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You can read the recommendations in the user guide, the technical guide or the installation guide for KONICA MINOLTA DI470. You'll find the answers to all your questions on the KONICA MINOLTA DI470 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 DI470
User guide KONICA MINOLTA DI470
Operating instructions KONICA MINOLTA DI470
Instructions for use KONICA MINOLTA DI470
Instruction manual KONICA MINOLTA DI470

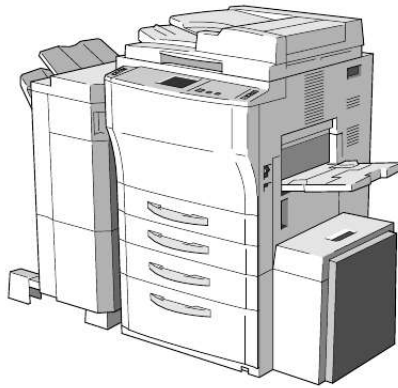


User Manual

The essentials of imaging

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Di470



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Manual abstract:

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 WARNING This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment.

This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the 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. The design and production of this unit conforms to FCC Regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations. FCC-F01 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 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 FCC rules. ii Except United States and Canada Users Thank you for choosing Minolta. 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 for ready reference. Please use this manual as a quick and handy reference tool for immediately clarifying any questions which may arise. This device must be used with shielded interface cables.

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· 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. Failure to use this cord could result in a fire or electrical shock.



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· 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.

ix 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. · 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. x · 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. xi · 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. xii 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. · 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. 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. xiii Safety Precautions Laser Safety Label A laser safety label is attached to the outside of the machine as shown below.



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For Europe CLASS 1 LASER PRODUCT LASER KLASSE 1 PRODUCT 1155O764AA For United States 4002O312CA 4002O110AC 4002O336CA The Manufacturer's Name Plate is affixed at the position illustrated above.

Please write down the Model Name and Serial No. of your machine here. Model: Serial No. xiv Safety Precautions 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 Radiation Power: 13.6µW at the laser aperture of the print head unit.

Wavelength: 785nm 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. Print Head 4002O277AA 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 vii 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 0.68mW and the wavelength is 785nm. xv Safety Precautions 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 0.68mW and the wavelength is 785nm.

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 0.68mW og bølgelængden er 785nm.

For Finland, Sweden Users LOUKAN 1 LASERLAITE KLASSE 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 0.68mW ja aallonpituus on 785nm.

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 0.68mW och våglängden är 785nm. 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 laserstråling som overskrider grensen for laser klass 1. Dette en halvleder laser.

Maksimal effekt till laserdiode er 0.68mW og bølgelengde er 785nm. xvi Terms and Symbols for the Type of Originals and Paper A few special terms and symbols are used in this manual to designate types of originals and paper. This page explains about these terms and symbols. Feeding Direction (paper path) In this machine system, paper is taken up from the right-hand side of the machine and fed through the machine toward the left-hand side onto the Copy Tray.

In the figure below, the direction in which the paper is fed, as indicated by the arrow, is called the "feeding direction." 4002O120AC "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 Machine Chapter 1 Safety Notes Installation Site To ensure utmost safety and prevent possible malfunctions of the machine, install it in a location which meets the following requirements. NA place away from a curtain or the like that may catch fire and burn easily. NAn area where there is no possibility of being splashed with water or other types of liquid. NAn area free from direct sunlight. NA place out of the direct air stream of an air conditioner, heater, or ventilator. NA well-ventilated place. NA dry place. NA dust-free location. NAn area not subject to undue vibration. NA stable and level location.

NA place where ammonia or other organic gas is not generated. NA place which does not put the operator in the direct stream of exhaust from the machine. NA place which is not near any kind of heating device. Power Source The power source voltage requirements are as follows: NUse a power source with little voltage fluctuation. Voltage Fluctuation : Within ± 10% Frequency Fluctuation : Within ± 0.

3% Space Requirements To ensure easy machine operation, supply replacements, and service maintenance, adhere to the recommended space requirements detailed below. 112-1/2 9-1/2 40-1/2 82-3/4 26-1/4 16 20-1/4 18-1/2 48-3/4 30-1/4 61-1/4 40-3/4 46 4002O338AA <With EDH-3, PF-115, FN-5 and C-306L 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.



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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. N NEVER place a heavy object on the machine or subject the machine to shocks. N NEVER open any doors, or turn OFF the machine while the machine is making copies. N NEVER bring any magnetized object or use flammable sprays near the machine. N NEVER remodel the machine, as a fire or electrical shock could result. N ALWAYS insert the power plug all the way into the outlet. N ALWAYS make sure that the outlet is visible, clear of the machine or machine cabinet. N 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 be 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 où 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.).

NStore 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. NStore paper, which has been removed from its wrapper but not loaded into the drawer, in a sealed plastic bag in a cool, dark place.

