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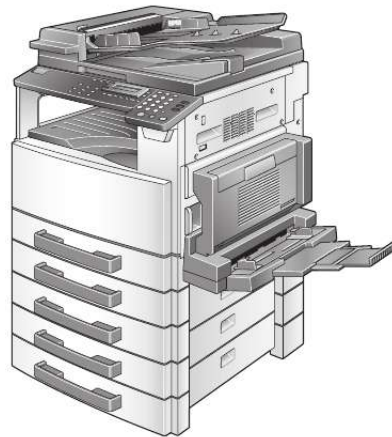
You can read the recommendations in the user guide, the technical guide or the installation guide for KONICA MINOLTA BIZHUB 210. You'll find the answers to all your questions on the KONICA MINOLTA BIZHUB 210 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual KONICA MINOLTA BIZHUB 210
User guide KONICA MINOLTA BIZHUB 210
Operating instructions KONICA MINOLTA BIZHUB 210
Instructions for use KONICA MINOLTA BIZHUB 210
Instruction manual KONICA MINOLTA BIZHUB 210



bizhub 162/210

User Manual



The essentials of imaging



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<http://yourpdfguides.com/dref/1849551>

.....
.....
. 1-7 For Finland, Sweden users
.....

.....
.....
.....
.....
.....
.....
. 1-7 For Norway users
.....

.....
.....
.....
.....
.....
.....
.....
.....

. 1-8 Laser safety label
.....
.....
.....
.....
.....
.....
.....

.....
. 1-9 Ozone release
.....
.....
.....
.....
.....
.....
.....

..... 1-9 Acoustic noise
.....
.....
.....
.....
.....
.....
.....

.....
.....
.... 1-10 Safety information
.....
.....

.....
.....
.....
.....
.....

..... *1-11 Warning and precaution symbols ..*

.....
.....
.....

.....
.....
.....

..... *1-11 Meaning of symbols*

.....
.....
.....

.....
.....
.....

..... *1-12 Disassemble and modification*

.....
.....
.....

.....
.....
.....

..... *1-12 Power cord ..*

.....
.....
.....

.....
.....
.....

.....
.....
.....

..... *1-13 Power source*

.....
.....
.....

.....
.....
.....

..... *1-14 Power plug*

.....
.....

.....
.....
.....
.....
.....
.....
.....

... 1-15 Grounding

.....
.....
.....
.....
.....
.....

..... 1-16 Installation ...

.....
.....
.....
.....
.....
.....
.....

. 1-17 Ventilation

.....
.....
.....
.....
.....
.....
.....

1-18 Actions in response to troubles

.....
.....
.....
.....
.....

..... 1-19 Consumables

.....
.....
.....
.....

.....
.....
.....

..... 1-20 When moving the machine

.....
.....
.....
.....

... 1-21 Before successive holidays

.....
.....
.....
.....

. 1-21 Energy Star®

.....
.....
.....
.....

.....
.....
.....
.....

.... 1-22 Energy Star® partner .

.....
.....
.....
.....

.....
.....
.....
.....

. 1-22 What is an Energy Star® product?

.....
.....
.....
.....

..... 1-22 Explanation of manual conventions ...

.....
.....
.....
.....

.....
.....
.....
.....

... 1-23 Safety advices

.....
.....
.....

.....
.....
.....

. 1-23 Sequence of action

.....
.....

.....
.....
.....

.....
.....
.....

. 1-23 1.4 1.5 1.6 bizhub 162/210 x-3 Tips

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....1-24 Special text markings .

.....
.....
.....

.....
.....
.....

.....1-24 1.7 Explanation of basic concepts and symbols ...

.....
.....
.....

.....1-25 Paper Feeding .

.....
.....
.....

.....
.....
.....

.....
.....
.....
.....1-25 Width and length ..

.....
.....
.....
.....
.....
.....
.....
.....

.....
...1-26 Lengthwise and crosswise ..

.....
.....
.....
.....
.....

.....
...1-26 2 Precautions 2.1 Installation precautions .

.....
.....
.....
.....
.....

.....
.....
.....

..2-3 Installation site

.....
.....
.....

.....
.....
.....
.....

.....
..2-3 Power source ...

.....
.....
.....
.....
.....

.....
.....
.....
.....

...2-3 Space requirements

.....

.....
.....

.....
.....
.....

.....
.....

..2-4 Operation precautions

.....

.....
.....
.....

.....
.....
.....

.....2-5 Operating environment

.....
.....
.....

.....
.....
.....

...2-5 Proper use

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....2-5 Transporting the machine .

.....
.....
.....

.....
.....
.....

..2-6 Care of machine supplies

.....
.....
.....

.....
.....
.....

.....2-6 Storage of copies

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.2-7 Legal restrictions on copying

.....
.....
.....
.....

.....
.....
.....

2-8 2.2 2.3 3 Before making copies 3.1 3.2 Components and their functions

.....
.....
.....
.....

.....
.....

..3-3 Part names and their functions ...

.....
.....
.....
.....
.....

...3-5 Main unit ..

.....
.....
.....
.....
.....

.....
.....
.....
.....

..3-5 Inside of main unit ...

.....
.....
.....
.....
.....
.....

.....
.....
.....3-7 Document feeder (option) ...

.....
.....
.....
.....
.....
.....
.....

3-8 Multi bypass tray (option)

.....
.....
.....
.....
.....
.....

...3-9 Paper feed unit (option)

.....
.....
.....
.....
.....
.....

.....3-10 Job separator (option) ...

.....
.....
.....
.....
.....
.....

....3-11 Control panel .

.....
.....
.....
.....
.....
.....
.....
.....
.....

.....3-12 Names of control panel parts and their functions ...

.....
.....
.....

..3-12 Display indications

.....
.....

.....

.....

.....

.....

.....

.....

....3-15 Adjusting the angle of the display .

.....

.....

.....

.....

.....

.....

...3-16 Power supply

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....3-17 Turning the machine on

.....

.....

