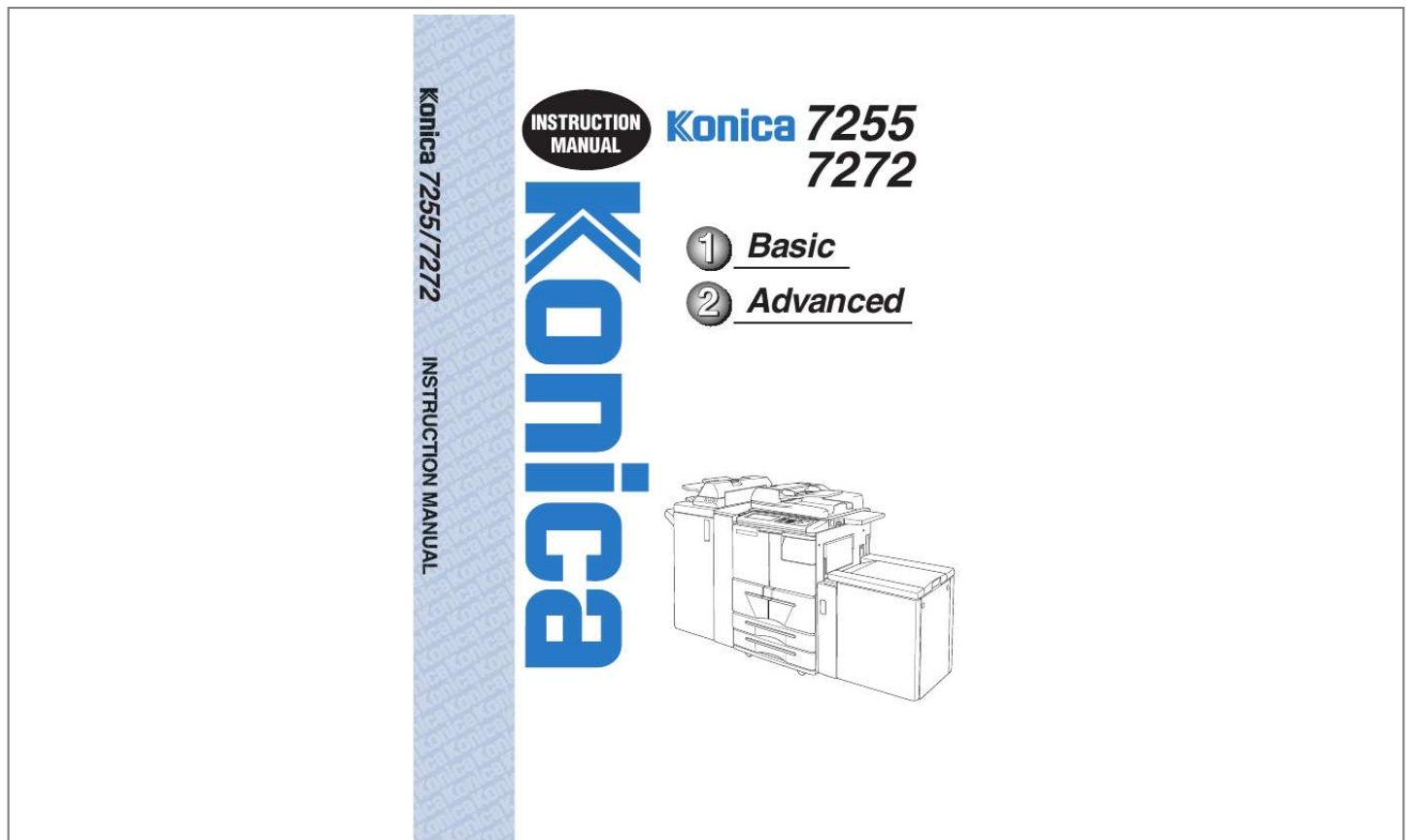




Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for KONICA MINOLTA 7255. You'll find the answers to all your questions on the KONICA MINOLTA 7255 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual KONICA MINOLTA 7255
User guide KONICA MINOLTA 7255
Operating instructions KONICA MINOLTA 7255
Instructions for use KONICA MINOLTA 7255
Instruction manual KONICA MINOLTA 7255



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Manual abstract:

@@@In the standard setting, Auto Low Power operates automatically when 1 minute have elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time. The time period for the Auto Low Power function can be set for 1 minute, 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes, or 240 minutes. See p. 2-21 for details. Automatic Shut-Off This function achieves further energy conservation by partially turning OFF the power supply, thereby reducing energy consumption to 20W or less. In the standard setting, Automatic Shut-Off follows Auto Low Power, operating automatically when 15 minutes have elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time. The time period for the Automatic Shut-Off function can be set for 1 minute, 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes or 240 minutes. See p. 2-21 for details. Automatic Duplex Copying To reduce paper consumption, use this function to make double-sided (duplex) copies, automatically.

We recommend that you utilize the Auto Low Power function, the Automatic Shut-Off function, and the Automatic Duplex Copying function. Copyright© 2000 GoAhead Software, Inc. All rights reserved. Contents Contents Features of the Konica 7255/7272 Safety Information Machine Information Basic Section 1: Safety Information Caution Labels and Indicators ..

