



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for KONICA MINOLTA DI351F. You'll find the answers to all your questions on the KONICA MINOLTA DI351F in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

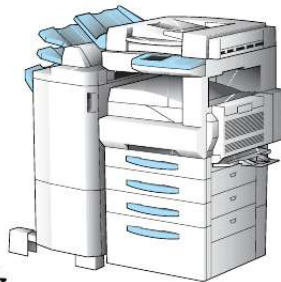
User manual KONICA MINOLTA DI351F
User guide KONICA MINOLTA DI351F
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Instructions for use KONICA MINOLTA DI351F
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7664-4017-02



Di200f/Di251f/Di351f

Operator's Manual



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Manual abstract:

**Please note that some parts of the contents of this section may not correspond with the purchased product. Warning and Precaution Symbols Ignoring this warning could cause serious injury or even death. Ignoring this caution could cause injury or damage to property. Meaning of Symbols A triangle indicates a danger against which you should take precaution. This symbol warns against cause burns. A diagonal line indicates a prohibited course of action. This symbol warns against dismantling the device. A black circle indicates an imperative course of action. This symbol indicates you must unplug the device. P-1*

PL 02 · Do not modify this product, as a fire, electrical shock, or breakdown could result.

If the product employs a laser, the laser beam source could cause blindness. · Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness. · Only use the power cord supplied in the package. Failure to use this cord could result in a fire or electrical shock.

· Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock. · Do not use a multiple outlet adapter to connect any other appliances or machines. Use of a power outlet for more than the marked current value could result in a fire or electrical shock. Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.

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. · In principle, do not use an extension cord. Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required. P-2 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. · 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. · 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. P-3 · 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 ! High Temperature !" warning label. Do not place any objects around the power plug as the power plug may be difficult to pull out when an emergency occurs. The socket-outlet shall be installed near the machine and shall be easily accessible as the power plug may be difficult to pull out when an emergency occurs. P-4 · 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 operator's manual or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction. · Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire. · When unplugging the power cord, be sure to hold onto the plug.

Pulling on the power cord could damage the cord, resulting in a fire or electrical shock. P-5 Precautions for Routine Use · 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.



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· 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 operator's manual, as a breakdown or malfunction could result. · Do not attempt to feed stapled paper, carbon paper or aluminum foil through this product, as a malfunction or fire could result. Do not touch or scratch the surface of the toner unit, developing roller and the PC drum, as poor image quality could result. 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. P-6 Miscellaneous · Do not rest your weight on the control panel, as a malfunction could result. · Normal international communications may at times not be possible depending on line conditions. · If tap or well water is used in a humidifier, impurities in the water are discharged into the air and may be deposited inside the printer, resulting in poor image quality. It is recommended that pure water that does not contain any impurities be used in the humidifier.

· The cooling fan may be activated automatically, but this suggests no problems. · Ni-MH (Nickel Metal Hydride) Batteries are installed inside machine as back up memory batteries. Please dispose according to local, state and federal regulations. PL 01 FAX P-7 As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency. What is an ENERGY STAR® Products? An ENERGY STAR® product has a special feature that allows it to automatically switch to a "lowpower 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. Recycled Paper (USA market only) Your Minolta machine has been designed to use the following Recycled Paper Minolta Recycled Bond 20% Post Consumer Waste Item No. 8925 701 i Thank you for choosing Minolta quality. For over 30 years Minolta has been a leader on the forefront of office equipment technology and service. Our desire has always been to bring you highly reliable products.

We pledge to continue to provide you, our customer, with our state of the art equipment, as well as full customer service for all our products. We look forward to a long healthy relationship with you and our company. If you have any questions or comments about Minolta, our product or service, please let us know.

Our fax number is 800-237-8087 (for the U.S.

A. and Canada). Thank you again. This operator's manual explains how to operate the machine and replenish its supplies. It also gives some troubleshooting tips as well as general precautions to be observed when operating the machine.

To ensure the best performance and effective use of your machine, read this manual carefully until you familiarize yourself thoroughly with its operation and features. After you have read through the manual, keep it ready for reference. Please use this manual as a quick and handy reference tool for immediately clarifying any questions which may arise. MC-F02 For the U.S.A. Users FCC Part 15-Radio Frequency Devices NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and radiate radio frequency energy and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

WARNING: The design and production of this unit conform to FCC Regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations. FCC-F02 This device must be used with shielded interface cables. The use of non-shield cables is likely to result in interference with radio communications and is prohibited under FCC rules. For Canada Users Interference-Causing Equipment Standard (ICES-003 Issue 3) This Class A digital apparatus complies with Canadian ICES-003. Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada. IC-F03 ii Contents Safety Information....