.....

.....

.....

.....

.....

.....

3-17 Turn the machine off

.....

.....

.....

.....

.....

.....

.....

.....3-17 Default settings .

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....3-18 3.

3 3.4 3.5 x-4 bizhub 162/210 3.6 Useful functions

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

. 3-19 Auto panel reset

.....
.....
.....

.....
.....
.....
.....

..... 3-19 Energy save mode

.....
.....
.....

.....
.....
.....
.....

.....
.....

.. 3-19 Auto shut off ...

.....
.....

.....
.....
.....

.....
.....
.....
.....

..... 3-20 Queued copy jobs ..

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

3-20 Paper

.....
.....

.....
.....
.....
.....
.....
..... 3-45 Document types ...

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
..... 3-45 Documents of uniform sizes ...

.....
.....

.....
.....
.....
.....

..... 3-46 Mixed width document sizes (DF-605) ..

.....
.....
.....

.....
.....

... 3-46 Precautions concerning the documents ..

.....

.....
.....
.....

..... 3-47 Specifying a zoom setting

.....
.....
.....
.....

.....
.....
.....

..... 3-48 Zoom settings ...

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

3-48 To make copies using the auto zoom setting

.....

.....
.....

..4-3 Making a basic copy

.....
.....
.....
.....
.....
.....

...4-3 Loading paper ..

.....
.....
.....
.....
.....
.....
.....
.....
.....

.....4-5 Loading paper into the 1st tray ...

.....
.....
.....
.....
.....
.....

..4-6 Loading paper Into the 2nd paper tray

.....
.....
.....
.....

4-8 Loading the document

.....
.....
.....
.....
.....

...4-10 Loading documents into the document feeder

.....
.....
.....

..4-10 Positioning a sheet document on the original glass

..4-12 Positioning transparent documents on the original glass ...

.....4-13 Positioning books on the original glass

.....
.....
.....
.....

.....4-14 Loading documents of mixed sizes in the document feeder

...4-15 Stopping a copy job ..

.....
.....

.....
.....
.....
.....

.....
.....
.....

.....4-18 Stopping, restarting, cancelling a copy job

.....
.....
.....

.....4-18 Checking the machine counters .

.....
.....
.....
.....

.....
.....
.....

.4-19 To check the counters

.....
.....
.....
.....

.....
.....
.....

.....4-19 Reducing electricity usage ...

.....
.....
.....
.....

.....
.....
.....

.....4-21 Specifying energy save mode and auto shut off ..

.....
.....
.....

...4-21 4.3 4.4 4.5 4.6 5 Useful operations 5.1 5.

2 5.3 Specifying a zoom setting

.....
.....
.....
.....

.....
.....
.....

.....5-3 To zoom a standard-sized document to a different standard size .5-3 Using the Auto/Photo function

.....
.....
.....

.....
.....
.....
.....

...5-5 To make sharp copies of illustrations or photos

.....
.....
.....

..5-5 Copying onto various types of media

.....
.....
.....

.....
.....

...5-7 To copy onto OHP transparencies ..

.....
.....
.....
.....
.....

.....5-7 To copy onto label sheets ...

.....
.....
.....
.....
.....
.....

5-9 To copy onto envelopes (non-stan.....

.....
.....
.....
.....
.....

. 7-11 bizhub 162/210 x-7 7.2 Paper source settings ...

.....
.....
.....
.....
.....
.....
.....
.....
.....

.7-12 Selecting the PAPER SOURCE SETUP menu

.....
.....
.....

.7-13 Specifying INCH/METRIC

.....
.....
.....
.....

.....
.....
.....

..7-13 Specifying TRAY1 PAPER

.....
.....
.....
.....

.....
.....
.....

..7-14 Specifying PAPER TYPE

.....
.....
.....
.....

.....
.....
.....

.....7-16 User management settings

.....
.....
.....
.....

.....
.....
.....

.....7-17 Selecting the USER MANAGEMENT menu

.....
.....
.....

.....7-17 Performing DRUM DEHUMIDIFY .

.....
.....
.....
.....

.....
.....
.....

....7-18 Performing TONER REPLENISHER .

.....
.....
.....
.....
.....

.....7-18 Administrative settings

.....
.....
.....

.....
.....
.....
.....

..7-19 Selecting the ADMIN. MANAGEMENT menu ..

.....
.....

....7-20 Specifying AUTO SHUT OFF .

.....
.....

.....
.....
.....
.....

7-21 Turning on/off user management

.....
.....

.....
.....
.....

.....7-22 Registering user access numbers .

.....
.....
.....
.....

.....
.....

..7-23 Changing/deleting user access numbers ...

.....

.....
.....
.....

....7-24 Displaying/clearing the total count for a specific account

.....7-26 Clearing the total counts for all accounts

.....
.....
.....

...7-28 Copy settings ..

.....

.....
.....
.....
.....

.....
.....

.....
.....

.....7-29 Selecting the COPY SETTING 1 menu

.....
.....
.....

.....
.....

..7-31 Specifying PAPER PRIORITY ...

.....
.....
.....
.....
.....

.....

..7-32 Specifying DENSITY PRIORITY ...

.....
.....
.....
.....
.....

....7-33 Specifying DENSITY LEVEL (A)

.....
.....
.....
.....
.....

.....7-34 Specifying DENSITY LEVEL (M)

.....
.....
.....
.....
.....

.....
.....

...7-34 Specifying BINDING POSITION ..

.....
.....
.....
.....

.....

7-35 Specifying MARGIN SETTING

.....
.....
.....
.....
.....

....7-35 Specifying ERASE SETTING

.....
.....
.....

.....
.....
.....
.....

.7-36 Specifying SMALL ORIGINAL

.....
.....
.....

.....
.....
.....

.....7-37 Selecting the COPY SETTING 2 menu

.....
.....
.....
.....

.....7-38 Specifying MIXED ORIGINAL ...

.....
.....
.....

.....
.....
.....
.....