NKeep supplies out of the reach of children. NIf your hands become soiled with toner, wash them with soap and water immediately.

Note on making multiple copies If the fusing temperature drops excessively during a multi-copy cycle, there is a possibility that the copying speed will be reduced. The copying speed will automatically return to normal when the fusing temperature rises enough to ensure good fusing performance. 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 Machine Getting to Know Your Machine Chapter 2 2-2 1. Typical Copies You Can Make with Your Machine Typical copies you can make with your machine Here's a sample of the features the machine is equipped with to turn out different types of copies. For the specific operations, see the relevant pages indicated by p. Chapter 2 Original Single-Sided Copy p.3-36 Single-Sided Double-Sided Orig. Copy M M M Single-Sided Copy Orig. Getting to Know Your Machine 40020012AA 40020013AB Double-Sided Single-Sided Copy Book Single-Sided Orig. Copy M Orig. 40020014AA 40020015AA 2-in-1 Orig.

Copy 4-in-1 Orig. Copy 40020016AA 40020017AA Booklet Orig. Copy M 40020018AA 2-3 1. Typical Copies You Can Make with Your Machine Finishing p. 3-20 Sort Orig. Copy Staple Orig. Copy Copy 40020052AA 40020019AA Group Orig. Copy Hole punch Orig. Copy 40020053AA 40020311EA Folding Copy Orig. 40020021AA Zoom Ratio p.

3-14 Reduce, Full size, Enlarge, X/Y Zoom Copy Orig. 40020022AA Getting to Know Your Machine Chapter 2 2-4 1. Typical Copies You Can Make with Your Machine Auxiliary Functions Cover p. 3-46 Chapter 2 Orig. Copy Page Insertion p.

3-49 Orig. Copy Getting to Know Your Machine 40020023AA 40020024AA OHP Interleaving p. 3-52 Orig. Copy File Margin p. 3-54 Orig.

Copy 40020070AA 40020025AA Erase p. 3-56 Orig. Copy Number Stamping (Date) p. 3-60 Orig. Copy 40020071AA 40020026AA Number Stamping (Page) p. 3-60 Orig. Copy Number Stamping (Distribution) p. 3-60 Orig. Copy 40020027AA 40020075AA 2-5 1. Typical Copies You Can Make with Your Machine Image Repeat p.

3-58 Orig. Copy Image Stamping p. 3-64 Orig. Copy 40020072AA 40020073AA Mixed Original Detection p. 3-66 Mixed Orig. Detection Orig. Copy 40020029AA Getting to Know Your Machine Chapter 2 2-6 2. System Overview System Overview Di470/Di552 * Di552 is not sold in North America. Chapter 2 40020309AA Getting to Know Your Machine Original Cover <Option> Holds the original in position on the Original Glass. 11660007AA Electronic Document Handler EDH-3 <Option except United States and Canada Users> 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. Finisher FN-105 <Option> Automatically sorts, groups, sort-staples, or punches copies. 40020098AA 40020099AA Finisher FN-106 <Option> Automatically sorts, groups, or sort-staples copies. 40020099AA Mailbin Finisher FN-503 <Option> Automatically sorts, groups, sort-staples, or punches copies and feeds them into the five bins (Mailbins) as specified by the PC.



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4002O102AA Finisher FN-5 <Option> Automatically sorts, groups, sort-staples, punches, or folds copies.

4002O101AA 2-7 2. System Overview 4002O105AA 4002O104AA Duplexing Paper Feed Cabinet PF-7D <Option> Equipped with a Duplex Unit that automatically turns over paper to make 2sided copies and a storage drawer that serves as a handy storage for paper, machine supplies, or other things. Large Capacity Cassette C-306 <Option> Holds up to 3,400 sheets of LetterC paper (20 lb). 4002O103AA 4002O106AA Large Capacity Cassette C-306L <Option> Holds up to 3,400 sheets of LegalL, LetterL or LetterC paper (20 lb). 4002O107AA Hard Disk Drive Kit HDD-1 <Option> Expands the memory capacity of the machine.

32MB Memory M32-2 <Option> Expands the memory capacity of the machine. Printer Controller Pi5500 <Option> Printer Controller Pi4700e <Option> IF Kit K <Option> When installed on the machine, the machine can perform as a printer. Getting to Know Your Machine 2Way Paper Feed Cabinet PF-208 <Option> Equipped with a Duplex Unit that automatically turns over paper to make 2sided copies and two drawers, each of which is capable of holding up to 550 sheets of paper (20 lb). Chapter 2 Large Capacity Cabinet PF-115 <Option> Equipped with a Duplex Unit that automatically turns over paper to make 2sided copies and a drawer that is capable of holding up to 2,600 sheets of paper (20 lb). 2-8 3. Machine Parts and Accessories Machine Parts and Accessories Machine Chapter 2 1 2 3 456 7 8 Getting to Know Your Machine 9 13 C4028U002AA 12 11 10 1 Exit Tray Extender 2 Exit Tray 3 Upper Left Door 4 Control Panel Adjusting Dial 5 Front Door : Slide this extender out when producing printed pages on large-size paper. : Holds printed pages fed out of the machine. : Open to perform the following job. When the Message "Misfeed detected." Appears p.

