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You can read the recommendations in the user guide, the technical guide or the installation guide for KONICA MINOLTA DI1611. You'll find the answers to all your questions on the KONICA MINOLTA DI1611 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 DI1611
User guide KONICA MINOLTA DI1611
Operating instructions KONICA MINOLTA DI1611
Instructions for use KONICA MINOLTA DI1611
Instruction manual KONICA MINOLTA DI1611

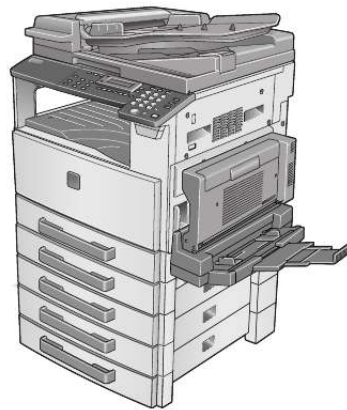


User Manual

The essentials of Imaging

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Di1611/Di2011



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1 Introduction 1.1 Introduction We Want You to Be a Satisfied Customer Thank you for choosing this machine. Introduction This User Manual describes the functions, operating procedures, precautions, and basic troubleshooting for this machine. Before using the machine, be sure to read the User Manual thoroughly in order to ensure that you use it efficiently. After you have gone through the manual, store it in the holder on the machine 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.



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1-2 Di1611/Di2011 1.2 Explanation of Manual Conventions 1 Chapter 1 1-3 1.2 Explanation of Manual Conventions The marks and text formats used in this manual are described below. **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 machine. 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. 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. [Copy] key The names of keys on the control panel are written as shown above.

Di1611/Di2011 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 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. 1-4 Di1611/Di2011 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 "X" in the illustration) and the second to the length (shown as "Y"). 1 Chapter 1 1-5 Paper Orientation Lengthwise () If the width (X) of the paper is shorter than the length (Y), the paper has a vertical or portrait orientation, indicated by either "L" or . Crosswise () If the width (X) of the paper is longer than the length (Y), the paper has a horizontal or landscape orientation, indicated by either "C" or . Di1611/Di2011 Introduction 1 Chapter 1 1.

4 Energy Star® 1.4 Energy Star® 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. 1-6 Di1611/Di2011 1.5 Safety Information 1 Chapter 1 Introduction 1.5 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 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. * Ver06 Please note that some parts of the contents of this section may not correspond with the purchased product. Warning and Precaution Symbols **WARNING:** **CAUTION:** Meaning of Symbols Ignoring this warning could cause serious injury or even death. Ignoring this caution could cause injury or damage to property.

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. Di1611/Di2011 1-7 1 Chapter 1 **WARNING** 1.5 Safety Information Introduction · 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. · 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. · 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. 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.) 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. · 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 **OFF** the power switch, 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 **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.



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· 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. 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. 1-8 Di1611/Di2011 1.5 Safety Information CAUTION 1 Chapter 1 Introduction · 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. 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. 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 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.

Di1611/Di2011 1-9 1 Chapter 1 Precautions for Routine Use 1.5 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 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. Introduction 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. USER INSTRUCTIONS CE Marking (Declaration of Conformity) 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 area of the European Union. 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.

1-10 Di1611/Di2011 1.5 Safety Information Laser Safety 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. 1 Chapter 1 Introduction Since radiation emitted by the laser is completely confined within 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: This means the machine does not produce hazardous laser radiation. Internal Laser Radiation Maximum Average Radiation Power: 6.32 μ W at the laser aperture of the print head unit. Wavelength: 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. The print head unit is NOT A FIELD SERVICE ITEM: Therefore, the print head unit should not be opened under any circumstances.

Laser Aperture of the Print Head Unit Print Head Di1611/Di2011 1-11 1 Chapter 1 CDRH Regulation 1.5 Safety Information 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.



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S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation. The label shown on page 1-14 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States. CAUTION 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 CAUTION 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 5mW and the wavelength is 770-795 nm.

For Denmark Users ADVARSEL Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene. Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 5mW og bølgelængden er 770-795 nm.