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· *Auto Low Power* Automatically lowers the power after a specified period of copier inactivity. · *Auto Reset* Automatically resets to auto mode defaults after a specified period of copier inactivity. · *Auto Shut-Off* Automatically shuts off the main power after a specified period of copier inactivity. · *Booklet* Creates A5 or A4 booklets from A4 size originals in 1-2 or 2-2 copy mode. · *Chapter Starts* chapter pages on the right side (front pages) of the finished document. Only duplex mode (1-2) is compatible with this feature. · *Combination Copies* a fixed number (2, 4, or 8) of pages onto one sheet of copy paper to create a draft copy of a multi-page report at the same time as saving paper. · *Copy Density* Manually selects up to 9 density levels. · *Copy Mode* Selects the desired simplex mode (1-1 or 2-1); or duplex mode (1-2 or 2-2). viii *Features of the Konica 7255/7272 (continued)* · *Counter List* Displays on the screen and prints the following data: total counter of the machine, copier counter, print counter and the date when the counter started. · *Density Shift* Shifts each of nine density levels in four density modes (Auto, Text, Photo, Increase Contrast) to three levels lighter or three levels darker. · *Dual Page* Copies both pages of an open book or book-size sheet separately onto two A4 sheets in 1-1 mode or separately onto each side of one A4 sheet in 1-2 mode. You can use the Dual Page mode with the Front or Front/Back cover mode. The cover page(s) will be scanned and copied normally before image division is performed on the other pages. · *Frame/Fold Erasure* Erases border and/or fold image area using Frame (1 - 300mm), Fold (1 99mm), or Frame & Fold.

· *Full-Image Area* Makes copies printed completely to the edges of the paper to avoid image loss. · *Image Insert* Stores pages in memory from the platen glass, and inserts the pages into a document copied from the document feeder. · *Image Shift* Creates or removes a binding margin at the top, bottom, right and left edges (shift amount from 0 ~ 250mm, in 1mm increments); reduces image to prevent image loss (reduce & shift amount from 0 ~ 250mm, in 1mm increments). · *Interrupt Copying* Interrupts copying-in-progress to perform an urgent copy, using any of the copier features for the interrupt job. · *Job Memory Programs* up to 30 jobs and recalls each job by job number or name, as needed.

All compatible platen glass functions can be programmed into Job Memory directly after they are selected. · *Job Status* Displays the Job Status Screen to view the current machine status, changes the operation order of reserve jobs, deletes the unused reserve job, or displays the previous job list. ix *Features of the Konica 7255/7272 (continued)* · *Lens Mode (RE, Zoom)* Selects fixed ratios, four reduction, four enlargement, and three user-set ratios. Zoom ratios can be selected from 25% ~ 400% in 1% increments. · *Machine Status Confirmation* Displays the current machine status on LCD for confirmation. · *Manual Shut-off* Shuts off the machine's power when pressing [POWER SAVER ON/OFF] on the control panel. · *Mixed Original Copies* mixed size originals from the document feeder in APS or AMS mode. APS automatically selects the paper size of each original. AMS mode allows you to select one paper size for all originals. · *Network Function (option)* When the machine is connected to a PC over a network, it uses a web browser on the PC to manage the stored data, to check the machine or job information, and to perform the Key Operator settings concerning the network environment.



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special attention to avoid any dangerous situations or serious injury.



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DO NOT INSERT your finger into the two RADF hinge portions; otherwise you may be injured.

This area generates high voltage. If touched, electrical shock may occur. DO NOT TOUCH. The fixing unit is very hot. To avoid getting burned, DO NOT TOUCH.

The conveyance fixing unit is heavy. Use care and draw it out gently; otherwise you may be injured. DO NOT put your hand between the main body and developing fixing unit; otherwise you may be injured. 1-2 Caution Labels and Indicators (continued) Safety Information The shift tray moves to and fro while printing. DO NOT put your hand in between the tray and tray supporting part; otherwise you may be injured. Also, DO NOT put your hand in the paper exit outlet while the tray is moving; otherwise you may be injured. (SF-101 Shift tray) DO NOT put your hand between the main body and tray; otherwise you may be injured. DO NOT put your hand between the main body and tray; otherwise you may be injured. (Main body tray 1 and 2) (Main body tray 3 and 4) CAUTION Burns or injury may occur from touching the areas detailed in the caution labels and caution indicators. Do not remove caution labels or indicators.

If any caution label or caution indicator is soiled, please clean to make legible. If you cannot make them legible, or if the caution label or indicator is damaged, please contact your service representative. 1-3 Caution Labels and Indicators (continued) (Finisher with PI-110 Cover Sheet Feeder only) DO NOT insert your finger into the bottom of the upper part of the feeder when returning to its original position; otherwise you may be injured. (FS-110/FS-210 Finisher) To avoid injury, DO NOT put your hand on top of the printed sheets. Be sure to hold both sides of the printed sheets when removing them, and DO NOT leave your hand on the printed sheets while the primary (main) tray goes up. (FS-110/210 Finisher) (FS-210 Finisher only) Use care after opening the paper exit outlet. DO NOT put your hand into it; otherwise you may be injured. Inside the lower paper exit outlet is the roller drive unit. DO NOT put your hand into it; otherwise you may be injured. 1-4 Caution Labels and Indicators (continued) Safety Information Use care after opening the paper exit outlet. DO NOT put your hand into it; otherwise you may be injured. To avoid injury, DO NOT put your hand on top of the printed sheets. Be sure to hold both sides of the printed sheets when removing them, and DO NOT leave your hand on the printed sheets while the primary (main) tray goes up. (FS-111 Finisher) 1-5 Caution Labels and Indicators (continued) The following indicators are used on the caution labels or in this manual to categorize the level of safety cautions.

DANGER: Action highly liable to cause a death or serious injury.

WARNING: Action liable to cause a death or serious injury. **CAUTION:** Action liable to cause minor injury, medium trouble or physical damage. If you find any of these indicators when removing jammed paper, adding toner, or reading the manual, be sure to follow the information. Please Be Reminded! If the safety cautions in the manual become illegible due to soilage, etc., please arrange a new copy from your service representative.

1-6 Requirements for Safe Use To ensure your safe use of the machine, the following describes the precautions you are required to observe without fail for the power source of the machine and during installation and routine handling. Be sure to read and observe them. Safety Information Power Source CAUTION: Plug Socket · A plug socket is limited in capacity. Use only a power source with the correct rating for the machine; otherwise, hazardous situations such as smoking or overheating may occur. See the following list to match the power supply and power consumption: a) 230V/50Hz: More than 10A b) 230V/60Hz: More than 10A · Avoid multiple connections in the same outlet. Do not use multiple outlet adaptors. CAUTION: Power Plug and Lead Be sure to insert the power plug firmly into the power socket. Otherwise an accident may occur as a result of smoking or overheating. If the inserted power plug is loose in the socket, even after it has been positively inserted, disconnect the plug and contact your electrical contractor. For plug cable equipment, that the socket-outlet shall be installed near the equipment and shall be easily accessible.

