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You can read the recommendations in the user guide, the technical guide or the installation guide for KONICA MINOLTA 8020. You'll find the answers to all your questions on the KONICA MINOLTA 8020 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 8020
User guide KONICA MINOLTA 8020
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Konica

Administrator Operations

8020/
8031



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9-2 Konica 8020/8031 v Basic Operations Basic Operations For details on the following topics, refer to the "Basic Operations" volume of this User's Manual.
1 2 3 4 5 6 Before Making Copies Basic Copy Operations Loading Paper Original Documents Specifying Copy Settings Controlling Jobs Advanced
Operations For details on the following topics, refer to the "Advanced Operations" volume of this User's Manual. Available Features 1 2 Auxiliary Functions
Scanning Operations vi Konica 8020/8031 1 Introduction 1 Introduction Chapter 1 1 Chapter 1 1.1 Introduction 1.1 Introduction Structure of this Manual

This manual is divided into three parts: Administrator Operations, Basic Operations and Advanced Operations.

The Administrator Operations volume of this User's Manual contains precautions on the use of this copier. Be sure to read this volume before using the machine. The Basic Operations and Advanced Operations volumes of the User's Manual contain information on the many features available. After reading the User's Manual, be sure to store it in a safe place for future reference. G Introduction Administrator Operations This volume provides precautions for using the machine, descriptions on functions for use by the administrator (Utility Mode and Administrator Mode functions), procedures for replacing parts and supplies, troubleshooting procedures and machine specifications.

Before using the copier, be sure to read Chapters 1 through 4 of the Administrator Operations volume. Basic Operations This volume contains precautions for using the machine and descriptions on the procedures for basic operations. The Basic Operations volume is a quick reference for immediate use of the copier.

Advanced Operations This volume includes descriptions on the Auxiliary functions in addition to precautions for the use of the copier. Read the Advanced

Operations volume for more information on the various functions that this copier provides for any need. G G 1-2 Konica 8020/8031 1.2 Explanation of Manual Conventions 1 Chapter 1 An illustration inserted here shows what operations must be performed. 1.2 Explanation of Manual Conventions The marks and text formats used in this manual are described below.



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WARNING Failure to observe instructions highlighted in this manner may result in fatal or critical injuries.

§ Observe all warnings in order to ensure safe use of the copier. CAUTION Failure to observe instructions highlighted in this manner may result in serious injuries or property damage. § Observe all cautions in order to ensure safe use of the copier. Note* (*May also appear as "Important" or "Tip") Text highlighted in this manner contains useful information and tips to ensure safe use of the copier. 1 The number 1 as formatted here indicates the first step of a sequence of actions. 2 Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions. ? Text formatted in this style provides additional assistance. § Text formatted in this style describes the action that will ensure the desired results are achieved. [COPY] key The names of keys on the control panel are written as shown above. Konica 8020/8031 1-3 Introduction 1 Chapter 1 1.

3 Explanation of Basic Concepts and Symbols 1.3 Explanation of Basic Concepts and Symbols The use of words and symbols in this manual are explained below. Paper Feeding Introduction During printing, paper is supplied from the right side of the copier and fed into the output tray on top or the finishing option at the left with the printed surface of the page facing down. The paper feed direction is shown by the arrows in the diagram below. During copying, paper is supplied from the right side of the copier and fed into the copy tray on the top or the finishing option at the left with the printed surface of the copy facing down.

The paper feed direction is shown by the arrows in the diagram below. 1-4 Konica 8020/8031 1.3 Explanation of Basic Concepts and Symbols "Width" and "Length" Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as "Y" in the illustration) and the second to the length (shown as "X"). 1 Chapter 1 1-5 Paper Orientation Lengthwise () If the width (Y) of the paper is shorter than the length (X), the paper has a vertical or portrait orientation, indicated by either "L" or . Crosswise () If the width (Y) of the paper is longer than the length (X), the paper has a horizontal or landscape orientation, indicated by either "C" or .

Portrait and Landscape Portrait With the "portrait" orientation, the paper is vertical, like a portrait. Landscape With the "landscape" orientation, the paper is horizontal, like a landscape. Konica 8020/8031 Introduction 1 Chapter 1 Display Icons Overhead projector transparencies 1.3 Explanation of Basic Concepts and Symbols Introduction Thick paper 1 Thick paper 2 Thick paper 3 Second side of a double-sided copy Second side of a double-sided copy on thick paper

Paper Supply Icons The icons shown below are displayed to indicate the amount of paper that remains. The paper is low. The paper is empty. 1-6 Konica 8020/8031 1.4 Energy Star® 1 Chapter 1 1-7 1.4 Energy Star® As an ENERGY STAR® Partner, Konica has determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency. What is an ENERGY STAR® Product? An ENERGY STAR® product has a special feature that allows it to automatically switch to a "low-power mode" after a period of inactivity.

An ENERGY STAR® product uses energy more efficiently, saves you money on utility bills and helps protect the environment. Konica 8020/8031 Introduction 1 Chapter 1 1.4 Energy Star® Introduction 1-8 Konica 8020/8031 Information 2 Safety 2 Safety Information Chapter 2 2.2.1 Caution Labels and indicators

2.1 Caution Labels and indicators The caution labels and indicators are attached to the machine areas, as shown below, where you are advised to pay special attention to avoid any dangerous situations or serious injury. Safety Information Chapter 2 CAUTION Burns or injury may occur from touching the areas detailed in the caution labels and caution indicators. If any caution labels 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 authorized service representative for replacement labels. 2-2 Konica 8020/8031 2.2 Warning and Precaution Symbols 2 This section contains detailed instructions on the operation and maintenance of this machine.