6-14 : Allows the angle of the control panel to be adjusted. p.2-16 : Open to perform the following jobs. Replacing the Toner Bottle p.6-6 When the Message "Misfeed detected." Appears p.6-14 : Use to start a copy cycle or to make copy job settings. See :Control Panel Keys and Indicators p.2-14 : Use to turn the machine ON and OFF. : Use for manual feeding of paper into the machine.

p.3-11 : Slide this extender out to make copies on large-size paper. : Open to perform the following job. When the Message "Misfeed detected." Appears p. 6-14 : Shows the total number of prints made so far. : Holds up to 550 sheets of paper. p.6-2 It can accommodate paper of different sizes. : Holds up to 550 sheets of paper.

p.6-2 It can accommodate paper of different sizes. 6 Control Panel 7 Power Switch 8 Intelligent Multi Bypass Tray 9 Extender 10 Upper Right Door 11 Total Counter 12 1st Drawer 13 2nd Drawer 2-9 3. Machine Parts and Accessories Inside the Machine 1 2 3 4 5 9 8 76 4002O111AB 1 Toner Bottle Holder 2 Toner Bottle 3 Original Width Scale 4 Original Length Scale 5 Original Glass 6 Corona Unit Cleaning Lever 7 Dehumidifier Switch : Swing open to replace the Toner Bottle. p.6-6 : Contains toner. Replace it with a new one when the warning message tells you to. p.6-6 : Press your original up against this scale for correct alignment. : Press your original up against this scale for correct alignment.

: The image of the original is scanned through this glass. Place your original face down on this glass. : Operate this lever to clean corona units when lines occur on printed image. p.7-11 : Do not touch this switch; it is only for the Tech. Rep. 8 Transport Section Release : Use to clear a misfed sheet of paper. p.6-17 Lever [M3] 9 Misfeed Removal Knob [M1] : Use to clear a misfed sheet of paper. p.

6-16 Getting to Know Your Machine Chapter 2 2-10 3. Machine Parts and Accessories Options 2 Chapter 2 3 4 1 Getting to Know Your Machine 4002O112AB 5 6 7 4002O117AC 13 12 11 8 14 15 16 4002O113AC 9 10 4002O115AA 17 18 4002O114AB 2-11 3. Machine Parts and Accessories Original Cover 1 Original Pad : Holds the original placed on the Original Glass in position. Chapter 2 Getting to Know Your Machine Electronic Document Handler EDH-3 2 Document Handling Tray 4 Single Feed Tray : Load the originals face up on this tray. p.

3-5 3 Document Guide Plate : Slide the plate as necessary to the size of the originals. p.3-5 : Insert a single sheet of original into the tray to make a copy or copies of it. p.3-8 Large Capacity Cassette C-306 5 Lock Release Lever 6 Paper Plate Descent Key 7 Cassette Door : Use to unlock the cassette from the machine for clearing a misfed sheet of paper or performing other service job.

: Press to lower the paper plate. : Open to add paper or clear a misfed sheet of paper. Large Capacity Cassette C-306L 8 Lock Release Lever 9 Paper Plate Descent Key 10 Cassette Door : Use to unlock the cassette from the machine for clearing a misfed sheet of paper or performing other service job. : Press to lower the paper plate. : Open to add paper or clear a misfed sheet of paper. 2Way Paper Feed Cabinet PF-208 11 Duplex Unit 12 3rd Drawer 13 4th Drawer : Automatically turns over 1-sided copies to print data on both sides. : Holds up to 550 sheets of paper. p.6-4 : Holds up to 550 sheets of paper. p.

6-4 Large Capacity Cabinet PF-115 14 Duplex Unit 15 Paper Descent Key 16 3rd Drawer : Automatically turns over 1-sided copies to print data on both sides. : Use when sliding the drawer out. : Holds up to 2600 sheets of paper. p.6-3 Duplexing Paper Feed Cabinet PF-7D 17 Duplex Unit 18 Storage Drawer : Automatically turns over 1-sided copies to print data on both sides. : Use to store paper, Toner Bottle, and other supplies. 2-12 3. Machine Parts and Accessories Options Chapter 2 21 22 20 19 Getting to Know Your Machine 4002O117AC 25 26 27 31 32 30 33 29 24 28 23 4002O119AB 4002O116AA 2-13

3. Machine Parts and Accessories Finisher FN-105/Finisher FN-106 19 Front Door 20 Bottom Offset Tray 21 Top Offset Tray 22 Grip : Open to clear misfed paper. : Receives sorted paper by shifting.