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..... *Index 11-12 11-14 11-15 11-16 11-18 viii Safety Information FCC Part 68-Telecommunication Devices This equipment complies with Part 68 of the FCC rules. On the rear panel of this equipment is a label that contains, among other information, the FCC registration number and Ringer Equivalence Number (REN) for this equipment. If requested, provide this information to your telephone company. This equipment uses THE FOLLOWING USOC JACKS: RJ11C.*

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of the RENs of all devices should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area. If your telephone equipment causes harm to the telephone network, the Telephone Company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice isn't practical, you will be notified as soon as possible. You will be advised of your right to file a complaint with the FCC. Your telephone company may make changes to its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so as to give you an opportunity to maintain uninterrupted service.

If you experience trouble with this equipment, please contact: Minolta Corporation 101 Williams Drive Ramsey, New Jersey 07446 U.S.A. The telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. (Contact your state public utility commission or corporation commission for information.) CUSTOMER INFORMATION FOR PRIVATELY OWNED COIN PHONES To comply with state tariffs, the telephone company must be given notification prior to connection. In some states, prior approval of connection must be obtained from the state Public Utility Commission, Public Service Commission or state Corporation Commission.

Warning for the Setting of Header and Footer The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.



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In order to program this information into your fax machine, you should complete the following steps. (Refer to Chapter 8 and Chapter 9 Advance Operation page 8-39, 8-40, 9-13, 9-15, 9-20, 9-28 and 9-30) ix Safety Information IC CS-03-Telecommunication Devices NOTICE: Industry Canada (IC) label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety requirements.

IC does not guarantee the equipment will operate to the user's satisfaction. Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations. Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier.

Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment. Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas. CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate. NOTICE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5. REN=0.4 If you experience trouble with this equipment, please contact: Minolta Business Equipment (Canada), Ltd. 369 Britannia Road E. Mississauga, Ontario L4Z 2H5 Tel: (905)890-6600 x Safety Information Laser Safety This is a digital machine which operates by means of 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 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 Radiant Power: 19.

5 μ W (Di200f/Di251f) / 27.8 μ W (Di351f) at the laser aperture of the print head unit. Wavelength: 770-795 nm (Di200f/Di251f) 775-795 nm (Di351f) 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 40150022AB 11660263AB This figure shows the view inside the Right Door with the Imaging Unit removed. xi Safety Information CDRH regulation 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 to page xiii 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 (Di200f/Di251f) / 15 mW (Di351f) and the wavelength is 770-795 nm (Di200f/Di251f) / 775-795 nm (Di351f). Notice for Ni-MH Batteries Ni-MH (Nickel Metal Hydride) Batteries are installed inside machine as back up memory batteries. Please dispose according to local, state and federal regulations. xii Safety Information 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 5 mW (Di200f/Di251f) / 15 mW (Di351f) and the wavelength is 770-795 nm (Di200f/Di251f) / 775-795 nm (Di351f). 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 5 mW (Di200f/Di251f) / 15 mW (Di351f) og bølgelængden er 770-795 nm (Di200f/Di251f) / 775-795 nm (Di351f). For Finland, Sweden Users LOUKAN I LASERLAITE KLASI 1 LASER APPARAT VAROITUS! 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 (Di200f/Di251f) / 15 mW (Di351f) ja aallonpituus on 770-795 nm (Di200f/Di251f) / 775-795 nm (Di351f). WARNING! 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 halvlederlaser. Den maximala effekten för laserdioden är 5 mW (Di200f/Di251f) / 15 mW (Di351f) och våglängden är 770-795 nm (Di200f/Di251f) / 775-795 nm (Di351f). VARO! Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle.

Älä katso säteeseen. WARNING! Osynlig laserstrålning 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 laserstrålning som overskrider grensen for laser klass 1. Dette en halvleder laser.



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Maksimal effekt till laserdiode er 5 mW (Di200f/Di251f) / 15 mW (Di351f) og bølgelengde er 770-795 nm (Di200f/Di251f) / 775-795 nm (Di351f). xiii Safety Information Laser Safety Label A laser safety label is attached to the outside of the machine as shown below. Manufacturer's Name Plate Laser safety label 4015O259AA 4015O258EB The Manufacturer's Name Plate is affixed at the position illustrated above. Please write down the Model Name and Serial No. of your copier here.

Model: Serial No. Ozone Release NOTE = 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. Acoustic Noise For European Users 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).

xiv Terms and Symbols for the Type of Originals and Copy Paper A few special terms and symbols are used in this manual to designate types of originals and copy paper. This page explains about these terms and symbols. Feeding Direction (copy paper path) In this copier system, copy paper is taken up from the right-hand side of the copier, fed through the copier toward the left-hand side, and ejected face down onto the Copy Tray. In the figure below, the direction in which the copy paper is fed, as indicated by the arrow, is called the "feeding direction." 4015O019AB "Width" and "Length" When we talk about the size of the original or copy, we call side A "width" and side B "length."