For Finland, Sweden Users LOUKAN 1 LASERLAITE KLASS 1 LASER APPARAT VAROITUS! Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle. 1-12 Di1611/Di2011 1.5 Safety Information 1 Chapter 1 Introduction Tämä on puolijohdelaser. Laserdiodin suurin teho on 5mW ja aallonpituus on 770795 nm. WARNING! Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstråling, som överskrider gränsen för laserklass 1. Det här är en halvledarlaser. Den maximala effekten för laserdioden är 5mW och våglängden är 770-795 nm. VARO! Avattaessa ja suojaletyksen ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen. WARNING! Osynlig laserstråling när denna del är öppnad och spärren är urkopplad.

Betrakta ej strålen. For Norway Users ADVERSEL 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 5mW og bølgelengde er 770-795 nm. Di1611/Di2011 1-13 1 Chapter 1 Laser Safety Label 1.5 Safety Information A laser safety label is attached to the outside of the machine as shown below. Introduction Ozone Release CAUTION 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 well ventilated. REMARQUE = 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 ou se trouve l'appareil. 1-14 Di1611/Di2011 1.5 Safety Information Acoustic Noise For European Users 1 Chapter 1 Introduction Machine Noise Regulation 3 GSGV, 18.01.

1991 : The sound pressure level at the operator position according to EN 27779 is equal to or less than 70dB(A). Di1611/Di2011 1-15 1 Chapter 1 1.5 Safety Information Introduction 1-16 Di1611/Di2011 2Precautions 2 Precautions Chapter 2 2.1 Installation Precautions Installation Site 2.1 Installation Precautions Chapter 2 To ensure utmost safety and prevent possible malfunctions, install the machine in a location that meets the following requirements. Precautions - 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. G G Voltage fluctuation: Maximum $\pm 10\%$ Frequency fluctuation: Maximum ± 3 Hz Use a power source with as little voltage or frequency fluctuations as possible. 2-2 Di1611/Di2011 2.1 Installation Precautions Space Requirements 2 To ensure easy machine operation, supply replacement, and maintenance, adhere to the recommended space requirements detailed below. <Di1611> 1099 599 1024 *100 <Di2011> 1099 599 1069 **400 356 *100 1352 252 1100 995 Unit: mm 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. Di1611/Di2011 2-3 Precautions **400 356 Chapter 2 2.2 Operation Precautions Operating Environment 2.2 Operation Precautions Chapter 2 The environmental requirements for correct operation of the machine are as follows.

G G Temperature: 10°C to 30°C with fluctuations of no more than 10°C within an hour Humidity: 15% to 85% with fluctuations of no more than 10% within an hour Precautions 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; otherwise, a paper jam will occur. Never bring any magnetized object or use flammable sprays or liquids near the machine. outlet. Always make sure that the power plug is completely plugged into the electrical - Always make sure that the machine's power plug is visible and not hidden by the machine.



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for a long period of time. Always unplug the machine from the electrical outlet if the unit is not to be used Always provide good ventilation when making a large number of continuous copies. 2-4 Di1611/Di2011 2.2 Operation Precautions 2 CAUTION CAUTION The area around the fusing unit is extremely hot. Be careful not to touch any parts around the fusing unit, other than those indicated in this manual, in order to reduce the risk of burns. 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 technical representative. Care of Machine Supplies Use the following precautions when handling the machine 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 Store in a sealed plastic bag in a cool, dark place paper that has been removed from its wrapper but not loaded into the machine. - Only use toner that has been manufactured specifically for this machine. Never use other types of toner.

Keep all supplies out of the reach of children. Di1611/Di2011 2-5 Precautions Chapter 2 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. 2.2 Operation Precautions CAUTION Chapter 2 Precautions for handling toner: Be careful not to spill toner inside the copier 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. Precautions 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. 2-6 Di1611/Di2011 2.3 Legal Restrictions on Copying 2.3 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 G Personal checks Traveler's 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 <Legal Documents> G G G G G G G G <General> G G In addition, it is 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. Di1611/Di2011 2-7 Precautions Chapter 2 2.4 2.4 Components and Their Functions Components and Their Functions 2 Chapter 2 1 3 Precautions 4 5 6 7 No.