Do not bend or crush the power lead. If your copier power lead is bent or damaged in any way, contact your service representative immediately. Do not attempt to repair it yourself, and do not continue to operate the copier. A damaged power lead may result in overheating, a short circuit, or fire. Do not bundle or coil the power lead of the copier. Otherwise an accident may occur as a result of overheating or fire. When using the power cord (inlet type) that came with this copier, be sure to observe the following precautions: a. Make sure the copier-side power plug is securely inserted in the socket on the rear panel of the copier. Secure the cord with a fixture properly. b.

If the power cord or sheath is damaged, replace with a new power cord (with plugs on both ends) specified by us. If the power cord (inlet type) is not connected to the copier securely, a contact problem may lead to increased resistance, overheating, and risk of fire. 1-7 Requirements for Safe Use (continued) CAUTION: Connecting Multiple Loads to One Socket Outlet Prohibited Never connect multiple loads to one socket outlet using a multi-outlet extension lead or branched socket. Otherwise an accident may occur as a result of overheating or fire. CAUTION: Extension Lead An extension lead must never be used with this machine.

Environment CAUTION: Prevention of Fire Do not install near flammable materials, curtains and volatile combustibles, that can catch or cause fire. CAUTION: Prevention of Short Circuit Do not install the copier where it could be splashed with rain water, or water from a tap, to avoid a short circuit. CAUTION: Temperature and Humidity · Keep away from direct sunlight, heat sources such as stoves, cool air from an air conditioner and hot air from a heater. · Avoid any environment that is outside the range shown below: 10 to 30°C in temperature 10 to 80% in humidity CAUTION: Ventilation · Maintain the installation place well-ventilated. · Keep away from dust or corrosive gases.

These materials may cause poor image quality. · During the use of machine, the machine generates ozone but in an insufficient amount to cause any hazard to the human body. However, if the machine is used in a poorly ventilated room, many copies are made, or plural copiers are used at the same time, an odour may be detected. Ensure adequate ventilation for a comfortable working environment. CAUTION: Vibration Do not install on a floor which is subject to vibration or is not level. 1-8 Requirements for Safe Use (continued) CAUTION: Transportation Be sure to contact your service representative when moving or transporting the machine.



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If you move the machine with the Hard disk drive or Memory unit installed, machine trouble may be caused by vibration. CAUTION: Installation Space Allow sufficient space for facilitating copy operation, changing parts, and periodic inspection. Especially leave an adequate space behind the machine to let hot air out from the rear fan. Unit: mm 120 475 480 650 400 950 766 Safety Information 1620 1140 1525 1836 Konica 7255/7272 Unit: mm 100 480 490 400 650 400 950 766 120 1620 1140 1640 1836 Konica 7255/7272 + SF-101 Shift tray Please Be Reminded! SF-101 Shift tray gradually goes down while printed materials output.

DO NOT allow any object to interfere with the operation of the tray on the left side of the Shift tray, as any interference may cause damage to the Shift tray. 1-9 Requirements for Safe Use (continued) Unit: mm 100 741 656 410 650 430 100 950 766 120 1620 1140 990 1620 2021 1836 Konica 7255/7272 + FS-110 Finisher + LT-402 Large capacity tray Unit: mm 100 866 781 544 650 430 100 950 766 120 1620 1140 1095 1620 2146 1836 Konica 7255/7272 + FS-111 Finisher + LT-402 Large capacity tray 1-10 Requirements for Safe Use (continued) Safety Information Unit: mm 100 866 781 544 174 650 670 100 950 766 120 1620 1140 1095 1620 2560 1836 Konica 7255/7272 + PZ-108/PZ-109 Punching / Z-Folding unit + FS-111 Finisher + LT-412 Large capacity tray Unit: mm 100 331 741 410 656 174 650 670 100 950 766 120 1620 1140 990 1620 2435 1836 Konica 7255/7272 + PZ-108/PZ-109 Punching / Z-Folding unit + FS-210 Finisher + PI-110 Cover sheet feeder + LT-412 Large capacity tray Please Be Reminded! SF-101 Shift tray gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray on the left side of the Shift tray, as any interference may cause damage to the Shift tray. 1-11 Requirements for Safe Use (continued) Precautions for Routine Handling WARNING: High Voltage DO NOT TOUCH the high voltage parts indicated with WARNING label or described in the manual. CAUTION: Actions in Response to Troubles If the Service Call screen is displayed and copier operations cannot be continued any more, stop the operation to prevent any unexpected accident. Write down the report code as stated on the 2nd line of the message, then switch off the copier and disconnect from the power socket. Contact your service representative and inform them of the report code. Do not touch the high temperature parts indicated with CAUTION labels or described in the manual. Do not touch the inside of the machine for any other purpose than removing jammed paper or adding toner. If machine repair is necessary, be sure to contact your service representative. Never attempt to repair it by yourself. If any abnormal sound, smell or smoke comes from the machine, immediately stop using it, turn off the power switch, disconnect the power plug and contact your service representative. If the breaker trips or the fuse blows, turn off the power switch, reset the breaker or the fuse, and turn on the machine. If the same situation occurs again, contact your service representative. Insure the replacement fuse conforms with the rating of the power source.

Never use a fuse with an incorrect rating. CAUTION: Prevention of Fire Do not use volatile combustibles such as a thinner or alcohol near the machine. CAUTION: Prohibition of Machine Modification Do not modify or remove any parts by yourself. 1-12 Requirements for Safe Use (continued) CAUTION: Prevention of Machine Troubles · Do not drop small metallic objects such as paper clips or staples inside the machine. · Do not place any heavy or hard objects such as a vase, books or ornaments on the machine.