"A: Width B: Length 1139O1610A Terms and Symbols Used <Lengthwise > When the original or copy has a "length" longer than its "width," we call it "lengthwise" and use symbol "L" or ". " 1139O1610A <Crosswise > When the original or copy has a "length" shorter than its "width," we call it "crosswise" and use symbol "C" or ". " 1139O1620A 1-1 Chapter 1 Chapter 1 Safety Notes Safety Notes 1-2 1. Installing the Copier Chapter 1 Safety Notes Installation Site To ensure utmost safety and prevent possible malfunctions of the copier, install it in a location which meets the following requirements. A place away from a curtain or the like that may catch fire and burn easily.

An area where there is no possibility of being splashed with water or other types of liquid. An area free from direct sunlight. A place out of the direct air stream of an air conditioner, heater, or ventilator. A well-ventilated place. A dry place. A dust-free location. An area not subject to undue vibration. A stable and level location. A place where ammonia or other organic gas is not generated. A place which does not put the operator in the direct stream of exhaust from the copier.

A place which is not near any kind of heating device. Power Source The power source voltage requirements are as follows : Use a power source with little voltage fluctuation. Voltage Fluctuation : Within $\pm 10\%$ (127V : +6%, -10%) Frequency Fluctuation : Within $\pm 3\text{Hz}$ Space Requirements To ensure easy copier operation, supply replacements, and service maintenance, adhere to the recommended space requirements detailed below. Allow a clearance of 12-1/4 inch or more at the back of the copier for a ventilation duct and replacement of the toner bottle. 65-3/4 41-3/4 58-1/2 4015O023AD <With AFR-17, FN-504, PF-118, PF-119 and AD-15 mounted> Unit: Inch 1-3 2. Precautions for Use Operating Environment The operating environmental requirements of the machine are as follows: Temperature : 10°C to 32°C (50°F to 90°F) with a fluctuation of 10°C (18°F) per hour. Humidity : 15% to 85% with a fluctuation of 10% per hour. Chapter 1 Safety Notes Acoustic noise <For European Users Only> 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).

Using the Machine Properly To ensure optimum performance of the machine, follow the precautions listed below. NEVER place a heavy object on the machine or subject the machine to shocks. NEVER open any doors, or turn OFF the machine while the machine is making copies. NEVER bring any magnetized object or use flammable sprays near the machine. NEVER remodel the machine, as a fire or electrical shock could result.

ALWAYS insert the power plug all the way into the outlet. ALWAYS make sure that the outlet is visible, clear of the machine or machine cabinet. ALWAYS provide good ventilation when making a large number of continuous copies. NOTE = 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. Moving the Machine If you need to transport the machine over a long distance, consult your Technical Representative. 1-4 2. Precautions for Use Chapter 1 Care of Machine Supplies Use the following precautions when handling the machine supplies (toner, paper, etc.



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) . Store the paper, toner, and other supplies in a place free from direct sunlight and away from any heating Safety Notes apparatus. Keep them in a dry, cool, clean environment.

Store paper, which has been removed from its wrapper but not loaded into the drawer, in a sealed plastic bag in a cool, dark place. Keep supplies out of the reach of children. If your hands become soiled with toner, wash them with soap and water immediately. Legal Restrictions on Copying Certain types of documents must never be copied by the machine for the purpose or with the intent to pass copies of such documents off as the original. 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. When in doubt about the nature of a document, consult with legal counsel. 2-1 Chapter 2 Getting to Know Your Copier/Fax Getting to Know Your Copier/Fax Chapter 2 2-2 1. Typical Copies You Can Make with Your Copier Typical copies you can make with your copier Here's a sample of the features the machine is equipped with to make different types of copies. For specific operations, see the relevant pages indicated by p.

Chapter 2 Original Single-sided Copyp.3-31 Single-sided Copy Single-sided Orig. Double-sided Orig. Copy Getting to Know Your Copier/Fax 40020012AA 40020133AB Double-sided Single-sided Copy Book Single-sided Orig. Copy Orig.

40020014AA 40020015AA 2-in-1 Orig. 4-in-1 Orig. Copy Copy 40020016AA 40020017AA Booklet Orig. Copy 40020018AA 2-3 1. Typical Copies You Can Make with Your Copier Mixed Original Detection p.

2-32 Mixed Orig. Detection Orig. Copy 40020029AA Finishing p.3-18 Sort Orig. Copy Staple Orig. Copy 40020052AA 40020019AA Group Orig. Copy Hole Punch Orig. Copy 40020053AA 40020311EA Zoom Ratio p.3-12 Reduce, Full size, Enlarge, X/Y Zoom Copy Orig. 40020022AA Getting to Know Your Copier/Fax Chapter 2 2-4 1.

