME] and press ►, you can specify the erase width. You can set the erase width for CENTER within the range from 2 mm to 30 mm, and the erase width for FRAME within the range from 4 mm to 20 mm in steps of 1 mm. Press **OK**.

- 7 Press **Back** to return to the basic screen.

 is displayed in the basic screen.

- 8 Configure other desired settings.

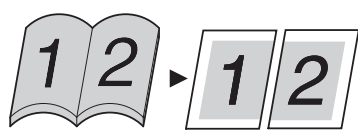
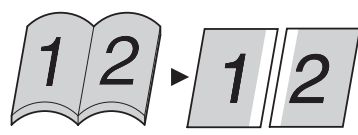
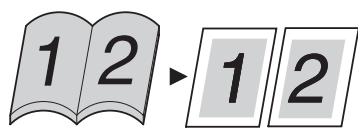
→ For details on the basic functions, refer to page 4-3.
→ For details on the Application, refer to page 5-3.

- 9 Use the **Keypad** to specify the number of copies, then press **Start**.

Tips

- The book separation copy and the auto zoom setting, the auto paper setting, 2side → 1side/2side → 2side copy setting, the mixed original setting, ID copy setting, 2 in 1/4 in 1 copy setting cannot be set at the same time.

5.6.1 Frame/Center erase type


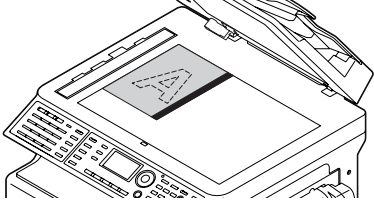
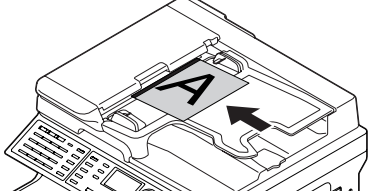

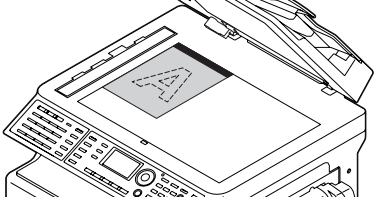
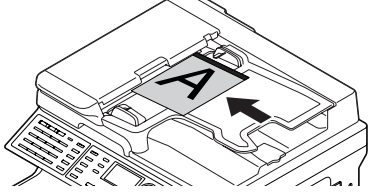

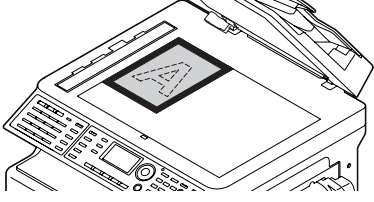
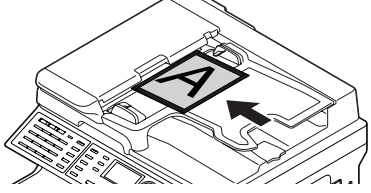
| Erase type | Description | Finishing |
|------------------|--|--|
| [FRAME] | Erases the area outside the original and copy data. | Original Copy  |
| [CENTER] | Erases the center area of the original and copy data. | Original Copy  |
| [CENTER + FRAME] | Erases the area to the outside and center of the original and copy data. | Original Copy  |

5.7 Erasing a part of the original and making copies (Erase)

Erases any contamination on the edges of the original and makes copies.

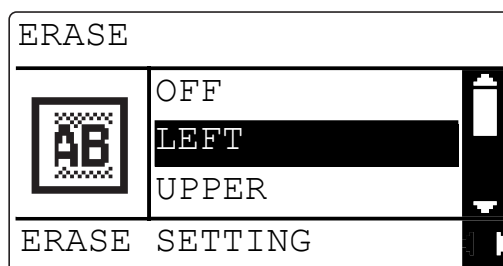
5.7.1 Precautions when making copies in the erase mode


When you make copies in the erase mode, exercise care regarding the direction in which the original is loaded.

| Finishing | Original Glass | ADF |
|--|--|---|
| Left erase  |  |  |
| Upper erase  |  |  |
| Frame erase  |  |  |

5.7.2 Setting the erase

- 1 Load the original.
→ For details on how to load the original, refer to page 3-12.
- 2 Press **Function**.
The copy function screen appears.
- 3 Use ▲▼ to select [ERASE], then press **OK**.
- 4 Use ▲▼ to select [LEFT], [UPPER], or [FRAME], then press **OK**.



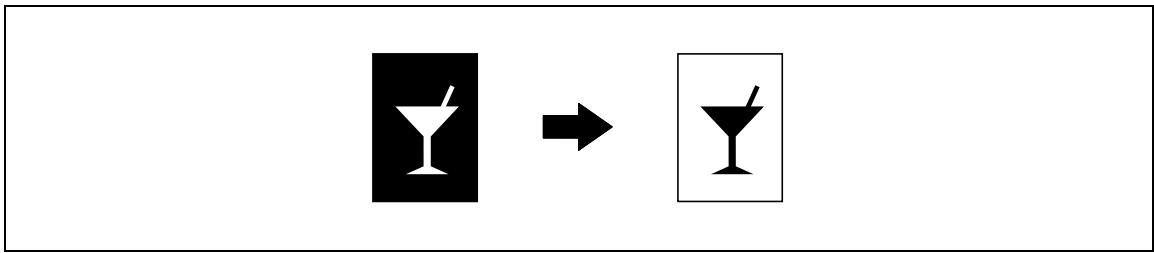
- If you select [LEFT], [UPPER], or [FRAME] and press ►, you can specify the erase width. You can set the erase width within the range from 4 mm to 20 mm in steps of 1 mm. Press **OK**.
- 5 Press **Back** to return to the basic screen.
 is displayed in the basic screen.
 - 6 Configure other desired settings.
 → For details on the basic functions, refer to page 4-3.
 → For details on the Application, refer to page 5-3.
 - 7 Use the **Keypad** to specify the number of copies, then press **Start**.

Tips

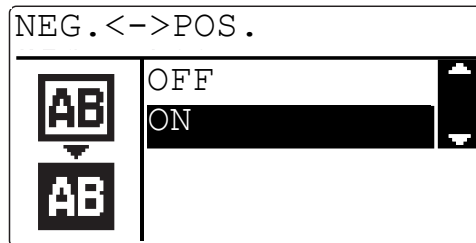
- [LEFT] or [UPPER] for [ERASE] and the book separation copy setting, the ID copy setting, or 2 in 1/4 in 1 copy setting cannot be set at the same time.
- [FRAME] for [ERASE] and the ID copy setting or 2 in 1/4 in 1 copy setting cannot be set at the same time.

5.8 Making copies with black and white reversed (Neg./Pos. Reverse)

You can make copies by reversing the white part (background) and the black part (text) of the original.



- 1 Load the original.
→ For details on how to load the original, refer to page 3-12.
- 2 Press **Function**.
The copy function screen appears.
- 3 Use ▲▼ to select [NEG. → POS.], then press **OK**.
- 4 Use ▲▼ to select [ON], then press **OK**.

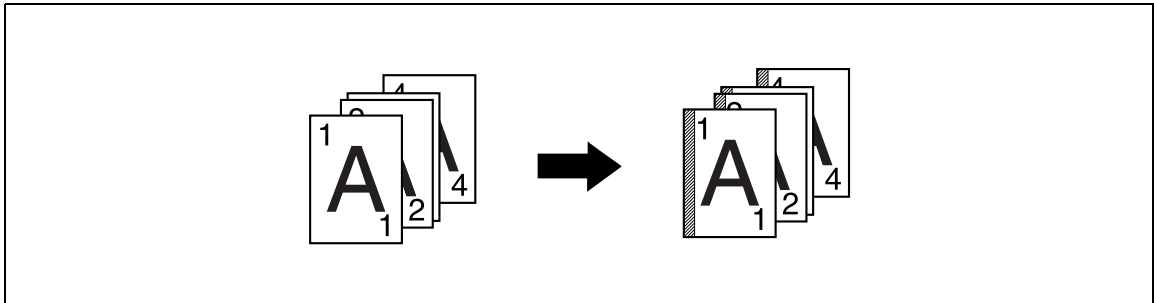


- 5 Press **Back** to return to the basic screen.
AB is displayed in the basic screen.
- 6 Configure other desired settings.
→ For details on the basic functions, refer to page 4-3.
→ For details on the Application, refer to page 5-3.
- 7 Use the **Keypad** to specify the number of copies, then press **Start**.

5.9 Making copies with a binding margin

You can displace the original image to the right and make copies by setting a binding margin on the left of the paper.

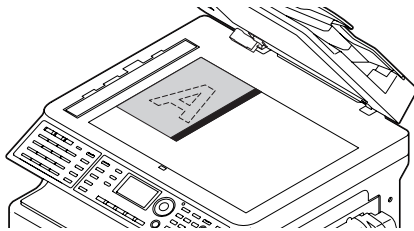
If you set a binding margin for the paper on which you want to copy data, you will be able to easily file the pages.



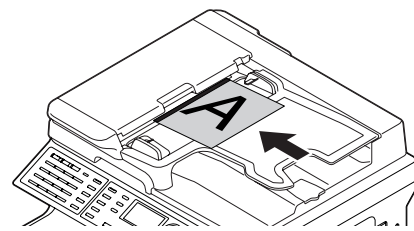
5.9.1 Precautions when making copies with a binding margin

When you make copies with a binding margin, exercise care regarding the direction in which the original is loaded.

Original Glass

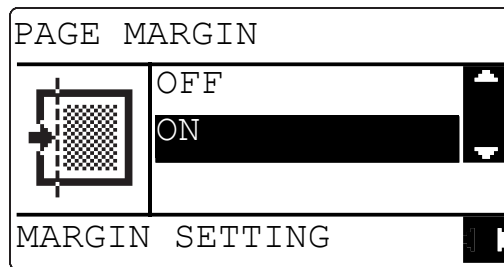


ADF



5.9.2 Setting a binding margin

- 1 Load the original.
→ For details on how to load the original, refer to page 3-12.
- 2 Press **Function**.
The copy function screen appears.
- 3 Use ▲▼ to select [PAGE MARGIN], then press **OK**.
- 4 Use ▲▼ to select [ON], then press **OK**.



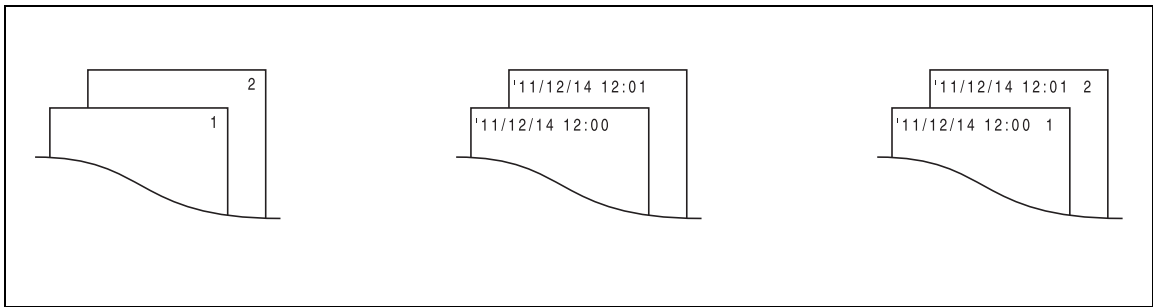
- When you select [ON] and press ►, you can specify the binding margin width. You can set the binding margin width within the range from 0 mm to 20 mm in steps of 1 mm. Press **OK**.
- 5 Press **Back** to return to the basic screen.
☰ is displayed in the basic screen.
 - 6 Configure other desired settings.
→ For details on the basic functions, refer to page 4-3.
→ For details on the Application, refer to page 5-3.
 - 7 Use the **Keypad** to specify the number of copies, then press **Start**.

Tips

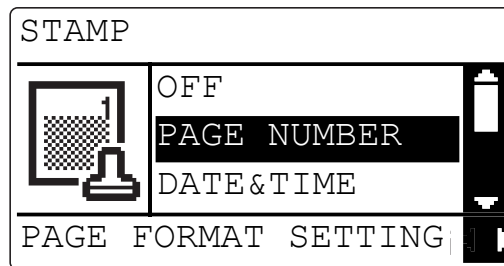
- The binding margin setting and the ID copy setting or the 2 in 1/4 in 1 copy setting cannot be set at the same time.