..7-39 Specifying COPY PRIORITY

.....
.....
.....

.....
.....
.....

.....7-39 Specifying OUTPUT PRIORITY.

.....
.....
.....
.....

.....
.....
.....

..7-40 Specifying 4IN1 COPY ORDER

.....
.....
.....
.....

....7-40 Specifying CRISSCROSS MODE .

.....
.....

.....
.....
.....
.....

...7-41 Specifying DUPLEX COPY

.....
.....
.....

.....
.....
.....
.....

..7-41 7.3 7.4 7.5 8 When a message appears 8.1 When the message TONER EMPTY appears

.....
.....
.....

.....

8-3 TONER EMPTY message

.....
.....

.....
.....
.....
.....

.....

...8-3 Replacing the toner bottle ..

.....
.....

.....
.....
.....
.....

.....
.....

8-4 When the message PAPER JAM appears

.....

.....
.....
.....

....8-6 PAPER JAM message

.....
.....
.....
.....

.....
.....
.....
.....

...8-6 Clearing a paper misfeed in the duplex unit

.....
.....
.....

.....8-7 Clearing a paper misfeed in the main unit or 1st tray ..

.....
.....

.....8-7 8.

2 x-8 bizhub 162/210 Clearing a paper misfeed in the 2nd/3rd/4th/5th tray

.....

... 8-10 Clearing a paper misfeed in the multi bypass tray ..

.....

. 8-11 8.3 When the message ORIGINAL DOC. JAM appears ..

.....
.....

.... 8-13 ORIGINAL DOC. JAM message

.....
.....

..... 8-13 Clearing a misfeed in the automatic document feeder (DF-502)

.....
.....
.....

..... 8-13 Clearing a misfeed in the reverse automatic document feeder (DF-605)

.....
.....
.....

.... 8-16 What does each message mean?

.....
.....
.....

... 8-18 When incorrect copies are produced ..

.....
.....

..... 8-21 When copying is not performed correctly

.....
.....
.....

.. 8-23 8.4 8.5 8.6 9 Miscellaneous 9.1 Specifications

.....
.....
.....
.....
.....

.....
.....
.....
..... 9-3 Main unit bizhub 162/210 .

.....
.....
.....
.....
.....
.....
.....
.....

. 9-3 Automatic duplex unit AD-504

.....
.....
.....
.....
.....
.....

..... 9-4 Reverse automatic document feeder DF-605

.....
.....
.....

..... 9-5 Automatic document feeder DF-502 ..

.....
.....
.....
.....

... 9-6 Paper feed unit PF-502 ..

.....
.....
.....
.....
.....
.....

.... 9-6 Shift tray SF-501 .

.....
.....
.....
.....
.....

.....
.....
.....
.....

..... 9-7 Job separator JS-503

.....
.....
.....
.....
.....

.....
.... 9-11 Paper size and zoom ratio tables .
.....

.... 9-12 Paper sizes

..... 9-12 Zoom ratios ...

.... 9-13 9.

2 9.3 9.4 10 Index bizhub 162/210 x-9 x-10 bizhub 162/210 1 Introduction Introduction 1 1 1.1 Introduction We want you to be a satisfied customer Thank you for choosing the bizhub 162/210. This user manual describes the functions, operating procedures, precautions, and basic troubleshooting for the bizhub 162/210. Before using this machine, be sure to read the user manual thoroughly in order to ensure that you use the machine efficiently. After you have gone through user's guide, store it in the holder and keep it handy at all times. Note that some of the illustrations of the machine used in the user manual may be different from what you actually see on your machine. 1.2 Trademarks and registered trademarks KONICA MINOLTA, KONICA MINOLTA Logo, and The essentials of imaging are registered trademarks or trademarks of KONICA MINOLTA HOLDINGS, INC.

PageScope and bizhub are registered trademarks or trademarks of KONICA MINOLTA BUSINESS TECHNOLOGIES, INC. Netscape Communications, the Netscape Communications logo, Netscape Navigator, Netscape Communicator, and Netscape are trademarks of Netscape Communications Corporation. PageScope Box Operator: This software is based in part on the work of the Independent JPEG Group. Compact-VJE Copyright 1986-2003 VACS Corp. bizhub 162/210 1-3 1 1.3 Regulation notices Introduction CE Marking (Declaration of conformity) for users of the European Union (EU) This product complies with the following EU directives: 89/336/EEC, 73/23/EEC and 93/68/EEC directives. This declaration is valid for the region of the European Union. 7 CAUTION Interference with radio communications. % This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under EU directives. For users in countries subject to class B regulations 7 CAUTION Interference with radio communications. % This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules. For users in countries not subject to class B regulations 7 WARNING Interference with radio communications. % 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. % This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules. 1-4 bizhub 162/210 Introduction Laser safety 1 This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in this manual. Since radiation emitted by the laser is completely confined within a protective housing, the laser beam cannot escape from the machine during any phase of user operation. This machine is certified as a class 1 laser product. In other words, the machine does not produce hazardous laser radiation. Internal laser radiation Specifications Maximum average radiation power Wavelength 6.32 μW at the laser aperture of the print head unit 770-795 nm This product employs a class 3b laser diode that emits an invisible laser beam. The laser diode and the scanning polygon mirror are incorporated in the print head unit. 7 WARNING Incorrect handling may result in hazardous radiation exposure. % The print head unit is not a field-serviceable item. % Therefore, the print head unit should not be opened under any circumstances. Print head Laser Aperture of the Print Head Unit bizhub 162/210 1-5 1 CDRH regulation Introduction This machine is certified as a class 1 laser product under radiation performance standard according to the Food, Drug and Cosmetic Act of 1990.

Compliance is mandatory for laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation. The label shown on page 1-9 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States. 7 CAUTION Incorrect handling may result in hazardous radiation exposure. % Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure. This is a semiconductor laser.