: Receives plain paper or thick paper. : Hold to slide the Finisher away from the machine to clear a misfeed or perform other service job. Chapter 2 Getting to Know Your Machine Finisher FN-5 23 Front Door 24 Bottom Offset Tray 25 Staple Tray Cover 26 Top Offset Tray 27 Grip : Open to replace the Staple Cartridge or clear misfed paper. : Receives sorted/stapled copy sets or grouped copy stacks. : Open to load documents for manual stapling or to clear a paper misfeed.

: Receives plain paper or thick paper. : Hold to slide the Finisher away from the machine to clear a misfeed or perform other service job. Mailbin Finisher FN-503 28 Mailbins 29 Bottom Offset Tray 30 Top Offset Tray : Receive outputs fed out in the finishing mode.



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: Receives sorted paper by shifting. : Receives plain paper or thick paper.

31 Top Offset Tray Cover : Open to clear misfed paper. 32 Stapler Cover 33 Grip : Open to replace the staple cartridge. : Hold to slide the Finisher away from the machine to clear a misfeed or perform other service job. 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 lowers after a copy has been fed onto it, which results in a malfunction. Precautions When Using a Finisher Do not place an object here. 40020276AA 2-14 4. Control Panel Keys and Indicators Control Panel Keys and Indicators 10 Chapter 2 14 15 16 17 18 19 20 Getting to Know Your Machine 13 1 Touch Panel · Shows various screens and messages. See: Using the Touch Panel p.2-17 2 Start Key · Press to start a scanning cycle.

· Press to start a print cycle. · Lights up green to accept a print command; lights up orange to reject one. 3 10-Key Pad · Use to set the number of copies to be made. · Use to set the various numeric values. 4 Clear Key · Press to reset the multi-copy entry to 1. · Press to clear a zoom ratio entered when setting one from the 10-Key Pad. · Press to clear the original count, image data scanned, and access code. 5 Stop Key · Press to stop a print cycle. · Press to stop a scanning cycle. 6 Scan Key · Press to select the Scanner mode.

* See the operator's manual for the Scanner for details. 7 Copy Key · Press to select the Copy mode. 8 Access Key · Press to enter the access number. p. 2-21
* This key becomes valid only when Copy Track of the Administrator mode available from User's Choice is set.

9 Energy Saver Key · Press to set the machine into the Energy Saver mode. p. 2-20 10 Control Panel Adjusting Dial · Allows the angle of the control panel to be adjusted. p. 2-16 11 Interrupt Key · Press to select the Interrupt mode.

· Press it again to return to the previous job. p. 2-21 · Press to stop a multi copy cycle (except when the machine is in an interrupt mode). · Lights up to indicate that the machine is in the Interrupt mode. 12 Panel Reset Key · Press to set the machine into the initial mode, clearing all settings made on the control panel. (It also clears a job setup being currently made.) p. 2-20 * It does not, however, clear the contents of the zoom and job program memory, Interrupt mode, and the job held in reserve. 2-15 4. Control Panel Keys and Indicators 1 2 3 4 5 6 7 8 9 10 Chapter 2 11 Getting to Know Your Machine 12 C4028U003EA 13 Display Contrast Knob · Use to adjust the brightness of the Touch Panel.

14 Ready Lamp · Lights up to indicate that data can be transferred. · Indicates whether the machine is connected to an external controller. Blinking: Data is being transferred. 15 On Line Key · Press to select either Online or Offline mode. · Lights up to indicate that the machine is in Online mode. 16 Job List Key · Press to check for the settings made for a job (Mode Check), modify the settings of a job (Change), delete a job (Delete), and unlock a job (Unlock). p. 3-70 · Press to check for the memory space still available for use. · When the lamp is lit up, it indicates that a job has been reserved. 17 Utility Key · Press to show the Utility Mode menu.

Utility Mode · Job/Image/Scan Input · Meter Count · User's Choice · Administrator Mode · Toner Replenisher See : Using the Utility Mode p. 5-1 18 Job Recall Key · Press to show the Job Recall screen on which you can check or recall a copy-job program previously stored in memory. * This key is not valid while the machine is in the Interrupt mode. See : Calling up a Job p. 5-5 19 Original Key · Press to select the Mixed Orig.

Detection and other document-related functions setting screen. Original · Mixed Orig. Detection · Separate Scan 20 Mode Check Key · Press to show the Mode Check screen. From this screen you can access the setting screen of a particular function and change or cancel the setting as necessary. · When the lamp is lit up, it indicates that the copying function currently valid is not the default setting.