5.10 Making copies with a date and page number

You can print the date/time or page number.



- 1 Press **Function**.
The copy function screen appears.
- 2 Use ▲▼ to select [STAMP], then press **OK**.
- 3 Use ▲▼ to select [PAGE NUMBER], [DATE&TIME], or [PAGE+D&T], then press **OK**.



- When you select [PAGE NUMBER] and press ►, you can select the page number type. Select [P001, P002,] or [1, 2, 3,], then press **OK**.
 - When you select [DATE&TIME] and press ►, you can select the date/time type. Select [MM/DD/YY], [DD/MM/YY], or [YY/MM/DD], then press **OK**.
 - When you select [PAGE+D&T] and press ►, you can select the date/time type. If you press ► next, you can select the page number type. Press **OK**.
- 4 Press **Back** to display the basic screen.
☰ is displayed in the basic screen.
 - 5 Configure other desired settings.
 - For details on the basic functions, refer to page 4-3.
 - For details on the Application, refer to page 5-3.
 - 6 Use the **Keypad** to specify the number of copies, then press **Start**.

5.11 Registering or recalling the copy settings

By registering the frequently used copy mode, you can recall it as required. You can register up to two copy settings.

The available setting items are as follows.

- Number of Copies
- Tray Select (Including [AUTO])
- Image quality
- Density (Including [AUTO])
- Each item of the function (Frame Erase, Page Margin, X/Y Variable Zoom Ratio, Neg./Pos. Reverse, Book Separation)
- Mixed Original
- Combine Originals
- Zoom
- Finishing
- ID Copy
- Stamp

If the paper loaded in the tray is in custom size, it is not registered. For details on registering the custom size, refer to page 6-14.

5.11.1 Registering the copy setting

Tips

- You cannot register setting while this machine is warming up.

1 Set various items you want to register.

→ For details on the basic functions, refer to page 4-3.

→ For details on the Application, refer to page 5-3.

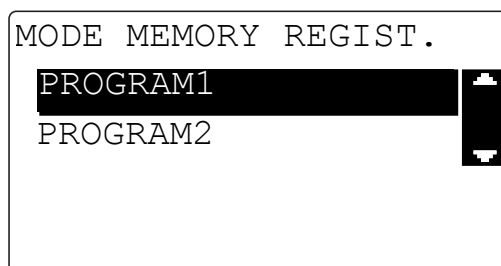
2 Press **Mode Memory**.

The program screen appears.

3 Use ▲▼ to select [REGISTER], then press **OK**.

4 Use ▲▼ to select the program number to be registered, then press **OK**.

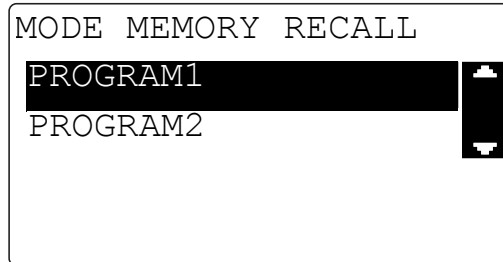
The current copy setting is registered.



- If you register a new copy setting to a program number for which a program has been already registered, the previous copy setting is erased.

5.11.2 Recalling the copy setting and making copies

- 1 Load the original.
→ For details on how to load the original, refer to page 3-12.
- 2 Press **Mode Memory**.
The program screen appears.
- 3 Use ▲▼ to select [RECALL], then press **OK**.
- 4 Use ▲▼ to select the program number to be recalled, then press **OK**.
The selected program is recalled.



- 5 Press the **Start** key.

A large, bold, black number '6' is centered within a gray square. The square is positioned to the left of the text 'Utility and Copy Settings'.

Utility and Copy Settings

6 Utility and Copy Settings

6.1 Utility

The Utility screen provides 13 setting items.

| No. | Name | Description | Page |
|-----|-----------------------|---|---------|
| 1 | [MACHINE SETTING] | Configure the settings for the operating environment of this machine. | p. 6-5 |
| 2 | [PAPER SOURCE SET-UP] | Specify the size and type of the paper loaded in Tray 1 . You can also specify the unit of paper size and paper type loaded in Tray2-Tray5 . | p. 6-11 |
| 3 | [CUSTOM SIZE MEMORY] | Register up to two custom sizes. | p. 6-14 |
| 4 | [DRUM DEHUMIDIFY] | Perform maintenance operations to prevent a function reduction. | p. 6-16 |
| 5 | [ADMIN. MANAGEMENT] | Configure the remote monitor settings or settings for the administrator to manage each account. | p. 6-18 |
| 6 | [COPY SETTING 1] | Configure the default settings for each copy function. | p. 6-23 |
| 7 | [COPY SETTING 2] | | p. 6-30 |
| 8 | [DIAL REGISTRATION] | This item is available if the optional Fax Kit FK-510 , Image Controller IC-209 , or Network Card NC-504 is installed. For details, refer to [User's Guide Fax Operations] [User's Guide Network Scan Operations]. | - |
| 9 | [FAX REGISTRATION] | This item is available if the optional Fax Kit FK-510 is installed. For details, refer to [User's Guide Fax Operations]. | - |
| 10 | [FAX TX OPERATION] | This item is available if the optional Fax Kit FK-510 is installed. For details, refer to [User's Guide Fax Operations]. | - |
| 11 | [FAX RX OPERATION] | This item is available if the optional Fax Kit FK-510 is installed. For details, refer to [User's Guide Fax Operations]. | - |
| 12 | [REPORTING] | This item is available if the optional Fax Kit FK-510 is installed. For details, refer to [User's Guide Fax Operations]. | - |
| 13 | [SCAN SETTING] | This item is available if an optional Image Controller IC-209 or Network Card NC-504 is installed in this machine. For details, refer to [User's Guide Network Scan Operations]. | - |



Tips

- Some items cannot be configured depending on which optional device is installed in this machine. If an unavailable item is selected, an error message appears.

6.2 Machine Setting

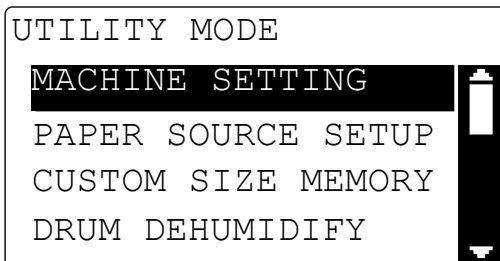
In the Machine Setting screen, change the settings for the following items.

<Items for Machine Setting>

| No. | Settings | Description |
|-----|---------------------|---|
| 1 | [AUTO PANEL RESET] | After completing copy operations or the last key operation, set the time period until the auto panel reset function starts from [OFF], [30 sec], [1 min], [2 min], [3 min], [4 min], or [5 min]. The auto panel reset function automatically returns the screen to the initial mode, and the basic screen appears. <ul style="list-style-type: none"> The factory default is [1 min]. |
| 2 | [SLEEP MODE] | Set the time period until this machine enters sleep mode after the user paused operations within the range from [1 min] to [240 min]. <ul style="list-style-type: none"> The factory default is [15 min]. |
| 3 | [AUTO SHUT TIME] | Specify whether to automatically turn the power off [ON] or not [OFF] when the specified time elapsed after this machine became inactive. If [ON] is selected, specify the time [15min] to [240min] required to turn the power off. <ul style="list-style-type: none"> The factory default is [ON]. |
| 4 | [DENSITY(ADF)] | Set the image quality level when using the optional ADF . [MODE1]: Select this to make copies with the density same as that of the original. [MODE2]: Select this to set the lighter copy density and prevent contamination due to copying. <ul style="list-style-type: none"> The factory default is [MODE1]. |
| 5 | [DENSITY(BOOK)] | Set the image quality level when you copy the original by setting it on the Original Glass . [MODE1]: Select this to make copies with the density same as that of the original. [MODE2]: Select this to set the lighter copy density and prevent contamination due to copying. <ul style="list-style-type: none"> The factory default is [MODE1]. |
| 6 | [PRINT DENSITY] | Adjust copy density. <ul style="list-style-type: none"> The factory default is (). |
| 7 | [LCD CONTRAST] | Use this dial to adjust the brightness of the LCD Display . <ul style="list-style-type: none"> The factory default is (). |
| 8 | [KEY SPEED SETTING] | Set the time period until repeating input starts by holding down the key and the interval for repetition to [0.1 sec], [0.3 sec], [0.5sec], [1.0 sec], [1.5 sec], [2.0 sec], [2.5 sec], or [3.0sec]. <ul style="list-style-type: none"> The factory default is Start Time: [1.0 sec] and Interval: [0.1sec]. |
| 9 | [LANGUAGE] | Set a display screen language. <ul style="list-style-type: none"> The factory default is [ENGLISH]. |
| 10 | [BUZZOR VOLUME] | This item is available if the optional FAX Kit FK-510 is installed. You can adjust buzzer volume. <ul style="list-style-type: none"> The factory default is [LOW]. For details, refer to [User's Guide Fax Operations]. |
| 11 | [INITIAL MODE] | This item is available if the optional FAX Kit FK-510 is installed. You can specify the initial mode. <ul style="list-style-type: none"> The factory default is [COPY]. For details, refer to [User's Guide Fax Operations]. |
| 12 | [SCAN THRESHOLD] | This item is available if the optional FAX Kit FK-510 , Image Controller IC-209 , or Network Card NC-504 is installed. You can set remaining amount of memory when you interrupt to scan the original because the memory becomes full. <ul style="list-style-type: none"> The factory default is [512Kbyte]. For details, refer to [User's Guide Fax Operations]. |

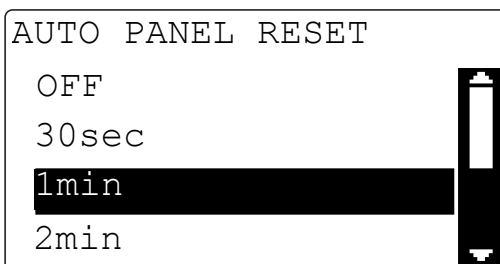
6.2.1 Select Machine Setting

- 1 Press the **Utility** key.
The Utility screen appears.
- 2 Use **▲▼** to select [MACHINE SETTING], then press **OK**.



6.2.2 Changing the auto panel reset setting

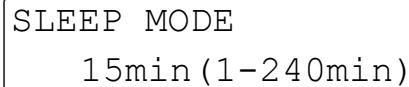
- 1 Select [MACHINE SETTING].
→ For details on selecting [MACHINE SETTING], refer to page 6-5.
- 2 Use **▲▼** to select [AUTO PANEL RESET], then press **OK**.
- 3 Use **▲▼** to select [OFF], [30 sec], [1 min], [2 min], [3 min], [4 min], or [5 min], then press **OK**.



This returns to the Machine Setting screen.

6.2.3 Changing the sleep mode setting

- 1 Select [MACHINE SETTING].
→ For details on selecting [MACHINE SETTING], refer to page 6-5.
- 2 Use ▲▼, to select [SLEEP MODE], then press **OK**.
- 3 Enter time until the sleep function is enabled using the **Keypad**, then press **OK**.



SLEEP MODE
15min (1-240min)

- Configure timer setting between one and 240 minutes.
- To correct the value, press **Clear/Stop**.
This returns to the Machine Setting screen.

6.2.4 Changing the auto shut time

Specify whether to automatically turn the power off when the specified time elapsed after this machine became inactive. If it is set to be turned off, specify the time required for the power to turn off.

Tips

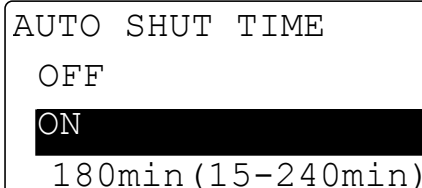
- This machine is not available if the power is turned off by the auto shut time function. Turn on the power when using this machine.



Reference

If [ADMIN. MANAGEMENT] - [DISPLAY AUTO SHUT] is set to [DISABLE], the auto shut time cannot be changed. For details, refer to page 6-19.