The maximum power of the laser diode is 5 mW and the wavelength is 770-795 nm. For European users 7 CAUTION Incorrect handling may result in hazardous radiation exposure. % Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure. This is a semiconductor laser. The maximum power of the laser diode is 5 mW and the wavelength is 770-795 nm. 1-6 bizhub 162/210 Introduction For Denmark users 1 7 ADVARSEL Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. % Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene. Dette er en halvlederlaser.

Laserdiodens højeste styrke er 5 mW og bølgelængden er 770-795 nm. For Finland, Sweden users LOUKAN 1 LASERLAITE KLAS 1 LASER APPARAT 7 VAROITUS Tämä on puolijohdelaser. % Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle. Tämä on puolijohdelaser. Laserdiodin suurin teho on 5 mW ja aallonpituus on 770-795 nm. 7 VARNING Det här är en halvledarlaser. % Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1. Det här är en halvledarlaser. Den maximala effekten för laserdioden är 5 mW och våglängden är 770-795 nm. bizhub 162/210 1-7 1 7 VAROITUS Introduction Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle.

% Älä katso säteeseen.



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7 WARNING Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad. % Betrakta ej strålen. For Norway users 7 ADVARSEL! Dette en halvleder laser. % Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for usynlig laserstråling som overskrider grensen for laser klass 1. Dette en halvleder laser. Maksimal effekt till laserdiode er 5 mW og bølgelengde er 770-795 nm. 1-8 bizhub 162/210 Introduction Laser safety label 1 A laser safety label is attached to the outside of the machine as shown below. Ozone release 7 CAUTION 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. % Locate the machine in a well-ventilated room. 7 ATTENTION 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 ou se trouve l'appareil.

% Placer l'appareil dans une pièce largement ventilée. bizhub 162/210 1-9 1 Acoustic noise For European users Introduction Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779. 1-10 bizhub 162/210 Introduction 1 1.4 Safety information 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 read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems. Please keep this manual in a handy place near the machine. Make sure you observe all of the precautions appear in each section of this manual. KM_Ver.01E_C 2 Note Some parts of the contents of this section may not correspond with the purchased product. Warning and precaution symbols The following indicators are used on the warning labels or in this manual to categorize the level of safety warnings. 7 WARNING Ignoring this warnings could cause serious injury or even death. % Do not ignore this safety advices.

7 CAUTION Ignoring this cautions could cause injury or damage to property. % Do not ignore this safety advices. bizhub 162/210 1-11 1 Meaning of symbols Symbol Meaning A triangle indicates a danger against which you should take precaution. A diagonal line indicates a prohibited course of action. Example Meaning Introduction This symbol warns against possible causes of burns. This symbol warns against dismantling the device. A black circle indicates an imperative course of action. This symbol indicates you must unplug the device. Disassemble and modification 7 WARNING Ignoring this warnings could cause serious injury or even death. % Do not ignore this safety advices.

Warning · 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. · 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. Symbol 1-12 bizhub 162/210 Introduction Power cord 1 7 WARNING Ignoring this warnings could cause serious injury or even death.

% Do not ignore this safety advices. Warning · Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock. · Use the power cord supplied in the package only for this machine and NEVER use it for any other product.

Failure to observe this precaution 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.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. Symbol bizhub 162/210 1-13 1 Power source Introduction 7 WARNING Ignoring this warnings could cause serious injury or even death. % Do not ignore this safety advices. Warning · Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock. Symbol · Connect power plug directly into wall outlet having the same configuration as the plug.

Use of an adapter leads to the product connecting to inadequate power supply (voltage, current capacity, grounding), and may result in fire or shock. If proper wall outlet is not available, the customer shall ask qualified electrician for the installation. · Do not use a multiple outlet adapter nor an extension cord in principle. Use of an adapter or an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required. · Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire. 7 CAUTION Ignoring this cautions could cause injury or damage to property. % Do not ignore this safety advices. Caution · The outlet must be near the equipment and easily accessible.

Otherwise you can not pull out the power plug when an emergency occurs. Symbol 1-14 bizhub 162/210 Introduction Power plug 1 7 WARNING Ignoring this warnings could cause serious injury or even death. % Do not ignore this safety advices. Warning · Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result. Symbol · Plug the power cord all the way into the power outlet.

Failure to do this could result in a fire or electrical shock. 7 CAUTION Ignoring this cautions could cause injury or damage to property. % Do not ignore this safety advices. Caution · Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.



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· 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. Symbol bizhub 162/210 1-15 1 Grounding Introduction 7 WARNING Ignoring this warnings could cause serious injury or even death. % Do not ignore this safety advices. Warning · Connect the power cord to an electrical outlet that is equipped with a grounding terminal. Symbol 1-16 bizhub 162/210 Introduction Installation 1 7 WARNING Ignoring this warnings could cause serious injury or even death. % Do not ignore this safety advices. Warning · 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 OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.

Symbol 7 CAUTION Ignoring this cautions could cause injury or damage to property. % Do not ignore this safety advices. Caution · After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury. Symbol · 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. · 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 use flammable sprays, liquids, or gases near this product, as a fire could result. bizhub 162/210 1-17 1 Ventilation Introduction 7 CAUTION Ignoring this cautions could cause injury or damage to property. % Do not ignore this safety advices. Caution · 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. Symbol 1-18 bizhub 162/210 Introduction Actions in response to troubles 1 7 WARNING Ignoring this warnings could cause serious injury or even death. % Do not ignore this safety advices. Warning · Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, 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 OFF the power switch, 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. Symbol 7 CAUTION Ignoring this cautions could cause injury or damage to property. % Do not ignore this safety advices. Caution · 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 HOT" caution label.

Symbol bizhub 162/210 1-19 1 Consumables Introduction 7 WARNING Ignoring this warnings could cause serious injury or even death.

% Do not ignore this safety advices. Warning · Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage. Symbol 7 CAUTION Ignoring this cautions could cause injury or damage to property. % Do not ignore this safety advices. Caution · 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 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. Symbol 1-20 bizhub 162/210 Introduction When moving the machine 1 7 CAUTION Ignoring this cautions could cause injury or damage to property.