See : Mode Check p. 2-21 2-16 4. Control Panel Keys and Indicators Control panel angle adjustment The surface of the control panel for this unit can be adjusted to different angles. Turn the control panel adjusting dial until the control panel is at an angle where it can easily be operated. Chapter 2 Getting to Know Your Machine C4028U004AA 2-17 5. Using the Touch Panel What is a Touch Panel? When you turn ON the Power Switch, the Basic screen as shown below appears on the Touch Panel. Chapter 2 Getting to Know Your Machine It shows in messages and graphics the currently set functions, available functions to choose from, and the machine status. * Some of the Touch Panel screens used in the Operator's Manual may be different from what you actually will see on your machine. How the Screen is Organized <Example: Basic Screen> 1 Supplementary Function Keys 2 Message Display 3 Basic Function/key 4 Set Function 5 Sub-message Display C4028P001CA 1 Supplementary Function Keys The Auxiliary, Density, Orig. Copy, and Basics keys are displayed.

When any of these keys is touched, the corresponding supplementary function screen appears. * Touching [Basics] returns you to the Basic screen. M ex.) Auxiliary Function 2 Message Display C4028P002CA Shows the current machine status, operating instructions and precautions, and other data including the number of copies selected and the amount of paper still available for use. ex.) Add paper C4028P003EA 2-18 5. Using the Touch Panel 3 Basic Function/key Shows the basic function keys and the corresponding functions currently selected for use. Touching a basic function key shows the corresponding basic function screen. * What is shown inside the key is the current setting Getting to Know Your Machine Chapter 2 ex.) Zoom 4 Set Function C4028P004EA Shows graphic representations of the settings currently made for Orig.

Copy and Finishing. * When you want to check for more details of the set functions, press the Mode Check key. p.2-21 M C4028P005CA ex.) Orig. Copy : Single-Sided Double-Sided Finishing : Sort-and-Staple M 5 Sub-message Display Shows what is being done with the currently reserved job. * To check for the settings made for the currently reserved job, press the Job List key. p.3-70 C4028P001CA ex.) Now Printing 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 hard or use a hard or pointed object to press it, as a damaged panel could result.



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M 2-19 6. Turning ON and OFF and Initial Mode Turning ON and OFF · Turning the Machine ON: Press the Power Switch to the · Turning the Machine OFF: Press the Power Switch to the position. (ON) position. Chapter 2 Getting to Know Your Machine (OFF) NOTE The Auto Shut OFF function will automatically shut down the machine a given period of time after the last activity. p. 2-20 4002O108AB When Machine is Turned ON When the Power Switch is turned ON, the Start key lights up orange. In about a few seconds, the message "Now warming-up. Ready to scan." appears and the Start key lights up green.

The machine thereafter enables its auto copy start function. p. 2-20 At this time, however, pressing the Start key does not start a copy cycle. The machine needs a warm-up period of about 99 seconds (at a 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 later made. No. of copies selected: 1 Finishing : Non-Sort Zoom : ×1.000 Paper : Auto Paper Density : Auto (Text) Orig. Copy : Single-Sided M Single-Sided C4028P006CA Useful Tip User's Choice can be used to change the settings of initial mode.

p. 5-12 M 2-20 7. Auxiliary Functions Auxiliary Functions Panel Resetting Chapter 2 The Panel Reset key resets all control panel settings to default settings including the number of copies and zoom ratio. The settings just made would also be cleared. Useful Tips · The Panel Reset key enables you to cancel all previous settings at the touch of the key.

· To avoid miscopy, try to press this key before making any setting for your own copy job. Sleep <Only when the Printer Controller is mounted> To save power, this machine is automatically set into the standby state (power save mode) after the lapse of a given period of time after it has been used last. Sleep saves more power than Energy Saver, but takes more time before the machine enters the mode. The initial setting is 90 min. To let the machine exit from the mode, press any key on the control panel.

Useful Tip The time for the machine to enter the Sleep mode can be selected from 15 min. to 90 min. The Sleep function can even be disabled. For details, see "User's Choice." p.5-16 Getting to Know Your Machine Auto Panel Reset If no key on the control panel is pressed within 1 min. after a copy cycle has been completed or copying settings made, the Auto Panel Reset function is activated to return the machine to the default settings. Useful Tip The time for the machine to enter the Auto Panel Reset Function can be selected from among "30 sec.", "1 min.", "2 min.

", "3 min.", or "5 min." For details, see "User's Choice." p. 5-16 Energy Saver Energy Saver keeps the machine in the standby state (power save mode) instead of shutting it down. To set the machine into the Energy Saver mode, you need only to press the Energy Saver key. Or, a given period of time after the machine has been touched last, it automatically enters the Energy Saver mode. The initial setting is 15 min. To cancel the Energy Saver mode, press any key on the control panel. NOTE The machine is automatically shut down if the Auto Shut OFF function is activated while it is in the Energy Saver mode.

Useful Tip The time for the machine to enter the Energy Saver mode can be selected from 1 min. to 90 min. For details, see "User's Choice." p. 5-16 Auto Copy Start If you load originals in the document handler or place an original on the glass and press the Start key while the machine is warming up after it has been turned ON, the Auto Copy Start function allows that copy process to be started as soon as the machine completes warming up.