Safety Information CAUTION: Recommendation of Periodic Check Be sure to check periodically the following points: (1) The main lead or the power plug does not generate abnormal heat. (2) The power plug is not inserted loosely or the lead is not cut or scratched. (3) The earth wire is correctly connected. (4) The power plug or the power outlet is not covered with dust. If you find anything abnormal in the above items, stop using the machine and contact your service representative. CAUTION: Toner · Keep the toner cartridge away from children. The toner is nontoxic; however if you inhale or contact with eyes by accident, flush with water and seek medical advice. · Do not throw the empty toner cartridge into a fire. If it is thrown into a fire the toner may ignite and cause a dangerous situation. CAUTION: Paper · Check paper to be sure it is according to specifications outlined in Section 11.

· Do not use stapled paper or paper that conducts electricity (silver, carbon, etc.), otherwise an accident may occur as a result of fire. · To avoid machine trouble, do not use heat-sensitive paper, coloured OHP film, or paper specifically designed for ink-jet printers, such as photo paper. CAUTION: Power Saver and Weekly Timer · During Power Saver mode the copier is still connected to the mains power supply and power is still applied to certain areas of the machine. To avoid any unexpected troubles turn the power OFF when not using the copier for long periods of time. · When the Weekly Timer function is operating, turning power OFF will disable the function. 1-13 Requirements for Safe Use (continued) CAUTION: Inside the Booklet Mode Outlet Inside the Booklet mode outlet is the roller drive unit. DO NOT put your hand into it, when removing the folded or stapled & folded sheet; otherwise you may be injured. CAUTION: Finisher Paper Exit Outlet To avoid injury when stapling large size copies, DO NOT put your hand into the open Paper Exit Outlet. CAUTION: Fixing Unit The Fixing unit is internally very hot.

To avoid getting burned, DO NOT TOUCH. Be careful when withdrawing the fixing unit. WARNING: Drum Unit The drum unit has a high voltage generated. To avoid an electrical shock, DO NOT TOUCH. CAUTION: Dispose of a Disused Copying Machine Do not dispose of this copier yourself.

Contact your service representative, who can arrange for its safe disposal. If you change the place of installation, please contact your service representative. CAUTION: Paper Capacity for the Exit Tray The exit tray capacity is max. 100 sheets. If a copy run of more than 100 is required, be sure to remove the copies from the exit tray before the maximum capacity is reached.

Failure to do so will cause the copier to jam. CAUTION: Finisher Paper Capacity The FS-110/FS-111 Finisher is equipped with two exit trays, and FS-210 Finisher is equipped with three exit trays. Select an exit tray and output mode on the Output Mode popup menu. To prevent paper misfeed, do not exceed the paper capacity of the Finisher. When the total number of copies in the copy run exceeds the capacity stated in Section 11, be sure to unload the exit tray whilst the copier is still copying.



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Failure to do so will cause the copier to jam. CAUTION: Finisher Primary (Main) Tray When printed materials are removed from the primary (main) tray of FS-110/ FS-111/FS-210 Finisher, the tray goes up automatically. To avoid injury, DO NOT put your hand on top of the printed sheets. Be sure to hold both sides of the printed sheets when removing them, and DO NOT leave your hand on the printed sheets while the primary tray goes up. 1-14 Requirements for Safe Use (continued) CAUTION: SHIFT TRAY AND PAPER EXIT OUTLET · The shift tray moves to and fro while printing.

Do not put your hand in between the tray and tray supporting part; otherwise you may be injured. · Do not put your hand in the paper exit outlet while the tray is moving; otherwise you may be injured. Safety Information 1-15 Section 2: Machine Information Machine Configuration Turn On/Off the Power Loading Paper 2 Changing Paper Size Machine Information Machine Configuration, Turning On the Power and Loading Paper Machine Configuration.....

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..2-2 Turning On the Main Power Switch and Power Switch ...

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2-18 Loading Paper

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2-24 Changing Paper Size of Tray 3 and 4.....

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.....2-34 Machine Configuration External Machine Items 15 Control panel 14 LCD Touch screen 13 Sub power 1 RADF 2 Toner access door 3 Work table 4 Key counter (option) 12 FS-110 Finisher (option) 5 Multi-sheet bypass tray 11 Front doors 10 Tray 1 9 Tray 2 8 Tray 3 6 Right side 19 FS-111 Finisher 7 Tray 4 door (option) 18 LT-402 Large capacity tray 17 Main power switch (option) 16 SF-101 Shift tray (option) 2-2 Machine Configuration (continued) 1 RADF (Reversing Automatic Document Feeder) automatically feeds multiple originals one at a time to the platen glass for copying. 2 Toner access door opens to allow replenishing of toner. 3 Work table provides a convenient workspace for documents both before and after copying. 4 Key counter (option) manages the number of copies made on the machine. 5 Multi-sheet bypass tray used for small quantity copying onto plain paper or special paper. 6 Right side door opens to allow removal of mishandled paper. 7 Tray 4 (universal tray) is user-adjustable and holds 500 sheets from A3 to A5. 8 Tray 3 (universal tray) is user-adjustable and holds 500 sheets from A3 to A5. 9 Tray 2 is service-adjustable and holds 1,000 sheets of A4 or B5. 10 Tray 1 is service-adjustable and holds 1,500 sheets of A4 or B5.

HINT Tray 1, 2, 3, 4 and LCT are available for loading wide types of the regular sizes specified above. Machine Information Machine Configuration Turn On/Off the Power Loading Paper Changing Paper Size 11 Front doors open to the internal copier to allow clearing of mishandled paper. 12 FS-110 Finisher (option) sorts, staple-sorts, and groups into finished sets. With PK-110/120/120 Type-A Punching kit (option) installed, file holes can be punched in the output copies. With PI-110 Cover Sheet Feeder (option) installed, cover sheet paper can be inserted in the output copies.