- 1 Select [MACHINE SETTING].
→ For details on selecting [MACHINE SETTING], refer to page 6-5.
- 2 Use ▲▼ to select [AUTO SHUT TIME], then press **OK**.
- 3 Use ▲▼ to select [OFF] or [ON].
→ If you select [OFF], press **OK**.
→ If you select [ON], enter the time required to automatically turn the power off using the **Keypad**, then press **OK**.

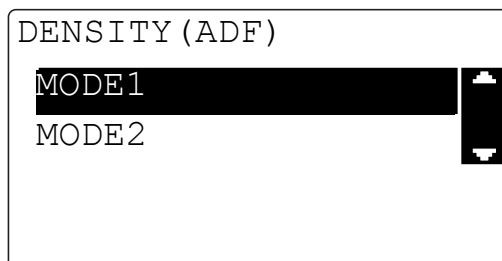


AUTO SHUT TIME
OFF
ON
180min (15-240min)

- The timer can be specified between 15 and 240 minutes.
- To correct the numeric value, press **Clear/Stop**.
This returns to the machine setting screen.

6.2.5 Changing the image quality when using the ADF

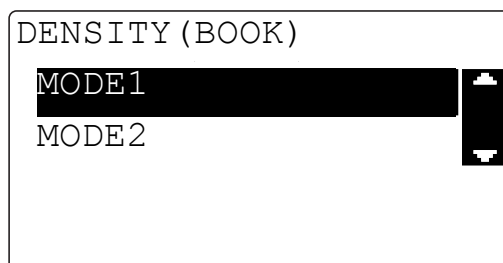
- 1 Select [MACHINE SETTING].
→ For details on selecting [MACHINE SETTING], refer to page 6-5.
- 2 Use ▲▼ to select [DENSITY(ADF)], then press **OK**.
- 3 Use ▲▼ to select [MODE1] or [MODE2], then press **OK**.



This returns to the Machine Setting screen.

6.2.6 Changing the image quality when using the Original Glass

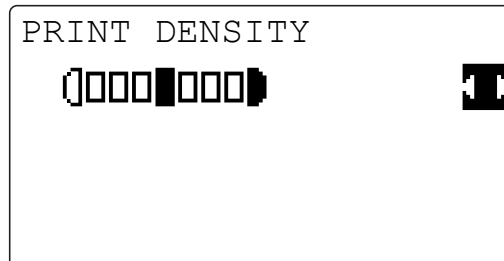
- 1 Select [MACHINE SETTING].
→ For details on selecting [MACHINE SETTING], refer to page 6-5.
- 2 Use ▲▼ to select [DENSITY(BOOK)], then press **OK**.
- 3 Use ▲▼ to select [MODE1] or [MODE2], then press **OK**.



This returns to the Machine Setting screen.

6.2.7 Changing the density

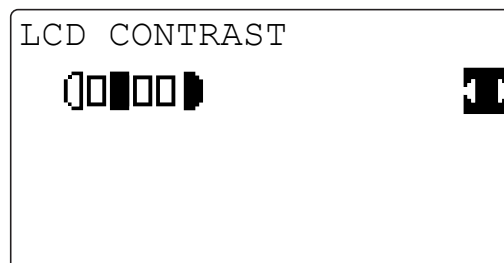
- 1 Select [MACHINE SETTING].
→ For details on selecting [MACHINE SETTING], refer to page 6-5.
- 2 Use ▲▼ to select [PRINT DENSITY], then press **OK**
- 3 Use ◀▶ to select the density level, then press **OK**.



This returns to the Machine Setting screen.

6.2.8 Changing the LCD contrast

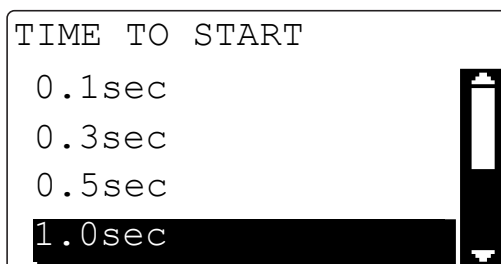
- 1 Select [MACHINE SETTING].
→ For details on selecting [MACHINE SETTING], refer to page 6-5.
- 2 Use ▲▼ to select [LCD CONTRAST], then press **OK**.
- 3 Use ◀▶ to select the contrast level, then press **OK**.



This returns to the Machine Setting screen.

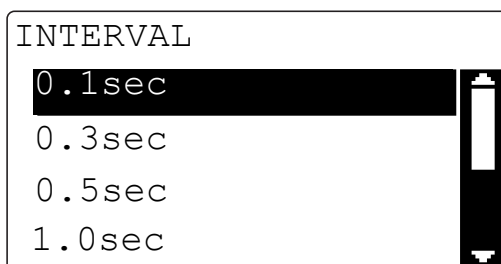
6.2.9 Changing key speed setting

- 1 Select [MACHINE SETTING].
→ For details on selecting [MACHINE SETTING], refer to page 6-5.
- 2 Use ▲▼ to select [KEY SPEED SETTING], then press **OK**.
→ To set a value at [INTERVAL], go to Step 5.
- 3 Use ▲▼ to select [TIME TO START], then press **OK**.
- 4 Use ▲▼ to select the time period until the function starts, then press **OK**.



The screen returns to the one for setting key speed.
→ Press **Back** to return to the Machine Setting screen.
→ To set a value at [INTERVAL], go to the next step.

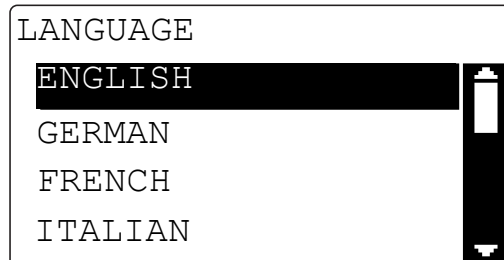
- 5 Use ▲▼ to select [INTERVAL], then press **OK**.
- 6 Use ▲▼ to select the key speed changing interval, then press **OK**.



The screen returns to the one for setting key speed.
→ Press **Back** to return to the Machine Setting screen.

6.2.10 Changing the language to be displayed on the Display

- 1 Select [MACHINE SETTING].
→ For details on selecting [MACHINE SETTING], refer to page 6-5.
- 2 Use ▲▼ to select [LANGUAGE], then press **OK**.
- 3 Use ▲▼ to select the language, then press **OK**.



This returns to the Machine Setting screen.

6.3 Tray Settings

Using Tray Settings, you can change the settings for each tray.

<Items for Tray Settings>

| No. | Settings | Description |
|-----|----------|---|
| 1 | [TRAY1] | Specify the size, unit, and type of the paper to be loaded in Tray 1 . Select the paper size from [AUTO], [A6□(A6 CARD)], [A6□], [B4□], [B5□], [B5□], [B6□], [INV□], [INV□], [EXE□], [EXE□], [INCH/METRIC], [SIZE INPUT], [MEMORY1], and [MEMORY2]. If you have selected [SIZE INPUT], enter the page size (X: 140 mm to 432 mm, Y: 90 mm to 297 mm). Set the paper unit at [INCH/METRIC]. Select the paper type from [PLAIN], [RECYCLE], [1-SIDE], [SPECIAL], [TRANSPARENCY], [CARD1], [CARD2], [ENVELOPE], [PLAIN 2-SIDE], [CARD1 2-SIDE], [CARD2 2-SIDE], and [RECY. 2-SIDE]. <ul style="list-style-type: none"> The factory default is [AUTO], [PLAIN], and [METRIC]. |
| 2 | [TRAY2] | Specify the unit of the paper size and paper type. Select in what unit of paper size is used, inches such as Letter or centimeters (metric size) such as A4 and B5. If the setting is not appropriate, the paper size is not automatically detected. Select the paper type from [PLAIN], [RECYCLE], [1-SIDE], and [SPECIAL]. <ul style="list-style-type: none"> The factory default is [PLAIN] and [METRIC]. |
| 3 | [TRAY3] | Same as TRAY2. |
| 4 | [TRAY4] | Same as TRAY2. |
| 5 | [TRAY5] | Same as TRAY2. |

6.3.1 Selecting tray settings

- 1 Press the **Utility** key.
The Utility screen appears.
- 2 Use ▲▼ to select [PAPER SOURCE SETUP], then press **OK**.
The Tray Settings screen appears.

6.3.2 Setting the unit of the paper size

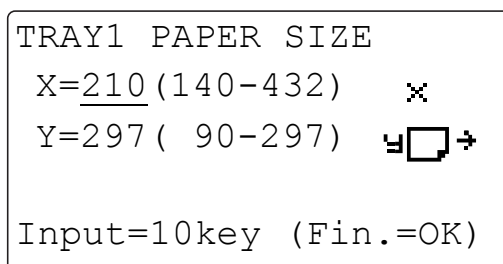
- 1 Select [PAPER SOURCE SETUP].
→ For details on selecting [PAPER SOURCE SETUP], refer to page 6-11.
- 2 Use ▲▼ to select [TRAY1], then press **OK**.
- 3 Use ▲▼ to select [PAPER SIZE], then press **OK**.
- 4 Use ▲▼ to select [INCH/METRIC], then press **OK**.
- 5 Use ▲▼ to select [METRIC] or [INCH], then press **OK**.



This returns to the Tray Settings screen.

6.3.3 Configuring paper settings for Tray1

- 1 Select [PAPER SOURCE SETUP].
→ For details on selecting [PAPER SOURCE SETUP], refer to page 6-11.
- 2 Use ▲▼ to select [TRAY1], then press **OK**.
→ To set the paper type, go to Step 5.
- 3 Use ▲▼ to select [PAPER SIZE], then press **OK**.
- 4 Use ▲▼ to select the paper size, then press **OK**.
→ For [MEMORY1] or [MEMORY2], you can select the paper size registered in [CUSTOM SIZE MEMORY]. For details on registering the custom size, refer to page 6-14.
→ If you have selected [SIZE INPUT], use the **Keypad** to enter the lengths of X and Y on the next screen, then press **OK**.

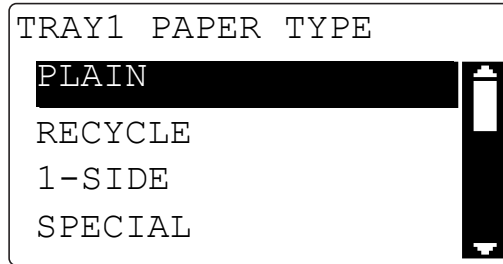


This returns to the Tray Settings screen.

→ To continuously set the paper type, go to Step 5.

- 5 Use ▲▼ to select [PAPER TYPE], then press **OK**.

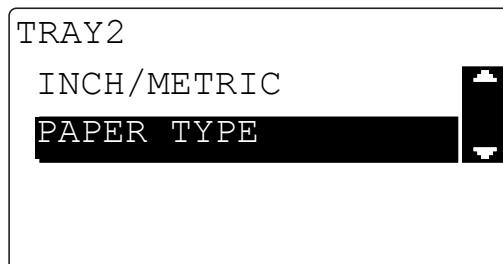
- 6 Use ▲▼ to select the paper type, then press **OK**.



This returns to the Tray Settings screen.

6.3.4 Configuring settings for Tray2 to Tray5

- 1 Select [PAPER SOURCE SETUP].
→ For details on selecting [PAPER SOURCE SETUP], refer to page 6-11.
- 2 Use ▲▼ to select a target tray, then press **OK**.
- 3 Use ▲▼ to select [INCH/METRIC], then press **OK**.
→ For details on setting the unit of the paper size, refer to page 6-12.
- 4 Use ▲▼ to select [PAPER TYPE], then press **OK**.



- 5 Use ▲▼ to select the paper type, then press **OK**.
This returns to the Tray Settings screen.

6.4 Registering a custom size

For Save Custom Size, you can register up to two frequently used custom sizes. The custom size registered here can be selected when you set the paper size for **Tray1** by selecting [PAPER SOURCE SETUP] - [TRAY1] - [PAPER SIZE].