Auto Shut Off <Only when the Printer Controller is not mounted> The Auto Shut OFF function shuts down the machine a given period of time after the machine has been used last. The initial setting is 90 min. Useful Tip The time for the machine to enter the Auto Shut OFF mode can be selected from 15 min. to 90 min. The Auto Shut OFF function can even be disabled.

For details, see "User's Choice." p.5-16 2-21 7. Auxiliary Functions Interrupt The Interrupt function allows you to interrupt a current job and run a different one. Pressing the Interrupt key once sets the machine into the Interrupt mode. Pressing the Interrupt key again lets the machine leave the Interrupt mode, returning to the previous settings. NOTES · To cancel an Interrupt cycle, you need to press the Interrupt key. · Neither the Panel Reset key nor Auto Panel Reset function is effective for canceling an Interrupt cycle. If the optional Printer Controller is mounted, however, Auto Panel Reset can cancel one. Useful Tips · Pressing the Interrupt key sets the machine into the initial mode, except for the finishing function which is Non-Sort.

· Programming functions, such as Job and Zoom Memory Input, are not enabled in the Interrupt mode. Cover, Page Insertion, OHP Interleaving, and Job Recall cannot be set in the Interrupt mode, either. Access Number If an access number has been programmed, it allows only particular persons to use the machine or a supervisor to keep track of the number of copies made by a particular department. NOTES · If an access number has been programmed, a copy cycle can be initiated only after the access number has been input to the machine. <"Access #" Prompt Screen> 4003P141CA · Before you can use this function, you must first turn "ON" the "Copy Track" function of the Administrator Mode available from Utility Mode. p. 5-19 Entering the Access Number Mode Check By pressing the Mode Check key on the control panel, you can either check for or change the current settings. 1 From the 10-Key Pad, enter the 4-digit access number or 1-to-4-digit account number, and press the Access key. 1 4 7 2 5 8 0 3 6 9 C 1134P438DA <"Access#" Prompt Screen> 4003P140CA NOTE To correct the 4-digit access number entered, first press the Clear key, then enter the new number. · When you touch [Exit] after having checked the currently set functions, the Basic screen reappears.

· To change a certain function, touch the corresponding key and then make the necessary change. 2 3 When the initial screen reappears, you can now start the copy cycle. When the copy cycle is completed, press the Access key again. Getting to Know Your Machine Chapter 2 Getting to Know Your Machine 2-22 7.

Auxiliary Functions Chapter 2 3-1 Chapter 3 Making Copies Making Copies Chapter 3 3-2 1.

Using Basic Copying Functions Basic Copying Procedures One of the most basic copying jobs is to make full-size (×1).



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000) copies of the original. Place the original in position (step 2), set the number of copies to be made (step 9), and press the start key (step 10). This will allow you to make full-size copies on paper of the same size as the original. [*In the initial mode, Auto Paper, Full Size, and Auto Exposure are automatically selected.

] The selections copy and so on, you make on the Touch Panel will change the exposure level, zoom ratio, the type of 1. Press the copy key. Chapter 3 4002O281CA Making Copies 2. Placing the Original Load the originals face up in the Electronic Document Handler. p.3-4 Raise the Original Cover and place the original face down on the Original Glass. p.3-6 4002O122AC 4002O123AC Selecting the basic functions · Changing the paper size 3. Touch [Paper].

p.3-9 4. Touch [Zoom]. p.3-14 5. Touch [Finishing]. p.3-20 Selecting the Original · Making copies from a book · Saving paper to make copies 6. Touch [Orig. p.

3-36 M · Changing the zoom ratio · Sorting copies · Stapling copies · Punching holes in copies C4028P006CA Copy Type Copy]. M C4028P007CA 3-3 1. Using Basic Copying Functions Selecting the exposure level. 7. Touch [Density].

p.3-44 · Changing the exposure level C4028P008CA · Making a file margin on the copy · Using OHP Interleaving 8. Touch [Auxiliary]. p.3-46 C4028P002CA 9.

Setting the number of copies. 1 2 3 6 8 0 C From the 10-Key Pad, set the desired number of copies to be made. * The maximum number that can be set is 999.

Useful Tip There is no limit to the number of copies set to be made in the initial mode. Administrator Mode can, however, be used to limit the maximum number of copies to be set in the range from 1 to 99. p.5-19 * If you have entered an incorrect number, press the clear key, then enter the correct number. 4 7 1139O2640A 10. Pressing the start key When you press the start key, the machine starts the copy cycle. * To stop the copy cycle, press the stop key.