13 Sub power switch turns copier power On/Off when pressed. 14 LCD Touch screen displays interactive operation screens. 15 Control panel controls copier operations. 16 SF-101 Shift tray (option) sorts and groups into finished sets, and offsets each set upon exit. 17 Main power switch turns machine power On/Off to operate it as copier/ scanner/server/printer. 18 LCT (Large Capacity Tray LT-402) (option) holds 4,000 sheets. 19 FS-111 Finisher (option) sorts, staple-sorts, and groups into finished sets. 2-3 Machine Configuration (continued) 23 PI-110 Cover sheet feeder (option) 20 LT-412 Large capacity tray (option) 22 FS-210 Finisher (option) 21 PZ-108/PZ-109 Punching/Z-folding unit (option) 20 LCT (Large capacity tray LT-412) (option) holds 4,000 sheets. 21 PZ-108/PZ-109 Punching / Z-Folding unit (option) punches file holes and/or Z-folds the output copies. 22 FS-210 Finisher (option) sorts, staple-sorts, and groups into finished sets, folds or staple & folds copies into booklet-styled sets, and also folds max.

3 copies in three. With PK-110/120/120 Type-A Punching kit (option) installed, file holes can be punched in the output copies. 23 PI-110 Cover sheet feeder (option) loads cover sheet paper and feeds the sheet as cover. 2-4 Machine Configuration (continued) Internal Machine Items Machine Information 1 Toner cartridge 7 Total counter 6 Fixing unit 2 Toner cartridge hold lever Machine Configuration Turn On/Off the Power Loading Paper Changing Paper Size 3 Conveyance/ Fixing unit 4 Lever A 5 Drum unit 1 Toner cartridge holds toner and is to be replaced when supplying toner. 2 Toner cartridge holder lever can

be pulled forward to withdraw the toner cartridge holder for replacing the toner cartridge. 3 Conveyance/Fixing unit passes the paper through the drum unit, and fuses the toner onto the copy paper, and is to be withdrawn for removal of mishandled paper. 4 Lever A can be moved to withdraw the conveyance fixing unit for removal of mishandled paper. 5 Drum unit forms the copy image. 6 Fixing unit fuses the toner onto the copy paper. 7 Total counter indicates the total number of copies and prints made.

2-5 Machine Configuration (continued) Standard/Optional Equipment PK-110/PK-120/PK-120 Type-A Punching kit PI-110 Cover sheet feeder SF-101 Shift tray PS-351 Type-A Postscript 3 IP-511 Type-A Printer controller MU-401/MU-402 Memory unit HD-105 Hard disk drive FS-110 Finisher Work table Key counter FS-210 Finisher 7255/7272 main body LT-402 Large capacity tray LT-412 Large capacity tray PZ-108/PZ-109 Punching / Z-Folding unit FS-111 Finisher

2-6 Machine Configuration (continued) LT-402/LT-412 Large Capacity Tray 2 LCT left side door 1 LCT top door 2 LCT left side door 1 LCT top door Machine Information Machine Configuration Turn On/Off the Power 3 LCT lever 3 LCT lever Loading Paper Changing Paper Size 4 LCT paper guides 4 LCT paper guides 6 LCT bottom plate 6 LCT bottom plate 7 Rear stopper 5 Paper loading button 7 Rear stopper 5 Paper loading button LT-402 Large capacity tray LT-412 Large capacity tray 1 LCT top door opens to allow paper loading. 2 LCT left side door opens to allow removal of mishandled paper. 3 LCT lever can be moved downward to ease removal of mishandled paper. 4 LCT paper guides hold copy paper to fix the position. 5 Paper loading button is pressed to lower the bottom plate to allow loading paper.

6 LCT bottom plate goes up automatically when paper supply becomes low, and goes down when the paper loading button is pressed. 7 Rear stopper fixes the rear end of copy paper. 2-7 Machine Configuration (continued) FS-110/FS-210 Finisher (+PK-110/120/120 Type-A Punching Kit) 5 Secondary (Sub) tray 5 Secondary (Sub) tray 1 Finisher door 1 Finisher door 4 Primary (Main) tray 4 Primary (Main) tray 3 Booklet tray (FS-210 Finisher only) FS-110 Finisher 2 Booklet mode outlet (FS-210 Finisher only) FS-210 Finisher 1 Finisher door opens to the internal Finisher to allow clearing mishandled paper, replenishing staples, and emptying waste basket of Punching kit.



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2 Booklet mode outlet (FS-210 Finisher only) ejects finished copied sets when selecting Fold mode, Stitch & Fold mode, or Three-fold mode. 3 Booklet tray (FS-210 Finisher only) holds sets output in Fold mode, Stitch & Fold mode, or Three-fold mode.

4 Primary (Main) tray holds sets output in Non-sort mode, Sort mode (offset), Staple-sort mode, or Group mode (offset). 5 Secondary (Sub) tray holds sets output in Non-sort mode or Group mode with face down/up mode. 2-8 Machine Configuration (continued) 4 Sub tray conveyance lever 3 Cover sheet conveyance lever 1 Entrance lever 2 PK-120/120 Type-A Punching kit (option) Machine Information Machine Configuration Turn On/Off the Power Loading Paper 4 Sub tray conveyance lever 5 Stacker conveyance lever 3 Cover sheet conveyance lever 2 PK-110 Punching kit (option) FS-110 Finisher 1 Entrance lever 9 Waste basket 8 Stacker unit 7 Stacker unit knob 10 Cartridge housing 11 Stacker unit handle 6 Lower lever FS-210 Finisher with PK-110/120/120 Type-A Punching kit Changing Paper Size 1 Entrance lever opens downward to remove mishandled paper. 2 PK-110/120/120 Type-A Punching kit (option) punches file holes in the output copies. 3 Cover sheet conveyance lever opens to remove mishandled paper. 4 Sub tray conveyance lever opens to remove mishandled paper. 5 Stacker conveyance lever opens to remove mishandled paper. 6 Lower lever opens to remove mishandled paper. 7 Stacker unit knob can be turned to ease removal of mishandled paper from the Stacker unit. 8 Stacker unit folds or staples & folds copies into booklet-styled sets, and also folds max.