<Items for Save Custom Size>

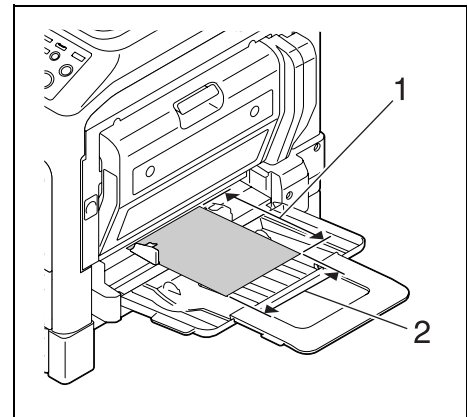
| No. | Settings | Description |
|-----|-----------|---|
| 1 | [MEMORY1] | Register a frequently used paper size and recall it when you set the paper size. The following size can be registered: Length direction: 140 mm to 432 mm width direction: 90 mm to 297 mm. |
| 2 | [MEMORY2] | |

6.4.1 Registering a custom size

- 1 Press the **Utility** key.
The Utility screen appears.
- 2 Use **▲▼** to select [CUSTOM SIZE MEMORY], then press **OK**.
The screen for registering a custom size appears.
- 3 Use **▲▼** to select the number to be registered, then press **OK**.
- 4 Enter a value for the length (X) using the **Keypad**, then press **OK**.

```
CUSTOM SIZE MEMORY1
X=140 (140-432)  X
Y= 90 ( 90-297)  Y
Input=10key (Fin.=OK)
```

- Refer to the illustration below to enter the length (X) and width (Y) of the paper correctly.
- Enter the paper length (X) within the range from 140 mm to 432 mm.
- To correct the entered value, press **Clear/Stop**.



1. Length (X)
2. Width (Y)

- 5 Enter a value for the width (Y) using the **Keypad**, then press **OK**.

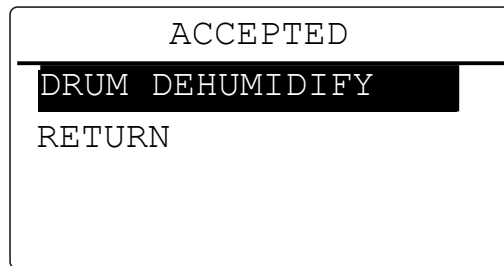
| ACCEPTED | |
|-----------------|-----|
| X=200 (140-432) | ✕ |
| Y=130 (90-297) | ☒ → |

- Enter the paper width (Y) within the range from 90 mm to 297 mm.
 - To correct the entered value, press **Clear/Stop**.
- The screen returns to the one for registering a custom size.

6.5 Drum Dry (Dew condensation removal)

If the room temperature changes rapidly (particularly when a heater is used during winter) or the humidity is high, condensation may form on the surface of the photo conductor in this machine, causing a smudgy image to be generated. In this case, use the drum dry (dew condensation removal) function to remove dew condensation. It will take approximately three minutes until the drum dry operation finishes.

- 1** Press the **Utility** key.
The Utility screen appears.
- 2** Use **▲▼** to select [DRUM DEHUMIDIFY], then press **OK**.
The Drum Dry screen appears.
- 3** Use **▼▲** to select [DRUM DEHUMIDIFY], then press **OK**.



This starts the drum dry operation, and returns to the Drum Dry screen.

6.6 Administrator Settings

Administrator Setting is the mode the administrator of this machine uses. If you select Administrator Setting, you need to enter the administrator number.

<Items for Administrator Settings>

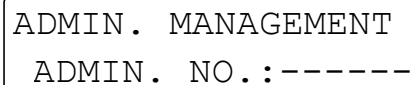
| No. | Settings | Description |
|-----|---------------------|--|
| 1 | [ADMINISTRATOR NO.] | Change the currently set administrator number to another number. |
| 2 | [DISPLAY AUTO SHUT] | Specify whether to enable or disable a change of the auto shut time. To enable a change, select [ENABLE]. To disable a change, select [DISABLE]. <ul style="list-style-type: none"> The factory default is [ENABLE]. |
| 3 | [SLEEP SHIFT] | Select whether to enable you to select [OFF] for the sleep mode setting in [MACHINE SETTING] ([ENABLE]) or not ([DISABLE]). <ul style="list-style-type: none"> The factory default is [ENABLE]. |
| 4 | [ACCOUNT TRACK] | Configure settings for performing management by account. Up to 50 accounts can be managed. <ul style="list-style-type: none"> Whether to manage account or not Registering the account number Changing/deleting the account number Displaying/erasing the total counters by account Erasing all total counters by account |
| 5 | [REMOTE MONITOR] | This item appears if the optional Fax Kit FK-510 and Image Controller IC-209 , or FAX Kit FK-510 and Network Card NC-504 are installed. You can configure remote monitor settings. For details, refer to [User's Guide Fax Operations]. <ul style="list-style-type: none"> The factory default is [ENABLE]. |
| 6 | [NETWORK SETTING] | This item appears if Image Controller IC-209 or Network Card NC-504 is installed. Configure settings required for connecting to the network. For details, refer to the [User's Guide Network Administrator]. |
| 7 | [E-MAIL SETTING 1] | This item appears if Image Controller IC-209 or Network Card NC-504 is installed. Configure settings required for Scan To E-mail. For details, refer to the [User's Guide Network Administrator]. |
| 8 | [E-MAIL SETTING 2] | This item appears if Image Controller IC-209 or Network Card NC-504 is installed. This item is required when you use POP BEFORE SMTP authentication. For details, refer to the [User's Guide Network Administrator]. |
| 9 | [LDAP SETTING] | This item appears if Image Controller IC-209 or Network Card NC-504 is installed. Configure settings to search for the destination registered in the LDAP server. For details, refer to the [User's Guide Network Administrator]. |
| 10 | [COMM. SETTING] | This item appears if the optional Fax Kit FK-510 and Image Controller IC-209 , or FAX Kit FK-510 and Network Card NC-504 are installed. Configure settings for the FAX function. For details, refer to [User's Guide Fax Operations]. |
| 11 | [USER SETTING] | This item appears if the optional FAX Kit FK-510 , Image Controller IC-209 , or Network Card NC-504 is installed. Configure the NTP server and time zone settings. For details, refer to [User's Guide Fax Operations]. |
| 12 | [SCAN TO USB] | This item appears if Image Controller IC-209 or Network Card NC-504 is installed. Select whether to save scanned data in USB memory. The factory default is [ENABLE]. For details, refer to [User's Guide Network Scan Operations]. This item is only available on bizhub 215 . |

Tips

- The administrator of this machine must not forget the administrator number.

6.6.1 Selecting the administrator setting

- 1 Press the **Utility** key.
The Utility screen appears.
- 2 Use **▲▼** to select [ADMIN. MANAGEMENT], then press **OK**.
- 3 Enter the administrator number using the **Keypad**, then press **OK**.
→ The factory default is [000000].

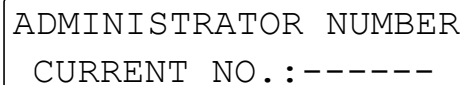


```
ADMIN. MANAGEMENT
ADMIN. NO. :-----
```

- To correct a value, press **Clear/Stop**.
The Administrator Settings screen appears.

6.6.2 Changing the administrator number

- 1 Select [ADMIN. MANAGEMENT].
→ For details on selecting [ADMIN. MANAGEMENT], refer to page 6-18.
- 2 Use **▲▼** to select [ADMINISTRATOR NO.], then press **OK**.
- 3 Enter the current administrator number using the **Keypad**, then press **OK**.



```
ADMINISTRATOR NUMBER
CURRENT NO. :-----
```

- To correct a value, press **Clear/Stop**.

- 4 Enter a new administrator number using the **Keypad**, then press **OK**.
- 5 For confirmation, enter the new administrator number, then press **OK**.
This returns to the Administrator Settings screen.

6.6.3 Enabling a change of the auto shut time

- 1 Select [ADMIN. MANAGEMENT].
→ For details on selecting [ADMIN. MANAGEMENT], refer to page 6-18.
- 2 Use ▲▼ to select [DISPLAY AUTO SHUT], then press **OK**.
- 3 Use ▲▼ to select [ENABLE] , then press **OK**.
→ If you select [DISABLE], you cannot change the auto shut time.
This returns to the Administrator Settings screen.

6.6.4 Configuring setting so that sleep mode is not used

- 1 Select [ADMIN. MANAGEMENT].
→ For details on selecting [ADMIN. MANAGEMENT], refer to page 6-18.
- 2 Use ▲▼ to select [SLEEP SHIFT], then press **OK**.
- 3 Use ▲▼ to select [DISABLE], then press **OK**.
This returns to the Administrator Settings screen.

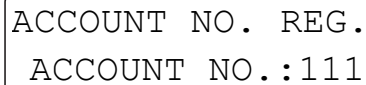
6.6.5 Specifying ACCOUNT TRACK MODE

- 1 Select [ADMIN. MANAGEMENT].
→ For details on selecting [ADMIN. MANAGEMENT], refer to page 6-18.
- 2 Use ▲▼ to select [ACCOUNT TRACK], then press **OK**.
- 3 Use ▲▼ to select [ACCOUNT TRACK MODE], then press **OK**.
- 4 Use ▲▼ to select [COPY] or [PC-PRINT], then press **OK**.
- 5 Select [ON] or [OFF], then press **OK**.
This returns to the Account Track Settings screen.

6.6.6 Registering ID (account)

Register an account number. Up to 50 account numbers can be registered.

- 1 Select [ADMIN. MANAGEMENT].
→ For details on selecting [ADMIN. MANAGEMENT], refer to page 6-18.
- 2 Use ▲▼ to select [ACCOUNT TRACK], then press **OK**.
- 3 Use ▲▼ to select [ACCOUNT NO. REG.], then press **OK**.
- 4 Enter the account number using the **Keypad**, then press **OK**.



ACCOUNT NO. REG.
ACCOUNT NO. : 111

- Specify the 3-digit ID (account) number.
- To correct the value, press **Clear/Stop**.

- 5 Press **Back**.
 - If you select [ADD], you can continuously register another ID (account) number.
 - If the number of registered ID (account) numbers exceeds 50, the [UP TO 50 ACCOUNT] message appears.

This returns to the Account Track Settings screen.

6.6.7 Changing or deleting the ID (account)

- 1 Select [ADMIN. MANAGEMENT].
→ For details on selecting [ADMIN. MANAGEMENT], refer to page 6-18.
- 2 Use ▲▼ to select [ACCOUNT TRACK], then press **OK**.
- 3 Use ▲▼ to select [ACCOUNT NO. REG.], then press **OK**.
- 4 Enter a target number using the **Keypad**, then press **OK**.

```
ACCOUNT NO. REG.  
ACCOUNT NO. : 111
```

- Specify the 3-digit ID (account) number.
- To correct the value, press **Clear/Stop**.

- 5 Use ▲▼ to select [CHECK/EDIT], then press **OK**.
- 6 Use ▲▼ to select the target number.
→ To change the number, press **OK**, and go to the next step.
→ To delete the number, press **Clear/Stop**, and select [YES].
- 7 Enter a new number using the **Keypad**, then press **OK**.

```
ACCOUNT NO. EDIT  
ACCOUNT NO. : 112
```

- If the entered ID (account) number has been already registered, [REGISTERED!] is displayed.
- To continuously change or delete the next number, repeat Steps 6 to 7.

- 8 When all changing or deleting operations have been completed, press **Back**.
This returns to the Administrator Settings screen.

6.6.8 Displaying or erasing the total counter by ID (account)

- 1 Select [ADMIN. MANAGEMENT].
→ For details on selecting [ADMIN. MANAGEMENT], refer to page 6-18.
- 2 Use ▲▼ to select [ACCOUNT TRACK], then press **OK**.
- 3 Use ▲▼ to select [ACCOUNT TRACK DATA], then press **OK**.
- 4 Use ▲▼ to select [DISPLAY], then press **OK**.
- 5 Use ▲▼ or the **Keypad** to enter the account number to be displayed, then press **OK**.

```
TRACK DATA DISPLAY
ACCOUNT NO.:111
TOTAL PRINT:222222
```

The total counters of the selected ID (account) is displayed.

