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You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH DSM415PF. You'll find the answers to all your questions on the RICOH DSM415PF in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual RICOH DSM415PF
User guide RICOH DSM415PF
Operating instructions RICOH DSM415PF
Instructions for use RICOH DSM415PF
Instruction manual RICOH DSM415PF

3515/3515F/3515MF
DSm415/DSm415f/DSm415pf
LD015/LD015f/LD015spf
Aficio™ 1515/1515F/1515MF

Operating Instructions
Copy Reference



- 1 Placing Originals
- 2 Copying
- 3 Troubleshooting
- 4 User Tools (Copier Features)
- 5 Remarks
- 6 Specifications

Read this manual carefully before you use this product and keep it handy for future reference.
For safe and correct use, please be sure to read the Safety Information in this manual before using the machine.



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Manual abstract:

@@In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine. Notes Some illustrations in this manual might be slightly different from the machine. Certain options might not be available in some countries. For details, please contact your local dealer. Laser Safety: CDRH Regulations This equipment complies with requirements of 21 CFR subchapter J for class 1 laser products. This equipment contains a 5 milliwatt, 760-800 nanometer wavelength, GaAIAs laser diode. This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance. Caution: Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure. Notes: Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version. For good copy quality, the supplier recommends that you use genuine toner from the supplier. The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products. Power Source 120V, 60Hz, 8A or more Please be sure to connect the power cord to a power source as above.

For details about power source, see p.51 "Power Connection". In accordance with IEC 60417, this machine uses the following symbols for the main power switch: a means POWER ON. c means STAND BY. Trademark PostScript® and Acrobat® are registered trademarks of Adobe Systems Incorporated. Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks. Copyright © 2003 Manuals for This Machine The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual. Note Manuals provided are specific to machine type. Adobe Acrobat Reader is necessary to view the manuals as a PDF file. Two CD-ROMs are provided: · CD-ROM 1 "Operating Instructions for Printer/Scanner" · CD-ROM 2 "Scanner Driver & Document Management Utilities" General Settings Guide Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.), and troubleshooting. Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Network Guide (PDF file - CD-ROM1) Describes procedures for configuring the machine and computers in a network environment.

Copy Reference (this manual) Describes operations, functions, and troubleshooting for the machine's copier function. Facsimile Reference <Basic Features> Describes operations, functions, and troubleshooting for the machine's facsimile function. Facsimile Reference <Advanced Features> Describes advanced functions and settings for key operators. Printer Reference 1 Describes system settings and operations for the machine's printer function. Printer Reference 2 (PDF file - CD-ROM1) Describes operations, functions, and troubleshooting for the machine's printer function. Scanner Reference (PDF file - CD-ROM1) Describes operations, functions, and troubleshooting for the machine's scanner function. i Manuals for DeskTopBinder V2 Lite DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities". · DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2) Describes installation of, and the operating environment for DeskTopBinder V2 Lite in detail. This guide can be displayed from the [Setup] dialog box when DeskTopBinder V2 Lite is installed. · DeskTopBinder V2 Introduction Guide (PDF file - CD-ROM2) Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions.

This guide is added to the [Start] menu when DeskTopBinder V2 Lite is installed. · Auto Document Link Guide (PDF file - CD-ROM2) Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the [Start] menu when DeskTopBinder V2 Lite is installed. Manuals for ScanRouter V2 Lite ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities". · ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2) Describes installation of, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the [Setup] dialog box when ScanRouter V2 Lite is installed. · ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2) Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the [Start] menu when ScanRouter V2 Lite is installed. Other manuals · PostScript3 Supplement (PDF file - CD-ROM1) · Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.) ii TABLE OF CONTENTS Manuals for This Machine .

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.....(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.



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Warning Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.
1 Note to users in Canada Note: This Class B digital apparatus complies with Canadian ICES-003. Operation is subject to the following two conditions: (1) This device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

IEEE 802.11b Interface Unit Type D: This device complies with RSS-210 of Industry Canada. The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met. To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

Remarque concernant les utilisateurs au Canada Avertissement: Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada. L'utilisation de ce dispositif est autorisée seulement aux conditions suivantes: (1) il ne doit pas produire de brouillage et (2) l'utilisateur du dispositif doit être prêt à accepter tout brouillage radioélectrique reçu, même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif. IEEE 802.11b

Interface Unit Type D: Ce dispositif est conforme à la norme CNR-210 d'Industrie Canada. L'expression «IC:» avant le numéro d'homologation/enregistrement signifie seulement que les spécifications techniques d'Industrie Canada ont été respectées.

Pour empêcher que cet appareil cause du brouillage au service faisant l'objet d'une licence, il doit être utilisé à l'intérieur et devrait être placé loin des fenêtres afin de fournir un écran de blindage maximal. Si le matériel (ou son antenne d'émission) est installé à l'extérieur, il doit faire l'objet d'une licence. 2 How to Read This Manual Symbols The following set of symbols is used in this manual. R WARNING: This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section. R CAUTION: This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section. * The statements above are notes for your safety. Important If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation This symbol indicates information or preparations required prior to operating. Note This symbol indicates precautions for operation, or actions to take after abnormal operation. Limitation This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used. Reference This symbol indicates a reference. [] Keys that appear on the machine's display panel. { } Keys built into the machine's control panel. 3 Safety Information When using this machine, the following safety precautions should always be followed. Safety During Operation In this manual, the following important symbols are used: R WARNING: Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury. R CAUTION: Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property. R WARNING: · Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.

· To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual. · Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs: · You spill something into the machine. · You suspect that your machine needs service or repair. · The external housing of your machine has been damaged. · Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame. · Disposal can take place at our authorized dealer. · Dispose of the used toner bottle in accordance with the local regulations. · Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.

· Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire. 4 R CAUTION: · Protect the machine from dampness or wet weather, such as rain and snow. · Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine. · When you disconnect the power plug from the wall outlet, always pull the plug (not the cable). · Do not allow paper clips, staples, or other small metallic objects to fall inside the machine. · Keep toner (used or unused) and toner bottle out of the reach of children.

· For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer. · The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur. · Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur. · Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur. · When the optional paper tray unit is installed, do not push the upper part of the main unit horizontally. An injury might occur if the paper tray unit becomes detached from the main unit. · If you use the machine in a confined space, make sure there is a continuous air turnover. 5 Positions of RWARNING and RCAUTION Labels This machine has labels for RWARNING and RCAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



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The inside of this machine gets very hot.

Do not touch the inside. Doing so could result in a burn. ABU016S.eps A ABU017S.eps B The anti-condensation heater in the lower part of the machine interior gets very hot.

Do not touch it. Doing so could result in a burn. ZFOH710E.eps C The anti-condensation heater in the upper part of the machine interior gets very hot. Do not touch it. Doing so could result in a burn. ZFOH720E.eps 6 Note The anti-condensation heater is optional. For details, contact your service representative. 7 Control Panel Copier only ABU108S.

eps 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ABU108S Fax, printer and/or scanner installed ABU109S.eps 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ABU109S 1. {Copy} key Press to activate the copier function. 2. Indicators Display errors and machine status. · h: Error indicator See "Control Panel", General Settings Guide. · D: Add Toner indicator See p.40 "D Adding Toner". · B: Load Paper indicator See p.39 "B Loading Paper". Reference See p.10 "Reading the Display and Using Keys". 6. {User Tools/Counter} key · User Tools Press to change default and conditions according to requirement. See p.

43 "Accessing User Tools (Copier Features)". · Counter Press to check or print the counter value. 3. Display Displays operation status and messages. 7. {Clear Modes} key Press to clear the current settings. 4. Selection keys Correspond to items on the display. Press to select the corresponding item. 8. {Clear/Stop} key Clear: clears an entered numeric value. Stop: stops copying. 5. Scroll keys Press to select an item. {U}: scroll upward {T}: scroll downward {V}: scroll right {W}: scroll left 9.

Main power indicator Lights when the main power switch is turned on. Reference p.11 "Turning On the Power" 8 10. On indicator Lights when the operation switch is on. 14. {Sort} key Automatically sorts copies. Reference p.11 "Turning On the Power" 15. {Lighter} and {Darker} Press to change the image density setting. Select the image density in five increments, lighter to darker.

11. Operation switch Press to turn the power on. The On indicator lights. To turn the power off, press again. 16. {Original Type} key Press to select the original type registered with [Original Type 1 (Text)] or [Original Type 2 (Photo)]. When the original type is selected, the corresponding indicator lights. Note This key is inactivate during scanning or while setting defaults. 12. {Duplex} key Makes two-sided copies. 17. {Cancel} key Press to cancel an operation or return to the previous display. Reference See p.31 "Duplex". 18. {OK} key Press to set a selected item or entered numeric value. 13. {Combine} key Press to make combine copies. 19. Number keys Press to enter numeric values.

Reference p.32 "One-Sided Combine" 20. {Start} key Press to start copying. p.33 "Two-Sided Combine" Display This section explains how to read the display and use the Selection key. Note The copy display is set as the default screen when the machine is turned on. Initial copy display ABU018S.eps 1 2 3 4 ABU018S 1. Operational status or messages 2. Messages and the selected tray appear here.

Currently selected items appear in brackets. 3. Number of copies set. 4. Reduce/Enlarge ratio function for non-fixed ratios.

9 Reading the Display and Using Keys The display is not touch sensitive. Use the following keys to select the keys and items displayed on the screen.

ABU110S.eps 4 1 2 3 ABU110S 1. Selection keys Correspond to items at the bottom line on the display.

Example: when the combine function is set · When the instruction "press [100%]" appears in this manual, press the left selection key. · When the instruction "press [R/E]" appears in this manual, press the center selection key. · When the instruction "press [Auto]" appears in this manual, press the right selection key. 2. {Cancel} key Press to cancel an operation or return to the previous display. 3. {OK} key Press to set a selected item or entered numeric value. 4. Scroll keys Press to move the cursor to each direction one by one. When {U},{T},{V}, or {W} key appears in this manual, press the scroll key of the same direction.

10 Turning On the Power This machine has two power switches. Important Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the memory, leading to malfunctions. Operation switch (right side of the control panel) Press to activate the machine. When the machine has finished warming up, you can operate the machine. Main power switch (left side of the machine) Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, machine power is completely off. When the fax unit is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary. Note This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while.

See General Settings Guide. Turning On the Power A Press the operation switch. The On indicator goes on. ABU112S.eps ABU112S Turning On the Main Power Note If the power does not come on when the operation switch is pressed, check the main power switch is on.

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11 Turning Off the Power -When the fax unit is installed When the main power switch is turned off while using the fax function, waiting fax and print jobs may be canceled, and incoming fax documents not received. If you have to turn off this switch for some reason, keep the following points in mind: Important Make sure 100% is shown as available memory on the display before turning off the main power switch or unplugging the power cord. Fax files in memory are deleted an hour after you turn off the main power switch or unplug the power cord. See "Turning Off the Main Power/In Case of a Power Failure", Facsimile Reference <Advanced Features>. A Press the operation switch. The On indicator goes off. ABU112S.eps ABU112S Note Even if you press the operation switch, the indicator does not go out, but blinks in the following case: · During communication with external equipment. Turning Off the Main Power Important Do not turn off the main power switch when the On indicator is lit or blinking. Doing so may result in damage to the memory.

If the On indicator does not go out, but blinks in dial-in mode even if you press the operation switch, check the explanations below and turn off the main power switch.