1 Part Name Automatic Document Feeder AF-12 (optional) Duplexing Document Feeder AFR-19 (Option for the Di2011 only) Description Automatically feeds one document sheet at a time for scanning. Also 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. Also referred to as the "Document Feeder" throughout the manual. Presses down on the loaded document to keep it in place.

Also referred to as the "Original Cover" throughout the manual. Allows printed pages to be separated. Automatically turns the pages over, and prints on both sides. Also referred to as the "Duplex Unit" throughout the manual. Can be loaded with 100 sheets of paper.

Equipped with a paper drawer that can supply 250 sheets of paper, for upper paper feed unit only. Also referred to as the "Paper Feed Unit" throughout the manual. 2 3 4 5 6 7 Original Cover Kit OC-8 (optional) Job Separator JS-204 (optional) Duplex Unit AD-17 (Option for the Di2011 only) Multiple Bypass MB-6 (optional) Paper Feed Unit PF-126 (optional: Di1611 Up to one, Di2011 Up to four) 2-8 Di1611/Di2011 2.4 Components and Their Functions 2 No. 8 Part Name 32 MB/64 MB Memory M32-5/M64-4 (optional)* Printer Controller Pi2001e (optional)* Internet Fax & Network Scan Kit SU-6 (optional)* Network Interface Card NC-6 (optional)* Shifting Unit OT-103 (optional)* Description Expanding the memory increases the number of document pages that can be processed by the machine. Also referred to as the "expansion memory" throughout the manual. An internal printer controller. This allows this machine to be used as a computer printer. For more details, refer to the Printer Controller Manual. An internal Internet Fax & Network Scan Kit.

Allows you to use this machine as a network scanner. For more details, refer to the User Manual for the Internet Fax & Network Scan Kit SU-6. By installing the Network Interface Card NC-6 into this machine, network printing from Windows or a NetWare network environment is possible. Shifts copies and printed pages that are fed out. If the Job Separator is installed, the Shifting Unit cannot be attached. 9 10 11 12 *The internal options are not shown. Di1611/Di2011 2-9 Precautions Chapter 2 2.5 Main Unit 2.5 Part Names and Their Functions Part Names and Their Functions Precautions Chapter 2 1 6 2 3 5 4 11 12 13 8 14 9 10 7 2-10 Di1611/Di2011 2.5 Part Names and Their Functions 2 No.

1 2 3 Part Name Copy Tray Front Cover 1st Tray Description Collects fed-out copies facing down. · Holds up to 250 sheets of paper. · The paper size can be adjusted freely. · Can be loaded with special paper. (p.

7-17) · Used for manual feeding of paper. · The paper is fed one sheet at a time. · Can be loaded with special paper. (p. 5-16) Used to open and close the Side Cover.

Opened when clearing paper misfeeds. Used to turn the machine on and off. (p. 2-22) Used for connecting a parallel cable from the computer. Used for connecting the network cable when this machine is used for Internet faxing and network scanning.



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Used for connecting a USB cable from the computer. Used to align the document. (p. 3-11) 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. 3-11) Used to start copying or to make various settings. (p. 2-17) 4 Manual Bypass 5 6 7 8 9 10 11 12 13 Lock Release Lever Side Cover Power Switch Parallel Interface Connector RJ45 Connector for Networking Printer USB Connector Document Scales Original Cover (optional) Original Glass 14 Control Panel Di1611/Di2011 2-11 Precautions Chapter 2 Opened when replacing the toner bottle. (p. 8-2) 2 Inside of Main Unit 2.5 Part Names and Their Functions Precautions Chapter 2 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. 8-5) 2 3 Toner Bottle Holder Pressure Lever 2-12 Di1611/Di2011 2.5 Part Names and Their Functions Document Feeder (Optional) 2 2 4 No.

1 2 3 4 Part Name Document Exit Tray Document Guide Plate Document Feeder Cover (Doc. Feed Cover) Document Feeder Tray Description Collects documents that have been scanned. Adjusted to the width of the document. (p. 3-9) Opened when clearing document misfeeds. (p. 8-13) Holds the documents to be scanned; load documents face up. (p. 3-9) Di1611/Di2011 2-13 Precautions 1 Chapter 2 3 2 Multiple Bypass (Optional) 2.5 Part Names and Their Functions Precautions Chapter 2 5 6 No. 5 6 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. 5-10) Pulled out when large-sized paper is loaded. 2-14 Di1611/Di2011 2.5 Part Names and Their Functions Paper Feed Unit (Optional) 2 7 8 9 10 11 No.