- 6 To erase the displayed counter, press **Clear/Stop**.
The total counters of the selected ID (account) is erased.



6.6.9 Erasing all total counters by ID (account)

- 1 Select [ADMIN. MANAGEMENT].
→ For details on selecting [ADMIN. MANAGEMENT], refer to page 6-18.
- 2 Use ▲▼ to select [ACCOUNT TRACK], then press **OK**.
- 3 Use ▲▼ to select [ACCOUNT TRACK DATA], then press **OK**.
- 4 Use ▲▼ to select [ALL COUNTER CLEAR], then press **OK**.
This returns to the screen for the counter by account.

6.7 COPY SETTING 1

The mode when you turn on the power or press **Reset** is called the initial mode. COPY SETTING 1 or COPY SETTING 2 enables you to change the initial mode settings for each copy function.

Items of COPY SETTING 1

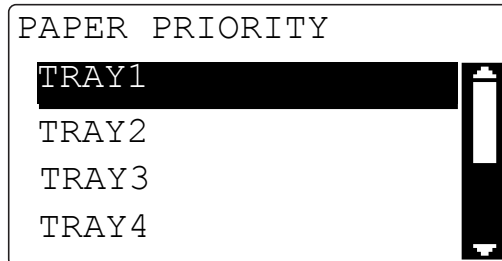
| No. | Settings | Description |
|-----|--------------------------------------|---|
| 1 | [PAPER PRIORITY] | Select a tray to be given priority when Auto Zoom is selected from [TRAY1], [TRAY2], [TRAY3], [TRAY4], [TRAY5], and [MULTI BYPASS]. • The factory default is [TRAY1]. |
| 2 | [QUALITY PRIORITY] | Select the image quality when you turn on the power or reset the settings from [TEXT], [PHOTO], and [TEXT/PHOTO]. • The factory default is [TEXT]. |
| 3 | [DENSITY PRIORITY] | Select the density when you turn on the power or reset the settings from [AUTO] and [MANUAL]. • The factory default is [AUTO]. |
| 4 | [DENSITY LEVEL] - [DENSITY LEVEL(A)] | Specify a density level in Auto mode from three levels. • The factory default is  . |
| 5 | [DENSITY LEVEL] - [DENSITY LEVEL(M)] | Specify a density level in Manual mode from nine levels. • The factory default is  . |
| 6 | [DUPLEX PRIORITY] | This item is available if the optional Reverse Automatic Document Feeder DF-625 or Automatic Duplex Unit AD-509 is installed. Select an original and proof copy mode when you use the automatic 2-sided printing function from [1-SIDE → 1-SIDE], [1-SIDE → 2-SIDE], [2-SIDE → 1-SIDE], and [2-SIDE → 2-SIDE]. • The factory default is [1-SIDE → 1-SIDE]. |
| 7 | [OUTPUT BIND POS.] | Select the page margin position when you use the automatic 2-sided printing function from [LEFT], [RIGHT], and [TOP]. • The factory default is [LEFT]. |
| 8 | [ORIG. BINDING POS.] | Select the page margin position of the original when you use the automatic 2-sided printing function from [LEFT], [RIGHT], and [TOP]. • The factory default is [LEFT]. |
| 9 | [BINDING POSITION] | Specify the left page (Left Bind) or right page (Right Bind) to be scanned first when a book original is scanned. • The factory default is [LEFT]. |
| 10 | [MARGIN SETTING] | Specify the page margin width within the range from 0 mm to 20 mm in steps of 1 mm when giving margin to paper. • The factory default is 10 mm. |
| 11 | [ERASE SETTING] | Specify the erase width on the left, upper, and around the paper when you use the frame/center erase function within the range from 4 mm to 20 mm in steps of 1 mm. • The factory default is [LEFT]. The erase width is 10 mm. |
| 12 | [SMALL ORIGINAL] | Specify whether to [DISABLE] or [ENABLE] copying of a small size original for which the size cannot be automatically detected. • The factory default is [ENABLE]. |

6.7.1 Selecting COPY SETTING 1

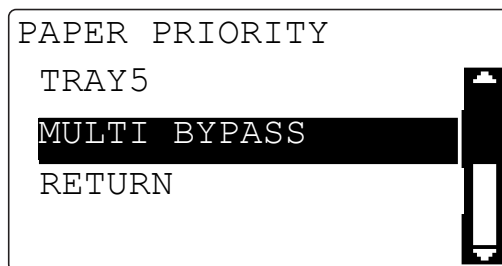
- 1 Press the **Utility** key.
The Utility screen appears.
- 2 Use **▲▼** to select [COPY SETTING 1], then press **OK**.
The COPY SETTING 1 screen appears.

6.7.2 Setting the tray priority

- 1 Select [COPY SETTING 1].
→ For details on selecting [COPY SETTING 1], refer to page 6-23.
- 2 Use ▲▼ to select [PAPER PRIORITY], then press **OK**.
- 3 Use ▲▼ to select a target tray, then press **OK**.



→ If **Bypass Tray** is installed, the following screen appears.



This returns to the COPY SETTING 1 screen.

Tips

- If the same size and type of paper as that in the priority tray is loaded into multiple trays and they have run out of paper, a message may appear to notify you to replenish the trays other than the priority tray with paper. If the message appears, replenish paper according to the on-screen instructions.

6.7.3 Specifying the quality priority

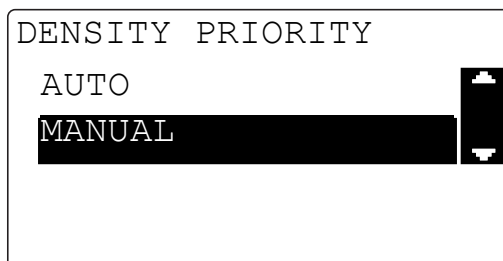
- 1 Select [COPY SETTING 1].
→ For details on selecting [COPY SETTING 1], refer to page 6-23.
- 2 Use ▲▼ to select [QUALITY PRIORITY], then press **OK**.
- 3 Use ▲▼ to select a target quality, then press **OK**.



This returns to the COPY SETTING 1 screen.

6.7.4 Specifying the density priority

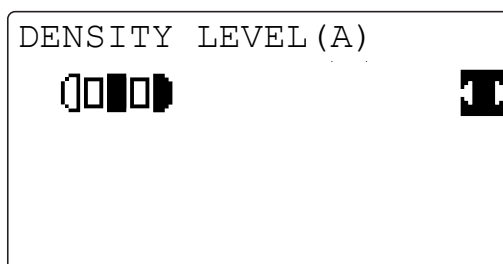
- 1 Select [COPY SETTING 1].
→ For details on selecting [COPY SETTING 1], refer to page 6-23.
- 2 Use ▲▼ to select [DENSITY PRIORITY], then press **OK**.
- 3 Use ▲▼ to select [AUTO] or [MANUAL], then press **OK**.



This returns to the COPY SETTING 1 screen.

6.7.5 Specifying the density level priority (Auto)

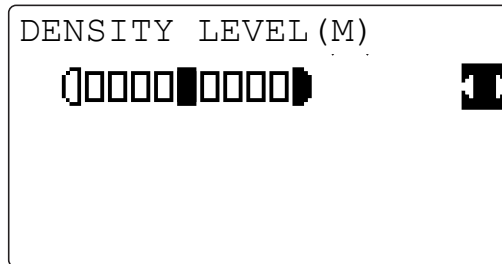
- 1 Select [COPY SETTING 1].
→ For details on selecting [COPY SETTING 1], refer to page 6-23.
- 2 Use ▲▼ to select [DENSITY LEVEL], then press **OK**.
- 3 Use ▲▼ to select [AUTO], then press **OK**.
- 4 Use ◀▶ to select the density level, then press **OK**.



This returns to the COPY SETTING 1 screen.

6.7.6 Specifying the density level priority (Manual)

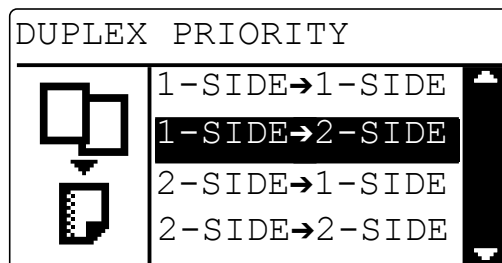
- 1 Select [COPY SETTING 1].
→ For details on selecting [COPY SETTING 1], refer to page 6-23.
- 2 Use ▲▼ to select [DENSITY LEVEL], then press **OK**.
- 3 Use ▲▼ to select [MANUAL], then press **OK**.
- 4 Use ◀▶ to select the density level, then press **OK**.



This returns to the COPY SETTING 1 screen.

6.7.7 Setting 2-sided printing

- 1 Select [COPY SETTING 1].
→ For details on selecting [COPY SETTING 1], refer to page 6-23.
- 2 Use ▲▼ to select [DUPLEX PRIORITY], then press **OK**.
- 3 Use ▲▼ to select [1-SIDE → 1-SIDE], [1-SIDE → 2-SIDE], [2-SIDE → 1-SIDE], or [2-SIDE → 2-SIDE], then press **OK**.



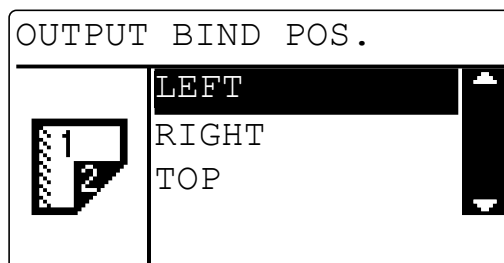
This returns to the COPY SETTING 1 screen.

Tips

- If the optional **Reverse Automatic Document Feeder DF-625** is not installed, [1-SIDE → 2-SIDE] and [2-SIDE → 2-SIDE] will not be displayed.
- If the optional **Automatic Duplex Unit AD-509** is not installed, [2-SIDE → 1-SIDE] and [2-SIDE → 2-SIDE] will not be displayed.

6.7.8 Setting the copy page margin

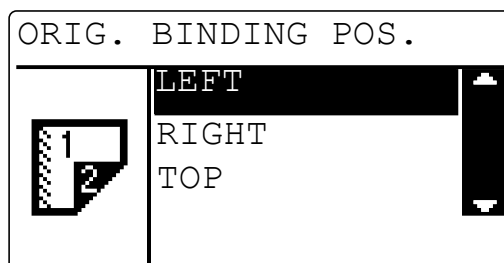
- 1 Select [COPY SETTING 1].
→ For details on selecting [COPY SETTING 1], refer to page 6-23.
- 2 Use ▲▼ to select [OUTPUT BIND POS.], then press **OK**.
- 3 Use ▲▼ to select [LEFT], [RIGHT], or [TOP], then press **OK**.



This returns to the COPY SETTING 1 screen.

6.7.9 Setting the original page margin position

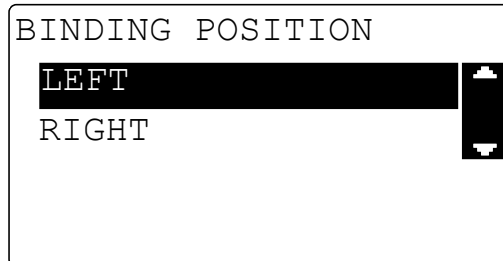
- 1 Select [COPY SETTING 1].
→ For details on selecting [COPY SETTING 1], refer to page 6-23.
- 2 Use ▲▼ to select [ORIG. BINDING POS.], then press **OK**.
- 3 Use ▲▼ to select [LEFT], [RIGHT], or [TOP], then press **OK**.



This returns to the COPY SETTING 1 screen.

6.7.10 Setting the book binding position

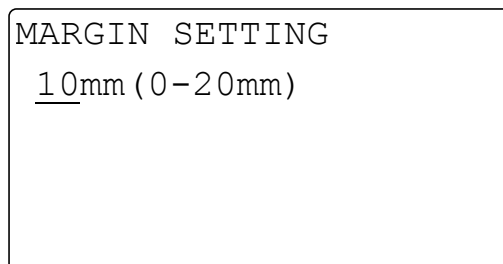
- 1 Select [COPY SETTING 1].
→ For details on selecting [COPY SETTING 1], refer to page 6-23.
- 2 Use ▲▼ to select [BINDING POSITION], then press **OK**.
- 3 Use ▲▼ to select [LEFT] or [RIGHT], then press **OK**.