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· the computer is not controlling the machine. · the machine is not receiving a fax. Make sure 100% is shown as available memory on the initial scanner display before turning off the main power switch. Be sure to turn off the main power switch before pulling out the power plug. Not doing this may result in damage to the memory. A Be sure the On indicator is not lit. B Turn off the main power switch. The main power indicator goes out. 12 Saving Energy · Low Power/Auto Off The machine automatically enters Low Power mode automatically after a job is finished, and the selected time elapsed.

After a specified period has passed, following job completion, the machine automatically turns off, in order to conserve energy. This function is called "Auto Off". Note You can change the Energy Saver Timer and Auto Off Timer. See General Settings Guide. The Low Power Timer and Auto Off Timer function will not operate in the following cases: · When a warning message appears · When the service call message appears · When paper is jammed · When the cover is open · When the "Add toner" message appears · When toner is being replenished · When the User Tools screen is displayed · When fixed warm-up is in progress · When the facsimile, printer, or other functions are active · When operations are suspended during printing · When the On-hook dialing function is in use · When a receiver is being registered in the Address Book or group dial list · When the Data In indicator is on or blinking 13 14 1.

Placing Originals Originals Sizes and Weights of Recommended Originals Metric version Original location Exposure glass ADF Original size Up to A4L A4L A5KL Original weight -52105 g/m2 Inch version Original location Exposure glass ADF Original size Up to 8 1/2" × 11"L 8 1/2" × 14"L 5 1/2" × 8 1/2"KL Original weight -1428 lb. Note About 30 originals can be placed in the ADF. Non-compatible originals for the ADF Placing the following types of originals in the ADF can cause paper misfeeds or result in damage to the originals. Place these originals on the exposure glass instead. · Originals other than those specified on p.

15 "Sizes and Weights of Recommended Originals" · Stapled or clipped originals · Perforated or torn originals · Curled, folded, or creased originals · Pasted originals · Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper · Originals with perforated lines · Originals with indexes, tags, or other projecting parts · Sticky originals such as translucent paper · Thin, highly flexible originals · Thick originals such as postcards · Bound originals such as books · Transparent originals such as OHP transparencies or translucent paper 15 Placing Originals Note The original might become dirty if it is written with a pencil or a similar tool. 1 Sizes Selectable as Regular Size Originals You can select the following original sizes on the display: A4L, B5 JIS (Japan Industrial Standard)L, A5KL, 8 1/2" × 14"L *1, 8 1/2" × 13"L *1, 8 1/2" × 11"L, 5 1/2" × 8 1/2"KL, 8" × 13"L *1, 8 1/4" × 13"L *1, 8 1/4" × 14"L *1 *1 Selectable when originals are placed in the ADF. Exposure glass ABU113S.eps Positioning mark Maximum scanning area ABU113S ADF ABU114S.eps Maximum scanning area ABU114S Note When you copy custom size originals, make sure you specify the size of the originals. If not, the image may not be copied properly. See p.19 "Placing Custom Size Originals". Missing Image Area Even if you place originals in the ADF, or on the exposure glass correctly, 4 mm (0.2") margins on all four sides might not be copied.

16 Placing Originals Placing Originals Note Take care to place originals only after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be copied onto paper. Reference For original sizes you can set, see p.15 "Originals". Placing Originals on the Exposure Glass 1 A Lift the ADF. Important Do not lift the ADF forcefully. If you do, the ADF cover might open or be damaged. B Place the original face down on the exposure glass. It should be aligned with the rear left corner. ABU025S.

eps Original Orientation You can set the original orientation in the following ways. This function is useful for copying torn or large originals. Note Originals should normally be aligned to the rear left corner. However, some copy functions may produce different results depending on the orientation of the originals.

For details, see the explanations of each function.

Originals ADF Exposure glass ABU025S 1. Positioning mark 2. Left scale Note Start with the first page to be copied. GCCO600E.EPS C Lower the ADF. SET23EE.eps 17 Placing Originals Placing Originals in the ADF 1 Note Do not stack originals over the limit mark on the side fence of the ADF. The last page should be on the bottom. Do not place anything on the ADF cover, doing so could cause a malfunction. ZFOP430E.eps Note Straighten curls in the originals before placing them in the ADF. To prevent multiple sheets feeding in at once, fan the originals before placing them in the ADF. Set the original squarely. Placing Regular Size Originals Note If you do not specify the original size, the machine will make copies on the paper size in the tray selected. When copy paper size and original size differ, you need to specify the original size as follows: A Place originals face down on the A Set the document guide to the original size.

and place them in the ADF with the side to be copied facing up. ABU026S.eps exposure glass, or face up into the ADF. B Select the paper tray or bypass tray using {U} or {T}, and then press the {#} key. ***CPY001.tif*** B Align the edges of the originals C Select [Regular Size] using {U} or ***CPY002.tif*** {T}, and then press the {OK} key. ABU026S 1. Limit mark 2. Document guide Note If you selected the bypass tray, first select [Original Size] using {U} or {T}, and then press the {OK} key.

18 Placing Originals D Select the paper size using the scroll keys, and then press the {OK} key. ***CPY003.tif*** Placing Custom Size Originals Note Enter the size of your original if it is not one of the following: A4L, B5 JIS L, A5KL, 8 1/2" × 14"L, 8 1/2" × 13"L, 8 1/2" × 11"L, 5 1/2" × 8 1/2"KL, 8" × 13"L, 8 1/4" × 13"L, 8 1/4" × 14"L.



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@@@@@@@@@@@@@@@@@@@@@To clear an entered value. @@@@See p.

19 "Placing Custom Size Originals". @See p.25 "When copying onto special paper". @The maximum number of sheets should not exceed the upper limit. 1.