% Do not ignore this safety advices. Caution · 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 Guide or other documents. If the unit falls it may cause severe personal injury.

The product may also be damaged or malfunction. Symbol Before successive holidays When the optional Fax Kit FK-505 is not installed: 7 CAUTION Ignoring this cautions could cause injury or damage to property. % Do not ignore this safety advices. Caution · Unplug the product when you will not use the product for long periods of time. Symbol bizhub 162/210 1-21 1 1.

5 Energy Star® Energy Star® partner Introduction As an Energy Star® partner, we have 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.

1-22 bizhub 162/210 Introduction 1 1.6 Explanation of manual conventions The marks and text formats used in this manual are described below. Safety advices 7 WARNING Failure to observe instructions highlighted in this manner may result in serious injuries or property damage. % Observe all warnings in order to prevent injuries and to ensure safe use of the copier. 7 CAUTION Failure to observe instructions highlighted in this manner may result in slight injuries or property damage. % Observe all cautions in order to prevent injuries and to ensure safe use of the copier. Sequence of action 1 2 The number 1 as formatted here indicates the first step of a sequence of actions.

Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions. An illustration inserted here shows what operations must be performed. Text formatted in this style provides additional assistance. % Text formatted in this style describes the action that will ensure the desired results are achieved.



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? bizhub 162/210 1-23 1 Tips Introduction 2 Note Text highlighted in this manner contains useful information and tips to ensure safe use of the copier. 2 Reminder Text highlighted in this manner contains information that should be reminded. ! Detail Text highlighted in this manner contains references for more detailed information. Special text markings [Copy] key The names of keys on the control panel are written as shown above. MACHINE SETTING Display texts are written as shown above. 1-24 bizhub 162/210 Introduction 1 1.

7 Explanation of basic concepts and symbols The use of words and symbols in this manual are explained below. Paper Feeding During printing, paper is supplied from the right side of the machine and fed into the output tray on top or the output 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. bizhub 162/210 1-25 1 Width and length Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper and the second to the length. A: Width B: Length Introduction Lengthwise and crosswise If the width (A) of the paper is longer than the length (B), the paper has a landscape orientation, indicated by w.

If the width (A) of the paper is shorter than the length (B), the paper has a portrait orientation, indicated by v. 1-26 bizhub 162/210 2 Precautions Precautions 2 2 Precautions Observe the following precautions to maintain the machine in its best possible condition. 2.1 Installation precautions Installation site To ensure utmost safety and prevent possible malfunctions, install the machine in a location that meets the following requirements: - 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 machine - A location that is not near any kind of heating devices Power source The power source requirements are as follows.

- Voltage fluctuation: AC220-240 V \pm 10% - Frequency fluctuation: Within \pm 3Hz Use a power source with as few voltage or frequency fluctuations as possible. bizhub 162/210 2-3 2 Space requirements Precautions To ensure easy machine operation, supply replacement, and maintenance, adhere to the recommended space requirements detailed below. 1099 599 1069 **400 356 *100 1475 Unit: mm Reverse automatic document feeder DF-605 is installed. 2 Note Since there is a ventilation duct on the left side of the machine, be sure to allow a clearance of *100 mm or more on the left side. Allow a clearance of **400 mm or more on the right side of the machine so that the side cover can be opened. 2-4 375 1100 bizhub 162/210 Precautions 2 2.2 Operation precautions Operating environment The environmental requirements for correct operation of the machine are as follows: - Temperature: 10°C to 30°C (50°F to 86°F) with fluctuations of no more than 10°C (18°F) within an hour - Humidity: 15% to 85% with fluctuations of no more than 10% within an hour Proper use To ensure the optimum performance of the machine, follow the precautions listed below: - Never place heavy objects on the original glass or subject it to shocks. - Never open any machine doors or turn off the machine while it is making copies/printing, as a paper misfeed could result. - Never bring any magnetized object, or use flammable sprays or liquids, near the machine. - Always make sure that the power plug is completely plugged into the electrical output.

- Always make sure that the machine's power plug is visible and not hidden by the machine. - Always unplug the machine from the electrical outlet if the machine is not to be used for a long period of time. - Always provide good ventilation when making a large number of continuous copies/printed pages. 7 WARNING If the ventilation duct on the left side of the machine is blocked, the inside of the machine will accumulate heat, resulting in a malfunction or fire. % Be sure to allow a clearance of 100 mm or more on the left side of the machine for the ventilation duct. bizhub 162/210 2-5 2 7 WARNING Precautions The area around the fusing unit is extremely hot. % In order to reduce the risk of burns, do not touch any area other than those indicated in the manual. Be especially careful not to touch parts marked with warning labels, and their surrounding areas. % If you get burnt, immediately cool the skin under cold water, and then seek professional medical advice. Transporting the machine If you need to transport the machine over a long distance, consult your service representative.

Care of machine supplies Use the following precautions when handling the machine supplies (toner, 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 in the machine should be stored in a sealed plastic bag in a cool, dark place. - Use only toner that has been manufactured specifically for this machine. Never use other types of toner.

- Keep all supplies out of the reach of children. 7 WARNING Be careful not to spill toner inside the machine or get toner on your clothes or hands. % 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. 2-6 bizhub 162/210 Precautions Storage of copies 2 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. bizhub 162/210 2-7 2 2.3 Legal restrictions on copying Precautions Certain types of documents must not 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 - Personal checks - Travelers checks - Money orders - Certificates of deposit - Bonds or other certificates of indebtedness - Stock certificates Legal documents - 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 General - Identification cards, badges, or insignias - Copyrighted works without permission of the copyright owner In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art, without permission of the copyright owner.



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When in doubt about the nature of a document, consult with legal counsel. 2-8 bizhub 162/210 3 Before making copies Before making copies 3 3 3.1 Before making copies Components and their functions 1 2 3 10 4 5 6 9 7 8 No.