7 8 9 10 11 Part Name 2nd Tray 3rd Tray 4th Tray 5th Tray Side Cover Description Holds up to 250 sheets of plain paper. With the Di2011, up to four Paper Feed Units can be installed. With the Di1611, one Paper Feed Unit can be installed. Opened when clearing paper misfeeds. (p. 8-10) Di1611/Di2011 2-15 Precautions Chapter 2 2 Job Separator (Optional) 2.5 Part Names and Their Functions Chapter 2 With the Job Separator installed 12 Precautions 13 14 No. 12 13 14 Part Name Copy Tray Lamp Upper Copy Tray Lower Copy Tray Description Lights up when paper is left in the Upper Copy Tray after printing. Collects computer printouts. Collects copies.

2-16 Di1611/Di2011 2.6 Names of Control Panel Parts and Their Functions 2 2.6 Names of Control Panel Parts and Their Functions Control Panel Parts and Their Functions 1 2 3 4 5 6 7 19 18 17 16 15 14 13 12 11 10 9 8 No. 1 2 Part Name "Error" indicator [Printer] key/indicator Function Flashes when an error has occurred. Refer to "Error Messages" on page 8-1.

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 Manual. 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. · With each press, a zoom ratio between $\times 0.50$ and $\times 2.00$ is selected in 0.01 increments.

· 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 [Status] key [Utility] key 5 6 7 8 9 Display [No] key [Yes] key [Auto Paper/Auto Size] key [Zoom] key, and keys 10 [Paper] key Di1611/Di2011 2-17 Precautions 20 Chapter 2 2 No. 11 Part Name [Auto/Photo] key, and [Erase] key [File Margin] key [Finishing] key [X/Y Zoom] key [Neg. Pos.] key keys 2.6 Names of Control Panel Parts and Their Functions 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.

Chapter 2 Precautions 12 13 14 15 16 17 18 19 20 Copy key [Copy Program] key [Book Separation] key [Original] key 2-18 Di1611/Di2011 2.6 Names of Control Panel Parts and Their Functions 2 21 22 23 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-6 and the Internet Fax & Network Scan Kit SU-6 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.

6-23) Press to enter Energy Save mode. (p. 2-23) 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. 5-38) 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. 2-24) · 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 Di1611/Di2011 2-19 Precautions Chapter 2 2 Display Indications <Copy mode screen> 2.



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6 Names of Control Panel Parts and Their Functions 5 4 Chapter 2 1 2 3 <Utility mode screen> Precautions 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", or a paper tray, paper size, paper orientation, and paper type. Indicates the specified number of copies. Indicates the current zoom ratio setting. "AUTO" or the current zoom ratio setting is displayed. "x [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 2-20 Di1611/Di2011 2.6 Names of Control Panel Parts and Their Functions Adjusting the Angle of the Display The display can be adjusted to any of three angles. Adjust the display to the angle that allows for easy operation. 2 Press an edge of the display to adjust it to the desired angle. Middle position Upper position Lower position Di1611/Di2011 2-21 Precautions Chapter 2 2 2.7 Power Supply To turn on the machine 2.7 Power Supply Chapter 2 Precautions Set the Power Switch to "I". The indicator on the [Start] key lights up in orange, and the message "PLEASE WAIT!" appears in the display. Note If the [Start] key is pressed while the indicator is lit in orange, the copy job is queued.

When the indicator on the [Start] key lights up in green, the loaded document is scanned and copies are produced. To turn off the machine 1 Check that all jobs are finished. If printed pages remain in the Copy Tray, remove them. 2 Set the Power Switch to "2". Default Settings 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 G G G G G Number of copies: 1 Copy density: AUTO Zoom ratio: Full size (x 1.00) Paper source: AUTO (with the Document Feeder installed) Finishing function: Non-sort Tip The default settings can be customized using the functions in the Utility mode ("7 Utility Mode Copy Functions"). 2-22 Di1611/Di2011 2.7 Power Supply Auto Panel Reset 2 Tip The length of time until the auto panel reset operation is performed can be set to 30 seconds or a setting between 1 and 5 minutes.