Typical Copies You Can Make with Your Copier Auxiliary Functions Cover p.3-44 Orig. Copy Page Insertion p.3-46 Orig. Copy Getting to Know Your Copier/Fax Chapter 2 40020023AA 40020024AA OHP Interleaving p.3-50 Orig. Copy File Margin p.3-54 Orig. Copy 40020070AA 40020025AA Erase p.3-56 Orig.

Copy Image Repeat p.3-58 Orig. Copy 40020071AA 40020072AA 2-5 1. Typical Copies You Can Make with Your Copier Distributionp.3-60 Orig. Copy Separate Scannp.3-61 Orig. Copy 40020049AB 40020075AA Getting to Know Your Copier/Fax Chapter 2 2-6 2. System Overview System Overview The following overview presents the machine and the available options along with a brief explanation of the function of each. Refer to "Control Panel Keys and Indicators" (p.

2-19) for use of the Touch Panel and control panel. Chapter 2 Di200f/Di251f/Di351f and Options <Di200f> <Di251f/Di351f> Getting to Know Your Copier/Fax 40150025AB 40150026AB <Di200f> Original Cover Kit OC-3 <Option> Holds the original in position on the Original Glass. 11660007AA Duplexing Document Feeder AFR-17 <Option> Automatically feeds originals one page after another for scanning. It is also capable of automatically turning over 2-sided originals for scanning data on both sides. Automatic Document Feeder AF-9 <Option> Performs automatic feeding of multiple originals. 11660014AA 11660008AA Shift Tray OT-102 <Option> Permits sorting or grouping of copies. 11660011AA Job Tray JS-201 <Option> Performs sorting and grouping of copies. You can select the bins for output according to the application in User's Choice. 11660012AA 2-7 2. System Overview Duplex Unit AD-15 <Option> Automatically turns over 1-sided copies to print data on both sides.

Chapter 2 Paper Feed Unit PF-119 <Option> Holds up to 500 sheets of paper. 40150027AA 40150028AB 40150027AA Copy Table <Option> Adjusts the height of the machine. 11660190AA Copy Desk <Option> Adjusts the height of the machine. 11660191AB 8MB Memory, 16MB Memory, 32MB Memory <Option> To expand the memory capacity of the machine. Printer Controller Pi3502 <Option> When installed on the machine, enables the machine to perform printing functions. Network Application kit-2 <Option> Allows the Di200f to send mail and also be used as a printer. Getting to Know Your Copier/Fax Paper Feed Unit PF-118 <Option> Holds up to 500 sheets of paper and easily adjusts to different paper sizes. 2-8 2. System Overview <Di251f> Original Cover Kit OC-3 <Option> Holds the original in position on the Original Glass. Duplexing Document Feeder AFR-17 <Option> Automatically feeds originals one page after another for scanning.

It is also capable of automatically turning over 2-sided originals for scanning data on both sides. Automatic Document Feeder AF-9 <Option> Performs automatic feeding of multiple originals. 11660007AA Chapter 2 11660014AA Getting to Know Your Copier/Fax 11660008AA Finisher FN-109 <Option> Permits sorting, grouping, punching or sortstapling of copies. 40020099AA Finisher FN-110 <Option> Permits sorting, grouping or sort-stapling of copies. 40020099AA Option Tray JS-100 <Option> Mounted on a Finisher FN-109 or Finisher FN110 when the machine is equipped with a Printer Controller; serves as exit tray for exclusive use of printer.

40150218AA Mailbin Finisher FN-504 <Option> In addition to the functions of the Finisher, it can sort or group output into 5 bins. Bin assignment is available from the PC. 40020102AA Shift Tray OT-102 <Option> Permits sorting or grouping of copies. 11660011AA 2-9 2. System Overview 11660012AA 40150028AB Paper Feed Unit PF-119 <Option> Holds up to 500 sheets of paper.

40150027AA Paper Feed Unit PF-118 <Option> Holds up to 500 sheets of paper and easily adjusts to different paper sizes. 40150027AA Copy Table <Option> Adjusts the height of the machine. 11660190AA Copy Desk <Option> Adjusts the height of the machine.



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1166O191AB Large Capacity Cabinet PF-117 <Option> Holds up to 2,500 sheets of paper. 4015O029AA 8MB Memory, 16MB Memory, 32MB Memory <Option> To expand the memory capacity of the machine. Printer Controller Pi3502 <Option> When installed on the machine, enables the machine to perform printing functions. Network Application kit-2 <Option> Allows the Di351f to send mail and also be used as a printer. Getting to Know Your Copier/Fax Duplex Unit AD-15 <Option> Automatically turns over 1-sided copies to print data on both sides. Chapter 2 Job Tray JS-201 <Option> Performs sorting and grouping of copies. You can select the bins for output according to the applications in User's Choice.