1 Part name Original cover OC-504 Description Presses down on the loaded document to keep it in place. Referred to as the "original cover" throughout the manual. Standard on bizhub 162 Optional on bizhub 210 Automatically feeds one document sheet at a time for scanning. Referred to as the "document feeder" throughout the manual. Automatically feeds one document sheet at a time for scanning, and automatically turns over double-sided documents for scanning. Referred to as the "reverse automatic document feeder" throughout the manual. Automatically turns the pages over, and prints on both sides. Referred to as the "duplex unit" throughout the manual. 2 Automatic document feeder DF-502 (optional) Reverse automatic document feeder DF-605 (Option for bizhub 210 only) Automatic duplex unit AD-504 (Option for bizhub 210 only) 3 4 bizhub 162/210 3-3 3 No. 5 6 Part name Multi bypass tray MB-501 (optional) Paper feed unit PF-502 (optional) Description Before making copies Can be loaded with 100 sheets of paper. Referred to as the "multi bypass tray" throughout the manual. Equipped with a paper drawer that holds up to 250 sheets of paper. Up to four can be installed on the main unit. Referred to as the "2nd tray", "3rd tray", "4th tray", and "5th tray" throughout the manual. The machine can be placed on the desk. Using the desk allows the machine to be set up on the floor. The machine can be placed on the desk. Using the desk allows the machine to be set up on the floor. The machine can be placed on the desk. Using the desk allows the machine to be set up on the floor. Allows printed pages to be separated. Referred to as the "job separator" throughout the manual. Shifts copies and printed pages that are fed out. If the job separator is installed, the shifting unit cannot be attached. Internal printer controller that allows this machine to be used as a computer printer (PCL) For details, refer to the Image Controller IC-205 User's Guide. Internal network card that enables network printing from Windows or a NetWare network environment For details, refer to the Network Interface Card NC-502 User's Guide. Internal scanner unit that allows this machine to be used as a scanner configured into a computer network For details, refer to the Scanner Unit SU-502 User's Guide. 7 Desk DK-703 (optional) Desk DK-702 (optional) Desk DK-701 (optional) Job separator JS-503 (optional) Shift tray SF-501* (optional) Image controller IC-205* (optional) Network interface card NC-502* (optional) Scanner unit SU-502* (optional) 8 9 10 11 12 13 14 2 Note The scanner unit does not function if optional fax kit FK-505 is not installed. 15 16 Fax kit FK-505* (optional) Expanded memory unit EM-101* (optional) Expanded memory unit EM-102* (optional) Allows this machine to be used as a fax machine 32 MB expansion memory that increases the number of document pages that can be processed by the machine Referred to as the "expanded memory unit" throughout the manual. 64 MB expansion memory that increases the number of document pages that can be processed by the machine Referred to as the "expanded memory unit" throughout the manual.

17 * The internal options are not shown. 3-4 bizhub 162/210 Before making copies 3.2 Part names and their functions Main unit 1 7 2 3 6 5 4 12 13 14 9 15 10 11 8 No. 1 2 3 Part name Copy tray Front cover 1st tray Description Collects copies and printouts fed out facing down. Opened when replacing the toner bottle. (p. 8-4) · Holds up to 250 sheets of paper. · The paper size can be adjusted freely. · Can be loaded with special paper. (p. 7-13) · Used for manual feeding of paper. · The paper is fed one sheet at a time. · Can be loaded with special paper. (p. 3-27) Used to open and close the side cover.

4 Manual bypass 5 Lock release lever bizhub 162/210 3-5 3 No. 6 7 8 9 10 11 12 13 14 Part name Side cover Mechanical counter (optional) Power switch Parallel interface connector RJ45 connector for networking Printer USB connector Document scales Original cover (option) Original glass Description Before making copies Opened when clearing paper misfeeds. Indicates the number of copy and printout pages that were printed. Used to turn the machine on and off. (p.

3-17) Used for connecting a parallel cable from the computer. Used for connecting the network cable when this machine is used for internet faxing, network printing and network scanning. Used for connecting a USB cable from the computer. Used to align the document. (p. 4-12) Presses down on the document positioned on the original glass. When manually feeding a document, position it on the original glass so that it can be scanned. Position the document face down on the glass. (p. 4-12) Used to start copying or to make various settings.

(p. 3-12) 15 Control panel 3-6 bizhub 162/210 Before making copies Inside of main unit 3 2 1 3 No. 1 Part name Imaging unit Description Creates the copy image. Replacement of the imaging unit must be performed by a service representative. Opened when replacing the toner bottle. Used when clearing paper misfeeds in the fusing unit. (p. 8-6) 2 3 Toner bottle holder Pressure lever bizhub 162/210 3-7 3 Document feeder (option) Before making copies 3 2 4 1 No. 1 2 3 4 Part name Document exit tray Document guide plate Document feeder cover Document feeder tray Description Collects documents that have been scanned. Adjusted to the width of the document.

(p. 4-10) Opened when clearing document misfeeds. (p. 8-13) Holds the documents to be scanned; load documents face up. (p.

4-10) 3-8 bizhub 162/210 Before making copies Multi bypass tray (option) 3 1 2 No. 1 2 Part name Bypass tray Bypass tray extender Description Holds up to 100 sheets of plain paper, 20 sheets of special paper, or 10 envelopes. (p. 3-29) Pulled out when large-sized paper is loaded. bizhub 162/210 3-9 3 Paper feed unit (option) Before making copies 1 2 3 4 5 No.

1 2 3 4 5 Part name 2nd tray 3rd tray 4th tray 5th tray Side cover Description Holds up to 250 sheets of plain paper. Up to four paper feed units can be installed. Opened when clearing paper misfeeds. (p. 8-10) 3-10 bizhub 162/210 Before making copies Job separator (option) 3 With the job separator installed 1 2 3 No. 1 2 3 Part name Copy tray lamp Upper copy tray Lower copy tray Description Lights up when paper remains in the copy tray and the upper copy tray is being moved up.