To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine. Please read the next section before using this device. It contains important information related to user safety and preventing equipment problems. Make sure you observe all of the precautions listed in this manual.

* Please note that some parts of the contents of this section may not correspond with the purchased product. WARNING: CAUTION: Ignoring this warning could cause serious injury or even death. Ignoring this caution could cause injury or damage to property. 2.3 Meaning of Symbols A triangle indicates a danger against which you should take precaution.

This symbol warns against cause burns. A diagonal line indicates a prohibited course of action. This symbol warns against dismantling the device. A black circle indicates an imperative course of action. This symbol indicates you must unplug the device. Konica 8020/8031 2-3 Safety Information 2.2 Warning and Precaution Symbols Chapter 2 2 WARNING 2.3 Meaning of Symbols Chapter 2 · Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness. · Do not attempt to remove the covers and panels which have been fixed to the product.

Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness. · Only use the power cord supplied in the package. Failure to use this cord could result in a fire or electrical shock. · Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock. · Do not use a multiple outlet adapter to connect any other appliances or machines. Use of a power outlet for more than the marked current value could result in a fire or electrical shock. Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result. Safety Information Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.

· Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.



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) could result in a fire or breakdown. Should any of these conditions be found, immediately turn the power switch OFF, unplug the power cord from the power outlet, and then call your authorized service representative. · Do not use an extension cord, in principle.

Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required. Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn the power switch OFF, unplug the power cord from the power outlet, and then call your authorized service representative.

· Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn the power switch OFF, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result. · Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn the power switch OFF, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result. Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage. Connect the power cord to an electrical outlet that is equipped with a grounding terminal. 2-4 Konica 8020/8031 2.

3 Meaning of Symbols CAUTION 2 The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution! High Temperature!" warning label. Do not place any objects around the power plug as the power plug may be difficult to pull out when an emergency occurs. The socket-outlet shall be installed near the machine and shall be easily accessible as the power plug may be difficult to pull out when an emergency occurs. · Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals. · Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.

· When moving this product, always hold it by the locations specified in the User's manual or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction. · Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.

· When unplugging the power cord, be sure to hold onto the plug. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock. Konica 8020/8031 2-5 Safety Information · Do not use flammable sprays, liquids, or gases near this product, as a fire could result. · Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.

· Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction. · Do not install this product at a site that is exposed to direct sunlight, or near an air conditioner or heating apparatus. The resultant temperature changes inside the product could cause a malfunction, fire, or electrical shock. · Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result. · Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown. · After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.

· Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.

Chapter 2 2.4 Precautions for Routine Use 2.4 Precautions for Routine Use Safety Information · Do not store toner units, PC drum units, and other supplies and consumables in a place subject to direct sunlight and high temperature and humidity, as poor image quality and malfunction could result. · Do not attempt to replace the toner unit and PC drum unit in a place exposed to direct sunlight. If the PC drum is exposed to intense light, poor image quality could result. · Do not unpack a toner unit or PC drum unit until the very time of use. Do not leave an unpacked unit standing. Install it immediately or poor image quality could result.

· Do not keep toner units and PC drum units in an upright position or upside down, as poor image quality could result. · Do not throw or drop a toner unit or PC drum unit as poor image quality could result. · Do not use this product in an area where ammonia or other gases or chemicals are present. Failure to do so may shorten the service life of the product, cause damage or decrease performance. · Do not use this product in an environment with a temperature outside the range specified in the User's manual, as a breakdown or malfunction could result.

· Do not attempt to feed stapled paper, carbon paper or aluminum foil through this product, as a malfunction or fire could result. Do not touch or scratch the surface of the toner unit, developing roller and the PC drum, as poor image quality could result. Chapter 2 Use the supplies and consumables recommended by the dealer. Use of any supply or consumable not recommended could result in poor image quality and breakdown. 2.

5 USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (For U.S.A. Users) NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the User's manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.



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WARNING: The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations. 2.

6 INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 IS-SUE 3) (For Canada Users) This Class A digital apparatus complies with Canadian ICES-003. Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada. 2.7 For Users in countries not subject to Class B regulations

WARNING This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures. 2-6 Konica 8020/8031 2.8 LED Radiation Safety 2 2.8 LED Radiation Safety 2.9 Ozone Release Placer l'appareil dans une pièce largement ventilée Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce où se trouve l'appareil. Konica 8020/8031 2-7 Safety Information Locate the machine in a Well Ventilated Room A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy and safe operating environment, it is recommended that the room be well ventilated. Chapter 2 This product is a copier which operates by means of a LED (light emitting diodes) exposure system.

There is no possibility of danger from the LED optical radiation, because the LED optical radiation level does not exceed the accessible radiation limit of class 1 under all conditions of operation, maintenance, service and failure. 2 2.9 Ozone Release Safety Information 2-8 Chapter 2 Konica 8020/8031 Precautions 3 Precautions 3 Chapter 3 3 3.1 Installation Precautions Installation Site 3.1 Installation Precautions To ensure utmost safety and prevent possible malfunctions, install the copier in a location that meets the following requirements.