In addition, the Auto Panel Reset function can be disabled. For details, refer to "To set the "AUTO PANEL RESET" function" on page 7-7. Energy Save Mode With the Energy Save mode, the machine automatically enters a standby mode (Energy Save mode), instead of turning off. When the machine is in Energy Save mode, the indicator on the [Start] key remains lit in green, but the display goes off. Note If the Auto Shut Off function is activated during Energy Save mode, the machine turns off. Conditions for entering Energy Save mode G G The [Energy Save] key is pressed. The specified length of time after the last operation has elapsed. (Manufacturer's default setting: 15 minutes) Tip The length of time until the machine enters Energy Save mode can be set between 1 and 240 minutes. (Refer to "To set the "ENERGY SAVE MODE" (preheat mode) function" on page 7-8.) Auto Shut Off With the Auto Shut Off function, the machine automatically turns off if no operation is performed for a specified length of time, in order to conserve energy.

(Manufacturer's default setting: 30 minutes) Di1611/Di2011 2-23 Precautions Chapter 2 With the auto panel reset operation, the Copy mode screen appears after copying or after a specified length of time has passed after the last operation is finished. (Manufacturer's default setting: 1 minute) 2 Queued Copy Jobs 2.7 Power Supply Copy jobs can be queued by loading the document and pressing the [Start] key while "PLEASE WAIT!" appears in the display. Precautions 2-24 Chapter 2 When the indicator on the [Start] key lights up in green, scanning of the loaded document begins, and copies are produced. Di1611/Di2011 3 Basic Basic Operations Operations 3 Chapter 3 3 3.1 Making Copies 3.1 Making Copies The following procedure describes how to load a document and make a simple copy of it. To make a simple copy 1 Load the document to be copied. Refer to "Loading the Document" on page 3-9. Basic Operations Chapter 3 2 Select the desired copy settings.

Paper (p. 5-22) Zoom (p. 5-30) Copy density (p. 5-36) Advanced Copy Operations (p. 6-1) 3 Using the 10-Key Pad, enter the desired number of copies. The number of copies can be set to any number between 1 and 99. To clear the entered value, press the [No] key. 3-2 Di1611/Di2011 3.1 Making Copies 3 4 Press the [Start] key. The set number of copies are made.

To stop copying before the set number of copies have been made, press the [Stop] key. Di1611/Di2011 3-3 Basic Operations Chapter 3 3 3.2 G 3.2 Loading Paper Loading Paper While loading paper, be sure to observe the following precautions. If the paper is curled, flatten it before loading it. Chapter 3 G Basic Operations Do not load so much paper that the top of the stack is higher than the mark or exceeds the specified number of sheets. G Make sure that the paper guides are pushed up against the edges of the paper. Tip We recommend replenishing the paper only after all of the paper in the drawer has been used. 3-4 Di1611/Di2011 3.2 Loading Paper Loading Paper Into the Paper Tray To load paper into the 1st Tray 3 1 Pull out the 1st Tray.

Paper Take-up Roller ? Have the necessary precautions been observed when pulling out the tray? 2 Press down on the Paper-Lifting Plate until it locks into place. Paper-Lifting Plate 3 Load the paper into the tray so that the front side of the paper (the side facing up when the package was unwrapped) faces up. the necessary ? Have observed when precautions been loading the paper? Do not load so much paper that the top of the stack is higher than the mark.

Di1611/Di2011 3-5 Basic Operations Chapter 3 Be careful not to touch the surface of the Paper Take-up Roller with your hands. 3 4 Slide the paper guides against the edges of the paper. 3.2 Loading Paper ? Is the paper guide positioned correctly? Make sure that the paper guides are pushed up against the edges of the paper.



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Chapter 3 Basic Operations 5 Close the 1st Tray. 3-6 Di1611/Di2011 3.2 Loading Paper To load paper into the 2nd Tray Load paper into the 3rd, 4th and 5th paper trays using the same procedure described below.