2-10 2. System Overview <Di351f> Original Cover Kit OC-3 <Option> Holds the original in position on the Original Glass. Chapter 2 Duplexing Document Feeder AFR-17 <Option> Automatically feeds originals one page after another for scanning. It is also capable of automatically turning over 2-sided originals for scanning data on both sides. Automatic Document Feeder AF-9 <Option> Performs automatic feeding of multiple originals. 1166O007AA 1166O014AA Getting to Know Your Copier/Fax 1166O008AA Finisher FN-109 <Option> Permits sorting, grouping, punching or sortstapling of copies. 4002O099AA Finisher FN-110 <Option> Permits sorting, grouping or sort-stapling of copies. 4002O099AA Option Tray JS-100 <Option> Mounted on a Finisher FN-109 or Finisher FN110 when the machine is equipped with a Printer Controller; serves as exit tray for exclusive use of printer. 4015O218AA Mailbin Finisher FN-504 <Option> In addition to the functions of the Finisher, it can sort or group output into 5 bins. Bin assignment is available from the PC.

4002O102AA Shift Tray OT-102 <Option> Permits sorting or grouping copies. 1166O011AA 2-11 2. System Overview 1166O012AA Duplex Unit AD-15 <Standard Equipment> Automatically turns over 1-sided copies to print data on both sides. 4015O028AB Paper Feed Unit PF-119 <Option> Holds up to 500 sheets of paper. 4015O027AA 4015O027AA Paper Feed Unit PF-118 <Option> Holds up to 500 sheets of paper and easily adjusts to different paper sizes.

Copy Table <Option> Adjusts the height of the machine. 1166O190AA Copy Desk <Option> Adjusts the height of the machine. 1166O191AB Large Capacity Cabinet PF-117 <Option> Holds up to 2,500 sheets of paper. 4015O029AA 8MB Memory, 16MB Memory, 32MB Memory <Option> To expand the memory capacity of the machine. Printer Controller Pi3502 <Option> When installed on the machine, enables the machine to perform printing functions.

Network Application kit-2 <Option> Allows the Di351f to send mail and also be used as a printer. Getting to Know Your Copier/Fax Chapter 2 Job Tray JS-201 <Option> Performs sorting and grouping of copies. You can select the bins for output according to the applications in User's Choice. 2-12 2. System Overview Option 1 Chapter 2 2 3 4 2 5 6 7 8 9 10 11 4015O030AB 4015O031AB Getting to Know Your Copier/Fax 12 13 14 15 16 17 4015O032AB 2-13 2. System Overview Duplexing Document Feeder AFR-17 1 2 3 4 5 Document Exit Tray Misfeed Clearing Guide Document Feed Tray Document Guide Plate Single Feed Tray : : : : Receives originals which have been scanned by the machine. Open when clearing an original that has been misfed.p.10-22 Load the originals to be scanned face up on this tray. Slide the guide plate to the size of the originals.

Insert a single sheet into this tray to make a copy or copies of it. Automatic Document Feeder AF-9 6 Print Lamp 7 8 9 10 11 Misfeed Clearing Guide Document Guide Plate Feed Tray Extender Document Exit Tray Document Stopper : Lights green while the original is being scanned. Lights orange when a trouble occurs. Open when clearing an original that has been misfed.p.10-23 Slide the guide plate to the size of the originals. Slide this extender out when placing originals of large size. Receives originals which have been scanned by the machine. Slide this stopper out whenever originals of a large size have been loaded. : : : : Original Cover OC-3 12 Original Pad : Holds the original placed on the Original Glass in position.

Duplex Unit AD-15 13 Lock Release Lever 14 Duplex Unit : Used to open the Duplex Unit to clear a misfed sheet of paper. p.10-21 : Automatically turns over 1-sided copies to print data on both sides. Paper Feed Unit PF-118/Paper Feed Unit PF-119 15 Drawer : Holds up to 500 sheets of paper.p. 10-5 * The drawer lamp starts blinking when paper in the drawer is low and lights orange steadily as soon as it runs out. : Holds up to 500 sheets of paper and easily adjusts to different paper sizes.p.10-6 * The drawer lamp starts blinking when paper in the drawer is low and lights orange steadily as soon as it runs out. 16 Drawer Large Capacity Cabinet PF-117 17 Drawer : Holds up to 2,500 sheets of paper.

p.10-7 Getting to Know Your Copier/Fax Chapter 2 2-14 2. System Overview Chapter 2 24 23 22 21 20 19 18 Getting to Know Your Copier/Fax 4015O032AB 28 29 31 27 30 26 4015O033AA 25 32 4002O116AA 4015O034AA 2-15 2. System Overview Finisher FN-109/Finisher FN-110 18 Grip 19 20 21 22 23 24 Front Door Bottom Offset Tray Top Offset Tray Option Offset Tray Option Tray Cover Upper Cover : Hold to slide the Finisher away from the machine to clear a misfed sheet of paper or perform other service job.p.10-24 Open to clear a misfed sheet of paper. Receives sorted paper by shifting. Receives plain paper or Card. Receives the type of paper assigned by the PC. Open to clear a misfed sheet of paper.