Chapter 3 - A location away from curtains, etc. that may catch fire and burn easily A location that is not exposed to water or other liquids A location free from direct sunlight A location out of the direct airflow of an air conditioner or heater, and not exposed to extremely high or low temperatures A well-ventilated location A location that is not exposed to high humidity A location that is not extremely dusty A location not subjected to undue vibrations A stable and level location A location where ammonia or other organic gases are not generated A location that does not put the operator in the direct airflow of exhaust from the copier A location that is not near any kind of heating devices Precautions Power Source The power source requirements are as follows. G G Voltage fluctuation: Maximum $\pm 10\%$ (AC 127 V areas only: Between 10% and +6%) Frequency fluctuation: Maximum $\pm 0.3\%$ H Use a power source with as little voltage or frequency fluctuations as possible. 3-2 Konica 8020/8031 3.1 Installation Precautions Space Requirements To ensure easy copier operation, supply replacement, and maintenance, adhere to the recommended space requirements detailed below. 56-1/2 (1,432) 72-1/2 (1,839) 50 (1,271) 14 (358) 11-1/4 (285) 11-1/4 (283) 3 21-1/4 (540) 31-1/4 (792) 4 (100) 60 (1,521) 45-3/4 (1,163) Unit: inch (mm) Note Be sure to allow a clearance of 3.9 in. (100 mm) or more at the back of the copier for the ventilation duct. Konica 8020/8031 3-3 Precautions Chapter 3 3 3.

2 Operation Precautions Operating environment 3.2 Operation Precautions The environmental requirements for correct operation of the copier are as follows. G G Temperature: 50°F (10°C) to 86°F (30°C) with fluctuations of no more than 50°F (10°C) within an hour Humidity: 10% to 80% with fluctuations of no more than 20% within an hour Proper use Chapter 3 To ensure the optimum performance of the copier, follow the precautions listed below. - Never place heavy objects on the platen glass or subject it to shocks. Never open any copier doors or turn off the copier while it is making copies; otherwise, a paper jam will occur. Never bring any magnetized object near the copier. Never use flammable sprays or liquids near the copier. Always make sure that the power plug is completely plugged into the electrical outlet. Always make sure that the copier's power plug is accessible and not hidden by the copier. Always unplug the copier from the electrical outlet if the unit is not to be used for a long period of time.

Always provide good ventilation when making a large number of continuous copies. Precautions 3-4 Konica 8020/8031 3.2 Operation Precautions 3 CAUTION If the ventilation duct at the top of the copier is blocked in any way, the inside of the copier will accumulate heat, resulting in a malfunction or fire. § Do not place any objects over the ventilation duct. CAUTION The area around the fusing unit is extremely hot.

§ To reduce the risk of burns, do not touch areas not specifically authorized in the manual. Be especially careful not to touch parts marked with warning labels, and their surrounding areas. § If you get burned, immediately cool the skin under cold water, and then seek professional medical advice. Transporting the copier If you need to transport the copier over a long distance, consult your authorized service representative. Care of copier supplies Use the following precautions when handling the copier supplies (toner cartridge, paper, etc).

- Store the supplies in a location that meets the following requirements. Free from direct sunlight Away from any heating apparatus Not subjected to high humidity Not extremely dusty Paper that has been removed from its wrapper but not loaded into the copier should be stored in a sealed plastic bag in a cool, dark place. Use only toner that has been manufactured specifically for this copier. Never use other types of toner. Keep all supplies out of the reach of children. - Konica 8020/8031 3-5 Precautions Chapter 3 3 3.2 Operation Precautions CAUTION Precautions for handling toner: § Be careful not to spill toner inside the copier or get toner on your clothes or hands.



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§ § If your hands become soiled with toner, immediately wash them with soap and water. If toner gets in your eyes, immediately flush them with water, and then seek professional medical advice.

Chapter 3 Storage of copies - Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading. Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies. Color copies have a thicker layer of toner than normal black-and-white copies. Therefore, when a color copy is folded, the toner at the fold may peel off. Precautions 3-6 Konica 8020/8031 3.3 Legal Restrictions on Copying 3 3.3 Legal Restrictions on Copying Certain types of documents must never be copied with the purpose or intent to pass copies of such documents off as the originals. The following is not a complete list, but is meant to be used as a guide to responsible copying.

<Financial Instruments> G G G G G Personal checks Travelers checks Money orders Certificates of deposit Bonds or other certificates of indebtedness Stock certificates Food stamps Postage stamps (canceled or uncanceled) Checks or drafts drawn by government agencies Internal revenue stamps (canceled or uncanceled) Passports Immigration papers Motor vehicle licenses and titles House and property titles and deeds Identification cards, badges, or insignias Copyrighted works without permission of the copyright owner G G G G G G G G <General> G G You are prohibited under any circumstances to copy domestic or foreign currencies, or works of art without permission of the copyright owner. When in doubt about the nature of a document, consult with legal counsel. Konica 8020/8031 3-7 Precautions <Legal Documents> Chapter 3 3 3.3 Legal Restrictions on Copying Precautions 3-8 Chapter 3 Konica 8020/8031 4Part Part Names and Their Functions Names and Their Functions 4 Chapter 4 4 4.1 Components and Their Functions 7 1 2 4.

1 Components and Their Functions 6 3 4 Chapter 4 5 No. 1 Part Name Duplexing Document Feeder DF-332 (optional) Scanner SN-232 Description Automatically feeds and scans one document sheet at a time, and automatically turns over double-sided documents and scans them. Referred to as the duplexing document feeder throughout the manual. Scans the document. Referred to as the scanner throughout the manual; in addition, the combination of the scanner and the printer is referred to as the copier.

Prints the image scanned with the scanner. Referred to as the printer throughout the manual; in addition, the combination of the scanner and the printer is referred to as the copier. The printer can stand on the copy desk. By setting the printer on the copy desk, the printer can be placed on the floor instead of on a desk, keeping the entire surface of the desk free. Referred to as the copy desk throughout the manual. A paper drawer that can supply 2,500 sheets of paper. Referred to as the large capacity tray throughout the manual. Finishes copies according to the selected Output setting (sorting or stapling), then feeds out the pages. · If the finisher is installed, the printer must be installed on the copy desk, on the large capacity tray or over a paper feed unit combined with the copy table. If finisher FS-135 is installed, the number of paper output trays can be increased.