3 1 Pull out the 2nd Tray. 2 Press down on the Paper-Lifting Plate until it locks into place. Paper-Lifting Plate 3 Load the paper into the tray so that the front side of the paper (the side facing up when the package was unwrapped) faces up. the necessary ? Have observed whenprecautions been loading the paper? Do not load so much paper that the top of the stack is higher than the mark. Di1611/Di2011 3-7 Basic Operations Chapter 3 3 4 Slide the paper guides against the edges of the paper.

3.2 Loading Paper ? Is the paper guide positioned correctly? Make sure that the paper guides are pushed up against the edges of the paper. Chapter 3 Basic Operations 5 Close the 2nd Tray. 3-8 Di1611/Di2011 3.3 Loading the Document 3 3.

3 Loading the Document The document can be loaded into the Document Feeder (optional) or positioned on the Original Glass. Position the document correctly according to the type of document being copied. With the Document Feeder 1 Slide out the Document Guide Plates. Chapter 3 2 Load the document pages to be copied face up into the Document Feeder. the necessary ? Have observed whenprecautions been loading the document? A maximum of 50 document pages can be loaded. (With AF12) A maximum of 80 document pages can be loaded. (With AFR-19) Do not load so many pages that the top of the stack is higher than the mark. 3 Adjust the Document Guide Plates to fit the size of the document. Note Be sure to load the document correctly, otherwise the pages may not be fed in straight. Di1611/Di2011 3-9 Basic Operations 3 4 If necessary, specify any other copy settings.

3.3 Loading the Document Before Making Copies (p. 5-1) Advanced Copy Operations (p. 6-1) 5 Press the [Start] key. Basic Operations 3-10 Chapter 3 Di1611/Di2011 3.3 Loading the Document With the Original Glass To position sheet documents For plain documents or documents that cannot be loaded into the Automatic Document Feeder, position them as described below. 3 1 Lift open the Original Cover, or the Document Feeder if it is installed. 2 Position the document to be copied face down on the Original Glass. Align the document on the scales above and to the left of the Original Glass. 3 Carefully close the Original Cover, or the Automatic Document Feeder if it is installed.

4 If necessary, specify any other copy settings. Before Making Copies (p. 5-1) Advanced Copy Operations (p. 6-1) Di1611/Di2011 3-11 Basic Operations Chapter 3 3 5 Press the [Start] key. 3.

3 Loading the Document Basic Operations 3-12 Chapter 3 Di1611/Di2011 3.3 Loading the Document To position translucent or transparent documents When copying a highly transparent or translucent document, such as OHP transparencies, tracing paper or diazo photosensitive paper, position it as described below. 3 1 Lift open the Original Cover, or the Document Feeder if it is installed. 2 Position the document to be copied face down on the Original Glass. Align the document on the scales above and to the left of the Original Glass.

3 Place a blank sheet of paper of the same size over the document. 4 Carefully close the Original Cover, or the Document Feeder if it is installed. Di1611/Di2011 3-13 Basic Operations Chapter 3 3 5 If necessary, specify any other copy settings. 3.3 Loading the Document Before Making Copies (p. 5-1) Advanced Copy Operations (p. 6-1) 6 Press the [Start] key. Basic Operations 3-14 Chapter 3 Di1611/Di2011 3.3 Loading the Document To position a book 3 When copying two facing pages of a bound document, such as a book or magazine, position it as described below. 1 Lift open the Original Cover, or the Document Feeder if it is installed.

2 Position the book face down onto the Chapter 3 3-15 Original Glass, with the top of the book toward the rear of the machine and with the center of the book aligned with the mark in the Document Scale. the necessary ? Have observed whenprecautions been positioning the book on the Original Glass? Do not place objects weighting more than 3 kg on the Original Glass. In addition, do not press down extremely hard on the document, otherwise the machine may be damaged. 3 Carefully close the Original Cover, or the Document Feeder if it is installed. 4 Press the [Book Separation] key. The "Book Separation" indicator lights up. 5 If necessary, specify any other copy settings. Before Making Copies (p. 5-1) Advanced Copy Operations (p. 6-1) 6 Press the [Start] key. Di1611/Di2011 Basic Operations 3 To load documents of mixed sizes 3.3 Loading the Document Documents containing pages of different sizes can be loaded as a set into the Document Feeder. Documents Copies Chapter 3 (Auto Paper) Precautions for loading documents of mixed sizes: Basic Operations AF-12 Documents of different sizes can be copied only if all pages have the same width. For example: A document consisting of A3 L- and A4 C-size pages. AFR-19 Refer to "Mixed Width Document Sizes (AFR-19)" on page 5-28.