p.10-24 Open to clear a misfed sheet of paper.p.10-24 : : : : Mailbin Finisher FN-504 25 26 27 28 29 30 Mail Bins Bottom Offset Tray Top Offset Tray Top Offset Tray Cover Stapler Cover Grip : : : : Receive copied paper. Receives sorted paper by shifting. Receives plain paper or Card. Open to clear a misfed sheet of paper.p.10-30 Open to replace the staple cartridge. Hold to slide the Finisher away from the machine to clear a misfed sheet of paper or perform other service job.

p.10-30 <Precautions When Using a Finisher> NEVER place an object under the Bottom Offset Tray. Anything that is placed under the Bottom Offset Tray can interfere with the tray when it is lowered after a copy has been fed onto it, which could result in a malfunction. Do not place an object here. 4002O276AA Shift Tray OT-102 31 Shift Tray : Receives copy sets sorted by bin shifting.

Job Tray JS-201 32 Job Tray : Can receive a maximum of 100 finished copies. Getting to Know Your Copier/Fax Chapter 2 2-16 2. System Overview A view from the Outside Chapter 2 1 Getting to Know Your Copier/Fax 2 3 4 5 6 7 8 9 10 11 12 13 4015O225AA 1 Control Panel 2 Non-Sort Tray 3 4 5 6 7 8 9 10 11 12 13 : Set the various functions of the machine.



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p.2-19 : A page or pages of a document received through the fax or copies made are fed out into this tray.

Power Switch : Open the cover, and you will find the Power Switch to turn ON and OFF the machine. p.2-25 1st Drawer : Holds up to 250 sheets of paper and easily adjusts to different paper (Multi Purpose Cassette) sizes.p.10-2 * The drawer lamp starts blinking when paper in the drawer is low and lights orange steadily as soon as it runs out. 2nd Drawer : Holds up to 500 sheets of paper. p.10-5 * The drawer lamp starts blinking when paper in the drawer is low and lights orange steadily as soon as it runs out. * Standard on Di251f/Di351f. Original Glass : Place your original face down on this glass.

p.2-30 Display Contrast Control Knob : Use to adjust the brightness of the Touch Panel. Total Counter : Shows the total number of printed pages produced so far. Upper Right Door : Open to clear a misfed sheet of paper.p.10-19 Right Door : Open to replace the Imaging Unit or clear a misfed sheet of paper.

p.10-19 Lock Release Lever [R1] : Use to unlock the Right Door to replace the Imaging Unit or clear a misfed sheet of paper.p.10-19 Manual Bypass Tray : Use for manual feeding of single sheets of paper into the machine.

p.3-7 Side Panel : Open to clear a misfed sheet of paper. p.10-19 2-17 2. System Overview Inside the Machine 2 40150036AB 1 Lock Release Lever [R2] 2 Green Hooks : Pull up to clear a misfed sheet of paper.

p.10-19 : Pull to slide out the Imaging Unit.p.10-19 <Precaution for Opening/Closing the Right Door> When opening or closing the Right Door, be careful not to touch the Image Transfer Roller: A malfunction could result. Image Transfer Roller 40150024AA Getting to Know Your Copier/Fax 1 Chapter 2 2-18 2.

System Overview Fax Options: Identification and Functions G3 MULTIPORT SERIES 2: Accommodates a number of lines to permit independent operation of each. Chapter 2 Getting to Know Your Copier/Fax TX Marker STAMP UNIT: · Uses stamp to show user that a document has been scanned. · Can be mounted only on the Automatic Document Feeder. 1 2 40150226AA 5 4 3 40150250CA 1 7 8 2 3 4 5 6 6 7 40150248EC 8 Socket for LAN Cable <Option> For details, see the Operator's Manual for the Network Interface Card. Connector for an Extra Telephone Set Port 1 Line Connector (for subscriber line) Parallel Port <Option> For details, see the Operator's Manual for the Printer Driver. Used when a Printer Controller is mounted (option). Port 2 Line Connector (for subscriber line) Socket for LAN Cable <Option> For details, see Network Application Operator's Manual. Used when a Printer Controller is mounted (option). *1 *2 *3 *4 [4], [5], and [8] are used only when a Printer Controller is mounted. [1] is used only when a Network Interface Card is mounted.

[6] is used only when a G3 MULTIPORT SERIES 2 is mounted. [7] is used only when a Network Application kit-2 is mounted. 2-19 3. Control Panel Keys and Touch Panel Control Panel Keys and Indicators 1 2 3 4 5 6 7 8 9 10 40150261EA 14 1 Touch Panel · Use to make settings for, and programming of, various copying functions.p.2-20 2 Utility Key · Press to show the Utility Mode menu.p.7-2 3 Mode Check Key · Lists the current settings on the screen. From this screen you can access the setting screen of a particular function and change or cancel the setting as necessary.p.