Part Names and Their Functions 2 3 Copier printer section 4 Copy Desk DK-133 (optional) 5 6 Large Capacity Tray DB-432 (optional) Finisher FS-135 (optional) 7 Option Tray FT-331 (optional) 4-2 Konica 8020/8031 4.1 Components and Their Functions 4 8 13 12 9 10 11 No. 8 9 Part Name Platen Cover CV-131 (optional) Duplex Unit AD-231 (optional) Description Presses down on the loaded document to keep it in place. Referred to as the platen cover throughout the manual. Turns over copies, allowing double-sided copies to be made automatically. · If a printer controller (Fiery X3e 31C-M) and the duplex unit are installed on the Konica 8020, the memory must be expanded. If the optional memory is not installed, automatic double-sided copying cannot be performed. Referred to as the duplex unit throughout the manual. A paper drawer that can supply 500 sheets of paper; up to two paper feed units can be installed. Referred to as the paper feed unit throughout the manual.

A paper feed unit can stand on the copy table, and then the printer can be set up on the top. By setting the printer on the copy table, the printer can be placed on the floor instead of on a desk, keeping the entire surface of the desk free. Referred to as the copy table throughout the manual. Finishes copies according to the selected Output setting (sorting, stapling, holepunching or booklet binding), then feeds out the pages. · The hole-punching function is only available if the optional punch kit (PK-131) is installed onto finisher FS-231.

If the finisher is installed, the printer must be installed on the copy desk, on the large capacity tray or over a paper feed unit combined with the copy table. Reduces the installation area required for the equipment if the scanner is installed on the top of the stand and the printer is installed on the inside. Referred to as the copier stand throughout the manual. 10 Paper Feed Unit PF-232 (optional) Copy Table DK-134 (optional) 11 12 Finisher FS-231 (optional) 13 Copier Stand DK-232 (optional) Konica 8020/8031 4-3 Part Names and Their Functions Chapter 4 4 No. 14 15 Part Name Punch KIT PK-131 (optional)* Memory MU-433 (optional)* 4.

1 Components and Their Functions Description Allows the hole-punching function to be used if installed onto finisher FS-231. Increases the memory of the copier to 512 MB (256 MB standard memory + 256 MB expanded memory). By expanding the memory, the number of pages that can be stored in the memory can be increased. (Refer to Supplemental Table 1.) Referred to as the memory throughout the manual. Allows more pages to be stored (Refer to Supplemental Table 1.) In addition, by installing hard disk drive HD-131 and the optional memory, the "Distribution" function can be used. Referred to as the hard disk throughout the manual. Internal printer controller that allows the copier to be used as both a color printer and a color scanner configured into a computer network. For more details, refer to the manual of the printer controller.

External printer controller that allows the copier to be used as both a color printer and a color scanner configured into a computer network. For more details, refer to the manual of the printer controller. 16 Hard Disk Drive HD-131 (optional)* 17 Printer Controller IP-711 (optional)* Printer Controller

Fiery X3e 31C-M (optional)* 18 Chapter 4 * The internal options are not shown. Supplemental Table 1 Number of Document Pages Stored Standard Configuration Color 60 sheets 20 sheets Black & white 197 sheets 149 sheets With Optional Memory Installed Color 137 sheets 46 sheets Black & white 400 sheets 340 sheets With Optional Memory and the Hard Disk Installed Color Black & white Part Names and Their Functions Document Type Text only Text and images Photographs Maps Maximum 2,000 sheets * The number of document pages that can be stored was calculated based on our standard document

page.



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The number of pages that can be stored will vary depending on the document. 4-4 Konica 8020/8031 4.2 Parts Names and Their Functions 4 4.2 Parts Names and Their Functions Outside of Copier 8 7 6 5 1 2 4 *The platen cover, copier stand and copy desk shown installed in the illustration are optional. No. 1 2 Part Name Right-side door Manual bypass tray Opened when clearing misfeeds.

Used for manual feeding of paper. The paper is fed one sheet at a time. Special paper can be loaded. (See section 3.5 in the Basic Operations volume.)
) Used to turn the copier on and off. (See section 1.5 in the Basic Operations volume.) Opened when clearing misfeeds. Holds up to 500 sheets of paper. The paper size can be adjusted freely. (See section 3.5 in the Basic Operations volume.) Holds 250 sheets of paper. The paper size can be adjusted freely. Special paper can be loaded. (See section 3.5 in the Basic Operations volume.) Opened when replacing a toner cartridge. (See p.

6-4) Collects copies fed out of the copier facing down. Description 3 4 5 Power switch Lower right-side door 2nd drawer 6 1st drawer 7 8 Front door Copy output tray Konica 8020/8031 4-5 Part Names and Their Functions Chapter 4 3 4 4.2 Parts Names and Their Functions 9 10 Envelope 13 Plain Plain Thick1 11 12 OHP Thick1 Thick3 Thick2 16 Thick3 Thick2 14 Chapter 4 15 Part Names and Their Functions *The platen cover, copier stand and copy desk shown installed in the illustration are optional. No. 9 10 11 Part Name Platen Cover (optional) Document scale Platen glass Description Presses the document against the platen glass. Used to align the document. (See section 4.2 in the Basic Operations volume.) When manually feeding the document, place it on the glass so the document can be scanned. Place the document face down on the glass.

(See section 4.2 in the Basic Operations volume.) Used to start copying or to make settings. (See section 1.3 in the Basic Operations volume.)