4002O280CB Useful Tip Different functions can be combined in various ways to create different types of copy. See "Typical Function Combinations" that schematically shows different types of copy produced by combining different functions. p.4-1 Making Copies Chapter 3 Selecting the auxiliary functions 3-4 2. Placing the Original Using the Electronic Document Handler <Only when the Electronic Document Handler is mounted> The Electronic Document Handler automatically feeds in sheet originals placed on the Document Handling Tray one by one. After the copy cycle has been completed, it automatically ejects the original onto the Document Exit Tray. Paper Suitable for Use as Originals Types of Originals: Sheets (Plain paper) · 1-sided Original (weighing 13-1/4 to 29-1/4 lb) · 2-sided Original (weighing 16 to 24 lb) · Mixed Original Detection mode (weighing 16 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 Making Copies Chapter 3 Paper Not Suitable for Use as Originals ·

Typing paper, paraffin paper, heat-sensitive paper, and other thin paper · Thick paper · Originals greater than 11×17 L or smaller than 5-1/2×8-1/2 L · Transparencys, translucent paper · Wrinkled, dog-eared, curled, or torn originals · Clipped or stapled originals · Carbon-backed originals * For any of these types of originals, place the original manually on the Original Glass to make a copy. p.3-6 3-5 2. Placing the Original Loading the Originals 1 Slide the Document Guide Plate to the size of the originals.

4002O127AC 2 Load a neat stack of originals face up on the Document Handling Tray. NOTES · The maximum number of originals that can be loaded: Up to 100. · The machine is capable of scanning a document consisting of 100 or more pages at one time. p.3-67 · Make sure that the top level of the original stack does not exceed the M marking.

· Make sure that the Document Guide Plate is in touch with 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 Electronic Document Handler. You can also make copies of the same size from originals of different sizes. p.

3-66 · Load the original in the direction shown below when loading it in the Electronic Document Handler. 4002O122AC 4002O128AC 4002O129AC · If you need to load your original in a direction different from these examples, set "Original Direction" (the direction of the original) on the Touch Panel. p.3-38

Making Copies Chapter 3 3-6 2. Placing the Original Using the Original Glass Different methods are used to place the original depending on its type. Use the procedure appropriate for your original. If you are using an Electronic Document Handler, p. 3-4 · If you place your original directly on the Original Glass, make sure that it is placed in the direction illustrated below. Chapter 3 4002O124AC 4002O125AC · If you need to place your original in a direction different from these examples, set "Original Direction" (the direction of the original) on the Touch Panel. p.

3-38 Making Copies Sheet Originals <Using plain paper or originals not suitable for the Electronic Document Handler> Highly Transparent Originals <Using transparencys and translucent paper for the original> 1 2 Raise the Original Cover. Place the original face down on the Original Glass. 1 2 Place the original in the same way as the sheet originals. Place a blank sheet of paper of the same size over the original. Blank Sheet of Paper 4002O123AC 3 Position the original in the left rear corner with the marker on the scale. 4002O126AC 3 Original Scale Gently lower the Original Cover. 4002O133AB 4 Gently lower the Original Cover. 3-7 2. Placing the Original Making Copies from a Book Using Book Copy Mode <When placing an open book or magazine> 1 Place the open book so that its top edge is at the rear of the machine and the center of the book is aligned with the Book Marker indicated on the Original Length Scale. NOTES · Be sure to raise the Original Cover 15° or more before placing the original.

If the Original Cover is raised to an angle less than 15°, the machine may fail to select the correct paper size or zoom ratio. Chapter 3 Making Copies 15° 4002O130AC 4002O190AC Original Length Scale Book Marker · Do not place an original weighing more than 6 1/2 lb on the Original Glass. · When placing an open book, do not press the book hard on the Original Glass, as trouble could result.



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11550697AA 2 Gently lower the Original Cover. NOTES · If the original is thick, make a copy with the Original Cover raised open.

· Not positioning the open book properly will result in copies with pages in incorrect order. · Do not look directly at the Original Glass surface as a strong beam of light is emitted. 3-8 2. Placing the Original Using the SADF Mode <Only when the Electronic Document Handler is mounted> This is the mode in which you insert your originals one by one into the Electronic Document Handler to make a copy or copies from it. When you insert the original, the machine automatically starts the copy cycle.

NOTES · The following originals can be used for the SADF mode. Types of Originals : Sheets (Plain paper) Weight : 9-1/4 to 41-3/4 lb Size : 11×17L to 5-1/2×8-1/2 · The following features will be canceled when using the SADF Mode. :Auto Paper, Auto Zoom, Staple, Hole Punch, Folding, 2-sided Original, Book, 2-in-1, 4-in-1, Booklet Creation, Cover, Page Insertion, OHP Interleaving, File Margin, Image Repeat, and Mixed Orig. Detection. Chapter 3 Making Copies 1 Open the Single Feed Tray and slide the Guide Plate to the size of the original. 3 The original is automatically taken up and the copy cycle is started. 40020131AC 2 Insert the original face down into the tray. 40020132AD NOTES · Be sure to place one original at a time. · Be sure to correct any fold or curl in the original beforehand. 3-9 3.