This returns to the COPY SETTING 1 screen.

6.7.11 Adjusting the page margin width

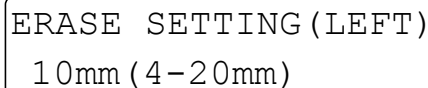
- 1 Select [COPY SETTING 1].
→ For details on selecting [COPY SETTING 1], refer to page 6-23.
- 2 Use ▲▼ to select [MARGIN SETTING], then press **OK**.
- 3 Enter the page margin width using the **Keypad**, then press **OK**.



- You can set the binding margin width within the range from 0 mm to 20 mm.
- To correct the value, press **Clear/Stop**, and enter a new value using the **Keypad**.
This returns to the COPY SETTING 1 screen.

6.7.12 Setting the erase width

- 1 Select [COPY SETTING 1].
→ For details on selecting [COPY SETTING 1], refer to page 6-23.
- 2 Use ▲▼ to select [ERASE SETTING], then press **OK**.
- 3 Use ▲▼ to select [LEFT], [UPPER], or [FRAME], then press **OK**.
- 4 Enter the erase width using the **Keypad**, then press **OK**.

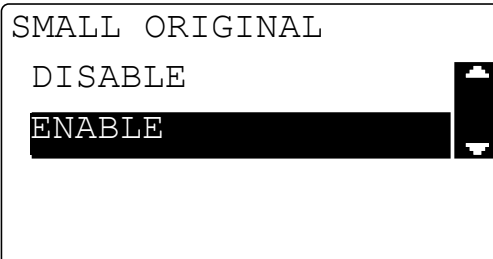


```
ERASE SETTING (LEFT)
 10mm (4-20mm)
```

- You can set the erase width within the range from 4 mm to 20 mm.
- To correct the value, press **Clear/Stop**, and enter a new value using the **Keypad**. This returns to the COPY SETTING 1 screen.

6.7.13 Setting a small size original

- 1 Select [COPY SETTING 1].
→ For details on selecting [COPY SETTING 1], refer to page 6-23.
- 2 Use ▲▼ to select [SMALL ORIGINAL], then press **OK**.
- 3 Use ▲▼ to select [DISABLE] or [ENABLE], then press **OK**.



```
SMALL ORIGINAL
  DISABLE
  ENABLE
```

This returns to the COPY SETTING 1 screen.

6.8 COPY SETTING 2

<Items of COPY SETTING 2>

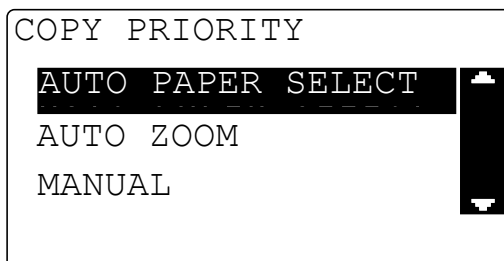
| No. | Settings | Settings | | | | | | | | |
|-----|--------------------|---|---|---|---|---|---|---|---|---|
| 1 | [COPY PRIORITY] | Select how to select copy mode when you turn on the power or reset the settings from [AUTO PAPER SELECT], [AUTO ZOOM], and [MANUAL]. <ul style="list-style-type: none"> The factory default is [AUTO PAPER SELECT]. | | | | | | | | |
| 2 | [OUTPUT PRIORITY] | Select finishing mode priority when you turn on the power or reset the settings from [NON-SORT], [SORT], and [GROUP]. <ul style="list-style-type: none"> The factory default is [NON-SORT]. | | | | | | | | |
| 3 | [CRISSCROSS MODE] | Specify [ON] or [OFF] for alternate output if the conditions for alternately outputting paper are satisfied. <ul style="list-style-type: none"> The factory default is [ON]. | | | | | | | | |
| 4 | [4IN1 COPY ORDER] | Select the copy order in 4in1 mode from the two options shown below. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>[PATTERN1]</p> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td></tr> </table> </div> <div style="text-align: center;"> <p>[PATTERN2]</p> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr><td>1</td><td>3</td></tr> <tr><td>2</td><td>4</td></tr> </table> </div> </div> <ul style="list-style-type: none"> The factory default is [PATTERN1]. | 1 | 2 | 3 | 4 | 1 | 3 | 2 | 4 |
| 1 | 2 | | | | | | | | | |
| 3 | 4 | | | | | | | | | |
| 1 | 3 | | | | | | | | | |
| 2 | 4 | | | | | | | | | |
| 5 | [MIXED ORIGINAL] | Specify whether to select the mixed original mode when you turn on the power or reset the settings. This item is available if the optional ADF is installed. <ul style="list-style-type: none"> The factory default is [OFF]. | | | | | | | | |
| 6 | [ORIG. DIRECTION] | Select the origin direction from [TOP], [LEFT], [RIGHT], and [BOTTOM]. <ul style="list-style-type: none"> The factory default is [TOP]. | | | | | | | | |
| 7 | [BOOK SEPARATION] | Select the print finishing mode in the book separation copy mode from [OFF], [SEPARATION], and [SPREAD]. <ul style="list-style-type: none"> The factory default is [OFF]. | | | | | | | | |
| 8 | [STAMP] | Select the stamp printing mode from [OFF], [PAGE NUMBER], [DATE&TIME], and [PAGE+D&T]. <ul style="list-style-type: none"> The factory default is [OFF]. | | | | | | | | |
| 9 | [PAGE FORMAT] | Select the [PAGE NUMBER] format to be printed in the stamp printing mode from [P001,P002] and [1,2,3]. <ul style="list-style-type: none"> The factory default is [P001,P002]. | | | | | | | | |
| 10 | [DATE&TIME FORMAT] | This item is available if the optional Image Controller IC-209 , Network Card NC-504 , or FAX Kit FK-510 is installed. Select the [DATE&TIME] format to be printed in the stamp printing mode from [MM/DD/YY], [DD/MM/YY], and [YY/MM/DD]. <ul style="list-style-type: none"> The factory default is [MM/DD/YY]. | | | | | | | | |

6.8.1 Selecting COPY SETTING 2

- 1 Press the **Utility** key.
The Utility screen appears.
- 2 Use **▲▼** to select [COPY SETTING 2], then press **OK**.
The COPY SETTING 2 screen appears.

6.8.2 Setting the copy mode priority

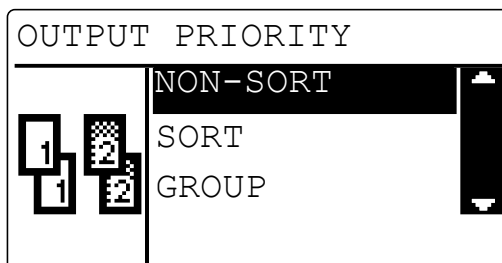
- 1 Select [COPY SETTING 2].
→ For details on selecting [COPY SETTING 2], refer to page 6-30.
- 2 Use ▲▼ to select [COPY PRIORITY], then press **OK**.
- 3 Use ▲▼ to select [AUTO PAPER SELECT], [AUTO ZOOM], or [MANUAL], then press **OK**.



This returns to the COPY SETTING 2 screen.

6.8.3 Specifying the finishing priority

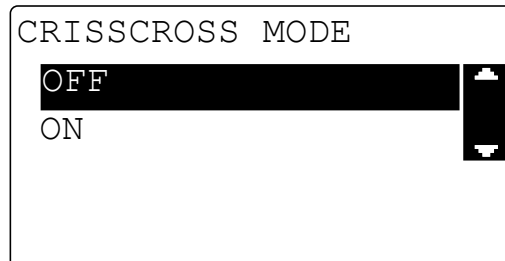
- 1 Select [COPY SETTING 2].
→ For details on selecting [COPY SETTING 2], refer to page 6-30.
- 2 Use ▲▼ to select [OUTPUT PRIORITY], then press **OK**.
- 3 Use ▲▼ to select [NON-SORT], [SORT], or [GROUP], then press **OK**.



This returns to the COPY SETTING 2 screen.

6.8.4 Specifying the alternate output

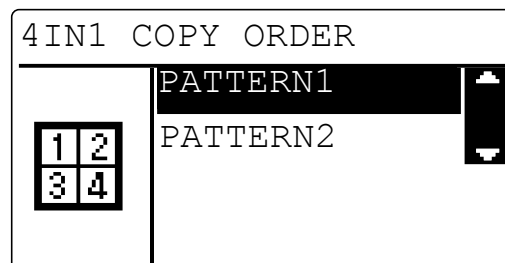
- 1 Select [COPY SETTING 2].
→ For details on selecting [COPY SETTING 2], refer to page 6-30.
- 2 Use ▲▼ to select [CRISSCROSS MODE], then press **OK**.
- 3 Use ▲▼ to select [OFF] or [ON], then press **OK**.



This returns to the COPY SETTING 2 screen.

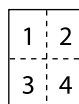
6.8.5 Setting 4in1 page copy order

- 1 Select [COPY SETTING 2].
→ For details on selecting [COPY SETTING 2], refer to page 6-30.
- 2 Use ▲▼ to select [4IN1 COPY ORDER], then press **OK**.
- 3 Use ▲▼ to select [PATTERN1] or [PATTERN2], then press **OK**.

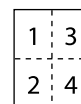


→ Page arrangements of PATTERN 1 and PATTERN 2 are as shown below.

PATTERN 1



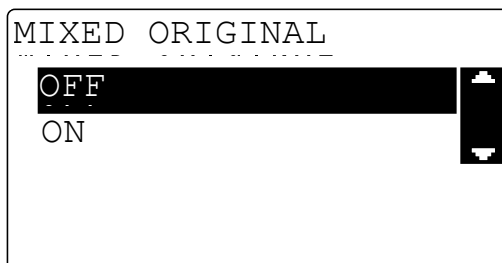
PATTERN 2



This returns to the COPY SETTING 2 screen.

6.8.6 Specifying the mixed original priority

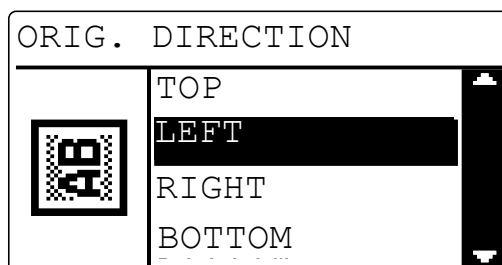
- ✓ This item is available if the optional **ADF** is installed.
- 1 Select [COPY SETTING 2].
→ For details on selecting [COPY SETTING 2], refer to page 6-30.
- 2 Use ▲▼ to select [MIXED ORIGINAL], then press **OK**.
- 3 Use ▲▼ to select [OFF] or [ON], then press **OK**.



This returns to the COPY SETTING 2 screen.

6.8.7 Configure ORIG. DIRECTION setting

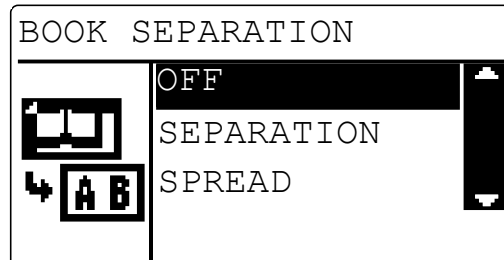
- 1 Select [COPY SETTING 2].
→ For details on selecting [COPY SETTING 2], refer to page 6-30.
- 2 Use ▲▼ to select [ORIG. DIRECTION], then press **OK**.
- 3 Use ▲▼ to select [TOP], [LEFT], [RIGHT], or [BOTTOM], then press **OK**.



This returns to the COPY SETTING 2 screen.