@@@Horizontal size 2. Vertical size 3. Extender 4. @@@@@@@@@@@@@@@@@@C Select [Paper Type] CPY009.tif ABU050S using {U} or {T}, and then press the {OK} key. B Press the {#} key. C Select [Paper Size] CPY009.tif using {U} or {T}, and then press the {OK} key. D Select the paper type, and then press the {OK} key. ***CPY014.

tif*** D Select [Regular Size] using {U} or CPY010.tif {T}, and then press the {OK} key. The "Accepted" message appears. 25 Copying E Select the envelope size from [C6 envL] [C5 envL] [DL envL], and then press the {OK} key. CPY011.tif 2 The "Accepted" message appears. F Press the {#} key.

CPY015.tif G Select [Paper Type] using {U} or {T}, and then press the {OK} key. CPY009.

tif H Select [Thick Paper] using {U} or CPY014.tif {T}, and then press the {OK} key. The "Accepted" message appears. 26 Copier Functions Copier Functions Adjusting Image Density You can adjust copy image density to match your originals. If you require darker or lighter copies, adjust image density accordingly.

Selecting Original Type Setting Select one of the following two types to match your originals: 2 A Press the {Lighter} or {Darker} key to adjust the density.

ABU115S.eps Text Select this when your originals contain only text (no pictures). Photo This can reproduce delicate tones of photographs and pictures.

Reference p.

45 "Original Type Setting" A Press the {Original} key and select the original type. ABU116S.eps ABU115S The image density changes in five increments as follows: ABU042S.eps Lighter ABU116S Darker ABU042S Note Press the {Original} key to go through the following types: Upper indicator lit Text Lower indicator lit Photo 27 Copying Selecting Copy Paper Choose the tray containing the paper you want to copy onto: a paper tray or the bypass tray. 2 A Select the paper tray or bypass tray using {U} or {T}. The selected tray and the paper size appear. Base Point The base point of Reduce/Enlarge differs depending on how the original is scanned. When the original is placed on the exposure glass, the upper left corner is the base point. When placed in the ADF, the bottom left corner is the base point. GCKA031e.

eps CPY001.tif Reference p.22 "Copying from the Bypass Tray" GCKA031e 1. Base point when placing on the exposure glass. Preset Reduce/Enlarge You can select a preset ratio for copying. CP2T0100.eps 2. Base point when placing in the ADF. Reference Related default settings p.46 "Reproduction Ratio" p. 47 "Preset R/E Priority" A Press [R/E]. CPY001.tif B Press [Reduce] or [Enlarge]. ***CPY016.tif*** 28 Copier Functions C Select a ratio using {U} or {T}, and then press the {OK} key.

The "Accepted" message appears. your originals, and then press the {Start} key. C Enter the ratio. ***CPY017.tif*** D Place Zoom You can change the reproduction ratio in increments of 1%.

CP2Z0100.eps To select the ratio using {U} and {T} A Adjust the ratio using {U} or {T}. Note If you have incorrectly entered the ratio, readjust using {U} or {T}. 2 Note You can also select a preset ratio close to the desired ratio using [Reduce] or [Enlarge], and then adjust the ratio using {U} or {T}. To change the ratio in increments of 10%, press and hold down {U} or {T}. B Press the {OK} key. The "Accepted" message appears. A Press [R/E]. CPY001.tif To enter the ratio using the number keys A Enter the desired ratio using the number keys.

B Press the {OK} key. The "Accepted" message appears. B Press [Zoom]. CPY016.tif D Place your originals, and then press the {Start} key. 29 Copying Sort You can scan originals into memory and automatically sort copies. Copies are assembled as sequentially ordered sets. D Press the {Start} key. Note When placing originals on the exposure glass, press the {#} key after all originals are scanned. 2 Cp160-a.

eps Changing the number of sets You can change the number of copy sets during copying. A Press the {Sort} key. ABU117S.eps Note This function can only be used when the Sort function is selected. A While "Copying.

.." is displayed, press the {Clear/Stop} key. ***CPY025.tif*** ABU117S B Press [Sets].

Note When canceling the Sort function, press the {Sort} key, and make sure the {Sort} key indicator is off. ***CPY026.tif*** B Enter the number of copy sets using the number keys. CPY007.tif C Enter the number of copy sets with the number keys, and then press [Resume]. ***CPY027.tif*** C Place your originals. Note When placing originals on the exposure glass, start from the first page to be copied. When placing originals in the ADF, set the first page on top. Copying starts again.

Note The number of sets you can enter differs depending on when the {Clear/Stop} key is pressed. 30 Copier Functions Duplex 1 Sided 2 Sided Copies 2 one-sided pages onto 1 two-sided page. CP69.eps Note You cannot use the bypass tray with this function. The maximum paper weight that can be used with duplex copying is 6490 g/m2, 2024 lb. You can change the original orientation. See p.31 "To select the orientation". You can change the margin. See p.

47 "Duplex Margin". 2 A Press the {Duplex} key. ABU118S.eps Original orientation and completed copies The resulting copy image will differ according to the orientation in which you place the originals (vertical K or horizontal L). ABU043S.

eps ABU118S To select the orientation Note You can select the original orientation when [Always Specify] is selected in [Orientation] under [Copier Features] (User Tools). See p.46 "Orientation". A Select the original orientation using {U} or {T}, and then press the {OK} key. ***CPY018.

tif*** GCRY01E *1 The table shows the orientation of images on the front and back of copies, not the orientation of delivery. 31 Copying B Select the copy orientation using {U} or {T}, and then press the {OK} key. ***CPY019.tif*** One-Sided Combine You can combine two pages onto one side of a sheet. 2 The "Accepted" message appears. 1 Sided 2 Pages Combine 1 Side Copies 2 one-sided originals onto one side of a sheet. GCSHVY7E.eps B Place your originals.