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Collects computer printouts. Collects copies. bizhub 162/210 3-11 3 3.3 Control panel Names of control panel parts and their functions Before making copies
1 2 3 4 5 6 7 20 19 18 17 16 15 14 13 12 11 10 9 8 No.

1 2 Part name "Error" indicator [Printer] key/indicator [Status] key [Utility] key Function Lights up or flashes if an error has occurred. Refer to "When a message appears" on page 8-3. Lights up while data is being printed from the computer and flashes while data is being sent. For details, refer to the Printer Controller User's Guide. Used to view the counters. Used to enter utility mode and display the first utility mode screen. · Machine setting, paper source setup, user management, admin. management, copy setting 1 & 2 Displays setting menus, error messages, and specified settings such as the number of copies and the zoom ratio. Erases the entered numbers and letters. Returns to the previous screen.

Confirms the current setting. Used to select between the auto paper or the auto size function. · Used to select a preset enlargement or reduction ratio. · A zoom ratio between $\times 0.25$ and $\times 4$.
00 can be selected when the paper size is selected manually. (Manual paper selection) · A zoom ratio between $\times 0.50$ and $\times 2.00$ can be selected when the paper size is selected automatically. (Auto paper) · Used to specify the selection above or below in setting screens and menus.

Used to select the size of the paper to be printed on. 3 4 5 6 7 8 9 Display [No/C] key [Yes] key [Auto paper/Auto size] key [Zoom] key, , and + keys 10 [Paper] key 3-12 bizhub 162/210 Before making copies 3 Function · Used to specify the scanning density of copies. · Used to specify the selection at the left or right in setting screens. Used to select the area of the document that is erased. Press to select the file margin function. Used to select a copy finishing function.

Used to specify different scaling proportions for the vertical and horizontal directions. Press to make copies with the dark- and light-colored areas of the document inverted. Used to select between the 2in1 and the 4in1 copy functions. · Copy programs can be stored.

· Stored copy programs can be selected and recalled. Used to select the book separation function. Used to select between the duplex orig. function and the mixed orig. function. No. 11 Part name [Auto/Photo] key, * and) keys [Erase] key [File margin] key [Finishing] key [X/Y zoom] key [Neg. Pos.] key 12 13 14 15 16 17 18 19 20 Copy key [Copy program] key [Book separation] key [Original] key bizhub 162/210 3-13 3 21 22 23 Before making copies 24 25 26 27 31 30 29 28 No. 21 Part name Scan key Function Press to enter scan mode.

The indicator lights up in green to indicate that the machine is in scan mode. (Available only when the network interface card NC-502, fax kit FK-505 and the scanner unit SU-502 are installed.) Does not function on this machine. Press to enter copy mode. The indicator lights up in green to indicate that the machine is in copy mode.

Used with user management. (p. 6-24) Press to enter energy save mode. (p. 3-19) Press to enter interrupt mode.

The indicator lights up in green to indicate that the machine is in interrupt mode. Press again to cancel interrupt mode and return to the mode before interrupt mode was entered. (p. 3-56) Does not function on this machine. · Cancels all copy functions and returns them to their default settings. · Deletes all queued jobs. Stops the multi-page copy operation. · Starts copying. · Queues a copy job if pressed while the machine is warming up. (p.

3-20) · The indicator lights up in green to indicate that the machine is ready to start copying, or it lights up in orange to indicate that the machine is not ready to start copying. · Used to specify the number of copies. · Used to enter setting values. · The [-] and [#] keys do not function on this machine. 22 23 24 25 26 Fax key Copy key Access key Energy save key Interrupt key 27 28 [123/ABC] key Panel reset key 29 30 Stop key Start key 31 10-key pad 3-14 bizhub 162/210

Before making copies Display indications 3 Copy mode screen 1 2 3 5 4 Utility mode screen 6 7 No. 1 2 3 Display indication Copy density (document type) Copy density (density level) Paper source Description Indicates the document type for the copy density setting. PHOTO, TEXT, or TEXT/P Indicates the density level for the copy density setting. Indicates the selected paper tray. If special paper is selected, the paper type is displayed. AUTO, a paper tray and paper size, or paper type Indicates the specified number of copies.

Indicates the current zoom ratio setting. AUTO or the current zoom ratio setting is displayed. \times [X/Y] indicates that the X/Y zoom function is selected. · Displays the current menu, function or settings. · Error messages are displayed when errors occur.

Displays messages such as operating instructions. 4 5 Number of copies Zoom ratio 6 7 Menu or function name Messages bizhub 162/210 3-15 3 Adjusting the angle of the display The display can be adjusted to any of three angles. Before making copies Adjust the display to the angle that allows for easy operation. % Press an edge of the display to adjust it to the desired angle. Middle position Upper position Lower position 3-16 bizhub 162/210 Before making copies 3 3.

4 Power supply Turning the machine on Set the power switch to "n". The indicator on the [Start] key lights up in orange, and the message PLEASE WAIT! appears in the display. 2 Note The bizhub 162 finishes warming up within 30 seconds and the bizhub 210 finishes warming up within 15 seconds (at normal room temperature (23 °C)). A copy job can be queued while the machine is warming up. Turn the machine off 1 2 Check that all jobs are finished. Set the power switch to "o". bizhub 162/210 3-17 3 3.5 Default settings Before making copies The settings that are automatically selected when the machine is turned off or the [Panel reset] key is pressed are called the "Default settings". These settings serve as a reference for all functions. Copy mode - Number of copies: - Copy density: - Zoom ratio: - Paper source: - Finishing function: 1 AUTO Full size ($\times 1$).

00) AUTO (with the document feeder installed) Non-sort The default settings can be customized from the utility mode. ! Detail For details, refer to "Copy settings" on page 7-29. 3-18 bizhub 162/210 Before making copies 3 3.6 Useful functions Auto panel reset Even if the [Panel reset] key is not pressed, the machine automatically resets all functions and settings to their defaults 1 min after a copy cycle has been completed or a key operation is performed.