Selecting the Paper Paper Size Touch [Basics] and [Paper] to show a screen that allows you to select the paper. Auto Paper In the Auto Paper mode, the machine automatically selects the paper of the optimum size according to the size of the original being used and zoom ratio selected for use. Manual Selection

The paper size can be set manually according to your need. 1 1 Touch [Paper] on the Basic screen and then touch [Auto Paper]. C4028P009EA

C4028P009EA NOTES · The original sizes that can be detected in the Auto Paper mode are 11×17L, Legal L, Letter L, Letter C, 5-1/2×8-1/2 L, B4L, and B5C. If the Electronic Document Handler is used, A4L and A4C can also be detected. When making copies from originals other than these, select the paper size. · When using wrinkled, dog-eared, or curled originals, select the paper size. · When the Electronic Document Handler is used, the machine determines the paper size when the first original is taken up and fed in and uses that paper size for the subsequent originals (except in the Mixed Original Detection mode). Useful Tips · This mode is efficient when you want to make copies on paper of the same size as your originals automatically.

· Priority settings for the initial mode can be made using User's Choice. p.5-13 2 Touch the desired paper size key. C4028P010EA 1 1st Drawer 4 4th Drawer Multi Bypass 2 2nd Drawer 3 3rd Drawer L Large Capacity Cassette *Some keys are not available on the Touch Panel depending on the type of options mounted on the machine. Making Copies Chapter 3 Touch [Paper] on the Basic screen, and the Touch Panel shows which drawer holds which paper size.

3-10 3. Selecting the Paper Special Paper Setting If the symbol , 2 , , or : Inserts This setting precludes both Auto Paper mode and Automatic Drawer Switching. Make this setting for the paper for inserts (e.g., colored paper), preventing that paper from being used for other purposes.

appears on the paper select key on the Touch Panel, it means that particular drawer has been designated for special paper. Chapter 3 Auto Drawer Switching

If the drawer currently selected for use runs out of paper and there is another drawer loaded with paper of the same size and in the same direction, the machine automatically selects that second drawer to continue copying. Useful Tip This feature is a great advantage when you need to make a large number of copies on the same size paper. For example, you can make up to 3,750 copies without interruption if all three drawers (two drawers, each capable of holding up to 550 sheets of paper, and a third one capable of holding up to 2,600 sheets of paper) and Multi Bypass Tray (capable of holding up to 50 sheets of paper) are used. You can even make up to 7,150 copies if an optional Large Capacity Cassette is additionally fitted to the machine. <For United States and Canada

Users Only> Note, however, that the operation is temporarily halted in the drawer capable of holding up to 2,600 sheets of paper, when one side of this drawer (holding up to 1,300 sheets of paper) runs out of paper. At this time, the paper stack on the other side must be moved to resume paper feeding. For more details, see "Moving the Paper Stack." p.6-3 Making Copies C4028P011EA The machine provides five different types of special paper setting, each having a specific purpose as detailed below.

The setting can be made by using User's Choice. p.5-12 : Recycled paper This setting precludes the Auto Paper mode. You may be using both recycled as well as plain paper loaded in your machine. If, for example, you make this setting for the drawer loaded with recycled paper, the machine does not select that particular drawer in the Auto Paper mode. This allows you to make copies on plain paper first. 2 : Disabling 2-sided copying This setting precludes 2-sided copying. : Cover/Inserts This setting precludes both Auto Paper mode and Automatic Drawer Switching. Make this setting for the paper for cover/inserts (e.g.,

colored paper), preventing that paper from being used for other purposes. : Cover This setting precludes both Auto Paper mode and Automatic Drawer Switching. Make this setting for the paper for covers (e.g., colored paper), preventing that paper from being used for other purposes.

3-11 3. Selecting the Paper Manual Bypass Copying · Use Manual Bypass to make copies on paper not loaded in any drawer, or to copy onto OHP transparencies, thick paper, or any other special paper. · When using the Multi Bypass Tray, you can load multiple sheets of paper. · The setting of the paper size is needed for manual bypass copying. · Manual Bypass cannot be used for a reserved job.

Paper that Can be Used for Manual Bypass N Types of Paper Using the Intelligent Multi Bypass Tray 1 2 Place the original on the Original Glass and make the control panel settings. Swing down the Bypass Tray and insert a neat stack of paper into the tray until it stops. * Slide the Tray Extender out when using large-size paper. 3 Slide the Paper Guide Plate to the size of the paper. 40020135AC 40020134AC NOTES · The paper should be loaded no higher than the M (Max. Level Indicator). · When loading OHP transparencies or translucent paper, fan the paper stack well. · When loading thick paper, be sure first to eliminate any curl in the paper.



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