When placing originals on the exposure glass A Place the original, and then press the {Start} key. Note Start from the first page to be copied.

GCSHVY7E A Press the {Combine} key. ABU119S.eps B Place the next original, and then press the {Start} key. When placing a stack of originals in the ADF A Place the originals with the first page on the top, and then press the {Start} key.



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ABU119S B Select [Combine: 2 Orig.] using {U} or {T}, and then press the {OK} key. ***CPY020.tif*** Reference p.31 "Original orientation and completed copies" 32 Copier Functions To select the orientation Note You can select the original orientation when [Always Specify] is selected in [Orientation] under [Copier Features] (User Tools). See p.

46 "Orientation". Two-Sided Combine You can combine 4 pages of originals into one sheet with two sides. 1 Sided 4 Pages Combine 2 Side Copies 4 one-sided originals onto one sheet with two pages per side. GCSHVY9E.eps 2 A Select the orientation using {U} or {T}, and then press the {OK} key.

CPY018.tif GCSHVY9E The "Accepted" message appears. A Press the {Combine} key. ABU119S.eps C Select the paper size using {U} or {T}.

CPY021.tif Note The machine calculates the ratio automatically based on the original size, if specified, or the copy paper size. ABU119S B Select [Combine: 4 Orig.] using {U} or {T}, and then press the {OK} key. CPY020.tif D Place your originals, and then press the {Start} key. 33 Copying To select the orientation Note You can select the original orientation when [Always Specify] is selected in [Orientation] under [Copier Features] (User Tools). See p.46 "Orientation". 2 A Select the original orientation using {U} or {T}, and then press the {OK} key.

CPY018.tif B Select the copy orientation using {U} or {T}, and then press the {OK} key. CPY019.tif The "Accepted" message appears. C Select the paper size using {U} or {T}. CPY021.tif Note The machine calculates the ratio automatically based on the original size, if specified, or the copy paper size. D Place your originals, and then press the {Start} key. 3. Troubleshooting If Your Machine Does Not Operate As You Want When a Message Is Displayed The following chart contains explanations for common messages.

If other messages appear, follow the instructions as they are displayed. Note For messages not listed here, see General Settings Guide. Message Causes A paper size not available with the Duplex function has been selected. Solutions The following paper sizes are available for the Duplex function: 8 1/2" x 14"L, 8 1/2" x 11"L, 8 1/2" x 13"L, 8 1/4" x 13"L, 8 1/4" x 14"L. Select one of these sizes.

Cannot dup. copy this size Cannot sort this size A paper size not avail- Use copy paper of length unable with the Sort func- tion has been specified. A paper size not available with the Combine function has been specified.

* The number of copies exceeds maximum copy quantity. Use copy paper of length under 14.01 inch. Size error in Combine mode Max. number of sets is You can change the maximum copy quantity. See p.46 "Max. Number of Sets". 35 Troubleshooting If You Cannot Make Clear Copies Problem Copies appear dirty. Causes Image density is too dark.

Solutions Adjust the image density. See p.27 "Adjusting Image Density". Adjust the image density. See p.27 "Adjusting Image Density". Adjust the image density. See p.27 "Adjusting Image Density". Change the orientation of the original.

Put mending tape over the pasted areas. The same copy area is dirty whenever making copies. Copies are too light. The exposure glass or ADF is dirty. Image density is too light.

The paper size is not appropriate. Clean them. See p.53 "Maintaining Your Machine". Adjust the image density.

See p.27 "Adjusting Image Density". Use the recommended paper. The reverse side of an original image is copied. A shadow appears on copies if you use pasted originals. Image density is too dark. 3 Note A light copy may result when you use damp or rough grain paper. Toner bottle is almost emp- Add toner. See p.

40 "D Adding ty. Toner". Parts of the paper are not copied. The original is not placed correctly. An improper paper size is selected. Copies are blank. The original is not placed correctly. Place originals correctly. See p.17 "Placing Originals".

Select the proper paper size. When using the exposure glass, place originals face down. When using the ADF, place them face up. See p.17 "Placing Originals".

A moiré pattern is produced on copies. CP268.eps Your original has a dot pattern Place the original on the exposure glass at a slight angle. R 36 If You Cannot Make Copies As You Want This section explains causes and remedies when copy results are not as expected.

Basic Problem Causes Solutions Check the combination of functions and make the settings again. You cannot combine several Selected functions cannot be used together. Reference p.55 "Combination Chart" 3 Combine Problem When using Combine, parts of the image are not copied. Causes Solutions The copy paper you specified does not match the size of your originals. Make sure the originals can be combined into the copy paper you see. When placing a stack of originals in the ADF, the last page should be on the bottom. If you place an original on the exposure glass, start with the first page to be copied. Copies are not in correct order- You placed the originals in der.

the incorrect order. Duplex Problem Order of copies is not correct. Causes You set originals in the incorrect order. Solutions When setting a stack of originals in the ADF, the last page should be on the bottom. If you set an original on the exposure glass, start with the first page to be copied. In Duplex Margin mode, parts of the original image are not copied. The margin is too wide. There is a lack of margin space on the opposite side of the binding position.

Set a narrower margin with User Tools. You can set the width between 050 mm (0"2").

See p.47 "Duplex Margin". Place the originals in the correct orientation. See p.17 "Original Orientation".

When using Duplex, copy You placed the originals in is made Top to Top even the wrong orientation. though Top to Bottom is selected. 37 Troubleshooting When Memory Is Full Messages Causes The scanned original exceeds the number of pages that can be stored in memory. Solutions Press [Print] to copy scanned originals and cancel the scanning data. Press [Clear] to cancel the scanning data and not copy.