) Used to specify the type of paper loaded into the 1st drawer. Indicates the amount of paper remaining. · Flashing: Indicates that there is little paper remaining. · Lit: Indicates that the paper is empty. Replenish the paper.

Opened when servicing the copier. 12 13 14 15 16 Control panel Media type selection dial 1st drawer Paper-empty indicator 2nd drawer Paper-empty indicator Left-side door 4-6 Konica 8020/8031 4.2 Parts Names and Their Functions 4 22 21 20 19 18 17 *The platen cover, copier stand and copy desk shown installed in the illustration are optional. No. 17 18 19 20 21 22 Part Name Printer power cord socket Finisher connector Scanner power cord outlet Scanner connector Scanner power cord socket Duplexing Document Feeder connector Description Used for connecting the printer's power cord. Used for connecting the finisher hookup cord. Used for connecting the scanner's power cord. Used for connecting the scanner hookup cord. Used for connecting the scanner's power cord. Used for connecting the duplexing document feeder hookup cord.

Konica 8020/8031 4-7 Part Names and Their Functions Chapter 4 4 Supplies and Parts 2 1 4.2 Parts Names and Their Functions 3 4 5 6 Chapter 4 7 9 8 10 Part Names and Their Functions No. 1 2 3 4 5 6 7 8 9 10 Part Name Toner Cartridge Imaging Unit Image transfer belt unit Image transfer roller unit Waste-toner bottle Fusing unit Ozone filter Filter LED-cleaning tool Dust remover Description There are four toner cartridges: cyan (C), magenta (M), yellow (Y) and black (BK). The combination of the four toners generates full-color images. Generates the copied image. Layers onto the image transfer belt each of the single colors of the image generated by the imaging unit in order to create a full-color image. Transfers onto the paper a full-color image generated by the image transfer belt unit. Collects waste toner. Fuses the transferred toner to the paper. Collects the ozone generated in the copier.

Collects the toner dust generated in the copier. Used to clean the surface of the LED unit, for example, when replacing the image transfer belt unit. Collects the dust generated in the copier. 4-8 Konica 8020/8031 4.2 Parts Names and Their Functions Inside of Copier 4 6 1 5 4 3 2 No.

1 2 3 4 5 6 Part Name Upper right-side door LED-cleaning tool Imaging unit removal bracket Charger-cleaning tool Imaging unit release lever Toner cartridge compartments Description Opened when replacing the fusing unit or clearing misfeeds. Used to clean the surface of the LED unit, for example, when replacing the image transfer belt unit. Used to remove the imaging unit. Used to clean the charger wire, for example, when incorrect copies are produced. Used to install and replace the imaging unit.

Contains a toner cartridge for each color. Konica 8020/8031 4-9 Part Names and Their Functions Chapter 4 4 Options 1 12 11 13 4.2 Parts Names and Their Functions 2 3 4 5 10 9 8 Chapter 4 6 7 Duplexing Document Feeder Part Names and Their Functions No. 1 2 3 4 Part Name Adjustable document guide Document feed tray Document output tray Misfeed-clearing cover Description Adjust to the width of the document. (See section 4.2 in the Basic Operations volume.) Load the documents to be copied face up. (See section 4.2 in the Basic Operations volume.) Collects documents that have been copied.

Opened when clearing a misfed document. Duplex Unit No. 5 Part Name Duplex unit door Description Opened when clearing a paper misfeed within the duplex unit. Paper Feed Unit No. 6 7 3rd drawer 4th drawer Part Name Description Holds up to 500 sheets of paper. As many as two units can be installed. The paper size can be adjusted freely. Finisher (FS-231) No. 8 9 10 11 12 13 Part Name Lower paper output tray (bound paper tray) Front door Paper output tray (elevated tray) Upper door Paper guide Transport guide Description Collects copies made with booklet binding. Opened when replacing the staple cartridge.

Collects copies. Opened when clearing a paper misfeed within the finisher. Opened when clearing a paper misfeed within the finisher. Opened when clearing a paper misfeed within the finisher. 4-10 Konica 8020/8031 4.

2 Parts Names and Their Functions 4 19 18 17 16 15 14 No. 14 3rd drawer Part Name Description Holds up to 2,500 sheets of paper. (See section 3.5 in the Basic Operations volume.) Finisher (FS-135) No.

15 16 17 18 Part Name Front door FN-4 Secondary paper output tray (sorted copies) Primary paper output tray (non-sorted copies) Upper cover Description Opened when clearing a paper misfeed within the finisher. Collects copies that are sorted. Collects copies that are not sorted. (made with the "Non-Sort" setting) Opened when clearing a paper misfeed within the finisher. Option Tray No. 19 Part Name Option Tray (optional) Collects copies.



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Description Konica 8020/8031 4-11 Part Names and Their Functions Large Capacity Tray (DB-432) Chapter 4 4.2 Parts Names and Their Functions Part Names and Their Functions 4-12 Chapter 4 Konica 8020/8031 5 Utility Mode Operations 5 Utility Mode Operations Chapter 5 5.1 Utility Screen 5.1 Utility Screen The functions available on the Utility screen, displayed by pressing the [UTILITY] key, are described below.

If the [UTILITY] key is pressed, the following screen appears. (Refer to p. 5-3) G "Reset Mode" function: The initial mode settings, selected after the copier is reset, can be changed. "Job Memory Input" function: Up to 10 copy settings can be stored as copy programs. (Refer to p. 5-7) The various functions can be set according to the user's needs. There are two User's Choice screens. H Chapter 5 G G G Utility Mode Operations The functions that can be set while a job is printing are on the User's Choice: 1 screen, and the functions that can be set while the copier is waiting to print are on the User's Choice: 2 screen. (Refer to p. 5-27) G The various counters, showing the number of copies that have been made since the copier was installed, can be viewed.