6.8.8 Configuring BOOK SEPARATION setting

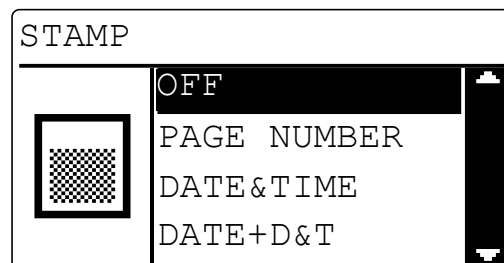
- 1 Select [COPY SETTING 2].
→ For details on selecting [COPY SETTING 2], refer to page 6-30.
- 2 Press ▲▼ to select [BOOK SEPARATION], then press **OK**.
- 3 Use ▲▼ to select [OFF], [SEPARATION], or [SPREAD], then press **OK**.



This returns to the COPY SETTING 2 screen.

6.8.9 Setting stamp printing

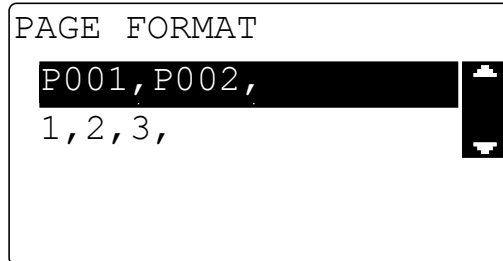
- 1 Select [COPY SETTING 2].
→ For details on selecting [COPY SETTING 2], refer to page 6-30.
- 2 Use ▲▼ to select [STAMP], then press **OK**.
- 3 Use ▲▼ to select [OFF], [PAGE NUMBER], [DATE&TIME], or [PAGE+D&T], then press **OK**.



This returns to the COPY SETTING 2 screen.

6.8.10 Setting the page number print format

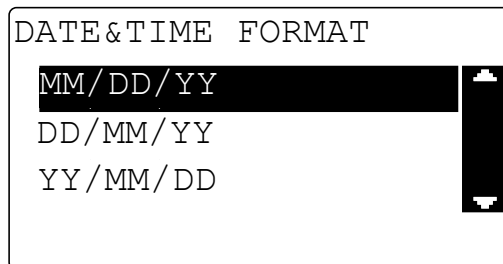
- 1 Select [COPY SETTING 2].
→ For details on selecting [COPY SETTING 2], refer to page 6-30.
- 2 Use ▲▼ to select [PAGE FORMAT], then press **OK**.
- 3 Use ▲▼ to select [P001, P002] or [1, 2, 3], then press **OK**.



This returns to the COPY SETTING 2 screen.

6.8.11 Setting the date/time print format

- 1 Select [COPY SETTING 2].
→ For details on selecting [COPY SETTING 2], refer to page 6-30.
- 2 Use ▲▼ to select [DATE&TIME FORMAT], then press **OK**.
- 3 Use ▲▼ to select [MM/DD/YY], [DD/MM/YY], or [YY/MM/DD], then press **OK**.



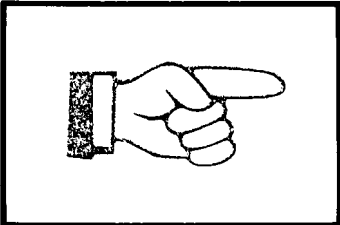
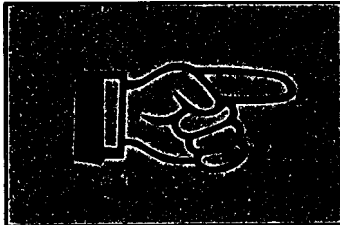
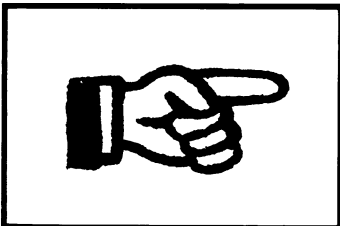
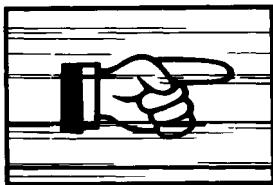
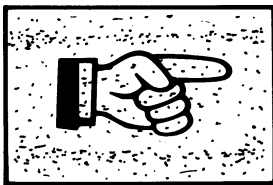
This returns to the COPY SETTING 2 screen.

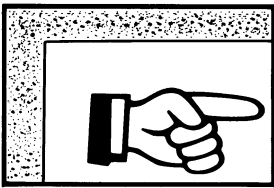
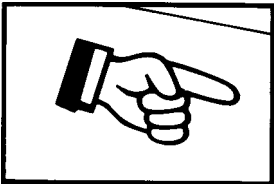
7

**If you suspect a failure then
do the following**

7 If you suspect a failure then do the following

7.1 If this copy is output

| Copy status | Major cause | Correction action |
|---|--|---|
| Copy density/color is light. | Is the copy density set to "Light"? | Press Density to set the desired copy density. (p. 4-5) |
|  | Is the paper damp? | Replace with new paper. (p. 3-8) |
| Copy density/color is dark. | Is the copy density set to "Dark"? | Press Density to set the desired copy density. (p. 4-5) |
|  | Was the original pressed firmly enough against the Original Glass ? | Position the original so that it is pressed closely against the Original Glass . (p. 3-13) |
| The ink runs or a copied image is blurred. | Is the paper damp? | Replace with new paper. (p. 3-8) |
|  | Was the original pressed firmly enough against the Original Glass ? | Position the original so that it is pressed closely against the Original Glass . (p. 3-13) |
| There are streaks on the copy. | Is the Original Glass dirty? | Wipe the Original Glass using a soft, dry cloth. (p. 8-6) |
|  | Is the Original Pad dirty? | Clean the Original Pad using a soft cloth dampened with a mild detergent. (p. 8-7) |
| | Was the original printed on highly translucent material, such as diazo photosensitive paper or OHP transparencies? | Place a blank sheet of paper on top of the original. (p. 3-14) |
| There are dark specks or spots throughout the copy. | Is a 2-sided original being copied? | If a thin 2-sided original is being copied, the print on the back side may be reproduced on the front side of the copy. Press Density to select a lighter background density. (p. 4-5) |
|  | The end of the service life of Drum Unit . | Contact your service representative. |

| Copy status | Major cause | Correction action |
|--|--|---|
| The edge of the copied image is dirty | Is the Original Pad dirty? | Clean the Original Pad using a soft cloth dampened with a mild detergent. (p. 8-7) |
|  | Was the selected paper size larger than the original? (With a Zoom setting of Full Size) | Select a paper size that is the same size as the original. (p. 4-8) Otherwise, select Auto Setting for Zoom to enlarge the copy to the selected paper size. (p. 4-20) |
| | Is the size or orientation of the original different from that of the paper? (With a Zoom setting of Full Size) | Select a paper size that is the same size as the original. Otherwise, select a paper orientation that is the same as that of the original. |
| | Was the copy reduced to a size smaller than the paper? (With a reduced zoom specified manually) | Select a copy zoom ratio that adjusts the original size to the selected paper size. (p. 4-20) Otherwise, select Auto Setting for Zoom to reduce the copy to the selected paper size. (p. 4-20) |
| | The image is copied at an angle. | Is the original positioned correctly? |
|  | Is the original incorrectly positioned in the ADF ? | Open the ADF , and position the original along the Original Scale correctly. (p. 3-12) |
| | Are the adjustable Lateral Guide correctly positioned against the edges of the paper? | Slide the adjustable Lateral Guide against the edges of the paper. |
| | Was curled paper loaded into the paper tray? | Flatten the paper before loading it. |

7.2 Major messages and troubleshooting

| Message | Cause | Correction action |
|---|---|--|
| [PAPER JAM Open #th side cover] | A paper jam has occurred in this machine. "#" indicates a tray. | Open the cover at the displayed position, and remove the jammed paper. For details, refer to [Quick Guide Copy/Print/Fax/Scan Operations]. |
| | Jammed paper is left in this machine. "#" indicates a tray. | Open the cover at the displayed position, and remove the jammed paper again. For details, refer to [Quick Guide Copy/Print/Fax/Scan Operations]. |
| [Original doc. jam Open doc.feed cover] | Paper jam inside the ADF . Jammed paper is left in the ADF . | Open the cover at the displayed position, and remove the jammed paper. For details, refer to [Quick Guide Copy/Print/Fax/Scan Operations]. |
| [FRONT COVER OPEN CLOSE FRONT COVER] | The Front Cover of this machine is opened, or not set securely. | Securely close the Front Cover of this machine. |
| [DOCUMENT COVER OPEN CLOSE DOCUMENT COVER] | An original is loaded into the ADF while the ADF is opened. | Securely close the ADF . |
| [DOC.FEED COVER OPEN CLOSE DOC.FEED COVER] | The Document Feeder Cover of the ADF is opened. | Securely close the Document Feeder Cover . |
| [TONER EMPTY SUPPLY TONER] | Toner is depleted. Cannot copy or print data. | Install a new Toner Bottle . For details, refer to [Quick Guide Copy/Print/Fax/Scan Operations]. |
| [PAPER EMPTY LOAD PAPER(#XXX)] | Paper-out occurs in the selected tray. "#" indicates a tray, and "XXX" indicates the paper size. | Load paper of the displayed size into the displayed tray. |
| [SET ORIGINAL TO ADF] | When the copy function is started using the ADF (such as mixed original copy), the original is not loaded into the ADF . Or the ADF is opened. | Set the original into the ADF . Securely close the ADF . |
| [REMOVE ORIGINAL IN ADF] | When the copy function is started using the Original Glass (such as ID COPY), the original is left in the ADF . | Remove the original from the ADF . |
| [Paper Empty] | (Copy settings being configured) The selected tray has run out of paper. | Load paper of the displayed size into the displayed tray or press Paper to select another paper size. |
| [NO SUITABLE PAPER LOAD PAPER(#XXX)] | <ul style="list-style-type: none"> The paper size of the selected tray was changed when copying operations were being carried out. There is no suitable-size paper when mixed originals are copied in the Auto Paper Select mode. "#" indicates a tray, and "XXX" indicates the paper size. | Load paper of the displayed size or press Paper to select another paper size. |
| [APS SIZE ERROR(XXX)] | There is no suitable-size paper when the original is copied in the auto paper select mode. "XXX" indicates the paper size. | Load paper of the suitable-size paper or press Paper to select another paper size. |

| Message | Cause | Correction action |
|--|---|--|
| [AMS SIZE ERROR] | The zoom ratio based on the combination of the original size and paper size is outside the range from 25% to 400% when the original is copied in the auto zoom select mode. | Load paper of the suitable-size paper or press Zoom to select a zoom ratio. |
| [PAPER SIZE ERROR RESET PAPER(#XXX)] | The paper loaded into the tray does not match the specified size. "#" indicates a tray, and "XXX" indicates the paper size. | When you use the paper feeder unit, remove the loaded paper and load paper according to the procedure in "Loading paper" (p. 3-8). When you are using custom size paper, refer to "Making copies on custom size paper" (p. 4-17). When you use Bypass Tray , remove the loaded paper and load paper according to the procedure in "Loading plain paper in the Bypass Tray " (p. 4-11). |
| [MEMORY FULL(PRESS ANY KEY)] | Image data scanned by the scanner caused a memory overflow. | Press any key on the Control Panel . Or turn off the Main Power Switch , and turn it on again. (All scanned data is erased.) |
| | Image data received from the computer has caused a memory overflow. | Press any key on the Control Panel . Or turn off the Main Power Switch , and turn it on again. (All scanned data is erased.) |
| [MAINTENANCE CALL(M1) CALL SERVICE] | Maintenance is due. | Contact your service representative. |
| [MAINTENANCE CALL(M2) CALL SERVICE] | The time for replacement of Drum Unit . | Contact your service representative. |
| [MACHINE TROUBLE SERVICE CALL (CXXXX)] | An error has occurred in this machine. | Turn off the Main Power Switch of this machine, then turn it on again. If this error recurs, contact your service representative. |