Memory is full. [Print] scanned orig., [Clear] to cancel/clear memory. [Clear][Print] Note 3 Copying will stop and this message will be displayed when the memory is full. The machine checks To continue copying, Reset * orig., then press [Resume] to scan and copy the remaining originals. To stop copying, press [Stop]. 38 B Loading Paper B Loading Paper Reference For paper types and sizes, see General Settings Guide.



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If paper is left in the paper tray, and then you add paper, a misfeed might occur. Note Fan the paper before loading. Loading Paper Note You can change the paper size, see General Settings Guide. This illustration shows Tray 1. A Pull the paper tray out slowly until it stops. Straighten curled or warped paper before loading. When using paper tray 2, load paper so that the paper touches the right side of the tray, or misfeeds might occur. 3 C Push the paper tray in, until it B Push the metal plate down, and then square the paper and load it in the tray. ZFOY280E.eps stops.

Important Check the top of the stack is not higher than the limit mark inside the tray. ZFOY300E.eps 39 Troubleshooting D Adding Toner When D appears, it is time to add toner. Handling Toner R WARNING: · Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame.

Dispose of used toner containers in accordance with local regulations. R CAUTION: · Keep toner (used or unused) and toner containers out of reach of children. Important Faults may occur if you use toner other than the recommended type. 3 When adding toner, do not turn off the operation switch. If you do, settings will be lost.

Always add toner when the machine instructs you. Do not repeatedly install and remove toner bottles. This will result in toner leakage. Do not shake the removed toner bottle. Remaining toner might scatter. Note You can make about 50 copies even after the D symbol begins flashing, but replace toner early to prevent poor copy quality. Toner Storage When storing toner, the following precautions should always be followed: · Store toner containers in a cool, dry place free from direct sunlight. · Store on a flat surface. Used Toner Note Toner cannot be re-used. 40 Removing Toner Removing Toner · 1: Open the front cover of the machine.

· 2: Lift the green lever. ABU033S 3 · 3: Push the green lever, and then gently pull out the holder. ABU034S · 4: Press the toner bottle back to raise its top, and then gently pull it out. 41 Troubleshooting Inserting Toner · 1: Hold the new bottle horizontally and shake it from side to side five or six times. 2: Remove the black cap. Note Do not remove the black cap before shaking. Do not remove the inner cap. 3 · 3: Put the toner bottle on the holder, and then pull its top forward. · 4: Push in the green lever until it clicks. ABU035S · 5: Press down the green lever.

· 6: Close the machine's front cover. ABU036S 42 4. User Tools (Copier Features) Accessing User Tools (Copier Features) This section is for key operators in charge of this machine. Key operators can change or make default settings. Note Be sure to quit User Tools and return to the initial copy display when all settings are complete.

This section describes system settings for the copier function. Changing Default Settings Note If a key operator code is set, the key operator code input display appears before you can change the default settings. For details about access codes, see "Key Operator Tools", General Settings Guide. Selected settings are highlighted. Any changes made with User Tools remain in effect even if the main power switch or operation switch is turned off, or the {Clear Modes} key is pressed.

Reference For details about System Settings, see "User Tools (System Settings)", General Settings Guide. A Press the {User Tools/Counter} key. ABU105S.eps ABU105S B Select [Copier Features] using {U} or {T}, and then press the {OK} key. ***CPY022.tif*** C Select the menu using {U} or {T}, and then press the {OK} key. ***CPY023.tif*** 43 User Tools (Copier Features) D Change settings by following instructions on the display, and then press the {OK} key. ***CPY024.tif*** The "Programmed" message appears.

Note To discontinue the operation and return to the initial display, press the {User Tools/Counter} key. 4 Quitting User Tools A Press the {User Tools/Counter} key. ABU105S.eps ABU105S The change is made, and the machine is ready to copy. 44 Settings You Can Change with User Tools Settings You Can Change with User Tools Auto Tray Switching If you load paper of the same size and in the same orientation in two trays, the machine automatically shifts to the other tray when the first tray runs out of paper. This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not. Note Default: On Off: When a paper tray runs out of paper, copying is interrupted and the "Load paper" message appears. To enable this function, the APS settings of Paper Type: Tray 1 and 2 have to be selected [On]. See "Tray Paper Settings", General Settings Guide.

· Photo Mode 3 actual photographic paper · Special Mode 1 Highly transparent originals (reverse side clearly visible), or light text on a colored background. Also for originals with very grainy backgrounds (some newspapers) and light text. · Special Mode 2 originals with colored text and lines · Special Mode 3 photo images created by dithering (visible dots), such as newspaper photos - normal resolution · Special Mode 4 photo images created by dithering (visible dots), such as newspaper photos - coarse resolution · Special Mode 5 normal text originals (reproducing the background) Note Default: 4 Original Type Setting You can adjust copy finish quality level according to original type. You can choose these functions after selecting [Original Type 1 (Text)] or [Original Type 2 (Photo)]. · Text Mode 1 normal text originals · Text Mode 2 newspapers, semi-transparent originals (reverse side print faintly visible) · Photo Mode 1 text/photo images containing mostly photo areas · Photo Mode 2 text/photo images containing mostly text areas · Original Type 1 (Text): Text Mode 1 · Original Type 2 (Photo): Photo Mode 1 Duplex Mode Priority You can select the type of Duplex function effective when the machine is turned on, reset, or modes are cleared.

Note Default: 1 Sided 1 Sided 45 User Tools (Copier Features) Orientation · You can select the original orientation when making Combine copies. Note Default: Do not Specify Reproduction Ratio You can select which reduce, enlarge, or input ratio is shown on the display with priority when [Reduce] or [Enlarge] is selected. Note Default: · Metric version: · Ratio 1: 50% · Ratio 2: 71% · Ratio 3: 93% · Ratio 4: 141% · Ratio 5: 200% · Inch version: · Ratio 1: 65% · Ratio 2: 78% · Ratio 3: 93% · Ratio 4: 129% · Ratio 5: 155% You can set a ratio other than the above. A Press the {User Tools/Counter} key. B Select [Copier Features] using {U} or {T}, and then press the {OK} key.