3 copies in three. 9 Waste basket holds waste paper punched out. 10 Cartridge housing holds staple cartridge and is to be replaced when supplying staples. 11 Stacker unit handle withdraws unit to allow removal of mishandled paper and replacement of staple cartridge. 2-9 Machine Configuration (continued) FS-111 Finisher 4 Secondary (Sub) tray cover 3 Secondary (Sub) tray 1 Finisher door 2 Primary (Main) tray 1 Finisher door opens to the internal Finisher to allow clearing mishandled paper and replenishing staples. 2 Primary (Main) tray holds sets output in Non-sort mode, Sort mode (offset), Staple-sort mode, or Group mode (offset). 3 Secondary (Sub) tray holds sets output in Non-sort mode or Group mode with face down/up mode. 4 Secondary (Sub) tray cover opens to allow clearing mishandled paper. 2-10 Machine Configuration (continued) 5 Upper lever 6 Upper knob 7 Right lever 10 Stacker unit handle Machine Information Machine Configuration Turn On/Off the Power Loading Paper 8 Left lever Changing Paper Size 9 Stacker unit 11 Cartridge housing 10 Stacker unit handle 5 6 7 8 9 10 Upper lever opens upward to remove mishandled paper. Upper knob can be turned to ease removal of mishandled paper. Right lever opens to remove mishandled paper. Left lever opens to remove mishandled paper. Stacker unit holds stapler. Stacker unit handle withdraws unit to allow removal of mishandled paper and replacement of staple cartridge. 11 Cartridge housing holds staple cartridge and is to be replaced when supplying staples.

2-11 Machine Configuration (continued) PI-110 Cover Sheet Feeder 3 Upper tray guide plates 4 Upper tray 2 Upper unit release lever 5 Lower tray 6 Lower tray guide plates 1 Cover sheet feeder control panel 1 Cover sheet feeder control panel controls cover sheet feeder operations. 2 Upper unit release lever can be moved to slide the upper unit of cover sheet feeder for removal of mishandled paper. 3 Upper tray guide plates hold cover sheets to fix the position. 4 Upper tray holds cover sheets for use in cover sheet output mode. 5 Lower tray holds cover sheets for use in cover sheet output mode or a copied set in manual staple/punch/three-fold mode.

6 Lower tray guide plates hold cover sheets to fix the position. 2-12 Machine Configuration (continued) PZ-108/PZ-109 Punching / Z-Folding Unit Machine Information 4 Handle 3 Knob Machine Configuration Turn On/Off the Power Loading Paper Changing Paper Size 2 Right lever 5 Left lever 6 Waste basket 1 Punching / Z-Folding unit front door 1 Punching / Z-Folding unit front door opens to allow removal of mishandled paper or waste paper. 2 Right lever opens to allow removal of mishandled paper. 3 Knob can be turned to ease removal of mishandled paper. 4 Handle can be withdrawn to allow removal of mishandled paper. 5 Left lever opens to allow removal of mishandled paper. 6 Waste basket holds waste paper punched out. 2-13 Machine Configuration (continued) SF-101 Shift Tray 2 Top cover 1 Exit tray 1 Exit tray holds sets output in Non-sort mode, Sort mode (offset), or Group mode (offset). 2 Top cover opens to allow clearing mishandled paper. 2-14 Machine Configuration (continued) Control Panel Layout 1 2 Machine Information Machine Configuration Turn On/Off the Power Loading Paper Changing Paper Size 3 4 5 6 7 8 9 10 TIMER COPY SCAN / SERVER PRINT INTERRUPT PROOF COPY CHECK HELP STOP JOB MEMORY POWER SAVER ON / OFF AUTO RESET COUNTER CLEAR QTY.

START 16 15 14 13 12 11 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Sub power switch turns copier power On/Off when pressed. LCD TOUCH SCREEN displays machine and copying status, help information, interactive screens, and touch keys for selecting all functions. CHECK displays a screen showing all settings that are selected for the current job. MODE switches the machine operation mode to copy, scan/server, and print. HELP displays a screen with help for the currently selected function, or to access the Key Operator Mode Screen. KEYPAD enters numeric values. PROOF COPY outputs a single set of copies to confirm whether the current settings are selected properly. INTERRUPT stops copying in progress to allow copying from the platen glass. STOP stops the copying sequence; deletes the stored memory. TIMER lights when the timer function is set.

POWER SAVER ON/OFF activates power-saving mode for times when the copier is inactive, or activates Timer Interrupt mode when Weekly Timer function is active. START activates copying or scanning. CLEAR QTY. allows resetting of print quantity. [P] (counter) displays the Counter Screen or accesses programming modes for setting special functions.

JOB MEMORY displays screens for selecting job store/recall functions. AUTO RESET restores copier to automatic mode settings or to Key Operator settings. HINT The control panel of this machine can be slightly lowered to ensure easy access by anyone, regardless of the physical or positional status of the operator. Your authorized service representative can make this setting for you. 2-15 Machine Configuration (continued) Basic Screen The Basic Screen displays when copying operation becomes available after warm-up.

10 STATUS key 6 Master/ Sub/ HDD/ Rotation/ 1 Folder keys 9 Memory indicator Original direction icons 4 Reserve job 2 Notice icons 8 Count/Set indicator 3 Message area 5 Original count 7 PAPER TYPE/SIZE key 18 Copy mode area 16 Lens mode area 14 STORE key 19 Output mode keys 17 Copy density area 13 ROTATION OFF key 15 Paper size area 12 APPLICATION key 20 Output icon area 11 SPECIAL ORIGINAL key 1 Folder keys FREE JOB is selected to specify a copy job conditions.