1 Slide out the Document Guide Plates. 2 Load the document pages to be copied face up. the necessary ? Have observed whenprecautions been loading the document? A maximum of 50 document pages can be loaded. (With AF-12) A maximum of 80 document pages can be loaded. (With AFR-19) 3-16 Di1611/Di2011 3.

3 Loading the Document 3 Do not load so many pages that the top of the stack is higher than the mark. 3 Adjust the Document Guide Plates to fit the size of the document. Chapter 3 3-17 Note Be sure to load the document correctly, otherwise the pages may not be fed in straight. 4 Press the [Original] key twice. Basic Operations The "Mixed Orig." indicator lights up. 5 Press the [Auto Paper/Auto Size] key until the Auto Paper function is selected. Check that "AUTO" appears in the bottom line of the screen. 6 Press the [Start] key. Di1611/Di2011 3 3.

4 3.4 Stopping/Restarting/Canceling a Copy Job Stopping/Restarting/Canceling a Copy Job Follow the procedure described below to stop a copy job. 1 Specify the copy settings, and then press the [Start] key. Copying begins. 2 During printing, press the [Stop] key. Chapter 3 The message "PLEASE WAIT!" appears, and printing is stopped. <Stop> ? How can the stopped job be restarted? <Restart> Basic Operations When the message "PRESS THE START KEY TO RESUME" appears, press the [Start] key. Printing continues. <Cancel> ? How can the stopped job be canceled? When the message "PRESS THE START KEY TO RESUME" appears, press the [No] key.



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The message "COPY CANCELED" appears, and the job is canceled.

3-18 Di1611/Di2011 3.5 Confirmation Mode 3 3.5 Confirmation Mode The number of operations performed since this machine was installed can be checked using the functions available when the [Status] key is pressed. Items that can be checked from the machine counter menu: machine counter TOTAL COUNT SIZE COUNT TOTAL SCAN Description This count shows the total number of prints made since this machine was installed. This count shows the total number of prints made for the specified paper size.

(The paper size that is counted should be set by the service representative.) This count shows the total number of scans made since this machine was installed. However, the number of pages scanned while making copies is not included. Di1611/Di2011 3-19 Basic Operations Chapter 3 3 To check the counters 3.5 Confirmation Mode 1 Press the [Status] key, and then press the [Yes] key.

The machine counter menu appears. Basic Operations Chapter 3 2 Using the and keys, select the counter that you wish to check. 3-20 Di1611/Di2011 3.5 Confirmation Mode 3 3 Press the [Yes] key. The "TOTAL PAGE?" appears. 4 Press the [No] key. The main screen appears. Di1611/Di2011 3-21 Basic Operations Chapter 3 3 3.6 Reducing Electricity Usage 3.6 Reducing Electricity Usage The Sleep and Auto Power-off modes are extremely useful for conserving energy.

The procedure for specifying the Energy Save mode and Auto Shut off is described below. 1 Press the [Utility] key. Chapter 3 The "MACHINE SETTING" menu appears. 2 From the 10-Key Pad, press the [2] key. The "ENERGY SAVE MODE" function appears. Basic Operations 3 Using the 10-Key Pad, specify the length of time the machine is idle before it enters Energy Save mode, and then press the [Yes] key. The timer can be set between 1 min and 240 min. If you wish to correct the setting, press the [No] key, and then enter the new number. 4 From the 10-Key Pad, press the [3] key. The "AUTO SHUT OFF" function appears.

5 Using the 10-Key Pad, specify the length of time the machine is idle before it turns off, and then press the [Yes] key. The timer can be set between 15 min and 240 min. If you wish to correct the setting, press the [No] key, and then enter the new number. 3-22 Di1611/Di2011 3.6 Reducing Electricity Usage 3 Note If the "AUTO SHUT OFF" function in the "ADMIN.