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C Select [Reproduction Ratio] using {U} or {T}, and then press the {OK} key. D Select the ratio you want to change using {U} or {T}, and then press the {OK} key. E Select [User R/E Ratio] using {U} or {T}, and then press the {OK} key. F Enter a ratio using the number keys (from 50200%), and then press the {OK} key. The "Programmed" message appears. When you select [Always Specify], you must select the orientation of originals. 4 Max. Number of Sets The maximum copy quantity can be set between 1 and 99 using number keys. Note Default: 99 sheets Original Count Display You can set to display the count of originals and copying pages on the display when [On] is selected. Note Default: Off 46 Settings You Can Change with User Tools Preset R/E Priority You can set the ratio with priority when [R/E] is selected.

Note Default: · Metric version: 71% · Inch version: 65% Duplex Margin You can specify left margin on the back side of copies, and top margin on the front side. Select [Top Margin] or [Left Margin], and then set the required value. · Top Margin: 0 - 50 mm, 0" - 2" · Left Margin: 0 - 50 mm, 0" - 2" Note Default: · Metric version: 5 mm · Inch version: 0.2 inch 4 47 User Tools (Copier Features) 4 48 5. Remarks Do's and Don'ts R CAUTION: · Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine. Important Do not turn the power off while the On indicator is lit or blinking. Doing so may damage the memory. Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the display. See p. 12 "Turning Off the Power" and "Turning Off the Main Power". When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated. Do not touch areas on or around the fusing unit. These areas get hot.

After making copies continuously, the exposure glass may become warm--this is not a malfunction. The area around the ventilation hole might feel warm. This is caused by exhaust air and is not a malfunction. When the machine is not in use and in stand-by mode, you may hear a small noise inside. This is caused by the image stabilization process and is not a malfunction.

· Do not turn off the operation switch while copying or printing. Make sure all copying or printing has finished first. · The machine might not produce good copy images if condensation forms inside as a result of rapid temperature change. · Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur. · Do not move the machine during copying or printing. · If you operate the machine improperly or a machine failure occurs, settings might be lost. Be sure to make a note of your machine settings. · The manufacturer shall not be liable for any loss or damage resulting from mechanical failure, loss of settings, or use of the machine. 49 Remarks Where to Put Your Machine Machine Environment Choose your machine's location carefully.

Environmental conditions greatly affect its performance. Environments to avoid · Locations exposed to direct sunlight or other sources of strong light (more than 1,500 lux). · Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes can cause condensation to form inside the machine.) · Locations close to machines generating ammonia, such as a diazo copy machine. · Places where the machine will be subject to frequent strong vibration. · Dusty areas. · Areas with corrosive gases. Optimum environmental conditions R CAUTION: · Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.

5 · Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur. R CAUTION: · If you use the machine in a confined space, make sure there is a continuous air turnover. · Temperature: 10-32 °C (50-89.6 °F) (humidity to be 54% at 32 °C, 89.6 °F) · Humidity: 15-80% (temperature to be 27 °C, 80.6 °F at 80%) · A strong and level base. · The machine must be level within 5 mm, 0.2 inches: both front to rear, and left to right. · To avoid possible buildup of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

50 Where to Put Your Machine Moving R CAUTION: · Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine. R CAUTION: · When the paper tray unit is installed, do not push the upper part of the main unit horizontally. An injury might occur if the paper tray unit becomes detached from the main unit. Important Be careful when moving the machine. Take the following precautions: Power Connection R WARNING: · Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord. · Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary.

These actions could cause an electric shock or fire. R CAUTION: · Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine. R CAUTION: · When you disconnect the power plug from the wall outlet, always pull the plug (not the cable). 5 · Turn off the main power. See p.12 "Turning Off the Main Power". · Unplug the power cord from the wall outlet. When you pull out the plug from the socket, grip the plug to avoid damaging the cord, thereby reducing the risk of fire or electric shock. · Close all covers and trays, including the front cover and bypass tray.

Do not take off the holding stand. Protect the machine from strong shocks. Impact can damage the memory. · When the main power switch is in the stand-by position, the optional anti-condensation heaters are on. In an emergency, unplug the machine's power cord. · When you unplug the power cord, the anti-condensation heaters turn off. · Make sure the plug is inserted firmly in the wall outlet. · Voltage must not fluctuate by more than 10%. · The wall outlet shall be installed near the machine and shall be easily accessible.



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51 Remarks Access to the Machine Place the machine near the power source, providing the clearance areas shown.

CP9991EE.eps 5 1. Rear: 1 cm (0.4") or more 2. Right: 1 cm (0.4") or more 3. Front: 75 cm (29.6") or more 4. Left: 1 cm (0.4") or more Note For the required space when options are installed, contact your service representative.

52 Maintaining Your Machine Maintaining Your Machine If the exposure glass, or ADF belt is dirty, copy clarity may be reduced. Clean these parts if they are dirty. Cleaning the ADF ZFOH680E.eps Cleaning the machine Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove the water. Important Do not use chemical cleaner or organic solvents such as thinner or benzene. If such substances get inside the machine or melt plastic parts, a failure might occur. @@@@@\$ These functions cannot be used together. The second function selected will be the function you are working in.