7.3 The copier does not function.

| Copier status | Major cause | Correction action |
|--|---|---|
| Nothing is displayed on the Control Panel . | Is only Start lit in blue? | The low power (sleep) mode is set. Press any key on the Control Panel to cancel the low power mode. (p. 2-19) |
| | Was the auto shut-off operation performed? | Turn on the Main Power Switch . |
| Start does not light in blue. | Have you entered the ID (account) number? <div data-bbox="694 584 1019 752" style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>ACCOUNT NO.:---</p> <p>Input=10Key</p> </div> | Enter the number according to the procedure in "Entering the ID (account) number". (p. 5-11) |
| | Even if you press Start , you cannot make copies. | Is Error on the Control Panel lit? |
| Power does not appear to have been supplied to this machine. | The Main Power Switch has just been turned on, and the copier is in preparation mode. | It will take approximately 15 seconds after you turn on the Main Power Switch . Please wait. |
| | Has the power cord been removed from the outlet? | Plug in the power cord. |
| | Has the breaker for the location where this machine is installed been turned OFF? | Turn on the breaker. |














8 Others

8 Others

8.1 Major specifications

8.1.1 bizhub 215

Specifications

| | | | |
|--|--|---------|---|
| Type | Scanner, printer, or desktop | | |
| Document holder | Fixed mount type | | |
| Photo conductor | OPC | | |
| Copy system | Laser electrostatic copying | | |
| Developing system | HMT system | | |
| Fusing system | Heat roller fusing system | | |
| Resolution | 600 dpi × 600 dpi | | |
| Originals | Type: Sheets, books, three-dimensional objects Size: Max. 11 × 17  (A3 ) , Weight: 4-7/16 lb (2 kg) | | |
| Copying paper type | Plain paper (17 lb to 23-15/16 lb (64 g/m ² to 90 g/m ²)), Recycled paper (17 lb to 23-15/16 lb (64 g/m ² to 90 g/m ²)) Special paper: Thick 1 (24-3/16 lb to 31-15/16 lb (91 g/m ² to 120 g/m ²), Thick 2 (32-3/16 lb to 41-3/4 lb (121 g/m ² to 157 g/m ²), Transparency, Envelope * Special paper is only available in Tray1 | | |
| Copy paper size | <Tray1> 11 × 17  to 5-1/2 × 8-1/2  /  , A3  to B6  , A6  , 8 × 13  * ¹ Width: 3-9/16 to 11-11/16 inches (90 mm to 297 mm), Length: 5-1/2 to 17 inches (139.7 mm to 431.8 mm) | | |
| Paper loading capacity | <Tray1> Plain paper, Recycled paper: 250 sheets Special paper (Thick paper): 20 sheets, (Transparency): 10 sheets, (Envelope): 10 sheets | | |
| Warm-up time | 15 sec. or less (Room temperature: 73.4°F (23°C)) | | |
| First copy (8-1/2 × 11  → A4 ) at printing) | 6.5 sec. or less | | |
| Copy speed (per minute) | Copy speed (When printing 8-1/2 × 11  (A4 ) | 1-Sided | Plain paper: 21 sheets/min. (Thick paper: 7 sheets/min.) |
| | | 2-Sided | Plain paper: 16.2 sheets/min. |
| Copy magnification | Full Size: 100% Enlarge <Inch area>: 121%, 129%, 200%, 400% <Metric area>: 115%, 141%, 200%, 400% Reduce <Inch area>: 78%, 64%, 50%, 25% <Metric area>: 81%, 70%, 50%, 25% Zoom: 25% to 400% (in steps of 1%) | | |
| Number of continuous copies | 1 to 999 sheets | | |
| Density adjustment | Auto and manual adjustment of nine levels | | |
| Image missing | Leading edge: 4 mm, trailing edge: 4 mm, back side: 4 mm, front side: 4 mm | | |
| Power supply | AC 120 V to 127 V, 11 A, 60 Hz (AC 220 V to 240 V, 6.0 A, 50/60 Hz) | | |
| Max. power consumption | 1300 W or less | | |

Specifications

| | |
|-----------------|--|
| Size | Width: 22-7/16 inches (570 mm) × Depth: 22-7/16 inches (570 mm) × Height: 18-1/16 inches (458 mm) (to the surface of the Original Glass) |
| Weight | 57-5/16 lb (26 kg) |
| Standard memory | Copy side: 128 MB |

8.1.2 Reverse Automatic Document Feeder DF-625**Specifications**

| | |
|---------------------------|---|
| Original feed mode | 1-sided original, 2-sided original, mixed original |
| Original type | 1-Sided: Plain paper (9-5/16 lb to 34-1/16 lb (35 g/m ² to 128 g/m ²)) 2-Sided/Mixed: (13-5/16 lb to 34-1/16 lb (50 g/m ² to 128 g/m ²)) |
| Original Size | 1-Sided/2-Sided: 11 × 17□ to 5-1/2 × 8-1/2□/□, A3□ to A5□/□ For details on handling mixed originals, refer to page 3-16. |
| Original loading capacity | Max. 70 sheets (21-1/4 lb (80 g/m ²)) |
| Max. power consumption | 14.4 W or less |
| Size | Width: 21-1/2 inches (546 mm) × Depth: 19-1/8 inches (486 mm) × Height: 3-1/8 inches (80 mm) |
| Weight | 11-11/16 lb (5.3 kg) |

8.1.3 Paper Feeder Unit PF-507**Specifications**

| | |
|---------------------------|--|
| Paper type | Plain paper, Recycled paper (15-15/16 lb to 23-15/16 lb (64 g/m ² to 90 g/m ²)) |
| Paper size | 11 × 17□ to 5-1/2 × 8-1/2 □, A3□ to B5□ |
| Number of loadable sheets | 250 sheets |
| Max. power consumption | 9 W or less |
| Size | Width: 22-7/16 inches (570 mm) × Depth: 20-7/8 inches (530 mm) × Height: 4-1/4 inches (108 mm) |
| Weight | 11-7/8 lb (5.4 kg) |

8.1.4 Multi Bypass Tray MB-505

Specifications

| | |
|---------------------------|--|
| Paper type | Plain paper, Recycled paper (17 lb to 23-15/16 lb (64 g/m ² to 90 g/m ²)) Special paper: Thick 1 (24-3/16 lb to 31-15/16 lb (91 g/m ² to 120 g/m ²), Thick 2 (32-3/16 lb to 41-3/4 lb (121 g/m ² to 157 g/m ²), Transparency, En- velope |
| Paper size | 11 × 17□ to 5-1/2 × 8-1/2□/□, A3□ to B6□, A6□, 8 × 13□ ^{*1} , 16K□/□, 8K□ Width: 3-9/16 inches to 11-11/16 inches (90 mm to 297 mm), Length: 5-1/2 to 17 inches (139.7 mm to 431.8 mm) ^{*1} Foolscap is provided with the following six types of paper sizes: 8-1/2 × 13-1/2, 220 mm × 330 mm, 8-1/2 × 13, 8-1/4 × 13, 8-1/8 × 13-1/4, and 8 × 13. Any one of these sizes is selectable. For details, contact your service representative. |
| Number of loadable sheets | Plain paper, Recycled paper: 100 sheets Special paper (Thick paper): 20 sheets, (Transparency): 10 sheets, (Envelope): 10 sheets |
| Max. power consumption | 8 W or less |
| Size | Width: 17-9/16 inches (446 mm) × Depth: 18-7/16 inches (469 mm) × Height: 3-1/4 inches (82 mm) |
| Weight | 3-1/2 lb (1.7 kg) |

8.1.5 Automatic Duplex Unit AD-509

Specifications

| | |
|------------------------|---|
| Paper type | Plain paper (17 lb to 23-15/16 lb (64 g/m ² to 90 g/m ²)) |
| Paper size | 11 × 17□ to 5-1/2 × 8-1/2□/□, A3□ to A5□/□, 8 × 13 □ ^{*1} , 16K□/□, 8K□ Width: 5-1/2 to 11-11/16 inches (139.7 mm to 297 mm), Length: 5-1/2 to 17 inches (139.7 mm to 431.8 mm) ^{*1} Foolscap is provided with the following six types of paper sizes: 8-1/2 × 13-1/2, 220 mm × 330 mm, 8-1/2 × 13, 8-1/4 × 13, 8-1/8 × 13-1/4, and 8 × 13. Any one of these sizes is selectable. For details, contact your service representative. |
| Power supply | Supply from machine |
| Max. power consumption | 6 W or less |
| Size | Width: 15-3/16 inches (386 mm) × Depth: 4-3/16 inches (107 mm) × Height: 8-7/8 inches (225 mm) |
| Weight | 3-5/16 lb (1.5 kg) |

8.2 Daily maintenance

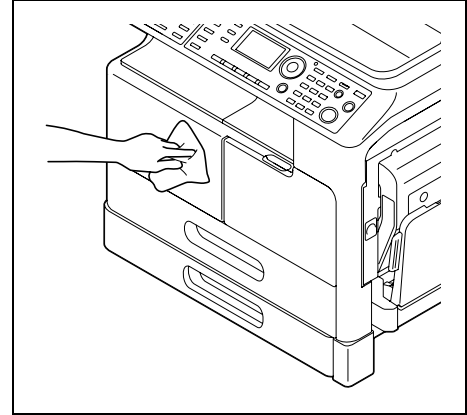
This section describes how to clean each part.

Important

- Be sure to turn off the **Main Power Switch** of this machine before starting cleaning.

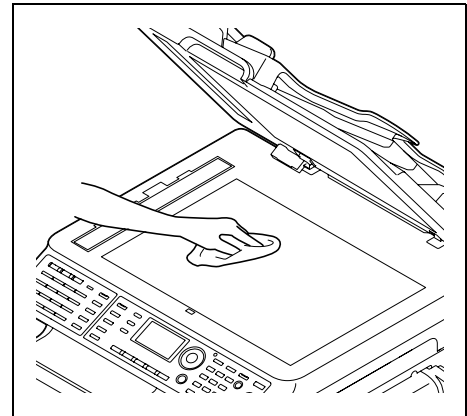
8.2.1 Housing

Wipe the surface of the housing using a soft cloth moistened with a mild household detergent.



8.2.2 Original Glass

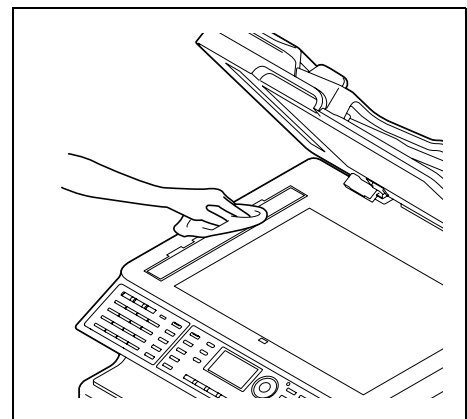
Wipe the surface of the **Original Glass** using a soft cloth.



8.2.3 Slit Scan Glass

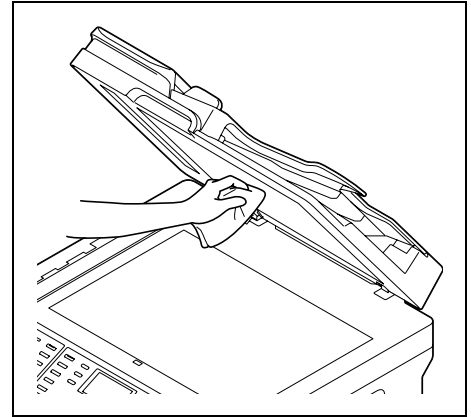
Wipe the surface of the **Slit Scan Glass** using a soft cloth.

- Wipe off stains from the back side to the front side along the guide.



8.2.4 Original Pad

Wipe the surface of the **Original Pad** using a soft cloth moistened with alcohol.

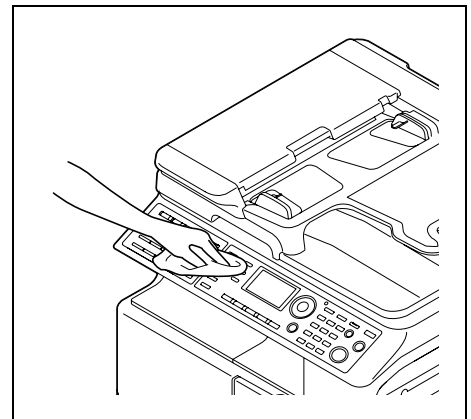


8.2.5 Control Panel

Wipe the surface of the **Control Panel** using a soft cloth.

Important

- Do not use a mild household detergent or glass cleaner, otherwise the keys may be damaged.





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9 Index

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