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When scanning starts, FREE JOB changes to SCAN JOB, then changes to PRINT JOB when the machine starts printing. 2 Notice icons : ADD TONER icon is displayed when toner supply becomes low. : PM CALL icon is displayed when preventive maintenance is due. 3 Message area displays the machine status and procedure required at that time. 4 Reserve job counts the reserve jobs already specified. 5 Original count counts the original pages placed in the document feeder as they are scanned. 6 : Master icon is displayed when the TANDEM key is selected on the Output Mode popup menu. : Sub icon is displayed when the copier operates in tandem with the primary (master) copier. 2-16 Machine Configuration (continued) : HDD icon is displayed when using Image Store & Output mode of Server function.

: Rotation icon is displayed when Rotation automatically functions. : Original direction icon indicates the original direction specified on the Special Original popup menu. PAPER TYPE/SIZE key is touched to specify the type and size of the paper loaded in the Multi-sheet bypass tray. Count/Set indicator indicates the print quantity entered from the control panel keypad, and also indicates the print count on the left of the set count while printing. Memory indicator indicates the remaining memory available for the next operation. STATUS key is touched to view the current job status, to change the printing order of reserve jobs, or to cancel printing a reserve job. SPECIAL ORIGINAL key is touched to specify the condition of originals to be scanned. APPLICATION key is touched to select various application functions. ROTATION OFF key is touched to release the Rotation function. STORE key is touched to store scanned images into memory.

Paper size area is used to select the desired paper size or APS. Lens mode area is used to select the desired magnification ratio. Copy density area is used to specify the desired exposure level. Copy mode area is used to select the copy mode (1-1, 1-2, 2-1, or 2-2). Output mode keys are used to specify the desired output mode.

Output icon area displays the appropriate output icon according to the selected output mode. Machine Information Machine Configuration Turn On/Off the Power Loading Paper Changing Paper Size 7 8 9 10 11 12 13 14 15 16 17 18 19 20 2-17 Turning On the Main Power Switch and Power Switch This machine is equipped with two power switches. To Turn On the Power 1. Turn ON the main power switch. The main power switch is located on the rear left side of the main body.

Please Be Reminded! When turning the main power switch OFF then ON, wait for 10 seconds or longer before turning it ON again; otherwise the copier may not function normally. 2. Turn ON the sub power switch. The sub power switch is located on the far left side of the control panel. 3. The Wake-up Screen and Warm-up Screens will be displayed. 2-18 Turning On the Main Power Switch and Power Switch (continued) Machine Information Machine Configuration Turn On/Off the Power Loading Paper Changing Paper Size A few seconds after the Wake-up Screen appears in the LCD touch screen, seven types of Warm-up Screens will be displayed in succession for approx. 5 minutes (7255) / 6 minutes (7272). HINT Setting reserve job is available while the machine is warming up. Touch the LCD screen to change the Warm-up Screen to the Basic Screen, then check that the message "Ready to copy reserve" is displayed on the Basic Screen.

See p. 3-7 to p. 3-8. 4. The Basic Screen will be displayed. The message on the Basic Screen will inform you that copying job is now available. FOR DETAILS · When the initial settings are changed by the Key Operator, the modified conditions will be displayed on the Basic Screen. · When "Enter E.K.C.

password" is displayed, enter your password to use the machine. 2-19 Turning On the Main Power Switch and Power Switch (continued) To Turn Off the Power 1. Turn OFF the sub power switch. The sub power switch is located on the far left side of the control panel. The touch screen and all the LEDs on the control panel will go out.

2. Turn OFF the main power switch. The main power switch is located on the rear left side of the main body. FOR DETAILS · The main power switch is not required to be turned off usually. · When the machine is under control of the Weekly Timer function, turning off the main power switch will deactivate the function.

2-20 Turning On the Main Power Switch and Power Switch (continued) Reducing the Power in Standby Mode (Auto Low Power) This function automatically lowers the power after a specified period (initially 15 minutes) of copier inactivity. When activated, the LCD screen will go off. HINT The Auto Low Power function can be set to 5 minutes/ 10 minutes/ 15 minutes/ 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes in the Key Operator mode. For the Key Operator setting, see p. 13-38. Machine Information Machine Configuration Turn On/Off the Power Loading Paper Changing Paper Size To start a copying job, press any key on the control panel. The Auto low power will be released and the LCD screen will be displayed. FOR DETAILS · If the Auto Shut-Off function activates at the same time, the power will be turned off. · The LCD screen will not go off during a duplex copying job or when the Jam Position Screen is displayed. Shutting Off Automatically (Auto Shut-Off) This function automatically shuts off the power after a specified period (initially 90 minutes) of copier inactivity.

To start a copying job, press [POWER SAVER ON/OFF]. The copying operation will become available. HINTS · The Auto shut-off can be set for 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes in the Key Operator mode. For the Key Operator setting, see p. 13-38. · When "Timer interrupt mode / Enter password" is displayed after pressing [POWER SAVER ON/OFF], see p. 7-2 and follow the procedure to continue. 2-21 Turning On the Main Power Switch and Power Switch (continued) Shutting Off / Reducing the Power Manually Follow the procedure below to shut off the power manually. HINT The machine is initially set to activate the Manual Shut-Off function. The Manual Low Power can be selected in the Key Operator setting.

See p. 13-39 to p. 13-46. 1. Press [POWER SAVER ON/OFF] for one second or longer, then release it.

FOR DETAILS If the Manual Low Power is selected in the Key Operator setting, the machine automatically activates the Low Power mode before releasing [POWER SAVER ON/OFF]. 2. The Shut-Off mode will be activated. The [POWER SAVER ON/OFF] LED will be lit and all other LEDs and the LCD screen will be turned off. FOR DETAILS Be sure to press [POWER SAVER ON/OFF] for one second or longer, otherwise the following message will be displayed and the Shut-Off (Low Power) mode will not be activated.

Press POWER SAVER more than one second, then release it for shut off mode Press POWER SAVER more than one second for low power mode To release the mode, press [POWER SAVER ON/OFF].



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The machine will be available for copying operation. 2-22 Turning On the Main Power Switch and Power Switch (continued) Entering an EKC Password (EKC) The Electronic Key Counter (EKC) allows the Key Operator to monitor all copying activities by controlling EKC password accounts. Copy quantity limits for specific accounts can be set. The EKC is not factory-set. An EKC password is required only when the EKC is activated; a User Password is assigned; and "Enter E.K.C. password" is displayed on the touch screen. Copying will be available by following procedure.