2-33 · Access to register the current settings in a program.p.7-12 4 Pause Key · Useful to provide dial waiting periods, such as when accessing public lines from an extension line or receiving information services. 5 Copy Key · Press to select the Copy mode. 6 Fax/Scan Key · Press to select the Fax mode or Scanner mode.

For details of Scanner mode, see the operator's manual for the Scanner. 7 Extra Scan · Press to select the Scanner mode. For details, see the operator's manual for the Network Application. 13 12 11 8 Access Mode Key · Press to enter the access number. p.

2-35 · This key becomes valid only when Copy Track of the Administrator mode available from User's Choice is set. 9 Interrupt Key · Press to interrupt a current job with a different one. Press again to return to the previous job. p.2-33 · Lights to indicate that the machine is in the Interrupt mode. 10 Panel Reset Key · Press to initialize all settings.p.2-33 11 Clear Key Press to: · Reset the multi-copy entry to "1." · Clear the settings entered from the 10-Key Pad and other numeric values previously programmed. 12 Stop Key Press to: · Stop a print cycle.

· Stop a scanning cycle. 13 10-Key Pad · Use to set the various numeric values, including the number of copies to be made. 14 Start Key · Press to start a scanning or print cycle. Getting to Know Your Copier/Fax Chapter 2 2-20 3. Control Panel Keys and Touch Panel What is the Touch Panel? The Touch Panel is the screen on which you can make settings for, and program, the various copying functions offered by the machine. When you turn ON the Power Switch, the Basic screen as shown below appears on the Touch Panel. Note that some of the Touch Panel screens used in the Operator's Manual may be different from what you actually see on your machine. Chapter 2 Getting to Know Your Copier/Fax Operating the Touch Panel You need only to lightly touch the key shown on the Touch Panel to select or activate the function represented by the key. NOTE NEVER press the Touch Panel with force or use a hard or pointed object to press it, as a damaged panel could result. How the Basic Screen is Organized Copier screen: For using the copying functions 1 Supplementary Function Keys 2 Message Display 3 Function Display 4 Set Function 5 Sub-message Display 4016P184CA Auto-mode Screen: Used for both facsimiles and copying without specifying which function is to be used.

FAX Screen: Used to select various facsimile functions. 4017P345EA 4016P251CA Useful Tips · When the optional Network Application kit-2 is mounted, the Scanner screen can be displayed for using the various Scanner functions. · User's Choice allows you to select the Copier, FAX, or Auto-mode Screen as default according to your particular needs. p.8-2 2-21 3.

Control Panel Keys and Touch Panel 1 Supplementary Function Keys Shows the different supplementary function keys that can be selected to set the corresponding supplementary function. When any of these keys is touched, the corresponding supplementary function screen appears. * Touching Basics returns you to the Basic screen. ex.) Auxiliary Function 2 Message Display 4016P068CA Shows the current machine status, operating instructions and precautions, and other data, including the number of copies selected.

ex.) Add paper 3 Function Display 4017P161EA Shows the basic function keys that can be selected to set the corresponding basic function.



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Touching a basic function key shows the corresponding basic function screen. * What is shown inside the key is the current setting. ex.) Zoom Ratio 4 Set Function 4017P015EA Shows graphic representations of the current settings. * To check for more details of the set functions, press the Mode Check key.p.2-33 4016P060CA ex.) Orig.

Copy: Single-Sided Double-Sided Getting to Know Your Copier/Fax Chapter 2 2-22 3. Control Panel Keys and Touch Panel 5 Sub-message Display Shows icons that represent various data on the job being run, such as: the amount of memory space still available for use, toner-empty condition, and paper-empty condition. Chapter 2 * To check for the settings of the currently reserved job, touch [Activity List]. p.2-36 Getting to Know Your Copier/Fax ex.) Now copying. 4016P134CA 2-23 3. Control Panel Keys and Touch Panel Getting to Know Your Copier/Fax Chapter 2 2-24 3. Control Panel Keys and Touch Panel Icons Icon Dialing Chapter 2 Dial Wait Copying Scanning Getting to Know Your Copier/Fax Receiving Sending Polling TX Wait Document on Bulletin Board Printing Print Waiting Data being received Data remains Automatic Reception OFF Paper empty Lack of Toner Replace I/U Maintenance Call Document Received Access Mode Now dialing. Waiting to re-dial.

Now copying. Now scanning a facsimile document. Now receiving a facsimile. Now sending a facsimile. A document is waiting for polling transmission. A document that has been registered on the Bulletin Board. Now printing. Processing the next print job. Receiving data for PC print. PC print data left in memory.

Manual reception is set. Add paper. p.10-2 Toner is low. Replace the Toner Bottle. p.10-10 Need to change the Imaging Unit. Call your Tech. Rep. Machine needs service.