(Refer to p. 5-28) The level of use for the various supplies and parts can be checked. (Refer to p. 5-6) The various copy programs stored with the "Job Memory Input" function, described above, can be recalled. (Refer to p.

5-29) The Administrator mode allows an administrator to control the use of the copier to be controlled, by allowing various functions to be set according to references. The administrator access code (4-digit password) must be entered in order to set the Administrator mode functions. For details on the administrator access code, contact your authorized service representative. G G G G 5-2 Konica 8020/8031 5.1 Utility Screen Specifying the Input Screen Functions The following two functions are available on the Input screen (when [Input] is touched).

(Refer to page 5-4) G 5 The initial mode settings, selected after the copier is reset, can be changed. (Refer to p. 5-5) User-specified copy modes can be stored as copy programs. Up to 10 specified copy modes can be stored as copy programs. These stored copy programs can be recalled by touching [Copy Program Recall] on the Utility screen. G G Konica 8020/8031 5-3 Utility Mode Operations Chapter 5 5 Specifying the Initial Mode Settings ("Reset Mode" Function) The mode selected when the power switch is turned on is called the initial mode. 5.1 Utility Screen The settings for the mode selected when the power switch is turned on can be specified using the "Reset Mode" function. To specify the initial mode settings 1 Select the desired Copy mode settings. H For details on selecting Copy mode settings, refer to "Specifying Copy Settings" in the Basic Operations volume.

2 Press the [UTILITY] key. 3 Touch [Input]. 4 Touch [Reset Mode]. Chapter 5 Utility Mode Operations 5 Touch [Set-up Mode]. 6 Touch [Enter]. Note If [Set-up Mode] is selected, the current Copy mode settings are stored as the initial mode settings. 7 Touch [Enter]. 8 Touch [Fin. Time]. The Basic screen appears again.

5-4 Konica 8020/8031 5.1 Utility Screen Using Copy Programs A user-specified copy mode can be stored as a copy program. Each of the 10 copy programs that can be stored can be given a name (up to 9 characters long). To store a copy program 5 1 Select the desired Copy mode settings. H For details on selecting Copy mode settings, refer to "Specifying Copy Setting" in the Basic Operations volume.

2 Press the [UTILITY] key. 3 Touch [Input]. 4 Touch [Job Memory Input]. 5 Touch the number of the program where you wish to store the settings. A screen appears, allowing you to enter the name of the program.

6 Touch the letters and numbers to enter a name (9 characters long) for the copy job, and then touch [Enter]. H H To delete a copy program Touch [Delete], and then touch the number of the program that you wish to delete. When the number of the program is selected, the program is deleted. To check the specified settings of a program Touch [Check], and then touch the number of the program that you wish to check. The specified Copy mode settings are displayed. To return to the Job Memory Input screen, touch [Enter]. 7 Touch [Enter], and then touch [Enter] again in the screen that appears. 8 Touch [Fin. Time]. The Basic screen appears again.

Konica 8020/8031 5-5 Utility Mode Operations Chapter 5 5 To recall a stored copy program and use it to make copies The stored copy programs can be recalled to be used again, as necessary. Recall the copy programs by touching [Copy Program Recall] on the Utility screen. 5.1 Utility Screen 1 Press the [UTILITY] key. 2 Touch [Copy Program Recall]. 3 Touch the number of the program that you wish to recall. The copy program settings appear. Chapter 5 4 Check that the copy program settings that appear are the ones that you wish to use, and then touch [Enter]. The Copy mode settings change to the ones that are recalled. If the displayed copy program settings are not the ones that you wish to use, touch [Menu].

The Job Recall screen appears again. Touch the correct number of the program that you wish to recall. Utility Mode Operations 5 Press the [START] key. The copy job is queued for printing with the recalled Copy mode settings. 5-6 Konica 8020/8031 5.

2 Specifying Default Settings ("User's Choice" Functions) 5.2 Specifying Default Settings ("User's Choice" Functions) With the User's Choice function, the initial mode settings can be customized according to how the copier is to be used. User's Choice: 1 Screens (Refer to p. 5-9) G (Refer to p. 5-10) G This function is used to set the current date and time.

(Refer to p. 5-11) This function is used to set the memory recall feature, which allows settings from past copy jobs to be recalled. (Refer to p. 5-12) This function is used to specify the length of time after the last operation until all functions return to their default settings. (Refer to p. 5-13) This function is used to specify the length of time after the last operation until the copier automatically enters Low Power mode. (Refer to p. 5-14) This function is used to specify the length of time after the last operation until the copier automatically enters Shut off mode. (Refer to p. 5-15) This function is used to specify whether all modes and functions are automatically reset when the key counter is removed.

G G G G Konica 8020/8031 5-7 Utility Mode Operations G Chapter 5 This function is used to specify whether or not a confirmation beep is sounded each time a key in the operation panel is pressed. 5 User's Choice: 2 Screens 5.



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2 Specifying Default Settings ("User's Choice" Functions) (Refer to p. 5-16) G This function is used to specify special paper settings for each paper drawer. (Refer to p. 5-18) This function is used to set the priority order of the paper output trays. (Refer to p. 5-19) This function is used to specify whether the "Sort" setting is automatically selected if the document consists of 2 or more pages. (Refer to p. 5-20) This function is used to set whether or not copies will be sorted in a crisscross pattern if the necessary conditions are met while using the "Sort" or "Group" settings.