ABU038S.

eps The following shows the combinations of functions. ABU038S 55 Specifications Supplementary Information Bypass Tray Copy · The following paper sizes can be selected as standard sizes: A4L, A5KL, B5 JISL, 81/2"×14"L, 81/2"×11"L, 51/2"×81/2"KL, 71/4"×101/2"L, 8"×13"L, 81/2"×13"L, 81/4"×13"L, 81/4"×14"L, 16KL, 41/8"×91/2"L, 37/8"×71/2"L, C5 EnvL, C6 EnvL, DL EnvL · When the beeper is turned off, it will not sound if you insert paper into the bypass tray. See General Settings Guide. Preset Reduce/Enlarge · You can select one of 5 preset ratios (2 enlargement ratios, 3 reduction ratios). · You can select a ratio regardless of the size of an original or copy paper.

With some ratios, parts of the image might not be copied or margins will appear on copies. · Copies can be reduced or enlarged as follows: 6 Metric version Ratio (%) 200 (enlarge area by 4) 141 (enlarge area by 2) 122 115 93 82 71 (reduce area by 1/2) 65 50 (reduce area by 1/4) Original Copy paper size A6A4 A5A4 --A little reduced. (Create Margin) FA4 A4A5 -A4A6 56 Supplementary Information Inch version Ratio (%) 200 (enlarge area by 4) 155 (enlarge area by 2) 129 121 93 85 78 73 65 50 (reduce area by 1/4) Original Copy paper size -51/2" × 81/2"81/2" × 14" 51/2" × 81/2"81/2" × 11" -A little reduced. (Create Margin) 81/2" × 13"81/2" × 11" 81/2" × 14"81/2" × 11" -81/2" × 11"51/2" × 81/2" -- Zoom · The reproduction ratios you can specify are 50200%. · You can select a ratio regardless of the size of an original or copy paper.

With some ratios, parts of the image might not be copied or margins will appear on copies. Duplex · You cannot use the following copy paper with this function: · Paper smaller than B5 JISL or 81/2" × 11"L. · Paper thicker than 105 g/m2, 28 lb. · Paper thinner than 64 g/m2, 17 lb. · Translucent paper · OHP transparencies · Label paper (adhesive labels) · Postcards · When an odd number of originals is placed in the ADF, the back of the last page of copied paper is blank. · During copying, the image is shifted to allow for the binding margin. · The following paper sizes can be duplexed: A4L, B5 JISL, 81/2" × 14"L, 81/2" × 11"L, 81/2" × 13"L, 81/4" × 13"L, 81/4" × 14"L, 16KL 6 57 Specifications Combine · When using this function, the machine selects the reproduction ratio automatically. This reproduction ratio depends on original sizes, if specified, or copy paper sizes. · If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.

· You cannot use custom size paper of 14.01 inch in length, or larger. · If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly. · If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown. ABU039S.eps 6 Duplex Margin · If you set a binding margin that is too wide, part of the image may not be copied. · When making copies using the Combine function, the binding margin is added to the copies when combining is finished. 58 INDEX E 1 sided 2 pages combine 1 side, 32 1 sided 4 pages combine 2 side, 33 1 sided 2 sided, 31 Enlarge, 28, 56 Envelopes, 25 Environment, 50 Exposure glass, 17 A Accessing User Tools, 43 Adding toner, 40 ADF, 18 Adjusting image density, 27 Auto off, 13 Auto tray switching, 45 H Handling toner, 40 I Image density, 27 Indicators, 8 Inserting toner, 42 B Basic procedure, 21 Bypass tray, 22 Bypass tray copy, 56 L Lighter and Darker, 9 Loading paper, 39 Low power, 13 C Cancel key, 9 Changing default settings, 43 Cleaning ADF, 53 exposure glass, 53 Clear key, 8 Clear Modes key, 8 Combination chart, 55 Combine, 32, 33, 58 Combine key, 9 Control panel, 8 Copier features, 43 Copier functions, 27 Copying, 21 Copying from bypass tray, 22, 24, 25 Copy key, 8 Counter key, 8 Custom size originals, 19 Custom size paper, 24 M Machine environment, 50 Main power indicator, 8 Main power switch, 11 Maintaining, 53 Max. number of sets, 46 Messages, 35 Missing image area, 16 Moving, 51 N Non-compatible originals for the ADF, 15 Number keys, 9 O OK key, 9 One-sided combine, 32 On indicator, 9 Operation switch, 9, 11 Orientation, 31, 46 Original count display, 46 Original orientation, 17 Originals, 15 Original sizes, 16 Originals sizes and weights, 15 Original type, 27 Original Type key, 9 Original type setting, 45 D Display, 9 Do's and Don'ts, 49 Duplex, 31, 57 Duplex key, 9 Duplex margin, 47, 58 Duplex mode priority, 45 59 P Paper loading, 39 Photo, 27 Placing custom size originals, 19 Placing originals, 17 in ADF, 18 on exposure glass, 17 Placing regular size originals, 18 Power, 11 Power connection, 51 Preset reduce/enlarge, 28, 56 Preset R/E priority, 47 T Text, 27 Toner adding, 40 handling, 40 inserting, 42 removing, 41 storage, 40 used, 40 Toner storage, 40 Troubleshooting, 35 memory is full, 38 you cannot make clear copies, 36 you cannot make copies as you want, 37 your machine does not operate as you want, 35 Turning Off the main power, 12 Turning Off the power, 12 Turning On the main power, 11 Turning On the power, 11 Two-sided combine, 33 Q Quitting User Tools, 44 R Reading display, 10 Reduce, 28, 56 Regular size originals, 16, 18 Regular size paper, 24 Remarks, 49 Removing toner, 41 Reproduction ratio, 46 U Used toner, 40 User Tools, 43 User Tools key, 8 Using keys, 10 S Safety information, 4 Saving energy, 13 Scroll keys, 8 Selecting copy paper, 28 Selecting original type setting, 27 Selection keys, 8 Sort, 30 Sort key, 9 Special paper, 25 Specifications, 55 Start key, 9 Stop key, 8 Supplementary information, 56 Z Zoom, 29, 57 60 EN USA B129-6607 .



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