HINT For details of the EKC setting, see p. 13-15 to p. 13-21. Machine Information Machine Configuration Turn On/Off the Power Loading Paper Changing Paper Size 1. Enter EKC password. Enter your 8-digit EKC password, using the keypad. *HINT* For setting an EKC password, see p. 13-17 to p. 13-19. *FOR DETAILS* If an invalid EKC password is entered, continue by entering the correct password.

2. Press [START]. Your current copy count and copy limit will be displayed for 3 sec. Current count / limit 018888/025000 3. Start a copying job. When the message changes to "Ready to copy", copying job is available on the machine. *FOR DETAILS* When your copy count reaches the copy limit, the message "Copy limit reached" will be displayed. In that case, contact the Key Operator to reset your copy limit. 4. Press [C] while pressing [P]. The initial state will be restored, with the message "Enter E.K.C. password" displayed on the screen. 2-23 Loading Paper A paper indicator is shown on each tray key of the Basic Screen to indicate the paper level of the tray. (Six levels are provided:) When paper in a tray becomes empty, the indicator "key." appears on the tray Follow the procedure below to supply the empty tray with copy paper. *HINT* When Thick or Thin is displayed on the tray key of the Basic Screen, be sure to load the specified paper; otherwise mishandled paper may occur. For details, see p. 13-23 to p.

13-24. When TAB is displayed, see p. 2-31 for loading tabbed sheets. Loading Paper in Tray 1 and 2 1. Withdraw tray 1 or 2. *HINT* See p. 2-2 to check positions of each tray. Please Be Reminded! Do not withdraw the tray forcibly; otherwise you may be injured. 2. Open the paper feed roller. 2 1 2-24 Loading Paper (continued) 3. Place paper on the tray with the curl side turning up. Load paper aligning it to the right side of the tray. Machine Information Machine Configuration Turn On/Off the Power Loading Paper Changing Paper Size Please Be Reminded! Do not load above the limit indicated on the side guide plate. Be sure that the rear guide plate is correctly positioned according to the paper size to be loaded; otherwise machine trouble may occur.

4. Push in the tray until it locks into place. The indicator " " on the tray key will change to " ". Please Be Reminded! Do not bump the tray into the main body; otherwise machine trouble may be caused. 2-25 Loading Paper (continued) Loading Paper in Tray 3 and 4 1.

Withdraw tray 3 or 4. *HINT* See p. 2-2 to check positions of each tray. Please Be Reminded! Do not withdraw the tray forcibly; otherwise you may be injured.

2. Open the paper feed roller. 3. Place paper on the tray with the curl side turning up. Load paper aligning it to the right side of the tray. Please Be Reminded! Do not load above the limit indicated on the side guide plate.

Be sure that the rear guide plate is correctly positioned according to the paper size to be loaded; otherwise machine trouble may occur. 2-26 Loading Paper (continued) 4. While pressing the release knob, move the rear side guide plate against the paper. Release the release knob to lock the side guide plate. Machine Information Machine Configuration Turn On/Off the Power Loading Paper Changing Paper Size Please Be Reminded! Be sure that the side guide plates are securely aligned to the paper; otherwise the machine cannot detect the correct paper size, or copies may not be punched in position. 5. 6. When paper is seated properly, close the paper feed roller. Push in the tray until it locks into place. The indicator " " on the tray key will change to " Please Be Reminded! ".

Do not bump the tray into the main body; otherwise machine trouble may be caused. 2-27 Loading Paper (continued) Loading Paper in LCT (LT-402/LT-412) 1. 2. Open the LCT top door. Press the paper loading button to lower the LCT bottom plate.

LT-402 LT-412 Please Be Reminded! Be sure that both main power switch and sub power switch are turned on before loading paper in the LCT. Without the power turned on, the LCT bottom plate will not function. 3. Load the paper into the LCT with the paper curl turning downward, making sure it is the same size as the tray has been set to. LT-402 LT-412 Please Be Reminded! Be sure to load only the paper size fixed for the LCT.

To change the paper size of the LCT, contact your service representative. 2-28 Loading Paper (continued) 4. Repeat the steps 2 and 3 until the bottom plate will not go down any more. LT-402 LT-412 Machine Information Machine Configuration Turn On/Off the Power Loading Paper Changing Paper Size Please Be Reminded! Do not load above the red line on the side guide plates. Be sure that the rear stopper is correctly positioned according to the paper size to be loaded; otherwise machine trouble may occur. 5. Close the LCT top door. 2-29 Loading Paper (continued) Loading Paper in Multi-Sheet Bypass Tray 1. Open the Multi-sheet bypass tray located on the right side of the copier. 2.

Load copy paper, and adjust the paper guides to the paper size. The loaded paper size will be indicated on the bypass tray key of the Basic Screen. Please Be Reminded! Load OHP film or thin/thick paper one sheet at a time; or, stack paper, up to 100 sheets 80 g/m². 3. When copying is completed, close the Multi-sheet bypass tray. *CAUTION* Do not use stapled paper or paper that conducts electricity (silver, carbon, etc.), otherwise an accident may occur as a result of fire. Please Be Reminded! To avoid machine trouble, do not use heat-sensitive paper, coloured OHP film, or paper specifically designed for ink-jet printers, such as photo paper. 2-30 Loading Paper (continued) Loading Tabbed Sheets in Tray 3 or 4 When TAB is displayed on the tray key of the Basic Screen, follow the procedure below to supply the tray with tabbed sheets. *HINT* The tray paper type can be specified in the Key Operator setting.

For details, see p. 13-23 to p. 13-24. Machine Information Machine Configuration Turn On/Off the Power Loading Paper *FOR DETAILS* Service can set the tray 1 or 2 to have the tabbed sheets loaded. Contact your service representative, if desired.



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