(Refer to p. 5-21) This function is used to specify the print timing for print jobs that have been received. (Refer to p. 5-22) This function is used to adjust the level for detecting whether a document will be copied in color or in black and white. (Refer to p.

5-23) This function is used to specify the zoom ratios for 2 in 1 and 4 in 1 copying, and booklet binding. (Refer to p. 5-24) This function is used to specify how small-sized documents are printed using the "Auto Paper" setting. (Refer to p. 5-25) This function is used to specify the page order for 4 in 1 copying.

(Refer to p. 5-26) This function is used to specify whether or not the image is centered when the document is smaller than the paper. G G Chapter 5 Utility Mode Operations G G G G G G 5-8 Konica 8020/8031 5.2 Specifying Default Settings ("User's Choice" Functions) To set the "Confirmation Beep" function This function is used to specify whether or not a confirmation beep is sounded each time a key in the operation panel is pressed. (The default setting is [ON].) 5 1 Press the [UTILITY] key. 2 Touch [User's Choice: 1]. 3 Touch [Confirmation Beep]. 4 Select the desired setting. 5 Touch [Enter].

6 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears. Konica 8020/8031 5-9 Utility Mode Operations Chapter 5 5 To set the "Date/Time Set" function 5.2 Specifying Default Settings ("User's Choice" Functions) This function is used to set the current date and time. In addition, the time zone can be set between -1200 and +1200 (in 30 minute intervals). (The default setting is [+0000].) 1 Press the [UTILITY] key. 2 Touch [User's Choice: 1]. 3 Touch [Date/Time Set].

Chapter 5 4 Touch [Year]. 5 Press the [C] (CLEAR QTY.) key. The current setting is erased. Utility Mode Operations 6 Using the keypad, enter the year for the current date.

7 Specify the settings for [Month], [Day], [Hour], [min.] and [Time Zone] in the same way. Touch [Time Zone] first before touching [+/-] to specify the time zone. Tip The time zone setting is the time difference from Greenwich Mean Time. 8 Touch [Enter].

The clock begins ticking. 9 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears. 5-10 Konica 8020/8031 5.2 Specifying Default Settings ("User's Choice" Functions) To set the "Memory Recall" function Memory recall function (The default setting is [Yes].) 5 This feature allows past copy jobs to be recalled and printed again. Up to 49 past copy jobs are saved. If the number of copy jobs exceeds 49 or the memory becomes full, jobs are deleted, starting from the oldest. Deleted jobs cannot be recalled.

For details on recalling past copy jobs, refer to "Original Documents/ Feeding the Document" in the Basic Operations volume. 1 Press the [UTILITY] key. 2 Touch [User's Choice: 1]. 3 Touch [Memory Recall]. 4 Select the desired setting. 5 Touch [Enter]. 6 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears. Konica 8020/8031 5-11 Utility Mode Operations Chapter 5 5 To set the "Auto Reset" function 5.

2 Specifying Default Settings ("User's Choice" Functions) This function is used to specify the length of time after the last operation until all functions automatically return to their default settings. In addition, you can specify the mode that is selected when the functions return to their default settings. (The default setting is [1 min. / Copy].) For details on the automatic reset, refer to "Original Documents/Feeding the Document" in the Basic Operations volume.

1 Press the [UTILITY] key. 2 Touch [User's Choice: 1]. 3 Touch [2/2]. 4 Touch [Auto Reset]. 5 Press the [C] (CLEAR QTY.) key. The current setting is erased. Chapter 5 6 Using the keypad, enter the desired length of time (between 1 and 9 minutes). H Utility Mode Operations If you do not wish for the copier to automatically reset its modes and functions, touch [No]. 7 Select the desired priority mode. Note [Scan] is only available if the optional printer controller is installed. If the printer controller is not installed when [Scan] Key is selected, the copier resets to the Copy mode. 8 Touch [Enter]. 9 Touch [Fin. Time], and then touch [Fin.

Time] again in the screen that appears. 5-12 Konica 8020/8031 5.2 Specifying Default Settings ("User's Choice" Functions) To set the "Low Power" function This function is used to specify the length of time after the last operation until the copier automatically enters Low Power mode. (The default setting is [15 min.]). 5 For details on the Low Power mode, refer to "Original Documents/Feeding the Document" in the Basic Operations volume. 1 Press the [UTILITY] key. 2 Touch [User's Choice: 1]. 3 Touch [2/2]. 4 Touch [Low Power].

5 Press the [C] (CLEAR QTY.) key. The current setting is erased. 6 Using the keypad, enter the desired length of time (between 10 and 240 minutes). 7 Touch [Enter].

8 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears. Konica 8020/8031 5-13 Utility Mode Operations Chapter 5 5 To set the "Shut off" function 5.2 Specifying Default Settings ("User's Choice" Functions) This function is used to specify the length of time after the last operation until the copier automatically enters Shut off mode.

The copier only enters Shut off mode if the "Disable Shut off Mode" function of the Administrator mode is set to "No". (The default setting is "30 min". "No" is not displayed in the default setting.) For details on the Shut off mode, refer to "Original Documents/Feeding the Document" in the Basic Operations volume. 1

Press the [UTILITY] key. 2 Touch [User's Choice: 1]. 3 Touch [2/2]. 4 Touch [Shut off]. Chapter 5 Utility Mode Operations 5 Press the [C] (CLEAR QTY.) key.

The current setting is erased. 6 Using the keypad, enter the desired length of time (between 15 and 240 minutes). H If you do not want the copier to enter Shut off mode, touch [No]. 7 Touch [Enter]. 8 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.