MANAGEMENT" menu is set to "ENABLE", the screen shown at the right appears. Press the and keys to select "ON", and then press the [Yes] key. The main screen appears. Di1611/Di2011 3-23 Basic Operations 6 Press the [No] key. Chapter 3 3 3.

6 Reducing Electricity Usage Basic Operations 3-24 Chapter 3 Di1611/Di2011 4 Useful Useful Operations Operations 4 Chapter 4 4 4.1 Specifying a Zoom setting 4.1 Specifying a Zoom setting To enlarge/reduce a standard-sized document to a different standard size As an example, the following procedure describes how to enlarge a B5-size document to an A4-size document. 1 Position the document(s) to be copied. Refer to "Loading the Document" on page 3-9. Useful Operations Chapter 4 2 Press the [Zoom] key. "B5 A4" appears in the display. Note With each press of the [Zoom] key, the preset zoom ratio that is displayed changes one setting at a time. 3 Check the setting for the size of paper to be printed on. If "AUTO" is displayed, check that A4-sized paper is loaded into the paper tray.

If "AUTO" is not displayed, press the [Paper] key until "AUTO" is displayed. For details on changing the paper size setting for the paper tray, refer to "Setting Up the Paper Sources ("PAPER SOURCE SETUP" Menu)" on page 7-16. 4-2 Di1611/Di2011 4.1 Specifying a Zoom setting 4 4 If necessary, specify any other copy settings. Before Making Copies (p. 5-1) Advanced Copy Operations (p. 6-1) 5 Press the [Start] key. Note When making copies using the Manual Bypass, continue loading paper into the tray. Di1611/Di2011 4-3 Useful Operations Chapter 4 4 4.2 4.

2 Using the "Auto/Photo" Function Using the "Auto/Photo" Function To make sharp copies of illustrations or photos Select the appropriate setting ("TEXT", "PHOTO", or "TEXT/P") for the quality of the document to be copied in order to make sharp copies of the document. 1 Position the document(s) to be copied. Refer to "Loading the Document" on page 3-9. Useful Operations Chapter 4 2 Press the [Auto/Photo] key. Select either "PHOTO" or "TEXT/P".

3 Press the the density. or key to adjust Select the appropriate density for the color and density of the text and paper of the document. 4-4 Di1611/Di2011 4.2 Using the "Auto/Photo" Function 4 4 Check the setting for the size of paper to be printed on. To select either "AUTO" or a specific paper source, continue pressing the [Paper] key until the desired paper size is displayed.

5 If necessary, specify any other copy settings. 6 Press the [Start] key. Note When making copies using the Manual Bypass, continue loading paper into the tray. Di1611/Di2011 4-5 Useful Operations Chapter 4 Before Making Copies (p. 5-1) Advanced Copy Operations (p. 6-1) 4 4.3 To copy onto OHP transparencies 4.3 Copying Onto Various Types of Media Copying Onto Various Types of Media As an example, the following procedure describes how to make copies onto OHP transparencies loaded into the 1st Tray. 1 Position the A4-sized document. Refer to "Loading the Document" on page 3-9.

Useful Operations Chapter 4 2 Adjust the paper guides in the 1st Tray, and load the OHP transparencies. Load OHP transparencies in the same orientation as the document. Note A maximum of 20 OHP transparencies can be loaded. 3 Press the [Utility] key twice. The "PAPER SOURCE SETUP" menu appears. 4-6 Di1611/Di2011 4.3 Copying Onto Various Types of Media 4 4 From the 10-Key Pad, press the [2] key. "TRAY1 PAPER" appears. 5 Press the or key to select "OHP", and then press the [Yes] key. 6 Press the 7 Press the [No] key.

The main screen appears. 8 Press the [Paper] key to select the paper loaded into the 1st Tray. 9 If necessary, specify any other copy settings. Before Making Copies (p. 5-1) Advanced Copy Operations (p.

6-1) 10 Press the [Start] key. Di1611/Di2011 4-7 Useful Operations or key to select "AUTO", and then press the [Yes] key. Chapter 4 4 To copy onto label sheets 4.3 Copying Onto Various Types of Media As an example, the following procedure describes how to make copies onto 200 mm x 250 mm label sheets loaded into the 1st Tray.



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