Call your Tech. Rep. A document received in the mailbox. An account has been selected with the Access Mode key with [100 Accounts 2] set for the "Copy Track" function. Explanation 2-25 4. Turning ON and OFF and Initial Mode Turning ON and OFF · Turning the Machine ON: Open the cover and press the Power Switch to the (ON) position. · Turning the Machine OFF: Open the cover and press the Power Switch to the (OFF) position. 4015O229AA When Machine is Turned ON When the Power Switch is turned ON, the Start key lights orange. In a few seconds, the message "Now warming-up. Ready to scan." appears and the Start key lights green. The machine thereafter enables its auto copy start function. p.2-33 At this time, however, pressing the Start key will not start a copy cycle. The Di200f/Di251f machine needs a warm-up period of about 60 seconds (at room temperature of 23°C), and Di351f needs a warm-up period of about 70 seconds (at room temperature of 23°C).

Initial Mode When the Power Switch is turned ON, the Basic screen appears on the Touch Panel. The settings on this screen are called the initial mode, serving as the reference for all panel settings to be made later. No. of copies selected: 1 Finishing : Non-Sort Zoom : Full size (×1.000) Paper : Auto Paper Density : Auto Exposure (Text mode) Orig.

Copy : Single-Sided Single-Sided 4016P067CA Useful Tip User's Choice can be used to change any of the settings of initial mode. p.8-2 Getting to Know Your Copier/Fax Chapter 2 2-26 5. Placing the Original Using the Document Feeder The document feeder automatically feeds original sheets placed on the Document Feed Tray, one by one, to let the machine scan the data on each original. After the machine completes scanning the data, the document feeder automatically ejects it onto the Document Exit Tray. To ensure the best performance and most effective use of the document feeder, use the appropriate type of originals as detailed below. Use of unsuitable types of originals could result in an original misfeed or a damaged original. Chapter 2 Originals Suitable for the Document Feeder <Duplexing Document Feeder> Types of Originals: Sheets (Plain paper) 1-sided Original (weighing 13-1/4 lb to 29-1/4 lb) 2-sided Original (weighing 16 lb to 24 lb) Mixed Original Detection mode (weighing 16 lb to 24 lb) Original Size: 1-Sided Original, 2-Sided Original mode : 11×17 L to 5-1/2×8-1/2 L Mixed Original Detection mode : 11×17 L to Letter <Automatic Document Feeder> Types of Originals: Sheets (Plain paper) Single feeding: Paper weight 10-3/4 lb to 21-3/4 lb Multiple feeding: Paper weight 14 lb to 21-3/4 lb Original Size: 1-Sided Original, 2-Sided Original mode 11×17 L to 5-1/2×8-1/2 Mixed Original Detection mode 11×17 L to 5-1/2×8-1/2 C Getting to Know Your Copier/Fax Unsuitable Originals · Typing paper, paraffin paper, and other thin paper · Card · Originals greater than 11×17 L or smaller than 5-1/2×8-1/2 · Transparencies, translucent paper · Wrinkled, dog-eared, curled, or torn originals · Clipped or stapled originals · Carbon-backed originals * For any of these types of originals, raise the document feeder and place the original on the glass to let the machine scan it. p.2-30 2-27 5.

Placing the Original Loading the Originals in Document Feeder Automatic Document Feeder Chapter 2 Getting to Know Your Copier/Fax 1 Slide the Document Guide Plate to the size of the originals. Feed Tray Extender 4015O045AB Document Stopper 4015O043AA 4015O046AB Useful Tip Slide the Feed Tray Extender and Document Stopper out when loading originals of a size larger than Letter. 2 Neatly load stack of originals face up on the Document Feed Tray. · If you need to load your original in a direction different from these examples, set "Original Direction" on the Touch Panel. p.3-35 · To send a facsimile, load the original in the Automatic Document Feeder so that its longer side is placed against the Document Guide Plate. If the original is loaded with its shorter side against the Document Guide Plate, the receiving party may receive it in a reduced size. 3 Press the Start key. The originals will be fed into the Automatic Document Feeder, starting with the top page. 4015O044AB NOTES · The maximum number of originals that can be loaded is 70. · Make sure that the top level of the original stack does not exceed the marking. · Make sure that the Document Guide Plate is touching the edges of the original stack. If it's not pressed snugly against the original stack, skewed feeding could result. · You can make copies automatically from originals of assorted sizes loaded in the Automatic Document Feeder. p.

2-32 NOTES · When loading the original in the Automatic Document Feeder, load it in the direction as shown in the illustration. NOTES · The machine can send by facsimile the image of the original of a nonstandard size as long as it falls within the following sizes. Minimum 4015O266EA Maximum · The machine may fail to read the areas of 1/2 inch margins on top, bottom, right, and left edges of the original if it is to be sent by facsimile.



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