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5-14 Konica 8020/8031 5.2 Specifying Default Settings ("User's Choice" Functions) To set the "Auto Clear Mode" function 5 This function is used to specify whether or not the copier clears all settings when it detects that the user of the copier has changed, for example, when the magnetic card has been removed from the optional data controller or when the key counter has been removed. (The default setting is [Yes].)

) For details on clearing all settings when a new user is detected, refer to "Original Documents/Feeding the Document" in the Basic Operations volume. 1 Press the [UTILITY] key. 2 Touch [User's Choice: 1]. 3 Touch [2/2]. 4 Touch [Auto Clear Mode].

5 Select the desired setting. 6 Touch [Enter]. 7 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

Konica 8020/8031 5-15 Utility Mode Operations Chapter 5 5 "Specialty Paper" Settings 5.2 Specifying Default Settings ("User's Choice" Functions) This function is used to specify that the paper loaded into any paper drawer is special paper. (The default setting is [Standard].) If the drawer is set to "Specialty", the paper is not automatically selected with Paper setting "Auto Paper" or with double-sided copying. To print on special paper, select the paper drawer loaded with special paper. When printing regardless of the paper type, paper in a drawer set to "Standard" is selected with Paper setting "Auto Paper". When printing regardless of the paper type, paper set to "Standard" is selected with the automatic selection functions. Only with special printing is the "Specialty" paper setting selected for making copies. "Standard" setting G Select this setting if plain paper is loaded. This is the default setting.

Paper with this setting can be automatically selected with the paper setting "Auto Paper" and Zoom setting "Auto Size". Chapter 5 G "High Quality Paper" setting Utility Mode Operations G G Select this setting when using High Quality paper. Paper with this setting is not automatically selected with the Paper setting "Auto Paper". "Single Sided Only" setting G G Select this setting for paper that should not be used with double-sided copying (for example, when one side has already been printed on). Paper with this setting is not automatically selected during automatic double-sided copying. "Specialty" setting G G Select this setting for paper, other than "High Quality Paper" or "Single Sided Only" paper, that should not be selected automatically. Paper with this setting is not automatically selected with the Paper setting "Auto Paper". 5-16 Konica 8020/8031 5.2 Specifying Default Settings ("User's Choice" Functions) To set the "Specialty Paper" function 5 1 Press the [UTILITY] key. 2 Touch [User's Choice: 2].

3 Touch [Specialty Paper]. 4 Select the paper drawer that you wish to set. 5 Select the desired paper setting. 6 Touch [Enter]. 7 Touch [Fin. Time], and then touch [Fin. Time] Utility Mode Operations 5-17 again in the screen that appears. Konica 8020/8031 Chapter 5 5 Specifying the Output Tray Priority 5.2 Specifying Default Settings ("User's Choice" Functions) The "Priority exit tray" function is used to specify the output tray that is given priority for each application. This function can be set only if the finisher (FS-135) is installed.

(The default settings are tray "2" for copying and printing, and tray "3" for Internet faxing.) Applications The applications referred to here are copying, PC printing and Internet fax printing (Internet faxing). PC printing and Internet fax printing can only be used if the optional printer controller is installed. To set the "Priority exit tray" function 1 Press the [UTILITY] key. 2 Touch [User's Choice: 2]. 3 Touch [Priority exit tray]. Chapter 5 Utility Mode Operations 4 Select the output tray that you wish to assign to each application. 5 Touch [Enter]. 6 Touch [Fin. Time], and then touch [Fin.

Time] again in the screen that appears. 5-18 Konica 8020/8031 5.2 Specifying Default Settings ("User's Choice" Functions) To set the "Intelligent Sorting" function 5 This function is used to specify if the "Sort" setting or the "Non-Sort" setting is selected automatically for documents loaded into the duplexing document feeder. By setting this function to "Yes", the "Non-Sort" setting will automatically be selected if a document consisting of only one page is loaded into the duplexing document feeder, and the "Sort" setting will automatically be selected if a document consisting of two or more pages is placed in the duplexing document feeder. (The default setting is [Yes].) 1 Press the [UTILITY] key. 2 Touch [User's Choice: 2]. 3 Touch [Intelligent Sorting]. 4 Select the desired setting. 5 Touch [Enter].

6 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears. Konica 8020/8031 5-19 Utility Mode Operations Chapter 5 5 To set the "Criss Cross Mode" function 5.2 Specifying Default Settings ("User's Choice" Functions) This function is used to specify how copies are sorted when the "Sort" setting is selected. (The default setting is [Yes].) For details on crisscross sorting, refer to "Original Documents/Feeding the Document" in the Basic Operations volume. 1 Press the [UTILITY] key. 2 Touch [User's Choice: 2]. 3 Touch [Criss Cross Mode].

Chapter 5 Utility Mode Operations 4 Select the desired setting. 5 Touch [Enter]. 6 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears. 5-20 Konica 8020/8031 5.2 Specifying Default Settings ("User's Choice" Functions) To set the "Priority Device" function This function is used to specify the print timing for print jobs received. Copy jobs and Internet fax print jobs are normally printed as a set. (The default setting is [Copier].) Copier setting Print jobs are queued as a job when the data for all pages is received.

Printer setting Print jobs are queued as a job when the data for the first page is received. 5 1 Press the [UTILITY] key. 2 Touch [User's Choice: 2]. 3 Touch [Priority Device]. 4 Select the desired setting. 5 Touch [Enter]. 6 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears. Konica 8020/8031 5-21 Utility Mode Operations Chapter 5 5 5.

2 Specifying Default Settings ("User's Choice" Functions) To set the "ACS Judgement Level Adjust." function This function is used to adjust the level for detecting a color or black-and-white document with the Color setting "Auto Color".



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