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- Keep paper out of the reach of children. 3-26 bizhub 162/210 Before making copies 3 3.10 Making copies on manually fed paper Manually feed the copy paper if you wish to make copies onto paper not loaded into any paper tray, or onto special paper, such as OHP transparencies, postcards or cards. Paper that can be fed manually Paper types: - Plain or recycled paper (thickness: 60 g/m2 to 90 g/m2) - Special paper Cards (thickness: 91 g/m2 to 157 g/m2) OHP transparencies Postcards Label sheets Envelopes Paper sizes: - Maximum: 297 mm × 432 mm - Minimum: 90 mm × 140 mm 2 Note When copying using the manual bypass, only one page at a time can be loaded. For details, refer to "Paper capacity" on page 3-23.

3-27 3 Adjusting the multi bypass tray Before making copies Adjust the bypass tray extender to fit the size of the paper as shown below. 3-28 bizhub 162/210 Before making copies Loading plain paper into the bypass trays Load the paper into the manual bypass one sheet at a time. 3 Up to 100 sheets of paper can be loaded into the multi bypass tray. Do not load so much paper into the multi bypass tray that the top of the stack is higher than the , mark. 1 Load the paper into the bypass tray. Have the necessary precautions been observed when loading the paper? % Load the paper so that the front side of the paper faces down. % Make sure that the paper is not curled (rolled). ? 2 Adjust the bypass tray extender and the paper guides to fit the size of the paper. 2 Note When paper other than plain paper is loaded, the paper type must be specified. bizhub 162/210 3-29 3 Loading postcards into the bypass trays Before making copies Load the paper into the manual bypass one sheet at a time.

Up to 20 sheets of paper can be loaded into the multi bypass tray. % When loading postcards, load them in the w (lengthwise) orientation, as shown in the illustration, and with the side to be printed on facing down. 2 Note Do not load postcards in the v (crosswise) orientation. After you have loaded the postcards, use the control panel to specify the paper size and paper type for the bypass tray. 3-30 bizhub 162/210 Before making copies Loading envelopes into the bypass trays Load the paper into the manual bypass one sheet at a time. Up to 10 sheets of paper can be loaded into the multi bypass tray. % 3 When loading envelopes, load them with the flap facing up, as shown in the illustration. bizhub 162/210 3-31 3 2 Before making copies Note Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed, otherwise the envelopes may become wrinkled or a paper misfeed may occur. After you have loaded the envelopes, use the control panel to specify the paper size and paper type for the bypass tray. 2 Note Do not load envelopes in the v (crosswise) orientation.

Do not load envelopes with the flap facing down. Do not load envelopes with the flap facing backwards. 3-32 bizhub 162/210 Before making copies Loading OHP transparencies into the bypass trays Load the paper into the manual bypass one sheet at a time. Up to 20 sheets of paper can be loaded into the multi bypass tray. % 3 When loading OHP transparencies, load them in the same orientation as the document.

2 Note After you have loaded the transparencies, use the control panel to specify the paper size and paper type for the bypass tray. bizhub 162/210 3-33 3 Loading label sheets into the bypass trays Before making copies Load the paper into the manual bypass one sheet at a time. Up to 20 sheets of paper can be loaded into the multi bypass tray. % When loading label sheets, load them in the same orientation as the document. Place documents with the side to be printed facing down.

2 Note After you have loaded the label sheets, use the control panel to specify the paper size and paper type for the bypass tray. 3-34 bizhub 162/210 Before making copies Copying onto manually fed paper by manual bypass 3 1 2 3 Position the documents. For details refer to "Loading the document" on page 4-10. Adjust the paper guides to fit the size of the paper. Insert one sheet of paper with the front side facing down, lightly sliding the paper as much as possible into the feed slot. The manual bypass mark () appears in the bottom line of the screen. Is a card or a postcard loaded? % Make sure that it is not curled (rolled). ? 4 5 Press the [No/C] key. The paper source setup menu appears. Press the [*] and [] keys to select the type of paper loaded.

Select from the following four paper type settings. PLAIN OHP CARD ENVELOPE 6 Press the [Yes] key. The paper size menu appears. bizhub 162/210 3-35 3 7 Press the [*] and [] keys to select the size of the paper loaded. Was OHP selected in step 5? % Select from the following four paper size settings: A4 w A4 v Letter w Letter v Is paper with a non-standard size loaded? % Press the [,] key, and then use the 10-key pad to enter the paper size. For details, refer to "To copy onto label sheets" on page 5-9. Do you know the size of FLS paper? % The default FLS size is 210 mm × 330 mm. To change the FLS size, contact your service representative. Before making copies ? ? ? 8 9 10 Press the [Yes] key. The main screen appears.

Specify the desired copy settings. For details, refer to "Making a basic copy" on page 4-3. Press the [Start] key. This will start the copy cycle. 3-36 bizhub 162/210 Before making copies 3 2 Note To copy onto more pages using the same settings, feed paper into the manual bypass to begin making copies automatically.

To make continuous copies onto cards, postcards, OHP transparencies or envelopes, load them into the 1st tray. If paper other than plain paper is specified and the manual bypass is used, the screen changes as shown below. Cards OHP transparencies Postcards or envelopes bizhub 162/210 3-37 3 1 2 3 Before making copies Copying onto manually fed paper by multi bypass tray Position the documents. For details refer to "Loading the document" on page 4-10.

Adjust the bypass tray extender and the paper guides to fit the size of the paper.

Load the paper with the front side facing down, lightly sliding the paper as much as possible into the feed slot. The manual bypass mark () appears in the bottom line of the screen. Are sheets of cards or postcards loaded? % Make sure that they are not curled (rolled). ? 4 Check that YES/NO appears in the bottom line of the screen, and then press the [No/C] key. YES/NO is displayed for approximately 5 seconds after paper is loaded into the multi bypass tray. The paper source setup menu appears. 5 Press the [*] and [] keys to select the type of paper loaded. Select from the following four paper type settings.



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